

Officer Variation Forms – Q&As

Q1 If a temporary change has been sent with an end date, does the school need to complete a new variation form 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.

Q2 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.

Q3 If an extension to contract is to be extended, what is needed?

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

Q4 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.