RELL01 -FINANCE

**ASSIGNMENT EXTENSION**

**Contacts:   
Functional Dean:**

**Target Audience:**

1. RELL Operations & Distribution Support Team

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Change Log:

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| --- | --- | --- | --- |
| Name: | Date: | Details of changes made: | Manager who apporved changes: |
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# Overview:

This SOP is tailored specifically to the steps presented in the Long- Term Assignment Extension process map described below and how to administer the extension process in AssignmentPro – Global Mobility Assignment Management system. It highlights the connecting steps from Finance as seen on the process map and outlines steps to follow If pre-existing assignments are extended after the end date.

**PROCESS DESCRIPTION:**

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| --- | --- | --- | --- |
| Step Number | Step Name | Description | Screen shots showing each of the steps being completed. |
|  | Assignment Extension Decision | Global Business Services (GBS) Tier1 monitors and alerts.  Line Manager of assignment end dates. | GBS Tier 1 is tasked with monitoring end dates from 90 days, 60 days, 30 days before planned end date. Line Manager makes a decision on assignment extension and the Function Finance Partner reviews and approves cost associated with the extension offline. |
|  | Extension Initiation Review | GBS Tier 1 receives initiation and notifies GBS Tier 2 (Global Mobility Support) | The Long-term assignment extension process is triggered when the LM logs a ticket via Service Now (SN) with new proposed end date and changes in compensation (if any)  GBS Tier 1 reives the information from LM and Re- assign ticket to GBS Tier 2. |
| 3a. | Compensation and Benefit Update | Global Mobility Support (GBS Tier 2) | GBS Tier 2 (GM Support) is notified in Service Now with information of required changes to current compensation or assignment benefits.  If no change is required, go to step number 4 to prepare assignment extension agreement.  If a change to current compensation such as salary increase or assignment benefits is required, GBS Tier 2 must update the assignment details, relevant Compensation Data Repository Line item (If applicable) and create a new balance sheet in “AssignmentPro  Please note there is no task assigned for this step.  **Follow the step below to update the assignee record and create a new Balance sheet.** |
|  |  | 1. Login to Assignment Pro | To access AssignmentPro, you can click the link in the applications section of mykerry. Alternatively, you can enter mymoves/ in the internet browser url as shown above.  **Please note** that AssignmentPro will have SSO (Single Sign On). You will be brought straight to the Home page dashboard. |
|  |  | 1. Search for Existing Assignment details | Once you are in Assignment Pro, Search for the existing assignment either by ‘**Assignee Name’** by Clicking **‘Assignments’** and inserting ‘**Assignment System #’** then click **Search.** |
|  |  |  | The search will return the Assignee file. Click on the link below showing the date Country below. |
|  |  | 1. Updating Assignment Information | The link brings you to the Assignment screen. Click on ‘**Edit Assignment**’ to update information. |
|  |  |  | Insert the ‘**Adjusted End Date’** below the ‘**Scheduled End Date’** and change assignment phase to **‘Active’**. Then Click save |

|  |  |  |  |
| --- | --- | --- | --- |
| Step number | Step Name | Description |  |
| 3b. | Prepare Balance Sheet |  | To complete this process GBS Tier 2 will need to perform the following:   1. Input the salary details in the Compensation Screen the details into 2. Create or update relevant Compensation Data Repository Line items if applicable. 3. Run Compensation Calculation 4. Create Compensation Worksheet   Please note there is no task assigned for this step. |
|  |  |  | If the Compensation change is a Salary increase. GBS Tier 2 has to create a new Salary record in Assignment Pro. Go to Financial, Click on Compensation to access the screen for Compensation and click on the + sign to add new Salary. |
|  |  |  | Add New Salary and reason for increase, then click save. |
|  |  | 1. Reviewing Marital Status | Before Creating the balance sheet, you must review certain details to ensure it is correct.  Ensure ‘**Marital Status** for Tax Calculation’ is set to Single (unless the business has advised that Tax should be calculated on a married basis). |
|  |  | 1. Reviewing Pension, Salary and Family size details | Check the following details   * Pension details have been entered correctly. * Annual salary and currency have pulled through the authorization template correctly. * Home Family Size is set to 1 and the Host Family Size is set to the total number of people going on assignment (including the employee).   It is important to note the following:   * The system defaults the salary and family size effective dates to 01/01/2017 (The first of Jan of the current year). * The Home Family Size should always be set to 1 unless the business has advised to calculate Tax on a married basis.   In this case the Home Family Size should be set to the total number of people going on assignment (including the employee). |
|  |  | 1. Compensation Data Repository Line Item | GBS Tier 2 will add new benefit in the Compensation Data Repository |
|  |  |  | Ensure you do not overide the existing record to keep track of the old salary. |
|  |  |  | Any amount that GBS Tier 1 has entered on the **Compensation Elements tab** of the authorization template will pull into the compensation calcuation automatically **EXCEPT one-off payments**.  You need to create the relevant once-off payments on the **Compensation Data Repository screen** before creating the balance sheet.  To add a line item in the **compensation data repository**, click the **+** sign and enter the relevant information: amount, currency, effective date and end date (if applicable), then save |
|  |  | * List of line items that will appear under **Home Country Benefits** on the compensation calculation: * Car Allowance (Home Country) * Vacation Premium * Income Supplement (Extra Payment- one off payment) * Meal Allowance * Food Vouchers * Other Benefits Taxable * Other Benefits Non-Taxable\* Mobility Premium is the only Home Country Benefit that can’t be added in Compensation Data Respository. This benefit has to be entered in the compensation calculation (Calculation Inputs) at a later stage. * Christmas Bonus * Company Car (BIK) * Conveyance Allowance * Income Supplement (Extra Pay Irregular- recurring * Gratuity * Healthcare Premium Allowance (Medical Allowance) * House Rent Allowance * Mobility Premium (gross) \* * Personal Pay * Leave Travel Allowance | |
|  |  | * List of line items that will appear under **Base Compensation Deductions** on the compensation calculation: * EE Pension Contribution * Other Deduction (Taxable) * Other Deduction (Non-Taxable)   \*\*Important\*\*: The amount added for any of these three line items needs to be entered as a **NEGATIVE** amount.   * List of line items that will appear under **Assignment Allowances** on the compensation calculation: * Cost of Living Allowance (COLA) - net to be applied \* * Car Allowance (Host Country) * Transport Allowance - net * Housing Allowance - net * Quality of Living Allowance (QOLA) - net \* * Extra Payment Irregular - net (recurring) * Assignment Allowance - net (recurring) * Assignment Allowance - net (one off payment)   \* COLA and QOLA can’t be added in Compensation Data Respository. These benefits are calculated automatically in the compensation calculation (Calculation Inputs) at a later stage. | |
|  |  | * List of line items that will appear under **Relocation** on the compensation calculation: * Once off Relocation Allowance (net) * Once off Repatriation Allowance (net) * List of line items that will appear under **Non-Cash Provisions** on the compensation calculation: * Host Housing (paid directly to landlord) \* * Education (paid directly to school) \* * Annual Flight Costs - (net) \* * Car Lease (paid directly to lease company) * International Medical Insurance (paid directly to provider) \* * Other Non-Cash Provisions | |
|  |  | \* **Host Housing**, **Education**, **Annual Flight Costs** and **International Medical Insurance** can’t be added in Compensation Data Respository. **These benefits are calculated automatically in the compensation calculation (Calculation Inputs) at a later stage.**  \*\*Important\*\*: Any one off payment **(highlighted in yellow above)** need to have an effective date and an end date. Make sure to give an effective date and an end date for the month you want to run the Compensation Calculation for. If no end date is entered, the one off payment becomes a reccurring payment and will appear on all consecutive compensation calculations.   * List of line items that will appear under **Other Home Country Benefits** on the compensation calculation: * Home Country Employer Pension Contribution (non-taxable in home) | |
|  |  | 1. Creating a Compensation Calculation | Once all the relevant line items have been added in the compensation data repository, the compensation calculation can be created:   * Go to **Financial/Compensation Calculations**   In the Template field select ‘**New Assignment Compensation Calculation’**. Only use the Luxembourg template if the Home Country for an assignment is Luxembourg.  Enter the relevant **effective date** (Be mindful of the one off payments effective/end date if applicable) |
|  |  |  | Your screen will look as seen below. First update the Description field. The naming convention should be ‘**EE First Name EE Last Name – Month Year – Balance Sheet’.**  Double check that the information is correct (e.g.: family size, base salary, marital status, state etc.).  \*\*\* IMPORTANT\*\*\* The Home family size should always be set to 1 unless the business has asked GM to calculate hypo tax on an actual marital status basis (in which case the total number of people going on assignment (including the employee) should be entered in Home Family Size). Then click ‘Save & Next’.  For **Canada, Switzerland, China, and the US,** make sure that the correct state is selected under Hypo Tax Calculator. This information is pulling from the Assignment Screen (From State/Province). |
|  |  |  | On the ‘**Calculation Inputs’ tab**, select the following settings |
|  |  |  | Check that all the amounts you entered on the Compensation Data Repository tab pulled through correctly. Enter the relevant Mobility Premium information here if applicable. You can either enter a percentage **or** a fixed amount.  If both a % and a fixed amount are entered by mistake, the system will automatically take the % into account and disregard the fixed amount. Also keep in mind that the option you select (% or fixed amount) will be copied over next year during the salary review process. |
|  |  |  | Select the relevant criteria for the system to calculate Host Housing automatically.  Note that Employment Type and Basic Cable/Internet are only relevant for countries where we use housing tables instead of Mercer data. However, these two fields must be filled in even for countries where we use Mercer data. In this case select a random Employment Type and select NO for Basic Cable/Internet.  Select the relevant criteria for the system to calculate **Education** automatically. |
|  |  |  | Select the relevant criteria for the system to calculate International Medical Insurance automatically. You can adjust the number of people entitled to this benefit by updating the number in the field Host Family Size. |
|  |  |  | Update the default settings to calculate hypo tax if necessary. Once all the criteria have been updating accordingly, click **Save & Next.** |
|  |  |  | If there are some errors, you will get a notification at the top of the page. Please note that it is normal to have the following error message, as the tax calculation occurs at a later stage    Review all the line items, then click ‘Calculate & Next’. Then click ‘Lock’ |
|  |  |  | Then Click ‘Compensation Calculations’ and ensure to select the calculation you’ve just created tick as ‘Primary’. |
|  |  |  | At this stage, GBS Tier 2 will need to manually assign a task to Tax or send BS offline via Micresoft Outlook |
|  |  | 1. Sending a Compensation Calculation to Tax for review | **You now need to ask Tax to review and approve the balance sheet you have just created.**  To do so, stay on the Compensation Calculations main screen, click the envelope icon in the top right corner. A new window will appear where you need to click ‘**New Communication’**    The below screen appears. Select Email for \*Type. [\*Screen needs to remain ‘Compensation Calculation’.] |
|  |  |  | Then select the Email Template called **Kerry – BS Tax Review Request.** |
|  |  |  | The following automatic email below appears:  Click **Save** (The recipient needs to remain ‘donotsend@test.com’. Do not click Save & Send).  As soon as you click Save, the person selected as Tax Reviewer 1 on the assignment screen (early stage of the process) will receive a notification on their dashboard telling them that they need to review this specific balance sheet. |
|  |  | 1. Updating and resending a Compensation Calculation for tax review | Once Tax has reviewed the compensation calculation you sent to them for review, and in the event, they require changes to be made to this compensation calculation.  **.** |
|  |  |  | Click ‘View’ under the column ‘Balance Sheet Screen’, you will be brought to the **Compensation Calculations** Screen of the relevant assignment record. Once there, click the envelope icon in the top right corner to review comments from the Tax Team. |
|  |  |  | Depending on the changes required you might need to follow different steps (add/remove line items from the Compensation Data Repository screen, update specific line items on the Compensation Calculation etc.).  Once you have made the relevant changes, resend the updated **Compensation Calculation** to Tax. Ensure it is locked and marked primary before resending it to Tax for review. Then click the envelope icon in the top right corner (Compensation Calculations main screen).  A new window will appear where you need to click **‘New Communication’.** |
|  |  |  | The below screen appears. Select Email for \*Type. |
|  |  |  | Then select the Email Template called Kerry – BS Tax Review Request. |
|  |  |  |  |
|  |  |  | The following automatic email below appears. You can add a comment in the body of the email to tell Tax that you have made the relevant changes, this is optional.  Click **Save** (The recipient needs to remain ‘donotsend@test.com’. Do not click Save & Send).As soon as you click **Save**, the task ‘Tax requests changes to Balance Sheet after review’  disappears from your dashboard and is reassigned to the relevant Tax contact.  Important! Once Tax have completed BS review there is no need to send the new BS to LM for approval in the Assignment Extension process |
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| 3c. | Compensation Worksheet | 1. Creating a Compensation Worksheet | You need to create a **compensation worksheet.**  Go to Compensation Worksheets (under Financial) and click the + sign button under ‘Assignment Compensation Worksheet Template’. (An employee only needs one assignment template per assignment record) but several compensation worksheets can be created). |
|  |  |  | The field \*Create New Template By appears, select Copying Existing Template. |
|  |  |  | The field \* Template to Copy From appears, select Assignment Balance Sheet Template, and click Next. |
|  |  |  | Enter ‘Assignment Template’ in the description field and click **Save**, then **Close** |
|  |  |  | You are back on the **Compensation Worksheets** screen. Select the relevant Calculation Period and click New Effective Comp Worksheet |
|  |  |  | In the description field add the employee first and last names - **Month Year – Balance sheet.** (e.g. Claire Balay – March 2017 – Balance Sheet)  Then click **Save & Process** Transactions |
|  |  | 1. Saving and printing a Balance Sheet | To save and print a balance sheet, go to the top right hand-side, and click on the little icon called Reports. Then select the correct balance sheet template  **\*\*\*Important\*\*\*:**  Use **“Kerry Balance Sheet Report”** if GM previously sent a balance sheet to payroll for this assignment and if you want APro to show payroll what amounts have changed and/or stayed the same as on the previous balance sheet. |
|  |  |  | Click Save as and save the balance sheet in the relevant location (e.g. assignee’s folder on the shared drive). |
| 4. | Extension Agreement | GBS Tier 2 (GM Support) to issue Extension Agreement to GBS Tier 1 for Assignee signature |  |
|  |  |  |  |
|  |  | 1. Running the Extension Agreement | You now need to run the extension agreement and send it to GBS Tier via APro. GBS Tier 1 will issue the Extension Argeement to Assignee to sign and upload in Assignment Pro.  Go to the Assignment Screen where you need to click the Report icon on the right hand side of the page and select the relevant report (**e.g. 2017 – Agreement Letter – LTA Extension**)  **\*\*\*Important\*\*\*** Please ensure that you review the content of the letter. |
|  |  |  | When you click the relevant report, the following screen will appear: |
|  |  |  | Keep in mind that it can take up a few minutes for the system to run the letter. When the letter is ready, the below screen appears, click Open to review the letter and format it as appropriate. |
|  |  |  | Information highlighted in yellow is pulled directly from the assignment record: The letter needs to be reviewed and formatted. Please ensure that information such as **Assignment Job name** and **Adjusted assignment end dates.** |
|  |  | Attaching the Extension Agreement to email | Attach the assignment/ relocation agreement to the email and send to GBS Tier 1. Once you have reviewed the changes and updated the letter (if required), save the document to your desktop. Then go to the **Assignment screen** and click the envelope icon in the right top corner. Click ‘**New Communication’.** |
|  |  |  | Select the appropriate ‘**Email’** next to **\*Type.**  Select the appropriate Email Template.    Review the body of the email and update as appropriate (if required). Once done, attach the agreement letter to the email template. To do so, click the **+ sign** button close to ‘Documents’ at the bottom of the email template. |
|  |  |  | Select the ‘\***Relocation – Assignment agreement’** for ‘\***Type**’. |
|  |  |  | Enter a description close to ‘**\*Name’** (e.g.: Name of the employee), click **‘Select file’** to attach the letter and then click **‘Upload’**  If you need to delete documents prior to sending the email to HR, read the next section otherwise go directly to section **Sending the assignment/relocation agreement to GBS Tier 1.** |
|  |  | Sending the Extension Agreement to GBS Tier 1 | Once you have reviewed the body of the email and attached the assignment/relocation letter and additional documents (if applicable), check that the correct email addresses have automatically populated in the sections \* **To and CC,** update if required. Then, click **‘Save & Send**’ at the bottom of the email template |
|  |  |  | When Assignee uploads the signed extension agreement, you receive an alert on your dashboard under **‘Notifications’.** |
|  |  | : | You can delete the notification at any point by clicking the **bin** icon |
| **5** | Notify Vendors | GBS Tier 2 to notify vendors | Once Assignee uploads signed Extension Agreement to Assignment Pro, GBS Tier 2 (GM Support) will notify vendors listed below via email in Assignment Pro to update the system and keep providing services:   * Immigration Services (if applicable) * Relocation Services * Tax Services |
|  |  | 1. Notifying Vendors | To notify initiated vendors, go to ‘**Assignment Screen’**, go to **‘Notes and Communications’ Click ‘New Communication’** |
|  |  |  | The following screen appears, select ‘Email’ for Type, add your email as recipient, place Relocation, immigration and Tax email on Bcc, note the subject line below click ‘save and send to send email.    \*\*\*\*\*End\*\*\*\* |