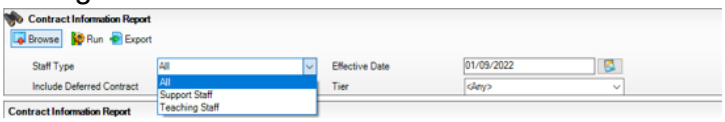
Contract Information Report

- Go to **Reports / Personnel / Contract Information** /
- Under **Staff Type** This can be left as **All**, However, if you are a large school, you may find it easier to deal with Support Staff/Teaching Staff separately. Make your choice from the drop down menu option.
- Change the date to the SWC Reference date: **01/09/2022**



- Click on **Export**

The report will open in **Excel** and list all the staff employed, or who have joined, or left your school since **01/09/2022.**

This report will identify all Staff who have one or more of the following contract types

Permanent, Temporary, Fixed Term or ***Casual Contracts.**

*See next page on how to deal with **Casual Contracts.**

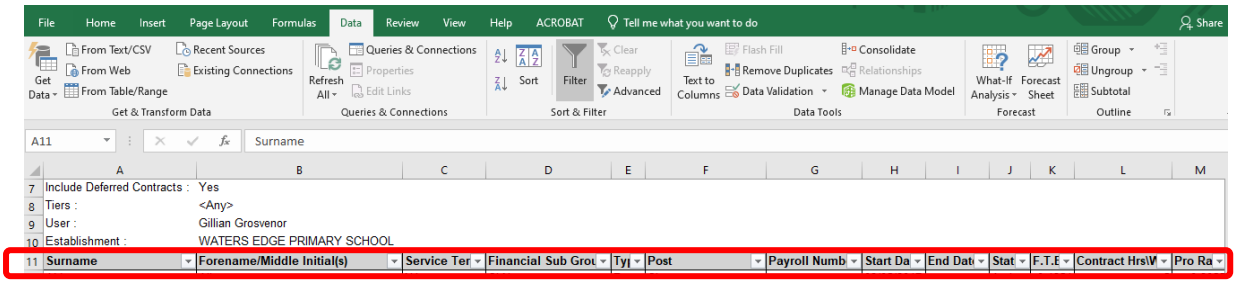
In the Excel spreadsheet, under heading column **Type** identifies what type of contract your employees have with a P, F, T or C (**Permanent**, **Fixed, Temporary** or **Casual** contracts). The employee may be listed more than once if they have more than one contract.

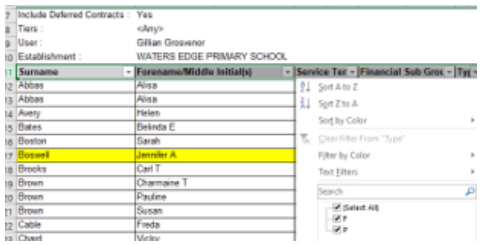
Note: if you have a large number of staff employed in your school, you may find it easier to check records by type by adding a filter.

To do this, Highlight the Heading row

Click on **Data** at the top of the spreadsheet, then **Filter,** the spreadsheet will now have dropdown arrows on each header.

Go to the **Type** column click on the down arrow, remove tick from **Select All** and enter a tick in (if applicable) P, F, T or C





Contract Information Report

Check: - Staff who have left school.

- Have their Employment Details panel been updated with appropriate end dates?
- Have end dates been entered under the Contracts panel: e.g **Contract End Date**, **Pay Records**, **Allowances** (if applicable) and **Roles**

Check : - Staff with **Fixed Term** Contract .

- An end date under Contract End Date should be present.
- Is the contract still valid, does it need reviewing and a new contract issued?
- Or is the staff member leaving at the end of the Fixed Term Contract?

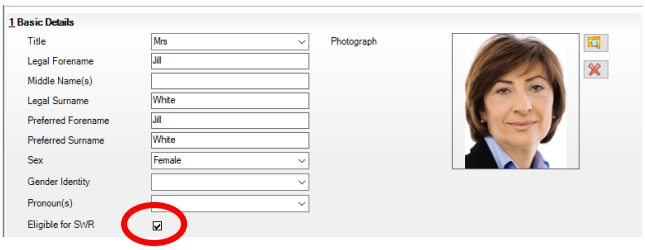
Check: - Staff with a **Temporary** contract. This type of contract doesn't need an end date, but still worth checking to see if it is still valid and relevant.

Check: - Staff with a ***Casual** contract

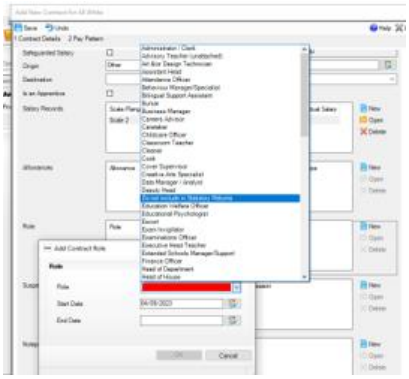
More information on how to deal with Casual Contracts.

Casual Contracts are not required for the SWC. However, if you have a staff member with a **Casual contract** then there are two scenarios to think about

Scenario 1 - Casual Contracts If the staff member employed at your school has just a Casual contract and no other Permanent/Fixed Term/Temporary contract, then simply remove the tick from SWR on their Basic Details tab



Scenario 2 - If the staff member employed at your school has a casual contract and also one of the following: Permanent or a Fixed Term contract then the staff member will need to be included in the Return

The tick in the SWR **must** remain

The **Role** in the **Casual** contract will need to be changed to "**Do not include in statutory returns**" available from the drop-down menu.