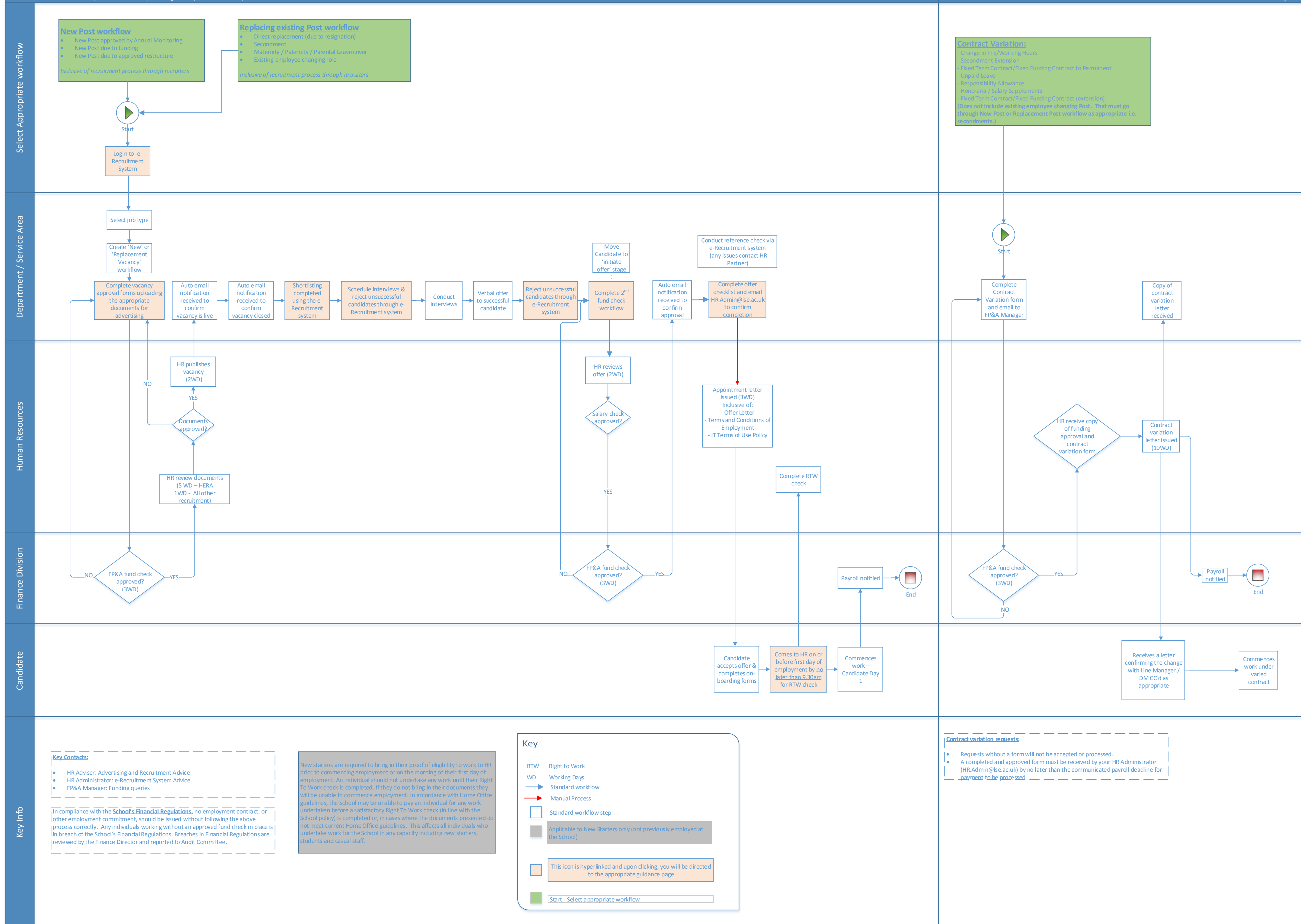


Salaried Recruitment (new and replacement) and Contract Variations: Process Workflows
Professional Services and Junior Research and Teaching Posts*

*All Professional Service Staff; Research Assistants; Teaching Fellows; Research Officers; LSE Fellows

Contract Variation Request:



Key Contacts:

- HR Adviser: Advertising and Recruitment Advice
- HR Administrator: e-Recruitment System Advice
- FP&A Manager: Funding queries

In compliance with the School's Financial Regulations, no employment contract, or other employment commitment, should be issued without following the above process correctly. Any individuals working without an approved fund check in place is in breach of the School's Financial Regulations. Breaches in Financial Regulations are reviewed by the Finance Director and reported to Audit Committee.

New starters are required to bring in their proof of eligibility to work to HR prior to commencing employment or on the morning of their first day of employment. An individual should not undertake any work until their Right To Work check is completed. If they do not bring in their documents they will be unable to commence employment. In accordance with Home Office guidelines, the School may be unable to pay an individual for any work undertaken before a satisfactory Right To Work check (in line with the School policy) is completed or, in cases where the documents presented do not meet current Home Office guidelines. This affects all individuals who undertake work for the School in any capacity including new starters, students and casual staff.

Key

- RTW Right to Work
- WD Working Days
- Standard workflow
- Manual Process
- Standard workflow step
- Applicable to New Starters only (not previously employed at the School)
- This icon is hyperlinked and upon clicking, you will be directed to the appropriate guidance page
- Start - Select appropriate workflow

Contract variation requests:

- Requests without a form will not be accepted or processed.
- A completed and approved form must be received by your HR Administrator (HR.Admin@lse.ac.uk) by no later than the communicated payroll deadline for payment to be processed.