



This is a short guide to getting started with using MyAccount Payroll Forms. The following information highlights the different types of fields that are used in the forms and how the format of the field boxes will change as data is input and verified.

Pre-populated employee data fields

One of the initial requirements when completing certain forms will be to select the employee, about whom the request relates, from a drop-down list. When this has been done, a number of data fields in the form relating to the employee will be pre-populated from the employee's existing payroll record.

These fields are set as read-only and will not allow or require manual input from you. You will recognise these fields as the data will display as below and there will be no box provided for you to input data into.

School Name *
The Hinckley School
Post title *
Teacher (TMS/UPS)

Manual input data fields

Field box border colours

Initially, the border of a box that must be completed (mandatory) will be shown in red.

Employee number allocated to you *
Employee numbers are 8 alphanumeric characters long
<input type="text"/>

When you click in the box to add data, the border of the box will change to blue indicating that it is the currently active field.

<input type="text"/>

When you have entered valid data in the box and clicked out, the border will change to green, and a green tick will appear to the right of the field. This green tick is an indicator that the field has been completed with an appropriate value type.

Note: Dependent of the type of validation applied to fields it doesn't necessarily mean that the information input, although valid, is accurate in all cases though.

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If the data input does not conform to the expected format or specific validation criteria set for the field, the border of the box will change back to red indicating this. You will need to change the data for it to be validated.

If you don't spot that a box remains red at the time you input the data or forget to make a change before trying to move to the next section, an error/warning message will be presented indicating the action needed.

Number of 'Term Time Only' weeks Havana will work *

For part week contracts 1 day = 0.2

The number of working weeks should be between 32 & 44

Mandatory fields

A red star at the end of the field label * is an indicator that the field must be completed to be able to progress to the next section on the form. Fields without a red star are non-mandatory and will not need to be completed to move to the next page or submit the form.

Note: If data is entered in non-mandatory fields it will be subject to the validation that sits behind the field.

Check boxes

Some of these are single boxes – left clicking your mouse in the box should add a green tick to the box.

 I confirm that I have read and accept the terms under which the information provided will be used

Some fields will have several check boxes allowing multi-selections to be made.

Reason(s) for change being reported *

One or more change type can be reported in this request

- Temporary to Permanent Contract
- Extension to Contract
- Working Hours
- Salary Accelerated Increments
- Number of Working Weeks
- Shift Allowance %
- Contractual Overtime
- First Aid Allowance
- Salary Protection

And some fields that have several check boxes will only allow one selection to be made. The boxes turning red is the hint that only one selection can be made.

Extension to contract

Please confirm the reason for the fixed term contract extension *

Temporary or External Funding

Maternity Cover

Organisational Change

Project Cover

Secondment

Sickness Cover

Vacancy

Please select just one reason

Radio buttons

Radio buttons work similar to check boxes and are the preferred field type when there are 2 or 3 options to select from. Left clicking the circle required will make the option it relates to the active selection. Clicking another option will simply change the active selection.

Is this a temporary change? * <input type="radio"/> Yes <input type="radio"/> No	Is this a temporary change? * <input checked="" type="radio"/> Yes <input type="radio"/> No	Is this a temporary change? * <input type="radio"/> Yes <input checked="" type="radio"/> No
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Internet links

Links to additional information contained in websites will be introduced within information boxes and formatted in blue font, as shown [here](#) below. Click the link and the webpage will open in a new browser window.

[more information on the National Fraud Initiative can be found here.](#)

List selection

Drop down list fields will be identified with the word 'Select' in the text box. Click the down arrow on the far right of the text box to reveal the options in the list. Scroll down until you reach the option required then left click it with your mouse to select it.

Nationality *

Select... ▼

Select... ▲

British

English

Scottish

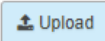
Welsh

Afghan

African

Albanian

File Uploads

Within some of the forms, SBMs will be asked to upload/attach files to the form, normally to provide evidence required in support of the request being made. Where the file upload is a mandatory requirement you will see the red star * at the end of the field label and see that the dashed line frame underneath the  button is red, as shown below.

Reason(s) for change being reported *

One or more change type can be reported in this request

Temporary to Permanent Contract

Extension to Contract

Working Hours

Progression Salary Increments

Allowances


Progression salary increment details

Type of progression salary increment request type *

UPS Leadership Team

Please complete and save a copy of this [Application Form](#) and then upload it to this form using the upload facility below. We need at least the Appendix 2 part of the form to be uploaded.


Please upload the completed UPS progression salary increment application form *

Drop files here to upload - 

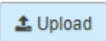
Uploaded: 0 of 1

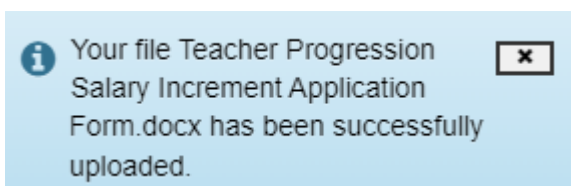
Where the file upload is a non-mandatory request, the dashed line frame underneath the upload button will be grey, as shown below

Please upload copies of documentation relating to Erin's Right to Work in the UK

Drop files here to upload - 

Uploaded: 0 of 5

On clicking the  button, a Windows Explorer (or other operating system) file storage view will be presented for you to navigate to and select the file you want to upload. When you have selected and uploaded the file, a confirmation message will appear in the top right of the screen, as shown below left, and the uploaded file will sit under the Upload box, as shown below right.



Individual file sizes are limited to 5MB per file and a total upload file size limit of 19MB.