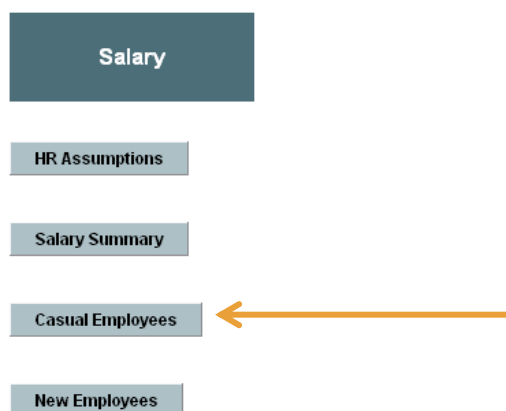


CASUAL EMPLOYEE INPUT FORM

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CASUAL EMPLOYEES – CASUAL EMPLOYEES INPUT FORM

Casual employees can be entered either as individual employees with a "U" Number, or they can be entered as an overall lump sum by period. Defined casual employees should be managed through the "single employee input" screen, inputting detail as per full time / part time employees.



The casual employee input form is used for calculating lump sum budgets for an undefined number of casual employees. The form allows users to enter an overall figure and the relevant on costs will be back calculated from the total number.

The salary group selected determines which account group the casual budget will be allocated to.

Superannuation is the only optional inclusion / exclusion. Payroll tax and workers comp are mandatory calculations, but it is possible to include them or exclude them from the lump sum budgeted. For example a budget of 100,000 can include payroll tax and workers comp, therefore back-calculating the base salary to allow the total number to total \$100,000 .

If these are not to be included within the initial budget then these will be added on top of the total.

EXAMPLE 1 – ALL ON COSTS ARE SELECTED AS "YES"

Casual Employee Input - Non specific employees

Year

2015

Department

R.CP103.00

On Costs included in total budget amount?

* if not included, these will be added to the total

Casuals to receive super?

Super

Payroll Tax

Workers Comp

All Periods

P1

P2

P3

All Salary Group

Academic

Research Officer

Senior Management

Administrative

IT

Trades & Maintenance

General Services Staff

Library & Archives

Technical

Yes

Yes

Yes

Yes

100,000

100,000

0

0

All on costs included in total

Total ties back to input amount

All Periods

P1

P2

P3

P4

P5

P6

P7

Casual Employees

Base Salary Casual

Superannuation Casual

Payroll Tax Casual

Workers Comp Levy Casual

On Costs

All Salaries

83,263

7,910

6,245

2,581

16,737

100,000

83,263

7,910

6,245

2,581

16,737

100,000

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EXAMPLE 2 – PAYROLL TAX AND WORKERS COMP NOT PART OF CASUAL SALARY LUMP SUM

Casual Employee Input - Non specific employees									
Year		2015		Department		R.CP103.00			
	Casuals to receive super?	On Costs included in total budget amount?			* if not included, these will be added to the				
		Super	Payroll Tax	Workers Comp	All Periods	P1	P2		
All Salary Group					100,000	100,000	0		
Academic	Yes	Yes	No	No	100,000	100,000	0		
Research Officer					0	0	0		
Senior Management					0	0	0		
Administrative					0	0	0		
IT					0	0	0		
Trades & Maintenance					0	0	0		
General Services Staff					0	0	0		
Library & Archives					0	0	0		
Technical					0	0	0		

lump sum does not include payroll tax or workers comp levy

	All Periods	P1	P2	P3	P4	P5	P6
Casual Employees							
Base Salary Casual	91,324	91,324					0
Superannuation Casual	8,676	8,676					0
Payroll Tax Casual	6,850	6,850					0
Workers Comp Levy Casual	2,831	2,831					0
On Costs	18,357	18,357					0
All Salaries	109,681	109,681					0

Payroll tax and workers comp must be paid, but were not part of lump sum calc so were added to the total.

EXAMPLE 3 – SUPERANNUATION NOT TO BE CALCULATED FOR CASUAL LUMP SUM AMOUNT

Casual Employee Input - Non specific employees									
Year		2015		Department		R.CP103.00			
	Casuals to receive super?	On Costs included in total budget amount?			* if not included, these will be added to the				
		Super	Payroll Tax	Workers Comp	All Periods	P1	P2		
All Salary Group					100,000	100,000	0		
Academic	No	Yes	Yes	Yes	100,000	100,000	0		
Research Officer					0	0	0		
Senior Management					0	0	0		
Administrative					0	0	0		
IT					0	0	0		
Trades & Maintenance					0	0	0		
General Services Staff					0	0	0		
Library & Archives					0	0	0		
Technical					0	0	0		

Super is not to be calculated.

Total matches back

	All Periods	P1	P2	P3	P4	P5	P6
Casual Employees							
Base Salary Casual	90,950	90,950	0	0	0	0	0
Superannuation Casual	0	0	0	0	0	0	0
Payroll Tax Casual	6,230	6,230	0	0	0	0	0
Workers Comp Levy Casual	2,819	2,819	0	0	0	0	0
On Costs	9,050	9,050	0	0	0	0	0
All Salaries	100,000	100,000	0	0	0	0	0