

## Payroll Digital Forms – Q&As

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## General Questions

**Q1** Are these forms available for all employees?

**A** No – initially the form should only be used for officers in permanent or fixed term posts. A Teacher version of the variation and other forms will be developed in due course.

**Q2** Can I use this for the Apprentices in our School?

**A** Yes, Apprentices are classed as Officers

**Q3** What happens if the SBM/authorised user is absent from work?

**A** The Headteacher will need to contact the Payroll Service Centre to inform them of the situation and confirm a replacement at the time.

Please complete the [Change of User Form](#)

**Q4** What happens if the SBM/authorised user leaves the school's employment?

**A** The Headteacher will need to contact the Payroll Service Centre to inform them of the situation and confirm a replacement at the time.

Please complete the [Change of User Form](#)

**Q5** What if any of the current information held against an employee is incorrect or the posts reporting in to the SBM do not reflect the establishment?

**A** The SBM will need to contact the Payroll Service Centre.

**Q6** A change has already been submitted for one of your employees, but it is not showing on this system.

**A** You will need to be aware that data available in these forms is taken from ResourceLink records at the end of each working day, therefore, once the payroll team have actioned the change it will be reflected the following day.

**Q7** Can the SBM submit a change for themselves?

**A** A change can be submitted for the SBM, however it will need a separate email from the Head teacher to confirm the changes on the form.

**Q8** If the SBM/authorised user wants to process more than 1 change on an employee's record, do they need to complete multiple forms?

**A** No –You can select more than one option, however the changes should all be from the same date. If the changes are not from the same effective date then a separate form should be used for each change.

Select the first change required and complete the relevant data then proceed to the next change.

**Q9** When the form has been submitted can the information be changed?

**A** Once a form has been submitted the requested information cannot be changed via the same forms process. Therefore, if the information submitted is inaccurate or incomplete, or subsequently changes, then the SBM/user will need to 'complete a new form with the new/correct information' or 'contact the Payroll service Centre to advise them of the change of information' e.g. a form is submitted to advise of an hour change and the employee subsequently changes their mind

**Q10** What happens if the information input in the form is incorrect?

**A** The change form will be rejected, and the SBM/user will receive an email explaining why it has been rejected and what action is now required if appropriate.

N.B, if the change request is rejected from a form that has multiple requests recorded on it, the whole request or revised number of requests would have to be completed again on a new form.

## Variation Forms

**Q11** If a temporary change has been sent with an end date, does the SBM need to complete a new variation when the end date expires?

**A** Yes, whilst an end date is needed for a temporary change, Payroll Services will need a new variation to either extend, end or action a new change.

**Q12** What action will be needed if an extension to contract is not being extended any further?

**A** Payroll services will require a leaver form as they will not process the leave date from the earlier extension to contract date.

**Q13** If an extension to contract is to be extended, what is needed?

**A** A further variation will be needed to extend the end date.

**Q14** How many points can be awarded on an accelerated salary increment?

**A** The accelerated increment can only be awarded up to a maximum of 2 points higher than current spinal point

**Q15** I have an employee who is transferring from Term Time only to All Year Round, will there be any payments due?

**A** The Payroll Service Centre will look at each individual case and calculate any under or overpayment of salary.

**Q16** I have a First Aid request which will not upload

**A** You will be unable to submit the request until the First Aid certificate has been uploaded.

**Q17** Work Patterns – can I use this form to change a work pattern if there is no hour change or any other change to their contract?

**A** No -This form cannot be used when just changing an employee’s work pattern. Where there is no other contract change, the work patterns should be updated within My Employment. Managers Help Guides are available in My Employment. It is important that work patterns are corrected following a change, as they are used to meet our contractual obligations and Sickness Absence Reporting.

When changing the work pattern eg: if an employee has changed their hours the start & finish time must be completed, if the employee is working a full day then all 4 columns must be completed. If the relevant columns are not all completed the form will not calculate the correct hours for each day.

**Q18** Work Patterns – the form has not calculated the number of hours that have been input for each day, see print below, why is this?

Day	Start time AM	Finish time AM/PM	Start time PM	Finish time PM	Number of hours and minutes
Sunday					
Monday	08:30			15:30	0
Tuesday	08:30			15:30	0
Wednesday	08:30			15:30	0
Thursday	08:30			15:30	0
Friday	08:30			15:30	0
Saturday					

**A** When changing the work pattern eg: if an employee has changed their hours, the table is designed for a Finish time to ‘close’ either/both sessions. If you note on the Monday row in the example below, if the Finish time AM/PM field had been populated it would have calculated the number of hours and minutes correctly.

Day	Start time AM	Finish time AM/PM	Start time PM	Finish time PM	Number of hours and minutes
<input checked="" type="checkbox"/> Sunday					
<input checked="" type="checkbox"/> Monday	08:00			15:30	0
<input checked="" type="checkbox"/> Tuesday					
<input checked="" type="checkbox"/> Wednesday	08:00	15:30			7.5
<input checked="" type="checkbox"/> Thursday			13:00	16:00	3
<input checked="" type="checkbox"/> Friday	08:00	12:00	13:00	15:30	6.5
<input checked="" type="checkbox"/> Saturday					

## Honorarium Forms

**Q19** Why is the Post number being **covered** by the honorarium required?

**A** This is to ensure that the honorarium payment is covering an existing post.

**Q20** How long should an honorarium payment be paid for?

**A** In the first instance the payment should not exceed 12 months.

**Q21** If an honorarium is to be extended, what is needed?

**A** A further honorarium form will be needed with the new end date.

**Q22** If an honorarium is to be cancelled, what is needed?

**A** If the honorarium is to end on the date on the original form, no further paperwork is needed.

If the honorarium needs to be ended on an earlier date than that date in the original form then a further honorarium form will be needed with the new end date.

**Q23** What is the acting up percentage field for ?

**A** This is the percentage of duties undertaken whilst working on the honorarium work.

Eg; if they are spending all their working hours on the honorarium work, the percentage would be 100%

If they are spending half of the working week on the honorarium work, the percentage would be 50%

**Q24** What happens if an employee is absent from work for more than 30 days

**A** The payment should cease, a new submission should be made to end the Honoraria.