

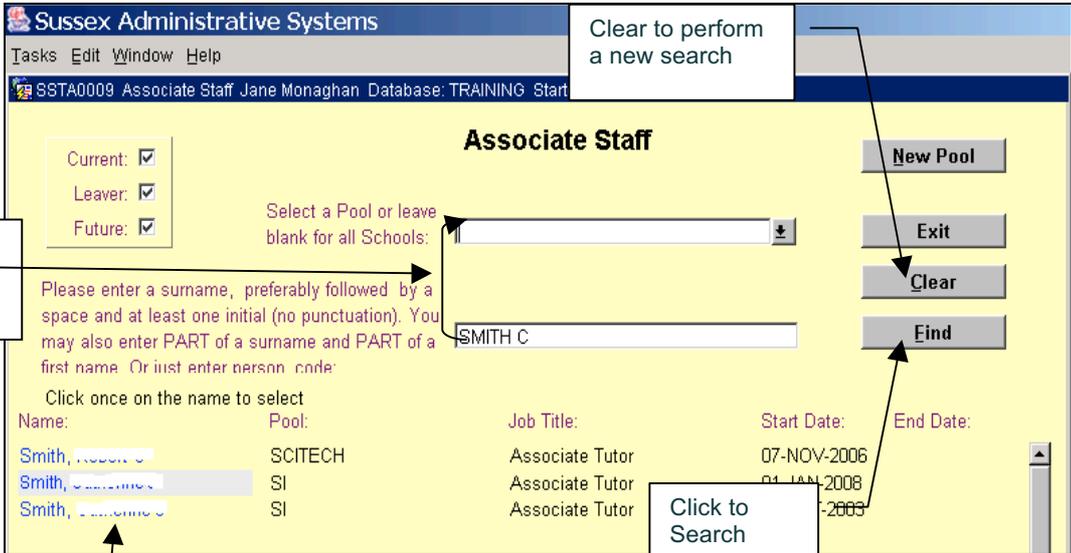
SSTA0009 - Associate Staff (Approving Payments)

To Search for an Associate Tutor

It is possible to search using a range of different search criteria:

- School
- Status
- Name

Click on the **Find** button. This will either return names below or take you straight into the Staff Pool details.



Sussex Administrative Systems

Tasks Edit Window Help

SSTA0009 Associate Staff Jane Monaghan Database: TRAINING Start

Clear to perform a new search

Associate Staff

Current:
Leaver:
Future:

Select a Pool or leave blank for all Schools: [dropdown]

Please enter a surname, preferably followed by a space and at least one initial (no punctuation). You may also enter PART of a surname and PART of a first name. Or just enter person code:
[SMITH C]

Click once on the name to select

Name:	Pool:	Job Title:	Start Date:	End Date:
Smith, Robert C	SCITECH	Associate Tutor	07-NOV-2006	
Smith, Catherine S	SI	Associate Tutor	01-JAN-2008	
Smith, Catherine S	SI	Associate Tutor		-2009

Buttons: New Pool, Exit, Clear, Find

Callouts:
- Enter search criteria (points to search input)
- Search results are listed (points to table)
- Click to Search (points to Find button)

To View an Associate Tutor's details

Click the name of the Tutor you wish to view. This will take you to another screen where you will be able to view their Adjustments, Allocations and Personal Details

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Tasks Edit Wind

SSTA0009 Associate Staff Jane Monaghan Database: TRAINING Started 11-FEB-2008 15:27

Pool: LIFESCI

AD = Adjustment
AL = Allocation

Name:	Start:	End:	Pay Band:	Hours:	Paid Amount:	Unit:	Expense:	Activity:
...	AL	01-JAN-2008	31-MAR-2008	SEMINAR	30.00			
...	AL	01-JAN-2008	31-MAR-2008	BASIC HOURLY	20.00			
...	AL	11-FEB-2008	11-FEB-2008	BASIC HOURLY	1.00			
...	AD	01-OCT-2007	07-DEC-2007	BASIC HOURLY	3.00	33.27		
...	AD	08-FEB-2008	08-FEB-2008	ADJUSTMENT		116.45		
...	AL	23-JAN-2008	23-JAN-2008	SEMINAR	6.00			
...	AD	01-OCT-2007	07-DEC-2007	BASIC HOURLY	3.00	33.27		
...	AL	07-JAN-2008	14-MAR-2008	LECTURE	4.00			
...	AD	07-JAN-2008	14-MAR-2008	ADJUSTMENT		133.08		
...	AD	01-OCT-2007	07-DEC-2007	ZERO	3.00	.00		
...	AD	08-FEB-2008	08-FEB-2008	ADJUSTMENT		138.63		

Repeat previous code:

Double-click the 'Hours' or the 'Amount' to view a Tutor's grade and the breakdown of hours

The Amount will be blank if the pay band is linked to grade. The AT system only holds the number of hours

Grade: SX60 Grade 6 - Associate Tutor

Teaching Hours: 20.50 Non-Teaching Hours: 41.00

Back

Navigation

- Click any of the buttons at the bottom of the screen to see more details on the Tutor
- Click **Return** to get back to staff pool details
- Click **New Search** to get back to search screen
- Click **Exit** to return to the main menu

Approving Payments for Associate Tutors

1. When you enter the Pool, click on the 'Finance' radio button
2. All the payments that have not yet been authorised will be displayed
3. Enter the Unit, Expense and Activity codes. If you wish to repeat these same values in the record below then tick the 'Repeat previous code' box
4. Double click the 'Hours' or 'Amount' to view a Tutor's grade and breakdown of paid hours
5. **NB:** If you approve a payment after the 15th of the month you will get a message telling you that this payment has missed the current month's payroll run. This payment will be in the next month's payroll run

Viewing the Payment Summary

Sussex Administrative Systems

Tasks Edit Window Help

SSTA0009 Associate Staff Jane Monaghan Database: TRAINING Started 29-FEB-2008 16:14

Pool: [SI] [All] [Finance] [HR] [School] [New Search] [Find] [Exit] [Save] [Delete]

Current Staff CCE Associate Tutor;

Pay Band:	Start Date:	End Date:	Created Date:	Teaching Group Details:	Comments:	App?:	Payment Amount:	Total Paid Hours:
SEMINAR	07-JAN-2008	20-JUN-2008	17-DEC-2007	Writing Workshops - Mornii		Y	.00	142.50
SEMINAR	07-JAN-2008	20-JUN-2008	17-DEC-2007	Writing Workshops: Spr/Su		Y	.00	142.50
ADJUSTMENT £	07-JAN-2008	20-JUN-2008	05-FEB-2008		Adjustment re: £	Y	252.23	142.50
ADJUSTMENT £	07-JAN-2008	20-JUN-2008	05-FEB-2008		Adjustment re: £	Y	252.23	142.50
SEMINAR	01-JAN-2008	31-MAR-2008	29-FEB-2008				.00	30.00
MARKING3-	01-JAN-2008	31-MAR-2008	29-FEB-2008				39.60	10.00
SEMINAR	01-OCT-2007	07-DEC-2007	19-SEP-2007	Approaches to Writing: Mytl teaching		Y	1025.70	30.00
							1052.00	

Delete [Last Notified: Send Email]

Indicates whether payment has been approved

Click to delete an unapproved payment

Shows comments entered on the adjustment screen or teaching group details

1. Select a tutor by clicking on their details
2. Click on **Payment Summary**. This will list the adjustments and allocations that have been made for the tutor
3. If a pay band is linked to a Tutor's grade you will only see the Total Paid Hours. Double-click on the total hours amount to view the breakdown of the teaching and non-teaching hours

Deleting Unapproved Adjustments

1. Only unapproved payments can be deleted. Clicking on an approved payment from the 'Payment Summary' screen will deactivate the **Delete** button
2. To delete an unapproved payment, click on the record and click the **Delete** button.