



Coventry City Council

Overview of the Honorarium 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 - Honorarium Form

Prototype Form for the Payroll External Customer caseload

Information Contact Details Personal Details Honorarium

Schools - Request relating to an Honorarium Payment 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 (who are a government department) to detect fraud and error; more information on the National Fraud Initiative can be found [here](#).

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

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

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 honorarium payment 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 - Honorarium Form

Prototype Form for the Payroll External Customer caseload

Information Contact Details Personal Details Honorarium

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'

 ✓

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 (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 - Honorarium Form

Prototype Form for the Payroll External Customer caseload

Information Contact Details **Personal Details** Honorarium

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

Honorary Section

This is the section where the specific details about the Honorary role being covered will be captured.

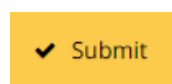
Once a selection of the three initial options i.e. New, Extension or Cancellation is made, further questions and input boxes will be revealed for you to enter the specific details relating to the employee that the honorary request relates to.

Specific honorary details
Type of honorary request *
 New Extension Cancellation

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).

After the Post number for the role covered by the honorary is entered some post related information will be populated for you, e.g. the grade and post job title as shown in the example on the next page.

The Honorary section is the final page on this form, so when you have added all the relevant information click the Submit button to complete the request.



Payroll LM Schools - Honorarium Form

Prototype Form for the Payroll External Customer caseload

Information Contact Details Personal Details Honorarium **i**

Specific honorarium details

Type of honorarium request *

New Extension Cancellation

Reason for the request *

- Maternity Cover
 Post Holder Seconded
 Sickness Absence
 Temporary Vacancy
 Other

Post number being covered by the honorarium *

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

022512 ✓

Grade for the post being covered by the honorarium

GRD4

Honorarium post job title *

Site Services Officer

Acting up spinal point *

10 ✓

Acting up percentage *

100 ✓

Date the honorarium payment is effective from *

18/06/2023 ✓

Please note honorarium payments can only be paid for a maximum period of 12 months without review, i.e. 18/06/2024 in this case

Honorarium end or review date *

29/10/2023 ✓

Please note if an honorarium payment is to be paid after 29/10/2023 then an extension request will need to be made

I confirm that I have read any organisational guidance on acting up and have taken account of equality and diversity in the workforce. I am satisfied that this request complies with the guidance