**Important information for Managers from HR Services – Regarding Recruitment, New Starters/**

**Changes and Leavers processing and**

**meeting 2019 Christmas Payroll Deadlines**

**Help us to help you, your staff and your new starters**

**Recruitment advertising**

The 2019 University Christmas Closure period is from Tuesday 24th December 2019 until Wednesday 1st January 2020 inclusive. With this in mind, December and January can be very busy periods for recruiting at the University.

If you have a vacancy that you would like advertised before Christmas, please submit fully completed documentation (e.g. PCM, HERA profile, Advert and Further Particulars) by **Friday, 6 December 2019**. The last day that adverts will be posted is **Friday, 20 December 2019.**

If you are planning to advertise in any external media, please contact the HR Services Recruitment Team (contact details below) as soon as possible as external media deadlines are typically affected by the Christmas and New Year period.

We recommend closing dates are set after the University re-opens in January, so that any candidates requiring advice or guidance are able to speak to a member of the University post the Christmas period.

Recruiting Managers may also want to consider delaying any adverts until the New Year, when traditionally candidates are more active in seeking and applying for new jobs.  For further advice, please contact the Recruitment Team in HR Services.

**Further information for Recruiting Managers**

If you are a manager making an offer with a December start date to be paid in December, please bear in mind that all correctly completed paperwork needs to be received in HR Services by **Monday 2nd Dec at 5 p.m.**

Unfortunately, due to both large volumes of paperwork and the reduced processing timeframe to meet the Payroll deadline, any paperwork received after this date will be processed for any payment and arrears in January 2020.

**Further information for Line Managers re current staff changes and leavers**

Any authorised staff changes and leavers that need to be processed for December pay are sent to HR Services **no later than Monday, 2nd December at 5 p.m**.

* [**Information on Christmas payroll deadlines**](http://documents.manchester.ac.uk/display.aspx?DocID=46404)

**Contact Details for HR Services:**

**e:** [**hrservices@manchester.ac.uk**](mailto:hrservices@manchester.ac.uk)

**t: 54499**