

8 Changes to Tenure

When a position is created that has a fixed term tenure, an expected end date will have been entered into the Expected End Date fields on both the Position Details and Occupancy Details forms.

When this tenure requires extending you need to open these forms in turn and enter the new expected end date and then click on the Save button.

Position details: Clerk		Name: Miss Jenny M Bosten Job title: Clerk	
Social security number: JW685626A		Pay ref: 10100525 Pers ref: 10100525	
Job title	Clerk		
Start date	07/02/2007		
End date change?	<input type="checkbox"/>		
End date			
Position reference	70000016		
Probationary period	[] [] II		
Location	[] II		
Occupant	Miss Jenny M Bosten		
Reporting unit	Training		
Reports to	Clerk [] Ms Louisa May (07/02/2007 -)		
Expected position end date	01/04/2007 []		
Expected position end reason	End of funding []		
Structure group 1	Unified Administrative Service [] II		
Structure group 2	[]		
Position status			
Position status	Permission to Fill granted []		
Effective from	07/02/2007 []		
Third party return details			
Teacher	<input type="checkbox"/>		

Contractual Changes

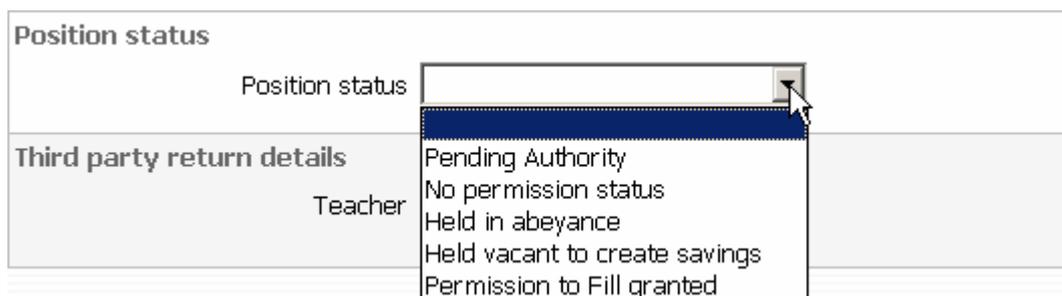


Occupancy details: Clerk (Permission to Fill granted)		Name: Miss Jenny M Bosten Job title: Clerk	
		Social security number: JW685626A Pay ref: 10100525	
		Pers ref: 10100525	
Current status Live			
Occupant Miss Jenny M Bosten			
Occupancy start 09/02/2007			
Occupancy end			
Occupancy type Standard			
Position occ. reference 41000011			
Expected occupancy end date 01/04/2007			
Expected occupancy end reason End of funding			
End occupancy? <input type="checkbox"/>			
<input type="button" value="Save"/>			

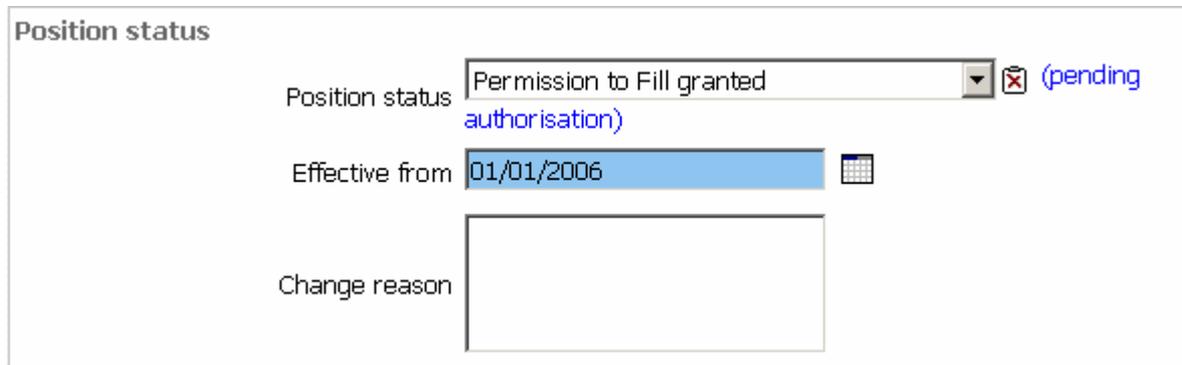
8.1 Changing Permission to fill status

A position reference number is automatically generated by Trent when a position is created. Also the permission to fill status will automatically be set to Permission to Fill granted for a new position. Subsequently where the position status requires changing:

1. Select the position.
2. Select position details
3. Click the drop down arrow to the right of Position Status.



4. For a new position the position status will automatically be set to permission to fill granted. When the position status is changed to permission to fill on the strength of a letter from the Resource Management Committee section, the letter reference number ("ACD reference") is to be put in the Change Reason box.

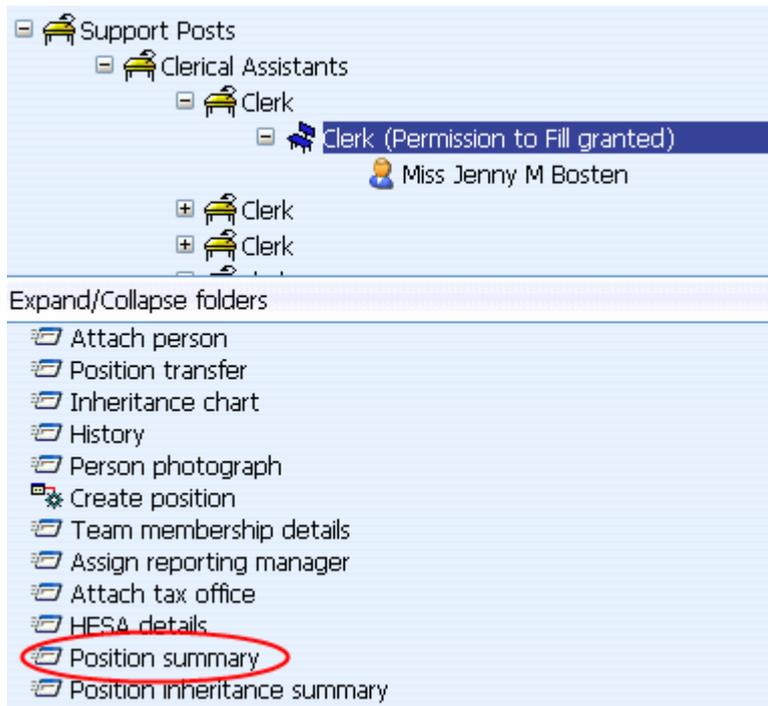


Note: No permission status and Pending authority position status are used for migration purposes. Held vacant to create savings is equivalent to VH in SECQUS. Held in abeyance is used for Senior academic promotions.

8.2 Position Summary Screen

The Position summary screen provides a means of viewing position information all together in one place.

5. Select the position and choose position summary



6. The position summary screen will be displayed.

Position summary: Clerk

Position details

Occupant Miss Jenny M Bosten
Job title Clerk
Position reference 70000016
Occupancy start 09/02/2007
Occupancy end
Expected occupancy end date
Expected position end date
Location
Organisation unit Training
Position status
Effective from 

+ Reporting manager

+ History

+ Category, Basis and Type

7. To view specific details click on the expand icon 

+ Reporting manager