

# Pay Award - Applied at Trust Level

## EPM Connect Guide



# Document Control

**Document Overview:** This document outlines the key recommended steps to manage Pay Awards in EPM Connect.

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## Document Approval

The Director of Operational Excellence shall review this guide annually and shall determine whether any further changes need to be made prior to approval.

This document was approved by Keren Prior, Director of Operational Excellence on 19<sup>th</sup> April 2026 and is issued on a version-controlled basis under her signature.

## Document History

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## Pay Award

This guide provides an overview of the process for managing the Teacher's Pay Award, Support Pay Award and increase to National Minimum Wage. This section of the system is also used to manage allowance uplifts.

EPM Connect allows you to apply the Pay Award in any month you want to apply it, as long as it is applied and approved before the payroll cut off deadline.

However, please ensure that you have informed your EPM Payroll Team in good time ahead of processing the pay award to ensure that back pay is applied in the relevant month.

### Important

If you have clicked **Save and Submit** and realise you have made an error, please contact your EPM Team immediately.

The Pay Award will only be applied if it is **Saved & Submitted** and **Approved** (where an **Approval Setting** has been applied).

Please note that the Pay Award is applied at midnight on the day it is saved and submitted. Therefore, it should not be managed on the day of your cut off date.

### Apply Pay Award at Trust Level

If you would like to apply the Pay Award at Trust level, this can be managed within **Trust Overview > MAT Admin > Pay Awards**.

1. On the left-hand side of the EPM Connect window, click **Trust Overview**. A list of further menu options is displayed.
2. Select **Mat Admin**. A list of further menu options is displayed.
3. Select **Pay Awards**. The **Pay Awards** page is displayed.
4. Click the **Add Pay Award** button. A new **Pay Award Window** is displayed.

**+ Add Pay Award**

5. In the **Pay Award Name** field, enter a name.  
*For example, Teacher's Pay Award 2026.*
6. In the **Effective Date** field, enter the effective date.  
*This is the date that the pay award should be applied.*
7. Click the **+ Add Pay Award** button. A new window is displayed.

Pay Award ✕

**Pay Award Name\*:**

**Effective Date\*:**

West Holly Trust

Janetland School (ID 309)

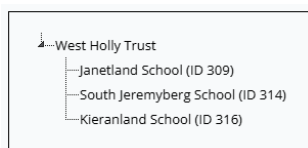
South Jeremyberg School (ID 314)

Kieranland School (ID 316)

**+ Add Pay Award**

Cancel

8. Click the **name of the Trust at the top of the Property Tree**. A new window is displayed.



9. In the **Pay Award Name** field, enter the name of the Pay Award being applied, for example Support Staff Pay Award 2026.

**+ Add Pay Award**

10. Within the **Pay Scales** section of the page, click **Add Pay Scales**. A new window is displayed.
11. Click on the type column and select either **Teacher** or **Support Staff**.
12. Tick the box next to all the rates you wish to apply the Pay Award to.
13. Click **+ Add Pay Scales**. The Pay Award screen is displayed with all selected pay scales displayed within a data table.

Please note there is a limit of a maximum of 500 pay scales.

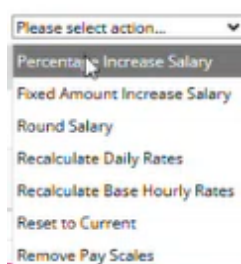
**+ Add Pay Scales**

| E. Pay Scales        |                 |                  |                      |                        |                      |                        |                            |                              |                          |
|----------------------|-----------------|------------------|----------------------|------------------------|----------------------|------------------------|----------------------------|------------------------------|--------------------------|
| Add Pay Scales       |                 |                  |                      |                        |                      |                        |                            |                              |                          |
| Q Pay Scale          | Q Pay Range     | Q Pay Range Type | Q Current FTE Salary | Q Projected FTE Salary | Q Current Daily Rate | Q Projected Daily Rate | Q Current Base Hourly Rate | Q Projected Base Hourly Rate | Q                        |
| Exam Inspectors      | Inspectors      | Support          | £23633.75            | 23633.75               | N/A                  | N/A                    | N/A                        | N/A                          | <input type="checkbox"/> |
| Lead Exam Inspectors | Lead Inspectors | Support          | £25945.36            | 25945.36               | N/A                  | N/A                    | N/A                        | N/A                          | <input type="checkbox"/> |

## Important

Please note any spot salaries that have been added by the EPM Team will appear within the Pay Award. If the spot salary you are looking to manage is not shown, please speak to the EPM team.

14. Click on the Please select action drop down on the far right-hand side above the data table. A list of options are displayed.



15. Select the relevant option from the drop-down menu.

These actions can be stacked and applied back to back. Therefore, allowing you to apply multiple actions before saving. For example, you can apply a percentage uplift s one action and then apply a rounding as a second action in a single application.

**Percentage Increase Salary:** Relates to Pay Award. Enter the percentage increase to be applied to the current salary, for example 3%.

*Projected FTE Salary = Current FTE Salary x (1 + percentage).*

**Fixed Amount Increase Salary:** Relates to Pay Award. Enter the fixed amount in pounds and pence to be applied to the current salary, for example £1,400.

*Projected FTE Salary = Current FTE Salary + fixed value.*

**Round Salary:** Relates to Pay Award. Select from:

**Round off to the nearest Pound:** Rounded to the nearest pound.

£23,260.64 will become £23,261 and £23,260.23 will become £23,260.

**Round UP to the nearest Pound:** £23260.64 will become £23,261.

**Round DOWN to the nearest Pound:** £23260.64 will become £23,260.

Please note the Green Book suggest rounding UP.

**Recalculate Daily Rates:** This option should not be used.

**Recalculate Base Hourly Rates:** This option should not be used.

**Reset to Current:** Resets back to the original rate.

**Remove Pay Scales:** Removes this Pay Scale from the pay Award.

To reset to the original rate at any time, select **Reset to Current**.

16. Click **Save Draft**. Or Save and Submit if you want to apply the Pay Award.

 Save Draft

 Save and Submit

We recommend clicking **Save Draft** until you are ready to submit.

Once Salary has been managed, move onto **Additions** if relevant.

### Important

Do not click **Save and Submit** before managing additions if you want to include additions.

The Pay Award will not be processed until you click **Save and Submit**.

This can also be used as a tool to project Pay Award increases.

## Additions

### Important

Additions will only show if they have been set as Managed By Pay Award in Settings. If an addition is missing, please speak to your EPM Team who can amend this.

Please note that system will display both teaching and support additions, so take care when selecting the addition.

Additions are broken down into three sections: Fixed, Default and Range.

**Range:** Provides a range with which the addition can be increased.

**Fixed:** Provides a specific amount with which the addition can be increased.

**Default:** Can be overwritten with any amount.

## Fixed Amount Pay Additions & Deductions

1. Scroll down the page and click the **Add Pay Additions & Deductions** button.
2. Tick the box next to all the rates you wish to apply the Pay Award to.
3. Click **+ Add Pay Additions/Deductions** button. The window closes and all ticked options are displayed within the main page.

**Add Pay Additions/Deductions to Pay Award**

Select addition/deductions to add to this pay award and then press 'Add Pay Additions/Deductions' button.

Records per page: 10
Export
1 items selected
Clear

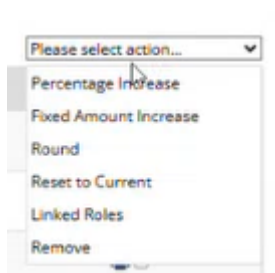
| Title                     | Category | Amount Type | Payment Amount |                                     |
|---------------------------|----------|-------------|----------------|-------------------------------------|
| Acting Up Allowance       | Addition | Annual      | 0.00           | <input type="checkbox"/>            |
| Honorarium                | Addition | Annual      | 0.00           | <input checked="" type="checkbox"/> |
| Special Needs Allowance   | Addition | Annual      | 0.00           | <input type="checkbox"/>            |
| Special Teacher Allowance | Addition | Annual      | 0.00           | <input type="checkbox"/>            |
| Teaching & Learning (SEN) | Addition | Annual      | 0.00           | <input type="checkbox"/>            |
| TLR1 A                    | Addition | Annual      | 0.00           | <input type="checkbox"/>            |
| TLR1 B                    | Addition | Annual      | 0.00           | <input type="checkbox"/>            |
| TLR1 C                    | Addition | Annual      | 0.00           | <input type="checkbox"/>            |
| TLR1 D                    | Addition | Annual      | 0.00           | <input type="checkbox"/>            |
| TLR2 A                    | Addition | Annual      | 0.00           | <input type="checkbox"/>            |

1 2

+ Add Pay Additions/Deductions
Close

of this type

5. From the **Please select action...** drop-down menu on the top right-hand side of the table, select **Linked Roles**. A new window is displayed.

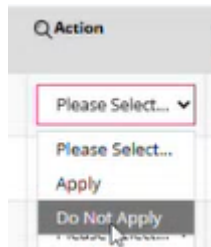


A list of all employees with this addition are displayed.

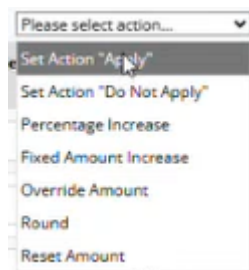
Changes to additions can be applied individually, to selected employees or all employees.

Follow Step 6 to manage individual additions and Step 7 to apply to multiple or all employees.

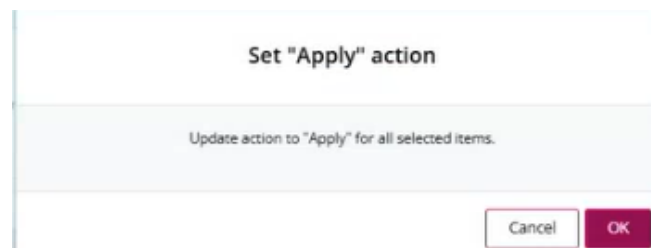
6. Within the **Action** column click **Please Select...** and select **Apply** or **Do Not Apply** for each employee.



7. To apply to multiple or all employees, tick the box next to all relevant employees and click the **Please select action...** drop-down menu on the top right-hand side of the table. A new window is displayed.



8. Click the **OK** button.



**Set Action "Apply":** Applies to all.

**Set Action "Do Not Apply":** Confirms the addition does not apply to any of the employees.

**Percentage Increase:** Relates to Pay Award. Enter the percentage increase to be applied to the current addition, for example 3%.

*Projected FTE Addition = Current FTE Addition x (1 + percentage).*

**Fixed Amount Increase:** Relates to Pay Award. Enter the fixed amount in pounds and pence to be applied to the current salary, for example £40.

*Projected FTE Addition = Current FTE Addition + fixed value.*

**Override Amount:** Enter a figure to override the previous figure.

**Round:**

**Reset Amount:**

**Percentage Increase Salary:** Relates to Pay Award. Enter the percentage increase to be

**Fixed Amount Increase Salary:** Relates to Pay Award. Enter the fixed amount in pounds and pence to be applied to the current salary, for example £1,400.

*Projected FTE Salary = Current FTE Salary + fixed value.*

**Round Salary:** Relates to Pay Award. Select from:

**Round off to the nearest Pound:** Rounded to the nearest pound.

£23,260.64 will become £23,261 and £23,260.23 will become £23,260.

**Round UP to the nearest Pound:** £1,200.64 will become £1,201

**Round DOWN to the nearest Pound:** £1,200.64 will become £1,200

Please note the Green Book suggest rounding UP.

**Recalculate Daily Rates:** This option should not be used.

**Recalculate Base Hourly Rates:** This option should not be used.

**Reset to Current:** Resets back to the original rate.

**Remove Pay Scales:** Removes this Pay Scale from the Pay Award

To reset to the original rate at any time, select **Reset to Current**.

## Saving and submitting the Pay Award

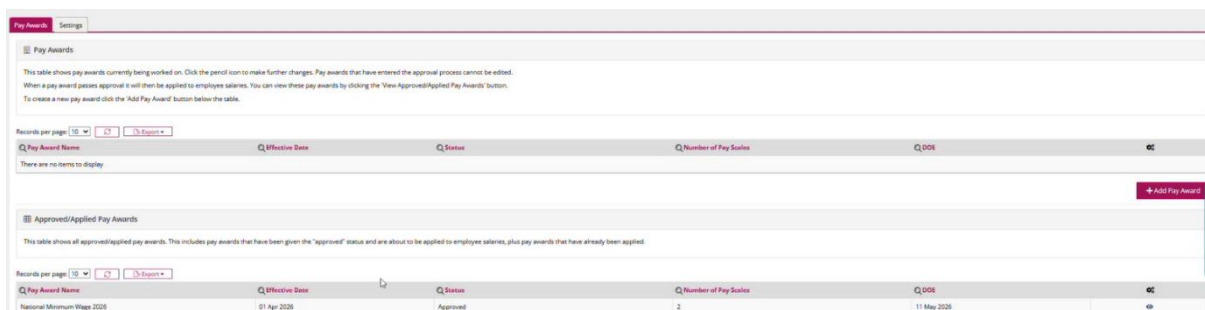
### Important

The Pay Award will not be processed until you click **Save and Submit**.

This can also be used as a tool to project Pay Award increases.

### Pay Award Statuses

Once approved, the Pay Award will be displayed within the table at the bottom of the Pay Award tab.



The screenshot shows a web interface for managing pay awards. It features two main sections, each with a table. The top section, 'Pay Awards', has a message stating that the table shows currently working on pay awards and that they cannot be edited once approved. It includes a 'Records per page' dropdown set to 10 and a 'Page 1 of 1' indicator. The table has columns for 'Pay Award Name', 'Effective Date', 'Status', 'Number of Pay Scales', and 'DOB'. Below the table is an 'Add Pay Award' button. The bottom section, 'Approved/Applied Pay Awards', has a message stating that the table shows all approved/applied pay awards. It also includes a 'Records per page' dropdown set to 10 and a 'Page 1 of 1' indicator. The table has the same columns as the top one. A single row is visible with the following data: 'National Minimum Wage 2025', '01 Apr 2025', 'Approved', '2', and '11 May 2025'. An eye icon is visible in the last column of this row.

| Pay Award Name                | Effective Date | Status | Number of Pay Scales | DOB |
|-------------------------------|----------------|--------|----------------------|-----|
| There are no items to display |                |        |                      |     |

| Pay Award Name             | Effective Date | Status   | Number of Pay Scales | DOB         |
|----------------------------|----------------|----------|----------------------|-------------|
| National Minimum Wage 2025 | 01 Apr 2025    | Approved | 2                    | 11 May 2025 |

**Approved:** The Pay Award has been saved and submitted.

**Applied:** The Pay Award has been applied by the EPM Payroll Team.

**Failed:** The Pay Award has failed, please speak to your EPM Team.



Click the eye icon to view the pay award details.

