
This work instruction was last updated: 27th August 2010

Entering Fixed Pay Elements on RLink

This Work Instruction describes how to enter various types of Fixed Pay Elements onto ResourceLink. This includes payments such as:

- WSA Hourly Enhancements
- Head of School Allowance
- Market Pay Supplements
- Contractual Overtime

- | | |
|---|----------------------------------|
| 1 | Fixed Pay Element Summary Screen |
| 2 | Types of Fixed Pay Elements |

1 Fixed Pay Element Summary Screen

Task - All Details - Employee Pay Elements - Detail

Session Edit View Other Process Tools Display Help

Employee

Seq	Post	Code	Desc	E	Start	Period Amt	A	D	M	S
001	EMPLOYEE	0001	Tax Paid		20/11/2007	Calculated				N
002	EMPLOYEE	0001	Tax Paid	*	13/03/2006	Calculated				N
003	EMPLOYEE	0010	NI C/I	*	01/11/2008	Calculated				N
004	EMPLOYEE	0010	NI C/I	*	20/11/2007	Calculated				N
005	EMPLOYEE	0010	NI C/I	*	13/03/2006	Calculated				N
006	EMPLOYEE	0040	NI C/O		01/01/2009	Calculated				N
007	EMPLOYEE	0040	NI C/O	*	01/11/2008	Calculated				N
008	EMPLOYEE	7001	Pen SalSac		01/04/2009	0.00				N
009	EMPLOYEE	7070	RevSalary		01/04/2009	0.00				N
010	DD00-TBNK	0010	NI C/I	*	20/11/2007	Calculated				N
011	EH03003948	0010	NI C/I	*	12/02/2007	Calculated				N
012	EH03003948	1000	Basic Pay	*	12/02/2007	1428.08				N
013	DD00-TB06	0010	NI C/I	*	01/10/2008	Calculated				N
014	DD03006231	0010	NI C/I	*	01/11/2008	Calculated				N
015	DD03006231	0040	NI C/O		01/01/2009	Calculated				N

Enter the person's National Insurance Number

Add Change Delete

Currency

1.1 Click on **Add** to enter **Fixed Pay Elements**.

MD48G10 Select Pay Element

Selection

Pay Element

Employment

Exit

1.2 In the **Pay Element** field, enter the number of the Fixed Pay Element you want to add. (Refer to Section 2 for pay element numbers)

Example: Pay Element Detail Screen

MD48G83 'R' Type Pay Element Detail

Pay Element

Pay Element ID 1070 Academic APA

Post [dropdown]

Start Date [calendar] Reason [dropdown]

End Date [calendar] 0

Detail

Units [calendar] Units Table ☐

Units Arrears [calendar]

Rate [calendar] 2nd Currency [calendar] Rate Table ☐

Amount [calendar] 2nd Currency Adjustment [calendar]

Arrears [calendar]

Calc Arrears [calendar]

Cost Code [dropdown]

Balance Detail

Exit

- 1.3 Use the table in **Section 2** in order to complete the **Pay Element Detail** screen for each type of pay element.
- 1.4 Enter through all the remaining fields to the bottom of the screen.
- 1.5 The **Fixed Pay Element Summary** screen will update to include the added pay elements.

2 Types of Fixed Pay Elements

2.1 The following table describes the various types of **Fixed Pay Elements** (payments received continually on a monthly basis) that can be entered by **HR Users**:

New PE Code	Fixed Pay Element description	Measure / units	NI?	Taxable?	Pensionable?	Comments	Fields to complete
1000	Basic Pay	Cash	Y	Y	Y	Amount will calculate from grade/point & hrs on post holding	Start Date, Post, Reason
1056	Security 10% Allowance	Cash	Y	Y	Y	Nothing needs to be entered in Amount field	Start Date, Post, Reason
1057	Security 10% O/T Enhancement	Cash	Y	Y	Y	Must be entered for security staff who will receive extra 10% on overtime hrs. There is nothing to enter in the Units field	Start Date, Post, Reason
1070	AcademicAPA	Units	Y	Y	N	Calculates the amount automatically once the number of APAs are entered in Units field	Start Date, Post, Reason, Units
1071	ClinicalAPA	Units	Y	Y	N	Calculates the amount automatically once the number of APAs are entered in Units field	Start Date, Post, Reason, Units
1072	Discretionary Points	Cash	Y	Y	Y	Amount field auto populates with £3088 as default. If you want to enter a different amount, double click in the Table ID field, window into Row Co-Ordinate , click on the new value, press Enter & Exit . Press Enter and the Amount will update on the Element Detail screen	Start Date, Post, Reason, (Table ID)

New PE Code	Fixed Pay Element description	Measure / units	NI?	Taxable?	Pensionable?	Comments	Fields to complete
1073	CE Award CONS	Cash	Y	Y	Y	Amount field auto populates with £2850 as default. If you want to enter a different amount, double click in the Table ID field, window into Row Co-Ordinate , click on the new value, press Enter & Exit . Press Enter and the Amount will update on the Element Detail screen	Start Date, Post, Reason, (Table ID)
1074	Distn Award	Cash	Y	Y	Y	Amount field auto populates with £30808 as default. If you want to enter a different amount, double click in the Table ID field, window into Row Co-Ordinate , click on the new value, press Enter & Exit . Press Enter and the Amount will update on the Element Detail screen	Start Date, Post, Reason, (Table ID)
1107	WSA Hrly Enhancement	Units	Y	Y	N	Enhancement of £1 an hour. Leave the Amount field blank	Start Date, Post, Reason
1150	Extra Pay	Time	Y	Y	Y	Contractual Overtime paid at a Flat Rate. Enter Units	Start Date, Post, Reason, Units
1151	O/T @ 1.25	Time	Y	Y	N	Contractual Overtime paid at time and a quarter. Enter Units .	Start Date, Post, Reason, Units
1152	O/T @ 1.33	Time	Y	Y	N	Contractual Overtime paid at time and third. Enter Units .	Start Date, Post, Reason, Units
1153	O/T @ 1.5	Time	Y	Y	N	Contractual Overtime paid at time and a half. Enter Units .	Start Date, Post, Reason, Units


New PE Code	Fixed Pay Element description	Measure / units	NI?	Taxable?	Pensionable?	Comments	Fields to complete
1154	O/T @ 1.75	Time	Y	Y	N	Contractual Overtime paid at time and three quarters. Enter Units .	Start Date, Post, Reason, Units
1155	O/T @ 2.00	Time	Y	Y	N	Contractual Overtime paid at double time. Enter Units .	Start Date, Post, Reason, Units
2000	Basic Pay Non Spinal	Cash	Y	Y	Y	Enter the Annual Amount	Start Date, Post, Reason, Amount
2001	Basic Pay Non Spinal (Non Pensionable)	Cash	Y	Y	N	Enter the Annual Amount	Start Date, Post, Reason, Amount
2002	Pay Eq.Inst.	Cash	Y	Y	Y	Used to pay equal monthly instalments for a lump sum piece of work	Start Date, Post, Reason, Amount
3019	SenDVC Allowance (27 additional points)	Cash	Y	Y	Y	Need to enter the annual amount that equates to the 27 add. Points. The amount will pro rata for PT staff	Start Date, Post, Reason, Amount
3020	Deans Allow (12 additional points)	Cash	Y	Y	Y	Need to enter the annual amount that equates to the 12 add. Points. The amount will pro rata for PT staff	Start Date, Post, Reason, Amount
3021	Ass Deans Allowance (3 additional points)	Cash	Y	Y	Y	Need to enter the annual amount that equates to the 3 add. Points. The amount will pro rata for PT staff	Start Date, Post, Reason, Amount
3022	DVCs Allowance (8 additional points)	Cash	Y	Y	N	Need to enter the annual amount that equates to the 8 add. Points. The amount will pro rata for PT staff	Start Date, Post, Reason, Amount

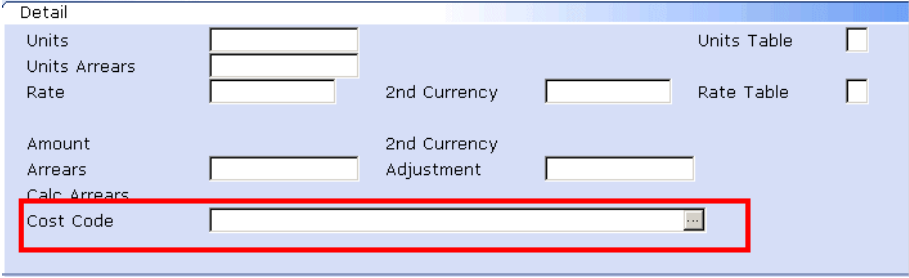
New PE Code	Fixed Pay Element description	Measure / units	NI?	Taxable?	Pensionable?	Comments	Fields to complete
3023	Head of Sch (3 additional points)	Cash	Y	Y	Y	Need to enter the annual amount that equates to the 3 add. Points. The amount will pro rata for PT staff	Start Date, End Date, Post, Reason, Amount
3024	Head of Sch (4 additional points)	Cash	Y	Y	Y	Need to enter the annual amount that equates to the 4 add. Points. The amount will pro rata for PT staff	Start Date, End Date, Post, Reason, Amount
3025	Head of Sch (5 additional points)	Cash	Y	Y	Y	Need to enter the annual amount that equates to the 5 add. Points. The amount will pro rata for PT staff	Start Date, End Date, Post, Reason, Amount
3026	Head of Sch (6 additional points)	Cash	Y	Y	Y	Need to enter the annual amount that equates to the 6 add. Points. The amount will pro rata for PT staff	Start Date, End Date, Post, Reason, Amount
3027	Former Head of Sch (3 additional points)	Cash	Y	Y	Y	Need to enter the annual amount that equates to the 3 add. Points. The amount will pro rata for PT staff	Start Date, Post, Reason, Amount
3028	Former Head of Sch (4 additional points)	Cash	Y	Y	Y	Need to enter the annual amount that equates to the 4 add. Points. The amount will pro rata for PT staff	Start Date, Post, Reason, Amount
3029	Former Head of Sch (5 additional points)	Cash	Y	Y	Y	Need to enter the annual amount that equates to the 5 add. Points. The amount will pro rata for PT staff	Start Date, Post, Reason, Amount
3030	Former Head of Sch (6 additional points)	Cash	Y	Y	Y	Need to enter the annual amount that equates to the 6 add. Points. The amount will pro rata for PT staff	Start Date, Post, Reason, Amount

New PE Code	Fixed Pay Element description	Measure / units	NI?	Taxable?	Pensionable?	Comments	Fields to complete
3038	Ass Deans Allowance (4 additional points)	Cash	Y	Y	Y	Need to enter the annual amount that equates to the 4 add. Points. The amount will pro rata for PT staff	Start Date, Post, Reason, Amount
3039	Ass Deans Allowance (5 additional points)	Cash	Y	Y	Y	Need to enter the annual amount that equates to the 5 add. Points. The amount will pro rata for PT staff	Start Date, Post, Reason, Amount
3040	London Weighting Allowance	Cash	Y	Y	Y	Nothing needs to be entered in Amount field	Start Date, Post, Reason
3041	Ass Deans Allowance (7.5 additional points)	Cash	Y	Y	Y	Need to enter the annual amount that equates to the 7.5 add. Points. The amount will pro rata for PT staff	Start Date, Post, Reason, Amount
3042	Associate Deans Allowance (10 add pts)	Cash	Y	Y	Y	Need to enter the annual amount that equates to the 10 add. Points. The amount will pro rata for PT staff	Start Date, Post, Reason, Amount
3043	Associate Deans Allowance (6 add pts)	Cash	Y	Y	Y	Need to enter the annual amount that equates to the 6 add. Points. The amount will pro rata for PT staff	Start Date, Post, Reason, Amount
3052	Sup'nMktPay (3 additional points)	Cash	Y	Y	Y	Need to enter the annual amount that equates to the 3 add. Points. The amount will pro rata for PT staff	Start Date, Post, Reason, Amount
3053	Sup'nMktPay (6 additional points)	Cash	Y	Y	Y	Need to enter the annual amount that equates to the 6 add. Points. The amount will pro rata for PT staff	Start Date, Post, Reason, Amount
3054	Sup'nMktPay (10 additional points)	Cash	Y	Y	Y	Need to enter the annual amount that equates to the 10 add. Points. The amount will pro rata for PT staff	Start Date, Post, Reason, Amount

3055	NoSupMktPay	Cash	Y	Y	N	Need to enter the annual amount of market pay	Start Date, Post, Reason, Amount
3061	Special allowance	Cash	Y	Y	N	Need to enter the annual amount of allowance. The amount will pro rata for PT staff	Start Date, Post, Reason, Amount
New PE Code	Fixed Pay Element description	Measure / units	NI?	Taxable?	Pensionable?	Comments	Fields to complete
3067	Acting Up pensionable	Cash	Y	Y	Y	Need to enter the annual equivalent amount	Start Date, Post, Reason, Amount
3068	Acting Up Non pensionable	Cash	Y	Y	N	Need to enter the annual equivalent amount	Start Date, Post, Reason, Amount
3072	Sup'nMktPay (4 additional points)	Cash	Y	Y	Y	Need to enter the annual amount that equates to the 4 add. points	Start Date, Post, Reason, Amount
3073	Sup'nMktPay (5 additional points)	Cash	Y	Y	Y	Need to enter the annual amount that equates to the 5 add. points	Start Date, Post, Reason, Amount

2.2 The **Fields to Complete** column advises the HR User on exactly what fields within the Pay Elements Detail screen need to be completed for each type of pay element.

-  If the Pay Element is to be paid from a **different** Cost Centre (Sub Project Code) than the one held on the **Post Holding Costing** screen, then you must enter the correct cost code for this payment on the **Pay Element Detail** screen:



The screenshot shows the 'Pay Element Detail' screen with various input fields. The 'Cost Code' field at the bottom is highlighted with a red rectangle. The fields include: Units, Units Arrears, Rate, Amount, Arrears, Calc Arrears, Cost Code, 2nd Currency, 2nd Currency Adjustment, Units Table, and Rate Table.

2.3 Remember to always **Save**  the record when you have finished.