Checking for a Vacant Position

Purpose:

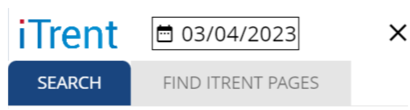
This guide will show you how to **Check for a Vacant Position** in Your HR.

Checking for Vacant Positions

Before you set up a new starter, you will need to check whether the position exists. If a vacant position does not exist, you will need to submit a task and ask WES HR to create one for you.

Step 1

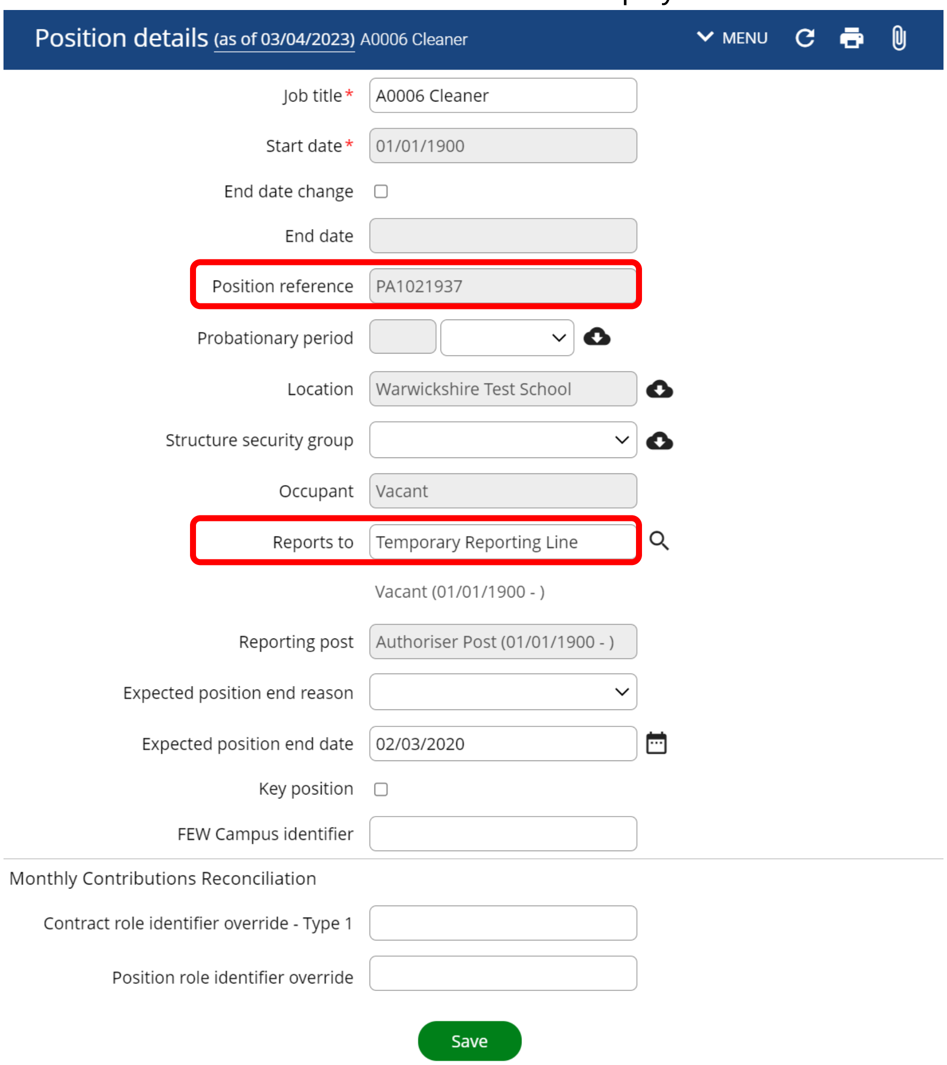
- Click **Your Positions** from the hompage
- On the top left hand side of the screen, you will need to set the date to the employee's start date



- To search for vacant positions, we recommend that you search for this by entering the JEID number. To find the correct JEID number, please click here. You may have to log in to WES to access. Log on > My Account > My Documents > HR & Payroll Service > Job Description Guides & Index > You will find the required document here.
- Underneath the date, you will need to change the drop down to **Job title** and then enter the JEID number and search for the vacant position by clicking the magnifying glass
- The matches to the JEID number will be shown in the left hand side of the screen. This will bring up positions that are both occupied or vacant
- Alternatively, if this doesn't work, underneath the date, you will need to search for the Position Name **(Post)** e.g. teacher main scale
- If your positions are set up with different naming conventions e.g. teacher main scale, classroom teacher, teacher of English etc, then you can use the * to search for all positions containing 'teacher'. For example you can enter *teacher. Click on the magnifying glass to search
- The matches to the job title will be shown in the left hand side of the screen. This will bring up positions that are both occupied or vacant
- To check if a position is vacant, hover over each one and check the pop up box. A vacant position will not have an employee's name against it
- *** The start date will state 01/01/1900. You can ignore this as this is a generic date used when the positions were created**

- **Important: Ensure that you select the positon for the correct unit. If an employee is attached to the incorrect unit they will inherit the wrong values! For example:**

  - For *Supply Teachers* – unit name must contain **'Supply Teaching – [name of school]' or ' 'Supply Teaching – [name of extended activity]'**
  - For *Contracted Teachers* – unit name must be called **'Teaching – [name of school]' or ' 'Teaching – [name of extended activity]'**
  - For *Supply Non-Teaching* – unit name must contain **'Supply Non-Teaching – [name of school]' or ' 'Supply Non-Teaching – [name of extended activity]'**
  - For *Contracted Non-Teaching* – unit name must be called **'Non-Teaching – [name of school]' or 'Non-Teaching [name of extended activity]'**
- Once the vacant position has been identified, click on the **Position Name** and then click **Position Details**
- The **Position Details** screen should now be displayed



Step 2

- You will see the **Position Reference Number** and this needs to be noted down for future reference e.g. PA2013155
- In the **Reports To** field, this needs to show as the **Headteacher position**. If not, search for this and select it from the magnifying glass
- Click on **Save**

Finding Positions Using the Position and Structure Details Report

- You can also run the 'Position and Structure Details' report to list all current employees as well as to **find vacant positions and their position reference numbers**. It is important to note that the report uses an 'Effective Date' and you are advised to run this each month before you start your payroll input for that pay period. Refer to Running Reports on how to access the report

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Important Note:

Once you have found the Vacant Position, the following 5 New Starter process chains can be used to set the employee up:

- **New Starter – Contracted** (to set up a contracted employee)
- **New Starter – Casual** (to set up a new supply / casual worker)
- **New Starter - Non Payroll** (to set up any type of worker who is NOT to be paid on the payroll but requires input or authoriser access to Your HR. They need to be set up on the system so that their User ID can be linked to their person record for audit purposes)
- **New Starter - Additional Position** (an existing employee may require an additional position to be set up (i.e. part time employees takes on a second part time position or a contracted employee takes on a second casual position).
- **New Starter – Transferred from Another School** (this is used when an employee who currently works at another school has been transferred by their inputter to your school. You must use this chain to complete the input for their new position at your school).