The following is a guide to changing any part of employee record, which will update and be reflected in the salary summary report.

**Uses of Salary Data Entry templates**

1. Update the record for a known employee. Examples include changing a salary level, update their FTE, changing superannuation, terminate employment or permanently relocate an employee - Using the **Single Employee Input template**.
2. Add new employees as part of a working forecast or budget process using the **New Employees template**.
3. Analyse cost centre and fund distribution of current employees.

**How to: Update a record for a known employee**

Select the ‘**Single Employee Input**’ template and choose the employee.

Select the effective date of the changes required and update all applicable fields.

Note: For a salary change, you must **refresh** after choosing the Eligibility group in order for the new list of options to load.

Then **recalculate** for your changes to be reflected in the linked templates.

In this example, Wilma Flintstone has received a promotion and returned to full time hours.
How to: Add a new employee

Select the ‘New Employees’ template and enter the department that the employee will be in.

Notes:
- New employee inputs can only be entered at department level.
- There is a data entry restriction to 30 new employees per department, however the TM1 team can create more lines in the template if required.
- The template must be refreshed after the Eligibility Group field in order for the options to populate.
- For changes to be reflected in the linked templates.

In the example below, 4 new employees have been added to the F&BS department with varying start dates, FTEs, salary adjustments, and a split GLC.

How to: Terminate an employee

Select the ‘Single Employee Input’ template and choose the employee.

Select the effective date of the termination and add a ‘T’ in the Emp Status field.

How to: Split an employee across multiple GLCs

Select the ‘Single Employee Input’ template and choose the employee.
At the bottom of the page are 3 tabs relating to the employee record.

Selecting the ‘GLC Distribution’ tab will give the option to split the employee across up to Nine (9) GLCs.

Remember to recalculate before viewing any changes in the results tab.

The ‘Results’ tab details the split of the employee’s salary by GLC and by period according to the most recent record.

How to: Record an employee on long term leave

This process would apply to Leave without pay, Maternity leave etc.

Note: There are different ways to reflect this change depending on internal business decisions. This training only covers the preferred option/method.

Select the employee from the ‘Single Employee Input’ template

Copy the last record for the employee in 2 lines to reflect the employee being away for a period of time and then returning.
In this example, assume Wilma Flinstone will be on maternity leave for 6 months and return in the following year.

Then go back into the record and change the ‘contract FTE’ to 0 for the period the employee is away – which will remove the salary component for the first entry. This sequence is important because an employee record needs to be crystallised before it can be adjusted.

The impact of this adjustment can be viewed in the ‘Results’ tab of the employee job detail.

From the previous example, Wilma Flinstone returns to work 6 months into the new year, which is populated below.

And is also updated in the Salary Summary for the following year.
How to: Understand the links between the Salary Data entry templates the Salary Summary and Income Statement.

Data entry via any of the templates ‘Casual Employees’ ‘New Employees’ or ‘Single Employee Input’ will feed into the Salary Summary report at an employee level and flow through into the Income statement at a consolidated level.

E.g. Add a new employee via the ‘New Employee Input’ template

Then, in the ‘Salary Summary’, choose the GLC the employee was allocated to.

Note: The salary will be a portion of the annual salary entered, depending on the contract FTE and hire date.

Finally, in the ‘Income Statement’ the consolidation of all new employees entered will appear in the Salaries line in either the Working Forecast or Working Budget depending on the year being entered.