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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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.
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.
How to use the Reports

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.