

Guidance Notes

PART A New Starter – Employers’ Section Schools and Academies(Teaching)

To be completed by Schools’ Personnel/Admin

Purpose

This form is used to collect the information needed to establish the contractual employment records of employees. The data gathered will be used to set up the HR and Pay record of each successful applicant and as such must be completed accurately. The employee should be asked to provide bank details, equality data and pensions information separately, using PART B – Employee Section of this form, for which separate guidance notes are available.

HCC operates an Equal Opportunity policy and we are committed to treating all our employees in a fair and equitable way, regardless of any factor that does not relate to their ability to do the job for which they are employed. The employee will be asked to provide information relating to equality factors, which we will use to support our commitment to having a diverse workforce, representative of the population of Hertfordshire. We analyse this information to monitor the profile of our workforce so we can take positive action to address any areas of under-representation. We are also under a statutory duty to provide the information on the make up of our workforce, so it is essential that this information is obtained.

Use these forms for all New Starters – Schools and Academies (Teaching) (including transfers)

Field Name	What you need to enter	Mandatory Field?*
Start Date of New Employment (top of form)	Enter the start date of the new employment	MS*
Personnel Number (top of form)	<i>This will be completed by the Payroll & HR Team</i> This number will be generated by the payroll system	MS
School Name & Number	Enter the School name & number where the employee will be located	MB

Part One - Employee details

Field Name	What you need to enter	Mandatory Field?*
Employee Details		
Title	Enter the employees preferred title	MB
Last Name	Enter the employees surname or family name	MS*
First Name	Enter the employees given name	MB
Date of Birth	Enter date of birth e.g. 20.05.1979	MS*
NI Number	The employee is required to provide a National Insurance No.	MS*
Is this position residential	If this position requires the employee to be residential, indicate this here	O
Additional Contracts with Hertfordshire County Council	If the employee has other active contracts with Hertfordshire County Council please tick and enter the personnel number(s) and department(s) if known	MS
Permanent Address	Enter full details of the permanent address including telephone and mobile numbers as appropriate. Please ensure the postcode is entered. This is the correspondence address	MS*
LG previous service	Please complete as appropriate if the employee has previously worked for another Local Government employer (including Hertfordshire), giving the date which you have had this verified by the previous employer. (NB: employees are asked to complete the address of any previous Local Government employers in their section of this form). This must be continuous Academies will need to consider if they are honouring service from another local government employer or another academy.	MS

Part Two – Details of Employment

Field Name	What you need to enter	Mandatory Field?*
Details of Appointment		
Job Title	Enter the job title which you wish to see on the contract of employment	MB
Working Hours		
Working Hours	Where the employee is working part time, indicate this and give the percentage of full time worked e.g. One whole day is equal to 20%. Do not enter hours	MS*
Pay Details		
Salary Details	For classroom teachers, enter the full-time salary against the appropriate pay range, plus any allowances payable i.e. TLR, SEN etc. DO NOT QUOTE SCALE POINTS IN THE PAY RANGES. For Teachers on the Leading Practitioner Range, 'Head Teachers', Deputy and Assistant Head Teachers on the Leadership Range, please indicate the salary and the salary range, if applicable, against the appropriate pay range	MS*
Newly Qualified Teacher Induction	Tick this box if the teacher is newly qualified and enter the appropriate Induction start date	MB

Part Three – Employment Details

Starter Reasons/Contract Type	Enter the reason for the appointment If Ill Health/Maternity cover please note who cover is for If Fixed term contract please state reason for appointment and end date	MS*
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Other information

Pensions – Teachers' Pensions Scheme	All employees are automatically opted into the Pension Scheme. Employees leaving one Scheme and joining another should be advised to seek advice from their current Pension provider concerning deferring or transferring their previous pensions and/or take Independent Financial Advice Part time teachers are required to opt out of each employment contract if they do not wish to contribute	MB
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Part Four – Authorisation (Signatures)

Field Name	What you need to enter	Mandatory Field?*
Authorised Signature		
Authorised signatory	This is the signature of the person authorised to sign employees onto the Payroll	MB
HR Use Only		
Validated by HR Input by Payroll Checked and Contract issued	This is used for administrative purposes and identifies the HR & Payroll employee who has validated the form and entered the data and the HRP employee who has checked the data and issued the Contract NB Schools are not required to enter any data here	

- MS* = mandatory for the system
 MB = mandatory for the business
 O = optional