The secondment process requires both the originating department and receiving department to set up or amend appointments depending on whether it is the start or the end of the secondment. For full guidance on managing secondments please refer to the relevant pages on the Personnel Services website.

This guide covers the following process steps:

A. Receiving Department
   1. Start of Secondment
   2. Extension of Secondment
   3. End of Secondment

B. Originating Department
   1. Start of Secondment
   2. End of Secondment

C. Appendix

This guide refers you to other appropriate detailed guides, providing specific data where relevant.

Note: It is expected that the Personnel Administrators from both departments will communicate off-system to agree the details before processing the move through CoreHR. Any backfill requirements must be managed via posts/appointments as per standard processes.

External Secondments – Where an employee is being seconded to an external organisation, follow the guidance for the Originating Department only.
A. Receiving Department

1. Start of Secondment

Unless there is already an existing vacancy to be filled by secondment:

1.1. Request a New Appointment. Complete and submit a staff request – see RQ1_Creating a staff request.

Specifically:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planned End Date</td>
<td>Enter the planned end date (secondments should be fixed term).</td>
</tr>
<tr>
<td>Contract Duration</td>
<td>Enter the contract duration.</td>
</tr>
<tr>
<td>Additional Information</td>
<td>Enter any additional information as required. Eg name of employee and that this is a secondment.</td>
</tr>
</tbody>
</table>

1.2. Request Approval - see QRG: RQ2_Approve or Reject Staff Request.

1.3. Agree details of start date, handovers etc with the originating department (A), and contact facilities, IT etc to arrange new access for the employee.

1.4. Appoint the individual via the vacancy if they applied via e-recruitment or via the post if a direct appointment. The employee should be appointed as an additional appointment. See QRG: PA2b_Additional Appointment.

Specifically:

<table>
<thead>
<tr>
<th>Field Name (*)Mandatory</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Target End Date</td>
<td>Enter end date for fixed term contract.</td>
</tr>
<tr>
<td>Employee Status*</td>
<td>Check/select Fixed term.</td>
</tr>
<tr>
<td>Secondment tick box*</td>
<td>Select tick box. (*This field is essential for reporting purposes.)</td>
</tr>
<tr>
<td>Action*</td>
<td>Select Secondment.</td>
</tr>
<tr>
<td>Reason Code*</td>
<td>Select Secondment Start.</td>
</tr>
</tbody>
</table>

1.5. Commence employee in CoreHR – see QRG: PANS0_Pre-arrival and New Starter Guide Section M.

1.6. Issue appointment amendment letter to confirm change.
1.7. Set up new allowances. If required set up new allowances – see QRG: CH4_New and changes to allowances.

1.8. Approve allowances. If required approve new allowances – see QRG: FDS_Approve or Reject Salary/Allowances.

2. Extension of Secondment

If relevant, the secondment can be extended:

Amend Appointment – see QRG: CH6_Change in Appointment.

Specifically:

<table>
<thead>
<tr>
<th>Field Name (*Mandatory)</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Target End date*</td>
<td>Update to new contract end date.</td>
</tr>
<tr>
<td>Action*</td>
<td>Select Secondment.</td>
</tr>
<tr>
<td>Reason Code*</td>
<td>Select Secondment Date Change.</td>
</tr>
</tbody>
</table>

3. End of Secondment

At the end of the secondment period, either:

- Employee returns to previous post.
- Employee is transferred permanently to secondment post (where the post is permanent).

3.1. Employee is returning to previous post

3.1.1. End secondment appointment – see QRG: EA1_Ending appointment(s). **Note:** Ending the appointment will automatically end any allowances.

Specifically:

<table>
<thead>
<tr>
<th>Field Name (*Mandatory)</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leaving Code*</td>
<td>Select Secondment End.</td>
</tr>
<tr>
<td>Leaving Destination Code*</td>
<td>Select Not Applicable/ Not Required.</td>
</tr>
</tbody>
</table>
3.1.2. Contact facilities, IT etc to amend access for the employee.

### 3.2. Employee is transferred permanently to secondment post

Assuming that the post is a permanent one, as per the transfer process:

3.2.1. Raise staff request for new planned appointment/post as relevant.

3.2.2. Initiate a transfer request from the originating department. See QRG: PA2e_Transfers between departments or if an internal transfer see QRG: PA2f_Transferring within the same department).

3.2.3. Appoint the individual.

Specifically:

<table>
<thead>
<tr>
<th>Field Name (*Mandatory)</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Action*</td>
<td>Select New Appointment.</td>
</tr>
<tr>
<td>Reason Code*</td>
<td>Select Secondment made permanent.</td>
</tr>
</tbody>
</table>

### 3.3. End the secondment appointment – see EA1_Ending appointment(s).

Specifically:

<table>
<thead>
<tr>
<th>Field Name (*Mandatory)</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leaving Code*</td>
<td>Select Secondment End.</td>
</tr>
<tr>
<td>Leaving Destination Code*</td>
<td>Select Not Applicable/Not Required.</td>
</tr>
<tr>
<td>Location after leaving*</td>
<td>Select n/a Continuing as University Employee</td>
</tr>
<tr>
<td>Ending Reason*</td>
<td>Free text field, enter any additional information.</td>
</tr>
</tbody>
</table>

**Note:** Ending the appointment will automatically end any allowances.
B. Originating Department

1. Start of Secondment

1.1. Amend Appointment – see QRG: CH3_Changing Hours.

Specifically:

<table>
<thead>
<tr>
<th>Field Name (*Mandatory)</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours*</td>
<td>Change to 0 (or reduce for partial secondment).</td>
</tr>
<tr>
<td>FTE*</td>
<td>Change to 0 (or reduce for partial secondment).</td>
</tr>
<tr>
<td>Action*</td>
<td>Select Secondment.</td>
</tr>
<tr>
<td>Reason Code*</td>
<td>Select Secondment Start (Out).</td>
</tr>
</tbody>
</table>

1.2. Amend Pay – see QRG: CH3_Changing Hours.

Specifically:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Multiplier *</td>
<td>Will be populated from current FTE. Amend if appropriate. Note: A calculator is available on the HRIS website if you would like help to work this out.</td>
</tr>
</tbody>
</table>

1.3. If required end allowances – see QRG: CH12_End Allowances. For partial secondments it may be necessary to replace existing allowances with new reduced ones. Refer to QRG: CH4_New or changes to existing allowances for guidance. The new allowances must be approved – see QRG: FD5_Approve or Reject Salary/Allowances.

2. End of Secondment

At the end of the secondment period, either:

- Employee returns to previous post.
- Employee is transferred permanently to secondment post (where the post is permanent).

2.1. Employee is returning to previous post

2.1.1 Amend Appointment – see QRG: CH3_Changing Hours.
Specifically:

<table>
<thead>
<tr>
<th>Field Name (*Mandatory)</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours*</td>
<td>Change back to previous level.</td>
</tr>
<tr>
<td>FTE*</td>
<td>Change back to previous level.</td>
</tr>
<tr>
<td>Action*</td>
<td>Select Secondment.</td>
</tr>
<tr>
<td>Reason Code*</td>
<td>Select Secondment Return.</td>
</tr>
</tbody>
</table>

2.1.2 Amend Pay – see QRG: **CH3_Changing Hours**.

Specifically:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Multiplier *</td>
<td>Will be populated from current FTE. Amend if appropriate. Note: A calculator is available on the HRIS website if you would like help to work this out.</td>
</tr>
</tbody>
</table>

2.1.3 Set up/change allowances. If required re set up allowances. See QRG: **CH4_New and changes to permanent allowance**.

2.1.4 Approve allowances. If required approve new allowances. See QRG: **FD5_Approve or Reject Salary/Allowances**.

2.1.5 Contact facilities, IT etc. to amend access for the employee.

2.2. **Employee is transferred permanently to secondment post**

Assuming that the post is a permanent one, as per the transfer process:

2.2.1 Approve the transfer request. See QRG: **PA2e_Transfers between departments**.
C. Appendix

**Seconded Post**

- **Appoint** as an additional appointment
  - Action: Secondment
  - Reason: Secondment Start

- **Amend** appointment
  - Action: Secondment
  - Reason: Secondment date change

- **Secondment extended?**
  - Yes
  - **Amend** appointment
    - Action: Secondment
    - Reason: Secondment date change
  - No
  - **Secondment made permanent?**
    - Yes
    - **Transfer** from existing substantive post following standard transfer guidance
      - Action: New Appointment
      - Reason: Secondment made Permanent
    - No
      - **End** Appointment
        - Leaving Code: Secondment End

- **Secondment made permanent?**
  - Yes
    - **Transfer** from existing substantive post following standard transfer guidance
      - Action: New Appointment
      - Reason: Secondment made Permanent
    - No
      - **End** Appointment
        - Leaving Code: Secondment End

**Substantive Post**

- **Amend Appointment**
  - Action: Secondment
  - Reason: Secondment start (out)

- **Secondment extended?**
  - Yes
    - **Amend** appointment
      - Action: Secondment Return
      - Reason: Secondment made Permanent
    - No
      - **No action required**

- **Secondment made permanent?**
  - Yes
    - **Amend** appointment
      - Action: Secondment Return
      - Reason: Secondment made Permanent
  - No
    - **No action required**