

The Contract Control Module is an optional module that has been designed specifically for colleges and universities to support the management and payment of hourly paid lecturers.

This could be used for part-time sessional or visiting lecturers, tutors claiming overtime or members of staff such as administrative staff undertaking additional teaching duties.

**Contract Details**

Employee: [Name] [ID Number]

Reference: [Field] Working To Set Design Briefs Mon

Area Of Study: [Dropdown] Working To Set Design Briefs

Session: [Dropdown] Working To Set Design Briefs

Department: [Dropdown] Art, Design, Media & Performing Art

Payroll Code: [Dropdown] Seasonal Contracts - Rate - 14.50

Activity Year: [Field]

Day: [Dropdown] Monday

Date - From/To: [Date] [Date]

Time - From/To: [Time] [Time]

Status: [Dropdown] Open

Posted?

Room: [Field]

Cover?

Reason: [Dropdown]

Cover For: [Field]

Amount: [Field]

Summary:

Contract Number: [Field]

Post Reference: [Field]

Register Reference: [Field]

Overseas: [Field]

Duration: [Field]

Rate:  14.50

Value: [Field]

Overheads: [Field]

Value Claimed: [Field]

Overheads Claimed: [Field]

Buttons: [OK] [Close]

**Personnel**

Contract	Category	Description	Gen Code	Date	Rate	Value
Working To Set Design Briefs Mon Part Time Contracts		06-Jan-2000 09:00-12:00 7:04 828.2000	16012000	04.700	3.00	41.7
Working To Set Design Briefs Mon Part Time Contracts		13-Jan-2000 09:00-12:00 7:04 828.2000	12012000	04.700	3.00	41.7
Working To Set Design Briefs Mon Part Time Contracts		20-Jan-2000 09:00-12:00 7:04 828.2000	09012000	04.700	3.00	41.7
Working To Set Design Briefs Mon Part Time Contracts		27-Jan-2000 09:00-12:00 7:04 828.2000	27012000	04.700	3.00	41.7
Working To Set Design Briefs Mon Part Time Contracts		03-Feb-2000 09:00-12:00 7:04 828.2000	03022000	04.700	3.00	41.7
Working To Set Design Briefs Mon Part Time Contracts		10-Feb-2000 09:00-12:00 7:04 828.2000	10022000	04.700	3.00	41.7

Within this module 'schedules of work' can be defined including lecturer details, course details and the dates, time and rate of pay for that contract.

These can be defined manually or, if used in conjunction with the Registers module of Agresso QL Students, can be created automatically from the timetable.

The claims process is used to authorise payments. The authorisation process can either be manual, through the conventional claims process, or can be automated by using the register marking process to suggest and authorise payments. Once a claim has been made each payment can be viewed and edited in the Payroll module.

**Pay Advice**

Name: [Field] Employee: [Field]

Date: [Field] Tax Code: [Field]

Period: [Field] NI Number: [Field]

Description	Value	Description	Value
06-Jan-2000 09:00-12:00	41.74		
13-Jan-2000 09:00-12:00	41.74		
20-Jan-2000 09:00-12:00	41.74		
27-Jan-2000 09:00-12:00	41.74		
03-Feb-2000 09:00-12:00	41.74		
10-Feb-2000 09:00-12:00	41.74		

Taxable Gross: [Field]

Tax: [Field]

NI EE: [Field]

NI EP: [Field]

Employee: [Field]

Slipover: [Field]

SSP: [Field]

SNP: [Field]

Net Pay: [Field]

Total Payments: [Field] Total Deductions: [Field]

Through dynamic integration, Agresso QL Financials is updated automatically as part of this process. The commitments are reduced and as the payroll is processed the actual values are updated.

The screenshot shows the 'General Ledger Enquiry' window with the following data in the grid:

GL Code	Opening Balance	Dr Movement	Cr Movement	Budget Value	Variance	Percentage	Commitment	Closing Balance
7.04.020.2000	0.00	0.00	0.00	0.00	1,283.08	0.00	0.00	0.00

Throughout the Agresso QL Personnel system core users will appreciate the benefits of the Agresso QL Workbench desktop presentation including outstanding speed, power and flexibility. More casual, less accomplished users will appreciate the ease of use provided by the standard Windows “look & feel” and the ability to see everything in a single screen display. All users will enjoy the ability to define their own views of information using simple “point & click” functionality.

For ease of use the Workbench desktop consists of three main areas - toolbars in the top section provide the full range of required functionality; the mid section prompts for search criteria to allow the user to specify exactly what information is required; the main section displays the resultant information in the Microsoft standard Janus Grid. It is this grid area that offers tremendous scope to define the format of the information retrieved. A variety of tabs allow the user to select alternative views of the information retrieved via additional, definable grids.