Payroll Settings

Payroll Windows · https://cclearninghub.co.uk/docs/payroll-settings/

Payroll Settings

This guide will cover how to access and amend the Payroll Settings on Care Control Windows.

These settings can be customised so that your payroll system works for you and your organisation.



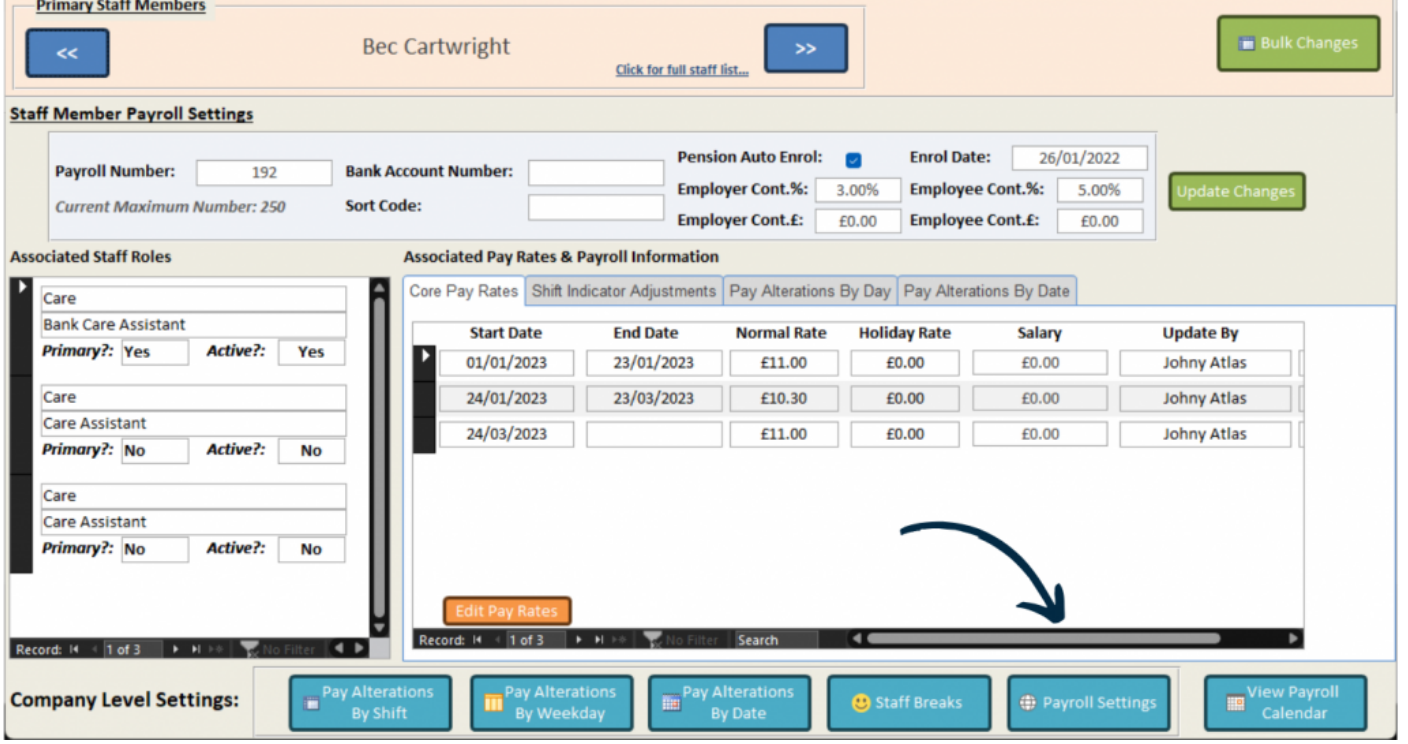


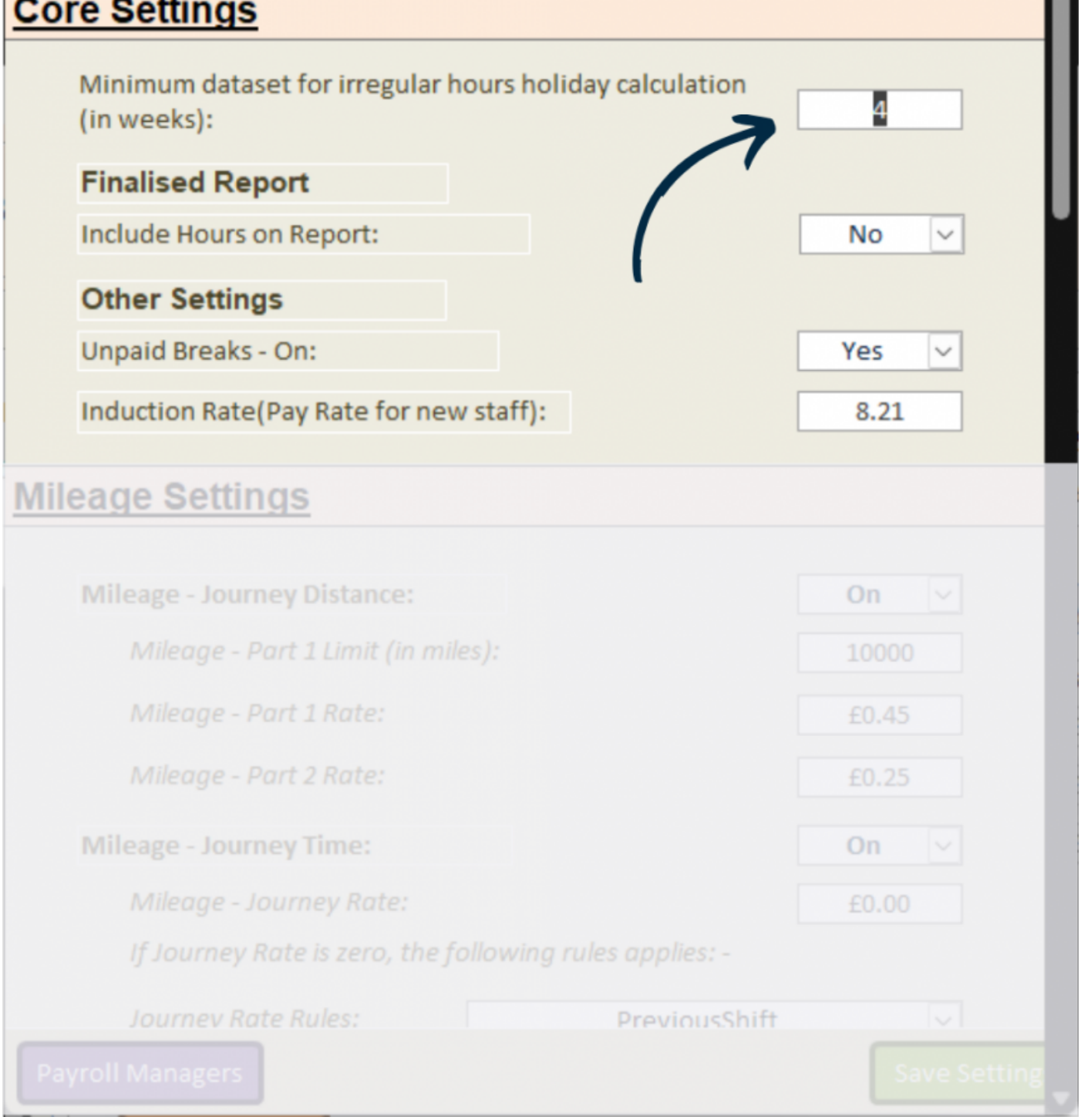
1

In the Administration of Care Control Windows, navigate to the **Manage Pay Rates** tool, which can be found under the Time & Attendance tab.

2

A new window will open. Here, select **Payroll Settings** from the options along the bottom of the page.


Primary Staff Members
<<
Bec Cartwright
Click for full staff list...
>>
Bulk Changes
Staff Member Payroll Settings
Payroll Number: 192
Current Maximum Number: 250
Bank Account Number:
Sort Code:
Pension Auto Enrol:
Enrol Date: 26/01/2022
Employer Cont.%: 3.00%
Employee Cont.%: 5.00%
Employer Cont.£: £0.00
Employee Cont.£: £0.00
Update Changes
Associated Staff Roles
Care
Bank Care Assistant
Primary?: Yes
Active?: Yes
Care
Care Assistant
Primary?: No
Active?: No
Care
Care Assistant
Primary?: No
Active?: No
Record: 1 of 3
No Filter
Associated Pay Rates & Payroll Information
Core Pay Rates
Shift Indicator Adjustments
Pay Alterations By Day
Pay Alterations By Date
Start Date
End Date
Normal Rate
Holiday Rate
Salary
Update By
01/01/2023
23/01/2023
£11.00
£0.00
£0.00
Johny Atlas
24/01/2023
23/03/2023
£10.30
£0.00
£0.00
Johny Atlas
24/03/2023
£11.00
£0.00
£0.00
Johny Atlas
Edit Pay Rates
Record: 1 of 3
No Filter
Search
Company Level Settings:
Pay Alterations By Shift
Pay Alterations By Weekday
Pay Alterations By Date
Staff Breaks
Payroll Settings
View Payroll Calendar



3

Your payroll settings will open. The first section of options relate to the **Core Settings** for your system.

Here, you can:

– Set what the **minimum dataset** for irregular hours holiday calculation is.

– Choose to **include hours** on the finalised report.

– Toggle **unpaid breaks** on or off.

– Set an **induction rate** for new staff members.

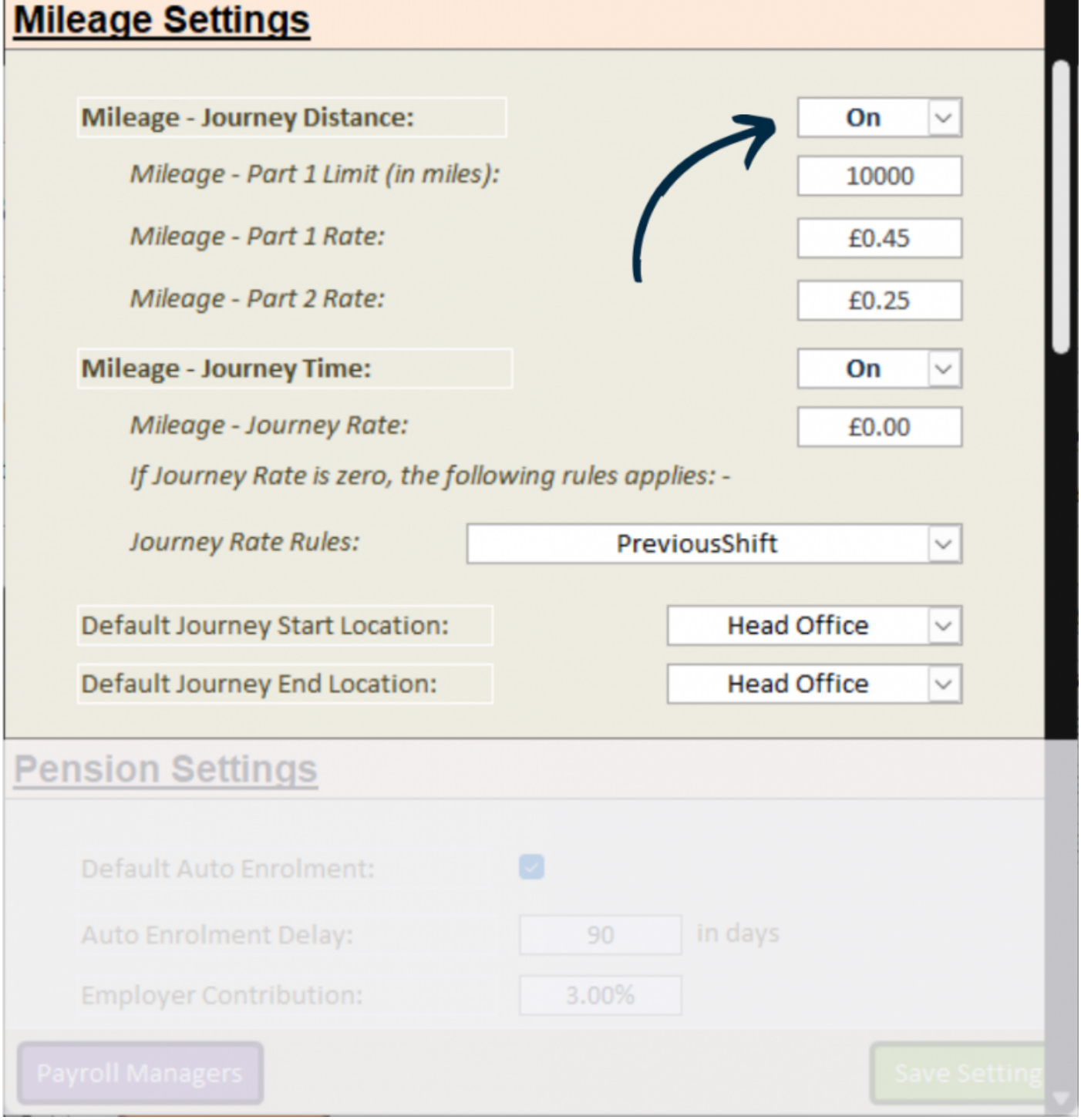
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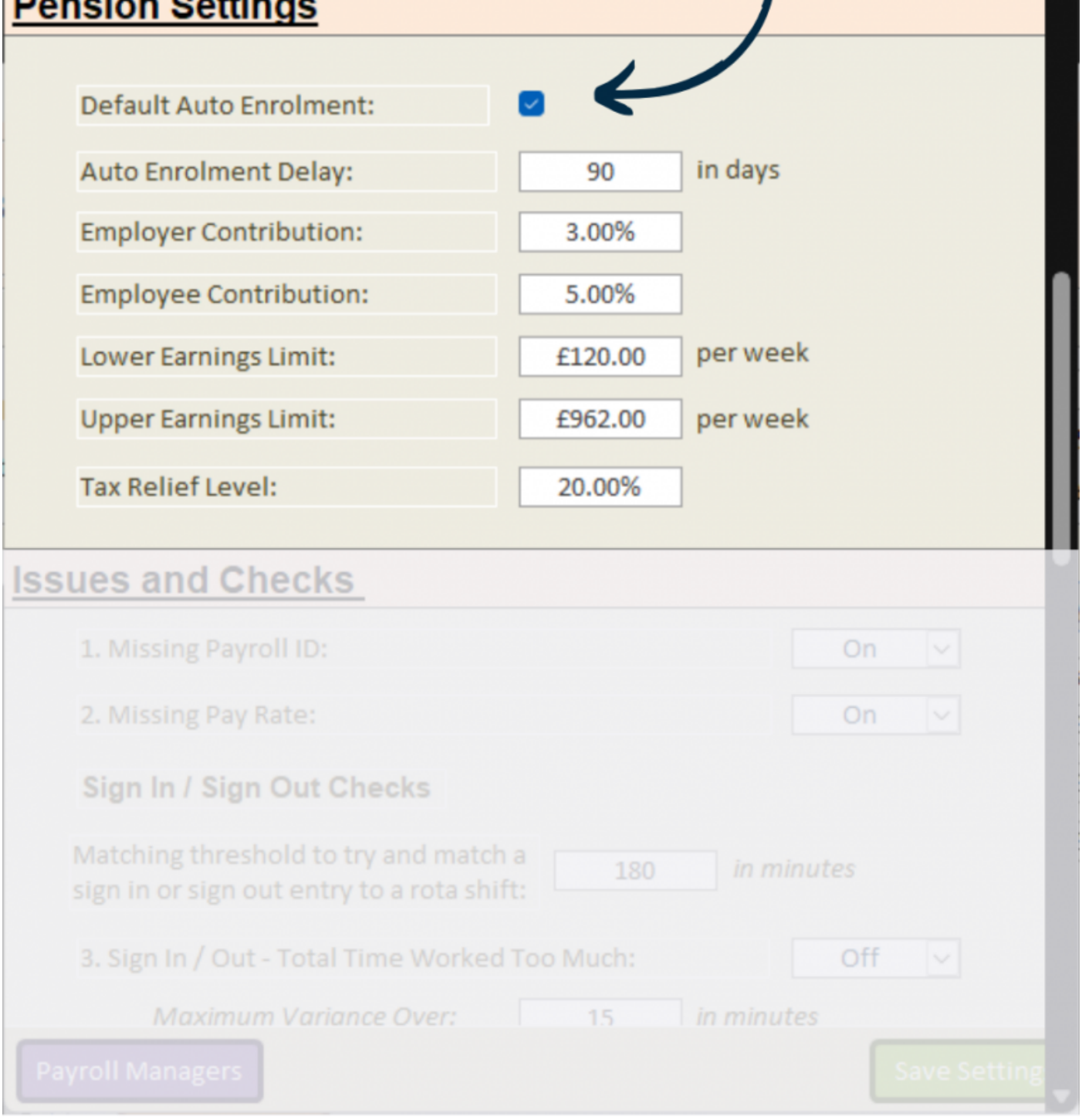
The next section, **Mileage Settings**, includes options related to journey distance and time, and how these interact with the payroll system.

Journey Distance pay can be turned on or off. You can have different rates for longer journeys via the **Part 1 Limit**. This means that if a journey is over the limit, the **Part 2** rate will be applied for the distance over the limit.

Journey Time pay can also be turned on or off. When turned on, the time of a journey is estimated via Google Maps and the **Journey Rate** is applied to it.

You can also set the **Default Journey Start / End Locations**.


Mileage Settings
Mileage - Journey Distance:
On
Mileage - Part 1 Limit (in miles):
10000
Mileage - Part 1 Rate:
£0.45
Mileage - Part 2 Rate:
£0.25
Mileage - Journey Time:
On
Mileage - Journey Rate:
£0.00
If Journey Rate is zero, the following rules applies: -
Journey Rate Rules:
PreviousShift
Default Journey Start Location:
Head Office
Default Journey End Location:
Head Office
Pension Settings
Default Auto Enrolment:
Auto Enrolment Delay:
90
in days
Employer Contribution:
3.00%
Payroll Managers
Save Setting



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The **Pension Settings** section contains options related to your staff pensions.

New staff ca be **Auto-Enrolled** via the checkbox, and an **Enrolment Delay** can be used if necessary.

You can then set the **Employer** and **Employee Contributions** as a percentage, as well as the **Lower** and **Upper Earnings Limit**.

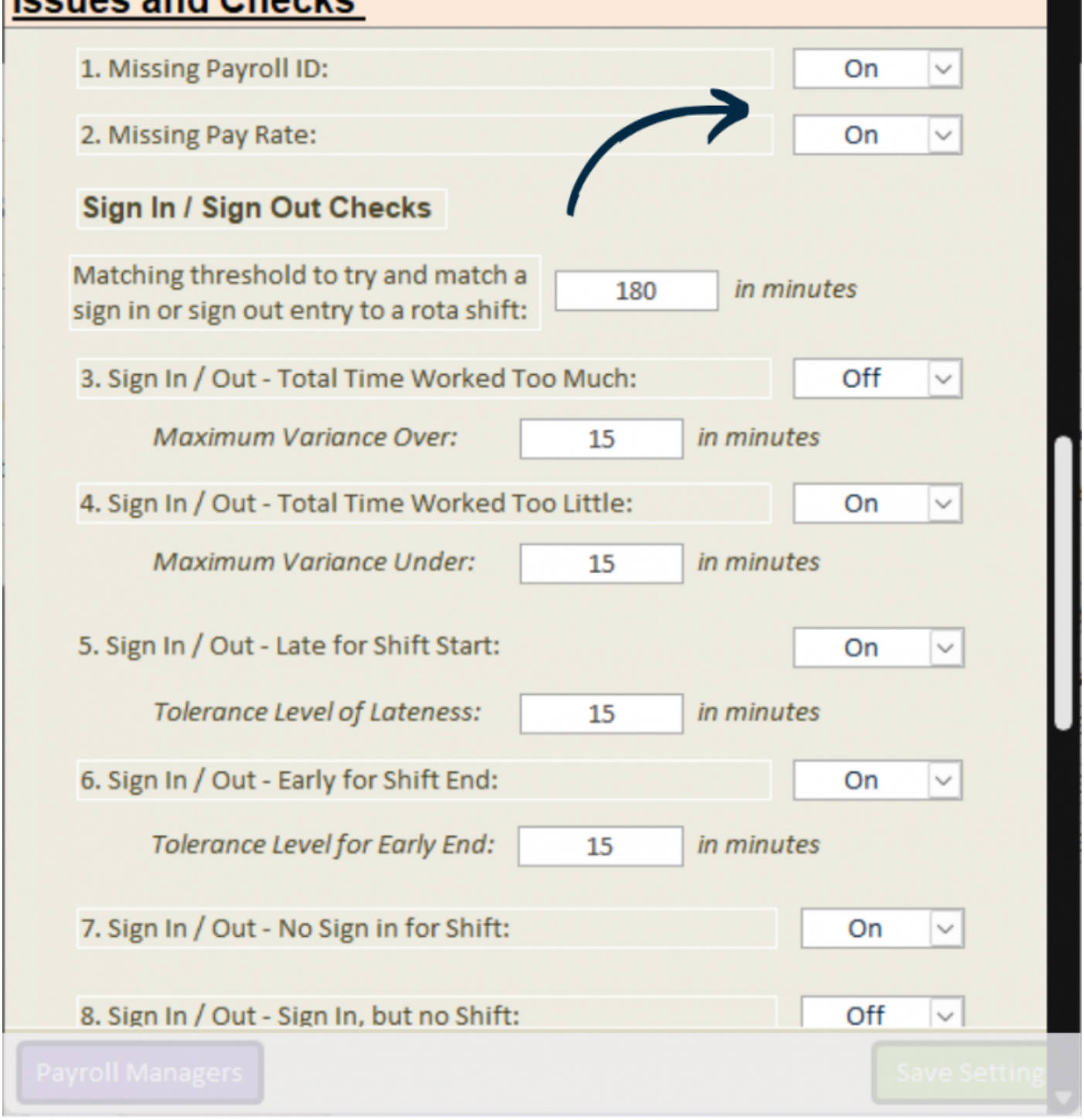
Finally, you can choose a **Tax Relief Level** as a percentage.

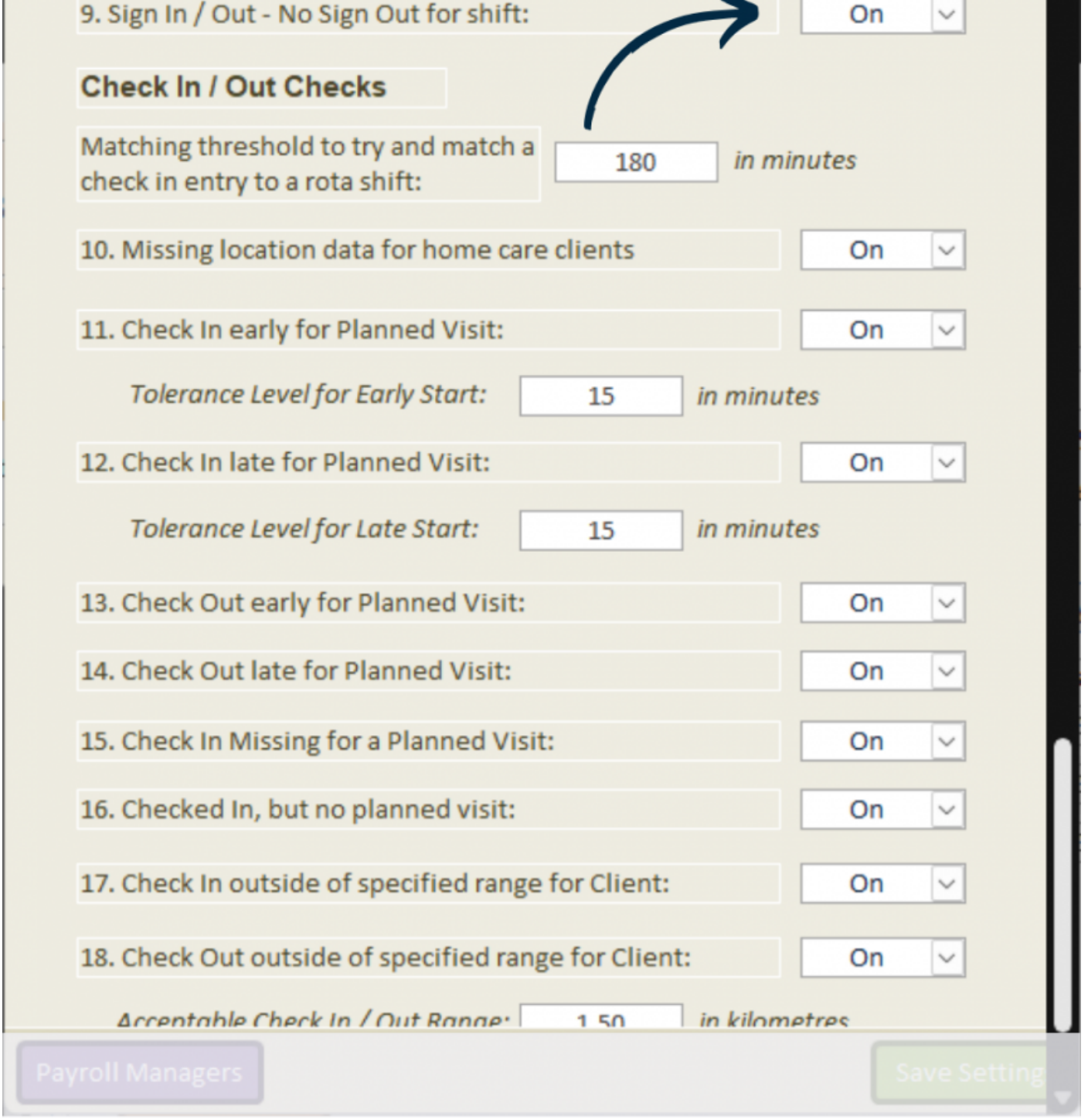
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The following section relates to settings for **Issues and Checks**.

These checks are automatically run by the system before a payroll is finalised in order to highlight any potential issues so that they can be dealt with accordingly.

All the checks can be turned on or off, and customised to suit your requirements if they are turned on.


Issues and Checks
1. Missing Payroll ID:
On
2. Missing Pay Rate:
On
Sign In / Sign Out Checks
Matching threshold to try and match a sign in or sign out entry to a rota shift:
180
in minutes
3. Sign In / Out - Total Time Worked Too Much:
Off
Maximum Variance Over:
15
in minutes
4. Sign In / Out - Total Time Worked Too Little:
On
Maximum Variance Under:
15
in minutes
5. Sign In / Out - Late for Shift Start:
On
Tolerance Level of Lateness:
15
in minutes
6. Sign In / Out - Early for Shift End:
On
Tolerance Level for Early End:
15
in minutes
7. Sign In / Out - No Sign in for Shift:
On
8. Sign In / Out - Sign In, but no Shift:
Off
Payroll Managers
Save Setting



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These checks continue as you scroll down the settings.

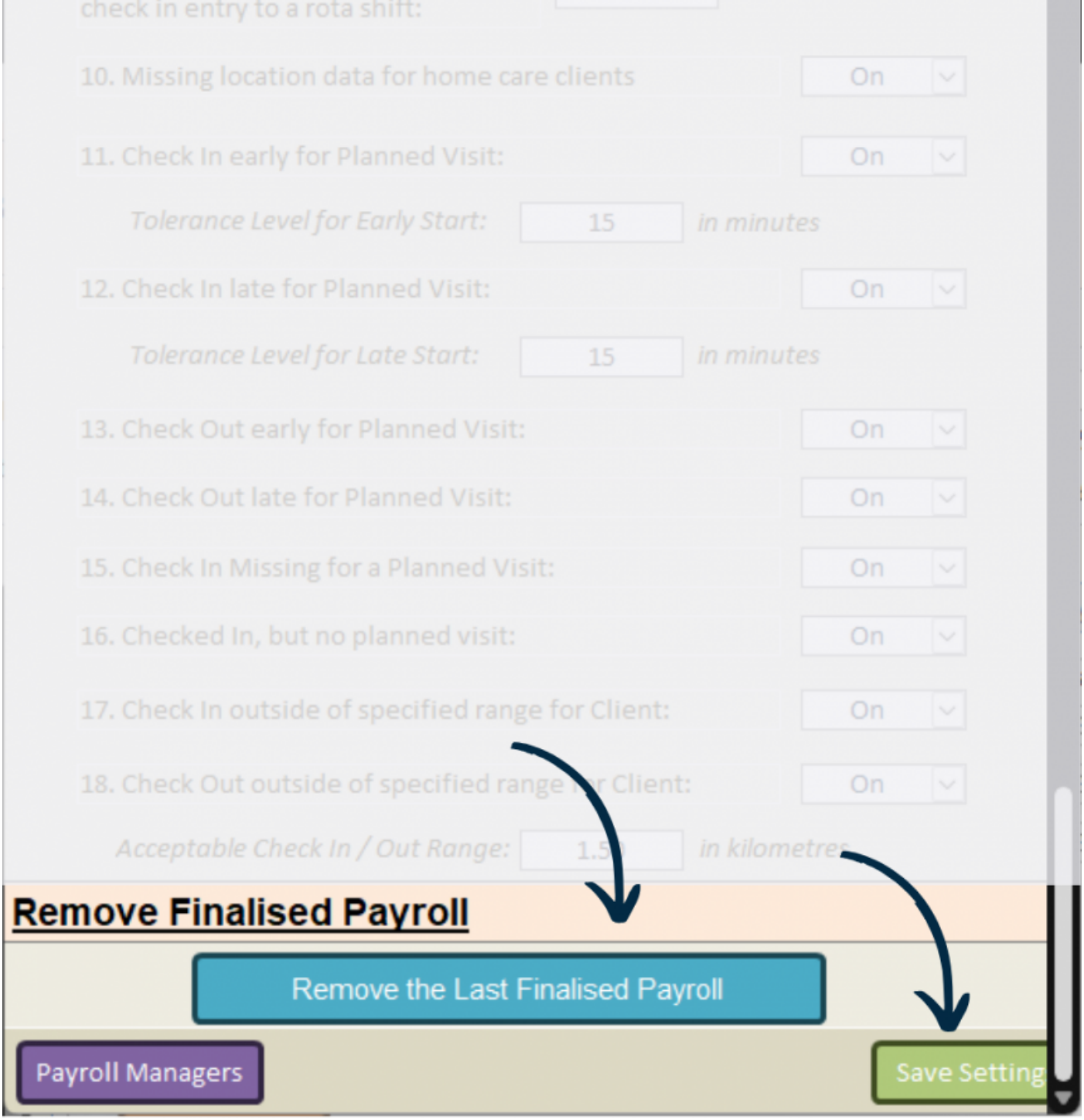
Read each one carefully to understand its function and whether or not your organisation requires is.

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Finally, at the bottom of the window, you can **Remove the Last Finalised Payroll**.

This can be useful is you identify errors or mistakes in your payroll reports.

After making any changes, make sure to press **Save Settings**.


check in entry to a rota shift:
10. Missing location data for home care clients
On
11. Check In early for Planned Visit:
On
Tolerance Level for Early Start:
15
in minutes
12. Check In late for Planned Visit:
On
Tolerance Level for Late Start:
15
in minutes
13. Check Out early for Planned Visit:
On
14. Check Out late for Planned Visit:
On
15. Check In Missing for a Planned Visit:
On
16. Checked In, but no planned visit:
On
17. Check In outside of specified range for Client:
On
18. Check Out outside of specified range for Client:
On
Acceptable Check In / Out Range:
in kilometres
Remove Finalised Payroll
Remove the Last Finalised Payroll
Payroll Managers
Save Setting