

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 section titled 'Batch Detail / Create New Batch'. It 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 is similar to the previous one, but the '*Default GL Account' dropdown is now populated with the text '00120-500-10-10000000 = (Income Allocation Co - Academic - Full Time)'. Below the 'Batch Detail' section is a section titled 'Bulk Allowance Entry' which includes 'Cancel', 'Delete', and 'Submit' buttons. Underneath is a table header 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 annotated with blue callout boxes and arrows pointing to specific fields in the 'Bulk Allowance Entry' table. The callouts are: 'Click here to select Employee' pointing to the 'Employee/Job' field; 'Select the Paycode' pointing to the 'Paycode' field; 'Select a GL String for the allowance to be charged against' pointing to the 'GL String' field; 'Enter the Workdate' pointing to the 'Workdate' field; 'Enter the Unit' pointing to the 'Unit' field; 'Enter the Rate (if required)' pointing to the 'Rate' field; and 'Enter a comment (if required)' pointing to the 'Remarks' field. 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.

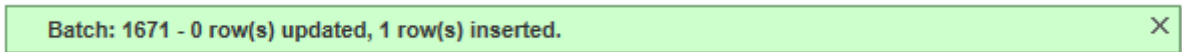
When the employee number, job number, paycode and work-date are the same, an error message will read that a duplicate record has been entered when you try to load the batch.

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.

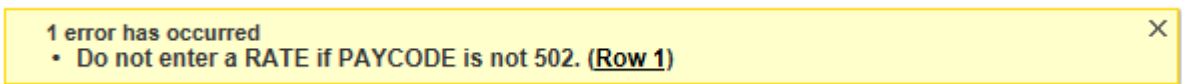
Note: Lookup from different business units is not available at this stage. You may type in different business units and project numbers if you know the full PG number.

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:

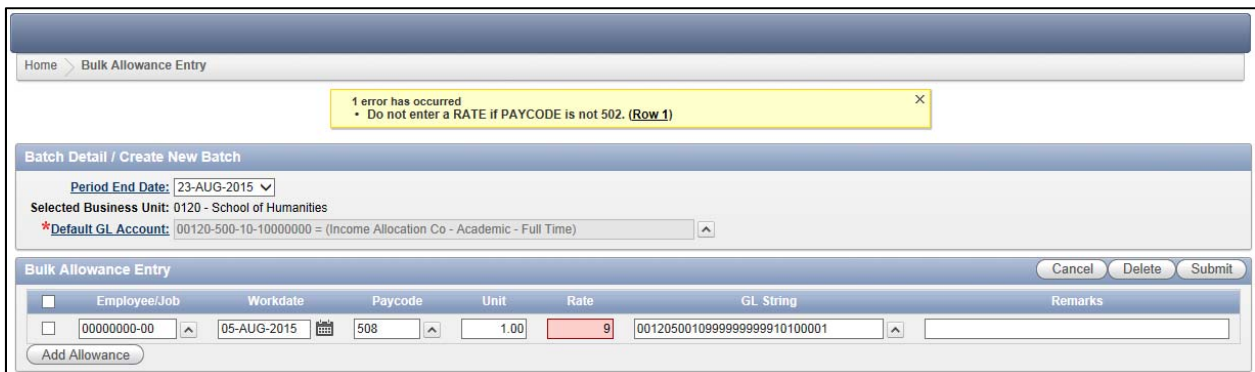


However if there is an error then you will get a message similar to the following:



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**.

