

Global Payroll - SMP, SAP, SPP

EMPLOYEES RETURNING TO WORK EARLY

This bulletin describes the correct procedure to be followed in situations where an employee returns to work without claiming their full entitlement to SMP, SAP or SPP.

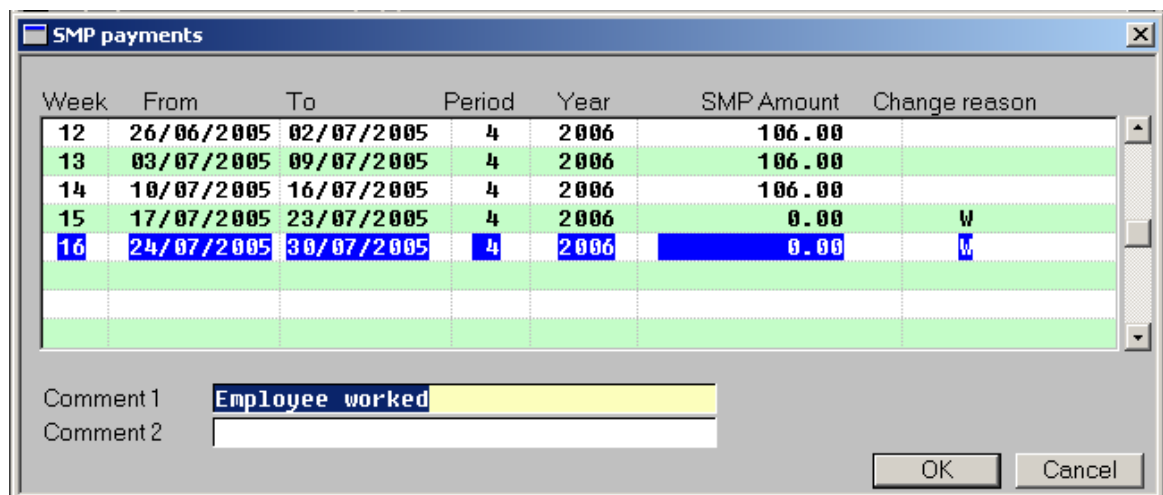
The bulletin has been issued as a result of a number of sites reporting problems with statutory pay, which were subsequently traced by the Global Support team to incorrect actions being taken in the above situation.

HOW TO PROCESS THESE PAYMENTS

Do not just stop making these payments. The software will assume they are still due and try to pay them.

Let the payment be processed into the pay statement.

Amend the pay statement line details, changing the amount for each week to 0.00. Then enter the change reason as W. This dialogue will then update comment line 1 as Employee worked. DO NOT DELETE THE LINE.



The screenshot shows a window titled "SMP payments" with a table of payment details. The table has columns for Week, From, To, Period, Year, SMP Amount, and Change reason. The data is as follows:

Week	From	To	Period	Year	SMP Amount	Change reason
12	26/06/2005	02/07/2005	4	2006	106.00	
13	03/07/2005	09/07/2005	4	2006	106.00	
14	10/07/2005	16/07/2005	4	2006	106.00	
15	17/07/2005	23/07/2005	4	2006	0.00	W
16	24/07/2005	30/07/2005	4	2006	0.00	W

Below the table, there are two comment fields:

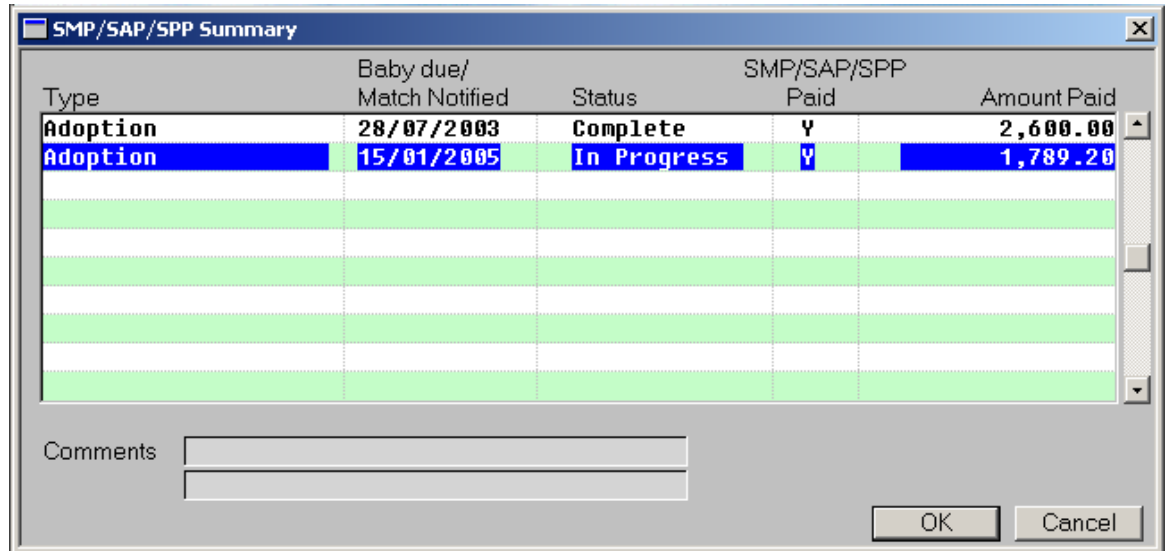
Comment 1: Employee worked
Comment 2:

At the bottom right, there are "OK" and "Cancel" buttons.

Repeat (as necessary) to the end of the payments life. This is currently 26 weeks for SMP and SAP, but only 2 weeks for SPP. This will ensure the payment is marked as complete, thus preventing re-occurrences or preventing new payments being made.

HOW TO CHECK IF AN INCORRECT PROCEDURE HAS ALREADY USED

Go into Payroll Enquiries - SMP/SAP/SPP. <PageUp>/<PageDown> will only list employees who have been paid one of these payments (even if it has not actually been paid on the pay slip). Check each current employee (don't worry about leavers) in turn. If the status is "Complete", there is no problem. Similarly if the status is "In Progress" and you are still making payments (or adjusting them to 0.00 see above) then there is no problem.



The screenshot shows a window titled "SMP/SAP/SPP Summary". It contains a table with the following columns: Type, Baby due/ Match Notified, Status, SMP/SAP/SPP Paid, and Amount Paid. The table has two rows of data. The first row shows "Adoption" with a date of "28/07/2003", status "Complete", a "Y" in the Paid column, and an amount of "2,600.00". The second row shows "Adoption" with a date of "15/01/2005", status "In Progress", a "Y" in the Paid column, and an amount of "1,789.20". Below the table is a "Comments" field with two empty lines. At the bottom right are "OK" and "Cancel" buttons.

Type	Baby due/ Match Notified	Status	SMP/SAP/SPP Paid	Amount Paid
Adoption	28/07/2003	Complete	Y	2,600.00
Adoption	15/01/2005	In Progress	Y	1,789.20

Comments:

OK Cancel

If the status is anything else and you are unsure why, please submit a hotline log.