



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 are currently being held remotely until at least April 2022, 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 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 ESSENTIALS

- The **New Staff Essentials** course is online and can be accessed at any time.
- All new staff must participate in this training **as soon as possible** after commencing employment.
- Please visit the [New Staff Learning Portal](#) for more information on the courses, checklists and the [University Staff Handbook](#).
- Please email the [OSDS team](#) to enroll on to the course, or if you have any questions about induction.



ITS AND EHSS TRAINING

- 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](#).

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.



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](#).



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.

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.



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.

