

PERSONNEL SERVICES

University Offices, Wellington Square, Oxford OX1 2JD
 Director of Human Resources



To: heads of division, divisional registrars, heads of departments and institutions, faculty board chairmen, and departmental administrators

Ref. EMS/6,
 EMS/33

cc. Mr Morgan, Mr Cook, Ms Johnson, Ms Hemmerich, Ms Mitchell,
 HR Business Partners

31 July 2019

Recoding miscellaneous pay and the introduction of new allowances

The equal pay audits for the University's main salary and grading structure and for the senior staff population identified actions to reduce the use of the pay element "miscellaneous pay".

Officers in Personnel Services have investigated payments categorised as miscellaneous and as a result, a number of new allowances have been introduced (see section 2) and miscellaneous pay will be recoded under the new allowances or other existing allowances.

In addition, all professorial distinction awards and some schedule allowances are being recoded as professorial merit pay and responsibility allowances, respectively.

The HRIS Data Services team is carrying out this work, with changes taking effect from 31 July 2019 and appearing in individuals' August payslips. No pay is changing as part of the recoding exercise and not all miscellaneous pay is being recoded.

1. Action required of departments and divisions

Departments and divisions are asked to:

- (a) Note the work carried out to date on miscellaneous pay and that a recoding exercise has been undertaken.
- (b) Familiarise themselves with the new allowances introduced as part of this exercise.
- (c) Discontinue the use of miscellaneous pay save for in exceptional circumstances with the approval of the Reward Team in Personnel Services.
- (d) Note the actions required of departments in September:
 - (i) run report PERDEP01 (Tab3) to identify payments still coded as "miscellaneous";
 - (ii) recode payments in CoreHR currently recorded as "miscellaneous pay" as necessary and according to departmental records.

2. Background

When Payroll is instructed to make payments that cannot be categorised under an existing pay element, the payment is currently categorised as 'miscellaneous'.



Officers in Personnel Services have over the course of the last year contacted representatives from the four academic divisions to ask them to review existing miscellaneous payments, gathered information from payroll records and personnel files, and spoken with departments in order to capture the reasons cited for payments coded as “miscellaneous” in the CoreHR system.

As a result of this work the following new allowances will be introduced:

- Responsibility allowance 2: to capture payments made for second temporary administrative responsibilities carried out by academic or research staff.
- External fellowship salary supplement: additional allowances made to research fellows under the remuneration policies of external grant funders.
- Buy-out allowance: to process payments made to academics specifically to buy-out teaching under the University’s policy on buyout arrangements.
- Clinical additional registered allowance, Clinical weekend allowance, Clinical night premium allowance, Clinical availability allowance: for grade A63 staff who had taken an step out of clinical training (known as an OOPR) on the 2nd August 2016 are not eligible for cash floor payment protection.

The HRIS allowance guide will be updated to capture these new allowances.

3. Recoding exercise

The HRIS Data Services team is carrying out a recoding exercise of miscellaneous pay. Not all miscellaneous pay is being recoded but where data gathering has indicated a reason for miscellaneous pay and that reason falls under a new or existing allowance it will be recoded.

The HRIS Data Services team is also recoding:

Professorial Distinction Awards as Professorial Merit Pay; and Payments for additional administrative responsibilities for academic and research staff which are currently coded as schedule allowances. These are being recoded as responsibility allowances and the only schedule allowances remaining will be for Heads of Department as per the annually agreed schedule for these roles.

The recoding started last week with changes taking effect from 31 July 2019 and appearing in individual’s August payslips.

It is only allowance codes and not any pay that is changing.

Divisions and departments do not need to approve the changes; this will be done by the HRIS team. Salary approvers will see the approvals in their salary approval lists but need take no action. You can run report PERDEP20 just after the August payroll deadline so that you can see a summary of the allowances changed as a result of the recoding exercise.

Not all miscellaneous pay is being recoded and departments are asked to identify those still in receipt of miscellaneous pay and recode where possible according to departmental records. In September departments should therefore run report PERDEP01 (Tab3) in order to identify



payments still categorised as miscellaneous and recode as far as possible under existing or any of the new allowances detailed in this circular.

4. Seeking further advice

If you have any further questions, please contact the Head of Reward, Sarah Kilgour.
sarah.kilgour@admin.ox.ac.uk

Mr Julian Duxfield

AJWD/SJK