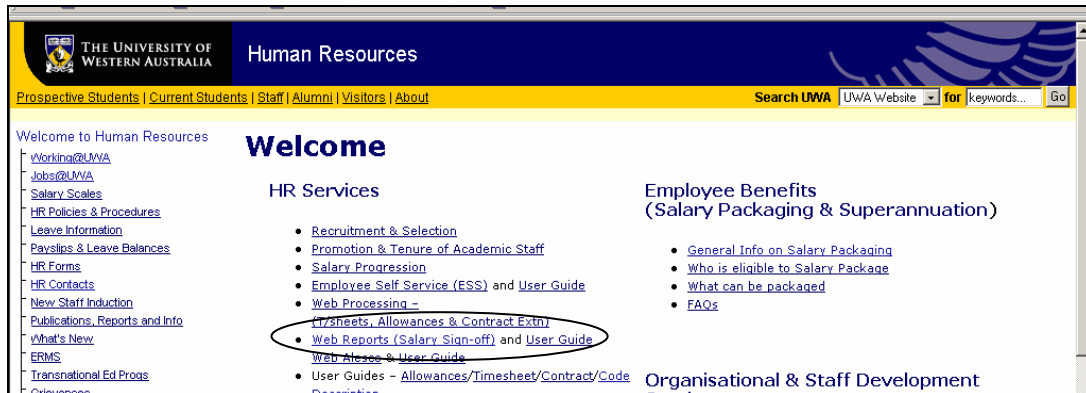


SALARY VARIANCE PROCEDURE

1. Retrieving Reports

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

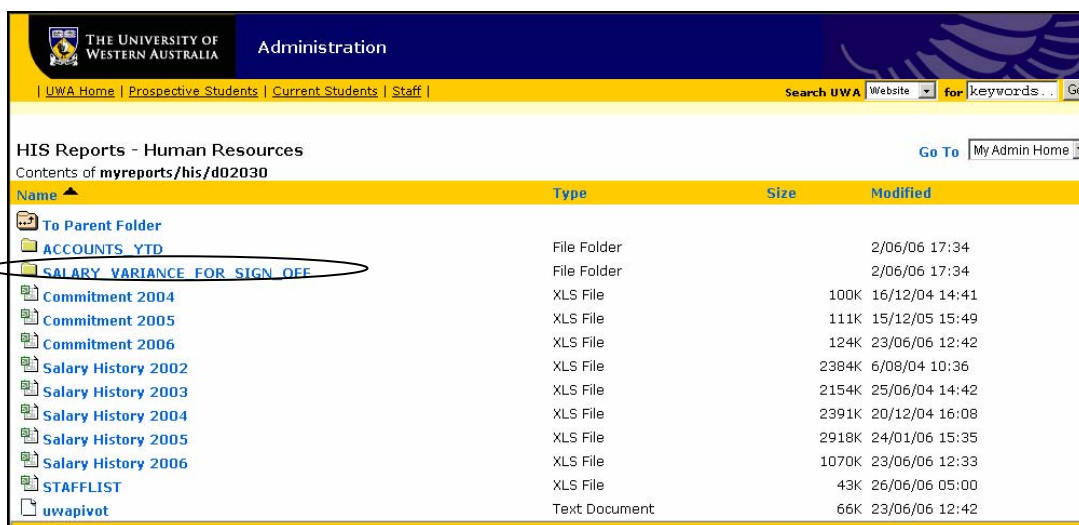


Step 2. Select the option 'Web reports (Salary Sign_Off)'

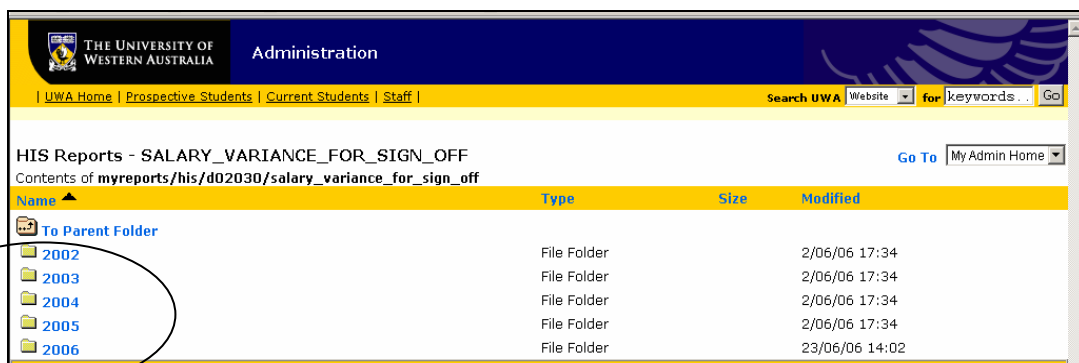
Step 3. Enter your ITS (Admin) username and password. Please note this is not your current Alesco password.

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 yyyyymmdd, where yyyyymmdd 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.

Employee	Paycode Description	30/04/2006	14/05/2006	Difference
Employee 1-00034697	Fortnightly Earnings	1879.24	2281.96	\$402.72
	UNISUPER APP-Other-Fixed < 2 yrs employer's 9%	158.08	191.95	\$33.87
Employee 2-00059344	Allowance - Salary Progression	388.3		-\$388.30
	Fortnightly Earnings	483.51		-\$483.51
Employee 3-00027573	Fortnightly Earnings	2393.54	2410.63	\$17.09
	UNISUPER APP-Other Ongoing/Fixed>2yrs employer 3%	64.93	64.93	\$0.00
	UNISUPER DBP/ICP-Others 7%/14%	302.99	302.99	\$0.00
Employee 4-00042519	Award Plus Salary Loading (% , No Super)		63.2	\$63.20
	Fortnightly Earnings	2125.59	2125.6	\$0.01
	UNISUPER APP-Other Ongoing/Fixed>2yrs employer 3%	54.18		-\$54.18
	UNISUPER DBP/ICP-Others 7%/14%	252.84	276.99	\$24.15
Employee 6-00054922	Fortnightly Earnings	916.08	933.23	\$17.15
	UNISUPER APP-Other Ongoing/Fixed>2yrs employer 3%	25.58	26.06	\$0.48
	UNISUPER DBP/ICP-Others 7%/14%	119.38	121.61	\$2.23
Employee 7- 00065294	Annual Leave		357.11	\$357.11
	Fortnightly Earnings	3571.1	3242.28	-\$328.82
	UNISUPER APP-Other Ongoing/Fixed>2yrs employer 3%	99.72	100.51	\$0.79
	UNISUPER DBP/ICP-Others 7%/14%	465.35	469.05	\$3.70
Employee 8- 00049852	Annual Leave		37.35	\$37.35
	Fortnightly Earnings	132.68	112.05	-\$20.63
	UNISUPER APP-Other-Fixed < 2 yrs employer's 9%	11.16	12.57	\$1.41
Grand Total		13444.25	13130.07	

NAME _____ Date _____
 Signature _____
 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.

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 be 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

Higher Duties 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	L06	01	COMM	Co-Ordinator (Appointments)

Increment 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

Active during and
 Substantive Concurrent Higher Duties

	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
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	<input type="checkbox"/>	
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	<input type="checkbox"/>	
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

Active during and
 Substantive Concurrent Higher Duties

	Start	End	Class	Step	Reason	Position
SUB	01-MAY-2006	31-DEC-2049	L05	04	ALLOW	Human Resource Officer
	17-MAY-2004	31-DEC-2049	L04	SPP	ADMIN	Human Resource Assistant
	12-MAY-2003	31-DEC-2049	L04	SPP	ADMIN	Personnel Assistant
	01-JAN-2003	30-DEC-2049	L04	SPP	AC/NO	Personnel Assistant
	18-NOV-2000	30-DEC-2049	L04	SPP	RSUME	Personnel Assistant
CON	06-FEB-2005	31-JAN-2006	L04	SPP	S/TF	Human Resource Officer
	06-DEC-2004	31-DEC-2005	L04	SPP	LREP	Human Resource Officer
	01-NOV-2004	26-NOV-2004	L04	SPP	LREP	Human Resource Officer
HDA	01-APR-2006	30-APR-2006	L05	04	REAPP	Human Resource Officer
	01-MAR-2006	31-MAR-2006	L05	04	REAPP	Human Resource Officer

The screen below shows no allowance

Occupancy	Add Details	Salary Step	Occ Account	Roster	Conditions	Allowances	Extra Details
Award	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Classification	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Allowance	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Rate Type	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mandatory	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Agreed Rate Allowed	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Unit Derivation	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Rate Derivation	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Default Unit for EOP	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Agreed Rate	N	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		Annual	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Note: Default rates are current as at today
Start	<input type="text"/>	Month	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
End	<input type="text"/>	Fortnight	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
		Week	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
		Hour	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

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

Occupancy	Add Details	Salary Step	Occ Account	Roster	Conditions	Allowances	Extra Details
Award	ALL	All Awards	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Classification	ALL	All Classifications	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Allowance	SAPP3	Award Plus Salary Loading (%), No Super	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Rate Type	F	Percentage	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mandatory	O	Optional	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Agreed Rate Allowed	Y	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Unit Derivation	W	Given from Timesheet/Hours Worked	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Rate Derivation	D	Default from Base Salary and Allowances	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Default Unit for EOP	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Agreed Rate	N	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		Annual	<input type="text"/>	0.00	<input type="text"/>	<input type="text"/>	Note: Default rates are current as at today
Start	01-MAY-2006	Month	<input type="text"/>	0.00	<input type="text"/>	<input type="text"/>	
End	31-DEC-2049	Fortnight	<input type="text"/>	3.00	<input type="text"/>	<input type="text"/>	
		Week	<input type="text"/>	0.00	<input type="text"/>	<input type="text"/>	
		Hour	<input type="text"/>	0.00	<input type="text"/>	<input type="text"/>	

Rate of Pay changes

Active during and
 Substantive Concurrent Higher Duties

	Start	End	Class	Step	Reason	Position
SUB	01-MAY-2006	28-MAY-2006	L01	03	RCHGE	Assistant (Admin)
	01-APR-2006	28-MAY-2006	A999A		REAPP	Assistant (Admin)
	13-FEB-2006	31-MAR-2006	A999A		COMM	Assistant (Admin)

Occupancy	Add Details	Salary Step	Occ Account	Roster	Conditions	Allowances	Extra Details
Commence Date	01-MAY-2006						
End Date	28-MAY-2006		Duration	0			
Position	303794						
Title	Assistant (Admin)						
Company/Organisation Level	UNXAS20303145ZZ		HR Services				
Start Reason	RCHGE	Rate Change (Agreed Rate Salary)					
Employment Status	FXT1 Fixed Term < 2 Yrs - SSAU not usually applicable						
Admin Location	A3		Finance & Resources Office				
Paypoint	M350		Human Resources				
Location	2030		Human Resources				
Sub Location							
Reference							
Reason for Change							
Next Event	INC	Increment		Date	13-FEB-2007		

Note the increase in the hourly rate.

Occupancy	Add Details	Salary Step	Occ Account	Roster	Conditions	Allowances	Extra Details
Classification							
Start Date	06-MAR-2006	Hours Per Fortnight	75	Casual %	23	Ended	
Default	34142.00	Month	2845.15	Fortnight	1308.95	Week	654.48
Rate 1							
Rate 2							

	Annual	Month	Fortnight	Week	Hour
Default	15161.00	1263.42	581.25	290.63	7.75
Rate 1					
Rate 2					
Rate 3					
Rate 4					
Rate 5					

FC775 Payslip Display

Screen 1 provides pay details for the period defined.

Pay Group: UJWA Period: 1 Year: 2007 Period End: 09-JUL-2006

-- Earnings --

Start Date	End Date	Description	Job	Unit	Rate	Amount
26-JUN-2006	09-JUL-2006	Fortnightly Earnings	01	75	26.38	1978.50
26-JUN-2006	09-JUL-2006	Award Plus Salary Loading (01	75	7914	59.36
26-JUN-2006	09-JUL-2006	Award Plus Salary Loading (01	0		-01
26-JUN-2006	09-JUL-2006	Salary Packaging (Fee - amc	01	1	.36	-36
26-JUN-2006	09-JUL-2006	Salary Packaging (Fee - perc	01	1	.002475	-4.90
26-JUN-2006	09-JUL-2006	Salary Packaging (Unipark)	01	1	12	-12.00
26-JUN-2006	09-JUL-2006	Salary Packaging (DBP/CP)	01	1	.0825	-163.23

Gross Salary: 1857.36 Tax: 412 Super: 0 Other Deductions: Nett Salary: 1445.36

Screen 2 provides details of deductions and disbursement.

-- Deductions --

No.	Year	Paycode	Amount
1	2007	PAYE	412.00
		PAYE Tax	

-- Disbursements --

Method	Bank	BSB#	Account No.	Amount
Bank	NIBC	033817	0359555	1445.36

-- Leave Bookings --

Paycode	Job	Start	End	Amount	Unit

FC869 Pay Breakdown Display

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

Period: 1 Period End: 09-JUL-2006 Sun Pay Group: UJWA
 Year: 2007 Pay Date: 07-JUL-2006 Fri Frequency: 14

Pay code	SAL	Fortnightly Earnings	\$
Unit	75		
Rate	26.38	Start: 26-JUN-2006 Mon	Award: \$EN
Amount	1978.50	End: 09-JUL-2006 Sun	Class: L05
Subsidy		Days working: 10	Step: 04
Created	30-JUN-2006	Roster:	Duty: SUB
GL Override		Origin: RC806	GL Duty:
Payrun	270101	Certificate:	Source:
		Disburse Id: 1454	Actual Duty: SUB

History Type: N Normal pay history record

FC935 Breakdown Display

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

Payrun	Code	Oncost	Start Date	Occ	Account	Commit	Amount
270201	E	SAL	21-JUL-2006	SUB	020305206399999999		197.85 DR
270201	E	SAL	10-JUL-2006	SUB	020305206399999999		1780.65 DR
270201	E	SAPP3	10-JUL-2006	SUB	020305206399999999		53.42 DR
270201	E	SAPP3	21-JUL-2006		020305206399999999		-01 DR
270201	E	SAPP3	21-JUL-2006	SUB	020305206399999999		5.94 DR
270201	E	SPFA	10-JUL-2006		020304006399999999		-36 DR
270201	E	SPFP	10-JUL-2006		020304006399999999		-4.90 DR
270201	E	SPPU1	10-JUL-2006		985904066200000000		-12.00 DR
270201	E	SPSS	10-JUL-2006		999992050999999999		-163.23 DR
270201	D	PAYE	10-JUL-2006		999992050999999999		-412.00 CR
270201	N		23-JUL-2006		999992050999999999		-1445.36 CR
270201	S	SPSBS	10-JUL-2006	SUB	999992050999999999		146.90 DR
270201	S	SPSBS	21-JUL-2006	SUB	999992050999999999		16.32 DR
270201	S	SPSBS	21-JUL-2006		999992050999999999		01 DR

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

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	64.93	-\$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.