Payroll Module

EPM Connect Guide

Contents

User Groups: HR & Payroll

Permissions are highly configurable within EPM Connect. This allows you to customise the permissions, depending on the roles and responsibilities of your team. However, to make it easier to assign permissions, you can assign to user groups.

We recommend, as part of a strong scheme of segregation of duties that the user processing the payroll does not approve the payroll.

Super Users are assigned to each Trust or School. Super Users have view and edit rights across each module and will manage all Payroll elements including Absences and exports for employees and absences, along with managing approvals. They have overall responsibility of user's access and permissions, with the ability to create (and manage) new users (including employees), user groups and those assigned to each group.

Super Admins are assigned by the Super User to the Trust and/or Schools. Super Admins have the same access rights as Super Users, except within the Case Management module. For Case Management, Super Admins only have the ability to view cases with which they have been granted visibility, whilst Super Users have the ability to view all cases.

Authorisers are assigned by the Super User or Super Admin. Payroll Authorisers have visibility of employee absences and are responsible for authorising Payroll runs.

Case Admins are assigned by the Super User or Super Admin to the Trust and/or School(s); Case Admins have the ability to view cases which they have been granted visibility to.

Admins are assigned by the Super User or Super Admin to the Trust and Schools. Admins have access to manage employees, including generation of documents for review/approval, but without the ability to create new users and assign them to user groups. Payroll Admins can manage employee salary information and have visibility of absences and payroll runs.

Admin Assistants are assigned by the Super User or Super Admin. Admin Assistants have view-only access to employee and absence data.

Absence Admins are assigned by the Super User or Super Admin. Payroll Absence Admins have ability to manage absences including importing them but no visibility of the payroll itself.

Absence Admin Assistants assigned by the Super User or Super Admin. Payroll Absence Admin Assistants have view-only access to absence data.

Employees only have access to their own information and tasks assigned to them within each module via My Portal, in addition to the Employee Directory.

Line Managers are assigned by the Super User to the Trust and Schools. Line Managers have access to manage direct reports, including view-only access of employee data and the ability to view, edit and approve absences. Line Managers are assigned by populating the Report To field within the Job information section of the Employee Profile.

Users are individuals who are able to log into the system in order to carry out specific tasks. An employee who has a record on the system is not a user unless they are given a user profile and assigned to a user group.

User groups link users together within one, giving them the permissions assigned to the user group. User groups can be created at Trust level and then mapped to schools within the Trust or assigned directly at school level.

General Guide

You can check if the current payroll is open by checking **Current State** within the **Pay Run** page.

This means that any instructions that you enter on EPM Connect will flow through into this month's payroll. This includes absences and Time and Expenses.

Navigation

Current State:

The **Current State** describes the status of the month's payroll.

Open: Confirms that Payroll is open. All instructions submitted whilst open will be processed within the current month's payroll.

Submitted For Processing: Confirms that a user at the school or Trust has confirmed that payroll is ready for processing. Your EPM Team will now begin to process the current month's payroll.

Awaiting Approval: Confirms that the payroll team have processed the current month's payroll and are awaiting the school or Trust's approval.

Approved: Confirms that the payroll has been approved ready for payment.

Monthly Payroll Process

Monthly instructions will be added throughout the month within the Employees, Time & Expenses and Absence Management modules.

Once all instructions have been added, you can begin to manage the monthly payroll process.

Step 1: Check for Errors

Step 2: Check for Warnings

Step 3: Submit for Processing

Step 4: Check Reports

Step 5: Approve Payroll

Once payroll has been approved, your employees will be paid and payslips available to view.

Step 1: Check for Errors

Once you have entered all instructions for the month, you need to check for errors.

Errors will not prevent the related employees from being processed but it is important to check them as they may create issues.

The **Integration Hub** page displays all errors within the system that may affect payroll.

1. On the left-hand side of the EPM Connect window, select **Payroll**. A list of further menu options will appear.

2. Select **Integration Hub**. A list of further menu options will appear.

3. Select **Errors**. The **Errors** page is displayed, detailing any errors.

   This will provide a list of errors. These errors display any information that will not integrate with Payroll. The details of the error can be viewed within the **Validation Message** column.

4. Read the validation message and go to the relevant record or item within Employees, Absence Management or Time & Expenses to correct the error.

5. Return to the **Integration Hub** and tick the box in the far right-hand column of the error you have updated.

6. From the **Please select action** drop-down menu, select **Resubmit All Selected**.

7. Repeat until all errors have been corrected and the **Integration Hub** displays 0 errors.

   Errors may take up to 5 minutes to be processed. Therefore, we recommend updating the information relating to each error individually.

   If the error has been resolved, it will not be shown. If the warning has not been completely resolved, it will reappear within the list.

   If the error has been corrected, this will now integrate into payroll.

Integration Hub

Validation Errors in the table below are preventing the related Employee from being processed by payroll. Remove all errors associated with an employee to resubmit them to this pay run.

Employee Name	Payroll	Validation Message	
Test 19	Test Weirdsister	Bad Request Status: 400 Response: {"statusCode":400,"status":"BadRequest","error":"FullTimeContractedWeeks must be between 52 and 52.999999."}	↺ ☑
Ann Dale	Test Weirdsister	Not Found Status: 404 Response: {"statusCode":404,"status":"NotFound","error":"EmployeeRoleWorkingPattern not found"}	↺ ☐
Edward Harper	Test Weirdsister	Bad Request Status: 400 Response: {"statusCode":400,"status":"BadRequest","error":"FullTimeContractedWeeks must be between 52 and 52.999999."}	↺ ☐
Teresa Andrews	Test Weirdsister	Bad Request Status: 400 Response: {"statusCode":400,"status":"BadRequest","error":"NiNumber is invalid."}	↺ ☐
Teresa Young	Test Weirdsister	Bad Request Status: 400 Response: {"statusCode":400,"status":"BadRequest","error":"NiNumber is invalid."}	↺ ☐
Wendy Smith	Test Weirdsister	Not Found Status: 404 Response: {"statusCode":404,"status":"NotFound","error":"EmployeeRoleWorkingPattern not found"}	↺ ☐
Test Today	Test Weirdsister	Forbidden Status: 403 Response: {"statusCode":403,"status":"Forbidden","error":"The effective date working patterns feature is not enabled for this Employer"}	↺ ☐

   If the payroll has closed and you realise that you have not checked the **Integration Hub**, please let your EPM Payroll Team know and where possible they can re-open the payroll, allowing you to correct any errors.

Step 2: Check for Warnings

Once all errors have been checked within the **Integration Hub** have been resolved, go to **Pay Run** to check for **Warnings**.

Unlike errors, not all warnings need to be corrected. Some may simply be displayed to notify you of changes which will affect the pay roll, such as tax code changes, but do not need to be corrected. Others refer to potential issues, such as missing bank details, which should be resolved.

Warnings will not prevent the related employees from being processed but it is important to check them as some of these may create issues.

1. On the left-hand side of the EPM Connect window, select **Payroll**. A list of further menu options will appear.

2. Select **Integration Hub**. A list of further menu options will appear.

3. Select **Pay Run**. The **Pay Run** page is displayed, with a variety of tabs.

   Payslips provides a live version of their payroll. If an instruction is added the change will appear immediately within this tab.

4. Select the **Warnings** Tab.

   This will display any employees with missing bank details or other missing details which may affect the current month's payroll.

   The details of the error can be viewed within the **Warning Details** column.

5. Read the Warning Details and go to the relevant record or item within Employees, Absence Management or Time & Expenses to make any relevant changes.

6. Return to the **Integration Hub. The warning will be removed.**

   Warnings may take up to 5 minutes to be processed. Therefore, we recommend updating the information relating to each error individually.

   If the warning has been resolved, it will not be shown. If the warning has not been completely resolved, it will reappear within the list.

   If the warning has been corrected, this will now integrate into payroll.

Once all **Warnings** have been checked, the other tabs within the **Pay Run** page will be updated.

Information

Information displays the Pay Day, Total Net, Tax Liability, NI Liability and Total Cost of the current month's payroll.

Summary

The **Summary** tab displays a summary of the pay run totals by Pay Code.

Payslips

The **Payslip** tab displays all generated payslips for the current month.

Important

Processing Notes are not used by the EPM Team. Any notes added will not be processed
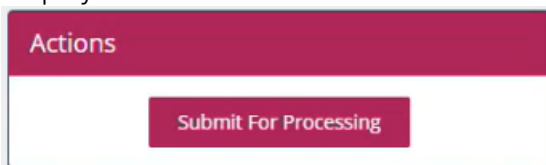
Step 3: Submit for Processing

Once all errors and warnings have been checked within the **Integration Hub**, you can submit the pay run for processing.

> **Important**
>
> If you have not submitted for processing before your cutoff date the EPM Team will submit on your behalf and any changes made after this point will not be processed.

1. On the left-hand side of the EPM Connect window, select **Payroll**. A list of further menu options will appear.

2. Select **Integration Hub**. A list of further menu options will appear.

3. Select **Pay Run**. The **Pay Run** page is displayed, with a variety of tabs.

4. Select the **Warnings** tab. If warnings are displayed see the **Check for Warnings** guide for more information.

5. Within **Actions**, click **Submit For Processing**, in the far-right corner of the page. A new window is displayed.

6. Click **Confirm**. The **Current State** will change to **Submitted For Processing** and the payroll is closed for any further instructions.
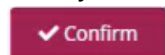
Once you have clicked Submit for Processing, your EPM team will begin to process your payroll. Any additional instructions added to the system will not be processed within this month's payroll. These instructions will be processed within the next month's payroll. This means that any new starters and instructions can continue to be processed for the following month, without the need to wait for the current month's payroll to be processed.

Should you need EPM to re-open Payroll for late instructions, please ask your Payroll Team. However, the decision will lie with EPM.

If the payroll has been closed and reopened the person approving will need to choose the instructions they wish to approve within that month's payroll. For example, there may be certain instructions that had been entered when the payroll was closed that you wish to hold back until the following month. These can be viewed within **Payroll Approval**.

Step 4: Check Reports

Once your EPM Team have finished processing payroll, they will send you a message via our Client Communication Platform to let you know that your reports are now ready to view and check.

1. On the left-hand side of the EPM Connect window, select **Payroll**. A list of further menu options will appear.

2. Select **Integrated Payroll**. A list of further menu options will appear.

3. Select **Integrated Reports**. The **External Reports** page is displayed.

4. Select the relevant tab. A number of report titles are displayed.

5. Click on the blue report title. A new window is displayed.

6. Select the relevant options from the drop-down menus.

7. Click **Download.** The relevant report will appear within your downloads.

[Download]

Available Reports

- **Employee Reports**
  - Employee Benefits
- **Statutory Reports**
  - Gender Pay Gap
  - P30
  - P45
  - P60
- **Pension & AE**
  - Pensions Contributions
  - Teachers Pension EOYC
- **Payrun Reports**
  - Full Summary of Pay
  - Gross to Net
  - Journal
  - Payroll Analysis (previously Costings Report)
  - Required Payments (previously within Summary Report)
  - Tax Code Changes
  - Variance (previously Previous Pay Comparison Report)

Important

If you have any queries regarding the information with the reports, please send your query to our team via our Client Communication Platform.

Step 5: Approve Payroll

Once you have checked reports and have EPM has finished processing the payroll they will confirm within the system that the payroll is ready for approval.

> **Important**
>
> EPM Connect allows the user to begin adding instructions for the following month, even whilst the payroll is closed.
>
> Therefore, if the payroll has been closed and reopened the person approving will need to choose the instructions they wish to approve within that month's payroll. For example, there may be certain instructions that had been entered when the payroll was closed that you wish to hold back until the following month. See **Confirming Instructions for Payroll Approval** below for guidance.

1. On the left-hand side of the EPM Connect window, select **Payroll**. A list of further menu options will appear.

2. Select **Pay Run**. The **Payroll** page is displayed and the **Current State** updated to **Awaiting Approval**.

3. Within **Actions**, click **Approve** in the far-right corner of the page. A new window is displayed.
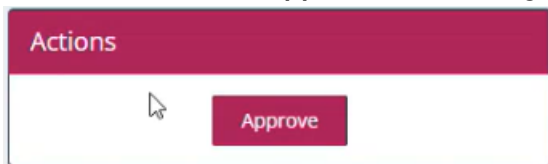
   The **Approve** button will only be available to users with the relevant permissions.

4. Click **Confirm**. The **Current State** will change to **Approved** and the payroll is closed for any further instructions.

   For Trusts who require 2-stage approval, this is currently within development. Currently we recommend that this is managed by creating a task for the initial approver to check the reports and that the first approver then creates a task for the second approver to provide final approval.

Confirming Instructions for Payroll Approval

EPM Connect allows the user to begin adding instructions for the following month, even whilst the payroll is closed.

Therefore, if the payroll has been closed and reopened the person approving will need to choose the instructions they wish to approve within that month's payroll. For example, there may be certain instructions that had been entered when the payroll was closed that you wish to hold back until the following month.

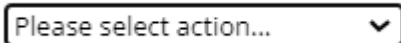See **Confirming Instructions for Payroll Approval** below for guidance.

Please note re-opening payroll is at the full discretion of the payroll team and should only be requested if processing the payroll in its current state will result in significant over or underpayment.

1. On the left-hand side of the EPM Connect window, select **Payroll**. A list of further menu options will appear.

2. Select **Payroll Approval**. The **Payroll Approval** page is displayed.

3. Select the **Payroll Approval** tab. The tab information is displayed.

4. Tick the box next to all instructions you wish to be included within the current month's payroll.

   Any instructions which remain unticked will not be processed within the current month's payroll.

   Instructions which have already been processed can be viewed lower down on the page.

5. From the **Please select action** drop-down menu, select **Approve All Selected**.

   | Please select action... ⌄ |

6. Select the **Absence Approval**, **Claim Approval** and **Timesheet Approval** tabs and repeat the steps.

7. Select the **Starters Approval** tab. The tab information is displayed.

8. Click the tick next to all instructions you wish to be included within the current month's payroll.

9. Select the **Leavers Approval** and repeat the steps.

Sharing Forms and Documents

Important

All documents relating to payroll, should be shared via the EPM Client Communication Platform, not via the system.

This includes:

- P45s

- Attachments of Earnings

- New Starter Checklists

- Pension Opt In/Opt Out forms

- Maternity forms, such as MATB1

Payslips and Statements

Payslips and statements, such as P45s and P60s can be viewed within the Payslips and Statements area of the Employee profile. These can also be viewed by the employee in My Payslips and Statements within My Portal.

An employee's guide can be viewed within **My Portal – An Employee's Guide to EPM Connect**.

View Employee's Payslips and Statements

1. On the left-hand side of the EPM Connect window, select **Employees**. A list of further menu options will appear.

2. Select **Details**. A list of further menu options will appear.

3. Select **All Employees**. The **All Employees** page is displayed and displays all current employees.

4. Search for the employee you wish to edit.

5. Click the eye icon on the right-hand side to open an employee's details, or click on the person's **Forename**. A new **Employee Details** page is displayed with the employee's **Personal Information**.

6. Select the Payslips and Statements tab. The tab information is displayed.

7. Click the **Edit Details** at the bottom right-hand side of the page. The page is refreshed.

   ✏ Edit Details

8. Find the payslip or statement you wish to view.

   Click on the magnifying glass icon to search in the selected column.

9. Select the **Document** file name to download the payslip.