

Average Earnings Summary

Average earnings are based on the two months (or 8 weeks) pay immediately prior to the Qualifying Week (which is 15 weeks before the Expected Week of Confinement). It will be necessary to enter average earnings for Maternity for approximately 6 months after live migration.

For initial maternity leave and sickness absences that is entered onto Trent it will be necessary to enter average earnings as the system will be unable to calculate this until 2 months of payroll historical data is available. This will be a Payroll task.

The errors and warnings for absence report will be run on a regular basis and anyone who is excluded from SMP due to low earnings (or no average earnings) will be highlighted on this report. Additionally, there will be a process log message of No Average Earning found where the SSP calculation excludes an employee for insufficient earnings and where this results from there being **no** average earnings.

On an on-going basis this will be any person who has not worked for the university for long enough to have historical data – i.e. someone who joins and then goes on sick leave.

To enter average earnings:

Navigate: **Organisation > Absence > Absence search** (select the absence and person) > **Average Earnings summary**

Average earnings summary:	
Total earnings	
Calculated value	0.00
Override value	<input type="text"/>
Last value used	
Average earnings	
Calculated value	0.00
Override value	<input type="text" value="190.00"/>
Last value used 190.00	
Eligibility	
Calculated value	Yes
Override value	LEL = 84
Last value used Yes	
<input type="button" value="Save"/>	

This page allows you to view the average earnings calculation for a person in respect of Statutory Sick Pay and Statutory Maternity Pay and, if required, enter an override value for the payment value shown. The page also shows the person's eligibility status for SSP, SMP or SPP. The page is populated by Trent after the absence dates have been entered and payments calculated.

Average Earnings Summary	
Field	Comments
<u>Total Earnings</u> Calculated Value Override Value Last Value used	The displayed value is based on Trent payment data You can manually input a value here if required This field displays the appropriate one of the above two values
<u>Average Earnings</u> Calculated value Override value Last value used	The displayed value is based on Trent payment data You can manually input a value here if required. This field displays the appropriate one of the above two values
<u>Eligibility</u> Calculated value Override value Last value used	The displayed value is based in Trent payment data. This field shows the LEL value used to determine eligibility Based on the last calculation.

It should be noted that if average earnings need to be manually overridden, the sickness or maternity absence will need to be recalculated to take this change into consideration.