

SSSTA0009 - Associate Staff (School Payment Approval)

There are now 2 levels of approval for Associate Tutor payments:

- School level approval – tick a box to approve. Once schools have approved payments they will be available to be approved in the Finance screen.
- Finance level approval – enter the cost code to approve. Only payments approved at Finance level will appear on the payroll report

Associate Staff

Current: Leaver: Future:

Enter a Pool OR:

Enter surname (and initials or forename) or person code:

Find

Enter, or select, the Pool and click the Find button

PSYCHOLOGY SCHOOL

Finance HR School Approval

Save **Delete** **Back**

Name:	Job Title:	Primary Dept:	On Payroll:	Start:	End:	Proceed to HR?	Contract Confirmed:	Fixed Term:	Details:

Once in the Pool, click the 'School Approval' radio button

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All Finance HR School Approval

Save **Delete** **Back**

Name:	Start:	End:	Pay	Paid	Approved?:
A. ... A. ...	AD	11-NOV-2010	12-NOV-2010		<input checked="" type="checkbox"/>
A. ... E. ...	AD	11-NOV-2010	12-NOV-2010		<input checked="" type="checkbox"/>
S. ... R. ...	AD	11-NOV-2010	12-NOV-2010		<input checked="" type="checkbox"/>
S. ... I. ...	AD	11-NOV-2010	12-NOV-2010	BASIC HOURLY	<input checked="" type="checkbox"/>
S. ... S. ...	AD	11-NOV-2010	12-NOV-2010	BASIC HOURLY	<input checked="" type="checkbox"/>
T. ... A. ...	AD	11-NOV-2010	12-NOV-2010	BASIC HOURLY 23.00	<input checked="" type="checkbox"/>

1) Tick individual payments or tick the 'Select All' button.

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Save **Delete** **Back**

Name:	Start:	End:	Pay	Paid	Approved	Repeat previous code:
A. ... A. ...	AD	11-NOV-2010	12-NOV-2010	N		<input type="checkbox"/>
A. ... E. ...	AD	11-NOV-2010	12-NOV-2010	Y		
S. ... F. ...	AD	11-NOV-2010	12-NOV-2010	Y		

Finance page:
A new flag displays whether the school has approved the payment.