

ALLOWANCE ENTRY USER GUIDE

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 [General Staff Agreements](#), and must be approved by the relevant authority (see Human Resources Delegations of Authority).

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 11.

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.

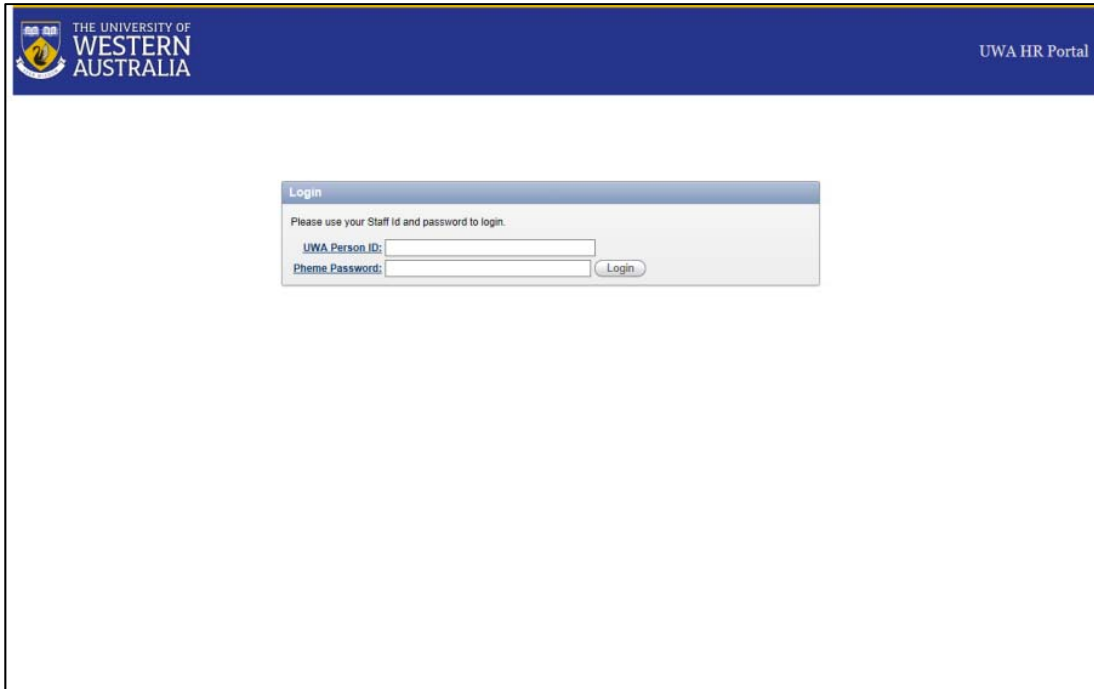
Please note that you can use the lookup facility to choose the paycode required.

ALLOWANCE	TYPE OF STAFF	UNIT	PAY CODE	RATE
Additional income	General & Academic	Enter "1"	502	Rate mandatory. Enter the TOTAL dollar amount to be paid
Overtime (@ 0.5 time)	General	Enter the TOTAL hours to be paid for each type of overtime	506	DO NOT USE
Overtime (@ 1.0 time)	General		508	
Overtime (@ 1.5 time)	General		510	
Overtime (@ 2.0 time)	General		512	
Overtime (@ 2.5 time)	General		514	
Allowance - On call	General	Enter the TOTAL number of shifts for each type of allowance	520	
Allowance – Availability	General		520A	
Allowance - Library Supervisory Shift	General		523	
Allowance - Library Late Shift	General		524A	
Meal allowance (Evening)	All	Enter the TOTAL number of meals to be paid for each type of allowance	622	
Meal allowance (Morning)	All		622A	
Meal allowance (Mid-day)	All		622B	
Meal allowance (Tea & Coffee)	All		622C	
MetroMiles <1600cc -not req'd to supply vehicle	All	Enter the TOTAL kms to be paid for each type of mileage	623M	
MetroMiles 1600-2600cc -not req'd to supply vehicle	All		623M1	
MetroMiles >2600cc -not req'd to supply vehicle	All		623M2	
Nth23.5 Miles <1600cc -not req'd to supply vehicle	All		623N	
Nth23.5 Miles 1600-2600cc -not req'd to supply veh	All		623N1	
Nth23.5 Miles >2600cc -not req'd to supply vehicle	All		623N2	
RestWA Miles <1600cc -not req'd to supply vehicle	All		623R	
RestWA Miles 1600-2600cc -not req'd to supply vehi	All		623R1	
RestWA Miles >2600cc -not req'd to supply vehicle	All		623R2	
SW Miles <1600cc -not req'd to supply vehicle	All		623S	
SW Miles 1600-2600cc -not req'd to supply vehicle	All		623S1	
SWMiles >2600cc -not req'd to supply vehicle	All		623S2	

Table 1: Available Allowances via the Web

Login to Allowance Entry

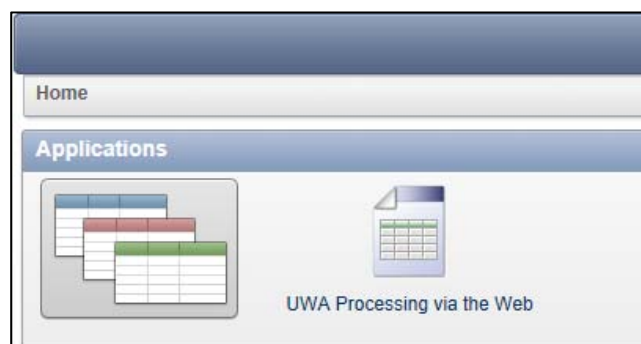
Step 1: Enter the Main Page for Processing via the Web at https://his.applications.uwa.edu.au/portal_availability.asp



Step 2: Enter your staff number and PHEME password then click **Login**.

Step 3: In the Applications, select **UWA Processing via the Web**.

Please note that if you have access to Web Reports you will both UWA Web Reports and UWA Processing via the Web in you Applications.



You will then be asked to select your business unit. For those users with access to more than one department, select the department required.



Step 4: You will be presented with the Main Menu on the left hand side of the screen. To the right will be a list of Timesheet batches, Allowance batches and Contracts that are still waiting to be loaded into Alesco.

<p>Main Menu</p> <p>Timesheet Entry</p> <ul style="list-style-type: none">- Bulk Timesheet Entry- View or Change Timesheet- Copy Timesheet- Load Timesheet into Alesco- Reports <p>Allowance Entry</p> <ul style="list-style-type: none">- Bulk Allowance Entry- View or Change Allowance- Copy Allowance- Load Allowance into Alesco- Reports <p>Contracts</p> <ul style="list-style-type: none">- Extend Contracts- Approve/Load into Alesco- View/Print Contracts	<p><u>Timesheet Batches Awaiting Loading:</u></p> <p>* none *</p> <p><u>Allowance Batches Awaiting Loading:</u></p> <p>* none *</p> <p><u>Contracts Awaiting Approval/Loading:</u></p> <p>* none *</p>
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Enter a New Batch

Step 1: Choose **Bulk Allowance Entry** from the Main Menu. The following window will be displayed.

The screenshot shows the 'Bulk Allowance Entry' window. At the top, there is a breadcrumb 'Home > Bulk Allowance Entry'. Below that is a header 'Batch Detail / Create New Batch'. The main area contains three fields: 'Period End Date' with a dropdown menu set to '23-AUG-2015', 'Selected Business Unit' with the text '0120 - School of Humanities', and '*Default GL Account' with an empty dropdown menu and an upward arrow icon.

Step 2: Select the Period End date and Default GL Account. You will then be presented with the Bulk Allowance Entry. Click on **Add Allowance**.

This screenshot shows the 'Bulk Allowance Entry' window after the previous steps. The 'Period End Date' and 'Selected Business Unit' fields remain the same. The '*Default GL Account' field now contains '00120-500-10-10000000 = (Income Allocation Co - Academic - Full Time)'. Below this is a section titled 'Bulk Allowance Entry' with 'Cancel', 'Delete', and 'Submit' buttons. A table header is visible with columns: Employee/Job, Workdate, Paycode, Unit, Rate, GL String, and Remarks. Below the header, it says 'No data found.' and there is an 'Add Allowance' button.

Step 3: Enter the details. Please note that Employee/Job, Workdate, Paycode, Hour and GL String are all mandatory. The rate column is not used as each paycode has the appropriate rate attached.

This screenshot is an annotated version of the previous one. It features several blue callout boxes with yellow text and arrows pointing to specific fields in the table header: 'Click here to select Employee' points to the 'Employee/Job' column; 'Select the Paycode' points to the 'Paycode' column; 'Select a GL String for the allowance to be charged against' points to the 'GL String' column; 'Enter the Workdate' points to the 'Workdate' column; 'Enter the Unit' points to the 'Unit' column; 'Enter the Rate (if required)' points to the 'Rate' column; and 'Enter a comment (if required)' points to the 'Remarks' column. The 'Add Allowance' button is also visible at the bottom left of the table area.

IMPORTANT NOTE – when identifying work-dates where the allowance you are about to load in actually includes allowances for previous pay periods – make sure that you identify these by the actual work-date

(i.e. the work-date in the previous pay period). Don't add the hours together and submit as one allowance within the current pay period, as this will have adverse tax implications for the employee concerned.

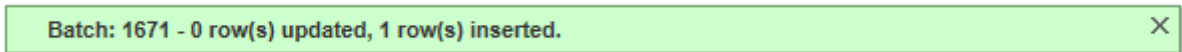
When the employee number, job number, paycode and work-date are the same, an error message will read that a duplicate record has been entered when you try to load the batch.

Step 4: If you wish to charge the allowance against the GL String recorded in Alesco then select **** Use GL as setup in Occupancy **** in the lookup. A different GL String may be entered if the allowance is to be paid from another account.

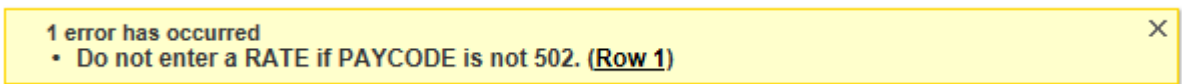
Note: Lookup from different business units is not available at this stage. You may type in different business units and project numbers if you know the full PG number.

Step 5: Enter additional records as required. You can get more rows by clicking on **Add Allowance**.

Step 6: Select **Submit** when you have finished entering records. If there are no errors then you will receive a batch number with a message similar to the following:

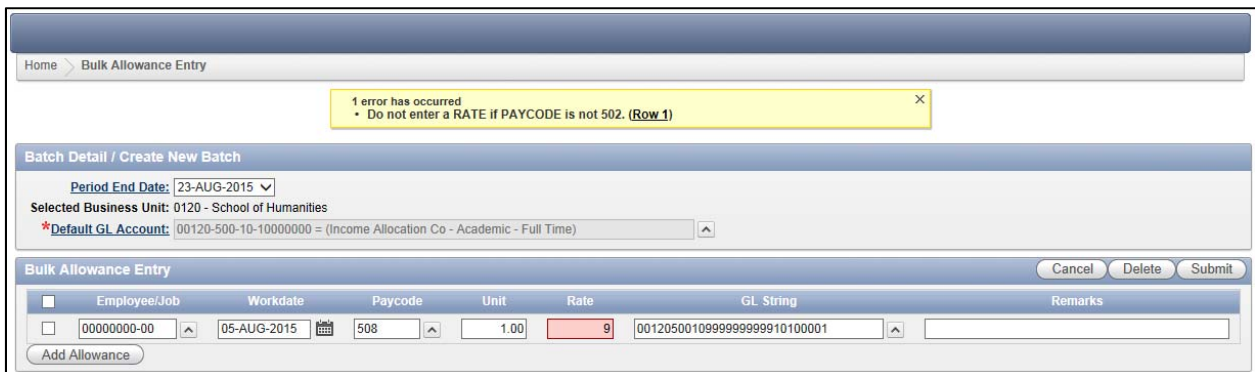


However if there is an error then you will get a message similar to the following:



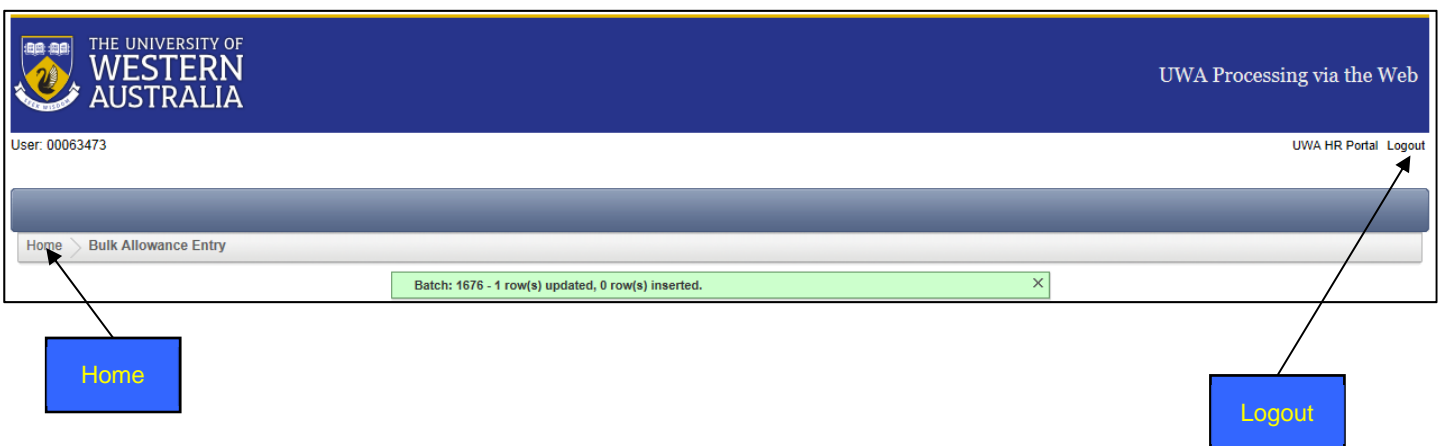
The relevant field will also be highlighted in red.

For example, if you try to enter a rate for any paycode other than 502 you would get the following:



If errors have been made, simply correct them and click on **Submit**.

Once you have hit **Submit** and the batch has been created you can click on **Home** to continue working in Processing via the Web or you can **Logout**.



View or Change an Existing Batch

Step 1: Choose **View or Change Allowance** from the Main Menu.

Step 2: Select batch number. Click on the arrow to select the batch number. The Period End Date for the batch and the number of timesheets on the batch are also displayed.

Click on the arrow to view all batches

Click on the batch you wish to view.

Note: Only batches that haven't been loaded into Alesco will appear under View or Change Allowance.

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

Employee/Job	Name	Workdate	Paycode	Unit	Rate	GL String	Remarks
<input type="checkbox"/> 00000000-00	Albahari, Miri	06-AUG-2015	522	1.00		Use GL as setup in Occupancy	

To add another record. Click on **Add Allowance**. This will add another row and you can create additional records. Click **Submit** when completed. If any errors have been made a message will be displayed. Please make the relevant corrections and press **Submit**.

To change a record. Make the alterations to paycode, hour, or P/G as required. When all changes have been made click **Submit**. You will receive a message to say that rows have been updated. If any errors have been made a message will be displayed. You can make as many changes as required before the batch is uploaded to Alesco.

To delete a record. Click in the box to the left of the Employee/Job column and click on **Delete** on the right hand side.

Copy an Existing Batch

Step 1: Choose **Copy Allowance** from the Main Menu.

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

Home > Copy Timesheet

Selection Criteria

Selected Business Unit: 0120 School of Humanities

Select batch to copy: ** Choose **

Please enter the new Period End Date: 09-AUG-2015

Use the arrow to choose the batch to copy

Enter the new period end date

Home > Copy Allowance

Selection Criteria

Selected Business Unit: 0120 - School of Humanities

Select batch to copy: 1673 - 23-AUG-2015 (1 allowances)

Please enter the new Period End Date: 23-AUG-2015

Selected Batch

Batch: 1673 Copy

Employee #	Job#	Name	Workdate	Paycode	Unit	Rate	GL String	Remarks
00000000	00	Rubble, Barney	03-AUG-2015	502	1.00	200.00	-	-
Total hours count:					1.00			

row(s) 1 - 1 of 1

Click on Copy to copy the batch

Displays the batch that will be copied

Step 3: Select a new Period End Date from the drop down list and click Copy. You will receive a message similar to the following:

New batch #1682 created. Proceed with editing new batch below

You can then edit the new batch without having to navigate to another page.

Load Batch into Alesco

Step 1: Choose **Load Allowance into Alesco** from the Main Menu or click on the **Load** option against the relevant Batch# on the Home screen. If you click on Load, skip to **Step 3**.

Main Menu

- Timesheet Entry
 - Bulk Timesheet Entry
 - View or Change Timesheet
 - Copy Timesheet
 - Load Timesheet into Alesco
 - Reports
- Allowance Entry
 - Bulk Allowance Entry
 - View or Change Allowance
 - Copy Allowance
 - Load Allowance into Alesco
 - Reports
- Contracts
 - Extend Contracts
 - Approve/Load into Alesco
 - View/Print Contracts

Timesheet Batches Awaiting Loading:
* none *

Allowance Batches Awaiting Loading:

Batch#	Submitted by	Period End Date	Allowances	
1665	J.Doe	23-AUG-2015	1	[Load]

Contracts Awaiting Approval/Loading:
* none *

Step 2: Select the batch you wish to load and click **Select**. The batches are in order of period end date then batch number.

Selection Criteria

Selected Business Unit: 0120 - School of Humanities

Please select the batch: 23-AUG-2015 - 1665

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.

Return to **View or Change Allowance** if any changes need to be made or **Home** if you are not ready to load the batch.

Selection Criteria

Selected Business Unit: 0120 School of Humanities

Please select the batch: 23-AUG-2015 - 7808

Select

Selected Batch

Batch: 7808 Load

Employee#	Job#	Name	Workdate	Paycode	Unit	Rate	GL String	Remarks
00000000	00	Rubble, Barney	31-JUL-2015	SAL	1.00	-	0012050010999999999910000000	-
Total hours count:						1.00		

row(s) 1 - 1 of 1

Run Reports

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

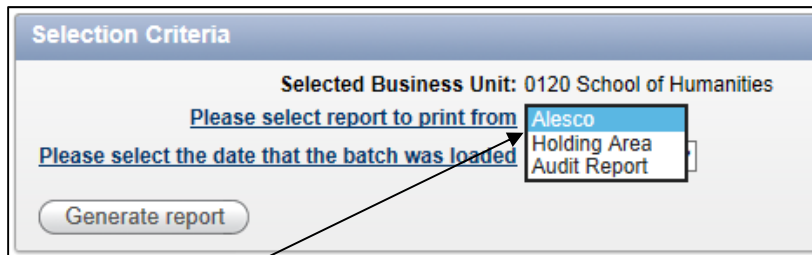
Payments can be checked before loading the batch into Alesco from the holding area and also after batches have been loaded into Alesco.

Alesco and Holding Area Reports

These reports show records in the Holding Area and records loaded to Alesco.

Step 1: Choose **Reports** from the Main Menu under the Allowance Entry heading.

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



Selection Criteria

Selected Business Unit: 0120 School of Humanities

Please select report to print from

Please select the date that the batch was loaded

Alesco
Holding Area
Audit Report

Generate report

Select the
required report

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 timesheets loaded to **Alesco**.

Step 4: Print as required. Please note that both sets of reports can be exported to CSV.

Audit Report

This report is for all records loaded to Alesco.

Step 1: Choose **Report** from the Main Menu under the Allowance Entry heading.

Step 2: Choose the option to print a report from 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: Click on **Generate Report**.

Step 5: Print as required. Please note that the report can also be exported to CSV.

Exit Processing via the Web

In the top right hand corner there are two options.

UWA HR Portal: This will take you to the initial login page and give you the option of accessing Web Reports (if you have access to the application).

Logout: This will log you out completely.

