

Guidance Note: Staff Increments - Fast Entry

The secure EPM Portal has the facility for Portal users to submit one transaction detailing all performance related increments. Only Portal users with 'HR Modify' rights will be able to access this.

The **Staff Increments - Fast Entry** page can be found in the **Employees** section of the Portal under **Staff Increments**, where you will be presented with a list of employees. The different types of appointment are displayed in separate tabs across the page. The **Support** tab is only displayed if your increments for this category of staff are performance related and they do not receive service-based increments automatically applied by EPM.

An example of what you can expect to see is shown below. The **Current Point** column displays the current pay point and the **Available (Next)** column contains a drop-down list of the available points within the salary range applicable to that particular appointment. Initially this value will default to the next increment but this will not be applied unless the tick box in the **Increment** column is ticked. Therefore, please tick the boxes for all employees who require an increment and check the correct new salary point is selected in the drop-down box.

Staff Increments - Fast Entry

Teacher
Leadership
Unqualified
Leading Practitioner
Support

Teacher Default Increment Date:

↑ Name	Emp Number	App Number	Current Point	Available (Next)	Increment	Job Description	Contract Status	Effective
Teacher Name 1	E191774	B743732	M1	M2	☐	Teacher of Art		01 Sep 2016
Teacher Name 2	E191775	B743733	M6	U1	☐	Head of History	Permanent Staff	01 Sep 2016
Teacher Name 3	E191776	B743734	U3		☒	Teacher of English	Temporary - Sickness cover	01 Sep 2016
Teacher Name 4	E191777	B743735	M3	M4	☐	Teacher of French	Temporary - Maternity Cover	01 Sep 2016
Teacher Name 5	E191778	B743736	U2	U3	☐	Teacher of Science	Temporary - Maternity Cover	01 Sep 2016
Teacher Name 6	E191779	B743737	M2	M3	☐	Teacher of Maths	Permanent Staff	01 Sep 2016

Legend:

* (Currently Saved As Draft.)

Grayed out (Reached top point)

Cancel

Review

The **Teacher Default Increment Date** is the date EPM will apply the increments for the teaching staff, it will have a default date of 1 September. If you do not follow the School Teachers' Pay and Conditions (STPC) and choose to apply teacher increments on a date other than 1 September, please contact your HR Adviser at EPM so this can be altered on the Portal.

Any employees who are greyed-out, such as row 3 in the above example, are either employees who have reached the top of their salary range or are paid on a spot point. Therefore, if any changes are required to their salary range or spot point, please use the Portal in the usual way for making amendments to appointments.

Once you have finished updating the **Staff Increments - Fast Entry** screen you can click the **Review** button to perform an auto-save for all tabs, the **Staff Increments - Review** screen is displayed. This page is intended for review purposes only and cannot be edited. Click the **Back** button to return to the previous screen and make further changes.

Staff Increments - Review

TeacherLeadershipUnqualifiedLeading Practitioner

Name	Emp Number	Number	Current Point	Increment	New Salary	Job Description	Contract Status
Teacher Name 1	E191774	B743732	M1	M2	£23,528		
Teacher Name 2	E191775	B743733	M6	U1	£34,523		
Teacher Name 3	E191776	B743734	U3				
Teacher Name 4	E191777	B743735	M3	M4	£27,376		
Teacher Name 5	E191778	B743736	U2	U3	£37,124		
Teacher Name 6	E191779	B743737	M2	M3	£25,420		

To remove or amend an increment, press the back button to go to the previous screen. Once changes have been made press the review button to get back to this screen.
If you would like to print a summary of changes please do so before submitting.

BackChanges OnlySaveSubmitPrint

If you would like a record of the increments, you are about to submit then please print a summary of changes **before** clicking **Submit**. This will print a report with details for all the tabs.

It is possible to submit the increments in small batches but there is also the facility on the review page to save the increments; you can then return to the Portal at a later date to submit them. The increments which have been saved as a draft will be highlighted in blue. The increments will not be sent to EPM until you click **Submit**, at which point it will send notification to your HR Adviser of the increments on all tabs. After the increments have been submitted, the appointments they relate to will no longer appear in the list on the **Staff Increments - Fast Entry** screen. If you submit an increment in error, then please contact your HR Adviser at EPM.

This feature works in the same way for support staff and will have a **Support Default Increment Date** with a default date of 1 April. It is possible for you to adjust this date, however, please be aware that if you leave the **Support** tab on the **Staff Increments - Fast Entry** page it will default back to 1 April when you return to it.

If your support and teacher default increment dates differ, please ensure the increments for these categories of staff are sent separately.

The appointment details for the person logged in and the Headteacher will not be displayed on the **Staff Increments - Fast Entry** page. Therefore, please arrange for EPM to be notified in the normal way if they are due any increments.

If you only have a small number of increments to process and would prefer to submit these individually, then please feel free to use the amend function under the **Employees** menu as normal.

Should you have any questions in relation to this matter please contact your HR Adviser at EPM.