Business World HR Form Guide
How to View the School Establishment

Shropshire Council

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1.   Introduction

The following guide provides information to the Headteacher, Office Manager/Administrator or delegated person to ensure they are familiar with the process of printing off your School Establishment.

The Headteacher and Business Manager can view the school's establishment in real time.

2.   Navigating Business World

Please refer to the 'Business World HR How To – Navigate' for additional tips for manoeuvring Business World.

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2.1 The Tab key

Please ensure that you are familiar with the tab key.

Use the TAB button on your keypad, to move from one field to the next to work through the form.
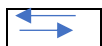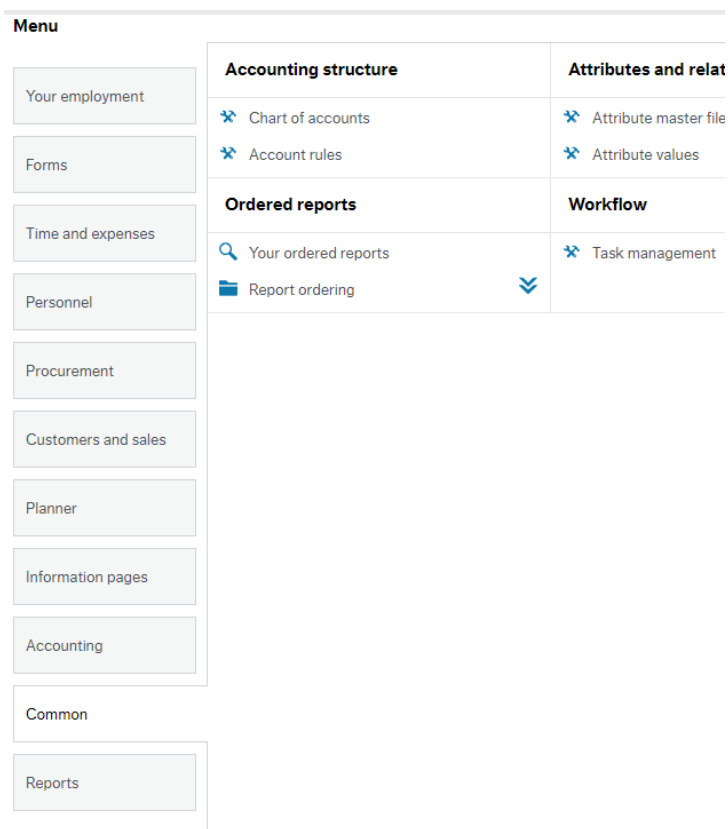

3. To Print off the School Establishment
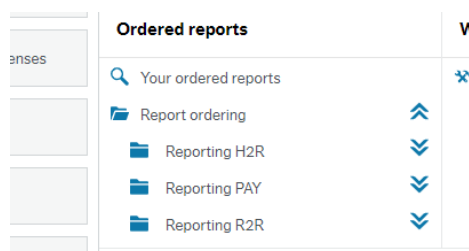
Log in to Business World.

Please note, depending on your access to screens, you may see more or less options, but the principle will be as shown below.

STEP 1
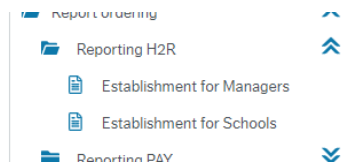
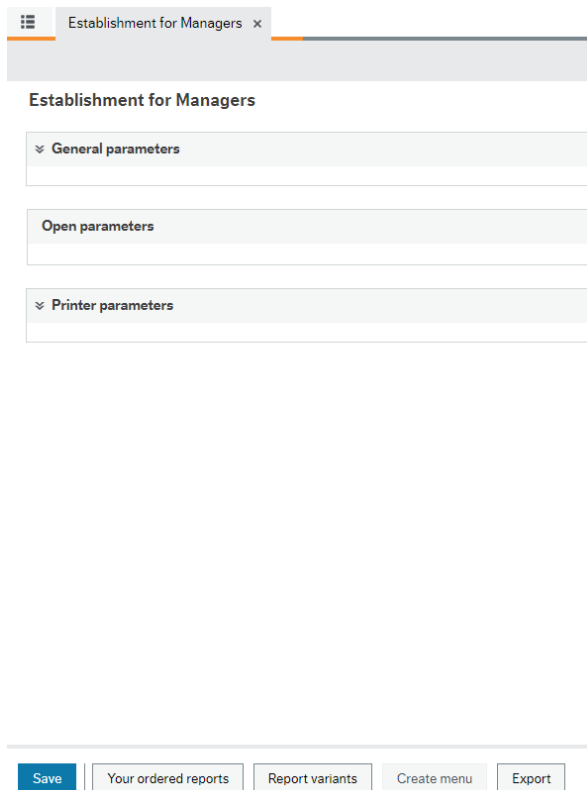Click 'Common', then click 'Report Ordering':

Click 'Reporting H2R':

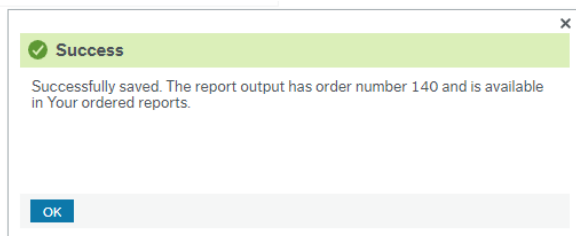Business World HR Form Guide – School Establishment. September 2019

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Select 'Establishment for Schools'. A new page will open:

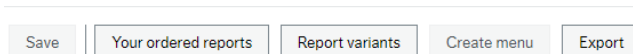Click 'Save' at the bottom of the page:

A success message will appear. Click 'ok':

Click 'Your ordered reports' at the bottom of the page:

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A new screen will appear.

The report will show information as at the date you run the report. This report will be at 7th August. If you wish to change the date you can by using the calendar.

Your ordered reports

Scheduled				
From	07/08/2019 📅	To	07/08/2019 📅	
Filter				

Ordered reports								
☐ Show report	User	Report name	Report ID	Order number	Scheduled	Completed	Server queue	File name	Status

The status will show as 'Running' or Finished', to view the report it needs to show as 'Finished'.

Ordered reports										
☐ Show report	User	Report name	Report ID	Order number	Scheduled	Completed	Server queue	File name	Status	Zoom	Show lo
					📅	📅			▼	
☐ 📄	200414	Establishment f...	REP047C	106	07/08/2019	07/08/2019	DEFAULT	rep047ca_1...	Finished	🔍	📄

		Ordered report:	
n	Status	☐	Show report
	▼		
	Running	☐	📄

If it shows as 'Running' click refresh.

| Refresh	Clear	Print	Download	Export

When the icon in 'Show report' is bold and status is 'Finished', the report is ready to run.

Click in the box. Then click 'Download' at the bottom of the page.

The report may appear below as an Excel report without the need to click 'Download'

If it doesn't, click 'Download'.

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The Excel report will appear. Click in it:
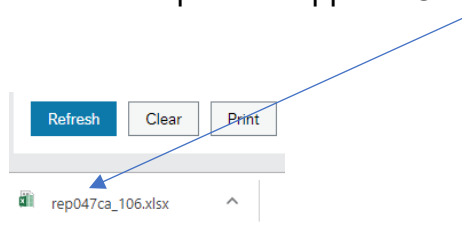
Your establishment will open.

You will see the following:

Employee Number - this is the new Business World Resource number which replaced the previous Resource link employee number.

Employee Name - check that everyone you expect to see is showing on the report.

Position Number - these are the positions they hold within the school (Post number).

Position Description – title of the Position they hold in school (e.g.Teacher/Teaching Assistant).

Job Family - this information will help ensure the correct job family is selected when setting up a new starter or a new position.

Pay Grade – grade the Resource has for the position they hold.

Min Point and Max Point - of the pay grade.

Post Fte Hours - support staff will all show as 37 hours and Teachers will show as 32.5 hours, these are the full time equivalent hours.

Position Weeks Per Year - all support staff will show as 52.14 weeks, all teachers will show as 39 weeks. The actual weeks each employee is contracted for is shown at **Employment Work Year**.

Employee Contracted Hours - hours the employee is contracted for.

Occupant Type - check the contract type. In particular fixed term contracts. The end date showing for the FTC will be the date that Business World pays them, it is important to ensure the end date is accurate. Please refer to the 'Business World Guidance – How to complete a Contractual Change Form'.

Current Pay Step - current spinal column point.

Resource Start Date - start date at the Council.

Resource End Date - when a Leaver Form has been submitted, the date of leaving shows here.

Employment Start Date – date the Resource started in that position.

Employment Post End Date - if the post is permanent the default date will show as 31.12.2099. If the post has an end date e.g. a fixed term contract, the date shown is the date that the employee will cease to be paid. The school must notify Payroll what action is required – by completing a Leaver form, or Contractual Changes Form as appropriate.

Employment Work Year - the contracted weeks per year.

Hourly Rate – current Hourly Rate.

Annual Salary – current Annual Salary.

Total TLR etc Value – Value of TLR.

Position Reporting and **Position Reporting Description** - the employee on the establishment reports to the post holder shown in these columns for the purpose of Business World reporting.

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