



Information Section

After the type of educational establishment has been selected, 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 contact the Payroll Team.

Payroll Digital Forms - Officer Variation Form

Information Contact Details Personal Details Changes being Reported

Type of educational establishment *

- Academy ✓
- Local Authority School

Academies - 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 (which is a government department) to detect fraud and error in support of the [National Fraud Initiative](#)

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

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 academy 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.

Helpful Supporting Information

1. A link to a [document](#) that provides some answers to questions that an authorised form user may have about the information being provided in contract variation requests. This document also contains information that the Payroll Team want form users 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 a change needs to be communicated to the Payroll Team about the staff who are authorised to complete the Payroll digital forms

Contact Details Section

The contact details section is where the security validation happens. This ensures that before details of the officers employed by the academy school are presented for selection, the form validates that it is the authorised representative of the MAT that is logged in and using the form.

The validation checks:

- The employee number entered belongs to an authorised representative of the MAT, and
- The employee number is linked to the current post holding entry for the post number entered, and
- The authorised representative's email address (which is also the user's MyAccount email address) is held in their ResourceLink payroll record.

Once you have entered your employee & post numbers click the 'Find Academy' button. The form will validate the above information and if correct will present a drop down list for selection of the academy school that the officer who is the subject of the contract variation request works at. Select the academy school required and progress to the Personal Details screen.

Payroll Digital Forms - Officer Variation Form

Information **Contact Details** Personal Details Changes being Reported

Your Contact, Employee & Post Number Details

Name *

 ✓

MyAccount email *

 ✓

Employee number allocated to you *

Employee numbers are 8 alphanumeric characters long

 ✓

Your post number *

Post numbers are 10 alphanumeric characters long

 ✓

Select the academy where the contract variation required for the employee is located *

 ✓

- Select...
- President Hill School
- Campland Primary School
- Keresley Court Primary Academy
- Stoke Newland Primary School
- Coundon Grange 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 Digital Forms - Officer Variation Form

Information Contact Details **Personal Details** Changes being Reported

Employee personal details

Select employee *

CAROL HICKS Teaching Assistant Level 2 Employee number: CA027717 Academy: Campland Primary School ✓

Surname *

Hicks

Legal first name *

Carol

Please provide a 'known as' name for Carol if they like to be referred to it rather than by their legal first name

Employee number allocated to Carol *

CA027717

School Name *

Campland Primary School

Post title *

Teaching Assistant Level 2

Current post number *

ACA0000014

Current post grade *

CMSCF

Current spinal point *

10

Position status *

PT

Employee type

Officer

Changes being Reported Section

This form allows requests of changes to be made about 9 different contract variation types shown below. More than one change type can be reported on the same form as long as the effective dates for the different change types are the same.

As you select the contract variation type(s) that are relevant for the employee who is the subject of the change request, questions and input boxes will be revealed for you to enter the specific details. 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 Digital Forms - Officer Variation Form

Information Contact Details Personal Details **Changes being Reported**

Changes being reported

Please note that all temporary changes will require a further variation form to be completed to continue or stop any payments

Reason(s) for change being reported *
One or more change type can be reported in this request

- Temporary to Permanent Contract ✓
- Extension to Contract
- Working Hours
- Salary Accelerated Increments
- Number of Working Weeks
- Shift Allowance %
- Contractual Overtime
- First Aid Allowance
- Salary Protection

Working hours details

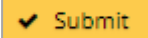
Current number of hours worked by Carol *
 ✓

Minutes must be shown as decimals e.g. 15 mins = .25, 30 mins = .5 and 45 mins = .75

New number of hours worked by Carol *
 ✓

Effective start date of the change *
 ✓

Is this a temporary change? *
 Yes No ✓

When you have completed all the required fields in this section, press the  button at the bottom of the page. This will submit the form to the Payroll Team. You will receive a form submission notification email that will contain a PDF copy of the details that were captured in the form.