

Calculate Base Pay

When editing a staff contract you now have the ability to 'calculate' their base pay within ScholarPack.

Staff - Editing contract for Mark Brown

<p>Contract Name TA <input type="text"/></p> <p>Post Held Teaching Assistant <input type="text"/></p> <p>Role Identifier Teaching Assistant <input type="text"/></p> <p>Contract Type Permanent <input type="text"/></p> <p>Contract Start 22/06/1996 <input type="text"/></p> <p>Contract End dd/mm/yyyy <input type="text"/></p> <p>School Arrival Date 22/06/1996 <input type="text"/></p> <p>Destination On Leaving None <input type="text"/></p> <p>Reason for Leaving None <input type="text"/></p> <p>Origin Teaching post within the LEA sector <input type="text"/></p>	<p>Hours Per Week 32.5 <input type="text"/></p> <p>FTE Hours 32.5 <input type="text"/></p> <p>Working Weeks Per Year 38.0 <input type="text"/></p> <p>Payroll Number <input type="text"/></p> <p>Base Pay (Salary) 22000.00 <input type="text"/> Calculate</p> <p>On Daily Rate? No <input type="text"/></p> <p>Regional Pay Range Other <input type="text"/></p> <p>Pay Range Other <input type="text"/></p> <p>Spine Point Other <input type="text"/></p> <p>Last Pay Review 06/01/2017 <input type="text"/></p> <p>Safe Guarded Salary No <input type="text"/></p> <p>Include in Census? Yes <input type="text"/></p>
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Pay Range Notes

To calculate base pay there are certain fields in ScholarPack you have to populate:

1. Within Admin > Personnel > Pay Spine Points, pay amounts must be recorded against any spine points you wish to use (please note, you can 'Add New' spine points as needed).
2. The following fields must be populated with accurate data within the staff profile > contract:
 - Hours per week
 - FTE Hours
 - Spine Point
 - Working weeks per year

The calculation will assume that a full working year is made up of 52.149 weeks.

Non Support Staff

This uses the spine point salary x hours per week/FTE hours. An example is shown below:

Contract Type:

Mark Brown "Head Teacher" is a contract type of Non-Support Staff based on the contract post of "Head Teacher". If this is incorrect you can change it here. This will not change the post, only the salary calculation. *All numbers are rounded to 2dp unless otherwise stated*

How we calculate Non-Support Staff salary amounts

First, we calculate the staff member's Full Time Equivalent hours (FTE) using this formula:

$$FTE = \frac{HoursPerWeek}{FTEHours}$$

Then multiply this by the salary from their spine point to get their actual salary:

$$ActualSalary = SpinePointSalary \times FTE$$

How we calculate Mark Brown "Head Teacher" salary amount

So for Mark Brown, their FTE is:

$$FTE = \frac{25.00}{37.00}$$

$$FTE = 0.68$$

And their actual salary is:

$$ActualSalary = 20000.00 \times 0.68$$

$$ActualSalary = 13513.51$$

Mark Brown "Head Teacher" Salary

Support Staff

This calculation takes into account the number of weeks worked per year to account for any part time support staff. An example is shown below

Contract Type:

Ellie Walton "Support Staff" is a contract type of Support Staff based on the contract post of "Other Support Staff". If this is incorrect you can change it here. This will not change the post, only the salary calculation. *All numbers are rounded to 2dp unless otherwise stated*

How we calculate Support Staff salary amounts

First, we calculate the staff member's Full Time Equivalent hours (FTE) using this formula, where TotalWeeksPerYear = 52.149:

$$FTE = \frac{HoursPerWeek}{FTEHours} \times \frac{WorkingWeeksPerYear}{TotalWeeksPerYear}$$

Then multiply this by the salary from their spine point to get their actual salary:

$$ActualSalary = SpinePointSalary \times FTE$$

How we calculate Ellie Walton "Support Staff" salary amount

So for Ellie Walton, their FTE is:

$$FTE = \frac{30.00}{31.00} \times \frac{35.00}{52.149}$$

$$FTE = 0.65$$

And their actual salary is:

$$ActualSalary = 18000.00 \times 0.65$$

$$ActualSalary = 11691.07$$

Ellie Walton "Support Staff" Salary

You can change the contract type if required and the calculated actual salary can be changed before you 'Accept'.

Please note - if you use a different calculation to what is explained above, please manually calculate and type in the base pay.