View and Manage Team Member Compensation

This guide outlines the steps to follow to access and view team member compensation information. It also covers how to add additional compensation payment such as first aid allowances and teaching and learning responsibility (TLR) allowances



As a line manager, you have access to details of your team members' compensation, including salary information and details of any additional compensation payments.

You are also able to add certain types of additional compensation payments such as first aider allowances or teaching and learning responsibility allowances to your team members' records.

To view the compensation payments for a team member, firstly navigate to the **My Team** tab on the homepage. Next, select the **My Team** application.

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The My Team Overview page is displayed. Select the Compensation button on the left-hand side of the page.



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Select the name of the employee whose record you wish to view.

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| | | Housing Investment & Development Officer | | | |
| | | Person Number 14470 | Cost Center | | |
| | | Assignment Number | Department Name | | |
| | | E14470 | SMBC-RGN1110 Housing and Partnership Services | | |
| | | LG Services 20 | SMBC Band F[-15541 | | |
| | | Job Code | Service Years | | |
| | | Job Name and Job Code | Jeal Entity | | |
| | | LG Services 20 JOB031 | Sandwell Metropolitan Borough Council | | |
| | | Position Name Housing Investment & Development Officer | Country Code GB | | |
| 1.1 | | Position Code | Country Name | | |
| | | 1140017 | United Kingdom of Great Britain and Northern Ireland | | |
| - 22 B | | Housing Investment & Development Officer 1140017 | Council Hse Oldbury GB | | |
| | | Location Name | Local Time and Location Name | | |
| | | Location Code | Won Tizze (BST) Council Hise Oldbury | | |
| | | Council Hse Oldbury | Active - Payroll Eligible | | |
| | | Location Name and Location Code | Current Salary | | |

The **Compensation** page for the selected employee now opens. The page is split into two sections, **Current Salary** and **Additional Compensation**. Selecting the **arrow** to the right of each section will expand or hide the details within the section.

Details of additional compensation such as First Aider allowances appear in the **Additional Compensation** section.

Details of any TLR or SEN allowances for Schools colleagues will also be displayed in the **Additional Compensation** section.

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| pre | salary 39,186.00 GBP Annually | | | |
| | Start Date 01/12/2023 Action Conversion | Grade Name SMBC Band Ff Grade Step | | |
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As a line manager, you can add an additional compensation payment award to an employee's record. To do this, firstly navigate to the **My Team** tab and then select the **My Team** application.

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A list of your team members is displayed. Select the **three-dot icon** to the right of the employee's name, and then select **Individual Compensation** from the drop-down options list.

| Compensation | ✓ My Team | | | | |
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| | | Workers Ball Lacy Hoxing Investment & Development Officer Position Name Concil Hase Oldbury Primary Enall sendenalitese discard@eracle.com | Business Unit Sandwell Metropolitan Borough Council User Person Type Employee Cost Center | Document Delivery Perferences Document Records Donations Employment Contracts Employment Info Employment Info Employment Info Employment Pacha | |
| | | Primary Phone 41964/02424 BIIIng: Sheleen Housing Programme Support Officer Position Name Housing Programme Support Officer Housing Phone Council Hen Otbury Primary Phone | Department Name SKRUC-RGNTTID Housing and Partnership Serv Business Unit Sandwell Metropolitan Borough Council User Person Type Employee Cost Center Department Name SMRC-RGNTID Housing and Partnership Serv | Concept Devoit Enclander La Devoit Enclander La Devoit Person Mentifiers for External Applications Request Freedox Samo Data Samo Data S | |
| | | Jules. Clarence Housing Investment & Development Officer Position Name Location Name Coundil Hare Oblaryo Primary Enail sendmail rest-discard@voade.com Primary Phone 0121-4554353 | Business Unit Sandwell Metropolitan Borough Council User Person Type Employee Cost Center Department Name SMIC-RGYHTID Housing and Partnership Servic | 25 | |

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The Individual Compensation page is displayed and the When section is expanded

To add an additional compensation allowance, firstly add the date that the allowance is effective from, and then select the **Continue** button.

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|---|---|--|
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In the **Plan** field, choose the type of additional compensation award that you wish to apply from the dropdown options list.

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First Aid P Pen - to be used when awarding an allowance to colleagues who take on departmental first aid responsibilities.

TLR Pen – to be used when awarding additional payments to Schools colleagues taking on additional teaching and learning responsibilities.

SEN Allowance – to be used when awarding an allowance to Schools colleagues that work with children with special needs.

Market Forces Supplements P Pen – to be used when making a special compensation payment to attract / retain specific skills or expertise. This option should only be utilised following detailed discussions with your HR Business Partner and once all necessary approvals have been received.

Once you have chosen the type of additional compensation you wish to apply in the Plan field, you must then make a choice from the drop-down list in the **Options** field.

The choices in the **Options** field will be dependent upon the type of additional compensation award you have selected. There is only a single option to choose from for First Aid or Market Forces Supplement additional compensation awards:

> Option \vee

| Additional Compensation | Additional Compensatio |
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| *Option Option | *Option |
| Select a value 🗸 | Select a value |
| Option | Option |
| First Aid P Pen | Market Forces Supplement P Pen |
| | |

However, if Teaching and Learning Responsibility (TLR) or Special Educational Needs (SEN) are selected, then there are a variety of options to choose from.

Take care to select the correct value.

| 2 Additional Compensation | | 2 Additional Compensation | |
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| TLR 1 Step 4 P Pen TLR 2 Other P Pen | | SEN Teachers Allow 1 P Pen | |
| TLR 2 Step 1 P Pen TLR 2 Step 2 P Pen | | | |
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In our example, a First Aid allowance is being awarded. Once the **Plan** and **Option** fields have been completed, additional fields appear.

In the **End Date** field, the **Ongoing check box** is selected by default. If the payment is to cease after a fixed period, then uncheck the box and a date field will become available to you to add an end date.

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To qualify for a First Aider allowance, a copy of the employees First Aid course certificate must be attached to the request.

Select the Add Attachment blue text, and then select Add File from the options list.

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A file explorer window will open. Navigate to the document that you wish to attach and select it.

Select Open.

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| Pictures | First aid certificate | \odot | 09/09/2024 09:51 | Microsoft Word Doc | 13 KB | | | OK Cancel | |
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| 3D Objects | Self Directed Solutions for Sandwell Learn | 0 | 03/09/2024 13:58 | Microsoft Word Doc. | 20 KB | | | | |
| Desktop | SystemDemoFeedback_Aug24 | Ø | 29/08/2024 13:16 | Microsoft PowerPoin | 3,835 KB | | | | |
| Documents | Video_Script2_View_and_Manage_Compensatio | \odot | 06/09/2024 17:02 | Microsoft Word Doc | 16 KB | | | | |
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The certificate has now been attached. Select the **OK** button, followed by **Continue**.

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The **Comments and Attachments** section now opens. You have the option to add a free format comment and add any additional relevant attachments. Attachments are added in the same manner as previously demonstrated in this Quick Reference Guide.

Once complete, select the **Submit** button.

The request is now complete and is submitted to HR for approval.

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| | When Additional Compensation | 🖊 Edit | |
| | Comments and Attachments | Comments | 8 |
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That brings this Quick Reference Guide to a close.