PA12 – Completing the payment submission spreadsheet for casuals

HRIS SUPPORT CENTRE

This guide covers the completion and submission of the payment spreadsheet for casual work only. If you require guidance on how to create a casual worker record in CoreHR refer to **QRG PA11 Managing casual worker records**.

If you are making a payment for overtime hours or 'variable hours' employees, please use the existing Overtime form that can be found in the forms section on the Finance website.

This guide covers the following process steps:

Navigate to: Personnel > Maintenance > Personal Profile

A.   Searching for the post and employee record

You will need to enter the employee number(s) and appointment ID(s) onto the spreadsheet before you submit it to payroll for processing.

If you have 'read only' access to Core Personnel you can use the employee search facility to locate the employee record(s) and view the appointment(s) – refer to **QRG RO read only access to Personnel.**

If you have reporting access to Core, run **PERDEP01 Staff in Post Report** to locate the employee number(s) and appointment ID(s).

If you do not have access to either of the above, contact the HR administrator in your department to obtain the employee number(s) and appointment ID(s) required.

B.   Completing and submitting the Casual Payment spreadsheet

Please read the information below before completing the spreadsheet, particularly if you are completing it for the first time. The spreadsheet must be used to submit all payment requests for casuals. New starters and repeat payments should be entered on one sheet.

The Casual Payment spreadsheet contains four tabs:
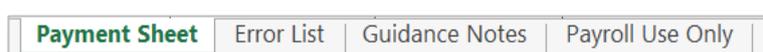
Payment Sheet tab
All data must be entered in the 'Payment Sheet' (not case sensitive).

Error List tab
Displays any validation errors. If you are unsure why any of the fields on the Payment Sheet are highlighted in red, open this tab to view the error message(s).

Guidance Notes tab
Contains a summary of the details required in each field and indicates the mandatory fields.

Payroll Use Only tab
This tab contains the data entered on the 'Payment Sheet' tab formatted to enable it to be uploaded into CorePay. **You must not change anything in this tab**.

1.   Validation rules

Most fields in the template contain validation rules to ensure that all required information is entered accurately before you submit the spreadsheet for payment.

If incorrect or incomplete details are entered in a critical field, a pop up error message will be displayed. Click Retry to correct the entry.

If a critical field is left blank or conflicting entries are made, e.g. an hourly Pay code is selected but a cash value is entered, the field(s) will be highlighted in red and an error message will be displayed in the **'Error List'** tab.

> ⚠️ **Note:** You must ensure that all validation errors (red fields) have been cleared before you submit the payment spreadsheet to Payroll. Submitted sheets that contain validation errors will not be processed and will be returned to you for correction. The sheet cannot be re-submitted until the following month.

On some fields a warning message will appear if a value is entered that falls outside recommended values, e.g. an ad hoc rate of pay is entered, Click Yes to clear the message and continue.

Example of a pop up error message

If you enter invalid details, e.g. an invalid appointment ID, the following message will appear:

Incorrect Appointment ID

The Appointment ID that you have entered is not in the correct format.

 - The Appointment ID must begin "CASUAL" or "CASTCH" followed by - (hyphen) and then at least one numeric character.

Please check and try again.

[Retry]   [Cancel]   [Help]

1.1. As soon as you enter a surname, the first few fields will be highlighted in red. As you complete each field the red highlights will disappear unless you have entered incorrect or invalid information.

	SURNAME	INITIALS	EMPLOYEE NUMBER	APPOINTMENT ID	HOURS LIMITED BY VISA?	WEEK/PERIOD ENDING	PAY CODE
3							
4	EXAMPLE						

1.2. Once you select a Pay Code, the required fields for the chosen pay code are highlighted in red.

PAY CODE	CASH VALUE	HOURS VALUE (or if piece work, no. of pieces)	RATE OF PAY	COST CENTRE	PROJECT	COMMENT
Admin - Proj (H)						
Casual Labour GL (H)						

1.3. Whenever the sheet contains red highlights a message will be displayed at the top of the page to indicate the number of rows that contain errors.

	A	B	C	D	E	F	G
1			1 row(s) have errors. Please check the 'Error List' sheet for details!				
2	UNIVERSITY OF OXFORD					University of Oxford - Casual Pay... Valid from 6... Please note that this template is the official template for supplying payment data to the Payroll Team for casual workers. All ca... formatted for direct import into the CorePay module; all data must be supplied via input into the 'Payment Sheet' worksheet in ... errors. Please refer to the Error List and Guidance Notes tabs and QRGs PA11 Setting up a casual worker record and QRG ... copied and supplied separately, the casual payment data cannot be processed. Any queries about the use of this template s... legislation taking effe...		
3		SURNAME	INITIALS	EMPLOYEE NUMBER	APPOINTMENT ID	HOURS LIMITED BY VISA?	WEEK/PERIOD ENDING	PAY CODE
4		EXAMPLE	A					

1.4. If necessary open the '**Error List**' tab to see an explanation of what is incorrect/missing for each row.

Error Details - Please ensure that any errors reported in the list below are corrected before this sheet is submitted otherwise it will be returned to you for correction
Row 5: Employee Number Missing. Appointment ID Missing.
Row 6: Hours Based Pay Code selected and Hours Value missing. Hours Based Pay Code selected and Rate missing.

2. Completing the payment spreadsheet

Open the payment spreadsheet and save it in a secure location. (To ensure you are always working with the most up to date version, open the spreadsheet from the payroll website.)

2.1. Complete the fields as below:

Type (*mandatory)	Field name (*mandatory)	Description
Person details*	**Surname***	Enter legal surname as shown on the passport or visa.
	Initial*	First and middle names only
	Employee number*	Personnel number from CoreHR
	Appointment ID*	Enter CASUAL or CASTCH as applicable followed by a hyphen (−) then the appointment sequence without any spaces, e.g. CASUAL-1234.
	Hours limited by visa*	Select Yes/No as applicable. If Yes you must enter a value in the **Hours value** field and select a date from the drop down list in the **week/period ending** field.
Payment details*	**Week period ending***	Select a date from the drop down list in the **week ending** field i.e. the week in which the work was undertaken. **NB:** the start date on the appointment must be earlier than the transaction date you are entering.
	Pay code*	Select from the drop down list. GL and Proj denote source of payment (H) = hourly rate (C) = cash value (limited options) The option chosen here will determine which other fields must be completed.
	Cash Value Required if the chosen paycode ends with (C)	Enter the amount to be paid. **NB**: Restricted to certain pay codes e.g. Expenses.
	Hours value Required if the chosen pay code ends with (H). ***mandatory for tier 4 workers**	Enter the number of hours i.e. the hours for each week worked during the claim period or, if making payment for piece work, the number of pieces
	Rate of pay	Select the rate from the drop down list or enter a value manually. **NB:** must not be less than the national living wage (lowest value on the drop down list) unless it is for piece work. If the rate is more than the highest value on the list it may be queried.
	Cost Centre Required if the chosen Paycode contains GL	Enter the relevant GL code, e.g. GL00000000000 (i.e. cost centre, activity & source of funds)

Costing details*	**Project** Required if the chosen Paycode contains Proj	Enter the relevant Core project code, e.g. PR000000.0000
Additional details	**Comment**	Enter any additional comments for dept. reference only. If paying for piece work enter the estimated number of hours. (NB: Payroll will ignore this field.)
Line total		This will show **either** the total pay per line (Hours Value x the Rate of Pay) OR the Cash Value for that line as applicable.

Paying for piecework

If you are paying for 'piece work' you must enter the number of pieces in the **Hours Value** field. Please also enter the estimated hours in the **comment** field.

> **Note:** Further guidance on the requirements for gender pay gap reporting including FAQs can be found on the Reward team website.

See appendix for an example of a completed spreadsheet.

2.2. Password protect the spreadsheet with the password provided to you/your department. (You must encrypt the spreadsheet to prevent it from being opened without the password so that it can be emailed securely.) Refer to the information security website https://www.infosec.ox.ac.uk/stay-safe-on-email for the latest guidance on how to protect documents for sending by email.

2.3. Email the spreadsheet to payroll.casuals@admin.ox.ac.uk .

C.   Correcting errors

1.   The spreadsheet has been rejected by the Payroll team

If you submit a casual payment spreadsheet containing validation errors (red highlighted fields), it will not be processed and the Payroll team will reject it. Refer to section **10.1 Validation rules** for guidance on identifying the reason for the error(s).

> **Note:** You will not be able to resubmit the spreadsheet until the following payroll month as you will have missed the deadline for the current month.

2.   One or more entries have failed the data load into CorePay

If you submit a payment sheet that contains errors not covered by the validation rules within the workbook it could still be rejected by CorePay when the file is uploaded, e.g. quoting an invalid cost centre or project code.

Payroll will email you about any rejected items and include a PDF report showing the rejected lines (including an error description) and guidance on the possible reasons for rejection. You will need to investigate the errors and **submit a new payment sheet containing the corrected lines ONLY.**

> ⚠️ **Note:** Do not correct and resubmit the original file. If you do, any previously accepted lines will be uploaded again resulting in duplicate payments.

3.   Resubmitting the payment sheet

When Payroll contact you about any rejected items from the upload process they will include a deadline date for submission of the corrected payment sheet.

If you do not return the corrected sheet by this date, payment will not be made until the following month. Payroll will email you to let you know you have missed the deadline.

4.   Payment on hold by the Staff Immigration team

In certain circumstances where there are outstanding queries about an individual's right to work details, the Staff Immigration Team will instruct Payroll to withhold payment. The payment(s) will be deleted from the pay run. Once the query has been resolved and SIT have confirm that payment can be made a new payment sheet will need to be submitted by the next payroll deadline.

> **Useful Reports**
> To search for the employee number and/or appointment ID run: PERDEP01 Staff in Post Report
> To search for active project codes run: PERDEP13_Active Cost Centres and Project Codes

APPENDIX

	SURNAME	INITIALS	EMPLOYEE NUMBER	APPOINTMENT ID	HOURS LIMITED BY VISA?	WEEK/PERIOD ENDING	PAY CODE	CASH VALUE	HOURS VALUE (or if piece work, no. of pieces)	RATE OF PAY	COST CENTRE	PROJECT	COMMENT	LINE TOTAL
							University of Oxford - Casual Payment Submission Template **Valid from 6 March** Please note that this template is the official template for supplying payment data to the Payroll Team for casual workers. All casual payment data must be supplied using this original template. The template contains a 'Payroll Use Only' worksheet formatted for direct import into the CorePay module; all data must be supplied via input into the 'Payment Sheet' worksheet in the correct import format. Payroll will return any spreadsheets that contain red cells, which indicate formatting or data errors. Please refer to the Error List and Guidance Notes tabs and QRGs PA11 Setting up a casual worker record and QRG PA12 Completing and submitting the payment submission spreadsheet for casuals. If any parts of this workbook are copied and supplied separately, the casual payment data cannot be processed. Any queries about the use of this template should be directed to the Payroll Team. **Please note: minor changes have been made to this template to reflect legislation taking effect in Apr 2019.**							
4	EXAMPLE	A	1234567	CASUAL-1	Yes	03-Mar-2019	Admin - Proj (H)		10.00	9.85		PR000000.0000		98.50
5	EXAMPLE	B	1234569	CASTCH-001	No	10-Mar-2019	Casual Labour GL (H)		10.00	10.12	GL00000000000			101.20