

**This work instruction was last updated: 30 April 2010**

## **Fixed Term Contracts – Revised Model Statute**

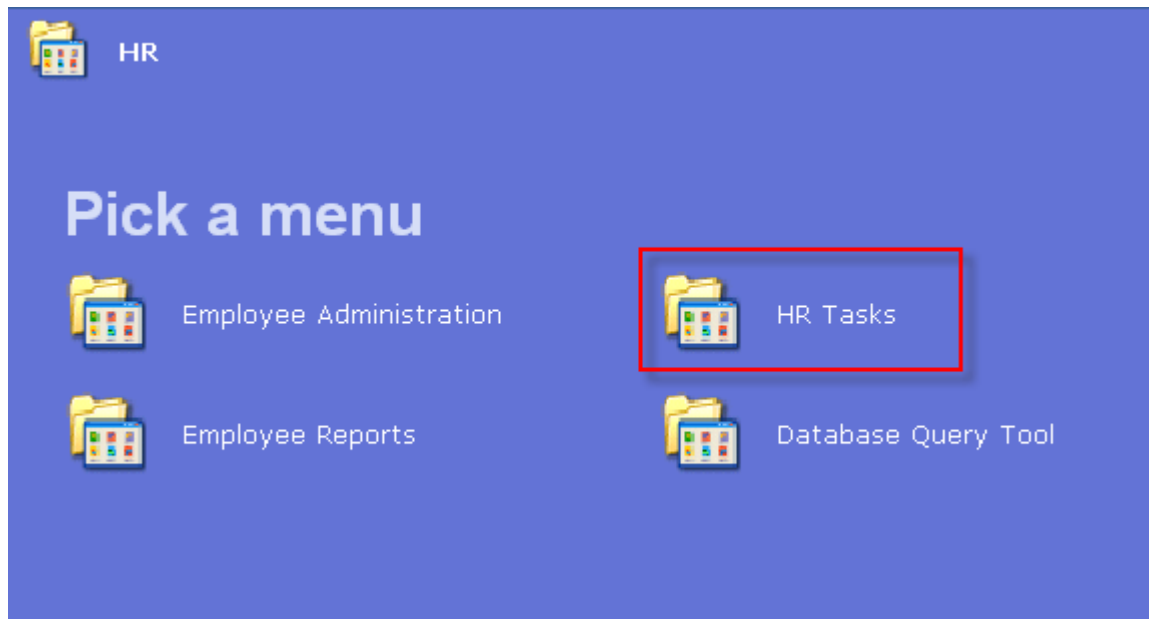
This Work Instruction describes the process for updating records for FTC staff according to the Revised Model Statute

- 1     FTC Reports
- 2     Completing FTC User Defined Fields
- 3     Employee Contract Details data entry screen.
- 4     Running FTC letters from Cognos

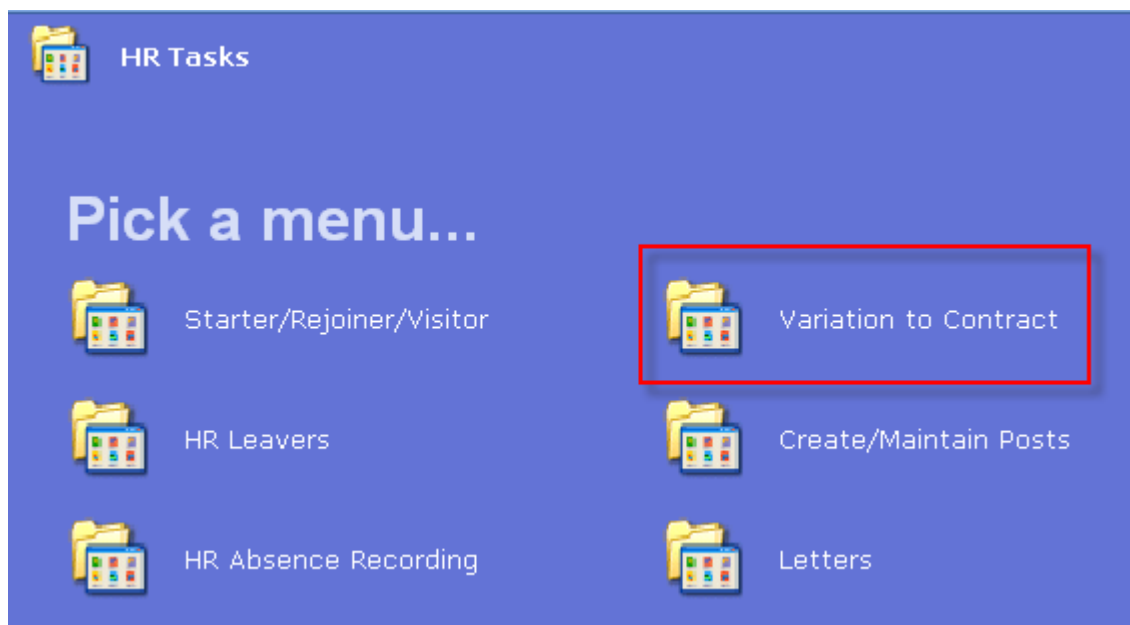
<b>1</b>	<b>FTC Reports</b>
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- 1.1 Every Tuesday morning you will receive the FTC reports for staff ending fixed term contracts in **6 months**, **3 months** and **4 weeks** time.
- 1.2 You will the need to complete the User Defined Fields (UDFs) for the FTC staff identified on the reports on ResourceLink and then generate the relevant letter in Cognos based on the 3 month and 4 week letters.


## 2 Completing FTC User Defined Fields















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



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

 Variation to Contract

## Pick a task

 Extension to Contract	 Variation to Hours
 Transfers	 Promotion/Regrading
 Probation	 Acting Up/Secondment
 Lump Sum Payment	 Casual/FTC to Permanent
 HRZ/Additional Increments	 Unpaid leave
 Change of Cost Centre	 Change of Location

Task - Extension to Contract - Employee Selection Screen

Employee Other Numbers Structure Saved List Employment

Match ☒ Exact ☐ Partial

Employee Number

Surname  Initials

Sex  Nat. Ins. No.

Current Employee ☒ Y As at Date

Previous Surname

Known As

Add Search

Surname	Init	Title	Emp Number	National ID Number	Start Date	For

Select Exit Save List

Enter an Employee Number

2.1 In the **Employee** field enter the employees UPI (Unique Personal Identifier)

2.2 Click on **Select**

**Employee** LEGISLATION EMPLOYMENT DETAILS

**Title Details**

Legislation Type

Surname

Title

First Forename

Other Forenames

Prev. Surname

Known As

Honours

Generation

**Personal Details**

Gender

Date of Birth  Age: 31 Years 2 Months

Nat. Ins. No.  Case Number

Home Address Cont. Addresses Passport/Visa Contact Tel

Email Address Marital Status User Fields Notes

## 2.3 Click on **Screens**



**CITASKVW View Current Screens in Task**

Seq	Screen	Screen Name	Status
001	MD55S3	Personal Details	<
002	MD47S7	Employee Post Holding History	
003	MD47S1	Employment Detail	
004	MD47S71	Employee Contract Details	
005	MD47S1B	Employee Current Post Holding	
006	MD55S79	Employee Work Permits	
007	MD47S23	Employee Post Holding Costing	
008	MD82S5	Employee Holiday Entitlement	
009	MD82S1	Employee Absence Details	
010	UVDFLT	Employee Fixed Pay Element Sum	

## 2.4 Click on **Employee Contract Details**.

## 2.5 You will move directly to that screen.

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

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- ① The number of rows you see in this screen will depend on how many FTC posts an employee has and how many times these contracts have been extended already.

3.2 Click on **Change** .

3.3 Select the row with the latest Contract Type in.

Seq	Contract No	Start Date	End Date	Contract Type	Po...	UDFs	Notes
001	01011636	01/10/2009	28/02/2010	FTC01A	N	Y N	
002	01013272	01/10/2009	31/03/2010	FTC02A	N	Y N	
003	01013659	01/10/2009		FTC03A	... Y ...	Y ... N ...	


3.4 Enter through the **Start Date** field until you reach the **UDFs** field for this row



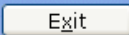
3.5 Window into the **UDFs** field

MD00G32 Simple User Defined Field Data

Field Label	Field Contents	Description
Reason for FTC	OR006	Funding Not to be Ren
Redeployment Request		
Redeployment Success		
Reason for end FTC	OE006	Funding Not Renewed/No

Reason for FTC **OR006** 

Funding Not to be Renewed/No New Funding



3.6 Click in the **Redeployment Request** field

Redeployment Request 

3.7 Click on the drop down in this field



Seq	Code	Desc	Long Description

3.8 Enter through the **Narrative Code** field.

Seq	Code	Desc	Long Description
001	N	No	No
002	Y	Yes	Yes

3.9 Select **Yes** or **No** as to whether this employee has made a redeployment request.

Field Label	Field Contents	Description
FTC Extension Reason		
Redeployment Request	Y	Yes
Redeployment Success		
Reason for end FTC		

☛ If the employee appeared on the **4 week** ending report, you must complete the **Redeployment Success** field.

3.10 Click on **Redeployment Success**:

3.11 Click on the drop down in this field

MD37G4A Narrative Table Search

Search

Narr Code

Seq	Code	Desc	Long Description
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3.12 Enter through the **Narrative Code** field.

MD37G4A Narrative Table Search

Search

Narr Code

Seq	Code	Desc	Long Description
001	N	No	No
002	Y	Yes	Yes

3.13 Select **Yes** or **No** as to whether this employee has received successful redeployment. Please note that if the redeployment is successful a letter will not need to be generated but details should be entered on the system for the purposes of complete record keeping.

3.14 Click on **Reason for End FTC**

MD00G32 Simple User Defined Field Data

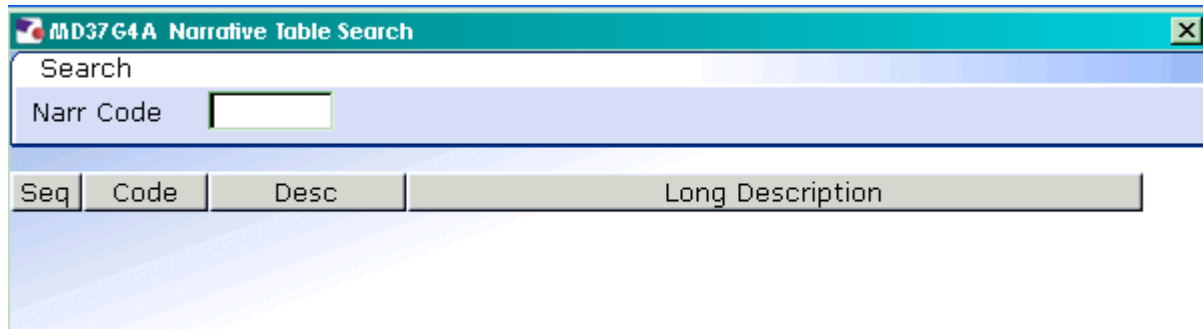
Field Label	Field Contents	Description
Reason for FTC	OR006	Funding Not to be Ren
Redeployment Request	Y	Yes
Redeployment Success	Y	Yes
Reason for end FTC	OE006	Funding Not Renewed/No

Reason for end FTC

Funding Not Renewed/No further funding

Exit

3.15 Click on the drop down in this field



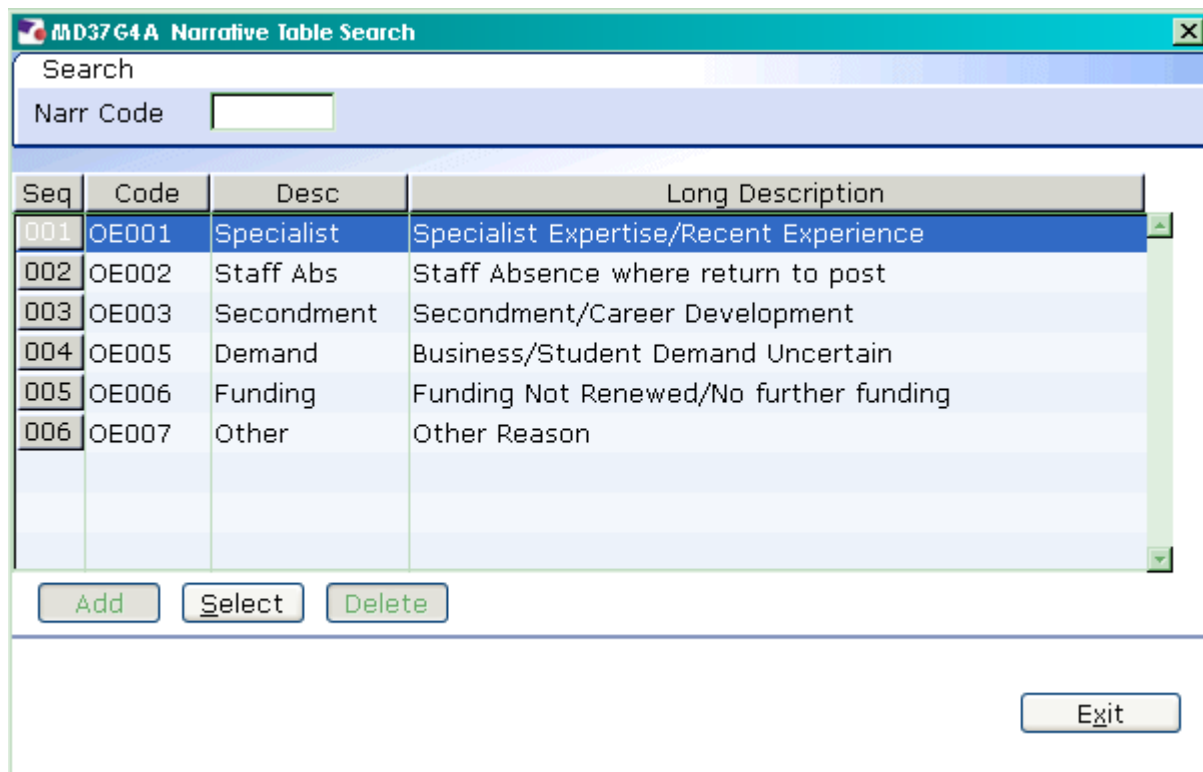
MD37 G4 A Narrative Table Search

Search

Narr Code

Seq	Code	Desc	Long Description
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3.16 Enter through the **Narrative Code** field.



MD37 G4 A Narrative Table Search

Search

Narr Code

Seq	Code	Desc	Long Description
001	OE001	Specialist	Specialist Expertise/Recent Experience
002	OE002	Staff Abs	Staff Absence where return to post
003	OE003	Secondment	Secondment/Career Development
004	OE005	Demand	Business/Student Demand Uncertain
005	OE006	Funding	Funding Not Renewed/No further funding
006	OE007	Other	Other Reason


Add Select Delete

Exit

3.17 Click on the appropriate reason in the list.


MD00G32 Simple User Defined Field Data

Field Label	Field Contents	Description
Reason for FTC	OR006	Funding Not to be Ren
Redeployment Request	Y	Yes
Redeployment Success	Y	Yes
<b>Reason for end FTC</b>	OE006	Funding Not Renewed/No

Reason for end FTC  

Funding Not Renewed/No further funding

3.18 Click on **Exit** .

3.19 Click on **Save** .

3.20 Before you can run off the FTC letter in Cognos, you will need to calculate the **Redundancy amount**. Please do this with the help of the following web page: <http://www.berr.gov.uk/employment/employment-legislation/employment-guidance/page33157.html>

## 4 Running FTC letters from Cognos

- 4.1 Go to the Cognos Reports page on the Human Resources tab as soon as possible after the code-bursting reports have been generated:



- 4.2 Click on the **Fixed Term Contracts** folder.



- 4.3 Click on the **Letters** folder.

[ASRP HR Website](#)  
[Reporting FAQs](#)

[Human Resources](#) > [Fixed Term Contracts](#) > [Letters](#)

Name
 3 Month Contract End Employee Letter RMS
 4 Week Contract End Employee Letter RMS

- 4.4 Click on the appropriate FTC letter you want to generate e.g. 4 week contract end employee letter.

## 4 Week Fixed Term Contract Letter

Enter employee number you want to run the letter for:

\*

Enter reason for end of FTC (only if you have entered reason code OE007 in the FTC UDF):

\*

Enter redundancy payment (if applicable):

\*

- 4.5 In the top field, enter the relevant employee number.
- 4.6 If you have entered the Redundancy Reason **OE007 Other Reason** in the **Reason for End FTC** UDF in ResourceLink on the Contract Details screen, then you must complete the free text field and enter the reason for end of FTC. Otherwise, leave blank. Please note that this text will appear in full so please ensure that details entered are in sentence case.
- 4.7 In the bottom field, enter the **Redundancy Payment** as calculated using:  
<http://www.berr.gov.uk/employment/employment-legislation/employment-guidance/page33157.html>
- 4.8 Click on **Finish**

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