SiP v11
(Service in Partnership)

User Guide –

New Contracts
SiP – New Contracts

The purpose of the document is to guide the departmental user to complete a contract request form on the Service in Partnership (SiP) system. The document shows basic information and screenshots for particular sections of a form.

This document is broken down into three areas to cover the form types for:

1. Professional Services, Academic and Research, UCL Teaching Fellow, Postgraduate Teaching Assistant/Demonstrator and As and When appointments

2. Consultant Clinical Academic/Senior Academic General Practitioner (CCA/SAGP) appointments

3. Honorary appointments

To avoid duplication of the first section listed above, only the sections particular to the CCA/SAGP and Honorary forms are presented within those areas, and the user is referred to the sections common to all forms in the initial pages of the document when viewing those forms.
Professional Services, Academic and Research, UCL Teaching Fellow, Postgraduate Teaching Assistant/Demonstrator and As and When appointments

Navigate to the Service in Partnership (SiP) form type required:

- Contract Request – Professional Services, Academic and Research
- Contract Request – UCL Teaching Fellow
- Contract Request – Postgraduate Teaching Assistant/Demonstrator
- Contract Request – As and When

An example of the sections present is shown in Figure 1. The form type opens with all sections collapsed.

**Note:**

1. The Finance Charges section is not present for an ‘as and when’ appointments.

2. Specific additional sections are also to be found within the UCL Teaching Fellow form and appointments for Researchers and Research Fellows.

![Figure 1: Collapsed sections of the Professional Services, Academic and Research form](image_url)
Form Sections

Employee Details

Complete the details either using free text, selection from a drop down list of values or by tick box selection. Mandatory fields for completion are identified with a 🟢. Buttons linking to website guidance can be found throughout the page. Responses to certain fields may produce further fields and further sections to complete.

For appointees who have applied through the online recruitment system (ROME) enter the ‘Vacancy Reference No’ and ‘Applicant Number’ to pull through data to the SiP form.

An example of fields of this section is shown in the Figure 2 below.

![Employee Details section](image)

Figure 2: Employee Details section (part)

Occupational Type

Complete the ‘Category’ and ‘Sub-category’ using the list of values found at the buttons marked ‘C’ and ‘S’ respectively. The ‘Occupational Code’ response is driven by the UCL Staff Category selection. The HESA Academic Teaching Qualification completion is mandatory and will auto-populate for some types of appointment.

![Occupational Type section](image)

Figure 3: Occupational Type section
Appointment Details

The Appointment Details section is shown in Figure 4 below.

Please note:

- When completing the FTE a pop-up box will appear for the user to specify the working pattern. For Teaching Fellow appointments - please click into the FTE field in this section to access the working pattern box.
- If Other Allowances are selected a separate section appears following this are to complete.
- FTE Adjusted salary and allowances are displayed on the screen.

![Appointment Details section](image)

Figure 4: Appointment Details section

Finance Charges

Select ‘Add Cost Code’ to enter the cost code(s) for the appointment. Select the appropriate Project, Task, Award and Expenditure in the pop-up box and press ‘Submit Cost Code’, see Figure 5. The Finance screen will populate. The user has the option to add further cost codes or, on selecting a cost code row, they can delete cost code information.

The cost code must add up to 100% for the full duration of the appointment. Where split funded each period must add up to 100%.
Complete the Post Id and Finance Approval Reference No fields as appropriate.

Select the Finance Section(s) to process the request.

- School Finance Team - for costs charged to departmental or core funds.
- Research Services - for costs charged to research grants and contracts.
- Hospital recharges/ICH/IoN - if costs are to be recharged to a NHS Trust (or for ICH/IION posts).

**Right to Work**

The response to the location of the appointment, either in the UK or at a UCL overseas campus yields an accompanying Right to Work field, the one for a UK based appointment is shown in Figure 6.

**Figure 6: Right to Work (UK) section**

Right to Work (UK) – note the algorithm for the following choices.

- Option a) = Yes - all other Options = No
- Option b) = Yes - all other Options = No
- Option c) = Yes - Options a) and b) = No, but Option d) = Yes or No.
- Option d) = Yes - Options a) and b) = No, but Option c) = Yes or No.
Selection of Option b) yields further fields for completion and a separate section for Student Visa holders.

Right to Work (Other) – complete the fields in accordance with the chosen location.

**Checklist, Documents and Comments**

Further information regarding the appointment and status of supporting documents to be given in these areas together with any pertinent comments in the dedicated ‘Comments’ section. When giving comments please be succinct and end with your name and date. Comments should not be deleted and to add additional comments after the last comment. Comments may be found from Finance and HR Users during the processing of the request. Figure 7 shows the default screens for these three sections.

![Screen shot of checklist, documents and comments sections](image)

**Figure 7: Checklist, Documents and Comments sections**

The Departmental User can attach supporting documents to the new contract request against the following fields

- Right to Work Documentation
- Job Description
- CV or Application Form
- Reference 1
- Reference 2
- Additional Supporting Documentation
Note:

1. Prior to attaching a document the record must be at the status of ‘Save – ready to be submitted’.

2. One document upload allowed per field.

3. Document to be either in MS Word or pdf format.

![Documents section](image)

Confirmation of an uploaded document will be seen by a link to the right of the field, e.g. ‘Right to Work Document’ identifies a document has been uploaded against the ‘Right to Work Documentation’ field. To view the uploaded document click on the link to open the document.

**Submit**

This section is where the user can save or submit the form. The submit option is dependent upon the ‘User’s Access profile’. Figure 9 shows all three options available to a user with ‘Submit’ access.

![Submit section](image)

Please select ‘SAVE (ready to submit)’ prior to attaching (uploading) any documents to the form and return to the Documents section to upload the attachments.
Consultant Clinical Academic/Senior Academic General Practitioner (CCA/SAGP) appointments

Navigate to the SiP form:

Contract Request – Clinical Consultant Academic (CCA/SAGP)

This form includes sections described earlier in the document that are common to other contract request forms. Please refer to the previous pages and note that within those sections differences do occur between other contract request forms and the CCA/SAGP contract request presented below. Additional information is required pertinent to the CCA/SAGP appointments.

Sections unique to the CCA/SAGP contract request form are described below.

Form Sections

**Appointment Details**

If the ‘Select Employee’ button is to be used for either the ‘UCL Line Manager’ and/or ‘Name’ (My View Structure…) responses then the Department must have been selected within the Employee Details Section.

**Basic Salary**

With reference to the details below, enter the salary details on the form and specify the number of agreed Programmed Activities per week for the appointment (Academic and Clinical), see Figure 11.
Seniority determines the salary on commencement of the new contract and eligibility for subsequent pay thresholds.

Seniority is defined as the number of completed whole years as an NHS consultant and/or clinical academic in a grade that is equivalent to consultant level, plus the point on the salary scale when appointed (on a scale of 1 to 5), plus any additional years credited to reflect non-NHS consultant level experience and/or flexible training.

There are different options when appointing to CCA/SAGP contract:

- New appointees to UCL who are already working as a Consultant in the NHS or a Consultant Clinical Academic at another university and have already been employed on a CCA or SAGP contract. (Select the appropriate ‘Yes’ option on the drop down menu)

- New appointees to UCL who have worked at Consultant level outside of the UK and their appointment at UCL will be their first one held on the CCA/SAGP contract. (Select ‘No’ on the drop down menu)

- New appointees to UCL who have only recently qualified as an NHS Consultant (or equivalent). (Select ‘No’ on the drop down menu)

Once the selection is made, the following options will populate depending on the selection:

1) Yes, previously employed on CCA contract
   Transfer to CCA contract occurred on a date between 01/04/2003 – 31/01/2004

   The following details will need to be completed:
   - CCA transfer date with previous employer
   - Senior at transfer date
   - Current Pay Threshold
   - Grade and Salary Point

2) Yes, previously employed on CCA contract
   First appointment to CCA occurred on or after 01/02/2004

   The following details will need to be completed:
• Date first appointed to CCA contract with a previous employer
• Current Pay Threshold
• Grade and Salary Point

3) Yes, previously employed on a SAGP contract
Transfer to SAGP occurred on a date between 01/04/05 – 31/05/06

The following details will need to be completed:
• SAGP transfer date with a previous employer
• Current Pay Threshold
• Grade and Salary Point

4) Yes, previous employed on SAGP contract
First appointment to SAGP occurred on or after 01/04/06

The following details will need to be completed:
• Date first appointed to SAGP contract with a previous employer
• Current Pay Threshold
• Grade and Salary Point

5) No CCA/SAGP contract previously held. If no previous experience has been taken into account, the starting salary will default at Threshold 1.

Job Plan: Indicate here whether there is a signed job plan in place for the individual.

Please note that no clinical Additional Programmed Activities (APAs) or on-call can be paid until a signed UCL/Trust job plan is in place.

Programmed Activities (PAs): One full PA is equivalent to 4 hours. Enter the number of academic and clinical Programmed Activities the individual must be working.

The total number of PAs will verify against the individual’s FTE in the ‘Appointment Details’ section (e.g. where FTE=50% total PA=5). Where the FTE and PA do not match, an error message will appear.

CEA/Merit

Indicate whether the individual holds a Merit or Clinical Excellence Award.

Clinical Excellence Awards (CEA) are awarded by the NHS to individuals in recognition of substantial services to the NHS. These are not UCL awards and UCL simply acts as a pay bureau for the NHS in paying these awards to the staff we employ. Prior to CEA there was a system of awards known as Distinction Awards and Discretionary Points. If the appointee holds one of these, please select ‘Merit Awards’ on the drop down menu.

If one of the awards applies complete the details concerning the award and add the cost code(s) associated with the award. A partially completed example is shown in Figure 12 below.
APA

The Additional Programmed Activities (Academic and Clinical) to be specified in this section with their accompanying cost code(s). The Award Enhancement recalculates accordingly. A partially completed section is shown in Figure 13 below.

A Consultant Clinical Academic (CCA) or Senior Academic General Practitioner (SAGP) working full time will work ten (10) programmed activities per week.

Extra programmed activities are referred to as Additional Programmed Activities (APAs) and these may be either academic or clinical. A maximum of 2 APAs / week may be agreed, in one of the following combinations:

a) 2 Clinical APAs
b) 1 Clinical APA + 1 Academic APA
The value of the APA is calculated on the rate of 10% of the basic salary.

**Please note:** If the appointee also holds a Clinical Excellence Award or Merit Award, an APA uplift payment will also be due. Details on how this is calculated can be found at [http://www.ucl.ac.uk/hr/ca/calculating_APAs.php](http://www.ucl.ac.uk/hr/ca/calculating_APAs.php).

**On Call and Other Allowance Sections**

If a consultant is required to participate in an on-call rota, they will be paid a supplement in addition to basic salary in respect of his or her availability to work during on-call periods.

The level of supplement will depend on the consultant’s rota frequency (the number of consultants on the relevant rota) and the category of the consultant’s on-call duties.

**Category A:**
This applies where the consultant is typically required to return immediately to site when called or has to undertake interventions with a similar level of complexity to those that would normally be carried out on site, such as telemedicine or complex telephone consultations.

**Category B:**
This applies where the consultant can typically respond by giving telephone advice and/or by returning to work later.

The following information must be entered:

- Duration of the on-call (Commence / Cease)
- Category
- Frequency
- Trust

Confirm whether any other allowances are to be paid and specify the number if applicable. Complete the details of the allowance including:

- Duration
- Paying organisation (UCL, NHS, Joint)
- Type (Management Responsibility, Miscellaneous, Special)
- Whether it is pensionable
- The annual rate
- Trust to recharge

The On Call and Other Allowance Sections are shown in Figures 14 and 15 respectively.

**Note:** If multiple On Call activities or multiple Other Allowances are entered please

- Enter the first activity/allowance details followed by the Cost Code for the first activity/allowance.
- Enter the second activity/allowance details followed by the Cost Code for the second activity/allowance.
**Figure 14: On Call section**

**Figure 15: Other Allowances section**
Honorary appointments

Navigate to the SiP form:

Contract Request – Honorary

Figure 16: Collapsed sections of the CCA/SAGP form

A SiP form can be completed for Honorary appointments ranging from ‘Honorary Research Assistant’ to ‘Honorary Senior Lecturer’. You will need to enter the personal details and appointment details in the same way as for other forms, but there are no costs involved so no need for salary, cost codes or financial approval.

Sections unique to the Honorary appointment form are described below.

**Honorary Details**

Complete the Honorary Details as requested, see Figure 16 above. Guidance is available for the designation.

If the request is for a re-appointment, a field will appear for the employee number, (honorary staff are given an N prefixed employee number to distinguish them from paid employees). For re-appointments the qualification field is not mandatory.

Figure 17: Honorary Details section
Address

Complete the address details of the appointee.

DBS Check

Select ‘Yes’ for honorary positions requiring a Disclosure and Barring Service (DBS) Check prior to the individual commencing their honorary appointment. If the box is ticked “Yes” the department is asked if they have sent/given the DBS Application Form to the individual. Please click on the “DBS Guidance” button for information on DBS Checks, Figure 18.

Figure 18: DBS Check section
**Version History**

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