



Coventry City Council

## Overview of the Officer 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.

**Replace below with Honorarium version**

### Payroll LM Schools - Officer Variation Form

Prototype Form for the Payroll External Customer caseload

Information

Contact Details

Personal Details

Changes being Reported

Working Pattern

#### 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 (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

##### 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

Expecting the narrative to be the same below

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.

The screen shot here will need to reflect the Honorary form header

# Payroll LM Schools - Officer Variation Form

Prototype Form for the Payroll External Customer caseload

Information

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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 (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.

The screen shot here will need to reflect the Honorarium form header

### 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

## Honorarium Section

This is the section where the specific details about the Honorarium 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 honorarium request relates to.

### Specific honorarium details

Type of honorarium 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).

## Payroll LM Schools - Honorarium Form

Prototype Form for the Payroll External Customer caseload

Information Contact Details Personal Details **Honorarium**

### 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'

1234567 ✓

Grade for the post being covered by the honorarium \*

GRD3 ✓

Acting up spinal point \*

5 ✓

Acting up percentage \*

75 ✓

Date the honorarium payment is effective from \*

15/05/2023 ✓

Please note honorarium payments can only be paid for a maximum period of 12 months without review, i.e. 15/05/2024 in this case

Consider if anything else relevant can be added here and maybe add that the form will be submitted at the end of this section – WP section no longer needed