



## Adding an additional position for an employee in your organisation

### Purpose:

This guide is to be used if you are **Adding an additional Position for an employee in your organisation** on Your HR

### Please note:

- Before starting the process, you must check that the additional position you are trying to attach to the employee, exists. Please find the [Checking for a vacant position](#) guide for instruction on how to do this. **You must note the Position Reference Number** and if required, ask WES HR to create a new one
- In all instances, the employee should only be set up with one person record in Your HR unless the employing organisation is different e.g. employee works in a WCC maintained school (or foundation school) and in academy school
- If an employee works for another maintained school and is taking on an additional position at your school, please use the '**Add Additional Position Across Schools Form**' which you can access from the Your HR homepage by clicking on '**School HR Forms / Task form**
- Clerk to Governors – please note when setting up a Clerk to Governor, the 'Contractual hours' will inherit to '1,929.29' hours which are the full time annual hours. If the employee is working part time, this must be amended to reflect their '**annual**' and not weekly contracted hours

### Adding an additional Position

- Your People > Search for the employee on the left hand side
- In the top left hand corner, change the date to the expected start date of the additional position
- Movers & Changes > Add Additional Position
- Effective date > Ensure that this is still the start date
- The 'Attach person' screen is displayed click on the magnifying glass to the right of the 'Attach to' field:

**Attach person** (as of 01/03/2023) ↺ 🖨 📎

Person

Name \* Mrs Rose Bush

Attach to \* Position ▼  🔍

- Change the drop down to Position Ref. no. and then enter the position ref. no. of the vacant position. Click on the magnifying glass to undertake the search. Click the position

**Vacant position search** ✕

PA1049996 Position ref. no. Q

| Job title     | Post          | Organisation unit                       |
|---------------|---------------|---|
| A0006 Cleaner | A0006 Cleaner | Non Teaching - Warwickshire Test School |

- In the **'Select contract' section**, select the contract from the drop down list in 'Select and existing contract' field.

**Attach person** (as of 24/04/2023) ↺ 🖨 📎

Person

Name \* Mrs Rose Bush

Attach to \* Position Q A0006 Cleaner

Select contract

Create a contract <Enter contract name

Select an existing contract Contract


**Save**

- Once this has been entered, click **Save**
- Click on the > in the top right corner to proceed


## Key dates

- The key dates screen is displayed
- If the employee holds a casual position and is taking on an additional contracted position then you must enter the **Local Government Continuous Service Date** in the Reckonable service date field
- Otherwise, click **Save**
- Click on the > in the top right corner to proceed


## Hours and basis

- The list of positions attached to the employee will appear in the left hand navigation, click on the one you have just attached the employee to
- Effective date > Ensure this is still set to the start date of the new position and click **OK**
- The Hours and basis screen is displayed. This will show the inherited values for the new position
- If required, change the:
  - **Contractual hours:** this will be inherited from the post the position is attached to. Amend this if the employee is part time. If the position is casual, ensure the hours are set to '0' hours
  - **Annual weeks worked:** this will be inherited from the post. Amend this if the employee is working term time only
  - **Employment is term time only:** Only tick this box if employee works term time
  - **Basis:** Select the relevant option from the list
  - **Type:** Select the relevant option from the list. i.e. for casual positions this must be set to 'Casual'
- Once this has been entered, click **Save**. Any changes to the values will be indicated with an exclamation mark icon
- Click on the  in the top right corner to proceed


## Working pattern

- The existing Patterns are shown in the left hand navigation. **Click on either one of these**
- **Click New**
- If the employee has directed time and this additional time is used in the calculation of overtime rates and unpaid leave deductions then ensure the working pattern accounts for this
- Please enter the following:
  - **Type:** select Working Pattern
  - **Pattern:** you must select the correct pattern by clicking on the magnifying glass and searching for a pattern with the number of weekly contracted hours in the name. For example, if the employee works 25 hours, you would type 25 in to the search and click the magnifying glass again. This will bring up a list of working patterns relating to the hours being worked that you can choose from. for casual positions, search for a pattern name called 00.00
  - **Start day:** refer to the day on which the employee's start date falls e.g. 2 July 2018 is a Monday so the start day will be Week 1 / Day 1. If it was a Friday then you would select Week 1 / Day 5
  - **Start date:** employee's start date
  - **End date:** you must leave this blank!
  - **In the Pattern** days section: ensure this starts on a Monday
- Once you have entered this, click **'Save'**
- Click on the  in the top right corner to proceed

## Payscale values


- The Payscale values screen is displayed. The inherited grade for the new position is shown
- Please enter the following information:
  - **FT Salary:** select the scale point which must be in the Grade minimum and maximum. If you select a scp outside of the range, the following message will appear: **Rate of pay falls outside allowed range**
  - **Override bar point:** leave this blank unless the employee requires a ceiling/bar e.g. salary progression is dependent upon successful attainment of a qualification
  - **Next increment date:** leave this blank for Teachers and all casual/supply workers or for non-teaching if the next increment is due on the standard increment due date for the terms and conditions for the position else, enter the next increment date where due on a non-standard date i.e. in six months' time
  - **Protected rate of pay:** leave this blank unless the employee is on protected pay. For further details please refer to the section on Protected Pay in the Administrator Guide
- Once you have entered this, click **Save**
- Click on the  in the top right corner to proceed


## Occupancy details

- Effective date > Ensure this is still set to the start date of the new position and click **OK**
- The occupancy details screen is displayed
- If the employee is **Fixed Term**, enter the '**Expected occupancy end date**' and '**Expected occupancy end reason**' otherwise no input is required
- Once you have entered this, click **SAVE**
- Click on the  in the top right corner to proceed

## Run document merge

- Effective date > Ensure this is still set to the start date of the new position and click **OK**
- The Run document merge screen is displayed
- **Important: Note the Position reference number for the new position** as you will need this when making the new starter declaration
- **If the new position is casual**, you are not required to generate a contract.
- **If the position is contracted**, click on the magnifying glass and the document template search window will appear. Click on the magnifying glass again to list the templates. It will ask you to search for everything; **Click OK**
- Use the scroll bar to find and select the contract template that is relevant for the position
- If you hover over one, further details will be displayed
- Click on the correct template to select it
- Click **Run**, the message below will appear at the top of the screen:

 The request has been queued. You will be notified when the process has completed.

- You will be notified once the contract has been generated
- Click on the in the top  right corner to proceed
- The Person details administration screen will be displayed

## Person details administration

- Effective date > Ensure this is still set to the start date of the new position and click **OK**
- The Person details administration screen is displayed

Person details administration (as of 20/04/2023)


Finish

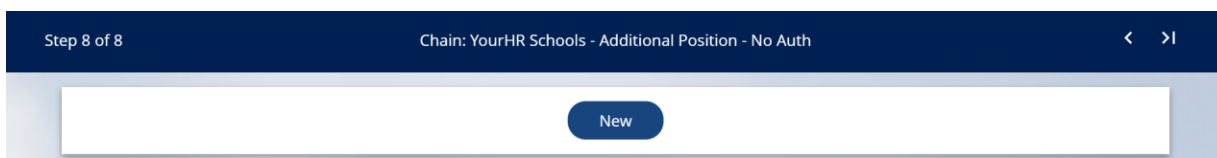
| Personal   | Payroll   |
|--|---|
| <div>Personal details</div> <div><div></div><div></div></div>        | <div>Attach contract to payroll</div> <div><div></div><div></div></div> |
| <div>Social security details</div> <div><div></div><div></div></div> | <div>Payment method details</div> <div><div></div><div></div></div>     |
| <div>Date of birth</div> <div><div></div><div></div></div>           | <div>Tax code details</div> <div><div></div><div></div></div>           |
| <div>Address details</div> <div><div></div><div></div></div>         | <div>Element details</div> <div><div></div><div></div></div>            |
| <div>Contact Details</div> <div><div></div><div></div></div>         | <div>National Insurance details</div> <div><div></div><div></div></div> |
| <div>Key Dates</div> <div><div></div><div></div></div>               |   |

### Key:

- **Green with a tick** – indicates that information has been entered in to the screen. This is not, however, suggest that you have entered ALL of the required information so you must check each screen and ensure all the required and mandatory fields have been entered
  - **Circle with no tick** – indicates information has not been entered. You are not required to enter anything in the Organisation explorer and Run Document Merge screens. Some of the other blue screens e.g. New Starter Declaration / Reference Consent and National insurance details will remain blue even when all of the information has been entered. This is because these screens have been added to the Person details administration screen by WCC and not be the supplier of the system
- You **MUST** now enter the '**New Starter Declaration / Reference Consent**'. Click on this option
  - The UDF Categories (People) are displayed in the left hand navigation. Click on **New Starter Declaration**
  - You will need the Position Ref. no you noted before starting the additional position process
  - You must answer each question by selecting the appropriate response from the drop-down list
  - Once you have entered this, click **SAVE**

- Repeat this and enter the **‘Third party disclosure consent’ information**
  - Click on the blue **‘< Person details administration,.....’** at the top of the screen
  - If taking on a Teaching position for the first time, enter the **Teacher’s 7 digit DfES number** in the ‘Teachers DfES Number’ screen. Leave this blank if not known and WES HR will enter this when they run a TR2
  - Save and click on the blue **‘Click here to go back to Person details administration’**
- 
- **National Insurance Details** – if you attached the position to a new contract for a paying position, then you must enter NEW details from this screen ensuring that the Level selected is the name of the new contract
  - Save and click on the blue **‘Click here to go back to Person details administration’**
  - Click on the **Finish** button
- 
- The following message will appear above the screen shown below:

 Please press the new button to add another person.



- Click  to finish the current process, the following message will appear

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The chain process has finished. Do you want to start a new one?



- Click OK to start a new process chain or Cancel.

#### Document History

| Version | Date       | Author        | Document History     |
|---------|------------|---------------|----------------------|
| 1       | 18/1/2019  |               |                      |
| 2       | 08/02/2023 | Neil Gartland | 10.46 version update |