

Payroll

Guide to Statutory Sick Pay

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Introduction

Overview

Statutory Sick Pay (SSP) processing within HR2000 is fully automated and shared between the Personnel and Payroll functions. On the Personnel 2000 side, the SSP amounts are calculated from input absence records, SSP table values and existing SSP history. These are then passed over to Payroll 2000 as income payment transactions which when paid, update employees' SSP history records. No manual calculations are necessary.

SSP calculations are driven by employee absence data. For employees who are absent from work due to sickness, you can enter absence records with a *From* and a *To* date and an absence type that denotes SSP eligibility.

The function *GENERATE SSP TRANSACTIONS*, is run each week and processes these absence records. The SSP statutory rules and conditions are applied, using table values that you have established in SSP control files and also by examining previous SSP history. The system creates an SSP transaction for each employee with a PIW (Period of Incapacity for Work) that week who qualifies for SSP or is excluded from SSP. This function also produces a report of these SSP transactions and exclusions.

If a problem is discovered for several employees after running this *GENERATE SSP* function, such as absences not input in time or with wrong absence type, etc, you can update the absence records and rerun the function. The SSP transactions will be recalculated.

If a problem is found on just one or two employees, you can update the employees' absence records and use either the *UPDATE SSP TRANSACTIONS* or the *REGENERATE EMPLOYEE SSP* function. This will recalculate the SSP for specific employees. This function can also be used to view the full detail of the employee's SSP transaction and to input the SSP1 form date sent field, if applicable.

When the SSP transactions have been approved, they can then be passed over or closed to payroll using the *CLOSE SSP TRANSACTIONS TO PAYROLL* function. A *TRIAL CLOSE* function is also provided.

The SSP transactions are created in payroll with the income code name of **SSP*. This is a reserved income code name. The employees' SSP history is updated during the *POST & PRINT* stage of the payroll.

The employee's SSP history can be viewed interactively using the function *DISPLAY EMPLOYEE SSP HISTORY*. This function will display all the linked spells of sickness and the associated individual weekly PIWs. The weekly PIW record can be viewed in full detail showing day by day breakdown of SSP status. This detailed SSP history for the employee can also be printed out, by using a function key from the screen.

One of the most powerful features of the SSP module is its ability to create SSP adjustment transactions if a mistake is discovered on an absence record after SSP has been paid and passed to history. After the absence record has been corrected, the function *RETROSPECTIVE SSP ADJUSTMENTS* will perform this process for groups of employees and Update Retrospective SSP for individual employees. The adjustment transactions can either be to recover overpaid SSP or to top-up underpaid SSP. SSP history is then updated to reflect the correct position.

A reminder report is automatically produced showing employees who are nearing the limit of their SSP entitlement, so that SSP1 forms can be sent to them. Also there is a function which can be used to print SSP1L forms for employees on SSP prior to leaving.

Create a Calendar Letter Code of S

Overview

The first step in setting up your SSP processing is to create a calendar letter code of **S** in Employer Codes. This code will subsequently show in the employee's calendar to indicate sick days.

System : Payroll 2000

Menu Level 1 : Personnel Control Files

Menu Level 2 : Employer Codes

Menu Level 3 : Update Employer Codes

Screen 1 of 1

```
3/10/94 15:21:32          Update Code Values          PRGMCD  PRDMCD
Employer . . . . . : 111    or Employer Group . .
Code Type . . . . . : PAB    CALENDAR LETTER
Code Value . . . . . : S

Enter code description.
Code Description . . . Sick absence
Absence Category . . . . . S

F3=Exit  F10=QuikAccess  F12=Cancel  F22=Delete
```

Key Information

Type your employer code in *Employer*

Type **PAB** in *Code Type*

Type **S** in *Code Value*

Enter to Continue.

Type *SICK ABSENCE* in *Code Description*

Type **S** in *Absence Category*

Enter to Continue.

You have now created the calendar letter.

Press F3 to Exit and Save..

Create a Cycle Group Code of SSP

Overview

When you run the Generate SSP transactions function, you are required to enter a cycle group code. This must first exist as a valid employer code.

System : Payroll 2000
Menu Level 1 : Personnel Control Files
Menu Level 2 : Employer Codes
Menu Level 3 : Update Employer Codes

Screen 1 of 1

```
3/10/94 15:22:34          Update Code Values          PRGMCD  PRDMCD
Employer . . . . . : 111  or Employer Group . .
Code Type . . . . . : CYG  CYCLE GROUP
Code Value . . . . . : SSP
Enter code description.
Code Description . . . SSP Cycle Group

F3=Exit  F10=QuikAccess  F12=Cancel  F22=Delete
```

Key Information

Type your employer code in *Employer*

Type **CYG** in *Code Type*

Type **SSP** in *Code Value*

Enter to Continue.

Type *SSP CYCLE GROUP* in *Code Description*

Enter to Continue.

You have now created the cycle group.

Press F3 to Exit and Save.

Create an Income Group of SSP

Overview

When you establish the SSP Controls (see UPDATE SSP CONTROL INFORMATION), you are required to enter an income group. This must first exist as a valid employer code:

Screen 1 of 1

```
3/10/94 15:23:10          Update Code Values          PRGMCD  PRDMCD
Employer . . . . . : 111    or Employer Group . .
Code Type . . . . . : IRG    INCOME REPORTING GROUP
Code Value . . . . . : SSP

Enter code description.
Code Description . . . Statutory Sick Pay

F3=Exit  F10=QuikAccess  F12=Cancel  F22=Delete
```

Key Information

Type your employer code in *Employer*

Type **IRG** in *Code Type*

Type **SSP** in *Code Value*

Enter to Continue.

Type **SSP INCOME GROUP** in *Code Description*

Enter to Continue.

You have now created the income group

Press F3 to Exit and Save.

Update Cycle Groups

Overview

When you run the Generate SSP transactions function, you are required to enter a cycle group code. This was defined in *CREATE A CYCLE GROUP CODE OF SSP* as a valid employer code. Now you must specify which pay cycles are to be within the cycle group code **SSP**.

System : Payroll 2000
Menu Level 1 : Payroll Control Files
Menu Level 2 : Cycle Groups
Menu Level 3 : Update Cycle Groups

Screen 1 of 1

3/10/94	15:27:05	Update Cycle Groups	PYGMVG	PVDMVG
Employer . . . :	111	Software 2000 Limited		
Cycle Group . . . :	SSP	SSP Cycle Group		
Mark cycles to include in Cycle Group.				
Opt	Employer	Group	Cycle	Description
-	111	SSP	ADDIT	Cycle - Additional Positions
-	111	SSP	BONUS	Bonus Processing Cycle
-	111	SSP	MONTH	Monthly Payroll
-	111	SSP	ODCM	On-Demand Cheques - Monthly
-	111	SSP	ODCW	On-Demand Cheques - Weekly
-	111	SSP	ODC4	On Demand Cheques - 4 Weekly
-	111	SSP	PENS	Pensioners Quarterly Payroll
-	111	SSP	VOID	Void Cycle
-	111	SSP	WEEK	Weekly Payroll
-	111	SSP	WKDRV	Weekly Drivers /no longer used
█	111	SSP	4WEEK	Four Weekly Pay Cycle
F3=Exit F10=QuikAccess F12=Cancel				

Key Information

Type your employer code in *Employer*

Type **SSP** in *Cycle Group*

Enter to Continue.

You will be presented with a display of all the available payroll cycles.
Select the cycles to be included in the **SSP** cycle group by typing an **X** in
the opt field..

Enter to Continue.

Press F3 to Exit and Save.

Update SSP Income Group

Overview

When you enter the SSP control values (see *UPDATE SSP CONTROL INFORMATION*), you are required to enter an income group. This was defined in *CREATE AN INCOME GROUP OF SSP* as a valid employer code. Now you must specify which incomes are to be associated with that income group code of **SSP**:

Screen 1 of 1

```
3/10/94 15:28:16      Update Income Reporting Groups      PYGMIR      PVDHIR
Employer . . . . . : 111  Software 2000 Limited
Income Report Group . : SSP  Statutory Sick Pay

Mark incomes to include in Income Reporting Group.

Opt  Employer  Group  Income Code
-    111      SSP   *LPIA Leave pay advance
-    111      SSP   *SMP  SMP
-    111      SSP   *SSP  Statutory Sick Pay
-    111      SSP   *TWRU This Period Round
X    111      SSP   BASIC Basic Salary
-    111      SSP   BONUS Bonus Pay
-    111      SSP   CIG01 Mortgage Sub Base
-    111      SSP   CIG02 Mort Sub /12
-    111      SSP   FAID  First Aid
X    111      SSP   HOT1  Hourly O/T 1.0
X    111      SSP   HOT15 Hourly O/T 1.5
X    111      SSP   HOT20 Hourly O/T 2.0
X    111      SSP   HOUR  Hourly Paid
+

F3=Exit  F10=QuikAccess  F12=Cancel
```

Key Information

Type your employer code in *Employer*

Type **SSP** in *Income Group*

Enter to Continue.

You will be presented with a display of all the available incomes. Select the incomes that should be considered by the system for purposes of calculating average weekly earnings for SSP. These will normally be the incomes on which National Insurance contributions are based. The types

of income that you would typically exclude would be travel advances, loans etc.

Select the incomes to be included by placing an **X** in the opt field.

Enter to Continue.

Press F3 to Exit and Save..

Update Absence Type

Overview

This function is where you define the different types of absences.

System : Personnel 2000
Menu Level 1 : Personnel Control Files
Menu Level 2 : Absence Types
Menu Level 3 : Update Absence Types

Screen 1 of 1

```
3/10/94 15:30:04          Update Absence Types          PEGAEM          PEDAEM
Employer . . . . . : 111
Absence Type . . . . . : S

Enter Absence Type information.

Description . . . . . Sick Absence
Calendar Letter . . . . . S +
Absence Class . . . . . S (E,H,L,O,S,U)
SSP Payable . . . . . 1 (0/1)
Unauthorised Absence Type . NC +
Part Day Absence Code . . . P +

F3=Exit  F4=Prompt  F10=QuikAccess  F12=Cancel  F22=Delete
```

Key Information

Note that these are types of absence and not reasons for absence (which you define elsewhere). Examples of absence types might be:

<u>TYPE</u>	<u>DESCRIPTION</u>
-------------	--------------------

S	SICK ABSENCE
L	SPECIAL LEAVE
UA	UNAUTHORISED ABSENCE
P	PART DAY ABSENCE

The absence type that we are concerned with for SSP purposes is obviously sick absence. We recommend you use the simple, easy to recognise code of **S** to denote this.

Type your employer code in *Employer*

Type **S** in *Absence Type*

Enter to Continue.

Type *Sick Absence* in *Description*

Type **S** (as set up in *CREATE A CALENDAR LETTER CODE OF S* above) in *Calendar Letter*

Type **S** for sick in *Absence Class*

The system uses the *SSP Payable* field to check if an absence is eligible for SSP payment. Enter a **1** to indicate yes it is eligible.

Leave the remaining 2 fields blank.

Update Absence Reason Codes

Overview

This function is where you define the various sick absence reason codes.

System : Personnel 2000
Menu Level 1 : Personnel Control Files
Menu Level 2 : Absence Reason Codes
Menu Level 3 : Update Absence Reasons

Screen 1 of 1

```
3/10/94 15:30:51      Update Absence Reasons      PEGABM      PEDABM
Absence Reason Code . . . : FLU
Enter Absence Reason information.
Description . . . . . Influenza
I. C. D. Code . . . . . 487
Risk disease. . . . . 0 (0/1)
Notifiable & Contagious . . 0 (0/1)
O. H. S. Referral . . . . . 0 (0/1)

F3=Exit  F10=QuikAccess  F12=Cancel  F22=Delete
```

Key Information

When you enter a sick absence for an employee (*UPDATE CYCLE GROUPS* below), you are required to enter a reason for absence. The

absence reasons are usually standard short medical reason descriptions, often those which appear on doctors' sick certificates.

Note that you may find that your system already has absence reasons codes loaded in the file as delivered from Software 2000.

Type **FLU** in *Absence Reason Code*

Enter to Continue.

Type *Influenza* in *Description*

Type the International Code for Disease-**487** in the case of FLU
-in *ICD Code*

Do not change the values in the remaining 3 fields.

Enter to Continue.

Update Employee Absences

Overview

On the first screen, enter the employer and an employee number.

Enter to Continue.

Screen 1 of 2

```
3/10/94 15:32:35      Update Employee Absence Data      PEGAHM20  PEDAHM20
Employee . . . . . :      89 Murphy,Robert Patrick
Position . . . . . :      RSMI Sales Manager - Ireland
Date of Birth . . . :      1/02/1965 Date of Employment . . :      6/06/1984
National Ins . . . :      WD142739A Hours . . . . . :      162.50

Type options, press Enter.
  2=Change  4=Delete  5=Display detail

Opt Beginning      Ending      Days Absence Reason      Cert WorkA
- 1/01/1994      2/01/1994 002 S flu      Valid to 7/01/1994
                                     0

F3=Exit F6=Create F10=QuikAccess F12=Cancel F13=Basic Data F24=More keys
```

Key Information

This screen is where you will type the details of the employee's absences.

Note that other types of absences, apart from sick absences, can also be keyed here.

Type the beginning date of the absence in *Beginning Date*.

Type the ending date of the absence if known. If the employee has not yet returned to work, you can leave this field blank. This is also known as an open-ended absence, (see later section for special processing involved).

Type **S** (as defined in *CREATE A CYCLE GROUP CODE OF SSP*) in *Absence Type*

Leave *Part Day Ind* as **0** for now but refer later to the section on part day processing.

Type **FLU** (as defined in *CREATE AN INCOME GROUP OF SSP*) in *Absence Reason*

ICD Code will automatically be brought in from the absence reason or you can type it here

Certificate Type can have 6 values:

- 0** = no certificate
- 1** = self certified
- 2** = private doctor
- 3** = national health doctor
- 4** = hospital
- 5** = other type of certificate

Key the appropriate certificate type value

Note that if the employee is sick but has not yet presented a certificate, you should leave the value as **0** in which case the *Valid From* date will default to beginning date and the *Valid To* date will default to 6 days after the beginning date of the absence.

Type the dates covered by the sick certificate in *Valid From Date* and *Valid To Date*

Note that certificate type **0** will default valid dates for the first week of sickness. All other certificate types require these validity dates to be entered.

The remaining fields have no SSP consequences.

Enter to Continue.

You have now created the absence record which will appear in the lower portion of the screen. You can retrieve the absence record for update by selecting it with a **2** in the opt. field..

You can display the day by day absence detail by selecting the absence record with a **5** in the opt field.

Screen 2 of 2

```
3/10/94 15:32:35 Update Employee Absence Data PEGAHM20 PEDAHM20
Employee . . . . : 89 Murphy,Robert Patrick
Position . . . . : RSMI Sales Manager - Ireland
Date of Birth . . : 1/02/1965 Date of Employment . : 6/06/1984
National Ins . . : WD142739A Hours . . . . . : 162.50

Type options, press Enter.
 2=Change 4>Delete 5=Display detail

Opt Beginning Ending Days Absence Reason Cert WorkA
_ 1/01/1994 2/01/1994 002 S flu 0
Valid to 7/01/1994

F3=Exit F6=Create F10=QuikAccess F12=Cancel F13=Basic Data F24=More keys
```

Update SSP Control Information

Overview

This function is where you must enter the key control values that will be used by the system in calculating SSP entitlements.

Note that this file can contain multiple SSP control records, typically 1 for each tax year, since the SSP payment bands and/or amounts can vary by tax year:

Screen 1 of 1

```
3/10/94 15:34:47 Update Statutory Sick Pay Controls PVGSUM PVDSUM
Employer . . . . . : 111 Software 2000 Limited
Effective Date . . . : 1/01/1994

Weekly Earnings Limits      SSP Weekly Rate
1. Up to . . . . . █ .00      .00
2. Up to . . . . . .00      .00
3. Up to . . . . . .00      .00
4. Up to . . . . . .00      .00
5. Up to . . . . . .00      .00

PIW Link Days . . . . . 0      Waiting Days . . . . . 0
PIW Consecutive Days . . . 0      Maximum SSP weeks . . . 0
SSP Cutoff years . . . . . 0      SSP Rebate % . . . . . .00
SSP Income Group . . . . . +      Average Earnings weeks . 0
Retrospective Control Date . . . . .      Lower Earnings Limit . . .00

Custom Program Names
After "Generate SSP" . . . . .      After Regenerate SSP . . . . .
After "Close to Payroll" . . . . .

F3=Exit F4=Prompt F10=QuikAccess F12=Cancel F22=Delete
```

Key Information

Type your employer code in *Employer*

Type the effective date of the SSP rates in *Effective Date*

Enter to Continue.

Type the SSP rate bandings and amounts in *Weekly Earnings Bands* in the format shown in Appendix A

In *PIW Link Days* type the number of days between PIWs on or under which they are considered to be linked together for SSP. The current value is 56 days.

Type the current number of waiting days (3) in *Waiting Days*

Type the current number (4) of consecutive sick days considered to form a PIW (Period of Incapacity for Work) in *PIW Consecutive Days*.

Type the current number (28) of allowed maximum weeks of SSP payment in a linked sickness spell in *Maximum SSP Weeks*.

Type the current number (3) of allowed total years of SSP payment in a linked sickness spell in *SSP Cut Off Years*.

SSP Rebate Percent- Currently there is no rebate for Employers leave blank, unless rebate is reintroduced.

Type the income group SSP that you defined in *CREATE AN INCOME GROUP OF SSP* as containing the incomes to be included in the average earnings calculation in *SSP Income Group*

Type the current number of weeks (8) on which SSP average earnings should be based in *Average Earnings Weeks*

The *Retrospective Control Date* is normally updated automatically by the system with the last date of the Generate SSP function. See later section on retrospective SSP

Enter the lower earnings limit for SSP in *Lower Earnings Limit*. This is normally the earnings limit shown in the 1st SSP rate band

The remaining 3 fields are for you to enter the names of any user exit programs that you require to be run as part of the SSP processing.

Update Employee SSP Information

Overview

This function is where you must enter details of any special SSP information relating to the employee, for example, any status which would exclude them from receiving SSP payments, and relevant previous employer SSP data.

Note that you do not have to create a record for each of your employees in this file-only make entries as necessary.

Screen 1 of 1

```
3/10/94 15:36:12      Update Employee SSP Data      PYGSEM      PVDSEM
Employer . . . . . : 111      Software 2000 Limited
Employee . . . . . :      89 Robert Patrick Murphy
S.S.P. Status Code . . 0      0 = Normal
                                   1 = Contract of Employment < 3 months
                                   2 = State Sickness entitlement
                                   3 = Involved in work stoppage
                                   4 = Abroad outside the EC.
                                   5 = In legal custody
S.S.P. Status Effective Date . . . . _____ (use with status 3/4/5)
Exclude from SSP until Date . . . . _____ (use with status code 2)
Contract of service ending date . . _____ (use with status code 1)
Previous employer SSP weeks . . . . 0
Previous employer SSP start date . . _____
Previous employer SSP end date . . . . _____
S.S.P. Recalculation indicator . . . . 0
Recalculate from date . . . . . _____
Average Weekly Earnings Override . . _____ .00
F3=Exit  F10=QuikAccess  F12=Cancel  F22=Delete
```

Key Information

Type your employer code in *Employer*

Type the appropriate employee number in *Employee*

Enter to Continue.

Type any relevant value in *SSP Status Code*

Type date if applicable *Effective Date* in *SSP Status*

Type date if applicable *Until Date* in *Exclude From SSP*

Type date if applicable *Ending Date* in *Contract Of Service*

Type any applicable data from the employee's *Data SSP1L* from previous employer in *Previous Employer*

Set the *SSP Recalculation* to **1** when you want this employee to be included in the Retrospective SSP run

The *Recalculate From* field controls from what date the *Date* retrospective SSP calculation should be made. This date is usually updated automatically by the system, but can be overridden here

By entering a value in the *Average Weekly* field, the normal *Earnings Override* average earnings calculation will be bypassed and the value in the field will be used instead.

Generate SSP Transactions

Overview

This function should be run every week to calculate new and on-going SSP entitlements:

Screen 1 of 1

```
4/09/96 10:46:36      Generate SSP Transactions
PYGJC50  PYDJC50

Type selections, press Enter.

Employer . . . . . 111 +
Week Ending Date . . . . .
Cycle Group . . . . . SSP +
Alpha or Level Sequence . . . . .
```

F3=Exit F4=Prompt F10=QuikAccess F12=Cancel

Key Information

- Type your employer code in *Employer*
- Type a Saturday date for the week ending in *Week Ending Date*
- You must enter a cycle group code in *Cycle Group*. Enter the value of SSP as defined earlier in *CREATE A CYCLE GROUP CODE OF SSP*. This will limit the process to those employees whose payroll cycle is in the specified cycle group.
- You can choose the order of the SSP transaction report to be in employee last name order (**A**) or in levels order (**L**) in *Alpha or Level*

Enter to Continue

This function will submit a job to run in batch to generate SSP transactions from absence records for the week ending period specified. A report of the SSP transactions created will be produced, together with a list of any employees with PIWs that are excluded from receiving SSP.

Update SSP Transactions

Overview

Use this function to view the detail SSP transaction record and to enter the date of any SSP1 form sent to the employee:

Screen 1 of 2

3/10/94 15:37:34	Update SSP Transactions	PVGSTM10	PVDSTM10		
Employer	: 111 Software 2000 Limited				
Week Ending Date	: 12/01/1991				
Type options, press Enter.	2=Change	5=Regenerate			
Opt Employee Name	Employee#	PIW Began	PIW Ended	SSP Days	SSP Amount
- Rothwell, Peter Georg	90	6/01/1991	12/01/1991	5	52.50
- Ameys, Petra Guy	021	6/01/1991	12/01/1991	0	.00
- Armstrong, Frederick	019	6/01/1991	12/01/1991	0	.00
- Becker, Carole Anne	027	6/01/1991	12/01/1991	0	.00
- Brown, Andrew Simon	06	6/01/1991	12/01/1991	0	.00
- Carrington, Kathryn M	023	6/01/1991	12/01/1991	0	.00
- Casson, Paul James	185	6/01/1991	12/01/1991	5	39.25
- Chapman, William Char	114	6/01/1991	12/01/1991	0	.00
- Fennel, Michael Miles	015	6/01/1991	12/01/1991	0	.00
- Kerwin, Nicholas Char	01	6/01/1991	12/01/1991	0	.00
F3=Exit	F10=QuikAccess	F12=Cancel			

Key Information

- Type your employer code in *Employer*
- Type a Saturday date for the week ending in *Week Ending Date*

Enter to Continue.

You will be presented with a display of all SSP transactions on file in alphabetical order. You may select a transaction for viewing, or for update, by typing **1**.

The following screen will be displayed:

Screen 2 of 2

```
3/10/94 15:39:35      Update SSP Transactions      PYGSTM20  PYDSTM20
Employer . . . . . : 111      Software 2000 Limited
Employee . . . . . :          90 Peter George Rothwell
Week Ending Date . . . : 12/01/1991 Type . . . . : 2 NEW TRANSACTION
PIW Link Start Date . . : 6/09/1990
PIW Beginning Date . . . : 6/01/1991 PIW Ending Date . . . . : 12/01/1991
Number of days sick . . : 7      SMTWTFSS
Qualifying days in PIW : 5      Qualifying Day Pattern : 0111110
Waiting Days . . . . . : 0      Average Earnings . . . . : 150.00
SSP Days . . . . . : 5      SSP Rate Band . . . . . : 3
SSP Amount . . . . . :      52.50 Last Sick Day Paid . . . : 11/01/1991
Excluded Days . . . . . : 0      First sick day for SSP1 : 6/09/1990
Exclusion Code . . . . . :

Remaining SSP Weeks . . : 10.200 Remaining SSP amount . . : 535.50

Withheld Days . . . . . : _
Withheld Code . . . . . : - +
Date SSP1 Form sent . . : _____

F3=Exit  F4=Prompt  F10=QuikAccess  F12=Cancel  F13=Apply withheld days
```

Key Information

From this screen you can type a number of withheld days of SSP and a withheld code, then use **F13** to apply the withholding of SSP.

Or you can enter the date on which you sent an SSP1 form to the employee. *Note* that if the employee is still excluded from SSP payments in subsequent weeks, the original Date SSP1 form sent will be filled in automatically on subsequent SSP transactions. This has the effect of ensuring that these employees do not show up every week on the SSP reminder reports.

Close SSP Transactions To Payroll

Overview

This function is used to send across to payroll the amounts of SSP payments calculated on the SSP transactions:

Screen 1 of 1

```
3/10/94 15:40:20      Close SSP to Payroll Cycle      PVGJCS0      PVDJCS0
Type selections, press Enter.
Employer . . . . . 111 +
From Week Ending Date . . . . . _____
To Week Ending Date . . . . . _____
Close to Payroll Cycle . . . . . MONTH +
Period Ending Date . . . . . _____@

F3=Exit  F4=Prompt  F10=QuikAccess  F12=Cancel
```

Key Information

Type your employer code in *Employer*

Type a Saturday date for the week ending in *From Week Ending*

Type a Saturday date for the week ending in *To Week Ending*.
This can be the same as the *From Week Ending* date.

Enter the name of the payroll cycle in which the *Cycle SSP* incomes are to be created in *Close To Payroll*.

Note that SSP incomes are only created for employees whose payroll cycle is the same as the pay cycle that you are closing to. This means

that if you have generated SSP transactions for more than one cycle, you must close them to payroll one cycle at a time.

In the case of monthly paid employees, you will run the Generate SSP function for each week and close 4 or 5 weeks of SSP transactions to the monthly cycle.

The pay cycle being closed to must be at the timesheet entry stage of payroll, i.e., after BEGIN but before RELEASE.

Enter to Continue.

This function will submit a job to run in batch to create SSP income transactions into the pay cycle specified, with income code *SSP. A report of the SSP incomes created will be produced.

(Optional) Timesheet Entry (PY)

Overview

You can check that the SSP income transactions were created in the pay cycle by accessing the Timesheet Entry function in PY2000 and selecting the employees concerned. The SSP incomes will show under code *SSP.

(Optional) Retrospective SSP Adjustments

Overview

One of the most powerful features of the SSP module is its ability to create SSP adjustment transactions if a mistake is discovered on an absence record after SSP has been paid and passed to history:

Screen 1 of 1

```
3/10/94 15:41:05  Retrospective SSP Adjustments  PYGJC50  PVDJC50
Type selections, press Enter.
Employer . . . . . 111 +
Up to Week Ending . . . . . _____
Cycle Group . . . . . _____ +
Alpha or Level sequence . . . . . -

F3=Exit  F4=Prompt  F10=QuikAccess  F12=Cancel
```

Key Information

The best way to illustrate the retrospective SSP process is to work through an example. Assume that an employee sick absence record was originally entered for the period 09/01/95 to 13/01/95. This is a 5 day period which forms a new PIW. This period was processed by the Generate SSP function for week ending 14/01/95 and an SSP transaction was created for 2 days of SSP payment (3 waiting days). This payment was closed into the payroll cycle and from there into SSP history.

Two weeks later, in week ending 27/01/95, it is discovered that the employee was only absent for 4 days and not 5 as originally entered. The supervisor accesses the employee's absence record and changes the ending date to **120195**.

The Retrospective control date on the SSP control file is set at **190195**, which was automatically updated by the last date that the *GENERATE SSP* function was run.

Because the change to the employee's absence record involved a date that was EARLIER than the retrospective control date, the system automatically flags the employee for retrospective SSP calculation by setting the retrospective indicator to **1** on the employee's SSP information record and placing the absence beginning date in the *Recalculate From Date*.

When the *RETROSPECTIVE SSP ADJUSTMENTS* function is run, the employee's SSP will be recalculated from 04/01/95 and compared to the SSP amount recorded in SSP history. In this case the system will identify that SSP has been overpaid by 1 day and will create a special SSP adjustment record to recover this SSP. This adjustment transaction is closed to payroll as a negative *SSP income which has the effect of reducing pay by that amount.

The *RETROSPECTIVE SSP ADJUSTMENTS* function will produce a report of all retrospective adjustments created.

Note that this function will create "no change" SSP transactions if the SSP calculated for a week matches the amount already shown in history.

If the retrospective calculation showed that SSP had been underpaid then a positive adjustment transaction would be created and passed to payroll as a positive *SSP amount.

This same process of automatic flagging of an employee for retrospective SSP calculation occurs for all types of changes to absence records including deletion and changing of the certificate's valid to' date.

Alternatively, you can manually enter the retrospective SSP details in the employee's SSP information record.

The function *UPDATE RETROSPECTIVE SSP* allows you to run a retrospective SSP calculation for a specific employee for a date range. This date range can be for any period, even for more than 1 year. If you use this method you do not have to flag the employee for retrospective processing or set the from date. Alternatively, you can use this function to view existing retrospective SSP transactions and even delete or rerun them if necessary.

Open Ended Absences

Overview

As discussed earlier in *UPDATE EMPLOYEE ABSENCES*, an employee absence can be entered with a blank ending date if the employee is still absent from work.

When you first enter such an absence record, an absence detail record (viewed by selecting absence record with a **2**) is created only for the first day of absence, i.e. the beginning date.

In order to get additional absence days into the system for these open-ended absences, you must use the function *MASS UPDATE CURRENT ABSENCES*.

This function requires you to enter an as-of date and submits a batch job which will add additional detail days of absence up to and including the as-of date, for all open-ended absences.

This *MASS UPDATE CURRENT ABSENCES* should therefore be run on a daily basis if possible so that the absence records are as up to date as possible.

Note that the *GENERATE SSP* function looks only at the detail absence records when calculating whether a PIW has been formed, so it is important that these are kept up to date.

Display Employee SSP History

Overview

Use this function to view employees' SSP history on-line, and to print out their detailed SSP history.

Type your employer code in *Employer*

Type employee number in *Employee*

Enter to Continue.

The following screen will be displayed:

Screen 1 of 1

3/10/94	15:42:30	Display Employee SSP History	PVGSHD20	PVDSDH20
Employer	:	111	Software 2000 Limited	
Employee	:	66	ROD MARTIN PENN	
Totals	:	2	15.70	
PIW	Last	SSP Paid	Wait Exclusion Ave	Rate Remaining
Opt Link Date SSP Paid	Days Amount	Days Code Days Earning	Band Weeks Amt	
█ 17/09/1990 21/09/1990	2	15.70	3 0 96.00	2 27.600 0
F3=Exit F10=QuikAccess F12=Cancel F13=Print				

Key Information

This screen displays all of the individual spells of linked sick absences for the employee.

Select a sick absence

Enter to Continue.

Press F3 to Exit and Save.