



People and Money system

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GH Administrator Guide to the Guaranteed Hours Module

Before you start, make sure you refer to the [Guide for Guaranteed Hours](#) for background information on the end to end process and off system steps.

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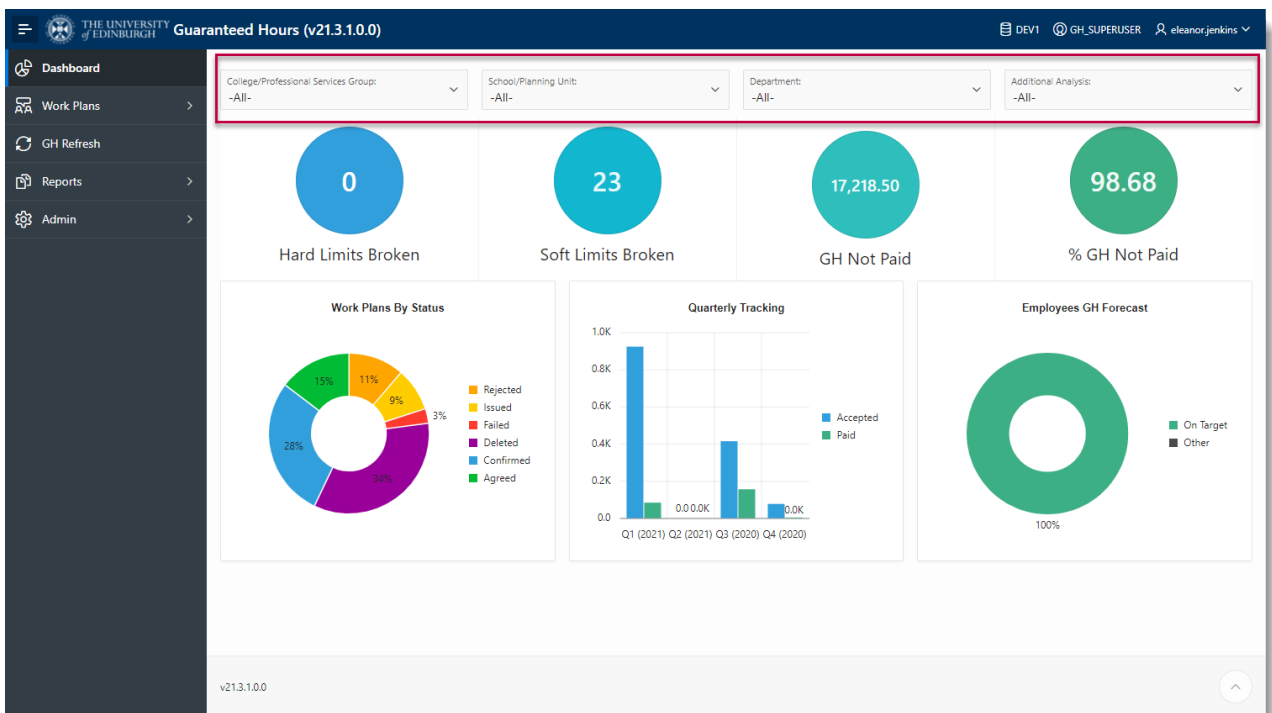
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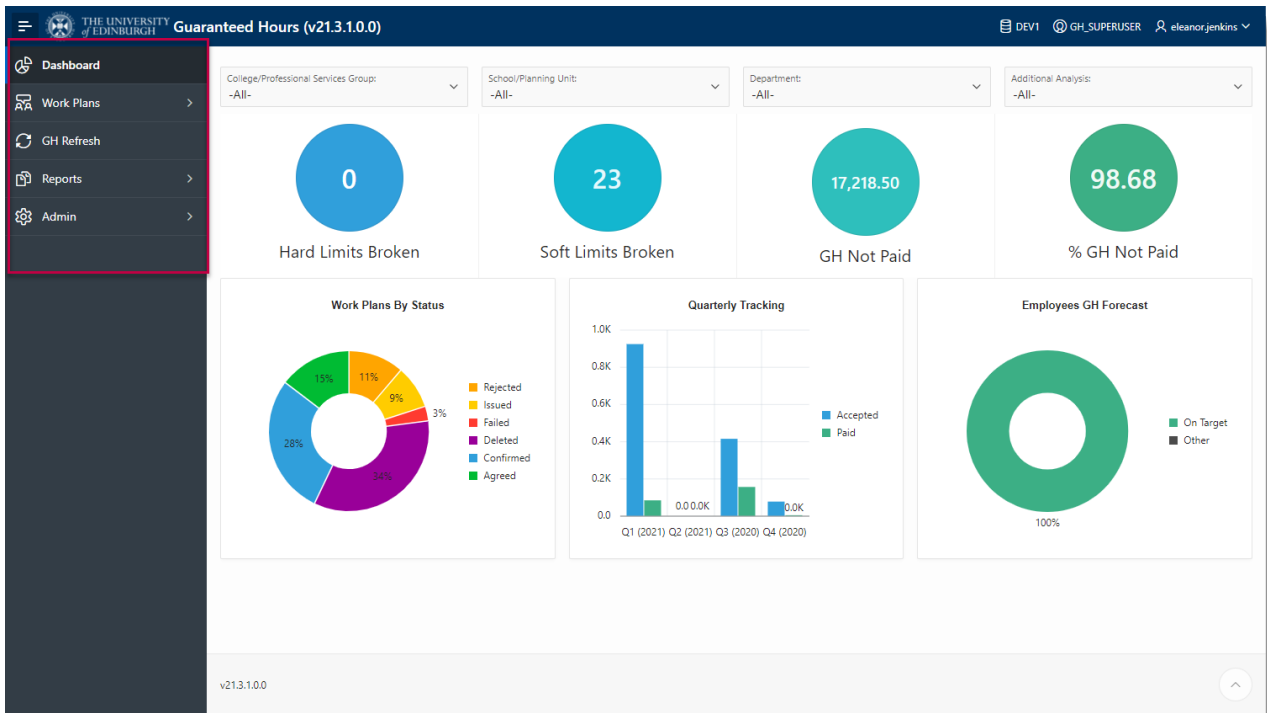
To Access the Module:

1. From the People & Money Homepage navigate to the Guaranteed Hours tab and select the **Guaranteed Hours** app.



2. The module will open to a homepage. The Reporting Dashboard will appear after selecting options from the drop down menus at the top. The options available to you in these menus will depend on the Area of Responsibility you have.

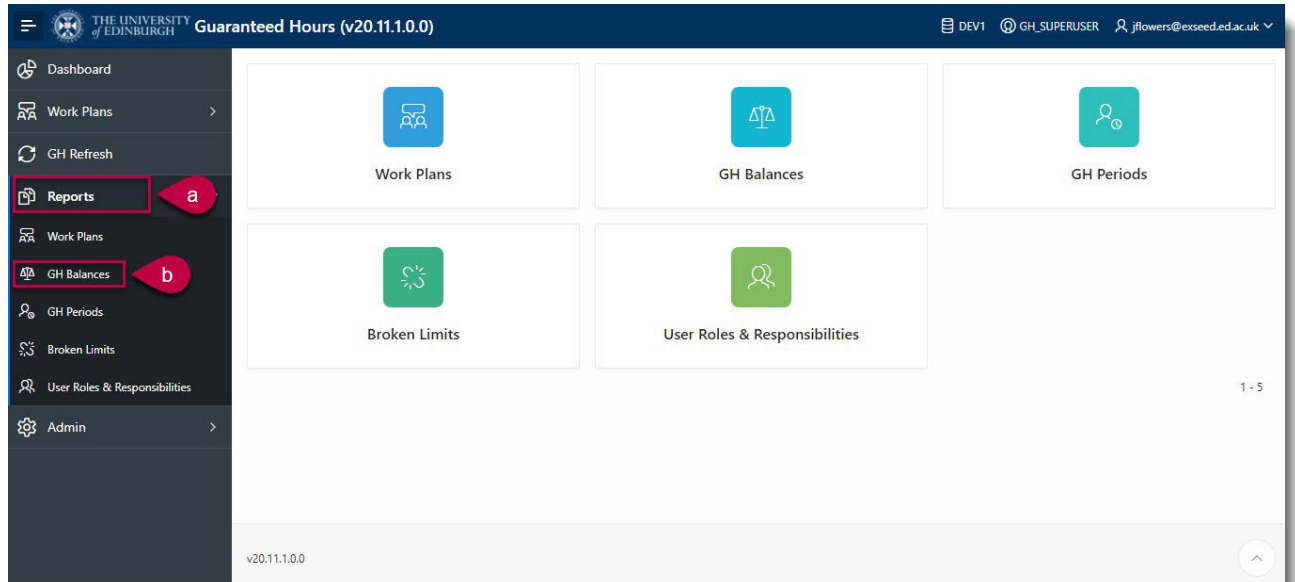




3. The menu on the left hand side is where you will navigate to various parts of the module.

How to View Employee Balances

1. From Guaranteed Hours main page go to **Reports** and choose **GH Balances**.



2. Click on the employee's name to open the **Employee Details** menu

The screenshot shows the 'GH Balances' report interface. At the top, there are filter dropdowns for 'College/Professional Services Group', 'School/Planning Unit', 'Department', and 'Additional Analysis', all set to '-All-'. A 'Search' button is located to the right. Below the filters is a search bar and a 'Go' button. The main part of the screen is a table with the following columns: Employee Number, Name, Assignment Number, Job Title, Job Grade, GH End, GH Start, Guaranteed Hours, Accepted (Confirmed/Agreed), Declined (Confirmed/Agreed), and Accept (Pendig). The row for 'Gavin Allford' is highlighted with a red box.

Employee Number	Name	Assignment Number	Job Title	Job Grade	GH End	GH Start	Guaranteed Hours	Accepted (Confirmed/Agreed)	Declined (Confirmed/Agreed)	Accept (Pendig)
194	Gavin Allford	E194	Demonstrator of Economics 101	UE05	31-AUG-2021	20-JUL-2021	0	0	0	
69	Joseph Whitworth	E69-2	Disability Adviser for Economics	UE05	08-OCT-2020	01-OCT-2020	0	0	0	
294	Debbie Coleman	E294	Teacher	UE07	30-AUG-2021	31-AUG-2020	300	0	0	
258	Three Gillie	E258	Demonstrator	UE01	27-DEC-2020	30-AUG-2020	222	0	0	

In the Employee Details window, you can view the GH employee's details, limits, and guaranteed hours balance.

Guaranteed Hours	Assignment Number	GH Start	GH End	Accepted (Confirmed/Agreed)	Declined (Confirmed/Agreed)	Accepted (Pending)	Declined (Pending)	OTL Hours	Date Last Paid	Accepted (After Paid)	GH Remaining (Actual)	GH Remaining (Notional)
500	E194	01-JUN-2020	21-JUL-2020	95	0	3	0	0	-	0	500	500
500	E194	22-JUL-2020	19-JUL-2021	0	0	21	0	0	-	0	500	500
0	E194	20-JUL-2021	31-AUG-2021	0	0	0	0	0	-	0	0	0

Column Descriptions

Accepted (Confirmed/Agreed)	Total accepted hours of confirmed/agreed work plans for the assignment and GH period dates. N.B As the Work Plan functionality has not yet been adopted, this column should appear blank.
Declined (Confirmed/Agreed)	Total declined hours of confirmed/agreed work plans for the assignment and GH period dates. N.B As the Work Plan functionality has not yet been adopted, this column should appear blank.
Accepted (Pending)	Total accepted hours issued but not confirmed/agreed for the assignment and GH dates.
Declined (Pending)	Total declined hours issued but not confirmed/agreed for the assignment and GH dates. N.B As the Work Plan functionality has not yet been adopted, this column should appear blank.
OTL Hours	Hours that have been claimed and paid via the payroll
Date Last Paid	Latest date of timesheet data for the assignment and GH dates.
Accepted (After Paid)	Total accepted hours confirmed, agreed or issued for the assignment and GH dates after Date Last Paid (i.e.: not yet been paid for).
GH Remaining	The Guaranteed Hours figure for the GH Period minus the Paid figure.

(Actual)	
GH Remaining (Notional)	The Guaranteed Hours figure for the GH Period minus the Paid figure minus the Accepted (After Paid) figure minus the Declined (Confirmed/Agreed) figure minus the Declined (Pending) figure.
Confirmed	Where an employee has confirmed via an issued work plan that they agree to the work plan. N.B As the Work Plan functionality has not yet been adopted, this column should appear blank.
Agreed	Where an employee has agreed to a work plan off-system and a GH Administrator has input this to the system on their behalf, without the need for them to action or agree digitally.

3. You can check what someone's most recent GH period is via the '**GH Periods**' report, clicking on the employee's name and viewing the '**GH Balance**' section (clicking the historical toggle will show all previous GH periods). A new GH period is added to a record via the GH Refresh process.

This report will also show what the GH employee was offered over the amount of time they have been GH with the university.