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



1 FTC Reports

- 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.





ResourceLink HR Home Page > HR Tasks > Variation to Contract







Task - Extension to Co	ntract - Employee Sele	ction Screen			
5 🖉 🔌 🗅	🖻 🖬 🗼 🖪 🖻	A A 🔳 📼	to 🐻 🌢 🕞 🗇	ę	
Employee	Other Numbers	Structure	Saved List	Employment	
Match Employee Numb	© Exact er	C Partial			
Surname Sex Current Employs Previous Surnan Known As	ee Y		Initials Nat. Ins. No. As at Date	30/04/2010	Search
Surname	Inits	Title Emp Nurr	iber National ID N	lumber	Start Date For
<u>S</u> elect	E <u>x</u> it Sa	ave <u>L</u> ist			
Enter an Employee Nur	nber				

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

Employee 16 10 14 (2 M 2 1 1 1 25
Title Details	
Legislation Type Surname	
Title	
First Forename Other Forenames	
Prev. Surname	
Known As Honours	
Generation	
Personal Details	
Gender	M
Date of Birth Nat. Ins. No.	JR526141B Case Number
Mome Address	🥦 Cont. Addresses 🐌 Passport/Visa 🛛 🔰 Contact Tel
🜌 Email Address	🌌 Marital Status 🛛 😹 User Fields 🛛 🌌 Notes

2.3 Click on Screens

		<u> </u>
Screen Name	Status	
Personal Details	<	-
Employee Post Holding History		
Employment Detail		
Employee Contract Details		
Employee Current Post Holding		
Employee Work Permits		
Employee Post Holding Costing		
Employee Holiday Entitlement		
Employee Absence Details		
Employee Fixed Pay Element Sum		
		-
Delete		
	E <u>x</u> it	
	Screen Name Personal Details Employee Post Holding History Employment Detail Employee Contract Details Employee Current Post Holding Employee Work Permits Employee Post Holding Costing Employee Holiday Entitlement Employee Absence Details Employee Fixed Pay Element Sum Delete	Screen Name Status Personal Details Employee Post Holding History Employee Contract Details Employee Current Post Holding Employee Work Permits Employee Post Holding Costing Employee Absence Details Employee Fixed Pay Element Sum Delete

2.4 Click on **Employee Contract Details**.

2.5 You will move directly to that screen.

3 Employee Contract Details data er	try screen.
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Employee 16 10 14	1 INI 1 11I	1 ₁				
General Contract Type	[
Seq Contract No	Start Date	End Date	Contract Type	Po UDFs	Notes	

3.1 Press Enter to pass the Contract Type field.

Employee 16 10 14	1 INCL 11	4					
General							
Contract Type							
Seq Contract No	Start Date	End Date	Contract Type	Po	UDFs	Notes	
001 01011636	01/10/2009	28/02/2010	FTC01A 🔤	Ν	Y 😐	N	<u> </u>
002 01013272	01/10/2009	31/03/2010	FTC02A	N	Y	N	
003 01013659	01/10/2009		FTC03A	Y	Y	N	
							.
Add Change	Delete						

- 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.
- 3.2 Click on **Change** Change

3.5

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	Ν	-
002	01013272	01/10/2009	31/03/2010	FTC02A	N	Y	N	
003	01013659	01/10/2009		FTC03A 📃	Y 😐	Υ 🛄	N 😐	

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

ND0	0G32 Simple User Defined Field D	ata			×
	Field Label		Field Contents	Descr	iption
	Reason for FTC	OR006		Funding N	ot to be Ren
	Redeployment Request				
	Redeployment Success				
	Reason for end FTC	OE006		Funding N	ot Renewed/No
∇					
					ana
	Peacon for ET(OBUIG		.	
	Kedson for the	Funding Not	to be Renewed/No	n New Fundina	Exit
TERES AND A		. analig not		s	

3.6 Click in the **Redeployment Request** field

Redeployment Request	_	

3.7 Click on the drop down in this field

MD37G4A Nar	rative Table Searc	h 2
Search		
Narr Code		
		and the second
Seq Code	Desc	Long Description
	A REAL PROPERTY AND A REAL	

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

🌄 🕅 D	37G4A Na	rative Table Searcl	h <u>></u>	×
Sea	arch			
Narr	r Code			
THE REAL PROPERTY.				
Seq	Code	Desc	Long Description	
001	N	No	No	
002	γ	Yes	Yes	

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

Field Label	IVIC	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:**

Redeployment Success	•	

3.11 Click on the drop down in this field

MD37G4A Nar	rative Table Searc	h 🛛
Search		
Narr Code		
Seq Code	Desc	Long Description

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

🌄 🕅 D	3764A Nai	rative Table Searcl	h 🔀
Sea	arch		
Narr	Code		
THE SAME			
Seq	Code	Desc	Long Description
001	N	No	No
002	γ	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		
∇						
	1940-1440-1440-1440-1440-1440-1440-1440-					
	Reason for end FTC	OE006			_	
		Funding Not	Renewed/No further	r funding E <u>x</u> it		

3.15 Click on the drop down in this field

MD37G4A Nar	rative Table Searc	h	×
Search			
Narr Code			
Seq Code	Desc	Long Description	
1000 C			

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

🍢 M C	3764A Na	rrative Table Searc	h	×
Sea	arch			
Nari	r Code			
Seq	Code	Desc	Long Description	
001	OE001	Specialist	Specialist Expertise/Recent Experience	<u>~</u>
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			
				E <u>x</u> it

3.17 Click on the appropriate reason in the list.

D00(G32 Simple User Defined Field D	ata		
4	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
l				
	Poscon for and ETC			
Funding Not Renewed/No further funding				



- 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-bursted reports have been generated:

📶 Cog	gnos Connection
lms1	Log Off
6 -	Administration Human Resources School
If you	need a report that is not on your list please of
n you	need a report that is not only our list please of
ASRP HI	R Website
Reporti	<u>Iq PAQS</u>
Humar	Resources
	Name 🕀
	Fixed Term Contracts
	Personnel Services Manager
I	Contract Returns
1111	Leavers
188 ▶	Probation contracts
188 ▶	Retirement Report
188 ▶	Staff List
1111	Starters
1111	Work Permit Visa Report

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

ASRP H Reportir	ASRP HR Website Reporting FAQs				
Human I	Human Resources > Fixed Term Contracts				
	Name 😝				
	Letters				
	Memos				
=	6 Month FTC Consultation record - RMS - BLANK				

4.3 Click on the **Letters** folder.



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 Sc	JUI
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 L	JDF):
Leave Blank if not using OE007	
Enter redundancy payment (if applicable):	
* 0	
Cancel Finish	

- 4.5 In the top field, enter the relevant employee number.
- 4.6 If you <u>have</u> 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: <u>http://www.berr.gov.uk/employment/employment-legislation/employment-guidance/page33157.html</u>
- 4.8 Click on **Finish**

Mr Sayed Dev Origins of Health & Disease Medicine

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Ref: 1852701/RJ07000374/ftc_3m

31 March 2008

Dear M

Re: Notification of the expiry of your fixed term contract

I am writing following your consultation meeting with the Head of School representative, regarding the expiry of your fixed term contract.

During this meeting you were informed that your contract would expire b the School no longer needs your specialist expertise and experience and unless it is possible to find you alternative work within the University, you employment will terminate by reason of redundancy on 30 June 2008.

At this meeting you were invited to suggest ways in which your employm might be continued and we considered possible options for future employ the School. You indicated that you would not like to be considered for redeployment within the wider University.

As a result and in accordance with paragraph 21 or ordinance 3.8 I am ne

- 4.9 You should not need to make changes to the letter but in instances where this is necessary you can do so using Adobe Professional. The letter can then be printed ready for distribution
- 4.10 If the letters are not generated shortly after the code-bursted reports are produced it is possible that a letter will not pull through the information. This is because of the time scales set down by the Revised Model Statute. If this is the case the letters can be run by Rachel Tribe in the Project Team or Sarah Hollowbread who has access to this task.