

How to update SIMS Personnel Pay Scales

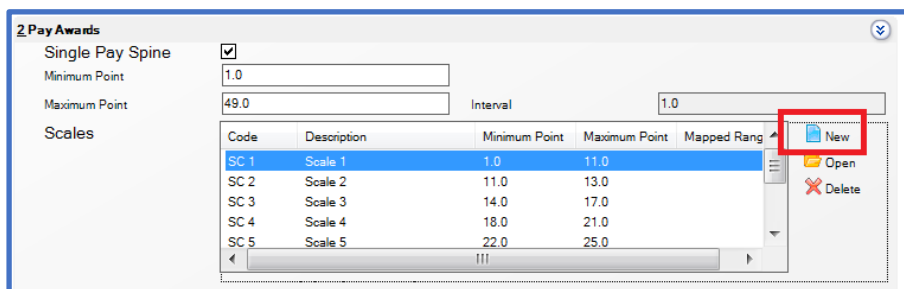
In April 2019 the NJC scales are changing. This mini guide outlines the steps to create new pay scales within SIMS Personnel and adding to an existing contract. **We would advise that you seek guidance from your LA, Trust or HR team before making changes to your personnel records.**

*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.*

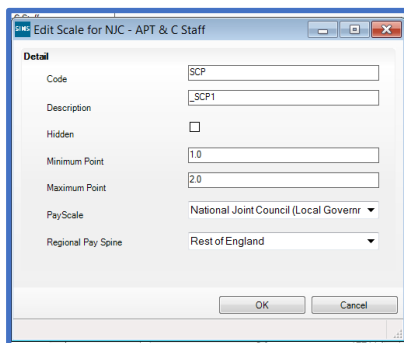
Step 1 - Select Tools | Staff | Pay Related

Click **Search** and highlight the relevant **Service Term**.

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



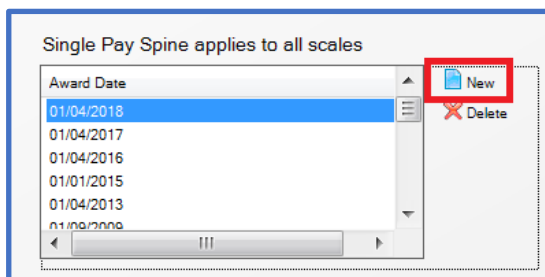
Enter the relevant information within the **Details** box as outlined below. You can define the **Code** and **Description** but the code needs to be something not already in use. It is worth taking a few minutes to consider what coding works for your system. For example you could choose to include 19 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.



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

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



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

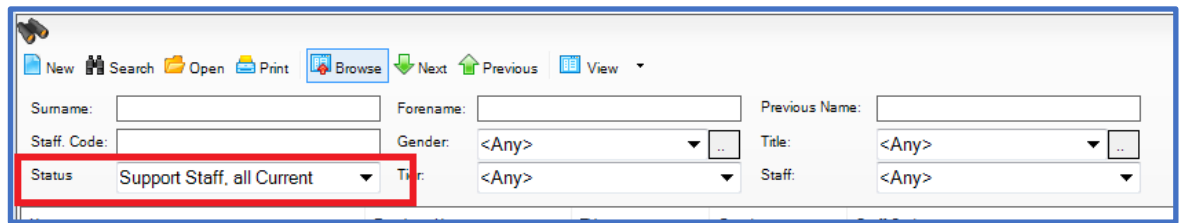
Note: the new NJC scales come into force from 1st April 2019.

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

Step 3 – assign the staff to the new scales

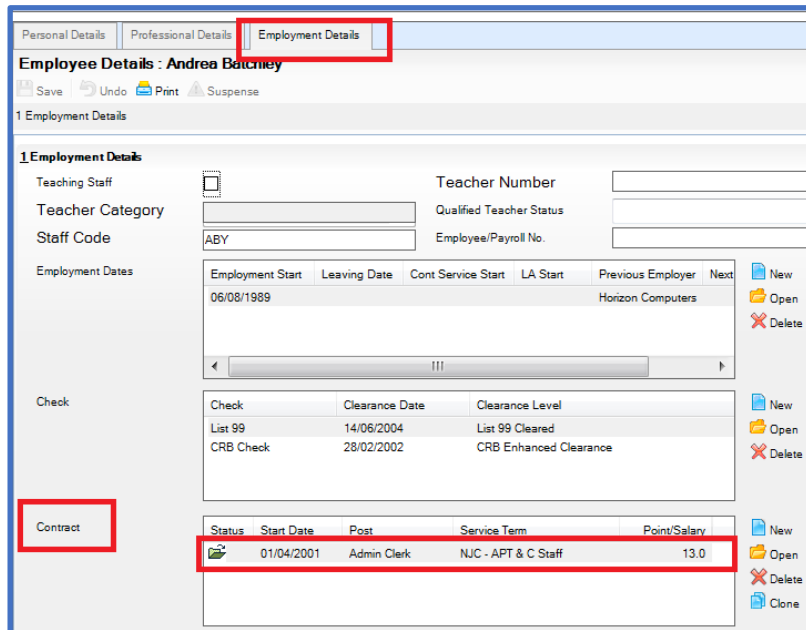
Via the Staff icon at the top of the screen or via **Focus | Person | Staff** search for the relevant employee, click to open the employee record.

Tip: filter your list to view current support staff



Search interface showing filters for Staff. The 'Status' dropdown is highlighted with a red box and set to 'Support Staff, all Current'.

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

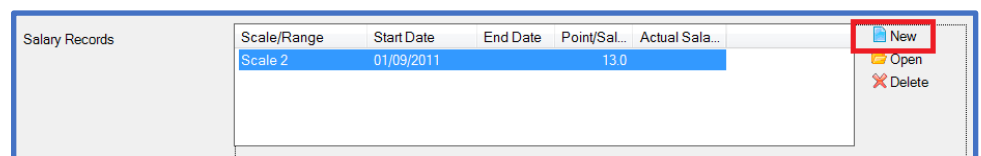


Employee Details: Andrea Balciney

1 Employment Details

Contract	Status	Start Date	Post	Service Term	Point/Salary
		01/04/2001	Admin Clerk	NJC - APT & C Staff	13.0

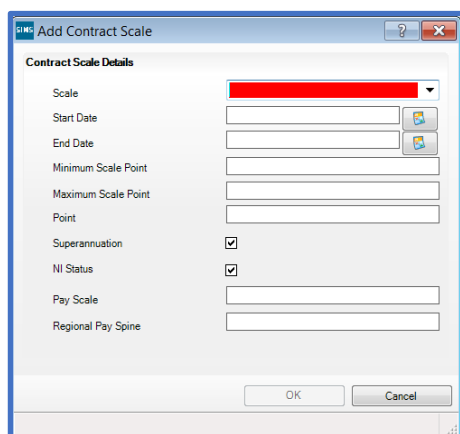
Within **Salary Records** panel, click **new**.



Salary Records

Scale/Range	Start Date	End Date	Point/Sal...	Actual Sala...
Scale 2	01/09/2011		13.0	

New Open Delete



Add Contract Scale

Contract Scale Details

Scale: [Red Box]

Start Date: [] End Date: []

Minimum Scale Point: [] Maximum Scale Point: []

Point: []

Superannuation: ☒ NI Status: ☒ Pay Scale: [] Regional Pay Spine: []

OK 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.