

PAYROLL PHASE III

GROSS TO NET

OUTLINE SPECIFICATION

USER DATA

- 401- Pass Heading
- 402- Indicator Block (Pass 1 only)
- 403- Calendar Block (Pass 1 only)
- 404- Batch Heading
- 405- Batch Divider
- 406- Batch End
- 407- Pass End

No decision yet made as to whether the current data types will continue. Some kind of batching is envisaged, with possibly timesheets, variations and absence notifications being a separate batch type from procedure notifications.

- 9- Weekly Timesheets / Absence
- 10- Weekly Variations / Absence

- Hours ind
- 2 Superable unusual hours
  - 3 Non-superable unusual hours
  - 4 Ordinary time - one plus rates Actual hours
  - 5 Ordinary time - one plus rates Enhanced hours
  - 6 Overtime - one plus rates Actual hours
  - 7 Overtime - one plus rates Enhanced hours
  - 8 Absence - Tag
    - 70 Sickness
    - 71 Injury
    - 72 Annual holiday
    - 73 Public holiday
    - 74 Paid leave
    - 87 } Unpaid absence
    - 88 }

- 11- Monthly Variations / Absence

- Hours ind
- 8 Absence - Tags 70, 71, 74, 87, 88 as above
  - 9 Hours at 1
  - 10 Hours at  $1\frac{1}{2}$
  - 11 Hours at  $1\frac{1}{2}$
  - 12 Hours at 2
  - 13 Subsistence allowances

- 8- Procedure Notifications

- 45- Advance Pay (already paid)
- 46- Advance holiday pay
- 47- Late holiday notifications
- 48- } other payments
- 49- }
- 50- }
- 51- NI Income deductions
- 52- NI Basic deductions
- 53- Various deductions
- 54- NIB deduction
- 55- Car mileage allowance
- 56- Building workers holiday payments
- 57- Advance pay for admin.

## INPUT

### Initial Processing

Allocation details

Vetting marks (see vetting)

Headers

### Pass checking

Valid payroll

Valid run

Valid pass

Valid indicators

### Batch checking

Previous batch totals

Clear totals locations

### Valid data types

Unknown data types

Data types in wrong batch

Weekly or monthly data types

### Pre vet actions

Obtain vetting marks

Check hours indicator for timosheets and variations

Clear check totals

## VETTING

Vetting will be performed by using the GVR without the Vetting Database. The vetting marks for the data will be formed by the program before the call to the GVR. The marks will either be held as program constants or read in from a Vetting Mark File. The latter method would enable amendments to be made to vetting limits without the need to amend the vetting program.

Special actions need to be coded. These will be called from the GVR.

## OUTPUT

### Invalid Data

Error reports will be generated using standard GUR reports and special reports.

Closed error reports.

Check totals incorrect.

### Valid Data

Records will be output for sorting and then processing.

Sort keys are employee number and record type.

In general one detail line of user data will generate one output record.

### End Routines

Reconciliations

Trailer

## INTERMEDIATE RECORDS

Header - as yet undefined.

<u>MORDTIME</u>	Employee ordinary hours.	Record Type 100	Oce plus rate actual hours
		110	Oce plus rate enhanced hours
<u>MOVRTIME</u>	Employee overtime record	120	Oce plus rate actual hours
		122	Oce plus rate enhanced hours
		124-130	monthly overtime rates
		140	Unsocial hrs actual hours
		142	Unsocial hrs enhanced hours
<u>MSICK</u>	Employee sick pay	200	Sick pay certificated
		210	Sick pay uncertificated
		220	Accident pay
<u>MHOLPAY</u>	Employee holiday pay	300	Holiday pay in arrears
		310	Public holiday pay
<u>MABSENCE</u>	Employee Absence record	400	Absence with permission
		410	Absence without pay Tag 87
		420	Absence without pay Tag 88
<u>MFARESUB</u>	Fares / subsistence record	500	Fares
		510	Subsistence
<u>MADVAPAY</u>	Advance pay for holidays	600	Normal advance pay
		610	Late notifications
		620	Double pay period
<u>MADVADN</u>	Advance pay for administration	700	Cash advance for admin
		710	Non-cash advance for admin
<u>MMAINCASH</u>	Manual Cash Items	800 - 955	Various

Trailer - as yet undefined

See appendix for record layouts.

## INPUT

Initial processing - as yet undefined

Obtain records from main file and store

Establish processing requirements this run

- Employee left
- Transfer out
- Paycode 4
- 'Normal'
- First week on holiday
- Subsequent holiday week
- Week of return

Establish whether hours related current data expected

- Calculate actual hourly rate
- Calculate enhanced hourly rate
- Calculate actual overtime rate(s)
- Calculate enhanced overtime rate(s)

VALIDATION

Unmatched records

Invalid records

Compulsory submission missing



GROSS (already investigated)

This period from submissions

Ordinary  
Overtime  
Sick / Accident  
Holiday  
Advance

This period from stored items

Fixed allocation  
Pension  
Allowances

Advance pay for holidays

Normal  
short notice

Advance pay for administrative purposes

Manual cash items

Manual units for calculations

Retrospective pay

Minimum gross earnings

Pay supplements

NET

Deduce pay slip details

Calculate deductions

Calculate Net

OUTPUT

Reconciliations

Output main file employee details

Reports

Interface records

RECORDS

INTERFACE FILE 1

PINT1HDR

PDIRECT

PFIXED

→ copying

PTAG

PSTATDED

PVOLDDED

PINT1TOT

INTERFACE FILE 2

PINT2HDR

PAYGEN

→ MS3

PAYDETS

PAYDEDMS

PAYMSG

PINT2TOT