

CH4b - Setting up clinical excellence or merit awards

Clinical APAs (Additional Programmed Activities) have an upper threshold which impacts on the set up of Clinical Excellence & Clinical Professor Merit Awards.

Clinical Excellence awards levels 10, 11 and 12

Two allowances must be set up and approved as follows:

Allowance 1 = Scale point 9

Allowance 2 = Scale point 1, 2 or 3 as required to equal the full scale point

E.g. Level 10 Excellence award:

1st allowance	Clinical Excellence scale point 9
2nd allowance	Clinical Excellence scale point 1

E.g. Level 12 Excellence award:

1st allowance	Clinical Excellence scale point 9
2nd allowance	Clinical Excellence scale point 3

Clinical Professor Merit Awards above the threshold

Two allowances must be set up and approved as follows:

Allowance 1 = Level 1 or 2 – **Part 1**.

Allowance 2 = Level 1 or 2 – **Part 2**. Balance of allowance value required

E.g.

1st allowance	Clinical Prof M/Award
2nd allowance	Clinical Prof M/Award Addition

Approvers should refer to **QRG: FD5_Approve/Reject Salary/Allowances** for guidance on approving.

Navigate to: Personnel > Maintenance > Personal Profile

1. Search for and open the relevant employee record and go to **Select Detail** box > **Appointment Details**. The Appointment Details window opens.
2. If relevant, click into the **Appointment ID** to ensure the correct appointment is highlighted. Click the **Appointment Details** button. The *Post Appointment Maintenance* window opens.
3. Go to **Selection > Amend Pay Rate**.



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The *Add Salary and Allowance* window opens:




4. To set up a new allowance, set the **Effective Date [A]** to the date the new allowance is to be paid from.
5. Click the checkbox **Allowances Only [B]**.
6. Click the **Add Allowance [C]** button

The *Add Allowance* window opens:

7. Complete the *Allowance Details* screen as below for **1st allowance**:

Field Name (*mandatory)	Description
Allowance*	Select Clinical Excellence Award 1-9 (450) or Clinical Prof M/Award (430) as required.
Allowance Type*	Defaults to Scaled .
Start Date*	Check the start date was entered correctly – effective


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		date entered earlier.
End Date		Enter the end date if required. NOTE: if the end date is left blank, payment will be paid continuously.
Scale Point *		Select Scale point, this will relate to the rate table.
Percentage *		Leave blank.
Value*		Leave blank.
Allow. Multiplier		For scale allowances enter % of allowance, e.g. 50%.
Cost Centre		Select the relevant cost centre. Note: cost centre needs to be specified here ONLY if the funding for the allowance is from a different cost centre to the funding for the post.
Project		Select the relevant Project code. Note: project code needs to be specified here ONLY if the funding for the allowance is from a different project code to the funding for the post.
Expense		Leave blank - this field is not used by the University.
Reason*		Select the relevant reason code, e.g. Allowance Awarded.
Comments*		Enter comments as applicable. (Refer to QRG: CH4_New and changes to permanent allowances for guidance on entering comments according to the type of allowance being added.)
Reference		No longer in use. References entered previously will still be displayed.



8. Click . The *Add Allowances* window closes.

9. Click the  button again. A new *Add Allowance* window opens.

10. Complete the *Allowance Details* screen as below for **2nd allowance**:

Field Name	Description
Allowance	Select Clinical Excellence Award 10-12 (451) or Clinical Prof M/Award Additional (431) as required.
Allowance Type	Defaults to Scaled .
Start Date	Check the start date was entered correctly - effective date entered earlier.
End Date	 Enter the end date if required. NOTE: if the end date is left blank, payment will be paid continually.
Scale Point *	Select Scale point, this will relate to the rate table.

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Percentage *	Leave blank.
Value*	Leave blank.
Allow. Multiplier	For scale allowances enter % of allowance, e.g. 50%.
Cost Centre 	Select the relevant cost centre. Note: cost centre needs to be specified here ONLY if the funding for the allowance is from a different cost centre to the funding for the post.
Project 	Select the relevant Project code. Note: project code needs to be specified here ONLY if the funding for the allowance is from a different project code to the funding for the post.
Expense	Leave blank - this field is not used by the University.
Reason	Select the relevant reason code, e.g. Allowance Awarded.
Comments*	Enter comments as applicable. (Refer to QRG: CH4_New and changes to permanent allowances for guidance on entering comments according to the type of allowance being added.)
Reference	No longer in use. References entered previously will still be displayed.

11. Click . The *Add Allowances* window closes.

12. Click . The system will ask if you are sure you want to add this salary amendment. Click .

13. The *Maintain HR Salary Amendments* window opens. If you have Salary Approval access and it is appropriate to do so you can approve the salary and/or allowance change straight away.

14. Exit all windows back to the Personnel main screen.

NEXT STEPS: Unless you were able to approve the allowance, the allowance will now appear in your approver's list for approval. Approvers should refer to **QRG: FD5_Approve (or Reject) Salary/ Allowances** for guidance on approving.