

This work instruction was last updated: 30th March 2010

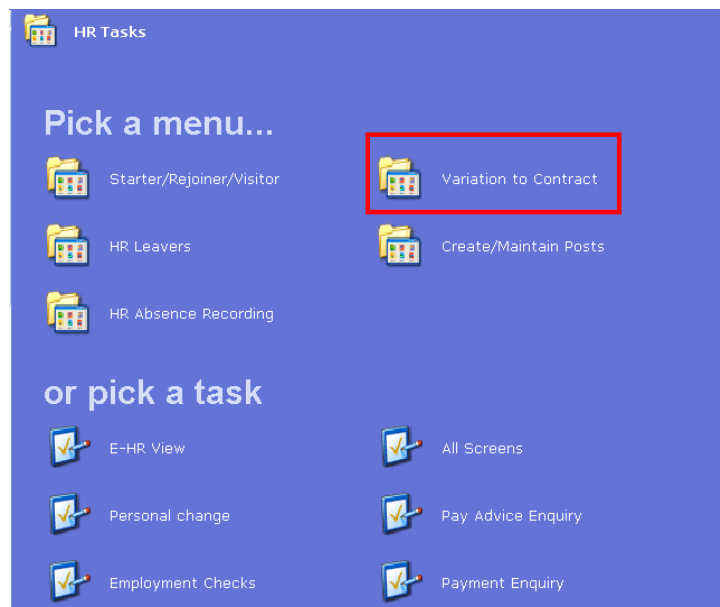
Recording Home Working on ResourceLink

This Work Instruction describes how to record Home Working records on ResourceLink using User Fields on the Current Post Holding Screen.

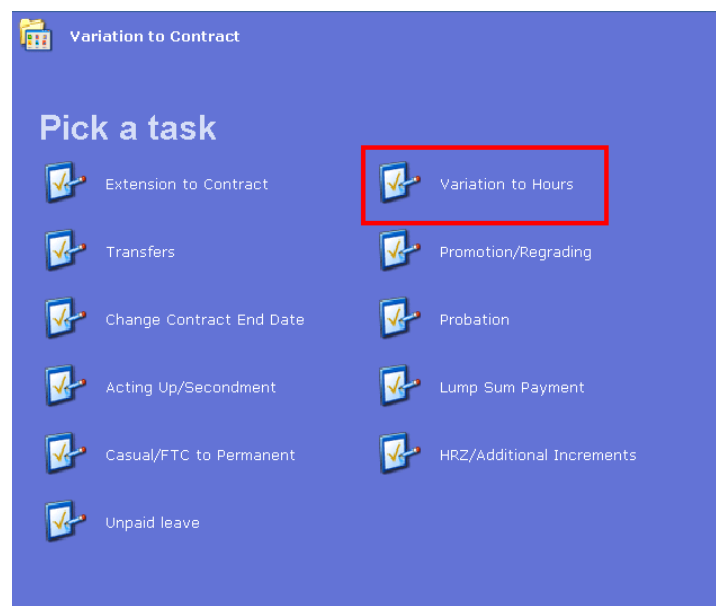
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|---|---|
| 1 | Location of Home Working fields |
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1 Location of Home Working fields

- 1.1 The new **Home Working Details** can be accessed via: **HR Tasks > Variation to Contract:**



- 1.2 **Variation to Contract > Variation to Hours**



2 Entering Home Working Details

- 2.1 Search Screen. The Employee Number, Surname, Search and Select options are highlighted.

Task - Lump Sum Payment - Employee Selection Screen

Employee Number

Surname

Sex

Current Employee

Previous Surname

Known As

Initials

Nat. Ins. No.

As at Date

Add

Surname	Inits	Title	Emp Number	National ID Number	Start Date	For

Select

Enter an Employee Number CHANGE NUM MD55522

- 2.2 Enter either the Employee Number or surname and search
- 2.3 Select the appropriate Staff Member from the List
- 2.4 Click on the **Screens** icon

Task - Variation to Hours - Employee Personal Detail

Session Edit View Other Process Tools Display Help

Employee 2074516 : MS L LASTIC

Title Details

Legislation Type

Surname

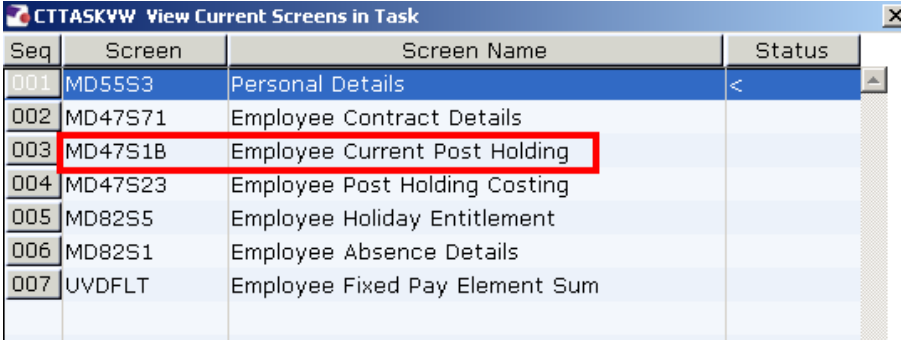
Title

First Forename

Other Forenames

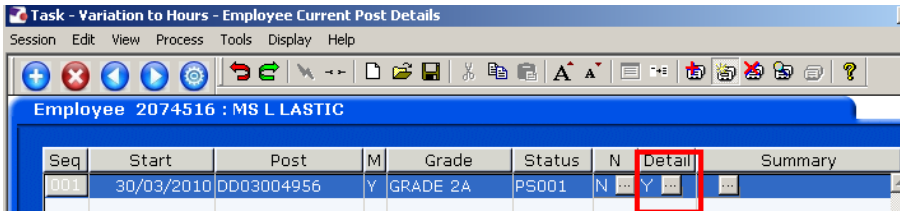
Prev. Surname

- 2.5 Select **Current Post Holding**



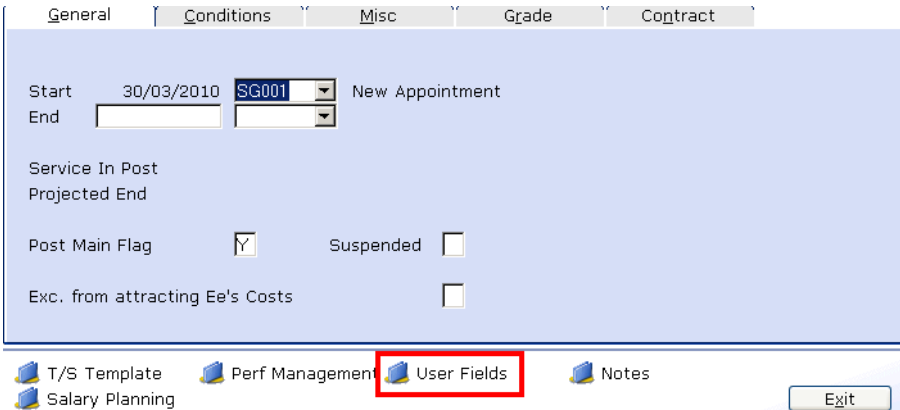
Seq	Screen	Screen Name	Status
001	MD55S3	Personal Details	<
002	MD47S71	Employee Contract Details	
003	MD47S1B	Employee Current Post Holding	
004	MD47S23	Employee Post Holding Costing	
005	MD82S5	Employee Holiday Entitlement	
006	MD82S1	Employee Absence Details	
007	UVDFLT	Employee Fixed Pay Element Sum	

2.6 Window in to **Detail**



Seq	Start	Post	M	Grade	Status	N	Detail	Summary
001	30/03/2010	DD03004956	Y	GRADE 2A	PS001	N	Y	

2.7 Click on **User Fields**



General | Conditions | Misc | Grade | Contract

Start: 30/03/2010 SG001 New Appointment

End:

Service In Post

Projected End

Post Main Flag ☒ Suspended ☐

Exc. from attracting Ee's Costs ☐

T/S Template Perf Management **User Fields** Notes

Salary Planning

Exit

2.8 Enter the **Home Working Details** as follows:

2.9 Enter the date that the home working application was made in the **Homeworking Application Date** field, enter in format DDMMYY

Field Label	Field Contents	Description
Converted from Post		
Homeworking App Date		
Homeworking App Suc?		
Homeworking Rej Reas		
Hours Per Week		
Homework Start Date		

Homeworking App Date

Exit

2.10 Press **Enter**

2.11 Enter Y or N if the home working application was successful in the **Home Working Application Successful?** Field Y/N

Field Label	Field Contents	Description
Converted from Post		
Homeworking App Date	30/03/2010	
Homeworking App Suc?	Y	Yes
Homeworking Rej Reas		
Hours Per Week		
Homework Start Date		

Homeworking Rej Reas

Exit

2.12 Press **Enter**

2.13 If the home working application was rejected, click on the drop down in the **Home Working Rejection Reason** field and click on the rejection reason

Field Label	Field Contents	Description
Converted from Post		
Homeworking App Date	30/03/2010	
Homeworking App Suc?	Y	Yes
Homeworking Rej Reas		
Hours Per Week		
Homework Start Date		

Homeworking Rej Reas

Exit

Reasons:

MD37G4A Narrative Table Search

Search

Narr Code

Seq	Code	Desc	Long Description
001	HW001	ROLE	Suitability of the role
002	HW002	EMPLOYEE	Suitability of the employee
003	HW003	COST	The burden of additional costs
004	HW004	DEMAND	Effect on ability to meet client demands
005	HW005	QUALITY	Impact on quality or performance
006	HW006	STRUCTURE	Planned structural changes
007	HW007	FACILITIES	Inadequate facilities to work from home
008	HW008	H&STRAIN	Non-attendance of H&S training
009	HW009	WORKASS	No DSE workstation ass.(HSE form C375)

Add Select Delete

Exit

2.14 Press **Enter**

2.15 Enter the total number of hours per week the employee will be working from home in the **Hours per Week** field

MD00G32 Simple User Defined Field Data

Field Label	Field Contents	Description
Converted from Post		
Homeworking App Date	30/03/2010	
Homeworking App Suc?	Y	Yes
Homeworking Rej Reas		
Hours Per Week		
Homework Start Date		

Hours Per Week

Exit

2.16 Press **Enter**

2.17 Enter the start date that the working from home will commence from in the **Home Working Start Date** field, enter in format DDMMYY

MD00G32 Simple User Defined Field Data

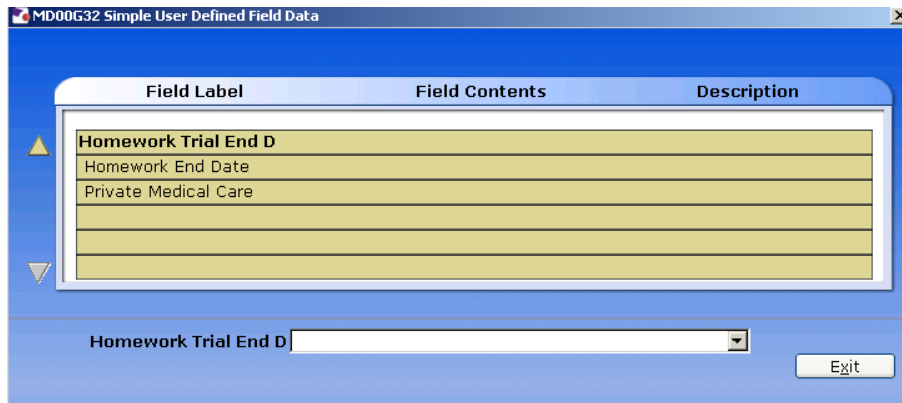
Field Label	Field Contents	Description
Converted from Post		
Homeworking App Date	30/03/2010	
Homeworking App Suc?	Y	Yes
Homeworking Rej Reas		
Hours Per Week		
Homework Start Date		

Homework Start Date

Exit

2.18 Press **Enter**

- 2.19 In the **Home Working Trial End Date** field enter the date the homeworking trial period ends, enter format as DDMMYY

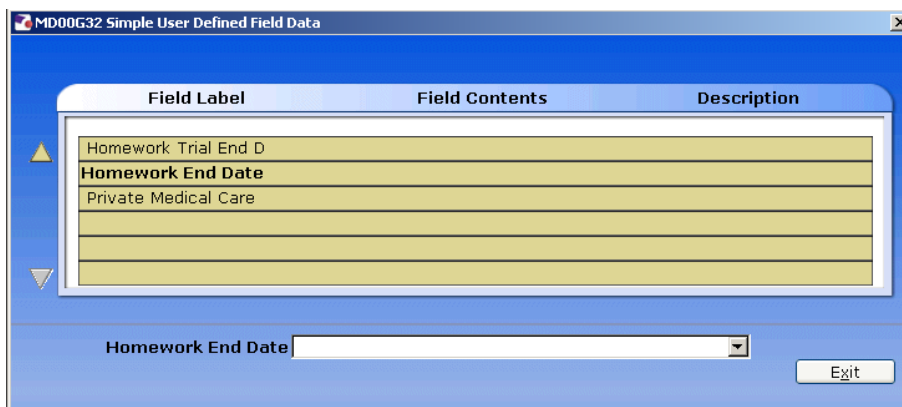


Field Label	Field Contents	Description
Homework Trial End D		
Homework End Date		
Private Medical Care		

Homework Trial End D

Exit


- 2.20 Where a Home working agreement will end, enter the end date in the **Home Working End Date** field, enter format as DDMMYY



Field Label	Field Contents	Description
Homework Trial End D		
Homework End Date		
Private Medical Care		

Homework End Date

Exit

- 2.21 Click on **Exit**
- 2.22 Click on **Exit** again
- 2.23 Click on **Save** 

3 Standard Letters

- 3.1 Select the **Home Working** letter and window in on the **Let Opts** (letter options)

Seq	Letter	Ver	Description	Let Opts	Copies
001	ACAPPER	001	ACAP Permanent - Change of Hours	NOACT	2
002	HOMEWORK	001	Home Working	NOACT	2
003	VARHRS01	001	Full time to part time hours	NOACT	2
004	VARHRS02	001	PT to PT - incl part year change	NOACT	2
005	VARHRS03	001	Part-year to full-year part time	NOACT	2
006	VARHRS04	001	Part-time to full-time hours	NOACT	2

Buttons: Add, Change, Delete, Expand, Exit

- 3.2 Select **Merge** and click **Exit**

Code	Desc	Long Description
MERGE	Manual	Immediate print with manual changes
NOACT	No Request	No action to be taken (no request)
PRINT	Print	Immediate request and print
PROMPT	Prompt	Prompt on commit for user action
QUEUE	Request	Request letter only
SAVE	Save	Save the merged letter

- 3.3 Select the **Employee Post Holding**

Seq	Post	Start Date	End Date	Occ Type	Main
001	EMPLOYEE	30/03/2010			
002	DD03004956	30/03/2010			Y
003					
004					
005					
006					
007					
008					
009					

Buttons: Add, Select, Delete, Exit

- 3.4 Select **Post Structure Unit** (the current HRMAIN)

DRT533EW Complex Post Structure Selection

General

Select Post Structure Unit

Seq	Hierarchy	Eff Date
008	HRMAIN02	14/01/2008
009	HRMAIN03	01/04/2008
010	HRMAIN04	01/08/2008
011	HRMAIN05	01/09/2008
012	HRMAIN06	01/11/2008
013	HRMAIN07	01/05/2009
014	HRMAIN08	01/01/1940
015	HRMAIN09	01/01/1940

Add Select Delete

Exit

3.5 Enter the required information in the **Popup Fields** and click **Exit**

MD109G3 Enter Pop Up Field Contents

Seq	Pop Up Prompt
001	Enter whether this is a Sch/ Dept/Div
002	Please enter signatory's job title
003	Please insert signatory's name
004	Please enter RA/PA's tel number

Add Change Delete

Exit

3.6 The following message will appear after which Word will open and your letter will appear. Check all information is correct before printing.

MD111U3A - Mail Merge for Word

Mail Merge In Progress

4 Other Opportunities for entering Home Working Details
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4.1 Home working can also be entered during the following processes:

- HR New Starter Process
- Rejoiner
- Multi Post Starter
- All Screens
- Any process that includes the 'Current Post Holding' Screen and User Fields

🔍 Note: The Homeworking letter can only be run from the **Variation to Hours** task