



University of
Nottingham
UK | CHINA | MALAYSIA

UniCore cutover period

Monday 14 October to Monday 25 November 2024

Preparing for our new HR, Finance and
Procurement system



UniCore

- Our new HR, Finance and Procurement system will be going live at the end of November 2024
- We will need to **temporarily pause some of our processes** so that UniCore can be configured for go-live

Processes that will be impacted during the cutover period

- Payments of non-monthly student scholarships, bursary payments and stipends
- Managing finance for Research projects
- Raising a sales invoice, requesting and sending invoices to customers
- Submitting and approving expense claims
- Booking travel
- Making purchases/requisitions, approving requisitions and goods receipting
- Processing invoices from suppliers, paying suppliers and recording payments
- Adding new suppliers or updating supplier details in Agresso
- Changes to staff contracts, new starters and leavers
- Recording absences that are not annual leave
- Department and cost centre changes
- Viewing payslips, submitting timesheets and additional hours/overtime

Finance

Purchases through Agresso

Orders must be placed by the end of **Sunday 20th October** to allow approval to take place by the end of Friday 25 October.

Deliveries can continue during cutover, but goods receipting (GRN) won't be possible until UniCore is live.

The Unicore team have been liaising with suppliers to make them aware of payment delays and avoid account issues. Please note anything received during the cutover period so that it can be GRN'd promptly in Unicore after go-live.

Purchase cards

Will be frozen from **24th October**. Please report any regular card payments or travel booked on cards which isn't paid until arrival to cards@nottingham.ac.uk before **14th October**.

Research projects

New projects during cutover will be set up in RIS, but not Agresso from **14th October**.

Project expenditure won't be reflected accurately during cutover as Agresso will be paused.

Timesheets for months up to and including September should be completed and approved in Agresso before **14th October**. A manual Excel timesheet will be put in place for October, November and December 2024 for research-related timesheets – see R&I comms for details.



Travel and Expenses

Expenses

Must be submitted by the end of **16th October**, and approved by the end of **18th October**. You will be able to use UniCore for submitting and approving expenses accrued during cutover after 25th November.

Airplus cards will continue to work as usual for expenses while travelling, but should not be used to book hotels/travel.

Booking travel and accessing Key Travel system

Key will be available until **25th October**. The system will remain open for support throughout cutover while staff are travelling.

Travel booked outside of Key (unexpected travel planned after 25th) will need a dispensation from the Travel team.

Self-funded travel will be covered by the university insurance in [specific circumstances](#).



Annual Leave

Edays

System licences have been renewed and will now cover the cutover period.

Please continue to book leave through edays until UniCore is available. After this point, edays will switch to 'read only' so further changes won't be possible, but you will be able to review your existing bookings to allow re-booking in the UniCore system.



HR

ATFs in Vacancy Manager (VM) can continue through cutover

Requests to advertise roles will continue to go through VM during cutover.

ATFs raised in VM but approved after UniCore is live will be advertised through the new system.

New starters

New staff may only start during cutover if their job offer form was submitted to HR by **midday Friday 4th October**.

Staff with offers submitted after that date will have to start their roles after cutover is complete.



Useful links

Please check the list of processes that will be impacted during the cutover period :

- nott.ac/unicore
- [Training webinar registration](#)
- [Demonstration videos](#)

