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 latest People and Money quarterly update was released on Monday 19 May 2025. For **HR**, the key updates are below and are supported with a short slide deck which includes screen shots.

Accessing People and Money via saved Bookmarks

Users that use a saved bookmark or favourite within their chosen web browser may encounter a "Bad Access Manager" error when logging in.

If users experience this, please follow the link below to log in:

https://elxw.fa.em3.oraclecloud.com/homePage/faces/FuseWelcome

Users can also log in via MyEd (Staff Resources). Please delete the old bookmark and replace this with the new link above.

Recruitment and Onboarding

Improvements to the External Job Application

- There is an improved candidate experience, external applicants will see an updated job application with a more modern look and feel and improvements to the indicators for missing information.

Job Offer Notifications

- Previously, candidate notifications and offer team notifications were sent advising of the expiration of an offer on the day of the expiration. Now, these notifications are sent **one day prior to the expiration date.** This means the offer team can reach out to the candidate and ask them to respond to the job offer.

Journeys

- Line Managers can now see all the assigned journeys for your team in a list format on the Team Journeys tab, making it easier for those that manage large numbers of staff to see more results on screen.
- When assigning a Journey manually (currently only the Skilled Worker Certificate of Sponsorship), only active assignments will be listed for the person.
- Fixes to known accessibility issues and formatting of task names.

Time Cards

- Change to ‘Actions’ button for Employees, Line Managers and Timekeepers. The ‘Actions’ button will be replaced by an ellipses button (3 dots) and the ‘Save and Close’ option will move to its own separate button next to the new ellipses button

Please Note: Line managers should continue to use the “Approve” button, and Timekeepers use the “Submit” button

- Line Managers and Timekeepers now have the option to add a Time Card on behalf of an employee via the Team Time Cards screen.
- Users will now be able to view comments that have been added to a Time Card.
- The Date Range filter has been improved so that users can go back further than 12 months.
- In the Team Time Cards view, Line Managers and Timekeepers will be able to make use of a new scroll bar, making it easier to navigate through the list of Time Cards.
- The system will now display the number of items/results for the selected date range in Team Time Cards.
- The system will no longer allow Line Managers or Timekeepers to delete approved Time Cards, removing the risk of pay being deducted from employees.

Learning

Enhancements to the user experience for Offerings at Capacity

- It will be clearer for managers assigning learning that an offering has reached capacity and will see more information on waitlist and available seats
- For employees who want to enrol an ‘Offering Full’ indicator will be displayed and/or a banner message.

Note this only applies to offerings where a waitlist is not available.

Further Support and Guidance

Updates have been made to the relevant process and system user guides and are available on the People and Money user guides webpage.

If you have any questions, please contact the HR Helpline:

Raise a Service Request

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

Training and Engagement

New: People and Money Essentials e-learning

We recently launched an e-learning course for new employees on the Essentials of People and Money, specifically focusing on the HR areas and tasks within the system. We are receiving very positive feedback on this course in terms of its usefulness and comprehensiveness.

We are happy to share the news that the line manager version of this course is now available for enrolment on People and Money.

The purpose of the Essentials of People and Money (HR) for Line Managers e-learning course is to provide line managers with an overview of the key areas and tasks that, as line managers, they may have to complete within the HR screens of the People and Money system.

This course is aimed at new line managers, whether they are new to the University or new to the role of line manager within the University. It may also be useful to someone who has not been a line manager for a while, or those who may want a refresher of the line manager responsibilities within People and Money.

The course will take around 60 minutes to complete, but it could take longer or shorter, depending on how familiar you are with the People and Money system.

Anyone can self-enrol from this link:

Link to enrol in the line manager e-learning course

Please feel free to share this information with any line managers within your area who you feel might benefit from completing the course. You may also want to share the e-learning course for employees on the Essentials of People and Money with colleagues in your area.

Link to enrol in the employee e-learning course

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 “Training”.

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.

Update on HR Documentation Changes - Research Salary Management

What's Changing?

As part of the overall improvements to the research salaries management process, we have made changes to existing HR documentation to ensure alignment with the new process. This will help users effectively navigate to the correct information and follow the process correctly.

Charging of Staff Salary Changes (Form 13)

Please use the latest version of the form available on the HR A-Z Forms webpage.

Please refrain from downloading and saving local copies. Using an outdated Charging of Staff Salary Changes (Form 13) template will impact the processing of the form, potentially causing delays or even rejection of the requested changes.

- We have introduced additional "Labour Schedules" fields into the form that will be used when submitting a change to directly incurred research salary costs for individual(s).
- Additional guidance and updates have been made within the form to support users when submitting the form with labour schedules information.
- There is no change to the way the forms are submitted. The form can still be used as it was when submitting for Chart of Accounts payroll costing changes, without completing the additional labour schedules fields if not required.

Updated HR Documentation

Specific text related to the new process has been added to the following HR documentation:

- Add Amend End Allowance Form
- Ad-Hoc Payment Form (Form 100)
- Agreement for Intermediary Workers (Form 111)
- Payment Request Form – Out of Hours, Fees, and Additional Duty Hours

- Job Requisition Business Case
- Return from Secondment Form
- Scholarship Notification of Change Form
- Studentships Form (Form 98)
- Temporary Additional Payment (TAP) Form
- Guide to Employment and Finance Approvals
- Guide to Employment Separation
- Guide to Payroll for Employees, Line Managers, SDAs, and HR Operations
- Guide to Recruitment and Onboarding
- Guide to Job Changes
- Change of Assignment for Line Managers and SDAs

What This Means

If you complete the above forms or use the guidance, you will notice updates related to the new process for managing directly incurred research salaries. Additionally, if you submit the Charging of Staff Salary Changes (Form 13), you will notice changes to the form.

Further Information

For more detailed information and resources specific to the changes in managing directly incurred research salaries, please visit the dedicated project SharePoint site, which includes extensive support documentation.

For more general information on HR, please visit the HR SharePoint site.

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".