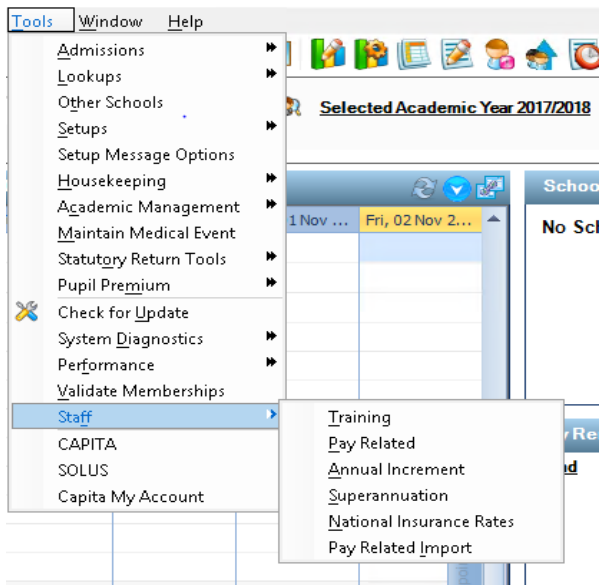


# East Sussex Model Pay Policy in SIMS

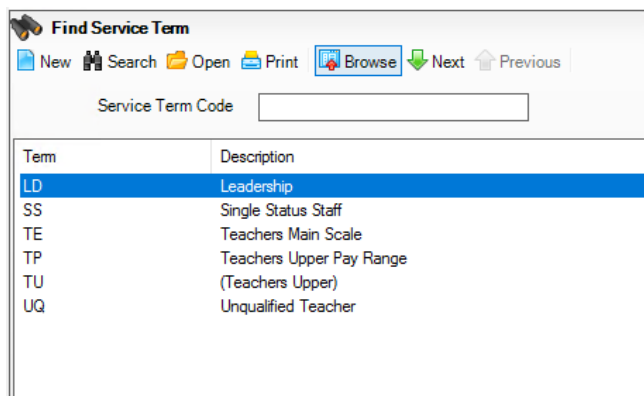
Following on from the publication of the School Teachers Pay & Conditions Document (STPCD) 2018 each school will need to update their SIMS system to reflect the changes.

Please see the steps below that you will all need to administer.

1. Select Tools | Staff | Pay Related to display the Find Service Term browser.



2. Click on the Search button to display the Service Terms you use in your school.



3. Highlight the Teachers / Extended Teachers or which Teachers Service Term you use in school.

- Click the Pay Awards hyperlink to display the Pay Awards panel or alternatively you can scroll down to Section 2.

**Service Term Details for Teachers Main Scale**

Save Undo Print

1 Service Term 2 Pay Awards 3 Allowances 4 Posts 5 Superannuation 6 Financial Sub-groups

**2 Pay Awards**

Single Pay Spine

Minimum Point

Maximum Point  Interval

Code	Description	Minimum Point	Maximum Point
CPS	*****Do NOT Use*****	1.0	6.0
NMS	NEW Teachers Main Scale	1.0	6.0
TMS	Teachers Main Scale	1.0	7.0

New Open Delete

Single Pay Spine applies to all scales

Award Date
01/09/2018
01/09/2017
01/09/2016
01/09/2015
01/09/2014
01/09/2013

New Delete

Point	Amount
1	23720
2	25594
3	27652
4	29780
5	32126

- First you will need to hide the old Scale that you are currently using. To do this highlight the scale and click the Open folder or double click on the scale.
- Place a tick in the hidden box and click OK.

SIMS Edit Scale for Teachers Main Scale

**Detail**

Code

Description

Hidden

Minimum Point

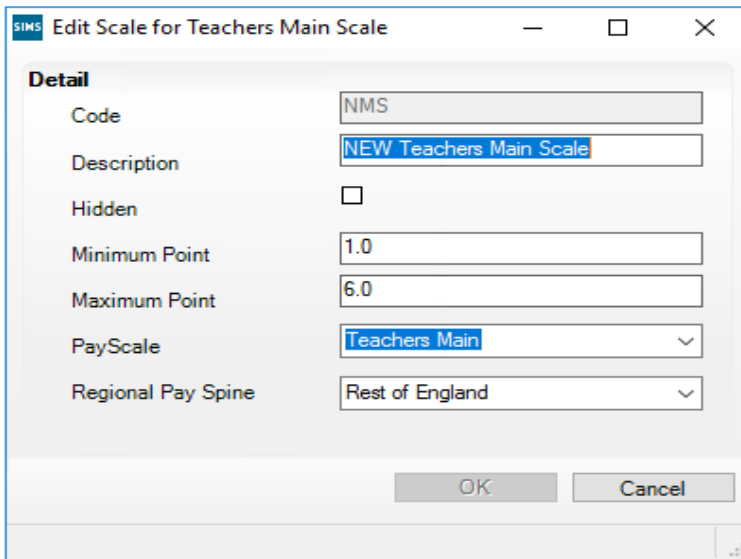
Maximum Point

PayScale

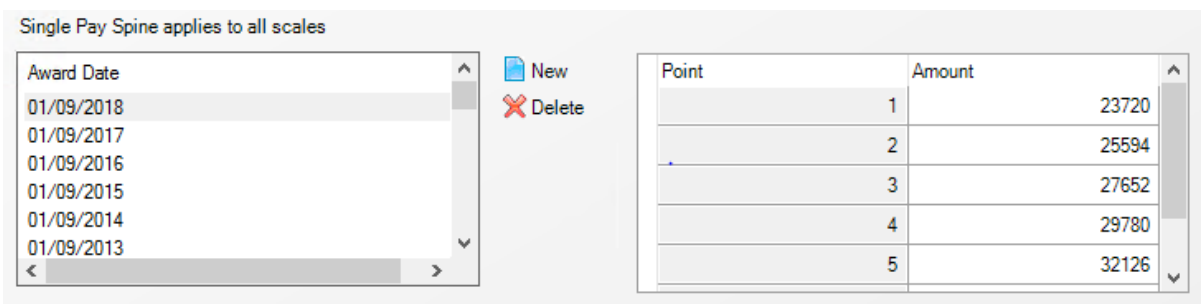
Regional Pay Spine

OK Cancel

- Now click New and enter the following details for the new scale, once complete click OK.



- You can now update the Salary Scale values in the normal way by clicking the New button between the Dates box and the Values box below.



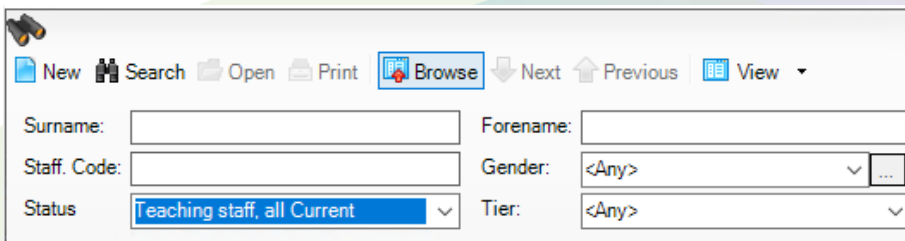
Point	Amount
1	23720
2	25594
3	27652
4	29780
5	32126

- Enter a date of 01/09/2018 and proceed to enter the values against the points on the right hand side. These values can be found on the East Sussex County Council Website via the link below.  
<https://www.eastsussex.gov.uk/jobs/benefits/pay/>

- You will now need to transfer every teacher over to the new Salary Scales.

- To search for all of your teaching members of staff, go to Focus|Person |Staff or click the Staff icon 

- Change the Status drop down field to Teaching staff, all Current and click Search.



13. Only Teachers on the previous Service Term will need to be update. Highlight the first Teacher and double click or click the Open folder to open their record.
14. Click on the Employment Details tab and highlight and Open their current contract.

Status	Start Date	Post	Service Term	Scale Point
	01/09/2015	QUALIFIED TE...	Teachers Main Scale	6.0

New  
 Open  
 Delete  
 Clone

15. Now scroll down to the Pay Scale section and click New to enter a new scale, N.B you will not need to end the old scale, creating a new one does this for you.

**SIMS Edit Contract Scale**

**Contract Scale Details**

Scale:

Start Date:

End Date:

Minimum Scale Point:

Maximum Scale Point:

Point:

Superannuation:

NI Status:

Pay Scale:

Regional Pay Spine:

16. Click on the drop down menu to choose the new scale with a date of 01/09/18 and enter the correct point and click OK.

Scale	Start Date	End Date	Point
NEW Teachers Main Scale	01/09/2018		6.0
Teachers Main Scale	01/09/2015	31/08/2018	7.0

New  
 Open  
 Delete

17. Click Save in the top left hand corner of the contract and Save again on the main page of the record.
18. Using the next arrow at the top of the screen you can move to the same area of the next record and repeat the process as above.
19. Repeat for all members of staff on the same Service Term (Teachers / Extended Main Pay Range)

If you have any questions or would like some help with this process please do contact the Schools ICT service desk on 01273 482519 or email [schoolsict@eastsussex.gov.uk](mailto:schoolsict@eastsussex.gov.uk)