Payroll

Guide to Sick Pay Processing

INFINIUM
SOFTWARE

Publication Information

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Introduction

Overview

The Infinium HR/PY Company Sick Pay module allows you to fully automate the administration of your company sick pay scheme. It is a very flexible, parameter driven, system allowing you to set up your rules governing eligibility and entitlements and how sick pay should be paid. You can set up different rules for various categories of employees. The module is fully integrated with the absence tracking and payroll functions of the system, providing automatic calculation of sick pay due based on absence records and automatic generation of the appropriate sick pay incomes and/or adjustments to basic pay.

The Company Sick Pay module covers four main areas:

- Company Sick Pay Controls

- Absence Tracking

- Part time/Schedule Hours

- Payroll Processing

Company Sick Pay Controls

This function is used to define the eligibility rules for company sick pay, the payment method, the effect on and treatment of SSP (statutory sick pay), the sick pay year/period and the percentages of incomes which are to be paid. The different sick pay controls can be set up using combinations of employer, job category, job code and months of service.

For example, you could set it up so that employees in a particular job code with 12 months service are entitled to 10 days sick pay per year paid at 100% and 5 days at 50%. Those with 24 months service are entitled to 12 days at 100% and 4 days at 75%. and 2 days at 25%. Another job code could have entirely different parameters. Or, if your

rules do not vary by job code, you can simply set up the rules at employer level. Entitlements can be calculated either on a fixed sick pay year basis or on a rolling 12 month period.

Absence Tracking

The system calculates the company sick pay due for employees, using absence records entered in the Infinium HR absence tracking functions in conjunction with previous company sick pay history records. The absence records must be recorded no more than one pay period prior to the payroll period being processed. The company sick pay processing program only looks at absences entered as type 'S' for sick and which are also work days as defined by the employees work schedule code.

Part Time/Scheduled Hours

Company sick pay is normally based on the assumption that employees are contracted to work the same number of hours for each day of the week. The system uses the employee's Work Schedule to determine what work days are expected. If you have employees who are scheduled to work different hours on different days of the week and you want the sick pay calculation accurate for the specific days the employee was sick, you must define the different hours per day for these employees in the part time/scheduled hours file.

For example, you may have employees who work some 1/2 days. The employees' hours scheduled can be entered either at the employer level or position or job code level or by individual employee number. Entries can also be made for different effective dates. If you use this method, the sick pay will be based on the actual scheduled hours per sick day as a proportion of the contracted hours for the week.

Payroll Processing

The company sick pay calculation process is automatically run during the Release stage of the payroll cycle, after the incomes and deductions have been calculated.

For each employee in the cycle the system checks whether the employee was absent between the period start date of the previous cycle and the period end date of the cycle being processed. If the employee has been

sick between these dates, the employee's length of service is calculated. The length of service is calculated from the employee's start date (or adjusted start date if it exists) to the start date of the first absence period found. The appropriate company sick pay rules for that employee are retrieved and applied to the employee's pay. For each day the employee was absent which was processed by the company sick pay process, a record is written to the paid sick days history file. A sick pay register is also printed. (See file PYPPS – Employee Paid Sick Days in *Payroll Processing* part at the end of this guide.

Sick Pay Controls

Overview

Use this function to define the eligibility rules for company sick pay, the payment method, the effect on and treatment of SSP (statutory sick pay), the sick pay year/period and the percentages of incomes which are to be paid and various other controls. The different sick pay controls can be set up using combinations of employer, job category, job code and months of service. See the following examples:

* Employer

* Employer and Job Category

* Employer and Job Code

* Months of service

A combination of these entries can be defined. When the system processes company sick pay for an employee, the system looks up the appropriate rule on a hierarchical basis starting with Job code. For example, if the system cannot find a control record for that job code/months of service, it tries to find a control record with the employee's job category. If that is not present, it will use the employer sick pay control record. The data held is used in conjunction with the employee absence information entered and pay calculations are made at Release Payroll Input to Cycle stage of the pay process.

Screen 1 of 3

```
18/07/94 12:45:10          Update Sick Pay Controls       PYGMSC10   PYDMSC10

Type selections, press Enter.

Employer  . . . . . . . . . . .   111 + Software 2000 Limited
Job Category  . . . . . . . . .   _____ +
Job Code  . . . . . . . . . . .   _____ +
Length of service . . . . . . .   ____  (Months)












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

Key Information

Type a valid employer. You must be authorised to the employer specified.

Type the *Job Category,* if the control information being defined can be applied by category. This is an optional field which works in conjunction with valid Job Categories established using Employer code EEO.

Type the *Job Code,* if this control information being defined can be applied by job code. This is an optional field which uses job codes established within the Employer indicated.

If the control information being defined is based on employees with a minimum *Length of service*, type the minimum number of months of employment. This can be used in conjunction with *Employer, Job Category* and *Job Code.*

Press ⌈Enter⌉ to continue.

Screen 2 of 3

```
11/08/96  5:16:31        Create Employer Sick Pay Controls   PYGMSC20   PYDMSC20
                                                                       Page 1 of 2
Employer   . . . . . . . . . . :  111 Software 2000 Limited


Enter the eligibility rules for employees with at least    0 months service.

Pay Company Sick Pay  . . . . .   1 (0=No, 1=Yes)
Minimum Contract Hours  . . . .   ____.00
Minimum Employment Period . . .     0 (Days)
Extend Period if Absent . . . .   0 (0=No, 1=Yes)
Custom Rules Processor  . . . .   _____

Payment Controls.
Calculation Reporting Group . .   CSPC +
Adjustment Reporting Group  . .   CSPA +
Pay Using *CSP Income . . . . .   1 (0=No, 1=Yes)
Create *SSPN Contra Record  . .   1 (0=No, 1=Yes)
Use daily hours schedule  . . .   0 (0=No, 1=Yes)
Payment Rules Defined as  . . .   D (D=Days, W=Weeks)
Pay Period Cut-off Date . . . .   0 (0=Period End Date, 1=SSP Close Date)

F3=Exit    F10=QuikAccess    F12=Cancel

  16-59     6A      MW     XS CL  IM  DM  II       52K017       KB    52KCTL54
```

Key Information

The *Pay Company Sick Pay* field is used to indicate whether employees receive any company sick pay at all. This is a mandatory field.

The *Minimum Contract Hours* is used to hold the minimum number of hours that an employee must be contracted to work to receive company sick pay. This is an optional field.

The *Minimum Employment Period* is used to hold the minimum number of days that an employee must be employed before becoming eligible to receive Company Sick Pay.

If the *Extend Period if Absent* field is set to `0`, any absences which occur within the minimum employment period are ignored. If the field is set to `1` any absence during the minimum employment period is added to extend the time required to qualify for company sick pay.

The *Custom Rules Processor* allows a custom program to be called for each employee. Customers can define their own rules within the program which are specific to them and outside the ability of the standard module. An example of this type of program called CUGCSP10 can be found in the standard source library.

Use the *Calculation Reporting Group* field to define the incomes that are to be processed. For example, certain allowances may always be paid in full to the employee and not subject to company sick pay consideration and therefore need to be excluded. In this field you specify an IRG (income reporting group) code which points to the appropriate incomes that should be processed.

Use the *Adjustment Reporting Group* field to define the incomes that are allowed to be adjusted (prorated) by the company sick pay process. In this field you specify an IRG (income reporting group) code which points to these incomes. The main purpose of this code is to provide a way to prevent certain incomes (such as type 5, % of accumulator incomes) from being prorated or adjusted twice. For example, a type 5 income may need to be in the Calculation Reporting Group, but it does not need to be adjusted since the adjustment will happen automatically, as it is based on a % of already prorated incomes. Any adjustment records which are created use the summarisation code to generate the adjustment record. The adjustment record will take the format *SXXN where XX is the income sumarization code. This can then be used to show CSP on the payslip. The *SXXN incomes must be defined on the income controls.

The *Pay Using *CSP Income* field is used to indicate whether company sick pay should be shown in a separate income code called *CSP. If the field is set to `1`, a *CSP income must be set up on the Income Control file. All company sick pay will be added to this income code. The values

in this field will be offset by contra *SXXN records. The net effect of the *CSP and the *SXXN records will be zero. The *CSP income is for information only and allows more flexibility in reporting the sick pay within the pay slip. If the flag is set to `0,` payments will be made against the normal income codes specified in the Income Reporting Group, and a contra record will be produced if less than 100% of normal pay. Note that if you use the second method, the actual amount of the sick pay cannot be reported on the pay slip.

The *Create *SSPN Contra Record* is used to indicate whether a *SSPN contra record should be generated. If the flag is set to `1`, the *SSP payments will be reduced by using the *SSPN contra record, if company sick pay has been paid. When an employee runs out of company sick pay, they will only receive *SSP. If the flag is set to `0`, the *SSP amount will be subtracted from the *CSP amount.

The *Use daily hours schedule* field is used to indicate whether employees work variable scheduled hours. If this flag is set to `1` the system will pull in the employee scheduled hours and work schedule from the Update Part Time/Scheduled Hours function. This information will be used to determine whether company sick pay is payable for a particular day and for how many hours.

The *Payment Rules Defined as* field is used to determine whether the sick pay is calculated based on work days or weeks. If weeks are used, the employee's work pattern on the start date of the absence is used to determine the number of days in a week. If days are entered, the rules are defined in work days only.

If you set the *Pay Period Cut-Off Date* field to `0`, the system will include absence records up to and including the period end date of the cycle. If you set it to `1`, the system will use the 'To Week Ending Date' of the last SSP closed to the payroll cycle. By setting this flag to `1` you can syncronize the periods processed by SSP and by the company sick pay.

Press Enter to continue.

Screen 3 of 3

```
12/18/95  4:26:36      Update Employer Sick Pay Controls   PYGMSC20   PYDMSC20
                                                                     Page 2 of 2
Employer  . . . . . . . . . . :  111 Software 2000 Limited


Enter the payment rules for employees with at least    0 months service.

Sick Pay Rolling Period . . . .    0 (Days)
                 or
Sick Pay Year Begins  . . . . .   112 (DD/MM)

Payment Rules
For the first    3 days  of sick absence pay    .0 % of income.
For the Next   362 days  of sick absence pay 100.0 % of income.
For the Next     0 days  of sick absence pay    .0 % of income.
For the Next     0 days  of sick absence pay    .0 % of income.
For the Next     0 days  of sick absence pay    .0 % of income.
For the Next     0 days  of sick absence pay    .0 % of income.



F3=Exit   F10=QuikAccess   F12=Cancel   F16=Last Update   F22=Delete
```

Key Information

If the Company Sick Pay entitlement looks back at absence taken over a given rolling period, type the number of days in the *Sick Pay Rolling Period.* If for example if you look at absences over the past twelve months, type **365**.

If Company Sick Pay entitlement is based on a fixed given day and month each year, use the *Sick Pay Year Begins* field to indicate which day and month.

Specify the *Payment Rules* defining the percentage of salary to pay as company sick pay when an employee is absent for a specified day or week range within the applicable period.

Press F3 to exit and save.

Income Controls

Overview

If the *Pay Using *CSP Income* field is set to **1** on the Company Sick Pay control, you must create an Income Control using code *CSP. This will be used to show the calculated amounts for each eligible employee, allowing analysis of sick pay paid by income code, employee and pay period. Employees must be authorised to receive this income code. You must also set up income controls for contra incomes *SXXN, where XX are the summarisation codes for incomes in the Calculation Reporting Group.

Screen 1 of 3

```
21/07/94  11:59:34        Update Income Controls        PYGMIC    PYDMIC

Type selections, press Enter.

Employer . . . . . . .  111 +
Income Code  . . . .   *CSP  +
Income Method  . . .   1      0 - Accumulator
                              1 - Flat Amount
                              2 - Hours Extension
                              3 - Amount Extension
                              4 - Base Hours Extension
                              5 - Base Amount Extension
                              6 - Custom Calculation
                              7 - Units Extension
                              8 - Average Wage Calculation
                              9 - Flat Amount Proration




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

Key Information

Type a valid employer. You must be authorised to the employer specified.

In the *Income Code* field, type the code ***CSP** or ***SXXN**.

In the *Income Method* field, type **1** for flat amount income.

Press Enter to continue.

```
┌─────────────────────────────────────────────────────────────────────┐
│ 21/07/94  13:00:53      Update Income Controls        PYGMIC    PYDMIC│
│                                                                       │
│ Employer  . : 111  Software 2000 Limited                              │
│ Income Code :  *CSP                 Income Method :  1 - Flat Amount   │
│                                                                       │
│ Processing Controls                                                   │
│ Description .  Company Sick Pay      Priority             15          │
│ Summ. Code  .  05 + Company Sick P   Frequency . . . . .  8           │
│ Beginning Date          0            Ending Date . . . .         0    │
│ Effect on Pay  1 (1/2/3)             Category  . . . . .  _           │
│ Segments Required?  _                                                 │
│ Labour Expense Acct .  _____ +         │
│ Capture Labour Dist .  0  (0/1)      Pay Message . . . .  1  (0/1)     │
│                                                                       │
│ Calculation Controls                                                  │
│ YTD Limit . .       .00                                               │
│ Income Basis   _         Income Amount _____  Income Factor  _____│
│ Income Matrix  _____ +   Matrix Column _____ +     Matrix Row . . _____ +│
│                                                                       │
│ Accrual Controls                                                      │
│          (+/-/*)   Holiday    _         Paternity  _                  │
│                                                                       │
│ F3=Exit   F4=Prompt   F10=QuikAccess   F12=Cancel   F22=Delete        │
│           ▮                                                           │
└─────────────────────────────────────────────────────────────────────┘
```

Key Information

Processing Controls

The Priority indicated must be after that defined for basic pay incomes and also after those specified in the Income Reporting Group for Company Sick Pay.

To show Company Sick Pay as a separate entry on each payslip, specify the relevant *Summ. Code.*

Type **1** in the *Effect on Pay* field to include in Normal Gross pay.

Calculation Controls

These controls should be left blank, since calculations will be performed by the Company Sick Pay control record in conjunction with the employee absence and scheduled hours information.

Note: For other details on setting up income controls refer to the *Infinium HR Guide to Income Controls.*

Press Enter to continue.

Screen 3 of 3

```
21/07/94  13:01:40        Update Income Controls         PYGMIC    PYDMIC

Employer  . :  111  Software 2000 Limited
Income Code :  *CSP                 Income Method :  1 - Flat Amount

Accumulator Controls

    Acc.   +/-H/A     Max.      Accum.      Acc.   +/-H/A     Max.      Accum.
    Code   Op Op   Amt/Hrs  Percentage     Code   Op Op   Amt/Hrs  Percentage
 1  TAX    + +   _ _____.00 _____.0000  2  NIC   + +   _ _____.00 _____.0000
 3  ____   + _   _ _____.00 _____.0000  4  ____  + _   _ _____.00 _____.0000
 5  ____   + _   _ _____.00 _____.0000  6  ____  + _   _ _____.00 _____.0000
 7  ____   + _   _ _____.00 _____.0000  8  ____  + _   _ _____.00 _____.0000
 9  ____   + _   _ _____.00 _____.0000 10  ____  + _   _ _____.00 _____.0000
11  ____   + _   _ _____.00 _____.0000 12  ____  + _   _ _____.00 _____.0000

Level Restrictions
Function     _____ + Department  _____ + Section    _____ + Cost Cntr   _____ +

Special Reports
 Cycle Report  .  _____  +  Monthly Report   _____  +  Quarterly Report _____  +
 Annual Report .  _____  +  Demand Report  . _____  +
F3=Exit   F4=Prompt   F10=QuikAccess   F12=Cancel
```

Key information

Accumulator Controls

Ensure that the accumulators for Tax and National insurance are not specified as Company Sick Pay.

Press F3 to exit & save

Scheduled Hours

Overview

This function is used in the calculation of Company Sick Pay, if the Use Daily Hours Schedule field on the Company Sick Control file is set to **1**.

This function provides the facility to record the actual contracted hours for each work day for an individual employee or for all employees attached to a particular job code and/or position. The Work Schedule is used to indentify work days. This can be overridden providing a detailed history for each employee by date. This information is used in conjunction with the absence data record to establish whether an employee is due Company Sick Pay and how many hours are payable.

Screen 1 of 4

```
22/07/94  10:37:15        Update Part Time Hours        PRGHRM10   PRDHRM10
                                                                  Page 1 of 2
Type selections, press Enter.

Employer  . . . . . . . . . .  111 + Software 2000 Limited

Employee  . . . . . . . . . .  _____ + _____

OR

Job . . . . . . . . . . . . .  ADM1  +
Position  . . . . . . . . . .  _____  +




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

Key Information

Type the required *Employer*, or press F4 to review and select from the table of valid codes.

If the hours to be recorded are for a particular employee, type the *Employee* number.

If the hours to be recorded are for all employees within a particular *Job*, type the relevant code or press F4 to review and select from the table of valid codes.

If the hours to be recorded are for all employees within a particular *Position*, type the relevant code or use F4 to review and select from the table of valid codes. If using this function, the relevant job code must also be specified.

Press Enter to continue.

Screen 2 of 4

```
22/07/94  13:58:50          Update Part Time Hours       PRGHRM20   PRDHRM20

Employer . . . . . . . . . . . :  111        Software 2000 Limited
Employee . . . . . . . . . . . :        583 Ashlee,Caroline Jane
Position . . . . . . . . . . . :    CS2      Computer Support/Operator
Job Code . . . . . . . . . . . :  COMP       Computer Staff

Type options, press Enter.
  2=Change  4=Delete  5=Display
Opt  Effective Date   Work Schedule Code












F3=Exit   F6=Create   F10=QuikAccess   F12=Cancel
```

Key Information

If the selection on the previous screen was by *Employee*, this screen will appear.

Press F6 to create a new Part Time/Scheduled hours record for the employee.

Screen 3 of 4

```
22/07/94  14:04:26          Create Part Time Hours       PRGHRM30   PRDHRM30

Employer . . . . . . . . . . . :  111        Software 2000 Limited
Employee . . . . . . . . . . . :        583 Ashlee,Caroline Jane
Position . . . . . . . . . . . :    CS2      Computer Support/Operator
Job Code . . . . . . . . . . . :  COMP       Computer Staff

Type new effective date, press Enter.

Effective Date . . . . . . . . .  __010794











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

Key Information

This screen will only appear if selection has been made by *Employee*.

Type the *Effective Date* of the Hours and/or Work Schedule code which are to be recorded.

Press Enter to continue.

Screen 4 of 4

```
22/07/94  11:29:34        Update Part Time Hours        PRGHRM21    PRDHRM21
                                                                   Page 2 of 2
Employer  . . . . . . . . . . :  111        Software 2000 Limited
Employee  . . . . . . . . . . :
Position  . . . . . . . . . . :
Job . . . . . . . . . . . . . :  ADM1       Senior Administrator
Effective date  . . . . . . . :

Enter start and end times, format HH:MM, twenty-four hour clock.

                                              Non-Paid
                         Start Time   End Time   Breaks      Total
              Monday       10:00       16:00      1:00        5:00
              Tuesday      10:00       16:00      1:00        5:00
              Wednesday     :00         :00        :00         :00
              Thursday     10:00       16:00      1:00        5:00
              Friday        :00         :00        :00         :00
              Saturday     10:00       16:00      1:00        5:00
              Sunday        :00         :00        :00         :00
                                                            20:00
Work Schedule Code  . . . . . .  _____  +

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

Key Information

Type the contracted hours to be worked using 24 hour clock format. Specify how long *Non-Paid Breaks* take during each work day. Once this data is entered, press Enter. The system will calculate the *Total* number of hours for each day and the weekly total.

The *Work Schedule Code* can also be specified if the data being entered is for an individual employee.

Press F3 to exit and save.

Absence Data

Overview

The Absence Module is used to detail the information for each employee absence. This information contains the Beginnng and Ending dates and reasons for the sickness absence. When paying Company Sick Pay through the payroll, the system will only include absences in the current and previous pay period for payment of Company Sick Pay. The system will check the Period Dates on the cycle against the actual dates of absences recorded.

Screen 1 of 4

```
22/07/94  16:26:39        Update Employee Absences        PEGAHM10   PEDAHM10

Type selections, press Enter.

Employer . . . .  111 +       Software 2000 Limited
Employee . . . .       503 + Ashlee









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

Key Information

Type the required *Employer*, or press F4 to review and select from the table of valid codes.

Type the *Employee* Numbe*r*, or press F4 to select via the Employee Locate function.

Press Enter to continue.

Screen 2 of 4

```
22/07/94  16:29:13     Update Employee Absence Data     PEGAHM20   PEDAHM20

Employee . . . . :        583 Ashlee,Caroline Jane
Position . . . . :     CS2    Computer Support/Operator
Date of Birth  . :  11/05/1960  Date of Employment . :  10/08/1993
National Ins . . :  WK123434A                      80.00

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

Opt Beginning    Ending    Days Absence Reason                Cert  WorkA

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

Key Information

All existing Absence records for the selected employee will be listed.

Press F6 to create a new Absence record for the employee.

Type **5** to view Company Sick Pay status for an absence.

Screen 3 of 4

```
22/07/94  16:33:20     Update Employee Absence Data     PEGAHM20   PEDAHM20

Employee . . . . :        583 Ashlee,Caroline Jane
Position . . . . :     CS2    Computer Support/Operator
Date of Birth  . :  11/05/1960  Date of Employment . :  10/08/1993
National Ins . . :  WK123434A                      80.00

Enter absence information.

Beginning Date . . .   1071994    Ending Date . . . . .  10071994 (blank=open)
Absence Type . . . .   S  +
Part Day Indicator .   0  (0/1/2/3)
Absence reason . . .   FLU_____  +
ICD Code . . . . . .   487___  +
Comments . . . . . .
Certificate Type . .   0           Valid From Date . . .  1071994  to  7071994
Accident on Duty . .   _  (0/1)    Incident Ref No . . .  ____  +
O.H.S. Absence . . .   _  (0/1)    Work Action Code  . .  ____  +
Welfare Case . . . .   0  (0/1)



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

Key Information

Type the *Beginning Date* of the sickness absence. This can be a retrospective date but for automatic calculation Company Sick Pay must be within the current or previous pay period dates.

The *Ending Date* is the last day of the sickness absence. This can be left blank to create an open absence, if the return date is not known.

Note that the Mass Update of Employee Absences must be run prior to the cycle.

The *Absence Type* must be **S** for sickness to enable Company Sick Pay to be processed for the absence.

The *Part Day Indicator* must be set to **0**, Company Sick Pay can be based on hours worked. This information is obtained from the Update Part Time/Scheduled Hours file. Part Day absences are not currently supported by this module.

The *Absence Reason* code should indicate the reason for the sickness absence. Press F4 to review and select from the valid table of codes.

The *ICD Code* will flow automatically from the Absence Reason selected.

The values allowed for Certificate Type are as follows:

    0 - No Certificate

    1 - Self Certified

    2 - Private Doctors

    3 - National Health Doctors

    4 - Hospital

    5 - Other Type of Certificate

The *Valid From Date* and *To* will default to the Beginning Date of the absence and the *To* date will default to plus 6 days.

Screen 4 of 4

```
11/08/96    5:55:07      Update Employee Absence Data        PEGATM10    PEDATM10

Employer :   111  Employee. :       999225 Caroline Jane Ashlee
Absence began on . . . . . :    1/06/1995            QUALIFYING DAY PATTERN
Disability Code. . . . . . :                          S M T W T F S
Total Days absent. . . . . :    1    Expires on       0 1 1 1 1 1 0
Type changes, press Enter, 4=Delete *CSP                 Eligible   Paid
 Date Absent     Hours     Type    I.C.D.    Letter  Class     SSP      *CSP
  1/02/1996      ▮ .00    NC +    787         U      Sick       0        0
 31/01/1996        .00    NC +    787         U      Sick       0        0
 30/01/1996        .00    NC +    787         U      Sick       0        0
 29/01/1996        .00    NC +    787         U      Sick       0        0
 28/01/1996        .00    NC +    787         U      Sick       0        0
 27/01/1996        .00    NC +    787         U      Sick       0        0
 26/01/1996        .00    NC +    787         U      Sick       0        0
 25/01/1996        .00    NC +    787         U      Sick       0        0
 24/01/1996        .00    NC +    787         U      Sick       0        0
 23/01/1996        .00    NC +    787         U      Sick       0        0
 22/01/1996        .00    NC +    787         U      Sick       0        0
 21/01/1996        .00    NC +    787         U      Sick       0        0
 20/01/1996        .00    NC +    787         U      Sick       0        0       +

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


   9-18      SA      NW      K5    CL    IM   DM   II       52K017      KB      52KCTL54
```

Key Information

Press F5 to view Company Sick Pay status for an absence.

The Paid CSP column indicates the status of the date the employee was absent. The values allowed are as follows:

    0 - Not processed

    1 - Paid

    2 - Processed but not paid

To reset a day to **0** (not processed), type **4** in the Paid CSP column.

Press $\boxed{\text{F3}}$ to exit and save.

Payroll Processing

Overview

The generation of Company Sick Pay calculations and transactions occurs at the Release Timesheet Input to Cycle stage of the payroll process. For each employee attached to the cycle the system checks whether an employee has a sickness absence record with a beginning date which falls between the Period Start Date of the previous cycle and either one of the following dats:

- The Period End Date of the cycle being processed (if Absence cut-off date flag is set to **0** on the sick pay control).

- The To week ending date of the last SSP run closed to payroll (if Absence cut-off date flag is set to **1** on the sick pay control). This second option allows the SSP and CSP calculation periods to be synchronized.

If an employee has been absent between these dates, the employee's length of service is calculated. The employee's length of service is calculated from the employee Date of Joining (or Adjusted Date of Joining if this is available) at the time of the first absence period found.

The appropriate Company Sick Pay rules are retrieved and applied to the employee's pay in the company sick pay control file, PYPSC. For each day the employee was absent which was processed by the Company Sick Pay processing a record is written to the paid sick days file PYPPS. This occurs as part of the Release Cycle procedure. Note that records are written to this file even if no sick pay is allowed, for example, if the entitlement has run out. The sick pay history record has a type field (PSEFF) which denotes whether sick pay was actually paid or not.

File: PYPSC - Company Sick Pay Controls

Field	Description	Type	Length
SCER	Employer Number	A	3
SCJCAT	Job Category	A	5
SCJOB1	Job Code	A	5
SCLOSM	Length of Service	N	4,0
SCPAYS	Pay Company Sick Pay	A	1
SCMHRS	Minimum Contract Hours	N	5,2
SCPROP	Probation Period	N	4,0
SCINCA	Include Absence During Probation	A	1
SCIRG1	Calculation Group Code	A	5
SCIRG2	Adjustment Group Code	A	5
SCUNIT	Weeks/Days	A	1
SCCSP	Pay using *CSP Income	A	1
SCCUTO	Absence cut-off date flag	A	1
SCSSP	Create *SSPN Contra Record	A	1
SCSCH	Use Schedule Hours	A	1
SCAPER	Applicable Period (Days)	N	4,0
SCSTRP	Start Period DD/MM	N	4,0
SCENDP	End Period DD/MM	N	4,0
SCTO01	To Days/Weeks #1	N	4,0
SCPY01	Payable Percentage #1	N	4,1
SCTO02	To Days/Weeks #2	N	4,0
SCPY02	Payable Percentage #2	N	4,1
SCTO03	To Days/Weeks #3	N	4,0
SCPY03	Payable Percentage #3	N	4,1
SCTO04	To Days/weeks #4	N	4,0
SCPY04	Payable Percentage #4	N	4,1
SCTO05	To Days/Weeks #5	N	4,0
SCPY05	Payable Percentage #5	N	4,1
SCTO06	To Days/Weeks #6	N	4,0

Field	Description	Type	Length
SCPY06	Payable Percentage #6	N	4,1
SCLUPH	Last Updated HYF	N	6,0
SCLUPE	Last Updated Edit	A	10
SCTIME	Time	N	6,0
SCWRK	Work Station	A	10
SCUSER	User Profile Name	A	10
SCPGM1	Custom Exit #1	A	10
SCPGM2	Custom Exit #2		

File: PYPPS - Employee Paid Sick Days

Field	Description	Type	Length
PSER	Employer Number	A	3
PSEN	Employee Number	A	9
PSCYC	Cycle Code	A	5
PSPENH	Cycle Period End Date (HYF)	N	6,0
PSPENE	Cycle Period End Date (Edited)	A	10
PSCHK	Cheque Number	N	2,0
PSPSDH	Paid Sick Date (HYF)	N	6,0
PSPSDE	Paid Sick Date (Edited)	A	10
PSEFF	Effect	A	1

Notes