

Frequently Asked Questions (FAQs) – HRS Form Submission

1. Do I need to sign in or log in to Granicus?

No, you do not need to sign in. Please continue without an account when accessing Granicus.

2. How do I know that a form has been successfully submitted?

After submitting a form, you will receive an acknowledgement email at the email address you provided while submitting the form.

A second email will be sent to confirm the form has been processed.

3. Can I process multiple processes on one form?

No, please submit a separate form for each process.

4. Can I upload a phased return form?

Phased return forms should be submitted through Perspective Lite or sent via secure email.

5. Why doesn't the New Starter form include next of kin details?

The updated New Starter form has been revised and we do not require next of kin information.

6. Who should I contact if I have any queries?

Please send an email to traded@derbyshire.gov.uk or call 01629 535117 option 2. Please have the case reference number which will be found on the top of the submitted form, employee's name and payroll number ready.

7. Can I save the form to complete it later?

No, the form cannot be saved. Please ensure you have all the necessary information ready before you start completing the form.

8. Can I submit a Headteacher form through Granicus?

No, Headteacher forms should be submitted through Perspective Lite or sent via secure email.

9. Can I access the completed form online?

No, the form will not be available online after submission. Please download the form at the time of submission for your records.

10. Can I submit my own form?

Yes, but please ensure you have the Headteacher's approval before submitting your own form.

11. Will I be able to send a new starter, adjustment and or leaver form through Perspective Lite or secure email?

No, please use Granicus for submitting new starter, adjustment and leaver forms, rather than Perspective Lite or secure email.

12. Can more than one person at the school have access to Granicus?

Yes, this is possible. However, we advise sharing the link only with those authorised to submit forms.

If you have any further questions or need assistance, please do not hesitate to contact us at traded@derbyshire.gov.uk or call 01629 535117, option 2.