**Please complete this form in full and submit to the HR office at** [**hr@universityofgalway.ie**](mailto:hr@universityofgalway.ie) **Incomplete forms will be returned and may result in a delay in processing the request.**

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| 1. **Details of Post** | |
| **Post Number** |  |
| **Current post holder (if not a new post)** |  |
| **Post Title and Grade: (Maximum Grade 4)** |  |
| **Direct Line Manager / Supervisor** |  |
| **School or Unit** |  |
| **Location of School / Unit** |  |
| **Hours: FTE** |  |
| **If part time, please indicate the work pattern i.e. half days, Monday to Friday, etc.** |  |

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| 1. **Details of Cover Required** | |
| **Reasons for which cover (choose from dropdown options):** Choose an item. | |
| **Start Date of cover** |  |
| **End Date of cover** |  |
| **What grade is the cover to be provided?** |  |
| **Is Garda Clearance Required?** |  |
| **Is Manual Handling Training Required?** |  |

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| 1. **Signatures Required:** | |
| **Requestor / Hiring Manager:** |  |
| **UMT Member:** |  |
| **Finance Manager/Management Accounts:** |  |

1. **The following questions will assist the agency in providing the most suitable person**

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| 1. **Please provide a summary of the position to be covered, including main responsibilities.** |
|  |
| 1. **Essential Criteria Required (Skills and/or Experience)** |
| **1.**  **2.**  **3.**  **4.** |
| 1. **Desirable Criteria Required (Skills and/or Experience)** |
| **1.**  **2.**  **3.**  **4.** |
| 1. **Any additional information that you feel would help in matching a person to the post.** |
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| 1. **Responsibilities for Approvals and Payment**   **(Budget will be charged through P2P – on foot of details provided below)** | |
| **\*Name of Budget Holder** |  |
| **Email Address of Budget Holder** |  |
| **\*Name of Invoice Approver (must have Agresso access to Budget code outlined below)** |  |
| **Personnel No of Invoice Approver**  **(six numeric digit Staff ID)** |  |
| **Email Address of Invoice Approver** |  |
| **\*\*Budget Code** |  |
| **Email Address of Timesheet Approver 1** |  |
| **Email Address of Timesheet Approver 2** |  |
| Overtime is not permitted, only the approved number of hours will be paid by the Agency.  Timesheets from the Agency will be emailed to the Direct Line Manager unless we are otherwise notified.    \*The Budget Holder and Invoice Approver are responsible for reviewing and actioning invoices promptly upon receipt through Agresso.    \*\*If the funding source is a non-pay cost centre, the Budget Holder must arrange with Management Accounting to transfer the funds to the pay budget before the temporary assignment begins. | |

**Agency Panel**   
There are two suppliers on the panel for the provision of Temporary Agency General Administrative Staff for University of Galway:  
  
**1.** Cpl Resources Plc

**2.** ICE Group

A cascade system will operate and in the event that the first Agency, Cpl Resources Plc, cannot provide an Agency Worker within the agreed timeframes or provide a curriculum vitae, insufficient candidates to meet the urgency of the requirement, or conflict of interest, etc. University of Galway retains the right to submit the same request to the approved second-tier agency, ICE Group, and will accept an Agency Worker from the first agency (either principal or second tier) that confirms the availability of a named Agency Worker.

**Renewals/Ending of Assignments:**   
It is best practice to provide agency staff with a week’s notice if the assignment is coming to an end. HR will issue an alert of the due date; however, you can contact HR Office prior to that.

**University of Galway Policies and Procedures**  
Agency staff on commencing in University of Galway are provided with information relating to Health and Safety, Data Protection, ICT regulations and Leave policies.

All Administrative staff currently employed by the University or currently utilised by the University through an employment agency who have in excess of 6 months’ continuous service and have completed and passed the appropriate entrance criteria for the grade of post advertised are now eligible to apply for any administrative vacancy advertised.

Access to vacancies is via the HR website and staff intranet. Agency Workers will need to request access to SharePoint and Core Portal via ISS to view same. This can be done by contacting the ISS helpdesk [servicedeskticketingsystem@universityofgalway.ie](mailto:servicedeskticketingsystem@universityofgalway.ie)

**FAQs:**

**What is the additional cost of an agency resource?**

Agency resources are renumerated based on University of Galway current payscales plus a mark-up of 40% which encompasses the cost of annual leave, public holidays, PRSI, agency fee and admin fee.

**How do I pay for the temporary Administrative Resource to the Agency?**

Invoices from the Agency are approved **online.** This is similar to the approval process for travel and catering suppliers.

**What is P2P?**

P2P stands for "Purchase-to-Pay".It means having a seamless and paperless automated workflow process for ordering, purchasing, approving, paying and storing supplier invoices.

**How does it work?**

Invoices will be received electronically from the Agency into Agresso and an email will be automatically sent to the **direct line manager and budget holder/nominee(s)** with instructions on how to approve them.

**Who approves invoices?**

Invoices will require approval by the Invoice Approver specified under Section 5 above in the first instance, after which the budget holder/nominee(s) must also approve the invoices.

**Can a Budget Holder appoint a nominee/substitute to approve eInvoices?**

Yes, to request this, the budget holder must send an email to [p2p@universityofgalway.ie](mailto:p2p@universityofgalway.ie) giving the name of the nominee/substitute.

**What do I need?**

Invoice Approvers require an Agresso User Account and Password.

**More information:** To see how the new system works, view a step-by-step guide [here.](http://www.nuigalway.ie/media/informationsolutionsservices/files/agressofiles/how_to_approve_or_reject_an_einvoice_or_credit_note.pdf)

Or get the answers to some questions about P2P on our [Staff FAQ site.](http://www.nuigalway.ie/staff-faqs/buying-and-budget-tracking/p2p-purchase-to-pay/)