

Stakeholder Insights

Pre-session reading material

Release 1

March 2026

Introduction

These sessions will introduce you to our new People and Finance system, some of its functionality, and some of our future working principles.

We're engaging with you early to capture valuable insights from a diverse colleague group of colleagues across the University. This will validate decisions proposed during the design phase of the programme.

As well as this initial engagement, there will be many future opportunities to demo and test the system, along with training, support across the launch, and support post-implementation.

We need to collect insights on several processes from a significant number of colleagues. We're making this as methodical and accessible as possible, through the feedback forms shared with you.

We will also arrange follow-up sessions with key colleagues from your areas to identify and define any change impacts or design issues.

What these sessions won't do is determine off-system processes or roles and responsibilities. We're still working to define these. Together, with colleagues, we're designing the system and delivering iteratively to make improvements through our journey.

You are key to helping us support these principles.



Objectives for the session

Introduce Oracle Fusion during this critical design stage

Clarify **our need to change** and **the benefits** to you and your teams

Provide a demonstration of **the end-to-end system flow**

Get **your input and insights** so we can design and deliver this with you

Encourage **your advocacy** for this change and help you to **share information** with your colleagues

What can I expect from the session?

This session will introduce you to the new People and Finance system, delivered by Subject Matter Experts (SMEs).

You can expect:

Understanding of the **benefits** of the new system – what this means to you, your team and our wider university



Review of **our current** People and Finance systems and processes



An **end-to-end walkthrough** of the system



A review of **different personas** accessing the system for different reasons



Opportunity to **provide feedback** – We want your input to shape how we deliver the new system and processes



What the session **won't** provide is:

Detail of the final version of the system and processes – These are still being defined



Opportunity to **access and demo the system yourself** – This is currently unavailable to colleagues



A message from the Programme Sponsor

“We’re now moving into a critical phase of delivering our 2035 Strategy. We’ve made significant strides in defining our ambition and putting in place the foundations needed to become a more effective, sustainable and connected organisation.

We need greater consistency and discipline in how we work - how we apply policies, how responsibilities are owned, and how decisions are made. We must work more cohesively to create a better-functioning organisation for everyone.

Future Foundations is a key component of this transformation. The programme brings significant change to our enterprise resource planning systems, aligning pay, expenses, procurement and approvals through consistent processes and data. It is vital that we are clear and united in our message:

Our current systems are fragmented and don’t talk to each other, making processes unnecessarily disjointed. The decision to introduce more structure is an organisational choice, to strengthen our ways of working and how we manage data.

Our approach is shaped by the 2035 Delivery Handbook and the following principles:

- Design with people at the centre
- Work as One University
- High trust, high accountability
- Deliver early, learn often
- Measure success and share impact

This isn’t about adding more process for the sake of it. It’s about building improvement into the way we work, in a way that feels clear, practical, and genuinely useful.

Our Stakeholder Insight Sessions are a chance to involve you early, listen properly, and shape decisions together. Your experience and perspective matter, and we want to make sure they directly inform what we do next.”

Carol Prokopyszyn – Programme Sponsor



Capturing your insights

At the start of the session, we'll share details of the **Change Impact Capture Form** for you to complete following each system demonstration.

We need your insights around:

What happens currently?

(e.g., Who currently completes the work? What are the current processes?)

How will the proposed new functionality/process affect you and/or team members?

(e.g., Is training or upskilling required? What are the effects on workload or responsibilities? What are the dependencies on other teams or systems?)

Impact rating

How do you rate the level of impact? Choose the rating that reflects how the change will impact your team (High/Medium/Low)

If you have any queries, you can speak to the programme team on the day.

Committing to meaningful change to improve systems

Together, we're improving colleague experience and making your day-to-day easier by:

- Creating clearer ownership of processes and better-defined roles and responsibilities, on and off system.
- Establishing greater consistency in how policies are applied
- Reducing tolerance for workarounds
- Improving transparency in decision-making
- Instilling stronger alignment between data, process and accountability

The University has an opportunity establish a more agile and effective way of working.



From local variation

From informal practice

From siloed



to University-wide consistency

to explicit accountability

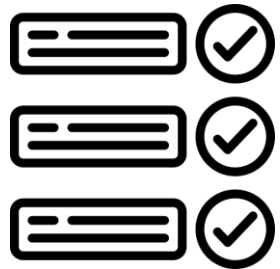
to connected domains



What will feel different?

Some approvals and processes will move to line managers (including PS and Academic)

These approvals and processes are yet undetermined. Work is on-going to understand academic line management, spans of control, absence recording and various other areas of activity.

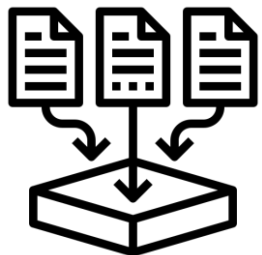


One way of working

Some local processes will be standardised to improve consistency in data and approvals.

Improved colleague experience

More direct access to initiate and track requests, enabling everyone to start leave requests, log absence and easily upload expenses claims.



Data will be more visible and shared across teams

This allows for clearer lines of communication, data sharing and consistent and effective decision making.

The shift in ways of working

Release 1 represents a structural change to how processes operate across the University, putting users at the core of how we design our systems.

Key shifts include:

- ✓ **Explicit data accountability** - Data accuracy becomes operationally critical.
- ✓ **Reduced workarounds** - Processes will be followed as designed.
- ✓ **Standardised processes** - Align to a single University-owned process to reduce dependency on local variations with clearer end-to-end ownership.
- ✓ **Defined approval rules and controls** - Particularly in areas such as absence, payments, and payroll.
- ✓ **Clearer separation of roles** - Managers, HR, payroll and system roles are more defined. This may feel different. This is understood and recognised but necessary for meaningful change.



What the Stakeholder Insight Sessions involve

Session walkthrough process flows across:

- Onboarding (**New starter and induction process**)
- Employee data administration
- Separation (**Leaving the university**)
- Compensation (**Payments made to employees**)
- Leave of absence (**Annual leave, leave requests and sickness management**)
- Workforce management (**Non-standard working pattern processes**)
- Payroll (**Salary payments and reimbursements**)

Each session includes:

- Process walkthrough and demonstration
- Sense-check how much change this creates
- Identification of key impacts
- A structured 'Our Ask of You'

These sessions are **not** final policy sign-off. They are structured co-design and validation forums.

They reflect the Handbook principle: **Design with people at the centre.**

Through these sessions, we are asking you to:

- Spot anything missing
- Flag risks or tricky areas
- Help pace the change sensibly
- Support a clear, consistent way of working

This is change engagement and communication in practice.

Engaging early - Why we're engaging before everything is final

We've intentionally not yet resolved every operational detail.

The [Delivery Handbook](#) encourages us to:

- Prototype and test
- Engage before plans are committed
- Share lived experience early
- Adjust our model based on evidence and feedback

These sessions are part of that commitment.

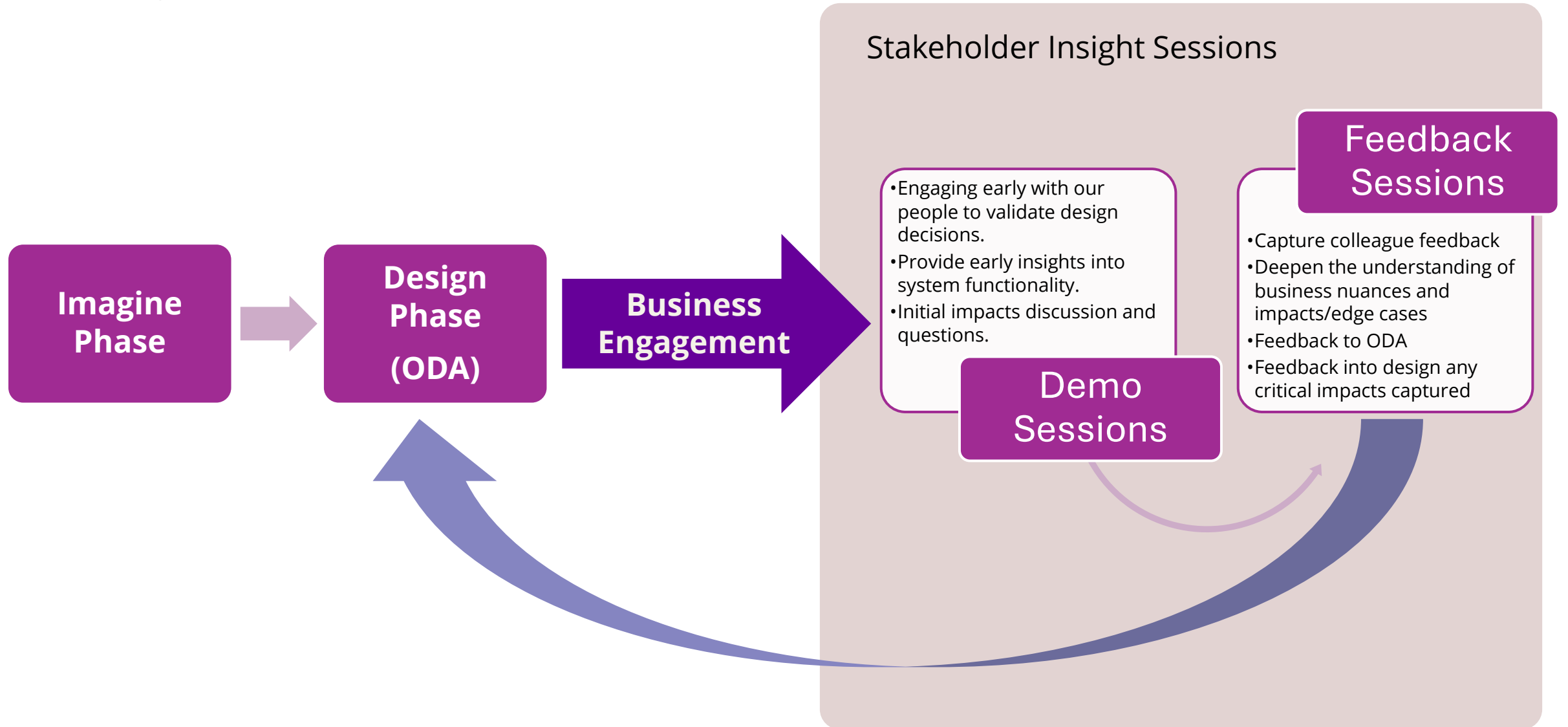
Engaging now allows us to:

- Identify unintended consequences
- Understand the practical impact of delivering the programme
- Test assumptions about local practice
- Clarify accountabilities
- Surface where support is needed

This is how we reduce risk before we launch.



The purpose and process for the sessions



Key definitions of terms

Term	Definition
ORC	Oracle Recruitment Cloud
HCM	Human Capital Management
OTL	Oracle Time and Labour
PAY	Payroll
PENS	Pensions
ABS	Absence
H&S	Health and Safety
LMS	Learning Management System
C&B	Compensation and Benefits
TAP	Talent and Performance
HDM	HR Helpdesk
ICP	Individual Compensation Plan
UAT	User Acceptance Testing
Oracle Cloud	An Integrated Fusion Ecosystem. A comprehensive suite of cloud computing services offered by Oracle Corporation, providing infrastructure (IaaS), platform (PaaS), and software (SaaS) solutions.

[Additional Glossary of terms](#)

Colleague personas

The session will provide an end-to-end walkthrough of the system from different colleague personas at the University. Here's who you'll need to know on the day:

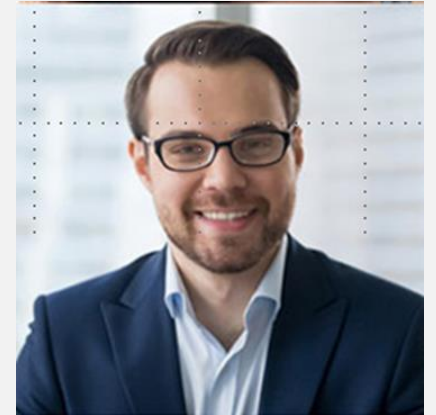
Colleague



Includes:

- Academic colleague
- Professional Services colleague
- Research colleague
- Atypical colleague
- Student Teaching Assistant (STA)

Line Manager



Includes:

- Colleague Line Manager
- Department Head/Budget Holder

MANCHESTER
1824

The University of Manchester

**FUTURE
FOUNDATIONS**

Any questions?

Contact the team

Visit our site

uom.link/FutureFoundations



Need help with terminology?

Access the glossary here



Release 1: Stakeholder Insight Agenda

Below are the Level 3 process that we will walkthrough and demonstrate during today's session.

Session	Level 2 Processes	Level 3 Processes	Duration
HCM Stakeholder Insight Morning session 09:00 – 12:30	Introductions		30 mins
	Onboarding	Conduct Preboarding Manage Day 1 Activities Manage First 90 Days	60 mins
	Employee Data Administration	Personal Data Change Work Data Change	60 mins
	Compensation	Manage Ad-Hoc Payments	30 mins
	Expenses	Expenses	30 mins
HCM Stakeholder Insight Afternoon session 13:30 – 16:30	Introductions		30 mins
	Leave of Absence	Manage Leave Requests and Modifications Manage Family Leave Manage Sickness	60 mins
	Workforce Management	Capture, Review and Approve Time	30 mins
	Payroll	Payroll Self Service	30 mins
	Offboarding	Process Voluntary Employee Separation	30 mins