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1 Introduction – Recruitment Administration System

For positions which are advertised using RAS a CHRIS/10A form will be produced by the Recruitment Administration team which will be pre-filled with data entered directly into CHRIS.

The Recruitment Administration team will create requisitions (recruitment campaigns in CHRIS) from the details provided in the adverts published in the Recruitment Administration System (RAS).

It is essential for this process to operate efficiently that information is completed accurately in adverts created in RAS. Please ensure that you provide:

- Position reference number and job code for existing positions.
This is particularly important where the advert is for sickness, leave or maternity cover. For jobs newly graded by Grading and Reward, you can find the position reference number on the CHRIS/1 form that they will have sent to you.
- Limit of tenure information where applicable.
- A complete CUFS code.
This is essential for Research positions as the information from RAS is used to create the Post and Position in CHRIS

Cost codes should be 24 characters (including full stops and forward slashes)

For example:

Dept Code	Cost Centre	Source of Funds	Transaction Code	Spare
U. MA.	MABA.	ABAA.	ABAP.	0000

Or for Research Grants

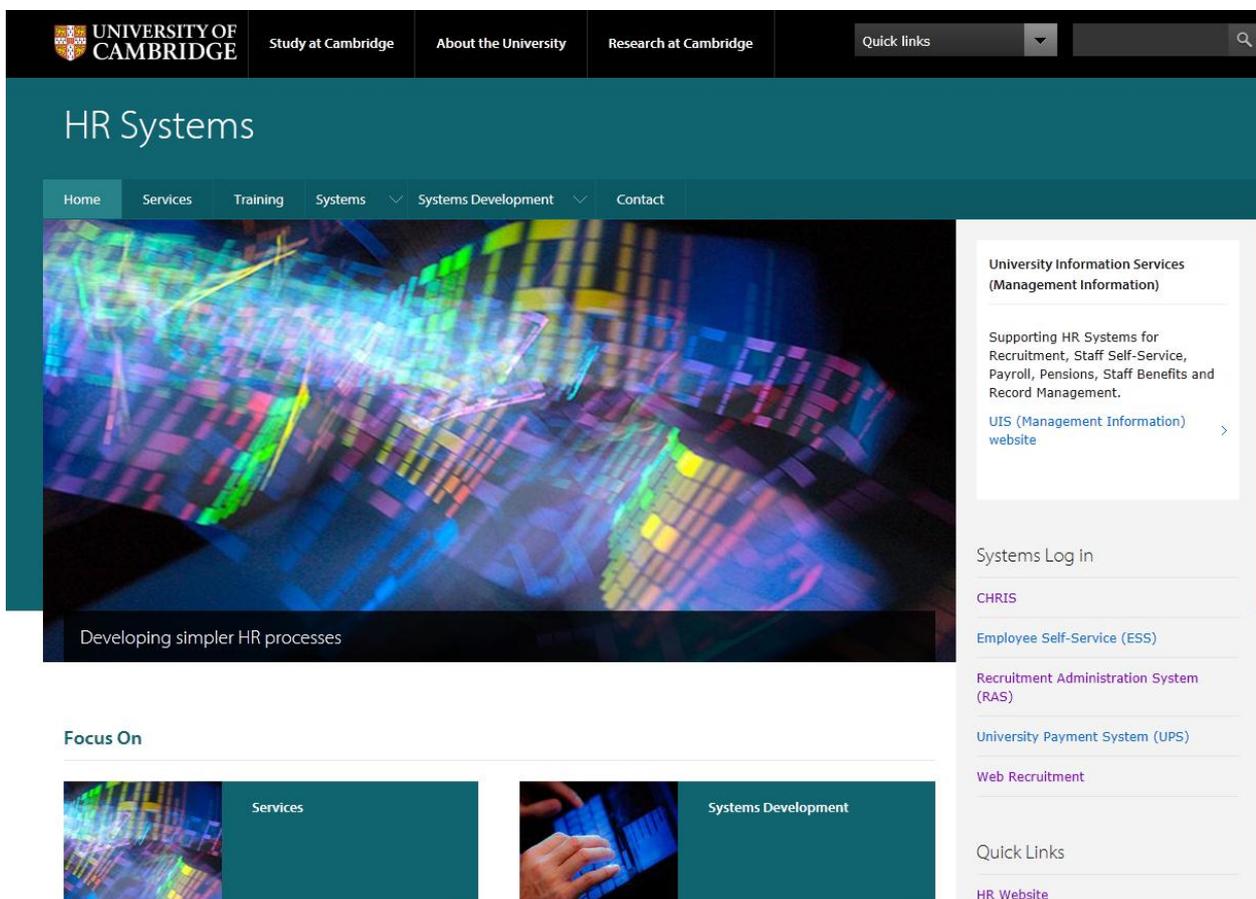
Project Code	Task	Award	Transaction Code
AAAG/001.	01.	RG12345.	ABAE

2 Logging in

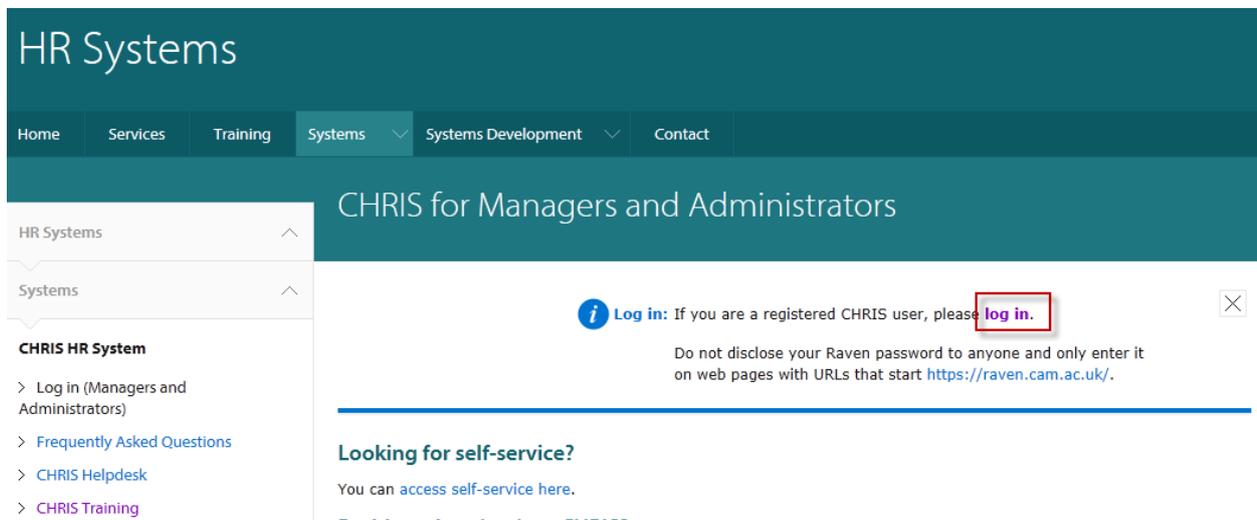
1. Locate the CHRIS icon on your desktop and double-click to open.



2. The following page will be displayed. Select the Log in to CHRIS link.



3. From the Systems Log In section, select CHRIS
4. Then select the Log In button.



HR Systems

Home Services Training Systems Systems Development Contact

CHRIS for Managers and Administrators

HR Systems

Systems

CHRIS HR System

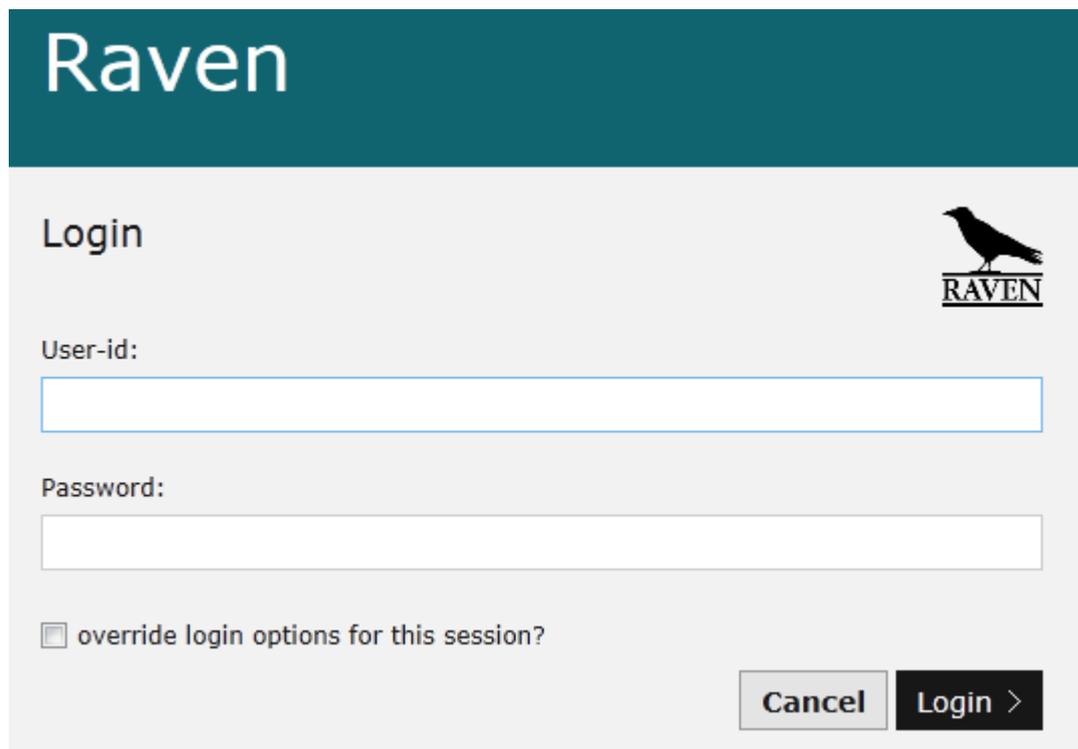
- > Log in (Managers and Administrators)
- > Frequently Asked Questions
- > CHRIS Helpdesk
- > CHRIS Training

Log in: If you are a registered CHRIS user, please **log in.**

Do not disclose your Raven password to anyone and only enter it on web pages with URLs that start <https://raven.cam.ac.uk/>.

Looking for self-service?
You can [access self-service here.](#)

5. The Raven Login screen will be displayed. Enter your user name and password (this is case sensitive) and press Enter or click on the Login button.



Raven

Login



User-id:

Password:

override login options for this session?

Cancel Login >

6. You will be prompted to select a role.



Please select a role to continue.

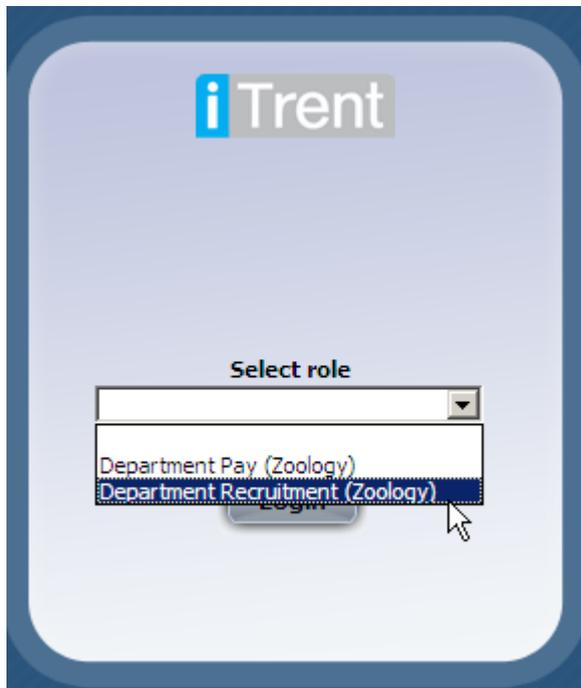
iTrent

Select role

Contact administrator

Login

7. Select your Department Pay role to view employees details and to make an employee a leaver, select your Department Recruitment role for creating an applicant record and recording an offer.



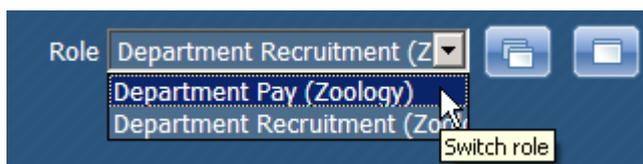
8. Click on the Login button



The role that you are using will be displayed in the top right hand corner of the screen



You can change to your departmental role by clicking the drop down arrow



3 Making an employee a Leaver

This process should be completed as soon as you know when an individual is leaving.

Leaver information must be entered before the payroll deadline. This is usually the 16th/17th of the month - 7 working days before payday (usually the 26th of each month). If you attempt to make an employee a leaver after this date you will be unable to. The message of the day will notify you that the contracts are locked and it will not be possible to access the leaver process chain.

If you are notified after the payroll deadline that someone is leaving in the current month, then you should contact payroll immediately on extension 39779 to avoid making an overpayment.

Please note, this procedure should be followed for ALL leavers, but not where an employee is transferring to another position within the University (not the colleges). Transfers will be undertaken by the Recruitment Administration team. Please remember to make employees a leaver when they are leaving due to their fixed-term contract ending, redundancy, retirement and death in service.

1. Log on using your department pay role. (see previous section for instructions)



2. From the Homepage, select Make person a leaver Link



3. Search for and select the person you wish to make a leaver

The screenshot shows the CHRIS search interface. At the top, it displays 'Organisation: University of Cambridge' and 'People: Cooper, Denise'. Below this, there are radio buttons for 'Search' (selected) and 'Smart groups'. A search filter 'Include leavers' is unchecked. The search criteria are 'cooper' in the text box and 'Surname' in the dropdown. The results show 'Results 1 Person'. Below the search bar, there are buttons for 'Select all' and 'Save this group'. A table lists the search results:

Name	Unit	Job title	Sex	Date of birth	Social se
Cooper, Denise	Department of Training	Accounts Clerk	Female	02/08/1970	AB000024

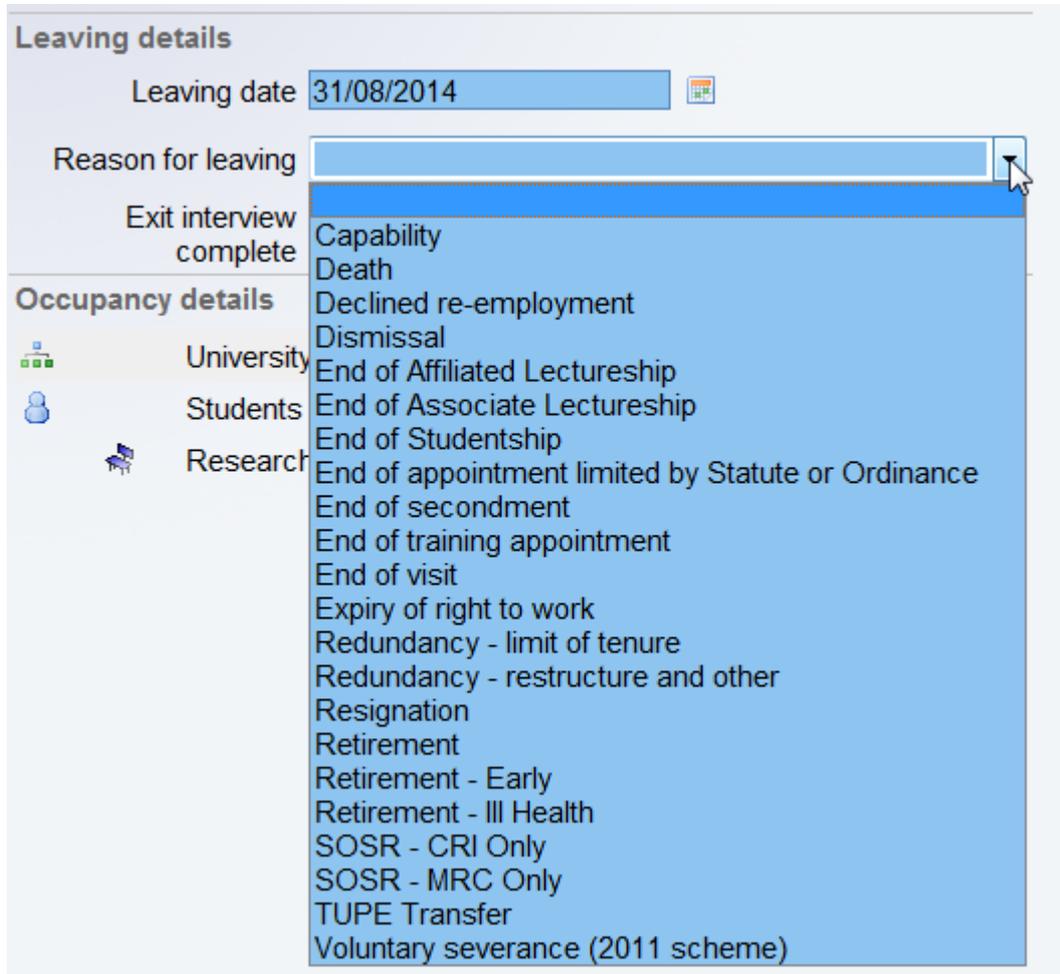
4. Enter the leaving date

The screenshot shows a form field for 'Effective date' with the value '31/08/2014' entered. To the right of the field is a 'Confirm effective date' button with a green checkmark icon and a 'Cancel' button.

5. The leaver process chain will automatically be selected and step 1 will be displayed. Enter the leaving date.

The screenshot shows a warning message: 'This person will leave any organisation, contract or position selected.' Below this, the process chain is displayed as 'Chain: Make a person a leaver'. The current step is 'Step 1 of 2'. The 'Occupancy maintenance' field shows 'Mr Nicholas J Cooper'. Under the 'Leaving details' section, the 'Leaving date' field has '31/08/2014' entered.

6. Select the reason for leaving.



Leaving details

Leaving date

Reason for leaving

Exit interview complete

Occupancy details

- University
- Students
- Research

Capability
Death
Declined re-employment
Dismissal
End of Affiliated Lectureship
End of Associate Lectureship
End of Studentship
End of appointment limited by Statute or Ordinance
End of secondment
End of training appointment
End of visit
Expiry of right to work
Redundancy - limit of tenure
Redundancy - restructure and other
Resignation
Retirement
Retirement - Early
Retirement - Ill Health
SOSR - CRI Only
SOSR - MRC Only
TUPE Transfer
Voluntary severance (2011 scheme)

7. Select the position that they will be leaving

If they occupy just one position this will result in them leaving the organisation and a warning to this effect will be displayed.

⚠ Current selections will result in this person leaving the organisation.

⚠ This person will leave any organisation, contract or position selected.

Step 1 of 2 **Chain: Make a person a leaver**

Occupancy maintenance: Mr Nicholas J Cooper

Leaving details

Leaving date 

Reason for leaving 

Exit interview complete

Occupancy details

	University of Cambridge	<input checked="" type="checkbox"/>
	Students	<input checked="" type="checkbox"/>
	Research Student (70021340)	<input checked="" type="checkbox"/>

8. Click on the  button.

9. The changes have been saved message will be displayed and the Occupancy details check boxes will be displayed in grey.

 Changes have been saved.
 This person will leave any organisation, contract or position selected.

Step 1 of 2 Chain: Make a person a leaver 

Occupancy maintenance: Mr Nicholas J Cooper

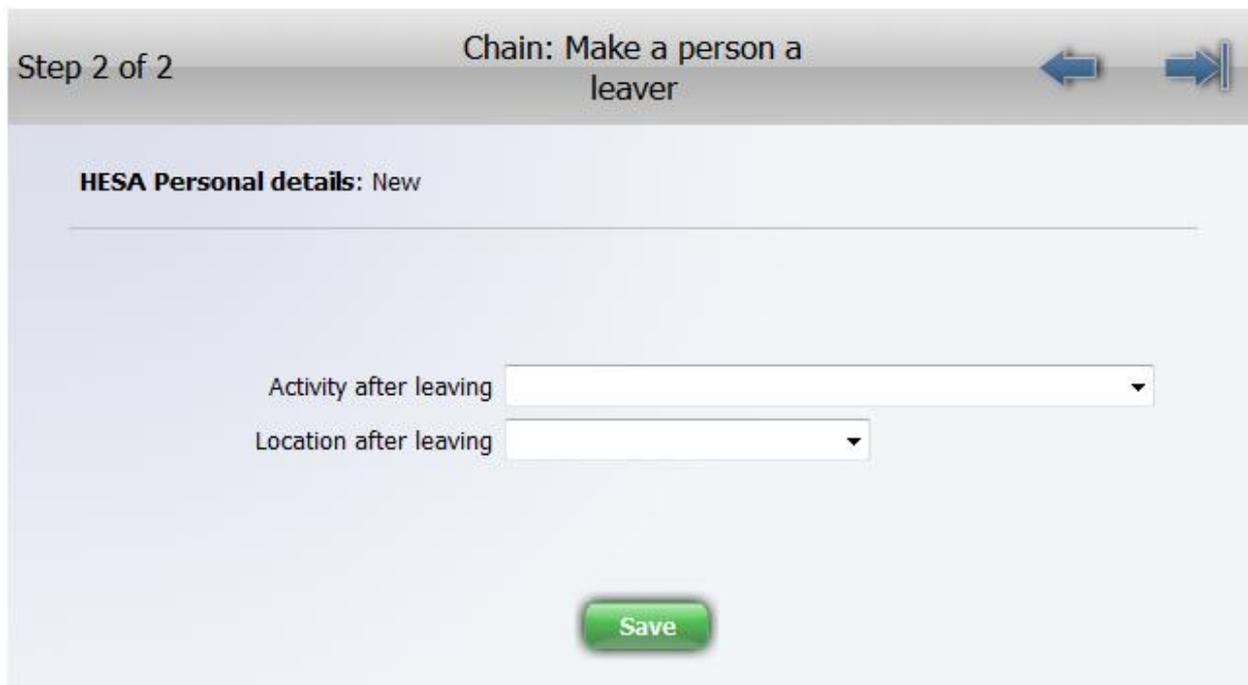
Occupancy details

	University of Cambridge	<input type="checkbox"/>
	Students	<input type="checkbox"/>
	Research Student (70021340)	<input type="checkbox"/>

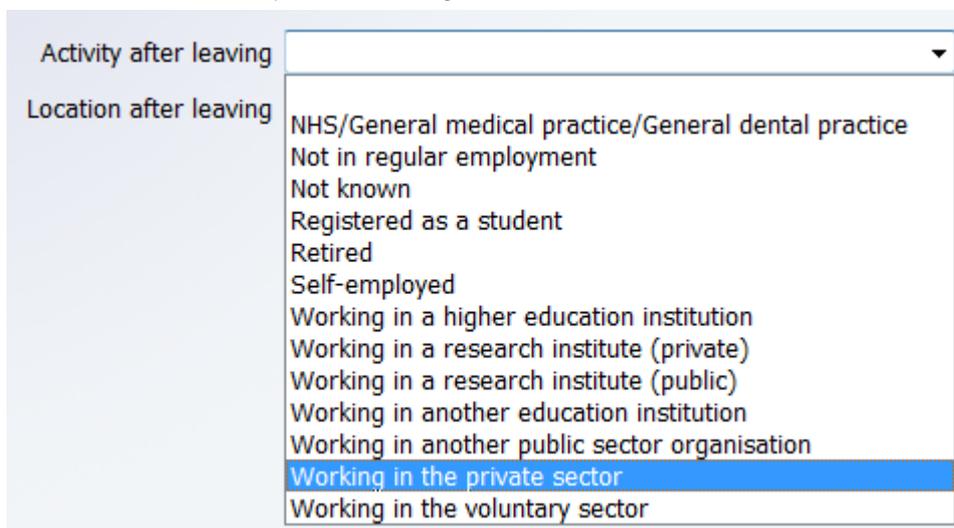
10. Use the next step arrow to move to step 2.

Step 1 of 2 Chain: Make a person a leaver 

The HESA Personal details screen will be displayed.



11. Select the Activity after leaving.

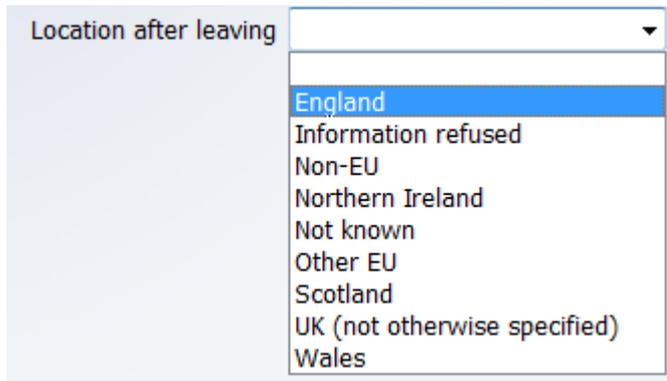


Activity after leaving	
Location after leaving	NHS/General medical practice/General dental practice
	Not in regular employment
	Not known
	Registered as a student
	Retired
	Self-employed
	Working in a higher education institution
	Working in a research institute (private)
	Working in a research institute (public)
	Working in another education institution
	Working in another public sector organisation
	Working in the private sector
	Working in the voluntary sector

Please Note. If you have a member of staff who is transferring from University to College employment this should be classified as 'Working in another education institution' This is because the Colleges are separate employers, but they do not count as Higher Education institutions for HESA purposes.

For VRA's select Retired.

12. Select the Location after leaving.



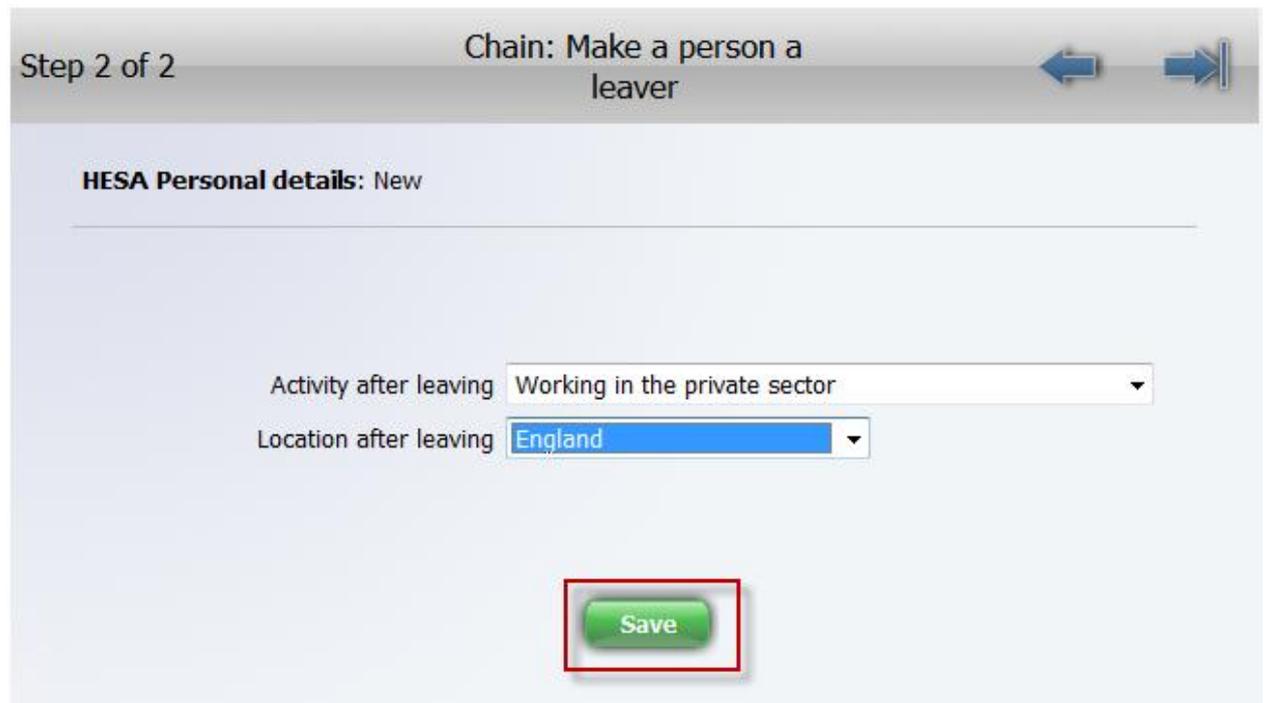
Location after leaving

- England
- Information refused
- Non-EU
- Northern Ireland
- Not known
- Other EU
- Scotland
- UK (not otherwise specified)
- Wales

The purpose of this step in the leaver chain is to comply with the University's data collection obligations for the HESA staff return. Further information on HESA and the purpose of the HESA staff return can be found at www.hesa.ac.uk

Please note that Activity on leaving and Location on leaving only need to be completed for individuals leaving the employment of the University. You may leave these fields blank if you are dealing with someone who is ceasing employment in one of several occupancies or if the employee has died.

13. Click on the Save button



Step 2 of 2 Chain: Make a person a leaver

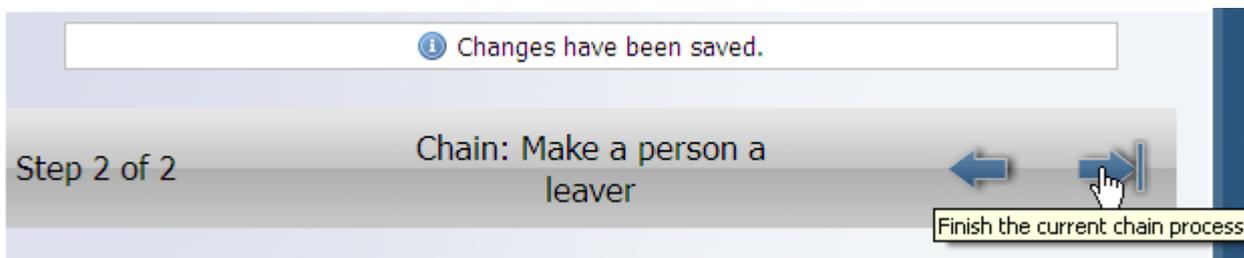
HESA Personal details: New

Activity after leaving Working in the private sector

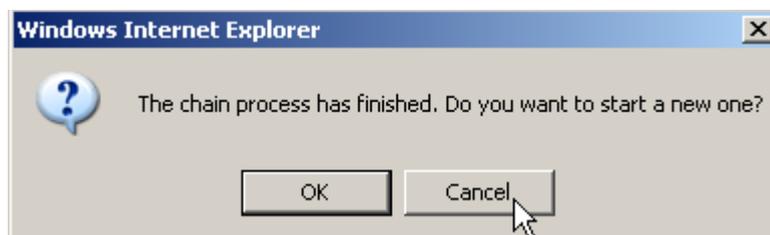
Location after leaving England

Save

14. To end the chain click on the finish the chain arrow
Only click on this arrow **after** you have clicked on save.



15. You will be asked if you wish to start another chain, select cancel



Please note - if the leaving date subsequently changes, please contact the CHRIS Helpdesk.

To process another leaver click on the University of Cambridge on the Navigation trail and repeat the process by using the link on the Home Page.



3.1 Making a person who has two positions in your department a leaver.

Where an employee occupies two positions and both of the positions are within your department, you will see two positions under the occupancy details heading in Step 1 of the process chain.

Review this with care and ensure that you make them a leaver from the correct position. Do not tick the University of Cambridge check box if they are just leaving one position as doing so will make them a leaver from all positions.

 Current selections will result in this person's contract ending.

 This person will leave any organisation, contract or position selected.

Step 1 of 2 Chain: Make a person a leaver

Occupancy maintenance: Mr Charles Williamson

Leaving details

Leaving date 

Reason for leaving

Exit interview complete

Occupancy details

	University of Cambridge	<input type="checkbox"/>
	Students	<input type="checkbox"/>
	Research Student (90000095)	<input type="checkbox"/>
	Asst Weekly	<input checked="" type="checkbox"/>
	Library Invigilator (70012427)	<input checked="" type="checkbox"/>

3.2 Making a person a leaver who has a position in your department and a second position in another department.

Where an employee occupies two positions and one of these positions is outside your department, you will only see the position in your department under the occupancy details heading in Step 1 of the process chain. A message at the top of the screen informs you that your security access prevents you from seeing some of the employees occupancy details, you will be unable to make the person a leaver from the University and you will only be able to tick the check box for the position.

⚠ You do not have security access to view some of this person's occupancy details.

⚠ This person will leave any organisation, contract or position selected.

Step 1 of 2 Chain: Make a person a leaver

Occupancy maintenance: Mr Peter Yates

Leaving details

Leaving date 

Reason for leaving

Exit interview complete

Occupancy details

	University of Cambridge	<input type="checkbox"/>
	Asst Monthly	<input type="checkbox"/>
	Accounts Clerk (60000045)	<input checked="" type="checkbox"/>

4 Retrospection

When leaver information is entered after the payroll deadline for the current month, a yellow retrospection message will appear:

 Details with an effective date before the current period, have been modified. Complete the retrospection details or select "Ignore" to store the changes and enter the retrospection details later.

 This person will leave any organisation, contract or position selected.

Step 2 of 2 Chain: Make person a leaver

Occupancy maintenance: Miss Elizabeth A Timperley

Retrospection

Payment period:

Originating period:

Backpay element name:

Ignore:

Leaving details

Leaving date:

Reason for leaving:

Exit interview complete:

Occupancy details

	University of Cambridge	<input checked="" type="checkbox"/>
	RS Monthly	<input checked="" type="checkbox"/>
	Head of Recruitment (70009700)	<input checked="" type="checkbox"/>

DO NOT select Ignore

Click on the Save button to complete this step and then click on the finish the chain button to complete the screen chain.

5 Workflow e-mail

When you make a person a leaver, an email will automatically be generated confirming your action. You will need to action any instructions from the email that apply to your leaver.

Separate leaver detail emails are also sent to Payroll and Recruitment Administration.

If you do not receive a workflow confirmation email for a leaver, please contact the CHRIS Helpdesk

Leaver confirmation	Mr Justin Koh 30019042 14/09/2014 14/09/2014												
You have just made Justin Koh (30019042) a leaver. The details are below. If you did not mean to do this, or any of these details are incorrect, then please notify the CHRIS helpdesk at once . The CHRIS helpdesk can be contacted on 60999 or chrishelpdesk@admin.cam.ac.uk .													
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Position Leaving Date</td> <td>14/09/2014</td> </tr> <tr> <td>Position Leaving Reason</td> <td>End of Studentship</td> </tr> <tr> <td>Contract Leaving Date</td> <td>14/09/2014</td> </tr> <tr> <td>Contract Leaving Reason</td> <td>End of Studentship</td> </tr> <tr> <td>University Leaving Date</td> <td>14/09/2014</td> </tr> <tr> <td>University Leaving Reason</td> <td>End of Studentship</td> </tr> </table>		Position Leaving Date	14/09/2014	Position Leaving Reason	End of Studentship	Contract Leaving Date	14/09/2014	Contract Leaving Reason	End of Studentship	University Leaving Date	14/09/2014	University Leaving Reason	End of Studentship
Position Leaving Date	14/09/2014												
Position Leaving Reason	End of Studentship												
Contract Leaving Date	14/09/2014												
Contract Leaving Reason	End of Studentship												
University Leaving Date	14/09/2014												
University Leaving Reason	End of Studentship												
If there is information next to "University Leaving Date" above then the individual has left the University entirely. If there is no data there, but there is data next to "Position Leaving Date" or "Contract Leaving Date" then the individual has one or more positions in the University that you have not made them a leaver from.													
<p>Computing, access control and other facilities</p> <p>Please ensure that your local computer officer and anyone responsible for controlling access to your building has been informed that this employee is leaving.</p>													
<p>Maternity leave</p> <p>If the leaver is pregnant, she may still be entitled to statutory maternity pay. You should ensure that the relevant maternity leave forms are completed.</p>													
<p>Holiday pay</p> <p>Please remember to enter any holiday pay due to the employee in the last pay period before they leave. Navigate to Payroll->Fast input list->Fast input details in CHRIS.</p>													
<p>Fixed term contracts and other redundancies</p> <p>If the employee is leaving because they have reached the end of a fixed-term contract then you must have followed the proper end of fixed-term contract procedures.</p>													

If you have selected Death in service as the leaving reason you will receive the following email

Death in service confirmation

Mrs Emma Ball
40000005
30/04/2010

You have just recorded the death in service of Emma Ball (40000005) on 30/04/2010. If you did not mean to do this, or any of these details are incorrect, then please notify the CHRIS helpdesk **at once**. The CHRIS helpdesk can be contacted on 60999 or chrishelpdesk@admin.cam.ac.uk.

Note that an automatic notification of this death has already been sent to the Secretariat and the Pensions Section.

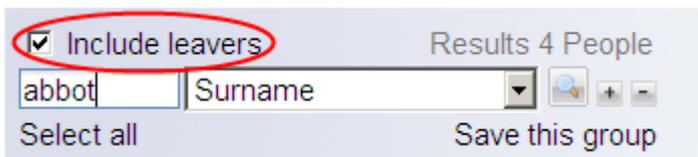
Computing, access control and other facilities

Please ensure that your local computer officer and anyone responsible for controlling access to your building has been informed that this employee has died.

This is an automatic notification from the [CHRIS system](#) at the [University of Cambridge](#). If you have received it in error, or you have any questions about its contents, then call the CHRIS helpdesk on 01223 (7)60999 or send an email to chrishelpdesk@admin.cam.ac.uk.

5.1 Viewing Leaver Information

To view details for a leaver enter the surname and select the include leavers check box.



Include leavers Results 4 People
 Surname
 Select all Save this group

Select the person's record and then select the key dates option to view the start and end dates of employment.



Organisation
 Start date
 Length of service 1 year(s) 11 month(s)
 Leaving date 29/10/2010
 Reckonable service date
 Length of reckonable service 1 year(s) 11 month(s)
 Last working day
 Re-employable Yes

6 Entering Holiday Pay

A fast input screen has been created for entering Holiday Pay. This must only be used for a person who is a leaver. It **must not** be used where an employee is transferring to another University department as their leave records must transfer with them. Leave and sickness records should be transferred to the new department.

If you attempt to enter holiday pay information after the payroll deadline for a particular month, you will be unable to, a message notifying you that the contracts are locked will be displayed.

 Changes cannot be saved for a locked contract.

Holiday Pay should be entered in the last month in which the person is working, before the payroll deadline, so that holiday pay is included in their final payslip.

To access the holiday pay screen:

1. Select the Payroll menu



6. Ensure that the correct person's name is displayed.

Employee payroll number	Employee name
<input type="text" value="10002955"/>	Mr David P Thomas

If you enter an incorrect payroll number an error will be displayed

 Invalid employee payroll number entered.

7. Where an employee holds one position the details will be displayed to the right of their name.

Employee payroll number	Employee name	Job
<input type="text" value="10002955"/>	Mr David P Thomas	Maintenance Assistant (Department of Zoology, 12/09/1987) (Current) ▼

8. If the employee holds more than one position you will need to click the drop down arrow to the right hand side of Contract and select the person's position. This will have (Current) after it.

Job

(Contract)

Cleaner (Department of Zoology, 02/04/2002) (Current)

Cleaner (Department of Geography, 23/03/2010) (Current)

9. Enter the number of days leave

Days of leave
<input type="text" value="2.00"/>

10. Click on the  button. The screen will clear and this will show that the changes have been saved

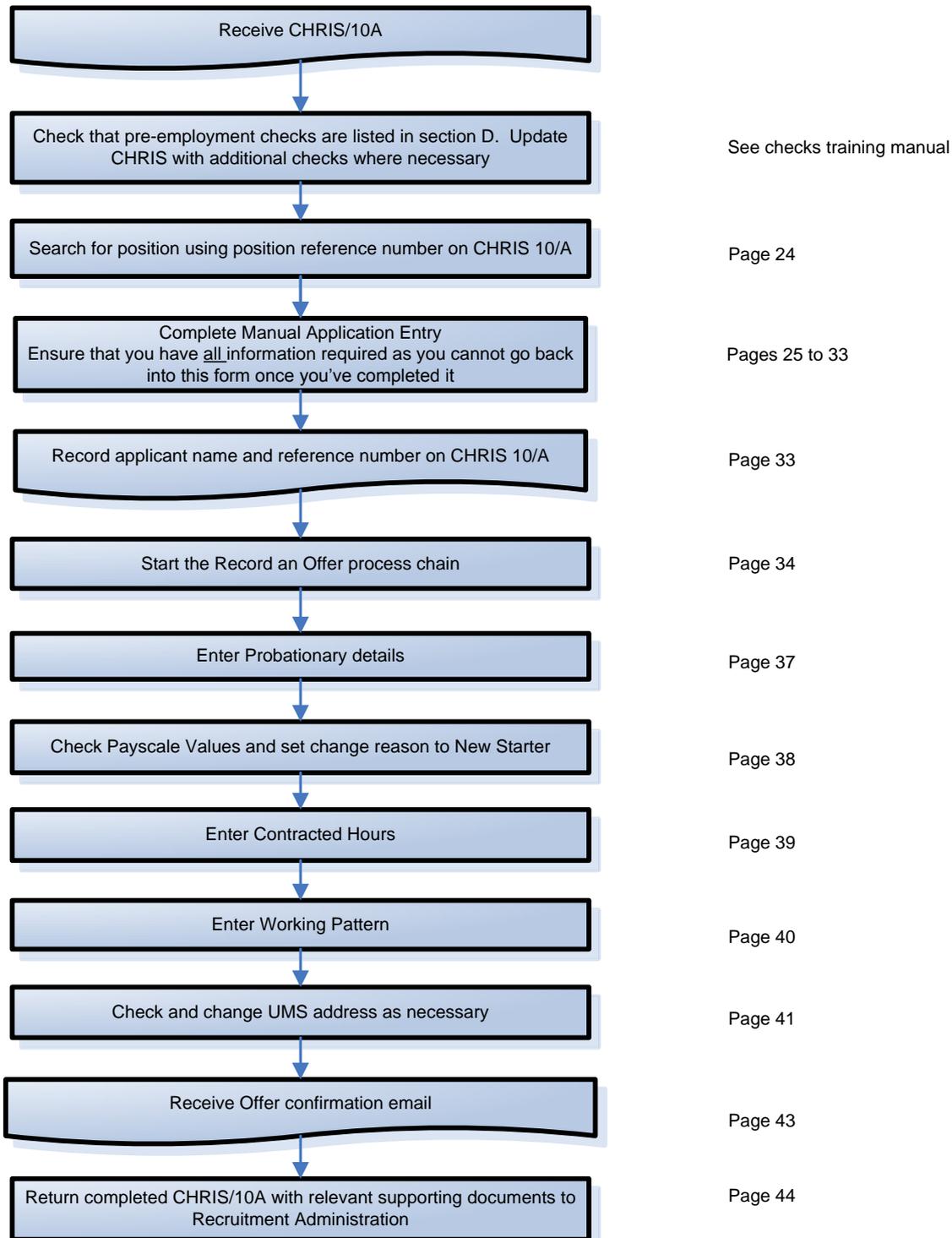


Employee payroll number	Employee name	Job	Days of leave
<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00

11. To return to the normal view of the screen, click on the Normal View button in the top right hand corner of the screen.



7 Flow diagram of Recruitment Process



8 Creating an Applicant Record

Posts and Positions will be created from information provided on CHRIS/1 or CHRIS/2 form for academic, academic-related and assistant jobs. For other appointments, recruitment administration will create a position on CHRIS using the data entered in RAS when a job is advertised. The recruitment administration team will create a requisition and you will receive a pre-printed CHRIS/10A form to be used when you have entered the details of the preferred candidate into CHRIS using information from their application form or cover sheet from CVs form.

When you receive the CHRIS/10A form it is essential to check that the correct pre-employment checks are listed in section D. **If there is a requirement for an additional check which is not listed on the form– e.g Criminal Records Bureau - you must update the CHRIS system directly.** Please refer to the CHRIS Training web pages for instructions.

8.1 Overlap Appointments (appointments before previous occupant has left)

Where the new employee is a replacement and you need them to start before their predecessor has left, then please email your Recruitment Administrator to ask them to set up an overlap position. You don't need to wait until you have a preferred candidate before you do this. The subject line should be "Overlap for Vacancy XXXXXXXX" and the body of the email should state the earliest date on which you may make an appointment. You must then offer the new starter the newly created overlap position.

8.2 Entering Applicant details

It is advisable to enter the applicant details when the offer has been accepted and a start date has been agreed, so that creating an applicant can be followed directly with the Recording an Offer process chain.

Before you begin this process, it is advisable to check that you have all the required information to hand:

CHRIS/10a

Applicants name, title, date of birth, national insurance number, immigration status, address details, contact details, nationality, ethnic origin, disability information.

The start date of employment

Limit of tenure information where applicable

Probationary period

Grade and scalepoint

Contractual Hours

Working Pattern

University Mail Service Address where the employee is going to work at a different location to the department UMS address.

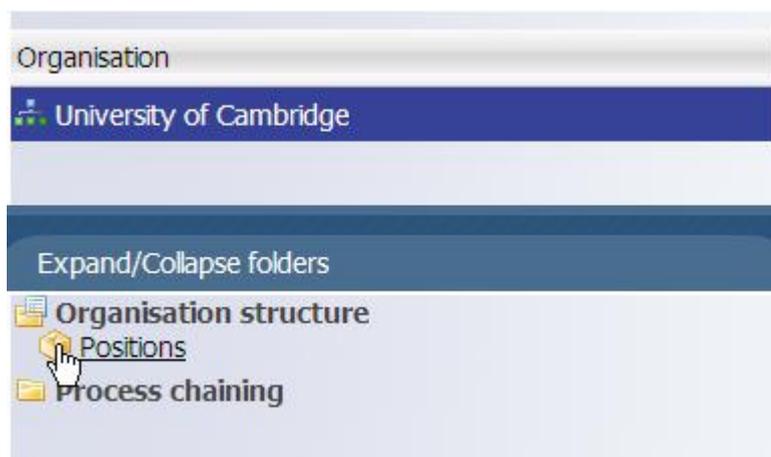
Please note: **You do not need to follow the steps below if applicants have applied for a vacancy using Web Recruitment.** Where an offer has been made and accepted in Web Recruitment and the successful applicant has been transferred into CHRIS you can proceed to the Record An Offer process chain. See section 9, Recording an Offer.

1. Log on using your department recruitment role. (See section 1 for instructions)



2. Search for the position using the position reference number provided on the CHRIS/10A New Appointment Request form.

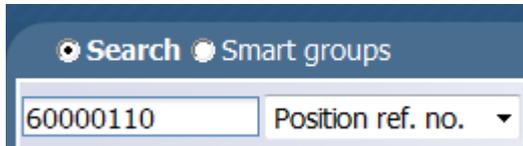
Select Positions



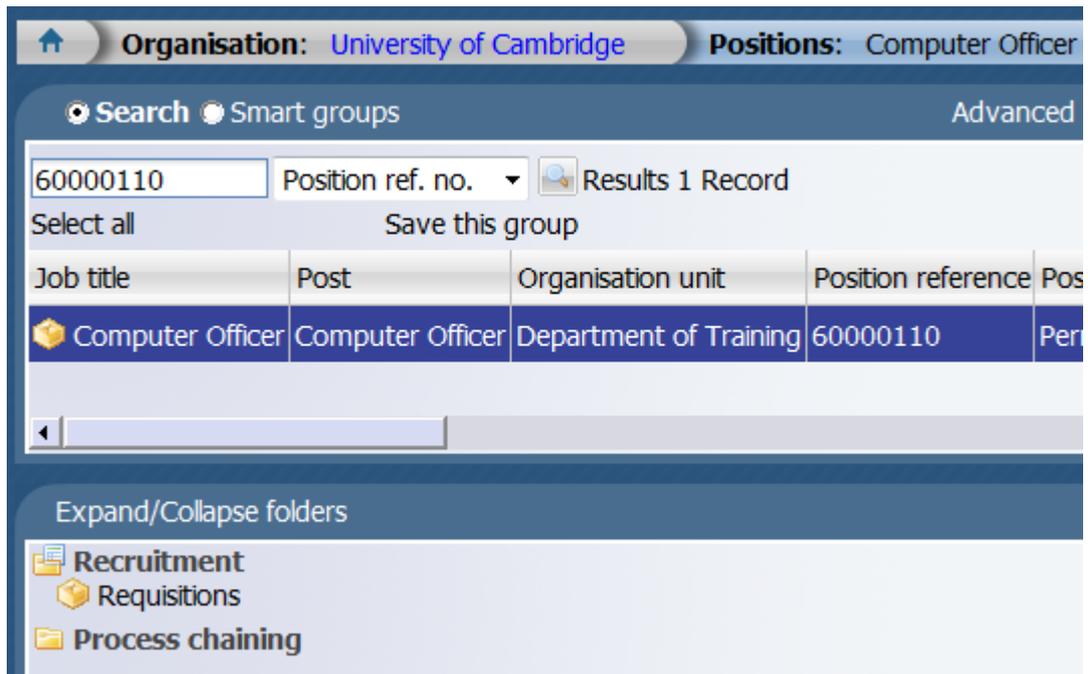
3. Change the search criteria to Position ref. no.



4. Enter the position reference number from section A of the CHRIS/10A

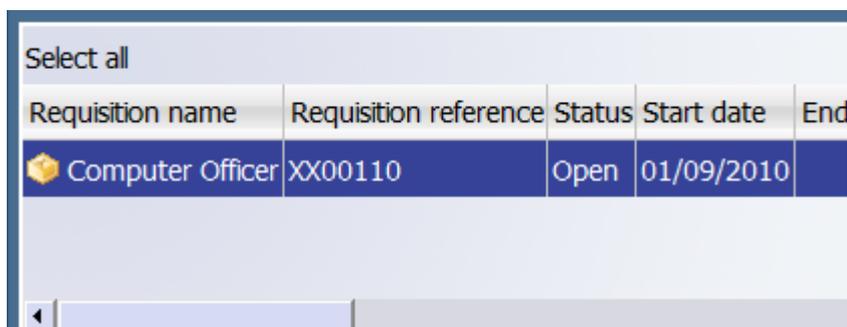


5. When the position is displayed, select Recruitment, Requisitions



Job title	Post	Organisation unit	Position reference	Pos
Computer Officer	Computer Officer	Department of Training	60000110	Per

6. The requisition will be displayed, check the requisition reference against the CHRIS 10/A form.

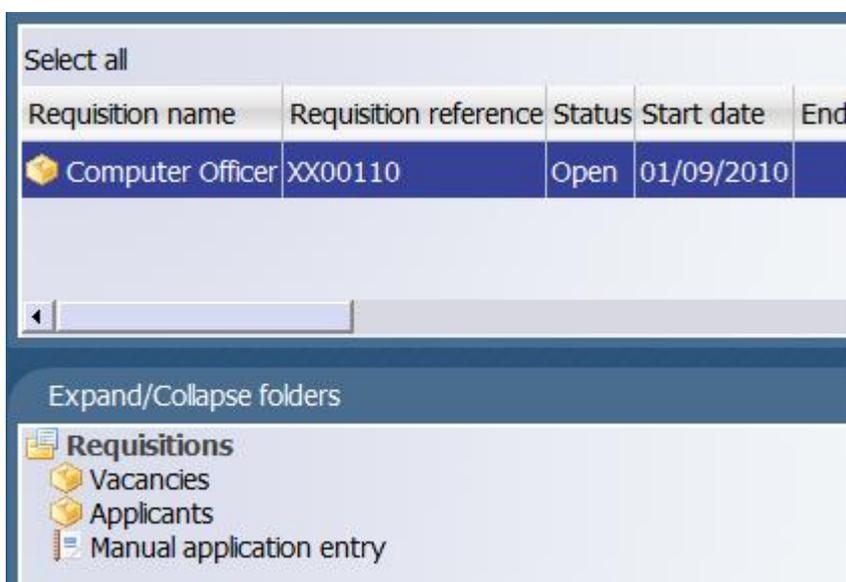


Requisition name	Requisition reference	Status	Start date	End
Computer Officer	XX00110	Open	01/09/2010	

7. **IF** the position has been re-advertised then the previous requisition reference will be displayed above the new one, with the status closed and an end date. Ensure that you select the latest requisition which will be shown with the status Open.

Requisition name	Requisition reference	Status	Start date	End date	Applicati
Junior Library Assistant	VK07689	Closed	25/01/2011	11/03/2011	
Junior Library Assistant	VK08152	Open	27/04/2011		

8. Then select Manual application entry



The screenshot shows a web interface with a table of requisitions and a sidebar menu. The table has columns for Requisition name, Requisition reference, Status, Start date, and End date. One row is highlighted in blue, showing 'Computer Officer' with requisition reference 'XX00110' and status 'Open'.

Requisition name	Requisition reference	Status	Start date	End
Computer Officer	XX00110	Open	01/09/2010	

Below the table is a sidebar menu titled 'Expand/Collapse folders' with the following items:

- Requisitions
- Vacancies
- Applicants
- Manual application entry

9. Enter the effective date as the date of signature on the application form, or the date of the email if the application was sent electronically.
10. The Manual application entry, step one will be displayed



The screenshot shows the 'Manual application entry: Step one' screen. It contains a search instruction: 'Enter at least 2 fields and then click Search. All records matching the fields entered will be returned in the search results, which will then be displayed.' Below this is a section titled 'Employee/ Applicant search' and a blue 'Create' button.



Please ignore the text and click on the button.

Manual application entry: Step one

Enter at least 2 fields and then click Search. All records matching the fields entered will be returned in the search results, which will then be displayed.

Create new external applicant:

Surname

Forename

Title

11. Enter Surname, Forename and select a title from the drop down list. The name that is entered here should match the name on the person's passport. This information will appear on the person's contract. It is essential that this information is entered in proper case.

Create new external applicant:

Surname

Forename

Title

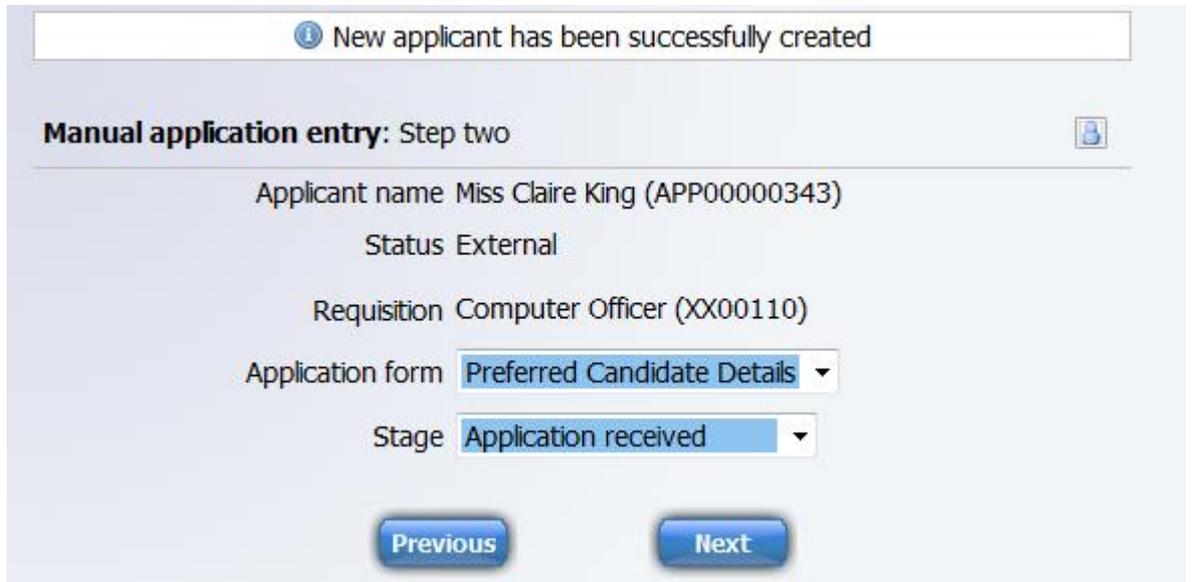


12. Click on the button.

13. Confirmation that the applicant has been created will be displayed.



14. Select Preferred Candidate Details from the application form drop down box and Application received from the Stage drop down box



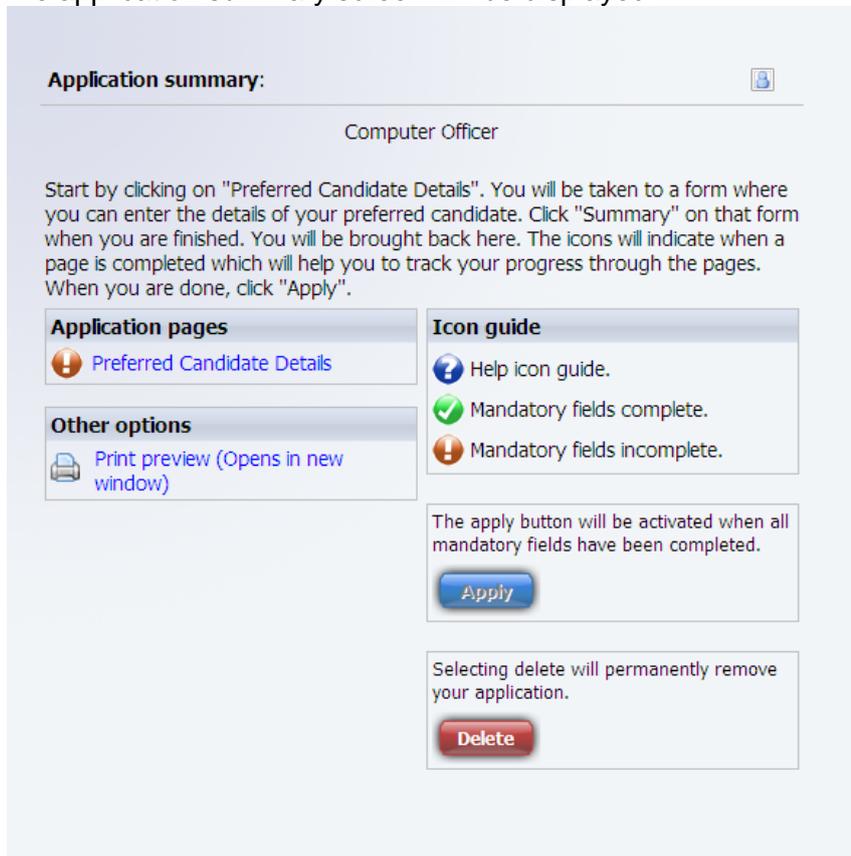
Manual application entry: Step two

Applicant name Miss Claire King (APP00000343)
Status External
Requisition Computer Officer (XX00110)
Application form Preferred Candidate Details
Stage Application received

Previous Next

15. Click on the  button.

16. The application summary screen will be displayed.



Application summary:

Computer Officer

Start by clicking on "Preferred Candidate Details". You will be taken to a form where you can enter the details of your preferred candidate. Click "Summary" on that form when you are finished. You will be brought back here. The icons will indicate when a page is completed which will help you to track your progress through the pages. When you are done, click "Apply".

Application pages

- Preferred Candidate Details

Other options

- Print preview (Opens in new window)

Icon guide

- Help icon guide.
- Mandatory fields complete.
- Mandatory fields incomplete.

The apply button will be activated when all mandatory fields have been completed.

Apply

Selecting delete will permanently remove your application.

Delete

17. Select Preferred Candidate Details



18. In the Personal Details section you must enter gender. Enter date of birth and social security number (UK National Insurance number with a format AA123456A).

Preferred Candidate Details

Page 1 of 1

Personal details

The full, formal name should be entered using a proper mix of upper and lower case letters: e.g., William, not BILL. Where a person has more than one forename, enter them in the separate forname, forename 2 and forename 3 fields, not all in one field. If you are in doubt about the applicant's formal name, their passport can often help.

You must enter the date of birth and (if possible) the National Insurance number if you can as these help us to make sure that the applicant does not already exist on CHRIS. You may be able to get the date of birth from Part 3 of the person's application form but, if not, it will need to be provided to HR before the person starts as their contract cannot be issued without it.

Surname	<input type="text" value="King"/>
Forename	<input type="text" value="Claire"/>
Forename 2	<input type="text"/>
Forename 3	<input type="text"/>
Title	<input type="text" value="Miss"/>
Gender	<input type="text" value="Female"/>
Date of birth	<input type="text" value="23/12/1981"/>
The National Insurance number must be entered in the format XX999999X without spaces.	
Social security number	<input type="text" value="AB000063C"/>

19. In the Immigration Status section select whether or not the applicant is a British/EEA Citizen.

Immigration status

Are you a British / European Economic Area Citizen?

If no, do you already have permission to seek new employment in the UK?

In the Address Details section select Home from the address type drop down box. Please do not use Payslip or Roll Override Address types.

Address details

Enter the candidate's home address. You need to Choose "Home" from the drop-down list & tick the "Mailing address" check box. For UK addresses, please make sure you pick "United Kingdom" from the "Country" drop-down list. You don't need to click "Add".

Address type

Mailing address

House Name

Number/Street

20. Tick the mailing address check box

Address type

Mailing address

21. Enter home address information. Please ensure that you enter the correct information in the correct field name. Please note that Country must be entered and that the United Kingdom is the first entry in the drop-down list. The easiest way to enter this data is to press the Tab key after entering the postcode and then press U.

Address type

Mailing address

House Name

Number/Street

Local Area

Post town

County

Postcode

Country

22. Enter Contact details

Contact details

You need to enter at least one type of contact. If you have more contacts to add (e.g. a home number and a mobile number), then click "Add" to save the first one and let you add a second.

Contact type

Contact detail

Additional contact details can be added if required. Please do not use User email address or Work telephone.

23. Enter Nationality, Ethnic origin and Disability information (or select Not disabled)

Equal opportunities monitoring information

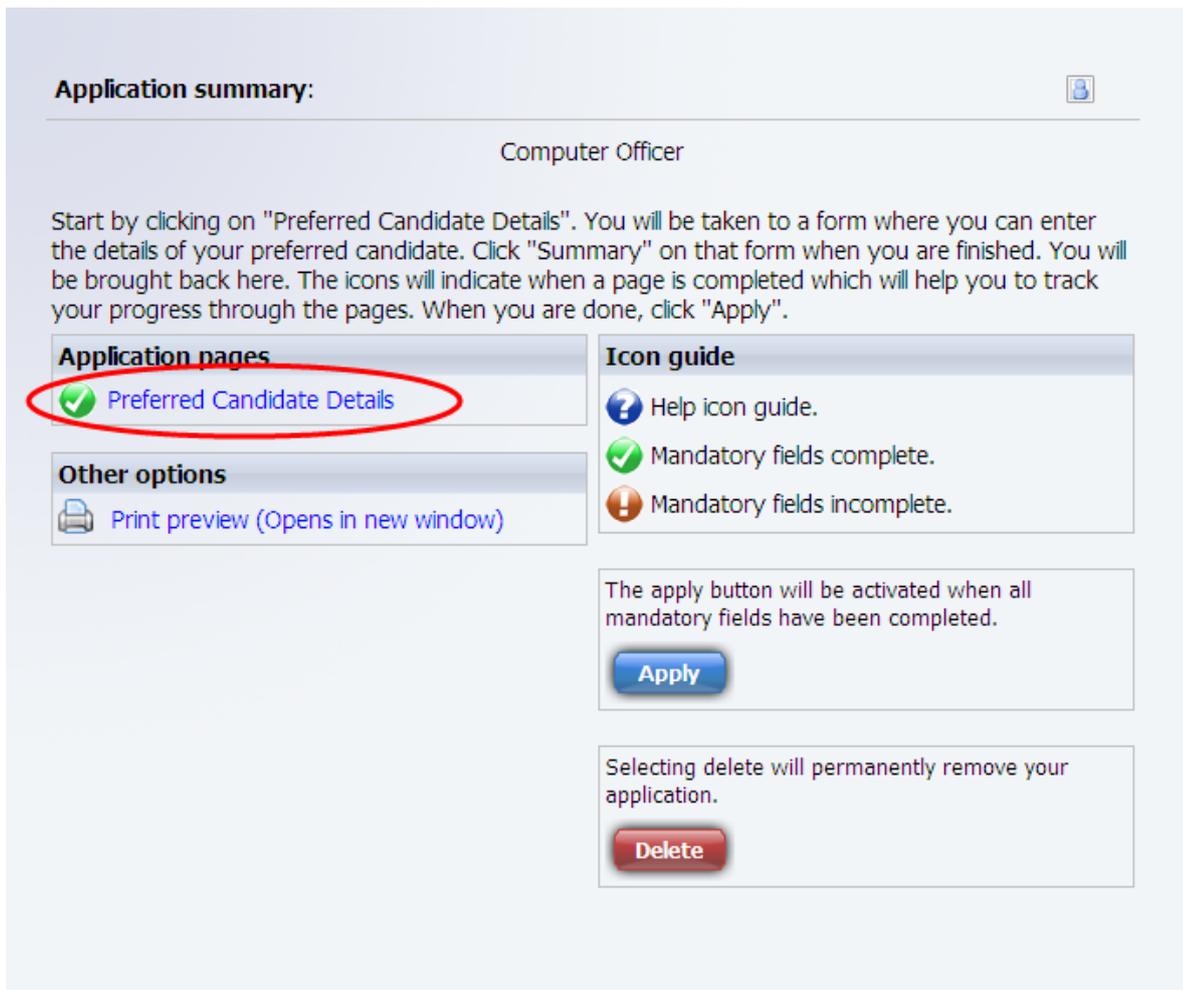
Nationality

Ethnic origin

Disability

24. Click on the  button.

25. The Application Summary screen will be displayed and a green tick will be displayed against preferred candidate details.



26. Click on the apply button



If this button is not available it will be because one of the mandatory fields has not been completed. Return to the preferred candidate details and complete.

9 Recording an Offer

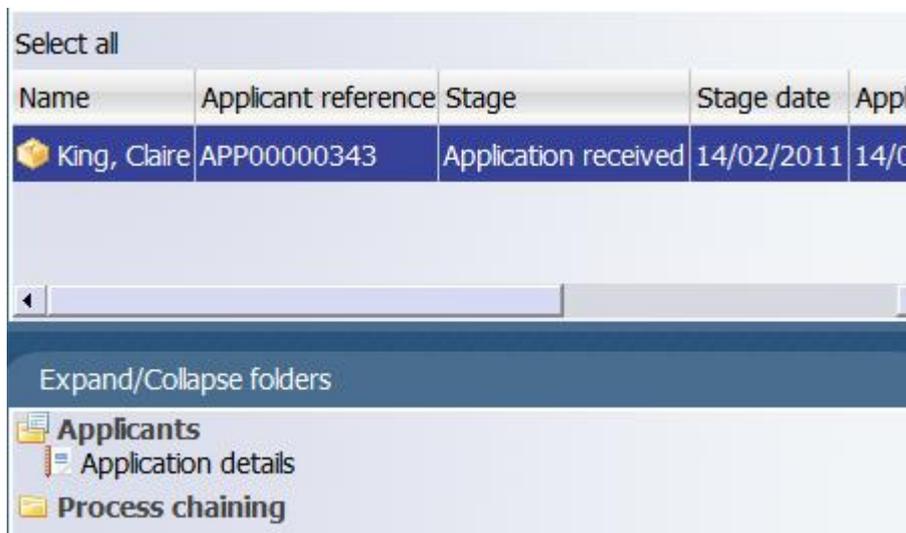
This process chain must be used where the applicant data has been transferred using the Transfer to CHRIS option in Web Recruitment.

When making an offer of employment to your preferred candidate, you should do this using the template offer letter found at:

<http://www.admin.cam.ac.uk/cam-only/offices/hr/employment/appointment/notification.html>.

It contains approved wording on the offer of employment being conditional upon the satisfactory completion of any required pre-employment checks. You must also record that you have made an offer in CHRIS by completing the following steps.

1. Select the applicant and then choose the Process chaining folder
(If you are not carrying out this step directly after recording the applicant details, or your applicant has been transferred from the web recruitment system you will need to navigate via positions, entering the position reference number, selecting Recruitment, requisitions and then selecting applicants)

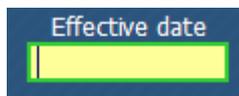


2. Select process chaining



3. Enter the effective date – this should be the start date of employment. If this date subsequently changes you must inform the Recruitment Administration team.

If your preferred applicant requires a Certificate of Sponsorship and therefore their start date is not confirmed you should enter the preferred start date and then this can be changed by informing the RA team once the start date is confirmed.



4. Select Record an Offer and click on Start



5. Step 1 of the process chain will be displayed

Select Offer from the Stage drop down box

Step 1 of 6 Chain: Record an offer

Application details: Computer Officer

Stage details

Applicant

Stage ● ● ●

Stage notes

- Application received
- Appointed
- Offer
- Offer declined by candidate
- Offer withdrawn by University

Mailing job title	Start date	End date
-------------------	------------	----------

6. Select the vacant position and enter the start date of employment.

Offer Details

Vacant positions

Start date

7. Where applicable enter the limit of tenure date and reason (expected occupancy end date & expected occupancy end reason)

Expected occupancy end date

Expected occupancy end reason

- Certificate of Sponsorship
- Chain
- End of Chain
- Extended Retirement Date
- Limited Funding**
- Maternity Cover
- Partly Limited Funding
- Pending recruitment of permanent employee
- Permanent but funding limited
- Project - seasonal work
- Residency Permit
- Rotating appointments
- Secondment
- Sickness Cover
- Specific Project
- Temporary Cover
- Training
- Transitional Duties during re organisation
- Work Permit



8. Click on the  button.
9. A warning will appear about an outstanding right to work check. Please ignore this – the right to work check details will be recorded once you have returned the relevant paperwork with the CHRIS/10A form to the Recruitment Administration team.

 The Right to work in the UK background check is outstanding for this person.
 Changes have been saved.

Step 1 of 6 Chain: Record an offer 



10. Click on the Next button

11. Enter probationary details and location where required

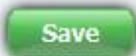
If you are unsure on the length of the probation period which should be used for this type and length of appointment, please refer to the HR web pages at:

<http://www.admin.cam.ac.uk/cam-only/offices/hr/probation/length.html>

Step 2 of 6 Chain: Record an offer  

Vacancy details: Computer Officer

Job title Computer Officer
Start date 01/09/2010
End date
Position reference 60000110
Probationary period Month(s) 
Location 
Occupant Vacant
Reporting unit Department of Training
Reports to Computer Associate
Expected position end date
Expected position end reason



If the expected position end date/expected position end reason have changed since the position was created you will need to complete a CHRIS/50 form.



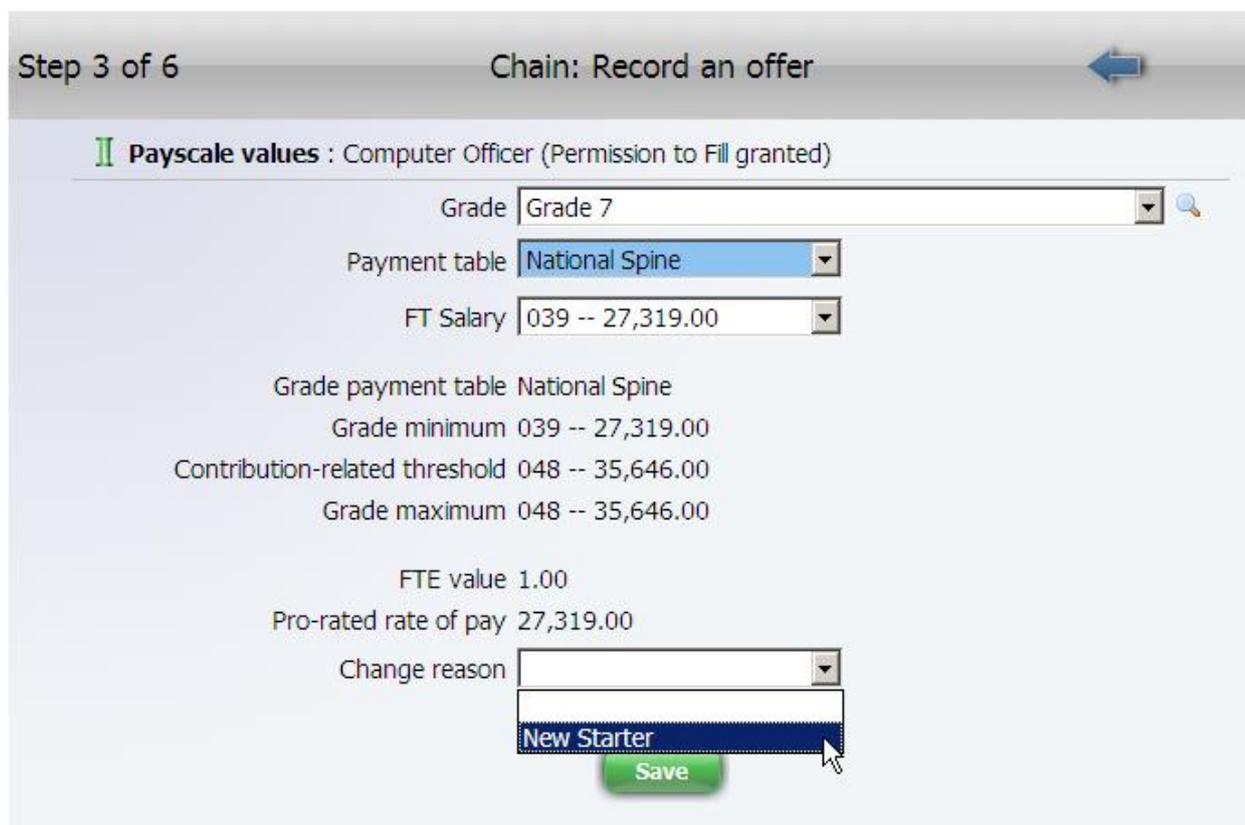
12. Click on the button

13. Click on the next step button



14. The Grade for the position will be displayed. Enter the salary point and enter the change reason of New Starter (please note, you will be unable to progress to the next step until this option is selected).

If you wish to appoint someone above the grade minimum, or if you wish to under-appoint, please refer to the salary determination guidance first. It is found at: <http://www.admin.cam.ac.uk/cam-only/offices/hr/employment/appointment/salary/>



II Payscale values : Computer Officer (Permission to Fill granted)

Grade

Payment table

FT Salary

Grade payment table National Spine

Grade minimum 039 -- 27,319.00

Contribution-related threshold 048 -- 35,646.00

Grade maximum 048 -- 35,646.00

FTE value 1.00

Pro-rated rate of pay 27,319.00

Change reason

15. Click on the  button, and then click on the next step button.

- Enter the contracted hours, where these are less than the full time equivalent. For term-time only staff please complete Section G of the CHRIS/10A form. These changes will be made by the Recruitment Administration team.

Step 4 of 6 Chain: Record an offer

Hours and basis: Computer Officer (Permission to Fill granted)

Contractual Hours II

FTE hours 37.00 II

Category II

Basis II

Type II

Change reason

FTE details

FTE value 1.00

- Click on the  button, and then click on the next step button.

- Select working pattern

Select all				
Type	Pattern name	Start day	Start date	End date
II Allowance Pattern	Calendar week	Week 1 / Day 3	17/02/2010	
II Working Pattern	Mon-Fri default	Week 1 / Day 3	17/02/2010	

19. A Monday to Friday working pattern will be displayed.

Step 5 of 6 Chain: Record an offer

Pattern details: Working Pattern

Pattern information

Type: Working Pattern

Pattern: Mon-Fri default

Pattern days

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
Week 1	01:00	01:00	01:00	01:00	01:00	00:00	00:00	05:00

Save

Where the working pattern is different, click on the magnifier to choose the required working pattern, enter the first day of the pattern, press enter and then choose from the list displayed.

Pattern search Close X

wed Pattern name Results 6 Record

Pattern name	Number
Wed	
Wed,Fri	
Wed,Thur	
Wed,Thur,Fri	
Wed,Thur,Fri,Thur,Fri over two weeks	
Wed,Thur,Sat	

If you are selecting a multi-week pattern and the individual is not starting on the first week of the pattern, you must note this in section J of the CHRIS/10A form so the Recruitment Administration team can make the necessary changes to the start day.



20. Click on the  button, and then click on the next step button.

21. The UMS address for the department will be displayed. This should **only** be changed if the employee is going to work at a different location not within the address specified, so that correspondence will be sent to this address.

Step 6 of 6 Chain: Record an offer

Address: UMS

Address type

House Name

Number/Street

Local Area

Post town

County

Postcode

Country

Start date 01/04/2010



Here are some examples of UMS address formats that must be used. Room numbers should **never** be specified. Valid examples are the Whittle Laboratory and 25 Trumpington Street (for those in the HR Division whose work-base is there).

Address Line Labelled	Usage	Used for
House Name	Whittle Laboratory	Sub-Unit Name
Number/Street	Madingley Road	Street Address
Local Area		<i>Leave blank unless relevant</i>
POSTTOWN	CAMBRIDGE	Post Town
COUNTRY		<i>Leave as United Kingdom</i>
POSTCODE	CB3 0DY	Post Code

Address Line Labelled	Usage	Used for
House Name	Centre for Personal and Professional Development (CPPD)	Sub-Unit Name (<i>Leave blank if not known</i>)
Number/Street	25 Trumpington Street	Street Address
Local Area		<i>Leave blank unless relevant</i>
POSTTOWN	CAMBRIDGE	Post Town
COUNTRY		<i>Leave as United Kingdom</i>
POSTCODE	CB2 1QA	Post Code

In the case of very large Units, it may be reasonable to include Division or Research Group as shown here. In general, this should be avoided as it creates potential future maintenance work.

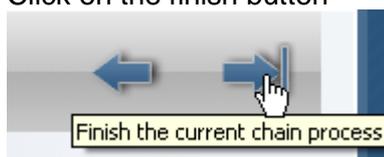
Address Line Labelled	Usage	Used for
House Name	O.E. Group	Sub-Unit Name
Number/Street	Cavendish Laboratory	Building or Institution Name
Local Area	J J Thomson Avenue	Street Address
POSTTOWN	CAMBRIDGE	Post Town
COUNTRY		<i>Leave as United Kingdom</i>
POSTCODE	CB3 0HE	Post Code

For Addenbrooke's Hospital UMS addresses, please use the following format

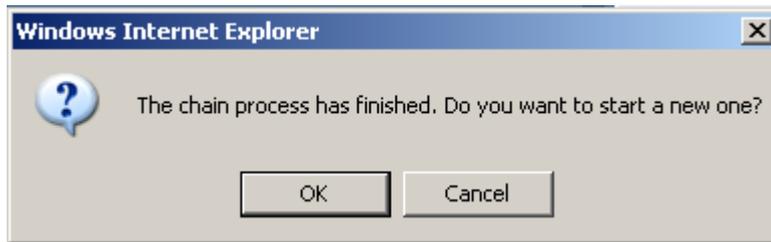
Address Line Labelled	Usage	Used for
House Name	Department of Medicine	Department Name
Number/Street	Box 157, Level 5	Box & Level
Local Area	Addenbrooke's Hospital, Hills Road	Street Address
POSTTOWN	CAMBRIDGE	Post Town
COUNTRY		<i>Leave as United Kingdom</i>
POSTCODE	CB2 0QQ	Post Code

22. Save any changes

23. Click on the finish button



24. You will be asked if you wish to start another chain, select cancel



25. A delete button appears DO NOT use it!

26. You will receive an email confirming that an offer has been made.

Offer confirmation

XX00110
21/03/2011
Miss Claire King

You have recorded an offer of employment on vacancy reference XX00110 (Computer Officer) to Miss Claire King. The details are below.

If the start date of the employment changes (for example, it turns out that the applicant has to start a few days later), then please contact your RA Team Administrator in the Human Resources Division **at once**. You can find their contact details on the [HR contacts web page](#). You can forward this email to them. It contains the information they will need to find the right record.

Requisition	Computer Officer (XX00110)
Applicant	Miss Claire King
Start date	21/03/2011
Limit of tenure (if any)	21/03/2013

This is an automatic notification from the [CHRIS system](#) at the [University of Cambridge](#). If you have received it in error, or you have any questions about its contents, then call the CHRIS helpdesk on 01223 (7)60999 or send an email to chrishelpdesk@admin.cam.ac.uk.

27. Return the completed CHRIS/10A form, with the relevant supporting documents as detailed in section I to the Recruitment Administration Section, HR Division.

Section I - Attachments	
For each document in this question, tick to indicate whether it is attached or not applicable.	19. Documents
	Copy of honorary contract for clinical appointments
	Curriculum Vitae
	Offer letter
	Acceptance letter
	Completed application form / cover sheet for CV application
	Copy of letter from Council of the School granting Recruitment Incentive Payment
	Appointments Committee minutes
	Original documents "Right to be resident in the UK" seen; signed copy attached
	Application for CRB check/ISA registration (this is the same form from July)
	Application for a certificate of sponsorship and supporting documentation

10 Vacancy Summary

Before returning the CHRIS/10A form to the Recruitment Administration team you may want to check all the details of the offer you have made.

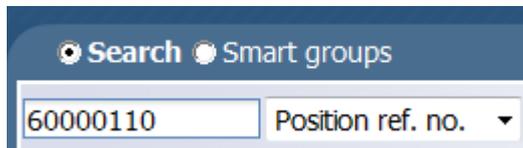
1. Select Positions



2. Change the search criteria to Position ref. no.



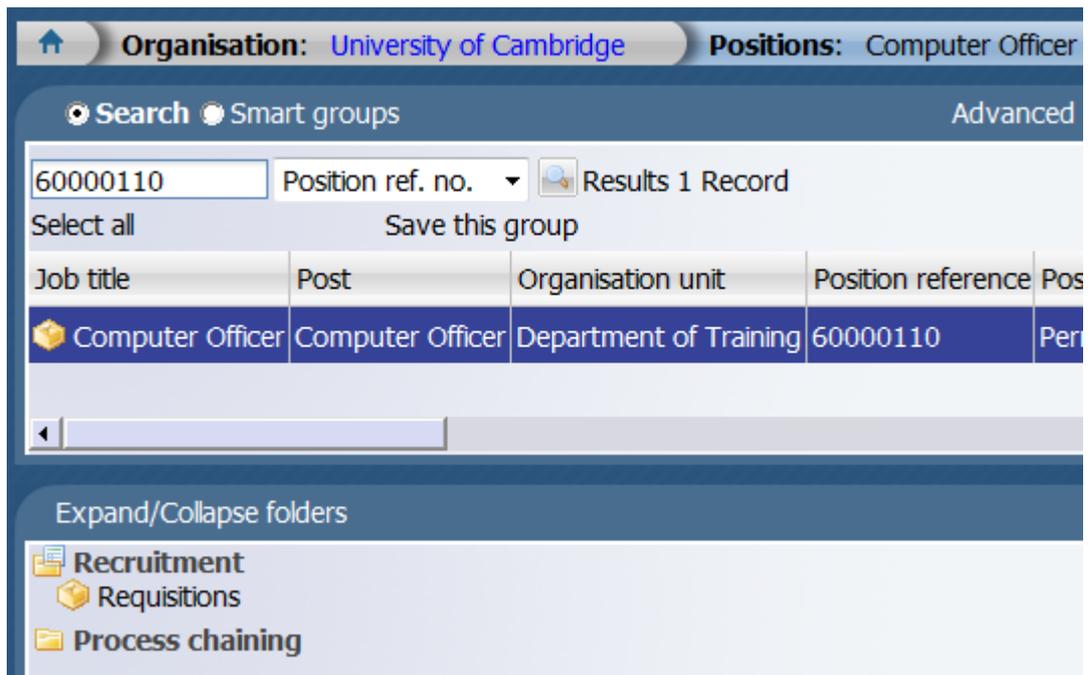
3. Enter the position reference number



Search Smart groups

60000110 Position ref. no.

4. When the position is displayed, select Recruitment, Requisitions



Organisation: University of Cambridge Positions: Computer Officer

Search Smart groups Advanced

60000110 Position ref. no. Results 1 Record

Select all Save this group

Job title	Post	Organisation unit	Position reference	Pos
Computer Officer	Computer Officer	Department of Training	60000110	Per

Expand/Collapse folders

- Recruitment
 - Requisitions
- Process chaining

5. Click on Vacancies



Expand/Collapse folders

- Requisitions
 - Vacancies
 - Applicants
 - Manual application entry
- Process chaining

6. Click on the Vacancy Summary



7. Enter the effective date as the Start date of employment
8. The summary form will be displayed. Click on Expand all to see all the information.

Vacancy summary: Computer Officer

Position details

Occupant Vacant
Job title Computer Officer
Position reference 60000110
Occupancy start
Occupancy end
Expected occupancy end date
Expected position end date
Location Not specified
Structure workflow group
Organisation unit Department of Training
Position status
Effective from 

+ Reporting manager

[Expand all/collapse all](#)

+ History

+ Workflow group roles

+ Category, Basis and Type

+ Hours

Please note – the summary will show the occupant as vacant as the preferred candidate details will not have been transferred into the position yet. This will be done by the Recruitment Administration team when all the checks have been carried out. This summary is used to check the details entered in the Record an offer process chain.

11 Offer Declined by Candidate

Where an offer is subsequently declined by the candidate, the following steps should be completed:

1. Select Positions



2. Change the search criteria to Position ref. no.



3. Enter the position reference number

Search Smart groups
60000110 Position ref. no.

4. When the position is displayed, select Recruitment, Requisitions

Organisation: University of Cambridge Positions: Computer Officer
Search Smart groups Advanced
60000110 Position ref. no. Results 1 Record
Select all Save this group

Job title	Post	Organisation unit	Position reference	Pos
Computer Officer	Computer Officer	Department of Training	60000110	Per

Expand/Collapse folders

- Recruitment
 - Requisitions
- Process chaining

5. Click on Applicants

Expand/Collapse folders

- Requisitions
 - Vacancies
 - Applicants
 - Manual application entry
- Process chaining

6. Click on Applicant Details

Select all						
Name	Applicant reference	Stage	Stage date	Application date	Active/Dormant	Sp
 King, Claire	APP00000343	Offer	21/03/2011	14/02/2011	Active	

Expand/Collapse folders

-  Applicants
 -  Application details
 -  Process chaining

7. This will display the Application details form

Application details: Computer Officer 

Stage details

Applicant:

Stage: ● ● ●

Stage notes:

Offer Details

Offered vacancy: Computer Officer (60000110)

Vacant positions:

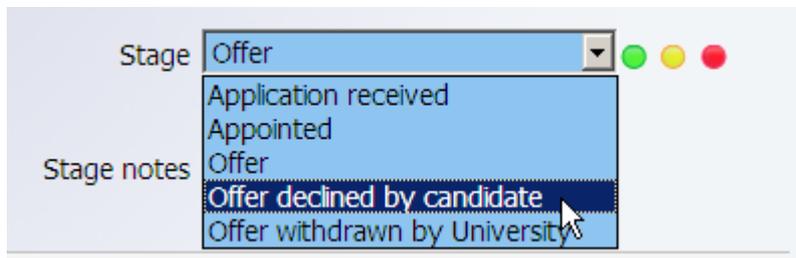
Start date: 

Expected occupancy end date: 

Expected occupancy end reason:

Mailing job title	Start date	End date

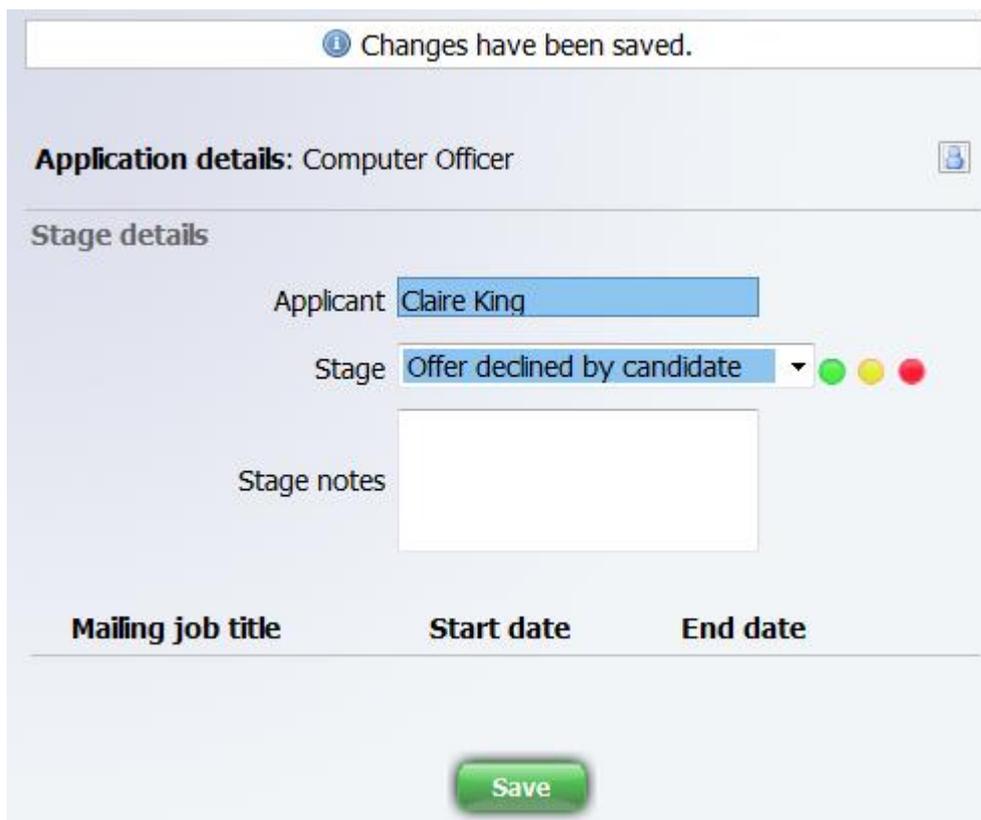
8. Select Offer declined by candidate from the Stage drop down list



If this option is not available (because the Recruitment Admin Team will have already appointed them) you must contact the Recruitment Admin team to inform them.



9. Click on the  button
10. Confirmation that changes have been saved with be displayed



11. An email will automatically be generated and sent to the Recruitment Administration team to let them know. This will then stop any checks being carried out.

Please Note. When you get your new preferred candidate follow the same steps (from section 4 onwards)

12 Offer withdrawn by University

When relevant pre-employment check documentation is returned to the Recruitment Administration team with the CHRIS/10A form, they will provide this to the Compliance team for processing. Your preferred candidate will not be able to start work until legally required pre-employment checks have been completed satisfactorily.

If a pre-employment check required for a post is not completed satisfactorily for a preferred candidate, the consequences of this will be dependent upon:

- The check concerned
- Relevant legislation
- The post
- Other employment opportunities available within the University

The matter will be referred by the Compliance team to the relevant HR Business Manager and the Head of Department/Institution for consideration and a decision. Possible outcomes include amended duties, redeployment, withdrawal of an offer of employment or dismissal.

If the outcome was withdrawal of an offer, then the Recruitment Administration team would then amend the Stage to 'Offer withdrawn by University' on the Application Details form.

Initial Systems Development for Recruitment

