



Coventry City Council

Overview of the Teacher Variation Payroll Form

Information Section

The information section does what it says on the tin. It contains some information about how the data provided will be used with a link to the Council's Privacy Notice.

There is also information to note before completing the form for the first time and links to some guides that will help you to understand how the fields in the forms work. There is also a link to a Q&A document that will hopefully answer questions you might have about the information requested in the form, preventing you from having to make contact with the Payroll Team.

Payroll LM Schools - Teacher Variation Form

Information **Contact Details** Personal Details Changes being Reported Working Pattern

Schools - Request relating to a Contract Variation for Teachers

Data Protection Act 2018 and UK General Data Protection Regulations

We will use the information you provide to meet our contractual, legal, and management obligations.

As part of this, we will share your personal information with internal service areas and external organisations who provide services on our behalf. We also need to share with the Cabinet Office (which is a government department) to detect fraud and error in support of the [National Fraud Initiative](#)

More information on how we handle personal information and your rights under the data protection law can be found in our [Privacy Notice](#)

We will keep all information you provide confidential and treat it in accordance with the requirements of data protection law.

☒ I confirm that I have read and accept the terms under which the information provided will be used

Progression Salary Increment Requests

As part of this request process, the appropriate progression salary increment application form will need to be completed and uploaded to this form. The required application form can be downloaded from the links below:

- [UPS application form](#)
- [Leadership salary assessment application form](#)

Supply Teachers

Please note that any contract changes that impact supply teachers will only be able to be notified via this form once they have been transferred to a permanent post - if that is appropriate please exit this form and complete the transfer form

R&R First Aid Allowance

Please note that if you are notifying that an employee is being paid an R&R First Aid Allowance for the first time or that the existing allowance is being extended then you will be asked to upload a copy of the employee's First Aid Certificate prior to finally submitting this form.

Helpful Supporting Information

1. A link to a [document](#) that provides some answers to questions that SBMs may have about the information being provided in contract variation requests. This document also contains information that the Payroll Team want SBMs to be aware of.
2. A link to a [guide](#) that explains how the various different types of boxes and lists in the form work.
3. A link to a [guide](#) that gives an overview of the information that is required to be input in each section of the form.
4. [Change of User Form](#) - this form will need to be completed when the SBM is absent or has left the employment of the school

If the variation request includes:

- A progression salary increment request for a teacher on a UPS grade or for a member of the leadership team, you will be required to upload the relevant approved application form as part of the form submission process, and/or
- A first time or extension award of R&R first aid allowance, you will be required to upload a copy of the first aid certificate as part of the form submission process

Contact Details Section

The contact details section is where the security validation happens. This ensures that before details of the teachers employed by the school are presented for selection, the form validates that it is the authorised representative of the school that is logged in and using the form.

The validation checks:

- The employee number entered here belongs to the authorised representative of the school – the School Business Manager (SBM) in most cases, and
- The employee number is linked to the current post holding entry for the post number entered, and
- The 'Business manager email' address (which is also the user's account email address) is held in the SBM's ResourceLink record.

Once you have entered your employee & post numbers click the 'Find School' button. The form will validate the above information and if correct will return the name of the school enabling the SBM to progress to the next section.

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Your Contact, Employee & Post Number Details

Name *

Steve Ward

✓

Business manager email *

sward@example.coventry.sch.uk

✓

Employee number allocated to you *

Employee numbers have 6 digits in them starting with '0' or '1'

138964

✓

Your post number *

Post numbers are 6 digits long if starting with '0' and are 7 digits long if starting with '1'

1056192

✓

Find School

School *

Example Primary School

Personal Details Section

The only field that you can input details in here is the 'known as name' field. If a 'known as name' has already been added to the employee's ResourceLink record it will be pre-populated here.

The employee information that is populated once an employee (teacher) is selected is taken from a copy of ResourceLink data at the end of each working day. This means that any changes made to ResourceLink records during a working day will not be reflected in the form employee selection list until the next working day.

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Information

Contact Details

Personal Details ⓘ

Changes being Reported

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Employee personal details

Select employee *

JACKIE THOMPSONTeacher (UPS)Employee number: 152843

▼

✓

Surname *

Thompson

Legal first name *

Jackie

Please provide a 'known as' name for Jackie if they like to be referred to it rather than by their legal first name

Employee number allocated to Jackie *

152843

School Name *

Example Primary School

Post title *

Teacher (UPS) :

Current post number *

1003017

Current post grade *

UPS

Position status *

PP

Changes being Reported Section

This form allows requests of changes to be made about 5 different contract variation types shown below. If the changes being reported have the same effective date, then more than one change type can be reported on the same form.

As you select the contract variation type(s) that are relevant for the employee who is the subject of the change request(s), questions and input boxes will be revealed for you to enter the specific details, an example is shown below. Information about the different types of boxes that will appear on the form is contained in another guide that can be accessed from link 2 in the 'Helpful Supporting Information' box in the Information Section of the form (see page 1 on this guide for details).

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Changes being reported

Please note that all temporary changes without an agreed end date will require a further variation to be completed to stop any payments

Reason(s) for change being reported *

One or more change type can be reported in this request

☒ Temporary to Permanent Contract

☐ Extension to Contract

☒ Working Hours

☐ Progression Salary Increments

☐ Allowances

Permanent employee status details

Effective start date of the permanent contract *

Working hours details

Does Example Primary School have a standard school timetable teaching week (SSTW) of 25 hours? *

☐ Yes ☐ No

Current number of hours worked by Jackie *

Minutes must be shown as decimals e.g. 15 mins = .25, 30 mins = .5 and 45 mins = .75

New number of hours worked by Jackie *

Effective start date of the change *

Is this a temporary change? *

☐ Yes ☐ No

As referenced on page 1 of this guide, if the variation request includes a progression salary increment request for a teacher on a UPS grade or for a member of the leadership team, you will be required to upload the relevant approved application form as part of the form submission process as shown below.

Reason(s) for change being reported *

One or more change type can be reported in this request

☐ Temporary to Permanent Contract

☐ Extension to Contract

☐ Working Hours

☒ Progression Salary Increments

☐ Allowances

Progression salary increment details

Type of progression salary increment request type *

☒ UPS ☐ Leadership Team

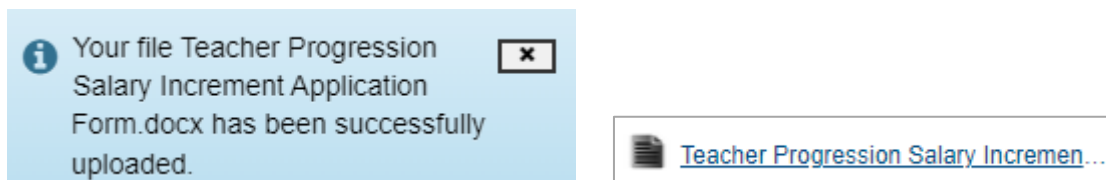
Please complete and save a copy of this [Application Form](#) and then upload it to this form using the upload facility below. We need at least the Appendix 2 part of the form to be uploaded.

Please upload the completed UPS progression salary increment application form *

Drop files here to upload -

Uploaded: 0 of 1

On clicking the button, a Windows Explorer (or other operating system) file storage view will be presented for you to navigate to and select the file you want to upload. When you have selected and uploaded the file, a confirmation message will appear in the top right of the screen, as shown below left, and the uploaded file will sit under the Upload box, as shown below right.



Individual file sizes are limited to 5MB per file and a total upload file size limit of 19MB.

Allowance Related Requests

Within the Allowance section there are 7 different types of allowance that can be requested as shown below.

Allowance details

Please note One or more allowance can be selected here. However, national terms and conditions prevent TLR1 & TLR2 allowances from being paid concurrently

Please select which allowance(s) apply for Randeep *

☐ TLR 1

☐ TLR 2

☐ TLR 3

☐ Miscellaneous TLR

☐ SEN

☐ R&R - First Aid

☐ R&R - Miscellaneous

You will be aware that national terms and conditions prevent TLR1 & TLR2 allowances from being paid concurrently. If the TLR 1 & TLR 2 boxes are both ticked, then you will be presented with a request to confirm that they will not be paid concurrently, as shown below.

Please select the date that the TLR 2 allowance extension is expected to end *

✓

Please confirm that the TLR 1 & TLR 2 allowances will not be paid concurrently *

☒ I confirm that the TLR 1 & TLR 2 allowances will not be paid concurrently

We had hoped to be able to code the form to identify the circumstances where it seemed that TLR 1 & 2 allowances would be paid concurrently, but there were too many permutations with new awards and extensions for us to be able to confidently do that.

Working Pattern Screen

A working pattern table is presented to allow the input of the employee’s weekly work pattern. Where the employee works a 25 hour week, the table will be pre-populated in response to selecting the ‘Yes’ radio and ‘Reset hours’ buttons, as shown below.

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Working Pattern

Working Pattern

Will Jackie work 25 hours a week over 5 days? *

Yes No

Note: If these hours differ from the current hours being worked you will need to return to the previous screen and complete a Working Hours change request

Please click on the reset hours button to create the working hours table

The exact start and end times shown in the working pattern table below are illustrative to add up to the required 25 hour total. There is no need to amend the start and end times

Reset hours

▼ Day	Start time AM	Finish time AM/PM	Start time PM	Finish time PM	Number of hours and minutes
Sunday					0
Monday	09:00	12:00	13:00	15:00	5
Tuesday	09:00	12:00	13:00	15:00	5
Wednesday	09:00	12:00	13:00	15:00	5
Thursday	09:00	12:00	13:00	15:0	5
Friday	09:00	12:00	13:00	15:00	5
Saturday					0

Where the employee works part-time you will need to populate the working pattern manually. Pressing the blue pencil next to each day that the employee works will take you to a sub-screen.

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Working Pattern ⓘ

Working Pattern

Will Jackie work 25 hours a week over 5 days? *

Yes

●

 No

Note: If these hours differ from the current hours being worked you will need to return to the previous screen and complete a Working Hours change request

Please click on the reset hours button to create the working hours table

Please click on the blue pencil edit button to input the hours and minutes that Jackie works for each day of the week Sunday to Saturday that the are contracted to work.

Reset hours

▼	Day	Start time AM	Finish time AM/PM	Start time PM	Finish time PM	Number of hours and minutes
	Sunday					0
	Monday					0
	Tuesday					0
	Wednesday					0
	Thursday					0
	Friday					0
	Saturday					0

The sub-screen will be presented asking for the start and finish times for AM & PM sessions. You can input the appropriate start and finish times from a list of hours and minutes selection in the time box or type in the values manually and use the tab key to move between time boxes (the quickest option). The number of hours/minutes represented by these times will be recorded under the boxes, 7 in the example below.

Day

Monday

Start time AM

08:00

✓

Finish time AM/PM

12:00

✓

Start time PM

13:00

✓

Finish time PM

16:00








✓

Number of hours and minutes

7

Minutes will be displayed as a decimal rather than actual minutes

The working hours table will be updated after each day's times are added.

▼	Day	Start time AM	Finish time AM/PM	Start time PM	Finish time PM	Number of hours and minutes
	Sunday					
	Monday	08:00	12:00	13:00	16:00	7
	Tuesday	08:00	12:00			4
	Wednesday	08:00	12:30	13:30	16:30	7.5
	Thursday					
	Friday	09:00	12:30			3.5
	Saturday					

Once the working pattern has been entered completely the form can be submitted for processing by the Payroll Team.