



## **HR & PAYROLL – APPENDICES** **Page**

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A	Wage Types	
	• Code Explanations – Employee Remuneration	3
	• Code list	5
	• Code Explanations – Additional Payments	7
B	Event Numbers	8
C	Enhanced Hours	10
	Lettings	11
	Recall to Work	12
	Accrued Leave	13
D	Calculating Allowances	
	• Acting Duty	14
	• Laundry	15
	• Recall to Work	16
E	Absence Types	
	• Code List	17
	• Code Explanations - Absences	18
	• Sickness Absence Classifications	19
F	Minutes to Decimal	20
G	System and Error Messages	21
H	Phased return template	29
I	Unpaid leave template	30
J	Adjustments form	31
K	PM25 templates	
	• PM25	32
	• PM25 – Enhanced Hours	33
	• PM25 – Acting up	34
	• PM25 – Recall to Work	35

- PM25 – Lettings

Please note all appendices are correct as per version date of guidance, please check if any revisions have been issued since. Any revisions or changes to forms/rates can be located on [schoolsnet.derbyshire.gov.uk](https://schoolsnet.derbyshire.gov.uk)

The new starters and leavers forms can be located on [schoolsnet.derbyshire.gov.uk](https://schoolsnet.derbyshire.gov.uk).

## Wage Type Code Explanations

# A

### Employee Remuneration (Cost Assignment in PA70)

#### **4100 – Schl Hrs WrkNP**

To pay additional hours (up to 37 hours per week) for contracted non-teaching staff. A rate can be added for hours paid at a different scale point to an existing employee's contractual rate.

#### **4026 – Supply Hours**

To pay hours for supply teachers / supply teaching assistants / relief employees and also additional hours for contracted teachers. A rate can be added for hours paid at a different scale point to an existing employee's contractual rate.

If Relief hours are submitted for an employee who is on protected pay, for example, Relief Invigilators, then key the Relief hours as normal using Wage Type code 4026 and the system will automatically calculate the basic pay plus protection.

If Relief hours are submitted for a Mid-Day Supervisor then a Laundry allowance payment will also need to be made to the employee if you have previously used Event Number STHFBMD.

#### **4013 – OT/Time+1/3**

To pay overtime at time and a third for full or part time non-teaching staff who have worked over 37 hours per week or work on a Saturday or Sunday.

#### **4014 – OT/Time+1/2**

To pay overtime at time and a half for non-Single Status employees.

#### **4015 – OT/Double Time**

To pay overtime at double time for non-teaching staff who have worked on a Bank Holiday.

#### **4005 – Enhanced Hours at 1/3**

To pay enhanced hours for non-teaching staff who have worked:-  
Monday to Friday – after 7 pm and before 7 am. E.g. Clerk to Governors.  
Saturday and Sunday – all hours. E.g. Caretakers.

#### **4019 – Enhanced Hours at Plain Time**

To pay enhanced hours for non-teaching staff who have worked on a bank holiday as part of their normal working week.

**4010 – Lettings at Plain Time**

To pay lettings at Plain Time for a non-teaching Part Time employee who opens and / or locks after 7 am and before 7 pm.

**4032 – Lettings at Plain Time + 1/3**

To pay lettings at Plain Time + third for all non-teaching Full Time employees or for non-teaching Part Time employees that have completed a letting after 7 pm and before 7 am or on a Saturday or Sunday.

**4037 – Recall to Work at Plain Time**

To pay hours for a non-teaching Part Time employee **after** the first half hour who is recalled to work. Please note that you will need to pay an 'Additional Payment' to process the £25.78 Recall to Work allowance. (Rate correct as at 01.04.2018).

**4007 – Recall to Work at Plain Time + 1/3**

To pay hours for a non-teaching Full Time employee after the first half hour who is recalled to work. To pay hours for a non-teaching Part Time employee after the first half hour who is recalled to work after 7 pm or before 7am or on a Saturday or Sunday. Please note that you will need to pay an 'Additional Payment' to process the £25.78 Recall to Work allowance. (Rate correct as at 01.04.2018).

**4043 - Accrued Leave**

To pay Accrued Leave for non-teaching 52 week Relief employees who have worked and had hours processed and paid through SAP.

*N.B. A report will be produced on a monthly basis detailing the monthly accrued leave allocated based on the hours paid for the previous months.*

*This report is payroll driven and automatically uploaded to the secure area of [schoolsnet.derbyshire.gov.uk](http://schoolsnet.derbyshire.gov.uk) on 27<sup>th</sup> of each month. The cumulative total will also be displayed on the employees' payslip.*

# Wage Type Codes

## Employee Remuneration (Cost Assignment in PA70)

- **WT 4026 – Teachers & Relief Hours**
- **WT 4100 - Additional Hours (Contracted Non-Teaching)**

Type of Employee	Wage Type
Contracted Teacher	4026
Supply Hours <ul style="list-style-type: none"> <li>• Teachers</li> <li>• Teaching Assistants</li> </ul>	4026
Relief Hours <ul style="list-style-type: none"> <li>• Midday Supervisors</li> <li>• Invigilators</li> <li>• Clerical staff</li> <li>• Cleaners</li> <li>• Caretakers</li> <li>• Technicians</li> </ul>	4026
Contracted Non-Teaching staff <ul style="list-style-type: none"> <li>• Teaching Assistants</li> <li>• Midday Supervisors</li> <li>• Clerical staff</li> <li>• Cleaners</li> <li>• Caretakers</li> <li>• Technicians</li> </ul>	4100

## Overtime Hours

Overtime Hours	Wage Type
Over Time (Time + 1/3)	4013
Over Time (Double Time)	4015
Over Time (Time + ½)	4014

## Enhanced Hours

Type of Employee	Wage Type
Non-Teaching Employees	4005 – Pay Enhanced hours at 1/3
Non-Teaching Employees	4019 – Pay Enhanced hours at Plain Time

## Lettings

Type of Employee	Wage Type
Non-Teaching Employees	4010 – Plain Time
Non-Teaching Employees	4032 – Plain Time + 1/3

## Recall to Work (Please also see ‘Additional Payments’)

Type of Employee	Wage Type – ( <i>hours after first ½ hour</i> )
Non-Teaching Employees	4037 – Recall to Work – Plain Time
Non-Teaching Employees	4007 – Recall to Work – Plain Time + 1/3

## Accrued Leave

Type of Employee	Wage Type
All 52 week Relief Employees	4043

*N.B. A report will be produced on a monthly basis detailing the monthly accrued leave allocated based on the hours paid for the previous months.*

*This report is payroll driven and automatically uploaded to the secure area of [schoolsnet.derbyshire.gov.uk](http://schoolsnet.derbyshire.gov.uk) on 27<sup>th</sup> of each month. The cumulative total will also be displayed on the employees’ payslip.*

## Wage Type Code Explanations

### Additional Payments

#### 3111 – Act Duty Schools

To be used when a contracted member of staff works some of their contract at a higher level in the following situations only:

- Midday Supervisors acting up to Senior Midday Supervisor.
- Teaching Assistants (at level 4 Grade 9) covering for Class Teachers.
- Teaching Assistants covering for work at a Higher Level.

This must NOT be used for relief employees.

#### 3112 – Laundry Relief

Only to be used for relief Midday Supervisors. Please see the table in **Appendix E** to obtain the correct amount, which depends on the total number of hours worked during the month with a maximum of £1.04 for the month.

#### 3021 - Recall to Work

If someone is asked to 'return to work' more than half an hour after they finished work, they would receive the 'Recall to Work' allowance which includes a payment for the first ½ hour of work currently payable at £25.78 (Rate correct as at 01.04.2018).. Any additional hours worked after the first ½ hour are claimed under the 'Additional Hours' screen against the appropriate wage type.

#### 3022 – Misc Pens

To be used to pay a one off pensionable amount of money. (Please contact [pay@derbyshire.gov.uk](mailto:pay@derbyshire.gov.uk) for advice.)

#### 3063 – Miscellaneous

To be used to pay of a one off non pensionable amount of money. (Please contact [pay@derbyshire.gov.uk](mailto:pay@derbyshire.gov.uk) for advice.)

#### Standby

If you have an employee on standby – please call the SAP in Schools Team who will advise you.

## Event Numbers

### Teaching Event Numbers

Event Number	Event Description
SEADEAA	AUTHORITY SPONSORED ACTIVITIES
SEADECA	CHILD ABUSE / CASE CONFERENCE
SEADECP	CHILD PROTECTION - COURT
SEADELA	CHILDREN LOOKED AFTER CONF'CE
SEADEST	SUSPENDED TEACHERS
SEADETU	TEACHING TRADE UNION COVER
SEAFB01	TEACHING SUPPLY EVENT 1
SEAFB02	TEACHING SUPPLY EVENT 2
SEAFB03	TEACHING SUPPLY EVENT 3
SEAFB04	TEACHING SUPPLY EVENT 4
SEAFB05	TEACHING SUPPLY EVENT 5
SEAFBAC	SEC SCHOOLS SICKNESS COVER
SEAFBAE	SAEO APP OTH POOLABLE ABSCENCE
SEAFBAL	ADOPTION LEAVE
SEAFBEH	EXTRA HOURS
SEAFBEX	EXAM INVIGILATION COVER
SEAFBJU	JURY SERVICE COVER TEACHERS
SEAFBLJ	SCHOOL JOURNEYS/FIELD TRIPS
SEAFBMG	MAKING GOOD PROGRESS
SEAFBML	MATERNITY LEAVE/PREGNANCY REL
SEAFBNP	NON POOLABLE SICKNESS COVER
SEAFBPA	SCHOOL POOLED SICKNESS ABSENCE
SEAFBPD	PUBLIC DUTIES
SEAFBPL	PATERNITY LEAVE
SEAFBTL	TRAINING LEAVE
SEAFPPA	PLAN, PREP & ASSMNT TIME



**Non-Teaching Event Numbers**

<b>Event Number</b>	<b>Event Description</b>
STHDEAA	AUTHORITY SPONSORED ACTIVITIES
STHDETU	NON TEACHING TRADE UNION COVER
STHFB01	NON TEACHING SUPPLY EVENT 1
STHFB02	NON TEACHING SUPPLY EVENT 2
STHFB03	NON TEACHING SUPPLY EVENT 3
STHFB04	NON TEACHING SUPPLY EVENT 4
STHFB05	NON TEACHING SUPPLY EVENT 5
STHFBEH	EXTRA HOURS
STHFBEX	EXAM INVIGILATION
STHFBEZ	EXTENDED SERVICES (COMMUNITY)
STHFBMD	MIDDAY SUPERVISORS
STHFBML	MATERNITY LEAVE
STHFBNC	SCHOOL ECO COVER NON POOL SICK
STHFBNP	OTH SICKNESS ABSENCES NON POOL
STHFBOT	ADDITIONAL HOURS TECHNICIANS
STHFBPA	NON TCH SICKNESS POOLABLE
STHFBTL	TRAINING LEAVE
STHFPPA	PLAN, PREP & ASSMT TIME

Please use the following Teaching Event Number if you have a member of Non-Teaching staff on Paternity Leave:-

SEAFBPL            PATERNITY LEAVE

## Enhanced Hours

### C

Any hours worked in the month and the employee normally works Monday to Friday (or a proportion if they are part-time) and work either:

- Monday to Friday – after 7 pm and before 7 am – Plain Time + one third.
- Saturday and Sunday – all hours – Plain Time + one third.

*For example: If a Cleaner is contracted to work 20 hours between 7 pm and 7 am in March 2014, they will receive their basic pay in March as normal and you will need to input 20 hours on wage type 4005 to be paid in April 2014.*

*For example: If a Cleaner works an additional 10 hours in March, 5 hours of which are between 7 pm and 7am or Saturday or a Sunday, then you will need to input 10 hours on wage type 4100 (10 additional hours) & 5 hours on wage type 4005 (enhanced hours 1/3).*

*For example: If a Relief Cleaner works 10 hours in March, 5 hours of which are between 7 pm and 7am or Saturday or a Sunday, then you will need to input 10 hours on wage type 4026 (10 additional hours) & 5 hours on wage type 4005 (enhanced hours 1/3).*

## Lettings

All lettings are now keyed as hours and the employee will be paid for a **minimum of one and a half hours for a complete letting (open and close)**. **If the employee either opens or closes, they will be paid 0.75 hours:**

- At Plain Time rates between 7 am and 7 pm.
- At Plain Time + a third between 7 pm and 7 am.

If you are inputting for a Full-Time employee:

- All times input on wage type code '**4032**' for 1.5 hours.

If you are inputting for a Part-Time employee:

- Open/lock times after 7 am and before 7 pm - input on wage type code '**4010**' for 1.5 hours.
- Open/lock times after 7 pm and before 7 am - input on wage type code '**4032**' for 1.5 hours.
- Open before 7 pm and closes after 7 pm it is split '**4010**' for 0.75 hours and '**4032**' for 0.75 hours.
- Open/ lock times on a Saturday or Sunday for a Part-Time employee who works Monday to Friday input on wage type '**4032**' (minimum of 1.5 hours still applies).

If the Caretaker is required to attend during the letting then the employee will be paid for the actual hours worked at the appropriate rate.

If you are inputting for a Full-Time employee:

- All hours input on wage type code '**4032**'.

If you are inputting for a Part-Time employee:

- Hours worked before 7 pm input on wage type '**4010**'.
- Hours worked after 7 pm input on wage type '**4032**'.
- Hours worked on a Saturday or Sunday for a Part-Time employee who works Monday to Friday input on wage type '**4032**' (minimum of 1.5 hours still applies).

## Recall to Work

If someone is asked to 'return to work' more than half an hour after they finished work they would receive the 'Recall to Work' allowance which includes a payment for the first ½ hour of work. Then any additional hours worked after the first ½ hour are claimed under the 'Additional Hours' screen.

After first ½ hour input hours worked for a Full Time employee:

- **4007** – Plain Time + 1/3.

After first ½ hour input hours worked for a Part Time employee:

- **4037** – Plain Time – Between 7 am and 7 pm Monday to Friday.
- **4007** – Plain Time + 1/3 - After 7 pm and before 7 am Monday to Friday or anytime worked on a Saturday or Sunday.

If the 'Recall to Work' is on a Bank Holiday, please call the Schools SAP Team for advice.

In addition you will need to input an '**Additional Payment**' for the Recall to Work.

- **3021** – Recall to Work payment which includes the first ½ hour of work.

The employee can claim the time from the minute they receive the call and leave home to their direct return home. Please don't forget to deduct the first half hour.

## Accrued Leave

Accrued leave is payable when an employee works additional hours as a part time employee and relief hours as a 'Relief' employee.

Accrued leave is not payable for overtime (hours in excess of 37 in a week).

Accrued leave includes both annual leave and bank holiday entitlement.

Accrued leave automatically generates from 4026 (for relief employees) and 4100 (for contracted employees) entered into SAP. SAP will calculate the accrued leave for any hours entered against these wage types and therefore please ensure that overtime is entered against the correct wage type of 4013. If you have any queries about which wage types to use then you can contact the SAP in Schools training team.

Part time employees & term time reliefs will receive a payment each month they work for accrued leave.

You can see how much accrued leave has been paid for those that have automatic payments as 4041 'Accrued leave' as it is now included in the wage type reporter report you receive.

The amount of accrued leave generated is dependent upon your grade and service.

For 38 week relief employees they will receive a payment each month they work.

For 52 week relief employees, schools will receive a report of all leave accrued and will be published once a month published to the secure area of [schoolsnet.derbyshire.gov.uk](https://schoolsnet.derbyshire.gov.uk). This is a cumulative total and the member of staff can request payment for these hours as and when requested. The same cumulative total will also be displayed on the employees' payslip. To process the payment of accrued leave, the hours must be keyed against the following wage type:

- **4043** – Accrued Leave for 52 week Relief employees.

Employees' who may fall into the '52 week Relief employee' category at your school will either be a Caretaker, a Casual Lettings Assistant, a Site Manager or a Site Supervisor.

## Calculating Allowances

APPENDIX

### Acting Duty

# D

To be used when a contracted member of staff works some of their contract at a higher level in the following situations only:

- Midday Supervisors acting up to Senior Midday Supervisor.
- Teaching Assistants covering for Class Teachers (at level 4 Grade 9).
- Teaching Assistants covering for work at a Higher Level.

This must NOT be used for relief employees.

Identify the number of hours the employee has ‘acted up’

1. You will need the employees current hourly rate (section 2.7 of the guidance document for how to display an employee’s Full Time Equivalent Pay and how to calculate hourly rate).
2. You will need the hourly rate the employee is acting up to (Please ensure correct rates are used. Refer to [schoolsnet.derbyshire.gov.uk](http://schoolsnet.derbyshire.gov.uk) for latest teaching and non-teaching salary rates).
3. To work out the acting duty allowance, follow the formula:

$$\text{Acting up Hourly Rate} - \text{Contracted Hourly rate} \times \text{Amount of Hours acting up}$$

4. The calculated amount is then to be entered in ‘PA70 Fast Entry - Additional Payments’ using wage type 3111 (Acting Duty).

### **Example**

A specialist teaching and learning assistant contracted to Grade 8 point 24 has done 10 of their normal hours at Grade 9 point 28.

This would equate to:

Grade 9 point 28 – Grade 8 point 24 = difference between hourly rates

Difference between hourly rates x 10 hours = Amount to be paid to employee

*N.B.* When checking the employee’s record for their contracted hourly rate, be aware that they may have received an increment after the date they are acting up for. In this case you will need to look back at the previous salary point they were on.

## Calculating Allowances

### Laundry

Laundry Allowance is only paid to a Relief Mid-Day Supervisor if you used the Event Code **STHFBMD** on DSAS. (See instructions below).

If the event code **STHFBMD** was not used on DSAS, DO NOT pay a Laundry Allowance. (Disregard the instructions below).

If a Relief Mid Supervisor works and you are submitting hours for them, you will also need to make a Laundry Payment to them. To work out how much laundry allowance to pay you need to look at the amount of hours the relief midday supervisor has worked in the month and pay the amount based on the following table.

Hours worked per month	Laundry Payment
Between 0 and 7½	24p
Between 7½ and 15	48p
Between 15 and 22½	72p
Between 22½ and 30	96p
Over 30	£1.04

The calculated amount is then to be entered in 'PA70 Fast Entry - Additional Payments' using wage type 3112 (Laundry Relief).

## Calculating Allowances

### Recall to Work

If someone is asked to 'return to work' more than half an hour after they finished work they would receive the 'Recall to Work' allowance which includes a payment for the first ½ hour of work currently payable at £25.78 under Wage Type 3021 within the 'Additional Payments' screen. (Rate correct as at 01.04.2018). (Any additional hours worked after the first ½ hour are claimed under the 'Additional Hours' screen.)



## E

**SAP Absence Types**

<b>SAP Code</b>	<b>Description</b>	<b>Reporting Code</b>
<b>0200</b>	<b>Sickness</b>	<b>S</b>
<b>0201</b>	<b>Work Related- Acc/Inj/ill</b>	<b>I</b>
<b>0203</b>	<b>Medical Appointments</b>	<b>A</b>
<b>0251</b>	<b>Antenatal Paternity Leave</b>	<b>P</b>
<b>0252</b>	<b>Paternity Leave – In Days</b>	<b>P</b>
<b>0253</b>	<b>Paternity Leave – Full Week</b>	<b>P</b>
<b>0302</b>	<b>Parental Leave (Unpaid)</b>	<b>U</b>
<b>0303</b>	<b>Time Off for Dependants</b>	<b>D</b>
<b>0398</b>	<b>Unauthorised Absence Part-day</b>	<b>U</b>
<b>0399</b>	<b>Unpaid Leave Part-day</b>	<b>U</b>
<b>0400</b>	<b>Unpaid leave Full-day</b>	<b>U</b>
<b>0401</b>	<b>Unauthorised Absence Full-day</b>	<b>U</b>
<b>0402</b>	<b>Suspension</b>	<b>Z</b>
<b>0404</b>	<b>Interview Leave</b>	<b>C</b>
<b>0405</b>	<b>Study Leave</b>	<b>E</b>
<b>0406</b>	<b>Special Leave</b>	<b>L</b>
<b>0407</b>	<b>Trade Union Time Off (TUTO)</b>	<b>T</b>
<b>0408</b>	<b>Bereavement Leave</b>	<b>B</b>
<b>0410</b>	<b>Jury Service</b>	<b>J</b>

*Reporting codes in PT91 please see Section 7.*

## Absence Type Code Explanations

### **0200 - Sickness**

This code is used when recording a sickness absence. The absence dates must cover every day of the sickness period, including weekends, Bank Holiday / concessionary days, school holidays and any non-working days for part-time employees.

Example: If an employee works Mondays, Wednesdays and Fridays and is off sick for the whole week, (Monday to Sunday), absence must be entered for the whole period when they are unfit for work which will include Tuesday, Thursday and the weekend. SAP is configured to calculate entitlement days including weekends for non-teachers.

### **0203 - Medical Appointments**

This code is for a paid absence and is to be used when a member of staff has a doctor or hospital appointment. This is for used for single appointments only not, for example, hospital stays. A member of staff can usually have a maximum of 5 days per year.

### **0251 - Antenatal Paternity Leave**

This code would be used when an appointment is attended for a partner's pregnancy.

### **0253 - Paternity Leave – Full week**

This code would be used when a member of staff is on paternity leave for the birth of theirs or their partner's child. The usual documentation to support this entry will still be required e.g. The SC3 paternity leave form.

### **0303 - Time Off for Dependants**

This code can be used when a member of staff has paid time off for a dependent. A member of staff would usually be entitled to a maximum of 5 days per year.

### **0402 - Suspension**

This code would be used for a member of staff who has been suspended on full pay.

### **0404 - Interview Leave**

This code can be used if a member of staff has been granted paid leave to attend an interview,

### **0406 - Special Leave**

This code can be used to pay a member of staff for an absence for example, due to unforeseen circumstances, time off to move house, if the member of staff could not attend work due to the weather etc. A member of staff would usually be entitled to a maximum of 5 days per year.

### **0408 - Bereavement Leave**

This code is used when a member of staff is off work due to bereavement or to attend a funeral. A member of staff would usually be entitled to a maximum of 5 days per year.

**ABSENCE CLASSIFICATION**

- **Back and Neck Problems BCKNK**  
Includes: Back Pain, Sciatica, Spondylosis, Whiplash, Spondylitis, Prolapsed Disc, Lumbago, Neck Pain
- **Other Musculo Skeletal Disorders MSKCD**  
Includes: Arthritis, Osteoporosis, Fractures, Carpal Tunnel, Tennis Elbow, Rheumatism, Joint Problems, Gout, Head Injuries, Repetitive Strain Injury, Tenosynovitis, Upper Limb Disorder
- **Chest and Respiratory CHRSP**  
Includes: Asthma, Bronchitis, Chest Infections, Emphysema, Hay fever, Pleurisy, Pneumonia, Upper Respiratory Tract Infection, Lung Cancer
- **Eye, Ear, Nose, Mouth and Dental EENMD**  
Includes: Conjunctivitis, Dental Abscess, Earache, Glaucoma, Labyrinthitis, Menieres Disease, Sinusitis, Tinnitus, Tonsillitis
- **Genito-Urinary and Gynaecological GURGY**  
Includes: Cystitis, Endometriosis, Period Pains, Sexually Transmitted Disease, Prostate Cancer, Breast Cancer
- **Heart, Blood Pressure and Circulation HBPCR**  
Includes: Anaemia, Angina, Heart Arrhythmias, Chest Pains, High/Low Blood Pressure, Stroke, Heart Attack, Leukaemia, Phlebitis, Varicose Veins
- **Infections INFEC**  
Includes: Colds, Flu, Cellulitis, Chicken Pox, Impetigo, Scabies, Shingles, Measles, Mumps
- **Neurological NEURO**  
Includes: Concussion, Epilepsy, Fainting, Headache, Migraine, Multiple Sclerosis, Parkinson's Disease, Vertigo, Brain Tumour
- **Skin SKIN**  
Includes: Acne, Bites/Stings, Burns/Scalds, Dermatitis, Eczema, Psoriasis, Skin Allergy, Sunburn
- **Pregnancy Related PREG**  
Includes: Morning Sickness, Miscarriage, Toxaemia, High Blood Pressure
- **Stomach, Liver, Kidney and Digestion STLKD**  
Includes: Abdominal Pain, Appendicitis, Bowel Problems, Colitis, Diarrhoea, Vomiting, Food Poisoning, Hepatitis, Hernia, Indigestion, Kidney Problems, Diabetes, Thyroid problems, Bowel Cancer
- **Stress, Depression, Mental Health & Fatigue STDMF**  
Includes: Anxiety, Phobias, Dementia, Alcohol and Drug Problems, Alzheimer's Disease, Bipolar Disorder, Debility, Depression, Eating Disorders, Fatigue, Fibromyalgia, Lethargy, ME, Neurosis, Panic Attacks, Sickness due to bereavement, Sleep Problems, Stress.

**Minutes to Decimal**

APPENDIX

**F**

<b>Minute</b>	<b>Decimal</b>
<b>5</b>	<b>0.08</b>
<b>10</b>	<b>0.17</b>
<b>15</b>	<b>0.25</b>
<b>20</b>	<b>0.33</b>
<b>25</b>	<b>0.42</b>
<b>30</b>	<b>0.50</b>
<b>35</b>	<b>0.58</b>
<b>40</b>	<b>0.67</b>
<b>45</b>	<b>0.75</b>
<b>50</b>	<b>0.83</b>
<b>55</b>	<b>0.92</b>
<b>60</b>	<b>1.00</b>

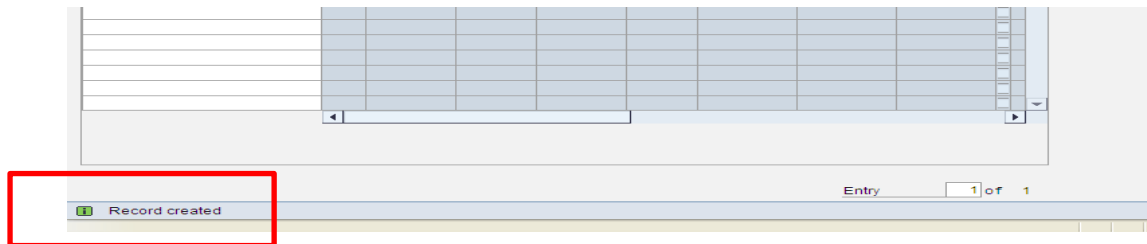
## SAP – System Messages

### APPENDIX

# G

SAP will generate messages when information is entered.

These messages are displayed at the **bottom left of the screen**.



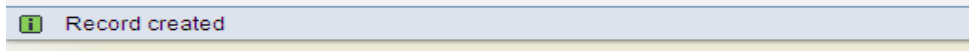
Some of the messages you may see are explained in this document.

If you require more information about these messages or you do not know how to remove an error, please contact the Shared Services Centre Time Team.

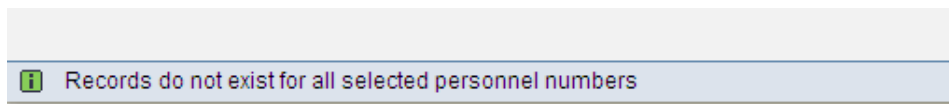
## Green Messages

**These messages are for information.**

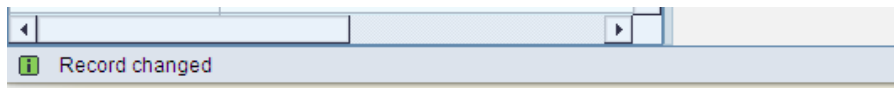
This message is telling you the data entered has been saved.



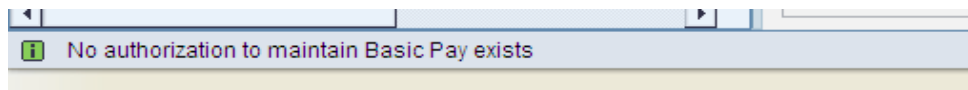
This message is telling you that data has been input for some of the staff under your cost centre, but not all of them



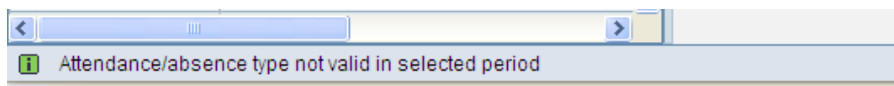
This message is informing you that the data you have changed has been saved.



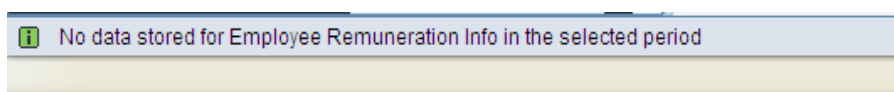
If you see this message it means you do not have access to maintain or change data in this part of the system e.g. Basic Pay.



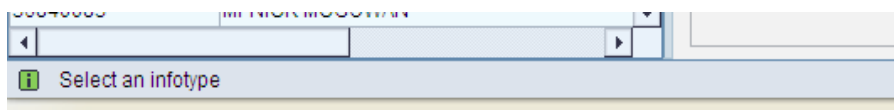
This message usually means you have clicked on the 'all' radio button before entering some data. When you click 'all' prior to creating an entry it enters the start date as 01.01.1800. This message will disappear when you change the start date of the entry.



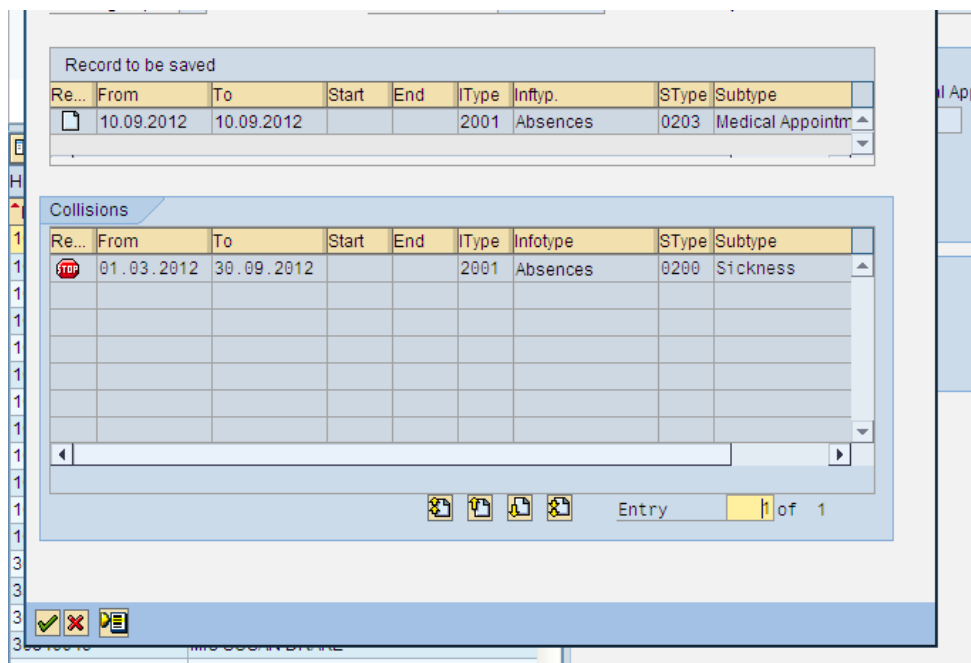
This message will appear if you try to overview an infotype that hasn't got any data in it e.g. Employee Remuneration.



This message means you have tried to create/change an entry without choosing an infotype first e.g. Absences.



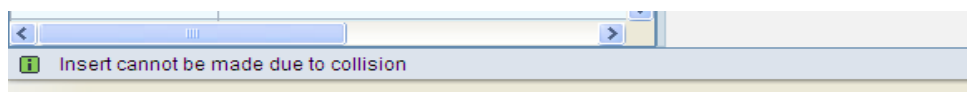
If you try to enter an absence for a period that already exists in absence data it will cause a collision and you will see the following warnings.

A screenshot of the SAP HR interface showing a collision warning. The "Record to be saved" table contains one record with the following data:

Re...	From	To	Start	End	IType	Infotyp.	SType	Subtype
	10.09.2012	10.09.2012			2001	Absences	0203	Medical Appointm

The "Collisions" table contains one record with the following data:

Re...	From	To	Start	End	IType	Infotype	SType	Subtype
1	01.03.2012	30.09.2012			2001	Absences	0200	Sickness

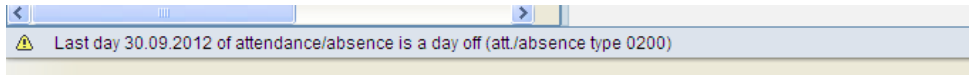
The "Collisions" table has a red stop sign icon in the first column. The interface also shows a status bar at the bottom with the text "Entry 1 of 1".

If you receive these messages, the data will need to be double checked and the relevant entry will need amending.

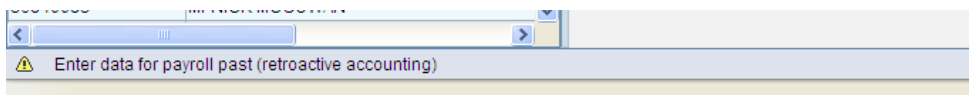
## Amber Warnings

**These messages are warnings/notifications; you can press ‘Enter’ on your keyboard to acknowledge and ‘go past’ these messages.**

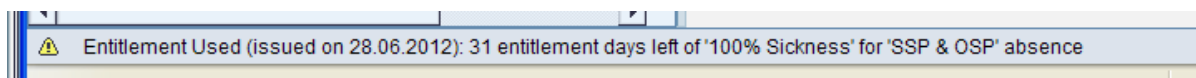
This message is informing you that the first or last day of the absence is a day off.



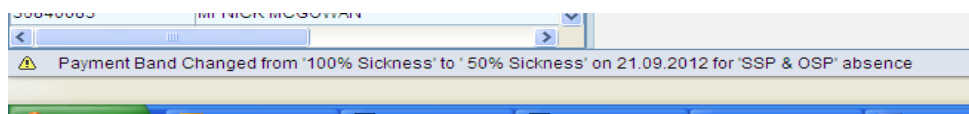
This message is telling you that the information you are entering relates to a previous date to the current date.



This message is warning you that (from the date in the brackets) there are 31 days before the employees full pay sickness is due to run out.



This message is warning you that the person you are saving a sickness absence for is due to go down on to half or no pay. If you see this message you will need to inform the Shared Services Centre Time Team with the employee's name and payroll number.

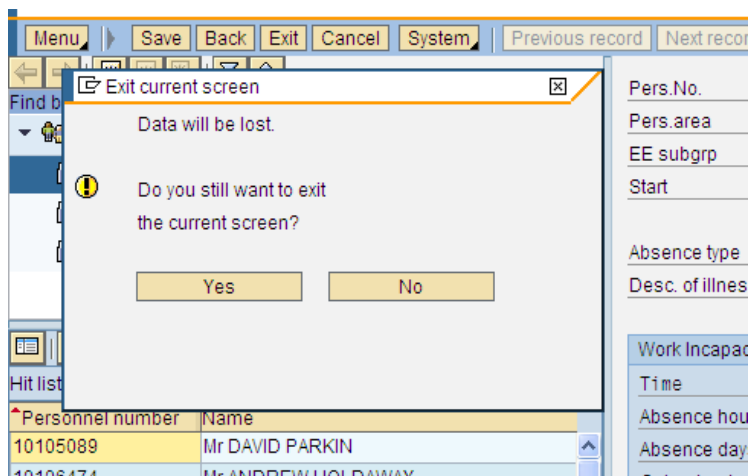


This message is informing you that you are entering data into the correct payroll area. There are currently 2 'payroll areas' in the system. M1 is for Schools employees only.

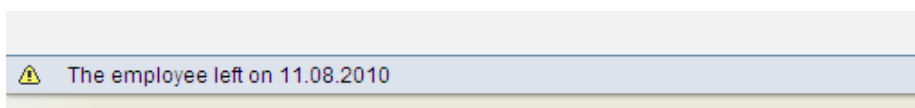




This warning message will appear if you have entered data and pressed back or exit without saving. It is to warn you that data will be lost if you continue to come out of the transaction.



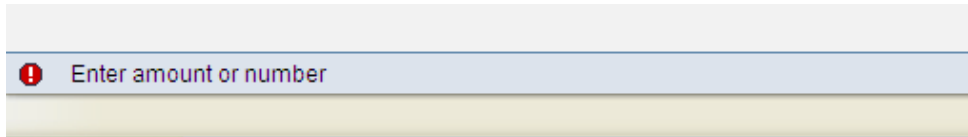
This message is warning you that the employee you are trying to input data for has left. Although this message will let you save an entry after it has shown, if the data is dated after the leaving date the system will ignore it. E.g. If supply hours are entered as 31.08.14 and a warning shows the employee has left on 31.07.2014 the hours will NOT be paid.



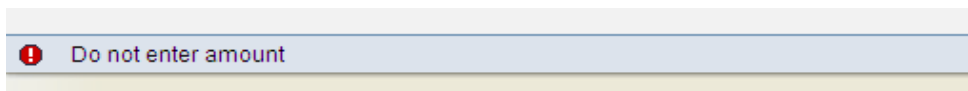
## Red Errors

**Red errors are the systems way of saying there is a specific error. Red errors must be dealt with by amending the information or deleting it. The system will not let you save any other information entered after the red error, unless the red error is dealt with first.**

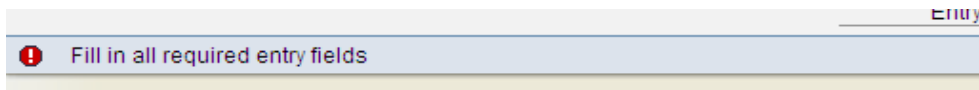
This message is telling you that you haven't entered something you need to in order to complete the data entry. This information will need inputting before the entry can be saved e.g. Number.



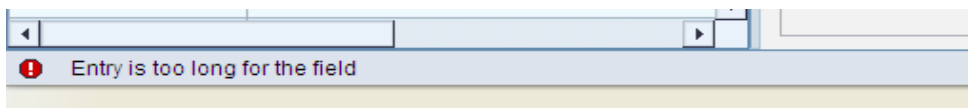
This message is telling you that you have entered something you weren't required to. This information will need deleting in order for the entry to be saved e.g. Amount.



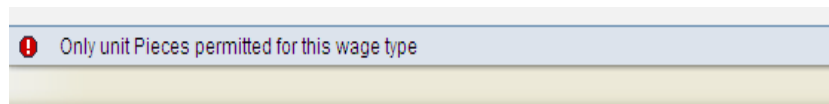
This message will appear when some information has been missed out in order for the data entry to be complete and saved.



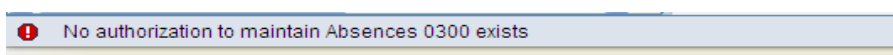
This message will appear if you have manually typed in an employee number in the 'Personnel No.' box and the entry has too many digits.



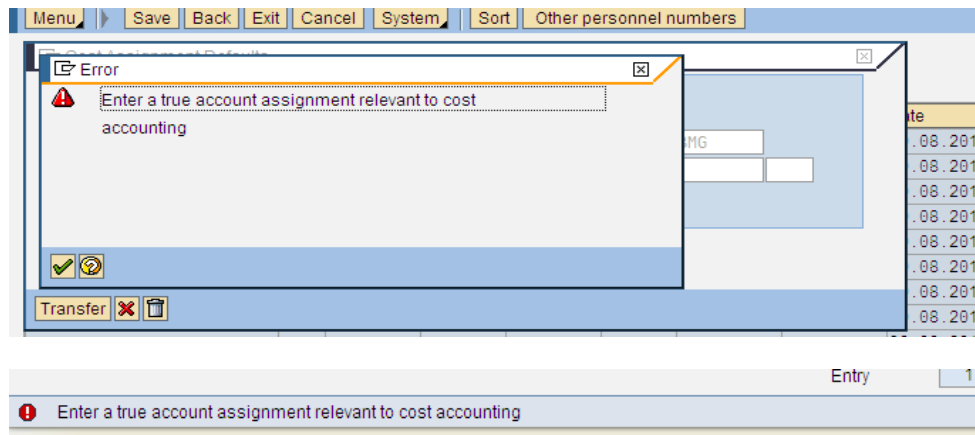
This message means you have typed in an incorrect wage type e.g. 3026 instead of 4026 for Supply Hours.



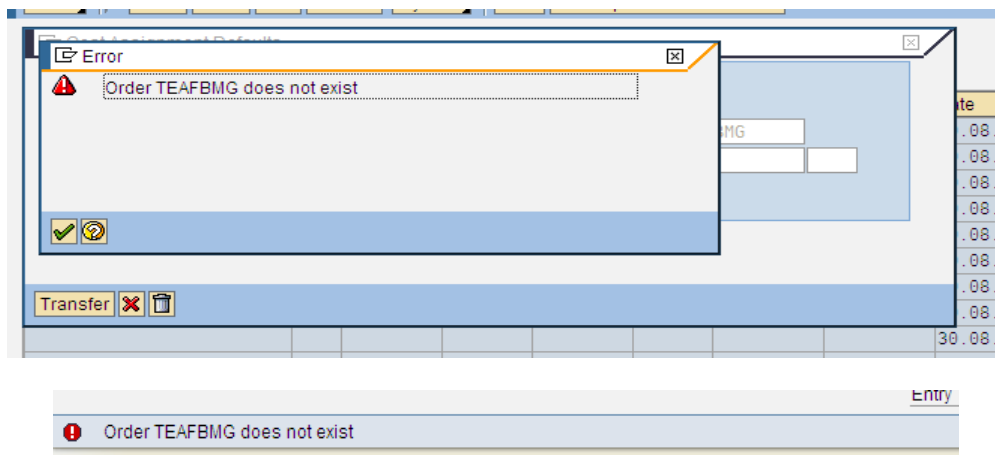
You will see this message if you try and input maternity leave for an employee. If you need to update a maternity absence please contact the Shared Services Centre Schools Adjustments Team.



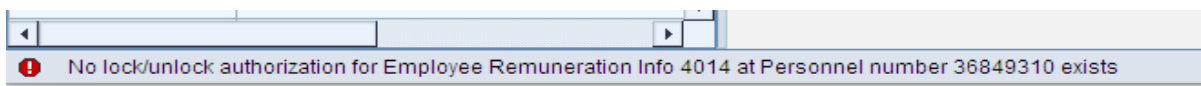
These errors will appear when you have not put your school cost centre in when entering hours for payment in fast entry. You will need to enter the cost centre before saving again.



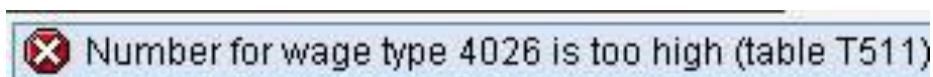
You will see a message similar to these if you input an event number in incorrectly. You will need to correct it before saving again.



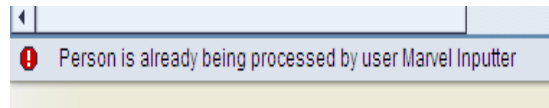
A message like this one will appear if the inputter tries to unlock an entry that has been locked for authorisation by the payroll approver.



This message will appear if you are trying to enter more than 150 hours. The 150 hour limit has been applied to prevent any accidental overpayment of hours e.g. 1000 hours. If you need to enter more than 150 hours you will need to split the entry.



You will see the below message if you were in the middle of inputting and either experienced a power outage or your computer crashed. When attempting to go back into that record you may be told that you are already in the record and cannot do any inputting. You will need to contact the SAP in Schools Support Team who will be able to unlock the record for you. However, if you see the message below saying that the person is being processed by another employee that you don't recognise, please contact the SAP in Schools Team. It could be that a member of the Shared Services Centre is updated the individuals record at the time.



**SCHOOLS PHASED RETURN FORM**

Please submit one form for each post and one form for each calendar month, detailing each day then email to [pay@derbyshire.gov.uk](mailto:pay@derbyshire.gov.uk)

SCHOOL NAME			
EMPLOYEE NAME		JOB TITLE	
EMPLOYEE NO		CONTRACTED HOURS PER WEEK ON SAP	
PHASED RETURN START DATE		PHASED RETURN END DATE OR CONTINUING	

DATE DD MM YY	Is this their normal working day? Yes/No	What would be the normal working hours?	How many of those hours were worked?	How many of those hours were sickness absence?
01				
02				
03				
04				
05				
06				
07				
08				
09				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				

COMPLETED BY NAME:	SIGNATURE:

**SCHOOLS UNPAID LEAVE ABSENCE FORM**

Please submit by email to Time Team ([pay@derbyshire.gov.uk](mailto:pay@derbyshire.gov.uk)) and send original to Shared Service Centre, John Hadfield House, Dale Road, Matlock DE4 3RD

SCHOOL NAME	
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Employee Number	Name	Reason for unpaid absence SAP code	Start date	End date	Total number of hours lost

**SAP Absence Types**

SAP Code	Description	Reporting Code
<b>0302</b>	Parental Leave (Unpaid)	U
<b>0398</b>	Unauthorised Abs-Part Day	U
<b>0399</b>	Unpaid Leave - Part Day	U
<b>0400</b>	Unpaid Leave > = 1 Day	U
<b>0401</b>	Unauthorised Abs> = 1 Day	U
<b>0410</b>	Jury Services	J

K

<b>PM25</b>	
NAME	
EMPLOYEE NUMBER	
POSITION	
WEEKLY CONTRACTED HOURS	
MONTH & YEAR HOURS WORKED	

<b>Office Use Only</b>	Event Number		Event Number		REASON FOR HOURS WORKED
DATE	HOURS	MINUTES	HOURS	MINUTES	
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					
TOTALS					

EMPLOYEE SIGNATURE			
AUTHORISER SIGNATURE		TOTAL OF HOURS / MINUTES AUTHORISED	
DATE			

**FOR OFFICE USE**

DECIMAL CONVERSION		
DIFFERENT RATE OF PAY		
WAGE TYPE CODE		INPUT ONTO SAP BY

<b>PM25 – Enhanced Hours</b>			
NAME		EMPLOYEE NUMBER	
POSITION			
MONTH & YEAR HOURS WORKED			

DATE	Contracted Hours		After 7 pm and before 7 am or Saturday or Sunday		Additional Hours or Relief Hours		After 7 pm and before 7 am or Saturday or Sunday	
	Start Time	Finish Time	Hours	Minutes	Start Time	Finish Time	Hours	Minutes
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								
31								
TOTALS								
	Decimal Conversion				Decimal Conversion			
	Wage Type <b>4005</b> – pay 1/3				Wage Type <b>4005</b> – pay 1/3 (after 7 pm and before 7 am or > 37 hours per week)			
					Wage Type <b>4100</b> – Plain Time Total additional hours			
					Wage Type <b>4026</b> – Plain Time Total Relief Hours			

EMPLOYEE SIGNATURE		DATE	
AUTHORISER SIGNATURE		TOTAL OF HOURS/ MINUTES AUTHORISED	
EVENT NUMBER (IF REQUIRED)		INPUT ONTO SAP BY	



<b>PM25 - Acting Up Duty</b> (Contracted hours employee who works some or all of their contract hours at a higher level)	
NAME	
EMPLOYEE NUMBER	
POSITION	
WEEKLY CONTRACTED HOURS	
MONTH & YEAR HOURS WORKED	

Hours worked at a higher level					
DATE	HOURS	MINUTES	DATE	HOURS	MINUTES
1			17		
2			18		
3			19		
4			20		
5			21		
6			22		
7			23		
8			24		
9			25		
10			26		
11			27		
12			28		
13			29		
14			30		
15			31		
16					
				TOTALS	
				Decimal Conversion	

EMPLOYEE SIGNATURE		DATE	
AUTHORISER SIGNATURE		AMOUNT OF ACTING DUTY PAYMENT AUTHORISED	

**FOR OFFICE USE**

Salary Point Acted up to	
Hourly Rate Acted up to	
Current Salary Point	
Current Hourly Rate	
Hourly Rate Acted up to minus Current Hourly Rate	
Multiply by hours Acted Up = Acting Up Payment	
Input onto SAP Additional Payments using Wage Type Code	<b>3111</b>
Input onto SAP by	

<b>PM25 – Recall to Work – Call Out</b>			
NAME		EMPLOYEE NUMBER	
POSITION		WEEKLY CONTRACTED HOURS	
MONTH & YEAR HOURS WORKED			

DATE	Start Time	Finish Time	Saturday or Sunday (use Wage Type code <b>4007</b> – Recall Overtime + 1/3)	For Office Use		For Office Use	
				WAGE TYPE CODE <b>4037</b> – Plain Time (Part Time employees <b>only</b> Monday to Friday 7 am to 7 pm)	WAGE TYPE CODE <b>4007</b> – Recall Overtime + 1/3 (Over 37 hours or <b>after</b> 7 pm or <b>before</b> 7 am)	Hours Worked After first ½ hour	Minutes Worked After first ½ hour
<b>TOTALS</b>							
		DECIMAL CONVERSION		DECIMAL CONVERSION		DECIMAL CONVERSION	

<b>Additional Payments</b>	
Wage Type Code <b>3021</b>	<b>£25.78</b> (includes first ½ hour of work)

EMPLOYEE SIGNATURE			
AUTHORISER SIGNATURE		TOTAL OF HOURS / MINUTES AUTHORISED	
EVENT NUMBER (IF REQUIRED)			
DATE		INPUT ONTO SAP BY	

<b>PM25 – Lettings – minimum of 1 ½ hours per letting (Open and close)</b>			
NAME		EMPLOYEE NUMBER	
POSITION		WEEKLY CONTRACTED HOURS	
MONTH & YEAR HOURS WORKED			

*For Office Use*

*For Office Use*

DATE	Start Time	Finish Time	WAGE TYPE CODE - <b>4010</b> – Plain Time (Part Time employees only)		WAGE TYPE CODE - <b>4032</b> – Plain Time + 1/3 (Full Time Employees or Saturday or Sunday)	
			Hours Worked	Minutes Worked	Hours Worked	Minutes Worked
<b>TOTALS</b>						
			DECIMAL CONVERSION		DECIMAL CONVERSION	

EMPLOYEE SIGNATURE			
AUTHORISER SIGNATURE		TOTAL OF HOURS / MINUTES AUTHORISED	
DATE			

EVENT NUMBER (IF REQUIRED)		INPUT ONTO SAP BY	
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**Derbyshire Pay and Grading Structure with effect from 1 April 2018**

		2018/19						2018/19	
Grade	Pay Point	Salary	Hourly			Grade	Pay Point	Salary	Hourly
1/2	3	£16,396	£8.50			10	32	£27,367	£14.19
	4	£16,486	£8.55				33	£28,368	£14.70
3	5	£16,574	£8.59				34	£29,370	£15.22
	6	£16,654	£8.63				35	£30,373	£15.74
	7	£16,757	£8.69			11	36	£31,404	£16.28
4	8	£16,832	£8.72				37	£32,435	£16.81
	9	£16,923	£8.77				38	£33,466	£17.35
	10	£17,011	£8.82				39	£34,497	£17.88
	11	£17,095	£8.86			12	40	£35,555	£18.43
5	12	£17,189	£8.91				41	£36,612	£18.98
	13	£17,302	£8.97				42	£37,671	£19.53
	14	£17,516	£9.08				43	£38,728	£20.07
	15	£17,780	£9.22			13	44	£39,867	£20.67
6	16	£18,073	£9.37				45	£41,005	£21.26
	17	£18,418	£9.55				46	£42,143	£21.85
	18	£18,770	£9.73				47	£43,282	£22.44
	19	£19,222	£9.96			14	48	£45,018	£23.34
7	20	£19,795	£10.26				49	£46,753	£24.23
	21	£20,393	£10.57				50	£48,489	£25.13
	22	£20,990	£10.88				51	£50,226	£26.03
	23	£21,587	£11.19			15	52	£51,960	£26.93
8	24	£22,184	£11.50				53	£53,696	£27.83
	25	£22,781	£11.81				54	£55,432	£28.73
	26	£23,379	£12.12				55	£57,167	£29.63
	27	£23,975	£12.43			16	56	£58,958	£30.56
9	28	£24,573	£12.74				57	£60,749	£31.49
	29	£25,170	£13.05				58	£62,538	£32.42
	30	£25,767	£13.36				59	£64,328	£33.34
	31	£26,363	£13.67						