

# CHRIS Newsletter

VOLUME 1, ISSUE 1

JUNE 2009

Human Resources Division, University of Cambridge

## Welcome!

### Welcome to the first issue of the CHRIS Newsletter!

Our aim is to communicate to you all regarding training dates and information, achievements, what is planned for the near future and other information that we hope you find useful. We plan to send a newsletter out termly to keep you updated on what we are working on.

## Achievements



- **Salary Exchange for Pensions** has been implemented, saving the University more than £1.2m a year and saving participating employees between £25 and £250 a year each.
- **Report bursting** has been implemented: at last we have a secure means of sending reported data from CHRIS to all departments of the University. If you are not hooked up yet, talk to the CHRIS Helpdesk and find out how to, or visit the CHRIS web pages at [www.chris.cam.ac.uk](http://www.chris.cam.ac.uk). Most importantly, we have a knowledgeable and experienced group of people gathered into an Institutional Reporting Panel who are our first-line guides on new needs. They are all departmental administrators, school administrators or finance managers.
- **Probation** - Local data input has started, accompanied with new forms of training. More will follow and more forms of training and support for departmental users are announced in this newsletter. The majority of institutions are now able to record how and when probation ends in CHRIS themselves. The CHRIS Training team have trained over 150 departmental staff on this procedure.
- **Data verification** is under way; we have to do this to satisfy HESA and Data Protection requirements; it will also ease the way for a creditable launch of Self Service later this year. This process will complete by the end of July.
- Less widely known about, we have started local data entry direct into CHRIS for **sickness absence**. Three institutions are part of the first wave of trials; within a year we will have opened this up for most institutions.
- The first **tax year-end** has been completed on CHRIS.

## CHRIS Training - Course dates for July - October 2009

### Introduction to CHRIS (0930—1300)

Thursday 2 July

Thursday 30 July

Wednesday 2 September

Tuesday 6 October

### CHRIS for Administrators (0930—1600)

Wednesday 15 July

Tuesday 18 August

Thursday 17 September

Wednesday 21 October

Requests for training must be authorised by a key contact in your department. Book a place at [www.chris.cam.ac.uk](http://www.chris.cam.ac.uk)



## Burst Report Workshops



We know that departmental users need more support to make sense of reported data they are now receiving and to understand how to make better use of Excel. We are pleased to announce that we have designed some Burst Report workshops.

Further information will be sent out via email to all Burst Report Recipients shortly. To book a place, please email [chris.training@admin.cam.ac.uk](mailto:chris.training@admin.cam.ac.uk)

- Mon 29 June (1400 - 1630) - CHRIS Training Room, Greenwich House
- Wed 8 July (1000 - 1230) - CHRIS Training Room, Greenwich House
- Mon 20 July (1400 - 1630) - The Clinical School, Addenbrooke's
- Tue 28 July (1000 - 1230) - The Clinical School, Addenbrooke's
- Mon 3 Aug (1400 - 1630) - CHRIS Training Room, Greenwich House

## Matthew's Helpdesk Termly Tip

### Advanced Search

On a people search select the advanced option entering in the effective date. Enter your **Organisation Unit as the first line of criteria** then click on the plus icon, this will allow you to add extra criteria making searches more detailed and people easier to find.



### Searching for Leavers

Remember to go to Advanced Search to search for leavers. Enter in the details for Org Unit and Surname. Then select Leaver status from the drop down list and select Leavers only. This will just search for the leavers.

Advanced search:

Information

Using the conditions CONTAINS, DOES NOT CONTAIN and IS NOT may result in the search taking a long time.

Criteria

Organisation unit	is	Department of Training	+	-
Surname	is	Roberts	+	-
Leaver status	Leavers only		+	-

## Staff Data Verification Exercise Continues...

---

A big “thank you” to those of you who have logged in and completed this survey. At the time of writing we know that just under 2 500 logins have been made to the system and the edits captured are being loaded to CHRIS on a daily basis. We will be completing our Data Verification mailing to staff during June with a view to closing the survey in late July. In the meantime keep those corrections coming!

## Sickness Absence Recording

---

A Sickness Absence Steering Group has been set up to consider how best to use CHRIS and its potential for local data entry to make possible a standardised way of gathering and analysing sickness absence data. As a part of its work, the group wants to learn about how institutions within the University do things at present and to ask questions about how things might sensibly change. A web questionnaire covering a range of issues relating to sickness absence management will be made ready for use in early July and we hope that those who are asked to provide valuable input will manage to find the time to do so.

## Information for CHRIS Key Contacts

---

For all of you who are CHRIS Key Contacts, here is a quick reminder of your responsibilities within your Department:

- Only you may authorise new users and request training. You must complete the online booking form requesting training.
- Only you may authorise new Burst Report Recipients for your department.
- If you receive information from CHRIS Training it is your responsibility to disseminate this information to members of staff in your department.
- PLEASE REMEMBER: If you leave the University or change your job, please let us know so that we can update our records!

## 10.6 Upgrade

---

There will be an upgrade to version 10.6 of CHRIS. This one fixes many problems we’ve all experienced with the performance and accuracy of the system and we hope to implement it sometime after midsummer (but only when we are sure it does not break things that currently work well).



## What are our overall aims?

---

- To encourage departmental HR Administrators, to own the data in CHRIS. When data is wrong, we want you to ask for it to be corrected. We want you to use it in any way that can help you be more efficient, more accurate and timelier.
- To encourage more local data entry direct into CHRIS. It takes no longer for you to do this than it takes you to fill in forms in most cases. In the first phase, you won't be handling data that directly affects pay or employment contracts. When we know we've been successful in the first phase, we'll move on. Probably the next phase will focus heavily on using CHRIS to assist with recruitment processes.

## Where to find out current information

---

Visit the CHRIS website, for current information

**[www.chris.cam.ac.uk](http://www.chris.cam.ac.uk)**

For information about **CHRIS Training** go to our Training section

For information about the **Burst Report schedule** go to the Reporting section

For **Helpdesk contact information** go to the Helpdesk section



## Contact Details

CHRIS, Human Resources Division  
1st Floor North, Greenwich House  
Madingley Rise, Madingley Road  
Cambridge  
CB3 0TX

### **CHRIS Training**

Email address: [chris.training@admin.cam.ac.uk](mailto:chris.training@admin.cam.ac.uk)  
Hazel Turton - 64210  
Becca Tassell - 61588

### **CHRIS Helpdesk**

Email address: [chrishelpdesk@admin.cam.ac.uk](mailto:chrishelpdesk@admin.cam.ac.uk)  
Matthew Hall - 60999