

CHRIS Newsletter

ISSUE 4

AUGUST 2010

Human Resources Division, University of Cambridge

Welcome!

Welcome to the fourth issue of the CHRIS Newsletter!

Many thanks again for all the positive feedback we received after previous newsletters. We aim to continue communicating to you all in this way regarding training dates and information, achievements, what is planned for the near future and other developments that we hope you find useful.

New Developments



- **Upgrade 10.7**

There was a successful upgrade of Trent to release 10.7 on the weekend of the 7-8 August. This release will now allow recruiters to enter the reason for limit of tenure directly into Trent. You can now enter this detail in the "Record an offer" screen chain at the same time that you enter the expected occupancy end date.
- **New guidance on the leaver and recruitment processes**

New web guidance on the leaver administration process, including frequently asked questions on processing leavers in CHRIS, is now available on the HR web pages:
(see <http://www.admin.cam.ac.uk/cam-only/offices/hr/leavers/> .
You will be able to find this under Leaver Administration in the HR policy A-Z:
(see <http://www.admin.cam.ac.uk/offices/hr/policy/>).

Frequently asked questions on the new recruitment process will also be available within the Recruitment Guidance section
(see <http://www.admin.cam.ac.uk/cam-only/offices/hr/recruitment/>) next week. In addition, a new search facility has been added recently to help you find the information you require more easily.

Coming soon: we are currently developing a Recruitment On-line Forum which will give you access to up-to-date information on recruitment project developments and enable you to be involved in discussions with colleagues on recruitment-related topics. We will update you on this in future editions of the newsletter.

Development of a new version of the Recruitment Administration System (RAS)

Kevin McGlynn has recently joined the HR Division to develop a new and enhanced version of RAS which will be launched in 2011. Further information will be provided to you on this and other Recruitment Project developments in future newsletters.



Extension to the definition of an 'essential' pre-employment check

As part of the new recruitment process launched on 4th May, contracts are not produced for new starters until all essential pre-employment checks have been completed. An essential check was originally defined as a check which was legally required before employment. However, as a number of departments have a local policy that certain checks which are not legally required must be completed before an individual starts work, the definition of an essential check has been extended to cover these situations. That is, a check is now essential if there is a **legal or departmental requirement for it to be completed before someone starts work**.

Please ensure that check requirements, including whether a check is essential, are accurate in CHRIS at the start of the recruitment process for your vacancies to avoid delays in the contract production process. Instructions on how to do this will be available within the Vacancy Definition and Approval section of the Recruitment Guidance (<http://www.admin.cam.ac.uk/cam-only/offices/hr/recruitment/vacancy/>) next week. This includes entering pre-employment check requirements into CHRIS when recruiting to an existing post (see <http://www.chris.cam.ac.uk/cam-only/training/manuals/introduction/checks.pdf> for instructions on how to do this).

If you have pre-employment check requirements in your department that apply to a complete group of staff (like all academic, or all support staff), these can be entered into CHRIS for you in a way that will ensure all future new posts in the same group will inherit the check automatically. Please contact the CHRIS Helpdesk on x60999 if you would like this done.

Forms Bank (<http://www.admin.cam.ac.uk/offices/hr/forms/>)

Please do not create or store forms locally within your departments - the forms change regularly to reflect improved processes and in response to feedback from departments and the most up-to-date version will always appear on the Forms Bank, which also tells you when each form was last changed. The forms below should no longer be used:

CHRIS/40 Leaver Form - this is no longer required as departmental staff who have attended the Recruitment Business Process Improvement training can now process leavers within CHRIS.

CHRIS/41 Leaver Form for Studentships - as above, this is no longer required as trained departmental staff can terminate studentships in CHRIS.

CHRIS/13 Probation Form - this is no longer required as departmental staff can enter probation outcomes into CHRIS directly.

Recruitment Process - TES Temps

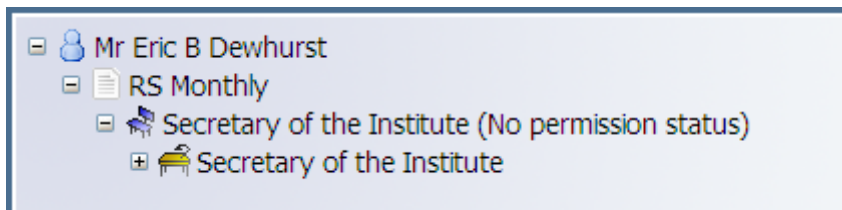
The Temporary Employment Service and the CHRIS Training Team are offering selected temporary workers some free 'Introduction to CHRIS' and 'Recruitment Administration' training. We hope to develop a pool of CHRIS trained temporary workers who will be available at short notice, to assist Departments with any cover that requires knowledge of CHRIS and the new leaver and recruitment process. As and when these temps are recruited to temporary assignments, all that will need to be set up for them is their individual access rights as determined by their line-manager.



Matthew's Helpdesk Termly Tip - New Mini Explorer Function

It is now easier to see everything on the mini explorer.

If you search for the person then go to **Employment > Mini Explorer** it now allows you to drop down each level allowing you to go to the person post or position details much easier.



CHRIS Training courses

Introduction to CHRIS (0930 - 1300)

- Wednesday 8 September
- Thursday 30 September
- Tuesday 19 October
- Wednesday 10 November

Recently many current CHRIS users have attended this course as a refresher session and have found it extremely useful. If you would benefit from attending this training course again then please book a place.



Recruitment Business Process Improvements (0930 - 1330)

- Tuesday 7 September

Introduction to RAS (Recruitment Admin System) (1000 - 1130)

- Tuesday 21 September

From the 1st September you will be able to book online for these training courses through the new University Training Booking System (UTBS) - further details can be found in the section below. Individuals will book themselves on the CHRIS training course they wish to attend and the CHRIS Key Contact will then be contacted to authorise the booking before a confirmation is sent. Until the 1st September bookings will be made in the old way by completing the online booking form at the following link - <http://www.chris.cam.ac.uk/cam-only/training/booking/>

University Training Booking System (UTBS) - Launch

Management Information Services (MISD) and the University Computing Service (UCS) have collaborated on a joint initiative to enhance the UCS web-based Training Booking System.

The University Training Booking System (UTBS) will be a single site for all users to find and book training courses delivered by participating providers across the University and will provide real-time information on training availability. Users will be able to browse training courses, book online, receive immediate confirmation of their booking and view their own training records. For training planning purposes the system will offer a central point for reporting on training provision and evaluation.

To access the site: <http://www.training.cam.ac.uk>

For further details contact utbs@ucs.cam.ac.uk

Information for CHRIS Key Contacts

For all of you who are CHRIS Key Contacts, here is a quick reminder of your responsibilities within your Department:

- Only you may authorise new users, request training and request update access for users in your department. You must only complete the online booking form to request training. To request update access, simply email the CHRIS Helpdesk with details.
- Only you may authorise new Burst Report Recipients for your department.
- If you receive information from CHRIS Training it is your responsibility to disseminate this information to members of staff in your department.
- PLEASE REMEMBER: If you change your job, please let us know so that we can update our records!

Contact Details



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CHRIS Training

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CHRIS Helpdesk

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Matthew Hall - 60999

And finally.....

Hazel ran the London Marathon on Sunday 25 April in a very impressive time of 4 hours 23 minutes. Thank you to all those who sponsored her and sent their best wishes.

Ross is doing the London to Paris Cycle Ride this week (!!) in aid of Macmillan Cancer Support.

www.justgiving.com/RossLP2010

Matthew is running in the Great North Run on Sunday 19 September in aid of Great Ormond Street Hospital.

www.justgiving.com/Matthew-Hall0

We wish them both lots of luck!

