

PI line manager responsibilities

As a PI on a research funded project you are likely to have line manager responsibility for research contract staff. Please ensure that you familiarise yourself with the guidance in the following locations:

1. Managers Essentials on StaffNet: [Directorate of People and Organisational Development | StaffNet | The University of Manchester](#)
2. Please also visit the Managers Must Dos section here: <https://www.staffnet.manchester.ac.uk/people-and-od/managers-essentials/managers-must-dos>.
3. Line managers of fixed term contract staff receive email reminders from the Directorate of People and Organisational Development [P&OD] about the forthcoming end of a fixed term contract. It is essential that you do not ignore these reminders, and that you allow sufficient time to ensure that an appointee's contact is renewed if funding continues to be available/if you wish to extend them. As a line manager it is your responsibility to ensure staff are engaged with, and supported, as needed. It is important that you follow the guidance provided in communications from People & OD as this often is set out to ensure we are supportive of staff but also to comply with legal requirements too. **Please note that if fixed term staff are not renewed in good time then they will be issued with P45s, will lose access to University IT and their monthly pay will cease/be disrupted.**
4. To extend a fixed term contract you must complete a post and contract management form [PCM] **at least six weeks** before the end of the contract. This is the route by which individuals request approval to advertise/appoint to a post, to make a post funding change, to extend a fixed term contract or to make any other change to an individual's contract. A separate PCM is required for each individual post/appointment. The PCM form is available here: [Post and Contract Management \(PCM\) Form \(The University of Manchester\)](#).

A clear justification must be provided in the **Notes/additional comments box**. This should include details such as:

- How the post will be funded
- The duration of the contract and why, e.g. funding is of a finite duration, parental leave/absence cover etc]
- Why the role is required
- What other options were considered before requesting an appointment (e.g. whether duties could be absorbed into existing post/s) and why these options were rejected. Contact our P&OD Partner, Martin Banks, if you need advice when considering options/structures
- Background detail on the existing contract of the individual (if applicable)
- Whether your post is replacing a current post or whether it is in addition to other posts held by an individual [where applicable]

If your request is research funded, or part-research funded, please work with Research Support (Post Award Team) to complete the PCM. The Post Award team will submit the PCM on your behalf, once they have confirmation of funding from Humanities Research Finance.

The School meets to review PCMs every fortnight. SEED approved PCMs that are wholly research grant funded will be submitted by the School Office to P&OD for action, copying in the Recruiting Manager noted on the PCM. PCMs that are not approved will be returned detailing the reasons why.

Line managers need to be aware that fixed term employees, with four or more years of continuous applicable service, have the same rights relating to contract notice. Please ensure you engage with our People and OD Partner to discuss such cases [particularly as there could be other budgetary and notice requirements that are applicable].

5. If your fixed term contract is not going to be extended and the appointee will therefore become a leaver, there are a number of things you must do as line manager:

- **You must notify P&OD of any staff leaving the University.** The form is available from this webpage: [Submit People and OD Forms | Directorate of People and Organisational Development | StaffNet | The University of Manchester](#). This form needs to be completed for staff leaving the University, including staff with more than one post but who are only leaving one post, staff retiring and for fixed term contract staff. The form does not need to be completed for staff moving roles within the University, agency staff or for casual appointments (unless the casual appointee is leaving before their expected end date).

The form requires you to complete some, or all, of the following details for your staff member:

Name

Surname

Employee number (available to you as line manager in MyView:

<https://www.staffnet.manchester.ac.uk/people-and-od/current-staff/pay-conditions/myview/>

Faculty/PS

School/Directorate

Leaver's email address

Post number (available to you as line manager in MyView)

Is the leaver leaving all posts at the University?

Reason for leaving

Planned activity after leaving

Planned location after leaving

Date of last day of employment

Date of last working day

Any annual leave to be paid or deducted from annual salary [if yes, specify remaining balance of leave days to be deducted/paid]

Leaver's forwarding email address

With respect to annual leave to be paid/deducted please note that the default position is that we should only do this in exceptional circumstances, where a member of staff has been unable to take their leave due to organisational or operational reasons and where the line manager has been made aware of this. Staff should be encouraged to use their holiday allowance before leaving their post. In the event of a member of staff having been unable to take their leave allowance due to exceptional circumstances you can use the annual leave calculator, <https://www.staffnet.manchester.ac.uk/people-and-od/current-staff/leave-working-arrangements/annual-leave/>, to calculate a member of staff's leave allowance according to their end date. This will allow you to determine any leave owing or any leave that needs to be deducted from the final salary payment.

- On submission of the leaver form, line managers receive an automated e-mail response including a link to a **mandatory leaver checklist**. Note that this checklist also needs to be completed for internal job moves, i.e. staff leaving your team but moving elsewhere within the University.

P&OD will process leavers on the basis of the information supplied and, where appropriate, staff leaving will receive a link to an online exit questionnaire in their confirmation of leaving letter.