



THE UNIVERSITY *of* EDINBURGH

# Guidance for Students- Access to People and Money

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## Introduction

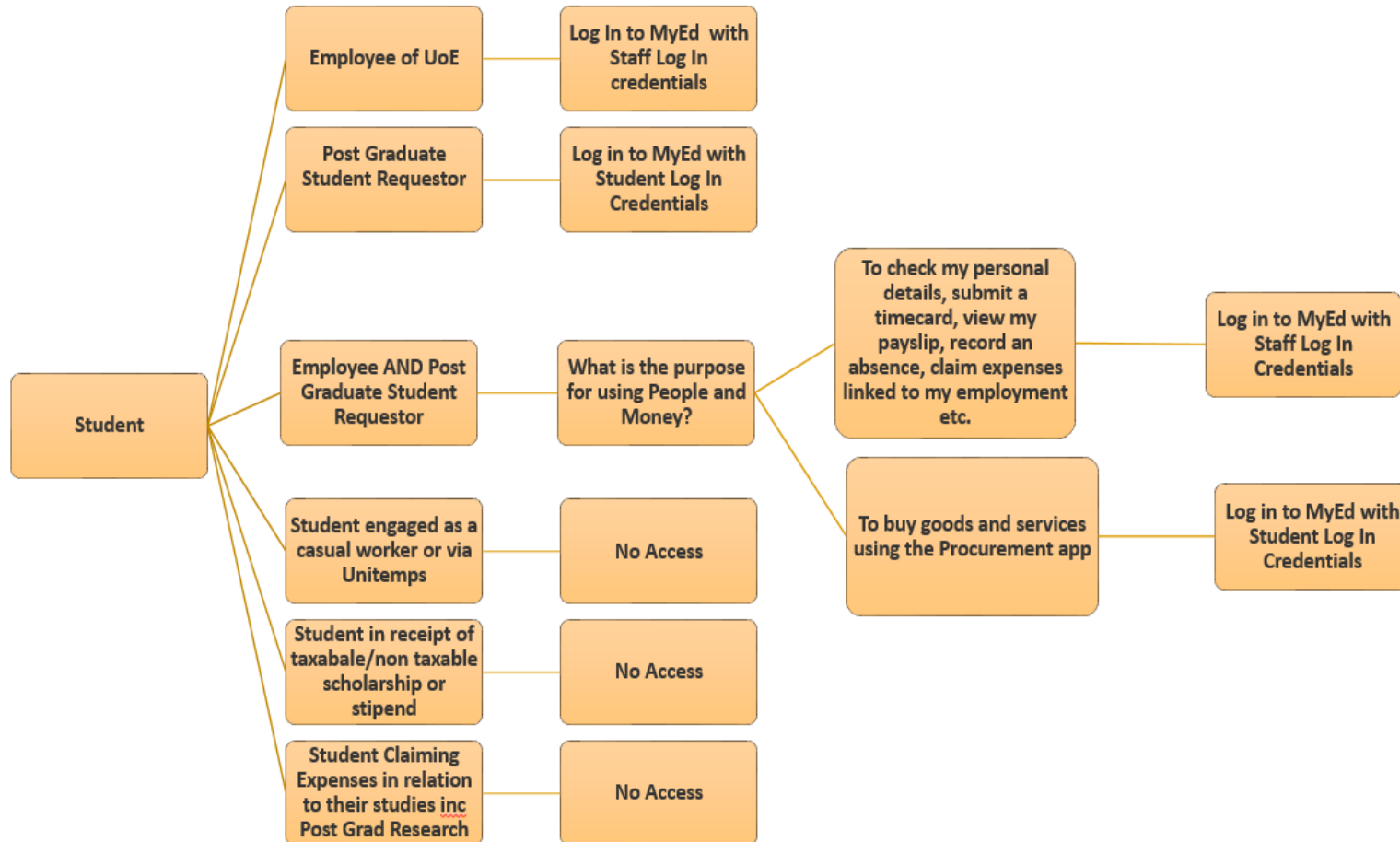
People and Money is used to support the University's HR and Finance processes, further information regarding the People and Money system is available at [People and Money system | The University of Edinburgh](#). Some students may need to access People and Money for different purposes for example if you are employed as a Tutor or Demonstrator to complete your timecard or if you are a Post Graduate Student Requestor purchasing goods and services. Guidance on payments to students, volunteers, voluntary workers and interns is available on the [Payments](#) page.

## Access to People and Money as a Student

### Overview

The diagram below explains how a student should access People and Money. Please note that if you are a student who is employed by the University AND is also required to purchase goods and services you will have two separate log-in routes. It is therefore important to consider the reason why you want to use People and Money and follow the appropriate log in process.

## Student Access to People and Money



In Detail

The table below explains in further detail when access is provided and how you should log in to People and Money if applicable. Please note that you may need to log out of your student account in MyEd to access as an employee (or vice versa).

	<b>Students <u>Employed</u> by UoE (e.g. tutor or demonstrator with a guaranteed hours contract of employment)</b>	<b>Post Graduate Students - Student Requestors</b>	<b>Students engaged as a Casual Worker</b>	<b>Students engaged via Unitemps</b>	<b>Students in receipt of a Taxable Scholarships</b>	<b>Students in receipt of a Non Taxable Scholarships</b>
<b>Access to People and Money Log In?</b>	Yes – Log in to <a href="#">MyEd</a> with Staff Log In credentials	Yes - Log in to <a href="#">MyEd</a> with Student Log in credentials	No	No	No	No
<b>How to Log In to People and Money</b>	<ol style="list-style-type: none"> <li>From your <b>start date*</b> of employment log in to your university staff account via <a href="#">MyEd</a> <b>using your staff UUN and password</b> provided by your Line Manager or School/Department Administrator (SDA).</li> <li>Follow the <a href="#">direct link</a> to People and Money Log in page.</li> <li>Click on ‘Company Single Sign On’ which should take you directly in to People and Money. Alternatively, follow the instructions in this guide ‘<a href="#">How to Log In and Out of People and Money</a>’ (under the General Guidance heading).</li> </ol>	<ol style="list-style-type: none"> <li>If you require to buy goods and services, you will need to be set up with as a contingent worker in People and Money prior to being granted procurement access your manager should request this by submitting the <a href="#">Contingent Worker Request form</a>. Please note the form requires approval.</li> <li>Once your access has been confirmed by your Line Manager or SDA, log in to your university <b>student account</b> via <a href="#">MyEd</a>. This is the details you would normally use to log in -</li> </ol>	n/a – no access to People and Money	n/a – no access to People and Money	n/a – no access to People and Money	n/a – no access to People and Money

	<p>*Before your start date you should use your personal email address and password and link provided in your welcome email. Upon your start date there is an automated process to replace your personal email address with your ed.ac.uk staff email.</p> <p>See the <a href="#">Appendix</a> for Step by Step Guidance and Screen Shots</p>	<p>your student matriculation number (prefixed with 's') and password.</p> <ol style="list-style-type: none"> <li>3. Log in to People and Money using the <a href="#">direct link</a>.</li> <li>4. Click on 'Company Single Sign On' which should take you directly in to People and Money.</li> </ol> <p>See the <a href="#">Appendix</a> for Step by Step Guidance and Screen Shots</p>				
<p><b>Useful Information for Students</b></p>	<p>You must log out of your student university account in order to sign in to your staff account and use single sign on successfully (and access People and Money).</p> <p>You can continue to use your student log in for any other UoE resources.</p> <p><b>Use People and Money to:</b></p> <ul style="list-style-type: none"> <li>-change your personal details</li> <li>- complete outstanding onboarding tasks including providing your bank details and P45/HMRC New Starter Checklist</li> <li>- complete your timecard (as per local arrangements) to claim your hours for payment</li> </ul>	<p>When you log in to People and Money you should access Purchase Requisitions from the <b>Procurement menu</b>. Within this menu you will have 3 tiles:</p> <ul style="list-style-type: none"> <li>• Requestor Dashboard</li> <li>• Purchase Requisitions – this is where you create and manage your requisitions.</li> <li>• My Receipts – this is where you record receipt of your goods or service when you receive them. This is essential to ensure that payments to suppliers can be processed.</li> </ul> <p>Please be aware that anyone requisitioning in the system is</p>	<p><a href="#">Conditions of Service – Casual Workers</a></p>	<p><a href="#">Student employment in the Information Services Group   The University of Edinburgh</a></p>	<p><a href="#">Taxable Scholarships/Stipends (sharepoint.com)</a></p>	<p><a href="#">Non-taxable Scholarships/Stipends (sharepoint.com)</a></p>

	<ul style="list-style-type: none"> <li>- record absences during planned hours of work</li> <li>- view your payslip</li> <li>- raise service requests</li> <li>- claim expenses <b>linked to your employment</b> (see the <a href="#">Expenses policy</a> for further information)</li> </ul>	<p>subject to the University's Finance policies, specifically on Fraud and Procurement. Finance Policies can be found on the Finance website - <a href="#">Finance - Policies and Procedures</a></p>				
<p><b>Useful Information for Line Managers and SDA's</b></p>	<p>Students who have been offered employment with the university (e.g. as a Tutor or Demonstrator) will receive a separate staff login, which must be used for access to People and Money once their position is confirmed. This is issued by their local ISG contact in line with normal University practice should be confirmed by their line manager or the local SDA.</p> <p>Students employed by the University should be reminded to use their <b>staff login</b> to MyEd and not their student login, otherwise People and Money single sign-on will not work.</p> <p>Any specific People and Money role access required for an employee should be requested by completing the <a href="#">People and Money Access Request form</a>.</p>	<p>PGR Student Requestors must have a contingent worker record in People and Money to set up Procurement access. This should be requested by submitting the <a href="#">Contingent Worker Request Form</a>. (This form can also be used to request a change to the contingent worker record).</p> <p>Once complete you will receive confirmation by service request that the access has been set up.</p> <p>PGR Student Requestors should be reminded to use their <b>student login</b> to MyEd otherwise People and Money single sign-on will not work.</p> <p>Student Requestors do not have an employee record on People and Money which means they don't have a job, job level, position, assignment, grade or absence plan</p>	<p><a href="#">Casual Payments Process (sharepoint.com)</a></p>	<p><a href="#">Student employment in the Information Services Group   The University of Edinburgh</a></p>	<p><a href="#">Taxable Scholarships/Stipends (sharepoint.com)</a></p>	<p><a href="#">Non-taxable Scholarships/Stipends (sharepoint.com)</a></p>

		and don't get an employee system access role.				
<b>Who is responsible for payment</b>	Payroll Services	n/a	Payroll Services	Payroll Services	Payroll Services	Accounts Payable
<b>Payslip Information</b>	Access this via 'Me> Pay' in People and Money See the <a href="#">How to view your payslip guide</a> for further information.	n/a	Paper payslip sent to home address	Paper payslip sent to home address	Paper payslip sent to home address	Remittance advice by email
<b>Other Useful Links</b>	<a href="#">Your University Login   The University of Edinburgh</a> <a href="#">Logging in to MyEd   The University of Edinburgh</a>					

## Student Expenses

Students should not claim expenses via People and Money unless they are related to their employment (e.g. tutor or demonstrator with a guaranteed hours contract of employment).

### Student Expenses in relation to studies

1. Students claiming expenses in relation to their studies (including Post Graduate Research) should complete the Student Expense Claim Form available on the [Finance Forms webpage](#) (Under Accounts payable).
2. Student expense claims should be submitted to your school student support office.
3. Schools and Departments must check the claim, seek authorisation and add appropriate finance coding prior to submitting on behalf of the student.
4. Completed forms should be submitted by the school/department to [Finance.Helpline@ed.ac.uk](mailto:Finance.Helpline@ed.ac.uk).
5. Please see further guidance on the [Finance Hub](#), following the link at the bottom of the page to 'Student Expense Claims'.

### Student claiming expenses in relation to their employment

1. Students claiming expenses related to their employment should use People and Money to submit their claim.
2. Follow the guidance on the [Finance Hub](#), following the link at the bottom of the page to 'Claiming Staff Expenses Procedure Guide'.

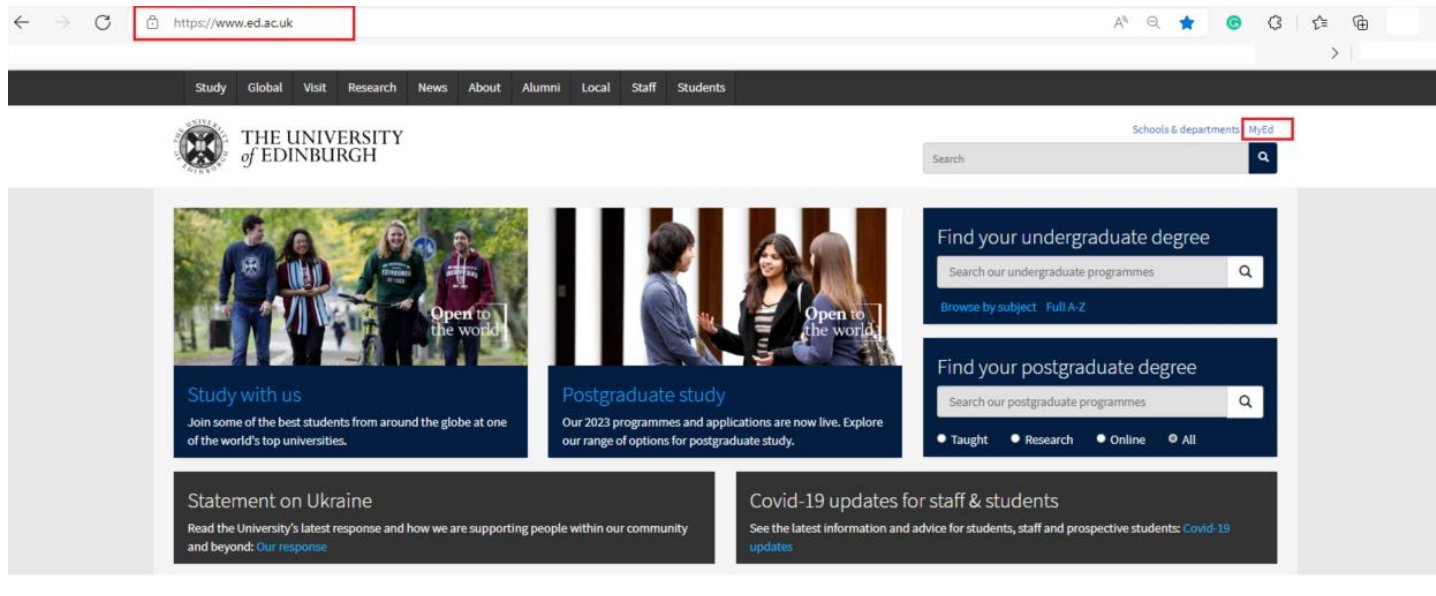
## Further Guidance

Please refer to guidance and demo videos available on the People and Money User Guides webpage. [People and Money user guides | The University of Edinburgh.](#)

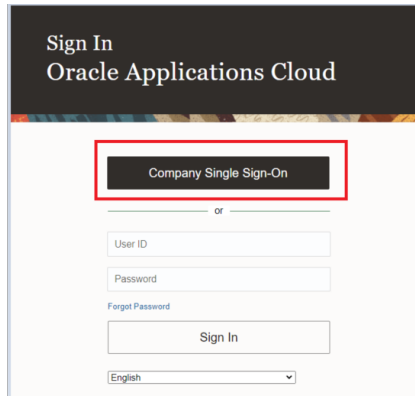


## Appendix - Logging in to People and Money

- 1) Before you start, think about the reason why you need to access People and Money as explained above, then Log into [MyEd](#) with either your Staff or Student credentials. You might need to log out of your student account in MyEd to access as an employee (or vice versa).



2) Follow the [direct link](#) to People and Money and Click on 'Company Single Sign-On'



Sign In  
Oracle Applications Cloud

Company Single Sign-On

or

User ID

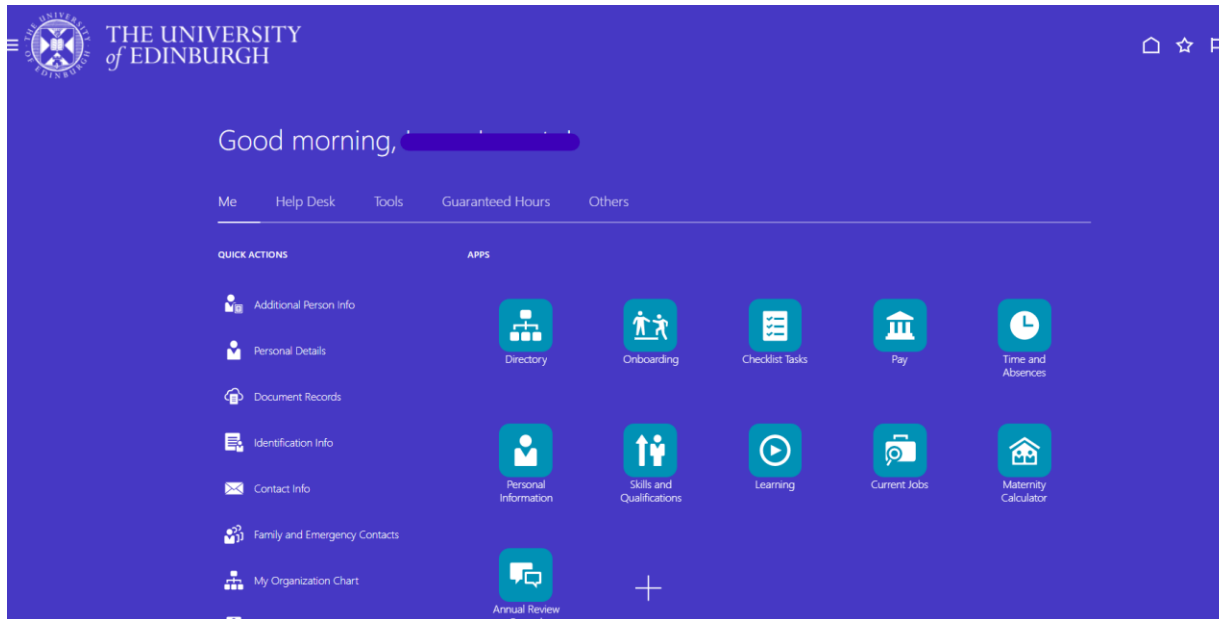
Password

[Forget Password](#)

Sign In

English

Example Home Screen as an Employee (this may differ depending on the role you have)



Example Home Screen as a Post Graduate Student Requestor – (Navigate to Procurement)

