

O4S Onboarding SOP

Action	Responsibility of	Standard	Dependent Upon
<p>New Starts and Leavers</p> <p>Ensure that new starters outwith the National recruitment process and leavers information is communicated to the Employing Board and the Deanery.</p>	PB	Agreed information flow. Turas reporting.	Turas Functionality.
<p>Notify DDiT of banding for posts prior to commencement of first placements.</p>	PB	Agreed template. Code of Practice	Placement Board providing accurate information on TURAS People.
<p>Ensure that each DDiT has an electronic personnel file/employee record.</p>	NES (Turas People)	Placement Board custom and practice. Turas people until introduction of eESS	DDiT commencing training. Turas People platform and eESS development
<p>Ensure DDiT salary scales, including banding, are correct at the time of issuing the contract of employment and upon subsequent rotation.</p>	PB Employing Board Payroll Department	Circulars. Nationally agreed terms and conditions.	Placement Board updating TURAS People with banding information. DDiT providing sufficient evidence from previous employment to be accurately placed on the scales.
<p>Issue contracts of employment to new starters.</p>	PB	Standard contract documentation. ASAP, on day 1 at the latest.	DDiT commences in post and has provided up to date contact details.

Version	Date	Author	Rationale
1.0	14 December 2021	Alice Campbell	Published