Contract Processes

Contract Change Requests

(Extending, Changing Working Commitments and making Contracts Open-Ended)
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Information for staff using MACs and UNMANAGED computers

Popups should automatically be allowed for staff on managed computers

When using the Contract Processes system please ensure that you have allowed Popups.

On a PC using Internet Explorer
1. Click Tools, select Popup blocker (usually the second option down)
2. Either click Turn Off Popup Blocker to allow ALL popups or choose popup blocker settings and allow popups from the following web addresses; Jobs.shef.ac.uk, mysap.shef.ac.uk, ubase.shef.ac.uk

On a PC using Firefox
1. Click Tools, select Options and then Content
2. Either uncheck the box that states block Popup windows to allow ALL popups or choose Exceptions and allow popups from the following web addresses; Jobs.shef.ac.uk, mysap.shef.ac.uk, ubase.shef.ac.uk

On a MAC using Firefox
1. Click Firefox, select Preferences and then Content
2. Either uncheck the box that states block Popup windows to allow ALL popups or choose Exceptions and allow popups from the following web addresses; Jobs.shef.ac.uk, mysap.shef.ac.uk, ubase.shef.ac.uk
The contract change request will replace the University’s Fixed-Term Contract extension and amendment process, specifically the form B and the HUR/CC form. The purpose of creating and completing a contract change request is to supply sufficient information to approve the request to change or extend and provide the Department of Finance and Human Resources with the required data to process the change and amend the position in uBASE.
**Maintenance Page Overview**

This screen gives an overview of the contract change requests you have created or have been given access to. From this page you can Create, Edit and Copy contract change requests, as well as track their progress through the approval process.

**Display Selection:** Displays the contract change request that you have selected.

**Reset:** Resets the Selection Criteria fields.

**Status:** You can choose to view the contract change requests by their current status (All, Draft, Released, and Closed)

**Start date and End date:** Enables you to view contract change requests created within a specific period.

**Contract Type:** Shows the type of change being requested.

**Contract Start Date & End Date:** Shows the requested start and end date for the extension or change.

**Click the blue box to select or deselect the contract change request.**

**Arrow buttons:** allow you to navigate through the pages.

**Display the Overview of the contract change request.**

**Filter Row:** Enables you to search for a specific contract change request

1. Click in the column you wish to search on e.g. Name
2. Type in the Name using wildcards either side e.g. *Tom Smith*
3. Click on the Filter Symbol

Any contract change requests with a matching name will appear

4. To return to all contract change requests delete the name in the search row and press the filter symbol

**Create:** Creates a new contract change request and opens the General Job Information page.

**Edit:** Enables you to edit the information of the selected contract change request [nb – certain changes will require a contract change request to be approved again].

**Copy:** Enables you to copy the information of the selected contract change requests. The name, cost distribution and attachments will not be copied.
Creating a new Contract Change Request

The following information will take you through tab by tab detailing how to create a contract change request.

You only need to create a contract change request for an individual once. If you need to submit an additional contract change request you should search for, copy and then edit the original. This means you do not have to retype data you have already entered into the system.

Log in to MUSE and click Staff Applications then on the myJob/myTeam/e-Recruitment link. Click on the e-Recruitment tab and then select Contract Administration.

Click on the Maintenance link and select Create Requisition. Input the Information regarding your contract change request. Fields marked with an * are mandatory.

1. General Job Information tab:

Basic Data

**Name:** Please type in the full name of the candidate, for example Tom Smith. Please do not just enter a first name or use a nickname. *If you are creating contract extensions for an individual on a month by month basis please add the month the change request is for to the name field.*

**Type of Change:** Please choose the type of change from the drop down box.

**Change to Working commitment:** If you are not changing the working commitment of an employee you must choose Not Applicable.

**Days Worked:** Monday to Friday?
- Please choose Yes or No.
- If no, enter days worked: If they do not work Monday to Friday please specify their working pattern.

**Weeks per year:** The standard number of working weeks per year is 52.

**Nationality:** Please choose the correct nationality from the drop down box.

**Work permit extension required:** If you are unsure if an extension is required please contact your designated HR Assistant who can advise you further.

**Continuous Service Start date:** You can type in using the format 01.01.2009 or select the date via the calendar. This information is available in MyTeam and also from the fixed term contract monitoring report.
4 Year Review

These fields need to be completed if you have selected that the type of change as ‘Extension to FTC’ or ‘Extend and change hours’. All staff with four or more years’ continuous service on successive FTCs must be considered for transfer onto an open ended contract.

4 Years Continuous Service: Please select if the staff member has had 4 or more years continuous service.

It may still be possible for a FTC to be extended or renewed beyond four years, but the criteria against which such requests are judged are more tightly defined. Requests to extend or renew an FTC where the member of staff has 4 or more years continuous service will only be approved where one or more of the following criteria are met:

Funds Likely to cease: Select Yes or No
[Is the post externally funded* with significant certainty that the funds will cease in the foreseeable future, and no other funds are available.]

Work Likely to cease: Select Yes or No
[Is there is significant certainty that the work being undertaken will cease in the foreseeable future, and no alternative similar work is likely to be available.]

Other staff member will return to post: Select Yes or No
[Will a permanent member of staff will be returning to the post at a date in the foreseeable future.]

*Not including HEFCE block recurrent grants or overheads from research council funding

If you cannot answer ‘yes’ to one or more of the questions above then It is unlikely that a request to extend a fixed term contract beyond 4 years could be objectively justified, and you should instead request that the member of staff be transferred to an open-ended contract.

If you require any further advice on this subject you should contact you designated HR Adviser.

Academic Probation

If you are extending a fixed term contract for a Lecturer who is currently under a probationary period it may be necessary to extend their probationary period.

Further information regarding probationary for Lecturers can be found at http://www.shef.ac.uk/hr/guidance/contracts/probation.html

Academic Probation to be continued: Select Yes or No
Academic Probation to be extended for: Select the relevant session
Job Details & Additional Information

**Personnel Sub Area:** Use the drop down box to select the relevant Personnel Sub Area.

**Job Type:** Use the drop down box to select the relevant Job Type.

**Working commitment (effective from the start date of the change request):** Use the drop down box to select either Full-Time or Part-Time.

**Start Date:** Input the date the change is start from. You can type in using the format 01.01.2009 or select the date via the calendar.

**End Date:** If relevant, you can either type in using the format 01.01.2009 or select the date via the calendar if the change is open-ended you should enter the following date: 31.12.9999.

**Hours (effective from the start date of the change request):** Type in the hours to be worked.

**Grade:** Use the drop down box to select the correct Grade/Salary Scale.

**Grade Point:** Enter the point on the grade that the candidate is currently paid at.

**Professional Registration Type:** Use the drop down box to select if the staff member needs to continue any type of registration or state it is not applicable.

**Details of Other Registration Type:** This is a free text field. If relevant please provide details.

**Reason for FTC:** If applicable please select the reason for Fixed-Term Contract using the drop down box. This will become a mandatory field if you have said it is an extension to a fixed-term contract.

**Recruiting manager statement for use of FTC:** This is a free text field which requires you to advise Human Resources the reason for the Fixed-Term Contract. This will become a mandatory field if you have said it is an extension to a fixed-term contract.

**Offscale Salary:** This is a free text field. If the salary is outside the normal pay scales please provide the specific salary or salary range.

Click **Save** to complete the tab.
2. Organisational Data tab:

The Organisational Data page allows you to specify the staff member’s position number and where the candidate’s position is within the organisational structure.

Click on the Organisational Data tab.

If you know the person’s position number:

1. To enter for the position click the binoculars symbol

2. Type in the position number in the Position field and click Start Search

3. Click on the blue cube to select the position and click Apply Selection

4. Click Save

If you do not know the person’s position number you can search for them

1. Type in the Job Title of the position in the Position field
2. To search for the organisational Unit the person is in click on the binoculars symbol
3. Type the 3 letter code for your department or part of the Organisational Unit name into the relevant field. You can use * as a wild card.

4. Click Start Search

<table>
<thead>
<tr>
<th>Search Results: 2 Hits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organisational Unit</td>
</tr>
<tr>
<td>40001402</td>
</tr>
<tr>
<td>40001376</td>
</tr>
</tbody>
</table>

5. Click on the blue cube to select the correct department and click Apply Selection

<table>
<thead>
<tr>
<th>Search Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position</td>
</tr>
<tr>
<td>Organisational Unit</td>
</tr>
</tbody>
</table>

6. Click **Start Search.** *The system will search that Organisational Unit for positions with that specific Job Title*

<table>
<thead>
<tr>
<th>Search Result: 3 Hits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position</td>
</tr>
<tr>
<td>40001402</td>
</tr>
<tr>
<td>40001402</td>
</tr>
<tr>
<td>40001376</td>
</tr>
</tbody>
</table>

7. Click on the blue cube to select the correct position number and click Apply Selection

**To delete your Selection**

Clicking on the symbol will delete the information you have selected/highlighted.

**To View your Selection**

Clicking on the symbol will open a new screen with information about your selection.
3. Cost Distribution tab:

The Cost distribution page allows you to input the funding details of the contract change request. You can input the following funding combinations:

<table>
<thead>
<tr>
<th>Funding Scenario</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract change request costs are fully covered from a single account</td>
<td>1.1.09 to 31.12.09 – R/123456-11-1</td>
</tr>
<tr>
<td>Contract change request costs are covered from multiple accounts with different percentage splits</td>
<td>1.1.09 to 31.12.09 – 50% R/123456-11-1 25% R/154679-11-1 25% 304567</td>
</tr>
<tr>
<td>Contract change request costs are covered from multiple accounts for different time periods</td>
<td>1.1.09 to 30.6.09 – R/123456-11-1 1.7.09 to 31.12.09 - 304567</td>
</tr>
</tbody>
</table>

The system will let you input up to 8 different funding sources for each time period

The cost distribution page will check the following:

- **Whether you have selected a valid code.**
  - If the start of the contract change request begins before the funding code or the funding code ends prior to the end of the contract change request then it is not a valid code.
  - If the funding code you wish to use has not yet been set up on Ubase you should contact your Financial Accountant to discuss your options.

- **That your funding splits total 100%**

- **That the dates you have allocated funding for match the dates for your contract change request.**

**NB** – The system will not check that the budget on the account(s) you have selected. This check should be carried out within your Department in the first instance. If you have any other funding queries you should contact the Finance Department.

To add a Cost Distribution

Click on the Cost Distribution tab.  

1. Click Create
2. Add the dates of the contract change request to the Start and End date fields. If the change is open-ended enter 31.12.9999 in the End Date field.

3. Click the blue cube to choose the top row in the Cost Distribution Overview Box.
4. If you know the Cost Centre or WBS Element you would like to use these can be entered directly into the relevant fields and you can then go directly to Step 11 below.
5. If you need to search for the appropriate code, click on Funding Search

6. Select the type of funding from the drop down box
7. Enter the funding code or a description of the code in the relevant field. If you are unsure of the code or description you can use the wildcards * to help you search.
8. Click Start Search

9. Click the blue cube to choose the correct code
10. Click Select

11. Type the percentage to be charged to that account in the PCT column

12. Click Check

   If you have selected an invalid code or your percentages do not total 100% you will not be able to save the data

13. Click Save

If you are inputting further account codes follow the steps above and ensure the total percentage equals 100%

If you are inputting different accounts for different time periods:

14. Enter the first time period into the start and end date field and attach the Account code(s) – see above for instructions.

15. Save this information

16. Then create a new Row for the second time period and save. Ensure that you have covered the total contract change period.

To edit the Cost Distribution

1. Select the cost distribution you want to change and click Edit

2. Make the changes and then click Check and Save

To copy the Cost Distribution

You can choose to copy a cost distribution e.g. if the same codes are being used over two time periods but the percentage split between them changes, then make any necessary changes.

1. Select the cost distribution you want to copy and click Copy

2. Make any required changes and then click Check and then Save

To delete the Cost Distribution

1. Select the Cost Distribution you want to delete and click Delete.
4. Recruitment Group tab:

The **Recruiter Role** and the **Contract Administrator role** allow you the **same access** and are interchangeable. A Recruiter and Contract Administrator are able to create a Job Requisition when recruiting to a new vacancy and create a Contract change request when amending an existing member of staff’s contract.

The purpose of the separate roles is allow you to mange recruitment and contract changes independently which is particular important for departments handling large volumes.

The Recruitment Group page is where you allocate the relevant approvers and individuals who need to view or process the contract change request. You can create and save a Recruitment Group(s) to re-use from your start page. These groups can be added to your contract change requests.

The following Recruitment Groups have been created on your behalf:

**Human Resources** – *Groups have been created by Faculty.*

**Research Finance** – *Groups have been created by funding area.*

**Faculty Finance** – *Groups have been created by Faculty.*

For details regarding how to attach these groups see page 16

When selecting your Approvers please follow the contract change request approval route for your Faculty or Professional Services which are available on our webpages.

The approval process has been agreed with your Faculty Director of Operations and where appropriate, the Registrar.

Below is an example of a completed Recruitment Group.

The group contains:

**Recruiter/Contract Administrator:** You are defaulted into the group but may also wish to add a colleague who will then automatically have access as well.

**Approvers 1 to 3:** as per contract change request Faculty approval route (detailed above)

**Human Resources:** The blue link shows they have attached a saved Recruitment Group. Clicking on the link will display the group members.

**Finance:** Although **ALWAYS** an Approver, your financial representative must also be given the Finance role. They require the additional finance role to provide them with greater access to the contract change request. For example, they may need to attach a document to the contract change request confirming funding from a sponsoring body.
The following roles are available in the Recruitment Group:

<table>
<thead>
<tr>
<th>Role</th>
<th>Access/Notification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recruiter/Contract Administrator</td>
<td>Defaulted into the Recruitment Group. Has access to view and edit the Job Requisitions they create. They are unable to approve any contract change requests they create. More than one Recruiter can be attached to a contract change request, if necessary.</td>
</tr>
<tr>
<td>Approver(s) 1 to 10</td>
<td>Have access to the approval screen only. They can add to the Note field but are unable to edit the contract change request. They will receive an email alert when the contract change request is ready to approve.</td>
</tr>
<tr>
<td>Finance</td>
<td>Have access to view and the ability to edit the contract change requests, while in Draft status. They would approve the contract change request via an Approver role.</td>
</tr>
<tr>
<td>(HR) Human Resources</td>
<td>Have access to view and the ability to edit and post the contract change request. Will be alerted via email once the contract change request has been approved and is ready to post.</td>
</tr>
<tr>
<td>View Role</td>
<td>They are unable to edit or approve the contract change request. They will not receive any email alerts when the contract change requests is released.</td>
</tr>
</tbody>
</table>

**To create a Recruitment Group**

Click on the recruitment Group tab.  

You (the Recruiter) will automatically be defaulted into the Recruitment Group as you have created the contract change request.

1. Click on **Further Assignment**
2. Click on the Binoculars

3. In **Last Name** type in the surname of the person you are searching for.

4. Click **Start Search**

5. Click the blue box to select the correct person

6. Click Choose

7. In the Recruitment Role field use the drop down box to select the correct role.

8. Click Save

*Follow the above steps to enter additional Recruitment Group members.*

*You will be required to allocate a minimum of two Approvers to be able to Release your contract change requests but you will have the option to include additional Approvers, as appropriate.*
To select a created Recruitment Group

For instructions on how to set up and save a Recruitment Group please see page 21.

You (the Recruiter) will automatically be defaulted into the Recruitment group as you have created the contract change request.

1. Click on the New Recruitment Group tab

2. Click on Further Assignment

3. Select your Faculty and previously created Recruitment Group from the drop down boxes

4. Click Save

   By clicking on your recruitment Group you will get an overview of the group details. You can add any additional members by clicking Further Assignment.

To delete a member of your Recruitment Group

1. Select the member of the Recruitment group you wish to delete by clicking on the blue cube

2. Click Delete
5. **Attachments tab:**

This screen is used to attach any additional information required to support the contract change request.

Examples of appropriate information to upload to a contract change request are:

- If the contract change request is externally funded you can attach details confirming the award of the funding.
- Any other relevant information relating to the contract change request.

**To add an attachment**

Click on the Attachments Tab

1. Click Add Attachment

2. Select the attachment type from the drop down box

3. Click on Browse and Select the document from your files

4. Type a reference for the document in the document title

5. Click **Save**

**To Edit an Attachment**

1. Select the attachment you want to **Edit**

2. Click **Edit**

3. Click **Replace Current Document**

4. Click on **Browse** and select the new document from your files

5. Click **Save**

**To Delete an Attachment**

1. Select the document you want to delete

2. Click **Delete**
6. **Overview tab:**

The overview page provides an opportunity for you to review all the information you have entered in a single, summary document. This page can be printed, emailed or saved, if required.

**Click on the Overview Tab**

If you need to change any information, click on the relevant tab to go directly to the appropriate screen.

You may need to use the page forward/back buttons to find the correct tab. Make the necessary changes and **Save** the page. You can then select the Overview tab to check the information again before moving to the Status tab to release the contract change request for approval.
7. Status

The Status page allows you to change the status of the contract change request. The following Status Settings are available to you.

<table>
<thead>
<tr>
<th>Status Type</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Draft</td>
<td>A contract change request is in draft status throughout the creation and approval processes. <strong>Any changes made once the contract change request has been approved by all the approvers will require the approval process to be repeated.</strong></td>
</tr>
<tr>
<td>Released</td>
<td>Once the final Approver has approved the contract change request the status will change to Released, allowing Human Resources to publish the vacancy, as appropriate.</td>
</tr>
<tr>
<td>To be Deleted</td>
<td>If you create a contract change request in error you can skip to the Status page (once you have filled in the mandatory fields on the General Job Information tab) and set that status to be deleted.</td>
</tr>
</tbody>
</table>

To Release the contract change request for Approval

Click on the Status tab [7 Status]

1. Change the Status to **Released** and the Status reason to **Approve for Processing** and Click **Save**

2. The Approver will default in the person you assigned as Approver 1 in your Recruitment Group and allow you to check this before you click **Save** to trigger the approval process.

The contract change request will automatically be sent to Approver 1 for consideration.
How to edit a Contract Change Request

If you have started but not completed a contract change request you can exit at any time and it will be saved as Draft status. You can subsequently select it from the Maintenance page and add further information and/or complete it.

You can also edit a Released contract change request by selecting it from the Maintenance page. However changes to any screen other than Recruitment Group will automatically change the Status back to Draft and this will require the approval process to be repeated.

To edit a contract change request select it from the Maintenance page and click Edit.

How to copy a Contract Change Request

If you are creating a contract change request and have already created one for the staff member in question you should copy the original change request as the majority of the data will be transferred across for you.

You can then edit the request as appropriate and specifically complete the following information as these fields will not be copied across from the original.

- Name
- Cost Distribution
- Attachments

To copy a contract change request select it from the Maintenance page and click Copy.

How to track a Contract Change Request

The Recruiter/Contract Administrator is able to track the progress of the contract change request throughout the approval process. Each status change, approval or rejection will be detailed on the Status screen.

1. Select the contract change request from the Maintenance page and click Edit.
2. Click on the last entry symbol.
3. Click on the Status tab.

The example above shows that Approver 1 approved the requisition on 23.2.09. Therefore the requisition is currently with Approver 2.
How do I know if a Contract Change Request has been rejected?

If an Approver rejects a contract change request the Recruiter/Contract Administrator will receive an alert email to notify them. It will also be visible from the status screen and the reason for rejection will be displayed.

An Approver should only reject a contract change request if changes are required, e.g. they know that the funding code used is incorrect. Rejecting a contract change request will terminate the approval process. If the change is still required the Recruiter/Contract Administrator will be required to make the appropriate changes and then trigger the approval process again, sending the contract change request back to Approver 1.

If an Approver needs to pause the approval process while they obtain further information or clarify details they are able to do this without rejecting the contract change request. Please see the Approval guidelines.

How do I create and save a Recruitment Group?

1. From your personal pages click on Recruitment Groups
2. Click
3. Input the following information:
   - Select your Faculty from the drop down menu in the category field
   - In the Title field put the 3 letter code that represents your department followed by a title for the Group e.g. FRE Core Funded Contract Change Requests
   - In the Description field detail what type of contract change request the group should be used for
4. Do not edit the Group role
5. Do not edit the status as this point
6. Click
7. Click
8. Click
9. Click to search for your group member

10. Type their surname in the Last Name field

11. Click Start Search

<table>
<thead>
<tr>
<th>Personnel Number</th>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>10000986</td>
<td>Tony T Bern</td>
<td></td>
</tr>
</tbody>
</table>

12. Select the group member and click Choose

<table>
<thead>
<tr>
<th>Personnel Number</th>
<th>Name</th>
<th>Recruitment Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>10000986</td>
<td>Tony T Bern</td>
<td>Approver 1</td>
</tr>
</tbody>
</table>

13. Select their Recruitment Role from the drop down menu

14. Click Save

Repeat the above until all the group members are assigned.

15. Click Overview to review the group details

16. Click Basic Data and change the Status to Released.

The Group will now be available for you to select when creating a contract change request on the Recruitment Group Tab.

If you want to de-activate a Group change the Status back to Draft.