

## Introduction to the structure

Trent's organisation structure is made up of Units, Posts, Positions and Contracts.

### Organisation Structure



The organisation structure is the set of interconnected parts that represent the University of Cambridge as a whole. Most users will only see the University of Cambridge Organisation but the Payroll and Pensions team will also be able to access the Pensioners Organisation.

### Unit



A unit is an organisation structure component that is made up of subordinate components including other units and posts. For example Colleges are a unit and each individual college – Christ's, Churchill, - a unit within this main unit.

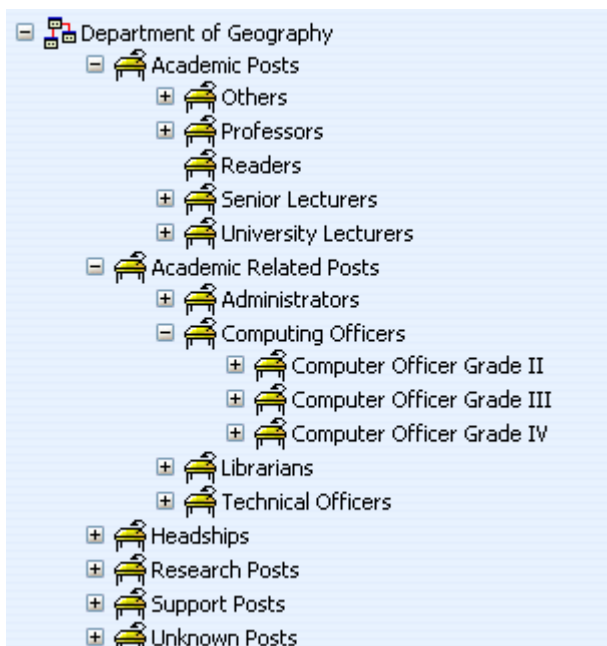
### Post



A post always belongs to a superior organisation unit, e.g. a department. If a person is to occupy a post it is always by means of an intermediate position. Within the organisation structure of the University there is a post for each position. Within Cambridge we have allocated different staff groups to posts and this is displayed as three levels of posts within the Trent structure.

The screen overleaf displays the Department of Geography Unit.

**Level 1** posts are Academic, Academic Related, Headships, Research, Support (and Unknown).



**Level 2** posts are shown below this – Administrators, Computing Officers, Librarians and Technical Officers within Academic Related Posts.

**Level 3** posts are Computer Officer Grade II, III & IV shown beneath Computing Officers

## Position



A position is a location in the Organisation in which a person can be placed. If the chair icon is blue the position is occupied.



If the chair icon is green it indicates that the position is vacant and as yet unoccupied



If the chair icon is red it indicates that the position is vacant and has a recruitment requisition attached to it.

## Employee





Each employee within the University that is attached to the structure will be shown with this icon.



People are attached to the structure via a position and a contract is created.




A contract within Trent is not a contract of employment, but a piece of data which binds an employee to a payroll

### 1. Organisation Explorer

You can use the Organisation explorer to display the units, posts and positions within the University and how they have been organised within Trent.

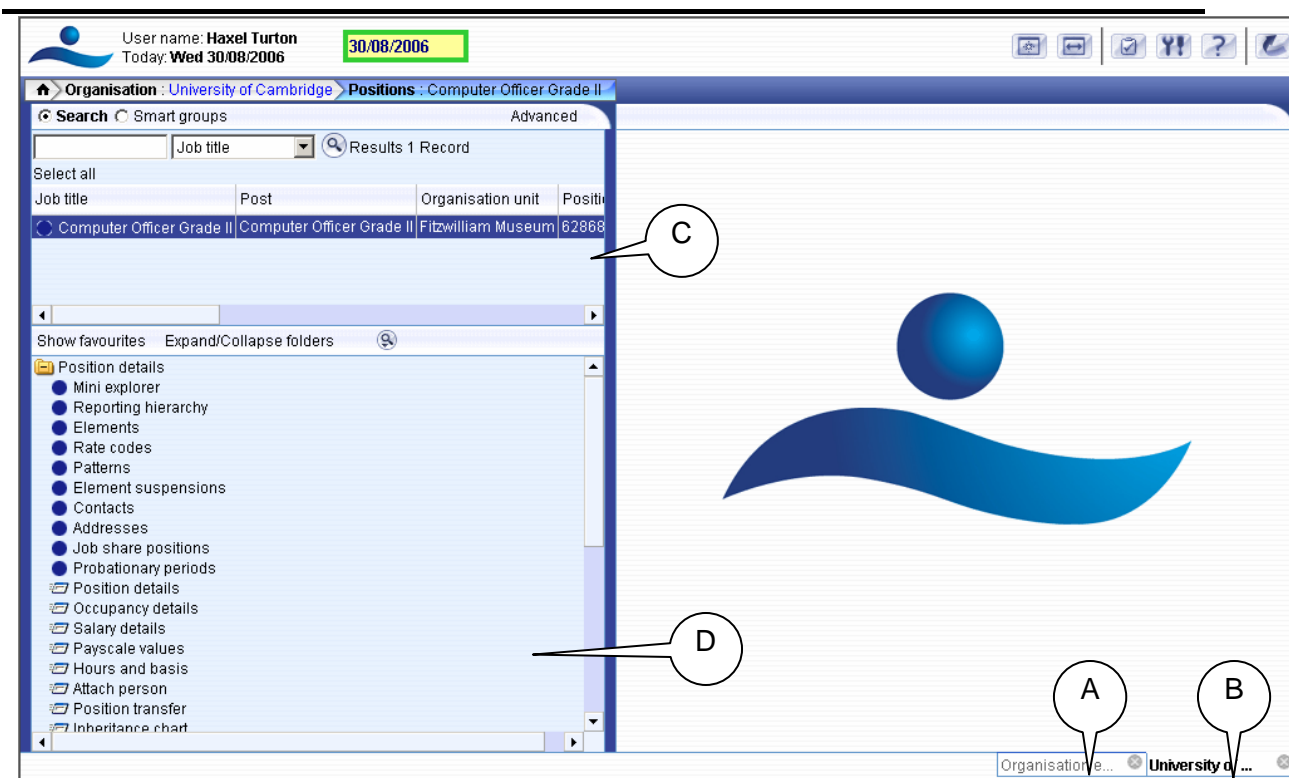
1. Select University of Cambridge
2. Select Organisation Explorer
3. The top level of the organisation is displayed first with a plus icon next to it   University of Cambridge . The plus sign indicates that there are further items to be displayed under this node. Click the plus sign to display the nodes.

When viewing the structure in the organisation explorer, the appearance of a plus icon   next to any element indicates hidden items below the level displayed.

Clicking the plus icon will expand the diagram to display the subordinate components. When the selected node is fully expanded, the plus icon  changes to a minus icon . Clicking the minus  icon condenses the node again.

When you reach the node that you are interested in, click on it. The screen will then change as follows:

- a) Trent will open a new View (B) leaving the original view (A) unchanged.
- b) The Object pane will change to a Search screen (C) for the type of object that you selected.
- c) The Action pane (D) changes to display all of the actions that you can perform against that object.



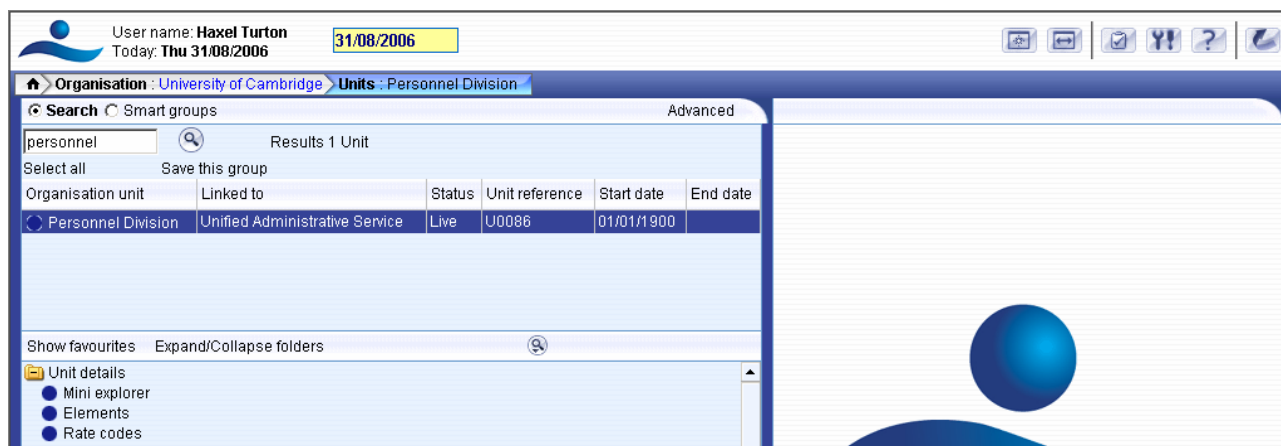
You can now select any of the options available to you from the navigation displayed. The display will vary depending on the type of object that you selected.


## 2. Mini Explorer


The Mini Explorer allows you to add new elements to the Organisation structure as required and to view and maintain Unit, Post and Position details of the organisation structure for a specific area in the object pane.

As the whole structure of the University is so large it is easier to create, amend or view the specific area of the organisation structure you require using the Mini Explorer.

The mini explorer options are available for each of the different components that make up the structure (Units, Posts and Positions), and can be accessed in the relevant folder.



Use the search facility to locate the item you require. (See the introduction manual for more information about performing searches). Select from the object pane the item you wish to enquire on and click the  Mini explorer link. The structure icon of the selected item will appear in the object pane.

Like the organisation explorer, the mini explorer structure diagram can be expanded by clicking the plus  icon next to items that contain lower levels.

The explorer view will appear within the Object pane. If you need to add, amend or view details within the mini explorer you can click on the relevant item and the appropriate folder items will be displayed in the Action Pane as usual.

