

Appointment Request - Quick Reference

Most appointment requests should now reach you via Web Recruitment rather than the CHRIS/10(A) Form

1. Log on to Web Recruitment using your CRS-id then click on the HR Processing tab at the top of the screen

2. Click on the tab for the staff group for which you are processing appointments

Listed below are all of the Appointment Requests received from department

- 1) Please click on the Appointment Request Pack button for each new request
- 2) Check the Appointment Request form and supporting documents as per the instructions
- 3) When you are satisfied that you can proceed with transferring the details, click on the Appointment Request Pack button

Include transfers completed within the last 90 days

Transfer Progress	Job Details	Submitted Date	Screening Checks
Transfer Complete [More information]	Mr Ravi Choudary AHM4339: Programming Officer/(Non-Clinical-Research) Start Date: 20-Jan-2015	16-Feb-2015 11:25:17	Certificate of Sponsorship Required Essential Right to work in the UK Basic disclosure Non-essential
Transfer Complete [More information]	Mrs Harriet Gough JRM4306: Principal Research Associate Start Date: 23-Feb-2015	16-Feb-2015 17:18:15	Certificate of Sponsorship Required Essential Right to work in the UK Non-essential Honorary Clinical Contract NMC Registration OH Medical Clearance Security Basic disclosure

3. You can then choose an action from the drop down list

Transfer Progress	Job Details	Submitted Date	Screening Checks
Transfer Complete [More information]	Mrs Harriet Gough JRM4306: Principal Research Associate Start Date: 23-Feb-2015	16-Feb-2015 17:18:15	Certificate of Sponsorship Required Essential Right to work in the UK Non-essential Honorary Clinical Contract NMC Registration OH Medical Clearance Security Basic disclosure
Transfer Complete [More information]	Mr Test Test AHM4306: Research Associate SV TEST 1 Start Date: 18-Aug-2014	19-Feb-2015 15:15:01	Certificate of Sponsorship Required Essential Right to work in the UK Security Non-essential

(1 of 1) [Page Navigation]

4. The first action downloads a PDF pack of the Appointment Request and supporting documents

- Appointment Request Pack
- Manage Offer
- Transfer Details

UNIVERSITY OF CAMBRIDGE

Appointment Request

Red underlined fields indicate a difference between the position and the offer.

Personal Details		Current Residential Address	
Title:	Mr	6704 15th Street North	
Forename Names:	Sahuel	St Petersburg	
Surname:	Pouguehan	Florida	
Primary Phone:	67777 55555	33702	
Secondary Phone:		United States of America	
Email Address:	samp@mymell.co.uk		
Current or previous University employee or Temporary Employment Service worker? <input type="checkbox"/> No - not a current or previous employee of TES			
Is a Certificate of Sponsorship required? <input type="checkbox"/> No			

Post and Position Details			
Vacancy:	OC00628	Research Associate	
Post:	5002863	Research Associate	
Position:	7903526	Research Associate	
Department Unit:	Department of Architecture		
Position Category:	Researcher	Probation Length:	9 Month(s)
Position Basis:	Unestablished	Offer Basis:	Unestablished
Position Type:	Non Clinical Researcher	Start Date:	23 Feb 2015
Reporting Manager:	Not configured		
FTE Hours:	37.00	Contracted Hours:	37
Working Pattern:	Monday to Thursday		
Contract Type:	Fixed-term	Funding Limited?	Yes
Position end period:	2 Year(s)		
End Reason:	Temporary Cover		
Term Time Only:	No	Number of weeks worked per year:	52.25
Which weeks are worked?	No	Can annual leave be booked in term time?	

Remuneration			
Salary Type:	Salary spline	Spot Salary:	
Offer Grade:	Grade 5	Grade Point:	038 (£27,864.00)
Position Grade:	Grade 7	Increment Date:	23 Feb 2016
Pension Scheme:	Universities Superannuation Scheme	Under Appointment:	No
Appointment above first 3 points or in contribution range: <u>HRB approved by HR</u>			

Additional Comments:

The pack includes:

- The appointment request from the department/institution;
- The individual's application form and any related documents;
- The offer letter;
- Supporting documents uploaded by the department/institution (e.g. right to work, CoS application form).

Please note:

- Where the department/institution has changed position details from those in CHRIS, these are shown in **RED** on the Appointment Request.
- System-generated offer letters have (WR) in the letter reference.

Appointment Request - Quick Reference

5. If a department/institution has opted to post any of the supporting documents, they will send these to you with a cover sheet printed from the system so you know to which appointment they relate.

6. Complete a full review of the paperwork; chase for any missing documents and resolve any anomalies.

7. Check post level in CHRIS for other positions and make any required amendments to cost code and pension; update contract monitoring spreadsheet.

UNIVERSITY OF CAMBRIDGE

New appointment - cover sheet for supporting documents

Send this cover sheet to the New Appointment team with any appointment documents which you need to send by post. Please see the list below and indicate the document that you have enclosed. Please see <http://www.hr.admin.cam.ac.uk/contact-us/> for New Appointment team contact details.

Appointee details	Recruiter details
Title: Miss	Name: Margaret Griggs
Surname: Browning	Email: margaret.griggs@admin.cam.ac.uk
Forename: Margaret	
Vacancy: AH04036 - Clerk	
Department: Human Resources Division	
Position: 7903373	

Supporting documents

Document names	Cost Documents
<input type="checkbox"/> HR13 cover sheet for DBS Application Forms	
<input type="checkbox"/> DBS check application form	
<input type="checkbox"/> HR14 form for appointment above bottom three on grade	

Transfer Offer to CHRIS

This offer has been accepted by the applicant and signed off. This screen will enable you to send the offer to CHRIS and complete the transfer.

Offer Signed on: 2015-02-18T15:15:01.000:
 Vacancy: AH04036: Research Associate SV TEST 1
 Applicant: Mr Test Test
 CHRIS Applicant Reference Number: APP00009250

Please note: Once transferred, the offer will be removed from the HR processing view. To see it again you can select the 'View Completed Offers' option.

Would you like to transfer this applicant and offer into CHRIS?

9. Confirm that you wish to transfer the details to the CHRIS Recruitment Module.

Actions

Appointment Request Pack

Manage Offer

Transfer Details

8. Click on Transfer Details from the actions menu.

10. Check back in Web Recruitment later for the result of the transfer.

Successful transfers and those where errors are dismissed will not be shown on the page unless you select to see them.

11. Review/investigate and then dismiss any transfer errors, ensuring that you are aware of these when processing in CHRIS.

12. Complete the rest of your processing in the Recruitment Module and in CHRIS.

Transfer Complete
[\[More information\]](#)



More information can be found in the full user guide library on: [the HR Systems web pages](#)