

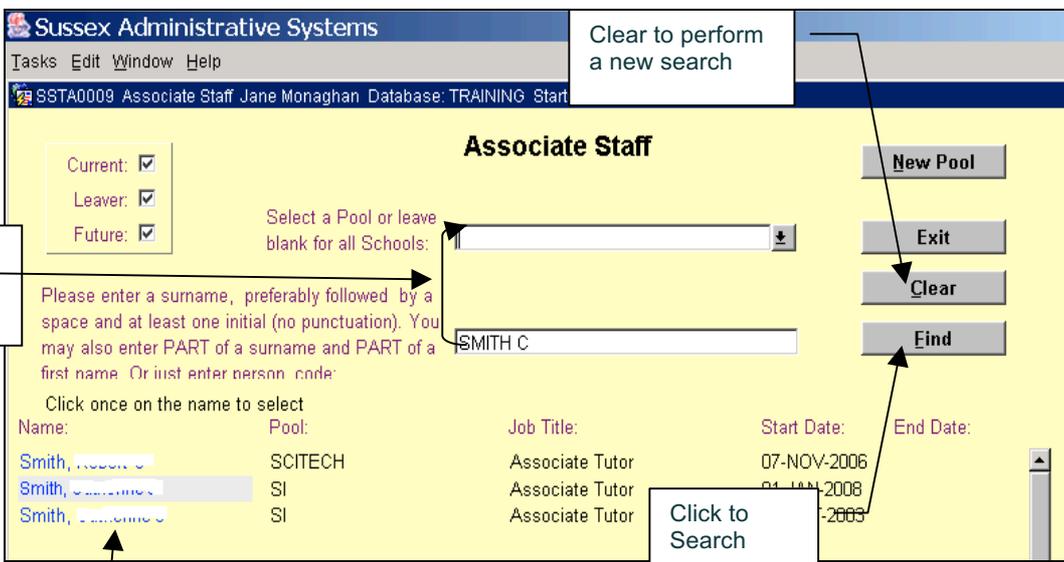
SSSTA0009 - Associate Staff (Adding Adjustments)

To Search for an Associate Tutor

It is possible to search using a range of different search criteria:

- School
- Status
- Name

Click on the **Find** button. This will either return names below or take you straight into the Staff Pool details.



Sussex Administrative Systems Clear to perform a new search

Tasks Edit Window Help

SSTA0009 Associate Staff Jane Monaghan Database: TRAINING Start

Associate Staff

Current:
Leaver:
Future:

Select a Pool or leave blank for all Schools:

Please enter a surname, preferably followed by a space and at least one initial (no punctuation). You may also enter PART of a surname and PART of a first name. Or just enter person code:

Click once on the name to select

SMITH C

Find **Exit** **Clear** **New Pool**

Name:	Pool:	Job Title:	Start Date:	End Date:
Smith, Robert C	SCITECH	Associate Tutor	07-NOV-2006	
Smith, Catherine S	SI	Associate Tutor	01-JAN-2008	
Smith, Catherine S	SI	Associate Tutor		2009

Enter search criteria

Click to Search

Search results are listed

To View an Associate Tutor's details

Click the name of the Tutor you wish to view. This will take you to another screen where you will be able to view their Adjustments, Allocations and Personal Details

A Tutor may have two appointments on different grades within the same School pool

Click **Exit** to return to the main menu

Click **Back** to get back to staff pool details

Click **New Search** button to get back to search screen

Click to add an **Adjustment**

Payments for Associate Tutors

- Payments for associate tutors can be entered when associating a tutor to a teaching group, via the 'Teaching Allocation' Screen.
- However for adhoc payments to tutors or for payments made to hourly-paid tutors who are not teaching on degree programmes, the **Adjustments** area can be used to add payments.

To Add a Adjustment

1. Highlight the name of a staff member or search for an individual from the search screen. If a tutor has 2 records with different grades then highlight the record with the grade for that payment
2. Click on **Adjustments**
3. Click on **Add**
4. Select a Pay Band from the drop-down list. Pay bands may be linked to a tutor's hourly rate (e.g. SEMINAR, DEMONSTRATION, BASIC HOURLY, LECTURE, TUTORIAL, etc.). Or it may be a one-off payment (e.g. MARKING3-). Or it may not be related to any pay band, in which case you should choose the ADJUSTMENT pay band
5. Enter the Start Date and End Date for the payments (this *must* be completed). Payments will be split over the number of months between the start and end date. (Example: 1st Nov - 21st December - payment will be split over Nov and Dec)
6. Enter a description in the Comment/Reason area. This should be brief but understandable as this will be released to the Associate Tutors on their Sussex Direct > Associate Tutor page

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Pool: SI

2. Click to choose a pay band

1. Click Add to add a payment

Enter details of any payment adjustments that need to be made:

Pay Band:	Pay Start:	Pay End:	App:	Hours:	Adjustment:	Pool:
ADJUSTMENT	01-OCT-2007	07-DEC-2007	Y		50.00	SI
SEMINAR	01-JAN-2008	31-MAR-2008		30.00		
MARKING3-	01-JAN-2008	31-MAR-2008		10.00	39.60	

Entering an Adjustment linked to a Tutor's grade (e.g. SEMINAR)

- The grade that the payment will be made on will default to the grade recorded on the Associate Staff record you are adding the adjustment to.
- Enter the number of 'Teaching Hours' and tab to the next field (Non-teaching hours). The 'Non-teaching hours' and the 'Hours' will be calculated automatically, although you can overwrite the 'Non-teaching hours' if necessary

Entering an Adjustment NOT linked to a Tutor's grade (e.g. MARKING3-)

- If the pay band is NOT linked to a Tutor's grade, select the pay band, enter the start date and end date; enter the Comments and enter the number of hours. (In the case of marking, this could relate to the number of scripts).
- The 'Adjustment' will be calculated for you.

Entering an Adjustment NOT linked to any pay band (ADJUSTMENT)

- If you do not want to associate the payment to a pay band, choose 'ADJUSTMENT' and enter the start date and end date; enter the Comments and enter the payment amount in the Adjustment field.
- Click **Save** to save your changes

Entering Negative Adjustments

- To make a negative adjustment, enter the details above as negative values (e.g. -12 Teaching hours or -£200 adjustment).

Viewing the Payment Summary

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 Tasks Edit Window Help
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Pool: [SI] [All] [Finance] [HR] [School] [New Search] [Find] [Exit] [Save] [Delete] [Back]

Current Staff CCE Associate Tutor;

Pay Band:	Start Date:	End Date:	Created Date:	Teaching Group Details:	Comments:	App?:	Payment Amount:	Total Paid Hours:
SEMINAR	07-JAN-2008	20-JUN-2008	17-DEC-2007	Writing Workshops - Mornii		Y	.00	142.50
SEMINAR	07-JAN-2008	20-JUN-2008	17-DEC-2007	Writing Workshops: Spr/Su		Y	.00	142.50
ADJUSTMENT £	07-JAN-2008	20-JUN-2008	05-FEB-2008		Adjustment re: £	Y	252.23	142.50
ADJUSTMENT £	07-JAN-2008	20-JUN-2008	05-FEB-2008		Adjustment re: £	Y	252.23	142.50
SEMINAR	01-JAN-2008	31-MAR-2008	29-FEB-2008				.00	30.00
MARKING3-	01-JAN-2008	31-MAR-2008	29-FEB-2008				39.60	10.00
SEMINAR	01-OCT-2007	07-DEC-2007	19-SEP-2007	Approaches to Writing: Mytl teaching		Y	1025.70	30.00
							1052.00	

[Delete] Last Notified: [Send Email]

1. Select a tutor by clicking on their details.
2. Click on **Payment Summary**. This will list the adjustments and allocations that have been made for the tutor
3. If a pay band is linked to a tutor's grade, you will only see the Total Paid Hours; the Payment amount will be 0. Double-click on the total hours amount to view the breakdown of the teaching and non-teaching hours.

Deleting Unapproved Adjustments

1. Only unapproved payments can be deleted. Clicking on an approved payment from the 'Payment Summary' screen will deactivate the **Delete** button
2. To delete an unapproved payment, click on the record and click the **Delete** button.