

WARWICK

How to...

Record Shared Parental Leave in
SuccessFactors

This guide applies to employees and variable/temporary workers who wish to request a period of Shared Parental Leave in SuccessFactors.

This guide details how University employees and variable/temporary workers may request a period of Shared Parental Leave in SuccessFactors and how line managers will review and record the outcome of such requests.

It should be used in conjunction with the Shared Parental Leave process map, as well as the University Policy found at:

https://warwick.ac.uk/services/humanresources/internal/policies/shared_parental_leave

You may also find the 'How to...Record Maternity or Adoption Leave in SuccessFactors' guide a useful reference document.

Please note that this guide does not apply to the following people, who will not be able to request/record Shared Parental Leave within SuccessFactors:

- Employees who are based permanently overseas
- Employees who have transferred to the University under the Transfer of Undertakings (Protection of Employment) Regulations and retain their former employer's terms and conditions, including Warwick Ventures
- Individuals engaged as a sessional teacher (STP) or Graduate Teaching Assistant (GTA)

Requests for Shared Parental Leave for anyone in the categories above should be discussed with their HR Business Partner or the STP team as appropriate by the individual's line manager.

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Version History

Version	Date Published	Authored By	Summary of Key Changes
1.0	25/02/21	Brigitte Hatfield	N/A – first publication

Section A – Employee/Worker Guidance

Introduction

This guide explains how you can record a period of shared parental leave in SuccessFactors. However, before you do so, you must:

- Familiarise yourself with the University's shared parental leave benefits set out in the policy at:
https://warwick.ac.uk/services/humanresources/internal/policies/shared_parental_leave
- Complete as applicable the SPL1 or SPL2 and SPL3 on the HR webpages (found via the link provided above) and scan both forms to create one PDF file. These forms contain vital data and will need to be uploaded to SuccessFactors. Therefore these will need to be available before you commence recording your leave in the system.

The following instructions set out what you need to do in order to record your request for shared parental leave in SuccessFactors.



Note: If you hold more than one salaried contract with the University, you will need to record your shared parental leave in all contracts and you must ensure that the dates that you enter for your period of leave are the same in all cases. Failure to do this may result in a delay in processing shared parental pay.

If you also hold any variable assignments including any Sessional Teaching assignments, you should ensure that your line manager is aware and the relevant teams are informed of your absence accordingly.

Step-by-step instructions – preparatory work for mothers or primary adopters

If you are the mother or primary adopter and are currently on maternity/adoption leave, you will need to end this leave before you can switch to shared parental leave. The details of notice required are contained within the shared parental leave policy and you must end your maternity/adoption leave record in SuccessFactors and have this change fully approved by Payroll before you will be able to request a period of shared parental leave. Full details on how to end your maternity/adoption leave record in SuccessFactors are contained within the 'How to...Record Maternity or Adoption Leave in SuccessFactors' guide.

Step-by-step instructions – preparatory work for partners

If you are the partner of the mother or primary adopter and therefore not currently on maternity leave, you will need to clear your calendar of any absences that 'clash' with your required period(s) of shared parental leave.

1. Log in to SuccessFactors.
2. From your home screen click on the '**Time Off**' tile and you will be taken to the following screen:

Balances

There is no favourite time type configured with the associated time account for this user.

Show All

Upcoming Time Off

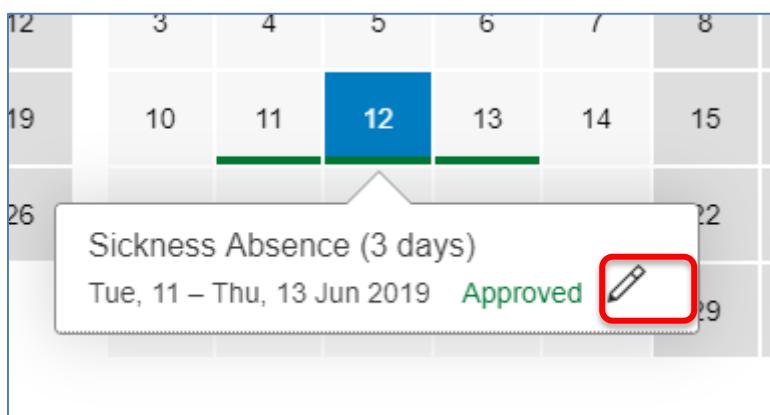
Sickness Absence (3 days)
Tue, 11 – Thu, 13 Jun 2019 Approved

Show All

Today Working Day Non-Working Day Approved Cancellation Pending Holiday Pending

New Absence

- SuccessFactors will only allow one type of absence to be recorded against one day and therefore before you start to request your shared parental leave, you will need to cancel all other types of approved absence that are currently recorded for days that fall within your planned shared parental leave period(s) (including any time off requested for Statutory or Customary days booked if you are either a part time employee or work non-standard working arrangements). To do this, identify any absences that have been approved and may be blocking your required shared parental leave dates, click on the date and then on the 'Edit' or pencil icon as shown in the screenshot below:



- When you have clicked on the pencil icon, the details of that absence will open on the right hand side of the screen as shown below:

*Time Type ⓘ

Sickness Absence

*Start Date *End Date

11 Jun 2019 13 Jun 2019

Requesting
3 days

Team Absences
4 out of 25 team members

Comment
Operation

*Employee Cancel Cancel Request Send Request

5. Click on '**Cancel Request**' and it will either be cleared from your calendar (if it does not require approval) or you will need to wait until you have received confirmation that any cancellations have been approved by your line manager before you can proceed with the following steps to record your shared parental leave.



Note: Any absences that 'clash' with your desired shared parental leave that are still pending approval (underlined in amber), do not need to be cancelled as they will be 'over-written' by your request for shared parental leave and you will receive the warning shown below to alert you to that fact:

⚠️ If you create this absence, the existing absence of time type Unpaid Leave from 22/05/2019 to 24/05/2019 will be cancelled.

If you are happy to proceed with your request you can ignore the message and continue. Alternatively, you can remove the pending absences in the way described above.

Step-by-step instructions - how to record shared parental leave

The following process applies whether you are the mother/primary adopter or the partner requesting a period of shared parental leave. The only difference will be the forms that you need to upload into SuccessFactors as part of your request.

1. Log in to SuccessFactors.

2. From your home screen click on the 'Time Off' tile and you will be taken to the following screen:

The screenshot shows a 'People Profile / Time Off' interface. At the top right is a 'Show Team Absences' link. Below the calendar, there's a 'Balances' section showing 'Annual Leave' with 234 hours available. Under 'Upcoming Time Off', it lists 'Annual Leave (6 hours 30 minutes)' for 'Fri, 7 Jun 2019' with a status of 'Pending'. A 'Show All' link is also present. The bottom right of the calendar area has a prominent red box around the 'New Absence' button.

3. Click on 'New Absence' in the bottom right hand corner of the screen and select the 'Shared Parental Leave' option from the drop down list.

New Request

*Time Type

*Start Date *Expected Return Date

Requesting

Team Absences
3 out of 20 team members

Comment



Note: Your eligibility for statutory and/or University shared parental pay will be checked and confirmed by Payroll.

4. Select/input the start date, end date, and any comments you wish to record. If you are the mother/primary adopter, you will need to upload both an SPL1 (see [Appendix A](#)) and SPL3 form (see [Appendix C](#)). If you are the partner of the mother/primary adopter, you will need to upload both an SPL2 (see [Appendix B](#)) and SPL3 form (see [Appendix C](#)). An asterisk (*) to the left of a field denotes that it is mandatory and you will

receive an error message if you attempt to submit your shared parental leave record without completing any of these fields/uploading the documentation required to support your shared parental leave request.



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).

Alternatively, you can select date(s) by hovering over the start date on the calendar showing on screen, then click and hold, and drag the paint brush icon to the end date. The start and end date fields will then auto populate.



Note: You should already have agreed your plans for shared parental leave with your line manager and completed the relevant documentation before inputting to SuccessFactors so that you can upload this at this stage.



Note: If you work anything other than standard working arrangements e.g. shift, rota, annualised hours, you may need to adjust the dates against which you enter your absence to ensure that your absence and any salary adjustments are accurately recorded. Please see the 'How to... Update a Work Schedule in SuccessFactors' guide for further information.

5. Once you have finished inputting the required information, click on '**Send Request**' in the bottom right hand corner. The following information will then appear on the right hand side of the screen:

Balances

Annual Leave	234 hours
--------------	-----------

[Show All](#)

Upcoming Time Off

Annual Leave (6 hours 30 minutes)	
Fri, 7 Jun 2019	Pending
Shared Parental Leave (83 days)	
Mon, 10 Jun – Sat, 31 Aug 2019	Pending

[Show All](#)

6. Your time off will show as '**Pending**' and your line manager (or their delegated approver) will receive a workflow notification for them to review the request. You will receive an email to inform you of the decision made by your line manager and the status of your request will update in the system (e.g. from '**Pending**' to '**Approved**').



Note: Recording shared parental leave follows the same 'approval' process as other requests for time off work. The only circumstances where your 'request' would be declined would be where:

- the dates that you are recording conflict with those in your shared parental leave plan or
- the dates do not tally with the arrangements you have previously made with your line manager or
- you have uploaded incomplete information (e.g. without the relevant SPL1/2 and SPL3).

7. When your request has been approved by your line manager, the details of your shared parental leave dates will be forwarded to the University's Payroll department for final review, to check your eligibility for payments.
8. You can track where your request is at any time by clicking on your '**Time Off**' tile and viewing the requests on the right hand side of the page:

Upcoming Time Off

Shared Parental Leave (154 days)

Mon, 1 Mar – Sun, 1 Aug
2021

Pending

[Show All](#)

9. If you click on the word 'Pending' next to the relevant absence, you can see that the employee's request has been approved by their line manager and is now awaiting verification by the Payroll department:

View Absence

Time Type	Shared Parental Leave <small>?</small>
Start Date	01 Mar 2021
Expected Return Date	02 Aug 2021
Actual Return Date	-
Requesting	154 days
Returning to Work On	02 Aug 2021
Approval Status	Pending
To Be Approved By	Payroll
Shared Parental Leave Plan	Form SPL1 - Declaration if Mother ...
Activity	
<p>Terry Griffiths No Comment Approved - 25 Feb 2021</p> <hr/> <p>Victoria Sponge No Comment Initiated - 25 Feb 2021</p>	

10. Once a Payroll administrator has confirmed your eligibility for payments, the status of your absence record will change as shown below and you will receive an email similar to the one found in [Appendix A](#) confirming what you have requested, what you are entitled to in terms of payments along with an attachment ([Appendix B](#)) that sets out what happens to different salary deductions during your shared parental leave. This confirmation will also be copied to your Department Administrator and Local HR Administrator (where applicable).

Time Off												Show Team Absences																																																												
<table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Mon</td> <td style="width: 15%;">Tue</td> <td style="width: 15%;">Wed</td> <td style="width: 15%;">Thu</td> <td style="width: 15%;">Fri</td> <td style="width: 15%;">Sat</td> <td style="width: 15%;">Sun</td> <td style="width: 15%;">Mon</td> <td style="width: 15%;">Tue</td> <td style="width: 15%;">Wed</td> <td style="width: 15%;">Thu</td> <td style="width: 15%;">Fri</td> </tr> <tr> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr> <td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr> <td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr> <td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> </table>												Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	1	2	3	4	5	6	7	8	9	10	11	12	15	16	17	18	19	20	21	12	13	14	15	16	22	23	24	25	26	27	28	19	20	21	22	23	29	30	31					26	27	28	29	30	Show All
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29	30	31					26	27	28	29	30																																																													
 NB: the time off is underscored in green to indicate that it is approved.												Balances																																																												
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												Click here to see any comments posted on the workflow																																																												

Changing your leave dates

If you need to change your shared parental leave dates, you can do this at any time by clicking on the ‘Time Off’ tile on your SuccessFactors home page.

1. This will open up your Time Off calendar which includes a listing of all absences on the right hand side of the page under the heading ‘My Requests’. You can edit your shared parental leave request by clicking on any of the originally requested dates within the calendar and selecting the ‘pencil’ or ‘Edit’ icon:



2. Alternatively if absence is still to happen, you can click on the specific absence record on the right hand side of the calendar as shown below:

Upcoming Time Off

Shared Parental Leave (154 days)

Mon, 1 Mar – Sun, 1 Aug 2021

Approved

Show All

This will open up the absence record and give you the option to edit:

View Absence

Time Type	Shared Parental Leave <small>?</small>
Start Date	01 Mar 2021
Expected Return Date	02 Aug 2021
Actual Return Date	-
Requesting	154 days
Approval Status	Approved
Form SPL1 - Declaration if Mother ...	
Shared Parental Leave Plan	

Activity

Jimmy Bear No Comment
Approved - 25 Feb 2021

Terry Griffiths No Comment
Approved - 25 Feb 2021

Victoria Sponge No Comment
Initiated - 25 Feb 2021

Edit Absence Cancel

- When you click on '**Edit Absence**' or the 'pencil' icon, the date and attachment fields will open and be editable. Make the necessary changes to the absence record, amend your shared parental plan and re-upload using the 'Update' button. Finally add some text in the '**Comments**' field to clearly indicate what you have changed on the record:

Edit Absence

Time Type * ②
Shared Parental Leave

Start Date * 01 Mar 2021 Expected Return Date * 02 Aug 2021

Actual Return Date dd MMM yyyy

Requesting 154 days

Team Absences
No team members absent

Comment

Add notes on how you have changed your plan here.

Shared Parental Leave Plan ②

 Form SPL1 - Declaration if M...
Uploaded On: 25/02/2021 - File Size: 51 kb



Remove the existing Shared Parental Leave Plan and upload your revised plan here.



Note: You can make changes to your planned shared parental leave start and end dates at any time subject to any timing constraints set out in the relevant policy (e.g. at least 28 days' notice has been given of a change to the start of shared parental leave and at least 8 weeks' notice has been given of a change to the return to work date).



Note: If you are ending your maternity leave early in order to switch to Shared Parental Leave, you must state this in the '**Comments**' field so that Payroll are aware and can prioritise the approval of this workflow. Your changes to maternity leave have to be fully approved by Payroll before you are able to enter a period of Shared Parental Leave.

Recording Shared Parental Leave ‘in Touch’ Days (SPLiT)

A maximum of twenty Shared Parental Leave in Touch (SPLiT) days per parent/adopter may be worked during periods of shared parental leave, in agreement with a manager/Head of Department. These days provide a means for employees to be kept updated on relevant work/job related matters. These days are in addition to the maximum of ten KIT days that may be taken in agreement with your line manager during maternity/adoption leave. The following steps outline what you need to do to ensure that you receive the relevant payments for any SPLiT days that you work.

1. First, agree with your line manager which day(s) you are intending to work as SPLiT days. You may choose to agree these before you go off on shared parental leave. Alternatively you may agree on these dates once you have commenced your leave. There is, however, no requirement for individuals to carry out SPLiT days, nor for departments to agree to them.
2. If you do agree with line manager that you will attend work for a SPLiT day, once you have completed it your line manager will make a one-off payment to you within SuccessFactors to be paid in the following payroll month.



Note: Payment for SPLiT days will amount to a normal day's full pay inclusive of any current shared parental leave payments. For example, during the period of shared parental leave if you are receiving full pay, no further payment would be due. If you work your SPLiT day(s) during a period of statutory shared parental pay, your statutory pay will be enhanced to full pay, and if work takes place during a period of unpaid leave, you should be paid the equivalent of your normal daily rate. Any number of hours worked in a day constitutes one SPLiT day.

3. You will not see the SPLiT day recorded on your calendar in SuccessFactors. However, once your line manager has processed the payments for your SPLiT days, you will be able to see these recorded on your profile page under the compensation section as shown below:

Pay Component Non Recurring		One Off Payments		Dates of KIT/SPLiT days processed
		<input type="button" value="2019 (2)"/>		
		KIT Day (1030)	0 GBP	22 May 2019
		Sequence Number	3	
		Number	1	
		Unit of Measure	Day (DAY)	
		<input type="button" value="Award One Off Payments"/>		
		KIT Day (1030)	0 GBP	29 Apr 2019
		Sequence Number	2	
		Number	1	
		Unit of Measure	Day (DAY)	

Returning to work

There may be occasions where you decide to return to work earlier than originally anticipated or wish to request changes to your working arrangements on your return (e.g. working part time or changing your working pattern.)

If you wish to return to work earlier than originally planned, you should agree this with your line manager and then follow the instructions in the section of this guide entitled '[Changing your leave dates](#)'.

If you wish to request a change to your working arrangements on your return to work, you should discuss this as soon as possible with your line manager and then refer to the guidance contained on the following wages on the HR intranet: <https://warwick.ac.uk/services/humanresources/internal/wellbeing/flexibleworking>

Section B – Line Manager Guidance

Introduction

Normally, members of your team will be expected to record and update any shared parental leave that they wish to take in SuccessFactors, using the instructions provided in Section A.

Before recording a period of shared parental leave in SuccessFactors, your direct report should have:

- Reviewed the University guidance set out in the shared parental leave policy at:
https://warwick.ac.uk/services/humanresources/internal/policies/shared_parental_leave
- Agreed with you the dates that they wish to take shared parental leave on.

Under normal circumstances, your involvement in the recording of shared parental leave within SuccessFactors will be limited to reviewing the details submitted by your direct report and ‘approving’ a workflow. However, there may be times where it is not possible for one of your direct reports to record or update shared parental leave for themselves in SuccessFactors. For example, if they are already on maternity/adoption leave and do not have access to upload the relevant documents. In such cases, you (or in exceptional circumstances, your departmental administrator or local HR administrator) will need to record or update the absence record for the person concerned.

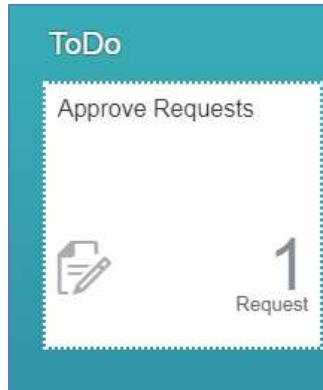
The following step-by-step instructions detail how you both approve and edit a shared parental leave record.

Step-by-step instructions - reviewing and responding to shared parental leave requests

1. When one of your direct reports has recorded a period of shared parental leave in SuccessFactors, you will receive an email such as the one shown below to highlight to you that a time off request is awaiting your review:



2. Log in to SuccessFactors. On your home page you will see that you have a request showing in your 'To Do' tile:



3. Click on the 'Approve Requests' tile and you will see summary details of the time off request concerned:

A screenshot of the 'Approve Requests' screen. At the top, it says 'Approve Requests'. Below this, there is a summary box for an employee named 'Sue Flay'. It shows her profile picture, the period '01/04/2019 - 31/07/2019', 'Time Type : Shared Parental Leave', and 'Approval Status : Pending'. To the right of this summary box is a green button with a checkmark and the word 'Approve'. Below the summary box, there is more detailed information about the request, including the initiator 'Sue Flay' and the date '13 March 2019'.

4. Click on the hyperlinked 'Employee Time for...' heading and the full details of the request will open up on screen:

A screenshot of the 'Workflow Details' screen. At the top, it says 'Workflow Details'. Below this, there is a section asking 'Do you approve this request?'. It shows a profile picture of 'Sue Flay' and the text 'Shared Parental Leave (01/04/2019 - 31/07/2019): Sue Flay' and 'Initiated by Sue Flay on 13 March 2019'. There is also a link 'View Workflow Participants'. To the right of this, there is a 'Activity' section showing another profile picture of 'Sue Flay' and the text 'Initiated by Brightle Hatfield on behalf of Sue Flay on 13 March 2019'. Below these sections, there is a 'Employee Time' section with various configuration options.

5. On screen, you will be able to see a breakdown of the shared parental leave requested and at the foot of the page you will be able to see if any other members of your team are absent in the period concerned:

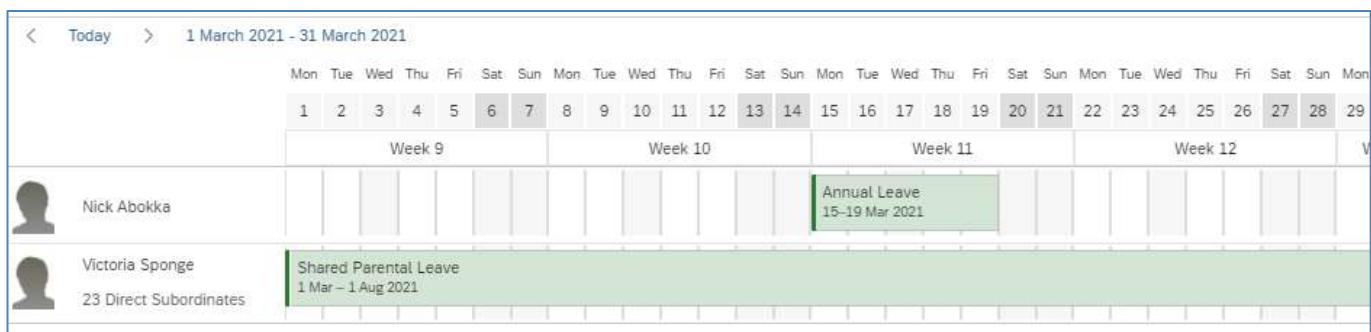
Team Absence Calendar: [2 others absent during this period.](#)

Comment



Write a comment

By clicking on the hyperlink above, you can see further details of concurrent absences in your team that may assist you in your future resource planning:



- Review the request for shared parental leave and confirm that the dates tally with your verbal agreement with the employee/worker and those contained in the shared parental plan. Check that the shared parental plan includes the MatB1 or matching certificate as appropriate before moving on to approve the request. Should there be any discrepancy in the details of the request or the MatB1/matching certificate is not included, you should decline the request. You do this by clicking on the relevant button at the bottom of the screen, although you should first add some comments to explain the reason for sending back the request.

Comment



Write a comment

- a) If you post any comments, these will appear in the right hand side of the '**Workflow Details**' screen, forming part of the audit trail of what has happened to a particular request.

Your direct report who made the request will also receive an email to inform them that a comment has been posted that they may wish to review:

A comment has been posted in the following workflow, which you may wish to review:

Event reason: Create Employee Time
Request relates to: Jacklyn Hyde
Comment made by: Victoria Sponge |

Please click [here](#) to view the comments.

Please note: this is an automated email from an account that is not monitored.
If you have any queries, contact hr.services@warwick.ac.uk.

- b) In the unlikely event that you need to delegate the request, you should do this by clicking on the '**Delegate**' button. This will open a new window where you will need to select the person to whom you wish to delegate the request, before clicking on the '**Send**' button.

Delegate Request

Please select a person to whom you want to delegate this request.

[Show more information...](#)

▾



Jason Gale
Head of Department
Snail Studies (SNAIL)
180 Direct Subordinates

Both the person you have delegated to and the person recording shared parental leave will receive an email to notify them about the delegation.



Note: When you use the '**Delegate**' function, the person you are delegating to will be able to see all details contained within the request you have sent to them, regardless of the permissions that they have in the system. They will not, however, have the same access as you outside of the request concerned (unless they do so normally). You are responsible for ensuring that you only delegate workflow requests to colleague for whom it is appropriate to see the personal data of your direct report and the type of request that they are making. This is vital for enabling compliance with [data protection legislation](#) and [the University's data protection policy](#).

- c) Once you have selected one of the three options available to you to deal with the workflow request ('**Approve**', '**Delegate**' or '**Decline**'), a pop-up message will appear briefly on screen to confirm that you have dealt with the request. You will then be routed back to your home page and the request will have disappeared from your '**To Do**' list. Your direct report who made the request will also receive an email to inform them of the outcome of their request.
- 7. If your direct report subsequently edits or cancels their shared parental leave request after it has been approved, or if they resubmit it after it has been declined, you will receive another email to notify you that you have a time off request awaiting your review (i.e. the process will restart from step 1 above).

Step-by-step instructions – recording/editing shared parental leave for direct reports

Where you are required to record or edit a shared parental leave request on behalf of your direct report, you should follow the following instructions:

1. Log in to SuccessFactors.
2. Click on the '**Manage My Team**' tile on your home page.

The screenshot shows a 'My Team' tile with a teal header bar containing the text 'My Team'. Below this is a white section titled 'Manage My Team' with a grid of 12 user icons. To the right of the grid, the number '12' is prominently displayed above the text 'Direct Reports (12 total)'. A small '...' icon is located at the bottom right of the grid.

3. Click on the relevant team member from the list on the left hand side of your screen. Their details will then also appear on the right hand side of your screen, where you should click on the '**Take action**' button and select the '**Time**' option from the '**Jump To**' drop-down menu.

The screenshot shows the SuccessFactors 'My Team' page. On the left, there's a list of direct reports: Al Fresco, Anne Teak, Annie Seed, Billy O'Naire, Chris Packett, and Crystal Ball. The profile of Anne Teak is selected. A context menu is open on the right, with the 'Take action' button highlighted by a red box. The menu includes options like 'Change Job and Compensation Info', 'Contractual Details', 'Terminate', 'Generate Document', 'Ask HR (HR Enquiry Portal)', 'Jump To', 'Personal Information', 'Contractual Information', 'Compensation Information', 'Reward Statement', 'User data', and 'Time'. The 'Time' option is also highlighted by a red box.



Tip: Anyone recording time off for an employee when they are not that person's line manager will not be able to do so by clicking on '**Manage My Team**', as described in Step 2. In such cases, you should type the employee's name into the search bar on your SuccessFactors home page and then navigate to the '**Time**' section of their profile. Click on the '**Administer Time**' link that will be visible there if you have permission to record time off for the person concerned.

4. You will then be taken to the time information for employee concerned, where you can either:
 - a) Record a new period of shared parental leave by clicking on '**Create Absence**' and then following the instructions from [Section A step 3](#); or
 - b) Edit an existing period of shared parental leave by clicking on '**Edit**' or '**pencil**' icon next to the record concerned and amending it as required.

The screenshot shows the 'Time Information for Victoria Sponge' page. At the top, there are tabs for 'TIME RECORDS', 'TIME ACCOUNTS', 'ACCOUNT PAYOUTS', and 'WORK SCHEDULE'. Below this is a table titled 'Time Records (33)'. The table has columns for Start Date, End Date, Taken, Time Type, Related Records, Requester, Requested On, Status, and Actions. The 'Create Absence' button is highlighted by a red box in the top right corner of the table header. The 'Status' column for the first row shows 'Approved' with a red box around the edit icon.

When you are editing an existing absence record, you must include commentary detailing what has been changed and why so that Payroll can make any adjustments to payments as necessary.



Note: Any shared parental leave absences that you record or update on behalf of the individual will automatically be approved by yourself (assuming that you are the employee/worker's line manager) and will show as pending approval by Payroll. If you are not the employee/worker's line manager, any amendments made will require both the line manager and Payroll approval.

If you are recording a period of shared parental leave on behalf of your direct report and you do not have the relevant MatB1 or matching certificate, you will need to upload a shared parental plan completed to the best of your knowledge and make a note of this in the '**Comments**' box, advising Payroll of how/when you can obtain the documentation.

Recording Shared Parental Leave 'in Touch' Days (SPLiT)

A maximum of twenty Shared Parental in Touch (SPLiT) days per parent/adopter may be worked during shared parental leave, in agreement with their line manager/Head of Department. These days provide a means for employees to be kept updated on relevant work/job related matters. The following steps outline what you need to do to ensure that you action the relevant payments for any SPLiT days that your direct report works.

1. First, agree with your team member which day(s) they are intending to work as keeping in touch days. You may choose to agree these with your team member before they go off on shared parental leave. Alternatively you may agree on these dates once they have commenced their leave. There is, however, no requirement for individuals to carry out SPLiT days, nor for departments to agree to them.
2. Once your team member has completed a SPLiT day you will need to make a one-off payment to them within SuccessFactors to be paid in the following payroll month.



Note: Payment for SPLiT days will amount to a normal day's full pay inclusive of any current maternity payments. For example, during the period of maternity leave if the individual is receiving full pay, no further payment would be due. If an employee works their SPLiT day(s) during a period of statutory shared parental pay, their statutory pay will be enhanced to full pay, and if work takes place during a period of unpaid leave, they should be paid the equivalent of their normal daily rate. Any number of hours worked in a day constitutes one SPLiT day.

3. Log in to SuccessFactors.
4. Click on the '**Manage My Team**' tile on your home page.

The screenshot shows a 'My Team' section with a teal header. Below it is a 'Manage My Team' area featuring a grid of 12 user icons. To the right of the grid, the number '12' is displayed above the text 'Direct Reports (12 total)'. The entire interface has a light blue border.

5. Click on the relevant team member from the list on the left hand side of your screen. Their details will then also appear on the right hand side of your screen, where you should click on the '**'Go to Profile'** hyperlink:

This screenshot shows the 'My Team' interface. On the left, there's a list of team members: Felix Cited (Project Assistant), Isle Awhite (Administrative Assistant (B2) with an 'Out of Office' status), and Jacklyn Hyde (Project Assistant). On the right, a detailed view of Jacklyn Hyde is shown, including her profile picture, name, location, and two buttons: 'Take action' and 'Go to Profile'. The 'Go to Profile' button is highlighted with a red rectangle.

6. This will open up their profile page on which you need to click on the '**'Compensation Information'** tab in the top ribbon as marked on the screenshot below:

This screenshot shows Jacklyn Hyde's profile page. It features a large circular placeholder for a profile picture. Below it, her name (Jacklyn Hyde (1776304)), department (Shellfish Studies (Shellfish)), and faculty/business area (Faculty/Business Area: Conchology (Conchology)) are listed. At the bottom, there are three tabs: 'PERSONAL INFORMATION' (underlined in blue), 'CONTRACTUAL INFORMATION', and 'COMPENSATION INFORMATION', which is highlighted with a red rectangle.

7. Scroll down until you see the following section:



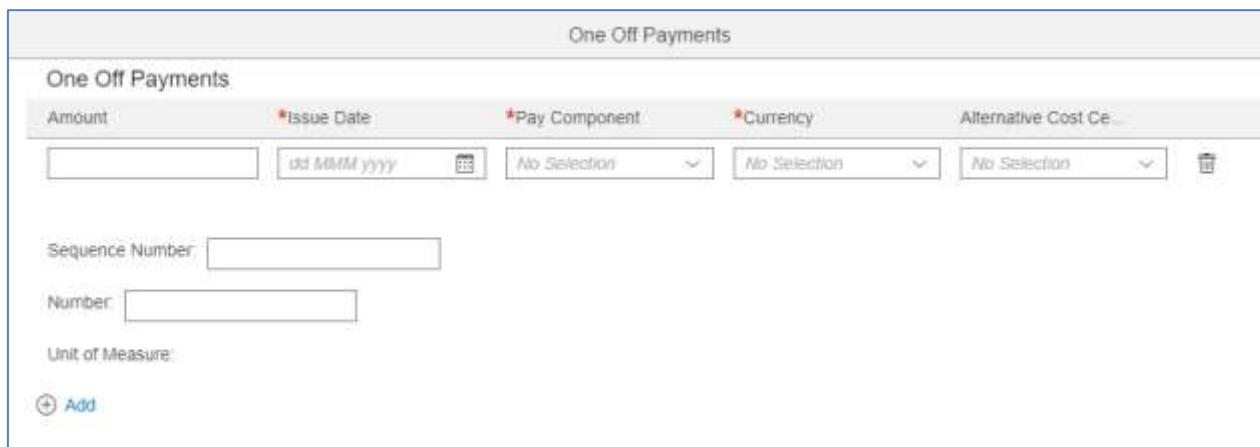
Pay Component Non Recurring

One Off Payments

No data

[Award One Off Payments](#)

8. Click on the ‘+’ button to the right of ‘**One Off Payments**’ and the following screen will open:



The screenshot shows a form titled 'One Off Payments'. It includes fields for 'Amount' (with a placeholder '0.00'), 'Issue Date' (with a placeholder 'dd/MM/yyyy'), 'Pay Component' (with a dropdown menu showing 'No Selection'), 'Currency' (with a dropdown menu showing 'No Selection'), and 'Alternative Cost Centre' (with a dropdown menu showing 'No Selection'). Below these are fields for 'Sequence Number' (empty), 'Number' (set to '1'), and 'Unit of Measure' (empty). At the bottom left is a blue '+' button labeled 'Add'.

9. In the ‘**Issue Date**’ field, complete the date of the SPLiT day that your team member worked.
10. Click on the dropdown arrow on the ‘**Pay Component**’ field and then select ‘**KIT/SPLIT days**’. The ‘**Currency**’ field will default to ‘**GBP**’ (British pounds sterling).
11. If you need to allocate the costs to a cost centre other than that from which your team member’s salary is paid, type this into the ‘**Alternative Cost Centre**’ field.
12. Leave the ‘**Sequence Number**’ field blank.
13. Leave the ‘**Number**’ field set to 1.

One Off Payments

Amount	*Issue Date	*Pay Component	*Currency	Alternative Cost Ce...
	30 Apr 2019 <input type="button" value=""/>	KIT Day (1030) <input type="button" value=""/>	GBP	No Selection <input type="button" value=""/>
Sequence Number:	<input type="text"/>			
Number:	<input type="text" value="1"/>			
Unit of Measure:	Day (DAY)			
⊕ Add				

14. If you need to add more SPLiT days at this stage, click on the '**+ Add**' button and you will see an additional set of fields open where you can enter the relevant details for the additional SPLiT day(s):

One Off Payments

29 Apr 2019 <input type="button" value=""/>	KIT Day (1030) <input type="button" value=""/>	GBP	No Selection <input type="button" value=""/>
Sequence Number:	<input type="text"/>		
Number:	<input type="text" value="1"/>		
Unit of Measure:	Day (DAY)		
22 May 2019 <input type="button" value=""/>	KIT Day (1030) <input type="button" value=""/>	GBP	No Selection <input type="button" value=""/>
Sequence Number:	<input type="text"/>		
Number:	<input type="text" value="1"/>		
Unit of Measure:	Day (DAY)		
⊕ Add			
Add One Off Payments		Cancel Save	

15. Once you have added all of the SPLiT days that you wish to record at this stage, click on '**Save**' and the request will be triggered in payroll automatically. You will be taken back to your team member's profile page where you will see the details of what you have recorded in the system:

Pay Component Non
Recurring

One Off Payments  

2019 (2) 

KIT Day (1030)	0 GBP	22 May 2019
Sequence Number	3	
Number	1	
Unit of Measure	Day (DAY)	

KIT Day (1030)	0 GBP	29 Apr 2019
Sequence Number	2	
Number	1	
Unit of Measure	Day (DAY)	

Section C – Payroll Guidance

Introduction

As a member of the payroll team, you will receive workflows relating to requests for shared parental leave that will require a number of actions from you. This guide sets out the requirements within SuccessFactors but you will also need to refer to the SAP payroll guide for technical instructions.

Receiving notifications

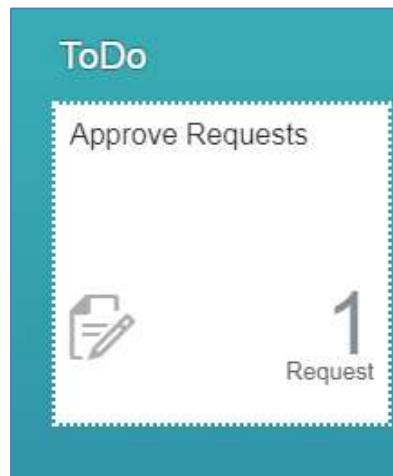
Before an employee can request shared parental leave, they will need to have curtailed any maternity/adoption leave that they may have recorded in SuccessFactors as it is not possible to have two different types of absence recorded for the same day. When they edit their maternity/adoption leave Payroll will be notified and will have to approve the final stage of the cancellation. At this point it should flag to you that a request for shared parental leave is imminent as the employee will have stated this in the notes field that is evident in the workflow.

Once an employee/worker has had their curtailment of maternity/adoption approved, they may record a period of shared parental leave in SuccessFactors. Their line manager will be the initial approver and this will be the first check to establish that the dates in the shared parental leave plan tally with what they have discussed with the employee/worker.

1. Once they have ‘approved’ the workflow, it will trigger a further ‘approval’ workflow that comes to Payroll and you will receive an email such as the one shown below to highlight to you that a time off request is awaiting your review:



2. Log in to SuccessFactors. On your home page you will see that you have a request showing in your '**To Do**' tile:



3. Click on the '**Approve Requests**' tile and you will see summary details of the time off request concerned:

The screenshot shows a list of three time-off requests under the 'Approve Requests' heading:

- Employee Time for Jacklyn Hyde**
Period : 05/04/2021 - 04/07/2021
Time Type : Shared Parental Leave
Approval Status : Pending
Initiated by **Jacklyn Hyde** on 25 February 2021
 Approve
- Employee Time for Victoria Sponge**
Period : 07/12/2020 - 14/02/2021
Time Type : Shared Parental Leave
Approval Status : Cancellation Pending
Initiated by **Victoria Sponge** on 25 February 2021
 Approve
- Employee Time for Terry Griffiths**
Period : 10/02/2020 - 28/02/2020
Time Type : Adoption Leave - Alternative - Feb 2020
Approval Status : Pending
Initiated by **Sanjo Mathew** on 19 December 2019
 Approve

4. Click on the hyperlinked '**Employee Time for...**' heading and the full details of the request will open up on screen:

Workflow Details

Do you approve this request?

 Shared Parental Leave (05/04/2021 - 04/07/2021): Jacklyn Hyde
Initiated by Jacklyn Hyde on 25 February 2021
[View Workflow Participants](#)

Employee Time

* User: Jacklyn Hyde [Edit](#) [Help](#)
* Time Type: Shared Parental Leave (3100) [Edit](#) [Help](#)
* Shared Paternity Leave Plan Form SPL1 - Declaratio... [Edit](#) [Help](#)

5. Scroll down the workflow until you locate the attachment field which will contain the Shared parental Plan:

Do you approve this request?

 Shared Parental Leave (05/04/2021 - 04/07/2021): Jacklyn Hyde
Initiated by Jacklyn Hyde on 25 February 2021
[View Workflow Participants](#)

Employee Time

* User: Jacklyn Hyde [Edit](#) [Help](#)
* Time Type: Shared Parental Leave (3100) [Edit](#) [Help](#)

Shared Parental Leave Form SPL1 - Declaratio...

* Start Date: 05/04/2021 [Edit](#) [Help](#)
Approval Status: Pending [Edit](#) [Help](#)
Cancellation Workflow Request [Edit](#) [Help](#)
Expected Return Date: 05/07/2021 [Edit](#) [Help](#)
Actual Return Date [Edit](#) [Help](#)
Duration: 91 days

6. Click on the hyperlink and the document will open in a separate window so you can print off the plan to work from.
7. Close the window containing the shared parental leave plan and click on '**Back to Home Page**'.

Verifying eligibility for payments

The primary requirement when reviewing a workflow request relating to shared parental leave is to confirm that the individual satisfies the eligibility requirements for the payment plan that they have selected.

In order to do this you will also need to view the employee/worker's profile and check their continuous service date. This can be done either by checking their service within SAP (see G12 How to guide – Payroll – Shared Parental Leave) or by following the instructions below:

1. Navigate to the employee's profile by typing in their name or University ID to the search bar in the top right hand corner of your SuccessFactors home screen:

The screenshot shows the SuccessFactors home screen. At the top, there is a navigation bar with icons for Home, ASK HR, and To-Do. On the far right, there is a user profile for 'Brigitte Hatfield'. Below the navigation bar, there is a search bar with the placeholder text 'Search for actions or people' and a magnifying glass icon. A red box highlights this search bar.

2. Scroll down to the Contractual Details section within Contractual Information and you will see the '**Continuous Service Date**' on the right hand side of the screen:

The screenshot shows the Employee Profile page for 'Jacklyn Hyde (1776304)'. The top navigation bar includes tabs for 'ON', 'CONTRACTUAL INFORMATION' (which is selected), 'COMPENSATION INFORMATION', 'SPRR SUBMISSION', 'BANK DETAILS', and 'USER DATA'. Below the navigation bar, there is a secondary header with a profile picture and the text 'Chris Christopherson Secondary Head of Department'. The main content area is divided into sections: 'Contractual Details', 'Job Profile', and 'Compensation Information'. The 'Contractual Details' section contains a table with rows for 'Start Date' (03 Sep 2018) and 'Is Primary' (Yes). To the right of this table, there is a box containing the 'Continuous Service Date' (03 Sep 2018), which is highlighted with a red box. The 'Job Profile' section shows a 'Description' (Project Assistant (RD4321)) and a 'Job Code'. The 'Compensation Information' section is partially visible at the bottom.

3. Use this information alongside the detail contained within the Shared parental Plan to determine whether or not the employee/worker is eligible for shared parental pay.

Confirming eligibility for payments/approving the workflow

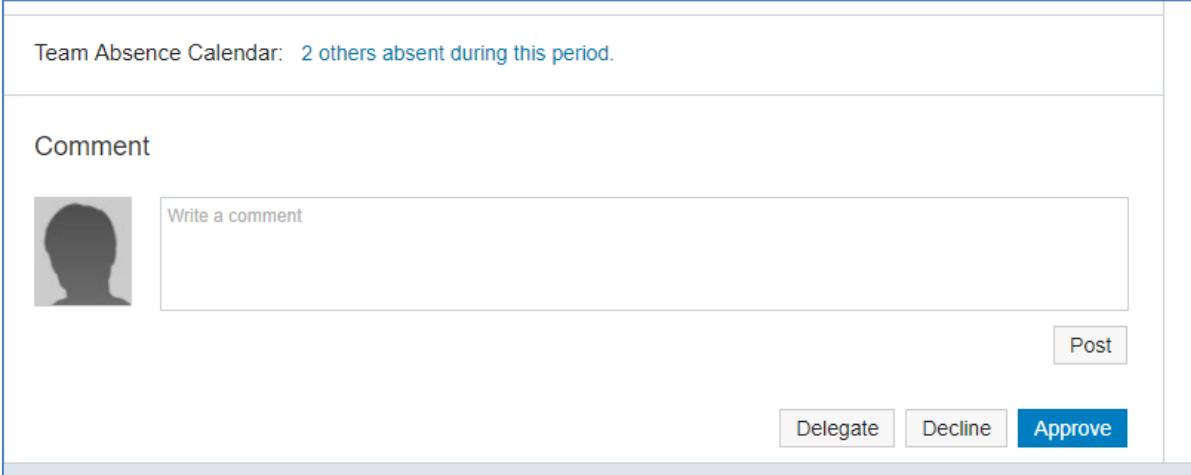
4. Once you have completed your calculations and added the relevant infotype to SAP payroll (see the G12 How to guide – Payroll – Shared Parental Leave for further detail on this), you will need to use the template found at [Appendix D](#) to email the employee/worker to confirm their eligibility for shared parental pay,

including the attachment found at [Appendix E](#) which details what happens with any voluntary salary deductions they have set up.



Note: Where the employee/worker is already on leave or are not regular users of PCs as part of their work e.g. cleaners, catering assistants, gardeners, you should send a letter confirming their eligibility for payments to their home address instead of an email.

5. Return to your SuccessFactors home page and navigate to the employee/worker's workflow request, open it in full to ensure that you are dealing with the correct workflow and choose one of the 'decision' options in the bottom right hand corner of the screen:



Team Absence Calendar: 2 others absent during this period.

Comment

Write a comment

Post

Delegate Decline Approve

- a) In the unlikely event that you need to delegate the request, you should do this by clicking on the '**Delegate**' button. This will open a new window where you will need to select the person to whom you wish to delegate the request, before clicking on the '**Send**' button.

Delegate Request

Please select a person to whom you want to delegate this request.

Show more information...

▾

 Jason Gale
Head of Department
Snail Studies (SNAIL)
180 Direct Subordinates

Both the person you have delegated to and the person recording shared parental leave will receive an email to notify them about the delegation.



Note: When you use the '**Delegate**' function, the person you are delegating to will be able to see all details contained within the request you have sent to them, regardless of the permissions that they have in the system. They will not, however, have the same access as you outside of the request concerned (unless they do so normally). You are responsible for ensuring that you only delegate workflow requests to colleagues for whom it is appropriate to see the personal data of your direct report and the type of request that they are making. This is vital for enabling compliance with [data protection legislation](#) and [the University's data protection policy](#).

- b) If the employee/worker has not included their MatB1/matching certificate, you should post a comment in the '**Comment**' box and then select '**Decline**'.
- c) If the employee/worker does not qualify for shared parental pay, you should explain this briefly in the '**Comment**' box before clicking on '**Approve**'.



Note: The right to shared parental leave applies from Day 1 of someone's employment/association and therefore the workflow is merely a mechanism to allow Payroll to be informed of an impending shared parental leave and to enable you to do the necessary payment calculations.

Comment

Add in any comments relating to the employee/worker's eligibility for pay, absence of MatB1 or matching certificate here.

Write a comment

Post

Delegate Decline Approve

- b) If you post any comments, the employee/worker will receive a notification that a comment has been posted and your comment will be visible when the employee views the absence from their calendar.

View Absence

Time Type	Shared Parental Leave <small>?</small>
Start Date	05 Apr 2021
Expected Return Date	05 Jul 2021
Actual Return Date	-
Requesting	91 days
Approval Status	Approved
Shared Paternity Leave Plan	Form SPL1 - Declaration if Mother ...

Activity

Liam Lacey No Comment
Approved - 25 Feb 2021

Liam Lacey I confirm that your Shared Parental Leave request has been finally approved.
Commented - 25 Feb 2021

Victoria Sponge No Comment
Approved - 25 Feb 2021

Edit Absence Cancel

- c) Once you have selected one of the options available to you to deal with the workflow request ('Approve', 'Delegate' or 'Decline'), a pop-up message will appear briefly on screen to confirm that

you have dealt with the request. You will then be routed back to your home page and the request will have disappeared from your '**To Do**' list. The employee/worker who made the request will also receive an email to inform them of the outcome of their request. The Department Administrator and Local HR Administrator (where applicable) will also receive a notification to advise them that someone from within their department has had a period of shared parental leave approved.

- b) If the employee/worker subsequently edits or cancels their shared parental leave request after it has been approved, or if they resubmit it after it has been declined, you will receive another email to notify you that you have a time off request awaiting your review (i.e. the process will restart from step 1 '[Receiving Notifications](#)' above).

File Paperwork

Once you have completed the review/approval of the shared parental leave request, place the printed out shared parental leave plan on the individual's file.

Appendix A – SPL1 form

Curtailment of Maternity/Adoption Leave and Statement of Entitlement to Shared Parental Leave

(Declaration if you are the mother/primary adopter and an employee of the University)

For further guidance, please refer to the Shared Parental Leave policy and the associated ‘How To... Guide’, which can be found on the HR webpages. This form is intended to gather the necessary information for us to process your Shared Parental Leave.

You are required to complete this form and upload it, together with your completed SPL3 form, to SuccessFactors when recording your planned leave. Do not record your leave in SuccessFactors until you have all the completed SPL forms.

Prior to completing this form, you should have notified and discussed with your line manager/Head of Department all the necessary information regarding your intended leave, in line with the appropriate timescales, as detailed in the Shared Parental Leave Policy.

Please read the following carefully and complete the required information.

Employee name	
University number	
Department	
Name of other parent/care giver	

Start date of Maternity/Adoption Leave	
End date of Maternity/Adoption Leave (in order to commence SPL)	
Expected date of birth/date of placement	
Actual date of birth/date of placement	
Number of remaining weeks Maternity/Adoption Leave to be converted to SPL (in full weeks, e.g. 52 weeks minus the number of weeks Maternity/Adoption Leave taken or to be taken by the end date of Maternity/Adoption Leave)	
The amount of Shared Parental Leave I intend to take (in full weeks) Please book required dates using the SPL3 form	
The amount of Shared Parental Leave my partner intends to take (in full weeks) Please confirm dates on the SPL3 form	

Declaration:

I confirm that the above information is accurate and that:

- By the start date of Shared Parental Leave, I will meet the eligibility requirements
- I have completed a Period of Shared Parental Leave Notice form (SPL3) to book a period of SPL
- If at any time I, or my partner cease to be eligible for SPL and SPL pay, I will immediately inform the University

Signed:		Date:	
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Partner's details								
Name								
University number (if also a University of Warwick employee)								
Address (if not a University of Warwick employee)								
Name and address of employer (or state if self-employed)								
National Insurance number								
Partner's declaration: I confirm that the above information is accurate and that: <ul style="list-style-type: none">• I meet the employment and earnings test• At the date of the child's birth or placement for adoption, I share main responsibility for the child/children with the University of Warwick's employee as named above• I have checked and confirm my eligibility• I consent to the amount of Shared Parental Leave that the above employee intends to take• I consent to the University of Warwick processing information contained in this form• I will immediately inform the mother/primary adopter if I cease to satisfy the eligibility conditions.								
<input type="checkbox"/> I am the father of the child or <input type="checkbox"/> I am the spouse/civil partner or partner of the mother/primary adopter								
Signed:					Date:			

Now scan this form, together with your completed SPL3 form (scan as one .pdf document) and upload to SuccessFactors as part of the online process for recording Shared Parental Leave.

Appendix B – SPL2 form

Statement of Entitlement to Shared Parental Leave

(Declaration if you are the partner of the child's mother/primary adopter and an employee of the University)

For further guidance, please refer to the Shared Parental Leave policy and the associated 'How To... Guide', which can be found on the HR webpages. This form is intended to gather the necessary information for us to process your Shared Parental Leave.

You are required to complete this form, and upload it, together with your completed SPL3 form, to SuccessFactors when recording your planned leave. Do not record your leave in SuccessFactors until you have all the completed SPL forms.

Prior to completing this form, you should have notified and discussed with your line manager/Head of Department all the necessary information regarding your intended leave, in line with the appropriate timescales, as detailed in the Shared Parental Leave Policy.

Please read the following carefully and complete the required information.

Employee name	
University number	
Department	
Name of other parent/care giver	

Start date of my partner's Maternity/Adoption Leave	
End date of my partner's Maternity/Adoption Leave (in order to commence SPL)	
Expected date of birth/date of placement	
Actual date of birth/date of placement	
Number of remaining weeks Maternity/Adoption Leave to be converted to SPL (in full weeks, e.g. 52 weeks minus the number of weeks Maternity/Adoption Leave taken or to be taken by the end date of Maternity/Adoption Leave)	
The amount of Shared Parental Leave I intend to take (in full weeks) Please book required dates using the SPL3 form	
The amount of Shared Parental Leave my partner intends to take (in full weeks) Please confirm dates on the SPL3 form	

I confirm that the above information is accurate and that:

- By the start date of the period of Shared Parental Leave, I will meet the eligibility requirements
- I have completed a Period of Leave Notice form (SPL3) to book a period of SPL
- If at any time I, or my partner cease to be eligible for SPL and SPL pay, I will immediately inform the University

I am the father of the child

or

I am the spouse/civil partner or partner of the mother/primary adopter

Signed:		Date:	
---------	--	-------	--

Mother/primary adopter's declaration	
Name	
University number (if mother/primary adopter is also a University of Warwick employee)	
Address (if mother/primary adopter is not a University of Warwick employee)	
Name and address of employer (or state if self-employed)	
National Insurance number	
<p>I confirm that the above information is accurate and that:</p> <ul style="list-style-type: none">• I have curtailed my Maternity/Adoption leave as indicated in this form• I meet the employment and earnings test• At the date of the child's birth or placement for adoption, I share the main responsibility for the child/children with the University of Warwick's employee as named above• I have checked and confirm my eligibility• I consent to the amount of Shared Parental Leave that the above employee intends to take• I consent to the University of Warwick processing information contained in this form <p><input type="checkbox"/> I am the mother/primary adopter of the child</p>	
Signed:	Date:

Now scan this form, together with your completed SPL3 FORM (scan as one .pdf document) and upload to SuccessFactors as part of the online process for recording shared parental leave.

Appendix C – SPL3 form

Period of Shared Parental Leave Notice Form

For further guidance, please refer to the Shared Parental Leave (SPL) policy and the associated ‘How To... Guide’, which can be found on the HR webpages. This form is intended to gather the necessary information for us to process your Shared Parental Leave request.

You are required to complete this form, and upload it, together with your completed SPL1 or SPL2 form, to SuccessFactors when requesting your planned leave. Do not request your leave in SuccessFactors until you have all the completed SPL forms.

Prior to completing this form, you should have notified and discussed with your line manager/Head of Department all the necessary information regarding your intended leave, in line with the appropriate timescales, as detailed in the Shared Parental Leave Policy.

Please read the following carefully and complete the required information.

Employee name	
University number	
Department	
Name of other parent/care giver	

Start date of Maternity/Adoption Leave	
End date of Maternity/Adoption Leave (in order to commence SPL)	
Expected date of birth/date of placement	
Actual date of birth/date of placement	
Total amount of Shared Parental Leave available (in full weeks)	

Please use either the Continuous Leave section below if you intend to take your Shared Parental Leave in one block, or the Discontinuous Leave section below if you intend to take your Shared Parental Leave in more than one block (up to a maximum of three separate blocks).

Continuous Leave (must be in whole weeks)

I will take the following period of Shared Parental Leave:	No. of weeks
Start date:	End date:
Intended date of return to work:	

My partner will be taking Shared Parental Leave as follows:	No. of weeks
Start date:	End date:

Discontinuous Leave (must be in blocks of whole weeks, with a maximum of three blocks)

It may not always be operationally possible to agree to requests for discontinuous leave. Departments will not unreasonably refuse a request for discontinuous leave but they may propose an alternative pattern of leave, or request that an employee takes the leave in a continuous block instead.

I would like to take the following periods of Shared Parental Leave:	No. of weeks	Running total of weeks
Start date:	End date:	
Start date:	End date:	
Start date:	End date:	
Intended final date of return to work:		

My partner would like to take Shared Parental Leave as follows:	No. of weeks	Running total of weeks
Start date:	End date:	
Start date:	End date:	
Start date:	End date:	

Please provide any additional details in relation to your Shared Parental Leave, including the sharing of pay, if, for example, you are taking leave at the same time as your partner:

Declaration:

I confirm that the above information is accurate and that the declaration I previously signed on **Form SPL1 or SPL2** (delete as appropriate) remains accurate.

Signed:		Date:	
---------	--	-------	--

Now scan this form, together with your completed SPL1 or SPL2 form (scan as one .pdf document) and upload to SuccessFactors as part of the online process for recording Shared Parental Leave.

Appendix D – Outline email/letter to be sent confirming payments

Dear

Thank you for recording your intended Shared Parental Leave in our HR system, SuccessFactors - and for providing further information in the Shared Parental Leave forms you uploaded, including details of the Shared Parental Leave your partner intends to take.

Your Shared Parental Leave and Pay

If you wish to amend or cancel your Shared Parental Leave at any point, please amend this in SuccessFactors as soon as possible. In line with our policy, this should be at least eight weeks before the original or new date, whichever is earlier.

[Eligible for Shared Parental pay and taking continuous leave]Based on the continuous period of Shared Parental Leave that you currently intend to take, you will be paid [xx] weeks' full pay, [xx] weeks' half pay, plus [xx] weeks at the lower rate of Statutory Shared Parental Pay (ShPP). During your period of half pay, you will be eligible to receive ShPP at the lower rate in addition to your half pay, where this does not exceed normal full pay.

OR [Eligible for Shared Parental pay and taking discontinuous leave - amend pay details as applicable]Based on the discontinuous periods of Shared Parental Leave that you currently intend to take, you will be paid as follows:

- During your first period of Shared Parental Leave, starting on [date] and finishing on [date], you will receive [xx] weeks' full pay / [xx] weeks' half pay / [xx] weeks' pay at the lower rate of Statutory Shared Parental Pay (ShPP) / and have [xx] weeks of unpaid leave. During your period of half pay, you will be eligible to receive ShPP at the lower rate in addition to your half pay, where this does not exceed normal full pay.
- During your second period of Shared Parental Leave, starting on [date] and finishing on [date], you will receive [xx] weeks' full pay / [xx] weeks' half pay / [xx] weeks' pay at the lower rate of Statutory Shared Parental Pay (ShPP) / and have [xx] weeks of unpaid leave. During your period of half pay, you will be eligible to receive ShPP at the lower rate in addition to your half pay, where this does not exceed normal full pay.
- During your third period of Shared Parental Leave, starting on [date] and finishing on [date], you will receive [xx] weeks' full pay / [xx] weeks' half pay / [xx] weeks' pay at the lower rate of Statutory Shared Parental Pay (ShPP) / and have [xx] weeks of unpaid leave. During your period of half pay, you will be eligible to receive ShPP at the lower rate in addition to your half pay, where this does not exceed normal full pay.

OR [Not eligible for Shared Parental pay - amend as applicable]You will not be entitled to Statutory Shared Parental Pay during your shared parental leave because [your normal weekly earnings are below the current

lower earnings limit for national insurance contributions / you and your partner [have/will have] received the full 39 week statutory pay entitlement during other periods of statutory [maternity/adoption/shared parental leave].

Your pension scheme contributions and voluntary deductions during Shared Parental Leave

Please review the attached document, which describes the different arrangements for any voluntary deductions from your salary (e.g. pension contributions, payments for car parking or employee benefits) during the course of your Shared Parental Leave and on your return to work. Please note that there may be actions that you need to take.

Returning to work

We recommend that you have a discussion with your line manager about formal arrangements for keeping in touch with your department during your Shared Parental Leave. You are eligible to work for the University for up to 20 days (known as 'Shared Parental in Touch' or 'SPLIT' days) without bringing your Shared Parental Leave to an end. You will receive a normal day's full pay if you work a SPLIT day. You are under no obligation to agree to attend work, and the University is under no obligation to offer you SPLIT days.

If you decide to change your return to work plans you should provide your department with at least 8 weeks' notice. If you decide that you no longer wish to return to work or if you become unsure about returning to your role, please contact your line manager to discuss this as soon as possible.

Further information

Please do not hesitate to contact us in the Payroll team if you have any questions about shared parental pay. Any general questions about your Shared Parental Leave should be directed to your line manager in the first instance and then to the AskHR team via askhr@warwick.ac.uk if you require any further information.

In the meantime, I'd like to take this opportunity to offer my congratulations on behalf of the University.

Kind regards,

Appendix E – Attachment detailing arrangements for salary deductions during shared parental leave

Pensions & Voluntary Deductions During Maternity, Adoption and Shared Parental Leave

Pension scheme contributions

If you are a member of a pension scheme, your normal contributions will be topped up by the University in any period of reduced pay during your period of leave. However, if you are a member of the Universities Superannuation Scheme (USS) and are paying any additional voluntary contributions, your contributions must be based on your full salary prior to your period of leave. The University will *temporarily* top these up in any period of reduced pay, but you will need to repay the University for this top-up on your return from leave.

Please be advised if you are in the salary sacrifice pension scheme you will be moved to the corresponding non salary sacrifice scheme when you go onto statutory payments only. On your return to work you will remain in this scheme unless you advise the Pension team otherwise. Alternatively, you may choose to stop paying these contributions during your period of leave if you wish.

We strongly recommend that you contact the HR Pensions team via hr.pensions@warwick.ac.uk or 024 7652 2629 prior to commencing your period of leave so that they can outline the full details of how your leave affects your pension, including the contributions you and the University will pay during this period.

Car parking

If you are making monthly payments for car parking, you may wish to cancel your permit via the University's [car parking web pages](#) once you start your period of leave, otherwise payments will continue to be deducted.

Cycle to work scheme

If you have joined the cycle to work scheme, your payments will be deferred whilst you are in receipt of statutory payments only or no pay. Payments will recommence on your return to work and the hire period will be extended in line with the length of the deferred payments.

Bus Pass payments

If and when you move onto zero pay, any payments for a bus pass will cease and any outstanding deductions will be recouped from your salary upon your return to work.

Childcare vouchers and nursery salary sacrifice

If and when you reach a point in your leave when you are in receipt of statutory payments only or no pay, you will need to make alternative arrangements to pay the University Nursery (if required). In addition, the University will temporarily cancel any childcare vouchers with Computershare for this period.

If you wish to stop your payments/salary sacrifice earlier than this, please contact Computershare (see <https://warwick.ac.uk/services/humanresources/internal/payroll/info/salaries/vouchers/>) or the Nursery (see <https://warwick.ac.uk/services/childrensservices/nursery/>) respectively.

If you want to recommence childcare vouchers or nursery salary sacrifice upon your return from leave, please contact Computershare or the Nursery the **month before** you want the deductions to re-start.

Please note: arrangements for Childcare Vouchers changed with effect from 1st October 2018 and, if you take more than a year's unpaid leave (including unpaid periods of shared parental/shared parental leave), you will not be able to re-join the scheme. Please see <https://www.gov.uk/help-with-childcare-costs/childcare-vouchers> for further information on childcare vouchers.

University Nursery Scheme

If you participate in the University Nursery Scheme, you will need to pay the Nursery Fees directly once you are in receipt of statutory payments only or no pay.

If you are participating in any of the schemes above, you should also be aware that this may affect the salary used to calculate any payments due to you during your period of leave. Please let us know if you need any further information about this.

Healthcare providers, trade union membership and Give As You Earn (GAYE)

If you pay subscriptions directly from your salary to a healthcare provider or trade union, or if you donate to charity via GAYE, these deductions will stop if and when you move onto no pay and you will need to contact the provider directly to make alternative arrangements.

If you would like the deductions to come directly from your salary when you return to work, you will need to advise Payroll in advance to make these arrangements for you.