

**HR Pool**

**Frequently Asked Questions**

**How do I submit a completed application pack?**

Once a Pool pack is fully completed by the individual and signed off by you, please upload the completed pack to the HR Pool SharePoint site.

**What happens once an application pack has been submitted?**

Once your pack has been submitted, we will:

* Check that the pack is complete and signed off.
* Add the applicant’s details to our system.
* Email you to confirm they have been added to the Pool. You can then search for them in the Pool system and they will then be displayed as ‘Pool Member’. You can then add a first schedule of work for them.

Please allow at least a week for us to log packs in to the pool system once received. September to November is a peak time and packs may take longer to log in at this time.

**How do I gain access to the Pool System to add and accept schedules?**

If your School or Service require you to have access to the Pool system, our Pool team (hrpool@hud.ac.uk) will require email confirmation from your School Manager or Head of Department that system access is required for you. On receipt of this we can arrange training for you (where required), after which you will receive a login to the system. Alternatively, if training is not required by HR and we have confirmation that there is someone in your School or Service who can train you on the process, you will be provided with a login.

**What happens once I have added a schedule?**

Once you have added a first schedule at a particular grade:

* You won’t be able to add any more schedules until a contract is produced and until then, the pool will display ‘Pool Employee No Contract’.
* HR will then begin processing the contract. Once the contract has been sent, the individual who entered the first schedule onto the Pool will receive an email to let them know that the contract has been sent and they can now email the first schedule to the employee.
* The individual’s status in the Pool will now be ‘Pool Employee’ and you will be able to raise further schedules under that grade.
* All schedules for students must be raised weekly, in advance of the work being undertaken. This enables us to ensure they are not offered work in excess of their [permitted weekly hours](https://staff.hud.ac.uk/media/intranet/content/hr/forms/StudentWorkingHours.pdf) and any visa restrictions.

**How do I arrange an IT account for my casual member of staff?**

You can arrange an IT account for your pool member of staff by completing a Casual Staff request form via IT's [HudHelp system](https://hud.topdesk.net/tas/public/ssp/content/detail/service?unid=ca43d308d1494b14854556edd2ff1f58).

**\*Please note that these forms must be completed by your School Administration Manager or School Finance Manager.**

**When are the Pool deadlines?**

As a general rule, first schedules need to be added to the system by the 7th and accepted by the 14th of the month for payment that month, but are subject to change. Please ensure that you check the Pool system (Report 133, which can be accessed by clicking on the pie chart at the top of the page in the Pool system) to confirm these dates:



* This is especially important where they may fall on a weekend or bank holiday, as cut-off dates will be earlier.

**How should l record working hours?**

It is best practice that casual workers record their hours on timesheets, locally within the School or Service, submitting them to their supervisor for approval. This will provide confirmation of the hours worked and can then be referred to when schedules are being amended and accepted on the Pool system. Records of these timesheets should be retained in some format for at least 12 months.

Once the work has been undertaken and actual hours confirmed, the schedule must be accepted on the Pool system, to enable payment on the next available pay date.

Schedules for pool employees who aren’t students don’t need to be inputted weekly. These schedules can be accepted before the work has been completed.

**Can I employ research staff via the Pool?**

Research staff cannot be employed via the Pool, these vacancies should be dealt with via the [staff monitoring system](https://hrsystem.hud.ac.uk/monitoring/).

**A member of my team is going to be administering the Pool for the department, is it possible for them to receive access and a login to the system?**

Pool system access and logins will be provided once training on the system has been undertaken with HR.

Training on the Pool system can be arranged by emailing us at hrpool@hud.ac.uk.

**I need to add a schedule using a cost centre that doesn’t exist within the Pool. How can this be added?**

Cost centres can be added to the Pool by emailing hrpool@hud.ac.uk, confirming the cost centre you would like to be added.

If you will be using the cost centre to pay PTHPL schedules, please also confirm the academic line manager that would be managing these PTHPL staff.

**How is annual leave calculated and paid?**

Annual leave is not included in the hourly rate of pay. A pool employee receives 9.35 minutes of annual leave for each hour of scheduled work they undertake and the value of this will be accrued during each schedule.  Payment for this accrued annual leave will be made in December, April and August.  Annual leave will not accrue when they are not engaged on a schedule.

**When do deactivations happen?**

A report is run each month to determine which individuals haven’t worked for us or had any work added for a specific period of time and therefore must have their employment record deactivated. There are different timescales for different categories of staff within the pool:

* **Students** – are deactivated if they have a 12 months’ period of no work being raised on the pool system. Students are also made leavers once they reach their course end date (as per their student card).
* **PTHPLs** – are deactivated if they have a 3 months’ period of no work being raised on the pool system. It is therefore very important to add work to the pool as soon as possible to ensure that records are not deactivated and P45’s sent to individuals if they are still undertaking work.

**A casual member of staff wants to resign – what should they do?**

If pool members no longer wish to be considered for casual work, they should inform their manager and Human Resources as soon as possible. This can be by way of a letter or e-mail to the manager, copied to hrpool@hud.ac.uk.

On receipt of their resignation, their pool record will be deactivated.

It is important to ensure that any outstanding schedules have been added and/or accepted in the pool to ensure correct payment, prior to the record being deactivated by Human Resources.