

Variable Pay Data Capture System – Electronic Recording of Overtime

Variable Pay Data Capture Agreed Deployment Guidelines

1. The new process will be fully explained to the local managers/CWU representatives prior to deployment taking place.
2. The software package includes standard 552 which should be used in all units following adoption of the system.
3. All additional hours performed by an employee over and above their normal AWD should be entered and authorised on the new standard 552.
4. The base spreadsheet will be populated by the project support team but daily inputting of hours performed will be carried out by the Bookroom staff.
5. In addition to the completion/inputting of the spreadsheet for pay purposes the Bookroom staff will still be required to separately maintain the office OT aggregate and record the total hours performed by each individual etc in the normal way i.e. the new process is for pay purposes only and will not ensure OT is fairly allocated etc.
6. Employees will still be required to complete overtime dockets and have these authorised by their line managers. This will be essential because although these dockets will not be used for pay purposes they will assist managers to ensure compliance with the Working Time Directive/Driving Regulations and provide a personal record for the individual. It is accepted that should a software package be produced in the future that adequately resolves the above manual dockets may be phased out at a later date.
7. To ensure everyone has confidence in the new process there will be dual running for the first week of deployment so that reconciliation can take place to check the resultant pay data is accurate. The dual running may be extended for up to a month if locally it is felt necessary.
8. Once the week's data for pay has been inputted locally by the Bookroom the appropriate manager will authorise it to be e-mailed to one of the Pay Processing Centres. They will in turn carry out the further inputting of the data into the HR system and complete the variable pay cycle prior to the Human Resources Centre at Sheffield transmitting to the bank accounts.
9. Enquiries from employees regarding problems with their pay etc should be made in the normal way via the helpline at Sheffield.
10. Tracking of errors by Sheffield will be carried out by first reviewing the initial inputting at the Book Office or Pay Processing Centre because with the electronic process there is less chance of any other errors occurring.
11. It is accepted that if the electronic system should fail for a complete unit/s alternative arrangements will be put in place to avoid any undue delay in the receipt of pay for this extra duty i.e. they will not be expected to wait until the following week.

End