



### Information Section

After the type of educational establishment has been selected, 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 Digital Forms - Officer Variation Form

Information   Contact Details   Personal Details   Changes being Reported   Working Pattern

Type of educational establishment \*

Academy

Local Authority School



#### Schools - Request relating to a Contract Variation for Officers

##### 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



##### Casual employees

**Please note** that this form cannot be used to notify a casual employee moving to a permanent or fixed-term post within the school establishment. If a casual employee is moving to a permanent or fixed-term contract a leaver form will need to be completed for the casual post and a new starter form be completed for the contract post.

##### First Aid Allowance

**Please note** that if you are notifying that an employee is being paid a 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

## Contact Details Section

The contact details section is where the security validation happens. This ensures that before details of the officers 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 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.

### Payroll LM Schools - Officer Variation Form

Prototype Form for the Payroll External Customer caseload

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

#### Your Contact, Employee & Post Number Details

Name \*

 ✓

Business manager email \*

 ✓

Employee number allocated to you \*

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

 ✓

Your post number \*

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

 ✓

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 (officer) 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.

### Payroll LM Schools - Officer Variation Form

Prototype Form for the Payroll External Customer caseload

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

#### Employee personal details

Select employee \*

DEBBIE RICE   Higher Level Teaching Assistant   Employee number: 168324   ✓

Surname \*

Rice

Legal first name \*

Debbie

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

Employee number allocated to Debbie \*

168324

School Name \*

Example Primary School

Post title \*

Higher Level Teaching Assistant

Current post number \*

1026538

Current post grade \*

GRD4

Current spinal point \*

11

## Changes being Reported Section

This form allows requests of changes to be made about 9 different contract variation types shown below. 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, questions and input boxes will be revealed for you to enter the specific details. 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).

### Payroll LM Schools - Officer Variation Form

Prototype Form for the Payroll External Customer caseload

Information

Contact Details

Personal Details

Changes being Reported ⓘ

Working Pattern

#### Changes being reported

**Please note** that all temporary changes will require a further variation form to be completed to continue or 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

Salary Accelerated Increments

Number of Working Weeks

Shift Allowance %

Contractual Overtime

First Aid Allowance

Salary Protection



#### Salary increment details

Current spinal point \*

14

The salary increment can only be up to a maximum of 2 points higher than the current spinal point

New spinal column point \*

Select... ▼

Effective start date of the change \*

## 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 full 37 hour week, the table will be pre-populated in response to selecting the 'Yes' radio and 'Reset hours' buttons, as shown below.

### Payroll LM Schools - Officer Variation Form

Prototype Form for the Payroll External Customer caseload

Information Contact Details Personal Details Changes being Reported Working Pattern ⓘ

#### Working Pattern

Will Debbie work 37 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 37 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					
☐ Monday	08:00	12:00	13:00	16:24	7.4
☐ Tuesday	08:00	12:00	13:00	16:24	7.4
☐ Wednesday	08:00	12:00	13:00	16:24	7.4
☐ Thursday	08:00	12:00	13:00	16:24	7.4
☐ Friday	08:00	12:00	13:00	16:24	7.4
☐ Saturday					

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.

**Working Pattern**

Will Debbie work 37 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 Jack works for each day of the week Sunday to Saturday that they 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					
 Monday					
 Tuesday					
 Wednesday					
 Thursday					
 Friday					
 Saturday					

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	<input type="text" value="08:00"/> ✓
Finish time AM/PM	<input type="text" value="12:00"/> ✓
Start time PM	<input type="text" value="13:00"/> ✓
Finish time PM	<input type="text" value="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.