

Guidance Notes for SAR

Purpose	The purpose of the SAR (Schools Absence Return) is to record absences for employees, which will be uploaded onto the Payroll system for the following month.																				
Format	The SAR spreadsheet is pre-populated with the name of the school and the relevant period. The first 8 columns will be populated with details of the current employees. Columns which are numbered 1 to 8 are to be completed by the school.																				
Exception Process	If you have any employees that are not on the return, please add their personnel number, last name, first name, position details, hours or 100ths on the bottom of the return if action is required. If you do not know the personnel number, then you will need to email the Help Desk for assistance in this matter.																				
Full Day Sickness Absence (Columns 1 & 3)	Column 1 – Enter the first date of sickness that the employee is absent from work. Column 3 – Enter the last date of sickness that the employee is absent from work (this may be the same date as column 1) Please note that if the employee has several absence periods then you will need to insert a new line(s) as follows:- First insert a new row then copy & paste the entire row for that employee from the existing row above into the new row.																				
Part Day Sickness Absence (Columns 2 & 4)	These 2 columns are used to process part day absences only as follows:- Column 2 – Enter an X for sicknesses as being PM only. Column 4 – Enter an X for sicknesses as being AM only. In all cases the first date and last date (column 1 & 3) must also be completed for this data to be uploaded correctly even if the 2 entries are the same date. Please note that if the employee has several absence periods then you will need to insert a new line(s) as follows:- First insert new row then copy & paste the entire row for that employee from the existing row above into the new row.																				
Full Day & Part Day Absences	If an employee has full and part day in one absence then the dates will need to be shown on separate lines. Example as follows: <table border="1" data-bbox="600 1059 1451 1251"> <thead> <tr> <th>First Date</th> <th>Part Day</th> <th>Last Date</th> <th>Part Day</th> </tr> <tr> <th>1</th> <th>2</th> <th>3</th> <th>4</th> </tr> </thead> <tbody> <tr> <td>04.02.2013</td> <td>X</td> <td>04.02.2013</td> <td></td> </tr> <tr> <td>05.02.2013</td> <td></td> <td>05.02.2013</td> <td></td> </tr> <tr> <td>06.02.2013</td> <td></td> <td>06.02.2013</td> <td>X</td> </tr> </tbody> </table> <p>The first day of absence was PM only followed by a full day of absence & the third day was AM only.</p>	First Date	Part Day	Last Date	Part Day	1	2	3	4	04.02.2013	X	04.02.2013		05.02.2013		05.02.2013		06.02.2013		06.02.2013	X
First Date	Part Day	Last Date	Part Day																		
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05.02.2013		05.02.2013																			
06.02.2013		06.02.2013	X																		

Unpaid Leave hours/100ths	<p>Column 5 – This column is used for Support Staff where you need to enter the number of unpaid leave hours to be deducted from the employees pay for that month.</p> <p>Column 6 – This column is used for part time teachers and you should enter the number of 100ths to be deducted from the employees pay for that month.</p> <p>If a teacher is full time then enter dates only.</p> <p>Please note that the relevant unpaid leave dates need to be shown in Column 1 & 3 that refer to the deductions of unpaid leave.</p>
Absence code	<p>Column 7 – For all absences you will need to select the appropriate narrative from the drop-down list by clicking on the right side of the column.</p>
Sickness code	<p>Column 8 – For all sicknesses you will need to select the appropriate narrative for the drop-down list by clicking on the right side of the column.</p>
General Comments	<p>Additional information can be added in a general comments column at the side of the SAR form for your own purposes only.</p> <p>What this means is that there is no action required for Payroll Input and therefore this will not be a part of the upload.</p>

FAQs

Q. Why are there pre-populated absence dates shown on the SAR spreadsheet that are sent to schools for sickness / maternity cases?

A. In these cases the dates have been processed by payroll to show long term absences periods for the relevant employees concerned.

- If an employee has returned from maternity leave then you need to delimit the end date only and inform payroll by submission of either a TP2 or SP2 form of the return to work date and confirmation of their Contracted Hours & Pay.
- If an employee has returned from long term sick leave then you need to delimit the end date only and inform payroll so that we can ensure that the employee is back on normal pay.

Q. How do I convert minutes to Decimals?

A. An excel spreadsheet was sent out to all schools some time back but this will be added to the Bursars Toolkit for future reference.

Q. How do I enter 1.50 days sick leave on the SAR spreadsheet?

A. You will need to have 2 entries shown on the SAR as follows:

- Enter full day's sickness date in column 1 & 3 on one line.
- On the next line enter half day's sickness date in column 1 & 3 followed by an X in either column 2 or 4 to indicate PM or AM.