

## 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 an authorised form user leaves the Academy Trust's employment?

**A** The Academy Trust Human Resources Lead will need to contact the payroll team to inform them of the situation and confirm a replacement at the time. Please complete the [Change of User Form](#)

**Q3** What if any of the current information held against an employee is incorrect or the post reporting does not reflect the establishment?

**A** The authorised form user will need to contact the Payroll Service Centre.

**Q4** 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.

**Q5** If the authorised form 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.

- Q6** 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 authorised form user will need to complete a new form with the new/correct information. You should always inform the team via [academypayrollforms@coventry.gov.uk](mailto:academypayrollforms@coventry.gov.uk) if you need to cancel/withdraw a previous variation form as we may have already saved it in a folder and would not know that it had been superseded.
- Q7** What happens if the information input in the form is incorrect?
- A** The change form will be rejected, and the authorised form 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.
- Q8** If a temporary change has been sent with an end date, does the authorised form user 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, this will not happen automatically.
- Q9** 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.
- Q10** If an extension to contract is to be extended, what is needed?
- A** A further variation will be needed to extend the end date.
- Q11** I have an unqualified teacher who has 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.

**Q12** Can this form be used to process all salary Increments?

**A** No, for teachers on the TMS, UPS & 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.

This form can be used to process the individual employee increments that have been agreed outside of the annual bulk process and for Leadership increments.

**Q13** I have a Head Teacher's Discretionary payment to process, can I use this form?

**A** Yes, this form will need to be used.

**Q14** I have a Leadership acting up payment to process, can I use this form?

**A** Yes, this form will need to be used.

**Q15** 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](mailto:jane.williams@coventry.gov.uk)

Kate Eades [kate.eades@coventry.gov.uk](mailto:kate.eades@coventry.gov.uk)

**Q16** I want to end a TLR1 payment and commence a different TLR1 payment the following day.

**A** You will need to select the new TLR payment first, this will then ensure that the current TLR will end prior to the new one commencing. This statement also applies to ending and commencing TLR 2 payments.

**Q17** 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. It is important to remember that this is the actual amount that will be paid so in the case of a part time teacher you will need to pro rata the amount to their hours if needed.

**Q18** 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.

**Q19** Can a teacher have a TLR1/TLR2 and a TLR Misc paid at the same time?

**A** Yes, under the School Teachers terms & conditions ([STPCD](#)), they can have either a TLR1 or TLR2 in addition to a TL3 Misc payment only, but NOT in addition to a TLR 1 or 2 Misc.