

Variable Payroll Transactions

This Quick Card addresses how to input variable pay **encompasses overtime, Bank hours, adjustments and any other pay or deductions** that can fluctuate from month to month.



Any transaction that has been created by the employee or proxy will go to the manager for approval.

If entered by the manager will be automatically processed.

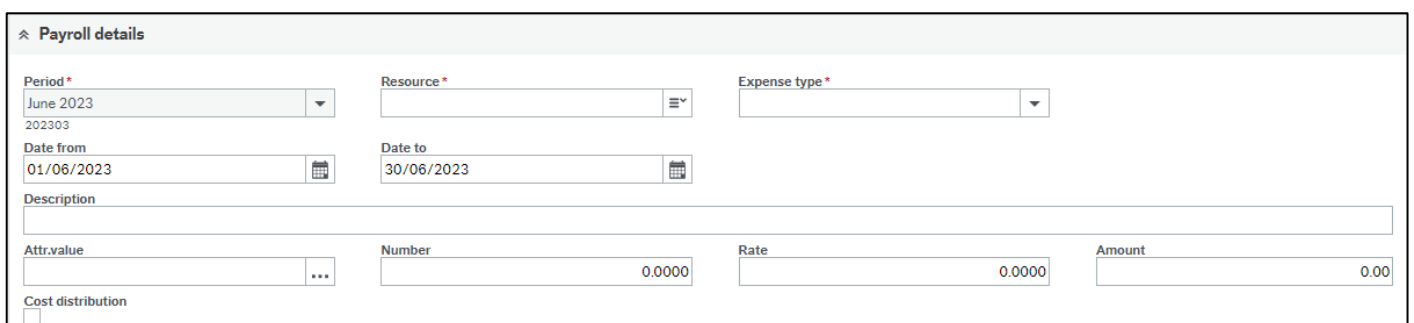
Part 1 – Create a Variable transaction

1. Navigate to **Time and expenses > Expenses → Variable payroll transactions**.
2. Within the Payroll section, click **Add**.



The screenshot shows a 'Payroll' section with a table and action buttons. The table has columns for Status, Workflow state, Resource, Period, PD, Number, and Amount. Below the table are buttons for Add, Delete, Draft, and Ready.

The Payroll details section opens underneath



The screenshot shows the 'Payroll details' form with the following fields:

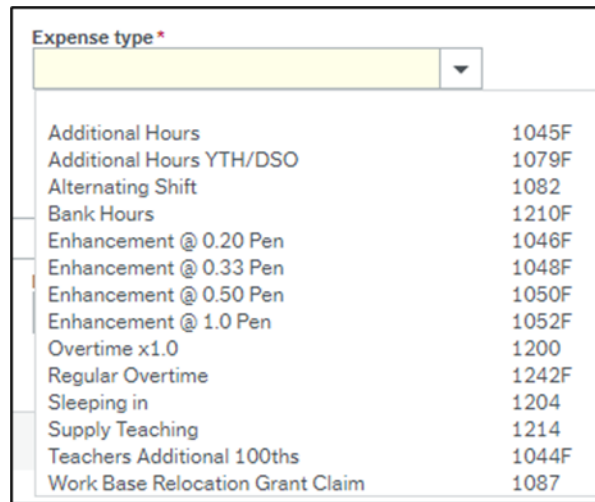
- Period*: June 2023 (dropdown)
- Resource*: (text input)
- Expense type*: (dropdown)
- Date from: 01/06/2023 (calendar)
- Date to: 30/06/2023 (calendar)
- Description: (text input)
- Attr.value: (text input)
- Number: 0.0000
- Rate: 0.0000
- Amount: 0.00
- Cost distribution: (checkbox)

3. The Period* field will auto populate to the current payroll period.
4. Enter the Resource ID or name into the Resource* field.

This will always default to the Inputter.

Part 1 – Create a Variable transaction continued

5. Enter the variable payment/deduction into the Expense type* field.



Expense type	Code
Additional Hours	1045F
Additional Hours YTH/DSO	1079F
Alternating Shift	1082
Bank Hours	1210F
Enhancement @ 0.20 Pen	1046F
Enhancement @ 0.33 Pen	1048F
Enhancement @ 0.50 Pen	1050F
Enhancement @ 1.0 Pen	1052F
Overtime x1.0	1200
Regular Overtime	1242F
Sleeping in	1204
Supply Teaching	1214
Teachers Additional 100ths	1044F
Work Base Relocation Grant Claim	1087

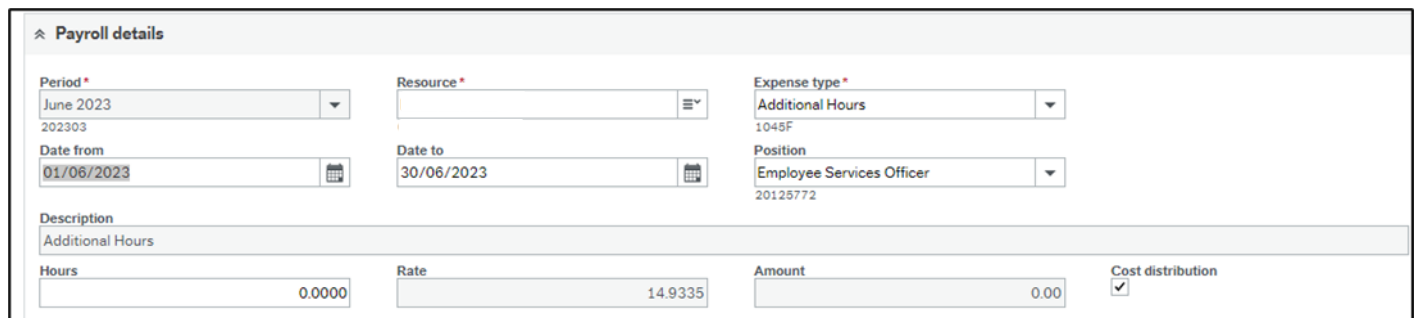
6. Enter the date from and the date to fields.

7. Position will default to the employee's main position.

If they have multiple positions, select the relevant position.

8. The Description will auto populate and cannot be changed.

9. Enter the variable transaction amount into the Amount field. This could also be hours depending on the Expense type you selected.



Payroll details

Period* June 2023
202303

Resource*

Expense type* Additional Hours
1045F

Date from 01/06/2023

Date to 30/06/2023

Position Employee Services Officer
20125772

Description Additional Hours

Hours 0.0000 Rate 14.9335 Amount 0.00 Cost distribution

10. Within the GL Analysis section, check that the Costc defaults to that of the position (this can be changed to another Cost Centre).

11. The Empsals (Employee Salary Type) or GL code auto populates.



GL Analysis

Costc* DHRH
DIRECTOR OF HR & OD

Empsals* 1012
Administrative Staff

Use as default

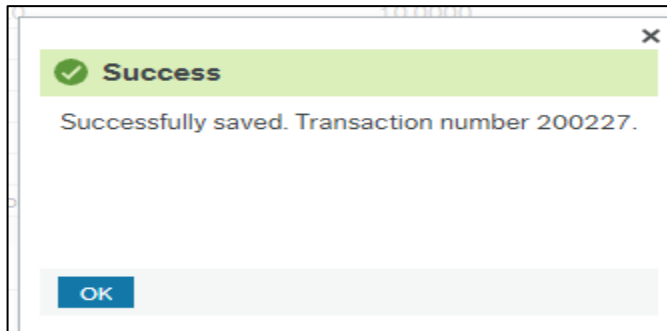
Part 1 – Create a Variable transaction Continued



You can add a number of transaction lines, you do not have to **save** every time you add a transaction.

12. Click the Save button.

13. Click OK to the Success message



14. The Status and Workflow state columns in the Payroll section display as **Draft**

Payroll								
<input type="checkbox"/>	Status	Workflow state	Resource	Period	PD	Number	Amount	
<input type="checkbox"/>								Filter
<input type="checkbox"/>	Draft		Test Employee	202205	1222A	0.0000	25.00	
Σ							25.00	
Add Delete Draft Ready								

Retrieve and submit a draft Transaction

1. Navigate to **Time and expenses > Expenses → Variable payroll transactions**.
2. If there are transactions in the Payroll screen go to the action buttons at the bottom of the screen and choose **Clear**. This empties the screen leaving a blank line.

Payroll									
<input type="checkbox"/>	Status	Workflow state	Resource	Period	Expense types	Number	Amount		
								<input type="button" value="Filter"/>	
<input type="button" value="Add"/>	<input type="button" value="Delete"/>	<input type="button" value="Draft"/>	<input type="button" value="Ready"/>						

3. Then select the **Open** button

<input type="button" value="Save"/>	<input type="button" value="Clear"/>	<input type="button" value="Open"/>	<input type="button" value="P11D ref"/>	<input type="button" value="Export"/>
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4. This shows a blank screen offering for you to choose either the:
 - The Period
 - The Resource
 - The TransNO
 - The Trans date
 - The description
 - The Expense typeIf you want to be specific on what you are looking for

Open existing transaction		
Period <input type="text"/>	Resource <input type="text"/>	TransNo <input type="text"/>
Trans date <input type="text"/>	Description <input type="text"/>	Expense type <input type="text"/>
<input type="button" value="Load"/>		

You may find that some fields may not be available to you.



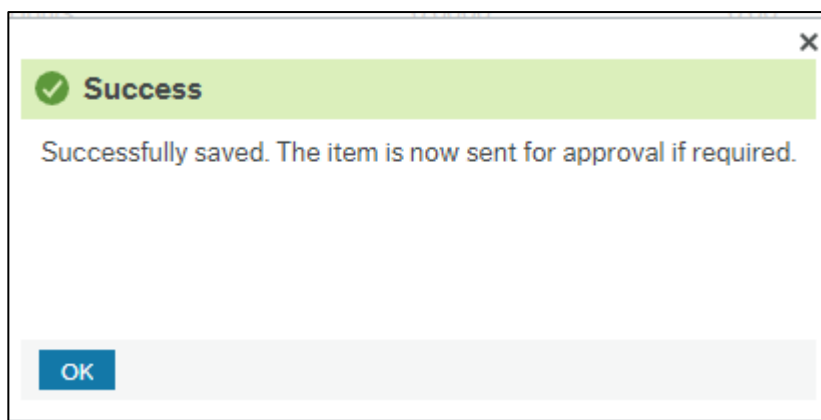
Resource for example will be greyed out for employees and only available for managers or proxies.

Retrieve and submit a draft Transaction continued

5. Or you can just select the Load button
6. This will display all the Variable transactions in different Statuses.
7. If you click on the Status Field until you can see all your drafts together.

Payroll									
<input type="checkbox"/>	▼ Status	Workflow state	Resource	Period	Expense types	Number	Amount		
<input type="checkbox"/>								<input type="button" value="Filter"/>	
<input type="checkbox"/>	Draft	Draft		May 2023	Additional Hours	30.0000	18,510.44		
<input type="checkbox"/>	Draft	Draft		June 2023	Additional Hours	0.0000	0.00		
<input type="checkbox"/>		Workflow in progress		May 2023	Additional Hours	10.0000	6,170.15		
<input type="checkbox"/>		Workflow in progress		May 2023	Bank Hours	5.0000	0.00		
<input type="checkbox"/>		Finished		May 2023	Additional Hours	20.0000	464.42		
<input type="checkbox"/>		Rejected		May 2023	Additional Hours	3.0000	69.66		
<input type="checkbox"/>		Finished		April 2023	Overtime x1.0	20.0000	464.42		
<input type="checkbox"/>		Finished		April 2023	Overtime x1.0	10.0000	232.21		
<input type="checkbox"/>		Finished		May 2023	Bank Hours	1.0000	23.22		
<input type="checkbox"/>		Finished		May 2023	Bank Hours	8.0000	185.77		
<input type="checkbox"/>		Finished		May 2023	Bank Hours	5.0000	116.10		
<input type="checkbox"/>		Finished		April 2023	Bank Hours	43.0000	998.50		
<input type="checkbox"/>		Finished		May 2023	Bank Hours	7.0000	162.55		
Σ								27,397.44	

8. Select the checkbox at the top next to status that will highlight all the Drafts
9. Select the **Ready** button
10. The **Draft** lines will change to **Ready**
11. Select the **Save** button
12. This image shows the green success pop up with the saved and item is sent for approval if required.



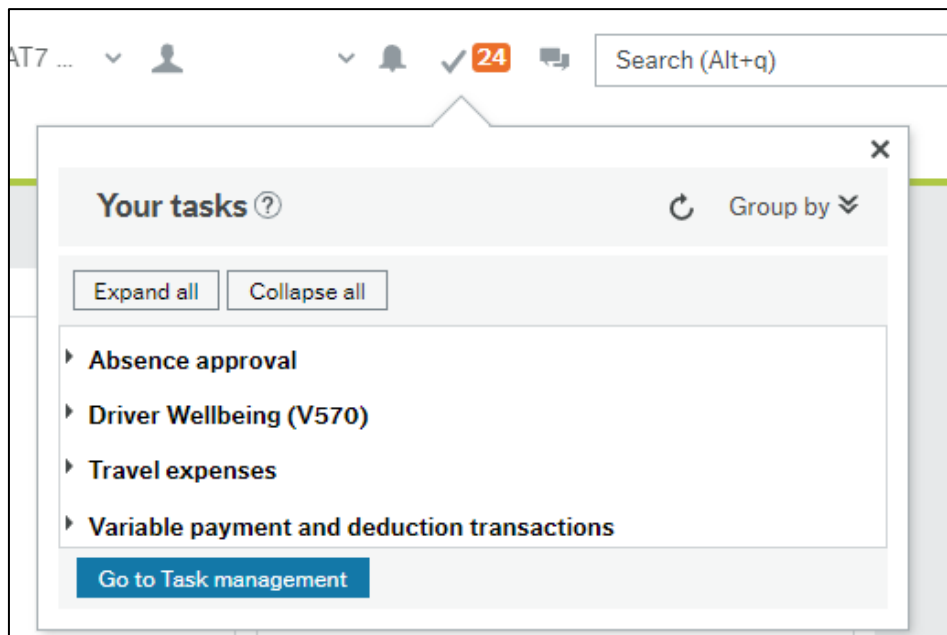
Task Approval



When an employee or proxy completes a variable transaction, it will go to the manager for approval.

The Manager will then go into their tasks to approve or reject.

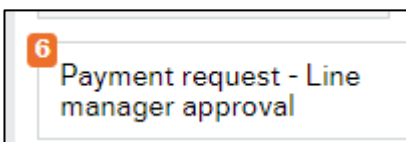
1. The manager will need to go to the Tasks at the top of your screen next to tick ✓.
2. The number of task you will have to approve will indicated by a number in an orange box.



3. Click on Go to Task Management
4. Go the group that you are going to approve.

Tasks are grouped by payment type

3. In this case it will be Payment request – Line Manager approval



Client	Process name	Workflow step	Task data	Due on
EV	Overtime & C...	Payment requ...	Resource ID: 00009385, ResNo Name:	ite from: Fri Jun 02 2023 00:00:00 GMT+0100 (British Summer Time), Date to: Fri Jun 02 2023 00:...
EV	Overtime & C...	Payment requ...	Resource ID: 00009385, ResNo Name:	ite from: Fri Jun 02 2023 00:00:00 GMT+0100 (British Summer Time), Date to: Fri Jun 02 2023 00:...
EV	Overtime & C...	Payment requ...	Resource ID: 00009385, ResNo Name:	ite from: Sat Jun 03 2023 00:00:00 GMT+0100 (British Summer Time), Date to: Sat Jun 03 2023 0...
EV	Overtime & C...	Payment requ...	Resource ID: 00009385, ResNo Name:	rom: Sat Jun 03 2023 00:00:00 GMT+0100 (British Summer Time), Date to: Sat Jun 03 2023 0...
EV	Overtime & C...	Payment requ...	Resource ID: 00009385, ResNo Name:	ite from: Thu Jun 01 2023 00:00:00 GMT+0100 (British Summer Time), Date to: Thu Jun 01 2023 ...
EV	Overtime & C...	Payment requ...	Resource ID: 00142373, ResNo Name:	ate from: Thu Jun 01 2023 00:00:00 GMT+0100 (British Summer Time), Date to: Fri Jun 30 2023 0...

Task Approval

- By clicking on the task, this will open up the transaction for approval.
- You may have just one task with one line or one task with several lines.
- Task with one line - just click Approve if you want to go ahead with the payment.

Payroll transactions approval

Payroll information

Resource ID: 00009385

Period type:

Transaction number: 0

Name:

Period:

Transaction Date:

Workflow log (row 1)

03/06/2023 11:52 00009385) - Distributed

03/06/2023 11:52 00009385) - Auto approved

(Enter a comment)

Map	Resource ID	Period	Expense types	Description	Number	Amount
<input type="checkbox"/>		June 2023	Additional Hours	Additional Hours	8.0000	4,936.12

Payroll details

Period: June 2023

Resource ID: 00009385

Expense type: Additional Hours

Date from: 02/06/2023

Date to: 02/06/2023

Description: Additional Hours

Approve

Reject

Advanced mode

Log book

Export

- For tasks with multiple lines, click on the **Advance mode** button. That opens all rows for approval with a box in front of each row.
- Click in the box for the payment you want to approve, and a tick will appear in the box.
- Review the payment, then press the **Approve** button below the table. The word **Approve** will appear in the Actions column against that record.
- Once you have reviewed all payment requests, scroll down to the bottom of the page and click the **Save** button.

Payroll

<input type="checkbox"/>	Map	Action	Resource ID	Period	Expense types	Description	Number	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>			June 2023	Additional Hours	Additional Hours	0.0000	0.00
<input checked="" type="checkbox"/>	<input type="checkbox"/>			June 2023	Additional Hours	Additional Hours	8.0000	185.77
<input checked="" type="checkbox"/>	<input type="checkbox"/>			June 2023	Additional Hours	Additional Hours	10.0000	232.21

Payroll details

Period: June 2023

Resource ID: 00101992

Expense type: Additional Hours

Date from: 01/06/2023

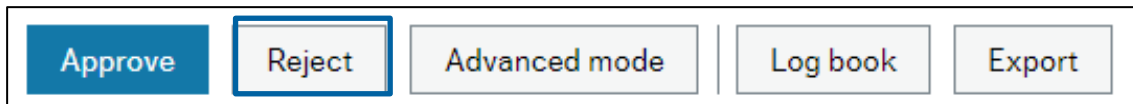
Date to: 30/06/2023

Description: Additional Hours

Hours	Rate	Position	Amount
0.0000	00.0000		0.00

Task Rejection

1. If you don't want to approve a task you can reject it.
2. Click on the Reject button at the bottom of the screen
3. Complete the reject comment box and explain why you are rejecting the request.
4. The employee can review and re-submit or cancel their request.



Payment request - Line manager approval - Reject

Enter your comment

Payroll information

Resource ID	00101992	Name	
Period type		Period	
Transaction number	0	Transaction Date	

Workflow log (row 1)

02/06/2023 14:43	(00101992) - Auto approved
02/06/2023 14:43	(00101992) - Distributed

Payroll

<input type="checkbox"/>	Map	Action	Resource ID	Period	Expense types	Description	Number	Amount
<input type="checkbox"/>		<input type="button" value="Reject"/>		June 2023	Additional Hours	Additional Hours	0.0000	0.00
<input type="checkbox"/>				June 2023	Additional Hours	Additional Hours	8.0000	185.77
<input type="checkbox"/>				June 2023	Additional Hours	Additional Hours	10.0000	232.21