School Operations: Guidance, information and advice

Estates

1. **General Buildings and Estates Information**: Estates, Buildings and Rooms StaffNet page. If you notice any maintenance issues around any University building, please log them on the Estates Helpdesk.
2. **Heating**: managed centrally by the Directorate of Estates in line with their annual schedule. Usually activated late October / early November, but the Estates team may start it sooner during a cold spell. Please report any temperature issues directly to Estates Helpdesk.
3. **Lime Cafe (Sam Alex) Opening Hours:** Monday to Friday, 8:30am – 4:00pm.

Health and Safety

1. **School Health & Safety Policy**: Please know your responsibilities as members of staff. Further information available here.
2. **Campus Security**: Available 24/7 on ext 69966 or 0161 306 9966. In life-threatening emergencies, call 999 first. Please use **SafeZone App**: safezoneapp.com — from where you can check in to buildings while you work out of hours or contact Security to request first aid ask for emergency help.
3. **Accident/Incident Reporting**: Report to the University Safety Services via Accident, Incident/Near-Miss Report Form.
4. **Fire Marshal Volunteers**: Email compliance.salc@manchester.ac.uk to register interest.

Information Governance and Compliance

1. **Data Protection and Management**: Please store data only on university-approved platforms; MS OneDrive (individual use), SharePoint Online (shared) or shared drives. Avoid saving data to hard drives, portable devices and follow University's data protection policy when working from home or using personal devices. Report any data breaches immediately to the Information Governance Office **infosec@listserv.manchester.ac.uk.** For paper records use Restore boxes for confidential waste and contact compliance.salc@manchester.ac.uk for archiving advice.
2. **Staff Business Travel:** If you are planning to travel away for university business - such as attending a conference or conducting research - it is compulsory, regardless of destination, to complete a risk assessment and have pre-travel approval. Please see SALC Travel Approval Process – Instructions for Staff.

IT

1. **Ordering a Standard University of Manchester laptop:** all staff & postgraduate researchers are entitled to one computer or device. If you have no University computer you can request a computer from IT Computers funded by IT Services (The University of Manchester). If you have an existing University computer, it will need to be assessed to see if it is still fit for purpose before IT consider replacing it. Please raise an incident ticket in Connect Raise incident via Connect. Any device over and above standard IT specifications, will need Head of School and budgetary approval. Please contact Kim Hunter: kim.hunter@manchester.ac.uk.
2. **Collection of Old IT Equipment**: Please raise a ticket through IT Services Connect https://www.itservices.manchester.ac.uk/help/connect/

3. **Academic teams site** as an alternative to the all academics listserv, colleagues should consider posting their messages on the new All Academics Teams site. As a member of the group, you can post messages at any time with no moderation. If you're not already a member of the Teams group, you can click here https://teams.microsoft.com/l/channel/19%3AiQwDW6Hj2PM8QIMjTJNOPAI4TU9mpPAQiKSxe15jIss1%40thread.tacv2/General?groupId=be45f353-f680-4f2f-bc4c-cea931750d41&tenantId=c152cb07-614e-4abb-818a-f035cfa91a77to to join (for further information, please contact benjamin.thomas-2@manchester.ac.uk).

Finance

1. **Payment of Non-University & External Personnel by Purchase Order (PO):** to pay an external individual or company using a Purchase Order (PO) number and invoice, note they must first be registered as a supplier in Oracle Financials. Supplier setup must be completed before any work begins by submitting the designated form. A PO number must also be generated *in advance* of the work and clearly quoted on all invoices submitted for payment. All invoices are processed within 30 days of the invoice date. For assistance, please contact your departmental administrator.
2. **Finance Claims**: including expenses, submitted after three months may be rejected for **non-compliance** with financial regulations.
3. **Payment Methods:** Please liaise with School Operations colleagues about the most appropriate **payment methods** for external work and for any questions about the following forms PR5/PR7/PR8 via salcfeesandexpenseclaims@manchester.ac.uk, or refer to our help document https://documents.manchester.ac.uk/display.aspx?DocID=77064
4. **Credit Card Payments**: whenever possible, goods and services should be purchased through established University suppliers using the Procurement/Oracle system. *Please email Suppliers set up team via suppliersetup@manchester.ac.uk.* If this is not possible, please contact the SALC School Operations team to check whether the purchase can be made using a credit card salcfeesandexpenseclaims@manchester.ac.uk
5. **Personal Research Allowance (PRA)**: all current eligible Teaching and Research-contracted (T&R) staff will receive an annual Personal Research Allowance (PRA) which can be used for eligible costs for the financial year 25/26 (01st August 2025 – 31st July 2026) SALC PRA GUIDELINES-25-26.docx
6. **Staff Development Fund (SDF)**: applications are now open for the 2025-26 School Staff Development Fund (SDF) which is designed to support the professional development of all academic staff on Teaching & Scholarship contracts, including Language Tutors and Senior Language Tutors Staff Development Fund 2025_26.msg

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People

1. **Training for Recruitment Panels**: colleagues must complete mandatory training before taking part in any recruitment panel or promotion committee: eLearning: Diversity in The Workplace; eLearning: Unconscious Bias; Training session (self-directed toolkit and workshop): Recruiting Staff at Manchester; eLearning: An introduction to Jobtrain (New Jobtrain users must complete this essential training and provide evidence of completing their mandatory Data Protection and Cyber Security training before being set up with a Jobtrain account).
2. **Academic Visitors**: the University guidance (including request form) for Academic Visitors can be found at the following link - https://www.staffnet.manchester.ac.uk/people/visitors/. Please contact Steph Holmes, Deputy School Operations Manager, at stephanie.holmes@manchester.ac.uk, for School-level guidance and to initiate the

Academic Visitor process in all instances. Please note that all Academic Visitors must be approved by the relevant Head of Department.

General

1. **Key Travel**: Key Travel Overview | Directorate of Finance | StaffNet | The University of Manchester all academics within the School have 'Booker' access, please contact your departmental administrator if this has not been activated.

2. **Hyatt hotel**: when booking accommodation in Manchester please use Hyatt Regency Manchester which offers preferential rates to The University of Manchester. Guidance for booking is available here: Using Hyatt hotels: information for colleagues (The University of Manchester)

3. **Booking a Meeting with Head of School**: weekly drop-in session available for staff, every Thursday 14:00 -15:00; intended for short meetings: anyone needing to discuss an issue at greater length should contact Kim Hunter kim.hunter@manchester.ac.uk to arrange an appointment.

4. **Booking School-Owned Meeting Rooms**: Please use the following email address to book School owned meetings rooms salc_so_roombooking@ds.man.ac.uk. Watch out for a new on-line booking system being introduced.