

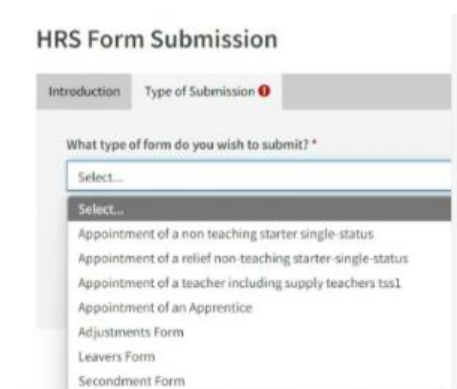
## Granicus – Automation of HRS Forms

We appreciate your participation in our transition to Granicus, our new digital platform that will transform how we manage HRS form submissions. Granicus offers a secure, streamlined and user-friendly online process. This replaces the traditional paper-based system for submitting starter, adjustment and leaver forms through Perspective Lite or secure email. This shift to a digital platform is designed to enhance efficiency, simplify your workflow and improve accuracy in form submissions. We appreciate your commitment to embracing this more efficient approach to managing your HR needs.

### How to Access Granicus

The link to Granicus has been emailed to your school.

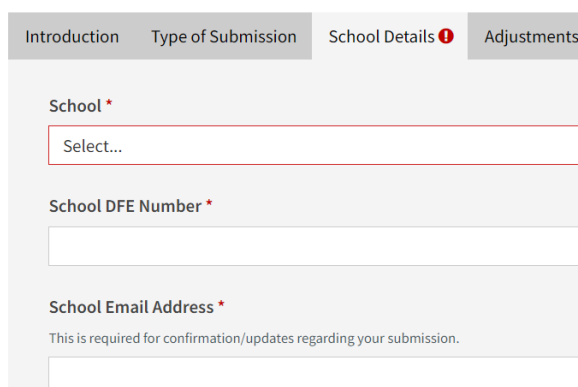
1. **Open the Link:** Click on the link to access the Granicus Submission Form:
2. **Continue Without an Account:** Use the link provided and click on “or, continue without an account.” Please do not set up an account.
3. **Select Type of Submission:** Choose the appropriate submission type from the drop-down list.



The screenshot shows the 'HRS Form Submission' interface. The 'Type of Submission' tab is active, and a dropdown menu is open, displaying the following options:

- Select...
- Select...
- Appointment of a non teaching starter single-status
- Appointment of a relief non-teaching starter-single-status
- Appointment of a teacher including supply teachers tss1
- Appointment of an Apprentice
- Adjustments Form
- Leavers Form
- Secondment Form

4. **Choose Your School:** Select your school from the drop-down list provided. The School DFE Number is pre-populated.
5. **School Email Address:** Please add your email address.



The screenshot shows the 'School Details' section of the form. It includes the following fields:

- School \***: A dropdown menu with 'Select...' as the current selection.
- School DFE Number \***: A text input field.
- School Email Address \***: A text input field with a note below it: "This is required for confirmation/updates regarding your submission."

6. **Complete the Form:** Please select the relevant form required and complete all the required fields within it. Attachments for example MAT B1s can be uploaded by using the upload area.

7. **Submit:** Review the information and submit the form.
8. **Download for Future Reference:** Download the form after submission to keep track of the case reference number.

### Headteacher's Approval

Please note that, within Granicus, forms cannot be forwarded to the Headteacher for approval. To ensure an uninterrupted and efficient process, we kindly request the Headteacher's consent for you to approve forms on their behalf.

### Important Notes

- **No Sign-In Required:** You do not need to sign in to access the form. Please do not share the link. Please see attached FAQ document for more information.
- **Verify Your Selection:** Ensure that you have selected the correct school before completing the form.
- **Prepare Ahead:** To ensure smooth processing, please have all the necessary details at hand before initiating any actions. Incomplete information can lead to errors, delays and unnecessary backtracking. There is currently no option to save partially completed forms.

### Headteacher Forms

Please be aware that forms requiring the Chair of Governor's approval, such as Headteacher forms, must be completed through Perspective Lite, not Granicus. This ensures that the necessary approvals are obtained in the correct format.

### Need Help?

Please find attached a list of FAQs that will be maintained and made available on SchoolsNet in due course. If you have any questions or encounter any issues, please do not hesitate to contact us at [traded@derbyshire.gov.uk](mailto:traded@derbyshire.gov.uk) or call 01629 535117 and select option 2.

Thank you for your cooperation and support as we implement this new system.