

This work instruction was last updated: 16th March 2010

Creating & Amending Pay Elements

This Work Instruction describes the process

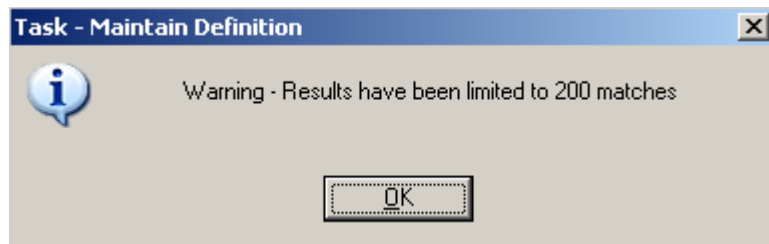
Pat to form: Background Information / General Reference/ Pay Elements / Maintain Definitions.

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Search

Match ☒ Exact ☐ Partial

Pay Element Code

Pay/Deduction ☐ Type

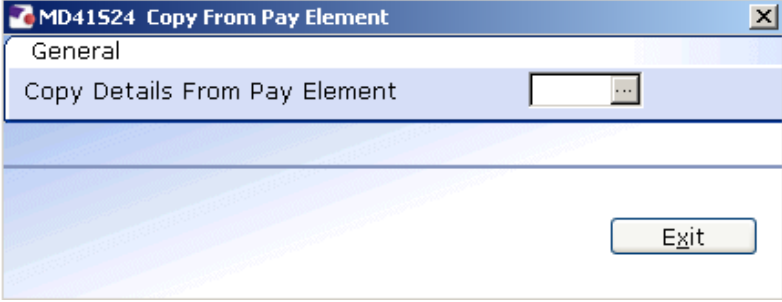
Add Search

Code	P or D	Type	Short Desc	Long Description
0001	D	N	Tax Paid	Tax Paid
0002	D	N	Tax Rebate	Tax Rebate Withheld
0010	D	NI	NI C/I	NI Contracted In
0011	D	NI	NI A Saved	Non-Directors A Rate NI
0020	D	NI	NI Wfe C/I	NI Wife Contracted In
0021	D	NI	NI B Saved	Non-Directors B Rate NI
0025	D	NI	NI C/I Def.	NI Contracted in (Deferred)
0026	D	NI	NI C Saved	Non-Directors C Rate NI
0030	D	NI	NI Pen C/I	NI Pensioner Contracted In
0031	D	NI	NI C Saved	Non-Directors C Rate NI
0035	D	NI	NI CO Def.	NI Contracted out (COSR) Deferred
0036	D	NI	NI D Saved	Non-Directors D Rate NI
0040	D	NI	NI C/O	NI Contracted Out
0041	D	NI	NI D Saved	Non-Directors D Rate NI
0045	D	NI	NI C/O	NI Contracted Out (COMP)

Select Exit

- 1.4 The pay Element can then be amended following the Create rules in the following section

2.3 If you do wish to copy select Exit



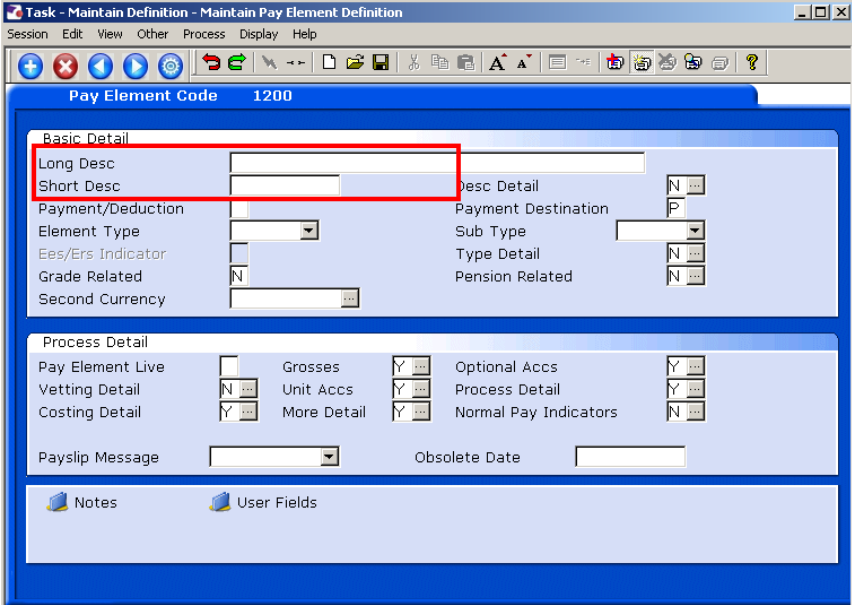
MD41524 Copy From Pay Element

General

Copy Details From Pay Element

Exit

2.4 Enter Long Description and Short Description. (Can use description details to give a different use on payslip)



Task - Maintain Definition - Maintain Pay Element Definition

Session Edit View Other Process Display Help

Pay Element Code 1200

Basic Detail

Long Desc

Short Desc

Desc Detail N

Payment/Deduction P

Element Type

Ees/Ers Indicator

Grade Related N

Second Currency

Payment Destination

Sub Type

Type Detail N

Pension Related N

Process Detail

Pay Element Live

Grosses Y

Optional Accs Y

Vetting Detail N

Unit Accs Y

Process Detail Y

Costing Detail Y

More Detail Y

Normal Pay Indicators N

Payslip Message

Obsolete Date

Notes

User Fields

2.5 Make 'P' Payment or 'D' Deduction

Task - Maintain Definition - Maintain Pay Element Definition

Session Edit View Other Process Display Help

Pay Element Code 1200

Basic Detail

Long Desc

Short Desc

Payment/Deduction

Element Type

Ees/Ers Indicator

Grade Related

Second Currency

Desc Detail

Payment Destination

Sub Type

Type Detail

Pension Related

Process Detail

Pay Element Live

Vetting Detail

Costing Detail

Grosses

Unit Accs

More Detail

Optional Accs

Process Detail

Normal Pay Indicators

Payslip Message

Obsolete Date

Notes

User Fields

2.6 Payment Destination default 'P' for Payroll OK

Task - Maintain Definition - Maintain Pay Element Definition

Session Edit View Other Process Display Help

Pay Element Code 1200

Basic Detail

Long Desc

Short Desc

Payment/Deduction

Element Type

Ees/Ers Indicator

Grade Related

Second Currency

Desc Detail

Payment Destination

Sub Type

Type Detail

Pension Related

Process Detail

Pay Element Live

Vetting Detail

Costing Detail

Grosses

Unit Accs

More Detail

Optional Accs

Process Detail

Normal Pay Indicators

Payslip Message

Obsolete Date

Notes

User Fields

2.7 Element Type – Select type; use Normal or Rated 90% of the time.

Task - Maintain Definition - Maintain Pay Element Definition

Session Edit View Other Process Display Help

Pay Element Code 1200

Basic Detail

Long Desc

Short Desc

Payment/Deduction

Element Type

Ees/ers Indicator

Grade Related

Second Currency

Desc Detail

Payment Destination

Sub Type

Type Detail

Pension Related

Process Detail

Pay Element Live

Grosses

Optional Accs

Vetting Detail

Unit Accs

Process Detail

Costing Detail

More Detail

Normal Pay Indicators

Payslip Message

Obsolete Date

Notes

User Fields

Code	Desc	Long Description
C	Court Ord.	Court Order
N	Normal	Normal
NI	Nat. Ins.	National Insurance
P	Pension	Pension (Superannuation)
R	Rated	Rated

Normal is used for most as it allows an amount to be entered or use formula to calculate amount.

Rated enables you to enter a rate (or get rate from Grade or Formula) and enter number of units

Pension

2.8 Do not use Sub Type

Task - Maintain Definition - Maintain Pay Element Definition

Session Edit View Other Process Display Help

Pay Element Code 1200

Basic Detail

Long Desc

Short Desc

Payment/Deduction

Element Type

Ees/Ers Indicator

Grade Related

Second Currency

Desc Detail

Payment Destination

Sub Type

Type Detail

Pension Related

Process Detail

Pay Element Live

Vetting Detail

Costing Detail

Grosses

Unit Accs

More Detail

Optional Accs

Process Detail

Normal Pay Indicators

Payslip Message

Obsolete Date

Notes

User Fields

2.9 Ees/Ers Indicator leave blank

Task - Maintain Definition - Maintain Pay Element Definition

Session Edit View Other Process Display Help

Pay Element Code 1200

Basic Detail

Long Desc

Short Desc

Payment/Deduction

Element Type

Ees/Ers Indicator

Grade Related

Second Currency

Desc Detail

Payment Destination

Sub Type

Type Detail

Pension Related

Process Detail

Pay Element Live

Vetting Detail

Costing Detail

Grosses

Unit Accs

More Detail

Optional Accs

Process Detail

Normal Pay Indicators

Payslip Message

Obsolete Date

Notes

User Fields

2.10 Type details – depending on Input in the Element Type field the options will differ

Normal allows you to enter the amount, use formula or a monetary table

Rated allows you to enter units and either a rate or a rate formula or rate from Monetary Table.

2.11 Grade Related – Annotate 'Y' if linked to grade (Spinal rate).

2.12 Pension Related – Default is 'N' OK

Task - Maintain Definition - Maintain Pay Element Definition

Session Edit View Other Process Display Help

Pay Element Code 1200

Basic Detail

Long Desc
Short Desc
Payment/Deduction
Element Type
Ees/Ers Indicator
Grade Related N
Second Currency

Desc Detail N
Payment Destination P
Sub Type
Type Detail N
Pension Related N

Process Detail

Pay Element Live
Vetting Detail N
Costing Detail Y
Grosses Y
Unit Accs Y
More Detail Y
Optional Accs Y
Process Detail Y
Normal Pay Indicators N
Payslip Message
Obsolete Date

Notes User Fields

2.13 Ignore Secondary Currency.

Task - Maintain Definition - Maintain Pay Element Definition

Session Edit View Other Process Display Help

Pay Element Code 1200

Basic Detail

Long Desc
Short Desc
Payment/Deduction
Element Type
Ees/Ers Indicator
Grade Related N
Second Currency

Desc Detail N
Payment Destination P
Sub Type
Type Detail N
Pension Related N

Process Detail

Pay Element Live
Vetting Detail N
Costing Detail Y
Grosses Y
Unit Accs Y
More Detail Y
Optional Accs Y
Process Detail Y
Normal Pay Indicators N
Payslip Message
Obsolete Date

Notes User Fields

2.14 Make Pay Element LIVE by adding 'Y' to Pay Element Live box

Task - Maintain Definition - Maintain Pay Element Definition

Session Edit View Other Process Display Help

Pay Element Code 1200

Basic Detail

Long Desc

Short Desc

Payment/Deduction

Element Type

Ees/Ers Indicator

Grade Related

Second Currency

Desc Detail

Payment Destination

Sub Type

Type Detail

Pension Related

Process Detail

Pay Element Live ☐

Grosses

Optional Accs

Vetting Detail

Unit Accs

Process Detail

Costing Detail

More Detail

Normal Pay Indicators

Payslip Message

Obsolete Date

Notes User Fields

- 2.15 Grosses; If the element is TAXABLE, NI able, PENSIONABLE etc enter 'Y' in boxes

Task - Maintain Definition - Maintain Pay Element Definition

Session Edit View Other Process Display Help

Pay Element Code 1200

Basic Detail

Long Desc

Short Desc

Payment/Deduction

Element Type

Ees/Ers Indicator

Grade Related

Second Currency

Desc Detail

Payment Destination

Sub Type

Type Detail

Pension Related

Process Detail

Pay Element Live ☐

Grosses

Optional Accs

Vetting Detail

Unit Accs

Process Detail

Costing Detail

More Detail

Normal Pay Indicators

Payslip Message

Obsolete Date

Notes User Fields

MD4117A Statutory Accumulators

Country Details

Country UK

Seq	PE ID	Description	Y/N
001	0900	Tax	Y
002	0910	National Insurance	Y
003	0920	Pension	Y
004	0930	Additional Voluntary Contribution	Y
005	0940	Give-As-You-Earn	N
006	0950	Community Charge	Y
007	0960	Exc from PRP T.Gross	N
008	0970	Tax Credit	N
009	0980	Stakeholder Pension	Y
010	0990	Income Levy	N

Add Change Delete

Exit

- 2.16 Optional Accumulators; These are used if the element is part of pension-able pay for example or pay for Salary Sacrifice to select put 'Y' in the box.

Task - Maintain Definition - Maintain Pay Element Definition

Session Edit View Other Process Display Help

Pay Element Code 1200

Basic Detail

Long Desc

Short Desc

Payment/Deduction

Element Type

Ees/Ers Indicator

Grade Related

Second Currency

Desc Detail

Payment Destination

Sub Type

Type Detail

Pension Related

Process Detail

Pay Element Live

Grosses

Unit Accs

More Detail

Optional Accs

Process Detail

Normal Pay Indicators

Payslip Message

Obsolete Date

Notes

User Fields

MD41L7B Optional Accumulators

Seq	PE ID	Description	Y/N
001	0800	Pension Acc	N
002	0810	No Pension	N
003	0820	car parking	N
004	0830	car parking prev gross pay	N
005	0840	NHS Pension Cap	N
006	0850	OMP Adj	N
007	0860	Salary Sacrifice	N
008	0870	Total Salary Sacrifice on payslip	N
009	0880	Not Used	N
010	0890	Not Used	N
011	0600	Not Used	N
012	0601	Not Used	N
013	0602	Not Used	N
014	0603	Not Used	N

Add Change Delete

Exit

2.17 Do not use Vetting details

Task - Maintain Definition - Maintain Pay Element Definition

Session Edit View Other Process Display Help

Pay Element Code 1200

Basic Detail

Long Desc

Short Desc

Payment/Deduction

Element Type

Ees/Ers Indicator

Grade Related

Second Currency

Desc Detail

Payment Destination

Sub Type

Type Detail

Pension Related

Process Detail

Pay Element Live

Vetting Detail

Costing Detail

Grosses

Unit Accs

More Detail

Optional Accs

Process Detail

Normal Pay Indicators

Payslip Message

Obsolete Date

Notes User Fields

2.18 Unit Accs; Do not use

Task - Maintain Definition - Maintain Pay Element Definition

Session Edit View Other Process Display Help

Pay Element Code 1200

Basic Detail

Long Desc		Desc Detail	N
Short Desc		Payment Destination	P
Payment/Deduction		Sub Type	
Element Type		Type Detail	N
Ees/Ers Indicator		Pension Related	N
Grade Related	N		
Second Currency			

Process Detail

Pay Element Live		Grosses	Y	Optional Accs	Y
Vetting Detail	N	Unit Accs	Y	Process Detail	Y
Costing Detail	Y	More Detail	Y	Normal Pay Indicators	N

Payslip Message

Obsolete Date

Notes

User Fields

2.19 Process details flag boxes as appropriate

Task - Maintain Definition - Maintain Pay Element Definition

Session Edit View Other Process Display Help

Pay Element Code 1200

Basic Detail

Long Desc		Desc Detail	N
Short Desc		Payment Destination	P
Payment/Deduction		Sub Type	
Element Type		Type Detail	N
Ees/Ers Indicator		Pension Related	N
Grade Related	N		
Second Currency			

Process Detail

Pay Element Live		Grosses	Y	Optional Accs	Y
Vetting Detail	N	Unit Accs	Y	Process Detail	Y
Costing Detail	Y	More Detail	Y	Normal Pay Indicators	N

Payslip Message

Obsolete Date

Notes

User Fields

MD4116 Processing Control Flags

Process When

Sick ☐ On Parental Leave ☐ On Advance ☐ Only on Hol ☐
 Holiday Spread ☐ Standard Payrun ☒ Supp Payrun ☐

Balance Fields

Reducing ☐ Accumulating ☐ Er's Acc ☐ Er's Red ☐ Max Periods ☐
 Balance Recovery ☐

Other Parameters

Notional ☐ Part Payable ☐ Starter/Leaver Action ☐
 Irregular ☐ Rounding Natural ☐ Rounding Factor

Deduction Info

Deduction Priority Order Neg Net Action ☐
 Calculated Arrears Balance Arrears Periods

Grossing Up

Gross Up Req'd ☐ Gross Up NI ☐ Ers Liability Element ☐

Exit

Process When – put a ‘Y’ in the following fields where appropriate:

Sick – will the payment or deduction be made when the employee is sick?

On Maternity – will the payment or deduction be made when the employee is on maternity leave?

Standard Pay run – can the payment or deduction be made on a standard pay run?

Supp Pay run - can the payment or deduction be made on a supplementary pay run?

2.20 Costing Detail.

Task - Maintain Definition - Maintain Pay Element Definition

Session Edit View Other Process Display Help

Pay Element Code 1200

Basic Detail

Long Desc
 Short Desc
 Payment/Deduction ☐
 Element Type
 Ees/Ers Indicator ☐
 Grade Related ☐
 Second Currency
 Desc Detail
 Payment Destination
 Sub Type
 Type Detail
 Pension Related

Process Detail

Pay Element Live ☐ Grosses ☐ Unit Accs ☐ Optional Accs ☐
 Vetting Detail ☐ More Detail ☐ Process Detail ☐
 Costing Detail ☒ Normal Pay Indicators ☐

Payslip Message Obsolete Date

Notes **User Fields**

MD41L18 Costing Details

Employees
Cost Code

Employers
Cost Code
Contra Code

Other Details
PE Subs Group ID On Cost Flag
VAT Cost Code
Admin Cost Code

Spreading Codes Nominal Accounts Exit

In the Employees Cost Code either enter the sub project code to which the pay element will be costed or a spreading symbol for costs (! for example) if the costs are to be costed against the employees post holding costing.

If the pay element is a pension element the Employers Cost Centre will require either a sub project code or a cost spreading symbol.

For pension schemes the cost codes must be entered for both the employees and employers contributions.

MD41L18 Costing Details

Employees
Cost Code 5035821019413
CREATED FROM SCREEN

Employers
Cost Code &
Spread Employer's Costs
Contra Code 5035821049413
CREATED FROM SCREEN

Other Details
PE Subs Group ID On Cost Flag ☒
VAT Cost Code
Admin Cost Code

Spreading Codes Nominal Accounts Exit

Spreading Codes

On pension elements where employers pension costs are not to be spread over elements that are not pensionable a “-“ must be entered against that element. Example Pay Element 9020

PE ID	Desc	Cost Code
1107	WSA Hourly...	
1109	Notional % ...	
1150	Extra Pay (...)	
1151	Overtime @...	
1152	Overtime @...	
1153	Overtime @...	
1154	Overtime @...	
1155	Overtime @...	
1160	Overtime C...	
1161	Sea Hours	
1162	Sea Going	
1163	Sea Going T...	
1165	Jury Service	
1166	Reside Fee %	
1167	Reside Fee ...	

Buttons: Add, Change, Delete, Expand, Exit

On elements that are not pensionable a “-“ must be entered against the pension scheme elements that employers contributions are calculated on (e.g. you do not need to worry about AVC's elements as these are employees contributions only). Example Pay Element 4000

PE ID	Desc	Cost Code
NI	NI	
1010	USSMPenAdj	
1011	PASMPenAdj	
9010	HCCNorCnts	-
9011	HCC AVC%	
9012	HCCNorCnts	-
9013	HCC 5%	

Buttons: Add, Change, Delete, Expand, Exit

- 2.21 More Details – flag if temp input allowed and indicate if element can be back paid then the element it is paid against

Task - Maintain Definition - Maintain Pay Element Definition

Session Edit View Other Process Display Help

Pay Element Code 1200

Basic Detail			
Long Desc		Desc Detail	N
Short Desc		Payment Destination	P
Payment/Deduction		Sub Type	
Element Type		Type Detail	N
Ees/Ers Indicator		Pension Related	N
Grade Related	N		
Second Currency			

Process Detail			
Pay Element Live		Grosses	Y
Vetting Detail	N	Unit Accs	Y
Costing Detail	Y	Optional Accs	Y
		Process Detail	Y
		Normal Pay Indicators	N
Payslip Message		Obsolete Date	

Notes User Fields

MD4119 Miscellaneous Details

Temporary Input

Permitted ☐ Override/Supplement ☐ Formula Usage ☐

General	
Ees Third Party	
Ers Third Party	
Payroll Only	
Backpay Calculations	
Backpay PE Id	
VAT Rate	N
P11D Flag	N
P11D Benefit Section	
Linked Pay Element	
Element Level	B
Mandatory End Date	
P11D Gen Ben Type	
P11D Benefit Code	

PE History View?

Exit

2.22 Normal Pay Indicators – flag ‘Y’ if element will contribute to OSP, OMO, Redundancy etc.

Task - Maintain Definition - Maintain Pay Element Definition

Session Edit View Other Process Display Help

Pay Element Code 1200

Basic Detail

Long Desc
Short Desc
Payment/Deduction
Element Type
Ees/Ers Indicator
Grade Related
Second Currency
Desc Detail
Payment Destination
Sub Type
Type Detail
Pension Related

Process Detail

Pay Element Live
Vetting Detail
Costing Detail
Grosses
Unit Accs
More Detail
Optional Accs
Process Detail
Normal Pay Indicators
Payslip Message
Obsolete Date

Notes User Fields

MD41G18 Normal Pay Indicators

Seq	Description	Y/N
01	Normal Pay for OSP	N
02	Normal Pay for OMP/OPP/OAP	N
03	Normal Pay for Other Absences	N
04	Normal Pay for Standard Holid	N
05	Redundancy Pay	N
06	Not in use	N
07	Not in use	N
08	Not in use	N
09	Not in use	N
10	Not in use	N

Add Select Delete

Additional Types

Exit

2.23 User Fields – add GL activity Grade (and Ers if pension element).

MD00G32 Simple User Defined Field Data

Field Label	Field Contents	Description
GL Activity code		
Pension Scheme Group		
GL Activity ERS Ctra		

Pension Scheme Group

Exit

Seq	Code	Desc	Long Description
001	01	PBASIC	PBASIC
002	02	PARREARS	PARREARS
003	03	POTHER	POTHER
004	04	POVERTIME	POVERTIME
005	05	TAX	TAX
006	06	SMP	SMP
007	07	STUDLOAN	Student Loan
008	08	SAP	SAP
009	09	SPPA	SPPA

For payments entered the UDF should be populated for the GL Activity Code from the drop down list for the GL Interface process.

For deductions with employers payments e.g. pension and NI, the UDF should be populated for the GL Activity Code and the GL Activity Ers Contra code from the drop down list for the GL Interface process.

Field Label	Field Contents	Description
GL Activity code	K08	EE'S PEN - PASNAS
Pension Scheme Group		
GL Activity ERS Ctra	K18	ER'S PEN - PASNAS

- ☛ In most cases when setting up a new element you can “copy” from another pay element. This would copy most of the entries to set up the element but each area would need to be carefully checked as not all are entered e.g. costings, UDF's etc.
- ☛ If copying a pay element check all areas before releasing into live.