8 Review Elements

8.1 Permanent elements

Reviewing permanent elements already attached is **step 11 of the new starter process chain**. East Room staff will be responsible for attributing any permanent elements that relate to an individual's post or position (in the main these are likely to be additions to pay). Payroll staff have the opportunity here to view what has already been set up and allocate others as required. More detailed guidance is given in section 14. However, they must ensure that everyone does have basic pay attributed (see below).

When you click the next button after completing step 10, the following screen will be displayed. Select an element to view step 11 of the process chain.

Select all

Element	Start date	End date	Occupancy start	Occupancy end	Cash	Units	Time	Level
z Payslip Counter	01/06/2009		01/06/2009			1.00		Research Assistant
Basic Pay	01/06/2009		01/06/2009					Research Assistant
USS Sal Exch	01/06/2009		01/06/2009		0.00			Research Assistant

8.2 Z Payslip Counter

New starters will automatically be enrolled into USS or CPS from the date of joining. They will also automatically be opted into Salary Exchange for Pensions after the 4th pay period for monthly paid staff or the 14th pay period for weekly paid staff, unless they complete an opt-out form or we have identified that it is detrimental for them to participate.   The z payslip counter advances each pay period until the employee become eligible to join the Salary Exchange scheme.

8.3 Basic pay

Every employee should have at least a 'Basic Pay' element attached to them. This is an inherited item without which they will not be paid as it links the individual with the appropriate behind the scenes pay calculation.

There are two versions of the pay element:

- Basic pay : to use as a permanent element
  For anyone who is paid regularly on a monthly basis (regardless of whether their salary is specified as a pay scale rate, spot or hourly rate)

- Basic Hourly Rate : to use as a temporary element
  E.g. if someone has to enter time sheets to be paid

8.4   Temporary Elements

Step 12 of the new starter process chain provides you with the opportunity to enter any temporary elements for the employee which you have been notified of. Again see section 16 for more detailed guidance of this process if required.