

## The Hourly-Paid Contracts Bot

### Automation of data sharing between HR and Academic departments on Hourly-Paid Teaching Contracts







The Hourly-Paid team in the HR Operations Team has been working in partnership with the Geography and Environment department to create a process to enable the Hourly-Paid team to share information on hourly-paid teaching contracts more efficiently with Academic Departments, especially during busy periods. From August 2021, Department Managers will be able to view their department's hourly contract by accessing a refreshable report that pulls in information directly from the Hourly-Paid tracker updated daily by the Hourly-Paid team. These reports will be refreshed by the Hourly-Paid team and made available in real time via a VBA bot created specifically for this purpose. Reports will be refreshed regularly by the Hourly-Paid team (as often as daily at busy times) and you will always have access to the latest version of the tracker for your department by accessing it on OneDrive.

The bot has been designed to reduce the number of emails sent to HR asking for basic progress updates, and will allow unit managers to see all updates whenever they want. Upon running the bot, the hourly contract tracker spreadsheet filters for each unit one by one and copies over all the progress rows for that unit, into a dedicated OneDrive folder that only the unit manager (and HR) can access. Each unit's folder contains two separate spreadsheets: one for new contracts, and another for contract variations, i.e. amended contracts following initial submission. These are stored in separate worksheets on the tracker to ensure that each manager only has access to their department's contracts, in line with GDPR regulations.





### How to access your department's Hourly Paid contract updates

- a) Over the next 3-4 working days, the Hourly Paid team will email you a link to the central location of all departments' folders containing the updated information.
- b) To access the information, click on the link and then access your department's folder, which contains lists of new contracts and contract extensions for your department. From the folder, you will be able to see when the spreadsheets were last updated. To obtain up-to-date information, you can access your folder at any time. ***Please note that the Hourly Paid team will refresh these lists up to once a day at busy times (June – October), and at least twice or three times a week during the rest of the year.***
- c) Once you have been given access to the bot, you will see a list of folders for all departments (image 1) but will only have access to the one for your department, which will contain the two up-to-date spreadsheets (image 2):

1.

 Gender Studies		09/08/2021 17:27	File folder
 Geography & Environment		09/08/2021 17:27	File folder
 Government		09/08/2021 17:27	File folder

2.

	Geography & Environment (NEW)		09/08/2021 17:24	Microsoft Excel Work...	24 KB
	Geography & Environment (VARIATIONS)		09/08/2021 17:27	Microsoft Excel Work...	17 KB

Below is a screenshot of the information that you will have access to for your new contracts (image 3) and for contract extensions / amendments (image 4):

3.

Teaching Academic Departments	DDCI	Contract Type	Ee' Number	Full Name	Post title	Start Date	Information Initially Received	All information received	Contract sent	RTW	Signed Contract	Employee Details	All Details received	Personnel Changes	Sent to payroll
2	Geography & Environment	Geography & HRO - RE			Occasional Research Officer	07/05/2021	28/04/2021	06/05/2021	07/05/2021	yes					
3	Geography & Environment	Geography & HSS - RE			PSA	04/02/2021	12/01/2021	11/05/2021	11/05/2021	yes					
4	Geography & Environment	Geography & Environment			Graduate Teaching Assistant	27/09/2021	10/06/2021								
5	Geography & Environment	Geography & HSS - NEW			Project Support Assistant	17/06/2021	09/06/2021	16/06/2021	22/06/2021	yes					

4.

Employee Number	Teaching Academic Departments	DDCI	Full name	Post Title	Contract Variation	Teaching Amend Hours Only	Start date	Date initially received	Date all information received	Letter Sent	Sent to Payroll/Ext Processed	Personnel Changes	Notes	Task length	Completed By
2	033629	Geography & Environment		Guest Teacher	HTO - EXT		27/09/2021	23/07/2021	23/07/2021	30/07/2021				6 AM	
3	034107	Geography & Environment		Guest Teacher	HTO - EXT		27/09/2021	23/07/2021	23/07/2021	30/07/2021				6 AM	
4	034108	Geography & Environment	Navina Dattani	Guest Teacher	HTO - EXT		27/09/2021	04/08/2021	04/08/2021	04/08/2021				1 AM	

Please note that the bot will only link refreshable spreadsheets to one individual within the department. This individual is by default the Department Manager, so only Departmental Managers will be able to access updated information and pass it over to colleagues in the department as necessary.

If someone other than the Department Manager should be given access to these reports for your department, please inform Anu Mahey in the Hourly-Paid team, who has been involved in the creation of the bot and can provide them with the required access: [hr.pay.hourly@lse.ac.uk](mailto:hr.pay.hourly@lse.ac.uk)

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