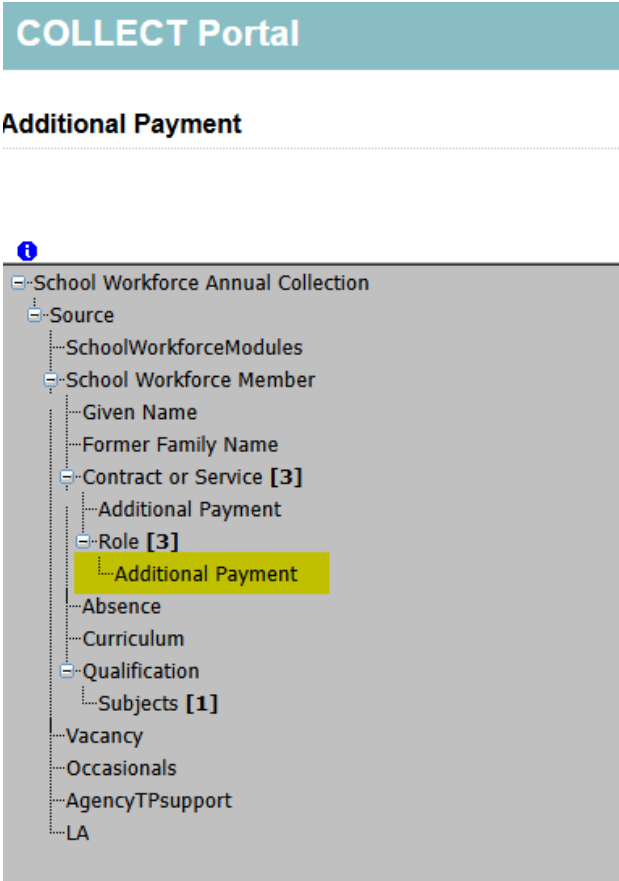


**How to identify the addition payments in The School Workforce Census on COLLECT**

Open your workforce census return in COLLECT and in the grey panel on the left hand side of the page you will see Role – Additional Payment.



Click there to bring up a list of all the additional payments. Here you can check if any staff member has duplicate entries.

Additional Payment			
Name	NI Number	Category of Additional Payment	Additional Payment Amount

*Staff with additional payments will be listed in this section*

Scroll through this list of staff and you will be able to see if there are any additional payments that are duplicated. If, for instance, you have a member of staff listed with multiple SEN allowances, they could have one contract which has a classroom teacher role and a SENCO role. In these cases there are likely to be duplicate additional payments.

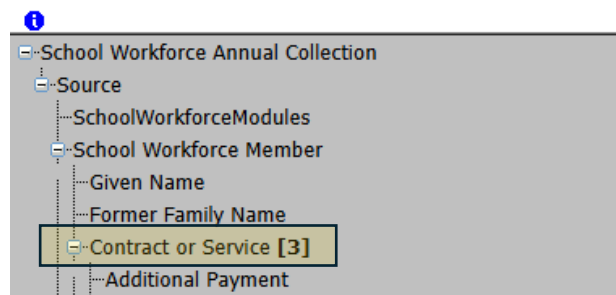
Category of Additional Payment
Teaching and Learning Responsibility 3 Payments - TL3
Teaching and Learning Responsibility 3 Payments - TL3
SEN Allowances - SEN
SEN Allowances - SEN
SEN Allowances - SEN
SEN Allowances - SEN
Teaching and Learning Responsibility 3 Payments - TL3
Teaching and Learning Responsibility 3 Payments - TL3

Make a note of the staff with additional payments to be removed (if duplicates) or amended (if amount incorrect), as you will need to navigate to the staff contract and role to make necessary changes. For example, a member of staff with SEN allowances duplicated against both SENCO role and classroom teacher role is likely to need the allowances removed from the teacher role and not the SENCO role.

To amend/delete any additional payment, navigate to the member of staff's contracts in COLLECT via the Contract or Service option;

## COLLECT Portal

### Additional Payment



and then select the relevant contract, a staff member may have multiple contracts so you would need to identify which one needs to be removed.

At the bottom of the contract listing you will find the View Role Details, click on View All at the bottom right of the screen,

Data Item
<b>CONTRACT OR SERVICE AGREEMENT</b>
Contract/Agreement Type
Start Date
End Date
Post
Date of Arrival in School
Daily Rate
Destination
Leaving Reason
Origin
Pay Review Date
LA or School Level
<b>Payment Details</b>
Pay Range
Pay Framework
Pay Range Minimum
Pay Range Maximum
Base Pay
Safeguarded Salary
<b>View Additional Payments</b>
<b>Hours</b>
Hours Worked Per Week
FTE Hours Per Week
Weeks Per Year
<b>View Role Details</b>

then the role will appear, there may be multiple roles for a contract so highlight one of them and then click on the additional payment 'View All' to show the additional payments associated with that role.

Data Item
<b>ROLE</b>
Role Identifier
<b>Payment Details</b>
Pay Range
Pay Framework
Pay Range Minimum
Pay Range Maximum
Base Pay
Safeguarded Salary
<b>View Additional Payment Details</b>
<b>Hours</b>
Hours Worked Per Week
FTE Hours Per Week
Weeks Per Year

You can then either amend or delete the additional payment amount, Edit button to the top right of the screen to make amendments (click on View button once finished making amendments), or Delete button to the top right if you want to remove duplicate additional payments.