DE MONTFORT UNIVERSITY LEICESTER

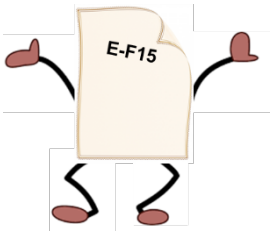
CORE SYSTEMS MODERNISATION

DMUhub – Catch up (Issue 4)

Dear colleagues,

As we enter our fourth week with DMUhub, we're delighted to let you know that your payslips for May are now available to view on DMUhub. Go on, take a look! Don't forget, if you want to know more about your payslips take a look at our payslips page on the DMUhub area of the staff pages.

The life of an Expense form



One of our most travelled forms, the E-F15 expense form clocks up a fair few steps as it finds its way around campus getting the necessary approvals before landing with our Finance team to process. *Ever wondered what is actually involved in this process?* Basically they are scrupulously checked to make sure receipts match up with the detail on the form, all codes are correct and that it has been signed by the correct people. If it doesn't meet these requirements it is sent back on its travels to get sorted out. Once all the data is correct, our Finance colleagues input the form into SAP.

Did you know? Expenses are now paid directly into your bank accounts, not via Payroll. This means that they will not show on your Pay Slip (unless it is a taxable expense). However, please keep an eye on your bank account as payment runs are scheduled once a week.

Top Tip: To speed up the process, make sure correct cost codes are quoted, that all receipts are readable and match up with items on the form, and that the form has been checked and signed by the authorised signatory. *For all foreign currency expenses ensure they are converted back to the equivalent amount in £GBP with the rate of exchange used noted on the receipt*.

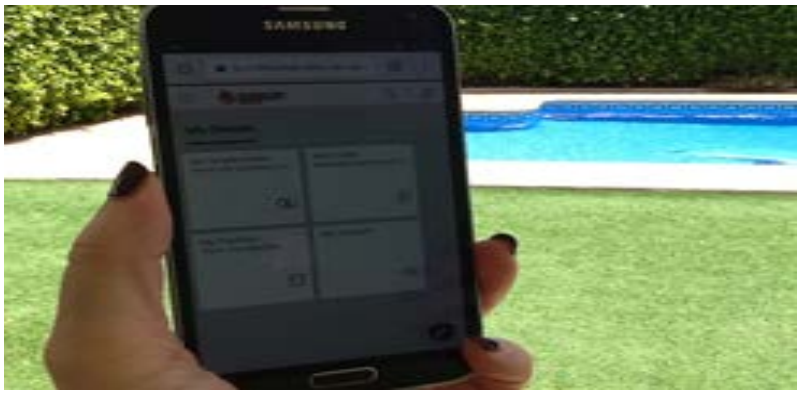
Because the Finance department is manually inputting the forms onto SAP, you will have a historic record of your expenses dated after 1 April in the My Expenses tile when it is launched.

New Tiles – Latest update

The next two new tiles are now in test; we'll be running a small pilot group again this week before releasing them to all staff.

We'll let you know when they are available through the Internal Communications emails.

Where can you access DMUhub?



Thank you for your pictures. This week, DMUhub was accessed poolside in sunny Spain.

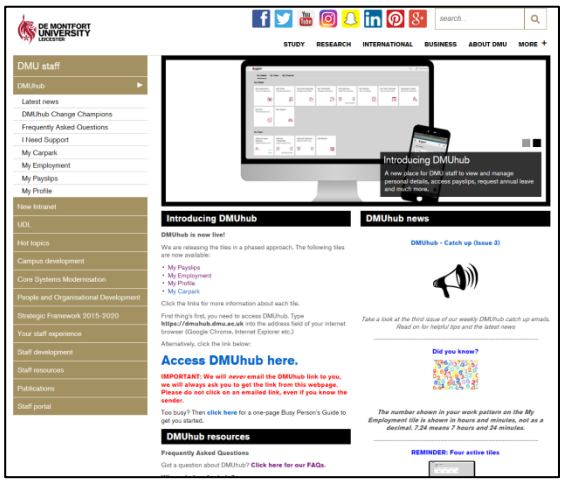
Send your pictures to us at CSMquestions@dmu.ac.uk

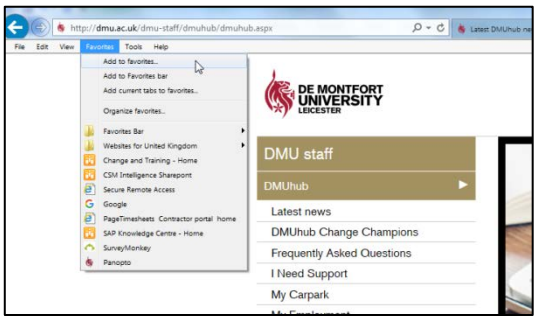
Link to DMUhub

We've recently had a couple of questions about the location of the link to DMUhub.

We will never include direct links to DMUhub in emails and would therefore strongly advise you do not click any link to DMUhub that has been sent in an email, even if you know the sender.

The DMUhub link can, however, be found on the DMUhub area of the staff pages. Click here to be taken there.





Top Tip: Save yourself lots of time by saving a link to the DMUhub area of the staff pages and the live DMUhub link to your favourites.

The instructions to do this vary by which internet browser you use.

For Internet Explorer, select 'Favourites' from the navigation menu and click 'Add to favourites'.

Busy person?

We've created a one-page guide per tile to get you started:

Getting Started on DMUhub

My Payslips

My Employment

My Profile

My Carpark

Click the links above or take a look at the DMUhub area on the staff pages.

Same time next week? The next DMUhub catch up will be available Wednesday 31 May.
Want to know more? Take a look at the DMUhub area on the staff pages

This email has been sent to all staff

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