ECF Instructions

1) **Completing ECF**
2) **Approving ECF**
3) **Resubmitting ECF**
4) **Completing ECF**
5) **Searching for ECF**

Establishment Control Form

This form is to be used for recruitment/replacement of posts within the current annually agreed establishment budget.
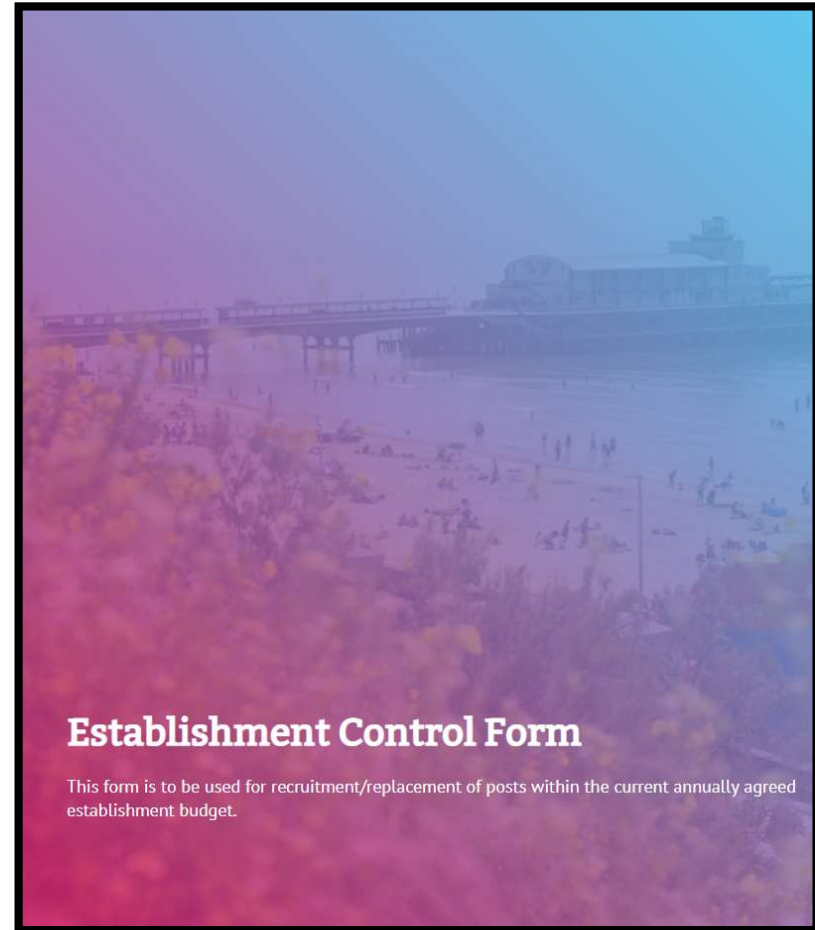
These instructions cover the creation and submission of the online Establishment Control Form (ECF).

Formal authorisation to recruit to a position must be sought before commencing the recruitment process. It is expected that proposals to fill any post will only be made following a detailed and thorough assessment of the need to recruit by the relevant Faculty /Professional Service in conjunction with the relevant HR Contact and Assistant/Business Accountant. This should normally only be to an existing vacancy within the agreed strategic plan of that Faculty or Professional Service.

As outlined in the Code of Practice – Use of Fixed-term Contracts the University is committed to minimising the use of fixed-term contracts of employment where possible and to offer security and continuity of employment by the use of established contracts. As such, established (open-ended) contracts should be the normal employment arrangement and fixed-term contracts will only be used in specifically defined circumstances outlined under the Code of Practice.

Once the decision has been made to recruit and if the vacancy is to replace an existing post within the agreed establishment (in conjunction with the strategic plan) then an ECF should be completed by the Faculty or Professional Service.

Guidance on the recruitment and selection process can be accessed here:-
Recruitment and Selection Procedures
Job Description Template
Process Map – Advert Stage
Advert Guidance
Interview Panel Membership
Process Map – Post Advert Stage

➢ The following link will take you to the ECF Form https://forms.bournemouth.ac.uk/ecf

➢ Click on Link
➢ Enter Username & Password

Establishment Control Form (ECF)

This form is to be used for recruitment/replacement of posts within the current annually agreed establishment budget.

Create New

You will be presented with the following Screen

➢ Click on Create New

The process

- All submitted establishment control requests are sent for approval
- Submitted requests generate automated emails to approvers requesting approval
- Requesters are notified by email when their requests are approved

If you have any questions or queries please contact the HR department.

Previous ECF Applications

My Applications	HR - All Applications

Show 10 ▾ entries   Search:

Reference	Job Title	Lead Person	Status	Created	View	Delete
2194304b	Test1	Roy harvey	Complete	15/10/2018	👁	n/a

Showing 1 to 1 of 1 entries   First Previous **1** Next Last

Legend

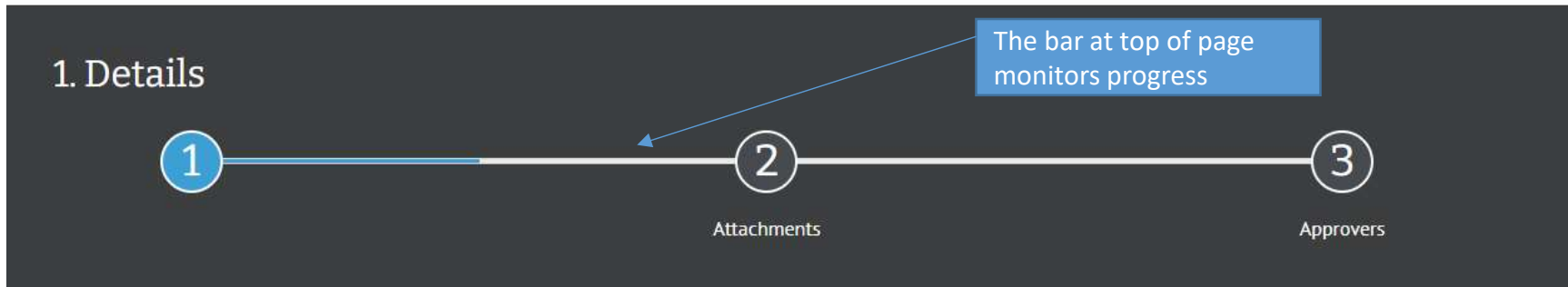| Draft	The application is in draft mode
Submitted	The application has been submitted for approval
Approved	The application has been approved by all parties, including HR
Pending	The application is pending HR approval only
Complete	The application has been approved and advert has been placed or is ready to be placed.
Rejected	The application has been rejected

Completing the Form

➢ You will be presented with the following

Sign Out (hwetherall)

BU Bournemouth University

Establishment Control Form

1. Details

The bar at top of page monitors progress

(1) —————————— (2) —————————— (3)

Attachments   Approvers

Details

* Mandatory Field

Job Title*

Test Job

The Title of the Job/Vacancy you are recruiting for.

Lead Person* ⓘ

Recruiting Lead

Line Manager*

Line Manager

☐ New Position?

If New Position then tick the box and a position will not be required.

Position number is 10 digits and must be the position linked to the vacancy within the establishment e.g. POSN100234

Position

POSN100234

5

Completing the Form

Grade* ⓘ

`5`

e.g. Professor is Grade 11, enter 11

Faculty/Professional Service*

`IT Services` ▾

Group/Department*

`Projects`

Enter identifying name – Group/Department/Section/Team etc. here.

Professor Panel Member ⓘ

`Enter Professor panel member`

This may not apply to your vacancy – only applicable if recruiting for an Associate Professor or Professor

Reason* ⓘ

`New Post` ▾

Reason for recruiting to vacancy

Additional Information

`Enter any additional information`

Job Type

Positions do not have to be replaced like for like. Structure/requirements may be different subject to staffing needs. Structure must fall within existing budget or post number identified above.

☐ Fixed Term

☐ Part Time

Completing the Form

If Fixed term Selected

➢ The following fields will be displayed

> ➢ You will be required to enter a start date.
> ➢ Enter term in Months or End date
> ➢ You will be required to select a reason that is aligned with Code of Practice – Use of Fixed Term Contracts.

☑ Fixed Term

Fixed Term start date

From Date

Enter Fixed Term months

Months   **OR**

Fixed Term end date

To Date

Reason ⓘ More info

- please select -   ▾

- please select -
Secondment or career development opportunity
Short term funding only
Specialist or recent expertise not available within the short term
To cover a time-specific staff absence
To teach short courses or undertake a specific time-limited project
Uncertain business or student demand

Completing the Form

If Part time Selected

➤ The following fields will be displayed, complete <u>only</u> the options you require.

☑ Part Time

Grade 5+ Proportion of Full Time Equivalent % ⓘ

Maximum 37 Hours / 1FTE.

Grade 1-4 Hours Per Week ⓘ

Term Time Only No of Weeks ⓘ

Maximum 39 Weeks in a TTO year.

Completing the Form

DBS Check

✔ DBS Check ⓘ

You will be required to upload a DBS check assessment form that is available on the staff intranet

➢ If DBS Checked you will be required to upload required form at end of process

Completing the Form

Advertising

☑ Advertise Internal Only

Reason For Internal Only

    Enter reason for internal only

> If Advertised internal only checked a Reason Box will be revealed, this must be completed and justification provided.

External Advertising Media 🛈

    Enter External Advertising Media

> You can contact HR if you would like advice on external advertising media via TMP.

Advertising Period 🛈

    Enter advertising period e.g. 21 Days or 28 Days

> Grade 1-4 Vacancies – Must be advertised for 2 weeks.
>
> Grade 5+ Vacancies – Must be advertised between 3 to 4 weeks (Minimum 3 Weeks).

Completing the Form

Salary Details

The source of basic salary must be confirmed for all posts.

Source of basic salary*

Enter source of basic salary

Secondary source of basic salary*

Enter secondary source of basic salary

Proportion of basic salary* ⓘ

0

Activity Code*

Enter Activity Code

Nominal Code*

Enter Nominal Code

Back   Next

Select appropriate drop down.

-- Select --
01 Wholly general institution financed.
02 Partly (but principally) financed by the institution.
03 NHS/General Medical or General Dental practice or Department of Health.
07 UK central government bodies and local authorities.
08 UK industry, commerce and public corporations.
10 EU government bodies.
11 EU other.
12 Other overseas sources.
15 Other sources.
51 Biotechnology & Biological Sciences Research Council (BBSRC)
52 Medical Research Council (MRC)
53 Natural Environmental Research Council (NERC)
54 Engineering & Physical Sciences Research Council (EPSRC)
55 Economic & Social Research Council (ESRC)
57 Arts & Humanities Research Council (AHRC)
58 Science & Technology Facilities Council (STFC)
59 Research council – not specified
63 Cancer Research UK

You can contact the relevant budget holder for your area to gain confirmation of the correct cost codes.

Uploading Attachments

> ➢ File Type - You will be presented with a choice of documents to upload.
> ➢ Click on Choose File and Upload relevant document.

➢ **Attach Documents**
➢ **Click Upload**
➢ **Click Next**

You must upload the following documents:
> ➢ Job Description and Person Specification (Refer to Job Description and Person Specification Pro-Forma)
> ➢ Advert Text (Ensure you follow Advert Guidance)
> ➢ DVS Document (If Applicable)
> ➢ If Externally Funded, a copy of grant/agreement (If Applicable)

Selecting Approvers

> ➢ Approvers may differ according to Faculty/Service
> ➢ Type in the name of approvers or nominees, you will be shown a choice of names pulled through from the global address list.

Selecting Approvers

> ➢ Ensure you check that all approvers are correct.
> ➢ Once ready to save the ECF, click save. This will then become available in the 'My Applications' section when logging in.

➢ Click on Submit to send ECF to Approvers

Selecting Approvers

➤ The following will be presented to you

➤ Your Approvers will be sent an email asking them to log into ECF and either Approve or Reject submitted ECF

2 Approving ECF

The Establishment Control Form is now an online form. Once you have completed the required fields and attached Job Description, Advert and any other supporting documentation you will be required to select the appropriate approvers. The Approvers will be e-mailed and approve or reject your ECF online.

➢ The following e-mail will be sent to you

Online Services | ■ Roy Harvey
ECF requires approval (20f2a990)

Bournemouth University

Dear Roy Harvey,

An establishment control form (ECF) has been submitted, which requires your approval.

Reference: **20f2a990**
Job Title: **Test 1**
Lead Person: **Roy Harvey**

To approve/reject the ECF please visit the establishment control form website
https://forms.bournemouth.ac.uk/ecf/

Thank You

➢ Click on Link in e-mail

- Log into ECF Form
- The following will be displayed to you under My Approvals Tab

- Click on View

➢ The full ECF will be displayed as Read Only Form

Approval - 20f2a990

Please review the ECF and click approve or reject at the bottom of the page.

Reference	20f2a990
Job Title	Test 1
Lead Person	Roy Harvey
Created By	harveyr
Line Manager	Roy Harvey
School/Professional Service	IT
Group/Dept	Projects
Professor Panel Member	
New Post	No
Post Number	123446
Grade	4
Reason for post	New Post
Additional Information	
Fixed Term	No
Part Time	No
DBS	No
Advertise Internal Only	No
External Advertising Median	

Salary details

Source of basic salary	Secondary Source of basic salary	Proportion of basic salary charged against general income	Activity Code	Nominal Co...
20000	10000	0.00	123456	3004

File attachments

Filename	Type	Created	Downlo...
ITS108 (503156 & 503157) IT Business Systems Analyst JD PS.pdf	Job Description/Person Spec	17/10/2018	

○ Approve
○ Reject

Back   Submit

➢ Review ECF
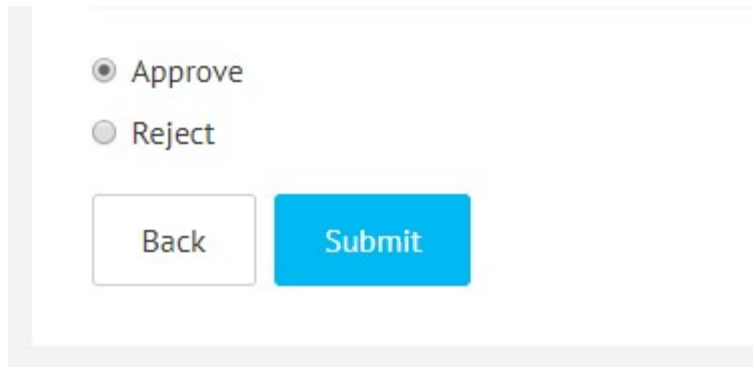
➢ Click on Download to view attachments

BU Bournemouth University   **Job Description**

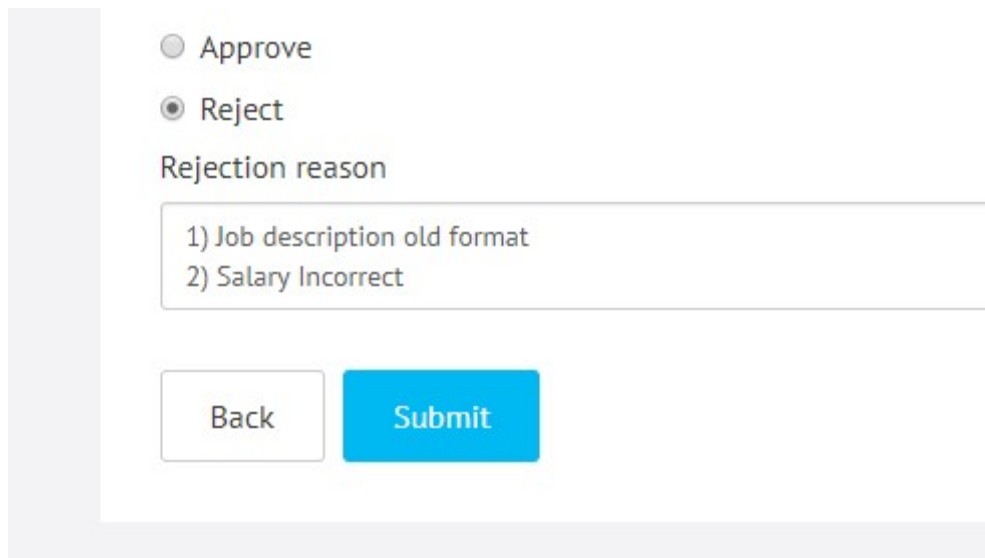| Post/Job Title:	**IT Business Systems Analyst**
Ref:	**ITS108 / 503156 and 503157**
Faculty/Professional Service:	**IT Services**
Group/Section:	**Programme and Supplier Engagement**
Normal hours per week: (Some flexibility will be required in order to ensure that key time scales and deadlines are met).	**1.0 FTE**
Grade:	**7**
Accountable to:	**IT PASE Programme Manager**
Responsible for or supervises:	**N/A**
Special conditions:	**Due to the nature of role, working unsocial hours may be required by projects.**

Job Purpose

To Approve ECF

- ➢ Check Approve
- ➢ Click on Submit

To Reject ECF

- ➢ Check Reject
- ➢ A Reason box will be revealed
- ➢ Enter Reason(s)
- ➢ Click on Submit

The Following will be Displayed

The Following e-mail will be sent to originator

All	Unread		By Date ▾	Newest ↓

◢ Today

Online Services
ECF Rejected (20f2a990)   10:42

Bournemouth University
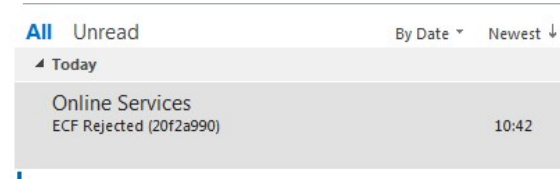
Your establishment control form (ECF) has been **REJECTED.**

1) Job description old format 2) Salary Incorrect

Reference: **20f2a990**
Job Title: **Test 1**
Lead Person: **Roy Harvey**

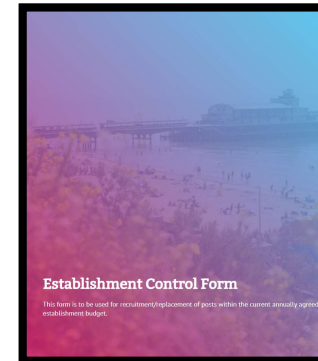To view the ECF please visit the establishment control form website
https://forms.bournemouth.ac.uk/ecf/

Thank You

➢ Reason for rejection will be displayed in e-mail.
➢ You can search in the ECF application for the rejection reasons and originators.

To ensure all our emails get through to you, please add the domain 'bournemouth.ac.uk'

3 Resubmitting ECF

If one approver has rejected your ECF then the reason for rejection will be e-mailed to you. Once Amended your ECF will be resubmitted to your Authorisers

➤ Log in to ECF Form
➤ In My Applications the Rejected ECF Will be Displayed

➤ Click on View
➤ Click Next (bottom of page) on each page Until you display Approvers Page

➤ Click on Amend

➤ Click on Amend in Dialog Box

- ➤ The ECF will be shown in Edit Form
- ➤ Make changes Required

➤ The ECF Approvers can be changed by clicking icon.

➤ Once Approved an e-mail will be sent to originator

BU Bournemouth University

Your establishment control form (ECF) has been **APPROVED.**

Reference: **20f2a990**
Job Title: **Test 1**
Lead Person: **Roy Harvey**

To view the ECF please visit the establishment control form website
https://forms.bournemouth.ac.uk/ecf/

Thank You

To ensure all our emails get through to you, please add the domain 'bournemouth.ac.uk' to your safe senders list.

4 Completing ECF

Establishment Control Form
This form is to be used for recruitment/replacement of posts within the current annually agreed establishment budget.
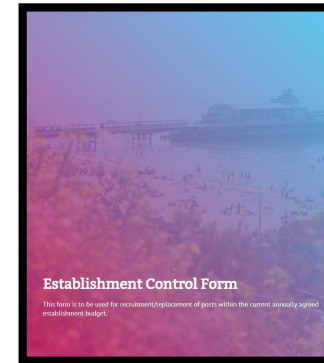
Once all approvers have approved ECF HR will complete the ECF once Advert has been placed.

- ➢ Within HR All Applications the status of approved ECFs is Shown
- ➢ Click on Icon to view

The process

- • All submitted establishment control requests are sent for approval
- • Submitted requests generate automated emails to approvers requesting approval
- • Requesters are notified by email when their requests are approved

If you have any questions or queries please contact the HR department.

My Applications | HR - All Applications

Filter by Faculty/Professional Service   - please select -   ▼

Show 10 ▼ entries   Search:

Reference	Job title	Faculty/Service	Submitted by	Status	HR approval	Created	View
20f2a990	Test 1	IT	harveyr	Approved		17/10/2018	👁
2194304b	Test1	IT	harveyr	Complete		15/10/2018	👁

Showing 1 to 2 of 2 entries   First Previous 1 Next Last

ECF - 20f2a990

Reference	20f2a990
Job Title	Test 1
Lead Person	Roy Harvey
ECF status	Approved
Created By	harveyr
Created Date	17/10/2018 09:16:07
Line Manager	Roy Harvey
School/Professional Service	IT
Group/Dept	Projects
Professor Panel Member	
Post Number	123446
Grade	4
Reason for post	New Post
Fixed Term	No
Part Time	No
DBS	No
Advertise Internal Only	No

File attachments

Filename	Type	Created	Download
ITS108 (503156 & 503157) IT Business Systems Analyst JD PS.pdf	Job Description/Person Spec	17/10/2018	⬇

Approvers

Approver	Position	Email	Status
Not provided	Director of Ops	Not provided	n/a
Rowan Allinson	Dean, Director or Nominee	rallinson@bournemouth.ac.uk	Approved on 17/10/2018
Craig McAulay	Assistant/Business Accountant	cmcaulay@bournemouth.ac.uk	Approved on 17/10/2018
Roy Harvey	Human Resources	harveyr@bournemouth.ac.uk	Approved on 17/10/2018

Is the advert ready to be placed\already been placed?   **Set Complete**

Please note 'Complete' is the final ECF status

> To download advert click on Icon

ECF - 20f2a990

Application has been updated

Reference	20f2a990
Job Title	Test 1
Lead Person	Roy Harvey
ECF status	Complete
Created By	harveyr

> Once Advert Placed the Status will change to Complete

5 Searching For ECF
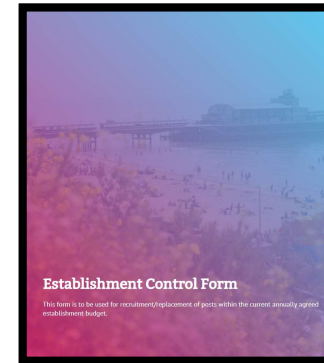
If you receive a rejection via e-mail you will need to search for your ECF by its Reference Number.

> Approval and rejection will be emailed to originator to search details use reference number in the email.
> Enter reference number (copy and paste) into search box

The process

- All submitted establishment control requests are sent for approval
- Submitted requests generate automated emails to approvers requesting approval
- Requesters are notified by email when their requests are approved

If you have any questions or queries please contact the HR department.

My Applications   HR - All Applications

Show 10 ▼ entries   Search: [   ]

Reference	Job Title	Lead Person	Status	Created	View	Delete
6dab3371	Test 1	A person	Draft	27/11/2018	👁	🗑

Showing 1 to 1 of 1 entries   First Previous 1 Next Last

Legend

Draft	The application is in draft mode
Submitted	The application has been submitted for approval
Approved	The application has been approved by all parties, including HR
Pending	The application is pending HR approval only
Complete	The application has been approved and advert has been placed or is ready to be placed.
Rejected	The application has been rejected

> Click on view icon to reveal full ECF/ Approvals reasons for rejections.