Stonefish Guidance Notes
Updates made 6 April 2020

Contents
1 Introduction .......................................................................................................................... 2
2 Updates to support Expenditure Control Committee (ECC) ........................................... 2
3 New Justification to recruit section .................................................................................. 2
4 Casual and agency worker recruitment approval process ................................................. 3
5 Updates in response to feedback ....................................................................................... 4
6 Amendment to pre-employment questions ..................................................................... 4
7 Keyword tagging ................................................................................................................ 4
8 Line manager change request process ............................................................................ 5
9 Principle investigator name ............................................................................................... 5
10 Candidate application – PhD Information ...................................................................... 6
11 Additional search functionality in Vacancy Management ................................................ 6
12 New interview notes section ............................................................................................. 7
13 New pre-employment check documents upload ............................................................. 7
14 Probation period default ................................................................................................ 8
15 New shortened application form for lower graded roles ................................................ 8
16 New notification in change request process ..................................................................... 11
17 Adding job title field .......................................................................................................... 11
18 Changes to Post reports to field ..................................................................................... 11
19 Grant Fund End Date ....................................................................................................... 12
20 New Finance Approval Reason ....................................................................................... 12
21 New Expenditure Control Committee Approval Process .............................................. 13
22 New Expenditure Control Committee Reports ............................................................... 13
1 Introduction
The College has introduced an additional approval process for all new recruitment and change requests. This applies to recruitment and change requests for all groups engaged by the College, except where posts are 100% research funded. Requests will now be assessed by the Expenditure Control Committee (ECC) who will meet on a weekly basis to review them. The members of ECC are the Deputy Principal (Operations), The Senior Vice-Principal (Academic Strategy) and the Chief Financial Officer. Members of HR and Finance will provide support to the Committee.

All of the following groups will be considered by ECC under this process:

- Employees on open-ended and fixed term contracts
- Variable hours contracts
- Casual workers
- Agency workers (including the use of Matrix)

2 Updates to support Expenditure Control Committee (ECC)
The following updates have been made to support the Expenditure Control Committee approval process.

3 New Justification to recruit section
To facilitate ECC receiving the information needed to make a decision a four new questions have been added to the Stonefish request process. Responses to these questions are to be used by ECC in the decision making process:

<table>
<thead>
<tr>
<th></th>
<th>Why is this role essential to meet the College's strategic objectives:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Why is this role essential to meet the College's operational objectives:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Legal Requirement</th>
<th>Is this role required under governance and legal requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Existing Resource</th>
<th>Why can this role not be covered by existing resources</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Once a decision has been made by Expenditure Control Committee (ECC) managers will receive an email informing them that approval has been given. The Stonefish unique reference number should be added to all paperwork provided to HR.
Stonefish Guidance Notes

The action can be progressed in the normal manner i.e. a request for advertising, extensions will be actioned by HR and contracts for visiting lecturers and student workers will be issued as currently.

The approval number will need to be added to all relevant paperwork by the recruiting manager can be found at the bottom of the OSRF.

4 Casual and agency worker recruitment approval process

When a Manager is creating an OSRF and selecting any request type, they now have the ability to select a Casual or Agency Worker as a contract type, please see screen shot below:

Casual contract type should be selected for all student workers and other casual contracts required to do ad hoc, short term work.

Agency Worker contract type should be selected to receive approval to recruit a worker via an agency e.g. Matrix. When approval to recruit has been given by ECC then the reference number should be quoted to Matrix.
5 Updates in response to feedback
The following changes have been made in response to customer feedback and process improvements.

6 Amendment to pre-employment questions
At the OSRF stage, Managers now have the ability to select the following pre employment checks:

- Driving Licence
- Electricity
- Lone Workers

To use these additional pre employment checks, at the OSRF stage, please select tick boxes in the pre-employment checks section as per the screenshot below:

7 Keyword tagging
Enter relevant keywords here that describe the job and role. Doing so helps search engines match the job advert to potential applicants when they are performing a web search and therefore will positively impact on the number of potential candidates in the recruitment pool.

To use this functionality, at the OSRF stage, please add keyword followed by a comma (if multiple words are used) in the keywords section as per the screenshot below:
8  Line manager change request process
Managers now have the ability to request an update the line manager reporting lines for their staff. To do this, please select create new request on the OSRF screen:

You will then need to select:

- Amendment to contract
- Line Manager Change

Complete all details on screen and click on Submit.

Once the change request has been approved, an automated email will be sent to hrsystem@rhul.ac.uk providing all the details to action on ResourceLink.

9  Principle investigator name
Managers now have the ability to confirm the Principle Investigator Name for Research posts. To do this you will need to select create new request on the OSRF screen:
Once you have selected the staff group Research, a Principle Investigator Name field will appear for Managers to provide the details:

10 Candidate application – PhD Information
Candidate’s now have the ability to confirm if they have submitted or will have competed a PhD by the start of the role they are applying for at the application stage.

If yes is selected for either ‘are you currently a student or are you a student at Royal Holloway, University of London a question will appear asking confirmation of PhD details:

11 Additional search functionality in Vacancy Management
In the vacancy management section, HR staff now have the ability to be able to search open/closed vacancies by grade. Please note you must select the following staff group in order to search by grade:

  Administration 2-5
  Administration 6-10
12 New interview notes section
Managers now have a new section to upload interview notes in vacancy management (offer stage). To highlight the importance of providing interview notes for all candidate, a new message has been added.

13 New pre-employment check documents upload

A new section called Pre-Employment Check Documents has been added to the offer detail screen in vacancy management. This section gives the ability for interview panel members to upload the following documentation:

- Right to Work Documents
- Qualification Certificate
- Other

A new message has been added to provide Managers guidance on the requirements and upload process:
**14 Probation period default**
The probation period at offer stage now has a default field entry so that if for example grade 2-5 is selected as part of the OSRF recruitment request, it auto populates to 6 months and if grade 6-10 is selected it auto populates to 12 months.

Please note, a notes section (non-mandatory) if available for Managers if they need to select a different probation period and so they can provide details and reasons which the HR Recruitment team can pick up and review.

**15 New shortened application form for lower graded roles**
A new application form has been created so that applicants applying for lower graded roles have a shorter application process. The applicants will also have the ability to upload CVs in a separate section.

When creating the vacancy at OSRF stage, please note the upload of documents is dependent on the ticking 'Allow Document Upload' and the application form field using the 'short' application form as outlined below:

Please see below an example of the short application form:
### Personal Details

* denotes a compulsory field.

<table>
<thead>
<tr>
<th>Title*</th>
<th>Forename*</th>
<th>Surname*</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Home Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address*</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Town*</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>County</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Postcode*</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Country*</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

### Student Status

- Are you currently a student*
  - Yes
  - No
- Are you a student at Royal Holloway, University of London*
- Have you submitted or will have completed your PhD by the start of this role*
  - Yes
  - No
  - Not Applicable

### Permission To Work

Please confirm your current status in terms of entitlement to work in the UK*

- British Citizen
- EEA National
- Non-UK national with permission to work
- Currently no permission to work in the UK (please select even if you currently have a Certificate of Sponsorship)

**I have completed this screen** | **I need to revisit this screen**

### Additional Information

View further details of the job (Opens in new window)

**Additional Documents**

Select the file or files you wish to use as your additional information (eg covering letter, academic publications list) by clicking the 'Attach' button to upload the document(s). You may attach more than one document. Please check to make sure you do not upload password protected files.

Supported file upload types are text files (.txt), Word documents (.doc or .docx), rich text documents (.rtf) and portable document format (.pdf).

Please DO NOT attach any photographs.

File: [ ] CV [ ] Choose file [ ] No file chosen [ ] Attach [ ] Clear

**I have completed this screen** | **I need to revisit this screen**
**Referees**

Please give the names of 2 referees below. One should be your present or most recent employer.

If you have not been in paid employment please give, if appropriate, the head of the education or training establishment at which you have been a student and/or the manager of a voluntary group for whom you have worked.

<table>
<thead>
<tr>
<th>Referee</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[![I have completed this screen](#)](#) [![I need to revisit this screen](#)](#)

**Criminal Records Disclosure**

**Rehabilitation of Offenders Act 1974**

All applicants are required to declare if they have any unspent criminal convictions or any criminal proceedings pending against them. Spent convictions must also be declared for certain occupations, such as those involving work with children or vulnerable groups.

At interview, or in a separate discussion, you will be given the opportunity to discuss any offences or other related matters that might be relevant to the position. Failure to reveal information that is directly relevant to the position may lead to the withdrawal of an offer of employment.

*Have you any unspent criminal convictions in line with the Rehabilitation of Offenders Act 1974?*

- Yes
- No

Any information given will be completely confidential.

Having a criminal record will not necessarily debar you from working Royal Holloway. This will depend on the nature of the offence and its relevance to the post in question.

[![I have completed this screen](#)](#) [![I need to revisit this screen](#)](#)

**Equal Opportunities**

Royal Holloway is committed to a policy of equality of opportunity and aims to provide a working and learning environment that is free from unfair discrimination. We aim to ensure that employees are not discriminated against on any grounds, specifically those named as protected characteristics under the Equality Act 2010. This form is used for statutory reporting purposes, which is why it is important that all employees complete this form.

The information you provide will be treated as confidential and will be used only for these stated purposes and will NOT be used in any selection processes.

* denotes a compulsory field.

**Gender**

| [ ] Male | [ ] Female |

| [ ] Prefer not to say |

**Date of birth**

[dd/mm/yyyy]

**Is your gender identity the same as the gender you were originally assigned at birth?**

| [ ] Yes | [ ] No |

| [ ] Prefer not to say |

**Nationality**

| [ ] British | [ ] Irish |

| [ ] Prefer not to say |

**Marital Status**

| [ ] Single | [ ] Married |

| [ ] Prefer not to say |

**Sexual Orientation**

| [ ] Heterosexual | [ ] Homosexual |

| [ ] Prefer not to say |

**Religion or Belief**

| [ ] Muslim | [ ] Hindu |

| [ ] Prefer not to say |

**Ethnicity**

| [ ] White | [ ] Black |

| [ ] Prefer not to say |

| [ ] Asian | [ ] Other Ethnicity |

| [ ] Prefer not to say |

| [ ] Caribbean | [ ] Prefer not to say |

| [ ] Prefer not to say |

| [ ] Other Ethnicity Group |

| [ ] Prefer not to say |

**Do you have a National Insurance Number?**

- Yes
- No

**Are you related to anyone currently employed by the University?**

- Yes
- No

**Do you have Caring Responsibilities?**

- Yes
- No
- Prefer not to say

**Disability**

Disability is defined by the Equality Act 2010 as a physical or mental impairment which has a substantial and long-term (at least 12 months) affect on your ability to carry out normal day-to-day activities.

- Do you consider yourself disabled?
  - Yes
  - No
  - Prefer not to say

[![I have completed this screen](#)](#) [![I need to revisit this screen](#)](#)
16  New notification in change request process
Once a change request has been approved, a final notification email will be sent to HROperations@rhul.ac.uk for all change requests.

17  Adding job title field
On the offer details screen, Managers will now have the ability to add a job title in the line managers contact details section so the details can pull through to the offer letter mail merge. Please note it is a mandatory field and will need to be added to the data source so details can be merged.

When providing job title details, please can you ensure it is in line with the Managers employment contract.

18  Changes to Post reports to field
Managers are now required to complete the post reports to field as mandatory. No default details are displayed.
19 Grant Fund End Date
At the OSRF stage, if the ‘Research Grant Funded’ is ticked in the Funding section, there is now a field for Managers to add in Grant End Date in the Grant Fund section:

This is only available to Research Finance OSRF Approvers

<table>
<thead>
<tr>
<th><strong>Grant Name/Tite</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Grant Funded</strong></td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Grant End Date</strong></td>
<td></td>
</tr>
</tbody>
</table>

20 New Finance Approval Reason
At the OSRF approval stage, the Finance department will now have the ability to select Expenditure Control Committee (ECC) for all OSRF requests:

This is only available to Finance OSRF Approvers.
21 New Expenditure Control Committee Approval Process
At the approval stage in the OSRF process, there will be a new ECC approval with the ability to reject providing reasons which will supersede the Planning and Resourcing Committee approval. The OSRF approval will have the same stages as previously, please see below:

This is only available to ECC OSRF Approvers.

22 New Expenditure Control Committee Reports
A new set of reports in will be available to the Expenditure Control Committee at the OSRF stage to help support the decision making process, please see details below

This is only available to HR staff that support the ECC.