Web-based System

- Log on to the system is via the link at [http://www.ucl.ac.uk/hr/services/administration/index.php](http://www.ucl.ac.uk/hr/services/administration/index.php) using your central IS username and password.

*For technical problems such as UCL login not accepted as authorised role, data download or browser problems, please email [hr_helpdesk@ucl.ac.uk](mailto:hr_helpdesk@ucl.ac.uk)*

- Various search options are available to the HR User to view the confirmed starting statuses of the appointees, see Figure 1, including:

  - Search by:
    - Department
    - Date Range
    - Staff Category
    - Employee Number
    - HR Contact

![Figure 1: New Starters Reminder System search facility available to the HR User (Start Date Range filtering option shown).](image)

- The search results are displayed in a table, showing the starting status of employees confirmed by a Department User.

![Figure 2: HR User view of confirmed starting status.](image)

- The displayed results show appointment details and confirmed starting status for the appointee – ‘Started’, ‘Appointment rejected/rescinded’ or ‘Delayed’.

- Results per Department – Contact information (Department and HR User) also listed.

- The HR User can navigate the results by grouping the list, varying the number of entries displayed and use an internal search box facility.

- ‘Logout from the system is via the first page (Return to Main Options).
System Generated Emails

- Once the starting status of a starter or multiple starters are confirmed, automated emails are generated by the system and distributed as follows:

Email to Human Resources:
One email per confirmed starter is sent to the HR Contact processing the appointment. The content is shown in figure 3. The email identifies the right to work and Disclosure and Barring Service (DBS) statuses for the appointee as well as the starting status and submitter details.

This email has been sent by: Departmental Administrator/Contact: (email address) for (Department)

Dear HR contact,

Employee Number: 20XXXXX
Full Name: Dr Joe Bloggs
Staff Category: RESRSA
Appointment Title: Research Associate

Submit status: has commenced work on 17/09/2014.
Right to Work Status and Type: Indefinite - Not Applicable
DBS Status: Not required
Comment:

Figure 3: Example of the system generated email received by HR following starting status submission.

Email to the Department User:
For reference please note that a consolidated email showing all starters confirmed in a single submission is sent to the Department User making the submission, for there records. An example of the content is shown in Figure 4.

Confirming the data submission, for your records.

Dear Departmental Administrator/Contact,
You have submitted the following records:

**Started**
Ms Joe Bloggs (20XXXXX), Start Date: 01/12/2013
Comment:

**Appointment Rejected/Rescinded**
Miss Joe Bloggs (20XXXXX), Start Date: 01/12/2013
Comment:

**Delayed** (These will be displayed in your list)
Dr Joe Bloggs (20XXXXX), Start Date: 01/12/2013

Figure 4: Example of the system generated email received by the Department User.