



Australian
National
University

TM1 Salary Module

Data Entry and Report

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Last updated date: Friday, 29 July 2016

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TM1 Budgeting Webpage

<https://services.anu.edu.au/information-technology/software-systems/tm1-budgeting>

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CRICOS Provider No. 00120C

1. Accessing Salary Module Data Entry and Report

- Go to [TM1 web](#).
- Log into TM1 with your UDS account (HORUS password).

insight@anu.edu.au.'" data-bbox="217 200 815 600"/>

Log on
Please type your credentials for authentication.

Namespace:
UDS

User ID:

Password:

Access or use of this system for purposes not specified by The Australian National University policy is strictly prohibited and may result in legal action.

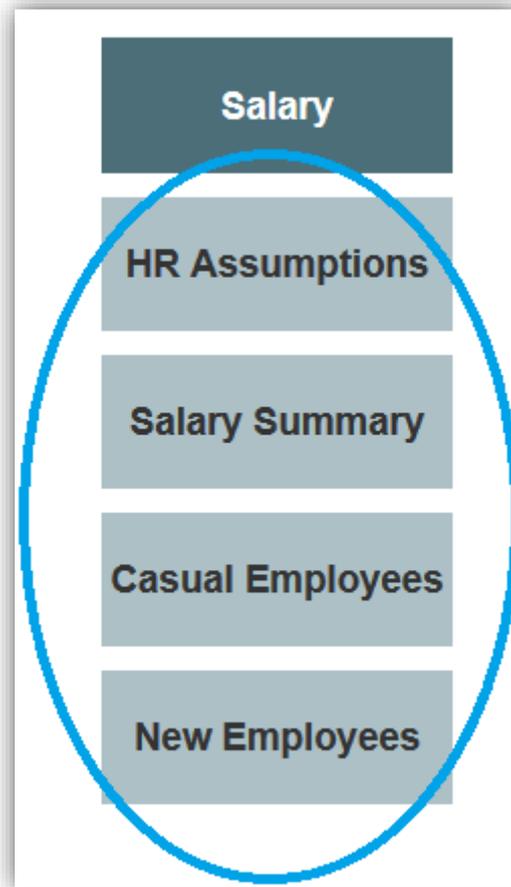
Ensure the security of the University's information by logging out and closing your browser at the end of your session.

To arrange access to the system, receive support or for general enquiries, please contact the Insight service desk at insight@anu.edu.au.

- On the *Main Menu*, select *Recurrent Funds* or *Special Purpose Funds* subject to the fund you wish to budget for.



- On the *Recurrent Funds Main Menu*, under *Salary*, four options are available:
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HR Assumptions

This template includes assumptions associated with salary calculations (e.g. the rate and period of EB Salary Increase from current year onwards, Levy rates) for your information.

Salary Summary

Select this template if you wish to see the budgeted or actual summary of all employees in your area (e.g. Total Salaries, FTE). This template also enables you to get into budget data entry templates by Employee.

Casual Employees

Select this template if you wish to enter a lump sum for casual salaries by Salary Group category (e.g. Academic, Professional Admin, Research Assistant).

New Employees

Select this template if you wish to create a new employee to enter salary budget for.

- On the *Special Purpose Funds Main Menu*, under *Salary*, one more option is available in addition to the aforementioned four options in *Recurrent Funds Main Menu*:



Salary Group Employees

Select this template if you wish to enter a lump sum budget for salaries by Salary Group category (e.g. Academic, Professional Admin, Research Assistant) for future years with the exception of budget year (e.g. if the budget year is 2017, use this template for salary budget from 2018 onwards).

This template is useful to budget salaries for the life of the project where you may not have information about individual staff working on the project in future years.

We do not recommend this data entry template for budget year entries.

To enable more meaningful management reporting (e.g. YTD Actual salaries vs Budget report by employee), use the templates that provide you with the ability to enter budget by Employee for budget year.

2. Salary General Information

- For the Budget Cycle, the uni-wide salary data is loaded to TM1 **Working Budget** once a year (i.e. mid-year upload).
- HRMS salary data by employee is planned to be loaded to TM1 **Actual** fortnightly (still in discussion - to be confirmed). This includes pay information by natural account (e.g. 5001, 5021) as well as by earnings element (e.g. Base Salary, Market Loading, Superannuation).

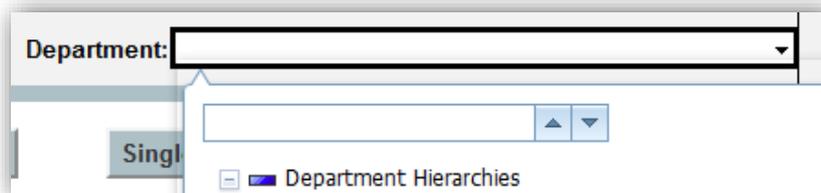
3. HR Assumptions

- To open the report, go to *Main Menu > Recurrent Funds/Special Purpose Funds > HR Assumptions*.
- A set of assumptions from current year onwards used for calculating salary budget is listed in this template. Please note that ACT Payroll Tax rate is used for calculating salaries for all employees.

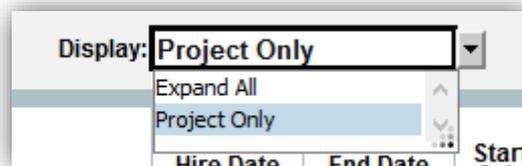
GENERAL ASSUMPTIONS
EB Salary Increase
EB Increase Period
SALARY RATES
Annual Leave Bonus
Annual Leave Bonus Period
Annual Leave Bonus Cap
Long Service Leave Levy
Workers Comp Levy
Super
Super - Casual
PAYROLL TAX RATES
Payroll Tax (ACT)

4. Report – Salary Summary

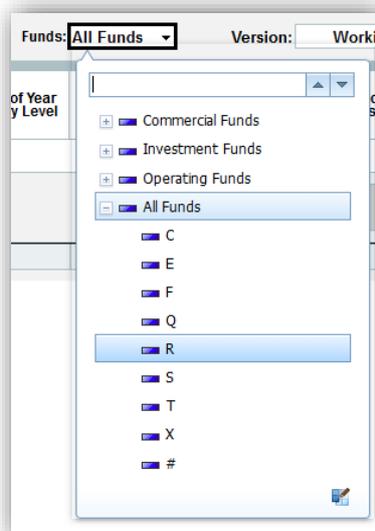
- To open the report, go to *Main Menu > Recurrent Funds/Special Purpose Funds > Salary Summary*.
- Select a GLC or a parent GLC (e.g. project, department, budget unit, College, or Portfolio) from the *Department* drop-down list. More details about navigation for the drop-down lists and search function are available in [the TM1 Tips and Techniques](#).



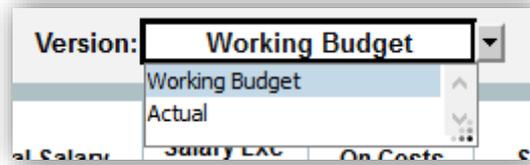
- Select a type of display from the *Display* drop-down menu. The default value *Project Only* will display employees for the selected department by project. If you select *Expand All*, this option will also display consolidated departments.



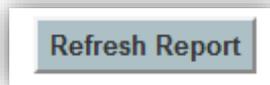
- Select a fund type from the *Fund* drop-down menu. The default value will display staff under all funds.



- Select Working Budget or Actual from the *Version* drop-down menu. Actual data from HR is for the information only.

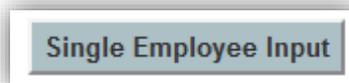


- Click on the *Refresh Report* button. This will display all employees under selected criteria.

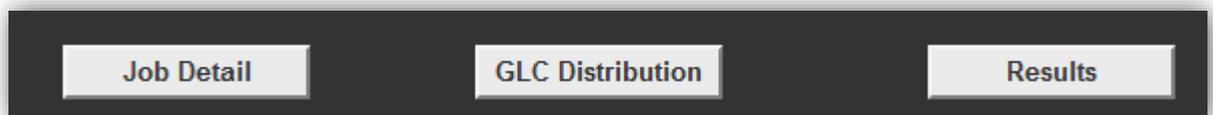


- To export the report, please refer to the exporting options in [the TM1 Tips and Techniques](#).
- To enter salaries for Working Budget, click any cells (other than GLC, Employee ID, Employee Name and FTE) for a particular employee you wish to budget for. For example, to select an employee, first click on the *Total Salary* column of the desired employee row and then press the *Single Employee Input* button.
- Two options are available after the selection and you can select templates depending on your preference:

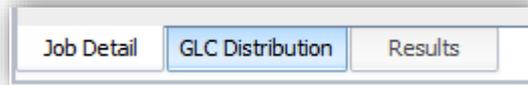
Option 1: *Single Employee Input* button next to *Refresh Report* button



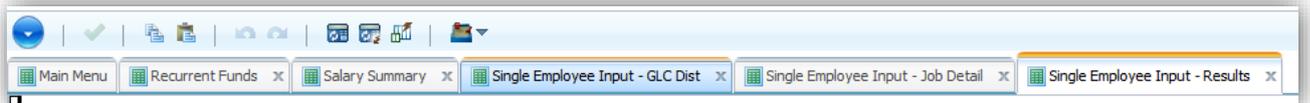
Option 2: Separate *Job Detail*, *GLC Distribution*, and *Results* button at the top



- Option 1 - *Single Employee Input*. If you click on the *Single Employee Input* button, it will bring you to the salary data entry template with three different tabs for the selected employee. Three tabs are *Job Detail*, *GLC Distribution*, and *Results*. The three tabs are located at the bottom of the template.



- Option 2 - Separate *Job Detail*, *GLC Distribution*, and *Results*: Three different tabs in *Single Employee Input* can be also opened individually. Three buttons are located at the top of the *Salary Summary* report. If you open all these three reports through the buttons, each template can be switched at the top of the view.

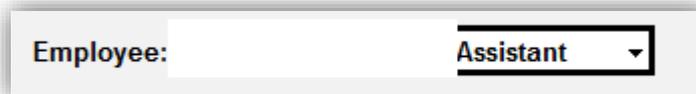


5. Entering Data

a. Single Employee Input

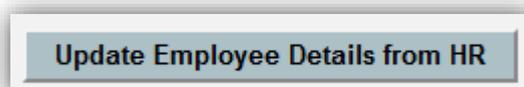
i. Job Detail

- To open the template, go to *Main Menu > Recurrent Funds/Special Purpose Funds > Salary Summary* and [select one template from two options on Salary Summary](#). If you select *Option 2* (i.e. individual templates), make sure to click on the *Job Detail* button.
- Job detail records for the selected employee will be displayed in the template.



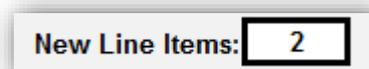
Employee:

- *Hire Date* is displayed at the top next to the *Employee* drop-down list.
- You can select Working Budget or Actual from the *Version* drop-down menu. Where you select Actual, this will display the most recently-uploaded actual data from HRMS (planned to be fortnightly-updated in TM1 – to be confirmed).
- During the budget cycle, if you wish to use the most up-to-date HRMS data in TM1 (Actual Version), you can import Actual into Working Budget by clicking on the *Update Employee Details from HR* button. Once you click on this button, the prompt will remind you that data import will override any changes made to Working Budget previously. Click *Continue* if you wish to copy Actual data to Working Budget. This override is restricted to the selected employee for *Job Details* only.



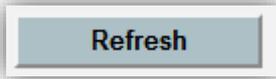
Update Employee Details from HR

- Type the number of new lines you want add for budgeting. The default value is set to two lines, meaning the template will add two additional new lines automatically after saving data.

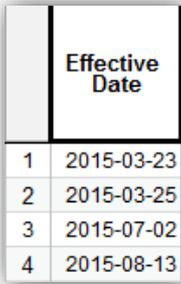


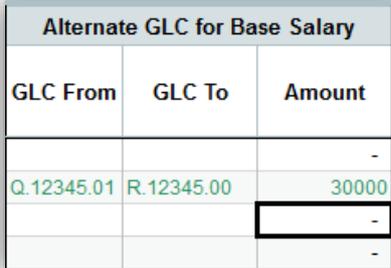
New Line Items:

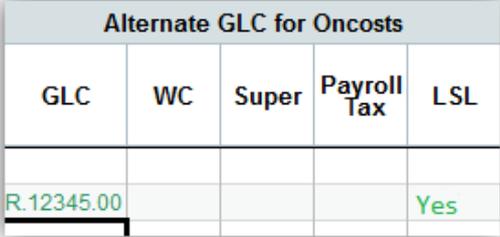
- Click on the *Refresh* button if you made any changes to the selections and wish to refresh the template.



- For salary budgets, HRMS records since the start of previous year will be displayed for the selected employee.
- Fields in the *Job Detail* template are as follows:

Field	Minimum required field?	
<i>Effective Date</i>	Yes with the format of YYYY-MM-DD (e.g. 2017-03-01)	<p>It is critical to order <i>Effective Date</i> chronologically. Otherwise, higher record number in Working Budget will override any previous record numbers. For example, if record 8 has FTE 0.5 from 2017-02-01 <i>Effective Date</i> while record 9 has FTE 1 from 2016-12-31, then record 9 will override record 8, calculating salaries based on 1 FTE.</p> 
<i>Action Reason Desc</i>	No	For information only. Enter any useful descriptions as appropriate. An example record from HRMS is “Mass Salary Change (EA Incr)”.
<i>Position Number</i>	No	Position number from in HRMS. Displayed in the <i>Salary Summary</i> report.
<i>Position Description</i>	No	Position description from HRMS. Displayed in the <i>Salary Summary</i> report. Enter any useful descriptions as appropriate.
<i>Std Hours</i>	No	Standard hours from HRMS. For information only.
<i>FTE</i>	Yes	Full-time equivalent. Displayed in the <i>Salary Summary</i> report.
<i>Eligibility Group</i>	No	<p>Categorised into Academic, General and Casual by Salary Group. To change <i>Eligibility Group</i>, enter <i>Effective Date</i> and <i>FTE</i> for a new record. Select an option from the drop-down menu in <i>Eligibility Group</i> and press F9 key on your keyboard (or click on the <i>Refresh</i> button). This will bring the list of options in <i>Salary Level</i> field under the selected <i>Eligibility Group</i>.</p> <p>If you do not enter anything in this field for a new record, a previous record will be automatically filled in after pressing the <i>Recalculate</i> button.</p>

Field	Minimum required field?	
<i>Salary Level</i>	No	<p>To change <i>Salary Level</i>, enter <i>Effective Date</i> and <i>FTE</i> for a new record. Select an option from the drop-down menu in <i>Salary Level</i> field. If you cannot see any options, make sure to select <i>Eligibility Group</i> first and press F9 (or click on the <i>Refresh</i> button).</p> <p>If you do not enter anything in this field, a previous record will be automatically filled in after pressing the <i>Recalculate</i> button.</p>
<i>Annual Salary</i>	No	<p>Populated based on ANU Salary Table automatically after you click on the <i>Recalculate</i> button later once you complete all data entry – you cannot enter any data into this field.</p>
<i>Salary Adj</i>	No	<p>This field is the annualised amount for allowances/adjustments based on the payrun uploaded to TM1. If you want to change the amount, create new record with <i>Effective Date</i> and <i>FTE</i>, then type the amount in <i>Salary Adj</i>.</p> 
<i>Super Rate</i>	No	<p>Calculated based on actual superannuation payment over salaries (base + other earnings). The rate may not be 17% where the selected employee receives non-superable allowances/adjustments. Start a new record, and type a superannuation rate in the <i>Super Rate</i> field with <i>Effective Date</i> and <i>FTE</i> if you want to change the existing rate.</p>
<i>Emp Status</i>	No	<p>Shows whether the employee is active or terminated. For example, a fixed-term employee will have a future dated <i>Effective Date</i> with <i>Emp Status</i> "T".</p>
<i>Alternate GLC for Base Salary</i>	No	<p>You can transfer a lump sum base salary (e.g. loadings) from an existing charge code to a new GLC. Enter <i>Effective Date</i> and <i>FTE</i> for a new record first. Then, you will need to type the original GLC, new GLC and \$ amount to transfer. Make sure correct GLCs are used.</p> 

Field	Minimum required field?	
<i>Alternate GLC for Oncosts</i>	No	<p>You can transfer a selected oncost(s) (from superannuation, workers compensation, payroll tax and long service leave) to a different GLC. Enter <i>Effective Date</i> and <i>FTE</i> for a new record first. Then, you will need to type a new GLC to be charged with oncosts and enter “Yes” for the selected oncost(s). Make sure a correct GLC is used.</p> 
<i>One-off Amount</i>	No	<p>Will add a lump sum amount into the period that <i>Effective Date</i> of the new record belongs to (make sure to enter <i>Effective Date</i> and <i>FTE</i> for the new record). This field is useful in budgeting bonus or termination payout.</p> 

- Fields highlighted in grey at the right corner of the template are for information only. *GRD* represents Salary Level while *Job Code* shows Salary Level with Salary Group Category (e.g. G6ADM – professional admin staff with ANU level 6). *Step* is for Salary Step while *Step Entry Date* shows the increment dates that occurred in the past. This information is displayed so that you can take into consideration when budgeting (e.g. step increment). *Job FCN* is to identify an activity code for the employee (e.g. research only). *Emp Dept* shows HR department of the employee while *Emp Term* shows whether the employee is continuing.

GRD	Job Code	Step	Step Entry Date	Job FCN	Emp Dept	Emp Term
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- Frequent scenarios are listed below (e.g. change FTE, Salary Level, Salary Adj, Super Rate):

Scenario	Data Entry
FTE change	To change FTE, type the date in the <i>Effective Date</i> field and type a new FTE (e.g. 0.25 or 1).
Salary Level change	To change salary level for the employee, type the date in the <i>Effective Date</i> field, type a FTE, select <i>Eligibility Group</i> from the drop-down menu and press F9 key on your keyboard (or click on the <i>Refresh</i> button). Then select a salary level from <i>Salary Level</i> drop-down menu.
Salary Adj change	The amount to be entered in <i>Salary Adj</i> field is an annualised amount. First, type the date in the <i>Effective Date</i> field and a FTE. Then, enter an annualised allowance or adjustment into the <i>Salary Adj</i> field.
Super Rate change	To change the super rate, type the date in the <i>Effective Date</i> field and type a FTE & a new super rate (e.g. 17% or 9.5%).
Termination	To terminate the selected employee, type the date in the <i>Effective Date</i> field and “T” in the <i>Emp Status</i> field.
Transfer market loadings to a new GLC	To transfer a lump sum amount to a new GLC, type the date in the <i>Effective Date</i> field, enter a FTE, and type GLCs and a lump sum amount in <i>GLC From</i> , <i>GLC To</i> , <i>Amount</i> fields respectively under <i>Alternate GLC for Base Salary</i> .
Transfer LSL to a non-project based GLC	To transfer an entire oncost(s) to a different GLC, type the date in the <i>Effective Date</i> field, enter a FTE, and type a GLC to send the oncost(s) to, and enter “Yes” to the <i>LSL</i> field under <i>Alternate GLC for Oncosts</i> .
Termination payout	To budget a payout amount on Termination, type the data in the <i>Effective Date</i> field, type a FTE, and enter a lump sum payout amount in <i>One-off Amount</i> field. Where there are multiple GLCs for the selected employee, the lump sum payout will be split between these GLCs.

- You can enter comments by year at the bottom of the template and these comments will be displayed in *Salary Summary* report by employee.

COMMENTS:			
2016	2017	2018	2019

- Press the *Recalculate* button after data entries. This action ensures what you changed will be reflected in other reports.

Recalculate

- After completing data entry in *Job Detail*, you can navigate to other pages by switching tabs at the bottom of template in *Single Employee Input* or clicking other buttons at the top (above *Refresh* button) of the template in a separate *Job Detail* template.

GLC Distribution

Results

ii. GLC Distribution

- To open the template, go to *Main Menu > Recurrent Funds/Special Purpose Funds > Salary Summary* and select one template from two options on Salary Summary. If you select *Option 2* (i.e. individual templates), make sure to click on the *GLC Distribution* button.
- GLC distribution records for the selected employee are displayed in this template. If you are on *Single Employee Input*, you cannot change *Employee* on this template – go to *Job Detail* tab to change the employee.

Employee:

Assistant

- You can select Working Budget or Actual from the Version drop-down menu. However, if you are on *Single Employee Input*, you cannot change Version on this template – go to *Job Detail* tab to change the version. Where you select Actual, this will display the most recently-uploaded actual data from HRMS (fortnightly updated in TM1).
- Similar to *Job Detail*, during the budget cycle, if you wish to use the most up-to-date HRMS data in TM1 (first, have a look at Actual Version to see whether there are many changes), you can import Actual into Working Budget by clicking on the *Update Employee Details from HR* button. Once you click on this button, the prompt will remind you that data import will override any changes made to Working Budget previously. Click *Continue* if you wish to copy Actual data to Working Budget. Again, this override is restricted to the selected employee for *GLC Distribution* only.

Update Employee Details from HR

- Type the number of new lines you want add for budgeting. The default value is set to two lines, meaning the template will add two additional new lines automatically after saving data.

New Line Items:

- Click on the *Refresh* button if you made any changes to the selections.

Refresh

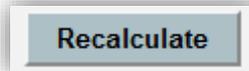
- For salary budgets, HRMS records since the start of previous year will be displayed for the selected employee.
- Fields in the *GLC Distribution* template are as follows:

Field	Minimum required field?	
<i>Effective Date</i>	Yes with the format of YYYY-MM-DD (e.g. 2017-03-01)	It is critical to order <i>Effective Date</i> chronologically . Otherwise, higher record number in Working Budget will override any previous record numbers. For example, if record 2 that has <i>Effective Date</i> 2017-01-01 with 50:50 splits while record 3 has one GLC (no split) with 2016-10-31, then record 3 will override record 2, charging all salaries and oncosts into one GLC.
<i>Eligibility Group</i>	Yes	Categorised into Academic, General and Casual by Salary Group.
<i>GLCs</i>	Yes	The format must be Fund.Department.Project (e.g. R.12345.00). Nine GLC splits are available on the current template. 
<i>%</i>	Yes	The format must be in a number (50:50 without % sign). Please refer to the screen image above.

- You can enter comments by year at the bottom of the template and these comments will be displayed in *Salary Summary* report by employee.

COMMENTS: 2016	2017	2018	2019

- Press the *Recalculate* button after GLC data entries. This action ensures what you changed will be reflected in other reports.

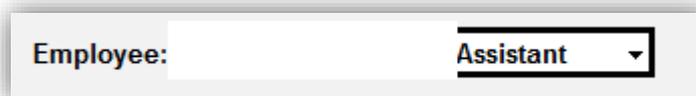


- After completing data entry in *GLC Distribution*, you can navigate to other pages by switching tabs at the bottom of template in *Single Employee Input* or clicking other buttons at the top (above *Refresh* button) of the template in a separate *GLC Distribution* template.

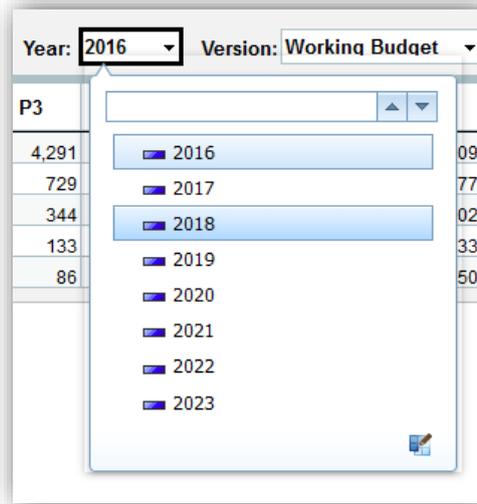


iii. Results

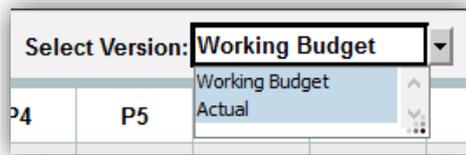
- To open the template, go to *Main Menu > Recurrent Funds/Special Purpose Funds > Salary Summary* and select one template from two options on Salary Summary. If you select *Option 2* (i.e. individual templates), make sure to click on the *Results* button.
- *Results* template displays the selected employee's salaries and oncosts by GLC distribution and period. If you are on *Single Employee Input*, you cannot change *Employee* on this template – go to *Job Detail* tab to change the employee.



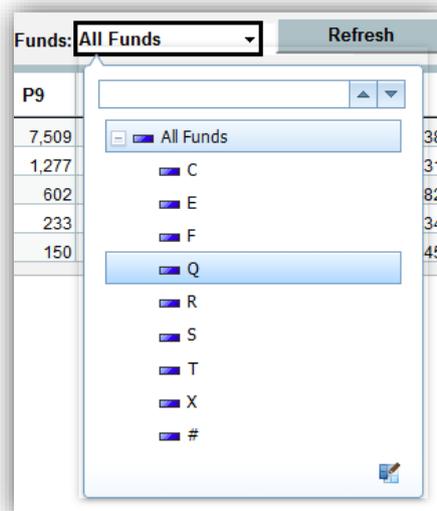
- Select a year that you wish to check the results of your salary data entry.



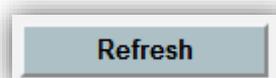
- You can select *Working Budget* or *Actual* from the *Version* drop-down menu. Where you select *Actual*, this will display the most recently-uploaded actual data from HRMS (planned to be fortnightly- updated in TM1 – to be confirmed).



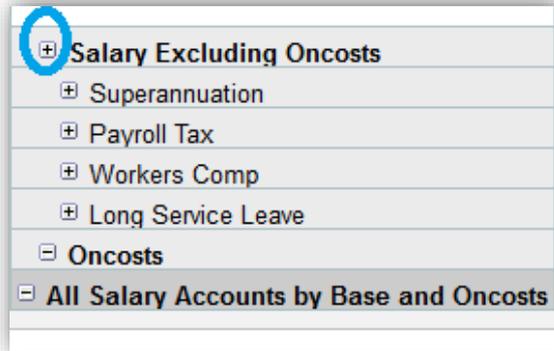
- You can select a fund from the *Funds* drop-down menu. The default value is *All Funds*.



- Click on the *Refresh* button if you made any changes in the selections.



- Salaries and oncosts for the selected employee will be displayed by GLC and Period. You can expand “+” signs to see the details under particular salaries.

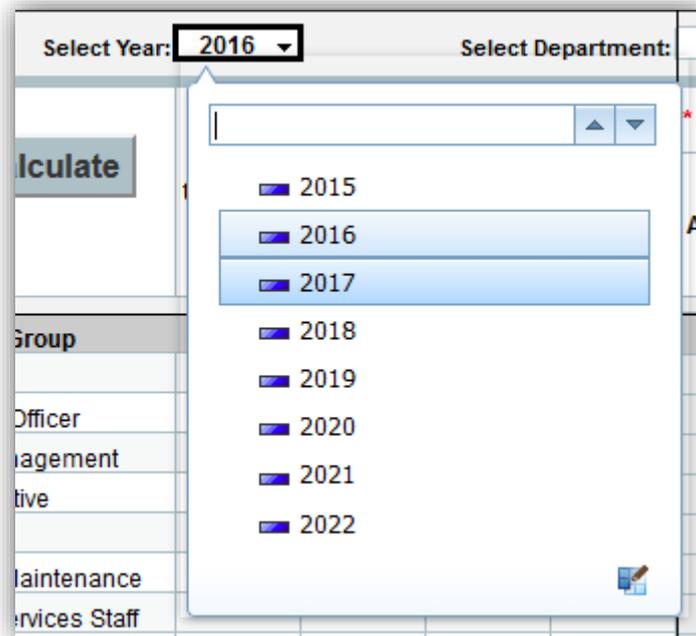


- You can navigate back to other templates by switching tabs at the bottom of *Single Employee Input* or clicking other buttons at the top (next to *Refresh* button) of the template in a separate *Results*.

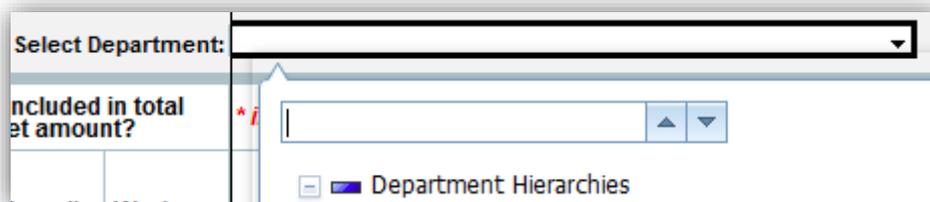


b. Casual Employees

- To open the template, go to *Main Menu > Recurrent Funds/Special Purpose Funds > Casual Employees*.
- Select a year that you wish to budget for.



- Select a GLC to enter budget for (e.g. R.24510.00) – The GLC has to be at the **lowest project level**. To select a GLC, click the drop-down menu and type the GLC you wish to search for. If you wish to enter budget for a particular department, add “.00” at the end (e.g. R.24510 to R.24510.00). More details about navigation for the drop-down menus and search function is available in [the TM1 Tips and Techniques](#).



- Press F9 key on your keyboard. This will enable your data entry into cells.

Recalculate	Casuals to receive	On Costs included in total budget amount?			* if not included, these will be added to the total budget, creating a high						
		Super	Payroll Tax	Workers Comp	All Periods	P1		P2		P3	
						Salary Budget	FTE	Salary Budget	FTE	Salary Budget	FTE
All Salary Group											
Academic					-	-	-	-	-	-	
Research Officer					-	-	-	-	-	-	
Senior Management					-	-	-	-	-	-	
Administrative					-	-	-	-	-	-	
IT					-	-	-	-	-	-	
Trades & Maintenance					-	-	-	-	-	-	
General Services Staff					-	-	-	-	-	-	
Library & Archives					-	-	-	-	-	-	
Technical					-	-	-	-	-	-	
					P1		P2		P3		

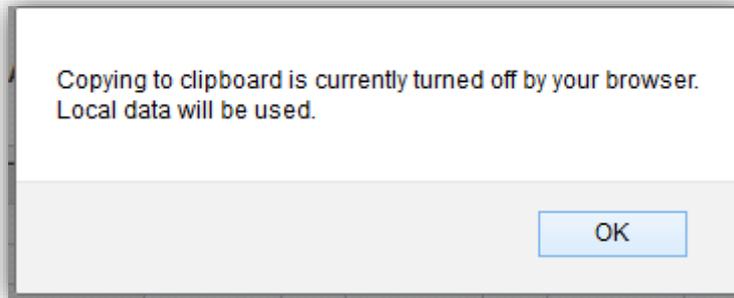
- Select a salary group you wish to budget for and select Yes or No from the drop-down menu of the *Casuals to receive Super* field.
- Select Yes or No from the drop-down menus of the *On Costs included in total budget amount field for Super, Payroll Tax and Workers Comp*. For example, if you select Yes for all three fields, your lump sum entry will include these on-costs and back-calculate base salary amounts based on HR assumptions.

Recalculate	Casuals to receive	On Costs included in total budget amount?			All
		Super	Payroll Tax	Workers Comp	
All Salary Group					
Academic					
Research Officer		Yes	Yes	Yes	
Senior Management					

- Enter a lump sum amount (\$) and relevant FTE per period. Please ensure that you enter the best estimate for FTE as this information is used for FTE reports and regularly provided to senior management.

Recalculate	Casuals to receive	On Costs included in total budget amount?			* if not included, these will be ad		
		Super	Payroll Tax	Workers Comp	All Periods	P1	
						Salary Budget	FTE
All Salary Group					10,000	10,000	
Academic					-	-	-
Research Officer	Yes	Yes	Yes	Yes	10,000	10,000	0.2
Senior Management							

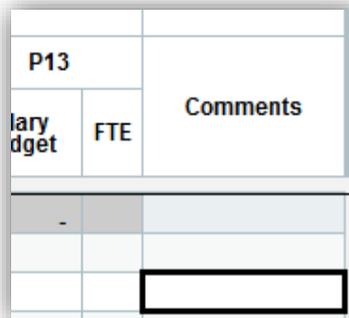
- If you want to copy the same information to other periods, highlight the cells you wish to copy from and press Ctrl + C on your keyboard. You will get the prompt below, then click *OK*.



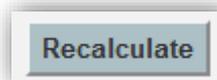
- Highlight the cells you wish to copy to and press Ctrl+V on your keyboard.

Recalculate	Casuals to receive	On Costs included in total budget amount?			<i>* if not included, these will be added to the total budget, creating a higher total</i>																				
		Super	Payroll Tax	Workers Comp	All Periods	P1		P2		P3		P4		P5		P6		P7		P8		P9		P10	
					Salary Budget	FTE	Salary Budget	FTE	Salary Budget	FTE	Salary Budget	FTE	Salary Budget	FTE	Salary Budget	FTE	Salary Budget	FTE	Salary Budget	FTE	Salary Budget	FTE	Salary Budget	FTE	
All Salary Group					100,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Academic					-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Research Officer					Yes	Yes	Yes	Yes	100,000	10,000	0.2	10,000	0.2	10,000	0.2	10,000	0.2	10,000	0.2	10,000	0.2	10,000	0.2	10,000	0.2
Senior Management					-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

- If you scroll to the right, you can enter comments. These comments will be displayed in the *Salary Summary* report.



- Click on the *Recalculate* button to save the data.

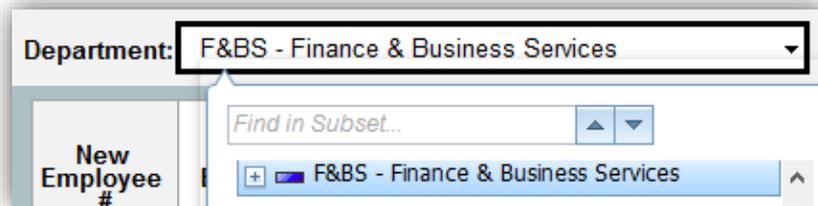


- The results are shown below the data entry cells. These results will be also displayed in the *Salary Summary* report under the Casual salary group.

Recalculate	Casuals to receive	On Costs included in total budget amount?			<i>* if not included, these will be added to the total budget, creating a higher total</i>																				
		Super	Payroll Tax	Workers Comp	All Periods	P1		P2		P3		P4		P5		P6		P7		P8		P9		P10	
						Salary Budget	FTE																		
All Salary Group					100,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Academic					-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Research Officer	Yes	Yes	Yes	Yes	100,000	10,000	0.2	10,000	0.2	10,000	0.2	10,000	0.2	10,000	0.2	10,000	0.2	10,000	0.2	10,000	0.2	10,000	0.2	10,000	0.2
Senior Management					-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Administrative					-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
IT					-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Trades & Maintenance					-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
General Services Staff					-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Library & Archives					-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Technical					-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Salary Accounts					P1		P2		P3		P4		P5		P6		P7		P8		P9		P10		
Casual Employees					83,263	8,326	0.2	8,326	0.2	8,326	0.2	8,326	0.2	8,326	0.2	8,326	0.2	8,326	0.2	8,326	0.2	8,326	0.2	8,326	0.2
Base Salary Casual					83,263	8,326	0.2	8,326	0.2	8,326	0.2	8,326	0.2	8,326	0.2	8,326	0.2	8,326	0.2	8,326	0.2	8,326	0.2	8,326	0.2
Superannuation Casual					7,910	791	0.2	791	0.2	791	0.2	791	0.2	791	0.2	791	0.2	791	0.2	791	0.2	791	0.2	791	0.2
Workers Comp Levy Casual					2,581	258	0.2	258	0.2	258	0.2	258	0.2	258	0.2	258	0.2	258	0.2	258	0.2	258	0.2	258	0.2
Payroll Tax Casual					6,245	625	0.2	625	0.2	625	0.2	625	0.2	625	0.2	625	0.2	625	0.2	625	0.2	625	0.2	625	0.2
On Costs					16,737	1,674	-	1,674	-	1,674	-	1,674	-	1,674	-	1,674	-	1,674	-	1,674	-	1,674	-	1,674	-
All Salaries					100,000	10,000	0.2																		

c. New Employees

- To open the template, go to *Main Menu > Recurrent Funds/Special Purpose Funds > New Employees*.
- Select a Budget Unit/Sub Budget Unit/Department from the *Department* drop-down menu. You must select an option from the drop-down menu – you cannot type a GLC on this template.



- After you select the department, you will have 30 new lines for data entry. If you require additional spaces, you can send a request for adding new lines (up to 70 more) for the selected department to TM1@anu.edu.au.
- In *Employee Description* field, type a name (or your choice of informative string) of the new employee. This field will be displayed in the *Employee Name* field of the *Salary Summary* report.

New Employee #	Employee Description
N13201	Mary's PA

- Type *Effective Date* for the new employee. The format must be YYYY-MM-DD (e.g. 2017-03-01).

New Employee #	Employee Description	Effective Date
N13201	Mary's PA	2017-03-01

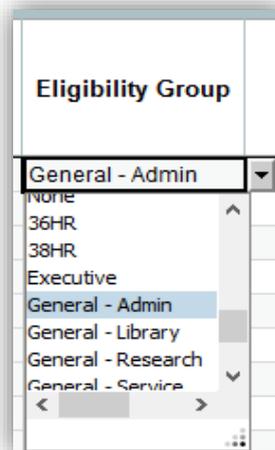
- Fill in *Position Number* and *Position Description*. These fields will be displayed in the *Salary Summary* report.

Position Number	Position Description
123456	Marys Personal Assistant

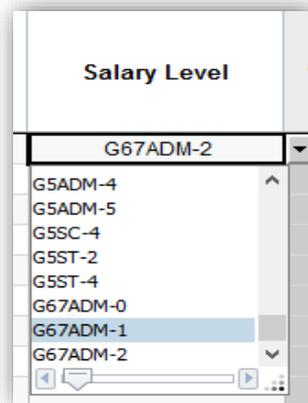
- Populate FTE numbers. For example, if two new employees are to be hired at the same *Salary Level* and on the same/similar *Effective Date*, you can enter 2 into the *FTE* field. The FTE field will be displayed in the *Salary Summary* report.



- Select an option from the *Eligibility Group* drop-down menu and press F9 key on your keyboard (or click on the *Refresh* button). This will bring the list of options in *Salary Level* field under the selected *Eligibility Group*.



- Select an option from the *Salary Level* drop-down menu.



- The *Annual Salary* field will be automatically populated after you click on the *Recalculate* button later.

- You can enter **annualised** allowances or adjustments in the *Salary Adj* field.

Salary Adj
100,000

- Type a superannuation rate (without %) in the *Super Rate* field.

Super Rate
17.00%

- Enter GLC distribution information – select *Eligibility Group* from the drop-down menu, type the GLC (the lowest project level), and type the percent without % sign. You have two data entry sections for the GLC distribution on this template. If you need to split GLCs additionally, go to the *GLC Distribution* template and use N number (e.g.) on this template to retrieve the new employee’s GLC data and split it further.

Eligibility Group 1	GLC 1	Alloc 1 %	Eligibility Group 2	GLC 2	Alloc 2 %
General	Q.24104.01	50	General	R.24510.00	50

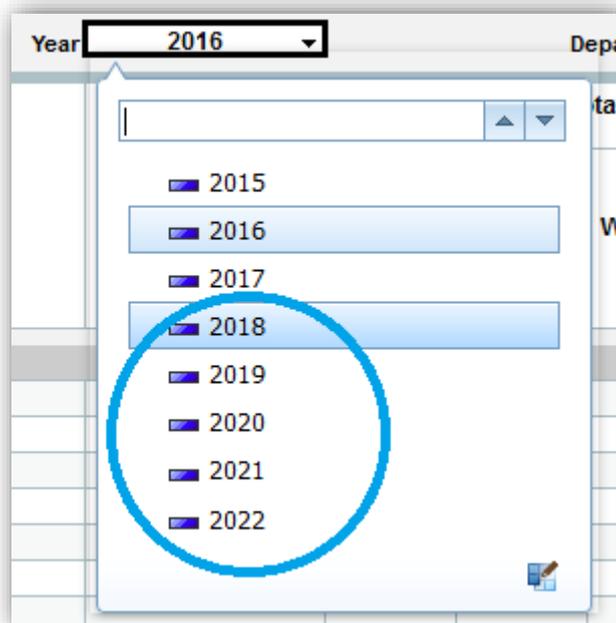
- When all data entry is done, click on the *Recalculate* button to create the new employee. If you wish to make any changes and add comments to the new employee ID, go to either *Job Detail* or *GLC Distribution* templates, and use N number to enter additional data.

Recalculate

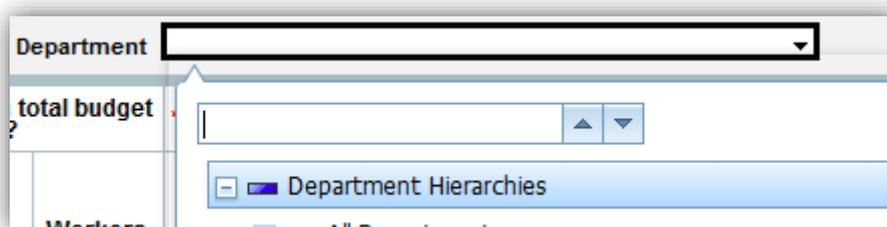
d. Salary Group Employees

 **Tip:** *Salary Group Employees* template is similar to *Casual Employees* template. The only difference is the Long Service Leave oncosts in *Salary Group Employees* (no LSL for casuals).

- To open the template, go to *Main Menu > Special Purpose Funds > Salary Group Employees*.
- Select a year that you wish to budget for. We strongly recommend that you **budget salaries by employee for Budget Year**. This template is useful in entering salaries in future years other than Budget Year for Special Purpose Fund. For example, if Budget Year is 2017, this template can be used for SPF salary budget from 2018 and onwards.



- Select a GLC to enter budget (e.g. S.12345.01) – The GLC has to be at the **lowest project level**. To select a GLC, click on the drop-down menu and type the GLC you wish to search for. More details about navigation for the drop-down menus and search function is available in [the TM1 Tips and Techniques](#).



- Press F9 key on your keyboard. This will enable your data entry into cells.

Recalculate	Salary Group to receive super?	On Costs included in total budget amount?					* if not included, these will be added to the total budget, creating a higher total								
		Super	Payroll Tax	Workers Comp	All Periods	P1		P2		P3		P4			
						Salary Budget	FTE	Salary Budget	FTE	Salary Budget	FTE	Salary Budget	FTE		
All Salary Group					-	-	-	-	-	-	-	-	-	-	-
Academic					-	-	-	-	-	-	-	-	-	-	-
Research Officer					-	-	-	-	-	-	-	-	-	-	-
Senior Management					-	-	-	-	-	-	-	-	-	-	-
Administrative					-	-	-	-	-	-	-	-	-	-	-
IT					-	-	-	-	-	-	-	-	-	-	-
Trades & Maintenance					-	-	-	-	-	-	-	-	-	-	-
General Services Staff					-	-	-	-	-	-	-	-	-	-	-
Library & Archives					-	-	-	-	-	-	-	-	-	-	-
Technical					-	-	-	-	-	-	-	-	-	-	-

- Determine a salary group you wish to budget for and select Yes or No from the drop-down menu of the *Salary Group to receive super?* field.

The screenshot shows the 'Recalculate' button and the 'Salary Group to receive super?' dropdown menu. The dropdown menu is open, showing a list of salary groups: 'All Salary Group', 'Academic', 'Research Officer', 'Senior Management', 'Administrative', and 'IT'. The 'Yes' and 'No' options are visible in the dropdown list.

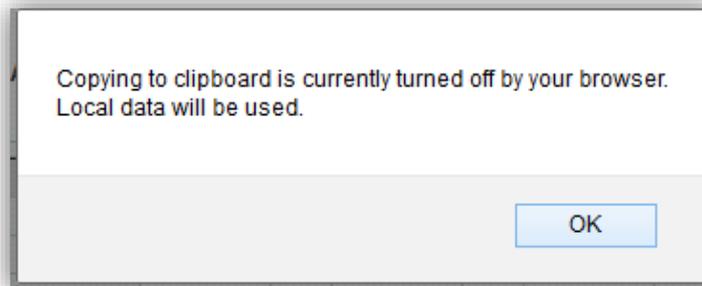
- Select Yes or No from the drop-down menus of the *On Costs included in total budget amount* field for *Super*, *Payroll Tax* and *Workers Comp*. For example, if you select Yes for all three fields, your lump sum entry will include these on-costs and back-calculate base salary amount based on HR assumptions.

Recalculate	Salary Group to receive super?	On Costs included in total budget amount?		
		Super	Payroll Tax	Workers Comp
All Salary Group				
Academic	Yes	Yes	Yes	Yes

- Enter a lump sum amount (\$) and relevant FTE per period. Please ensure that you enter the best estimate for FTE as this information is used for FTE reports and regularly provided to senior management.

Recalculate	Salary Group to receive super?	On Costs included in total budget amount?				* if not included, these will be	
		Super	Payroll Tax	Workers Comp	All Periods	P1	
						Salary Budget	FTE
All Salary Group						-	-
Academic	Yes	Yes	Yes	Yes	-	50000	3

- If you want to copy the same information to other periods, highlight the cells you wish to copy from and press Ctrl + C on your keyboard. You will get the prompt message below and click OK.



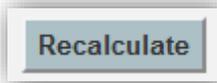
- Highlight the cells you wish to copy to and press Ctrl+V on your keyboard.

Recalculate	Salary Group to receive super?	On Costs included in total budget amount?				* if not included, these will be added to the total budget, creating a higher total											
		Super	Payroll Tax	Workers Comp	All Periods	P1		P2		P3		P4		P5		P6	
						Salary Budget	FTE	Salary Budget	FTE	Salary Budget	FTE	Salary Budget	FTE	Salary Budget	FTE	Salary Budget	FTE
All Salary Group						-	-	-	-	-	-	-	-	-	-	-	-
Academic	Yes	Yes	Yes	Yes	-	50000	3	50000	3	50000	3	50000	3	50000	3	50000	3

- If you scroll to the right, you can enter comments. These comments will be displayed in the *Salary Summary* report.

P13		Comments
Salary Budget	FTE	
-	-	
-	-	3 Level x Academics

- Click on the Recalculate button to save the data.



- The results are shown below the data entry cells. These results will be also displayed in the *Salary Summary* report under the Salary Group Employees.

Recalculate	Salary Group to receive super?	On Costs included in total budget amount?			* if not included, these will be added to the total budget, creating a higher total												
		Super	Payroll Tax	Workers Comp	All Periods	P1		P2		P3		P4		P5		P6	
						Salary Budget	FTE	Salary Budget	FTE								
All Salary Group					300,000	50,000		50,000		50,000		50,000		50,000		50,000	
Academic	Yes	Yes	Yes	Yes	300,000	50,000	3.0	50,000	3.0	50,000	3.0	50,000	3.0	50,000	3.0	50,000	3.0
Research Officer					-	-	-	-	-	-	-	-	-	-	-	-	-
Senior Management					-	-	-	-	-	-	-	-	-	-	-	-	-
Administrative					-	-	-	-	-	-	-	-	-	-	-	-	-
IT					-	-	-	-	-	-	-	-	-	-	-	-	-
Trades & Maintenance					-	-	-	-	-	-	-	-	-	-	-	-	-
General Services Staff					-	-	-	-	-	-	-	-	-	-	-	-	-
Library & Archives					-	-	-	-	-	-	-	-	-	-	-	-	-
Technical					-	-	-	-	-	-	-	-	-	-	-	-	-
					All Periods	P1		P2		P3		P4		P5		P6	
					Salary Budget	FTE	Salary Budget	FTE	Salary Budget	FTE	Salary Budget	FTE	Salary Budget	FTE	Salary Budget	FTE	
					234,166	39,028	3.0	39,028	3.0	39,028	3.0	39,028	3.0	39,028	3.0	39,028	3.0
Salary Group Employees																	
Base Salary					234,166	39,028	3.0	39,028	3.0	39,028	3.0	39,028	3.0	39,028	3.0	39,028	3.0
Superannuation					39,808	6,635		6,635		6,635		6,635		6,635		6,635	
Payroll Tax					18,767	3,128		3,128		3,128		3,128		3,128		3,128	
Workers Comp Levy					7,259	1,210		1,210		1,210		1,210		1,210		1,210	
On Costs					65,834	10,972		10,972									
All Salaries					300,000	50,000	3.0	50,000	3.0								
					Academic												
5001 - Salary Academic - Continuing					234,166	39,028	3.0	39,028	3.0	39,028	3.0	39,028	3.0	39,028	3.0	39,028	3.0
5021 - Super Academic - Continuing					39,808	6,635		6,635		6,635		6,635		6,635		6,635	
5031 - W/Comp Academic - Cont					7,259	1,210		1,210		1,210		1,210		1,210		1,210	
5041 - P/Tax Academic - Cont					18,767	3,128		3,128		3,128		3,128		3,128		3,128	
On Costs					65,834	10,972		10,972									
All Salaries					300,000	50,000	3.0	50,000	3.0								