

## 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

### 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

### Recruitment and Onboarding

#### Updated Offer Letters

Based on user feedback, we are pleased to share with you a new offer letter template for Internal Secondments.

We have also made some minor changes to some of the other templates. All are available in the usual location of the [Offer Letter library](#).

Please remember to download the latest copy each time and save locally **before** you edit any of the details.

Related guidance will be updated in due course. If you have any questions, please raise a Service Request.

### Training and Engagement

#### Regular Training and Engagement Sessions

The HR Process Improvement team offers 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.

The schedule includes 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 in the [Events](#) section of the [HR Process and Guidance Hub](#).

#### **To listen to recordings**

If you are unable to attend any session, we make the recordings of all sessions available afterwards in the [Recent Sessions - Recordings & Slides](#) section of the [HR Process and Guidance Hub](#).

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

#### 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.

## 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 following forms to bring these up to date with accessibility guidelines.**

- Bank Account Request Form
- Exit Interview Form
- Flexible Working Request Form
- Grievance Appeal Form
- Grievance Form
- Individual Adjustments Plan
- People and Money Staff Protocol
- Request for additional qualification, licence or certificate
- Request to Advertise on Job train
- Return to work form
- SPL form 1
- SPL form 1A
- SPL form 3A
- SPL form 3B
- SPL form 4a
- SPL form 4b
- SPL form 5
- Work schedule change form (no hours change)

We have also made some improvements to the Scholarship Notification of Change Form and Scholarships/Studentships (Form 98) **These are now known as the Taxable Scholarships Form and Taxable Scholarships Change Form.**

If you have a suggestion to make for the HR Forms or User Guides, please raise a Service Request using the category 'Continuous Improvement'.