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*Management solutions for schools*

**3 Year Salary Modeller for Academies**

**September 2024 to August 2027**

# Contents

<b>Section</b>		<b>Page</b>
1	Introduction	1
2	Opening /saving the Modeller	2
3	Modeller Maintenance	3
4	Entering Data into the Modeller – General Guidance	7
5	Data entry – Individual fields	9
6	Special Features - Reports, Sorts and Data Export	14
7	Limitations	20
8	Trouble shooting	21
	Appendix I - Recording temporary or time limited allowances	22
	Appendix II - Managing progression	23
	Using the manual increment feature	24
	Appendix III - User defined employers NICs	25

# 1 Introduction

1.1 The 3 Year salary modeller for Academies is designed to provide you with a means of projecting staffing costs over the academic years falling within the period September 2024 to August 2027. The modeller contains a range of features designed to support you in your budgeting and medium term planning strategies. These features include:

- Accurate salary cost projections for 2024-25, 2025-26 and 2026-27
- Calculation of contract costs to the day
- Automatic calculation of increments, highlighting the costs of incremental drift
- Ready made reports for budget presentations
- Data export function for advanced analysis
- The ability to model the costs of “what-if” scenarios

1.2 Each of these features is covered within this user manual.

1.3 Should you have any queries concerning the modeller which are not addressed below, please visit the FAQS section of the website at <http://www.school-solutions.co.uk/faqs.htm>. Should you not find an answer to your query please use the email address provided to submit your query.

## 2. Opening/saving the Modeller

- 2.1 Open the modeller in Excel and save it to a location of your choice. Please see the document “which Excel version” for information about using the modeller in different versions of Excel. The modeller uses macros to sort data, produce reports etc. The macros will not do any harm to your computer. **It is safe to “enable macros” when opening the file.**
- 2.2 If you cannot open the spreadsheet with macros enabled or nothing happens when you click on the buttons you may need to adjust your Excel security settings and/or your anti-virus software settings to allow macros to run. Consult your IT support if you are unsure of how to do this.
- 2.3 Having entered your data, you may wish to save several versions of the modeller to reflect various staffing scenarios. Using a clear naming convention that indicates the differences between versions will help avoid any confusion that might arise.

### 3 Modeller Maintenance

3.1 The modeller maintenance page is reached by clicking on the “modeller maintenance” button to the left of the main modeller page. Here you can create and alter pay scales, allowances, national insurance tables and superannuation contribution rates for each of the three years. In addition you can customise your list of staff types to reflect your requirements and construct your own sub-categories and groupings of expenditure using tables on this page. In order to provide maximum flexibility default values can be set or restored at any time by clicking on the appropriate button. Return to the main modeller page by clicking on the “Back to modeller” button.

#### 3.2 Notional pay weeks



Immediately above the Teaching Staff Pay Scales is a text box displaying the full year by which notional pay weeks are calculated. The modeller is supplied with 52.14 weeks as the full working year. You can change this to any numeric value that better reflects your current practice, e.g. 52 or 100 to indicate a percentage of the year worked.

This value will apply to all contracts entered into the modeller and values entered into column 13 should be updated to reflect any changes you make.

3.3 There are two sets of salary tables; one for teaching staff and one for support staff. You can enter your pay scales in the first column of the first table, and the values attached to each point in the other two columns. Once a pay award has been finalised you may wish to enter the new values for each spinal column point and the new superannuation and National Insurance rates and set them as defaults. **You are then free to experiment with the impact of pay awards, whilst knowing that the current position can be re-established at the touch of a button.**

#### 3.3.1 Salary tables

September 2013 to August 2014

% increase	0.00%	0.00%
Grade point	Sep-Mar	Apr-Aug
UQ1	£ 10,000	£ 10,000
UQ2	£ 11,000	£ 11,000
UQ3	£ 12,000	£ 12,000
UQ4	£ 13,000	£ 13,000
UQ5	£ 14,000	£ 14,000
UQ6	£ 15,000	£ 15,000
MS1	£ 16,000	£ 16,000
MS2	£ 17,000	£ 17,000
MS3	£ 18,000	£ 18,000
MS4	£ 19,000	£ 19,000
MS5	£ 20,000	£ 20,000
MS6	£ 21,000	£ 21,000
US1	£ 22,000	£ 22,000
US2	£ 23,000	£ 23,000
US3	£ 24,000	£ 24,000
L1	£ 25,000	£ 25,000

Change the values in the salary tables by entering a percentage increase in the boxes immediately above the pay scales, or by overtyping the values in the columns headed “Sep-Mar” and “Apr-Aug”.

Changes made in salary tables automatically update the tables for future years, e.g. entering “3%” in the % increase box for April – August 2024 will increase the values by 3% in all three year’s salary tables.

An equivalent range of salary tables is provided for support staff, and a similar set of tables for allowances.

There is no need to leave blank rows between pay scales, e.g. between the MS6 and US1. If you want staff to progress from one pay scale to another, they should be entered consecutively as in the illustration above. **If you do leave blank rows between sections of your pay scales you should not progress staff across the “gap” as this will result in a salary of zero for that year.**

### 3.4 National Insurance and superannuation

April 2021 to March 2022

NI bands	monthly salary bands (£)	Employers' NI contributions rate	Apprentice levy
LEL	511	0.00%	0.50%
ST	719	0.00%	£ -
UEL	4169	13.80%	
above UEL	>4169	13.80%	

Enter the monthly earnings limit for each NI band here

Enter the employers' NICS rates here

Apprentice levy rate

Apprentice levy allowance

Enter the apprenticeship levy rate and available allowance here

April 2021 to March 2022

Superannuation scheme	Employers contribution rate
TPS	23.68%
T2	0.00%
LGPS	21.00%
S2	5.00%

Enter your identifier for each scheme here

Enter the employers' superannuation contribution here

3.4.1 The National Insurance and superannuation tables can be used to update the NI and superannuation rates that are used to calculate on-costs in the event that they change. Before using the modeller you will need to enter the employers' superannuation contribution rate applicable to your staff.

3.4.2 The Apprenticeship Levy was introduced in April 2017 and is currently set at 0.5% of the wage bill above £3,000,000 per annum for each employer. An annual allowance of £15,000 is applied to the wage bill to offset against the levy, effectively making the first £3,000,000 exempt. In circumstances where the school is not the employer (eg. a MAT or a maintained school), or the staff entered into the modeller do not represent the total workforce, the allowance may only be partly, or not at all, apportioned to your school. For more information visit: <https://www.gov.uk/guidance/pay-apprenticeship-levy>

Due to the way the Levy has been implemented and because the academic year straddles two financial years the Levy estimate may vary slightly from your actual monthly liability. The Levy calculation appears on the main screen of the salary modeller and is included in the Total gross salary plus on-costs calculation immediately below on the screen. It is also included in the 1 yr cash flow report and the total cost option of the 3 yr totals report.

3.4.3 **Please note.** The NI figures used in the modeller are taken from table A in leaflet ca 38 from the Inland Revenue. This can be found at: <http://www.inlandrevenue.gov.uk/nitables/ca38.pdf>

3.4.4 **Please note.** Unlike the salary tables, the NI/superannuation tables do not update future year's tables automatically on the basis of changes you make. If you make changes to the tables in one year which you want to be reflected in the next you will have to manually enter the values in the tables concerned.

### 3.5 Employment type

Employment type Teaching Staff
leadership
mainscale
upperscale
unqualified
academy
Academy senior

Construct your list of up to 30 teaching and 30 support staff types here

Use this table to enter up to 60 staff types from which to select when entering contract information into the modeller. The staff types which you list in this table form the categories within which costs are broken down in the summary report. Additional types can be added to the list at any time, but changes to existing entries will affect any contract on the modeller which previously used that information. In the event of this happening, re-classify the employee according to the revised staff types.

**Please note:** do not make identical entries in each list, as Excel cannot distinguish between them. Identical entries will be highlighted in red and must be changed.

### 3.6 User Defined Field (UDF) tables

**3.6.1 UDF** - The UDF (column 5 on the main modeller page) is designed to allow users to categorise staff in order to be able to report on specific groups of staff determined by the user. These groups can in turn be aggregated into larger groups in order to model costs at various levels. For example, schools may wish to establish a hierarchy based on curriculum: - individual contract → subject → department or one based on funding: – individual contract → accounting area → funding stream. Alternatively, users can use a single level of category, e.g. individual contract → funding stream. These groupings can be selected as part of the in-built reporting functions. The UDF facility is controlled via two tables to the right of the modeller maintenance page (see below).

#### 3.6.2 UDF list table

The “UDF list” table has 3 columns.

**Column 1** contains a user defined “short code” which can be selected using the drop down list for column 1 of the modeller

**Column 2** contains a user defined description for the “short code” in column 1 which is displayed on the relevant summary report.

**Column 3** data entry is controlled by a drop down list which is populated from information entered by the user into the adjacent table. This column can be used to group together categories entered into the UDF list for reporting purposes.

The table contains space for up to 100 entries.

#### 3.6.3 UDF list grouping table

The UDF list grouping table has 2 columns.

**Column 1** contains a user defined group list which is used to populate the “group” column of the “UDF list” table.

**Column 2** contains a description of the entry in column 1

The table contains space for up to 15 entries.

It is not necessary to assign every (or any) entry in the UDF list to a group.

**UDF list**  
 Use this table to create your own list of staff categories by which costs can be identified in reports. The short code can be selected in column 5 of the modeller to identify staff associated with a particular budget.

For example, you may wish to identify particular staff by subject or funding stream.

**UDF list**

**UDF list grouping**  
 Use this table to aggregate your UDF categories into larger groups which can be identified in reports.

For example, if you have already categorised staff by teaching subject, these can be aggregated into departments.

**UDF list Grouping**

Enter the short code which will be used in column 5 of the modeller here.

Enter the short code description here. This will be shown on summary reports

Use this column to assign your staff categories to a specific group

Short code	Description	Group
ADMIN	Admin and finance	OTHER
CLASS	Classroom support	CLASS
P&G	Property and Grounds	OTHER
CAT/SUP	Catering and Supervision	OTHER
SEN	Special Needs support	CLASS

Enter the group list code which will be used to populate column 3 of the UDF field table here.

Enter the group code description here. This will be shown on summary reports

Group list	Description
CLASS	Classroom support
OTHER	non-classroom functions

3.6.4 Once these tables are populated, staff can be assigned to the appropriate UDF code in column 5 of the modeller and can be reported on at UDF, group and global levels by clicking on the report buttons and selecting the required report option.

report

3 yr totals report

populate modeller

**Modeller Maintenance**

view full screen

**Total gross salary plus on-costs**    £    **81,172**

Select the correct category from the drop down list. Additional categories can be typed in if desired, but these cannot be assigned to a group.

1	2	3	4	5			
Payroll ref no.	Employee surname	Initials	Free text field	UDF list	Start date	End date	Employ
1	Strauss	A		ADMIN			Admin & Clerical
2	Cook	A		ADMIN			Admin & Clerical
3	Trott	J	retiring	P&G		30/09/2011	Caretaking
4	Pietersen	K					Teaching Assista
5	Collingwood	P		ADMIN			Teaching Assista
6	Bell	I		CLASS		31/12/2010	Grounds Staff
7	Prior	M		P&G			Librarian
8	Broad	S		CAT/SUP			Cooking & Caterin
9	Swann	G		SEN			Cooking & Caterin
10	Anderson	J		CLASS	01/02/2011		Technician
11	Finn	S		P&G			Grounds Staff
12							



## 4 Entering Data into the Modeller – General Guidance

- 4.1 The salary modeller calculates salaries on a contract by contract basis. You will need to enter relevant data for each contract such as start date, end date, employment type, starting SCP and maximum SCP etc. This section of the manual covers the general principles of populating the modeller; individual fields are covered in more detail in Section 4.
- 4.2 There are guidance comments in the modeller's column titles (indicated by a red marker in the corner of the cell) to assist you when entering contract data. In order to view these guidance comments you should move the mouse pointer over the cell containing the red marker. The comments will appear in a pale yellow box on the screen and will disappear again once you move the mouse pointer away from the cell.
- 4.3 Those data entry columns that contribute to calculations will automatically warn you if a cell contains an unusual or inapplicable value. Red cells advise that a value is invalid in the context of other information present or absent in the contract details. Cells may become red as you work across the record and return to normal as you complete the contract information. Should any remain red when all information is entered you can quickly identify any entry that may require alteration.
- 4.4 **Please note:** White columns are for data entry, yellow columns are "read only" and provide information based on the data you enter into the modeller.
- 4.5 **Entering a new record** - When entering a new record do not try and insert a blank row but enter the details on the blank rows underneath the staff already on the modeller. Once this has been done you could then re-sort by name or employment type using the sort buttons provided.
- Important**  
When populating the modeller **avoid using "cut and paste"** to move data around the modeller, as this removes references used in formulae. **Data can be moved using "copy and paste"** and unwanted data can be removed using the "delete" key on your keyboard.
- 4.6 **A new contract requires a new record** - The modeller is not capable of accommodating changes within an employee's contract (e.g. a change of weekly hours) other than automatic or manual progression through the pay spine. In the event of such changes to an employee's contract it will be necessary to close the existing contract on the appropriate date and add a new contract to take account of the changes. It is possible to record an allowance (e.g. a time limited TLR) independently of the employee's main contract (see Appendix I below).
- 4.7 **Calculation of automatic increments** - Automatic increments can be awarded either in April or September, usually depending on whether the contract is on Local Government (TUPE) or teachers' STPCD/Academy terms and conditions (column 9 on the modeller data entry page). It has been assumed that where academies apply their own terms and conditions any automatic increments will apply from 1<sup>st</sup> September.

When selected, automatic increments will be awarded on 1st April to contracts that fulfil the following conditions:

- The start date of the contract is at least 6 months prior to the automatic increment date (1<sup>st</sup> April)
- The SCP effective at the time of the automatic increment is less than the Maximum SCP indicated in column 11.

When selected, automatic increments will be awarded on 1st September in years 2 and 3 to contracts that fulfil the following condition:

- The SCP effective at the time of the automatic increment is less than the Maximum SCP indicated in column 11.

4.8 If an increment is required in circumstances where the modeller does not automatically award one (e.g. continuation of service on a new contract), use the manual increment fields (columns 19 and 20) in order to make the award.

4.9 Used in combination, the manual increment fields and the Maximum SCP field provide great flexibility in managing progression through the pay scale over the three years covered by the modeller. For more details on how to use this feature please refer to the appendix of these notes.

## 5 Data entry – Individual fields

5.1 Below is a description of the function of each column and, where appropriate, how to approach data entry. There is also an indicator which tells you what type of field it is, whether the field is always required (**R**), required where applicable (**RwA**), optional (**O**) or an entry that is calculated by the modeller and is for your information (**FYI**). The latter type of field is protected on the modeller – you will not be able to edit or overtyping it.

Col.	Description	Type	Guidance
1	Payroll Ref No.	O	This field is <b>optional</b> . Enter the payroll reference number for the contract. This field can also be used to enter text if you wish.
2	Employee Surname	O	This field is <b>optional</b> . Enter the employee's surname. It is not necessary to complete this field for the modeller to correctly calculate the cost of the contract. It is used in the "sort by name" facility.
3	Initials	O	This field is <b>optional</b> . Enter the employee's initials. It is not necessary to complete this field for the modeller to correctly calculate the cost of the contract. It is used in the "sort by name" facility.
4	Free text field	O	This field is <b>optional</b> . Use this field to tag contracts with short notes or other data.
5	UDF list	O	This field is <b>optional</b> . If you wish to assign contracts to sub-categories of expenditure (e.g. funding streams or budget holders) enter the category from the drop down list in this column. See <b>Modeller Maintenance</b> , section 5 below.
6	Start date	RwA	Enter the start date for the contract. It is only necessary to complete this field if the contract starts after 01/09/2024. If the field is left blank the modeller calculates the annual salary from 1st September of the selected year.
7	End date	RwA	Enter the end date for the contract. It is only necessary to complete this field if the contract ends before 31/08/2027. If the field is left blank the modeller calculates the annual salary to 31st August of the selected year.
8	Employment type	R	This field is <b>required</b> . Click on the field and a list of teaching and support contract staff types will appear, as defined by you – see <b>Modeller Maintenance</b> . Select the one you want by clicking on it in the list.
9	Increment date	R	This field is <b>required</b> . Click on the field and choose between "April" (academy pay scale) or "Sept(ember)" as appropriate for the member of staff.
10	Starting SCP	R	This field is <b>required</b> . Click on the field and a list of spinal column points will appear, as defined by you – see <b>Modeller Maintenance</b> . Select the one from the dropdown list at which the contract is to be paid as at 01/09/2024 or the start date if later.  <b>NB</b> The value of the starting SCP cannot be greater than that of the maximum SCP (column 11).

Col.	Description	Type	Guidance
11	Maximum SCP	R	<p>This field is <b>required</b>. Click on the field and your list of spinal column points will appear. Enter the maximum spinal column point at which the contract is to be paid. This provides a limit beyond which increments will not be awarded.</p> <p><b>NB</b> If a contract does not attract automatic increments set this column's value to that of the Starting SCP. See notes on columns 16 and 17 for further guidance on manual increments.</p>
12	Weekly FTE	R	<p>This field is <b>required</b>. Enter the proportion of the working week for which the employee is contracted, expressed as a decimal. An equation can also be entered, e.g. "=25/37"</p>
13	Notional pay weeks per year	R	<p>Enter the notional pay weeks applicable to the contract. The full year value is set at 52.14, but you can change it on the <b>Modeller Maintenance</b> page if you use a different value.</p> <p><b>NB</b> For teachers on STRB this field will always be the full year value.</p>
14	Super-annuation	RwA	<p>Select the appropriate superannuation scheme from the dropdown list (see the superannuation table on the modeller maintenance page) or leave blank if employee is not in a scheme</p>
15	User defined NICs	RwA	<p>This column can be used to override the automatic employer's NICs calculation, for example, when a member of staff has more than 1 contract or where the individual is exempt from employer's NICs (apprentices under 25). Enter a value between 0 &amp; 100%, which will apply to total earnings.</p>
, 16 & 17	Allowance 1 & 2	RwA	<p>Using these columns you can select up to two allowances from the list you have constructed on the <b>Modeller Maintenance</b> page for each contract. The modeller will then convert your selection to a cash value (adjusted for FTE and notional pay weeks) when calculating salary and on-costs.</p>

Col.	Description	Type	Guidance
18	Cash allowances (£)	RwA	<p>If the employee is receiving any other allowances, payments or honorariums in relation to the contract, add these up and enter the total of all such allowances the post holder will receive. This should be the total amount of cash allowances the post would attract for the whole academic year. The modeller will automatically reduce this if a contract starts/finishes part way through the year, but will <b>not</b> make a pro-rata adjustment for FTE or notional pay weeks.</p> <p><b>NB</b> There is no provision to uplift the value of such allowances year on year. If you continue to use the modeller in years 25-26 and 26-27 you may wish to adjust the amount as appropriate for the year concerned.</p>
19	Manual increment date	RwA	<p>This column allows you to adjust the SCP at which a contract will be paid on a given date. This can be done on any date between the start and end date of the contract, including the date on which automatic increments are awarded (1st September or 1<sup>st</sup> April) and can be used to retard or accelerate progression through the scale to the maximum SCP (column 11). For example a negative value (-1) “awarded” on 1st September would negate the effect of an automatic increase on that date, whilst a positive value would be added in <i>addition</i> to the automatic 1 point increment.</p> <p>For more information on the use of this field please refer to the appendix of this manual.</p>
20	Manual increment points	RwA	<p>Enter the number of points by which you wish to alter the SCP effective on the date entered in column 19.</p>
21	SCP as at start date or 01/09/**	FYI	<p>Displays the SCP in effect on 1st September of the selected year or the start date of the contract if that is after 1st September of the selected academic year.</p>
22	SCP as at start date or 01/04/**	FYI	<p>Displays the SCP in effect on 1<sup>st</sup> April of the selected year or the start date of the contract if that is after 1<sup>st</sup> April of the selected year. This column is in addition to column 21 in order to take account of the automatic increment date not always coinciding with the start of the academic year.</p>
23	Gross salary inc. allowances	FYI	<p>Displays the gross salary including allowances awarded to the contract in the selected academic year/period, or the period between the start and end dates if this is shorter.</p>
24	Employers super. cont	FYI	<p>Displays the amount of employer’s superannuation contribution that the contract attracts in the selected academic year/period. Values will only appear in this column if a “Y” or “H” has been entered in column 14.</p>

<b>Col.</b>	<b>Description</b>	<b>Type</b>	<b>Guidance</b>
<b>25</b>	<b>Employers NI cont</b>	<b>FYI</b>	Displays the amount of employer's National Insurance contribution that the contract attracts in the selected academic year/period. The rate of employer's NI charged is determined by the entry in column 14.
<b>26</b>	<b>Total cost 01/09/** - 31/08/**</b>	<b>FYI</b>	Displays the sum of columns 23, 24, and 25 to show the total cost to the school of each contract.
<b>27</b>	<b>Annual FTE</b>	<b>FYI</b>	Displays the full time equivalence of the contract for the full working year in the selected academic year. The figure is calculated by multiplying the number of days between the start date and the end date (or the whole year if blank) by the FTE of the contract and dividing the result by the number of days in a year.

5.2 The minimum information required to calculate a salary is increment date, starting and maximum spinal column points, weekly FTE and notional pay weeks (columns 9-13). Beyond that, simply enter information according to the particular circumstances. Start and end dates need only be entered if a contract starts or finishes within the time span covered by the modeller. Superannuation and allowance information is entered as applicable.

**Academy 3 Year Salary Modeller**

**Sample Academy**

**01 September 2017 to 31 August 2018** Academic year selection

Total gross salary (inc. allowances) £ 221,715

Total on-costs £ 58,012

Apprenticeship Levy estimate £ 1,109

**Total gross salary plus on-costs\* £ 280,835**

\* includes apprenticeship levy estimate

**Select academic year**  
2017-2018

**Select financial period**  
From: 01 September 2017  
To: 31 August 2018

**Select staff**  
All staff  
Teaching staff  
Support staff

Summary calculations

Staff selection

Month/period selection lists

1	2	3	4	5	6	7	8	9	10	11	12
Payroll ref no.	Employee surname	Initials	Free text field	UDF list	Start date	End date	Employment type	Increment date	Starting SCP	Max SCP	weekly FTE
1	Davis	C		LEAD			Leadership	Sept	L25	L26	1.000
2	Richards	D		ENG			Upper scale	Sept	US1	US2	1.000
3	Extra English post			ENG	01/01/2018		Academy	Sept	ACT35	ACT36	1.000
4	Anderson	C		MAT			Main scale	Sept	MS3	MS6	1.000
5	Kotara	S	retiring	LEAD		23/05/2018	Leadership	Sept	L20	L20	0.000
6	New deputy			LEAD	01/09/2018		Leadership	Sept	L18	L20	0.000
7	Foster	A		ADMIN			Admin & Clerical	April	LG30	LG32	1.000
8	Sehers	F		CLASS			SEN support	April	LG16	LG28	0.541
9	Dawson	D		P&G			Caretaking	April	LG22	LG22	1.000
10	Strachan	E		P&G			Caretaking	Sept	AC17	AC20	0.473
11	Arnold	Y		CLASS		16/07/2018	Technician	April	LG20	LG20	1.000
12	Norton	J		CLASS	28/04/2018		Teaching Assistant	Sept	AC15	AC16	0.769
13											
14											

Function buttons

contract information

## 6 Special Features - Reports, Sorts and Data Export

6.1 Each of these is activated by clicking on the appropriate grey button towards the top left corner of the main screen. Once viewed, reports can be printed or exported to a new spreadsheet by clicking on the “print” or “export” buttons at the top of the screen. Alternatively return to the main screen by clicking on the “Back to modeller” button towards the top of the screen.

### 6.2 Report Buttons

6.2.1 **View summary report** - This report gives a breakdown of the cost of teaching staff to the selected budget together with a summary of staff employed during the selected. Click on the “view summary report” button to display the report options with which your report will be created. PLEASE NOTE. The time period covered by the selected report will be determined by the academic year and financial period selected.

Click to select summary report options.  
Click again to remove options.

Select the category of staff on which you want to report

Use drop down menu to select the level on which you want to report. Choose between the selected category, the group of which the selected category is part or all staff entered into the modeller.

The screenshot shows the 'View summary report' interface for 'Sample Academy' covering the period 'September 2013 to August 2014'. On the left, there are several report options: 'view summary report' (highlighted in red), 'view staff report', '1 yr cashflow report', '3 yr totals report', 'populate modeller', 'sort by type', 'sort by UDF', 'sort by name', 'export data', 'Modeller Maintenance', and 'view full screen'. The main area contains a 'run report' button, a 'Select UDF list type' dropdown menu (set to 'CLASS'), a 'Select report content' dropdown menu (set to 'All staff'), a 'Select academic year' dropdown menu (set to '2013-2014'), and a 'Select staff' dropdown menu (set to 'All staff'). Below these options is a table with 8 columns: Payroll ref no., Employee surname, Initials, Free text field, UDF list, Start date, End date, and Employment type. The table contains 7 rows of staff data.

1	2	3	4	5	6	7	8
Payroll ref no.	Employee surname	Initials	Free text field	UDF list	Start date	End date	Employment type
12	Sobers	F		ADMIN			Admin & Clerical
11	Foster	A		ADMIN			Admin & Clerical
18	Jameson	S		CLASS			Teaching Assistant
16	Norton	J		CLASS	26/04/2014		Teaching Assistant
17	Owen	T		CLASS			Teaching Assistant
15	Arnold	Y		CLASS		18/07/2014	Technician
3	Extra English post			ENG	01/01/2014		MS

Click on “run report” to view the selected report.

Select all staff, or limit the report to teaching or support staff



## 6.2.2 Summary Report

September 2013 to August 2014

**Sample Academy**

**Support staff - Summary report for group type - Classroom support**

Staff type	No. of contracts	Annual FTE	Gross salary (inc. allowances)	Superann	NI	Total cost (inc. on-costs)
<b>Staff Totals</b>	5	2.73	£ 76,558	£ 10,040	£ 4,632	£ 91,230
Teaching Assistant	3	1.38	£ 43,088	£ 5,461	£ 2,819	£ 51,368
Technician	1	0.88	£ 22,959	£ 3,075	£ 1,590	£ 27,624
SEN support	1	0.47	£ 10,511	£ 1,505	£ 223	£ 12,238

Figures are projections only and should not be treated as definitive

report last run: 11/04/2013 14:43

These areas of the summary report show the period and staff covered in the report.

This area of the report lists the employment types that contribute to the report

This area of the report sets out staffing numbers, full time equivalence and a breakdown of costs by staff type with total costs per staff type to the right. It should be noted that the FTE is an annual figure, i.e. adjusted for part-year contracts.

This area of the report shows totals for the selected reporting criteria.

6.2.3 **View staff report** - This report displays individual contract information for all staff, based on the information entered into the main screen. The option to include subtotals is available if required. Click on the "view staff report" button to display the report options with which your report will be created.

PLEASE NOTE. The time period covered by the selected report will be determined by the academic year and financial period selected.

Click to select staff report options.  
Click again to remove options.

1	2	3	4	5	6	7	8
Payroll ref no.	Employee surname	Initials	Free text field	UDF list	Start date	End date	Employment type
1	5 Kotara	S	retiring	LEAD			Leadership
2	1 Davis	G		LEAD			Leadership
3	10 Vaughan	D		MAT			Mainscale
4	3 Extra English post			ENG	01/01/2014		Mainscale
5	4 Anderson	C		MAT			Mainscale
6	4 Anderson	C		MAT	01/01/2014	31/08/2014	Mainscale
7	7 Sewag	R		PE		31/08/2014	Mainscale

Select the criterion by which the report will be organised

6.2.4 An example report for teaching staff (including subtotals by employment type) is given below.

September 2013 to August 2014

Sample Academy  
**Teaching staff**

UDF list	UDF list group	Employee Name	Start date	End date	Employment type	Initials	Initials/initial column count	FTE/week	National day weeks per year	Power (MWH)	Free text	Cash allowance - Annual	Gross salary inc. allowance	Employee Paper cost	Employee int cost	Total cost September 2013 to August 2014	Actual annual FTE
Total (where applicable)																	
LEAD	LEAD	DAVIS G			LEADERSHIP	L25	1	52.14	Y			£ 10,533	£ 206,867	£ 9,493	£ 17,239	£ 233,538	8.00
LEAD	LEAD	KOTARA S			LEADERSHIP	L18	1	52.14	0	retiring		£ 5,000	£ 47,000	£ 3,471	£ 4,530	£ 57,001	1.00
LEAD	LEAD				LEADERSHIP Total							£ 5,000	£ 96,000	£ 3,471	£ 5,483	£ 57,432	1.00
PE	OTH	SEWAG R		31/08/2014	LEADERSHIP							£ 21,000	£ 21,000	£ 1,835	£ 22,835	1.00	
MAT	M8S	VAUGHAN D			MANSCALE	M8S	1	52.14	Y			£ 2,200	£ 23,200	£ 1,643	£ 1,543	£ 26,386	1.00
MAT	M8S	ANDERSON C			MANSCALE	M8S	1	52.14	Y			£ 18,000	£ 18,000	£ 1,275	£ 1,002	£ 20,277	1.00
SCI	M8S	SMITH A			MANSCALE	M8S	1	52.14	Y			£ 18,000	£ 18,000	£ 1,275	£ 1,002	£ 20,277	1.00
ENG	HUM	EXTRA ENGLISH POST 0	01/0/2014		MANSCALE	M8S	0.5	52.14	0			£ 3,333	£ 3,333	£ 27	£ 27	£ 3,361	0.33
MAT	M8S	ANDERSON C	01/0/2014	31/08/2014	MANSCALE	allowance	1	52.14	Y			£ 3,333	£ 3,333	£ 271	£ 400	£ 4,064	0.67
					MANSCALE Total							£ 5,533	£ 88,867	£ 4,464	£ 5,368	£ 99,198	5.00
ENG	HUM	RICHARDS D			UPPER SCALE	US1	1	52.14	Y			£ 22,000	£ 22,000	£ 1,568	£ 1,418	£ 24,976	1.00
					UPPER SCALE Total							£ 22,000	£ 22,000	£ 1,538	£ 1,418	£ 24,976	1.00
					Grand Total							£ 10,533	£ 206,867	£ 9,493	£ 17,239	£ 233,538	8.00

Sub totals are provided for each employment type.

There are two rows of totals on this report when the subtotal option is selected. If subtotals are not selected only the top row of totals is present.

6.2.5 This report groups staff by UDF, group or employment type in order to apply the sub-totals. If subtotals are not selected, staff are listed as per the data entry screen. The columns displayed are based on those available on the modeller screen, as detailed in Section 4. The columns, from left to right, are:

- UDF list
- UDF list group
- Employee name
- Start date
- End date
- Employment type
- Spinal column point at beginning of selected year or contract start date, whichever is applicable
- weekly FTE
- Notional pay weeks per year
- Superannuation scheme – Y/H indicates membership
- Free text field
- Value of allowances paid in the selected period.
- Total gross salary including allowances, adjusted for length of contract within academic year and FTE.
- Cost of employer’s contribution to the superannuation scheme
- Cost of employer’s National Insurance Contributions, at the appropriate rate
- Total cost, i.e. sum of gross salary including allowances together with on-costs
- Annual FTE, adjusted for length of contract and number of hours worked per week

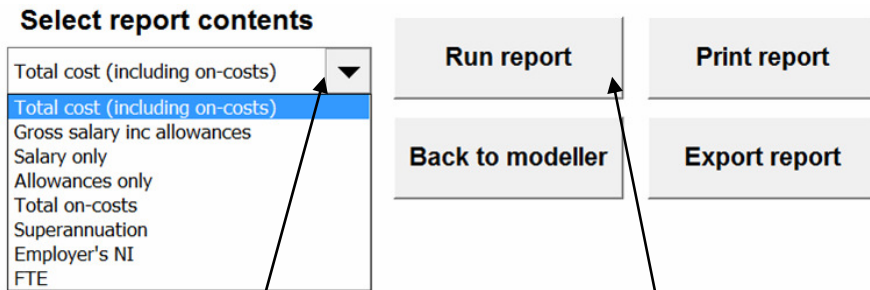
6.4.1 **1 yr cashflow report** - This report gives a month by month breakdown of salary costs for the selected academic year to the left and a cumulative running total to the right. You can run the report for teaching staff, support staff or for all staff (from the option on the main page), and you can select from your UDF list (on the report page) to run the report for particular groups of staff.

Sample Academy

Cashflow report for All staff for academic year September 2017 to August 2018

Monthly totals					Cumulative totals					
All staff					All staff					
gross sal+ allow	superann	NI	App Levy est	Total	Month	gross sal+ allow	superann	NI	App Levy est	Total
£ 221,715	£ 38,218	£ 19,794	£ 1,009	£ 280,735						
£ 18,470	£ 3,156	£ 1,714	£ 84	£ 23,424	September 2017	£ 18,470	£ 3,156	£ 1,714	£ 84	£ 23,424
£ 18,470	£ 3,156	£ 1,714	£ 84	£ 23,424	October 2017	£ 36,940	£ 6,312	£ 3,427	£ 168	£ 46,848
£ 18,470	£ 3,156	£ 1,714	£ 84	£ 23,424	November 2017	£ 55,411	£ 9,468	£ 5,141	£ 252	£ 70,271
£ 18,470	£ 3,156	£ 1,714	£ 84	£ 23,424	December 2017	£ 73,881	£ 12,624	£ 6,855	£ 336	£ 93,695
£ 19,381	£ 3,306	£ 1,746	£ 89	£ 24,521	January 2018	£ 93,262	£ 15,930	£ 8,600	£ 425	£ 118,217
£ 19,381	£ 3,306	£ 1,746	£ 89	£ 24,521	February 2018	£ 112,643	£ 19,236	£ 10,346	£ 513	£ 142,738
£ 19,381	£ 3,306	£ 1,746	£ 89	£ 24,521	March 2018	£ 132,024	£ 22,542	£ 12,091	£ 602	£ 167,259
£ 19,765	£ 3,417	£ 1,772	£ 90	£ 25,045	April 2018	£ 151,790	£ 25,959	£ 13,864	£ 692	£ 192,304
£ 20,327	£ 3,561	£ 1,781	£ 93	£ 25,763	May 2018	£ 172,117	£ 29,519	£ 15,645	£ 786	£ 218,067
£ 17,554	£ 3,104	£ 1,493	£ 79	£ 22,230	June 2018	£ 189,671	£ 32,623	£ 17,138	£ 865	£ 240,297
£ 16,681	£ 2,929	£ 1,372	£ 75	£ 21,057	July 2018	£ 206,352	£ 35,552	£ 18,510	£ 940	£ 261,354
£ 15,363	£ 2,666	£ 1,284	£ 68	£ 19,381	August 2018	£ 221,715	£ 38,218	£ 19,794	£ 1,009	£ 280,735

6.5.1 **3 yr totals report** – This report allows you to see at glance the impact of pay awards staffing changes and incremental drift over the three academic years covered by the modeller. You can run the report for teaching staff, support staff or for all staff, and for each element of costs plus FTE.



1. Select the desired report contents from the option list

2. Click on the "Run report" button to produce the report

3. Select print or export report, or return back to the main modeller page

Staff are grouped according to user defined categories

Totals for the user defined groups for each academic year

**Sample Academy**

**3 year summary report: All staff - Total cost (including on-costs)**

	2017-18	2018-19	2019-20
Apprenticeship Levy estimate	£ 1,009	£ 1,058	£ 1,095
Admin and finance	£ 48,371	£ 50,331	£ 51,751
Classroom support	£ 52,189	£ 40,970	£ 42,133
Property and Grounds	£ 21,168	£ 21,974	£ 22,810
English	£ 39,146	£ 44,228	£ 46,262
Leadership	£ 103,694	£ 111,813	£ 114,692
Maths	£ 15,159	£ 15,980	£ 16,905
<b>Total</b>	<b>£ 280,735</b>	<b>£ 286,354</b>	<b>£ 295,648</b>

Annual apprenticeship levy estimate totals

3 year projections are determined by data entered into payscales, NI tables etc. on the modeller maintenance page and include the impact of incremental drift. Total does not include any staff not assigned to a valid UDF category

## 6.6 Sort and data export Buttons

6.6.1 **Sort by type** - Clicking this button groups the contracts by employment type, teaching staff first, in the order they are entered on the modeller maintenance page.

6.6.2 **Sort by UDF** - Clicking on this button groups the contracts alphabetically by entry in the UDF field.

6.6.3 **Sort by name** - Clicking on this button groups the contracts alphabetically by name, to allow you to group together all the current contracts for an individual employee.

6.6.4 **Export data** - Should you wish to undertake more extensive analysis of your staffing costs, this facility allows you to export your data to a blank Excel spreadsheet.

### 6.6.5 View full screen tick box

If you normally have a number of toolbars open in Excel, you may find that your view of contract information is restricted. Clicking on the box will activate “full screen” mode, making a greater area of the screen available for viewing your data. Clicking on the box to remove the tick will restore your original Excel settings.

### 6.6.5 Select academic year box

Click on the arrow to the right of the box to see a list of the three academic years covered by the modeller. On selecting the academic year of your choice, the modeller will update salary calculations in accordance with data entered into the Modeller maintenance page (see above). Any contracts entered into the modeller which aren't valid in the selected year appear greyed out and struck through and do not contribute to the calculated figures.

### 6.6.6 Select staff box

Click on the arrow on the right side of the box to select the staff you want to be included in cost calculations. You can choose between Teaching staff, Support staff or All staff to display the staff cost projections for the selected staff.

### 6.6.7 Select financial period box

Click on the arrow on the right side of the box to select the required period. You can choose between the full financial year, April to August or September to March to display the staff cost projections for the selected period. You can also select a start and end month to calculate costs for a given period, for example, terms or quarters.

## **7 Limitations**

- 7.1 The modeller cannot take account of non-standard circumstances arising within a contract such as maternity leave, long term sickness or other circumstances or events that would impact on an employee's salary and the associated on costs to the school budget. In such circumstances it will probably be most appropriate to close an existing contract and "restart" the employee on a new contract that best reflects the financial implications of the circumstances, by adjusting the weekly hours for example. It should be noted that this might affect the total annual FTE figure on the summary report.

## **8 Troubleshooting**

### **8.1 A small square toolbar appears on the screen when “full screen” facility is activated**

The toolbar is an automatic function of Excel and not part of the modeller. It appears the first time a spreadsheet is displayed in full screen. To remove it just click on the x in its top right corner, or drag it to a more convenient location.

### **8.2 I cannot see the horizontal scroll bar when “full screen” facility is activated**

When a spreadsheet is displayed full screen, whether or not the horizontal scroll bar is visible is determined by the task bar settings on your computer. The easiest way to see the scroll bar is to drag the task bar (the one with the clock on) down to the very bottom of the screen and then up again when you've finished. This is achieved by pointing your cursor at the top of the task bar until it becomes a two-headed arrow, then left clicking and dragging down. The permanent solution is to right click on the task bar, select “properties”, “task bar options” and clear the “always on top” box. Alternatively the modeller can be navigated using the arrow keys on the keyboard.

### **8.3 There is no “zero” value in the drop-down lists with which I can clear mistakes**

Use the “delete” button on your keyboard to delete any unwanted information.

### **8.4 The appearance of my data changes when I select a different year**

If a contract is not current during any part of the selected year it will appear greyed-out and struck through on the modeller. In addition there will be no salary information displayed. This is to bring to prominence those contracts which are actually valid in the selected year. Using the sort options will change the order in which contracts appear on your screen, giving priority to current contracts.

## **Appendix I - Recording temporary or time limited allowances**

This guidance refers to the examples of recording temporary allowances contained within the file **examples.xls**. The examples are identified by the description in the payroll ref no. column (column1)

In the event that a member of staff receives a temporary or time limited payment, this can be recorded on a separate line on the modeller rather than having to create a new record for the contract, and a third record for when the payment ends. When a payment is recorded in this way, the entire value of the payment is subject to employer's NI at the higher (above UAP) rate.

If you wish, this feature can also be used to record permanent payments to staff and other staff related payments.

### **Examples 01a to c: Teacher receives a temporary TLR to cover a staff absence**

The teacher's existing modeller contract remains unaltered (example 01a).

The temporary TLR is to be awarded from 01/01/25 to 31/08/25 so these dates are recorded as the start and end dates of the new TLR contract in columns 6 and 7. Scroll to bottom of the drop down lists in the starting and max SCP columns (10 and 11) and record the appropriate values for weekly FTE and notional pay weeks (columns 12 and 13). Enter the appropriate allowance and further information as required (example 01b). As the teacher is part time (0.8 FTE) the TLR will be adjusted pro rata.

If the teacher were intended to receive the full value of the TLR for the period, the allowance could be recorded as a cash value equivalent to the full TLR in the cash allowances column (18) (example 01c).



## Appendix II - Managing progression

This guidance refers to the examples of managing incremental progression contained within the file **examples.xls**. The examples are identified by the description in the payroll ref no. column (column1)

### Criteria for progression

Automatic increments can be awarded either in April or September, usually depending on whether the contract is on Local Government (TUPE) or teachers' STPCD/Academy terms and conditions (column 9 on the modeller data entry page). It has been assumed that where academies apply their own terms and conditions any automatic increments will apply from 1<sup>st</sup> September.

When selected, automatic increments will be awarded on 1st April to contracts that fulfil the following conditions:

- The start date of the contract is at least 6 months prior to the automatic increment date (1<sup>st</sup> April)
- The SCP effective at the time of the automatic increment is less than the Maximum SCP indicated in column 11.

When selected, automatic increments will be awarded on 1st September in years 2 and 3 to contracts that fulfil the following condition:

- The SCP effective at the time of the automatic increment is less than the Maximum SCP indicated in column 11.

Progression up the pay scale cannot exceed the point entered as the Maximum SCP (column 11) in any circumstances. Nor can a salary be taken below its starting SCP using the manual increment adjustment feature. If a post does not attract progression set the minimum and maximum SCP to the same value.

### Progressing to another scale

% increase	0.00%	0.00%
Grade point	Sep-Mar	Apr-Aug
MS1	£ 24,000	£ 24,000
MS2	£ 25,000	£ 25,000
MS3	£ 26,000	£ 26,000
MS4	£ 27,000	£ 27,000
MS5	£ 28,000	£ 28,000
MS6	£ 29,000	£ 29,000
US1	£ 31,000	£ 31,000
US2	£ 32,000	£ 32,000
US3	£ 33,000	£ 33,000

Staff can be automatically progressed from one pay scale to another, for example teachers progressing from the main scale to the upper scale, provided the two pay scales run consecutively on the modeller maintenance page.

#### Example 02: Progression from main scale to upper scale

The employee is in post as at 01/09/2024 on main scale (MS) 5. The increment date (column 9) is September, so the contract will progress automatically each September until the maximum SCP (column 11) is reached. The contract will progress to MS6 on 01/09/25 and to upper scale (US) 1 on 01/09/26

## Biennial progression

% increase	0.00%	
Grade point	Sep-Mar	Apr-Aug
MS1	£ 24,000	£ 24,000
MS2	£ 25,000	£ 25,000
MS3	£ 26,000	£ 26,000
MS4	£ 27,000	£ 27,000
MS5	£ 28,000	£ 28,000
MS6	£ 29,000	£ 29,000
US1y1	£ 31,000	£ 31,000
US1y2	£ 31,000	£ 31,000
US2y1	£ 32,000	£ 32,000
US2y2	£ 32,000	£ 32,000
US3	£ 33,000	£ 33,000

In circumstances where staff are expected to progress biennially, such as progression within the teachers upper scale, the pay scale can be constructed so that this can happen without using the manual increment adjustment feature.

### Example 03: Biennial progression on the upper scale

The employee progresses to US1 on 01/09/2024. Points 1 and 2 on the upper scale are duplicated in the modeller pay scale and identified as years 1 and 2 for each point. The increment date (column 9) is September, so the contract will progress automatically each September until the maximum SCP (column 11) is reached. The contract will progress from US1y1 to US1y2 on 01/09/25 and to US2y1 on 01/09/26

## Using the manual increment adjustment feature (columns 19 and 20)

### Manual increments

Manual increments can be awarded on any date. If you are using the manual increment feature to control automatic progression on the automatic increment date (1<sup>st</sup> April or 1<sup>st</sup> September), remember that the value you enter into the Manual increment points column (column 20) will be used in addition to an automatic increment if it has been awarded. Thus entering 1 (one) on the automatic increment date for a contract that is eligible for an automatic increment will progress the contract 2 (two) points up the pay scale. Entering -1 (minus 1) on that date will negate the automatic increment.

If you are unsure as to how to manage progression using this feature, there is always the option of closing down the existing contract on the given date and entering a new contract with revised conditions starting the following day.

### Example 04: April increment - Employee receiving 2 increment points on 01/04/25

As the contract has no start date the employee has at least 6 months service. The employee has not yet reached the maximum SCP for the contract (column 11) and so is eligible for an automatic increment of 1 (one) point on 1<sup>st</sup> April 2025. In order that the employee receives two points on that date enter 01/04/25 in the Manual increment date column (column 19) and enter 1 (one) in column 20. This point will be awarded in addition to the automatic increment, moving the contract to point LG20 as at 01/04/25.

### Example 05: April increment - Employee receiving 1 increment point in March 2025

As the contract has no start date the employee has at least 6 months service. The employee has not yet reached the maximum SCP for the contract (column 11) and so is eligible for automatic increments. In order that the employee receives one additional point on 10<sup>th</sup> March 2025 enter 10/03/25 in the Manual increment date column (column 19) and enter 1 (one) in column 20. This point will be awarded moving the contract to point LG19 as at 10/03/25. Automatic increments will be awarded on 1<sup>st</sup> April as normal, until the maximum SCP entered into column 11 is reached.

**Examples 06a & 06b: April increment - Employee whose contract conditions have changed, requiring a new record, but who is entitled to an increment in April 2025.**

In taking on additional hours, the employee's contract conditions have altered in a manner that requires a new contract. The employee ceases to be on his/her original conditions on 05/01/25 and the contract is terminated on that date by entering 05/01/25 into End Date (column 7). A new contract is created for the employee, with a start date of 06/01/25, entered into column 6. As this contract will not be six months old on 01/04/25, the modeller will not award an automatic increment on that date. To award the employee an increment on 01/04/25, enter the date 01/04/25 into Manual increment date (column 19) and enter 1 (one) in Manual increment points (column 20). The post holder will then be progressed one point on 01/04/25 and will continue to be automatically progressed in future years until the maximum SCP entered into column 11 is reached.

**Example 07: September increment - Headteacher who is not awarded a performance point in September 2025 and then is awarded 1 point in September 2026**

As the contract has no start date the modeller will calculate salary costs at L14 from 01/09/24. Setting the maximum SCP (column 11) to L15 allows 1 automatic increment to take place. An automatic increment will be awarded on 01/09/25, taking the post holder to L15. In order to negate the automatic increment awarded on 01/09/25, enter the date of the automatic increment (01/09/25) in Manual increment date (column 19) and enter the value -1 (minus one) in Manual increment points (column 20). The post holder will automatically be progressed to SCP L15 on 01/09/26.

**Appendix III – User defined employers NICs**

The modeller calculates employers NICs per contract, taking into account the earnings thresholds to provide accurate projections over the three year period. In circumstances where employees have more than one job, either with one employer or with several, this may lead to an under-estimate of employer's NICs for that employee. Similarly, for apprentices under 25 years of age, who are exempt from employer's NICs on income below the upper earnings limit, the modeller may over-estimate the employer's NICs due.

**Examples 08a & 08b: Employee has more than 1 contract running concurrently, requiring an employer's NICs adjustment**

The employee has two roles at the school. In order to ensure that the employer's NICs threshold is not applied twice to her earnings, the admin contract, being the highest remunerated, is entered into the modeller as normal, with no entry in the User defined NICs column (15). As the primary contract's salary exceeds the NICs secondary threshold, earnings from the second contract will be subject to full employer's NICs at 13.8%, so 13.8% is entered into column 15. In circumstances where part of the threshold applies to an employee's earnings, it may be appropriate to enter a figure into column 15 that reflects the overall level of employer's NICs for that individual.

**Example 09: Employee is an apprentice under 25 years old whose earnings are exempt from employer's NICs.**

As the employee's earnings are exempt from employer's NICs, 0% (zero) is entered into the User defined NICs column (15), overriding the automatic employer's NICs calculation and returning a zero value for that individual (column 25).