

Teachers Variation Form – Q&As

Q1 Is this form available for all employees?

A No – initially the form should only be used for teachers in permanent or fixed term posts.

Q2 What happens if the SBM/authorised user is absent from work?

A The Head Teacher 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](#)

Q3 What happens if the SBM/authorised user leaves the school's employment?

A The Head Teacher 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 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.

Q5 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 presented 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.

Q6 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.

Q7 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.

Q8 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.

Q9 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.

Q10 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.

Q11 If an extension to contract is to be extended, what is needed?

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

Q12 I have an unqualified teacher who is now become a qualified teacher. Can the changes be processed on this form?

A No, a transfer form will need to be completed to transfer the teacher from an unqualified teaching post to a TMS post.

Q13 Can this form be used to process all salary Increments?

A No, for teachers on the TMS & Unqualified pay scales, the salary increments process will continue with the current process, where the Payroll Service Centre will email the school annually with a list of your current teachers on these pay grades.

For teachers on the UPS and Leadership pay scales, the new digital variation form will be used. However, the appropriate appendices form will need to be uploaded with the digital form before it can be submitted.

Q14 I have a Head Teachers Discretionary payment to process, can I use this form?

A Yes, this form will need to be used and the appendix 3 will need to be uploaded when the form is submitted.

Q15 I have a Leadership acting up payment to process, can I use this form?

A Yes, this form will need to be used and the appendix 3 will need to be uploaded when the form is submitted.

Q16 I have a safeguarding payment to process, can I use this form?

A No, these details will need to be sent directly to one of the Managers on the Payroll Team –

Jane Williams jane.williams@coventry.gov.uk

Vicki Healey vicki.healey@coventry.gov.uk

or Christine Higginson christine.higginson@coventry.gov.uk.

Q17 I have a R & R First Aid request, however, I am unable to submit the form.

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

Q18 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 e.g. 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.

Q19 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 e.g. 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					

Q20 What do I input if our Schools SSTTW is not 25 hours?

A In the Working hours details section of the Changes being Reported page, you will need to tick the No box when presented with the question.

Then in the Current number of hours worked by field, you will need to give the actual hours worked by the teacher.

Q21 I have a TLR Miscellaneous/TLR 3 & SEN misc payment to request. What do I need to enter?

A The actual monthly amount to be paid will need to be input for the allowance to be paid.

Q22 Can a teacher have a TLR1 & TLR2 paid at the same time?

A No, under the School Teachers terms & conditions ([STPCD](#)), these 2 payments cannot be paid concurrently. The form can be used to end one payment and then start another payment at a different date.