



HR Services Update and Jobs.ac.uk price increase - August 2018

Dear all

Further to my email on 2nd August, the HR Services team are still dealing with a very high workload, across all of our processes.

The team have been prioritising request for August payroll, to ensure requests which were submitted by the departmental deadline are included in August payroll. I am pleased to confirm that the team have managed to process all such requests, subject to queries, along with a small number of urgent late submissions. If a late submission has not been processed for your department we will notify you of this over the next couple of days.

We are currently out of service standard on adverts and contracts as follows:

Contracts – 4 days over the 5 working day SLA.

Adverts – 3 days over the 5 working day SLA for redeployment placement. Where possible the team are prioritising external advert requests so they are published within the 3 working day SLA.

Given the ongoing high volumes being processed by the team, I thought it would be timely to send some reminders which will help ensure your requests are processed more promptly:

- Contract requests – to process a contract request we must receive a verified copy of the individual's right to work in the UK, along with a copy of the advert for the position. Please ensure that these two documents as a minimum are attached to the contract SiP request. If you are unable to attach documents to SiP please contact the HR Helpdesk (hr_helpdesk@ucl.ac.uk). If verified right to work has not yet been obtained, please ensure this is clearly stated in the comments section of the SiP form.
- Leaver requests – where the reason for leaving is redundancy/end of funding, please remember to add the invitation to termination meeting letter.
- Form 6 payment requests – please ensure that where the payment is for a tier 4 visa holder the UCL Tier 4 Timesheet is uploaded to the SiP form.
- Redeployment Advert Placement – please remember to attach the redeployment application and pre-screens when submitting the initial advertising request. If you are unsure as to which tier 2 wording to include on the advert, please do call the team on 0203 108 7160 or email hr-services@ucl.ac.uk. The team also often find

that where a HERA number is required it is not provided. If you are unsure what the HERA number is, please contact your HR Business Partner in the first instance.

- Funding wording on adverts – where the funding is limited, but the contract term is over 9 months, please ensure you use the following wording: 'in the first instance' or 'initially' If the role is under 9 months, or for specific cover, please ensure there is a definitive end date on the advert, i.e. 'this role is for 7 months'.
- External Advert Placement - the team require a purchase order number prior to contacting external advertising agencies. The PO should be attached when submitting the advert for internal placement, if not submitted until after this time please send it attached to the remedy ticket when requesting external placement.
- [Jobs.ac.uk](https://www.jobs.ac.uk) price increase - [jobs.ac.uk](https://www.jobs.ac.uk) have notified us of their annual price increase. Effective from 01/08 the price has increased for all adverts, as per the rate card available here: <https://bit.ly/2w5F94z>. Where a PO has already been raised, but the advert has not yet been placed externally, the team will ask for a new PO to be provided. If you are able to provide a new PO now for any upcoming external adverts that would be appreciated.
- I would be grateful that if you have any large submissions upcoming you notify me as far in advance as possible, so I can plan the team's workload as effectively as possible.

I would like to thank you for your ongoing patience and support. Should you have any questions please let me know.

Kind regards
Jodie

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Head of HR Services

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Find out more about UCL's new [Agreement of Consistent Treatment \(ACT\)](#) and how this will help to remove barriers at work for disabled staff and those with caring responsibilities.