Overview

This User Guide has been developed to describe the process of training users on the HR facility to process allowances via the web. This facility allows allowances to be entered at school/administration level as per the following:

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General Information

Allowances are entered on the Bulk Entry screen for each batch. When all allowances are entered, and all records are correct, the records will be updated to the holding area.

While the batch is in the holding area, new records can be added, or existing records can be modified or deleted.

When all records are complete and accurate, the batch can be loaded into Alesco. Please note that payments must be in accordance with the current Staff Agreements, which can be viewed at [http://www.hr.uwa.edu.au/agreements/general/general_staff_agreement](http://www.hr.uwa.edu.au/agreements/general/general_staff_agreement) and must be approved by the relevant departmental authority (see Delegations to Instruct Human Resources to Act on the Department/ Faculty User Support Page).

Please note that as a security measure if the computer is left idle for 20 minutes, you will need to log in again. When you have completed each session, please log out as described on page 16.

Helpful Hints

Batch: (Located on "Bulk Entry" menu item)

A Batch is a list of casual staff payments for a particular pay period. Batches can be copied using the "Copy" facility for future pay periods and reviewed/changed as each pay deadline falls due. Once all changes have been made, the batch is then uploaded into Alesco for payment in the next pay period. Batch numbers are managed at the department level and have no impact on the Alesco system. Please note that batch numbers for the Web Allowances are independent of the batch numbers for the Web Timesheets.

Copy facility: (Located on "Copy Batch" menu item)

The Copy facility allows for any given batch number to be copied and modified (if required) for current or future pay periods.

Lookup facility

This facility is available on a variety of screens. Click on the grey box to the right of the field marked "?" and the options available for that specific field will be listed.

Mandatory fields

The mandatory fields are identified with an *. Although you can tab over these fields, the record will not be uploaded without all mandatory fields being completed.

Printing

You may print any screen as required. Click anywhere on the frame that you wish to print and use the printer button on the icon menu. For printing from the View or Change Allowance screen, print in landscape to see all fields.

Contacts

If you experience any difficulties please contact HR Services on any of the following extensions – 8748, 3209, 3009, 3641
# Table of Available Allowances

The following table provides a reference for the allowances that may be paid to staff and the type of staff that may receive the allowance. This table also explains how the Units, Paycode and Rate column are to be used on the Online Allowance Entry screen.

Please note that you can use the lookup facility to choose the paycode required.

<table>
<thead>
<tr>
<th>ALLOWANCE</th>
<th>TYPE OF STAFF</th>
<th>UNIT</th>
<th>PAY CODE</th>
<th>RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Additional income</strong></td>
<td>General &amp; Academic</td>
<td>Enter &quot;1&quot;</td>
<td>501</td>
<td>Rate mandatory. Enter the TOTAL dollar amount to be paid</td>
</tr>
<tr>
<td><strong>Overtime (@ 0.5 time)</strong></td>
<td>General</td>
<td>Enter the TOTAL hours to be paid for each type of overtime</td>
<td>506</td>
<td></td>
</tr>
<tr>
<td><strong>Overtime (@ 1.0 time)</strong></td>
<td>General</td>
<td></td>
<td>508</td>
<td></td>
</tr>
<tr>
<td><strong>Overtime (@ 1.5 time)</strong></td>
<td>General</td>
<td></td>
<td>510</td>
<td></td>
</tr>
<tr>
<td><strong>Overtime (@ 2.0 time)</strong></td>
<td>General</td>
<td></td>
<td>512</td>
<td></td>
</tr>
<tr>
<td><strong>Overtime (@ 2.5 time)</strong></td>
<td>General</td>
<td></td>
<td>514</td>
<td></td>
</tr>
<tr>
<td><strong>Allowance - On call</strong></td>
<td>General</td>
<td></td>
<td>520</td>
<td></td>
</tr>
<tr>
<td><strong>Allowance – Availability</strong></td>
<td>General</td>
<td></td>
<td>520A</td>
<td></td>
</tr>
<tr>
<td><strong>Allowance - Library Supervisory Shift</strong></td>
<td>General</td>
<td></td>
<td>523</td>
<td></td>
</tr>
<tr>
<td><strong>Allowance - Library Late Shift</strong></td>
<td>General</td>
<td></td>
<td>524A</td>
<td></td>
</tr>
<tr>
<td><strong>Meal allowance (Evening)</strong></td>
<td>All</td>
<td>Enter the TOTAL number of meals to be paid for each type of allowance</td>
<td>622</td>
<td></td>
</tr>
<tr>
<td><strong>Meal allowance (Morning)</strong></td>
<td>All</td>
<td></td>
<td>622A</td>
<td></td>
</tr>
<tr>
<td><strong>Meal allowance (Mid-day)</strong></td>
<td>All</td>
<td></td>
<td>622B</td>
<td></td>
</tr>
<tr>
<td><strong>Meal allowance (Tea &amp; Coffee)</strong></td>
<td>All</td>
<td></td>
<td>622C</td>
<td></td>
</tr>
<tr>
<td><strong>MetroMiles &lt;1600cc -not req'd to supply vehicle</strong></td>
<td>All</td>
<td></td>
<td>623M</td>
<td></td>
</tr>
<tr>
<td><strong>MetroMiles 1600-2600cc -not req'd to supply vehicle</strong></td>
<td>All</td>
<td></td>
<td>623M1</td>
<td></td>
</tr>
<tr>
<td><strong>MetroMiles &gt;2600cc -not req'd to supply vehicle</strong></td>
<td>All</td>
<td></td>
<td>623M2</td>
<td></td>
</tr>
<tr>
<td><strong>Nth23.5 Miles &lt;1600cc -not req'd to supply vehicle</strong></td>
<td>All</td>
<td></td>
<td>623N</td>
<td></td>
</tr>
<tr>
<td><strong>Nth23.5 Miles 1600-2600cc -not req'd to supply vehicle</strong></td>
<td>All</td>
<td></td>
<td>623N1</td>
<td></td>
</tr>
<tr>
<td><strong>Nth23.5 Miles &gt;2600cc -not req'd to supply vehicle</strong></td>
<td>All</td>
<td></td>
<td>623N2</td>
<td></td>
</tr>
<tr>
<td><strong>SW Miles &lt;1600cc -not req'd to supply vehicle</strong></td>
<td>All</td>
<td></td>
<td>623S</td>
<td></td>
</tr>
<tr>
<td><strong>SW Miles 1600-2600cc -not req'd to supply vehicle</strong></td>
<td>All</td>
<td></td>
<td>623S1</td>
<td></td>
</tr>
<tr>
<td><strong>SWMiles &gt;2600cc -not req'd to supply vehicle</strong></td>
<td>All</td>
<td></td>
<td>623S2</td>
<td></td>
</tr>
<tr>
<td><strong>RestWA Miles &lt;1600cc -not req'd to supply vehicle</strong></td>
<td>All</td>
<td></td>
<td>623R</td>
<td></td>
</tr>
<tr>
<td><strong>RestWA Miles 1600-2600cc -not req'd to supply vehicle</strong></td>
<td>All</td>
<td></td>
<td>623R1</td>
<td></td>
</tr>
<tr>
<td><strong>RestWA Miles &gt;2600cc -not req'd to supply vehicle</strong></td>
<td>All</td>
<td></td>
<td>623R2</td>
<td></td>
</tr>
<tr>
<td><strong>Per Diem</strong></td>
<td>Academic</td>
<td>Enter &quot;1&quot;</td>
<td>627</td>
<td>Rate mandatory. Enter the TOTAL dollar amount to be paid</td>
</tr>
<tr>
<td><strong>Per Diem</strong></td>
<td>General</td>
<td>Enter &quot;1&quot;</td>
<td>628</td>
<td>Rate mandatory. Enter the TOTAL dollar amount to be paid</td>
</tr>
</tbody>
</table>

Table 1: Available Allowances via the Web
1.0 To log on to Allowance Entry

Step 1: Enter the Main Page for Processing via the Web at https://www.his.admin.uwa.edu.au/GateWay.asp

Step 2: Click "Log On", and type your Pheme username and password when prompted.

Step 3: The department number and name will be displayed. For those users with access to more than one department, select the department required, and click "Choose". If a message appears "You do not have access to this application." please contact Human Resources.

Step 4: Choose the application required.

You will be presented with the Allowance Entry Home Page, with the Main Menu on the left hand side of the screen.

To return to the Allowance Entry Home Page at any stage, click on "Home Page".

To return to the Main Page for Processing via the Web, click on "Main Page / Log Out".
2.0 To Enter a New Batch

Step 1: Choose "Allowance Entry" from the Main Menu on the Allowance Homepage. The following window will be displayed. Enlarge the window to fill the screen.

Please note that the fields marked with * are mandatory fields.

Step 2: Enter the period end date. This is usually the end of the pay fortnight.

Step 3: Enter the batch number. This can be any number between 01 and 99 and is controlled at department level. Please note that this must be 2 digits. Please note that batch numbers for the Web Allowances are independent of the batch numbers for the Web Timesheets.

Step 4: Enter the project grant and account if required. It is recommended that this feature be used if the majority of records in the batch will be for a project grant. Click on the grey box marked "?" for the look up facility. All 28 digits must be recorded.
Step 5: Enter a new record. Enter the employee number and job number in row 1. Click on the grey box to the right of the job number marked “?” for the look up facility. To select an employee record, click on employee number. The employee number and job number will default to the allowance entry page.

If you know the employee number and job number, this may be entered directly (without using the lookup facility). Ensure that the employee number is 8 digits and the job number is 2 digits.

Step 6: Enter workdate if required. As the workdate has been nominated at the top of screen (period end date), no workdate needs to be added in this field. This field will override the workdate nominated at the top and can be used if payment needs to be made in a different period to the rest of the batch.

When the batch number, employee number, job number, paycode and workdate are the same, an error message will read that a duplicate record has been entered. **If payment is to be charged to two or more accounts, you will need to use different workdates to separate each record.**

Step 7: Enter units. You may enter the total amount of units for the fortnight. Please note that this field cannot be blank (e.g. when paying a per diem the unit column must be “1” and the rate column will have the amount of the per diem). Please see Table 1, Available Allowances via the Web.

Step 8: Enter paycode. The lookup facility can be used if required. Please see Table 1, Available Allowances via the Web.

Step 9: Enter the rate as required. The rate must be specified for additional income and per diems. The rate column is not used for overtime or meal and mileage allowances as each paycode has the appropriate rate attached. Please see Table 1, Available Allowances via the Web.

Step 10: Tick in the “A/C Above” field if the project grant number nominated in the batch heading is to be used for the record.

Step 11: If the record is to be charged to a different project grant to the one nominated in the batch heading, enter the project grant required for that record. You may use the lookup facility to the right of the “Bu” column and select the business unit and project number. Then use the lookup for the “Acc” column to select the account required. If completed, this PG will override the PG nominated at the top.

**Note:** Lookup from different business units is not available at this stage. You may type in different business units and project numbers if you know the full P/G number.

Step 12: Enter additional records as required. Continue the above process for the following 11 rows. Please note that only 12 rows can be displayed on the allowance entry at one time.

Step 13: Select "Update". When you have finished entering records or when you have entered 12 rows. The data is then sent to a holding area, as displayed on the next page. If any errors have been made a message will be displayed at the top of the allowance entry page. Make corrections and press "Update".
Choose "Close" if no corrections or additional records needed.

Choose "Add Record" if additional staff need to be added to the batch. A new allowance entry screen will be displayed, which specifies the period end date and batch number to which you will be adding records.

Select "Update". When you have finished entering records or when you have entered 12 rows. The data will then be sent to the holding area as previously described. This process may be repeated as many times as required. After updating the added records, choose View or Change from the Main Menu to view the whole batch.
3.0 To View or Change an Existing Batch

Step 1: Choose "View or Change" from the Main Menu on Allowance Homepage.

Step 2: Select batch number. Click on the arrow to select the batch number. The workdate for the batch is also displayed. Click "Select".

Step 3: Batch can be viewed. To view or change another batch use the arrow to select another batch and choose select.

To add another record. Click on "Add Record". This will display the allowance entry page. Please note that the workdate and batch number is already nominated. Add records, as described above. Click "Update" when completed, which will send data to the holding area. If any errors have been made a message will be displayed on the top of the bulk entry screen. Make corrections and press "Update".

To view the whole batch select View or Change from the Main Menu and choose the batch required.
To change a record. Make the alterations to paycode, hour, rate, or P/G as required. When all changes have been made click "Update". This will return you to the View or Change screen, where you will notice the changes that you have made. You can make as many changes as required before the batch is uploaded to Alesco.

To delete a record. Scroll to the right hand side of the screen to choose "Delete" from the action column. Then click "Update".

These above actions can be combined, that is you may make all changes and delete all records as required and then press “Update” just once.

Note: to change an employee’s number, job number or workdate, delete the record (as above) and then use the Add Record option and enter the correct details.
4.0 To Copy an Existing Batch

Step 1: Choose "Copy" from the Main Menu on the Allowance Homepage.

Step 2: Select the existing batch to copy. Click on the arrow to select the batch to copy and click "Select".

Step 3: Enter the new period end date.

Step 4: Nominate new batch number. Enter the batch number and click "Copy". You will receive a message that the allowances were successfully uploaded into the holding area.

Note: If the original batch had two records for one employee (where the paycode was the same but workdates separated the records) an error message will be displayed that a duplicate record has been found in the new batch. This occurs as the new batch has the same workdate for all records. Only the first record from the original batch will be copied to the new batch.

Step 5: To change a record. Choose "View or Change" from the Main Menu on the Allowance Homepage, and make alterations as described previously.
5.0 To Load Batch into Alesco

Step 1: Choose "Load into ALESCO" from the Main Menu on the Allowance homepage.

Step 2: Select batch number. Click on arrow to select batch number and click select.

Step 3: View the records, and if no modifications are required click "Load". You will receive a message that the batch was successfully loaded into Alesco.

Note: Only authorised signatories will have the security access to this option.
6.0 To Run Reports

The following audit reports are provided to ensure that the data entered for each staff member is correct.

Payments can be checked before loading the batch into Alesco from the holding area and also after batches have been loaded into Alesco.

Please note that the report of batches loaded into Alesco is driven by the user identification. Therefore, you can only select to print the batches loaded into Alesco that you have personally loaded.

6.1 Report on records in the Holding Area and records loaded to Alesco.

Step 1: Choose "Report" from the Main Menu on the Allowance Homepage.

Step 2: Choose the option to print a report from the Holding Area or from Concept.

Step 3: Choose the batch required to report on the records in the Holding Area, or choose the date that the batch was loaded to report on the allowances loaded to Concept.
**Step 4:** Enlarge the window to fill the screen. **Press the Print icon to print the page.**

**Step 5:** Click "Close" to close the window.

**6.2 Audit report for all records loaded to Alesco.**

As previously mentioned, the “Alesco” report only provides details that you have personally loaded into Alesco as it is based on your user identification. The Audit Report has been developed so that departments can identify ALL records that have been loaded into Alesco. Please note that any records entered by Human Resource staff will also be displayed (the user ID will be followed by “@WindowsPC”).

**Step 1:** Choose "Report" from the Main Menu on the Allowance Homepage.

**Step 2:** Choose the option to print the Audit Report.

**Step 3:** Choose the start and end dates for the period you wish to audit. All records loaded into Alesco during these dates will be displayed.

**Step 4:** Press Go.

**Step 5:** Enlarge the window to fill the screen. **Press the Print icon to print the page.**

**Step 5:** Click "Close" to close the window.
7.0 Archive Batches

As a department can use any batch number from 01 to 99, it will be necessary to archive batches that are no longer needed. Once a batch has been archived that batch number may be used for new records.

Although the department can view the archived batches, it is recommended that the department produce the holding area and Alesco reports each time a batch is loaded to Alesco for their records.

To Archive

Step 1: Choose "Archive" from the Main Menu on the Allowance Homepage.

Step 1: Select the option "Archive Batches".

Step 2: Tick the batches to archive.

Step 3: Press "Archive".

You will receive a message that the batches were archived successfully. The file name will also be displayed.

The file name is "department number_date archived (in reverse order)_time archived.xls"

To View Archived Batches

Step 1: Choose the option "View archived files".

Step 2: Choose the file to view. If you have problems viewing this information please contact you Human Resource Personnel Faculty Team for assistance.
8.0 To view the allowance in Alesco

Step 1: Log into Concept.

Step 2: Select 0600 Payroll Management and select the menu 0620 Timesheets and Manual Payments.

Step 3: Enter the 8 digit employee number and press enter, enter the job number and press enter. Press F8 to show all timesheets and allowances.

9.0 To Log Out

Step 1: Choose “Main Page / Log Out” from the Main Menu.

Step 2: Click “Log Out”

Step 3: Click the Refresh button (Internet Explorer) or Reload button (Firefox) so that the back arrow cannot be used to view records.