OnBase User Guide for completing Non-centralised Appointment Forms

Guidance for completing online appointment forms for non-centralised positions (under 6 months in duration and where the recruitment has been managed locally).

This is link to the online form. You will need to be connected to the University network either directly or via VPN to access the web form.

The form is broken into sections and some detail of the form will auto-populate as you fill it out. Any field that has a red asterisk is a mandatory field and will need to be entered before the form can be submitted.

Index

1. Appointment of Staff section 2
2. Details about the Person to be Appointed section 2
3. Details of Appointment section 3
4. Salary section 4
5. Working Pattern section 4
6. Funding Arrangements section 5
7. Right to Work Checks section 5
8. Approval Details section 6
1. Appointment of Staff section

1.1 Select the appropriate Company that the appointment is for from the drop-down box.

![Appointment of Staff](image)

1.2 Select the appropriate Non-Centralised appointment type

N.B: if you have selected UECS or WHH Company, you will not see the fixed term teacher or AL/GLA form.

2. Details about the Person to be Appointed section

You will need to complete these fields using the drop-down boxes where appropriate. If this appointment is for a new staff member (not a current member or student) then a new box will appear to enter a personal email address. This will be used to send the new contract prior to the first day of employment.

N.B In this section, take care to select the correct contract type, terms of appointment and hours per week (in hours and minutes).
3. Details of Appointment section

In this section, enter the appointment details including:

- The correct terms of appointment
- Hours per week (in hours and minutes)
- The justification reason – this will appear automatically, and the correct reason will need to be selected.

N.B The field is highlighted in pink when it is empty and mandatory.
4. **Salary section**

4.1 Select the appropriate grade from the first drop down

4.2 Select the appropriate salary point within that grade. The full-time equivalent salary will auto populate. This needs to adhere to the starting salary guidance

4.3 Incremental pay award will depend on the new appointee’s start date, further guidance is here.

![Salary section image]

---

5. **Working Pattern section**

Complete the working pattern details.

N.B - In this example the appointee is working 18 hours 30 minutes per week over 4 days. 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. Ensure that non-working days have 00.00 in them and are not left blank.

- 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 2 week period you would need to enter the hours for week one then click ‘add’ and enter the hours for the second week.

![Working pattern section image]
6. **Funding Arrangements section**

6.1 Click Add and input the cost code for the salary. 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.

6.2 If using multiple cost codes click add to enter the next code split.

6.3 Attach the funding approval PDF by clicking on the ‘Attach Funding Approval’ button and following the usual steps.

7. **Right to Work Checks section**

If you are appointing an external candidate, you will need to complete the right to work section. Upload your full right to work check using the ‘Attach RTW – General’ button.

N.B. If you are making an internal appointment you will not be required to complete the RTW section and this will disappear.
8. Approval Details section

8.1 Select the appropriate approver from the drop-down box and press tab across to the next fields that will auto populate the detail.

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

8.3 Click on Save and Submit

8.4 The following message will appear.

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

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

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