When requesting a new post (which is not identical to any existing posts within your department) you will need to create and complete a new staff request. The request will need to be approved either within your department, or by your division, depending on local divisional recruitment controls, prior to grading (where applicable) by the Reward Team. Refer to the Staff Request and Contract Decision Matrix for guidance.

Refer to local divisional guidance to determine if the post requires divisional approval and if the approval should be on or off-system.

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

This guide covers the following process steps:

Hierarchy .................................................................................................................................................. 2
Vacancy and Post details .......................................................................................................................... 2
Planned appointment details ................................................................................................................... 4
Funding details, documents and advertising details ............................................................................... 6

CorePortal > Dashboards > Staff Request Dashboard > Launch Staff Requests

1. Click Request New Post.

2. Complete the staff request:

Note: For ‘flatter’ areas of the university’s organisation structure there will be some element of repeat entry through sub division to department levels in the structure.
RQ1a – Creating a staff request – new post (inc variable hours)

Hierarchy

![Image of hierarchy layout](image)

<table>
<thead>
<tr>
<th>Field Name (* mandatory)</th>
<th>Guidance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manager Order No.</td>
<td>This field is not currently in use.</td>
</tr>
<tr>
<td><strong>Organisational Structure</strong> *</td>
<td>This field defaults to Oxford Structure and must not be changed.</td>
</tr>
<tr>
<td>Company *</td>
<td>Select ‘University of Oxford’.</td>
</tr>
<tr>
<td>Division *</td>
<td>Select the relevant Division.</td>
</tr>
<tr>
<td>Sub Division *</td>
<td>Select the relevant option (may be the same as Division).</td>
</tr>
<tr>
<td>Level 4 *</td>
<td>Select the relevant option.</td>
</tr>
<tr>
<td>Management Unit *</td>
<td>Select the relevant option.</td>
</tr>
<tr>
<td>Department *</td>
<td>Select the relevant Department.</td>
</tr>
<tr>
<td>Pay Administered by *</td>
<td>Generally select the relevant Department, unless the request is for an academic or other post that is to be approved and administered by the Division.</td>
</tr>
<tr>
<td>Cost Centre *</td>
<td>Select the default GL coding for the department/division selected in the department field above. 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.</td>
</tr>
<tr>
<td>Location *</td>
<td>Select the relevant option. This should be the normal work location for the post and the default delivery address for payslips.</td>
</tr>
<tr>
<td>College Association</td>
<td>Select the relevant College, ‘Default /Not Applicable’ or ‘Not Yet Known’.</td>
</tr>
</tbody>
</table>

Vacancy and Post details
### Field Name (*mandatory) | Guidance
---|---
**Vacancy Type** | Select the relevant Vacancy Type:
- Academic
- Professional and Management
- Research
- Support and Technical

**Note:** This is used to allocate where the advert for this vacancy will appear on the University’s jobs and vacancies web pages.

**Position Type** | This field is used to classify the staff request, and advise the Reward Team of the urgency and nature of the request.
Select one of the New Position options (highlighted in bold below):
- New Post – Apprenticeship
- New Post - Duplicate
- **New Post - External Funding**
- Regrading
- **New Post - Internal Funding**
- Existing Post – New Contract
- Replacement/refill
- Replacement/refill new grade
- New Post – Correction

**Vacancy Reason** | This field is not in use.

**Replacing Employee** | This field is not in use.

**Job Title** | Select the relevant job title, or closest match.

**Job Description** | Enter the actual job title (even if the same as above) as used on the job description and advert.

**Further Particulars** | This field is not in use.
**RQ1a – Creating a staff request – new post (inc variable hours)**

**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 * **
Select the relevant Staff Classification. **It is important that the correct staff classification is selected.** Full guidance notes can be found on the Personnel Services website. This field must be completed to prevent failure of interfaces to other systems.

**Pay Scale * **
Select the proposed pay scale (pending confirmation from the Reward Team).

**Budgeted**
Select the checkbox if the Post is budgeted.

**Planned appointment details**

![Request Details](image-url)
## RQ1a – Creating a staff request – new post (inc variable hours)

<table>
<thead>
<tr>
<th>Field Name (* mandatory)</th>
<th>Guidance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request Date *</td>
<td>Enter today’s date.</td>
</tr>
<tr>
<td>Planned Start Date *</td>
<td>Always enter today’s date or a specific date if known.</td>
</tr>
<tr>
<td>Planned End Date *</td>
<td>Enter the planned end date if applicable, (e.g if fixed term).</td>
</tr>
<tr>
<td>Contract Duration *</td>
<td>Enter the contract duration if fixed term.</td>
</tr>
</tbody>
</table>
| Employee Status *        | Select the relevant employee status:  
  - Permanent  
  - Open Ended Externally Funded  
  - Fixed term  
  - Self Financing  
  **Note:** The *Open Ended Externally Funded* option can only be given to Academic-Related staff. |
| Sub Status *             | Select the relevant sub status e.g. Full Time, Part Time, Term Time, Variable Hours. |
| Reporting To             | This field is not in use. |
| Hours *                  | Enter the relevant weekly hours, e.g. 37.5. or 0 if variable hours |
| 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*                     | Enter the FTE, e.g. 1 for full time, 0.5 for half-time or 0 if variable hours. |
| Positions Required *     | Enter the number of positions required.  
  **Note:** Generally 1, but can be more if all identical and to be advertised in one vacancy. |
| Additional Information   | Enter any additional information as required. E.g. reason for the vacancy (if relevant). If the job description attached to the staff request is a generic please quote its code (e.g. GEN-01) and indicate if the generic duties have been altered. **Where off-system divisional approval was required (and obtained) the protocol number should be noted here.** If multiple posts are required this should be reiterated here.  
  **Note:** This field is restricted to 2000 characters. If you need to send more information please attach as a word or text file. |

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Check you have completed all mandatory fields highlighted by * above.
3. Click Save. The system will confirm the request has been saved. Click OK. The screen will refresh and additional sections will appear at the bottom of the request.

Funding, documents and advertising details

4. **Assign Cost Allocations**: Specific cost allocations where known should be selected or the defaults entered. Multiple lines should be completed for posts which will have split funding allocations. The total must add up to 100%, even when the FTE is less than 1.

<table>
<thead>
<tr>
<th>Field Name (* mandatory)</th>
<th>Guidance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cost Centre</strong>*</td>
<td>Select 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. Refer to Recording Cost Allocations in CoreHR.</td>
</tr>
<tr>
<td><strong>Project</strong></td>
<td>Either leave blank if a GL cost centre has been selected. OR Select the relevant Project Code (Task/Sub Task). Format will be AAXXXXXXXXX.XXXX.00 where AAXXXXXXXXX is the Project Code and XXXX.00 is the Project Task and Sub Task. Take care to check the correct code has been selected.</td>
</tr>
<tr>
<td><strong>Expense</strong></td>
<td>This field is not in use</td>
</tr>
<tr>
<td><strong>Date From</strong></td>
<td>Enter start date of costing (should be the same as the planned start date).</td>
</tr>
<tr>
<td><strong>Date To</strong></td>
<td>Enter the planned end date if applicable.</td>
</tr>
<tr>
<td><strong>Percentage</strong></td>
<td>Enter 100% unless the post is going to be split over several cost centres.</td>
</tr>
</tbody>
</table>
5. **Staff Request Documents**: Attach Job Description, Business Case, Organisation Chart, etc., as applicable to the post/type of request. Click on the "Upload" button to browse and locate existing documents. Upload each document individually. Click **Close Window**.

6. **Funding Details**: Select the **Funding Source** as appropriate. Enter the **Funding Source Detail** (for externally funded posts).

7. **Advertising Details**: Select the advertiser(s) from the LoV as applicable. If desired enter/select the funding details i.e. where the advertising is to be paid from. **NB**: only the Advertiser details will appear on the advertising screen of the vacancy.

8. **Assign Approver**: Select the appropriate **Approver** for this request from the list. Click **Save**. **Note**: Divisional and Department Approvers are in the same list.

9. Check your work and make any edits. Click **Save and Submit** when you are ready to submit the request for approval.

**NOTE**: You cannot edit a Staff Request after you submitted it, unless it is subsequently ‘rejected with edit’ by your approver.

10. Close Staff Request window. **Exit** from CorePortal (Logout).
RQ1a – Creating a staff request – new post (inc variable hours)

NEXT STEPS:
If you are the Department Approver refer to QRG: RQ2_Approve Staff Request. Otherwise, await email confirmation that the post has been setup.

You can check the status of the request at:
CorePortal > Dashboards > Staff Request Dashboard > Launch Staff Requests

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

NOTE: Staff requests based on existing posts can take up to 2-3 working days to be processed by the reward team and 10 working days for staff requests based on a new post.