



A guide to processing new starters and internal transfers

Human Resources

April 2023

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 understand how they fit into the wider LSE community, to ensure the School receives the benefit of well-trained and motivated members of staff, 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 and Internal Transfers Checklist) which must be completed by the line manager and the employee.

1.3 This document also outlines the responsibilities and tasks for onboarding a new starter to your team who may have transferred internally from another role at the School; the onboarding tasks of which may differ depending on their existing engagement with the School.

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

2.5 To ensure all parties involved in the onboarding process are aware of the process and their responsibilities

3. Employee's Responsibilities

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

3.2 To confirm acceptance of their new role on the e-Recruitment system and complete the Onboarding form in a timely manner

3.3 To review and acknowledge the IT Terms of Use Policy, Terms and Conditions, and Demonstrating your Right to Work in the UK Documentation on the candidate portal of the e-Recruitment system

To demonstrate the right to work in the UK as soon as possible after receiving the offer letter of employment and prior to start date. To send documents confirming right to work in the UK to humanresources@lse.ac.uk prior to the virtual/in-person right to work check.

3.4 Documentation must confirm that the employee has right to work in the UK for the duration of the contract.

For UK or Irish Nationals: to attend to the HR division in person with original documents for a right to work check before you start work. The HR Reception is open from 09:00 – 13:00 and from 14:00 – 17:00 Monday to Friday

For non-UK Nationals with an eVisa or BRP Card: to attend either a virtual right to work check before commencement of employment or an in-person check at HR Reception before you start work. The HR Reception is open from 09:00 – 13:00 and from 14:00 – 17:00 Monday to Friday.

For Tier 4 / Student Visa holders: In addition to the above, Tier 4 Students must bring their student card and proof of their term dates either as a screen print of their university website showing their term dates, or a letter from their university confirming their term dates.

If a Tier 4 / Student visa holder wishes to work more than 20 hours per week, they will also need to demonstrate that they are eligible to work more hours by showing that they have either completed all elements of their course, or they are on vacation.

For current staff who have transferred internally to a new role at the school: to complete a Right to Work check if advised by their HR contact, or if their status has changed since their last Right to Work check was completed.

To attend the Central Badging Office after visiting HR to collect LSE ID card and key fob (where applicable)

3.5 To work with their line manager through the New Starter Checklist, ensuring compliance with all essential requirements and gaining information necessary to contribute effectively to the work of their team and the School as a whole.

4. Line Managers Responsibilities

4.1 To ensure that the new starter promptly completes onboarding form on e-recruitment system confirming all necessary information to HR as soon as offer letter is issued.

4.1b. For Internal Movers, to ensure that new members of staff to the team who already work at LSE have provided HR with all relevant information ahead of their start date

4.2 To ensure that the New Starter form for Data and Technology Services and Central Badging Office is filled in soon after the new starter completes onboarding form. This form will require an LSE ID/PlayRef number which will be available to you in Smartsheet within 24 hours of the new starter's HR Record being created. An HR record for new starters is created approximately 5 working days from when the new starter completes the onboarding form, with the exception of Payroll processing week when it takes longer (up to 8 working days) due to system unavailability.

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 Ensure the new starter is aware of the School's self-service platform, MyView. To encourage them to check and update any Personal Details on MyView within their first week of employment, and to review their holiday record, if applicable.

4.5 Ensure the new starter attends a right to work check before, on 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 any changes

4.8 If applicable, discuss with the new starter or internal mover how blended working applies to their service area and role in accordance with the Blended Working Framework for Service Areas, including customs for desk booking, if applicable.

4.9 To hold an appropriate induction for the new starter or internal transfer

5. HR Responsibilities

HR Administration

5.1 Ensure that the offer of employment and the terms and conditions of employment are sent within 3 working days of receiving the funding approval.

5.2 To input new starter information onto the HR System (ResourceLink) within 5 working days from receiving the completed onboarding form. To add post details for staff transferring internally onto the HR System, prior to the start date of the employee's new role. Exceptions apply during Payroll processing week when it takes longer (up to 8 working days) due to system unavailability.

6. Payroll

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

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

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

7. Data and Technology Services

7.1 Ensure that all accounts belonging to the new 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 [New Starter form](#) is received

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

7.4 To be satisfied that new starters have read and accepted the Conditions of Use of IT Facilities [policy](#)

7.5 Please refer to the Information Security Policies at:
<https://info.lse.ac.uk/staff/divisions/dts/about/policies>

Specifically, Information Security Policy

8. Security Services Responsibilities

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

8.2 Ensure that if the starter commences employment with the school but still remains a student, that access rights are amended appropriately

9. Ways of Working

The School supports a blended approach to working, where possible, which gives employees and managers more options over where and when work is undertaken.

Manager and new starter should discuss options and come to an agreement based on: i) business need and ii) personal preference of staff. Future information about the School's approach to blended working can be found in the [Blended Working Policy](#).

Managers should be mindful of equality considerations when considering how blended approaches to working functions in their teams. In addition, the School will periodically gather feedback from staff (including surveys) about their experience of blended working, so that any potential issues in terms of staff access to blended working can be identified and addressed.