PA2i - Managing off-scale posts

There are a number of differences from the standard process that are required where a post has on off-scale / personal scale grade.

This summary guide highlights the areas of difference, refers you to the appropriate guides, providing specific data where relevant.

This guide covers the following process steps:

Appointing

1. Request a New Appointment

The associated business case should give details of the salary required so the Central Team will know to set up the appointment with a personal salary type.
See **QRG: RQ1a_Create Staff Request (New Post)** or **QRG: RQ1b_Create staff request (Existing post).**

2. Appoint New Starter

See relevant QRG for your circumstances e.g. **QRG: PANS0_Pre Arrival and New Starter guide**, or specific appointing QRG, with reference to the salary details guidance below:

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Specifically in the Salary Details section:

Field Name	Description
Pay RateType	Select **Personal** (do NOT use off-point or scale-point)
Pay Scale	Reselect relevant scale (if required).
Amount	Enter the planned salary.
Paygroup Hours	This value has no impact on pay and should be ignored.

Amend an Appointment

Refer to **QRG: CH3_Change to Hours** or **QRG: CH5_Change Pay** as required, but specifically:

Field Name (* mandatory)	Description
Effective Date *	Start of pay change
Pay RateType	Should be **Personal**.
Pay Scale *	Will be populated from current pay details
Multiplier *	Will be populated from current FTE. Amend if appropriate. **Note:** A calculator is available on the HRIS website if you would like help to work this out.
Salary *	Will be populated from current pay details. Amend as appropriate.
Reason *	Select reason e.g. **Decrease in hours.**
Comments *	Enter comments to explain why the pay change has been made. This will be visible to the pay approver and payroll.