How to Submit an Electronic Timesheet to Payroll.

This guide applies to departments that have been given permission to submit electronic timesheets to payroll (outside of SuccessFactors)

This guide details how to submit an electronic timesheet. This is to be used for submitting variable payments to salaried staff and externals. It requires payroll details for either 'hours x rate' or 'one off' payment amounts. This should only be used when the time sheet functionality in SuccessFactors cannot be used. The following list details occasions where a salaried staff member or variable worker will not be able to record the hours that they have worked within the timesheet functionality in SuccessFactors:

- Where the individual holds two or more assignments of the same type of work but with differing rates of pay
- Where a variable payment to an individual is to be made on a 'lump sum' basis rather than on an hourly rate

Version History

Version	Date Published	Authored By	Summary of Key Changes
1.0	20/09/22	Sarah Green	N/A – first publication
1.1	27/10/22	Sarah Green	Amended introduction bullets and pensionable wage type clarification text.

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Section A – Preparing Electronic Timesheet file

Introduction

An electronic timesheet is to be used for submitting variable payments to salaried staff and externals. It requires payroll details for either 'hours x rate' or 'one off' payment amounts. This should only be used when the time sheet functionality in SuccessFactors cannot be used. The following list details occasions where a variable worker will not be able to record the hours that they have worked within the timesheet functionality in SuccessFactors:

- Where the individual holds two or more assignments of the same type of work but with differing rates of pay
- Where a variable payment to an individual is to be made on a 'lump sum' basis rather than on an hourly rate

If either of the above apply to the payments that you would like to make, please contact payroll@warwick.ac.uk to request permission. Electronic timesheets can only be used if you have had permission from the payroll team to make a submission.

Please ensure you follow the instructions below to prepare the timesheet and submit it in time for the monthly pay run cut-off. Once the data has been authorised the variable payments will be transferred into the University's payroll system for payment in the next available monthly pay run.

Step-by-step instructions

1. Open web page Electronic Timesheet webpage and download the file **Electronic Timesheet Template** which will be in Microsoft Excel format. Please note there is only one version of the electronic timesheet required for payments to all UOW staff and externals.

2. Save the file using the following naming convention:

   File Name=number of file i.e., 1stfile received from department / 2-digit department code/ month and year of submission. An example from the Academic Office for payment in July 2021
   File name: 01AO0721.

   This is used to identify the individual timesheet input file in case of queries.

3. Open the staff hours tab. Review the instructions as well as the entry format requirements.

	A	B	C	D	E	F	G	H	I	J
1	**Instructions**									
2	1. All personnel numbers must retain their leading zeros where relevant.									
3	2. Cost codes should be valid, active and in the correct format – no full stops or spaces.									
4	3. Do not insert any additional columns or include calculations or links to other spreadsheets.									
5	4. Do not include new staff until their staff number has been requested from Payroll.									
6	5. Payroll cannot amend incorrect submissions due to instructions from Internal Audit.									
7	6. Incorrect or incomplete sheets will be returned **without being processed**.									
8	7. Once submitted the Payroll team will remove columns I & J.									
9										
10	**Column header**	**Entry Format**								
11	Pers. No	Username in Success Factors format 7 digits 1234567. All personnel numbers must retain their leading zeros where relevant.								
12	Wage Type	Wage Type. 4 digits format 1234. Please use the correct wage type using the catalogue extract tab.								
13	Hours Worked	Hours worked (must be blank for cash payments column E)								
14	Hourly Rate	Hourly rate (must be blank for cash payments column E)								
15	Cash	Cash amount (only used for cash wage types, cannot be populated if entry in column C/D exists)								
16	Date	Date worked Format DD.MM.YYYY. If a date worked can not be given use the date that this is submitted.								
17	Cost Code	Cost code (System will auto fill missing full stops) If no cost code is entered system will use normal cost code held in IT0027								
18	Cust. Field**	**For Completion by HR Payroll Team only**. File name format = number of file i.e., 1st file received from department / 2-digit								
19	Employee Surname	Optional for submitting department use								
20	Employee Forename	Optional for submitting department use								
21										
22	**Enter details below of the payments to be made this month**									
23	**To make payment, copy the information below into the "Submit to Payroll" tab using Copy/Paste Special and select the Values option**									
24								**For completion by Payroll team**		
25	Pers. No	Wage Type	Hours Worked	Hourly Rate	Cash	Date	Cost Code	Cust. Field	Employee Surname	Employee Forename
26										

4. Complete columns A to G with all payment details following the instructions below (also available on the Staff Hours tab) and the entry format requirements. Column H does not need to be completed and can be left blank the payroll team will complete the payroll reference. Columns I & J are optional details for your referencing.

	Column header	**Entry Format**
A	Pers. No	Username in Success Factors format 7 digits 1234567. All personnel numbers must retain their leading zeros where relevant.
B	Wage Type	Wage Type. 4 digits format 1234. See wage type list on spreadsheet tab.
C	Hours Worked	Hours worked (must be blank for cash payments column E)
D	Hourly Rate	Hourly rate (must be blank for cash payments column E)
E	Cash	Cash amount (only used for cash wage types, cannot be populated if entry in column C/D exists)
F	Date	Date worked Format DD.MM.YYYY. If a date worked cannot be given use the date that this is submitted.
G	Cost Code	Cost code (System will auto fill missing full stops) If no cost code is entered system will use normal cost code held in IT0027
H	Cust. Field**	**For Completion by HR Payroll Team only**. File name format = number of file i.e., 1st file received / 2-digit department code / month & year.
I	Employee Surname	Optional - Department use
J	Employee Forename	Optional - Department use

5. Follow the instructions to Copy/Paste special and values into the Submit to Payroll tab. Complete the declaration then save and close the completed file.

📋Note:

- If the individual is a VAM worker, then the wage type needs to be pensionable. If the individual is salaried staff undertaking variable work then the wage type should be non-pensionable.
- Cost codes should be valid, active and in the correct format – no full stops or spaces.
- Do not insert any additional columns or include calculations or links to other spreadsheets.
- Do not include new staff until their staff number has been requested from Payroll.

Section B – Submitting an Electronic Timesheet

1. Once you have had approval from Payroll to submit an electronic timesheet they will send you a link to a secure folder within Warwick Files.

2. Once you have completed the file for submission please send your **electronic timesheets** file via files.warwick placing the file in the folder that has been given as a link from the payroll team. Please do not create sub-folders within files.warwick, as this could delay the retrieval of payments. Access is intended for the uploading of **Electronic timesheets** documents only. For more information on uploading your submission please view the guide how to upload file for more information. Please note that **electronic timesheets will not be accepted by email.**

3. Once a file has been seen by the Payroll Department, it will be removed from its folder for processing.

4. For spreadsheets with more than 10 entries, the Payroll Department will replace that file with a document confirming what has been processed. This will be uploaded prior to the payroll being run for the month.

5. Please review the file and if there are no amendments to be made then no further action is required. These payments will be processed as part of the pay run later in the month. It is the department's responsibility to review any confirmation documents. If you find any discrepancies between the load confirmation and your own records, please advise the payroll office immediately stating the file name and concerns payroll@warwick.ac.uk.

6. Please note spreadsheets with less than 10 entries will be manually inputted by the Payroll Department and audited in line with existing procedures.

7. Should you require someone else to have access to a folder, for example to cover a holiday or absence, please e-mail payroll@warwick.ac.uk with their name and log-in username.

Note:

- Once submitted the payroll team will populate column H and remove columns I & J.
- Payroll cannot amend incorrect submissions due to instructions from Internal Audit.
- Incorrect or incomplete sheets will be returned without being processed.
- Ensure you have permission from Payroll before completing a submission.