Archived copy of the People and Money updates page

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Contents

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](#)

Quarterly Update

The next quarterly update will take place on Monday 24th March 2025. Further information will be provided closer to the time.

Changes to planned system maintenance start times

Further to feedback from candidates and hiring teams, we are changing the start time of any planned system maintenance within People and Money to **midnight.** This will come into

effect from our quarterly update in March 2025. Typically, this type of planned maintenance usually takes place out of hours over a weekend starting on a Friday evening.

This change allows candidates to continue applying for jobs until 23:59 (GMT) on the closing day, even when it coincides with a planned maintenance date. The benefits of this change are:

- Candidates will have full opportunity to submit their applications without losing time.

- Hiring teams and HR Services will experience fewer instances where applications need to be manually input into requisitions post-closing date and will likely see a decrease in candidate enquiries.

All People and Money system users will be able to use the application up until midnight on the Friday of any maintenance window.

We will continue to notify you in advance of any planned maintenance via the People and Money homepage and usual communication channels.

If you have any questions, please contact the HR Helpline by email at HRhelpline@ed.ac.uk

Finance

No updates at present.

Human Resources

March Pay Award

Information for Line Managers and School/Department Administrators

Further to the all-staff email regarding the UCEA Pay Award Negotiations, (19 September 2024) the second instalment of the pay uplift will be made to the majority of staff in their March 2025 pay.

With effect from 26 February, the new pay scales will be available within People and Money, effective from 01 March.

Line Managers / School Department Administrators - please familiarise yourself with the below for any process implications, please refer to the Pay scales webpage for details of the correct pay scale to use. As we have implemented the pay scales in People and Money earlier than the effective date care should be taken to use the correct salary between 26 February and 01 March.

Process	Action to take
Advertising new job requisitions	For new adverts, use the new salary scale. For all 'in-progress' adverts, HR operations will ensure the salary is correct at the

	time of posting. HR Operations will not be changing any current live adverts.
Create Job Offer / Add Pending Worker	If the **start date is before** 01 March, please use the salary effective 01 November. If the **start date is after** 01 March, the system will automatically pull through the new salary (effective 01 March).
Job Offer Letters	If the **start date is before** 01 March, please manually add the salary effective 01 November. If the **start date is after** 01 March, please manually add the new salary (effective 01 March).
Off System Forms (e.g. Request for Transfer, Additional Post or Internal Secondment form)	Use the new salary in the form for those submitted on or after 01 March.

All staff can view their current and prior annual salary via Me>My Salary. Follow the user guide How to view assignment details and salary information for further details. The new salary will be available to view from 01 March and March payslips will reflect any changes to pay.

Please note that anyone who has a future dated start date or a future dated salary change e.g. transfers, will not see any salary changes reflected in the system until HR Operations have completed their manual updates. This will be complete by payroll cut off on the 18 March, at the latest.

If you have any questions, please email the HR Helpline at hrhelpline@ed.ac.uk.

New HR Process and Guidance Hub

Over the last few months, we have been working on creating a new **HR Process and Guidance Hub** SharePoint site. This site is part of the training and engagement work package within the HR Improvement Project.

The **HR Process and Guidance Hub** SharePoint site has been designed to create a central source of resources for all colleagues across schools and departments who undertake HR processes, including employees, line managers and local staffing teams. It provides easy access to the **end-to-end HR Process User Guides** and a tool to help you navigate your way more easily through the different **HR People and Money System User Guides** – to help you do what you need to do, as quickly and easily as possible.

Furthermore, this is now the place to find the latest **calendar of our HR process training and engagement events**, **recordings** of previous sessions, and other **news** and updates. We have also added **links** to other useful HR and learning resources.

The site's content is not fixed – we plan to continuously add useful information and links, and we'd love to hear your feedback on what we have done so far, and anything you'd like to see added to the site in the future.

A big thank you to everyone who helped to create and test the site and provided feedback along the way.

What would we ask of you?

Please use the site! It is intended to support the People Strategy aim of people processes and systems making our lives easier. And please feel free to forward the link and comms to anyone else.

To contact us about any of the above, please raise a service request via the [Service Request app on People and Money](#) using the category 'Continuous Improvement'.

Policy Updates
We have recently launched the following policies:

New Reasonable Adjustments Policy and Guidance for Managers

The University is committed to a positive, open and inclusive working environment where employees are supported to achieve their full potential. This Policy is intended to support the University to fulfil this commitment and to meet its legal duties, in relation to disabled employees.

This policy sets out the procedure for employees to request reasonable adjustments and provides details on available support and adjustments, and other related policies and guidance. Further information on reasonable adjustments can be found within the Reasonable Adjustments - Managers Guidance.

Both the policy and guidance can be found on the [HR A-Z of policies](#) webpage. Further information is also available on the [Reasonable Adjustments](#) webpage.

Trans Policy (Staff)

The University is committed to providing a positive, open and inclusive working environment. We want to support all employees to achieve their full potential and bring their full authentic selves to work. This policy sets out how the University will support Trans employees and employees who are in the process of transitioning. It also provides, among other information, details of the adjustments, facilities access, changes to name and pronouns in University systems, and leave options available to Trans Employees.

The policy and associated guidance can be found on the [HR A-Z of policies](#) webpage.

To find out more about the **new policy for students**, the support available for both staff and students and those supporting them please visit the **Trans Hub.**

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 Flexible Working Request Form and Flexible Working Change Form.

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".