

This work instruction was last updated: 15th March 2010

New Starter - Entering Fees / Casual Claim Forms

This Work Instruction describes the process of entering Fees / Casual claims onto ResourceLink.

- ☛ **It is vital that you thoroughly check whether or not the person who has submitted the claim form already has a ResourceLink record set up. Setting up duplicates records for the same individual causes lots of unnecessary work for Payroll**

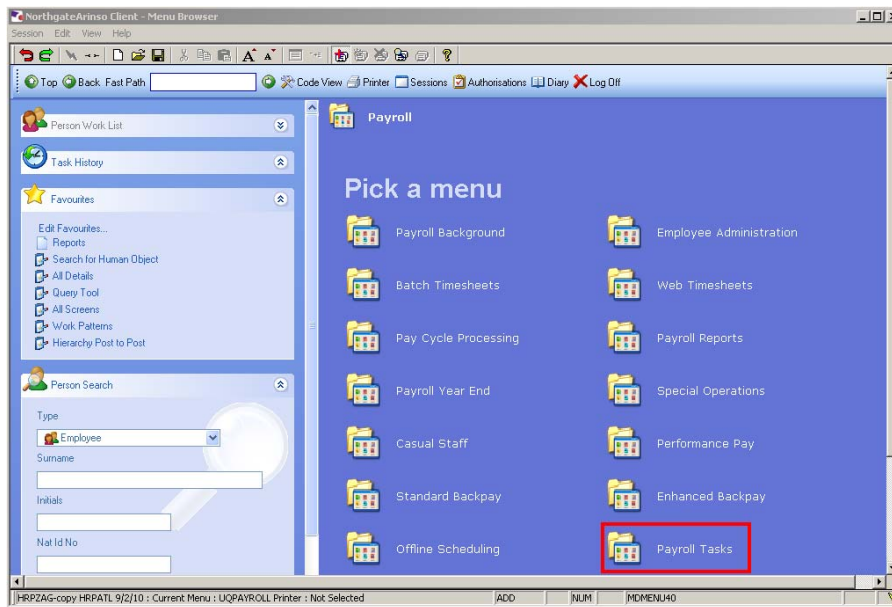
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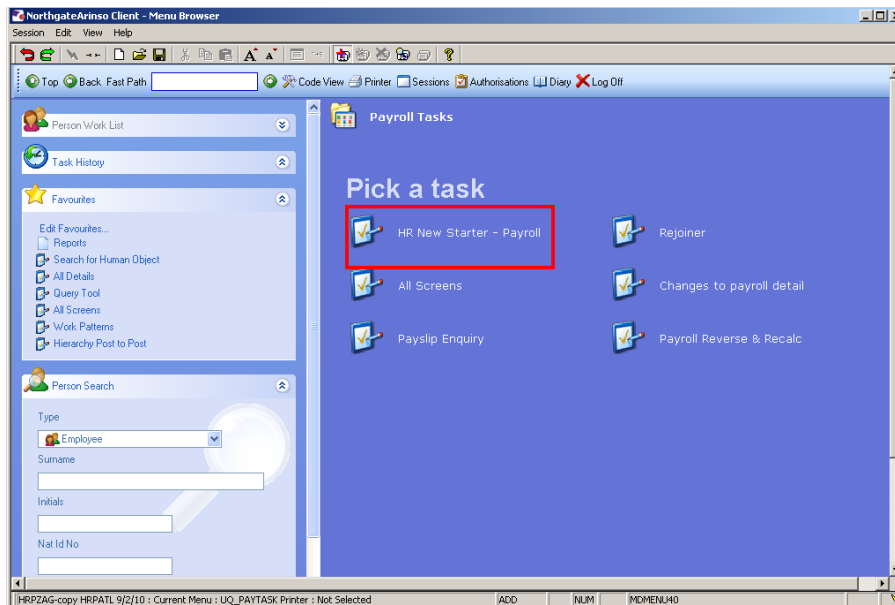
1 Using New Starter Task

- ☛ This Section onwards assumes that TempBank Office have set up the individual's record on ResourceLink. If this hasn't happened, return the paperwork to the TempBank Office.

1.1 From the ResourceLink main menu screen, open the **Payroll Tasks** folder:



1.2 Open the **Fees New Starter Payroll** task:



1.3 Open HR New starter – Payroll Task

1.4 Screen 1 Personal Details. Check personal details are correctly entered.

1.5 Ensure Pay Point is added in User Field

Task - HR New Starter - Payroll - Employee Personal Detail

Session Edit View Other Process Tools Display Help

Employee 1840355 : MR BM THOMPSON

Title Details

Legislation Type
Surname
Title MR
First Forename
Other Forenames
Prev. Surname
Known As
Honours
Generation

Personal Details

Gender M
Date of Birth
Nat. Ins. No.
Age:
Case Number

Home Address Cont. Addresses Passport/Visa Contact Tel
Email Address Marital Status **User Fields** Notes

Enter the person's Surname CHANGE NUM MD5553

MD00G32 Simple User Defined Field Data

Field Label	Field Contents	Description
Unique Identifier	A0000000023757	
Pay Point	37SE	Human Resources (Buil
Trade Union Opt Out		
Research Passport ID		
Res Passport Expiry		

Unique Identifier A0000000023757

Exit

1.6 The HR New Starter - Payroll Task has the following screens in it:

CTTASKVW View Current Screens in Task

Seq	Screen	Screen Name	Status
001	MD55S3	Personal Details	<
002	MD49S2	Employee Basic Pay Details	
003	MD47S1B	Employee Current Post Holding	
004	MD47S1	Employment Detail	
005	MD49S31	Employee Tax Code and P45 Deta	
006	MD49S5A	Employee Nat Ins Details	
007	UVDFLT	Employee Fixed Pay Element Sum	
008	MD48S2	Employee Temporary Pay Element	
009	MD78S1	Employee Pension Details	

Add Select Delete

Exit

- ① The Temp Bank (or whoever initially set up the record) will have completed the relevant fields on the **Personal Details** screen, including the person's home address and will also have added the person's first fees / casual post in the **Employee Current Post Holding** screen.
- ① The following sections describe what you now need to do to complete this fees / casual form

2 The Employee Basic Pay Details screen

Task - HR New Starter - Payroll - Basic Pay Detail

Session Edit View Other Process Tools Display Help

Employee 1840355 : MR BM THOMPSON

Pay Control

Pay Group SubPayroll PSUB1 Staff

Ctrl group Payroll PAYROLL1 (Main Payroll)

Pay Type M Monthly

Pay Method BACS BACS

Cheque Pay

Other

Last Paid Year 2009

Period 11

Date 26/02/2010

Suspended Flag N Backdate NI

Industrial Action N

Starter Flag

P.Grp History Fin Inst Det Additional P45(Leaver)

Pay Currency Notes

Press WINDOW to select the structure unit the employee belongs to

CHANGE NUM MD4952

- 2.1 It should already have **PSUB3** in the **Pay Group** field, but if it doesn't, do window in and select PSUB3.
- 2.2 Change the **Pay Method** option to **BACS** (unless the individual does not have a bank account and therefore needs to be paid by cheque).
- 2.3 Enter the financial institute details by clicking on the **Fin Inst Det** button at the bottom of the screen.

MD00G5B Bank Account Maintenance

Branch

Sort Code

Bank Name LLYDST Lloyds Tsb Scotland

Branch

Country Id

Account

Account No

Account Name BM THOMPSON

Account Type 0 Current

IBAN

Building Society

B/Soc Roll No

B/Soc Details User Fields EFT Codes

Exit

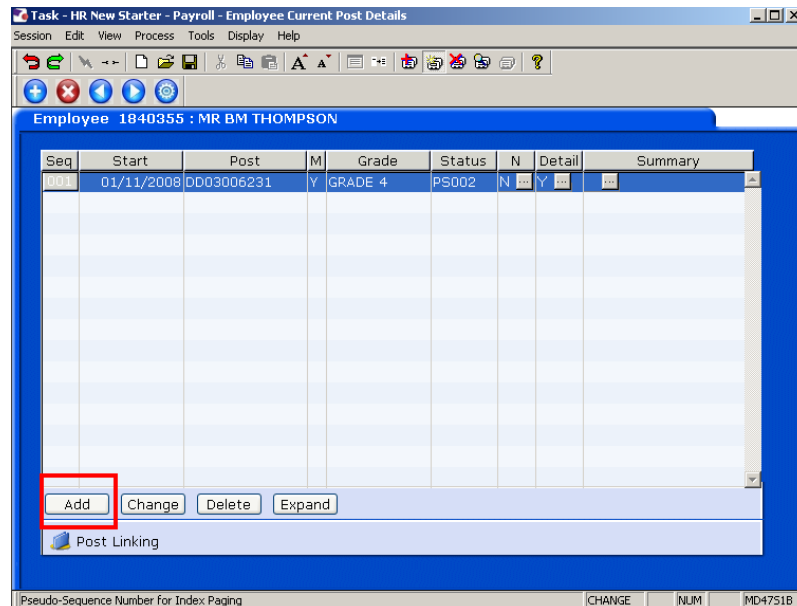
- 2.4 Enter the bank sort code in the **Sort Code** field and press **Enter**.

- 2.5 Enter the individual's account number in the **Account No** field.
- 2.6 The **Account Name** will automatically populate with the person's name.
- 2.7 Click on the **Exit** button.
- 2.8 Click on the **Next** button to continue to the next screen.

3 The Current Post Holding screen

- ① The Temp Bank Office will have added the person's first post, but you might need to set up a new row for the current claim you are processing.

3.1 To add a new post, click on the **Add** button



3.2 Enter the date that the claimant started working in the fees / casual post

- ① Enter all dates in the format **ddmmyyyy** (e.g. 15042008 for 15th April 08)

3.3 Enter the relevant post in the **Post** column

3.4 Press **Enter**.

- ① If you see a dialog box warning that the FTE is being exceeded click on **Exit**.

3.5 Click in the **Details** field and **Window in**.

MD47L3 Employee Post Holding Details

Detail

Post	DD00-FEES	Fees
Job	TEMP/CAS	Temp/Casual
Employee Grade		
Post Grade	DEFAULT	SYSTEM DEFAULT GRADE

General Conditions Misc Grade Contract

Service Cond ID: **TEMP/CAS** Temps / Casuals

Source: JOB

Position Status: []

Occupancy: []

Wk Pattern: DEFAULT Default Work Pattern

Source: POST

Contract Hours: 0.00 Weekly Hours: 36.00 Wks Per Year: 52.1430

Source: JOB FTE: 1.0000 WPY FTE: 1.0000

T/S Template Perf Management User Fields Notes

Salary Planning

Exit

- 3.6 Click on the drop down list in the highlighted field. A list of reasons will be displayed:

MD57G3 Dependency Selection

Seq	Code	Description	Score
024	PJL022	Fees/Casual to Visitor	
025	PJL023	Temporary to FTC	
026	PJL024	Transfer to Pensioner	
027	SG001	New Appointment	
028	SG002	New Appointment After Retiring	
029	SG003	Visitor Appointment	
030	SG004	Rejoiner to University	
031	SG005	Additional Post	
032	SG007	Extension to Fixed Term Post	
033	SG009	New Assignment -Temp Bank	
034	SG010	Post to Post Conversion	

Add Select Delete

Exit

- 3.7 Select the appropriate reason for this New Starter. In most cases this will be **SG005- Additional Post**.
- You will have to enter the Reason again in a later field – you must be consistent.
- 3.8 Type **Y** in the **Post Main Flag** field if this is the employee's main post.
- 3.9 Press the **Enter** key to move through the remaining fields and on to the **Conditions** tab.

Detail

Post	DD00-FEES	Fees
Job	TEMP/CAS	Temp/Casual
Employee Grade		
Post Grade	DEFAULT	SYSTEM DEFAULT GRADE

General Conditions Misc Grade Contract

Service Cond ID TEMP/CAS ... Temps / Casuals

Source JOB

Position Status ...

Occupancy ...

Wk Pattern DEFAULT ... Default Work Pattern

Source POST

Contract Hours 0.00 ... Weekly Hours 36.00 Wks Per Year 52.1430

Source JOB FTE 1.0000 WPY FTE 1.0000

T/S Template Perf Management User Fields Notes Exit

3.10 Window in to the **Service Cond ID** field:

MD55G27 Employee Service Conditions

General

Post	DD00-FEES	Fees
From	15/03/2010	To

Seq	Start Date	End Date	Service Condition	Description	Notes
001	15/03/2010		TEMP/CAS	Temp/cas	N
002					

The start date of the post will display; press **Enter** three times to pull through the Service Conditions. If you get the following pop-up message, click on **OK**:

Task - HR New Starter - Payroll

Warning - This Service Condition is the same as the Post's Job's

OK

3.11 Click **Exit**.  to return to the Condition tab.

3.12 **Window in the Position Status Field.** The following screen will appear:

MD55G30 Employee Position Status

General

Post DD00-FEES Fees

From 15/03/2010 To

Seq	Start Date	End Date	Position Status	Description	Notes

Add Change Delete Expand

Exit

3.13 Click on **Add**.

3.14 Press **Enter** twice to move to the **Position Status** field and display the drop down list.

MD55G30 Employee Position Status

General

Post DD00-FEES Fees

From 15/03/2010 To

Seq	Start Date	End Date	Position Status	Description	Notes
001	15/03/2010		PS008	CASUAL	N

3.15 Select the relevant **Position Status** from the list, e.g. **Casual Staff**, etc.

3.16 Press **Enter** to move through the remaining fields and click **Exit**.

NB: the **Misc, Grade & Contract** tabs will be completed by Temp Bank staff. Payroll staff can move on to [Section 4](#) below.

3.17 Click on to the **Misc** tab.

MD47L3 Employee Post Holding Details

Detail

Post DD00-FEES Fees
Job TEMP/CAS Temp/Casual
Employee Grade
Post Grade DEFAULT SYSTEM DEFAULT GRADE

General Conditions Misc Grade Contract

Location
Location HIGHFIELD Highfield Campus, Southampton
Source POST

Average Pay
Average Pay
Auto Recalc AvP

Average Hours

T/S Template Perf Management User Fields Notes
Salary Planning Exit

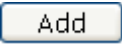
3.18 **Window in to the Location field.**

MD47L17 Employee Location

General

Post DD00-FEES Fees
From 15/03/2010 To

Seq	Start Date	End Date	Location	Description	Source	Reason	Notes
001	15/03/2010		HIGHFIELD	HIGHFIELD	POST	SG005	N
002							

3.19 Click on **Add**  and press **Enter** twice.

3.20 Select the location from the **Location** field if different to what it displays.

3.21 Press **Enter**.

3.22 **Window in to the Reason field and select the reason for the appointment.**

☛ The reason MUST be the same as was entered at instruction 3.7.

3.23 Press **Enter**.

3.24 Click **Exit**. 

3.25 Click on the **Grade** tab.

MD47L3 Employee Post Holding Details

Detail

Post	DD00-FEES	Fees
Job	TEMP/CAS	Temp/Casual
Employee Grade		
Post Grade	DEFAULT	SYSTEM DEFAULT GRADE

General Conditions Misc Grade Contract

Pay Grade **DEFAULT** SYSTEM DEFAULT GRADE
Source EMPPOST

Start Date 15/03/2010
End Date

Point
Point Amount
Point Rate

T/S Template Perf Management User Fields Notes
Salary Planning

Exit

3.26 Fees / Casual posts will be set up with a **DEFAULT** pay grade.

3.27 Press **Enter** to move through the **Contract** tab.

MD47L3 Employee Post Holding Details

Detail

Post	DD00-FEES	Fees
Job	TEMP/CAS	Temp/Casual
Employee Grade		
Post Grade	DEFAULT	SYSTEM DEFAULT GRADE

General Conditions Misc Grade Contract

Redeployment Reason
Projected End Date
Contract Number

HESA Indicator **A**

T/S Template Perf Management **User Fields** Notes
Salary Planning

Exit

3.28 In the HESA Indicator field, enter an **"A"** (which stands for the atypical category for the HESA return).


3.29 Click on **User Fields**.

Field Label	Field Contents	Description
Probation End Date		
Prob Confirmation		
Prob Ext. Date 1		
Prob Ext. Date 2		
NHS Honorary C'tract		
Sch/Dept Contact		

Probation End Date

Exit

3.30 Enter the name of the School or Department contact in the **Sch/Dept Contact** field.

3.31 Using the scroll buttons , scroll down to the bottom of the screen.

Field Label	Field Contents	Description
Contact Extension No		
Authorised Signatory		
Job Details		
Location		
Visitor Title		
HMS Reference Number		

Contact Extension No

Exit

3.32 Enter the name of the authorised signatory in the **Authorised Signatory** field.

3.33 Press **ENTER** and click on **Exit**. 



3.34 Click on  to move to the next data entry screen Employment Details

3.35 Employment Details: Check that all date details are applied correctly, especially if the staff member is a Rejoiner to the University.

Task - HR New Starter - Payroll - Employment Detail

Session Edit View Other Process Tools Display Help

Save **Employee**

Dates			
Original Start	13/03/2006	SG006	Conversion
Current Start	20/11/2007	SG009	New Assignment -Temp Bank
Termination			
To Staff	01/11/2008		
Probation			

Additional			
Service	2 Years 6 Months 7 Days		
Employee Type			
Self Service Unit			
Willing to Job Share		TUPE	N
Notice Period			
No Of Current Posts	2		

[Service Breaks](#)
[User Fields](#)
[Notes](#)
[Empl. History](#)

4 Entering the Tax Code information


- 4.1 **Employee Current Post Holding** Select Add to enter the start date and complete the details.

Seq	Effective Date	Tax Code	Basis	Source	P45 Detail	Notes
001	20/11/2007	BR	N	P45	N	
002	06/04/2007	BR	N	DEFLT	N	

- 4.2 If there is a P45 or P46 attached to the claim form then you should window in on the **Source** column button and pick **P45** or **P46** as relevant.
- 4.3 A pop up window will then appear, where you will need to fill in the necessary details:

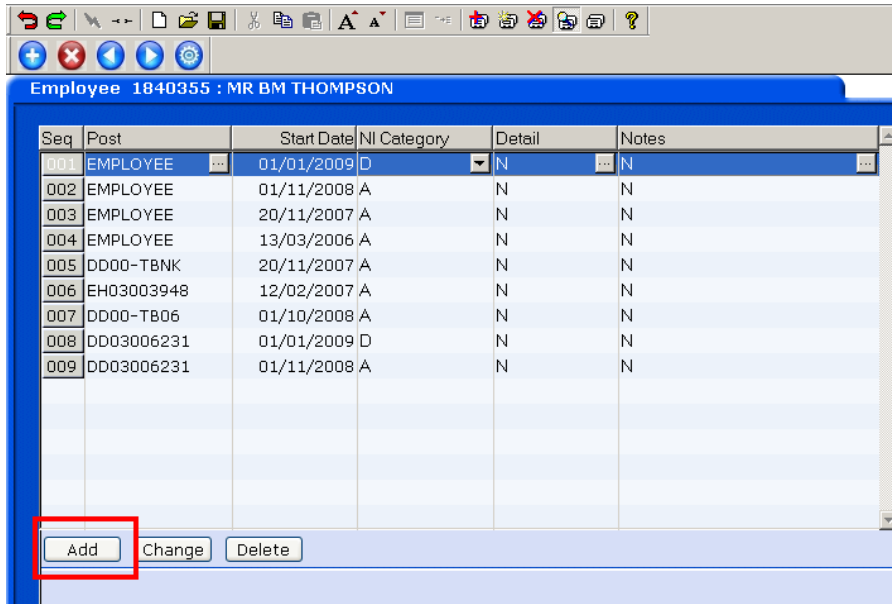
- 4.4 If you have entered details for a P45 or P46 then click on the **Exit** button to return to the main screen.



4.5 Click on  to move to the next data entry screen.

5 Entering the National Insurance information

5.1 Employee National Insurance Details screen.



Seq	Post	Start Date	NI Category	Detail	Notes
001	EMPLOYEE	01/01/2009	D	N	N
002	EMPLOYEE	01/11/2008	A	N	N
003	EMPLOYEE	20/11/2007	A	N	N
004	EMPLOYEE	13/03/2006	A	N	N
005	DD00-TBNK	20/11/2007	A	N	N
006	EH03003948	12/02/2007	A	N	N
007	DD00-TB06	01/10/2008	A	N	N
008	DD03006231	01/01/2009	D	N	N
009	DD03006231	01/11/2008	A	N	N

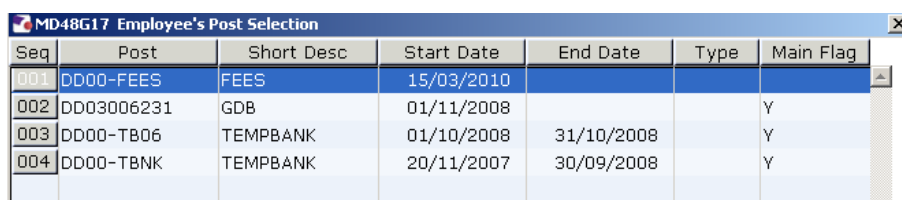
Buttons: Add, Change, Delete

5.2 Change the NI Category row from a “D” to an “A” or a “C” as applicable:

- “A” = anyone who should pay basic national insurance
- “C” = anyone of pensionable age (i.e. a 60+ female or 65+ male)

5.3 Click on the “Add” button.

5.4 A window will open listing all of the person's posts:



Seq	Post	Short Desc	Start Date	End Date	Type	Main Flag
001	DD00-FEES	FEES	15/03/2010			
002	DD03006231	GDB	01/11/2008			Y
003	DD00-TB06	TEMPBANK	01/10/2008	31/10/2008		Y
004	DD00-TBNK	TEMPBANK	20/11/2007	30/09/2008		Y

5.5 Select the correct post and then click on “Select”.

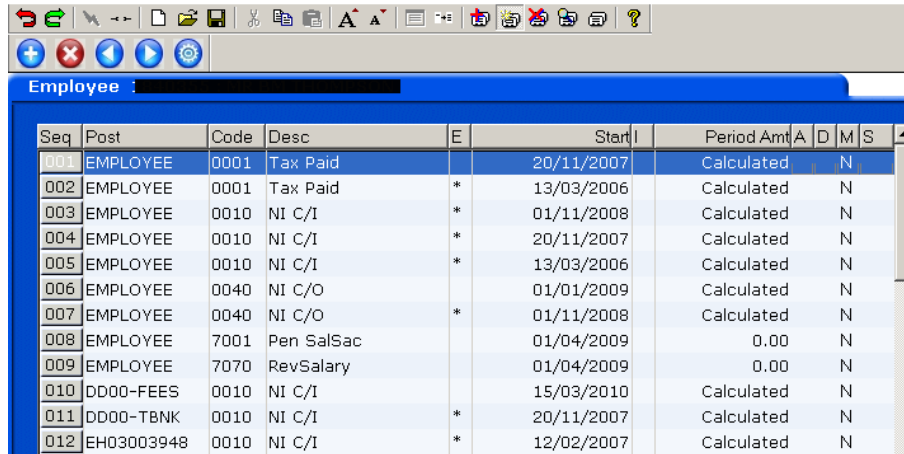
5.6 Tab through and enter the correct start date for this post, then enter through the rest of the row:



5.7 Click on Next to move to the next data entry screen.

6 Entering details on the Fixed Pay Element Screen

- i** This screen should show a row for the employee tax, a row for the employee national insurance and a row for the post national insurance:



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-FEES	0010	NI C/I		15/03/2010	Calculated				N
011	DD00-TBNK	0010	NI C/I	*	20/11/2007	Calculated				N
012	EH03003948	0010	NI C/I	*	12/02/2007	Calculated				N

- i** You only need to use this screen if the person making the fees / casual claim is part of the **Student Loans Company**.

- 6.1 If the person is part of the Student Loans Company then click on the “**Add**” button, then enter code “**0125**” and enter the **Student Loans Company** details.



- 6.2 Click on **Next** to move to the next data entry screen.

7 Entering details on the Temporary Pay Elements screen

- 7.1 Press **Enter** to move through to the **Tax Period** field (it will pick up the current tax period) and **Enter** again to pick up the Pay Type category:

- 7.2 Enter through the following fields until you see the following screen:

- 7.3 Click on the **“Add”** button. The following pop-up window will appear:

- 7.4 Enter the relevant temporary pay element code (e.g. code **“4000”** for **“Student Demonstrating Hours”**)

MD48G84 'R' Type Pay Element Detail

Pay Element

Pay Element ID: 4000 Student Demonstrating Hours

Post: EMPLOYEE

Start Date: End Date:

Detail

Units: Units Table: ☐

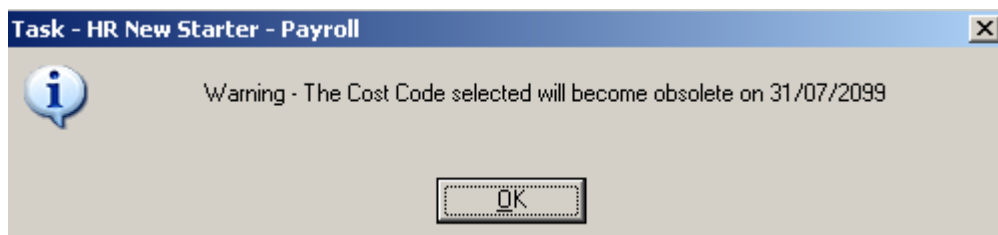
Rate: 2nd Currency: Rate Table: ☐

Amount: 2nd Currency:

Cost Code:

Exit

- 7.5 Window in on the **Post** field to select the relevant post.
- 7.6 Enter the start date in the **Start Date** field.
- 7.7 Enter through the **End Date** field.
- 7.8 Enter the number of hours worked in the **Units** field.
- 7.9 A rate will display in the **Rate** field – this can be overwritten if necessary.
- 7.10 Enter the 9 digit cost code in the **Cost Code** field. If you see the following information message, click on **OK**:



- 7.11 Click on the **Save** button to save the record.



8 Performing a manual audit check of the claim form
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8.1 In order to satisfy the external auditors it is necessary to have someone other than the person who entered the claim on ResourceLink to check the details if the claim form involved either of the following:

- A new starter
- Change of bank details

● For example, if the Temp Bank Office have entered the person on to ResourceLink and then passed the claim to someone in Payroll, who then finished the record on ResourceLink, then another Payroll colleague would need to check the claim.

8.2 If the person checking the claim form is satisfied that everything has been entered correctly then they should mark a yellow cross on the paper claim form and sign their name, indicating that they have checked it.