



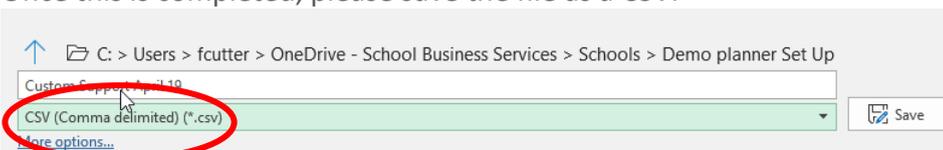
SBS Online How to Guide

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

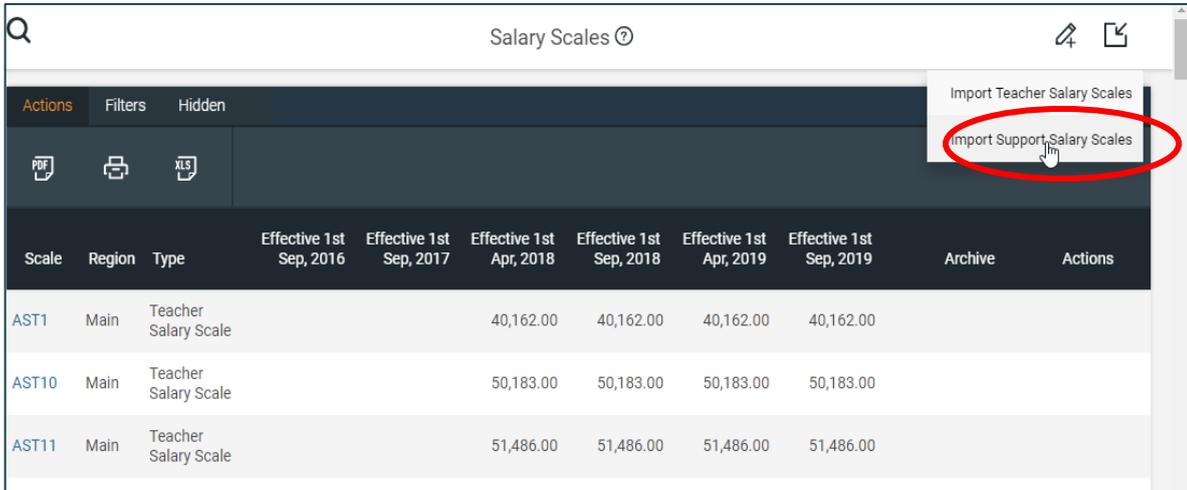
First, please have your new scales on an excel workbook. You will need one column for your Scale Code (the prefix, which must be different to your old scale prefix), one column for your Scale Point and then a column for each of the four regions, simply copy your region value across four columns for each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

Scale Code	Scale Point	Type	Main	Inner	Outer	Fringe
NSUPP	1	Custom Support Scale	17,599.00	17,599.00	17,599.00	17,599.00
NSUPP	2	Custom Support Scale	17,700.00	17,700.00	17,700.00	17,700.00
NSUPP	3	Custom Support Scale	17,831.00	17,831.00	17,831.00	17,831.00
NSUPP	4	Custom Support Scale	17,960.00	17,960.00	17,960.00	17,960.00
NSUPP	5	Custom Support Scale	18,198.00	18,198.00	18,198.00	18,198.00
NSUPP	6	Custom Support Scale	18,392.00	18,392.00	18,392.00	18,392.00
NSUPP	7	Custom Support Scale	18,708.00	18,708.00	18,708.00	18,708.00
NSUPP	8	Custom Support Scale	19,076.00	19,076.00	19,076.00	19,076.00
NSUPP	9	Custom Support Scale	19,366.00	19,366.00	19,366.00	19,366.00
NSUPP	10	Custom Support Scale	19,657.00	19,657.00	19,657.00	19,657.00
NSUPP	11	Custom Support Scale	20,004.00	20,004.00	20,004.00	20,004.00
NSUPP	12	Custom Support Scale	20,357.00	20,357.00	20,357.00	20,357.00
NSUPP	13	Custom Support Scale	20,655.00	20,655.00	20,655.00	20,655.00
NSUPP	14	Custom Support Scale	21,331.00	21,331.00	21,331.00	21,331.00
NSUPP	15	Custom Support Scale	22,015.00	22,015.00	22,015.00	22,015.00
NSUPP	16	Custom Support Scale	22,723.00	22,723.00	22,723.00	22,723.00
NSUPP	17	Custom Support Scale	23,246.00	23,246.00	23,246.00	23,246.00
NSUPP	18	Custom Support Scale	23,853.00	23,853.00	23,853.00	23,853.00
NSUPP	19	Custom Support Scale	24,547.00	24,547.00	24,547.00	24,547.00
NSUPP	20	Custom Support Scale	25,243.00	25,243.00	25,243.00	25,243.00
NSUPP	21	Custom Support Scale	25,983.00	25,983.00	25,983.00	25,983.00
NSUPP	22	Custom Support Scale	26,759.00	26,759.00	26,759.00	26,759.00

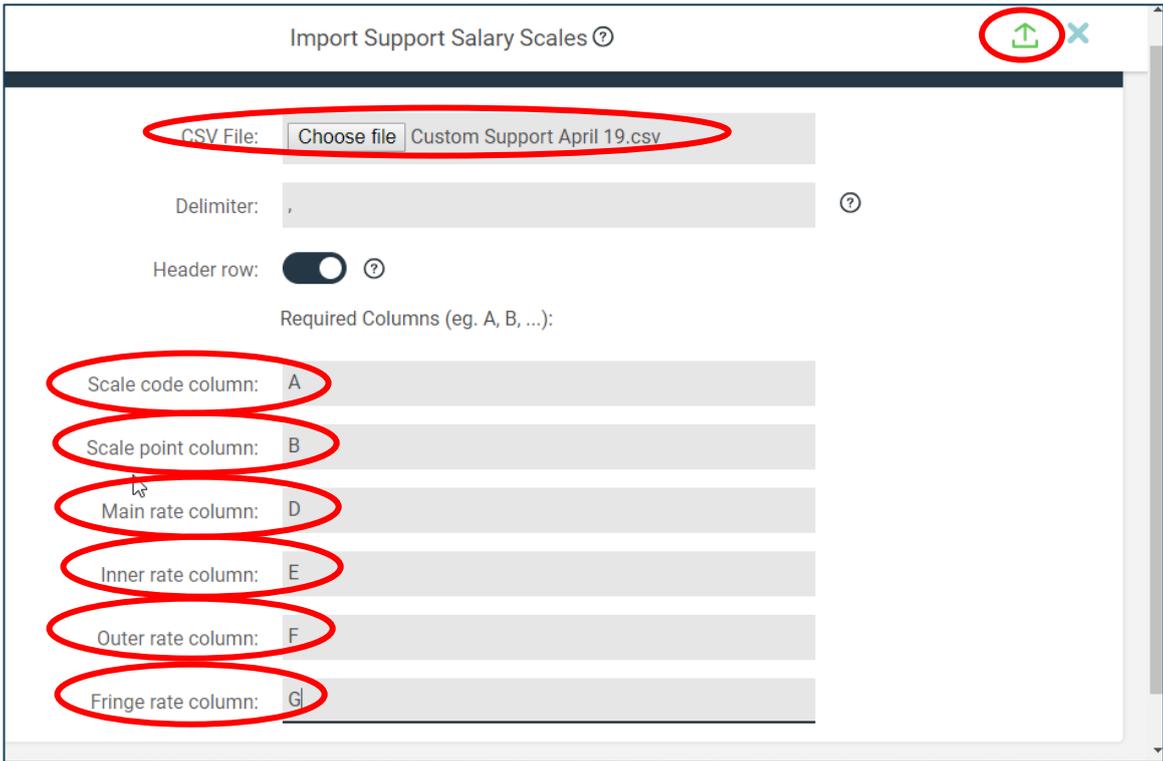
Please ensure there are no blank, duplicate or unrelated columns within the scales. Once this is completed, please save the file as a CSV.



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.



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.



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.

Salary Scales

Success. Successfully imported 123 rows.

Scale	Region	Type	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		

Next, please follow the path **Staffing > Staff Contracts**.

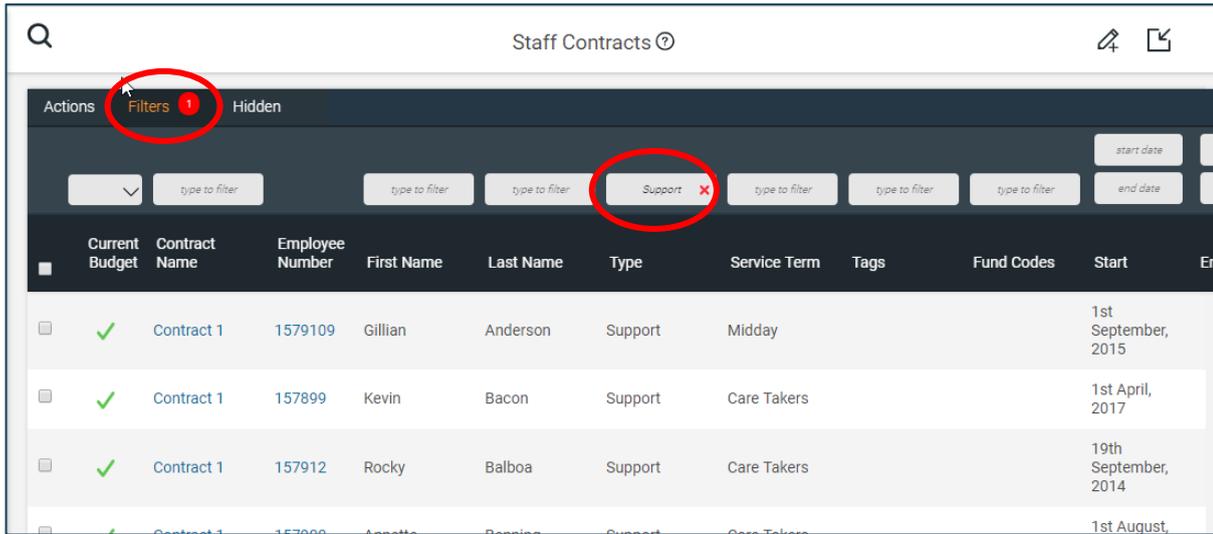
Staff Contracts

75 items : 1 pages

	Current Budget	Contract Name	Employee Number	First Name	Last Name	Type	Service Term	Tags	Fund Codes	Start	End	Budget Count	Actions
<input type="checkbox"/>	✓	Contract 1	514265	John	Adams	Teacher	Teach			1st July, 2017		1	edit
<input type="checkbox"/>	✓	Contract 1	1579109	Gillian	Anderson	Support	Midday			1st September, 2015		1	edit
<input type="checkbox"/>	✓	Contract 1	157899	Kevin	Bacon	Support	Care Takers			1st April, 2017		1	edit
<input type="checkbox"/>	✓	Contract 1	157912	Rocky	Balboa	Support	Care Takers			19th September, 2014		1	edit

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, 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



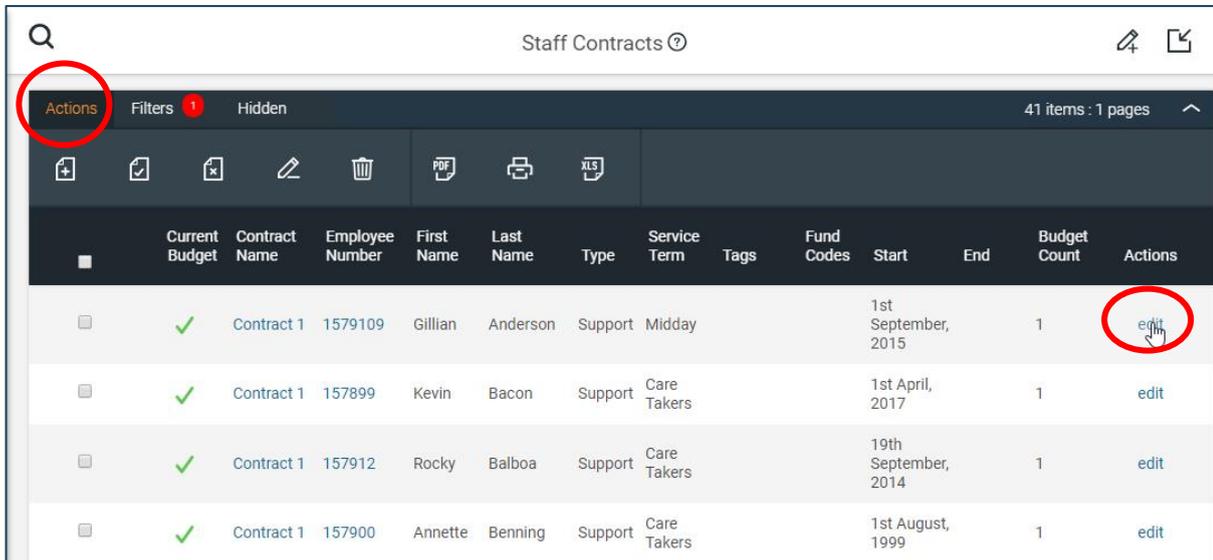
Staff Contracts

Actions Filters 1 Hidden

type to filter type to filter Support X type to filter type to filter type to filter end date

Current Budget	Contract Name	Employee Number	First Name	Last Name	Type	Service Term	Tags	Fund Codes	Start	End
✓	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	

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



Staff Contracts

Actions Filters 1 Hidden 41 items : 1 pages

edit delete PDF print XLS

Current Budget	Contract Name	Employee Number	First Name	Last Name	Type	Service Term	Tags	Fund Codes	Start	End	Budget Count	Actions
✓	Contract 1	1579109	Gillian	Anderson	Support	Midday			1st September, 2015		1	edit
✓	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 August, 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:

Q Edit Contract ?

Contract Details Salary Details Budgets Notes

Note: A contract can exist across multiple budgets. Ensure you review the 'Include in budgets' list before making changes.

Staff member: Anderson, Gillian - 1579109 ?
 or create new staff member...

Contract name: Contract 1 ?

Contract type: Support

Service term: Midday ?

Maximum salary scale: SUPP17

Tags: Add Tags... ?

Fund Codes: Add Fund Codes...

The conversion:

Q Edit Contract ?

Contract Details Salary Details Budgets Notes

NSUPP6

Note: A contract can exist across multiple budgets. Ensure you review the 'Include in budgets' list before making changes.

Staff member: ?

Contract name: ?

Contract type: ?

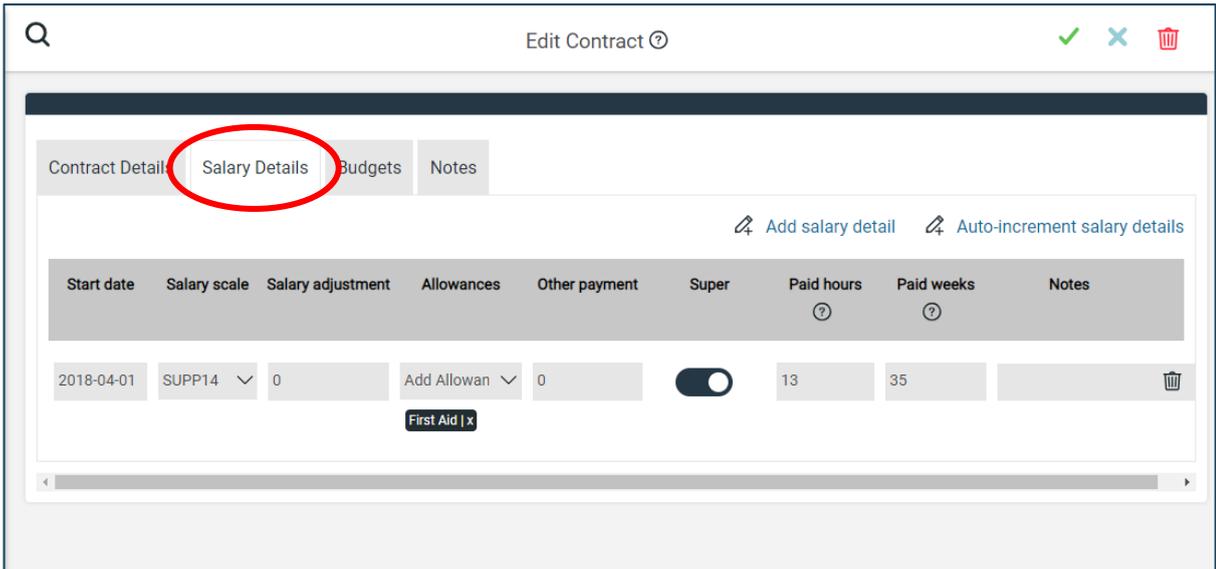
Service term: ?

Maximum salary scale: SUPP17

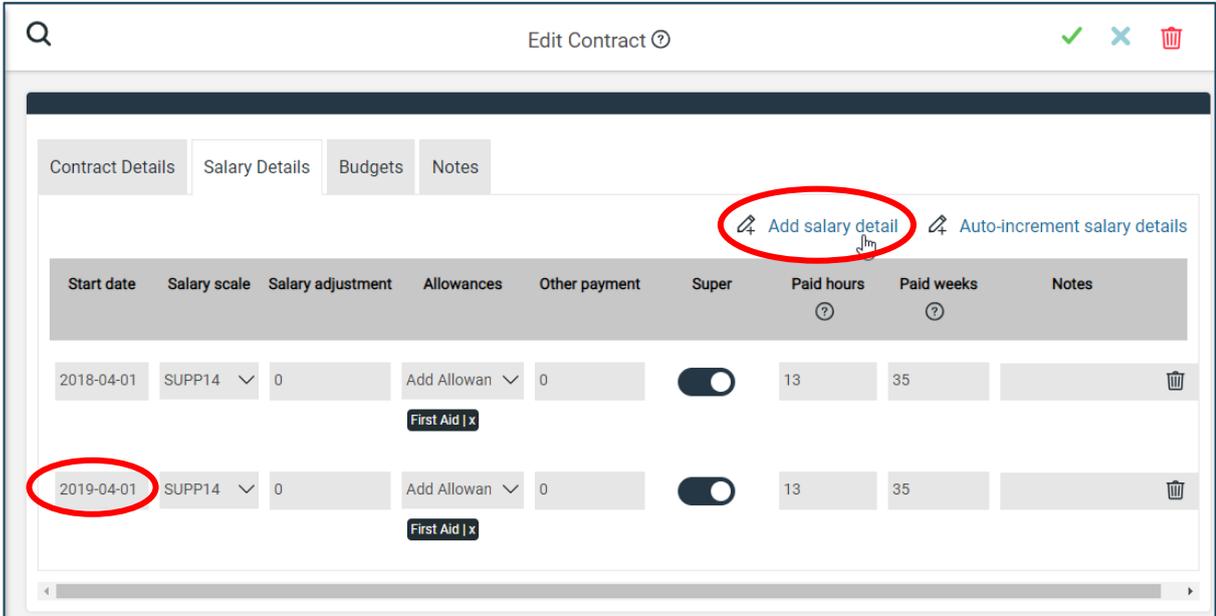
Tags: Add Tags... ?

Fund Codes: Add Fund Codes...

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



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 1st April 2019 if needed.



Next convert the Salary Scale to the new Scale Structure on the new Salary line you have just created.

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

From...	Scale	Allowances	Other payment	Super	Paid Hours	Paid Weeks	FTE	Day rate (Basic, 1 FTE)	Hourly rate (Basic, 1 FTE)
1st Apr, 2018	SUPP14	First Aid	0.00	✓	13	35	0.2359	70.45	9.52
1st Apr, 2019	NSUPP5	First Aid	0.00	✓	13	35	0.2359	69.80	9.43

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.

Inflation and Superannuation ?

Actions

PDF Print

Superannuation (flat-rate)	From 1st Apr, 2018	From 1st Sep, 2018
Superannuation - Nurse	20.30%	20.30%
Superannuation - Support	20.30%	20.30%
Superannuation - Teacher	0.00%	16.48%

Salary Inflation (cumulative)	From 1st Apr, 2019	From 1st Sep, 2019	From 1st Apr, 2020	From 1st Sep, 2020	From 1st Apr, 2021	From 1st Sep, 2021
Salary Inflation - Nurse	0.00%	0.00%	2.00%	0.00%	2.00%	0.00%
Salary Inflation - Support	2.00%	0.00%	2.00%	0.00%	2.00%	0.00%
Salary Inflation - Teacher	0.00%	2.00%	0.00%	2.00%	0.00%	2.00%

Edit Inflation Point ?

Effective from: 2019-04-01 ?

Staff type: Support ?

Rate: 2 ?

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