

**MYWORKPLACE - FREQUENTLY ASKED QUESTIONS**

This guide provides guidance on booking leave, claiming expenses, printing payslips and P60s in the new MyWorkplace system.

**MyWorkplace**

1. **What is My Workplace?**

My Workplace is a new Human Resources (HR) and payroll system. The system combines payroll information with HR information. It will look and feel more modern and will be easier to use than the existing ‘Yourself’ system.

1. **Why is My Workplace being introduced?**

The system upgrade is important as introducing MyWorkplace will help ensure the university continues to utilise a modern and up-to-date HR/payroll system, as well as holding accurate staff information. The current ‘Yourself’ system ceases to be supported from 2020.

The university went out to tender for a new system in the latter half of 2016. Finance and HR were looking for a system that was more user friendly, had better reporting functions and could be developed to have more functionality.

1. **When is MyWorkplace being introduced?**

MyWorkplace will be implemented from April 2018.

**Accessing MyWorkplace**

1. **How do I access Self-Service**

You will be able to access this system directly from your University desktop and will not need a separate password to login to self-service.

From Tuesday 3 April the following icon will appear on your desktop:



If you click on this icon it will take you to the new self-service tool bar with your most common personal details.



***If you do not see the icon you may need to reboot your computer in order for it to load.***

1. **How do I access the People Manager Service**

If you manage staff you will be able to access common tasks using the following icon:



If you click on this icon you will be able you to view details about your staff, including a reportee calendar and a to-do list providing you with the ability to approve leave requests.

It is possible to switch between the manager view and your own personal self-service view, once you have logged on. To do this you should click on the person icon next to the people manager description



and select self service



to access the manager view, you will need to re-click on the key icon.

If you are accessing from offsite, you will be prompted for your network password. If you are using an Apple Mac, you may access using the following links:

Self-Service <https://myworkplace.sgul.ac.uk>

People Manager <https://peoplemanager.sgul.ac.uk>

**Payslips and P60s**

1. **Will I be able to view payslips and P60s in MyWorkplace?**

Yes, MyWorkplace will enable you to view and download your payslips from April 2018 and will have electronic P60s from April 2019. There is also functionality within the system where you can set an email address and password of your choice which when set your payslip will be emailed directly to you.

1. **Will I be able to access payslips and P60s from before April 2018 in MyWorkplace?**

No, once access to ‘Yourself’ is removed at the end of March 2018, staff will no longer be able to access their past payslips. In preparation for the switch over to MyWorkplace, you are requested to download your past payslips from ‘Yourself’. Please use this [guidance](https://portal.sgul.ac.uk/org/cs/finance/payroll/step-by-step-printing-guide.docx) to find out how to download and save your payslips.

1. **How will people on long-term leave (e.g. maternity leave or sick leave) be able to access their historic payslips and P60s?**

The payroll department has written to all staff on maternity leave and long-term sick leave, explaining the switch to the new system, including instructions on how to save and print their payslips.

1. **How will I get my P60 for the 2017/18 tax year?**

This year, paper P60s will be sent to staff via internal post. This is a change to the usual approach, reflecting the fact that we will be changing payroll systems at the end for the tax year. From 2018/19 electronic P60s will be reintroduced.

1. **How many payslips and P60s do you think I should print?**

It is recommended that staff print at least the last six months payslips and at least the last two years P60s.

1. **I am an EU National - how many payslips and P60s do you think I would need?**

Due to the changing landscape following the UK’s decision to leave the European Union, it is recommended that you print at least the last two years payslips and all of your P60s.

**Bank Account Changes**

1. **Will I still be able to change my bank details through MyWorkplace?**

Yes, and when you make a change the payroll department will receive an email informing them of this change. The details changed will automatically update the system.

1. **Is there a deadline for when I have to change my bank details to ensure it takes affect from the current period?**

Yes, like with the current system all bank account changes must be entered five days prior to payday, otherwise it will be from the following pay period.

1. **What do I do if the system will not let me save my bank details?**

You should contact the payroll department at [payroll@sgul.ac.uk](mailto:payroll@sgul.ac.uk)

**Leave**

1. **How will my leave balance be shown in MyWorkplace?**

All annual leave balances will be shown in hours on MyWorkplace. This is to ensure that the system works for staff working both full-time and part-time. For example, somebody working full-time will see an annual entitlement of 280 hours (32 days plus 8 Bank Holiday days, or 40 days in total, made up of 7 hours). The Bank Holiday days will be shown as scheduled and deducted from your entitlement. However, you can still book leave in full or half days and MyWorkplace will automatically calculate the number of hours this represents. The system will carry-over up to 5 days unused at 31st July leave into the new leave year.

1. **Will MyWorkplace cover the full holiday year for 2017/18?**

Yes. Your holiday entitlement for the full year from 1 August 2017 will be loaded into MyWorkplace and details of the holiday you had already booked in Yourself will also be transferred to the new system.

From Friday 9 March, the leave booking system will be switched off in Yourself and you won’t be able to book leave until MyWorkplace become live on Sunday 1 April. Therefore, you should inform your line manager and note any leave taken but not booked during this period and book it retrospectively in MyWorkplace once it goes live in April.

1. **I work part time or pro-rata hours, how will my leave entitlement be shown in MyWorkplace**

MyWorkplace will check your working pattern to see which Bank Holidays fall on the days when you normally work and will deduct this from your leave entitlement. So for example, if you work Monday, all day, Tuesday all day, and Wednesday morning, your leave entitlement will be calculated as follows 280 x 0.5 FTE = 140 hours. Your entitlement to bank holidays will include the following bank holidays within the year in this total:

Monday 7 May Early May Bank Holiday

Monday 28 May Spring Bank Holiday

1. **What will happen to any leave I have requested in Yourself but has not been authorised by the time MyWorkplace**

Only leave that has been authorised will be transferred from Yourself to MyWorkplace. Therefore any leave that has not been authorised by 9 March will need to be re-entered into MyWorkplace.

1. **How do I book annual leave?**

Similar to Yourself, in order to book annual leave you should go to the absence screen and ‘add holiday’. MyWorkplace will then send a notification to your manager in order for them to authorise your leave.

1. **Can I book other types of leave as well as Annual Leave?**

Yes, MyWorkplace enables you to book a number of different types of leave including jury service, family emergencies, compassionate and study leave, which you would book in the same way as annual leave under ‘Other leave’.

1. **How will Bank Holidays be taken into account?**

Bank Holidays will be added to your holiday entitlement and automatically deducted by MyWorkplace when a Bank Holiday occurs. If you work part-time, MyWorkplace will automatically work out which Bank Holidays fall on days you would normally work and deduct the leave required accordingly.

1. **How will MyWorkplace know my working pattern in order to calculate my Annual Leave?**

Details of your working pattern, including the hours and days you work, are held in MyWorkplace. When you book leave My Workplace will automatically determine if it is one of you normal working days and the number of hours normally worked that day.

In order for MyWorkplace to accurately calculate your leave, you need to have an accurate work pattern stored in the system, including which days of the week you work. Please contact HR ([hrhelp@sgul.ac.uk](mailto:hrhelp@sgul.ac.uk)) if your work pattern is not correct or if it changes. This includes if you work part time and change the day of the week you are not working.

1. **How will Christmas closure be taken into account?**

If St George’s is closed over the Christmas period you are not required to work and you will not need to book these days as holiday. Please note, Christmas closures are made at the management’s discretion.

**Sickness Absence**

1. **How do I record sickness absence in MyWorkplace?**

You will be able to enter any periods of sickness absence onto MyWorkplace via the absence pages. Unlike “Yourself”, individuals will be able to record their sickness absence, as well as their Manager.

1. **Do I need to record working from home, conferences or appointments?**

Woking from home or attending meetings for work purposes are not classed as an absence. While appointments or time off for an appointment is not classed as a period of sickness absence, these can be recorded locally or in the system if under ‘Other leave’.

**My Information**

1. **Will I be able to update my information in MyWorkplace?**

You will be able to update some of your personal information in MyWorkplace directly on the system. This includes address, marital status, contact details, emergency contact details and next of kin.

If you realise that some of your personal information is not up to date in MyWorkplace but you are unable to change it please contact HR via [hrhelp@sgul.ac.uk](mailto:hrhelp@sgul.ac.uk).