

### 3 Overview of the new appointment process

All new starters within the University, will be entered on to the CHRIS system and attached to a position by staff within Central Personnel based upon the details provided on the New Appointment Request Form - CHRIS/10, New Casual Appointment - CHRIS/11, New Research Appointment - CHRIS/12 (or for Students, New Studentship Form - CHRIS/30). This form rationalises the PD1, PD2 and PD1a forms and will be used for all staff groups. It will be available from the website for downloading (and potentially as an E form) for completion by the institutions.

Another new form will also be introduced: a 'Certificate of Acceptance' - CHRIS/20. This form will be authorised by the institution to authenticate the arrival of a new starter and will be used as a trigger to attach the individual to a payroll. This is required because as Trent is an integrated HR/Payroll system it is very difficult to remove staff from the payroll if they do not appear for work.

The 'Certificate of Acceptance' form will also have a separate tear-off section that will allow the employee to submit sensitive personal information to Central Personnel for processing and thus replacing the existing PD16 form.

#### Exceptions

The Payroll Team will be responsible for setting up Pensioners within a separate Pensioners Organisation (not visible to an East Room user). TES Temps will initially be set up by the Payroll Team and later on handed over to TES Team. The Payroll team will remain responsible for setting up on CHRIS individuals from external organisations. These will include:

- Cambridge Enterprise
- University Farm
- Various Trusts