



How to...View and approve the Your HR School Authorisation Report

Purpose:

This guide will show you how to access your Authorisation Report from WES and how to make a declaration

Maintained, foundation and VA schools are no longer required to authorise payroll transactions directly via Your HR. They will, however, need to use the Authorisation report to check and ensure all input has been accurately undertaken and in accordance with published input deadlines.

Users with a 'Your HR' role of either inputter or authoriser can access and download the Your HR School Authorisation Report each month and in accordance with the dates published on the Payroll Deadlines document.

There will be two versions of the report. The first report will be **available two working days before payroll deadline.**

Schools are advised to ensure their input is undertaken timely and before the first version of the report in order for the data to be included in this!

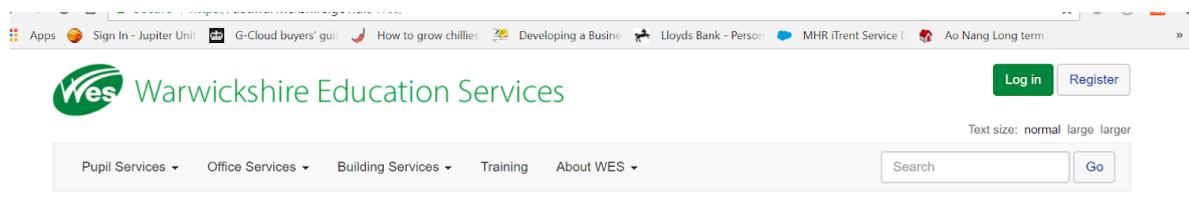
The final version of the report will be available the **day after payroll deadline.** The information shown on the second report will be processed in that month's payroll so it is essential any corrections are made upon review of the first report.

Important Notes:

- Currently, academies will not be able to access these reports via the WES website and will be sent the authorisation report via their Payroll Officer. It is not a WCC audit requirement for academies to 'Approve' the report
- To prevent any breaches of data confidentiality, it is the responsibility of every school to ensure that users who no longer require Your HR access for their school have their role ended. **If this is not done, they will have access to the authorisation report.**

Accessing the Report

- To access the report, you must first log in to the WES website



- The WCC Schools IdP log in screen is displayed:

WCC Schools IdP

Welcome Not logged in ▾

You need to sign in or sign up before continuing. ✕

WCC Schools Identity Provider

Email

Password

Sign in

Register

[Forgot your password?](#)

[Didn't receive confirmation instructions?](#)

[Didn't receive unlock instructions?](#)

- Enter your Email and Password then click on the  button
- You will be logged in for your school/academy as shown in the example below:

We use cookies to improve your visit to this site. Details of the cookies we use, and how to block them, can be found in our [disclaimer](#). ✕



Logged in as **Ami Atwal** - [Log out](#)
An Example Maintained Primary School

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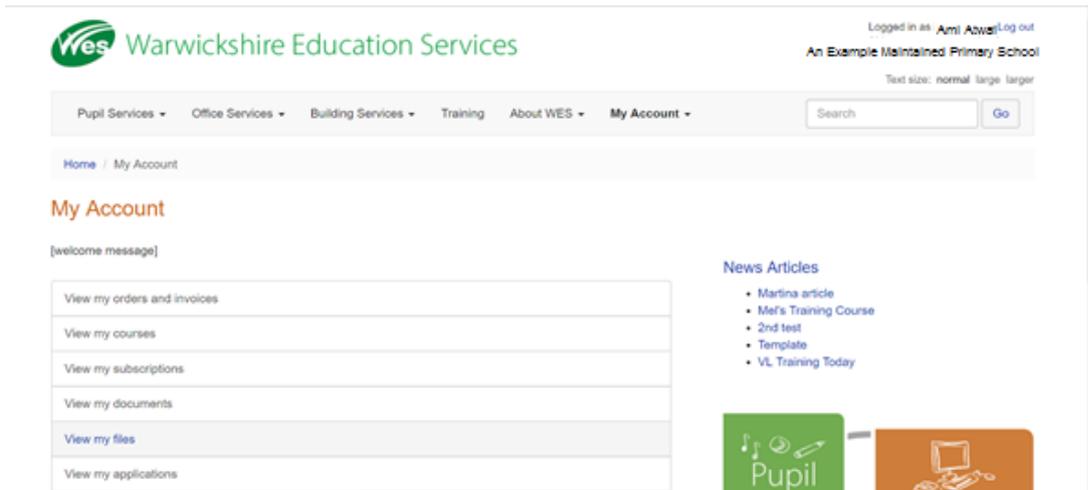
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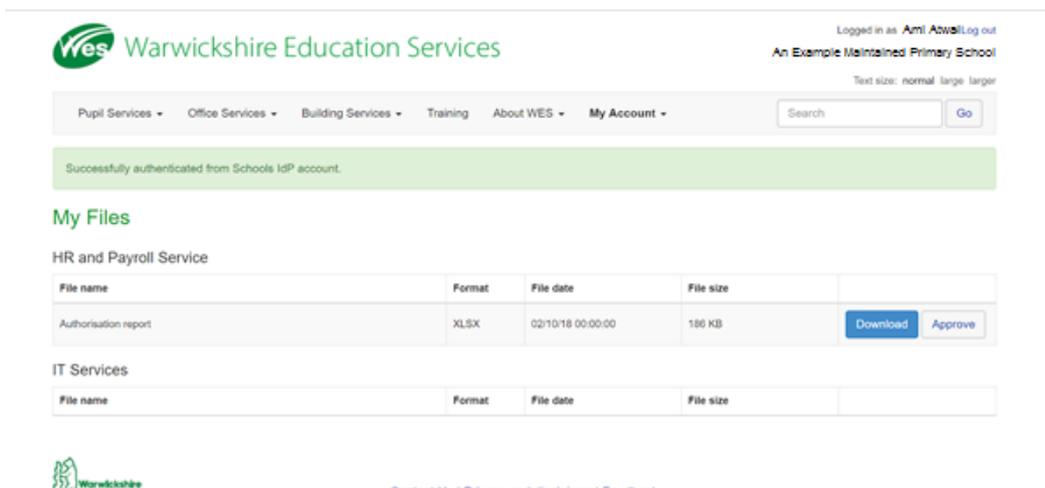
Successfully authenticated from Schools IdP account.



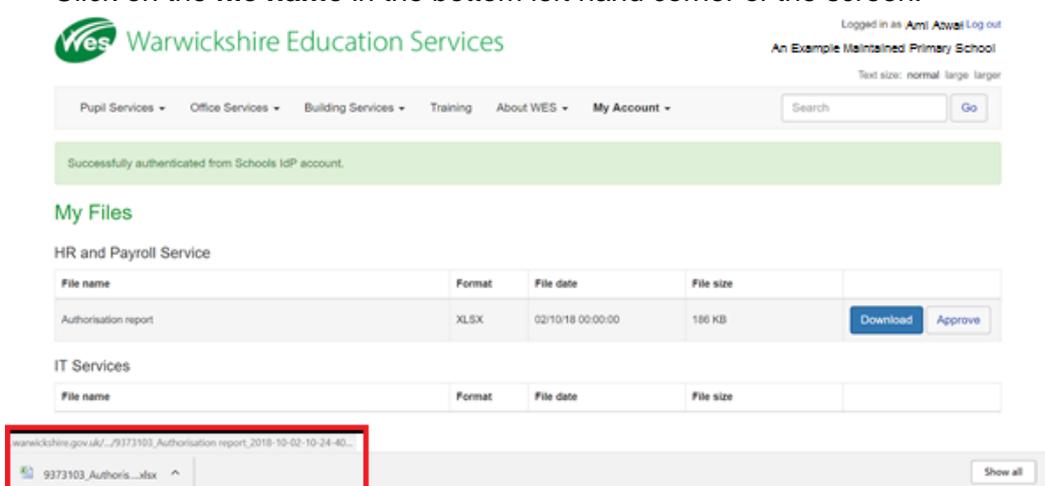
- Click on **'My Account'** and select **'View my files'** as shown below:



- Under **'HR and Payroll Service'**, you will see a file called **'Authorisation report'** as shown below:



- Click on the **'Download'** button to open and view the file
- Click on the **file name** in the bottom left hand corner of the screen:



- If prompted, confirm that you want to **Open** the file
- The file will open in Excel as shown in the example below:

Payroll Gross Pay Results Between 01/09/2018 and 30/09/2018

Warwickshire County Council

Bash Street Primary School

Total Values

Element Name	Total Cash	Total Units
BE0001 Statutory Payments to Position	1306.62	2
PE0001 Basic Pay	70730.92	
PE0001 Basic Pay (Abs. offset)	-1589.22	0
PE0001 Basic Pay (Abs. payment)	291.66	0
PE0001 Basic Pay (OMP Offset)	-98.02	
PE0002 First Aid	4	
PE0006 Overtime Plain	421.63	42.75
PE0082 TLR 1	222.25	
PE0126 Pay Adjustment	511.14	
PE0241 Unpaid Leave	0	
PH0011 Non Teaching Supply	1890.97	198.25

12345 - Linda Lovelace

School	Occupancy Reference	Transaction Date	Date Earned	Element Name	Position Title	Cash	Time	Units
Bash Street Primary School	123450001	28/09/2018		PE0001 Basic Pay	SD434 Cleaner	553.86		
Bash Street Primary School	123450001	28/09/2018	01/09/2018	PE0006 Overtime Plain	SD434 Cleaner	123.21		14.5

Authoriser Declaration

- It is a requirement for all WCC maintained schools to make a declaration that the **second** report (i.e. the one that is generated **after** your payroll input deadline) has been checked for the pay period.

WCC Internal Audit will be notified of any WCC maintained schools who do not approve their monthly report and the necessary action will be taken.

- To make the declaration, a Your HR user at your school with the Authoriser role must:
 - Next to the second report for that pay period (check the **File date**), click on the **'Approve'** button. You will get the message **'Document has been approved'**

Warwickshire Education Services

Logged in as Ami Awel - Log out
An Example Maintained Primary School

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Pupil Services - Office Services - Building Services - Training - About WES - My Account - Search Go

Document has been approved

My Files

HR and Payroll Service

File name	Format	File date	File size	
Authorisation report	XLSX	02/10/18 00:00:00	186 KB	Download Approve

IT Services

File name	Format	File date	File size	
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Warwickshire County Council
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If you have multiple authorisers at your school, the system will currently allow all authorisers to click on Approve. An audit trail is maintained of when and who has made this declaration