

Tutor Hours Calculation & Pay Claim

Speed Admin

Overview

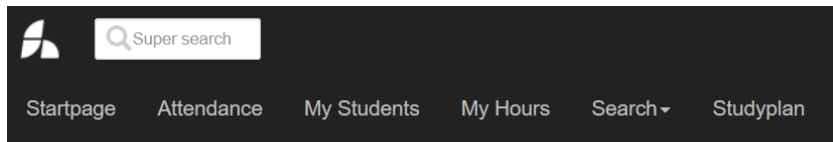
Instrumental teaching hours are tracked via the digital timetable in Speed Admin.

Lesson bookings are considered 'delivered' in Speed Admin once the time of the booking has elapsed, regardless of the attendance data.

Any lesson not delivered and due to be made-up must be 'cancelled' on the timetable in Speed Admin.

Hours Calculation

On a web-browser, click on 'My Hours'



Important: Set the start and end dates for the period to be claimed for. The start-date must not precede the end-date of your previous pay claim. The end date must not be after the current pay claim deadline.

Eg. For Autumn 1 Pay Claim in 2022-23, use: Start Date 01/09/22 End Date: 16/10/22

A screenshot of the date selection interface in Speed Admin. It shows two input fields for 'Start Date' and 'End Date'. The 'Start Date' field contains '01/09/2022' and the 'End Date' field contains '16/10/2022'. Both fields have a calendar icon to the right of the input box.

Planned/Delivered Hours

Your total 'Planned' and 'Delivered' hours will be shown.

'Planned' includes the total teaching hours planned for the time period. 'Delivered' takes account of lesson cancellations and make-ups during the time period.

NB: you may only claim for 'Delivered' hours (right hand column).

A screenshot of the 'My Hours' table in Speed Admin. The table has columns for 'First name', 'Surname', 'Salary types', 'Planned hours', and 'Delivered hours'. The first row shows a teacher named 'TEST TEACHER' with the surname 'Rees' and salary type 'Freelance'. The 'Planned hours' column shows '25.833' and the 'Delivered hours' column shows '25.083'. The table also includes a 'Rows: 1' indicator and an 'Export' button.

Hours Breakdown

Click on the small downward arrow next to your name to see a breakdown of lesson hours.

Hours are organised by 'course' (e.g. piano lessons at school, piano lessons at Music Centre etc) and then course type (Indiv 30 Min, Indiv 20 Min etc).

Name	Planned hours	Delivered hours
Make up session	1,500	1,500
Guitar (Classical) - School	3,500	3,500
Cello - School	3,500	3,500
Trumpet - School	2,333	2,333
Double Bass - School	1,500 ≠	1,250
Singing - MC	1,750 ≠	1,250
Ukulele - MC	3,500	3,500
Baritone Horn - MC	8,000	8,000

Click 'Details' to see a list of the bookings of each course / course type.

Orange signals a cancelled lesson (i.e. a variance between planned and delivered hours).

Booking	Booking date	Course school	Type	Planned hours	Delivered hours
David Test	29/09/2022		15 Minute Individual	0.250 ≠	0.000
David Test	05/10/2022		15 Minute Individual	0.250	0.250
David Test	12/10/2022		15 Minute Individual	0.250	0.250
David Test	19/10/2022		15 Minute Individual	0.250	0.250
David Test	02/11/2022		15 Minute Individual	0.250	0.250
David Test	09/11/2022		15 Minute Individual	0.250	0.250
Total				1.500	1.250

Invoicing

MMF will use the Speed Admin hours calculation and attendance data to verify your pay claim.

There is no need for you to submit a separate old-style 'Provision of Services' document, as the Speed Admin timetable replaces this.

The hours calculation is based on your booked and cancelled lessons on the timetable (not attendance data). So it is vital that your timetable is kept up to date and any missed lessons that are due to be made up are 'cancelled'.

Any additional hours / expenses that are not included on your Speed Admin timetable but due to be claimed for, should be added as extra line items on your invoice with a clear narrative/description.

Example Invoice Template

Invoice to: **Merton Music Foundation**

Merton Abbey Primary School, High Path, SW19 2JY

From:

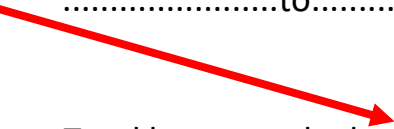
Date:

Invoice No:

Instrumental Music Services provided during the period

.....to.....20 (*Insert dates*)

*Speed Admin
'delivered' hours
calculation goes
here!*



Total hours worked = @ £.....per hour

TOTAL DUE.....

In connection with the arrangements agree between us for the provision of my services as claimed above. I undertake to make a full return to the Inland Revenue of any payments made to me by the Merton Music Foundation, for the provision of my services and I will be responsible for the payment of Income Tax thereon and National Insurance Contributions classes 2 & 4.

My Trading accounts are submitted to HM Inspector of Taxes.

District:.....

My Reference is:

My National Insurance number is:.....

Signed.....

Please make payment to: (Bank Name, Branch Address, Account Number and Sort Code)

This is only a template only to show you what is required on an invoice.

Please ensure you have included all this information on to your own invoice.