



Setting up a Recruitment Gateway Approval

When wanting to hire an individual/s or looking to advertise through Campus Jobs, the first step you need to take is to gain financial approval for the role/s through the Recruitment Gateway.

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Locating the Recruitment Gateway

- Firstly, head to www.reading.ac.uk/HR
- Secondly, look for 'Recruitment' in the left-hand menu bar

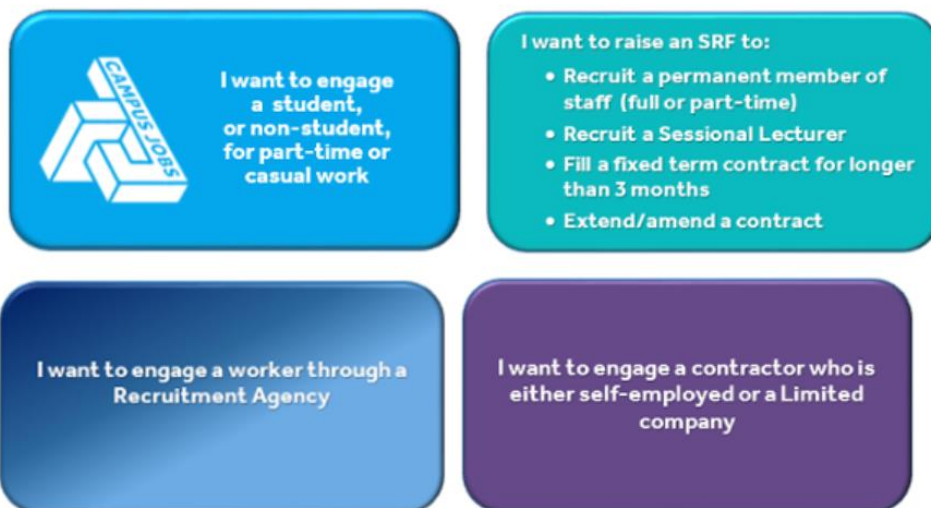
You will see this page:

Recruitment

An effective and professional recruitment and selection process is vital to recruiting and retaining the quality staff that the University needs to remain successful in the future. Here you will find all the information you need to successfully undertake this process in partnership with HR Operations.

How to hire an employee or worker

Whether you are recruiting for a permanent or temporary role, you must go through an appropriate approval process. Click on one of the buttons below to find out more.



Upon clicking the blue rectangle with a Campus Jobs logo, you will be redirected to the Recruitment Gateway.

Once through, you will be on **Page 1** of the Recruitment Gateway (please note there are two pages you will need to complete):

Completing the Recruitment Gateway

The first page will start by asking you the following question:

REQUIREMENT

Type: *





- I'm looking for applicants
- I have already determined who I wish to engage


Once you select one, the form will open out additional questions.

I'm looking for applicants

I have already determined who I wish to engage

How many individuals on a part time or full time basis are you wanting to engage? * 

The vacancy is suitable for? * 

How long is your requirement for? * 

Reason for Requirement: *

Has your department recruited to this role in the past? *

Work Category: *

Job Title for post: *

Once you have completed each question (those denoted with a * are required), you need to click 'Submit'.

Please note, you are not finished at this point as we need to collect details relating to the job itself from you. After clicking 'Submit' you should see something similar to the following:

To fulfil this requirement via **Campus Jobs** click 'Go'

Your Recruitment Gateway Reference is: **RGTES0420372**

Please make sure you click 'Go' at this point or we won't be able to see or access the information you inputted.

Page 2 will appear entitled 'Campus Jobs Approvals'

CAMPUS JOBS APPROVALS

Information Required

On this page, you will need to have the following information to hand:

- Worker name/email address (if you have more than 6 workers you will be directed to email us a list of their details)
- Closing date (if an advert)
- Pay rate (consult the [Temporary Worker Framework](#) to consider the appropriate pay rate for the role. If you are unsure, contact us)
- Dates of work
- Total hours (this should be the sum of all hours you envisage the worker/s working for the whole duration of the role i.e. if they are to do 10 hours a week for 6 weeks, you should enter 60 hours)
- Timesheet Authoriser details (whether yourself or other colleagues)
- Account Code (common ones are 3420, 3410 and 3100 but you should consult the [finance account code list](#). Please note they need to start with a 3)
- Cost Centre (4 letters and linked to your department - if you need help finding yours, please look [here](#))
- Project Code (usually starts with a letter (A, E for example) followed by 7 numbers)

Once you have entered all information on this page, please click 'Submit'. You should now see a loading icon and the page should refresh to show 'Submission Successful' - you will also receive an email to the same effect.

FAQ's

I noticed on the initial Recruitment page that the different colour rectangles seem to take you to the same place, why is this?

The first part of the Recruitment Gateway is designed to signpost you to the correct service or process at the University for paying an individual therefore, the information you put into the first page will help determine if you should be directed elsewhere (other than Campus Jobs).

Where will my approval go once I submit it?

Once you have filled in both pages and submitted the request, it will need to go through financial approval – who the request goes to depends on how much the maximum total spend of the approval is (see table below):

Total Spend	Originator	Budget Holder	Head of Department/ Section	Accountant	Head of School/ Function
£7.20 - £1,999	✓	✓			
£2,000 - £4,999	✓	✓	✓		
£5,000+	✓	✓		✓	✓

An automated email is sent out from the system to the relevant approver(s) (the information follows a P2P workflow set up in Agresso). Approvers can also view any requests that are outstanding by logging into <https://hrforms.reading.ac.uk/RGAdmin>. Once the request has been approved, the originator will receive an email from the system stating that it has been authorised. Please note, Campus Jobs cannot set up any assignments until the request has been approved.

What happens once the request has been authorised?

When you receive an email stating that your request has been authorised, this will allow us to now process your request and get it onto the system. For named appointments i.e. the names of those you would like the job offered to, we will be able to do so once they have provided us with their Right to Work documents and have agreed to our contract. As soon as they have actioned this, they will be all set to work. Once the individual has accepted the job offer, this will allow us to place them onto Campus Jobs payroll.

I've received an error message, what should I do?

Firstly, it is worth checking what sort of error message is displaying. Errors on the gateway are usually linked to the following 3 issues:

- Accounting information being incorrect
 - Make sure there are no spaces or additional characters in any part of the costing information
 - Account codes should start with a 3
 - Your cost centre should be linked to the project code on Agresso and should be 4 letters
- Spending too long on the form

At present the Recruitment Gateway times out at around 15 minutes therefore, we recommend compiling all the information required (see list above) before starting the form. If you receive an error entitled 'Error:', it means your form has timed out, needs to be restarted and completed again

- A glitch with the closing date question

We have identified a glitch with question 3 'Do you know who you wish to engage?' whereby occasionally, it will lead to an error when you try to submit. If this occurs you should click 'yes' then 'no' again on question 3, make sure your closing date is entered and then try submitting again

I've followed the Recruitment Gateway link, but the page won't display at all

Make sure you are connected through a cable to the main University network or are logged in to the VPN, particularly if you are off campus. If you are unable to access via either of these, you may need to ask a colleague who is on campus to put the approval through instead.

Can I create a Recruitment Gateway request retrospectively?

You will be able to do so however, the second page of the form will not allow you to backdate. If you do need to backdate, email us at campusjobs@reading.ac.uk once you have submitted the form and we will ensure that the individuals timesheets are available from the day they first started working. Please note, we strongly advise that you refrain from raising Recruitment Gateway requests after the individual has already started work and that these are created in advance. Please note that legally, we must see all workers' RTW documents and they must accept our contract before they can start working for the University.

How long can a non-student work through Campus Jobs for?

Non-student workers can work through Campus Jobs for a maximum of 6 months full time - this would be made up of 3 months plus a 3-month extension. Therefore, if raising a gateway approval for a non-student to work through Campus Jobs, you should not select more than 3 months initially.

If your project/workload isn't completed within the 3 months, you can raise an extension through submitting another request. Individuals required to work full time for longer than 6 months need to be taken on via a fixed term or permanent contract through central HR.

Please note, students are not restricted to the same time frame as above.

I've filled in the first page but am not being directed to Campus Jobs, why is this?

The first page of the Recruitment Gateway determines which route to send you depending on what answers you have inputted. If you have said that you want to hire someone on a self-employed basis for example, you will be directed to completing an ESQ via finance or alternatively, if you have said you want to take on a non-student for a year, then you will be directed to HR.

We recommend selecting Students & Non-Students in the relevant question so that the form is sent to Campus Jobs. Please refer to Question 7 if you need further guidance on how long non-students can work through Campus Jobs.

How do I work out the maximum total spend my budget code could potentially be charged?

Prior to raising your request, you may want to use the [Excel spreadsheet](#) to work out the maximum cost that your budget code could potentially be charged. If you are unsure what hourly rate you should be using, please ensure you pick an appropriate rate outlined in the Temporary Worker Framework.

Can I list various account codes to be charged in one approval?

There isn't the mechanism to split the approval between project codes. You will need to choose a specific project code and if you need to transfer money around later you should speak to your financial business partner about arranging a BIF payment between your department project codes.

The only other option is to raise multiple recruitment gateway forms, listing the relevant project code on each - this would mean the worker has multiple timesheets so should be done with caution, and with appropriate job titles to avoid confusion.

I made an error on the form before I submitted it, is there a way to edit it again?

Unfortunately, at present, no. If you have submitted your form and later realised you have made an error, you should ideally advise the budget holder to reject the form and you should start a new one again. If it is something simple like you have put the wrong end date in for example, then we could change that for you if you email us. We are currently working with IT to develop a 'save as draft' function for the Recruitment Gateway.

Are there any further actions needed in order to get my role advertised?

If you would like your position to be advertised, you will need to provide us with some further details so that we can create an advert on our online portal that students can access. Once we receive your approval form, we will initially email you our [job description template](#), or alternatively if you save a copy of it now, you can complete it and send it to us at the same time as completing your Recruitment Gateway form.

I need to use the recruitment gateway to get a reference for Reed the Master Vendor Agency, what should I do?

Complete the initial page of the Recruitment Gateway and when you click 'Submit', it will give you a reference number - you will need this reference number when going onto Reed's system XMS. To find out more on how to access it, please visit the [procurement webpages](#).

If you have an administrative post that you require covering, we would like to note that we do have non-students who work for us who may be able to help, so it is worth considering contacting us before going straight to the Agency.

Can I hire someone who already has a substantive post with the University?

Unfortunately not. Due to contractual and payroll complexities, it's not possible for an individual to hold a payroll record on both UNIOR and Campus Jobs at one time. If the individual is due to end their substantive post then you can set up a Campus Jobs role, but it must start after they finish their current post.

If you ever answer 'Yes' to the question 'Is this person a current member of staff?', you will automatically be directed to HR and not Campus Jobs. If they already work through Campus Jobs, they are not classed as a member of staff (employee) so you should select 'No'.

Is your question not answered above? If not, it's worth reading our [HR pages](#) or opening our [FAQ's for Hiring Managers Document](#) to find out more.

Alternatively, give us a call on extension 4499 or email us at campusjobs@reading.ac.uk and we will be happy to help.