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Version Control

Version	Date	Release	Author	Change History
1.0	6 April 2018		Ami Atwal	Document creation
1.1	27 April 2018		Ami Atwal	Clarification added for Teachers overtime elements Discretionary payment – enter monthly not annual amount Guidance on VAT elements added Miscellaneous reimbursement elements added Travel Subsistence Non VAT added Taxi fares added Rent added
1.2	16 May 2018		Ami Atwal	Added: Basic Pay Element Section Foreign Language Assistant elements
1.3	25 June 2018		Ami Atwal	Updated guidance for General Schools Allowance, Discretionary Payment, TLR Teaching Assistant Level 3 SEN Allowance added Ex gratia payment added Non teaching supply guidance added Non teaching supply element – no holiday enhancement added for academies
1.4	20 July 2018	V10.28	Ami Atwal	New Teaching Supply elements added (PE0388, PE0389, PE0390, PE0391). Teaching Supply (PE0180, PE0181, PE0033 removed) General School Allowance updated
1.5	24 Sept 2018	V10.28.02	Ami Atwal	Guidance added for temporary TLRs
1.6	14 Dec 2018	V10.28.02	Ami Atwal	Added temp elements for: Raising standards at other Schools Payment Teachers Overtime Plain Days with SNA (PE0356) Teachers Overtime Plain Hours with SNA (PE0357)

				Teaching Supply Other with SNA (PE0358) Guide updated to include reference to time and expense template and the page reference
1.7	3 Sep 2019	V10.31.02	Ami Atwal	Details of temp Honoraria for T&E template added
1.8	16 Jul 2020	V10.34.01	Ami Atwal	New temp Acting Up Allowance created for Teachers
1.9	23 May 2022	V10.42.02	Stew Hawtin	Updated for Alcester academy elements

Introduction

This element guide must be referred to if using the 'Permanent Elements – New', 'Temporary Elements – New' or 'Pennies from Heaven/Rent' screens. The purpose of the guide is to provide details on how elements are to be correctly attached. For further guidance, please contact WES HR for advice.

Costing

As default, elements will be costed to the default position. However, if you need to override element costing you must enter this in the correct format using the full cost centre and ccdetails costing structure for your school/academy. The relevant T&E template will provide you with an example of the format to be used for overrides.

Basic Pay Elements

There is generally a single basic pay element that is used to pay all employees. However, where a element is required for a specific position(s), then a separate element will be created and these are noted below.

Element Name	Number	Input	Input	Input	Input	Notes
FLA Basic Pay	PE0355	Level – select the correct Position (not contract)	Start Date – enter occupancy start date	End Date – enter the occupancy end date This is to ensure the employee is not paid more than the required months		Foreign Language Assistants are paid for 12 hours per week from 1 October to 31 May (35 weeks)

Temporary Elements

VAT Decision

You will notice that some elements have a VAT and Non VAT option. Please refer to the 'Notes' section for the element below which provides guidance on when to use the appropriate option.

Non Teaching Supply

These elements must be attached to a casual position and cannot be paid on a contracted position. If this is not done then the costing will be inherited from the contracted position and you will need to ask your Finance Officer to manually journal the costs to the relevant account code.

Temporary Elements

Wherever possible, you must use the relevant Time and Expense template to enter mileage, expense and time (e.g. overtime, supply and additional hours) elements. If there is an element that is not available on a template, you can enter it using the '**Temporary Payment – New**' option.

TLR

To pay a one off TLR you must use the permanent TLR element and enter an end date against it. Do not enter it as a temporary element.

Element Name	Number	Input	Input	Input	Input	Notes
Accommodation Overnight Schools Mileage & Expenses – Page 2	PE0146	Level – select the correct Position	Value – enter cash amount	Date earned – enter date expense incurred		
Acting Up Allowance	PE0599	Level – select the correct Position	Value – enter the cash amount	Date earned – enter end date of pay period to which payment relates		To be used for Teachers only and where a cash amount is agreed and is not equal to the difference between their substantive and acting up role
Acting Up Hours	PE0109	Level – select the correct Position	Value – enter the number of hours worked	Date earned – enter date worked	Rate code – select scp from the drop down list	Used for Fire acting up hours only
Additional Hours 1.5	PE0198	Level – select the	Value – enter the	Date earned –	Rate code –	

		correct Position	number of hours worked	enter date worked	select scp from the drop down list	
Additional Hours 2	PE0199	Level – select the correct Position	Value – enter the number of hours worked	Date earned – enter date worked	Rate code – select scp from the drop down list	
Additional Hours CTG Schools Overtime & Additional Hours – Page Pay the Difference and Overtime at a Different SCP	PH0033	Level – select the correct Position	Value – enter the number of hours worked	Date earned – enter date worked		This pays a default holiday pay enhancement based on length of service: Less than 48 months = 14% 48 months or more = 16.5%
Additional Hours Plain	PE0077	Level – select the correct Position	Value – enter the number of hours worked	Date earned – enter date worked	Rate code – select scp from the drop down list	
Air Fares Schools Mileage & Expenses – Page 2	PE0142	Level – select the correct Position	Value – enter cash amount	Date earned – enter date expense incurred		
Bank Holiday Schools Overtime & Additional Hours – Page Overtime and Additional Hours	PE0054	Level – select the correct Position	Value – enter the number of hours to be paid	Date earned – enter date worked		
Basic Pay Casual Hours including Holiday Pay Schools Overtime & Additional Hours – Page Overtime and Additional Hours	PE0182	Level – select the correct Position	Value – enter the number of hours worked	Date earned – enter date worked		This pays a default 12.07% holiday pay enhancement
Bus Fares Schools Mileage & Expenses – Page 2	PE0143	Level – select the correct Position	Value – enter cash amount	Date earned – enter date expense incurred		
Catch Up Tutoring Alcester Academy Schools Overtime & Additional Hours – Page Overtime and Additional Hours – Page 2	PE0739	Level – select the correct Position	Value – enter the number of days worked	Date earned – enter date worked	Rate type – select 'Rate code'	Payment Table and Rate Code will populate with Value
Ex Gratia Payment	PE0359	Level – select the	Value – enter	Date earned –		Element is only available for

		correct Position	cash amount	this can be entered as the first of the month		Oak Wood and is non taxable, non niable and non pensionable
FLA Additional Hours Schools Overtime & Additional Hours – Page 8 Miscellaneous	PE0075	Level – select the correct Position	Value – enter the number of hours worked	Date earned – enter date worked		This element will pay a standard fixed hourly rate for hours beyond the 12 hours a Foreign Language Assistant is contracted to work The rate is held in a table called 'FLA Additional Hours'
Holiday Pay Hours	PE0050	Level – select the correct Position	Value – enter the number of hours to be paid or deducted (enter '-' minus if deducting) Enter in hours and mins	Date earned – enter leaving date*		*If hours need to be paid/deducted based on a period where the scp changes i.e. 1 April due to an increment, then the Date earned needs to be based on the scp. You may need to enter the element twice if hours are based on 2 different scps e.g. to span 2 financial years
Honoraria Pensionable Schools Overtime & Additional Hours – Page 8 Miscellaneous	PE0003	Level – select the correct Position	Date earned – enter start date of honoraria	Description – enter reason for the honoraria	Cash – enter the amount to be paid	This can be entered as a Temporary Payment or using the timesheet
Interview Expenses	PE0144	Level – select the correct Position	Value – enter cash amount	Date earned – enter date expense incurred		
Invigilators Alcester Academy Schools Overtime & Additional Hours – Page Overtime and Additional Hours – Page 3	PE0740	Level – select the correct Position	Value – enter the number of hours worked	Date earned – enter date worked	Rate type – select 'Rate code' Payment Table will populate Select – Select 'Basic' or 'Lead'	
Letting Fees	PE0034	Level – select the	Value – enter the	Date earned –		

Schools Overtime & Additional Hours – Page Non Teaching Overtime and Additional Hours		correct Position	number of hours worked	enter date worked		
Lieu Hours Schools Overtime & Additional Hours – Page Non Teaching Overtime and Additional Hours	PE0055	Level – select the correct Position	Value – enter the number of hours worked	Date earned – enter date worked		
Miscellaneous Reimbursement Schools Mileage & Expenses – Page 2	PE0147	Level – select the correct Position	Value – enter cash amount	Date earned – enter date expense incurred		This element must be used if a VAT receipt has NOT been provided
Miscellaneous Reimbursement VAT Schools Mileage & Expenses – Page 2	PE0223	Level – select the correct Position	Value – enter cash amount	Date earned – enter date expense incurred		This element can only be used if a VAT receipt has been provided
Non Teaching Supply Schools Overtime & Additional Hours – Page Non Teaching Supply Hours	PE0011	Level – select the correct Position	Value – enter the number of hours worked	Date earned – enter date worked		Use this element to cost non teaching supply hours to the default position costing Pays default 12.07% holiday enhancement unless an alternative rate is entered
Non Teaching Supply Admin & Clerical Schools Overtime & Additional Hours – Page Non Teaching Supply Hours	PE0012	Level – select the correct Position	Value – enter the number of hours worked	Date earned – enter date worked		Pays default 12.07% holiday enhancement unless an alternative rate is entered
Non Teaching Supply Adult Worker Contract Schools Overtime & Additional Hours – Page Non Teaching Supply Hours	PE0029	Level – select the correct Position	Value – enter the number of hours worked	Date earned – enter date worked		Pays default 15% holiday pay enhancement
Non Teaching Supply Caretaker Schools Overtime & Additional Hours – Page Non Teaching Supply Hours	PE0024	Level – select the correct Position	Value – enter the number of hours worked	Date earned – enter date worked		Pays default 12.07% holiday enhancement unless an alternative rate is entered

Non Teaching Supply Cleaner Schools Overtime & Additional Hours – Page Non Teaching Supply Hours	PE0020	Level – select the correct Position	Value – enter the number of hours worked	Date earned – enter date worked		Pays default 12.07% holiday enhancement unless an alternative rate is entered
Non Teaching Supply Clerk to Governors Schools Overtime & Additional Hours – Page Non Teaching Supply Hours	PE0025	Level – select the correct Position	Value – enter the number of hours worked	Date earned – enter date worked		Pays default 14% or 16.5% paid holiday enhancement if the 'Enhanced Holiday Pay CTG' has been attached
Non Teaching Supply Cover Supervisor Schools Overtime & Additional Hours – Page Non Teaching Supply Hours	PE0028	Level – select the correct Position	Value – enter the number of hours worked	Date earned – enter date worked		Pays default 12.07% holiday enhancement unless an alternative rate is entered
Non Teaching Supply Domestic Schools Overtime & Additional Hours – Page Non Teaching Supply Hours	PE0022	Level – select the correct Position	Value – enter the number of hours worked	Date earned – enter date worked		Pays default 12.07% holiday enhancement unless an alternative rate is entered
Non Teaching Supply Driver Schools Overtime & Additional Hours – Page Non Teaching Supply Hours	PE0021	Level – select the correct Position	Value – enter the number of hours worked	Date earned – enter date worked		Pays default 12.07% holiday enhancement unless an alternative rate is entered
Non Teaching Supply Exam Invigilator Schools Overtime & Additional Hours – Page Non Teaching Supply Hours	PE0030	Level – select the correct Position	Value – enter the number of hours worked	Date earned – enter date worked		Pays default 12.07% holiday enhancement unless an alternative rate is entered
Non Teaching Supply Extended School Support Schools Overtime & Additional Hours – Page Non Teaching Supply Hours	PE0027	Level – select the correct Position	Value – enter the number of hours worked	Date earned – enter date worked		Pays default 12.07% holiday enhancement unless an alternative rate is entered
Non Teaching Supply Laundry Worker Schools Overtime & Additional Hours – Page Non Teaching Supply Hours	PE0023	Level – select the correct Position	Value – enter the number of hours worked	Date earned – enter date worked		Pays default 12.07% holiday enhancement unless an alternative rate is entered

Non Teaching Supply Lettings Schools Overtime & Additional Hours – Page Non Teaching Supply Hours	PE0019	Level – select the correct Position	Value – enter the number of hours worked	Date earned – enter date worked		Pays default 12.07% holiday enhancement unless an alternative rate is entered
Non Teaching Supply Midday Supervisor Schools Overtime & Additional Hours – Page Non Teaching Supply Hours	PE0031	Level – select the correct Position	Value – enter the number of hours worked	Date earned – enter date worked		Pays default 12.07% holiday enhancement unless an alternative rate is entered
Non Teaching Supply Non Teacher Cover Schools Overtime & Additional Hours – Page Non Teaching Supply Hours	PE0017	Level – select the correct Position	Value – enter the number of hours worked	Date earned – enter date worked		Pays default 12.07% holiday enhancement unless an alternative rate is entered
Non Teaching Supply Nursery Assistant Schools Overtime & Additional Hours – Page Non Teaching Supply Hours	PE0013	Level – select the correct Position	Value – enter the number of hours worked	Date earned – enter date worked		Pays default 12.07% holiday enhancement unless an alternative rate is entered
Non Teaching Supply Residential Schools Overtime & Additional Hours – Page Non Teaching Supply Hours	PE0015	Level – select the correct Position	Value – enter the number of hours worked	Date earned – enter date worked		Pays default 12.07% holiday enhancement unless an alternative rate is entered
Non Teaching Supply Special Needs Cover Schools Overtime & Additional Hours – Page Non Teaching Supply Hours	PE0016	Level – select the correct Position	Value – enter the number of hours worked	Date earned – enter date worked		Pays default 12.07% holiday enhancement unless an alternative rate is entered
Non Teaching Supply Swimming Pool Assistant Schools Overtime & Additional Hours – Page Non Teaching Supply Hours	PE0026	Level – select the correct Position	Value – enter the number of hours worked	Date earned – enter date worked		Pays default 12.07% holiday enhancement unless an alternative rate is entered
Non Teaching Supply Teaching Assistant Schools Overtime & Additional Hours – Page	PE0018	Level – select the correct Position	Value – enter the number of hours worked	Date earned – enter date worked		Pays default 12.07% holiday enhancement unless an alternative rate is entered

Non Teaching Supply Hours						
Non Teaching Supply Technical Schools Overtime & Additional Hours – Page Non Teaching Supply Hours	PE0014	Level – select the correct Position	Value – enter the number of hours worked	Date earned – enter date worked		Pays default 12.07% holiday enhancement unless an alternative rate is entered
Non Teaching Supply Youth Worker Sessional Schools Overtime & Additional Hours – Page Non Teaching Supply Hours	PE0032	Level – select the correct Position	Value – enter the number of hours worked	Date earned – enter date worked		Pays default 19.2% holiday pay enhancement
Non Teaching Supply – No Holiday Enhancement Schools Overtime & Additional Hours	PE0256	Level – select the correct Position	Value – enter the number of hours worked	Date earned – enter date worked		This element is only available to specific academies at their request and is against WCC policy. WCC takes no liability for any legal actions resulting from non payment of holiday enhancement. If it has been agreed that you can cost the element to an account code other than to the position, you must enter the following in the 'Costing details' section. Note: you cannot use the Time & Expenses template to enter this element if overriding the account code Rule name = Academy supply Cost code = as determined by the academy Percent = 100%
Overtime Plain Schools Overtime & Additional Hours – Page	PE0006	Level – select the correct Position	Value – enter the number of hours worked	Date earned – enter date worked		If cost centre override is required, enter the full cc and cc details in 'Cost code' and

Overtime and Additional Hours						enter 100 in the 'Percent' field For Teachers overtime, use Teachers Overtime Plain Days or Teachers Overtime Plain Days
Overtime Time and a Half Schools Overtime & Additional Hours – Page Overtime and Additional Hours	PE0173	Level – select the correct Position	Value – enter the number of hours worked	Date earned – enter date worked		If cost centre override is required, enter the full cc and ccdetails in 'Cost code' and enter 100 in the 'Percent' field
Overtime Double Time Schools Overtime & Additional Hours – Page Overtime and Additional Hours	PE0174	Level – select the correct Position	Value – enter the number of hours worked	Date earned – enter date worked		If cost centre override is required, enter the full cc and ccdetails in 'Cost code' and enter 100 in the 'Percent' field
Parking Expenses Schools Mileage & Expenses – Page 2	PE0131	Level – select the correct Position	Value – enter cash amount	Date earned – enter date expense incurred		
Pay the Difference Schools Overtime & Additional Hours – Page Pay the Difference and Overtime at a Different SCP	PE0079	Level – select the correct Position	Value – enter the number of hours	Date earned – enter date worked	Rate type – select 'Rate code' Payment table – select the 'Payscale' Rate code – select the 'scp'	This element will pay the difference between the position scp and the scp selected on the element
Rail Fares Schools Mileage & Expenses – Page 2	PE0132	Level – select the correct Position	Value – enter cash amount	Date earned – enter date expense incurred		
Raising standards at other Schools Payment Schools Overtime & Additional Hours – Page	PE0430	Level – select the correct Position	Value – enter cash amount	Date earned – enter date worked		Used for additional responsibilities and activities due to, or in respect of, the provision of services relating

Miscellaneous						to the raising of standards to one or more additional schools
Redundancy Non Taxable Schools Overtime & Additional Hours – Page Miscellaneous	PE0127	Level – select the correct Position	Value – enter cash amount	Date earned – leave this blank	Payment Period – ensure this defaults to the month after leaving	For payments up to £30,000
Redundancy Taxable Schools Overtime & Additional Hours – Page Miscellaneous	PE0111	Level – select the correct Position	Value – enter cash amount	Date earned – leave this blank	Payment Period – ensure this defaults to the month after leaving	For Payments of £30,000 and above
Saturday School Session Alcester Academy Schools Overtime & Additional Hours – Page Overtime and Additional Hours – Page 4	PE0745	Level – select the correct Position	Value – enter the number of days worked	Date earned – enter date worked	Rate type – select 'Rate code' Payment Table and Rate Code will populate with Value	
Taxi Fares Schools Mileage & Expenses – Page 2	PE0141	Level – select the correct Position	Value – enter cash amount	Date earned – enter date expense incurred		This element must be used if a VAT receipt has been provided If the taxi carries less than 10 passengers then the claim is subject to VAT if receipt provided
Taxi Fares – Non VAT Schools Mileage & Expenses – Page 2	PE0259	Level – select the correct Position	Value – enter cash amount	Date earned – enter date expense incurred		This element can only be used if a VAT receipt has NOT been provided If the taxi carries more than 10 passengers then VAT cannot be claimed
Teachers OSLA Payment Schools Overtime & Additional Hours – Page	PE0064	Level – select the correct Position	Value – enter the amount	Date earned – enter date worked		If a description for the OSLA needs to be entered, enter this is the 'Membership

Teachers OSLA						reference'
Teachers Overtime Plain Days Schools Overtime & Additional Hours – Page Teacher and youth Worker Overtime	PE0234	Level – select the correct Position	Value – enter the number of days worked	Date earned – enter date worked	Rate (for Teachers only) – only enter if an alternate rate to the scp is to be paid	If cost centre override is required, enter the full cc and ccdetails in 'Cost code' and enter 100 in the 'Percent' field Element can be used for Teachers overtime if claiming in 'Days' only. To claim in 'Hours' use Overtime Plain (PE0236)
Teachers Overtime Plain Hours Schools Overtime & Additional Hours – Page Teacher and youth Worker Overtime	PE0236	Level – select the correct Position	Value – enter the number of hours worked	Date earned – enter date worked	Rate (for Teachers only) – only enter if an alternate rate to the scp is to be paid	If cost centre override is required, enter the full cc and ccdetails in 'Cost code' and enter 100 in the 'Percent' field Element can be used for Teachers overtime if claiming in 'Hours' only. To claim in 'Days' use Teachers Overtime Plain Days (PE0234)
Teaching Supply Days Schools Overtime & Additional Hours – Page Teacher and Youth Worker Overtime	PE0390	Level – select the correct Position	Value – enter the number of days worked	Date earned – enter date worked	Rate (for Teachers only) – only enter if an alternate rate to the scp is to be paid	If cost centre override is required, enter the full cc and ccdetails in 'Cost code' and enter 100 in the 'Percent' field To claim 'hours' use PE0391
Teaching Supply Hours Schools Overtime & Additional Hours – Page Teacher and Youth Worker Overtime	PE0391	Level – select the correct Position	Value – enter the number of hours worked	Date earned – enter date worked	Rate (for Teachers only) – only enter if an alternate rate to the scp is to be paid	If cost centre override is required, enter the full cc and ccdetails in 'Cost code' and enter 100 in the 'Percent' field To claim 'days' use PE0390
Teaching Supply Other with SNA	PE0358	Level – select the correct Position	Date earned – enter date worked	Enter Annual SNA Value	Claim Hours / Units	Used to pay teaching supply with special needs allowance

Schools Overtime and Additional Hours – Page Teachers Overtime and Supply Hours with SNA						This element is only available to specific academies
Teaching Overtime Plain Days with SNA Schools Overtime and Additional Hours – Page Teachers Overtime and Supply Hours with SNA	PE0356	Level – select the correct Position	Date earned – enter date worked	Enter Annual SNA Value	Claim Hours / Units	Used to pay teaching overtime (in days) with special needs allowance This element is only available to specific academies
Teaching Overtime Plain Hours with SNA Schools Overtime and Additional Hours – Page Teachers Overtime and Supply Hours with SNA	PE0357	Level – select the correct Position	Date earned – enter date worked	Enter Annual SNA Value	Claim Hours / Units	Used to pay teaching overtime (in hours) with special needs allowance This element is only available to specific academies
Teaching Supply Sickness Cover Days Schools Overtime & Additional Hours – Page Teacher and Youth Worker Overtime	PE0388	Level – select the correct Position	Value – enter the number of days worked	Date earned – enter date worked	Rate (for Teachers only) – only enter if an alternate rate to the scp is to be paid	If cost centre override is required, enter the full cc and ccdetails in 'Cost code' and enter 100 in the 'Percent' field To claim 'hours' use PE0389
Teaching Supply Sickness Cover Hours Schools Overtime & Additional Hours – Page Teacher and youth Worker Overtime	PE0389	Level – select the correct Position	Value – enter the number of hours worked	Date earned – enter date worked	Rate (for Teachers only) – only enter if an alternate rate to the scp is to be paid	If cost centre override is required, enter the full cc and ccdetails in 'Cost code' and enter 100 in the 'Percent' field To claim 'days' use PE0388
Toll Charges Schools Mileage & Expenses – Page 2	PE0143	Level – select the correct Position	Value – enter cash amount	Date earned – enter date expense incurred		
Travel Subsistence Schools Mileage & Expenses – Page 2	PE0133	Level – select the correct Position	Value – enter cash amount	Date earned – enter date expense incurred		This element must be used if a VAT receipt has been provided
Travel Subsistence Non VAT Schools Mileage &	PE0261	Level – select the correct Position	Value – enter cash amount	Date earned – enter date		This element must be used if a VAT receipt has NOT been

Expenses – Page 2				expense incurred		provided
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Permanent Elements

Element Name	Number	Input	Input	Input	Input	Notes
Alcester Academy First Aid	PE0735	Level – select the 'position' not contract	Start date – enter start date of allowance	Payment table / rate code – 'First Aid' Click on the magnifying glass and select the correct rate		
Discretionary Payment	PE0063	Level – select the 'position' not contract	Start date – enter start date of allowance	Cash – enter monthly Amount		This payment should not exceed 25% of the annual salary or 25% above the max of the Headteacher group except in exceptional circumstances for which the Governing Body must seek external independent advice If you need to record the reason for the payment, enter this in the field called 'Membership reference'
First Aid	PE0002	Level – select the 'position' not contract	Start date – enter start date of allowance	Payment table / rate code – 'First Aid' Click on the magnifying glass and select the correct rate		WCC employees use 'First Aid' rate code For Teachers, use element 'First Aid Non Pensionable'
First Aid Non Pensionable	PE0107	Level – select the 'position' not contract	Start date – enter start date of allowance	Payment table / rate code – 'First Aid' Click on the magnifying glass and select the		To be used for Teachers only

				correct rate		
Fire Warden	PE0035	Level – select the 'position' not contract	Start date – enter start date of allowance	Payment table / rate code – 'Fire Warden' Click on the magnifying glass and select the rate for either Floor or Zone		
General School Allowance	PE0059	Level – select the correct 'position' not contract	Start date – enter start date of the allowance	End date – enter end date if time limited	Cash – enter Annual Amount	The 'reason' for the allowance must be entered in the 'Membership reference field': <ul style="list-style-type: none"> • Unqualified Equivalent to Special Needs Allowance • Unqualified Other Allowance • Unqualified equivalent to TLR Payment • Unqualified Allowance to Qualified Teacher Rate <p>Important Note: You cannot attach this element more than once concurrently. If the employee needs to be paid a second school allowance, you must add a 'New value' from the start date of the second one and add the 2 together values together</p>
Honoraria Pensionable	PE0003	Level – select the correct 'position' not contract	Start date – enter start date of the honoraria	End date – enter end date or honoraria if time limited	Cash – enter Annual Amount	If a reason is required, enter this in the 'Membership reference field'
Honoraria Non Pensionable Schools Overtime & Additional Hours – Page	PE0004	Level – select the correct 'position' not contract	Start date – enter start date of the honoraria	End date – enter end date or honoraria if time limited	Cash – enter Annual Amount	To be used for Fire conditions of service only If a reason is required, enter this in

Miscellaneous						the 'Membership reference field' If paying as a 'one off' can be entered on the claim template
Overtime Recurring Double Time	PE0176	Level – select the correct 'position' not contract	Start date – start date of overtime	Units – number of hours		
Overtime Recurring Plain	PE0007	Level – select the correct 'position' not contract	Start date – start date of overtime	Units – number of hours		
Overtime Recurring Time and a Half	PE0175	Level – select the correct 'position' not contract	Start date – start date of overtime	Units – number of hours		
Qualification Allowance	PE0044	Level – select the correct 'position' not contract	Start date – enter start date of the allowance	Payment table / rate code – 'Qualification Allowance' Click on the magnifying glass and select the correct rate for Qualification Allowance		
Recruitment and Retention	PE0068	Level – select the 'position' not contract	Start date – start date of allowance	Cash – enter Annual Amount		Allowance is only permitted for non-leadership teaching posts and should be reviewed regularly; no new allowances for any leadership post unless it is purely as a reimbursement of relocation costs; any existing R&R allowances for leadership posts cannot be increased
Responsibility Allowance	PE0043	Level – select the 'position' not contract	Start date – start date of allowance	Payment table / rate code – 'Responsibility'		

Special Needs Allowance	PE0060	Level – select the 'position' not contract	Start date – start date of allowance	Cash – enter annual amount		
Teaching Assistant Level 2 SEN Allowance	PE0080	Level – select the 'position' not contract	Start date – start date of allowance	Units – enter hours		
Teaching Assistant Level 3 SEN Allowance	PE0353	Level – select the 'position' not contract	Start date – start date of allowance	Units – enter hours		This element is only available for Campion School
TLR 1	PE0082	Level – select the 'position' not contract	Start date – start date of allowance *End date – only enter if paying for a time limited period e.g. for 1 month	Cash – enter annual amount		Employees on the Leadership Group cannot have a TLR You must enter a valid amount which falls in the range for a TLR1
TLR 2	PE0083	Level – select the 'position' not contract	Start date – start date of allowance *End date – only enter if paying for a time limited period e.g. for 1 month	Cash – enter annual amount		Employees on the Leadership Group cannot have a TLR You must enter a valid amount which falls in the range for a TLR2
TLR 3	PE0084	Level – select the 'position' not contract	Start date – start date of allowance *End date – only enter if paying for a time limited period e.g. for 1 month	Cash – enter annual amount		Employees on the Leadership Group cannot have a TLR You must enter a valid amount which falls in the range for a TLR3
Unqualified Teacher Allowance	PE0061	Level – select the 'position' not contract	Start date – start date of allowance	Payment table / rate code – select Unqualified Teacher Allowance		Your HR will pay an annual amount / 12

Deduction Elements

Element Name	Number	Input	Input	Input	Input	Notes
Annual Added Rent	DE0034	Level – Select 'Contract'	Start Date	Cash – enter the monthly amount		Only to be used if employee has two different rent deduction amounts. Request to attach element to school payroll has to be made as not available as standard
Pennies from Heaven	DE0017	Level – Select 'Contract'	Start Date			This will deduct pennies from all positions occupied by the employee
Rent	DE020	Level – Select 'Contract'	Start Date	Cash – enter the monthly amount		To be used to deduct Rent i.e. from Caretakers