



# The University of Manchester

## Meeting the Demands of a Complex HE Payroll



Shortly after the University of Manchester was created, NGA ResourceLink was implemented as the University's HR and payroll system. As well as its HR role, it has since proven itself as a capable tool for managing a payroll for 17,000 people, of which 11,000 are employees.

### A solution fit for a demanding pay environment

With a payroll this large, NGA ResourceLink has a lot of demands placed upon it, as Jane McNeill, HR Systems Officer, explains: "It's not just the size of the payroll that creates a challenge: it's also that in the HE sector there are many dynamics that add to the complexity. For example, we have a large number of different pay spines and grades along with dozens of different terms and conditions.

"In addition we employ fluctuating numbers of casual and variable-hours employees whose pay changes from month-to-month. A proportion of employees are appointed on specialised arrangements such as term-time only, scheduled or annualised appointments.

### About the University of Manchester

The University of Manchester was formed in October 2004 following a merger between the Victoria University of Manchester and the University of Manchester Institute of Science and Technology. It is now the largest single-site university in the UK, with some 11,000 employees.

"NGA ResourceLink has proved to be a very reliable system and enables us to cope with these complexities. There are 17 pay runs and additional weekly expenses runs (on four payrolls) each month. The payroll is divided into separate pay runs for groups such as casual staff, fees payments and two pensioners' pay runs, along with a variety of different employee pay runs."

The University also requires NGA ResourceLink to be flexible enough to work with various methods of feeding data into the system. Some information is imported via a batch interface, some faculties submit timesheets and expenses statements via Excel spreadsheets, while others submit paper forms.

### Self-service reduces the admin burden

Opportunities for efficiency have been realised by introducing the MyView self-service module. This allows employees to manage their day-to-day personnel records. Staff can log on to MyView and change personal details, bank details and emergency contact information.

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Jane McNeill  
HR Systems Officer, The University of Manchester

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It's an effective alternative to HR and payroll staff spending hours each week on routine administration. Payslips, P60s and expenses payslips are also all delivered online to the majority of employees.

#### **Maintaining compliance through regular updates**

Jane McNeill explains how NGA Human Resources helps the University to remain compliant with changes in the financial and legislative environments: “NGA ResourceLink has two major updates each year focused on compliance, starting with one for changes required for the new tax year. A summer release is then issued specifically for local government and higher education that helps us with our HESA reporting.

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NGA Human Resources is a global leader in helping organisations transform their business-critical HR operations to deliver more effective and efficient people-critical services.

We help our clients become better employers through smarter, more streamlined business processes - to save money, manage employee life cycles and support globally connected, agile organisations. This is how NGA makes HR work.

What sets us apart is The NGA Advantage. It's a combination of deep HR expertise and insight, advanced technology platforms and applications and a global portfolio of flexible service delivery options.

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