

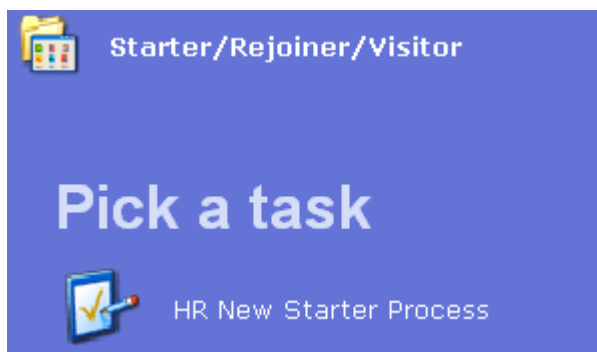
This work instruction was last updated: 23rd March 2010

Entering Demonstrators on ResourceLink

This Work Instruction provides a brief overview of what screens in the HR New Starter Process need to be completed to enter a Demonstrator on ResourceLink.

Task

- HR New Starter Process



The following Screens must be completed for Demonstrators:

- Personal Details
 - Equal Opportunities
 - Work Permit
 - Basic Pay Details – Must be on a Pay Group of PSUB3
 - Current Post Holding – Post is **XXXX-DEMO** (see list of bucket post for the correct DEMO post for the school/dept e.g. CC00-DEMO is the demo post for Social Sciences)
 - Service Conditions = Demonstrators
 - Position Status = PS008
 - Work Pattern = Default
 - Contract Hours = 0
 - Grade = Default
 - Projected End Date (if required)
 - When you **Save** the record, merge the **Demonstrators** Contract.
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