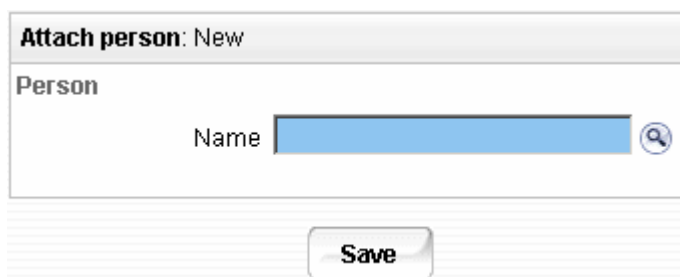UNIVERSITY OF
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9 Attaching a Person to a Position

When the permission to fill status of a position is set to Permission to fill granted, attaching a person to a position will change the Position into an occupied position and its icon will change from green ⇄ to blue ⇄

1. With the University of Cambridge selected, click on the Positions menu in the Action Pane.
2. In the search window, select to search by **Position ref no**, enter the required Position reference number in the search field and click on the magnifying glass icon (or press return)
3. Open the Mini Explorer
4. With the position selected that is to receive the new attachment, click on Attach person in the action pane and enter the effective date when they should be attached from.
Trent opens the Attach person page in the display pane

Note:
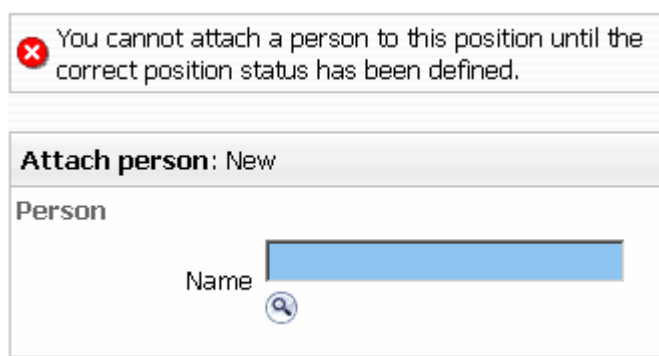If the permission to fill status has not been set to permission to fill granted the following message will be displayed:
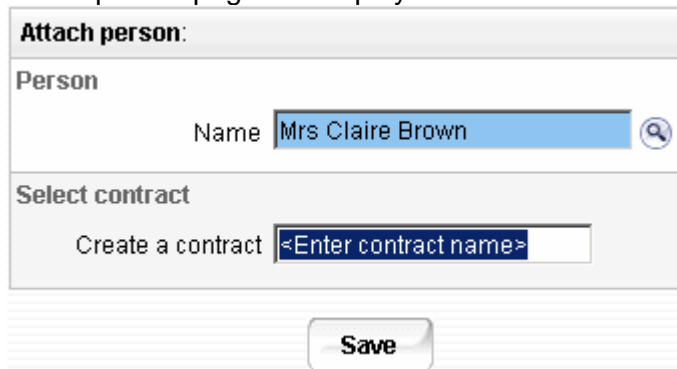
If this is the case change the permission to fill status in the position details form.

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5. Click the search icon to search for the person by name or search by personal reference number. Once the person has been selected further details on the attach person page are displayed.

Attach person:

Person

Name | Mrs Claire Brown | 🔍

Select contract

Create a contract | <Enter contract name>

Save

6. Don't enter anything in the Create a contract field, this will create a contract with the persons first initial and surname.

7. Click the [Save] button

8. You will see the person attached to this position in the mini explorer diagram.

9. Trent will automatically change the permission to fill status to no permission status.

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9.1   Attaching a person to a position on a temporary basis

If a person is appointed to a position temporarily you also need to enter an occupancy end date.

1.   Follow the procedure for attaching a person to a position
2.   With the person and position visible in the navigation trail, select position details and then occupancy details
3.   Enter the expected occupancy end date. The expected occupancy end date should be no later than the position end date
4.   Enter the reason for the end of occupancy, this could be a different reason to the position end reason.

Occupancy details:	Name: Mr Charlie Field **Job title:** Administrator Pay ref: 30000004 **Pers ref:** 30000004
Current status	Live
Occupant	Mr Charlie Field
Occupancy start	01/04/2006
Occupancy end	
Occupancy type	Standard
Position occ. reference	40000004
Expected occupancy end date	01/12/2006
Expected occupancy end reason	End of funding
End occupancy?	☐

Save   Delete

5.   Click on the Save button