HRIS Support Centre/
Personnel Services

UNIVERSITY OF OXFORD

Quick Reference Guide: Pre-Arrival

v2.8 November 2013

Prepare for Arrival

What's Changed?

1. R12 upgrade – cost centre / project guidance changed. 07.11.13

Once an individual has been appointed, but before they start in their new position there are a number of activities to be completed.

Refer also to the Pre-Arrival/New Starter checklist.

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Note:

***** indicates mandatory fields which must be completed.

A. RECORD OFFER & ACCEPTANCE DETAILS

If your preferred candidate applied via e-recruitment, having made a verbal offer to them the details should be captured in the Recruitment module. **(Section A1)**

When the candidate accepts the offer, the details should be updated against the relevant vacancy **(Section A2)** before the vacancy is closed.

Note: 'Recruitment Administrator' access is required for this action.
Both sections A1 and A2 must be completed.

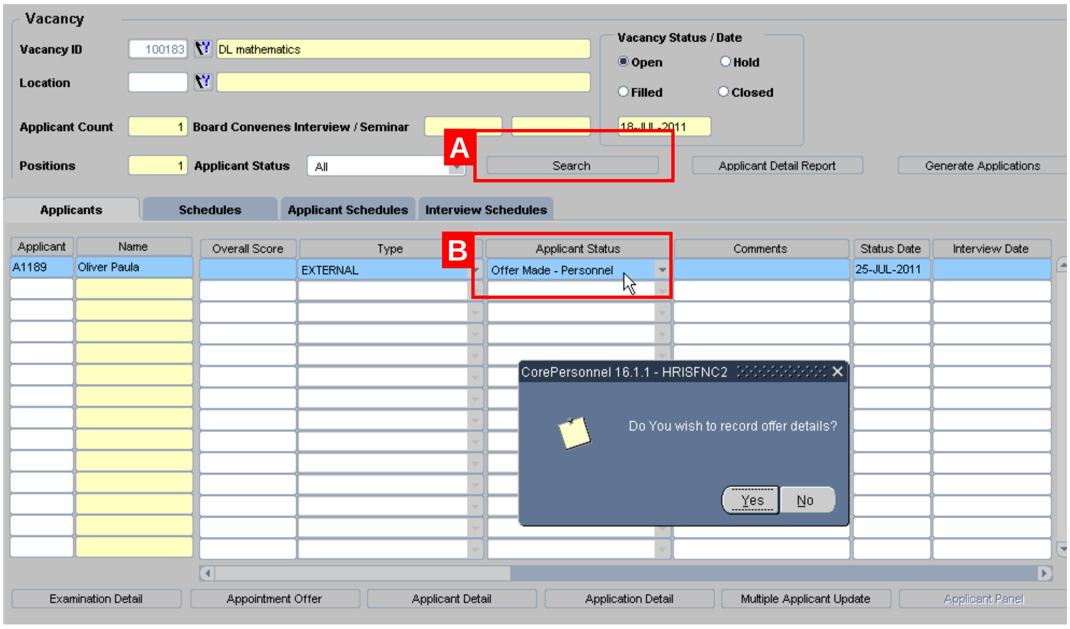
Navigate to: Recruitment > Maintenance > Applicant Status

Note: The same screens can be reached via Recruitment > Maintenance > Vacancy Detail which is helpful if doing other updates on the vacancy at the same time.

A1. Record verbal offer

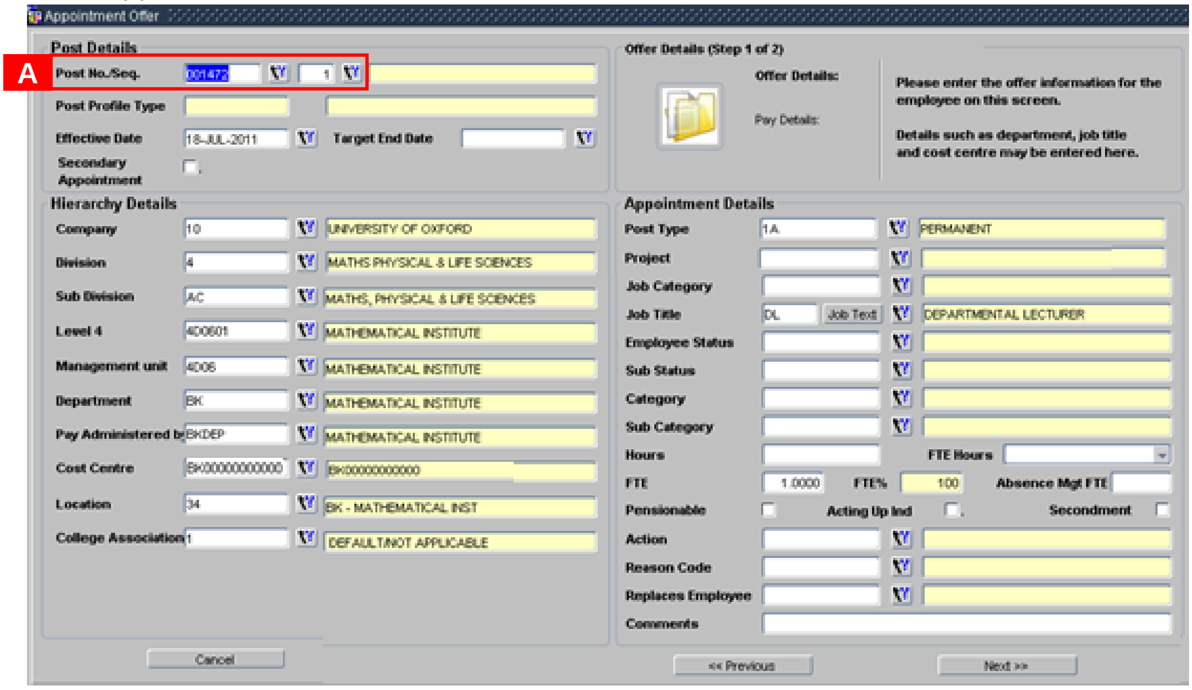
1. Enter the vacancy number into the **Vacancy ID** field and click Search **[A]**.

2. Update the status of the preferred candidate to **Offer Made – Personnel** **[B]**.



3. A message will be displayed 'Do you wish to record offer details?' click the Yes button.

In the *Appointment Offer* screen*:*



4. Select the **Post Number [A]** using the LoV icon then press the [**Tab**] key.

5. Select the **post number sequence [A]** using the LoV icon then press the [**Tab**] key.

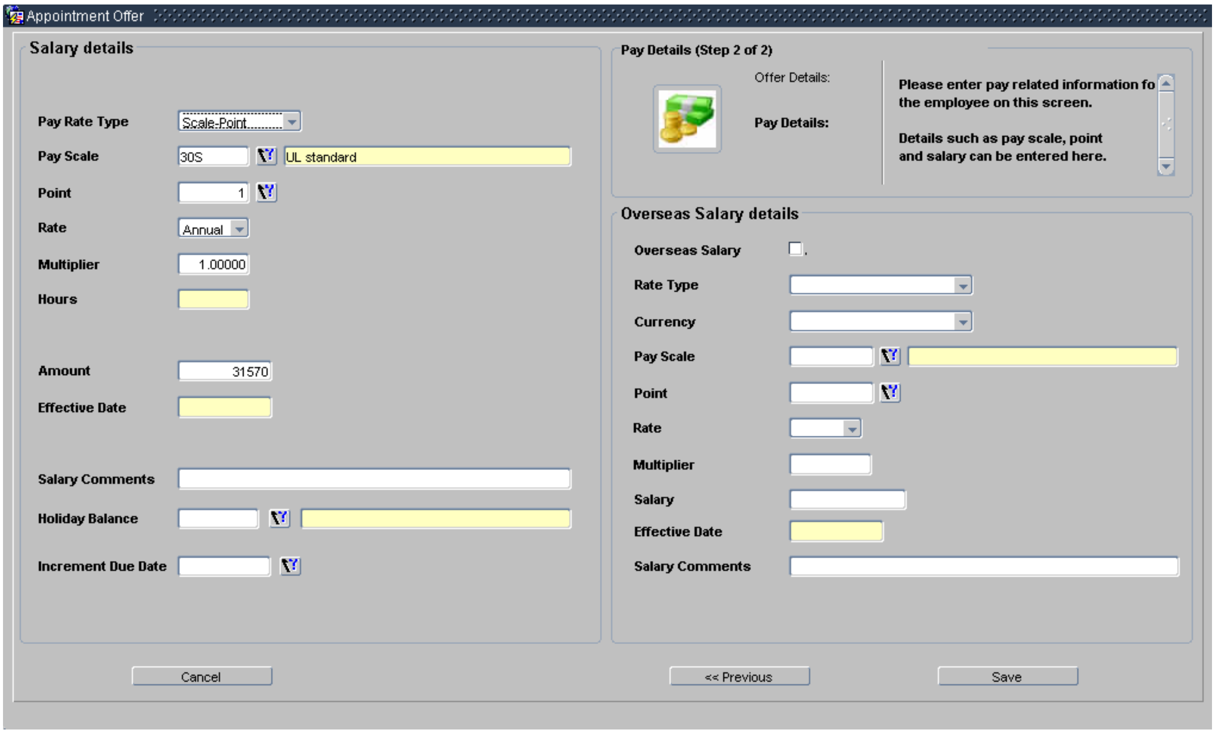
Note: If the post number or post number sequence you are expecting is not in the LoV list then contact HRIS support.

6. Enter/change any details relevant to the offer details e.g.

Note: If preferred this information can be left for now and completed at appointment stage.

Field Name	Description
Effective date	Expected start date.
Job Text	This is the actual job title that will appear in the template documents, such as the conditional offer/contract letter.
Employee status	e.g. Permanent, Fixed term.
Sub Status	e.g. Full time, Part time.
Hours	Expected working hours per week, as agreed with the individual.
FTE Hours	Standard FTE hours for this role (depends on grade).
Comments	Record anything of interest about the offer made.

7. Click the Next >> button:



8. If required change/check any details relevant to the pay details.

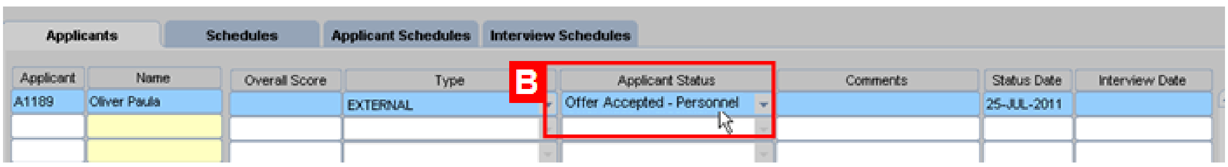
Field Name	**Description**
Point	Grade point.
Multiplier	Ensure this matches the FTE.

9. Click the Save button, then click the OK button. The *Applicant status* window is re-displayed.

A2. Record accepted offer

When the verbal offer has been accepted, the details must be captured in the recruitment module in order that they can be pulled through to personnel.

Follow steps 1-9 above but remember to update the status of the preferred candidate to **Offer Accepted – Personnel**.



B. APPOINT NEW STARTER (NEW TO UNIVERSITY)

Once the preferred candidate has accepted your offer and the offer has been recorded in Core (see Section A: Record Offer) they should be 'appointed', i.e. linked in the system to the relevant planned appointment and their funding allocated (even if they are not expected to start for some time). **The steps below show how to appoint an individual new to the University**.

Alternatively, refer to:

- Appoint Existing Employee to an Additional Post (PA2b)
- Appoint Variable Hours Employee (PA2c)
- Appoint Rehire (PA2d) – where an individual has previously worked at the University
- Appoint Transfer (transfer to new department) (PA2e)
- Appoint Transfer (within department, including regrade and changes) (PA2f)
- Direct Appoint (PA2g) – for new starters not through eRecruitment, e.g., named on grant

Note: If the appointment is jointly with another higher education institution (HEI) please contact PRAS to notify them of this.

Navigate to: Personnel > Maintenance > Personal Profile

1. Click the New Appointments button. The *Applicants/Posts* window opens.

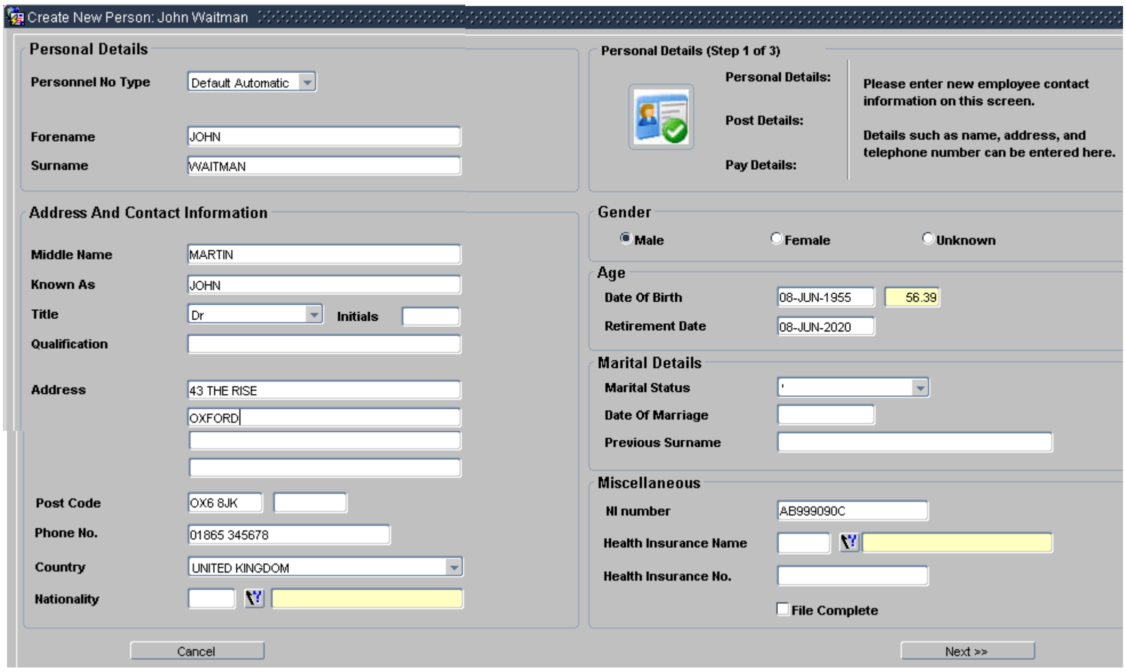
2. Locate the relevant applicant in the list, using the search criteria if needed. Click the Select button to the right of the relevant person. The *New Appointment Search* window opens.

3. Use the Search criteria to ensure the individual does not already have a Personnel record. Enter the individuals Name (**Surname** followed by first initial)**, NI number** and/or **Date of Birth** to search on. Click Search.

Note: It is important to search as thoroughly as possible with the available information to ensure you do not create a duplicate record. If you later find a duplicate record has been created please notify HRIS Support.

4. As an individual new to the University the appointee SHOULD NOT exist in the database. The search results list will remain blank. (If they are found they should be managed as a rehire).

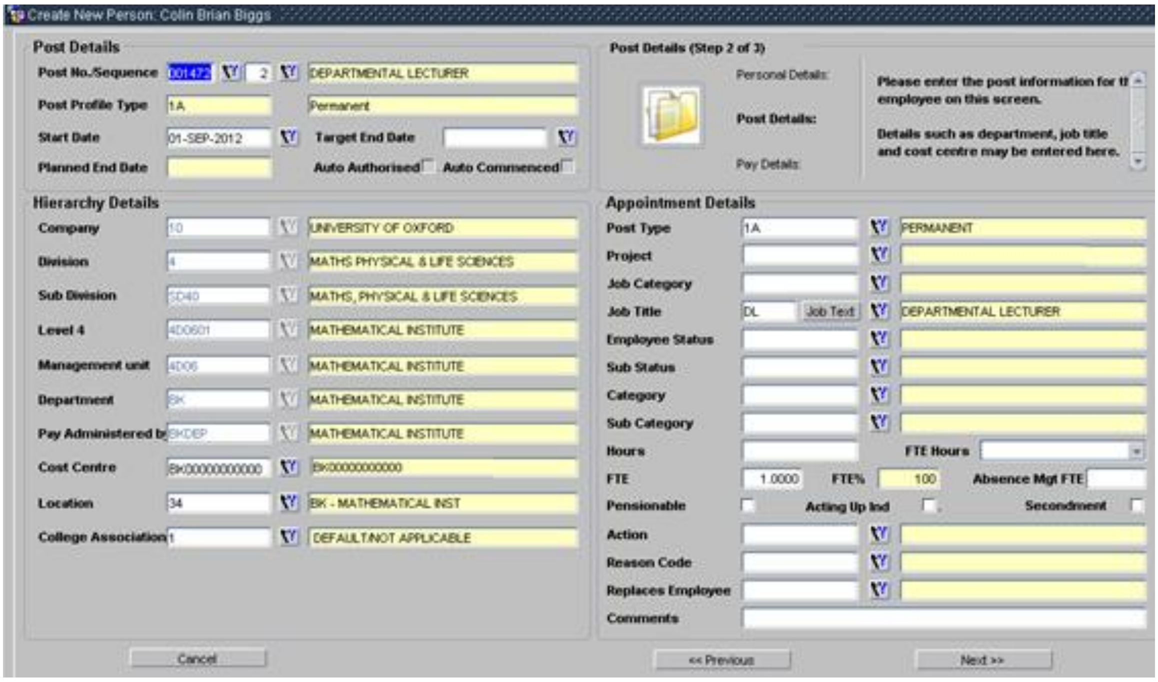
5. Assuming the individual has not been found; click Create New Starter .The 3-step 'New Person Record Wizard' opens, populated with basic information from recruitment:



6. Check/complete the fields as below.

Field Name (* mandatory)	**Description**
Forename *	Check/enter first name in full. E.g. Robert not Bob.
Surname *	Enter/check surname.
Middle Name	Enter all middle names in full.
Known As *	Enter first name only. Can be shortened if preferred. This will be used to generate the work email address.
Title *	Select from drop-down list.
Initials *	Enter initials for forename and middle names.
Qualification	Field not in use.
Address *	Enter/check full address details.
Post Code *	Enter/check post code - should be using both fields.
Phone No. *	Enter details.
Country *	Select from drop-down list.
Nationality	Field not in use.
Gender *	Select as appropriate.
Date of Birth *	Complete using the format DD-MMM-YYYY.
Retirement Date *	Please ignore this field. System calculated, but not compliant with recent legislative changes.
Marital Status	Field not in use.
Date of Marriage	Field not in use.
Previous Surname	Field not in use.
NI Number *	Enter when known, either now or when individual starts.
Health Insurance Name/No.	Field not in use.
File Complete	Field not in use.

7. Click Next >>.

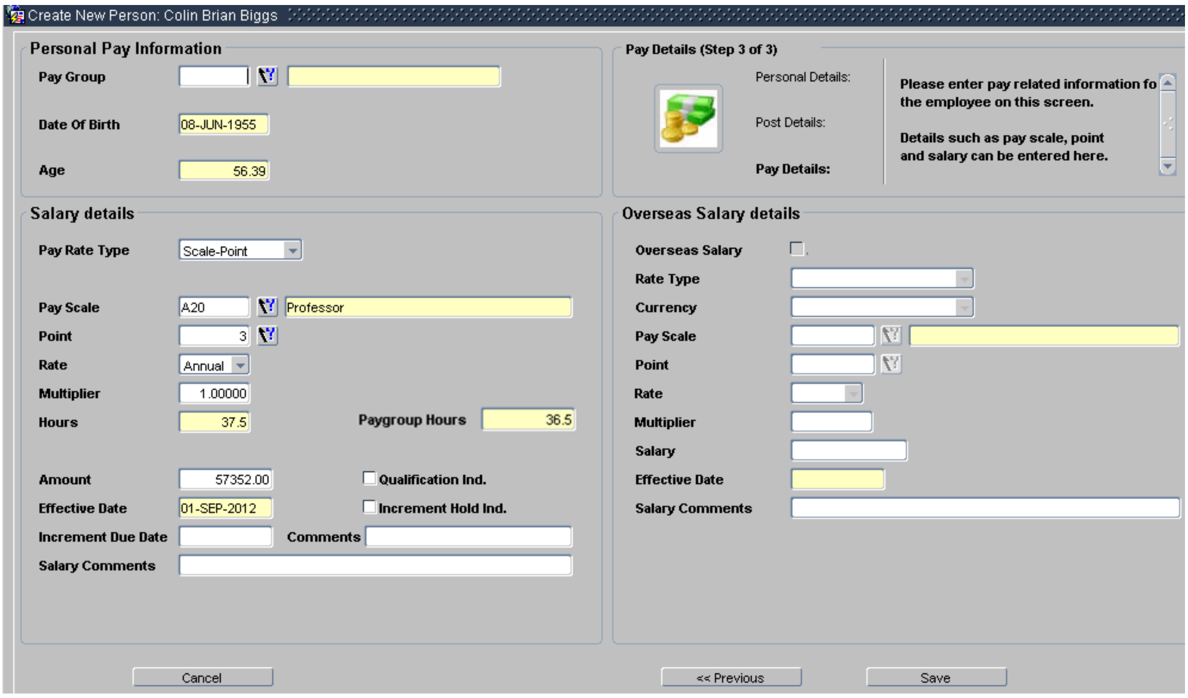


8. Check details are correct and update if required:

Field Name (* mandatory)	**Description**
Start Date *	Check this is still correct and update if necessary. **Note:** If the actual start date you wish to appoint from is earlier than the date shown, contact HRIS support to amend the start date of the post before proceeding with the appointment.
Target End Date *	Enter expected end date for fixed term posts.
Cost Centre *	Should be the departmental default. Format will be AA00000000000 where AA is the 2 digit department code. The coding string includes Activity followed by Source of Funds with no punctuation separators.
Project	Leave blank. You should not enter any information in this field on the appointment.
Job Category	Do not use.
Job Title *	Check/select this from the generic list.
Job Text *	Click the button and enter the actual job title (case sensitive). **Note:** the actual job title will appear in the template documents, such as the conditional offer/contract letter.
Employee Status *	Check/select relevant e.g. Permanent, Fixed term.
Sub Status *	Select relevant, e.g. Full-Time, Part-Time, Term Time. **Note:** Refer to PA2c if Variable Hours Employee.

Category *	**Teaching only -** where Sub Category below is AT. **Research only -** where the contract indicates research only or where the primary activity is research and teaching responsibilities make up less than 16% of contracted time. **Teaching and research** - where research and teaching responsibilities exist, and the teaching element is more than 16% of contracted time. **Not teaching and/or research** – example roles: Vice-Chancellor, Pro-Vice-Chancellor, Proctor. **Not an 'academic' contract** – individuals who do not fall into the categories above and who have one of the following Sub Category codes: DA, DP, FP, HP, IP,LP, MP, IT, TS, DO, RM, MG **Not applicable/not required** - individuals who do not fall into the categories above and who have one of the following Sub Category codes: DC, DS, FA, LA, MA, MI, SB, SC, SE, SG, SH, SK, SL, SM, SO, SP, SR, SS **Note: This field is used for statutory reporting and is especially important for HESA and REF exercises.** Full guidance notes can be found on the Personnel Services website.
Sub Category *	Check/update if necessary. **It is important that the correct staff classification is selected.** Full guidance notes on the Personnel Services website. **This field must be completed to prevent failure of interfaces to other systems.**
Hours *	Enter, e.g. 37.5
FTE Hours *	Select the relevant hours e.g. 37.5. Note: when you tab or click out of the hours field, the system will automatically update the FTE%.
FTE *	Check as expected and update Hours if necessary to correct.
FTE% *	Check as expected and update Hours if necessary to correct.
Action *	Select **New Appointment**.
Reason Code *	Select **New Starter – New to University**.

9. Click Next >>.



10. Check details are correct and update any of the following fields if required:

Field Name (***** mandatory)	**Description**
Pay Group *	Select Monthly (20) or Senior (21) as appropriate. Note: Senior Pay Group is for the following grades only: Professor (A20), Clinical Professor – old consultant contract (A70), Clinical Professor – new consultant contract (A80), Senior Administrative Officer - ALC6 (B23), Clinical Reader/University Lecturer (A82), Royal Society Professor (D94), Marie Curie Fellow (MCF).
Point *	Check/update the salary scale point as required.
Multiplier *	Check as expected. If it is not, click **Previous**, and correct **Hours.**
Increment Due Date *	Enter relevant date, in accordance with Personnel Services guidance. Note: This can be more than a year in the future.
Comments	Enter comments if required relevant to the increment due date.
Salary Comments *	Enter notes for the Approver/ Payroll, to re-iterate the type of appointment.
Paygroup Hours	This value has no impact on pay and should be ignored.

11. Click Save.

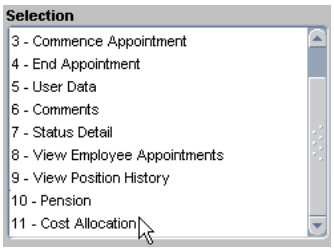
You should make a note of the Personnel Number for your future reference.

12. Click OK. You are returned to the *Appointment Details window* (PER746).

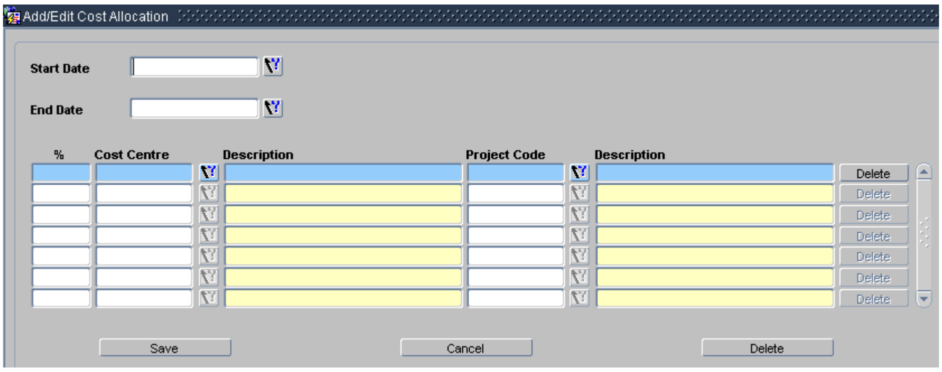
C. ALLOCATE FUNDING (COST ALLOCATIONS)

1. Click Appointment Details button – *Post Appt Maintenance (PER620)* window opens.

2. Go to **Selection** > **Cost Allocation** – *Cost Allocations* window opens.



3. If there is already a cost allocation, click Edit to update if required. Alternatively, click Add Allocation button. The *Add/Edit Cost Allocation window* opens:



4. Complete details as below.

Field Name (* mandatory)	**Description**
Start Date *	Enter the start date for the new cost allocation (should be the same as the planned start date).
End Date *	Enter the end date if relevant.
% *	Enter **%**, e.g. 100, 50. **Note:** allocation may be split between more than one Cost Centre, but the total allocation must add up to 100%, even where the FTE is less than 1.
Cost Centre *	Select or enter the relevant GL code. Format will be AA999999999 where AA is the 2 digit department code. The coding string includes Activity followed by Source of Funds with no punctuation separators. OR Select or enter 'CCPROJ' if it is going to be funded by a project or grant. **Note:** You can type cost centre straight into the field, but it must be in upper case. Cost centre search is not case sensitive. Name is displayed first in the search results but you can scroll right to see the codes. Take care to check the correct code has been selected. Refer to Recording Cost Allocations in CoreHR.
Project Code *	Either leave blank if a GL cost centre has been selected. OR Select the relevant Project Code (Task/Sub Task). Format will be AAXXXXXX.0000 where AA is the 2 digit department code and 0000 represents a sequence number. The Project Task and Sub Task will be visible in the Project Description field. Take care to check the correct code has been selected.

5. Click Save then OK . You are returned to the *Cost Allocations* window.

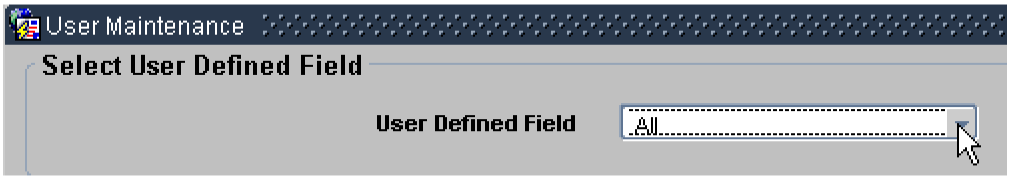
6. Click Close. You are returned to the *Post Appointment Maintenance (PER620)* window.

C1. Source of Funds (Additional funding information)

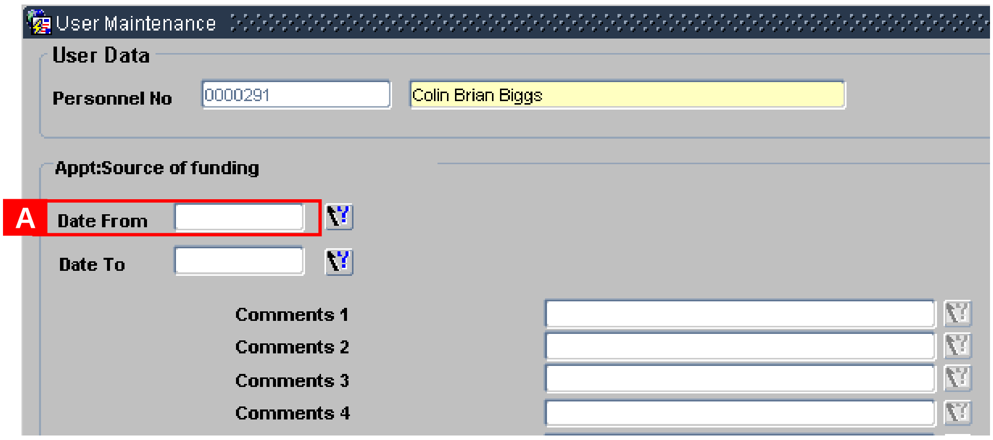
Where the cost centre code does not reflect the source of funds, additional information must be provided. This is important to be able to then define the HESA source of funds.

E.g. where a suspense code is being used whilst awaiting a 'true' cost centre to be set up, or where a GL code is being used to administer externally funded appointments.

1. Go to **Selection** box > **User Data**. The *User Maintenance* window opens.



2. Click to display **User Defined Field** List of Values.
3. Select **Appt: Source of Funding**.
4. Click New.



5. Enter the **Date From [A]**. This should be the appointment start date.

6. Enter additional information as required into **Comments** field(s).

7. Click OK then OK. You are returned to the *User Maintenance* window.

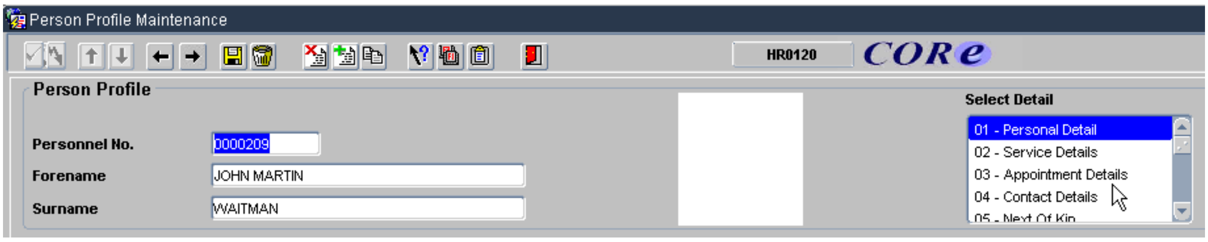
8. Click Close. You are returned to the *Post Appointment Maintenance (PER620)* window.

D. GENERATE CONDITIONAL OFFER LETTER

Depending on local departmental procedures you may want to send your chosen applicant a conditional offer letter.

Navigate to: Personnel > Maintenance > Personal Profile

1. Enter search criteria e.g. Name (**Surname** followed by first initial) or **Personnel No**, click Search and open the relevant employee record. The *Personal Profile Maintenance (HR0120)* window opens:



2. Go to **Select Detail** box > **Appointment Details.** The *Appointment Details (PER746)* window opens.

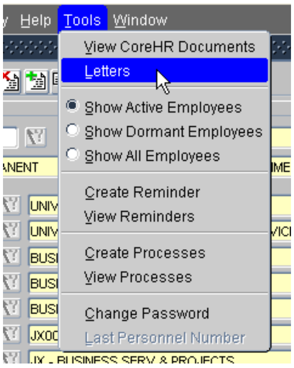
3. If relevant, click into the **Post Number** to ensure the correct appointment is highlighted. Click the Appointment Details button. The *Post Appointment Maintenance (PER620)* window opens.

4. Go to the **Tools** menu and select **Letters**.

5. Select **Letter Group: Post Appointments**

6. Select **Letter Type: Conditional Offer 1**

7. Ensure current record is selected. Click OK.



8. Microsoft Word will open the template followed by the populated document. Edit / Save / Print the document as required.

9. Close the document and the template and Exit Word to return to CoreHR.

10. The system displays a message: 'Did the letter print successfully?' Click Yes.

NEXT STEPS: Having generated the letter it must be signed by an appropriately authorised signatory within your department before being sent to the individual. If relevant a Medical Questionnaire can be sent with the letter.

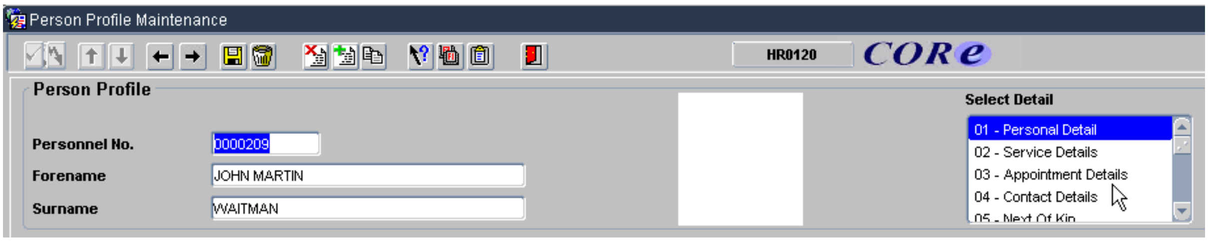
To track the offer letter you should update the relevant part of the Appointment User Data once the letter has been signed and returned by the individual. See ***Section H: New Starter Checks*** for details.

E. UNIVERSITY CARD FORM

All new starters at the University require a University card. You should use the letter module in CoreHR to create a pre-populated University Card form to send to the new starter for completion.

Navigate to: Personnel > Maintenance > Personal Profile

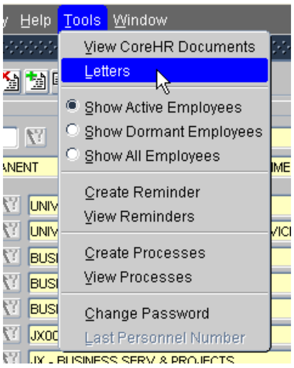
1. Enter search criteria e.g. Name (**Surname** followed by first initial) or **Personnel No**, click Search and open the relevant employee record. The *Personal Profile Maintenance (HR0120)* window opens:



2. Go to **Select Detail** box > **Appointment Details.** The *Appointment Details (PER746)* window opens.

3. If relevant, click into the **Post Number** to ensure the correct appointment is highlighted. Click the Appointment Details button. The *Post Appointment Maintenance (PER620)* window opens.

4. Go to the **Tools** menu and select **Letters**.



5. Select **Letter Group: Post Appointments**

6. Select **Letter Type: University Card Form** (or **Congregation Nomination Form** as appropriate).

7. Ensure current record is selected. Click OK.

8. Microsoft Word will open the template followed by the populated document. Edit / Save / Print the document as required.

9. Close the document and the template and Exit Word to return to CoreHR.

10. The system displays a message: 'Did the letter print successfully?' Click Yes.

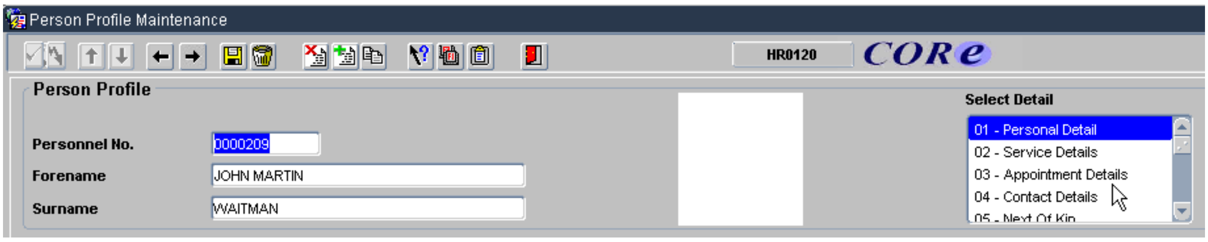
F. GENERATE A CONTRACT

It is important that you select the correct contract template depending on the type of post.

> **Note:** Currently academic contracts, departmental lecturer contracts, and casual engagement letters are not generated through CoreHR.

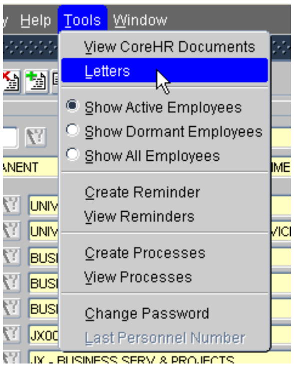
Navigate to: Personnel > Maintenance > Personal Profile

1. Enter search criteria e.g. Name (**Surname** followed by first initial) or **Personnel No**, click [Search] and open the relevant employee record. The *Personal Profile Maintenance (HR0120)* window opens:



2. Go to **Select Detail** box > **Appointment Details.** The *Appointment Details* window opens.

3. If relevant, click into the **Post Number** to ensure the correct appointment is highlighted. Click the [Appointment Details] button. The *Post Appointment Maintenance (PER620)* window opens.



4. Go to the **Tools** menu and select **Letters**.

5. Select **Letter Group: Post Appointments**

6. Letter Type: select the required contract template from the list.

7. Ensure current record is selected. Click [OK].

8. Microsoft Word will open the template followed by the populated document. Edit / Save / Print the document as required.

> **Note:** The template will be pre-populated with standard paragraphs in accordance with the data selected in the **Employee Status** and **Sub Status** fields. It is important that these have been completed accurately so the contract letter is appropriately populated.

9. Close the document and the template and Exit Word to return to CoreHR.

10. The system displays a message: 'Did the letter print successfully?' Click [Yes].

NEXT STEPS: Having generated the contract it must be signed by an appropriately authorised signatory within your department before being sent to the individual. If relevant a Medical Questionnaire can be sent with the letter.

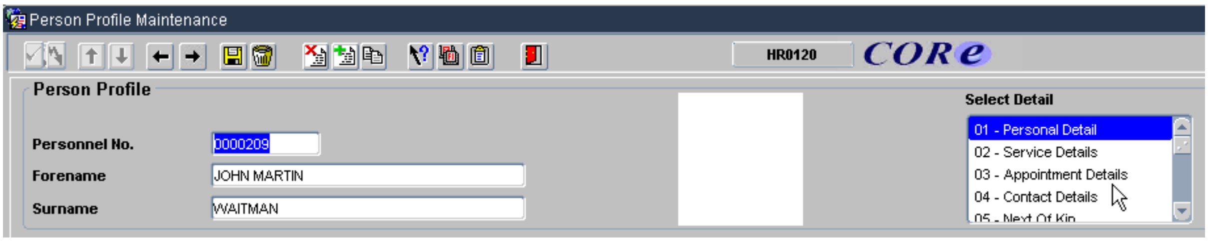
To track the contract you should update the relevant part of the Appointment User Data once the letter has been signed and returned by the individual. See ***Section H: New Starter Checks*** for details.

G. PRE-EMPLOYMENT CHECKS

For those appointed via e-recruitment, pre-employment checks will generally have been initiated during recruitment. For these individuals and 'direct appointments', it is important to ensure that the completion of the checks is correctly logged within Core Personnel.

Navigate to: Personnel > Maintenance > Personal Profile

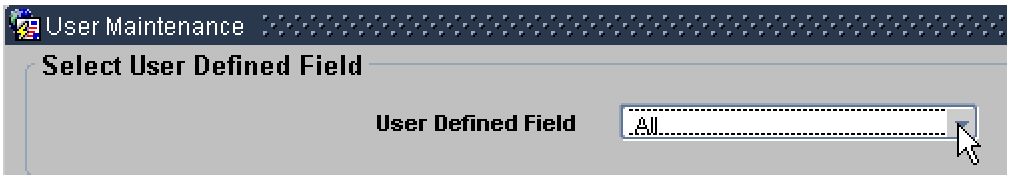
1. Enter search criteria e.g. Name (**Surname** followed by first initial) or **Personnel No,** click Search and open the relevant employee record. The *Personal Profile Maintenance* (*HR0120)* window opens:



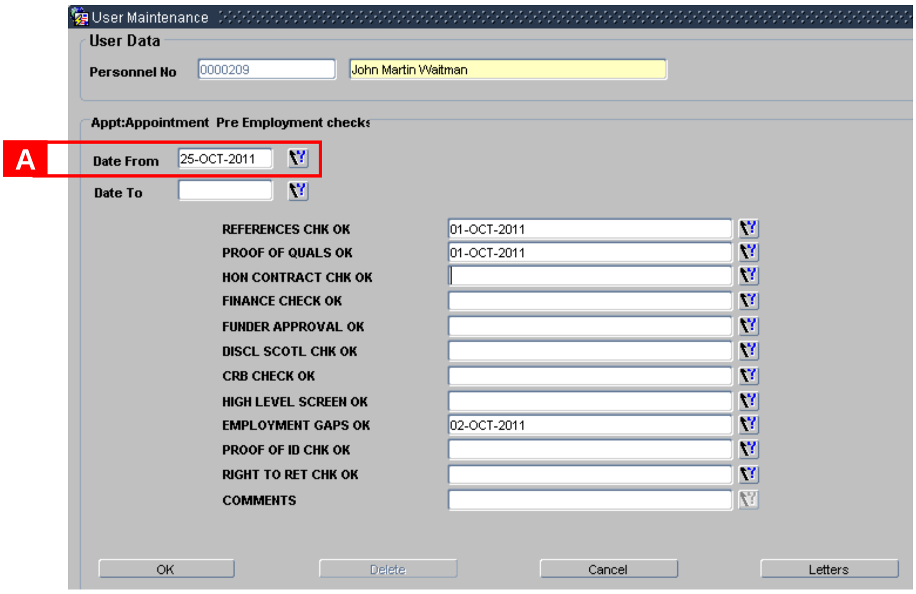
2. Select Detail > **Appointment Details.** The *Appointment Details* (PER746) window opens.

3. If relevant, click into the **Post Number** to ensure the correct appointment is highlighted. Click the Appointment Details button. The *Post Appointment Maintenance (PER620)* window opens.

4. Go to **Selection** box > **User Data**. The *User Maintenance* window opens.



5. Click to display **User Defined Field** List of Values.
6. Select **Appt: Appointment Pre Employment checks**.
7. Click New.



8. Enter the **Date From [A]**. This should be the appointment start date.

9. Select each individual item to record the date of the event or check.

Field Name (* mandatory)	**Description**
References Chk OK *	Satisfactory references have been received.
Proof of Quals OK	Qualifications have been checked (if relevant). E.g. check of GMC register; driving licences; academic qualifications.
Hon Contract Chk OK	Honorary Contract or Letter of Access checked (if relevant, depending on the specifics of the post).
Finance Check OK	Finance/credit reference checks completed (for roles where lone staff are responsible for valuable objects, cash etc.).
Funder Approval OK	Funding body approval obtained (where required, e.g. some BHF funded posts require approval of the appointment by the funder).
Discl Scotl Chk OK	Disclosure Scotland checks completed (verification of a person where DBS (CRB) check is not required).
CRB Check OK	DBS (formerly CRB) check completed satisfactorily (for eligible posts only).
High Level Screen OK	High Level screening clearance obtained e.g. for roles with dangerous chemicals or animals.
Employment Gaps OK *	Any gaps in employment checked (if relevant).
Proof of ID Chk OK *	Proof of identity and address obtained.
Right to Ret Chk OK *	For previous employees, check of leaving reason codes to ensure individual is not excluded from working at the University.
Comments	Make a note in this field of any checks which are not applicable for this post or individual to indicate that checks above with no date have not been forgotten and are intentionally blank.

10. When relevant checks have been recorded click OK. A 'transaction complete' message will appear. Click OK.

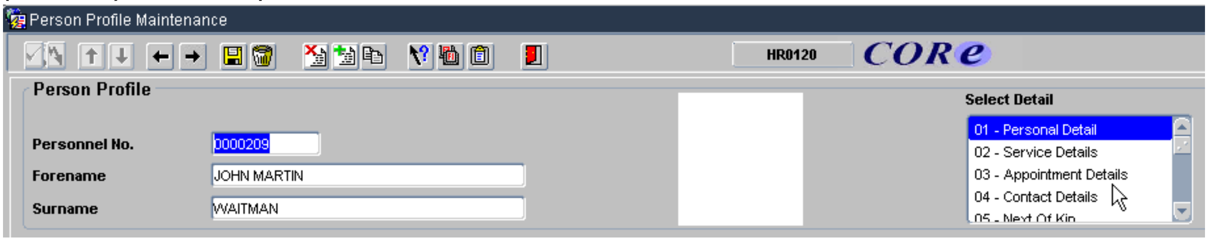
H. NEW STARTER CHECKS

In addition to pre-employment checks there are a number of activities that should be logged both before the new starter arrives and on their first day. It is important to ensure that these are correctly logged within Core Personnel.

> ⚠ **Note:** Whilst Right to Work checks are not recorded here (see **NS0 New Starter Guide** for details) it is essential that these checks are completed BEFORE any work commences.

Navigate to: Personnel > Maintenance > Personal Profile

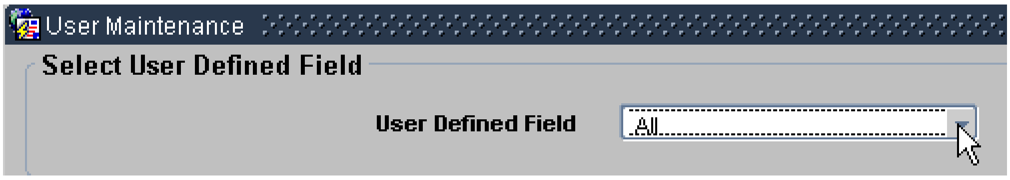
1. Enter search criteria e.g. Name (**Surname** followed by first initial) or **Personnel No**, click [Search] and open the relevant employee record. The *Personal Profile Maintenance* (*HR0120)* window opens:



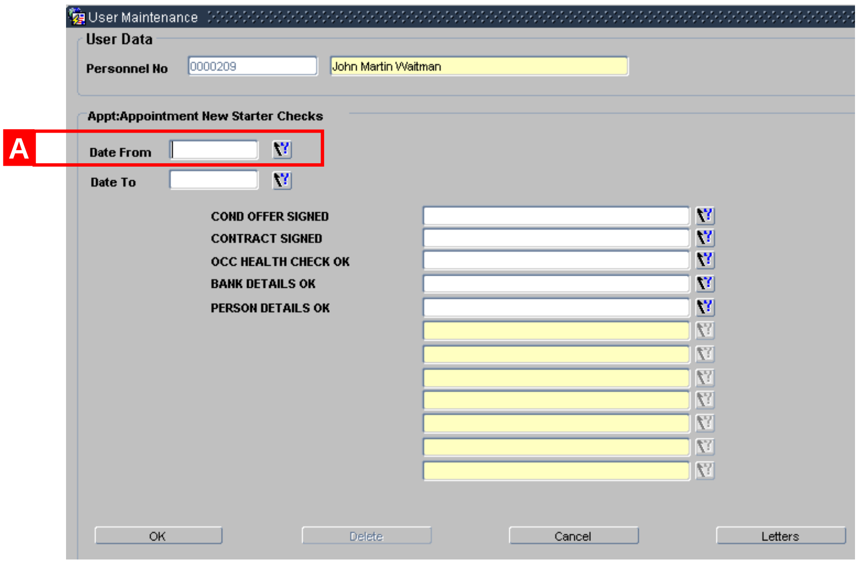
2. Select Detail > **Appointment Details.** The *Appointment Details* (PER746) window opens.

3. If relevant, click into the **Post Number** to ensure the correct appointment is highlighted. Click the [Appointment Details] button. The *Post Appointment Maintenance (PER620)* window opens.

4. Go to **Selection** box > **User Data**. The *User Maintenance* window opens.



5. Click to display **User Defined Field** List of Values.
6. Select **Appt: Appointment New Starter checks**.
7. Click [New].



8. Enter the **Date From [A]**. This should be the appointment start date.

9. Select each individual check to record the date that the activity or check happened.

Field Name (* mandatory)	**Description**
Cond Offer Signed	Conditional offer returned (signed) by the new starter (if relevant).
Contract Signed *	Contract returned (signed) by the new starter.
Occ Health Check OK *	Pre-employment medical health questionnaire completed and OK.
Bank Details OK	Do not complete this field until the new starter has arrived for first day.
Person Details OK	Do not complete this field until the new starter has arrived for first day.

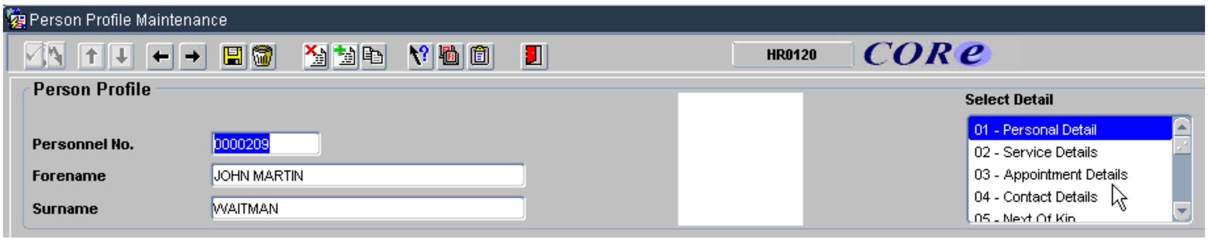
10. When relevant checks have been recorded click OK. A 'transaction complete' message will appear. Click OK.

I. CAPTURE WHITE BOOK DATA (IF APPLICABLE)

For certain appointments (typically academic) additional information will need to be captured for entry in the White Book.

Navigate to: Personnel > Maintenance > Personal Profile

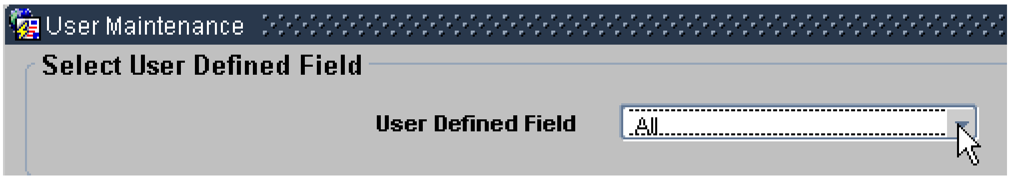
1. Enter search criteria e.g. Name (**Surname** followed by first initial) or **Personnel No,** click Search and open the relevant employee record. The *Personal Profile Maintenance (HR0120)* window opens:



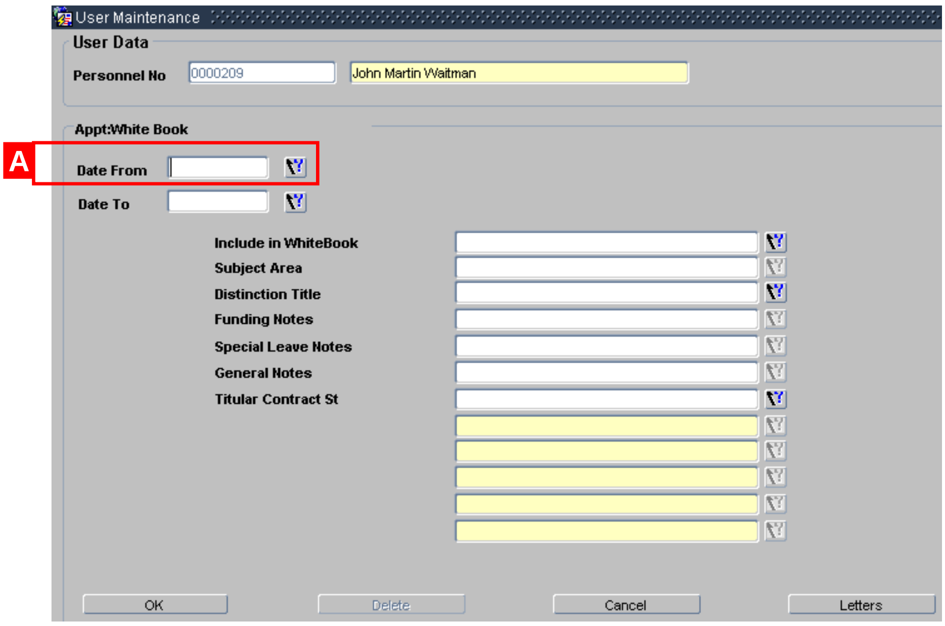
2. Select Detail > **Appointment Details.** The *Appointment Details* (PER746) window opens.

3. If relevant, click into the **Post Number** to ensure the correct appointment is highlighted. Click the Appointment Details button. The *Post Appointment Maintenance (PER620)* window opens.

4. Go to **Selection** box > **User Data**. The *User Maintenance* window opens.



5. Click to display **User Defined Field** List of Values.
6. Select **Appt:White Book**.
7. Click New.



8. Enter the **Date From [A]**. This should be the appointment start date.

9. Complete the fields as necessary.

Field Name (***** mandatory)	**Description**
Include in Whitebook *	Select **Yes** to record that this appointment should appear in the White Book and then ensure the remaining details are provided below.
Subject Area *	Free text field to enter relevant subject area details.
Distinction Title *	Select as appropriate from the list of values.
Funding/Special Leave/General Notes	Add as appropriate.
Titular Contract Start Date	Enter date distinction title is effective from.

10. When the relevant details have been recorded click OK. A 'transaction complete' message will appear. Click OK.

11. Click Close.

NEXT STEPS: Await arrival of the new starter.

Useful Reports
To help track new appointments don't forget to regularly run:
[PERDEP42_Pre-Employment Checks]

If required, white book data can be extracted via:
[PERDEP09_Academic Staff Listing (Whitebook)]