# 

# Class.Net – Help Document

**Teacher Payment Grades**

**How can I set payment grades for different teachers and different classes in order to calculate their pay?**

TEACHERS**:**

**Payment Grades**

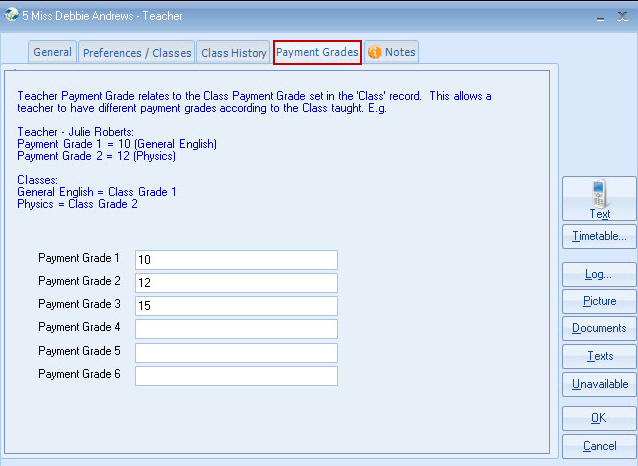
Set up the payment grades in each of your teacher’s records.

This can be the rate they are paid for teaching different classes.

For example:

* The payment rate for a beginner’s class could be £10.00 (Grade 1)
* The payment rate for an intermediate class could be £12.00 (Grade 2), etc.

Please also refer to text in blue below:

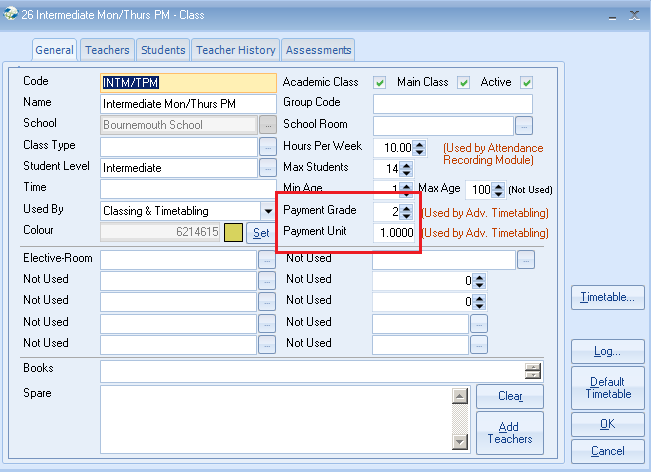


Other options are to set the Payment Grades as - 1,2,3,4,5,6 or A,B,C,D,E,F.

CLASSES:

In each of your Classes you will need to enter the Payment Grade which relates to the class.

This will also relate to the payment grade entered within the teacher’s records.

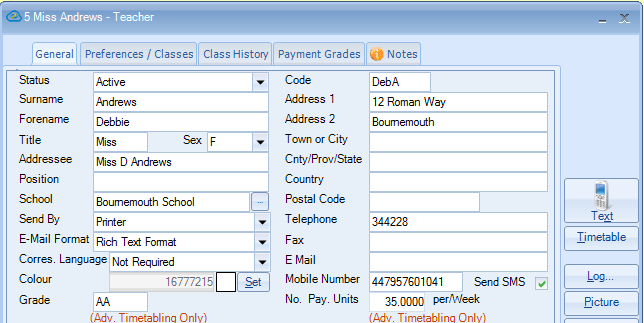
****

In the example above class INTM/TPM is grade 2 so the teacher will be paid £12.00 for each payment unit.

Back in the teacher’s record:

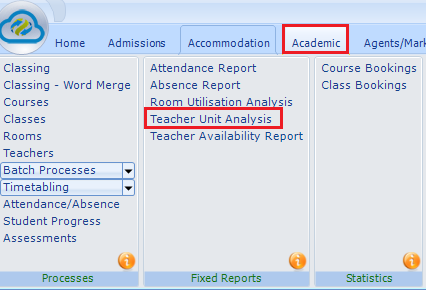
On the ‘General’ screen enter the Grade that the teacher usually teaches.

No. Pay. Units – this is the number of units/hours the teacher is scheduled to teach in a week.

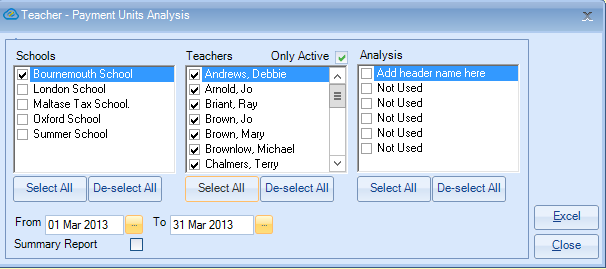


Teacher Payment Unit Analysis Report:

Academic > Teacher Unit Analysis

****

Make your required selection:

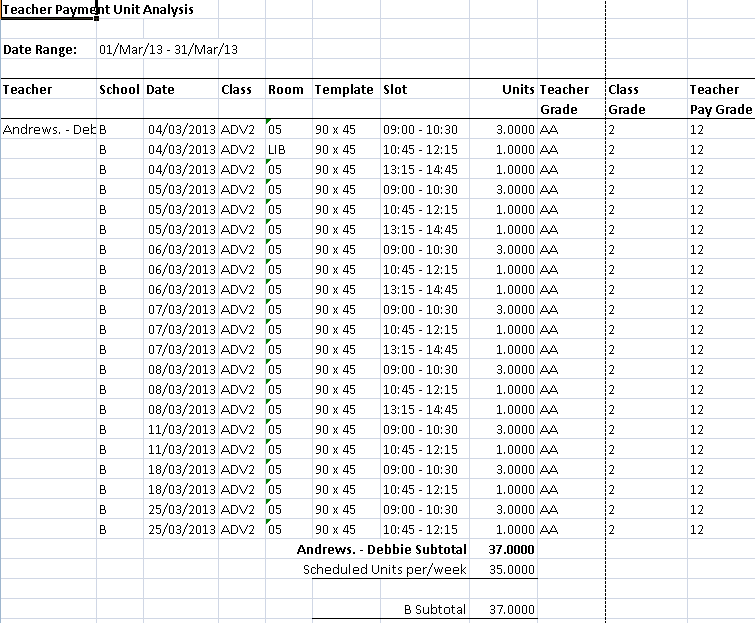
****

Each class that the teacher has taught is listed showing the ‘Class Grade’ and the ‘Teacher Pay Grade’

In the example below it shows that Debbie Andrews has taught a total of 37 units/hours.

The Class Grade picks up the teacher’s pay grade.

From this you can calculate the teacher’s pay for the week/month.

****