



Teachers Increments (same Payscale)

This guide will show you how to **Change a Scale Point (scp)** for a teacher as part of their annual performance review and is only applicable if the teacher is progressing within their current payscale.

Important – For Teachers Moving to a Different Payscale

If pay progression results in a teacher moving from one payscale to another i.e. Teachers Main Scale to Teachers Upper Scale, then you must transfer the employee to the relevant position. Please refer to the 'School Administrator User Guide' and the section called 'Transfer employee to new position within your school'. As part of this process, you must check and ensure the inheritance on the 'Preview' screen is set correctly as a failure to do so may impact on the employee's terms and conditions including their pension scheme.

Changing Payscale Values:

Step 1

- Click on **Your People**
- Search for the required employee
- Click on **Moves & Changes** from the links > Click on **Salary Changes**
- If the employee has more than one position, click on the required position which will be displayed on the left hand side of the screen
- **Effective date** – set this to the date that the employee's scalepoint will be changing
- The payscale values screen is displayed

Step 2

- The current grade and scp are shown. **The Grade cannot be changed**
- **FT Salary** - change the scp by selecting new scp
- **Change reason** - select a reason for the change
- **Save** the changes made. A warning message is displayed if you select a scp outside of the min and max for the grade change
- Only if your school uses 'in system authorisation', the status at the top of the screen will show as 'Awaiting authorisation'
- Click on the right arrow (top right) to move to the next step in the chain

Step 3

- The Position Details screen is displayed. Scroll down to the Payment details section
- Check the effective date, scp and reason have been entered correctly and click on **Submit**.
- The Following will be displayed:

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You are about to submit the position details administration form, which will initiate the authorisation process. Are you sure you want to continue?

OK

Cancel

- Click **OK**
- Finish the process chain by clicking on the arrow in the top right
- Click **OK** if you wish to action another employee, otherwise click cancel
- You will receive an automated email from the system confirming that the change has been submitted to your authoriser(s) for their attention
- Your authoriser(s) will receive an email and a task for their attention.

Version Control

Version	Author	Document History
1.0		Document creation
1.1	AATW	Guidance added for transfer to new payscale