PA2d – Appointing a rehire

Once your preferred candidate has accepted your offer and the offer has been recorded in Core (see **QRG: PANS0 Pre-arrival and new starter guide - section A**) they should be 'appointed', i.e. linked in the system to the relevant planned appointment and funds allocated. Where they have been previously employed by the University it is necessary to 'rehire' them rather than set up a new employee record.

What's changed?
Guidance added regarding Work Group following the implementation of Self-service.
September 18

Refer to Recording start and end dates in CoreHR for guidance on the correct start date to enter to ensure the employee is paid correctly.

For TUPE and hybrid T&C employees it is important to refer to Personnel Services before proceeding with the appointment – refer to page 3 to see where this is flagged if you need to check this.

Note: It is important that you do not make an individual a leaver and then rehire them within the same payroll period. In this instance, you must wait until after the payroll has run before appointing as a rehire.

Note: If the employee will be working abroad please also refer to **QRG: PA5_Working abroad**

Note: When rehiring it is important to check if the employee has an override date in the continuous service screen, if there is this must be removed if there has been a break in service. For guidance on Continuous Service see the Policy webpages. Refer to **QRG: IP13 Continuous Service** for guidance on checking and removing the override date.

This guide covers the following process steps:

Navigate to: Personnel > Maintenance > Personal Profile

Employee Search window opens.

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

How the employee applied for the post will drive the next steps, refer to:
Section 1.1: If your employee applied for the post via e-Recruitment.
Section 1.2: If your employee is a 'direct appoint' (i.e. not via e-Recruitment).

1.1. Via e-Recruitment

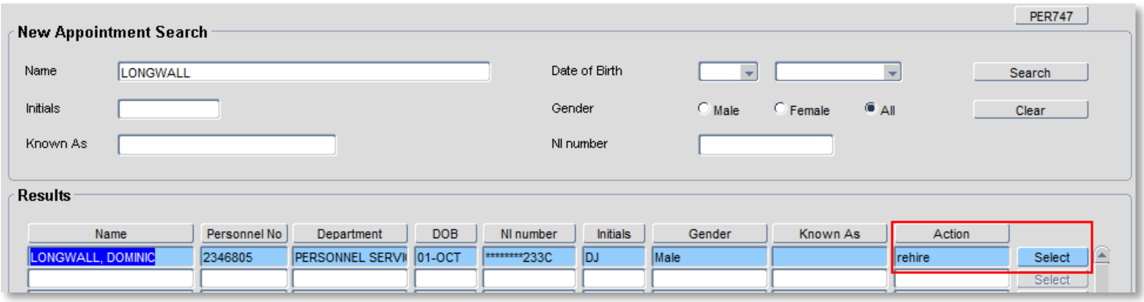
a. On the **Applicants** tab locate the relevant Applicant in the list, using the search criteria if needed. Check the **Post** and **Recruitment ID** (Vacancy number) are as expected.

b. Check if the **Personnel Number** is populated. If it is, then click the Select button to the right of the relevant Applicant. **Now go to Step 2**

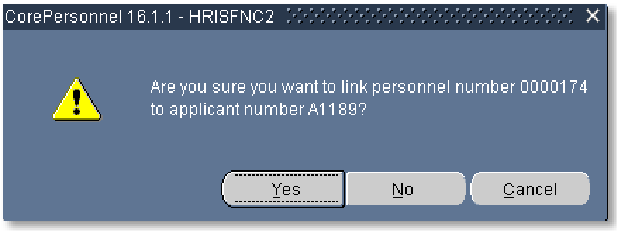
c. If the **Personnel Number** is not populated, click the Select button to the right of the relevant Applicant. The *New Appointment Search* window opens:

d. Use the Search criteria to locate the existing Employee. Enter the employee's **Name**.

e. Click Search .



f. Locate the relevant employee in the list. Click the Select button (to the right of the employee record). The system may display a message.

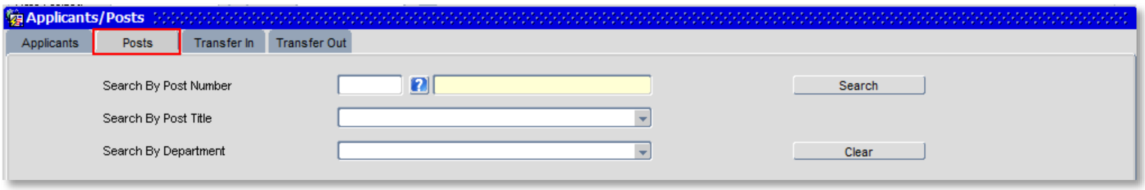


Note: If you are not entirely sure the existing person is the same person as your applicant, search again using the NI number or Date of Birth in order to confirm before clicking **Yes**.

Now go to Step 2.

1.2. Not via e-Recruitment

In the *Applicants/Posts* window:



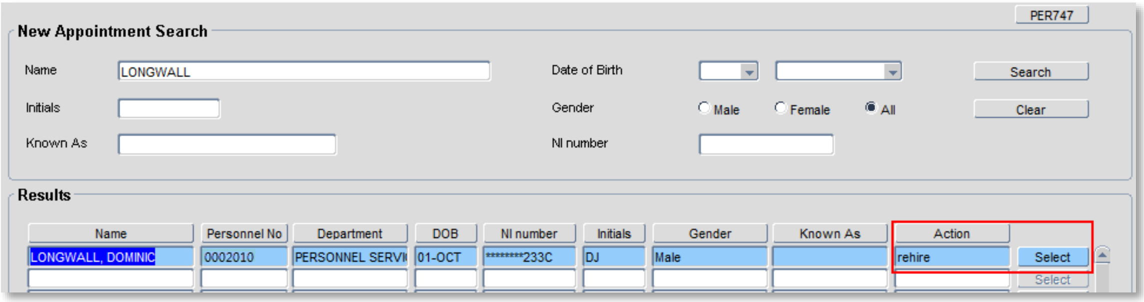
a. Select the **Posts** tab and enter the **Post Number**.

b. Click Search .The system displays the relevant Post.

c. Click the Select button to the right of the post. The *New Appointment Search* window opens:

d. Use the Search criteria to locate the existing employee. Enter the employee's **Name**.

e. Click Search .



> **Note:** If you are unable to locate the individual as expected, and they were an employee on, or since, 01/08/03 contact HRIS Support. Do not create a new record for the individual.

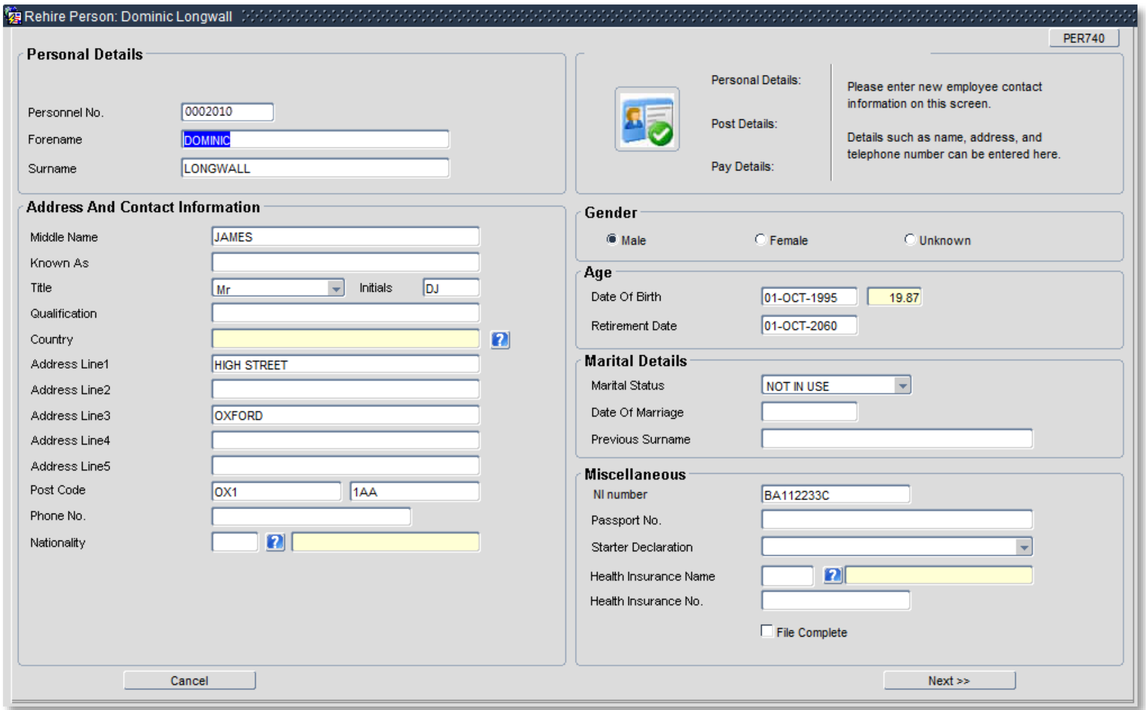
f. Locate the relevant employee in the list. Click the Select button to the right of the employee record.

> **Note:** If you previously had access to the individual's record in Core now go to **step 3** below. If they were in another department outside of your system access go to **step 6**.

> **Note:** A warning message may be displayed regarding continuous service. If you see this, please contact the HRIS Support Centre (2) 87900 for further guidance on processing your rehire.

2. Appointing the person

The *Re-hire Person* window opens:

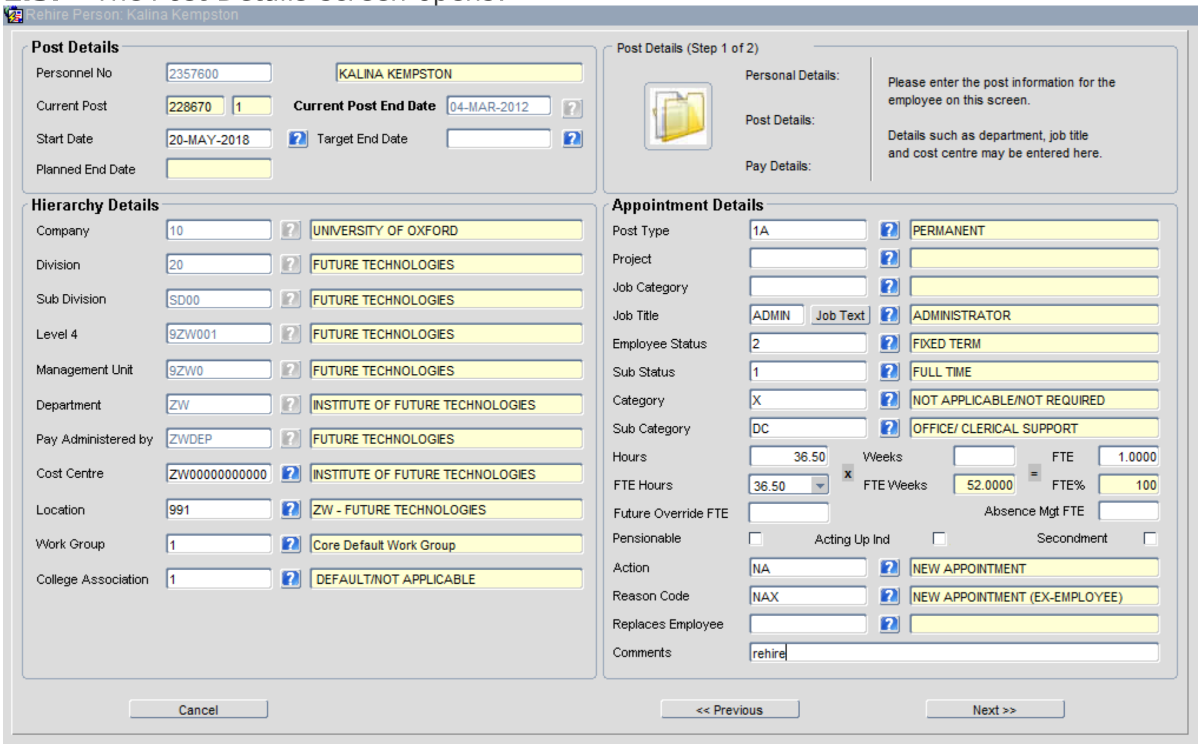


2.1. Check details are correct and update if required, noting the following:

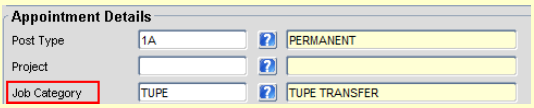
Field Name (* mandatory)	**Description**
Country*	Select from the LoV in ALL cases including UK. **NB**: even though this field is shaded yellow it must be updated for HMRC (RTI) purposes.
Address *	Enter/check full address details. **NB1**: If the address is outside the UK you must also enter the country in the last line of the address to ensure any correspondence is addressed correctly. **NB2**: it is essential that the address is completed in full as soon as possible as it is needed by the Pension team who have very strict timescales to work to.
Post Code *	UK addresses only. Enter/check it is entered across both fields in alpha numeric format as shown AA1(1) (1)1AA.
Phone No. *	Enter/check phone number. **NB**: this field should contain one phone number only. Additional phone numbers must be added via ‘contact details’.

2.2. Click Next >>.

2.3. The *Post Details* screen opens:



Note: If the *Job Category* field contains **TUPE or HYBRID** do not proceed – contact Personnel Services for guidance.



Note: A warning message may be displayed regarding continuous service. If you experience this, please contact the HRIS Support Centre (2) 87900 for further guidance on processing your rehire.

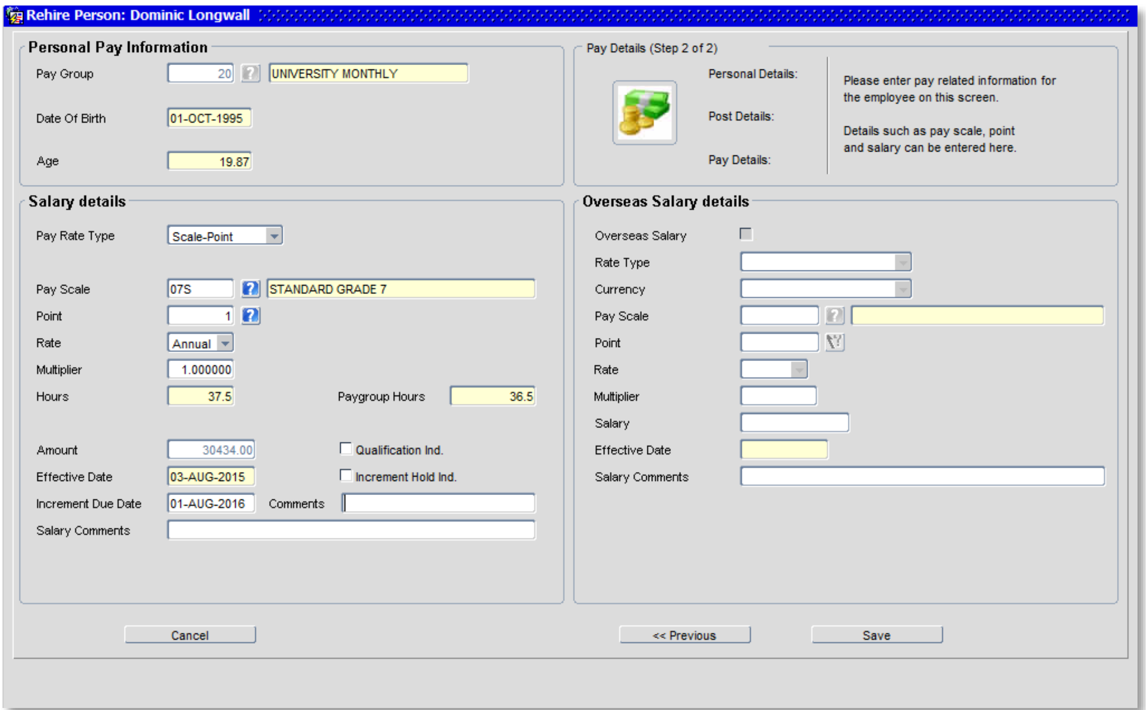
2.4. Check details are correct and update if required:

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 if applicable e.g. for fixed term post.
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.
Work Group*	Select Work Group for the individual. Leave as the default if the relevant Work Group is not available.

	New Work Groups can be requested by completing a Service Request, accessible from the [HRIS Service Catalogue page.](#) **Note**: This field determines which Self-Service Work Group the individual belongs to. A Self-Service manager who has been granted access to that Work Group can then view certain information about the individual in the Self-Service portal. **Note**: If at a later date you return to correct an error in the Work Group field, or if you are returning to assign a Work Group to a recent starter, follow the guidance in **QRG: IP6 Tracking Changes and Correcting Records Section E.** If however you return to record a genuine change to the employee's Work Group, or to assign a Work Group to a starter who has had subsequent appointment changes, follow the guidance in **QRG: CH6 - Changes to appointment (no pay impact).**
Project	Leave blank. Field not in use.
Job Category	Leave blank
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. **Note:** Picks up value from previous appointment so important to check and change if required.
Sub Status *	Select relevant, e.g. Full-Time, Part-Time, Term Time **Note:** Picks up value from previous appointment so important to check and change if required.
Category *	Indicates the role/categorisation of an academic contract. It relates to the contract of employment and the job description. Check/update if necessary. Please refer to the Staff Classification Guide on the staff classification section of the HR Information team website. **Note: This field is used for statutory reporting and is especially important for HESA and REF exercises.**
Sub Category *	Check/update if necessary. **It is important that the correct staff classification is selected.** Please refer to the Staff Classification Guide on the staff classification section of the HR Information team website. **This field must be completed to prevent failure of interfaces to other systems.**
Hours *	Enter actual hours to be worked
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.
Weeks (term-time employees only)	Enter the number of weeks the employee works per year inclusive of holiday entitlement. E.g. if the employee works 38 weeks per year and is entitled to 4 weeks holiday, enter 42 weeks. **NB**: only applicable to term time employees who are paid the same amount each month.
FTE Weeks	This field will be set by the system to 52.
Action *	Select **New Appointment**.
Reason Code *	Select **New Appointment (Ex-Employee)**.

2.5. Click Next >>.



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

Field Name (* mandatory)	**Description**
Pay Group *	Check pay group is correct. **Note:** You cannot alter it at this point. Contact HRIS Support if it is incorrect for this appointment. However if you are rehiring the individual into a non-employee post and the current paygroup is 20 or 21 this cannot be changed.

Point *	Check/update the salary scale point as required.
Multiplier *	Check as expected. If it is not, click **Previous**, and correct **Hours/Weeks** as appropriate.
Increment Due Date *	Enter as applicable
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 e.g. **Rehire**.
Paygroup Hours	This value has no impact on pay and should be ignored.

Note: For guidance on changing the increment due date for the new appointment (if relevant) refer to **QRG: CH17_Manage Changes: Increment Due Date.**

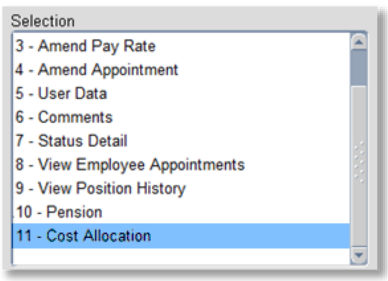
2.7. Click [Save]. You are returned to the *Appointment Details window*.

Where the individual previously worked in a department you do not have access to, the *Personal Details* screen did not open as part of the rehire process. **To check that their details are correct navigate to Personnel > Maintenance > Personal Profile**, search for the individual and amend the details as required before proceeding with the following steps.

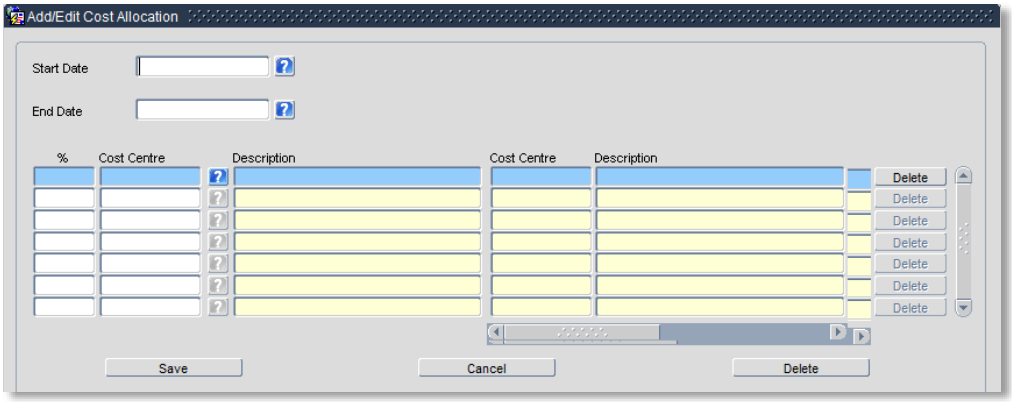
3. Allocate funding (Cost Allocations)

1. Click [Appointment Details] button – *Post Appt Maintenance* 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.
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 *	*(For each line entered)* If the salary is being paid from a project, select or enter 'CCPROJ'. If the salary is being paid from a GL cost centre, select/enter the relevant GL code in the format AA999999999 where AA is the 2 digit department code. *See row 1 in the example below*.
Project Code *	*(For each line entered)* If you have already entered a GL code, leave this field blank. If the salary is being paid from a project, select the relevant Project Code in the format AAXXXXXX.0000 where AA is the 2 digit department code. Take care to check the correct code has been selected. *See row 2 in the example below.*
Expense	Do not use

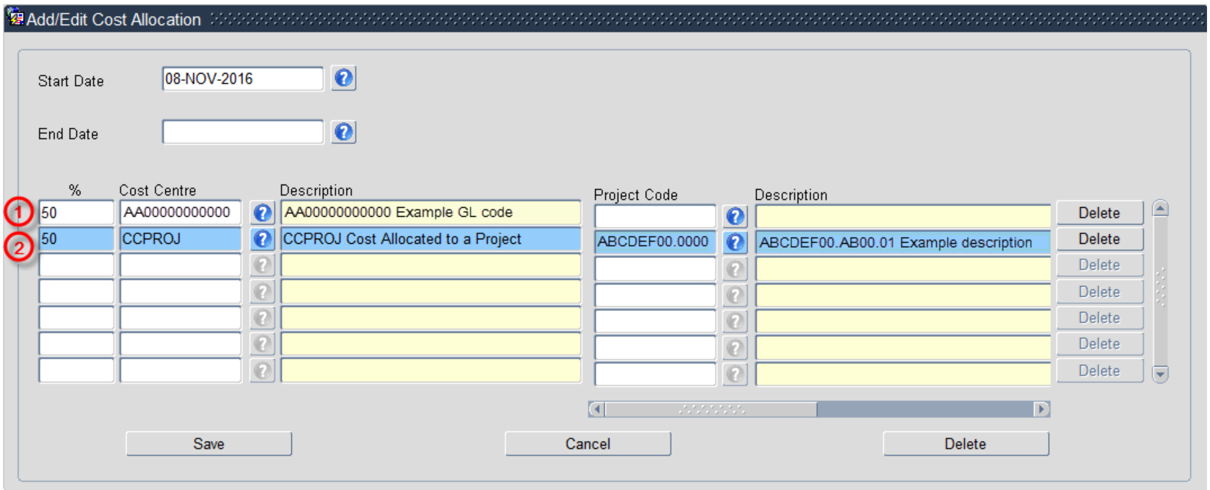
Notes:

- You can type the cost centre straight in, but it must be in upper case.
- Always use the search function when entering a project code(s)
- When searching, the name/description is displayed in the first column in the search results; scroll right to view the codes.

Examples

If you have entered a GL code in the cost allocation screen it should look like row **1**.

If you have entered a project code in the cost allocation screen, it should look like row **2**.



NB: When you add a Project code and click on ok the screen jumps to an 'Expense' field [Expense | Description]. This field is not being used. Use the scroll bar at the bottom of the screen to view the cost allocations you have recorded.

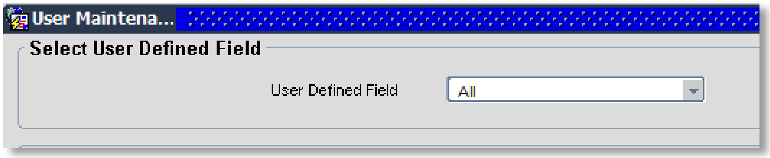
5. Click [Save] then [OK]. You are returned to the *Cost Allocations* window.

6. Click [Close]. You are returned to the *Post Appointment Maintenance* window.

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.

4. Source of Funds

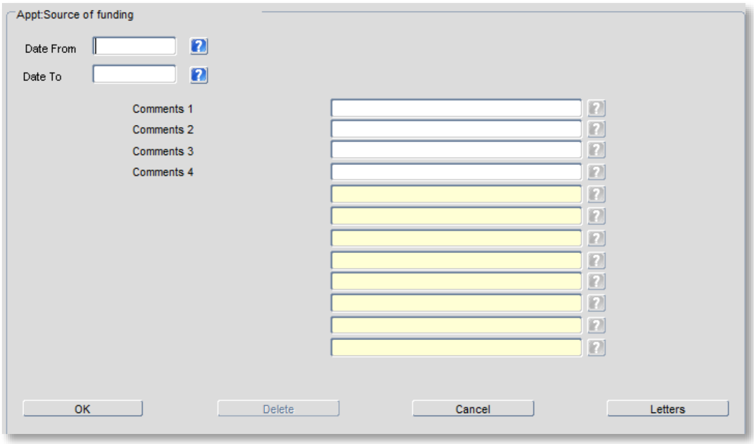
1. Go to **Selection** box > **User Data**. The *User Maintenance* window opens.



2. Click to display **User Defined Field** List of Values.

3. Select Appt: Source of Funding.

4. Click .



5. Enter details as follows:

Field Name (* mandatory)	**Description**
Date From*	Enter the start date of the appointment.
Date To	Leave blank
Comments 1 – 4	Enter details as applicable

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

7. Click . You are returned to the *Post Appointment Maintenance* window. Exit all windows back to the Personnel main screen.

Note: Rehires remain ‘Dormant’ until after their first payroll run. It is important to search for status **All** when looking for the individual in any searches.

⚠	**NEXT STEPS:** 1. See the **New Starter Checklist** & **QRG: PANS0_Pre-Arrival and New Starter Guide - section D** onwards for guidance. 2. All direct appointees (i.e. those which have not come through e-recruitment) must complete a paper **Equality and Diversity** form. Refer to the last section of **QRG: PA2g_Direct Appoint** for guidance on generation of the form.