

Opening and editing the monthly Service Returns

Purpose

Use this procedure to open and edit the previously saved, monthly service returns.

What you need

- The Schools Absence Return (SAR) and Schools Variation Return (SVR) Excel spreadsheet files, as downloaded from the Schools Payroll Portal.

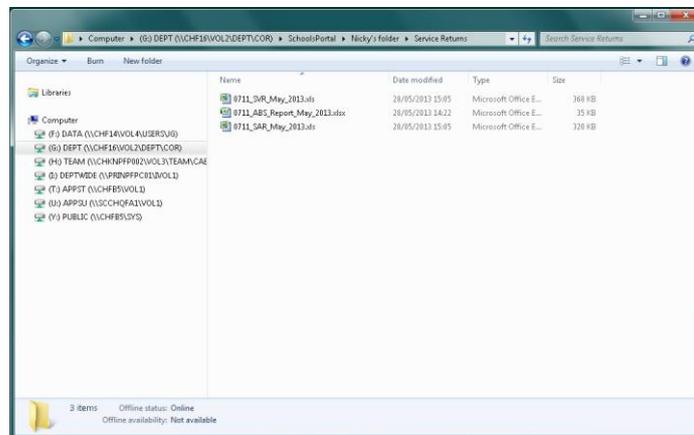
If you are unsure how to do this, please see the “Downloading and saving the monthly Service Returns” work instructions.

Helpful hints

- For more detailed instructions and a simulation exercise, please see the eLearning at http://www1.surreycc.gov.uk/lpool/schools_portal/index.htm

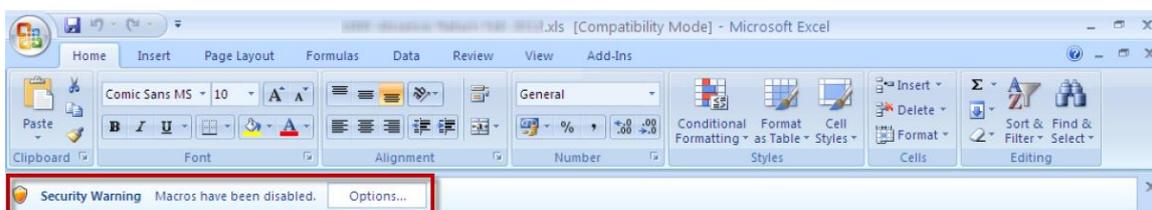
Procedure

1. Open the spreadsheet you wish to edit from where you have saved them locally.



2. Don't forget - if you are asked to allow macros it is very important that you do this or the spreadsheet won't work correctly!!

Depending on the version of Excel you are using, this will mean either enabling the macros from the “Options...” bar at the top, or from a pop-up message box.



3. Now that the spreadsheet is open you can input the relevant absence/variation information required.

- For this example, we will be using the SAR.

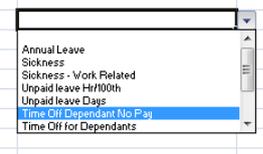
Select the "First Date" cell on the row for the required person and role, and enter the first date of the absence.

Please note: all dates should be entered in the dd.mm.yyyy format.

- Now select the "Last Date" cell on the same row and enter the last date of the absence.

If the period of absence is unknown, please enter the "long end date", which is 31.12.20xx, where xx is the current year.

- Next select in the "Absence Code" cell, and select the relevant absence type from the drop down list.

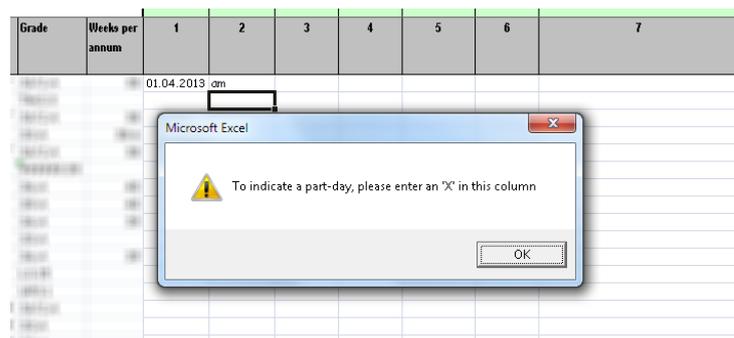


- Depending on the "Absence Code" selected, you may need to enter further information in other cells on the row, for example, a "Sickness Code" from the drop-down list, in the case of a sickness, or the number of hours or 100ths to be deducted in the case of "Unpaid leave Hr/100th".

| 01.05.2013 to 31.05.2013 | | | | | | | | Absences | | | | | | | |
|--------------------------|-----------|------------|-----------------|-----------------|---------|-------|-----------------|------------|----------|------------|----------|--------------------|---------------------|-----------------------|---------------|
| Certifying Officer | | | | | | | | First Date | Part Day | Last Date | Part Day | Unpaid Leave Hours | Unpaid Leave 100ths | Absence Code | Sickness Code |
| Pers.No. | Last Name | First Name | Position Detail | Hours or 100ths | GL code | Grade | Weeks per annum | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| | | | | | | | | 01.04.2013 | | 01.04.2013 | | 2.00 | | Unpaid leave Hr/100th | Unpaid Leave |
| | | | | | | | | 01.04.2013 | | 01.04.2013 | | | | Sickness | Sickness |

- If you do something in an unexpected order, or something which will not be accepted by the system, you should get a pop-up warning or error message to inform you of this.

This is why the macros need to be enabled!



- When you have finished editing your spreadsheet, you can resave it.

- To open, edit and save the SVR you can follow the same process.

The SVR spreadsheet looks similar to the SAR spreadsheet and can be filled out in the same way, with additional guidance and pop up screens to help you.

| 01.05.2013 to 31.05.2013 | | | | | | | Additional 100ths for Teachers | | Hours for Support Staff | | Cash Amounts | | |
|--------------------------|-----------|------------|-----------------|-----------------|---------|-------|--------------------------------|--------------|-------------------------|-------------|--------------|--------|---|
| Certifying Officer | | | | | | | Wage Type | No of 100ths | Wage Type | No of Hours | Wage Type | Amount | |
| Pers.No. | Last Name | First Name | Position Detail | Hours or 100ths | GL code | Grade | Weeks per annum | 1 | 2 | 3 | 4 | 5 | 6 |
| | | | | | | | | | | | | | |

Microsoft Excel

 The option you have chosen does not apply to Teachers

Adjustments for Teachers should be entered into the 'Additional 100ths for Teachers' section

OK

You can get full, up to date details on how to complete the service returns by referring to Guidance Notes which can be found on the Bursars' Toolkit from the Schools Payroll Portal website.

Result

You have now opened and edited the previously saved, monthly service returns.