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.

Contents

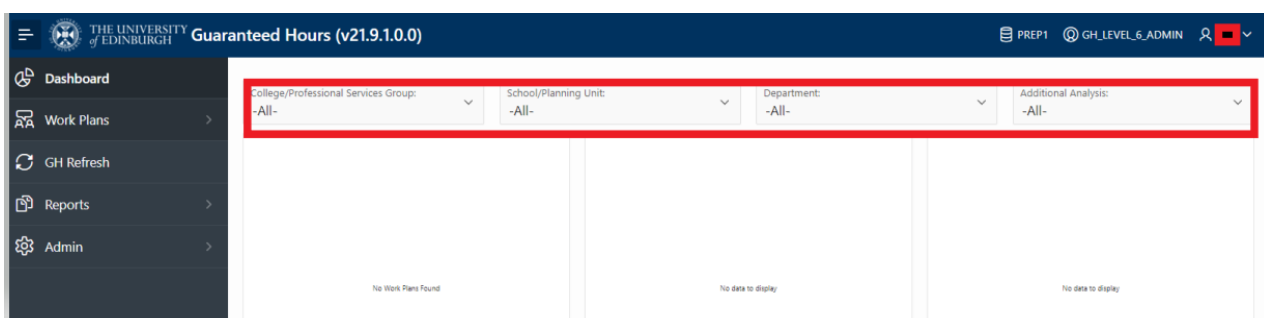1. From the People & Money Homepage navigate to the Guaranteed Hours tab and select the **Guaranteed Hours** app.

2. The module will open to a homepage. The app may take up to a minute to load. The Dashboard will appear after selecting options from the drop down menus at the top

3. The options available to you on these menus will depend on the Area of Responsibility you have.

4. You can see the level you have been allocated in the top right of the screen. This will be either College/Professional Services Group (Level 4), School/Planning Unit (Level 5) or Department level (Level 6). GH Administrators have full view of all relevant data on GH employees within the Area of Responsibility that they have access to.
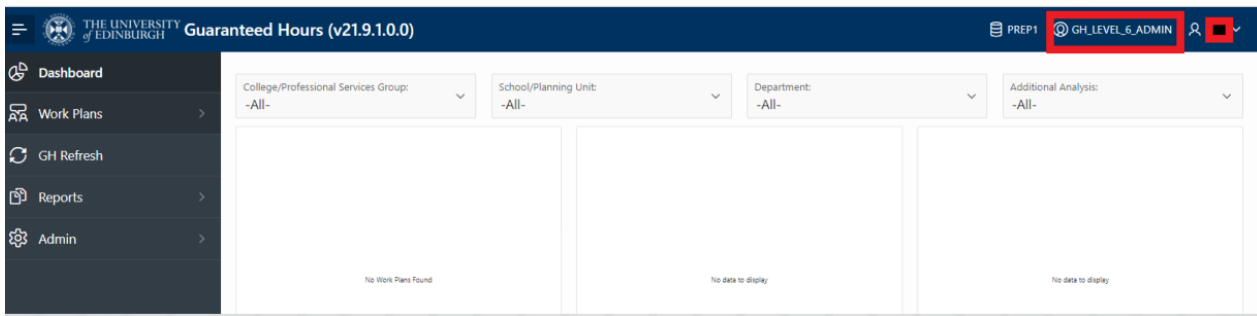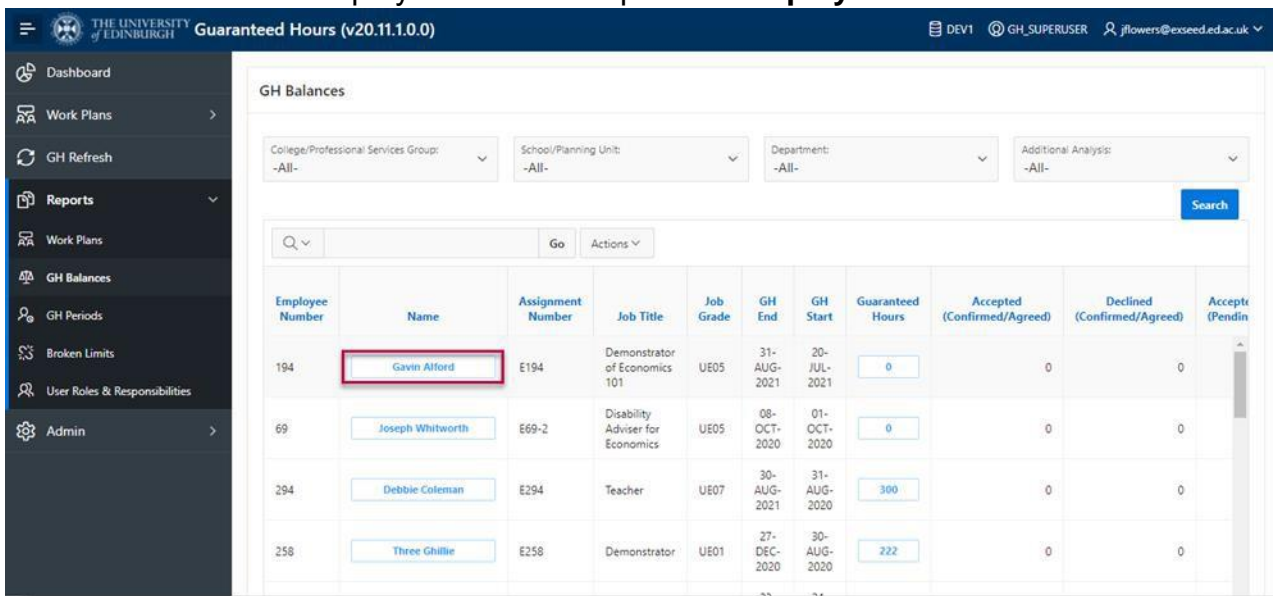
5. The menu on the left hand side is where you will navigate to various parts of the module.

How to view Employee Details

From Guaranteed Hours main page go to **Reports** and click on the **GH balances.**
Please note you can also access the Employee Details screen from the GH Refresh or GH Periods Report.

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

The Employee Details screen shows assignment information for all the assignments (including non-GH assignments) the employee holds.

Employee Details

Employee Number	⬛⬛⬛	Email Address	⬛⬛⬛
Name	⬛⬛⬛	Username	⬛⬛⬛

Attributes

Employee has no attributes defined.

Assignments

Show Historical:

Assignment Number	College/Professional Services Group	School/Planning Unit	Department	Job Title	Job Grade	Worker Category	Assignment Start	Assignment End	Fixed Term Reason Code	Working Hours	Current GH Start	Current GH End
⬛-2	Corporate Services	Accommodation, Catering and Events Unit	ACE Catering	Catering Assistant	UE02	Guaranteed Hours	16-MAR-2015	31-DEC-4712	-	0	-	-
⬛-5	Corporate Services	Accommodation, Catering and Events Unit	ACE Business Development	Shift Supervisor	UE03	-	04-JUL-2014	31-DEC-4712	C - Time limited activity	14	-	-
	Corporate Services	Accommodation, Catering and Events Unit	ACE Catering	Catering Assistant	UE01	Guaranteed Hours	04-JUL-2014	31-DEC-4712	-	0	-	-
⬛-6	Corporate Services	Accommodation, Catering and Events Unit	ACE Business Development	Assistant Reception Manager	UE04	-	02-MAY-2022	31-DEC-4712	C - Time limited activity	35	-	-

The GH Balance information for the individual is displayed also on this screen. You can review the Guaranteed Hours offered in the GH period with the OTL hours (Hours that have been claimed and paid via the payroll). The Last Date Paid column shows the latest date of timesheet data for the assignment and GH dates.

As the Work Plan functionality has not yet been adopted, the Accepted (confirmed/agreed); Declined (Confirmed/ Agreed). Accepted (Pending) and Declined (pending) columns will appear blank.

Declined hours need to be recorded offline, so that they can be taken into account when conducting the GH Refresh process.

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

Employee Details

Guaranteed Hours Balance

Show Historical:

| 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

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Show All   Hard Limits   Soft Limits

Hard Limits

1. From the left menu click on **Reports**
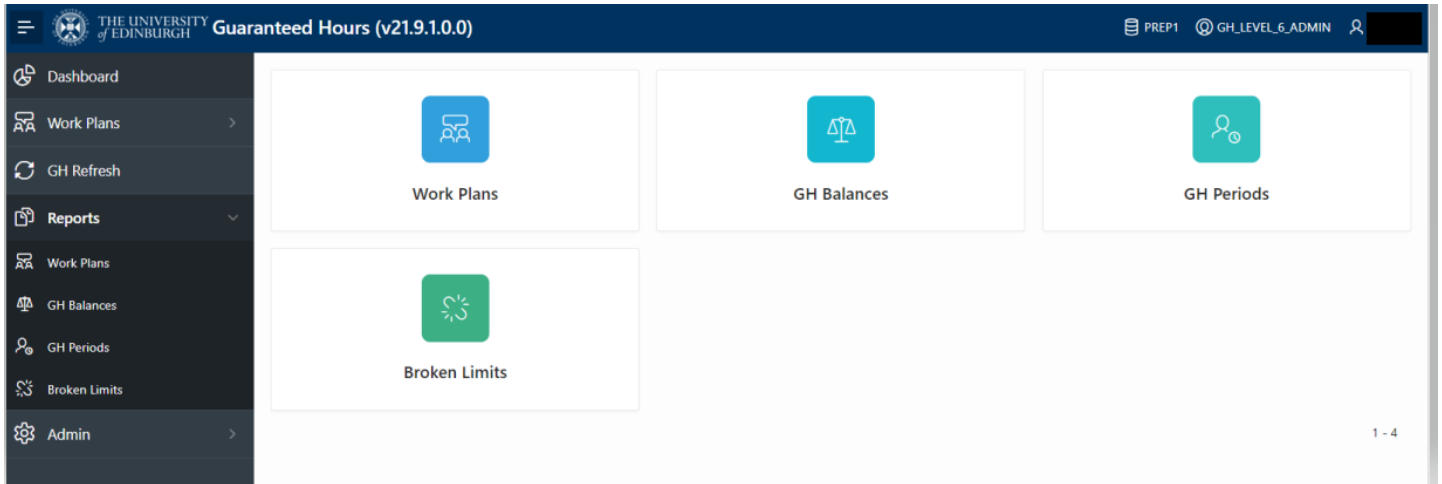
You can check what someone's most recent GH period is via the '**GH Periods**' report. A new GH period is added to a record via the GH Refresh process.

Scroll along the table to Assignment status and click on the header. Select Active – Payroll Eligible to see current staff.

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

You can use the GH Period report to Report on which assignments have been refreshed, terminated, updated etc.

Within the GH app you can use the actions button to manipulate the data you see.
- Use the Search function to:
  - Filter
- Use the Actions function to:
  - Carry out more advanced filtering
  - Hide/sort the order of columns you want to view/hide - this will save for your next visit (Columns)
  - Sort
  - Download
- Click on the column heading to:
  - Sort or select

Within the GH app:
- Select Assignment Status = Payroll Active.
- Filter the GH start date to select GH start dates over the last 2 years.
- Sort by assignment number
- Review OTL hours versus Guarantee
- Check Date last paid

Alternatively, the report can be downloaded into excel (.csv) to be shared.
- Select Assignment Status = Payroll Active.
- Filter the GH start date to select GH start dates over the last 2 years.
- Sort by assignment number
- Review OTL hours versus Guarantee
- Check Date last paid

Please note: The Work Plans and Broken Limits reports are not available.