

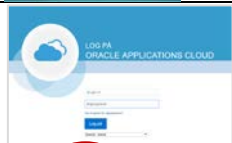
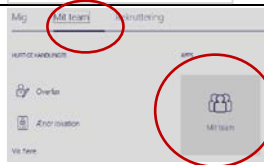

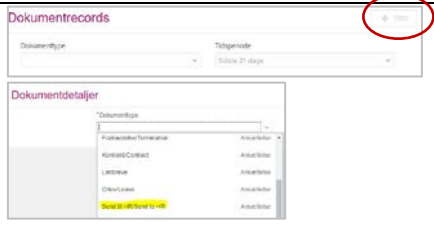
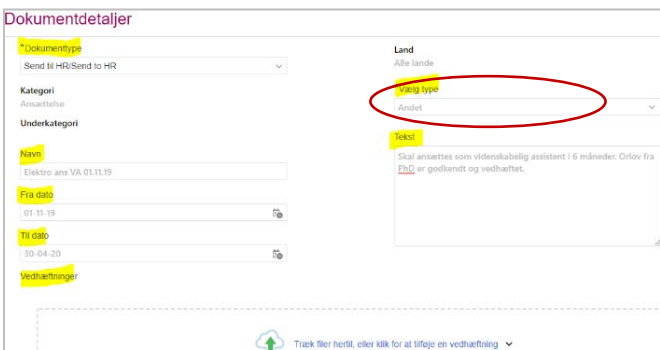



<b>Category</b>	DTU Employee—HCM—manager guideline	
<b>Subject</b>	L7 How to, hire a DTU Employee in a non-advertised position, up to one year	
<b>Responsible</b>	Corporate HR	
<b>Date</b>	23.09.2019	

You can see an overview of your staff and make changes to an employment, including hiring a DTU employee (for up to one year) who is already employed in your section in **My team**.

It can for example be a PhD student who has been granted a PhD leave of absence (approved) and who is to be employed as a research assistant in the same period. It can also be a PhD student who has submitted his or her thesis and is to be employed as a postdoc (an academic evaluation must be attached).

Step	Explanation	Navigation
Open DTU Employee	Open DTU Employee in Google Chrome! <a href="#">Click here</a>	
Enter your username and password	Your username is your initials. If you do not have a password, <a href="#">click here</a> .	
Select My team	Click <b>My team</b> and click again <b>My team</b> .	
Select manage document-records	Select the employee you want to employ in a new position within your section. Click the dropdown menu to select <b>Manage documentrecords</b> .	
Select document type	Click <b>"Add"</b> in the right side of the screen. Click the dropdown menu to select document type <b>Send to HR</b> .	
Enter document details	Select type <b>Other</b> and enter document details.  Under <b>Name</b> : Write name of department, reason (employment), and start date.  Enter <b>From date</b> —when the employment takes effect. Enter <b>To date</b> —when the employment terminates.	
NB!	Employment in a non-advertised position and may be of max. one year's duration!	
Attach Documentation	In the <b>text field</b> , you enter the title and any other department-specific requirements for employment in a non-advertised position.  Attach relevant documentation under 'Attachments'. Use the <b>drag-and-drop</b> function. It can for example be an email with approval of the employment from the head of department, or an academic evaluation in connection with a postdoc employment.	
Select Submit	Click <b>Submit</b> and HR will receive your request for the employment.	
<p>HR will handle the next step in the process. You can monitor the process via your initiated tasks in your working list.</p>		