Hourly Paid Workers App for Extensions & Leavers – Requesters

All Hourly Paid Requesters have been set up to request hourly paid workers 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 requester need to do to extend or end hourly paid worker contracts 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 a requester, 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 make extensions requests" button.
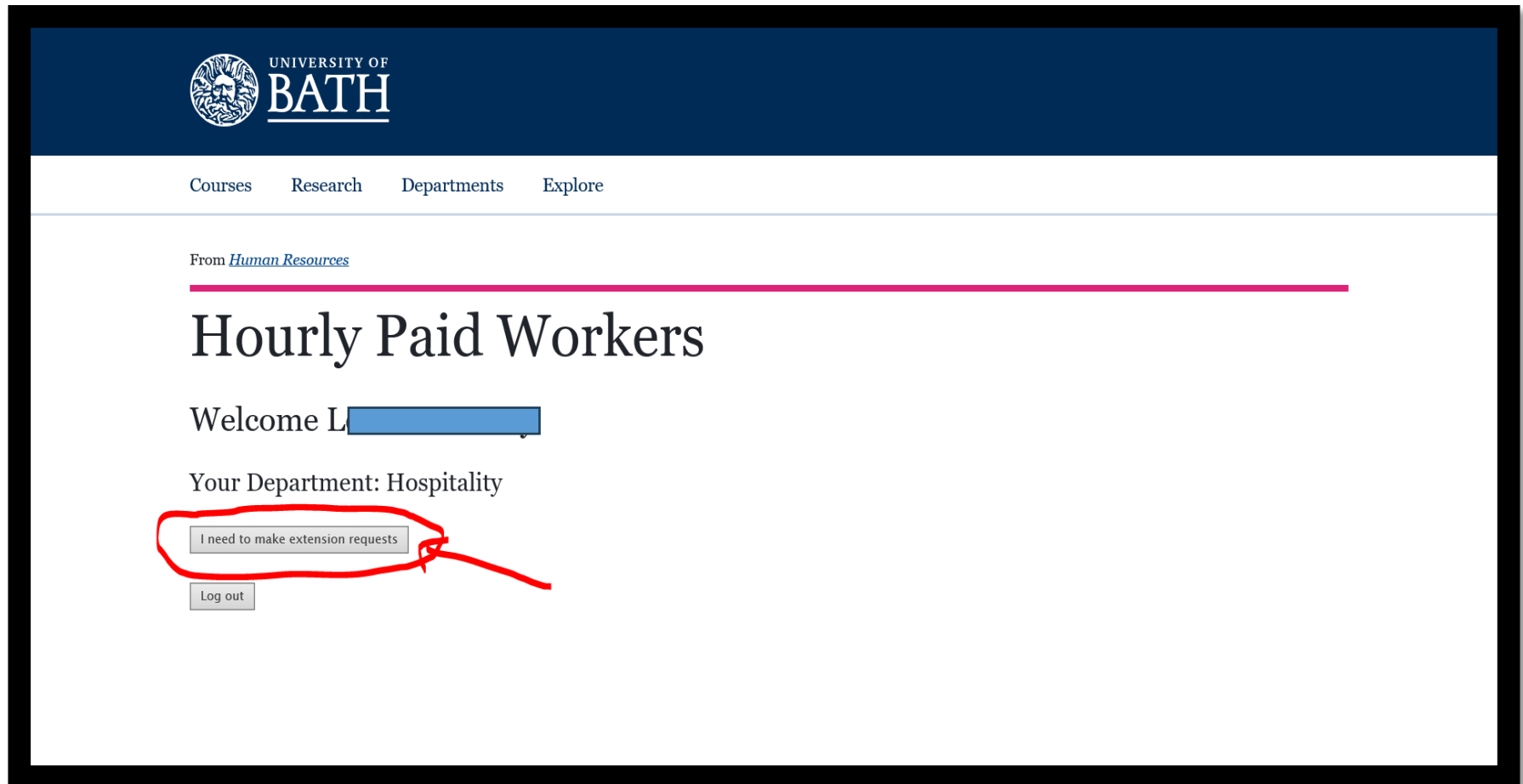
➢ You will see a list of all the hourly paid workers that are currently working within your department, you can use the search box at the top right hand side of the page to search for a particular individual or manager.

> Once you have found the hourly paid worker, under the "Occupancy End Date Request Type" there will be a drop down menu box and you will have the option to pick End or Extend.

Ending Contracts

> If you request to end the contract, you will need to state the date in which you would like the contact to end in the "Requested Occupancy End Date" box, this date cannot be earlier than the date you make the request or later than the expected occupancy end date e.g. if you are doing the request today (18/09/19) and worker has an expected occupancy end date of 31/12/19 you can only submit an end date between 18/09/19 – 31/12/19.

> No approval is required to end a contract, so once you have selected the option to end and entered the end date you will need to press the "Submit End or Extend requests" button that can be found at the top and the bottom of the page.

Staff who are hourly paid workers are listed below

Submit End or Extend requests

Show 10 entries

Search: buck

User ID	Forename	Surname	Job Title	Manager Name	Occupancy Start Date	Exp Occ End Date	Occ End Date	Leaving Date	Occupancy End Date Request Type	Requested Occupancy_End Date	Request Status	Request Status Change Date
H		B	Casual Food & Beverage Support		10/04/2018	31/12/2019			End	2019-12-23		
S		Buckle	Casual Food & Beverage Support		18/10/2018	18/10/2019			Sele			

Showing 1 to 2 of 2 entries (filtered from 216 total entries)

Previous 1 Next

➢ Once you have submitted this request, the workers contract will end on the date you requested automatically within iTrent and a confirmation email will be sent to the hourly paid worker copying in the line manager.

➢ If the hourly paid worker does not have any other position within the University they will be made a leaver, however, they will continue to have access to iTrent until the end of the following month to allow them time to submit any timesheets for hours worked up to the end of their contract expiry date.

Requesting an extension

➢ Once you have found the hourly paid worker, under the "Occupancy End Date Request Type" you will need to choose the "Extend" option from the pull down menu.

Requester's page
Department: Hospitality
Number of HPWs: 216

Staff who are hourly paid workers are listed below

Submit End or Extend requests

Show [10] entries   Search: [Bu██er]

User ID	Forename	Surname	Job Title	Manager Name	Occupancy Start Date	Exp Occ End Date	Occ End Date	Leaving Date	Occupancy End Date Request Type	Requested Occupancy_End Date	Request Status	Request Status Change Date
██	██	Bu██er	Casual Food & Beverage Support	██	18/10/2018	18/10/2019			Exte ˅	2019-12-31 📅		

Showing 1 to 1 of 1 entries (filtered from 216 total entries)   Previous [1] Next

Submit End or Extend requests

Log out

- You will need to enter the new occupancy end date in the "Requested Occupancy End date" box and then press the "Submit End or Extend requests" button. Once this has been submitted, the departmental approver will then see this request when they login to the App and will be asked to either authorise or reject this request.

- If the approver authorises the request for extension, a new expected occupancy end date will be automatically uploaded into iTrent and a confirmation email will be sent to the worker copying in the line manager. The new expected occupancy end date will then be updated in the App.

- If the approver rejects the request for extension, they must put a reason in the comments section of the App and this will show on your page when you next login. The hourly paid worker's contract will then end the day after the expected occupancy end date and be automatically updated in iTrent. A confirmation email will be sent to the hourly paid worker copying in the line manager.