

People and Money system

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

Employee Guide- How to View Assignment Details and Salary Information

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 of fractional contract cannot be displayed. You can easily calculate this using the below calculation

Full time equivalent annual salary ÷ 35* x 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 <u>Net Salary Calculator</u> 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.

Full time equivalent annual salary ÷ 52.143 ÷ 35* (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 <u>part time pay scales</u> 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.

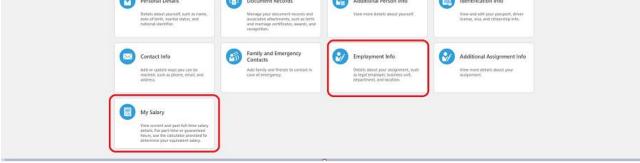
The **Grade Step Rate Synchronization** action occurs when university-wide system adjustments are made to specific pay grades, even if you're not in that grade. For example, when the National Living Wage changes, all staff will see an entry labelled "Grade Step Rate Synchronization", regardless of whether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

For detailed guidance, see the <u>Employment Information</u> or <u>My Salary</u> section below.

In Detail...

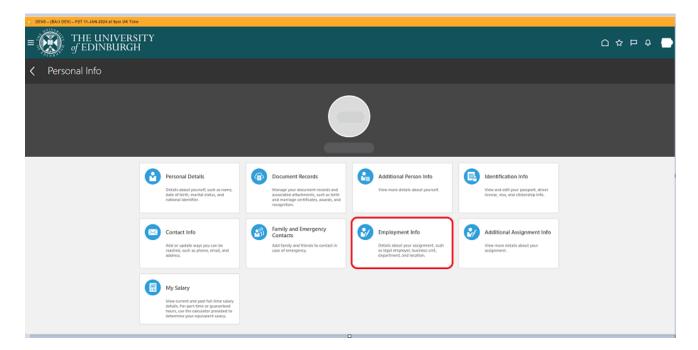
1. For both **Employment Info and My Salary**, from the home page, click the **Me** then select **Personal Information.** Note My Salary is also available from the left-hand side "Quick Actions" navigation.

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	Personal Details Details about yourself, such as name, date of birth, marital status, and microal identified status, and	Document Records	Additional Person Int View more details about you	unet. View	ntification Info and edit your passport, dolver re, vice, and ottoered ip info.	



Employment Information

2. Select the Employment Info tile



3. 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, Additional Assignment Info, Managers, Direct Reports (if you are a line manager) and Employment History.

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K RC Employment In			Actions
	Assignment		
	Legal Employer University of Edinburgh	Probation End Date	
	Business Unit University of Edinburgh	100% off campus working (approved flexible working ONLY) No	
	Job Personal Job Title	Primary Assignment Yes Default Expense Account	
	Department	Working Hours	
	Grade UE08	35 Weekly Derived Standard Working Hours 35 Weekly	
	Step UE08 - Step 8	FTE Person Number	
	Location Position Code	Person Type	
	Position	Employee NHS Honorary Contract	
	Proposed Start Date Projected End Date	Contract Review Date	
	Assignment Number	Research/Teaching&Research/Teaching Only 4	
	Worker Category Assignment Category	HESA Activity Standard Occupational Classification HESA Level	
	Open Ended Probation Period	Clinical Increment Date	
	12 Months		

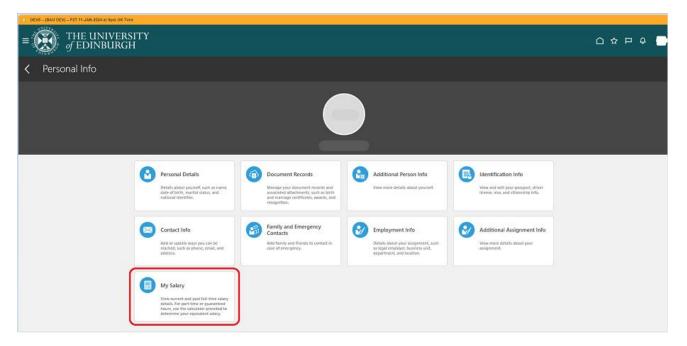
Additional Assignment Info	~
Managers	
Line Manager	
Direct Reports	~
Employment History	~

My Salary

1. From the home page, click the **Me** then select **Personal Information or** from the left hand side "Quick Actions" navigation **click on 'My Salary'.**

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	Good morning,			
	Me My Client Groups Knowledg	e Help Desk Tools G	uaranteed Hours Others	
	QUICK ACTIONS A	PPS		
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	My Salary	Directory Onboarding	Checklist Tasks Pay	
	Personal Details Occurrent Records			
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	Family and Emergency Contacts		+	
	My Organization Chart	Maternity Annual Review Calculator Record		

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).

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(Inactive - Payroll Eligible)		
- Researcher) (Inactive - Payroll Eligible)		
	-time your equivalent salary can be easily calculated by using the following calculation:	
for a more detailed breakdown o	of salary calculations please refer to the net salary calculator webpage on the link below.	
	of salary calculations please refer to the net salary calculator webpage on the link below.	
	n New Tab" to ensure you are not logged out of People & Money	
	- Researcher) (Inactive - Payroll Eligible)	Researcher) (Inactive - Payroll Eligible)

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:

full time equivalent annual salary \div 35* x hours per week (£44,263.00 \div 35 x 28 = £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:

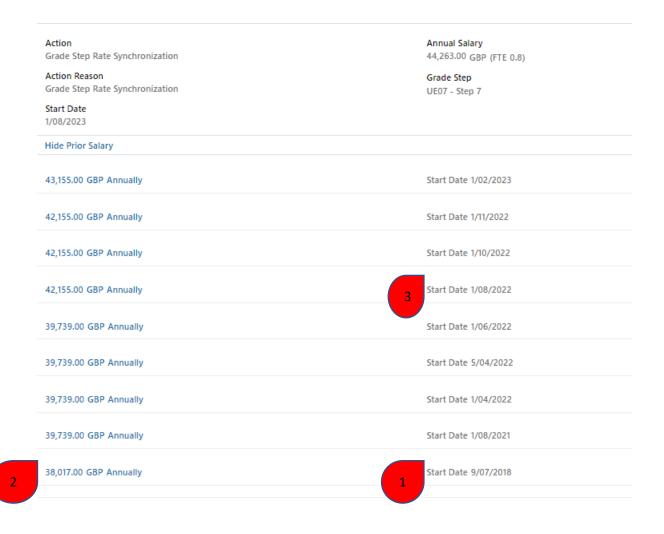
full time equivalent annual salary ÷ 52.143 ÷ 35* (weekly contracted hours)

*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.

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Compensation	Current Salary Current Salar	Ations

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

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	Annual Salary + 35' hours x part-time hours per * - Change this figure to the full-time contractual amount for your hours per week. For Guaranteed Hours staff and for a more detailed break	work part time your equivalent salary can be easily calculated by using the following calculation: r week: role. For example, if you are paid based on a 40 hour working week the calculation would be Annual Salary - 40 hour kdown of salary calculations please refer to the net salary calculator weepage on the link below. see "Open New Tab" to ensure you are not logged out of People & Money 44,263,00 gap (TE 0.8) Grade Step UND7 - Step 7	A x partime	



1. The earliest start date shown is your actual assignment start date.

2. The **earliest salary shown** is as at October 2020 when we implemented People and Money.

3. 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.

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Compensation			
	Start Date 1/06/2022		
	Salary Details		
	Action Grade Step Rate Synchronization	Annual Salary 39,739.00 GBP (FTE 0.8)	
	Action Reason	Grade Step	
	Grade Step Rate Synchronization Start Date 1/06/2022	UE07 - Step 6	