

Pay Calculator Guidance

The Pay Calculator spreadsheet can be used to calculate pay correctly pro-rata'ed to the number of hours worked per week or the number of term time only weeks per year, or both.

If on Coventry Terms and Conditions, you can enter the spinal column number and it will look up the current value. Alternatively type in the full time equivalent salary value – just the numbers without £, comma or full-stop. Do not try to enter both scale point and value.

If the calculation is for a part week, enter the number of hours that are contracted for each week. The calculator will pro-rata this figure to the 37 hours worked by a full-timer. If contacted to work 37 hours a week, leave this box blank.

If you work term time only (TTO), enter the number of weeks that you are contracted to work each year (otherwise leave blank). For school-based employees this will normally be 38 (pupil weeks) or 39 (teacher weeks). However, any value from 10 weeks a year, up to the maximum of 44 may be entered. If a number of weeks have been entered, you must also enter the length of continuous local government service. This is either under, or over, 5 years as at 1st April in the year for which the calculation is being done.