



Welcome to the
June 2023
FUG

Financial Users Group

9 June 2023

Agenda

Welcome

Matters arising/action points

H RTP

UPS Updates

SPP

Finance System Replacement

Finance Division updates

Questions and answers



HR Transformation Programme (Processes and Systems)

Overview to Finance User Group



UNIVERSITY OF
CAMBRIDGE

Drivers for H RTP

“The Board strongly recommends that the University streamlines and standardises its key financial and HR processes so that it can effectively invest in procuring and deploying modern, fit for purpose IT systems to make genuinely efficient, effective and unobtrusive administration across the institution a real possibility.”

25th Report of the Board of Scrutiny (November 2020)



Due to the limitations of current HR systems we are unable to offer the best possible service to our colleagues



Complex systems and processes mean we do not always have accurate data and a single version of the truth



Our processes need to be fit for purpose, and they are not



The support we can provide to employees, managers and senior leadership is limited and impacts negatively on decision-making

What H RTP Will Deliver



- Improving, harmonising and simplifying HR administrative processes will generate:
 - Efficient services
 - Enriched team collaboration
 - Enhanced data reporting
- An improved HR and payroll system, myHR, will deliver
 - A new, user-friendly platform
 - Simplified and harmonised processes
 - New tools to help simplify how staff access their HR and employment information

Objectives and benefits

Realised Objective...	Leads To...
Process simplification and harmonisation	Reduction in HR administration effort, enabling staff to work on higher value activities
Reduction of manual processes	
Availability of employee and manager self-service	
Fast and intuitive access to higher quality and richer data and reports	Improved decision-making
Improving the onboarding and induction process	Increase in a new joiner's speed to productivity
Improvements in the end-to-end recruitment process	Decrease in the average time to fill a job vacancy
Implementing a modern system that meets information security and regulatory requirements and is regularly updated to meet those requirements	Continued regulatory and information security compliance
Improvements in learning systems, including finding training, tracking training, and delivering training	Increased learning effectiveness
A system that is regularly updated and a central support team that exploits new functionality	Continuous improvement of direct benefits

Deployment One – anticipated timeframe mid 2024



Core HR and
Absence



Payroll



Timekeeping



Query
Management

Deployment Two – anticipated timeframe Easter term 2025



Recruitment



Talent
Management



Learning and
Development



Case
Management

The Payroll module in Oracle

- holds the pay rate and calculation rules
- contains statutory and voluntary data to calculate net payments

Pay run processing flows perform the Gross to net calculations, produce payment files, costing data, payslips and statutory returns

Payroll Scope

Employees

- Update Bank Details
- View and Download Payslips
- View and Download P11D's
- View and Download P60's

Payroll Admin

- Enter and maintain all Payroll Elements
- Enter and maintain Statutory and Pension information via Calculation Cards
- View Payslips
- Run Payroll Reports
- Retrieve and process inbound HMRC files
- Process and reconcile Payrolls
- Run post payroll processes – payments, costing, payslips, RTI etc
- Adjust Balances



H RTP current activity

- **Design and configuration** of myHR system
- **Primary Sponsor briefings** at senior meetings across Schools and NSIs
- **Proposed 'to-be' process maps** have been shared with relevant colleagues to review and provide feedback
- **Data cleansing** commenced - some departmental support is needed but will be kept to a minimum
- **Change team** and Implementation Coordinators attending a variety of meetings across the schools and NSIs
- **Advocate network** launched, growing and taking actions

Implementation Coordinators

Work directly with Schools and Non-School Institutions, supporting them to transition to new ways of working and helping them understand the key changes and impact of the HR Transformation Programme for their respective areas.



Clare Bates
UAS & Non-School Institutions



Simon K. Gates
Schools of Arts and Humanities &
the Humanities and Social Sciences



Mike Mathews
Schools of the Biological Sciences
& Clinical Medicine



Rob Millington
Schools of Technology & the
Physical Sciences

Questions?

University Payment System (UPS) Decommissioning Project

June 2023

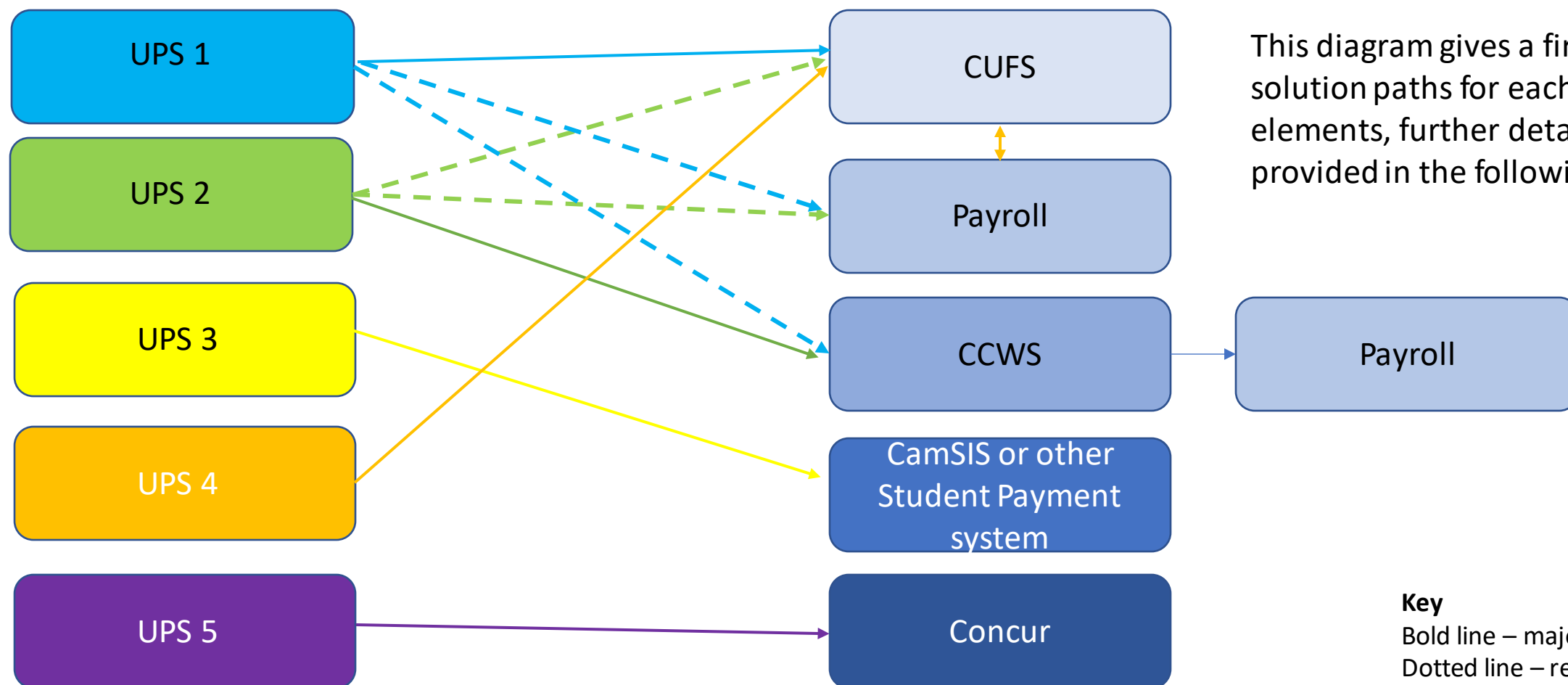
Graham Gustard – Head of Employment Tax

Project purpose

University Payment System (UPS)

- Bespoke, in-house system to manage certain payments to individuals
- System has reached end-of-life, no further system upgrades available
- Current processes are outdated and lack transparency: not aligned with FTP's vision for new Finance systems
- Looking to decommission all elements of UPS, during 2023 and 2024
- Stakeholder engagement to identify current usage and determine future requirements
- Looking for volunteers to help test new forms and processes
- We will only decommission an element of UPS when we are comfortable that all current payments within that element have a new home

Future homes for UPS modules



This diagram gives a first look at the solution paths for each of the UPS elements, further details are provided in the following slides

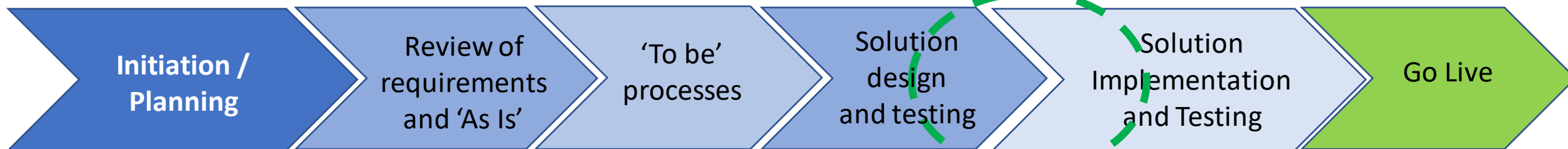
Key
Bold line – majority solution
Dotted line – residual transactions

Project progress UPS 2 (not casual workers)

Board/Committee members (Officeholders) and "Deemed employees for tax purposes"

- Data capture forms have been created and are now being tested for:
 - (i) payee set-up; and
 - (ii) payments
- Payments processed via a new Tax Withholding Payroll

UPS 2 Payees	Future home /name	Delivery date
Casual workers (UK)	CCWS and payroll	Jan-23
Casual workers (overseas)	CUFS / AP	Oct-23
Board / Committee members (Officeholders)	"New Tax withholding" payroll using existing "Externals" processes	Oct-23
Board / Committee advisors	CUFS / AP	Oct-23
Examiners "lower-level"	TBC	TBC
Interns: workers	CCWS and payroll	Jan-23
Interns: "training"	CUFS / AP	TBC
Deemed employees	"New Tax withholding" payroll using existing "Externals" processes	Sep-23
Subsidiary directors	Subsidiary payroll(s)	Oct-23



Project progress UPS 4

Off-Payroll Workers (OPW)

- Individuals who are providing their services (labour) via an intermediary, e.g., a personal services company, where they would be seen as employed/deemed employed for tax purposes, if working directly for the University.
- Currently finalising the new processes, etc.
- Data capture forms have been created and are now being tested for: payee set-up; and payments
- Payments processed via a new Tax Withholding Payroll (Tax and NIC) and CUFS (net invoice)

UPS 4 Payees	Future home /name	Delivery date
Off Payroll Workers (OPW) and disbursements - individual	"New Tax withholding" payroll using existing "Externals" processes	Oct-23
OPW - intermediary	CUFS / AP	Oct-23

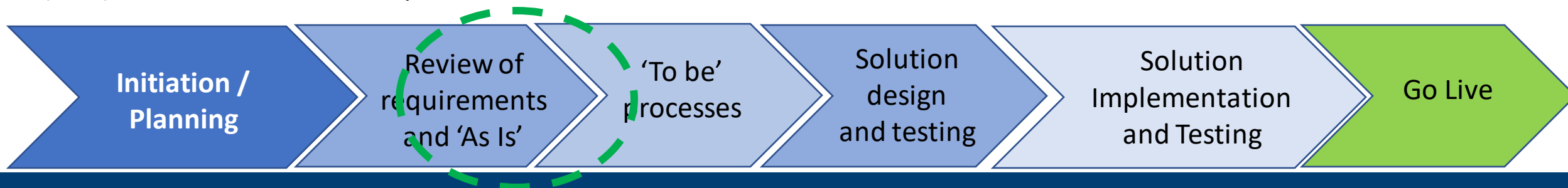


Project progress UPS 1

“Light-touch” self-employed and “Higher-level” examiners

- UPS 1 will remain open, until an alternative solution is developed, for:
 - One-off / ad hoc guest speakers
 - “Push” payments
 - Higher-level examiners, moderators and invigilators (postgraduate and above). A separate “Examiners” project is being established
- Currently developing a data capture form for departments to complete (*i.e.*, FD3-light)
- Employment Tax team assess status and if they are self-employed, will issue a Tax Clearance Number (TCN) for the individual to be paid on submission of an invoice

UPS 1 Payees	Future home /name	Delivery date
Self-employed "light-touch" individuals - invoiced (includes disbursements)	CUFS / AP	TBC
Examiners "Higher-level" (push)	TBC	TBC
Ad-hoc / guest lecturers (push / pull)	CUFS / AP	TBC
Supervisors (push)	CUFS / AP	TBC
Honoraria (push)	CUFS / AP	TBC

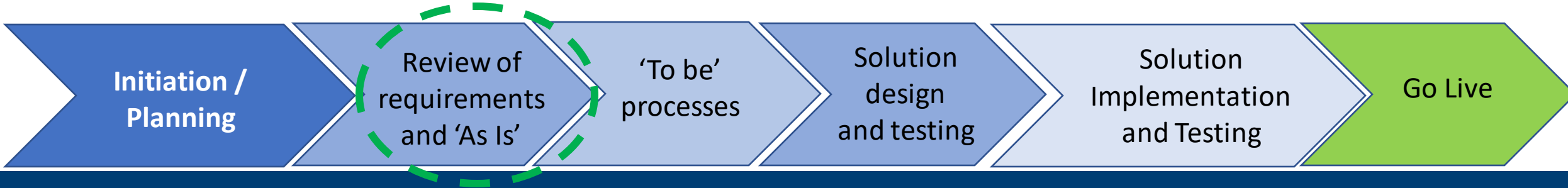


Project progress UPS 3

Student maintenance/bursary and expenses payments

- A Studentship Project Group has been established to investigate the full capabilities of CamSIS as the main system for all student interactions
- Studentship pre-discovery phase is now complete and project initiated and aligned with UKRI findings
- Work to be undertaken to assess "as is" and "to be" processes
- Anticipated go-live date is start of academic year 2024/25, with phased roll-out of modules

UPS 3 Payees	Future home /name	Delivery date
Student maintenance (ad hoc / repeat)	CamSIS	Sep-24
Student ad hoc out of pocket expenses	CamSIS / Concur (TBC)	Sep-24

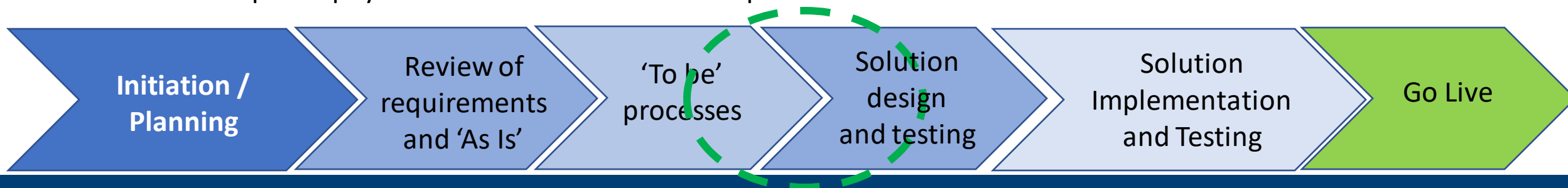


Project progress UPS 5

Research participant payments

- Currently reviewing the types of payments made to Research Participants and those undertaking Public Involvement in research (in light of the recent NIHR guidance)
- Where a Research Participant is not undertaking any work, *i.e.*, they are not "workers", they will be classed as a subset of “visitor” with their expenses being processed via Concur
- Reviewing whether time payments can be paid via Concur – processes being developed
- The roll-out of expense payments to visitors via Concur is planned to start towards the end of 2023

UPS 5 Payees	Future home /name	Delivery date
Research Participants' fees	Concur visitors	Dec - 23
Travel and Subsistence (expenses)	Concur visitors	Dec-23



Next steps

If you would like to volunteer to test the new forms and processes, or have would like to get involved in shaping the new process and systems, please contact either:

Heather Ajimi – Senior Business Analyst
(Project Manager for UPS Decommissioning)

or

Graham Gustard – Head of Employment Tax
(Business Lead)

Thank you

Any questions?

Finance Transformation Programme (FTP)

Thank you!

Strategic Procurement and Purchasing (SPP)

New legal suite

Presented by: Kate Solomon
Head of Strategic Sourcing

Overview of the new legal suite

- Procurement Services and the Legal Services Division have developed a revised suite of legal documents
- The new documents are up to date with all the latest legislation and will be reviewed regularly
- They're being published in an easy-to-use modular format
- They'll be accompanied by bite-sized training videos to bring users up to speed

Strategic Procurement and Purchasing (SPP)

Hazardous waste framework update

Presented by: Annabel Barrett
Central Procurement Services

Suppliers

The University is engaged in a tender process for suppliers to handle the disposal of its hazardous waste.

The following suppliers will be appointed under the new framework:

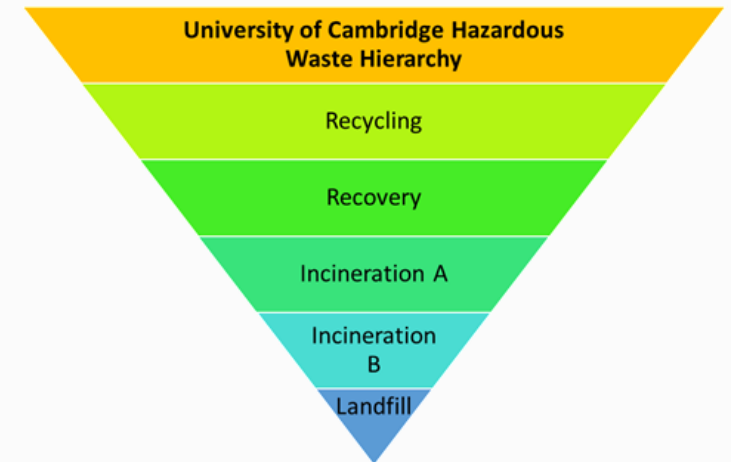
Lot 1 Chemical Hazardous Waste	Labwaste Ltd trading as Tradebe
Lot 2 Bio-hazardous Waste	pending
Lot 3 Returnable Sharps Bins	pending
Lot 4 Radioactive Waste	Grundon Waste Management Ltd
Lot 5 WEEE Hazardous waste*:	Labwaste Ltd trading as Tradebe

*this will not include IT or non-hazardous WEEE waste

Key Benefits of the Framework

The contractors who have signed up to UCAM contracts with a SLA and KPIs will deliver:

- Improvements in safety and environmental compliance
- Improvements in service levels with bespoke KPIs
- Savings over current costs, competitive pricing and cost control
- Improvements in scope 3 supply chain measurement and performance
- Training plans and signage to support and embed good practice



How will this affect you?

- Collections will continue under the University's existing supplier (Biffa) until 31 July 2023.
- Tradebe will take over the collection service for hazardous chemical waste and hazardous WEEE (waste electrical and electronic equipment – specifically fluorescent tubes, batteries, fridges, and freezers) from 1 August 2023.
- The service will remain centrally funded and the University's two on-site waste chemists will continue in their existing roles.

What else is happening?

- Tradebe staff will be out and about across the University in the coming weeks to look at how we do things now and how they can help us.
- A representative may be in touch to arrange a visit, so please help where you can. Initial visits will focus on the areas that generate the most waste, require the most frequent visits or have the greatest access and storage challenges.
- In June and July, there will be launch events at 3 different locations, where you can meet the team and ask questions. The date and venues are still to be confirmed, so keep an eye on the Key Issues Bulletin for details.

If you've got any questions in the meantime, please contact [Claudia Conti](#) in Procurement or [Margaret Glendenning](#) in the Safety Office.

Finance Division Updates



CUFS patching

Downtime from Thursday 3pm on 15th June
to Tuesday 9am 20th June

Usual emergency PO procedures will be
issued

Copy of system will be available



Medically Exempt Purchase orders - reminder

Please continue to complete the certificate for **ALL** qualifying orders

BUT

Only need to manually send them with non-catalogue orders



Tips

If you are a doing multi-line MarketPlace order - see [our video](#) on how you can change the Tax code on all lines

You only need to complete the fields for each unique combination of qualifying equipment and use

Expenses Policy & FPM



Policy – concise document, available publicly

Policy Annex – main issues highlighted for claimants in table form

FPM – additional guidance for approvers, practical examples and tax implications



Initial draft

- New format
- Tax updates
- Aligned to Concur
- Incorporates FAQ
- Links to other policies



Stakeholder liaison

Including :

- ROO – re sponsors' requirements
- Estates re sustainable travel



Consultation and
socialisation

Including:

- Expenses Working and user groups
- Finance Managers
- School Secretaries
- Additional Departmental accounts staff
- Concur Key Contacts

+

FUG
Departmental
Administrators



University Approval



Publication &
Communication



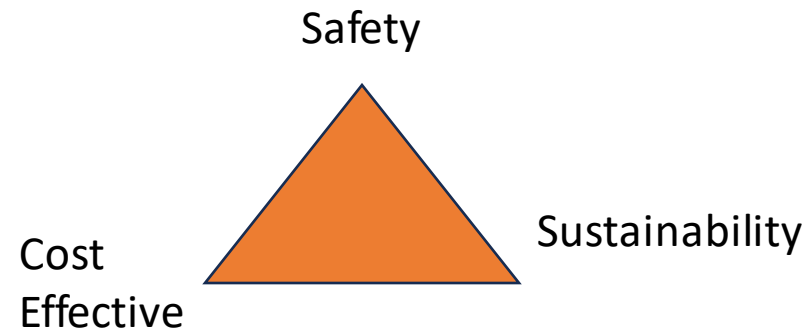
5 Key principles

Best use of University funds

Evidence of expenditure

Business Purposes only

Value for money



Reimbursement not reward

Summary of proposed changes

- **Restricted to employees** – a separate policy and procedures will be developed for non-staff expenses
- **Concur** used for all claims
- **Delegated Authority** evidence to be kept to clearly identify approvers
- **Friends and family** accommodation allowance no receipt required but is taxable (HMRC ruling)
- **Eye tests and glasses** contributions for VDU users are now capped and taxable (reflects Occupational Health Policy and HMRC ruling)
- **Taxis for social events:** confirmation not allowed (was always a taxable benefit)
- **Public transport** is the preferred option, and the sustainability of travel can be considered when assessing value for money of options (aligns with the Sustainable Travel Guidelines)
- **Non-alcoholic drinks** without meals are allowed within the existing subsistence rates.

Clarified or expanded to recognise existing advice and practice

Sustainability

- Consideration of alternatives to travel
- Bike/scooter hire outside of Cambridge
- Approved carbon offset scheme use
- Restriction of car size, use of electric vehicles

Health and wellness considerations

- Fare upgrades
- Use of taxis
- Travelling with non-employees, link to returning carer's scheme

Other

- Unregulated suppliers use e.g., Uber and Airbnb
- Subsistence includes modest amount of alcohol with a meal, if allowed by funder (guide re quantity and quality)
- Canteen exemption for hospitality – on premise events, not taxable
- Retirement parties and gifts
- Reporting for UK income tax and NIC purposes - additional guidance provided in FPM

Barclaycard – old spend!

There is old Barclaycard expenditure sitting un-processed in Concur

This **must be fully approved and accounted before year end** (ideally in June)

This is highlighted each month in the burst Concur reports. We ask for spend to be submitted by the 15th of the month following the spend.

This week **we have sent out details of un-processed spend from the Feb 23 statement and before**



Barclaycard – old spend!

If cardholders are not proving receipts, narrative and details in good time **the standard process is to put cards on hold or cancel the cards.**

Please let us know if there are cards you'd like cancelled.

Is this a Concur issue?

Prior to Concur did the cardholders submit receipts and coding on time?

Is it just more visible now?

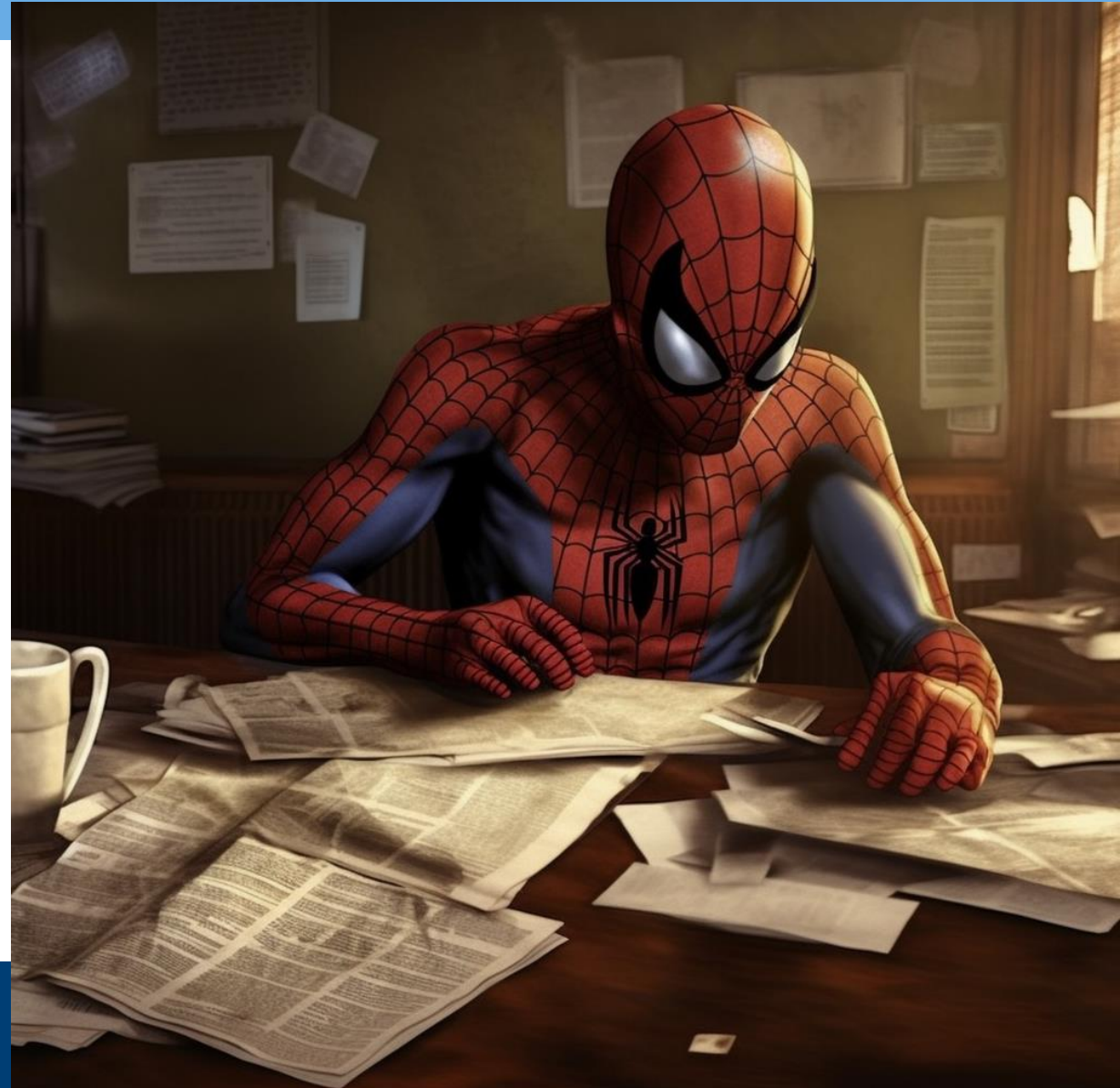


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Concur expenses

Now live

- **Pulse Survey** for all staff - [Concur expenses survey](#)
 - Gain insights to system, help shape the future
- **Other Fieldwork Costs** – expenditure type now live
- Meal £ limit warnings removed from non-UK spend



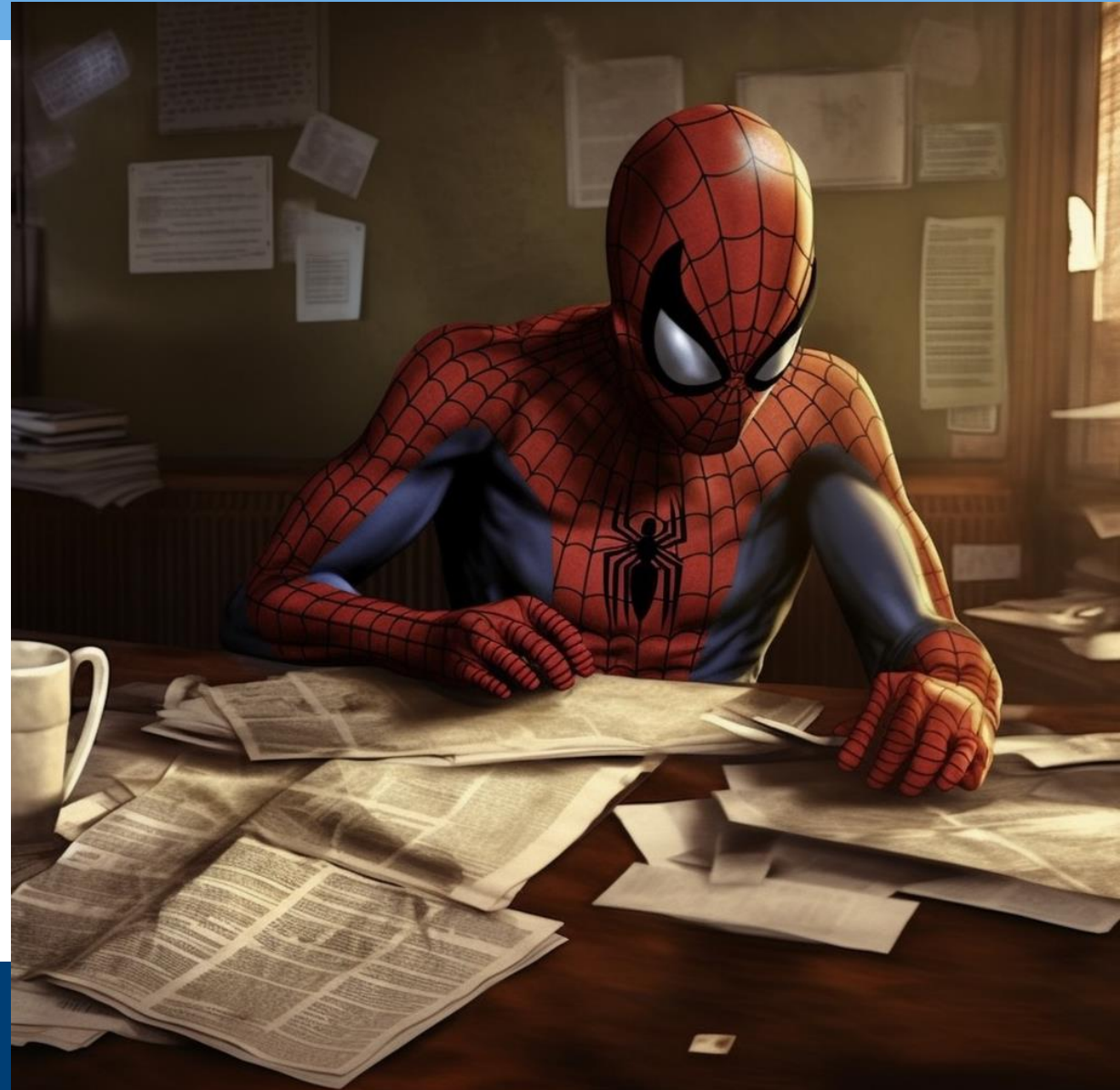
Concur expenses

Now live

Approvers can add attendees

Can now use a single receipt for multiple expense lines in the same claim

But: current issue with narrative field if you go over 64 characters!



Concur expenses

Latest news

Final batch of expense type updates for accommodation going live soon.

Reviewing which hospitality claims need full attendee list (we think we can improve things)



Concur expenses

Theme refresh

Sometime after the 5th June: an update to the **mobile app** look and feel:

- a more accessible design
- tabs at the bottom for quick access; and
- a new actions button to quickly capture receipts

Web version theme will be updated in the coming months.



Questions and Answers

