

Base Pay in School Workforce on P4



Remember...

- School Workforce no longer returns spine points unless it is on the Leadership scale.
- Base Pay or the Salary Amount (salary scales) that is linked to a spine point is returned. If you use spine points the system will automatically calculate and return a Base Pay for you.

Before you run the census ...

Decide on whether you want to use Salary Scales and Spine Points, Base Pay, or both.

Please remember a Pay and Condition item can only contain either Base Pay or Spine points, not both at the same time. However, you can have a mixture of Base Pay and Spine Point if they fall across a different range of dates on the same duty.

If you want to update your salary scales that are linked to your employee spine points then:

- Go to 4Workforce Tab >> slide out Menu on the left hand side >> Standing Data >> Salary Scales. Using the dropdown boxes select the relevant **Salary Scale** and **Financial Year 2016/2017** click **Get Details**. On the following screen under Records on a Page select **All** and update the monthly amounts to reflect the rate for each spine point, then click **Update Database** to save the information.

If you want to update your Base Pay for each employee:

- Go to 4Workforce Tab >> Menu on the left hand side >> Pay and Conditions. On the next screen select the employees duty you want to work with and click **Select Duty**. You can then use the next screen to enter the start date and new Base Pay for this employee. Once finished click **Update database** to save the information.

If you want to update existing spine points and salary scales then:

- Go to 4Workforce tab >> click the slide out menu on the left hand side >> Standing Data >> Spine Points
- Go to 4Workforce tab >> click the slide out menu on the left hand side >> Standing Data >> Salary Scales

It is advisable to book training if you need to create your own spine points and salary scales.

Running the census

Base Pay or Salary Amount linked to Spine Point?

You can use Base Pay, Spine points or a mixture of both across the system so long as each employee has one or the other.

The system will always take the Base Pay if it is available.

If the Base Pay is not available then the system will try to find the salary amount that is linked to the spine point for a duty that an employee holds therefore you need to ensure updated Salary Scales are loaded on to the system.

If the system is unable to find one of the above it will give you an error advising either Base Pay or Spine Point must be entered.