

Guidance Note

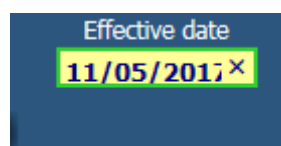
Ending a Unit/Post/Position

Request to end Unit/Post/Position	
<p>YOU CAN REQUEST TO END ALL POSN AND POSTS AT UNIT LEVEL BUT THEY MUST BE VACANT AND UNIT DETAILS MUST ALWAYS BE PROVIDED. PLEASE NOTE THAT ANY UNIT/POST/POSITION CAN NEVER BE REQUESTED TO BE DELETED AS THE HISTORICAL INFORMATION RELATED TO THIS MUST REMAIN ON ITRENT</p> <p>Please refer to the quick guide at the bottom of the page for assistance with the structure terminology</p>	
Effective Date	Please select the effective date for the cessation.
Service	Please select the relevant service from the drop down options.
Structure Level to be ended	Please select the level you would like to end.
Name and number of Unit/Post/Position to be ended	Please enter the unit/post/position name and number to be ended.
Reason for Cessation of Unit/Post/Position	Please provide a brief description.
New Post Budget Hours	If Positions have been ended then please enter the new Post Budget Hours to reflect the change to the Post. If Posts/Units are ended then this information is not required.
Requested By	This must be a HR Business Partner or FSS Manager/Assistant Manager.
Confirmation of Change	Please select to ensure you are aware that if ending a Unit with Posts and Positions within that these will also be ended. This is also the same for ending a Post with Positions within – the Positions will also be ended.

Quick Guide – Structure Terms


How to find Structure information in iTrent

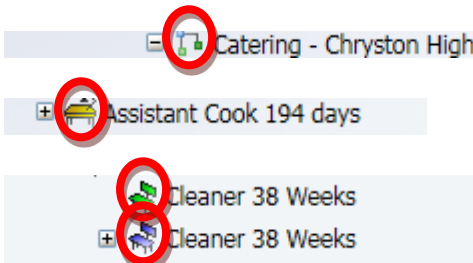
In iTrent select Organisation explorer to view the Structure. You will be required to select the date you wish to view the Structure. If it is today's date you can type in the letter T or type in the required date. You can also double click to bring up the calendar. Once you have the correct date press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

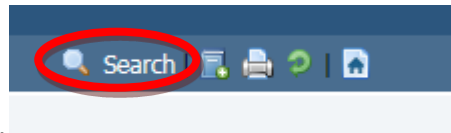


 Catering - Chryston High School This is known as a Unit.

 Assistant Cook 194 days This is known as a Post (table)

 Cleaner 38 Weeks
 Cleaner 38 Weeks 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.

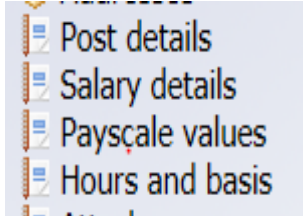
Checking the Unit/Post/Position Number, Hours and Grade on the Structure

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



- [-]  Muir St Primary School
 - [-]  Catering - Muir Street Primary
 - [-]  Breakfast Assistant 190 Days Average
 - [+]  Breakfast Assistant 190 Days Average
 - [-]  Catering Assistant 190 Days Temporary
 - [+]  Catering Assistant 190 Days Temp
 - [-]  Catering Assistant 194 Days
 -  Catering Assistant 194 Days
 - [+]  Catering Assistant 194 Days
 - [+]  Catering Assistant 194 Days
 - [-]  Cleaning - Muir Street Primary
 -   Cleaner 38 Weeks
 - [+]  Cleaner 38 Weeks
 - [+]  Cleaner 38 Weeks
 - [-]  Supervisor Cleaner 38 Weeks
 - [+]  Supervisor Cleaner 38 Weeks
 - [-]  Janitorial - Muir Street Primary
 - [-]  Janitor Primary School
 - [+]  Janitor Primary School

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.