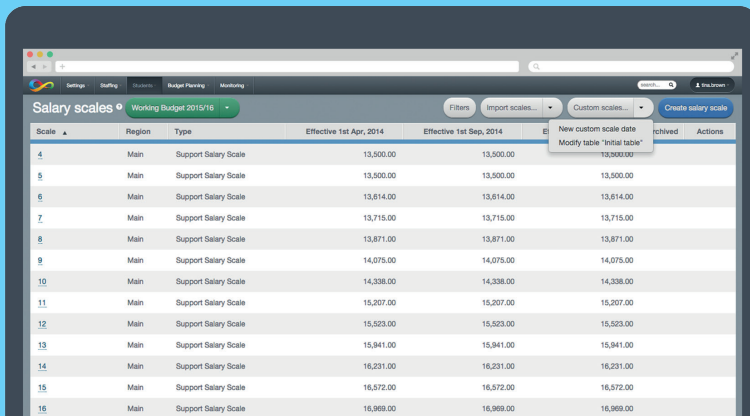




SBS Online July Update

Custom scales



Scale	Region	Type	Effective 1st Apr, 2014	Effective 1st Sep, 2014	Effective 1st Oct, 2014	Actions
4	Main	Support Salary Scale	13,500.00	13,500.00	13,500.00	
5	Main	Support Salary Scale	13,500.00	13,500.00	13,500.00	
6	Main	Support Salary Scale	13,614.00	13,614.00	13,614.00	
7	Main	Support Salary Scale	13,715.00	13,715.00	13,715.00	
8	Main	Support Salary Scale	13,871.00	13,871.00	13,871.00	
9	Main	Support Salary Scale	14,075.00	14,075.00	14,075.00	
10	Main	Support Salary Scale	14,338.00	14,338.00	14,338.00	
11	Main	Support Salary Scale	15,207.00	15,207.00	15,207.00	
12	Main	Support Salary Scale	15,523.00	15,523.00	15,523.00	
13	Main	Support Salary Scale	15,941.00	15,941.00	15,941.00	
14	Main	Support Salary Scale	16,231.00	16,231.00	16,231.00	
15	Main	Support Salary Scale	16,572.00	16,572.00	16,572.00	
16	Main	Support Salary Scale	16,969.00	16,969.00	16,969.00	

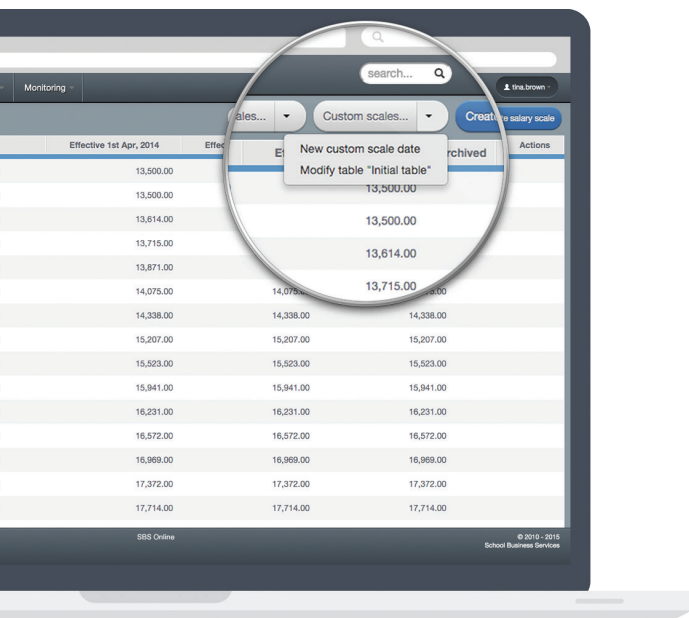
Custom salary scales

You can now specify values for your custom scales at any point in time. This negates the need to create a completely new set of scales and manually adjust all of your contracts on to the new scales at the correct date. This document covers this new feature with step by step instructions on how to create and manage your custom scales.

Current custom scales – ‘Initial table’

Any custom scales already in use in your planner have been collected together into an ‘Initial table’. This has been applied automatically to all of your non-fixed budgets which ensures your numbers stay the same. To edit the name of this table:

1. Go to **‘Staffing > Salary scales’**
2. Click on the grey **‘Custom scales...’** button
3. Select **‘Modify table Initial table’**
4. Enter a new name for the table
5. Click **‘Save’**

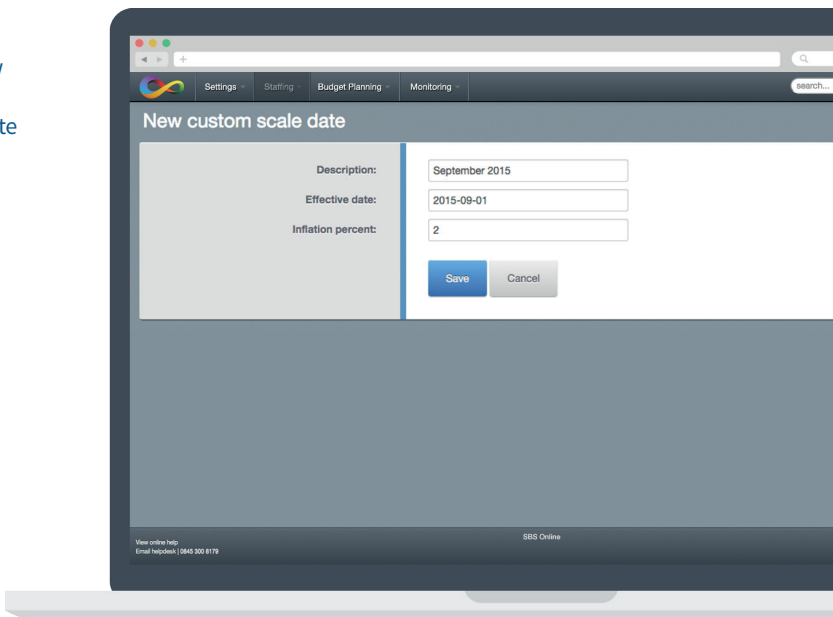


Effective 1st Apr, 2014	Effective 1st Sep, 2014	Effective 1st Oct, 2014	Actions
13,500.00	13,500.00	13,500.00	
13,500.00	13,500.00	13,500.00	
13,614.00	13,614.00	13,614.00	
13,715.00	13,715.00	13,715.00	
13,871.00	13,871.00	13,871.00	
14,075.00	14,075.00	14,075.00	
14,338.00	14,338.00	14,338.00	
15,207.00	15,207.00	15,207.00	
15,523.00	15,523.00	15,523.00	
15,941.00	15,941.00	15,941.00	
16,231.00	16,231.00	16,231.00	
16,572.00	16,572.00	16,572.00	
16,969.00	16,969.00	16,969.00	
17,372.00	17,372.00	17,372.00	
17,714.00	17,714.00	17,714.00	

Applying a new set of custom scale values

If you need to apply a new set of custom scales to your planner because their values have changed, you will effectively create a new table. This table can then be activated at any given date. Contracts using scales within that table will then pick the new value on the date specified. To create a new set of custom scale values:

1. Go to **‘Staffing > Salary scales’**
2. Click on the grey **‘Custom scales...’** button
3. Select **‘New custom scale date’**
4. Enter a new name for the table
5. Select the date from which they should be applied.
Note that the new table will automatically be applied to all non-fixed budgets from this date
6. Specify an inflation percentage for the new values.
Leave the inflation box blank if you do not want to inflate.
Note that the inflation specified will be applied to the previous table that is active in your current budget
7. Click **‘Save’**



New custom scale date	
Description:	September 2015
Effective date:	2015-09-01
Inflation percent:	2
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

Inflation

If you apply a new set of custom scale values, remember to check your inflation settings in all non-fixed budgets.

You may need to retrospectively remove any inflation you have applied in the past. To remove an inflation point:

1. Go to **'Staffing > Inflation and Superannuation'**
2. Click on the salary inflation point you want to remove
3. Click on **'Delete inflation point'**
4. Click **'Save'**

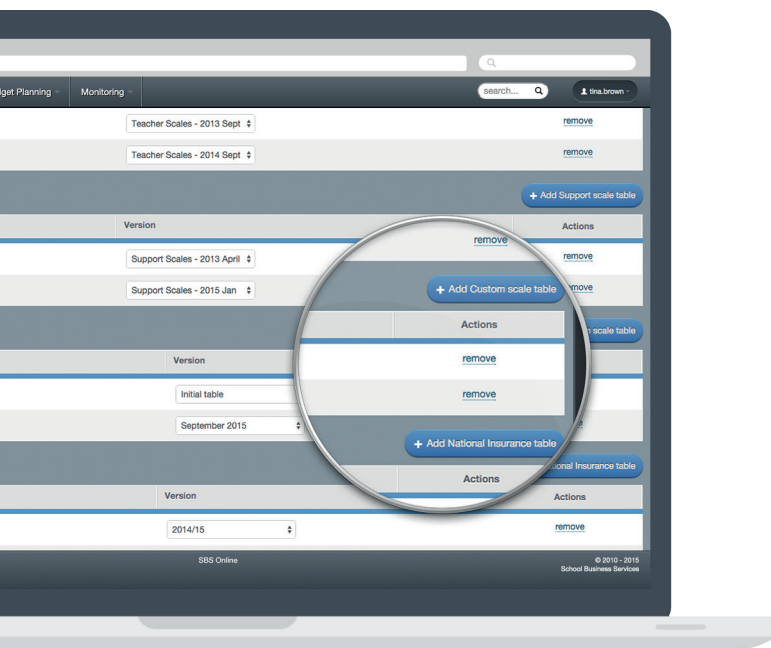
Inflation is budget-specific, so you will need to repeat this process for any other non-fixed budgets that are applicable.

Removing a set of custom scale values from a budget

On creating a new set of custom scales values, they are automatically applied to all of your non-fixed budgets.

However, for scenario purposes, you may not want the new values to be active in all of your budgets. To remove a set of custom scales values:

1. Go to **'Settings > Budgets'**
2. Edit the appropriate budget
3. Scroll down to the **'Custom scale tables'** section
4. Click the **'remove'** link on the row you want to delete
5. Scroll to the bottom of the page and click **'Save'**



If you have any questions about custom scales, please contact the Service Desk on **0845 300 8179**.

Working with individual scales

All of your custom scales are still editable on an individual basis.

You can change their values at each new custom date even after the introduction of a new table and if you have inflated their previous value. You can also create new custom scales and specify values for all existing tables.

To create a new individual custom scale:

1. Go to **'Staffing > Salary scales'**
2. Click on the blue **'Create salary scale'** button
3. Select its type
4. Enter a code
(this is the prefix code, eg. **SCHOOL** if it is to read **SCHOOL1**)
5. Enter a point (eg. 1, 2, 3, etc.)
6. Enter the tenure (this is the number of years a contract remains on the scale before increment, in most cases '1')
7. Specify a value for the scale for each region and for each custom scale table
8. Click **'Save'**

To edit an individual custom scale:

1. Go to **'Staffing > Salary scales'**
2. Locate the scale from the list and click on the **'edit'** link in the **'Actions'** column
3. Make the necessary adjustments to the scale's details and values
4. Click **'Save changes'**

Multi-school custom scales

In parent multi-school planners, creating custom scale tables as above also applies them to all non-fixed budgets in all of the child schools associated with that planner. In child planners, it is therefore possible that two sets of custom scales are in use: a parent set and a child set.

For this reason, the budget settings in child planners will display two groups of custom scales settings. One group is called **'Trust scale tables'** with the tables indicated by a [Trust] suffix. These refer to the tables in use in the parent planner which are feeding down to the child. You can remove these if needed by editing the budget and clicking the **'remove'** link and then saving. The other group of settings refers to those in use in the child planner and are called **'Custom scale tables'**. Follow the instructions above to create and manage custom scales in a child planner.

