

## Archived copy of the People and Money updates page

Published 13.08.25

Archived 26.08.25

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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

### Financial Year End Instructions

The 2024-2025 financial year-end guidance has been published. Please visit the [Financial Year End Instructions](#) webpage for full details.

### 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](mailto: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

### Changes to the Redeployment Register

From 13 August, we are pleased to announce changes to the Redeployment Register process. The key changes are:

- A new Redeployment Application allowing eligible employees to quickly submit their details; this will replace the current redeployment register application template.
- A new Redeployment Register for Hiring Managers to use during the recruitment process. This will enable Hiring Managers to quickly request copies of CVs, which will be un-anonymised for ease of review and contact with the individual.
- Email prompts to Hiring Managers and recruiters when a job requisition is created in People and Money.
- There are also improvements to providing feedback on the outcome of CV review, increased data quality and reporting.

The changes are in support of the [People Strategy](#) and uses automation to streamline the end to end process.

We recently held a session to introduce the changes and would encourage you to review the [recording and slides](#) if you didn't have a chance to join this.

For further information please refer to the following updated webpages:

- [Information for Redeployees](#) – this provides access to the new Redeployment Application
- [Information for Recruiting Managers](#) – provides access to the Redeployment Register and a suite of related policies, guidance and FAQs to support Hiring Managers and recruiters.

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

### Preparing for August Payroll

#### Pay Award August 2025

##### Information for Line Managers and School/Department Administrators

Further to the recent all-staff email regarding Pay Award Negotiations, from 05 August the new pay scales will be available within People and Money. The majority of our staff will see a change in their pay in August 2025 as a result of the pay award and annual increments, there will also be changes as previously communicated for staff on Grade UE10.

This short slide deck [August 2025 Payroll for Schools and Depts.pptx](#) provides additional guidance and process implications to consider for schools and departments. Please take time to read through this.

The updated pay scales are available on the [Pay scales](#) webpage.

All staff can view their current and prior annual salary via Me>My Salary. The user guide [How to view assignment details and salary information](#) provides further details. August payslips will reflect any changes to pay.

If you have any questions, please email the HR Helpline at [HRHelpline@ed.ac.uk](mailto:HRHelpline@ed.ac.uk)

## People and Money Update

From 07 August, as part of the Redwood project implementation, there are some visual changes to the People and Money system. These changes refresh the look and feel of some of the screens and bring them up to date with Oracle's most recent improvements.

You will see visual differences in the below areas but there are no process changes as a result. All information contained in the screens remains the same.

- **Personal Details**
- **Contact Information**
- **Family and Emergency contacts**
- **Additional Person Information (Protected Characteristics)**
- **Identification information**
- **Change Manager**
- **Direct Reports**
- **Continuous Service Dates**

To find out more about the changes, please see the Redwood project monthly updates document. The document contains all the information you need to know about the project, the most recent changes, and where you can access support, such as the revised user guidance.

[Link to August Redwood updates](#)

## Training and Engagement

### [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.
- We have also delivered a suite of e-learning courses for Employees, Line Managers and School Department Administrators on the Essentials of People and Money. These are available to self enrol via the Learning Catalogue in People and Money.

### **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.**

On 11 August we published updated versions of the following forms:

- Ad-Hoc Payment Form (Form 100)
- External Examiner Details (Form 95a)
- Global Talent Appointment Route Request Form
- Global Talent Endorsed Funder Request Form
- Immigration Fee Loan Request Form
- Immigration Fees Reimbursement Request Form
- Right to Work Checklist
- Skilled Worker CoS Application Form
- Skilled Worker CoS Extension Form
- Temporary Worker Sponsored Researcher CoS Application Form
- Temporary Worker Sponsored Researcher Role Description 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".