

A guide to processing new starters

**Human Resources**

**January 2018**

**1. Introduction**

1.1 This document defines the process to be followed when an employee starts employment with the London School of Economics and Political Science, ‘the School.’ The primary aim is to ensure that all administrative processes are completed efficiently to enable the employee to start with a positive experience of the School and that the assets of the School, both physical and intellectual are protected.

1.2 The following sections of this document will detail the responsibilities and tasks to be undertaken together with a checklist (see New Starters Checklist below) which must be completed and signed by the line manager and the employee.

**2. Key Principles**

2.1 To ensure that a consistent and fair approach is adopted by all line managers

2.2 To ensure that the employment start date is communicated to relevant parties and the key responsibilities of those parties are understood

2.3 To safeguard School property (including items purchased from School managed funds), and provide for the allocation of such property as may have been held by the predecessor (if there was one)

2.4 To incorporate best practice data and information management in order to protect our intellectual property and meet all of our regulatory and legislative requirements

**3. Employee’s Responsibilities**

3.1 To provide adequate notice in accordance with employment Terms and Conditions or Contract

3.2 To attend the Human Resources reception either prior to your start date or, by no later than 09:30am on your first day of employment, to demonstrate your right to work in the UK

3.3 To attend the Central Badging Office after visiting HR to collect network account log in details, ID card and key

**4. Line Managers Responsibilities**

4.1 To ensure that an employee on-boarding form confirming all necessary information is completed and sent to the relevant HR Administrator as soon as the verbal offer has been made

4.2 To ensure that the Information Management Technology/Central Badging Office joint requirements form is filled in as soon as the link to the form is provided by HR

4.3 To keep the HR Administrator informed regarding the status of the starter and if there is reason to believe the new starter has not commenced employment on their first day

4.4 To ensure the new starter is aware of the School self-service platform, MyView

4.5 To ensure the new starter attends before, or and no later than 09:30am on their first day of employment to demonstrate their right to work in the UK

4.6 To ensure that the employee is added to any local systems specifically related to the role they are starting

4.7 To notify all internal stakeholders, and advise relevant external contacts of the operational changes

4.8 To ensure that the new starter is introduced to and trained on the School’s Self-Service Portal, MyView.

**5. HR Responsibilities**

**HR Administration**

5.1 To ensure that the offer of employment and the terms and conditions of employment are sent within three working days of receiving the funding approval and completed employee details form from the recruiting manager

5.2 To input new starter information onto the HR System (ResourceLink) three days after receiving the completed on boarding form

5.3 To ensure a report of new starters is sent to the Central Badging Office and Information Management Technology 2 weeks before the candidates start date

5.4 To send confirmation of right to work checks completed to Central Badging Office before candidate reports there

5.5 To fully complete the new starter information in ResourceLink within 3 working days of the individual commencing their employment at the School

**6. Payroll**

6.1 To ensure that the employee record is completed within three days of receiving workflow and associated documentation from HR

6.2 To ensure payment is made to the new starter in accordance with published deadlines

6.3 To ensure a pay advice is produced and released to new starter on or before pay date

6.4 To inform HMRC of new starter details in accordance with statutory regulations

**7. Information Management Technology Services**

7.1 To ensure that all accounts belonging to the starter are enabled on the employees first day of service

7.2 To commence purchasing procedures for any specialist hardware and/or software required as soon as the requirements form is received

7.3 To update the asset database with details of equipment furnished to the new starter

7.4 To securely provide the Central Badging Office with the candidate’s network login details no later than 48 hrs before the candidate is due to start work

7.5 To be satisfied that new starters have read and accepted the Conditions of Use of IT Facilities policy

7.6 Please refer to the Information Security Policies at:

<http://www.lse.ac.uk/intranet/LSEServices/IMT/about/policies/home.aspx>

Specifically,

Asset Management

IT User Account Policy

**8. Security Services Responsibilities**

8.1 To ensure all access to rooms and buildings commences on the employees first day of service

8.2 To securely collect new starter network account log in details from Information Management Technology

8.3 To ensure that if the starter commences employment with the school but still remains a student, that access rights are amended appropriately

8.4 To ensure that the passwords for use of the Schools IT systems have been distributed to the new starter and a record kept to pass to Information Management Technology

**New Starter Process Checklist**

**NAME OF EMPLOYEE:** Click here to enter text.

**JOB TITLE:** Click here to enter text.

**TEAM:** Click here to enter text.

**DATE OF APPOINTMENT:** Click here to enter a date.

**LINE MANAGER RESPONSIBILITIES PRIOR TO NEW EMPLOYEE COMMENCTING EMPLOYMENT AT THE SCHOOL**

|  |  |
| --- | --- |
|  | **COMPLETED** |
| *Contact employee to confirm:*start date and time;where they should report;dress code;working hours;any special requirements. | [ ]  |
| [Book onto Flying Start induction](https://info.lse.ac.uk/staff/divisions/Human-Resources/Organisational-learning/Flying-Start)  |[ ]
| Ensure funding approval has been provided from your FP&A Manager | [ ]  |
| Complete candidate checklist 24 hours after the verbal job offer has been made |[ ]
| Complete CBO/IMT Access Requirements form within 24 hours of receipt  |[ ]
| Email HR.Systems@lse.ac.uk to request access to ORACLE as required |[ ]

**KEY INFORMATION TO COVER ON THE FIRST DAY OF EMPLOYMENT AT THE SCHOOL**

|  |  |
| --- | --- |
|  | **COMPLETED** |
| Attend HR Reception on the first day of employment and by no later than 09:30am on their first day of employment, to demonstrate their right to work in the UK |[ ]
| Attend Central Badging Office after visiting HR Reception to collect network account log in details, ID card, key fob and network account log in details |[ ]
| **Welcome meeting with Line Manager, to include:*** Explanation of Job Description/Purpose of job
* Explanation of Team structure
* [Procedure for reporting sickness absence](http://www.lse.ac.uk/intranet/staff/humanResources/changingCircumstancesMovingOn/absence/sicknessAbsenceProcedures.aspx)
* [Annual leave procedures & entitlement](http://www.lse.ac.uk/intranet/staff/humanResources/reviewingAndRewarding/leave/annualLeave/annualLeave.aspx)
* Lunch break arrangements
* Working hours/flexible working arrangements
* MyView
 | [ ]  |
| Introduction to immediate colleagues and tour of immediate working area |[ ]
| Seating plan of office |[ ]
| Introductions to wider DDCI |[ ]
| Location of toilets and kitchen facilities |[ ]
| Entrances/exits (plus emergency exits) |[ ]
| Emergency evacuation procedures |[ ]
| Building security and out of hours working  |[ ]
| Immediate health and safety issues which may be encountered during first week explained e.g. emergency numbers, location of first aiders etc. |[ ]
| Introduction to LSE Intranet and HR pages |[ ]

**Produced: October 2017**

**Updated: January 2018**