

# View and Manage Team Member Compensation

This guide outlines the steps to follow to access and view team member compensation information. It also covers how to add additional compensation payment such as first aid allowances and teaching and learning responsibility (TLR) allowances



1. Navigate to team member compensation



2. View salary and compensation information



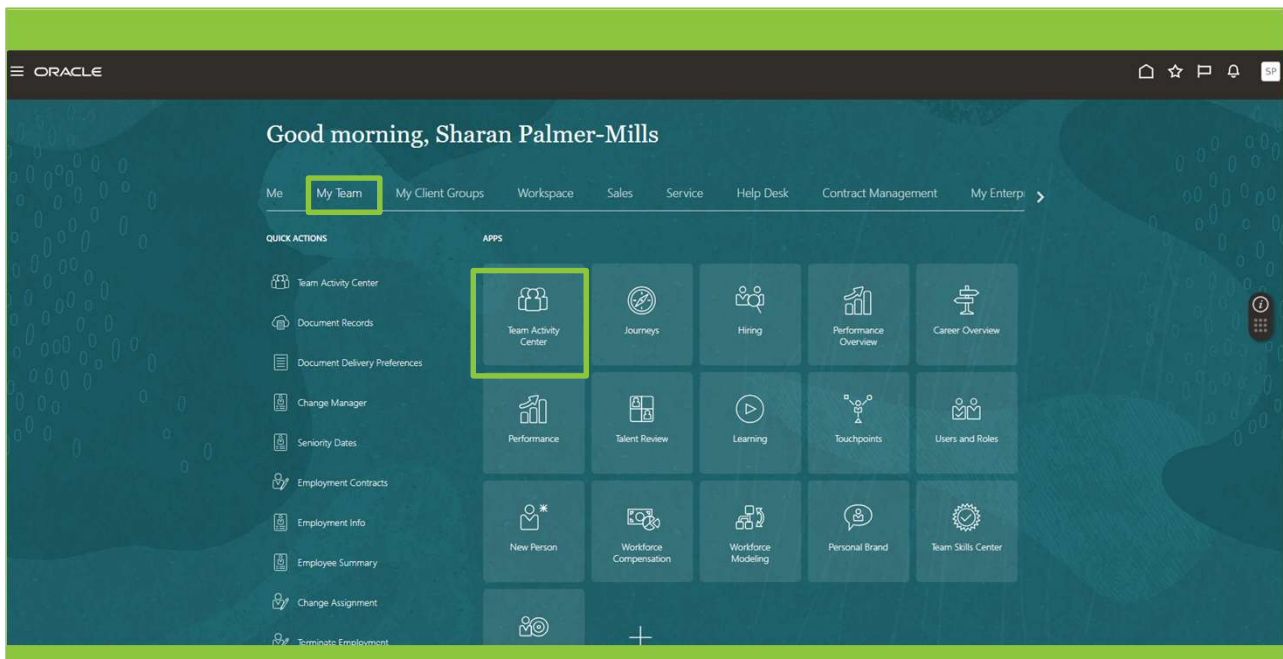
3. Request additional compensation payments

## 01

As a line manager, you have access to details of your team members' compensation, including salary information and details of any additional compensation payments.

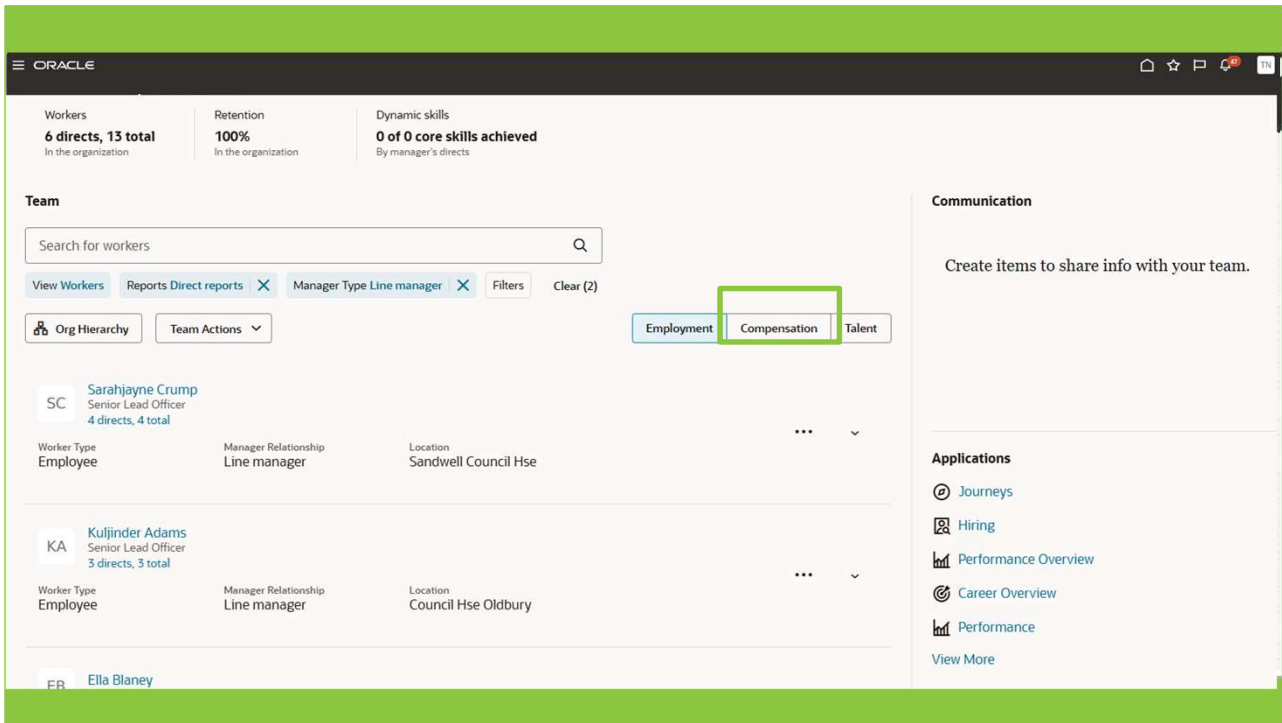
You are also able to add certain types of additional compensation payments such as first aider allowances or teaching and learning responsibility allowances to your team members' records.

To view the compensation payments for a team member, firstly navigate to the **My Team** tab on the homepage. Next, select the **My Activity Centre** application.



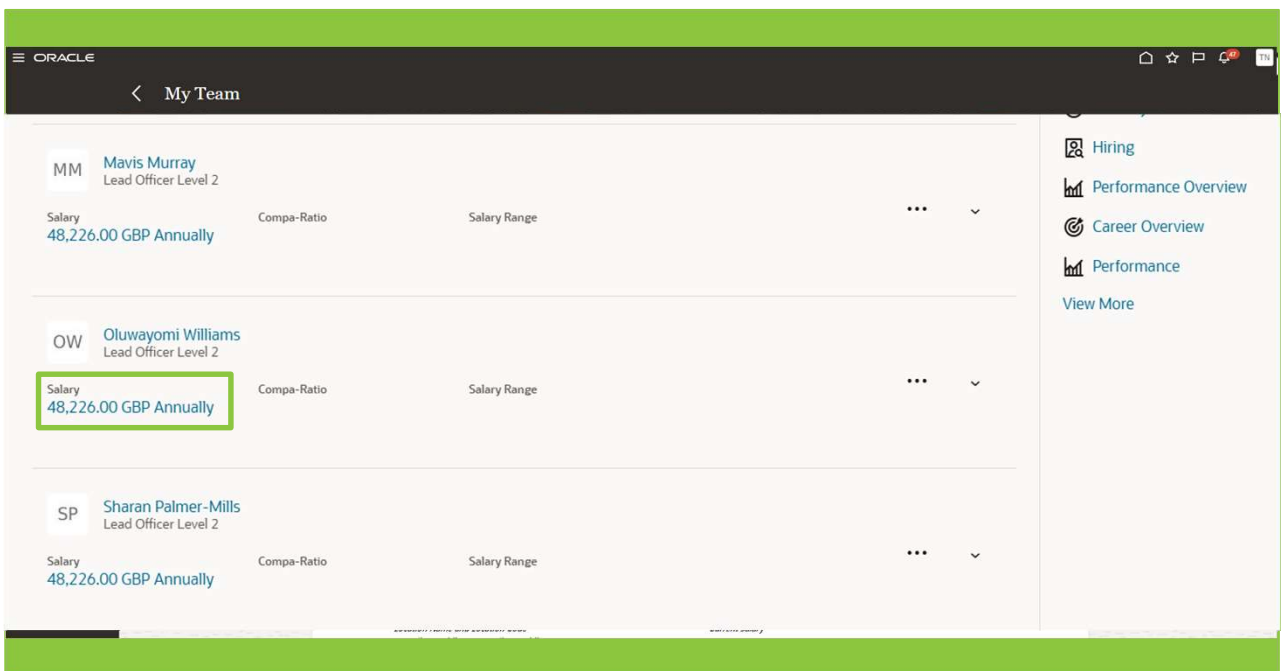
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The **My Team Overview** page is displayed. Select the **Compensation** button in the center of the screen.



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Click on the salary of the employee you are reviewing – this will open the salary and any compensation.



The **Compensation** page for the selected employee now opens. The page is split into two sections, **Current Salary** and **Additional Compensation**.

Details of additional compensation such as First Aider or Shift allowances appear in the **Additional Compensation** section.

Details of any TLR or SEN allowances for Schools colleagues will also be displayed in the **Additional Compensation** section.

The screenshot displays the Compensation page for a selected employee. It is divided into two main sections: **Current salary** and **Additional compensation**.

**Current salary** section:

- Salary:** 48,226.00 GBP Annually
- Effective Period:** 01/04/2025 - Ongoing
- Annualized Full-Time Salary:** 66,087.46 GBP
- Action Reason:** Grade Step Rate Synchronization
- Grade Step:** 37
- Adjustment:** +1,495.00 GBP ( +3.20% )
- Salary Basis:** Sandwell Salary Spinal
- Action:** Grade Step Rate Synchronization
- Grade Ladder:** SMBC LG Services Apr 19
- Annual Salary:** 48,226.00 GBP (FTE 0.72973)
- Legal Employer:** Sandwell Metropolitan Borough Council
- Grade:** SMBC Band GJ

Below the current salary details is a link: [Show prior salary](#).

**Additional compensation** section:

After individual compensations are added, you can see them here.

As a line manager, you can add an additional compensation payment award to an employee's record. To do this, firstly navigate to the **My Team** tab and then select the **Team Activity Center** application.

The screenshot shows the Oracle HR system dashboard for a user named Sharan Palmer-Mills. The dashboard is titled "Good morning, Sharan Palmer-Mills" and features a navigation bar with tabs: Me, My Team, My Client Groups, Workspace, Sales, Service, Help Desk, Contract Management, and My Enterp. The "My Team" tab is highlighted with a yellow box.

Below the navigation bar, there are two main sections: **QUICK ACTIONS** and **APPS**.

**QUICK ACTIONS** includes:

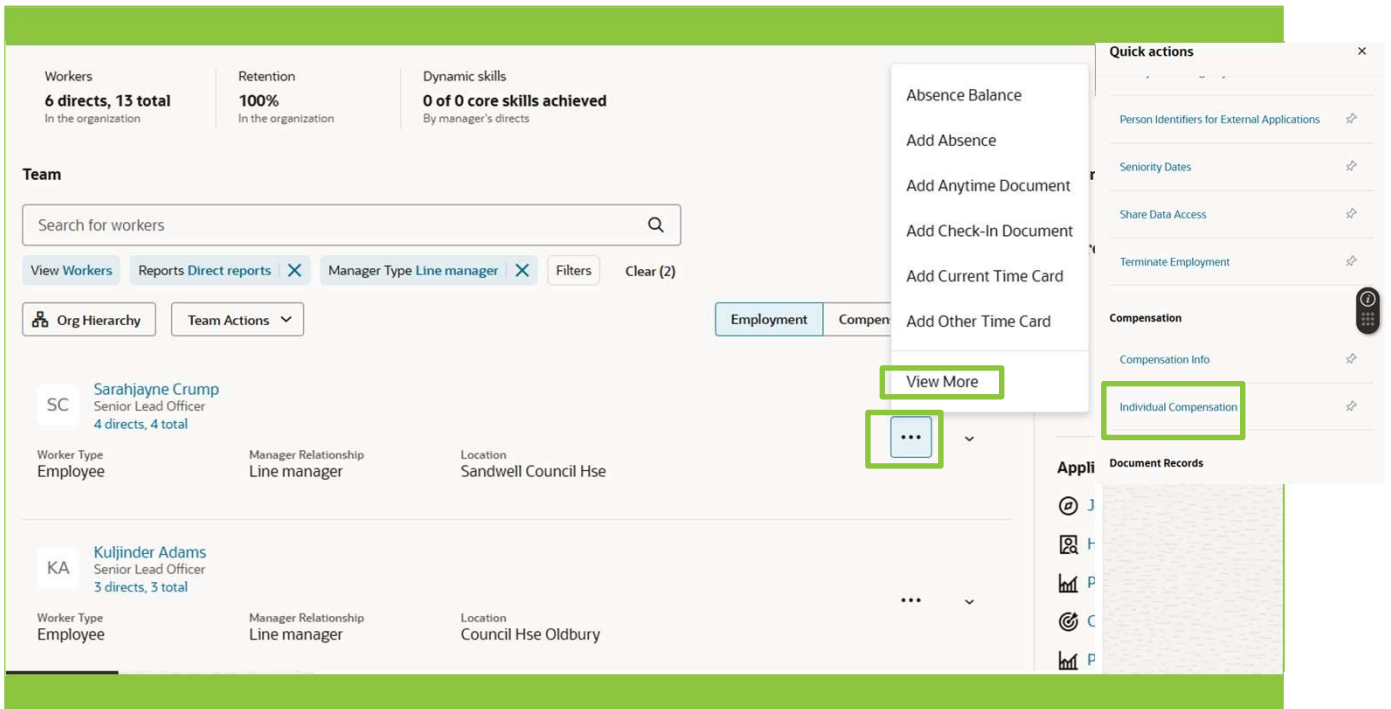
- Team Activity Center
- Document Records
- Document Delivery Preferences
- Change Manager
- Seniority Dates
- Employment Contracts
- Employment Info
- Employee Summary
- Change Assignment
- Terminate Employment

**APPS** includes:

- Team Activity Center (highlighted with a yellow box)
- Journeys
- Hiring
- Performance Overview
- Career Overview
- Performance
- Talent Review
- Learning
- Touchpoints
- Users and Roles
- New Person
- Workforce Compensation
- Workforce Modeling
- Personal Brand
- Team Skills Center

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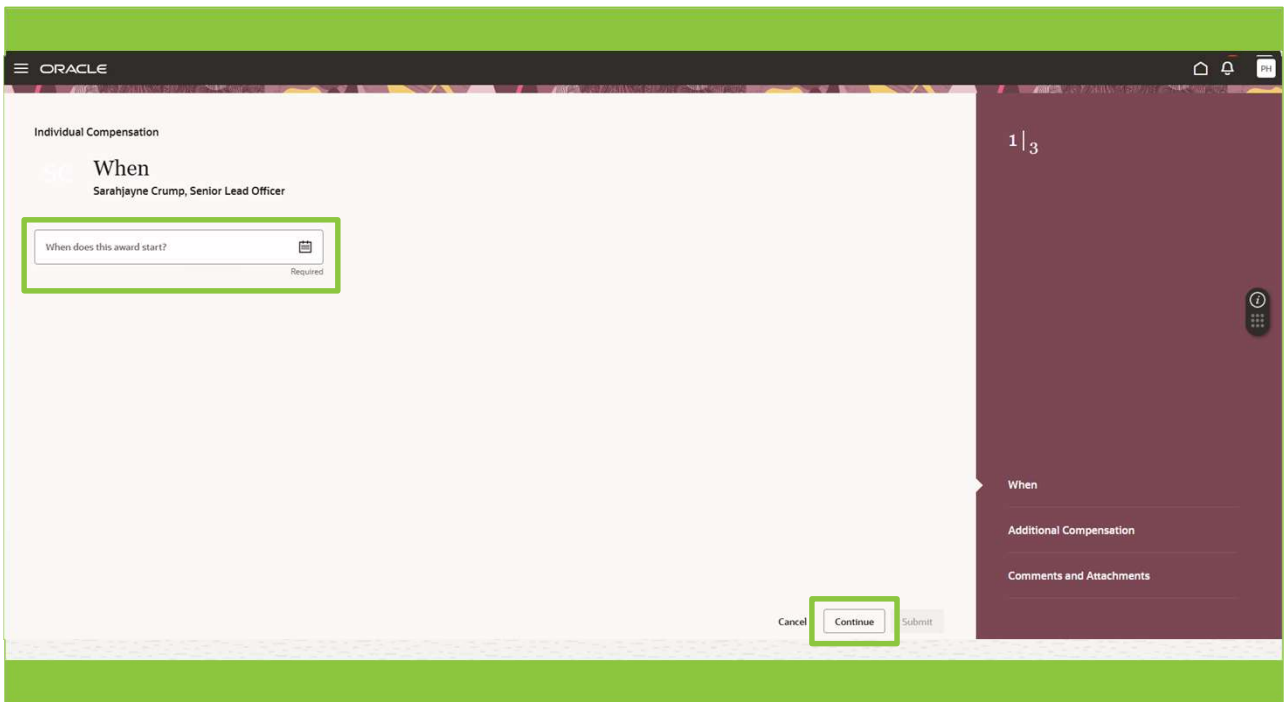
A list of your team members is displayed. Select the **three-dot icon** to the right of the employee's name, when the menu window appears, click on view more and then select **Individual Compensation** from the drop-down options list.



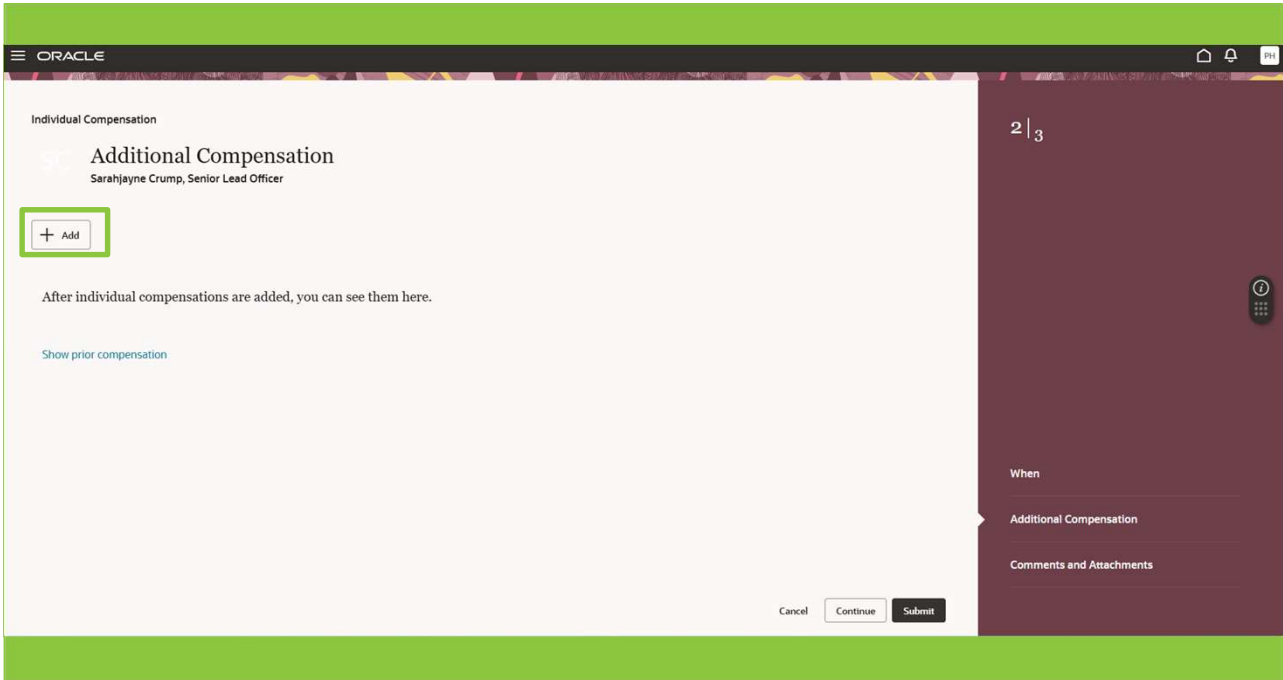
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The **Individual Compensation** page is displayed. Section 1 / 3, the **When** section is expanded

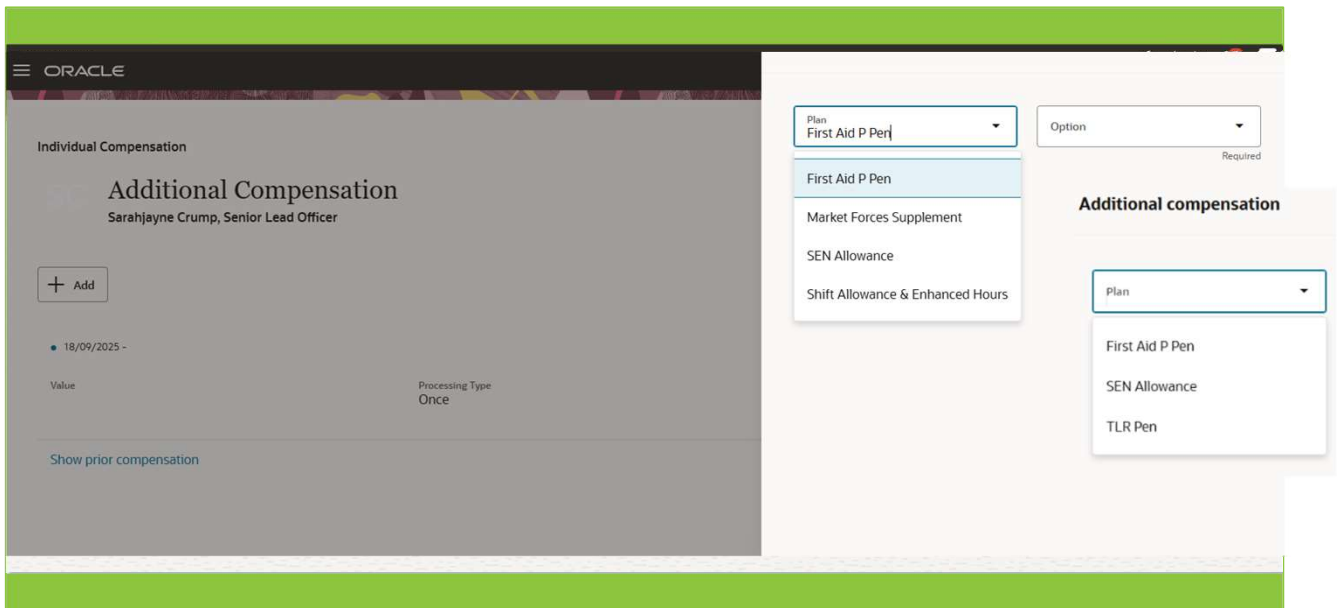
To add an additional compensation allowance, firstly add the date that the allowance is effective from, and then select the **Continue** button.



Section 2 / 3, **Additional Compensation** opens automatically. Select the **Add** button.



In the **Plan** field, choose the type of additional compensation award that you wish to apply from the drop-down options list. Managers will have options linked to their role. SMBC Council will see options for First Aid P Pen, Market Forces Supplement, SEN Allowances and Shift Allowance & Enhanced Hours. Schools will see options for First Aid P Pen, SEN Allowance and TLR Pen.



When selecting a type of additional compensation award from the **Plan** drop down list, the options available are:

**First Aid P Pen** – to be used when awarding an allowance to colleagues who take on departmental first aid responsibilities.

**Market Forces Supplements P Pen** – to be used when making a special compensation payment to attract / retain specific skills or expertise. This option should only be utilised following detailed discussions with your HR Business Partner and once all necessary approvals have been received.

**SEN Allowance** – to be used when awarding an allowance to Schools colleagues that work with children with special needs.

**Enhanced Hours** – to be used when awarding an allowance to colleagues for working weekends and evenings

**Shift Allowance** – to be used when awarding an allowance to colleagues for working alternating shifts or rotating shifts

**TLR Pen** – to be used when awarding additional payments to Schools colleagues taking on additional teaching and learning responsibilities.

Once you have chosen the type of additional compensation you wish to apply in the **Plan** field, you must then make a choice from the drop-down list in the **Options** field.

The choices in the **Options** field will be dependent upon the type of additional compensation award you have selected. There is only a single option to choose from for First Aid or Market Forces Supplement additional compensation awards:

The image shows two examples of the selection interface. In the first, the 'Plan' dropdown is set to 'First Aid P Pen' and the 'Option' dropdown is set to 'First Aid P Pen'. In the second, the 'Plan' dropdown is set to 'Market Forces Supplement' and the 'Option' dropdown is set to 'Market Forces Supplement P Pen'.

However, if Shift Allowance & Enhanced Hours, Teaching and Learning Responsibility (TLR) or Special Educational Needs (SEN) are selected, then there are a variety of options to choose from.

Take care to select the correct value.

The image shows three examples of the selection interface with multiple options. The first shows 'Plan: Shift Allowance & Enhanced' with five options: 'Enhanced Hours at a Half P Pen', 'Enhanced Hours at a Plain Time P Pen', 'Enhanced Hours at a Third P Pen', 'Shift Allow Single Status at 10 pcent P Pen', and 'Shift Allow Single Status at 17 pcent P Pen'. The second shows 'Plan: TLR Pen' with seven options: 'TLR 1 Other P Pen', 'TLR 1 Step 1 P Pen', 'TLR 1 Step 2 P Pen', 'TLR 1 Step 3 P Pen', 'TLR 1 Step 4 P Pen', and 'TLR 2 Other P Pen'. The third shows 'Plan: SEN Allowance' with three options: 'SEN Nursery Nurses Allow P Pen', 'SEN Teachers Allow 1 P Pen', and 'SEN Teachers Allow Mid Point'.

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In our example, a First Aid allowance is being awarded. Once the **Plan** and **Option** fields have been completed, additional fields appear.

In the **End Date** field, the **Ongoing check box** is selected by default. If the payment is to cease after a fixed period, then uncheck the box and a date field will become available to you to add an end date.

The screenshot shows the Oracle HR Compensation interface. On the left, the 'Additional Compensation' section for 'Mavis Murray, Lead Officer Level 2' is visible, with an 'Add' button and a table showing a row for '11/09/2025 -' with a value and a processing type of 'Once'. The main form on the right includes fields for 'Plan' (First Aid P Pen) and 'Option' (First Aid P Pen). Below these are 'Start Date' (11/09/2025) and 'End Date' (with a calendar icon). An 'Ongoing' checkbox is checked and highlighted with a green box. There is also an 'Amount' field, a 'Description' field containing 'First Aid Certificate, Letter', and an 'Attachments' section with a 'Drag and Drop' area and a URL field. 'Cancel' and 'Save' buttons are at the bottom right.

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To qualify for a First Aider allowance, a copy of the employees First Aid course certificate must be attached to the request.

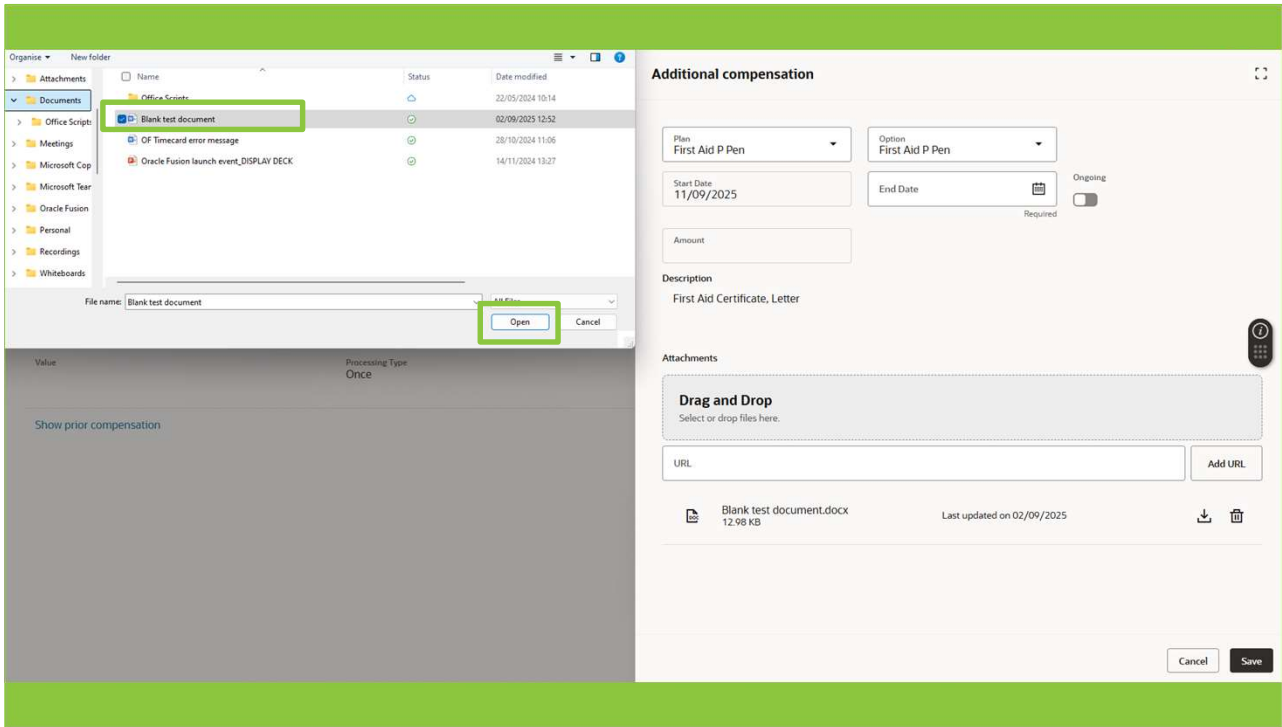
Select **Drag and Drop**.

This screenshot is identical to the one above, showing the Oracle HR Compensation form. In this view, the 'Drag and Drop' area within the 'Attachments' section is highlighted with a green box, indicating the required step to attach the certificate.

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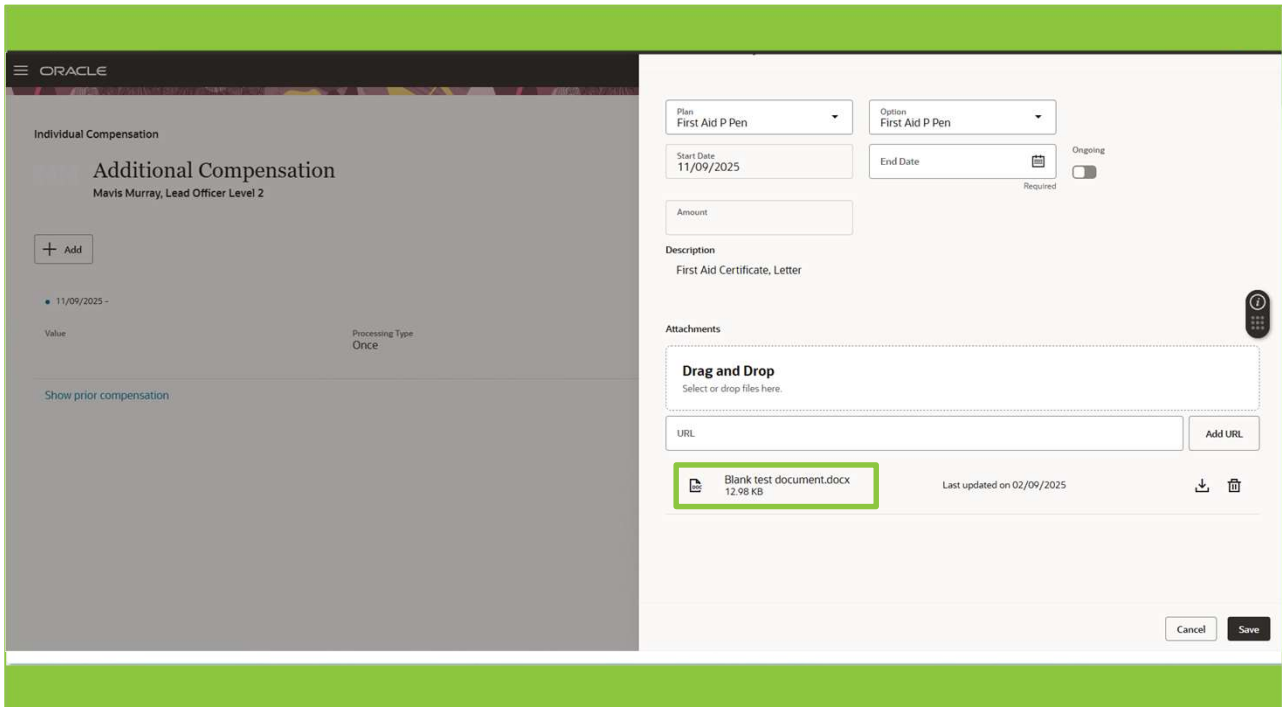
A file explorer window will open. Navigate to the document that you wish to attach and select it.

Select **Open**.



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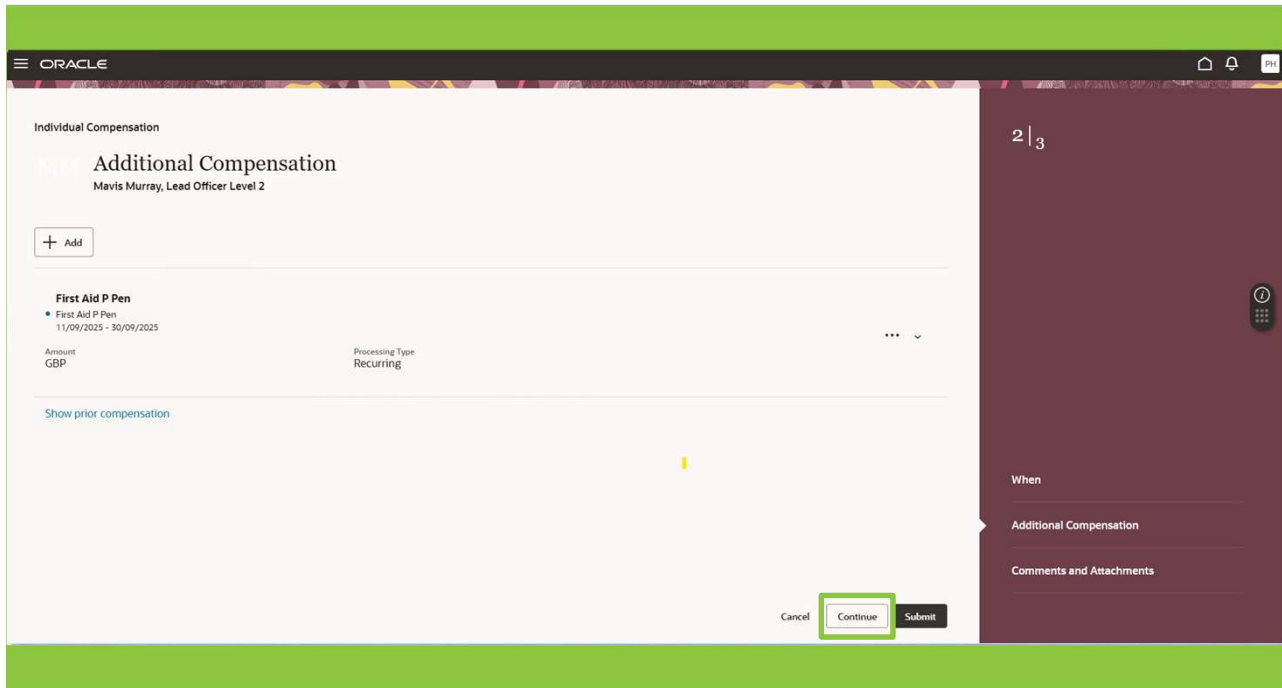
The certificate has now been attached. Select the **Save** button.





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This brings you back to page 2 / 3 Additional Compensation. Select the **Continue** button to take you to the page 3 / 3, **Comments and Attachments** section.

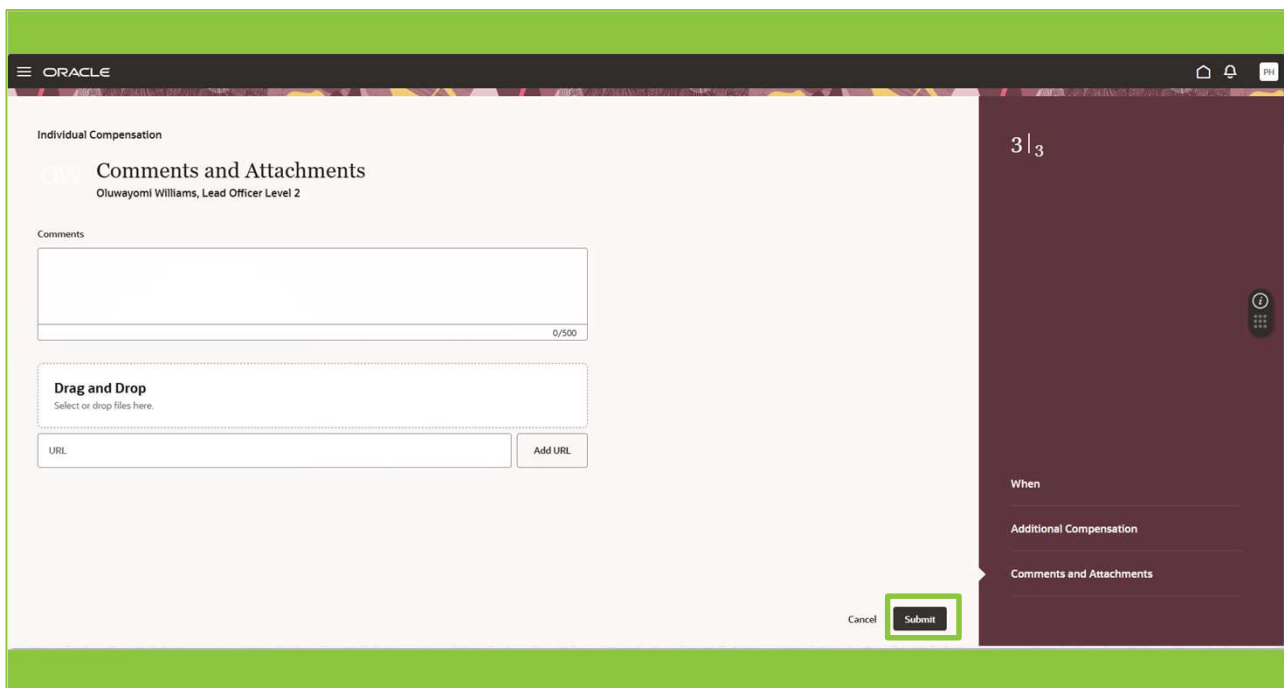


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Page 3 / 3, **Comments and Attachments** is now displayed. You have the option to add a free format comment and add any additional relevant attachments. Attachments are added in the same manner as previously demonstrated in this Quick Reference Guide.

Once complete, select the **Submit** button.

The request is now complete and is submitted to HR for approval.



That brings this Quick Reference Guide to a close.