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

Quarterly Release

The next quarterly update will take place on Monday 19 May 2025. Further information will be provided closer to the time.

Finance

Payroll

P60's for 2024/2025 now available

P60's for the 2024/2025 tax year are now available in People and Money.

How to View Your P60

1. From the People and Money home page, click the Me tab then select the Pay app.
2. Click the **Year End Documents** tile to view your P60.

Please note P60s prior to and including tax year 2021/22 are not available in People and Money but can be requested from Payroll via a Service Request using category P45/P60.

Paper P60s for casual staff, ex-employees and pensioners will be printed and posted this week.

Further guidance is available within the 'How to view your online P60' user guide, held under the payroll section of the People and Money User guide webpage.

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

Protection of Vulnerable Groups Update

As previously communicated, the recent implementation of the Disclosure Scotland Act (2020) has impacted criminal record checks managed by Disclosure Scotland. As a result, we are currently experiencing delays with requests for Level 2 Disclosure and Protection of Vulnerable Groups (PVG) checks submitted to Disclosure Scotland.

We have also seen an increase in the volume of queries and requests to the HR Helpline and countersignatory team in HR.

What you can do to help

- Set a reasonable start date for anyone who requires a PVG Check – currently, you should allow a **minimum of four weeks** from submission of the fully completed Disclosure and PVG Request Form to receiving the outcome of the check.

- Always use the **latest version** of the Disclosure and PVG Request Form, earlier versions no longer capture all the information needed for the application process to start.

- Check that you have completed the Disclosure and PVG Request Form **in full** before submitting this. Applications should be made with the full legal name of the person (this should match on the application form submitted by the countersignatory and by the employee when they receive the link from Disclosure Scotland).
- If the start date for the employee is approaching and you haven't received confirmation that the check is complete you may need to amend this in People and Money. Follow the steps in the Guide to Recruitment and Onboarding.

- Once you have received the confirmation that the checks are clear you can proceed to requesting the contract, please remember to attach the confirmation email to the request contract task. It's also important to note this in the comments section as this is a prompt for HR Operations to check for attachments.

Further support and guidance

- Dedicated Webpage - **Disclosure and PVG checks**
- End to End Process User Guide - **Guide to Employment Checks**
- Policy - **Protection of Vulnerable Groups Policy**

Lunchtime Learning

If you would like to find out more about the implementation of the Disclosure (Scotland) Act 2020 legislation, any changes to the University's policy and process, and a deep-dive into Protecting Vulnerable Groups (PVG) checks please sign up for the session on **Thursday 29 May, 12:00 PM – 1:00 PM.**

Sign Up

If you have any questions please contact the HR Helpline at HRHelpline@ed.ac.uk

Pay and Reward

Changes to the Voucher Reward Nomination Process

The process for submitting voucher reward nominations is changing from today, 01 May 2025. In support of the People Strategy this change uses automation to streamline the process.

To submit a nomination, please use the new **Voucher Reward Application** available on the Pay & Reward SharePoint site. This replaces the current nomination spreadsheet; we will however continue to accept the spreadsheet for a short time for any inflight applications.

For further information and guidance please refer to the Pay & Reward SharePoint site.

If you have any questions about the process, please raise a Service Request using the category Voucher Reward. We will be phasing out the use of the current mailbox over the coming weeks.

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".