**Guidance Notes: Centralised appointments**

Guidance for completing online appointment forms for centralised recruitment (usually over 6 months in duration, where the recruitment has been managed using iTrent for applications, supported by the Resourcing Team).

Users must be connected to the University network either directly or via VPN to access the web form. Please note that you cannot be both the submitter of the form and the approver.

1 – Appointment of Staff

1.1 Select the appropriate Company (University of Essex, UECS, Wivenhoe House) from the drop down box
1.2 Select Centralised (via Resourcing Team) for appointments where you have recruited via the Resourcing Team, for all other appointments please see separate guidance.

1.3 Enter the applicant reference number (starting APP) for the person you are appointing. The applicant reference can be found on the interview decision grid or application form.

Then press tab

1.4 Once the applicant has been selected some fields on the next section of the form will auto-populate, as below, with the information from the application and the requisition.
2 – Details of the Person and Appointment

2.1 You will need to complete the remaining fields in this section, taking care to select the correct contract type, terms of appointment and hours per week (in hours and minutes). If you select fixed term, a fixed term reason drop down menu will appear under the reporting manager field. You cannot submit the form without completing the fixed term reason, which must match the reason provided in the funding approval.

3 – Salary

3.1 Select the appropriate grade from the first drop down
3.2 Select the appropriate salary point within that grade. The full-time equivalent salary will auto populate.
3.3 Incremental pay award will depend on the new appointee’s start date, further guidance is here.

4 – Working Pattern

4.1 Complete the working pattern details. In this example the appointee is working 18 hours 30 minutes per week over 4 days. The time must be input in hours and minutes, not decimal format. A standard 36-hour full time week is 7 hours and 12 minutes Monday to Friday. For any days not worked you will need to input 00:00, including for weekends. If the hours in the working pattern do not match the hours input in the ‘Details of the Appointment’ section an error message will be displayed warning the hours do not match. You will not be able to submit the form until this is corrected.

4.2 If the working pattern extends over more than one week you will need to complete the hours for each week i.e. for compressed hours where a member of staff works 9 days over a two week period you would need to enter the hours for week one then click ‘add’ and enter the hours for the second week.

5 – Funding arrangements

5.1 Select your funding approval number from the drop down box.
5.2 Input the cost code for the salary, the format should be 2003FG00000. You can find this on your funding approval confirmation. If the salary is to be paid from one cost code you will need to enter 100 in the cost code % box as below, if it is to be split enter the appropriate percentage. i.e. if split between 2 codes enter 50.
5.3 If using multiple cost codes click add to enter the next code split.

6 - Right to Work Checks

6.1 If you are appointing an external candidate you will need to complete the right to work section, by either uploading copies of the ID taken at interview by clicking on ‘Attach RTW-General’ or selecting the ‘RTW to be provided at a later date’ option.

6.2 If you are making an internal appointment this section will not be visible as you will not be required to complete a new RTW check.

7 – Approver Details

7.1 Select the appropriate approver from the drop down box and press tab.

7.2 Input your username in the ‘Form submitted by Username’ section and press tab.

7.3 Click on Save and Submit
7.4 The following message will appear.

7.5 If there are errors on the form you will see the following message.
7.6 After pressing OK errors will be highlighted in red, as in the example below.

7.7 Correct the error(s) and click on Save and Submit again.

7.8 If there are no further errors the form will be submitted. An email will be sent to the approver to authorise to the appointment form. You will receive an email once the form has been approved.

Form rejections

If your form is rejected by either your approver or the Resourcing Team you will need to start a new form. Once the form has been submitted you cannot make any amendments to it.