



People and Money


Time Cards

People and
Money
Time Cards


This session
is being
recorded



Payment

 The University of Edinburgh

Payment – People and Money Time Cards



Paid one month in arrears

MUST claim hours worked via Time Card in People and Money

Hours claimed must match the hours allocated to you in your breakdown of hours letter

Input hours as worked during the month and SAVE (do not submit)

Last day of the calendar month SUBMIT Time Card

Once SUBMIT Time Card any changes needed contact hca-teaching-support@ed.ac.uk

You MUST NOT view your Time Card 10th to 20th of the following month

Help:
Website: [Getting paid for Teaching Support](#)
New GH: 27th September, Room 2.36, 2.30 pm
hca-teaching-support@ed.ac.uk



General guidance

- **Please make sure you follow the HCA specific guidance**
 - [Getting paid for Teaching Support](#)
- **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 \(1.1 MB PDF\)](#)



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 email 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 in to view your Time Card once you have submitted it.



People and Money

Logging into People and Money

- You should be able to log into your People and Money account in the system via MyEd
 - Log into MyEd using your Staff UUN and Password
 - Select “Staff Resources”- “People and Money”
 - **Select the Company Single sign on option:**

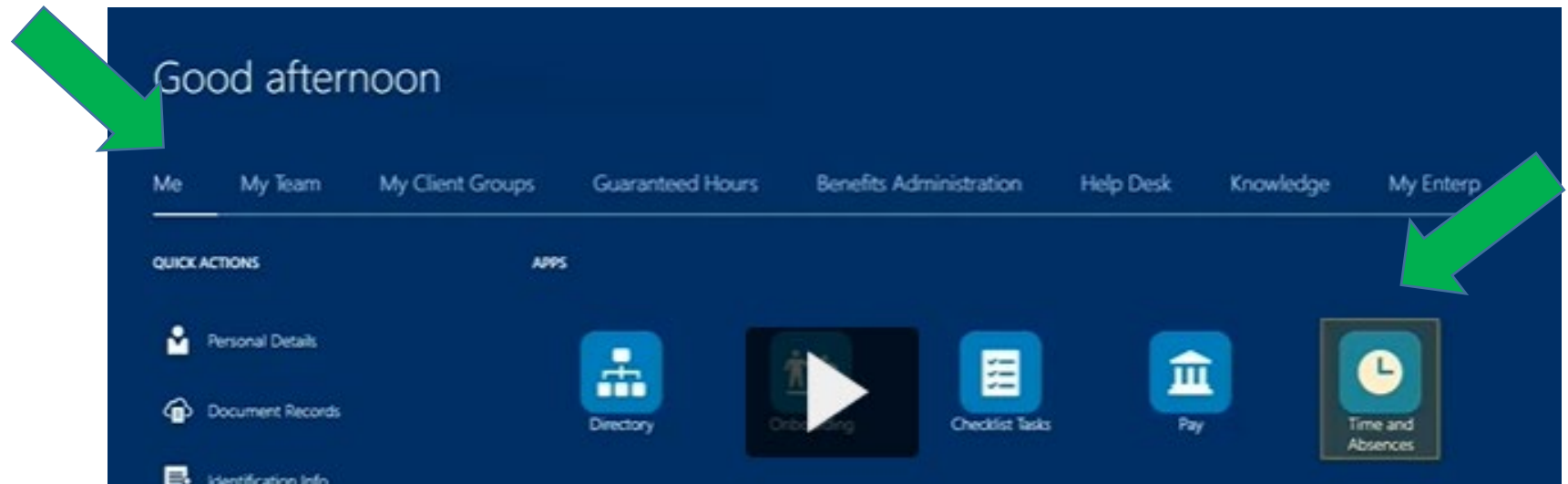
Company Single Sign-On

- You do not need to enter your login details on this screen as you will log in through MyEd



Accessing Time Cards

- Select “Me”
- Select “Time and Absences”

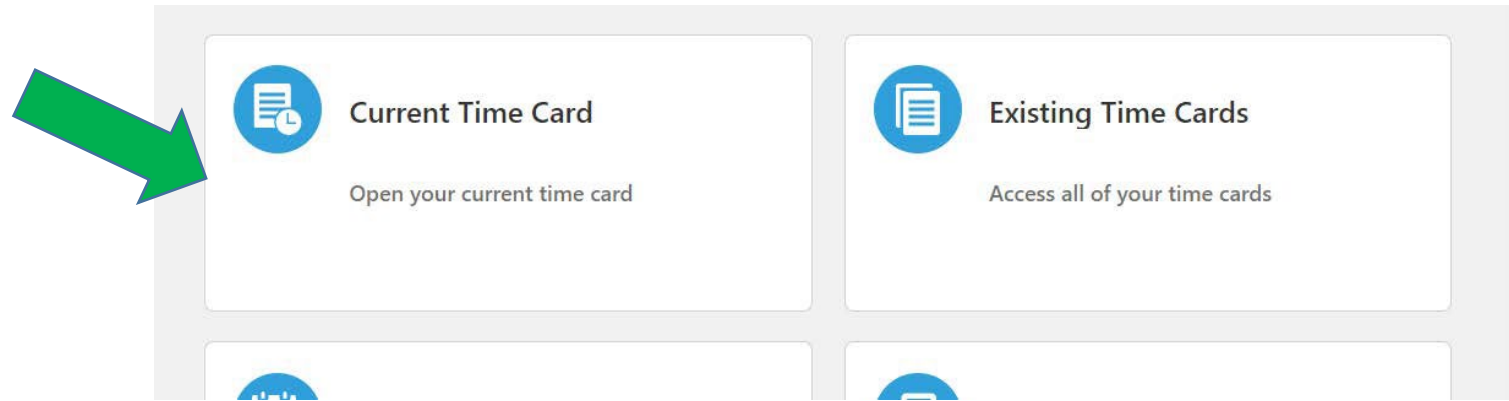


You should input and save your hours as you work them during the month.



Creating a NEW Time Card

- **Select “Current Time card”**



- **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



Check the “Time Card Period”

- **Check the “Time Card Period”**
 - To ensure it is for the month you wish to input hours for
 - It is easiest to input hours within the month that they have been worked
 - You can only claim hours from the date your contract starts

ard

Date
1/16/2022

Time Card Period
1/16/2022 - 01/31/2022

New
Status

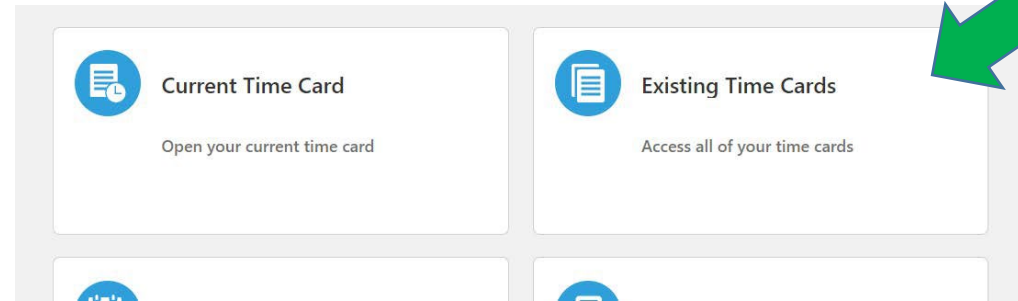
0.00
Reported Hours



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

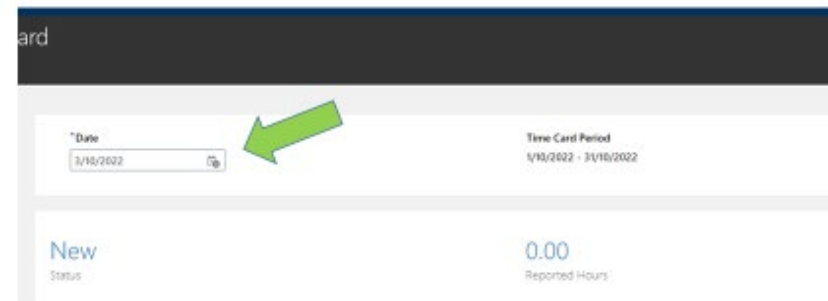
You MUST only add a Time Card for a previous month before the payroll deadline so liaise with Tutor and Demonstrator Coordinator beforehand.

- **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 shows 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.



Inputting a new claim – fields used

*Assignment Number
Select a value

*Time Type
Select a value

Department

Job

Fund
Select a value

Cost Centre
Select a value

Analysis
Select a value

Portfolio
Select a value

Mon, Feb 14

Periodicity
Hourly

Alternate Rate

Course Codes
Select a value

Work Category
Select a value

*Select Dates

Quantity

Add another date

4.00 Hours
Overtime x 1.5

OK Cancel

Entering
information in
Time Card
– fields used

Do NOT enter anything into:

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



Entering information in Time Card

*Assignment Number

Select a value

*Time Type

Select a value

Department

Job

- **Assignment Number**
 - **If you have more than one assignment across the university be careful to check you are using the correct assignment number**
 - Number can be found under Employment Info section in your Personal Info page on People and Money, on your staff card or your payslip
 - Will populate the **Department** and **Job** fields below, check these are correct
- **Time Type**
 - **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.



Entering information in Time Card

- **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



Entering information in Time Card

- **Work Category**

- **Only use the categories below**

- Tutoring

- Demonstrating

- Preparation Time

- 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 please add a note in the Comments box

- Marking

- Other Work Types

- Feedback

- Induction / training / course meetings

- **you MUST add details in the Comments box**



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**

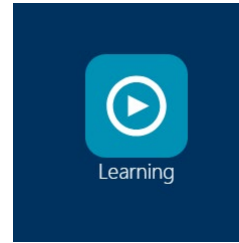
- Hours worked – to nearest ¼ hour
 - **Induction Meetings:**
 - 2 hours - 13-9-23 - HCA Tutor and Demonstrator Induction - University Systems including new Learn Ultra and watching Learn Ultra Demo
 - 3 hours – 14-9-23 - School of History, Classics and Archaeology Tutor and Demonstrator Induction
 - 1 hour 15 mins (1.25 hour) - Archaeology Subject Area Tutor Induction
 - 1 hour - History Subject Area Tutor Induction
 - 3 hours - Classics Subject Area Tutor Induction – both non-languages and languages or
 - 1 hour 45 mins (1.75 hour) - Non-languages, including all tutors information
 - 2 hours - Languages, including all tutors information



People and Money Training

- 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 (to the nearest ¼ hour (0.25))



Entering information in Time Card

- **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 swapped classes enter dates actually worked
 - Once you have selected the date click off the calendar to choose it
- **Quantity**
 - Hours worked – to nearest $\frac{1}{4}$ hour
 - Values to be entered
 - $\frac{1}{4}$ hour as 0.25
 - $\frac{1}{2}$ hour as 0.50
 - $\frac{3}{4}$ hour as 0.75
- **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
- **Teams course information**
 - Overview of when hours expected
 - Split of marking hours
 - History courses – some marking tariffs have changed for this year
 - Approximate split of feedback hours



HIST08035 Medieval Worlds

Semester 1

Course Organiser Richard Sowerby Richard.Sowerby@ed.ac.uk

Course Admin Marketa Vejskalova Marketa.Vejskalova2ed.ac.uk@ed.ac.uk

Per Group

Contact	Preparation	Marking	Feedback	Total hours
10	10	12	5	37

Classes Weeks 2 to 11

Marking	per student	per group
2 x 750 word Source Commentaries submission dates (40%)	0.50	6
2,000 word Essay (60%) submission dates	0.50	6
Total	1.00	12

Submission dates should be checked to the latest information on the course Learn page.

Marking is for up to 12 students per group, whether submitted on time or late.

If you have 13 or more students in your group please email for further advice -

hca-teaching-support@ed.ac.uk

Weekly hours per group

These figures are to give you an overall feel of the shape of the semester. The marking and feedback hours are only an approximate guide.

Marking hours for each submission are divided in two, with half allocated in the week of submission and half in the following week.

Feedback hours are divided in two, with half allocated in the week following each submission.

	Contact	Preparation	Marking	Feedback	Total hours
Semester 1					
Week 1	18/09/2023 to 24/09/2023				
Week 2	25/09/2023 to 01/10/2023	1	1		2
Week 3	02/10/2023 to 08/10/2023	1	1		2
Week 4	09/10/2023 to 15/10/2023	1	1		2
Week 5	16/10/2023 to 22/10/2023	1	1	3	5
Week 6	23/10/2023 to 29/10/2023	1	1	3	5
Week 7	30/10/2023 to 05/11/2023	1	1	2.5	4.5
Week 8	06/11/2023 to 12/11/2023	1	1		2
Week 9	13/11/2023 to 19/11/2023	1	1		2
Week 10	20/11/2023 to 26/11/2023	1	1		2
Week 11	27/11/2023 to 03/12/2023	1	1		2
Revision	04/12/2023 to 10/12/2023		3		3
Exams - Week 1	11/12/2023 to 17/12/2023		3		3
Exams - Week 2	18/12/2023 to 24/12/2023			2.5	2.5
Total	10	10	12	5	37

If you are unable to take a scheduled class

If you wish to swap an individual class due to another commitment please see below the list of tutors / demonstrators on the course who may be able to swap with you.

Before the swap can be finalised you will need to check that restrictions on hours worked to not prevent it. To check email -

hca-teaching-support@ed.ac.uk

You must also contact the course admin so the registers can be amended, email -

Marketa.Vejskalova2ed.ac.uk@ed.ac.uk

If you are unable to take a class due to illness or other personal circumstances please email for further advice -

hca-teaching-support@ed.ac.uk

Tutors

Anne Brockington

Teams course information



HIST08035 Medieval Worlds

Semester 1

Course Organiser Richard Sowerby Richard.Sowerby@ed.ac.uk

Course Admin Marketa Vejskalova Marketa.Vejskalova2ed.ac.uk@ed.ac.uk

Per Group

Contact	Preparation	Marking	Feedback	Total hours
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= Breakdown of Hours

Classes	Weeks 2 to 11
---------	---------------

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Total	1.00	12

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Marking for 12 students per group, whether submitted on time or late.

If you have any queries, please email for further advice -

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**will
add
dates
once
known**

**Teams course
information**



Weekly hours per group

These figures are to give you an overall feel of the shape of the semester. The marking and feedback hours are only an approximate guide.

Marking hours for each submission are divided in two, with half allocated in the week of submission and half in the following week.

Feedback hours are divided in two, with half allocated in the week following each submission.

		Contact	Preparation	Marking	Feedback	Total hours	
Semester 1	Week 1	18/09/2023 to 24/09/2023					
	Week 2	25/09/2023 to 01/10/2023	1	1		2	
	Week 3	02/10/2023 to 08/10/2023	1	1		2	
	Week 4	09/10/2023 to 15/10/2023	1	1		2	
	Week 5	16/10/2023 to 22/10/2023	1	1	3	5	
	Week 6	23/10/2023 to 29/10/2023	1	1	3	5	
	Week 7	30/10/2023 to 05/11/2023	1	1		2.5	4.5
	Week 8	06/11/2023 to 12/11/2023	1	1			2
	Week 9	13/11/2023 to 19/11/2023	1	1			2
	Week 10	20/11/2023 to 26/11/2023	1	1			2
	Week 11	27/11/2023 to 03/12/2023	1	1			2
Revision	04/12/2023 to 10/12/2023			3		3	
Exams - Week 1	11/12/2023 to 17/12/2023			3		3	
Exams - Week 2	18/12/2023 to 24/12/2023				2.5	2.5	
Total		10	10	12	5	37	

Teams course information

If you are unable to take a scheduled class

If you wish to swap an individual class due to another commitment please see below the list of tutors / demonstrators who may be able to swap with you.

Before the swap can be finalised you will need to check that restrictions on hours worked to not prevent it. Email hca-teaching-support@ed.ac.uk

You must also contact the course admin so the registers can be amended, email -

If you are unable to take a class due to illness or other personal circumstances please email for further information hca-teaching-support@ed.ac.uk

need to know about swaps

once dates known will update weeks expected

Example only – dates to be confirmed



Saving Entries and Saving Your Time Card

Saving Entries

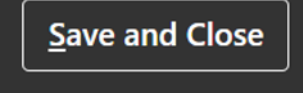
- Click  at the top right

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

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  at the top right
 - The claim will now show as **Saved** in your list
 - Do **NOT** click Submit

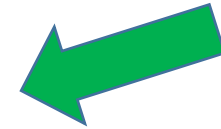


Entering Comments

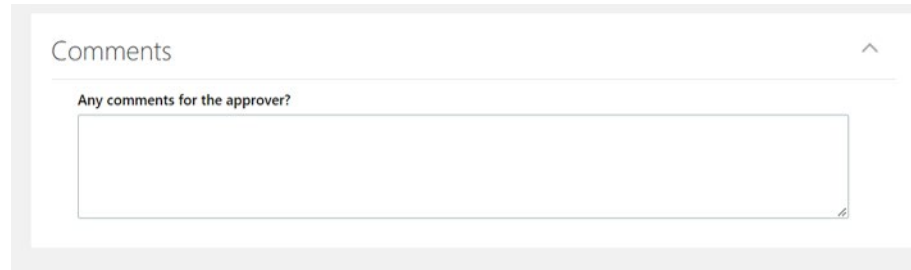
Entering Comments

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

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



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



- **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**

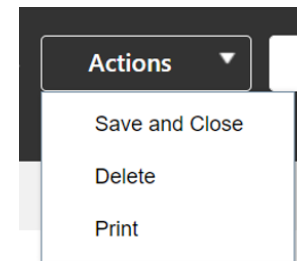
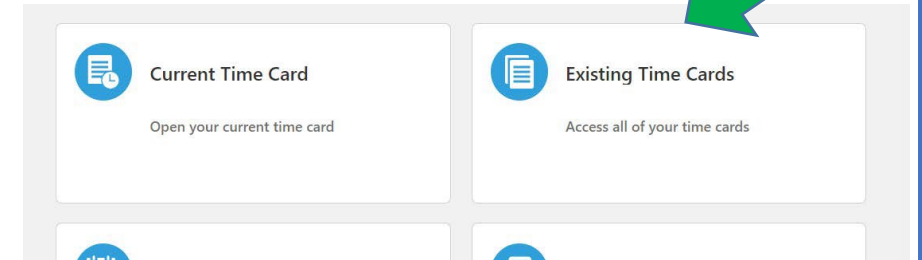


Adding to an EXISTING saved Time Card

Adding to an existing saved claim

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
- Amend existing entries
 - Click on pencil icon at the right
- Add any extra comments
- Scroll to the top and click on **Save and Close**
- Do **NOT** click Submit
- If you do not save your Time Card entries will be lost

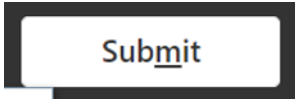


at the top right and choose



Submitting your monthly claim

Submitting your monthly claim

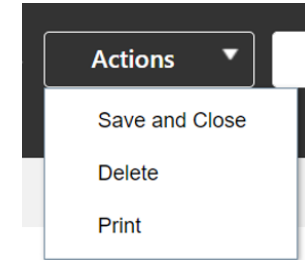
- In order to be paid you **MUST** submit a Time Card
- You must submit your claim on or before the last day of the month
- You must only submit one claim per month
- Once you have submitted your claim it is important that you do not go back into view your Time Card, as explained on the Timescales for Time Cards slide.
- Once your claim for the month is complete
- In the Time Card scroll to the top and click on  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

- In the Time Card scroll to the top and click on **choose Print**



at the top right and

- 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.

Printing your Time Card

Time Card		
Name		
Period 1/04/2023 - 30/04/2023		
Person Number 123456		
Person Information		
Assignment Number E123456	Manager Anne Brockington	
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	11.50	11.50
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	4.00 Hours
	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	
3/04/2023	Assignment Number E123456	4.00 Hours
	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	
6/04/2023	Assignment Number E123456	2.50 Hours
	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	
18/04/2023	Assignment Number E123456	1.00 Hours
	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	

Calculated Time by Earned Date

1/04/2023	Assignment Number E123456	4.00 Hours
	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	
3/04/2023	Assignment Number E123456	4.00 Hours
	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	

6/04/2023	Assignment Number E123456	2.50 Hours
	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	
18/04/2023	Assignment Number E123456	1.00 Hours
	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	



Time Card PDF

Time Card

Name

Period 1/04/2023 - 30/04/2023
Person Number 123456

Person Information

Assignment Number E123456	Manager Anne Brockington
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

Comments
18 Apr - Global Economy Marking Meeting

Time Totals

Total Hours	11.50	Reported	11.50
Scheduled Hours	30.00		
Schedule Deviation	42.00		
Absence Hours	0.00		0.00

Reported Time by Entry Date

Date	Quantity	Course Code	Work category
1/04/2023	4.00 Hours	E123456	Preparation Time
3/04/2023	4.00 Hours	E123456	Tutoring
6/04/2023	2.50 Hours	E123456	Marking
18/04/2023	1.00 Hours	E123456	Other Work
1/04/2023	4.00 Hours	E123456	Preparation Time
3/04/2023	4.00 Hours	E123456	Preparation Time

Time Card
PDF

Comments
box text

Total hours
claimed - ignore
other totals

Duplication of
entries - ignore