



Date Added	Report Name	Details
01 Jan 2010	Assignments with a Last Paid Date between 2 Specified Dates	<p>This report will return a list of Assignments where the employee's last paid date for an Assignment was within the dates specified.</p> <p>The report columns are Assignment Number, Surname, Initials, Pay Period and Last Paid Date.</p> <p>The report prompts for the Start Date and End Date of the period to be checked.</p> <p>The report is sorted by Surname, Initials and Assignment Number.</p>
01 Jan 2010	Budget Report for a Specified Pay Type and Pay Period	<p>This report will produce a list of staff paid in a specified period with salary and contract hour information.</p> <p>The report columns are Cost Centre Description, Cost Centre Code, Name, Payscale, Point, Salary, Contract Hours, Contracted WTE and Increment Date.</p> <p>The report prompts for Pay Type and Pay Period.</p> <p>The report is sorted by Cost Centre and Name.</p> <p>The report is sub-totaled at Cost Centre level.</p> <p>The report totals on Salary, Contract Hours and Contracted WTE.</p>
01 Jan 2010	Car Permit Amounts for Staff with a Specified Grade	<p>This report will produce a list of staff who have paid for a Car Permit and are in a specified Grade within a Specific Tax Year detailing the amount that they have paid.</p> <p>The report columns are Name, Pay Type and Pay Period, Pay Period Type, Element Description, Amount and Grade.</p> <p>The report prompts for Grade and Tax Year.</p> <p>The report is sorted by Name, Pay Type and Pay Period and Pay Period Type.</p>
01 Jan 2010	Staff Earning Over a Specified Overtime Amount within a Specific Tax Year.	<p>This report will produce a list of Staff who were paid more than a user specified amount of overtime within a specified Tax Year.</p> <p>The report columns are Name and Overtime Amount.</p> <p>The report prompts for the amount above which the total amount of overtime received by the employee will be reported on. It also prompts for the Tax Year to be checked.</p> <p>The report is sorted by Name and Initials.</p>



01 Jan 2010	Cost of Living Payments for Contracted to Over 32 Hours per week for a Specified Pay Period.	<p>The report will produce a listing of the Cost of Living Payments (element 1547) for all Staff who are contracted for over 32 hours per week.</p> <p>The report columns are Assignment Number, Name and Amount.</p> <p>The report prompts for combined Pay Type and Period.</p> <p>The report is sorted by Name and Assignment Number.</p> <p>The report is sub-totaled at Assignment Number and Name level.</p> <p>The report totals on Amount.</p>
11 March 2010	Detailed Gross Pay Report	<p>This report will produce a listing of the Gross Pay broken down by Cost Centre, Account Code and Assignment number for the Tax Year specified.</p> <p>The report columns are Cost Center, Cost Centre Description, Account Code, Assignment Number, Name, Job Title, Grade, Scale, Occupation Code, Increment Date, Pension Code, Salary, WTE, Gross Pay and Management Code.</p> <p>The report prompts for Pay Year.</p> <p>The report is sorted by Cost Centre, Account Code, Surname and Initials.</p> <p>The report is sub-totaled at Cost Centre and Account Code level.</p> <p>The report totals on Salary, WTE and Gross Pay.</p>
25 March 2010	Employee Gross Pay Report for a specified Pay Frequency and Range of Periods	<p>This report will produce a listing of the Gross Pay for each Employee over a number of periods.</p> <p>The report columns are Assignment Number, Name and Gross Pay.</p> <p>The report prompts for Pay Type, Start Period and End Period.</p> <p>The report is sorted by Name.</p> <p>The report totals Gross Pay.</p>
07 May 2010	Payroll Exception Audit Report	<p>This report will produce an audit listing of all Payroll Exceptions where the status has been changed from either Not Accepted to Accepted or from Accepted back to Not Accepted.</p> <p>The report columns are Name, Paygroup, Job Title, Exception, Detail, Status, Notes, Username and Updated.</p> <p>The report prompts for Pay Type and Period.</p> <p>The report is sorted by Username.</p>



15 June 2010	Mileage Claimed During Specified Tax Year	<p>This report will produce a listing of miles claimed by Employee and Mileage Type. All elements with 'mile' in their description are included.</p> <p>The report columns are Name, Person Id, Mileage Type and Miles.</p> <p>The report prompts for Tax Year.</p> <p>The report is sorted by Surname, Initials and Person Id.</p> <p>The report totals miles claimed.</p>
26 Oct 2010	Pension changes	<p>This report can be used to check that any changes to pension tiers are correct and to ensure that changes to payscale have been assessed for possible pension tier changes. Run any time after loading interim or final copy payslips</p> <p>The report columns are Assignment Number, Name, Job Title, Payscale, Prev Payscale, Pension % and Prev %.</p> <p>The report prompts for Pay Type, Period and Payrun Type.</p>
01 June 2011	Check for Excess Pension Hours	<p>This report will produce a listing of employees with more than 1 assignment along with their total Hours Worked.</p> <p>The report columns are Person Id, Name and Hours Worked.</p> <p>The report prompts for Financial Year.</p> <p>The report is sorted in descending order by Hours Worked.</p> <p>The report totals the Hours Worked.</p>
17 Jan 2012	Projected Pensionable Pay for NI A Rated Staff using Period	<p>This report will produce a listing all staff who only have assignments which pay A rated NI. Taking their Pensionable Gross and extrapolating that to an annual figure..</p> <p>The report columns are Person Id, Name, Year to Data Pensionable Pay, Calculated Annual Pensionable Pay.</p> <p>The report prompts for Pay Type and Period.</p> <p>The report is sorted by name.</p> <p>The report totals Year to Data Pensionable Pay and Calculated Pensionable Pay.</p>



14 May 2012	Invalid Cost Codes for Period	<p>This report will produce a listing of all assignments for a specified period where there is an invalid Cost Code. The report will only display the constituent part of the Cost Code that is invalid. The report checks Adjusted Cost Codes (taking into account any Journal changes which have been made) against entries in the Maintain Valid Cost Codes screen.</p> <p>The report columns are Period, Assignment Number, Name, Scale, Element, Amount, Cost Centre, Account Code, Sub Analysis 1, Sub Analysis 2, Amended by</p> <p>The report prompts for Pay Type, Period and Payrun Type.</p> <p>The report is sorted by name.</p>
20 Sept 2012	Gross Costs for Monthly or Weekly, Period, Scale	<p>This report will produce a listing of Gross Pay for Assignments that match the selection criteria. The user can select to run the report for Monthly and or Weekly assignments. They can also select the period to report or to report for the whole financial year. Finally they can select to report for a particular grade or the can select to report for a partial grade (ie all grades beginning XN). The report uses the Adjusted Cost Codes (taking into account any Journal changes which have been made).</p> <p>The report columns are Name, Assignment Number, Payscale, Cost Centre, Account Code, Gross Cost.</p> <p>The report prompts for Pay Type, Period or Year and finally Grade or partial Grade.</p> <p>The report is sorted by Name, Assignment Number, Scale, Cost Centre and Account Code.</p>
03 Oct 2012	Pension Percentage Report for Pay Type and Period	<p>The report produces a listing of the Pension Percentage by Assignment for a designated period.</p> <p>The report columns are Assignment Number, Name, Employee's Pension Paid, Pensionable Pay and the Employee's Pension Percentage paid.</p> <p>The report prompts for Pay Type and Period.</p> <p>The report is sorted by Employee Name and Assignment Number.</p>
03 Oct 2012	Average Pensionable Pay Report for a specified Pay Frequency and Range of Periods by Assignment	<p>This report will produce a listing of Average Pensionable Pay by Assignment over a selected period for either the Monthly or Weekly payroll.</p> <p>The report columns are Assignment Number, Name and Average Pensionable Pay.</p> <p>The report prompts for Pay Type, Start Period and End Period.</p> <p>The report is sorted by Employee Name and Assignment Number.</p>
03 Oct 2012	Average Pensionable Pay Report for a specified Pay Frequency and Range of Periods by Employee	<p>This report will produce a listing of Average Pensionable Pay by Employee over a selected period for either the Monthly or Weekly payroll.</p> <p>The report columns are Staff Id, Name and Average Pensionable Pay.</p> <p>The report prompts for Pay Type, Start Period and End Period.</p> <p>The report is sorted by Employee Name.</p>



27 Feb 3013	Staff with Gross Pay greater than £100k for a specified Tax Year	<p>This produces a listing of staff who received pay great than £100000 for a specified Tax Year.</p> <p>The report columns are StaffId, Name and Gross Pay.</p> <p>The report prompts for Tax Year.</p> <p>The report is sorted by Gross Pay Amount.</p> <p>The report totals Gross Pay.</p>
06 Mar 2013	Pension Report 1 - for A,B,C,J NI rated staff not paying into pension for a specified year and beyond	<p>This report produces a listing of all staff who pay A, B,C or J rate NI and have not been paying into the pension scheme.</p> <p>The report columns are Name, Assignment Number, Date of Birth, NI Letter, Last Paid Period, Contract Hours, Salary, Assignment Gross Pay YTD, Assignment Pensionable Pay YTD, Assignment Pension Contributions YTD, Total Gross Pay YTD, Total Pensionable Pay YTD, Total Pension Contributions YTD, NI Number, Department, PayGroup.</p> <p>The report prompts for the Year.</p> <p>The report is sorted by Name.</p> <p>The report totals Contract Hours, Salary, Assignment Gross Pay YTD, Assignment Pensionable Pay YTD, Assignment Pension Contributions YTD, Total Gross Pay YTD, Total Pensionable Pay YTD, Total Pension Contributions YTD.</p>
12 Mar 2013	Pension Report 2 - for NOT 'A,B,C,J NI rated staff not paying into pension' for a specified year and beyond	<p>This report produces a listing of all staff who do not 'pay A, B,C or J rate NI and have not been paying into the pension scheme'. These are all the staff not included in Pension Report 1.</p> <p>The report columns are Name, Assignment Number, Date of Birth, NI Letter, Last Paid Period, Contract Hours, Salary, Assignment Gross Pay YTD, Assignment Pensionable Pay YTD, Assignment Pension Contributions YTD, Total Gross Pay YTD, Total Pensionable Pay YTD, Total Pension Contributions YTD, NI Number, Department, PayGroup.</p> <p>The report prompts for the Year.</p> <p>The report is sorted by Name.</p> <p>The report totals Contract Hours, Salary, Assignment Gross Pay YTD, Assignment Pensionable Pay YTD, Assignment Pension Contributions YTD, Total Gross Pay YTD, Total Pensionable Pay YTD, Total Pension Contributions YTD.</p>



14 Apr 2013	NEST contributions for a specified pay period.	<p>This report produces a listing of all staff who are contributing to a NEST pension for a specified pay period.</p> <p>The report columns are RecordID, Surname, NINo, EmployeeNo, Pensionable Earnings, Blank, Employer Contributions and Member Contributions. Note the RecordID and Blank columns are empty and are for the user to populate if desired.</p> <p>The report prompts for Pay Type and Period.</p> <p>The report is sorted by Surname.</p> <p>The Pensionable Earnings are calculated from the employee's Gross Pay (minus Regular User Allowance and any Expenses). Excluding the first £486 and any earnings above £3532 for monthly paid staff and excluding the first £112 and any earnings above £815 for weekly paid staff.</p>
14 Jun 2013	Staff Potentially eligible for NEST based on specified pay period.	<p>This report produces a listing of all staff who pay A, B, C or J rate NI and have not been paying into the pension scheme for a specified pay period.</p> <p>The report columns are Name, NINo, Employee Number, Gross Pay, Regular User, NEST Pensionable Earnings.</p> <p>The report prompts for Pay Type and Period.</p> <p>The report is sorted by Surname.</p> <p>The NEST Pensionable Earnings are calculated from the employee's Gross Pay (minus Regular User Allowance and any Expenses). Excluding the first £486 and any earnings above £3532 for monthly paid staff and excluding the first £112 and any earnings above £815 for weekly paid staff.</p> <p>The report totals Gross Pay, Regular User and NEST Pensionable Earnings.</p>
15 Jul 2013	NEST contributions for a specified pay period by Assignment.	<p>This report produces a listing of all assignments where staff are contributing to a NEST pension for a specified pay period.</p> <p>The report columns are RecordID, Surname, NINo, Assignment Number, Pensionable Earnings, Blank, Employer Contributions and Member Contributions. Note the RecordID and Blank columns are empty and are for the user to populate if desired.</p> <p>The report prompts for Pay Type and Period.</p> <p>The report is sorted by Surname.</p> <p>The Pensionable Earnings are calculated from the employee's Gross Pay (minus Regular User Allowance and any Expenses). Excluding the first £486 and any earnings above £3532 for monthly paid staff and excluding the first £112 and any earnings above £815 for weekly paid staff.</p>



28 Aug 2013	Multi Part Time Posts with No Full Time Posts and Missing Pension for a specified Period	<p>This report produces a listing of all assignments for staff who have multiple part time posts and no full time post and who are not paying into a pension scheme on all assignments. This report will be primarily of use to Trusts operating a 'single employee relationship' for Auto Enrolment.</p> <p>The report columns are Name, Assignment, GrossPay, ContrWTE, ContHrs and PensionAm.</p> <p>The report prompts for Pay Type, Period and whether or not the user wishes to include active posts from previous years. For users wishing to run the report for a specified Financial period (ie Month 1 and Weeks 1 to 4) see the report below.</p> <p>The report is sorted by Surname.</p> <p>The report totals GrossPay, ContrWTE, ContHrs and PensionAm.</p>
28 Aug 2013	Multi Part Time Posts with No Full Time Posts and Missing Pension for a specified Period (Includes Monthly and Weekly)	<p>This report produces a listing of all assignments for staff who have multiple part time posts and no full time post and who are not paying into a pension scheme on all assignments. The report will not include employees who have had a tick entered in the 'Ignore for Multi Post Report' user defined tick box. This report will be primarily of use to Trusts operating a 'single employee relationship' for Auto Enrolment.</p> <p>The report columns are Name, Assignment, GrossPay, ContrWTE, ContHrs and PensionAm.</p> <p>The report prompts for Period and whether or not the user wishes to include active posts from previous years. The period entered is the Financial period and will include all weeks that have been specified as belonging to the month entered in the Maintain System Parameters screen under Housekeeping.</p> <p>The report is sorted by Surname.</p> <p>The report totals GrossPay, ContrWTE, ContHrs and PensionAm.</p> <p>NOTE - Before running this report the user will need to run a script that they can obtain by emailing Meantime Systems support on support@meantimesystems.co.uk.</p> <p>NOTE - To be able to ignore certain employees the user will need to create a tick box named 'Ignore for Multi Post Report' in the Tick Box option in Maintain Employee Information Fields found under Housekeeping. They will then need to populate this field in the Person Information window for the specified employees.</p>
28 Oct 2013	Minimum Wage check for Salary Sacrifice staff for a specified pay period	<p>This report produces a listing of all assignments for staff who are paying into a salary sacrifice scheme and who are earning below the minimum wage.</p> <p>The report columns are Assignment, Name, BasicPay, Sacrifice, HrsWorked and £/hr.</p> <p>The report prompts for PayType and Period and then for the Minimum Wage Amount.</p> <p>The report is sorted by Surname and Assignment Number.</p> <p>The report totals BasicPay, Sacrifice, HrsWorked and £/hr.</p>



06 Mar 2014	Estimate of Ers NI Cost for Class D, E and L and Ees for Class D when Contracted Out goes by Person	<p>This report produces a listing of all staff who pay D, E or L rate NI in the period selected showing an approximation of the new amounts of NI payable from April 2016 for both the employee and the employer. The report also displays the pensionable pay for the period selected and the 14% ers pension that will be payable based on that figure.</p> <p>The report columns are Initials, StaffID, Class, Gross Pay, EesRebate, ErsRebate, OldEesNI, NewEesNI, OldErsNI, NewErsNI, EesNIIncrease, ErsNIIncrease, PensionablePay, Ers_14_Percent.</p> <p>The report prompts for the pay type and period the user wishes to base the report on.</p> <p>The report is sorted by Class, Surname, Initials and StaffID.</p> <p>The report totals GrossPay, EesRebate, ErsRebate, OldEesNI, NewEesNI, OldErsNI, NewErsNI, EesNIIncrease, ErsNIIncrease, PensionablePay and Ers_14_Percent.</p>
10 Sep 2014	Salary Sacrifice Report	<p>This report produces a listing of all staff who have contributed to a Salary Sacrifice Scheme for a specific Financial period. The report displays the amount paid into the Salary Sacrifice Scheme along with a flag indicating whether or not they paid into an NHS Pension.</p> <p>The report columns are Name, Assignment, Cost Centre, Account Code, Scale, Element, Value, Pay Period and NHS Pension.</p> <p>The report prompts for the Financial Period on which to report on.</p> <p>The report is sorted by Name and Assignment Number.</p> <p>The report totals Value.</p> <p>PLEASE NOTE that if you would like to download this report then contact Meantime Systems so that it can be tailored for your Trust.</p>
01 May 2015	New Pay Elements imported since date	<p>This report produces a list of Pay Elements that have been imported since a specified date. This report can be used in conjunction with the Import Source Data option to identify new Pay Elements that have been loaded and require the user to specify their Pay Element Type.</p> <p>The report columns are Element, Type and First Import.</p> <p>The report prompts for the date after which newly imported elements should be reported.</p> <p>The report is sorted by Import Date and Element.</p>
08 May 2017	P11D Payroll Benefits report for 5579 elements for financial year	<p>This report produces a list of all payments made for element 5579 within a specified financial year and is an aid to the productions of P11Ds.</p> <p>The report columns are Assignment Number, Surname, First Name, NI Number and Amount.</p> <p>The report prompts for Financial Year.</p> <p>The report is sorted by Surname, Forename and Assignment Number.</p>