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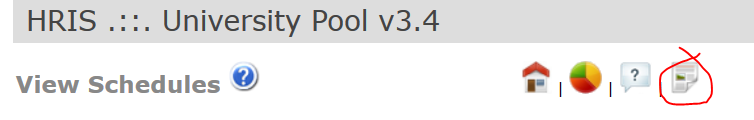
**The Pool Process**

**Pool Application Packs**

If you would like someone to join the Pool, please make sure they’ve completed and returned a pool pack to you. You then need to carry out the right to work check and authorise the pack before sending it through to us at [hrpool@hud.ac.uk](mailto:hrpool@hud.ac.uk)

We will then log them on to the system and ideally this is done before any specific work is offered. Legally you have to have carried out a minimum of a Right to Work /Adjusted Right to Work check before they undertake any work.

The most up-to-date application packs can be downloaded from the Pool:



The main categories used are

* Part Time Hourly Paid Lecturers (PTHPLs),
* Student Support Workers (SSWs)
* Students
* Sports Centre Instructors
* Demonstrators

The packs available for these roles are different and require different paperwork.

You will notice on the Pool that there are Reinstatement packs – these are a shortened version of the pack and would be used if the person has worked for us before and left less than a year ago. Anyone who has worked for us before and left a year or more ago will need to complete the full pack.

You’ll know if they have worked for us before and have left as you will be able to look them up on the Pool system, but their record will be inactive.

**Right to Work**

To enable an individual to be offered work, a right to work check must be undertaken prior to the individual being offered and undertaking work. Any work done without a right to work check or a right to work check that has been undertaken after their start date will not be paid.

**Advertising**

Should you wish to advertise a PTHPL post externally, please liaise directly with our advertising agency, Penna, to arrange this. Our contacts are:

Sarah Morton

Account Co-ordinator – Midlands Delivery Team

Phone number: 07546 415835

[sarah.morton@penna.com](mailto:sarah.morton@penna.com)

Emily Hill

Senior Account Co-ordinator – Midlands Delivery Team

Phone number: 07546 415840

[emily.hill@penna.com](mailto:emily.hill@penna.com)

Suggested wording for your advert can be found at the end of this document.

**Things to consider**

* Students undertaking PTHPL work – must be studying at Doctoral level.
* When we are employing PTHPLs we need to ensure that they have relevant qualifications for the post, as even though they are casual staff they are still representing the University. It would only be in very few cases e.g. leading industry specialists where we would accept them without qualifications.
* Student employment – can only be carried out by a current University of Huddersfield Student and we would need confirmation of this e.g. student ID card, ASIS screenshot where card is not available.
* To recruit PTHPLs - these can be people/staff already known to you, however if they are our member of staff, they can’t be appointed to the Pool if they are already full time.

Once a Pool pack is fully completed by the individual and signed off by you, please email the pack and all supporting information to [hrpool@hud.ac.uk](mailto:hrpool@hud.ac.uk)

**Once your pack has been submitted:**

When your pack is submitted to [hrpool@hud.ac.uk](mailto:hrpool@hud.ac.uk), we will:

* Check that the pack is complete and signed off.
* Log it into our system – the person will then be displayed as ‘Pool Member’ in the Pool and you can then add a first schedule of work for them.

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 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 in advance of the work being undertaken. Once the work has been undertaken the schedule must be accepted and this then indicates to Payroll that they can receive payment on the next available pay day.

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

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

**Pool Deadlines:**

As a general rule, first schedules need to be on by the 7th and accepted by the 14th of the month for payment that month. 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:

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

**Useful Information:**

* **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.
* **Deactivations**: A report is run each month to determine which individuals need deactivating. There are different timescales for categories of staff within the pool:

**Students** – Students are deactivated if they have a 12 month period of no work being raised on the pool system. Students are also made leavers once they reach the end of their course (as per their student card).

**PTHPLs** – this category of staff are deactivated if they have a 3 month 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.

* **Resignations**

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](mailto:hrpool@hud.ac.uk).

On receipt of the resignation, the 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.

**Sample PTHPL advert text:**

**The University of Huddersfield**

**Department of xxxxxxx**

**Part-time Hourly Paid Lecturer in xxxxxx – Appointment to the Pool**

The Department of xxxxx at the University of Huddersfield are seeking to appoint part-time hourly paid Lecturers to join our team delivering high quality teaching to xxxxxxxxx.

Applicants should have (place essential criteria plus additional text you require here):

**Please ensure you add the following sentence to your advert:**

*It is important to note that joining the pool does not guarantee work and inclusion in the pool is not regarded as employment at the University.*

Informal enquiries are welcome to:

Name: (Name and job title of member of staff in School responding to enquiries)

E.mail: (their email address)

**As these vacancies are not administered by HR please ensure you request that CVs are submitted to a member of staff within your School.**

Please submit a CV and covering letter to: xxxxxxx@hud.ac.uk

Closing date:

Interview date: