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## 1 Introduction

Many staff across the University are employed on fixed term contracts with a limit of tenure. This includes research staff (who make up the majority of our staff on fixed-term contracts and are supported by external sponsors) and all other staff employed on fixed-term contracts (for example those engaged to provide short-term cover, and trainees).

The Personnel Division forwards notification of fixed term contracts that are due to cease, to the head of each department approximately six months prior to their end date (for contracts that are under one year in length this notification will be sent two months prior to the end date). As the time frame required to end any employees fixed term contract should allow for consultation and notification, this gives managers sufficient notice to plan when to start this procedure.

If a limit of tenure is not extended, the department will complete an Employee Transfer/Leaver form - CHRIS/40, terminating the appointment. If this happens late, the person will continue being paid from the same grant, thus exhausting the funds. It is in the department's interest to manage these LoTs proactively, moving staff onto bridging funds if they wish to obtain a reprieve for cases where the likelihood of extension is high but the authorisation of funding extension is delayed.

Staff will continue being paid if they are not terminated via the Employee Transfer/Leaver form CHRIS/40. This leaver form will initially be returned to Personnel for review and will then be passed to the Payroll department who will action leaver processing.

## 1.1 Where to Find the Data

The options listed in this manual can be located by searching for the position number. If you do not have this reference number, the position can be located by finding the person first and then navigating to Employment, Positions.

**Navigate: Organisation > People (select the employee) > Employment > Positions (select position)**



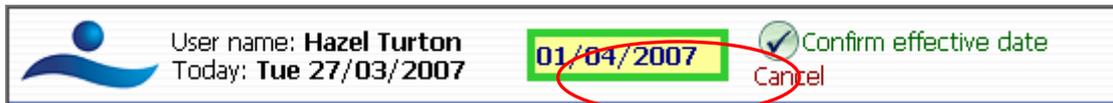
## 1.2 Effective Dates

Whenever changes to position details are required, you must ensure that the effective date of the change is entered. This is achieved in two ways and is dependant on the item being changed.

- Using the Effective Date field in the Control Bar
- Completing the Start Date field in the relevant form

Once you choose the appropriate form for the change, Trent will wait for you to enter the date in the Effective Date field in the Control Bar.

### 1.2.1 Using the Control Bar



The screenshot shows a control bar with a blue logo on the left. To the right of the logo, it displays 'User name: Hazel Turton' and 'Today: Tue 27/03/2007'. In the center, there is a date field containing '01/04/2007', which is highlighted with a green border and circled in red. To the right of the date field, there is a green checkmark icon followed by the text 'Confirm effective date' and a red 'Cancel' button below it.

Enter the required date and click on the 'Confirm effective date' option next to the field or press Enter.