eSR1 staffing request process

Supporting details

Contact details for support:
- For Recruitment eSR1s: recruitmentadmin@ex.ac.uk
- For Changes, Named Researchers, GBPs eSR1s: humanresources@ex.ac.uk

Additional information can be found on our website:
- Manager's leaving process
- Recruitment
- Changes to terms and conditions

Useful resources including: Key tips for users and step by step guide, FAQs, and Forwarding eSR1s emails to Proxies.

You will be kept informed of progress by emails from the system.

You can also track the progress on the SR1 Listings page on the system.

Next steps:
Recruitment Team will start recruitment process (or Internships Team for GBP recruitment)

Employee Services Team will issue employee with confirmation of changes, or will issue Named Researcher with contract.

Process

If a member of your team has **resigned and is leaving** the University:

If a member of your team is **transferring** to another team:

If you have a **new position** to recruit to or a long standing vacancy

If you want to **change** an employee's terms and conditions:

Complete the Manager's Leaver Notification form

Complete the eSR1 Request form

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An eSR1 set up and link is emailed to you

Complete eSR1

Submit eSR1 for approval

eSR1 proposal considered by approvers

eSR1 approved

Your eSR1 will be actioned by appropriate HR Team

14 December 2023