

SAP and OrderPoint Schools Circular**2016 - 3**

Title:	HR and Payroll Wage types
Date Released:	14.04.2016
Intended Recipients:	Inputters
Executive Summary:	This circular provides guidance on the correct use of wage types pertaining to additional hours

Each month the Shared Service Centre need to correct payroll data for Schools where incorrect wage types have been used when recording employee additional hours.

Why is this important?

Different wage types exist to ensure that employees are paid the correct rate of pay and in accordance with their Terms and Conditions of employment.

It is therefore vital that the correct wage type is used when recording additional hours as failure to do so could affect accrued leave entitlement and subsequent payment.

How can I ensure I use the correct wage type?

To help to clarify which wage type to use and prevent further wage type recording errors, a [wage type flowchart](#) has been produced.

[Specific PM25's](#) listed below are also available to assist in the recording of both additional hours and additional payments:

- Enhanced hours
- Additional hours for contracted hours
- Acting up duty
- Lettings
- Recall to work

Template PM25's can also be found in the appendices of your HR and Payroll guidance or by clicking [here](#)