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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:

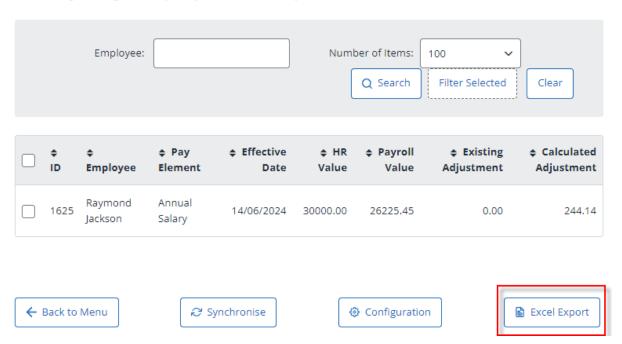
- 1. Go to Payroll > Integration > Salary & Pay.
- 2. Select Configuration.
- 3. Select Update.
- **4.** Amend the Integration Method to **All Salary Changes.**
- 5. Once changed, select Save.

## **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.



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

Field	Details
Effective Date	The value here will display the date the salary change became effective from
Period	This column will display pay period the change was from
HR Value	This column will display the salary showing in HR
Payroll Value	This column displays the salary showing in Payroll
HR Pro-rata Value	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
Payroll Pro-rata Value	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
Historical Payroll Pro- rata Adjustment.	Shows any pro rata adjustments from previous periods
Calculated Adjustment	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
Running Adjustment	This shows the running adjustment when multiple adjustments are being integrated
Pro-rata breakdown	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	<b>Effective Date</b>	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 Breakdow
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	2/2024	30000 00	26225.45	1275.00	1202.00	0.00	172.00	244.14	11 @ 125 00000

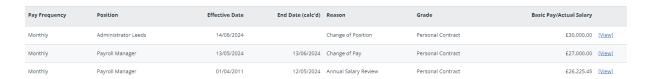
### **Example - All Salary Changes**

#### 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.



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 Number of Items: 100 Q Search Filter Selected Clear **♦ Pay Element Effective Date**  ◆ Payroll Value Existing Adjustment □ ID **‡** Employee **♦ Calculated Adjustment** Annual Salary 14/06/2024 30000.00 26225.45 1625 Raymond Jackson 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 1st until the last day of the month.

Effective date 13/05/2024 1st 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 = **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  $1^{st}$  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 = **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 = **173.00** 

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

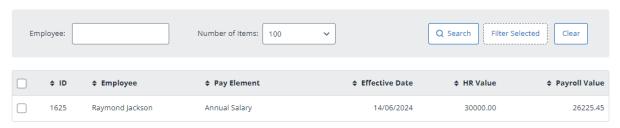
# **Example - Since Last Effective Date**

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.



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

All Employees
Active Group (48 Employees)
Department

Department:

(3) Head Office :: HR

Field to update:\*

Cascade Payroll Implementation Date:

6. Select **Process Updates.**