

# EXISTING EMPLOYEE ENTRIES AND REPORT

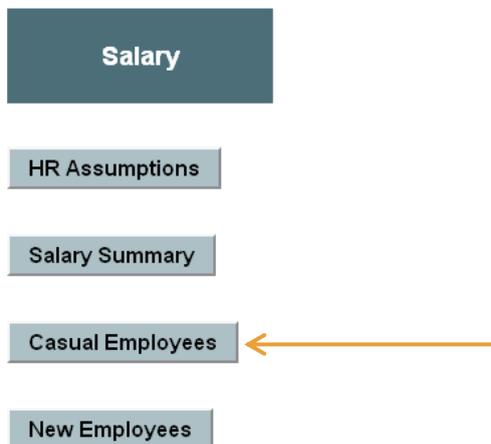
## TABLE OF CONTENTS

- Existing Employee entries and report ..... 2**
- Detailed Report by College ..... 2
- Single Employee Input Form – updating individual employees ..... 4
- Details – Basic Load payroll..... 6
- Amending basic salary Info and Oncosts ..... 7
- FTE Adjustment ..... 9
- End Date and Replacement Role ..... 10
- One off Payment..... 12
- New Salary Level ..... 13
- GL Distribution ..... 17
- Comments ..... 21

# EXISTING EMPLOYEE ENTRIES AND REPORT

## DETAILED REPORT BY COLLEGE

From the main Salary menu, select **Salary Summary**.



Select the college or school level from the right hand side drop down list. Click **Refresh report**.

**BUDGET FY 2015** Refresh Report Single Employee Input

Detailed Employee by School

2015 Working Budget All Funds TRAIN

R.pc

- TRAIN
  - TRAIN - PC - Pirates of the Caribbean
    - TRAIN - PC001 - History of the Caribbean
      - R.PC001.00.TRAINING
    - TRAIN - PC002 - Davey Jones Locker
      - R.PC002.00.TRAINING
    - TRAIN - PC003 - History of Port Royal
      - R.PC003.00.TRAINING
    - TRAIN - PC111 - Voodoo studies
      - R.PC111.5A.TRAINING
    - TRAIN - PC112 - Advanced Voodoo Studies
      - S.PC112.47.TRAINING
    - TRAIN - PC211 - The Pirates Code 1
      - S.PC211.01.TRAINING
      - S.PC211.02.TRAINING

Users have the option to see only employees under specific funds.

**BUDGET FY 2015** Refresh Report Single Employee Input

Detailed Employee by School

2015 Working Budget All Funds TRAIN

	Employee Name	FTE
TRAIN	All Employee	136.7
	New Employees	0.0
	N321	0.0
	Casual Employees	0.0
	Casual - Academic	0.0
	Casual - Research O	0.0
	Casual - Administrat	0.0
	Casual - Trades & M	0.0
	Casual - Support S	0.0

All Funds

- All Funds
- C
- E
- F
- Q
- R
- S

This report shows the current total by school or college. This report will only show the detail per employee that a user has security access to view.

The report will show total FTE, total Salary budgeted, current salary level, change in salary level (if any), when the salary level changed from the beginning of the budget year and comments for each employee. Please note that comments can be only seen at the individual employee level (not at the consolidated level).

Detailed Employee by School								
2015	Working Budget	All Funds	TRAIN					
	Employee Name	FTE	Starting Salary Level	Admin code	New Level	Eff Period	All Salaries	Salary Exc On Costs
+	TRAIN							
	- All Employee	137.7					20,508,167	16,172,351
	- New Employees	0.0					16,662	1,958
	N321	0.0					16,662	1,958
	New Employee	0.0						
	- Casual Employees	0.0					2,917,666	2,438,646
	Casual - Academic	0.0					1,115,909	929,990
	Casual - Research O	0.0					258,589	215,310
	Casual - Administrat	0.0					217,859	186,623
	Casual - Trades & M	0.0					1,222,333	1,017,766
	Casual - General Se	0.0					102,975	89,966
	- Training Employees	137.7					17,579,839	13,731,747
	- Training Group a	11.1					1,311,648	1,032,255
	T9999999a	1.7	G5ADM-4				166,110	128,105
	T9999998a	0.4	G7RES-2				31,369	31,369
	T9999997a	1.0	G67ADM-4				123,422	95,200
	T9999996a	1.0	G8RES-1				118,896	91,651
	T9999995a	0.9	G67ADM-4				103,644	79,895
	T9999994a	0.9	G67ADM-4				140,295	108,133
	T9999993a	0.8	G67ADM-4				99,312	68,847
	T9999992a	1.0	E1-1				121,820	93,934
	T9999991a	1.0	A-1				113,758	101,615
	T9999990a	1.0	C-1				143,350	110,481
	T9999989a	1.0	ADE-1				159,671	123,024
	T101a	0.4					0	0
	Homer Simpson	0.4					0	0
	- Training Group b	10.5					1,361,764	1,063,349
	T9999999b	1.0	G5ADM-4				95,795	73,844
	Jack Sparrow	1.0						

## SINGLE EMPLOYEE INPUT FORM – UPDATING INDIVIDUAL EMPLOYEES

Single Employee Input form is used to budget for existing staff.

User can access the form through 2 ways:

- Using the left hand side menu, under Salary

BASIC INFO	
Eligibility Group	General - Adm
Job Code	G67ADM
Salary Level	G5ADM-4
Salary Level Rate	69,101
College	
Superannuation Rate	17.0%

- Through the Detailed Employee report

Select the employee's salary in the report, click **Single Employee Input** button.

	Employee Name	FTE	Starting Salary Level	Admin code	New Level	Eff Period	All Salaries	Salary Ex
All Employee		137.7					20,508,167	
New Employees		0.0					16,662	
	N321 New Employee	0.0					16,662	
Casual Employees		0.0					2,917,666	
	Casual - Academic	0.0					1,115,909	
	Casual - Research D	0.0					268,589	
	Casual - Administrat	0.0					217,859	
	Casual - Trades & M	0.0					1,222,333	
	Casual - General Se	0.0					102,975	
Training Employees		137.7					17,573,839	
	Training Group a	11.1					1,311,648	
	T9999999 a Jack Sparrow	1.7	G5ADM-4				166,110	
	T9999998 a Elizabeth Swann	0.4	G7RES-2				31,369	

All existing employee data can be found within the Single Employee Input form.

The screen will open to the default employee. Click the grey box next to "Employee Number" as shown below to bring up the search for employees. All employee numbers will be in the dropdown list, but to find quickly, start typing in the employee number or name to bring up matching numbers.

**BUDGET FY 2015**  
Single Employee Data Entry

Employee: T9999999a - Jack Sparrow Recalc

**BASIC INFO**

Eligibility Group	
Job Code	
Salary Level	
Salary Level Rate	
College	
Superannuation Rate	
Payroll State	
Position Code	
Position Description	

Search: jack sparr

- Training Group a
  - T9999999a - Jack Sparrow**
  - T9999998a - Elizabeth Swann
  - T9999997a - Hector Barbossa
  - T9999996a - James Norrington
  - T9999995a - William Turner

	69,101
	2,167
	449
	71,717
	71,174
	Yes
	Yes
	Allowance
	Yes

Once the employee is selected, all their details will appear, along with their current salary budget and details.

**BUDGET FY 2015**  
Single Employee Data Entry

Employee: T9999999a - Jack Sparrow Recalc

BASIC INFO	
Eligibility Group	General - Admin
Job Code	G67ADM
Salary Level	G5ADM-4
Salary Level Rate	69,101
College	
Superannuation Rate	17.0%
Payroll State	ACT
Position Code	00009030
Position Description	Student Administrative Officer

SALARY INFO				
	2015		2016	
Base Salary	69,101		71,174	
Higher Duties Allowance	2,167		2,232	
Adjustment	449		482	
Total Salary	71,717		73,888	
EB Increased Base	71,174		73,309	
EB Increase Allowance	Yes		Yes	
EB Increase Adjustment	Yes		Yes	
CALCULATE ONCOSTS				
WC	Yes	Yes	Yes	Yes
Super	Yes	Yes	Yes	Yes
Payroll Tax	Yes	Yes	Yes	Yes
LSL	Yes	Yes	Yes	Yes
CODE ON COSTS TO SEPARATE GLC				
Alternative GLC for On Costs			<i>Enter as Fund/Dept/Project. If no project</i>	
WC	No		No	
Super	No		No	
Payroll Tax	No		No	
LSL	No		No	
SALARY LEVEL CHANGE - promotions and step changes				

DATES - Enter Dates as dd-mm-yyyy	
Start Date	12-09-2012
End Date	--
Replace Role	No
Last Increased Date	14-11-2011

DETAILS – BASIC LOAD PAYROLL

BASIC INFO	
Eligibility Group	General - Admin
Job Code	G67ADM
Salary Level	G5ADM-4
Salary Level Rate	69,101
College	
Superannuation Rate	17.0%
Payroll State	ACT
Position Code	00009030
Position Description	Student Administrative Officer

This is the official rate for the Salary Level. This does not factor in FTE or market level adjustments

SALA		
	2015	
Base Salary	69,101	
Higher Duties Allowance	2,167	
Adjustment	449	
Total Salary	71,717	
EB Increased Base	71,174	
EB Increase Allowance	Yes	
EB Increase Adjustment	Yes	
CALCULATE ONCOSTS	Allowance	Adjustment
WC	Yes	Yes
Super	Yes	Yes
Payroll Tax	Yes	Yes
LSL	Yes	Yes

This is the actual pay and market adjustments for the employee from the payroll system on date of snapshot.

Note – salary level rate and base salary may vary depending on individual employee's agreement. The salary may be higher or lower than the official HR Job classification.

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>

Based on payroll snapshot, base salary x 26 weeks to calculate annualised salary. If market loading is applicable it will be displayed here in adjustment.

Note: If superannuation rate appears other than 9.5% and 17%, this could be due to Employee Voluntary Contribution.

## AMENDING BASIC SALARY INFO AND ONCOSTS

Basic salary data can be adjusted depending on the action required.

**Market loading adjustment or other allowances** will load automatically if they have previously been entered in the HR system.

SALARY INFO				
	2015		2016	
Base Salary	69,101		71,174	
Higher Duties Allowance	2,167		2,232	
Adjustment	449		462	
Total Salary	71,717		73,868	
EB Increased Base	71,174		73,309	
EB Increase Allowance	Yes		Yes	
EB Increase Adjustment	Yes		Yes	
<b>CALCULATE ONCOSTS</b>	Allowance	Adjustment	Allowance	Adjustment
WC	Yes	Yes	Yes	Yes
Super	Yes	Yes	Yes	Yes
Payroll Tax	Yes	Yes	Yes	Yes
LSL	Yes	Yes	Yes	Yes

Amend annual salary by inputting allowance or adjustment. This number will be divided by the number of periods in the budget year.

It is optional to apply EB increase on Allowance and Adjustments amount. Currently set default as YES.

### Note:

- If an employee is on leave but receives a payment, on the HR Snapshot date, then the salary will come through the adjustment field instead of the base salary field, for example maternity leave.
- If an employee is on leave and not being paid, they will not display any salary figures. These need to be checked to ensure the correct data for the budget.

**On costs** are all defaulted to be included as part of the initial data load. They are entirely flexible and can be switched on or off for the additional loading.

CALCULATE ONCOSTS	Allowance	Adjustment	Allowance	Adjustment	Allowance	Adjustment
WC	Yes	Yes	Yes	Yes	Yes	Yes
Super	Yes	Yes	Yes	Yes	Yes	Yes
Payroll Tax	Yes	Yes	Yes	Yes	Yes	Yes
LSL	Yes	Yes	Yes	Yes	Yes	Yes
CODE ON COSTS TO SEPARATE GLC						
Alternative GLC for On Costs			<i>Enter as Fund.Dept.Project. If no project, use 00 (eg. R.20100.00)</i>			
WC	No		No		No	
Super	No		No		No	
Payroll Tax	No		No		No	
LSL	No		No		No	

Simply change the options from **Yes** to **No** to alter calculation for specific oncost and year. Click **Recalc.**

CALCULATE ONCOSTS	Allowance	Adjustment	Allowance	Adjustment
WC	Yes	Yes	Yes	Yes
Super	Yes	Yes	Yes	Yes
Payroll Tax	Yes	Yes	Yes	Yes
LSL	Yes	Yes	Yes	Yes
CODE ON COSTS TO SEPARATE GLC				

They can also be coded to an alternative GLC if required. For example if an employee is on a grant that pays base salary only, and all on costs such as payroll tax are coded to a separate GLC, then these on costs can be budgeted to an alternative GLC.

Pick a GLC drop the drop down list. Hit **F9** key.

CODE ON COSTS TO SEPARATE GLC			
Alternative GLC for On Costs	R.PC	Enter as Fund.Dept.Project. if no project, use 00 (eg. R.20100.00)	
WC	TRAIN - PC001 - History of the Caribbea	No	No
Super	R.PC001.00.TRAINING	No	No
Payroll Tax	TRAIN - PC002 - Davey Jones Locker	No	No
LSL	R.PC002.00.TRAINING	No	No
<b>Promotions and step changes</b>			
New Eligibility Group	TRAIN - PC003 - History of Port Royal		
New Salary Level Code	R.PC003.00.TRAINING		
Base Salary	TRAIN - PC111 - Voodoo studies		
EB Increased Base	R.PC111.SA.TRAINING		
Effective Period			

Change drop down menus to **Yes** for required oncost categories. Click **Recalc.**

CODE ON COSTS TO SEPARATE GLC			
Alternative GLC for On Costs	R.PC111.SA.TRAINING	Enter as Fund.Dept.Project. if no project	
WC		Yes	No
Super		Yes	No
Payroll Tax		Yes	No
LSL		Yes	No

User can then go the salary tab to check the current GLC distribution of total salary and oncosts. This report is read only, any changes need to be update through the first 2 tabs of the form.

		All Periods	P1	P2	P3	P4
R.PC002.00.TRAINING	T999999: All Salaries		3,242.44	2,758.35	2,758.35	2,758.35
	Salary Excl On Costs		3,242.44	2,758.35	2,758.35	2,758.35
	Base Salary C		2,657.73	2,657.73	2,657.73	2,657.73
	Adjustments C	228.08	17.27	17.27	17.27	17.27
	Allowances C		83.35	83.35	83.35	83.35
	Annual Leave Bonus	484.09	484.09	-	-	-
	FTE Total	0.50	0.50	0.50	0.50	0.50
R.PC003.00.TRAINING	T999999: All Salaries		3,242.44	2,758.35	2,758.35	2,758.35
	Salary Excl On Costs		3,242.44	2,758.35	2,758.35	2,758.35
	Base Salary C		2,657.73	2,657.73	2,657.73	2,657.73
	Adjustments C	228.08	17.27	17.27	17.27	17.27
	Allowances C		83.35	83.35	83.35	83.35
	Annual Leave Bonus	484.09	484.09	-	-	-
	FTE Total	0.50	0.50	0.50	0.50	0.50
R.PC111.SA.TRAINING	T999999: All Salaries			1,661.34	1,661.34	1,661.34
	On Costs			1,661.34	1,661.34	1,661.34
	Superannuation C		937.84	937.84	937.84	937.84
	Payroll Tax C		447.24	442.14	442.14	442.14
	Long Service Leave C		110.34	110.34	110.34	110.34
	Workers Comp Levy C		171.02	171.02	171.02	171.02

Alternative GLC will carry forward into future years.

Note – if an alternative GLC is selected but on costs to separate GLC are not selected as “Yes” then they will not be coded to the alternative GLC. Alternative GLC will carry forward into future years.

## FTE ADJUSTMENT

FTE is critical to the budget calculation. If an FTE is 0 then there will be no budget calculated.

FTE can be amended by period in the table below (second tab of the form).

Single Employee FTE and GL Distribution											
Employee <input type="text" value="T9999999b - Jack Sparrow"/>										<b>Recalc</b>	
<b>FTE</b>											
			All Periods	P1	P2	P3	P4	P5	P6	P7	P8
TOTAL FTE	2015		1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
TOTAL FTE	2016		1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
TOTAL FTE	2017		1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
<b>GL DISTRIBUTION</b>											
<b>2015</b>			All Periods	P1	P2	P3	P4	P5	P6	P7	P8
All Department			2600	200	200	200	200	200	200	200	200
<b>2016</b>			All Periods	P1	P2	P3	P4	P5	P6	P7	P8
All Department			2600	200	200	200	200	200	200	200	200

Employee Info **FTE and GL Distribution** Salary

FTE are entered in the blue cells at 2 decimal places for part time. Eg: 0.6 if a staff works 3 days a week.

The cell can also be NIL out if a staff is on leave without pay.

END DATE AND REPLACEMENT ROLE

If Start Date is after the budget year starts, then salary budget will commence in the period the start date is part of.

DATES - Enter Dates as dd-mm-yyyy	
Start Date	12-09-2012
End Date	--
Replace Role	No
Last Increased Date	14-11-2011

Type in End Date and click Recalc.

End Date will terminate the employee budget from the next period the date belongs to.

- If replace role is not selected, then the salary budget from this period onwards will not exist.
- If an employee record contains an End date and "replace role" is set to "Yes", then an "R" employee number will be created. This number will be identical to the original employee number except being prefixed with "R" instead of "U". For example replacing "U9999999" would become "R9999999".

DATES - Enter Dates as dd-mm-yyyy	
Start Date	12-09-2012
End Date	30-05-2015
Replace Role	Yes
Last Increased Date	14-11-2011

Remove an end date by deleting the date, do not type "0" as this will cause an error.

FTE and Salary result will update and clear out accordingly to End Date for current and out years.

Employee		Recalc													
T9999999b - Jack Sparrow															
FTE		All Periods	P1	P2	P3	P4	P5	P6	P7	P8	P9	P10	P11	P12	P13
TOTAL FTE	2015		1.00	1.00	1.00	1.00	1.00	1.00							
TOTAL FTE	2016	0.00	-	-	-	-	-	-							
TOTAL FTE	2017	0.00	-	-	-	-	-	-							

The result will show the employment ending and the replacement role beginning in the next period. If a role is selected to be replaced, it will continue on for the remaining years.

		P1	P2	P3	P4	P5	P6	P7	P8	P9
R.PC002.00.TRAINING	T9999999	3,242.44	2,758.35	2,758.35	2,758.35	2,758.35	2,758.35	-	-	-
	Salary Excl On Costs	3,242.44	2,758.35	2,758.35	2,758.35	2,758.35	2,758.35	-	-	-
	Base Salary C	2,657.73	2,657.73	2,657.73	2,657.73	2,657.73	2,657.73	-	-	-
	Adjustments C	17.27	17.27	17.27	17.27	17.27	17.27	-	-	-
	Allowances C	83.35	83.35	83.35	83.35	83.35	83.35	-	-	-
	Annual Leave Bonus	484.09	-	-	-	-	-	-	-	-
	FTE Total									
R.PC003.00.TRAINING	T9999999	3,242.44	2,758.35	2,758.35	2,758.35	2,758.35	2,758.35	-	-	-
	Salary Excl On Costs	3,242.44	2,758.35	2,758.35	2,758.35	2,758.35	2,758.35	-	-	-
	Base Salary C	2,657.73	2,657.73	2,657.73	2,657.73	2,657.73	2,657.73	-	-	-
	Adjustments C	17.27	17.27	17.27	17.27	17.27	17.27	-	-	-
	Allowances C	83.35	83.35	83.35	83.35	83.35	83.35	-	-	-
	Annual Leave Bonus	484.09	-	-	-	-	-	-	-	-
	FTE Total									
R.PC111.SA.TRAINING	T9999999		1,661.34	1,661.34	1,661.34	1,661.34	1,661.34	1,661.34	-	-
	On Costs		1,661.34	1,661.34	1,661.34	1,661.34	1,661.34	1,661.34	-	-
	Superannuation C	937.84	937.84	937.84	937.84	937.84	937.84	937.84	-	-
	Payroll Tax C	442.24	442.14	442.14	442.14	442.14	442.14	442.14	-	-
	Long Service Leave C	110.34	110.34	110.34	110.34	110.34	110.34	110.34	-	-
	Workers Comp Levy C	171.02	171.02	171.02	171.02	171.02	171.02	171.02	-	-

**Replacement role result:**

		P3	P4	P5	P6	P7	P8	P9	P10	P11
R.PC002.00.TRAINING	T99999K	-	-	-	-	-	-	-	-	-
	▣ All Salaries	-	-	-	-	-	-	-	-	-
	▣ Salary Exc On Costs	-	-	-	-	-	-	-	-	-
	▣ Base Salary C	-	-	-	-	2,841.10	2,841.10	2,841.10	2,841.10	2,841.10
	▣ Adjustments C	-	-	-	-	2,737.47	2,737.47	2,737.47	2,737.47	2,737.47
	▣ Allowances C	-	-	-	-	17.78	17.78	17.78	17.78	17.78
	▣ On Costs	-	-	-	-	-	-	-	-	-
	▣ Superannuation C	-	-	-	-	482.99	482.99	482.99	482.99	482.99
	▣ Payroll Tax C	-	-	-	-	227.70	227.70	227.70	227.70	227.70
	▣ Long Service Leave C	-	-	-	-	56.82	56.82	56.82	56.82	56.82
	▣ Workers Comp Levy C	-	-	-	-	88.07	88.07	88.07	88.07	88.07
	▣ FTE Total	-	-	-	-	-	-	-	-	-
R.PC003.00.TRAINING	T99999K	-	-	-	-	-	-	-	-	-
	▣ All Salaries	-	-	-	-	-	-	-	-	-
	▣ Salary Exc On Costs	-	-	-	-	-	-	-	-	-
	▣ Base Salary C	-	-	-	-	2,841.10	2,841.10	2,841.10	2,841.10	2,841.10
	▣ Adjustments C	-	-	-	-	2,737.47	2,737.47	2,737.47	2,737.47	2,737.47
	▣ Allowances C	-	-	-	-	17.78	17.78	17.78	17.78	17.78
	▣ On Costs	-	-	-	-	-	-	-	-	-
	▣ Superannuation C	-	-	-	-	482.99	482.99	482.99	482.99	482.99
	▣ Payroll Tax C	-	-	-	-	227.70	227.70	227.70	227.70	227.70
	▣ Long Service Leave C	-	-	-	-	56.82	56.82	56.82	56.82	56.82
	▣ Workers Comp Levy C	-	-	-	-	88.07	88.07	88.07	88.07	88.07
	▣ FTE Total	-	-	-	-	-	-	-	-	-

If the replacement position does not get filled immediately, simply zero out the FTE in the periods of vacancy.

ONE OFF PAYMENT

A single payment can be made by using the "one off payment" section of the model. This allows for payments such as redundancies or bonuses to be budgeted. Enter in the period and the amount and recalculate the result.

ONE OFF PAYMENT			
Period	P6		
Amount	10,000	0	0
WC	Yes	Yes	Yes
Super	Yes	Yes	Yes
Payroll Tax	Yes	Yes	Yes
LSL	Yes	Yes	Yes
COMMENTS			

Result on report:

Working Budget	All Funds	T9999998e - Elizabeth Swann							
		P1	P2	P3	P4	P5	P6	P7	P8
T9999998	All Salaries	7,505.43	6,609.26	6,609.26	6,609.26	6,609.26	19,504.26	6,807.54	6,807.54
	Salary Exc On Costs	5,971.04	5,079.57	5,079.57	5,079.57	5,079.57	15,079.57	5,231.96	5,231.96
	Base Salary C	5,079.57	5,079.57	5,079.57	5,079.57	5,079.57	15,079.57	5,231.96	5,231.96
	Annual Leave Bonus	891.47	-	-	-	-	-	-	-
	On Costs		1,529.69	1,529.69	1,529.69	1,529.69			
	Superannuation C	863.53	863.53	863.53	863.53	863.53	2,563.53	889.43	889.43
	Payroll Tax C	411.80	407.10	407.10	407.10	407.10	1,092.10	419.32	419.32
	Long Service Leave C	101.59	101.59	101.59	101.59	101.59	301.59	104.64	104.64
	Workers Comp Levy C	157.47	157.47	157.47	157.47	157.47	467.47	162.19	162.19
	FTE Total	0.80	0.80	0.80	0.80	0.80	0.80	0.80	0.80

If the single payment does not attract all on costs, these can be turned off by the on costs table.

ONE OFF PAYMENT			
Period	P6		
Amount	10,000	0	0
WC	Yes	Yes	Yes
Super	Yes	Yes	Yes
Payroll Tax	Yes	Yes	Yes
LSL	Yes	Yes	Yes
COMMENTS			

NEW SALARY LEVEL

If an employee is to change role throughout the budget year, such as promotion, return to substantive position, higher duties, then this can be managed through the "Salary Level Change" section of the form.

Note – any adjustments and allowances from the previous roll will NOT carry into the new role. These need to be re-entered.

New roles will continue into future years. There is only 1 role change per budget year.

Role changes will overwrite all job changes imported from the HR data.

Employee: T9999998a - Elizabeth Swann		Recalc					
<b>DATES - Enter Dates as dd-mm-yyyy</b>		<b>CODE ON COSTS TO SEPARATE GLC</b>					
Start Date	08-09-2008	Alternative GLC for On Costs <small>Enter as Fund Dept/Project. If no project, use 00 (eg. R 20100.00)</small>					
End Date		WC	No	No	No	No	
Replace Role	No	Super	No	No	No	No	
Last Increased Date	18-03-2010	Payroll Tax	No	No	No	No	
		LSL	No	No	No	No	
		<b>SALARY LEVEL CHANGE - promotions and step changes</b>					
		New Eligibility Group					
		New Salary Level Code					
		Base Salary					
		EB Increased Base					
		Effective Period					
		Allowance	0	0	0	0	
		Adjustment	0	0	0	0	
		<b>CALCULATE ONCOSTS</b>					
		WC	Yes	Yes	Yes	Yes	
		Super	Yes	Yes	Yes	Yes	
		Payroll Tax	Yes	Yes	Yes	Yes	
		LSL	Yes	Yes	Yes	Yes	

Select Eligibility Group from the drop down list and press **F9**.

Alternative GLC for On Costs	38HR	<b>TO SEPARATE GLC</b> <small>Enter as Fund Dept/Project. If no project,</small> No No No No <b>omotions and step changes</b>
WC	Executive	
Super	General - Admin	
Payroll Tax	General - Library	
LSL	General - Research	
	General - Service	
	General - Technical	
	General - Trade	
	General	
	General	
New Eligibility Group		
New Salary Level Code		
Base Salary		
EB Increased Base		
Effective Period		
Allowance	0	0
Adjustment	0	0

Pick a New Salary Level code and press **F9**. If the job code is not on the first list, try checking in the second page.

Click here to go to second page

Alternative GLC for On Costs			Enter as Fund.Dept.Project. If no project	
WC			No	
Super			No	
Payroll Tax			No	
LSL			No	
<b>otions and step changes</b>				
New Eligibility Group				
New Salary Level Code				
Base Salary				
EB Increased Base				
Effective Period				
Allowance	0		0	
Adjustment	0		0	
<b>CALCULATE ONCOSTS</b>	<b>Allowance</b>	<b>Adjustment</b>	<b>Allowance</b>	<b>Adjustment</b>
WC	Yes	Yes	Yes	Yes
Super	Yes	Yes	Yes	Yes
Payroll Tax	Yes	Yes	Yes	Yes
LSL	Yes	Yes	Yes	Yes

User has the option drag the drop list to expand and see the description better.

Alternative GLC for On Costs	Admin Staff
WC	4045-1 - ANU Officer Grade 5
Super	ACSA-6 - Casual/Sessional Academic
Payroll Tax	G2ADM-1 - ANU Officer 2 (Administration)
LSL	G2ADM-2 - ANU Officer 2 (Administration)
	G2ADM-3 - ANU Officer 2 (Administration)
	G2IT-1 - ANU Officer 2 (IT)
	G2IT-2 - ANU Officer 2 (IT)
	G2IT-3 - ANU Officer 2 (IT)
	G2MOD-1 - School of Art Models
	G3ADM-0 - ANU Officer 3 (Administration)
	G3ADM-1 - ANU Officer 3 (Administration)
	G3ADM-2 - ANU Officer 3 (Administration)
	G3ADM-3 - ANU Officer 3 (Administration)
	G3ADM-4 - ANU Officer 3 (Administration)
	G3INV-3 - Invigilator
	G3IT-1 - ANU Officer 3 (IT)
	G3IT-2 - ANU Officer 3 (IT)
	G3PRI-1 - ANU Officer 3 (Printing)
	G3SC-1 - ANU Officer 3 (Security)
	G3SDH-1 - Sub Dean - Halls
	G3ST-2 - ANU Officer 3 (Stores)
	G4ADM-0 - ANU Officer 4 (Administration)
	G4ADM-1 - ANU Officer 4 (Administration)

The salary will then automatically generate from the salary table.

SALARY LEVEL CHANGE - promotions and step changes				
New Eligibility Group	General - Admin			
New Salary Level Code	G67ADM-1 - ANU Officer 6/7 (Admin)			
Base Salary	11,222			
EB Increased Base	11,559			
Effective Period				
Allowance	0		0	
Adjustment	0		0	
<b>CALCULATE ONCOSTS</b>	<b>Allowance</b>	<b>Adjustment</b>	<b>Allowance</b>	<b>Adjustment</b>
WC	Yes	Yes	Yes	Yes
Super	Yes	Yes	Yes	Yes
Payroll Tax	Yes	Yes	Yes	Yes
LSL	Yes	Yes	Yes	Yes

Select an effective period for the new salary to begin and press **F9**.

WC	P1				No
Super	P2				No
Payroll Tax	P3				No
LSL	P4				No
	P5				<b>omotions and step changes</b>
New Eligibility Group	P6				
New Salary Level Code	P7				
Base Salary	P8				
EB Increased Base	P9				
Effective Period					
Allowance	0		0		0
Adjustment	0		0		0
<b>CALCULATE ONCOSTS</b>	<b>Allowance</b>	<b>Adjustment</b>	<b>Allowance</b>	<b>Adjustment</b>	
WC	Yes	Yes	Yes	Yes	
Super	Yes	Yes	Yes	Yes	
Payroll Tax	Yes	Yes	Yes	Yes	
LSL	Yes	Yes	Yes	Yes	

Add any adjustments into the table. These need to be entered for any new role as the previous role's allowances and adjustments will cease once the new role takes effect.

Once all details are entered, "**RECALC**" to view results.

Working Budget	All Funds	T9999998e - Elizabeth Swann								
		P1	P2	P3	P4	P5	P6	P7	P8	P9
All Salaries		7,505.43	6,609.26	6,609.26	6,609.26	6,609.26	9,377.45	9,658.78	9,658.78	9,658.78
Salary Exo On Costs		5,971.04	5,079.57	5,079.57	5,079.57	5,079.57	7,207.08	7,423.29	7,423.29	7,423.29
Base Salary C		5,079.57	5,079.57	5,079.57	5,079.57	5,079.57	6,822.46	7,027.14	7,027.14	7,027.14
Allowances C		-	-	-	-	-	384.62	396.15	396.15	396.15
Annual Leave Bonus		891.47	-	-	-	-	-	-	-	-
On Costs			1,529.69	1,529.69	1,529.69	1,529.69	2,170.37			
Superannuation C		863.53	863.53	863.53	863.53	863.53	1,225.20	1,261.96	1,261.96	1,261.96
Payroll Tax C		411.80	407.10	407.10	407.10	407.10	577.61	594.94	594.94	594.94
Long Service Leave C		101.59	101.59	101.59	101.59	101.59	144.14	148.47	148.47	148.47
Workers Comp Levy C		157.47	157.47	157.47	157.47	157.47	223.42	230.12	230.12	230.12
FTE Total		0.80	0.80	0.80	0.80	0.80	0.80	0.80	0.80	0.80

The Salary Change will automatically flow to out years.

SALARY INFO						
	2015		2016		2017	
Base Salary	66,034		91,353		94,093	
Higher Duties Allowance	0		5,150		5,305	
Adjustment	0		0		0	
Total Salary	66,034		96,503		99,398	
EB Increased Base	68,015		94,093		96,916	
EB Increase Allowance	Yes		Yes		Yes	
EB Increase Adjustment	Yes		Yes		Yes	
<b>CALCULATE ONCOSTS</b>	Allowance	Adjustment	Allowance	Adjustment	Allowance	Adjustment
WC	Yes	Yes	Yes	Yes	Yes	Yes
Super	Yes	Yes	Yes	Yes	Yes	Yes
Payroll Tax	Yes	Yes	Yes	Yes	Yes	Yes
LSL	Yes	Yes	Yes	Yes	Yes	Yes
CODE ON COSTS TO SEPARATE GLC						
Alternative GLC for On Costs	<i>Enter as Fund.Dept.Project. If no project, use 00 (eg. R.20100.00)</i>					
WC	No		No		No	
Super	No		No		No	
Payroll Tax	No		No		No	
LSL	No		No		No	
SALARY LEVEL CHANGE - promotions and step changes						
New Eligibility Group	General - Admin					
New Salary Level Code	G8ADM-1 - ANU Officer 8 (Administration)					
Base Salary	88,892					
EB Increased Base	91,353					
Effective Period	P6					
Allowance	5,000		0		0	
Adjustment	0		0		0	

On Costs can be adjusted to calculate or not calculate via the On costs table.

SALARY LEVEL CHANGE - promotions and step changes				
New Eligibility Group	General - Admin			
New Salary Level Code	G67ADM-1 - ANU Officer 6/7 (Admin)			
Base Salary	11,222			
EB Increased Base	11,559			
Effective Period				
Allowance	0		0	
Adjustment	0		0	
<b>CALCULATE ONCOSTS</b>	Allowance	Adjustment	Allowance	Adjustment
WC	Yes	Yes	Yes	Yes
Super	Yes	Yes	Yes	Yes
Payroll Tax	Yes	Yes	Yes	Yes
LSL	Yes	Yes	Yes	Yes

## GL DISTRIBUTION

GL distribution is imported from the HR system and is displayed by year in 3 tables in the form. GL distribution is entered as a total figure not a percent. Each month should add to a total of 100 as shown in the example below. If the period's GL distribution is over 100 then the salary result will be inflated. Similarly if the GL distribution is less than 100 for a period then the salary result will be lower.

This is separate to FTE. FTE can be lower than 1 but GLC Should still add to 100 each period.

Employee		T9999999a - Elizabeth Swann										Recalc
<b>FTE</b>												
			All Periods	P1	P2	P3	P4	P5	P6	P7	P8	
TOTAL FTE	2015		0.80	0.80	0.80	0.80	0.80	0.80	0.80	0.80	0.80	
TOTAL FTE	2016		0.80	0.80	0.80	0.80	0.80	0.80	0.80	0.80	0.80	
TOTAL FTE	2017		0.80	0.80	0.80	0.80	0.80	0.80	0.80	0.80	0.80	
<b>GL DISTRIBUTION</b>												
<b>2015</b>			All Periods	P1	P2	P3	P4	P5	P6	P7	P8	
All Department			1300	100	100	100	100	100	100	100	100	
S.PC211.03.TRAINING	GENERAL		1,300	100	100	100	100	100	100	100	100	
<b>2016</b>			All Periods	P1	P2	P3	P4	P5	P6	P7	P8	
All Department			1300	100	100	100	100	100	100	100	100	
S.PC211.03.TRAINING	GENERAL		1,300	100	100	100	100	100	100	100	100	
Employee Info <b>FTE and GL Distribution</b> Salary												

If the GL distribution needs to be changed, use the "Changing GL Distribution" table at the end of the form. ALL three columns need to have a selection for the table to work. The input section will turn blue once all the fields are selected.

<b>CHANGING GL DISTRIBUTION</b>												
<i>Assign GL distribution and remove old distribution</i>												
<b>BOTH COLUMNS NEED VALUES TO CHANGE GLC</b>												
	Department	Eligibility Group	YEAR	All Periods	P1	P2	P3	P4	P5	P6	P7	P8
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
	TOTAL				0	0	0	0	0	0	0	0

Select new GLC to change distribution and press **F9**.

The screenshot shows a list of training programs on the left and a data table below. The list includes:

- TRAIN - PC612 - Advanced Captain Training
  - R.PC612.02.TRAINING
- TRAIN - HP - Hogwarts College
  - TRAIN - HP412 - Potions
    - S.HP412.05.TRAINING
  - TRAIN - HP009 - Herbology
    - S.HP009.01.TRAINING (highlighted)
    - S.HP009.02.TRAINING
  - TRAIN - HPC20 - Charms
    - S.HPC200.03.TRAINING
  - TRAIN - HP011 - Potions
    - S.HP011.04.TRAINING
  - TRAIN - HP012 - Defence against the dark arts
    - R.HP012.00.TRAINING

The table below has the following columns: Department, Eligibility Group, YEAR, All Periods, P1, and P2. The first row is highlighted with 'S.HP009.01.TRAINING' in the Department column.

	Department	Eligibility Group	YEAR	All Periods	P1	P2
1	S.HP009.01.TRAINING					
2						
3						
4						
5						
6						
7						
8						
9						
10						
	TOTAL				0	

Select Eligible Group and press **F9**.

The screenshot shows a dropdown menu for 'Eligibility Group' with the following options:

- Casual - Library Services
- Casual - Technical
- Casual
- Academic (highlighted)
- Scholar FT
- Scholar PT
- POI
- None
- Non-Academic

The table below has the following columns: Department, Eligibility Group, YEAR, All Periods, P1, and P2. The first row is highlighted with 'S.HP009.01.TRAINING' in the Department column and 'Academic' in the Eligibility Group column.

	Department	Eligibility Group	YEAR	All Periods	P1	P2
1	S.HP009.01.TRAINING	Academic				
2						
3						
4						
5						
6						
7						
8						
9						
10						
	TOTAL				0	

Select the budget year which the change will take effect and press **F9**.

2017		All Department	
CHANGING GL DISTRIBUTION			
Assign GL distribution and remove old distribution			
BOTH COLUMNS NEED VALUES TO CHANGE GLC			
Department	Eligibility Group	YEAR	All Periods
1 S.HP009.01.TRAINING			
2			
3			
4			
5			
6			
7			
8			
9			
10 TOTAL			0 0

- 2014
- 2015
- 2016
- 2017
- 2018
- 2019
- NIF 2 Year Average
- 2015 v 2014 var %
- 2015 v 2014 var

Once all the selections have been made, the input section will turn blue and 0 will appear in the table below.

CHANGING GL DISTRIBUTION													
Assign GL distribution and remove old distribution													
BOTH COLUMNS NEED VALUES TO CHANGE GLC													
Department	Eligibility Group	YEAR	All Periods	P1	P2	P3	P4	P5	P6	P7	P8	P9	
1 S.HP009.01.TRAINING	Academic	2015	0	0	0	0	0	0	0	0	0	0	
2													
3													
4													
5													
6													
7													
8													
9													
10 TOTAL				0	0	0	0	0	0	0	0	0	

More than one GLC can be entered at a time. Users can also change GL for the next 2 years (2016, 2017) if applicable.

Add in the split. Don't worry about adding the original GLC to change as it is more efficient to change in the section about under **Current GL Distribution**. For example: P1 to P4 - type in 60 for each period in the new GLC table and change current GL from 100 to 40.

**CHANGING GL DISTRIBUTION**

Assign GL distribution and remove old distribution

**BOTH COLUMNS NEED VALUES TO CHANGE GLC**

**3 days per week, then 1 day per week from P5 onwards**

Department	Eligibility Group	YEAR	All Periods	P1	P2	P3	P4	P5	P6	P7	P8	P9	P10	P11	P12	P13
1 R.AP100.00.TRAINING	General	2015	24	60	60	60	60	20	20	20	20	20	20	20	20	20
2																
3																
4																
5																
6																
7																
8																
9																
10																
<b>TOTAL</b>				12	12	0	0	0	0	0	0	0	0	0	0	0

Press "**RECALC**" and the new distribution will apply to the employee record and display in the table. Ensure the total final distribution does not over 100.

**CURRENT GL DISTRIBUTION - 2015**

All Departments	All Eligibility Groups	All Periods	P1	P2	P3	P4	P5	P6	P7	P8	P9	P10	P11	P12	P13
R.PC111.SA.TRAINING	GENERAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0
R.PC003.00.TRAINING	GENERAL	880	40	40	40	40	80	80	80	80	80	80	80	80	80
R.PC002.00.TRAINING	GENERAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0

COMMENTS

Comments for each employee can be typed in the box at the end of Single Employee Input form and this will appear on the Detailed Salary report.

COMMENTS			
----------	--	--	--

Employee Info		
FTE and GL Distribution	Salary	

All Salaries	Salary Exc On Costs	On Costs	Comments
20,406,241	16,093,899	4,312,342	
16,662	1,958	14,704	
16,662	1,958	14,704	New employee
2,917,666	2,438,646	479,020	
1,115,909	929,990	185,920	Sessional Academic
258,589	215,310	43,279	
217,859	185,623	32,236	
1,222,333	1,017,756	204,577	
102,975	89,966	13,009	
17,471,913	13,653,295	3,818,618	
1,282,791	1,010,180	272,611	
191,590	147,687	43,902	
31,369	31,369	0	
123,422	95,200	28,222	
118,896	91,651	27,245	
103,644	79,895	23,749	
140,295	108,133	32,162	Market Loading \$30k and Phone Allowance \$2k
133,968	103,271	30,697	
121,820	93,934	27,886	
113,758	101,615	12,143	
44,358	34,400	9,958	
159,671	123,024	36,647	
0	0	0	
1,310,010	1,023,574	286,437	