

School Workforce Census P4 - 2016

Main changes since School Workforce Return 2015:

- Regional Pay Range is no longer being collected.
- Pregnancy related sickness (PRG) will be added to the code set for Absence Category.
- Vacancy information is being asked for all teacher vacancies, not just those which require Qualified Teacher Status.
- Every school will be expected to have recorded a SENCO, Headteacher or Executive Head Teacher
- Changes to zero hour's contracts
- Guidance on credibility checks and validation rules has been updated.

More information can be found by following this link:

[School Workforce Census Guide 2016](#)

For the purposes of the school workforce census, the academic year is defined as the period from 1 September to 31 August.

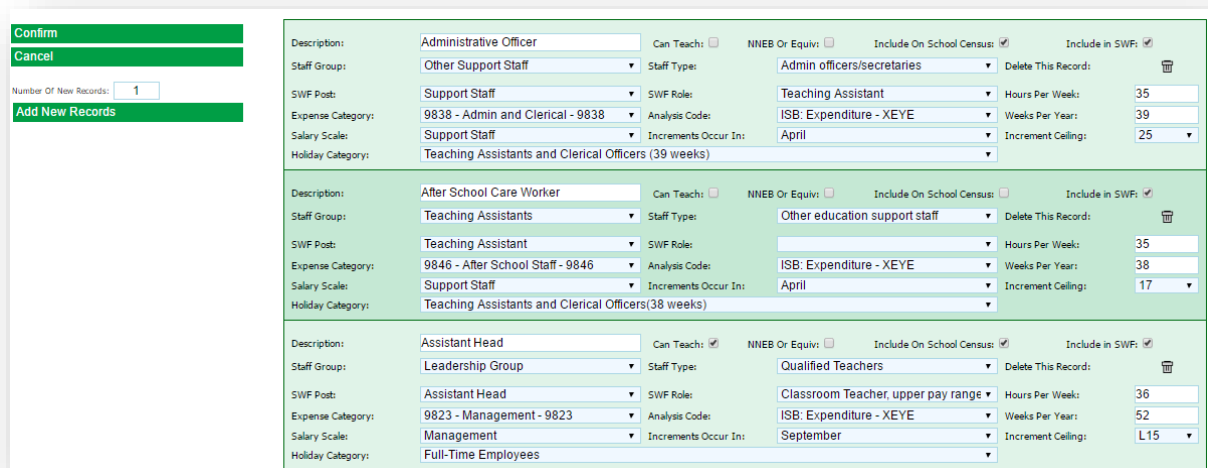
Employees

The following are key areas that must be completed before attempting to produce a School Workforce Return. All employee information is found on P4 under 4 Workforce.

Duty Codes

First you will need to check that all Duty Codes have been correctly mapped to DFE headings.

From the slide our bar on the left hand side, click **Duties - Advanced**:



Confirm	Cancel	Number Of New Records: 1	Add New Records
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Description:	Administrative Officer	Can Teach:	<input type="checkbox"/>	NNEB Or Equiv:	<input type="checkbox"/>	Include On School Census:	<input checked="" type="checkbox"/>	Include in SWF:	<input checked="" type="checkbox"/>
Staff Group:	Other Support Staff	Staff Type:	Admin officers/secretaries	Delete This Record:					
SWF Post:	Support Staff	SWF Role:	Teaching Assistant	Hours Per Week:	35				
Expense Category:	9838 - Admin and Clerical - 9838	Analysis Code:	ISB: Expenditure - XEYE	Weeks Per Year:	39				
Salary Scale:	Support Staff	Increments Occur In:	April	Increment Ceiling:	25				
Holiday Category:	Teaching Assistants and Clerical Officers (39 weeks)								
Description:	After School Care Worker	Can Teach:	<input type="checkbox"/>	NNEB Or Equiv:	<input type="checkbox"/>	Include On School Census:	<input type="checkbox"/>	Include in SWF:	<input checked="" type="checkbox"/>
Staff Group:	Teaching Assistants	Staff Type:	Other education support staff	Delete This Record:					
SWF Post:	Teaching Assistant	SWF Role:		Hours Per Week:	35				
Expense Category:	9846 - After School Staff - 9846	Analysis Code:	ISB: Expenditure - XEYE	Weeks Per Year:	38				
Salary Scale:	Support Staff	Increments Occur In:	April	Increment Ceiling:	17				
Holiday Category:	Teaching Assistants and Clerical Officers(38 weeks)								
Description:	Assistant Head	Can Teach:	<input checked="" type="checkbox"/>	NNEB Or Equiv:	<input type="checkbox"/>	Include On School Census:	<input checked="" type="checkbox"/>	Include in SWF:	<input checked="" type="checkbox"/>
Staff Group:	Leadership Group	Staff Type:	Qualified Teachers	Delete This Record:					
SWF Post:	Assistant Head	SWF Role:	Classroom Teacher, upper pay range	Hours Per Week:	36				
Expense Category:	9823 - Management - 9823	Analysis Code:	ISB: Expenditure - XEYE	Weeks Per Year:	52				
Salary Scale:	Management	Increments Occur In:	September	Increment Ceiling:	L15				
Holiday Category:	Full-Time Employees								

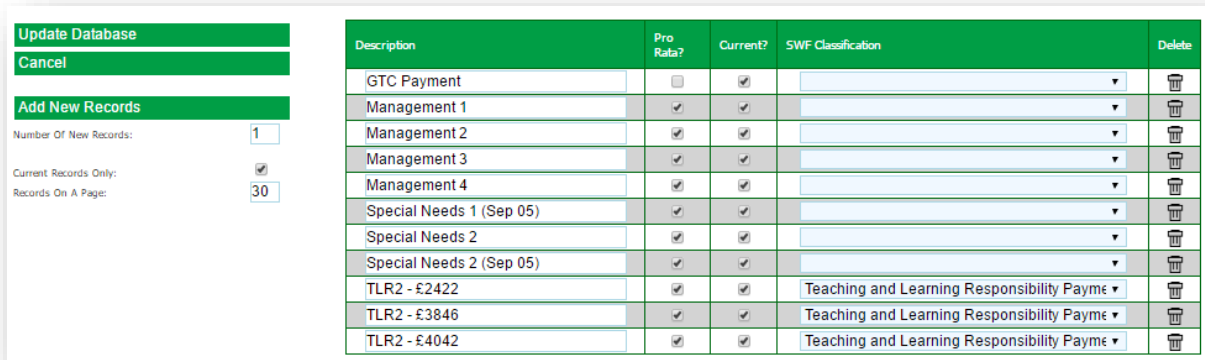
- For every duty code, please record appropriate values for the School Workforce post and School Workforce role.
- You will also need to update the hours per week, salary scale, and weeks per year, holiday category other relevant details.
- From here you are also able to indicate which duty should be included in school workforce by using the tick box provided.
- Remember to click on **Confirm** for any changes made.

Please note: 'Hours per Week' refers to the number of hours in a normal week for the duty. The actual agreed number of hours for individual staff members will be recorded separately under **Employee Duties**.

Creating Staff Allowance Types

Please make sure in Allowance Types the School Work Force Classification TLR is marked 'Old' and you have updated these to TLR 1 & 2 or TLR 3. You can also then tick 'current records only' - click on Update Database to avoid confusion.

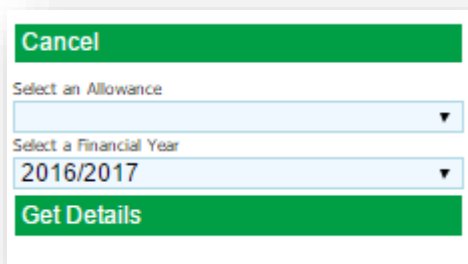
From the slide out menu on the left hand side click on **Standing Data - Allowance Types**:



Description	Pro Rata?	Current?	SWF Classification	Delete
GTC Payment	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Management 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Management 2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Management 3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Management 4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Special Needs 1 (Sep 05)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Special Needs 2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Special Needs 2 (Sep 05)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
TLR2 - £2422	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Teaching and Learning Responsibility Payme	
TLR2 - £3846	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Teaching and Learning Responsibility Payme	
TLR2 - £4042	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Teaching and Learning Responsibility Payme	

- For every allowance type in use at your school, please ensure that the 'Description' and 'SWF Classification' are entered.
- **Remember** to tick 'pro rata' and 'current'.
- Click **Update Database** to save changes made.

From the slide out bar on the left, click on **Allowances** which is used in order to indicate the value of the allowance type for the appropriate financial year.



- Select an Allowance
- Select a Financial Year and click **Get Details**.

Please note: The amount you enter should be the annual amount, and the system will pro rata this for you.

On the following screen, enter the applicable value into the first box marked April, tab across and the system will populate the remainder of the boxes automatically (please check your locally agreed TLR values and enter appropriately):

Cancel	Management 1 - 2016/2017		May	0.00
Get Details	April	0.00	July	0.00
Back	June	0.00	September	0.00
Update	August	0.00	November	0.00
	October	0.00	January	0.00
	December	0.00	March	0.00
	February	0.00		

Click **Update** to save your changes.

Completing Salary Scale Types

Under **Standing Data** complete the **Salary Scale Types** as required. Ensure all boxes are completed accordingly:

Update Database					Delete
Cancel					
Add New Records					
Number Of New Records:	<input type="text" value="1"/>				
Current Records Only:	<input checked="" type="checkbox"/>				
Records On A Page:	<input type="text" value="30"/>				
<hr/>					
Description	<input type="text" value="Assistant Head"/>	SWF Pay Scale	<input type="text" value="LD - Leadership"/>		
Short Description	<input type="text" value="AH"/>	Current	<input checked="" type="checkbox"/>	SWF Regional Spine	<input type="text" value="LI - Inner London"/>
<hr/>					
Description	<input type="text" value="Management"/>	SWF Pay Scale	<input type="text" value="LD - Leadership"/>		
Short Description	<input type="text" value="MGTA"/>	Current	<input checked="" type="checkbox"/>	SWF Regional Spine	<input type="text" value="LI - Inner London"/>
<hr/>					
Description	<input type="text" value="Support Staff"/>	SWF Pay Scale	<input type="text" value="NJ - National Joint Council (Lo"/>		
Short Description	<input type="text" value="SUPP"/>	Current	<input checked="" type="checkbox"/>	SWF Regional Spine	<input type="text" value="LI - Inner London"/>

- Click **Add New Records** if you need to add any more salary scale types.
- Click **Update Database** to save all changes.

Salary Scales

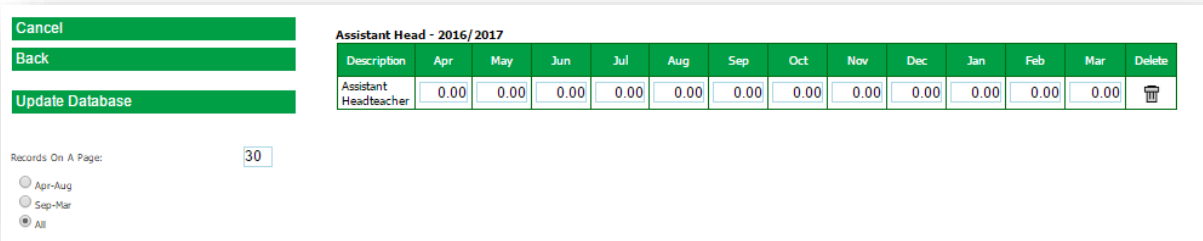
After you have checked the salary scale types, you can update the salary scales.

Click on **Standing Data – Salary Scales** to update this information.

Cancel	Salary Scale:	<input type="text"/>
Get Details	Financial Year:	<input type="text"/>

Note: Head Teachers' salaries are based on a minimum to maximum salary scale. Salary Scales must be recorded for Leadership even if you are using Base Pay in Pay and Conditions.

Select the Salary Scale you wish to update, select the Financial Year, and click **Get Details:**



Assistant Head - 2016/2017													
Description	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Delete
Assistant Headteacher	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

Records On A Page:

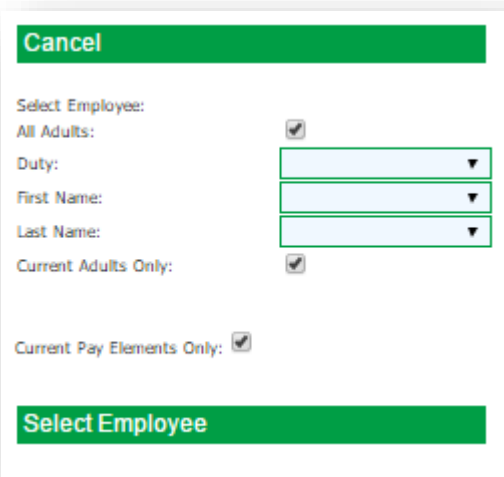
Apr-Aug
 Sep-Mar
 All

To ensure you can see all months, click on **All** just under **Records on a Page** and enter the details.

Click **Update Database** to save changes.

Pay & Conditions

After the salary scales, you will need to check the Pay and Conditions option from the slide out menu on the left. From the following screen, find an employee on the dropdown box by first name or last name and click **Select Employee**.



Cancel

Select Employee:

All Adults:

Duty:

First Name:

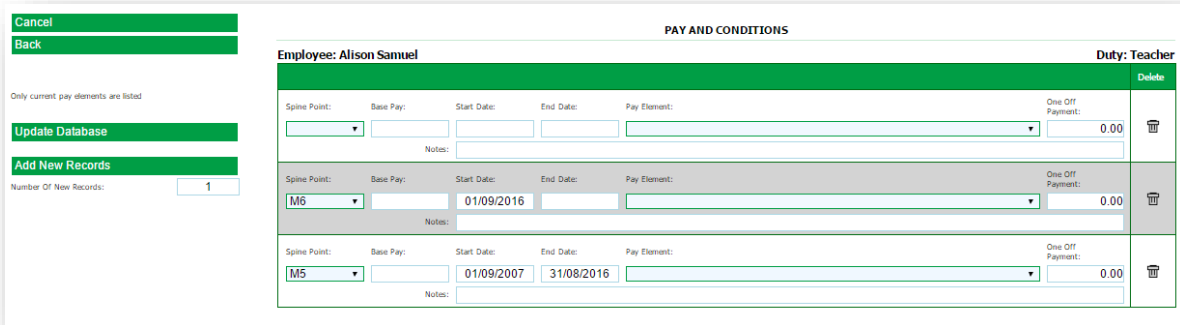
Last Name:

Current Adults Only:




Current Pay Elements Only:

Select Employee

You will then see the following screen:



Employee: Alison Samuel **Duty: Teacher**

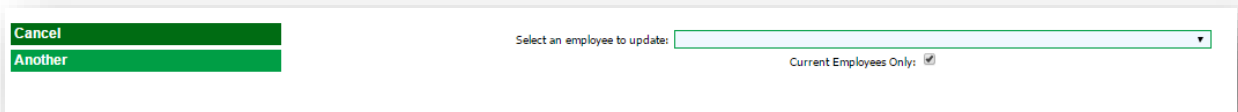
Spine Point:	Base Pay:	Start Date:	End Date:	Pay Element:	One Off Payment:	Delete
					0.00	
M6		01/09/2016			0.00	
M5		01/09/2007	31/08/2016		0.00	

Number Of New Records:

- Check they have a start date, **Spine Point or Base Pay** entered, and that the information is correct and up to date.
- If the spine point/base pay is no longer applicable, enter an end date on the old duty and fill out a new record.
- The **Pay Elements** option would only be used if an employee is getting an additional payment.
- Remember to click **Update Database** to confirm all changes.

Updating Existing Employee Details

Click the slide out menu on the left hand side, and then click on **Employees – Update:**



Select an employee to update:

Current Employees Only:

Select an employee from the dropdown list.

Check the personal information is up to date for all employees.

A few things to check are:

- Has their actual National Insurance number been entered?
- If they are a teacher, has their QTS Route and GTC number etc. been updated?
- Are their contracted hours correct?

Click **Update Database** to save any changes.

Recording Duties for Staff

Within Employees - Update there is an option called Additional Duties.

You should check this option for each employee. This is a complete listing of all their duties performed and recorded.

Duty	Daily Rate	Safe Guarded Salary	Full or Term Time?
			<input type="radio"/> FT <input type="radio"/> TT
Teacher	22.00	0.00	<input checked="" type="radio"/> FT <input type="radio"/> TT
Teacher	27.50	0.00	<input checked="" type="radio"/> FT <input type="radio"/> TT

If the employee has finished the duty and remained at the school, please enter the date the duty finished and update the Destination field to 'Not Applicable - Change of Contract'.

If the employee has left the school, enter the destination for where they have moved to.

- Click **Add New Records** or use the blank record at the top to enter new information.
- Click **Update Database** to save all changes.
- Click on **Employee Information** to go back to their main details.

Recording Staff Attendance

From the slide out bar on left hand side, click on Attendance and select either **Attendance by Employee** or **Attendance by week**.

- Enter a date which falls within the week you want to work with
- Click on **Get Attendance**.
- This will create the appropriate screen to allow you to enter any changes to attendance:

Please enter a date which falls within the week you want to work with:		Monday AM PM	Tuesday AM PM	Wednesday AM PM	Thursday AM PM	Friday AM PM	Delete	Code	Description
03/10/2016								#	Unpaid Leave
Get Attendance	Samuel, Abigail							/	Present AM
Cancel	Samuel, Adakemi							\	Present PM
Confirm Changes	Samuel, Adesegun							C	Other circumstances
Show Absence Comments	Samuel, Alan							D	Dental Appointment
Show Attendance Marks	Samuel, Ann							I	Attending Interview
Show Lateness Comments	Samuel, Alison							L	Late
Show Times Of Arrival	Samuel, Amanda							M	Medical Appointment
Compare Attendance With Swipes	Samuel, Amy							O	On Secondment
	Samuel, Andrea							P	Self Certified Absence
	Samuel, Ann							R	Religious observance day
	Samuel, Anne							S	Medical Certified Absence
	Samuel, Barbara								
	Samuel, Berij								
	Samuel, Carla								
	Samuel, Carol								
	Samuel, Caroline								

Remember to click **Confirm Changes** for any updates you do.

On the right hand side of this screen you will also see Register Codes and Descriptions.

If you need to create a new register absence code, you can do this by using the following screen in **Attendance - Adult Register Options – Add New Record**.

Please ensure all details are completed correctly and mapped to a DCSF code as below:

Update Database				Delete
<input type="button" value="Cancel"/>				
<input type="button" value="Add New Records"/>				
Number Of New Records:	<input type="text" value="1"/>			
Records On A Page:	<input type="text" value="30"/>			
Register Symbol	#	Default Unauthorised Absence	<input type="checkbox"/>	
Description	Unpaid Leave	Absence Category	Unpaid Unauthorised Absence	
Present Or Absent	U	Absence Type	O - Other	
Register Symbol	/	Default Unauthorised Absence	<input type="checkbox"/>	
Description	Present AM	Absence Category		
Present Or Absent	P	Absence Type		
Register Symbol	\	Default Unauthorised Absence	<input type="checkbox"/>	
Description	Present PM	Absence Category		
Present Or Absent	P	Absence Type		
Register Symbol	C	Default Unauthorised Absence	<input type="checkbox"/>	
Description	Other circumstances	Absence Category	Other Paid Authorised Absence	
Present Or Absent	A	Absence Type	O - Other	
Register Symbol	D	Default Unauthorised Absence	<input type="checkbox"/>	
Description	Dental Appointment	Absence Category		
Present Or Absent	A	Absence Type	O - Other	
Register Symbol	I	Default Unauthorised Absence	<input type="checkbox"/>	
Description	Attending interview	Absence Category	Other Paid Authorised Absence	
Present Or Absent	A	Absence Type	O - Other	
Register Symbol	L	Default Unauthorised Absence	<input type="checkbox"/>	
Description	Late	Absence Category		
Present Or Absent	L	Absence Type		

Click **Update Database** to save changes.

Recording Staff Qualifications

These can be recorded by selecting the **Qualifications** option from the slide out menu on the left hand side. Find the employee using the dropdown box and enter the information:

SAMUEL, KEN - QUALIFICATIONS						Delete
Qualification:	<input type="text"/>	Degree Class:	<input type="text"/>	Country:	<input type="text"/>	
Subject 1:	<input type="text"/>	Subject 2:	<input type="text"/>	Date Awarded:	<input type="text"/>	Verified? <input type="checkbox"/>
Qualification:	Masters Degree	Degree Class:		Country:	United Kingdom	
Subject 1:	Others in Education	Subject 2:		Date Awarded:	<input type="text"/>	Verified? <input type="checkbox"/>
Qualification:	BEd or other first degree combined	Degree Class:		Country:	United Kingdom	
Subject 1:	Others in Education	Subject 2:		Date Awarded:	<input type="text"/>	Verified? <input checked="" type="checkbox"/>

You can also click Add New Records for another entry. Click Update Database to save changes.

This area can also be accessed from the **Employee – Update** screen.

Recording School Workforce Exemptions

From the slide out menu on the left hand side, click on **School Workforce Exemptions** in order to indicate the employees to include/exclude from the return:

Update Database	Employee Name	Include?
Include All In SWF	Samuel, Abigail	<input type="checkbox"/>
Cancel	Samuel, Adekemi	<input checked="" type="checkbox"/>
Current Employees Only: <input checked="" type="checkbox"/>	Samuel, Adesegun	<input type="checkbox"/>
Records On A Page: <input type="text" value="30"/>	Samuel, Alan	<input checked="" type="checkbox"/>
Page To Display:	Samuel, Ali	<input checked="" type="checkbox"/>
<input checked="" type="radio"/> -1-	Samuel, Alison	<input checked="" type="checkbox"/>
<input type="radio"/> -2-	Samuel, Amanda	<input type="checkbox"/>
<input type="radio"/> -3-	Samuel, Amy	<input type="checkbox"/>
<input type="radio"/> -4-	Samuel, Andrea	<input checked="" type="checkbox"/>
	Samuel, Ann	<input checked="" type="checkbox"/>
	Samuel, Anne	<input checked="" type="checkbox"/>
	Samuel, Barbara	<input checked="" type="checkbox"/>
	Samuel, Benj	<input type="checkbox"/>
	Samuel, Carla	<input checked="" type="checkbox"/>
	Samuel, Carol	<input type="checkbox"/>
	Samuel, Caroline	<input checked="" type="checkbox"/>
	Samuel, Cey	<input type="checkbox"/>
	Samuel, Chandeeep	<input type="checkbox"/>

Use the tick boxes next each employee to confirm who will be included.


Remember to click **Update Database** to save changes.

Other areas to be updated on Census day...

From the Main Menu click on **SWF** then check and update the following areas:



Vacancies

This screen details any recent vacancies, what the position was, all relevant details, and also when it was filled.

Vacancies					Delete			
Date Created:	<input type="text" value="01/07/2014"/>	Date Filled:	<input type="text" value="01/09/2014"/>	Tenure:	<input type="text" value="Full Time"/>	Temporarily Filled:	<input type="checkbox"/>	
Post:	<input type="text" value="Classroom Teacher"/>	Subject:	<input type="text"/>					

Third Party Support Staff

On the day of the School Workforce Census return, you are required to supply additional information for those on site yet not employed by the school. Third party Support Staff are people that are present in school on the Census date. These can be any people on site that are not employed by the school i.e. gardeners, volunteers, catering staff, or IT people (if employed by an outside company). If the Duty is not present in the drop down box this can be added using the left hand slide menu then **Duties – Advanced**.

Third Party Support Staff		
Duty	Head Count	Delete
<input type="text" value="Cleaner"/>	<input type="text" value="1"/>	
<input type="text" value="ICT Technician"/>	<input type="text" value="1"/>	

Occasional

For this option you need to declare any teaching staff on site who not employed by the school i.e. supply teachers, trainee unqualified teachers, etc.

Number of Qualified Staff	<input type="text" value="5"/>
Number of Unqualified Staff	<input type="text" value="1"/>
Number of Staff whose Qualifications are Unknown	<input type="text" value="0"/>
<input type="button" value="Update"/>	

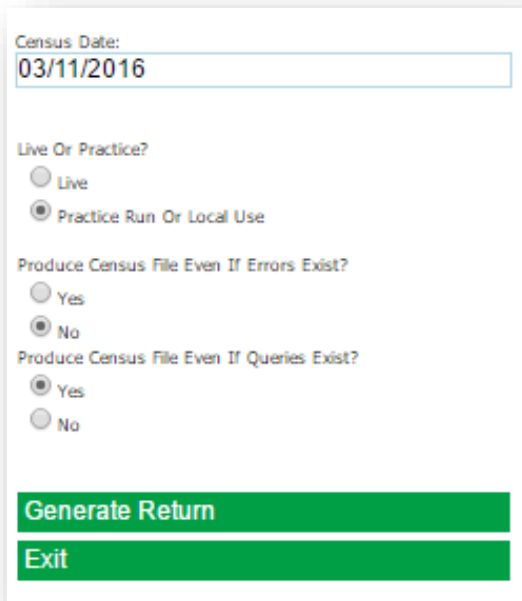
Note: for Vacancies and Third Party Support Staff you have the option to Add New Records. On all three areas remember to click **Update/Update Database** to save changes.

Producing the School Workforce Return

When you have completed entering all required information you can then do a practice run of the School Workforce Return.

From the slide out menu on left hand side, click on **SWF - Generate Return**.

You will be presented with the following screen:



The screenshot shows a web form for generating a School Workforce Return. It includes a text input field for the census date, three radio button options for 'Live Or Practice?', and two radio button options for 'Produce Census File Even If Errors Exist?' and 'Produce Census File Even If Queries Exist?'. At the bottom, there are two green buttons labeled 'Generate Return' and 'Exit'.

Census Date:
03/11/2016

Live Or Practice?
 Live
 Practice Run Or Local Use

Produce Census File Even If Errors Exist?
 Yes
 No

Produce Census File Even If Queries Exist?
 Yes
 No

Generate Return

Exit

- Enter the census date – 03/11/2016
- Tick the '**Practice Run or Other Local Use**' option to run the census.
- Click Yes for 'Produce Census File even if Queries Exist?' if you can confirm on upload why the queries are there.
- Click **Generate Return**

This will allow you to generate a return and see if there are any errors to be corrected.

Common Errors and Queries...

Error: Duty: Learning Mentor – Pay and conditions or total pay must be provided if staff is not paid by daily rate for this duty

Resolution:

This can be checked under **Employee – Update:**

- Click on **Additional Duties** and see if Daily Rate has been ticked.
- The Daily Rate check box should not be selected (except for agency or service agreement teachers).
- Base Pay must be updated under **Pay and Conditions** if the employee should not have a Daily Rate and vice versa.

Error: Post TCH is missing or invalid

Resolution:

Check **Duties - Advanced** and make sure SWF Post reflects Salary Scale e.g. salary scale is Teachers Main so SWF Post would be Classroom Teacher, main pay range.

IMPORTANT NOTE: the post of (TCH) Classroom Teacher is now inactive. Any Term that contains Classroom Teacher as the Post must be changed to either Classroom Teacher, main pay range or Classroom Teacher, upper pay range.

Error: Duty: Teacher – Base Pay must be present for teacher or teaching assistant

Resolution:

Check under **Pay and Conditions** and see if the **Base Pay** has been entered for this duty.

- Select the Duty and the employee it relates to.
- Click **Select Employee** to bring their information on the screen.
- Check the details and click **Update Database** to save any changes.

Error: No salary scale details found for 03/11/2016 for duty Teacher

Resolution:

Check all relevant information has been updated under **Standing Data - Salary Scales.**

- Select the Salary Scale and the Financial Year you wish to look at
- Click Get Details.
- Enter/change the information and click **Update Database** to save changes.

Error: Destination must be provided for completed contracts

Resolution:

Go to **Employees – Update** and find the staff member with this error. On their main front screen on the right hand side of the page complete the **Destination** drop down box then select **Additional Duties** and select the same option from the dropdown box for **Destination** on the contracts screen. Click on Update Database to save any changes made.

Error: NI Number missing

Resolution:

Go into **Employees – Update** and update the employees NI number click **Update Database** to save changes.

There may be certain queries that appear on your report as well. The first two queries below can be checked and updated within the **Employee - Update** screen:

Query – Please check: Qualifications have not been entered for a teacher.

Query – Please check: Teacher does not appear to have a pay review since beginning of previous academic year.

Query – Last day of absence is missing – please check absence is ongoing. This query may also appear if you have recorded two different absence codes for AM and PM sessions or there are no present marks after an absence.

Resolution:

Even though this is only a query, if it is happening on a few employees it may be worth checking **Attendance – Reporting – Employee Attendance**. You can do this report for all staff or an individual by name. The 'from date' would be 01/09/2015 and 'end date' is 31/08/2016. Once you click produce report, you can view this as a PDF and check the details.

You should also then be able to update the missing details in Attendance – Attendance by Employee. You may have to untick current employees only if any staff members have left before 31/08/2016. Remember to click **Confirm Changes** to save anything you have updated.

No errors?

When the return has been produced with no errors, you will be provided with the file that needs to be saved onto your system. Right click on your mouse to save this onto your system.