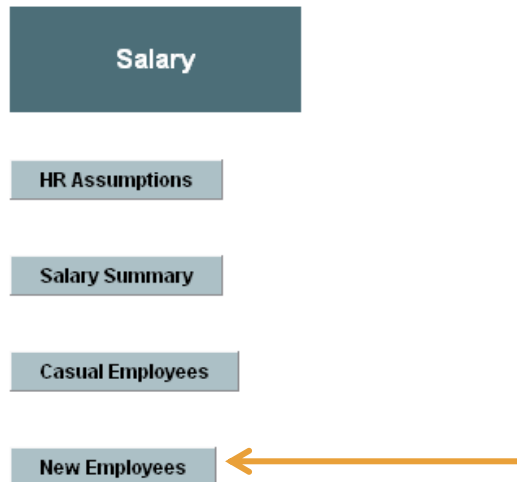


# NEW EMPLOYEE INPUT FORM

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## NEW EMPLOYEES –NEW EMPLOYEE INPUT FORM

New employees are entered via a separate input sheet initially. Each school is allocated a set batch of 20 new employee numbers. These numbers are prefixed with "N" and are either 3 or 4 digits in length. The new employee form is a simple form to create a basic record which can be edited in detail later.



To start, select the school which the new employee will belong to (at Budget Unit level). **Do not drill down further than the list.**

**2015 Budget**

New Employee Entry

New Employee Group  
HR - Human Resources

highlight group, do not expand

- ACAD - Academic
- I&A - Innovation&Business Engagement
- I&O - International & Outreach
- RSCH - Research
- UR - Alumni Relations&Philanthropy
- CGRO - Corporate Governance & Risk
- DHG - Drill Hall Gallery
- EXEC - University Executive
- F&BS - Finance & Business Services
- F&S - Facilities and Services
- GRADH - Graduate House
- GUA - University Wide Activities
- HR - Human Resources**
- ITS - Information Technology Service
- L&A - Library & Archives
- PLAN - Planning & Perf Mgt Group
- RCCH - Residential Comms - ANU Halls
- RCCL - Residential Comms - ANU Lodges

**2015 Budget**

New Employee Entry

New Employee Group  
HR - Human Resources

Find in Subset...

- F&BS - Finance & Business Services
- F&S - Facilities and Services
- GRADH - Graduate House
- GUA - University Wide Activities
- HR - Human Resources
- C&WD - Career & Workforce Development
- HR GENERAL - HR General
- 22100 - HR Directors Office
- 22255 - Ancillary Costs - Life Premium
- 22291 - Divisional HR Services
- 22510 - School Administration
- 22511 - Kitchen consumables
- R.22511.00 - Kitchen consumables
- 22000 - Year End Adjustments Account

Do not drill down to the GLC level. Select from the list at school level.

If the group is selected correctly, a list of "N" numbers will populate the form and the entry fields will change to blue.

**BUDGET FY 2015**

**New Employee Entry**

SELECT COLLEGE AND SCHOOL      IPS - Sch Internat, Pol & Strategic

Num	Employee Desc	GLC	Eligibility Group	Salary Level	Start Date
		Enter as Fund.Dept. Project			Enter date dd-mm-yyyy
N1260					
N1261					
N1262					

Enter the Description, GLC and Eligibility group then press F9 to refresh. This will update the form and create the salary level dropdown options.

**BUDGET FY 2015**

**New Employee Entry**

SELECT COLLEGE AND SCHOOL      TRAIN - Training College      a      Recalcu

Num	Employee Desc	GLC	Eligibility Group	Salary Level	Start Date	FTE
		Enter as Fund.Dept. Project			Enter date dd-mm-yyyy	
T101a	Homer Simpson		Academic			
T102a						
T103a						
T104a						
T105a						
T106a						
T107a						

Enter group and F9  
to refresh to create  
salary level list

Academic

Academic  
38H - 38 hours per week  
1220-0 - VF With Grant (ANU F  
7019-0 - ANU PhD Scholar (Ne  
7051-0 - Miscellaneous Scholar  
7052-0 - Supplementary Schol  
7071-0 - ANU U/Schall Overseas

For the new employee creation to work, the FTE, salary level and GLC should be entered. This will create a detailed record for the employee.

The following fields need to be filled in:

- GLC
- Eligibility Group
- Salary Level
- Start Date
- FTE
- Super Rate
- Casual Salary (if a new employee is a casual)

If these are not completed then the employee record will not create a budget.

Once employee details have been input via the "New Employee Input" form, press "**Recalculate**" to populate the record for the new employee. They can be edited further through the detailed "single employee input" form.

**BUDGET FY 2015**

**New Employee Entry**

SELECT COLLEGE AND SCHOOL

CRWF - Crawford Sch of Public Policy

Num	Employee Desc	GLC	Eligibility Group	Salary Level	Start Date
		Enter as Fund,Dept,Project			Enter date dd-mm-yyy
N1200		R.53401.0111 - Economic change:p	General - Admin	G67ADM-2 - ANU Officer 6/7 (Adi	01-01-2015
N1201		S.53402.07 - AusAID - Communicat	Academic	C-2 - Level C	01-01-2015
N1202		R.53401.0103 - ASEAN Research	Casual - Academic	Casual - not specified	01-01-2015
N1203		R.53402.01 - Master of Natural Haz	Academic	APD-1 - ARC Aust Postdoctoral F	05-06-2015

Run the red "**Recalculate**" button to update all the employee details. The employee can then be edited in the "single employee input" form using the N numbers.

**BUDGET FY 2015**

**Single Employee Data Entry**

Employee

N501

**Recalc**

**BASIC INFO**

Eligibility Group	General - Admin
Job Code	
Salary Level	
Salary Level Rate	47,919
College	
Superannuation Rate	17.0%
Payroll State	ACT
Position Code	
Position Description	

**DATES - Enter Dates as dd-mm-yyyy**

Start Date	1/1/2015
End Date	
Replace Role	
Last Increased Date	

**SALARY INFO**

	2015	2016	2017
Base Salary	47,919	49,357	0
Higher Duties Allowance	0	0	0
Adjustment	0	0	0
Total Salary	47,919	49,357	0
EB Increased Base	49,357	50,837	0
EB Increase Allowance	Yes		
EB Increase Adjustment	Yes		

**CALCULATE ONCOSTS**

	Allowance	Adjustment	Allowance	Adjustment	Allowance	Adjustment
WC	Yes	Yes				
Super	Yes	Yes				
Payroll Tax	Yes	Yes				
LSL	Yes	Yes				

**CODE ON COSTS TO SEPARATE GLC**

		Enter as Fund Dept,Project. If no project, use 00 (eg. R.20100.00)
Alternative GLC for On Costs	No	
WC	No	
Super	No	
Payroll Tax	No	
LSL	No	

Note – new employees are not able to be "replaced" as a role within the "single employee input form". It is assumed that a new employee may end but not be replaced within the same budget year. Please create a separate employee if there is to be a replacement role.

The new employee input form will show if the employee number has been used. All new employees should be updated through this form. This will prevent multiple users overwriting changes.

Future years will need to be managed through the single employee input sheet. The current default is only the budget year will contain FTE and GLC distribution.