

How I get paid

Using People and Money (P&M)

Logging into People & Money

Step 1

- Using your Staff UNN & password log into MyEd

Step 2

- Navigate to People & Money [log in page](#)

Step 3

- Click on black Company single sign on button

Sign In Oracle Applications Cloud

Company Single Sign-On

or

User ID

Password

[Forgot Password](#)

Sign In

Submitting a Time Card

Step 1

- From the Home navigate to Me tab and choose the Time and Absence app

Step 2

- Choose Current or Existing Time Cards

Step 3

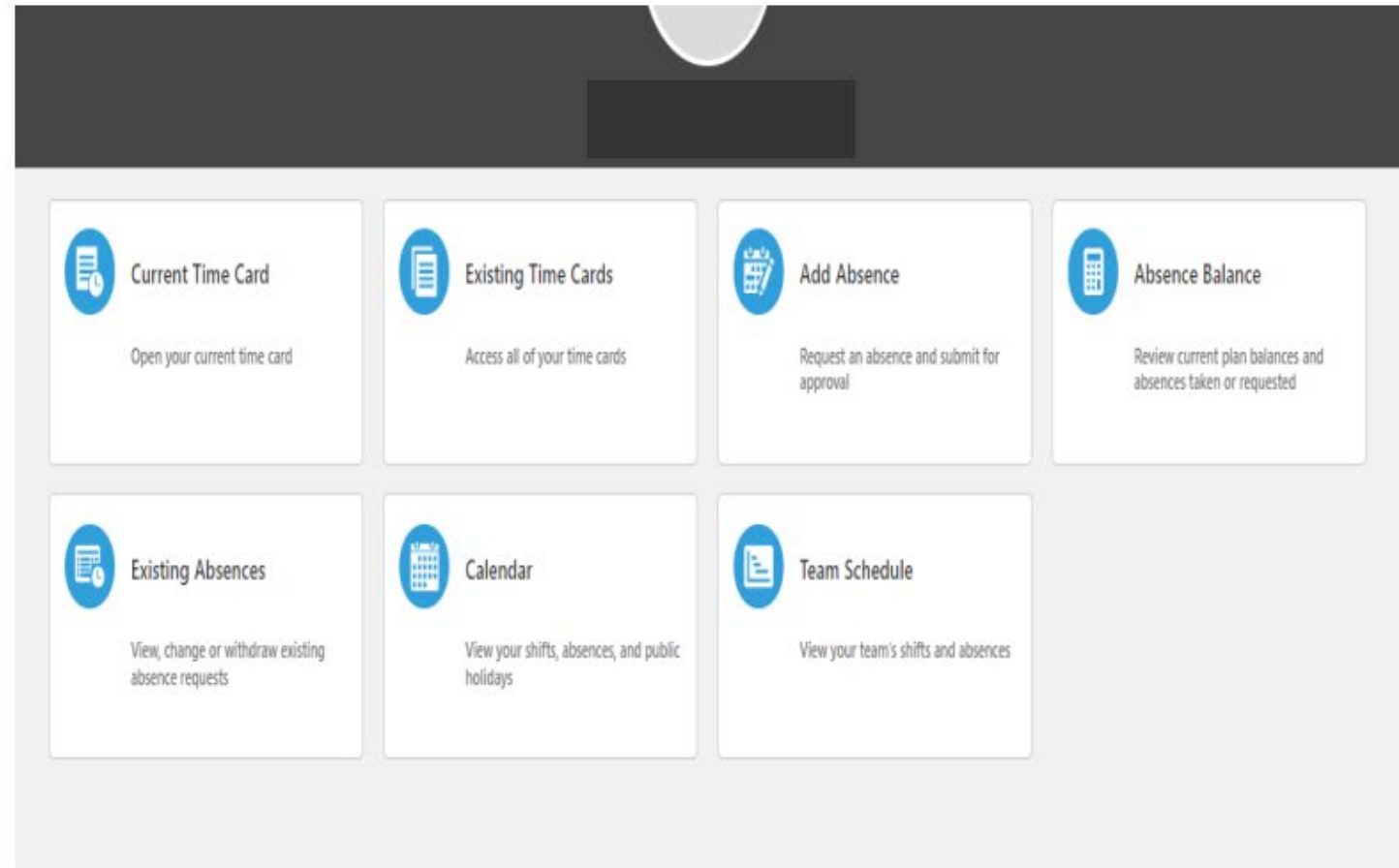
- Click Add to create a time entry for the chosen date/
Then click Add in the Entries section.

Step 4

- For Current Time Cards: Click the Add button in the Entries section

Step 5

- Enter the time entry and click Submit



How to add a back dated time card

Adjust the date here to change the time card period

*Date

1/02/2023



Time Card Period

1/02/2023 - 28/02/2023

New

Status

0.00

Reported Hours

[Show Details](#)

OK Cancel

NB Only complete the fields with red notes beside them – Nothing else is needed

1 *Assignment Number **Assignment Number - Drop down list of Employee ref + contract number**
Entry will result in automatic completion of Department & Job fields

2 *Time Type **Time Type - always GH**

3 Department

4 Job

5 Fund

6 Cost Centre

7 Analysis

8 Portfolio

9 Periodicity

Hourly

10 Alternate Rate

11 Course Codes **Course Code - Drop down list of course names pulled through from EUCLID**

12 Work Category **Work Category - Drop down list of role type – see next slide for details**

13 *Select Dates **Select Dates -Can add multiple dates by clicking into the calendar eg if you deliver a demonstration every Tuesday click on all 4 Tuesdays**



14 Quantity **Quantity - Enter number of hours you have worked**

[Add another date](#)

Work category drop down list

- The work category list is illustrated on the right
- Greyed out categories are not relevant to you as a T&D – don't use them
- NB Preparation time will no longer be calculated and added automatically – please use the Preparation Time category to add your prep time ie claim all the hours you work
- Meetings should be included under appropriate section ie if you have a meeting about:
Tutoring enter the hours under tutoring
Demonstrating enter the hours under demonstrating
Marking enter the hours under marking
- If you use the Other Work Types field there is a Notes field at the bottom of the Entries page which you should use to clarify what other work has been undertaken eg T&D Induction or Social Media

Work Categories

Teaching

Tutoring

Tutor: Honours

Demonstrating

Lecturing

Marking

Other Work Types

Preparation Time

Development

Absence

Sickness

Research

- There are [guidelines](#) and videos on how to fill and submit Time Cards into People & Money.
- These can be found under the Time Recording section of the Finance guidelines