

STP Department Guide

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1) What is Sessional Teaching Payroll (STP)

Sessional Teaching Payroll (STP) aims to deliver a fair, transparent and consistent approach to the recruitment and remuneration of hourly paid and sessional teaching staff across the University of Warwick.

STP has been operating as a pilot for the last two academic years. The following departments have piloted STP:

- School of Modern Languages and Cultures
- Warwick Mathematics Institute
- Centre for Lifelong Learning
- Departments of Politics and International Studies
- Philosophy
- Sociology
- Chemistry
- History
- Institute for Advanced Teaching and Learning

On 1st August 2017, Sessional Teaching Payroll rolled out to all departments at the University of Warwick.

2) What is a sessional teacher?

A sessional teacher is an individual who is engaged to deliver teaching activities on a temporary basis at the University of Warwick.

Typically, these workers will have previously been engaged on the Variable Monthly Payroll (VAM) contract.

Some examples include:

- Emeritus Professors
- PhD students/Post docs gaining professional development
- Visiting academics

Invigilators and External Examiners fall **out of scope** for STP and should be engaged through the Variable Monthly Payroll (VAM).

STP contracts should be no longer than 1 year in length. Contracts will contain a breakdown of hours by teaching activity.

In order to define the rate of pay and the breakdown of hours, departments should review the STP Role Profiles & STP Frameworks.

Further information on this can be found in Selecting Sessional Teachers on our [website](#).

3) Department/STP responsibilities

As a result of the implementation of STP, some operational processes have changed.

The aim of the STP team is to support your department through this period of change in order to make the transition as smooth as possible.

A range of materials for Departments and Sessional Teachers are available to explain the changes:

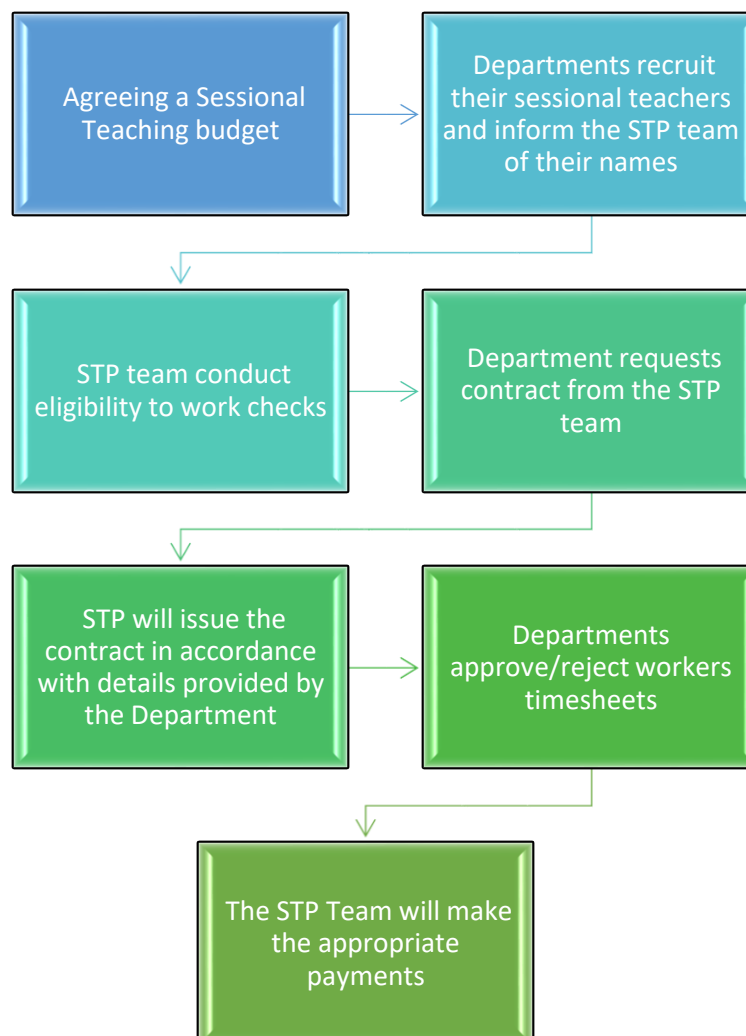
- STP Department Guide
- Sessional Teachers Handbook
- Online Tutorials
- FAQs

All resources are available on our [website](#).

If you have further queries please contact the STP team on Ext: 24831 or email: stp@warwick.ac.uk

4) Engaging sessional teachers overview

If you are accessing this document online, click on the below boxes to find out more.



5) Agreeing a sessional teaching budget

Departments are responsible for agreeing their Sessional Teaching budget, either centrally or within the Department Finance Team.

6) Recruiting sessional teachers

The department is wholly responsible for recruiting its sessional teachers, including verifying qualifications and references.

If departments are struggling to attract the teaching talent they require, posts can be advertised via www.jobs.ac.uk

A Standard Advert + includes:

- Branded for identity and competitiveness
- University logo in the search results to stay more visible for longer
- Can generate up to 3 x more views and applications
- Emailed to our Jobs by Email subscribers
- 550 words

Adverts will be £100 per role, saving over £200 on the standard charge. Please quote “STP” to receive this discount.

Contact: rob@jobs.ac.uk for further information

7 Role Profiles have been developed and evaluated for use within STP. Departments will map teaching posts to the most relevant role profile, which will dictate the FA grade/spinal point to determine the hourly rate. These documents can be accessed on the STP website.

The STP frameworks (developed in consultation with departments, unions, teachers and students) determine how teaching activities are paid. There will be more information on the payment of Sessional Workers in section 7.

Departments should check working patterns of any Tier 4 students requested to teach. Hours allocated to Tier 4 students should not at any point during the contract require them to breach their visa restrictions.

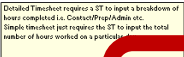
7) Eligibility to work checks

The STP team conduct all eligibility to work checks.

If a sessional teacher has worked for the university previously this does **NOT** necessarily make them exempt from an eligibility to work check. There are other things to consider, such as visa status and if the worker has previously been removed from payroll. STP will manage this process directly with the sessional teacher.

STP Contract Management SharePoint will show the eligibility status of each sessional teacher. This will be updated as the status changes for departments to reference.

Example S



Change Type	Entered Date	Title	First Name	Surname	Job title (assignment title)	Module title	Start date	End date	Module Leader	Contact hour	Preparation hour	Office/admin hour	Marking hour	Marking hours description	Other hour	Other hours description	Total no. of hours	Type of Timesheet	Eligible to work	Documents for attention	On hold	Eligible to work	Time Last	Comments
Done	10/10/2017	Mr	John	Test	Seminar Tutor	Introduction to Module 2	01/10/2017	30/07/2017	Dr Dave Test	2	4	5			2	Training hours	13	Detailed	Yes	Yes	Yes	Yes	10/10/2017 11:30	
Done	10/10/2017	Ms	Claire	Test	Module X Lecturer	Introduction to Module 4	01/10/2017	30/07/2017	Dr Dave Test	3	8	3	2	Exam script marking	2	Training hours	18	Detailed	Yes	No	Yes	Contracted	10/10/2017 11:30	
Done	10/10/2017	Miss	Lily	Test	Seminar Tutor	Introduction to Module 2	01/10/2017	30/07/2017	Dr Dave Test	5	6	2			2	Training hours	15	Detailed	Yes	No	Yes	No	10/10/2017 11:30	
Done	10/10/2017	Dr	Ali	Test	Ighite	Introduction to Module 3	01/10/2017	30/07/2017	Dr Dave Test	3	4	6	3	Exam script marking	2	Training hours	18	Detailed	Yes	Yes	Yes	No	10/10/2017 11:30	
Done	10/10/2017	Prof.	Charlie	Test	Module Y Lecturer	Introduction to Module 2	01/10/2017	30/07/2017	Dr Dave Test	1	3				2	Training hours	6	Detailed	No	No	Yes	Yes	10/10/2017 11:30	
Done	10/10/2017	Ms	Marie	Test	Module X Lecturer	Introduction to Module 5	01/10/2017	30/07/2017	Dr Dave Test	2	8	6			2	Training hours	18	Simple	No	No	Yes	Contracted	10/10/2017 11:30	
Done	10/10/2017	Dr	Sam	Test	Seminar Tutor	Introduction to Module 2	01/10/2017	30/07/2017	Dr Dave Test	5	6		7	Exam script marking	2	Training hours	20	Simple	No	No	Yes	No	10/10/2017 11:30	

By law, eligibility to work check MUST be completed prior to any work taking place. This includes any paid training.

To avoid delays, departments should provide names and email addresses of any confirmed sessional teachers as soon as recruitment is complete, via the STP Contract Management SharePoint.

STP will monitor all visa restrictions and visa expiry dates. Departments will be informed by STP of any issues relating to visas that may affect teaching in time for alternative resources to be allocated.

Departments are responsible for determining if a DBS check is required and including this on the STP Contract Management SharePoint. STP will request the DBS on behalf of the department. HR will then communicate directly with the department on the DBS status.

8) Department requests - contract/amendment/cancellation from STP

STP contracts should be issued prior to work commencing. Please find below the process of requesting a new contract, or amending an already existing contract.

Please note that contract allocations can be entered onto the STP Contract Management SharePoint at the same time as giving the teachers' names. However, STP will not issue the contract until we have established the sessional teachers' eligibility to work.

- Go to the [STP website](#) through the following link.
- Click on the "Departments" button. This will take you to your dashboard
- To access STP Contract Management SharePoint, select "Request a contract"



The screenshot shows the Warwick Human Resources website. The main heading is "WARWICK Human Resources". Below this, there are navigation links: "The University", "Career opportunities", "Life at Warwick", and "Current Staff". The "Sessional Teaching Payroll" section is highlighted. A news item dated "Mon 12 Jun '17" states: "STP Important pay date changes - July 2017. From July 2017, STP pay date will move to the 24th of the month or the last working day before if the 24th is not a working day. Please do not hesitate to contact the STP team on stp@warwick.ac.uk or on 02476524831 if you have any further questions." Below the news item are two buttons: "Teachers" (with sub-links "Submit your hours" and "Claim holiday pay") and "Departments" (with sub-links "Request a contract" and "Authorise timesheets"). On the right, there is a "Contact the team" section with email, phone, and operating hours, and a "Document library" section with links to various STP documents.

This will take you to the department homepage. Log into Office 365 with your normal username and password if required.

WARWICK
Sessional Teaching Payroll

Dashboard Timesheet history Request a contract Contract search

Welcome Phil

Filter results

Assignment title Tutor name

Date from Date to

Cost code Module name

Filter Clear

Ref number	Assignment title	Module name	Tutor name	Week ending date	Hours	Tutor notes	Department notes	Total contracted hours	Hours previously approved	Percentage of hours approved	Cost code	Select
1051235	New Test Job	ExampleModule2	Charlie Elton	11/09/2016	36.00		testing ...	22h				<input type="checkbox"/>
1051229	New Test Job	ExampleModule1	Test Smith	11/09/2016	10.00			1h				<input type="checkbox"/>
1053103	Test Job Friday	ExampleModule5	Tiberiu-Constantin Parvanov	02/10/2016	10.00			77h	14h	18.18%		<input type="checkbox"/>
1053159	New Test Job	ExampleModule1	Tiberiu-Constantin Parvanov	23/10/2016	10.00			36h	26h	72.22%		<input type="checkbox"/>

Displaying 1 to 4 of 4 Page 1 of 1

Actions

Please select an action to carry out against the selected hours.

Authorise ☐ Process

Departments that have been involved in the STP will see four folders: Live, New Request, In Progress & Booking Archives. The Booking Archive folder contains contract requests from previous years.

Office 365 SharePoint

WARWICK

Sessional Teaching Payroll

ST Sessional Teaching Payroll

+ New Upload Sync Flow ...

Document Tree View

STP Contract Management

Name	Modified	Modified By
1) Live	July 31	Amed, Yasmin
2) New-Request	July 31	Amed, Yasmin
3) In-Progress	August 1	Kutyik, Zsolt
4) Booking-Archives	August 1	Kutyik, Zsolt

- Departments new to STP will only see three folders: Live, New Request & In-Progress.
- The STP Contract Management System works off a live master spreadsheet. This spreadsheet will move through the folders at different stages of the process. The spreadsheet will sit in the Live folder for the majority of the time, ready for departments to access and work on it.
- Click on the Live folder and then into your Department folder. Here you will see the spreadsheet. Click on the spreadsheet to open it.
- You will see some error messages pop up. Click ok to these and make the document a trusted document. Click “Edit Workbook” at the top of the sheet on the yellow ribbon.
- You may already have some lines populated if you have previously provided names or allocations.

Request a New Contract

- To request a new contract, change the cell in the change type to “New Contract Request”. This will highlight the entire row yellow (as below).
- Fill in the work allocations as below. When complete click “Save”.
- “Job Title” and “Module Title” are compulsory fields. These do not need to be phrased in a specific way, use terminology familiar to the departments and teachers.
- If STP have issued a contract, the status will read “Done” and the line will return to white.

Example Spreadsheet

Example Spreadsheet

																									Admin (STP Only)				
Change Type	Entered Date	Title	First Name	Surname	E-mail address	Phone num	Role	Spinal point	Costcode	Job title (assignment title)	Module title	Start date	End date	Module Leader	Contact hour	Preparation hour	Officer admin hour	Marking hour	Other hours	Other hours descriptive	Total no. of hours	Type of Timesheet	Expected	Document	Other	Eligible to work	Date & Time Eligibility Last Edited	Comments	
New Contract Request	10/10/2017	Ms	John	Test	john@test@warwick.ac.uk		Demonstrator	19	1234	Seminar Tutor	Introduction to Module 2	01/10/2017	30/07/2017	Dr Dave Test	2	4	5			2	Training hours	13	Detailed	Yes	Yes	Health and safety 1	Yes	10/10/2017 11:30	
Done	10/10/2017	Ms	Claire	Test	claire@test@warwick.ac.uk		Sessional Tutor	27	1234	Module X Lecturer	Introduction to Module 4	01/10/2017	30/07/2017	Dr Dave Test	3	8	3	2	Exam script marking	2	Training hours	18	Detailed	Yes	No		Contacted	10/10/2017 11:30	
Done	10/10/2017	Miss	Lily	Test	lily@test@warwick.ac.uk		Workshop Demonstration Leader	24	1234	Seminar Tutor	Introduction to Module 2	01/10/2017	30/07/2017	Dr Dave Test	5	6	2			2	Training hours	15	Detailed	Yes	No			10/10/2017 11:30	
Done	10/10/2017	Dr	Ali	Test	ali@test@warwick.ac.uk		Principal Sessional Tutor	44	1234	Highligd	Introduction to Module 3	01/10/2017	30/07/2017	Dr Dave Test	3	4	6	3	Exam script marking	2	Training hours	18	Detailed	Yes	Yes	Health and safety 1		10/10/2017 11:30	
New Contract Request	10/10/2017	Prof.	Charlie	Test	charlie@test@warwick.ac.uk		Senior Sessional Tutor	37	1234	Module Y Lecturer	Introduction to Module 2	01/10/2017	30/07/2017	Dr Dave Test	1	3				2	Training hours	6	Detailed	No	No		Yes	10/10/2017 11:30	
Done	10/10/2017	Ms	Marie	Test	marie@test@warwick.ac.uk		Workshop Demonstration Leader	24	1234	Module X Lecturer	Introduction to Module 5	01/10/2017	30/07/2017	Dr Dave Test	2	8	6			2	Training hours	18	Simple	No	No		Contacted	10/10/2017 11:30	
New Contract Request	10/10/2017	Dr	Sam	Test	sam@test@warwick.ac.uk		Demonstrator	19	1234	Seminar Tutor	Introduction to Module 2	01/10/2017	30/07/2017	Dr Dave Test	5	6		7	Exam script marking	2	Training hours	20	Simple	No	No			10/10/2017 11:30	

Detailed Timesheet requires a STP to input a breakdown of hours completed i.e. Contact@ppladmin etc.

Simple Timesheet that requires the STP to input the total number of hours worked on a particular day.

Contract Timesheet requires a ST to input a breakdown of hours completed i.e. Contact/Prep/Marking etc. Simple timesheet just requires the ST to input the total number of hours worked on a particular day.

Example Spreadsheet

Disabled/Threshold requires a STP to input a breakdown of hours completed in Contract/STP Admin etc.
Example threshold but requires the STP to input the total number of hours worked on a particular day

Change Type	Entered Date	Title	First Name	Surname	E-mail address	Phone num	Role	Spinal point	Costcode	Job title (assignment title)	Module title	Start date	End date	Module Leader	Contact hour	Preparation hour	Office admin hour	Marking hour	Marking hours description	Other hour	Other hours description	Total no. of hours	Type of Time sheet	Expiry date	Document type	Other information	Health and safety	Eligible to work?	Date & Time Eligibility Last Edited	Comments
Done	10/10/2017	Ms	John	Test	johntest@warwick.ac.uk		Demonstrator	19	1234	Seminar Tutor	Introduction to Module 2	01/10/2017	30/07/2017	Dr Dave Test	2	4	5				2	Training hours	13	Detailed	Yes	Yes	Health and safety 1	Yes	10/10/2017 11:30	
Done	10/10/2017	Ms	Claire	Test	clairetest@warwick.ac.uk		Sessional Tutor	27	1234	Module X Lecturer	Introduction to Module 4	01/10/2017	30/07/2017	Dr Dave Test	3	8	3	2	Exam script marking		2	Training hours	18	Detailed	Yes	No	Health and safety 1	Contracted	10/10/2017 11:30	
Done	10/10/2017	Miss	Lily	Test	lilytest@warwick.ac.uk		Workshop Demonstration Leader	24	1234	Seminar Tutor	Introduction to Module 2	01/10/2017	30/07/2017	Dr Dave Test	5	6	2				2	Training hours	15	Detailed	Yes	No	Health and safety 1	No	10/10/2017 11:30	
Done	10/10/2017	Dr	Ali	Test	alitest@warwick.ac.uk		Principal Sessional Tutor	44	1234	lightld	Introduction to Module 3	01/10/2017	30/07/2017	Dr Dave Test	3	4	6	3	Exam script marking		2	Training hours	18	Detailed	Yes	Yes	Health and safety 1	No	10/10/2017 11:30	
Done	10/10/2017	Prof.	Charlie	Test	charlietest@warwick.ac.uk		Senior Sessional Tutor	37	1234	Module Y Lecturer	Introduction to Module 2	01/10/2017	30/07/2017	Dr Dave Test	1	3					2	Training hours	6	Detailed	No	No	Health and safety 1	Yes	10/10/2017 11:30	
Done	10/10/2017	Ms	Marie	Test	marietest@warwick.ac.uk		Workshop Demonstration Leader	24	1234	Module X Lecturer	Introduction to Module 5	01/10/2017	30/07/2017	Dr Dave Test	2	8	6				2	Training hours	18	Simple	No	No	Health and safety 1	Contracted	10/10/2017 11:30	
Done	10/10/2017	Dr	Sam	Test	samtest@warwick.ac.uk		Demonstrator	19	1234	Seminar Tutor	Introduction to Module 2	01/10/2017	30/07/2017	Dr Dave Test	5	6		7	Exam script marking		2	Training hours	20	Simple	No	No	Health and safety 1	No	10/10/2017 11:30	

Amend a contract

- If you wish to amend a contract that has been issued select “Amendment” in change type. This will highlight that cell in blue.
- Change the data in fields required and manually highlight the changed fields in yellow. This will draw attention to the change/s. When complete click “Save”.

Cancel a contract

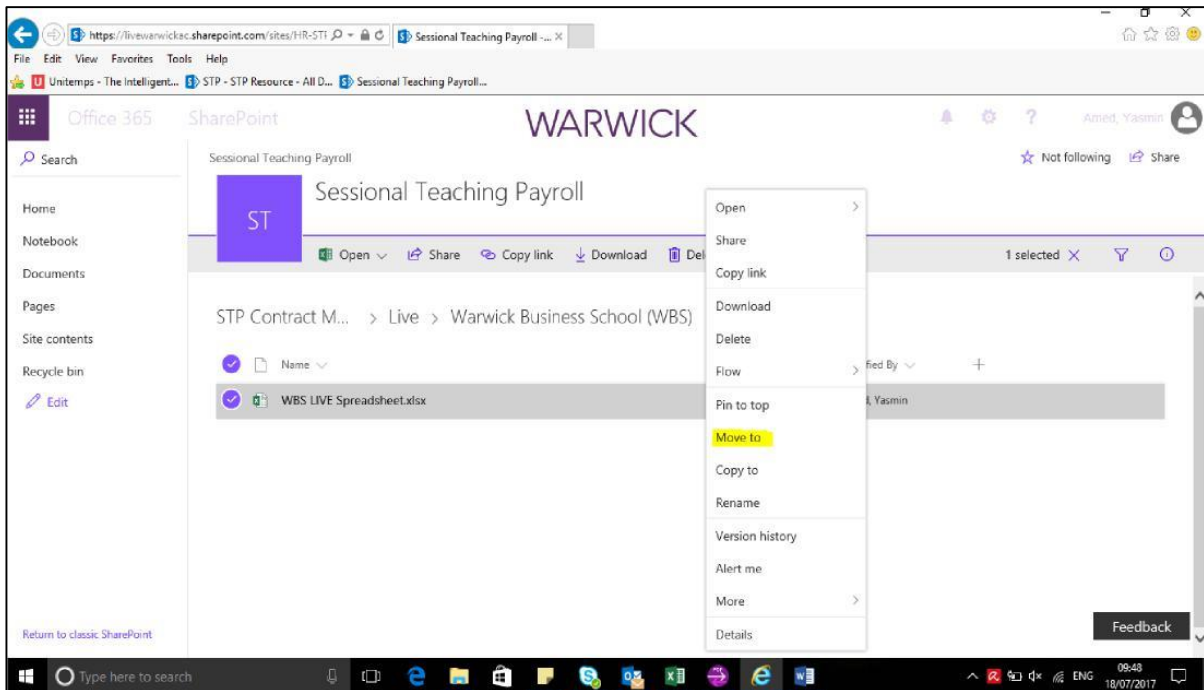
- If you wish to cancel a contract that has been issued select “Cancellation” in Change type. This will highlight the row in red. When complete click “save”.

Add a New Name

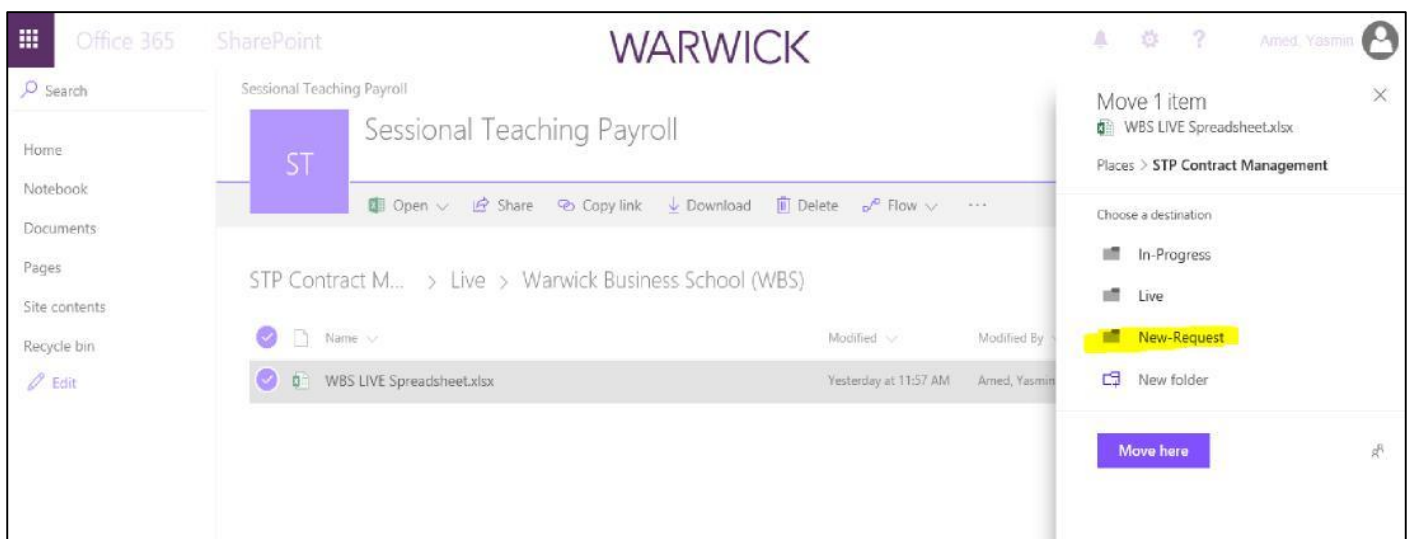
- If you wish to add a name to the spreadsheet so that the STP team can complete an eligibility check, but you do not yet know the contract allocations, select “New Name Only” in Change type. Add the contact email address and click save. Please note, when you have the contract allocations, you will need to change the change type to “New Contract Request” and follow that process.

Send the request to STP

- **STP will only action changes to the spreadsheet when it has been moved from “Live” to the “New Request” folder.**
- To do this, Click on the 3 dots next to the title of your spreadsheet in the Live folder. The following options will be listed:
 - Select “Move to”. This will open a new menu on the right hand side of the screen.



- Click on the “New Request” folder, select your department folder and click the purple “Move” button
- SharePoint will send a notification to the STP team so they can begin to action your request.
- Whilst the STP team are dealing with the request, we may move the spreadsheet to the “In-Progress” folder. You will not be able to edit the document at this point, however you can still view the spreadsheet.
- Once complete, STP will return the spreadsheet to the “Live” folder. Contracts issued will have the status “Done”



Gaining access to the website and STP Contract Management SharePoint

If you have any issues gaining access or using either the STP website or STP Contract Management SharePoint, contact the STP team on Ext: 24831 or email: stp@warwick.ac.uk. STP can grant additional access to additional members of staff if required

9) I want to issue a contract outside the STP frameworks, what do I do?

ARC have agreed two STP pay frameworks for 17/18 after extensive consultant with departments, sessional teachers and unions.

The STP Postgraduate Framework and STP Professional and Practitioner Framework are published on www.warwick.ac.uk/stp along with the 7 STP Role Profiles and associated FA grades and spinal points.

<u>Role Profile</u>	<u>FA Grade</u>	<u>Spinal Point</u>	<u>Hourly Rate (£)</u>	<u>Holiday Pay (per hour)</u>	<u>Total Hourly Rate (£)</u>
Assistant Tutor/ Group Facilitator	FA4	SP 19	12.41	1.50	13.91
Demonstrator	FA4	SP 19	12.41	1.50	13.91
Workshop/demonstration leader	FA5	SP 24	14.38	1.74	16.12
Associate tutor	FA5	SP 24	14.38	1.74	16.12
Sessional tutor	FA6	SP 27	15.70	1.89	17.59
Senior Sessional Tutor	FA7	SP 37	21.07	2.54	23.61
Principal Sessional Tutor	FA8	SP 44	25.90	3.13	29.03

Professional & Practitioner Framework

Sessional teachers recruited under the Professional and Practitioner Framework are normally appointed at the lowest spinal point for the grade. Where a teacher is re-engaged in the following academic year after having undertaken a minimum of 10 contact hours of teaching in the previous academic year, the STP Tutor is eligible for an increment on re-engagement.

If it is not possible to attract the teaching talent required using the STP models, Heads of Departments have discretion to pay at a higher spinal point where justified (up to 2 spinal points above the current pay rate). This must be approved by the department HR Advisor.

Where Departments wish to appoint at a higher spinal point, approval must be sought from the Academic Resourcing Committee (ARC). To do this, email:

Chris Ennew: c.ennew@warwick.ac.uk

Geraldine Mills: Geraldine.mills@warwick.ac.uk

CC: stp@warwick.ac.uk

Detail the reason for the exception request and the spinal point at which you wish to appoint.

Postgraduate Framework

Sessional teachers recruited under the Postgraduate Framework are appointed at the mid spinal point of the grade. There will not be year-on-year progression for these roles.

10) Issuing contracts

STP contracts are issued by email directly to the sessional teacher. The department will be copied into all email contracts.

Attached to each contract will be the relevant Role Profile, STP Terms & Conditions & STP Handbook. If Departments require other documents to be attached to the contract, this should be listed in the "Documents to attach" column on the STP Contract Management SharePoint. These documents can be loaded into the Live folder.

Sessional teachers are not required to sign a copy of their contract. Sessional teachers will be deemed to have accepted their contract by commencing the role.

See below an example of an STP contract.

Dear

We are pleased to confirm your appointment as a Sessional Teacher for the assignment(s) below:

Department:

Assignment Title:

Pay Rate:

Details of your duties: Please see role profile attached.

Expenses:

Your academic contact for this assignment is:

Your departmental administrative contact is:

Module name:

Start date:

End date:

Contact hours:

Preparation hours:

If a sessional teacher is working on multiple modules, these will be listed separately in the contract.

Marking hours:

Marking hours details:

Admin/office hours:

Other hours:

Other hours details:

Module name:

Start date:

End date:

Contact hours:

Preparation hours:

Marking hours:

Marking hours details:

Admin/office hours:

Other hours:

Other hours details:

Total:

Payments are made monthly by BACS transfer into your nominated UK bank account. Please note this could be different to your normal payday if you were previously paid on a different University of Warwick payroll. You should submit your hours online at the end of each week unless informed otherwise. A guide is available in the [FAQ](#). Your administrative departmental contact is asked to authorise these hours before they are processed for

payment. The schedule for submitting hours and holiday pay requests can be found in the STP pages on the Payroll website. Any hours submitted after the monthly deadline or not authorised in time by your department cannot be paid that month and will be included in the following month's payment.

Holiday pay is an additional pay rate to your standard wage, and accrues for each hour worked. You can claim holiday pay online in the [Teacher area](#). A guide is available in the [FAQ](#). Please note that we cannot automatically process holiday pay without a claim. The holiday year runs from 1 October through to 30 September and you must claim all holiday pay during the course of the holiday year in which it accrues.

Employees and workers not in one of the University's pension schemes are assessed for auto enrolment into the relevant scheme using the following criteria:

- Aged between 22 and state pension age
- Earning more than £10,000 (£833 per month)
- Working, or usually working in the United Kingdom

If you are already in USS in relation to other STP contracts, then you will also have this work pensioned under USS.

If you are already in the University of Warwick Pension Scheme for variable contract work please contact hr.pensions@warwick.ac.uk so that they can determine the relevant scheme for this work.

You will not be entitled to membership of any salary sacrifice scheme so any future pension contributions will be eligible for tax savings only.

Kind regards,

STP team

Sessional Teaching Payroll Team

Ext: 24831

Email: stp@warwick.ac.uk

11) Authorising/rejecting timesheets

A sessional teacher will only be able to submit timesheets if they have proved their eligibility to work and have been issued with an STP contract.

Timesheets must be authorised by departments before they can be paid. We recommend that both sessional teachers and departments submit and approve hours on a weekly basis.

This way, any queries relating to hours can then be resolved before the monthly payroll deadline.

Departments can choose from two types of timesheets: Detailed or Simple. The detailed timesheet allows you to see the breakdown of hours by activity, whereas the simple version only shows the hours worked per day. Examples of both timesheet types can be seen below:

Simple timesheet:

Please enter the total number of hours and minutes worked on each day:

Monday	-
Tuesday	-
Wednesday	-
Thursday	-
Friday	-
Saturday	-
Sunday	-

Please use the optional comment field below if your hours differ from those expected. This will be viewable by your department administrator when approving your hours.

Comments

Please note that you have been contracted to deliver this assignment for a defined total number of hours within the time period set out in the assignment agreement. It is your responsibility to ensure that your teaching can be delivered within the agreed hours. Any additional workload (e.g. to cover absence) must be agreed in advance with your department and the reason must be specified in the comments box when you submit your hours; otherwise it is likely that your submission will be declined. If your contracted hours peak during a specific period in your assignment, please advise your department administrator to avoid your submission being declined. If you are working on a visa, it is your responsibility to adhere to any visa restrictions.

Submit **Save**

Detailed timesheet:

Submit hours

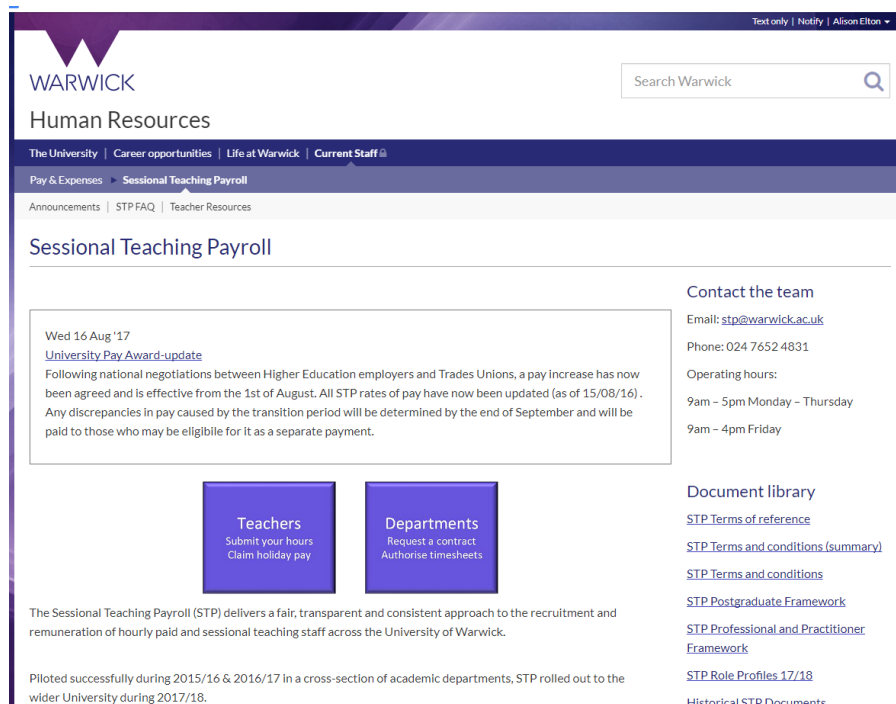
You are submitting hours for the following assignment. Please note that you can only submit hours online for the previous six calendar weeks.

Weekending date	Module
23 July 2017	ExampleModule2

Please enter the total number of hours and minutes worked on each day:

	Preparation	Contact hours	Office hours	Marking hours	Other Hours
Monday	-	-	-	-	-
Tuesday	4h 45m	-	3h	5h 15m	1h
Wednesday	-	4h	-	-	-
Thursday	-	-	-	-	-
Friday	-	-	-	-	-
Saturday	-	-	-	-	-
Sunday	-	-	-	-	-

- To approve timesheets, first go to the [STP website](#). Click on the purple “Department button”. Log in with your normal Warwick log in (if you haven’t already).



- Once logged in you will see your dashboard. On the dashboard you can see all timesheets that require action.

- You can filter the timesheets you see using the “Filter Results”. Alternatively, click on a column title to sort the data.

The screenshot shows the Warwick Sessional Teaching Payroll dashboard. At the top, there's a navigation bar with links: Dashboard, Timesheet history, Request a contract, and Contract search. Below this, a welcome message says "Welcome Phil". The main section is titled "Filter results" and contains several input fields: Assignment title, Tutor name, Date from, Date to, Cost code, and Module name. There are "Filter" and "Clear" buttons. Below the filter section is a table with the following columns: Ref number, Assignment title, Module name, Tutor name, Week ending date, Hours, Tutor notes, Department notes, Total contracted hours, Hours previously approved, Percentage of hours approved, Cost code, and Select. The table contains four rows of data. At the bottom, there's an "Actions" section with a dropdown menu set to "Authorise" and a "Process" button.

Ref number	Assignment title	Module name	Tutor name	Week ending date	Hours	Tutor notes	Department notes	Total contracted hours	Hours previously approved	Percentage of hours approved	Cost code	Select
1051235	New Test Job	ExampleModule2	Charlie Elton	11/09/2016	36.00		testing...	22h				<input type="checkbox"/>
1051229	New Test Job	ExampleModule1	Test Smith	11/09/2016	10.00			1h				<input type="checkbox"/>
1053103	Test Job Friday	ExampleModule5	Tiberiu-Constantin Parvanov	02/10/2016	10.00			77h	14h	18.18%		<input type="checkbox"/>
1053159	New Test Job	ExampleModule1	Tiberiu-Constantin Parvanov	23/10/2016	10.00			36h	26h	72.22%		<input type="checkbox"/>

- In order to action a timesheet tick the select box. Up to 10 timesheet lines can be ticked and processed in batches. Select 'Authorise' or 'Reject' and then click the process button.
- If multiple contacts within a department are responsible for authorising timesheets, departments are able to add notes for other authorisers to view. These will not be seen by the sessional teachers. Notes will be listed in “Department notes”, hover over to see notes in full.
- Sessional Teachers are able to add notes to their timesheet to aid the approval process. These can be viewed in “Tutor notes”. Hover over to see notes in full.
- If rejecting a timesheet, departments are able to add a note to explain the reason for rejection. An email will be sent to the Sessional teacher with the reason for the rejection. Teachers can re-submit timesheets immediately.
- To view more information on a particular timesheet, click the reference number.
- Once you have actioned a timesheet, it will disappear from the Dashboard. This timesheet will then go into the 'Timesheet history' page.

- This page allows you to view all previously actioned timesheets.

WARWICK
Sessional Teaching Payroll

Dashboard Timesheet history Request a contract Contract search

Approval history

Filter results

Assignment title Tutor name

Date from Date to

Status Cost code

Filter Clear

Ref number	Assignment title	Module name	Tutor name	Claim type	Week ending date	Hours	Tutor notes	Department notes	Status	Actioned by	Cost code
1064265	Simple job	ExampleModule1	Andreea Sessional	Timesheet	20/08/2017	2.00	covered ...	don't a ...	Rejected	Phil Test	
1064262	Simple job	ExampleModule3	Andreea Sessional	Timesheet	13/08/2017	12.75	Optiona ...		Authorised	Phil Test	
1064264	Simple job	ExampleModule3	Andreea Sessional	Timesheet	13/08/2017	8.00		differe ...	Rejected	Phil Test	
1064257	Simple job	ExampleModule1	Andreea Sessional	Timesheet	13/08/2017	2.00	co ...		Saved	-	
1064173	Simple job	ExampleModule1	Andreea Sessional	Timesheet	23/07/2017	13.00	Yasmin ...		Rejected		
1064243	Simple job	ExampleModule1	Andreea Sessional	Timesheet	23/07/2017	9.00			Authorised	Phil Test	
1064204	Half day job	ExampleModule2	Andreea Sessional	Timesheet	23/07/2017	34.75			Rejected	Phil Test	aaaa
1064230	Simple job	ExampleModule1	Andreea Sessional	Timesheet	23/07/2017	2.00			Rejected	STP Admin	
1064205	Half day job	ExampleModule2	Andreea Sessional	Timesheet	23/07/2017	40.50			Rejected	STP Admin	aaaa
1064228	Simple job	ExampleModule1	Andreea Sessional	Timesheet	16/07/2017	24.50			Rejected	STP Admin	

Displaying 1 to 10 of 131 Page 1 of 14 Next »

Export to Excel

Contact STP: Telephone: 02476 524831 or Email: stp@warwick.ac.uk

- You have the ability to filter timesheet by the following criteria:
 - Assignment Title
 - Date from/date to
 - Module name
 - Cost code
 - Tutor name
- To sort the timesheets click on column headings. This page can also be exported to excel if you prefer to work from a spreadsheet. This will display all of the same information; however, it will be in the format of an excel spreadsheet:

Ref number	Assignment title	Module name	Tutor name	Week ending date	Hours	Tutor notes
1064265	Simple job	ExampleModule1	Andreea Sessional	20/08/2017	2	covered
1064257	Simple job	ExampleModule1	Andreea Sessional	13/08/2017	2	co
1064262	Simple job	ExampleModule1	Andreea Sessional	13/08/2017	12.75	Optional comments.
1064264	Simple job	ExampleModule3	Andreea Sessional	13/08/2017	9	
1064243	Simple job	ExampleModule1	Andreea Sessional	23/07/2017	9	
1064173	Simple job	ExampleModule1	Andreea Sessional	23/07/2017	13	Yasmin
1064204	Half day job	ExampleModule2	Andreea Sessional	23/07/2017	34.75	
1064230	Simple job	ExampleModule1	Andreea Sessional	23/07/2017	2	
1064205	Half day job	ExampleModule2	Andreea Sessional	23/07/2017	40.5	
1064228	Simple job	ExampleModule1	Andreea Sessional	16/07/2017	24.5	
1064184	Half day job	ExampleModule2	Andreea Sessional	16/07/2017	55.25	Comment Comment Comment
1064177	Half day job	ExampleModule2	Andreea Sessional	09/07/2017	7.75	
1064181	Simple job	ExampleModule2	Andreea Sessional	09/07/2017	9.25	
1064178	Simple job	ExampleModule2	Andreea Sessional	02/07/2017	10	
1064212	Half day job	ExampleModule2	Andreea Sessional	02/07/2017	36	Comments 67890-
1063760	Half day job	ExampleModule2	Andreea Sessional	25/06/2017	0	blabla
1063754	Simple job	ExampleModule3	Andreea Sessional	18/06/2017	0	dada
1064169	Simple job	ExampleModule2	Andreea Sessional	18/06/2017	21	NOTES IN THE COMMENTS SECTION
1063736	Simple job	ExampleModule1	Andreea Sessional	18/06/2017	0	IqheIQWJNA,BSMNDB C,MNXC,,VMN,XC,MVC,,VBNMX.CM[A:LKQ][PWO
1063737	Simple job	ExampleModule1	Andreea Sessional	18/06/2017	0	IqheIQWJNA,BSMNDB C,MNXC,,VMN,XC,MVC,,VBNMX.CM[A:LKQ][PWO
1063738	Simple job	ExampleModule1	Andreea Sessional	18/06/2017	0	IqheIQWJNA,BSMNDB C,MNXC,,VMN,XC,MVC,,VBNMX.CM[A:LKQ][PWO
1063755	Demo Job	ExampleModule1	Andreea Sessional	28/05/2017	18.25	
1063756	Demo Job	ExampleModule1	Andreea Sessional	21/05/2017	31	
1063758	Demo Job	ExampleModule1	Andreea Sessional	21/05/2017	0	
1063757	Demo Job	ExampleModule1	Andreea Sessional	21/05/2017	27.25	
1063759	Demo Job	ExampleModule1	Andreea Sessional	14/05/2017	0	test commmmmmmmmm
1061749	Simple job	ExampleModule1	Andreea Sessional	19/03/2017	1.25	
1061751	Simple job	ExampleModule3	Andreea Sessional	19/03/2017	2.25	
1061750	Simple job	ExampleModule2	Andreea Sessional	19/03/2017	2	
1061341	Simple job	ExampleModule3	Andreea Sessional	12/03/2017	2	
1061340	Simple job	ExampleModule2	Andreea Sessional	12/03/2017	3	
1061339	Simple job	ExampleModule1	Andreea Sessional	12/03/2017	2	
1061877	Simple job	ExampleModule1	Andreea Sessional	05/03/2017	43	
1057928	Simple job	ExampleModule3	Andreea Sessional	29/01/2017	1.25	
1057927	Simple job	ExampleModule2	Andreea Sessional	29/01/2017	1	
1057926	Simple job	ExampleModule1	Andreea Sessional	29/01/2017	0.75	
1057650	Simple job	ExampleModule1	Andreea Sessional	15/01/2017	5	
1058693	Demo Job	ExampleModule1	Andreea Sessional	01/01/2017	15.25	

12) Paying sessional teachers

Once sessional teachers have submitted timesheets and departments have authorised them, they can be paid.

An individual can only be on one Warwick payroll at any one time: Salaries, STP or VAM. The order of precedence is:

- 1) Salaries
- 2) STP
- 3) VAM

All 3 payrolls are paid on 24th of the month (or nearest working day before this).

Unitemps is a separate payroll and does not affect this process.

Example:

Those on Salaries payroll working on an STP assignment will continue to be paid on Salaries for both pieces of work. Timesheets will still need to be submitted on the STP website to claim their STP hours. STP payments will be listed as a separate amount on their payslip.

13) Are sessional teachers entitled to incremental progression?

Whether or not a sessional teacher is entitled to an increment increase if re-engaged the following academic year depends on which framework applies to them:

Professional & Practitioner Framework

- These roles are normally appointed at the bottom spinal point of the FA Grade.
- If more than 10 hours of teaching have been completed in the previous academic year, sessional teachers are eligible to be re-engaged at the next spinal point.

Postgraduate Framework

- These roles will be appointed at the mid-point of the spinal point and will not be entitled to incremental progression if re-engaged the next academic year.

14) When is the payroll cut-off date?

Weeks Included (weekending)	Teachers: Submission	Departments: Approval	Pay Date
16/07/2017 23/07/2017 30/07/2017 06/08/2017	7th August	9th August	24th August
13/08/2017 20/08/2017 27/08/2017 03/09/2017	4th September	6th September	22nd September
10/09/2017 17/09/2017 24/09/2017 01/10/2017	2nd October	4th October	24th October
08/10/2017 15/10/2017 22/10/2017 29/10/2017 05/11/2017	6th November	8th November	24th November
12/11/2017 19/11/2017	4th December (TBC)	6th December (TBC)	22nd December (TBC)

26/11/2017 03/12/2017			
10/12/2017 17/12/2017 24/12/2017 31/12/2017 07/01/2018	8th January	10th January	24th January
14/01/2018 21/01/2018 28/01/2018 04/02/2018	5th February	7th February	23rd February
11/02/2018 18/02/2018 25/02/2018 04/03/2018	5th March	7th March	23rd March
11/03/2018 18/03/2018 25/03/2018 01/04/2018	2nd April	4th April	24th April
08/04/2018 15/04/2018 22/04/2018 29/04/2018 06/05/2018	7th May	9th May	24th May
13/05/2018 20/05/2018 27/05/2018 03/06/2018	4th June	6th June	22nd June
10/06/2018 17/06/2018 24/06/2018 01/07/2018	2nd July	4th July	24th July

15) What do I do if sessional teachers are financially disadvantaged as a result of the transfer to STP (red circling)?

It is expected that those engaged through the sessional teacher payroll (STP), will on the whole receive equal or more pay for comparable teaching assignments than they previously received on VAM.

There may be rare cases when an individual was paid more through VAM for a comparable task than they are anticipated to receive over the length of the contract through STP. In these cases, pay offered can be 'red-circled' so that the individual receives the same amount as they would have received prior to the changes being made.

When would "red-circling" apply?

It is the department's responsibility to decide when pay should be "red-circled".

An example of when a department may choose to "red-circle" pay:

Teacher A has been working through VAM for department 1 to deliver model X for the duration of academic year 16/17. The same teacher is then asked to deliver the same model for the duration of academic year 17/18:

Their pay for 16/17 through VAM was £2,160 gross including holiday pay.

It is anticipated that for 17/18 that their total gross pay will total £1,974 including holiday pay. (Hourly rate + holiday pay x total hours)

They are expected to earn £186.00 less through STP.

This amount could then be "red-circled" and paid so that the individual receives the same amount as they would have received prior to the changes being made.

When will "red-circling" pay not apply?

For the majority of teachers, the published STP hourly rate will be less than they received for a single hour under VAM.

Legacy rates used on VAM "rolled up" activities such as preparation, contact hours, admin etc. Under STP activities are separated out and itemised. If the published hourly rate under STP is lower, an individual can expect to see an increase in the total number of contracted hours.

This means that they should not be paid less. Their contract will also provide a more accurate reflection of the time spent on each activity.

In this instance “red-circling” pay would not be relevant.

What criteria should be considered to qualify for “red-circled” pay?

- Individual has worked during the previous academic year (16/17).
- Delivery of comparable task over a similar duration.
- Estimated total pay through STP is less than actual gross pay received through VAM for the previous year.

How long will pay be “red-circled” for?

For existing sessional tutors already contracted to teach through VAM in 2016/17, pay will be protected for two years, if their pay would otherwise decrease as a result of these changes.

STP Tutors in pilot departments whose pay was already previously protected through red-circling in 2016/17 (to ensure that they would not lose out through the introduction of STP) will be entitled to payment protection for two academic years after they entered STP if they previously taught through VAM.

Where a change to the STP role profiles and/or framework has occurred between the pilot and full University-wide implementation, which would result in a reduction in pay for STP tutors who previously taught in pilot departments, these STP tutors will have payment protection through red-circling for two academic years from 2017/18.

How will “red-circle” payments be made?

Paying “red-circled” pay as a lump sum could affect the amount of income tax an individual pays. It is recommended that a proportion of the amount is paid at the end of each term, making 3 payments in total.

STP will provide a monthly payroll report which details gross pay for each month. Monitoring actual payments against the anticipated amount will help departments to calculate the amount to be paid at the end of each term i.e. what they would have earned at the same point in the previous year. Individuals could work more hours than originally expected, so the STP reports could reveal that an individual no longer qualifies for these payments.

It is the department's responsibility to notify the STP team in writing when a "red-circle" payment should be paid on stp@warwick.ac.uk. The STP team will then process the payment in the next monthly payroll.

What is the process to "red-circle" pay?

- Department to Identify individuals that may qualify for "red-circled" pay.
- When completing the STP Contract Management SharePoint include "Red-circle" in the Assignment Title. STP will include the following statement on these contracts:

"The payment for this assignment will be Red Circled for two years. This means that any difference in earnings between academic year 16/17 and 17/18 will be paid to you in scheduled instalments as agreed by your department."

- Contact payroll (if required) for confirmation of VAM payments for the previous year.
- Agree a schedule of red-circle payments/or when a single payment will be made.
- Notify the STP team prior to payroll cut-off dates, for any red-circle payments to be made in the following month. The following information will be required:
 - 1) Name of teacher
 - 2) Amount of red-circle pay (excluding holiday pay)
 - 3) Amount of holiday pay (12.07%)
 - 4) Cost code

Calculating red-circle payments formula:

The STP team will process a one-off payment and they will notify the person that it applies to when this has been processed.

Once the department has calculated the total amount of red-circle payment to be paid, they will need to break it down for the STP team to process into **Base pay rate** and **Holiday pay rate** (the holiday pay rate represents 12.07% of the base rate)

Please use the formula to calculate the amounts:

Base rate + holiday pay rate = total red Circled amount

Base pay rate = (total pay/112.07) * 100

Holiday pay rate = 0.1207 * base pay

Can retrospective “red-circle” payments be made?

At the end of an assignment, it may be identified that an individual has earned less through STP than anticipated at the outset for a comparable task in the previous year through VAM. It is the department’s decision if, in these instances, individuals should be considered for a “red-circled” payment and the above process should be followed.

Consideration should be given to the time period between the end of an individual’s assignment and a “red-circle” claim being requested. Payments can only be made to individuals that are still live on the STP payroll.

16) Reporting

The STP team can provide a wide range of management reporting. Department’s reporting requirements vary significantly, however the STP team can design and produce reports for most requests, provided the data is collected as part of our processes.

Reports can be requested on an ad-hoc basis or can be scheduled to be emailed at a specific time interval (monthly, termly, annually etc.)

Examples of regular reports requested by departments:

- **Cumulative Timesheet Report** – this report is emailed to departments after the sessional teacher submission deadline to help with the approval process. The report details the percentage of hours claimed against total contracted hours.
- **Exported Holiday Pay Report** – this report is emailed after payroll is processed each month. It details how much holiday pay was requested during the previous month.
- **Holiday Pay Balance Report** – this report is emailed at the department’s request. It details how much holiday pay has been claimed year to date and how much is still unclaimed.
- **Monthly STP Payroll Report** – this report is emailed after payroll is processed each month. It details all sessional teachers and amounts processed during that month.
- **Monthly STP Salaries Report** – this report is emailed after payroll is processed each month. It details the monthly amounts paid to sessional teachers on Salaries payroll during that month.

- **Year to Date Report** – This report is requested by departments on an ad-hoc basis. It details the year to date spend for the department on sessional teaching payroll

17) Annual leave entitlement

All Sessional Teachers will receive 28 days' holiday pay per annum pro rata, calculated on a base of 20 statutory days plus 8 public holidays.

Sessional Teachers are contractually required to agree in advance any holiday periods with the department, normally giving a minimum of seven days' notice. Approval of requests for holiday at times during the contract where teaching is scheduled or when sessional teachers are required to be available to students is at departmental discretion.

Holiday pay is an additional amount to the standard wage and accrues for each hour worked and approved.

If a sessional teacher requests holiday pay before the monthly submission deadline, it will be processed in the monthly payroll. If they submit after the monthly submission deadline, it will be processed the following month.

All holiday pay claimed and paid will appear under a separate heading on the individuals wage slip as 'ST Holiday Pay'.

The STP Team cannot automatically process holiday pay without a claim as this would constitute rolled up holiday pay which is against EU legislation. The holiday year runs from 1 October through to 30 September and sessional teachers will be required to claim all holiday pay during the course of the holiday year in which it accrues.

Although the STP team will send out reminders before the end of the holiday year, it is the Sessional Teacher's responsibility to make sure that all their holiday pay has been claimed before the start of each new holiday year.

If holiday pay requests are made after the 30th September, the sessional teacher will be required to contact stp@warwick.ac.uk and complete a late Holiday Pay Request Form.

18) Common Sessional Teacher queries

Who do I contact if I have queries?

As departmental administrators, the STP team acknowledges that, for a lot of Sessional Teachers, you will be the first point of contact. The STP team is here to support you through

this process. Below is a guide that shows which type of queries you can redirect to the STP team;

I am unable to submit my timesheet

If teachers are unable to see or submit a timesheet, the STP team will be able to help resolve the problem.

I cannot access my STP account

Once teachers have set up their IT accounts, they should have full access to the STP website. If they have any trouble with this, they can contact us by phone or email.

Claiming holiday pay

As soon as teachers' hours have been approved by the department, holiday pay should be ready to claim. If they can't see it for some reason, please contact the STP Team.

I need to update my details

If teachers have a change of personal information, for example; bank details or receiving your National Insurance number, please email STP and we can ensure this is amended. If you have a change of name, you will need to come in with proof of your name change and ID so we can witness it.

I would like to request my P45

If you would like to request your P45, please email the STP Team. We will ensure all of your holiday pay has been claimed and once the last payment has gone through, we can process your P45. We will need you to provide an address for this.

The STP Team will endeavour to solve as many problems as possible; however, we will also have to redirect some queries to departments. These sorts of queries include rates of pay and confusion surrounding hours.

If you have any operational queries, please contact the STP team directly on stp@warwick.ac.uk or via phone at ext.: 24381