

Guidance Notes

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

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 which you wish to see on the contract of employment	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 e.g. Site Manager, 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?*
Job Title	Enter the job title you wish to see on the contract of employment.	MB
Working Hours		
Standard Full time Hours	Enter the standard full time working hours for the employee group, e.g. Local Govt Workers = 37	MS*
Actual hours if part time	Enter the contractual hours per week for part timers. This must be Minutes and not a decimal	MS*
Number of working weeks per year	Make an entry here if the employee works less than 52 weeks per year (term time only or reduced week's contracts). <u>Enter the number of Weeks worked</u> ; the system will calculate the appropriate number of weeks paid	MS*
Pay Details		
Salary Grade	Enter the grade to which the employee has been appointed e.g. HB, H2	MS*
Spinal Point	Enter the spinal point within the range for the grade on which the employee has been appointed	MS*
Nature of allowance	Identify the type of other allowance to be paid	O
Budget Coding	Please give the relevant code for this job e.g. 57 for Mid-day Supervisory Assistant,	MB

Part Three – Employment Details

Starter Reasons		
Starter Reasons/Contract Type	Enter the reason for the appointment If Ill Health/Maternity cover please note who cover is for If temporary of Fixed term contract please state reason for appointment and end date and reason for the fixed term contract (if applicable)	MS*
Statemented Pupils	Please give the names and associated hours for statemented pupils	MB

Other information

Pensions – Local Government Pension Scheme	The employee will automatically be opted in to this scheme. For further information contact the LPFA on 01992 555466 or send an email to: www.hertscclpfa.org.uk	O
Pensions – General	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	O

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