



## System User Guide

# GH Administrators Guide – How to use the GH module

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## Introduction

This guide covers key tasks for **GH Administrators** in 'How to use the GH module' system process. It is related to the Process User Guide for Guaranteed Hours which is linked below.

### [Guide to Guaranteed Hours](#)

This guide covers how to:

- access the GH app
- view employee details
- use the reports

Please be aware that although being available within the GH Module, the University has not yet adopted the GH Module's Work Plan component, therefore some elements of the GH app are not in use. E.g. Work Plans and the additional module components that relate to Work Plans. Upon adoption of the module's Work Plan section, additional guidance will be provided.

## In Brief

This section is a **simple overview** and should be used as a reminder. More detailed information, screenshots and tips is provided within the 'In Detail' section.

### To access the GH module

1. From the Home page, click the **Guaranteed Hours** tab.
2. Click the **Guaranteed Hours** app.
3. The menu on the left-hand side is where you will navigate to various parts of the module.

### How to view employee details

1. From the Guaranteed Hours main page, go to **Reports** and click on **GH balances**.
2. Click on the employee's name to open the **Employee Details** menu.

### How to use the reports

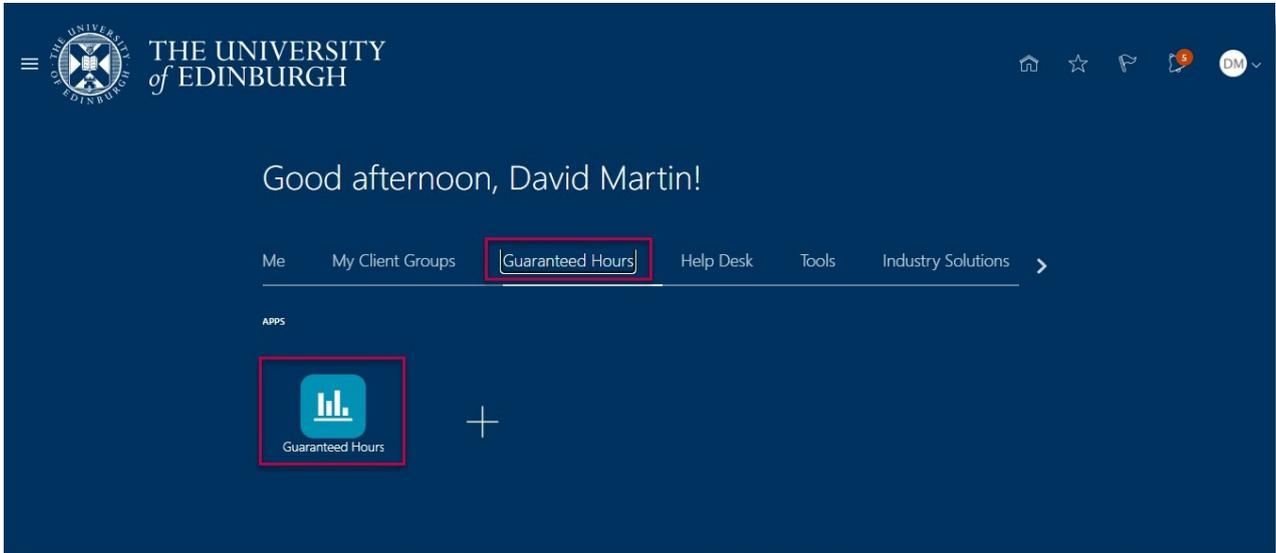
1. From the Guaranteed Hours main page, go to **Reports**.
2. Select the relevant report you wish to view.

## In Detail

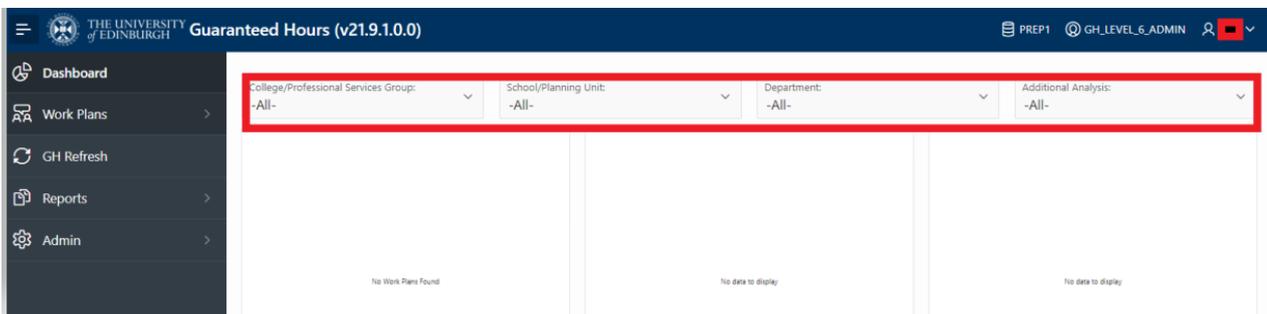
This section provides the detailed steps and includes relevant screenshots from the system.

### To access the GH module

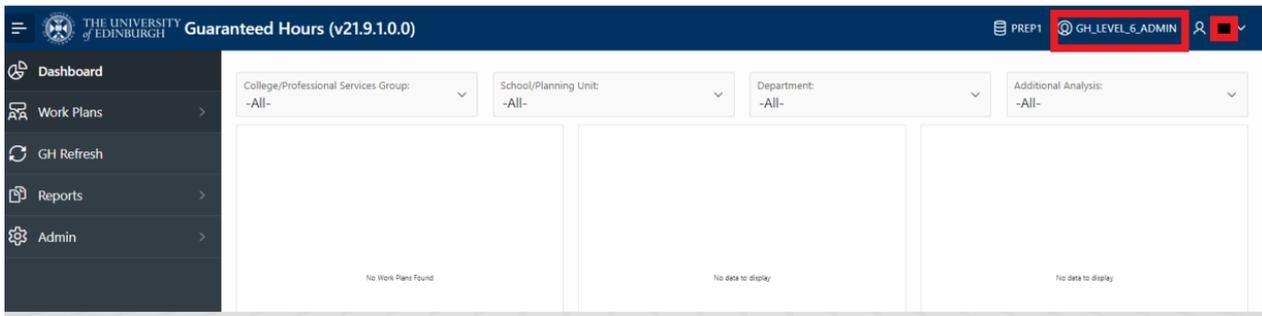
1. From the People & Money Homepage navigate to the Guaranteed Hours tab and select the **Guaranteed Hours** app.



2. The module will open to a homepage. The app may take up to a minute to load. The Reporting Dashboard will appear after selecting options from the drop down menus at the top. The options available to you on these menus will depend on the Area of Responsibility you have.



**Note:** You can see the level you have been allocated in the top right of the screen. This will be either College/Professional Services Group (Level 4), School/Planning Unit (Level 5) or Department level (Level 6). GH Administrators have full view of all relevant data on GH employees within the Area of Responsibility that they have access to.



3. The menu on the left-hand side is where you will navigate to various parts of the module.

## How to view employee details

1. From Guaranteed Hours main page go to **Reports** and click on **GH balances**.

**Note:** you can also access the Employee Details screen from the GH Refresh or GH Periods Report.

2. Click on the employee's name to open the **Employee Details** menu.

Employee Number	Name	Assignment Number	Job Title	Job Grade	GH End	GH Start	Guaranteed Hours	Accepted (Confirmed/Agreed)	Declined (Confirmed/Agreed)	Accepted (Pending)
194	<a href="#">Gavin Alford</a>	E194	Demonstrator of Economics 101	UE05	31-AUG-2021	20-JUL-2021	0	0	0	
69	<a href="#">Joseph Whitworth</a>	E69-2	Disability Adviser for Economics	UE05	08-OCT-2020	01-OCT-2020	0	0	0	
294	<a href="#">Debbie Coleman</a>	E294	Teacher	UE07	30-AUG-2021	31-AUG-2020	300	0	0	
258	<a href="#">Three Ghillie</a>	E258	Demonstrator	UE01	27-DEC-2020	30-AUG-2020	222	0	0	

The Employee Details screen shows assignment information for all the assignments (including non-GH assignments) the employee holds.



Employee Number [Redacted] Email Address [Redacted]  
 Name [Redacted] Username [Redacted]

**Attributes**

Employee has no attributes defined.

**Assignments**

Show Historical:



Assignment Number	College/Professional Services Group	School/Planning Unit	Department	Job Title	Job Grade	Worker Category	Assignment Start	Assignment End	Fixed Term Reason Code	Working Hours	Current GH Start	Current GH End
[Redacted]-2	Corporate Services	Accommodation, Catering and Events Unit	ACE Catering	Catering Assistant	UE02	Guaranteed Hours	16-MAR-2015	31-DEC-4712	-	0	-	-
[Redacted]-5	Corporate Services	Accommodation, Catering and Events Unit	ACE Business Development	Shift Supervisor	UE03	-	04-JUL-2014	31-DEC-4712	C - Time limited activity	14	-	-
[Redacted]	Corporate Services	Accommodation, Catering and Events Unit	ACE Catering	Catering Assistant	UE01	Guaranteed Hours	04-JUL-2014	31-DEC-4712	-	0	-	-
[Redacted]-6	Corporate Services	Accommodation, Catering and Events Unit	ACE Business Development	Assistant Reception Manager	UE04	-	02-MAY-2022	31-DEC-4712	C - Time limited activity	35	-	-

The GH Balance information for the individual is displayed also on this screen. You can review the Guaranteed Hours offered in the GH period with the OTL hours (Hours that have been claimed and paid via the payroll). The Last Date Paid column shows the latest date of timesheet data for the assignment and GH dates.

As the Work Plan functionality has not yet been adopted, the Accepted (confirmed/agreed); Declined (Confirmed/ Agreed). Accepted (Pending) and Declined (pending) columns will appear blank.

Declined hours must be recorded offline, so that they can be taken into account when conducting the GH Refresh process.

In the Employee Details window, you can view the GH employee’s details, limits, and guaranteed hours balance.

Employee Details

Guaranteed Hours Balance

Show Historical:

Guaranteed Hours	Assignment Number	GH Start	GH End	Accepted (Confirmed/Agreed)	Declined (Confirmed/Agreed)	Accepted (Pending)	Declined (Pending)	OTL Hours	Date Last Paid	Accepted (After Paid)	GH Remaining (Actual)	GH Remaining (Notional)
500	E194	01-JUN-2020	21-JUL-2020	95	0	3	0	0	-	0	500	500
500	E194	22-JUL-2020	19-JUL-2021	0	0	21	0	0	-	0	500	500
0	E194	20-JUL-2021	31-AUG-2021	0	0	0	0	0	-	0	0	0

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Show All Hard Limits Soft Limits

Hard Limits

## How to use the reports

1. From the left menu click on **Reports**.

THE UNIVERSITY OF EDINBURGH Guaranteed Hours (v21.9.1.0.0) PREP1 GH\_LEVEL\_6\_ADMIN

Dashboard Work Plans GH Refresh Reports Work Plans GH Balances GH Periods Broken Limits Admin

Work Plans GH Balances GH Periods Broken Limits

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2. Select the relevant report you wish to view.
  - a. Work Plans – **not in use**
  - b. Broken Limits – **not in use**
  - c. GH Balances – Shows the guaranteed hours balance data for each employee assignment. GH balances are based on Work Plans, which has yet to be adopted, however you can still view the report.

You can review the Guaranteed Hours offered in the GH period with the OTL hours (Hours that have been claimed and paid via the payroll). The Last Date Paid column shows the latest date of timesheet data for the assignment and GH dates.

As the Work Plan functionality has not yet been adopted, the Accepted (confirmed/agreed); Declined (Confirmed/ Agreed). Accepted (Pending) and Declined (pending) columns will appear blank.

- d. GH Periods – You can check what someone’s most recent GH period is via this report. A new GH period is added to a record via the GH Refresh process.

Scroll along the table to Assignment status and click on the header. Select ‘Active –Payroll Eligible’ to see current staff.

GH Periods Report

ire ate	Assignment Start	Guaranteed Hours	Number Of Hours Period	GH Start	GH End	Reason For No Hours	Permission Type	Permission Expiry Date	Assignment Status	GH Accepted Hours (Confirmed/Agreed)	GH Accepted Hours (Pending)	GH Declined Hours (Confirmed/Agreed)
JUG-006	01-NOV-2006	20	Per Year	OCT-2013	SEP-2014	-	-	-	Inactive - Payroll Eligible	0	0	0
1-DEC-008	01-DEC-2008	20	Per Year	01-OCT-2013	30-SEP-2014	-	-	-	Active - Payroll Eligible	0	0	0
1-JUL-011	01-JUL-2011	20	Per Year	01-OCT-2013	30-SEP-2014	-	-	-	Inactive - Payroll Eligible	0	0	0
3-PR-007	01-SEP-2011	20	Per Year	01-OCT-2013	30-SEP-2014	-	-	-	Inactive - Payroll Eligible	0	0	0

This report will also show what the GH employee was offered during each GH period during their time with the university. This will help you assess whether a fractional contract should be offered. Apply the following filters to see this data:

- Select Assignment Status = Payroll Active.
- Filter the GH start date to select GH start dates over the last 2 years.
- Sort by assignment number
- Review OTL hours versus Guarantee
- Check Date last paid

You can also use the GH Period report to see which assignments have been refreshed, terminated, updated etc.

### Tips

- You can work on the reports via the GH app, alternatively, the reports can be downloaded into excel (.csv) to be shared.

- Within the GH app you can use the actions button to manipulate the data you see:
  - Use the Search function to to:
    - Filter
  - Use the Actions function to to:
    - Carry out more advanced filtering
    - Hide/sort the order of columns you want to view/hide - this will save for your next visit (Columns)
    - Sort
    - Download
  - Click on the column heading to to:
    - Sort or select

GH Refresh

Assignment Number	Employee Number	Name	Worker Category	Projected End Date	Fixed Term Reason Code	College/Professional Services Group
E800772	800772	Estes	Guaranteed Hours	-	-	College of Arts, Humanities and Social Sciences
E800751	800751	Craig Carlson	Guaranteed Hours	-	-	College of Arts, Humanities and Social Sciences
E800799	800799	Alvarez	Guaranteed Hours	-	-	College of Arts, Humanities and Social Sciences
E800836	800836	Griffith	Guaranteed Hours	-	-	College of Arts, Humanities and Social Sciences

The image shows a screenshot of the 'GH Refresh' screen. At the top, there is a search bar with a magnifying glass icon and a 'Go' button. To the right of the search bar is an 'Actions' dropdown menu. The 'Actions' menu is open, showing a list of options: Columns (highlighted in blue), Filter, Data, Format, Chart, Group By, Pivot, Report, Download, and Help. The table below the menu displays employee data with columns for Assignment Number, Employee Number, Name, Worker Category, Projected End Date, Fixed Term Reason Code, and College/Professional Services Group. Each row includes a refresh icon in the first column.

- You can use the 'GH Refresh' screen to obtain a report of all current employees who have data within the 'GH Additional Assignment' information screen. The data appears in order of GH period end date.

## Version History

<b>Version</b>	<b>Date</b>	<b>Description</b>	<b>Approved By</b>
3.0	July 2023	<ul style="list-style-type: none"><li>• Old format</li></ul>	N/A
4.0	February 2026	<ul style="list-style-type: none"><li>• Updated guide to new format</li><li>• Updated screenshots</li><li>• Updates to How to use GH reports</li></ul>	RM

## Reviewers & Approvers

Further details of the Reviewers and Approvers of this document can be found by contacting HR Process Improvement. Please raise a Service Request using the category Continuous Improvement.