



System User Guide

GH Administrators Guide – How to Perform GH Refresh

We realise this formatting may not be accessible for all – to request this document in an alternative format please email hrhelpline@ed.ac.uk.

Contents

Introduction.....	2
In Brief.....	4
To Access the GH Refresh screen	4
GH Refresh	4
Update to GH Details.....	5
Termination	5
End Assignment.....	6
In Detail.....	7
To Access the GH Refresh screen	7
GH Refresh	8
Update to GH Details.....	15
Termination	19
End Assignment:.....	22
Appendix.....	25
Version History.....	26
Reviewers & Approvers.....	26

Introduction

This guide covers key tasks for **GH Administrators** in ‘How to Perform GH Refresh’ system process. It is related to the Process User Guide for Guaranteed Hours which is linked below.

[Guide to Guaranteed Hours](#)

When a Guaranteed Hours (GH) employee is recruited, has an additional post or has been transferred or re-hired, their minimum guarantee of hours for the initial GH period is specified in their contract of employment. Therefore, there is no need to use this GH refresh process if the employee has a new GH contract, additional post or has been transferred or re-hired.

GH employees are normally recruited on a Fixed Term Contract basis, although some areas of the university do recruit GH employees on an open-ended contract.

GH administrators cannot action the GH Refresh steps in the People and Money system, if the GH employee’s Fixed Term Contract has expired. The Fixed Term Contract must be extended (where appropriate) **before the GH refresh action** is completed in the GH app. It is important to extend the fixed term contract **prior to its expiration**, otherwise the employee may have their employment terminated and then have to re-hired. If the employee needs to be re-hired because the fixed term contract was allowed to expire, then the GH employee will need to provide all their joining information again including Right to Work documents, a new contract will need to be generation and they will have to complete their on-boarding steps (like providing bank details and P45s). This will require extra administration for all parties and may delay the GH employee being paid.

Therefore, it is vitally important that line managers, School/Department administrators and GH administrators monitor and take action to extend fixed term contract end dates well in advance. Line managers/SDAs can view the fixed term end date using the Redundancy report issued by HR Operations monthly or by reviewing the All Staff Report in the HR reports app at any time. Fixed Term contracts can be extended by Line managers and School/Department administrators using the Change assignment app in People and Money. GH administrator system access means they cannot undertake this task themselves but can see the projected end date within the GH app.

Line managers/SDAs must process a contract extension **prior** to the GH administrator adding the updated GH start and end dates, GH refresh hours and Number of Hours period in the GH app in People and Money. Follow the Change Assignment process for each individual as per the [Guide to Job Changes](#). Please ensure you provide the EUCLID immigration screenshot and Semester Term Dates for Tier 4 or Student visa holders in the ‘Justification for Change’ section of your request.

The GH employee **must always** have a current GH period within People and Money. The Guaranteed Hours period is typically an academic year or a calendar year or matches the length of a fixed-term contract. GH period is managed in two ways:

- There is a “GH refresh” at the end of each GH period and the employee is notified in writing about

the minimum number of hours to be guaranteed for the following GH period or

- The GH period is the same as the duration of the employee's fixed-term contract, therefore no GH refresh is required if the contract ends without further extension.

GH Refresh

There are 4 various actions that can be carried out against an assignment. These are:

- GH Refresh
- Update to GH Details
- Termination
- End of Assignment

The GH Refresh process is used to guarantee a minimum number of hours for a GH assignment for the forthcoming GH period. The result of the GH refresh process is that GH employees will receive a letter issued directly from the system to the employee's 'work' email address, guaranteeing that they will be offered a certain number of hours over a defined period.

The GH Refresh is processed by the GH Administrator, via the Guaranteed Hours app in People and Money. For information on the wider process, including the management of all colleagues on Guaranteed Hours contracts and other off system steps, please refer to the [Guide to Guaranteed Hours](#).

You must process a contract extension **prior** to adding the updated GH start and end dates, GH refresh hours and Number of Hours period in the GH app in People and Money. Follow the Change Assignment process for each individual as per the Guide to Job Changes. Please ensure you provide the EUCLID immigration screenshot and Semester Term Dates for Tier 4 or Student visa holders in the Justification for Change section of your request.

If there is a reason for not guaranteeing hours over the forthcoming GH period, GH Administrators can update GH details for the GH assignment via the Refresh screen, indicating the reason for no hours. GH Administrators can also terminate GH assignments via the Refresh screen. If the GH employee has not worked any hours offered for more than 12 months please follow the steps within the [Guide to Guaranteed Hours](#), GH Dormant Section.

If the GH employee has been offered a fractional contract, following the contract review, **but chose not to accept** the offer and remain on a GH contract, GH Administrators should send a Service Request using the category Guaranteed Hours for HR Operations to update this information in People and Money.

Data for all GH assignments is updated in the Guaranteed Hours App every 2 hours. As the data is live, GH Administrators can perform GH Refreshes at any time of year, in line with business needs.

Terminations

There are 2 options within the module to choose from when you wish to terminate a GH assignment:

1. **Termination:** to be used if the employee has only one assignment and they are leaving the

University.

Where an employee has multiple assignments in the same school or department and they are leaving both on the same day, the termination should be processed via the Terminate Employment app by the Line manager or School/ Department Administrator and not via the GH app.

2. **End Assignment:** to be used if you wish to end one assignment, where an employee holds multiple assignments.

If you are not sure how many assignments an employee holds, click on their name within the Refresh screen and a screen will pop up with details of all their assignments, including any non-GH assignments.

If an employee holds multiple assignments, you will not be able to end the primary one. It may not be possible to know which of an employee's assignments the primary one is. If you attempt to end an assignment and receive an error saying this, you will either need to end the non-primary assignment first (if it is ending), or you will need to contact HR Operations to have the primary assignment switched to a different assignment. You should do this via a Service Request.

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 Refresh screen

1. From the Home page, click the **Guaranteed Hours** tab.
2. Click the **Guaranteed Hours** app.
3. Select **GH Refresh** from the navigation bar on the left.

GH Refresh

1. Click on the **Action** button next to the assignment for which you want to guarantee hours.
2. From the **Action to be Taken** menu select "GH Refresh".
3. From the **HR Action** field select "GH Refresh".
4. From the **HR Action Reason** field select "GH Refresh".
5. Complete the following fields:
 - a. The **GH Start** date is auto populated to begin the day after the previous GH period. Do not overwrite this start date, as it will result in a failed transaction and impact on reporting.
 - b. Enter the new **GH End** date.
 - c. Enter the number of **Guaranteed Hours** allocated to the assignment.
 - d. Select the applicable **Number of Hours Period** from the menu.
 - e. If required, enter supporting text in the **Comments** field.
6. If you are ready to submit the action, click **Submit**.
7. If you are not ready to submit, click **Save** and the action will be saved until you are ready to

submit it.

8. To open a saved action, click the **Action** button next to the applicable employee and make the required amendments. Then click **Submit**.

For detailed guidance, see the [GH Refresh section](#).

Update to GH Details

1. Click on the **Action** button next to the assignment for which you want to record that no hours will be guaranteed.
2. From the **Action to be Taken** menu select “Update to GH Details”.
3. From the **HR Action** field select “Update to GH Details”.
4. From the **HR Action Reason** field select “Update to GH Details”.
5. Complete the following fields:
 - a. The **GH Start** date is auto populated to begin the day after the previous GH period.
 - b. Enter the new **GH End** date.
 - c. Select the applicable **Reason for No Hours** from the menu.
 - d. If required, enter supporting text in the **Comments** field.
6. If you are ready to submit the action, click **Submit**.
7. To open a saved action, click the **Action** button next to the applicable employee and make the required amendments. Then click **Submit**.
8. To open a saved action, click the **Action** button next to the applicable employee and make the required amendments. Then click **Submit**.

For detailed guidance, see the [Updates to GH Details section](#).

Termination

1. Click on the **Action** button next to the assignment for which you want to terminate.
2. From the **Action to be Taken** menu select “Termination”
3. Complete the following fields:
 - a. From the **HR Action** field select the appropriate option
 - b. From the **HR Action Reason** field select the appropriate option
 - c. Enter the **Termination Date**
 - d. Enter the **Notification Date**
 - e. Select the applicable **HESA Reason for End of Contract** from the menu
 - f. Select the **HESA Location After Leaving**
 - g. Select the **HESA Activity After Leaving**
 - h. If required, enter supporting text in the **Comments** field
4. If you are ready to submit the action, click **Submit**.
5. To open a saved action, click the **Action** button next to the applicable employee and make the required amendments. Then click **Submit**.
6. To open a saved action, click the **Action** button next to the applicable employee and make the required amendments. Then click **Submit**.

For detailed guidance, see the [Termination section](#).

End Assignment

1. Click on the **Action** button next to the assignment you want to end.
2. From the **Action to be Taken** menu select “End of Assignment”.
3. Complete the following fields:
 - a. From the **HR Action** field select the applicable “End Assignment” option.
 - b. From the **HR Action Reason** field select the applicable option.
 - c. Enter the **Assignment End** date.
 - d. Select the applicable **HESA Reason for End of Contract** from the menu.
 - e. If required, enter supporting text in the **Comments** field.
4. If you are ready to submit the action, click **Submit**.
5. To open a saved action, click the **Action** button next to the applicable employee and make the required amendments. Then click **Submit**.
6. To open a saved action, click the **Action** button next to the applicable employee and make the required amendments. Then click **Submit**.

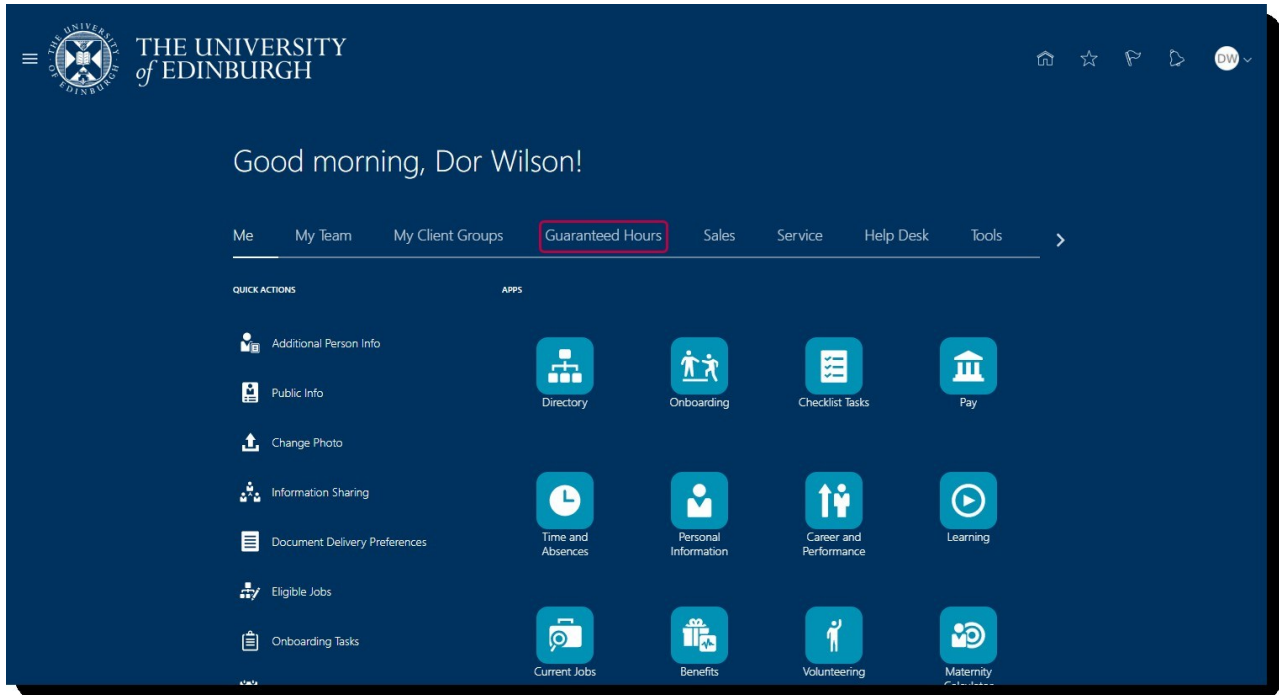
For detailed guidance, see the [End Assignment section](#).

In Detail

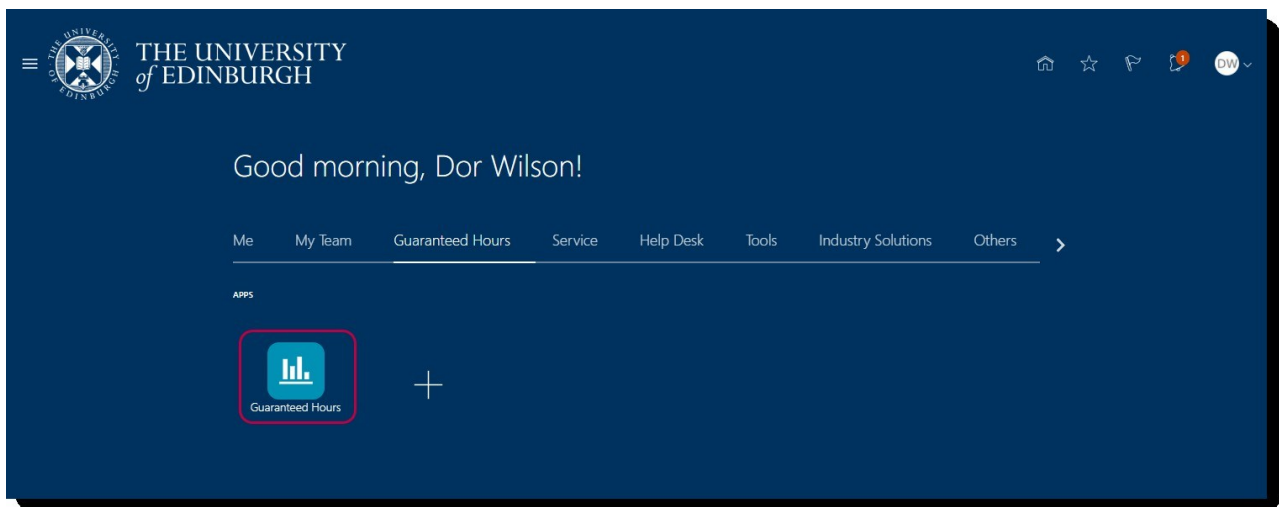
This section provides the detailed steps and includes relevant screenshots from the system.

To Access the GH Refresh screen

1. From the Home page, click the **Guaranteed Hours** tab.



2. Click the **Guaranteed Hours** app.



- After a few moments, the Guaranteed Hours App opens in a separate tab. Click the **GH Refresh** button in the navigation bar on the left.



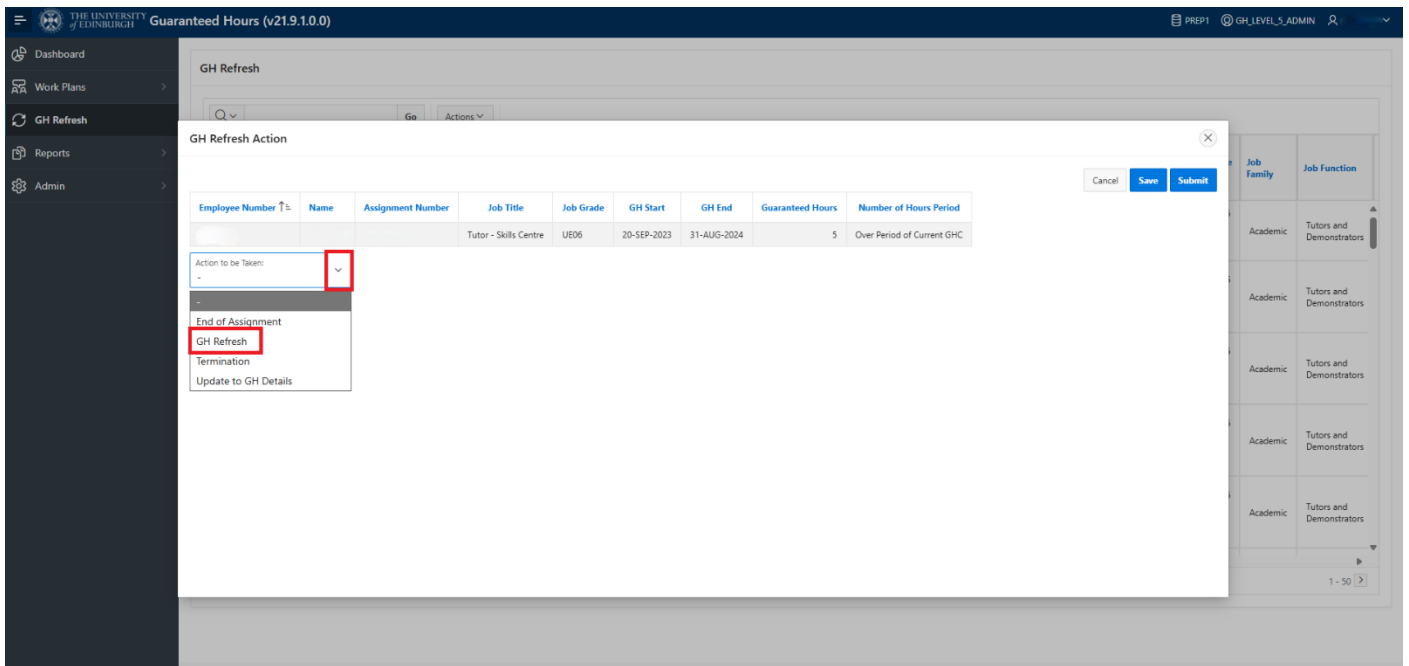
The GH Refresh screen opens and displays data for all GH employees' assignments in your area of responsibility. By default, the report will sequence the data by GH End Date, with the GH assignment which needs to be actioned soonest at the top of the list.

GH Refresh

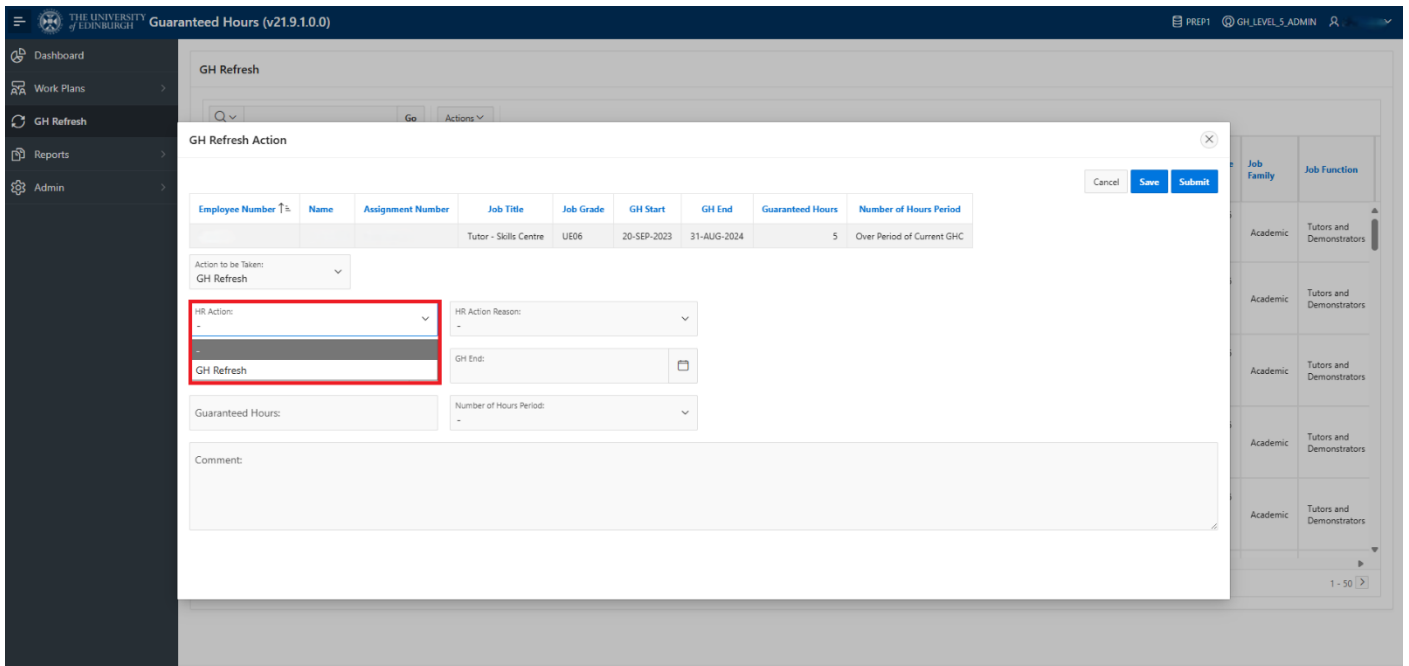
- Click on the **Action** button next to the applicable assignment.

Assignment Number	Employee Number	Name	Job Title	Assignment Category	Worker Category	Projected End Date	Fixed Term Reason Code	College/Professional Services Group	School/Planning Unit	Department	Termination Date	Job Grade	Grade Step	Job Family	Job Function
			Economics Tutor	Open Ended	Guaranteed Hours	-	-	College of Arts, Humanities and Social Sciences	School of Economics	Economics	-	UE06	UE06 - Step 6	Academic	Tutors and Demonstrators
			Tutor - Skills Centre	Fixed Term	Guaranteed Hours	2025-08-31T00:00:00.000+00:00	J - Student experience post (UoE student)	College of Arts, Humanities and Social Sciences	School of Philosophy, Psychology and Language Sciences	Philosophy, Psychology and Language Sciences	-	UE06	UE06 - Step 3	Academic	Tutors and Demonstrators
			Tutor	Fixed Term	Guaranteed Hours	2025-08-31T00:00:00.000+00:00	J - Student experience post (UoE student)	College of Arts, Humanities and Social Sciences	School of Philosophy, Psychology and Language Sciences	Linguistics and English Language	-	UE06	UE06 - Step 5	Academic	Tutors and Demonstrators
			Tutor	Fixed Term	Guaranteed Hours	2025-08-31T00:00:00.000+00:00	J - Student experience post (UoE student)	College of Arts, Humanities and Social Sciences	School of Philosophy, Psychology and Language Sciences	Psychology	-	UE06	UE06 - Step 5	Academic	Tutors and Demonstrators
			Tutor - Skills Centre	Fixed Term	Guaranteed Hours	2025-08-31T00:00:00.000+00:00	J - Student experience post (UoE student)	College of Arts, Humanities and Social Sciences	School of Philosophy, Psychology and Language Sciences	Philosophy, Psychology and Language Sciences	-	UE06	UE06 - Step 3	Academic	Tutors and Demonstrators

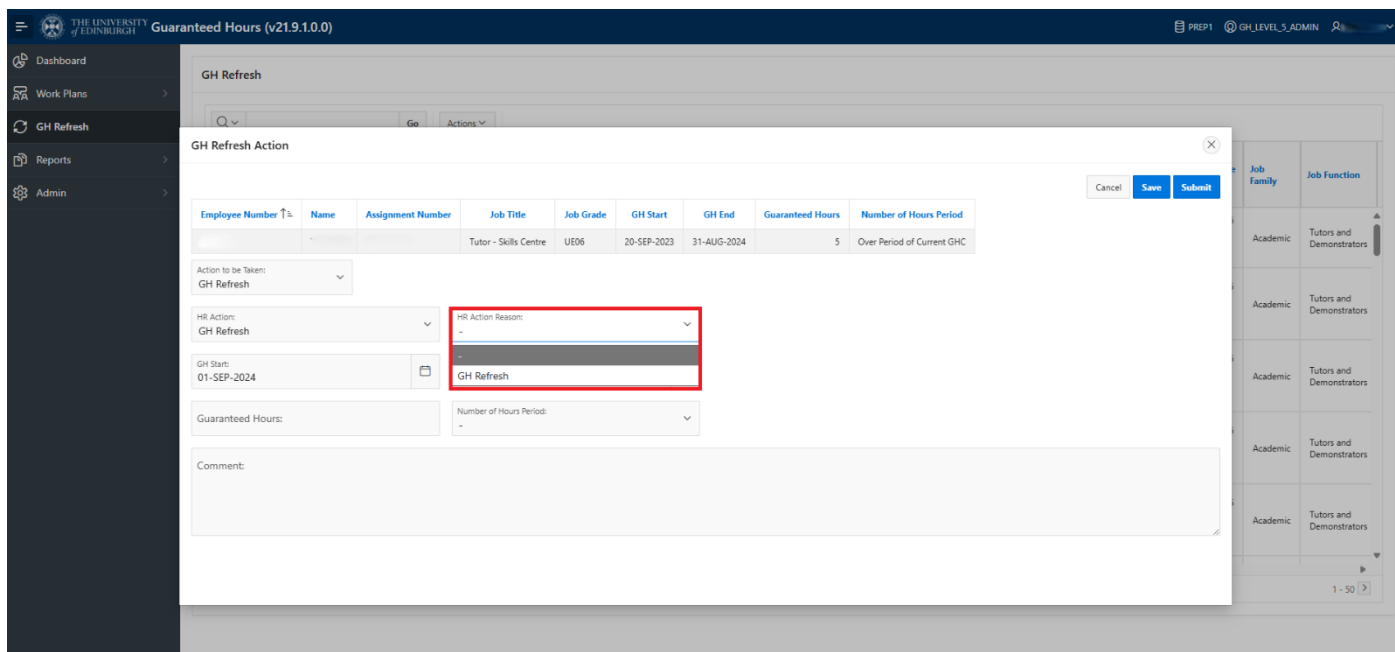
- Click on the **Action to be Taken** down arrow and select **GH Refresh** from the menu. Additional fields will be displayed to complete.



3. From the **HR Action** field select “GH Refresh”.



4. From the **HR Action Reason** field select **“GH Refresh”**.



5. Complete the following fields:

- The **GH Start** date is auto populated to begin the day after the previous GH period (i.e. the day after the previous GH End date). Do not overwrite this date as it will result in a failed transaction.
- Enter the new **GH End** date. This will typically be a calendar year from the start date, or match the end of the Fixed Term Contract date, but you can create a GH period of any length, according to your business needs. The format required is DD-MON-YEAR.
- Enter the number of Guaranteed Hours allocated to the assignment.
- Select the applicable **Number of Hours Period** from the menu.

Please note you should only select one of the following options:

- **Per Year = if the contract is for a year or longer**
- **Over Period of GHC = if the contract is for less than a year**

Note: **Number of Hours Period** will have an impact on the wording that goes into the letter that is automatically issued to the employee. The table below shows the different options available.

Option (No. of Hours Period)	Description
Per Year/EveryYear-OverDura/FTC Not in use	The minimum hours to be guaranteed are to be the same for each GH Period, for the full duration of the fixed term employment contract related to that assignment.
Over Period of Current GHC	Minimum hours to be guaranteed for full duration of contract e.g. over the 2 year fixed term contract.

Use this if the contract is for less than a year	
Over Period of Current FTC Not in use	Minimum hours to be guaranteed for full duration of the current fixed term contract.
Per Year Use this if the contract is for a year or longer	The minimum hours to be guaranteed for one GH Period.
Per Year, Every Year Not in use	The minimum hours to be guaranteed are to be the same minimum hours for each GH Period, indefinitely (usually used for open-ended assignments).

e. If required, enter supporting text in the **Comments** field.

GH Refresh Action ✕

Cancel Save Submit

Employee Number ↑	Name	Assignment Number	Job Title	Job Grade	GH Start	GH End	Guaranteed Hours	Number of Hours Period
			Tutor - Skills Centre	UE06	20-SEP-2023	31-AUG-2024	5	Over Period of Current GHC

Action to be Taken: GH Refresh ▼

HR Action: GH Refresh ▼

HR Action Reason: GH Refresh ▼

GH Start: 01-SEP-2024 📅

GH End: 📅

Guaranteed Hours: ▼

Number of Hours Period: - ▼

Comment:

6. If you are ready to submit the action, click **Submit**.

GH Refresh Action ✕

Cancel Save Submit

Employee Number ↑	Name	Assignment Number	Job Title	Job Grade	GH Start	GH End	Guaranteed Hours	Number of Hours Period
			Tutor - Skills Centre	UE06	20-SEP-2023	31-AUG-2024	5	Over Period of Current GHC

Action to be Taken: GH Refresh

HR Action: GH Refresh HR Action Reason: GH Refresh

GH Start: 01-SEP-2024 GH End:

Guaranteed Hours: Number of Hours Period:

Comment:

7. If you are not ready to submit, click **Save** and the action will be saved until you are ready to submit it.

GH Refresh Action ✕

Cancel Save Submit

Employee Number ↑	Name	Assignment Number	Job Title	Job Grade	GH Start	GH End	Guaranteed Hours	Number of Hours Period
			Tutor - Skills Centre	UE06	20-SEP-2023	31-AUG-2024	5	Over Period of Current GHC

Action to be Taken: GH Refresh

HR Action: GH Refresh HR Action Reason: GH Refresh

GH Start: 01-SEP-2024 GH End:

Guaranteed Hours: Number of Hours Period:

Comment:

01-JAN-2022	01-JUN-2022	-	-	Leave/Shared Parental Leave	-	Submitted	Saved	●	0	Eleanor Jenkins	19-MAY-2021 14:36	-	-
-	-	-	-	-	-	-	-	●	0	-	-	-	-
01-AUG-2021	31-JUL-2022	100	Per Year, Every Year	-	Confirm 100 is the correct No. of hours.	Saved	Entered in HCM	●	0	-	-	-	-
-	-	-	-	-	-	Failed	Failed	●	6	Eleanor Jenkins	05-APR-2021 10:32	Eleanor Jenkins	05-APR-2021 10:45
-	-	-	-	-	-	Submitted	Saved	●	0	Eleanor Jenkins	21-MAY-2021 09:55	-	-
-	-	-	-	-	-	-	-	●	0	-	-	-	-

1 - 23

Note: Any action with the GH status of 'Saved' can be opened, edited or submitted by any of the GH Administrators in your area of responsibility if required.

8. To open a saved action, click the **Action** button next to the applicable employee and make the required amendments. Then click **Submit**.

GH Refresh

Q v Go Actions v Retry Failed

GH Start	GH End	Guaranteed Hours	Number of Hours Period	Reason for No Hours	Comment	GH Status	Previous GH Status	Interface Status	Interface Messages	Submitted By	Submitted Date	Approved By	Approved Date	Rejected By	Rej D
01-JAN-2022	01-JUN-2022	-	-	Maternity Leave/Shared Parental Leave	-	Submitted	Saved	●	0	Eleanor Jenkins	19-MAY-2021 14:36	-	-	-	-
-	-	-	-	-	-	-	-	●	0	-	-	-	-	-	-
01-AUG-2021	31-JUL-2022	100	Per Year, Every Year	-	-	Submitted	Saved	●	0	-	-	Dor Wilson	26-MAY-2021 09:50	-	-
-	-	-	-	-	-	Failed	Failed	●	6	Eleanor Jenkins	05-APR-2021 10:32	Eleanor Jenkins	05-APR-2021 10:45	-	-
-	-	-	-	-	-	Submitted	Saved	●	0	Eleanor Jenkins	21-MAY-2021 09:55	-	-	-	-
-	-	-	-	-	-	-	-	●	0	-	-	-	-	-	-

Note: If the employee is not on a Tier 4 or Student visa, the transaction will be auto approved. If the employee is on one of these visa types, it will have to be approved by HR.

If auto-approved, the GH Status is updated to “Approved.” Once approved by HR this will also happen.

GH Refresh

Q v Go Actions v Retry Failed

GH Start	GH End	Guaranteed Hours	Number of Hours Period	Reason for No Hours	Comment	GH Status	Previous GH Status	Interface Status	Interface Messages	Submitted By	Submitted Date	Approved By	Approved Date	Rejected By	Rej D
01-JAN-2022	01-JUN-2022	-	-	Maternity Leave/Shared Parental Leave	-	Submitted	Saved	●	0	Eleanor Jenkins	19-MAY-2021 14:36	-	-	-	-
-	-	-	-	-	-	-	-	●	0	-	-	-	-	-	-
01-AUG-2021	31-JUL-2022	100	Per Year, Every Year	-	-	Approved	Saved	●	0	-	-	Dor Wilson	26-MAY-2021 09:50	-	-
-	-	-	-	-	-	Failed	Failed	●	6	Eleanor Jenkins	05-APR-2021 10:32	Eleanor Jenkins	05-APR-2021 10:45	-	-
-	-	-	-	-	-	Submitted	Saved	●	0	Eleanor Jenkins	21-MAY-2021 09:55	-	-	-	-
-	-	-	-	-	-	-	-	●	0	-	-	-	-	-	-

Following approval (either automatic or by HR), the GH Status of the action is updated to “Interfaced” - this could take up to 2 hours to show.

The following morning a GH refresh letter is issued from the system direct to the employee’s ‘work’ email address to confirm the new minimum guaranteed offer of hours. Details of the letter can be found in the [Guide to Guaranteed Hours](#). The GH refresh letter will automatically be stored in the Employee SharePoint. SDAs have access to the Employee SharePoint. Line managers and GH Administrators do not have access.

Once the entire refresh process has been completed (normally after 2 hours), the details of the ‘old’ and new GH periods will appear on the ‘GH Periods’ report.

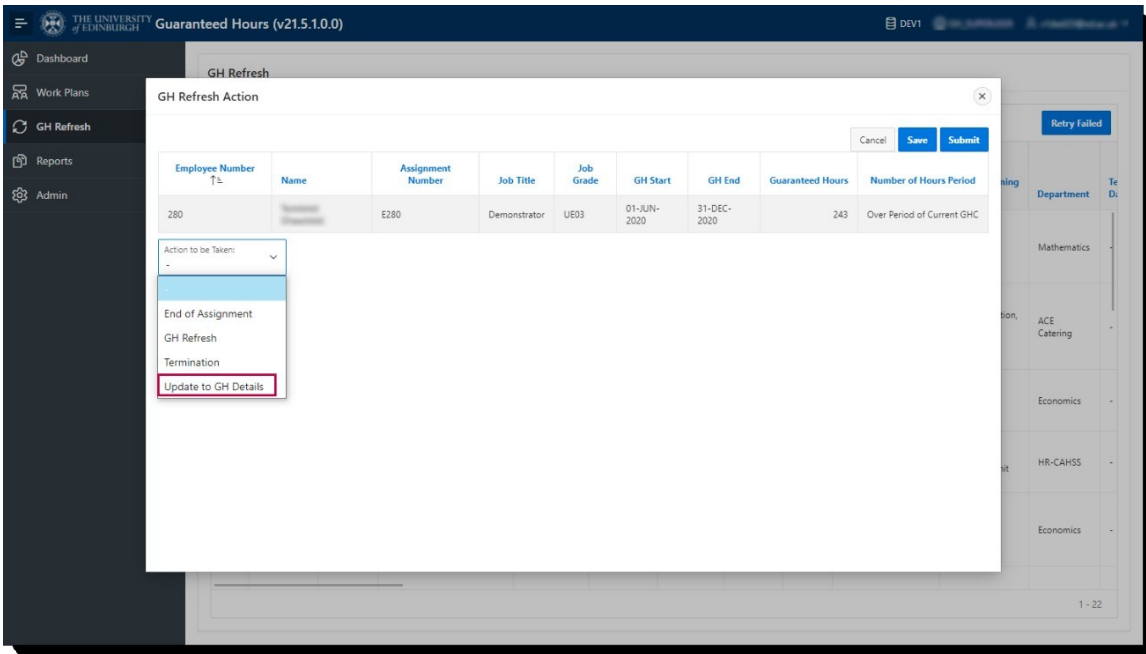
Update to GH Details

In exceptional circumstances, an employee may be unable to work, and it has been agreed that they will not be offered any hours for a period of time, for example if they will be off work sick long term or are on maternity leave. ‘Update to GH Details’ can be used to record that no hours will be guaranteed over a specified period.

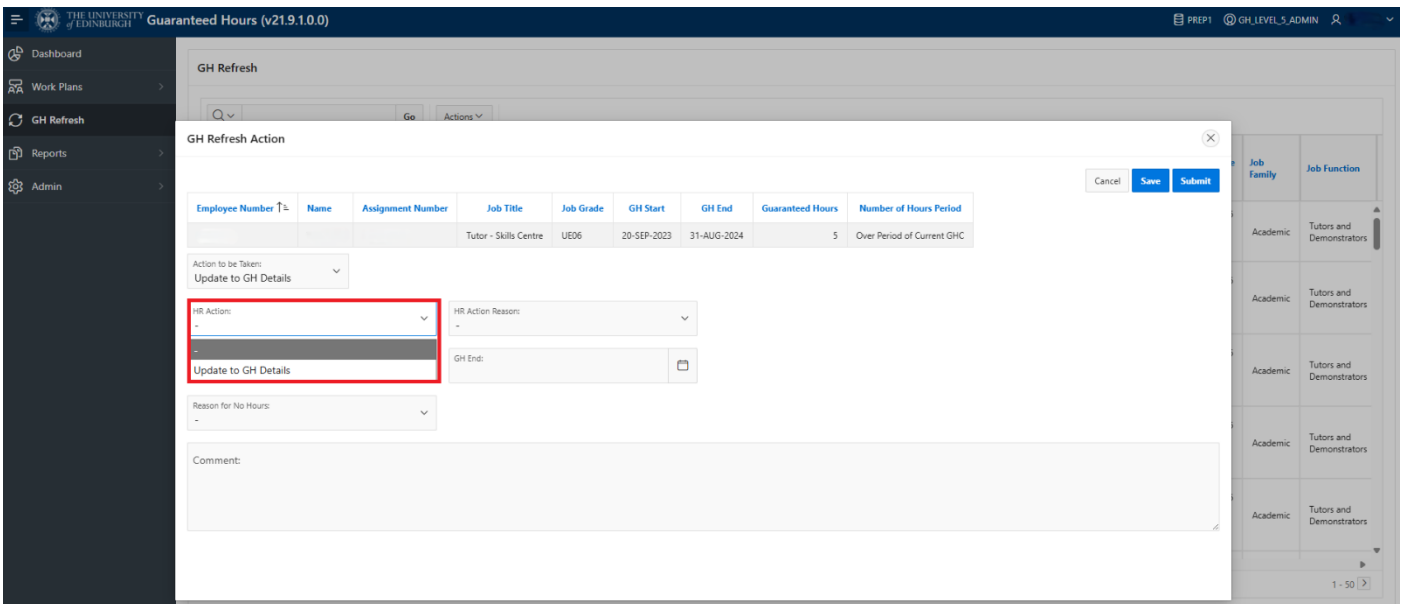
1. Click on the **Action** button next to the applicable assignment.

Assignment Number	Employee Number	Name	Job Title	Assignment Category	Worker Category	Projected End Date	Fixed Term Reason Code	College/Professional Services Group	School/Planning Unit	Department	Termination Date	Job Grade	Grade Step	Job Family	Job Function
			Economics Tutor	Open Ended	Guaranteed Hours			College of Arts, Humanities and Social Sciences	School of Economics	Economics		UE06	Step 6	Academic	Tutors and Demonstrators
			Tutor - Skills Centre	Fixed Term	Guaranteed Hours	2025-08-31T00:00:00.000+00:00	J - Student experience post (UoE student)	College of Arts, Humanities and Social Sciences	School of Philosophy, Psychology and Language Sciences	Philosophy, Psychology and Language Sciences		UE06	Step 3	Academic	Tutors and Demonstrators
			Tutor	Fixed Term	Guaranteed Hours	2025-08-31T00:00:00.000+00:00	J - Student experience post (UoE student)	College of Arts, Humanities and Social Sciences	School of Philosophy, Psychology and Language Sciences	Linguistics and English Language		UE06	Step 5	Academic	Tutors and Demonstrators
			Tutor	Fixed Term	Guaranteed Hours	2025-08-31T00:00:00.000+00:00	J - Student experience post (UoE student)	College of Arts, Humanities and Social Sciences	School of Philosophy, Psychology and Language Sciences	Psychology		UE06	Step 5	Academic	Tutors and Demonstrators
			Tutor - Skills Centre	Fixed Term	Guaranteed Hours	2025-08-31T00:00:00.000+00:00	J - Student experience post (UoE student)	College of Arts, Humanities and Social Sciences	School of Philosophy, Psychology and Language Sciences	Philosophy, Psychology and Language Sciences		UE06	Step 3	Academic	Tutors and Demonstrators

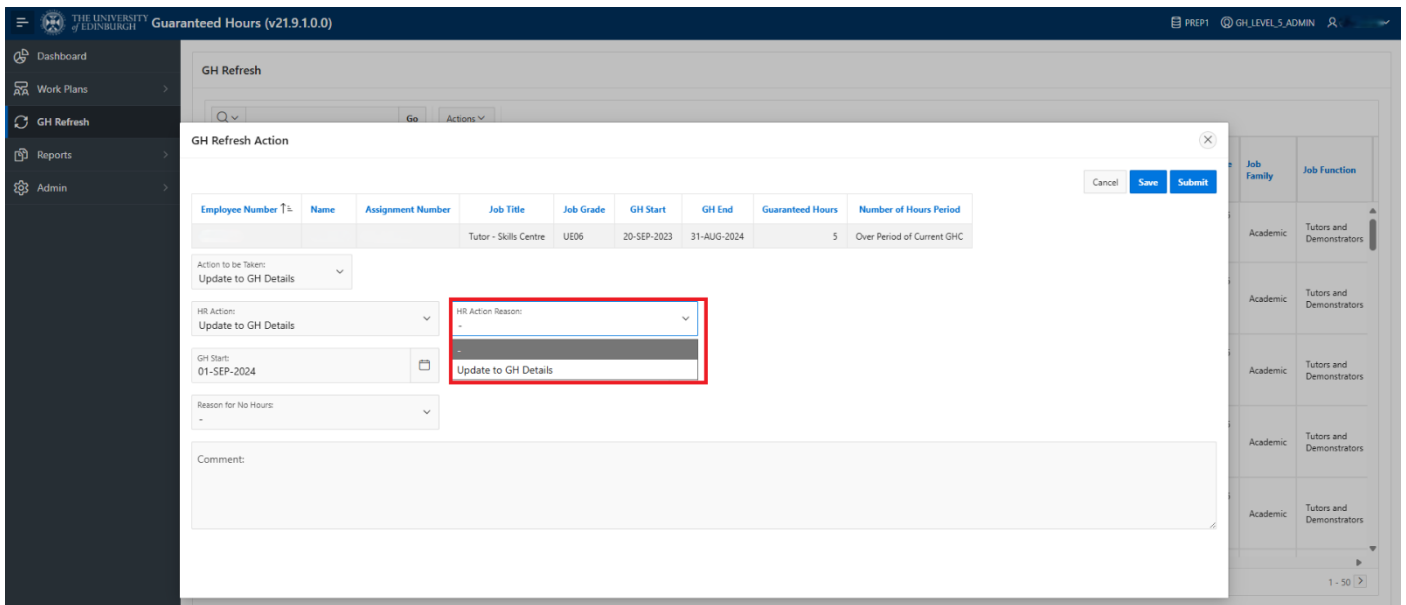
2. In the GH Refresh Action window, click on the **Action to be Taken** down arrow and select **Update to GH Details** from the menu. Additional fields are displayed to complete.



3. From the **HR Action** field select “Update to GH Details”.



4. From the **HR Action Reason** field select “Update to GH Details”.



5. Complete the following fields:

- a. The **GH Start** date is auto populated to begin the day after the previous GH period (i.e. the day after the previous GH End date).
- b. Enter the new **GH End** date.
- c. Select the applicable **Reason for No Hours** from the menu. There are 3 options within this menu:
 - Maternity Leave/Shared Parental Leave
 - Long Term Sick
 - Suspension of Contract for Agreed Reason

Note: Selection of any of these options will not feed into any other process such as maternity or sickness absence. This field is designed to be populated for reporting purposes, and the expectation is that the GH Administrator entering this is doing so because they are aware of another HR process or discussions concerning availability.

- d. If required, enter supporting text in the **Comments** field. It is advisable to input as much information as is known about why the employee will not be guaranteed any hours.

GH Refresh Action ✕

Cancel Save **Submit**

Employee Number ↑	Name	Assignment Number	Job Title	Job Grade	GH Start	GH End	Guaranteed Hours	Number of Hours Period
			Tutor - Skills Centre	UE06	20-SEP-2023	31-AUG-2024	5	Over Period of Current GHC

Action to be Taken:
Update to GH Details

HR Action:
Update to GH Details

HR Action Reason:
Update to GH Details

GH Start:
01-SEP-2024

GH End:

Reason for No Hours:
-

Comment:

6. If you are ready to submit the action, click **Submit**.

GH Refresh Action ✕

Cancel Save **Submit**

Employee Number ↑	Name	Assignment Number	Job Title	Job Grade	GH Start	GH End	Guaranteed Hours	Number of Hours Period
274659	Yichu Fan	E274659-2	Tutor - Skills Centre	UE06	20-SEP-2023	31-AUG-2024	5	Over Period of Current GHC

Action to be Taken:
Update to GH Details

HR Action:
Update to GH Details

HR Action Reason:
Update to GH Details

GH Start:
01-SEP-2024

GH End:

Reason for No Hours:
-

Comment:

- If you are not ready to submit, click **Save** and the action will be saved until you are ready to submit it.

GH Refresh Action ✕

Cancel Save Submit

Employee Number ↑	Name	Assignment Number	Job Title	Job Grade	GH Start	GH End	Guaranteed Hours	Number of Hours Period
274659	Yichu Fan	E274659-2	Tutor - Skills Centre	UE06	20-SEP-2023	31-AUG-2024	5	Over Period of Current GHC

Action to be Taken:
Update to GH Details ▼

HR Action: Update to GH Details ▼ HR Action Reason: Update to GH Details ▼

GH Start: 01-SEP-2024 GH End:

Reason for No Hours: - ▼

Comment:

Note: Any action with the GH status of ‘Saved’ can be opened, edited or submitted by any of the GH Administrators in your area of responsibility if required.

- To open a saved action, click the **Action** button next to the applicable employee and make the required amendments. Then click **Submit**.

Note: this will be submitted to HR for Approval. No letter is sent to the employee when you do an Update to GH Details.

Termination

- Click on the **Action** button next to the applicable assignment.

THE UNIVERSITY OF EDINBURGH Guaranteed Hours (v219.1.0.0) PREP1 GH_LEVEL_5_ADMIN

Dashboard | Work Plans | **GH Refresh** | Reports | Admin

GH Refresh

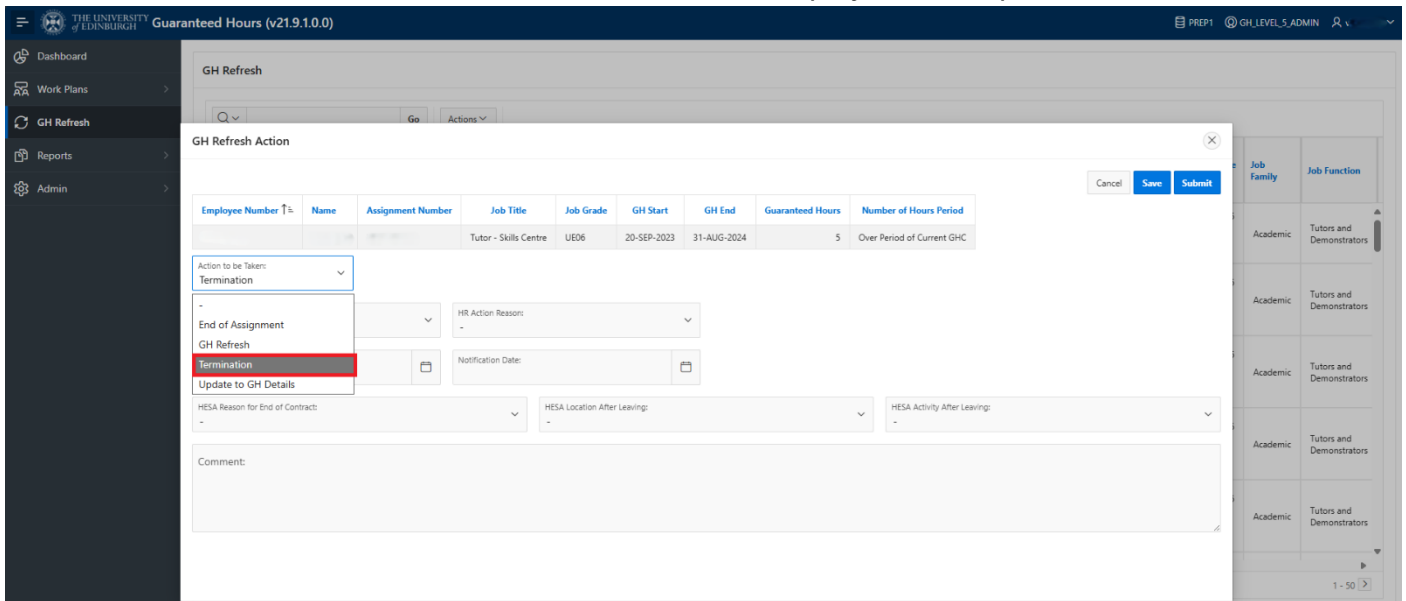
Q Go Actions ▼

	Assignment Number	Employee Number	Name	Job Title	Assignment Category	Worker Category	Projected End Date	Fixed Term Reason Code	College/Professional Services Group	School/Planning Unit	Department	Termination Date	Job Grade	Grade Step	Job Family	Job Function
↻			<input type="text"/>	Economics Tutor	Open Ended	Guaranteed Hours	-	-	College of Arts, Humanities and Social Sciences	School of Economics	Economics	-	UE06	Step 6	Academic	Tutors and Demonstrators
↻			<input type="text"/>	Tutor - Skills Centre	Fixed Term	Guaranteed Hours	2025-08-31T00:00:00.000+00:00	J - Student experience post (LoE student)	College of Arts, Humanities and Social Sciences	School of Philosophy, Psychology and Language Sciences	Philosophy, Psychology and Language Sciences	-	UE06	Step 3	Academic	Tutors and Demonstrators
↻			<input type="text"/>	Tutor	Fixed Term	Guaranteed Hours	2025-08-31T00:00:00.000+00:00	J - Student experience post (LoE student)	College of Arts, Humanities and Social Sciences	School of Philosophy, Psychology and Language Sciences	Linguistics and English Language	-	UE06	Step 5	Academic	Tutors and Demonstrators
↻			<input type="text"/>	Tutor	Fixed Term	Guaranteed Hours	2025-08-31T00:00:00.000+00:00	J - Student experience post (LoE student)	College of Arts, Humanities and Social Sciences	School of Philosophy, Psychology and Language Sciences	Psychology	-	UE06	Step 5	Academic	Tutors and Demonstrators
↻			<input type="text"/>	Tutor - Skills Centre	Fixed Term	Guaranteed Hours	2025-08-31T00:00:00.000+00:00	J - Student experience post (LoE student)	College of Arts, Humanities and Social Sciences	School of Philosophy, Psychology and Language Sciences	Philosophy, Psychology and Language Sciences	-	UE06	Step 3	Academic	Tutors and Demonstrators

1 - 50 >

Note: An error will occur if you attempt to terminate a GH employee who has multiple assignments. You can only use the ‘Termination’ option if the employee has one assignment only.

- In the GH Refresh Action window, click on the **Action to be Taken** down arrow and select **Termination** from the menu. Additional fields are displayed to complete.



- Complete the following fields:

- From the **HR Action** field select the appropriate reason.
- From the **HR Action Reason** field select the appropriate option.
- Enter the **Termination Date**.
- Enter the **Notification Date**.
- Select the applicable **HESA Reason for End of Contract** from the menu.
- Select the **HESA Location After Leaving**.
- Select the **HESA Activity After Leaving**.
- If required, enter supporting text in the **Comments** field.

Note: for full guidance on the dropdown menu options, including termination actions; action reasons; and HESA codes, please refer to the '[How to Process Terminations guidance](#)'.

GH Refresh Action Cancel Save Submit

Employee Number ↑	Name	Assignment Number	Job Title	Job Grade	GH Start	GH End	Guaranteed Hours	Number of Hours Period
			Tutor - Skills Centre	UE06	20-SEP-2023	31-AUG-2024	5	Over Period of Current GHC

Action to be Taken: Termination

HR Action: -

HR Action Reason: -

Termination Date:

Notification Date:

HESA Reason for End of Contract: -

HESA Location After Leaving: -

HESA Activity After Leaving: -

Comment:

4. If you are ready to submit the action, click **Submit**.

GH Refresh Action ✕

Cancel Save **Submit**

Employee Number ↑	Name	Assignment Number	Job Title	Job Grade	GH Start	GH End	Guaranteed Hours	Number of Hours Period
			Tutor - Skills Centre	UE06	20-SEP-2023	31-AUG-2024	5	Over Period of Current GHC

Action to be Taken: Termination

HR Action: - HR Action Reason: -

Termination Date: Notification Date:

HESA Reason for End of Contract: - HESA Location After Leaving: - HESA Activity After Leaving: -

Comment:

5. If you are not ready to submit, click **Save** and the action will be saved until you are ready to submit it.

GH Refresh Action ✕

Cancel **Save** Submit

Employee Number ↑	Name	Assignment Number	Job Title	Job Grade	GH Start	GH End	Guaranteed Hours	Number of Hours Period
			Tutor - Skills Centre	UE06	20-SEP-2023	31-AUG-2024	5	Over Period of Current GHC

Action to be Taken: Termination

HR Action: - HR Action Reason: -

Termination Date: Notification Date:

HESA Reason for End of Contract: - HESA Location After Leaving: - HESA Activity After Leaving: -

Comment:

Note: Any action with the GH status of 'Saved' can be opened, edited or submitted by any of the GH Administrators in your area of responsibility if required.

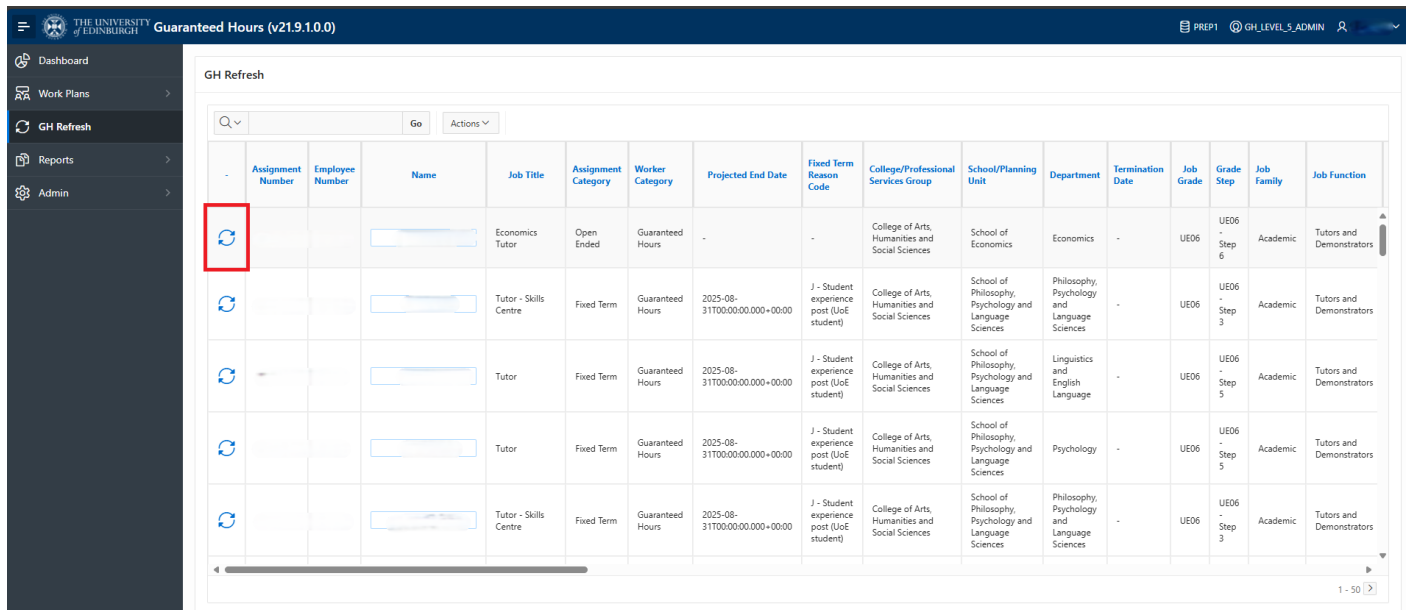
6. To open a saved action, click the **Action** button next to the applicable employee and make the required amendments. Then click **Submit**.

Note: this will be submitted to HR for approval. HR must approve all terminations, so that they can make some essential checks before it is committed to the employee record.

End Assignment:

If an employee has multiple assignments follow the steps below to end one of them.

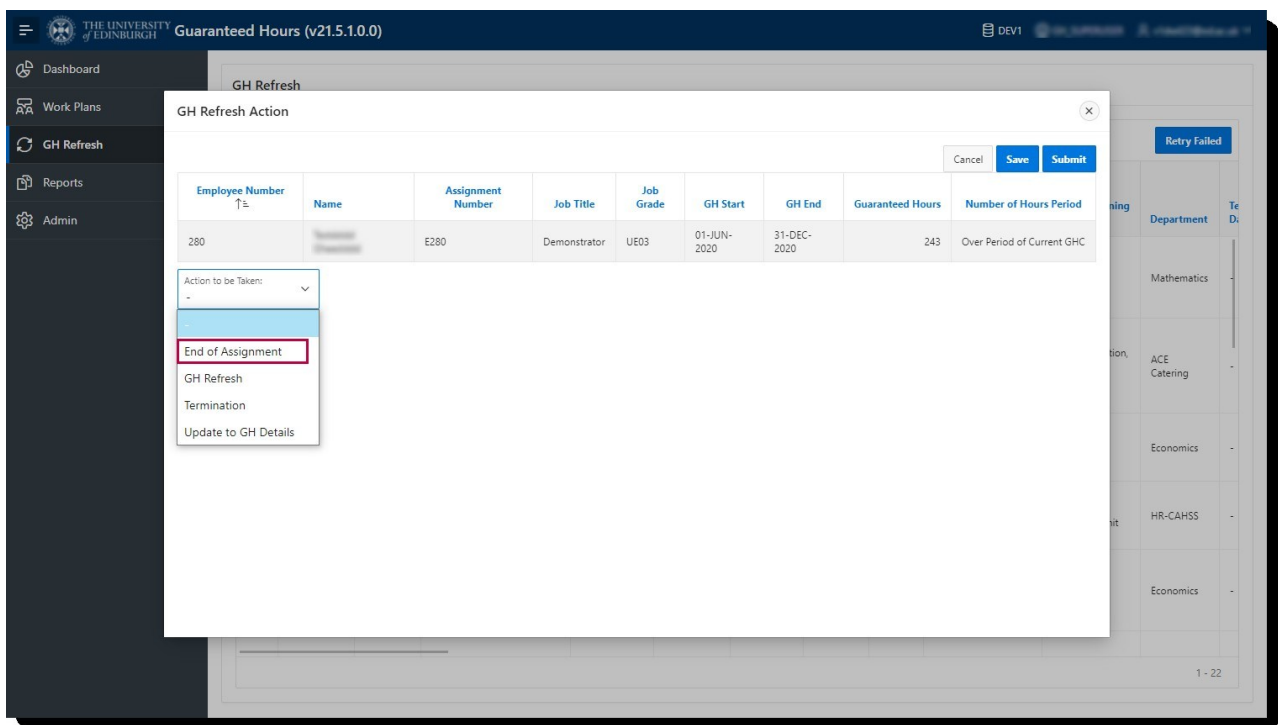
1. Click on the **Action** button next to the applicable assignment.



The screenshot shows the 'GH Refresh' interface with a table of assignments. The table has columns for Assignment Number, Employee Number, Name, Job Title, Assignment Category, Worker Category, Projected End Date, Fixed Term Reason Code, College/Professional Services Group, School/Planning Unit, Department, Termination Date, Job Grade, Grade Step, Job Family, and Job Function. The first row is highlighted with a red box around the 'Action' button.

Assignment Number	Employee Number	Name	Job Title	Assignment Category	Worker Category	Projected End Date	Fixed Term Reason Code	College/Professional Services Group	School/Planning Unit	Department	Termination Date	Job Grade	Grade Step	Job Family	Job Function
			Economics Tutor	Open Ended	Guaranteed Hours	-	-	College of Arts, Humanities and Social Sciences	School of Economics	Economics	-	UE06	Step 6	Academic	Tutors and Demonstrators
			Tutor - Skills Centre	Fixed Term	Guaranteed Hours	2025-08-31T00:00:00.000+00:00	J - Student experience post (LoE student)	College of Arts, Humanities and Social Sciences	School of Philosophy, Psychology and Language Sciences	Philosophy, Psychology and Language Sciences	-	UE06	Step 3	Academic	Tutors and Demonstrators
			Tutor	Fixed Term	Guaranteed Hours	2025-08-31T00:00:00.000+00:00	J - Student experience post (LoE student)	College of Arts, Humanities and Social Sciences	School of Philosophy, Psychology and Language Sciences	Linguistics and English Language	-	UE06	Step 5	Academic	Tutors and Demonstrators
			Tutor	Fixed Term	Guaranteed Hours	2025-08-31T00:00:00.000+00:00	J - Student experience post (LoE student)	College of Arts, Humanities and Social Sciences	School of Philosophy, Psychology and Language Sciences	Psychology	-	UE06	Step 5	Academic	Tutors and Demonstrators
			Tutor - Skills Centre	Fixed Term	Guaranteed Hours	2025-08-31T00:00:00.000+00:00	J - Student experience post (LoE student)	College of Arts, Humanities and Social Sciences	School of Philosophy, Psychology and Language Sciences	Philosophy, Psychology and Language Sciences	-	UE06	Step 3	Academic	Tutors and Demonstrators

2. In the GH Refresh Action window, click on the **Action to be Taken** down arrow and select **End of Assignment** from the menu. Additional fields are displayed to complete.



The screenshot shows the 'GH Refresh Action' dialog box. It contains a table with columns for Employee Number, Name, Assignment Number, Job Title, Job Grade, GH Start, GH End, Guaranteed Hours, and Number of Hours Period. The 'Action to be Taken' dropdown menu is open, showing options: End of Assignment, GH Refresh, Termination, and Update to GH Details. The 'End of Assignment' option is highlighted with a red box.

Employee Number	Name	Assignment Number	Job Title	Job Grade	GH Start	GH End	Guaranteed Hours	Number of Hours Period
280		E280	Demonstrator	UE03	01-JUN-2020	31-DEC-2020	243	Over Period of Current GHC

3. Complete the following fields:
 - a. From the **HR Action** field select the applicable “End Assignment” option.
 - b. From the **HR Action Reason** field select the applicable option.
 - c. Enter the **Assignment End** date.

d. Select the applicable **HESA Reason for End of Contract** from the menu.

e. If required enter supporting text in the **Comments** field.

Note: for full guidance on the dropdown menu options, including termination actions; action reasons; and HESA codes, please refer to the '[How to Process Terminations guidance](#)'.

GH Refresh Action



Cancel Save Submit

Employee Number ↑	Name	Assignment Number	Job Title	Job Grade	GH Start	GH End	Guaranteed Hours	Number of Hours Period
			Tutor - Skills Centre	UE06	20-SEP-2023	31-AUG-2024	5	Over Period of Current GHC

Action to be Taken:
End of Assignment

HR Action:
-

HR Action Reason:
-

Assignment End:

HESA Reason for End of Contract:
-

Comment:

4. If you are ready to submit the action, click **Submit**.

GH Refresh Action



Cancel Save Submit

Employee Number ↑	Name	Assignment Number	Job Title	Job Grade	GH Start	GH End	Guaranteed Hours	Number of Hours Period
			Tutor - Skills Centre	UE06	20-SEP-2023	31-AUG-2024	5	Over Period of Current GHC

Action to be Taken:
End of Assignment

HR Action:
-

HR Action Reason:
-

Assignment End:

HESA Reason for End of Contract:
-

Comment:

5. If you are not ready to submit, click **Save** and the action will be saved until you are ready to submit it.



Cancel **Save** Submit

Employee Number ↑⇅	Name	Assignment Number	Job Title	Job Grade	GH Start	GH End	Guaranteed Hours	Number of Hours Period
			Tutor - Skills Centre	UE06	20-SEP-2023	31-AUG-2024	5	Over Period of Current GHC

Action to be Taken:
End of Assignment

HR Action:
-

HR Action Reason:
-

Assignment End:

HESA Reason for End of Contract:
-

Comment:

Note: Any action with the GH status of ‘Saved’ can be opened, edited or submitted by any of the GH Administrators in your area of responsibility if required.

- To open a saved action, click the **Action** button next to the applicable employee and make the required amendments. Then click **Submit**.

Note: this will be submitted to HR for approval. HR must approve all terminations, so that they can make some essential checks before it is committed to the employee record.

Appendix

System Report Columns

Column Heading	Description
GH Status	Saved – Changes have been saved and await submission. Submitted – Changes have been submitted and await approval Rejected – Changes have been rejected. These can be reviewed and resubmitted Approved – Changes have been approved and await being interfaced Interfaced – Changes have interfaced successfully Failed – Something has gone wrong during the interface process
Previous GH Status	If an action has been taken previously, the previous status will be shown (as above).
Interface Status	A circle will display with the colour indicating the interface status once approved: Blue – Being processed Green – Successfully interfaced Red – Failed Grey – Not yet interfaced Interfaced means that the data has transferred into the core P&M system (since the GH module is a 'bolt on' piece of software)
Interface Messages	Displays the number of messages received when interfaced. Clicking this displays a modal window which provides text explanations of why the interface has error-ed.

Version History

Version	Date	Description	Approved By
6.0	04 September 2025	<ul style="list-style-type: none">• Updated guide to new format• Updated screenshots• Additional wording	ME/RM
6.1	25 May 2026	<ul style="list-style-type: none">• Updated title of the Termination App to Terminate Employment App	SK

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.