



Release Version 11.0.0.0

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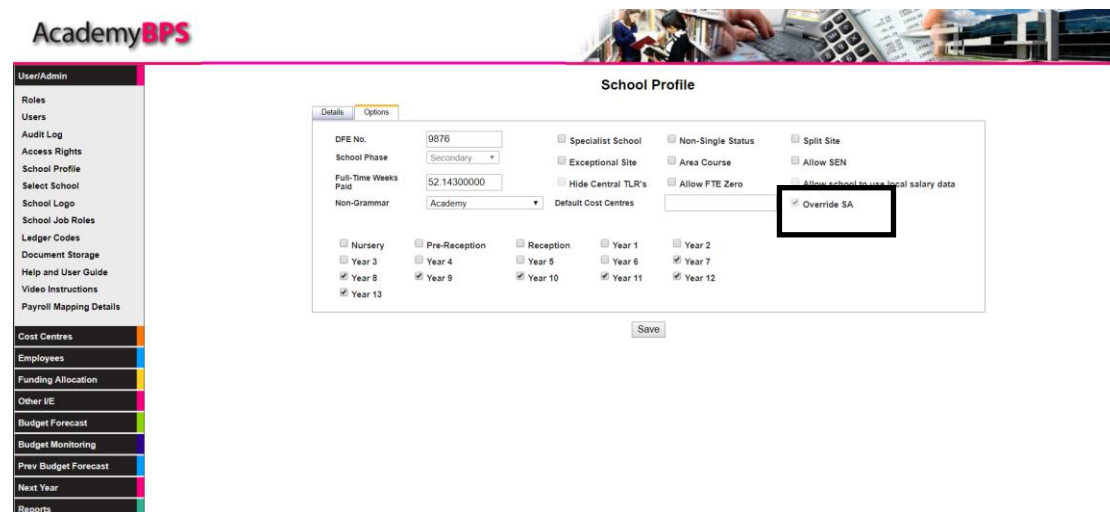
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New functionality

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.



The screenshot shows the 'School Profile' page in the AcademyBPS system. The 'Options' tab is selected. The 'Override SA' checkbox is checked and highlighted with a black box. The page includes a sidebar with navigation links and a main content area with various settings.

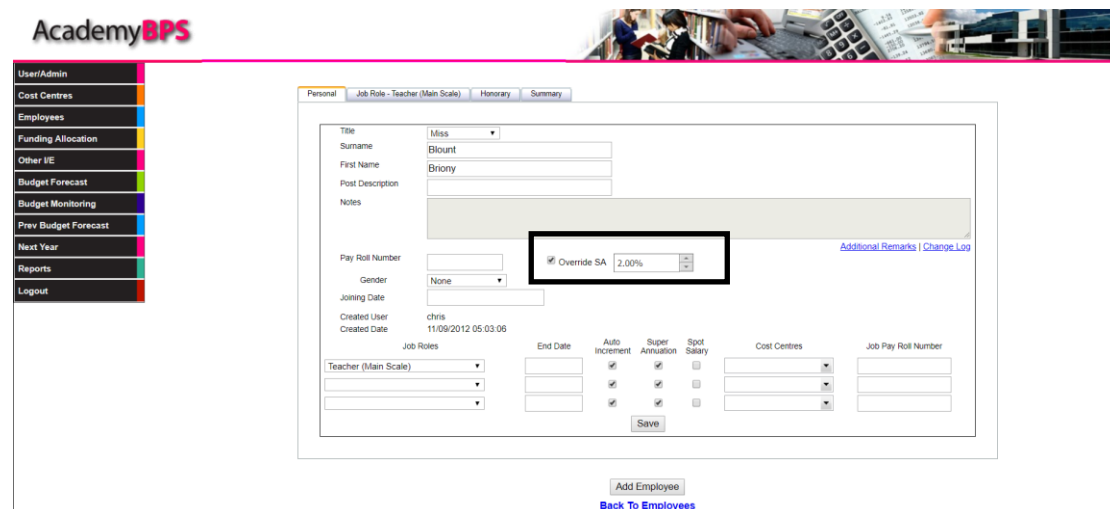
AcademyBPS

School Profile

Options

DfE No. 9876
School Phase Secondary
Full-Time Weeks Paid 52.14300000
Non-Grammar Academy
Specialist School
Non-Single Status
Split Site
Exceptional Site
Area Course
Allow SEN
Hide Central TLR's
Allow FTE Zero
Allow school to use local salary data
Override SA
Nursery
Pre-Reception
Reception
Year 1
Year 2
Year 3
Year 4
Year 5
Year 6
Year 7
Year 8
Year 9
Year 10
Year 11
Year 12
Year 13
Save

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.



The screenshot shows the 'Personal' tab for an employee in the AcademyBPS system. The 'Override SA' checkbox is checked and highlighted with a black box. The page includes a sidebar with navigation links and a main content area with various settings.

AcademyBPS

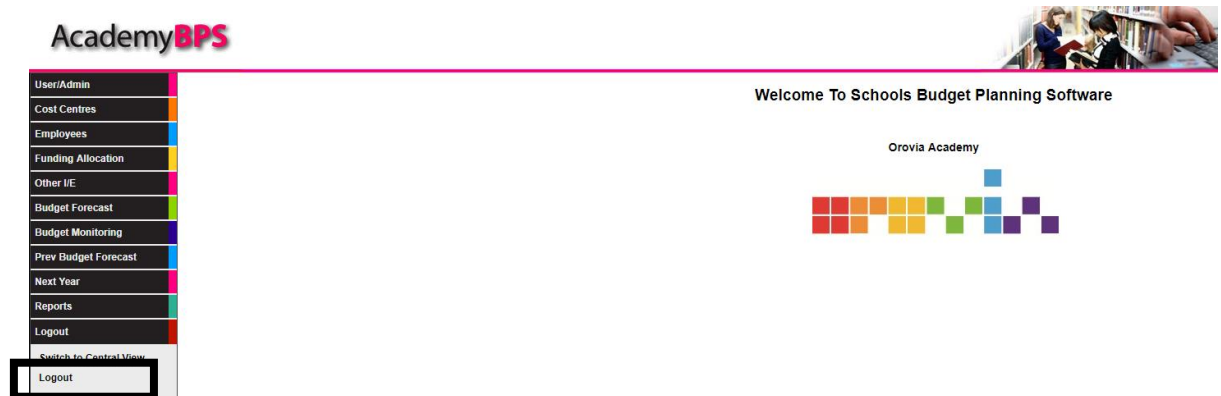
Personal

Job Role - Teacher (Main Scale)
Title Miss
Surname Blount
First Name Briony
Post Description
Notes
Pay Roll Number
Gender None
Joining Date
Created User chris
Created Date 11/09/2012 05:03:06
Job Roles
Teacher (Main Scale)
End Date
Auto Increment
Super Annuation
Spot Salary
Cost Centres
Job Pay Roll Number
Override SA 2.00%
Additional Remarks | Change Log
Save
Add Employee
Back To Employees

Role switch

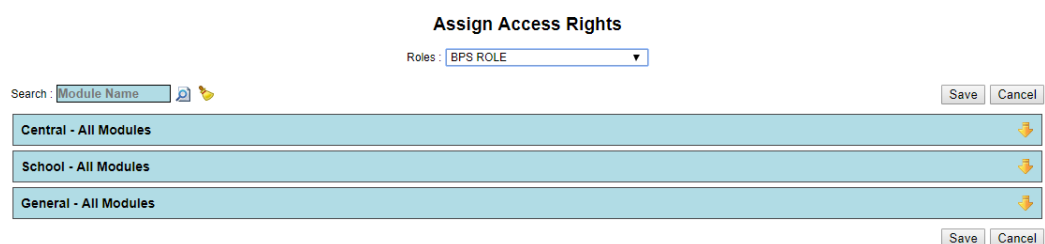
If you are a school and central user, 'Role Switch' will allow you to stay logged in but switch between both sides of the software.

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.



Assign Access Rights

Roles : BPS ROLE

Search : Module Name

Save Cancel

Central - All Modules

Select All	Read	Add	Modify	Delete	Bulk
Module Name	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
➤ Access Rights	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Assign Schools For User	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Benchmark Report	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Budget Forecast Reports	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Budget Monitoring Details	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Budget Output File Mapping	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Budget Section Details Future	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Budget Sections	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Centralised Payroll Reconciliation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Centralised Payroll Reconciliation Future	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CFR Defaults	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Cluster Details	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Document Store	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Employees Reports	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Financial Summary Report	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Forecast Cluster Report	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
FTE Benchmark Report	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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.

User Details

Role: BPS ROLE Assign schools

User Details

Title	Mr	Login	demouser1
Surname	demo	Email ID	chethan.b@orovia.com
First Name	User	Expire on	dd/mm/yyyy
Active	<input checked="" type="checkbox"/>		
Default access mode	<input type="radio"/> Central <input checked="" type="radio"/> School		Allow all schools <input type="checkbox"/>
Created by	FMS Master On 24/04/2018 08:39:03		Updated by User demo On 25/04/2018 08:30:40
Cancel			

Assign schools

[Back To Users](#)

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.

AcademyBPS

Personal | Job Role - Teacher (Main Scale) | Honorary | Summary

Title: Miss
Surname: Blount
First Name: Briony
Post Description:
Notes:

Gender: **Female** (highlighted)
Override SA: ☒ 2.00%

Created User: chris
Created Date: 11/09/2012 05:03:06

Job Roles: Teacher (Main Scale)
End Date:
Auto Increment: ☒
Super Annuation: ☒
Spot Salary: ☐
Cost Centres:
Job Pay Roll Number:

[Additional Remarks](#) | [Change Log](#)

[Add Employee](#)
[Back To Employees](#)

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

AcademyBPS

List Of Available Scenarios

Options & Search: Name: Description: Show All

Note: Purge Log - purges 6 months old data in case of deleted scenarios, 1 year old data in case of available scenarios
[Purge Log](#) | [Employee Summary Group Reports](#) | [Gender Ratio](#)

Mark For Purge

Name	Description	Created Date	Amount	
6th Form Staff	6th Form Staff	19-07-2016	£0.00	
Steph Test	Steph Demo	19-07-2016	£0.00	
Slam test	September What If	11-09-2012	£0.00	
Demo Group	Extra Staff (2 Additional Sept)	11-09-2012	£50,196.56	
Orovia test group	Orovia Initial group(DO NOT CHANGE)	11-09-2012	£0.00	

Page size: 20

Details: Name: Description: Copy From: Please Select. Privacy Option: ☐ Hide ☐ Lock

[Add Scenario](#) | [Cancel](#)

Staff Details

Personal
Job Role - BPSrv10.1 Test Job Role Name 1
Job Role - BPSrv10.1 Test Job Role Name 1-2
Job Role - BPSrv10.1 Test Job Role Name 1-3
Honorary
Summary

Title Mr

Surname gender reporting surname

First Name gender reporting firstname

Post Description gender reporting post description

Notes gender reporting additional remarks.

[View / Edit Remarks](#) | [Change Log](#)

Pay Roll Number 5-3-18

Gender Male

Joining Date 05/03/2018

Created User schmaster

Created Date 05/03/2018 10:39:25

Job Roles	End Date	Auto Increment	Super Annuation	Spot Salary	Cost Centres	Job Pay Roll Number
BPSrv10.1 Test Job Role Name 1	05/06/2018	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		5-3-18
BPSrv10.1 Test Job Role Name 1	05/07/2018	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		5-3-18
BPSrv10.1 Test Job Role Name 1	06/08/2018	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		5-3-18

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.

Gender Ratio & Financial Year Details

Scenario : Initial Staff Upload Changes for Sept Term

Amount : £2,425,861.56

Gender Ratio & Financial Details

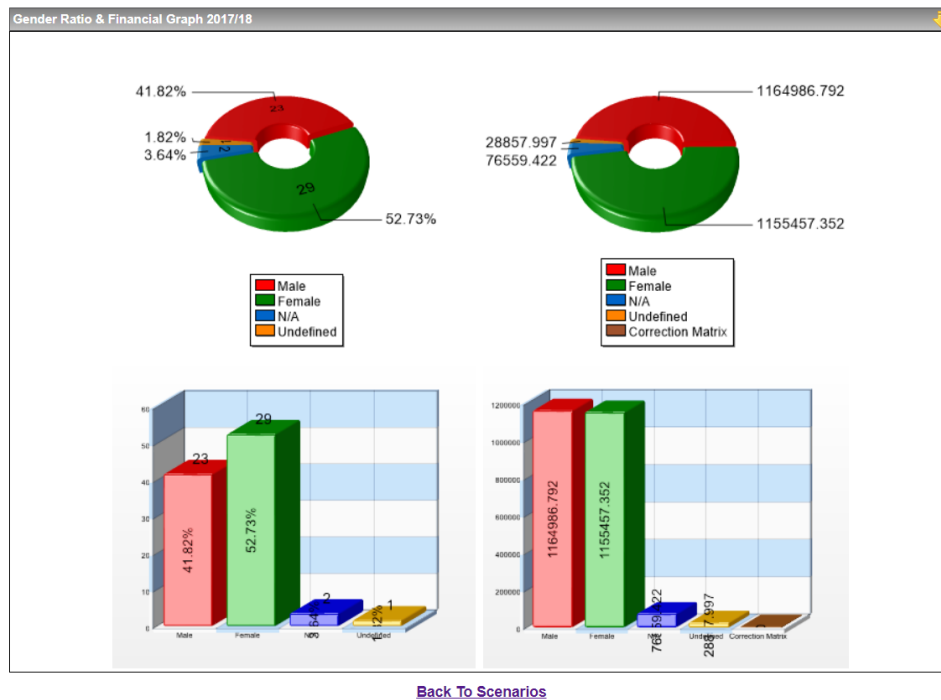
	Male	Female	N/A	Undefined	Total
Count	23	29	2	1	55
Ratio (%)	41.82	52.73	3.64	1.82	100.00

	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

Gender Ratio & Financial Graph 2017/18

[Back To Scenarios](#)

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.

Tag Report

Search

Modules: All Tag: Pupil Premium Financial Year: 2017 Budget Forecast: first Indicative Show

☒ 2017/18 to 2021/22 (5 Years) ☐ 2017/18 to 2019/20 (3 Years) | Export To: PDF Excel

Ledger Codes	Description	2017/18 (£)	2018/19 (£)	2019/20 (£)	2020/21 (£)	2021/22 (£)
Revenue Income		123	0	0	0	0
A3205	School Standards Grant	123	0	0	0	0
Employees		2,602	2,602	2,602	2,602	2,602
	Holly Hope - Teacher (Main Scale)	2,602	2,602	2,602	2,602	2,602

Page 1 of 1 (2 items)

Details	2017/18 (£)	2018/19 (£)	2019/20 (£)	2020/21 (£)	2021/22 (£)
Revenue Balance					
Income Totals	123	0	0	0	0
Expenditure Totals	2,601	2,601	2,601	2,601	2,601
Balance In Year Position	-2,478	-2,601	-2,601	-2,601	-2,601
Balance B/F	0	0	0	0	0
Balance C/F	-2,478	-2,601	-2,601	-2,601	-2,601
Capital Balance					
Capital Income Totals	0	0	0	0	0
Capital Expenditure Totals	0	0	0	0	0
Capital Balance In Year Position	0	0	0	0	0
Capital Balance B/F	0	0	0	0	0
Capital Balance C/F	0	0	0	0	0

Ledger Codes PDF Excel

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	-15.48
Angler Mark (Teacher (Qualified))	123456		£2,374.08	£2,350.58	£23.50	0.99	£233.74	£231.09	£2.65	1.14
Salmon Melissa (Deputy Head)	234567		£4,303.17	£4,164.67	£138.50	3.22	£499.95	£481.44	£18.51	3.70
Smith John (Teacher (Qualified))	111111		£2,791.00	£2,763.33	£27.67	0.99	£291.27	£288.05	£3.22	1.10
Smith Mark (Teacher (Qualified))	34567		£2,791.00	£2,535.83	£255.17	9.14	£291.27	£256.66	£34.61	11.94
A4102 - Premises										
Halibut Charles (Premises Band 10)	77689		£1,155.51	£1,100.00	£55.51	4.80	£65.58	£60.00	£5.58	8.51
Hayworth Charles (Premises Band 10)	45332		£1,155.51	£800.00	£355.51	30.77	£65.58	£20.00	£45.58	69.66
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	-0.28
Haddock Leah (Admin Band 11)	444567		£2,081.79	£2,061.15	£20.64	0.99	£193.40	£191.15	£2.25	1.16
Matthews Sarah (Admin Band 11)	44356		£2,081.79	£2,061.15	£20.64	0.99	£193.40	£191.15	£2.25	1.16
Matthews Steven (Admin Band 11)	66785		£2,081.79	£2,061.15	£20.64	0.99	£193.40	£191.15	£2.25	1.16

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.

Personal

















Job Role - Teacher (Main Scale)

Honorary

Summary

[Generate salary statement](#) | [Salary Guideline Notes](#) 

Name: Mr Angler Mark

Applies From	Hours	FTE	Weeks Paid	Payscale	Incremental Progression	TLR Rate		
01/09/2012	32.5	1	0	Main Scale Teachers-1	Manual			
01/09/2013	32.5	1	0	Main Scale Teachers-2	Auto			
01/09/2014	32.5	1	0	Main Scale Teachers-3	Auto			
01/09/2015	32.5	1	0	Main Scale Teachers-4	Auto			
01/09/2016	32.5	1	0	Main Scale Teachers-4	Auto			
01/09/2017	32.5	1	0	Main Scale Teachers-4	Auto			
01/09/2018	32.5	1	0	Main Scale Teachers-5	Auto			
01/09/2019	32.5	1	0	Main Scale Teachers-6	Auto			

Applies From

Hours

FTE

Recruitment Retention

Salary Protection

Other Allowances (Cash)

Overtime (Actual Amount)

TLR Rate

TLR 3

SEN Amount

SEN Hours

Pay Scale

Points

Main Scale Teachers

P/R ☒

P/R ☐

Add

Update

Clear

Apply Contract

[Add Employee](#)

[Back To Employees](#)

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.

Other Income And Expenditure Budget Builder

Name: Working Copy - Initial Other Income and Expenditure, Version No: 2

Search

Builder Details

Note: Please make sure search criteria is valid, if newly added record is not visible

☒ Cost Centres ☐ Ledger Codes

Item Description	2017/18 (£)	2018/19 (£)	2019/20 (£)	2020/21 (£)	2021/22 (£)	Cost Centres	Ledger Codes	Comments
Fire Extinguishers	200	200	200	200	200	PREM - Pre...	A4301 - Bui...	
Contingency	3000	3000	3000	3000	3000	PREM - Pre...	A4301 - Bui...	
Budget Builder Total								

Adjust Balance & Update Other IE

Add \ Update

Budget Item Type ☒ Income ☐ Expense

Cost Centres Ledger Codes

	2017/18 (£)	2018/19 (£)	2019/20 (£)	2020/21 (£)	2021/22 (£)
Budget Value	£0.000	£0.000	£0.000	£0.000	£0.000

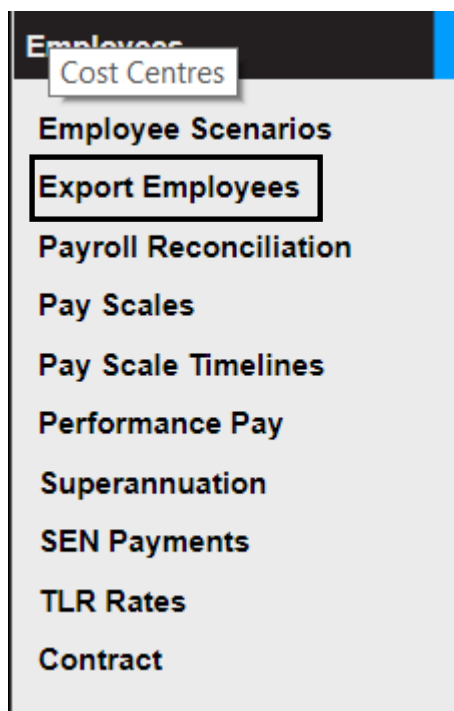
Notes

Add Update Cancel ☒ Inflation Calculation

[Back To Other Income and Expenditure Version Details](#)






















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.



List of available employees

Page size: 20

Initials	Name	Job Role			
> Miss	Alder Angela	Teacher (Unqualified) (2 job roles)			
Mr	Apple Adam	Teacher (Main Scale) (2 job roles)			
Mrs	Ash Aileen	Teacher (Main Scale)			
Miss	Beech Belinda	Teacher (Unqualified)			
Mrs	Birch Jane (MAT)	Teacher (Main Scale) (3 job roles)			
Miss	Bladdernut Briony	Teacher (Main Scale)			
Mrs	Cedar Caroline	Admin. Band 3			

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.

Export Employees to Scenarios

Source Employee Scenarios

Select School: [9876]-Orovia Academy

Select Group: A New Teacher

Job Role:

☐ Only EduPay Employees

Name:

<input type="checkbox"/>	Name	Job Roles
<input checked="" type="checkbox"/>	Miss Alder Angela	Teacher (Unqualified), Admin. Band 10 - 2
<input type="checkbox"/>	Mr Apple Adam	Teacher (Main Scale), Admin. Grade14 - 2
<input type="checkbox"/>	Mrs Ash Aileen	Teacher (Main Scale)
<input type="checkbox"/>	Miss Beech Belinda	Teacher (Unqualified)
<input type="checkbox"/>	Mrs Birch Jane (MAT)	Teacher (Main Scale), Maternity Pay - 2, Teacher (Main Scale) - 3
<input type="checkbox"/>	Miss Bladdernut Briony	Teacher (Main Scale)
<input type="checkbox"/>	Mrs Cedar Caroline	Admin. Band 3
<input type="checkbox"/>	Miss Cherry Kelly	Teacher (Advanced Skills)
<input type="checkbox"/>	Mrs Chestnut Anne	Admin. Band 12, Catering Band 10 - 2
<input type="checkbox"/>	Mr Cork Charlie	Tech. Band 14

1 2 3 4 5 > ... Last

Page 1 of 6 (56 items)

Destination Employee Scenarios

Select School: [9876]-Orovia Academy

Group Name / Description:

<input type="checkbox"/>	Group Name	Description	No of Employees
<input type="checkbox"/>	Actual for payroll	Actual for payroll-21/03/2018	55
<input type="checkbox"/>	Initial Staff Upload Changes for Sept Term	Initial Staffing	55

1

Page 1 of 1 (2 items)

Copy Cancel

Create New Group

[Back To Employees](#)

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.

A New Teacher

Job Role : Only EduPay Employees

Job Roles

acher (Unqualified) Admin, Band 10 - 2

acher (Ma

acher (Ma

acher (Un

acher (Ma

acher (Ma

imin. Band

acher (Ad

imin. Band 12, Catering Band 10 - 2

ch. Band 14

Group Name / Description :

<input type="checkbox"/>	Group Name	Description
<input type="checkbox"/>	Actual for payroll	Actual for payroll-
<input type="checkbox"/>	Initial Staff Upload Changes for Sept Term	Initial Staffing

Enter New Group Details

Name

Description

Save

Close

Page 1 of 6 (56 items)

1