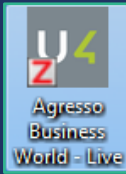




Logging into Unit 4 and Finding Payslips and Documents

1



Using a GC Desktop

Find the Agresso Business World - Live icon on your desktop and double click

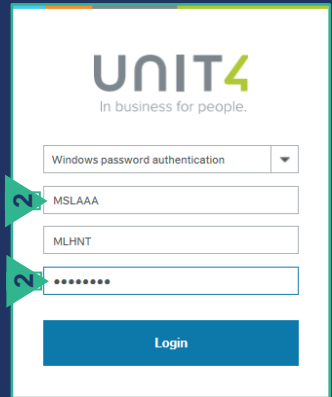


Using a GC Laptop

A - Go to the Apps icon at the bottom bar of your screen.

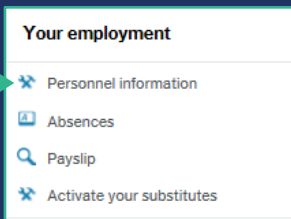
B - Locate Unit 4 Business World Web and click to open

2



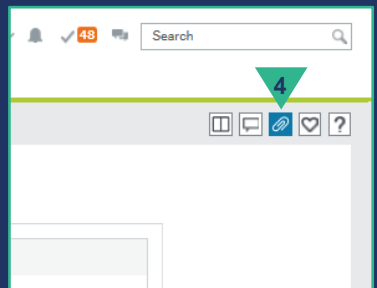
Fill in your 6-letter login details and the password used to login to your PC/laptop

3



Once Unit 4 Business World has loaded, click on Personnel Information to load your HR/Payroll Record

4



Finally, Locate the paperclip icon at top right of the screen and click to open your documents

A Useful Tip: You can change the view of your documents to a list making them easier to view.

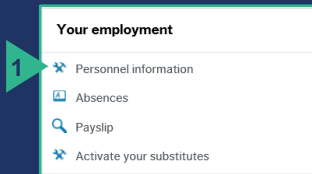




Checking and Amending your Personal Details on Unit 4

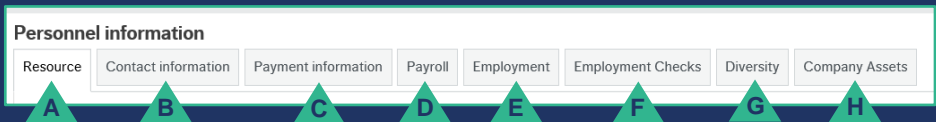
1

From the home page click on the section called 'Personnel information' to access your record.



2

Once in 'Personnel information', you will see the tab options as shown below.



A Name Changes	B Address, Next of Kin, Emergency Contact and Beneficiary	C Bank Details	D Your Salary Information
E Your Employment Information	F Any Employment Checks held by HR	G Diversity Information and Disability Details	H Company Assets recorded for you on Unit 4



Continued...

3

For the following changes you will be able to simply write over the details already shown to amend:

- Name Changes
- Bank Details
- Diversity Monitoring

To amend your address, you will need to double click on the line shown and then complete the address entry section.

To update your personal contacts, you can either double click on the line you want to amend and then type into the fields, or press 'add' to create a new line for a new contact.

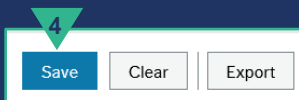
The tick boxes at the end of the row can be used to also have the same contact for all Next of Kin, Emergency or Beneficiary sections.

In order to update your disability details, you will need to press the 'add' button to create a new line of information.

**Please note that if you are changing your name, you are also required to attach your marriage certificate or deed poll documents. You can do this by using the paperclip icon at the top right corner of the screen.*

4

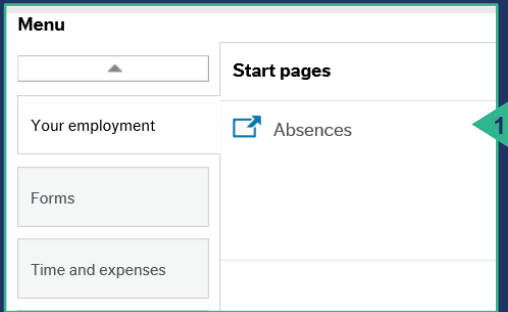
To complete the change, press the 'Save' button at the bottom of the screen.



Booking Annual Leave and Checking your Remaining Balance

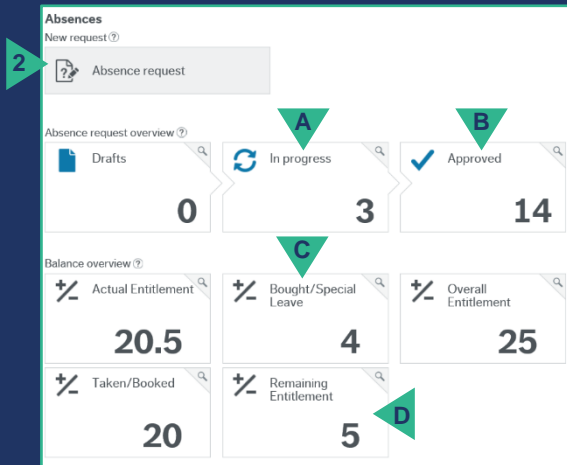
1

From the home page click on the section called 'Absences'



2

Click here to enter the details of your leave request

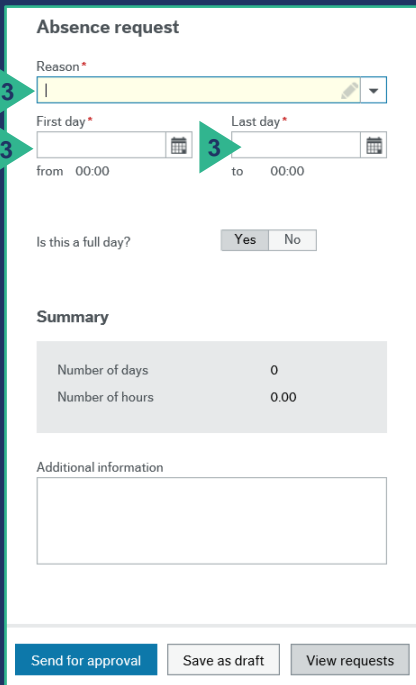


Useful Tip: If you cannot see all the boxes, you may need to zoom out on your web browser

Continued...

3

Enter the reason for your absence along with the date you would like to take.



Absence request

Reason*

First day* Last day*

from 00:00 to 00:00

Is this a full day?

Summary

Number of days	0
Number of hours	0.00

Additional information

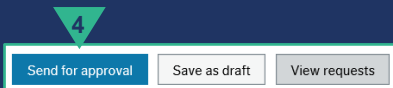
The system holds your contractual work schedules so once you have entered your leave dates and tabbed out of the fields, it will populate your start and finish time and a summary of the hours/days you have requested.

For any absences that are not a full working day, use the 'No' option to take AM or PM.

Please note that bank holidays should not be booked. Book any holidays around bank holiday days.

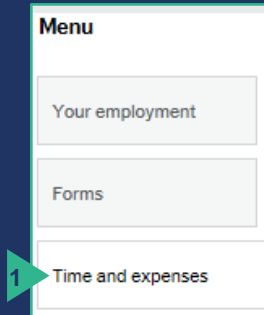
4

To complete the change, press the 'Send for approval' button at the bottom of the screen.



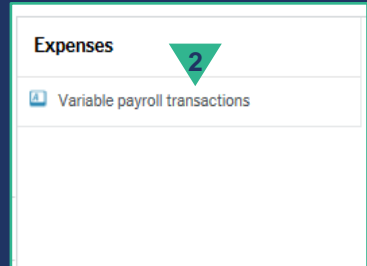
How to Input Overtime, Commission or Bonus

1



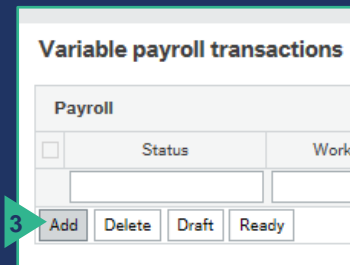
Click on the 'Time and expenses' section of the menu

2



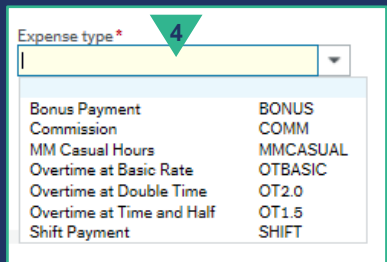
Click onto the 'Variable payroll transactions' option to take you to the variable pay screen

3



To start a new variable payment entry, press 'Add' to expand the 'Payroll details' section.

4



Once the 'Payroll details' section has appeared, select the Expense type you wish to submit

Step 4 Business World Pay

Continued...

5

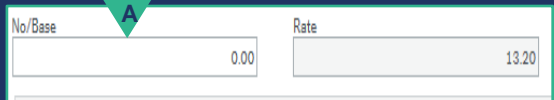
Enter the relevant information dependant on the expense type chosen

A

Rate based

(e.g. overtime)

Input hours into No/Base



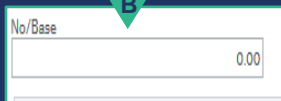
No/Base	Rate
0.00	13.20

B

Amount based

(e.g. bonus)

Input amount into No/Base



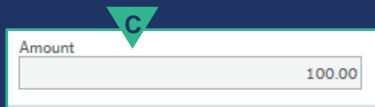
No/Base
0.00

C

The amount box will

automatically fill with the

total pay due



Amount
100.00

6

Once you are ready to submit the details press 'Save' to save a draft

version of the payment. You can then enter multiple entries if you need

to be pressing 'Add' again.

6

Save

Clear

Open

7

Variable payroll transactions

Payroll

Status

Work

7

Draft

Σ

Add

Delete

Draft

Ready

7

Once you are ready to submit the

entry, tick the box on the line you

want to submit, press the ready

button and then finally 'Save'. The

status should change to 'Workflow in

progress'