

# Producing the School Workforce Census return checklist

English schools



NOTE: The checklist continues on two pages. Please print both pages.

Description of task	Completed
Check with your System Administrator/Manager that you have the appropriate permissions to run the Census and record associated data	<input type="checkbox"/>
Upgrade to the latest SIMS release as soon as possible to enable dry runs to be carried out	<input type="checkbox"/>
Apply the School Workforce Census licence, if not already applied	<input type="checkbox"/>
Create a new School Workforce Census	<input type="checkbox"/>
Configure the Census folder and specify the security message for reports	<input type="checkbox"/>
Check the School Workforce Census details	<input type="checkbox"/>
Calculate details	<input type="checkbox"/>
Edit school information	<input type="checkbox"/>
Edit base pay details	<input type="checkbox"/>
Edit curriculum details <i>Applicable to Secondary and All-Through schools only</i>	<input type="checkbox"/>
Record the vacancies on Census day	<input type="checkbox"/>
Edit occasional teachers information	<input type="checkbox"/>
Record agency/third party support staff	<input type="checkbox"/>
Create and validate the School Workforce Census	<input type="checkbox"/>
Resolve validation errors and check queries	<input type="checkbox"/>



Description of task	Completed
Produce detail reports	<input type="checkbox"/>
Generate detail reports	<input type="checkbox"/>
Print a report from your web browser	<input type="checkbox"/>
Delete temporary web browser files	<input type="checkbox"/>
Produce the summary report	<input type="checkbox"/>
Edit unauthorised returns	<input type="checkbox"/>
Authorise the School Workforce Census	<input type="checkbox"/>
Submit the return	<input type="checkbox"/>
Retrieve authorised census return files	<input type="checkbox"/>
Copy a return	<input type="checkbox"/>
Delete unauthorised returns	<input type="checkbox"/>



 @SIMS\_ESS

 SIMS

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