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|  | **New Starter Checklist 3** | \\CON-USERSVR08\Home$\admn1557\Desktop\HR logo 2\HR logo\DIGITAL\Human Resources logos_Oxford right_RGB.jpg |

# Checklist 3 – Checklist for existing staff moving appointment or being appointed into an additional one

Existing staff should be encouraged to check and update their information in ESS. Complete all other data in PeopleXD, as applicable.

| Element/step | Guide | Employee | Non-employee  | Worker | Checkmark |
| --- | --- | --- | --- | --- | --- |
| **Personal details**  | Add and manage personal details | If required |  |
| **Contact details** | If required |  |
| **Emergency contact**  | Record if missing, or changed | N/A | Record if missing, or changed |  |
| **Highest qualification held**  | Update if this has changed since last recorded | N/A | N/A |  |
| **Academic teaching qualifications** | If applicable, or where updated since last recorded | N/A | If applicable |  |
| **Academic teaching and/or research subjects** | If applicable, or where updated since last recorded | N/A | N/A |  |
| **Other details** *Previous HEI employment* | Record if this is missing | N/A | N/A |  |
| **Medical/ health/ social care qualifications** | Add and manage UDFsAdd employment historySet up and manage probation | If applicable, or where updated since last recorded | N/A | N/A |  |
| **Record payslip exception** | If requested and approved | N/A | Essential if casual worker won’t get access to HR Self-Service and/or if there will be a delay to account setup |  |
| **Employment history details** | Always – if missing | N/A | N/A |  |
| **Probation dates (if applicable)** | If applicable | N/A | If applicable |  |