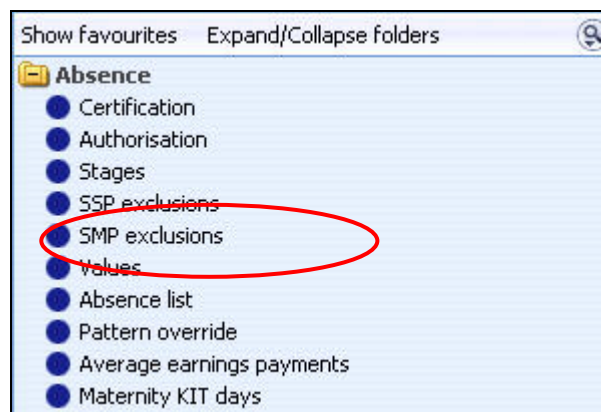


Absence Exclusions

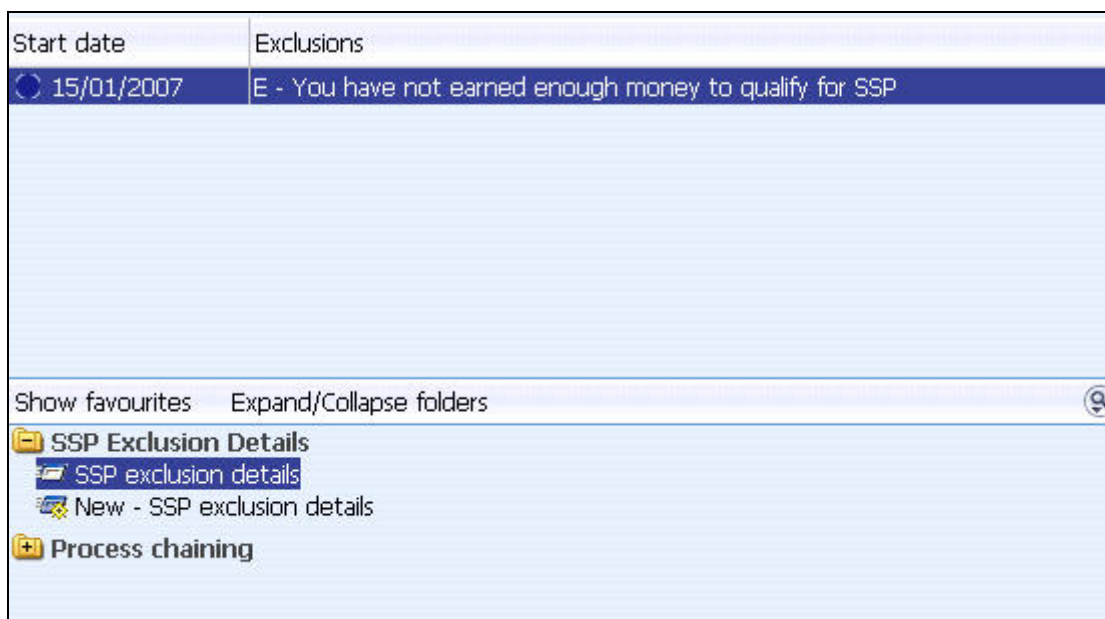
Whenever an absence period is calculated, Trent will apply standard rules to ascertain whether a payment is due, or whether to exclude the period from payments. It is also possible to manually set an exclusion rule prior to the calculation, to force Trent not to calculate any payments.

One of the most common exclusion codes encountered is 'You have not earned enough money to qualify for SSP'. This is usually in relation to a new starter who has had a period on a Sickness absence shortly after commencing employment. The absence calculation will require a certain number of weeks payments for the average weekly earnings to be calculated. For a new starter this is not likely to be the case as they may not have been paid yet.

To view or set exclusions for an entered absence use the SSP Exclusions or SMP Exclusions options found in the Absence folder within the People menu.



Clicking on the relevant option will provide a list of system generated exclusions (if applicable) in the Options Pane, and will allow you to add an exclusion manually.



Further clicking on an individual exclusion, in the list, will provide the details in a form.

Exclusion details: Miss Laura Smith ((15/01/2007 - 03/02/2007) - (Sickness Scheme))	
Exclusions	E - You have not earned enough money to qualify for SSP
Always from the start	<input checked="" type="checkbox"/>
Start date	
This exclusion was generated by the system.	

Trent holds a list of all the statutory exclusion codes, which can be viewed from the UK Legislation folder.

1. SSP Exclusion Codes

Select all		
Legislation	Code	Description
<input type="radio"/>	UK Legislation A	You claimed Incapacity Benefit or Severe Disablement Allowance during the
<input checked="" type="radio"/>	UK Legislation B	Your contract of employment has expired
<input checked="" type="radio"/>	UK Legislation C	Your contract of employment has been brought to an end
<input checked="" type="radio"/>	UK Legislation D	You have already had, or will soon have been getting, SSP for 28 weeks
<input checked="" type="radio"/>	UK Legislation E	You have not earned enough money to qualify for SSP
<input checked="" type="radio"/>	UK Legislation F	You are aged 65 or over
<input checked="" type="radio"/>	UK Legislation G	You are expecting a baby soon or you have just had a baby
<input checked="" type="radio"/>	UK Legislation H	You have already been sick on and off for 3 years
<input checked="" type="radio"/>	UK Legislation I	You were away from work because of a trade dispute on the first day you v
<input checked="" type="radio"/>	UK Legislation J	You were in legal custody or you were serving a term of imprisonment wher
<input checked="" type="radio"/>	UK Legislation K	You were working outside the UK on the day you first became sick and I wa
<input checked="" type="radio"/>	UK Legislation L	You have not started working for me yet
<input checked="" type="radio"/>	UK Legislation Z	Now obsolete

2. SMP/SPP Exclusion Codes

Select all	
Legislation	Description
<input type="radio"/>	UK Legislation You were not employed by me for long enough
<input checked="" type="radio"/>	UK Legislation Your earnings were too low
<input checked="" type="radio"/>	UK Legislation You did not tell me soon enough that you would be away from work
<input checked="" type="radio"/>	UK Legislation You did not give me medical evidence soon enough
<input checked="" type="radio"/>	UK Legislation You did not tell me soon enough that your baby had been born
<input checked="" type="radio"/>	UK Legislation You were in legal custody