



**Strategic
Command**

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To all Units with
Dependant employees

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2021

DEPENDANT EMPLOYEES

PAY REPORTING RESPONSIBILITIES

UNITS AND SCHOOLS

IMPORTANT

***Please Read and Retain for
Reference Purposes!***

**THIS INSTRUCTION CONTAINS IMPORTANT INFORMATION REGARDING
PAY REPORTING PROCEDURES, WHICH APPLY TO DEPENDANT
EMPLOYEES**

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1. FORWARDING DOCUMENTS – GEO LEC HR

All documents should now be sent directly to the respective GEO LEC HR department in either Sennelager or Mönchengladbach unless otherwise directed.

The Head of Agency for both Dependant and DEL employees is GEO LEC HR and is therefore the first point of contact and will offer advice on all matters relating to pay and conditions of service. The following documents are to be forwarded to the GEO LEC HR Team, once signed by Line Managers (where applicable):

- DEP BFG 24 including supplementary time sheets where needed.
- DEP On-Call sheets
- DEP Sick Notes.
- DEP Shift Rosters.
- DEP Travel Claims.

Please note: All documents for DEL (staff working on the German economy) are to be forwarded to GEO LEC HR!

2. HR SYSTEM

The current HR and (DEP) pay system is called Resource Link. All employees are recorded with unique personnel numbers. The DEP number is 7 digits long. Jobs/posts are identified by 10 digit Post IDs which indicate the geographical location where an individual is employed. For example GCGCNO1234 would be Normandy Bks in Sennelager. The number (last 4 digits) is simply the next number in sequence.

3. ATTENDANCE RECORD

Once completed by the individual or Civil Labour Administrator the attendance sheet needs to be certified by the line manager/ supervisor who must be a Military Officer; UKBC or LEC C7 (or above).

It is **important** that both the employee and their supervisor sign the attendance record as being an accurate record of attendance. **The supervisor must sign after the employee has completed the form.** If it is not possible for the employee to sign the attendance record (i.e. he/she is on holiday or is on sick or maternity leave), then the supervisor is to annotate the record with the reason for non-signature of the employee. Please remember that unsigned or incomplete attendance records will have to be returned and therefore may lead to delays in payment.

4. REPORTING PERIODS AND TIMESCALES

Reporting periods and the dates by which attendance records are to be despatched to the relevant GEO LEC HR department are shown below:

Month	Pay Reporting Period (last entry date on attendance record)	Latest Date for Despatch to GEO LEC HR department
Jan 21	31/01/2021	01/02/2021
Feb 21	28/02/2021	01/03/2021
Mar 21	28/03/2021	29/03/2021
Apr 21	25/04/2021	26/04/2021
May 21	30/05/2021	31/05/2021
Jun 21	27/06/2021	28/06/2021
Jul 21	25/07/2021	26/07/2021
Aug 21	29/08/2021	30/08/2021
Sep 21	26/09/2021	27/09/2021
Oct 21	31/10/2021	02/11/2021
Nov 21	28/11/2021	29/11/2021
Dec 21	31/12/2021	04/01/2022

The Attendance Record is to be despatched to the respective GEO LEC HR department on the next working day, following the date of the last entry on the attendance record, as advised in the table above. However, known attendance information is to be included to the last calendar day of the month - see *also section 5*.

Unit and school admin staff, supervisors and individuals should be aware that Attendance Records received late could lead to delayed payments.

5. COMPLETION OF ATTENDANCE RECORDS

Where the last few days of the month are not covered by the attendance reporting period for any month, e.g. the 26 - 30 April 2021 is outside the pay reporting period ending on 25 April 2021, overtime/allowance and attendance information for these days is to be carried forward to the **next reporting period**. This residual information is to be entered at the section on the attendance record headed '**Supplementary Data for the Previous Month**' - **the exception to this is sick absence, maternity, unpaid leave, unauthorised absence or annual leave. Where it is known that these types of absence are continuing to the end of the month, then this information should be recorded on the current month's attendance sheet. Line managers are requested to ensure that this is adhered to.**

Entering Working Hours

Where an employee works regular fixed working hours each week (with same starting and finishing times) then it is not necessary to enter the starting and finishing times each day. Only the weekends, public holidays, sick, authorised special leave or annual leave days need to be annotated/entered in this case.

If an employee has weekly hours that vary, then the daily working hours must be entered for each day worked. Line Managers must ensure that the actual weekly contractual hours are not exceeded.

In the case of employees with Bank contracts (also known as Zero Hour or As and When contracts) the working hours must be entered. Only then can payment be made.

Lunch Breaks

Lunch Breaks apply to those working **more than six hours per day**. In this case a 30 minutes **Unpaid** break is to be adhered to. Should staff wish to increase the length of the lunch break then the working day will need to be extended accordingly.

Entering Sickness

If an individual leaves their place of work other than their normal finishing time they are to record hours actually worked on the attendance sheet e.g. if an individual reported for duty at 08.30 but felt unwell and was sent home at 09.30 the entry on the attendance sheet should show morning - begin 08.30; end 09.30; Sick for remainder of the entry.

The exception to the above is employees who are terminating. Information for these individuals should be shown **up to and including their last day at work**. For example, if an individual terminates their employment on the 16th of the month, the attendance record is to show actual attendance information up to and including that day. The attendance record is to be despatched (as per section 2 above) **on the next working day**. This will ensure that the individual receives their final pay and documentation without delay.

6. OVERTIME

Units and Line Managers are to ensure that all overtime reported on attendance sheets has been properly authorised by the appropriate Budget Holder.

7. TIME OFF IN LIEU

Where overtime is worked and Time Off In lieu (TOIL) is to be taken, the attendance record is to be annotated to this effect against the appropriate entry. When the TOIL is eventually taken, the attendance record is to be annotated 'TOIL taken for(show the date when the additional time was worked)'.

Where 'Rest Days' are taken on a weekday, rather than a Saturday or Sunday, please ensure that these days are shown on the attendance sheet with the letters 'RD'.

If work is undertaken on a Public Holiday, the attendance sheet should be annotated TOIL or NO TOIL as appropriate. When the TOIL is eventually taken the attendance record should show 'TOIL taken for (quoting the date of the PH).

8. SHIFT ROSTERS/WORKS AGREEMENTS

Units are to send copies of new or amended **shift rosters** to the respective GEO LEC HR department as soon as possible. The shift roster should contain the following information:

1. Address and title of the unit
2. The WPN of the unit
3. The effective date of implementation
4. The surname, forenames, pay number and **Post ID** of each employee working the roster.
5. **The number of weeks over which the shift cycle runs and the starting point of the shift cycle.**

Similarly, the same applies to unit/branch *works agreements*, which are to show, both the **regular hours** and **additional hours** being worked.

9. TERMINATION OF EMPLOYMENT

It is essential to check that termination letters have been forwarded by employees to the respective GEO LEC HR department. Besides creating extra work, this can result in a waste of public funds.

Where an employee terminates his/her employment at short notice, i.e. notice is only given within the current month, the unit or school must inform GEO LEC HR immediately by phone or email. Prompt action may help in avoiding an overpayment!

Employees must submit a letter of termination to GEO LEC HR and must also provide a forwarding address as well as UK bank account details (where the local bank account is to be closed prior to any final payment being made).

10. ABSENCE REPORTING

The attached Annex shows the methods for reporting absences when an employee is not at work. Staff and supervisors with pay reporting responsibilities are asked to ensure that **all** correspondence and documentation (**including medical certificates**) are noted with the employee's personnel/pay number/Post ID **and** the WPN of the unit. Please make sure that the employee's name is also clearly shown.

Units and Schools are to inform their Dependant workforce that self-certified sick notes are to show the last day of illness and not the first day back to work. To avoid over or underpayments, reporting staff should ensure that self-certificates and sick notes are forwarded to the respective GEO LEC HR department immediately upon receipt. Where illness is protracted, the employee should be hastened to submit the medical certificate to ensure that current sickness is certified.

Units and Schools are to ensure that their Dependant workforce do not use self-certified sick forms for the caring of a sick child. The employee should either take annual leave, unpaid leave or, where regulations permit, special paid leave (in the case of Special Paid Leave the employee has to complete a **Special Paid Leave due to Illness of Child** form which has to be forwarded to GEO LEC HR – FSI(G) 8002 Section 2 Para 2.051g refers).

Units and schools are to advise GEO LEC HR on the first day of return to duty following a period of maternity/adoption leave or long-term sickness for members of staff. Failure to do so may result in non-payment of monies due.

Please forward documentation to the respective GEO LEC HR department as soon as it is received; it should not be held over and sent with the attendance record towards the end of the month.

Following abbreviations are to be used on the attendance record for absences from work:

<u>Full Description</u>	<u>Abbreviation</u>	<u>Comment</u>
Annual Leave	L	
Dismissed	D	
Educational Leave	EL	
Keeping in Touch KIT (Maternity/adoption leave only)		
LSA2 TO LSA 3 Cover Supervision	COV3	School staff only
Manoeuvres, each day spent of	M	
Maternity Leave, Ordinary	OML	
Maternity Leave, Additional	AML	
Notice, First day of a period of	K	
No Time off In Lieu	No TOIL	
Parental Leave (treat as unpaid leave)	UL	
Paternity Leave, Ordinary	OPL	
Paternity Leave, Additional	APL	
Public Holiday	PH	

<u>Full Description</u>	<u>Abbreviation</u>	<u>Comment</u>
Rest day	RD	
Sick Self Certified	SSC	
Sick Doctors Certificate	SDC	
Sick certificate not provided by individual	SUC	
Special Leave (including illness of child)	SL	
Training Course	TC	
Time off In Lieu	TOIL	
Unauthorised Absence – unpaid	UA	
Under notice – not required to work	N	
Unpaid Leave	UL	

The GEO LEC HR department is to be informed by email of employees returning from long-term sick absence (in excess of two weeks).

11. SEVERITY ALLOWANCE

A monthly report is to be submitted by units who have staff regularly in receipt of a severity allowance. The report is to show surname, forenames, pay/personnel number, Post ID, WPN and the number of hours performing the tasks which attract the payment of a severity allowance.

12. OVERPAYMENTS

- a. Any overpayment of salary/wages or expenses issued by mistake will be recovered in full or by monthly deductions from future salary/wages. Consideration will be given to the amount of the overpayment and the period over which the overpayment occurred when taking recovery action.
- b. Dependant employees who have an outstanding overpayment on cessation of employment will have the balance recovered either from final salary/wages or from any gratuity payment that they may be due. Where monies remain outstanding after final payments have been issued the individual will be required to reimburse the "Authority" as soon as notified.
- c. It is the responsibility of the individual to advise the GEO LEC HR department immediately if they receive a payment to which they know (or suspect that) they are not entitled to receive. This is particularly important if an overpayment occurs or an error is so obvious that to retain it or fail to expose it could constitute obvious bad faith. Dependant employees are to immediately question payments that may be erroneous; it will prevent them from building up and thus avoid the personal inconvenience that recovery action might cause.

The pay slip notifies the employee of the payments and deductions made; **it is the employees' responsibility to carry out basic checks on their entitlements and on what they are being paid. Not all employees check their salary each month, even though they have a means to do so. Nevertheless, the responsibility for identifying straightforward errors rests with the employee.** It is not acceptable that the employee received the monies in good faith, simply on the grounds that they were not aware of the mistake.

13. UNDERPAYMENTS

- a. If an underpayment occurs the GEO LEC HR department can arrange for an advance of pay to be issued to the employee's bank account. This will depend on the reason for the underpayment and the amount concerned. A small underpayment may be added to pay due in the following month.
- b. If it is found that the bank account details provided were incorrect then this may take several days to clear. It is essential that financial propriety and the safeguarding of Public Funds is met.

14. GOVERNMENT ACCOUNTING RATE (GAR)

Dependant employees should be aware that the fluctuation in the GAR may influence their pay. The GAR is the rate that is issued by UK HM treasury to all UK government departments to be used in all government financial conversions. The setting of this rate is out of the control of the MoD and must be complied with.

Although salary payments are in Euro, the background software calculations need to be carried out in sterling to take UK statutory entitlements such as maternity and sick pay as well as UK National Insurance contributions into account. Changes in the GAR rate will affect the payments and deductions that we make.

15. TRAVEL AND ADVANCES FOR TRAVEL EXPENSES

Current travel rates together with submission forms can be found under [BFGNet.de/employment/Pay Advice/DEL/DEP Pay Information/DEL/DEP Travel Claim](http://BFGNet.de/employment/PayAdvice/DEL/DEP%20Pay%20Information/DEL/DEP%20Travel%20Claim).

It must be remembered that traveling time is not working time.

- a. Advances for travel expenses can be arranged through GEO LEC HR. Requests for payment of an advance of travel expenses must be forwarded to GEO LEC HR in writing, at least 15 working days in advance of the commencement of the period of detached duty.
- b. Advances can only be paid into an employee's bank account. If enough notice is given, advances will be paid with salary, otherwise a separate bank credit transfer will be arranged.

c. All travel expense advance applications must contain the following information and be authorised by the Line Manager:

- Name
- Personal number and Post ID
- WPN
- Amount requested
- Dates and place of detachment
- Type of accommodation

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Copy to

All units and schools with dependant employees (via email)

NOTIFICATION OF ABSENCES FOR DEPENDANT EMPLOYEES

Absence Type	Method of Notification
Unauthorised Absence	Absence of <u>less</u> than 3 days are to be recorded on the appropriate attendance record and sent to the respective GEO LEC HR department at the end of each pay reporting period
	Absences of 3 days or more are to be notified immediately via email to the respective GEO LEC HR department.
Certified Sick Absence <i>On new 'fit notes' – "you are not fit for work" box ticked.</i>	Send medical certificates direct to the respective GEO LEC HR department, as soon as they are received . Doctors certificates backdated by more than two days will only be accepted in exceptional circumstances FSI(G) 8002 Para 2.066 (c) refers.
Statement of Fitness for Work <i>"you may be fit for work" box ticked.</i>	Line Manager and GEO LEC HR to be contacted immediately. Fit note to be sent to respective GEO LEC HR department.
Self Certified Sick Absence	Send self-certified certificates direct to the respective GEO LEC HR department as soon as they are received . Self-certified certificates backdated by more than two days will only be accepted in exceptional circumstances. FSI(G) 8002 Para 2.066 (c) refers.
Maternity Leave	Send original Mat B.1 and notification of pregnancy form (appendices 1 and 2 to Annex K FSI(G) 8002 section 2) to respective GEO LEC HR department.
Adoption Leave	Send original matching certificate and notification of adoption proforma (Appendix 3 to Annex K FSI(G) 8002 Section 2) to GEO LEC HR department, who must also be notified within 7 days of confirmation by the adoption agency.
Parental Leave	A total of up to 13, unpaid, weeks can be taken, but no more than 4 in each year and not beyond the child's 5th birthday (18 th birthday if child is disabled). See FSI(G) 8002 Para 2.100.
Paternity Leave, Ordinary	Ordinary Paternity Leave, one or two consecutive weeks. 28 days' notice before the start of the OPL, is to be given to GEO LEC HR via Line Manager. Details can be found in FSI(G) 8002 Para 2.102.
Paternity Leave, Additional – births - adoption	Allows eligible employees to take up to 26 weeks leave to care for their new child. Mother or co-adopter must have returned to work . See FSI(G) 8002 Para 2.104.

Shared Parental Leave	SPL is designed to provide an opportunity for parents to take advantage of additional flexibility in the way they choose to care for a new-born or adopted child. SPL is calculated using the mother's primary maternity or adopter's entitlement to maternity or adoption leave, allowing them to take up to 52 weeks leave. If the mother/primary adopter reduces the maternity/adoption leave entitlement, then they or their partner may opt into the SPL system and take any remaining leave as SPL. Contact GEO LEC HR for further details.
Special Leave - Look after a Sick Child up to Age 18	Completed ' Special Paid Leave due to Illness of Child ' form at FSI(G) 8002 Appendix 2 to Annex I (FSI(G) 8002 Para 2.051 g refers) is to be sent, via the Line Manager, to GEO LEC HR. Any overtaken days will be deducted automatically.
Unpaid Leave	Unpaid leave can only be granted in exceptional circumstances. Application, via Line Manager, to GEO LEC HR.