Payment for Tutoring within SPS: 2025/26-draft

**Please note this is a draft version and the main document will be published as soon as details are finalised. These will be communicated as soon as possible**.

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Please note all underline text are links and will open in a new window.

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## Introduction

### Who is this guide for?

This guide is designed for tutors working on courses run by the School of Social and Political Science. In this guide, we will let you know details around how and when you will be paid. If you have any questions not answered in this guide, or need further clarification, please get in touch with us at [sps.tutoring@ed.ac.uk](mailto:sps.tutoring@ed.ac.uk)

## Claiming for payment and informing us of hours

### 2.1 How your hours will be entered

Professional Services staff will enter your expected standard teaching activity and marking hours into your monthly Time Card on the *People and Money* (P&M) system on your behalf. Hours will be entered by the 30th of each month, where possible.

From this date, you should log into the People and Money system to check your Time Card hours are as expected and let us know if any changes are needed. We will send a monthly reminder email to all tutors to remind them of this. You can contact us at [sps.tutoring@ed.ac.uk](mailto:sps.tutoring@ed.ac.uk).

### 2.2 Hours you need to let us know about

You will need to let us know the following details:

* **Training or development work** you have undertaken (max 15hours per semester)
* **Course Meetings** you have attended (max 3 hours per course)
  + *The University mandates that full-time PhD students can undertake a maximum of 396 hours of work per academic year (averaging to 9 hours per week across 44 weeks). More information about the hour limit can be found here:*

*https://registryservices.ed.ac.uk/academic-services/policies-regulations/rese*To inform us of any of the above, please complete our online form which you can access from the Training and Course Meetings Payment Form section of our webpages at <https://www.sps.ed.ac.uk/students/postgraduate/phd/part-time-teaching/tutoring/guidance>

SPS Guidance for Tutors

You should submit this form as soon as possible and ideally before the **30th of each month** to allow sufficient time to confirm and add the hours to your Time Card prior to the approval cut-off.

* 1. Claiming activities as part of professional development: basic principles

1. Please check if the activity you wish to claim is listed in the table below, with relevant hours and notes. Activities that cannot be claimed are listed below;
2. If the activity is not on the list, please check in advance whether the activity can be claimed, by emailing [spsdsd@ed.ac.uk](mailto:spsdsd@ed.ac.uk) and cc’ing in SPS Tutoring ([sps.tutoring@ed.ac.uk](mailto:sps.tutoring@ed.ac.uk)). If the course organiser has requested the activity, you can also ask the course organiser to send an email with a brief justification of the required training;
3. Please do not make claims in advance of sessions and activities;
4. Please do not add more than one claim of hours in one form submission. In case of multiple claims, you should submit separate forms for each claim.

|  |  |  |
| --- | --- | --- |
| **Claimable activities** | **# hours** | **Comments** |
| Course meetings | up to 3 hours per semester | As requested by course organiser |
| Marking meetings | up to 3 hours per semester | Only for courses with more than one marker |
| SPS tutor training | As specified in the length of session | In-person: tutor needs to sign the sign-in sheet to record attendance  Online: tutor needs to write their name in the Teams chat to record attendance  Recordings: can only be claimed once. Please provide evidence of engagement with online recordings and material (e.g. screenshots or exercises) |
| Compulsory online HR training on P&M | As specified in the length of training | Can only be claimed once  Only courses that are compulsory for tutors and relevant to Learning and Teaching |
| Training required by course organiser (e.g., software skills) | As specified in the length of session | Course Organiser to provide brief justification for the need for training, specifying the required hours |
| Carrying out tutoring observations | As per the length of the class observed (round up to full hour) + half an hour to write up feedback | Observing another tutor and providing peer feedback |
| Institute for Academic Development (IAD) training courses that are relevant to teaching/tutoring practice | As specified in the length of course | Please provide evidence of attendance, as well as the name of the course that shows its relevance to tutoring practice. |
| Advance Higher Education accreditation | As specified in the length of course | Please provide evidence of attendance |
| External (non-UoE) courses on Learning and Teaching | As specified in the length of course | Please provide evidence of attendance  Note: courses from other universities may provide specific information that is only relevant to those universities’ policies. Please ensure that the course you plan to take does not conflict with current UoE policy on Learning and Teaching. |
| Writing blog posts for “Teaching Matters” | Up to 3 hours per academic year | Please provide evidence of blog post |

**Activities that cannot be claimed**

* Attending lectures: this is not required of tutors, and should only be done if it can be arranged within preparation time
* Self-study: reading books, blog posts, or documents in your own time
* Tutoring observations: being observed by Course Organiser or another tutor
* Office Hours (as discussed during the tutor forum in SEM1 and SEM2)
* External training opportunities, which may not be in line with UoE guidance and not strictly relevant to Learning and Teaching (e.g. AI)
* External training opportunities not relevant to Learning and Teaching
* Generic staff/student UoE training that is not tutoring related (e.g., fire safety)

### Senior Tutor (Tutorial Coordinator) hours

If you have been assigned the Senior Tutor (Tutorial Coordinator) position for your course, the overall number of hours are based on class size for the semester. The number of hours to be paid are listed below.

In most cases, your hours will be divided across the 10 teaching weeks of the course. For example, if you are due 36 hours in total, a claim for 3.6 hours will be entered for you each week for weeks 1 to 10 of teaching.

| Class size | Allocation of Hours |
| --- | --- |
| 50-150 | 36 |
| 151-250 | 45 |
| 251-350 | 54 |
| 351-450 | 63 |
| 450+ | 72 |

The table above displays the number of hours Senior Tutor (Tutorial Coordinator) can claim. Hours are based on the class size of the course. .

### Payment weeks

Timecards in P&M are done on a monthly basis, whereas most standard tutoring work is carried out on a weekly basis over 10 or 11 teaching weeks. This can create confusion around when work is recorded on timecards, and paid, where a teaching week crosses two months. Where a week crosses over two months, it will be considered a pay week for the month in which it starts. This is to help simplify our payment process and ensure hours are as clear and straightforward as possible.

**Number of Pay Weeks and Payment Months for Tutors in Semester 1 and Semester 2**

The tables below provide information on the number of pay weeks for tutors in each month. Please note the following:

* It specifies when tutors working on courses in Semester 1 should expect to receive payment for their standard tutoring work.
* Likewise, it indicates the payment months for tutors working on courses in Semester 2.
* It is important to note that the Semester 1 table is only applicable to tutors working during Semester 1.
* Similarly, the Semester 2 table is relevant only for tutors working on courses in Semester 2.
* The University’s Pay Dates can be viewed on the website at [Pay Dates and Payroll Deadlines](https://www.ed.ac.uk/finance/about/sections/payroll/pay-dates)

### Number of Pay Weeks and Payment Months for Tutors working on Semester 1 courses.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Timecard Month | Payment Month | Note | Teaching Week | Week beginning date | Week ending date |
| Sep | Oct | 2 or 3 pay weeks (depending on whether tutorials begin in Week 1 or Week 2) | 1 | 15/Sep | 19/Sep |
| 2 | 22/Sep | 26/Sep |
| 3 | 29/Sep | 03/Oct |
| Oct | Nov | 4 pay weeks | 4 | 06/Oct | 10/Oct |
| 5 | 13/Oct | 17/Oct |
| 6 | 20/Oct | 24/Oct |
| 7 | 27/Oct | 31/Oct |
| Nov | Dec | 4 pay weeks | 8 | 03/Nov | 07/Nov |
| 9 | 10/Nov | 14/Nov |
| 10 | 17/Nov | 21/Nov |
| 11 | 24/Nov | 28/Nov |

### Number of Pay Weeks and Payment Months for Tutors working on Semester 2 courses.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Timecard Month | Pay Month | Note | Teaching Week | Week beginning date | Week ending date |
| Jan | Feb | 2 or 3 pay weeks (depending on whether tutorials begin in Week 1 or Week 2) | 1 | 12/Jan | 16/Jan |
| 2 | 19/Jan | 23/Jan |
| 3 | 26/Jan | 30/Jan |
| Feb | March | 3 pay weeks (No teaching during FLW so no hours expected) | 4 | 02/Feb | 06/Feb |
| 5 | 09/Feb | 13/Feb |
| FLW | 16/Feb | 20/Feb |
| 6 | 23/Feb | 27/Feb |
| Mar | April | 5 pay weeks | 7 | 02/Mar | 06/Mar |
| 8 | 09/Mar | 13/Mar |
| 9 | 16/Mar | 20/Mar |
| 10 | 23/Mar | 27/Mar |
| 11 | 30/Mar | 03/Apr |

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## Checking your hours on People and Money

**From the 30th of each month** you should log into the People and Money (P&M) system and check your Time Card for the month to ensure the hours are as expected. The hours you will be paid will vary depending on the payment model of the course. You will be able to check the model details on our webpages at: [SPS Pay Models by course for Tutors](https://www.sps.ed.ac.uk/www.sps.ed.ac.uk/students/postgraduate/phd/part-time-teaching/tutoring/Tutor-course-pay-models)

When reviewing the Time Card on P&M, the following may be helpful:

### 3.1 General:

* Notes will be added to the ‘Comments’ section of the overall Time Card by Professional Services staff to explain the hours entered for a particular task or date.

### 3.2 Tutorial hours:

* For teaching activities (tutorials, labs, seminars etc.) and associated preparation and administration time the hours will be entered against the Monday of the relevant week in which we expect the class to run regardless of the day of the week that the activity took place. This makes it easier to check that the total number of hours in a week for a particular course are correct.
* The hours for teaching activities are split into preparation time, class time (‘tutoring’) and post-tutorial administration (‘other work types’)
* Tutors should ensure they know the pay model for the course they are working on and the details of that pay model (see the Tutor Activities and Paid Hours document available on the [SPS Tutoring Guidance webpage](https://www.sps.ed.ac.uk/students/postgraduate/phd/part-time-teaching/tutoring/guidance). The document can be found in the SPS Detailed Guidance: Tutor Activity Models, Payment and Senior Tutor Roles section).

### Marking:

The dates marking hours are entered are approximate and are based on when the work was sent to you to mark to prevent delays to payment.

* Total hours may be split across multiple dates for recording purposes.

### Other Hours (including training/development and course meetings)

* These will be entered based on information you submit by the monthly deadline via the SPS Tutor Payments Reporting Form
* Details on these hours will be recorded in the ‘comments’ section of the timecard

## Submission of Timecards

You should not submit your Time Card, or make any changes. If any amendments are needed, contact us via email at: [**sps.tutoring@ed.ac.uk**](mailto:sps.tutoring@ed.ac.uk)

SPS Tutoring will submit your Time Card for payment each month in time for the [university Payroll deadline](https://www.ed.ac.uk/finance/about/sections/payroll/pay-dates) (around the 10th of the month). Please note that hours submitted by the required payroll deadline will be paid one month in arrears. For example, hours worked and submitted by the end of September will be paid on the 28th October.

No changes can be made to your hours after the Payroll deadline. **There is a strict freeze on editing Timecards for approximately a week after the Payroll deadline.** Any adjustments notified after this date will be made in the following month.

Tutors and course organisers must ensure they are working within the hours they are paid for, and cannot be paid for overtime without prior consent from SPS Tutoring and the course organiser.  If you are in any way concerned about the allocation of work then you can write to the Director of Tutor Development at [spsdsd@ed.ac.uk](mailto:spsdsd@ed.ac.uk)

## Accessing People & Money

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People & Money (P&M) can be accessed via MyEd through the *My Information* channel.  Access P&M using the ‘Company Single Sign On’ button, there is no need to enter a separate username or password.

Please make sure to use your Staff UUN to log in to MyEd, as you cannot access P&M via your student login.

A video showing you how to access your Time Card in P&M can be viewed at: [How to access your Time Card](https://uoe.sharepoint.com/sites/HRandFinanceTransformation/SitePages/payroll-timesheets-job-changes-guidance.aspx#demo-for-employees-creating-time-cards).  
Please remember there is no need for you to amend or submit the Time Card, as shown in the video, as this will be done on your behalf by SPS Professional Services staff.  Please follow the instructions in section 3 of this guide on reviewing your Time Card.

## 6. General Pay Queries

### 6.1 When can you expect to receive payment?

You will be paid monthly in arrears by direct transfer to your Bank or Building Society account. Hours worked in September, for example, will be paid in October, and so on.

Payments are made on the 28th of the month unless this falls on the weekend or a Bank Holiday when payment is normally made on the last working day prior to the 28th. The dates are published on the payroll website at: [Payroll pay dates](https://www.ed.ac.uk/finance/about/sections/payroll/pay-dates)

### 6.2 Accessing Payslips

You will be able to access your payslips via People and Money around 25th of each month. For guidance on how to view these, please see the Payroll section of the People and Money user guidance at [People and Money user guides.](https://www.ed.ac.uk/staff/services-support/hr-and-finance/people-and-money-system/people-and-money-user-guides)

## 7. Other Questions

### 7.1 Additional and Ad hoc requests from your Senior Tutor (Tutorial Coordinator)/Course Organiser

You may occasionally be asked by the Course Organiser or Senior Tutor (Tutorial Coordinator) to take on tasks beyond those listed in the Tutor job description or your original SPS Tutoring offer. These could include temporary changes to weekly group numbers or other ad hoc responsibilities. Any extra duties or non-tutoring work not covered by your GH tutor contract or original offer must be approved by SPS Tutoring before you begin. In some cases, the SPS HR team will also need to formally grade and assess the work before it can proceed. Please ask your Course Organiser to contact SPS HR on [spshr@ed.ac.uk](mailto:spshr@ed.ac.uk) with details of the work, **before** you undertake the work.

### 7.2 Uncertain whether a task is covered by your guaranteed hours contract?

Similar to the above, if you are uncertain whether a task you have been asked to do is covered by your contract, please email us from your staff email account at [sps.tutoring@ed.ac.uk](mailto:sps.tutoring@ed.ac.uk) to check.

## 8. Help and Support

* If you have any questions about your hours, please contact [sps.tutoring@ed.ac.uk](mailto:sps.tutoring@ed.ac.uk) in the first instance.
* If you are having trouble accessing the People and Money system due to difficulties with your login, please contact the HR Helpline at: [HRHelpline@ed.ac.uk](mailto:HRHelpline@ed.ac.uk)
* If you have questions about your pay slip or payment details (I.e., your bank account details) please contact the Finance Helpline via their help form at [contact the finance helpline](https://www.ed.ac.uk/finance/finance-helpline).