



## PROTOCOLS FOR BULK UPLOADING OF DATA TO TRENT HR FOR PAYROLL-RELATED PURPOSES

- 1 Data can be uploaded to Trent HR for a number of payroll-related purposes, saving time and increasing accuracy (over manual input)
- 2 Manually input via bulk entry screens will usually be quicker if there are fewer than 100 entries.
- 3 For all uploads, the following “rules” apply:
  - comprehensive, complete data must be provided in a single spreadsheet (ie not piecemeal);
  - the spreadsheet should only include people/positions for which data is to be uploaded;
  - any changes which are not straightforward should be entered manually and not included on the spreadsheet;
  - the effective date should be clearly indicated;
  - the data to be uploaded should be clearly indicated and extraneous columns should be avoided. (A comments column to assist the Payroll Office respond to any queries from staff may be helpful provided this information can be clearly understood by staff in the Payroll Office and does not require interpretation or judgements to be made prior to uploading.)
- 4 Most uploads are ‘position-based’ – ie the payment or contractual changes relate to the position (eg increments, hours, non-spinal salaries). A smaller number relate to the person rather than the position (eg individual merit awards, University Bonus).
- 5 For position-based data, the following information is essential:
  - payroll element(s) to be changed
  - effective date
  - position number
  - amount
  - account codeFor their own checking purposes, the originator of the information may also include:
  - person number
  - person name
  - position title
  - School/Service
  - FTE
- 6 For person-based data, the following information is essential:
  - payroll element(s) to be changed
  - effective date

- person number
- amount
- account code

For their own checking purposes, the originator of the information may also include:

- person name
- position number
- position title
- School/Service
- FTE

- 7 Our aim is to train staff in Personnel and Staff Development to be able to upload data into Trent from spreadsheets. Initially, only one-off payments, to be paid in the current pay period, will be uploaded by staff in Personnel and Staff Development – other payments will be uploaded by IT staff. Any payments which require any backdating ('retrospection') will be uploaded by IT staff.
- 8 To allow approximately one week for testing and checking (see below), the following deadlines will apply:
- For regular uploading of data planned in the Payroll calendar, the data must be sent no later than one week before the notified 'Personnel closing day' (see [http://admin.exeter.ac.uk/personnel/current\\_pay.shtml](http://admin.exeter.ac.uk/personnel/current_pay.shtml));
  - For ad hoc, unplanned data uploading, the data must be sent no later than two weeks before the notified 'Personnel closing day'.
- 9 The following procedure will be applied:
- the originator of the data sends the completed spreadsheet;
  - the data is uploaded to a test system;
  - outcomes from the upload to the test system are reported back to the originator of the data for checking;
  - the originator of the data sends an amended spreadsheet or confirms that the original spreadsheet is correct – an auditable record of confirmation (eg email) will be required for audit purposes;
  - the data is uploaded to the live system;
  - outcomes from upload to the live system are reported back to the originator of the data for information (?).
- 10 To facilitate the checking stage above, the originator of the data should agree with Personnel and Staff Development the information which is required to enable effective checking to take place. Note: checking is the responsibility of the originator of the data. (For example, for the University Bonus, the outcomes for checking maybe the number of payments and the cash total of all the payments; for increases to professorial salaries, it may be the names of all professors changing salary that month.) While the data outputs required for checking will differ between the content/purpose of the upload, they should be consistent from one upload of that type to another of the same type.

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