

In This Issue:

[UKVI](#)

[EDI Annual Report](#)

[HR Contacts](#)

[Staff Networks](#)

[Farewell and Welcome](#)

[Recruitment and Selection](#)

[Academic Annual Leave
Reminder](#)

[Horizon Learning](#)

[Cycle2Work Scheme](#)

[Updating Your Personal
Data](#)

[Appraisal](#)

[Sponsorship and Partial
Fee Exemption Scheme](#)



[Contact us](#)

Follow us



UKVI and why it matters to you

In the ever-shifting world of politics and regulations no subject has taken centre stage more so than Immigration. We know that in the wake of Brexit the UK government and its institutions that rely on immigration would be changing the way in which they operate.

The University of Greenwich is a major educational institution which means that the government will look to us to set the example for other higher learning institutions.

What does this mean for you I hear you wonder?

In a nutshell, if you are a person who:

- is in the UK on any type of visa
- has a "Settled" or "Pre-Settled" status
- manages anyone who has a visa

you will have specific responsibilities. While UKVI compliance is a scary thing, we can break it down to make the task of remaining compliant a simpler one. The main thing is to remember to inform the HR UKVI Team of any changes to a migrant worker's circumstances, including (but not limited to):

- visa expiration dates (if a person has renewed their visa)
- correct right to work checks being complete
- sickness and absence monitoring
- attendance monitoring
- changes to personal circumstances (such as address or contact phone number changes)
- changes to the job role or salary
- unusual working patterns

Going forward, the UKVI Team will be liaising with managers and workers alike to ensure everyone has a clear understanding of the expectations set out by the Government. If you have any questions, please do get in touch with the UKVI teams inbox at hr-ukvi@greenwich.ac.uk.

EDI Annual Report 2020/21

This [report](#) highlights the progress we have made against our revised [Equality, Diversity and Inclusion Strategy 2019-2022 action plan](#) (updated in February 2021).



UK Visas
& Immigration



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.

Or who your People Partner is for your Faculty or Directorate.

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

Our contact information is [here](#)

Staff Networks and Community

Are you interested in joining any of our staff networks or community?

If you would like to find out more, please see the links below:

[BAME Staff Network](#)

[Disabled Staff Network](#)

[LGBT+ Community](#)

[Women's Network](#)

Farewell and Welcome

We say goodbye to Daniele Rodrigues, Lytara Robinson and Joan Burrows and wish them well in their next endeavours.

We welcome Jonathan Gascoigne and Sian Atkins to our OPD Team and Stacey Nankye, Lizzie Moore, Charlotte Allen and David Renaud to our HR Services Team.

Recruitment and Selection - making Inclusivity and Culture

In November 2020 the university's Vice Chancellors Group agreed recommendations to improve our recruitment and selection processes to support Equality, Diversity and Inclusion (EDI) priorities including the University Race Action Plan and support for our Stonewall accreditation.

A summary of all the changes which will be deployed by the recruitment team from June 2021 can be found [here](#).



Academic Annual Leave Reminder

This is a reminder to all academic colleagues that the 2020-2021 academic leave year ends on the 31 August and annual leave should be booked via Horizon. As previously communicated, our expectation (wherever possible) is for academic colleagues to use their annual leave by the end of the current leave year. Where this has not been possible as a consequence of the extraordinary work challenges posed this year due to the pandemic, carry over of up to 10 days (subject to agreement in advance with the appropriate Head of School/Department) may be approved.

As we approach the end of the academic leave year, we advise that you take note of your final outstanding balance as of 31 August. Any carryover from 2020-2021 that has been approved in advance by your Head of School/Department will not be visible in Horizon from 1 September and should be managed off system.



Horizon Learning

From the start of next academic year, all learning and development opportunities that are organised by HR, Health and Safety Unit, Academic Skills, Planning and Statistics and Academic and Learning Enhancement will be found on Horizon Learning.

Horizon Learning will enable staff to enrol on development opportunities (e-learning modules that had previously been in Moodle, virtual and face to face sessions) using the self-service functionality. Staff will also be able to view their learning within the system and record any external training they have attended.

How to Book a Place on a course

Horizon Learning can be accessed via the Portal>Horizon>ME>Learning. To book on a course input the course name in the Search bar and click on enrol. Once enrolled, click on Add to Calendar and then the lcal icon at the bottom of the screen. If all the places are full, you will be automatically added to the waiting list. If a place becomes available, you will automatically be added to the course and will receive an email notification.

If you need to withdraw from a course, please ensure that you cancel your booking by accessing Horizon Learning>ME>Current Learning and select the relevant course and click on withdraw. **If you do not withdraw from the course and subsequently do not attend, your Faculty/Directorate may be charged for your non-attendance in accordance with the [cancellation policy](#).**

If you have any questions, please contact SDU@gre.ac.uk

Cycle2Work Scheme

We are pleased to announce, in conjunction with Simon Earp, Transport & Green Travel Manager, an update to the Cycle2Work Scheme.

Halfords, have been asked to increase our scheme limit to £3,000. This value brings within scope a good range of e-bikes including the 'gold standard' London made Brompton fold-up bike.

If you are interested in the scheme and want to know more see [Cycle2Work Scheme information](#).



Updating Your Personal Data

A reminder to all employees; please check your personal data in Horizon regularly and keep this up to date. You can change your address, emergency contacts and qualifications. You can also amend data relating to protected characteristics.

Guidance on how to access the system and use the self service functionality can be found [here](#).

WHATS ON!

[Staff Events](#)

Appraisal

For the first time this year your appraisal meeting will be written up and completed in the Career and Performance section within the new **Horizon Talent** system.



To access your appraisal, please log onto the Portal, then click on Horizon, ME and Career and Performance. Despite it being a new system your previous two appraisals can be viewed and downloaded as PDF documents by accessing Document Records within Horizon.

This will help you evaluate your performance over the last year when writing your reflections of the year in the Overall Summary field within the Performance section. Whilst reflecting on your performance, please also consider your goals (both performance and developmental) for the forthcoming year.

These should be documented within the Goals and Career Development sections. The Appraisal cycle opened on 24 May and will close on **30 September**.

There are resources available on the HR website under Appraisal which will help when carrying out your appraisal. Some of these are:

- Horizon Talent - Appraisal Guidance
 - * [The Appraisal Process Using the Horizon System - Appraisers](#)
 - * [The Appraisal Process Using the Horizon System - Appraisees](#)
 - * [Career Development in the Horizon System](#)
 - * [Setting Goals and Objectives in the Horizon System](#)
- Horizon Talent - Appraisal Training Videos
 - * [Evaluation for Appraisal](#)
 - * [Setting Goals and Objectives](#)
 - * [Career Development Plans](#)
 - * [Staff Appraisal Training 2021](#)
 - * [Appraisal FAQs](#)
 - * [Effective Appraisals](#)

If you have any queries, please email Horizon@gre.ac.uk

Sponsorship and Partial Fee Exemption Scheme

The Sponsorship and Partial Fee Exemption Scheme is now open for 2021-2022. This Scheme outlines how staff employed by the University can enrol on part-time programmes of study for the purposes of their professional or personal development.

Faculties and Directorates will have advertised the process and timetable locally for the submission of applications to the local assessment panel. Eligible staff who wish to make an application under the Scheme must read the [guidelines and addendum](#) and complete the [Sponsorship and Partial Fee Exemption Scheme Application Form](#) and submit it no later than the advertised date to their Faculty/Directorate for a Panel Assessment.

Further information about the Scheme can be found on [Horizon Learning](#).

Produced by:

University of Greenwich

Human Resources Directorate