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 Creation Interface](image)

- **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.