WARWICK

How to...

Process Additional Payments in SuccessFactors

This guide describes how central HR colleagues can process selected additional payments in SuccessFactors. It also explains how certain departmental colleagues can initiate payments for staff using a 'Keeping in Touch' (KIT) or 'Shared Parental Leave in Touch' (SPLIT) day when they are on Maternity or Shared Parental Leave.

Additional payments are remuneration that are not a consolidated part of an individual's salary.

This guide explains how:
- Central HR teams (HR Administration, Reward and WMS HR) can process additional payments in SuccessFactors, as well as viewing and editing existing additional payments. It covers both recurring and one-off payments that may be part of the new starter (add new employee) process and those that may be required during the course of an individual's employment, including leaving the University.
- Line managers, Department Administrators and Local HR Administrators can initiate payments for staff using a 'Keeping in Touch' (KIT) or 'Shared Parental in Touch' (SPLIT) day when they are on Maternity or Shared Parental Leave respectively.

This guide does not cover:
- Additional payments made to those as a rotating head of an academic department (please see the separate 'How to…Manage the Appointment of an Academic Head in SuccessFactors' guide).
- Additional payments and salary changes managed by the Reward team in the Compensation module: SPRR, merit pay and commercial bonus payments.
- Consolidated increases in salary managed by the Reward team: major recognition payments, retention payments, equal pay adjustments and any other ad-hoc consolidated payments.

Contents

Version History

Version	Date Published	Authored By	Summary of Key Changes
1.0	27/09/19	Liz Timperley-Preece	N/A – first publication
1.1	01/10/20	B Hatfield	Updated Car Allowance rates
1.2	07/04/22	Liz Timperley-Preece	Updated standby payments
1.3	03/04/23	Tim Wilkinson	Updated with new wage type
1.4	26/04/24	Tim Wilkinson	Updated with two new wage types

Introduction for Central HR

Additional payments may need to be processed as part of the appointment of a new employee, or during the course of an individual's employment (e.g. as a result of a change to the person's current duties, a transfer to a new position or leaving the University).

The majority of additional payments covered by this guide and processed by HR will be added/updated in SuccessFactors by the HR Administration team (or the WMS HR team for WMS employees). The exception to this is market supplements that are approved for an existing employee; these will be managed and processed by the Reward team.

Additional payments can either be:
- Recurring - paid on a regular basis for a specified period or indefinitely;
- One-off – paid once based on a particular event occurring, and may or may not be paid again.

When you need to add or amend an additional payment, you must check:
- Which type of payment it is (see Appendix 1 if you're not sure) and then follow the relevant section for adding recurring or one-off payments below;
- The paperwork you have is complete and correct before you start processing.

It is also important to remember that some types of recurring additional payment will need to be pro-rated for part-time employees (either when a payment is being processed for a new employee for the first time, or when an employee in receipt on an additional payment is changing their hours) and others will not (i.e. because they are a fixed amount). Where a payment does need to be pro-rated, the system will do this automatically in some cases. In others, you will need to calculate the pro-rated amount yourself before entering into the system. Please see Appendix 1 for details.
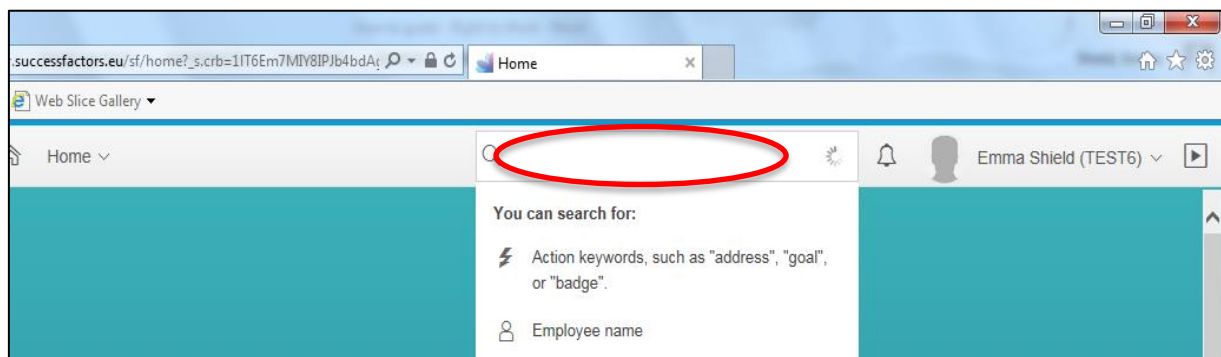
When you finish adding or amending an additional payment (either recurring or one-off), the data you have entered/changed will be transferred into the University's payroll system. However, whether the payment details/changes will be processed in the current or following month's payrun is dependent on whether you have entered the payment before the monthly deadline. Please see here on the HR webpages for further details about the monthly cut-off date.

Please note that specific types of payment are known as 'pay components' in Employee Central and 'wage types' in SAP Payroll, although these are the same thing.

Section A – Recurring Payments

Viewing existing recurring payments

1. Log in to SuccessFactors.

2. From your home screen, search for the individual by typing in their University ID number into the search box at the top of the page. Alternatively, you may type in the person's name but you should do this with caution as names may not be unique in the University. The options in the drop-down list will filter as you begin typing. Click on the required employee.

3. You will have been routed to the individual's profile page. Click on the **'Compensation Information'** tab:
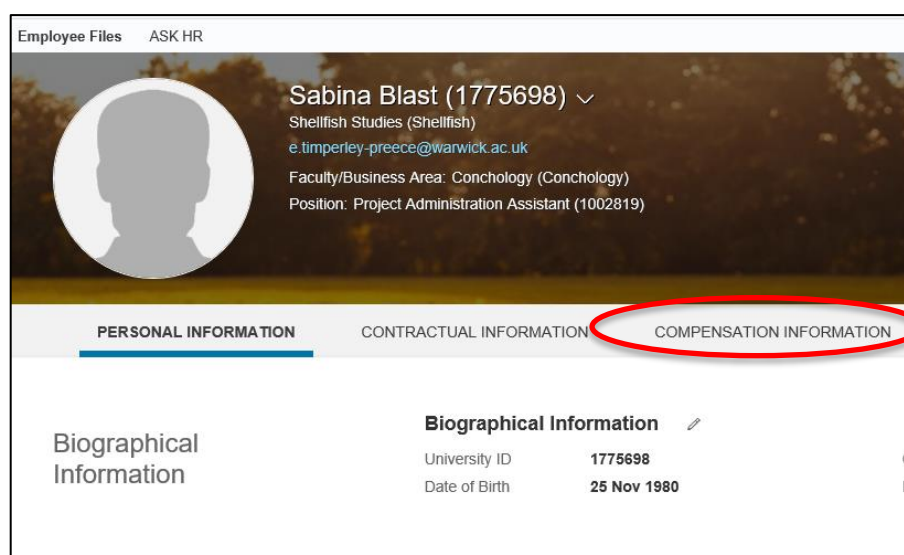
In the **'Compensation'** table, you will be able to see the details of any additional payments. For example, in the screenshot below, a responsibility allowance is shown.

Compensation

Pay Component	Base Pay Component	Amount	Currency
Monthly Pro-rated Salary (1001) Frequency: **Monthly (MON)** Number: **-** Unit of Measure: **-**	**Annualised Salary (AnnualisedSalary)**	782.38	**GBP**
Annual Pro-rated Salary (1000) Frequency: **Annual (ANN)** Number: **-** Unit of Measure: **-**	**Compensation Annual Salary (COMP_ANN_SAL)**	9,389	**GBP**
Full FTE Annual Salary (ANSAL) Frequency: **Annual (ANN)** Number: **-** Unit of Measure: **-**	**-**	18,777	**GBP**
Resp Allowance (non-pens) (2114) Frequency: **Monthly (MON)** Number: **-** Unit of Measure: **-**	**-**	1,000	**GBP**

You can also click on the clock icon next to the Compensation Information heading to view the change history for Compensation Information (i.e. when an additional payment has been added or removed).
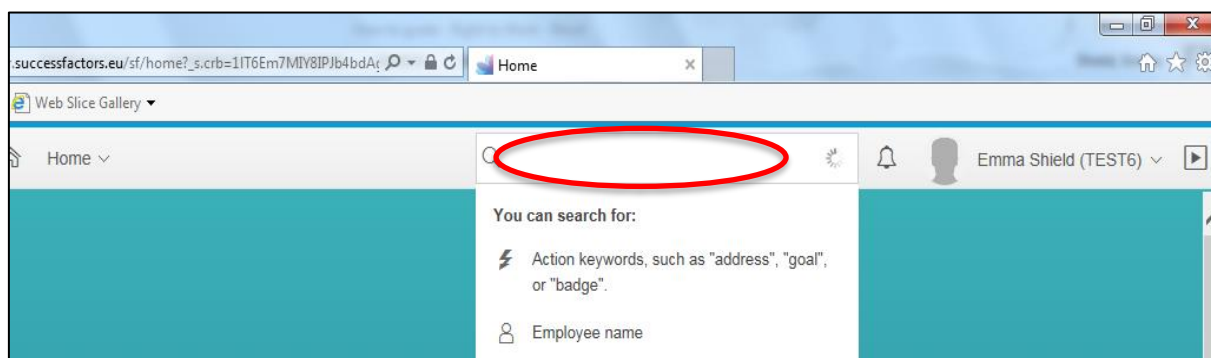
Adding a new recurring payment

Some types of additional payment will need to be pro-rated for part-time employees and others will not (i.e. because they are a fixed amount). Where a payment does need to be pro-rated, the system will do this automatically in some cases. In others, you will need to calculate the pro-rated amount yourself before entering it into the system. Please see Appendix 1 for details.

1. If you are adding a new recurring payment as part of the 'Add New Employee' process, please follow the instructions below from step 8 (you will be able to start following these instructions once you reach the compensation section in the 'Add New Employee' screen).

   If you are adding a new recurring payment for an existing employee, please go to step 2.

2. Log in to SuccessFactors.

3. From your home screen, search for the individual by typing in their University ID number into the search box at the top of the page. Alternatively, you may type in the person's name but you should do this with caution as names may not be unique in the University. The options in the drop-down list will filter as you begin typing. Click on the required name.

4. You will have been routed to the individual's profile page. Click on the **'Compensation Information'** tab:

5. You will have been routed to the **'Compensation Information'** section. Click on the pencil icon to begin adding to the individual's compensation details:

6. A pop-up window will have appeared on your screen, as shown below:

Underneath the heading **'Choose what you want to change'**, the box **'Compensation Information'** will be ticked. Do not change this or tick the boxes next to the two other options. Enter the date from when the new additional payment needs to be paid. This will be specified on the documentation that you are working from.

Tip: If you click on the calendar in any field requiring a date, a pop-up calendar will appear on screen for you to find the appropriate date using the drop-down menus for month and year. When you click on the appropriate date, the field will be populated for you. Alternatively, you can enter the date manually in the format shown within the field (DD/MM/YYYY).

7. The pop-up window will have refreshed and a new field of **'Event'** will have appeared that you must complete. Once you select a value, a new field of **'Event Reason'** will appear in the window. The values that you need to select from the drop-down menu for these fields will depend upon the type of additional payment that you are adding and the reason you are adding it, as shown below:

Type of Payment	Event	Event Reason
Responsibility allowance	Pay rate change	Add. respons allowance
Market supplement	Pay rate change	Market supplement
Any additional payments relating to a transfer of position	Transfer	Transfer
Any other additional payments	Data change	Data change

8. Scroll down to the bottom of the pop-up window. Click on the 'Add' hyperlink.

9. The pop-up window will have refreshed and jumped back to the top. Use your scroll bar to navigate to the bottom of the window again. There, above the **'Add'** button, you will find that a number of blank fields to add a new payment have appeared.

You will always need to select the relevant type of payment in the **'Pay Component'** field. The easiest way to do this is to type the pay component number into the field; the value you need will then appear for you to click on. You can find pay component numbers for different types of payment in Appendix 1.

The other fields that you need to complete and the type of values you need to enter will vary depending on the type of additional payment that you are processing. Please see Appendix 1 for full details of the information you need to complete for the relevant type of payment.

📝 <u>Note</u>:   Part-time employees with a clinical excellence payment and fewer than 5 programmed activities will need to have a cash value entered into SAP Payroll rather than having the payment added to Employee Central. Please contact the Payroll team in such cases.

10. Once you have finished entering all of the required data, click on the **'Save'** button at the bottom right-hand side of the pop-up window.

11. Click on the clock icon next to the Compensation Information heading.

A pop-up window will have appeared showing the change history for Compensation Information. Here, you can double-check that the additional payments details you have entered are complete and correct.
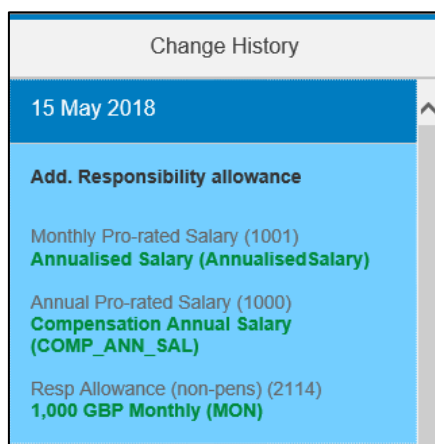
12. You have finished adding this particular additional payment. If there is an instance that you need to pay the same additional payment with different end dates, then you must enter the same additional payment again as detailed above. If the additional payment is for a temporary period, you will also need to follow the instructions in the 'Editing or removing an existing recurring payment' section below to remove the payment at the end of the period for which is it being paid.

13. The details of the additional payment should already have been sent to the employee within an offer letter if the payment is part of a new appointment. However, if the additional payment is part of any other mid-employment change, you will need to ensure that a letter is produced to set out the details of the payment for the employee using the relevant template letter in your team's shared drive.

14. Once you have produced the letter and it has been checked in accordance with your team's procedures for quality control, issue it to the employee in accordance with your team's normal procedures for mid-employment letters.
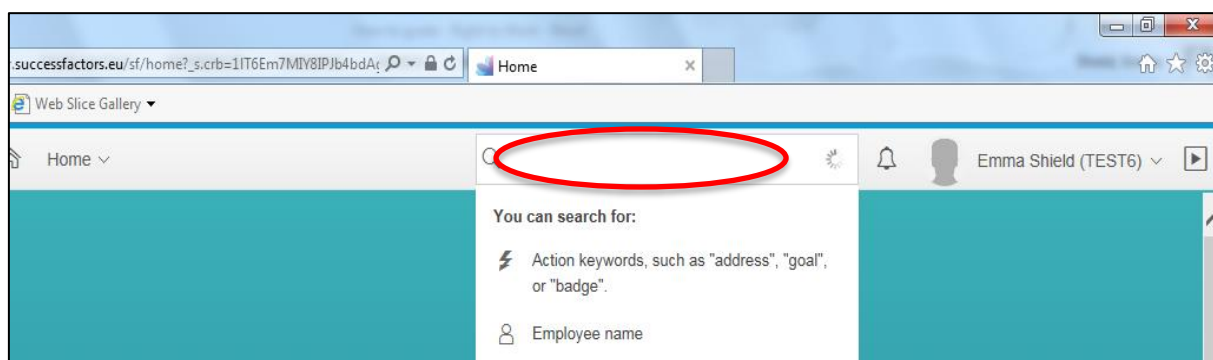
15. Place a hard copy of the letter on the employee's file and record the completion of this item of work in accordance with your team's normal procedures for tracking work activity.

Editing or removing an existing recurring payment

Note: Some types of additional payment will need to be pro-rated when an employee in receipt of them changes their hours and others will not (i.e. because they are a fixed amount). Where a payment does need to be pro-rated, the system will do this automatically in some cases. In others, you will need to calculate the pro-rata amount yourself before entering into the system. Please see Appendix 1 to check what you need to do for the type of payment(s) relating to the case you are processing.

1. Log in to SuccessFactors.

2. From your home screen, search for the individual by typing in their University ID number into the search box at the top of the page. Alternatively, enter the employee's name but do so with caution as some names may not be unique in the University. The options in the drop-down list will filter as you begin typing. Click on the required employee.

3. You will have been routed to the individual's profile page. Click on the **'Compensation Information'** tab:

4. You will have been routed to the **'Compensation Information'** section. Click on the pencil icon to begin editing the individual's compensation details:

5. A pop-up window will have appeared on your screen, as shown below:

Underneath the heading **'Choose what you want to change'**, the box next to **'Compensation Information'** will be ticked. Do not change this or tick the boxes next to the two other options. Enter the date from which the change to the additional payment needs to be enacted. This will be specified on the documentation that you are working from.

Note: If you are moving an additional payment, the date you will need to use is the first date from which the payment will no longer be paid to the individual. For example if someone is receiving a responsibility allowance until 31st March, the effective date that you will need to enter for removing this is 1st April.

6. The pop-up window will have refreshed and a new field of **'Event'** will have appeared that you must complete. Once you select a value, a new field of **'Event Reason'** will appear in the window. Select **'Data Change'** in each of these fields.

7. Scroll down to the set of compensation fields relating to the payment that you wish to edit. Either:

    a) Edit the relevant field(s) for the payment concerned if you are changing some of the details (e.g. the amount being paid); or
    b) Click on the rubbish bin icon if you are removing the payment.

    Please see Appendix 1 for full details of the fields that apply to different kinds of payment.

16. Once you have finished editing the relevant payment details, click on the **'Save'** button at the bottom right-hand side of the pop-up window.

17. Click on the clock icon next to the Compensation Information heading.

Compensation Information ✏ 🕒

A pop-up window will have appeared showing the change history for Compensation Information. Here, you can double-check that the additional payments details you have edited are complete and correct.

Change History

2 Jul 2018

Data change

Resp Allowance (non-pens) (2114)
1,500
1,000

18. You have now finished adding this particular additional payment and can return to your SuccessFactors home page using the home icon on the top left-hand side of your screen.

19. You may need to produce a letter for the employee to set out the change to the payment that they receive, using the relevant template letter in your team's shared drive. This will not be required if you have removed a temporary additional payment from a date that has already been advised to the employee in another letter.

20. Once you have produced the letter (if required) and it has been checked in accordance with your team's procedures for quality control, issue it to the employee in accordance with your team's normal procedures for mid-employment letters.

21. Place a hard copy of the letter on the employee's file and record the completion of this item of work in accordance with your team's normal procedures for tracking work activity.

Section B – One-off Payments

Viewing previous one-off payments

1. Log in to SuccessFactors.

2. From your home screen, search for the individual by typing in their University ID number into the search box at the top of the page. Alternatively, enter the employee's name but do so with caution as some names may not be unique in the University. The options in the drop-down list will filter as you begin typing. Click on the required employee.
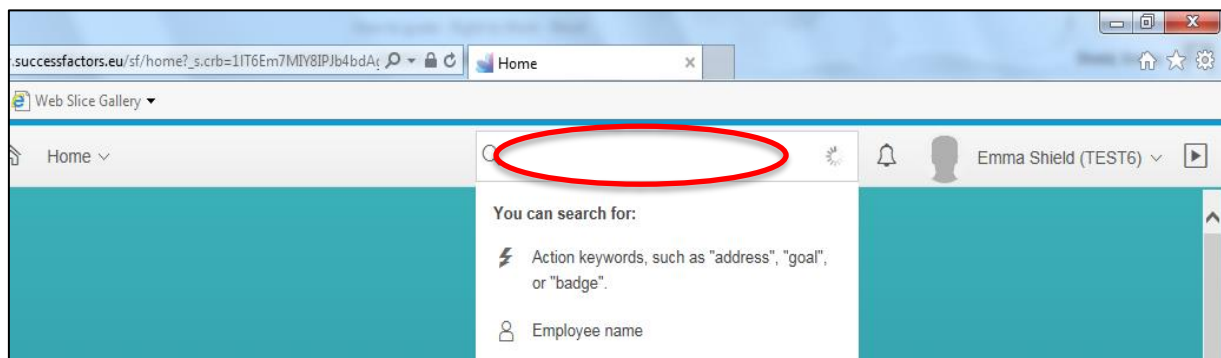
3. You will have been routed to the individual's profile page. Click on the **'Compensation Information'** tab:

4. Scroll to the **'One Off Payments'** sub-section. You'll see listed on the page the additional payments previously processed for the employee in the current calendar year. However, you can choose to change your view to all payments made to them at any time by changing the selection in the drop down menu at the top of the sub-section to **'All'**.
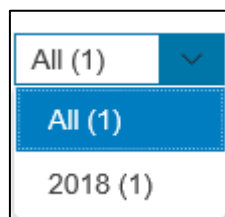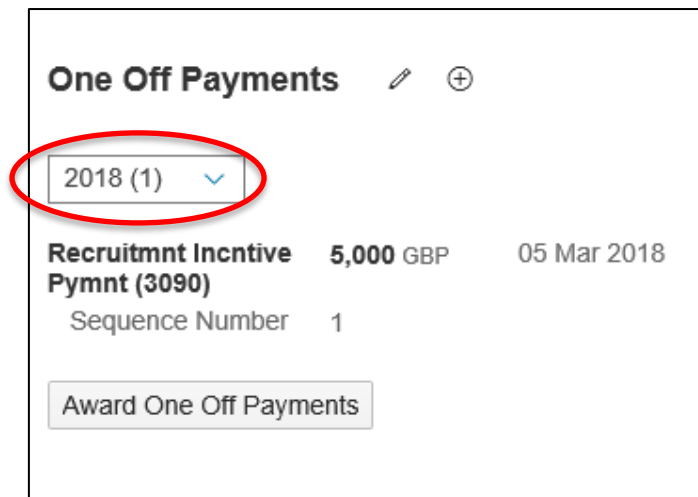
Adding a new one-off payment

1. Log in to SuccessFactors.

2. From your home screen, search for the individual by typing in their University ID number into the search box at the top of the page. Alternatively, enter the employee's name but do so with caution as some names may not be unique in the University. The options in the drop-down list will filter as you begin typing. Click on the required employee.
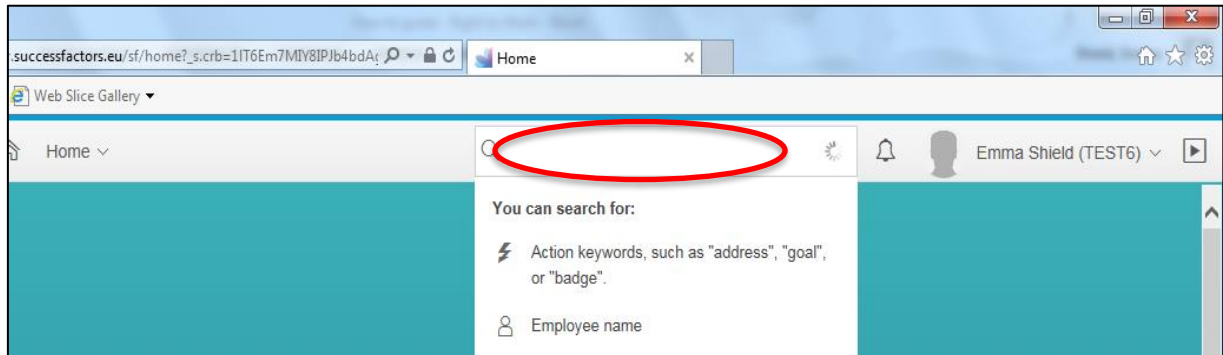
3. You will have been routed to the individual's profile page. Click on the **'Compensation Information'** tab:
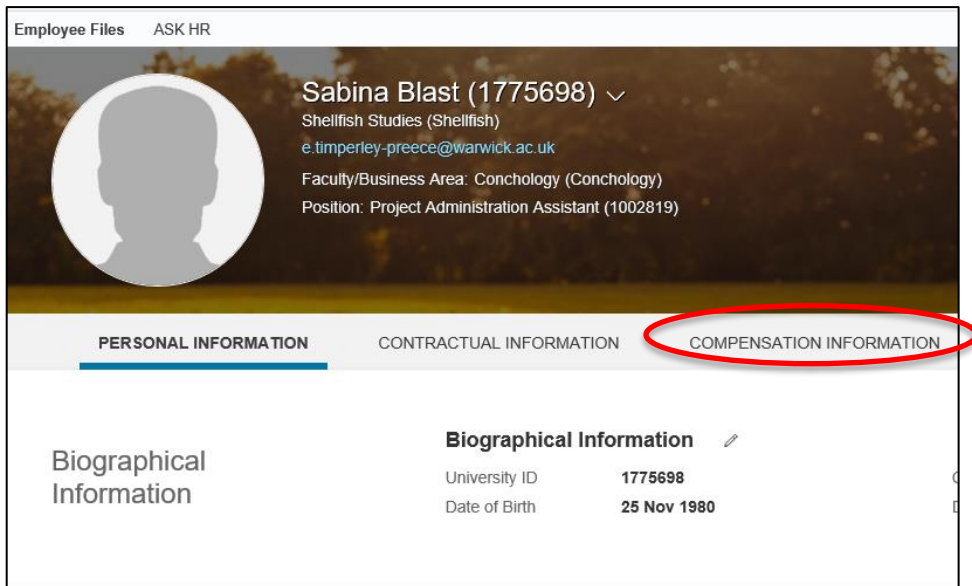
4. Scroll to the **'One Off Payments'** sub-section.
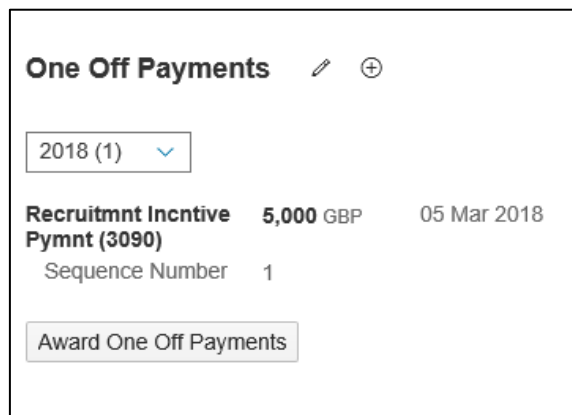
5. Click on **'Award One Off Payments'**.

6. A pop-up window will appear, where there will be a number of blank fields for you to complete in order to add a new one-off payment.

You will always need to select the relevant type of payment in the **'Pay Component'** field. The easiest way to do this is to type the pay component number into the field; the value you need will then appear for you to click on. You can find pay component numbers for different types of payment in Appendix 1.

The other fields that you need to complete and the type of values you need to enter will vary depending on the type of additional payment that you are processing. Please see Appendix 1 for full details of the information you need to complete for the relevant type of payment.

7. If the one-off payment is to be charged to a cost centre that is different from the cost centre used for the employee's salary payments, use the **'Alternative Cost Centre'** field to provide this information. Start typing the cost centre into the field and the results will filter as you type. Select the cost centre that you require. If you do not need to charge the payment somewhere different, leave the field blank.

Note: All of the University's cost centres are available as a list in the 'Alternative Cost Centre' field. As this is a very long list, you can find the cost centre that you require by starting to type the details in the field. Note that the cost centres are set in a specific format and therefore you should pay particular attention to any spaces or full stops within the cost code. The list of cost centres will begin filtering as you type and you can select the one you need by clicking on it.

8. When you have finished entering the required data, click on the **'Save'** button at the bottom right-hand side of the pop-up window.

9. You will be able to see the details of the payment that you have added on screen.

Tip: If you notice that you have made a mistake, you can correct it by clicking on the pencil icon and then editing the relevant details before clicking **'Save'**.

Section C – Departmental Initiation of KIT/SPLIT Day Payments

Introduction

Employees on Maternity Leave may take up to 10 'Keeping in Touch' (KIT) days and those on Shared Parental Leave may take up to 20 'Shared Parental in Touch' (SPLIT) days, subject to agreement with their department. This means that they may come into work and receive full pay for the day without curtailing their period of leave. Please see the Maternity Policy or Shared Parental Leave policy found underline on the HR web pages for further details.

This section describes the steps that an employee's line manager, department administrator or local HR administrator needs to take in SuccessFactors to check the number of KIT/SPLIT days already taken, and how to initiate payment for a KIT/SPLIT day.

Note: You should be aware of the monthly deadline for payments to have been entered into SuccessFactors in order to be made in the next payrun. Please see here on the HR webpages for further details about payroll cut-off dates.

Checking the number of KIT/SPLIT days taken to date

Before it is agreed that an employee is going to use a KIT/SPLIT day, it is important to check that they have not already exceeded the maximum that they are entitled to take during their current period of Maternity/Shared Parental Leave. How you can check KIT/SPLIT payments initiated in SuccessFactors is described below.

Note: If the current period of leave started before Successfactors was launched across the University, please ensure that you also check other records held by you/your department for any further KIT/SPLIT days that the individual has taken that are not held in the system.

1. Log in to SuccessFactors.

2. From your home screen, search for the individual by typing in their University ID number into the search box at the top of the page. Alternatively, you can use their name but do so with caution given that names are not always unique in the University. The options in the drop-down list will filter as you begin typing. Click on the required employee.
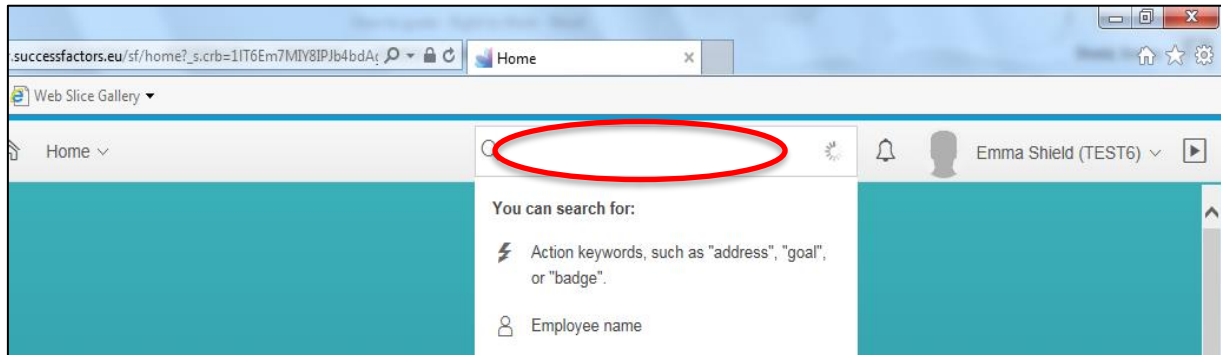
3. You will have been routed to the individual's profile page. Click on the **'Compensation Information'** tab:

4. Scroll to the **'One Off Payments'** sub-section. You'll see listed on the page the additional payments previously processed for the employee in the <u>current calendar year</u>, including any KIT/SPLIT days.

If the employee's period of Maternity/Shared Parental Leave started in the previous calendar year, you will need to change your view of the section so that you can see any KIT/SPLIT day payments made to them during that period. You do this by changing the selection in the drop down menu at the top of the sub-section from the current year to the previous year. Alternatively, you can select **'All'** in order to see a full history of additional payments on screen.

Note: If you select **'All'**, be careful not to count any KIT/SPLIT days taken in a different period of Maternity/Shared Parental Leave. You can check an employee's Maternity/Shared Parental Leave dates by clicking on the **'Time'** tab in their person profile and then clicking on the **'Administer Time'** hyperlink within that section.

Initiating a payment for a KIT/SPLIT day

When an employee has used a KIT/SPLIT day, the payment for this will need to be initiated by their department in SuccessFactors. This is normally expected to be their line manager (although their department administrator and local HR administrator will also have the access to be able to do this, if and when required by local arrangements).

1. Log in to SuccessFactors.

2. From your home screen, search for the individual by typing in their University ID number into the search box at the top of the page. Alternatively, you can use their name but do so with caution given that names are not always unique in the University. The options in the drop-down list will filter as you begin typing. Click on the required employee.
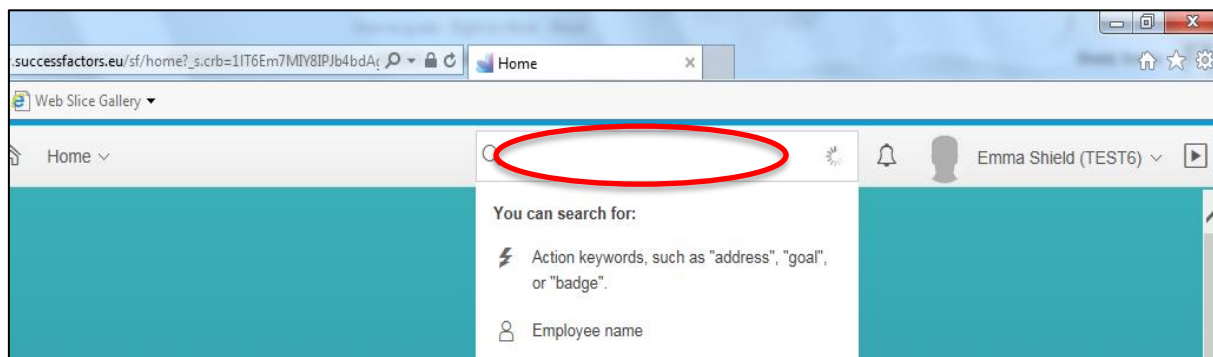
3. You will have been routed to the individual's profile page. Click on the **'Compensation Information'** tab:
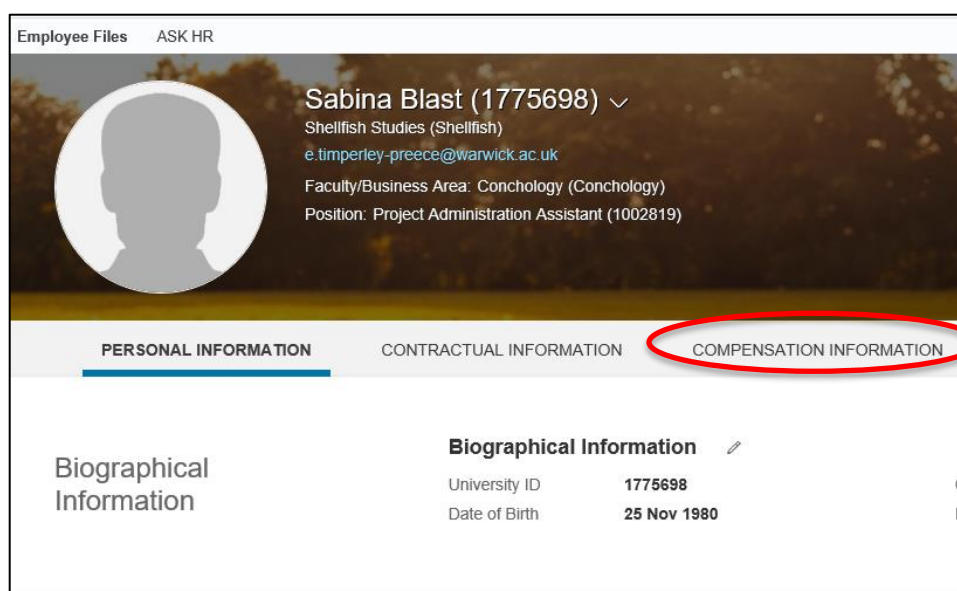
4. Scroll to the **'One Off Payments'** sub-section and click on **'Award One Off Payments'**.

One Off Payments ✎ ⊕

2019 (1) ⌄

KIT Day (1030)   **0** GBP   11 Feb 2019
   Sequence Number   5
   Number   1
   Unit of Measure   Day (DAY)

Award One Off Payments

5. A pop-up window will have opened, as shown below.

One Off Payments

One Off Payments
Amount
|

*Issue Date
12 Feb 2019   📅

*Pay Component
No Selection   ⌄

*Currency
No Selection   ⌄

Alternative Cost Centre
No Selection   ⌄

Sequence Number

Cancel   Save

In the pop-up window:

a) Do not enter anything in the **'Amount'** field.

b) In the **'Issue Date'** field, either select from the calendar or type in the date of the KIT/SPLIT day that the employee took.

Tip: If you click on the calendar in any field requiring a date, a pop-up calendar will appear on screen for you to find the appropriate date using the drop-down menus for month and year. When you click on the appropriate date, the field will be populated for you. Alternatively, you can enter the date manually in the format shown within the field (DD/MM/YYYY).

c) In the **'Pay Component'** field, select **'KIT/SPLIT Day (1030)'**. When you do this, the **'Currency'** field will default to **'GBP'**.

d) If you need to charge the payment for the KIT/SPLIT day to a cost centre that is different from the cost centre used for the employee's salary payments, use the **'Alternative Cost Centre'** field to provide this information. Start typing the cost centre into the field and the results will filter as you type. Select the cost centre that you require. If you do not need to charge the payment somewhere different, leave the field blank.

Note: All of the University's cost centres are available as a list in the 'Alternative Cost Centre' field. As this is a very long list, you can find the cost centre that you require by starting to type the details in the field. Note that the cost centres are set in a specific format and therefore you should pay particular attention to any spaces or full stops within the cost code. The list of cost centres will begin filtering as you type and you can select the one you need by clicking on it.

e) <u>Do not enter anything</u> into the **'Sequence Number'** or **'Number'** fields.

f) Click on **'Save'**.

6. You will be able to see the details of the payment that you have added on screen.

The data you have entered will be transferred into the University's payroll system. However, whether the payment will be made in the current or following month's payrun is dependent on whether you have entered the payment before the monthly deadline. Please see here on the HR webpages for further details about the monthly cut-off dates.

Appendix 1 - Inputting Values Required by Type of Additional Payment in Employee Central

Pay Component/Wage Type Number	Name of Pay Component/Wage Type	Type of Payment	Payment Based On	Section of EC Added In	Values to Input in EC (Note: where a specific value is to be selected or entered, this is shown in brackets)	Pro-rate if there is a change to FTE?	Input By	Further Instructions/Information
2075	Allowance (non-pensnable)	Recurring	Cash value	Compensation Information	Amount (monthly cash value to two decimal places), Currency (GBP), Frequency (MON).	No	HR Admin	Requests for payment of this wage type/pay component must be queried as it should not normally be used for new payments. Please seek further information from the department to understand the reason for the request if required and refer to the HR Administration Team Leader or Reward Manager.
2074	Allowance (pensionable)	Recurring	Cash value	Compensation Information	Amount (monthly cash value to two decimal places), Currency (GBP), Frequency (MON).	No	HR Admin	Requests for payment of this wage type/pay component must be queried as it should not normally be used for new payments. Please seek further information from the department to understand the reason for the request if required and refer to the HR Administration Team Leader or Reward Manager.
1500	Availability Allowance	Recurring	Percentage of Salary	Compensation Information	Amount (0), Currency (GBP), Frequency (MON).	Automatic	HR Admin	Used by the Arts Centre. Calculated based on 5% of salary.
2125	Car Allowance	Recurring	Rate	Compensation Information	Currency (GBP), Frequency (MON), Number (Rate Number), Unit Measure (Level).	No	HR Admin	Largely used in Commercial. Please refer to rate table in Appendix 2 for rate options to choose from for entry into Number field.

Pay Component/Wage Type Number	Name of Pay Component/Wage Type	Type of Payment	Payment Based On	Section of EC Added In	Values to Input in EC (Note: where a specific value is to be selected or entered, this is shown in brackets)	Pro-rate if there is a change to FTE?	Input By	Further Instructions/Information
2545	Clinical - APA	Recurring	Formula	Compensation Information	Currency (GBP), Frequency (MON), Number (Number of APAs, can be up to 1 decimal place), Unit Measure (Units (Z99)).	Adjust Number (APAs) if applicable	WMS HR	The calculation for this payment occurs in the SAP Payroll system. The Payroll team will check that the payment calculated matches the amount included in the letter to the individual (based on a manual calculation).
2540	Clinical - APA - UoW	Recurring	Formula	Compensation Information	Currency (GBP), Frequency (MON), Number (Number of APAs, can be up to 1 decimal place), Unit Measure (Units (Z99)).	Adjust Number (APAs) if applicable	WMS HR	The calculation for this payment occurs in the SAP Payroll system. The Payroll team will check that the payment calculated matches the amount included in the letter to the individual (based on a manual calculation).
2535	Clinical - Band 1A/2B	Recurring	Percentage of Salary	Compensation Information	Amount (0), Currency (GBP), Frequency (MON).	Automatic	WMS HR	Clinical availability supplement for those below the level of consultant - this band attracts a payment equivalent to 50% of salary.
2520	Clinical - Band 1B	Recurring	Percentage of Salary	Compensation Information	Amount (0), Currency (GBP), Frequency (MON).	Automatic	WMS HR	Clinical availability supplement for those below the level of consultant - this band attracts a payment equivalent to 40% of salary.
2525	Clinical - Band 1C	Recurring	Percentage of Salary	Compensation Information	Amount (0), Currency (GBP), Frequency (MON).	Automatic	WMS HR	Clinical availability supplement for those below the level of consultant - this band attracts a payment equivalent to 20% of salary.
2530	Clinical - Band 2A	Recurring	Percentage of Salary	Compensation Information	Amount (0), Currency (GBP), Frequency (MON).	Automatic	WMS HR	Clinical availability supplement for those below the level of consultant - this band attracts a payment equivalent to 80% of salary.

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2503	Clinical Availability	Recurring	Rate	Compensation Information	Currency (GBP), Frequency (MON), Number (Rate Number), Unit Measure (Level).	No, but a different rate number may apply.	WMS HR	Please refer to rate table in Appendix 2 for rate options to choose from for entry into Number field.
2507	Clinical Discr. Equiv	Recurring	Rate	Compensation Information	Currency (GBP), Frequency (MON), Number (Rate Number), Unit Measure (Level).	No, but a different rate number may apply.	WMS HR	Requests for payment of this wage type/pay component must be queried as it should not normally be used for new payments. In the event that the payment does need to be used, there is a rate table in Appendix 2.
2506	Clinical Discretionary	Recurring	Rate	Compensation Information	Currency (GBP), Frequency (MON), Number (Rate Number), Unit Measure (Level).	No, but a different rate number may apply.	WMS HR	Requests for payment of this wage type/pay component must be queried as it should not normally be used for new payments. In the event that the payment does need to be used, there is a rate table in Appendix 2.
2504	Clinical Nat Exc	Recurring	Rate	Compensation Information	Currency (GBP), Frequency (MON), Number (Rate Number), Unit Measure (Level).	No, but a different rate number may apply.	WMS HR	Please refer to rate table in Appendix 2 for rate options to choose from for entry into Number field. Part-time employees with a clinical excellence payment and fewer than 5 programmed activities will need to have a cash value entered into SAP Payroll rather than having the payment added to Employee Central. Please contact the Payroll team in such cases.
2505	Clinical Loc Exc - MON	Recurring	Rate	Compensation Information	Currency (GBP), Frequency (MON), Number (Rate Number), Unit Measure (Level).	No, but a different rate number may apply.	WMS HR	Please refer to rate table in Appendix 2 for rate options to choose from for entry into Number field.

Pay Component/Wage Type Number	Name of Pay Component/Wage Type	Type of Payment	Payment Based On	Section of EC Added In	Values to Input in EC (Note: where a specific value is to be selected or entered, this is shown in brackets)	Amend details if there is a change to FTE?	Input By	Further Instructions/Information
2509	Clinical Merit/Dist Equiv	Recurring	Rate	Compensation Information	Currency (GBP), Frequency (MON), Number (Rate Number), Unit Measure (Level).	No, but a different rate number may apply.	WMS HR	Please refer to rate table in Appendix 2 for rate options to choose from for entry into Number field.
2510	Clinical Add Paymt	Recurring	Cash value	Compensation Information	Amount (monthly cash value to two decimal places), Currency (GBP), Frequency (MON).	Yes, manual adjustment to Amount	WMS HR	Clinical staff may come with this and/or it is agreed as part of starter package. Ongoing monthly payment with set end date, similar to standard market supplement
2003	Cont Enhancmnt 0.3333T	Recurring	Hourly	Compensation Information	Currency (GBP), Frequency (MON), Number ((Hours per week paid at enhanced rate x 52) ÷ 12), Unit Measure (Hours)	Yes, manual adjustment to Number, or may need to stop payment.	HR Admin	Night shift - contractual hours between midnight and 6am (sometimes known as 'Night Allowance').
1205	Cont Overtime @ 1.5T	Recurring	Hourly	Compensation Information	Currency (GBP), Frequency (MON), Number ((Hours per week paid at enhanced rate x 52) ÷ 12), Unit Measure (Hours)	Yes, manual adjustment to Number, or may need to stop payment.	HR Admin	Contractual overtime paid at time and a half

Pay Component/Wage Type Number	Name of Pay Component/Wage Type	Type of Payment	Payment Based On	Section of EC Added In	Values to Input in EC (Note: where a specific value is to be selected or entered, this is shown in brackets)	Pro-rate if there is a change to FTE?	Input By	Further Instructions/Information
2220	Deputy Dept Head	Recurring	Cash value	Compensation Information	Pay Component (Wage Type Number), Amount (monthly cash value), Currency (GBP), Frequency (MON).	No	Academic Processes	Deputy Headships processed as an additional payment on substantive appointment rather than as a separate contract.
2400	Gardeners Bonus	Recurring	Rate	Compensation Information	Currency (GBP), Frequency (MON), Number (Rate Number), Unit Measure (Level).	No	HR Admin	Please refer to rate table in Appendix 2 for rate options to choose from for entry into Number field.
2045	Honorarium - Permanent	Recurring	Cash value	Compensation Information	Amount (monthly cash value to two decimal places), Currency (GBP), Frequency (MON).	No	HR Admin	Payment for additional duties such as Academic Director, Pro-Dean.
2547	Local Clinical Impact Award	Non-recurring	Cash value	One-off Payments	Amount to two decimal places, Issue Date (if not today), Pay Component (Wage Type Number), Alternative Cost Code if required.	No	WMS HR	One off payment normally £7,000 or more in value. Actual amount will be advised by the HRBP.
2301	London Weighting	Recurring	Rate	Compensation Information	Currency (GBP), Frequency (MON), Number (Rate Number), Unit Measure (Level).	No	HR Admin	Standard London Weighting option, available for those living and working in London. Please refer to rate table in Appendix 2 for rate options to choose from for entry into Number field.

Pay Component/Wage Type Number	Name of Pay Component/Wage Type	Type of Payment	Payment Based On	Section of EC Added In	Values to Input in EC (Note: where a specific value is to be selected or entered, this is shown in brackets)	Pro-rate if there is a change to FTE?	Input By	Further Instructions/Information
2050	Market Suplmnt (non-pens)	Recurring	Cash value	Compensation Information	Amount (monthly cash value to two decimal places), Currency (GBP), Frequency (MON).	Yes, manual adjustment to Amount	Reward	Standard market supplement option (i.e. non-pensionable). This is also used for the Finance Office qualification supplement.
2055	Market Supp'ment (pens)	Recurring	Cash value	Compensation Information	Amount (monthly cash value to two decimal places), Currency (GBP), Frequency (MON).	Yes, manual adjustment to Amount	Reward	Exceptional cases only as market supplements should not normally be pensionable. Seek advice from the Reward Manager as to whether an exception has been granted if this is not clear.
2077	Moblty All'ce - M/Curie	Recurring	Cash value	Compensation Information	Amount (monthly cash value to two decimal places), Currency (GBP), Frequency (MON).	No	HR Admin	Mobility allowance for Marie Curie Fellows.
	Mutual Severance <30K	Non-recurring	Cash value	One-off Payments	Amount (Portion of Severance Pay under £30,000 to two decimal places), Issue Date (if not today), Pay Component (Wage Type Number), Alternative Cost Code if required.	N/A	HR Admin	Amount of a mutual severance payment at £30,000 or less (i.e. non-taxable). **NB: this pay component is not currently available in EC; seek advice if you need to use it.**
3901	Mutual Severance >30K	Non-recurring	Cash value	One-off Payments	Amount (Portion of Severance Pay over £30,000 to two decimal places), Issue Date (if not today), Pay Component (Wage Type Number), Alternative Cost Code if required.	N/A	HR Admin	Amount of a mutual severance payment over £30,000 (i.e. taxable).

Pay Component/Wage Type Number	Name of Pay Component/Wage Type	Type of Payment	Payment Based On	Section of EC Added In	Values to Input in EC (Note: where a specific value is to be selected or entered, this is shown in brackets)	Pro-rate if there is a change to FTE?	Input By	Further Instructions/Information
2546	National Clinical Impact Award	Recurring	Rate	Compensation Information	Currency (GBP), Frequency (MON), Number (Rate Number), Unit Measure (Level).	No	WMS HR	Please refer to rate table in Appendix 2 for rate options to choose from for entry into Number field.
2114	Resp Allowance (non-pens)	Recurring	Cash value	Compensation Information	Amount (monthly cash value to two decimal places), Currency (GBP), Frequency (MON).	No	HR Admin / WMS HR	Standard responsibility allowance option (i.e. non-pensionable). Also used by WMS HR for clinical consultants carrying out senior management activity - informal process within WMS to select someone for this and then WMS HR is informed to add this on to their payments.
3090	Recruitmnt Incntive Pymnt	Non-recurring	Cash value	One-off Payments	Amount (Cash value to two decimal places), Issue Date (if not today), Pay Component (Wage Type Number), Alternative Cost Code if required.	N/A	HR Admin	Recruitment incentive payment (i.e. one off taxable lump sum paid upon starting employment with the University).
3900	Redundancy	Non-recurring	Cash value	One-off Payments	Amount to two decimal places, Issue Date (if not today), Pay Component (Wage Type Number), Alternative Cost Code if required.	N/A	HR Admin	SAP will calculate the correct tax to apply if the value is over £30,000

Pay Component/Wage Type Number	Name of Pay Component/Wage Type	Type of Payment	Payment Based On	Section of EC Added In	Values to Input in EC (Note: where a specific value is to be selected or entered, this is shown in brackets)	Pro-rate if there is a change to FTE?	Input By	Further Instructions/Information
2113	Clinical Rep Allow	Recurring	Cash value	Compensation Information	Amount (monthly cash value to two decimal places), Currency (GBP), Frequency (MON).	No	HR Admin	This is a Clinical payment ONLY and is determined by the relevant NHS Trust.
2112	Senior Warden Allowance	Recurring	Cash value	Compensation Information	Amount (monthly cash value to two decimal places), Currency (GBP), Frequency (MON).	No	HR Admin	Paid to Senior Wardens who lead the Residential Life Team.
1025	Shift All - Std Hrs	Recurring	Percentage of Salary	Compensation Information	Amount (0), Currency (GBP), Frequency (MON).	Automatic	HR Admin	Allowance for shift work, calculated by the system at 1/12 of annual salary x25%
3005	Standby	One-off		One-off payments	The following values will be defaulted and do not need to be changed: Currency (GBP), Number (1), Unit of Measure (Day)	N/A	Line manager	This additional payment is used when standby is undertaken during the week. The entry in the Issue Date field should correspond with the date of the 'Standby' undertaken.

Pay Component/Wage Type Number	Name of Pay Component/Wage Type	Type of Payment	Payment Based On	Section of EC Added In	Values to Input in EC (<u>Note</u>: where a specific value is to be selected or entered, this is shown in brackets)	Pro-rate if there is a change to FTE?	Input By	Further Instructions/Information
3007	Standby – day 6/7	One-off		One-off payments	The following values will be defaulted and do not need to be changed: Currency (GBP), Number (1), Unit of Measure (Day)	N/A	Line manager	This additional payment is used when standby is undertaken at a weekend. The entry in the Issue Date field should correspond with the date of the 'Standby' undertaken.
2065	Supplement	Recurring	Cash value	Compensation Information	Amount (monthly cash value to two decimal places), Currency (GBP), Frequency (MON).	No	HR Admin	Requests for payment of this wage type/pay component must be queried as it should not normally be used for new payments. Please seek further information from the department to understand the reason for the request if required and refer to the HR Administration Team Leader or Reward Manager.
2072	Supplmnt - Talent (pens)	Recurring	Cash value	Compensation Information	Amount (monthly cash value to two decimal places), Currency (GBP), Frequency (MON).	No	HR Admin	This pay component has been used on an exceptional basis in WBS. Please seek further information from the department to understand the reason for the request if required and refer to the HR Administration Team Leader or Reward Manager.
2073	Supplmnt-Talnt (non-pens)	Recurring	Cash value	Compensation Information	Amount (monthly cash value to two decimal places), Currency (GBP), Frequency (MON).	No	HR Admin	This pay component has been used on an exceptional basis in WBS. Please seek further information from the department to understand the reason for the request if required and refer to the HR Administration Team Leader or Reward Manager.

Pay Component/Wage Type Number	Name of Pay Component/Wage Type	Type of Payment	Payment Based On	Section of EC Added In	Values to Input in EC (<u>Note</u>: where a specific value is to be selected or entered, this is shown in brackets)	Pro-rate if there is a change to FTE?	Input By	Further Instructions/Information
1032	Day Shift Allowance 17%	Recurring	Percentage of Salary	Compensation Information	Amount (0), Currency (GBP), Frequency (MON).	Automatic	HR Admin	Allowance for shift work, calculated by the system at 1/12 of annual salary x17%
2111	Warden Allowance	Recurring	Rate	Compensation Information	Currency (GBP), Frequency (MON), Number (Rate Number), Unit Measure (Level).	No	HR Admin	This pay component is used for payments to individuals carrying out duties as wardens in student accommodation (this is different from the salaried position of 'Senior Warden'). Please refer to rate table in Appendix 2 for rate options to choose from for entry into Number field.

Appendix 2 - Additional Payment Rate Tables

Additional Payment Type	Rate Effective Date	Rate Number	Rate Value (£)
Car Allowance	12/04/2022	1	5640
		2	7428
Clinical Availability	01/04/2003	1	0.08
		2	0.05
		3	0.03
		4	0.03
		5	0.02
		6	0.01
Clinical Discretionary (or equivalent)	01/04/2017	1	3268
		2	6536
		3	9804
		4	13072
		5	16340
		6	19608
		7	22876
		8	26144
Clinical Excellence (or equivalent)	01/04/2017	1	3016
		2	6032
		3	9048
		4	12064
		5	15080
		6	18096
		7	24128
		8	30160
		9	36192
		10	47582
		11	59477
		12	77320

Additional Payment Type	Rate Effective Date	Rate Number	Rate Value (£)
National Clinical Impact Award (2546)	26/04/24	1	20000
		2	30000
		3	40000
Gardeners Bonus	01/07/1997	1	858
		2	1232
		3	1298
		4	1407
		5	1431
		6	1450
		7	1360
London Weightg	01/04/2019	1	5000
Warden Allowance	01/09/2021	1	2014
		2	2181
		3	2200
		4	2259
		5	2483
		6	2543
		7	2794
		8	2875
		9	3571
		10	3841
		11	4664
		12	4802