

SIMS Personnel:

Updating Pay Scale Values

Background

Pay scale values help to create the backbone to a SIMS personnel contract. They inform the school of their financial commitments, both in SIMS and FMS, as well as being reported to the DfE via the School Workforce Census return (SWC), an annual statutory return (each November) for the DfE on school staff information. It is therefore essential that all service terms are maintained to ensure that the correct information is reported.

- Support staff service terms such as Single Status need to be updated in April, in line with the financial year.
- Teaching service terms such as Teacher Main, Teachers Upper and Leadership for example, need to be updated in September (or as soon as the information is released), in line with the academic year.

All service term pay scale information can be found via the East Sussex County Council website <https://www.eastsussex.gov.uk/jobs/benefits/pay/>

IMPORTANT NOTE

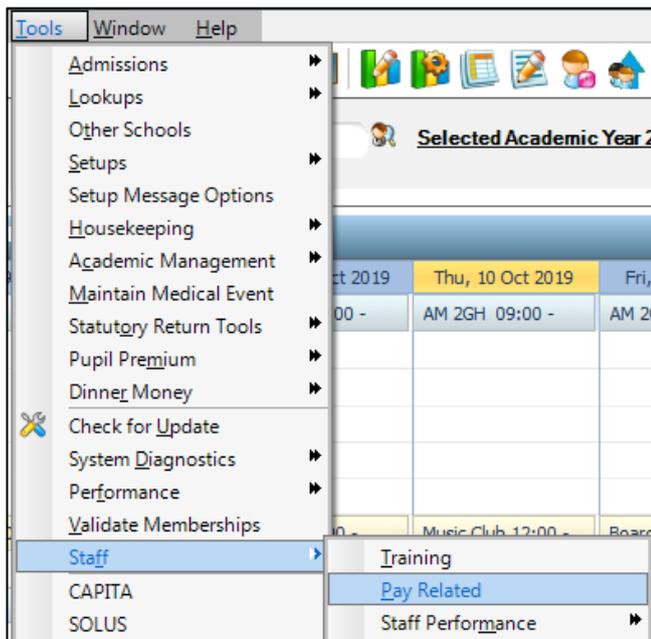
Please be aware that the;

- As of 2018, **Teacher's Main Scale** is only a **6** point structure, as a result if you have the old Teachers Main Scale of 7 points, (the 7th point previously representing a 6b value), 7 will now be a 0 value.
- As of 2018, **Teacher's Main Extended Scale** is only an **11** point structure, as a result if you have the old Teachers Main Extended Scale of 12 points, (the 12th point previously representing an 11b value), 12 will now be a 0 value.

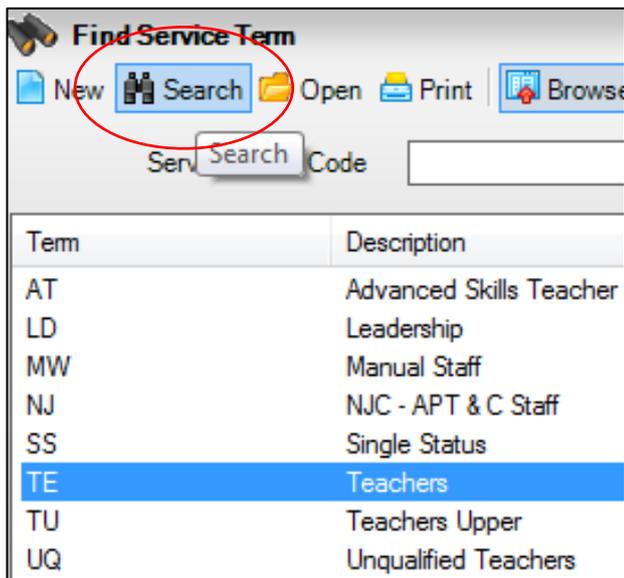
All staff who were on these previous contracts in SIMS should have already been reallocated to the appropriate scale point within their contracts.

How to update Pay Scale Values:

Once in SIMS, click on **Tools, Staff, Pay Related**, click on **Search** button to display all service terms.



Double click on the service term you wish to update, in this example we will be using **Teachers Main**.



Once in the selected service term e.g. Teachers Main, go to section **2 – Pay Awards**.

2 Pay Awards

Single Pay Spine

Minimum Point

Maximum Point Interval

Code	Description	Minimum Point	Maximum Point	Mapped Range
TMS	Teachers Main Scale	1.0	6.0	

Scale Award

Award Date	Point	Amount
01/09/2018	1	23720
01/09/2017	2	25594
01/09/2016	3	27652
01/09/2015	4	29780

Click on the **New** button, to the right of the **Award Date** field and enter the relevant date e.g. **01/09/2019** in the **Award Date** field and click on the **OK** button.

Scale Award

Award Date

01/09/2018

01/09/2017

01/09/2016

01/09/2015

01/09/2014

01/09/2013

New

Delete

SIMS Add New Award Date for Teachers

Detail

From Point

To Point

Award Date

OK Cancel

The **Points Range** on the right hand side is displayed with empty boxes for the amounts to be entered.

Scale Award

Award Date

01/09/2019

01/09/2018

01/09/2017

01/09/2016

01/09/2015

01/09/2014

New

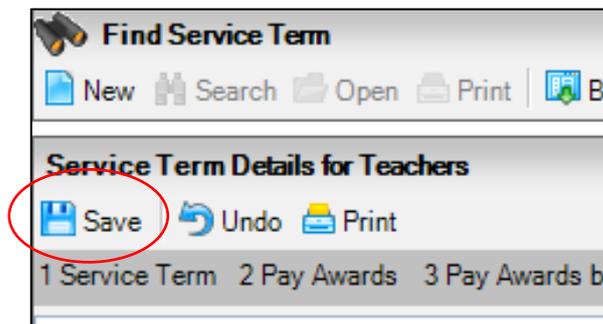
Delete

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

Enter the monetary value for each of the points within this scale. Click in the **Amount** cell for **Point 1** and type **the value**, then either click into the next cell or use the down arrow on your keyboard to move through the values, carefully entering the correct values.

Once all values have been entered, please click on **Save** button, in the top left hand corner.

Point	Amount
2	26298
3	28413
4	30599
5	33010
6	35971



Repeat this process for all service terms which require updating.

Please be aware that any value entered incorrectly will create inaccurate commitments in FMS, personnel reporting SIMS and could cause statutory return validating errors and queries.

NOTE: All values should be entered on the scale. Any values left blank, for example, because they are not used in the school, will generate validation errors in SWC if an employee has been assigned to the point in question.

If you have any questions about this routine or any other processes in SIMS, please contact Schools ICT on 01273 482519 or email schoolsict@eastsussex.gov.uk