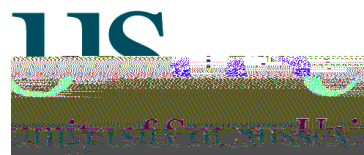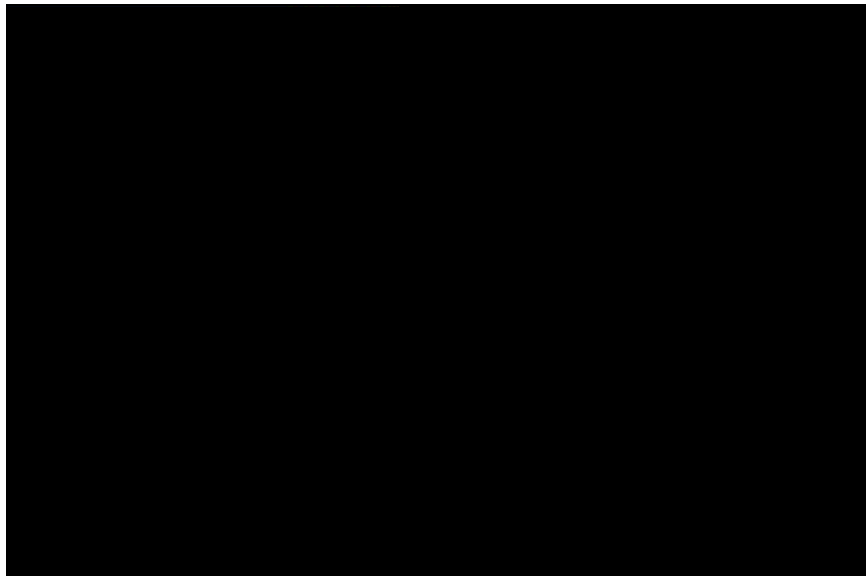It is possible to search using a range of different search criteria:

- School
- Status
- Name

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

1.

1. Click Add to add a payment

- 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 pay band is NOT linked to a Tutor's grade, select the pay 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 pay 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).
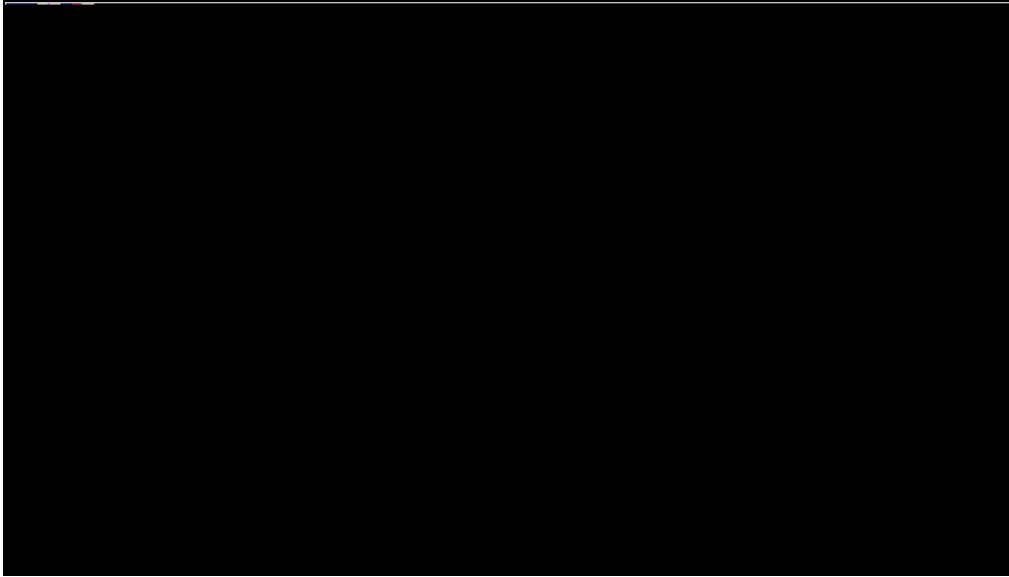
1. Select a tutor b clicking on their details.
2. Click on Pa ment Summar . This will list the adjustments and allocations that have been made for the tutor
3. If a pa