

ALLOWANCE ENTRY USER GUIDE FOR FACULTY AND ADMINISTRATION USERS

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:

General Information	2
Helpful Hints	2
Copy facility: (Located on "Copy Batch" menu item).....	2
Lookup facility	2
Mandatory fields.....	2
Printing	2
Contacts	2
Table of Available Allowances	3
1.0 To log on to Allowance Entry	4
2.0 To Enter a New Batch	4
2.0 To Enter a New Batch	5
3.0 To View or Change an Existing Batch	8
4.0 To Copy an Existing Batch	10
5.0 To Load Batch into Concept	11
6.0 To Run Reports	12
7.0 Archive Batches	14
8.0 To view the allowance in Concept	15
9.0 To Log Out	15

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 to Concept. Please note that payments must be in accordance with the current Staff Agreements, which can be viewed at http://www.acs.uwa.edu.au/hrs/hric/dept_support.htm 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 Concept for payment in the next pay period. Batch numbers are managed at the department level and have no impact on the Concept 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

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.

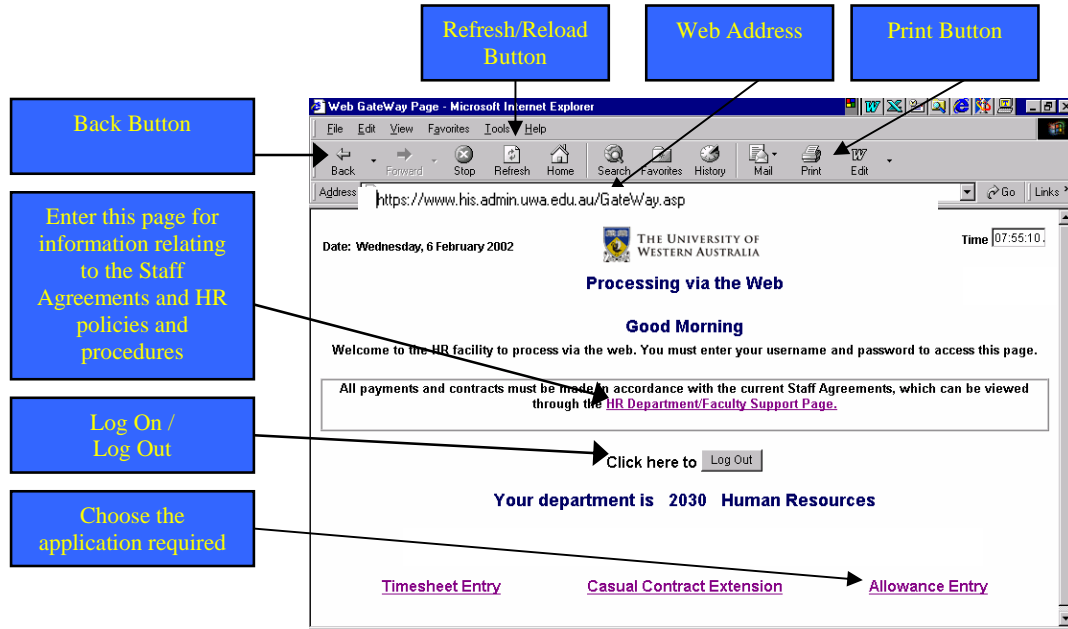
Please note that you can use the lookup facility to choose the paycode required.

ALLOWANCE	TYPE OF STAFF	UNIT	PAY CODE	RATE
Additional income	General & Academic	Enter "1"	501	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	
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	
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	
Per Diem	Academic	Enter "1"	627	Rate mandatory. Enter the TOTAL dollar amount to be paid
Per Diem	General	Enter "1"	628	Rate mandatory. Enter the TOTAL dollar amount to be paid

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>

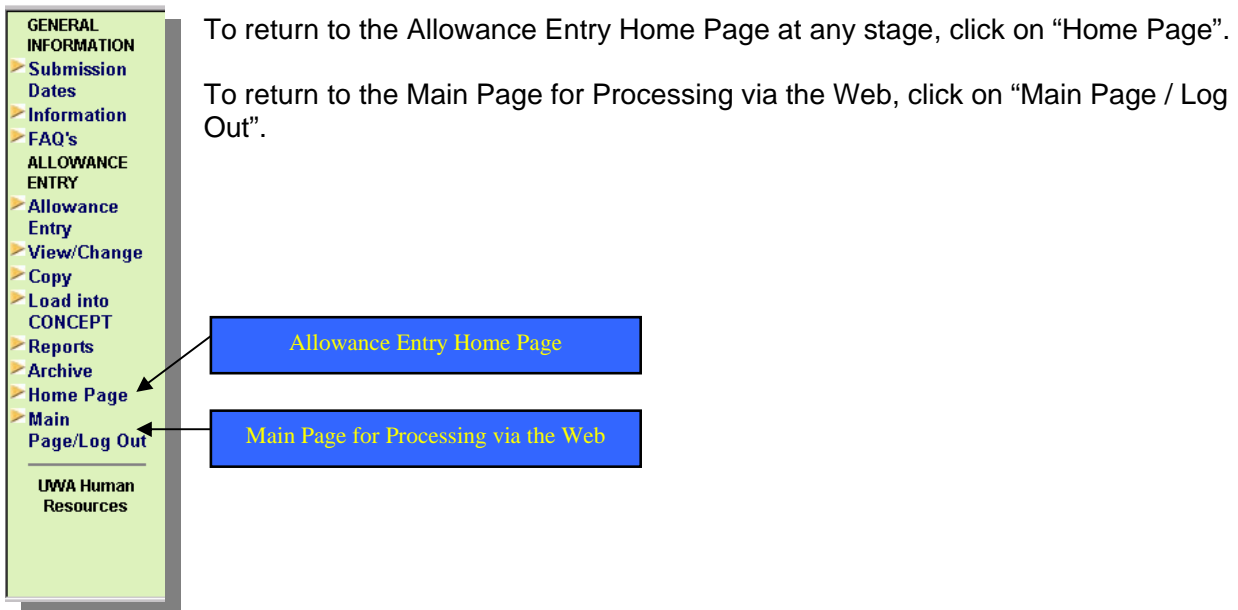


Step 2: Click "Log On", and type your admin (or ACS) username and password when prompted.

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 have not authority to access this application" please contact Human Resources.

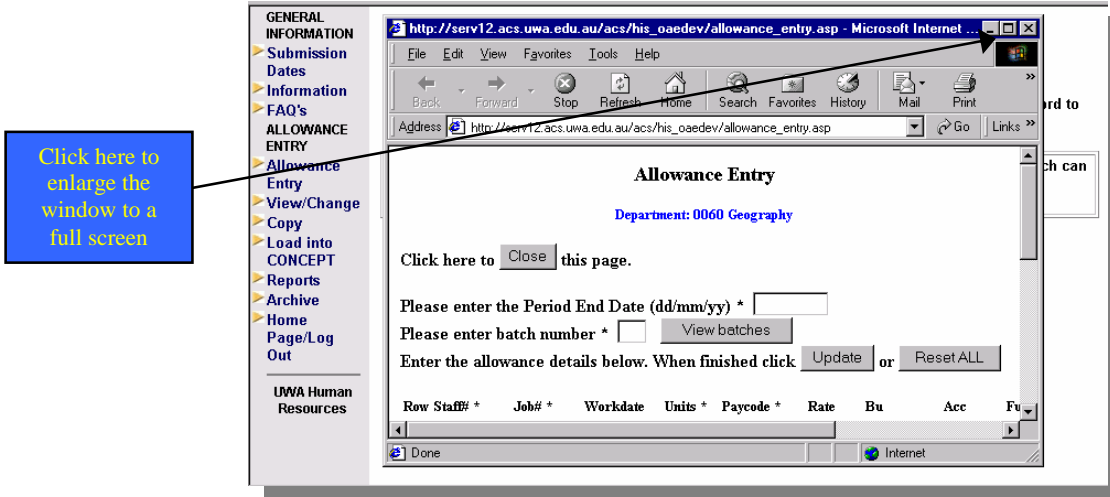
Step 4: Choose the application required.

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

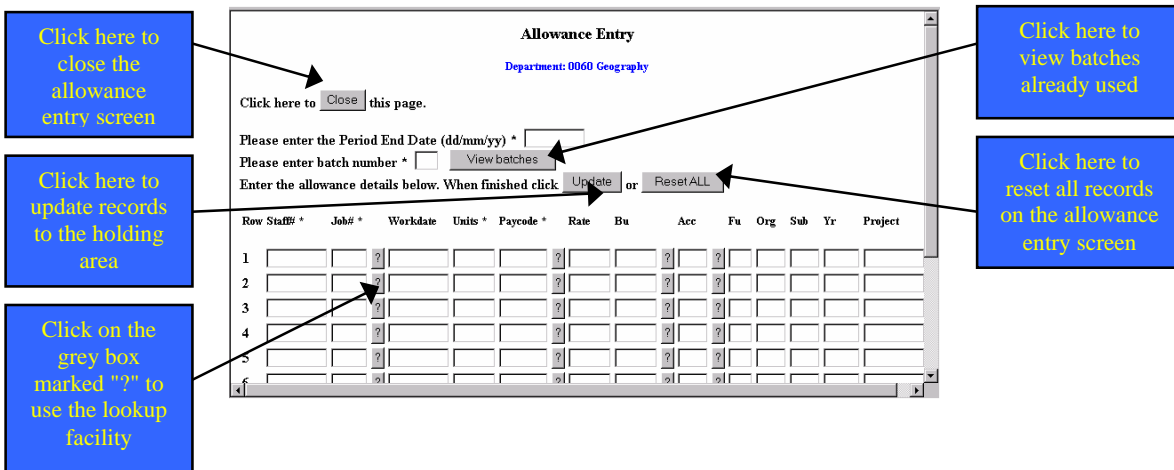


2.0 To Enter a New Batch

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 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 5: 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 for a casual is to be charged to two or more accounts, you will need to use different workdates to separate each record.**

Step 6: Enter units. You may enter the total amount of units for the fortnight. Please note that this field cannot be blank (eg 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 7: Enter paycode. The lookup facility can be used if required. Please see Table 1, Available Allowances via the Web.

Step 8: 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 9: Enter Project Grant (P/G) number. For Casual General staff and Casual Research staff, use the lookup facility on left of "Bu" column and select the business unit and project number. Then use the lookup for the "Acc" column to select the account required. **For payments to casuals a P/G number must be nominated**, otherwise the payment will not be processed and the employee will not be paid.

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 10: 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 11: 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".

WARNING!

Your data has been put into the A HOLDING AREA only.
Please select the option "Load Allowance to Concept" from the main menu to load the batch into Concept.

Click here to

Click here to

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.

Allowance Entry

Department: 0060 Geography

Click here to this page.

Period End Date is 10/10/00
Batch number is 99

Enter the allowance details below. When finished press

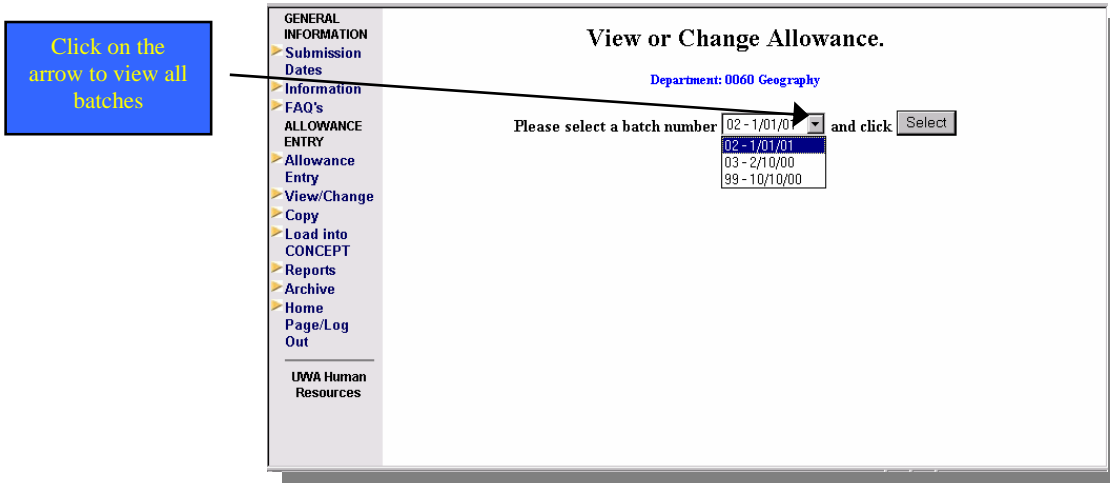
Row	Staff# *	Job# *	Workdate	Units *	Paycode *	Rate	Bu	Acc	Fu	Org	Sub	Yr	Project
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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.

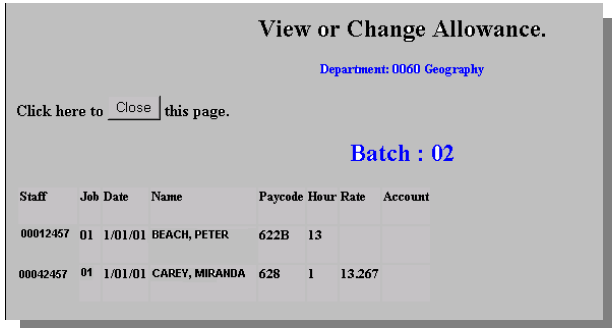
3.0 To View or Change an Existing Batch

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

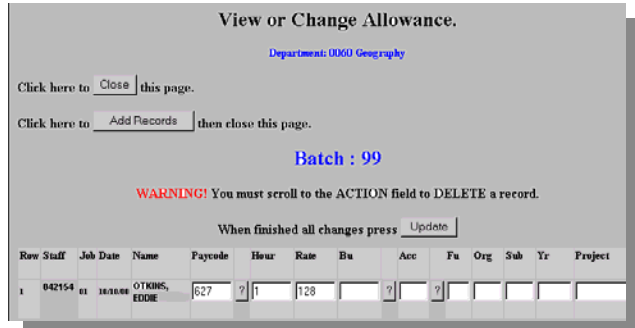
Step 2: Select batch number. Click on the arrow to select the batch number. The workdate for the batch is also displayed. Click "Select".



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



This screen displays that the batch has been uploaded to Concept. It cannot be changed.



This screen displays that the batch has not been uploaded to Concept. Records can be added and changed.

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 Concept.

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.

Department: 0060 Geography

Close this page.

Add Records then close this page.

Batch : 99

WARNING! You must scroll to the ACTION field to DELETE a record.

When finished all changes press

Date	Name	Paycode	Hour	Rate	Bu	Acc	Fu	Org	Sub	Yr	Project	Action
1/10/00	MIGLEY, JERRY	627	?	1	128	?	?					Delete

Click on the arrow to choose Delete

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".

The screenshot shows a web form titled "Copy Allowance." with the following fields and buttons:

- Department: 0060 Geography
- Please select a batch number: [02-1/01/01] and click [Select]
- Please enter the new Period End Date (dd/mm/yy): []
- Please enter the new batch number [] and click [Copy]

Three blue callout boxes with arrows point to these elements:

- Top box: "Use the arrow to choose the batch to copy" (points to the dropdown menu)
- Middle box: "Enter the new period end date" (points to the date input field)
- Bottom box: "Enter the new batch number and click copy" (points to the batch number input and the Copy button)

Below the form, a table displays the current batch data:

Staff#	Job#	Name	Workdate	Hour	Paycode	Rate	Account#
00012415	03	MCHALE, SAM	1/01/01	1	628	13.26	
00032642	01	NEMIN, MARK	1/01/01	13	622B		

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 Concept

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

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

The screenshot shows a web interface titled "Load Allowance into Concept." At the top, it displays "Department: 0060 Geography". Below this, there is a prompt: "Please select a batch number" followed by a dropdown menu showing "03 - 2/10/00" and a "Select" button. Below that is another prompt: "Please click the button to" followed by a "Load" button. The interface also displays "Batch : 03" in large blue text. At the bottom, there is a table with the following data:

Staff#	Job#	Name	Workdate	Hour	Paycode	Rate	Account#
00012415	01	MCHALE, SAM	2/10/00	13	622B		
00042857	02	NEMIN, MARK	2/10/00	1	628	13.26	

Five blue callout boxes on the left provide instructions:

- Use the arrow to select the batch to load (points to the dropdown menu)
- Click the Load button to load the batch into Concept (points to the Load button)
- View the batch before loading (points to the Batch : 03 text)
- Return to View/Change if an alteration needs to be made (points to the table)
- Return to Allowance Home if not ready to load (points to the bottom of the interface)

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 Concept.

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.

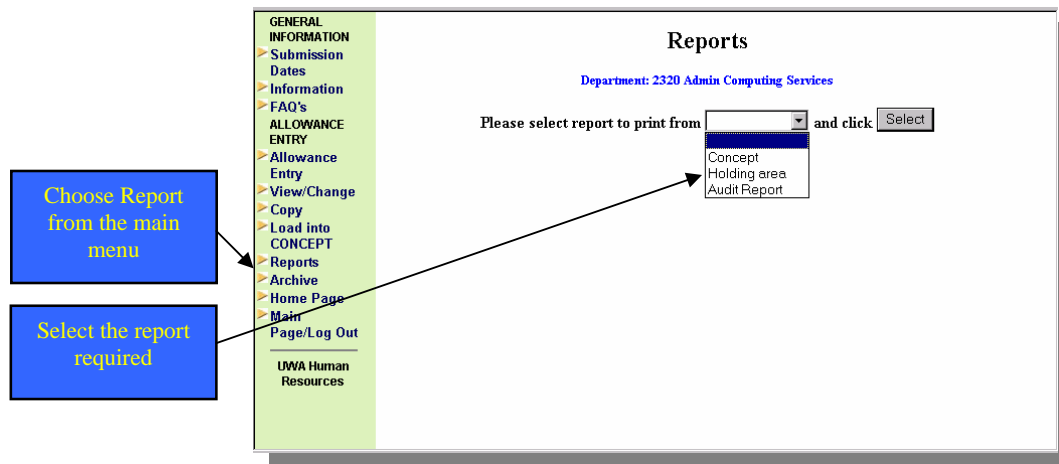
Payments can be checked before loading the batch into Concept from the holding area and also after batches have been loaded into Concept.

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

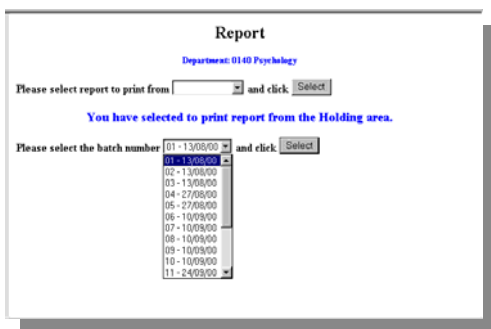
6.1 Report on records in the Holding Area and records loaded to Concept.

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

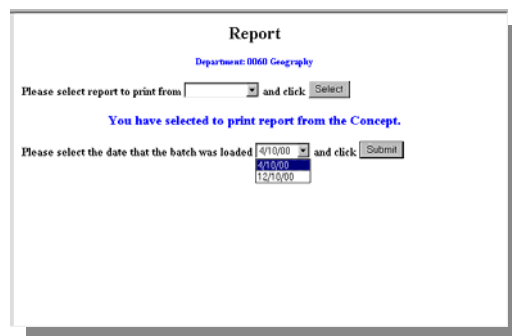
Step 2: Choose the option to print a report from the Holding Area or from Concept.



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.



Choose the batch number to report on allowances in the Holding Area



Choose the date that the batch was loaded into 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 Concept.

As previously mentioned, the "Concept" report only provides details that you have personally loaded into Concept 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 Concept. 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 Concept 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.**

Staff#	Job#	Name	Workdate	Paycode	Unit	Rate	PG Override	Date Entered	User ID
01241	01	Jones, R	14/08/01	624M	213		01240213412415103	15/08/01	CSMITH
02451	02	McDonald, P	14/08/01	628	54.12		01240241274174533	18/08/01	ODAVIS

Total record count : 2

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 Concept reports each time a batch is loaded to Concept 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".

Archive batch/es

Department: 0060 Geography

Please select to Archive batch/es and click Select

Please tick the batches to be archived.

When finished click Archive or Reset ALL

Batch	Period End Date	Please tick
01	25/08/00	<input type="checkbox"/>
02	25/08/00	<input type="checkbox"/>
03	8/09/00	<input type="checkbox"/>
04	8/09/00	<input type="checkbox"/>

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

The selected batches have been archived successfully.

The archive file name is [0090_20001030_113814.xls](#)

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".

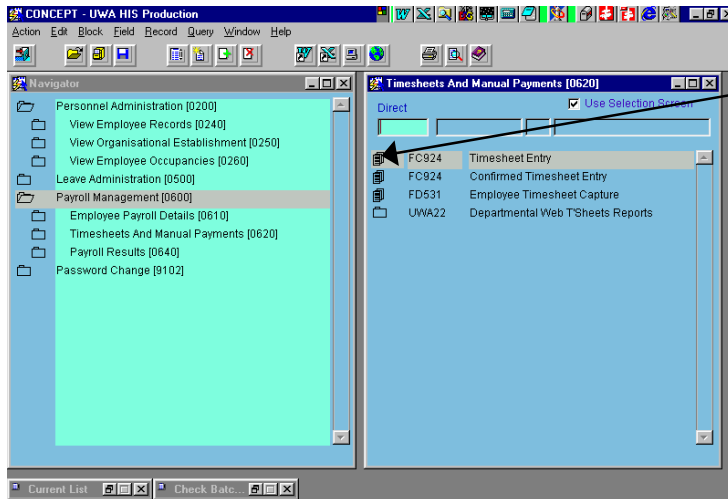
Step 2: Choose the file to view. If you have problems viewing this information please contact you Human Resource Personnel Faculty Team for assistance.

8.0 To view the allowance in Concept

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.



Choose Timesheet Entry to view the allowance for each employee. 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 (Netscape) so that the back arrow cannot be used to view records.

