

Award Testing Process

Purpose

The purpose of this document is to outline the award testing process for the implementation or modification of Humanforce Award Profiles.

The aim of this process is to verify the Award Profile configuration scoped and configured by a Humanforce consultant, in line with your expected pay outcomes.

Procedure

The Award Testing process is comprised of 10 steps:

1. Assign new award profiles and LDR to selected employees for testing
2. Create Rosters in Humanforce
3. Convert rosters to timesheets
4. Check and authorise timesheets
5. Export Payroll Data for review
6. Reviewing Results
7. Export Payroll Data for import to test payroll
8. Applying Changes
9. Re-running payroll
10. Award Sign Off

1.0 Assign new Award Profiles to selected employees

- 1.1. Select employees for testing, including employees for each Award Profiles, (e.g., 'Casual', 'Part Time 38 hours', 'Part Time 40 Hours', 'Full Time' and 'Salary'. Select a minimum of 4 employees per award profile.
- 1.2. If you have any award conditions dependant on employee qualifications, also remember to assign those to the relevant test employees to account for conditions (such as qualification-based allowances.)
- 1.3. Assign your test employees to Locations, Departments and Role. When selecting employees and assigning the Locations, Departments and Role, please account for any Award Profile configuration requirements, for example, if there are Role based allowances, you would need to assign that role to test that it is applying correctly.
- 1.4. Assign the new Award Profiles against those employees:

The screenshot displays the 'Locations, Departments, Roles' configuration interface. The 'Locations' section has 'Hotel' selected. The 'Departments' section has 'Kitchen' selected. The 'Roles and Profiles' table shows 'Chef' selected. An 'Update Profile, Rate and Grade' dialog box is open, showing the 'Chef' role with the following details:

Date Effective	Award Profile	Pay Rate	Rate Override	Grade	Productivity Units	Award Pay Rate
08/09/2021	Full Time	Level 2 (\$20.81)	20.806			

2.0 Create Rosters in Humanforce

2.1 Built rosters for the duration of your pay period for your location, department and roles and all test employees. You can create multiple rosters.

2.2 Humanforce recommends creating rosters for at least one pay cycle with 4 or 5 test employees. You do not have to follow those instructions but should aim to sufficiently test your award conditions.

2.3 Remember to try to account for the following:

- Weekdays
- Weekends
- Public Holidays (Worked & Not Worked)
- Weekend Public Holidays (Worked & Not Worked)
- Leave
- Loadings
- Allowances
- Overtime
- Missed Breaks
- Split Shifts
- All payment conditions included in the Award Collection document

2.4 If a break is required, also pay particular attention to the start and end times for each break

EMPLOYEE	Monday 26/07/2021	Tuesday 27/07/2021	Wednesday 28/07/2021	Thursday 29/07/2021	Friday 30/07/2021	Saturday 31/07/2021	Sunday 01/08/2021	Monday 02/08/2021	Tuesday 03/08/2021	Wednesday 04/08/2021	Thursday 05/08/2021
im Inewi mie (6791) 00:00 / \$140.63	F&B Attendantz 06:00 - 14:00 Net hours: 07:30 Head Office Administration	F&B Attendantz 06:00 - 14:00 Net hours: 07:30 Head Office Administration		F&B Attendantz 06:00 - 14:00 Net hours: 07:30 Head Office Administration				F&B Attendantz 06:00 - 14:00 Net hours: 07:30 Head Office Administration			
ID 1015 Micha... (1015) 00:00 / \$0.00					Admin Officer 06:00 - 14:00 Net hours: 07:30 Aged Care Facility Cleaners		Admin Officer 06:00 - 14:00 Net hours: 07:30 Aged Care Facility Cleaners			Retail Assistant 09:00 - 17:00 Net hours: 08:00 Store Retail	
ABBEY MOR... (309) 00:00 / \$160.90				Admin Officer 06:00 - 14:00 Net hours: 07:30 Aged Care Facility Cleaners							
Aimee S... (AIMEES) 00:00 / \$0.00		Carer 08:30 - 17:00 Net hours: 08:00 Child Care Early Learning Room		Carer 08:30 - 17:00 Net hours: 08:00 Child Care Early Learning Room							
Unassigned											
Roster Hours / Roster Labour Cost	53:12 / \$215.72	45:42 / \$204.52	52:42 / \$1,335.80	76:06 / \$684.08	61:06 / \$310.60	23:00 / \$208.42	30:30 / \$328.48	76:42 / \$9.60	84:12 / \$160.90	116:12 / \$332.10	74:36 / \$154.50

3.0 Convert rosters to timesheets

- 3.1 You can now convert the Rosters into Timesheets and commence the timesheet review process.
- 3.2 If you have any conditions in your Award that refer to variances between rostered time and worked time, approve rosters to include testing for those conditions as well i.e., change the Pay Start and Pay End times to be different to the Roster Start and Roster End times to trigger conditions such as overtime outside of rostered hours.
- 3.3 To test Leave, include Unpaid leave and Paid leave options as well by changing the Shift Type from Normal/Ordinary to any of the alternate Shift/Leave Types available.
- 3.4 If a break is required, also pay particular attention to the start and end times for each break.
- 3.5 If any adhoc allowances are required, ensure that they are added to the timesheets once created.

Once all changes have been made, you can bulk authorise the remainder of the timesheets. Select all timesheets and then select 'Authorise Selected Timesheets'.

NEW TIMESHEETS FROM ROSTER ×

From To

<input type="checkbox"/>	Employee Code	First Name	Last Name	Default Location	Default Department	Default Role	Default Area
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Hotel <input type="text"/>	Holding <input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	801	Paula	Connors	Hotel	Kitchen	Chef	
<input type="checkbox"/>	WBWB	Will	Barclay	Hotel	Office	Bar Attendant	
<input type="checkbox"/>	14102026	BRAD	TEST	Hotel	Stewarding	Crew Leader	
<input type="checkbox"/>	14102039	Jane	Day	Hotel	Restaurant AM	Crew Leader	
<input type="checkbox"/>	14102083	Test	Dummy	Hotel	Bar - outside	Bar Attendant	
<input type="checkbox"/>	14102089	John	Dorian	Hotel	Bar - outside	Bar Attendant	

4.0 Process Payroll (HF Web)

- 4.1 Open the Payroll module, select the appropriate Pay company & Pay Period
- 4.2 Create a New, Standard Pay Run
- 4.3 When Payroll Processing is complete, ensure that you Finalise the Pay Run (this is important if you have created multiple pay runs)

PAYROLL PROCESSING

Show Recent Payroll Fortnight

Create New Reprocess Adjustment Payrun **Finalise** Reverse finalise Undelete Show me how

#	Start date	End date
# 34	30/08/2021	12/09/2021
# 33	16/08/2021	29/08/2021
# 32	02/08/2021	15/08/2021

Date/Time Processed	Status	Type	Processed ...	#Of emplo...	Finalised	Finalised By	Date/Tim
08/09/2021 8:24 AM	Completed	Standard	Joe Rossi		No		
08/09/2021 8:18 AM	Completed	Standard	Joe Rossi	423	No		

4.0B Process Payroll (HF Back Office)

- 4.1B Open the Payroll screen, select the appropriate Pay company & Pay Period
- 4.2B Create a New, Standard Pay Run
- 4.3B When Payroll Processing is complete, ensure that you Finalise the Pay Run (this is important if you have created multiple pay runs)

Authorisation Timesheets Payroll Attendance Integration Exit

USED ONLY FOR DEMONSTRATION / TESTING

Payroll Processing

Pay Company / Period / # Start Date

Fortnight	Start Date
# 35	13/09/2021
# 34	30/08/2021
# 33	16/08/2021
# 32	02/08/2021
# 31	19/07/2021
# 30	05/07/2021
# 29	21/06/2021
# 28	07/06/2021
# 27	24/05/2021
# 26	10/05/2021
# 25	26/04/2021
# 24	12/04/2021
# 23	29/03/2021
# 22	15/03/2021
# 21	01/03/2021
# 20	15/02/2021
# 19	01/02/2021
# 18	18/01/2021
# 17	04/01/2021
# 16	21/12/2020
# 15	07/12/2020

Open Selected Period...

Pay runs for Payroll, Fortnight, # 34

Payroll, Fortnight, # 34
30/08/2021 - 12/09/2021

Date / Time Processed	Type	Processed By	# of emplo...	Finalised	Finalised By	Date/Time Finalised	Comments
07/09/2021 22:24	Standard Payrun	Joe Rossi	423	Yes	Joe Rossi	07/09/2021 23:23	
07/09/2021 22:18	Standard Payrun	Joe Rossi	423	No			

New... Adjustment Payrun... Reprocess... Open... Finalise... Close

5.0 Reviewing Results

- 5.1 In the pay run under reports, run the export to CSV - "Full Details"
- 5.2 Review the Data and advise if the data has passed or failed in a new column
- 5.3 Add a new column for 'Customer Comments'
Here please specify where the award interpretation does not align with what you expected. E.g., 'Overtime 1.5x is applicable for the first two hours, then Overtime 2.0 all hours after' or 'Laundry allowance should not apply to this profile'.
- 5.4 When you have completed this, please submit the document in Mavenlink so that a Humanforce Consultant can review and amend the Award Profiles, where applicable.

A	B	C	D	E	F	G	H	I	J	K
Payroll Code	Date	Employee	Location	Department	Role	Pay Type Name	Pay Type Export Code	Hrs/Units (Sum)	Customer Comments	Humanforce Comments
	1/03/2021	Lee Naomi	Store	Retail	Retail Assistant	Laundry Allowance	LA			
	1/03/2021	Lee Naomi	Store	Retail	Retail Assistant	Normal	915	7.5		
	1/03/2021	Smith Aimee	Hospital	Cafe	Cafe Assistant	Laundry Allowance	LA			
	1/03/2021	Smith Aimee	Hospital	Cafe	Cafe Assistant	Normal	915	7.5		
	2/03/2021	Lee Naomi	Store	Retail	Retail Assistant	Normal	915	7.5		
	2/03/2021	Smith Aimee	Hospital	Cafe	Cafe Assistant	Normal	915	7.5		
	3/03/2021	Lee Naomi	Store	Retail	Retail Assistant	Normal	915	7.5		
	3/03/2021	Smith Aimee	Hospital	Cafe	Cafe Assistant	Normal	915	7.5		
	4/03/2021	Lee Naomi	Store	Retail	Retail Assistant	Normal	915	7.5		
	4/03/2021	Smith Aimee	Hospital	Cafe	Cafe Assistant	Normal	915	7.5		
	5/03/2021	Lee Naomi	Store	Retail	Retail Assistant	Normal	915	7.5		
	5/03/2021	Smith Aimee	Hospital	Cafe	Cafe Assistant	GDO Required	OT1.75	7.5		
	5/03/2021	Smith Aimee	Hospital	Cafe	Cafe Assistant	Normal	915	7.5		
	8/03/2021	Lee Naomi	Store	Retail	Retail Assistant	Normal	915	7.5		
	8/03/2021	Smith Aimee	Hospital	Cafe	Cafe Assistant	GDO Required	OT1.75	7.5		
	8/03/2021	Smith Aimee	Hospital	Cafe	Cafe Assistant	Normal	915	7.5		
	9/03/2021	Lee Naomi	Store	Retail	Retail Assistant	Normal	915	7.5		
	9/03/2021	Smith Aimee	Hospital	Cafe	Cafe Assistant	GDO Required	OT1.75	7.5		
	9/03/2021	Smith Aimee	Hospital	Cafe	Cafe Assistant	Normal	915	7.5		
	10/03/2021	Lee Naomi	Store	Retail	Retail Assistant	Normal	915	7.5		
	10/03/2021	Smith Aimee	Hospital	Cafe	Cafe Assistant	GDO Required	OT1.75	7.5		
	10/03/2021	Smith Aimee	Hospital	Cafe	Cafe Assistant	Normal	915	7.5		
	11/03/2021	Lee Naomi	Store	Retail	Retail Assistant	Normal	915	7.5		
	11/03/2021	Smith Aimee	Hospital	Cafe	Cafe Assistant	GDO Required	OT1.75	7.5		
	11/03/2021	Smith Aimee	Hospital	Cafe	Cafe Assistant	Normal	915	7.5		
	12/03/2021	Lee Naomi	Store	Retail	Retail Assistant	Normal	915	7.5		

6.0 Export Payroll Data for Import to Test Payroll

- 6.1 Return to the Payroll module in Humanforce and Open the Pay Run previously run.
 - 6.1.1 Alternatively, you can Create a New Standard Pay Run if you wish to perform this test on a different group of employees.
- 6.2 From the Pay Run summary screen, select 'Export' and complete the Payroll Export file. This will export the payroll data from Humanforce in either a file or via API (Check with Humanforce if you are unsure of your specific configuration).
- 6.3 Import that file into your **Test Payroll** environment ensuring that the Test Payroll system is updated and a recent copy of your production environment.
- 6.4 Any new Pay Types such as new allowances must be created in payroll to match.
- 6.5 If there are any issues with the format of the Humanforce export, such as values or Pay Types (e.g., Allowances, Additions) Pay Rates, Shift Types – then please submit your findings to Humanforce via Mavenlink. Where appropriate, please include screen shots or error logs.

7.0 Applying Changes

- 7.1 The Humanforce Consultant will apply changes in Humanforce, based on the feedback of those test results and will inform you to re-test when appropriate.
- 7.2 Changes will be evaluated as to whether they are within the scope of the project or previously agreed process. Any changes that are considered out of scope may be quoted separately.

8.0 Re-running payroll

- 8.1 Once all changes have been applied you will then be able to reprocess the test pay run(s) by repeating steps 4.1 to 5.7 above. Please note, if you have Finalised the Pay Run (Per step 4.3) you will need to Un-Finalise the Pay Run to Re-Process it.

9.0 Award Sign Off

- 9.1 On confirmation that all test scenarios have been satisfied, you will be provided with an Award Sign-Off form via PandaDoc