

School of GeoSciences

How to use the Tutoring and Demonstrating payment database

Go to the **Post Graduate Teaching Opportunities** web page (https://www.geos.ed.ac.uk/PG_Opps), you will have to log in using your EASE password. Then click on **Confirm Work Done** in the My Teaching Commitment menu on the left-hand side of the screen.

What you see

When you first log in to the tutoring and demonstrating payment database, you will note that it is split into different sections:

1. Confirmation of work done with agreement from the Teaching Organisation

This section holds details of work that the Teaching Organisation (TO) already knew about. The TO should have been told by Course Organisers and Course Assistants about all instances of work for each course at the beginning of a semester, so the entries in this section should be correct, unless there have been subsequent changes.

2. Sessions taught for someone else

This section allows you to enter details of any swaps that you have made with other tutors or demonstrators

3. Work done without prior agreement from the Teaching Organisation (Work not detailed in the sections above).

This section allows you to enter any new instances of work that you may have done (i.e. marking), that the TO did not know about and therefore are not detailed in section 1.

How the database works

In the '**Confirmation of work done...**' section, you are given the choice of selecting 'Confirm', 'Did not do' and 'Defer'.

- If the details of the instance of work are correct, and you wish the payment to be included on that months' timesheet (for payment on 28th of the following month), you should click on 'Confirm'
- If you did not carry out the instance of work detailed, click on 'Did not do'
- If you did carry out the instance of work detailed, however, you don't wish to claim the payment in that month, you should click on 'Defer'.

Once you have 'confirmed' the payment for an instance, the 'Amount' of that instance will appear as a negative figure in this section and will be added to the 'Subtotal' field at the top right of the screen.

To enter details of any swaps you have made with a colleague, you will use the '**Sessions taught for someone else**' section. This section consists of various fields. You should select the relevant information from a drop-down menu for the Course, Task, Hours worked and Who you swapped with and enter the Date and Time details manually. These details will then appear in a new section entitled '**Sessions taught waiting for Teaching Organisation approval**', and will need to be approved by the TO administrator before they appear in the 'Work done and submitted for payment...'

NB. When entering the time of a swap please use the 24 hour clock (i.e. 3pm will appear in the database as "15", 4pm as "16" etc)

To enter details of an instance which does not appear on your record and is NOT a swap, you should use the '**Work done without prior agreement from the Teaching Organisation (Work not detailed in the sections above)**' section. You should enter details the same way as in the 'Sessions taught for someone else' section. Again, any new instances will appear in the 'Session taught waiting for Teaching Organisation approval' section and once they have been approved by the TO administrator, will move to the 'Work done and submitted for payment...'

If the details of any of the instances appearing in the database are incorrect, you should contact the TO administrator of Tutoring & Demonstrating as soon as you notice the fault so that it can be updated.

What to do when you are happy with your hours

When you have confirmed all details are correct and added any swaps or new instances, you should click 'Submit Details' at the bottom of the form. The TO administrator will receive notification of this and approve the work claimed for as being correct. When this has been done, a new section entitled '**Work done and submitted for payment approved by the Teaching Organisation**' will appear. This section details the instances which you have claimed payment for in that particular month and which have been approved by the TO.

The TO will inform all T&D's by email each month when all the hours have been approved and that the timesheets are ready to print and be submitted. You can print your timesheet at **My Teaching Record** on the Post Graduate Teaching Opportunities homepage (https://www.geos.ed.ac.uk/PG_Opps).

You should then submit the paper copy of your timesheet to the TO administrator on or around 1st of the month. The TO administrator will send an email each month with details of the cut-off date for timesheets to be submitted.

Contracts and payment

Please be aware that you need a University of Edinburgh contract in order to carry out any regular work at the University and without a contract, you will not be paid. If you are tutoring, marking or demonstrating on a course, you should contact the TO administrator before your first instance of work to arrange to have a contract generated, if you do not already have one. You will note that on the new database, against instances for work that you have carried out but do not have a contract for, the amount will show as 'none'. This is to ensure that a timesheet is not sent to the payroll department in error. If you try to confirm this instance of work, the database will not recognise the instance. If you see 'none' in any field of the Amount column, please contact the TO administrator.

Payment is made a month in arrears. For example, if you have carried out work in January, you will submit a record of these hours at the end of January. Your timesheet will be sent to the payroll department who will make the payment on 28th February.

Below is a table detailing the pay grades of the roles you may carry out:

| Role | Grade |
|------------------|--------------|
| Demonstrating | 5 |
| Marking | 5 |
| Course Leader | 5 |
| Tutoring | 6 |
| Course Assistant | 6 |

Note that any lecturing is paid at 3 x the hourly Grade 5 demonstrating rate per hour.

TO administrator contact details

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