ANU SALARY BUDGETING MODEL ASSUMPTIONS

ASSUMPTIONS

MODEL ASSUMPTIONS

DATA UPDATES

When editing individual employees, the changes can be run through the model instantly by pressing the red "**RECALC**" button.

All employee data will update at regular intervals during the budget cycle so if any changes are made to a record but not recalculated at the time they will be captured during one of the scheduled updates.

GL DISTRIBUTION AND JOB DETAILS

GL Distribution exists historically as far back as 2008 however the model only calculates historical GL distribution as far back as 2010. Any employee with a current GL distribution starting prior to 2010 start their data in the model as at 01-01-2010. Prior history will not be loaded.

Job details are also started as of 2010. There is only 1 current job code which begins prior to 2010 which has been accounted for.

CURRENT SALARY

The salary loaded is based on the snapshot payroll date, which is planned to be 28th August 2014 for this year. This will use each employee's current salary rather than the generic university pay rates for each role. If an employee is scheduled to change job codes throughout the budget year, then the new job code will adopt the generic salary rate from the university published salaries.

 Any manual alterations should be managed through the adjustment fields or the salary level change section in the model.

REPLACING EMPLOYEES

If a role is replaced then the existing role is terminated in the period that the end date falls within and the replacement role begins in the following period.

LAST INCREMENT DATE

Anniversary dates / last increased dates are for information only. They do not trigger a step change. This needs to be managed through the salary level change section.

CALCULATIONS

2015 FULL TIME EMPLOYEES

Superannuation = (Base Salary + Allowances + Adjustments) x Superannuation Rate of 17%
Workers comp levy = (Base Salary + Allowances + Adjustments) x Workers comp levy Rate of 3.10%
Long Service Leave Levy (LSL) = (Base Salary + Allowances + Adjustments) x LSL levy rate of 2.00%
Annual Leave Bonus* = (Prev Year base + Prev Year Adjustment + Prev Year Allowance) x ALB rate of 1.35%

*Only paid in Period 1 and does not apply to Casuals

Payroll tax = (base + adjustment + allowance + Superannuation + Annual leave bonus*) X payroll tax rate of 6.85% (ACT)

2015 CASUAL EMPLOYEES

Superannuation = (Base Salary + Allowances[+] + Adjustments[+]) x Superannuation Rate of 9.5%
Workers comp levy = (Base Salary + Allowances[+] + Adjustments[+]) x Workers comp levy Rate of 3.10%

Payroll tax = (base + adjustment[+] + allowance[+] + Superannuation) X payroll tax rate of 6.85% (ACT)

[+] Only defined casuals in the single employee input can receive an allowance or adjustment. Budgeting for casuals as a lump sum does not allow for allowances and adjustments.

OFFICIAL RATES AND CALCULATIONS

All salary calculations are based on the official rates and approved assumptions for the budget year. These cannot be modified and are for reference only. The can also be found in the report "HR Assumptions" under the Salary folder in TM1.

	2014	**2015**	**2016**	**2017**
EB Salary Increase	3.0%	3.0%	3.0%	3.0%
EB Increase Period	P7	P7	P7	P7
Annual Leave Bonus	1.35%	1.35%	1.35%	1.35%
Annual Leave Bonus Period Paid	P1	P1	P1	P1
Annual Leave Bonus Cap	$1,357	$1,396	$1,436	$1,478
Long Service Leave Levy	3.37%	2.00%	2.00%	2.00%
Workers Comp Levy	2.25%	3.10%	3.10%	3.10%
Super (Full time)	17.0%	17.0%	17.0%	17.0%
Super (casual)	9.25%	9.5%	9.5%	9.5%
Payroll Tax (ACT)	6.85%	6.85%	6.85%	6.85%
Payroll Tax (NSW)	5.45%	5.45%	5.45%	5.45%
Payroll Tax (VIC)	4.90%	4.90%	4.90%	4.90%
Payroll Tax (NT)	5.50%	5.50%	5.50%	5.50%
Payroll Tax (SA)	4.95%	4.95%	4.95%	4.95%
Payroll Tax (WA)	5.50%	5.50%	5.50%	5.50%
Payroll Tax (QLD)	4.75%	4.75%	4.75%	4.75%
Payroll Tax (TAS)	6.10%	6.10%	6.10%	6.10%

IMPORTANT THINGS TO NOTE...

SECURITY ASSUMPTIONS

Security will determine both which employees and which departments are visible.

SETUP OF FORMS

Blue fields denote an input field. Grey fields are information only fields and are not modifiable.

DATA UPDATE

The Salary data in TM1 is current as of the date of the snapshot, so when the data was loaded from HR. For the 2015 Budget Cycle this information was loaded as of Pay18 (FNE 27/08/2014). All records and information in the HR System as of the snapshot date will be imported into the Salary model. Any information not entered in HR at that time but required will need to be entered manually.

Note – once the snapshot is taken, it cannot be reloaded without losing all changes in the model. The snapshot will clear and reload all records therefore it only occurs once during a Budget Cycle.

If an employee has an irregular pay for the pay period the snapshot is taken from then the employee will need to be manually adjusted using the "single employee input" form.

For example if an employee is on maternity leave during the current year (not budget year) and is not being paid a regular base salary, then the individual record should be checked.

Data updated from the payroll system:

- Employee Name
- Employee current pay (annualised based in snapshot month)
- Adjustments to current pay (annualised based on snapshot month)

SALARY LEVEL

Salary level information comes from the Salary Grade tables. This contains generic information on current job codes and current university salary rates. This is not specific by employee.

Academic:

http://hr.anu.edu.au/employment-at-anu/salaries-and-conditions/academic-salary-schedule

Professional:

http://hr.anu.edu.au/employment-at-anu/salaries-and-conditions/professional-staff-salaries

Data Updated from Salary Level database

- Salary codes
- Official salary rates for each salary code

JOB DATABASE

The job database contains the history of each employee and their job codes. This also contains future information on job codes. If an employee is scheduled to change roles in the future this will come through and form part of the salary budget calculation.

IMPORTANT – this is entirely separate from GL Distribution and drives dollar numbers not GLC allocations.

Data Updated from Job database:

- Historic, current and future job codes
- Role change dates
- Role end dates
- FTE including current and future amendments
-

GL DISTRIBUTION

GL distribution is loaded with historic and future records by employee. If an employee has future changes in funds / GLC allocations, then this will be pre-populated in the budget model. If this was not entered prior to the snapshot date then this will need to be amended manually.

Data Updated from GL Distribution database

- Historic, current and future GLC codes
- Dates of record changes
- Allocation % to each GLC