1. Introduction

This document provides a user guide to requesting/approving prospective and retrospective Payroll Allocation changes online via myUNSW. The new automated process supersedes the previous FSD09/FSD10 process and removes the requirement to fill out/approve paper request forms.

This user guide applies to employees who have been granted access by their Faculties/Divisions to enter/approve payroll allocations online via myUNSW.

What are Payroll Allocations?
Payroll allocations refer to the process within UNSW to make changes to where employee costs and on-costs are currently charged

Retrospective Payroll Allocations (FSD10)
The process used within UNSW to make retrospective changes to the chart-field combination where employee payroll costs and on-costs have previously been charged

Prospective Payroll Allocations (FSD09)
The process used within UNSW to make future changes to the chart-field combination where employee payroll costs and on-costs will be charged
2. New Payroll Allocations Process

The diagram below details the main steps involved in the new automated Payroll Allocations process online via myUNSW.

Step 1
Request
School Manager/Chief Investigator ('CI') requests prospective or retrospective payroll allocation change, verbally or via email.

Step 2
Enter
Admin Assistant receives request, inputs information online via myUNSW and submits for approval.

Final
Approve
Online approval via myUNSW (acceptance of costs by budget owner).
3. Selecting an Employee

Sign onto myUNSW

https://my.unsw.edu.au

Click ‘My Staff Profile’
Click ‘Prospective/Retrospective Payroll Allocation’ depending on the type of change you want to process.

Click ‘Add a New Request’
Enter Employee ID (without the Z) or Family Name

Click ‘Search’ to view employee records within the selected criteria

Note: No Search Results?

You will be unable to ‘Search’ for employee records in the following scenarios:

1) Inactive Records/Terminated Employees

The system is unable to process change requests if an employee record is inactive. To process a retrospective change in respect of an inactive record, complete an L30/L50 and submit to your management accountant for processing.

2) Authorisation Restriction

Access to the payroll allocations system has been set up by Department ID. If an attempt is made to process a change request for an employee outside your Department, you may not be authorised to action the request. Contact a person with appropriate access to process the request on your behalf.
Click ‘Select’ on the appropriate employee record
4. Prospective Payroll Allocation Request (Previously FSD09)

4.1 Request details screen

The below screenshot appears on selecting the relevant employee record.

1) Current Chart-Field Details

This details the chart-field combination(s) employee costs are currently charged to, including % charged to each combination.

If the 'Effdt' is a future date, this indicates a prospective payroll allocation has already been processed and approved but is not yet effective.

2) New Chart-Field Details

The chart-field combination employee costs will be charged to once the current request is submitted and approved.
4.2 Entering ‘New Chart-Field Details’

Enter appropriate change details based on request from CI/School Manager/Other.

4.2.1 Dates

(A) Use the drop down menu to select ‘From Date’ i.e. date the prospective change should take effect from.

‘From Date’ must be the first day of a future pay period i.e. a pay that has not been processed.

(B) Use the drop down menu to select ‘To Date’ if required.

If a ‘To Date’ is selected, payroll costs and on-costs will revert to their original chart-field combination from this date. ‘To Date’ must be the last day of a future pay period, greater than ‘From Date’.
4.2.2 Chart-Field Details

When entering ‘New Chart-Field Details’: Fund and Org Unit fields are mandatory; Project field should be entered if applicable.

(C) Use drop down menu to select the correct Fund Code

(D) Manually enter Org Unit details

(E) Manually enter Project details (if applicable)

(F) Enter % of payroll costs to be allocated to the chart-field combination (if there is only one chart-field combination split, this must be 100%)

**Note:** Unsure of the correct chart-field combination details to use? Please contact your Faculty/Division Management Accountant for advice.
4.2.3 % Split Functionality

Where employee costs are split across more than one area, the system enables distribution of payroll costs and on-costs by up to five chart-field combinations.

There is no minimum % amount that must be charged to each combination.

In order to process a prospective change request, the total of all splits must equal 100%. If a % of costs is to remain in the current chart-field, the enterer must include this as a line in ‘New Chart-Field Details.’ An error message will appear if attempt is made to transfer less than 100%.

To use % split functionality and add another chart-field combination follow the steps below:

(G) Click ‘Add Next Line’

(H) Enter chart-field details
4.3 Select Appropriate Approver

Select an appropriate approver to approve all chart-field combinations.

(A) Click ‘Validate’ next to each chart-field combination to enable the system to validate the listing of authorized approvers for the combination entered

(B) Select appropriate approver from the drop down menu

Note If there is more than one chart-field combination, the appropriate approver should be the approver for the chart-field combination with the highest percentage allocated to it. If percentage allocations are equal, a judgment call is required to select the most appropriate approver.
4.4 Comments Box and Save/Submit For Approval

(A) The comments box is optional and should be used to provide relevant supporting information for the approver

Save

(B) If you do not want to submit the request at the current time, click ‘Save’ to return to later (see section 8.2 pg 30 for further details on how to return to a saved request)

Submit for Approval

(C) Click ‘Submit’ to send the request for approval. On submitting the request, the approver will be notified by email and prompted to log onto myUNSW to approve the request
4.5 Allowances

The system identifies employees who have allowances attached to their employee record. If an employee receives allowances, the enterer will see the below screenshot with an ‘Allowance Override’ Section.

If the chart-fields in ‘Allowance Override’ are not pre-populated, this means allowances are currently charged to the same chart-field combination as main salary i.e. ‘Current Chart-Field Details’.

If the chart-fields in ‘Allowance Override’ are pre-populated, this means allowances are currently charged to a different chart-field combination than main salary i.e. as appears here.

The enterer has the option to change the chart-field combination where allowances are charged. If ‘Allowance Override’ section is not used, allowances will automatically be charged to chart-field combination entered in ‘New Chart-Field Details’.

To charge allowances to a different chart-field combination than main salary:

(A) Enter chart-field details where allowances should be charged in the ‘Allowance Override’ section.

Note: If ‘Allowance Override’ facility is not used, allowances will automatically be charged to the ‘New Chart-Field Details’.
5. Retrospective Payroll Allocation Request (Previously FSD10)

5.1 Request details screen

The below screenshot appears on selecting the relevant employee record.

1) From Chart-Fields

The chart-field combination where employee costs and on-costs in respect of the specific dates entered are currently charged

2) To Chart-Fields

The chart-field combination where employee costs and on-costs in respect of the specific dates entered should have been charged
5.2 Entering Change Request Details

Enter appropriate change details based on request from CI/School Manager/Other.

5.2.1 Dates

(A) Enter ‘From Date’ i.e. date the change should take effect from. ‘From Date’ must be a retrospective date in the current year and before the first day of the current pay period.

(B) Enter ‘To Date’ i.e. date the change will cease to take effect.

**Note** There is no requirement for ‘From Date’ and ‘To Date’ to be the first and last day of a pay period i.e. for retrospective Payroll Allocations, costs can be transferred between pay periods.
5.2.2 Chart-Field Details

When entering chart-fields details, Business Unit, Fund Code and Org Unit fields are mandatory; Project field should be entered if applicable.

Enter ‘From Chart-Fields’ and ‘To Chart-Fields’ as follows:

(C) Use the drop down menu to select the correct Fund Code

(D) Manually enter Org Unit details

(E) Manually enter Project details (if applicable)

(F) Enter % of payroll costs to be allocated to ‘To Chart-Fields’

(G) Click ‘View $ Amount’ next to the combination to view the system calculated costs and on-costs

Note: Unsure of the correct chart-field combination details to use? Please contact your Faculty/Division Management Accountant for advice.
5.2.3 % Split Functionality

When employee costs are split across more than one area, the system enables distribution of payroll costs and on-costs by up to five chart-field combinations.

There is no minimum % amount that must be charged to each combination.

There is no requirement for total of all splits to equal 100%. If an amount less than 100% is transferred, the residual % remains charged to ‘From Chart-Fields’.

To use % split functionality and add another chart-field combination follow the steps below:

(H) Click ‘Add Next Line’

(I) Enter chart-field details
5.3 Select Appropriate Approver

An approver is required for each chart-field combination.

(A) Click ‘Validate’ next to each combination which enables the system to validate the listing of authorised approvers for each combination

(B) Select appropriate approver from the drop down menu

5.4 System Generated Costs

The below screenshot appears on clicking ‘View $ Amount’, detailing the system generated costs and on-costs per the dates and chart-fields entered for each chart-field combination.
5.5 Overriding System Generated Costs

In certain circumstances it may be necessary to override system generated costs and/or on-costs e.g. to transfer a defined amount.

The maximum amount that can be overridden is the total of what is in each account i.e. in ‘$ Amount (100%)’. This ensures transfer of payroll costs does not result in deficit account amounts.

(J) ‘$ Override Amount’ pre-populates with $ amount per dates and % entered

(K) To override system calculated costs and on-costs, delete the system costs and enter the required $ amount by account in ‘$ Override Amount’ field

(L) Click ‘Recalculate’ to calculate the new subtotal

(M) Click ‘Back’ to return to prior screen
5.6 Comments Box and Save/Submit For Approval

Comments Box

(A) The comments box is optional and should be used to provide relevant supporting information for the approver.

Save

(B) If you do not want to submit the request at the current time, click ‘Save’ to return to later (see section 8.2 pg 30 for further details on how to return to a saved request).

Submit for Approval

(C) Once approver(s) has/have been selected click ‘Submit’ to send the request for approval. On submitting the request, the approver(s) will be notified by email and prompted to log onto myUNSW to approve the request.
6. Approving Requests

The selected approver receives email notification when a request has been submitted for their approval.

To view a request and approve/reject, log onto myUNSW and follow the steps outlined below:

Click ‘My Staff Profile’

Click ‘Retrospective/Prospective Payroll Allocation – Approval’

Note A number in the red brackets after ‘Prospective/Retrospective Payroll Allocation – Approval’ indicates the number of requests pending approval.
Click ‘View’ to see full details of the request pending approval.

The screen-shot below shows full details of the retrospective change request that has been sent for approval.

In approving the request, ensure the following details are correct:

(A) Employee name  
(B) From date  
(C) To date  
(D) To chart-field details  
(E) % amount of payroll costs being moved  
(F) Override amount ($ amounts in red indicate override system generated costs have been overridden)

Note Approval is required in respect of dates, chart-field details and %. There is no requirement to verify system generated costs and on-costs. If the override facility is used, it is necessary to ensure agreement with override amounts. Costs in the ‘$ override amount’ column will be highlighted in red if the override facility has been used.
7. Scenarios

7.1 Scenario 1 – Prospective Payroll Allocation with % split

Employee X is due to commence work in a new department from 12 April 2013. The employee will spend 60% of their time working in the new department and 40% of their time working in their current area. The new chart-field details are listed below:

Fund Code: OP001  Org Unit: MATH  Project: N/A

Solution 1

(A) Log onto myUNSW and click ‘my staff profile’
(B) Click ‘Prospective Payroll Allocation’
(C) Click ‘Add a New Request’
(D) Enter Employee ID/Family name and click ‘Search’
(E) Click ‘Select’ next to the appropriate employee record
(F) Use drop down menu and select 12/04/13 in ‘From Date’
(G) Enter the new chart-field details (60%)
Solution 1 (Continued)

(H) Select ‘Add Next Line’

(I) Enter chart-field details (40%) – i.e. where the employee is currently charged to, chart-field details in ‘Current Chart-Field Details’

(J) Click ‘Validate’ next to each chart-field combination

(K) Select appropriate approver from the drop down menu

(L) Click ‘Submit’
7.2 Scenario 2 – Prospective Payroll Allocation with Allowances

Employee X is due to commence work on a new project from 12 April 2013. The employee will spend 100% of their time on this project. The new chart-field details are listed below:

Fund: RE109   Org Unit: BABS   Project: RM07514

Any current allowances should be directed as follows:

Fund: OP001   Org Unit: BEES   Project: N/A

Solution 2

(A) Follow steps (A) – (E) in scenario 1 above
(B) Use drop down menu and select 12/04/13 in ‘From Date’
(C) Use ‘SpeedType’ functionality to enter new chart-field details (100%)
(D) Click ‘Validate’
(E) In ‘Allowance Override’ section, override the current chart-field details as requested
(F) Select appropriate approver from the drop down menu
(G) Click ‘Submit’
7.3 Scenario 3 – Retrospective Payroll Allocation

Employee X is currently costed to the following chart-field combination:
Fund: OP001  Org Unit: FSDFCON  Project: N/A

From 15 January 2013 to 1 February 2013 the employee spent 50% of their time working on a project in the Faculty of Science, chart-field details as follows:
Fund: RE120  Org Unit: CHEMSCI  Project: RM09529

Solution 3
(A) Log onto myUNSW and click ‘my staff profile’
(B) Click ‘Retrospective Payroll Allocation’
(C) Click ‘Add a New Request’
(D) Enter Employee ID/Family name and click ‘Search’
(E) Click ‘Select’ next to the appropriate employee record
(F) Use drop down menu and select 15/01/13 in ‘From Date’
(G) Use drop down menu and select 1/02/13 in ‘To Date’
(H) Enter from chart-field details
(I) Use ‘Speedtype’ functionality to enter to chart-field details and click ‘Validate’
(J) Select appropriate approver from the drop down menu
(K) Click ‘View $ Amount’

(L) Click ‘Back’ to return to previous screen and submit
7.4 Scenario 4 – Retrospective Payroll Allocation with override amount

Employee X is currently costed to the following chart-field combination:
Fund: OP001    Org Unit: FSDFCON    Project: N/A

Your manager has requested you to action a retrospective change to transfer $1k of payroll costs to the following chart-field combination:
Fund: OP001    Org Unit: BEES    Project: N/A

Solution 4

(A) Follow steps (A) – (K) in scenario 3 above
(B) Remove amounts from the ‘$ Override Amount’ column
(C) Manually enter $1k next to account 4101
(D) Click ‘Recalculate’
(E) Click ‘Back’ to return to previous screen and submit
8. Frequently Asked Questions

8.1 How do I obtain access to enter Payroll Allocations online?

Each Faculty/Division has identified the appropriate employees in their area who require access to enter Payroll Allocations system online via myUNSW.

To make changes to the current list of enterers for Payroll Allocation purposes, email the employee name and zpass number, as well as manager authorisation, to Brian Vassie (b.vassie@unsw.edu.au).

8.2 How do I search for a saved request/check status of a request?

Select either ‘Prospective/Retrospective Payroll Allocation’ depending on the type of request previously entered.
Search for a previously entered request by any of the criteria detailed below under ‘Retrospective/Prospective Payroll Allocations – Search Option’.

(A) Enter relevant criteria e.g. all changes with a start date between 1/1/13 – 22/2/13

(B) Click ‘Search’.

The below screenshot lists all change requests previously entered per the search criteria and details the request status e.g. unprocessed, submitted, processed, rejected.

**Note** For further details regarding request status, please refer to the Glossary in Section 9 Pg36

(C) Click ‘View’ next to the relevant request

**Note** The search facility enables employees to view requests they have entered and also those entered by others within their department. Requests that have been approved but not yet processed to the GL can not be edited.
8.3 How do I edit a request previously saved/submitted?

Complete the following steps to edit a request previously saved/submitted:

(A) Follow steps (A) and (B) outlined in 8.2 pg 30
(B) Click ‘Edit’ next to the appropriate request
(C) Enter change details as required (e.g. change chart-field details)
(D) Click ‘Submit’

8.4 How do I redirect to another approver?

It may be necessary to redirect a request that has already been submitted to another approver e.g. if the selected approver is unavailable. To redirect to another approver, follow the steps outlined in 8.3 above.

8.5 Can I self-approve?

Each Faculty/Division should develop specific internal procedures on how the approval process will work.

The new Payroll Allocations process has been designed to require a two tier request and approval process. Email confirmation is sufficient evidence of approval. If email confirmation has been obtained and the enterer has been set up with approver access, the enterer can self-approve on myUNSW on the basis the approval process has already taken place.

Email and other supporting documentation should be kept for audit purposes.

To make changes to the current list of approvers for Payroll Allocation purposes, email the employee name and zpass number, as well as manager authorisation, to Brian Vassie (b.vassie@unsw.edu.au).
8.6 How do I check change request has been processed to the General Ledger (‘GL’)?

The status of a request in the new system will change to ‘Processed/Completed’ when a request has taken effect in the GL. Search for a request previously submitted to check the status as described in Section 8.2 pg 30.

Approved Payroll Allocation requests will only take effect in the GL once the pay period has processed. For details of pay period dates please see the ‘UNSW Pay and Holiday Calendar’ on the HR website.

http://www.hr.unsw.edu.au/

8.7 Where do I keep supporting documentation?

Each Faculty/Division has autonomy to develop specific internal procedures on how/where supporting documentation should be maintained.

Supporting documentation (e.g. email requests) should be kept for audit purposes.

8.8 How do I process a bulk Payroll Allocation change?

The new system does not cater for bulk change requests i.e. where it is necessary to reallocate 100% of payroll costs in a department to another department.

If you require a bulk change, please contact the Central GL team (Email james.anderson1@unsw.edu.au) who will arrange to have the change request processed on your behalf.

8.9 I received the following error message, ‘A prospective/retrospective payroll allocation has already been submitted in respect of the selected employee’ what does this mean?

The system only enables one change request in a pay period per employee record.

If the below error messages appears on attempting to select an employee, a Payroll Allocation has already been entered onto the system in respect of this employee in the pay period. The error message will appear even if the request status is ‘Rejected’ or has not yet been approved.
Follow the steps below to edit a previously entered request:

(A) Click the type of Payroll Allocation you would like to process
(B) Enter the employee ID in the search functionality as described in Section 8.2 pg 30 to search for the previously submitted request
(C) Click 'Edit' to amend the original request
(D) Enter the required change request details

8.10 How to delete a request

A submitted Prospective or Retrospective Payroll Allocation can be deleted if:

- It has not yet been approved
- It has been rejected by the approver

To delete the request from the system follow the steps as per Section 8.9 (selecting ‘Delete’ instead of ‘Edit’ in point (C).)
8.11 Where to get help?

The ‘User Guide - Payroll Allocations’ and a ‘Quick Reference Guide’ are available on the Finance website via the below link:


For additional queries on the new Payroll Allocations process, not addressed in the User Guide/Quick Guide, please contact:

Gemma Nevin - Ext: 58147, Email: gemma.nevin@unsw.edu.au

James Anderson - Ext: 59375, Email james.anderson1@unsw.edu.au.
### 9. Glossary

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept ID</td>
<td>School/Admin Unit/Centre the employee belongs to. In the majority of cases, Dept ID will be the same as GL Org/Org Unit</td>
</tr>
<tr>
<td>Enterer</td>
<td>The employee entering the retrospective/prospective change request details online via myUNSW</td>
</tr>
<tr>
<td>Fund</td>
<td>The source of the funding. Think of Funds as ‘buckets’ for categorising the different types of money</td>
</tr>
<tr>
<td>General Ledger (‘GL’)</td>
<td>The General Ledger contains all UNSW financial transactions. Information from the General Ledger is used by UNSW to analyse, report and monitor the results of our business</td>
</tr>
<tr>
<td>GL Org/Org Unit</td>
<td>The funding source for the salary. In the majority of cases, GL Org/Org Unit will be the same as Dept ID</td>
</tr>
<tr>
<td>myUNSW</td>
<td>The online portal for UNSW staff and students to access training and admin modules</td>
</tr>
<tr>
<td><strong>Status:</strong></td>
<td></td>
</tr>
<tr>
<td>Pending/Unprocessed</td>
<td>A Payroll Allocation request that has been saved but not yet submitted</td>
</tr>
<tr>
<td>Submitted</td>
<td>A Payroll Allocation request that has been submitted but not yet approved</td>
</tr>
<tr>
<td>Approved</td>
<td>A Payroll Allocation request that has been approved and will take effect in the General Ledger (‘GL’) from the next pay period</td>
</tr>
<tr>
<td>Rejected</td>
<td>A Payroll Allocation request that has been sent for approval but rejected by the selected approver</td>
</tr>
<tr>
<td>Completed/Processed</td>
<td>A Payroll Allocation request that has taken affect in the GL</td>
</tr>
<tr>
<td>NSS Error</td>
<td>A Payroll Allocation that has not processed due to an error on upload</td>
</tr>
<tr>
<td>COF Error</td>
<td>A Payroll Allocation that has not processed due to an error in NSS</td>
</tr>
<tr>
<td>Inactive Records/ Terminated Employee</td>
<td>An employee record that is no longer active/ Employee who is no longer employed by the University</td>
</tr>
</tbody>
</table>
Note The new Payroll Allocations process is restricted by current limitations in the HR system i.e. any current HR system limitations will carry through in the new process. The main limitations are outlined below:

- Unable to attach documents in myUNSW
- Start and End date for prospective payroll allocations must be the first and last day of a pay period
- Changes only take effect in the GL from the start of the next pay period
- Unable to process requests for terminated employees