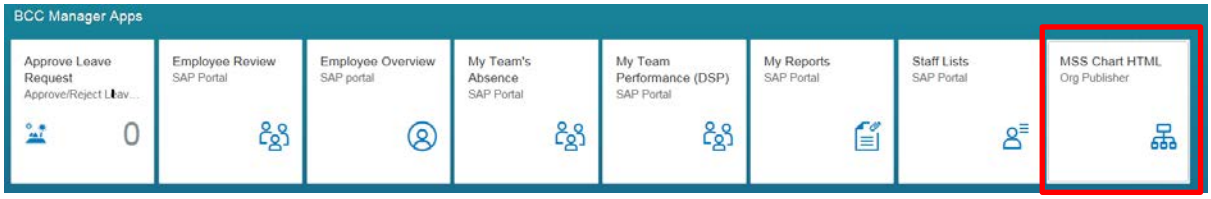
Services New Starter/Transfer Form

Please note that the cut -off date for the form submission to be set up on SAP HR /Payroll is the 12th of the month or the previous working day if the 12th is a weekend or bank holiday (December will be earlier). Therefore forms should be submitted as early as possible for approval and processing to be completed before this date.

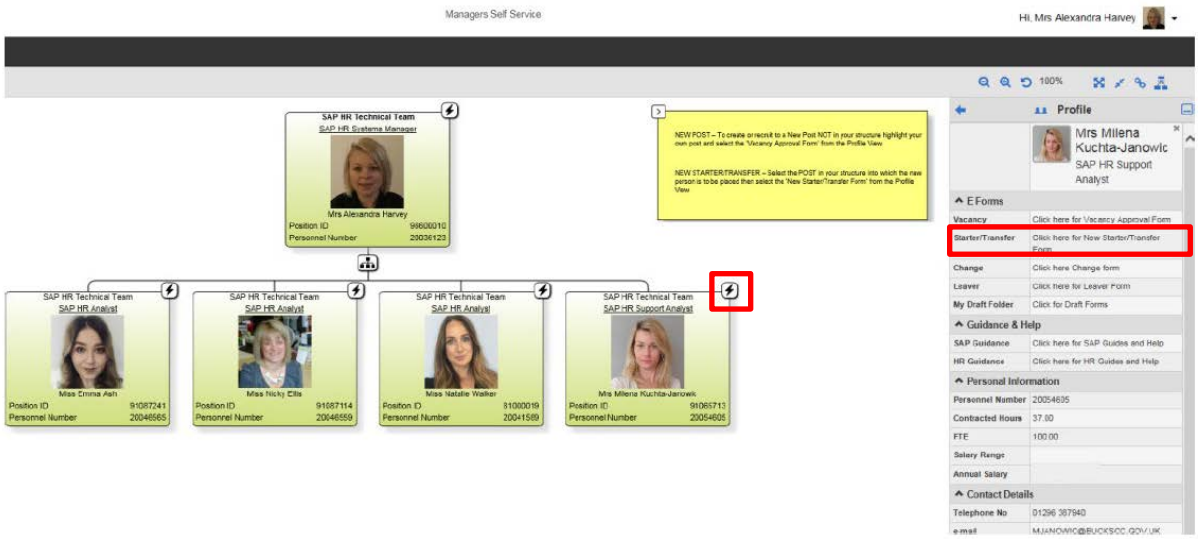
- Current Employees and Agency Workers who need access to SAP.

1. Log in to the SAP Launchpad.
2. Select MSS Org Chart (Org Publisher HTML) via Manager Apps.



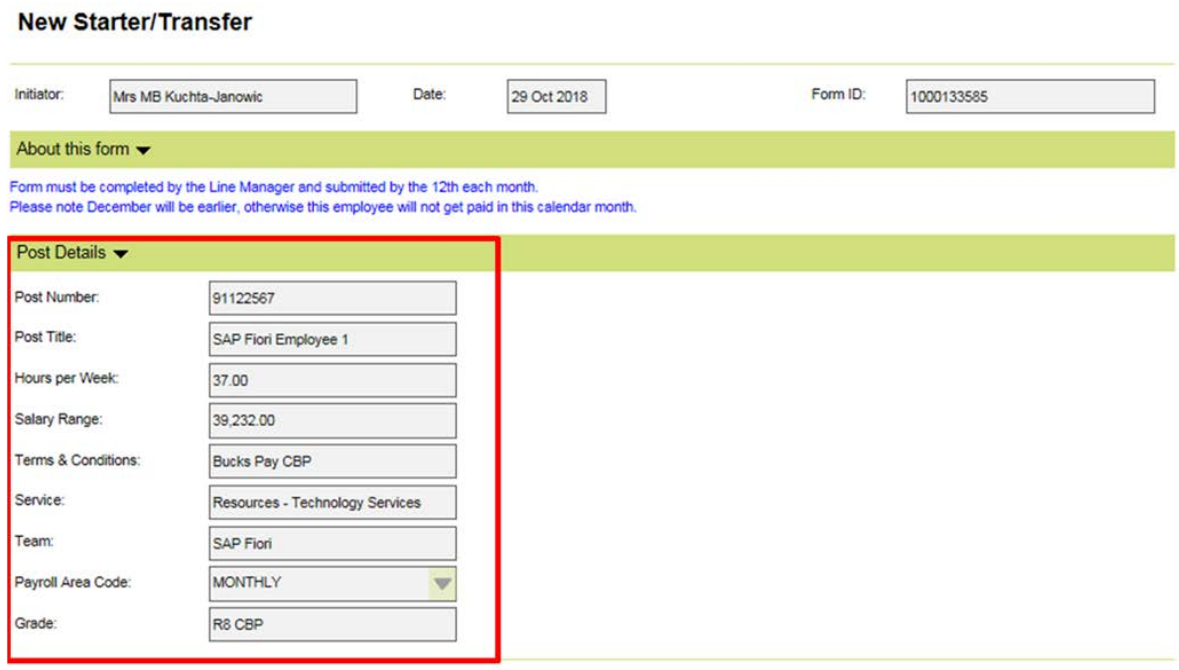
You team structure will appear on a new page.

Locate the relevant post in your structure and click on the Lightning bolt icon to the right-hand side.



The profile fields will then appear to the right - hand side of the screen. **Select Starter/Transfer Form**.

A new screen will open showing the **Starter/Transfer Form**. All details held against the post will be pre-populated.



By submitting this form you will be setting up a SAP record for the employee so please ensure that you have the correct information before completing the form.

Completing New Starter form 3

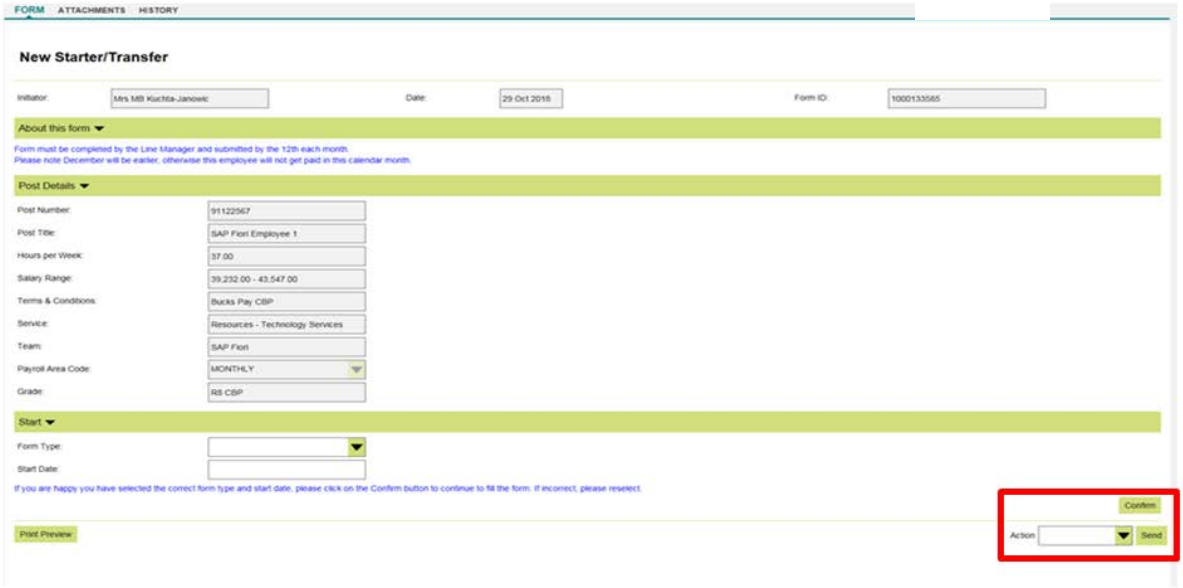
Completing Transfer form 12

Completing New Starter form:

All fields with red star * are mandatory!

Post Details:

This section is display only, and defaults the relevant information related to the post you have selected. If you notice that any information is in-correct. Please delete the form and create a **Changes form** to amend the post information.

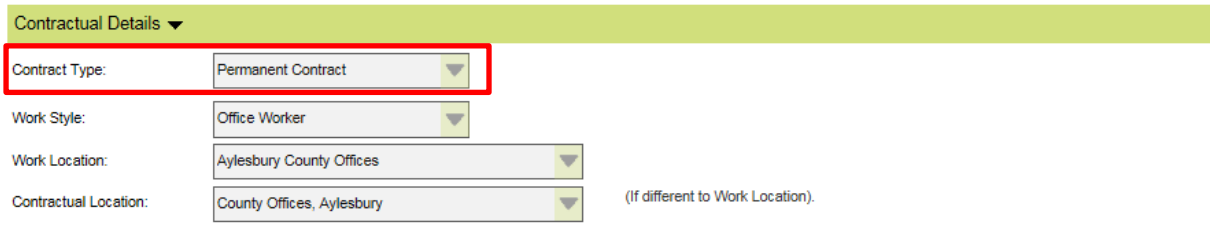


Start:

Please select **Starter** from the **Form Type** menu if the employee is new to the organisation/has previously left the organisation or is taking on an additional post.

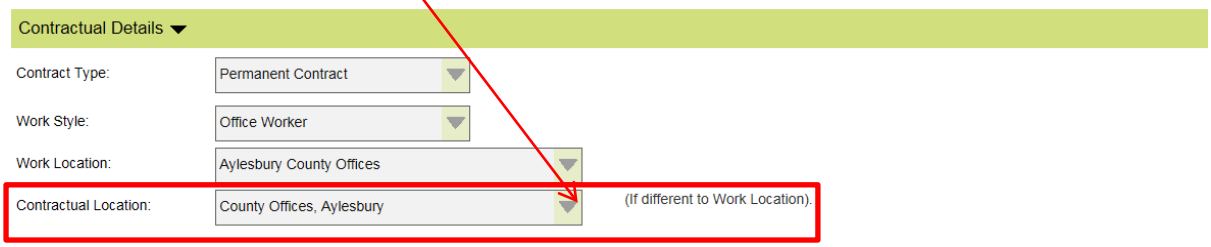
Contractual Details:

Please select the type of contract that the employee will be employed in.



All fields with red star are mandatory!

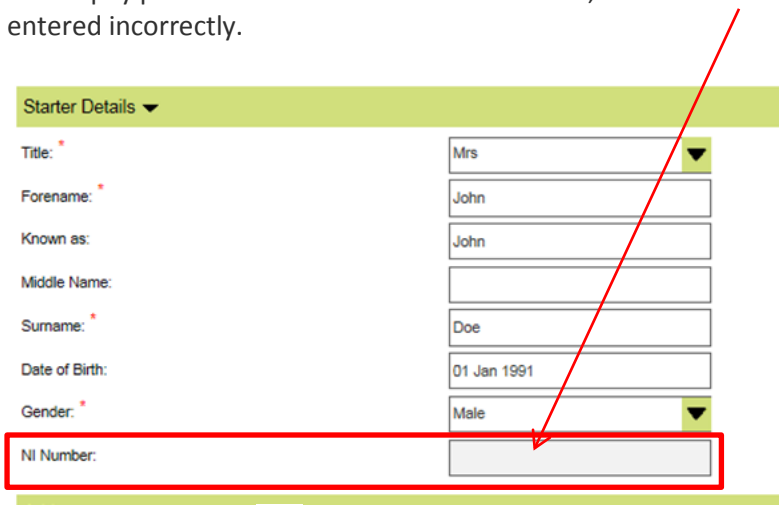
The work location is held at organizational level – if this is going to change for the employee, please indicate **Contractual location** if different to **Work location**. You can restrict selection from the list by typing in.



Agency, Apprentices, Self Employed Consultants and **Casual** posts will only let you submit an employee with this contract type.

Starter Details:

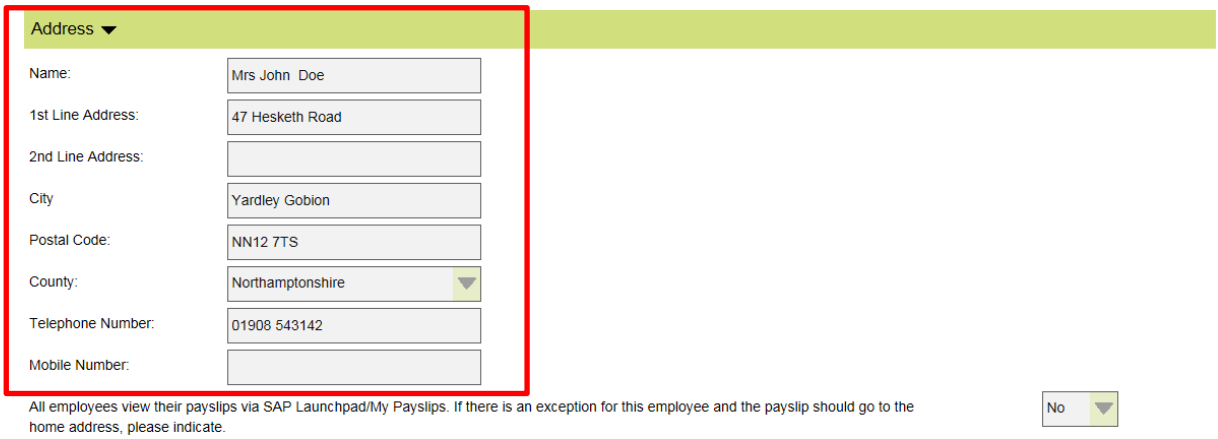
Please enter the full details of the new employee (even if this employee currently works for BC in another post). It would be helpful if you also enter the date of birth if you have the information. Please pay particular attention to the **NI number**, as this can cause issues for the employee if this is entered incorrectly.



All fields with red star * are mandatory!

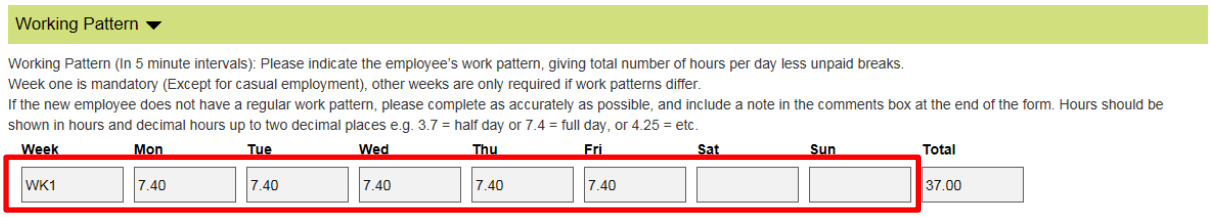
Address:

Please enter the employees address.



Working Pattern:

Please complete the hours the employee works on a daily basis. The pattern in based on 5 minute intervals and is less unpaid breaks.



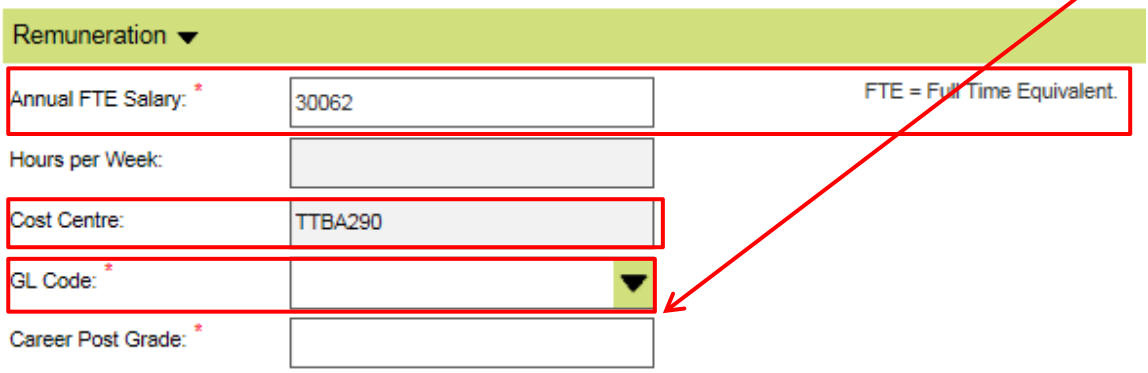
If the hours differ each week you can **Add Week** and the average hours will be automatically calculated. If the new employee does not have a regular work pattern, please complete as accurately as possible, and include a note in the **comments box** at the end of the form. **Hours should be shown in hours and decimal hours up to 2 decimal places e.g. "3.7" – half day or "7.4" –Full day, or "4.25" etc.**

All fields with red star * are mandatory!

Remuneration:

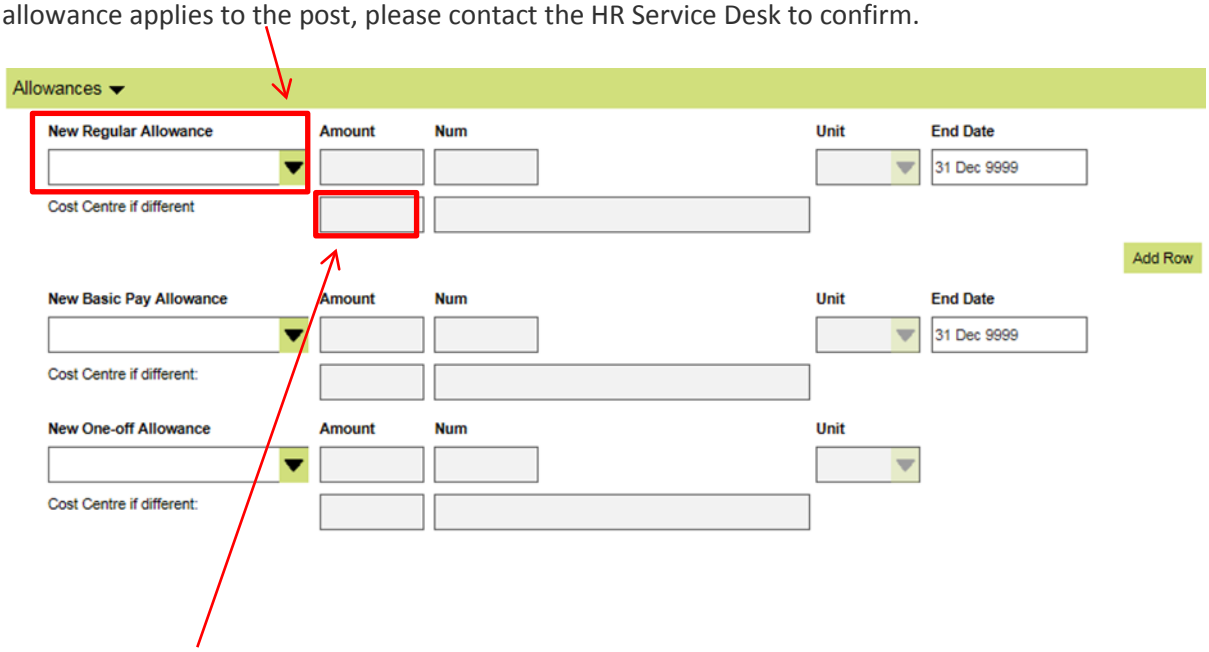
Please enter the **full time equivalent** (FTE) annual salary. The FTE will be automatically calculated based on the hours input and the employee will be paid pro-rata.

The cost center is inherited from the post. **The GL code** describes the type of role the employee is working in. If you are unsure of the GL code please confirm with the HR Service Desk.



Allowances:

Please select allowances that the employee is entitled to. If you are unsure as to whether a specific allowance applies to the post, please contact the HR Service Desk to confirm.



If the **Cost Centre** for the allowance differs from the cost centre from which the salary is being paid, please enter the new cost centre. You will be asked to validate the cost centre at the end of the form and only valid cost centres will allow you to submit the form.

All fields with red star * are mandatory!

Additional Information:

This information will be defaulted automatically from the post, where possible. If no information is stored at post level, the default will be set to **No**. It t can be amended to **Yes** where necessary.

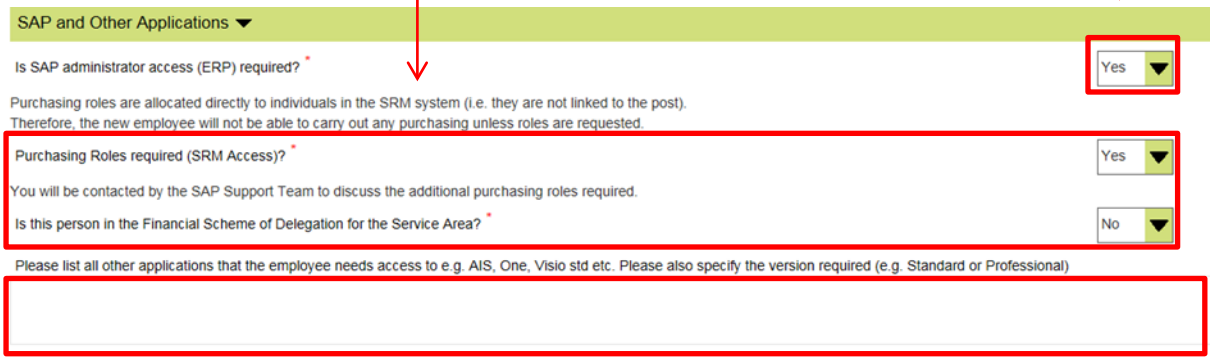
SAP and other Applications:

Please select if employee need access to log into ICT systems, including an email address and **confirm**.

ESS will be given to employees who are paid by BCC to view their pay slips and personal data.
MSS will be assigned to manager posts. Please indicate here if the employee requires Specific SAP administrator or purchasing access.

Please select **Yes** or **No** from the drop down menu if **SAP ERP** access is required.

If you are unsure about answers to the questions regarding **Purchasing and the Financial scheme of delegation**, please save the form to Draft before checking with the relevant departments and completing.

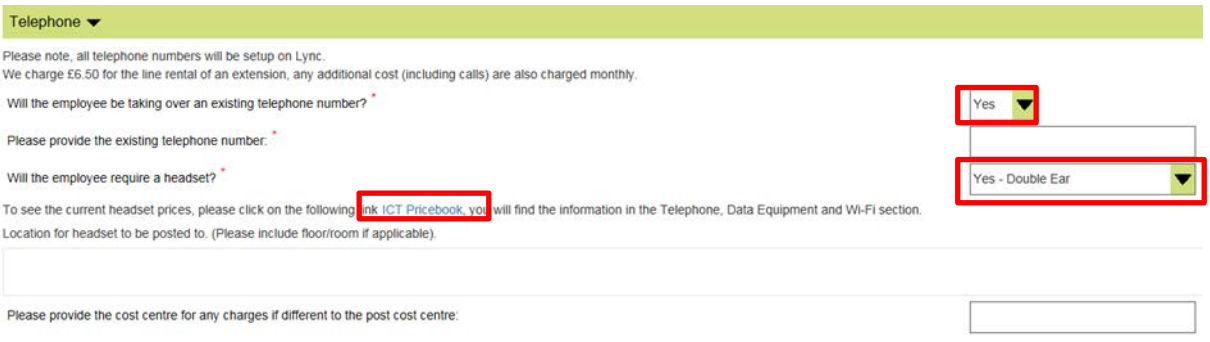


Any further applications can be added as free text in the box provided.

All fields with red star * are mandatory!

Telephone:

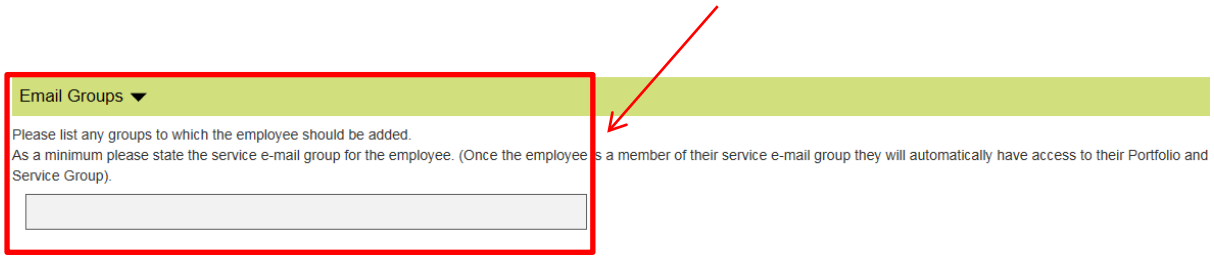
Please indicate if the employee will be taking over and existing extension number or whether they will need a new one. Please confirm if a headset if required.



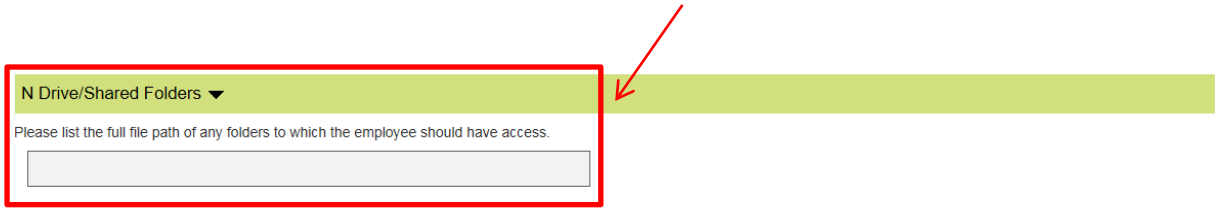
You will also find a link to the **ICT Pricebook** for any associated costs.

E-mail & Shared Access/E-mail groups/ Additional Folders:

All employees with computer will require e-mail and network access. Please enter a minimum of one e-mail group to the free text box provided.



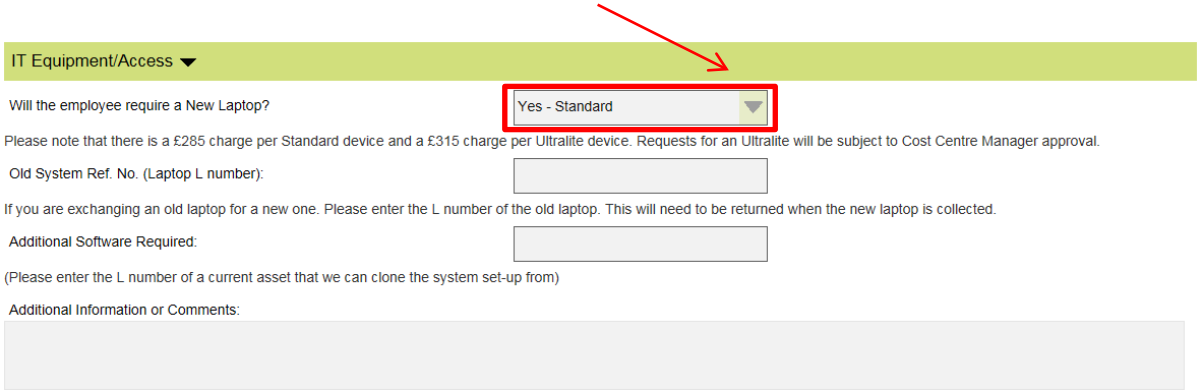
Please enter any additional folder access in the box below.



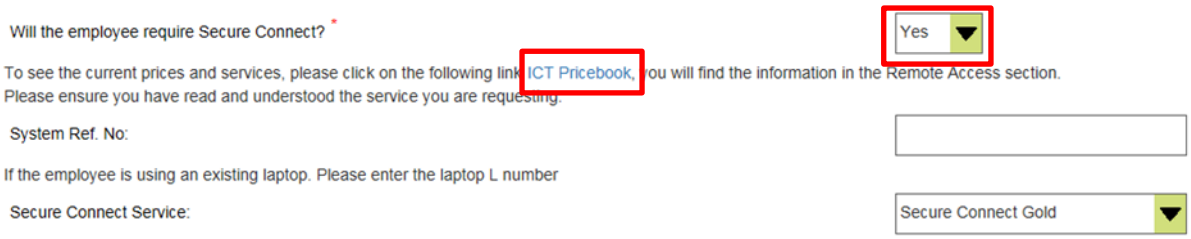
All fields with red star * are mandatory!

IT Equipment/Access:

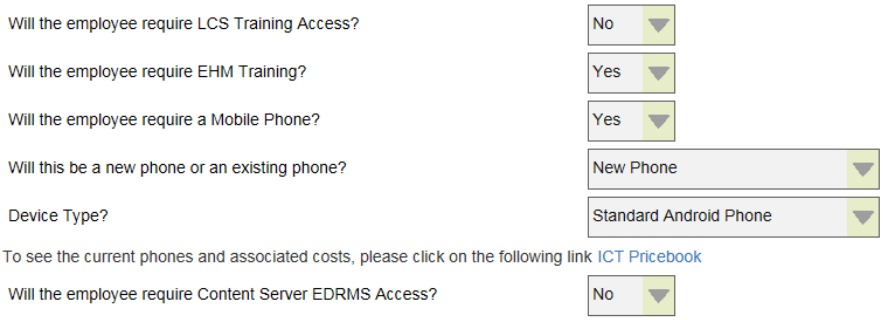
Please indicate if employee requires new Laptop.



Please indicate if employee requires **Secure Connect**. You can access **ICT Pricebook** for current prices & services.

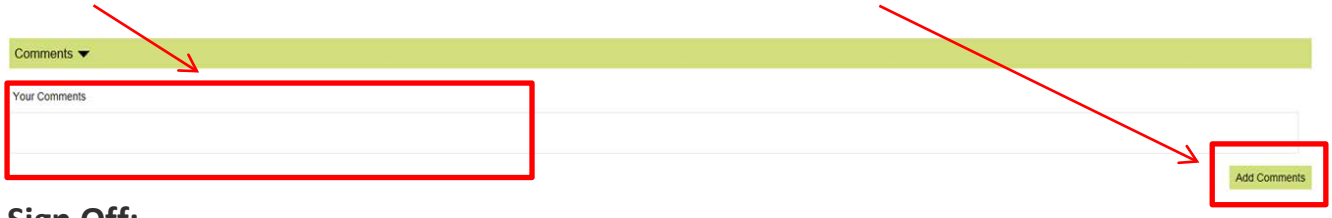


Please select any other Equipment/Access if required.



Comments:

Any comments or if some of the pre-populated information is incorrect (e.g. locations) please enter the correct details in the box below and select **Add Comments** button.

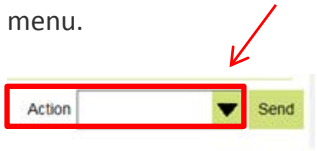


Sign Off:

The Line Manager Details of the post will be defaulted here; this is used for sending subsequent notifications during the form processing cycle.

Action:

You can Submit, Save to Draft or Delete form by selecting appropriate option from the drop down menu.

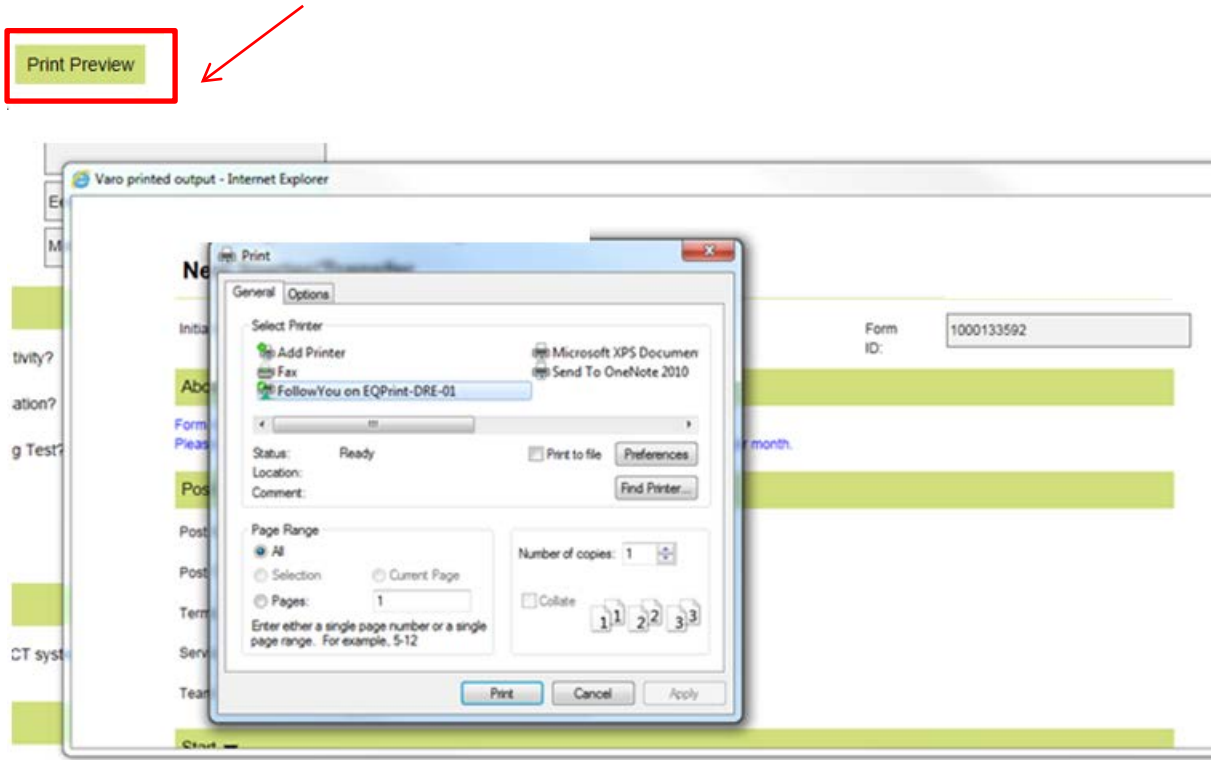


Click on the **Send** button to confirm your chosen action.

Form will be sent to the HR Employee Changes Team who will check the information on the form and automate the payroll record. They can, if necessary, **reject** the form if there are errors, but it is a manager's responsibility to ensure that all the information is correct when completing the form.

Print Preview:

You can pre-view, print or save the form as Microsoft XPS document by selecting the option below.



Completing Transfer form:

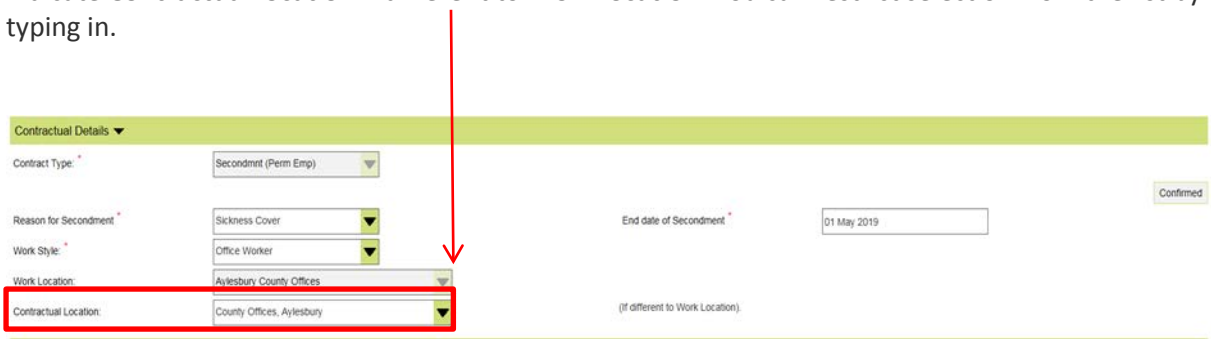
All fields with red star * are mandatory!

Please select **Transfer** from the **Form Type** menu if a current employee is moving to a new post.

Contractual Details:

Please select the type of contract that the employee will be employed in and confirm. Complete all mandatory fields.

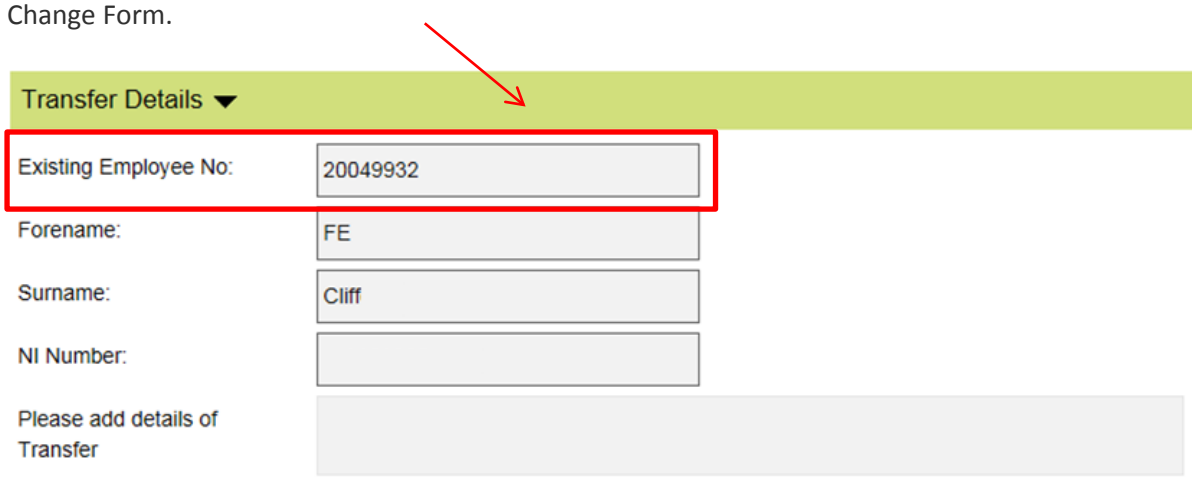
The work location is held at organizational level – if this is going to change for the employee, please indicate **Contractual location** if different to **Work location**. You can restrict selection from the list by typing in.



All fields with red star * are mandatory!

Transfer Details:

Please enter existing **Employee number** of the member of staff that you are transferring in to your post. Please ensure that you enter all their personal details correctly so that their information matches their current record. Any changes to personal information should be actioned via the Change Form.



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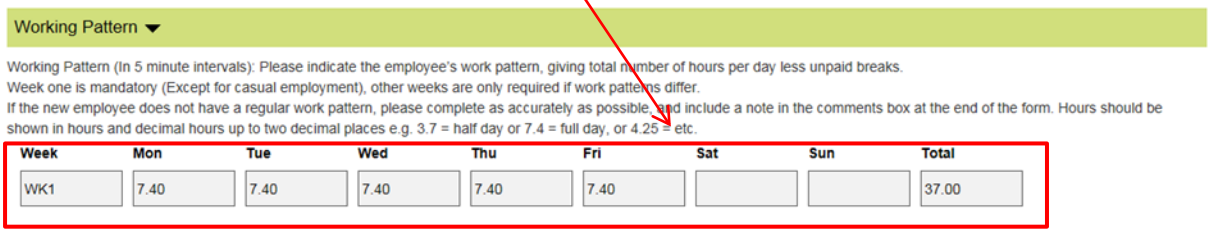

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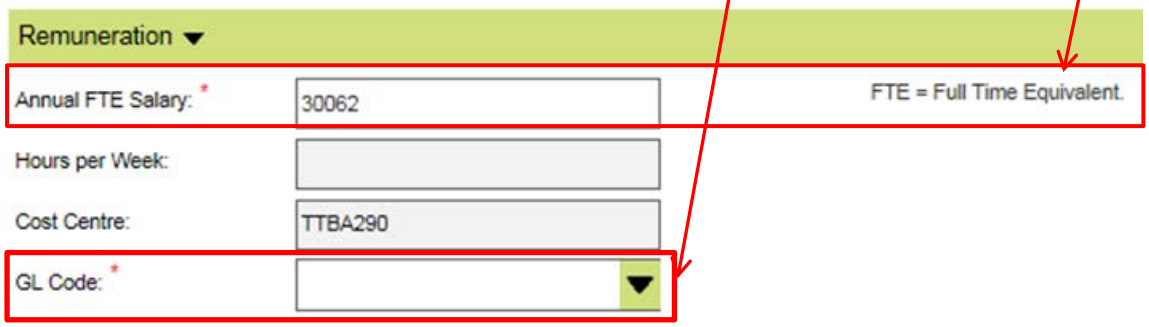

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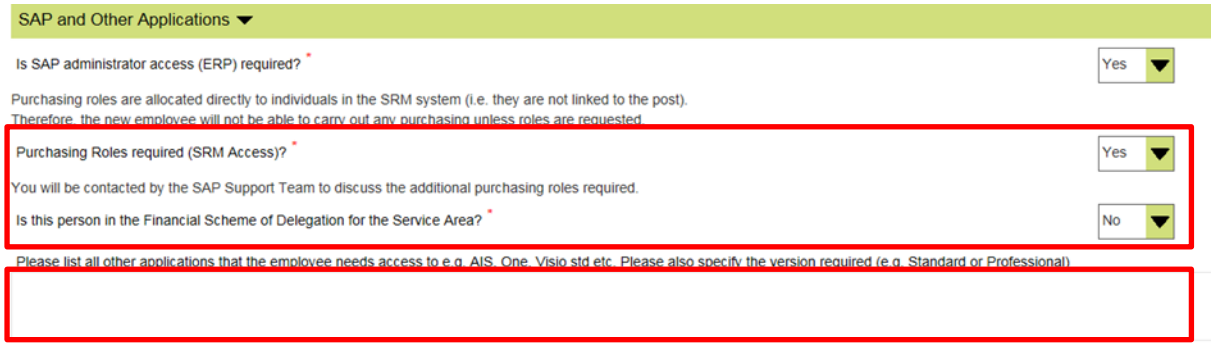

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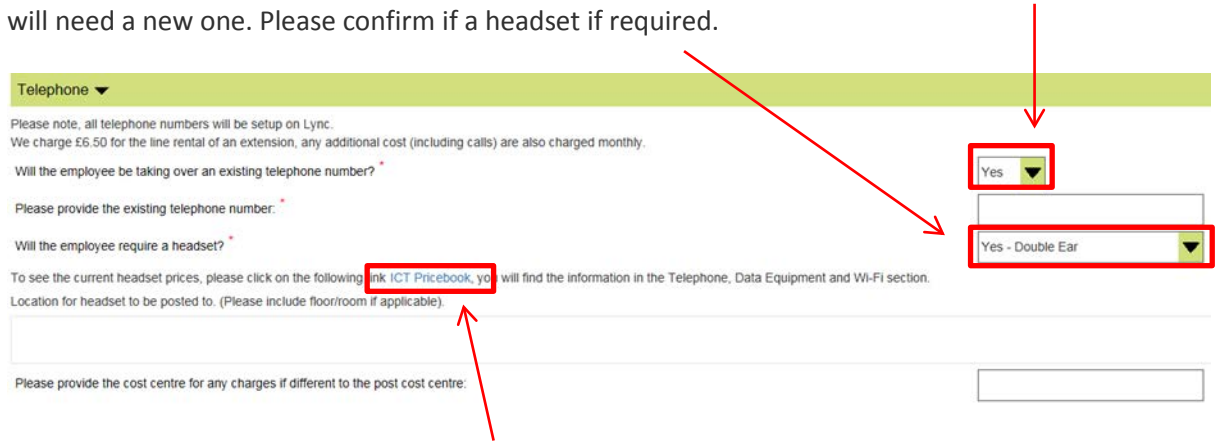

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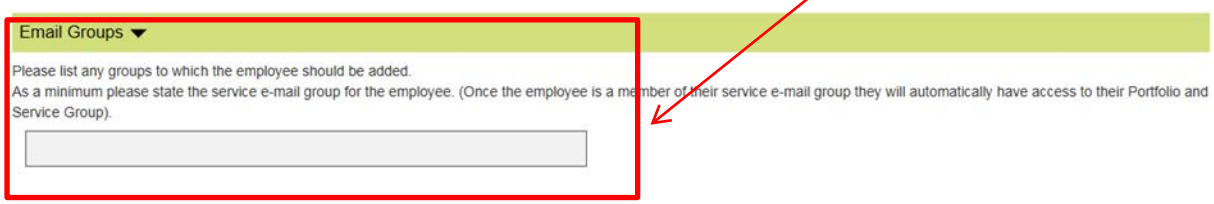

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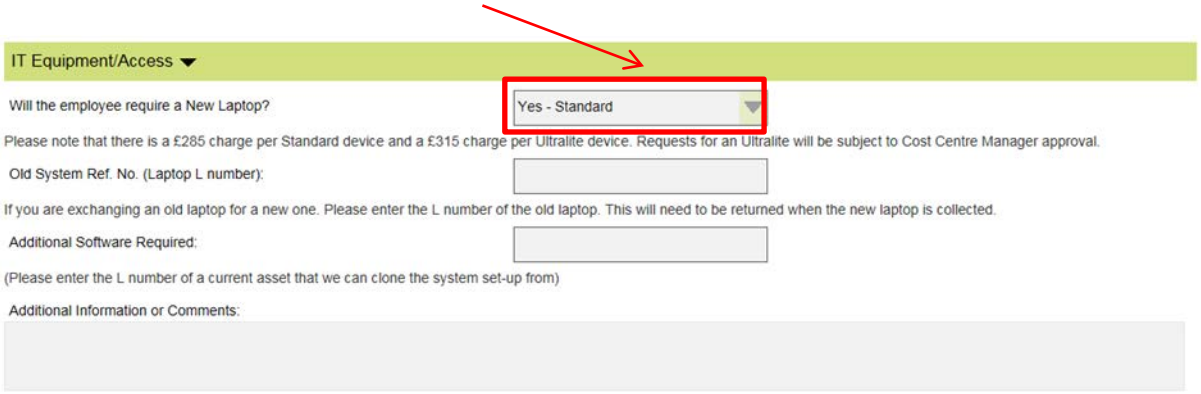

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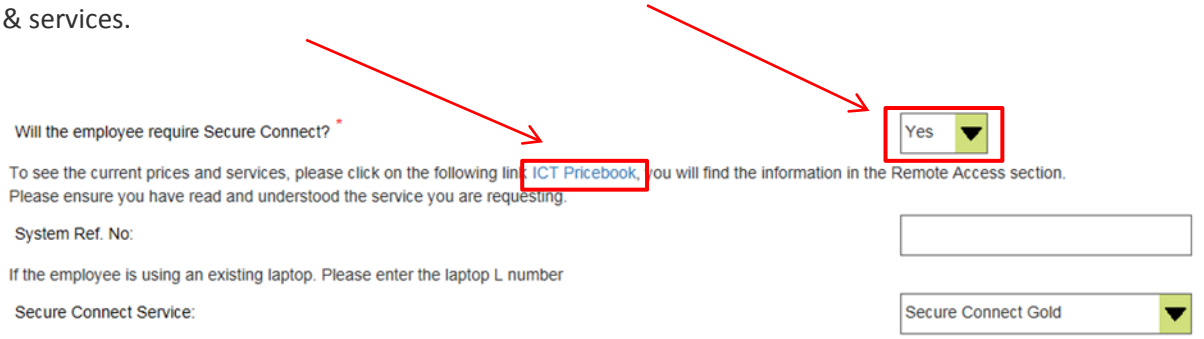

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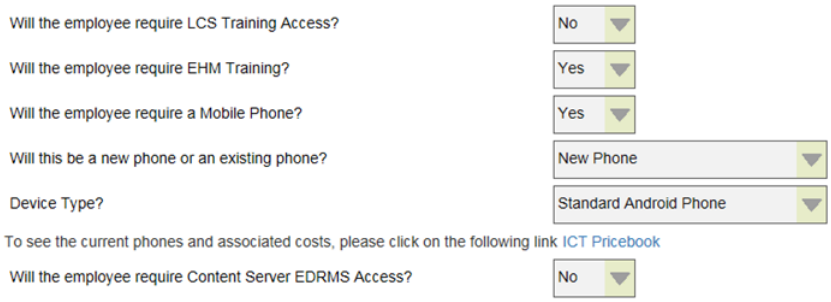

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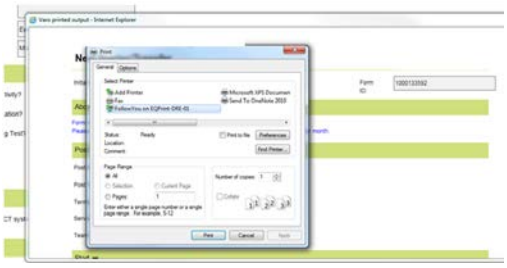
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