SEPARATING OVERTIME and/or ADDITIONAL PAYMENTS WHEN POSTING SALARIES

This guidance is produced for schools who may wish to record overtime and/or additional payments separately when posting salaries onto FMS6.   Please note this method is optional and not a requirement.

On FMS6, functionality exists within the "Individual Payment" process to separate certain payroll costs. These costs can be recorded against individual employees and will appear separately as Exp Pd.


New ledger codes are required; one for each CFR heading where overtime/additional payments are to be recorded. The new codes appear on the Schools Finance Team's code listings from 2012/13 onwards and will need to be created and linked to the appropriate cost centres on FMS6.

Overtime/Additional payment cost - the true cost of overtime to the school would need to be calculated to include on-costs ready for posting. Overtime can be subject to Employers Superannuation Contributions for part-time employees (for those in the pension scheme) but is not pensionable for full-time employees. Overtime can be subject to National Insurance Employers Contributions dependent on whether the employee earns enough to pay NI.

Set up on FMS6

1. New ledger codes should be mapped to the appropriate service terms by selecting:

   o Personnel links
   o Salary Projection
   o Service term mapping icon

- 1 -
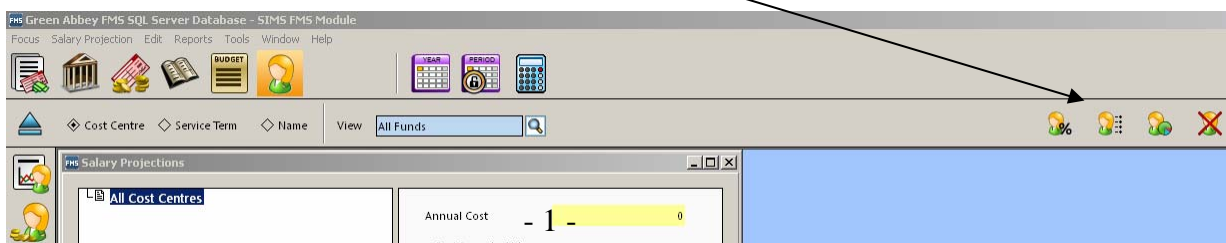
2. Select the Service Term, sub group (if used) and default cost centre.

Enter 999 in other payments to a maximum value box

The relevant overtime ledger code is mapped under Other Payment Mapping. Click on plus

3. The appropriate fund and overtime ledger code must be selected.

Please note: Steps 2 and 3 must be repeated for every service term and sub group for which the separation of overtime/additional payments is to be made.

All mappings must to be done before posting salaries otherwise the overtime/additional cost is not picked up at all – even if you map the codes afterwards.

Posting overtime/additional payment costs

Salaries are posted by selecting:

- o   Personnel links
- o   Individual Payment

Once the new payment is set up and employees chosen, the following screen will appear as each employee is selected.

The salary costs <u>excluding</u> the portion of overtime/additional payment should be input as normal.

To post the overtime/additional costs separately, an extra line needs to be added.

Click on plus.

Choose the new ledger code and enter amount.

Reporting

The overtime/additional payments will appear in EXP PD column for each employee (as shown on page 1). It will also appear under the Other Costs column on the salary projections report.

This report is generated via

- o Personnel links
- o Salary Projection
- o Report button

Schools Finance Team
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