

Guidance Note

Creating a new Unit/Post/Position

You can request a new Unit/Post/Position within the structure in iTrent by completing this form. If it is one Unit with one Post and the same Position type then you may use one form completing all parts. If you require more than one Post then you will be required to complete a separate form for each Post. Please refer to the Quick Guide at the bottom of the page for assistance with the Structure terminology.

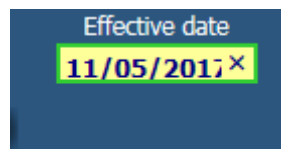
Request for new Unit/Post/Position	
To be completed by a HR Business Partner or FSS Manager	
Effective Date	Please select the effective date for the new Unit/Post/Position. This cannot be amended.
Service	Please select the relevant service from the drop down options.
Request for a new:	Please select if you would like to create a new Unit, Post or Position from the drop down. If more than one please select the highest option in the order of 1. Unit, 2. Post and 3. Position.
Name of new unit/post/position	Type in exactly what you want the new Unit/Post/Position to be called.
Reason for New Unit/Post/Position	Please provide a brief description.
Address of new Unit/Post/Position	Please enter the Address and Postcode for new Unit/Post/Position. There are occasions where an address may not be required at unit level. Therefore this can be entered at Sub Unit or Post level depending on the circumstances.
Post Budgeted Hours	This is entered at Post level only and is the total hours allowed for the post. This should be amended if there are additional Positions created to sit under the Post.
Contractual Hours	The hours set at Post level for individual Positions. Most are 35 hours for Post level with FSS staff at zero. The hours at Position level are for the individual Position that the employee will receive.
Grade of Post	Please select the Grade of the Post/Position from the drop down menu. The grade at Position level should always be the same as Post level.
Registration	Some Posts and their inherited Positions attract certain registration such as SSSC, PVG and HCPC. Please select the relevant category (if any).
Reporting Manager	Please enter the full name and employee number of the Line Manager who will have myTeam responsibilities for the positions.
Additional Permanent Elements to Basic	This is in addition to Basic Pay element 001. This could include non core hours, contractual overtime and night-shift allowance.

Annual Weeks Worked	The amount of weeks worked for pay calculation to FTE. Personal holiday (annual leave) and Bank Holidays should be identified for 52 week Positions. Term time Positions attract non working days and the scheme should be selected for the Position type. Term time weeks worked should be the default bottom option such as 43.4 weeks for a 38 week Position.
Etarmis User	Please select if the Position should be linked to the Etarmis interface.
Costing Information for new Unit/Post/Position	Please select from the drop down box. Please note If you are selecting a new Position then the costing will automatically populate from the post above. Please select the correct costing if different from Post level or missing at Post level if the costing is different from the Post.

Quick Guide – Structure Terms

How to find Structure information in iTrent


In iTrent select Organisation explorer to view the Structure. You will be required to select the date you wish to view the Structure. If it is today's date you can type in the letter T or type in the required date. You can also double click to bring up the calendar. Once you have the correct date press Enter.



Next you need to drill down to find the area you require. For example:

North Lanarkshire Council>North Lanarkshire Council>Infrastructure>Asset & Procurement Solutions>Facility Support Services>Area 1

When selecting the above you should click on the  next to each heading to open it. You can open all the Sub Units from within by pressing the Ctrl button at the same time.

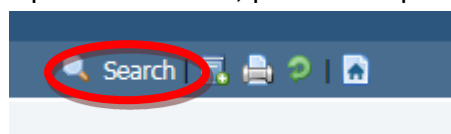


This is known as a Unit

This is known as a Post (table)

This is known as a Position (chair). If it is green then it is vacant and if it's blue then it's filled.

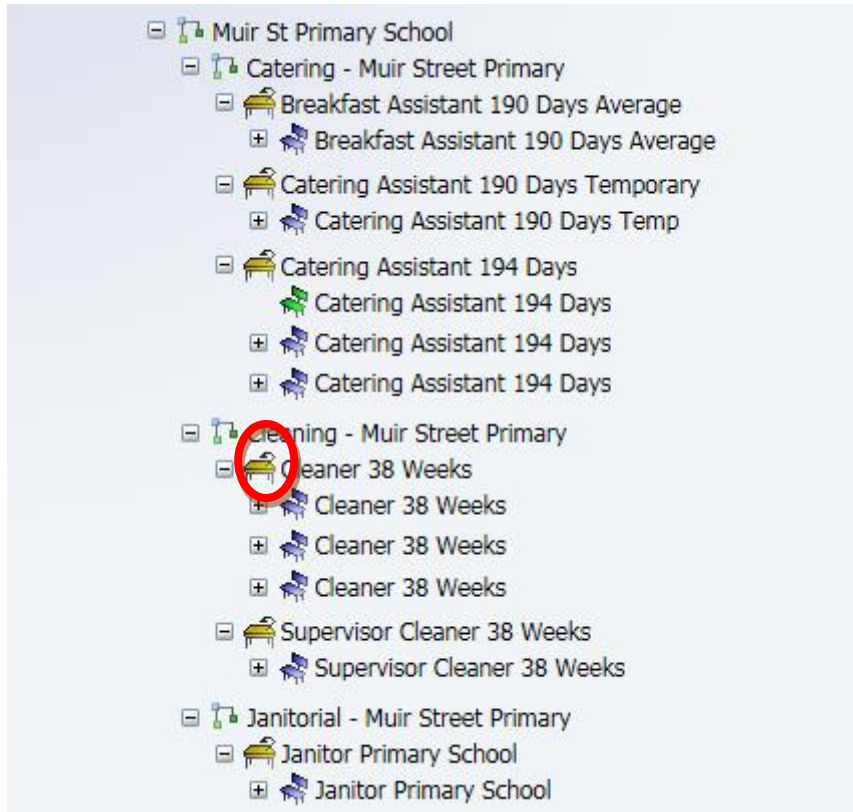
You can search in your area in the explorer for a particular name, premise or position number etc by using



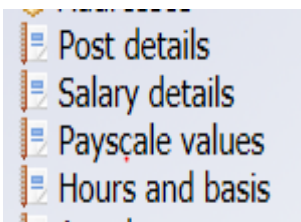
the search button up the top right of the page.

Checking the Unit/Post/Position Number, Hours and Grade on the Structure

You can check your Budgeted Hours and number of Posts/Positions within by using the method above to access the Unit/Post/Position.



You can click on the Post (table) for Cleaner 38 weeks and the options below appear:



Post Details will give you the Post number.

Payscale values = you will be able to view the current Grade & Spinal Column Point.

Hours & Basis = you will be able to view the Post Budget Hours for this Post.

The same can be done to check the Units and Positions.

Inheritance

Please note: information held at Unit level is inherited at Post level which is then inherited at Position level. If you require a change at Unit level then this will filter to Post and to Position.