



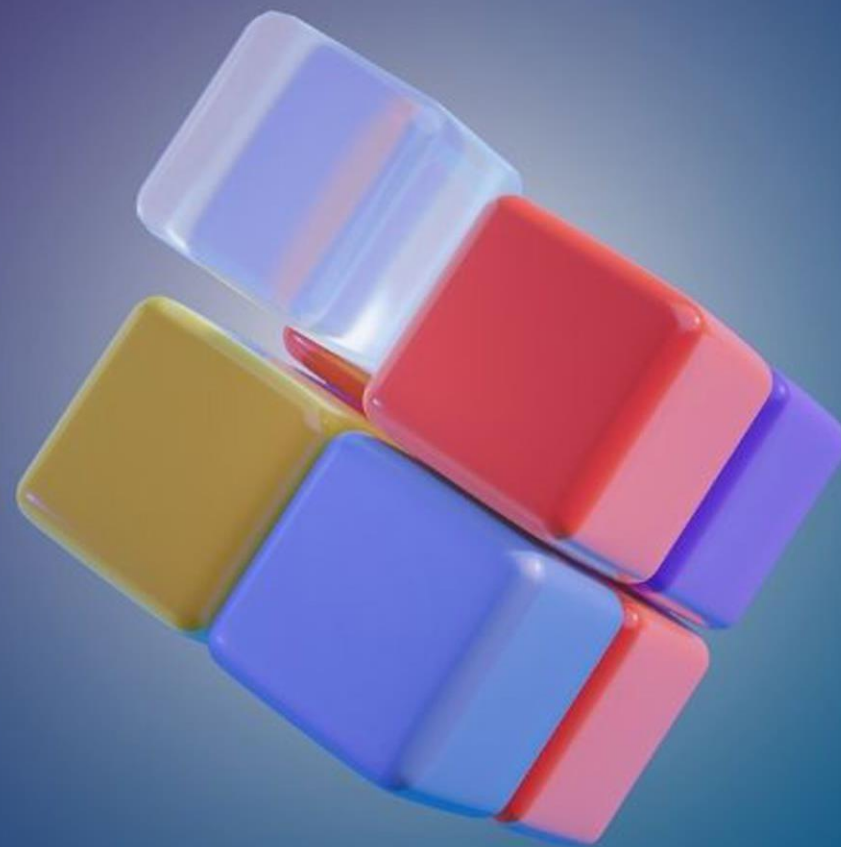
UHR Conference 2025

Online 13 - 15 May

#UHR25

#UHRawards25

#workwithUHR



Human Resources

UHR Make do and Mend

Presentation – May 2025



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Introduction

Sarah Darby – Deputy HR Director and Director of the
Central Staff Hub

Charlotte Bowles – HR Operations and Service
Improvement Manager

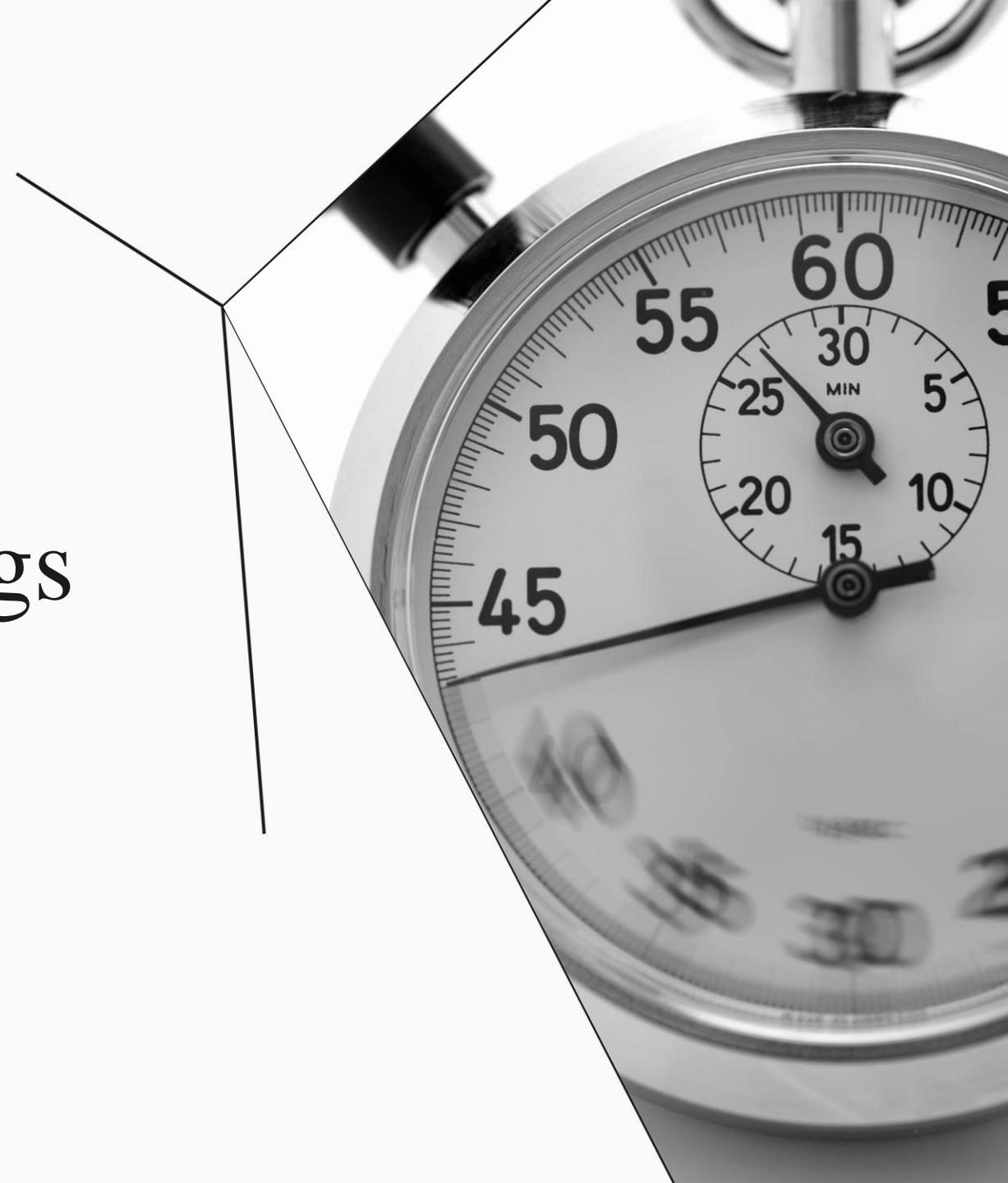


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Examples of time savings



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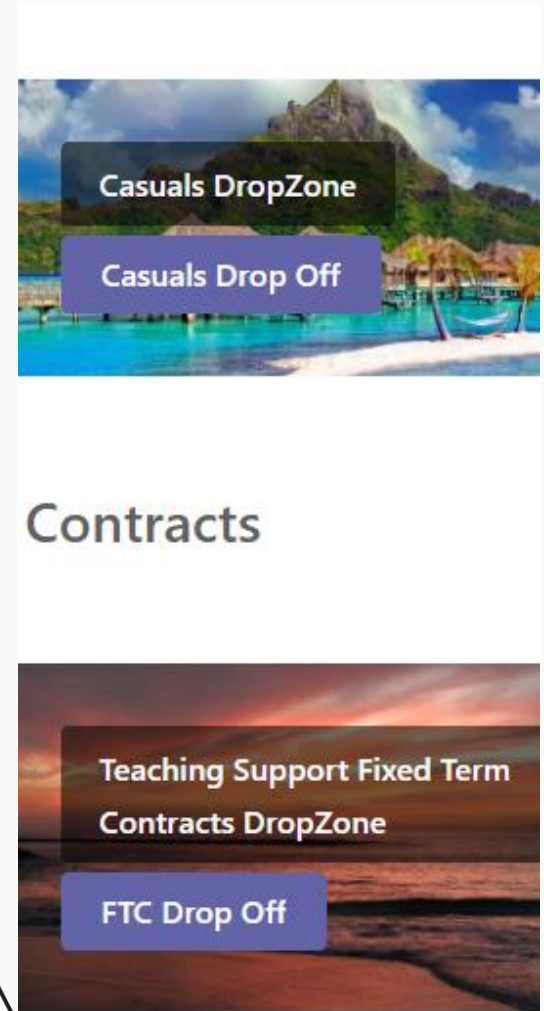
Activity	Volume	System	Est Time saving
Transferring BPAS documentation	Over 10,000 personal files	Leapwork	Over 1,000 hours
Manual pay uplift	Over 1,000 employees	Leapwork	Over 65 hours
Non Student Casual requests/revisions and joiner data collection	Autumn term 24/25 450+	Sharepoint MS Form Excel	Over 67 hours
PGT contract requests/revisions and joiner data collection	Autumn term 24/25 1,500+	Sharepoint MS Form Excel	Over 225 hours
Anniversary Fellows/Chair file saving	Over 1,100 applications	Leapwork	Over 73 hours



PGT and casual contracts Sharepoint and MS Forms



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Excel collection for contract information

- Guidance or comments
- Drop down boxes
- Conditional formatting to highlight issues/flag focus
- Sums to calculate pay and holiday
- Formula to pull through contract paragraphs



FTC Dropzone Spreadsheet example for UHR

Search

File Home Insert Draw Page Layout Formulas Data Review View Automate Help Table Design

Comments Share

U6

=IF(T6="Attached within the case and valid","Please ensure that the RTW documentation is signed and dated with confirmation that the original has been seen. As a reminder no contract will be issued without

	U	V	W	X	Z	AA	AB	AC	AD	AE	AF	AG	AK	AL	AN
1			DO NOT COPY OVER THIS COLUMN		DO NOT COPY OVER THESE COLUMNS						DO NOT COPY OVER THESE COLUMNS				
2		Merge Field				Merge Field	Merge Field	Merge Field	Merge Field			Merge Field	Merge Field	Merge Field	Merge Field
3	RTW Information	Total hours for the contract	Student 20 hours policy breached?	Full time equivalent salary	student check	FTE	Annualised hours only pro rata salary	Annualised hours only Pay for duration of contract	Annualised hours only paid holiday hours	calc weeks	calc total hours	Continuous Service Para	Increment Para	DBS Para	Short Duration
4	Please ensure that the RTW documentation is signed and dated with confirmation that the original has been seen. As a reminder no contract will be issued without a valid RTW check completed prior to the contract.	400	Within the 20 hours weekly restriction.	£ 32,546.00	16.8067227	56.28%	£18,316.89	£8,453.95	73	24	473		Your salary will normally increase by an increment on 1 August each year until you reach the contribution threshold for your Band. In the event that your contract is renewed, your first incremental review will be on 1 August 2025. The award of contribution points above the contribution threshold is subject to doing your job 'beyond well', as defined by the University.	Your employment is subject to you providing accurate information on all Disclosure and Barring Service forms and the receipt of a disclosure from Disclosure and Barring Service that is satisfactory to the University being obtained within a	Due to the short duration of the appointment, the University will not issue you any further notice of this.
5			#DIV/0!		#DIV/0!	0.00%	£0.00	£0.00	0	0.2	0		#VALUE!		Due to the short duration of the appointment, the University will not issue you any further notice of this.

Teaching FTC Paras increment Lists +

Ready Accessibility: Investigate


Display Settings 110%



Sharepoint area

SharePoint

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 **HR Operations Support Contracts**

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Page details

Preview


Analytics

Published 28/08/2024



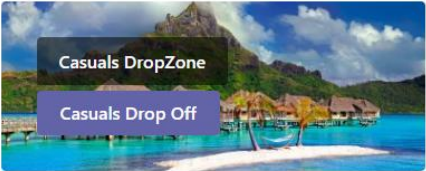
Operations Support Contracts

^ Casual Contracts




Casual Contracts List

Click Here

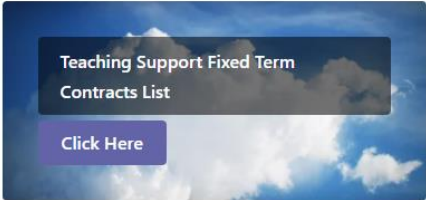


Casuals DropZone

Casuals Drop Off




^ Teaching Support Fixed Term Contracts




Teaching Support Fixed Term Contracts List

Click Here




Teaching Support Fixed Term Contracts DropZone

FTC Drop Off



Teaching Support Request Form



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Sharepoint area continued

SharePoint

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HR Operations Support Contracts

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+ Add new item

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Casual Contracts

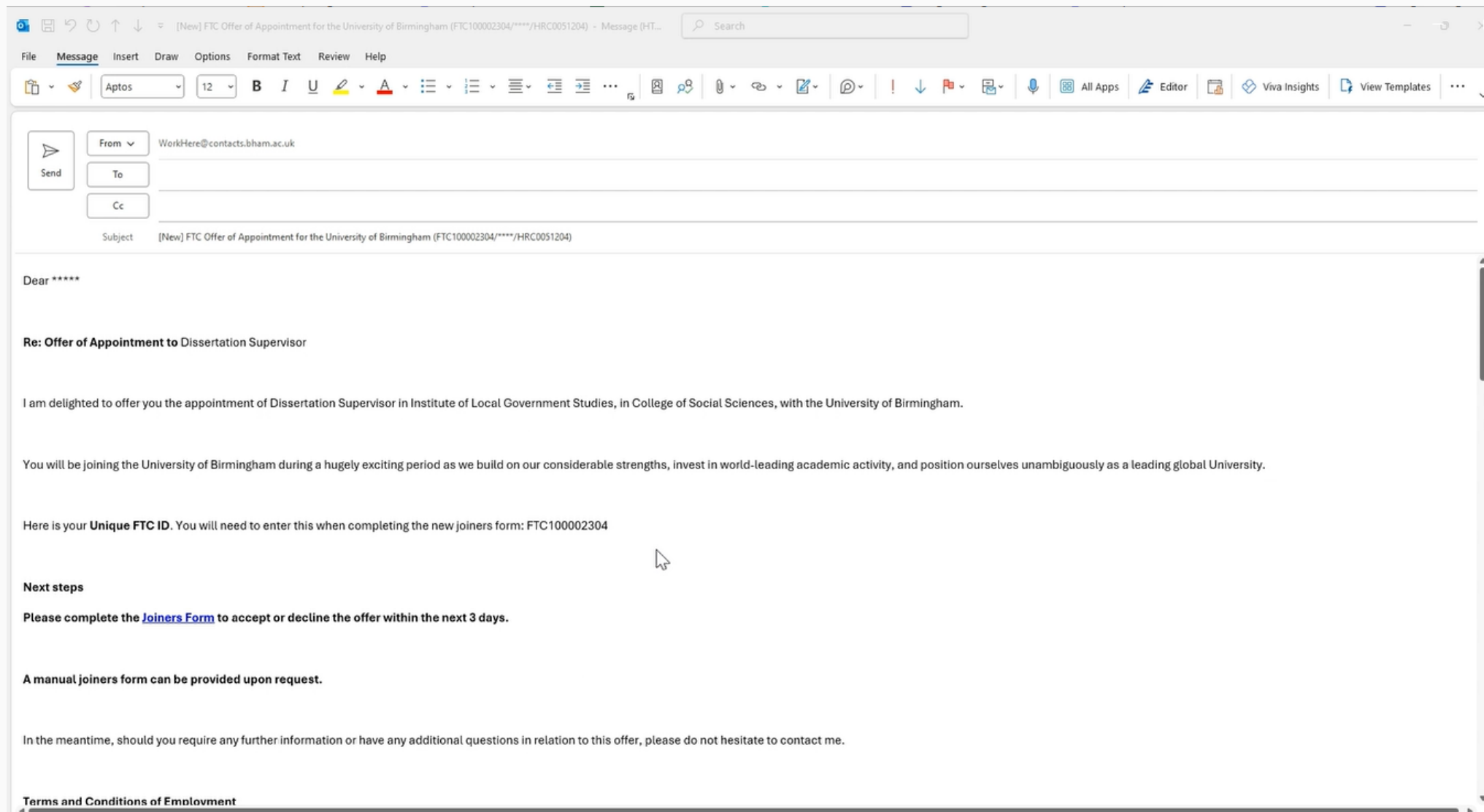
	UniquelD	Assigned to	Case Number	Assignment N...	Action	Date offer ...	Date case has ...	Offer SLA	Next Steps Sent
	CAS100003743	Amina Ishtiaq (Centra	HRC0052759		Awaiting input on Co	02/05/2025	02/05/2025	0	
	CAS100003744	Amina Ishtiaq (Centra	HRC0052759		Awaiting input on Co	02/05/2025	02/05/2025	0	
	CAS100003742	Manjit Kandola (Centr	HRC0053075		Awaiting input on Co	01/05/2025	01/05/2025	0	
	CAS100003740	Manjit Kandola (Centr	HRC0051905		Offer Sent (awaiting	30/04/2025	28/04/2025	2	
	CAS100003741	Manjit Kandola (Centr	HRC0052631		Offer Sent (awaiting	30/04/2025	30/04/2025	0	
	CAS100003738	Manjit Kandola (Centr	HRC0051752	E2090204-12	On Core (Next Steps	29/04/2025	29/04/2025	0	30/04/2025



Contract Generation

- Powerautomate
- Team email
- Accuracy
- SLA's





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Microsoft Forms

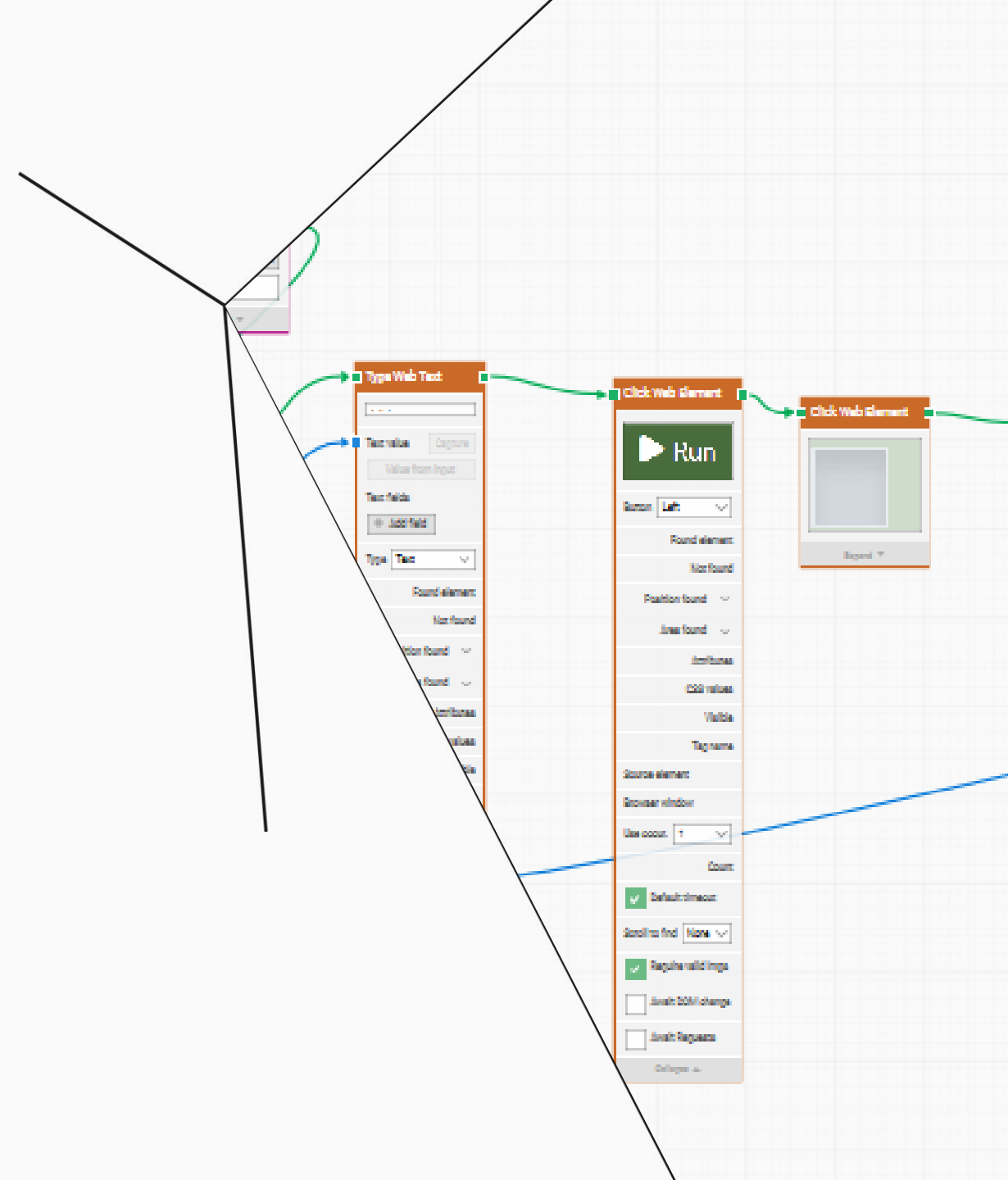
- Dropdowns
- Mandatory questions
- Follow on questions
- Reduction of duplication

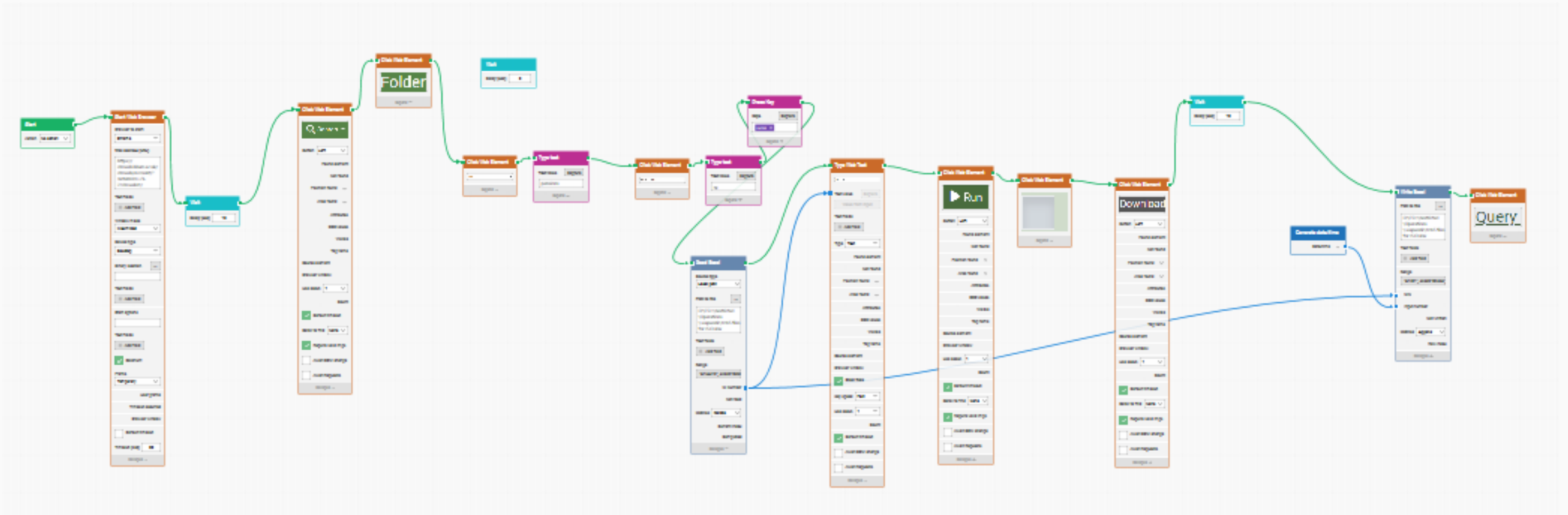


Leapwork



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Data for the flow in Excel

FileHomeInsertDrawPage LayoutFormulasDataReviewViewAutomateHelp

Clipboard

Font

Alignment

Number

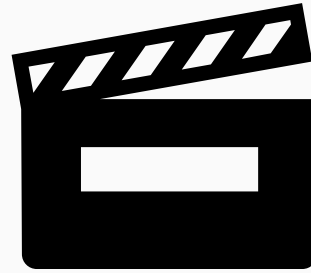
Conditional Formatting

315

A	B	C	D	E	F	H
Employee Name	NI Number	Scheme	Status	Date of Birth	Email Address	File name
Test Name 1	ABC1234	USS	Active	26/09/1981	test.name@bham.ac.uk	Joiners email - ABC1234
Test Name 2	ABC1235	USS	Active	27/09/1981	test.name@bham.ac.uk	Joiners email - ABC1235
Test Name 3	ABC1236	USS	Active	28/09/1981	test.name@bham.ac.uk	Joiners email - ABC1236
Test Name 4	ABC1237	USS	Active	29/09/1981	test.name@bham.ac.uk	Joiners email - ABC1237
Test Name 5	ABC1238	USS	Active	30/09/1981	test.name@bham.ac.uk	Joiners email - ABC1238
Test Name 6	ABC1239	USS	Active	01/10/1981	test.name@bham.ac.uk	Joiners email - ABC1239
Test Name 7	ABC1240	USS	Active	02/10/1981	test.name@bham.ac.uk	Joiners email - ABC1240
Test Name 8	ABC1241	USS	Active	03/10/1981	test.name@bham.ac.uk	Joiners email - ABC1241
Test Name 9	ABC1242	USS	Active	04/10/1981	test.name@bham.ac.uk	Joiners email - ABC1242
Test Name 10	ABC1243	USS	Active	05/10/1981	test.name@bham.ac.uk	Joiners email - ABC1243
Test Name 11	ABC1244	USS	Active	06/10/1981	test.name@bham.ac.uk	Joiners email - ABC1244
Test Name 12	ABC1245	USS	Active	07/10/1981	test.name@bham.ac.uk	Joiners email - ABC1245



Video of a flow in action

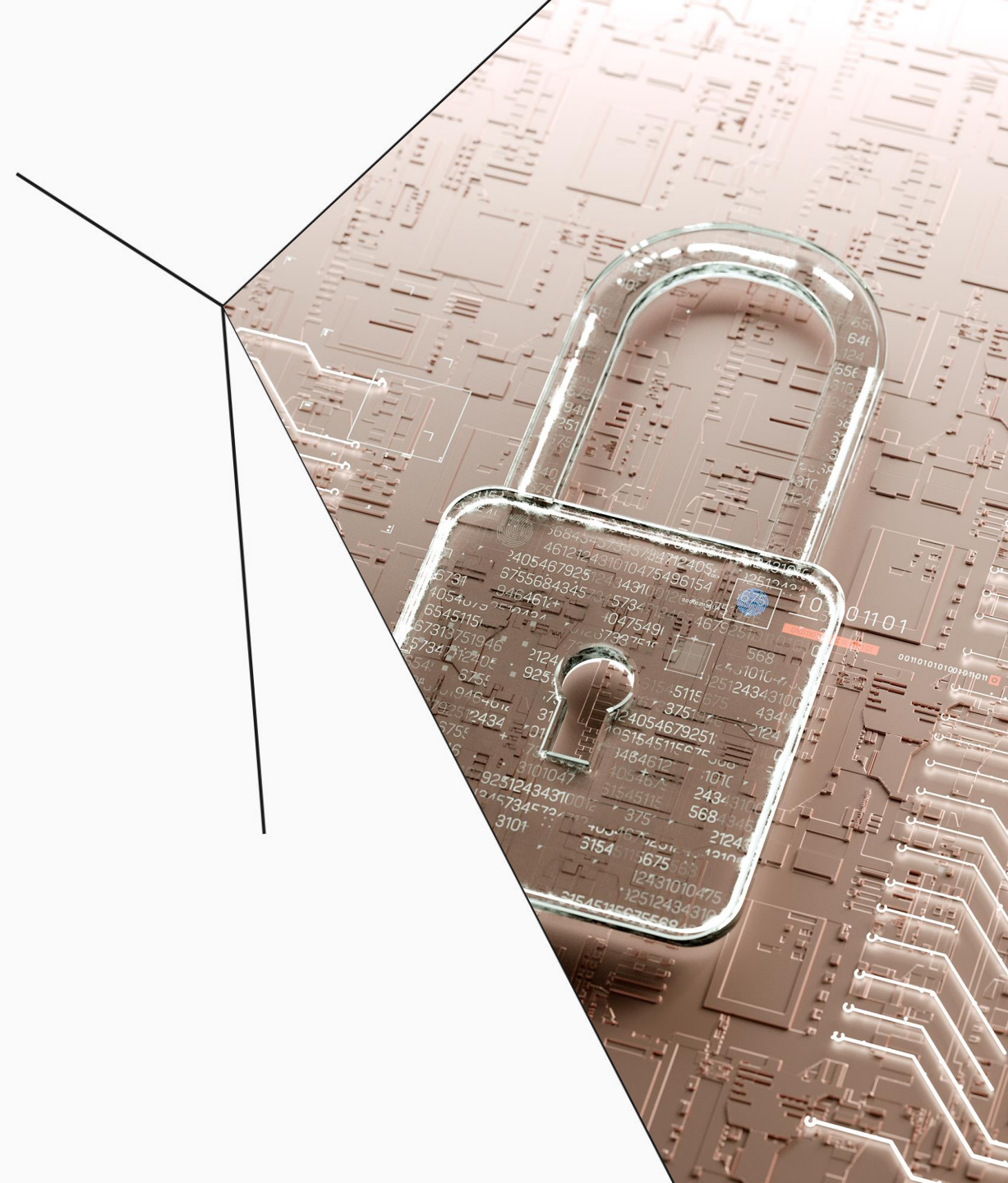


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Digital Skills



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Digital Skills Passport

Name		Competency Key		
		N/A	Not Applicable	Lower levels of capability/proficiency
Todays Date	29/01/2025	1	To be undertaken	
		2	Training in progress	
		3	Confirmed UoB capable, training finished	Higher level of capability/proficiency



Level	Training Title	System	Current Competency Level
Essential	Vlookup	Excel	
Essential	Excel essential training	Excel	
Essential	Quick excel tips	Excel	
Essential	Word Essential Training	Word	
Essential	Word - Tips and Tricks	Word	
Essential	Outlook Essential Training	Outlook	
Essential	Outlook Quick Tips	Outlook	
Essential	Teams Essential Training	Teams	
Essential	Teams Quick Tips	Teams	
Essential	One Note	Teams	
Intermediate	Teams and Outlook together - Maximising Productivity	Teams	
Intermediate	Leapwork - running a flow	Leapwork	
Intermediate	Planner - Essential Training	Planner	
Intermediate	PowerPoint Essential Training	PowerPoint	
Intermediate	PowerPoint Quick Tips	PowerPoint	
Advanced	Advanced formulas and function	Excel	
Advanced	Get started with Power automate	Power Automate	



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Digital skills library

HO

Digital - passport and library

Posts

Files

Digital Skills Library ▾

Quick and useful guid...

⊕

+ Add new item

📄 Edit in grid view

↶ Undo

🔗 Share

🔗 Copy link

📄 Export ▾

⋮

Digital Skills Area ☆

🔍

☰

⬇

All Items

🖼 Gallery ▾

⋮

Title

Vlookup

Hyperlink

https://www.linkedin.com/learn...

Description learning

"Use VLOOKUP and XLOOKUP functions in Excel to look up...

Time course in hours/mins

19 mins

Level

Essential

Software

Excel

Title

Advanced formulas and funct...

Hyperlink

https://www.linkedin.com/learn...

Description learning

"How to use tables and dynamic arrays for data integrity and...

Time course in hours/mins

5 hours

Level

Advanced

Software

Excel

Title

Excel essential training

Hyperlink

https://www.linkedin.com/learn...

Description learning

"You can apply the Excel skills you'll learn in this course to...

Time course in hours/mins

2.5

Level

Essential

Software

Excel

Title

Quick excel tips

Hyperlink

Title

Word Essential training

Hyperlink

Title

Word - Tips and Tricks

Hyperlink



Resources

- Google is your friend!
- Linked-In Learning
- Office 365
- Teams – record your meeting, transcribe and AI generate summary and action notes (Premium)
- Co-Pilot

Microsoft Resources:

- Microsoft Learning Pathways: [Training | Microsoft Learn](#)
- Microsoft Automation Beginner Resources: [Power Automate Learning Resources | Power Automate Blog \(microsoft.com\)](#)
- Microsoft Power Automate User Community: [Microsoft Power Automate Community](#)
- Microsoft Support: [Microsoft - Power Automate Support](#)
- Microsoft Power Automate: [Get help with Power Automate - General Discussions](#)



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Q&A



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