

Entering School Workforce Census Information

PA30 – Maintain HR Master Data app

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Section 1 - Introduction and Information

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 September 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.

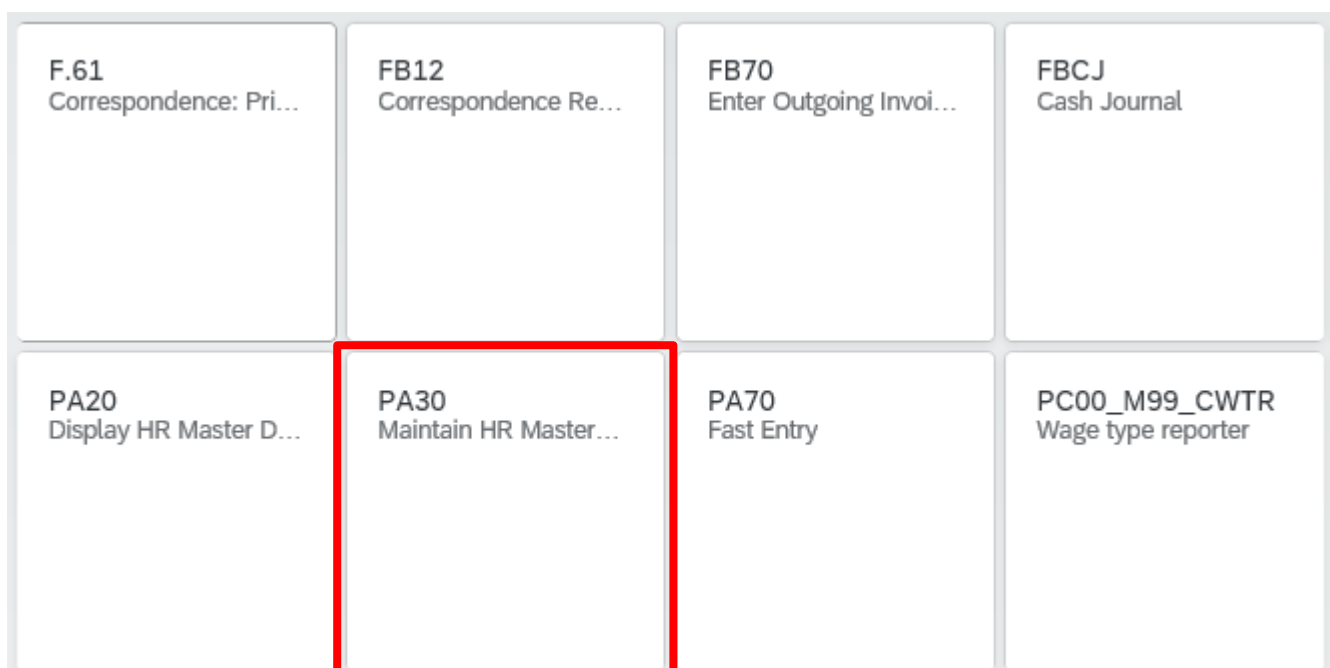
- A report will be run quarterly on the 30th of the month in March, June, September and December each year to allow time for schools to update SAP with any missing data. The reports will be uploaded to Perspective Lite secure area of SchoolsNet. If you have any entries on the reports, please follow sections **2.1** and **3.1** of the guidance to populate the information.

Section 2 - How to display existing qualifications in the School Workforce Qualifications Infotype

Log into SAP

- This loads the Fiori Dashboard

Click on the **PA30 – Maintain HR Master Data** app



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

The screenshot shows the SAP 'Maintain HR Master Data' interface. The 'Personal Data' tab is selected. The employee details for Miss Martha Vineyard (Personnel No. 71095087) are displayed. The 'SWF Qualifications' radio button is selected, and the 'All' radio button is also selected. A notification message at the bottom left states: 'No data stored for SWF Qualifications in the selected period'.

Personnel No.	Name	Position name
71095084	Miss Dorothy Gale	Supply Teacher
71095087	Miss Martha Vineyard	Teacher
71095088	Mr Peter Parker	Teacher
71095089	Mrs Martine Thom...	Teaching & Learning Assistant
71095090	Mr Thomas Tom	Teaching & Learning Assistant
71095091	Mr Liam Arrow	Teaching & Learning Assistant
71095092	Mr Liam Arrow	Mid Day Supervisor
71095093	Mrs Lara Croft	Mid Day Supervisor
71095094	Mr Basil Brush	Cleaner
71095095	Ms Mary Rose	Caretaker
71095096	Miss Milly Vanilly	Caretaker
71095098	Mr Bobby Sparks	Technician

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

No data stored for SWF Qualifications in the selected period

- To add qualifications, please go to **section 2.1** 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

SWF Qualifications

Qualification Code:

Class of Degree:

Country:

Subject Code 1:

Subject Code 2:

Date of Award:

N.B. If the information is incorrect, please update/change as per section 2.2 of this guidance

- Click '**Back**' arrow on top left to return to the home page

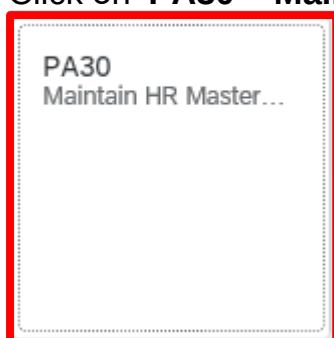
Section 2.1 - How to add Qualifications to the School Workforce Qualifications Infotype

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

Click on '**PA30 – Maintain HR Master Data** app



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

SAP Maintain HR Master Data

Create Change Display Copy Delimit Delete Overview Services for Object More

Personnel No.: 71095087 Pers.Assgn: Teacher / 50248997

Name: Miss Martha Vineyard

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

EE subgroup: TC Teachers Cost Center: CIP5213 King Street

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

Infotype Text Status

☐ Personal data ✓

☐ Additional Personal Data

☐ Addresses ✓

☐ Family Member/Dependents

☒ **SWF Qualifications**

☐ SWF Staff Details ✓

☐ Residence Status

☐ Qualifications

Period

☐ Period

From: 01.01.1800

☐ Today

☒ **All**

☐ From curr.date

☐ To Current Date

☐ Current Period

Choose

Direct selection

Infotype: SWF Qualifications STy:

Personnel num...	Name	Position name
71095084	Miss Dorothy Gale	Supply Teacher
71095087	Miss Martha Vineyard	Teacher
71095088	Mr Peter Parker	Teacher
71095089	Mrs Martine Thom...	Teaching & Learning Assi
71095090	Mr Thomas Tom	Teaching & Learning Assi
71095091	Mr Liam Arrow	Teaching & Learning Assi
71095092	Mr Liam Arrow	Mid Day Supervisor
71095093	Mrs Lara Croft	Mid Day Supervisor
71095094	Mr Basil Brush	Cleaner
71095095	Ms Mary Rose	Caretaker
71095096	Miss Milly Vanilly	Caretaker
71095098	Mr Bobby Sparks	Technician

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

✗ Infotype SWF Qualifications already exists, choose Change

- Please see **section 2.2** 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'

Create SWF Qualifications

Overview More ▾

Find by
 ▾ Person
 🔍 Collective Search Help
 🔍 Search Term

Hit list

Personnel num...	Name	Position name
71095084	Miss Dorothy Gale	Supply Teacher
71095087	Miss Martha Viney...	Teacher
71095088	Mr Peter Parker	Teacher
71095089	Mrs Martine Thom...	Teaching & Learn
71095090	Mr Thomas Tom	Teaching & Learn

Pers. No.: 71095087
 Personnel No: 71095087
 EE group: C Schools
 EE subgroup: TC Teachers
 Start: 01.01.1800 To: 31.12.9999

Pers.Assgn: Teacher / 50248997
 Name: Miss Martha Vineyard
 Pers.area: CAYA Childrens Services
 Cost Center: CIP5213

SWF Qualifications

Qualification Code: 

Class of Degree:

Country:

Subject Code 1:

Subject Code 2:

Date of Award:

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

SWF: Qualification Code (1)

Restrictions

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

8 Entries found

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

Pers. No.:	71095087	Pers.Assgn:	Teacher / 50248997
Personnel No:	71095087	Name:	Miss Martha Vineyard
EE group:	C Schools	Pers.area:	CAYA Childrens Services
EE subgroup:	TC Teachers	Cost Center:	CIP5213
Start:	01.01.1800	To:	31.12.9999

F Qualifications

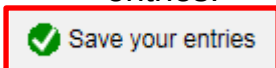
Qualification Code:	BEDO
Class of Degree:	First class honours
Country:	First class honours
Subject Code 1:	Upper second class honours
Subject Code 2:	Lower second class honours
Date of Award:	Undivided second class honours
	Third class honours
	Fourth class honours
	Unclassified honours
	Aegrotat (whether to honours or pass)
	Pass - degree awarded without honours following an honours d
	Ordinary (to include divisions of ordinary, if any) - degree

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

SWF Qualifications

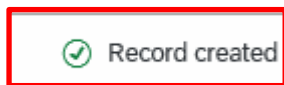
Qualification Code:	BEDO
Class of Degree:	First class honours
Country:	
Subject Code 1:	
Subject Code 2:	
Date of Award:	01.09.2015

- 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 bottom right 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 2.2 - How to change existing School Workforce Qualifications data

Click on '**PA30 – Maintain HR Master Data app**

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

SAP Maintain HR Master Data

Create **Change** Display Copy Delimit Delete Overview Services for Object More

Personnel No.: 71095084 Pers.Assgn: Supply Teacher / 50248995
 Name: Miss Dorothy Gale
 EE group: C Schools Pers.area: CAYA Childrens Services
 EE subgroup: CS Claims/ supply teach Cost Center: CIP5213 King Street

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

Infotype Text	Status
☐ Personal data	✓
☐ Additional Personal Data	
☐ Addresses	✓
☐ Family Member/Dependents	
☒ SWF Qualifications	✓
☐ SWF Staff Details	✓
☐ Residence Status	
☐ Qualifications	

Period

☐ Period
 From: 01.0

☐ Today

☒ **All**

☐ From curr.date

☐ To Current Date

☐ Current Period

Personnel...	Name	Position name
71095084	Miss Dorothy ...	Supply Teacher
71095087	Miss Martha ...	Teacher
71095088	Mr Peter Parker	Teacher
71095089	Mrs Martine T...	Teaching & Learn
71095090	Mr Thomas T...	Teaching & Learn
71095091	Mr Liam Arrow	Teaching & Learn
71095092	Mr Liam Arrow	Mid Day Supervi

The following screen with existing information will be displayed:

Pers. No.:	71095084	Pers.Assgn:	Supply Teacher / 5024899
Personnel No:	71095084	Name:	Miss Dorothy Gale
EE group:	C Schools	Pers.area:	CAYA Childrens Services
EE subgroup:	CS Claims/ supply teach	Cost Center:	CIP5213
Start:	01.01.1800	To:	31.12.9999
		Chng:	01.12.2022

SWF Qualifications

Qualification Code: BEd or other first degree combined with teacher qu

Class of Degree:

Country:

Subject Code 1:

Subject Code 2:

Date of Award:

☐ Verified

N.B. The '**Start**' date is always 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**

[Overview](#) [More](#) 

Pers. No.: 71095084

Personnel No: 71095084

EE group: C Schools

EE subgroup: CS Claims/ supply teach

Start: 01.01.1800

Pers.Assgn: Supply Teacher / 50248995

Name: Miss Dorothy Gale

Pers.area: CAYA Childrens Services

Cost Center: CIP5213

To: 31.12.9999

Chng: 01.12.2022

TRA

SWF Qualifications

Qualification Code: MAST BEd or other first degree combined with teacher qu

Class of Degree: Masters Degree

Country:

Subject Code 1:

Subject Code 2:

Date of Award: 01.09.2017

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

 Record changed

Section 3 - How to display existing School Workforce Staff Details

- Click on '**PA30 – Maintain HR Master Data** app
- 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 radio button to the left of '**SWF Staff Details**' to highlight the line
- Click the '**All**' radio button
- Click '**Display**'

SAP Maintain HR Master Data

Create Change **Display** Copy Delimit Delete Overview Services for Object More

Personnel No.: 71095084 Pers.Assgn: Supply Teacher / 50

Name: Miss Dorothy Gale

EE group: C Schools Pers.area: CAYA Chil

EE subgroup: CS Claims/ supply teach Cost Center: CIP5213

Personal Data Work Contract Data Payroll Data Time Data Menu Tr

Infotype Text	Status	Period
☐ Personal data	✓	☐ Period
☐ Additional Personal Data		From:
☐ Addresses	✓	☐ Today
☐ Family Member/Dependents		☒ All
☐ SWF Qualifications	✓	☐ From curr
☒ SWF Staff Details	✓	☐ To Curren
☐ Residence Status		☐ Current P
☐ Qualifications		

Direct selection

Infotype: SWF Staff Details STy:

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

✓ No data stored for SWF Staff Details in the selected period

If you receive this message and the employee should have details recorded, please enter the relevant details. (See section 3.1 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

Overview More ▾

Pers. No.: 71095084	Pers.Assgn: Supply Teacher / 50248995 ▾
Personnel No: 71095084	Name: Miss Dorothy Gale
EE group: C Schools	Pers.area: CAYA Childrens Services
EE subgroup: CS Claims/ supply teach	Cost Center: CIP5213 King Street Primary
Start: 01.09.2022	To: 31.12.9999 Chng: 22.09.2022 71025247

SWF Staff Details

QT Status:

Yes ▾

Qualified Teacher Learning and Skills Status:

No ▾

Early Years Teacher Status:

No ▾

HLTA Status:

No ▾

Status Route:

Graduate Teacher Programme ▾

Newly Qualified Teacher:

Not Newly Qualified Teacher ▾

N.B. If the information is incomplete, please change as per section 3.2 of this guidance

Click '**Back**' arrow on top left to return to the home page

Section 3.1 - How to Create SWF Staff Details

Click on PA30 – Maintain HR Master Data app

- 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 radio button to the left of '**SWF Staff Details**' to highlight the line
- Click the '**All**' radio button
- Click '**Create**' to add a new entry

The screenshot shows the SAP 'Maintain HR Master Data' interface. The 'Create' button is highlighted in the top navigation bar. On the left, a 'Hit list' table displays employee records. The record for 'Miss Martha Vineyard' (Personnel No. 71095087) is selected. The right-hand pane shows the 'Personal Data' tab, where 'SWF Staff Details' is selected with a radio button. The 'All' radio button in the 'Period' section is also selected. The 'Direct selection' field at the bottom is set to 'SWF Staff Details'.

Personnel n...	Name	Position name
71095084	Miss Dorothy Gale	Supply Teacher
71095087	Miss Martha Vineyard	Teacher
71095088	Mr Peter Parker	Teacher
71095089	Mrs Martine Thomas	Teaching & Learning
71095090	Mr Thomas Tom	Teaching & Learning
71095091	Mr Liam Arrow	Teaching & Learning
71095092	Mr Liam Arrow	Mid Day Supervisor
71095093	Mrs Lara Croft	Mid Day Supervisor
71095094	Mr Basil Brush	Cleaner
71095095	Ms Mary Rose	Caretaker
71095096	Miss Milly Vanilly	Caretaker
71095098	Mr Bobby Sparks	Technician

Infotype Text	Status
☐ Personal data	✓
☐ Additional Personal Data	
☐ Addresses	✓
☐ Family Member/Dependents	
☐ SWF Qualifications	✓
☒ SWF Staff Details	✓
☐ Residence Status	
☐ Qualifications	

Period: ☒ All

Direct selection: Infotype: SWF Staff Details

On this screen Enter employee's **start date** and leave end date as **31.12.9999** (do not press enter)

Then select the correct option against each qualification depending on which the employee holds. (QT Status, Qualified Teacher Learning and Skills Status, Early Years Teacher Status, HLTA Status, Status Route)

- **Press Enter on your keyboard**

- The start date will turn red **Start** **01.09.2021** **To** **31.12.9999** and you will see this warning message at the bottom left of the screen:

Record valid from 01.01.1800 to 31.12.9999 delimited at end

- Press 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: **Save your entries**. Click the 'Save' button at the

bottom right of the screen to save your entry

- The message 'Record created' will appear in the bottom left of the screen

Record created

Section 3.2 - How to change SWF Staff Details

- Click on **PA30 – Maintain HR Master Data app**
- 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 radio button to the left of '**SWF Staff Details**' to highlight the line
- Click the '**All**' radio button
- Click '**Change**' to amend an existing entry

The screenshot shows the SAP 'Maintain HR Master Data' interface. The 'Change' button is highlighted in the top navigation bar. On the left, a list of personnel is shown, with '71095088 Mr Peter Parker Teacher' selected. The right pane shows the 'Personal Data' tab, where 'SWF Staff Details' is selected with a radio button. The 'All' radio button in the 'Period' section is also highlighted. The 'Infotype' field at the bottom is set to 'SWF Staff Details'.

Personnel n...	Name	Position name
71095084	Miss Dorothy Gale	Supply Teacher
71095087	Miss Martha Vineyard	Teacher
71095088	Mr Peter Parker	Teacher
71095089	Mrs Martine Thomas	Teaching & Learning
71095090	Mr Thomas Tom	Teaching & Learning
71095091	Mr Liam Arrow	Teaching & Learning
71095092	Mr Liam Arrow	Mid Day Supervisor
71095093	Mrs Lara Croft	Mid Day Supervisor
71095094	Mr Basil Brush	Cleaner
71095095	Ms Mary Rose	Caretaker
71095096	Miss Milly Vanilly	Caretaker
71095098	Mr Bobby Sparks	Technician

Personnel No.: 71095088 Pers.Assgn: Teacher / 502490:
 Name: Mr Peter Parker
 EE group: C Schools Pers.area: CAYA Ch
 EE subgroup: TC Teachers Cost Center: CIP5213

Personal Data Work Contract Data Payroll Data Time Data Menu T

Infotype Text	Status	Period
☐ Personal data	✓	☐ Period
☐ Additional Personal Data		From:
☐ Addresses	✓	☐ Today
☐ Family Member/Dependents		☒ All
☐ SWF Qualifications		☐ From cu
☒ SWF Staff Details	✓	☐ To Curre
☐ Residence Status		☐ Current
☐ Qualifications		

Direct selection
 Infotype: SWF Staff Details STy:

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

 Change SWF Staff Details

[Overview](#) [More](#) 

Pers. No.: 71095088

Personnel No: 71095088

EE group: C Schools

EE subgroup: TC Teachers

* Start: 01.09.2022

Pers.Assgn: Teacher / 50249034 

Name: Mr Peter Parker

Pers.area: CAYA Childrens Services

Cost Center: CIP5213 King Street Primary

* To: 31.12.9999

Chng: 30.09.2022

71025247

SWF Staff Details

* QT Status: Yes 

* Qualified Teacher Learning and Skills Status: Yes 

* Early Years Teacher Status: Yes 

* HLTA Status: Yes 

Status Route: Graduate Teacher Programme 

Newly Qualified Teacher: Not Newly Qualified Teacher 

☐ Overseas Trained Teacher

Save

Cancel

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

 Record changed

Section 3.3 - How to Copy SWF Staff Details

- Click on **PA30 – Maintain HR Master Data** app
- Select the **‘Personal Data’** tab
- Select the radio button to the left of **‘SWF Staff Details’** to highlight the line
- Click the **‘All’** radio button
- Click **‘Copy’** to copy an existing entry

The screenshot shows the 'Maintain HR Master Data' application. At the top, there is a menu bar with buttons: Menu, Back, Exit, Cancel, System, Create, Change, Display, Copy (highlighted with a red box), Delimit, Delete, and Overview. Below the menu bar, there are search options: Find by Person, Collective search help, Search Term, and Free search. A 'Hit list' table on the left shows a list of personnel with columns for Personnel number and Name. The main area displays details for Personnel No. 89996479, Name Miss Chic LeFreak, EE group C Schools, Pers.area CAYA Childrens Services, EE subgroup TC Teachers, and Cost Center CIP3545 St Joseph'S Cath... Below this, there are tabs: Personal Data (highlighted with a red box), Work, Contract Data, Payroll Data, Time Data Menu, and Travel Benefits Data. The 'Personal Data' tab shows a list of data types: Infotype Text, Personal Data, Additional Personal Data, Addresses, Family Member/Dependents, SWF Qualifications, SWF Staff Details (highlighted with a red box), Residence Status, and Qualifications. To the right of the list, there is a 'Period' section with radio buttons for Period, Today, From curr.date, To Current Date, Current Period, and Current Year. The 'All' radio button is selected and highlighted with a red box. At the bottom, there is a 'Direct selection' section with an Infotype field set to 'SWF Staff Details' and a 'STy' field.

Once entry is displayed edit the **start date** and '**Newly Qualified Teacher**' field with the required option (see below) and press enter on the keyboard

Copy SWF Staff Details

Menu 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
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
Newly Qualified Teacher Not Newly Qualified Teacher
☐ Overseas Trained Teacher

Not Newly Qualified 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

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

SWF Staff Details

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

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: ☐

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

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

SWF Staff Details

Personnel No: 89996479, Name: Miss Chic LeFreak, EE group: C, EE subgroup: TC, Start: 01.01.1800, Pers.area: CAYA, Cost Center: CIP3545, 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 4 - How to display existing SEN Co-ordinator Working Hrs

- Click on **PA30 Maintain HR Master Data** app
- 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**'

The screenshot shows the SAP 'Maintain HR Master Data' interface. The 'Display' button is highlighted in the top navigation bar. On the left, a list of employees is shown, with 'Miss Martha Vineyard' selected. The main area displays the 'Work Contract Data' tab. Under 'Infotype Text', 'Personal IDs' is selected. On the right, the 'Period' section shows the 'All' radio button selected. At the bottom, the 'Sty' field is set to '40' and 'SEN Co-ordinator Working Hrs'.

Person...	Name	Position name
710950...	Miss Dorothy Gale	Supply Teacher
710950...	Miss Martha Vineyard	Teacher
710950...	Mr Peter Parker	Teacher
710950...	Mrs Martine Thomas	Teaching & Learning
710950...	Mr Thomas Tom	Teaching & Learning
710950...	Mr Liam Arrow	Teaching & Learning
710950...	Mr Liam Arrow	Mid Day Supervisor
710950...	Mrs Lara Croft	Mid Day Supervisor
710950...	Mr Basil Brush	Cleaner
710950...	Ms Mary Rose	Caretaker
710950...	Miss Milly Vanilly	Caretaker
710950...	Mr Bobby Sparks	Technician

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

Infotype Text | Status

- ☐ Actions
- ☐ Organizational assignment
- ☐ Contract Elements
- ☐ Monitoring of Tasks
- ☐ Date Specifications
- ☒ **Personal IDs**
- ☐ Internal Data
- ☐ Communication
- ☐ ESS Settings Remuneration Statement
- ☐ SWF Contract Details
- ☐ Objects on Loan

Period

☐ Period

From: 01.01.1800

☐ Today

☒ **All**

☐ From curr.date

☐ To Current Date

☐ Current Period

☐ Choose

Direct selection

Infotype: Personal IDs

Sty: 40 SEN Co-ordinator Working Hrs

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

✓ No data stored for Personal IDs in the selected period

Section 4.1 - How to add SEN Co-ordinator hours on an employee's record

Click on **PA30 – Display HR Master Data app**

- 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

The screenshot shows the SAP 'Maintain HR Master Data' interface. The 'Create' button is highlighted with a red box. The 'Work Contract Data' tab is selected. The 'Personal IDs' infotype is highlighted with a red box. The 'All' radio button is also highlighted with a red box. The 'Hit list' table shows the employee 'Miss Martha Vineyard' selected. The 'Direct selection' section shows 'Personal IDs' entered in the 'Infotype' field.

Personnel No.: 71095087 **Pers.Assgn:** Teacher / 5024899

Name: Miss Martha Vineyard

EE group: C Schools **Pers.area:** CAYA Chi

EE subgroup: TC Teachers **Cost Center:** CIP5213

Personal Data **Work Contract Data** **Payroll Data** **Time Data Menu** **Tr**

Infotype Text	Status	Period
☐ Actions	✓	☐ Peri
☐ Organizational assignment	✓	☐ F
☐ Contract Elements		☐ Tod
☐ Monitoring of Tasks		☒ All
☐ Date Specifications	✓	☐ For
☒ Personal IDs		☐ To C
☐ Internal Data		☐ Cur
☐ Communication		
☐ ESS Settings Remuneration Statement		
☐ SWF Contract Details	✓	
☐ Objects on Loan		

Hit list

Personne...	Name	Position name
71095084	Miss Dorothy Gale	Supply Teache
71095087	Miss Martha Viney...	Teacher
71095088	Mr Peter Parker	Teacher
71095089	Mrs Martine Thom...	Teaching & Le
71095090	Mr Thomas Tom	Teaching & Le
71095091	Mr Liam Arrow	Teaching & Le
71095092	Mr Liam Arrow	Mid Day Super
71095093	Mrs Lara Croft	Mid Day Super
71095094	Mr Basil Brush	Cleaner
71095095	Ms Mary Rose	Caretaker
71095096	Miss Milly Vanilly	Caretaker
71095098	Mr Bobby Sparks	Technician

Direct selection

Infotype: Personal IDs **STy:**

- Scroll down the list of Subtypes to find and click on the radio button
‘Subtype 40 ‘SEN Co-ordinator Working Hrs’

Subtypes for infotype "Personal IDs" (1)

Restrictions

☐ ☐ ☐ ☐

	IC	Description
☐	21	Trailer test
☐	22	Overseas teacher
☐	23	Health & safety registrations
☐	24	Nursing & midwifery council dt
☐	25	Person number - CPRS
☐	26	Pre employmt med clearance dt
☐	27	Referral dt to occupnl health
☐	28	Eye Care Voucher
☐	29	Spectacles Voucher
☐	30	Questionnaire Issued
☐	31	Questionnaire Returned
☐	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	25 Year Retention CPRS/EDRM
☐	39	Trade Union Rep Accreditation
☒	40	SEN Co-ordinator Working Hrs

57 Entries found

☐ ☐ ☒ ☐ ☐

- Click **the Green tick icon** on the bottom right to confirm selection

Start Date is from start of academic year for example, 01.09.2022, or the date the employee has started working as the SEN Co-ordinator. The **End Date** is 31.12.9999 or the date the employee has finished working as the SEN Co-ordinator.

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

Create Personal IDs

Overview More ▾

Pers. No.: 71095087 Pers.Assgn: Teacher / 50248997

Personnel No: 71095087 Name: Miss Martha Vineyard

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

EE subgroup: TC Teachers Cost Center: CIP5213

* From: 01.09.2022 * to: 31.12.9999

Personal IDs

ID type: SEN Co-ordinator Working Hrs

ID color:

ID number: 6

Previous ID number:

Author.:

Issuing number:

Date of issue:

Valid to:

Place of issue:

Country of issue:

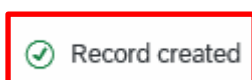
Country:

No check: ☐

Save Cancel

Click '**Save**'

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



Section 4.2 - How to change 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: It is important 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, **change** the End Date of the existing entry and **create a new entry** from the following day up to the end of the academic year, with the new hours.

As per **section 3.2** locate the appropriate employee using the PA30 app

- Select '**Work Contract Data**' tab
- Highlight '**Personal IDs**'
- Click the '**All**' radio button
- Enter '**40**' in STy box
- Click '**Change**'

The screenshot shows the SAP 'Maintain HR Master Data' interface. The 'Change' button is highlighted in the top navigation bar. The 'Work Contract Data' tab is selected. In the 'Find by' section, 'Person' is selected. The 'Hit list' table shows a list of personnel, with 'Mr Peter Parker' (Personnel No. 71095088) highlighted. In the 'Infotype Text' list, 'Personal IDs' is selected. The 'Period' section shows the 'All' radio button selected. The 'Direct selection' section shows 'Personal IDs' in the 'Infotype' field and '40' in the 'STy' field, with the label 'SEN Co-ordinator Working Hrs'.

Personnel...	Name	Position name
71095084	Miss Dorothy Gale	Supply Teacher
71095087	Miss Martha Viney...	Teacher
71095088	Mr Peter Parker	Teacher
71095089	Mrs Martine Thom...	Teaching & Learning As...
71095090	Mr Thomas Tom	Teaching & Learning As...
71095091	Mr Liam Arrow	Teaching & Learning As...
71095092	Mr Liam Arrow	Mid Day Supervisor
71095093	Mrs Lara Croft	Mid Day Supervisor
71095094	Mr Basil Brush	Cleaner
71095095	Ms Mary Rose	Caretaker
71095096	Miss Milly Vanilly	Caretaker
71095098	Mr Bobby Sparks	Technician

Infotype Text	Status
☐ Actions	✓
☐ Organizational assignment	✓
☐ Contract Elements	
☐ Monitoring of Tasks	
☐ Date Specifications	✓
☒ Personal IDs	
☐ Internal Data	
☐ Communication	
☐ ESS Settings Remuneration Statement	
☐ SWF Contract Details	✓
☐ Objects on Loan	

Period

☐ Period

From: 01.01.1800 To: 3

☐ Today ☐ Curr.we

☒ All ☐ Current

☐ From curr.date ☐ Last we

☐ To Current Date ☐ Last mo

☐ Current Period ☐ Current

Direct selection

Infotype: Personal IDs STy: 40 SEN Co-ordinator Working Hrs

In this example the SEN Co-ordinator hours per week has changed so the existing entry needs an end date entering, then a new record with the new hours per week is created for the employee (see Section 4 of this guide)

Amend as appropriate and click **‘Save’**

<
Change Personal IDs

Overview More ▾

Pers. No.: 71095088	Pers.Assgn: Teacher / 50249034 ▾
Personnel No.: 71095088	Name: Mr Peter Parker
EE group: C Schools	Pers.area: CAYA Childrens Services
EE subgroup: TC Teachers	Cost Center: CIP5213
* From: 01.09.2021	* to: 31.08.2022
	Chg. : 02.12.2022 TRAIN001

Personal IDs

ID type:	SEN Co-ordinator Working Hrs ▾
ID color:	
ID number:	6
Previous ID number:	
Author.:	
Issuing number:	
Date of issue:	
Valid to:	
Place of issue:	
Country of issue:	▾
Country:	▾
No check:	☐

Save
Cancel

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

✔ Record changed

Section 4.3 - 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 3.2 locate the appropriate employee using the PA30 app

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

The screenshot shows the SAP 'Maintain HR Master Data' interface. The 'Delete' button in the top navigation bar is highlighted with a red box. Below it, the 'Work Contract Data' tab is selected. In the 'Infotype Text' list, 'Personal IDs' is highlighted with a red box. To the right, the 'Period' section shows 'All' selected with a red box. At the bottom, the 'Direct selection' section shows 'STy: 40' and 'SEN Co-ordinator Working Hrs' highlighted with a red box.

Personnel Data:

- Personnel No.: 71095087
- Pers.Assign: Teacher / 50248997
- Name: Miss Martha Vineyard
- EE group: C Schools
- EE subgroup: TC Teachers
- Pers.area: CAYA Childrens Services
- Cost Center: CIP5213 King Street Primary

Hit list:

Personnel...	Name	Position name
71095084	Miss Dorothy Gale	Supply Teacher
71095087	Miss Martha Vineyard	Teacher
71095088	Mr Peter Parker	Teacher
71095089	Mrs Martine Thom...	Teaching & Lea
71095090	Mr Thomas Tom	Teaching & Lea
71095091	Mr Liam Arrow	Teaching & Lea
71095092	Mr Liam Arrow	Mid Day Superv
71095093	Mrs Lara Croft	Mid Day Superv
71095094	Mr Basil Brush	Cleaner
71095095	Ms Mary Rose	Caretaker
71095096	Miss Milly Vanilly	Caretaker
71095098	Mr Bobby Sparks	Technician

Infotype Text:

- ☐ Actions
- ☐ Organizational assignment
- ☐ Contract Elements
- ☐ Monitoring of Tasks
- ☐ Date Specifications
- ☒ Personal IDs
- ☐ Internal Data
- ☐ Communication
- ☐ ESS Settings Remuneration Statement
- ☐ SWF Contract Details
- ☐ Objects on Loan

Period:

- ☐ Period
- From: 01.01.1800 To: ...
- ☐ Today
- ☒ All
- ☐ From curr.date
- ☐ To Current Date
- ☐ Current Period

Direct selection:

Infotype: Personal IDs

STy: 40 SEN Co-ordinator Working Hrs

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

< SAP Delete Personal IDs

Overview **Delete** More ▾

Pers. No.: 71095087 Pers.Assgn: Teacher / 50248997 

Personnel No: 71095087 Name: Miss Martha Vineyard

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

EE subgroup: TC Teachers Cost Center: CIP5213 King Street Primary

* From: 01.09.2022  * to: 31.12.9999 Chg. : 02.12.2022 TRAIN001

Personal IDs

ID type: SEN Co-ordinator Working Hrs ▾

ID color:

ID number: 6

Previous ID number:

Author.:

Issuing number:

Date of issue:

Valid to:

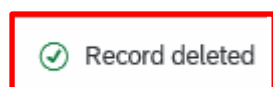
Place of issue:

Country of issue: ▾

Country: ▾

No check: ☐

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



- Click on Back arrow to return to the home page

Section 5 - How to add SEN Co-ordinator SENCO Qualifications in the SWF infotype

Click on **PA30 – Display HR Master Data app**

- 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 on '**Change**' button on top menu bar

The screenshot shows the SAP 'Maintain HR Master Data' interface. The 'Change' button in the top menu is highlighted with a red box. On the left, a list of employees is shown, with the first entry '71104894 Mr Jordan James Teacher' highlighted by a red box. On the right, the 'Personal Data' tab is selected and highlighted with a red box. In the 'Infotype Text' list, 'SWF Qualifications' is selected with a radio button and highlighted by a red box. To the right of this, the 'Period' section shows the 'All' radio button selected and highlighted by a red box. The 'Direct selection' field at the bottom is set to 'SWF Qualifications'.

Personnel No.	Name	Position name
71104894	Mr Jordan James	Teacher
71104895	Mrs Annabelle Lock	Teacher
71104896	Miss Sally Field	Supply Teacher
71104897	Ms Clara Bell	Teaching & Learning Assistant
71104898	Mrs Beverley Bonnet	Teaching & Learning Assistant
71104899	Mr Matthew Paint	Teaching & Learning Assistant
71104900	Mr Matthew Paint	Mid Day Supervisor
71104901	Mrs Goldy Locks	Mid Day Supervisor (Relief)
71104902	Mr Martin Mop	Cleaner
71104903	Mr Albert Bucket	Caretaker (Relief)
71104904	Miss Carrie Cupboard	Caretaker
71104905	Ms Millie Marshall	Technician

- Change SWF Qualifications

Menu Overview

Find by

Person

Collective Search Help

Search Term

Hit list

Personne...	Name	Position name
71104894	Mr Jordan James	Teacher
71104895	Mrs Annabelle Lock	Teacher
71104896	Miss Sally Field	Supply Teacher
71104897	Ms Clara Bell	Teaching & Learning Assistant
71104898	Mrs Beverley Bonnet	Teaching & Learning Assistant
71104899	Mr Matthew Paint	Teaching & Learning Assistant
71104900	Ms Matthew Paint	Mid Day Supervisor

Pers. No.: 71104894

Personnel No.: 71104894

EE group: C Schools

EE subgroup: TC Teachers

Start: 01.01.1800

Pers.Assign: Teacher / 50264535

Name: Mr Jordan James

Pers.area: CAYA Childrens Service

Cost Center: CIP1234

To: 31.12.9999

Chng: 16.05.2024

SWF Qualifications

Qualification Code: BEDO

Class of Degree: First class honours

Country:

Subject Code 1:

Subject Code 2:

Date of Award: 01.06.2023

☐ Verified

Now click on the search squares

Page 30 of 32

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) ✕

> Restrictions

	Code Set	SWF: Su...	Text	Start D...
☐	SWF_D00199	Z102	Applied Science	01.01.180
☐	SWF_D00199	Z103	Citizenship	01.01.180
☐	SWF_D00199	Z104	Design and Technology	01.01.180
☐	SWF_D00199	Z105	Geography	01.01.180
☐	SWF_D00199	Z106	Manufacturing	01.01.180
☐	SWF_D00199	Z107	Modern Languages	01.01.180
☒	SWF_D00199	Z201	SEN – SENCO	01.01.180
☐	SWF_D00199	Z202	SEN – Sensory Impairment	01.01.180
☐	SWF_D00199	Z203	SEN – Severe Learning Difficulties	01.01.180
☐	SWF_D00199	Z204	SEN – Profound and Multiple Learning Difficulties	01.01.180
☐	SWF_D00199	Z205	SEN - other	01.01.180
☐	SWF_D00199	Z206	Level 3 School Administration Foundation Certificate	01.09.202
☐	SWF_D00199	Z207	Level 3 Procurement & Supply Assistant	01.09.202
☐	SWF_D00199	Z208	Level 4 SBP Apprenticeship	01.09.202
☐	SWF_D00199	Z209	Level 4 Diploma School Business Management (SBM)	01.09.202

189 Entries found

Subject Code 1 is now populated, click on **Save** button in bottom right of screen

Note – do not change ‘Date of Award’ box

SWF Qualifications

Qualification Code: BEd or other first degree combined with teacher qu

Class of Degree:

Country:

Subject Code 1:

Subject Code 2:

Date of Award:

☐ Verified

Menu

Create

Change

Display

Copy

Delimit

Delete

Overview

Services for Object

Personnel No.: 71104894

Pers.Assgn: Teacher / 50264535

Name: Mr Jordan James

EE group: C Schools

EE subgroup: TC Teachers

Pers.area: CAYA Childrens Se

Cost Center: CIP1234 An

Personal Data

Work Contract Data

Payroll Data

Time Data Menu

Travel Bene

Infotype Text

Status

Period

From: 01.01.1800

Today

All

From Today

Until Today

Curr. Period

Choose

Direct selection

Infotype: SWF Qualifications

Sty:

Find by

Person

Collective Search Help

Search Term

Hit list

Personne...	Name	Position name
71104894	Mr Jordan James	Teacher
71104895	Mrs Annabelle Lock	Teacher
71104896	Miss Sally Field	Supply Teacher
71104897	Ms Clara Bell	Teaching & Learning Assistant
71104898	Mrs Beverley Bonnet	Teaching & Learning Assistant
71104899	Mr Matthew Paint	Teaching & Learning Assistant
71104900	Mr Matthew Paint	Mid Day Supervisor
71104901	Mrs Goldy Locks	Mid Day Supervisor (Relief)
71104902	Mr Martin Mop	Cleaner
71104903	Mr Albert Bucket	Caretaker (Relief)
71104904	Miss Carrie Cupboard	Caretaker
71104905	Ms Millie Marshall	Technician

Record changed

View Details