SALARY VARIANCE PROCEDURE

1.   Retrieving Reports

Step 1   Go to 'Human Resources'
                http://www.hr.uwa.edu.au/
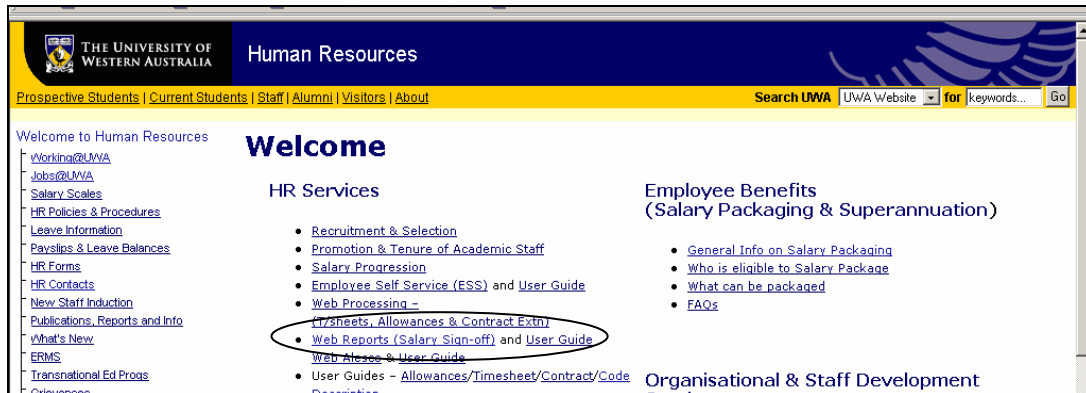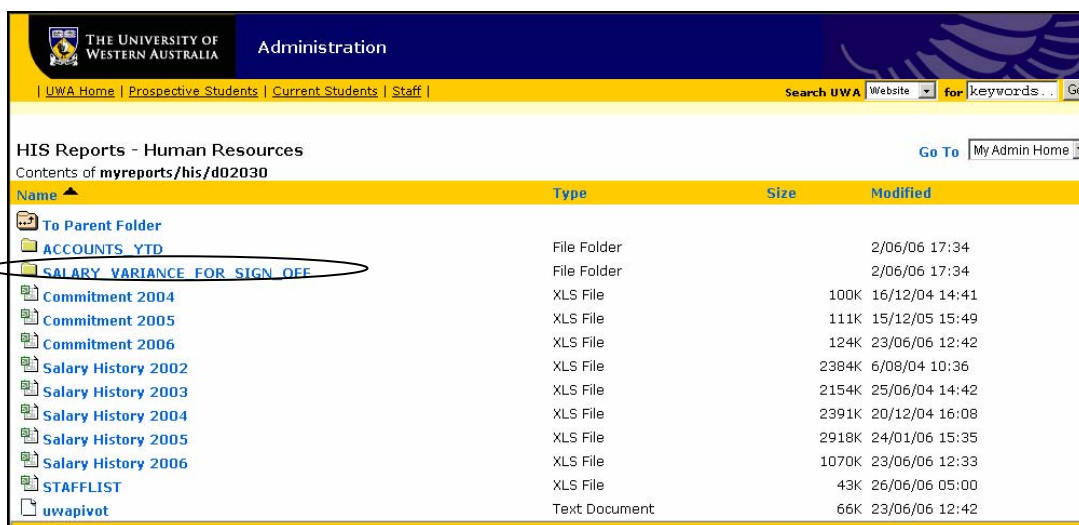

Step 2.   Select the option 'Web reports (Salary Sign_Off)'
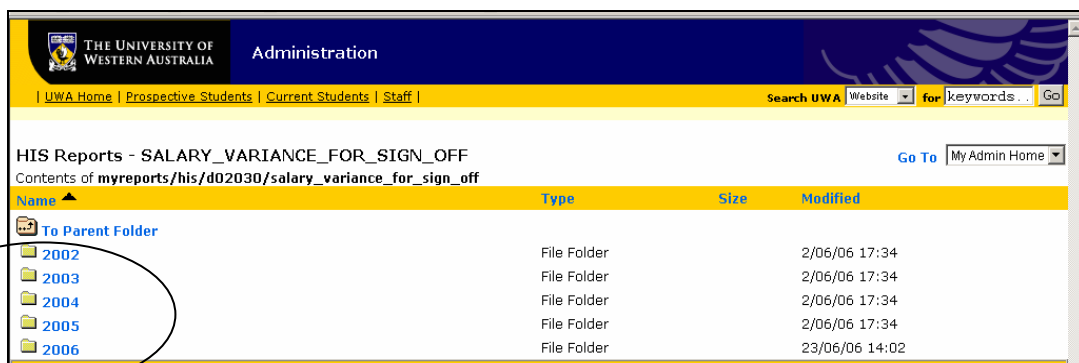
Step 3.   Enter your ITS (Admin) username and password. Please note this is not your
                current Alesco password.

If assistance with your ITS (Admin) username and password is required please call the ITS
Helpdesk on extension 2822

Step 4.   Select the 'Salary Variance for Sign Off' folder.

Step 5.   Select the required Year folder from the list

Step 6. Locate the file "Salary Variance yyyymmdd, where yyyymmdd is the period end date for the fortnight.

The file opens on the **Comparison of Pays** sheet displaying a table listing staff and the payments they received in the current and preceding fortnight, together with a column providing a difference (variance) in the two pay periods.

2. Salary Verification

Using the **Comparison of Pays** sheet it is easy to see which employee have a salary variation by looking at the 'Difference" column. All variances must by identified and explained however be mindful of rounding issues which arise due to adjustments.

With the inclusion of Paycode description information in the worksheet, it should be easier to narrow your variance analysis.

The following Alesco screens are used to assist in investigating and explaining variances:

FC176   -   Occupancy Display

FC775   -   Payslip Display

FC869   -   Pay Breakdown Display

FC935   -   Breakdown Display

FC176 Occupancy Display

This is used to confirm if there has been a change in occupancy (appointment details). Changes in occupancy can occur for many reasons, but the main reasons are usually:

    Higher Duties (HDA)
    Increment
    Change in FTE
    Change to Allowances
    Rate of Pay changes

<u>Higher Duties</u>   Note increase in level and step compared to substantive position.

	Active during	and			
Substantive		Concurrent		Higher Duties	

	Start	End	Class	Step	Reason	Position	
SUB	04-JUL-2005	31-DEC-2049	L06	04	ALLOW	Policy/Project Officer	▲
	21-DEC-2004	31-DEC-2049	L06	04	ADMIN	Policy/Project Officer	
	31-MAR-2003	31-DEC-2049	L06	04	TRANS	Policy/Project Officer	
	01-JAN-2003	31-DEC-2049	L06	04	AC/NO	Human Resources Adviser	
	01-JAN-2002	31-DEC-2049	L06	04	TRANS	Human Resources Adviser	▼
CON	26-AUG-2002	08-SEP-2002	L06	04	COMM	Senior Personnel Officer	▲
	01-SEP-2001	31-DEC-2001	L06	04	REAPP	Senior Personnel Officer	
	09-MAR-2001	31-AUG-2001	L06	04	INC	Senior Personnel Officer	▼
HDA	19-APR-2006	17-MAY-2006	L07	01	COMM	Human Resources Adviser	▲
	26-AUG-2002	08-SEP-2002	L08	01	COMM	Co-Ordinator (Appointments)	▼

<u>Increment</u>   Note step change and reason code.

	Active during	and			
Substantive		Concurrent		Higher Duties	

	Start	End	Class	Step	Reason	Position	
SUB	03-MAY-2006	31-DEC-2049	L03	02	INC	Human Resources Assistant	▲
	26-DEC-2005	31-DEC-2049	L03	01	CONVR	Human Resources Assistant	
	12-DEC-2005	25-DEC-2005	L03	01	REAPP	Human Resources Assistant	
	10-OCT-2005	11-DEC-2005	L03	01	REAPP	Human Resources Assistant	
	01-AUG-2005	09-OCT-2005	L03	01	CFTE	Human Resources Assistant	▼
CON							▲
							▼
HDA							▲
							▼

Change in FTE

	Start	End	Class	Step	Reason	Position
SUB	24-APR-2006	11-OCT-2006	L08	01	CFTE	Staff Development Officer
	15-APR-2006	11-OCT-2006	L08	01	REAPP	Staff Development Officer
	21-NOV-2005	14-APR-2006	L08	01	CFTE	Staff Development Officer
	17-OCT-2005	14-APR-2006	L08	01	ROST	Staff Development Officer
	12-OCT-2005	14-APR-2006	L08	01	COMM	Staff Development Officer

Active during _____ and _____
Substantive ☐ Concurrent ☐ Higher Duties ☐

CON

HDA

Note increase in hours.

Occupancy	Add Details	Salary Step	Occ Account	Roster	Conditions	Allowances	Extra Details

Shift: N
Subject:
Source of Funding: UNI — University Funded (non research)
Position Category: AD — Administrative (eg Admin Asst, Secretary etc)
Work Function: 4 — Other
Award: GEN — General Staff Award — Ended
Classification: L08 — Level 8 — Cas %
Step: 01
Statistics: 208 — HEE Level 8 (or equiv.)
Total Hours: — Average Hours: 30 — Fraction: 80
Standard Hours: 37.5
Aggregate Percent:
Comparatio:
Inoperative:

Occupancy	Add Details	Salary Step	Occ Account	Roster	Conditions	Allowances	Extra Details

Shift: N
Subject:
Source of Funding: UNI — University Funded (non research)
Position Category: AD — Administrative (eg Admin Asst, Secretary etc)
Work Function: 4 — Other
Award: GEN — General Staff Award — Ended
Classification: L08 — Level 8 — Cas %
Step: 01
Statistics: 208 — HEE Level 8 (or equiv.)
Total Hours: — Average Hours: 26.25 — Fraction: 70
Standard Hours: 37.5
Aggregate Percent:
Comparatio:
Inoperative:

Change to Allowances

The screen below shows no allowance

The screen below shows a new allowance (Award Plus salary Loading (%, No Super) has been added.

Rate of Pay changes

Note the increase in the hourly rate.

FC775 Payslip Display
Screen 1 provides pay details for the period defined.

Screen 2 provides details of deductions and disbursement.

FC869 Pay Breakdown Display
This screen provides details of each pay code that is included in the gross salary for a specified period.

FC935 Breakdown Display
This screen displays the accounts that are debited and credited in relation to salary payment.

3. Salary Sign-Off

Once you have identified the variance, and are satisfied that all employees have been paid correctly and expected variances explained, you are then able to sign off. If adjustments and / or corrective action needs to taken the Salary Sign Off flowchart will help you in determining what further action needs to be taken.

Example

	A	B	C	D	E
1	Status	(All)			
2					
3	Sum of Amount		PayDate		
4	Employee	Paycode Description	30/04/2006	14/05/2006	Difference
5	Employee 1-00034697	Fortnightly Earnings	1879.24	2281.96	$402.72
6		UNISUPER APP-Other-Fixed < 2 yrs employer's 9%	158.08	191.95	$33.87
7	Employee 2-00059344	Allowance - Salary Progression	388.3		-$388.30
8		Fortnightly Earnings	483.51		-$483.51
9	Employee 3-00027573	Fortnightly Earnings	2393.54	2410.63	$17.09
10		UNISUPER APP-Other Ongoing/Fixed>2yrs employer 3%	64.93	64.93	$0.00
11		UNISUPER DBP/ICP-Others 7%/14%	302.99	302.99	$0.00
12	Employee 4-00042519	Award Plus Salary Loading (%, No Super)		63.2	$63.20
13		Fortnightly Earnings	2125.59	2125.6	$0.01
14		UNISUPER APP-Other Ongoing/Fixed>2yrs employer 3%	54.18		-$54.18
15		UNISUPER DBP/ICP-Others 7%/14%	252.84	276.99	$24.15
16	Employee 6-00054922	Fortnightly Earnings	916.08	933.23	$17.15
17		UNISUPER APP-Other Ongoing/Fixed>2yrs employer 3%	25.58	26.06	$0.48
18		UNISUPER DBP/ICP-Others 7%/14%	119.38	121.61	$2.23
19	Employee 7- 00065294	Annual Leave		357.11	$357.11
20		Fortnightly Earnings	3571.1	3242.28	-$328.82
21		UNISUPER APP-Other Ongoing/Fixed>2yrs employer 3%	99.72	100.51	$0.79
22		UNISUPER DBP/ICP-Others 7%/14%	465.35	469.05	$3.70
23	Employee 8- 00049852	Annual Leave		34.91	$34.91
24		Fortnightly Earnings	124	104.72	-$19.28
25	Grand Total		13424.41	13107.73	-$316.68
26					
27					
28	NAME				
29	Signature		Date		
30	In signing the above I certify, that as the responsible Head of School (or officer delegated by the HoS), I have investigated all variances in my Salary Variance report and am satisfied the employees reported therein are entitled to be paid and their pay details appear reasonable. Where errors have been identified, I have communicated this with HR Services accordingly.				
31					
32					

It is extremely important that business unit managers, perform the salary variance checking, and that the pay period variances are actually signed-off and stored locally. Internal Audit, The Office of the Auditor General and HR all expect and require (and may request) evidence of investigation and official sign-off.