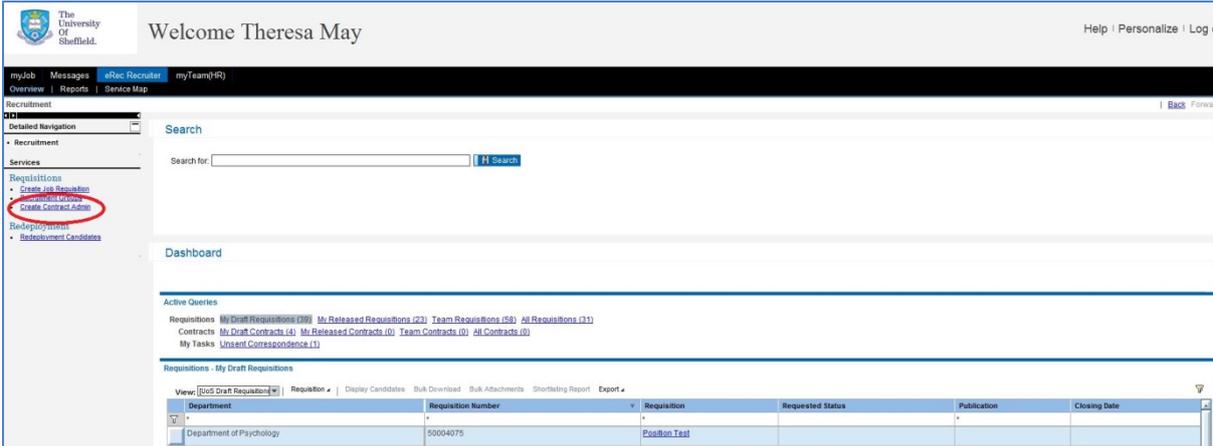


How to Raise a Contract Admin

This guide assumes that you understand how to access e-Recruitment and can already raise job requisitions.

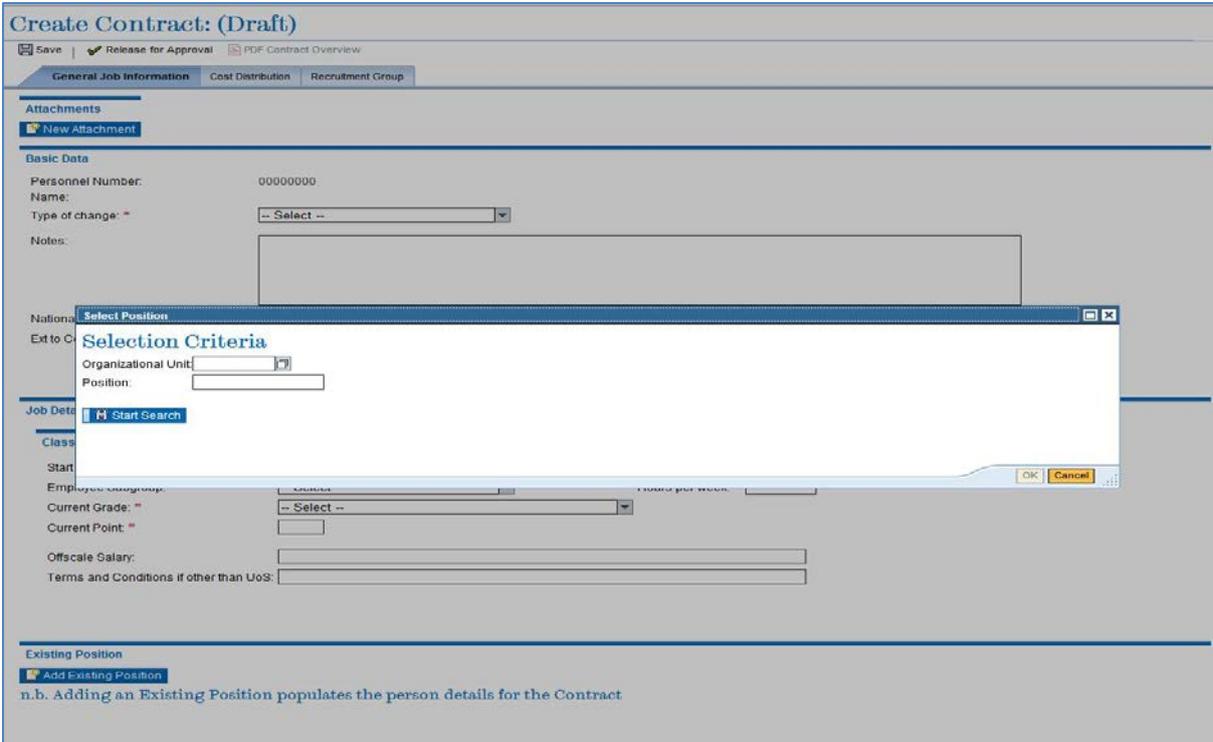
To get started with raising a contract administration click the Create Contract Admin button on the eRec dashboard as illustrated below.



The screenshot shows the eRec dashboard for Theresa May. The left-hand navigation menu is expanded to show 'Services', where 'Create Contract Admin' is highlighted with a red circle. The main content area shows a search bar and a dashboard with various metrics and a table of draft requisitions.

| Department | Requisition Number | Requisition | Requested Status | Publication | Closing Date |
|--------------------------|--------------------|---------------|------------------|-------------|--------------|
| Department of Psychology | 50004075 | Position Test | | | |

A popup should open in your browser with the Select Position prompt.



The screenshot shows the 'Create Contract: (Draft)' form. A 'Select Position' popup window is open, displaying 'Selection Criteria' with fields for 'Organizational Unit' and 'Position'. The main form behind the popup includes sections for 'Attachments', 'Basic Data', 'Job Details', and 'Existing Position'.

From here you can search for a position as you would in a job requisition, or you can enter the position number directly into the 'Position' box to bring up the member of staff who the contract admin is for.

Now highlight your chosen staff member and then click ok to bring up the main create contract admin page.

| Position | Position ID | Organizational unit | Incumbent |
|--------------------|-------------|---------------------|---------------|
| Research Associate | 50002559 | Pre-History | Harold Wilson |
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The first thing you will need to do on the next screen is to specify the type of contract change you want to raise for the member of staff.

Note that the fields on the rest of the contract admin page will change depending on the option you choose. For the purposes of this guide we will use the Open-ended & change to hours option.

You then need to fill out any field on the contract admin page that is marked out with a red asterisk.

Edit Contract: Harold Wilson (Draft)

Save | Release for Approval | PDF Contract Overview

General Job Information | Cost Distribution | Recruitment Group

Attachments

New Attachment

Basic Data

Personnel Number: 10000569
 Name: Harold Wilson
 Type of change: * Open-ended & change to hours
 Notes: An increase from 28 hours per week to 35 per week and a change from fixed term to open ended. Funds already cleared with finance and our head of department.
 Nationality: * United Kingdom
 Ext to Cert of Sponsorship Required?: * No
 Recruiter: * 10000560 Theresa May

Job Details

Classification

Change to working commitment?: * Increase
 Working Commitment: * Full-time Weeks per Year: * 52.000
 Days worked: Monday to Friday?: * Yes
 Start Date (dd.mm.yyyy): * 01.12.2015 End Date: *
 Employee Subgroup: * USGS T&C 4 Hours per week: * 35.00
 Current Grade: * G4 USGS Grade 4
 Current Point: * 3
 Offscale Salary:
 Terms and Conditions if other than UoS:
 Does this role involve any overseas working (excluding occasional short trips overseas for conferences etc)?: * No

Be sure to **save** your contract admin in the top left corner of the page so that the system registers your entry.

The Cost Distribution and Recruitment Group tabs work in the same way they do within a job requisition. You will still need to add your Human Resources and Finance groups into the Recruitment Group.

Edit Contract: Harold Wilson (Draft)

Save | Release for Approval | PDF Contract Overview

General Job Information | Cost Distribution | Recruitment Group

Recruitment Group

Add Member | Add Support Group

| Name | Role | Delete |
|-----------------|------------|--------|
| Human Resources | | |
| Theresa May | Recruiter | |
| Dawne Primarolo | Approver 1 | |
| John Redwood | Approver 2 | |
| | | |
| | | |
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