



# **Business World HR How To REPORT ON FIXED TERM CONTRACT END DATES**

**Shropshire Council**

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## 1. Introduction

The Headteacher and Office Manager/Administrator can view the school's fixed term contract dates in real time. This is an important report because Business World is set up to automatically cease paying the employee when the end date is reached. The Office Manager/Administrator must complete a 'Leaver Form' to process as a leaver or 'Contractual Changes Form' to extend the contract in a timely manner.

There are three options to choose:

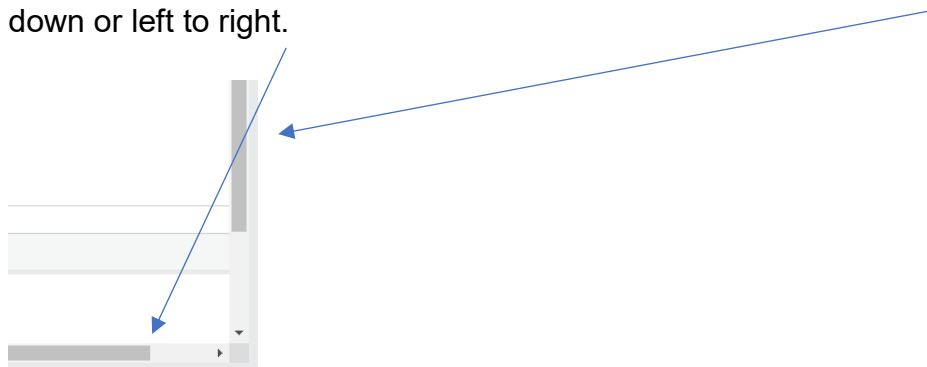
- Fixed Term Contracts due to end in the next 4 months
- Fixed Term Contracts due to end in the next 6 months, and
- Resources currently on Fixed Term Contracts.

The procedure for viewing all three reports is the same, this guide will show in the most detail how to view Fixed Term Contracts Due to end in the next 4 months.

## 2. Navigating Business World

Please refer to the 'Business World HR How To – Navigate' for additional tips for manoeuvring Business World.

Please ensure you are familiar with the scroll bars to move the screen up and down or left to right.



## 3. Create the Report on Fixed Term Contract End Dates

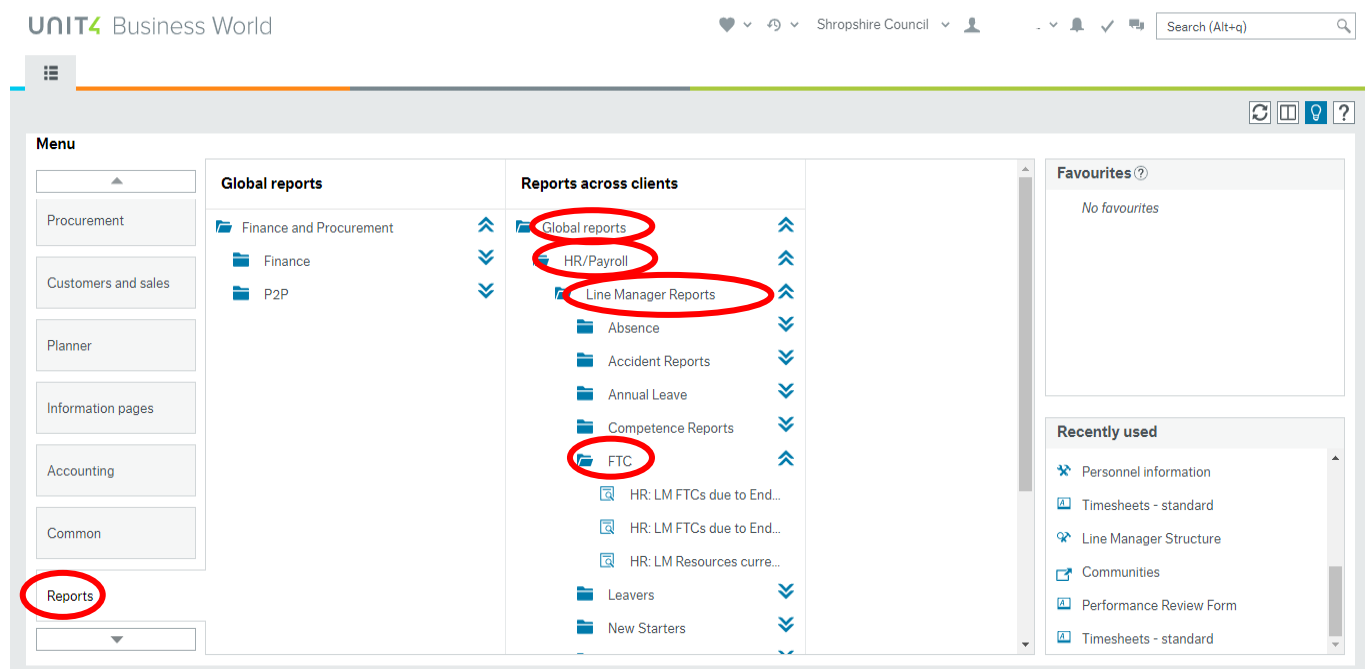
Log in to Business World.

Please note, depending on your individual access to screens, you may see more or less options, but the guidance shows the actual fields to select to open the establishment.

## STEP 1

To view your **Fixed Term Contracts due to End in the Next 4 months**:

click **'Reports'**- under **'Reports across clients'** click **'Global Reports'**, then click **'HR/Payroll'**, then click **'Line Manager Reports'** and click **'FTC'**:



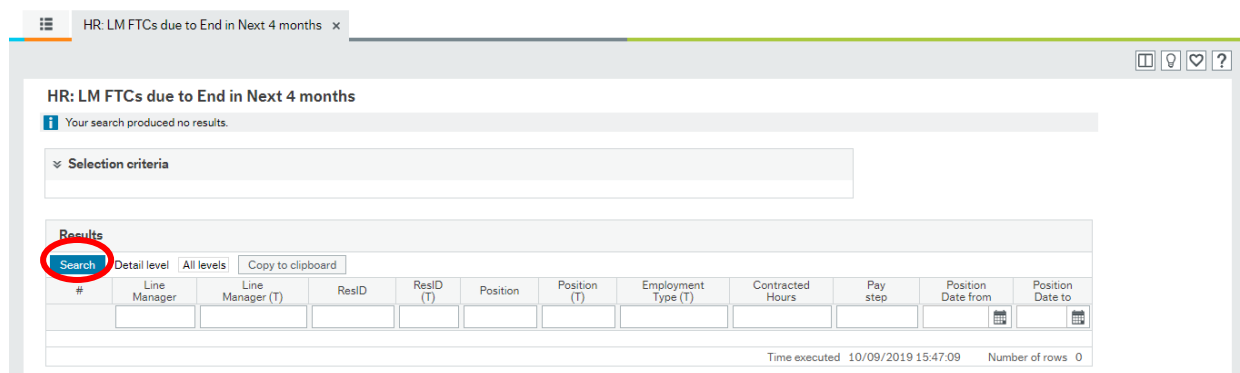
Choose the report you would like to run. To see the full report title, hover your mouse over the name:

- Fixed Term Contracts due to end in the Next 4 months.
- Fixed Term Contracts due to end in the Next 6 weeks.
- Resources currently on FTC.

## STEP 2

For this example, click on **'Fixed Term Contracts due to End in the Next 4 months'**.

Click on **'Search'** and this will populate the empty fields.



Please do not print as this version is likely to change (September 2019, version 1)

The selection criteria is set to the date of the position to the end of the 4 month period:

**Selection criteria**  
 Line Manager like    
 Position Date to between 10/09/2019 and 12/01/2020  
 Company like SC

All your Resources will appear that are on fixed term contracts that are due to expire in the next 4 months:

HR: LM FTCs due to End in Next 4 months x HR: LM FTCs due to End in Next 6 weeks x HR: LM Resources currently on FTC x

**HR: LM FTCs due to End in Next 4 months**

Selection criteria

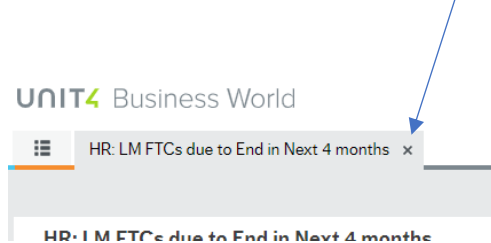
**Results**

Search Detail level All levels Copy to clipboard

#	Line Manager	Line Manager (T)	ResID	ResID (T)	Position	Position (T)	Employment Type (T)	Contracted Hours	Pay step	Position Date from	Position Date to
1					Teacher- MPR	Fixed Term Contract	26.00	TCHMAIN1...		01/03/2019	31/08/2019
2					Higher Level Teaching Assistant...	Fixed Term Contract	7.00	NJCA17		01/04/2019	31/08/2019
3					Lunchtime Supervisory Assistant	Fixed Term Contract	2.00	NJCA01		01/04/2019	31/08/2019
4					Teaching Assistant L1	Fixed Term Contract	3.00	NJCA04		01/04/2019	31/08/2019
5					Forest School Assistant	Fixed Term Contract	1.75	NJCA11		01/04/2019	31/08/2019
6					Teaching Assistant L1	Temporary Second...	28.25	NJCA04		01/04/2019	31/08/2019
7					Teaching Assistant L3	Fixed Term Contract	27.50	NJCA11		01/04/2019	31/08/2019
8					Lunchtime Supervisory Assistant	Fixed Term Contract	1.00	NJCA01		01/04/2019	31/08/2019
<b>Σ</b>							<b>96.50</b>				

Time executed 29/08/2019 14:03:08 Number of rows 8

To close the window click the X:



### STEP 3

To run the report on Fixed Term Contracts due to end in the next 6 weeks

HR: LM FTCs due to End in Next 6 weeks

**Selection criteria**

Employment Type like: FTC  
 Line Manager like: [dropdown]  
 Position Date to between: 29/08/2019 and 10/10/2019  
 Company like: SC

**Results**

#	Line Manager	Line Manager (T)	ResID	ResID (T)	Position	Position (T)	Employment Type (T)	Contracted Hours	Pay step	Position Date from	Position Date to
1					Teacher- MPR		Fixed Term Contr...	26.00	TCHMAIN1...	01/03/2019	31/08/2019
2					Higher Level Teaching Assistant...		Fixed Term Contr...	7.00	NJCA17	01/04/2019	31/08/2019
3					Lunchtime Supervisory Assistant		Fixed Term Contr...	2.00	NJCA01	01/04/2019	31/08/2019
4					Teaching Assistant L1		Fixed Term Contr...	3.00	NJCA04	01/04/2019	31/08/2019
5					Forest School Assistant		Fixed Term Contr...	1.75	NJCA11	01/04/2019	31/08/2019
6					Teaching Assistant L3		Fixed Term Contr...	27.50	NJCA11	01/04/2019	31/08/2019
7					Lunchtime Supervisory Assistant		Fixed Term Contr...	1.00	NJCA01	01/04/2019	31/08/2019
<b>Σ</b>								<b>68.25</b>			

Time executed: 29/08/2019 14:14:09 Number of rows: 7

Buttons: Choose columns, Graphical presentation, Create widget, Export, Analyzer

### STEP 4

To run the report on Resources currently on FTC

This report is slightly different as it gives details of all those on a fixed term contract. Position Date to – 31/8/2019.

‘Resno Date’: If the Resource holds more than one position, Business World will show the pre-set date of 31/12/2099 as well as the fixed term date.

M Resources currently on FTC

**Selection criteria**

**Results**

Line Manager	Line Manager (T)	ResID	ResID (T)	Position	Position (T)	Employment Type	Employment Type (T)	Contracted Hours	Pay step	Position Date from	Position Date to	Resno Date to	Resno Date from
				Teacher- MPR		FTC	Fixed Term Contr...	26.00	TCHMAIN1...	01/03/2019	31/08/2019	31/08/2019	05/02/2002
				Higher Level Teaching Assistant...		FTC	Fixed Term Contr...	7.00	NJCA17	01/04/2019	31/08/2019	31/12/2099	20/02/2012
				Lunchtime Supervisory Assistant		FTC	Fixed Term Contr...	2.00	NJCA01	01/04/2019	31/08/2019	31/12/2099	12/01/2009
				Teaching Assistant L1		FTC	Fixed Term Contr...	3.00	NJCA04	01/04/2019	31/08/2019	31/12/2099	12/01/2009
				Forest School Assistant		FTC	Fixed Term Contr...	1.75	NJCA11	01/04/2019	31/08/2019	31/12/2099	12/01/2009
				Teaching Assistant L3		FTC	Fixed Term Contr...	27.50	NJCA11	01/04/2019	31/08/2019	31/12/2099	21/10/2013
				Lunchtime Supervisory Assistant		FTC	Fixed Term Contr...	1.00	NJCA01	01/04/2019	31/08/2019	31/12/2099	21/10/2013
<b>Σ</b>								<b>68.25</b>					

#### 4. Additional Information

Complete a Contractual Change Form to notify Payroll if they are to be extended. Refer to the Business World HR Form Guide – Contractual Changes Form.

Complete a Leaver Form to notify Payroll if that Resource is to be processed as a leaver. Refer to the 'Business World HR Form Guide – Leaver Form'.

**Business World will cease payment when the Resource reaches their fixed term contract end date.**