

# GetOnYerBike

## Action Guidelines

Step	Action	Who
1	Visit cogz at their shop by the LUFSS Fitness Centre, speak to the personnel and let them advise you on the appropriate bicycle and any accessories you would like to have. The bicycle will be set aside, if in stock, for two weeks pending the successful completion of the application process.	<b>Employee</b>
2	The details will then be entered onto an Application Form along with your employment details and priced to inform you of the level of Salary Sacrifice that will be required.	<b>Cogz</b>
3	You will then be given the Application Form (less one copy which will be kept by the shop).	<b>Cogz</b>
4	You take the Application Form to HR, ask for your Faculty Personnel Adviser who will assess your eligibility for the scheme, complete the Application Form, hand you a copy of the Pre-contract Information and then having read the Hire Agreement you sign both copies in the presence of a Faculty Personnel Officer.	<b>Employee</b>  <b>HR</b>
5	HR will then sign the Application Form and counter sign the agreement as long as: <ul style="list-style-type: none"> <li>• You are on a contract of two or more years in length and have completed six months service.</li> <li>• By participating in the scheme your gross salary does not drop below the minimum wage.</li> </ul>	<b>HR</b>
6	Once signed by both parties you will be supplied with a copy of the Hire Agreement and a Letter of Collection.	<b>HR</b>
7	The remaining copies of the Application Form and the Hire Agreement will be circulated by HR as follows: <ul style="list-style-type: none"> <li>• One copy of the Application Form and the Hire Agreement to be kept by Personnel Services.</li> <li>• One copy of the Application Form and Hire Agreement to be passed to</li> </ul>	<b>HR</b>

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	<p>the Scheme Manager in Facilities Management</p> <ul style="list-style-type: none"><li>• One copy of the Application Form to be passed back to the shop.</li></ul>	
<b>8</b>	The shop will then order / assemble the goods and notify you when they will be ready for collection.	<b>cogz</b>
<b>9</b>	You take the Letter of Collection to cogz and collect your bicycle and accessories.	<b>Employee</b>
<b>10</b>	The shop will then invoice the University Scheme Manager in Facilities Management	<b>cogz</b>
<b>11</b>	Facilities Finance Manager informs Finance by monthly spreadsheet of agreements signed and deductions to commence	<b>Facilities Management</b>
<b>12</b>	The Salary sacrifice begins on the first available pay period after the hire agreement has been signed.	<b>Finance</b>
<b>13</b>	After the hire period terminates, Facilities finance Manager will raise an invoice for the residual value of the goods for sale to an employee or retain the cycle.	<b>Facilities Management</b>