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.
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>Additional income</td>
<td>General &amp; Academic</td>
<td>Enter “1”</td>
<td>502</td>
<td>Rate mandatory. Enter the TOTAL dollar amount to be paid</td>
</tr>
<tr>
<td>Overtime (@ 0.5 time)</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>Overtime (@ 1.0 time)</td>
<td>General</td>
<td></td>
<td>508</td>
<td></td>
</tr>
<tr>
<td>Overtime (@ 1.5 time)</td>
<td>General</td>
<td></td>
<td>510</td>
<td></td>
</tr>
<tr>
<td>Overtime (@ 2.0 time)</td>
<td>General</td>
<td></td>
<td>512</td>
<td></td>
</tr>
<tr>
<td>Overtime (@ 2.5 time)</td>
<td>General</td>
<td></td>
<td>514</td>
<td></td>
</tr>
<tr>
<td>Allowance - On call</td>
<td>General</td>
<td>Enter the TOTAL number of shifts for each type of allowance</td>
<td>520</td>
<td></td>
</tr>
<tr>
<td>Allowance – Availability</td>
<td>General</td>
<td></td>
<td>520A</td>
<td></td>
</tr>
<tr>
<td>Allowance - Library Supervisory Shift</td>
<td>General</td>
<td></td>
<td>523</td>
<td></td>
</tr>
<tr>
<td>Allowance - Library Late Shift</td>
<td>General</td>
<td></td>
<td>524A</td>
<td></td>
</tr>
<tr>
<td>Meal allowance (Evening)</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>Meal allowance (Morning)</td>
<td>All</td>
<td></td>
<td>622A</td>
<td></td>
</tr>
<tr>
<td>Meal allowance (Mid-day)</td>
<td>All</td>
<td></td>
<td>622B</td>
<td></td>
</tr>
<tr>
<td>Meal allowance (Tea &amp; Coffee)</td>
<td>All</td>
<td></td>
<td>622C</td>
<td></td>
</tr>
<tr>
<td>MetroMiles &lt;1600cc -not req’d to supply vehicle</td>
<td>All</td>
<td></td>
<td>623M</td>
<td></td>
</tr>
<tr>
<td>MetroMiles 1600-2600cc -not req’d to supply vehicle</td>
<td>All</td>
<td></td>
<td>623M1</td>
<td></td>
</tr>
<tr>
<td>MetroMiles &gt;2600cc -not req’d to supply vehicle</td>
<td>All</td>
<td></td>
<td>623M2</td>
<td></td>
</tr>
<tr>
<td>Nth23.5 Miles &lt;1600cc -not req’d to supply vehicle</td>
<td>All</td>
<td></td>
<td>623N</td>
<td></td>
</tr>
<tr>
<td>Nth23.5 Miles 1600-2600cc -not req’d to supply vehicle</td>
<td>All</td>
<td>Enter the TOTAL kms to be paid for each type of mileage</td>
<td>623N1</td>
<td></td>
</tr>
<tr>
<td>Nth23.5 Miles &gt;2600cc -not req’d to supply vehicle</td>
<td>All</td>
<td></td>
<td>623N2</td>
<td></td>
</tr>
<tr>
<td>RestWA Miles &lt;1600cc -not req’d to supply vehicle</td>
<td>All</td>
<td></td>
<td>623R</td>
<td></td>
</tr>
<tr>
<td>RestWA Miles 1600-2600cc -not req’d to supply vehicle</td>
<td>All</td>
<td></td>
<td>623R1</td>
<td></td>
</tr>
<tr>
<td>RestWA Miles &gt;2600cc -not req’d to supply vehicle</td>
<td>All</td>
<td></td>
<td>623R2</td>
<td></td>
</tr>
<tr>
<td>SW Miles &lt;1600cc -not req’d to supply vehicle</td>
<td>All</td>
<td></td>
<td>623S</td>
<td></td>
</tr>
<tr>
<td>SW Miles 1600-2600cc -not req’d to supply vehicle</td>
<td>All</td>
<td></td>
<td>623S1</td>
<td></td>
</tr>
<tr>
<td>SW Miles &gt;2600cc -not req’d to supply vehicle</td>
<td>All</td>
<td></td>
<td>623S2</td>
<td></td>
</tr>
</tbody>
</table>

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](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.

![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:**
  * none *

- **Contracts Awaiting Approval/Loading:**
  * none *
Enter a New Batch

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

![Bulk Allowance Entry Window](image1)

**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**.

![Bulk Allowance Entry Window](image2)

**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.

![Bulk Allowance Entry Window](image3)

**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:

```
Batch: 1674 - 0 row(s) updated, 1 row(s) inserted.
```

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

```
1 error has occurred
• Do not enter a RATE if PAYCODE is not 502. (Row 1)
```

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 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.

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**.

**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 #1002 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**.

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

**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.
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 report 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.

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.