

Other Absence Types

All other Absence types will be entered by the East Room users, but there are some that will have a direct impact on Payroll in that they will offset Basic Pay. These include the 'Unpaid Leave' and 'Unauthorised Absence' options.

Select all		
Scheme name	Scheme type	Entitlement type
<input type="radio"/> Ac-rel & Research personal holiday	Personal holiday	(Table)
<input checked="" type="radio"/> Academic Personal Holiday	Personal holiday	(Table)
<input checked="" type="radio"/> Adoption leave	Adoption leave	
<input checked="" type="radio"/> Jury Service	Jury service	
<input checked="" type="radio"/> Occ Sickness Scheme (Pre Jan 04)	OSP - Sickness	(Simple Table)
<input checked="" type="radio"/> Occupational Maternity Scheme	OMP	(Simple Table)
<input checked="" type="radio"/> Occupational Sickness Scheme	OSP - Sickness	(Simple Table)
<input checked="" type="radio"/> Paid leave - Compassionate	Compassionate leave	
<input checked="" type="radio"/> Paid leave - Paternity Leave	Paternity leave	
<input checked="" type="radio"/> Paid leave - Short Leave	Short Leave	
<input checked="" type="radio"/> Paid leave - Statute D,II,6,b	Paid leave - Statute D,II,6,b	
<input checked="" type="radio"/> Paid leave - Study Leave	Study Leave	
<input checked="" type="radio"/> Paid leave - Substitute Residence	Substitute Residence	
<input checked="" type="radio"/> Sabbatical Leave	Other	
<input checked="" type="radio"/> Statutory Maternity Scheme	SMP	
<input checked="" type="radio"/> Statutory Sickness Scheme	SSP	
<input checked="" type="radio"/> Unauthorised absence	Unauthorised absence	
<input checked="" type="radio"/> Unpaid leave - Other	Unpaid leave	
<input checked="" type="radio"/> Unpaid leave - Parental Leave	Parental leave	
<input checked="" type="radio"/> Unpaid leave - Statute D,II,6,b	Unpaid leave - Statute D,II,6,b	

The absence is entered as normal by the East Room, and when calculated it will automatically deduct the equivalent salary from the employee's pay.

Whenever, such unpaid or unauthorised leave is entered the Payroll Team will receive an automated email via Workflow informing them of this although they will not be required to take any action.

The following example shows a single Unpaid Leave day and its impact on the employee payslip once calculated.

Payroll: Sickness, Maternity & Other Absences



Other absence details: Miss Jenny M Bosten
Name: Miss Jenny M Bosten **Job title:** Clerk
Social security number: JW685626A **Pay ref:** 10100525
Pers ref: 10100525

Absence start
 Date: 09/02/2007
 Type: Full day
 Time:
 Hours absent:

Absence end
 Date: 09/02/2007
 Type:
 Time:
 Hours absent:

Absence
 Absence scheme type: Unpaid leave - Other
 Absence reason: <None>

Pay details: Research & Stipends, 31/05/2007 09:00
Name: Miss Gemma Colling **Job title:** Research Assistant
Social security number: AB658947B **Pay ref:** 30000105
Pers ref: 30000105

Tax code: 503L Cumulative **Tax month:** 2 **NI category:** D **Legislation:** UK **Currency:** British Pound

Payment/Benefit	Job title	Paid from	Paid to	Units	Rate	Cash	
Basic Pay	Research Assistant	01/05/2007	31/05/2007			1754.17	Total payments: 1,188.31
Basic Pay (Abs. offset)	Research Assistant	05/05/2007	31/05/2007			-565.86	
							Total deductions: 274.70
							Net pay: 913.61
							B/F: 0.00 C/F: 0.00
							Rounded net: 913.61

Deduction	Cash
USS	75.46
Tax	129.36
NI - D	69.88