CHRIS Newsletter

Human Resources Division, University of Cambridge

Welcome!

Welcome to the second issue of the CHRIS Newsletter!

Many thanks for all the positive feedback we received after our first newsletter. We aim to continue communicating to you all in this way regarding training dates and information, achievements, what is planned for the near future and other information that we hope you find useful.

Achievements

- **Sickness Absence Recording**

    Recording of sickness absence has been successfully piloted in three institutions (Human Resources Division, Department of Pathology and Academic Division). We plan to roll this facility out across the whole University a school at a time. This roll-out could start in November and will take about six months to complete. This will mean that it will no longer be necessary to maintain local records. For those departments that choose to enter a year's back history, there will be no further need to complete the CHRIS 63 form as CHRIS will automatically apply sickness scheme rules when sickness absences are entered locally. This will be supported by additions to the list of reports sent out by the bursting method.

- **Swine Flu Reporting System**

    We designed and built a web-based reporting system at very short notice to help the Emergency and Continuity Management team to gather information on swine flu incidence across the University. This has a live link to CHRIS data, but does not remove the need to also record absences in CHRIS (via the usual forms). There is no plan to compare data between this database and CHRIS. This went live in early September.

- **Staff Data Verification Exercise**

    We would like to thank everyone who took the time to log into the Data Verification survey to check and amend their personal details. Statistics show that most changes were made to HESA personal details with 3,472 employee edits. Accurate data from employees was crucial for the HESA Return that was successfully completed.

CHRIS Training Course dates for November 2009 - February 2010

Introduction to CHRIS (0930—1300)
Wednesday 4 November 2009
Monday 7 December 2009 (1330—1700)
Thursday 7 January 2010
Tuesday 9 February 2010
CHRIS for Administrators (0930—1600)
Tuesday 24 November 2009
Thursday 17 December 2009
Wednesday 20 January 2010
Tuesday 23 February 2010

Requests for training must be authorised by a CHRIS key contact in your department. To book a place please go to the training section at www.chris.cam.ac.uk and complete the online registration form.
Recently many current CHRIS users have attended one of these courses as a refresher session and have found it extremely useful. If you would benefit from attending one of these training courses again then please book a place.

CHRIS Surgery Sessions

Wednesday 25 November 2009, 1100 - 1500
Health & Safety Seminar Room, Mill Lane
Do you want to find out how to update probation on CHRIS?
Do you have other questions about advanced searching or navigating round the CHRIS system……...then the CHRIS Surgery Session is just for you!
Hazel and Becca will be at the Health & Safety Seminar Room, Mill Lane on Wednesday 25 November from 1100 - 1500 for you to drop in and ask any questions you may have about using the system.
If you plan to come along, please let us know by emailing chris.training@admin.cam.ac.uk

Burst Report Workshops

Following the success of the Burst Report Workshops that we ran in June & July, we are pleased to announce dates for a further two workshops:

• Friday 11 December 2009, 1000 - 1230, CHRIS Training Room, Greenwich House
• Tuesday 12 January 2010, 1400 - 1630, CHRIS Training Room, Greenwich House

These workshops are to help Burst Report Recipients to make sense of the reported data they are receiving and to analyse the data using Excel.
To book a place, please email chris.training@admin.cam.ac.uk

Upgrade—10.6.01

After the successful upgrade to 10.6 in July 2009, we are pleased to announce that there will be a further upgrade to 10.6.01 early in 2010. Further details about functionality changes in the upgrade will be circulated nearer the time.

Effective Date prompt in User Settings

User settings This is a new option within the User Settings on the Homepage for all CHRIS users, no matter what access you have. You can now select whether or not to retain the last effective date you used, to save you continually re-keying the date when moving from one form to another.
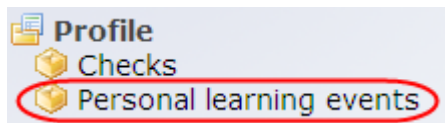
There are three options available:

- Retain date - no date prompt
- Blank date - date prompt (as it was before)
- Retain date - date prompt

Please ensure you save any changes you make in the User Settings.

NEW

Sabbatical Leave Details

Sabbatical leave was originally recorded as an absence in CHRIS. As this interferes with other absence recording (a person cannot have two concurrent absences in CHRIS), we have moved Sabbatical leave into a section of CHRIS which is new to you called Personal Learning Events which can be found by searching and selecting a person and choosing the Profile folder.

Employee Self Service

Over the coming months we will be implementing Employee Self Service (ESS). This module will allow you to access some of your own data held in the CHRIS system. You will be able to view personal details, payslips and statements of earnings. You will also be able to update your home address, contact information and bank details. ESS will be rolled out using a phased approach and individual departments/schools will be communicated with in due course.

NEW

Matthew's Helpdesk Termly Tip

You are now able to search for leavers through simple searching by selecting the 'Include leavers' checkbox and you have a choice to specify additional criteria by using the ☐ ☐ buttons next to the text boxes.

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!

Where to find out current information

Visit the CHRIS website, for current information

www.chris.cam.ac.uk

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

For information about the **Employee Self Service** go to the Self-Service section

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

Contact Details

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