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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



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

2 Expected Position End Date

Where an appointment has a limit of tenure this information will be recorded on the New Post Request form CHRIS/1 or CHRIS/2 or New Casual Appointment CHRIS/11 or New Research Appointment CHRIS/12 form. In Trent the expected position end date and the expected position end reason should be recorded as part of the position details along with the occupancy end date and reason – see section 3.

There are 6 fixed term reasons for a position to have an end date, hence the post creation forms have the following options:

Reason for post end date	Tick one
Funding is limited	
Rotating appointments	
Appointment to complete a specific project	
Temporary cover (maternity)	
Temporary cover (not sickness or maternity)	
Temporary cover (sickness)	
To provide training for the job holder	
Transitional duties to be undertaken where it is uncertain how a reorganisation will affect existing officers and posts	

Temporary cover is split into 3 for information purposes.

Navigate: **Organisation > Positions (Select a position) > Position details**

1. With the University of Cambridge selected, click on Organisation explorer.
2. Enter the correct effective date
3. Click Positions in the Action Pane and search for the position for which you wish to record a limit of tenure.

- Select the position and choose Position details

Position details: Research Assistant (Media)

Job title

Start date 10/03/2007

End date change?

End date

Position reference 70000078

Probationary period II

Location II

Occupant Dr Pedro Pomme

Reporting unit Department of Training

Reports to

Miss Barbara Bloom (10/03/2007 -)

Expected position end date

Expected position end reason

Structure group 1 II

Structure group 2

Position status

Position status

Effective from

Third party return details

Teacher

- Enter the expected position end date with the date format of DD/MM/YYYY or use the calendar popup button.
- Select the expected position end reason from the dropdown list.

Expected position end date

Expected position end reason

Structure group 1 II

Structure group 2

Position status

Position status

Effective from

Third party return details

7. Click on the  button

Note, both of these fields are for information purposes only and are available to the Advanced Search.

The employee will need to be entered as a leaver and an end date entered for the post when the occupancy comes to an end.

2.1 Extending expected position end date

Where the expected position end date is extended - for example if additional funding is made available - then the date entered in the position details can be changed.

Navigate: **Organisation > Positions (Select a position) > Position details**

1. With the University of Cambridge selected, click on Organisation explorer.
2. Enter the correct effective date
3. Click Positions in the Action Pane and search for the position for which you wish to change the expected position end date



The screenshot shows a form with two fields. The first field is labeled 'Expected position end date' and contains the text '30/09/2008'. To the right of the text is a small calendar icon. The second field is labeled 'Expected position end reason' and is a dropdown menu with 'End of funding' selected. A mouse cursor is pointing at the first field.

4. Change the expected position end date and change the expected position end reason if applicable.
5. Click on the  button

3 Occupancy Limit of Tenure

Where an appointment has a limit of tenure it is also necessary to enter expected occupancy details for the position. This is the equivalent of entering contract end date details on the appointment screen of SECQUS. When it comes to appointing an individual, there may be other reasons in addition to those for a position end reason, which prevent employing an individual for the full period of the job (i.e. work permit/residency permit restrictions) or enable the employment of someone short-term (i.e. pending a recruitment campaign)

Hence there are additional reasons on the appointment forms:

Reason for appointment end date	Tick one
Limited Funding	
Pending permanent appointment	
Residency permit expiry	
Rotating appointments	
Specific project	
Temporary cover (maternity)	
Temporary cover (sickness)	
Temporary cover (not sickness or maternity)	
Training	
Transitional Duties during reorganisation	
Work permit expiry	

The reason for the appointment end date can be found in Section E of the New Appointment Request Form - CHRIS/10, or Section C of the New Short-Term (ungraded) Appointment - CHRIS/11 and New Unestablished Research Appointment - CHRIS/12 form.

If a job is temporary due to funding, and the appointee has been issued a work permit up to the same date, then 'Limited Funding' should be used as the reason in both the expected position and occupancy end reasons, as the funding is the driver in both cases. However, if the person has a work permit that expires before the end of the funding, then 'Limited Funding' should be used as the reason for the position and 'Work permit expiry' for the occupancy.

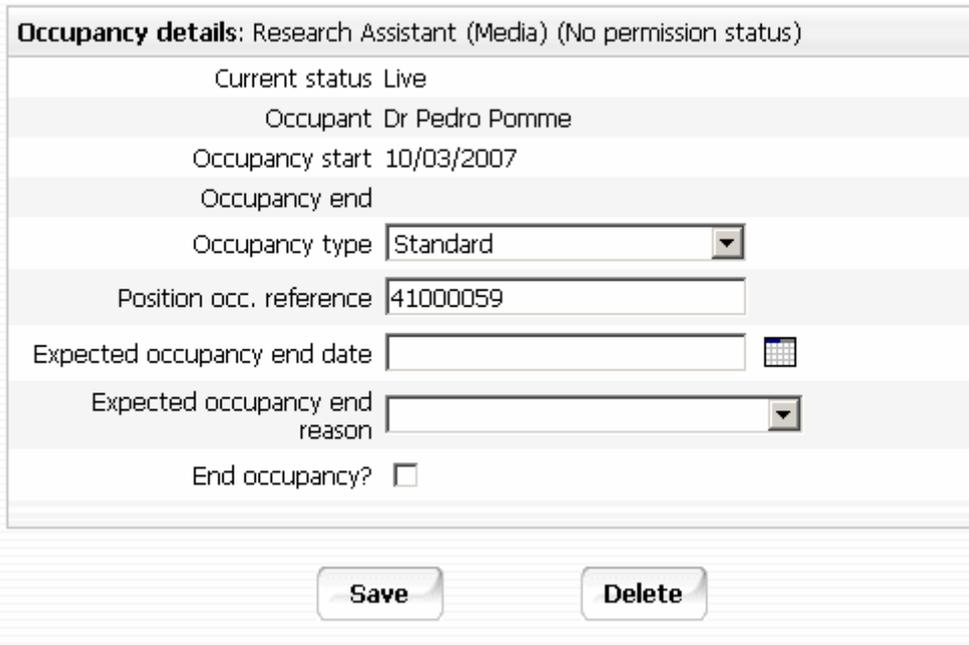
Everyone who has a work permit also has a residency permit, but there are people who have a residency permit who do not need work permits (e.g. spouses of work permit holders). It is only in these latter cases that 'Residency permit expiry' should be used as the occupancy end reason.

Transitional duties should be used where appointments are made temporarily pending the outcome of an impending reorganisation.

There are certain individuals who can only occupy a position for a fixed period of time even though the position continues - Vice-Chancellor, Pro-Vice-Chancellors, Proctors and Residents in the Department of Clinical Veterinary Medicine. For these individuals the occupancy end reason of 'Rotating Appointments' should be used.

Navigate: **Organisation > Positions (Select a position) > Occupancy details**

1. With the University of Cambridge selected, click on Organisation explorer.
2. Click Positions in the Action Pane and search for the position for which you wish to record a limit of tenure.
3. Select the position and choose Occupancy details



Occupancy details: Research Assistant (Media) (No permission status)

Current status Live

Occupant Dr Pedro Pomme

Occupancy start 10/03/2007

Occupancy end

Occupancy type Standard

Position occ. reference 41000059

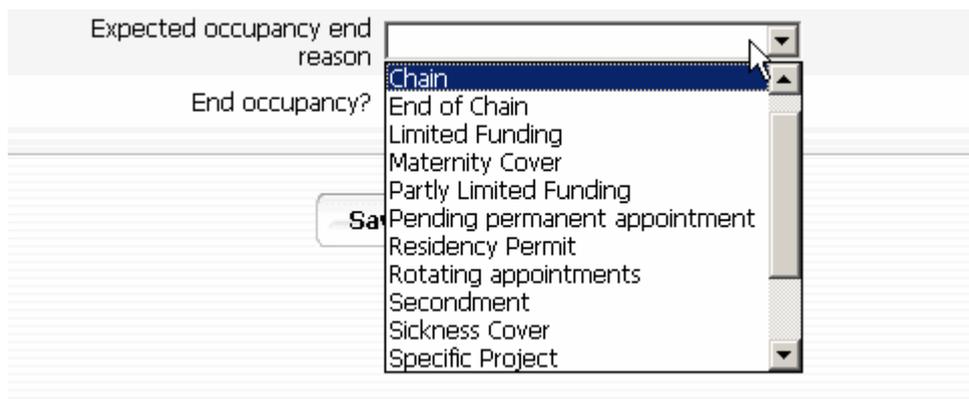
Expected occupancy end date

Expected occupancy end reason

End occupancy?

Save Delete

4. Enter the expected occupancy end date.
5. Enter the occupancy end reason, by selecting from the drop down list



Expected occupancy end reason

End occupancy?

Chain

End of Chain

Limited Funding

Maternity Cover

Partly Limited Funding

Pending permanent appointment

Residency Permit

Rotating appointments

Secondment

Sickness Cover

Specific Project

Save

6. Click on the  button

4 Changing Costing Information

1. Set the effective date to be the end date of the current code (the day before the start date of the new entry)

2. Select the **Post** and choose Costing, Structure Costing



3. Select the cost line in the object pane.

Costing level	Length	Cost code	Percent	Value	Start date
Structure	24	GHAG/003.01.RG47159.ABAE	100.000		01/11/2006

Show favourites Expand/Collapse folders

- Structure costing
 - Structure costing
 - Split
 - New - Structure costing
 - Inheritance chart
 - History

4. Select Structure Costing to display the structure costing screen
5. Enter the end date for this costing

End date 

6. Click on the  button

Structure costing: Structure, No. 1

Organisation
 Organisation default cost code ERROR

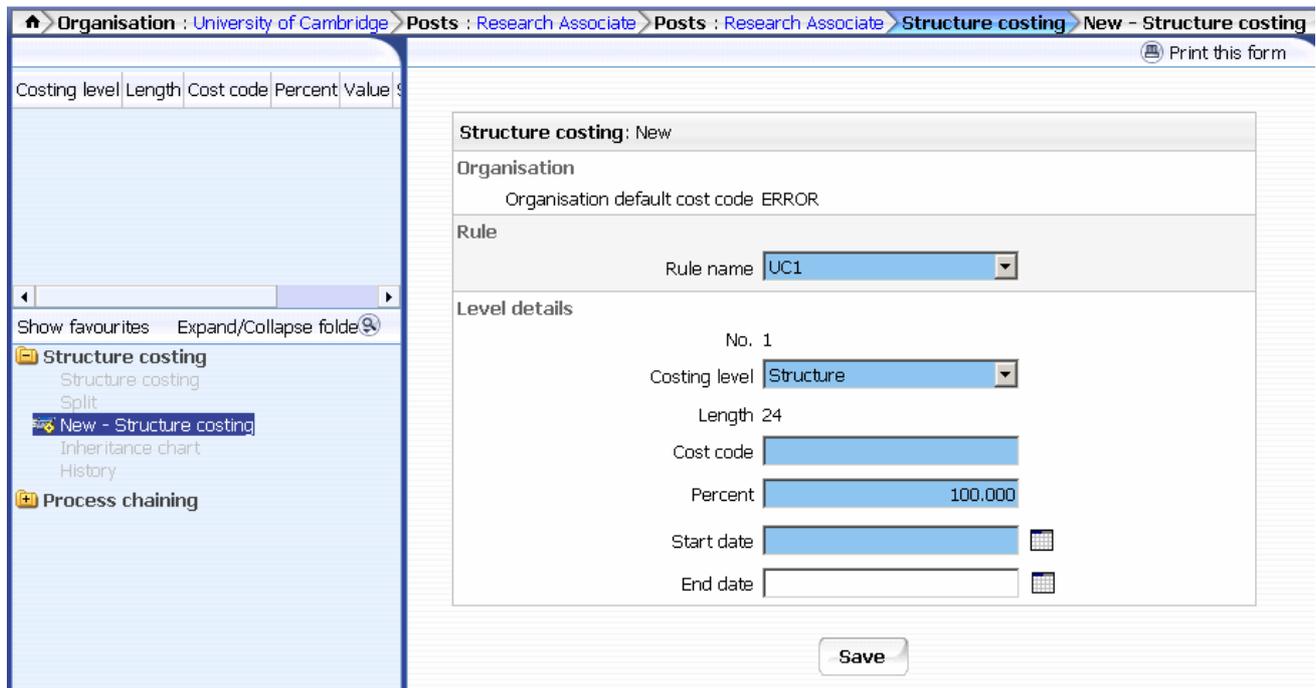
Rule
 Rule name UCI 

Level details
 No. 1
 Costing level Structure
 Length 24
 Cost code GHAG/D03.01.RG47159.ABAE
 Percent 100.000
 Start date 01/11/2006
 End date 31/10/2007

Note: Take great care when entering end dates for costing.

It is not possible to amend the end date once entered. To remove a costing end date you would need to delete the block and then re-input it from the day after the original end date (the original end date then disappears). However, to bring forward a costing end date, you would need to re-input the costing after the end date and then put in the new end date.

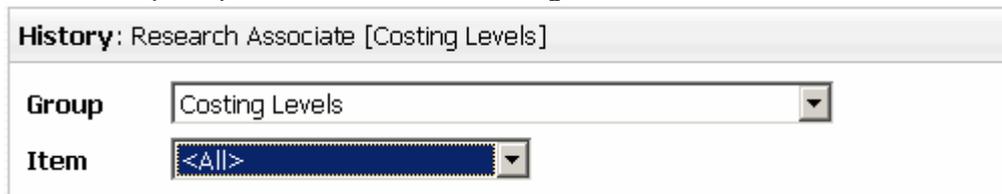
7. Where there is split costing select the remaining code(s) from highest to lowest sequential number in turn and end date each and save.
8. Navigate back to the post using the navigation trail to exit the screen.
9. Set the effective date to be the start date of the new costing.
10. Select the Costing menu and choose Structure Costing, New – Structure Costing.



11. Enter the first cost code with the same start date as the set effective date with 100% allocation.
12. Click the  button
13. If required, open the split form from the costing menu
14. Enter the next code with it's % and amend the first code % at the bottom of the screen so that they total 100%
15. Repeat this process for each subsequent cost code required.

4.1 Viewing Costing History

1. Select the Post and choose History from the Post menu (do not use history from the costing menu)
2. In the Group drop down box select Costing Levels.



5 Entering an End Date for a Post

Where an employee leaves the organisation due to limit of tenure they should be entered as a leaver, and also an end date for the Post should be entered. Entering an end date for the Post will automatically also end the position.

1. Use the search facility to find the post
2. Select the correct post
3. Choose Post details

Post details: Research Associate (History)

Post Research Associate (History)

Start date 10/03/2007

End date change?

End date

Post reference 50000079

Current status Live

Job share

Suspend from 

Suspend to 

Probationary period  II

Location II

Structure group 1 School of the Humanities and Social Sciences  II

Structure group 2 

Third party return details

Teacher

4. Click in the end date change tick box and the end date field will be displayed.

End date change?

End date 

5. Enter the end date of the Post
6. Click on the button.

6 Temporary Suspension of Pay due to end of limit of tenure

Scenario: Very common with Researchers and research assistants where they were employed on a fixed term basis as a result of the conditions of their funding. At the end of their tenure there are a number of scenarios that might occur including:

- Them leaving the University, and potentially eligible for a redundancy payment
- The current funding is extended on their current contract/role
- Their institution agrees to extend their role and fund from institutional funds
- They are redeployed on another research grant or project.

In any of the latter three cases it is hoped that by the time the limit of tenure expires on the first contract arrangements are in place to fund for their continued role. However, in some instances particularly where they are being deployed on a new grant there may be a time lapse where the new funding is inaccessible (e.g. waiting for a research grant project to be set up in CUFS by RSD). In these instances although they will be identified in TRENT as a leaver on a specific day they will not be detached from payroll at this point. Instead their contract will be 'suspended'.

This will be handled by the East Room either at contract level (if the person is only occupying one position) or at position level if they are currently holding two positions and only one is to be suspended. The latter is actioned by suspending the Basic Pay element. There is currently discussions about how long a person should be 'suspended from Payroll' for because although they are not getting paid they will still be accruing 'continuity rights' which in time might lead onto redundancy and unfair dismissal claims. This is an area that will need to be actively managed by the Personnel Division outside of Trent.

However, current University practice is that 'assistant staff' members whose limit of tenure expires are not suspended from the payroll and will continue to receive payment.

The effect of this suspension is that they will be removed from the pay run for that payroll and no tax refunds, pay slips or P45s will be produced.