



# GETTING STARTED

*A guide for new employees*

## WELCOME TO THE UNIVERSITY OF ST ANDREWS!

We hope this guide will assist you in navigating your way through your first few days as a new employee. It includes some mandatory tasks and some useful information.

### RIGHT TO WORK CHECK

- **HR Data** will contact you prior to your first day to arrange a **mandatory** appointment to conduct your Right to Work check.
- The meeting will last 5-10 minutes, and must be completed **on or before your first day**, by 10am.
- Appointments for UK passport holders are to be conducted in person. International employees can still have their appointments carried out via **MS Teams**. The HR Data team need to view your original **Right to Work documents** as outlined in your pre-RTW check.
- If you have not heard from HR Data by your start date, you should make **contact** urgently as this check is a legal requirement.



### GETTING STARTED WITH IT

- IT is an important part of your University experience. To get started, have a look at the **quick IT Guide**.
- You will receive an email with a link to activate your University account once your **signed** contract has been processed.
- Your account needs to be activated **before your first day**.
- If you can't do this before your first day, take your ID card/photo ID to the IT Service Desk in the **Main Library building**.
- You will gain access to systems at 9am on your first day of employment.
- The **IT Service Desk** can be contacted via **email** or Tel: 01334 463333.

### CAMPUS CARDS

- University ID Cards are an official form of identification to be used throughout your term of employment.
- Access rights need to be actioned by your Building Representative.
- Please send a passport-style photo to the **Campus Cards Team** ahead of your start date.



### HR SELF SERVICE

- The information held in **HR Self Service** is linked directly to your staff record and you are responsible for keeping this information updated.
- You are able to amend your home address, contact details, emergency contacts and bank account details.
- To ensure prompt payment of your **first salary**, please update your **bank details** on your **first day**.
- If you are unable to open a UK Bank Account, need support or have any queries, please contact the **HR Self Service** team.

# TRAINING, PROBATION AND INDUCTION

Please visit the Organisational and Staff Development (OSDS) [webpage](#) to read information about the programmes on offer. Courses and programmes are bookable via [PDMS](#).

## NEW STAFF LEARNING PORTAL

- All new joiners must access the [New Staff Learning Portal](#) upon joining the University. The portal provides all you need to know about the training (including mandatory training) that must be successfully completed, and events that you must attend.
- The [New Staff Essential](#) course provides important information for all new staff. It is **strongly encouraged** to enrol on this as soon as possible after commencing employment.

All new starts are required to complete mandatory training. These courses should be completed within 1 month of starting your employment. Information can be accessed from the [Mandatory Training webpage](#).



## PROBATION

- All new starts are required to complete a probation period. The length of the probation period is defined by the post and is confirmed in the contract of employment.
- Probation is monitored via regular review meetings normally with your line manager. Approaching the end of your probation, your line manager will verbally confirm the outcome of your probation period.
- HR will officially confirm the outcome of your probation in writing to you. Further information on the probation process can be accessed from the [Probation webpage](#).



## INDUCTION

- All new staff need to attend an **Induction for All New Staff** course.
- Induction days are held at the beginning of each semester, please book on to the session closest to your start date.
- Please visit the [University Induction events](#) page for more information. There are several online courses which all staff are required to complete.
- Unless otherwise specified, [these courses](#) should be completed within 1 month of starting your employment at the University.
- ITS will send you a meeting request within your first week for an IT induction. If you don't receive an email, please contact IT Services. More information can be found [here](#).



## MANAGERS ESSENTIALS

- In addition to the training required for new staff in the [New Staff Learning Portal](#), if you are joining the University in a managerial or supervisory capacity, there is additional training to complete.
- Please complete the [Manager Essential Elearning](#) training as soon as possible after commencing employment.

## RESEARCH STAFF

- If you are responsible for conducting research, please familiarise yourself with the [Code of Practice](#).



# HUMAN RESOURCES

Please visit the **Human Resources** webpage to read information about the department, employee benefits, equality and diversity inclusion, and policies.



## HR SUPPORT & ADVICE

- In addition to the HR Business Partners, the **HR Support and Advice** team can provide general support and advice.



## SALARIES

- Pay day is the second last working day of each month.
- You won't receive a paper payslip, but you can print your payslip from **HR Self Service**.
- If you have any queries regarding your salary, tax code or National Insurance number, please read the **Salaries FAQs**.
- For any additional queries, please direct them via 'Ask HR' on **HR Self Service**.

## PENSION SCHEMES

- Government legislation requires all employees to be **automatically enrolled** into a pension scheme if they meet the criteria outlined on the **UK Government website**.
- The University operates the following Pension Schemes:
  - Grades 1-5 - NOW Pensions
  - Grades 1-5 - S&LAS (the University's in-house scheme)
  - Grades 6+ - USS
- You should receive full details of these within your offer pack.
- Please contact the Pensions Administrator via 'Ask HR' on **HR Self Service**.



## ANNUAL LEAVE

- The holiday leave year runs from 1 August to 31 July each year.
- Annual leave entitlement not taken by 31 December following the end of the leave year **will be lost**.
- A maximum of 7 days unallocated leave can be carried into the new leave year.
- The University closes over the Christmas and New Year period so staff **need to retain** 3-4 days annual leave to cover this closure period.
- Please read the University's **annual leave policy** for more information.



# STAFF WELLBEING

Please visit the **Staff Wellbeing** webpage to read information about general wellbeing information and recommendations.

## EQUALITY & DIVERSITY

- The University has a dedicated **Equality and Diversity Inclusion** team.
- More information can be found on the [webpage](#).



## MEDIATION & REPORT + SUPPORT

- The University is committed to creating a culture of **inclusivity, diversity, equality and safety** for all students and staff.
- The values of our shared community are to treat everyone with **dignity, courtesy and respect**.
- There is a **zero tolerance** approach to any form of bullying, harassment, discrimination and sexual violence.
- If you become concerned about a disagreement or difficulty in a relationship, we encourage you to contact the **Mediation Service** for an informal and confidential conversation or report online using [Report + Support](#).
- Please contact your [HRBP](#) for more information.

## GENDER BASED VIOLENCE

- The Scottish Government launched its Equally Safe in Higher Education Toolkit in May 2018. It provides guidance to Universities on preventing Gender Based Violence (GBV). This led to development of a University **Gender Based Violence Policy** for staff.
- Staff will be issued with a **resource card**. The aim of the card is to indicate that staff can receive disclosure of GBV, and can provide basic information to safely refer the person making the disclosure on to specialist support services.
- Until you have received training, please refer the individual immediately on to the relevant support service listed on the card. Please do not ask for details of the incident.
- You will be issued the card with your lanyard. Please keep the card in your lanyard to be passed on to any member of staff or student who approaches you regarding this.
- Please contact your **HRBP** for more information.



## WELLBEING INITIATIVES

- The University has partnered with Peppy, a digital health app that offers free support for staff and their partners on menopause and men's health. To find out more, please visit the [Peppy webpage](#).
- Visit the [University Travel page](#) for information on sustainable travel including information on the Cycle to Work scheme, mental health walks, Bike to work breakfasts, and newly introduced 75% off bus travel with Stagecoach.
- **Able Futures** is a Government initiative to support employees with mild to moderate mental health issues. This service offers confidential one-to-one support by fully qualified mental health professionals which is delivered either by phone or Teams over a nine-month support plan.



# OTHER INFORMATION



## TRADE UNIONS

- You have the right to join a Trade Union and take part in its activities.

## CAR PARKING

- If you drive to work and choose to park on University property, then you will need a permit
- You can **request** a staff parking permit by following this link.



## SAINTS SPORT

- The University offers a discounted gym membership for staff and students. .

## STAFF DISCOUNT SCHEME

- University employees have access to a range of discounts with local and national businesses.
- The **Staff Discount** scheme entitles staff to an agreed discount on a range of products and services offered by a variety of businesses.
- Production of a valid **staff ID** card will be required.

