2 Expected Position End Date

Where an appointment has a limit of tenure this information will be recorded on the New Post Request form CHRIS/1 or CHRIS/2 or New Casual Appointment CHRIS/11 or New Research Appointment CHRIS/12 form. In Trent the expected position end date and the expected position end reason should be recorded as part of the position details along with the occupancy end date and reason – see section 3.

There are 6 fixed term reasons for a position to have an end date, hence the post creation forms have the following options:

Reason for post end date	Tick one
Funding is limited	
Rotating appointments	
Appointment to complete a specific project	
Temporary cover (maternity)	
Temporary cover (not sickness or maternity)	
Temporary cover (sickness)	
To provide training for the job holder	
Transitional duties to be undertaken where it is uncertain how a reorganisation will affect existing officers and posts	

Temporary cover is split into 3 for information purposes.

Navigate: Organisation > Positions (Select a position) **> Position details**

1. With the University of Cambridge selected, click on Organisation explorer.
2. Enter the correct effective date
3. Click Positions in the Action Pane and search for the position for which you wish to record a limit of tenure.

4. Select the position and choose Position details

5. Enter the expected position end date with the date format of DD/MM/YYYY or use the calendar popup button.
6. Select the expected position end reason from the dropdown list.

7. Click on the **Save** button

> Note, both of these fields are for information purposes only and are available to the Advanced Search.
>
> The employee will need to be entered as a leaver and an end date entered for the post when the occupancy comes to an end.

2.1 Extending expected position end date

Where the expected position end date is extended - for example if additional funding is made available - then the date entered in the position details can be changed.

Navigate: **Organisation > Positions** (Select a position) **> Position details**

1. With the University of Cambridge selected, click on Organisation explorer.
2. Enter the correct effective date
3. Click Positions in the Action Pane and search for the position for which you wish to change the expected position end date

| Expected position end date | 30/09/2008 |
| Expected position end reason | End of funding |

4. Change the expected position end date and change the expected position end reason if applicable.
5. Click on the **Save** button