

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.

Pd	Scale	Basic	NI	Super	Total	Commit	Sal Paid	Variation	Exp Pd
Apr	AST14.00	4301	405	606	5313	0	5313	0	100
May	AST14.00	4301	405	606	5313	5313	0	0	0
Jun	AST14.00	4301	405	606	5313	5313	0	0	0
Jul	AST14.00	4301	405	606	5313	5313	0	0	0
Aug	AST14.00	4301	405	606	5313	5313	0	0	0
Sep	AST14.00	4301	405	606	5313	5313	0	0	0
Oct	AST14.00	4301	405	606	5313	5313	0	0	0
Nov	AST14.00	4301	405	606	5313	5313	0	0	0
Dec	AST14.00	4301	405	606	5313	5313	0	0	0
Jan	AST14.00	4301	405	606	5313	5313	0	0	0
Feb	AST14.00	4301	405	606	5313	5313	0	0	0
		51614	4862	7278	63754	58441	5313	0	100

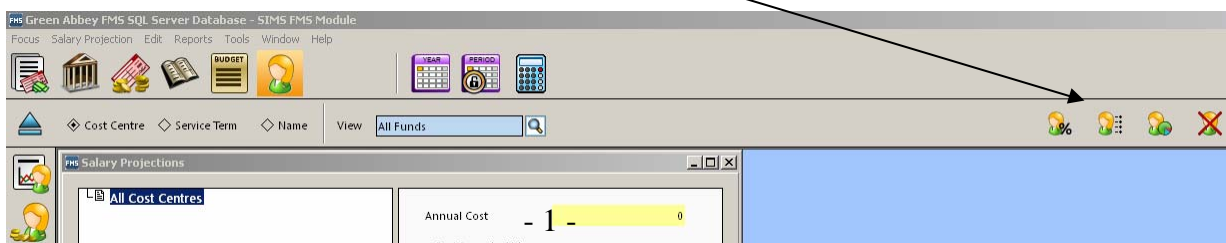
New ledger codes are required; one for each CFR heading where overtime/additional payments are to be recorded. The new codes appear on the Schools Finance Team's code listings from 2012/13 onwards and will need to be created and linked to the appropriate cost centres on FMS6.

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:

- Personnel links
- Salary Projection
- Service term mapping icon



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

Service Term - Cost Centre Mapping

Service Term: TE Teachers

Sub Group:

Default Cost Centre: 100 Teachers

Fund - Ledger Mapping

Fund	Basic	NI	Super	Default
School Budget Share	Teachers Pay	Teachers NI	Teachers Supn	<input checked="" type="checkbox"/>

Other Payment Mapping

Other Payments To A Maximum Value: 999

Fund	Led. Code	Ledger
School Budget Share	1104	Teachers Overtime

Save Print Cancel Help

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.

Other Payment Mapping

Cost Centre: Teachers

Fund: 01 School Budget Share

Ledger: 1104 Teachers Overtime

Update Cancel Help

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.

Individual Salary Payment

Date: 24/05/2012, Period: 1 Apr, Week No: [blank], Total: 5312.79

Contract Details:

Name	Code	Service Term	Payroll Number	FTE	Status
Abell, Anita	AT	Advanced Skills Teacher	PR323232	1.0000	Active

Payment Details:

Led. Code	Fund	Ledger Description	Commitment	Amount
1101	01	Teachers Pay	4301.17	4301.17
1102	01	Teachers NI	405.16	405.16
1103	01	Teachers Supn	606.46	606.46

The salary costs excluding 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.

Individual Salary Details

Ledger Code: 1104 Teachers Overtime

Fund Code: 01 School Budget Share

Amount: 100.00

Buttons: Save, Cancel, Help

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.

Salary Projections - Cost Centre

Selection: Financial Year - 2012, Cost Centre - Detail, Fund - All, Cost Centre - All

User: US1 Establishment: Green Abbey School

Cost Centre: 100 Teachers

Staff Name	Service Term	Annual		Cost to end of Sep		Pay to date		Other Costs
		Cost	Estimate	Commit	Actual	Variation		
Abell, Anita	AT	63754	31877	26564	5313	0	100	
Anderson, Mary	LD	70578	35289	35289	0	0	0	
Andrews, Selina	TE	38408	19204	19204	0	0	0	

This report is generated via

- Personnel links
- Salary Projection
- Report button

Salary Projections

Annual Cost: 3032858

Cost to end of Sep:

Estimate	1507517
Commit	1502204

Pay to date:

Actual	5313
Variation	0

Other Costs: 100

Buttons: View Details, Report

Schools Finance Team
September 2012