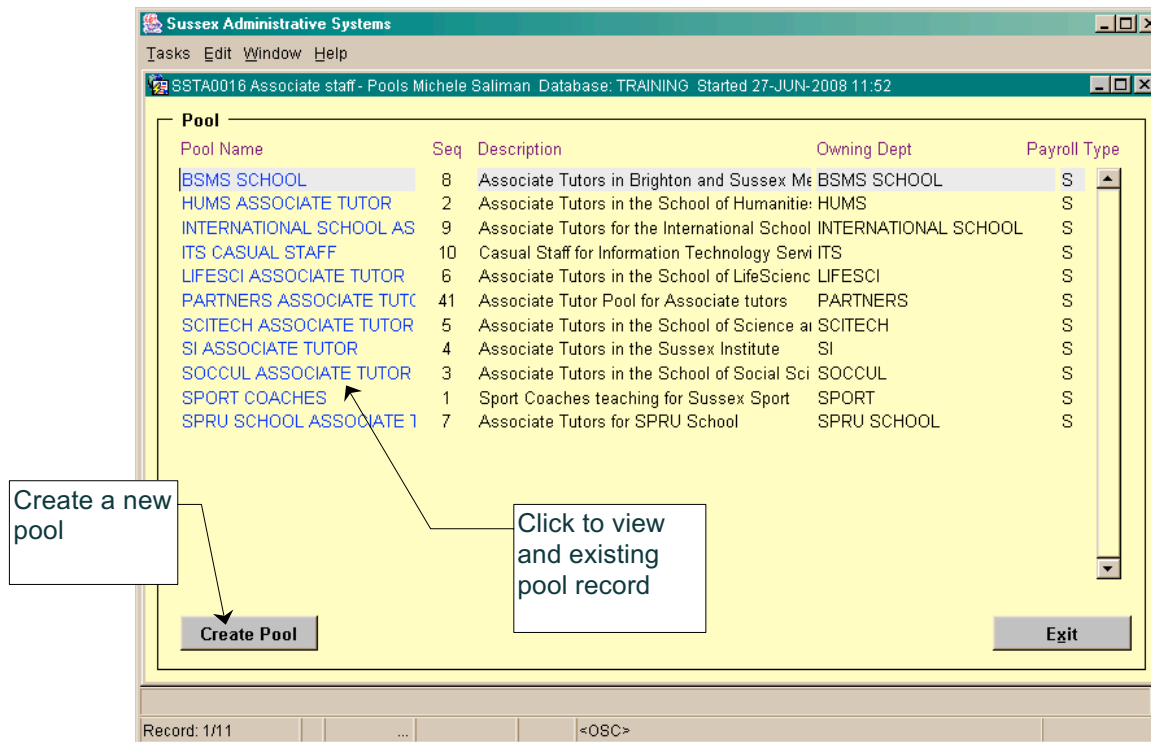
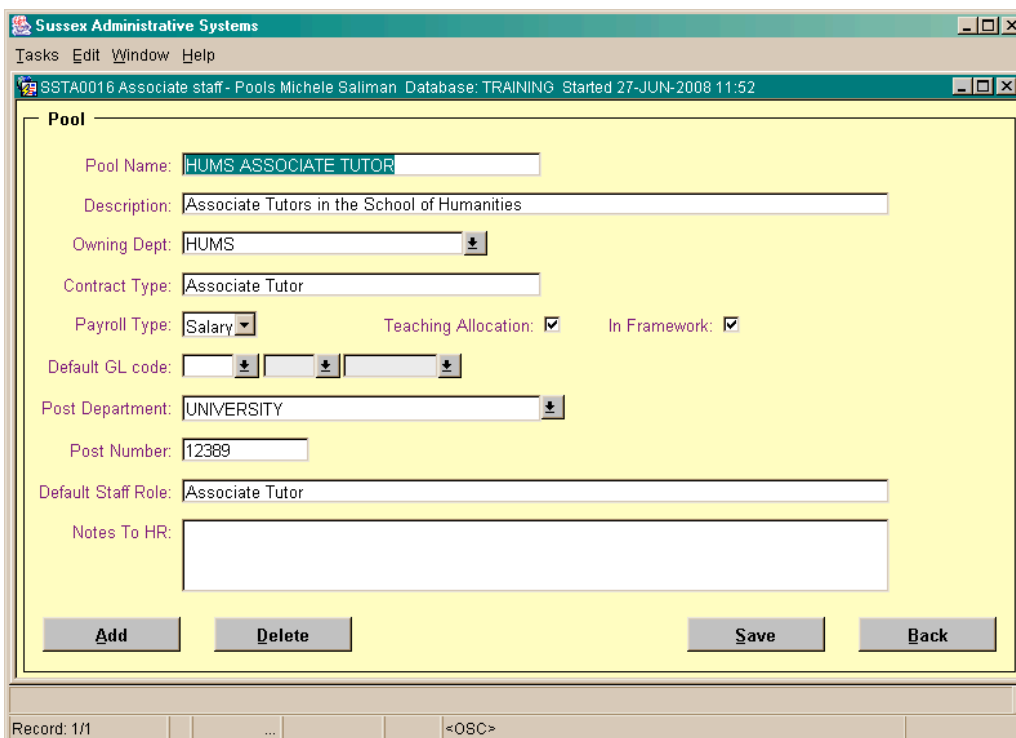


SSTA0016 - Associate Tutor Pools

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

The screenshot shows a window titled 'Sussex Administrative Systems' with a menu bar (Tasks, Edit, Window, Help) and a status bar (SSTA0016 Associate staff - Pools Michele Saliman Database: TRAINING Started 27-JUN-2008 11:52). The main area is a form titled 'Pool' with the following fields:

- Pool Name: SI GRADUATE ASSISTANTS
- Description: Sussex Institute Graduate Assistant Assistants
- Owing Dept: SI
- Contract Type: Graduate Assistant
- Payroll Type: Salary
- Teaching Allocation:
- In Framework:
- Default GL code: [Three empty dropdown menus]
- Post Department: SI CENTRAL
- Post Number: 11711
- Default Staff Role: Graduate Assistant
- Notes To HR: [Empty text area]

At the bottom of the form are four buttons: Add, Delete, Save, and Back. The status bar at the very bottom shows 'Record: 1/1' and '<OSC>'.

- ***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]
- ***Owing 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.