6 Changing Permanent Elements

Elements are a part of someone's pay and can include additional allowances or deductions. The term permanent means that it is received/deducted on a regular basis.

6.1 Frequency

Allowances can vary in frequency, i.e. an allowance may be paid every month, every quarter or even annually. However, the user will not need to worry about this as each individual element's frequency will be specified when the system is configured and hence the correct payment will be made automatically.

Trent provides the option to enter "end dates" for allowances to ensure that payment is automatically stopped at a particular point in time. As all allowances are date effective there is also the added benefit that any back pay will automatically be calculated and paid during the payrun following the entry of the allowance.

6.2 Attributing an element to a position

The element Basic Pay will be attached to the post and details will then be inherited down to the post holder.

Sometimes a specific position will attract certain additional payments, (contractural elements).
E.g. Early Morning Supplement, Head of Department; and will be attached by the East Room

Elements specific to the individual will be attached on an individual basis by the Payroll Team after the employee has been attached to the payroll. E.g Childcare vouchers

Permanent elements set up for a new starter by the East Room will be reviewed as part of the Payroll process chain.

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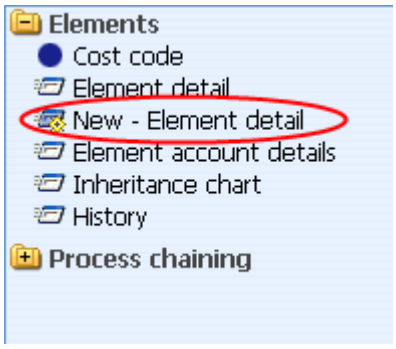
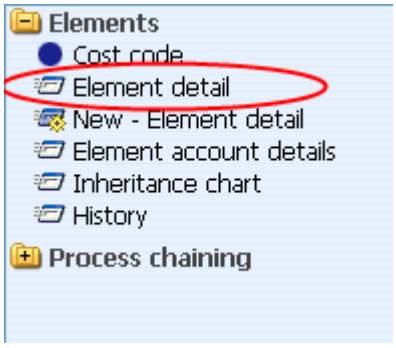
6.3 Attaching elements

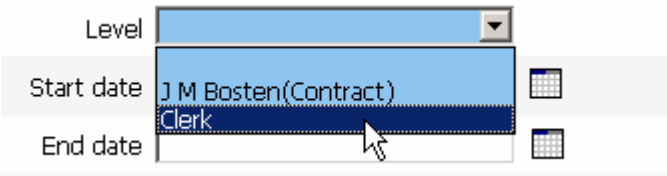
1. In order to change an employee's permanent payment elements, you need to click the Elements option and choose either:
   - New – Element Details to add new elements



   - Element Details to view and/or amend existing elements



2. Select the position from the Level drop down box (not the contract). As a general rule, if the element is an allowance it will be attached at position level, whereas if it is a deduction it will be attached at contract level.



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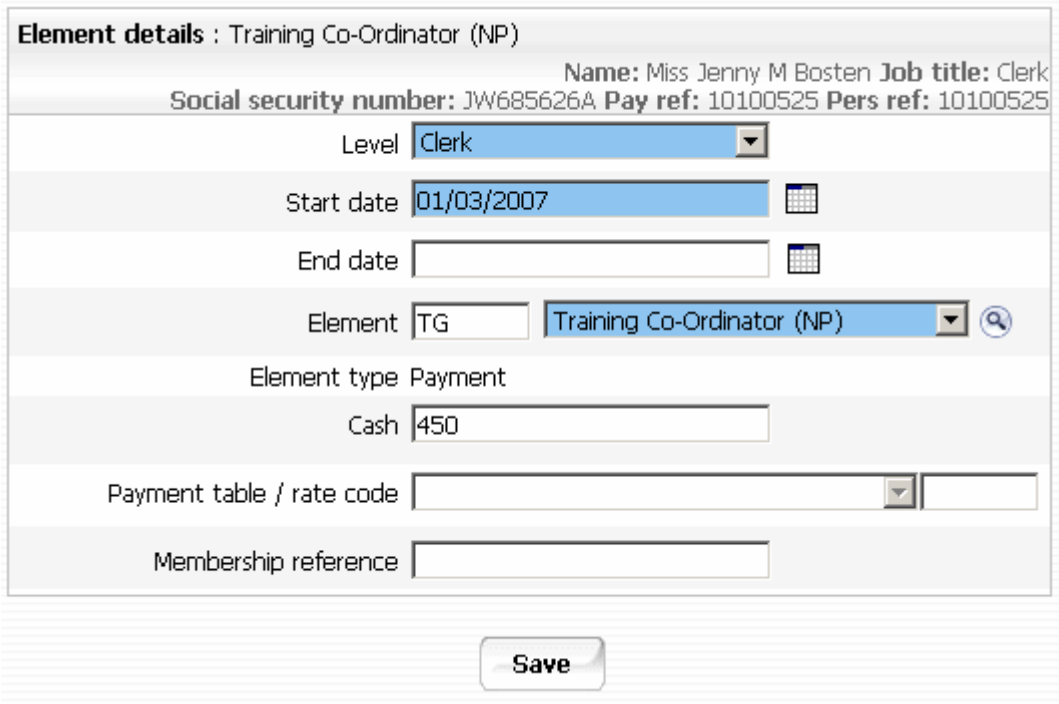

3. For new elements, enter a start date. If the element is to be paid for a set period of time enter an end date.
4. Select the element from the drop down box on the Element field. (NP stands for non-pensionable). For existing elements enter the end date or change required.
5. For a cash based element enter the annual cash amount of the allowance in pounds and pence.
6. Click the Save button.

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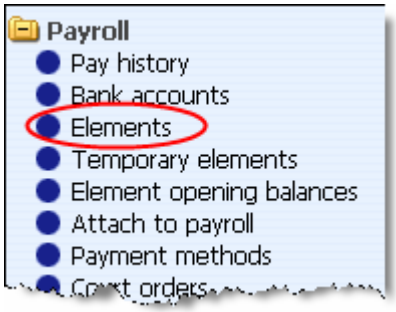
6.4 Element Costing

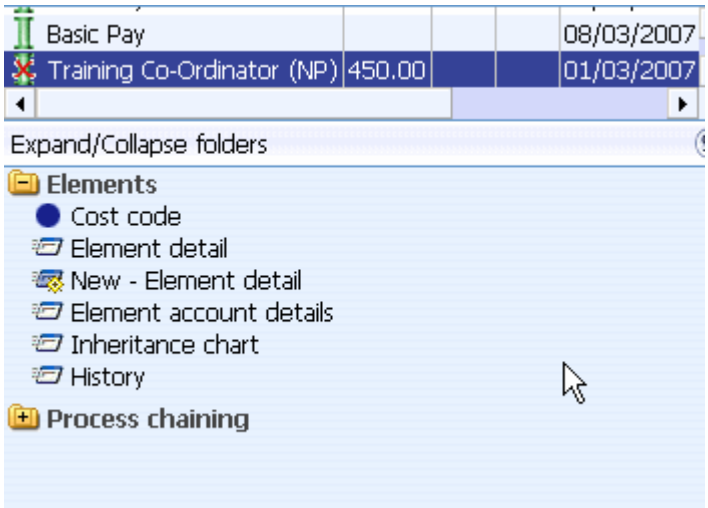
The element will be costed to the employees 'home' cost centre(s) as default.

If the element is to be to a different cost code than basic pay this needs to be actioned through **People > Payroll > Elements**

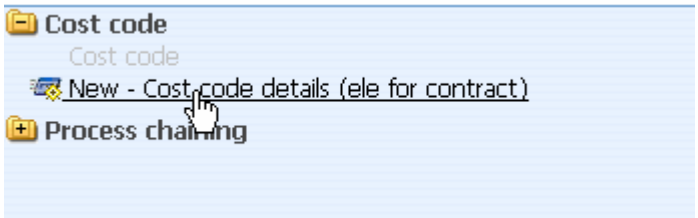
1. With the University of Cambridge selected, click on Organisation explorer.
2. Enter the correct effective date
3. Select People and search for the required person
4. Select the Payroll menu
5. Select Elements



6. The existing elements for the person will be displayed. Select the element that requires the costing to be changed.



7. Select Cost Code, and New – Cost code details (ele for contract)



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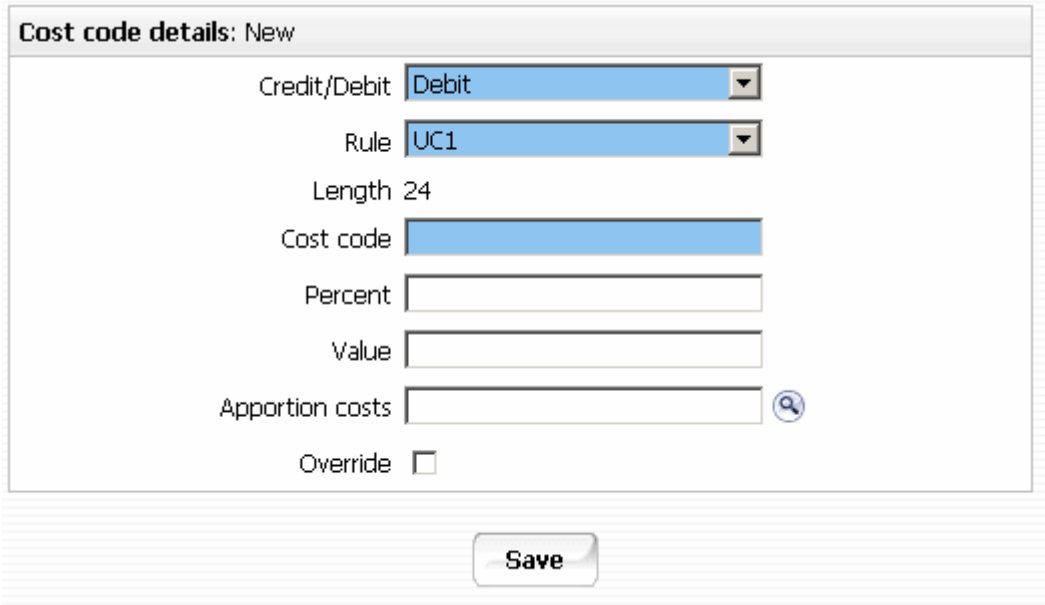
8. Select the Rule (there's only one, UC1) from the drop down box



9. Fill in the Cost code for the element
10. Percent should be set to 100
11. Value is left blank in most cases.
    This can be used if you wish to cost a set amount of a payment elsewhere (i.e. employee gets £500 allowance and £200 of it is funded by another dept regardless of whether the £500 changes)
12. Apportion costs is not used, leave this field blank
13. Override should be ticked as this then ensures that any additional values entered against this element are costed to the same place (i.e. backpay)
14. Click the

button.

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