

Instructions for completing the
Concurrent Service Calculation Spreadsheet

1. If you wish to keep a record for your files firstly, complete the [Ref No / Date of Birth / NAME](#) Fields for the Teacher.

(NB: All number fields must be separated with '/' i.e.'01/05/01' for 1st May 2001)

2. Before entering any Salary details **you MUST complete** the [Start and End dates for the period covered by the Concurrent Service](#) (i.e. the period where the teacher is working in 2 or more contracts only)

(NB: All number fields must be separated with '/' i.e.'01/05/01 for 1st May 2001)

3. In PART 1 Enter the **FULL TIME SALARY** and **PART TIME EARNINGS** for the first contract starting at POST 1 (Shown on the left hand side)

(Once these figures are entered the spreadsheet will automatically calculate the percentage of the contract and the Annual Part Time salary for the period indicated at the top of the form)

4. Repeat the same details for the second contract in POST 2 (If there are more than 2 contracts repeat this step for the other contracts up to a maximum of 6)

Once these figures are in place the spreadsheet will automatically calculate the days worked in each period and put a final **DAYS EXCLUDED** for the whole of the period ([Start date to end date as at top line](#)).

You will see that as the information is entered for each contract the spreadsheet will automatically show the result in the **ANNUAL RETURN SERVICE LINE** in PART 1. **THIS IS THE LINE OF SERVICE YOU NEED TO INCLUDE ON YOUR ANNUAL RETURN.**

(Local Education Authorities should use SCHOOL CODE '0953' WHICH DENOTES "Divided Service")

(Line as shown on the spreadsheet)

Your Annual Return service line should read: -

Start Date	End Date	Full Time Salary	P/T Salary	Days Ex	Spec Class
01/05/00	30/06/00	£21,890	£1	028	7

