



UC27 Calculation of payments

v40.0

Module aim and objectives

This module aims give you the skills and knowledge to make sure a claimant's entitlement to Universal Credit is correct by using autocalc or making a manual calculation.

By the end of this module, with the aid of any reference material, you will be able to correctly:

- list to-dos that will stop a payment being calculated automatically
- explain the action to take when autocalc is correct
- explain the action to take to reject an autocalc
- explain how to complete a manual calculation
- describe how to action the **Make a payment** to-do

Autocalc

- The automatic calculation of entitlement to Universal Credit.

Autopay

- The automatic payment of Universal credit without the need for agent action.

Agent homepage overview

TRAINING01 release_145.57

TIP

Read the latest [feature update notifications](#).

See an overview of the [first assessment period](#).

Cases to progress

[View recent activity \(2\)](#)

Payments due

0

[View](#)

Blocked cases

1 / 6

[View](#)

Journal entries

0

[View](#)

Payment accuracy

0

[View](#)

Other actions

5

[View](#)

Payment blocker to-dos

- check CIS
- commitment
- reduce student income
- update CIS
- verify bank account
- verify ID
- check existing benefit
- verify self-employment
- calculate deduction
- HRT
- check other benefit
- report other income
- change of circumstances
- self-reported earnings
- report student education
- verify capital
- refer to a decision maker
- awaiting outcome from a decision maker

The Check automated calculation to-do is generated by the service

You will need to either approve or reject the calculation.

In-depth check

You are not required to do an in-depth check, you should accept the autocalc unless any of the following apply;

calculation has resulted in a minus figure

it is an arrears calculation only

the award contains non-standard housing, shared ownership or support for mortgage interest

Manual calculations

The service is not currently able to automatically calculate the payment where there is:

housing with
shared
ownership

non-standard
housing

an arrears
calculation
only

A minus figure
showing in the
calculation

Manual calculator upload

Benefit cap exemptions

Accepted

Benefit Cap cannot be applied as the Grace Period has not been calculated

Unverified

Not applicable

Manual calculator output

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Have you entered all the relevant components into the calculator and run the calculation?

☐

Yes

☐

No

[Next](#)

Make a payment to-do

Make a payment

Claimant contact details

| | |
|--------------------|---|
| Name: | Griselda OBrien-Bangor |
| Phone (preferred): | Call Griselda OBrien-Bangor |
| Email: | GriseldaOBrien@pretend.com |
| Claim status: | Declared |

Claim details

| | |
|-------------------|--------------------------|
| Name | Griselda OBrien-Bangor |
| Date of claim | 05/04/2016 |
| Assessment period | 13/03/2016 to 12/04/2016 |

Payment Details

| | |
|---------------------------------------|--------------------------|
| Date payment should reach claimant | 19/04/2016 |
| Payment amount | £312.82 |
| Assessment period that payment covers | 13/03/2016 to 12/04/2016 |

Module summary

In this module you have learned about:

- the to-dos that will stop a payment being calculated automatically
- the action to take when autocalc is correct
- the action to take to reject an autocalc
- how to complete a manual calculation
- how to action the **Make a payment** to-do