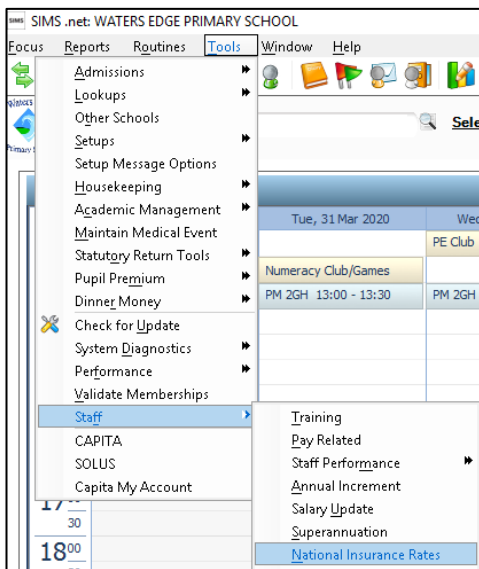


Updating National Insurance Tables in SIMS

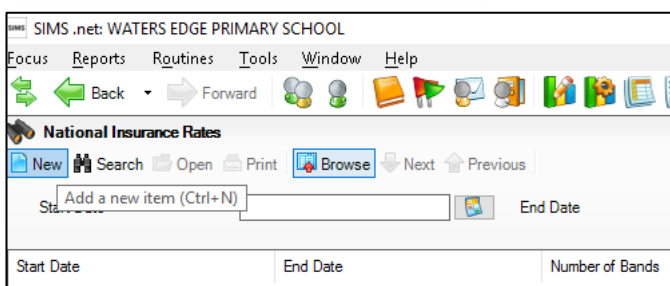
The following steps demonstrate how to update National Insurance Table in SIMS.

National Insurance rates are not related to service terms. The calculation of each contribution depends solely on the earning capacity of the employee. A rate is determined by the band into which their salary falls; this in turn indicates the employer’s contribution. Current National Insurance rates can be obtained from your Local Authority Support Unit.

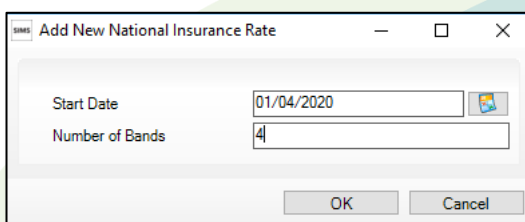
NOTE: Only employer’s contributions are considered because only their contributions affect salary commitment.



Select **Tools, Staff, National Insurance Rates** to display the National Insurance Rates browser.



Click the **New** button to display the **Add New National Insurance Rate** dialog box.



Select the **Start Date** by either typing the date or clicking the **Calendar** button and selecting the required date.

Enter the **Number of Bands**(please note that the number of bands cannot not be amended once clicked OK, so make sure it is correct).

Click the **OK** button to display the National Insurance Rate Details page.

National Insurance Rate Details

Save Undo Print Links

1 National Insurance Rate Detail 2 Band Collection 3 Band Detail

1 National Insurance Rate Detail

Start Date: 01/04/2020 End Date:

Number of Bands: 4

2 Band Collection

Band	Upper	Lower	Rate 1	Rate 2
1	0.00	0.00	0.0000	0.0000
2	0.01	0.01	0.0000	0.0000

In the **Band Collection** panel, highlight the **first band** and enter the **maximum amount** in the **Upper Monthly Earning** field.

3 Band Detail

Upper Monthly Earning:

Rate 1 (contracted in): Rate 2 (contracted out):

This updates the **Lower amount** of the next band with the figure you have just entered, plus one penny extra.

2 Band Collection

Band	Upper	Lower	Rate 1	Rate 2
1	520.00	0.00	0.0000	0.0000
2	0.01	520.01	0.0000	0.0000
3	0.02	0.02	0.0000	0.0000

Enter the appropriate rates in the **Rate 1 (contracted in)** and **Rate 2 (contracted out)** fields.

2 Band Collection

Band	Upper	Lower	Rate 1	Rate 2
1	520.00	0.00	0.0000	0.0000
2	732.00	520.01	0.0000	0.0000
3	4167.00	732.01	13.8000	13.8000
4	0.03	4167.01	0.0000	0.0000

3 Band Detail

Upper Monthly Earning:

Rate 1 (contracted in): Rate 2 (contracted out):

Highlight each band in turn and enter the appropriate figures.

National Insurance Rate Details

Save Undo Print Links

1 National Insurance Rate Detail 2 Band Collection 3 Band Detail

1 National Insurance Rate Detail

Start Date: 01/04/2020 End Date:

Number of Bands: 4

2 Band Collection

Band	Upper	Lower	Rate 1	Rate 2
1	520.00	0.00	0.0000	0.0000
2	732.00	520.01	0.0000	0.0000
3	4167.00	732.01	13.8000	13.8000
4	0.00	4167.01	13.8000	13.8000

Click the **Save** button to save the details.