Electronic Casual Pay Claim
User Guide for Schools and other DET locations

Author: Laura Lemos
21 July 2005
© DET 2001

The people and information contained within this document are fictional and in no way reflect actual working hours or awards.

Information about the latest version of this document can be obtained from: “Laura Lemos”

Document production notes

Microsoft® Word97® was used to produce this document, using the QS013.doc document skeleton version 1.4.1.

This document can be located at: I:\Web Casual Claims\JeCPC User Guide.Doc
Contents

Preface...............................................................................................................................6
User profile descriptions.................................................................................................7

Chapter 1 System Functionality..................................................................................8
What you get..................................................................................................................8
  Enter Claims..............................................................................................................8
  Authorise Claims.................................................................................................8
  Casual Employees details .................................................................................8
  Permanent/Temporary Employees details .........................................................8
  Cost Reports..........................................................................................................8
What you won’t get......................................................................................................8
Navigating around .......................................................................................................8
  What you should not do ......................................................................................8
  Parts of the screen .............................................................................................9
  How to leave the screen .....................................................................................9

Chapter 2 Responsibilities .........................................................................................10
  Claimant’s responsibility......................................................................................10
  Verifier’s responsibility.......................................................................................10
  Authoriser’s responsibility..................................................................................10

Chapter 3 Logon and Log Out of eCPC ....................................................................11
  How to Logon .......................................................................................................11
  How to Log Out ....................................................................................................14

Chapter 4 Enter Claim................................................................................................15
  Access the option...................................................................................................15
  Enter the details ....................................................................................................16
  Select the Employee .............................................................................................17
  Enter Fortnightly Claim......................................................................................18
    Existing claim ..................................................................................................18
  Enter the data........................................................................................................18
    What does “Same” in a field mean .................................................................18
  Add Split Days......................................................................................................20
    What does Same in a field mean ..................................................................20
  Save the claim details.........................................................................................21
## Preface

Check the totals .......................................................... 22  
Change the claim .......................................................... 23  
Print the claim .............................................................. 24  
Rejected claims ............................................................ 24  

### Chapter 5 Print Authorisation .............................................. 25  
Access the option ........................................................... 25  
Select the Pay Period End Date ........................................... 26  
Authorisation Sheet Detail .................................................. 27  
  View employee details ................................................... 27  
  Produce the print out ...................................................... 27  
  Back button ................................................................ 28  

### Chapter 6 Authorise Claim .................................................. 29  
Access the option ........................................................... 29  
Select the Pay Period End Date ........................................... 30  
  View the claimant’s details .............................................. 31  
Authorise the claim ......................................................... 31  

### Chapter 7 Enquiries - Casual Employee ............................... 33  
Employee details .......................................................... 33  
Conditions .................................................................... 33  
Service history ............................................................. 33  
Appointment history ....................................................... 33  
Access the option ........................................................... 34  
Select Employee Name .................................................... 35  
  Print the information ...................................................... 35  

### Chapter 8 Enquiries – Permanent/Temporary Employees ........ 36  
Access the option ........................................................... 36  
Select Employee Name .................................................... 37  
  Print the information ...................................................... 38  

### Chapter 9 Enquiries - View Claim ......................................... 39  
Access the option ........................................................... 39  
Select Pay Period End Date ............................................... 40  
  View individual claimant details .................................... 42  
  Select another pay period .............................................. 42  

### Chapter 10 Enquiries - Casual Costs Report ........................... 43  
What is on the report ...................................................... 43  
Access the option ........................................................... 43
Select a date range ........................................................................................................... 44
Select a report sequence .................................................................................................... 45
Select a casual type ............................................................................................................. 45
Select School or Location/DET costed accounts .............................................................. 45

Run the report ..................................................................................................................... 45
Print the report ................................................................................................................... 45

Examples of the reports .................................................................................................... 45
Sorted by Date Worked ....................................................................................................... 46
Sorted by Sub-Dissection .................................................................................................... 47
Sorted by Account ............................................................................................................... 48
Sorted by Casual Employee ............................................................................................... 49

Chapter 11 Enquiries – Cancelled Claims ................................................................. 50
Access the option .............................................................................................................. 50
Access the option ............................................................................................................... 50

Chapter 12 Maintain Table - Casual Employee .................................................. 54
Access the option .............................................................................................................. 54
Casual Employee Enquiry ................................................................................................. 55
Activate or deactivate a Casual Employee ....................................................................... 55
Print the listing .................................................................................................................. 55

Chapter 13 Maintain Table – Perm/Temp Employees ........................................ 56
Access the option .............................................................................................................. 56
Permanent/Temporary Employee Enquiry ......................................................................... 57
Activate or deactivate a Permanent/Temporary Employee ............................................. 57
Print the listing .................................................................................................................. 57

Chapter 14 Maintain Tables - Accounts ................................................................. 58
Access the option .............................................................................................................. 58
Activate or deactivate an Accounts ................................................................................... 59
Print the listing .................................................................................................................. 59

Chapter 15 Maintain Table - Designations .............................................................. 60
Access the option .............................................................................................................. 60
Activate or deactivate a Designation ............................................................................... 61
Print the listing .................................................................................................................. 61

Chapter 16 Maintain Tables - Allowances ............................................................... 62
Access the option .............................................................................................................. 62
Activate or deactivate an Allowance ................................................................................. 63
Print the listing .................................................................................................................. 63
Preface

Chapter 17 Maintain Table - Sub-Dissection ............................................64
  Access the option ..........................................................................................64
  Add a Sub-Dissection ....................................................................................65
  Deactivate a Sub-Dissection .........................................................................66
  Edit a Sub-Dissection ...................................................................................67
  Delete a Sub-Dissection ...............................................................................68
  Print the listing .............................................................................................69

Chapter 18 Select School .............................................................................70
  Access the option ..........................................................................................70

Glossary of Terms ..........................................................................................72
Table of Figures

Figure 1 Example of eCPC Logon Screen ..................................................11
Figure 2 Example of the Welcome screen ..............................................12
Figure 3 Example of Login Failure screen .............................................13
Figure 4 Example of Log out screen ......................................................14
Figure 5 Example of Select Pay Period and Claim Type screen ..........16
Figure 6 Example of Casual Employee Select Screen ............................17
Figure 7 Example of Claim Entry with Authorised Entry ....................18
Figure 8 Example of Casual Claim Entry screen ..................................19
Figure 9 Example of Enter Split Days screen .......................................21
Figure 10 Example of Claim Display (authorised claims only) screen ....22
Figure 11 Example of Claim Display (unauthorised claims) screen .......23
Figure 12 Example of Change Claim Line screen ..................................24
Figure 13 Example of Print Authorisation Sheet Select Pay Period .......26
Figure 14 Example of Casual Claims awaiting authorisation ...............27
Figure 15 Example of Authorise Casual Claims pay period listing .........30
Figure 16 Example of Authorise individual claims ..............................31
Figure 17 Example of Authorised Casual Claims .................................32
Figure 18 Example of Casual Employee Enquiry screen ......................34
Figure 19 Example of Casual Employee Detail Enquiry screen ...............35
Figure 20 Example of Permanent/Temporary Employee Enquiry Select screen ............37
Figure 21 Example of Permanent/Temporary Employee Enquiry Details screen ..................38
Figure 22 Example of View Claim by Pay Period .................................40
Figure 23 Example of Casual Claims by individual claimants ..............41
Figure 24 Example of Casual Claims by individual claimants ..............42
Figure 25 Example of Casual Costs Enquiry screen ............................44
Figure 26 Example of Casual Costs Enquiry screen by Date Worked .......46
Figure 27 Example of Casual Costs Enquiry screen ............................47
Figure 28 Example of Casual Costs Enquiry screen ............................48
Figure 29 Example of Casual Costs Enquiry screen ............................49
Figure 30 Example of Display Cancelled Casual Claims screen ...........51
Figure 31 Example of Cancelled Casual Claims for Pay Period screen ...52
Figure 32 Example of Cancelled Casual Claim Display screen .............53
Figure 33 Example of Casuals Employees screen .................................55
Figure 34 Example of Permanent/Temporary Employees screen .........57
Figure 35 Example of Accounts listing screen .....................................59
Figure 36 Example of Designations listing ...........................................61
Figure 37 Example of Allowances listing screen .................................63
Figure 38 Example of Sub-Dissection listing ........................................65
Figure 39 Example of Sub-Dissection added to listing .........................66
Figure 40 Example of Sub-Dissection added to listing .........................67
Figure 41 Example of Sub-Dissection Changed to listing .....................68
Figure 42 Example of Sub-Dissection deleted from listing .................69
Figure 43 Example of Select Location screen .....................................70
Figure 44 Example of Select Location Change screen .........................71
This guide provides step-by-step instructions for using the web-enabled *Electronic Casual Pay Claim* (eCPC) system, which is used to process casual employee’s pay claims.

**Audience**

This user guide is intended for use by the staff in Government Schools and other locations who are responsible for completing the following tasks:

1. Entering casual pay claims,
2. Authorising casual pay claims and
3. Providing printed copies of individual casual employee’s pay claims.

**Abbreviations used**

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>CEPS</td>
<td>Casual Employees Payroll Service</td>
</tr>
<tr>
<td>DET</td>
<td>Department of Education and Training</td>
</tr>
<tr>
<td>ECPC</td>
<td>Electronic Casual Pay Claim</td>
</tr>
<tr>
<td>LWOP</td>
<td>Leave Without Pay</td>
</tr>
<tr>
<td>SASS</td>
<td>School Administrative Support Staff</td>
</tr>
</tbody>
</table>

**Associated documents**

<table>
<thead>
<tr>
<th>Title</th>
<th>Issued</th>
</tr>
</thead>
<tbody>
<tr>
<td>eCPC Online help</td>
<td>Draft stage</td>
</tr>
</tbody>
</table>

**Modification log**

<table>
<thead>
<tr>
<th>Who</th>
<th>When</th>
<th>Request number</th>
<th>Reason</th>
</tr>
</thead>
</table>
User profile descriptions

The following describes who the users of eCPC are and their responsibilities.

Verifier

The verifier is the person or persons in the school or location who have been nominated to check and enter the claimant’s claim into eCPC. This person is usually:

- The School Administrative Manager,
- The School Administrative Officer
- A Head Teacher of a faculty,
- The Deputy Principal, or
- Any other nominated person.

Authoriser

The authoriser is the person in the organisation with the necessary delegation or authority to authorise payment for employees working casually in schools. This person is usually:

- The Deputy Principal,
- The Principal, or
- Any other nominated Senior Teacher or Administrator.
Chapter 1 System Functionality

What you get

eCPC provides the following:

Enter Claims

- Teachers
- SASS
- Miscellaneous Employees

Authorise Claims

Casual Employees details

Permanent/Temporary Employees details

Cost Reports

Claims cancelled

Maintain School or Location level data

What you won’t get

eCPC does not provide any information for those employees who have been designated as “Not to be employed”.

Navigating around

Navigation throughout eCPC is accomplished using basic Windows® processes, such as clicking with a mouse and selecting from a list. This user guide is not designed to train you in these functions.

What you should not do

As eCPC is a web-based application, the web browser toolbars are available when the system is being used.
Chapter 1 System Functionality

**DO NOT** use the *web toolbar Back* and *Forward* buttons to go back and forth through the browser screens. Specific buttons appearing on each screen have been designed for this purpose and should be used.

### Parts of the screen

There are several parts to the eCPC screens that assist you to input and inquire on data and to move around the system.

<table>
<thead>
<tr>
<th>Do not use these buttons to navigate.</th>
</tr>
</thead>
<tbody>
<tr>
<td>These are the menu options. Text in blue is a hyperlink to access the options.</td>
</tr>
<tr>
<td>Click this button to display selections. Click on the value you want to select.</td>
</tr>
<tr>
<td>This is a data input field. Type in the data you require.</td>
</tr>
<tr>
<td>Click this button to access the Help Screens.</td>
</tr>
<tr>
<td>Click this button to select the claim type.</td>
</tr>
<tr>
<td>Click this button to complete a task.</td>
</tr>
<tr>
<td>Click this button to return to the Welcome screen.</td>
</tr>
</tbody>
</table>

### How to leave the screen

Some of the screens have *Back* buttons that, when clicked, return to the screen you were just on.

If the screen does not have this button, click the *Home* button to return to the *Welcome* screen.
Chapter 2 Responsibilities

Claimant’s responsibility

The claimant is the casual employee that the eCPC record relates to. The claimant is responsible for notifying the school or location of the following information:

1. Dates that work was performed in that school or location.
2. Full day or hours and minutes worked per day.
3. Allowances claimed for the day.

The claimant is to furnish this information by completing a claim, which may be one or both of the following:

- Casual Claim Form
- Sign-On Register

Verifier’s responsibility

The verifier is responsible for ensuring that the claimant has correctly supplied the time and dates worked, and that the claim has been signed by the claimant.

The verifier is also responsible for entering the claim data into eCPC, and for ensuring that any errors are corrected in a timely manner.

Authoriser’s responsibility

It is the responsibility of the authoriser to review and to authorise all pay claims in a timely manner.
Chapter 3 Logon and Log Out of eCPC

How to Logon

Double click the icon to go to the Logon screen.
The first screen to appear is the logon screen.

![Example of eCPC Logon Screen](image)

**Figure 1** Example of eCPC Logon Screen

Enter your **User ID** and **Password**.
You will be taken to the eCPC **Welcome** screen. See *Figure 2 Example of the Welcome screen*.

*Figure 2 Example of the Welcome screen*

You can now select an option from the menu.
If your username or password is incorrect, you will get a login failure screen. See Figure 3 Example of Login Failure screen.

**Figure 3 Example of Login Failure screen**
How to Log Out

Once you have finished using eCPC, click the Log Out menu option to log out of the system.

Figure 4 Example of Log out screen

Important. If you're in a public place (library, Internet cafe etc) it is advised for increased security, that you close your browser after leaving Employee Self Service.
Chapter 4 Enter Claim

This process is used to enter pay claim records.

**Who has access to this option**

The verifier enters the claim onto eCPC, as well as:

- Ensures that the claimant has completed and signed the claim form or sign on register.

**When this process can be completed**

Claims may be entered into eCPC daily, weekly or fortnightly.

**Access the option**

Click the **Enter Claims** menu. The **Enter Claim** screen will be displayed, see *Figure 5 Example of Select Pay Period and Claim Type screen.*
Enter the details

Input the values required in the following fields.

Select pay period end date

The default for this field is the current pay period. If you want to change the pay period to an earlier one, click on the arrow on this field and scroll through the list. When you find the date you want, click it once.

This list shows only the last six (6) pay periods.

Or Enter Date

If you want a pay period that falls earlier than the ones presented on the list, you can enter a date in this field in dd/mm/yy format. If the date entered does not end on a payment period end date, eCPC will change the date to the Payment Period that it falls into.

Select Claim Type

Click on the arrow on this field and scroll through the list of claim types on the database. When you find the claim type you want, click it once.
Submit button

Click the submit button for the Casual Employee Select screen. See Figure 6 Example of Casual Employee Select Screen.

Select the Employee

This screen is used to select which employee you would like to enter a pay claim for.

Select Employee Name

Click on the arrow on this field and scroll through the list of employees on the database. When you find the employee you want, click the name once.

Enter Casual Employee Number

Alternatively, if you know the employee’s Casual Employee Number, enter it here.

---

Submit button

Click the submit button for the Casual Claim Entry screen. See Figure 8 Example of Casual Claim Entry screen.

The days displayed will correspond to the pay period date or day that you selected.
Enter Fortnightly Claim

This option of the Enter Claim function provides a full two-week period in which to enter claims details.

Existing claim

If a claim already exists for the employee, days that have been approved will be displayed PROTECTED and cannot be changed. All days that have NOT been authorised can still be changed or deleted.

![Figure 7 Example of Claim Entry with Authorised Entry](image)

Enter the data

Input the data as supplied by the claimant and as it applies to the claim.

What does “Same” in a field mean

Some of the fields default to “Same”. This means that the input for that field will be the same as the field immediately above it.
Whole Day

If the claim is for a full day, click on the box next to that day. The field will change from ☐ to ☑.

Hours

If the claim is for less than a full day, type in the number of hours in the box under this heading and next to the day that it applies to.

Minutes

Type in the number of minutes worked, if applicable, in the box under this heading and next to the day that it applies to.

Account

This is the value that represents what charge the work will be applied to. Click on the arrow on this field and scroll through the list of values. When you find the value that you want to use, click it once to select it.

If the account you want is not on the drop down list, you must contact CEPS Bureau for assistance.
Replaced

Click on the arrow on this field and scroll through the list of employees. When you find the employee that this casual has replaced, click the name once to select it.

*Note: It is important to select the employee for whom leave has been granted in this field. If the casual is replacing employee A who is subsequently replacing employee B, the replaced employee is actually employee B.*

Sub-Dissect

This is the value that further represents what charge the work will be applied to. Click on the arrow on this field and scroll through the list of values. When you find the value that you want to use, click it once to select it.

If you do not use sub-dissection in your school or location, you can turn this field off. See *Chapter 17 Maintain Table - Sub-Dissection* for the maintenance instructions.

Allowance

Click on the arrow on this field and scroll through the list of values. When you find the value that you want to use, click it once to select it.

If you do not use allowances in your school or location, you can turn this field off. See *Chapter 16 Maintain Tables - Allowances* for the maintenance instructions.

Add Split Days

If more than one entry per day is required for a casual employee, for example working some hours against a different Account, then a split days option is provided.

Firstly, enter the values for the day or days that will have split information. Click the Add Split Days button on the page. The Casual Claim Entry screen will rebuild with multiple entry fields for each day. See *Figure 9 Example of Enter Split Days screen.*

What does Same in a field mean

Some of the fields default to “Same”. This means that the input for that field will be the same as the field immediately above it.
Chapter 4 Enter Claim

Each line that has a value against it will display additional lines for that date so that you can input the values required.

The claim may be changed with lines added to or deleted as many times as required. If you need more split lines, enter the next value for that day and click the Add Split Days button again. More lines will be added for that day.

Save the claim details

When the verifier has finished entering the data, the Save button should be clicked to save the data input so far. Saving the claim will also validate the information, and the Claim Display screen will be presented. See Figure 10 Example of Claim Display (authorised claims only) screen.
Chapter 4 Enter Claim

Figure 10 Example of Claim Display (authorised claims only) screen

If the claim is correct, a total line will be displayed showing the time claimed for the pay period as:

- Total days,
- Hours and
- Minutes.

Check the totals

The verifier is responsible for checking that the displayed total matches the total for the claim.

Totals match

If the total on the display matches that of the claim, no further action is required. You can either:

1. Click Home to return to the Welcome screen or
2. Click the button to enter another claim.
Chapter 4 Enter Claim

Totals do not match

If the total on the display does not match that of the claim, the verifier should complete the following:

1. Check the input values against the claim.
2. Check any manually calculated totals.
3. Click the Change button, re-access the claimant’s record, correct any values and resave the claim.

Change the claim

Click the Change button to make changes to the claim you are viewing. The casual employee may request a hard-copy confirmation of their claim. Claim details recorded on the system may be amended or deleted right up until they have been AUTHORISED.

Figure 11 Example of Claim Display (unauthorised claims) screen

If you wish to change only one line click on EDIT.
Print the claim

The casual employee may request a hard-copy confirmation of their claim. Click the Print button. eCPC will automatically print a report that represents the display as shown in Figure 10 Example of Claim Display (authorised claims only) screen.

Rejected claims

A claim can be rejected by the system for one of the following reasons:

1. Hours exceeds
2. Missing Account
3. Missing replaced employee

Remember:

Claim details recorded on the system may be amended or deleted right up until they have been AUTHORISED.
Chapter 5 Print Authorisation

This function produces a list by employee of time worked in the pay period and is yet to be approved.

Who has access to this option

The verifier or authoriser may print the authorisation report.

When this process can be completed

This procedure should be completed prior to authorising claims for payment.

Note: Prior to authorisation of claims for submission for payment, it is a requirement that the Print Authorisation sheet be printed and attached to the source documentation within the school. This sheet is to be signed off by the authorising officer and held at the school for future reference.

Access the option

Click on the Print Authorisation menu option for the Print Authorisation Sheet selection screen. See Figure 13 Example of Print Authorisation Sheet Select Pay Period.

This screen shows the pay period end dates with casual claims awaiting authorisation. Each line represents the number of claims awaiting authorisation for that pay period.
Select the Pay Period End Date

Click on the pay period that requires authorisation. The Authorisation Sheet screen will be presented. See Figure 14 Example of Casual Claims awaiting authorisation.

This screen lists individual claimants with outstanding claims.
Authorization Sheet Detail

The **Authorization Sheet** details the following:

- Pay period,
- Casual Employee Number
- Employee Name,
- Total hours and minutes worked for the pay period and
- Whether any allowance has been claimed

**View employee details**

You can view the employee’s details by clicking on the name. This takes to another screen. Click the **Back** button on the screen to return to the **Authorization Sheet** screen.

**Produce the print out**

Click the **Print** button on the screen to produce the printed copy, which represents the screen as represented in **Figure 14 Example of Casual Claims awaiting authorisation**.
Back button

Click the **Back button on the screen** to return to the payment period selection screen.
Chapter 6 Authorise Claim

This procedure authorises payment for a casual employee working within the school or location.

The authoriser must have the *Authorisation Sheet* and may also benefit from reviewing the *Claim forms* or the *Sign-On Register*.

**Who has access to this option**

Authorisers are the only individuals who can complete this process.

**When this process can be completed**

This process is completed when there are casual claims awaiting authorisation.

*NOTE: Prior to authorisation of claims for submission for payment, it is a requirement that the Print Authorisation sheet be printed and attached to the source documentation within the school. This sheet is to be signed off by the authorising officer and held at the school for future reference.*

**NOTE regarding segregation of duties**

- eCPC will not permit any user to input (verify) and authorise the same claim, except where the user is in a school classified P5 or P6.

- eCPC will not permit any user to authorise a claim they have changed, except where the user is in a school classified P5 or P6.

- eCPC will not allow any user to input and authorise their own claim under any circumstance

**Access the option**

Click the **Authorise Claim** menu option for the **Authorise Casual Claims** screen. See *Figure 15 Example of Authorise Casual Claims pay period listing*.

This screen shows the **pay period end dates** with casual claims awaiting authorisation. Each line represents the number of claims awaiting authorisation for that pay period.
Select the Pay Period End Date

Click on the pay period that requires authorisation for the **Authorisation Sheet** screen. See **Figure 16 Example of Authorise individual claims**.

This screen displays each individual claimant with outstanding claims.
View the claimant’s details

If you would like an on-screen display of the individual claimant’s claim form, click on the claimant’s name in the Name column. See Chapter 9 Enquiries - View Claim.

Click the Back button on the View Claim screen to return to the Authorisation Casual Claim screen.

Authorise the claim

Click on the box next to the claim to be authorised. The field will change from ☐ to ☑.

Once you have ticked all of the claims to be authorised, click the Submit button. The system will rebuild the Casual Claim screen to display a listing of all claims records authorised for that pay period. See Figure 17 Example of Authorised Casual Claims.
The authorised column now displays whether the records have been authorised.

When a claim is authorised, it is immediately written into the Casual Payroll System, where it will be released for payment according to existing DET rules.

**Remember:**

Once a claim has been authorised, you cannot change that claim. If errors are found after a claim has been authorised, refer the request to CEPS Bureau for advice – **IMMEDIATELY**.
Chapter 7 Enquiries - Casual Employee

eCPC provides information for the following data for each of the claimants who have been recorded in the system.

Employee details

- Employee number
- Surname
- First name
- Second name
- Address – this information is not available to verifiers.
- Date of birth – this information is not available to verifiers.
- Telephone number – this information is not available to verifiers.
- Approval number
- Date of approval
- Category
- Status and designation

Conditions

- LWOP details
- LWOP expiry date

Service history

- Term
- Year
- Location
- Days

Appointment history

- Status
- Days
- Hours
- Minutes
Chapter 7 Enquiries - Casual Employee

- Entry on duty
- End date
- Allowance

Who has access to this option

The verifier and the authoriser can both access this screen, however the some of the data available is not available to verifiers.

When this process can be completed

This screen can be accessed as required.

Access the option

Click on the Casual Employees option on the menu for the Casual Employee Enquiry screen. See Figure 18 Example of Casual Employee Enquiry screen.

Figure 18 Example of Casual Employee Enquiry screen
Chapter 7 Enquiries - Casual Employee

Select Employee Name

Click on the arrow on this field and scroll through the list of employees on the database. When you find the employee you want to enquire on, click the name once.

Enter Casual Employee Number

Alternatively, if you know the employee’s Casual Employee Number, enter it in this field.

Submit button

Click the submit button for the Casual Enquiry Details screen. See Figure 19 Example of Casual Employee Detail Enquiry screen.

Add Casual Employee to List

Click this button to add this casual employee to the drop down lists for your school or location.

Print the information

You can print off this service history by clicking the Print button at the bottom of the screen.
Section 8: Enquiries – Permanent/Temporary Employees

eCPC provides information for the following data for each of the Permanent/Temporary employees at the school or location.

- Employee Serial Number
- Name
- Address – this information is not available to verifiers.
- Date of Birth – this information is not available to verifiers.
- Appointment to and from dates for permanent/temporary
- Days for permanent/temporary employment

Who has access to this option

The verifier and the authoriser can both access this screen.

When this process can be completed

This screen can be accessed as required.

Access the option

Click on the Perm/Temp Employee Enquiry option on the Enquiries menu for the Permanent/Temporary Employee Enquiry screen. See Figure 20 Example of Permanent/Temporary Employee Enquiry Select screen.
Chapter 8 Enquiries – Permanent/Temporary Employees

Select Employee Name

Click on the arrow on this field and scroll through the list of employees on the database. When you find the employee you want to enquire on, click the name once.

Enter Employee Serial Number

Alternatively, if you know the employee’s Serial Number, enter it in this field.

Submit button

Click the submit button for the Perm/Temp Enquiry Details screen. See Figure 21 Example of Permanent/Temporary Employee Enquiry Details screen.

Figure 20 Example of Permanent/Temporary Employee Enquiry Select screen
Add Permanent/Temporary Employee to List

Click this button to add this permanent/temporary employee to the drop down lists for your school or location.

Print the information

You can print off this service history by clicking the Print button at the bottom of the screen.
Chapter 9 Enquiries - View Claim

This function produces a listing of all casual employees who have made claims at the school or location for a given pay period. It also indicates whether the claim has been authorised or not.

Note: The claim information displayed will only reflect claims entered via this functionality.

Who has access to this option

The verifier or authoriser may access the View Claim option.

When this process can be completed

This option may be accessed as required.

Access the option

Click on the View Claim option on the Enquiries menu for the Display Casual Claims screen. See Figure 22 Example of View Claim by Pay Period.

This screen lists casual claims for the school in the pay periods that they occurred. Both authorised and unauthorised claims are included in the totals given.
Select Pay Period End Date

Click on the **Pay Period End Date** column to view the claimants who made claims during that period. See *Figure 23 Example of Casual Claims by individual claimants*. 
The **Display Casual Claims** screen shows the individual claimant’s and a summary of their pay claims for that pay period. It also shows if an allowance has been made and if the claim has been authorised or not.

*Figure 23 Example of Casual Claims by individual claimants*
Claims can be sorted by either employee number, name, claim type, created by or authorised by.

### Display Casual Claims for pay period 10-Jun-2008 to 01-Jul-2008 : 1 of 19

<table>
<thead>
<tr>
<th>Employee</th>
<th>Name</th>
<th>DD</th>
<th>HH</th>
<th>MN</th>
<th>Allowance</th>
<th>Claim Type</th>
<th>Created By</th>
<th>Authorised By</th>
</tr>
</thead>
<tbody>
<tr>
<td>1626401</td>
<td>Janice Bowden</td>
<td>10</td>
<td>0</td>
<td>0</td>
<td>-</td>
<td>Teacher</td>
<td>LAURA LEMOS</td>
<td>LAURA LEMOS</td>
</tr>
<tr>
<td>189779</td>
<td>Nadia Casbolt</td>
<td>5</td>
<td>0</td>
<td>0</td>
<td>-</td>
<td>Teacher</td>
<td>LAURA LEMOS</td>
<td>LAURA LEMOS</td>
</tr>
<tr>
<td>224929</td>
<td>Nicole McFarlan</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>-</td>
<td>Teacher</td>
<td>LAURA LEMOS</td>
<td>LAURA LEMOS</td>
</tr>
<tr>
<td>187304</td>
<td>Rebecca Mars</td>
<td>10</td>
<td>0</td>
<td>0</td>
<td>-</td>
<td>Teacher</td>
<td>LAURA LEMOS</td>
<td>LAURA LEMOS</td>
</tr>
<tr>
<td>100000</td>
<td>Thomas de Francesco</td>
<td>4</td>
<td>0</td>
<td>0</td>
<td>-</td>
<td>Teacher</td>
<td>LAURA LEMOS</td>
<td>LAURA LEMOS</td>
</tr>
<tr>
<td>101172</td>
<td>Margaret Cleland</td>
<td>0</td>
<td>6</td>
<td>0</td>
<td>-</td>
<td>Teacher</td>
<td>LAURA LEMOS</td>
<td>LAURA LEMOS</td>
</tr>
<tr>
<td>225511</td>
<td>Megan Edgecumbe</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>-</td>
<td>Teacher</td>
<td>LAURA LEMOS</td>
<td>LAURA LEMOS</td>
</tr>
<tr>
<td>185692</td>
<td>Lee-Anne Cooper</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>HCA</td>
<td>Teacher</td>
<td>LAURA LEMOS</td>
<td>LAURA LEMOS</td>
</tr>
<tr>
<td>166564</td>
<td>Graham Aylott</td>
<td>0</td>
<td>22</td>
<td>48</td>
<td>-</td>
<td>SASS</td>
<td>LAURA LEMOS</td>
<td>LAURA LEMOS</td>
</tr>
<tr>
<td>206783</td>
<td>Nicole McFarlan</td>
<td>0</td>
<td>29</td>
<td>0</td>
<td>-</td>
<td>SASS</td>
<td>LAURA LEMOS</td>
<td>LAURA LEMOS</td>
</tr>
<tr>
<td>189779</td>
<td>Nadia Casbolt</td>
<td>0</td>
<td>9</td>
<td>30</td>
<td>-</td>
<td>SASS</td>
<td>LAURA LEMOS</td>
<td>LAURA LEMOS</td>
</tr>
<tr>
<td>224929</td>
<td>Nicole McFarlan</td>
<td>0</td>
<td>0</td>
<td>30</td>
<td>-</td>
<td>SASS</td>
<td>LAURA LEMOS</td>
<td>LAURA LEMOS</td>
</tr>
<tr>
<td>210711</td>
<td>Paul Wilson</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td>-</td>
<td>SASS</td>
<td>LAURA LEMOS</td>
<td>LAURA LEMOS</td>
</tr>
<tr>
<td>100163</td>
<td>Brian Anderson</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>-</td>
<td>SASS</td>
<td>LAURA LEMOS</td>
<td>LAURA LEMOS</td>
</tr>
<tr>
<td>368008</td>
<td>Shane Addie</td>
<td>0</td>
<td>6</td>
<td>0</td>
<td>-</td>
<td>Misc</td>
<td>LAURA LEMOS</td>
<td>LAURA LEMOS</td>
</tr>
<tr>
<td>230060</td>
<td>Clare Song</td>
<td>0</td>
<td>4</td>
<td>2</td>
<td>-</td>
<td>Misc</td>
<td>LAURA LEMOS</td>
<td>LAURA LEMOS</td>
</tr>
<tr>
<td>189779</td>
<td>Nadia Casbolt</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td>-</td>
<td>Misc</td>
<td>LAURA LEMOS</td>
<td>LAURA LEMOS</td>
</tr>
<tr>
<td>224929</td>
<td>Nicole McFarlan</td>
<td>0</td>
<td>11</td>
<td>45</td>
<td>-</td>
<td>Misc</td>
<td>LAURA LEMOS</td>
<td>LAURA LEMOS</td>
</tr>
</tbody>
</table>

**Figure 24 Example of Casual Claims by individual claimants**

**View individual claimant details**

Click the claimant’s name in that column to access the eCPC claim record for that pay period.

**Select another pay period**

Click the **Back** button on the screen to return to the **Display Casual Claims** screen, where you can select another pay period end date to view.
This function produces a report of all casual employee pay claims entered on eCPC for the school or location for a specified pay period.

**Note:** The Cost Report will only reflect claims entered via this functionality.

**Who has access to this option**

The verifier or authoriser may access the Casual Costs report option.

**When this process can be completed**

This option may be accessed as required.

**What is on the report**

This report displays the following for the claims reported on:

- Date worked,
- Employee’s name,
- Account charged,
- Sub-Dissection used,
- Time worked,
- Total cost for the account and on costs,
- Indicates if the claim is waiting to be authorised or is being investigated by CEPS Bureau.

**Access the option**

Click the Casual Costs option on the Enquiries menu for the Casual Costs Enquiry screen. See Figure 25 Example of Casual Costs Enquiry screen.
This report can be customised by:

- Pay period or range of selected dates,
- Report sequence (sort order),
- Casual type and
- School or Location/DET costed accounts (billable or non billable accounts)

![Figure 25 Example of Casual Costs Enquiry screen](image)

**Select a date range**

You can order the report for a specific pay period or a range of dates.

**Select a Pay Period**

Click on the arrow on this field and scroll through the list of pay periods. When you find the pay period that you want to report on, click that date once.

**Enter a From Date and a To Date**

You can elect to print the report for a range of pay periods by entering the start date and the end date in these two fields.
Select a report sequence

Click on the arrow on this field for the list of options that can be used to sort the report. You have a choice of one of the following:

- Date (see page 46 for an example),
- Sub-Dissection (see page 47 for an example),
- Account (see page 48 for an example) or
- Claimant (see page 49 for an example).

Select a casual type

Click on the arrow on this field for the list of values related to the type of casual employee to report on. You have a choice of one of the following:

- All casual employees,
- Teachers only,
- SASS only,
- Miscellaneous Employees only

Select School or Location/DET costed accounts

Click on the arrow on this field for the list of values related to the type of global billing to report on. You have a choice of one of the following:

- All accounts,
- School or Location costed only or
- DET costed only.

Run the report

Once you have set up the parameters that you require for the report, click the Submit button and the report will be presented on the screen.

Print the report

You can print the report by clicking the Print button on the screen.

Click the Back button on the screen to return to the report parameter screen.

Examples of the reports

The following are examples of the reports by each sort criteria.
## Chapter 10 Enquiries - Casual Costs Report

### Sorted by Date Worked

<table>
<thead>
<tr>
<th>Date Worked</th>
<th>Casual</th>
<th>Account</th>
<th>Sub-Dissocation</th>
<th>Time</th>
<th>Cost</th>
<th>On Costs Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>23-May-2005</td>
<td>Clare</td>
<td>332 Spec Purp</td>
<td></td>
<td>1h 0 min</td>
<td>0.00</td>
<td>Review</td>
</tr>
<tr>
<td>23-May-2005</td>
<td>Clare</td>
<td>332 Spec Purp</td>
<td></td>
<td>1h 0 min</td>
<td>0.00</td>
<td>Review</td>
</tr>
<tr>
<td>03-May-2005</td>
<td>Graham</td>
<td>195 U/Vacancy</td>
<td>423-700 C/S4/S</td>
<td>2h 0 min</td>
<td>59.16</td>
<td>Authorized</td>
</tr>
<tr>
<td>23-May-2005</td>
<td>Jamie Mcdonald</td>
<td>885 Integration</td>
<td></td>
<td>3h 15 min</td>
<td>59.22</td>
<td>Authorized</td>
</tr>
<tr>
<td>23-May-2005</td>
<td>Nicole Mcdonald</td>
<td>593 PIA Relief</td>
<td></td>
<td>3h 0 min</td>
<td>0.80</td>
<td>Authorized</td>
</tr>
<tr>
<td>23-May-2005</td>
<td>Melissa Guest</td>
<td>860 Mnt Sel</td>
<td>414-260 TPL LN 1 Day</td>
<td>259.14</td>
<td>0.00</td>
<td>Review</td>
</tr>
<tr>
<td>23-May-2005 Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>357.52</td>
<td></td>
</tr>
<tr>
<td>24-May-2005</td>
<td>Clare</td>
<td>332 Spec Purp</td>
<td></td>
<td>1h 0 min</td>
<td>0.00</td>
<td>Review</td>
</tr>
<tr>
<td>24-May-2005</td>
<td>Graham</td>
<td>195 U/Vacancy</td>
<td>423-700 C/S4/S</td>
<td>2h 0 min</td>
<td>59.44</td>
<td>Authorized</td>
</tr>
<tr>
<td>24-May-2005</td>
<td>Melissa Guest</td>
<td>860 Mnt Sel</td>
<td>414-260 TPL LN 3h 0 min</td>
<td>119.57</td>
<td>0.00</td>
<td>Review</td>
</tr>
<tr>
<td>24-May-2005</td>
<td>Melissa Guest</td>
<td>860 Mnt Sel</td>
<td>414-260 TPL LN 3h 0 min</td>
<td>119.57</td>
<td>0.00</td>
<td>Review</td>
</tr>
<tr>
<td>24-May-2005</td>
<td>Paul Cash</td>
<td>140 M/Live Long</td>
<td>423-691 C/T/S</td>
<td>3h 0 min</td>
<td>119.57</td>
<td>Authorized</td>
</tr>
<tr>
<td>24-May-2005</td>
<td>Paul Cash</td>
<td>134 Rel Small F</td>
<td>361-270 C/T/S T&amp;G 3h 0 min</td>
<td>124.53</td>
<td>0.00</td>
<td>Authorized</td>
</tr>
<tr>
<td>24-May-2005 Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>522.68</td>
<td></td>
</tr>
</tbody>
</table>

*Figure 26 Example of Casual Costs Enquiry screen by Date Worked*
Sorted by Sub-Dissection

<table>
<thead>
<tr>
<th>Sub-Dissection</th>
<th>Date Worked Casual</th>
<th>Account</th>
<th>Time</th>
<th>Cost</th>
<th>On Costs Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>23-May-2005</td>
<td>Clare Berg</td>
<td>302 Spec Pupil</td>
<td>3h 0 min</td>
<td>0.00</td>
<td>Review</td>
</tr>
<tr>
<td>23-May-2005</td>
<td>Clare Berg</td>
<td>302 Spec Pupil</td>
<td>3h 0 min</td>
<td>0.00</td>
<td>Review</td>
</tr>
<tr>
<td>24-May-2005</td>
<td>Claire Berg</td>
<td>302 Spec Pupil</td>
<td>3h 0 min</td>
<td>0.00</td>
<td>Review</td>
</tr>
<tr>
<td>23-May-2005</td>
<td>Kerrie McLeodlan</td>
<td>085 Integration</td>
<td>3h 15 min</td>
<td>59.22</td>
<td>Authorised</td>
</tr>
<tr>
<td>23-May-2005</td>
<td>Kerrie McLeodlan</td>
<td>303 PSA Relief</td>
<td>3h 0 min</td>
<td>0.00</td>
<td>Authorised</td>
</tr>
<tr>
<td>27-May-2005</td>
<td>Kerrie McLeodlan</td>
<td>303 PSA Relief</td>
<td>3h 2 min</td>
<td>0.00</td>
<td>Entered</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>59.22</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Figure 27 Example of Casual Costs Enquiry screen
## Chapter 10 Enquiries - Casual Costs Report

### Sorted by Account


**Figure 28 Example of Casual Costs Enquiry screen**

<table>
<thead>
<tr>
<th>Account</th>
<th>Date Worked Casual</th>
<th>Sub-Dissication</th>
<th>Time</th>
<th>Cost</th>
<th>On Costs Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>005 Integration</td>
<td>23-May-2005</td>
<td>Bernie McNeely</td>
<td>3h 15 min</td>
<td>59.22</td>
<td>Authorized</td>
</tr>
<tr>
<td>005 Integration Total</td>
<td></td>
<td></td>
<td>59.22</td>
<td>0.00</td>
<td>-</td>
</tr>
<tr>
<td>034 Pel Small F</td>
<td>24-May-2005</td>
<td>PAUL CASE</td>
<td>361-270 C/S TIB 3h 0 min</td>
<td>124.53</td>
<td>Authorized</td>
</tr>
<tr>
<td>060 Mount Sel</td>
<td>23-May-2005</td>
<td>Melissa Guest</td>
<td>414-260 TPL LBN 1 Day</td>
<td>230.14</td>
<td>Review</td>
</tr>
<tr>
<td>060 Mount Sel Total</td>
<td></td>
<td></td>
<td>230.14</td>
<td>0.00</td>
<td>-</td>
</tr>
<tr>
<td>060 Mount Sel</td>
<td>24-May-2005</td>
<td>Melissa Guest</td>
<td>414-260 TPL LBN 3h 0 min</td>
<td>119.57</td>
<td>Review</td>
</tr>
<tr>
<td>060 Mount Sel</td>
<td>25-May-2005</td>
<td>Melissa Guest</td>
<td>414-260 TPL LBN 3h 0 min</td>
<td>119.57</td>
<td>Review</td>
</tr>
<tr>
<td>060 Mount Sel</td>
<td>26-May-2005</td>
<td>Melissa Guest</td>
<td>414-260 TPL LBN 1 Day</td>
<td>230.14</td>
<td>Review</td>
</tr>
<tr>
<td>060 Mount Sel Total</td>
<td></td>
<td></td>
<td>230.14</td>
<td>0.00</td>
<td>-</td>
</tr>
<tr>
<td>060 Mount Sel</td>
<td>27-May-2005</td>
<td>Melissa Guest</td>
<td>414-260 TPL LBN 1 Day</td>
<td>239.14</td>
<td>Review</td>
</tr>
<tr>
<td>060 Mount Sel</td>
<td>25-May-2005</td>
<td>PAUL CASE</td>
<td>475-600 Study 3h 0 min</td>
<td>110.57</td>
<td>Authorized</td>
</tr>
<tr>
<td>140 Mt/Live Long</td>
<td>24-May-2005</td>
<td>PAUL CASE</td>
<td>493-691 C/T/S 3h 0 min</td>
<td>119.57</td>
<td>Authorized</td>
</tr>
<tr>
<td>140 Mt/Live Long Total</td>
<td></td>
<td></td>
<td>119.57</td>
<td>0.00</td>
<td>-</td>
</tr>
</tbody>
</table>

ECPC CEPS User Guide for Schools

25 March 2008
Sorted by Casual Employee

![Figure 29 Example of Casual Costs Enquiry screen](image)

- **Casual Costs By Casual**
  - **Casual:**
    - **Date Worked Account:**
      - 23-May-2005 302 Spec Purp
    - **Time:**
      - 1h 0 min
    - **Cost:**
      - 0.00
    - **Status:**
      - Review
- **Casual Claims for All Casuals in date range 21-May-2005 to 03-Jun-2005**
- **Casual Claims for All Accounts**

**Casual Employees**
- **Grahame Aubury:**
  - **Date Worked Account:**
    - 23-May-2005 195 U/Vacancy
  - **Time:**
    - 3h 0 min
  - **Cost:**
    - 59.16
  - **Status:**
    - Authorised

**Casual Employees**
- **Kearn McClelland:**
  - **Date Worked Account:**
    - 23-May-2005 303 PSA Relief
  - **Time:**
    - 3h 0 min
  - **Cost:**
    - 0.00
  - **Status:**
    - Authorised

**Casual Employees**
- **Melissa Guest:**
  - **Date Worked Account:**
    - 23-May-2005 550 Ment Sel
  - **Time:**
    - 1h 20 min
  - **Cost:**
    - 119.57
  - **Status:**
    - Review
Chapter 11 Enquiries – Cancelled Claims

This function produces a listing of all claims which have been cancelled for a given pay period.

Who has access to this option

The verifier or authoriser may access the View Claim option.

When this process can be completed

This option may be accessed as required.

Access the option

Click on the View Claim option on the Enquiries menu for the Display Casual Claims screen. See Figure 30 Example of Display Cancelled Casual Claims screen. This screen lists casual claims that have been cancelled for the school in the pay periods that they occurred.
Figure 30 Example of Display Cancelled Casual Claims screen
Chapter 11 Enquiries – Cancelled Claims

Figure 31 Example of Cancelled Casual Claims for Pay Period screen
Figure 32 Example of Cancelled Casual Claim Display screen
Chapter 12 Maintain Table - Casual Employee

This process provides a listing of Casual Employees who have been employed at the school or location within the past 18 months.

Who has access to this option

The verifier or authoriser may access the Casual Employees option.

When this process can be completed

This option may be used as required.

Access the option

Click the Casual Employees menu option under Maintain Tables for the Casual Employees screen. See Figure 33 Example of Casuals Employees screen.

This screen lists each casual employee and indicates whether they are available as a:

- Teacher, or
- SASS, or
- Miscellaneous Employees

The screen also indicates if a casual employee is active or deactivated. An Y in a column indicates that the employee is active and a N indicates that it has been deactivated.
Casual Employee Enquiry

Click on the casual employee’s name to go to the Casual Employee Enquiry screen (see Chapter 4 Enter Claim).

Activate or deactivate a Casual Employee

You can activate or deactivate a casual employee by clicking on the column that you want to change. Eg Y (activated) changes to N (deactivated). This function adds or removes the employee from the drop down list selections.

Print the listing

You can print the listing of casual employees by clicking the Print button on the screen.
Chapter 13 Maintain Table – Perm/Temp Employees

This process provides a listing of Permanent/Temporary employees who have worked at the school or location. It also indicates the category of the employee.

Who has access to this option

The verifier or authoriser may access this option.

When this process can be completed

This option may be used as required.

Access the option

Click the Perm/Temp Employees under Maintain Tables for the Permanent/Temporary Employees screen. See Figure 34 Example of Permanent/Temporary Employees screen.

This screen lists each permanent and/or temporary employee and indicates whether they are available as a:

- Teacher,
- SASS, or
- Miscellaneous Employees

The screen also indicates which category is active or deactivated for each employee. A Y in a column indicates that the category is active and a N indicates that it has been deactivated.
Permanent/Temporary Employee Enquiry

Click on the permanent/temporary employee’s name to go to the Permanent/Temporary Employee Enquiry screen (see Chapter 8 Enquiries – Permanent/Temporary Employee).

Activate or deactivate a Permanent/Temporary Employee

You can activate or deactivate a category as it relates to a permanent/temporary employee by clicking on the column that you want to change. Eg Y (activated) changes to N (deactivated).

Print the listing

You can print the listing of permanent/temporary employees by clicking the Print button on the screen.
Chapter 14 Maintain Tables - Accounts

This process provides an option to view, activate, deactivate or print the Accounts used by eCPC. Activated Accounts are added to the drop down list fields.

Who has access to this option

The verifier or authoriser may access the Accounts option.

When this process can be completed

This option may be utilised as required.

Access the option

Click the Account option under the Maintain Tables menu for the Accounts screen. See Figure 35 Example of Accounts listing screen.

This screen can be used to view and print a listing and displays the following:

- Account Number,
- Full description,
- Short description,
- Whether can be used for Teachers,
- School Administrative Support Staff,
- Miscellaneous

The screen also indicates if an Account is active or deactivated. A Y in a column indicates that the account is active and a N indicates that it has been deactivated.
Activate or deactivate an Accounts

You can activate or deactivate an Account by clicking on the column that you want to change. Eg Y (activated) changes to N (deactivated). This function adds or removes the account from the drop down list selections.

Print the listing

Scroll to the bottom of the screen and click the Print button. eCPC will automatically print a report that represents the display as shown in Figure 35 Example of Accounts listing screen.
Chapter 15 Maintain Table - Designations

This process provides an option to view, activate, deactivate or print the designation. Activated designations are added to the drop down list fields.

Who has access to this option

The verifier or authoriser may access the Designations option.

When this process can be completed

This option may be utilised as required.

Access the option

Click the Designations option under the Maintain Tables menu for the Designations screen. See Figure 36 Example of Designations listing.

This screen can be used to view and print a listing, and displays the following:

- Full description,
- Short description,
- Whether can be used for Teachers,
- School Administrative Support Staff,
- Miscellaneous Employees
Activate or deactivate a Designation

You can activate or deactivate a designation by clicking on the column that you want to change. Eg Y (activated) changes to N (deactivated). This function adds or removes the designations from the drop down list selections.

Print the listing

Scroll to the bottom of the screen and click the Print button. eCPC will automatically print a report that represents the display as shown in Figure 36 Example of Designations listing.
Chapter 16 Maintain Tables - Allowances

This process provides an option to view, activate, deactivate the Allowances used by eCPC. Activated Allowances are added to the drop down list fields.

Who has access to this option

The verifier or authoriser may access the Allowances option.

When this process can be completed

This option may be utilised as required.

Access the option

Click the Allowance option under the Maintain Tables menu for the Allowances screen. See Figure 37 Example of Allowances listing screen. This screen can be used to view and print a listing and displays the following:

- Full description,
- Short description,
- Whether can be used for Teachers,
- School Administrative Support Staff,
- Miscellaneous Employees
Activate or deactivate an Allowance

You can activate or deactivate an Allowance by clicking on the column that you want to change. Eg Y (activated) changes to N (deactivated). This function adds or removes the allowance from the drop down list selections.

If you do not use allowances in your school or location, you can turn this field off on the data screens by deactivating all of the allowances.

Print the listing

Scroll to the bottom of the screen and click the **Print** button. eCPC will automatically print a report that represents the display as shown in *Figure 37 Example of Allowances listing screen*.
Chapter 17 Maintain Table - Sub-Dissection

This menu option provides a maintenance option for the Sub-Dissections used by eCPC. Sub-Dissections are a mechanism to further classify the casual usage.

Who has access to this option

The verifier or authoriser may access the Sub-Dissections option.

When this process can be completed

This option may be utilised as required.

Access the option

Click the Sub-Dissection menu option for the Sub-Dissection screen. See Figure 38 Example of Sub-Dissection listing.

This screen can be used to:

- Add a Sub-Dissection
- View the Sub-Dissection available,
- Deactivate a Sub-Dissection ,
- Change a Sub-Dissection or
- Delete a Sub-Dissection.

Once a sub-dissection has been used in a record, it is flagged as In Use and cannot be deleted.
Add a Sub-Dissection

New sub-dissections can be entered into eCPC by entering the full name of the sub-dissection into the **Description** field, and by entering the abbreviation of the sub-dissection into the **Short Description** field.

Once these values are input, click the **Add new Sub-Dissection** button to add it to the listing. Each new sub-dissection is defaulted to be **active**.

**Sub-Dissections List Maintenance**

<table>
<thead>
<tr>
<th>Description</th>
<th>Short Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>999-111 JE</td>
<td>JECPC</td>
</tr>
</tbody>
</table>

**Figure 38 Example of Sub-Dissection listing**
Deactivate a Sub-Dissection

Sub-dissection can be coded as deactivated to ensure that they are not used.

Click onto **deactivate** in the same row as the sub-dissection that you want to change. The sub-dissection will be automatically changed and appear in grey text.

If you do not use sub-dissections in your school or location, you can turn this field off on the data screens by deactivating all of the sub-dissections.
Edit a Sub-Dissection

You can change the description and the short description by clicking onto Edit in the same row as the sub-dissection that you want to change for the Sub-Dissection Maintenance screen.

Sub-Dissections List Maintenance

Alter any one of the values and click the Change Sub-Dissection button to save the change.
Delete a Sub-Dissection

Remember:

Once a sub-dissection has been used in a record, it is flagged as **In Use** and cannot be deleted, but it can be deactivated.

You can permanently remove a Sub-Dissection by clicking onto **Delete** in the same row as the sub-dissection that you want to change for the **Sub-Dissection Delete** screen.

Click the **Delete Sub-Dissection** button on the **Sub-Dissection Delete** screen and the Sub-Dissection will be permanently deleted.
Print the listing

You can print the Sub-Dissection listing report by clicking the Print button on the screen.
Chapter 18 Select School

This menu option provides a selection option for profiles with access to more than one school.

Who has access to this option

Any user who has been given access to more than one school.

When this process can be completed

This option has to be selected after logging on. After the first selection it can be utilised as required.

Access the option

![Image of Select School screen]

Figure 43 Example of Select Location screen
Figure 44 Example of Select Location Change screen
Account

Account is the mechanism that costs a Casual Claim into the General Ledger (GL). It allows the allocation of Casual Claims costs to specific programs or specific GL codes set up to capture the reason for the casual relief.

Allowance

An allowance represents a payment for extra skills or duties performed. Allowances are paid in addition to normal salary.

Category

The type of employment a casual can undertake. Casual Claims may be entered for the following categories:

- Relief Teacher
- Relief SASS
- Relief Miscellaneous

A casual employee may work in more than one category.

Claimant

The Claimant is the employee working casually in a school or location that claims payment by submitting details of the days and hours worked.

Composite Allowance

If an employee is entitled to more than one allowance, the allowance is reformed into the sum of these allowances.

Pay Period

The period for payment is fortnightly. This represents the current pay cycle for casual relief payroll.

Designation

A designation is a classification of work defined by an Industrial Award. Pay scales, other industrial conditions and terms of employment are associated with a designation (eg. Clerk, School Assistant, Classroom Teacher).

Sub-Dissection

For local use only ie. schools or locations can further classify the casual usage.

End of Document