

Service Terms

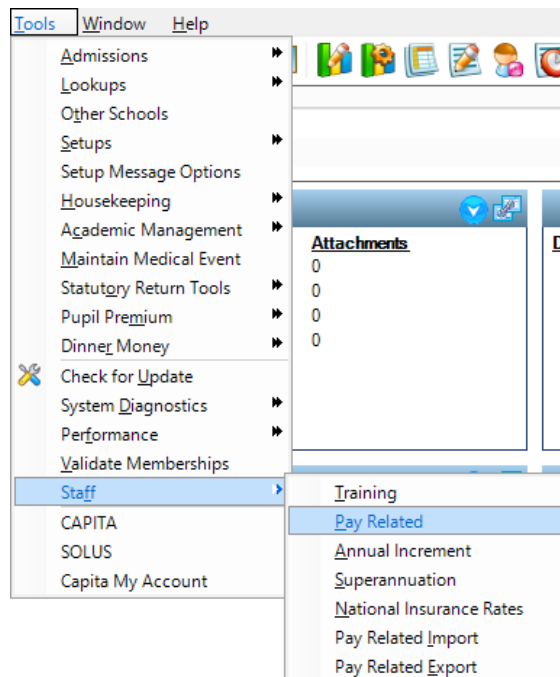
A service term is the scale on which your contract is agreed. For example, your head teacher will most likely be on the Leadership service term, your teaching staff should be on the Teachers service term etc.


In the past we would send out service term update files to your version of SIMS with the national agreed amounts and this would all be done automatically for you. Because pay awards are now at the discretion of the school there is no way we can know for certain what your agreed service terms will be.

How to update your Pay Scales

Firstly you will need to know what your new pay scales will be, it will be useful to have these open on your screen, or have a print out in front of you before continuing with the following steps.

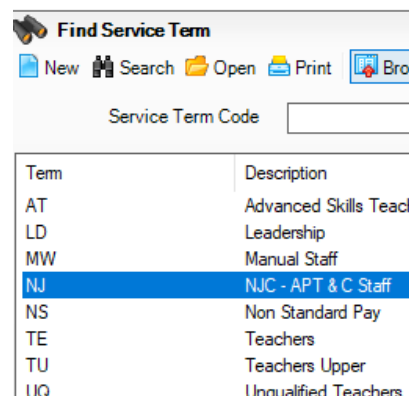
1. Log into SIMS and go to **Tools | Staff | Pay Related**



2. Click on the Search icon  Search to display all of your existing service terms.

3. When you click on Search you will be presented with a list of Service Terms like those in the screenshot to the right – in this example we will chose the NJC option.

Double click on the NJC pay scale to open it.



- In section number 2 “pay awards” you will see any previous pay awards. At this point you need to add a new Scale. Click ‘New’ (to the right of the scales box), give your new scale a name, and define the scale points required. You can add multiple new scales in here if desired.

2 Pay Awards

Single Pay Spine

Minimum Point

Maximum Point Interval

Scales

Code	Description	Minimum Point	Maximum Point	Mapped Range
SC	2019 New Scales	1.0	43.0	
SC 1	Scale 1	1.0	11.0	
SC 2	Scale 2	11.0	13.0	
SC 3	Scale 3	14.0	17.0	
SC 4	Scale 4	18.0	21.0	

New
Open
Delete

- Once your new scale/s are added you may want to make your old scales hidden so they can no longer be selected for use in contracts. To hide an old scale, select it then click the open icon.

You can choose to tick the ‘Hidden’ checkbox within here to hide your old scales.

SIMS Edit Scale for NJC - APT & C Staff

Detail

Code

Description

Hidden

Minimum Point

Maximum Point

PayScale

Regional Pay Spine

OK Cancel

- Once your scales are created the pay spine that will apply to all scales must be updated. Click onto New and enter the start date, in this instance we will choose 01/04/2019 and click Ok.

Single Pay Spine applies to all scales

Award Date	Point	Amount
01/04/2018	1	0
01/04/2017	2	0
01/04/2016	3	0
01/01/2015	4	0
01/04/2013	5	0
01/09/2009		

New
Delete

2 Pay Awards

Single Pay Spine

Minimum Point

Maximum Point Interval

Scales

Code	Description	Minimum Point	Maximum Point	Mapped Range
SC	2019 New Scales	1.0	43.0	
SC 1	Scale 1	1.0	11.0	
SC 2	Scale 2	11.0	13.0	
SC 3	Scale 3	14.0	17.0	
SC 4	Scale 4	18.0	21.0	

New
Open
Delete

Single Pay Spine applies to all scales

Award Date

- 01/04/2018
- 01/04/2017
- 01/04/2016
- 01/01/2015
- 01/04/2013
- 01/09/2009

New
Delete

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

SIMS Add New Single Spine Award Date for NJC - APT ...

Detail

From Point

To Point

Award Date

OK Cancel

5. Once you have created the new scale award date you will notice that the values to the right need filling in.

This is the part where you need to enter in your pay amounts.

2 Pay Awards

Single Pay Spine

Minimum Point

Maximum Point Interval

Scales

Code	Description	Minimum Point	Maximum Point	Mapped Range
SC	2019 New Scales	1.0	43.0	
SC 1	Scale 1	1.0	11.0	
SC 2	Scale 2	11.0	13.0	
SC 3	Scale 3	14.0	17.0	
SC 4	Scale 4	18.0	21.0	

New
Open
Delete

Single Pay Spine applies to all scales

Award Date


- 01/04/2019
- 01/04/2018
- 01/04/2017
- 01/04/2016
- 01/01/2015
- 01/04/2013

New
Delete

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

Point	Amount
7	16495
8	16626
9	16755
10	16863
11	17007


It will look something like the image to the left once you're done (please note that your amounts will be different to this example).

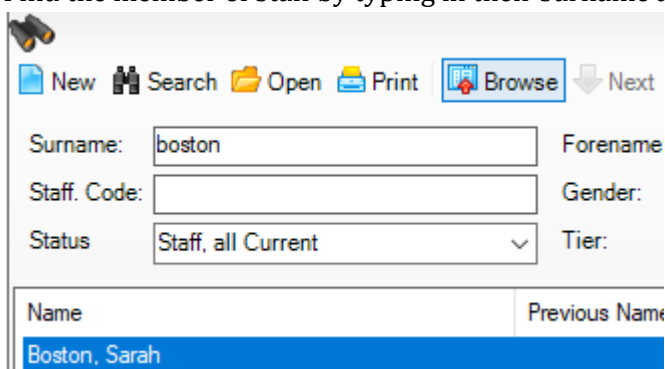
7. Save  Save the updated scale awards.

Staff changing Spine Points

Once you have updated your pay scales, this will automatically update in staff's contracts from the start date you have chosen. The only time you will need to amend a staff contract is if that member of staff needs to move onto a new spinal point.

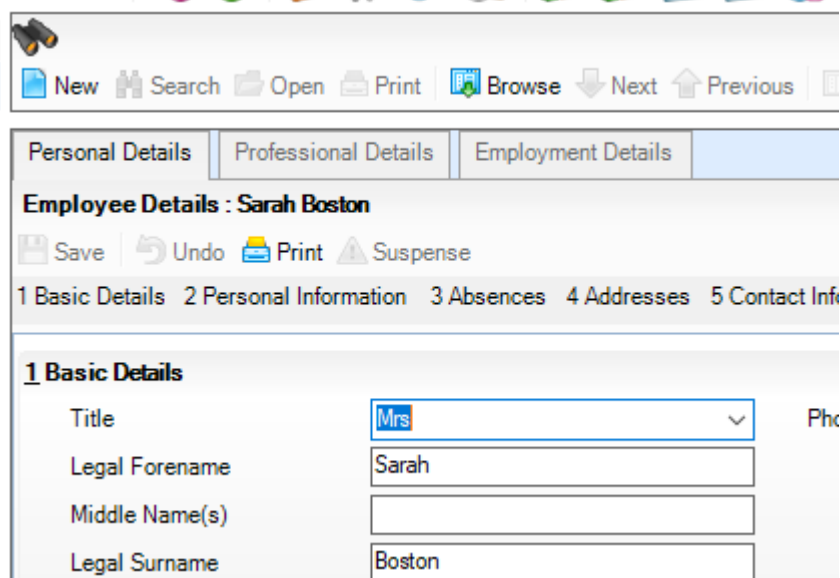
To change which point a member of staff is on please read the following steps:

1. Open the staff record area by clicking the staff icon 
2. Find the member of staff by typing in their surname and clicking search



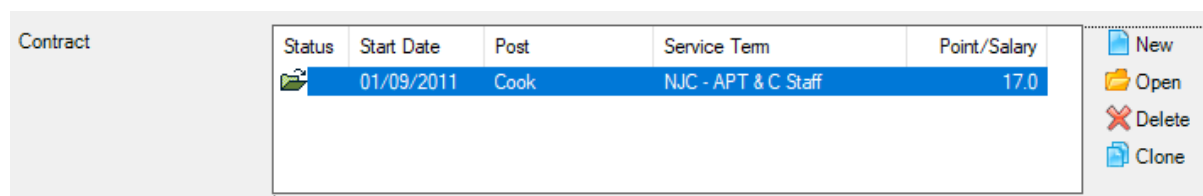
A screenshot of a staff search interface. At the top, there is a toolbar with icons for 'New', 'Search', 'Open', 'Print', 'Browse', and 'Next'. Below the toolbar are four input fields: 'Surname:' with the text 'boston', 'Forename:', 'Staff. Code:', and 'Gender:'. There is also a dropdown menu for 'Status' set to 'Staff, all Current' and a 'Tier:' label. At the bottom, a table shows search results with columns 'Name' and 'Previous Name'. The first result is 'Boston, Sarah'.

3. Double click on the staff members name to open their staff record and click on the Employment details tab



A screenshot of a staff record details page. The page has a toolbar with 'New', 'Search', 'Open', 'Print', 'Browse', 'Next', and 'Previous'. Below the toolbar are tabs for 'Personal Details', 'Professional Details', and 'Employment Details'. The main heading is 'Employee Details : Sarah Boston'. Below this are buttons for 'Save', 'Undo', 'Print', and 'Suspense'. There are five numbered sections: '1 Basic Details', '2 Personal Information', '3 Absences', '4 Addresses', and '5 Contact Info'. The '1 Basic Details' section is expanded, showing fields for 'Title' (Mrs), 'Legal Forename' (Sarah), 'Middle Name(s)', and 'Legal Surname' (Boston). There is also a 'Phc' label.

4. Double click on the contact the needs updating, this will open it.



A screenshot of a contract table. The table has columns for 'Status', 'Start Date', 'Post', 'Service Term', and 'Point/Salary'. The first row is highlighted in blue and contains the values: '01/09/2011', 'Cook', 'NJC - APT & C Staff', and '17.0'. To the right of the table is a toolbar with icons for 'New', 'Open', 'Delete', and 'Clone'.

Status	Start Date	Post	Service Term	Point/Salary
	01/09/2011	Cook	NJC - APT & C Staff	17.0

- Double click on the Salary record that has the old scale point in it. Enter an end date for the scale point and click Ok.

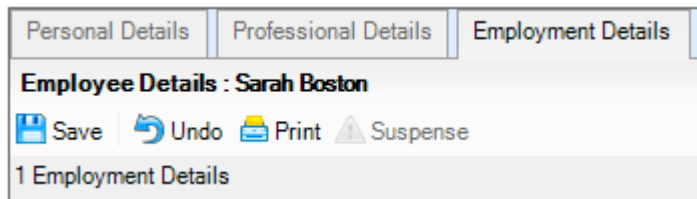
- In the Salary Records section click New to add the new scale point.

Salary Records	Scale/Range	Start Date	End Date	Point/Salary	Actual Salary	
	Scale 3	01/09/2011	31/03/2019	17.0		<input type="button" value="New"/> <input type="button" value="Open"/> <input type="button" value="Delete"/>

- Choose the new Scale you created earlier, enter the start date and the new point that member of staff will be assigned. Click Ok.

- Click Save on the top right of the contract.

9. Click Save in the Employee details screen.



If you have any questions or would like any support in relation to this guidance please call us on 01482 238700 or email support@keystonemis.co.uk