| **EARNINGS** | | |
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| **Requirements Checklist Item** | **Responses from HR/Salaries** | **Comments** |
| Element Type |  | Earnings, Deductions, Absence Take? |
| Element Name |  | Naming convention |
| Description |  |  |
| Is there an existing element that can be cloned? |  |  |
| Override Levels |  | How will the earnings be added, e.g., via Element Assignment, etc?  Pay Entity Y/N? Pay Entity Y/N?  Pay Group Y/N?  Payee Y/N?  Calendars Y/N?  Via Elementts Y/N?  Element Definition Y/N?  Positive Input Y/N? |
| Effective date |  | Date to be used in Production |
| Calculation Rule |  | How is the new element calculated?How is the new element calculated?  Base \* Percent  Unit \* Rate  Unit \* Rate \* Percent  Amount |
| Generation Control |  | Which population/criteria the new element will be eligible to, e.g. only for Non-Casuals, for active employees only, etc. |
| Proration |  | Rounding rules for the unit, rate, percent, and resolved amount |
| Accumulator Level |  | Payee or Job Level (Payee accumulates the value regardless of the EMPL\_RCD. If Job Level is used, the accumulator will accumulate separately for each EMPL\_RCD) |
| Accumulator Membership |  | Which accumulators the new element will be added to / subtracted from |
| Effect on Gross |  | Is the element resolved amount deducted from Gross before or after taxation? |
| Superable? |  |  |
| Element Group and Eliibility Group |  | Which Element Group / Eligibility Group (population) is the new element applicable to? |
| GL |  | Which GL Element Grouping does the new element falls into?  Does it need a new GL code or just a mapping? |
| Segmentation Trigger |  | Will the new element subjected to segmentation (e.g., when there's a pay rate increase, does it cause segmentation to the pay results?)?  Does the new element resolves only in the bigger segment?  Note: Currently, we only use COMPRATE Segmentation Trigger |
| Retro behaviour |  | How the element will behave during retro, which element does the new element forwards the deltas to (adjustments /differences in calculations).  Usually, the new element is added to the 3 Retro Override Sets.  For the system to know which of the override set to use, the formula UNSW FM RETRO SET is used. This formula states that:  If retro goes back to 12 months or more - use Retro Override Set 2  If payment date is before the current tax year but less than 12 months - use Retro Override Set 3  If payment date is within the current tax year - use Retro Override Set 1 |
| Section |  | Will the new element be included in regular earnings, other earnings, absence earnings, etc.? |
| Payslip |  | Will the new element be shown on the payslip?  What is the description to be shown on payslip? If custom, provide the custom description.  What are the details to be displayed (e.g., units, rates, amount, period to date, year to date, etc.?)? |
| CTP Page |  | Does the new element needs to be added to the CTP page? |
| STP Configuration |  | What Supporting Element Override to use and value (e.g. EOY VR CATEGORY, STP VR CATEGORY, Gross, Overtime, Paid Leave, etc.?)  Does the new element needs to be included in any STP Reconciliation reports? |
| Reporting |  | Does the new element need to be included in a report? Does the new element need to be included in a report? |

| **DEDUCTIONS** | | |
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| **Requirements Checklist Item** | **Responses from HR/Salaries** | **Comments** |
| Element Type |  | Earnings, Deductions, Absence Take? |
| Element Name |  | Naming convention |
| Description |  |  |
| Is there an existing element that can be cloned? |  |  |
| Override Levels |  | How will the earnings be added, e.g., via Element Assignment, etc? Pay Entity Y/N? Pay Entity Y/N?  Pay Group Y/N?  Payee Y/N?  Calendars Y/N?  Via Elementts Y/N?  Element Definition Y/N?  Positive Input Y/N? |
| Effective date |  | Date to be used in Production |
| Calculation Rule |  | How is the new element calculated?How is the new element calculated?  Base \* Percent  Unit \* Rate  Unit \* Rate \* Percent  Amount |
| Generation Control |  | Which population/criteria the new element will be eligible to, e.g. only for Non-Casuals, for active employees only, etc. |
| Proration |  | Rounding rules for the unit, rate, percent, and resolved amount |
| Net Pay Validation |  | Will the new Deduction be subjected to Net Pay Validation?  Will the new Deduction be payable for a certain period of time? |
| Accumulator Level |  | Payee or Job Level (Payee accumulates the value regardless of the EMPL\_RCD. If Job Level is used, the accumulator will accumulate separately for each EMPL\_RCD) |
| Accumulator Membership |  | Which accumulators the new element will be added to / subtracted from |
| Recipient |  | Does the new Deduction need to go to a certain Recipient? If yes, what is the Recipient ID?  Is there a need to create a new Recipient ID? |
| Effect on Gross |  | Is the element resolved amount deducted from Gross before or after taxation? |
| Element Group and Eliibility Group |  | Which Element Group / Eligibility Group (population) is the new element applicable to? |
| GL |  | Which GL Element Grouping does the new element falls into?  Does it need a new GL code or just a mapping? |
| Segmentation Trigger |  | Will the new element subjected to segmentation (e.g., when there's a pay rate increase, does it cause segmentation to the pay results?)?  Does the new element resolves only in the bigger segment?  Note: Currently, we only use COMPRATE Segmentation Trigger |
| Retro behaviour |  | How the element will behave during retro, which element does the new element forwards the deltas to (adjustments /differences in calculations).  Usually, the new element is added to the 3 Retro Override Sets.  For the system to know which of the override set to use, the formula UNSW FM RETRO SET is used. This formula states that:  If retro goes back to 12 months or more - use Retro Override Set 2  If payment date is before the current tax year but less than 12 months - use Retro Override Set 3  If payment date is within the current tax year - use Retro Override Set 1 |
| Section |  | Will the new element be included in absence earnings, etc.? |
| CTP Page |  | Does the new element needs to be added to the CTP page? |
| Payslip |  | Will the new element be shown on the payslip?  What is the description to be shown on payslip? If custom, provide the custom description.  What are the details to be displayed (e.g., units, rates, amount, period to date, year to date, etc.?)? |
| STP Configuration |  | What Supporting Element Override to use and value (e.g. EOY VR CATEGORY, STP VR CATEGORY, Gross, Overtime, Paid Leave, etc.?)  Does the new element needs to be included in any STP Reconciliation reports? |
| Reporting |  | Does the new element need to be included in a report? |

| **ABSENCE TAKE** | | |
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| **Requirements Checklist Item** | **Responses from HR/Salaries** | **Comments** |
| Element Type |  | Earnings, Deductions, Absence Take? |
| Element Name |  | Naming convention |
| Description |  |  |
| Is there an existing element that can be cloned? |  |  |
| Available in Self Service? |  |  |
| Override Levels |  | How will the earnings be added, e.g., via Element Assignment, etc? Pay Entity Y/N? Pay Entity Y/N?  Pay Group Y/N?  Payee Y/N?  Calendars Y/N?  Via Elementts Y/N?  Element Definition Y/N?  Positive Input Y/N? |
| Effective date |  | Date to be used in Production |
| Absence Type |  | Which Absence Type does the new Take falls into?  Is there a need to create a new Absence Type? |
| Entitlement Element |  | Which Entitlement will the new Take be taken from? |
| Manager Approval Required? |  |  |
| Allows multiple instances? |  |  |
| Day Formula |  | Specifies how the day count will be caculated. |
| Link to Earnings/Deductions |  | Earnings/Deductions the Absence Take resolves to.  How each Earning/Deduction is processed, e.g. element that returns the units that are associated with the earning or deduction element. |
| Negative Balance |  | Does the new Absence Take allows the associated entitlement balance to go negative? |
| Priority |  | Will the system allow more than one absence take for a payee for the same day, and if yes, what is the priority (list of Absence Takes listed based on the sequence they will be processed) |
| Forecasting |  | What are the elements to be displayed by the Absence Forecasting process. |
| Balance Inquiry |  | Which balance will be displayed |
| Supporting Element Overrides |  | Absence Type variable, Absence Take Payment Type, etc.? |
| Element Group and Eliibility Group |  | Which Element Group / Eligibility Group (population) is the new element applicable to? |
| GL |  | Which GL Element Grouping does the new element falls into?  Does it need a new GL code or just a mapping? |
| Reporting |  | Does the new element need to be included in a report? |
| Payslip |  | Is the entitlement balance shown the payslip? |
| Section |  | Will the new element be included in Absence Takes section, etc.? |