

SAP and OrderPoint Schools Circular

2015 - 1

Title: Payroll Absence
Date Released: September
Intended Recipients: Payroll Inputters

Executive Summary: Creating and Extending Absences to Avoid Overpaying Staff

To ensure sick pay is paid correctly please note the following:-

To avoid overpayments and subsequent recovery, sickness should be notified and recorded immediately. It is not necessary to wait for a self-certificate or GP note to be received. This is especially important for new starters in their first year of service who have less entitlement or where employees have had substantial sickness within the previous 12 months.

Sickness absence must be recorded in one continuous period including all calendar days and not just working days. An overpayment could occur when the period of sickness is continuous, but SAP reflects a gap in the sickness absence; for example, weekends, non-working days and school holidays for those employees who work term time only. These gaps incorrectly increase the period that the employee is eligible to receive sick pay.

To prevent this, it is important to extend the existing absence period, rather than creating a new sickness entry.

When creating or extending an absence, always check the warning messages to see if the pay is dropping to ½ pay or nil pay. If it is, always extend the existing absence to the **end of the month that is due to be paid (even if a 'fit note' does not cover this whole period), otherwise, just extend the absence to the date on the fit note.** (Refer to: [SAP HR and Payroll Guidance for Inputting and Reporting](#) page 74).

Teachers' sickness: teachers have an "enhanced entitlement" in Derbyshire, so you need to inform pay@derbyshire.gov.uk if any teachers are going onto ½ pay or nil pay so their record can be manually adjusted if necessary.