People and Money System

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Employee Guide to the Guaranteed Hours Module

Before you start, you might find it useful to view the video, available here, on accessing and accepting or rejecting offers of work. This will give a video overview of the process described within this guidance document. There is also a process guide which covers the end to end process for Guaranteed Hours and explains any background information or off system steps which is available here.

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Introduction

The Guaranteed Hours Module is a piece of software which has been specifically built to assist in the management of guaranteed hours contracts for both employees and the university. Anyone who holds at least one contract of employment within the University which is a guaranteed hours post will automatically have access to it.

Access to the Guaranteed Hours module is via People & Money. This is accessed via MyEd using employee log in details (it will not work with student log in details). All email correspondence related to your Guaranteed Hours contract will be sent to your employee email address.
To Access the GH Module:

1. Log in to MyEd using your employee credentials (UUN and password), then go to **Staff Resources** and select **People & Money**.

2. Click the Company Single Sign-On button: You don’t need to enter your User ID and Password

3. From the People & Money Home page, navigate to the Guaranteed Hours tab and select the **Guaranteed Hours** app.
4. You will then see the module open in a new tab on your home screen.

**What are Work Plans?**

**What is a Work Plan?**

A work plan is an agreement between the university and a GH employee, and it is recorded in the Guaranteed Hours Module. Each work plan contains the hours offered by the
university, and accepted or declined by the member of staff. It may also include other information about things like the type of work agreed.

**How will I know when I’ve been offered a work plan?**

You will receive an email notification to your staff email address to alert you to the offer of work in the GH module. You will then need to accept or decline this.

**How to accept or decline a Work Plan**

1. Go to the **My Work Plans** tab on the left hand side of the screen:

2. Under the **Action Required** tab, you can view all outstanding work plans that need to be accepted or rejected:
Please Note: you must take action on work plans that have been offered. You will receive reminders until this is completed.

3. Accept or reject the work plan by clicking the Agree or Reject icon beside the correct work plan:
   - If you only wish to accept some of the hours, then you need to select reject.

4. If you are rejecting the work plan, complete the Reason for Rejecting Work Plan field then click the Reject icon. This is a mandatory field when rejecting. If you can only accept some of the hours offered, you should explain here how many you are accepting and how many you are rejecting and why. When this is returned to the GH Administrator, they will then rectify this on your record.
5. Under the **Agreed/Confirmed Work Plans** tab you can view all accepted work plans and can reject a work plan if you believe this status is incorrect. GH Administrators are able to input work plans that you have accepted ‘offline’ without the need for you to accept or reject. You will see these here.

![Image of My Work Plans](attachment:image.png)

**Please Note:** Under the **Accepted** and **Declined** columns, you can click on the number of hours to display more details about your hours balances.

Where a work plan has the status of **'Agreed'** this is where you (the GH employee) have previously accepted this via the system.

Where a work plan has the status of **'Confirmed'** this is where a GH Administrator has input the work plan and accepted on behalf of an employee, where the employee has indicated agreement off system e.g. as part of a discussion or email exchange.
6. If the work plan is to be rejected, complete the **Reason for Rejecting Work Plan** field, and click the **Reject** icon. If you only wish to accept some of the hours, then you need to select reject.
7. Under the **Rejected Work Plans** tab, you can view all rejected work plans and can agree to a work plan if you believe this status is correct.

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### Appendix 1 - Glossary

<table>
<thead>
<tr>
<th>Key Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accepted</td>
<td>The number of proposed hours the employee accepts to work.</td>
</tr>
<tr>
<td>Additional Analysis</td>
<td>The additional analysis value the work plan was created under.</td>
</tr>
<tr>
<td>Alternative Work Department</td>
<td>Department where the work is to be carried out if the work is to be done in a department that does not fall under the employee’s contracted assignment.</td>
</tr>
<tr>
<td>Assignment Number</td>
<td>The assignment number of the work plan.</td>
</tr>
<tr>
<td>College/Professional Services Group</td>
<td>The College/Professional Services Group the work plan was created under.</td>
</tr>
<tr>
<td>Declined</td>
<td>The number of proposed hours the employee declines to work.</td>
</tr>
<tr>
<td>Department</td>
<td>The Department the work plan was created under.</td>
</tr>
<tr>
<td>Employee Number</td>
<td>Unique employee number.</td>
</tr>
<tr>
<td>GH</td>
<td>Guaranteed Hours</td>
</tr>
<tr>
<td>School/Planning Unit</td>
<td>The School/Planning Unit the work plan was created under.</td>
</tr>
<tr>
<td>Work Activity</td>
<td>A task that a GH Employee undertakes. The work activity ensures GH employees understand the task that a work plan relates to, as assignments may have many multiple work activities associated with them.</td>
</tr>
<tr>
<td><strong>Work Category</strong></td>
<td>List that contains values correlate to a specific work activity or plan such as tutoring or demonstrating. This may be auto-selected because of the work activity or plan earlier selected.</td>
</tr>
<tr>
<td>-------------------</td>
<td>--------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Work Plan</strong></td>
<td>A work plan is the agreement between the university and a GH employee. Work plans will be created to represent each set of work tasks for a GH employee. A work plan will be created for a specific one-week period, starting Monday, and ending Sunday. Each work plan must include the GH assignment the work is for and the number of accepted and declined hours. Each work plan will be for a specific assignment and contain relevant details but may also include a work activity. Work plans can be created with no work activity. For example, “We agree you accept 20 hours of reception duties in the library. You declined 4 hours per week.” The work plan for this would comprise assignment details for library work, a work activity for reception duties; 20 hours accepted; and 4 hours declined.</td>
</tr>
<tr>
<td><strong>Work Plan Number</strong></td>
<td>Unique identifier of the work plan within GHM.</td>
</tr>
</tbody>
</table>