

# School's e-forms – Variation to Contract (Support)



## Handbook

This guide will show you how to complete a variation of contract e-form for support members of staff. It covers all possible options, with easy to follow instructions and diagrams.

**1** **Accessing the forms**  
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You can access the site using your schools e-learning account, just by using your normal username and password.

If you are not sure if you have one of these accounts, then please contact Schools' Choice. The site can be accessed under the following link:

<https://portal.suffolk.gov.uk/restricted/schoolschoice/hrforms/>

1. To login, click on the **ADFS** button, under 'sign in with external account':



2. In the next screen, enter your eLearning email address and password, and click **sign in**

3. If this is the first time you have logged in, you will be asked to complete your personal information. Fill in the fields (any with red asterisks are mandatory), and press '**update**':

A blue rectangular button with the text 'Update' in white.

4. Once you are logged in you can access the eForms. To do this, click on the following link, or type it in to your address bar:

<https://portal.suffolk.gov.uk/restricted/schoolschoice/hrforms/>

5. Not sure of your login details? Contact **Schools' choice** who will be able to help.

6. Once logged in, you will be directed to the e-forms home page, where you can access all the forms, and view any forms you have saved.

Once logged in, You will be presented with the following options:



Click on one of the buttons to access that particular form. The following sections will explain how to use each of the three types of form, and how to re-open forms you have already created.

## How to move between pages

Once you have completed all the relevant fields, you have two options at the bottom of the page to move on – “Save and continue” or “Save without validation”.

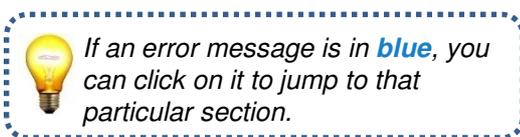


You will find these options at the bottom of each page throughout the form. Pressing **save and continue** will check to make sure you have filled in all the required fields, in the right format. The system then saves your progress, and moves on to the next page.

Clicking **save without validating** will move you on to the next page without checking your entries. You won't be able to submit the form without clicking save and continue on each page. Using save without validating is useful if you want to skip through the form and see what information you need about your new member of staff.

## What happens if I've filled some of the fields in wrong?

If you've clicked on **save and continue** and haven't quite filled in all the fields correctly, you'll get error messages telling you what you need to do move on.



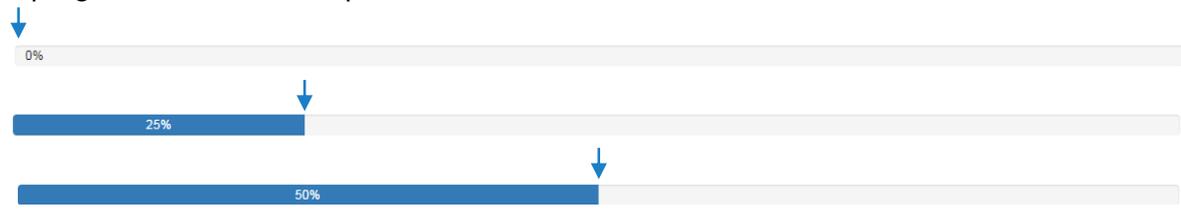
This area of the site allows you to access the variation to contract form, which can be used for both teaching and support staff.

It is made up of mandatory and non-mandatory fields, depending on the nature of the information; details such as name and date of birth **must** be filled in, however some are not mandatory as they are not always applicable. A red asterisk next to a heading indicated that particular part of the form is mandatory. **Job Title \***

Variation to Contract

1. Click on the **variation to contract form** on the home page to load the form.

2. The first page of the form will now be displayed. Your progress throughout the form is tracked by a progress bar near the top of each screen:

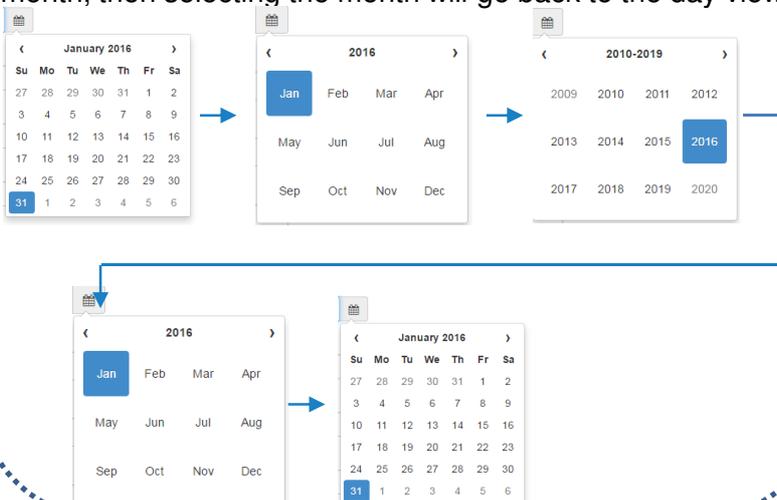


3. Select **Support** under **position type**, To fill in the correct answer for these types of questions, simply **click on the circle** to the left of the statement you which to select. If done correctly, the circle will change from light grey, to light grey with a darker centre, as above. Remember that selecting either 'support' or 'teaching' will customise the form to show questions that are only relevant to the category selected.

4. Select the date the changes will take place. You can have multiples changes all starting on the same date, but not multiple dates for multiple changes. If you have more than one change occurring on more than one date, submit a new form for each date.



You can cycle through the months in the calendar by clicking on the month at the top of the pop-up box, to present a year view. Clicking on the year will then change the view to decades. Selecting the year will then take you back to the month, then selecting the month will go back to the day view.



5. To select the changes you want, tick the box next to that particular type of change:

What would you like to change?

- Change of hours/weeks worked per year
- Extension of temporary change
- Allowance Change
- Change of Name
- Change of Address
- Expenditure Code Change
- Extension of a Fixed Term Contract
- Access to Online Services
- Salary Increments
- Temporary to Permanent Contract
- Return from Maternity/Adoption Leave
- Other Change



What would you like to change?

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- Other Change

Once you have decided on the changes you have made and ticked the relevant boxes, click **save and continue** to move to the next page.



If you're not sure about which options to select, and want to view the questions they ask, click **save without validating** to move through the pages to see what they contain.



**Change of hours/weeks worked per year**

This section allows you to change the hours per week or weeks worked per year for a member of staff. There are three fields to be filled in, all of which are mandatory, which look like this:

Change of Hours/Weeks Worked

What are the new hours per week? \*

How many weeks per year will be worked? \*

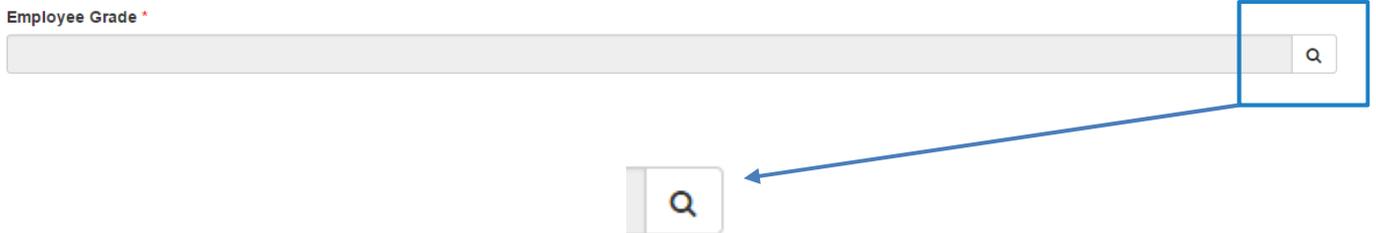
  

Is this change temporary or permanent? \*

1. Enter the new hours per week. Enter the number of weeks per year to be worked in the field below, and in the last field type in if this change is temporary or permanent in the last field.

### Salary increments

1. Select the **grade** for employee. Click on the magnifying glass icon to open the pop-up box containing the grade information:

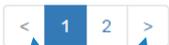


#### Lookup Records

Search		Q
✓ Name	Created On	
Apprentice	25/04/2016 12:10 PM	
Grade 1	21/04/2016 5:56 PM	
Grade 2	21/04/2016 5:56 PM	
Grade 2 - Nursery Assistant	21/04/2016 5:56 PM	
✓ Grade 3	21/04/2016 5:57 PM	
Grade 3 - Nursery Nurse	21/04/2016 5:57 PM	
Grade 4	21/04/2016 5:57 PM	
Grade 4 - Nursery Nurse	21/04/2016 5:57 PM	

Use this search box to search for a grade

Click and drag this scroll bar to move the list up and down



Remove Value

Click on the arrows or page numbers to move between pages

This tick indicates grade 3 has been selected

To select a grade, click anywhere along the line of the grade that you want – the whole line will turn blue

Select

Cancel

Once you have selected the grade and it has turned blue, click select

Click cancel to close the pop-up

2. The grade you have selected will now be displayed.

Employee Grade \*  
Grade 3

 *If you want to get rid of the grade you have selected, simply click on the cross next to the magnifying class.*

3. Once you have selected the grade, you will need to input the new payscale for the employee in the following box displayed on your screen:

What is the new point on the payscale?

This will not appear if you have selected FLA.

If you have selected "Apprentice" as the grade of the employee in step 1, you will see an "Hourly Rate" box. Please input the hourly rate payable to the new apprentice.

Hourly Rate  
£

For all the other grades selected you will need to input the new annual salary that is to be paid to the employee:

Annual Salary to be Paid  
£

Finally, just answer the following question:

Has this post been regraded?  
 No  Yes

### Extension of temporary change

This section only has two questions to fill in.

1. Pick the reason for the extension, from a drop-down list. The reasons are:

- Amalgamation/opening of a new school
- Establishment review
- External funding
- Maternity cover
- Paternity cover
- Pending permanent appointment
- Secondment
- Sickness cover

Reason for Temporary Change Extension \*



### Extension of temporary change

Reason for Temporary Change Extension \*

- Amalgamation/Opening of a new school
- Establishment Review
- External Funding
- Maternity Cover
- Paternity Cover
- Pending Permanent Appointment
- Secondment
- Sickness Cover



Reason for Temporary Change Extension \*

- Amalgamation/Opening of a new school
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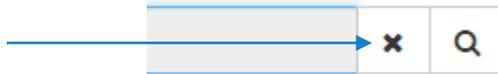
Reason for Temporary Change Extension \*

2. The point you have selected on the payscale will now be shown.

Point on the payscale

12

 *If you want to get rid of the payscale point you have selected once you have closed the popup, simply click on the cross next to the magnifying class.*



3. Select **yes** or **no** to declare if this post has been regraded.

Has this post been regraded? \*

No  Yes

4. Finally, select if the change will be temporary or permanent, by clicking on the dropdown box:

Is the change temporary or permanent? \*



Is the change temporary or permanent? \*

Permanent

Temporary

Permanent



Is the change temporary or permanent? \*

Permanent

5. Now select the revised end date of the temporary change, either by filling in the free text field (in the format dd/mm/yyyy), or by clicking on the calendar icon and selecting the date. Both options look like this:

Date of Birth \*

31/01/2016

OR

January 2016

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

### Change to an allowance

1. Tick the **additional allowance** box first. This will bring up the additional options you need to fill in.

Change to an allowance

Additional Allowance

→

Change to an allowance

Additional Allowance

2. Pick from the dropdown if the additional allowance is an honorarium, or first aid payment:

Support Additional Allowance Type \*

First Aid

Honorarium

→

First Aid

First Aid

Honorarium

3. Now enter the amount to be paid in the box below:

What is the amount of the allowance to be paid? \*

£

→

What is the amount of the allowance to be paid? \*

£ 1000

4. Finally, enter the allowance end date.

Date of Birth \*

31/01/2016

OR

January 2016

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

### Temporary to permanent

To indicate you wish to make a temporary member of staff permanent, simply tick the box marked **yes**.

<p>Temporary to Permanent</p> <p>Are you making this post permanent? *</p> <p><input checked="" type="radio"/> No <input type="radio"/> Yes</p>		<p>Temporary to Permanent</p> <p>Are you making this post permanent? *</p> <p><input type="radio"/> No <input checked="" type="radio"/> Yes</p>
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### Extension of fixed term end date

For this section, you need to enter the end date for the extension of the fixed term contract, and the reason.

1. Enter the end date either by filling in the free text field (in the format dd/mm/yyyy), or by clicking on the calendar icon and selecting the date. Both options look like this:

<p>Date of Birth *</p> <p>31/01/2016</p>	OR	 <table border="1" style="border-collapse: collapse; text-align: center;"> <thead> <tr> <th colspan="7">January 2016</th> </tr> <tr> <th>Su</th> <th>Mo</th> <th>Tu</th> <th>We</th> <th>Th</th> <th>Fr</th> <th>Sa</th> </tr> </thead> <tbody> <tr> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td>31</td> <td>1</td> <td>2</td> </tr> <tr> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> </tr> <tr> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> </tr> <tr> <td>17</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> </tr> <tr> <td>24</td> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> </tr> <tr> <td>31</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> </tr> </tbody> </table>	January 2016							Su	Mo	Tu	We	Th	Fr	Sa	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6
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 *Make sure you enter the end of the holiday period that the fixed term contract will end in, not the last day of term.*

2. Now pick a reason for the revised end date, from the dropdown list. The options are:

- **Amalgamation/opening of a new school**
- **Establishment review**
- **External funding**
- **Maternity cover**
- **Paternity cover**
- **Pending permanent appointment**
- **Secondment**
- **Sickness cover**

**Reason for Revised End Date \***



**Reason for Revised End Date \***

- Amalgamation/Opening of a new school
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**Reason for Revised End Date \***

- Amalgamation/Opening of a new school
- Establishment Review
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- Paternity Cover
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**Reason for Revised End Date \***

**Expenditure code change**

To change an expenditure code, you will need to select the expenditure code set, the appropriate expenditure code from the set you have selected, and any applicable PSF system codes.

1. Select the expenditure code set by clicking on the magnifying glass, to open the pop-up:

Expenditure Code Set



2. Select the appropriate expenditure code set from the list, by clicking on the heading.

Lookup Records ×

---

Search

---

✓ Name	Created On
Civica	06/04/2016 10:13 PM

---

3. Once you have selected your code set, it will turn blue and a tick will appear next to it:



Lookup Records ×

---

Search

---

✓ Name	Created On
✓ Civica	06/04/2016 10:13 PM

---

4. Click on the **select** button to confirm your selection, and close the pop up.



Your selection will now appear.



Expenditure Code Set  
Civica

If you want to close the pop-up box, simply click on the "cancel" button.

Cancel

5. Select the expenditure code by clicking on the magnifying glass, to open the pop-up:

Expenditure Code \*

Expenditure Code \*

6. Select the right expenditure code from the list, by clicking on the heading.

## Lookup Records



✓	Expenditure Code ↑	Expenditure Description
	50	Teaching Staff
	51	Educational Support
	52	Other Staff Salaries
	53	Administration Staff
	54	Premises Staff
	55	Cleaning Staff

Remove Value

Select

Cancel

7. Like last time, once you have selected your code, it will turn blue and a tick will appear next to it:

## Lookup Records

✓	Expenditure Code ↑	Expenditure Description
	50	Teaching Staff
✓	51	Educational Support
	52	Other Staff Salaries
	53	Administration Staff
	54	Premises Staff
	55	Cleaning Staff

8. Click on the **select** button to confirm your selection, and close the pop up.



9. Your selection will now appear:

Expenditure Code \*  
51

10. Enter any PSF system codes. This is a free text box, you just need to type the code in to the box.

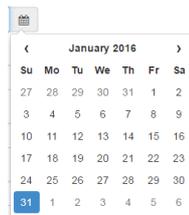
PSF System Codes

## Return from maternity/adoption leave

This section requires you to select the end date for either of these leave periods. To do this, fill in either the free text field (in the format dd/mm/yyyy), or click on the calendar icon and select the date. Both options look like this:

Date of Birth \*  
31/01/2016

OR



## Change of name

The change of name section allows you to change the employees first and/or last name. Both of these fields need to be completed, even if one part of the employees name hasn't changed; so, for example, if someone has changed from a maiden name to a married surname, you would still need to input their first name. The fields look like this:

What is the new first name? \*



What is the new first name? \*  
Jane|

What is the new surname? \*



What is the new surname? \*  
Smith

## Change of address

The change of address fields are all free text, to enable you to enter a full address. To fill these fields in, simply type the required information in each text box. At the end of the address, you will also need to select if the change is temporary, or permanent. The fields look like this:

Change of Address

Address Line 1 \*

Address Line 2

Town \*

County \*

Postcode \*



Change of Address

Address Line 1 \*

Address Line 2

Town \*

County \*

Postcode \*

Once the new address is complete, fill in if this change is temporary or permanent:

Temporary or Permanent Change \*



Temporary or Permanent Change \*


Temporary or Permanent Change \*

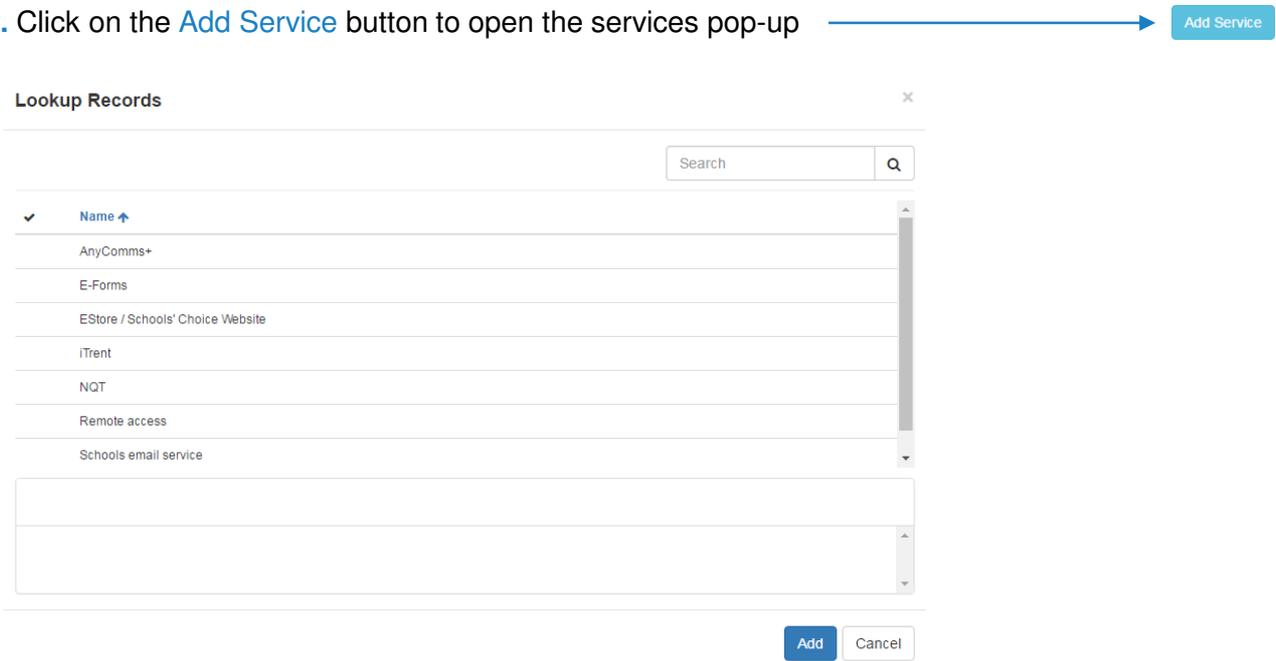
### Online services

This section is used to select

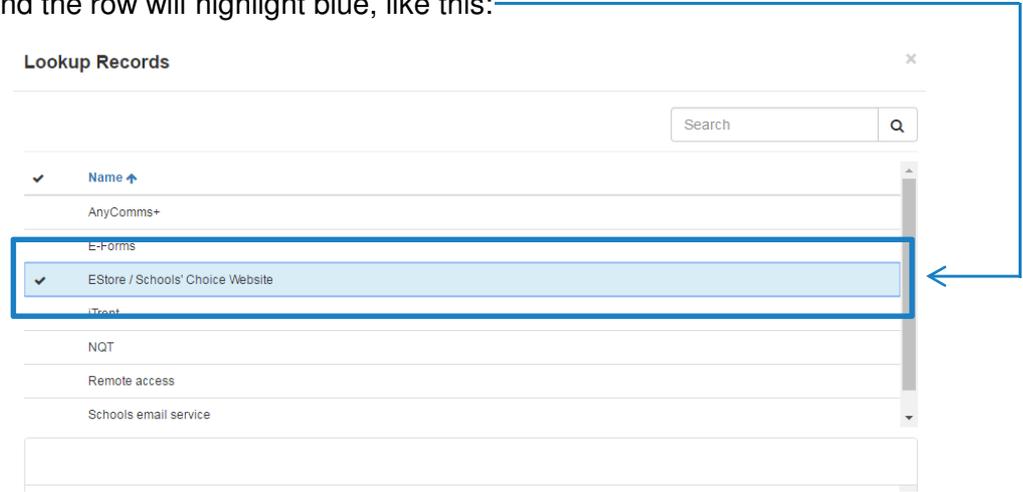
- AnyComms+
- E-Forms
- Estore / Schools Choice Website
- iTrent
- NQT
- Remote access
- Schools email service

By selecting the services you require, Schools' Choice will automatically add the accesses for you.

1. Click on the [Add Service](#) button to open the services pop-up



2. To select a service, click on the name of the service. A tick will appear in the left hand column, and the row will highlight blue, like this:



3. You can select more than one option at a time. Once you have selected all of the services you require, click the **add** button to close the pop up. Your results will now be displayed like this:

Name ↑	
AnyComms+	<input type="checkbox"/>
EStore / Schools' Choice Website	<input type="checkbox"/>
Remote access	<input type="checkbox"/>



4. If the member of staff has a school email address, enter this once you have selected the services you want:

#### Email Address

If the employee has a work email address, please enter it here.



#### Email Address

If the employee has a work email address, please enter it here.

### Other changes

The final field is a free text box used to describe a change that is not listed in any of the other fields. To fill in an unspecified change, type the details in to the box, providing as much information as you possibly can.

Once you are happy with all the changes you have entered, press **save and continue**.

Save and continue

The final page only has five questions, but all of these need to be filled in to submit the form.

1. Tick the box confirming the information contained in the form is complete and accurate, and is ready for processing. The box looks like this:

I confirm that the information provided is complete and accurate and can be submitted for processing

I confirm

I confirm that the information provided is complete and accurate and can be submitted for processing



*Don't forget to tick this box – without it, you can't submit the form. If you're not sure you can agree to the statement, you can save the form and come back to it later. The form automatically saves every time you click **save and continue** or **save without validating**.*

2. The next three boxes are free text fields, which need to have information typed in to them. First, enter the name of the **authorising person** for the new starter. In the field below, enter the authorising person's **job title**, and in the field below that enter their **email address**.

What is the name of the person authorising this change? \*

Joe Bloggs

What is the job title of the person authorising this change? \*

Job Title of Authorising Person \*

Office Manager

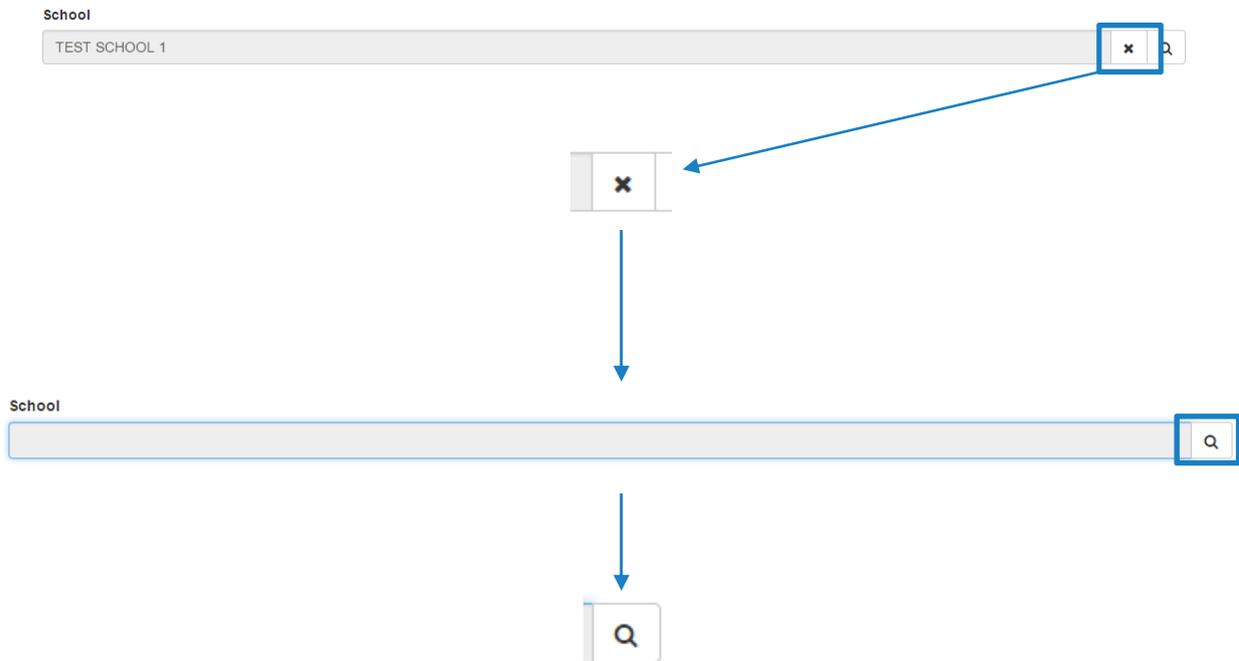
Please provide an email address for Schools' Choice to use for any questions relating to this form \*

Contact Email \*

[jbloggs@testschool.co.uk](mailto:jbloggs@testschool.co.uk)

3. Check that your school has been entered in the **school** box, at the bottom of the page. Normally this will be filled in automatically, as the system detects your school when you login.

If the school displayed is incorrect, click on the **cross** on the right hand side of the bar to remove it, then click on the **magnifying glass** to open up the list of schools:



4. A popup will now appear with a full list of schools. To select your school, scroll through the list until you find yours, and click on it – a tick will appear on the left hand side. Now click on the **select button** on the right hand side, to close the popup.



A blue rectangular button with the word 'Select' written in white text.

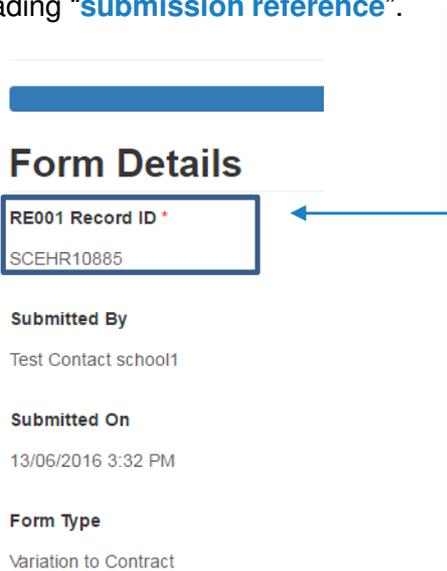
The school you have selected will now appear.



5. You now have two options. If you press **submit**, the system will check your answers for any missing fields, and then submit the form to school's HR. If you're not sure about your answers, you can press **previous** to move back through the pages and check what you've entered.



Once submitted, the details you have submitted will be presented to you, in case you want to save them for reference. You will also receive a reference number, which can be found under the heading “**submission reference**”.



The screenshot shows a 'Form Details' page. At the top is a blue header bar. Below it is the heading 'Form Details'. A blue box highlights the 'RE001 Record ID \*' field, which contains the value 'SCEHR10885'. Below this are three sections: 'Submitted By' with the value 'Test Contact school1', 'Submitted On' with the value '13/06/2016 3:32 PM', and 'Form Type' with the value 'Variation to Contract'. A blue arrow points from the text above to the highlighted record ID field.

Stuck? Don't worry, we're here to help. You can get in touch with us in the following ways:

**T:** 0300 123 1420

**E:** [HRandPayroll@schoolschoice.org](mailto:HRandPayroll@schoolschoice.org)

**W:** [www.schoolschoice.org](http://www.schoolschoice.org)

## Useful links:

*E-store -*

[Maintained Schools](#)

[Academies](#)

[Login](#)

[Schools' Choice apps](#)

