



Before you start employment at the University of Edinburgh

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Introduction

Welcome to the University of Edinburgh.

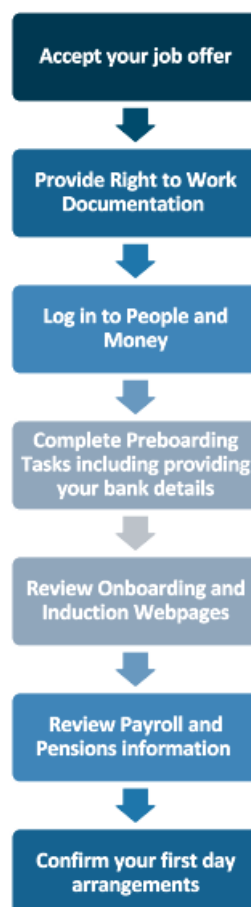
This guidance has been written to support anyone who is has been successful in their application for employment at the University.

The guidance outlines what we need you to do before you start and what you can expect from your line manager and other colleagues involved in your recruitment. The University employs colleagues on a variety of contracts, so not all processes in this guidance will apply to you. If you are in any doubt about your contract or conditions of service, please speak to your line manager in the first instance. Further information is available at

<https://www.ed.ac.uk/human-resources/policies-guidance/conditions-service>

The diagram below highlights the high-level steps you need to take before you start but please read on for further details.

Before you start



Accepting your job offer

After your interview, your offer of employment will usually be made verbally in the first instance by the Hiring Manager and followed up with a written offer letter. At this stage any offer is subject to you demonstrating your right to work in the UK/having the necessary visa to take up the job offer. It is also subject to satisfactory references being obtained and where applicable additional pre-employment checks for the role.

You should confirm your acceptance of the job offer to the Hiring manager verbally or by email.

Right to Work Checks

The University has a legal obligation to ensure that we hold Right to Work (RTW) documentation for all new and returning employees before your first day of employment. If you have not already provided this documentation your manager or local administrator will request this. You must not start work and will not be paid until the appropriate documents have been verified.

Please note right to work checks are not required when current employees are transferring or taking on additional posts within the University.

Guaranteed Hours Employees

Guaranteed Hours (GH) contracts are contracts where an employee is guaranteed to be offered a stated minimum number of hours of work in a defined period of time – the Guaranteed Hours Period. GH contracts are typically appropriate where work is not evenly spread e.g. there are weeks or months where no work is available/can be offered; where the total hours to be offered cannot be reasonably predicted; and the number of hours worked is likely to vary in each GH period.

If you are a Guaranteed Hours employee (for example a Tutor or Demonstrator) your contract of employment will confirm the minimum number of hours being offered in the GH period. Your manager will confirm to you when these hours are to be worked and how you must record this.

The number of guaranteed hours you have been offered will be reviewed on an annual basis or at the end of each guaranteed hours period and are subject to change.

You will be written to on or around the start of the next guaranteed hours period, advising you of the guaranteed hours to be offered in that period.

If the minimum GH hours are not offered in the GH period (in part or in full) the employee will be contractually entitled to be paid for the hours which were not offered. However, there is no entitlement to payment where the employee declines to work the offered hours.

Getting started

Once you have been offered and accepted a new position with the University you will be expected to complete some key tasks before you start (we call this pre-boarding) and after your start date (we call this onboarding) which will help us get you set up and paid accurately on our HR & Payroll System (we call it People & Money).

The tasks are tailored depending on your personal circumstances and apply to all staff whether they are joining for the first time or returning to the university. The pre-boarding process is applicable to all contract types including permanent (we call this open ended), Fixed Term, Guaranteed Hours, Annualised or Fractional contracts.

Logging in to People and Money

People and Money is the University's HR and Finance system. You will need to access People and Money **before your start date** to complete your pre-boarding tasks. New starters will be sent an email directly from the People and Money system before your start date to enable you to access and carry out the preboarding and onboarding tasks.

If you have not received an e-mail from the system allowing you to log in, please e-mail HRHelpline@ed.ac.uk and request that they reissue the e-mail.

The table below summarises the log in process.

Category	Before you start
New hire or Rehire (you have worked for UoE before)	Use personal email and password
Student *	Use personal email and password*
Existing employee	Use current UUN and password

* If you are already a student at the University, you will be provided with a new **staff** login which should be used to access People and Money for employment purposes. You may have reason to use People and Money for other purposes related to your studentship, in which case you should use the student login details you have been provided, for example to buy goods and services related to your studies.

Please note that if you are a student who is employed by the University AND is also required to purchase goods and services you will have two separate log-in routes.

Preboarding Tasks

New employees or anyone returning to the University

Before your start date to your new position, log in to People and Money, click **Me** and select the **Journeys App**, review and complete the tasks following the instructions provided. This includes:

- Reading, signing and uploading your contract of employment. Please note, that when you first log in to the system, your contract may not yet be ready. You will receive a notification from the system when this is available for you to view and sign.
- Providing your bank details so we can pay you
- Completing the new starter declaration form or providing a copy of your P45 from your previous employer to ensure you are on the correct tax code (on day one of employment).
- Updating your personal details
- Providing Equality, Diversity Information

Follow the instructions within the [Pending Worker/Employee Guide to Journeys](#) (under the heading of Recruitment and Onboarding, Onboarding section).

If the task 'Your contract is ready to sign' is greyed out it is likely that our HR Operations Team are processing this and you will receive an email when this is ready.

As a new or returning employee it is **important to complete these tasks on or before your first day of employment.**

If you are joining us on a Guaranteed Hours contract it is particularly important that you:

- add your bank details **prior to** the first payroll run after you join (usually around the 17th of the month).
- complete the new starter declaration form or add your P45 **prior to** the first payroll run after you join (usually around the 17th of the month), to make sure you are put on the correct tax code by HMRC or you may have additional tax deducted from your pay.

The most common reason for staff not being paid on time or not being paid the amount as expected is not adding bank details correctly or not providing tax details/complete a new

starter declaration. Anyone returning to the university after a period of previous employment must also check these details are correct and fully completed.

Existing employees taking on an additional post or transferring

As an existing member of staff, you will already have access to People and Money. As you are taking on a new position with the University you will be required to complete a small number of onboarding tasks. These include:

- Reading, signing and uploading your contract of employment (you will receive a new contract of employment for each post you hold with the University)
- Checking your personal details are still up to date

Once you have accepted your offer, log in to People and Money, click **Me** and select **the Journeys App**, review and complete the tasks following the instructions provided.

Please note, if you cannot see any tasks please let your new line manager or school/department administrator know as soon as possible as they can assign this to you.

Further guidance is available within the [Pending Worker/Employee Guide to Journeys](#) (under the heading of Recruitment and Onboarding, Onboarding section).

If the task 'Your contract is ready to sign' is greyed out it is likely that our HR Operations Team are processing this and you will receive an email when this is ready.

Induction

Your manager will welcome you to the University and look after you whilst you settle into your new role.

On day one you should ensure that you have completed the onboarding tasks relating to providing your bank details and tax information as outlined above. You should also review any outstanding tasks and action as soon as possible.

There are some useful resources on the [Onboarding and Induction](#) webpages. Please take time to review the information.

Getting Paid

The Payroll team will make arrangements for your monthly salary to be paid. Salaries are paid in equal instalments equivalent to 1/12 of annual salary, with the exception of Guaranteed Hours Employees (see the section below). Salaries are pro-rated for mid-month starters/leavers. Proration is based on monthly pay, working hours available in the month and hours worked.

Salaries are paid monthly in arrears via BACS (Banks Automated Clearing System). This allows us to pay salary by direct transfer to the bank or building society account of each individual employee.

Salary payments are normally made on the 28th of each month unless this falls on a Saturday, Sunday or Scottish Bank Holiday, in which case payment will be made on the last working day prior to the 28th. You will be able to view your payslip two working days before pay day. In December, salaries are paid earlier. The actual date will be advised prior to payment.

If you are new or returning to the University with a start date after the payroll has run (usually the 18th/19th of the month), you will be paid on the following month's pay day.

Further information is available on the [Payroll pages](#) of our website.

Hourly Based Payments

All Guaranteed Hours employees and staff claiming overtime or other hourly based time types must claim hours worked via Timecards within People and Money. Further details will be provided as part of your induction.

Pensions

The Pensions Office is responsible for the full administration and support services available for existing, former and potential members of the University's Pension arrangements. They can provide information about the schemes and options available to members but cannot provide financial advice.

As a new member of staff you are enrolled into a qualifying pension scheme when you become an eligible jobholder, which depends on your age and earnings. Staff employed on casual contracts will have their assessment postponed until month 3 of employment.

Further information is available on the [Pension pages](#) of our website.

Other Payments

Scholarship and Stipend Payments

If you are a student in receipt of a Scholarship or Stipend, payments are made via a BACS transfer to your bank account. If you have any questions about your scholarship or stipend payment you should email finance.helpline@ed.ac.uk.

If you are both an employee and a student, you may be asked to provide your bank details more than once, for payroll, and for stipends and expenses. Please do so within the timescales outlined.

Expenses

All employee's must claim expenses related to their employment using People and Money, please refer to the [Expenses Policy](#) for further information. All expense claims are processed by the Finance Operations Accounts Payable team.

Students claiming expenses in relation to their studies (including Post Graduate Research) should complete the Student Expense Claim Form available on the [Finance Forms webpage](#)

Help

If you have any questions before you start please contact your line manager or local school department hiring team.

Appendices

Useful Links for New Employees

Conditions of Service	https://www.ed.ac.uk/human-resources/policies-guidance/conditions-service
Finance Webpages	https://www.ed.ac.uk/finance For information in relation to Student payments, expenses and other Finance matters
Human Resources	https://www.ed.ac.uk/human-resources
Human Resources - Policies and Guidance	https://www.ed.ac.uk/human-resources/policies-guidance
Onboarding and Induction Webpages	https://www.ed.ac.uk/human-resources/learning-development/on-boarding
Payroll	https://www.ed.ac.uk/finance/about/sections/payroll
Pension Information	https://www.ed.ac.uk/finance/about/sections/pensions
People and Money User Guides	<p>There are a number of useful guides for employees on our People and Money User guides page: https://www.ed.ac.uk/staff/services-support/hr-and-finance/people-and-money-system/people-and-money-user-guides</p> <p>Guides you will find helpful before you start are:</p> <ul style="list-style-type: none">• How to access People and Money from any device (under the heading General Guidance)• Pending Worker/Employee Guide to Journeys (under the heading of Recruitment and Onboarding > Onboarding).
People and Money Demo Videos	https://www.ed.ac.uk/staff/services-support/hr-and-finance/people-and-money-system/people-and-money-user-guides/people-and-money-demo-videos
Tax Information	https://www.ed.ac.uk/finance/about/sections/payroll/tax