

Guidance Notes for SVR

Purpose	The purpose of the SVR (Schools Variation Return) is to record additional payments for employees, which will be uploaded onto the Payroll system for payment the following month.
Format	The SVR spreadsheet is pre-populated with the name of the school and the relevant period. Columns 1 to 8 will be populated with details of the current employees. Columns 9 to 18 are to be completed by the school.
Employees not on return	If you have any employees that are not shown on the return, please add their last name, first name, position details, hours or 100ths on the bottom of the return.
Completion	Each additional payment requires a wage type. You will need to select the appropriate wage type from the drop-down menu by clicking to the right of the wage type column.
Cash amounts (columns 13, 14)	Lump sum payments may be entered in columns 13, 14. Please ensure that the appropriate wage type is used, taking into account the pension rules that apply to teaching or non-teaching staff.
Cost centre (column 18)	It is possible to add payments for staff based at other schools / establishments by entering the employee details (see above) and the payments/hours due. To ensure correct charging of the payment, you should enter your school's cost centre in column 18. Please be aware that when a cost centre is entered in column 18, all the payments on that line will be charged to that cost centre. A new line should be created if it does not apply to a payment.

FAQs

- Q. *I want to pay part of my member of staff's normal hours at a different hourly rate.*
- A. Do not deduct any hours, simply enter the number of hours under "Sessions by Rate" and enter the difference in the hourly rate.
A non-pensionable (TN) wage type should be used.
- Q. *I want to charge hours to a different GL code, but there is no wage type showing that code.*
- A. If there is no wage type showing that code then this is not possible, and you will have to choose an alternative.
- Q. *My full-time teacher has done "one-to-one" tuition under their full-time contract, is this pensionable?*
- A. Yes. Normally additional payments to full-time teachers are non-pensionable, but not in this instance.
- Q. *Are booster class / summer school fees pensionable?*
- A. No, they are not pensionable for either full- or part-time teachers.
- Q. *There are two wage types for "Senior Midday Supervisor" payments under Sessions by Rate, which one should I use?*
- A. Use TNP (pensionable) for casual staff and TN (non-pensionable) for staff on contract.