

School Workforce Census Information

Maintain HR Master Data PA30

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Section 1 - Introduction

- The school workforce census is a statutory data collection each autumn under sections 113 and 114 of the Education Act 2005.

The census collects individual-level data for all teaching and support staff in regular employment.

Census data is submitted to the DFE using COLLECT (Collections Online - Learners, Education, Children and Teachers), their centralised data collection and management system. The data collection for the Schools Workforce Census will be extracted directly from SAP so it is imperative that this information is accurate and up to date.

This census collects individual staff data including:

- Personal details, such as ethnicity, gender and disability.
- Contract or service agreements, including pay.
- Qualifications.
- Absences.
- Origin and destination for those starting or leaving employment during the year.

This allows the DFE to:-

- Review the success of equal opportunities policies.
- Monitor the qualification levels of the workforce.
- Plan headteacher succession guidelines.
- Develop better staff recruitment and retention strategies.
- Identify potential demand for teaching staff in schools.

Schools starters, adjustments and leavers forms have been updated to capture information relevant to the Schools Workforce Census.

- Schools are required to update the **School Workforce Qualification** Section in SAP in preparation for the SWF Census Returns. (This information should be taken from the new starters form which should be photocopied and the copy retained in school).
- The following information should now be recorded in SAP:
 - Qualification Code
 - Class of Degree
 - Date of Award

N.B. It is the highest qualification held that must be recorded e.g. if employee holds a Degree then a Masters, the Masters will be entered into SAP to override the Degree.

- The following information can also be recorded if known:
 - Country
 - Subject Code
- Schools are required to update the **SWF Staff Details** Section in SAP in preparation for the SWF Census Returns. (This information should be taken from the new starters form which should be photocopied and the copy retained in school).
- The following information should now be recorded in SAP:
 - QT Status,
 - Qualified Teacher Learning and Skills Status
 - Early years Teacher Status
 - HLTA Status
 - Status Route i.e. Graduate Teacher Programme
 - Newly Qualified Teacher

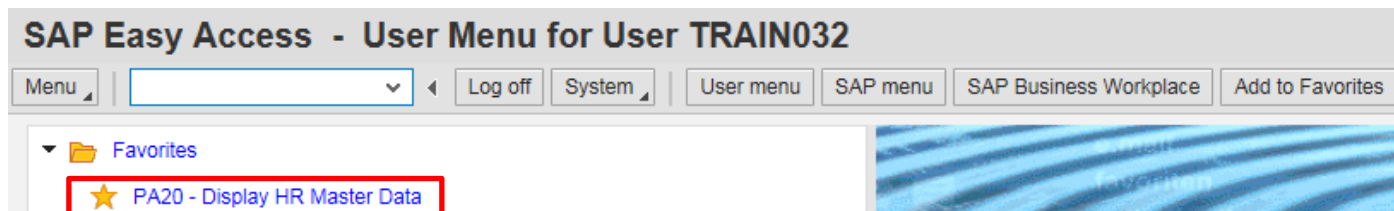
The DfE has made changes to the School Workforce Census return from September 2021. The return now needs to include whether each teacher on the return is a Newly Qualified Teacher in the first year, second year or Not an NQT, as this is how schools will claim funding for their newly qualified teachers.

The induction period for NQTs will increase to 2 years, starting with the Sept 21 cohort, so going forward, these will be recorded on SAP as part of the New Starter Action, if the school has completed this information on the updated teacher starter form.

- A report will be run quarterly on the 30th of the month in March, June, September and December each year to allow time for schools to update SAP with any missing data. The reports will be uploaded to Perspective Lite secure area. If you have any entries on the reports, please follow sections **1.2** and **1.5** of the guidance to populate the information.

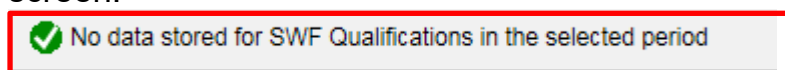
Section 1.1 - How to display existing qualifications in the School Workforce Qualifications Infotype

- Double click on '**PA20 – Display HR Master Data**'.



- Select the employee by 'double clicking' so that their details appear in the right-hand pane
- Select the '**Personal Data**' tab
- Select the grey box to the left of '**SWF Qualifications**' to highlight the line
- Click the '**All**' radio button.
- Click '**Display**' (the following screen will appear)

If there is no data stored, you will see a notification message on the bottom left of the screen.



- To add qualifications, please go to **section 1.2** of this guidance.
- If data exists, you will see a 'display' of qualifications, you can use this to determine and review if this is the highest qualification.

The following information identifies the highest qualification details held for the employee.

Display SWF Qualifications

Menu

Back Exit Cancel System Overview

Find by

Person

Collective search help

Search Term

Free search

Hit list

Personnel number	Name
30000064	MR Ken Barlow11
30000065	MRS Anna Windass11
30000066	MRS Sally Webster11
30000067	MRS Michelle Connor11
30000068	MR Roy Cropper11

Personnel No
30000064
EE group
C Schools
EE subgroup
TC Teachers
Start
01.01.1800
To
31.12.9999
Chng
08.08.2019
TRAIN032

Name
MR Ken Barlow11
Pers.area
CAYA Childrens Services
Cost Center
CIP0011

SWF Qualifications

Qualification Code	BEDO	BEd or other first degree combined with teacher qu
Class of Degree	First class honours	
Country	United Kingdom	
Subject Code 1		
Subject Code 2		
Date of Award	01.09.2012	
☐ Verified		

N.B. If the information is incorrect, please update/amend as per **1.3** of this guidance.

- Click '**Back**' or '**Exit**' to return to the home page.

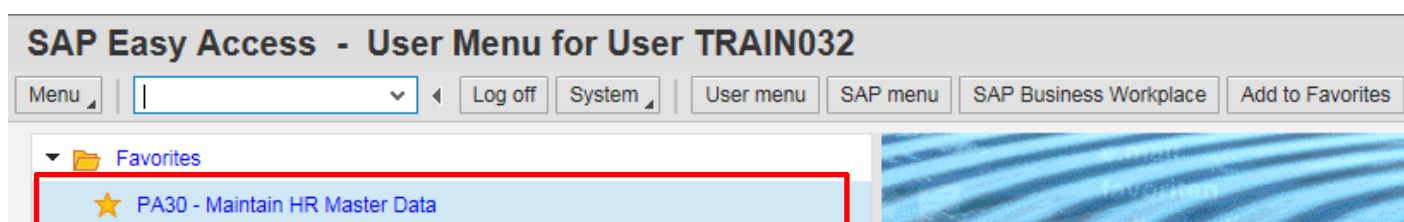
Section 1.2 - How to add Qualifications to the School Workforce Qualifications Infotype.

The employee must have been set up by the HR Services in order for you to complete the following process.

Please take a copy of Section C of the new starter form for your records to enable you to populate the following required fields.

Please note there should only ever be one qualification entry, this should always represent the highest qualification e.g. if the employee holds a Degree and a Masters, the Masters will be entered into SAP to override the Degree.

- Double click on '**PA30 – Maintain HR Master Data**'.



- Select the employee by 'double clicking' so that their details appear in the right-hand pane.
- Select the '**Personal Data**' tab
- Select the grey box to the left of '**SWF Qualifications**' to highlight the line.
- Click the '**All**' radio button.
- Click '**Create**'.

Maintain HR Master Data

Menu Back Exit Cancel System **Create** Change Display Copy Delimit Delete Overview

Personnel No. 30000064 Pers. Assgn 50002448 30000064

Name MR Ken Barlow11

EE group C Schools Pers. area CAYA Childrens Services

EE subgroup TC Teachers Cost Center CIP0011 School 11

Find by
Person
Collective search help

Hit list

Personnel number	Name	Position na
30000072	MR Kirk Sutherland11	Caretaker
30000073	MR Norris Cole11	Caretaker
30000071	MRS Eileen Grimshaw11	Cleaner F
30000069	MR Roy Cropper11	Mid Day S
30000070	MRS Emily Bishop11	Mid Day S
30000066	MRS Sally Webster11	Supply Te
30000064	MR Ken Barlow11	Teacher F
30000065	MRS Anna Windass11	Teacher F
30000067	MRS Michelle Connor11	Teaching
30000068	MR Roy Cropper11	Teaching
30000074	MRS Leanne Battersby11	
30000075	MR Nick Tilsley11	Technician

Personal Data Work Contract Data Payroll Data Time Data Menu Travel Benefits Data

Infotype Text St.

Personal Data	✓
Additional Personal Data	✓
Addresses	✓
Family Member/Dependents	
Residence Status	
SWF Qualifications	✓
SWF Staff Details	✓
Education	
Qualifications	

Period

Period
From 01.01.1800 To 31.12.9999

Today Curr. week
All Current month
From curr. date Last week
To Current Date Last month
Current Period Current Year
Choose

Direct selection

Infotype SWF Qualifications STY

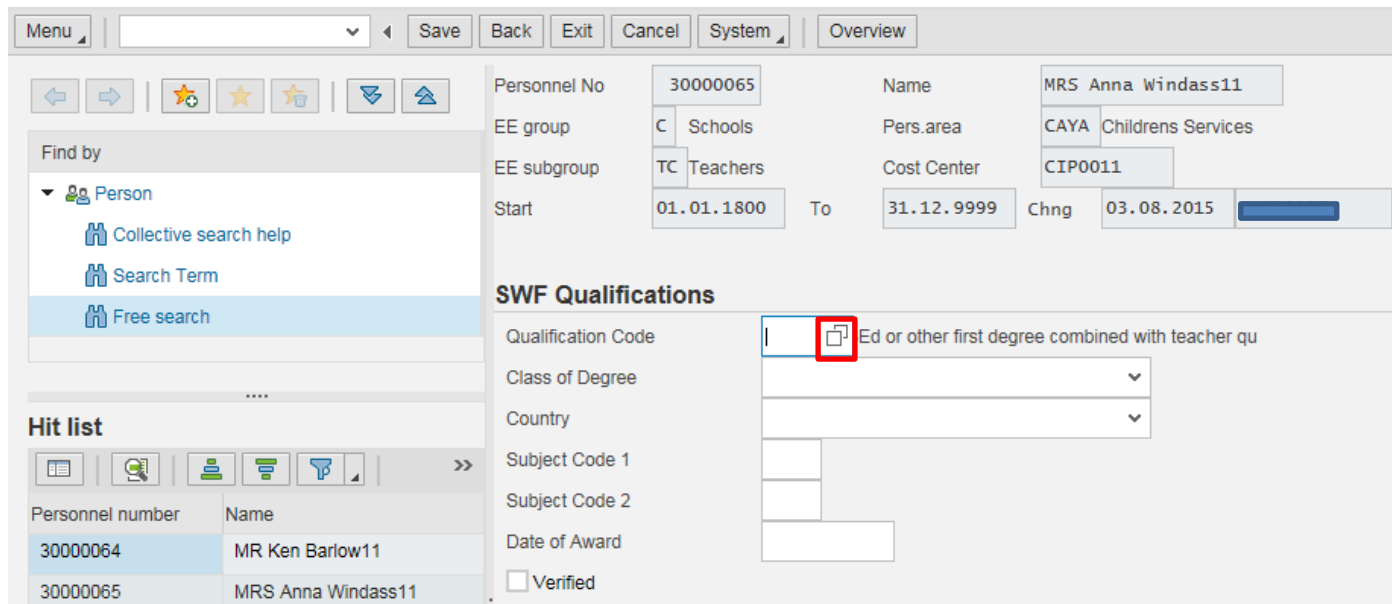
- If a qualification has already been added, you will see the following error message:

! Infotype SWF Qualifications already exists, choose Change

- Please see **section 1.3** of this guidance for how to change an existing entry.
- If you do not receive the message above, please continue with this guidance.

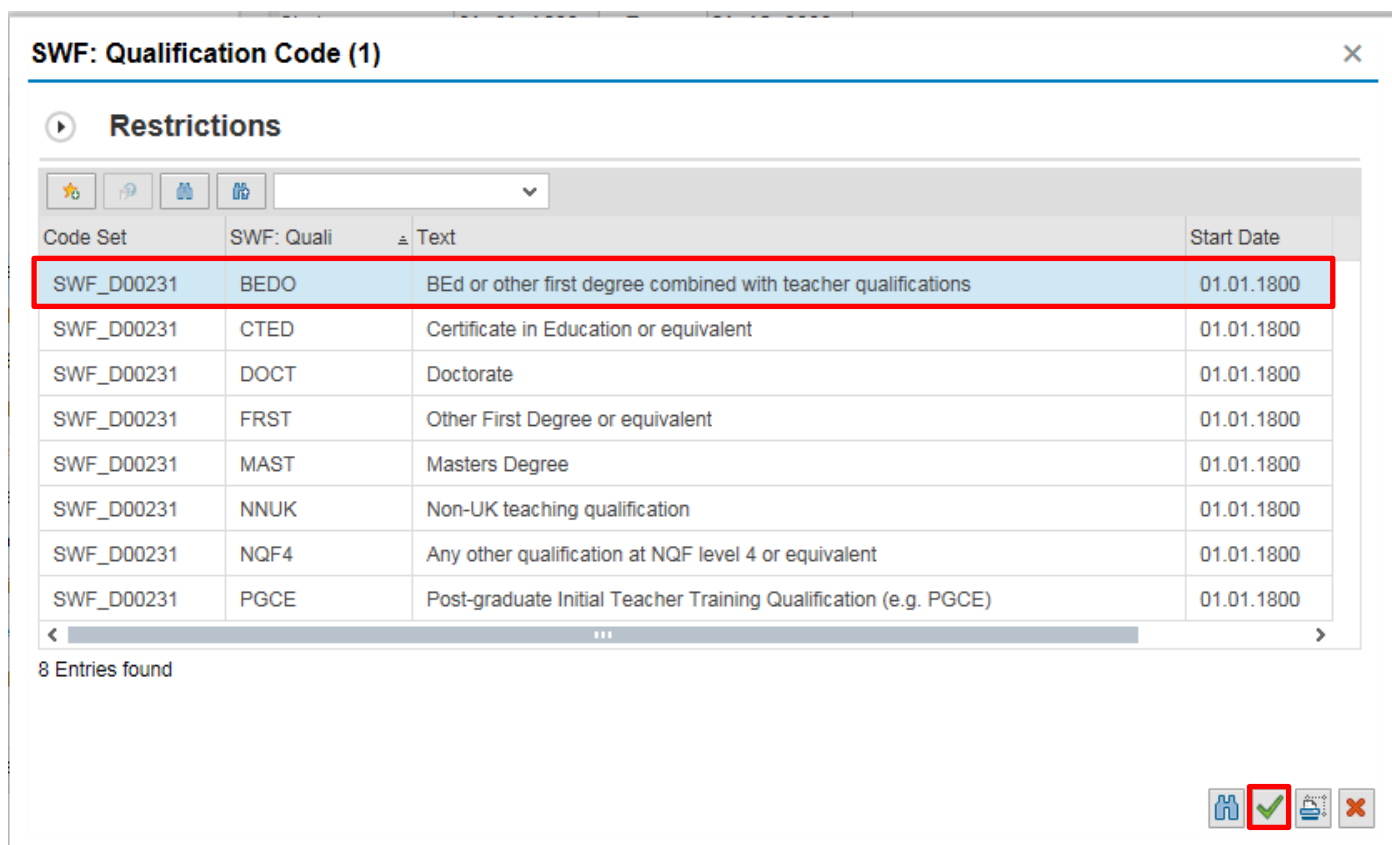
N.B. The '**Start**' date is always displayed as 01.01.1800 and the '**To**' date is always 31.12.9999.

- Click on the search box icon to the right of 'Qualification Code'.



The screenshot shows the 'SWF Qualifications' section of the Budget Manager interface. The 'Qualification Code' field is highlighted with a red box, and a search icon is visible next to it. The 'Hit list' on the left shows two personnel: MR Ken Barlow11 (30000064) and MRS Anna Windass11 (30000065). The 'SWF Qualifications' section includes fields for Qualification Code, Class of Degree, Country, Subject Code 1, Subject Code 2, Date of Award, and a Verified checkbox.

- Click on the appropriate qualification to select and click on the green tick

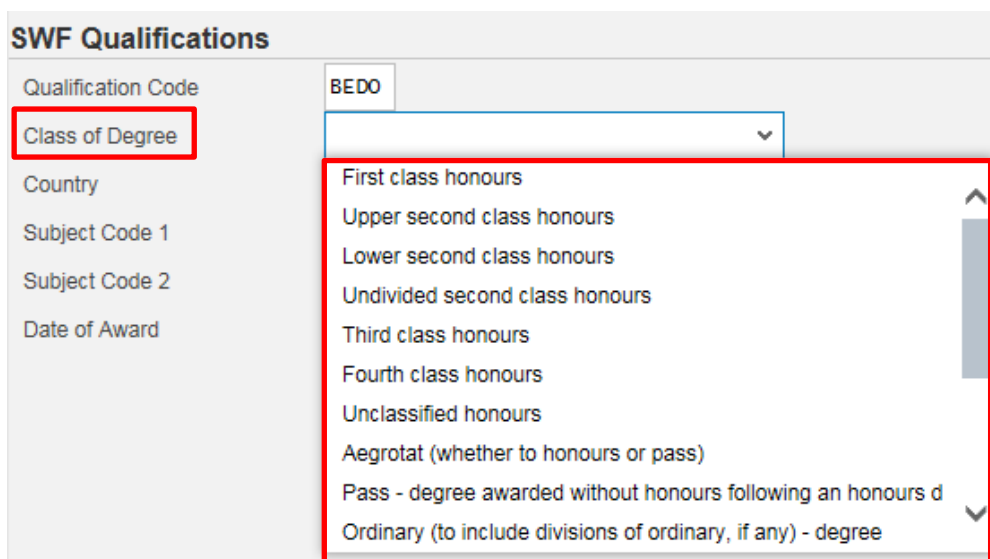


The screenshot shows the 'SWF: Qualification Code (1)' dialog box. The 'Restrictions' section displays a table of qualifications. The first row, 'SWF_D00231 BEDO BEd or other first degree combined with teacher qualifications', is highlighted with a red box. A green tick icon is visible in the bottom right corner.

Code Set	SWF: Quali	Text	Start Date
SWF_D00231	BEDO	BEd or other first degree combined with teacher qualifications	01.01.1800
SWF_D00231	CTED	Certificate in Education or equivalent	01.01.1800
SWF_D00231	DOCT	Doctorate	01.01.1800
SWF_D00231	FRST	Other First Degree or equivalent	01.01.1800
SWF_D00231	MAST	Masters Degree	01.01.1800
SWF_D00231	NNUK	Non-UK teaching qualification	01.01.1800
SWF_D00231	NQF4	Any other qualification at NQF level 4 or equivalent	01.01.1800
SWF_D00231	PGCE	Post-graduate Initial Teacher Training Qualification (e.g. PGCE)	01.01.1800

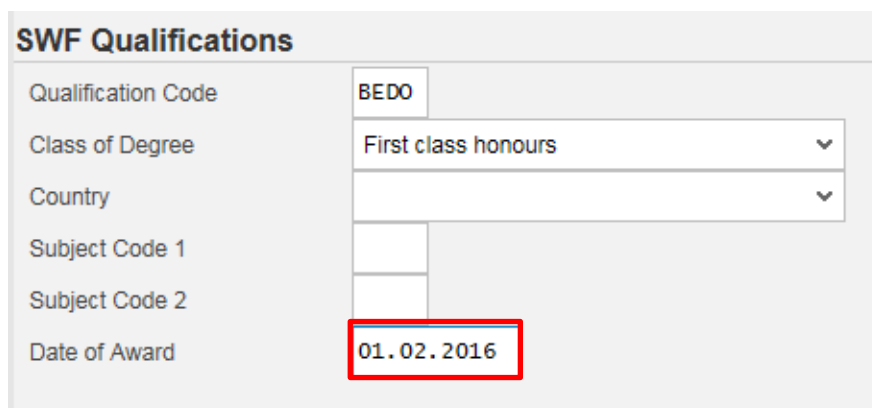
8 Entries found

- Click in the '**Class of Degree**' field.
- Select the class of degree from the drop down list.



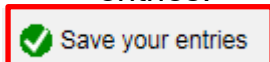
The screenshot shows the 'SWF Qualifications' form. The 'Class of Degree' field is highlighted with a red box, and its dropdown menu is open, showing a list of degree classes. The list includes: First class honours, Upper second class honours, Lower second class honours, Undivided second class honours, Third class honours, Fourth class honours, Unclassified honours, Aegrotat (whether to honours or pass), Pass - degree awarded without honours following an honours d, and Ordinary (to include divisions of ordinary, if any) - degree. The 'Qualification Code' field is set to 'BEDO'.

- You can also add the Country and Subject Code if required.
- Click in the '**Date of Award**' field.
- Enter the date of the award in the format **DD.MM.YYYY**.

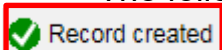


The screenshot shows the 'SWF Qualifications' form with the following fields filled out: 'Qualification Code' is 'BEDO', 'Class of Degree' is 'First class honours', 'Country' is empty, 'Subject Code 1' is empty, 'Subject Code 2' is empty, and 'Date of Award' is '01.02.2016'. The 'Date of Award' field is highlighted with a red box.

- Press '**Enter**' on your keyboard.
- You will see a message in the bottom left hand corner advising you to save your entries.



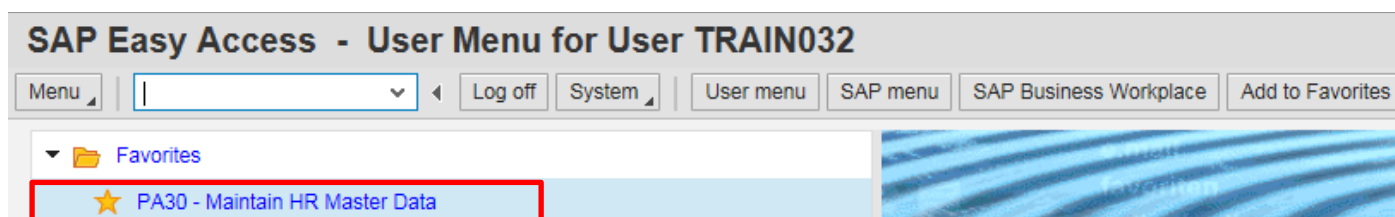
- Click '**Save**' at the top of your screen.
- The following message will appear in the bottom left of the screen



If the employee has more than one position, the recorded qualification will copy across to all records held both at your school and any other schools along with any other DCC establishments, in which case the qualification may already have been added by another school/establishment.

Section 1.3 - How to change existing School Workforce Qualifications data

- Double click on 'PA30 – Maintain HR Master Data'.



- Select the employee by 'double clicking' so that their details appear in the right-hand pane.
- Select the 'Personal Data' tab
- Select the grey box to the left of 'SWF Qualifications' to highlight the line.
- Click the 'All' radio button.
- Click 'Change'.

The screenshot displays the 'Maintain HR Master Data' SAP screen. The top bar includes buttons for 'Create', 'Change' (highlighted with a red box), 'Display', 'Copy', 'Delimit', 'Delete', and 'Overview'. The 'Personal Data' tab is selected. The 'SWF Qualifications' line is highlighted in the list. The 'All' radio button is selected in the 'Period' section.

Personnel number	Name	Position na
30000072	MR Kirk Sutherland11	Caretaker
30000073	MR Norris Cole11	Caretaker
30000071	MRS Eileen Grimshaw11	Cleaner F
30000069	MR Roy Cropper11	Mid Day S
30000070	MRS Emily Bishop11	Mid Day S
30000066	MRS Sally Webster11	Supply Te
30000064	MR Ken Barlow11	Teacher F
30000065	MRS Anna Windass11	Teacher F
30000067	MRS Michelle Connor11	Teaching
30000068	MR Roy Cropper11	Teaching
30000074	MRS Leanne Battersby11	Technical
30000075	MR Nick Tilsley11	Technical

The following screen will be displayed:

Change SWF Qualifications

Menu | [Dropdown] | Save | Back | Exit | Cancel | System | Overview

Personnel No: 30000065 Name: MRS Anna Windass11
 EE group: C Schools Pers.area: CAYA Childrens Services
 EE subgroup: TC Teachers Cost Center: CIP0011
 Start: 01.01.1800 To: 31.12.9999 Chng: 03.08.2015

Find by
 Person
 Collective search help

Hit list

Personnel number	Name	Position na
30000072	MR Kirk Sutherland11	Caretaker
30000073	MR Norris Cole11	Caretaker
30000071	MRS Eileen Grimshaw11	Cleaner F
30000069	MR Roy Cropper11	Mid Day S
30000070	MRS Emily Bishop11	Mid Day S
30000066	MRS Sally Webster11	Supply Te
30000064	MR Ken Barlow11	Teacher F
30000065	MRS Anna Windass11	Teacher F
30000067	MRS Michelle Connor11	Teaching
30000068	MR Roy Cropper11	Teaching
30000074	MRS Leanne Battersby11	
30000075	MR Nick Tilsley11	Technical

SWF Qualifications

Qualification Code: BEDO Ed or other first degree combined with teacher qu
 Class of Degree: [Dropdown]
 Country: [Dropdown]
 Subject Code 1: [Text]
 Subject Code 2: [Text]
 Date of Award: [Text]
☐ Verified

N.B. The 'Start' date is always displayed as 01.01.1800 and the 'To' date is always 31.12.9999.

- Amend the fields as required e.g. change the 'Qualification Code' to 'Masters Degree' by selecting 'Masters Degree' from the drop-down list.
- Amend the 'Class of Degree' field to reflect 'Masters Degree'.
- Amend the 'Date of Award' by over-typing the original date in the format DD.MM.YYYY.

Change SWF Qualifications

Menu Save Back Exit Cancel System Overview

Personnel No 30000065 Name MRS Anna Windass11
 EE group C Schools Pers.area CAYA Childrens Services
 EE subgroup TC Teachers Cost Center CIP0011
 Start 01.01.1800 To 31.12.9999 Chng 08.08.2019 TRAIN032

Find by
 Person
 Collective search help
 Search Term
 Free search

Hit list
 Personnel number Name
 30000064 MR Ken Barlow11
 30000065 MRS Anna Windass11

SWF Qualifications

Qualification Code Masters Degree
 Class of Degree Masters Degree
 Country
 Subject Code 1
 Subject Code 2
 Date of Award 01.03.2018
☐ Verified

- Press **'Enter'** on your keyboard.
- You will see a message in the bottom left hand corner advising you to save your entries.

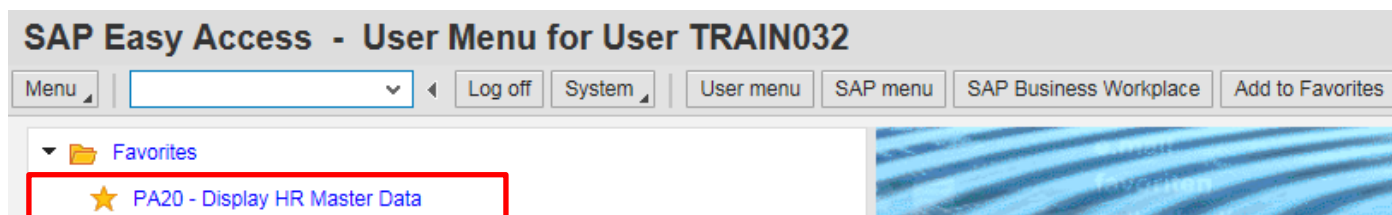
 Save your entries

- Click **'Save'** at the top of your screen.
- The following message will appear in the bottom left of the screen

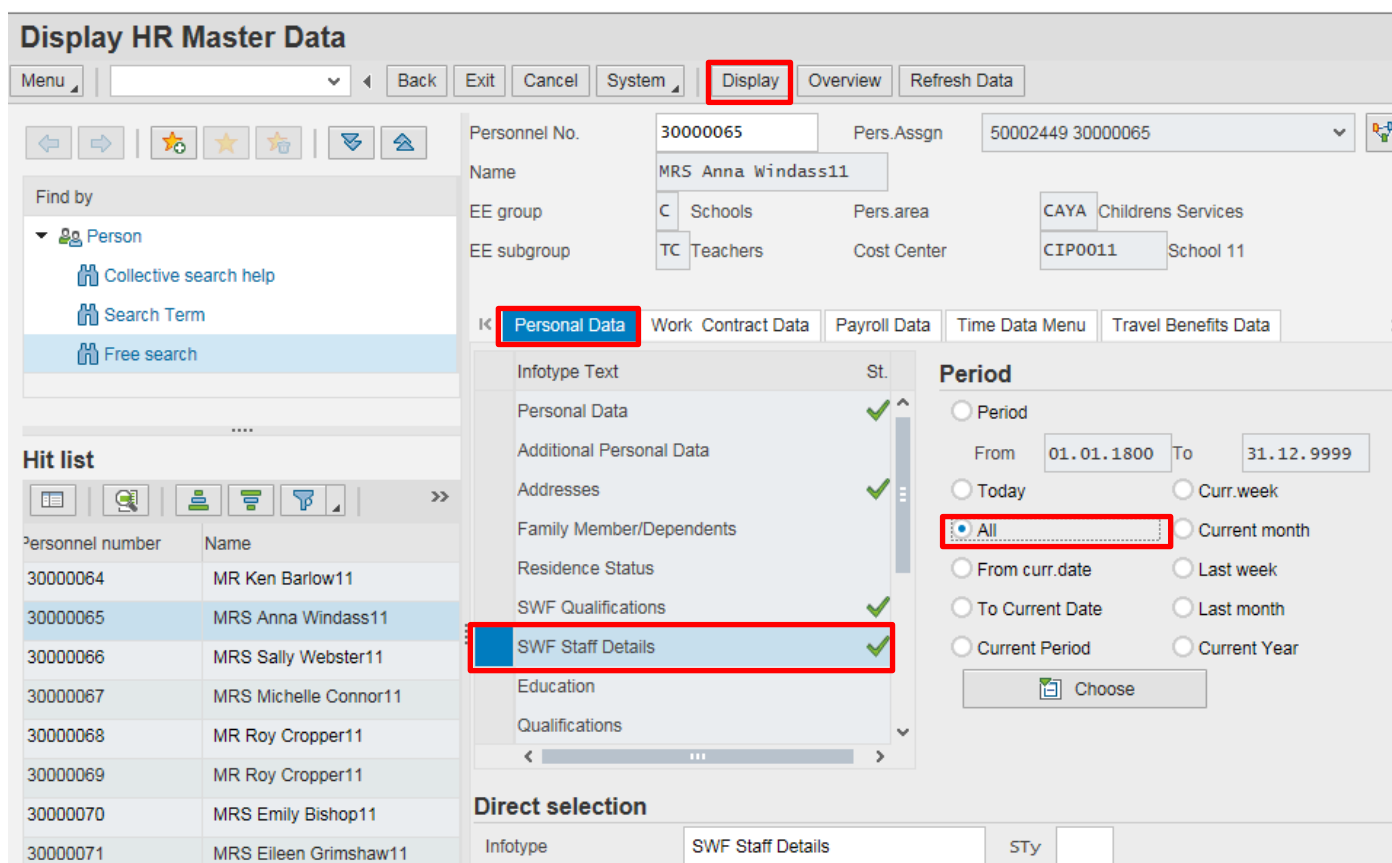
 Record changed

Section 1.4 - How to display existing School Workforce Staff Details

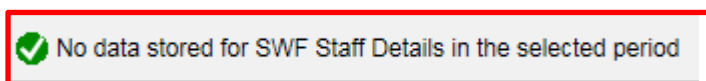
- Double click on '**PA20 – Display HR Master Data**'.



- Select the employee from the left-hand pane by 'double clicking' so that their details appear in the right-hand pane.
- Select on the '**Personal Data**' tab
- Select the grey box to the left of '**SWF Staff Details**' to highlight the line.
- Click the '**All**' radio button
- Click '**Display**'.



If there is no data stored, you will see a notification message on the bottom left of the screen.



If you receive this message and the employee should have details recorded, please enter the relevant details. (See **section 1.5** of this guide).

If data exists, you will see a 'display' of SWF staff details information which identifies if the employee has either QT Status, Qualified Teacher Learning and Skills Status, Early Years Teacher Status, HLTA Status, the Status Route, Newly Qualified Teacher details

Display SWF Staff Details

Menu | [Dropdown] | [Back] [Exit] [Cancel] [System]

Personnel No: 89996479 Name: Miss Chic LeFreak

EE group: C Schools Pers.area: CAYA Childrens Services

EE subgroup: TC Teachers Cost Center: CIP3545 St Joseph'S Cath Pri

Start: 01.09.2021 To: 31.12.9999 Chng: 02.09.2021 09350027

Find by

- Person
 - Collective search help
 - Search Term
 - Free search

Hit list

Personnel number	Name
71021306	MRS Jade Hilton
71024912	MRS Isabella Lloyd
71025575	MRS Isabella Lloyd

SWF Staff Details

QT Status: Yes

Qualified Teacher Learning and Skills Status: No

Early Years Teacher Status: No

HLTA Status: No

Status Route: [Dropdown]

Newly Qualified Teacher: Teacher in the second year of ind... [Dropdown]

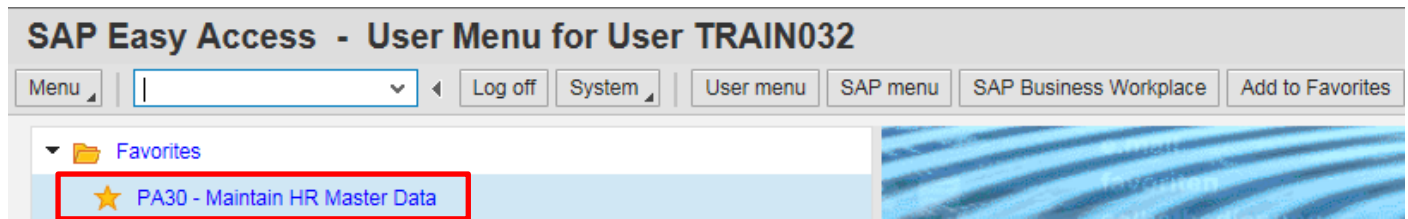
☐ Overseas Trained Teacher

N.B. If the information is incomplete, please change as per **section 1.6** of this guidance.

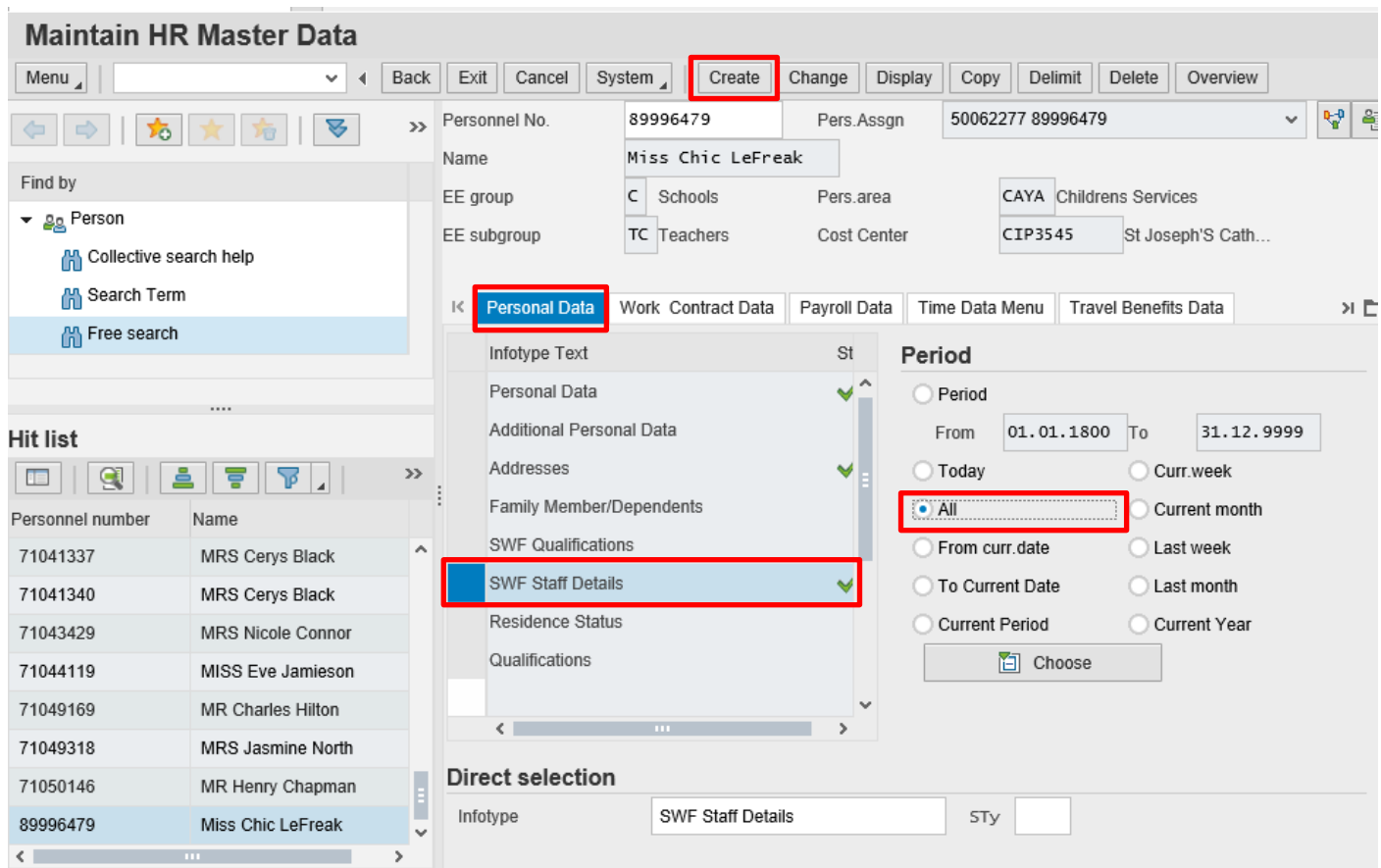
Click '**Back**' or '**Exit**' to return to the home page.

Section 1.5 - How to Create SWF Staff Details

- Double click on 'PA30 – Maintain HR Master Data'.



- Select the employee from the left-hand pane by 'double clicking' so that their details appear in the right-hand pane.
- Select the 'Personal Data' tab
- Select the grey box to the left of 'SWF Staff Details' to highlight the line.
- Click the 'All' radio button
- Click 'Create' to add a new entry



On this screen, first enter the employee's **Start date** and leave the end date as **31.12.9999** (do not click Enter)

- Now select the correct option from each of the **SWF Staff Details qualification fields** (QT Status, Qualified Teacher Learning and Skills Status, Early Years Teacher Status, HLTA Status, Status Route).

- Click **Enter** on your keyboard.

- The Start date field will turn red: and you will see this warning message at the bottom left hand corner of your screen:

Record valid from 01.01.1800 to 31.12.9999 delimited at end

- Click **Enter** on your keyboard.

If the employee is an NQT/ECT there will now be an extra field visible for completion – Newly Qualified Teacher (see screen above).

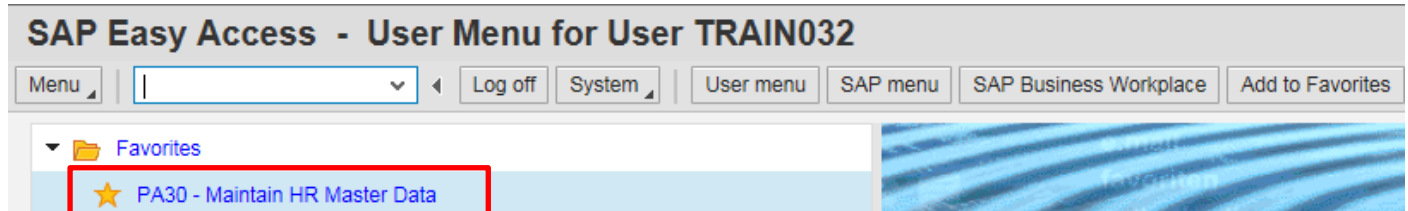
- Select the relevant option from the **Newly Qualified Teacher** drop down field.
- A message at the bottom left tells you to :
- Click the '**Save**' button at the top of the screen.
- The following message will appear in the bottom left of the screen

Record created

Section 1.6 - How to change SWF Staff Details

Use these instructions only if the start and end dates of an entry are correct, but you need to amend the details for that date period.

- Double click on '**PA30 – Maintain HR Master Data**'.



- Select the '**Personal Data**' tab
- Select the grey box to the left of '**SWF Staff Details**' to highlight the line.
- Click the '**All**' radio button
- Click '**Change**' to amend an existing entry.

Maintain HR Master Data

Menu | [Dropdown] | Back | Exit | Cancel | System | Create | **Change** | Display | Copy | Delimit | Delete | Overview

Personnel No. 89996479 Pers. Assgn 50062277 89996479

Name Miss Chic LeFreak

EE group C Schools Pers. area CAYA Childrens Services

EE subgroup TC Teachers Cost Center CIP3545 St Joseph'S Cath...

Find by

- Person
 - Collective search help
 - Search Term
 - Free search

Hit list

Personnel number	Name
71041337	MRS Cerys Black
71041340	MRS Cerys Black
71043429	MRS Nicole Connor
71044119	MISS Eve Jamieson
71049169	MR Charles Hilton
71049318	MRS Jasmine North
71050146	MR Henry Chapman
89996479	Miss Chic LeFreak

Personal Data | Work Contract Data | Payroll Data | Time Data Menu | Travel Benefits Data

Infotype Text St

Personal Data ✓

Additional Personal Data

Addresses ✓

Family Member/Dependents

SWF Qualifications

SWF Staff Details ✓

Residence Status

Qualifications

Period

Period

From 01. 01. 1800 To 31. 12. 9999

Today Curr. week

All Current month

From curr. date Last week

To Current Date Last month

Current Period Current Year

Choose

Direct selection

Infotype SWF Staff Details STY

Amend the SWF details as required and click **'Save'**

Change SWF Staff Details

Menu **Save** Back Exit Cancel System Overview

Find by
 Person
 Collective search help
 Search Term
 Free search

Hit list

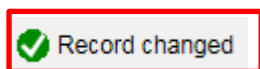
Personnel number	Name
71041337	MRS Cerys Black
71041340	MRS Cerys Black

Personnel No: 89996479 Name: Miss Chic LeFreak
 EE group: C Schools Pers.area: CAYA Childrens Servic
 EE subgroup: TC Teachers Cost Center: CIP3545 St Jose
 Start: 01.09.2020 To: 31.12.9999 Chng: 27.08.2021

SWF Staff Details

QT Status: Yes
 Qualified Teacher Learning and Skills Status: No
 Early Years Teacher Status: No
 HLTA Status: No
 Status Route:
 Newly Qualified Teacher: Teacher in the first year of induction
☐ Overseas Trained Teacher

- The following message will appear in the bottom left of the screen



Section 1.7 - How to Copy SWF Staff Details

Use these instructions to create an additional entry for SWF Staff Details with a later start date, retaining the details from the previous entry as a starting point. Eg. To update the Newly Qualified Teacher field from Year 1 to Year 2 but keep all other details intact.

SAP Easy Access - User Menu for User TRAIN032

Menu | [Dropdown] | Log off | System | User menu | SAP menu | SAP Business Workplace | Add to Favorites

▼ Favorites

★ PA30 - Maintain HR Master Data

- Select the **'Personal Data'** tab
- Select the grey box to the left of **'SWF Staff Details'** to highlight the line.
- Click the **'All'** radio button
- Click **'Copy'** to copy an existing entry.

Maintain HR Master Data

Menu | [Dropdown] | Back | Exit | Cancel | System | Create | Change | Display | **Copy** | Delimit | Delete | Overview

Personnel No. 89996479 Pers. Assgn 50062277 89996479

Name Miss Chic LeFreak

EE group C Schools Pers. area CAYA Childrens Services

EE subgroup TC Teachers Cost Center CIP3545 St Joseph'S Cath...

Find by

Person

Collective search help

Search Term

Free search

Hit list

Personnel number	Name
71021306	MRS Jade Hilton
71024912	MRS Isabella Lloyd
71025575	MRS Isabella Lloyd
71027243	MISS Ellie Banks
71027359	MR Alfie Lees
71028404	MRS Anna Hanson
71031920	MRS Victoria Hobbs
71041066	MRS Maisie Marsden

Personal Data | Work | Contract Data | Payroll Data | Time Data Menu | Travel Benefits Data

Infotype Text St

Personal Data ✓

Additional Personal Data

Addresses ✓

Family Member/Dependents

SWF Qualifications

SWF Staff Details ✓

Residence Status

Qualifications

Period

Period

From 01.01.1800 To 31.12.9999

Today Curr. week

All Current month

From curr. date Last week

To Current Date Last month

Current Period Current Year

Choose

Direct selection

Infotype SWF Staff Details STy

Once entry is displayed edit the **start date** to 01.09.xxxx (of the relevant year) and '**Newly Qualified Teacher**' field with the required option (see below) and press **Enter** on the keyboard

Copy SWF Staff Details

Menu | [Dropdown] | Save | Back | Exit | Cancel | System | Overview

Personnel No: 89996479 Name: Miss Chic LeFreak
 EE group: C Schools Pers.area: CAYA Childrens Services
 EE subgroup: TC Teachers Cost Center: CIP3545 St Joseph'S Cath Pri
 Start: 01.09.2021 To: 31.12.9999

SWF Staff Details

QT Status: Yes
 Qualified Teacher Learning and Skills Status: No
 Early Years Teacher Status: No
 HLTA Status: No
 Status Route: [Dropdown]
 Newly Qualified Teacher: Teacher in the second year of induct
☐ Overseas Trained Teacher

Find by

Person
 Collective search help
 Search Term
 Free search

Hit list

Personnel number	Name
71021306	MRS Jade Hilton
71024912	MRS Isabella Lloyd

SWF Staff Details

QT Status: Yes
 Qualified Teacher Learning and Skills Status: No
 Early Years Teacher Status: No
 HLTA Status: No
 Status Route: [Dropdown]
 Newly Qualified Teacher: Not Newly Qualified Teacher
☐ Overseas Trained Teacher

Teacher in the first year of induction
 Teacher in the second year of induction

The following warning message will appear in the bottom left of the screen

Record valid from 01.09.2020 to 31.12.9999 delimited at end

Press **Enter** on the keyboard to accept the message

The message 'save your entries' now appears in the bottom left of the screen

Click 'Save'

Copy SWF Staff Details

Menu | [Dropdown] | **Save** | Back | Exit | Cancel | System | Overview

Find by
 Person
 Collective search help
 Search Term
 Free search

Personnel No: 89996479 Name: Miss Chic LeFreak
 EE group: C Schools Pers.area: CAYA Childrens Services
 EE subgroup: TC Teachers Cost Center: CIP3545 St Joseph'S Cath Pri
 Start: 01.09.2021 To: 31.12.9999

SWF Staff Details

QT Status: Yes
 Qualified Teacher Learning and Skills Status: No
 Early Years Teacher Status: No
 HLTA Status: No
 Status Route: [Dropdown]
 Newly Qualified Teacher: Teacher in the second year of ind...
☐ Overseas Trained Teacher

Hit list

Personnel number	Name
71021306	MRS Jade Hilton
71024912	MRS Isabella Lloyd
71025575	MRS Isabella Lloyd
71027243	MISS Ellie Banks
71027359	MR Alfie Lees
71028404	MRS Anna Hanson
71031920	MRS Victoria Hobbs
71041066	MRS Maisie Marsden

Save your entries

- The following message will appear in the bottom left of the screen

Record created

Employee now has two entries in their List SWF Details

List SWF Staff Details

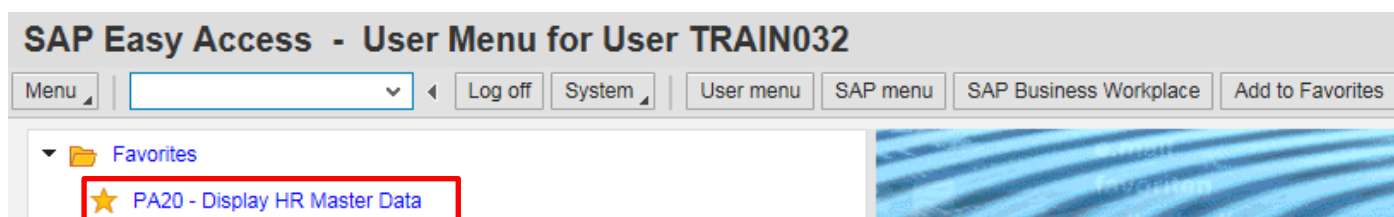
Menu | [Dropdown] | Back | Exit | Cancel | System | Change | Create | Copy | Lock/unlock | Delete

Personnel No: 89996479 Name: Miss Chic LeFreak
 EE group: C Schools Pers.area: CAYA Childrens Services
 EE subgroup: TC Teachers Cost Center: CIP3545 St Joseph'S Cath Pri
 Choose: 01.01.1800 To: 31.12.9999 STY. [Dropdown]

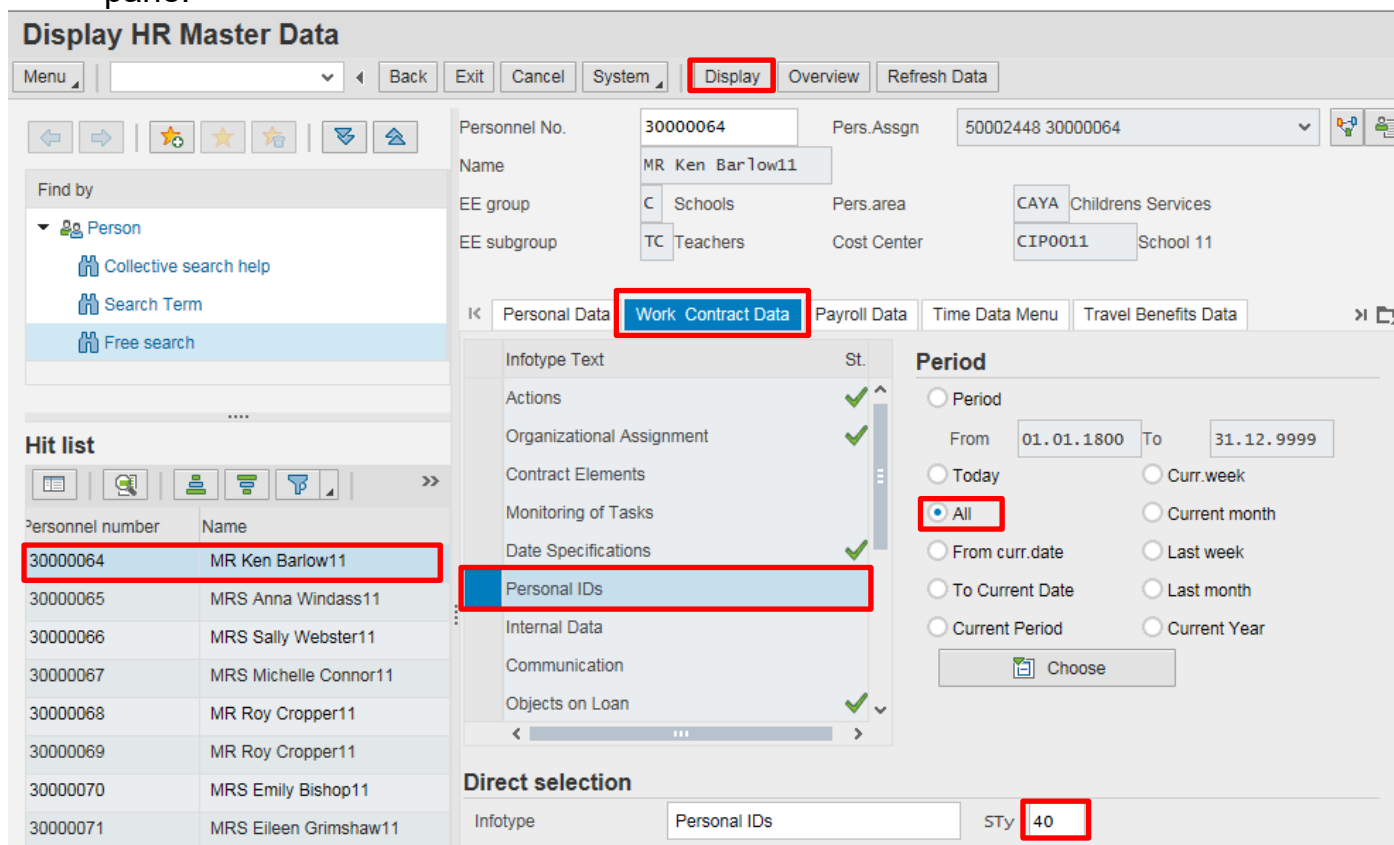
Start Date	End Date	Q	H	Stat	L...
01.09.2021	31.12.9999	Y	N		
01.09.2020	31.08.2021	Y	N		

Section 1.8 - How to display existing SEN Co-ordinator Working Hrs

- Double click on 'PA20 – Display HR Master Data'

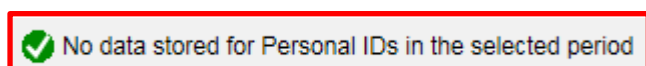


- Select the employee by 'double clicking' so that their details appear in the right-hand pane.



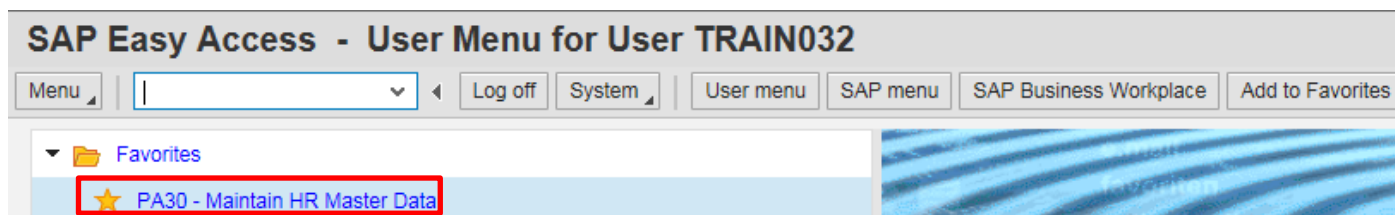
- Select 'Work Contract Data' tab
- Highlight 'Personal IDs' Infotype
- Select radio button 'All'
- Enter Subtype 40 in 'Sty' box
- Click 'Display'

If there is no data stored, you will see the following notification message on the bottom left of the screen.

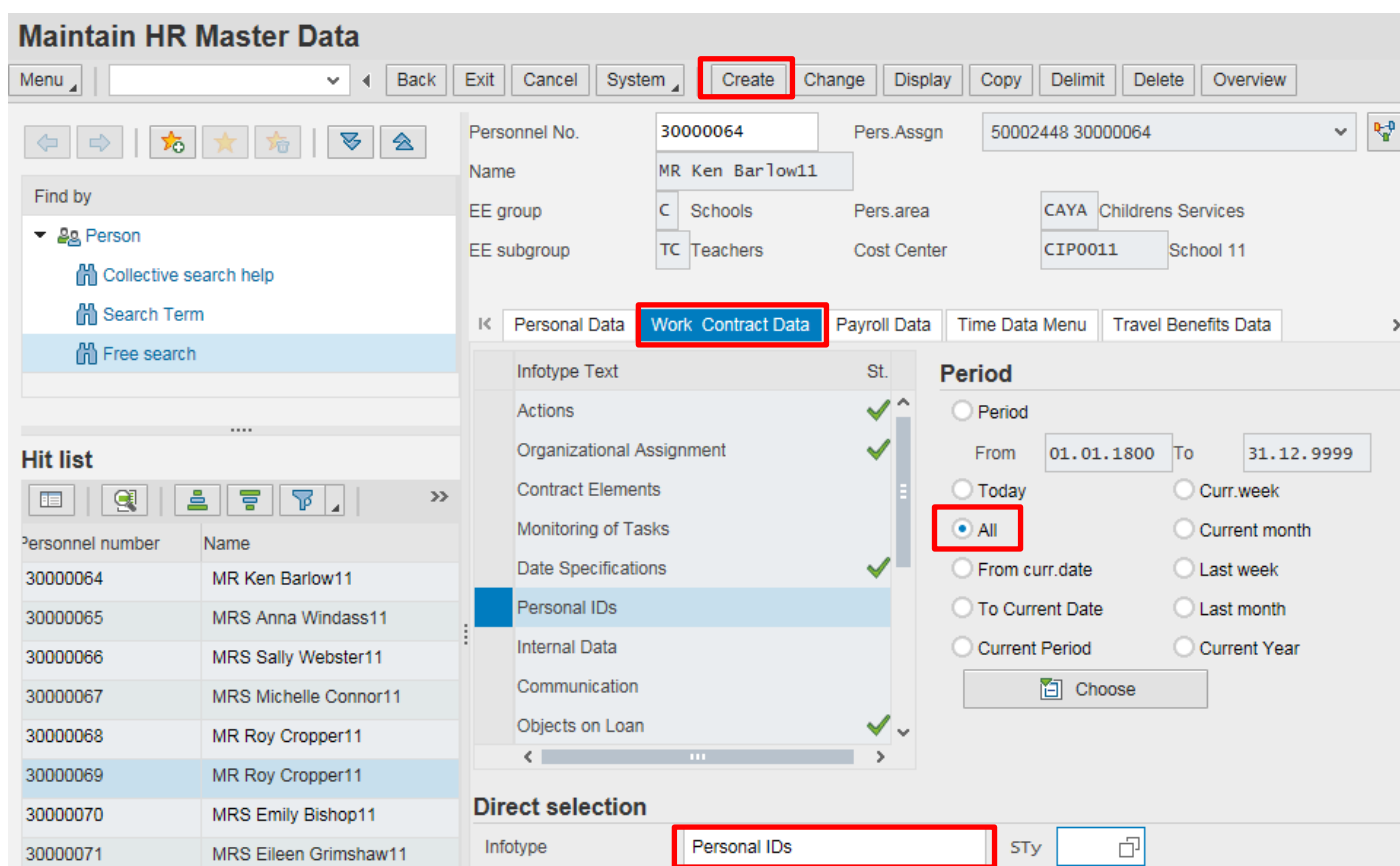


Section 1.9 - How to add or amend SEN Co-ordinator hours on an employee's record

- Double click on '**PA30 – Display HR Master Data**'



- Select the employee by 'double clicking' so that their details appear in the right-hand pane.



Select '**Work Contract Data**' tab

- Highlight '**Personal IDs**'
- Click the '**All**' radio button
- Click on the '**Create**' button

- Scroll down the list of Subtypes to find and highlight **'Subtype 40 'SEN Co-ordinator Working Hrs''**

Subtypes for infotype "Personal IDs" (1) ✕

Restrictions

IC	Description
32	Social Care Consent
33	Social Work Qualification
34	Night Worker Assessment
35	DO NOT USE-Health Surveillance
36	Workforce extra objection
37	Credit Union Membership No.
38	Historical Retention CPRS/EDRM
39	Trade Union Rep Accreditation
40	SEN Co-ordinator Working Hrs
41	NHS Pension
42	GMC Included in Initial Offer
43	At Risk Status
44	L1 Form Postponement/Request
45	Auto Retention Period
46	L1 Pension Form Issued
47	40 Yr Retention Asbestos
48	50 Yr Retention Radiation
49	TU GDPR Consent
TN	Teacher's DfES number
TU	DO NOT USE TU objection

49 Entries found

- Click the Green tick

Start Date is from start of academic year for example, 01.09.2021 (or the date the employee has started working as the SEN Co-ordinator, if they started the role mid-year.)

The End Date is 31.12.9999 (or the date the employee has finished working as the SEN Co-ordinator, if they are no longer in this role).

Create Personal IDs

Menu | [Dropdown] | **Save** | Back | Exit | Cancel | System | Overview

Find by: Person, Collective search help, Search Term, Free search

Personnel No: 30000064, Name: MR Ken Barlow11, EE group: C Schools, Pers.area: CAYA Childrens Services, EE subgroup: TC Teachers, Cost Center: CIP0011, From: 01.09.2021 to 31.12.9999

Personal IDs

ID type: SEN Co-ordinator Working Hrs, ID color: [Dropdown], ID number: 61, Previous ID number: [Field], Author: [Field], Issuing number: [Field], Date of issue: [Field], Valid to: [Field], Place of issue: [Field], Country of issue: [Dropdown], Country: [Dropdown], No check: [Field]

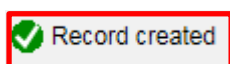
Hit list

Personnel number	Name
30000064	MR Ken Barlow11
30000065	MRS Anna Windass11
30000066	MRS Sally Webster11
30000067	MRS Michelle Connor11
30000068	MR Roy Cropper11
30000069	MR Roy Cropper11
30000070	MRS Emily Bishop11
30000071	MRS Eileen Grimshaw11

The number of hours worked per week as the **SEN Co-ordinator** should be entered in 'ID number'.

Click '**Save**'

The following message will appear in the bottom left of the screen



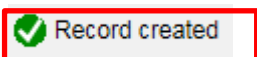
NB: Remember to update the exiting SEN Co-ordinator's record with an end date, so the School Workforce Census does not pick up 2 SEN Co-ordinators.

If the number of hours the employee is working as the SEN Co-ordinator changes, create a new entry with the new hours from the date the hours changed, up to the high end date 31.12.9999. Creating a new record will automatically add an end date to the previous entry

As per **section 1.6** locate the appropriate employee using transaction PA30, then create the new entry as per **section 1.9**

Enter the details as appropriate and click '**Save**'

The following message will appear in the bottom left of the screen



Section 1.10 - How to end a SEN Co-ordinator entry

If the employee **stops** working as the SEN Co-ordinator (e.g. Change of Post, Leaver) change the **End Date** of the existing entry to the date the **last day** they worked as the SEN Co-ordinator.

NB: Remember to create an entry for the new replacement SEN Co-ordinator.

Maintain HR Master Data

Menu

Personnel No. 30000064 Pers. Assgn 50002448 30000064

Name MR Ken Barlow11

EE group C Schools Pers. area CAYA Childrens Services

EE subgroup TC Teachers Cost Center CIP0011 School 11

Find by

- Person
 - Collective search help
 - Search Term
 - Free search

Hit list

Personnel number	Name
30000064	MR Ken Barlow11
30000065	MRS Anna Windass11
30000066	MRS Sally Webster11
30000067	MRS Michelle Connor11
30000068	MR Roy Cropper11
30000069	MR Roy Cropper11
30000070	MRS Emily Bishop11
30000071	MRS Eileen Grimshaw11

Personal Data Work Contract Data Payroll Data Time Data Menu Travel Benefits Data

Infotype Text St.

Actions	✓
Organizational Assignment	✓
Contract Elements	
Monitoring of Tasks	
Date Specifications	✓
Personal IDs	
Internal Data	
Communication	
Objects on Loan	✓

Period

☐ Period

From 01.01.1800 To 31.12.9999

☐ Today ☐ Curr. week

☒ All ☐ Current month

☐ From curr. date ☐ Last week

☐ To Current Date ☐ Last month

☐ Current Period ☐ Current Year

Direct selection

Infotype Personal IDs STY 40

Amend the end date, as appropriate, and click '**Save**'

Change Personal IDs

Menu Save Back Exit Cancel System Overview

Find by

- Person
 - Collective search help
 - Search Term
 - Free search

Hit list

Personnel number	Name
30000064	MR Ken Barlow11
30000065	MRS Anna Windass11
30000066	MRS Sally Webster11
30000067	MRS Michelle Connor11
30000068	MR Roy Cropper11
30000069	MR Roy Cropper11
30000070	MRS Emily Bishop11

Personnel No 30000064 Name MR Ken Barlow11

EE group C Schools Pers.area CAYA Childrens Services

EE subgroup TC Teachers Cost Center CIP0011 School 11

From 01.09.2020 31.08.2021 Chg. 27.08.2021 TRAIN032

Personal IDs

ID type SEN Co-ordinator Working Hrs

ID color

ID number 4

Previous ID number

Author.

Issuing number

Date of issue

Valid to

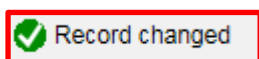
Place of issue

Country of issue

Country

No check

The following message will appear in the bottom left of the screen



Section 1.11 - How to delete a SEN Co-ordinator entry

If an SEN Co-ordinator entry is created against an employee in error, use the Delete options to remove the incorrect entry.

As per section 1.6 locate the appropriate employee using transaction PA30

- Select **'Work Contract Data'** tab
- Highlight **'Personal IDs'**
- Enter **'40'** in STy box
- Click **'Delete'**

Maintain HR Master Data

Menu | [Dropdown] | [Back] [Exit] [Cancel] [System] | [Create] [Change] [Display] [Copy] [Delimit] **[Delete]** [Overview]

Personnel No. 30000064 Pers.Assgn 50002448 30000064

Name MR Ken Barlow11

EE group C Schools Pers.area CAYA Childrens Services

EE subgroup TC Teachers Cost Center CIP0011 School 11

Find by

- Person
 - Collective search help
 - Search Term
 - Free search

Hit list

Personnel number	Name
30000064	MR Ken Barlow11
30000065	MRS Anna Windass11
30000066	MRS Sally Webster11
30000067	MRS Michelle Connor11
30000068	MR Roy Cropper11
30000069	MR Roy Cropper11
30000070	MRS Emily Bishop11
30000071	MRS Eileen Grimshaw11

Personal Data **Work Contract Data** Payroll Data Time Data Menu Travel Benefits Data

Infotype Text St.

Actions	✓
Organizational Assignment	✓
Contract Elements	
Monitoring of Tasks	
Date Specifications	✓
Personal IDs	
Internal Data	
Communication	
Objects on Loan	✓

Period

Period

From 01.01.1800 To 31.12.9999

Today Curr.week

All Current month

From curr.date Last week

To Current Date Last month

Current Period Current Year

Choose

Direct selection

Infotype Personal IDs STy [40]

Click on **'Delete'** again on the following screen to confirm deletion of the displayed entry

Delete Personal IDs

Menu

▼

Back
Exit
Cancel
System
▼
Overview
Delete

Find by

▼ Person

Collective search help
Search Term
Free search

Hit list

Personnel number
Name

30000064
MR Ken Barlow11

30000065
MRS Anna Windass11

30000066
MRS Sally Webster11

30000067
MRS Michelle Connor11

30000068
MR Roy Cropper11

30000069
MR Roy Cropper11

30000070
MRS Emily Bishop11

30000071
MRS Eileen Grimshaw11

Personnel No
30000064

EE group
C Schools

EE subgroup
TC Teachers

From
01.09.2017

Name
MR Ken Barlow11

Pers.area
CAYA Childrens Services

Cost Center
CIP0011 School 11

Chg.
08.08.2019 TRAIN032

Personal IDs

ID type
SEN Co-ordinator Working Hrs

ID color

ID number
5

Previous ID number

Author.

Issuing number

Date of issue

Valid to

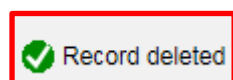
Place of issue

Country of issue

Country

No check

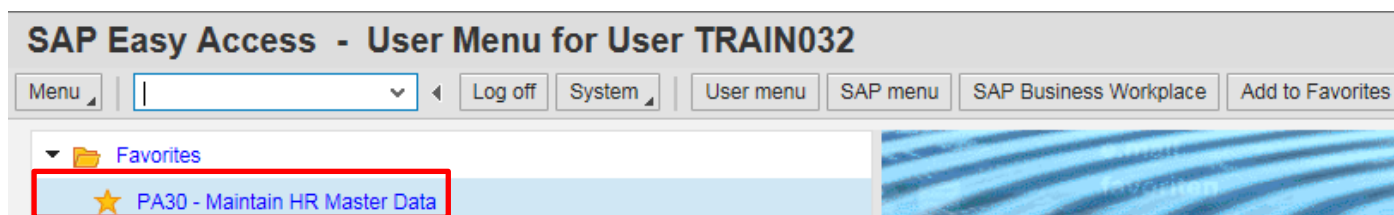
The following message will appear in the bottom left of the screen



- Click 'Back' or 'Exit' to return to the home page.

Section 1.12 - How to add SEN Co-ordinator SENCO Qualifications in the SWF infotype

- Double click on 'PA30 – Maintain HR Master Data'.



- Select the employee by 'double clicking' so that their details appear in the right-hand pane.
- Select the 'Personal Data' tab
- Select the grey box to the left of 'SWF Qualifications' to highlight the line.
- Click the 'All' radio button.
- Click 'Change'.

The screenshot shows the 'Maintain HR Master Data' screen. The 'Change' button is highlighted in the top bar. The 'Personal Data' tab is selected. The 'SWF Qualifications' line is highlighted in the list. The 'All' radio button is selected in the 'Period' section.

Personnel number	Name	Position name
30000072	MR Kirk Sutherland11	Caretaker PT 11
30000073	MR Norris Cole11	Caretaker Relief 11
30000071	MRS Eileen Grimshaw11	Cleaner FT 11
30000069	MR Roy Cropper11	Mid Day Supervisor F
30000070	MRS Emily Bishop11	Mid Day Supervisor F
30000066	MRS Sally Webster11	Supply Teacher 11
30000064	MR Ken Barlow11	Teacher FT 11

- The following screen will be displayed with employee's existing qualification
- Click into **the Subject Code 1** box (If this is already populated click into **Subject Code 2** box)

Change SWF Qualifications

Menu Save Back Exit Cancel System Overview

Personnel No 30000064 Name MR Ken Barlow11
EE group C Schools Pers.area CAYA Childrens Services
EE subgroup TC Teachers Cost Center CIP0011
Start 01.01.1800 To 31.12.9999 Chng 24.11.2023 TRAIN032

Find by
Person
Collective search help
Search Term

SWF Qualifications

Qualification Code MAST Masters Degree or other level 7 qualification
Class of Degree
Country
Subject Code 1
Subject Code 2
Date of Award 01.09.2023
☐ Verified

Hit list

Personnel number	Name	Position name
30000072	MR Kirk Sutherland11	Caretaker PT 11
30000073	MR Norris Cole11	Caretaker Relief 11

Now click on the search squares

SWF Qualifications

Qualification Code MAST Masters Degree or other level 7 qualification
Class of Degree
Country
Subject Code 1
Subject Code 2
Date of Award 01.09.2023
☐ Verified

- In the following pop up box scroll down the list of Subject Codes and click on the appropriate SENCO qualification option to highlight it then click on the green tick icon to confirm selection.

SWF: Subject Code 1 (1)

SWF_D00199	X200	Research and Study Skills in Education
SWF_D00199	X300	Academic studies in Education
SWF_D00199	X900	Others in Education
SWF_D00199	Z101	Science
SWF_D00199	Z102	Applied Science
SWF_D00199	Z103	Citizenship
SWF_D00199	Z104	Design and Technology
SWF_D00199	Z105	Geography
SWF_D00199	Z106	Manufacturing
SWF_D00199	Z107	Modern Languages
SWF_D00199	Z201	SEN – SENCO
SWF_D00199	Z202	SEN – Sensory Impairment
SWF_D00199	Z203	SEN – Severe Learning Difficulties
SWF_D00199	Z204	SEN – Profound and Multiple Learning Difficulties
SWF_D00199	Z205	SEN - other
SWF_D00199	Z206	Level 3 School Administration Foundation Certificate
SWF_D00199	Z207	Level 3 Procurement & Supply Assistant
SWF_D00199	Z208	Level 4 SBP Apprenticeship
SWF_D00199	Z209	Level 4 Diploma School Business Management (SBM)
SWF_D00199	Z210	Level 4 Commercial procurement and supply

Subject Code 1 is now populated, click on **Save**

Note – do not change ‘Date of Award’ box

SWF Qualifications

Qualification Code

MAST

Masters Degree or other level 7 qualification

Class of Degree

Country

Subject Code 1

Z201

Subject Code 2

Date of Award

01.09.2023

☐ Verified

Maintain HR Master Data

Menu

Back

Exit

Cancel

System

Create

Change

Display

Copy

Delimit

Delete

Overview

Find by

Person

Collective search help

Search Term

Hit list

Personnel number	Name	Position name
30000072	MR Kirk Sutherland11	Caretaker PT 11
30000073	MR Norris Cole11	Caretaker Relief 11
30000071	MRS Eileen Grimshaw11	Cleaner FT 11
30000069	MR Roy Cropper11	Mid Day Supervisor F
30000070	MRS Emily Bishop11	Mid Day Supervisor F
30000066	MRS Sally Webster11	Supply Teacher 11
30000064	MR Ken Barlow11	Teacher FT 11

Personnel No.

30000064

Pers. Assgn

50002448 30000064

Name

MR Ken Barlow11

EE group

C Schools

Pers. area

CAYA Childrens Services

EE subgroup

TC Teachers

Cost Center

CIP0011 School 11

Personal Data

Work Contract Data

Payroll Data

Time Data Menu

Travel Benefits Data

Infotype Text

Status

Period

Period

From 01.01.1800 To 31.12.9999

Today

Current Week

All

Current Month

From Today

Last Week

Until Today

Last Month

Curr. Period

Current Year

Choose

Direct selection

Infotype

SWF Qualifications

STY

Record changed

SAP