This quick guide is suitable for the following roles:

- Tutorial Office

This quick guide relates to the following menu options:

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This screen allows you to enter against each Tutor who has a stint at your College the core stint hours and any adjustments/remissions for each term.

Core stint hours will normally be entered at the start of each academic year or at the start of a new Tutor’s post.

Adjustments / remissions will normally be entered on a termly basis as and when necessary.

⚠️ Tutors must have recorded that they have an appointment at your College in their Change Payment Details screen.

To enter core stint data

1. Click the Manage Stint Data link on the main menu.
2. The Manage Tutor Stint screen will be displayed.
3. Enter the Tutor’s username and click the Search button.
   - If you do not know the username of the Tutor, click the Search for people button.
4. The Tutor’s full name and subject will be displayed.
5. If you have previously entered stint data for this Tutor, select the year that you wish to enter the stint information for and click the Retrieve button.
   - You may display but not edit information from the previous year.
6. Enter the number of hours per week the Tutor is required to teach as part of their stint into the Stint (hrs/week) field against each term.
   - You may copy information from the previous year by clicking the Copy last year’s stint button.
7. For each term, select whether the stint report should show stint hours submitted on the reports as Contact (Clock hours), Weighted or Contact and Weighted hours from the Reporting Basis drop down.
8. Click the Save Tutor Data button.
9. The Confirmation screen will be displayed.
10. Click the YES - Save data button.
To enter stint adjustments

1. Click the Manage Stint Data link on the main menu.
2. The Manage Tutor Stint screen will be displayed.
3. Enter the Tutor’s username and click the Show button.
4. The Tutor’s full name and subject will be displayed.
5. Select the year that you wish to enter the adjustment information for and click the Retrieve button.
   
   To enter additional hours, select Addition from the Adjustment type drop down, then enter the number of additional hours per week into the Contact hrs/week field. If required you can also enter a reason or description of the amendment into the Description field.

   To enter remission, select Remission from the Adjustment type drop down, then enter the number of remission hours per week into the Contact hrs/week field. If required you can also enter a reason or description of the amendment into the Description field.

   In the case of full remission, select Full remission from the Adjustment type drop down. The Contact hrs/week field will grey out and the remission amount will be set to the same as the core hours for that term. If required you can also enter a reason or description of the amendment into the Description field.

6. When you have entered the adjustments, click the Save Tutor Data button.
7. The Confirmation screen will display.
8. Click the YES - Save data button.
9. You will be returned to the main menu.