



2.1 How to use BFT Payroll - single point of entry (i)

1. Background

Actual Payroll £ and FTE data are loaded from Core HR payroll to BFT Payroll each month.

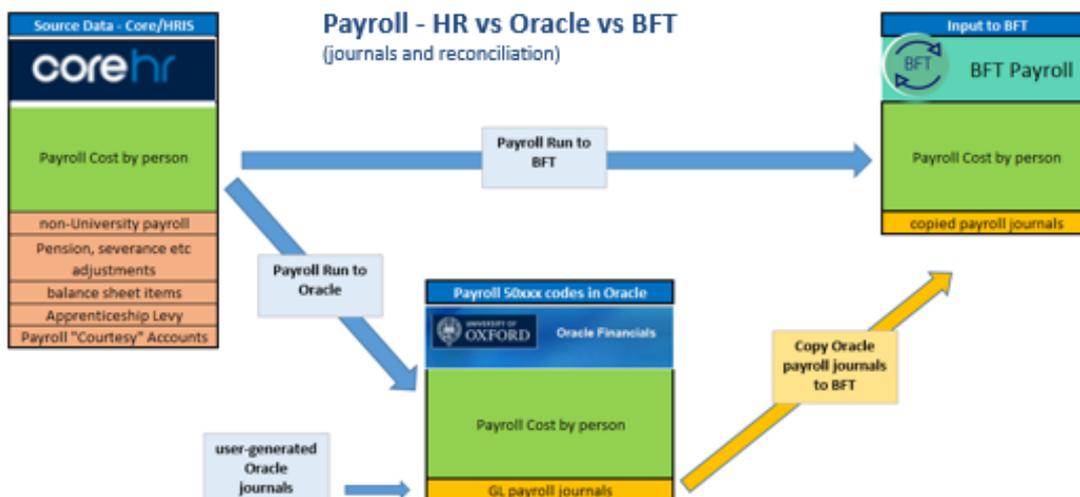
BFT payroll uses the actual data to drive a projection for the “Plan” months, calculated for each individual employee in each cost centre. Each forecast (and budget) is based on data for the most recent completed quarter as follows:

| Forecast | Actual payroll data | Plan months |
|----------|---------------------|-------------|
| Q1 | 3 Months | 9 |
| Q2 | 6 Months | 6 |
| Q3 | 9 Months | 3 |
| Budget | 6 Months | 12 |

Provisions can be added to reflect planned changes (e. g. joiners and leavers). BFT Payroll also allows amendment of FTEs, cost codes, grade/stage, pension scheme and “Other” payroll costs, all at an individual level, to model payroll costs.

Departments/Divisions optionally adjust actual BFT payroll data to reflect journal entries made in the Financials General Ledger, so as to reconcile BFT Payroll to the Financials GL at cost centre level.

Payroll £ and FTE loaded monthly to Oracle and BFT



The BFT Payroll projection (Plan months) for each employee is based on:

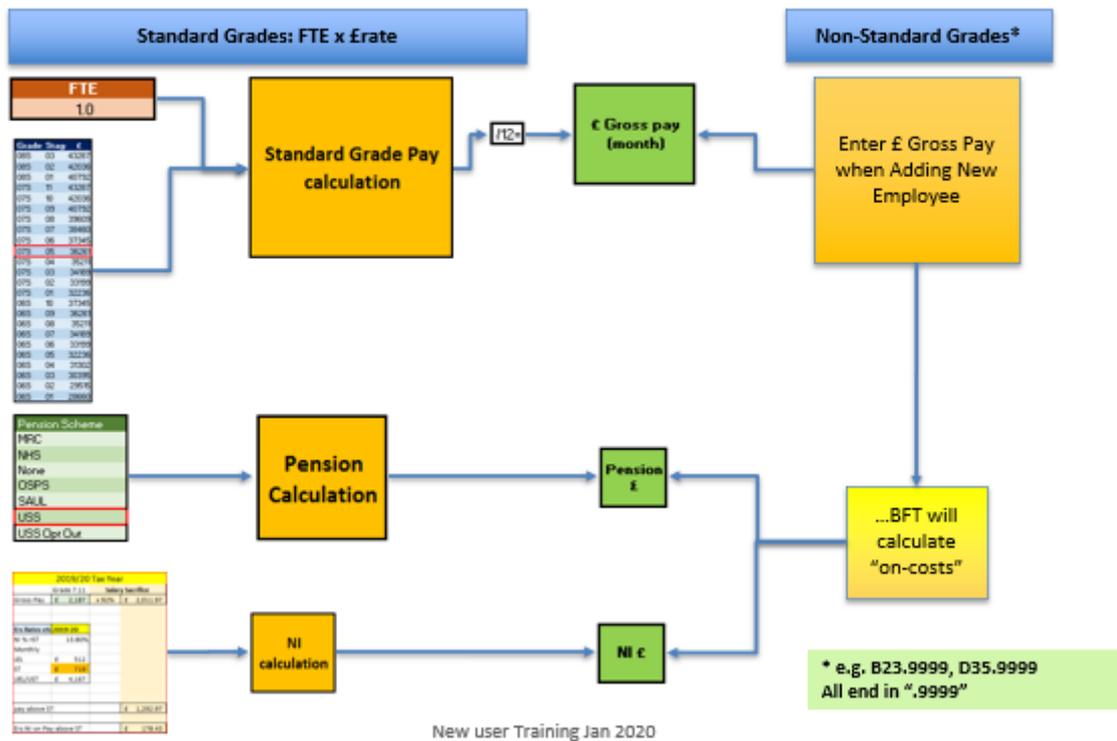
Standard Grades

FTE x Monthly Gross Pay for grade/scale point + Pension + National Insurance

Non-Standard Grades

Most recent month's Gross Pay + Pension + National Insurance

BFT Pay projections – overview of the calculation



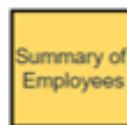
2.1 Navigating Payroll

How to navigate payroll - there is one point of entry for the majority of Payroll actions

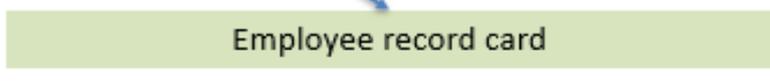
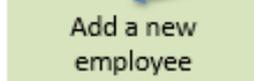
Typical Payroll Actions



Single point of entry

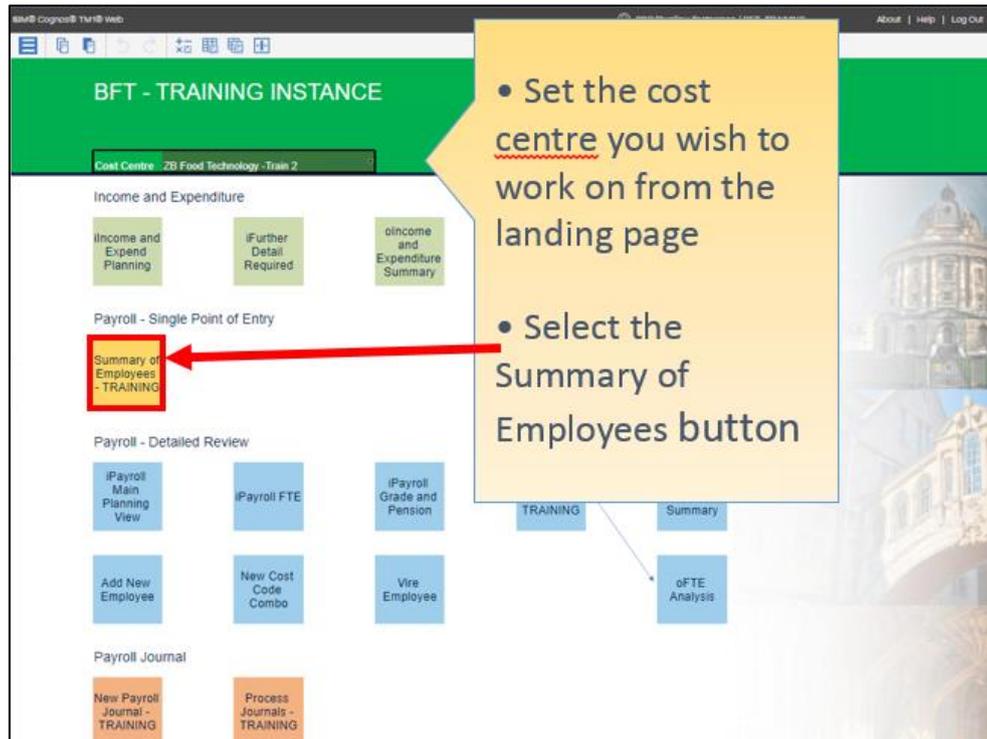


Single page to add or edit details



2.2 To open payroll single point of entry

Click on the yellow “Summary of Employees” button on the BFT Landing Page



3. Summary of Employees

In the Summary of Employees (SoE) screen you can:

- 3.1 Filter to show a subset of the on-screen data
 - 3.2 Expand Employee List to show additional detail, and filter on the expanded data (account codes etc)
 - 3.3 Export the SoE screen to an Excel Workbook, keeping the formatting
- (The SoE is also used for launching the Employee Record Card. This topic is dealt with in depth in: 2.2 How to use BFT Payroll Single Point of Entry (ii))

3.1 Filter to show a subset of the data

| Employee List | Job Title | Grade/Stage | Staff Classifications | Costing Dept | Cost Centre | Natural Account | Ser | YTD Bud | YTD Act | YTD Var | FTE FY Bud | FTE FY Act | FTE FY Plan | Total FY Bud | Total FY Act |
|------------------------|---|-------------|-----------------------|--------------|-------------|-----------------|-----|---------|---------|---------|------------|------------|-------------|--------------|--------------|
| AGNUS S 8201031 | Associate Professor of Agricultural Engineering | AC | 29 | | | | | | | 156 | 185 | | | | 25,461 |
| ARTHUR M 8201016 | Goods In Officer | SG | 27 | | | | | | | (148) | (148) | | | 0.50 | 9,214 |
| BEACHMAN A 8201017 | | | 29 | | | | | | | 203 | 203 | | | | 293 |
| BOATWRIGHTER A 8201029 | Senior Research Fellow in Flavour Enhancement | AP | 28 | | | | | | | | | | | | |
| BONCRACKER F 8201037 | Personal Assistant / Palm Finance Officer | SG | 29 | | | | | | | | | | | | |
| BRUNER M 8201028 | Phylogeny Research Coordinator | TS | 29 | | | | | | | | | | | | |
| CARTHEWEL M 8201016 | Goods In Officer | SG | 29 | | | | | 6,947 | 6,947 | | | | | | |
| DEBAN S 8201027 | | | 27 | | | | | | | 46 | 46 | | | | |
| DEBARI S 8201027 | Senior Postdoctoral Researcher | AP | 29 | | | | | 13,278 | 13,278 | | | 1.00 | 0.50 | 57,430 | |
| DOMASER Z 8201015 | Research Assistant | AP | 29 | | | | | 9,287 | 9,287 | | | 0.80 | 0.80 | | |
| ECKMANN J 8201030 | | | 29 | | | | | 13,278 | 13,278 | | | 1.00 | 1.00 | 55,005 | 55,005 |
| EEACHIMANN M 8201017 | Finance Assistant | DO | 29 | | | | | 10,990 | 10,990 | | | 1.00 | 0.50 | 44,701 | 26,944 |
| FURNISSER D 8201032 | Senior post-doctoral researcher | AP | 29 | | | | | 15,011 | 15,011 | | | 1.00 | 1.00 | 62,065 | 62,065 |
| GHAGANAN E 8201025 | Professor of Agricultural Science | AC | 29 | | | | | 21,581 | 21,581 | | | 1.00 | 1.50 | 88,824 | 122,880 |
| GHAGANAN E 8191025 | | | 2A | | | | | | | | | | | | 67,493 |
| GLEIGHORNER S 8201014 | Head of Department | AC | 29 | | | | | 38,059 | 38,059 | | | 1.00 | 0.50 | 148,026 | 77,415 |
| HANLANDER C 8201013 | Finance Officer | FP | 29 | | | | | 15,311 | 15,311 | | | 1.00 | 0.40 | 62,364 | 66,860 |
| HASWELLER J 8201028 | Professor of Country Pursuits | AS2.80 | AC | 29 | | | | 14,752 | 14,752 | | | 0.50 | 1.00 | 60,071 | 29,733 |

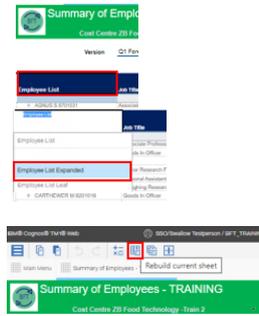
3.2 Expand Employee List and filter the data to get more detail

- Double-click “Employee List” in the header

- Select “Employee List Expanded”

...and click icon in header to rebuild sheet

- Enter filter criteria in Expanded report

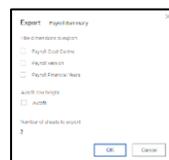


| Employee List Expanded | Job Title | Grade/ Stage | Staff Classific Co Dept | Cost Centre | Natural Account | SoF |
|----------------------------|---|--------------|-------------------------|-------------|-----------------|-----|
| All Employees | | | | | | |
| Existing Employees | | | | | | |
| AGNUS S 8701031 | Associate Professor of Agricultural Engineering | | AC ZG | | | |
| 8701031-ZB0000-50100-00000 | | | | ZB0000 | | |
| 8701031-ZB9999-50120-A2003 | | | | ZB9999 | | |
| ARTHEW M 8001016 | Goods In Officer | | SG ZT | | | |
| 8001016-ZB0000-50100-00000 | | | | ZB0000 | | |

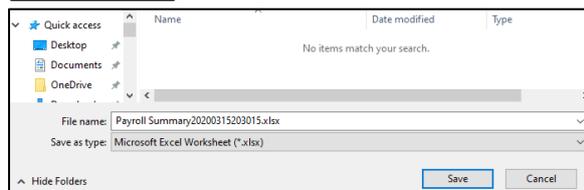
3.3 Export the SoE screen to an Excel Workbook, keeping the formatting

- Click on the “ladder” menu at the top of the SoE screen and select “Export/Snapshot to Excel”

- Click OK to accept the defaults in the Export dialogue



- Save to save the Excel file to your machine



3.4 Launch the Employee Record Card to review and amend the detail for a single Employee

**For in-depth Employee Record Card is