

Which template do I use?

TO BE USED BY

I NEED TO...

USE THIS TEMPLATE

COMMON EXAMPLE



Report a new sickness, update or end an absence

Absence DCT

I need to report a new sickness for an employee



Add a one off or recurring allowance, e.g., overtime, Teaching and Learning Responsibility (TLR), first aid, acting-up or one-off pay

Element Entry Create DCT

- An employee has completed overtime
- An employee requires first aid to be paid for the next 3 years



Change, amend or end an existing (recurring) allowance

Element Entry Update DCT

A first aid allowance was due to end however can be extended



Submit mileage or other expenses

Expenses DCT

An employee needs to be recharged mileage or subsistence



Add a new employee

New Starter DCT

A new employee joins. I complete the DCT with the relevant information and ensure I continue to attach and send visa, right to work, and bank details forms.



Change hours, working pattern, position, grade, promote

Change Assignment DCT

- An employee receives a promotion
- An employee increases from 20 to 30 hours



Change a spot salary for someone outside standard NJC, Hay, Teachers or other graded pay scales

Change Salary DCT

A school employee is on a locally agreed salary outside of a pay scale and requires a salary amendment.

Key:



Schools



Fire



HDC



CHC