

PERSONNEL SERVICES

University Offices, Wellington Square, Oxford OX1 2JD
Director of Human Resources



To: all Heads of Department and Institutions, Faculty Board Chairs,
Heads of Administration, Departmental Administrators, and Personnel
Administrators

Ref. EMS/21

28 March 2019

cc: Ms Hemmerich, Ms Kilgour, Ms Killick, Ms Lister, Mr Morgan, Ms
Mitchell, Mr Shepherd, Ms Thonemann, HR Business Partners

HOURS ON PAYSLEIPS

From 6 April 2019, all employers across the UK will be required to provide payslips to all workers (not only employees), and to show hours on payslips where the pay varies by the amount of time worked. Adjustments have been made to payroll processes and HR systems to ensure the University is compliant. These changes will be reflected in the May payroll.

Departments and faculties are asked to ensure they are familiar with the updated processes outlined below.

1. Action required of departments:

- a) to familiarise themselves with the updated processes;
- b) to ensure that hours actually worked are recorded for Payroll, and be mindful that staff may begin to see these recorded hours reflected on their payslip;
- c) to note that hours will now need to be recorded where previously a cash value could be inputted for Payroll;
- d) to be aware that these changes will be communicated to staff through the Staff Gateway and *Blueprint Bulletin*, and to communicate the changes through local channels, if appropriate.

2. Background

New legislation will come into force on 6 April 2019 requiring all employers to provide payslips to all workers in their organisation, and to show hours and pay on payslips where the pay varies by the amount of time worked. These changes come as a result of the [government's response](#) to the Taylor Review of Modern Working Practices.

At the University, these changes will mainly affect variable hours staff and casual staff, but other groups, such as those in receipt of payments for overtime, may also be affected. Salaried employees whose pay does not vary by the number of hours worked will not be affected by these changes, but they may see a cosmetic change to their payslip. Where hours are recorded for display on payslips, this information is used in the calculation of the Mandatory Gender Pay Gap and the Staff Costs section of the Financial Statements.

The changes will be implemented in the first full pay period after the change is introduced, i.e. May 2019, although some staff may see changes to their payslips sooner.

3. Changes

Casual Spreadsheet

Some minor amendments have been made to the Casual Payroll Submission Spreadsheet. Some pay codes formerly paid as a cash value have been removed to meet requirements for payments to be displayed in an hours and pay rate format. Those departments most affected by this change have been liaised with directly. The updated version of the spreadsheet is available from the [Payroll website](#).

A message has also been added to the spreadsheet highlighting that rates of pay above the top of the pay spine may be queried. Those completing the spreadsheet should be mindful that the hourly rates recorded will be displayed on the recipient's payslip.

Temporary or ad-hoc payments

The Overtime/Other Temporary Additional Payments form has been amended, and is now available from the [Payroll website](#). The payments previously recorded as cash values (Consultancy, Invigilating, Lecturing, Teaching, and Demonstrating) will now need to be recorded as hours and pay rate. Further information about these payments is outlined below. Departments currently using a spreadsheet for these payments will be contacted directly by the Payroll team.

Fees for demonstrating and occasional lectures

Responsibility for the fees for demonstrating and occasional lectures has passed from PRAC to Personnel Committee, and the following should be used to ensure hours worked are captured.

Fees for demonstrating

Fees for demonstrating have previously been expressed as a cash value "average" hourly rate of £14.10 and the "maximum" level of the senior rate of £26.35. Rates will now be set as an hourly rate at the appropriate grade as determined by HERA job evaluation. Demonstrators are grade 5 (giving a current range of £13.43-£17.49 p/h), and Senior Demonstrators are grade 6 (currently £15.10-£19.15 p/h). Departments may select a rate within the range but are advised to be consistent in application. Departments currently paying a rate in excess of £19.15 for their senior demonstrators should contact the Reward Team for advice.

Fees for occasional lectures

Fees for occasional lectures have previously been expressed as a cash value of a maximum of £31 per lecture for internal lecturers and a maximum £115 per lecture for external lecturers. Internal lecturers will now be paid an hourly rate with reference to the University pay spine at a grade 7 rate (currently £16.37-£21.39). It is expected that preparation time of at least 30 minutes per hour of lecture is included in the number of hours paid. Therefore, the pay received by an individual for delivering a

one-hour lecture at grade 7 would be between £24.56 and £32.09. The external rate should now be paid at an hourly rate with reference to HERA job evaluation and the University pay spine, and taking into account the expertise of the external lecturer. Departments should agree the rate in advance and should take into account preparation time of at least 30 minutes per hour of lecture.

Communicating payslip changes to staff

The appearance of payslips may change in order to accommodate the additional information on hours and pay rate. An updated version of the 'Understanding your online payslip' guide will be made available from the [Staff Gateway page](#) shortly. The changes will also be communicated to all staff in the April edition of [Blueprint Bulletin](#).

Departments and faculties are asked to notify staff of these payslip changes through local communication channels, if appropriate.

4. Further information

These changes will be covered at the HR Briefings in Trinity term. Registration details for the briefings will be circulated to the personnel-administrators mailing list in April.

For payroll queries, please contact payroll@admin.ox.ac.uk.

For pay policy queries, please contact reward@admin.ox.ac.uk.

For CoreHR users who have HRIS queries, please contact hr.systems@admin.ox.ac.uk.

Mr Julian Duxfield
Director of Human Resources

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