

Claiming for guaranteed hours work

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In order to receive payment, tutors and demonstrators must submit their claims for hours worked using the University's People and Money system.

Tutors, demonstrators and Teaching Support staff are paid monthly in arrears and payments can only be made on basis of hours input via a Time Card in People and Money.

The deadline for submission of the Time Card is, unless otherwise advised, THE LAST DAY OF THE CALENDAR MONTH. The December deadline will be earlier due to the Christmas closure; the exact date will be advised once it is known.

A reminder to submit claims will be sent by email a few days before the **end of the month deadline**. Please make sure you submit your claim by this deadline to allow time for checking and approval in time to be passed to Salaries for payment. Inaccurate claims may result in delayed payment. We cannot guarantee that late claims will be processed and paid in time.

You are advised to input and **SAVE** your hours during the month and then **SUBMIT** your claim on or before the last day of the calendar month. Only one claim can be submitted per month and you should claim hours worked regularly at the end of the month in which they were worked.

The hours claimed must match the hours specified in your Breakdown of Hours. Preparation time must be claimed and must match the corresponding tutoring or demonstrating time.

Timescales for Time Cards

The standard timescales for each month are:

1 st to last day of the calendar month	Enter and save entries to Time Card
Last day of the calendar month	Submit Time Card
1 st of the next month to payroll deadline, usually 10 th of the month	Any adjustments required to Time Card contact hca-teaching-support@ed.ac.uk or hca-hr@ed.ac.uk as appropriate
Payroll deadline for ten days, usually 20th of the next month	No changes to or viewing of Time Cards
At least two days before Pay day	Payslip available
28th of each month, unless a weekend when previous Friday	Pay day

It is important that you do not go back into view your Time Card once you have submitted it.

General guidance

University guidance can be found at:

[People and Money demo videos](#)

- Time recording
 - [People and Money - Employee - How to create timecards – 6 mins](#)

[People and Money user guides](#)

- Time recording
 - [Employee Guide - How to Generate Time Card \(1.1 MB PDF\)](#)

Make sure you also follow the HCA specific guidance below.

Logging into People and Money

- Log into MyEd using your Staff UUN and Password
- Select “Staff Resources”- “People and Money”
- **Select the Company Single sign on option:**

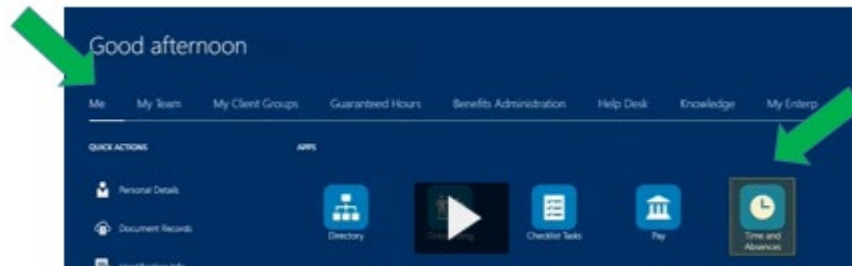
Company Single Sign-On

- Do NOT enter your login details on this screen as you will log in through MyEd

Accessing Time Cards

From the People and Money home screen

- Select “Me”
- Select “Time and Absence”

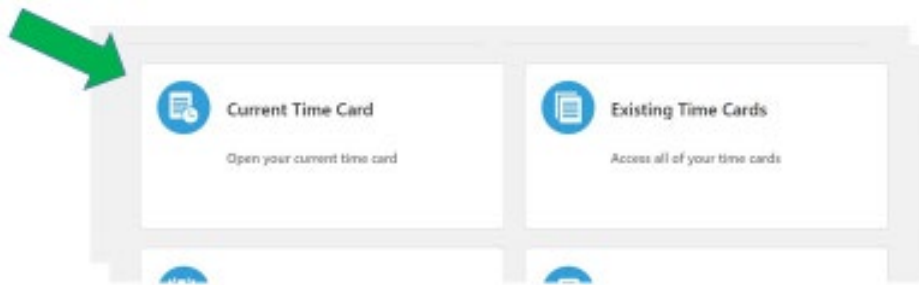


Claiming your hours worked

You should input and save your hours as you work them during the month.

Creating a **NEW** Time Card

- Select “Current Time Card”



- Check the “Time Card Period” is correct for the month you wish to input hours for



It is easiest to input hours within the month that they have been worked but there may be occasions where you need to input them after the month has finished.

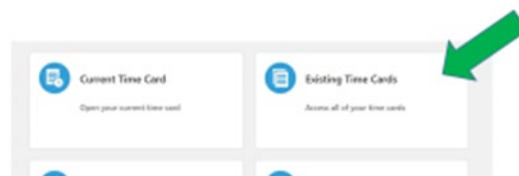
- Click “Add” to create a new Time Card
 - You can only submit one Time Card per calendar month
 - You can only claim for one month per Time Card

You can only claim hours from the date your contract starts.

Creating a **NEW** Time Card after the end of the month

You MUST only add a Time Card for a previous month before the payroll deadline so liaise with Tutor and Demonstrator Coordinator beforehand.

- Select “Existing Time Cards”



- Click “Add” to create a new Time Card
- You will need to change the “Time Card Period” in the “Date” field right at the top on the left of the screen that today’s date. Change this date back to a date in the month you want the Time Card to be for.

This will then change the Time Card Period to that month.

Entering information in Time Card

Do NOT enter anything into

- Fund
- Cost Centre
- Analysis
- Portfolio
- Periodicity
- Alternate Rate

Assignment Number

- **If you have more than one assignment across the university be careful to check you are using the correct assignment number**
 - You can find your assignment number under the Employment Info section in your Personal Info page on People and Money and on your staff card or your payslip.
 - When entered the **Department** and **Job** fields below will be populated, check these are correct.

Time Type

- **This should always be “Guaranteed Hours”**

- If you get an error message when choosing the Time Type check that the Department and Job fields have populated. If not wait until they have and try the dropdown again.

Course codes

- This is actually the course name
 - Please be very careful when choosing this as there are a number of very similar course names
- Course details are required when claiming the following Work Categories
 - Tutoring
 - Demonstrating
 - Preparation Time
 - Marking
- When using the Work Category “Other Work Types” include course details when claiming
 - Feedback
 - Course meetings
- When using the Work Category “Other Work Types” don’t include course details when claiming
 - School or Subject Area Induction
 - Training courses

Work Category

- **Only use the categories below**
 - Tutoring
 - Demonstrating
 - Preparation Time
 - This MUST match the Tutoring / Demonstrating time claimed
 - If you are claiming Preparation Time for Tutoring / Demonstrating to be claimed on the next month’s Time Card add a note in the Comments box
 - Marking
 - Other Work Types
 - Feedback – **Course codes** required
 - Course meetings – course details required and details MUST be added in the Comments box
 - Induction meetings / training - details MUST be added in the Comments box

Select Dates

- Only use the multiple days function if everything completely identical, including **Course Codes** and **Work Category**
 - either clicking on multiple dates in the calendar
 - or using **Add another date**
- if everything completely identical, including **Course Codes** and **Work Category**

- If you have swapped classes with another tutor you should enter the dates you actually worked
- Once you have selected the date you must click off the calendar to choose it

Quantity

- The number of hours worked
- This should be to the nearest ¼ hour, entered as 0.25
- Preparation Time MUST match the Tutoring / Demonstrating time claimed
- The hours claimed must match the hours specified in your Breakdown of Hours
- Hours claimed for any one day should be reasonable, standard working day 7 hours
- Weekly hours worked and claimed MUST take into account any applicable restrictions, eg. visas

Claiming Induction / Training / Course Meetings

You should claim for attending or watching the recordings of Induction sessions, attending Course Meetings or completing the People and Money training courses on your Time Card.

Work Category

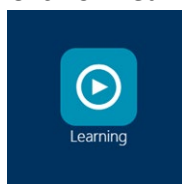
- Other Work Types
 - Induction / training / course meetings
 - **you MUST add details in the Comments box**
 - which meeting / training course
 - in person or recording
 - **course meetings** please include the course code
 - **induction meetings** and **training** do not need a course code

Quantity

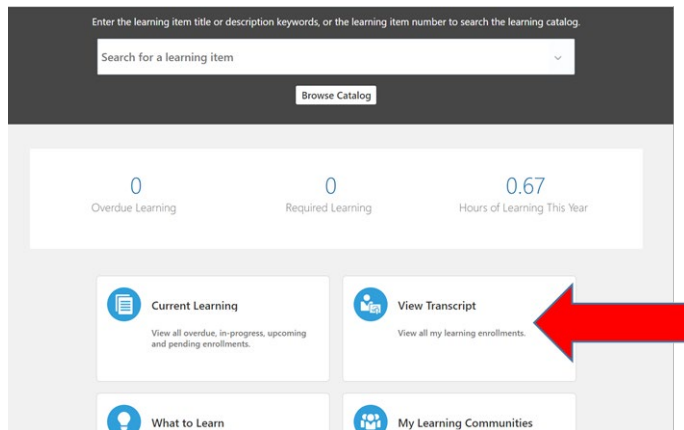
- Hours worked – to nearest ¼ hour

To view the time taken for People and Money courses

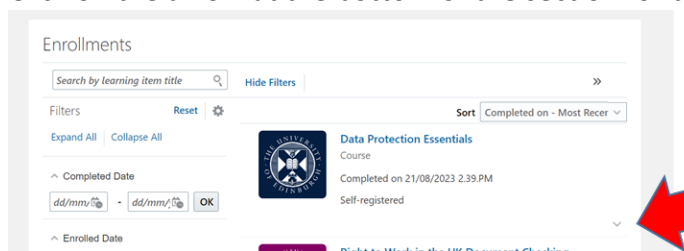
- From the main screen in People and Money
 - Click on Learning



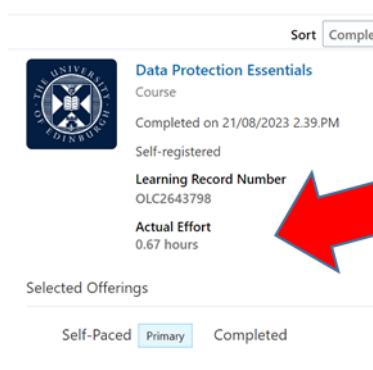
- Then **View Transcript**



- Click on the arrow at the bottom of the section for the course



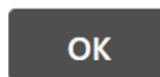
- Actual effort shows hours to be claimed, round to the nearest ¼ hour (0.25)



Saving Entries

Once you have entered all the required information

- Click on "OK" at the top right



You can only access the Comments box once you have saved your entries.

Entering Comments

- Scroll to the bottom of the screen and click the arrow at the right of the Comments box



This will open up the Comments box for you to enter necessary details

A screenshot of a 'Comments' box. At the top, it says 'Comments' with a small upward arrow icon. Below that is the question 'Any comments for the approver?' followed by a large, empty text input area.

- There is only one comments field per Time Card for all entries.
- Comments must include the date and number of hours each comment relates to
- Hours claimed under **Other Work Types** need a comment as follows:
 - Induction meetings / training - details **MUST** be added
 - Course meetings – details **MUST** be added and **Course codes** required
 - Feedback – no comment needed but **Course codes** required

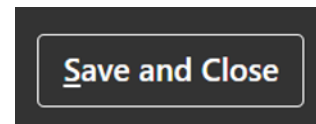
You will need to Save your Time Card once you have entered any Comments.

Saving your Time Card

If you do not also save your Time card entries will be lost.

Once you have entered all the required information and comments

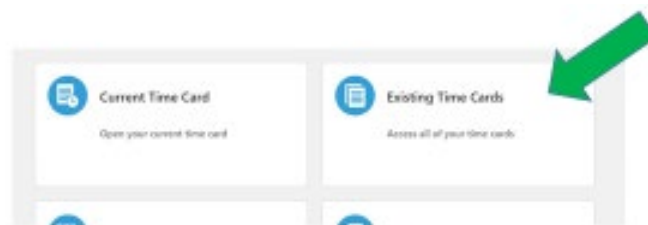
- Scroll to the top and click on “Save and Close” at the top right
- The claim will now show as **Saved** in your list
- Do **NOT** click Submit



Adding to an **EXISTING** saved Time Card

Only make changes to SAVED Time Cards NOT Submitted or Approved.

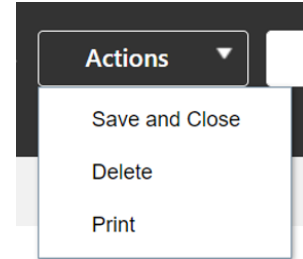
- Log into “Time and Absence” in People and Money
- Select “Existing Time Cards”



- Click on the date of your Saved claim
- Add entries as usual
- To amend existing entries

- Click on the pencil icon at the right of the entry
- Add an extra comments
 - Remember there is only one comments field per Time Card for all entries so make sure you add and don't overtype

- Scroll to the top, click on "Actions" at the top right
- Choose "Save and Close"
- Do **NOT** click Submit



If you do not save your Time Card entries will be lost

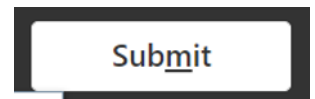
Submitting your monthly claim

In order to be paid you MUST submit a Time Card.

You must only submit one claim per month and you must submit your claim on or before the last calendar day of the month.

Once you have submitted your claim it is important that you do not go back into view your Time Card, as explained in the **Timescales for Time Cards** section above.

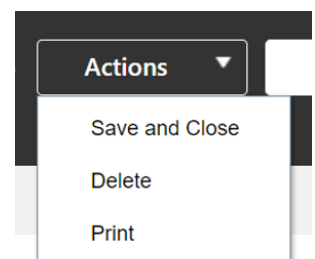
- Once your claim for the month is complete
- In the Time Card scroll to the top and click on "Submit" at the top right
- Any changes or additions needed to submitted or approved Time Cards
 - Contact hca-teaching-support@ed.ac.uk
 - Additional entries for previous months should be added to your current Time Card with a note in Comments, do not enter on to the previous Time Card
- Please make sure you are checking your staff email once you have submitted for any queries about your Time Card



Printing your Time Card

You can save a PDF copy of your Time Card to refer to once you have submitted it.

- Scroll to the top of the Time Card
- Click on "Actions" at the top right
- Choose "Print"



This gives you a print preview of your Time Card which you can then save as a PDF.

All the details you have entered, including Work Category, Course Code etc. are shown, though please be aware that the details are shown twice in a slightly different order.

Time Card
Name
 Period 1/04/2023 - 30/04/2023
 Person Number 123456

Person Information
 Assignment Number: E123456
 Manager: Anne Brookington
 Job: Tutor (C1) (ACAD - Tutors and Demonstrators)
 Position: Tutor (C1) (ACAD - Tutors and Demonstrators)
 Location: William Robertson Wing
 Department: History, Classics and Archaeology

Time Card Details
 Time Card Status: Saved
 Overtime Day Start Time: [] Overtime Period: []
 Resubmission Status: [] Resubmission Reason: []

Comments
 18 Apr - Global Economy Marking Meeting

Time Totals	Reported Time	Calculated Time
Total Hours	11.00	11.00
Scheduled Hours	30.00	30.00
Schedule Deviation	42.00	42.00
Absence Hours	0.00	0.00

Reported Time by Entry Date

1/04/2023	Assignment Number: E123456 Periodicity: Hourly Time Type: Guaranteed Hours Department: History Job: Tutor (C1) (ACAD - Tutors and Demonstrators) Course Codes: The Global Economy since 1750 Work Category: Preparation Time	4.00 Hours
3/04/2023	Assignment Number: E123456 Periodicity: Hourly Time Type: Guaranteed Hours Department: History Job: Tutor (C1) (ACAD - Tutors and Demonstrators) Course Codes: The Global Economy since 1750 Work Category: Tutoring	4.00 Hours
6/04/2023	Assignment Number: E123456 Periodicity: Hourly Time Type: Guaranteed Hours Department: History Job: Tutor (C1) (ACAD - Tutors and Demonstrators) Course Codes: Early Modern History: A Connected World Work Category: Marking	2.50 Hours
18/04/2023	Assignment Number: E123456 Periodicity: Hourly Time Type: Guaranteed Hours Department: History Job: Tutor (C1) (ACAD - Tutors and Demonstrators) Course Codes: The Global Economy since 1750 Work Category: Other Work Types	1.00 Hours

Calculated Time by Earned Date

1/04/2023	Assignment Number: E123456 Periodicity: Hourly Time Type: Guaranteed Hours Department: History Job: Tutor (C1) (ACAD - Tutors and Demonstrators) Course Codes: The Global Economy since 1750 Work Category: Preparation Time	4.00 Hours
3/04/2023	Assignment Number: E123456 Periodicity: Hourly Time Type: Guaranteed Hours Department: History Job: Tutor (C1) (ACAD - Tutors and Demonstrators) Course Codes: The Global Economy since 1750 Work Category: Tutoring	4.00 Hours

6/04/2023	Assignment Number: E123456 Periodicity: Hourly Time Type: Guaranteed Hours Department: History Job: Tutor (C1) (ACAD - Tutors and Demonstrators) Course Codes: Early Modern History: A Connected World Work Category: Marking	2.50 Hours
18/04/2023	Assignment Number: E123456 Periodicity: Hourly Time Type: Guaranteed Hours Department: History Job: Tutor (C1) (ACAD - Tutors and Demonstrators) Course Codes: The Global Economy since 1750 Work Category: Other Work Types	1.00 Hours

Time Card PDF

Time Card
Name
 Period 1/04/2023 - 30/04/2023
 Person Number 123456

Person Information
 Assignment Number: E123456
 Manager: Anne Brookington
 Job: Tutor (C1) (ACAD - Tutors and Demonstrators)
 Position: Tutor (C1) (ACAD - Tutors and Demonstrators)
 Location: William Robertson Wing
 Department: History, Classics and Archaeology

Time Card Details
 Time Card Status: Saved
 Overtime Day Start Time: [] Overtime Period: []
 Resubmission Status: [] Resubmission Reason: []

Comments
 18 Apr - Global Economy Marking Meeting

Time Totals

Time Totals	Reported Time	Calculated Time
Total Hours	11.00	11.00
Scheduled Hours	30.00	30.00
Schedule Deviation	42.00	42.00
Absence Hours	0.00	0.00

Reported Time by Entry Date

1/04/2023	Assignment Number: E123456 Periodicity: Hourly Time Type: Guaranteed Hours Department: History Job: Tutor (C1) (ACAD - Tutors and Demonstrators) Course Codes: The Global Economy since 1750 Work Category: Preparation Time	4.00 Hours
3/04/2023	Assignment Number: E123456 Periodicity: Hourly Time Type: Guaranteed Hours Department: History Job: Tutor (C1) (ACAD - Tutors and Demonstrators) Course Codes: The Global Economy since 1750 Work Category: Tutoring	4.00 Hours
6/04/2023	Assignment Number: E123456 Periodicity: Hourly Time Type: Guaranteed Hours Department: History Job: Tutor (C1) (ACAD - Tutors and Demonstrators) Course Codes: Early Modern History: A Connected World Work Category: Marking	2.50 Hours
18/04/2023	Assignment Number: E123456 Periodicity: Hourly Time Type: Guaranteed Hours Department: History Job: Tutor (C1) (ACAD - Tutors and Demonstrators) Course Codes: The Global Economy since 1750 Work Category: Other Work Types	1.00 Hours

Calculated Time by Earned Date

1/04/2023	Assignment Number: E123456 Periodicity: Hourly Time Type: Guaranteed Hours Department: History Job: Tutor (C1) (ACAD - Tutors and Demonstrators) Course Codes: The Global Economy since 1750 Work Category: Preparation Time	4.00 Hours
3/04/2023	Assignment Number: E123456 Periodicity: Hourly Time Type: Guaranteed Hours Department: History Job: Tutor (C1) (ACAD - Tutors and Demonstrators) Course Codes: The Global Economy since 1750 Work Category: Tutoring	4.00 Hours

Annotations:

- Date**: Points to the date column in the table.
- Quantity**: Points to the hours column in the table.
- Course Code**: Points to the Course Codes field in the table.
- Work category**: Points to the Work Category field in the table.
- Comments box text**: Points to the comments section.
- Total hours claimed - ignore other totals**: Points to the Total Hours row in the Time Totals table.
- Duplication of entries - ignore**: Points to the 3/04/2023 entry in the table.

Queries

If you have any queries not covered here please do email:

hca-teaching-support@ed.ac.uk.