

## Case Study 7: How to enter a new payroll cost code or projection for a non-standard Grade

The Grade salary scales for the University are part of the standing data detail sitting behind the Payroll Application in the BFT. The planner specifies the grade and point, the BFT projection refers back to the relevant scale and the appropriate salary value is returned. Planning assumptions about progression up the scales and projected Cost of Living Awards are also built in.

However there are a number of Non Standard Grades where the annual salary amount is not pre-determined by the Grades, but is individually negotiated. T

## Pointers about Non Standard Grades

- Actual pay costs will be imported from HRCore, as for all actual permanent pay costs
- A New Employee creation will give the option to put in a salary cost per month (i.e. cost before Employer's NI costs and Employer's pension contribution
- BUT, to create a new cost combination or alter a previous projection where the original projection had a start date in the past, the salary cost will not be retrieved from the standard tables nor will it be possible to put in a value manually. Therefore it will be necessary to work round this using the steps in the case study below. (i.e. using a pay element such as "other pensionable payment" to project future salary costs in future months on the new cost combination or projection).

How does a non standard grade look in the BFT?

On the "employee other details tab the non-standard grade does not have a value, (whereas for the standard grade the full time cost shows up as a reference). In the screen shot below the employee on at Grade 08S.7 is showing a value, the D35.999 is not.



iPayroll Main Planni	ng View ADD New E	mployee.xlsx	New	Cost Coding	Combination	.xlsx	IRE Payroll.	dsx 🏢 iP	ayroll FTE	iPayroll (	Other Employ	vee Details	Payroll Updates.xl	sx 💷 oPayroll Ledger Summary
Employee [Employee]	s: Employee Detail [Payroll Employee Detail] [Employee] Payroll Employee Detail] Employee Detail] Employee Detail [Payroll Employee Detail] Employee Detail]													
		Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	
	Actual Grade and Stage	D35.9999	D35.9999	D35.9999	D35.9999	D35.9999	D35,9999							
1204164	Amendments													
1204104	FINAL Grade and Stage	D35.9999	D35.9999	D35.9999	D35.9999	D35.9999	D35.9999	D35.9999	D35.9999	D35.9999	D35.9999	D35.9999	D35.9999	
	Salary	0	0	0	0	0	0	C		0 0	0	0	0	
	Actual Grade and Stage	085.7	085.7	085.7	085.7	085.7	085.7							
2202510	Amendments													
2205519	FINAL Grade and Stage	085.7	085.7	085.7	085.7	085.7	085.7	085.7	085.7	085.7	085.7	085.7	085.7	
	Salary	3,910	3,910	3,910	3,910	3,910	3,910	3,910	3,910	3,910	3,910	3,910	3,910	

If you create a new cost code combination (and add FTE) there is still no salary value (screen shots below show adding a new cost combination and then amended FTE)



iPayroll Main Planning Viev	ADD New Employee.xlsx	New Cost Coding Combination.xlsx	VIRE Payroll.xlsx	iPayroll FTE	iPayroll Oth	her Employee Details	Payroll Updates.xlsx	I oPayroll Ledger Summa	ry
BFT									
	Please select leaf level	Cost Centre							
Cost Centre	BW1280 Reimburseme	nts 2000	•						
							Not Mandatory		
	Employee		Natural Acc	ount SC	)F	Project	Task		
			50100 4						
	1284164		50100 Acad	emic Staff 100	000				
Steps to ad	d New Code Combination:					I			
	1. Enter new employee	details within the vellow cells	Press Enter on key	oard after any	data changes	<			
	in enter new employee	details within the years to be sense	ress enter on keye	our a arter arry	data change.	-			
	2. Click on the button	below to create a new employee	record						
	Create Cost Coding C	ombination	•						



iPayroll Main Planning View	ADD New Employee.xlsx	New Co	ost Codir	ng Comb	ination.	dsx	VIRE	Payroll.xls:	< ⊞i	Payroll F	TE III	iPayroll C	ther Empl	oloyee Details 🔄 Payroll Updates.xlsx
Employee ID Split [Employee ID Split] Pay [Pay	vroll FTE								Colur	mns: Months [Month]	•			Context: 2016-17 [Financial Years] Q2 Forecast [Version] BW11 Core [Cost Centre] SALARY [Salary Type]
		Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	
	Amendments													
1394164	😑 FTE Plan	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	
1284164	FTE Actual Prevail	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	
	Cumulative Amendment	s												
	Amendments							-0.2						
1794164 PW0000 E0100 00000	B FTE Plan	1.0	1.0	1.0	1.0	1.0	1.0	0.8	0.8	0.8	0.8	0.8	0.8	
1284164- <mark>BW0000-</mark> 50100-00000	FTE Actual Prevail	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	
	Cumulative Amendment	s						-0.20	-0.20	-0.20	-0.20	-0.20	-0.20	
	Amendments													
1294164 PM0000 E0100 00000	B FTE Plan													
1204104-0003333-20100-00000	FTE Actual Prevail													
	Cumulative Amendment	s												
	Amendments							0.2						
1294164 PW1290 50100 00000	B FTE Plan							0.2	0.2	0.2	0.2	0.2	0.2	
1204104-DW1200-20100-00000	FTE Actual Prevail													
	Cumulative Amendment	s						0.20	0.20	0.20	0.20	0.20	0.20	

There is still no salary projection

Where it is not possible to input a salary value £ against a non-standard Grade use the pay element "Misc payment Pens", which is a non-recurrent pay element that attracts Employer's NI and Employer's pension.

So, untick the zero suppression, revealing all pay elements.

Pick MISC PAYMENT PENS on the relevant cost code combination on Gross salaru



		-	-
	Total of Pay Element	0	0
	□ Recurrent	0	0
	ADDITIONAL SALARY	0	0
	CLINICAL EXCELLENCE AWARD	0	0
	EMPLOYERS NI AND APPRENTICESHIP LEVY	0	0
	EMPLOYERS PENSION	0	0
	MISC PAYMENT NON PENS	0	0
	MISC PAYMENT PENS	0	0
	PROF DISTINCTION	0	0
	Provision Recurrent	0	0
	SALARY	0	0
	SCHEDULE ALLOWANCE NON PENS	0	0
1294164 RW0000 E0100 00000	SCHEDULE ALLOWANCE PENS	0	0
120101-0005555-20100-00000	SMP OFFSET	0	0
	Non Recurrent	0	0

And input a projection for the salary cost before employers NI and pension

You will need to activate the projection period by selecting a manual profile (and saving the choice as manual)

MISC PAYMENT NON PENS	U	ι	, U	U	0.0	0.0	0.0	0	U	U	U	U	U	0 0	U	U	U	U	0 0
MISC PAYMENT PENS	0	C	) 0	0	0.0	0.0	0.0	 0 🔽	0	0	0	0	0	0 0	0	0	0	0	0 0
PROF DISTINCTION	0	C	) 0	0	0.0	0.0	0.0	Manual	0	0	0	0	0	0 0	0	0	0	0	0 0
Provision Recurrent	0	C	) 0	0	0.0	0.0	0.0	0 Equal	0	0	0	0	0	0 0	0	0	0	0	0 0
SALARY	0	C	0	0	0.0	0.0	0.2	0 Term Time (	0	0	0	0	0	0 0	0	0	0	0	0 0
SCHEDULE ALLOWANCE NON PENS	0	C	) 0	0	0.0	0.0	0.0	0 Summer On	0	0	0	0	0	0 0	0	0	0	0	0 0
SCHEDULE ALLOWANCE PENS	0	C	0	0	0.0	0.0	0.0	0	0	0	0	0	0	0 0	0	0	0	0	0 0
SMP OFFSET	0	0		0	0.0	0.0	0.0	0	0	0	0	0	0	0 0	0	0	0	0	0 0

The projected months will the open up.



Note for model administrator

The underlying data dimension called "Grade and Stage" which marks non-standard grades as a Y in the Non-standard column. Screen shot below shows a common set – D35 and D81. Note that there are grade points .9999 which are created in TM1 which will not be used as part of standard planning

Model Design 🛞 🔭 Grade and Stage 🛞															
6 🖻 💼 🗐 🖽 🤅															
lame	Format	Pick List	Leaf-level Expression	Consolidated-level Expression	Non Standard										
📼 D31.9999					γ										
D32.9999					γ										
📼 D35.51					γ										
D35.9999					γ										
D81.20					γ										
📼 D90.9999					γ										
📼 D94.9999					γ										
E62.1															
E62.2															