

A photograph of a woman with brown hair, wearing a light-colored top and a watch, smiling as she works at a computer. The image is partially obscured by a large, diagonal blue graphic element that runs from the top left towards the bottom right.

**IRIS Cascade**  
Salary & Pay  
All Salary Changes  
December 2022

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## About this change

We have introduced a new settings menu to the **Payroll > Integration > Salary & Pay** Integration area. The settings menu allows users to switch the integration method to one of the following options:

- Last Salary Change Effective Date
- All Salary Changes

The integration method defaults to last salary change effective date. The new **All Salary Changes** option looks at the employees' salary and pay history and compares this to what has been integrated in the past, allowing the integration area to pick up on the employees last salary change and all subsequent changes that followed.

## Administration

To turn the new **Salary & Pay** configuration settings menu on, follow these steps:

1. Go to **Admin**.
2. Select **System Properties**.
3. Go to **General**.
4. Select the checkbox next to the **Show Payroll Salary & Pay Integration Settings Menu**.
5. Select the **checkbox** next to **Value** then click **Save**.

## Payroll

To update the salary and pay integration area to the new setting, follow these steps:

1. Go to **Payroll > Integration > Salary & Pay**.
2. Select **Configuration**.
3. Select **Update**.
4. Amend the Integration Method to **All Salary Changes**.
5. Once changed, select **Save**.

## Excel Export - breakdown

When the integration method is set to All Salary Changes, a breakdown of the changes can be found using the Excel Export.

**Important:** Following the synchronisation to payroll, the breakdown of changes cannot be viewed again, so it is important to export this prior to synchronisation to view how Cascade has calculated the adjustment to be brought through to payroll.

Use this page to integrate Salary & Pay data from HR to Payroll.

Employee:

Number of Items:

<input type="checkbox"/>	ID	Employee	Pay Element	Effective Date	HR Value	Payroll Value	Existing Adjustment	Calculated Adjustment
<input type="checkbox"/>	1625	Raymond Jackson	Annual Salary	14/06/2024	30000.00	26225.45	0.00	244.14

The table below shows the fields on the excel export breakdown:

Field	Details
<b>Effective Date</b>	The value here will display the date the salary change became effective from
<b>Period</b>	This column will display pay period the change was from
<b>HR Value</b>	This column will display the salary showing in HR
<b>Payroll Value</b>	This column displays the salary showing in Payroll
<b>HR Pro-rata Value</b>	This column with show the Pro-rata value based on the salary that is populated in HR. The pro rata calculation is performed as follows:  (HR Salary \ number of periods \ number of working days in the period) * number of effective days in this period
<b>Payroll Pro-rata Value</b>	This column with show the Pro-rata value based on the salary that is populated in HR. The pro rata calculation is performed as follows:  (Payroll Salary \ number of periods \ number of working days in the period) * number of effective days in this period
<b>Historical Payroll Pro-rata Adjustment.</b>	Shows any pro rata adjustments from previous periods
<b>Calculated Adjustment</b>	Shows the amount of adjustment to be made against that particular salary change by deducting the Payroll Pro-rata Value from the HR Pro-rata value
<b>Running Adjustment</b>	This shows the running adjustment when multiple adjustments are being integrated
<b>Pro-rata breakdown</b>	Shows how the HR Pro-rata amounts have been calculated. This will show in the formal of (number of days) @ (amount for daily rate)

Employee ID	Employee	Pay Element	Effective Date	HR Value	Payroll Value	Existing Adjustment	Total Calculated Adjustment		
1625	Raymond Jackson	Annual Salary	14/06/2024	30000.00	26225.45	0.00	244.14		
Effective Date	Period	HR Value	Payroll Value	HR Pro-rata Value	Payroll Pro-rata Value	Historic Payroll Pro-rata Adjustment	Calculated Adjustment	Running Adjustment	Pro-rata Breakdown
01/04/2011	2/2024	26225.45	26225.45	760.16	760.16	0.00	0.00	0.00	8 @ 95.01975
13/05/2024	2/2024	27000.00	26225.45	1467.39	1425.30	0.00	42.10	42.10	15 @ 97.82609
	3/2024	27000.00	26225.45	1012.50	983.45	0.00	29.05	71.14	9 @ 112.50000
14/06/2024	3/2024	30000.00	26225.45	1375.00	1202.00	0.00	173.00	244.14	11 @ 125.00000

## Example – All Salary Changes

Scenario:

A monthly paid employee is paid an annual salary of £26,225.45 at the start of 2024/25 tax year. In the employees HR > Job & Salary record, two changes to salary have been made, but none have been integrated.

1. Change of Salary to £27,0000 with an effective date of 13/05/2024
2. Change of position with new salary of £30,000 with an effective date of 14/06/2024

When integrating job and salary with the integration method set to All Salary Changes, Cascade will pick up both changes, and apply pro rata adjustments.

Pay Frequency	Position	Effective Date	End Date (calc'd)	Reason	Grade	Basic Pay/Actual Salary
Monthly	Administrator Leeds	14/06/2024		Change of Position	Personal Contract	£30,000.00 <a href="#">[View]</a>
Monthly	Payroll Manager	13/05/2024	13/06/2024	Change of Pay	Personal Contract	£27,000.00 <a href="#">[View]</a>
Monthly	Payroll Manager	01/04/2011	12/05/2024	Annual Salary Review	Personal Contract	£26,225.45 <a href="#">[View]</a>

When navigating to Payroll > Integrate Salary & Pay, Cascade is showing a Calculated Adjustment of 244.14 to be integrated into the payroll run.

### Integrate Salary & Pay

Use this page to integrate Salary & Pay data from HR to Payroll.

Employee: <input type="text"/>	Number of Items: <input type="text" value="100"/>	<input type="button" value="Q Search"/>	<input type="button" value="Filter Selected"/>	<input type="button" value="Clear"/>				
<input type="checkbox"/>	ID	Employee	Pay Element	Effective Date	HR Value	Payroll Value	Existing Adjustment	Calculated Adjustment
<input type="checkbox"/>	1625	Raymond Jackson	Annual Salary	14/06/2024	30000.00	26225.45	0.00	244.14

### Calculation breakdown.

Cascade will look at the payroll calendar start and end date for each period to work out the pro rata adjustment.

For this scenario, the payroll calendar runs from the 1<sup>st</sup> until the last day of the month.

Effective date 13/05/2024 1<sup>st</sup> calculation: HR Salary 27,000. Payroll Salary 26225.45

To work out the adjustment to bring through to payroll for this, Cascade will take the annual salary from both HR and Payroll, divide by 12 and multiply by the number of working days in the month to find a daily rate:

## May

In this scenario, there are 23 working days in May

HR Pro-Rata daily value:  $(27,000 / 12) / 23 = 97.82609$

Payroll Pro Rata daily value:  $(26,225.45 / 12) / 23 = 95.01975$

Once the daily rate has been found, Cascade will then multiply this by the number of days remaining in that month. As the Salary change was effective from 13/05/2024, there are 15 days left in the month.

### Pro-Rata Daily Values

HR Pro-Rata value:  $97.82609 * 15 = 1467.39$

Payroll Pro- Rate value  $95.01975 * 15 = 1425.30$

Finally, Cascade will work out the calculated adjustment by deducting payroll pro-rata value from the HR Pro-Rata value  $1467.39 - 1425.30 = \mathbf{42.09}$

## June

In June, there was a further salary increase to £30,000 effective from 14/06/2024

Cascade will calculate the pro-rata for the salary at £27,000 from 01/06/2024 – 13/06/2024 and at £30,000 from 14/06/2024 – 28/06/2024

20 working days in June

### Pro-Rata Daily Values

HR Pro-Rata daily value at £27,000:  $(27,000 / 12) / 20 = 112.50$

Payroll Pro Rata daily value at £26,225.45:  $(26,225.45 / 12) / 20 = 109.2727$

HR Pro-Rata daily value at £30,000:  $(30,000 / 12) / 20 = 125.00$

For the 1<sup>st</sup> part of the calculation, there are 9 working days for the Pro-rate to be calculated on

HR Pro Rate Value @ 27,000 = 9 days @ 112.50 = 1012.50

Payroll Pro Rate Value = 9 days @ 109.2727 = 983.45

Calculated Adjustment for 27,000 =  $1012.50 - 983.35 = \mathbf{29.05}$

For the 2<sup>nd</sup> part of the June calculation, there are 11 working days from when the employee salary was changed to £30,000

HR Pro Rate Value @30,000 = 11 days @ 125.00 = 1375.00

Payroll Pro Rate Value = 11 days @ 109.2727 = 1202

Calculated Adjustment @ 30,000 =  $1375 - 1202 = \mathbf{173.00}$

The total adjustment that will be brought through to payroll for the May and June salary changes:  
 $42.09 + 29.05 + 173 = \mathbf{244.14}$

## Example – Since Last Effective Date

A monthly paid employee is paid an annual salary of £26,225.45 at the start of 2024/25 tax year. In the employees HR > Job & Salary record, two changes to salary have been made, but none have been integrated.

1. Change of Salary to £27,0000 with an effective date of 13/05/2024
2. Change of position with new salary of £30,000 with an effective date of 14/06/2024

As the system configuration is set to look at Since Last Effective Date, Cascade will only look at the salary change dated 14/06/2024

Use this page to integrate Salary & Pay data from HR to Payroll.

Employee:	<input type="text"/>	Number of Items:	100	<input type="button" value="Search"/>	<input type="button" value="Filter Selected"/>	<input type="button" value="Clear"/>
<input type="checkbox"/>	↕ ID	↕ Employee	↕ Pay Element	↕ Effective Date	↕ HR Value	↕ Payroll Value
<input type="checkbox"/>	1625	Raymond Jackson	Annual Salary	14/06/2024	30000.00	26225.45

For this scenario, there are 20 working days in June.

Payroll Pro Rata daily value:  $(26,225.45 / 12) / 20 = 109.2727$

HR Pro-Rata daily value:  $(30,000 / 12) / 20 = 125.00$

HR Pro Rate Value @30,000 = 11 days @ 125.00 = 1375.00

Payroll Pro Rate Value = 11 days @ 109.2727 = 1202

Salary Adjustment @ 30,000 = 1375 - 1202 = **173.00**



## Payroll Pay Record

The following field now appears on the **Payroll > Employee > Details > Pay Record** screen.

- **Cascade Payroll Implementation Date**

To stop any of your employee's historic pay information that was processed in a different payroll software from appearing in the **Salary and Pay** Integration area you need to ensure that your Payroll Implementation date is entered into the Cascade Payroll Implementation Date field.

Note: When configured to show All Salary Changes, Cascade will look back to when payroll was 1<sup>st</sup> used. If you do not want to show Salary Changes from this date, update the Cascade Payroll Implementation Date field to the date you want the system to look back to.

Complete the following steps to update the field:

1. Go to **Payroll > Employee Data > All Employees**.
2. Select **Action > Global Employee Updates**.
3. Change **Field to update:\* dropdown selector > Cascade Payroll Implementation Date**.
4. In the date field, enter the date that **Cascade Payroll** was implemented.
5. Once you are happy with the settings, select **Next**.

### Global Employee Updates

Use this page to apply updates to a selected field for a group of employees.

1. Options		2. Preview	
Employee Group:	<input checked="" type="radio"/> All Employees	<input type="radio"/> Active Group (48 Employees)	<input type="radio"/> Department
Department:	<input type="text" value="(3) Head Office :: HR"/>		
Field to update:*	<input type="text" value="Cascade Payroll Implement..."/>		
Cascade Payroll Implementation Date:	<input type="text" value="01/05/2024"/>	<input type="button" value="📅"/>	<input type="button" value="✕"/>

6. Select **Process Updates**.

