Setup SSP, SMP or SPP absence time off

Time off · https://paiyroll.com/kb/setup-ssp-smp-or-spp-absence/

Follow this guide to set up and operate statutory pay. There is a separate guide on configuring Occupational Absence Pay.

Overview

paiyroll® provides 4 methods for time-off:

1. Set up a *simple* "days entered" SSP if you're happy to enter and calculate waiting days and linked periods.
2. If you want a completely automated, e.g. linked, waiting-days SSP, you will need to use a ***workflow*** to create a time-off ***process***. This method can be used in real time, where the start and end are entered as they occur, or retrospectively (after the fact), when both are known and entered together.
3. Upload a spreadsheet file as a faster alternative to workflows for uploading approved ***processes***. This method can only be used for retrospective time off.
4. HR data feeds such as PeopleHR and CezanneHR can be configured to automatically load time absences and holidays.

Simple "days entered" SSP

You can use this method if you only need to enter the number of SSP days to pay after the waiting days.

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You cannot use this method for any other type of Statutory leave because it will not allow you to recover pay from HMRC
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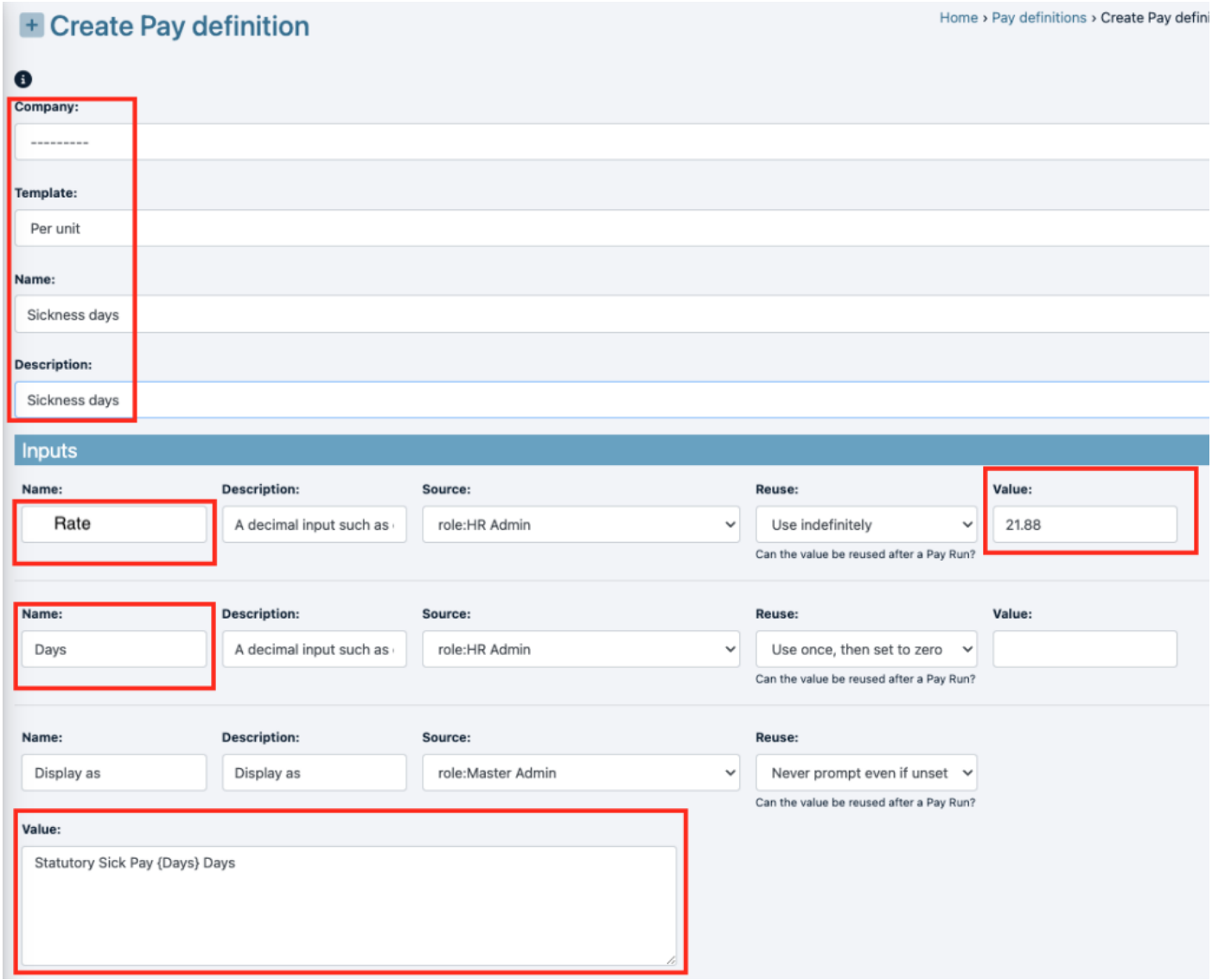
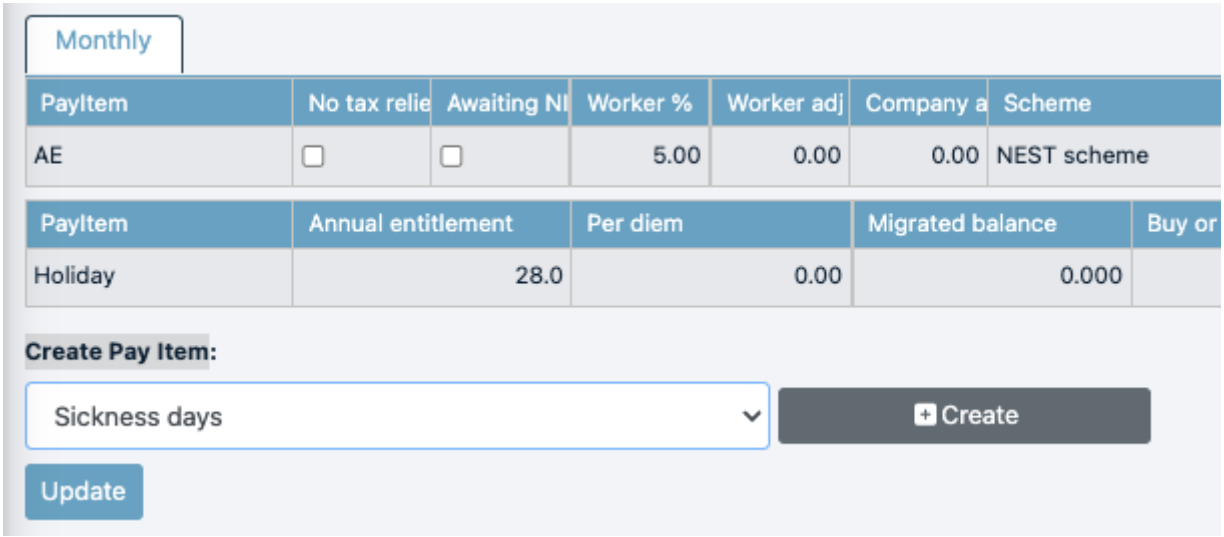
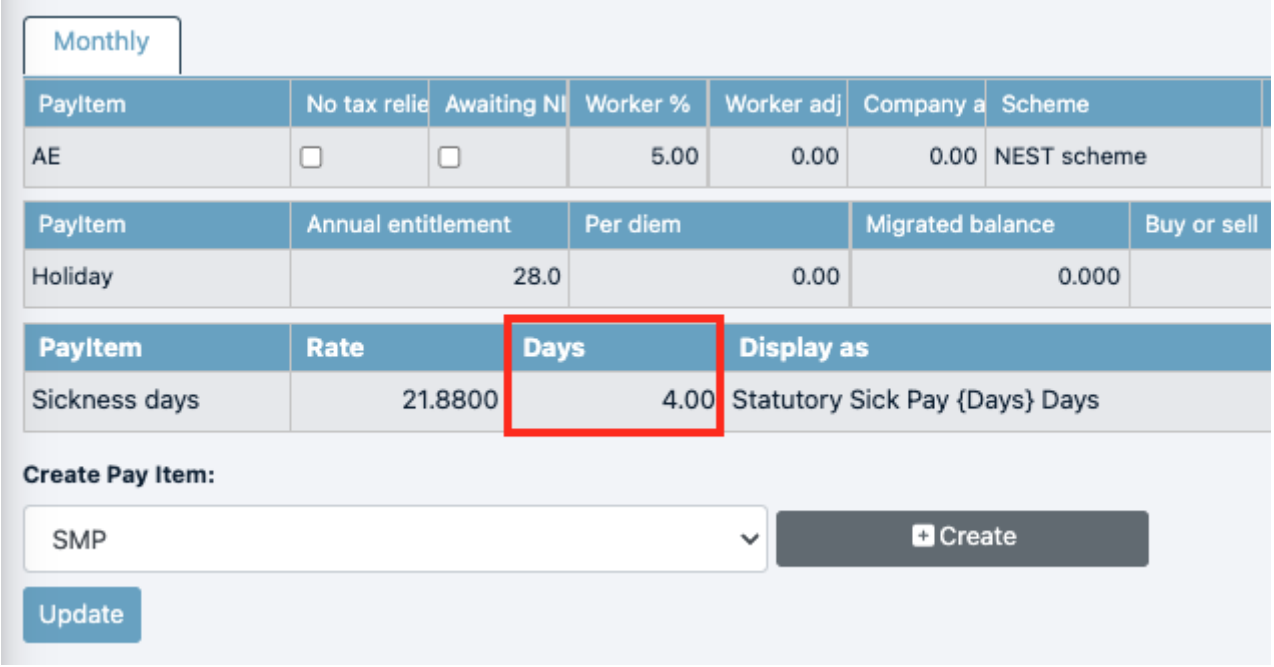
- Company Setup > Pay Definitions > Add
- Create a new Pay Definition as below - making sure the **Rate** you use reflects the SSP daily rate for your employee's working pattern (Google "Rates and threshold [year]" to see the latest rates) :
- Click **Add**



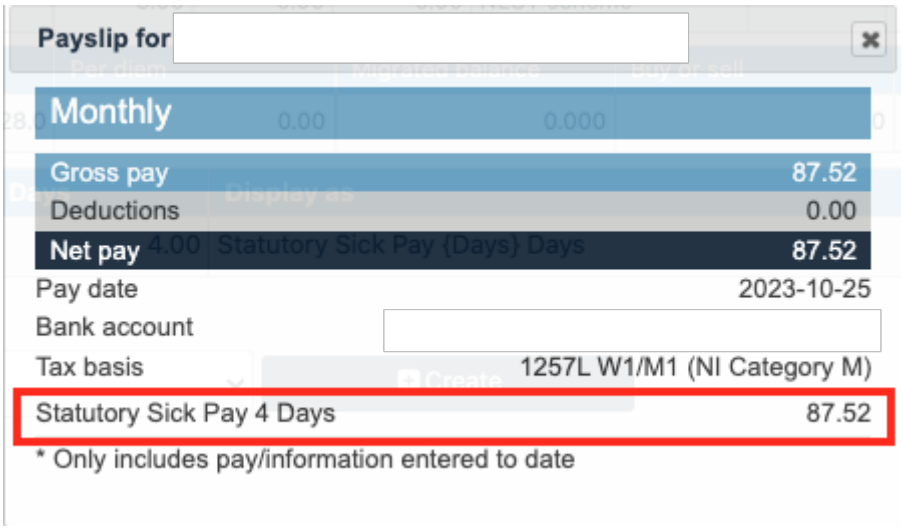
In the **Pay Item Editor**, select the new **Sickness days** pay definitions and click **Create** to add this pay item to the worker - the rate can also be amended here if needed:



Finally, enter the number of days in the Pay Item and click **Update**.



The Live payslip will show the correct payment if you have entered everything correctly:



Workflow-based SSP, SMP or SPP

In this scenario, an employee or their manager will request time off for the absence. If the employee requests time off, then a manager or administrator must approve the request (this is the workflow). Therefore, you will need to ensure that any employees requesting time off via a workflow are in a department where a manager has been assigned. If you have no *real* department manager, then you must use a *test* employee as a manager. If the Administrator is creating and approving, a manager is not required.

Follow these steps:

Manager Workflow (by Administrator)

1. Add the relevant **Pay Item** (SSP, SMP or SPP) to the **employee** [optionally, the **manager** too] in the Pay Item Editor
2. Either
    - The employee requests Time off for the absence (rather like they do Holiday requests) on their mobile App, or
    - Alternatively, the department manager or the Administrator can submit the request on behalf of the employee. You can create, or reuse an existing **test employee,** to be the department manager instead of a real employee
3. If you have a manager hierarchy set up, the absence request:
    - Will be routed to the manager for approval
    - Otherwise, the request will be routed to the Administrator's **My Tasks** (click **Queued Tasks** and search by employee's name)
4. Once the request is approved, the payout is automated

Time-off workflows are completed in 2 steps:

1. When the employee **starts** the absence, a date is entered, as they will not know when the absence will finish
2. The second step is when the time off **ends**, for example, when the employee returns to work after a period of absence

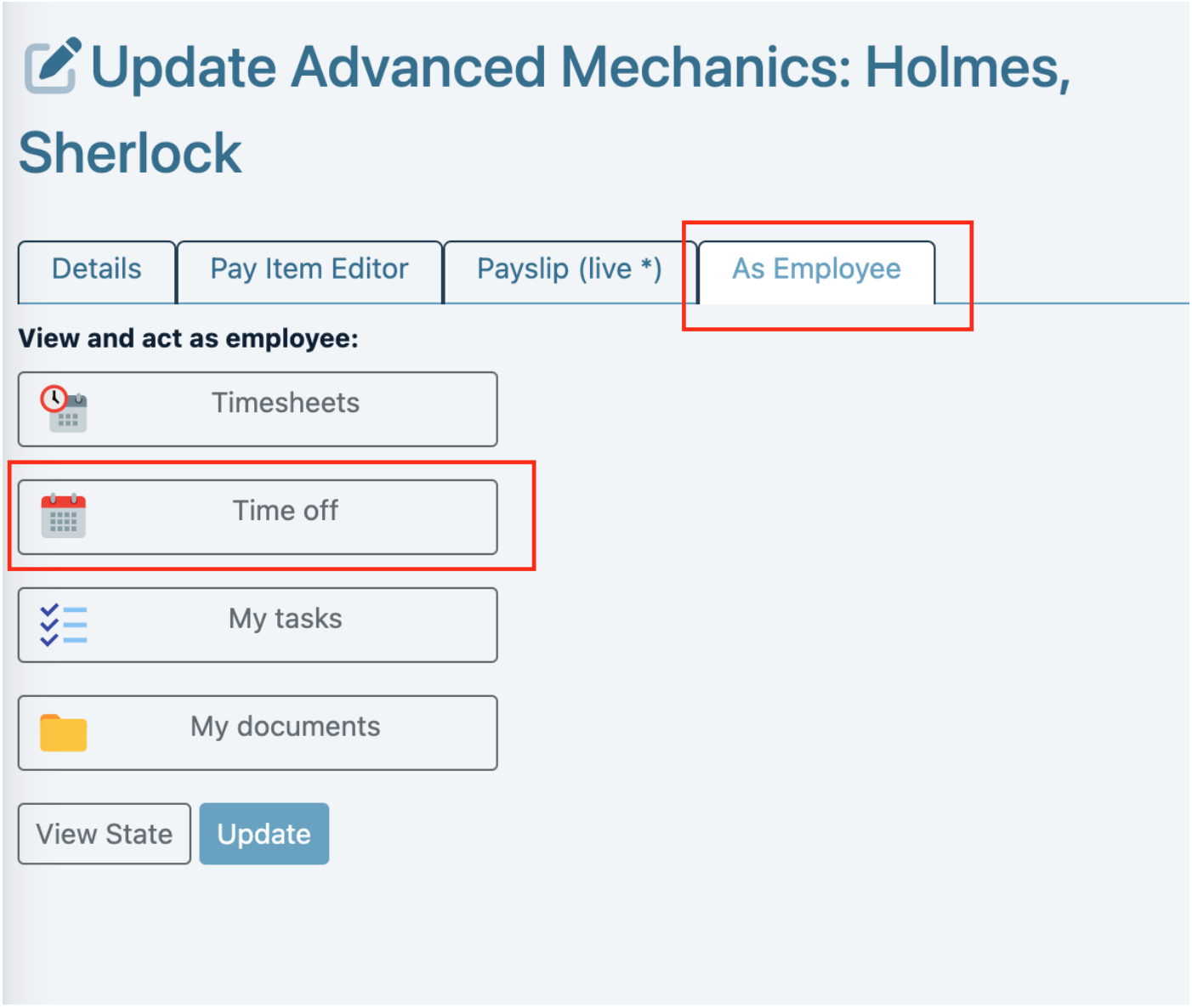
You can complete each step as it occurs in *real-time*, or you can complete both together if you are entering time off *retrospectively*.

Start the time off

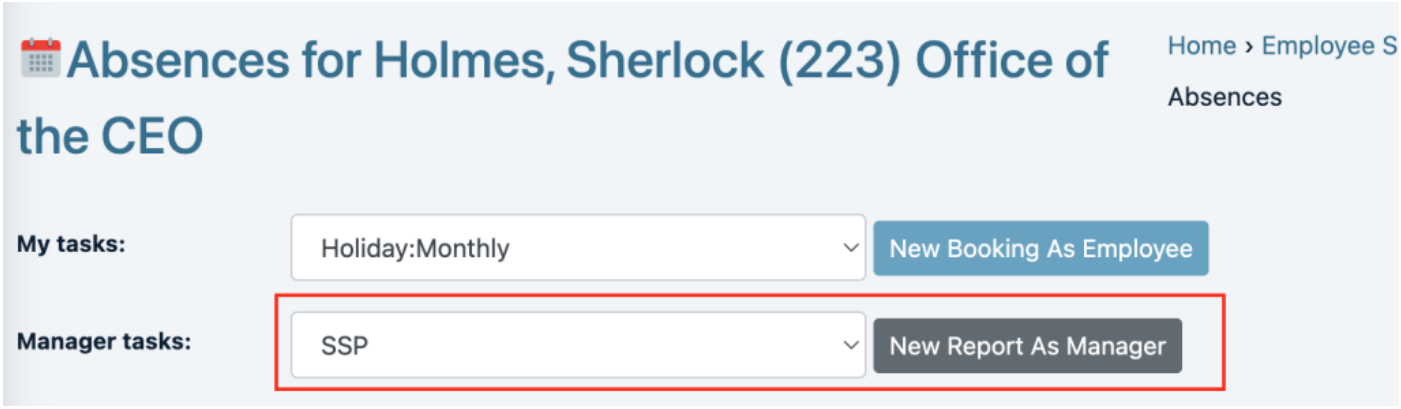
To act as the manager, go to **Employee setup** > **Update** and search for the employee who is the department manager. Then select the **As employee** tab.

To act as an employee, search for the employee and select the 'As Employee' tab.

Now, click **Time Off** (as if you were the manager doing this):



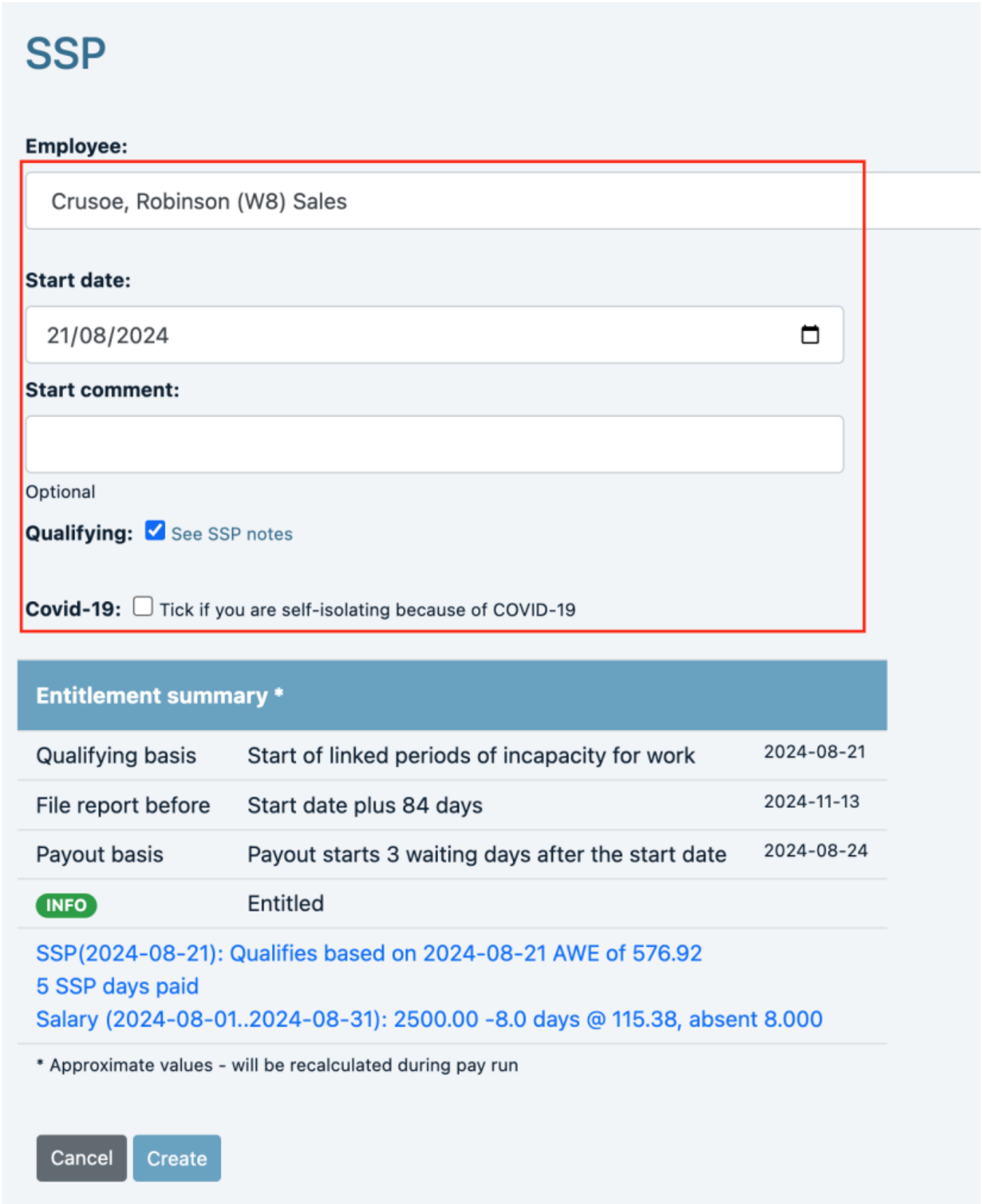
Select the type of time-off, e.g. **SSP** and then click **New Report as Manager:**



On the next screen, you will need to select the **Employee**, enter a **Start date** and optionally a **Start comment**.

Check the **Entitlement summary** table that appears after a few moments.

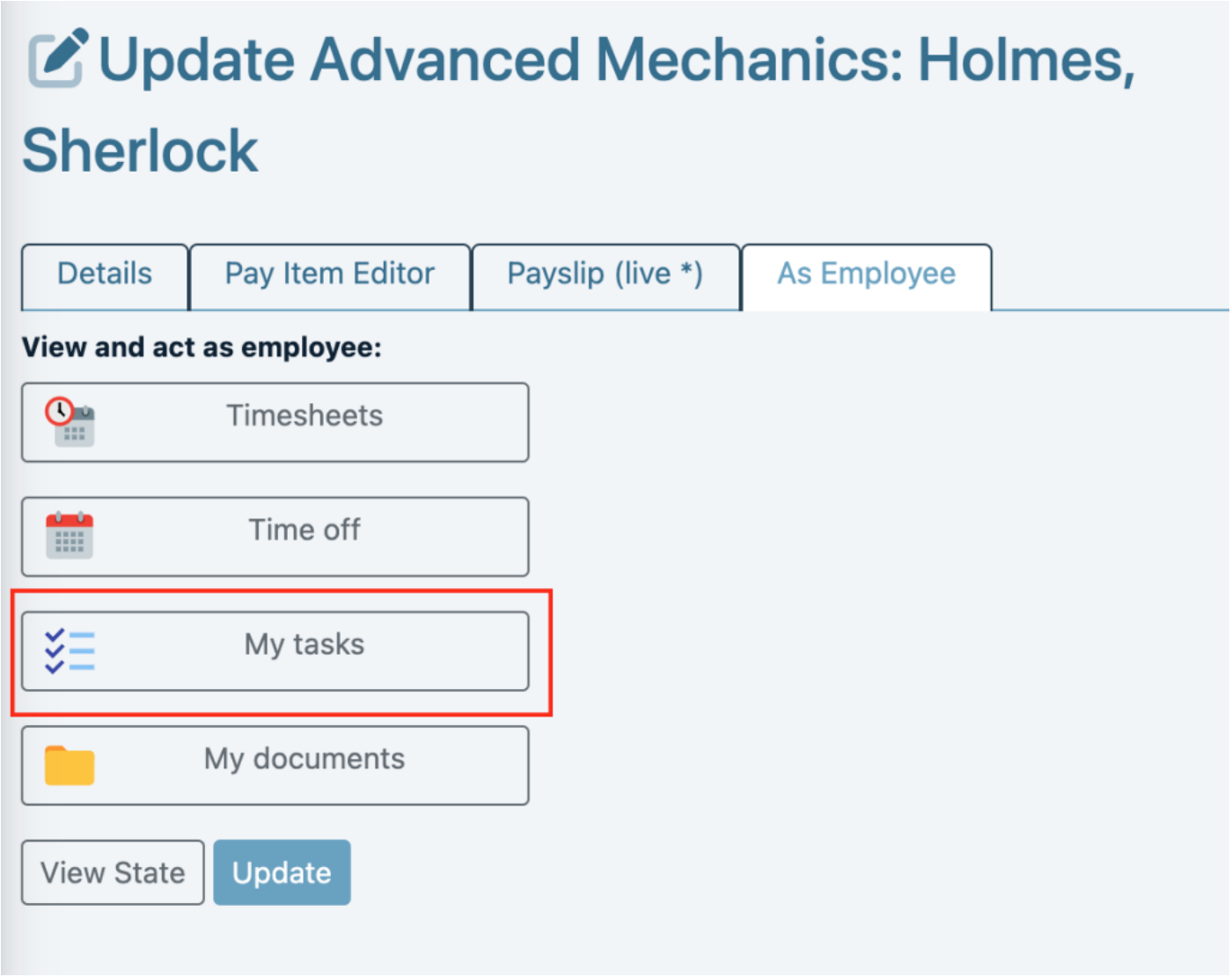
If all looks correct, click **Create**:



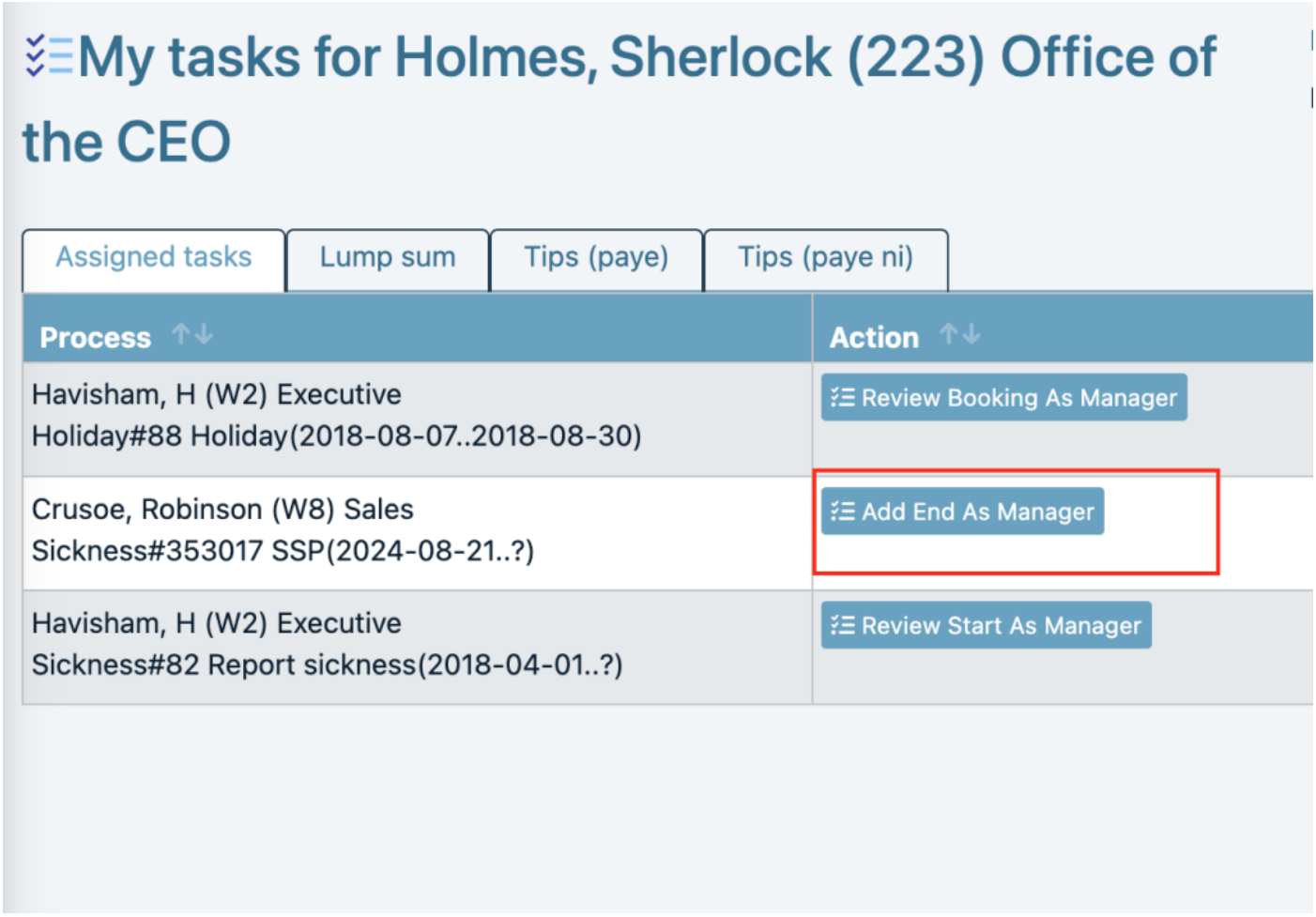
The Absence time off has been approved and started. If you do not know when the employee is going to return, the time off can remain open and will automatically pay out on every pay run that occurs during the time off.

End the time off

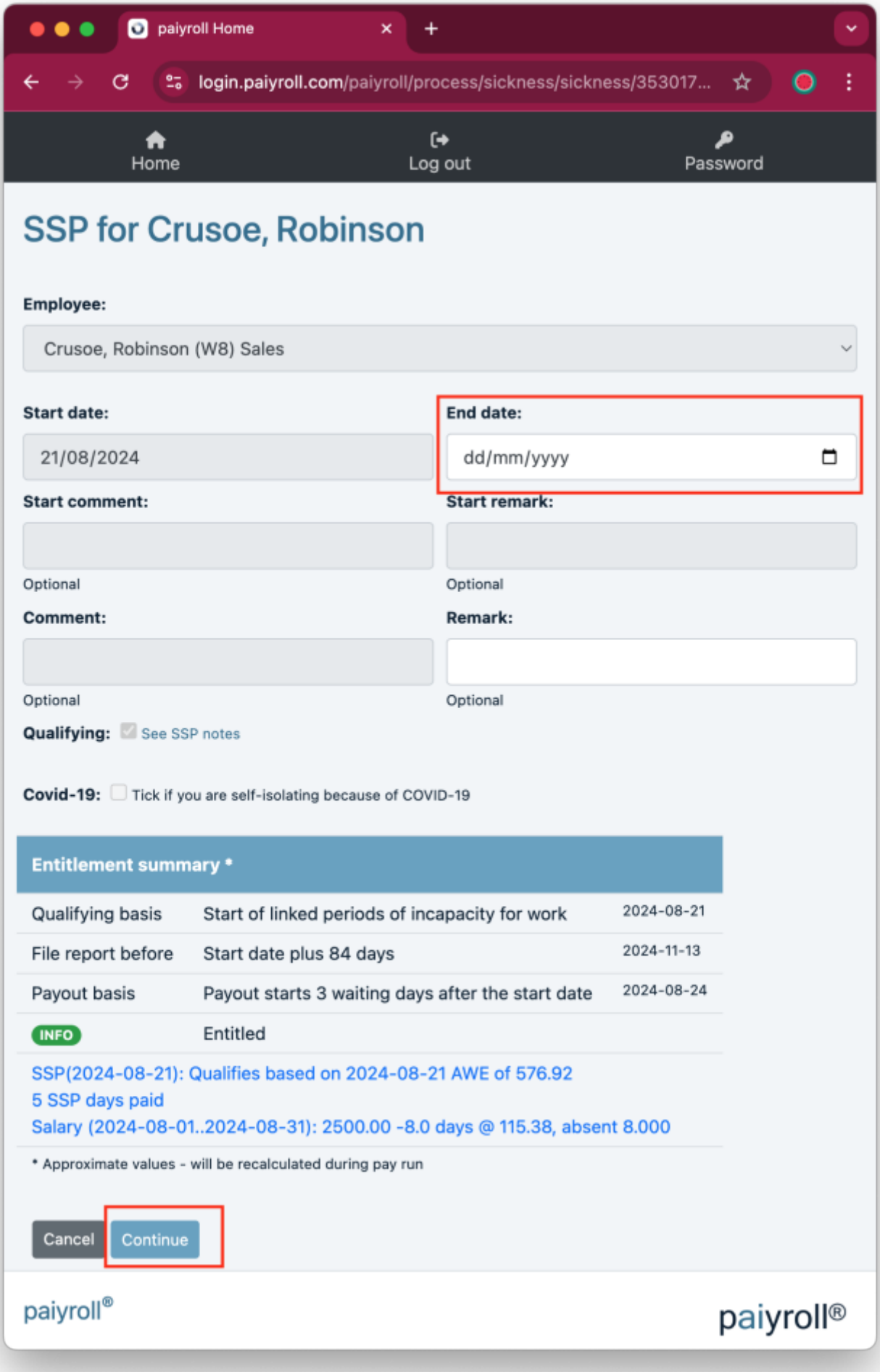
When a time off workflow has been started, it will appear in the manager's '**My tasks**' section, ready for completion once the end date is known. Therefore, repeat the steps above **As employee** but this time select **My tasks** to view the manager tasks:



Next, select the relevant time-off tasks for which you need to **Add End As Manager**:



Enter the **End date,** optionally any **Remark** and click **Continue**


paiyroll Home
login.paiyroll.com/paiyroll/process/sickness/sickness/353017...
Home
Log out
Password
SSP for Crusoe, Robinson
Employee:
Crusoe, Robinson (W8) Sales
Start date:
21/08/2024
End date:
dd/mm/yyyy
Start comment:
Optional
Start remark:
Optional
Comment:
Optional
Remark:
Optional
Qualifying:
See SSP notes
Covid-19:
Tick if you are self-isolating because of COVID-19
Entitlement summary *
Qualifying basis
Start of linked periods of incapacity for work
2024-08-21
File report before
Start date plus 84 days
2024-11-13
Payout basis
Payout starts 3 waiting days after the start date
2024-08-24
INFO
Entitled
SSP(2024-08-21): Qualifies based on 2024-08-21 AWE of 576.92
5 SSP days paid
Salary (2024-08-01..2024-08-31): 2500.00 -8.0 days @ 115.38, absent 8.000
* Approximate values - will be recalculated during pay run
Cancel
Continue
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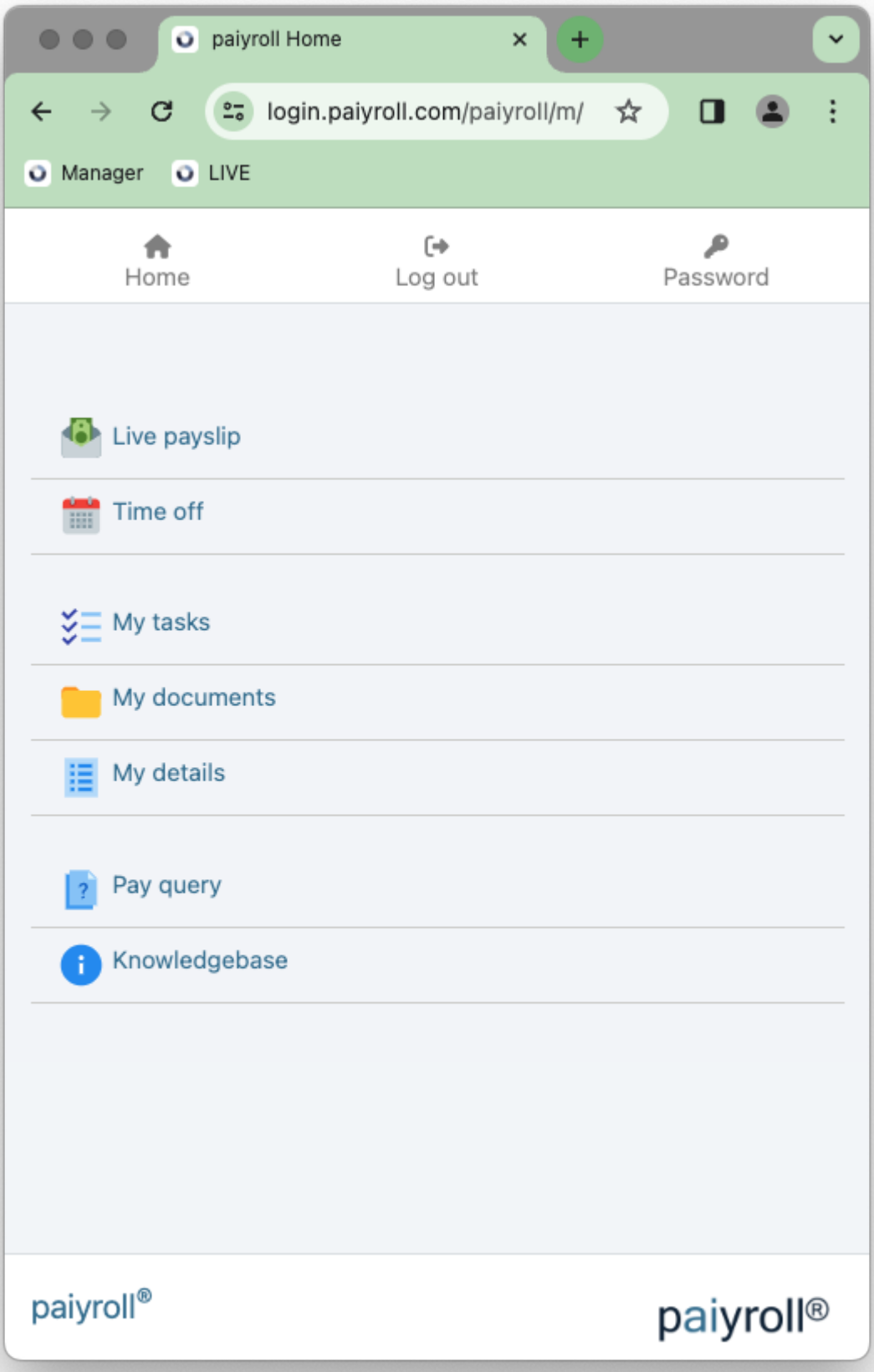
The time-off absence process is now complete and will pay out automatically.

See the section below to view or delete time off.

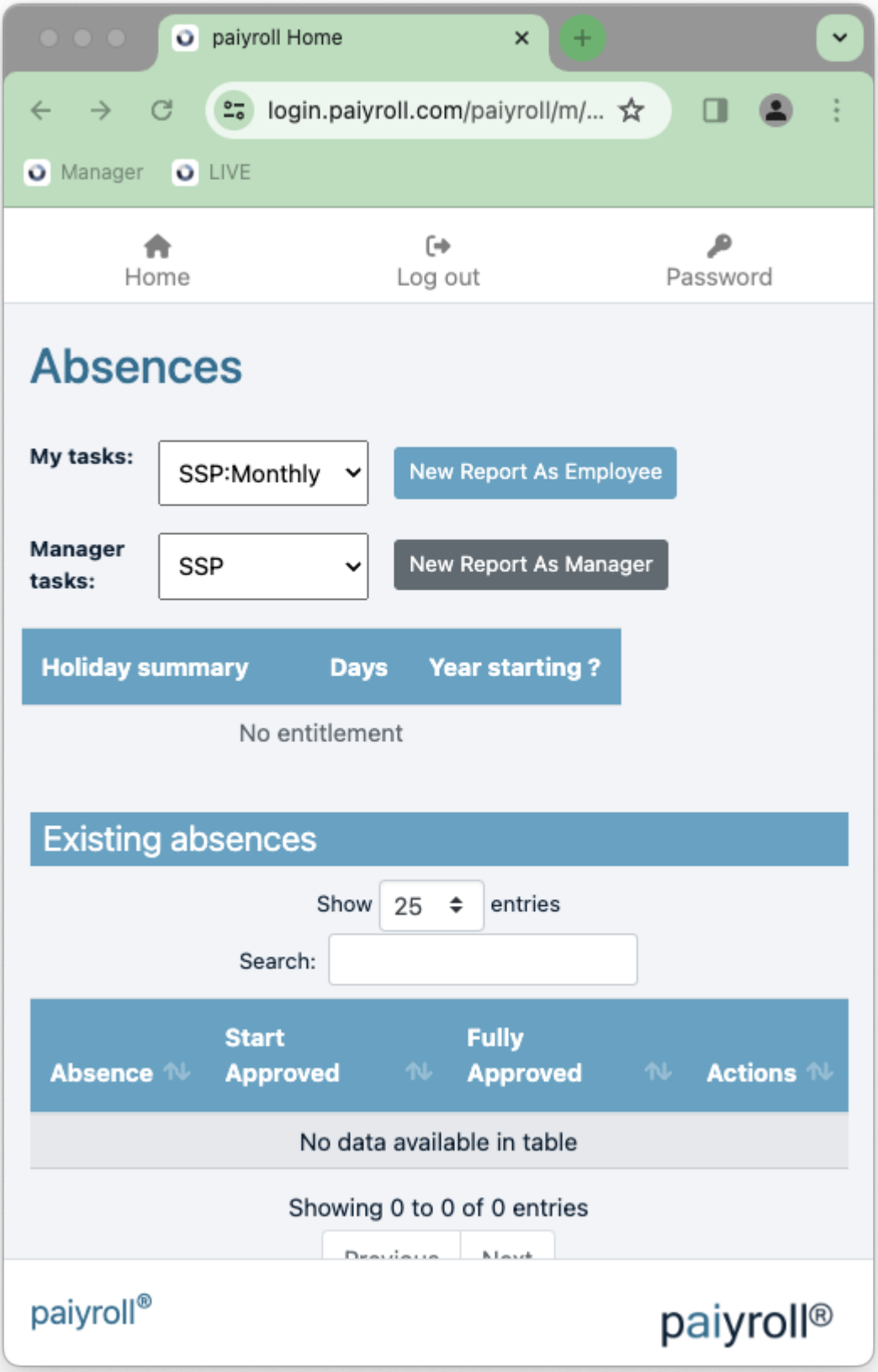
Manager workflow (by Manager on the mobile App)

This is very similar to the above administrator workflow but is completed by the manager on their mobile app.

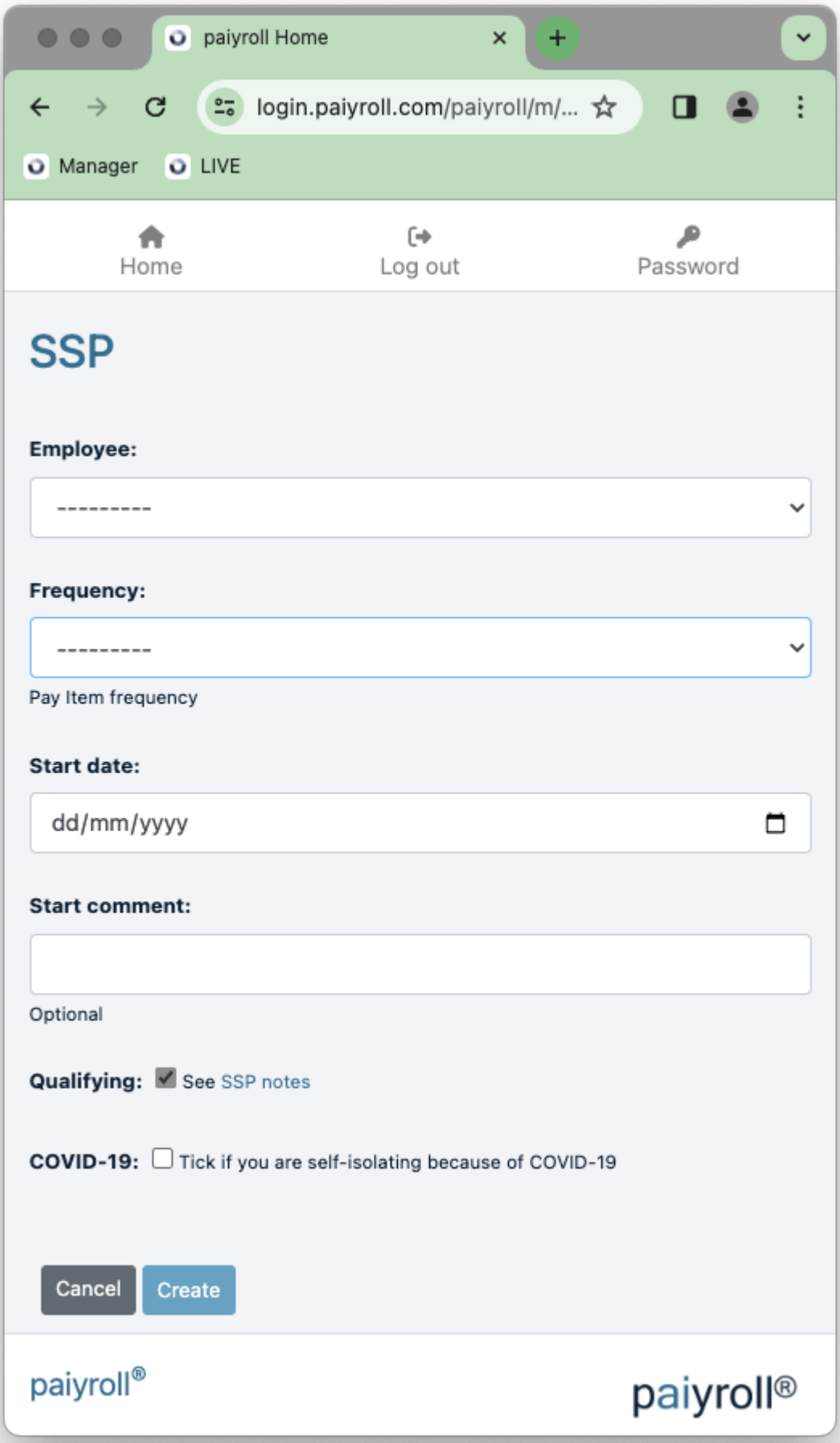
Log into the app and click **Time off**



Set the Manager tasks to the absence required e.g. **SSP** and click **New Report as Manager:**



Select the **Employee**, **Frequency** and the **Start date,** and optionally add a **Start comment** and click **Create**:


paiyroll Home
login.paiyroll.com/paiyroll/m/...
Manager
LIVE
Home
Log out
Password
SSP
Employee:

Frequency:

Pay Item frequency
Start date:
dd/mm/yyyy
Start comment:
Optional
Qualifying:
See SSP notes
COVID-19:
Tick if you are self-isolating because of COVID-19
Cancel
Create
paiyroll®
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The absence will now operate automatically.

To add an absence **End Date** go to **My Tasks** and select **Add End as Manager**. You will then be able to add the end date. The sickness process will have fully entered

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File upload of approved processes with a Data feed

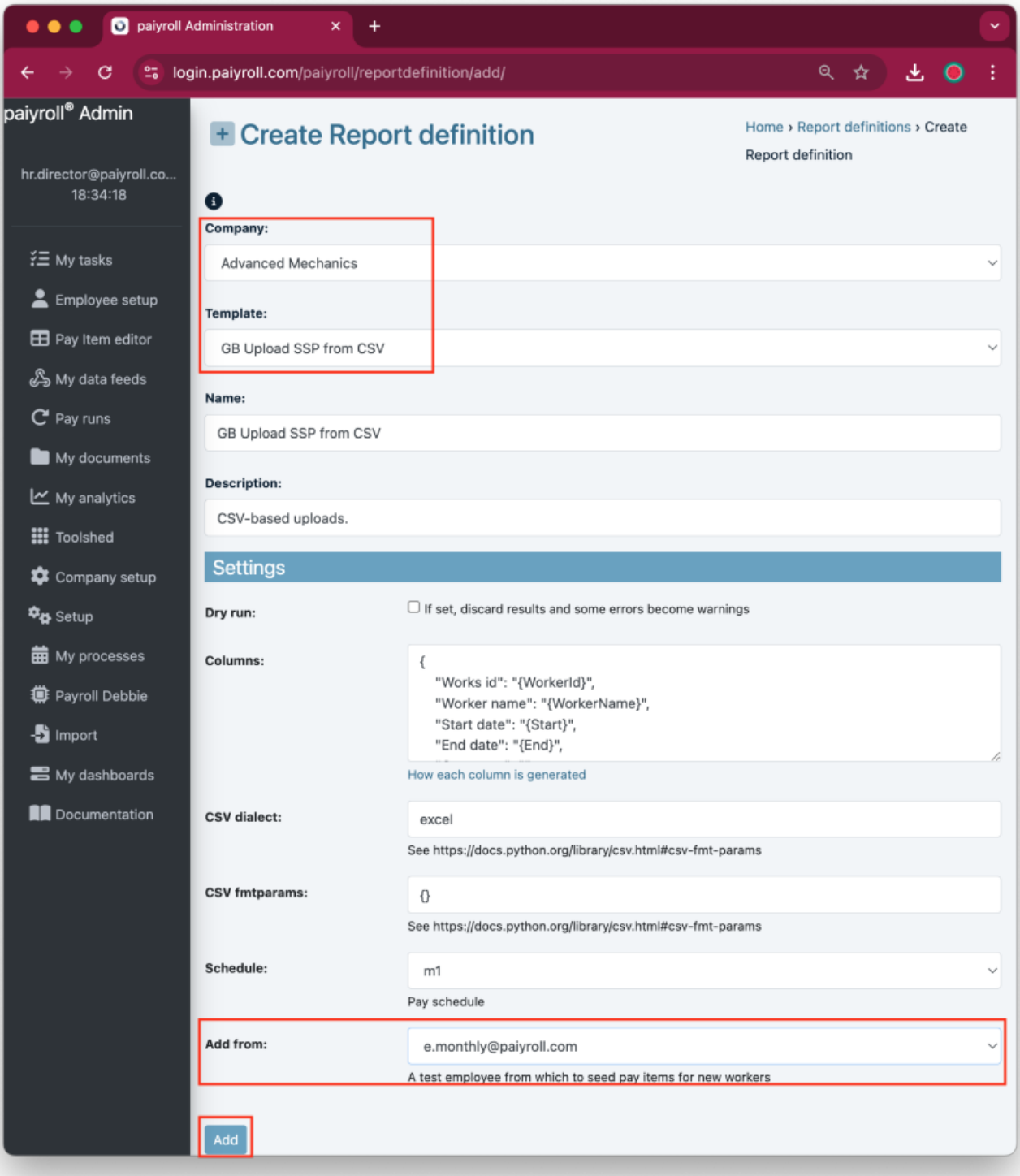
This is a quick way to upload *approved* time off processes, such as SSP from a file without the need for a workflow. Note that all company workers must have a **Works id.**

To add the data feed, go to **Company set up** > **Report Definitions** > **Add...**

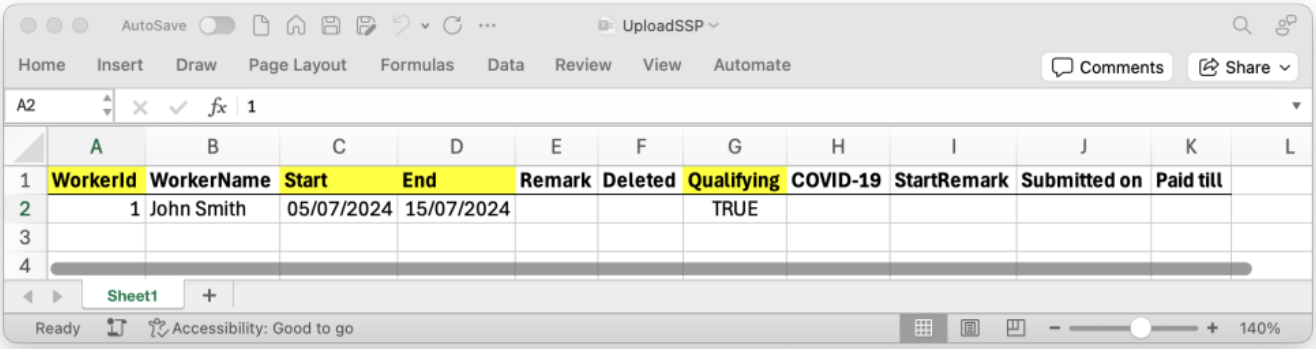
Select the **Company** and choose the required Time off **Template**, e.g. **GB Upload SSP from CSV**.

All workers for whom you will upload time off for must have the appropriate time off Pay Item, e.g. **SSP**. Either add these in the Pay Item Editor, or an alternative is to use an **Add From** Test employee who can *donate* the SSP Pay Item automatically if required.

Click **Add** to add the new data feed report:



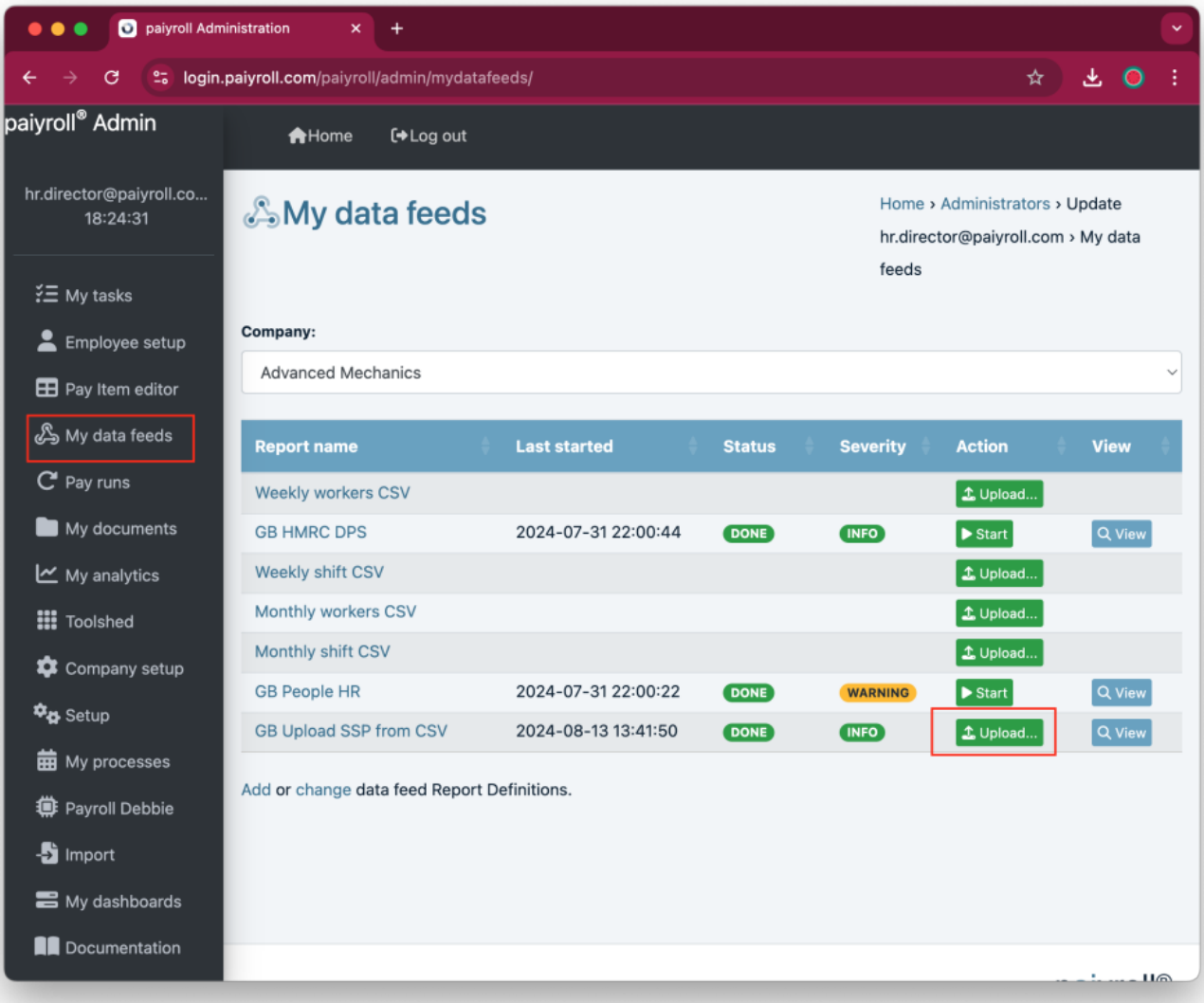
You will need a spreadsheet like this, either in CSV or XLSX format:



WorkerId	WorkerName	Start	End	Remark	Deleted	Qualifying	COVID-19	StartRemark	Submitted on	Paid till
1	John Smith	05/07/2024	15/07/2024			TRUE				

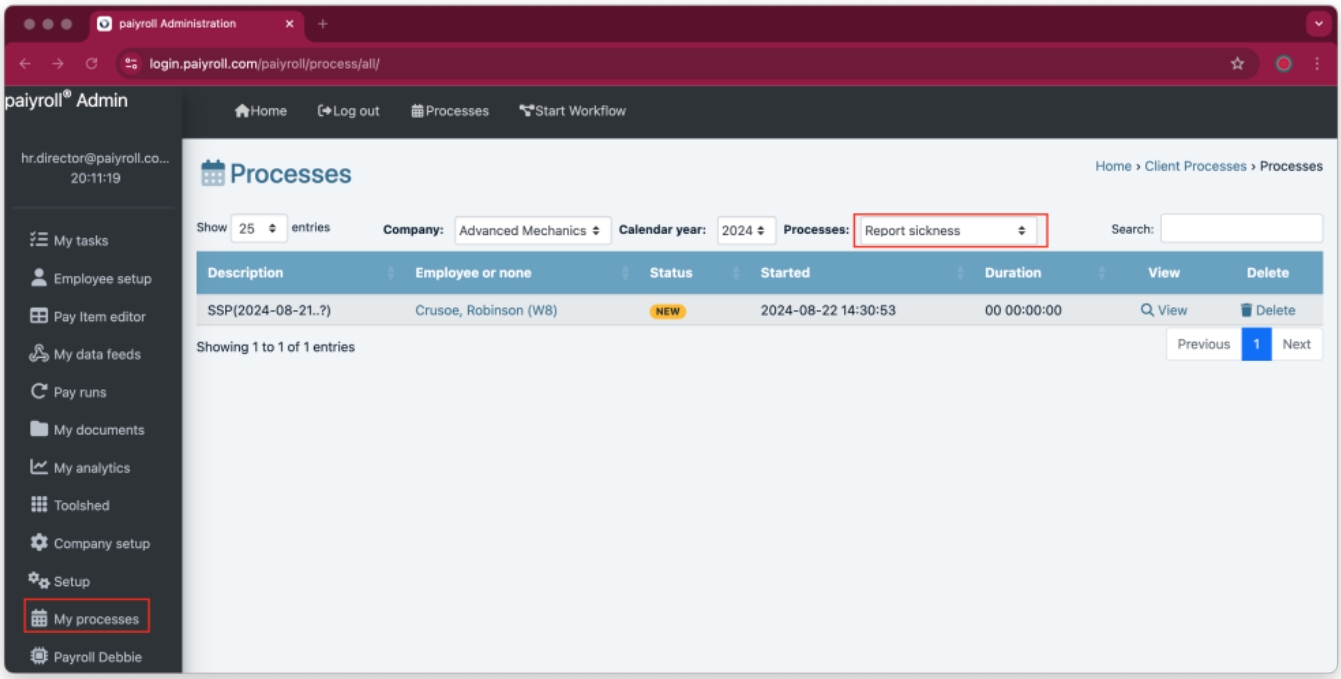
[Download this Excel template] which you can edit and use directly. You will need one row for each worker's time off period. The yellow columns will be required the other columns are all optional. These are the default column names but can be changed if required in the report definition.

The file is uploaded in **My Data feeds:**



Viewing or deleting Time off Processes

After you have entered or uploaded time off workflows, you can see them in **My Processes** > **Report Sickness**:



Note that you can delete processes only if they have not been included in an approved pay run.