

Archived copy of the People and Money updates page

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People and Money-wide updates

Finance, HR and Research Improvement Programme

Please keep up to date with our Finance, HR and Research Improvement programme on the dedicated SharePoint:

[Finance, HR and Research Improvement Programme Info Hub](#)

Finance

Key Dates for December

For key dates in December and Christmas arrangements for Finance Operations, Procurement and Research Stores please read the posts on the Finance Community of Practice Teams site:

[Finance Operations](#)

[Procurement and Research Stores](#)

Human Resources

Recruitment and Onboarding

Job Advertising Deadlines ahead of the Christmas Closure

Please find below the Job Advertising Deadlines ahead of the [Christmas closure](#). If you have any questions please contact the HR Helpline at HRhelpline@ed.ac.uk.

As a reminder you can find the payroll deadlines on the [Pay Dates and Payroll Deadlines](#) webpage.

| | Deadline |
|---|---|
| Fully approved job requisitions to HR Operations to guarantee advert placement before the closure. Any adverts received after this time will be processed and requested to go live as soon as possible – unfortunately, we will be unable to guarantee these will be live before the Christmas closure. | Friday 13th December 2024 |
| Proposed job advert closing date prior to the closure. Although we acknowledge that advert duration is at the hiring manager's discretion, this will allow time to respond to applicant queries prior to the break. | Friday 20th December 2024 |
| Earliest closing date for those being advertised over the Christmas closure period. As in past years, to ensure we have an adequate resource in place to support applicants, there will be no adverts with a closing date which falls during the Christmas closure period. | Friday 3rd January 2025 |

Service Requests

Changes to Service Request Categories

As part of the HR Strategic project for Enhanced Customer Service and linked with the HR Improvement plan work, we will be making some changes over the coming months to Service Requests Categories. We have reviewed, rationalised and simplified the options.

This will be delivered in two phases; phase one will focus on removing categories we no longer use, and phase two will focus on changing some categories and removing others that have dependencies.

From **Tuesday 10th December** you will notice that some categories have been removed. This list is available within the updated [Guide to Service Requests](#) (available under the heading of 'My knowledge and service requests'). Please use this to help you select the

correct category when raising a Service Request. Other associated collateral will be updated in due course.

We are aiming to deliver the second phase of changes within the first quarter of 2025 and will update you on this closer to the time.

If you have any questions, please raise a Service Request using the category System Related.

Further Support

As part of our calendar of sessions for the period January to March 2025, we will be running a **Lunchtime Learning** session for Line Managers and SDAs to help you make the most of the HR Service Request process. The session will run on 30th January from 12-1pm. To sign up in People and Money please follow the link below:

[Lunchtime Learning: Making the most of HR Service Requests](#)

Training and Engagement

Colleagues have previously told us that there needs to be more and improved training on HR processes for new and existing staff, Line Managers and School/Department Administrators (SDAs). We have also been told that a mixed model of learning resources would be beneficial.

We have listened!

As part of our [HR Improvement Plan](#), starting in October 2024, the HR Process Improvement Team will be offering the following:

A calendar of regular and ad hoc learning and engagement sessions on HR processes and procedures, and the People and Money system. These sessions are aimed at different 'audiences', depending on the topic – all employees, Line Managers, School/Department Administrators (SDAs)/those with SDA access in the People and Money system, and others. The calendar will be published quarterly.

A monthly lunchtime learning session for SDAs/those with SDA access in the People and Money system. These sessions are also open to any line manager or HR colleague who might find them useful to attend.

To sign up

View the calendar of events and follow the links to sign up for the session(s) you wish to attend.

Calendar of Events January-March 2025

To listen to recordings

If you are unable to attend any session, we will record all sessions and make the recordings available afterwards.

Recordings from September - December 2024

We hope these new offerings will contribute towards an improved employee experience of our HR processes and the People and Money system.

If you have any ideas for future sessions, please get in touch with us by raising a Service Request using the category 'Continuous Improvement'.

User Guidance and Forms

HR Forms

We continue to make updates to the HR Forms listed on the [HR A-Z webpage](#). Please continue to download and use the latest versions from here.

Process and System User Guides

Our process and system user guides continue to be reviewed and updated as a result of user feedback, process changes and system updates. The guides can be accessed via the [People and Money user guide](#) webpage.

If you have a suggestion to make for the HR Forms or User Guides, please raise a Service Request using the category "Continuous Improvement".