

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.

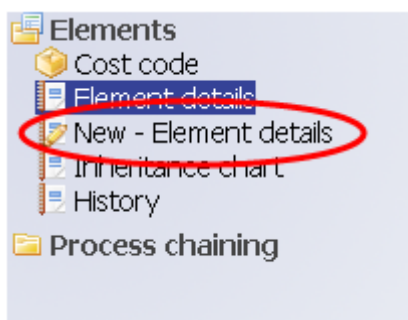
For Headship payments the element is attached to the persons permanent position (for example their position as Professor) **NOT** to the position of Head of Department or Acting Head.

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 persons permanent position (in this example their position as Professor) **NOT** the position of Head of Department or Acting Head.


Level ▾


Start date


End date

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.

Level ▾

Start date 


End date 

Element ▾ 

Element type

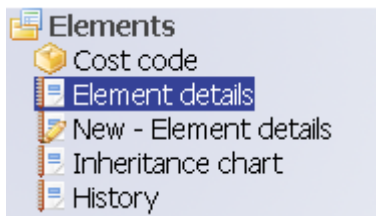
Cash

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

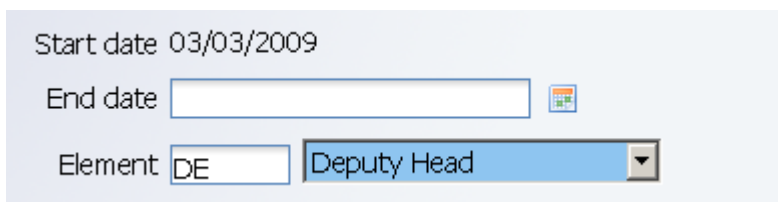
Select all						
Element	Start date	End date	Occupancy start	Occupancy end	Cash	Units
 Basic Pay	07/02/1989					
 Basic Pay	06/03/2009					
 Acting Head/Director	09/03/2009				11,201.04	

1.1.1 Viewing element details

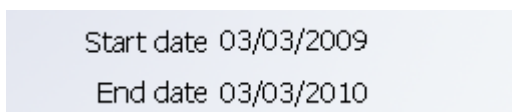
Details of any elements that are applicable to an individual can be viewed by selecting the appropriate element and choosing Element detail



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.

Element	Start date	End date	Occupancy start	Occupancy end
 Deputy Head	03/03/2009	03/03/2010		
 Basic Pay	01/10/2003			


Expand/Collapse folders


Elements


-  Cost code
-  **Element details**
-  New - Element details
-  Inheritance chart
-  History

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

Level

Start date 

End date 

Element 

Element type Payment

Cash

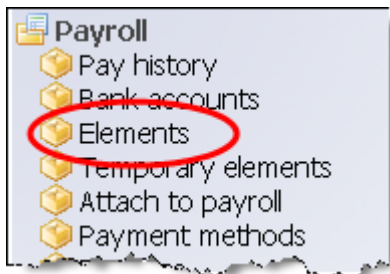
7. Click on the Save button.
8. This will overwrite the original entry so that the end date is changed.

1.2 Element Costing

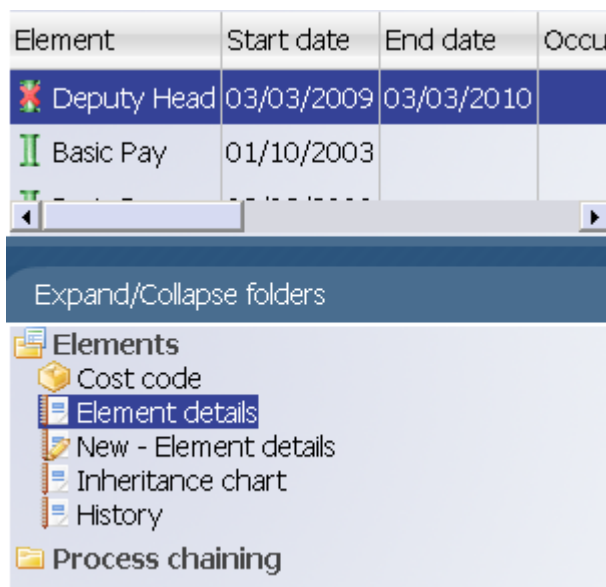
The element will be costed to the employees 'home' cost centre(s) as default.

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

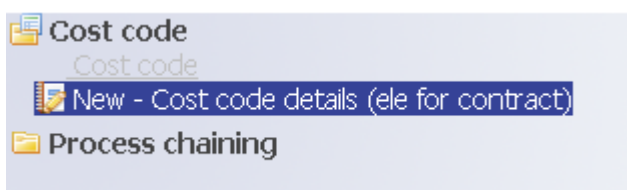
1. With the University of Cambridge selected, click on the People menu in the Action pane.
2. Search for the person using surname or person number if known. Select the person record.
3. Select the payroll menu, and then select Elements.



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	<input type="text" value="Debit"/>
Rule	<input type="text" value="UC1"/>
Length	24
Cost code	<input type="text"/>
Percent	<input type="text"/>
Value	<input type="text"/>
Apportion costs	<input type="text"/>  
Override	<input type="checkbox"/>

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 button.