

CIRCULAR NUMBER: 2007/04

SUBJECT:

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**NORTHERN IRELAND SUBSTITUTE
TEACHER REGISTER – LINK TO PAYROLL**

Target Audience:

- Principals and Boards of Governors of all Grant-Aided Schools
- School staff involved in booking and administration of substitute teaching cover.

Summary of Contents:

This Circular provides information on the electronic link between the Northern Ireland Substitute Teacher Register and the Department's Payroll System.

Enquiries:

Any enquires about the contents of this Circular should be addressed to:-

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Status of Contents:

Information/Advice

Related Documents:

Circular 1989/29

Expiry Date:

Not Applicable.

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1. Introduction

The Department has established an electronic link between the Northern Ireland Substitute Teacher Register (NISTR) and the payroll for substitute teachers. The link has been piloted in a small number of schools and will roll out to all schools by April 2007. This development will impact on the way in which schools may return information to the Department. When the new system is fully established it is intended that submission of electronic returns will become mandatory for substitute teachers to be paid through the Department's payroll.

2. Background

An electronic link has been created between NISTR and the Department in order to maximise the potential of NISTR by establishing a direct link between online bookings through the register and payments to substitute teachers through the DE payroll. This will reduce administration as manual forms (TR140/141H) will no longer be required.

3. Accuracy of Information

As the electronic system will be used as a means of allocating payment to substitute teachers it is vital that care is taken to ensure the accuracy of the information supplied as incorrect information may lead to errors in salary, either underpaid or overpaid, or delays in payment. Detailed guidance on the use of the booking system will be given by NISTR in advance of roll out, however the Department would urge schools to ensure that particular attention is paid to the following issues.

- (i) The NISTR booking system will allow schools to choose the appropriate LMS cost code, ***an appropriate cost code must be chosen from the list provided.***
- (ii) The booking system asks for details of the teacher for whom the substitute is covering, ***schools must enter the six digit numeric Teacher Reference number for the absent member of permanent staff or enter VAC for a vacant post. No other entry should be made in this field nor should it be left blank.***
- (iii) When substitute bookings are completed through NISTR and electronically authorised by the Principal, ***schools must not submit a manual timesheet on form TR140/141.***

4. Voluntary Grammar Schools

The new arrangements will also be available to Voluntary Grammar Schools. While those schools will continue to pay substitutes directly, the new interface may be used to provide the Department with service details for pensions purposes and costing information. These details are currently provided by completion of TR140/141H.

5. Roll Out Information

Following the pilot exercise it is intended to extend the use of the electronic interface to all schools with access to NISTR. The dates on which the system will go live in each ELB area are as follows:-

BELB area	-	1 February 2007
NEELB and SEELB areas	-	1 March 2007
SELB and WELB areas	-	1 April 2007

NISTR is holding information sessions in advance of the roll out to each area and will inform schools of the dates and venues. It is important that all schools should follow the instructions given in communication from NISTR, in particular, schools must provide details of the Principal's email address by sending an email to subteach@belb.co.uk. The Principal's email address will be used for electronic authorisation of the timesheet information, i.e. electronic information must be released by the school Principal in the same way that current forms are signed off at Principal level.

6. Notification of Appointment of a Teacher (Form TR23)

Schools should note that there will be no change to the procedure for submitting form TR23 notifying the Department of appointment of a teacher as outlined in DE Circular 1989/29 and that **information pertaining to appointments must be received by the post-received deadline each month**, as stated in the deadline memo, in order to process salary. **Any information received after this date will cause a delay in payment.**



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