Corporate Information Systems

http://www.sussex.ac.uk/its/help/bishelp.php
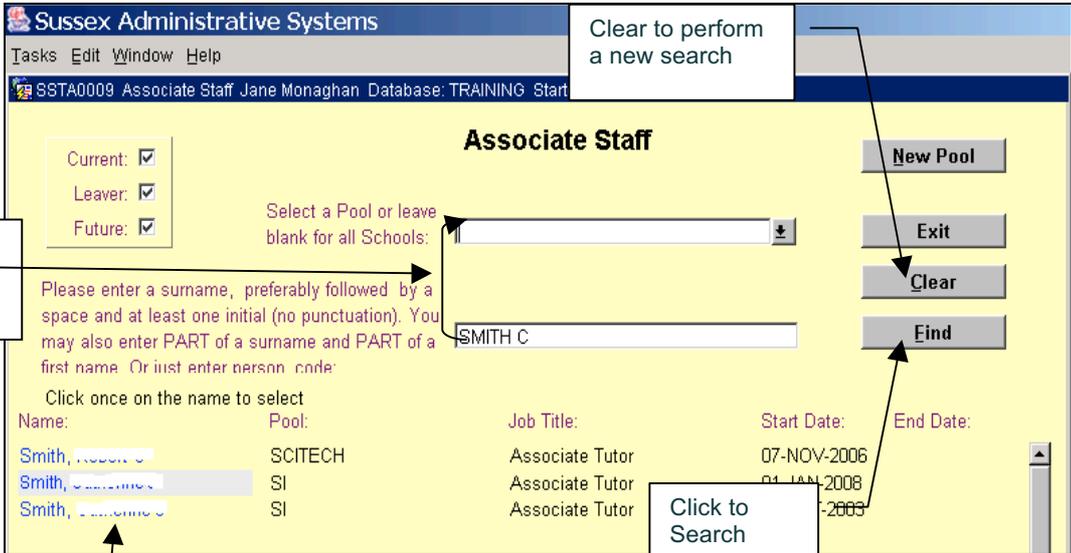
University of Sussex

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.

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

Staff Pool

AD = Adjustment
AL = Allocation

Pool: LIFESCI   ○ All   ● Finance   [New Search]   [Find]   [Exit]
                 ○ HR   ○ School   [Save]   [Delete]   [Back]

Repeat previous code: ☐

Name:		Start:	End:	Pay Band:	Hours:	Paid Amount:	Unit:	Expense:	Activity:
……ms, Eliena J	AL	01-JAN-2008	31-MAR-2008	SEMINAR	30.00				
…… F. J	AL	01-JAN-2008	31-MAR-2008	BASIC HOURLY	20.00				
Aspinall,…… A	AL	11-FEB-2008	11-FEB-2008	BASIC HOURLY	1.00				
B………	AD	01-OCT-2007	07-DEC-2007	BASIC HOURLY	3.00	33.27			
……, ……, J	AD	08-FEB-2008	08-FEB-2008	ADJUSTMENT		116.45			
C……, ………	AL	23-JAN-2008	23-JAN-2008	SEMINAR	6.00				
……	AD	01-OCT-2007	07-DEC-2007	BASIC HOURLY	3.00	33.27			
F…… ……… S	AL	07-JAN-2008	14-MAR-2008	LECTURE	4.00				
Fish…… …… Davi……	AD	07-JAN-2008	14-MAR-2008	ADJUSTMENT		133.08			
F……,……,	AD	01-OCT-2007	07-DEC-2007	ZERO	3.00	.00			
H……… ……… M	AD	08-FEB-2008	08-FEB-2008	ADJUSTMENT		138.63			

[Add] … [Addresses] [Roles] [Payroll History]
[Adjustments] [Person]

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

……tis, ……g …

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

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.