PA4 - Term-time only appointments

There are a number of differences from the standard process that are required where an appointment is for term-time only.

This guide covers the following process steps:

A. New Starters

Follow **QRG: PANS0_Pre-Arrival and New Starter Guide** but note the different information required for the fields detailed below.

Appoint individual to term-time only post

Field Name (* mandatory)	Description
Employee Sub Status *	Select Full time Term Time or Part time Term Time as appropriate
Hours *	Expected working hours per week during term time, as agreed with the individual.
FTE Hours *	Standard FTE hours for this role according to the grade.
Weeks	Enter the number of weeks the employee works per year inclusive of holiday entitlement. E.g. if the employee works 38 weeks per year and is entitled to 4 weeks holiday, enter 42 weeks. See the term [time workers holiday calculator](#) on the Personnel Services website. **NB:** only applicable to term time employees who are paid the same amount each month, otherwise leave blank.
FTE Weeks	This field will be set by the system to 52.
FTE *	Will be calculated by the system, ensure it is correct and adjust hours or weeks accordingly.
FTE% *	Will be calculated by the system.
Multiplier *	This is based on the FTE above. Payroll will adjust this as required (e.g. to correct a difference in rounding between Excel and Core).

Pay Frequency

NOTE: Termly paid employees are managed outside Core. Follow the guidance above but notify Payroll by e-mail that the employee is to be paid termly. Payroll will adjust as required to ensure they are paid termly rather than monthly.

Submit working pattern details

For all term time workers, regardless of working pattern, departments are required to submit spreadsheets with detailed working patterns to Payroll to enable them to calculate/check the actual salary.

B. During employment

Submit working pattern details

For all term time workers, a spreadsheet will need to be re-sent to Payroll each year (when requested) and whenever a change in hours happens. Payroll will adjust pay details as required.