

How to...

Process KIT & SPLIT Day Payments
in SuccessFactors

This guide 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.

KIT & SPLIT day payments are remuneration that are not a consolidated part of an individual's salary.

This guide explains how:

- 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.

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Version History

Version	Date Published	Authored By	Summary of Key Changes
1.0	16/01/23	Tim Wilkinson	N/A – first publication

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 [here](#) 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.

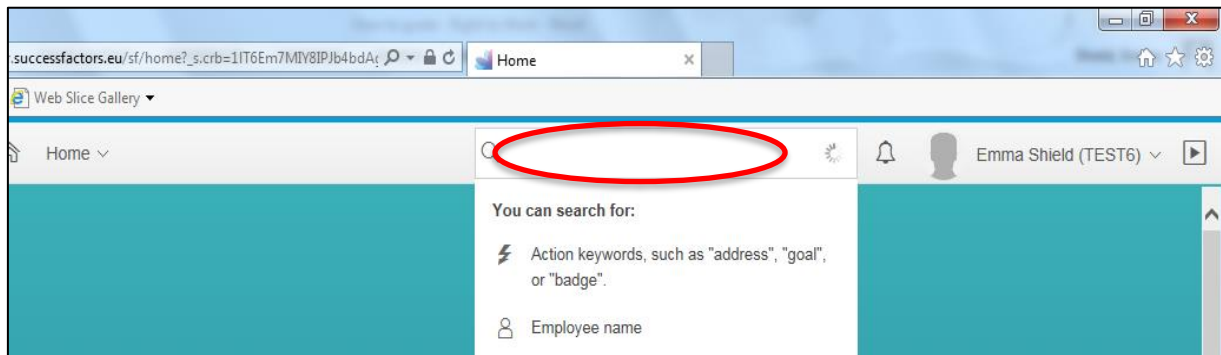
Checking the number of KIT/SPLIT days taken to date

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.

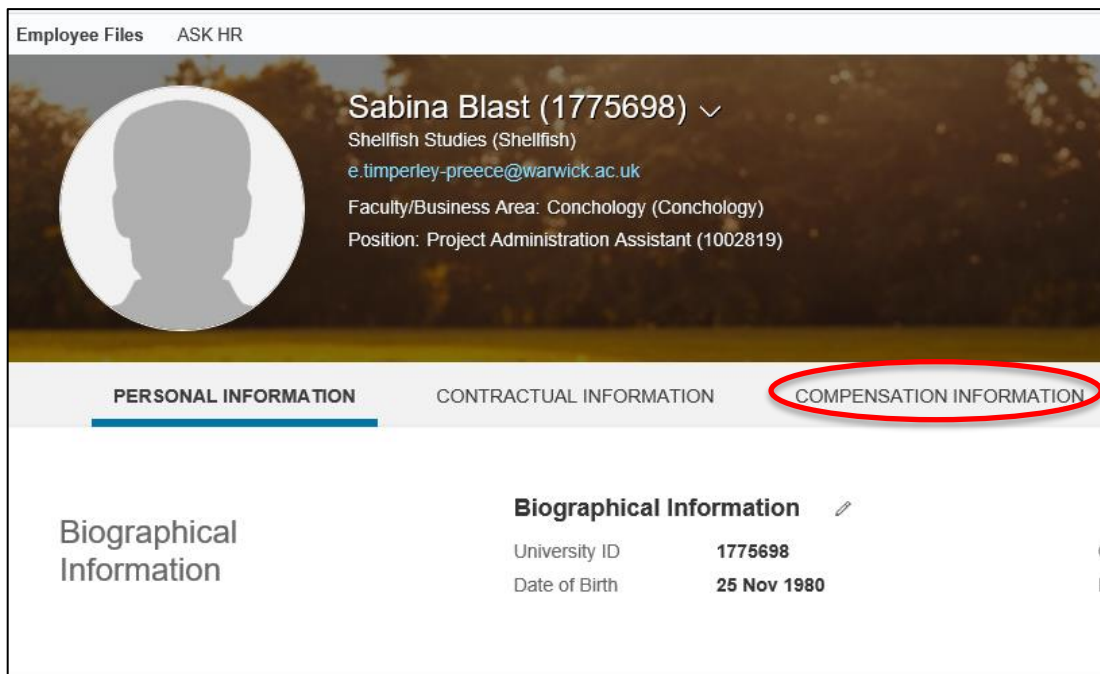


Note: If the current period of leave started before SuccessFactors was launched across the University, please ensure that you also check other records held by you/your department for any further KIT/SPLIT days that the individual has taken that are not held in the system.



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 current calendar year, including any KIT/SPLIT days.


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



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.


All (3) 

All (3)

2019 (1)

2018 (2)

One Off Payments  

All (3) 

KIT Day (1030)	0 GBP	11 Feb 2019	KIT Day (1030)	0 GBP	25 Jul 2018
Sequence Number	5		Sequence Number	3	
Number	1		Number	1	
Unit of Measure	Day (DAY)		Unit of Measure	Day (DAY)	
KIT Day (1030)	0 GBP	20 Aug 2018			
Sequence Number	4				
Number	1				
Unit of Measure	Day (DAY)				



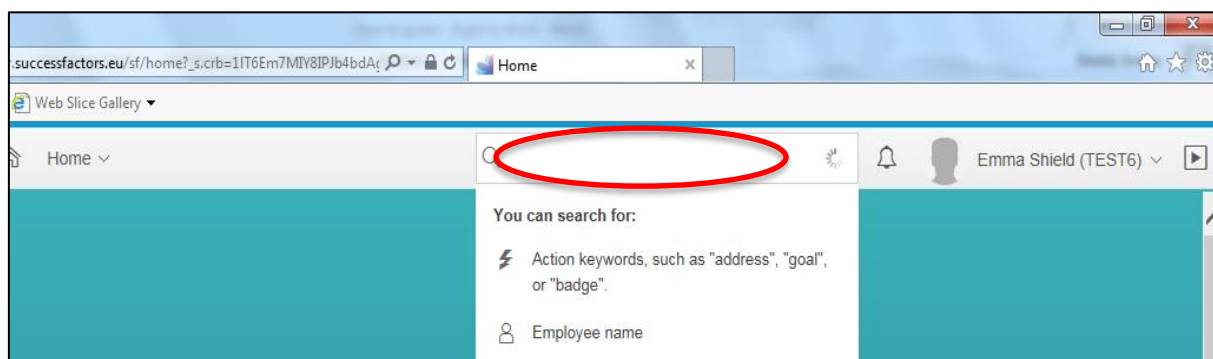
Note:

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.

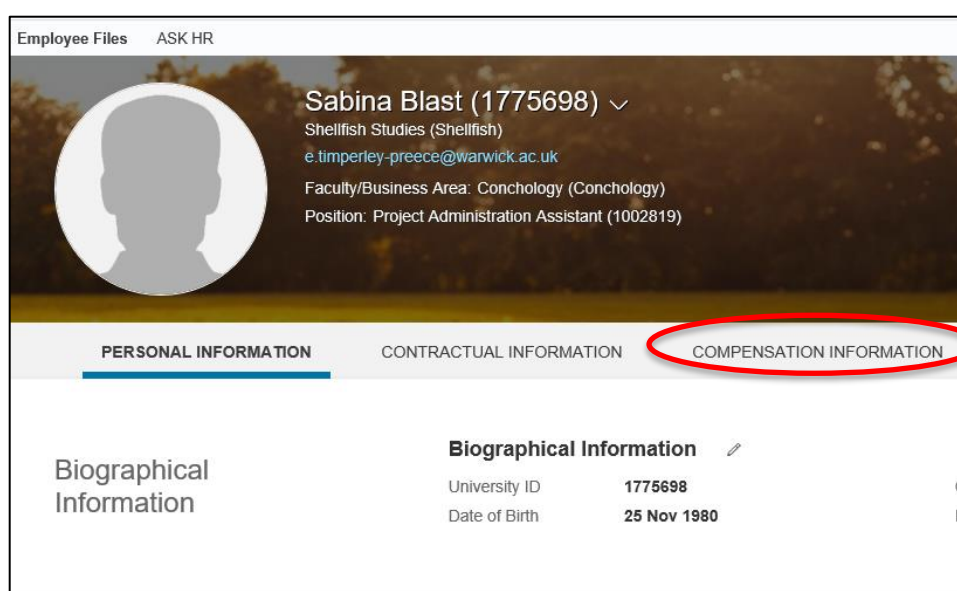
Initiating a payment for a KIT/SPLIT day

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
 📅

*Pay Component
 ▼

*Currency
 ▼

Alternative Cost Centre
 ▼

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) Do not enter anything 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.

One Off Payments ✎ ⊕

2019 (2) ▼

KIT Day (1030)	0 GBP	12 Feb 2019	KIT Day (1030)	0 GBP	11 Feb 2019
Sequence Number	6		Sequence Number	5	
Number	1		Number	1	
Unit of Measure	Day (DAY)		Unit of Measure	Day (DAY)	

Award One Off Payments

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.

