

# SBS OnlineHow to Guide

# How To Update Custom Support Scales for the April '19 Migration

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First, please have your new scales on an excel workbook. You will need one column for your Scale Code (the prefix, which must be different to your old scale prefix), one column for your Scale Point and then a column for each of the four regions, simply copy your region value across four columns for each region (Main, Inner, Outer and Fringe). You can see this in the screenshot below:

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		p				F	F	G
1	Scale Code	Scale Point	Туре		Main	Inner	Outer	Fringe
2	NSUPP	1	Custom Support Se	ale	17,599.00	17,599.00	17,599.00	17,599.00
3	NSUPP	2	Custom Support Se	ale	17,700.00	17,700.00	17,700.00	17,700.00
4	NSUPP	3	Custom Support Se	ale	17,831.00	17,831.00	17,831.00	17,831.00
5	NSUPP	4	Custom Support Se	ale	17,960.00	17,960.00	17,960.00	17,960.00
6	NSUPP	5	Custom Support Se	ale	18,198.00	18,198.00	18,198.00	18,198.00
7	NSUPP	6	Custom Support Se	ale	18,392.00	18,392.00	18,392.00	18,392.00
8	NSUPP	7	Custom Support Se	ale	18,708.00	18,708.00	18,708.00	18,708.00
9	NSUPP	8	Custom Support Se	ale	19,076.00	19,076.00	19,076.00	19,076.00
10	NSUPP	9	Custom Support Se	ale	19,366.00	19,366.00	19,366.00	19,366.00
11	NSUPP	10	Custom Support Se	ale	19,657.00	19,657.00	19,657.00	19,657.00
12	NSUPP	11	Custom Support Se	ale	20,004.00	20,004.00	20,004.00	20,004.00
13	NSUPP	12	Custom Support Se	ale	20,357.00	20,357.00	20,357.00	20,357.00
14	NSUPP	13	Custom Support Se	ale	20,655.00	20,655.00	20,655.00	20,655.00
15	NSUPP	14	Custom Support So	ale	21,331.00	21,331.00	21,331.00	21,331.00
16	NSUPP	15	Custom Support Se	ale	22,015.00	22,015.00	22,015.00	22,015.00
17	NSUPP	16	Custom Support So	ale	22,723.00	22,723.00	22,723.00	22,723.00
18	NSUPP	17	Custom Support So	ale	23,246.00	23,246.00	23,246.00	23,246.00
19	NSUPP	18	Custom Support So	ale	23,853.00	23,853.00	23,853.00	23,853.00
20	NSUPP	19	Custom Support Se	ale	24,547.00	24,547.00	24,547.00	24,547.00
21	NSUPP	20	Custom Support So	ale	25,243.00	25,243.00	25,243.00	25,243.00
22	NSUPP	21	Custom Support Se	ale	25,983.00	25,983.00	25,983.00	25,983.00
22	NISLIDD	22	Custom Support S		26 759 00	26 759 00	26 759 00	26 759 00
	•	Custom Su	upport April 19	(+)				

Please ensure there are no blank, duplicate or unrelated columns within the scales. Once this is completed, please save the file as a CSV.

↑ C: > Users > fcutter > OneDrive - School Business Services > Schools > Demo planner Set Up Custors Serve (Serve (Se

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Once saved, please go into SBS Online and follow the path **Staffing > Salary Scales**. And select the icon in a top right which is a square with an arrow pointing in. This will give you the option to import Teacher or Support Scales. Please select Support Scales.

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Actions	Filters	6 Hidden							Import Teac	ther Salary Scales	
PF -	Ð	XLS J							import supp	Jorr Salary Scales	7
Scale	Region	Туре	Effective 1st Sep, 2016	Effective 1st Sep, 2017	Effective 1st Apr, 2018	Effective 1st Sep, 2018	Effective 1st Apr, 2019	Effective 1st Sep, 2019	Archive	Actions	
AST1	Main	Teacher Salary Scale			40,162.00	40,162.00	40,162.00	40,162.00			
AST10	Main	Teacher Salary Scale			50,183.00	50,183.00	50,183.00	50,183.00			
AST11	Main	Teacher Salary Scale			51,486.00	51,486.00	51,486.00	51,486.00			

Which will lead you to the Support Scales import page which will ask for a file and columns for the Scale Code, Scale Point, Main Rate, Inner Rate, Outer Rate and Fringe Rate. Please upload the file and fill in this page based on the relevant columns on your excel document.

	Import Support Salary Scales ⑦	<u>(</u> )×
CSV File:	Choose file Custom Support April 19.csv	
Delimiter:	,	0
Header row:	• •	
	Required Columns (eg. A, B,):	
Scale code column:	A	
Scale point column:	В	
Main rate column:		
Inner rate column:	E	
Outer rate column:	F	
Fringe rate column:	G	

Select the green arrow to import.

Once this is completed, it will take you back to the salary scale page telling you the upload is successful.





Contract 1 1579109

Contract 1 157899

Contract 1 157912

Gillian

Kevin

Rocky

Anderson

Bacon

Balboa

Support Midday

Support Care Takers

Support Care

We would recommend filtering for all your Support Staff on this page via selecting the 'Filters' button type 'Support' in the appropriate filter box. Please be aware if you have any other support contract types,

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Actions	Filters	s Hid	den						S	Iccess	lly importe	ed 123 row	S.	×		
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Scale	Region	Туре	Eff	ective 1st Sep, 2016	Effective 1st Sep, 2017	Effective 1st Apr, 2018	Effective 1 Sep, 20	lst 18	Effective 1st Apr, 2019	Effectiv Sep,:	e 1st 2019	Archive	Act	ions		
AST1	Main	Teache Salary :	r Scale			40,162.00	40,162	.00	40,162.00	40,1	62.00					
AST10	Main	Teache Salary S	r Scale			50,183.00	50,183	.00	50,183.00	50,1	83.00					
AST11	Main	Teache Salary	r Scale			51,486.00	51,486	.00	51,486.00	51,4	86.00					
lext, p	lease	follo	ow the	path S	Staffing	> Staff	Contra	cts							<u> </u>	
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Actions	Filters	s Hio	lden										75 items : 1	pages 🔨	14	
£	J	×	æ	Ŵ	PF L	8 i										
-		Current Budget	Contract Name	Employee Number	First Name	Last Name	S Type T	ervice erm	e Tags	Fund Codes	Start	End	Budget Count	Actions		
		~	Contract 1	514265	John	Adams	Teacher Te	each			1st July, 2017		1	edit		

for example Nursery Nurse, you will need to complete this process again for that contract type. \*These filters will be remembered when you leave the page so please remember to remove them once you have finished. A red circle with a number in it next to filters will tell you how many filters you have on this page\*

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1st

2015 1st April,

2017 19th

September,

September, 2014





edit

edit

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Q					Staff Co	ntracts ⑦				<i>0</i> , Ľ	
Actio	ons Fil	ters 1 Hide	den								
	$\sim$	type to filter		type to filter	type to filter	Support X	type to filter	type to filter	type to filter	start date	ł
•	Current Budget	Contract Name	Employee Number	First Name	Last Name	Туре	Service Term	Tags	Fund Codes	Start	En
	~	Contract 1	1579109	Gillian	Anderson	Support	Midday			1st September, 2015	
	~	Contract 1	157899	Kevin	Bacon	Support	Care Takers			1st April, 2017	
	~	Contract 1	157912	Rocky	Balboa	Support	Care Takers			19th September, 2014	
_		0	4.570.00		Description	0	0			1st August.	

Click back on the actions header and select the edit button beside the contract.

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		Current Budget	Contract Name	Employee Number	First Name	Last Name	Туре	Service Term	Tags	Fund Codes	Start	End	Budget Count	Actions
		~	Contract 1	1579109	Gillian	Anderson	Support	Midday			1st September, 2015		1	٩
		~	Contract 1	157899	Kevin	Bacon	Support	Care Takers			1st April, 2017		1	edit
		~	Contract 1	157912	Rocky	Balboa	Support	Care Takers			19th September, 2014		1	edit
		~	Contract 1	157900	Annette	Benning	Support	Care Takers			1st A <mark>u</mark> gust, 1999		1	edit

This action will take you to the Contract Details tab. If you currently have a Maximum Salary in place, please adjust this to be the converted scale via the drop down. Please see the example below:

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Q		Edit Contract ⑦		~	×	Ŵ
k						
Contract Details	Salary Details Budgets	Notes				
Note:	A contract can exist across mu	tiple budgets. Ensure you review the 'Include in bu	ıdgets' list be	fore making chang	es.	
	Staff member:	Anderson, Gillian - 1579109	$\sim$	?		
		🖧 or create new staff member				
	Contract name:	Contract 1		0		
	Contract type:	Support	$\sim$			
	Service term:	Midday	$\sim$	0		
	Maximum salary scale:	SUPP17	$\sim$			
	Tags:	Add Tags	$\sim$	0		
	Fund Codes:	Add Fund Codes	$\checkmark$			

The conversion:

Q		Edit Contract ⑦		🗸 🗙 🔟
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Contract Details Salary Detai	Is Budgets N N	SUPP9 SUPP10		
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	Staff member: NS NS NS NS NS NS	SUPP13 SUPP14 SUPP15 SUPP16 SUPP17		0
	Contract name: NS	SUPP18 SUPP19 SUPP20		0
	Contract type: N:	SUPP21 SUPP22 SUPP23		
	Service term: N	SUPP24 SUPP25	•	0
Maxim	um salary scale: SU	JPP17	$\sim$	
	Tags: Ad	dd Tags	$\sim$	0
	Fund Codes: Ad	dd Fund Codes	$\sim$	

After you have adjusted any Maximum Salary Scales, please go to the Salary Details tab.

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Q				Edit Contract	0			✓ ×	Ŵ
Contract Det	ail	Details Budget	s Notes		ß	Add colory do	toil 🖉 Auto	increment color.	dotoilo
Start date	Salary scale	Salary adjustment	Allowances	Other payment	24 Super	Paid hours	Paid weeks	Notes	details
2018-04-01	SUPP14 V	0	Add Allowan 🗸	0		13	35		Ŵ
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Please select the option to Add salary detail, this will automatically add a salary detail for the following year from your last salary detail. Please change the date to be 1<sup>st</sup> April 2019 if needed.

Q					Edit Contract	0			<ul> <li></li> <li></li> </ul>	( 1
Contract Deta	ails Salary	Details	Budgets	Notes						
	,					Ĵ4	Add salary det	tail 🗸 Auto-in	ncrement salar	y details
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		0	_	First Aid   x			10	25		
2019-04-01	SUPP14 V	0		First Aid   x	U		13	35		W
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Next convert the Salary Scale to the new Scale Structure on the new Salary line you have just created.

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Q					Edit Contract	0				J
Contract Deta	NSUPP3 NSUPP4 NSUPP5 NSUPP6 NSUPP7 NSUPP8 NSUPP9 NSUPP10	Details	Budgets	Notes		Ĉ.	Add salary def	tail 🖧 Auto	)-increment salary detail	Is
Start date	NSUPP12 NSUPP13 NSUPP14 NSUPP15	Salary a	djustment	Allowances	Other payment	Super	Paid hours	Paid weeks	Notes	
2018-04-01	NSUPP16 NSUPP17 NSUPP18 NSUPP19 NSUPP20 NSUPP21 NSUPP22	0		Add Allowan 🗸	0		13	35	Ĩ	J
2019-04-01	SUPP14 V	0		Add Allowan 🗸	0		13	35	Ū	J
4			-							•

Update any future salary details to the new scaling structure too. Once the contract is updated, please use the green tick to save.

		View Co	ontract					Ĺ	Ŵ	ŝ
		Details:								
		Staff member: Contract name Service term: N	Gillian Anderso : Contract 1 Aidday - Mid da	on ny Supervisio	T C on N P	ype: Sup contract Maximum Position:	oport <b>start:</b> 1st Sep, 20 <b>n salary scale:</b> N Midday Supervis	015 SUPP6 sor	i l	
Salary Fo	precast	Salary Details	Budgets	Code Mapp	ing					
Salary Fo From	orecast Scale	Salary Details	Budgets Other payment Super	Code Mapp Paid Hours	ing Paid Weeks	FTE	Day rate (Basic, 1 FTE)	Hourl	y rate (I 1	Basic, FTE)
Salary Fo From 1st Apr, 2018	orecast Scale SUPP1	Salary Details Allowances 4 First Aid	Budgets Other payment Super 0.00 🗸	Code Mapp Paid Hours	ing Paid Weeks 35	FTE 0.2359	Day rate (Basic, 1 FTE) 70.45	Hourt	y rate (I 1	Basic, FTE) 9.52

Check you are happy with the salary forecast and then repeat this process for all your Support Staff. Finally, please follow the path Staffing > Inflation and Superannuation and remove any inflation for your Support Staff in April 2019 via clicking on the percentage in blue and then using the red bin in the top right.



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Q			Inflation and Superannuation ⑦						
Actions									
r (†									
Superannuation (flat-rate)	1	From 1st Sep, 20							
Superannuation - Nurse		20.30%							
Superannuation - Support		20.30%							
Superannuation - Teacher		16.48%							
	Z								
Salary Inflation (cumulative)	From 1st Apr, 2019	From 1st Sep, 2019	From 1st Apr, 2020	From 1st Sep, 2020	From 1st Apr, 2021	Froi Sep,			
Salary Inflation - Nurse	0.00%	0.00%	2.00%	0.00%	2.00%	0.0			
Salary Inflation - Support	2.00%	0.00%	2.00%	0.00%	2.00%	0.0			
Salary Inflation - Teacher	0.00%	2.00%	0.00%	2.00%	0.00%	2.			
E	dit Inflation Poi	nt 🕐			✓ × (				

Edit Inflation Point ⑦				~	×
Effective from:	2019-04-01		0		
Staff type:	Support	$\sim$	0		
Rate:	2		0		

If you are applying these scales to a whole Trust, please import them from the Trust planner and this will feed down to your relevant school planners.

Please be aware, this will import the Salary Scales to the first date on your Budget. This will not affect your contracts until you apply them, meaning no data will be pulled through to your reports till your contract registers them.

If you have any issues, please contact the Service desk on 0345 222 1551, option 8, or email us on sbsonline@schoolbusinessservices.co.uk

