Hourly Paid Workers App for Extensions & Leavers – Approvers

All Hourly Paid approvers have been set up to approve hourly paid worker requests within their allocated departments or faculties. This new Hourly Paid Worker App has been designed to allow all requesters and approvers to easily manage their hourly paid worker contracts.

This guidance document gives a step by step guide to what you as an approver need to do to authorise contract extensions within your department/faculty.

Process

> The line manager of the hourly paid worker will receive a notification email one month before the end date of an hourly paid worker's contract notifying them that it is due to expire.

> The line manager will be asked contact one of their departmental requesters before the end date of the contract and advise if they wish to extend or end the contract.

> If no action is taken, a reminder email will be sent to the line manager one week before the hourly paid worker's contract is due to expire and if following this email, action is still not taken, the hourly paid worker will automatically be ended the date after their expected occupancy end date.

➢ As an approver, you will receive an automated email if you have any requests to approve. You will need to Login to the Hourly Paid Worker App using your normal university username and password. Once you have logged in, you will need to click on the "I need to review extension requests" button.

➢ You will see a list of all the hourly paid worker requests for extension of contracts that you will need to either authorise or reject. If you need to search for a particular individual or line manager, you can do this by using the search button at the top right hand corner.

Approver's page
Department: Hospitality

There are currently 7 in requiring approval.

Your outstanding tasks for hourly paid workers are listed below:

[Authorise or reject Extend requests]

Show [10 ▼] entries

Search: [   ]

User ID	Forename ▲	Surname ▲	Job Title	Occupancy Start Date	Exp Occ End Date	Occ End Date	Leaving Date	Request	Request Exp Occ End Date	Authorisation Response	Auth Comment
va358	Victoria	Abbott	Casual Food & Beverage Support	21/02/2018	31/01/2020			EXTEND	11/09/2022	Selec ▼	
nyaa20	Nana	Ackah	Casual Food & Beverage Support	09/10/2018	09/10/2019			EXTEND	31/10/2019	Selec ▼	

Authorising a request

➤ If you wish to authorise a request, you will need to choose the "Approve" option from the pull down menu under the "Authorisation Response" tab and then press the "Authorise or reject Extend requests" button that can be found at the top and the bottom of the page.

Your outstanding tasks for hourly paid workers are listed below:

Authorise or reject Extend requests

Show 10 entries   Search:

User ID	Forename	Surname	Job Title	Occupancy Start Date	Exp Occ End Date	Occ End Date	Leaving Date	Request	Request Exp Occ End Date	Authorisation Response	Auth Comment
va358	Victoria	Abbott	Casual Food & Beverage Support	21/02/2018	31/01/2020			EXTEND	11/09/2022	Appr ⌄	
nyaa20	Nana	Ackah	Casual Food & Beverage Support	09/10/2018	09/10/2019			EXTEND	31/10/2019	Selec ⌄	

➤ Once this has been submitted the expected occupancy end date will be automatically updated with the new requested date in iTrent and on the App. A confirmation email with the new end date of the contract will be sent to the hourly paid worker copying in the line manager.

➢ If you wish to reject the request, you will need to choose the "Reject" option from the pull down menu under the "Authorisation Response" tab and you must also state the reason why you are rejecting the request in the "Auth Comment" box. Once you have stated the reason you will need and press the "Authorise or reject Extend requests" button.

➢ The departmental requester will then be able to see that the request has been rejected and the reason why when they next login to the App.

➢ The hourly paid worker will automatically be ended on iTrent the day after their expected occupancy end date and a confirmation email will be sent to the hourly paid worker copying in the line manager.