Guidance on Completing the HR Spreadsheets for Support and Teachers

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Please see below some guidance when completing the spreadsheets for your support and teaching staff. We have covered the most frequently asked questions, however should you have any further questions or require any additional support, please speak with your HR Adviser who will be happy to support you with this.

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| Personal Title: | Please enter the employee’s title, e.g. Mr, Mrs, Miss, Dr, Rev etc. |
| First Name/Middle Name/Last Name/Previous Name: | Please enter the full name of the employee and any previous names they have used. |
| Address: | Please enter the full postal address of the employee. |
| Email Address: | The email address is essential for the employee as they will receive ePayslips.If they do not have a personal email address, please enter the email address that the employee has within school. This must be individual to the employee. |
| DFE No: | This is only required for your teachers. This is their Teacher Reference Number. |
| Appointment Date: | Please enter the date the current appointment started. If the employee has moved positions within the school, it will be their most recent appointment date. |
| Contract Status: | Please state whether the appointment is permanent, temporary or casual. |
| Job Description: | Please enter the job title of the post. |
| Fixed Term Date: | If this is a temporary appointment, please enter the end date for this appointment. |
| Person Covered: | If this is a temporary appointment to cover an existing employee, please enter the name of the person they are covering. |
| Named Child: | If the post is to support a child within school on a 1-1 basis, please enter the child’s name here. |
| Temporary Reason: | Please enter the reason why the appointment is temporary, e.g. maternity cover, sickness cover. |
| Current Employment Continuous Service: | This date is the start date of the employee’s continuous service with their current employer. This may be the Local Authority, academy trust or standalone academy. |
| Local Government Continuous Service: | This date is continuous service with no breaks and includes movement within schools. Therefore, if an employee has worked in 5 schools over 20 years since 2015, their continuous service date would be 1995, as long as they had no breaks in between. |

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| Full Time and Part Salary: | Please enter their full time salary and the pro rata salary for part time employees. |
| Grade: | Please enter the present grade or scale of the employee. If they are teachers, this would be main scale, upper pay scale or leadership. For members of support staff it will be the grade or scale for their role. |
| Point: | For teachers, please enter the point within the scale, e.g. M2, M5. For members of support staff, please enter their current point within the grade or scale. |
| Weeks Worked Per Year: | This is the actual weeks worked by the employee, e.g. 38 weeks = Term time only 39 weeks =Term time plus inset daysIf an employee works 2 additional weeks per year this would be 40 weeks = Term time plus inset days plus one weekIf you are unsure of any weeks worked, please speak with your HR Adviser. |
| Annual Leave Entitlements: | This will be how many paid weeks the employee works if they are pro rata, e.g. If an employee works 38 weeks but are paid 44.4 weeks, this would be entered as 6.4 weeks, which is 44.4 – 38 = 6.4Please send over your holiday leave entitlements to your HR Adviser at your earliest opportunity. |
| Permanent Hours: | These are the contractual hours the employee presently works. |
| Temporary Hours | Please add any temporary hours that employees are currently doing, e.g. they work 20 hours permanently but are currently working an additional 5 hours. |
| Temporary End Date: | For temporary hours, please enter the date these are due to end. |
| FT Hours: | This is the full time hours for the school, e.g. 37 hours per week. |
| Allowances: | Please enter any allowances that are currently being paid, e.g. First Aid Allowances, TLR3 for Teachers, Living Wage Allowance. |
| Allowance End Dates: | If an end date has been agreed, please enter this here, e.g. the end date for a TLR3 or the end date of the certificate for a First Aid Allowance. |
| Range Start Point: | For employees on the leadership pay scale, please enter the start point of the range, e.g. Headteachers may have a 5 point range. |
| Unique Pension Reference: | If your Pension Fund has provided you with a unique reference for each appointment, please enter this here. This would be unique to each appointment and not each employee. |