



## System User Guide

# How to View Assignment Details, Salary Information and Continuous Service Dates

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## Introduction

This guide covers key tasks for **Employees** in ‘**How to View Assignment Details, Salary Information and Continuous Service Dates**’ system process.

### Before you start

This guide covers how an employee can view their employment information and salary details.

### Employment Information

In this area you can find details about:

- Your Assignment
- Additional Assignment Info
- Managers
- Direct Reports
- Employment History

### My Salary

In this area you can find:

- Your full-time annual salary, full time equivalent (FTE), grade and grade step and the reason for the change (action and action reason)
- Prior Salary

The annual salary displayed is the salary for a full-time employee. If you work part-time or on an annualised, fractional or guaranteed hours (GH) contract please read the guidance below. The full-time salary does not include any allowances or additional payments an employee may receive.

Full time equivalent (FTE) is the number of hours worked per week divided by 35\* hours. For example, 28 hours per week =  $28/35 = 0.8$  FTE.

\* Change this figure to the full-time contractual amount for your role e.g. if you are paid based on a 40-hour working week, 40 should be used instead of 35.

### Part Time Employees including annualised and fractional contracts

Part time (pro-rated) salary details for part time staff or those working on an annualised or fractional contract cannot be displayed. You can easily calculate this using the below calculation

$$\text{Full time equivalent annual salary} \div 35^* \times \text{hours per week}$$

\* Change this figure to the full-time contractual amount for your role e.g. if you are paid based on a 40-hour working week, 40 should be used instead of 35.

Part-Time Staff only - can also use the [Net Salary Calculator](#) for a more detailed breakdown of salary

calculations.

## **Guaranteed Hours (GH) Employees**

The hourly rate of pay cannot be displayed for GH staff, to manually calculate hourly rate of pay use the below calculation.

$$\text{Full time equivalent annual salary} \div 52.143 \div 35^* \text{ (weekly contracted hours)}$$

\*Change this figure to the full-time contractual amount for the role e.g. some staff are paid based on a 40-hour working week, so 40 should be used instead of 35.

Staff on Guaranteed Hours contracts can also use the [part time pay scales](#) to see examples of hourly rates of pay.

In the Prior Salary section, the earliest salary shown is as at October 2020 when the People and Money system was implemented. Pay impacting changes are shown on the specific date they occurred. These changes could be due to a pay award, increment, statutory change or actions taken to your record (e.g. promotion, transfer, change of hours). In some instances, the prior salary history may not have resulted in an actual change in salary.

The **Grade Step Rate Synchronization** action occurs when university-wide system adjustments are made to specific pay grades, even if you're not in that grade. For example, when the National Living Wage changes, all staff will see an entry labelled "Grade Step Rate Synchronization", regardless of whether the change affected their specific grade and salary at the time.

## **Continuous Service Dates**

In this area you can find details on your length of service at assignment, person and legal employer level.

- Assignment = the most recent assignment start date.
- Enterprise = all the work relationships and assignments of the person
- Legal = start date with the legal employer

Depending on the changes within your employment, all three of the levels could show the same date.

If you have transferred to new posts, you can view the start date of each assignment using the 'Position'.

## 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.

### View Employment Information Details

1. From the home page, click the **Me** tab then click **Personal Information**.
2. Select **Employment Info**.
3. Select the relevant assignment.

### View Salary

1. From the home page, click the **Me** tab then click **Personal Information**.
2. Select the **My Salary**.
3. Select the relevant assignment.

### View Continuous Service Date

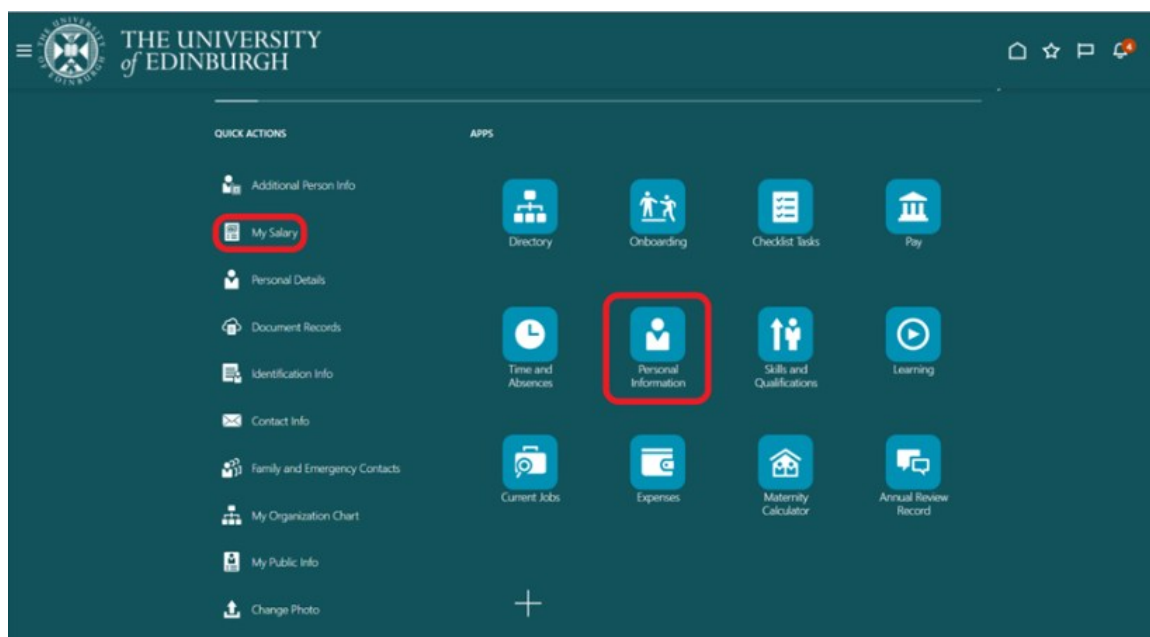
1. From the home page, click the **Me** tab then click **Personal Information**.
2. Select **Employment Info**.
3. Select **Continuous Service Dates**.
4. Select the relevant assignment.

## In Detail

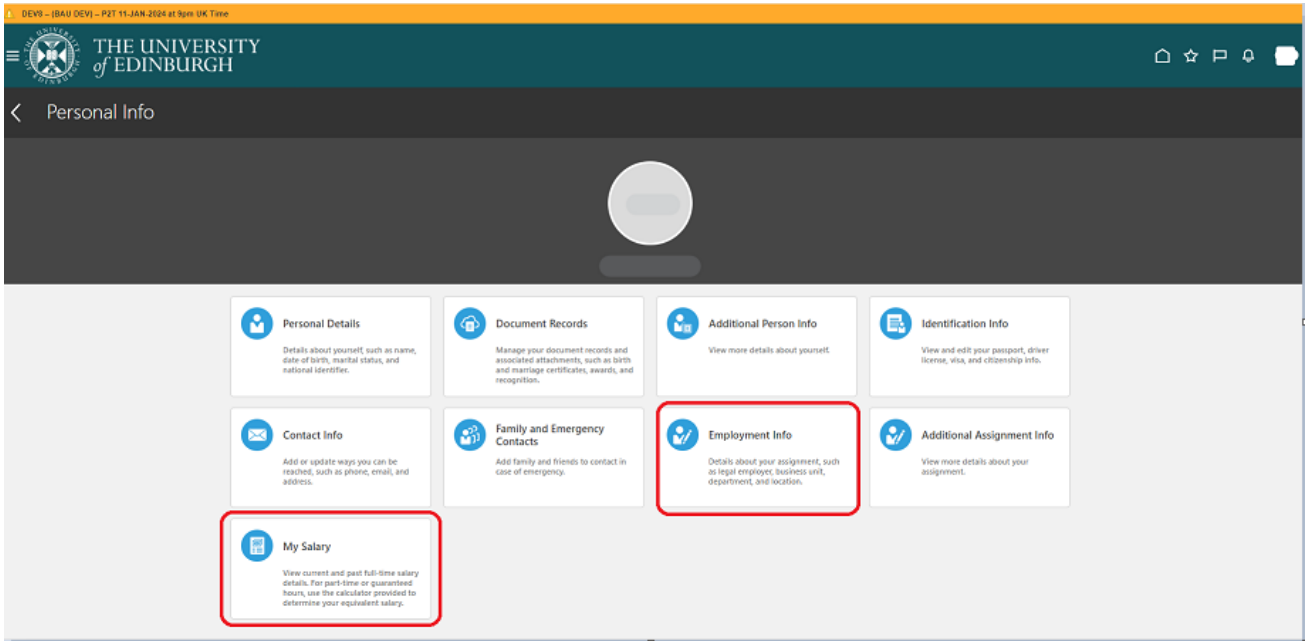
This section provides the detailed steps and includes relevant screenshots from the system.

### How to View Assignment Details and Salary Information

1. For both **Employment Info and My Salary**, from the home page, click the **Me** then select **Personal Information**.

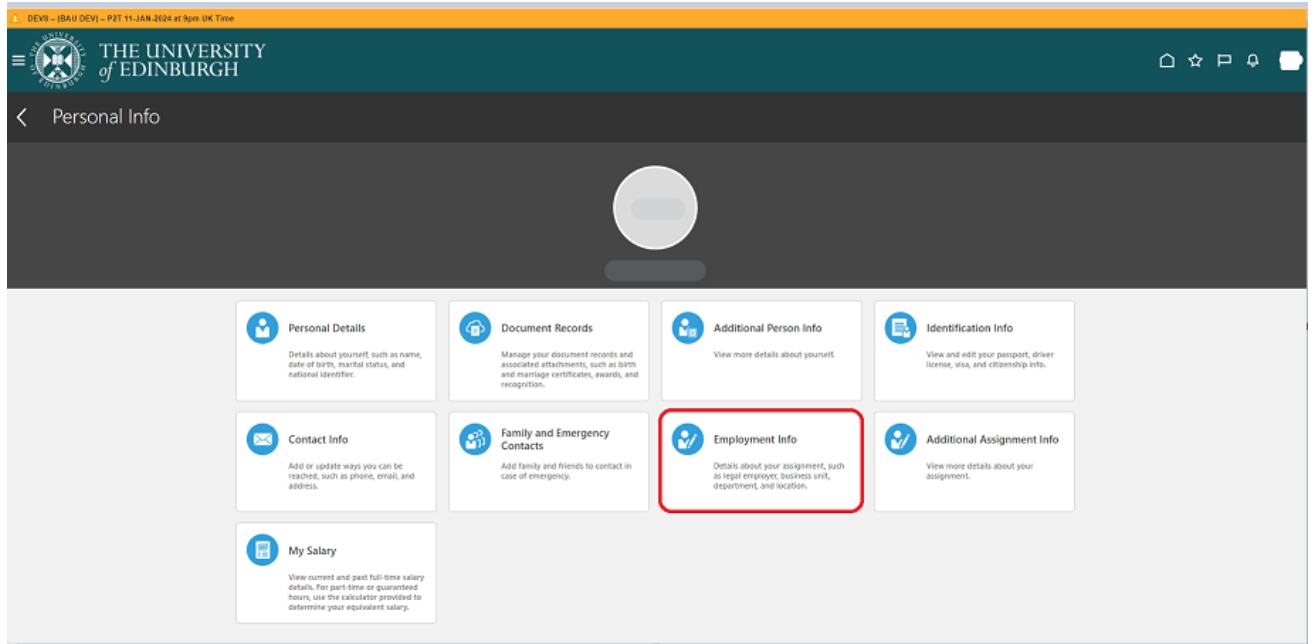


**Note:** My Salary is also available from the left-hand side “Quick Actions” navigation.



## Employment Information

1. Select the **Employment Info** tile



- Select the relevant assignment from the drop down at the top of the screen (if you hold more than one post). All relevant assignment details will be found under the headings **Assignment**, **Managers**, **Direct Reports** (if you are a line manager), **Historical changes** and **Future changes**. To see more details on the historical or future changes you can click the links.

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< Employment Info

[Continuous Service Dates](#)
[Additional Assignment Info](#)

### Assignment

Person Number	Personal Job Title	Assignment Number
Person Type Employee	Business Unit University of Edinburgh	Position Code
Position Administrator (C.1) (PAO - Administration)	Job Administrator (C.1) (PAO - Administration)	Department Philosophy, Psychology and Language Sciences
Grade UE06	Step UE06 - Step 4	Location Dugald Stewart Building
100% off campus working (approved flexible working ONLY) No	Derived Standard Working Hours 35 Weekly	Working Hours 35 Weekly
FTE 1	Probation Period 12 Months	Probation End Date
Worker Category	Assignment Category Open Ended	Default Expense Account 0000.000.000000.000000
Proposed Start Date	Primary Assignment Yes	Projected End Date
NHS Honorary Contract	Contract Review Date	Research/Teaching&Research/Teaching Only 4
HESA Activity Standard Occupational Classification Other Administrative Occupations	HESA Level XperTHR level L	Clinical Increment Date
Off-Campus Working Days (approved flexible working ONLY)	Context Value	

### Managers

Line Manager

### Historical changes

#### Grade Step Rate Synchronization

Start Date - 1/08/2025

Action Reason Grade Step Rate Synchronization	Last Updated Date 4/08/2025 6.32.PM	Last Updated By
Assignment Number		

#### Automated Grade Step Progression

Start Date - 1/08/2025

Action Reason Automated Grade Step Progression	Last Updated Date 1/08/2025 5.30.AM	Last Updated By SCHEDULER_HCM
Assignment Number		

#### Change of Line Manager

Start Date - 2/06/2025

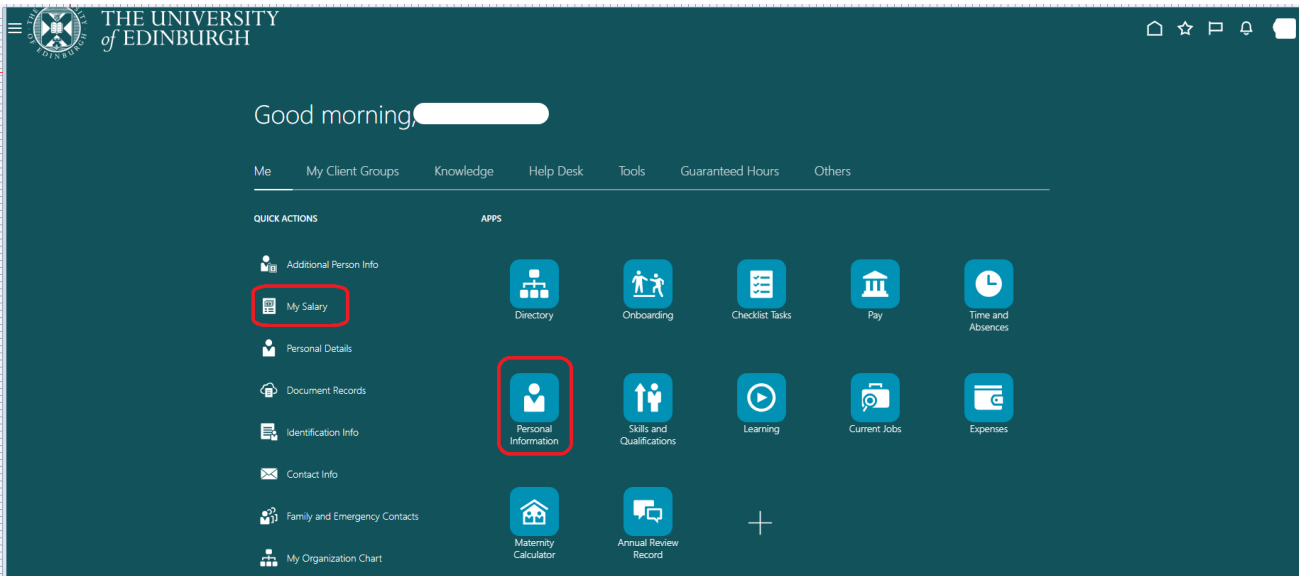
Action Reason Transfer of Manager	Last Updated Date 2/06/2025 8.41.AM	Last Updated By

**Note:** If you wish to view your **Additional Assignment Info**, please click the box at the top right.

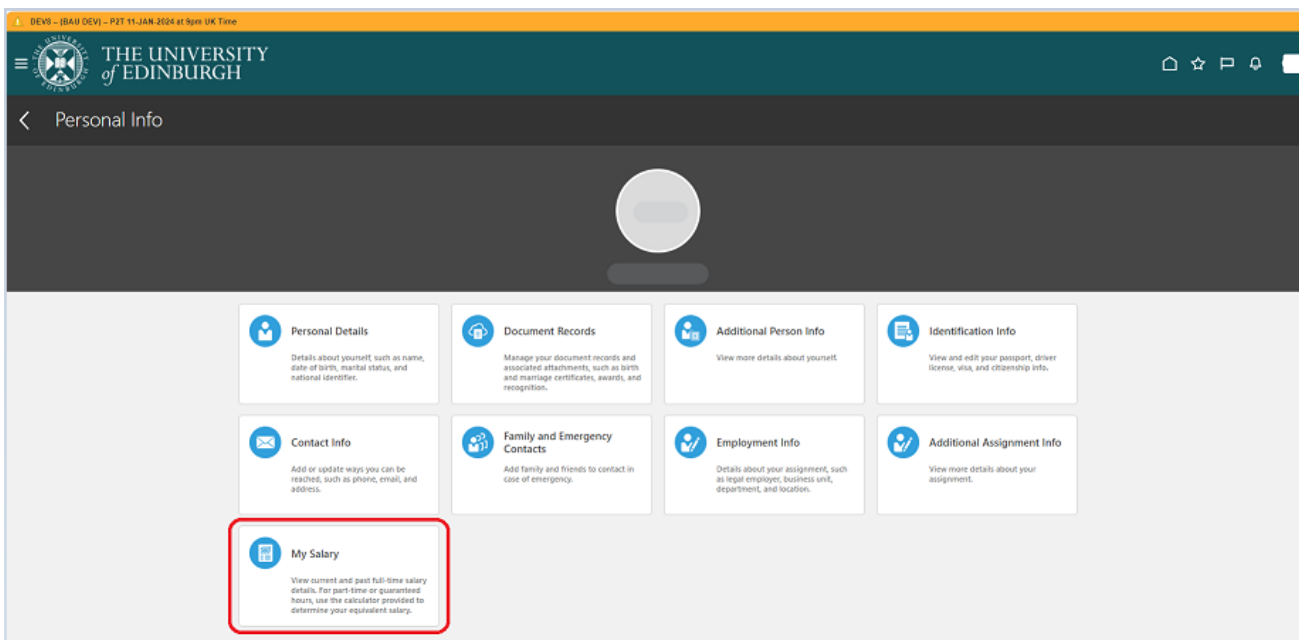


## My Salary

1. From the home page, click the **Me** then select **Personal Information** or from the left hand side “Quick Actions” navigation click **‘My Salary’**.



2. If you selected Personal Information above, then select the **My Salary** tile.



3. Select the relevant assignment from the drop down at the top of the screen (note this will also display inactive assignments).

Personal Job Title

- Postdoctoral Research Associate (Inactive - Payroll Eligible)
- Postdoctoral Research Associate (Inactive - Payroll Eligible)
- Postdoctoral Research Associate
- Research Associate (C1) (ACAD - Researcher) (Inactive - Payroll Eligible)
- Teaching Support - Demonstrator
- Tutor
- University Teacher

The a...-time your equivalent salary can be easily calculated by using the following calculation:

**Annual Salary x FTE**

For Guaranteed Hours staff and for a more detailed breakdown of salary calculations please refer to the net salary calculator webpage on the link below.

[Link to net salary calculator webpage \(right click and choose "Open New Tab" to ensure you are not logged out of People & Money\)](#)

<b>Start Date</b> 1/03/2020	<b>Grade Step</b> UE07 - Step 7
<b>Annual Salary</b> 40,322.00 GBP (FTE 0.5)	

4. Under **Current Salary** you will see your Annual salary, FTE, grade and grade step.

In this example below (where the employee holds only one assignment) the individual is part time and works 28 hours per week (0.8FTE). The pro-rated annual salary is worked out using the calculation:

$$\text{full time equivalent annual salary} \div 35^* \times \text{hours per week}$$

$$(\pounds 44,263.00 \div 35 \times 28 = \pounds 35,410.40)$$

\*Change this figure to the full-time contractual amount for your role e.g. some staff are paid based on a 40- hour working week, so 40 should be used instead of 35.

Anyone working on a Guaranteed Hours contract can calculate their hourly rate using the following calculation:

$$\text{full time equivalent annual salary} \div 52.143 \div 35^* (\text{weekly contracted hours})$$

\*Change this figure to the full-time contractual amount for your role e.g. some staff are paid based on a 40-hour working week, so 40 should be used instead of 35.

DEVELOPMENT - HR&U (DEV) - F23 11-JUN-2024 at 09:00:10 AM

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Compensation

**Current Salary**

The annual salary displayed is the full-time salary. If you work part-time your equivalent salary can be easily calculated by using the following calculation:

**Annual Salary x 35\* hours x part-time hours per week**

\* = Change this figure to the full-time contractual amount for your role. For example, if you are paid based on a 40 hour working week the calculation would be Annual Salary = 40 hours x part-time hours per week

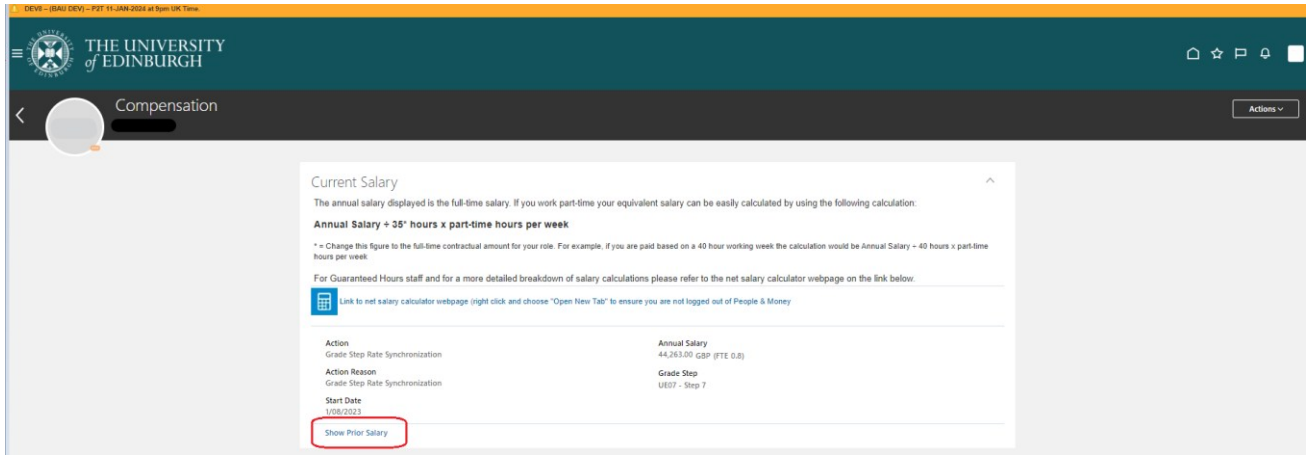
For Guaranteed Hours staff and for a more detailed breakdown of salary calculations please refer to the net salary calculator webpage on the link below.

[Link to net salary calculator webpage \(right click and choose "Open New Tab" to ensure you are not logged out of People & Money\)](#)

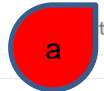
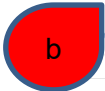
<b>Action</b> Grade Step Rate Synchronization	<b>Annual Salary</b> 44,263.00 GBP (FTE 0.8)
<b>Action Reason</b> Grade Step Rate Synchronization	<b>Grade Step</b> UE07 - Step 7
<b>Start Date</b> 1/06/2023	

Show Prior Salary

5. To view your prior salary, click on **Show Prior Salary**, to expand the list.



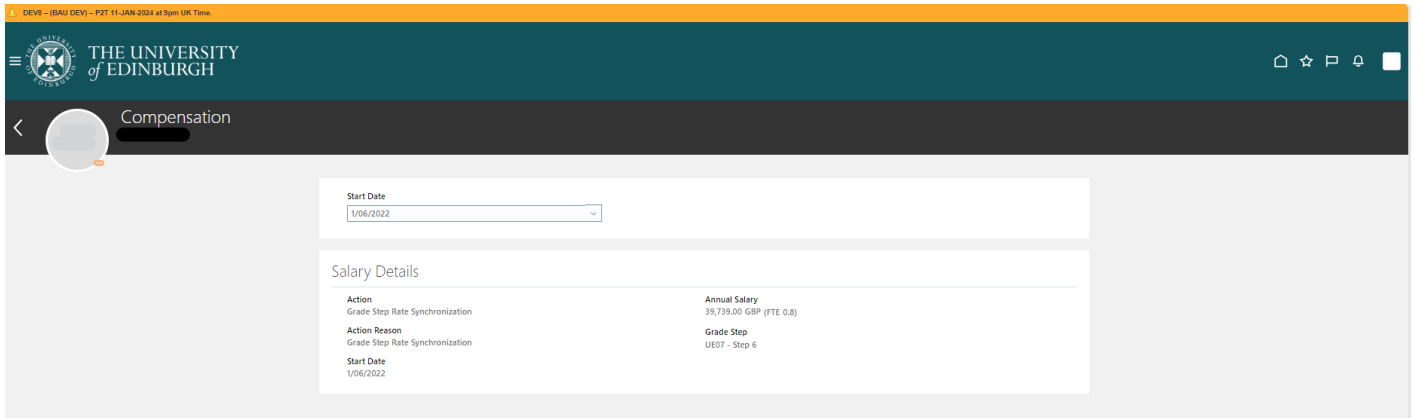
<b>Action</b> Grade Step Rate Synchronization	<b>Annual Salary</b> 44,263.00 GBP (FTE 0.8)
<b>Action Reason</b> Grade Step Rate Synchronization	<b>Grade Step</b> UE07 - Step 7
<b>Start Date</b> 1/08/2023	
<a href="#">Hide Prior Salary</a>	
43,155.00 GBP Annually	Start Date 1/02/2023
42,155.00 GBP Annually	Start Date 1/11/2022
42,155.00 GBP Annually	Start Date 1/10/2022
42,155.00 GBP Annually	Start Date 1/08/2022
39,739.00 GBP Annually	Start Date 1/06/2022
39,739.00 GBP Annually	Start Date 5/04/2022
39,739.00 GBP Annually	Start Date 1/04/2022
39,739.00 GBP Annually	Start Date 1/08/2021
39,739.00 GBP Annually	Start Date 9/07/2018



- The earliest start date shown is your actual assignment start date.
- The earliest salary shown is as at October 2020 when we implemented People and Money.
- Any salary changes are shown on the specific date they occurred. These changes could be due to a pay award, increment, statutory changes or actions taken to your employee record (e.g. promotion, transfer, change of hours). In some instances the prior salary history may not have resulted in an actual change in salary.

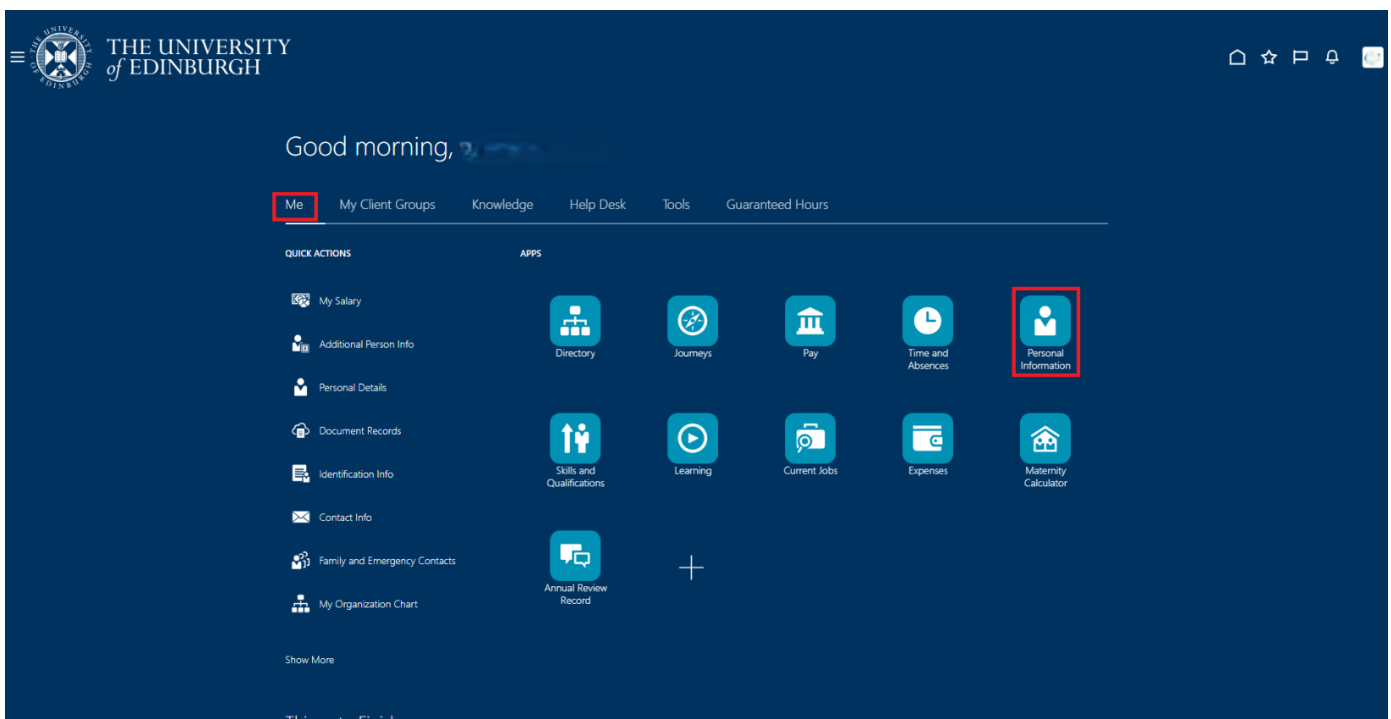
6. To view further details about each line, click on the hyperlink to take you to the salary details screen. Here you will see Action and Action reason (reason for the change), Start Date, Annual Salary, FTE, Grade and Grade Step.

The **Grade Step Rate Synchronization** action occurs when system adjustments are made to specific pay grades, even if you're not in that grade. For example, when the National Living Wage changes, all staff will see an entry labelled "Grade Step Rate Synchronization", regardless of whether the change affected their specific grade and salary at the time.

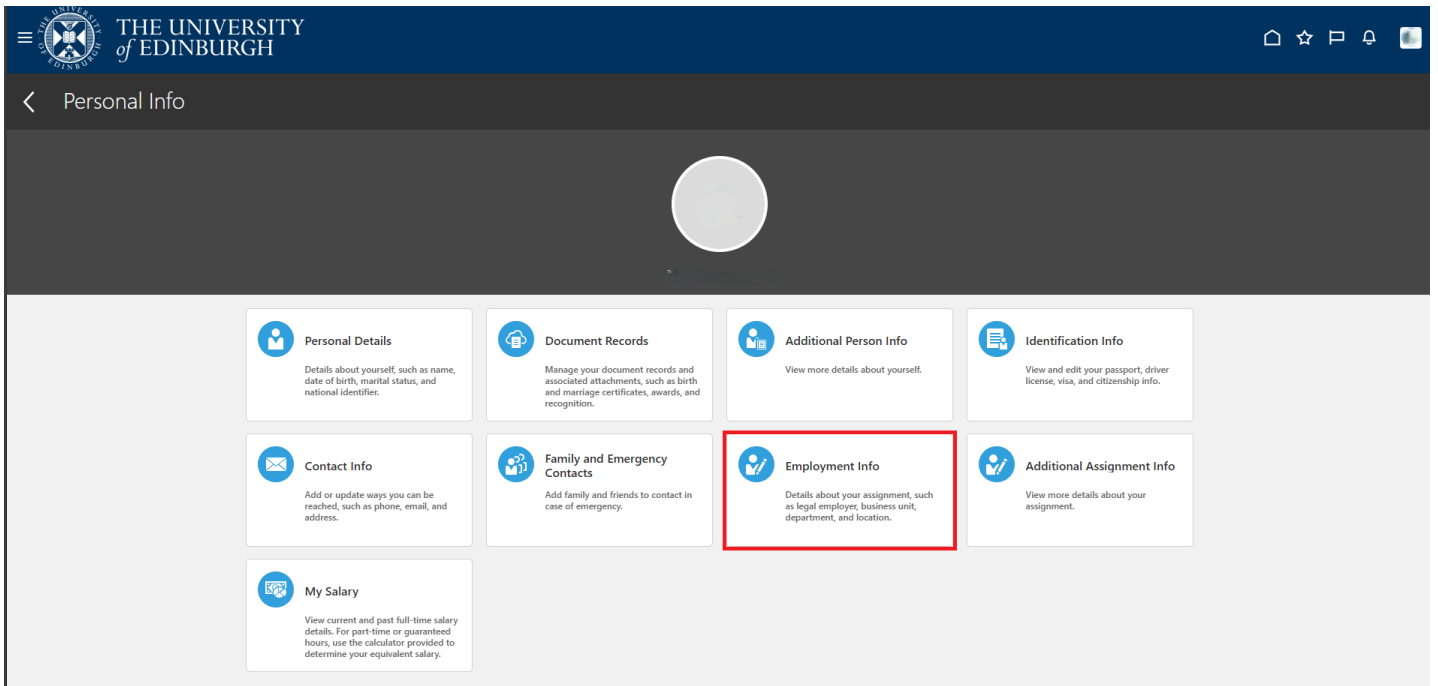


## View Continuous Service Date

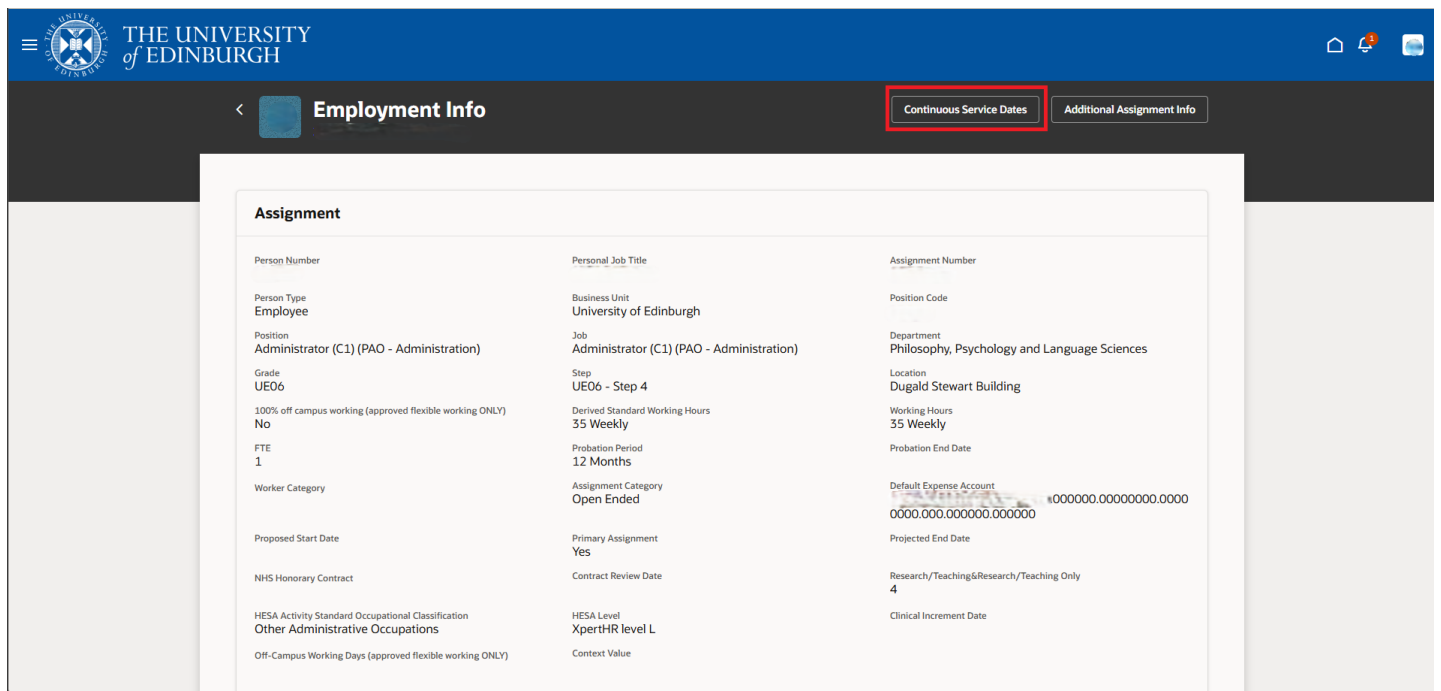
1. From the home page, click the **Me** tab then click **Personal Information**.



2. Select **Employment Info**.



### 3. Select **Continuous Service Dates**.



### 4. Select the relevant assignment using the dropdown menu.

#### Notes:

- Assignment = the most recent assignment start date (default view)
- Enterprise = all the work relationships and assignments of the person
- Legal = start date with the legal employer



< Continuous Service Dates

Select continuous service

Continuous Service Type  
Assignment Continuous Start Date

Position  
Manager (C1) (PAO - Human Resources)

Continuous Service details

Continuous Service dates were last calculated on 14/09/2025. ✕

Length of Service  
0 Years 5 Months and 1 Days

Continuous Service-Change Start Date

Continuous Service-Change End Date  
Ongoing

Personal Job Title

Continuous Service Basis  
Days

Position Start Date

Legal Employer  
University of Edinburgh

Worker Type  
Employee

Assignment Number

## Version History

<b>Version</b>	<b>Date</b>	<b>Description</b>	<b>Approved By</b>
1.0	25 May 2026	<ul style="list-style-type: none"><li>• Transferred guide to new template</li><li>• Replaced Employment info screenshots to reflect the new look of the Redwood screens</li><li>• Added section on continuous service</li></ul>	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.