HRMIS Training Manual

ADDENDUM V 1.4

MCSAR HRMIS UNIT AUGUST 31, 2018

Document Control

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29 August 2018	HRMIS UNIT	1.4	Review

Section 3.3.2, Page 35

Change Address

Address: 01-	JAN-2016	 ×
Country	Mauritius	
Address	Royal Road.CurepipeMauritius	
	Details	
	Type Primary Home Address 🚥 🗹 Primary	
	Date From 01-JAN-2016 Date To	
Address: 23-1	MAR-2018	
Country	Mauritius	
Address	Royal Road.CurepipeMauritius	
	Details	
	Details Type Primary Home Address ☑ Primary	
	Details Type Primary Home Address Date From 01-JAN-2016 Date To 22-MAR-2018	
	Details Type Primary Home Address Date From 01-JAN-2016 Date To 22-MAR-2018	
	Details Type Primary Home Address Date From 01-JAN-2016 Date To 22-MAR-2018	

- 1. Set effective date to date of change of address (Example: 23 Mar 2018 in our scenario)
- In "Date To" field, input the end date one day before the change of address (22 Mar 2018)
- 3. Click on 'New' icon or arrow down (keyboard) to fill in the new address in the blank form
- 4. Save

Address: 23-1	MAR-2018	🗖 🗖 🖉
Country Address	Mauritius	
	Details Type Primary Date From 23-MAR-2018 Date To []	_
Address: 23-1	MAR-2018	
Country	Mauritius	
Address	Avenue lumiere.TamarinMauritius	
	Details Type Primary Home Address Date From 23-MAR-2018 Date To []	

Section 3.6.9.10, Page 57

HPC/ALLOWANCE BY EMPLOYEE

🔁 Extra Person Inform	ation					×
Effective Start Date						
Effective End Date						
Payroll Element						
Quantum Payable						
Frequency						
Taxable						
	<u>ها کې</u>					Þ
		(<u>о</u> к	Cancel	Clear	Help

An additional field, *Taxable*, has been added.

Section 3.6.9.38, Page 66

To add above section

Duties of Chief of Protocol

Extra Person Information	: 01-JAN-2016	3
Туре		
Bank Scheme Details		A
Break in Service		
Disciplinary Actions		1
Duties of Chief Of Prot	ocol	1
Employee Validation	O Extra Person Information	×
Employment History		
HPC/Allowance by em	Start Date	
High Powered Commit	End Date	
Increment	Assigned Duties of Chief Of Protocol	
Details	OK Cancel Clear Help	

The above EIT needs to be recorded in order to compute correct Petrol Allowance for employee who is assigned duties of Chief of Protocol and for the payment of Entertainment Allowance to the latter.

Section 3.6.9.39, Page 66

To add above section

Adjustment of Payment Manually in TAS

Туре	erson monnation, or-o	AN-2010			-	
Adjus	stment of Payment Ma	nually in TAS				- F
A <mark>O</mark>	Extra Person Informatior	1			2	3
в	,		_			
Μ	Voucher Number					
M	Month Paid					
M	Element					
Μ	Amount Paid]			
M N	o of Installement Paid					
Μ						
		<u>o</u> k	Cancel	Clear	Help	

The above EIT has to be filled in cases when an employee is on Leave Without Pay but a payment (excluding Loan) has to be made to TAS. (For instance, employee has an outstanding expenditure credit)

Section 3.6.9.40, Page 66; Section 11.14, Page 165

Adjustment of Payment Manually in TAS for Loan

Extra Person Information	1: 01-JAN-2018	6				_ 0
-						
Adjustment of Payme	ent Manuallv i	n TAS				
Adjustment of Payme	ent Manually in	n TAS for L	oan			
Extra Person Information	on					
Voucher Number						
Month Paid						
Period of Payment						
Loan Type						
Capital Amount						
Interest Amount						
No Of Installment Paid						
	<u>ا</u>					Þ
		(014			
		(UK	Gancer	Ciear	(Teib

Scenario:

When an employee is under Leave Without Pay, deductions with respect to Vehicle Loan contracted may be paid manually in TAS. If such is the case, the above EIT should be filled to that end.

Once the employee's status is changed back to '*In Post*', the finance user has to add two deduction elements for the adjustment of loan balances, namely, **Motor Car Loan Capital Adjustment** and **Motor Car Loan Interest Adjustment**.

0	Element Entries: 0					
					- Proces:	sing Types
	Period	1 2016 Calendar	Month (01-JAN-2	016	○ <u>R</u> ecurr	ing
	Classification				ONonrec	urring
					 Both 	-
			Processing			_
6	Element Name		Туре	Costi	ng	Reason
	Basic Salary		Recurring			
	Motor Car Loan I	nterest Adjustmei	Nonrecurring			
	Motor Car Loan (Capital Adjustmer	Nonrecurring			
	Entry Values: I	01-JAN-2016		-		
]	Pay Val	ue			
]	Instalme	ent			
]	Loan Referen	ce			
		SpareMone	у2			
]	Sparent	um 🔄			[]
		SpareMon	eγ			

The two required input values are 'Instalment' (should be numeric) and 'Loan Reference'

Section 3.7, Page 67

In case an ex-employee (previously under Ministry A) is rehired as Employee/Contract by Ministry B, HR of Ministry B have to send Ministry A a written request to rehire the person, specifying the date the person to be rehired.

Once Ministry A has rehired the person, the latter has to effect the transfer to Ministry B on the same date rehired. Upon saving, click on '*Correction*'.

Section 4.5, Page 87

Promoting an Employee

Path should read as "HRMIS HRSUPERVISOR → ASSIGNMENT EXTRA INFORMATION"

The screen to capture Promotion has been amended as below:

0	Extra Assignme	ent Information		- 🗆 ×			_ 🗆 ×				
							_ 0	×			
	Туре							_	×		
	Known As Lea	ad Firefighter	4	•	D1						
	Known As Lea	ad Prison Officer									
	Known As Nu	rse Mentor			us						
	Known as Ass	sistant Director, Economic and Finance						1			
	LWP/Suspend	1									
	Number of Wo	orking Days- Printing Department Only						nt F			
	Promotion/Ap	pointment/Restyled/Correction				P	urpose				×
	Return of Abs	 Extra Assignment Information 									
	Reversion					F	ind %				
		Recommended for Promotion/Appointment/Restyled/Correction	Yes			1	_				_
	Details	Date Promoted/Appointed/Restyled/Corrected	01-FEB-20	10			Annointment		Annointment		
		Acceptance of offer/Appointment//Restyled/Correction					Correction		Correction		
	İ İ	Request for delay by officer					Promotion		Promotion		
	Î Î	Number of Request for Delay					Restyled		Restyled		
	Î Î	Duration of Delay					.•		·,		
	~ ~	Purpose			-			Eind	<u>(</u> ок	Cancel	
			•						Ð		
Τ				2	ΣK	Can	cel Cle	ear	Help		
\											

Note: Apart from '*Promotion*', this screen can also be used for '*Appointment*', '*Correction*' & '*Restyled*'

Section 6.1.2, Page 98

Note:

• Element: Civil Service Family Protection Scheme

For any Employee who joined service prior to PRB 2013, select:

• Civil Service Family Protection Scheme

Else:

- Employee Monthly CSFPS Contribution PRB 2013
- For employee having reached their 60th birthday, who opts to stop contribution, the field "Stop Contribution" should be set to 'Yes'

CEntry Values: 01-JAN-2018	
Pay ∀alue	
Stop Contribution	Yes
Option 4 Percent	

Section 8.2, Page 116

Note: (ii) Report '*MCS List of Employees with Negative Pay*' needs to be run after the processing of '*Payroll Run by Organisation*' at Min/Dept level.

In cases where there is Negative Pay for some employees, the payroll needs to be rollback (*Refer to Section 8.2.1*). The appropriate changes should be made with respect to the different Deductions Elements of the employees.

Payroll at Min/Dept level and the above report would need to be re-run, ensuring that there is no cases of Negative Pay, prior to Central Processing of Payroll.

The screenshot below shows the parameters to be entered and the output of same:

ubmit Request									
Run this Request									
						Сору			
Name	MCS List of Emplo	yees with Negative	e Pay						
Operating Unit									
Parameters									
Language	Parameters								
	Dennell Marrie [Densel Person Manual	-141						
	Payroll Name	керирпс от маш	rittus						
At these Times	Payroll Date	25-JUL-2017					1		
Run the Job	Ministry						·J		
	Action_Type								
Upon Completion	Assignment Set								
		•							
Layout							Cancel	Clear	Heln
Notify								Colour	(Tich
Print to	noprint					mert obro			
									0
Help (<u>C</u>)				Sub <u>m</u> it		Cancel			Qp
Help (<u>C</u>)				Sub <u>m</u> it		Cancel			
Help (<u>C</u>)	م.	▼ C Ø Oracle Applicati	ons Home Page 💰	Sub <u>m</u> it	2 Ø	Cancel	×		q <u>0</u> -
Help (C)	م.	- C C Oracle Application	ons Home Page 🧧	Submit	2 🙆	Cancel	×		- -
Help (C)	م.	- C Oracle Application	ons Home Page	Submit	2	Cancel	×		<u>Q</u> p -
Help (©)	م.	– C 🖉 Oracle Applicatio	ons Home Page 💰	Submit	2	Ca <u>n</u> cel	×		<u>Q</u> p
Help (©)	م.	- C 🖉 Oracle Applicatio	ons Home Page 🤮	Submit	2	Cancel	×		<u>Q</u> p -
Help (©)	م.	– C 🖉 Oracle Applicatio	ons Home Page 2	Submit	2	Cancel	×		<u>O</u> p -
Help (©)	, ρ Ministy: Rodiget Police	– C S Oracle Applicatio	ons Home Page 2	Submit	2	Cancel	×		<u>O</u> p - -
Help (©)	. , D Ministy: Rodriguet Police Poli kano	- C S Oracle Applicatio	ans Home Page 🖉 Repair Lit of Employee with	Submit Oracle Applications R1 or Manning Weight Pay for 23-JUL-17	2 🖉	Cancel Report Data	×		<u></u>
Help (©)	. D Ministy, Rodiguet Police Poli kpra	– C G Oracle Applicatio	Repair Sea Lut of Employee em	Submit Oracle Applications R1 in of Maerikus Brayne Paymenka (%)	2 S	Cancel Report Da	×		<u>_</u>
Help (©)	. D Ministy, Rodsgart Police Poli Kana	– C G Oracle Applicatio	Repair Save Lut of Employee em	Submit Oracle Applications R1 in of Navrilus Braymen Physical Provider 23-JUL-17 175785 55	2 S	Cancel Report Data	×		<u></u>
Help (©)	. , D Ministy: Rodiget Police Pol New	- C G Oracle Application	Repair Home Page d How Lut of Engloyee Her	Submit Oracle Applications R1 in of Maeritius Brayme Migdate ray for 23-JUL-17 2759 55	2 Statutions (H	Cancel Report Data	×		<u>O</u> p
Help (©)	. , D Ministy: Rodigues Police Poli Nate	- C C G Oracle Application	Reput Ferri Lut of Exployers with	Submit Oracle Applications R1 in of Maeritius Braymen Ryselling for 23-5UL-17 27210-52 (1995)	2 State Describes (%	Cancel	19846-17		<u>O</u> p
Help (C)	Ministy: Rodigues Police Fed taxe	- C S Oracle Applicatio	nn: Home Page 2	Submit Oracle Applications R1 is of Maustics B Payment Regeneric Pay for 23-3UL-17 Paymenth (Re)	2 State Deductions (M	Cancel Report Data	×		<u>Q</u> p -
Help (©)	Ministy: Rodigues Police Fed Itan	- C S Oracle Applicatio	nn: Home Page 2	Submit Oracle Applications R1 is of Maeritius Braymon Regeneration (Pay for 23-301-17 77500 52 (Pay	2 Delayellos (A	Cancel Report Cal	×		<u>Q</u> p
Help (©)	Ministy: Rudrigues Police Fed taxe	- C C Oracle Applicatio	ons Home Page 2	Submit Oracle Applications R1 is of Mauritus B Payment Negative Pay for 23-3UL-17 Paymente (Ne)	2 Discretions (R 221725.4	Cancel Report Data	×		<u></u>
Help (©)	Ministy: Rodrigues Police Fed taxe	- C C Oracle Applicatio	nns Home Page 👔	Submit Oracle Applications R1	2 Discritica (K. 221724	Cancel Report Ext	×		<u></u>
Help (C)	. ρ Manistyr, Rodrigues Police Fed taxe	- C C Oracle Application	nns Home Page 👔	Submit Oracle Applications R1 is of Mantitus is of	2	Cancel Reportan	×		<u></u>
Help (C)	Ministry: Rodrigues Police Pair Issue	- C 🖉 Oracle Applicatio	ans Home Page (Brodd Lat of Employees with	Submit	2	Cancel Reprite	×		<u>φρ</u> - -
Help (C)	Ministry: Rudrigans Police Petition	- C 🖉 Oracle Applicatio	Inse Home Page	Submit	2	Cancel Report Data	20 de 17		<u>φρ</u>

Section 9.1, Page 118 Actual Date Should read as "<u>Employee's last day of work (could be different from Projected Date)</u>" instead of 'Date the employee left really (could be different from Projected date)'

Section 11.7, Page 143

For <u>Responsibility/Acting Allowance</u>, the element should be end dated on the Element Entries Screen once payment has already been effected. Refer to Section 6.1.2.2 End-Dating Element.

Section 11.8, Page 144

Note

Should read as:

- "If Interdiction with pay is at the start of the month, any earnings will be zero, except the elements: Basic Salary, Compensation, Rent Allowance, Housing Allowance & Monetary Value of Private use of Official Car, which will be paid in full"
- "If Interdiction with pay is after the start of the month (10th of the month), payments will be made in full to elements: Basic Salary, Compensation, Housing Allowance & Rent Allowance." If an employee is eligible for chauffeur-driven car, he will be eligible for "Monetary Value of Private use of Official Car".

In case the employee is Under Interdiction With Pay/ Under Interdiction Without Pay, only the Elements (Payments) affected by the Status of the officer should be end dated on Element Entries Screen. Refer to Section 6.1.2.2 End-Dating Element.

Section 11.17, Page 172

Add Section 11.17 Minister's Elements

Refer to Section 6.0 Element Entry

For Minister

List of Payment Elements:

- 1. National Pension Scheme 9 Drivers Allowance
- 2. National Pension Scheme 9 Constituency Clerk
- 3. National Savings Fund 3_5 Constituency Clerk
- 4. National Savings Fund 3_5 Drivers Allowance
- 5. Training Levy Fees 1_5

List of Deduction Elements:

- 1. Contribution National Pension Scheme 3 Constituency Clerk
- 2. Contribution National Pension Scheme 3 Drivers Allowance
- 3. Contribution National Pension Scheme 6 Constituency Clerk
- 4. Contribution National Pension Scheme 6 Drivers Allowance
- 5. Contribution National Savings Fund 1 Constituency Clerk
- 6. Contribution National Savings Fund 2_5 Constituency Clerk
- 7. Contribution National Savings Fund 1 Drivers Allowance
- 8. Contribution National Savings Fund 2_5 Drivers Allowance
- 9. Contribution Training Levy 1_5

Section 11.18, Page 172

Add Section 11.18 Payroll Reversal for a particular employee Responsibility: Finance Supervisor

Step 1: Identify the Employee in a payroll Run

Path: View \rightarrow Payroll Process Results \rightarrow Find \rightarrow Identify the Payroll Run and Search for the Employee

Date		Period	Туре	9	Name	Payroll	Status
25-JUN	2018	6 2018 Calenda	Run		18-MCS_TEST_EXCLUE	Republic of Ma	Complete
Retry	Employee	e		Assignment	Number	Status	
P	ABACOU	SNAC		11691	1506940	Complete	
	ABBA,			6875	1502153	Complete	
	ABBA,			8087	1503347	Complete	
				54627	1548485	Complete	
	ABBANA			24052	1519057	Complete	
	ABBANA	1		26943	1521984	Complete	
	ABBANA			43943	1538189	Complete	
	ABBAS N	AMODE,		51295	1545459	Complete	

Step 2: Query the Employee

Path: People \rightarrow Enter and Maintain \rightarrow Query Employee

People						= ×
Name				e i Female		
Last				Gender Fernale	Action	
First				Person Person Types	Type for Action	
Title	Mrs			Employee		
Drofiv				Employee		
Freix				Identification		
Sumx			_	Employee	▼ 54627	
Maiden				National Ide	ntity Card No.	
Personal	Office De	tails Further Name	Other			
Bi	rth Date 👖	9-DEC-1983		Age	34	
Enrollment	Number 4	633		Marital Status	Married	
Country	of Birth	1auritius		Nationality	Mauritian	
Length of	Service			Nature of Disability		
Effective Dat	tes					_
From 03	JUL-2017	То		Latest Star	rt Date 03-JUL-2017 [PF]	
Addres	ss	Picture	Assi	ignment Spe	çial Info Qthers	
				·		

Step 3: Path for Reverse Run

Path: People \rightarrow Enter and Maintain \rightarrow Assignment \rightarrow Others \rightarrow Reverse Run

Assignment				
Organization	International Trade Division	Group	International Trade Division01.ITD0101.130	
Job	Trade Policy Analyst			
Salary Code	02.054.081	Payroll	Republic of Mauritius	
Location	3rd & 4th Floor, Fooks House, Port Louis	Status	In Post	
Assignme Assignmen	nt Number 54627 t Category	Employee	Navigation Options	
Salary Information Review Salary Every	Supervisor Probation & Notice Period 3	Standard Con ew Performanc Every	Adjust Balance Extra Information Grade Step QuickPay Reverse Run Statement of Earnings	-
Vacan	Effective Dates From 13-DEC-2017 Entries		Eind QK Gance	el

Step 4: Reverse of Payroll of an employee

• Select MCS_Business_Group for field Reversal and Save.

V	MCS_Business_Grou	MCS_Business_Group	25-JUN-2018	Run	1548485
			<u> </u>		
			ļ		
		l			

• Click on 'OK'

	Consolidation Sets					
Reverse	Reversal	Run	Effective Date	Туре	Number	
	MCS_Business_Group	MCS_Business_Group	25-JUN-2018	Run	1548485	
	-		1	Ĵ.		
	Caut	ion			×	
		APP-PAY-52974: Warn	ing: Payment has r	not been made for	the	
		assignment you have	5 5		· · · · · · · · · · · · · · · · · · ·	
		selected to reverse - yo	u may still rollback	this		
-		assignment's payroll.	ii)			
		Do you wish to proceed	with the reversal?			
			(

Step 5: Verify that the payroll has been reversed for this employee

Payr	oll	From	To	Action Type		
						Find)
						•
Retry	Date	Period	Туре	Name	Payroll	Status
	26-AUG-2018	8 2018 Calenda	Run	4-MCS_12062018-	Republic of Mau	Complete
	31-JUL-2018	01-JUL-2018 - 3	Costing	MCS_Business_Group	Republic of Mau	Incomplete
	31-JUL-2018	01-JUL-2018 - 3	Cheque writer	MCS_Business_Group	Republic of Mau	Complete
	31-JUL-2018	01-JUL-2018 - 3	Pre-payments	MCS_Business_Group	Republic of Mau	Complete
	26-JUL-2018	7 2018 Calenda	Run	4-MCS_12062018-	Republic of Mau	Complete
	26-JUL-2018	7 2018 Calenda	Run	2-MCS_TESTING_05062	Republic of Mau	Complete
	09-JUL-2018	6 2018 Calenda	Reversal		Republic of Mau	Complete
	06-JUL-2018	6 2018 Calenda	Reversal		Republic of Mau	Complete
	05-JUL-2018	6 2018 Calenda	Reversal		Republic of Mau	Complete
	28-JUN-2018	6 2018 Calenda	QuickPay Run		Republic of Mau	Complete
As	signment Process	Message	Process Inf	o. Conc. Manager	Breakdown	Qutput

Path: View \rightarrow Payroll Processes Results \rightarrow Find

• Click on the button 'Assignment Process'

O Assign	ment Processes	-	-	· ·		
Date 09-JUL-	2018 6 20	od Type 18 Calenda Revers	al Nan	ne T	Payroll Republic of Ma	Status Complete
Retry	Employee	5	Assignment 4627	Number 1832136	Status Complete	
)=)=)=						
j=						
(E	Balances	View <u>R</u> esults	Message	SOE R	Report	

• Click on the button 'View Results'

09-JUL-2018 6 2018 Cale		ndar Month Reve		e Numbe ersal 183213		136		Status Complete		
	Elemen	t Name	Classificat	ion	Output Curren	cy Modified	Units	Pay	Value	
	Compen	sation 2015	Earnings		MUR	1	Money	-600.	00	
	Basic S	alary	Earnings		MUR	1	Money	-2552	25.00	1.4
	Compen	sation 2016	Earnings		MUR	1	Money	-150.	00	
	Compen	sation 2016	Earnings		MUR	1	Money	-150.	00	
	Compen	sation 2017	Earnings		MUR	1	Money	-125.	00	
	Paye		Tax Deduc	tions	MUR		Money	0.00		-

Section 11.19, Page 172

Add Section 11.19 Change Paysite Details

	Main Menu		
	HRMIS FINANCE I Entries Deductio Entries Earnings Quick Pay Pay Method Person Extra Infe Paye EDF Payroll Reversal Enter and Mainta Costing	Personalize USER ins View Only ormation ain View Only	
Navigator - HRMIS F	INANCE USER		
Functions Docu	uments		
Person Extra Infor	mation		
Entries D Entries E Quick Pa Pay Meth Person E Paye ED Payroll R Enter and Costing	eductions arnings View Only y nod xtra Information F eversal d Maintain View Only	Top Ten List	

1. As a Finance User / Supervisor, click on 'Person Extra information'

Extra Person Information			_ 🗆 ×		
Туре					
Adjustment of Payment	Manually in TAS for Loan				
Bicycle Loan Repayment	Details				
MCS Bicycle Loan Balan	ce				
MCS Car Loan Balance					
MCS Motor Cycle Loan E	falance				
Manual Payment for Pen	sion in TAS				
Motor-Car Loan Repayme	ent Details				
Motor-Cycle Loan Repay	ment Details				
Paysite Details					
Extra Person Information					
Payroll Group					
Old Paysite					
New Paysite					
•					Þ
		<u>o</u> k	(<u>C</u> ancel)	Clear	Help

 Under 'Paysite Details', either select the appropriate 'Payroll Group', 'Old Paysite' & 'New Paysite' or make the necessary amendments accordingly

Section 11.20, Page 172

Add Section 11.20 Costing

Input of missing Costing Details or correction of wrong Costing Details in HRMIS

<u></u>	Oracle Applic	ations - PRODUCTI
Eile Edit ⊻iew	Folder Tools Window Help	
(🚅 🗞 🚳 I	👌 🕸 🍓 🥔 i 🗶 🗊 🎁 💋 🤘 🖉 🏷 🔞 🖉 🖄 🛅 🚆] [?
🖸 Costing		_ 🗆 ×
🧖 Fin	d Person	
Prop	Full Name National Identifier Search by number Type Type Employee Number	•
	Basic Benefits 0. PER Quickcodes: Special	

1. Query the employee

1	🏷 🛇 í 冷	🔄 🚳 🎒 I 🔀 🗊 🖉 🙀 I	1 🗇 🌒 🥖 🎭	I 🕅 🛍 👯 I ?	
<mark>O</mark> Co	osting				
			- Effective Dates		
	Proportion	Cost Code	From	To	_
	100	MOE1S08.090104.ER1.	01-JAN-2016		A
			_		
Ĩ					18
Ĩ				1	1 8
Ĩ		-i		- i	1
11					1
UL					10

To enter the Costing Details:

- 1. Set the effective date to 01-JUL-2018
- 2. Click on the tab below "Cost Code"

Cost Allocation Flexifie	ald		×
Ministry/ Cost Centre	MOE1S0	RG1- Bell Village SSS	
Vote/ Sub Vote	090104	Sub-Head 9-104: Secondary Education	
ID Code	ER1	M/Education- Region 1	
Activity/ Project			
	•	100000000000000000000000000000000000000	Þ
		QK Clear	Help

- 3. Fill in the fields in the "Cost Allocation Flexfield" accordingly by selecting the correct value for each field from the drop down list.
- 4. Click "OK"
- 5. Save

Section 11.21, Page 172

Add Section 11.21 Update an Element

Updating recurring elements having entry values, which needs to be changed for a different month.

Scenario: A change of address with effect from 23 Mar 2018

How to update element "Refund of Bus Fares"

In this scenario, the Daily Rate before the change of address for this particular employee was "68.00"

Element Entries: 01-FEB-2018	Entry Values: 01-FEB-201	8					
Period 2 2018 Cal Classification Element Name Basic Salary Paye	P D Total Numbe CISD Eleme CISD Elem Spare	Pay Value Daily Rate Daily Rate Daily Rate Daily Rate Daily Month Control Cont	i i i i i i i i i i i i i i i i i i i	ditiona Proce Re	l troactive Effective Dates From 30-JUN-2013 30-JUN-2013	To	
Refund of Bus Fares	St	pare Char			30-JUN-2013		
	S	pare Date					
Element Entries: 01-MAR-2018	}						
Period 3 2018 Cal Classification	endar Month (D1-MAR-2018)	Processing Type ○ Recurring ○ Nonrecurring ● Both	s Overrid Ad	de ditiona Proce Re	l ssed troactive		
E 1	Processing				_Effective Dates	-	
Element Name Basic Salary	Type Cost Recurring	ting Reason			From 30-JUN-2013	10	
Paye	Recurring				30-JUN-2013		
Refund of Bus Fares	Recurring	i			30-JUN-2013		
Refund of Bus Fares	Recurring				01-MAR-2018		

- 1. Go to the Element Entries Screen
- 2. Set the date to '1 Mar 2018'
- 3. Add a second element "Refund of Bus Fares" as shown above

CElement Entries: 01-M/	CEntry Values: 01-MAR-2018	_ 🗆 ×					
Period 3 2 Classification Element Name Basic Salary Paye Refund of Bus Fares Refund of Bus Fares	Pay Value Daily Rate Total Number of Days Month Choose an option: Update Correct of Correct of	68.00 22 tory of existing information existing information	Overri Ad	de dition: Proce Ri	al assed etroactive Effective Dates		
Element Entries: 01-M/	Entry Values: 01-MAR-2018						_ 🗆 ×
Period 3.2 Classification	Pay Value Daily Rate Total Number of Days Month	68.00 22 MAR-18	Overri Ad	de dition: Proce Ri	al essed etroactive Effective Dates		
Element Name	CISD Element Name				From	То	
Basic Salary	CISD Element Code				30-JUN-2013		
Paye	Spare Number				30-JUN-2013		
Refund of Bus Fares	Spare Char				30-JUN-2013		
Retund of Bus Fares	Spare Date				01-MAR-2018		

- 4. Click on the first element "Refund of Bus Fares"
- 5. Click on "Entry Values"
- 6. Input the "Total Number of Days" (i.e. '22' in our scenario)
- 7. Click on 'Update'
- 8. Then input the "Month" (i.e. 'MAR-18' in our scenario)
- 9. Save

Element Entries: 01-M	Centry Values: 01-MAR-2018							
			0vi	erride				
Period 31	2 Pay Value			Addit	tiona	ıl		
Classification	Daily Rate	80.00		Р	roce	ssed		
	Total Number of Days	9			Re	troactive		
	Month	MAR-18						
Element Name	CISD Element Name		1			From	То	
Basic Salary	CISD Element Code		. 🗆 (30-JUN-2013		A
Paye	Spare Number		. 🗆 (30-JUN-2013		
Refund of Bus Fare:	Spare Char		. 🗆 (30-JUN-2013		
Refund of Bus Fare:	Spare Date		. 🗆 (01-MAR-2018		
Î	Spare Money							

- 10. Click on the second element "Refund of Bus Fares"
- 11. Click on "Entry Values"
- 12. Input the new "Daily Rate" ('80.00' in our scenario)
- 13. Input the "Total Number of Days" ('9' in our scenario)
- 14. Input the "Month" ('MAR-18' in our scenario)
- 15. Save
- 16. The first element "Refund of Bus Fares" should be end dated (Elements should be end-dated on the last day of the month in question)

Element Entries: 01-AP	CEntry Values: 01-APR-2018	_ = ×							_ 🗆 ×
Period 4 20	Pay Value		C	verr) A	ide tibb	iona	al		
Classification	Daily Rate	80.00							
	Total Number of Days		Petrosctive						
	Month	MAR-18				100			
Element Name	CISD Element Name						- Effective Dates From	To	
Basic Salary	CISD Element Code						30-JUN-2013		A
Paye	Spare Number						30-JUN-2013		
Refund of Bus Fares	Spare Char						01-MAR-2018		
	Choose an option:	· · · · · · · · · · · · · · · · · · ·	_						
Celement Entries: 01-AP	Correction Correct e	existing information							
			C	Overn	ride				
Period 4 20	Pay Value			A	.ddit	tion	al		
Classification	Daily Rate	80.00			Ρ	roce	essed		
	Total Number of Days					R	etroactive		
	Month	<u> </u>					- Effective Dates		
Element Name	CISD Element Name						From	То	
Basic Salary	CISD Element Code						30-JUN-2013		A
Paye	Spare Number						30-JUN-2013		
Refund of Bus Fares	Spare Char						01-MAR-2018		
	Spare Date								

- 17. Set effective date to the next month (i.e. 1 APR 2018 in our scenario)
- 18. Click on the new element "Refund of Bus Fares"
- 19. Click on "Entry Values"
- 20. The "Daily Rate" stays the same
- 21. Delete all the details in the "Total Number of days" and "Month" fields

Then click on 'Update'