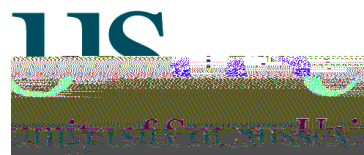


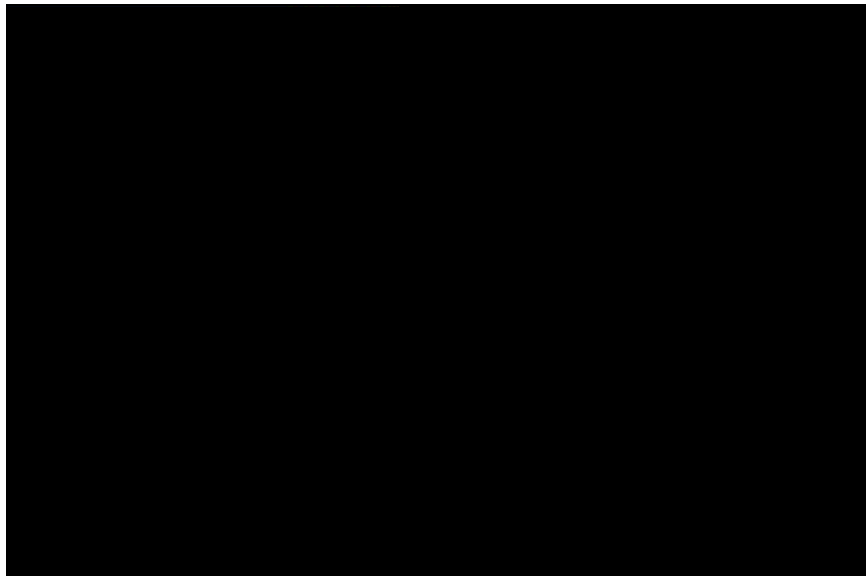
<http://www.sussex.ac.uk/its/help/bishelp.php>



It is possible to search using a range of different search criteria:

- School
- Status
- Name



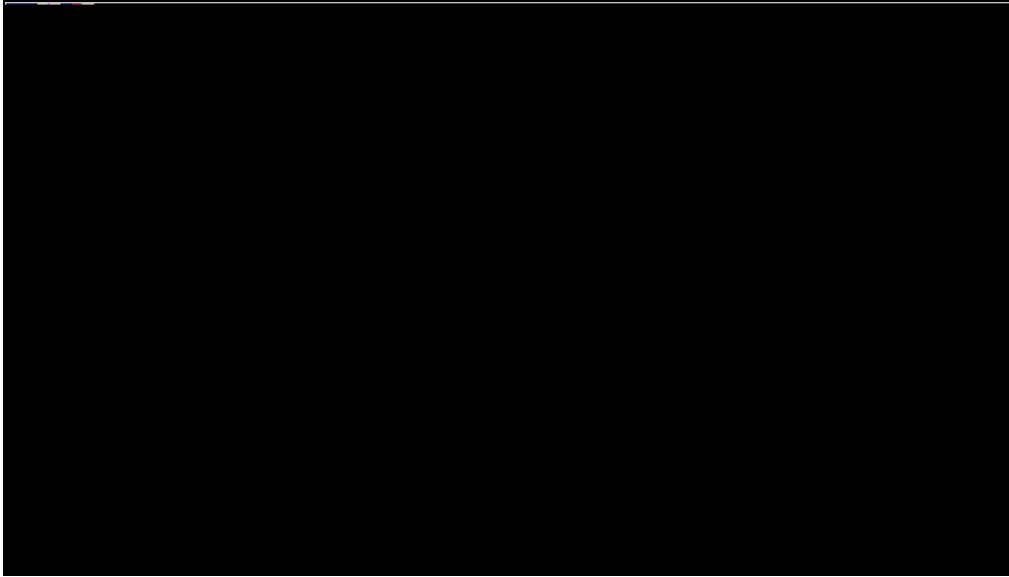


- Payments for associate tutors can be entered when associating a tutor to a teaching group, via the 'Teaching Allocation' Screen.
- However for adhoc payments to tutors or for payments made to hourly-paid tutors who are not teaching on degree programmes, the _____ area can be used to add payments.

1.



- The grade that the payment will be made on will default to the grade recorded on the Associate Staff record you are adding the adjustment to.
- Enter the number of Teaching Hours and tab to the next field (Non-teaching hours). The Non-teaching hours and the Hours will be calculated automatically, although you can overwrite the Non-teaching hours if necessary.
- If the payment band is NOT linked to a Tutor's grade, select the payment band, enter the start date and end date; enter the Comments and enter the number of hours. (In the case of marking, this could relate to the number of scripts).
- The Adjustment will be calculated for you.
- If you do not want to associate the payment to a payment band, choose ADJUSTMENT and enter the start date and end date; enter the Comments and enter the payment amount in the Adjustment field.
- Click **Save** to save your changes.
- To make a negative adjustment, enter the details above as negative values (e.g. -12 Teaching hours or - 200 adjustment).



1. Select a tutor by clicking on their details.
2. Click on **Payment Summary**. This will list the adjustments and allocations that have been made for the tutor
3. If a pa