3 Adding permanent Elements

Elements are part of someone’s pay and can include allowances or deductions. The term permanent just means that is received/deducted on a regular basis.

For Headship payments the element is attached to the person’s permanent position (for example their position as Professor) **NOT** to the position of Head of Department or Acting Head.

All elements to be attributed to an employee are attached using the New – Element detail.

1. With the University of Cambridge selected, click on the People menu in the Action pane.
2. Search for the person using surname or person number if known. Select the person record.
3. Select the payroll menu, and then select Elements.
4. Existing elements (which will always include Basic pay, which is an inherited value) will be displayed in the object pane. From the elements menu select New – Element detail.
5. Select the Level at which the element should be attached from the drop down list. This should be the person’s permanent position (in this example their position as Professor) **NOT** the position of Head of Department or Acting Head.

6. Enter the start date for receiving the element.

7. If the element is to be paid for a set period of time enter the end date for receiving the element.

8. Select the element from the drop down box on the Element field. (NP stands for non-pensionable)

9. For a cash based element enter the annual cash amount of the allowance in pounds and pence.

10. Click the Save button.
    The new element will be displayed in the object pane.
1.1.1 Viewing element details

Details of any elements that are applicable to an individual can be viewed by selecting the appropriate element and choosing Element detail.

Where no end date for the element has been specified, this will remain a field which can be amended.

Once an end date has been entered and saved, these dates appear, but cannot be amended without re-entering the element details.
1.1.2 Changing the end date of an element

1. With the University of Cambridge selected, click on the People menu in the Action pane.
2. Search for the person using surname or person number if known. Select the person record.
3. Select the payroll menu, and then select Elements.
4. The elements for the person will be displayed in the object pane.
5. Select the element for which you wish to change the end date and if required choose Element detail to view the current details.

6. Select New – Element detail and re-enter the details of the element as previously but with the new end date.

7. Click on the Save button.
8. This will overwrite the original entry so that the end date is changed.
1.2 Element Costing

The element will be costed to the employees ‘home’ cost centre(s) as default.

If the element is to be to a different cost code than basic pay this needs to be actioned through People > Payroll > Elements

1. With the University of Cambridge selected, click on the People menu in the Action pane.
2. Search for the person using surname or person number if known. Select the person record.
3. Select the payroll menu, and then select Elements.
4. The existing elements for the person will be displayed. Select the element that requires the costing to be changed.
5. Select Cost Code, and New – Cost code details (ele for contract)
6. Select the Rule (there’s only one, UC1) from the drop down box

   Cost code details: New

   Credit/Debit: Debit
   Rule: UC1
   Length: 24
   Cost code: 
   Percent: 
   Value: 
   Apportion costs: 
   Override: 

   Save

7. Fill in the Cost code for the element
8. Percent should be set to 100
9. Value is left blank in most cases.
   This can be used if you wish to cost a set amount of a payment elsewhere (i.e. employee gets £500 allowance and £200 of it is funded by another dept regardless of whether the £500 changes)
10. Apportion costs is not used, leave this field blank
11. Override should be ticked as this then ensures that any additional values entered against this element are costed to the same place (i.e. backpay)
12. Click the Save button.