

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

No updates at present.

Human Resources

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.

As part of our [HR Improvement Plan](#), 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.

We have recently updated the

- Interview Expenses Claim Form (Non Staff/Student Expense Claim Form).
- Immigration Fees Reimbursement Request Form and guidance notes.

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".

