Archived copy of the People and Money updates page

Published 18.11.25

Archived 02.12.25

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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

Payroll

December Payroll Cut Off Date for Schools and Departments

Following a review of the payroll cut off dates, the School/Department deadline to submit Employment Changes including Contract Requests, Joiners, Contract Changes and Leavers to HR for December payroll has been changed from Friday 28 November to **Tuesday 2 December**. All other December payroll cut off dates remain as previously communicated.

The school/department cut off dates timetable has been updated to reflect this change.

Job Advertising Deadlines

Please see the Recruitment and Onboarding heading below for the job advertising deadlines prior to the Christmas closure.

Training and Engagement

Finance Learning Communities

There are six Finance learning communities available in the People and Money Learning Catalog, which you can follow for easier access. The Finance communities are: Accounting, Financial Compliance, Payments, Procurement, Research Support and Sales Income.

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

Fraud Awareness Training

Further to the all staff email on 28 October, the University has launched a new Anti-Fraud Policy to streamline the process for reporting fraud.

Fraud Awareness Training

Employees should complete Fraud Awareness eLearning training every two years. This is now set as expected learning and all staff will be enrolled on the course in People and Money.

Access Fraud Awareness Training (University login required).

Sales Invoice Training

We're excited to announce the launch of a brand-new People and Money training course: FIN: Sales Invoice training — designed to equip staff with the essential skills and knowledge to request sales invoices confidently and accurately.

Course Details:

- **Title:** FIN: Sales Invoice training
- **Audience:** Staff who wish to request that a sales invoice be created.
- **Format:** Online via People and Money
- **Duration:** 1 hour

What You'll Learn:

- Understand the information required to complete a sales invoice request, including verifying the existence of pre-existing customer accounts.
- Learn how to create the service request on People and Money to request a new sales invoice.
- Have an understanding of the status of service requests, typical responses, and the actions that may be needed to resolve them.

Why Attend? Whether you're new to invoicing or looking to refresh your skills, this course will help you:

- Improve accuracy and reduce rework
- Enhance customer satisfaction through timely billing
- Support financial reporting and compliance

How to Register: Click FIN: Sales Invoice training to sign up or contact Finance.Development@ed.ac.uk for more information.

Let's build confidence and consistency in our invoicing practices — we look forward to seeing you there!

Create or Amend Customer Records Training

We're excited to announce the launch of another new People and Money training course: FIN: Create or amend customer records

In this course, you will learn how to create a Service Request to allow the creation of a new customer of the University or how to amend an existing customer record.

Course Details:

- **Title:** FIN: Create or amend customer records
- **Audience:** Staff who wish to request the addition or amendment of customers in People and Money, enabling the provision of Sales Invoices to these customers.
- **Format:** Online via People and Money
- **Duration:** 1 hour

What You'll Learn:

- Understand the information required to complete a new customer request, including checking pre-existing customer reports.
- Gain awareness of the implications of requesting a new customer, including a credit check and VAT.
- Learn how to create the service request on People and Money to request a new customer..
- Have an understanding of the status of service requests, typical responses, and the actions that may be needed to resolve them.

Why Attend? Whether you're new to dealing with university customers or looking to refresh your skills, this course will help you:

- Improve accuracy and reduce rework
- Enhance customer satisfaction through timely and accurate billing
- Support financial reporting and compliance

How to Register: Click FIN: Create or amend customer records to sign up or contact for more information.

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

Please find below the Job Advertising Deadlines ahead of the Christmas Closure.

	Deadline
Fully approved job requisitions to HR Operations to guarantee advert placement before the closure. Any adverts received after this time will be processed and requested to go live as soon as possible – unfortunately, we will be unable to guarantee these will be live before the Christmas closure.	**Tuesday 16 December 2025**
Proposed job advert closing date prior to the closure. Although we acknowledge that advert duration is at the hiring manager's discretion, this will allow time to respond to applicant queries prior to the break.	**Friday 19 December 2025**
Earliest closing date for those being advertised over the Christmas closure period. As in past years, to ensure we have an adequate resource in place to support applicants, there will be no adverts with a closing date which falls during the Christmas closure period.	**Monday 05 January 2026**

As a reminder, you can find the payroll deadlines on the [Pay Dates and Payroll Deadlines] webpage.

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'.

New E-Learning – Delegation in People and Money

We have created a short e-learning course in which we show how, in People and Money, to:

- Set up a delegation to approve annual leave requests or requisitions
- End a delegation period earlier than the end date you entered when you set it up
- How to action or reassign in-progress tasks of absent employees

The usual scenario when this might be needed, is when a line manager is going on annual leave.

This is a very short bit of learning which will take you only about 5-10 minutes to complete.

Link to self-enrol in the learning

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.**

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