

7 Additional Personal Information Data

Once the key data for a person has been entered into Trent via the process chain, you can add and view/amend their details using the other options available in the Personal Information part of the People module. Making changes to people data is covered in a separate course module. There are at this stage still some additional personal details recorded on the Certificate of Acceptance Form CHRIS/20 that need to be input.

7.1 HESA Personal Details

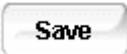
These details will only need to be completed for employees of the University who are deemed to be HESA returnable. The source of this data is Part 3 of the Certificate of Acceptance.

1. Use the search facility to locate the person whose address details you wish to maintain
or if already working with the correct record use the navigation trail to return to the people menu.
2. Select HESA personal details

HESA Personal details: New
Name: Miss Jenny Smith
Pers ref: 30000008

Staff identifier	<input type="text"/>
Nationality	<input type="text"/>
Previous employment	<input type="text"/>
Previous HEI	<input type="text"/>
Destination on leaving	<input type="text"/>
Highest qualification held	<input type="text"/>
→ Regulatory body	<input type="text"/>
Academic discipline 1	<input type="text"/>
Academic discipline 2	<input type="text"/>
Active in 2001 RAE	<input type="text" value="Not employed by this HEI"/>
RAE Unit of assessment	<input type="text"/>

3. The Staff Identifier is assigned automatically in Trent when a new form is saved. If a person has previously been employed by the University and

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- employment was prior to 1st April 2006 then SECQUS will need to be consulted in order to ascertain the persons HESA ID.
4. Nationality is obtained from Part 3, Section E of the Certificate of Acceptance form CHRIS/20
 5. The previous employment field is used to record the nature of employment of the member of staff before entering employment with the University, this can be obtained from Part 3, Section E of the Certificate of Acceptance form CHRIS/20
 6. Where a persons previous employment was with another UK HEI then question 32 of the Certificate of Acceptance form CHRIS/20 will be completed and this field should be used to record the institution identifier. If a person has never worked for a UK HEI then this field does not need to be completed.
 7. Leave destination on leaving blank, this will be completed when the person leaves the University's employment.
 8. Highest Qualification Held is obtained from Question 32 of the Certificate of Acceptance form CHRIS/20
 9. Regulatory Body is only necessary for staff classified as Academics in the Clinical School. Regulatory Body is captured on the Certificate of Acceptance form CHRIS/20, section E question 39.
 10. Academic Discipline 1 and Academic Discipline 2 is obtained from question 36 of the Certificate of Acceptance form CHRIS/20. Where this is one subject, academic discipline 2 need not be completed.
 11. Active in 2001 RAE and RAE Unit of Assessment are populated by data import initiated by the Academic Division. Contract teams and the HESA Staff Correspondent have no involvement with the population of these fields.
 12. Click the  button.

7.2 Sensitive Information

The information required to complete this form can be obtained from the Certificate of Acceptance (tear-off page)

1. Use the search facility to locate the person whose address details you wish to maintain,
or if already working with the correct record, use the navigation trail to return to the people menu.
2. Select Sensitive Information

Sensitive information: Miss Jenny Smith		Name: Miss Jenny Smith	
		Pers ref: 30000008	
Marital status			
Marital status		<input type="text"/>	
Religion			
Religion		<input type="text"/>	
Ethnic origin			
Ethnic origin		<input type="text"/>	
Other classification		<input type="checkbox"/>	
Nationality			
Nationality		<input type="text"/>	
Sexual orientation			
Sexual orientation		<input type="text"/>	
Disability			
Self-certified disabled		<input type="text"/>	
Description		<input type="text"/>	
Date of check		<input type="text"/> 	
Disciplinary No		<input type="text"/>	
Expiry date		<input type="text"/>	

3. Record Nationality, Ethnic Origin and Disability information if applicable.

We are not making use of the following fields:

Marital Status
Religion
Sexual orientation

4. Click the button

7.3 User defined Fields

Although Trent is very comprehensive there are some items of data specific to the University that the standard software cannot hold. User defined fields are used to save information which is not already included within Trent. User defined fields must be attached to User defined categories.

5. Use the search facility to locate the person whose details you wish to maintain or if already working with the correct record use the navigation trail to return to the people menu.
6. Select the User Defined Form folder from the main menu.

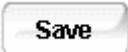


7. Select UDF categories (People)
8. The list of UDF categories will be displayed

UDF Category	No. of rows
<input type="radio"/> Clinical Seniority	0
<input checked="" type="radio"/> College Membership	0
<input checked="" type="radio"/> DP Amalgamation	0
<input checked="" type="radio"/> GMC Registration no	0
<input checked="" type="radio"/> Pay & Grading autoincrement protection	0
<input checked="" type="radio"/> Payroll URN	0
<input checked="" type="radio"/> Personal Faculty Membership	0
<input checked="" type="radio"/> Personal Roll Details	0
<input checked="" type="radio"/> Red circle status	0
<input checked="" type="radio"/> Removal Expenses Eligibility	0

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- UDF Categories
 - UDF Details (People)
- Process chaining

9. Select the UDF category required
10. Select UDF Details (People) menu and then New - UDF Details (People)
11. The relevant form will be displayed in the display pane
12. Complete form
13. Click on the  button.