2 Student Post Details

Once the new post has been created you will need to add further details.

There is a specific process chain for Student posts

<table>
<thead>
<tr>
<th>Process chain:</th>
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<tbody>
<tr>
<td>Process chain</td>
</tr>
<tr>
<td>New Post (ungraded)</td>
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<tr>
<td>New Post (student)</td>
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<tr>
<td>New Post (graded)</td>
</tr>
<tr>
<td>New Post (graded) with split costing</td>
</tr>
<tr>
<td>New Post (ungraded) with split costing</td>
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</tbody>
</table>

The New Post (student) chain encompasses many of the Trent forms that allow you to add key data to newly created posts. The following diagram shows the forms encountered in the chain.
2.1 Creating a New Post (student)

1. Select the new Student post to be maintained
2. Select the Process chaining menu from the Action pane
3. Select the Process Chaining option and type in the required date in the effective date field.
4. The resulting form will allow you to select the required Process chain from the picklist available.
5. Select New Post (student) and click on the Start button to commence the process.
6. The first step will then be presented (Post details)

7. Click the button. The following message will appear at the top of the screen.

Changes have been saved.

It is essential to save this first screen before you proceed to the next steps.
2.1.1 Salary Details

1. Click on the Next Step button, this will present you with the form used to enter the salary details

   ![Salary Details Form]

   - **Salary details:** Research Student
     - Grade
     - FT Salary
     - Override minimum
     - Override maximum
     - Grade minimum
     - Grade maximum
     - Protected rate of pay
     - FTE value 1.00
     - Pre-rated rate of pay 0.00
     - Change reason

   - **Save**  **Delete**

2. Enter grade of Student

   ![Salary Details Form]

   - **Salary details:** Research Student
     - Grade: Student

   - **Save**  **Delete**
3. Enter the amount of the studentship payment – Section C of the New Studentship form, and click the drop down arrow to select annual.

![Salary Details](image)

4. Click the **Save** button.
2.1.2 Structure Costing

1. Click on the next step button, this will take you to the form to enter the Structure Costing information.

2. Replace “No default code applies” in the Cost Level field, with the relevant string in the “Cost code” field. The transaction code for students is FAAE. 100 will automatically be entered in the “Percent” field.

3. Click the Save button.

If the studentship has split costing, complete this step with costing details of the first cost code at 100% and then when the screen chain is complete use the split costing option in the Costing menu. See instructions on Split Costing.
1. Click on the next step button, this will take you to the form to enter the Address information.

2. Check that the inherited address is correct. If the place of study on section D of the CHRIS/30 form for this post is not the normal Departmental address change the address as required.

3. Click the Save button.

Use the navigation trail to exit the screen chain and return back to the post.
2.1.3 Split costing

1. If the studentship has split costing, you need to click the Structure Costing option in the Costing folder,

![Costing]

- Structure costing

and then select split.

![Structure costing]

- Split
- Inheritance chart
- History
- New - Costing level

![Structure costing: New]

- Organisation
  - Organisation default cost code: ERROR

- Rule
  - Rule name: UCL

- Level details
  - No.: 2
  - Costing level: Structure
  - Length: 24
  - Cost code: 
  - Percent: 
  - Start date: 01/04/2007
  - End date: 

- Split records
  - Cost code: 
  - Percent: 100.000
  - Delete?: 

![Expand/Collapse folders]
Studentships

2. Enter the details for the second code and percentage and adjust the percent for the first code in the box called “Split records”. The total % must be 100 at all times. (The cost code entered via the screen chain will be displayed in the split records section)

3. Click the button.

If a three or more way split is required, split two ways first, then split the second costing and so on. (You cannot split the first costing again)