Appoint the candidate via the normal recruitment process	Department				
	Send the appointment form to Resourcing along with the required documents (right to work/funding)	P&C Update iTrent with the job details, create a new record and contract of employment	The data entered by P&C will automatically pull through to the Essex Hours part of the system	Department In the meantime, the department can log into Essex Hours, add the work schedule to the 'Roster' section and offer the work to	
				the employee/worker (they will appear on the staff list once processed)	

	& Essex Hours Employee/worker				
The hours offered by the department are validated to ensure that there are no constraints, i.e. no other work offered, sickness, annual leave, visa restrictions etc. If constraints are identified - amendments will need to be made	Logs in to HR Organiser to view the hours allocated to them. If suitable no action is required, if not, they need to contact the department	Can view and amend scheduled hours as required by the needs of the department in a single location - Essex Hours	Employee/w Once work complete they need to log into HR Organiser and confirm the hours worked and submit to the manager/ department.	Corker Department Dog into Essex Hours, finalise hours and submit to payroll. The payroll deadline is the 16th of each month (December may be earlier).	