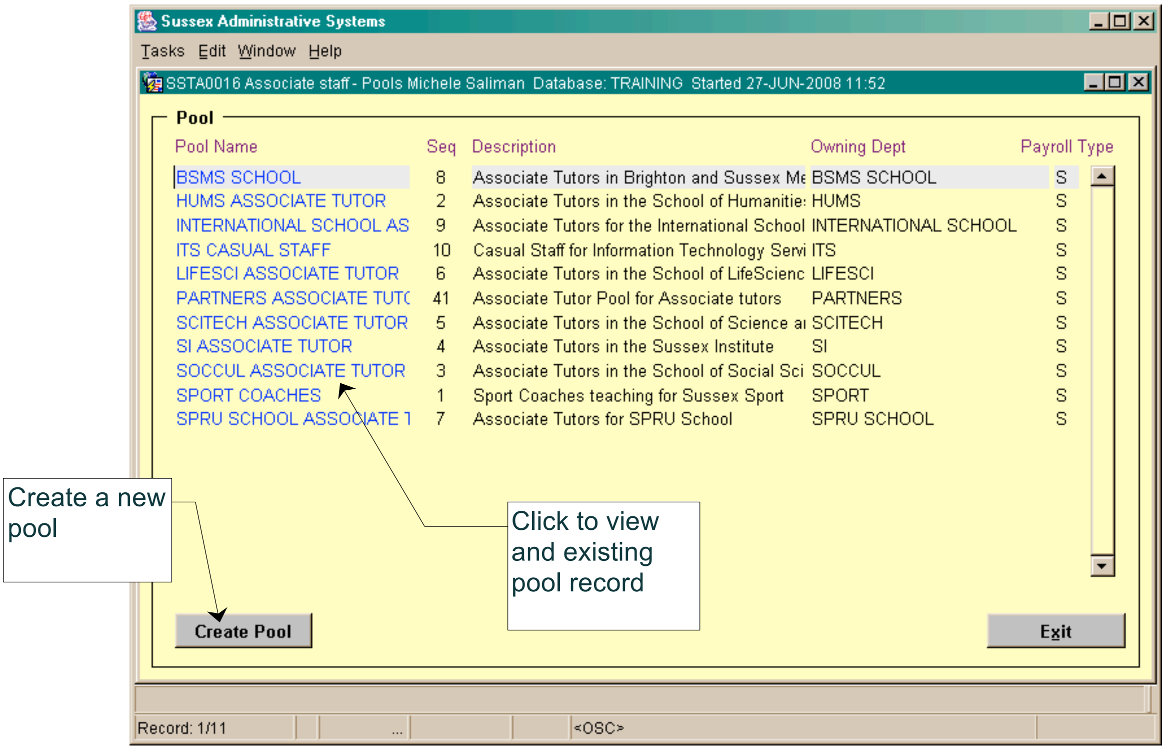
Corporate Information Systems

http://www.sussex.ac.uk/its/help/bishelp.php

University of Sussex

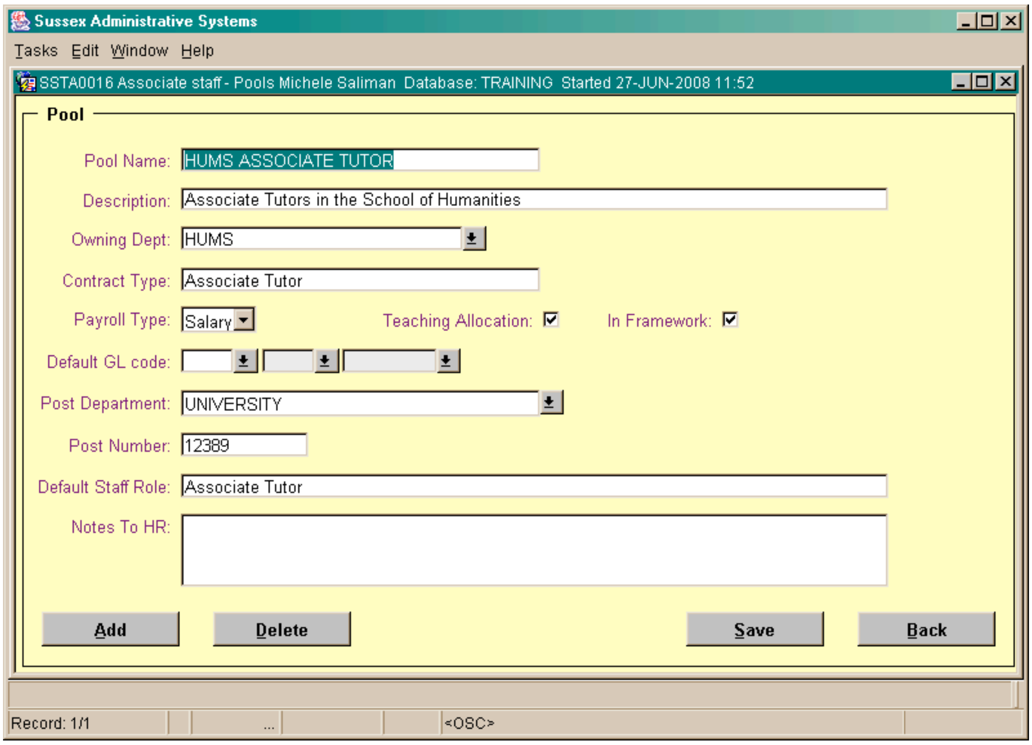
SSTA0016 - Associate Tutor Pools

Viewing a Pool Record



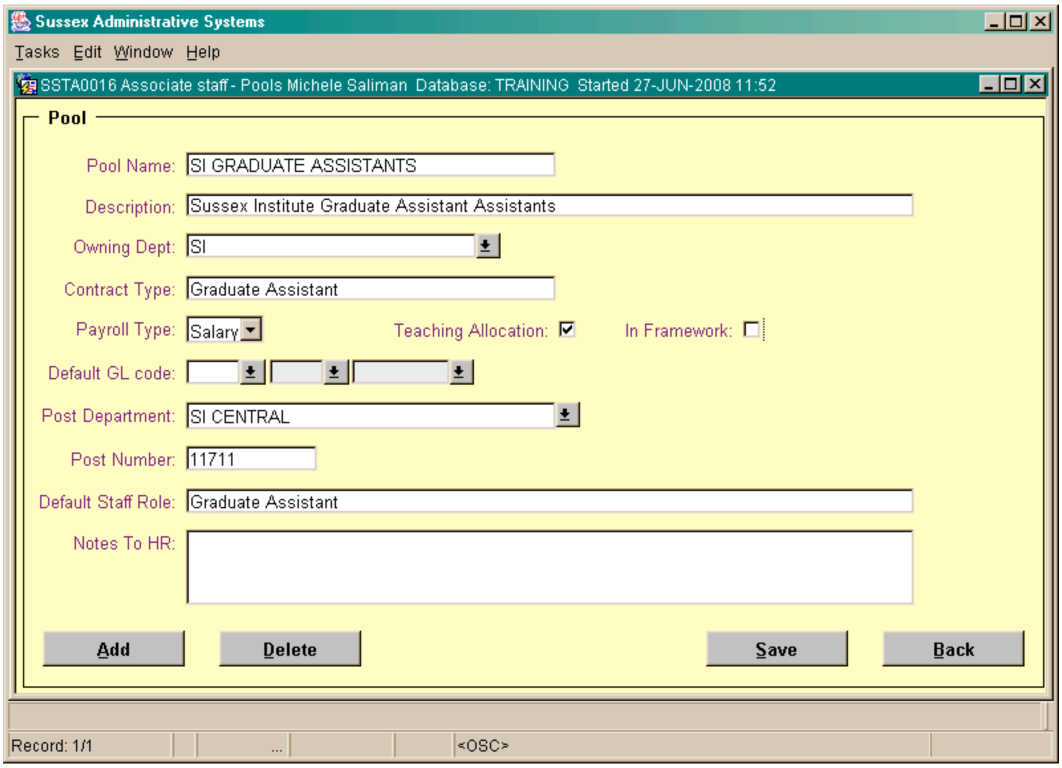
- Clicking on the **Associate Staff – Pools** link from the menu will list all the University Associate Staff pools and which department owns the pool

- Click on a pool link to view the pool record



Creating a Pool

- Click on the **Create Pool** button from the front screen



- ✳**Pool Name** [This will be the name which will appear in the drop-down list in the Associate Staff search screen]
- ✳**Description:** [a fuller description of the pool]
- ✳**Owning Dept:** [the department which actually owns the pool]
- **Contract Type:** [the type of contract which will be issued to the staff member in this pool
- **Payroll Type:** [whether they will be on salary or fees]
- **Default GL Code:** [the general ledger code which they will be paid out of – this can remain blank
- **Post Department:** [the department which the staff member in the pool will be appointed to]
- **Post Number:** [their appointment post number]
- **Default Staff Role:** [the title they will be given in the pool
- **Notes to HR:** [general notes]
- ✳ **Teaching Allocation:** [if you tick this, staff in the pool will appear in the Teaching Allocation screens and can be added to teaching courses]
- ✳**In Framework:** [if you tick this staff in the pool will be considered as being part of the Framework scheme and will require a grade to be added when added to the pool]

A number of these fields aren't critical and won't be picked up for the moment, but it would be a good idea to populate them for future use. For example a default GL code might mean that we can hold a payment code against a department, which would mean that this would be picked up when approving payments.