

How to update SIMS Personnel Pay Scales

In April 2019 the NJC scales are changing. This mini guide outlines the steps to create new pay scales within SIMS Personnel and adding to an existing contract. We would advise that you seek guidance from your LA, Trust or HR team before making changes to your personnel records.

In some instances you may have staff under the NJC scale split across different service terms. If this is the case you will need to repeat steps 1 and 2 for each service term. You may find it helpful to run the Staff Contract Analysis report (*Report | Personnel | Contract Analysis*) to view all your service terms for current contracts. Use the *Staff Type* filter to view Support staff contracts only.

Step 1 - Select Tools | Staff | Pay Related

Click Search and highlight the relevant Service Term.

Within the **Pay Awards** panel click **new** to create a new scale.

ay Awards						(
Single Pay Spine Minimum Point	✓ 1.0]			
Maximum Point	49.0		Interval	1.0		
Scales	Code	Description	Minimum Point	Maximum Point	Mapped Rang	New
	SC 1	Scale 1	1.0	11.0		= 🗁 Open
	SC 2	Scale 2	11.0	13.0		Delete
	SC 3	Scale 3	14.0	17.0		Celete
	SC 4	Scale 4	18.0	21.0		
	SC 5	Scale 5	22.0	25.0		*
	•		111		- F	

Enter the relevant information within the **Details** box as outlined below. You can define the **Code** and **Description** but the code needs to be something not already in use. It is worth taking a few minutes to consider what coding works for your system. For example you could chose to include 19 to indicate the year the scale was created to differentiate from previous codes ie 19S1, 19S2 etc. Or, as in case below use a simple code, SCP1, SCP2 etc.

Edit Scale for NJC - APT	& C Staff 📃 🔳 💌
Detail	
Code	SCP
Description	_SCP1
Hidden	
Minimum Point	1.0
Maximum Point	2.0
PayScale	National Joint Council (Local Governr 🔻
Regional Pay Spine	Rest of England 🔹
	OK Cancel
	Cancer

Code	school to define (max 4 characters)
Description	school to define
Max Point	As per the new NJC scale
Min Point	As per the new NJC scale
Pay Scale	Select from SIMS drop down
Regional Pay Spine	Select from SIMS drop down

You will need to repeat the above process for the remainder of the grades required within the new NJC scale.

Step 2 – assign the values for the new scales

Award Date				New 1
01/04/2018			Ξ	🗙 Delete
01/04/2017				
01/04/2016				
01/01/2015				
01/04/2013			_	
01/04/2013			Ŧ	
•	111	- P		

Click **new** within the Award Date panel and enter the relevant start date and click OK.

Note: the new NJC scales come into force from 1st April 2019.

Next, within the Points Range displayed enter the relevant salary values for each point based on the new NJC scale

<u>Step 3 – assign the staff to the new scales</u>

Via the Staff icon at the top of the screen or via **Focus | Person | Staff** search for the relevant employee, click to open the employee record.

Tip: filter your list to view	New 🗎 🤅	Search 🖆 Open 📥 Print Browse		[▶] Previous 🔟 View 🔻		
current support	Sumame:		Forename:		Previous Name:	
staff	Staff. Code:		Gender:	<any> 🔹 .</any>	Title:	<any> 💌</any>
	Status	Support Staff, all Current 🔹	Ti n	<any></any>	✓ Staff:	<any></any>
		_				

Under the **Employment Tab** go to the **Contracts** section and click to open the relevant contract.

Save Oudo Print Suspense imployment Details Employment Details Teacher Category Qualified Teacher Status Staff Code ABY Employee/Payroll No. Employment Dates Employment Start Leaving Date Employment Dates Employment Start Leaving Date Check Clearance Date Clearance Level List 99 14/06/2004 List 99 Cleared CRB Check 28/02/2002 CRB Enhanced Clearance Contract Status Start Date Post Service Term Point/Salary Of 10/04/2001 Admin Clerk NJC - APT & C Staff	mployee Details : An	drea Batchiey				
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🚰 01/04/2001 Admin Clerk NJC - APT & C Staff 13.0		Check List 99 CRB Check	Clearance Date 14/06/2004 28/02/2002	Clearance Level List 99 Cleared CRB Enhanced Clea	arance	4
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		Check List 99 CRB Check	Clearance Date 14/06/2004 28/02/2002 Post	Clearance Level List 99 Cleared CRB Enhanced Clea	arance	► It/Salary

Within Salary Records panel,	Salary Records	Scale/Range	Start Date	End Date	Point/Sal	Actual Sala	New	
click new.		Scale 2	01/09/2011		13.0		Copen	

Contract Scale Details		
Scale		~
Start Date		
End Date		
Minimum Scale Point		
Maximum Scale Point		
Point		
Superannuation	V	
NI Status	V	
Pay Scale		
Regional Pay Spine		
	ОК	Cancel

Select the new scale you created in step 1 from the drop down Enter required Start Date – for the new NJC scales this is **01/04/2019** Enter the relevant **Point** then click **OK** to save the Scale details Next click **Save** to save the changes to the contract record

Please note: an end date will be automatically added to the current scale.

You will need to repeat step 3 for each relevant employee.



You can find further details within the Managing Staff handbook via your SIMS Documentation centre.