



The
University
Of
Sheffield.

**Contract
Monitoring**

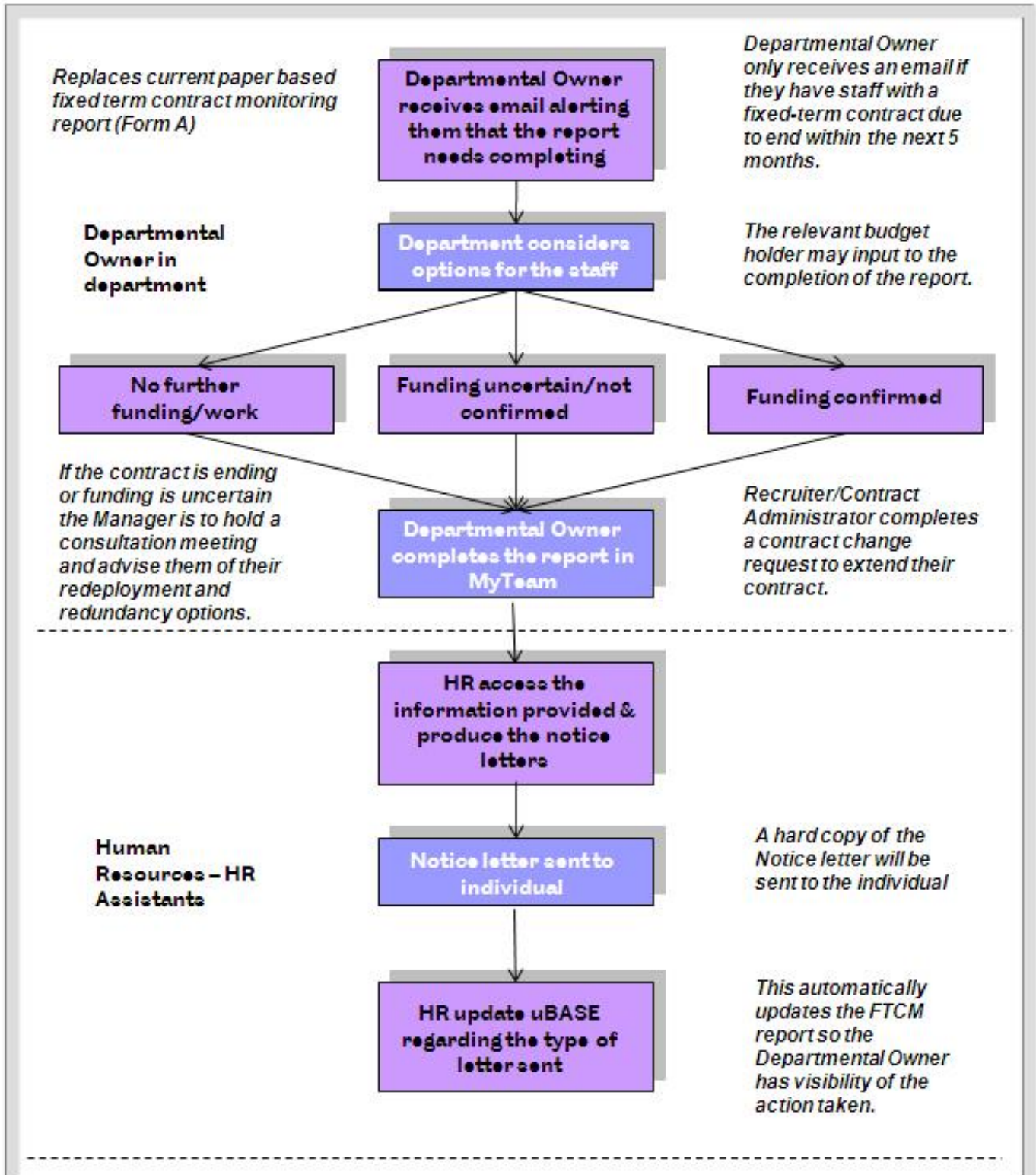
Contract Monitoring

Fixed Term Contract Monitoring Report

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Fixed Term Contract Monitoring Process



Overview

The Fixed Term Contract Monitoring (FTCM) Report replaces the University's previous paper based process (Form A). The purpose of this process is to supply Human Resources with information regarding fixed term contracts of employment that are approaching their end date. The information provided is used to ensure staff members receive the correct notice period and information should their contract be ending. It also acts as a prompt for departments to complete a contract change request if contracts are to be extended.

The on-line report provides a more efficient method of collecting and processing the monthly fixed term contract monitoring information but the monitoring process itself remains unchanged. The report will be accessed within myTeam and will be completed by key staff as defined by each department, who will be referred to as Departmental Owners for this process.

Report Parameters

The report displays staff members whose fixed term contract end date is within 5 months of the start of the current month.

For Example: If you are accessing the report in November staff whose is due to end within 5 months of the 1st of November will be visible.

Removal from the report

- If Human Resources process a contract extension for **longer than 5 months** they will disappear from the report.
- If Human Resources process an extension for **less than 5 months** they will appear on the report again. However it will be a **new record** with their **new contract end date**.
- If Human Resources process the staff member as a **leaver** they will be removed from the report.

Visibility

The FTCM report provides **two levels** of visibility which are dependent on the myTeam role assigned.

myTeam HR: Provides the Departmental Owner(s) of the report with access to all staff on fixed term contracts for their specified department or section. Staff with this myTeam role will receive an **email alert** on the 1st of the month notifying them if there are staff members within their area who require processing.

myTeam: Provides managers with visibility of the staff on fixed term contracts that they directly manage. They will not receive an email alert at the start of the month.

Please note it is each department's choice as to how they prefer to manage the collection of the required information via this report. Some departments may choose to have one of two key people, who have the myTeam HR role, enter the information into the report for all the relevant members of staff within their department and other departments may prefer to ask line managers to update the report directly for the members of staff that report to them.

The email alert to highlight that there are staff listed on their department's FTCM report will only be sent to staff with the myTeam HR role and Human Resources will also only send communications regarding this process to staff with the myTeam HR role. Each department is then able to choose whether they ask any line managers with the myTeam role to access and update the report for the staff they manage directly.

Accessing the Report

Users will access the report via Muse through either MyTeam or MyTeam (HR) depending on the role(s) assigned to them. You should then click on the heading **FTC Monitoring** circled and the report will appear.



If you have both the myTeam (HR) and the myTeam roles, all the relevant members of staff within your department or section will be listed on the report if you access it via the myTeam (HR) tab and only those staff that directly report to you and are approaching the end of their fixed term contracts of employment will be shown if you open the report using your myTeam tab.

Fixed Term Contract Monitoring Report

Overview

This screen gives an overview of the report you have access to. From this page you can view and update staff records as well as tracking what type of notice letter they may have received.

Save: Click here to save any information you have entered.

You **MUST** click save before you exit the report.

Position: Displays the staff member's uBASE position number.

Current Funding: Provides details of where their current contract is funded from.

Service Date: Displays their continuity of service start date indicating their first date of employment with the University.

Contract End: Shows the end date of their current contract with the University.

Notification Type: Displays the letter sent by Human Resources to the individual regarding the end of their current fixed term contract.

Date Notified: Displays the date the letter was sent.

Renew Funding: Displays whether additional funding has been secured and for how long.

Reason No ReContract: If the above response was 'No' this field provides the reason.

Consultation Staff: Displays whether a meeting with the staff member has been held or is required.

FTCMR Updated: Displays the date information was last saved against the record.

Fixed Term Contract Monitoring											
Clear Filter		Save									
Employee Name	Position	Current Funding	Service D...	Contract End	Notification Type	Date Notified	Renew Fundi...	Reason No ReContract	Consultation Staff	FTCMR Updated	
Miss Eva Tointon	50008111	300017 50% A/0...	01.01.2010	30.09.2010	Seeking funds	28.10.2010	No	Awaiting confirmation of fu	Yes - redeployment/red	14.10.2010	
Name: Miss Eva Tointon / Person No. 10000856 / Line Man. Ms Kara Tointon / email: JENNY.TEST@SHEFFIELD.AC.UK Notes: <input type="text" value="Waiting on confirmation of BBSRC grant - Confirmation due 28/10/10"/>											

Further Information Box:



Person No. Gives you visibility of their personnel number. This may be required to process a contract extension request.

Line Manager & Line Manager's Email address. This information is provided to assist you if you need to contact their line manager regarding the status of their contract.

Notes Field: Allows you to provide Human Resources with any relevant details. This is automatically saved into the staff member's uBASE record.

Human Resources are able to add notes to the uBASE record which in turn updates the Notes field within the report giving you visibility.

Filter Row: Enables you to search for a specific staff member's record.

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 records with a matching name will appear*
4. To return to all staff records delete the name in the search row and press the filter symbol 

Completing the Report

The fields below will be completed by the department and should relate to the contract expiry date specified on the report.

If you specify that a member of staff is not being extended or that they have chosen not to be extended, Human Resources will end their record on uBASE from the end date of their current contract.

If the situation changes and the member of staff is to remain at the University you must ensure that you notify Human Resources and submit a contract change request so that the staff member is not excluded from Payroll.

Renew Funding?

Confirm whether additional funding has been secured and if so for how long.

Renew Fundi...	Reason No ReContract	Consultation Staff	FTCM Updated
▼	End of project ▼	▼	
-- Select -- ▼	-- Select -- ▼	-- Select -- ▼	
-- Select --			
No			
Yes < 4 months			
Yes > 4 months			

- **No:** You must now complete the next field to explain why funding is not secured and, if relevant, add a note for Human Resources.
- **Yes < 4 mths:** Your department must now complete a Contract Change Request within e-Recruitment to extend their fixed term contract.
- **Yes > 4 mths:** Your department must now complete a Contract Change Request within e-Recruitment to extend their fixed term contract.

Reason for Non-Renewal?

This must only be completed if you answered 'No' to the above question.

Renew Fundi...	Reason No ReContract	Consultation Staff	FTCM Updated
No ▼	-- Select -- ▼	-- Select -- ▼	
	-- Select --		
	End of project		
	End of funding		
	Staff resignation		
	Seeking extra funding		
	Awaiting confirmation of funding		

- **End of project:** You are advising that their contract will end due to the **work** finishing
- **End of funding:** You are advising that their contract will end due to the **funding** ending.
- **Staff resignation:** The staff member does not want to extend their contract. They are therefore resigning and are not eligible for redeployment or redundancy.
- **Seeking extra funding:** You are advising that additional funding is being sought.
- **Awaiting confirmation of funding:** You are advising that additional funding has been applied for and you are awaiting confirmation.

Individual Consultation with Staff Member?

Renew Fundi...	Reason No ReContract	Consultation Staff	FTCM Updated
No	Seeking extra funding	-- Select --	

- **Yes redeployment/redundancy discussed:** The appropriate person within your department has met with the member of staff individually and explained their redeployment and redundancy options.
- **No:** The meeting to discuss the person’s redeployment and redundancy options has not yet been held.
- **Not applicable:** A meeting is not applicable as the member of staff has resigned or their contract of employment is being extended.

Notes Field: Here you can enter any additional information you think Human Resources should be aware of.

Mr Chris Shilton	50008116	A/000001-11 10...	01.01.2010	30.03.2011
Name: Mr Chris Shilton / Person No. 10000861 / Line Man. Mr Peter Shilton / email:				
Notes: <input type="text" value="Waiting on confirmation of BBSRC grant - Confirmation due 28/10/10"/>				

You should then click **Save** to ensure the information is saved and that their uBASE record is updated.

Clicking save populates the FTCMR Updated column.

Renew Fundi...	Reason No ReContract	Consultation Staff	FTCM Updated
No	End of project		
No	Seeking extra funding	Yes - redeployment/red	20.10.2010

Locking Staff Member's Records

If the fields you are normally able to update for the member of staff are **blue** then the record is currently being edited by another user. **You will be unable to update the report at this time and should try again later.**

Staff records can only be edited by one user at a time. If the entire line is blue this record is currently being updated by another user. Please ensure that you exit the report when not in use.

Fixed Term Contract Monitoring											
Clear Filter		Save									
Employee Name	Position	Current Funding	Service D...	Contract End	Notification Type	Date Notified	Renew Fundi...	Reason No ReContract	Consultation Staff	FTCM Updated	
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Name: Miss Eva Tointon / Person No. 10000856 / Line Man. Ms Kara Tointon / email: JENNY.TEST@SHEFFIELD.AC.UK Notes: Waiting on confirmation of BBSRC grant - Confirmation due 28/10/10											
Mr Edward Tointon	50008112	300017 100%	01.01.2010	30.11.2010	Notice - end of project	28.10.2010	No	End of project	Yes - redeployment/red	14.10.2010	
Name: Mr Edward Tointon / Person No. 10000857 / Line Man. Ms Kara Tointon / email: JENNY.TEST@SHEFFIELD.AC.UK Notes: Waiting on confirmation of BBSRC grant - Confirmation due 28/10/10 Consultation meeting held - opting for Enhanced Redundancy											

When you are in the report other users, including Human Resources, will be unable to update the staff records for all the people listed. Therefore, please may we ask that you ensure that you exit the report when you are not actively updating it.