



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 O8S.7 is showing a value, the D35.999 is not.



		Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
1284164	Actual Grade and Stage	D35.9999	D35.9999	D35.9999	D35.9999	D35.9999	D35.9999						
	Amendments												
	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	0	0	0	0	0	0
2203519	Actual Grade and Stage	085.7	085.7	085.7	085.7	085.7	085.7						
	Amendments												
	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)



Please select leaf level Cost Centre

Cost Centre	BW1280 Reimbursements 2000
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Employee	Natural Account	SOF
1284164	50100 Academic Staff	00000

Not Mandatory

Project	Task

Steps to add New Code Combination:



1. Enter new employee details within the yellow cells. Press Enter on keyboard after any data changes

2. Click on the button below to create a new employee record

Create Cost Coding Combination



		Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
1284164	Amendments												
	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
	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 Amendments												
1284164-BW0000-50100-00000	Amendments							-0.2					
	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
	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 Amendments							-0.20	-0.20	-0.20	-0.20	-0.20	-0.20
1284164-BW9999-50100-00000	Amendments												
	FTE Plan												
	FTE Actual Prevail												
	Cumulative Amendments												
1284164-BW1280-50100-00000	Amendments							0.2					
	FTE Plan							0.2	0.2	0.2	0.2	0.2	0.2
	FTE Actual Prevail												
	Cumulative Amendments							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



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

Name	Format	Pick List	Leaf-level Expression	Consolidated-level Expression	Non Standard
▣ D31.9999					Y
▣ D32.9999					Y
▣ D35.51					Y
▣ D35.9999					Y
▣ D81.20					Y
▣ D90.9999					Y
▣ D94.9999					Y
▣ E62.1					
▣ E62.2					