

ESR1 APPROVAL FOR ENGAGING RESOURCES PERMANENT AND FIXED TERM

Manager identifies permanent/fixed term vacancy and confirms budget available.

Please note: University Standard rates of pay must be applied unless approval obtained using exceptions to pay form PD47.

Manager liaises with HR Advisor if post has changed significantly or new post which requires HERA evaluation (professional services posts).

Manager completes all recruitment documentation.

Manager liaises with Recruitment contact (People Services) to set up position in Trent and allocation of correct approval path in ESR1.

Manager completes ESR1

Please note: For ESR1 queries liaise with recruitment contact.

Finance confirmation of funds within budget using ESR1 tab and updates Cognos/Business plans

