

Where an individual is to be absent (for reasons other than Family leave, sickness, sabbatical, special leave) their appointment and pay (including allowances if relevant) should be amended at the start and end of the leave period. This includes the following:

What's changed?
Screenshots replaced following the implementation of Self-Service.
September 18

- Unpaid Parental leave (see [Personnel Services website](#) for guidance.)
- Career Break (see [Personnel Services website](#) for guidance.)
- Carers' leave (see [Personnel Services website](#) for guidance.)
- Any other unpaid leave of more than one week. (**Note:** Unpaid leave of less than one week can be communicated to payroll off system and this will be dealt with as pay deduction.)



Note: If the employee has more than one fixed hours/standard appointment, this process will need to be repeated for each of them.

Any such changes will need to be approved within the CoreHR system. Approvers should refer to **QRG: FD5_Approve (or Reject) Salary/ Allowances** for guidance on approving.

See **QRG: CH23_Special Leave** for managing unpaid leave for academics.

This guide covers the following process steps:

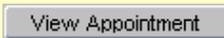
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|---|----------|
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Navigate to: Personnel > Maintenance > Personal Profile

Amend appointment

1. Search for and open the employee record and go to **Select Detail** box > **Appointment Details**. The *Appointment Details* window opens.
2. If relevant, click into the **Appointment ID** to ensure the correct appointment is highlighted.



Note: For Fixed Term appointments, click  and make a note of the current **Target End Date**.

3. Click the **Amend Appointment** button. The *Amend Appointment Details* window opens:

4. Enter the appointment change details:

Note: Do **not** change Hours or FTE.

| Field Name (* mandatory) | Description |
|--------------------------|--|
| Effective Date * | Enter the date that the change to the rate of pay will take place. |
| Target End Date | For fixed term posts, reapply the current target end date (noted previously), to confirm it still correct. |
| Action * | Enter the relevant action e.g. Unpaid Leave |
| Reason Code * | Enter the relevant reason code e.g. Unpaid Leave (Approved) or Unpaid Leave Return as appropriate. |
| Comments * | Enter any relevant comments. |

Note: It may be necessary to amend the appointment to show the Unpaid Leave Return straight after amending the appointment to show the Unpaid Leave (approved). You should only do this if the employee is due to return after the current month's payroll deadline but before the end of the payroll month.

5. Click **OK**. The *Amend Appointment Details* window closes.

Amend pay

1. Click the **Appointment Details** button. The *Post Appointment Maintenance window* opens.
2. Go to **Selection > Amend Pay Rate.**

3. Update the employee's pay record:

| Field Name (* mandatory) | Description |
|--------------------------|---|
| Effective Date * | Start of pay change. |
| Multiplier * | Change to 0 . |
| Actual Pay * | Changes to 0. |
| Reason * | Select reason e.g. Unpaid Leave (Approved) . |
| Comments * | Enter comments to explain why the pay change has been made. This will be visible to the pay approver and payroll. |

When returned to work

| Field Name (* mandatory) | Description |
|--------------------------|---|
| Effective Date * | Start of pay change. |
| Multiplier * | Change to previous e.g. 1 for a full time post. |
| Actual Pay * | Will change back to original full pay. |
| Reason * | Select reason e.g. Unpaid Leave Return |
| Comments * | Enter comments to explain why the pay change has been made. This will be visible to the pay approver and payroll. |



Note: It may be appropriate to process the unpaid leave return straight after you have entered the unpaid leave start if the employee is due to return after the current month's payroll deadline but before the end of the payroll month. Care should be taken however as the employee may be overpaid if for some reason they do not return when expected.

4. Click . The *Add Salary Amendment* window closes.
5. Click . The system will ask if you are sure you want to add this salary amendment. Click .
6. The *Maintain HR Salary Amendments* window opens.
7. If you have Salary Approval access and it is appropriate to do so you can approve the salary and/or allowance change straight away.

End allowances (if relevant)

1. Go to **Select Detail** box > **Appointment Details**. The *Appointment Details* window opens.
2. If relevant, click into the **Post Number** to ensure the correct appointment is highlighted. Click the button. The *Post Appointment Maintenance* window opens.
3. Go to **Selection** > **View Position History**. The *Maintain HR Salary Amendments* window opens:

4. Switch to the **Allowance Details** tab to show the detail of the allowances:

| Status | Allowance | Allowance Type | Scale Point/Percentage | Value | Annual Value | Start Date | End Date | Reason |
|----------|-----------------------|----------------|------------------------|--------|--------------|-------------|-------------|-------------------|
| Approved | Misc Non Pens Payment | Variable Value | | 100.00 | 1200.00 | 14-JUL-2015 | 13-JUL-2016 | ALLOWANCE AWARDED |

5. If relevant, ensure the correct allowance is highlighted and click on the button. The *View/Amend Allowance* window opens.

6. Click on the button.

7. Click in response to the question 'Are you sure you want to amend this allowance?'

8. Enter the **End Date** as required.

9. Click and in response to the question 'Are you sure you want to update this allowance?' Click . The *Maintain HR Salary Amendments* window opens.

10. If you have Salary Approval access and it is appropriate to do so you can approve the salary and/or allowance change straight away.

11. Exit all windows back to the Personnel main screen.

NEXT STEPS: Unless above you were able to approve the salary change, it will now appear in your approver's list for approval. Approvers should refer to **QRG: FD5_Approve (or Reject) Salary/ Allowances** for guidance on approving.

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|---|--------|
| 2 | +2.000 |
| 0 | +5.000 |
| 1 | +1.500 |
| 0 | +1.125 |
| 0 | +1.062 |

Useful Reports

To help track absence don't forget to regularly run:
PERDEP45 Employee Absence