

# Revised Right to Work processes for 2019-20 for undergraduate examiners and assessors on casual appointments

April 2019

**For the attention of Heads of Administration and Finance to share with their teams.**

## Introduction

The Examiner Appointments and Payments (EAP) project aims to streamline and automate examiner appointments and payments processes for undergraduate and taught graduate degrees. A new IT system to support this is being developed in Microsoft Dynamics CRM. The 'appointments' part of the EAP system, expected to be available in June 2019, is near completion. The design of the 'payments' functionality, intended to be available towards the end of 2019, is currently being refined with input from divisions and departments, after which development will begin.

The new EAP system is reliant upon accessing accurate Right to Work (RtW) information for examiners and assessors. As part of this project, the Examinations and Assessments team and the project team have collaborated with colleagues in the HRIS Support Centre and Staff Immigration team to ensure 1) we comply with data regulations surrounding examiner appointments, and 2) we have consistent RtW records for all casual appointments, including casual examiners and assessors across the University. The launch of the new EAP system will coincide with the introduction of changes to the RtW recording process for *undergraduate* examiners and assessors on casual appointments from 2019/20. **From the point of implementation, departments will be required to record RtW information in the CoreHR system for all casual examiners and assessors**, as is already the case for all other casual workers and employees.

Having RtW information recorded in a single central system will avoid examiners having to be asked for repeated RtW checks, and will allow the most up-to-date RtW information to be used across the University.

We appreciate that this will cause a shift in responsibilities within departments for the creation of casual records and recording RtW information relating to examiners - from a paper-based process by Exam Board Administrators to CoreHR users. HAFs might therefore need to establish new internal departmental processes or arrangements between teams. Please note that the peak appointment period for examiners is around early November to mid-December; for assessors it is mid-March to end of April.

This paper gives notice of changes for 2019/20. The HRIS Support Centre will provide guidance to CoreHR users in departments on creating and managing casual examiners records in CoreHR.

## Changes for 2019/20

1. Recording missing RtW information for *existing* casual examiner and assessor appointments in CoreHR - undergraduate only

Exam Board Administrators in departments will no longer be required to complete and submit a RtW form to the central Examinations and Assessments team when mandatory RtW information is missing from CoreHR. Instead, the EAP system will alert Exam Board Administrators of casual appointments on undergraduate courses that are missing the required RtW information in CoreHR (RtW information is not required for casual appointments on postgraduate courses).

CoreHR users in departments will need to record RtW information directly in CoreHR. The interface between CoreHR and the EAP system will automatically transfer the required RtW information. As per current arrangements, in addition, departments must retain a physical copy of the RtW. The EAP system will confirm the related appointments so that examining work can commence.

**Note:** RtW information and Proctors approval are required to confirm appointments. Examining work must not be carried out without confirmed appointments. The exception to this will be for external examiners who are remote from Oxford, for whom a separate RtW check process is in place.

## 2. Recording RtW information for *new* casual appointments - undergraduate only

In the case of *new* casual appointments, Exam Board Administrators in departments will no longer be required to submit a completed *New Starter* form to the central Examinations and Assessments team. If an appointee does not exist in the EAP system, the Exam Board Administrator in departments will need to create a temporary record in EAP. Once the appointment has received academic approval from the Proctors, the Core HR user within the department will then create a new record for the new appointee (UG courses only) in CoreHR. This includes recording the relevant RtW information and bank details based on the information provided to them by the Exam Board Administrator in the *Casual Worker New Appointment* form. Once the record is created and RtW information recorded in CoreHR, the temporary record in EAP will be replaced with the new record created in CoreHR, and the appointment will be confirmed in EAP automatically. As with all new casual appointments, once the record has been created, CoreHR users in departments must also send the *Equality and Diversity New Starter* form to the new casual appointment holder to complete, and return to HRIS Data Services at [monitoring@admin.ox.ac.uk](mailto:monitoring@admin.ox.ac.uk).

**Note:** the Central Assessments and Examinations team will continue to liaise with the Accounts Payable team on creating a record for new casual appointments to PG courses at payments processing stage.

The vast majority of people appointed as an examiner or assessor have likely done examining and/or teaching at the University before; therefore the number of new casual records that need to be set up in CoreHR is expected to be relatively low. In 2017/18 a total of 125 *new* casual records were created for the purpose of examiner or assessor appointments. These were distributed as follows:

Medical Sciences	20	16%
Humanities (use HRIS Data Services)	45	37%
Social Sciences	15	12%
MPLS	32	26%
ContEd	11	9%

The largest number at departmental level was Mathematics (12 records).

**Note:** there will be no changes to the process of the appointment of casual workers for postgraduate courses. This will continue to be dealt with between the central Examinations and Assessments team and Finance Division.

#### Next steps

- Exam Board Administrators have been invited to EAP roadshows (May) and training (mid-May to early June)
- The HRIS Support Centre will issue further communications and guidance to CoreHR users.

#### Questions

Please contact [examiners@admin.ox.ac.uk](mailto:examiners@admin.ox.ac.uk).

Examiner Appointments and Payments project and HRIS, April 2019