

In This Issue:[Horizon Talent and Learning](#)[Your Health Newsletter](#)[HR Contacts](#)[Horizon Update](#)[Apprenticeships](#)[Welcome and Farewell](#)[Payroll Cut Off Date](#)[Health & Wellbeing Support App](#)[University Mental Health Day](#)[Aurora](#)**Oracle (Horizon) Talent and Learning****Background:**

In 2019 the University of Greenwich (UoG) approved the “One University” initiative so we could deliver a high-quality university experience to staff and students; in part through the implementation of an integrated Finance and HR Cloud Service (now known as Horizon).



Phase One of the IT programme 2019-2020, has delivered:

- a unified self-service for managing personal information and core HR activity through a common system;
- finance payslips and expenses processed through mobile devices and e-timesheets;
- an additional Higher Education solution and HESA report;

Based on this success, HR is now undertaking a phase two development to add value to the Horizon applications. The system will now be looking to deliver:

- self-service learning reporting and a learning management system for staff;
- goals and performance management (appraisal);
- career a statement and planning tool;
- Continued personal and professional development for more effective talent management.

Benefits for Phase Two, will involve:

- significant efficiency gains for development and ILS, through reducing the widespread use of multiple systems for staff;
- a shift in culture where staff can have further transparency and access to planning for their development, facilitated by a self-service system;
- a significant improvement for integrated performance (appraisal), development and goals (objectives);
- improved reporting capabilities for compliance learning;
- future potential for automation potential for HR and professional services partners.
- reporting to support future accreditations e.g. EDI accreditations and analysis which currently is challenging.

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'Your Health' Newsletter

Our Occupational Health provider Duradiamond produces a monthly newsletter containing articles and information on health and wellbeing. You can see the latest editions [here](#).

HR Contacts

Do you know who to contact in HR?

Find out who is your contact for Recruitment or Operations. Who you can speak to for information on Equality, Staff Engagement, Training or Reward and Benefits.

Please get in touch with us via email or Teams calls.

Our contact information is [here](#)

Welcome and Farewell

We say goodbye to Sophie Page and wish her well in her next endeavours.

We welcome Daniele Rodrigues, Lytara Robinson, Radu Abunei who join us working on Jobshop, HRIS and HR Operations.

Horizon Update – Annual Leave

We are celebrating the first anniversary of the Horizon HR and Payroll integrated system.

The next major activity in the programme is recording annual leave for all Professional Services staff from April. The leave year 2021/22 will be recorded in Horizon but any carryover will need to be requested, approved and recorded off system, before you use the 2021/22 leave on system.

We will be sending more information via email and the champions group.



Apprenticeships

It was National Apprenticeship Week between 8-14 February and to mark the occasion we started the Operational Management and the Team Leader, Supervisor apprenticeship programmes 2021-2022 on 9 February with two introductory sessions. 20 members of staff (10 on each programme) were successful in securing their places on the relevant apprenticeship programme. Both programmes aim to enable staff to develop their knowledge, skills and behaviours associated with:

- Organisational Performance; delivering results.
- Interpersonal Excellence; managing people and developing relationships.
- Personal Effectiveness; managing self.

We wish them the best of luck during the 18-month period they will be on the programmes.

Staff who previously participated on the Operational Management and Team Leader, Supervisor apprenticeship programmes 2019-2020 are now either just finishing or have recently completed their apprenticeship. They have produced outstanding work with many of the projects they developed making an impact within the university. We aim to celebrate in person when we are all able to meet again.

Well done to all!





HR Useful Dates

Payroll Cut Off

Please note that items to be processed must reach HR by 5.00 pm on the HR deadline date of **5 March** to be included for Payroll in March.

To find out more about this and other useful HR dates please see this [document](#).

WHATS ON!

[Staff Development](#)
[University Mental Health Day](#)

Access Health and Wellbeing Support through the Free Well Online App



Staff can access free health and wellbeing related support and advice through the 'Well Online' app, offered by Confidential Care - the university's employee assistance programme. The app includes a search feature so you can discover information on a wellbeing topic that's most relevant to you, for example mental or physical health. Have your questions answered via the live chat function, available from 9am until 5pm Monday to Friday. To login, head over to: <https://www.well-online.co.uk>, then enter the university's username (Greenwichlogin) and password (wellbeing).

Wellbeing Champions Supporting University Mental Health Day

The university's [staff network of wellbeing champions](#) are helping to plan the university's event to mark [university mental health day](#), during the first week in March.

At the event, people across the university will be running activities and offering information to support the mental health of our university community. This builds on the existing work of our wellbeing champions - and others at the university - who are committed to reducing the stigma of mental health.



Find out who your local wellbeing champion is and see how you can get involved!

Aurora

We are pleased to support 10 women on the Aurora Leadership Development programme in 2021. The programme, organised by Advance HE, is designed to address the under-representation of women in leadership positions in the sector.



Aurora seeks to support women and their institutions to fulfil their leadership potential through thought provoking activities, collaborative problem-solving activities and motivating stories supported by inspirational women role models.

The 10 women from Greenwich will start their Aurora journey with an internal session on 9 March before the actual programme starts on 19 March 2021. Their programme will continue until the middle of July 2021.

We wish them good luck as they embark on their Aurora experience.