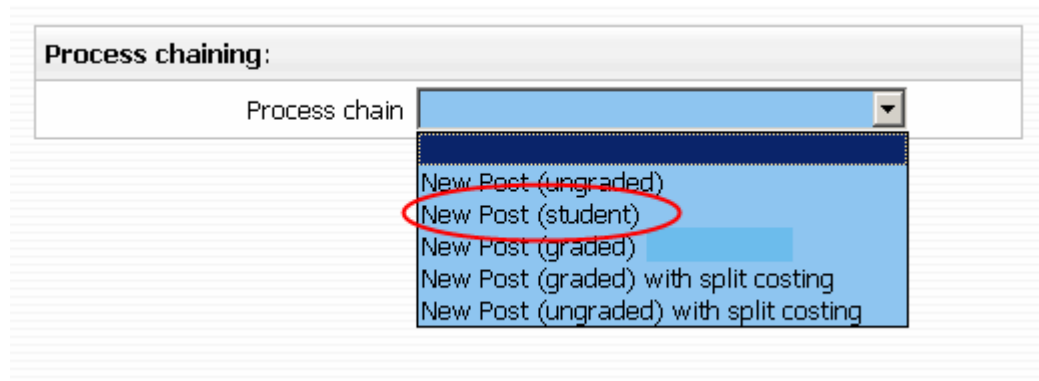


2 Student Post Details

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

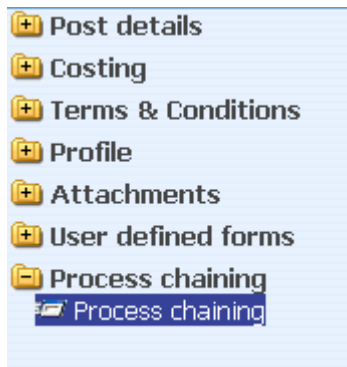
There is a specific process chain for Student posts



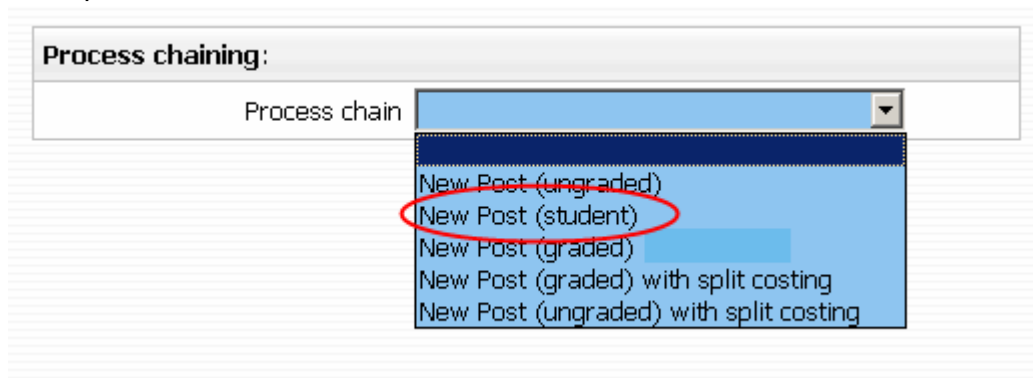
The New Post (student) chain encompasses many of the Trent forms that allow you to add key data to newly created posts. The following diagram shows the forms encountered in the chain.

2.1 Creating a New Post (student)

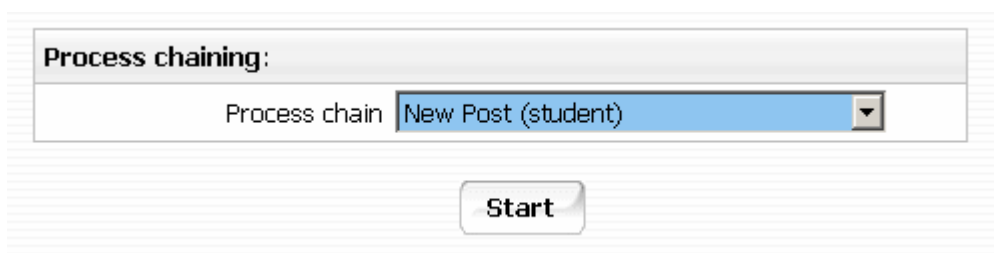
1. Select the new Student post to be maintained
2. Select the Process chaining menu from the Action pane



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)

Step 1 of 4
Chain: New Post (student)
▶

Post details: Research Student

Post	Research Student
Start date	01/04/2007
End date change?	<input type="checkbox"/>
End date	
Post reference	50000055
Current status	Live
Job share	<input type="checkbox"/>
Suspend from	<input type="text"/>
Suspend to	<input type="text"/>
Probationary period	<input type="text"/> <input type="text"/>
Location	<input type="text"/>
Structure group 1	School of the Physical Sciences
Structure group 2	<input type="text"/>

Third party return details

Teacher

Save
Delete

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

Step 2 of 4 Chain: New Post (student)

II Salary details : Research Student

Grade

FT Salary

Override minimum

Override maximum

Grade minimum

Grade maximum

Protected rate of pay

FTE value 1.00

Pro-rated rate of pay 0.00

Change reason

Save **Delete**

2. Enter grade of Student

Step 2 of 4 Chain: New Post (student)

II Salary details : Research Student

Grade

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

FT Salary	<input type="text" value="18000"/>	<input type="button" value="v"/>
Override minimum	<input type="text"/>	<input type="button" value="v"/>
Override maximum	<input type="text"/>	<input type="button" value="v"/>
Grade minimum	<input type="text"/>	<input type="button" value="v"/>
Grade maximum	<input type="text"/>	<input type="button" value="v"/>
Protected rate of pay	<input type="text"/>	<input type="button" value="v"/>

Daily
 Weekly
 Fortnightly
 Lunar
 Monthly
 Quarterly
 Half Yearly
Annually
 Hourly
 Periodic

4. Click the  button.

Step 2 of 4
Chain: New Post (student)

X Salary details : Research Student

Grade

FT Salary

Override minimum

Override maximum

Grade minimum

Grade maximum

Protected rate of pay

FTE value 1.00

Pro-rated rate of pay 18,000.00

Change reason

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.

Step 3 of 4
Chain: New Post
(student)
◀ ▶

Structure costing: Structure, No. 1

Organisation
Organisation default cost code ERROR

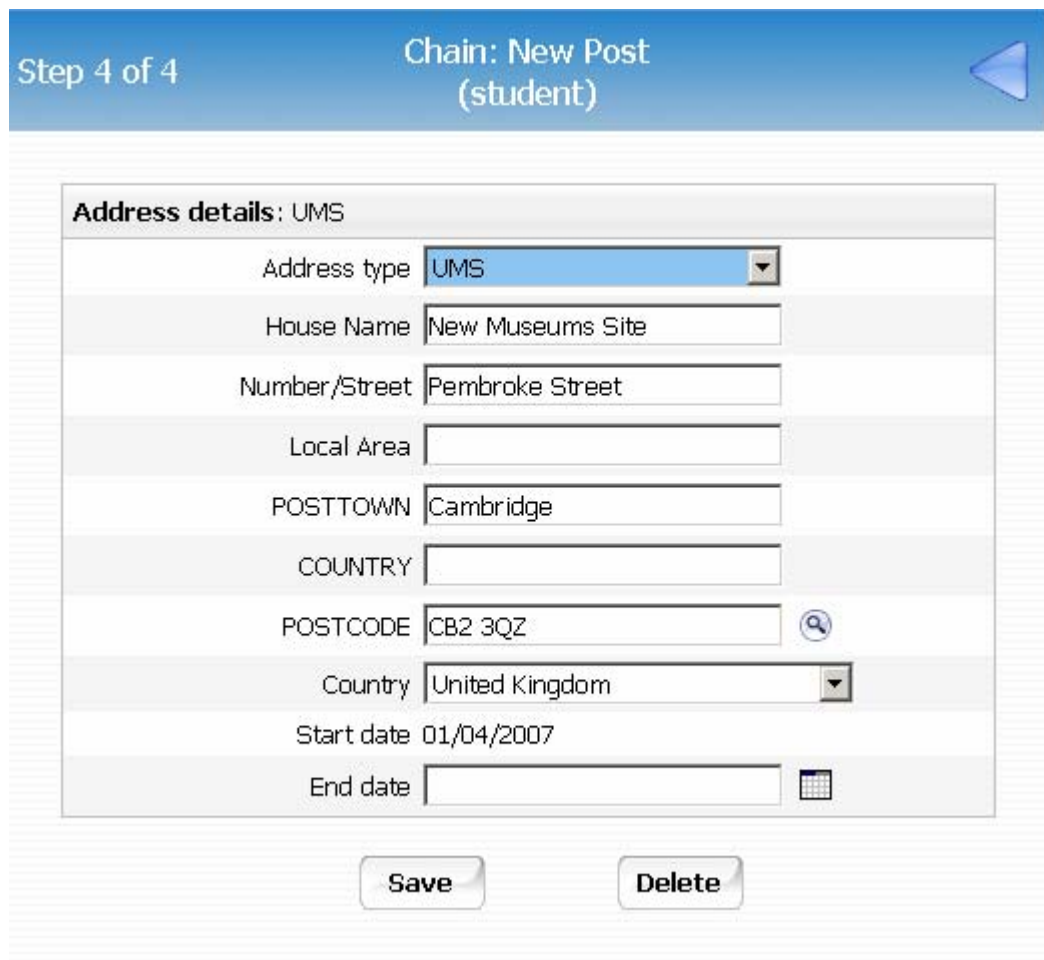
Rule
Rule name II

Level details
No. 1
Costing level
Length 24
Cost code
Percent
Start date 01/04/2007
End date

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 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.




Step 4 of 4 Chain: New Post (student)

Address details: UMS

Address type	UMS
House Name	New Museums Site
Number/Street	Pembroke Street
Local Area	
POSTTOWN	Cambridge
COUNTRY	
POSTCODE	CB2 3QZ
Country	United Kingdom
Start date	01/04/2007
End date	

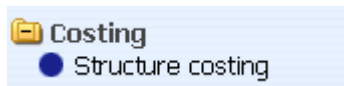
Save Delete

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  button.

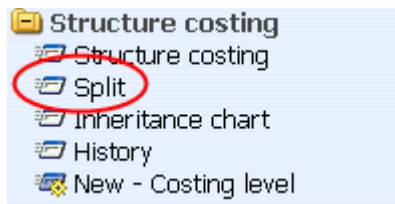
Use the navigation trail to exit the screen chain and return back to the post.

2.1.3 Split costing

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



and then select split.



Costing level	Length	Cost code	Perce
Structure	24	PHZC/033.01.RG46383.FAAE	100.

Expand/Collapse folders

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

Structure costing: New

Organisation
 Organisation default cost code ERROR

Rule
 Rule name UC1

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

Split records

No.	Cost code	Percent
No.1	PHZC/033.01.RG463	100.000

Cost code Delete?

- 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)

Structure costing: New

Organisation
 Organisation default cost code ERROR

Rule
 Rule name

Level details
 No. 2
 Costing level
 Length 24
 Cost code
 Percent
 Start date
 End date

Split records

	Cost code	Delete?	Percent
No.1	<input type="text" value="PHZC/033.01.RG463"/>	<input type="checkbox"/>	<input type="text" value="20"/>

- 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)