

# This work instruction was last updated: 29 April 2010

# **Extension to Contract Process**

This Work Instruction describes the Extension of Fixed Term Contracts Process.

- 1 Enter an Extension to an Employee's Fixed Term Contract
- 2 Employee Contract Details data entry screen.
- 3 Employee Current Post Holding data entry screen.
- 4 Employee Work Permit data entry screen
- 5 Post Holding Costing data entry screen
- 6 Employee Holiday Entitlement data entry screen.
- 7 Standard Letters

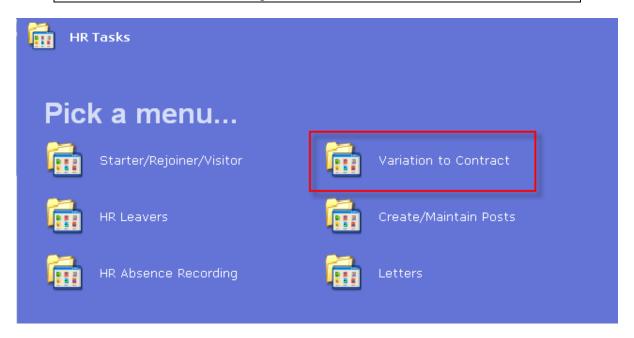


# 1 Enter an Extension to an Employee's Fixed Term Contract

ResourceLink HR Home Page > HR Tasks

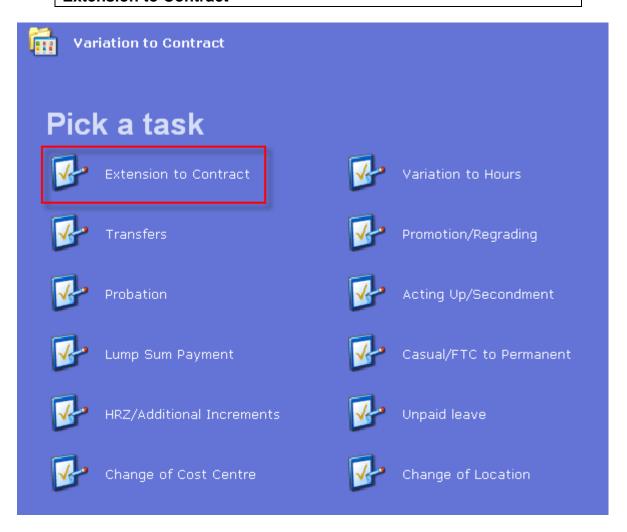


ResourceLink HR Home Page > HR Tasks > Variation to Contract

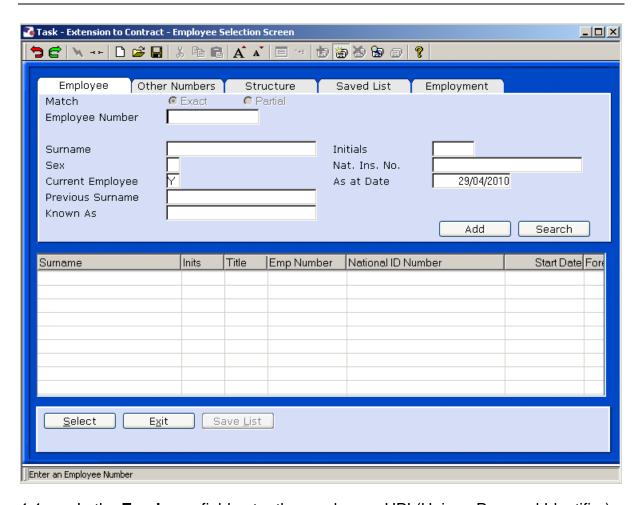




ResourceLink HR Home Page > HR Tasks > Variation to Contract > **Extension to Contract** 

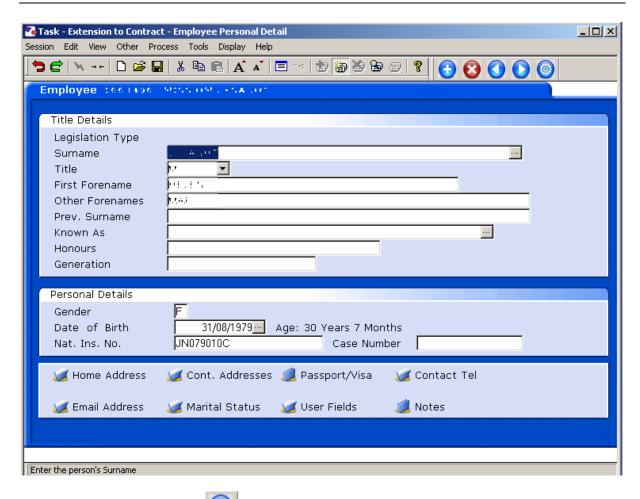






- 1.1 In the **Employee** field enter the employees UPI (Unique Personal Identifier)
- 1.2 Click on **Select** Select





# 1.3 Click on Screens



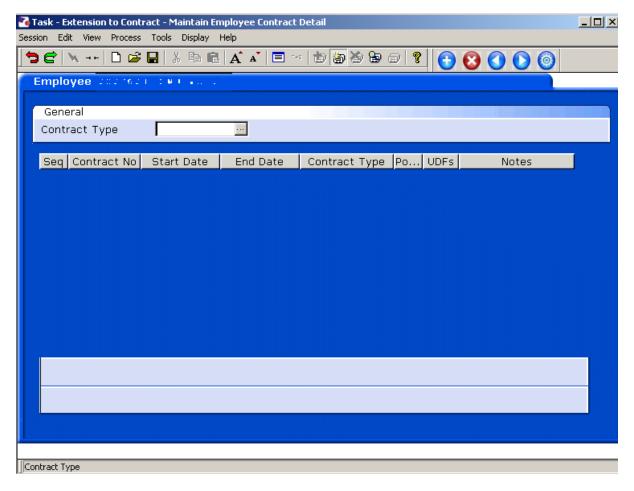






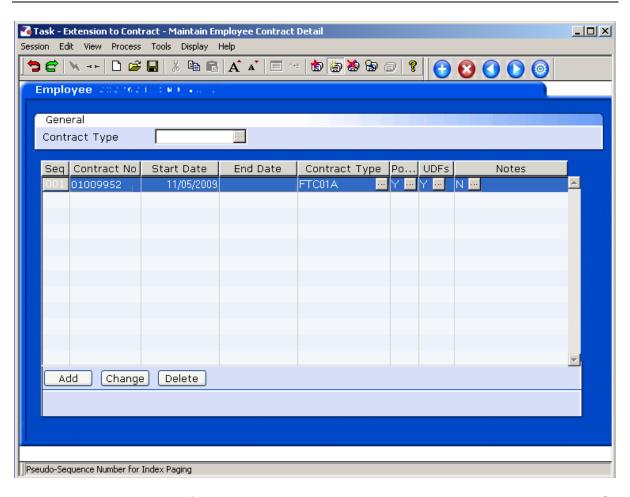
## 2 Employee Contract Details data entry screen.

The completion of this screen ensures that the University complies with Employment Legislation by identifying the number and reason of extensions to fixed term contracts.

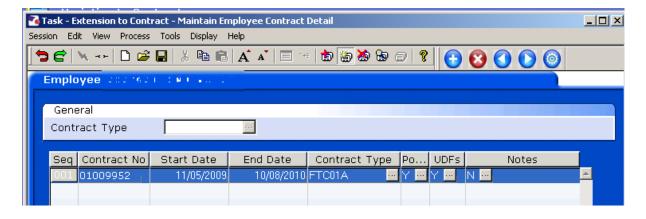


2.1 Press **Enter** to pass the **Contract Type** field.



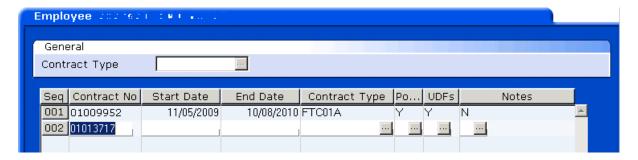


- The number of rows you see in this screen will depend on how many FTC posts an employee has <u>and</u> how many times these contracts have been extended already.
  - If this person has an A and a B post, please ensure you amend the FTC row for the correct one.
- 2.2 Click on **Change** Change to end date the existing line before you add a new row.



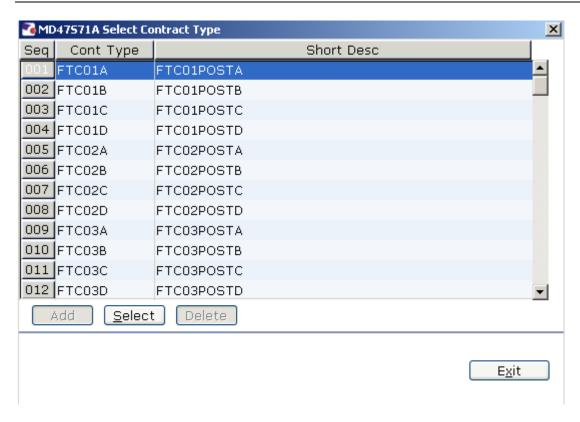


- 2.3 On the existing row click in the **End Date** field and enter the end date of this FTC.
- 2.4 Press Enter.
- 2.5 Click on **Add** Add



- 2.6 A new contract number will be generated in the next row.
- 2.7 Click in the **Start Date** field and enter the <u>same start date</u> as the previous row for that post (e.g. if you are extending the FTC on post A, ensure the new line has the same start date as the original FTC row for post A).
- 2.8 Press Enter
- 2.9 Always leave the **End Date** field blank for the latest row and then press **Enter**.
  - Projected end dates for the FTC are entered on Current Post Holding screen only.
- 2.10 Window into the **Contract Type** field.



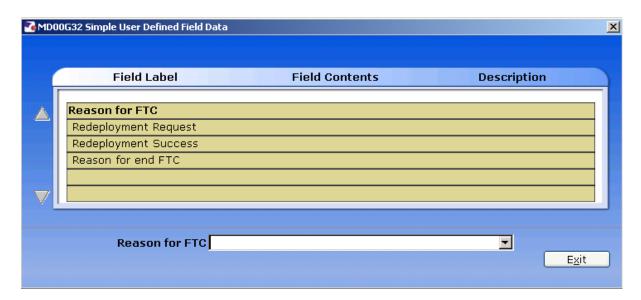


- 2.11 If the previous row for this post was FTC1A, select FTC2A. If the previous row for this post was FTC1B (B indicating this is a second FTC post the employee holds), select FTC2B.
- 2.12 Click on the correct contract type in the list.
- 2.13 Press Enter.



2.14 Click on the **UDFs** field and window in.



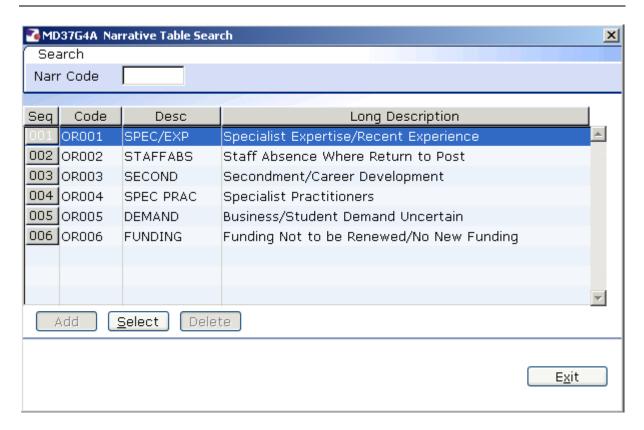


2.15 Click on the drop down in the **FTC Extension Reason** field.

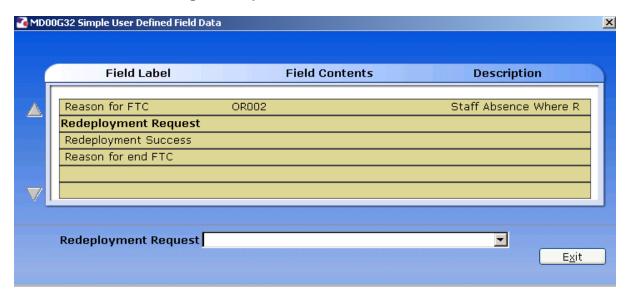


2.16 Press **Enter** through the **Narr Code**.





2.17 Click on the **Long Description** of the reason for the extension.

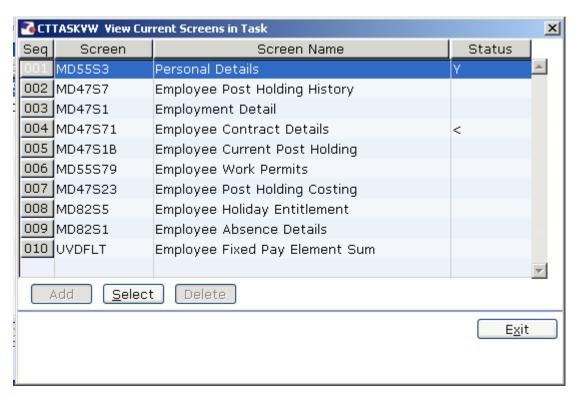


2.18 Click on Exit.





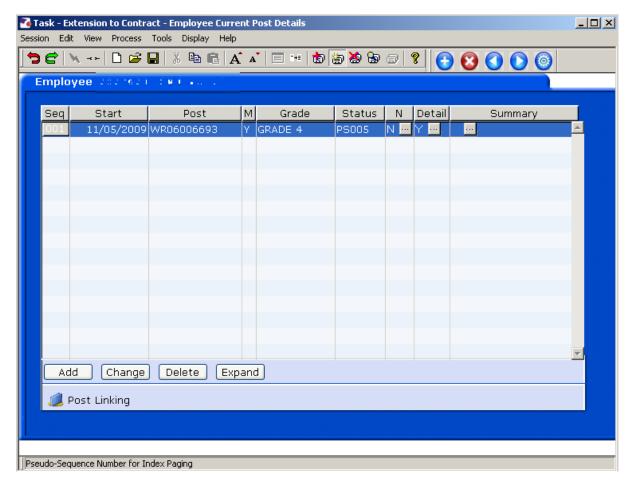
- 2.19 Press Enter.
- 2.20 Click on Screens



- 2.21 Click on Employee Current Post Holding.
- 2.22 You will move directly to that screen.



# 3 Employee Current Post Holding data entry screen.

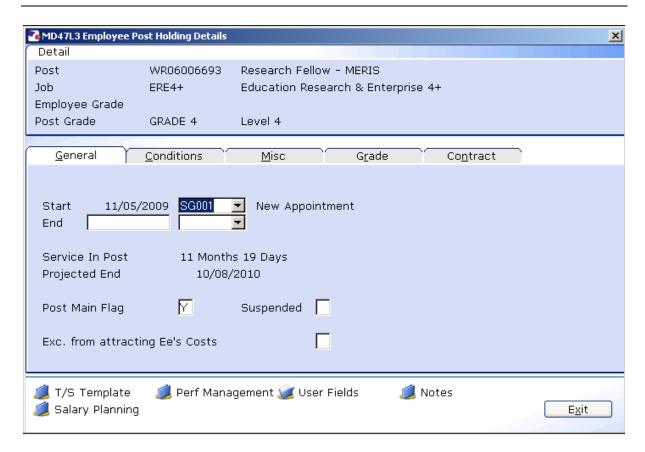


• If the employee has more than 1 post, (particularly in they have 2 FTC posts) make sure you are working on the correct post. Click on **Summary** 

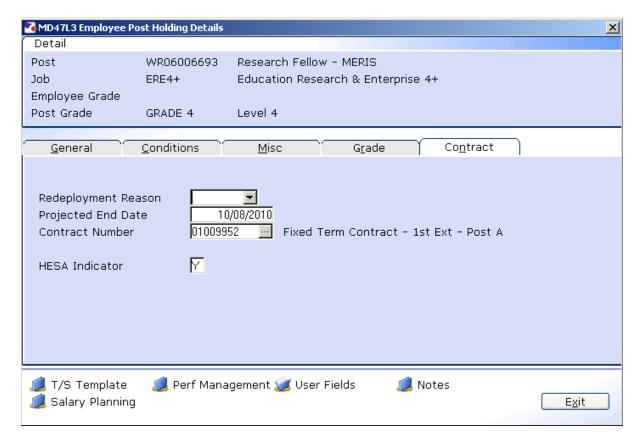


3.1 Click in the **Detail** field for the post (row) you wish to extend the employees contract on.



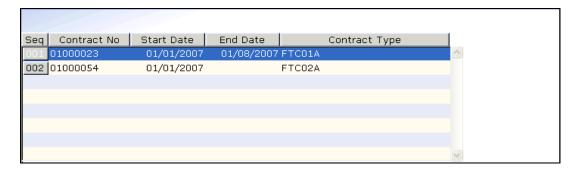


#### 3.2 Click on the **Contract** tab.



#### 3.3 Window in to the **Contract Number** field.



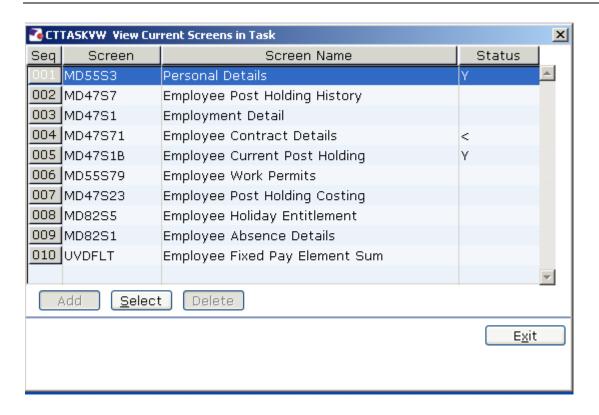


- 3.4 Click on the new **Contract Type** you have just added (e.g. FTC02A)
- 3.5 Press **Enter**. This will update the description next to the field.
- 3.6 Click in the **Projected End Date** field.
- 3.7 In the **Projected End Date** field, enter the new projected end date for the revised fixed term contract.
  - This is the only place where the projected end date of the FTC is entered.
- 3.8 Press Enter.



- 3.9 Click on Exit.
- 3.10 Click on **Screens**

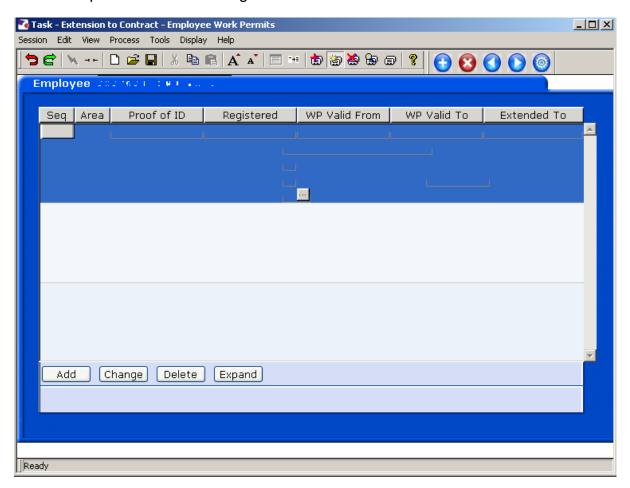






### 4 Employee Work Permit data entry screen

You will only enter information in to this screen if the employee work permit data has changed.



#### **Background Information:**

It is imperative that these details are entered correctly so that information is picked up by the Work Permit/Visa report. Failure to do so could see the University employing an illegal worker and therefore incurring substantial fines. If there are any questions on the matter please discuss with your Senior HR Assistant.

The abbreviations that **must** be used in all instances to record this information are;

- An employee with a Work Permit (WP)
- An employee who has a work permit through their partner/spouse (Work Permit Dependant - WPD)
- An employee with a Visa (V) or Student Visa (SV) this could be through a number of routes.
- An employee who had Indefinite Leave to Remain (ILTR)
- An employee who is classed as a Highly Skilled Migrant Worker (HSMW)



- An employee with either the Workers' Registration Scheme or Accession State Worker Registration Scheme (**WR**)
- International Graduates (IG)

For example, use of these abbreviations would be WP123454, SV243578 etc. If you have instances where there are permission types not covered please discuss with one of the Senior HR Assistants.

Please note that any one employed on a Work Permit must also have the right to work in the UK and therefore two rows must be entered – one with the WP number and dates and one with the LTR number and dates. In some instances there can be different end dates on these documents and therefore both must be entered to ensure that the employee is working legally. The table below sets out the number of rows required against each permission type.

Permission to Work in UK	Documentation Required	No of rows to be Used on Resourcelink	Restriction on Working in the post for which details obtained	
Work Permit	WP PLUS LTR/Visa	2	None in post obtained for	
Work Permit Dependent	LTR/Visa	1	On basis spouse Work Permit – therefore if this ends permission withdrawn	
Visa	Visa Stamp	1/2 (plus WP if applicable)		
Student Visa	Student Visa Stamp	1	20 hours per week during term time – this should be included in contract	
Worker Registration Scheme (from Accession states)	WR	1	None	
Highly Skilled Migrant Worker	HMSW	1	None	
International Graduates	IG	1	None	
Indefinite Leave to Remain	ILTR	1 row for this but please note that if this is issued after someone has started with the University a new row MUST be added with this detail i.e. do not just add this to an existing row.	None	



In instances where someone comes back to the University or works in a new post and the details on the previous post need to be maintained, please can you add a HP to the details relevant to their previous post – i.e. HP WP1231516171781 or HP LTR132526262524.

If someone is granted citizenship please add a CZ as a prefix.



The table below sets out how an entry should be made against each individual permission type:

Field	Work Permit	Work Permit Dependant	Student Visa/ Visa	Idefinite Leave to Remain	Highly Skilled Migrant	Workers Registration Scheme	International Graduates
		Dependant	VISa	Kemam	Worker	Scrienie	
Proof of ID	Enter the date the proof of ID was given	Enter the date the proof of ID was given	Enter the date the proof of ID was given	Enter the date the proof of ID was given	Enter the date the proof of ID was given	Enter the date the proof of ID was given	Enter the date the proof of ID was given
WP Valid From	Enter the date this is valid from	Enter the date this is valid from	Enter the date this is valid from	Enter the date this is valid from	Enter the date this is valid from	Enter the date this is valid from	Enter the date this is valid from
WP Valid To	Enter the date this is valid to	Enter the date this is valid to	Enter the date this is valid to	Enter 01.01.2020	Enter the date this is valid to	Enter the date this is valid to	Enter the date this is valid to
Extended To	Only enter date when the Valid To date has been extended	Only enter date when the Valid To date has been extended	Only enter date when the Valid To date has been extended	Leave blank	Only enter date when the Valid To has been extended	Only enter date when the Valid To has been extended	Leave blank
Work Permit/Visa No.*	Enter Ref No. for <b>WP</b>	Enter Ref No. for <b>WPD</b>	Enter Ref No. for V or SV	Enter Ref No. For ILTR	Enter Ref No. for <b>HSMW</b>	Enter Ref No. for <b>WR</b>	Enter Ref No. for <b>IG</b>
Home Office Letter Issued	Enter Y or N	Enter Y or N	Enter Y or N	Enter Y or N	Enter Y or N	Enter Y or N	Enter Y or N
Indefinite Leave to Remain	Enter N	Enter N	Enter N	Enter Y	Enter N	Enter N	Enter N
Date Obtained	Leave Blank	Leave Blank	Leave Blank	Enter Date ILTR was granted	Leave Blank	Leave Blank	Leave Blank

## **Entering Both Work Permit & Visa Information:**

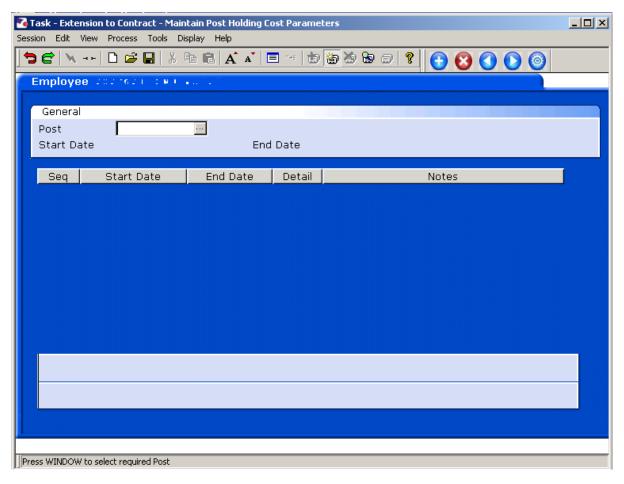
Separate rows will need to be entered on ResourceLink for the **Work Permit** Information and **Visa** Information if the type of permission to work in the UK warrants such permissions. Please refer to the table above to ensure that the correct number of rows of information is completed.

Click on to move to the next data entry screen.



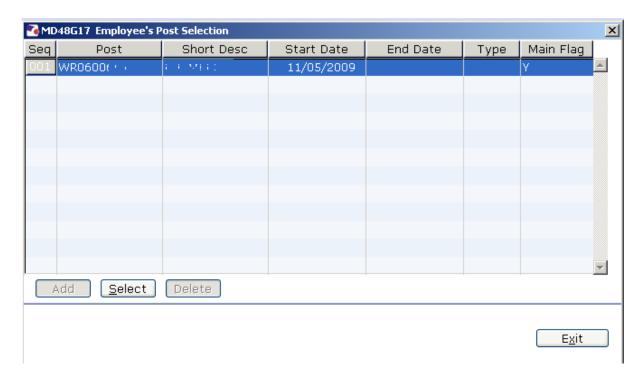
# 5 Post Holding Costing data entry screen

You will only complete this screen if the Post Holding Costing information already contained has changed.

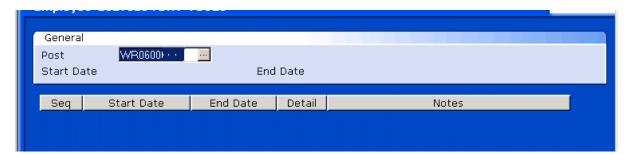


5.1 Window into the **Post** field.

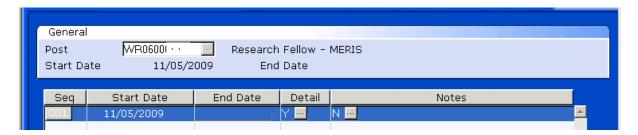




5.2 Click on the post.



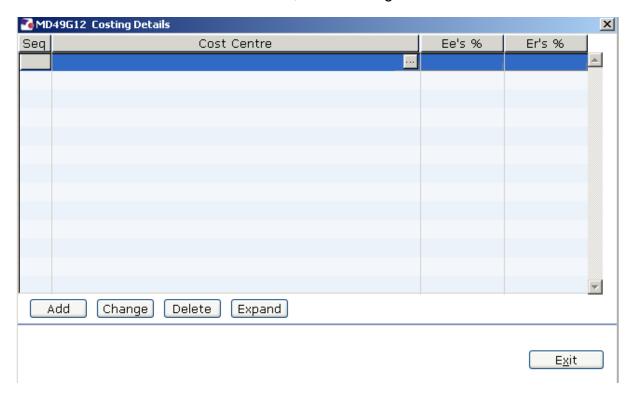
5.3 Press Enter.



- In the **End Date** field enter the date of the day before the change to Post Holding Costing is set to take place.
- 5.5 Click on Add
- In the **Start Date** field enter the date of when the change to Post Holding Costing is set to commence.
- 5.7 Press Enter.



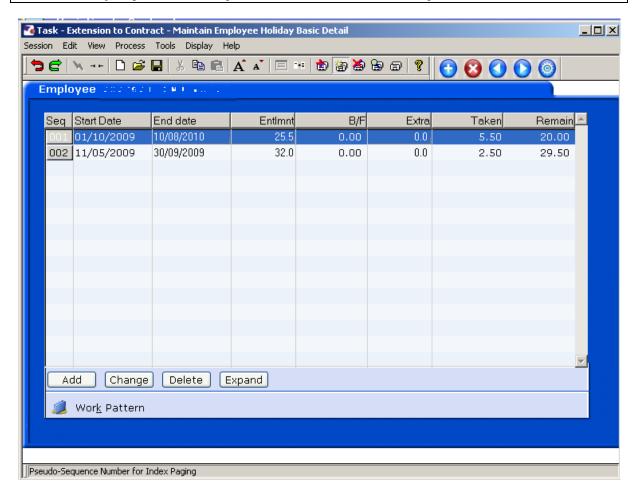
5.8 Leave the **End Date** field blank, **Enter** through.



- 5.9 Click on **Add**
- 5.10 Enter the **Cost Centre** number (Sub Project Code- starts with 5 )that this post is to be paid from. Press **Enter**.
- 5.11 In the **Ee's** field enter the percentage that this post is to be paid from this cost centre e.g. 100
- 5.12 In the **Er's** field enter the percentage that this post is to be paid from this cost centre e.g. 100
- 5.13 Press Enter.
- 5.14 If the post is to be paid from more than 1 cost centre, add another row of information.
  - ♠ Please ensure that the Ee's Column adds up to 100%
  - ◆ Please ensure that the Er's Column adds up to 100%.
- 5.15 Click on Exit Exit
- 5.16 Press Enter.
- 5.17 Click on to move to the next data entry screen.



# 6 Employee Holiday Entitlement data entry screen.



- 6.1 The current leave year row will have the end of the person's FTC date in the **End date** column this needs changing now.
- 6.2 Ignore previous year's leave entitlement rows but make a note of the details of any holiday entitlement that has already been taken against the current leave year's entitlement row.
- 6.3 Highlight the current leave entitlement row and click on delete.

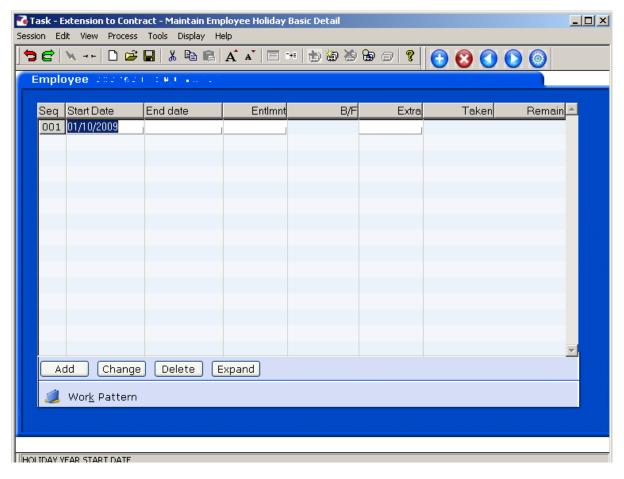


6.4





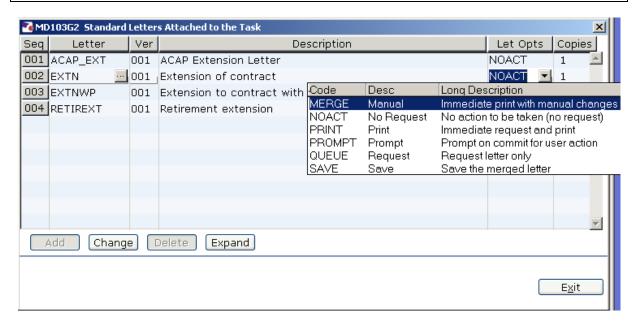
- 6.5 Click on Yes.
- 6.6 Click on Add.



- 6.7 In the **Start Date** field enter either the date they **originally started** their fixed term contract (if the date falls within the current leave year), otherwise use the start date of the current leave year (1<sup>st</sup> October).
- 6.8 In the **End Date** field enter the **new End Date** of the fixed term contract (if this date falls within the current leave year), otherwise use the end date of the current leave year (30<sup>th</sup> September).
- 6.9 Press **Enter** to calculate **EntImnt**.
- 6.10 Press Enter.
- 6.11 If this person has a Work Permit and this information requites updating, click on the **Employee Work Permit tab** (next to Holiday Entitlement). Add a new row if the information has changed.



#### 7 Standard Letters



- 7.1 Click in the **Let Opts** field of the standard letter you want to produce
- 7.2 Click on the drop down and select **MERGE Immediate print with manual changes**.
- 7.3 Click on **Exit.** A series of pop-up windows will appear, where you will need to select on the relevant information that should be pulled through to the contract.
- 7.4 If you are asked to select a version of the HR Main hierarchy always, select the most recent version.
- 7.5 If the person has more than one post, ensure that you select the correct post relevant to this contract.



7.6 If (as shown above) any of the pop-up windows only have one row of data, simply click on **Select.** 





- 7.7 If (as shown above) any of the pop-up windows do not show any rows of data, simply click on **Exit**.
- 7.8 Once you have progressed through all of the pop-up windows, the employee's letter should generate in **Word** at which point you will be able to check and amend it (if necessary).
  - Please ensure you delete the highlighted sections in the contract where appropriate to the individual employee.
  - Please only click on the Print button if you have one of the following HR printers set as your <u>default</u> printer:
    - PR001
    - PR002
    - PR006
    - PR068

Attempting to print a standard letter (contract) on any other printer will not only result in failure, but will also cause problems for other users.