




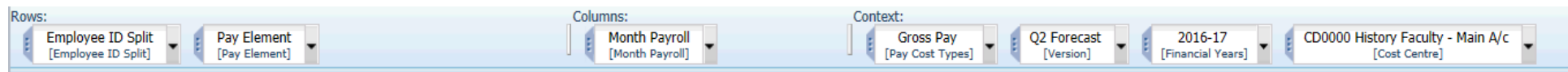
Case Study 1: How to ensure yellow “input” cells are available in payroll planning

Overview:-

In order to be able to see the yellow input cells in the BFT there are several aspects which must be checked.

1. **Ownership** – green tick must be visible
2. Context must show the **current open forecasting “version”** and “financial year”
3. The planner must have navigated to the lowest (leaf) **cost centre level**
4. Change the default of paycost type context box to **salary cost**
5. The screen must be clicked out to a **cost code combination** (lighter grey entry showing employee ID, cost centres, natural account etc) not summary of employee (bold entry showing name).
6. Clicked out to **detailed payroll element** (lighter grey description such as NR provision) not summary of payroll elements (total recurrent or non recurrent)
7. The default is for zero suppressed; to open up a hitherto unused pay element, take off the zero suppression.
8. For recurrent pay elements the “profile” column will need to have **manual profile** selected
9. Input will be possible only in the projected months. All actual months are closed (except for journal entries via another application).
10. Input to affect salary and additional salary is via changing FTE and Grade –using respectively the FTE tab and Employee other details tab.
11. Employers NI and Employer’s pension contribution will always be calculated, so no direct input is possible (but see Case Study 9 How to change pension details)
12. If the cost centre is locked  **Locked** no input will be possible.

An example of context selection for input to payroll planning application





- 1. Ownership
- 2. Current forecast exercise, correct year
- 3. lowest (leaf) level cost centre
- 4. change default "payroll cost" to "Gross pay"
- 7. The default is zeros suppressed

		Actual	FTE Plan	Last Month Actual Cost	Profile	Total FY Budget	Year TOTAL	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
Name	Recurrent	1.0	1.0	1,820		21,821	21,784	1,800	1,800	1,800	1,820	1,820	1,820	1,820	1,820	1,820	1,820	1,820	1,820
	SALARY	1.0	1.0	1,820		21,821	21,784	1,800	1,800	1,800	1,820	1,820	1,820	1,820	1,820	1,820	1,820	1,820	1,820
	Non Recurrent	0.0	0.0	0		0	59	0	0	0	59	0	0	0	0	0	0	0	0
	BASIC PAY ARREARS	0.0	0.0	0		0	59	0	0	0	59	0	0	0	0	0	0	0	0
Total of Pay Element		1.0	1.0	1,820		21,821	21,843	1,800	1,800	1,800	1,880	1,820	1,820	1,820	1,820	1,820	1,820	1,820	1,820
2007628-CD0000-50200-00000	Recurrent	1.0	1.0	1,820		21,821	21,784	1,800	1,800	1,800	1,820	1,820	1,820	1,820	1,820	1,820	1,820	1,820	1,820
	SALARY	1.0	1.0	1,820		21,821	21,784	1,800	1,800	1,800	1,820	1,820	1,820	1,820	1,820	1,820	1,820	1,820	1,820
	Non Recurrent	0.0	0.0	0		0	59	0	0	0	59	0	0	0	0	0	0	0	0
	BASIC PAY ARREARS	0.0	0.0	0		0	59	0	0	0	59	0	0	0	0	0	0	0	0

- 5. Cost code combination level
- 6. Detailed payroll element level
- 10. Salary is changed in FTE and Grade tabs, not here