

Online Hiring and Employee Changes Form

(Core and Externally Funded)

Frequently Asked Questions

- 1) How do I cancel an Online Hiring Form?
Only the creator of the online hiring form can cancel a form thus deleting it from the system. Cancelled forms can not be restored once deleted. If the form has been submitted to the Head of School/Unit or Finance Manager the form would need to be returned to the creator in order for it to be cancelled.
- 2) Where do I find the post number?
The post number will not yet exist for new posts as a result this field can be left blank. For existing posts your local Finance Manager may be able to provide this number.
- 3) I am unsure what the salary will be for this post?
Please consult with your local Finance Manager before submitting an Online Hiring Form.
- 4) I do not have the Staff Plan number?
The local HR Partner and Finance Manager would be able to provide you with a Staff Plan number.
- 5) I don't know what objective grounds to enter?
Objective grounds should be discussed with your Resourcing consultant before the Online Hiring Form is submitted. The objective grounds are fundamentally the reason for this post i.e. maternity cover, career break, a new project, a requirement for specialist expertise etc.
- 6) I have submitted a form. How do I know where the current form is in the process?
Under the Hiring Dashboard screen you can follow the form as it moves through the approver levels.
- 7) The post is non-scale but it is not accepting the non-scale amount I am entering?
You need to select "Non-scale" as the grade and also input the non-scale amount in order for form to be submitted.

- 8) The form is rejecting the other post title I am entering?
You need to select "Other Title" as the Post Title before you can enter a specific post title not currently on the system.
- 9) I want to advertise a maternity cover post. What cost centre should I use?
The UCD Social Costs Scheme is now in operation and the cost of maternity leave is recouped from the central fund. The replacement post, however, is still charged to a local cost centre either core or externally funded. If the replacement post is externally funded, the additional pension costs associated with this categorisation will be covered from the Fund. For further details on this scheme please consult the policy at the following link:

[Social Costs Scheme Policy](#)
- 10) Two posts in my area have recently been approved by the Job Grading committee what should I select as the reason type?
When a post has been job graded the "New Post" category" should be selected.
- 11) I want to advertise this post on a number of websites and I have a particular timeline in mind.
Please consult with the Resourcing Consultant for your area if your School/unit wishes to pay for additional advertising outside of the standard advertising locations or if you wish to advertise for an extended period. A list of additional advertising sites can be uploaded as a supplementary document.
- 12) When should I use the "Replacement Other" category?
The "Replacement Other" category should only be used in exceptional circumstances. Before proceeding with the "Replacement Other" category please discuss your planned post with your local Resourcing Consultant.
- 13) I am unsure if Garda Vetting is required for this role?
If you are unsure if Garda Vetting will apply please consult with the Resourcing consultant and Hiring Manager to see if this role in particular will require contact with children or vulnerable persons. Please consult the Garda Vetting Policy for further details: [UCD Garda Vetting Policy](#)
- 14) Who covers the cost of relocation expenses?
Relocation costs are covered locally by the School/Unit rather than HR. Further details are available at the policy below:
[UCD Relocation Policy](#)
- 15) I am going to advertise an EA panel as temporary and permanent but there are only 2 temporary posts available at the moment but a permanent post may arise in the next few months? Should I select temporary or permanent on the form?

The Online Hiring Forms should only be used for posts that are currently in the staff plan. In this scenario you would create a form for the temporary EA post

and submit it for approval. You can then use the copy functionality to replicate this form and re-submit the second post for approval. Each post requires individual approval. If a permanent post later arose a new Online Hiring Form could be created and submitted for approval.

- 16) I filled a new post 3 months ago and now the employee has resigned. I wish to backfill with the reserve from the panel. Should I use the new post or a replacement category?

You would use the replacement resignation category.

- 17) I am completing an Online Hiring form for an Associate Professor role which will not commence until next year. The exact date next year will depend on when the successful candidate can commence. The advertising process, however, will start immediately. What date should I put as the planned start date?

The planned start date is always provisional and is tied to the post rather than the advertising process. The planned start date must always be in the future but the future date can be revised in conjunction with an applicant and a School/Unit during the post-interview process.

- 18) The cost centre for the post is split across two units, which cost-centre should I enter on the form?

It is rare for posts outside of the Research funded area to be split across multiple cost centres. In the event that this is the case, the creator would need to indicate the cost centre split in the additional comments field and the Finance Manager would then need to indicate on their "remarks" field that the split cost centre has been approved.

- 19) The Head of School wants to be the point of contact on the Job Description but the School Manager will be the point of contact for the competition administration. Who do I enter as contact details?

The creator of the form will be the default point of contact for the administration of the competition. The job description which has to be uploaded can separately list the Head of School as the point of contact.

- 20) I am backfilling a role at a lower grade than the incumbent. What grade should I enter?

You would need to enter the grade that you wish to advertise rather than the grade of the incumbent. You would also need to consult with your local Resourcing Consultant in relation to the objective grounds for this post.