

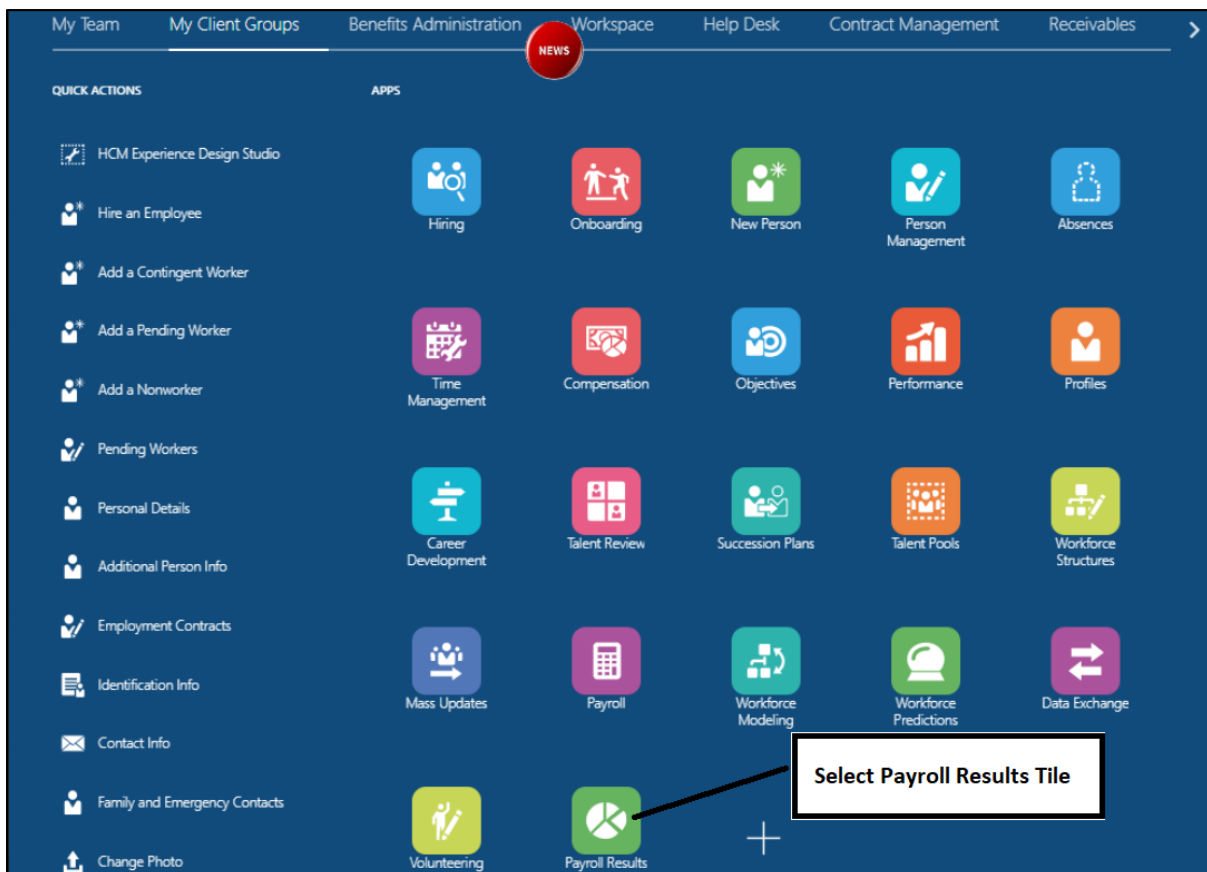
Oracle Payroll Reports – user guidance

The Payroll Report provides a snapshot of the payroll costs which will include Gross Basic Salary, Allowances, Overtime and Employers contributions for Pension and NI.

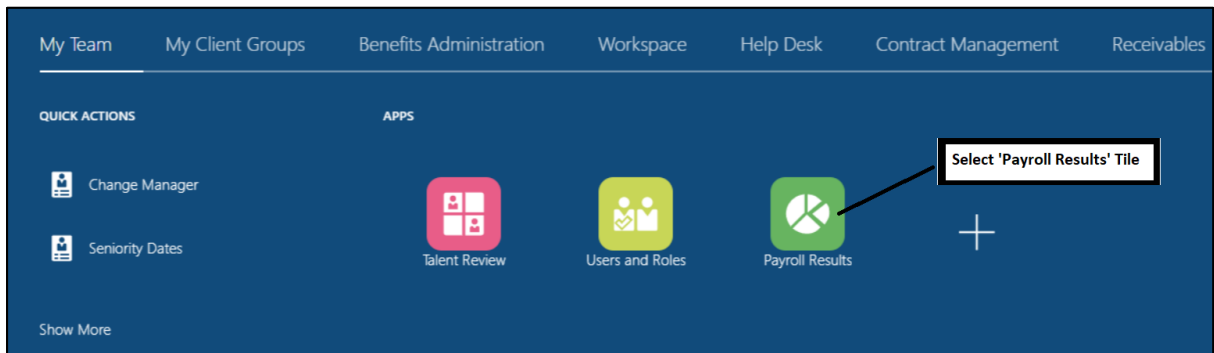
As well as following the steps set out in this guidance document, please note the following:

- At present the report will only provide the current months payroll information. If, for example, you run this report on 22 March, it will return the March payroll results. As soon as the Payroll Team complete the first run for April, the report will show the April payroll results.
- It is therefore highly recommended that you save the report each month to separate folder for future reference. This is an interim measure, so once the reporting development work is completed you will be able to access historical data and supporting information and guidance on how to run historic reports will be provided.
- Running the report before the monthly payroll has been finalised may result in the report returning incomplete results. To obtain accurate figures that reconcile to the actual final payroll costs for the month, you need to run the report on or after the 20th of each month. This will ensure all changes in pay for the month have been reflected. If in doubt, please check that the final payroll processing has been completed before relying on the information provided.

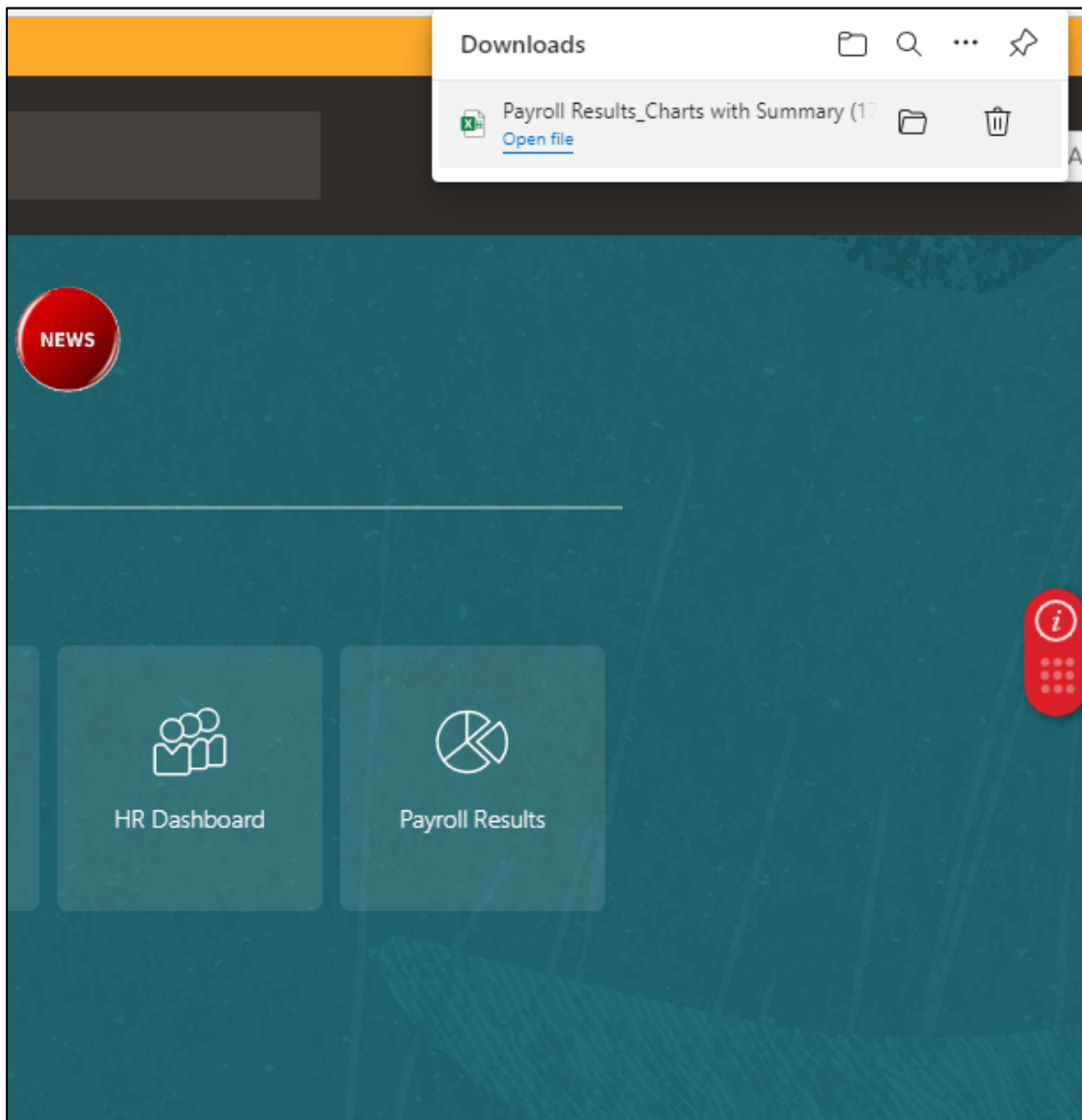
1. To access report as a Form Raiser, go to **'My Client Groups'** and click **Payroll Results** tile.



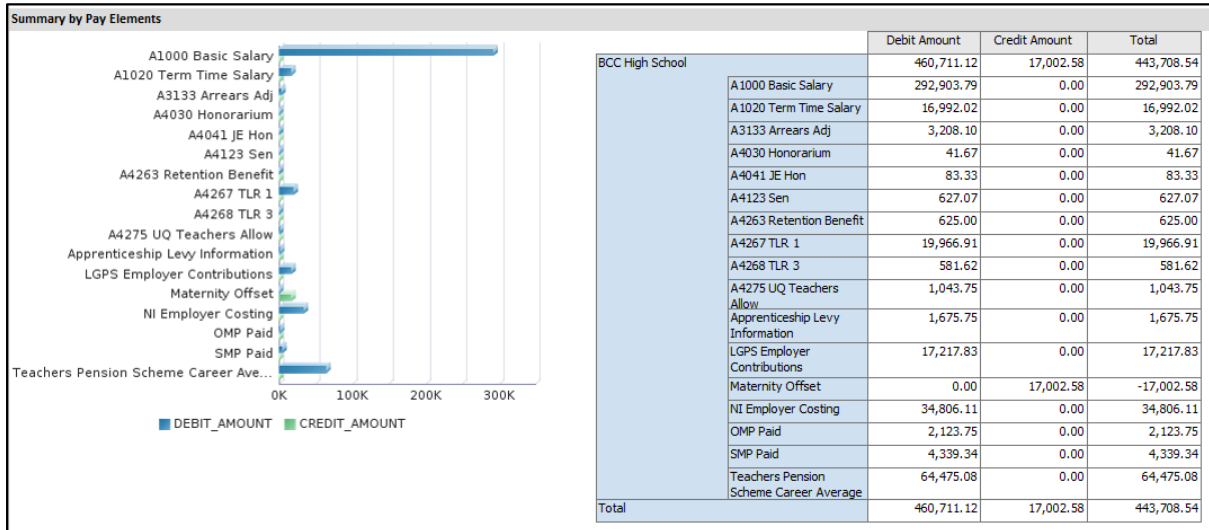
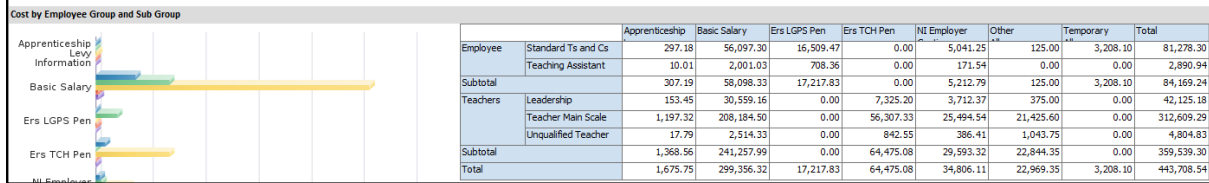
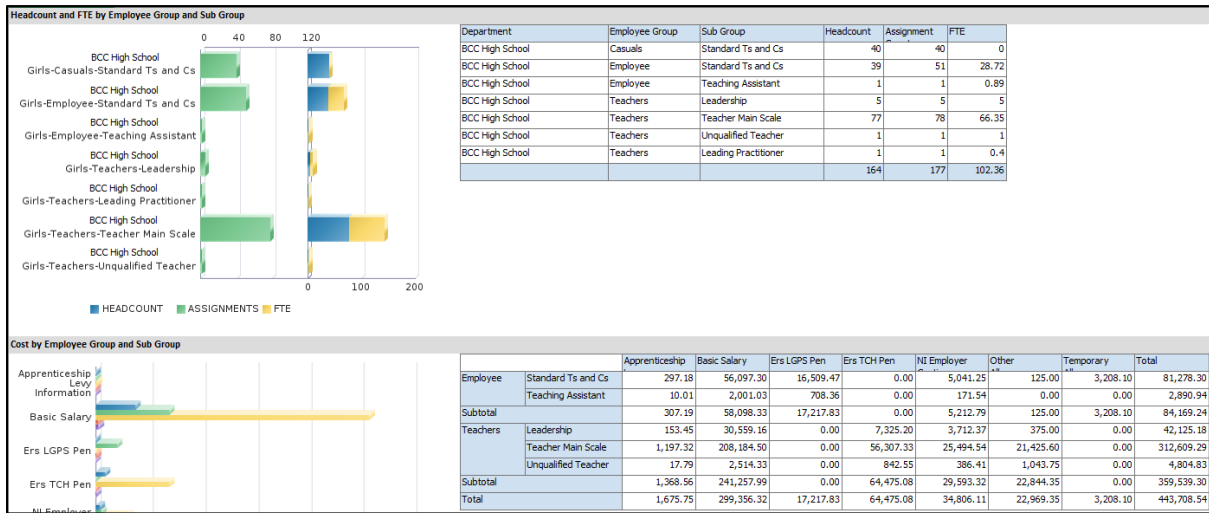
2. To access report as a Form Authoriser, go to **'My Team'** and click **Payroll Results** tile.



3. Clicking on the **Payroll Results** tile will cause the report to automatically run. This process can take up to a minute and once completed it will appear as an Excel file in your downloads.



4. Below are screenshots of what the report looks like and consists of. It will show on overall of your debits and credits for your Salaries , Allowances and on costs.



5. The report will also show each employee individually detailing their gross monthly pay with oncosts .

Summary by Employee	Apprenticeship Levy Information	Basic Salary	Ers LGPS Pen	Ers TCH Pen	NI Employer Costing	Other Allowances	Temporary Allowances	Total
Tony Stark	3.47	-423.64	0.00	164.29	0.00	1,117.42	0.00	861.54
Steve Rogers	4.01	0.00	0.00	0.00	6.07	0.00	802.00	812.08
Clarke Kent	13.23	2,645.83	0.00	626.53	260.52	0.00	0.00	3,546.11
Bruce Banner	14.56	2,912.33	0.00	689.64	297.30	0.00	0.00	3,913.83
Barry Allen	11.61	2,320.18	821.34	0.00	215.58	0.00	0.00	3,368.71
Diana Prince	13.27	2,587.33	0.00	628.47	261.65	66.67	0.00	3,557.39
Peter Parker	14.56	2,912.33	0.00	689.64	297.30	0.00	0.00	3,913.83
Bruce Wayne	18.77	3,754.96	1,329.25	0.00	413.58	0.00	0.00	5,516.56
Lex Luthor	7.27	1,354.17	0.00	344.48	96.15	0.00	0.00	1,802.07
Dick Grayson	1.82	364.04	0.00	0.00	0.00	0.00	0.00	365.86
Jim Gordon	30.20	6,040.25	0.00	1,430.33	728.95	0.00	0.00	8,229.73
Peter Quill	13.23	2,645.83	0.00	626.53	260.52	0.00	0.00	3,546.11

6. A further breakdown of the gross pay and costs is also included.

Pay Period	Department	Employee Name	Assignment	Meaning	Debit Amount	Credit	Total
12 - 2022	BCC High School	Dwight Yorke	E00125445	A3133 Arrears Adj	£802.10	£0.00	£802.10
12 - 2022	BCC High School	Dwight Yorke	E00125445	Apprenticeship Levy Information	£4.01	£0.00	£4.01
12 - 2022	BCC High School	Dwight Yorke	E00125445	LGPS Employer Contributions	£283.94	£0.00	£283.94
12 - 2022	BCC High School	Dwight Yorke	E00125445	NI Employer Costing	£6.08	£0.00	£6.08
03 - 2023	BCC High School	Paul McGrath	E00955844	A1000 Basic Salary	£3,385.42	£0.00	£3,385.42
03 - 2023	BCC High School	Paul McGrath	E00955844	A4123 Sen	£391.92	£0.00	£391.92
03 - 2023	BCC High School	Paul McGrath	E00955844	A4267 TLR 1	£725.50	£0.00	£725.50
03 - 2023	BCC High School	Paul McGrath	E00955844	Apprenticeship Levy Information	£3.47	£0.00	£3.47
03 - 2023	BCC High School	Paul McGrath	E00955844	Maternity Offset	£0.00	£4,502.84	-£4,502.84
03 - 2023	BCC High School	Paul McGrath	E00955844	SMP Paid	£693.78	£0.00	£693.78
03 - 2023	BCC High School	Paul McGrath	E00955844	Teachers Pension Scheme Career Average Employer Contributions	£164.29	£0.00	£164.29
03 - 2023	BCC High School	David Platt	E00800444	A1000 Basic Salary	£2,645.83	£0.00	£2,645.83
03 - 2023	BCC High School	David Platt	E00800444	Apprenticeship Levy Information	£13.23	£0.00	£13.23
03 - 2023	BCC High School	David Platt	E00800444	NI Employer Costing	£260.52	£0.00	£260.52
03 - 2023	BCC High School	David Platt	E00800444	Teachers Pension Scheme Career Average Employer Contributions	£626.53	£0.00	£626.53
03 - 2023	BCC High School	Mark Draper	E00555448	A1000 Basic Salary	£2,912.33	£0.00	£2,912.33
03 - 2023	BCC High School	Mark Draper	E00555448	Apprenticeship Levy Information	£14.56	£0.00	£14.56
03 - 2023	BCC High School	Mark Draper	E00555448	NI Employer Costing	£297.30	£0.00	£297.30
03 - 2023	BCC High School	Mark Draper	E00555448	Teachers Pension Scheme Career Average Employer Contributions	£689.64	£0.00	£689.64