# 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 hrhelpline@ed.ac.uk.

## 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 [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.

**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 [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.

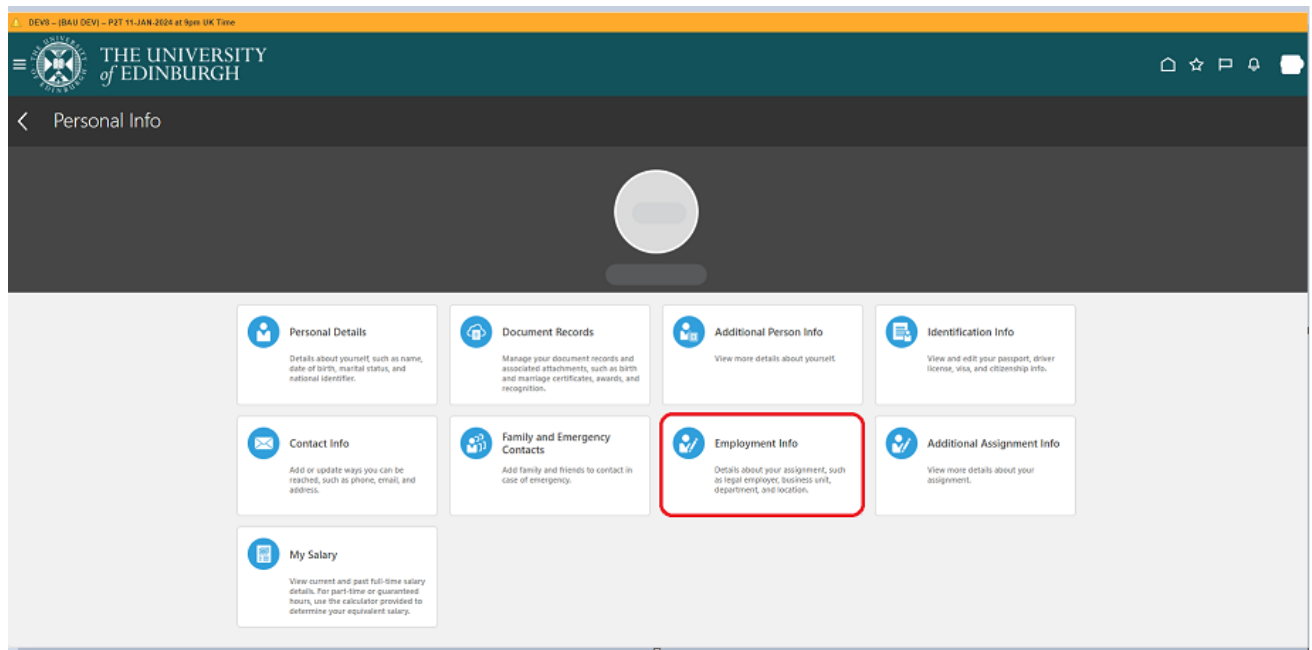For detailed guidance, see the [Employment Information](#) or [My Salary](#) section below.

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.
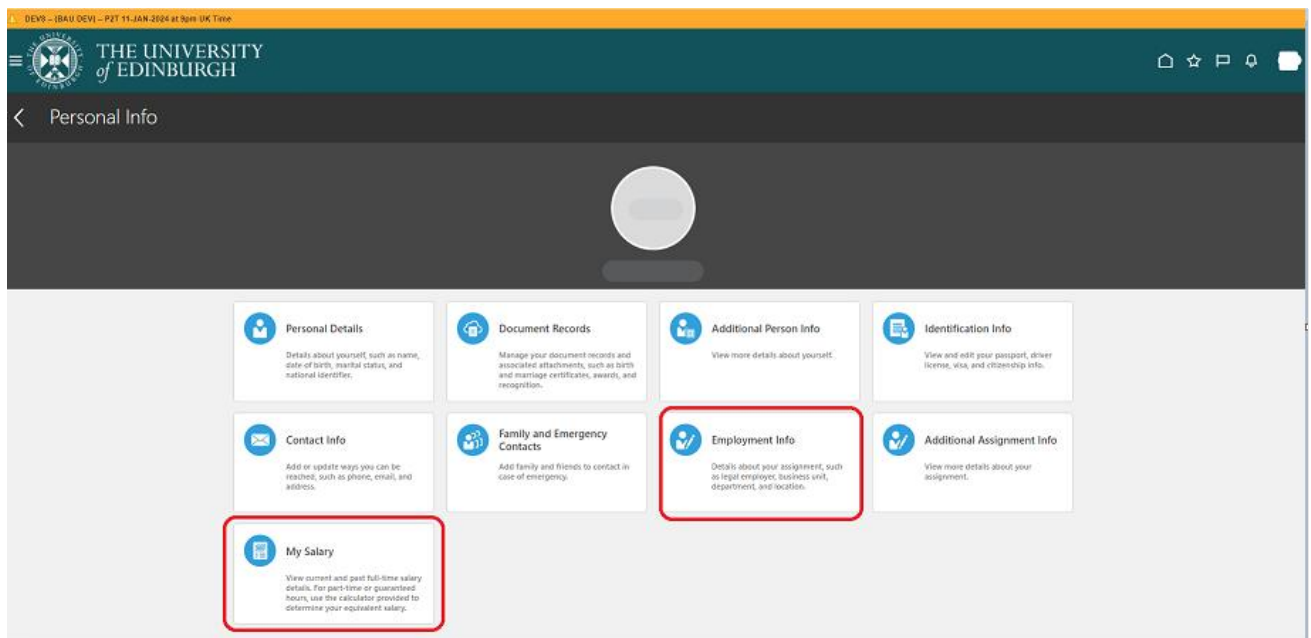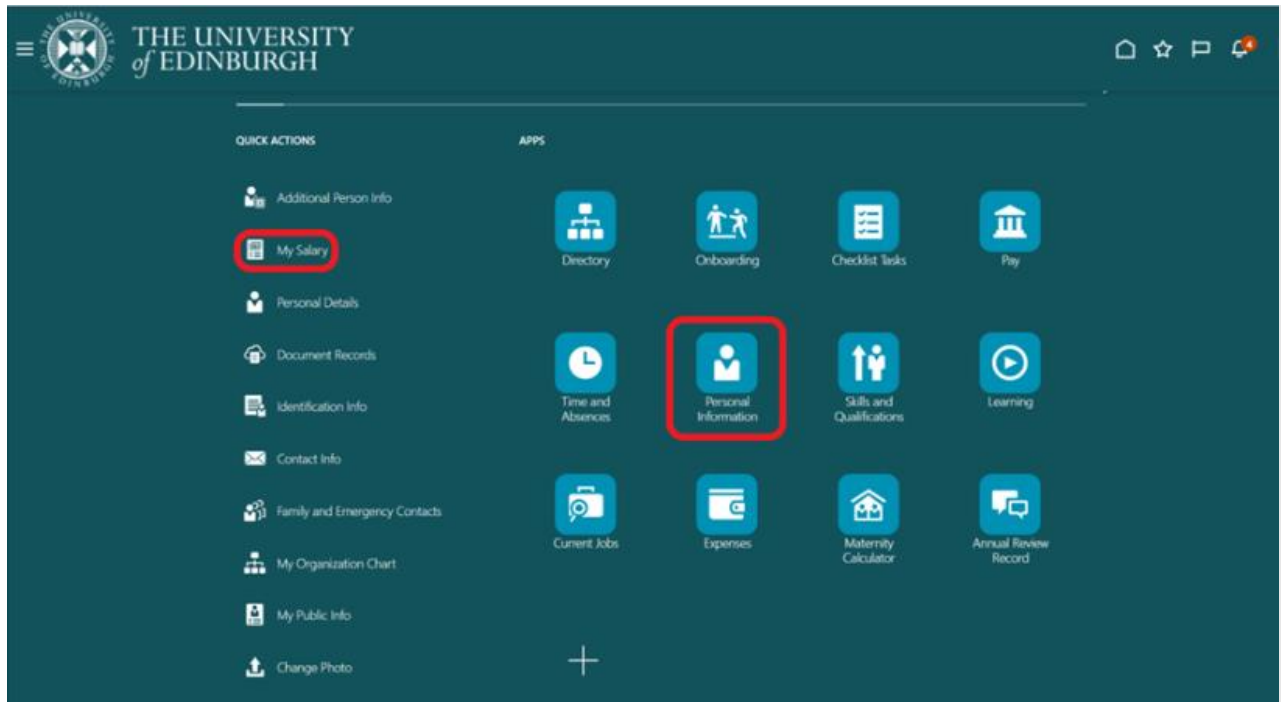




**Employment Information**
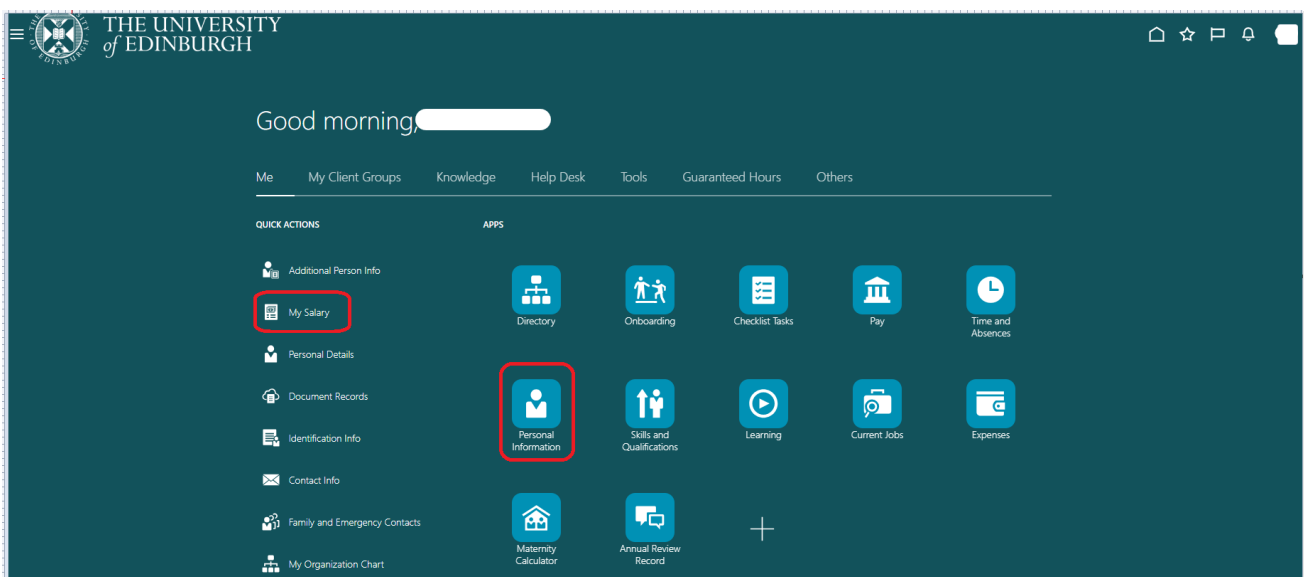
2. Select the **Employment Info** tile



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.**

| Additional Assignment Info | ⌄ |
|---|---|

| Managers | |
|---|---|
| ⬭ | Line Manager |

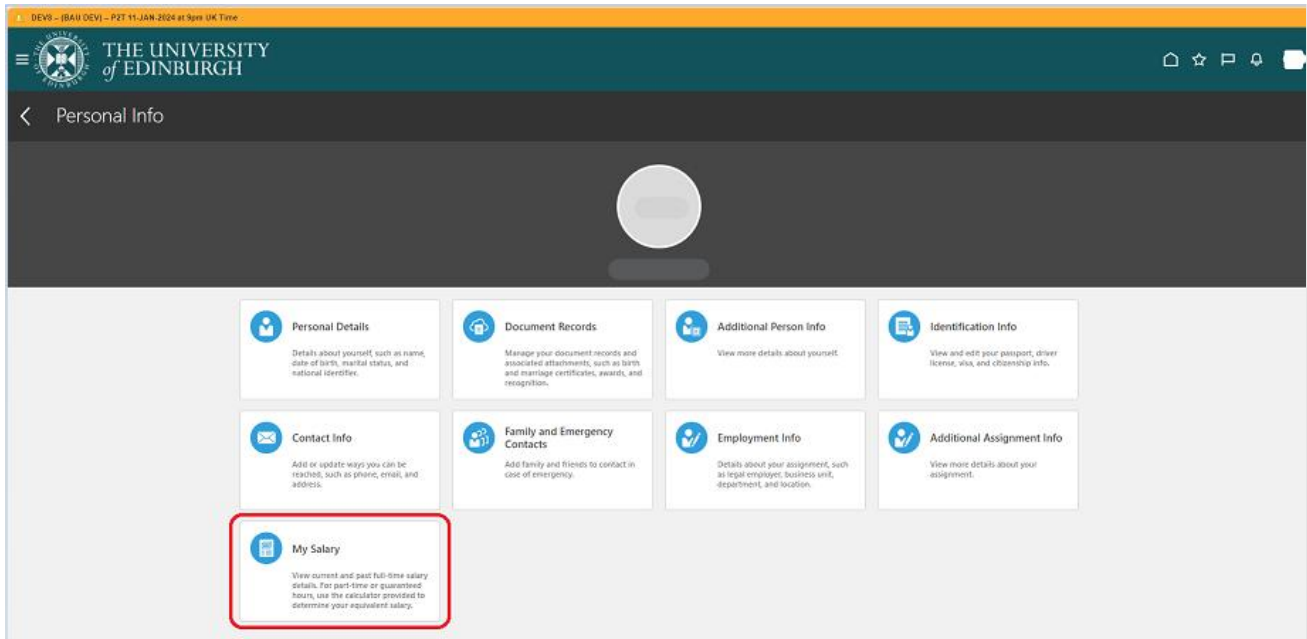| Direct Reports | ⌄ |
|---|---|

| Employment History | ⌄ |
|---|---|
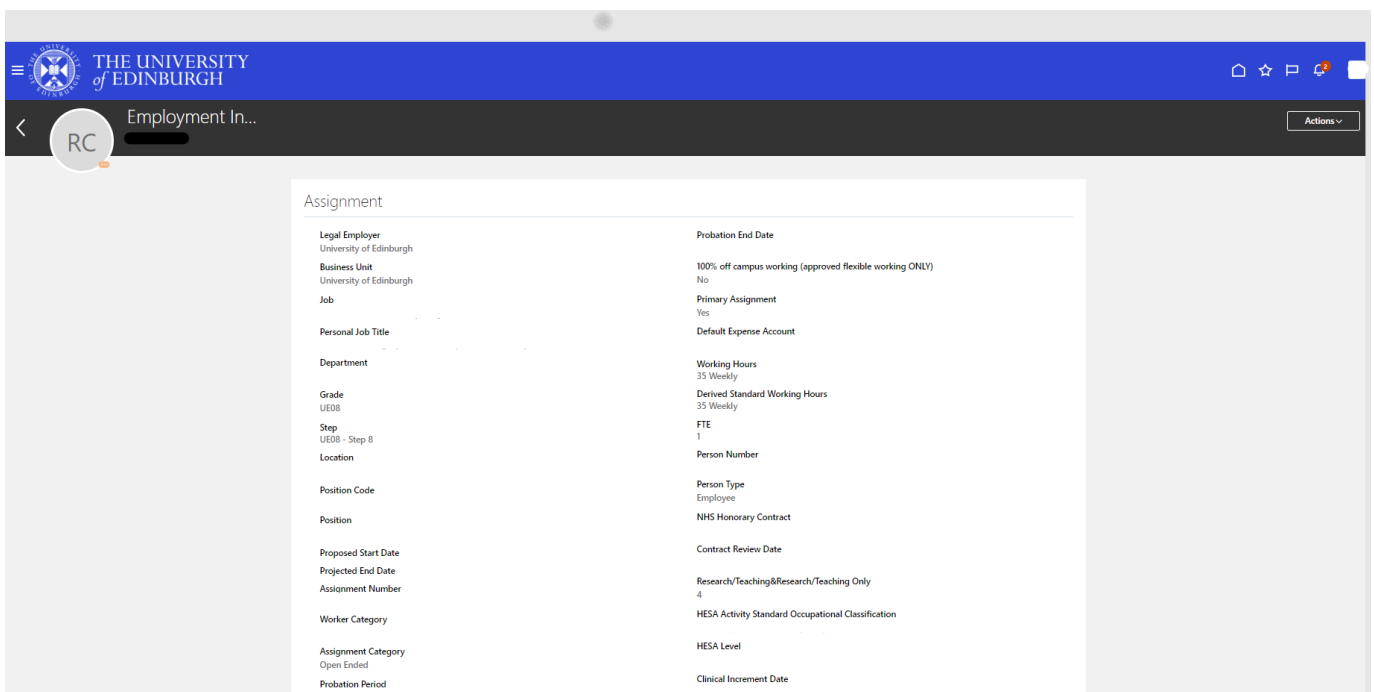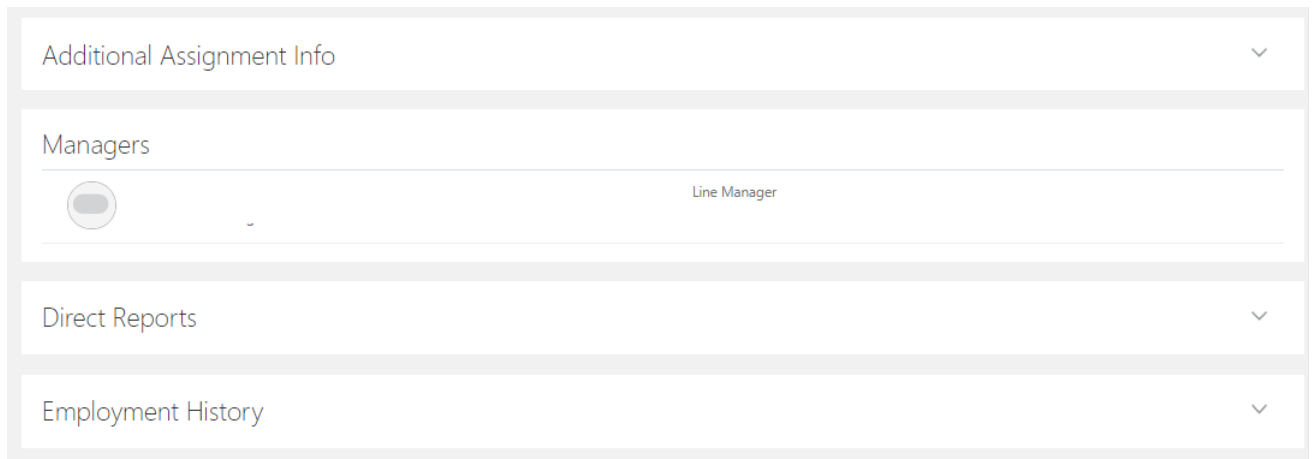
**My Salary**

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'.**



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).
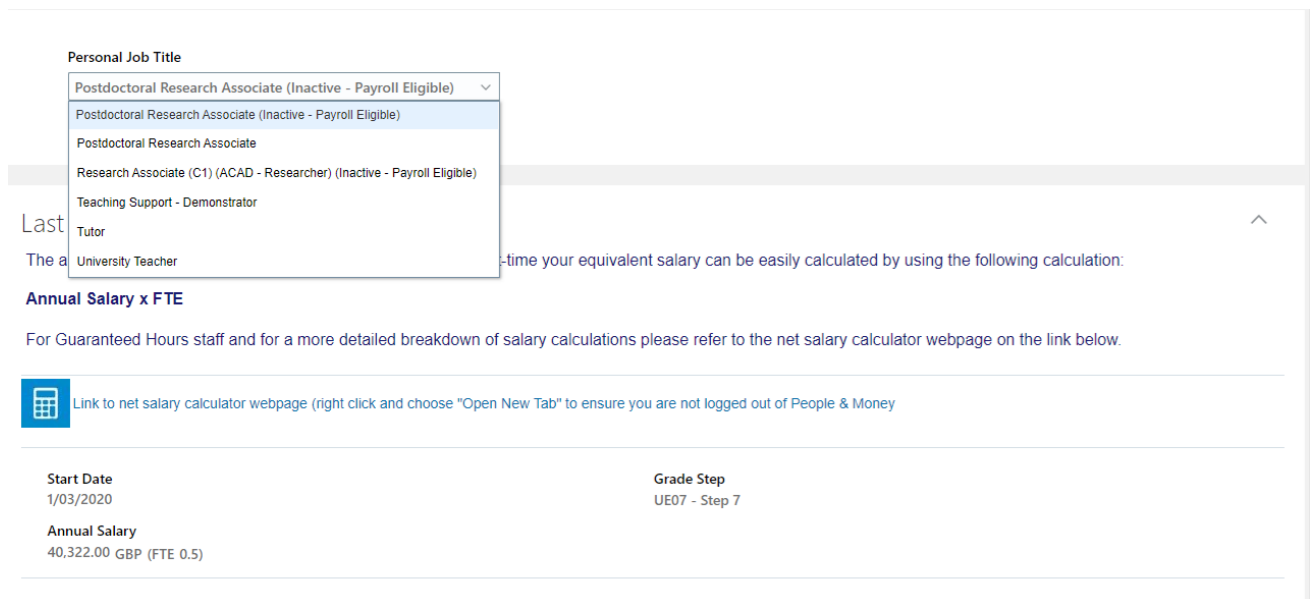


4. Under **Current Salary** you will see your Annual salary, FTE, grade and grade step.

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 ÷ 35* x hours per week**
(£44,263.00 ÷ 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.
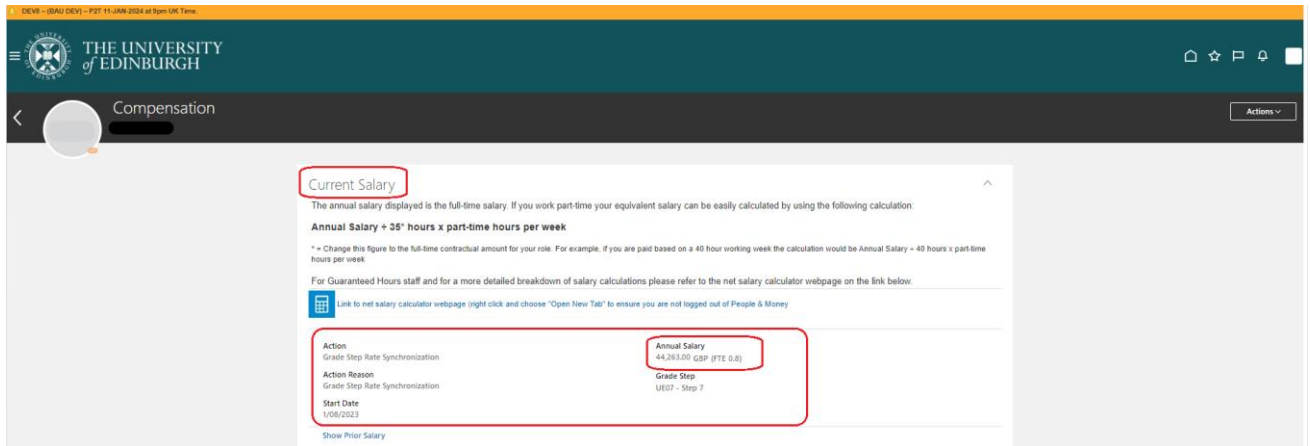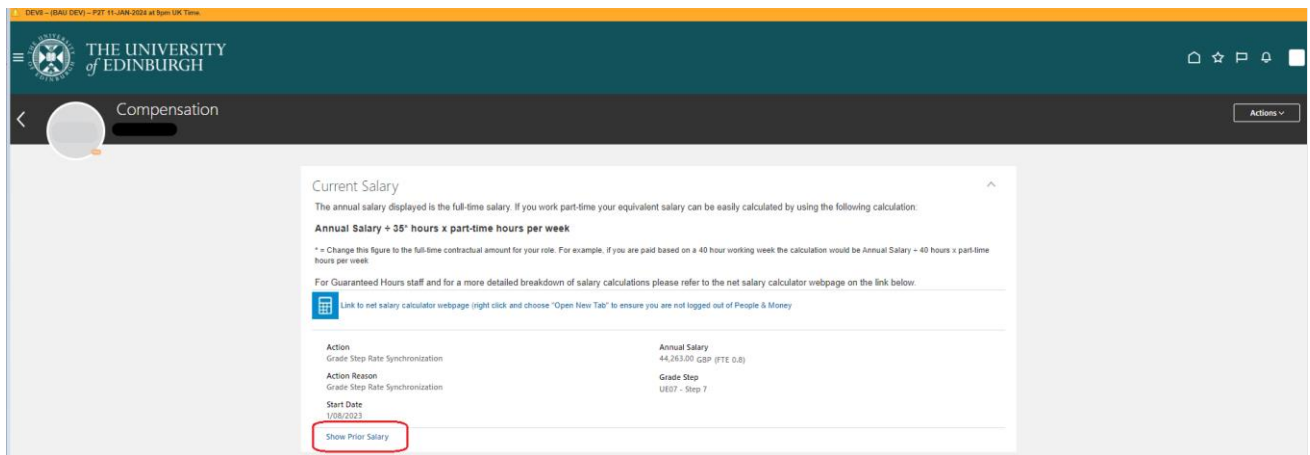


**5.** To view your prior salary click on **Show Prior Salary,** to expand the list**.**

| | |
|---|---|
| **Action**<br>Grade Step Rate Synchronization | **Annual Salary**<br>44,263.00 GBP (FTE 0.8) |
| **Action Reason**<br>Grade Step Rate Synchronization | **Grade Step**<br>UE07 - Step 7 |
| **Start Date**<br>1/08/2023 | |

**Hide Prior Salary**

| | |
|---|---|
| 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 | **3** 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 |
| **2** 38,017.00 GBP Annually | **1** Start Date 9/07/2018 |

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

**Action Reason**
Grade Step Rate Synchronization

**Start Date**
1/06/2022

**Annual Salary**
39,739.00 GBP (FTE 0.8)

**Grade Step**
UE07 – Step 6

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