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

Training and Engagement

Finance Learning Communities

There are three Finance learning communities available in the People and Money Learning Catalog which you can 'bookmark' for easier access. The Finance communities are: Accounting, Financial Compliance and Payments.

Finance Development Hub

Our Finance Development Hub offers a wide range of training resources from hands-on training sessions to user guides to online video tutorials. You can access the Hub via the button below.

A range of finance development and training videos is also available from the [Finance Development Channel.](#)

If you have any ideas for future sessions, please get in touch with us by raising a call with the Finance Helpline at finance.helpline@ed.ac.uk

[Finance Development Hub](#)

User Guidance and Forms

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.

Finance Forms

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

Human Resources

Policy Launches

Neonatal Care Leave and Pay

From 6 April 2025, the University is introducing Neonatal Care Leave to support parents of newborns requiring neonatal care. The aim of this leave is to allow eligible parents dedicated time to spend with their babies in hospital, without using up their other family leave entitlements (e.g., maternity, partner, shared parental or adoption leave).

Eligible parents will also be entitled to statutory Neonatal Care Pay. This will be paid at the statutory rate or 90% of average weekly earnings (whichever is less).

The University is extending statutory Neonatal Care Leave to parents of babies born before 6 April 2025, who meet the eligibility criteria, provided the leave is taken within 68 weeks of the child's birth.

You can find more information about Neonatal Care Leave in the family leave policies on the HR A – Z of Policies. There is also a dedicated webpage with supporting guidance and FAQs.

Staff who think they could be entitled to Neonatal Care Leave should speak to their manager who can book their leave using the relevant booking form on the HR A–Z of Forms webpage.

If you have any questions about Neonatal Care Leave, please contact the HR Helpline by raising a Service Request and using the new category 'Neonatal Care Leave'.

Training and Engagement

Launch of New e-learning - Internal Employee Transfer Course
Colleagues have told us that one of the areas within the Recruitment process that can be quite confusing, is how to complete an internal employee transfer.

We have created a short self-paced e-learning course on this very topic!

The purpose of this course is to provide a quick overview of the steps required to do an internal transfer of an employee within the People and Money system, whether that be an advertised or non-advertised post. We highlight some key points to be aware of when doing an internal transfer. The learning also introduces two Journeys needed when an individual transfers: The "Moving roles - Tasks to complete in your current role" Journey and the "Getting started in a new role" Journey.

The course will take approximately 30 minutes to complete, and you can self-enrol from this link:

Link to Internal Employee Transfer e-learning

If you have any questions about the course or encounter any challenges when completing it, please raise a Service Request via People and Money, using the category "Continuous Improvement".

Regular Training and Engagement Sessions
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 are now 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 via the [HR Process and Guidance Hub](#)

Calendar of Events

To listen to recordings

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

Recent Recordings

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".