

# FD5 - Approve (or reject) salary/allowances

All salary and allowance additions and changes must be approved within your department before they can be actioned by payroll.

When a Salary Approver logs onto Core, a message displays to indicate if there are any Salary /Allowances awaiting approval. This will take you directly to the *Maintain Approvals* window (see **3** below).



Alternatively, navigate as below:

**Personnel > Maintenance > Salary Administration > Maintain Salary Approvals**

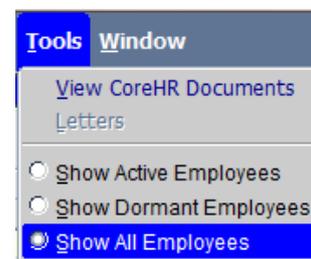
*Maintain Approvals window opens:*



1. The Maintain Approvals window defaults to **My Approval Items [A]**.

2. From the **Tools** menu – select **Show All employees** (to ensure that all salary approvals are visible, including those for rehires).

3. Click **Search**.



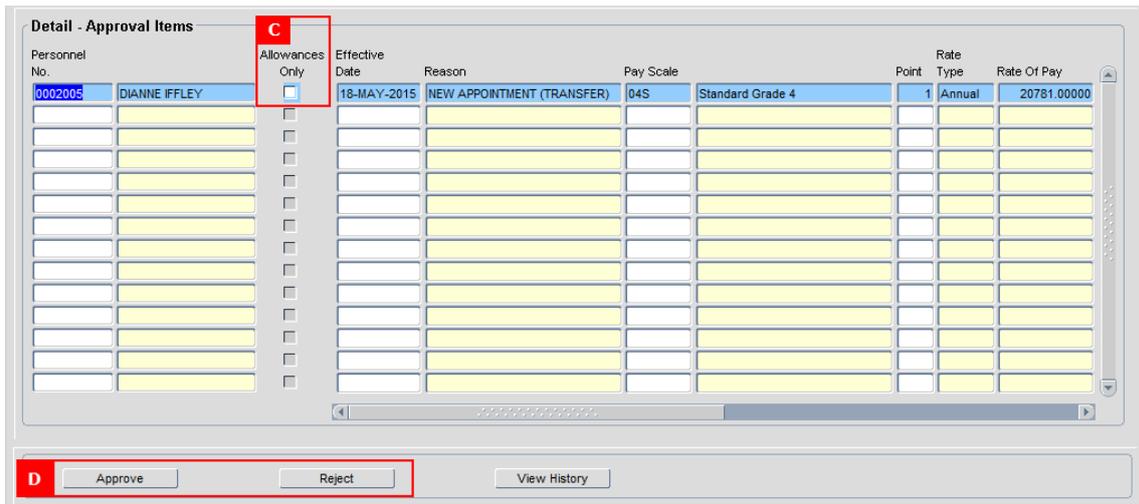
It is also possible to search by department **[B]**. Either enter the two character department code or choose the department name from the List of Values.

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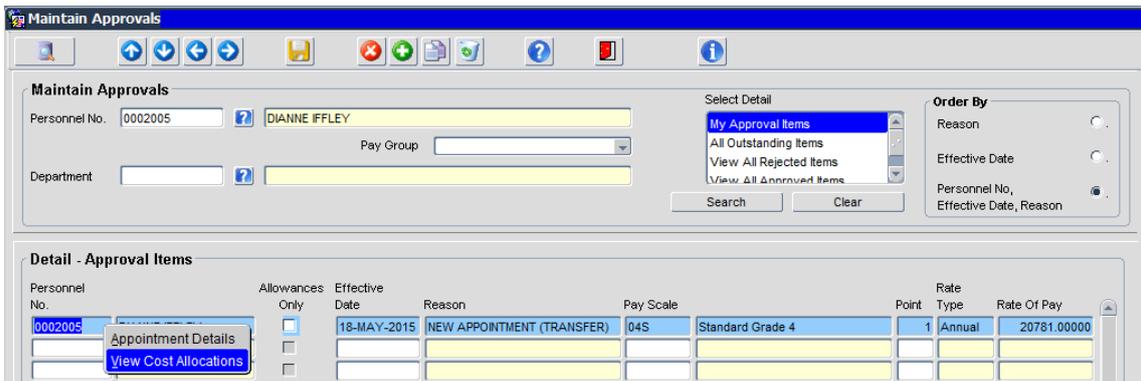
4. The list of items awaiting approval includes:

- Salary Approvals and Allowances (if set up at the same time)
- Allowances only (denoted by the tick box **Allowances Only** [C])

5. Select the relevant employee entry and click **Approve or Reject** as applicable [D].



6. To view the appointment details or cost allocations before approving the salary, click in the personnel number field then right click and select the item you want to view.



The *Cost Allocation* screen or *Appointment Details* screen will open in a new window.

7. Once you have reviewed the details click on Ok to close the window. You are returned to the Maintain Approvals screen. Click on **Approve** or **Reject** as required.

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The *Approve Salary Amendments* window opens:

**Note:** The name of the employee and their personnel number are shown in the header **[A]**.

The *Approve Salary Amendment* window is divided into two sections:

- **Current Salary Allowances [B]**. The Total Salary (including Allowances) field for a new starter is normally zero.
- **New Salary/Allowances [C]**.

**8.** Check the **New Salary/Allowances data** is correct:

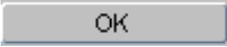
Field Name (* mandatory)	Description
<b>Effective date *</b>	Date new rate of pay expected to start from.
<b>Pay scale *</b>	Grade.
<b>Point *</b>	Point on grade.
<b>Rate of Pay *</b>	FTE salary associated with the grade and point.
<b>Multiplier *</b>	Value used to calculate the actual salary to be paid. Normally relates to FTE, but may be adjusted to allow for half-pay or no-pay situations.
<b>Actual Pay *</b>	Actual salary once multiplier has been taken into account.
<b>Reason *</b>	Reason for the change in salary.

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<b>Salary comments *</b>	Note for salary approver.
<b>Allowance *</b>	Name of allowance.
<b>Allowance type *</b>	Variable value, Scaled or Variable Percentage as appropriate for the specific allowance.
<b>Scale point/percentage *</b>	Either scale or percentage depending on the allowances type.
<b>Value *</b>	Generally £s, but could be days or hours.
<b>Annual Value *</b>	Value multiplied up to annual equivalent, assuming it is continued for that long.
<b>Start date *</b>	Start date for the allowance.
<b>End date *</b>	End date for the allowance.
<b>Reason *</b>	Reason for the change in allowances.

9. If required, click the  button **[D]** to see details of the costings related to an allowance.

10. Add any approval notes or reason for rejection in **Comments [E]**.

11. Click . A message appears asking you if you are sure you want to approve/ reject this salary amendment. Click . The *Approve Salary Amendments* window closes.



**Note:** If you have rejected a salary or allowance approval the requestor will receive an automated email which will include the reason noted in **Comments**.

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

## NEXT STEPS:

Approved salary/allowances are passed to the Payroll team within the Core system for Payroll approval.