



# HPL Hourly Paid System User Guide

This guide will detail how to view and accept contracts.

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## Key Benefits of HPS:

- View and download your contracts online, from academic year 2018/19 onwards
- View your hours to be worked in a simpler format both as a list and in a calendar view
- Query the content of the contracts online before accepting them
- View information about the hourly rate you will receive
- See what hours have been paid

HPS accepts your UAL username and password. You will be notified of each contract that requires your response by email into your UAL email account. Please respond to all contracts awaiting your acceptance as soon as possible to ensure payment on time. Please be aware that you will not receive payment for hours worked **unless you respond on HPS.**

The image shows a screenshot of the UAL Hourly Paid System login page. The page has a black header with the 'ual:' logo. The main content area is white and features a login form titled 'Hourly Paid System'. The form includes fields for 'Username' (containing 'hpl') and 'Password' (masked with dots). A black 'Login' button is positioned below the password field. Below the button, there is a small disclaimer: 'Please login using your UAL username and password. If you have any problems logging in please contact the IT Service Desk on servicedesk@arts.ac.uk or 0207 514 9999. The Hourly Paid System is for the sole use of registered staff at University of the Arts London.' Three pink-bordered callout boxes are overlaid on the screenshot. The first box on the left, titled 'Key Benefits', lists the same five bullet points as the text above. The second box on the right states 'HPS accepts your UAL username and password.' The third box on the right states 'Please note that you will be notified of each contract that requires your response by email into your UAL email account. Please make sure that you regularly check your UAL email account'.

## Approving Contracts

- Any contracts awaiting acceptance will display in the contracts to accept view.
- Each contract will display; Course name and college, dates of contract, worker type, hours and pay rate
- You can select the View button to check the contract hours.
- You can select download to view the terms and conditions
- To accept or query the contract select the response button

1. Any Contracts awaiting your acceptance will display in the Contracts to Accept view which you land on when you first login

Hi Jeff ( Logout )

Contracts to Accept **1** My Contracts

### Contracts to Accept

Respond	Contract number	College/service	Business unit	Course/activity	Contract date range	Worker type	Rate type	Total contract hours	Pay rate at contract start date	View hours	Terms & Conditions
<b>Respond</b>	C0015432	Central Saint Martins	CSM Access & Progression	CSM Access & Progression: CLTAD Projects	03/09/2019 - 06/11/2019	Associate Lecturer	Basic (Non Teaching Rate)	100	£24.96	<b>View</b>	<b>Download</b>

4. You can also click **Download** and view the contract Terms & Conditions

3. You can select the 'View' button to check the specific contract hours either in a list or on a calendar

2. For each contract awaiting your acceptance you will see:

- Course Detail (Name and College)
- Dates of Contract
- Worker Type
- Total Contract Hours
- Hourly Pay Rate

6. To accept or query a contract, select Respond

**IMPORTANT:** Please be aware that you will **not** receive payment for hours worked unless you respond on HPS.

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- You are able to respond to the contract in 3 ways; Accept, Query, Decline.
- If all details in the contract are as agreed select **Accept** and select Submit response.
- If you have any queries about the contract details or hours, you should select **Query**, add a comment outlining your question, and then select Submit Response.
- If a contract is submitted to you in error, or you are not able to do previously agreed work, select **Decline**
- Note that if you select Query or Decline a contract, the relevant College/Service team will be notified and will follow-up

The contract is no longer in your **Contracts to Accept** List, as you have responded, but can be viewed within your **My Contacts** screen.

## Viewing Contracts

- My contracts displays all contracts in HPS. It details the contract worker type, rate type, pay code, contract dates and hours.
- Use filters to search for particular courses/contracts and select the search button to confirm the filter selections
- Use the scroll bar to scroll through the page
- Contracts may be in different statuses ie: Awaiting acceptance is a contract awaiting your response and Complete is where all hours within a contract have been paid.
- Each contract has a unique number. Select the contract number to view the contract overview, hours and calendar

The screenshot shows the 'My Contracts' page in the UAL HR system. It features a search filter section at the top with dropdown menus for College/service, Business unit, Academic year, and Contract status. Below this is a table of contracts. A red circle highlights the 'Contract number' column. A 'Search' button is visible. A 'Download' link is present for a contract. The page also includes a 'Logout' link in the top right corner.

**2.** Use the filters to search for particular courses/contracts and select the Search button to confirm the filter selections

**3.** You can also scroll through the page using the scroll bar

**4.** The contracts are grouped by course and period. Each contract line displays:

- Course Detail (Name and College)
- Dates of Contract
- Worker Type
- Rate of Pay
- Total Contract Hours
- Total Cancelled Hours
- Hourly Pay Rate

**5.** You can download the contract in PDF format for saving locally, if ever required

**6.** Contracts may be in one of the following statuses in this view:

- Awaiting Acceptance – this requires you to respond in the Contracts to Accept view
- Accepted – you have accepted the contract
- Queried – you have queried the contract
- Declined – you have declined the contract
- Active – some hours within the contract have been paid
- Complete – all hours within the contract have been paid
- Cancelled – all hours within the contract have been cancelled

**7.** Select the contract number to view the contract overview, hours and calendar (contract 75)

Contract number	Worker type	Rate type	Pay code	Contract date range	Academic year(s)	Total contract hours	Total cancelled hours	Pay rate at contract start date	Status	Download
C0000022					016/17	26	0	£99.00	Complete	Download
C0000020					017/18	26				

Contact HR Systems Team  
Email: hpsadmin@arts.ac.uk

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## Contract Hours

- The contract hours view is a list of all the hours, the number of hours per date and whether they have been paid or cancelled
- The filters can be used to search by Month or Day of the week
- Use the scroll bar to scroll down the screen

**Contract Hours - Accepted**

1. The Contract Hours view shows you which hours have been paid or cancelled and when.

2. Once hours have been paid, the number of paid hours will be displayed in the Paid hours column

3. If any hours have been cancelled, the number of cancelled hours will be displayed in the Cancelled hours column.

Rate type: Basic (Non Teaching Rate)  
Pay code: 111-HPL Baseline  
Total contract hours: 91  
Total cancelled hours: 0  
Total paid hours: 0  
Pay rate at contract start date: £27.53

Contract date range: 01/08/2018 - 03/11/2018  
Worker type: Associate Lecturer  
Month: All  
Day of the week: All

Date	Day	Number of hours	Cancelled hours	Paid hours
01/08/2018	Wednesday	7	0	0
02/08/2018	Thursday	7	0	0
03/08/2018	Friday	7	0	0

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- Select the hour under the paid hours column to view what pay date the hours were paid in.
- Select the hour under the cancelled hours column to view cancellation date, number of cancelled hours and the reason for the cancellation.

The image shows two overlapping modal windows from an HR system. The top window is titled "Payment History" and has a "Close" button in the top right corner. It contains a table with two columns: "Number of hours" and "Payroll date". The bottom window is titled "Cancelled Hours" and contains a table with three columns: "Cancellation date", "Number of hours cancelled", and "Reason". Two blue callout boxes with black text provide descriptions for each window. The first callout points to the "Payment History" window, and the second callout points to the "Cancelled Hours" window.

**Payment History**

Number of hours	Payroll date
3	29/06/2018

**Cancelled Hours**

Cancellation date	Number of hours cancelled	Reason
07/06/2018	3	Session Cancelled

The payment history displays number of hours paid and pay date

Cancelled hours displays cancellation date, the number of hours cancelled and the reason for cancellation

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## Contract Calendar

- The contract calendar view displays the number of hours worked on each day by calendar month
- Select Next or Previous to move through the months
- Use the scroll bar to scroll down the screen

The screenshot shows the 'Contract Calendar - Awaiting Approval' page. The left-hand menu has 'Contract Calendar' selected. The main content area displays contract details for contract number C0000077, including business unit, course, and date range. A calendar for November 2017 is shown with 3 hours worked on Thursday 2nd and 9th. Four callouts provide instructions: 1. Select Contract Calendar from the left hand menu to see a calendar view of your hours; 2. The Contract Calendar displays the number of hours worked on each day by calendar month; 3. Use the scroll bar to scroll down the screen; 4. Select Next or Previous to move through the months.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	1	2 3 hours	3	4
5	6	7	8	9 3 hours	10	11

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## Contract Overview

- The contract Overview provides additional contract details, including pay rate information
- Use the scroll bar to scroll down the screen
- You can see your hourly rate and what proportion of this is holiday pay. This information helps you understand the breakdown of payment received in your payslip, which you can access within ESS
- Please note the Non-teaching fee is only applicable to Short Courses

The screenshot shows the 'Contract Overview - Accepted' page in the ual: system. The page is divided into sections: 'Contract Details', 'Role Information', and 'Worker type'. The 'Contract Details' section includes fields for Contract number, Joe Bloggs, CCW, Chelsea, BA Textile Design Fees, and dates. The 'Role Information' section includes fields for Academic year(s), Terms & conditions, Contract created by, and Download. The 'Worker type' section includes fields for Rate type, Pay code, and Description of duties. Three callout boxes are overlaid on the screenshot:

- 1. The Contract Overview provides additional contract details, including extra pay rate information** (points to the 'Contract Details' section)
- 2. Use the scroll bar to scroll down the screen** (points to the vertical scroll bar on the right)
- 3. You can see your hourly rate and what proportion of this is holiday pay. This information helps you understand the breakdown of payment received in your payslip, which you can access within ESS** (points to the 'Rate type' field)