

## SPF Allowance Guide

### Adding an allowance

1. Select the name of the allowance from the allowance drop down list
2. Enter the ANNUAL FTE amount of the allowance in the allowance amount box
3. Click out of the box to see the Gross salary update to reflect the allowance

**Contract Details**

100	<weeks>	Teachers	QA0000
TMSP	1	Max Hrs a week:	100
Tchg & Lrng Resp Pyt 1	<allowance 2>	<allowance 3>	
7622	<allowance 2 amount>	<allowance 3 amount>	
24018	Pro rata £24018.00	Gross £31640.00	

### Removing an allowance/Adding a different allowance

1. Re-select the allowance name from the drop down dox to unlock the amount box
2. Click into the allowance amount box and enter 0 to stop the allowance
3. If you want to add a different allowance, select the allowance from the next free allowance drop down list
4. Enter the ANNUAL FTE amount of the allowance in the allowance amount box
5. Click out of the box to see the Gross salary update to reflect the allowance

**Allowance2 Amount**

80	<weeks>	<denominator>	1025 TEACH	.
UPSR	A			
Tchg & Lrng Resp Pyt 2	Tchg & Lrng Resp Pyt 1	<allowance 3>		
0.00	10000.00	<allowance 3 amount>		
39033.00	Pro rata £31226.4	Gross £39226.4		

### Changing an allowance amount

1. The allowance amount box will appear greyed out, to unlock the box re-select the allowance name from the drop down box
2. Change the ANNUAL FTE amount to a new amount
3. Click out of the box to see the Gross salary update to reflect the allowance

#### - Contract Details

100	<weeks>	<denominator>	1025 TEACH	
UPSR	A			
Tchg & Lrng Resp Pyt 2	<allowance 2>	<allowance 3>		
6514.56	<allowance 2 amount>	<allowance 3 amount>		
39725.04	Pro rata £39725.04	Gross £46239.6		

#### Allowance1 Amount

100	<weeks>	<denominator>	1025 TEACH	
UPSR	A			
Tchg & Lrng Resp Pyt 2	<allowance 2>	<allowance 3>		
6000.00	<allowance 2 amount>	<allowance 3 amount>		
39725.04	Pro rata £39725.04	Gross £45725.04		