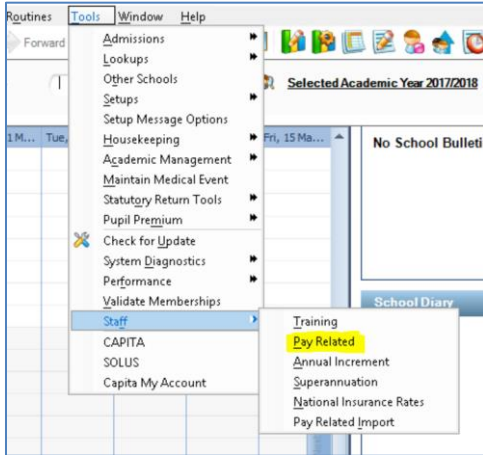
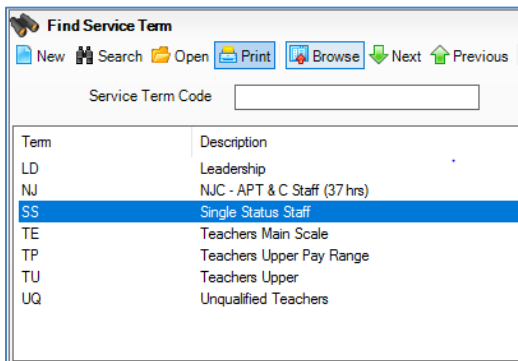


How to update your Salary Scales

1. Select Tools | Staff | Pay Related.

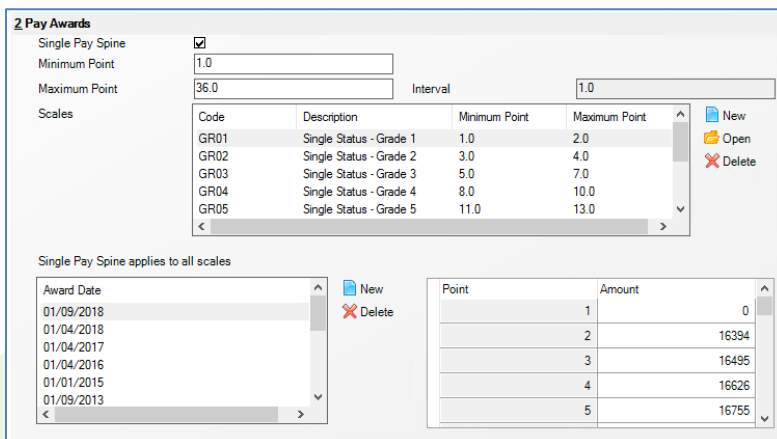


2. Click Search and double click the Service Term you want to update i.e Single Status.

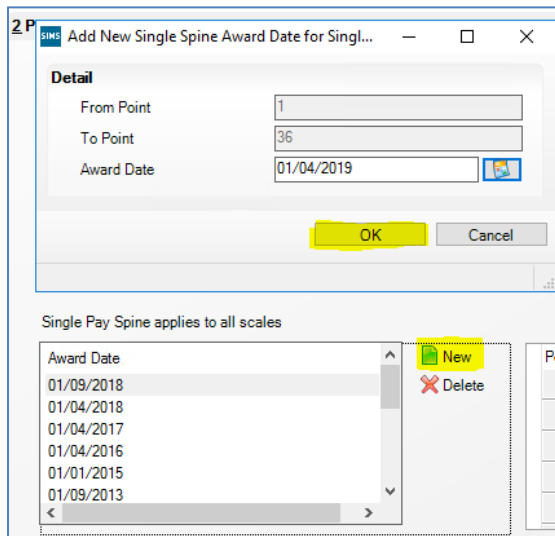


3. Click the Pay Awards hyperlink or scroll down to section 2 to display the Pay Awards panel.

4. If you do not have the latest Award Date, Click the New button to the right of the Award Date box.




- Enter the latest date from the **Pay Charts** on the East Sussex website, i.e **01/04/19**



- Now **Click** the **OK** button and the amounts to the right of this box will be empty.

Point	Amount
1	0
2	0
3	0
4	0
5	0

- Simply click into each cell and enter the **Values** for each point as stated on the **Pay Charts**.
- Once complete **Click** the **Save** button in the top left hand corner 

If you require any further assistance please call the Service Desk on 01273 482519 or alternatively email schools.ictservices@eastsussex.gov.uk