# Casual Payroll Submission Spreadsheet – changes in Dec 2019

The Casual Payroll Project, which is part of the [Focus Programme](https://staff.admin.ox.ac.uk/focus-programme), is running a series of workshops for staff involved in the [Casual Payroll Process](https://finance.admin.ox.ac.uk/casual-payment-process#collapse1106856). The most recent workshop identified a number of changes to the Casual Payroll Submission Spreadsheet (CPSS). These include:

1. An increase to the number of rows.
2. Totals for Hours and Amount paid.
3. Inclusion of an Equivalent Annual Salary field.
4. Improvements to the validation of pay rates.
5. Buttons which generate new tabs, containing subtotals and a full copy of data.
6. Clarification and simplification of Pay Code formats.
7. A reminder message that receipts should be provided for reimbursable expenses.

More details of the changes can be found below.

We welcome your feedback – if you find these changes useful, or have additional suggestions for how the sheet could be amended further, please contact martin.mcgovern@devoff.ox.ac.uk.

# Details of the changes

## An increase to the number of rows supported

The CPSS has been changed so that 3000 rows can be submitted per sheet. This benefits larger departments in the University, who currently have to submit more than one sheet: submitting more than one sheet takes more time for preparation, encryption, and investigation of queries and rejected lines than having one larger sheet.

## Totals for Hours and Amount paid

The CPSS now has totals for the ‘Hours Value’ column, and the ‘Line Total’ column. The totals are shown at the top of the sheet, above the column title fields. These totals can help when checking the data being recorded.

## Inclusion of an Equivalent Annual Salary field

We have added an additional column to show the Equivalent Annual Salary (EAS). This has been added to the right of the ‘Line Total’ column, so that the order and sequence of other columns is unchanged. The EAS is calculated as the Rate of Pay, multiplied by 37.5 (hours per week) and then by 52 (weeks per year). The Equivalent Annual Salary has proved useful during testing, as it has enabled errors in pay rate (which may be small) to be more easily noticed when scaled up. Equivalent Annual Salary is also relevant to Gender Pay Gap reporting.

## Improvements to the validation of pay rates

1. We have eliminated the pop-up dialog box that appears if one of the fixed list of pay rates is not used.
2. If a rate below £9.30 is entered, the field background turns red. This is because the University has committed to pay the Real Living wage, so will not pay less than this value.
	1. Note that if paying off holiday, the amount should be determined not by multiplying the rate by 12.07%, but by adjusting the hours (see <https://hr.admin.ox.ac.uk/holiday-calculation>). Consequently, Holiday pay rates will always be at £9.30 or above.
3. A rate of pay of £51.29 corresponds to an Equivalent Annual Salary (see above) of £100,000. If a rate of pay of £51.29 or more is used, the background of the Equivalent Annual Salary field (mentioned above) will change to have an orange striped background, indicating that this will be reported for Gender Pay Gap purposes. In addition, a message appears near the top of the sheet – this will prove useful if you have large numbers of rows. Note that is only a warning, and you can continue and successfully submit the sheet if that pay rate is what you need to pay.
4. It is accepted that from time to time, a pay rate has been agreed which is particularly high. We selected the pay rate of £115 per hour as the figure above which the rate of pay field background will change to have an orange striped background, to act as a warning in case the rate is incorrect (the ‘Line Total’ background will also change). In addition, a message appears near the top of the sheet – this will prove useful if you have large numbers of rows. Note that this is only a warning, and you can continue and successfully submit the sheet if that pay rate is what you need to pay.

## Buttons which generate new tabs, containing subtotals and a full copy of data

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| **NOTE – these buttons use Microsoft Office macros.****These buttons are visible to all users of the Casual Payroll Submission Spreadsheet. However, they rely on Microsoft Office macros in order to work. Across the University, policy with respect to Office macros varies.** **If you see a warning message like this****You will need to click on the ‘Enable Content’ button in the above screenshot.** **If these buttons do not work for you, please contact your local IT support who will be able to tell you the policy on Office macros that applies to you.** |

1. We have introduced a button which, if there are no ‘red’ errors, generates a new tab containing all the data you have entered in the ‘Payment Sheet’ tab. This new tab has no restrictions, so that you can use your Excel knowledge to manipulate the data you’ve provided in order to validate or report on it. For example, you could use Conditional Formatting to help spot low or high values, or produce a summary table of Casual Pay for the month. Note that any changes you make in this tab will NOT be reflected back in the Payment Sheet tab, nor will they be submitted into CoreHR.
2. We have introduced a button which (like the button above), if there are no ‘red’ errors, generates a new tab containing subtotals for the casual payroll by Person ID, Appointment ID, Cost Centre, and Project Code.
3. We have introduced a button which will delete the tabs generated by the other two buttons. For the avoidance of doubt, this does NOT delete the data you entered into the Payment Sheet tab.

## Clarification and simplification of Pay Code formats

There have been some anomalies in the format of Pay codes – for example, the presence or absence of a hyphen, or the order in which the ‘GL’ and ‘Proj’ codes appear. We have standardised the membership of this list, and also introduced new Pay Codes for Retainers.

## A reminder message that receipts should be provided for reimbursable expenses

If using the Reimbursable expenses pay codes, receipts must be submitted. We have introduced a warning message in the Pay Code column, above the column title field, that if such pay codes are used, you need to submit receipts as well. This reminder will help ensure that the receipts are submitted, thereby saving time in the processing of claims, and reducing the number of lines that are rejected.