

Premium Payments – How to Guide

For colleagues working on Boxing Day, New Years Eve (after 6pm) or New Years Day

**Please note: Boxing Day and New Year's Days are the 26th December and the 1st January, not the subsequent Bank Holidays.*

Input hours:

➤ Use the drop-down list to Select:

- Week Start - Date
- Branch – Number
(Cost Centre)

➤ Colleague details will auto-populate (check to ensure all colleagues are listed):

Record your hours		Transfer Branch Code Finder:		Store A																	
Week Start: 12/12/2021		B0001		B0001																	
Your Branch: B0001		Store A																			
Row Number	Colleague No.	Sunday						Monday						Tuesday						Grand Total	
		In H M	Out H M	Break	Pay Code	X-fer	Total	In H M	Out H M	Break	Pay Code	X-fer	Total	In H M	Out H M	Break	Pay Code	X-fer	Total		
1	100000 Colleague A	08	00	12	00	30	Basic														3:30
2	100001 Colleague B						Basic														0:00
3	100002 Colleague C						Basic														0:00
4	100003 Colleague D						Basic														0:00
5	123456 A new colleague						Basic														0:00

Input Premium Hours:

- Enter the colleague working hours:
 - In = time e.g. 08:00
 - Out = time e.g. 12:00
- Break(s) – unpaid minutes taken e.g. 30 mins
- Pay Code – Basic (Defaults to Basic)
- Check the Total Hours are correct for the shift worked
- On a separate line add the colleague again and enter the hours worked. This time selecting the pay code:
 - **Bank Holiday Premium XEVE NYE**
- So if Colleague A works 4 hours on Boxing Day they should have 4 hours Basic and 4 hours of Bank Holiday Premium.
- This will show as 8 hours on the Summary screen.
- On the output to payroll this will pay 4 hours Basic and 4 hours of Premium – which is equivalent to OT1.5.