Release Version 11.0.0.0

Authors Details

	Name	Date	Sign
Prepared by	Suresh Vishwanath	14/03/2018	
Reviewed by	Chetan Bharadwaj	17/04/2018	
Approved by	Sara Bolton	30/05/2018	

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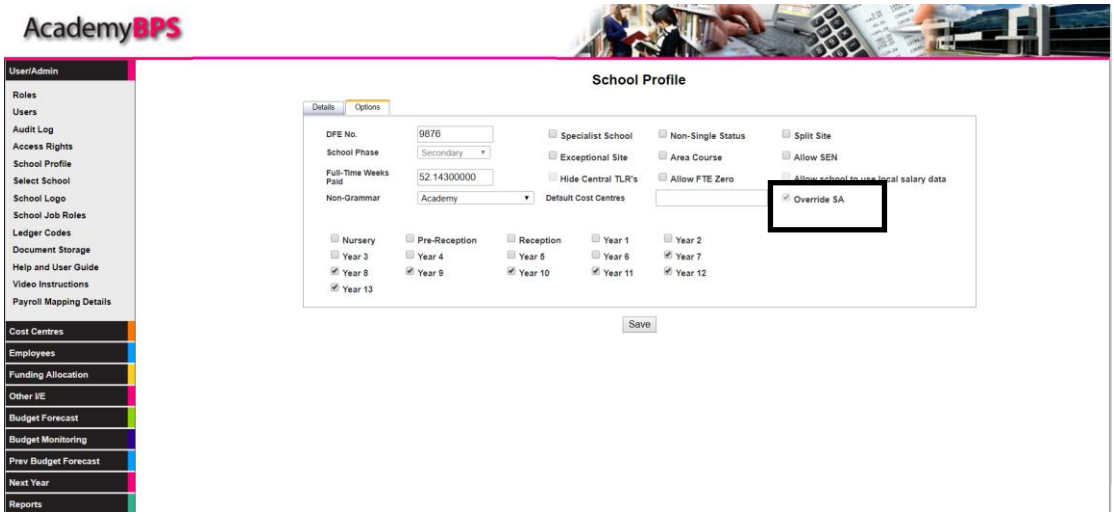
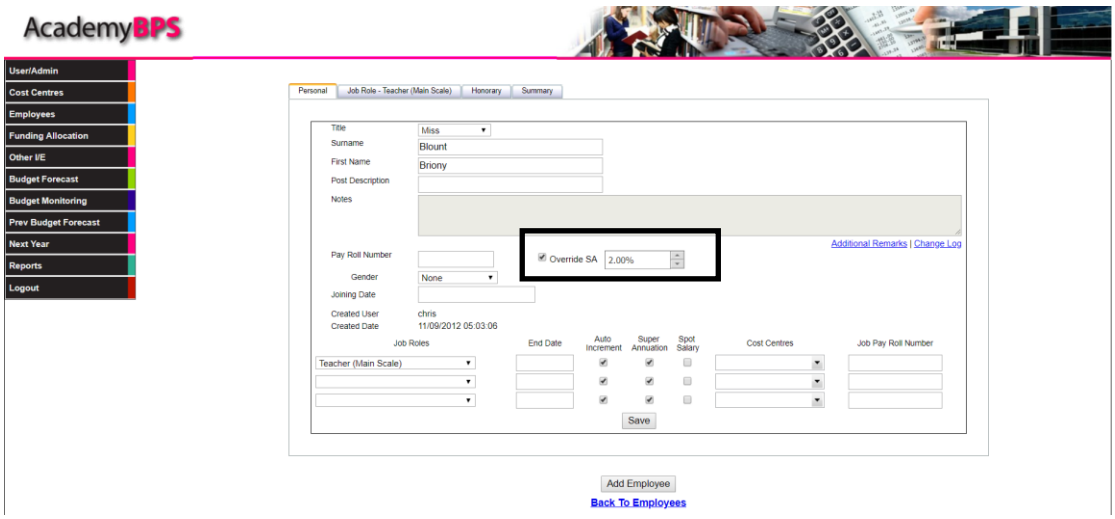
New functionality

Override Superannuation

In version 11 users have the option to override the predefined employers pension contribution rate and enter an alternative rate just for that individual. This feature must first be enabled by going to User/Admin -> School Profile and ticking the 'Override SA' box on the Options Tab.



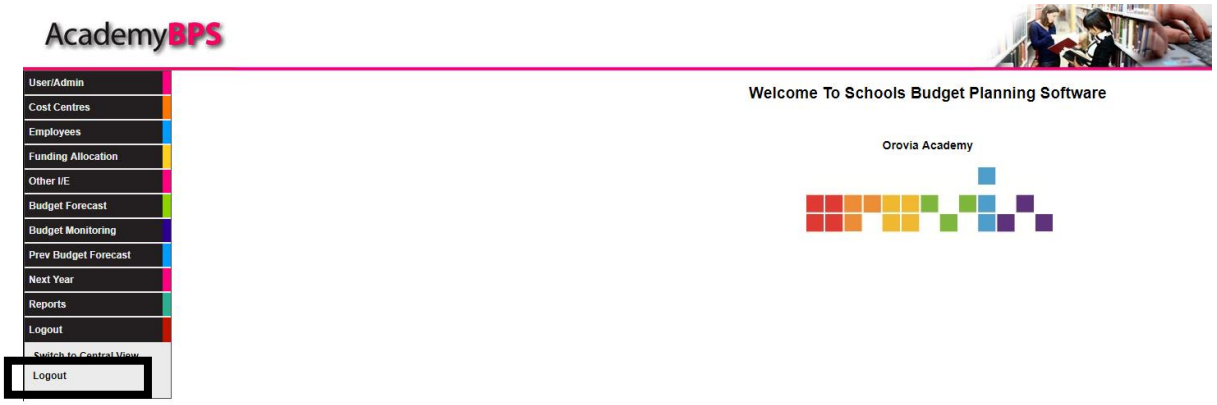
Once enabled, employees will have an 'Override SA' box on the Personal tab. If this is ticked a box will appear which will allow an alternative percentage rate to be entered for that individual employee.



Role switch

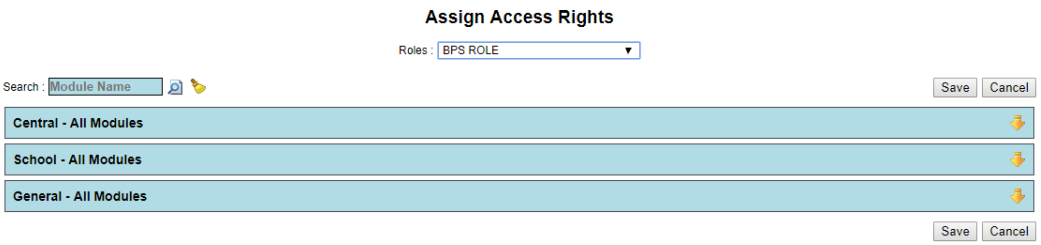
If you are a school and central user, 'Role Switch' will allow you to stay logged in but switch between both sides of the software.

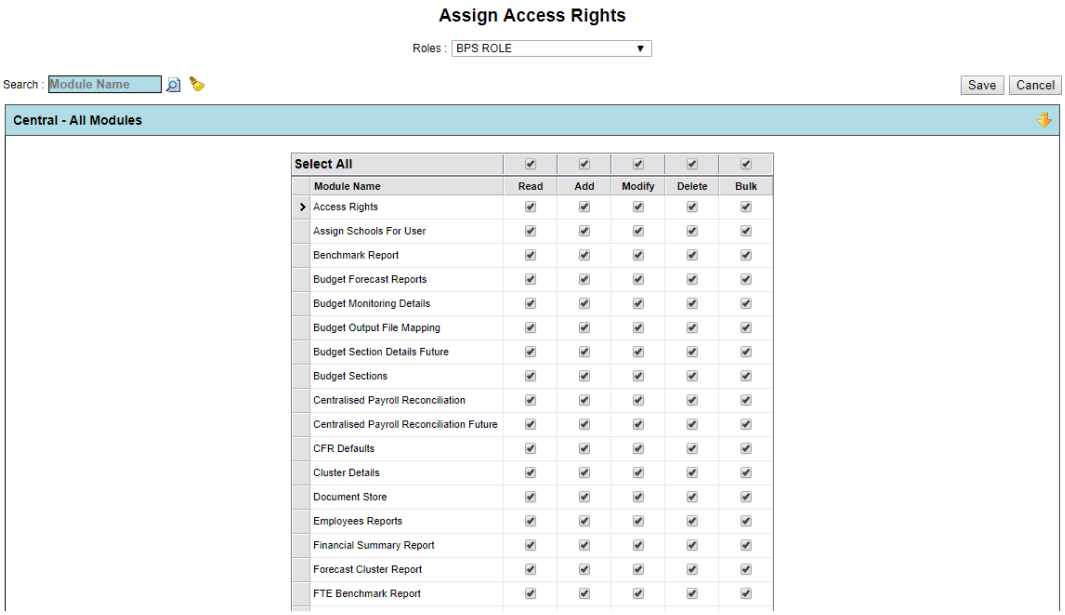
For example, if you were inputting a staff member and the job role that you required was missing you could simply switch between the two sides, without having to change the user and re-enter a password. By clicking the link at the bottom of the page, or the tab under the logout menu option, you can then move seamlessly between the central and school sides of the software.



Therefore, if you have access to all schools and the central side, you will not need to log out.

If you choose this role all the access rights will be set up at a role level as with a standard user. The access rights screen is also slightly different as you have a dual set of access rights to set up to use this function. You will now see settings for the school, the central side and general which will cover anything that interchanges on either side, an example of this is the payscales.



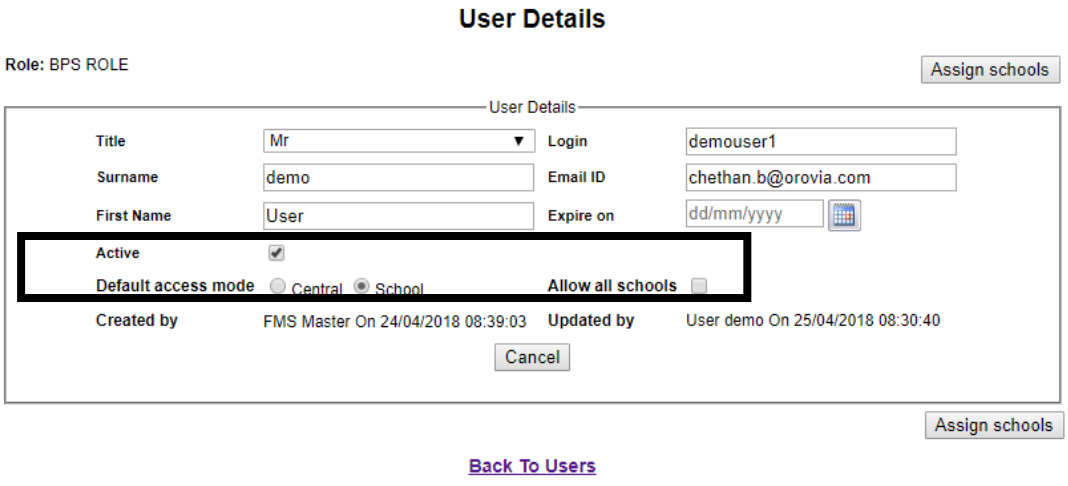


Use the yellow arrow or click anywhere on the blue bar to reveal the options of selection and then click save to amend the rights.

N.B. You will be setting the rights to any user set against that particular job role.

Another feature of this is the user has the option to choose a preferential side; this will be the side that you predominantly use to be the default access side you are always logged into.

You can also easily select all schools for an individual user, with a tick box rather than choosing each individual school.

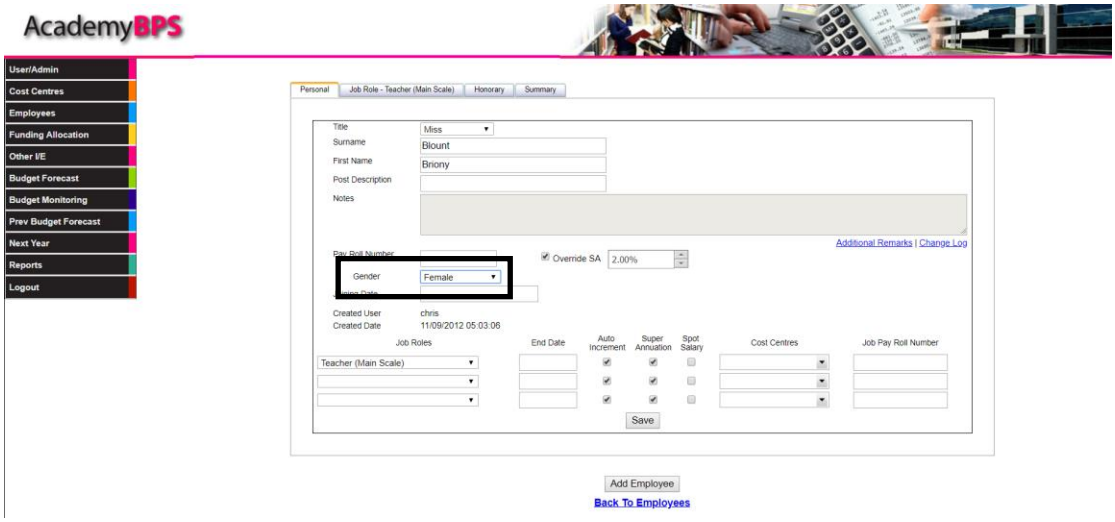


Enhancement list

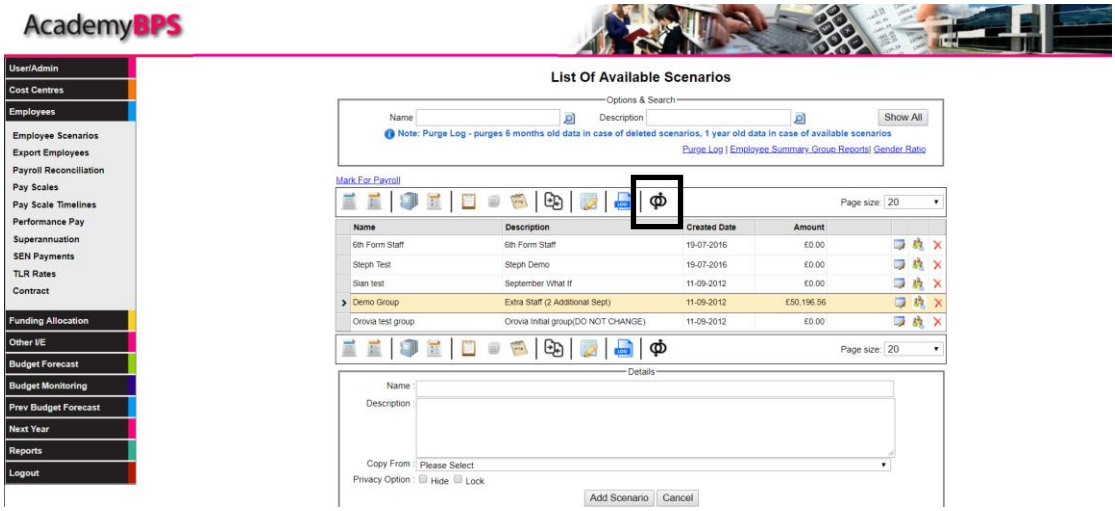
Gender reporting

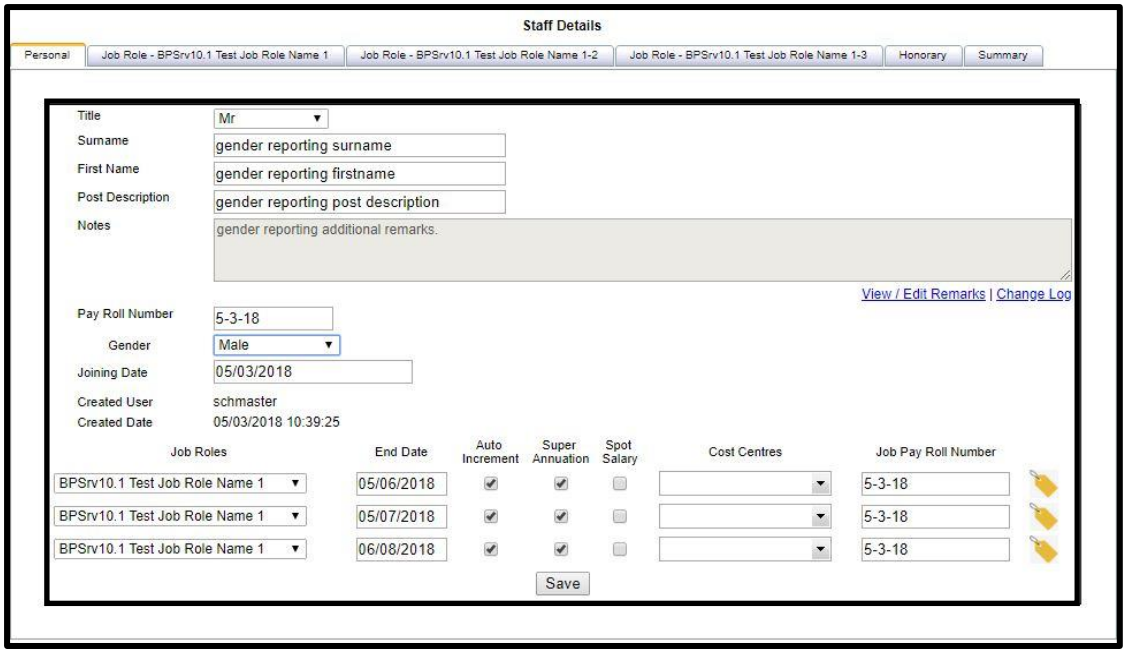
Gender reporting has been added to BPS to enable users to see gender balance and pay differentials in the employee scenarios. On the Personal tab of employee records is a new option to select a gender; male, female, none or N/A.

N/A is to cover for vacant roles, we have none if it has not been selected or an employee would not like to disclose their gender.

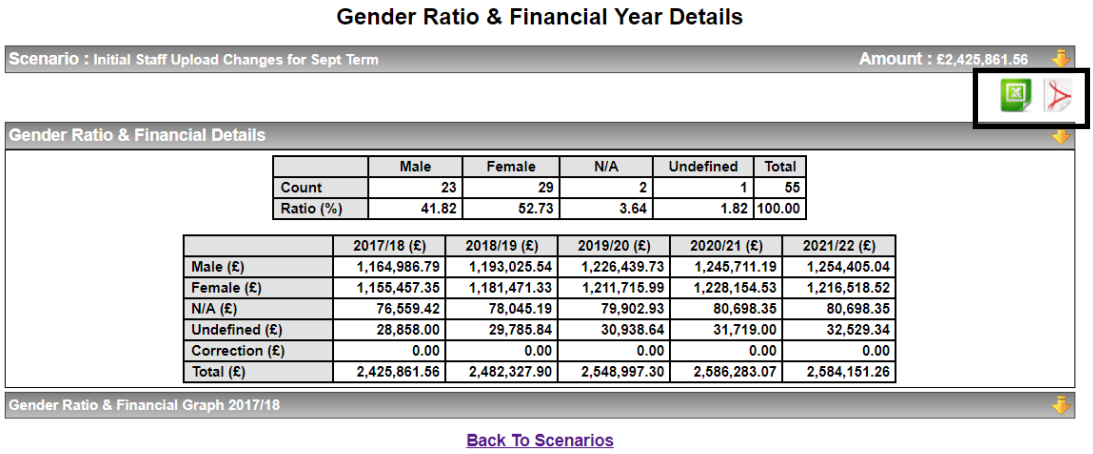


The gender reporting icon is the gender sex symbols interlinked on the employee scenario list:





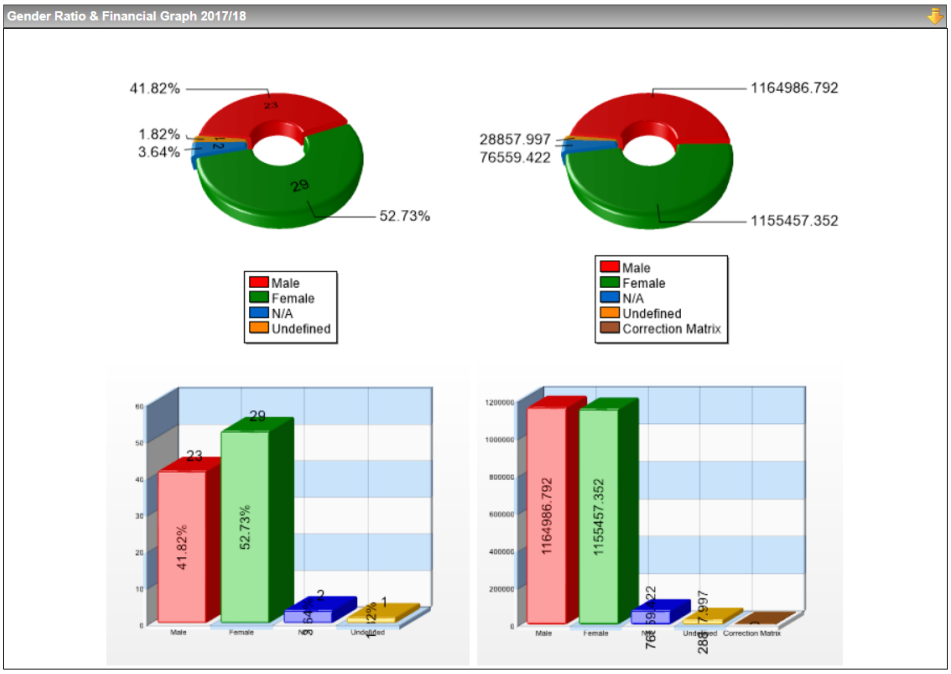
The gender report will show the numbers of men and women employed and the ratio of men to women, as well as the split of the total cost of the scenario between the specified genders. To download the report, click on the Excel or PDF icon.



	Male	Female	N/A	Undefined	Total
Count	23	29	2	1	55
Ratio (%)	41.82	52.73	3.64	1.82	100.00

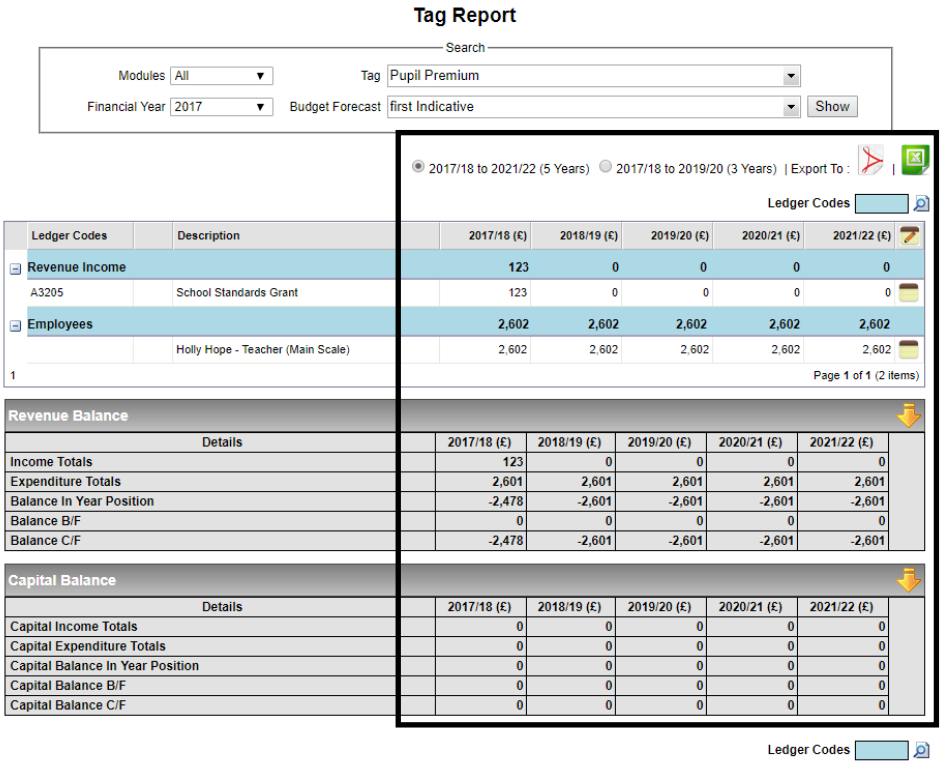
	2017/18 (£)	2018/19 (£)	2019/20 (£)	2020/21 (£)	2021/22 (£)
Male (£)	1,164,986.79	1,193,025.54	1,226,439.73	1,245,711.19	1,254,405.04
Female (£)	1,155,457.35	1,181,471.33	1,211,715.99	1,228,154.53	1,216,518.52
N/A (£)	76,559.42	78,045.19	79,902.93	80,698.35	80,698.35
Undefined (£)	28,858.00	29,785.84	30,938.64	31,719.00	32,529.34
Correction (£)	0.00	0.00	0.00	0.00	0.00
Total (£)	2,425,861.56	2,482,327.90	2,548,997.30	2,586,283.07	2,584,151.26

The report can also be generated as a graphical report which displays the same information, but as a pie and bar chart. Select the bottom grey bar to view this:



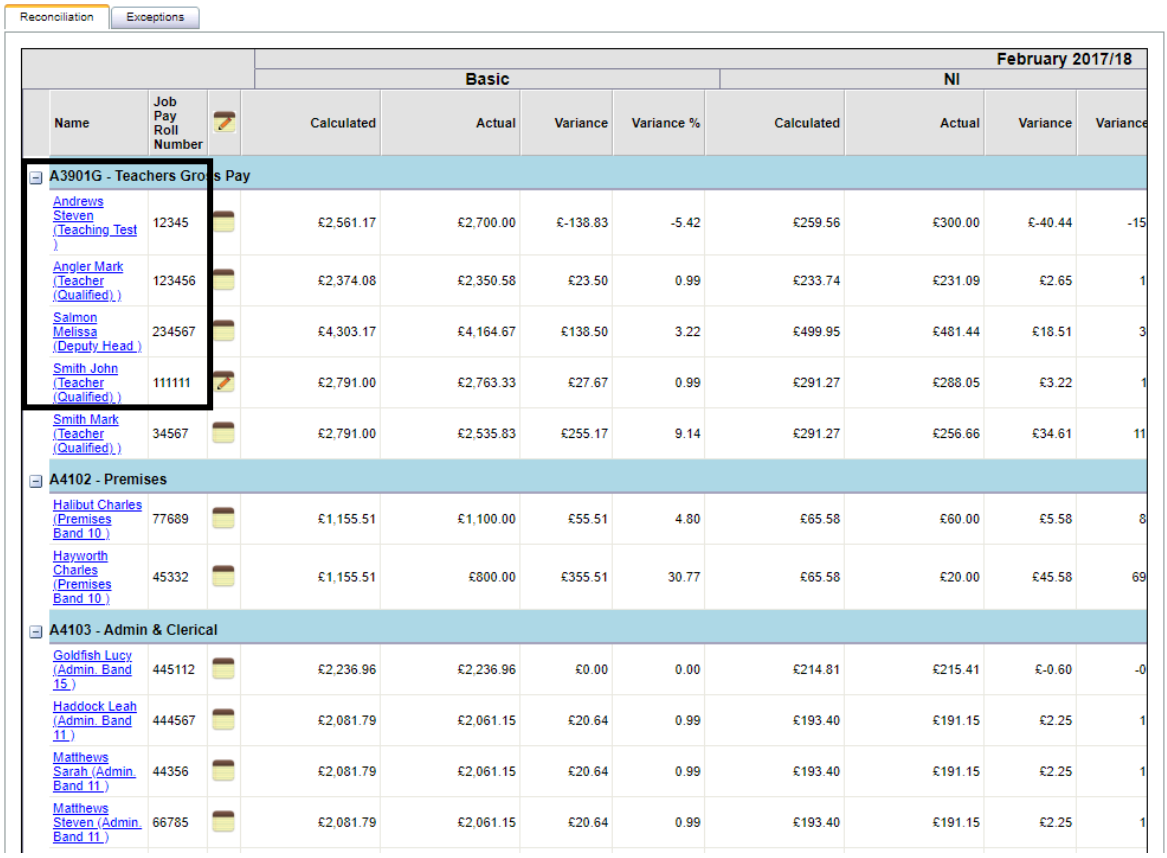
Tagging Report for 3/5 Years

In version 11 tagging has been enhanced to allow reports to cover 3/5 years rather than just the current year as it has been in previous versions.



Payroll Reconciliation Order

When generating a payroll reconciliation employees will now be displayed in alphabetical order according to their surname, rather than ordering them by payroll number as was the case in previous versions.



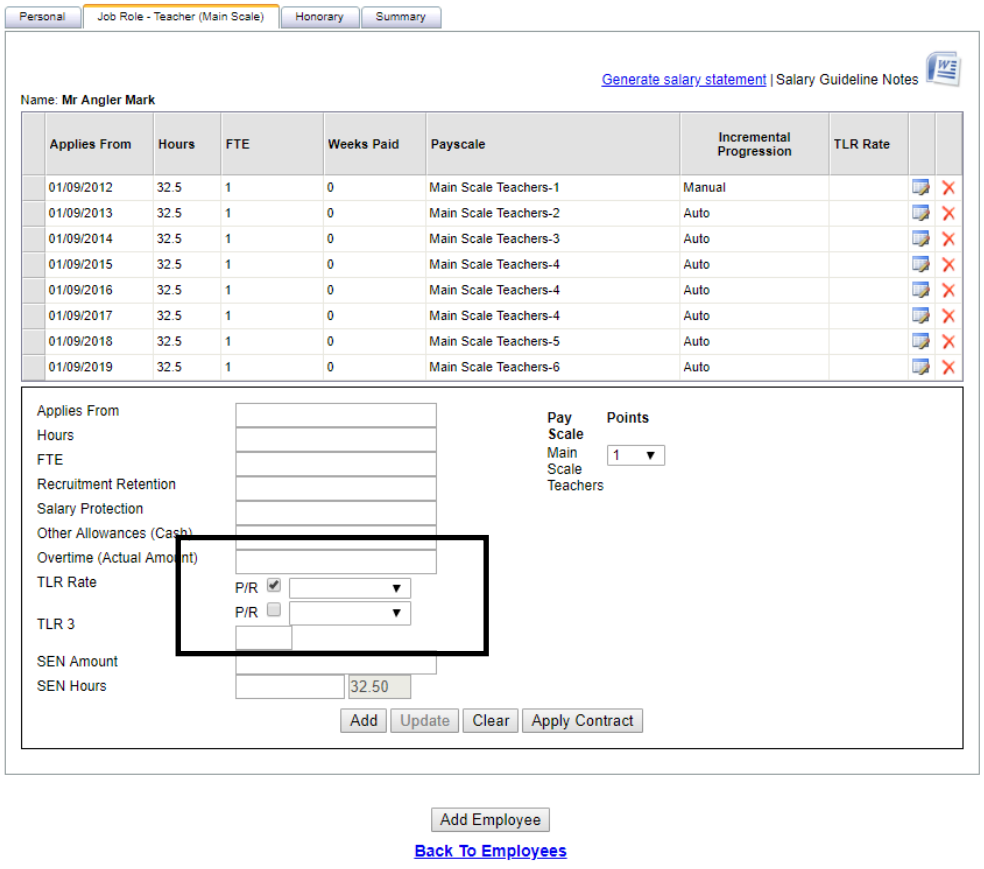
Reconciliation | Exceptions

			February 2017/18							
			Basic				NI			
Name	Job Pay Roll Number		Calculated	Actual	Variance	Variance %	Calculated	Actual	Variance	Variance
A3901G - Teachers Gross Pay										
Andrews Steven (Teaching Test)	12345		£2,561.17	£2,700.00	£-138.83	-5.42	£259.56	£300.00	£-40.44	-15
Angler Mark (Teacher (Qualified))	123456		£2,374.08	£2,350.58	£23.50	0.99	£233.74	£231.09	£2.65	1
Salmon Melissa (Deputy Head)	234567		£4,303.17	£4,164.67	£138.50	3.22	£499.95	£481.44	£18.51	3
Smith John (Teacher (Qualified))	111111		£2,791.00	£2,763.33	£27.67	0.99	£291.27	£288.05	£3.22	1
Smith Mark (Teacher (Qualified))	34567		£2,791.00	£2,535.83	£255.17	9.14	£291.27	£256.66	£34.61	11
A4102 - Premises										
Halibut Charles (Premises Band 10)	77689		£1,155.51	£1,100.00	£55.51	4.80	£65.58	£60.00	£5.58	8
Hayworth Charles (Premises Band 10)	45332		£1,155.51	£800.00	£355.51	30.77	£65.58	£20.00	£45.58	69
A4103 - Admin & Clerical										
Goldfish Lucy (Admin. Band 15)	445112		£2,236.96	£2,236.96	£0.00	0.00	£214.81	£215.41	£-0.60	-0
Haddock Leah (Admin. Band 11)	444567		£2,081.79	£2,061.15	£20.64	0.99	£193.40	£191.15	£2.25	1
Matthews Sarah (Admin. Band 11)	44356		£2,081.79	£2,061.15	£20.64	0.99	£193.40	£191.15	£2.25	1
Matthews Steven (Admin. Band 11)	66785		£2,081.79	£2,061.15	£20.64	0.99	£193.40	£191.15	£2.25	1

TLR Rates (Pro Rata)

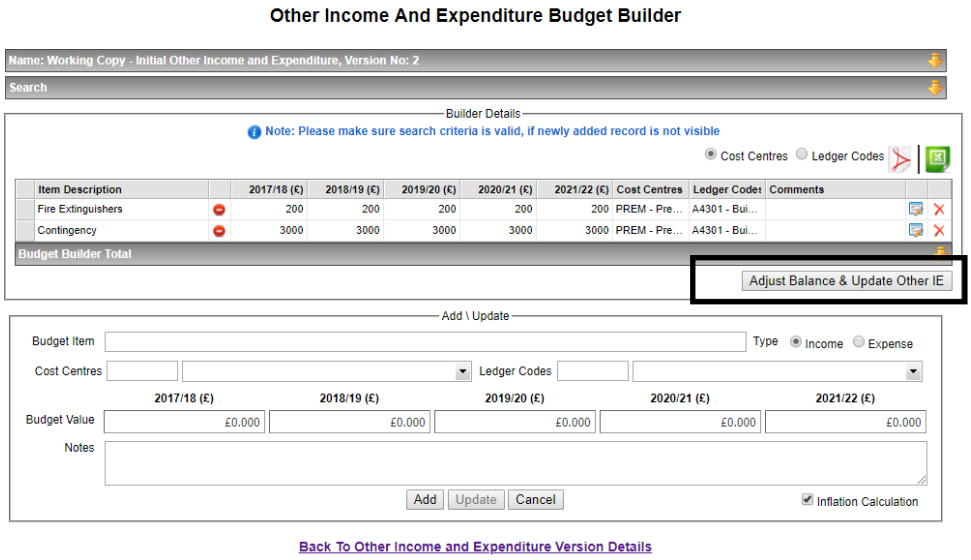
In previous versions of BPS the TLR rates were always pro-rated according to the employee's FTE. In version 11 there is the option to choose whether or not to pro-rata the amount.

If the 'P/R' tick box is checked the amount will be proportionate to the FTE, but if it's unchecked they will receive the full value, this will still be split across the year and a monthly amount displayed on the summary tab.



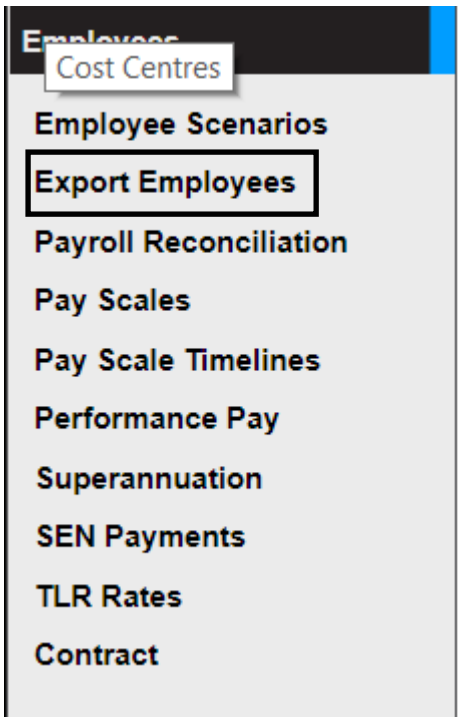
Other Income/Expenditure -Budget Builder

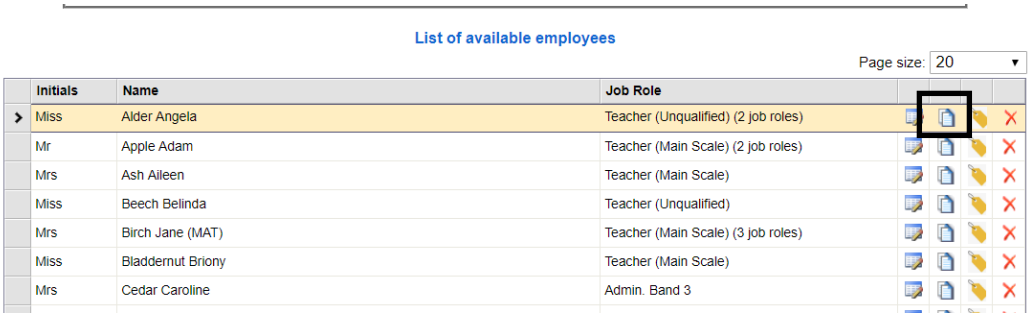
In this version we have added the functionality to adjust the balance and update the Other IE. This means that customers who use the budget building tool no longer have to go in to Other IE to adjust balances assigned to cost centres as it can all be handled through the budget builder itself.



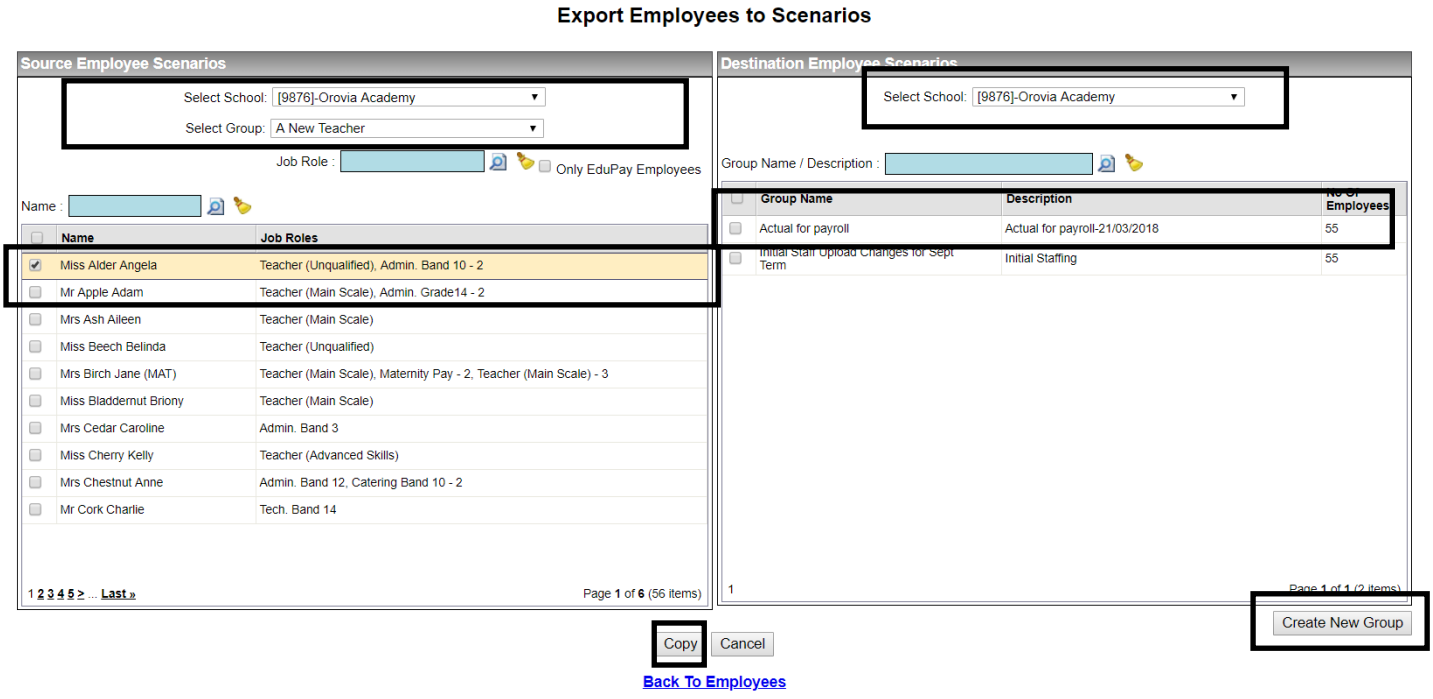
Copy/Export employee from One School to another School:

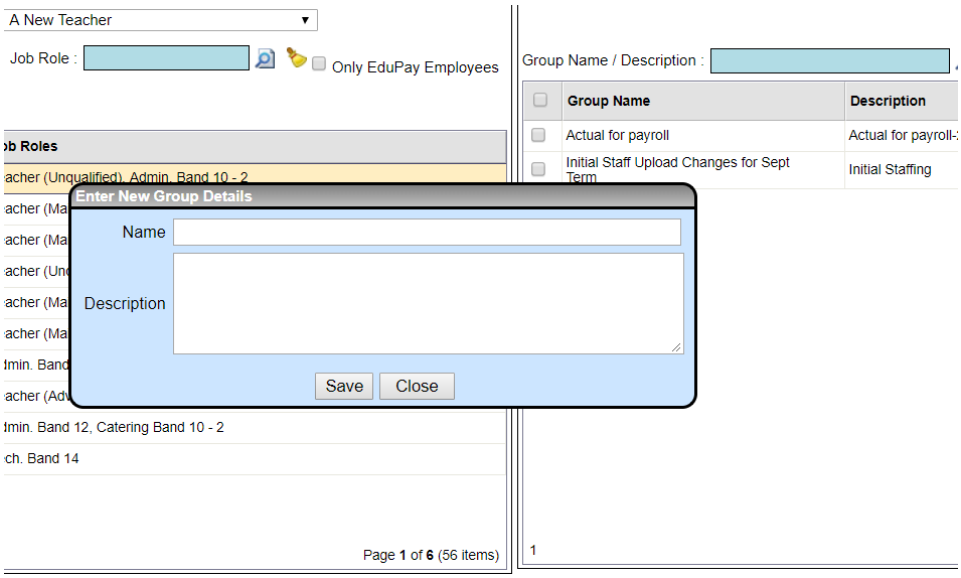
In version 11 you can now **'Export/Copy'** employees from one School to another School within the site using **'Export employees'** Menu or even the **'Export to'** option provided in the list of available employees Screen.





On the left hand of the screen you can select the source school; the school you are taking the employee from and source employee scenario from **'Select Group'**, then select the chosen employee(s) you wish to move across, by ticking the box next to their name.
Then select the destination school and click on the **'Copy'** button.



Then select the destination School, and the name of the employee scenario (Group) you wish to add the employee(s) to and click on the **'Copy'** button.

Alternatively, you can create a new employee scenario by selecting the **'Create New Group**' and click on the '**Copy**' button.