

## School Workforce 2016 checklist

### **Background info to be updated:**

- ✓ Employee information up to date?
- ✓ Duty codes checked?
- ✓ Allowance types up to date?
- ✓ Allowance amounts entered?
- ✓ Salary scale types entered?
- ✓ Salary scales checked?
- ✓ Pay and Conditions updated?
- ✓ All contracts checked?
- ✓ Employee duties checked?
- ✓ Staff attendance up to date?
- ✓ Staff qualifications recorded?
- ✓ School workforce exemptions checked?

### **On SWF Return day:**

- ✓ Vacancies updated?
- ✓ Third party support staff checked?
- ✓ Occasional staff recorded?