

Section 3: Processing hours for Additional / Supply Hours, Overtime, Enhanced Hours, Lettings, Accrued Leave & Recall to Work

- All additional / supply / relief hours, overtime, enhanced hours, lettings, accrued leave and recall to work are recorded in the SAP transaction: '**PA70 – Fast Entry**'.
- All entries created will be automatically '**locked**' for the Authorising Officer to '**unlock**' and release for payment.
- All inputting and authorising must be completed by the **7th working day** in order for payment to be made that month. Please see Learning in Derbyshire for deadline dates.
- Contracted employees basic pay is paid on the 25th of each month and covers the first day to the last day of the month.
E.g. 25th September pay day covers 1st to 30th September.
- All hours input must originate from the **signed source document(s)**, as per Audit requirement.
- Additional / supply / relief hours, overtime, enhanced hours, lettings, accrued leave and recall to work worked in a month are to be submitted as **one entry**.
 - Please note for recall to work, you need to deduct the first half hour.
- Accrued leave is automatically calculated for all staff. This is automatically paid for 38 week staff. However for 52 week relief staff, these need to be input to be claimed. A report detailing amount due for claiming can be found on the secure area of Learning in Derbyshire.
- Multiple entries may be required if the hours are for;
 - different event numbers,
 - historic entries based on relief hours or additional hours worked
 - part of the entries are at a different rate of pay.
- All hours will be entered against a 'Wage Type' which is used to ensure correct payment is made.
- It is advisable to gather all details prior to inputting.
- As a preventative measure, the input of hours has been restricted to 150 hours per entry. If a member of staff has worked more than 150 hours these will need to be submitted in separate entries but both under the same date and wage type.

- Hours are always **processed a month in arrears**. See table below.

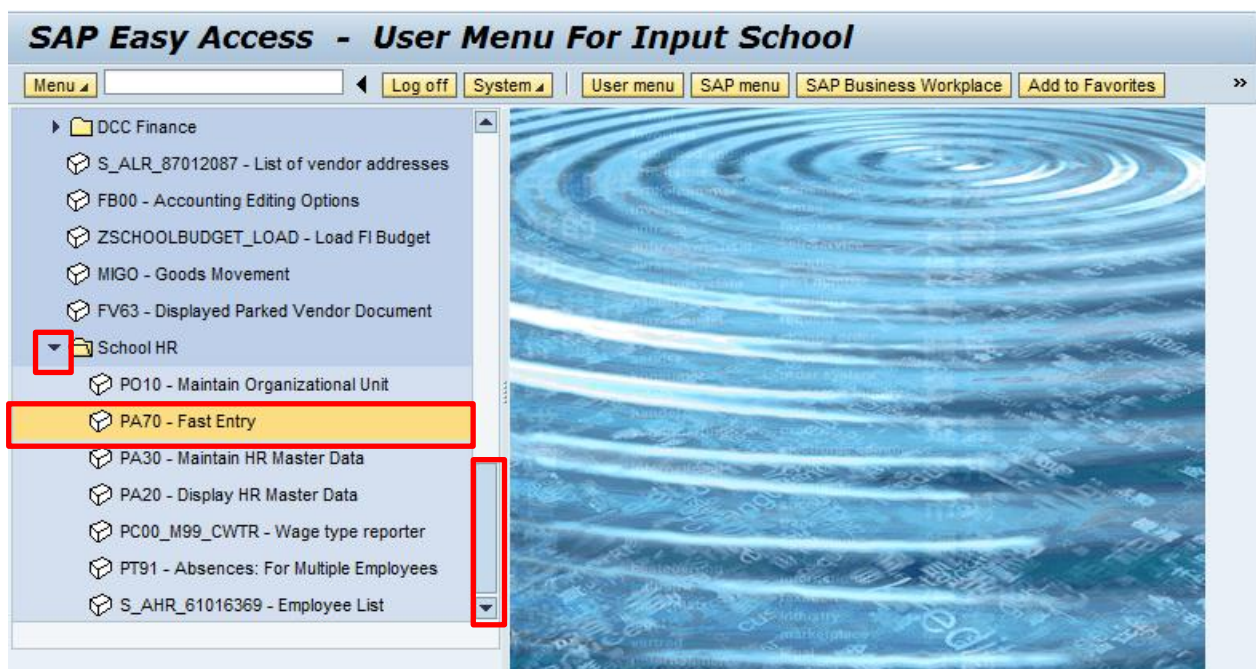
| Month Hours worked | Input date into PA70 – Fast Entry | Month Hours paid |
|--------------------|-----------------------------------|------------------|
| August 2015 | 31.08.2015 | September 2015 |
| September 2015 | 30.09.2015 | October 2015 |

NB. See section 3.4 for inputting payment dates for a leaver.

3.1 Inputting Additional / Supply / Relief Hours, Overtime, Enhanced Hours, Lettings, Accrued Leave & Recall to Work

From the home page:

- Double click on '**PA70 – Fast Entry**'. You might need to scroll down using the scroll bar if 'Fast Entry' is not visible.



- Select the box to the left of ‘**Cost Assignment (EE Rem. Info)**’ to highlight the line. (See screenshot below).
- **Enter the last date of the calendar month** you are inputting hours for in the box to the right of ‘From’ in the format DD.MM.YYYY.

Example: For hours undertaken in August 2015 use 31.08.2015 and these will be paid in September 2015.

- *For historic entries (e.g. previous month entries that have been missed) you would still use the last date of the month that you are currently inputting for, but you will need to create a separate entry so as to distinguish the hours.*

Example: Hours worked in July that would have been paid in August but will now be paid in September you would use 31.08.2015.

You will also need to check the employee’s hourly rate for the period the hours were undertaken in case they were lower for that period and use this when inputting.

- Click the radio button to the left of ‘**Enter in fast entry screen**’ on if not already pre-selected.
- Click ‘**Create**’

Fast Entry

Menu ◀ Back Exit Cancel System ▾ | **Create** with proposal Change Delete Lock/Unlock

Fast entry of master data

- Additional Payments
- Cost Assignment (EE Rem. Info)**
- Notifications
- Recurring Payments/Deductions

Period

Period

From **31.08.2015** To

Today Curr. week

All Current month

From curr. date Last week

To Current Date Last month

Current Period Current Year

Direct selection

Infotype STy

Enter Personnel Numbers

Enter in fast entry screen

Manual preselection

Preselect using report

Preselection w. ad hoc query

Save Option

Save records directly

Create batch input session

Maintain/Lock/Unlock/Delete

Locked records only

- Enter details for the following fields into the table; (see screenshot below)
- **Mandatory Fields**

| Personnel number | WT | Number |
|---------------------------------|---|--|
| The employee's payroll number . | <p>Enter the Wage Type code. (see Appendix A).</p> <p>It is essential that this is entered correctly to ensure correct payment is made.</p> | <p>Number of Hours.Minutes (Minutes as a decimal).</p> <p><i>Example:</i> 5 hours 45 minutes is 5.75 (see Appendix F).</p> |

- **Optional Fields**

| ValBasis | Cost Ctr | Order |
|---|--|--|
| Used to enter an hourly rate that is different from the contract hourly rate. | <p>Your school's cost centre.</p> <p>(Only enter data here if you are entering an Event Number).</p> | <p>Enter the Event Number as required. (see Appendix C).</p> <p>(You must have already entered your Cost Centre.)</p> |

- Press '**Enter**', this will validate the data, and if necessary generate any messages (see **Appendix G**) which will appear at the bottom left hand corner of the screen.

Create Employee Remuneration Info

Menu Save Back Exit Cancel System | Sort Other personnel numbers

| Personnel number | WT | Number | Unit | ValBasis | Cost Ctr | Order | Date | LI | C | Grid |
|-------------------------|------|--------|-------|----------|----------|---------|------------|----|---|------|
| 32350185 WEBSTER1 SALLY | 4026 | 10.00 | Hours | | CIP0001 | SEAFB01 | 31.08.2015 | | | |
| | | | | | | | 31.08.2015 | | | |

- **If your screen shots look any different from the one above please contact the SAP in Schools Team ASAP.**

- Once you have entered your data, click '**Save**'. (If you do not save, all the data you have entered will be lost).

Create Employee Remuneration Info

Menu ◀ Save Back Exit Cancel System | Sort Other personnel numbers

| Personnel number | WT | Number | Unit | ValBasis | Cost Ctr | Order | Date | LI | C |
|---------------------------|------|--------|-------|----------|----------|---------|------------|--------------------------|---|
| 32350185 WEBSTER1 SALLY | 4026 | 10.00 | Hours | | CIP0001 | SEAFB01 | 31.08.2015 | <input type="checkbox"/> | |
| 32350512 BATTERSBY1 LEANN | 4100 | 5.00 | Hours | | CIP0001 | STHFBEH | 31.08.2015 | <input type="checkbox"/> | |
| | | | | | | | 31.08.2015 | <input type="checkbox"/> | |

The data will now be automatically locked (this is identified by a tick appearing in the column to the right of the 'Date' column, see below) and are ready for the Authoriser to approve.

You will see a message in the bottom left hand corner confirming how many records you have created.

It is an **audit requirement** that you keep the **original signed source document(s)** that you have input from for your records and for your Authoriser to check against.

Maintain Employee Remuneration Info

Menu ◀ Save Back Exit Cancel System | Copy Delete Sort Other personnel numbers

| Personnel number | WT | Number | Unit | ValBasis | Cost Ctr | Order | Date | LI | C |
|---------------------------|------|--------|-------|----------|----------|---------|------------|-------------------------------------|---|
| 32350185 WEBSTER1 SALLY | 4026 | 10.00 | Hours | | CIP0001 | SEAFB01 | 31.08.2015 | <input checked="" type="checkbox"/> | |
| 32350512 BATTERSBY1 LEANN | 4100 | 5.00 | Hours | | CIP0001 | STHFBEH | 31.08.2015 | <input checked="" type="checkbox"/> | |
| | | | | | | | | <input type="checkbox"/> | |
| | | | | | | | | <input type="checkbox"/> | |
| | | | | | | | | <input type="checkbox"/> | |

Entry of 2

2 records created

SAP

- Click '**Back**' to return to the previous screen or '**Exit**' to return to the home page.

3.2 Amending or checking existing Additional / Supply Hours, Overtime, Enhanced Hours, Lettings, Accrued Leave & Recall to Work prior to authorisation

- Double click on ‘PA70 – Fast Entry’.
- Select the box to the left of ‘Cost Assignment (EE Rem. Info)’ to highlight the line.
- In the ‘From’ box enter the **last day of the month that needs amending** in the format DD.MM.YYYY. (To match the date of input).
- Click the radio button to the left of ‘Preselection w.ad hoc query’.
- Click the box to select (tick) ‘Locked records only’.
- Click ‘Change’.

Fast Entry

Menu ◀ Back Exit Cancel System | Create with proposal **Change** Delete Lock/Unlock

Fast entry of master data

- Additional Payments
- Cost Assignment (EE Rem. Info)**
- Notifications
- Recurring Payments/Deductions

Period

Period

From To

Today Curr. week
 All Current month
 From curr. date Last week
 To Current Date Last month
 Current Period Current Year

Direct selection

Infotype STy

Enter Personnel Numbers

Enter in fast entry screen
 Manual preselection
 Preselect using report
 Preselection w.ad hoc query

Save Option

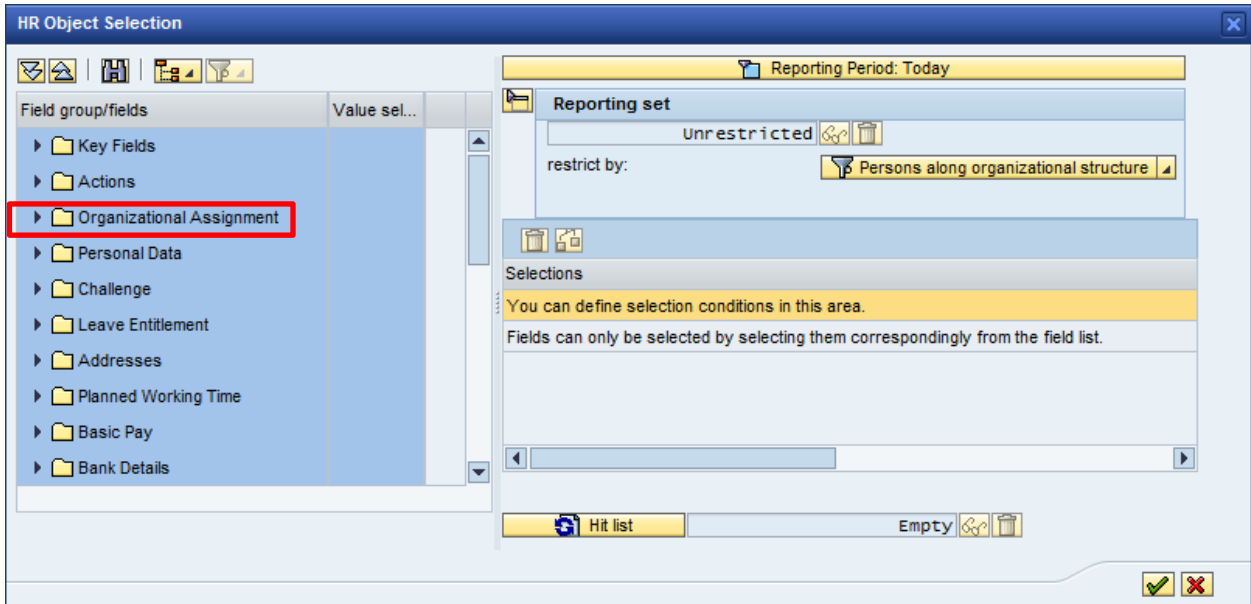
Save records directly
 Create batch input session

Maintain/Lock/Unlock/Delete

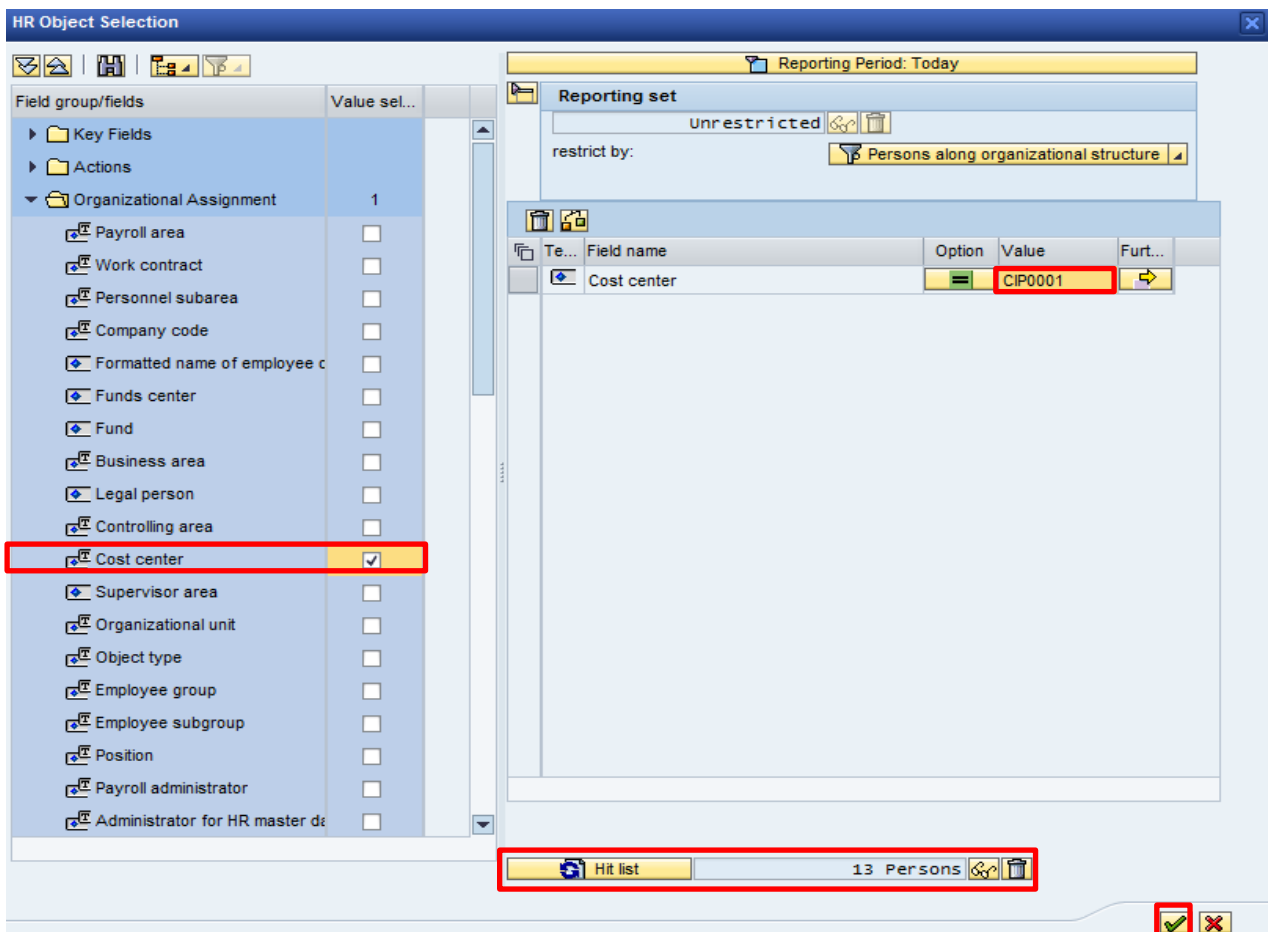
Locked records only

Tip: This can also be used as a check for input.

- Click the black arrow to the left of **'Organisational Assignment'** to expand the folder.

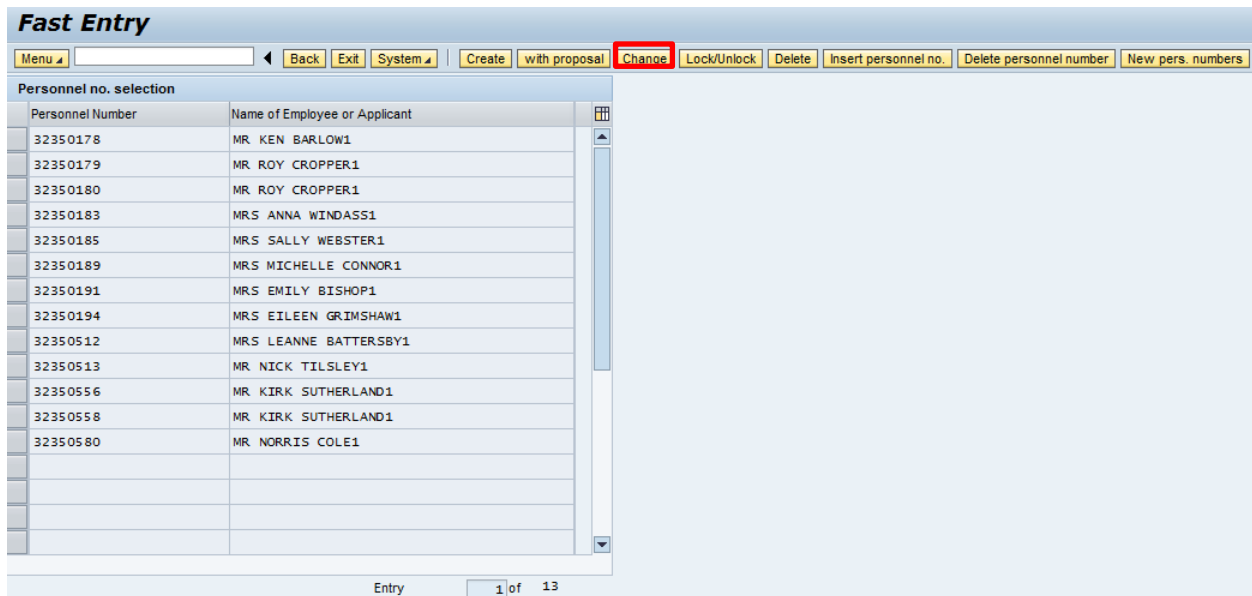


- Click the first box to the right of **'Cost Centre'** to select (tick).
- In the **'Value'** box type in the **'Cost Centre'** for your school.
- Click **'Hit list'** - this will identify the number of records held.
- When you can see the number of employees, click the **green tick** icon.

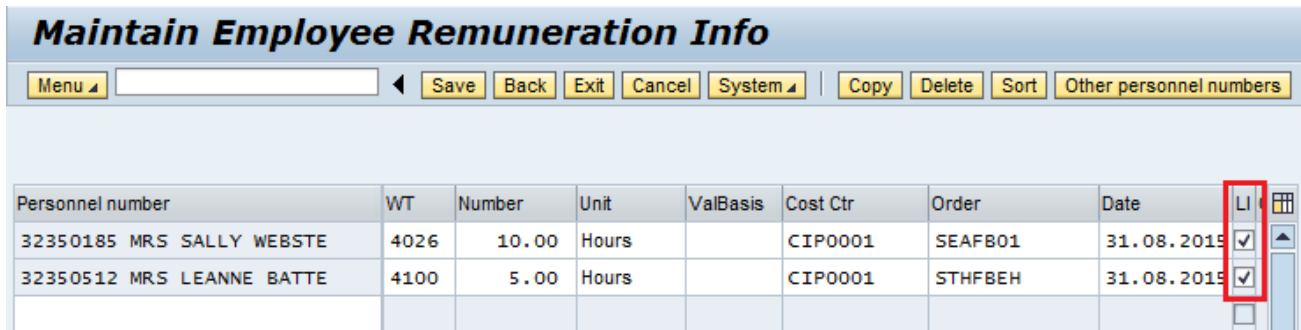


This will bring up a list of all the employees' in your Cost Centre.

- Click 'Change' to bring up the entries that have been input/ locked.

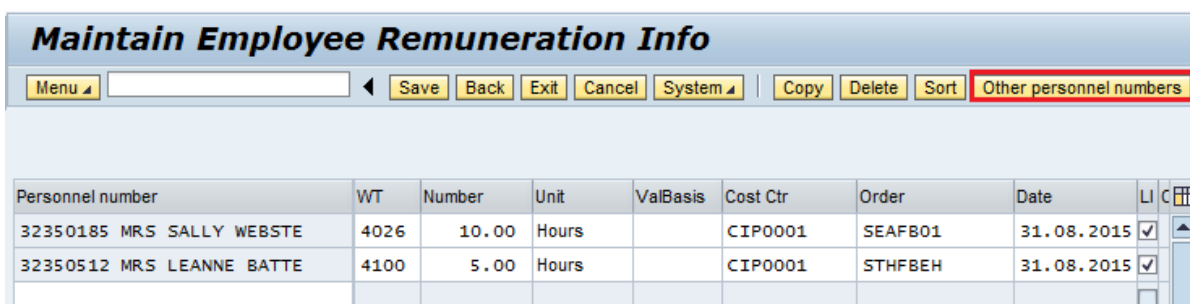


All unauthorised entries that have been input for the month will now be displayed, as seen by the tick in the right hand column.



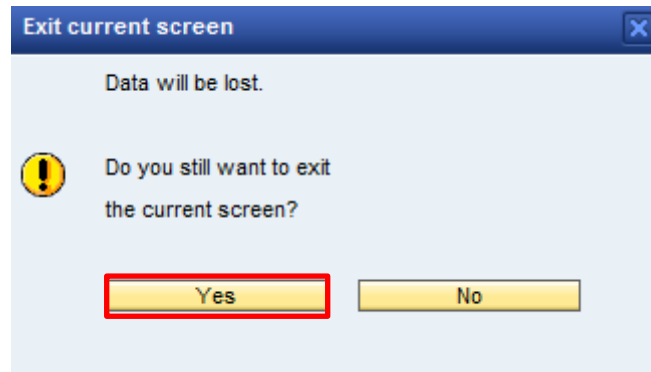
If a large number of entries have been input it may be that only a certain number of entries are initially displayed.

- In order to get to 'the next page' of data you need to click the button that reads 'Other personnel numbers'.



If there are no changes made to the first page, you may see the box below.

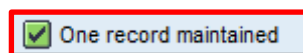
- Click **'Yes'** to get to the next page.



- Repeat this step until you reach the entry you need to change.
- Make amendments by overtyping values as necessary.
- Press **'Enter'** (this will re-validate the data and the text will turn blue and red).
- Click **'Save'**.

| Maintain Employee Remuneration Info | | | | | | | | | |
|---|------|--------|-------|----------|----------|---------|------------|----|---|
| Menu ▾ <input type="text"/> ◀ Save Back Exit Cancel System ▾ Copy Delete Sort Other personnel numbers | | | | | | | | | |
| Personnel number | WT | Number | Unit | ValBasis | Cost Ctr | Order | Date | LI | C |
| 32350185 MRS SALLY WEBSTE | 4026 | 15.00 | Hours | | CIP0001 | SEAFB01 | 31.08.2015 | ✓ | ▲ |
| 32350512 MRS LEANNE BATTE | 4100 | 5.00 | Hours | | CIP0001 | STHFBEH | 31.08.2015 | ✓ | |

The following message will appear in the bottom left hand corner of the screen if you have just amended one record.



If you do not save, all the data you changed will not be applied.

- Click **'Back'** to return to the previous screen or **'Exit'** to return to the home page.

3.3 To delete an entry that has not been authorised / unlocked

- Double click on '**PA70 – Fast Entry**'.
- Select the box to the left of '**Cost Assignment (EE Rem. Info)**' to highlight the line.
- In the 'From' box **enter the last day of the month that needs amending** in the format DD.MM.YYYY. (This must match the input date).
- Click the radio button to the left of '**Preselection w.ad hoc query**'.
- Click the box to select (tick) '**Locked records only**'.
- Click '**Delete**'. (This does not at this point delete any records)

Fast Entry

Menu ▾ | Back | Exit | Cancel | System ▾ | Create | with proposal | Change | **Delete** | Lock/Unlock

Fast entry of master data

- Additional Payments
- Cost Assignment (EE Rem. Info)**
- Notifications
- Recurring Payments/Deductions

Period

Period

From **31.08.2015** |

Today Curr. week
 All Current month
 From curr.date Last week
 To Current Date Last month
 Current Period Current Year

Direct selection

Infotype STy

Enter Personnel Numbers

Enter in fast entry screen
 Manual preselection
 Preselect using report
 Preselection w.ad hoc query

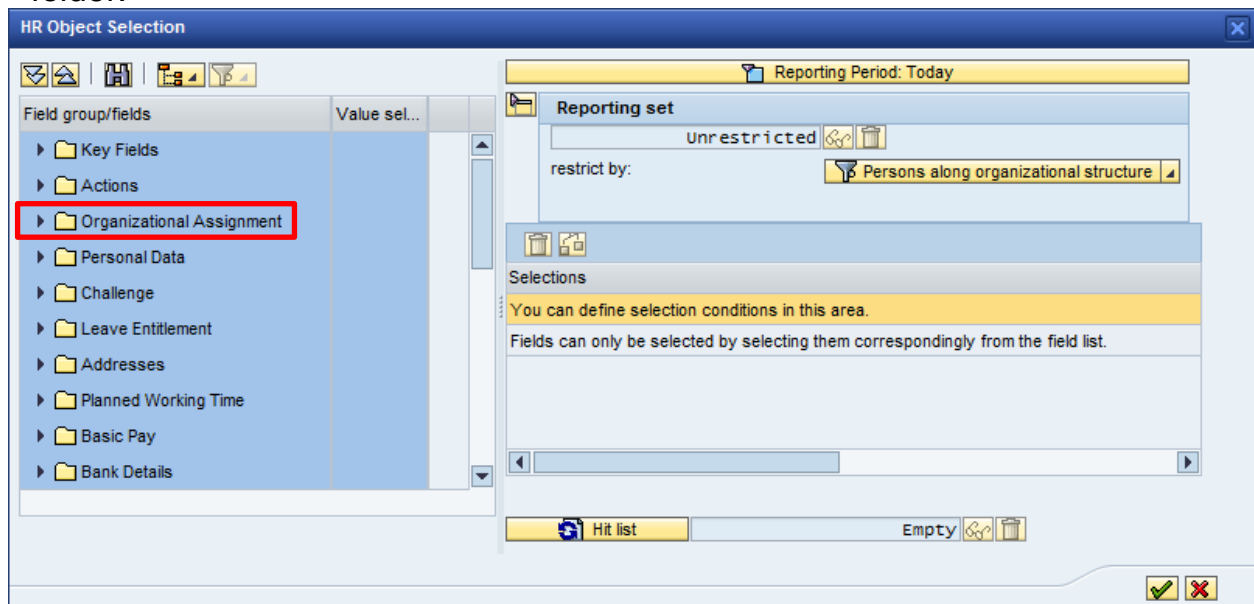
Save Option

Save records directly
 Create batch input session

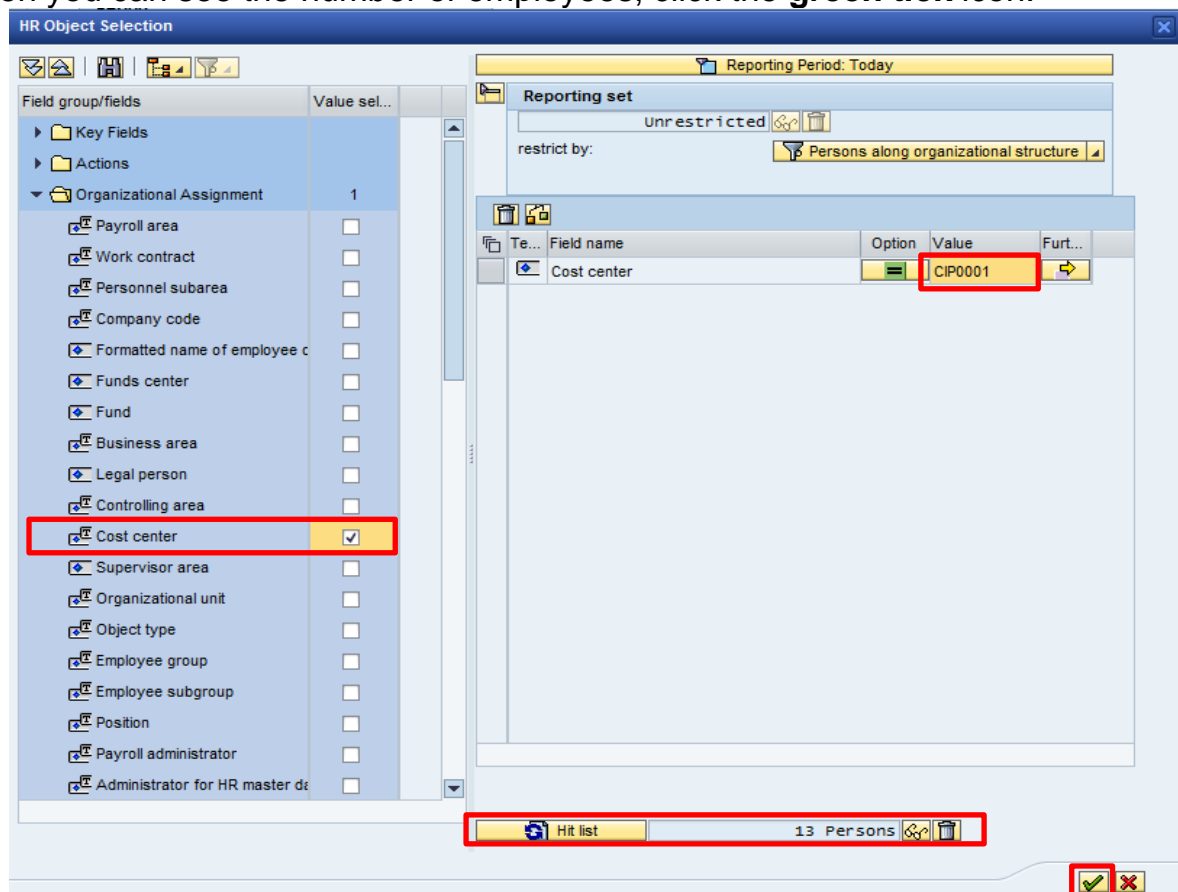
Maintain/Lock/Unlock/Delete

Locked records only

- Click the black arrow to the left of '**Organisational Assignment**' to expand the folder.



- Click the first box to the right of '**Cost Centre**' to select (tick).
- In the '**Value**' box type in the '**Cost Centre**' for your school.
- Click '**Hit list**' - this will identify the number of records held.
- When you can see the number of employees, click the **green tick** icon.



- Click '**Delete**'. (This does not delete at this point).

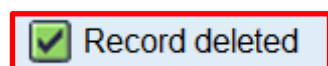
| Personnel Number | Name of Employee or Applicant |
|------------------|-------------------------------|
| 32350178 | MR KEN BARLOW1 |
| 32350179 | MR ROY CROPPER1 |
| 32350180 | MR ROY CROPPER1 |
| 32350183 | MRS ANNA WINDASS1 |
| 32350185 | MRS SALLY WEBSTER1 |
| 32350189 | MRS MICHELLE CONNOR1 |
| 32350191 | MRS EMILY BISHOP1 |
| 32350194 | MRS EILEEN GRIMSHAW1 |
| 32350512 | MRS LEANNE BATTERSBY1 |
| 32350513 | MR NICK TILSLEY1 |
| 32350556 | MR KIRK SUTHERLAND1 |
| 32350558 | MR KIRK SUTHERLAND1 |
| 32350580 | MR NORRIS COLE1 |

All unauthorised entries that have been input for the month will now be displayed.

- Click on the **line** that you want to remove.
- Click '**Delete**'. (This will delete that entry.)

| Personnel number | WT | Number | Unit | ValBasis | Cost Ctr | Order | Date | UI |
|---------------------------|------|--------|-------|----------|----------|---------|------------|----|
| 32350185 MRS SALLY WEBSTE | 4026 | 15.00 | Hours | 0.00 | CIP0001 | SEAFB01 | 31.08.2015 | ✓ |
| 32350512 MRS LEANNE BATTE | 100 | 5.00 | Hours | 0.00 | CIP0001 | STHFBEH | 31.08.2015 | ✓ |

- The record will have been deleted. You will see a message in the bottom left hand corner of the screen saying '**Record deleted**'.



- Click '**Back**' to return to the previous screen or '**Exit**' to return to the home page.

Tip: If your entry is not visible on the first page then click on **'Other personnel numbers'** to get to the next page.

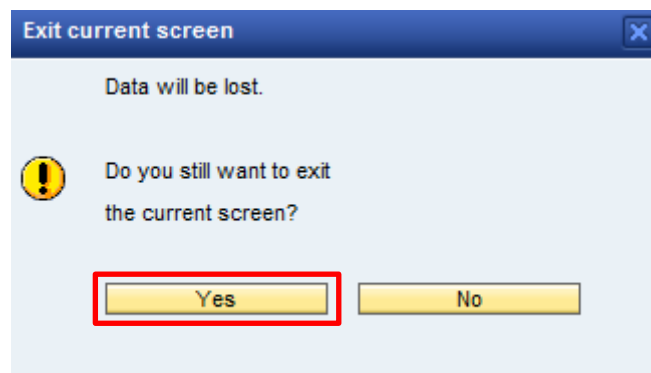
Delete Employee Remuneration Info

Menu ▾ ◀ Back Exit Cancel System ▾ | Delete Select All Sort **Other personnel numbers**

| Personnel number | WT | Number | Unit | ValBasis | Cost Ctr | Order | Date | LI | C |
|---------------------------|------|--------|-------|----------|----------|---------|------------|----|---|
| 32350185 MRS SALLY WEBSTE | 4026 | 15.00 | Hours | 0.00 | CIP0001 | SEAFB01 | 31.08.2015 | ✓ | ▲ |
| 32350512 MRS LEANNE BATTE | 4100 | 5.00 | Hours | 0.00 | CIP0001 | STHFBEH | 31.08.2015 | ✓ | |
| | | | | | | | | | |

If no changes have been made to the first page, you may see the box below.

- Click **'Yes'** to get to the next page.

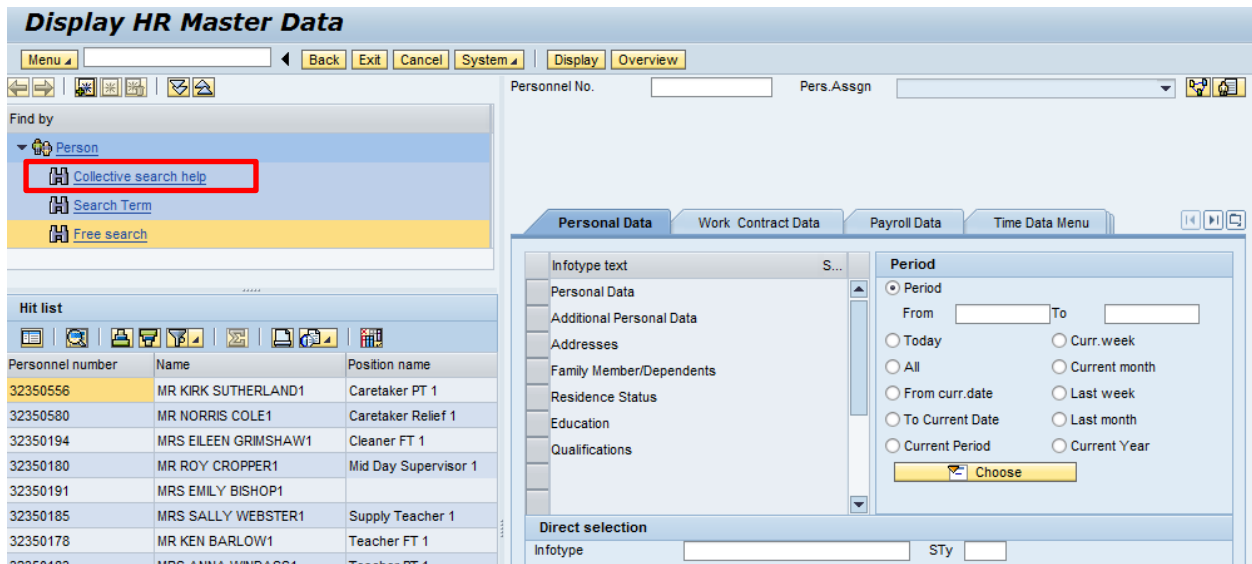


- Repeat this step until you reach the entry you need to delete then follow the instructions on the previous page.

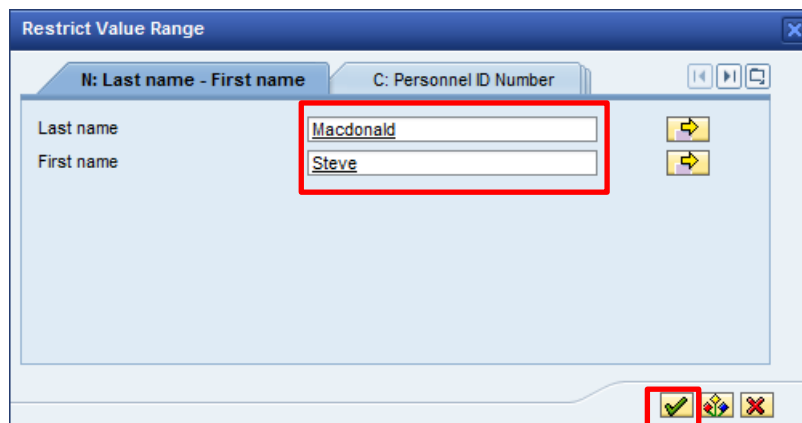
3.4 Leavers (an employee who is no longer on your staff list)

3.4.1 Searching for Leavers

- Double click on ‘PA20 – Display HR Master Data’.
- Click ‘Collective Search Help’ a search box will appear.



- Enter the name of the employee and click the **green tick**.



The employee will now be displayed on your list, select this employee by double clicking and then you can input / obtain details as required.

The insertion of this record will clear your list of active employees. To re-establish this list you will need to set up the list again by following the ‘Creating a staff list - section 1.3’ from the beginning.

3.4.2 Inputting Additional /Supply / Relief Hours, Overtime, Enhanced Hours, Lettings, Accrued Leave & Recall to Work for a Leaver

If you were to create an **entry on a date that was after the leaving date**, then regardless of being unlocked by the authoriser, the entry will sit in the employee's closed record and will **not be paid**. An entry can be submitted but you must **use the day before the employee's leaving date as the entry date** – regardless of which date in the month it is in this instance **only** and advise the authoriser, so that the entry can be unlocked.