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Changing Pay Groups on ResourceLink

This work instruction describes how to enter on ResourceLink the movement of people between different **Pay Groups**. The table below shows what action needs to be taken in order to complete the following events:

Event	Leaver	Rejoiner	PSUB change	Enter 'To Staff' field and 'Service Breaks'
1. Fees to Main				
2. Main to Fees		 after final main payroll payment received	 after final main payroll payment received	
3. Main to Pensioner				
4. Visitor to Main				
5. Main to Visitor		 after final main payroll payment received	 after final main payroll payment received	
6. Visitor – additional Fees Post				
7. Visitor to Fees				
8. Fees to Visitor			 after final fees payroll payment received	

1. A Person is moving from Fees/Temp Bank to Main payroll

You must use the “Transfer” task

- Add their new (main payroll) post in **Current Post Holding**, Y flag this as main, this will end date their Fees post (which should already be flagged as Main).
- Change the **Pay Group** to **PSUB1** on the **Basic Pay Details** screen with an effective from date of the date they start their main payroll post.
- Add the fixed pay elements for the main payroll post in the **Fixed Pay Elements** screen.
- You will need to enter the ‘**To Staff**’ field on the **Employment Detail** screen with start date of their main payroll post.
- You must also enter **Service Breaks** on the **Employment Detail** screen with the start & end date of the fees post – this will ensure the system doesn’t take into account service in the fees post.
- Remember to overtype on the contract/letter that is generated the **Continuous Service** start date with the date that you have entered in the **To Staff** field.

2. An Employee is moving from Main Payroll to Fees/Temp Bank.

You must use the “Rejoiner” task – NB: the person must be made a leaver!

- Action a **Leaver** process for the employee – this generates a P45 after they have received their final main payroll payment.
- Action a **Rejoiner** process for the employee including the following:
 - Add their new Fees post in **Current Post Holding** and Y flag this as Main post
 - Change the **Pay Group** to **PSUB3** on the **Basic Pay Details** screen with an effective from date of the start of the next month. e.g if the employee starts in the fees post on 15.10.07, then enter the Pay Group change on 01.11.07. **Do not action a Rejoiner until they have received their final payment on their main payroll post.**

3. An Employee is moving from Main Payroll to Pensioners.

You must use the “Rejoiner” task – NB: the person must be made a leaver!

- Add their new Zpensioner Post in the **Current Post Holding** screen, Y flag this as main, this will end date their Main Payroll post (which should already be flagged as Main).
- Change the **Pay Group** to **PSUB2** on the **Basic Pay Details** screen with an effective from date of the date they start their pensioner post.

4. A Visitor is moving into a Main Payroll Post

You must use the “Transfer” task

- Add their new (main payroll) post in **Current Post Holding**, Y flag this as main, this will end date their Visitor post (which should already be flagged as Main).
- Change the **Pay Group** to **PSUB1** on the **Basic Pay Details** screen with an effective from date of the date they start their main payroll post.
- Add the fixed pay elements for the main payroll post in the **Fixed Pay Elements** screen.
- You will need to enter the ‘**To Staff**’ field on the **Employment Detail** screen with start date of their main payroll post.
- You must also enter **Service Breaks** on the **Employment Detail** screen with the start & end date of the visitor post – this will ensure the system doesn’t take into account service in the visitor post.
- Remember to overtype on the contract/letter that is generated the **Continuous Service** start date with the date that you have entered in the **To Staff** field.

5. A Main Payroll Post is moving into a Visitor Post

You must use the “Rejoiner” task – NB: the person must be made a leaver!

- Action a **Leaver** process for the employee – this generates a P45. This will take place at the end of the month once they have received their final payment.
- Action a **Rejoiner** process for the employee including the following:
 - Add their new Visitor post in **Current Post Holding** and Y flag this as Main post

- Change the **Pay Group** to **PSUB5** on the **Basic Pay Details** screen with an effective from date of the start of the visitor post. **Do not action a Rejoiner until they have received their final payment on their main payroll post.**
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6. A Visitor is moving to a Fees post but remaining in their Visitor post as well.

You must use the “Transfer” task

- Add the Fees post in the **Current Post Holding** Screen and leave the Visitor post as current. You will need to remove the Main Post Y flag from the Visitor post and add it to the Fees post.
 - Change the Pay Group to **PSUB 3** on the **Basic Pay Details** screen with an effective from date of the start of the Fees post.
-

7. A Visitor is moving to a Fees post and leaving their Visitor post.

You must use the “Transfer” task

- Add the Fees post in the **Current Post Holding** Screen, If they should no longer be in their visitor post, Y flag the Fees post as main, this will end date their Visitor post (which should already be flagged as Main).
 - **If they are also staying as a Visitor as well as having a Fees post, follow the instruction in number 6 above.**
 - Change the Pay Group to **PSUB 3** on the **Basic Pay Details** screen with an effective from date of the start of the Fees post.
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8. A person is moving from a Fees post to a Visitor post.

You must use the “Rejoiner” task – NB: the person must be made a leaver!

- Action a **Leaver** process for the fees employee – this generates a P45 once they have received their final fees payment.
- Action a **Rejoiner** process for the person including the following:
 - Add their new Visitor post in **Current Post Holding** and Y flag this as Main post
 - Change the **Pay Group** to **PSUB5** on the **Basic Pay Details** screen once you are sure they have received all fees payments. E.g if the employee starts in the visitor post on 15.10.07, then enter the Pay Group change on 01.12.07 with this effective from date. This allows them to receive any fees payments for October, in November. **Do not action a Rejoiner until they have received their final payment on their fees payroll post.**

1 Entering Service Breaks on ResourceLink

- 1.1 If you are following the guidance for **1. Fees to Main** or **4. Visitor to Main**, please also follow the guidance on this section for entering service breaks. This allows users to ensure that the employee is receiving on ResourceLink the correct continuous service start date of when the employee starts in their Main Payroll post.

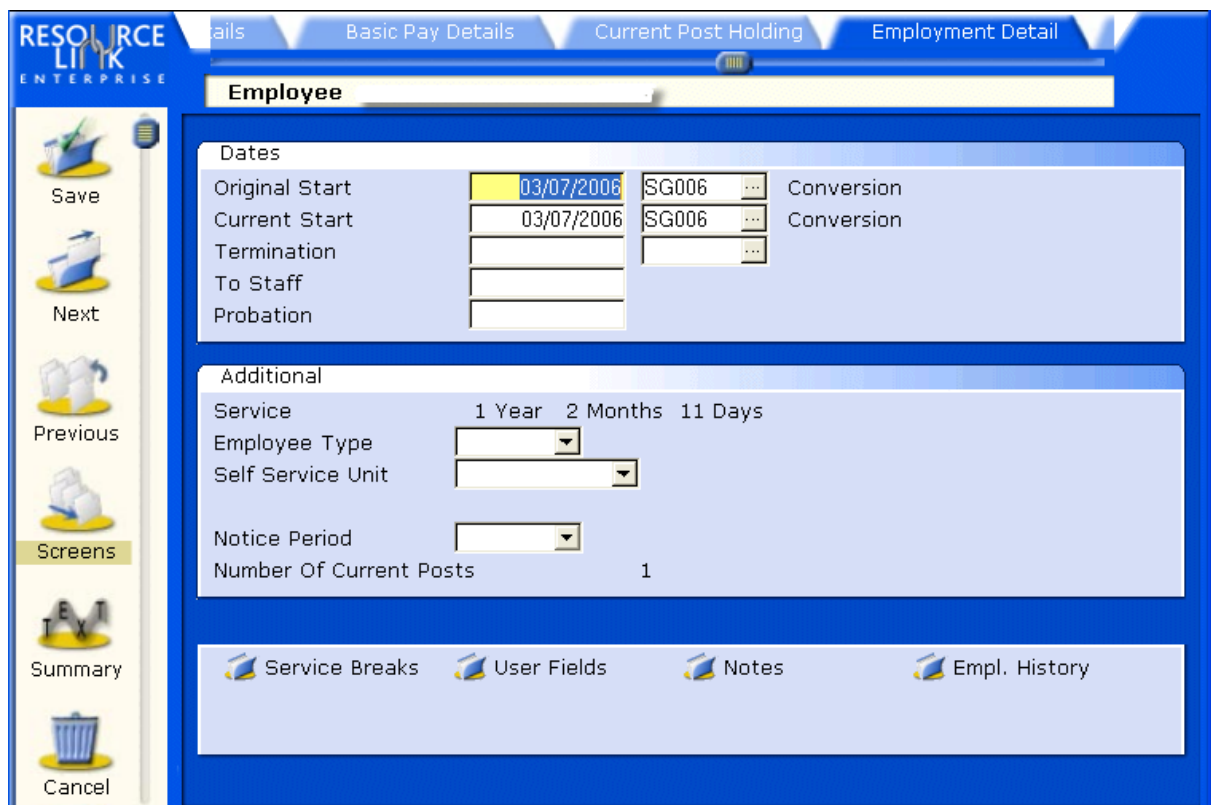
 You will also need to manually update the **Continuous Employment** section on the contract that is generated:

employment :

Date of start of
"Continuous Employment" : 03/07/2006

Date of expiry of

- 1.2 Entering **Service Breaks** on the **Employment Detail** screen



RESOURCE LINK ENTERPRISE

Employee

Dates

Original Start	03/07/2006	SG006	Conversion
Current Start	03/07/2006	SG006	Conversion
Termination			
To Staff			
Probation			

Additional

Service 1 Year 2 Months 11 Days

Employee Type

Self Service Unit

Notice Period

Number Of Current Posts 1

Service Breaks User Fields Notes Empl. History

- 1.3 Click on **Service Breaks** 

1.4 Click on **Add** 

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MD55L2 Employee Breaks In Service													
Seq	Break Start	Break End	Days	Break Rsn	Return Rsn	S	S.C	Pens	Red	Rb	U1	U2	N
001	01/01/2007	02/09/2007	245	LG037	LG037	N	N	N	N	N	N	N	N



1.16 Click on **Exit**

- ☛ Ensure you have also completed the **To Staff** field with the date the employee starts in their main payroll post.

Current Start	03/07/2006	SG006
Termination		
To Staff		
Probation		