

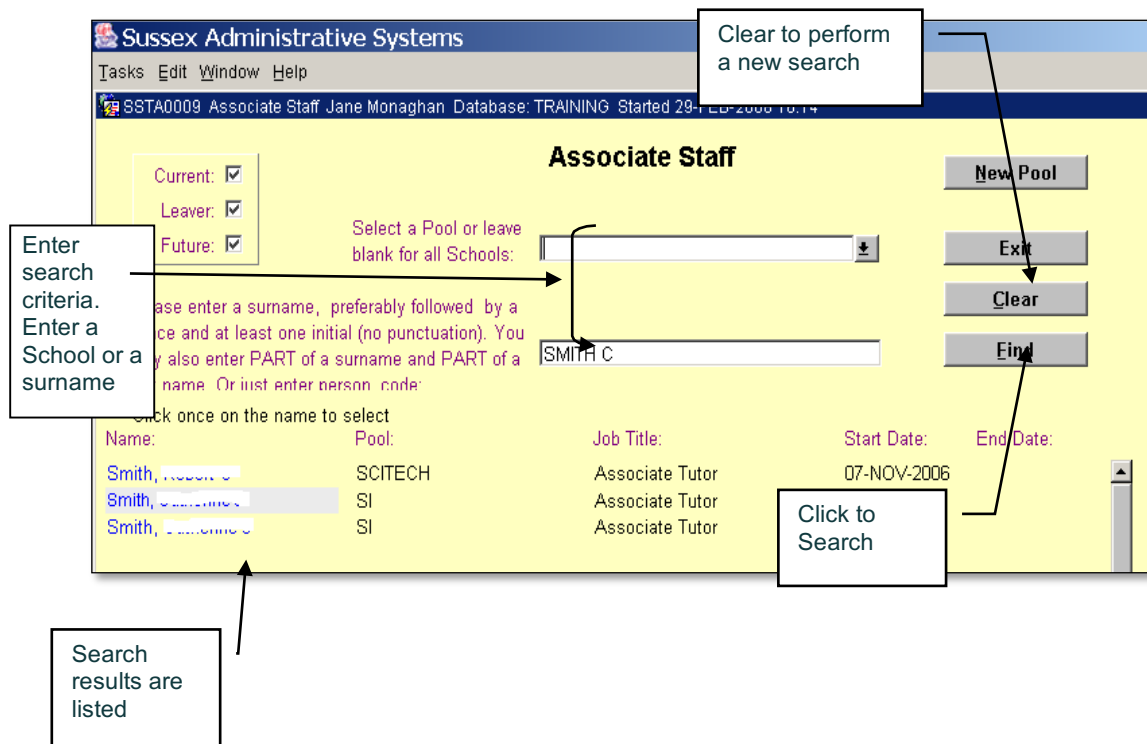
SSSTA0009 - Associate Staff (Adding New Members)

To Search for an Associate Tutor

It is possible to search using a range of different search criteria:

- School
- Status
- Name

Click on the **Find** button. This will either return names below or take you straight into the Staff Pool details.



To View an Associate Tutor's details

Click the name of the Tutor you wish to view. This will take you to another screen where you will be able to view their Adjustments, Allocations and Personal Details

You can:

1. Add a tutor to a 2nd pool on the same grade
2. Add a tutor to a 2nd pool on a different grade
3. Add a tutor to the same pool on a different grade

Navigation

- Click any of the buttons along the bottom of the screen to view further information on a Tutor
- Click **Back** button to get back to staff pool details
- Click **New Search** button to get back to search screen
- Click **Exit** to return to the main menu

Adding Staff Member to a Pool

1. In the search screen, select your school and click **Find**. This will take you into the 'Staff Pool Details' screen for your school.
2. Click on the **Add Staff** button
3. Enter the staff surname on the next screen and click on the **Find** button
4. Click on the [Name] to enter person to your staff pool
5. The job title will default to 'Associate Tutor' but can be changed
6. Double-click in the Start Date field against your staff member to get the calendar. Enter their start date.
7. Enter a Primary Department if desired
8. Choose the grade the Tutor will be on.
9. When you go into the Associate Staff screen for the Pool, the *Proceed to HR* flag will now be disabled; you need to click the School radio button. This will show all staff who need the 'Proceed to HR' flag setting. Set this as required and click the **Save** button to commit the changes. A contract will then be issued by HR

PLEASE NOTE: Only tick the 'Proceed to HR' flag if you want your associate tutor to be issued with an appointment contract by HR and be paid for their work.

If staff need to be added to a teaching group, but won't be paid, then they should be added to the pool but the 'Proceed to HR' flag should not be ticked.

The screenshot shows the 'Sussex Administrative Systems' interface. The main window displays the 'Associate Staff' screen for a specific pool. The interface includes a search bar at the top, a table of staff members, and a bottom navigation bar with buttons for 'Add Staff', 'Personal Details', 'Addresses', 'Roles', 'Payroll History', 'Allocation', 'Adjustments', 'Payment Summary', and 'Amend Person'. A secondary window is open, showing a search for a person by surname.

Annotations:

- Click the School button to set 'Proceed to HR' flag:** Points to the 'School' radio button in the top right of the main window.
- Click Exit to return to the main menu:** Points to the 'Exit' button in the top right of the main window.
- Click Back to get back to staff pool details:** Points to the 'Back' button in the top right of the main window.
- A Tutor may have two appointments on different grades within the same School pool:** Points to the table of staff members, highlighting two rows with different grades (SX60 and SX50).
- Click to add a new Associate Tutor:** Points to the 'Add Staff' button in the bottom navigation bar.

Table of Staff Members:

Name	Job Title	Primary Dept	On Payroll	Start	End	Proceed to HR?	Contract Confirmed	Fixed Term	Details
[Name]	Associate Tutor	CCE	Y	01-JAN-2008		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	[Details]
[Name]	Associate Tutor	CCE	Y	01-OCT-2003		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	[Details]

Search Window:

Do you want to look up a person ... currently associated with the University? associated at any time?

Please enter a surname, preferably followed by a space and at least one initial (no punctuation). You may also enter PART of a surname and PART of a first name. Or just enter person_code.

Search: [SALMAN] Find

The following people were found. Click on the name to add the person as an Associate staff member.

Salman, Michele Current Staff ITS BIS It Officer, Business Service Development Manager, ASSOCIATE TUTOR, E