

## UFS bulletin – Monday 4 July 2016

### Pay transaction codes (casual pay and additional pay)

New transaction codes for basic pay and overtime were introduced in August 2014. We are now proposing to introduce a further set of new transaction codes covering casual pay and additional pay elements, to be available from August 2016. The code proposals below have been prepared in conjunction with School Finance Managers and were presented to FUG in April.

#### Casual pay

Following similar principles to the basic pay structure the proposal is as follows:

Code	Description
BAZA	Casual pay - Academic Activities
BHZA	Casual pay - Administration
BIZA	Casual pay - Museum
BJZA	Casual pay - Library
BKZA	Casual pay - Maintenance of Premises
BLZA	Casual pay - Staff & Student facilities
BMZA	Casual pay - Technicians
BNZA	Casual pay - IT/ Computing
BOZA	Casual pay - Security
BSZA	Casual pay - Custodians/ Porters
BTZA	Casual pay - Cleaners
BUZA	Casual pay - Messengers
BVZA	Casual pay - Gardeners
BWZA	Casual pay - Catering

#### Additional pay

The proposal is as follows:

Code	Description	Code	Description
BZAB	Additional pay - Academic activities	BZBB	Additional pay - Non-academic activities
BZAC	Additional pay - demonstrating	BZBC	Additional pay - early / late duties
BZAD	Additional pay - exam invigilation	BZBD	Additional pay - locum shift
BZAE	Additional pay - lecturing /teaching	BZBE	Additional pay - on call payment
BZAF	Additional pay - examining	BZBF	Additional pay - security
		BZBG	Additional pay - standby allowance
		BZBH	Additional pay - safety duties
		BZBI	Additional pay - first aid
		BZBJ	Additional pay - library invigilation
		BZBK	Additional pay - holiday pay
		BZBL	Additional pay - book bindery
		BZBM	Additional pay - travel allowance
		BZBN	Additional pay - reimbursement of VISA costs
		BZBO	Additional pay - telephone rental
		BZBP	Additional pay - additional hours
		BZBQ	Additional pay - honorarium
		BZBR	Additional pay - bonus
		BZBS	Additional pay - recruitment incentive
		BZBT	Additional pay - PVC allowance

The structure has been designed to offer two parent codes: BZAB (Additional pay - Academic activities) and BZBB (Additional pay - Non-academic activities) with further codes available in the BZA\* and BZB\* range to give greater detail when and if required.

Transaction code AAAA will remain in use for Institutional Responsibility payments.

The new codes will be made available prior to 1 August 2016 and where appropriate any permanent elements will be recoded centrally (in conjunction with School Finance Managers).

The coding structures above will enable departments to analyse pay costs in greater detail but use of the codes is not considered mandatory. Provided departments are using the basic pay codes as introduced in August 2014 there will be no enforcement.

If you have any comments or queries on the proposals please contact [lucy.harney@admin.cam.ac.uk](mailto:lucy.harney@admin.cam.ac.uk) by Friday 15 July.