

Archived copy of the People and Money updates page

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Table of Contents

People and Money-wide updates	1
Finance, HR and Research Improvement Programme	1
Finance	1
Training and Engagement	1
Finance Learning Communities	1
Finance Development Hub	1
User Guidance and Forms.....	2
Process and System User Guides.....	2
Finance Forms.....	2
Human Resources.....	2
Annual Leave – 2026 Public Holidays and Closure Dates	2
Real Living Wage Changes	3
Recruitment and Onboarding	5
Training and Engagement.....	5
Regular Training and Engagement Sessions	5
User Guidance and Forms.....	6
Process and System User Guides.....	6
HR Forms.....	6

People and Money-wide updates

Finance, HR and Research Improvement Programme

Please keep up to date with the HR and Finance Improvement Projects on the dedicated Other Operating Expenditure SharePoint site:

[Other operating expenditure workstream - Home](#)

Finance

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](#)

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

Annual Leave – 2026 Public Holidays and Closure Dates

The process of uploading the 2026 public holidays and closure days into People and Money for all staff, except for staff employed on an annualised contract, is now complete. For colleagues in Edinburgh Innovations, we've also loaded the Easter closure dates (03 April and 06 April 2026) as public holidays in line with their terms and conditions.

Members of staff who **were not** employed at the University **before or on 10 December 2025** or anyone holding an annualised contract will need to book the confirmed 2026 public holidays and closure dates, as leave through People and Money themselves. Please follow the [Employee Guide to Annual Leave](#). The public holiday and closure dates can be found on the [Annual Leave](#) webpage.

No further action is required by anyone who had booked the public holidays and/ or closure dates before 10 December 2025 and before the bulk upload took place, dates will not be recorded twice. The Absence Reports Dashboard will also be updated to ensure all public holidays and closure days are showing correctly.

Anyone who has already booked in all of their annual leave entitlement for 2026 may have to review these dates to allow for the closure dates and public holidays to be added. The HR Helpline will contact these individuals directly to advise on next steps.

All staff can use the [Annual Leave Calculator](#) to check their entitlement, please watch the short demo video [How to use the Annual Leave calculator](#) for guidance.

Carry Forward Expiration

We would also like to take the opportunity to remind you that annual leave should be taken within the current leave year which runs from 1 January to 31 December. Staff are allowed to carry the equivalent of one week over to the next year, however, this time must be used by 31 December, or it will be lost. Please refer to the [Annual Leave policy](#) for further information.

Line managers should ensure that all 2025 annual leave hours taken by their direct reports (and themselves) have been accurately recorded in People and Money, to ensure that carry-over into 2026 is correct for all their staff.

If you have any questions, please raise a [Service Request](#) using the category 'Annual Leave'.

Real Living Wage Changes

Further to the recent staff email sent directly to impacted staff and their line managers, regarding changes to the Real Living Wage, from today, Tuesday 2nd of December, the new pay values will be updated in People and Money. This change impacts staff on grade UE02 and steps 1 and 2 of grade UE03. Employees affected by this change will receive the new rate of pay from December, backdated to 1st November. The [pay scales](#) have been updated to reflect the new Real Living Wage rate.

Impact

From December 2025

- There will be no change to an employee's grade or grade step in People and Money at this time.
- Anyone who has a future dated change on their record will not see any salary changes reflected in the system until HR Operations have completed their manual updates. This will be complete by payroll cut off on the 9th of December, at the latest.

From early next year

As all the normal pay points in UE02 are set at the same salary, the boundaries of UE02 will change early next year. UE02 will now consist of one normal point and one contribution point. This change will not involve any salary changes.

Please see [Briefing Notes for Managers of Grade UE02 and UE03 Employees](#) for further information.

Line Managers / School Department Administrators - please familiarise yourself with the below for any process implications:

Process	Action to take from 2nd December
Advertising new job requisitions	Use the new salary scale on adverts – note HR Operations will not be changing current live adverts.
Create Job Offer / Add Pending Worker	Will automatically pull through the new salary relevant to the Grade and Grade Step. If the role has been graded as UE02, please use 'UE02 - Step 1' (steps 2 and 3 will still be available until we make the changes next year).
Job Offer Letters	Manually add the new salary as per the updated pay scales. If the position has been graded as UE02, please use 'UE02 - Step 1' (steps 2 and 3 will still be available until we make the changes next year).
Contracts	Contracts raised from this date will automatically pull through the new salary relevant to the Grade and Grade Step.

<p>Off System Forms (e.g. Request for Transfer, Additional Post or Internal Secondment form)</p>	<p>Use the new salary in the form as per the updated pay scales.</p>
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All staff can view their current and prior annual salary via Me>My Salary. Follow the user guide [How to view assignment details and salary information](#) for further details. December payslips will reflect any changes to pay.

If you have any questions, please raise a Service Request using the category 'Pay Award Changes'.

Recruitment and Onboarding

Job Advertising Deadlines ahead of the Christmas closure

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

	Deadline
<p>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.</p>	Tuesday 16 December 2025
<p>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.</p>	Friday 19 December 2025
<p>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.</p>	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'.

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.

The following system user guides have been removed and have been replaced by a new [Guide to the Hiring App](#).

User guides removed:

- How to add references to a candidate record
- How to review applications longlist or shortlist
- How to reject a candidate
- How to upload interview documents
- How to request interview feedback from a panel
- How to download applications
- How to sift applications

[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 Job Advert Template, People and Money Access Application Form and the Request for Additional Qualification, Licence or Certificate 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'.