

An update on Employment Approvals

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Prepared by: HR Transformation Programme

Prepared for:

- Directors of Professional Services and Directors/Heads of Service
- Line managers of school/department administrators who support HR processes
- School/department administrators who support HR processes.

What this briefing covers

This briefing outlines the Employment Approvals approach – how new posts and changes to posts are approved in the University – which will launch at the same time as the HR parts of the People and Money system go live in October 2020.

There will be a separate briefing on the financial approvals approach which has been set up for the finance launch of the People and Money system in April 2021.

Why are we making this change?

Authority for the appointment and promotion of staff is delegated in accordance with the University's Delegated Authorisation Schedule.

Offers of employment require authorisation by the Main Budget Holder.

Promotions or offers to increase salary or make other payments to staff over and above their contracted salary entitlement require authorisation by the Main Budget Holder.

For the purposes of the University employment approvals approach the main budget holder is defined as the Head of College or Head of Professional Service Group

Analysis of the current state PRAF/ PAG approval processes developed through Process Design workshops with colleagues, from around the University and signed off as part of the HR Transformation Blueprint and Business case, highlighted the inconsistency in approach across the six budget holder areas. This found that the:

- Criteria for approvals is inconsistent;
- Process for approvals inconsistent;
- Approval routes are inconsistent;
- Authorisation levels are inconsistent.

What is covered by the Employment Approvals approach?

The Employment Approvals approach applies to all internally and externally funded proposed employment change requests. The introduction of a consistent approach means colleagues in Schools, Colleges and Professional Service Groups will use common ways of

working supported by People and Money system.

The default approval level for most employment change requests is the Main Budget Holder (Head of College / Head of Professional Service Group). However, a small number of requests will be approved by the Head of School / Head of Department instead. Check the table below for the types of requests and who approves them.

In addition, for 100% externally funded posts (i.e. those that have no implications for internal funding), the Head of School is accountable for research grant sign off and associated resourcing decisions with the approval step being undertaken by the Director of Professional Services on behalf of the Head of School.

Approvals managed in the system

When People and Money is launched, recruitment related requests will be approved in the system, automatically passing to the right person for approval.

In the next phase of the People and Money launch, Phase 2 is coming in February 2021, job change approval requests will be automated in the system. In the interim period line managers or School/Department administrators will complete relevant form (OCR, Form 13) seeking approval in line with the new employment approvals table and attach to interim form in HR Helpdesk.

Types of requests and approvals

The table below shows the key employment approval types and who approves them:

Approval Types	Posts	Main Budget Holder	School/ Department Budget Holder	Approval workflow effective
Additional allowances	Allowances such as: acting up, on-call, out of hours, etc.		*	Phase 2
Change of salary code	Change of Salary Coding's from external funds (J, E or R Job Code) to internal funds (T or G) irrespective of amount.	*		Phase 2
Chair appointments	Follows normal approval but has additional step of approval to Principal.*	*		Phase 1
Clinical posts	Any clinical professorial post.	*		Phase 1

Envelope submissions	All new Envelope Submissions* (or increases to existing Envelope Submissions)	*		Phase 1
Envelope submissions	Individual vacancies where an Envelope Submission has been approved (unless to increase the size of the envelope)		*	Phase 1
Extension to contract (> 6 months)	Extensions of Internally funded Fixed Term Contract roles where there is an additional internal cost.	*		Phase 2
Extension to contract (< 6 months, including any previous extensions)	Extensions of Internally funded Fixed Term Contract roles where there is an additional internal cost.		*	Phase 2
Externally funded posts	Roles that do not have a financial implication for the full duration of the commitment .i.e. externally funded posts. Note: the Head of School is accountable for research grant sign off and associated resourcing decisions with the approval step being undertaken by the Director of Professional Services on behalf of the Head of School. This approval task can be delegated to the relevant finance administrator.		*(see Note)	Phase 1
Fixed Term Contracts to Open Ended Contract conversions	All transfers from Fixed Term to Open-ended status irrespective of funding source	*		Phase 2
Guaranteed hours envelope *	All new Guaranteed Hours Envelope Submissions* (or increases to existing Envelope Submissions)	*		Phase 1

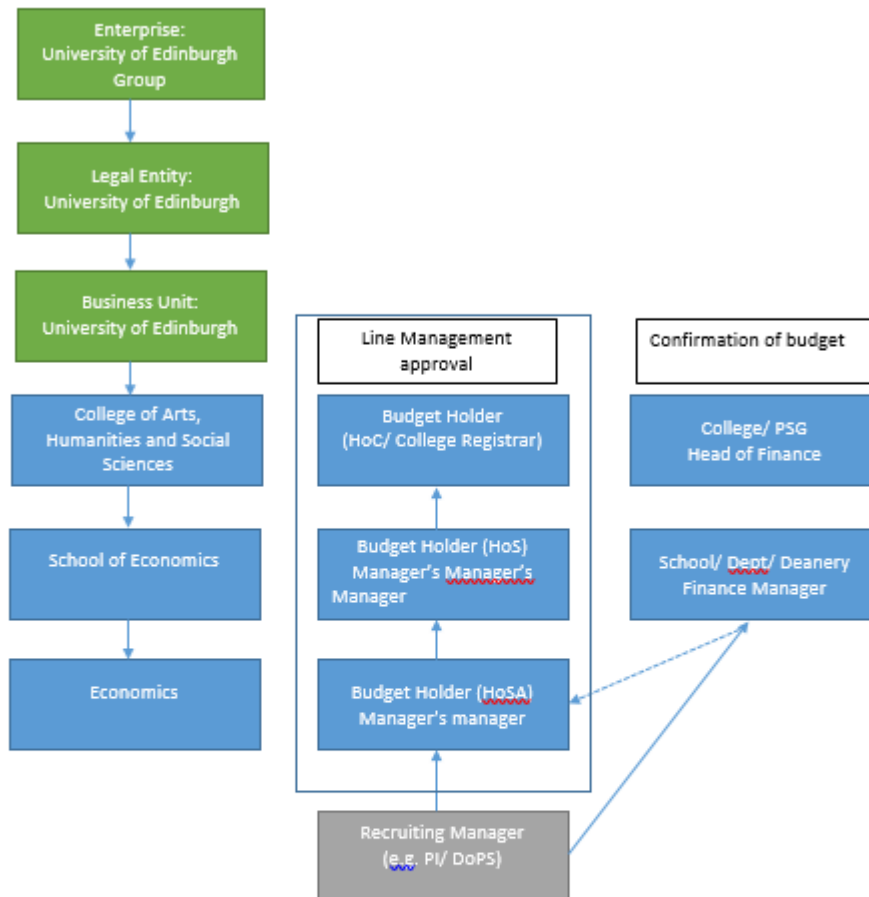
Increase in hours (Increase is for > 10 hrs per week or more for 6 months or more).	Increase in hours where there is an additional internal cost.	*		Phase 2
Increase in hours (Increase is for < 10 hrs per week or more for 6 months or more).	Increase in hours where there is an additional internal cost.		*	Phase 2
Increase of salary contributions (> 10% increase)	Increase of internal funding salary contribution where there is an additional internal cost	*		Phase 1
Increase of salary contributions (< 10% increase)	Increase of internal funding salary contribution where there is an additional internal cost.		*	Phase 1
New post (> 6 months)	Any new posts to be filled which has internally funded financial implications for any part of the duration of the commitment.	*		Phase 1
New post (< 6 months)	Any new posts to be filled which has internally funded financial implications for any part of the duration of the commitment.		*	Phase 1
Position management	New posts arising from departmental reorganisations or restructuring.	*		Phase 1
Promotions	Promotions with post holder in place <i>Note: Approval process is primarily through structured committee governance.</i>	*(see Note)		Phase 1
Re-gradings	Re-gradings with post holder(s) in place	*(see Note)		Phase 1

	<i>Note: Approval process is primarily through structured committee governance.</i>			
Replacement post	Internally funded non-like for like replacements of posts.	*		Phase 1
Replacement post	Internally funded like-for-like replacements of posts.	*		Phase 1
Secondments	Any secondment roles which have internally funded financial implications for any part of the duration of the commitment	*		Phase 1
Splitting of a position into fractions or job shares	May or may not have a financial implication but will increase the number of positions in a school/ department	*		Phase 1
Student experience envelope *	All new Student Experience Envelope Submissions* (or increases to existing Envelope Submissions) e.g. for Students employed in designated 'Student Experience' posts (J fixed term reason code) and 'Employ.ed' posts (D2 fixed term code) roles. The contract should last no longer than the successful candidate's period of study*		*	Phase 1
Temporary absence cover	Sickness or other absence cover which have internally funded financial implications for any part of the duration of the commitment	*		Phase 1
Temporary absence cover	Any maternity cover (or other equivalent leave) which have internally funded financial implications for any part of the duration of the commitment	*		Phase 1

UE10 posts	Any UE10 academic, professional or support post.	*		Phase 1
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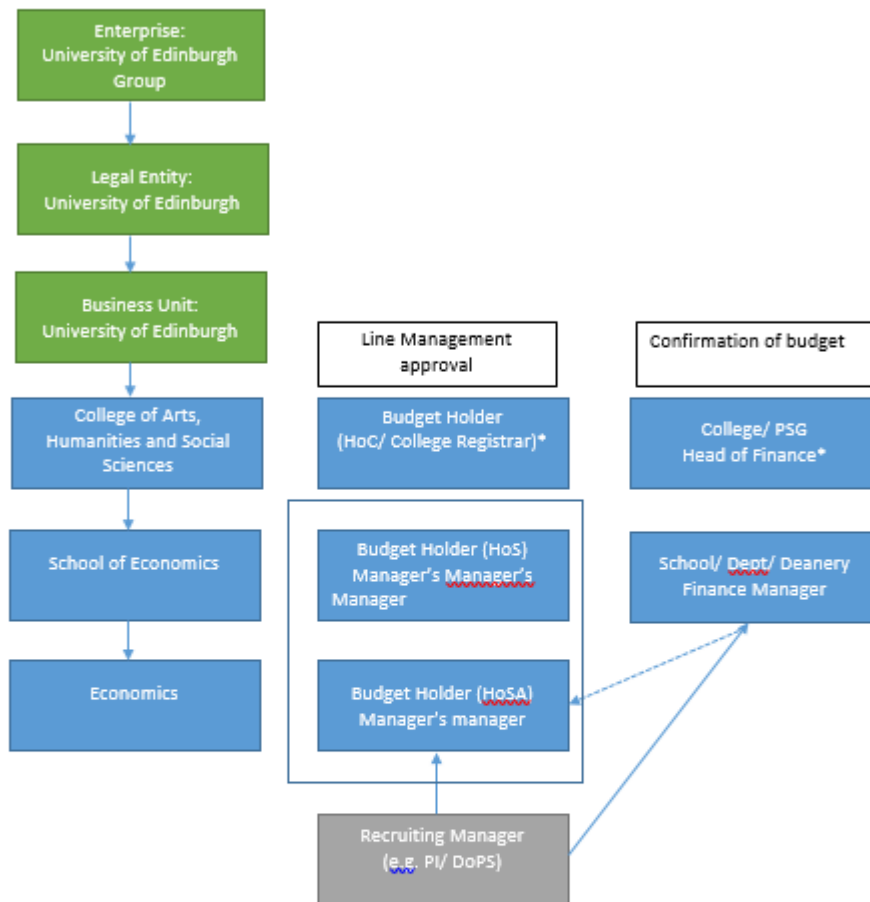
Approval Routing

Main Budget Holder Approval Route (internally funded)



Step where confirmation of budget comes from School Finance Mgr. →

Head of School / Department Approval Route (internally funded)



Step where confirmation of budget comes from School Finance Mgr. →

Reporting functionality will be used to ensure budget holders are kept informed of approvals in their area.

FAQs

How will the People and Money system support this?

The approval routing has been built in the People and Money system which means that line managers will receive notifications for approval/ rejection in the system and via email. Approvals will automatically pass onto the next person for approval.

Is delegation possible?

We want all our people to do the work that they are best placed to do – whether that's academic research and teaching or a professional services role. The People and Money system is designed to give us all an intuitive, digital way to get simple jobs done quickly.

This means once the system is live we'll each be responsible for doing simple tasks to do with our own information, and the people and budgets we manage. By default, these won't go to administrative or other support staff to complete.

A line manager can delegate approval to an individual for a period of time. E.g. to cover sickness or annual leave.

If a line manager delegates approval to someone else, such as a school/department administrator, they retain accountability for the approval.

It is not possible to delegate approval to a team or group of individuals.

You can't delegate your whole role, or individual tasks, to someone else.

Why have we set the system up this way?

People and Money has been set up to fulfil the University Employment Approval process via in-system workflow. This will provide real time approval and visibility of where the request is sitting.

What does this mean in practice?

It is important that line managers prioritise the employment approvals and when they receive a notification they review the request and approve or reject as appropriate. This will minimise the amount of time overall an approval should take. **What learning support is available?**

User guides will be available for line managers on "How to approve/reject annual leave".

Where can I get more information on People and Money?

Information will be posted on edin.ac/peopleandmoney including demos, guides to key changes and information on local guides.

Where can I get more information on the Finance Approvals approach?

As we approach the launch of the finance parts of People and Money in April 2021, information will be posted on edin.ac/peopleandmoney including demos, guides to key changes and information on local guides.

Do I still need to complete a Post Recruitment Approval Form (PRAF)?

No, we have reviewed our A-Z forms to reflect changes in business processes in advance of the People and Money launch. There is a new form, called the Job Requisition Business Case which replaces the PRAF will need to be completed and attached in the Job Requisition online process. This change in process is effective from 28 October 2020.

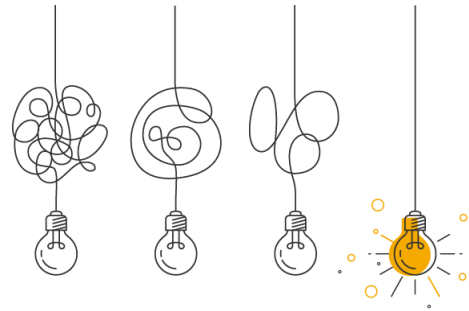
What is included in the new Approval process (I mention it here as we reference it above but don't mention it)?

A new standard University's Employment Approval process will commence with approval workflow build into the people and Money system. Post Request Approval Forms which were approved after the 1 October will need to be held and input into People and Money and reapproved.

People and Money.

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Quickly and simply.



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