



## Access & Reporting 2.0 HR Information Session 27.04.22 Staff Questions Captured on Zoom Chat

Q1. Is the Employee Planning Org Reporting also open to PIs that have research staff employed on their research account budget?

Yes.

Q2. If you don't have access to any report that is being shown, how does one get access? Or if it is there but nothing is showing?

**More information required - Most reports are provisioned based on InfoHub Role - if you believe you should be in a certain role or have access to certain reports please email the helpdesk ([hrhelpdesk@ucd.ie](mailto:hrhelpdesk@ucd.ie)) and we will look into it for you.**

Q3. How often is the 'end date in the past' data updated?

**Nora, which report was this and we can look into for you? End dates in the past would be unusual.**

Q4. Could we check with Louise/Valerie/Paul re end of notice communications, if it would be possible to list the PI on that notice? Would it also be possible to add PI as a field in the Infohub 'staff enquiry' search? (Screenshot supplied below).

520231	HR Review	08 Apr 2022
523567	HR Active	19 Apr 2022
<b>Hiring &amp; Employee Changes (Research Funded)</b>		
481757	Cancelled	19 Oct 2021
525320	With Principal Investigator	29 Mar 2022
525349	With Principal Investigator	29 Mar 2022
528193	HR Active	22 Apr 2022

**PIs do receive the end date notice comms as long as they are set up in the org chart as the reporting manager. PIs will also appear as reporting managers in InfoHub if set up in the org chart. The School can view the org chart to see if the reporting line is correct.**



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*Q5. Under the re resourcing tab on Infohub, is it possible to add a description that would display in the view on the list of OHFs?*

Currently it is necessary to drill down into the OHF as a reference to what post that OHF relates to, which is very time consuming. Descriptors are available in the Hiring Dashboard- School view. The approvals screen is just a high level approvers.

Just to follow up on this query as well. The "My Approvals" tab is just a high level snapshot. If you go into the Hiring Dashboard for the School you can see a table of all the in progress forms. Once you click on the numbers you can see more details (post title, form creator, forms awaiting approval etc.)

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### Hiring - School View

*Q6. What is the best approach to update sick leave records retrospectively, if they have not been maintained for a period of time?*

It is critical that sick leave is reported to Schools and Units as per the UCD Sick Leave Policy and Procedures and recorded at the earliest opportunity to avoid overpayments occurring. Sick leave can be recorded retrospectively in CoreTime in the normal way by the Sick Leave Administrator and the medical certs sent by email the [hrhelpdesk@ucd.ie](mailto:hrhelpdesk@ucd.ie). If you have any difficulty recording the leave you can email the helpdesk requesting them to update the employees Core sick leave record and attach a copy of relevant medical certs.

*Q7. Are there any development plans to generate payment automatically of annual leave for hourly paid staff?*

Not at present. Holiday pay in general is paid on request from the School/Unit. The only exception to this is the Tutor and Demonstrator cohort, where payment is made at the end of the academic year in June and August. Requests for payment of holiday pay should continue to be sent to the [hrhelpdesk@ucd.ie](mailto:hrhelpdesk@ucd.ie)

*Q8. Do hourly paid staff have any rights to get paid sick leave/ covid leave? If so, how do they request it?*

Hourly paid claimants are not entitled to paid sick leave under current University policy. There are changes in legislation pending currently due to take effect Summer 2022 which will be reviewed in detail by UCD when finalised and the Bill enacted by Government. Claimants may have entitlement to Illness Benefit from the Department of Social Protection. Full details are available at <https://www.gov.ie/en/service/ddf6e3-illness-benefit/>



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Q9. Is there an option for joint funding sources when hiring e.g. if a post is being funded both by a school cost centre and a research account?

***Unfortunately, you cannot split funding between a Core funded cost centre and a Research Funded Cost centre. All funding for a Core or Externally Funded Role must come from a Core or External funded cost centre and with Research Funded roles all funding must come from an r-code/Research Funding. Split funding can be accommodated within each category i.e. multiple r-codes for Research Funded roles or multiple cost centres for Core Funded roles but they can't be mixed. In the case of multiple cost allocations within a category of role (either Core Funded or Research Funded) a form would be generated against the main cost centre and any split of allocation would be noted in either the Comments Field (Core Funded Forms) or the Cost Allocation Field (Research Funded Forms).***

Q10. Are orientation pages available to staff prior to getting UCD Connect access, which often isn't provided until the first day of their contract?

**The new staff orientation page is available to all managers all year round. Access to the orientation page in InfoHub is linked to the new employees' access which is commenced by the Operations team once their contract is processed. The employee and manager checklists, however, are also available on the website.**

**<https://www.ucd.ie/hr/resourcing/researchfundedresourcing/onboardinginformation/>**

Q11. In the hourly paid portal, spoken about, is there somewhere to see the cost centre that an ESS claim was put through as, we have a few codes on the go and are handy to be able to double check that.

**This report shows you the full list of any timesheets paid from specific cost centres:**



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### Online Timesheets Management



#### › Paid Online Claims by Financial Year

View information on claims submitted by Occasional Lectures & Tutors ☆

*Q12. Could the Orientation page offer line managers a single point of specific system access requests for newly joined staff? At the moment, we still rely on multiple emails to various system owners which is time consuming and less efficient whereas we would want staff to have access on the first day they join.*

**There is a “System Access” tab in the orientation page which highlights how to get access to various systems. Unfortunately each system is owned by different departments Finance, EAG, HR etc. so there isn’t a single access request system in place just yet. Each department would also require different system access as such for each role/grade.**

*Q13. Is there a way to search for historical OHFs according to 'new appointee' or 'previous incumbent'?*

**In the search hiring form function you can search by previous incumbent.**

*Q14. Who would be the starting point to discuss changes to the ESS system. There are a number of potential adjustments which would address GDPR issues during the recruitment process? Specifically a non-email mechanism to deal with mid recruitment correspondence such as salary forms, references, score sheets, recommendations etc..*

**We are looking into options for this scenario but it is still early days and it will be a very complex undertaking. Unfortunately we will still have to rely on emails in the meantime. Thanks for your offer of assistance to participate in such a project as we may take you up on this offer in the future.**

*Q15. Is it possible for the system to fully recognise two separate part-time contracts in UCD?*



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**The HR system does not currently have this functionality but we are about to initiate a project that will look at the feasibility of introducing this 'multi post' functionality.**

Q16. Suggest a portal specific to hourly paid employees that gives information about their leave entitlements, reports on leave taken, etc. also links to vacancies available to them?

**All absences and hours worked are managed locally for hourly paid employees and there is no immediate plan to create a portal specifically for this function.**

Q17. Would it be possible to add a plug in to the set up to select access new staff members will need?

**The whole area and all the processes around set-up and access to systems needs to be reviewed at an organisational level. We expect this may be looked at as part of the UCD strategy Enabler 4 project.**