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Administration of Continuing (Contingent Funded) Appointments within the HRMS

This document provides details of the administration of Continuing (Contingent Funded) appointments within the Job Data component of the HRMS.

Hire

Hire the employee within the HRMS as normal using Action Reason of 'Hire/Continuing Contingent Funded'.

You are able to record the expected end date in the 'Expected Job End Date' field. Please note that as this is an information only field, the system will not terminate their appointment. Terminations can only be done by adding a termination row, please refer to 'Termination' below. The 'Expected Job End Date' field can be reported upon by using the General Reporting Download report.

The 'Type of Appointment' field on the Job Information page should be recorded as 'Standard - Confirmed' or 'Standard – Probationary'.

Conversion

Conversion from fixed term appointment can be actioned in the HRMS by using Action/Reason of 'Job Conversion/Continuing Contingent Funded'.

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You are able to record the expected end date in the 'Expected Job End Date' field. Please note that as this is an information only field the system will not terminate their appointment. Terminations can only be done by adding a termination row, please refer to 'Termination' below. The 'Expected Job End Date' field can be reported upon by using the General Reporting Download report.

The 'Type of Appointment' field on the Job Information page should be recorded as 'Standard Confirmed'

Termination

A termination can be enacted within the HRMS by adding a row using Action/Reason 'Termination/End Cont (Cont Funded) Appt'.