Employee costs and on-costs are charged to a chartfield specified as part of the payroll configuration. This is then interfaced into the General Ledger in NS Financials. Any changes required to these transactions should be done in PiMs. Payroll allocations refer to the process within UNSW to make changes to where employee costs are being charged.

There are two kinds of payroll allocations:

1. **Retrospective** – for payroll expense entries that have already been posted to the General Ledger (i.e., salary paid in a prior period)

2. **Future** – future payroll expenses (i.e., chartfield for a salary to be paid from a specific date in the future onwards)

*Formerly known as FSD9 or FSD10*
Go to the Retro Payroll Allocations in PiMs

1. Click on Add New Request

2. Enter the Employee ID of the person you’re doing the payroll allocation for

3. Press Search
1. Find the employee you’re entering the allocation for
2. Add a new line
3. Enter the from and to date range of the allocation
4. Specify the chartfield that you’re removing the fees from
5. Specify the chartfield you are moving the fees to
6. Identify the approver
7. Add any relevant attachments
8. Submit the request

Don’t forget to save your record
Example of a Retrospective Allocation

• An employee was paid out of project x, they should have been paid out of project z.

• A retrospective payroll allocation should be entered specifying where the employee was paid from, and then specifying where they should have been paid from.

• The amount will then be moved from one project to the other.
Go to the Future Payroll Allocations in PiMs

1. Click on Add New Request
2. Enter the Employee ID of the person you’re doing the payroll allocation for
3. Press Search
1. Notice the chartfield that the expenses are currently going to.

2. Specify the from and to dates for this allocation – if ongoing leave the to date blank.

3. Enter the chartfield that the expenses should go to during that time.

4. Specify who will be approving this allocation (if you are an approver you can select yourself as the approver).

5. Supply any relevant comments.

6. Submit the request.

Don’t forget to save your record.
Example of a Future Allocation

• An employee has not been paid yet but the project they will be paid from in the future will change

• A future payroll allocation should be entered specifying where the employee is currently being paid from and then identifying where they should be paid from in the future

• Their next pay (up until the end date specified) will now come out of the new project
Approval

- For Retro Payroll Allocations self approvers are still required to submit and then approve the transaction via the approver page, this requirement is in place as retro requests can have multiple approvers (i.e., an approver per chartfield).

- For Future Payroll Allocations, when the requester is also the approver the request will automatically be approved upon submission.
Encumbrance based on Work Schedule Hours i.e., Hourly Rate = Base Salary or Allowance Annual Rate / Work Schedule Hours

Work Schedule Hours = Total number of calendar weekdays for the year (Monday through to Friday including Public Holidays) multiplied by the number of hours per day or pro rata for part-time, i.e. in 2016, there are 261 weekdays X 7 hours for regular full-time staff equals = 1,827 hours

| HR 9.2 Current Year (2015) Encumbrance Calculation |
|------------------------------------------|---------------------|---------------------|---------------------|---------------------|
| **Base Salary** | **Job Annual Rate** | **Hourly Rate** | **Work Schedule Hrs** | **Encumbrance Amt** |
| **Oncost** | **Oncost Rate** | **Encumbrance Amt** |
| **LSL Prov** | **PTAX** | **WComp** |
| 117,417.00 | 64.5148352 | 3/7 to 31/12/2015 | 910 | 58708.5000 | 2641.8825 |
| 4.50% | 3199.613 |
| 0.20% | 117,4170 |
| **Allowance Annual Rate** | **Hourly Rate** | **Work Schedule Hrs** | **Encumbrance Amt** |
| **Oncost** | **Oncost Rate** | **Encumbrance Amt** |
| **LSL Prov** | **PTAX** | **WComp** |
| 17612.55 | 9.67722527 | 910 | 8606.2750 | 396.2824 |
| 4.50% | 479.9420 |
| 0.20% | 17,612.60 |

| Next Year (2016) Encumbrance Calculation |
|------------------------------------------|---------------------|---------------------|---------------------|---------------------|
| **Base Salary** | **Job Annual Rate** | **Hourly Rate** | **Work Schedule Hrs** | **Encumbrance Amt** |
| **Oncost** | **Oncost Rate** | **Encumbrance Amt** |
| **LSL Prov** | **PTAX** | **WComp** |
| 117,417.00 | 64.5148352 | 1/1 to 31/12/2016 | 1827 | 117868.6038 | 5304.0872 |
| 4.50% | 6428.8389 |
| 0.20% | 235.7372 |
| **Allowance Annual Rate** | **Hourly Rate** | **Work Schedule Hrs** | **Encumbrance Amt** |
| **Oncost** | **Oncost Rate** | **Encumbrance Amt** |
| **LSL Prov** | **PTAX** | **WComp** |
| 17612.55 | 9.67722527 | 1827 | 17680.2906 | 795.6131 |
| 4.50% | 963.5758 |
| 0.20% | 35.3606 |
Accrual calculation based on Weekdays (Monday through to Friday including Public Holidays) e.g. if the last fortnightly pay is within the week before the month end (e.g. January 2016), then the calculation is 1/10 days and if the last fortnightly pay is more than a week before the month end, then the calculation is 6/10 days (e.g. June 2016)

For 2016, the month end periods that will calculate the accrual for 1/10 days are:
- January
- February
- March
- July
- August

While month end periods that will calculate the accrual for 6/10 days are:
- April
- May
- June
- September
- October
- November

There is no month end accrual calculation for December
Overriding Allowances

Overriding a specific ‘Earning Element’ is done on the main line level.

- Enter ChartField Y into the ‘New ChartField Values’ and untick “Apply to All Elements” (this box is ticked by default so you untick it so that you can override the default of “Apply to all”)

- Click ‘(none)’. The ‘Elements Overrides’ page will pop-up. Click the icon and search for the allowance ‘element name’. Allocate %

- Remain on this pop-up page as the second allowance is to be charged to the same ChartField. Click next to the Percent to Allocate field. This will populate a new line. Repeat above for second allowance. Click Ok.

- The ‘Element Override’ column in the ‘New ChartField Value’ box should now have value (multiple) instead of none. To confirm that the correct elements have been assigned click on this hyperlink.
Multiple Allowances

- Enter ChartField Y into the ‘New ChartField Values’ and untick “Apply to All Elements”

- Click ‘(none)’. The ‘Elements Overrides’ page will pop-up. Click the icon and search for the allowance ‘element name’. Allocate %

- Remain on this pop-up page as the second allowance is to be charged to the same ChartField. Click next to the Percent to Allocate field. This will populate a new line. Repeat above for second allowance. Click Ok.

- The ‘Element Override’ column in the ‘New ChartField Value’ box should now have value (multiple) instead of none. To confirm that the correct elements have been assigned click on this hyperlink.

- Add a new line to the ‘New ChartField Value’ box and input ChartField X. Leave the ‘Apply all Elements’ box ticked. This instructs the system to leave the normal salary in ChartField X.
Payroll Calendar

2019

- 2019 Financial & Reporting Calendar
Payroll transactions are at the project level

Payroll allocations were previously known as FSD9 and FSD10's

Financial Delegation is maintained in PiMs

Encumbrance calculation is based on work schedule hours (not calendar days), see section Encumbrance example

Payroll Tax oncost encumbrance is calculated on Employer Super contribution

No encumbrance is calculated for employees who are on Leave without pay, long service leave or Maternity & Parental leave

Accrual calculations are based on Weekdays

Accrual excludes Annual Leave, Long Service Leave and Parental Leave

Accruals should be posted with the last fortnightly pay in the period

There is no month end accrual calculation done for December

Resubmit Status (Retro Allocations) identifies to a requester when a request was modified post submission but not resubmitted for approval.
Need Help?

Contact:

The Finance Help Desk
financehelp@unsw.edu.au

Finance Guidance
fti@unsw.edu.au

We would be very happy to receive your feedback on this booklet. Please contact us.