Frequently Asked Questions
Service in Partnership (SiP) v11

System

Q. Will there be any problems with users opening up both versions of SiP (Old SiP and New SiP) in the same page?
A. No issues with opening up the two versions at the same time. Links to each version will be available at the SiP Services page.

Q. Finance Users - filtering options individually so you only see the relevant departments in SiP, will this be available in the new version of SiP?
A. In the development of the new version it was agreed to remove the department filtering aspect and switch the progress screen to display forms for all users. Filtering to three finance teams is available. An enhancement request has been recorded to reintroduce the filtering that has been removed in a future release.

Q. Finance Users - will the finance Departmental code (ORG) be visible in the forms.
A. The ORG code is visible in the cost code summary screen at the Progress area once a record has been highlighted.

Q. Can the system be accessed from a non UCL computer?
A. The system can be accessed as long as you are within the UCL firewall, the default option is Desktop Anywhere. Again this is for security and the nature of data in SiP. It is possible to view the SiP form as a pdf document using Desktop Anywhere.

Q. Reports – can they be reported back as .csv / excel files?
A. The 2 reports available in the old version of SiP will be present for running against the data in the new version of SiP (v11). Please note that these reports are run as pdfs only, not to be confused with the reports of the separate Department Administrators Module (DAM) system which can be exported in spreadsheet format as well.

The reports available in SiP provide information based on the forms which has been entered in to SiP (e.g. list of forms for a particular employee) and are produced as PDFs. The Departmental Administrator Module (DAM) provides data from the HR/Payroll database and remains in its current unchanged.
Q. How long will v10 of SiP be available for as read only?
A. The old version of SiP (v10) will be available indefinitely. It’s appearance may change over time to that of a reporting tool.

Q. If London Allowance is removed from a SiP form, is the removal retained post update?
A. Yes, the removal of London Allowance by the saver/submitter is retained when the form is progressed. A future enhancement has been recorded to make available an option to indicate where London allowance does not apply.

Q. Can you make changes without having the form rejected?
A. The system will work as is current, i.e. any necessary changes will result in a form being rejected to be amended and resubmitted accordingly.

Q. For any form whereby the saver/submitter pulls through details of an existing employee / worker, will the information pull through to the SiP form?
A. The same functionality remains with the names pulling through from the HR/Payroll database.

Q. Form 6/7s – does the dual validation still apply?
A. Yes, the person creating the one-off payment cannot submit the one-off payment. As is current the ‘saver’ will need to inform the ‘submitter’ outside of the system of the need to submit a form. The segregation of duties between the saver and submitter is present on the payment forms for audit purposes.

Q. When a form is put under query, can the ‘comments’ field be opened up for departments to add comments directly in to the system.
A. The comments field has been opened up only to allow the saver/submitter to enter new details.

Q. When a form has been re-assigned to a different user in the Employment Contract Administration (ECA) team, can the Department User see to whom the form has been re-assigned the form?
A. The Department User currently only knows of the person committing the last action via the Status History screen audit. An enhancement request has been recorded to implement this functionality in a future release.
Q. If access is incorrect when logging on, who do I contact? And is access the same?

A. Any access and system issues, please contact the HR Helpdesk by email – hr_helpdesk@ucl.ac.uk [hr_helpdesk [at] ucl.ac.uk]. Access remains as is current.

Attachments to the SiP Form

Q. Do you have to exit the form and return to the form after setting the form to ‘Save to be submitted’ status in order to attach documents, or can you attach documents straight away after setting the status?

A. The saver/submitter can stay within the form after setting the status to ‘Save to be submitted’ and attach documents without coming out of form.

Q. Can documents still be attached once the document has been submitted? Up to Fin approved status or beyond? Can documents be added at HR Query status?

A. Documents can be added following submission whilst the form is at ‘New’ Status. Once a form is at ‘Fin Approved’ status and beyond it is not possible to attach further documents. This includes attaching any references received post submission.

Q. Can a document be overwritten once attached?

A. A document can be overwritten by attaching a new file to that field. This is possible whilst the document is at the status of ‘New’. Once the form has been ‘FIN APPROVED’, any additional attachments will need to be sent to your departmental contact in the Employment Contract Administration (ECA) team.

Q. Can documents (e.g. Job Description/Person Specification, Application form) pull through from ROME to SiP in a way candidate information is pulled through on entering Vacancy and Applicant numbers?

A. No, it’s not currently possible to extract the forms directly from ROME to SiP. This is not possible within the current functionality but is to be investigated.

Q. Finance – are there plans for attaching documents specifically for Finance use, e.g. grant awards and CCA job plans?

A. An enhancement request has been recorded to implement this functionality in a future release.
Q. If there are not enough fields for additional attachments, how to forward documents in the short term?

A. If there are not enough fields for the additional documents forward the outstanding documents to HR as is current.

Q. Is there the danger of attaching a document to a wrong field because it is available and no other ‘additional’ field is available?

A. As the majority of the fields are of a specific category, e.g. right to work documentation, then due to naming conventions applied to the uploaded document to that field, please do not cross post documents to other available fields. Any ‘supporting document’ field can be used in that instance.

Q. If a job description and person specification are separate, how to upload?

A. Attach one against the specific field and the other to the additional supporting documentation field.

Q. Form 6s – does the right to work have to be attached with every Form 6 submission given that it was originally submitted with the contract request?

A. Whilst the ability to attach a document to a Form 6 exists, only if the right to work situation has changed for the person concerned should the right to work documentation be attached.

Q. Form 7s – does the right to work have to be attached with every Form 7 submission?

A. Yes, every Form 7 submission must have the right to work documentation attached for the person concerned. If the documentation is missing the form will be rejected.

Q. What is the limit on the number of attachments for a Form 7?

A. There’s only one upload available to be used for a Form 7 that must be for the right to work documentation. A specific right to work naming convention is applied to the uploaded document when it is transferred to the record on the electronic filing system (EDRM).

Q. Can attachment facility be extended to include P46 form submissions for Form 7s?

A. No, as originals are required to be submitted to Payroll.
Q. Do Departmental Administrators need to send in paper versions of supporting documents?

A. Attach supporting documentation to the appropriate upload field, but if the facility is not present send the document to ECA outside of the system.

Where supporting documentation is attached to the SiP form there is no need for this to be forwarded to the ECA team. Where a document is not attached and the form has moved beyond the status of ‘New’ this will need to be forwarded to the ECA team.

Archive

Q. Copying SiP forms from the archive – one off payment forms – can this be made available now system is built using ADF?

A. A SiP form can be copied from the archive, noting that the finance charges section and any attachments are not copied to the new form.

Procedure

Q. Given the change in financial control for the financial approval of Form 6/7s – will this result in a delay in payment?

A. With the implementation of this change this will be closely monitored and deadlines will be reviewed if necessary.

Q. MyView – having to request annual leave module (via HR Helpdesk) even when use of MyView confirmed on SiP new contract request?

A. This remains but we will review the Helpdesk process.

Q. What happens to a form if it has not been submitted for approval and it is still in the old sip by the end of the 9th of December?

A. If forms are not submitted on the old version of SiP by the end of 09 December 2015 they will need to re-enter the details on the new version of SiP. Any forms that have been submitted prior to 10th December will be processed through the ‘old’ version of SiP and will not need to be re-keyed.
Q. Will the payroll deadlines be extended to accommodate the need to have approval of all 6s and 7s by finance?

A. With the implementation of financial approval for one off payments this will be closely monitored and the departmental deadlines will be reviewed if necessary.

Q. Do you still have to resubmit the right to work as we do now, when a person is promoted within the department and they are just changing jobs?

A. Please follow the current procedure.