Updating payroll inputs

Often the easiest way to inform us of any change in payroll inputs is via an Input file. These will be based on reports that you've run.

Data in IPPEX falls into three categories:

- Pre-Processsing. These are the inputs to payroll
- Post-Processing. These are the calculated Gross to Net values
- Combined. This includes information about Employees.

This article is about Pre-Processing data.

Updating Pre-processing Data

Start with a payroll input report spreadsheet. Edit the sheet to contain any changes required:

|	A	B	C	D	E	F	G	H	I	J	K	
1	Payroll Name/Date	Emp No	First name(s)	Last name	Department	Monthly Salary	Monthly Salary - From	Monthly Salary - To	Employee Pension %	Employee Pension % - From	Employee Pension % - To	Employer
2	Payco (UK)/Aug 2022	1	Jesse	Pinkman	Marketing & Content	1,500.00	01 Aug 2022		5.00	01 Apr 2022		
3	Payco (UK)/Aug 2022	2	Hank	Schrader	Development	6,666.67	01 Apr 2022		5.00	01 Apr 2022		
4	Payco (UK)/Aug 2022	3	Lydia	Rodart	Marketing & Content	7,500.00	01 Apr 2022		5.00	01 Apr 2022		
5												

Note that all permanent payroll elements have a start and end date. If you need to change a permanent pay element include the date the change will be effective from as well as the new value.

- Save the sheet with the changes you've made.
- Upload the sheet to your IPPEX file system.
- Place the updated report in your Outbox for the period it relates to.
- UnaTerra will upload your data as part of the monthly upload process.
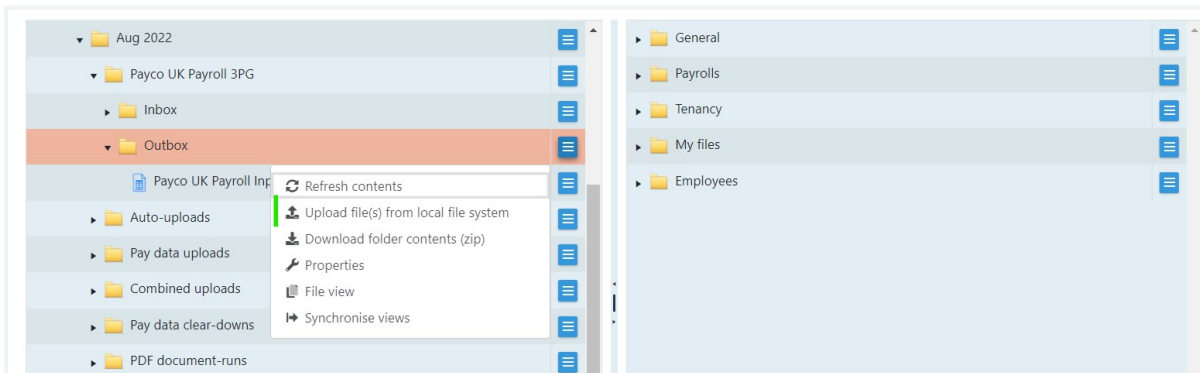
Auto Upload Pre-Processing Data

Rather than wait for UnaTerra to upload your payroll inputs, you can submit an auto-upload. Open the Auto-uploads folder and click the action menu for the Combined tabular uploads folder.
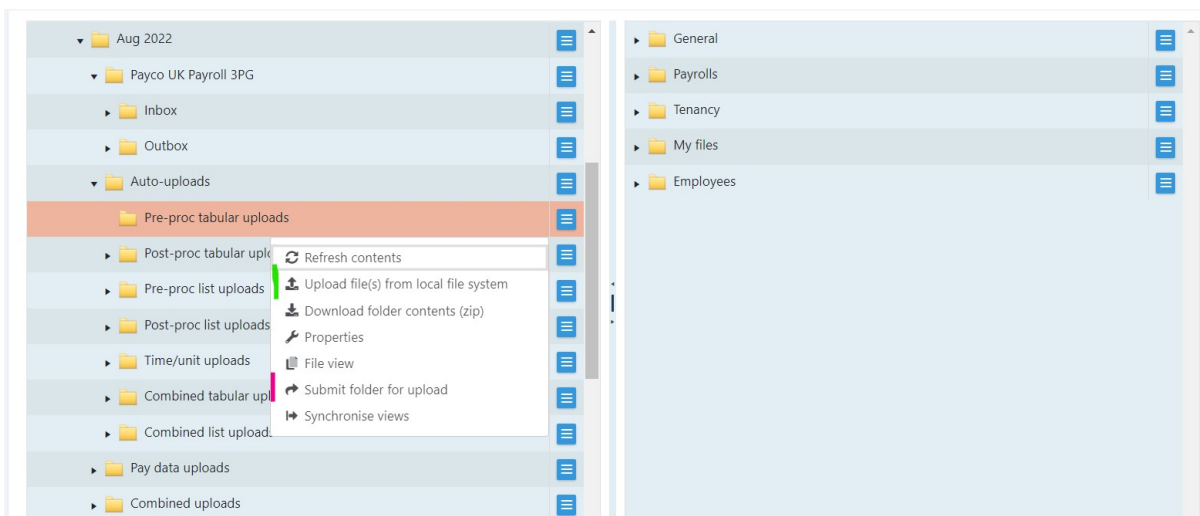
- Load the Pre-processing data.
- Click the Action menu again and select Submit folder for upload.
- You will get a confirmation message. Click Yes and the upload will be processed.
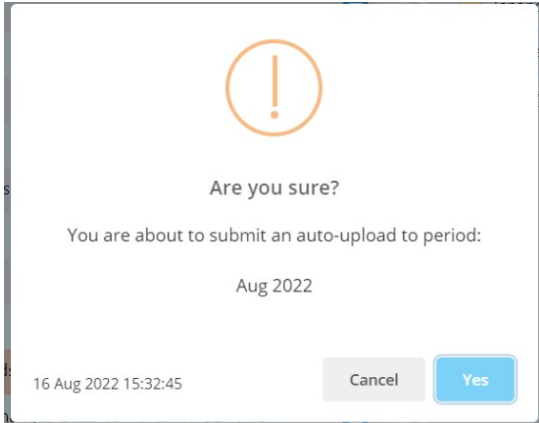
The data will be uploaded, and you'll receive an email to confirm when the upload has completed.