

Applicable to 7.188 onwards

# Preparing for the School Workforce Census 2019 Return

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Preparation guide



# School Workforce Census 2019 Return Preparation Check List

Use this check list to record the completion of each preparation task.

Complete	Task Description
<input type="checkbox"/>	Check with your System Administrator/Manager to ensure that you have the appropriate permissions to run the School Workforce Census and record associated data (please see <i>Setting SIMS Permissions</i> on page 3).
<input type="checkbox"/>	Upgrade to the SIMS 2019 Summer Release (version 7.188) or later as soon as possible to enable dry runs to be carried out (please see <i>What Version of SIMS is Required?</i> on page 4).
<input type="checkbox"/>	Apply the School Workforce Census licence, if not already applied (please see <i>Applying the School Workforce Census Licence</i> on page 4).
<input type="checkbox"/>	Check with your System Administrator/Manager to ensure that the latest version of the fileset (i.e. revised files for validation and reports) has been imported (please see <i>Importing Revised Filesets for Validation and Reports</i> on page 7).
<input type="checkbox"/>	Import the latest service term definition provided by your LA/support team, if applicable (please see <i>Importing Service Term Definitions</i> on page 11).
<input type="checkbox"/>	Import the latest pre-defined report definitions into SIMS (please see <i>Importing Pre-Defined Report Definitions</i> on page 12).
<input type="checkbox"/>	Check all personal details of all applicable members of staff to ensure that they are current and accurate (please see <i>Checking/Editing Personal Details</i> on page 17).
<input type="checkbox"/>	Check the professional detail of all applicable members of staff to ensure that they are current and accurate. Ensure that the teacher status has been selected (please see <i>Checking/Editing Professional Details</i> on page 23).
<input type="checkbox"/>	Check the employment details of all applicable members of staff to ensure that they are current and accurate (please see <i>Checking/Editing Employment Details</i> on page 25).
<input type="checkbox"/>	Ensure that the <b>Latest Pay Review Date</b> is recorded for all teachers with contracts or service agreements (please see <i>Editing Contract Details - Pay Scales</i> on page 29 and <i>Editing Service Agreement Information</i> on page 34).
<input type="checkbox"/>	Ensure that duplicate teacher/support staff records are not included in the return (please see <i>Excluding Teacher/Support Staff Records from the Return</i> on page 36).
<input type="checkbox"/>	Ensure service term definitions are correct and make any required edits (please see <i>Reviewing Service Term Definitions</i> on page 36).
<input type="checkbox"/>	Ensure that the correct <b>SWC Post</b> is selected to avoid validation error 4410 from being triggered (please see <i>Checking/Editing the SWC Post</i> on page 40).
<input type="checkbox"/>	Map subject codes to DfE subject codes (please see <i>Mapping Subjects to DfE Subject Codes</i> on page 42). <b>Applicable to Secondary and All-Through schools only.</b>
<input type="checkbox"/>	Review school details and ensure that they are current and correct (please see <i>Checking Establishment Details</i> on page 15).

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## Introduction to the School Workforce Census

This preparation guide has been produced to help you to identify the most common tasks that need to be carried out before running the School Workforce Census 2019 Return, which this year takes place on Thursday 7 November.

The School Workforce Census 2019 Return is required to be run by English schools in the maintained sector. These include Community, Foundation, Voluntary Aided and Voluntary Controlled schools, as well as Academies Free Schools and Pupil Referral Units.

*NOTES: The content of the graphics (dates, names, etc.) are examples only of what you might expect to see when using SIMS to prepare for the forthcoming School Workforce Census Return.*

*This guide covers the preparations required for the School Workforce Census only.*

## How has the School Workforce Census Changed since Last Year?

The School Workforce Census 2019 Return includes the following changes:

### Key Dates for the School Workforce Census

- Census date: 07/11/2019
- Absence collected from 01/09/2018 to 31/08/2019
- Continuous contracts collected from 01/09/2018 to 07/11/2019.

### New Vacancy Post

#### Routines | Statutory Returns | School Workforce Census

The post name **(APP) - Apprentice Teacher** is now available for selection from the **Vacancies on Census Day** panel.

### Changes to Staff SWR Posts

The following changes have been made to staff SWR posts.

Staff SWR Post - Code	Staff Category	Status
Apprentice Teacher (APP)	Contracted teacher	Active (New)
Leadership Non Teaching (LNT)	Contracted other support staff	Active (New)
Other Support Staff (OSP)	Contracted other support staff	Active (New)
Support Staff (SUP)	Contracted other support staff	Inactive

The Support Staff (SUP) code has been made inactive but will still be collected and then converted to Other Support Staff (OSP) in the return.

The following data items are not required if the staff SWR post is Other Support Staff (OSP):

- Qualification code
- Subject code
- Category of Additional Payment.

### School Workforce Census Filenames

To comply with the DfE requirements, **SWC** has been removed from the School Workforce Census filenames and replaced with **SWF**, e.g. 999XXXX\_SWF\_823LL19\_001\_Basic\_Details.XML.

The filenames affected by this change are the **.una**, **.xml** and **.int** files, as well as all reports (including the validations error summary).

## Overview of the School Workforce Census Process

The following list provides a brief outline of the steps involved in producing the School Workforce Census 2019 Return. If data has been regularly and accurately maintained, many of the activities in this document are unnecessary. However, it is advisable to check that the data is up-to-date.

1. Upgrade to the SIMS 2019 Summer Release (7.188) or later.
2. Check then amend the School Workforce Census settings, if required (please see *Changing the School Workforce Census Settings* on page 4).
3. Carry out one or more dry runs to identify any errors that may exist in your data.
4. Ensure that the relevant workforce and school data exists in SIMS and that it is complete and correct (please see *Preparing School Level Information* on page 15).
5. Create and validate the return.
6. Resolve any validation errors/queries then validate the return again.  
Repeat the resolving of errors/queries and creating and validating the return routine until you are satisfied that the content of the return is correct.  
The detail reports and Summary report can be generated to assess the accuracy and completeness of the return.
7. Provide the Head Teacher with the latest copy of the reports to enable them to check the details and to authorise the return.
8. Submit the return to your Local Authority or upload the return to the DfE via the COLLECT website.



### Additional Resources:

*Producing the School Workforce Census 2019 Return* handbook

## Setting SIMS Permissions

The following permissions are applicable to users who deal with returns.

### Permissions Required to Run and Edit the Return

To run and edit the School Workforce Census, you must be a member of any of the following user groups in System Manager:

- Personnel Officer
- Returns Manager.

Having these permissions also enables you to correct data related to vacancies, staff and any curriculum information (if applicable) that fails validation.

### Permissions Required to Import a Revised Fileset

The Import Fileset functionality enables updates to the Validation Errors Summary and the Summary report (derived from files supplied by the Statutory Body), and detail reports (provided by SIMS), to be imported into SIMS between SIMS releases.



To use the Import Fileset functionality (via **Tools | Setups | Import Fileset**), you must be a member of one of the following user groups in System Manager:

- Returns Manager
- System Manager.

## What Version of SIMS is Required?

To run the return, you must have the SIMS 2019 Summer Release (7.188) or later installed.

To check which version of SIMS is installed, open SIMS and then select **Help | About SIMS**. A dialog similar to the one shown in the following graphic is displayed.

The version should read 7.188 or later.



## Applying the School Workforce Census Licence

Applicable to schools using SIMS Personnel in read/write mode

A patch is available from SOLUS (Patch ID 11118) to license the SIMS School Workforce Census functionality.

The patch needs to be applied only once. If you have applied the patch in the past, it is not necessary to re-apply it for this year's return.

## Changing the School Workforce Census Settings

The Returns Manager can change the School Workforce Census settings by selecting the data to be included in the return. These settings are preserved when SIMS is upgraded but can be edited by users with Returns Manager permissions, if required.

Changes to the settings may be required if:

- your school does not record contract/service agreements, as these are provided by your Local Authority. Some Local Authorities may supply contract details from an HR/Payroll system.
- SIMS Personnel is not used to record contract/service agreements but they are recorded in a different system.
- the editing of Base Pay is required before the pay details are collected for the return.

1. Select **Tools | Statutory Return Tools | School Workforce Census Settings** to display the **School Workforce Census Settings** page.

**School Workforce Census Settings**

Save Undo

**Data to be Exported by Default** Settings have been populated by School

Staff Workforce Area	School Area
<input checked="" type="checkbox"/> Staff Details	<input checked="" type="checkbox"/> Vacancies
<input checked="" type="checkbox"/> Contract Details	<input checked="" type="checkbox"/> Occasional Teachers Information
<input checked="" type="checkbox"/> Service Agreement Details	<input checked="" type="checkbox"/> Agency / Third Party support staff
<input checked="" type="checkbox"/> Absences	
<input checked="" type="checkbox"/> Curriculum	
<input checked="" type="checkbox"/> Qualifications	
<input checked="" type="checkbox"/> Allow editing of Base Pay	

2. Ensure that the check box(es) associated with the data item(s) you want to be included in the return by default are selected.

*NOTES: Staff details are always collected in the return. The **Staff Details** check box is displayed for information purposes only and cannot be deselected.*

*The **Curriculum** check box is displayed for Secondary schools only. If selected, curriculum details for Teachers and Teaching Assistants is included in the return by default.*

*An option to **Allow editing of Base Pay** before the pay details are collected is also available. If this option is selected, the **Pay Details** panel is displayed on the **School Workforce Census Details** page when creating the return (via **Routines | Statutory Return Tools | School Workforce Census**). The panel displays the calculated values of **Base Pay** for each school workforce member of staff. The values can be edited, if required.*

*If the **Allow editing of Base Pay** check box is deselected, the **Pay Details** panel is not displayed when the census is run and the calculated values are collected by default.*

3. If any settings have been changed, click the **Save** button.  
The message displayed at the top right-hand side of the **Data to be Exported by Default** panel changes from **Settings have been preserved** to **Settings have been populated by School**.  
The selected data items are reflected in the read-only **School Workforce Census Settings** panel (**Routines | Statutory Returns | School Workforce Census**). If any additional changes are required to these settings, they must be made using the process documented in this section.

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## Importing Revised Filesets for Validation and Reports

**Applicable to the Personnel Officer, Returns Manager and System Manager**

The Validation Errors Summary and the Summary report are derived from files supplied by the Statutory Body. In addition, SIMS provides detail reports to enable the checking of data used to generate the return. These report files are initially installed automatically during the SIMS release upgrade.

Occasionally, additions or corrections are made to these files, after a SIMS release, which are required for the forthcoming return. The Import Fileset functionality is provided to enable these files to be imported into SIMS (between releases) by the Personnel Officer, Returns Manager or System Manager.

### Before Importing the Revised Files

To enable the file(s) to be imported successfully, ensure that the DMS is configured correctly. This is achieved via **Tools | Setups | Document Management Server**. Click the **Test server connection** button to check if the specified DMS is available for use and functioning correctly.

If the connection is unsuccessful, check the following details:

- The **Protocol** field defaults to **http** and should not be edited.
- The **Computer name** should be the name/number of the PC on which the DMS is installed.
- The **Port** number is usually 8080. The number must be between 0 and 65535.
- The **Active** check box must be selected, indicating that the server is in use.

Click the **Test server connection** button again. If the DMS is now working correctly, click the **Save** button.

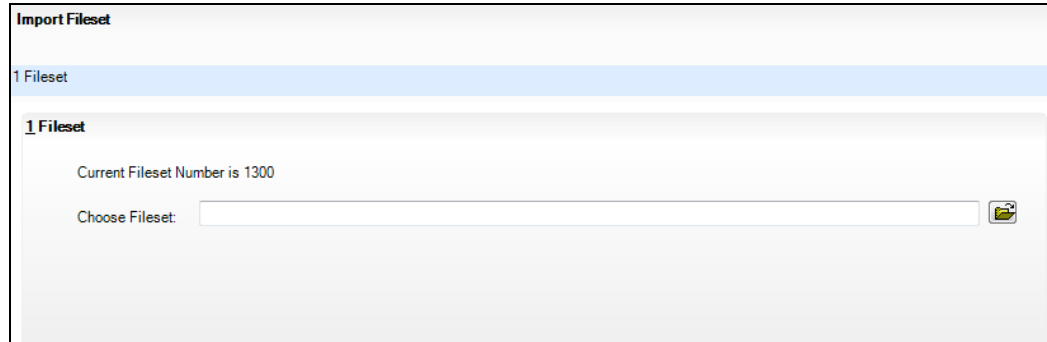


#### Additional Resources:

*Setting up and Administering SIMS handbook*

## Importing the Revised Files

1. In SIMS, select **Tools | Setups | Import Fileset** to display the **Import Fileset** page, where the current fileset number is displayed.

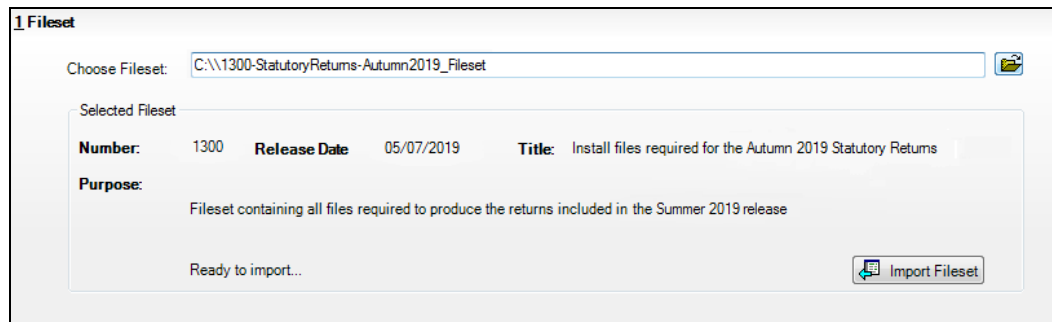


2. Click the **Browse** button to display the **Open** dialog.
3. Navigate to the location of the downloaded fileset. The file name is made up of the following data fields: <Fileset Number>-StatutoryReturns-<Term and Year>\_Fileset.mfs.

**IMPORTANT NOTE:** If more than one MFS file is displayed in the **Open** dialog, care should be taken to select the correct file.

4. Highlight the file then click the **Open** button. Alternatively, double-click the required MFS file to return to the **Import Fileset** page.

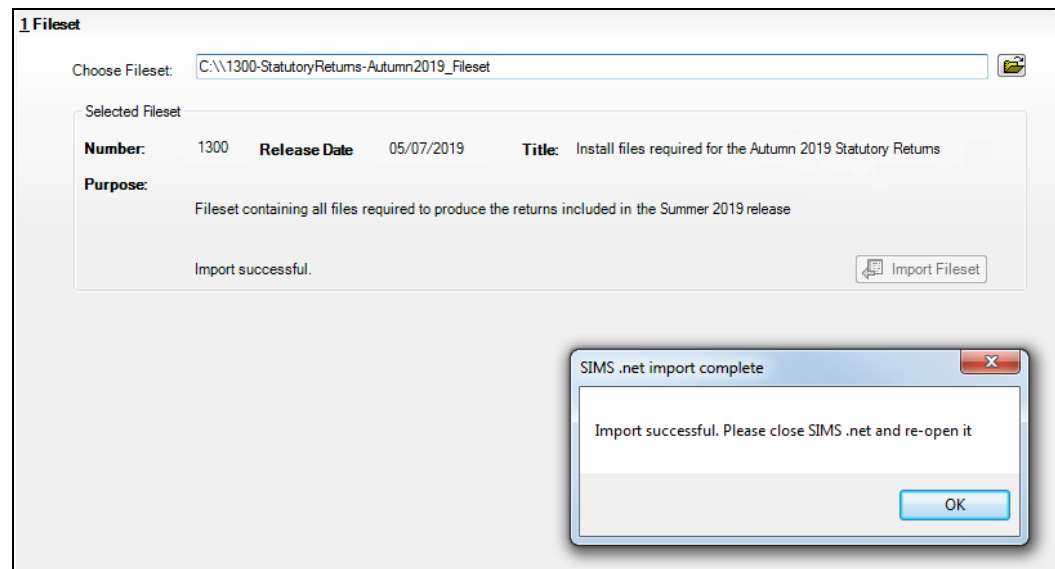
*NOTE: The following graphics show example data only.*



Details of the selected fileset are displayed, including the version **Number** of the fileset, the **Release Date** and the fileset description (**Title**).

5. Click the **Import Fileset** button to import the fileset into the DMS.

When the import process is finished, **Import successful** is displayed at the bottom left-hand side of the **Fileset** panel and you are advised to restart SIMS. This ensures that the newly imported data will take effect.



6. Click the **OK** button, then restart SIMS.
7. Run the return in the usual way.

☐ **Completed**

## Importing Lookup Files

Lookups that are defined by your LA or Local Support Team can be imported into SIMS for use with the staff-related functionality. If you are importing a file from your LA or Local Support Team, save the file and the matching signature file to an appropriate location on your computer before beginning the import process.

**IMPORTANT NOTE:** *It is no longer necessary to import the CCS\_Base\_Lookups because they are now updated automatically as part of the SIMS upgrade.*

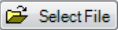
1. Select **Tools | Lookups | Import Lookups** to display the **Import Lookups** page.

**Import Lookups**

Import

1 Select File 2 Lookups present in the file 3 Lookup values present in the file 4 Exception Log

**1 Select File**

File Name  

**2 Lookups present in the file**

Lookup Code	Lookup Description	Lookup Mode
-------------	--------------------	-------------

**3 Lookup values present in the file**

Code	Description	Active	System	Display Order
------	-------------	--------	--------	---------------

2. Click the **Select File** button to display the **Open** dialog.
3. Navigate to the location of the .ZIP or .XML file, highlight it then click the **Open** button to populate the **Lookups present in the file** panel.

**IMPORTANT NOTE:** Both the file and its matching signature file must be saved to the same location.

4. To view the lookup values present in the file, highlight the required lookup. The values are then displayed in the **Lookup values present in the file** panel.
5. To import the lookups, click the **Import** button.  
If no problems are found, the lookups file will be imported into SIMS. These lookups are available for use once SIMS has been restarted.

*NOTE: This applies to all users in SIMS at the time that the lookups are imported.*

Any errors in the .ZIP or .XML file that prevent it from being imported successfully are displayed in the **Exception Log** panel.

*NOTE: A faulty lookup does not prevent the other lookups from being imported, although other errors may.*

6. To save a copy of the Exception Log in .TXT format, click the **Save** button to display the **Save** dialog. Select a location, enter the required filename and click the **Save** button.
7. To print a copy of the **Exception Log**, click the **Print** button.

**IMPORTANT NOTE:** Any changes made are not visible until all users, including yourself, have restarted SIMS. If users proceed to run the School Workforce Census without restarting SIMS, an error message is displayed.



## Importing Service Term Definitions

If your LA or Local Support Team has provided you with a service term definitions file, which includes Superannuation Schemes, National Insurance Rates, service terms, etc., it should be imported into SIMS. The file may require editing after import.

1. Save the service term definitions file and the matching signature file sent by the LA or Local Support Team to an appropriate location on your computer.
2. Select **Tools | Staff | Pay Related Import** to display the **Import Service Terms** page.
3. Click the **Select File** button (adjacent to the **File Name** field) to display the **Open** dialog.
4. Navigate to the location of the .XML file, highlight it and then click the **Open** button to populate the **Service Terms** and **Superannuation Schemes** panels.

**Import Service Terms**

Import

1 Select File   2 Service Terms   3 Superannuation Schemes   4 Exception Log

---

**1 Select File**

File Name:  Select File

---

**2 Service Terms**

Code	Description
AB	P/T Admin Assistant
AR	Auto Reconciliation
AT	Advanced Skills Teacher
CB	Site Services
CC	Teaching Assistant
CD	Caretaker
DB	Community Worker
EB	Cleaner
EF	Class Assistant
EJ	Instructors

---

**3 Superannuation Schemes**

Code	Description
CARE	Caretaker
INST	Instructors
LD	Leaders Superannuation
LGSA	Local Authority Superannuation
NONE	none
SERO	SERPS
SNT	Spec Needs Teachers
TEAC	Teachers Superannuation
TU	Teachers Upper

---

**4 Exception Log**

Exception Message	

Save  
Print

5. To import the service term definitions, click the **Import** button.  
If no issues are found, the lookups file is imported into SIMS and the lookups are available for use immediately.  
Any errors in the .XML file that prevent it from being imported successfully into SIMS are displayed in the **Exception Log** panel.

*NOTE: If there is an error within a service term, that service term is not imported. This does not prevent other service terms in the same file from being imported.*

6. To save a copy of the **Exception Log** in .TXT format, click the **Save** button to display the **Save** dialog. Select a location, enter the required filename and then click the **Save** button.
7. To print a copy of the **Exception Log**, click the **Print** button.



## Importing Pre-Defined Report Definitions

A variety of predefined reports has been provided for use with this release of SIMS.

Where appropriate, you are given the option to import any documents associated with the report, e.g. Word templates, merged documents, etc. Once imported, these templates are stored, along with the actual report, on the Document Management Server (DMS). You can elect not to import these templates/merge documents, but you must ensure that a suitable alternative is available to ensure the report is produced correctly.

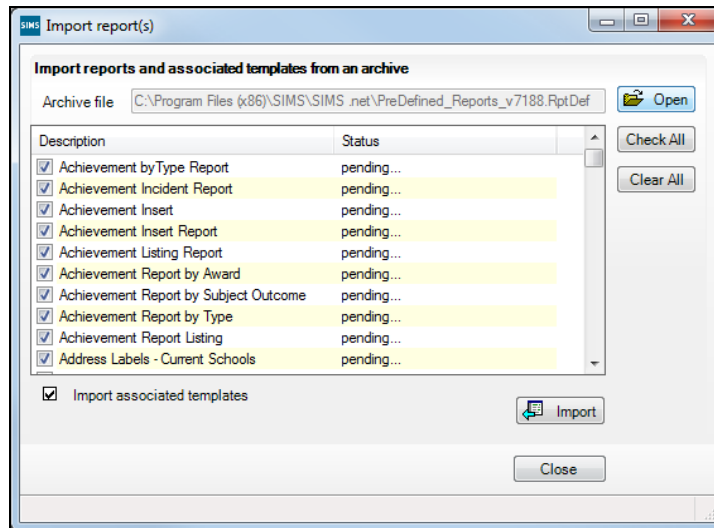
1. Select **Reports | Import** to display the **Import report(s)** dialog.
2. Click the **Open** button to display the **Select report file to import** dialog.

Navigate to the application folder, typically C:\Program Files (or Program Files (x86))\SIMS\SIMS .net then highlight the `Predefined_Reports_<version number>.RptDef` file. The version number of the file name increments with each release of SIMS.



- Click the **Open** button to return to the **Import report(s)** dialog. The file name and location are displayed in the **Archive file** field.

All pre-defined reports contained in the selected file are displayed in the dialog. However, you have the option to import selected reports only. If you do not wish to import a report, deselect its associated check box.



If you do not wish to import the associated templates, deselect the **Import associated templates** check box.

- Click the **Import** button. The status of the selected report(s) changes to **Imported**.
- Click the **Close** button to complete the process and close the dialog.



#### Additional Resources:

*Predefined Reports Catalogue*  
*Designing and Running Reports handbook*

 **Completed**

## Report Related Permissions

The availability of reports depends on the permissions assigned to you and whether report designs have been made public. Permissions can also be applied to specific data fields and it is therefore possible that some reports can be produced that have some blank columns.

Imported reports are stored automatically in the appropriate \Focus folder (e.g. Student, Staff, Class, etc.) in the DMS but can be copied to other folders provided you have sufficient permissions.

Pre-defined reports cannot be edited but users with appropriate permissions can delete reports.

# 03 | Preparing School Level Information

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## Checking Establishment Details

The establishment details should be checked to ensure that they are complete and accurate before running the School Workforce Census.

1. Select **Focus | School | School Details** to display the **School Details** page.
2. Check that the details displayed in the **Establishment** panel are correct.

1 Establishment	
School Name	WATERS EDGE PRIMARY SCHOOL
LA	823 Central Bedfordshire
Establishment Number	2999
Unique Reference Number	
School Phase	Primary
School Type	Infant and Junior School 5-11
School Governance	Community
Intake Type	Comprehensive
Previous School Name	
Previous Estab Number	
Previous URN Number	
Boarding Pupils	<input type="checkbox"/> Nursery Class <input checked="" type="checkbox"/>
Head Teacher	Mrs Gillian Grosvenor
Curriculum Years	N1 6
Pupil Genders	Coeducational
Gender on entry to school	Coeducational
NC Year Start Date (dd/mm)	1 / 9
Extended Services	<input type="checkbox"/> Before school childcare and/or activities for school-age children (term-time) <input type="checkbox"/> After school childcare and/or activities for school-age children (term-time) <input type="checkbox"/> Childcare and/or activities, for school-age children during school holidays <input type="checkbox"/> Childcare integrated with a nursery education place for three and four year old...
No. of Childcare Places	0
No. of Childcare Nursery Places	0
Date Name Changed	
Earliest DOA	
Date Number Changed	
Special Class or Unit	<input type="checkbox"/>
Main Contact	Mrs G Grosvenor

3. Ensure that the **School Name** and **School Type** have been entered correctly.

**NOTE:** The **School Name**, **LA** number, **Establishment Number** and **School Phase** were set up when SIMS was installed. If these details are incorrect, please contact your Local Support Unit for assistance.

**Information for Academies:**

Academies should ensure that the following information is recorded, if applicable:

- The **School Type** and **School Governance**.  
Select **Academies** from both drop-down lists.
- The **Previous School Name** and **Date Name Changed**.
- The **Previous Estab Number** and **Earliest DOA** (date of admission).  
If the DfE establishment number has changed for sponsor-led Academies, the Academy should record the previous establishment number and the earliest date of admission. This date is collected in the the School Census return.
- The **Previous URN Number** and **Date Number Changed**.

**IMPORTANT NOTE:** These data items must be entered for all Academies because the date the URN changed is interpreted as the date the Academy opened. If this date is not entered, some of the historical information from before that date will be included in the School Workforce Census incorrectly, e.g. a member of staff who left before the academy opened.

4. Click the **Save** button to save any changes, if applicable.

**Completed**

## Checking School Telephone and Email Information

The following school contact details are collected for the return and therefore need to be checked to ensure that they are up-to-date and correctly recorded in SIMS:

- School **Email** Address
  - School **Telephone** Number.
1. Select **Focus | School | School Details** to display the **School Details** page.
  2. Click the **Contact Details** hyperlink to display the **Contact Details** panel.

3 Contact Details			
Telephone	<input type="text" value="852015"/>	Fax	<input type="text" value="857898"/>
Email	<input type="text" value="school@we.com"/>	Website	<input type="text"/>

3. Ensure that a **Telephone** number has been recorded (including the STD code).
4. Ensure that the school's official communications **Email** address has been recorded correctly (it must include the @ character together with a minimum of one full stop).

The email address must be the account used on a regular basis. It must also be accessible to the Head Teacher as it might be used for future DfE correspondence.

5. Click the **Save** button, if changes have been made.

**Completed**

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## Checking/Editing Personal Details

Before beginning the School Workforce Census return, ensure that all current staff are recorded in SIMS and that the information is up-to-date and accurate.

Ensure that:

- new staff have been added. For more information please refer to the *Adding Staff Details* chapter of the *Managing Staff* handbook.
- any leavers/contract end dates have been recorded (please see *Editing Contract Details - Pay Scales* on page 29).
- any duplicated or unwanted staff records have been amended (please see *Excluding Teacher/Support Staff Records from the Return* on page 36).
- part-time details have been checked/updated for all applicable members of staff.

Basic staff information and contract information is included in the return for all teachers and support staff with contracts of one month or greater on census day. Minimal information is collected regarding occasional staff (staff with service of one month or less).

*NOTES: Schools may find that a Teacher Number of eight digits is truncated to seven digits and this may affect the teacher's record adversely.*

*The current `RptDef` file must be imported after upgrading to the latest version of SIMS. This file contains all the up-to-date user-defined report definitions provided by Capita SIMS (please see *Importing Pre-Defined Report Definitions* on page 12).*

## Checking Basic Details

1. Selected **Focus | Person | Staff**.
2. Search for and highlight the required person, then click the **Open** button to display the **Employee Details** page.

## 04 | Preparing Staff Level Information

3. Select the **Personal Details** tab to display the **Basic Details** panel.

4. Ensure that the **Legal Forename** and **Legal Surname** are up-to-date and accurate.
5. Ensure that the correct **Gender** is selected from the drop-down list.

*NOTE: To assist schools with the government requirement that companies with more than 250 employees be able to provide evidence of the gender pay gap, the employee's gender has been added to the Salary Information report (via **Reports | Personnel | Salary Information**). The report can be exported to Excel, where full analysis can be carried out.*

6. If the staff member is to be included in the Schools Workforce Census Return, ensure that the **Eligible for SWR** check box is selected.
7. If **Previous Name** is applicable to this member of staff, ensure that the details are entered correctly.


Click the **New** button to create a new **Previous Name** record. Alternatively, highlight an existing record then click the **Open** button (located adjacent to the **Previous Name** table) to display the **Edit Previous Name** dialog. Edit the details, as required.


 **Completed**


## Editing Personal Information


1. Selected **Focus | Person | Staff**.
2. Search for and highlight the required person, then click the **Open** button to display the **Employee Details** page.
3. Select the **Personal Details** tab then navigate to the **Personal Information** panel.

**2 Personal Information**

Date of Birth: 03/08/1962  NI Number: MW-23-75-16-C


Ethnicity: White, any other White Background  Qualification/Letters:

Religion:  Disability Number:

Marital Status:  Building Society Roll Number:




Account Number: 58671122 Sort Code: 60 00 90

Bank Name:  Bank Account Name:

Are day to day activities substantially affected by physical or mental impairment: 




**Languages**

Language	Fluency	First Language
English	Mother Tongue	Y
Spanish	Fluent (qualified)	N

 New  Open  Delete




**Medical Notes**

Attachment	Summary	Type	Owner

 New  Open  Delete




**Impairments**

Impairment	Date Advised	Affects Working Ability
Arthritis in left knee	06/03/2018	N

 New  Open  Delete




**Passport Details**

Nationality	Passport Number	Expiry Date


 New  Open  Delete

**Meal Patterns**

Start Date	End Date	Mon	Tue	Wed	Thu	Fri
01/01/2009		PMSM	PMSM	PMSM	PMSM	PMSM

 New  Open  Delete

**Dietary Needs**

Description: 

- ☒ Artificial colouring allergy
- ☐ No dairy produce
- ☐ Gluten free
- ☐ Kosher foods only

4. Ensure that the **Date of Birth** is correct. Enter the correct date or click the **Calendar** buttons and select the correct dates, if required.
5. Check that the National Insurance Number (**NI Number**) is entered using the correct format, e.g. MW-23-75-16-C.
6. Ensure that the staff member's **Ethnicity** is selected from the drop-down list.

#### 04 | Preparing Staff Level Information

7. Ensure that the correct value is selected from the **Are day to day activities substantially affected by physical or mental impairment** drop-down list.
8. Ensure that any impairment has been recorded.

Click the **New** button adjacent to the **Impairments** table to create a new record. Alternatively, highlight an existing **Impairment** record then click the **Open** button to display the **Edit Impairment** dialog.

The screenshot shows a window titled "Edit Impairment for Helen Avery". It contains several input fields and checkboxes. The "Impairment" field is set to "Arthritis in the left knee". The "Date Advised" is "01/06/2011". The "Category" is "Arthritic or Rheumatic". The "Assistance Required" is "Use of the lift". The "Affects Working Ability" checkbox is unchecked, and the "Long Term" checkbox is checked. Below these is a "Notepad" area with the text "Checkup at Doctor's twice a year. Doctor can be contacted, if required." To the right of the Notepad are buttons for "New", "Open", and "Delete". At the bottom are "OK" and "Cancel" buttons.

- a. Ensure that the **Impairment** description is correct and that the correct **Category** is selected from the drop-down list.
- b. Check the other details and use the **Notepad** options to add or edit additional information, if required.
- c. Click the **OK** button to return to the **Personal Information** panel.

 **Completed**

### Editing Absences Information

Absence information is not required for centrally employed staff. Details are collected for teaching contracted teachers and teaching assistants only.

1. Selected **Focus | Person | Staff**.
2. Search for and highlight the required person, then click the **Open** button to display the **Employee Details** page.
3. Select the **Personal Details** tab then navigate to the **Absences** panel.

The screenshot shows a panel titled "Absences". It contains a table with the following data:

Start Date	End Date	Working Days Lost	Type	Input
01/10/2018	01/10/2018	1.00000	Sickness	Absenc
02/10/2017	27/10/2017	20.00000	Sickness	Absenc
01/09/2014	01/09/2014	1.00000	Sickness	Absenc

To the right of the table are buttons for "New", "Open", "Delete", and a "Training" checkbox which is currently unchecked.

**IMPORTANT NOTE:** Ensure that the **Training** check box is deselected. This removes training absence records from the list, making it easier to locate non-training absence records.

4. To edit an absence record, highlight the record and then click the **Open** button to display the **Edit Absence** dialog.

**Edit Absence for Helen Avery**

**Details**

Start Date: 01/10/2018 End Date: 01/10/2018

Start Time of Absence: 00:00 End Time of Absence: 23:59

Working Days Lost: 1.0000 Number of Hours Lost: 0.0000

Type/Reason: Sickness Annual Leave: ☐

Illness Category: Industrial Injury: ☐

Authorised Pay Rate: Full Pay Rate SSP Exclusion Advised: ☐

Payroll Absence Category:

Certificate

Date Received	Date Signed	Signatory Type	Certificate Type

Notepad

Content

Cover Notes

OK Cancel

5. Check the **Start Date** and **End Date** of the absence. Enter the correct date or click the **Calendar** buttons and select the correct dates, if required.
6. Ensure that the total number of **Working Days Lost** is entered in the correct format, e.g. 1.5000, if applicable.
7. Ensure that the correct **Type/Reason** for the absence is selected from the drop-down list, e.g. **Sickness**, **Secondment**, **Pregnancy Related**, etc.

**IMPORTANT NOTE:** For annual leave and certificated sick leave to be reported correctly in the absence reports, ensure that annual leave is recorded by selecting the **Annual Leave** check box.

8. Click the **OK** button to return to the **Absences** panel.

☐ **Completed**



## Editing Address Details

1. Selected **Focus | Person | Staff**.
2. Search for and highlight the required person, then click the **Open** button to display the **Employee Details** page.
3. Select the **Personal Details** tab then navigate to the **Addresses** panel.

4. Check that the **Post Code** and **House Number/Name** exist and that they are valid. These details can be checked by clicking the **Address** button to launch the selected mapping website (specified via **Tools | Setups | User Options**), where a map of the area surrounding the address is displayed.

*NOTE: British Forces Post Office numbers can be added as post codes.*

5. If you have edited the address, click the **Save** button.
6. If the staff member has an additional current address, i.e. a **Second Home**, enter the additional address and then click the **Continue** button (adjacent to the **Country** field) to display the **New Address Details** panel.
7. Enter the remaining address details and the **Address Type**, then click the **Save** button to refresh the display.

☐ **Completed**

## Checking/Editing Professional Details

1. Selected **Focus | Person | Staff**.
2. Search for and highlight the required person, then click the **Open** button to display the **Employee Details** page.
3. Select the **Professional Details** tab to display the **Professional** panel.

**1 Professional**

HLTA Status ☐ TA Status ☐ QT Status ☐ QTLS Status ☐ EYT Status ☐

HLTA Date  QTS Route

**Training**

Title	Start Date	End Date	Completed
First Aid	30/11/2018	30/11/2018	No
Child Protection 2019	19/10/2018	19/10/2018	No
Safeguarding	21/07/2017	21/07/2017	Yes
First Aid - Children	05/09/2016	05/09/2016	Yes
Dealing with Difficult People	04/01/2016	04/01/2016	Yes

**Qualifications**

Qualification	Title	Date Awarded	Level
Nursery Studies	Nursery Assistant		Certificate in Ed...

Buttons: New, Open, Delete, Create

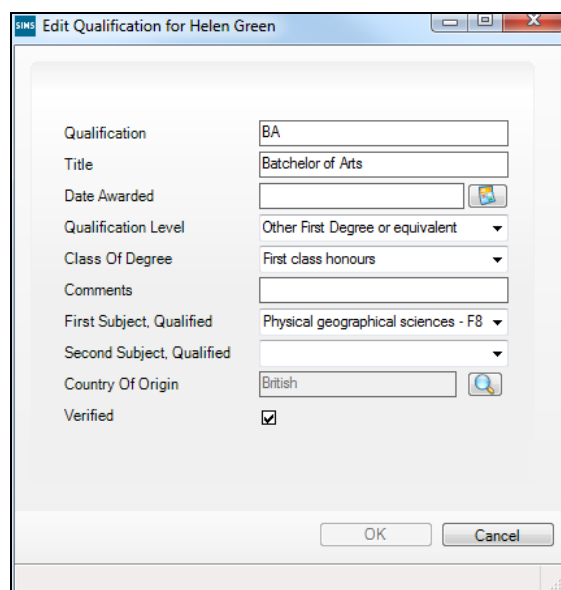
4. If the staff member is a Higher Level Teaching Assistant, ensure that the **HLTA Status** check box is selected.

*NOTE: Required for contracted teachers and contracted teaching assistants and other contracted support staff who are aged 18 or over.*

5. If the **HLTA Status** check box has been selected, enter the date that the HLTA status was achieved (dd/mm/yyyy). Alternatively, select the required date from the Calendar.
6. If the member of staff is a Teaching Assistant, ensure that the **TA Status** check box is selected.
7. Select the **QT Status** (Qualified Teacher), **QTLS Status** (Qualified Teacher Learning and Skills) and/or **EYT Status** (Early Years Teacher) check boxes, if applicable. Members of staff can hold more than one teacher status.
8. If the staff member has Qualified Teacher Status, ensure that applicable route is selected from the **QTS Route** drop-down list, e.g. **Graduate Teacher Programme, Flexible Routes**, etc. (Mandatory for all teachers, including those working towards QTS.)
9. Ensure that the **Qualifications** record is correct and up-to-date.

#### 04 | Preparing Staff Level Information

- a. Click the **New** button adjacent to the **Qualifications** field or highlight an existing qualification, then click the **Open** button to display the **Add** (or **Edit**) **Qualifications** dialog.



The screenshot shows a dialog box titled "Edit Qualification for Helen Green". It contains the following fields and values:

Field	Value
Qualification	BA
Title	Batchelor of Arts
Date Awarded	
Qualification Level	Other First Degree or equivalent
Class Of Degree	First class honours
Comments	
First Subject, Qualified	Physical geographical sciences - F8
Second Subject, Qualified	
Country Of Origin	British
Verified	<input checked="" type="checkbox"/>

At the bottom are "OK" and "Cancel" buttons.

- b. Ensure that the **Qualification** description is correct.
- c. Ensure that the applicable **Class of Degree**, e.g. **First class honours**, is selected from the drop-down list.

**IMPORTANT NOTE:** *Class of Degree is collected for new teachers where their employment start date is 1 August onwards.*

- d. Ensure that the correct **First Subject, Qualified** and the **Second Subject, Qualified** are selected from the drop-down lists.
- e. If the qualification has been verified, e.g. the paper certificate has been checked, select the **Verified** check box.
- f. Click the **OK** button to return to the **Professional Details** page.

☐ **Completed**

## Checking/Editing Employment Details

1. Selected **Focus | Person | Staff**.
2. Search for and highlight the required person, then click the **Open** button to display the **Employee Details** page.
3. Select the **Employment Details** tab to display the **Employment Details** panel.

**1 Employment Details**

Teaching Staff ☒ Teacher Number

Teacher Category  Qualified Teacher Status

Staff Code  Employee/Payroll No.

Employment Dates

Employment Start	Leaving Date	Cont Service Start	LA Start	Previous Employer	Next
01/09/1996			01/09/1996	NHS	

Check

Check	Clearance Date	Clearance Level
List 99	14/06/2004	List 99 Cleared
CRB Check	10/03/2002	CRB Enhanced Clearance

Contract

Status	Start Date	Post	Service Term	Point/Salary
	01/09/2002	Teacher	Teachers	6.0

Service Agreement

Start Date	End Date	Agreement Hours/Week
01/06/2000		1.0000

Buttons: New, Open, Delete (for each section)

4. If the staff member is employed primarily in a teaching capacity, select the **Teaching Staff** check box.
5. Ensure that a **Teacher Number** is entered using the correct format, e.g. 12/34567.  
An identifying teacher number is allocated to teachers on an individual basis by the DfE. A teacher number is required for all members of staff, including non-teachers.
6. If a **Teacher Number** has been entered, a **Qualified Teacher Status** must be selected from the drop-down list.

☒ **Completed**

## Editing Employment Dates

The employment dates must be checked for all teachers, contracted teaching assistants and other contracted support staff.

1. Selected **Focus | Person | Staff**.
2. Search for and highlight the required person, then click the **Open** button to display the **Employee Details** page.

#### 04 | Preparing Staff Level Information

3. Select the **Employment Details** tab, then navigate to the **Employment Dates** table.

Employment Dates	Employment Start	Leaving Date	Cont Service Start	LA Start	Previous Employer	Next	New
	01/09/1996			01/09/1996	NHS		Open
							Delete

4. Click the **New** button or highlight an existing **Employment Dates** record and then click the **Open** button to display the **Add (or Edit) Employment History** dialog.

SIMS Edit Employment History for Helen Green

**Details**

Employment Start Date: 01/09/1996

Date of Leaving:

Continuous Service Start Date:

Local Authority Start Date: 01/09/1996

Previous Employer: NHS

Next Employer:

Notes:

OK Cancel

5. Ensure that the **Employment Start Date** is entered in the correct format (dd/mm/yyyy).
6. Check all other details to ensure they are accurate.
7. Click the **OK** button to return to the **Employment Details** panel.

☒ Completed

### Editing Contract Details - Salary Ranges

The following contract details related to salary ranges should be checked to ensure that the correct values are collected in the return.

1. Selected **Focus | Person | Staff**.
2. Search for and highlight the required person, then click the **Open** button to display the **Employee Details** page.
3. Select the **Employment Details** tab then navigate to the **Contract** table.

Contract	Status	Start Date	Post	Service Term	Point/Salary	New
		01/09/2017	Teacher	Teachers	24243.00	Open
						Delete
						Clone

4. Click the **New** button or highlight an existing record and then click the **Open** button to display the **Edit Contract** dialog.

Edit Contract for Saadaa Abdullah

Save Undo Help Close

1 Contract Details 2 Pay Pattern

### 1 Contract Details

Service Term	Teachers	Employment Type	Permanent
Post Reference	Teacher	Post Category / SWR Post / Payroll Post	Teacher, Other/ Classroom Teacher, main pay range/
Post Reason		Financial Subgroup	
Contract Start Date	01/09/2017	Contract/Payroll Number	PR135790
Superannuation		NI Contracted	In <input type="checkbox"/> Out <input checked="" type="checkbox"/>
Increment Date		Leave Entitlement	0.0000
Contract End Date		Contract Termination Reason	
Post Offered Date		Post Accepted Date	
Contract Issued Date		Service Term Weeks/Year	52.1430
Service Term Hours/Week	32.5000	Weeks/Year	52.1430
Hours/Week	32.5000	Pro Rata	1.0000
FTE	1.0000	Pay Factor	1.0000
Safeguarded Salary	<input type="checkbox"/>	Latest Pay Review Date	
Origin	Teaching post within the LA sector (	Reason for Leaving	
Destination			
Is an Apprentice	<input type="checkbox"/>		

Scale/Range	Start Date	End Date	Point/Salary	Actual Salary
Teachers	01/06/2018		24243.00	24243.00
Teachers Main Scale	01/09/2017	31/05/2018	2.0	

New Open Delete

Allowance	Start Date	End Date	Type
Teacher Learning 2B	01/09/2017		Permanent

New Open Delete

Role	Start Date	End Date
Classroom Teacher	01/09/2017	

New Open Delete

Suspensions Starts on	Suspensions Ends on	Reason
-----------------------	---------------------	--------

New Open

#### 04 | Preparing Staff Level Information

- Click the **New** button adjacent to the **Salary Records** or highlight an existing record and then click the **Open** button to display the **Add** (or **Edit**) **Contract Salary** dialog.

The screenshot shows the 'Edit Contract Salary' dialog box. The 'Range Type' is set to 'Teachers'. The 'Start Date' is '01/06/2018'. The 'End Date' is empty. The 'Minimum' salary is '23000.00', the 'Maximum' is '26000.00', and the 'Annual Salary' is '24243.00'. The 'Actual Salary' is also '24243.00'. The 'Superannuation' and 'NI Status' checkboxes are both checked. The 'Pay Scale' is 'Teachers Upper' and the 'Regional Pay Spine' is 'London Fringe'. The 'Notes' field contains the text 'Converted from Scale point 2.0 <manager 18/06/18 10:38:52>'. At the bottom, there is a button for 'Annual Salary Change History' and 'OK' and 'Cancel' buttons.

- Select the appropriate **Range Type** from the drop-down list.
- Select the **Start Date** for the pay range by clicking the **Calendar** button and selecting the dates. Alternatively, enter the date in dd/mm/yyyy format.

*NOTE: The first time that a pay range is added to a staff member's contract, the **Start Date** defaults to the **Employment Start Date**. If any subsequent contracts are added, the **Start Date** defaults to the **Contract Start Date**.*

A range will be terminated automatically when you apply a new range, when you enter a contract end date or when you enter a date of leaving.

The **Minimum** and **Maximum** salary are populated automatically according to the service term selected.

- Enter the staff member's **Annual Salary**. This must be within the stated range.

The **Actual Salary** is calculated automatically, based on the annual salary, full time equivalent and weeks worked per year pro rata.

- If the superannuation scheme is to be applied to this contract, select the **Superannuation** check box.

*NOTE: If the check box is selected, it is assumed that the employer makes superannuation contributions at the relevant rate. If it is deselected, no superannuation contributions are made.*

10. If the pay is subject to National Insurance contributions, select the **NI Status** check box.

*NOTE: When salary commitment is calculated in FMS, these check boxes are not taken into account. National Insurance and superannuation are always calculated for a pay scale.*

The **Pay Scale** and **Regional Pay Spine** default from the service term selected and are not editable here.

11. Any **Notes** can be entered, as required. If the salary has been converted from a pay scale, the details are entered here.

*NOTE: On saving the changes, the username, date and time of any updates to the salary are recorded in the **Notes** field. Any changes made to the salary via **Tools | Staff | Salary Update** are also recorded here.*

12. If you wish to view the history of changes to the annual salary, click the **Annual Salary Change History** button. The annual salary change history can be printed, if required.

**IMPORTANT NOTE:** The annual salary change history will not display any changes made to the salary by B2B:Personnel.

13. Click the **OK** button to return to the **Edit Contract** dialog.  
14. Click the **Save** button to return to the **Employment Details** page.

☐ Completed

## Editing Contract Details - Pay Scales

The following contract details related to pay scales should be checked to ensure that the correct values are collected in the return.

1. Selected **Focus | Person | Staff**.
2. Search for and highlight the required person, then click the **Open** button to display the **Employee Details** page.
3. Select the **Employment Details** tab, then navigate to the **Contract** table.

Contract	Status	Start Date	Post	Service Term	Point/Salary	New
		01/09/2002	Teacher	Teachers	6.0	Open
						Delete
						Clone



#### 04| Preparing Staff Level Information

4. Highlight an existing **Contract** record, then click the **Open** button to display the **Edit Contract for** dialog.

Edit Contract for Helen Green

Save Undo Help Close

1 Contract Details 2 Pay Pattern

**1 Contract Details**

Service Term: Teachers Employment Type: Permanent

Post Reference: Teacher Post Category / SWR Post / Payroll Post: Teacher, Other/ Classroom Teacher, main pay range/

Post Reason: Contract Start Date: 01/09/2002 Financial Subgroup: PR999000

Superannuation: Teachers Contract/Payroll Number: NI Contracted: In ☐ Out ☒

Increment Date: 01/09 Leave Entitlement: 0.0000

Contract End Date: Contract Termination Reason: Post Accepted Date:

Post Offered Date: Service Term Hours/Week: 32.5000 Service Term Weeks/Year: 52.1430

Contract Issued Date: Hours/Week: 32.5000 Weeks/Year: 52.1430

FTE: 1.0000 Pro Rata: 1.0000

Safeguarded Salary: ☐ Pay Factor: 1.0000

Origin: Not known Latest Pay Review Date: 01/09/2015

Destination: Reason for Leaving:

Is an Apprentice: ☐

Salary Records

Scale/Range	Start Date	End Date	Point/Salary	Actual Salary
Teachers Main Scale	01/09/2002		6.0	

New Open Delete

Allowances

Allowance	Start Date	End Date	Type
-----------	------------	----------	------

New Open Delete

Role

Role	Start Date	End Date
Classroom Teacher	01/09/2002	

New Open Delete

Suspensions

Suspensions Starts on	Suspensions Ends on	Reason
-----------------------	---------------------	--------

New Open

Some read-only fields are populated automatically, including the **Post Category/SWR Post/Payroll Post** and **Service Term Hours/Week**.

5. Ensure that the applicable **Post Reference** and **Post Reason** are selected from the drop-down lists.
6. Ensure that the correct **Employment Type** is selected from the drop-down list, e.g. **Permanent**.
7. When the first contract is entered for a member of staff, the **Contract Start Date** defaults to the **Employment Start Date**. This can be edited by clicking the **Calendar** button and selecting the date, if required.
8. If the contract has ended, ensure that a **Contract End Date** is entered.

9. Ensure that the number of hours per week the member of staff works is entered in the **Hours/Week** field. The actual amounts paid are calculated using the number of hours worked and the pay rates applicable to the employee.
10. Ensure that the number of weeks per year the member of staff works is entered in the **Weeks/Year** field.
11. If the employee has protected rights in their salary, select the **Safeguarded Salary** check box. (Applicable to contracted teachers only.)
12. If a **Contract End Date** has been entered ensure that:
  - the leaver's **Destination** (e.g. **Remaining in the same LA - primary school**) has been selected from the drop-down list.
  - a **Reason for Leaving** (e.g. **Left for other teaching post**) has been selected from the drop-down list.

It is advisable to enter the reason for leaving when entering the leaver's destination because a blank **Reason for Leaving** field will trigger a validation error when completing the School Workforce Census.
13. Ensure that the employee's employment prior to joining the school is selected from the **Origin** drop-down list.
14. Enter the **Latest Pay Review Date** (in dd/mm/yyyy format) or select the required date from the **Calendar**. This date is collected in the School Workforce Census and applies to all teachers with contracts or service agreements.
15. Click the **Save** button.



Completed

## Editing Contract Salary Records

1. In the **Edit Contract for** dialog, navigate to the **Salary Records** panel.
2. Highlight an existing **Pay Scale** record, then click the **Open** button to display the **Edit Contract Scale** dialog.

3. Ensure that the following details are correct:
  - **Scale Point**  
Select the correct value from the drop-down list, if required.
  - **Pay Scale and Regional Pay Spine**  
These read-only fields are populated automatically. If incorrect values are displayed:
    - a. Select **Tools | Staff | Pay Related**, then search for and select the applicable service term to display the **Service Term Details** page.
    - b. In the **Pay Awards** panel, highlight the required **Scales** record, then click the **Open** button to display the **Edit Scale for** dialog.

- c. Select the applicable **Pay Scale** from the drop-down list.
- d. Indicate which regional variation the pay scale is for by selecting from the **Regional Pay Spine** drop-down list.

*NOTE: Regional pay spine (range) is no longer collected for the return. However, it is advisable to ensure that records are up-to-date.*

- e. Click the **OK** button to return to the **Service Term Details** page.
  - f. Click the **Save** button.
  - g. Select **Focus | Person | Staff – Employment Details** tab - **Contract**, then open the relevant entry in the **Salary Records**.
  - h. Ensure that the correct **Pay Scale** and **Regional Pay Spine** values are now displayed.
  - i. Click the **OK** button to return to the **Edit Contract for** dialog.
4. Click the **Save** button.

 **Completed**

## Editing Contract Allowances

1. In the **Edit Contract for** dialog, highlight an existing **Allowances** record, then click the **Open** button to display the **Edit Contract Allowance** dialog.

2. Ensure that the following details are recorded correctly:
  - **Allowance**  
select from the drop-down list, if required.
  - all other allowance details are current and complete.
3. Click the **OK** button to return to the **Edit Contract for** dialog.
4. Click the **Save** button.

 **Completed**

## Editing Contract Roles

1. In the **Edit Contract for** dialog, highlight an existing **Role**, then click the **Open** button to display the **Edit Contract Role** dialog.

2. Ensure that the following details are recorded correctly:
  - **Role**  
Select from the drop-down list, if required.
  - **Start Date** for this role (in dd/mm/yyyy format).

3. Click the **OK** button to return to the **Edit Contract for** dialog.
4. Click the **Save** button.



## Editing Service Agreement Information

Not applicable to third party support staff

A person can have more than one role in the school, e.g. Teaching Assistant and Midday Supervisor, or can have more than one simultaneous contract with the same school. Multiple contracts/service agreements or roles (as well as old and current contracts) will be included in the return.

The following service agreement details should be checked to ensure that the correct values are collected in the return.

1. Selected **Focus | Person | Staff**.
2. Search for and highlight the required person, then click the **Open** button to display the **Employee Details** page.
3. Select the **Employment Details** tab, then navigate to the **Service Agreement** table.

Service Agreement	Start Date	End Date	Agreement Hours/Week	
	01/06/2000		1.0000	New Open Delete

4. Click the **New** button or highlight an existing service agreement record, then click the **Open** button to display the **Add (or Edit) Service Agreement** dialog.

Edit Service Agreement for Helen Green

Save Undo Help Close

1 Service Agreement Details

**1 Service Agreement Details**

Service Start Date	01/06/2000	Service End Date	
Offered Date		Accepted Date	
QTS Status	With QTS	SWC Post	Classroom Teacher
Reason	Supply	Source Name	
Sourced By	Local Authority		
Service Type	Vice Agreement with Local Authority		
FTE Hours/Week		Agreement Hours/Week	1.0000
Weeks/Year	38.0000	Daily Rate	<input checked="" type="checkbox"/>
Total Pay (annual equivalent)		SWC Additional Payment Amount	0.00
SWC Base Pay (annual equivalent)			
Latest Pay Review Date			

Role

Role	Start Date	End Date	
Peripatetic Teacher (unattached)	01/06/2000		New Open Delete

Notepad

Notes

Music lessons for Year 3 - 5 pupils.

New  
 Open  
 Delete

5. Ensure that the **Service Start Date** is entered in the correct format (dd/mm/yyyy). (Not required for centrally employed staff.)
6. Ensure that the **Service End Date** is entered in the correct format (dd/mm/yyyy). (Required for all current members of staff on a fixed term contract and Leavers.)
7. Check that the correct School Workforce Post has been selected from the **SWC Post** drop-down list.

**IMPORTANT NOTE:** To avoid the validation error 4410 (post is missing or invalid) being triggered during the Create and Validate process, the correct **SWC Post** must be selected.

8. Check that the correct **Service Type** has been selected from the drop-down list. (Required for teachers with service agreements.)
9. If applicable, ensure that the full time equivalent has been entered in the **FTE Hours/Week** field.
10. Enter the number of weeks worked per year, as stated in the service agreement, in the **Weeks/Year** field. (Required for all members of staff except agency/service agreement teachers who are on a Daily Rate.)
11. Enter the number of hour worked per weeks as stated in the service agreement in the **Agreement Hours/Week** in the field. (Required for all members of staff except agency/service agreement teachers who are on a Daily Rate.)
12. For members of staff who are not paid a daily rate, enter the pre-tax annual salary of the staff member in the **SWC Base Pay (annual salary equivalent)** field. This is not mandatory if the member of staff is an Agency/SA teacher who is on a **Daily Rate**.
13. If the person is on a daily rate of pay, select the **Daily Rate** check box. (Required for agency/service agreement teachers. Not required for centrally employed staff.)

*NOTE: Those providing a service for which there is no charge should not have the **Daily Rate** check box selected, e.g. governors and volunteers.*

14. For staff members who are not paid a daily rate, enter any additional payment amount in the **SWC Additional Payment Amount** field.
15. Enter the **Latest Pay Review Date** (in dd/mm/yyyy format) or select required date from the **Calendar** button. This date is collected in the School Workforce Census and applies to for all teachers with contracts or service agreements.
16. Click the **New** button to add a **Role**.  
Alternatively, highlight an existing **Role** then click the **Open** button to display the **Edit Service Agreement Role** dialog.
  - a. Ensure that the applicable **Role** is selected from the drop-down list.
  - b. Ensure that **Start Date** is entered in the correct format (dd/mm/yyyy).
  - c. Click the **OK** button to return to the **Edit Service Agreement** dialog.
17. Click the **Save** button.

☐ Completed

## Excluding Teacher/Support Staff Records from the Return

If there are teachers or support staff who have been entered in error (such as duplicates) or records that are not required to be collected for the return, it is recommended that you carry out the following action to ensure that these records are not included in the School Workforce Census return.

1. Select **Focus | Person | Staff**.
2. Search for and then select the required person to display the **Employee Details** page.
3. Ensure that the **Personal Details** tab is selected.
4. In the **Basic Details** panel, ensure that the **Eligible for SWR** check box is deselected. This removes the member of staff from the return.

5. Click the **Save** button.

 **Completed**

## Reviewing Service Term Definitions

A service term helps to define a staff contract. It contains generic information including the number of hours worked per week, weeks worked per year, etc. Some service terms have scales defined within them, which determine the annual salary or hourly rate payable and allow spinal progression, where an employee's salary increments annually.

Service term information can be imported from a file provided by your LA or Local Support Unit (please see *Importing Service Term Definitions* on page 11), or it can be entered manually.



### Additional Resources:

*Defining Superannuation, Service Terms and Training Event Details* chapter in the *Managing Staff* handbook

Four reports are available in SIMS to facilitate the preparation for the School Workforce Census.

Ensure that the up-to-date pre-defined reports have been imported (please see *Importing Pre-Defined Reports* on page 39).

1. Select **Reports | Run Report** to display the **Report Browse**.
2. In the report navigation tree, select **Focus | Service Term**.  
The names of the four service term reports are displayed in the right-hand panel.

Report Browse						
	Name	Focus	Owner	Supplier	Updated	Category
Agent	ST Allowances	Service ...	Imported	CES Reporting Services	28/03/2019	Public
Achievement Incidents	ST Definition	Service ...	Imported	CES Reporting Services	28/03/2019	Public
Behaviour Incidents	ST Pay Scale Definitions	Service ...	Imported	CES Reporting Services	28/03/2019	Public
Detention	ST Post Definitions	Service ...	Imported	CES Reporting Services	28/03/2019	Public
Detained Student						
Learnwise User						
Service Term						
Application						
Admission Groups						
Admission Enquiry						
Current & Previous Schoc						
Course Classification						
Courses For Student						

3. Double-click the required report name to generate the report, which is displayed in Microsoft Word.

▪ **ST Allowances Report**

WATERS EDGE PRIMARY SCHOOL		
Service Term Allowance Definitions		
AT: Advanced Skills Teacher		
Allowance	Allowance	Category
LD: Leadership		
Allowance	Allowance	Category
MW: Manual Staff		
Allowance	Allowance	Category
NJ: NJC - APT & C Staff		
Allowance	Allowance	Category
TE: Teachers		
Allowance	Allowance	Category
MGT1	Management 1	Management Allowances
MGT2	Management 2	Management Allowances
MGT3	Management 3	Management Allowances
MGT4	Management 4	Management Allowances
TL1B	Teacher Learning 1B	Teaching and Learning Responsibility Payments

The default **Category** of **Other** is displayed in the report if a category has not been allocated to the allowance.

To allocate **Categories** to **Allowances**:

- a. Select **Tools | Staff | Pay Related** to display the **Find Service Term** browser.
- b. Search for, then select the required service term.
- c. In the **Allowances** panel, highlight an allowance then click the **Open** button to display the **Edit Allowance for Teachers** dialog, where a category can be allocated to an allowance.



## ST Definition Report

WATERS EDGE PRIMARY SCHOOL			
<b>AT: Advanced Skills Teacher</b>			
Spinal Progression:	F	Salaried:	T
Increment Mth:	0	Teacher:	T
Hrs / Wk:	27.5000	Term Time Only:	F
Wks / Yr:	52.14300	Hidden:	F
Points, Min:	1.0	Single Pay Spine:	T
Points, Max:	27.0	Interval:	1.0
<b>Superannuation:</b>			
TEAC	Teachers	8.05	
<b>Financial Sub-groups</b>			
<b>LD: Leadership</b>			
Spinal Progression:	F	Salaried:	T
Increment Mth:	0	Teacher:	T
Hrs / Wk:	26.2500	Term Time Only:	F
Wks / Yr:	52.14300	Hidden:	F
Points, Min:	1.0	Single Pay Spine:	T
Points, Max:	43.0	Interval:	1.0
<b>Superannuation:</b>			
TEAC	Teachers	8.05	
<b>Financial Sub-groups</b>			
<b>MW: Manual Staff</b>			
Spinal Progression:	F	Salaried:	F
Increment Mth:		Teacher:	F
Hrs / Wk:	37.5000	Term Time Only:	F
Wks / Yr:	52.14300	Hidden:	F
Points, Min:	1.0	Single Pay Spine:	F
Points, Max:	1.0	Interval:	1.0

## ST Pay Scale Definitions Report

WATERS EDGE PRIMARY SCHOOL				
Pay Scale Definitions				
<b>AT: Advanced Skills Teacher</b>				
Scale		Points	Region	National Scale
AST	Advanced Skills Teacher	1.0 - 27.0	Rest of England	Advanced Skills Teachers
<b>LD: Leadership</b>				
Scale		Points	Region	National Scale
HTG4	Headteacher Group 4	14.0 - 25.0	Rest of England	Leadership
HTG5	Headteacher Group 5	18.0 - 29.0	Rest of England	Leadership
<b>MW: Manual Staff</b>				
Scale		Points	Region	National Scale
GR 1	Grade 1	1.0 - 1.0	Rest of England	Other
GR 2	Grade 2	1.0 - 1.0	Rest of England	Other
GR 3	Grade 3	1.0 - 1.0	Rest of England	Other
GR 4	Grade 4	1.0 - 1.0	Rest of England	Other
<b>NJ: NJC - APT &amp; C Staff</b>				
Scale		Points	Region	National Scale
SC 2	Scale 2	11.0 - 13.0	Rest of England	National Joint Council (Local Government Services)
SC 3	Scale 3	14.0 - 17.0	Rest of England	National Joint Council (Local Government Services)

### ST Post Definitions Report

WATERS EDGE PRIMARY SCHOOL			
Service Term Post Definitions			
<b>AT: Advanced Skills Teacher</b>			
Post		Category	SWR Post
AST	ADVANCED SKILLS TEACHER	Teacher, Other	Excellent Teacher
<b>LD: Leadership</b>			
Post		Category	SWR Post
HT	Headteacher	HT Headteacher	Head Teacher
DH	Deputy Head	Teacher, Other	Head Teacher
<b>MW: Manual Staff</b>			
Post		Category	SWR Post
CARE	Caretaker	Not inc on Form 7/PLASC	Support Staff
KITC	Kitchen Staff	Not inc on Form 7/PLASC	Support Staff
MID	Midday Supervisor	Not inc on Form 7/PLASC	Support Staff
ASCK	Assistant Cook	Not inc on Form 7/PLASC	Support Staff
ASCA	Assistant Caretaker	Not inc on Form 7/PLASC	Support Staff
HDCK	Head Cook	Not inc on Form 7/PLASC	Support Staff
CLEA	Cleaner	Not inc on Form 7/PLASC	Support Staff
<b>NJ: NJC - APT &amp; C Staff</b>			
Post		Category	SWR Post
ADMN	Admin Clerk	AC Other Admin/Clerical	Support Staff
LAB	Lab Assistant	TE Laboratory Assistant/Tech	Support Staff
TECH	Technology Technician	TE Laboratory Assistant/Tech	Support Staff



#### Additional Resources:

*SIMS Pre-Defined Reports Catalogue*



**Completed**

## Importing Pre-Defined Reports

*NOTE: The availability of reports depends on your permissions.*

1. Select **Reports | Import** to display the **Import report(s)** dialog. Click the **Open** button and then locate the predefined reports. The location might vary but is usually C:\Program Files\SIMS (x86)\SIMS .net.
2. Highlight the required file, which is named according to the version of SIMS, e.g. PreDefined\_Reports\_v7188.RptDef, then click the **Open** button to return to the **Import report(s)** dialog. The file name and location you have specified are displayed in the **Archive file** field.
3. Where the specified file contains more than one report, you have the option to import selected reports only. If you do not wish to import a report, deselect the check box adjacent to the description.

**IMPORTANT NOTE:** If you are re-importing a report, the existing report is overwritten and, therefore, any changes made to the original are lost.

#### 04 | Preparing Staff Level Information

4. If you do not wish to import the associated templates (e.g. Word templates), deselect the **Import associated templates** check box.
5. Click the **Import** button.
6. When the import is complete, click the **Close** button.



#### Additional Resources:

*Designing and Running Reports handbook*

## Checking/Editing the SWC Post

To avoid the validation error 4410 (post is missing or invalid) being triggered during the Create and Validate process, ensure that the **SWC Post** (SWR Post) is specified.

### Checking the Current School Workforce Census Post Value

1. Select **Focus | Person | Staff**.
2. Search for and highlight the required person, then click the **Open** button to display the **Employee Details** page.
3. Select the **Employment Details** tab, then navigate to the **Contract** table.

Contract	Status	Start Date	Post	Service Term	Point/Salary	New
		01/09/2002	Teacher	Teachers	6.0	Open
						Delete
						Clone

4. Highlight the applicable **Contract**, then click the **Open** button to display the **Edit Contract** dialog.

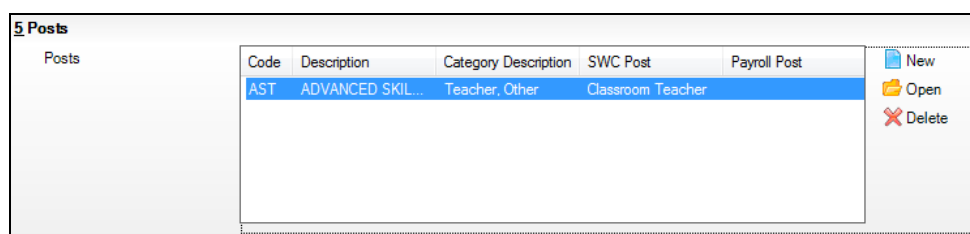
5. Check that a **Post Reference** has been selected from the drop-down list. It might be necessary to add an applicable **Service Term** if it does not already exist.
6. Click the **Save** button to return to the **Employee Details** page.
7. Re-open the contract, then check the read-only entry in the **Post Category/SWR Post/Payroll Post** field.

☐ Completed

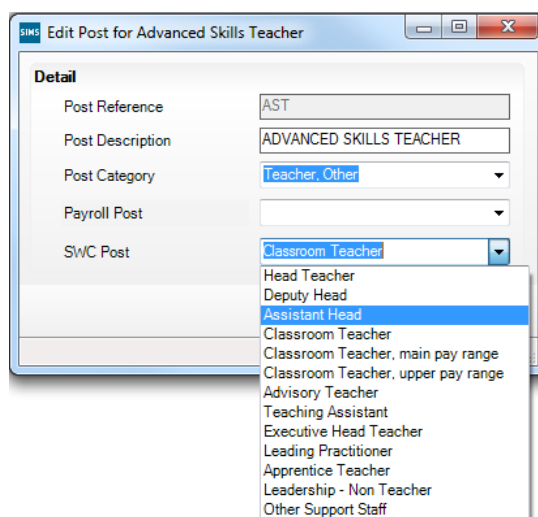
## Changing the School Workforce Census Post

If the School Workforce Census Post needs to be changed:

1. Ensure that all staff (including yourself) have closed the **Employees Details** page.
2. Select **Tools | Staff | Pay Related** to display the **Find Service Term** browser.
3. Search for and highlight the required service term, then click the **Open** button to display the **Service Term Details** page.
4. Navigate to the **Posts** panel.



5. Highlight the applicable record then click the **Open** button to display the **Edit Post** dialog.



6. Select the applicable value from the **SWC Post** drop-down list, i.e. **Classroom Teacher, main pay range, Classroom Teacher, upper pay range**, etc.
7. Click the **OK** button to return to the **Service Term Details** page.
8. Click the **Save** button.

 **Completed**

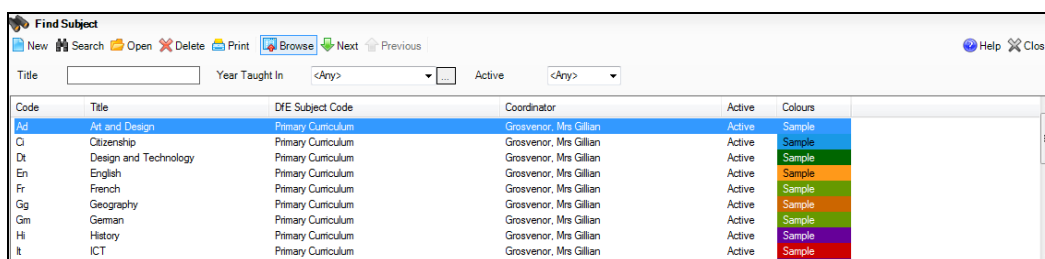
## Mapping Subjects to DfE Subject Codes

Applicable to schools with a Secondary phase

In the School Workforce Census, curriculum information is collected on the subjects taught by teachers in Secondary schools. This information is usually entered into SIMS via Academic Management or into Nova then transferred over into SIMS. To enable curriculum information to be recorded accurately, it is necessary to map all the subjects taught in school to DfE subject codes.

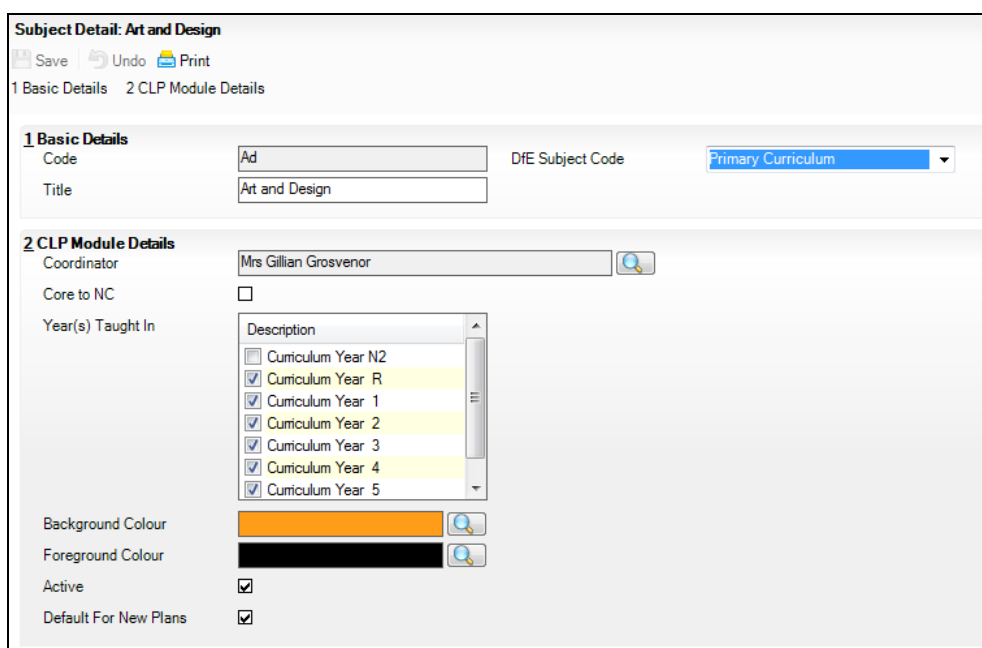
*NOTE: One curriculum record will be generated when more than one Nova subject is mapped to the same DfE subject.*

1. Select **Tools | Setups | Subjects** to display the **Find Subject** browser. A combination of subject **Title**, **Year Taught In** and **Active** status can be used to refine the search for the required subject. Alternatively, the fields can be left blank to display a list of all subjects.
2. Click the **Search** button to display a list of subjects that match the search criteria.



Code	Title	DfE Subject Code	Coordinator	Active	Colours
Ad	Art and Design	Primary Curriculum	Grosvenor, Mrs Gillian	Active	Sample
Ci	Citizenship	Primary Curriculum	Grosvenor, Mrs Gillian	Active	Sample
Dt	Design and Technology	Primary Curriculum	Grosvenor, Mrs Gillian	Active	Sample
En	English	Primary Curriculum	Grosvenor, Mrs Gillian	Active	Sample
Fr	French	Primary Curriculum	Grosvenor, Mrs Gillian	Active	Sample
Gg	Geography	Primary Curriculum	Grosvenor, Mrs Gillian	Active	Sample
Gm	German	Primary Curriculum	Grosvenor, Mrs Gillian	Active	Sample
Hi	History	Primary Curriculum	Grosvenor, Mrs Gillian	Active	Sample
It	ICT	Primary Curriculum	Grosvenor, Mrs Gillian	Active	Sample

3. Highlight the required subject, then click the **Open** button to display the **Subject Detail** page.



**Subject Detail: Art and Design**

Save Undo Print

1 Basic Details 2 CLP Module Details

**1 Basic Details**

Code: Ad DfE Subject Code: Primary Curriculum

Title: Art and Design

**2 CLP Module Details**

Coordinator: Mrs Gillian Grosvenor

Core to NC: ☐

Year(s) Taught In:

Description:

- ☐ Curriculum Year N2
- ☒ Curriculum Year R
- ☒ Curriculum Year 1
- ☒ Curriculum Year 2
- ☒ Curriculum Year 3
- ☒ Curriculum Year 4
- ☒ Curriculum Year 5

Background Colour:

Foreground Colour:

Active: ☒

Default For New Plans: ☒

4. Ensure that the applicable **DfE Subject Code** is selected from the drop-down list.
5. Check the other details displayed to ensure that they are correct.
6. Click the **Save** button.

**IMPORTANT NOTES:** Schools are advised not to amend the subject **Code** and/or **Title**. Amendments to the **Code** and/or **Title** that change the meaning of a subject (previously in use) should be avoided because this would result in a conflict with the information held in the SIMS SQL database.

For example, changing **IT (Italian)** to **IT (Information Technology)** might render class and course data associated with Italian unusable. To resolve to this issue, a new subject for Information Technology should be added.

If schools need to edit subject details, they must do so using the normal procedures in Nova. For more information, please refer to the Maintaining Subjects section of the Getting Started with Nova handbook.

☐ Completed

# 05| What Next?

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## Introduction

After carrying out the preparation routines documented in this guide, ensure that any subsequent changes at your school (e.g. changes to staff detail, service terms, etc.) are recorded accurately in SIMS.

You must upgrade to the SIMS 2019 Summer Release (7.188) before completing the School Workforce Census 2019 Return. However, it is advisable to check whether a later version of SIMS is available and then upgrade to the current release of SIMS, if required.

You should now be ready to produce the final School Workforce Census 2019 Return. For specific instructions, please refer to the *Producing the School Workforce Census 2019 Return* handbook.

## Where Can I Get More Information?

In addition to this preparation guide, the following information is also available:

- *Producing the School Workforce Census 2019 Return* handbook  
This handbook outlines how to produce the School Workforce Census in SIMS.
- *School Workforce Census 2019 Validation Errors and Resolutions* document  
This guide provides suggestions on how to resolve any validation errors or queries.
- *Managing Staff* handbook  
This handbook provides details about the processes that relate to Service Terms, etc.
- The School Workforce Census information provided by the DfE useful (<http://www.gov.uk/guidance/school-workforce-census>).

Online help can be accessed by pressing **F1** or clicking the applicable **Help** button in SIMS.

A wide range of documentation is available from the SIMS **Documentation Centre**, including handbooks, quick reference sheets and tutorials. Click the **Documentation** button (located on the top right-hand side of the SIMS **Home Page**), select the required category and then select the document you require. Alternatively, use the **Search** facility to locate the required document.

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Contact the Service Desk today on  
**0345 222 1551 • Option 3**

or email us on  
**misservicedesk@  
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