

# PERSONNEL MODULE

UPDATE NOTE No 62

19 July 2018

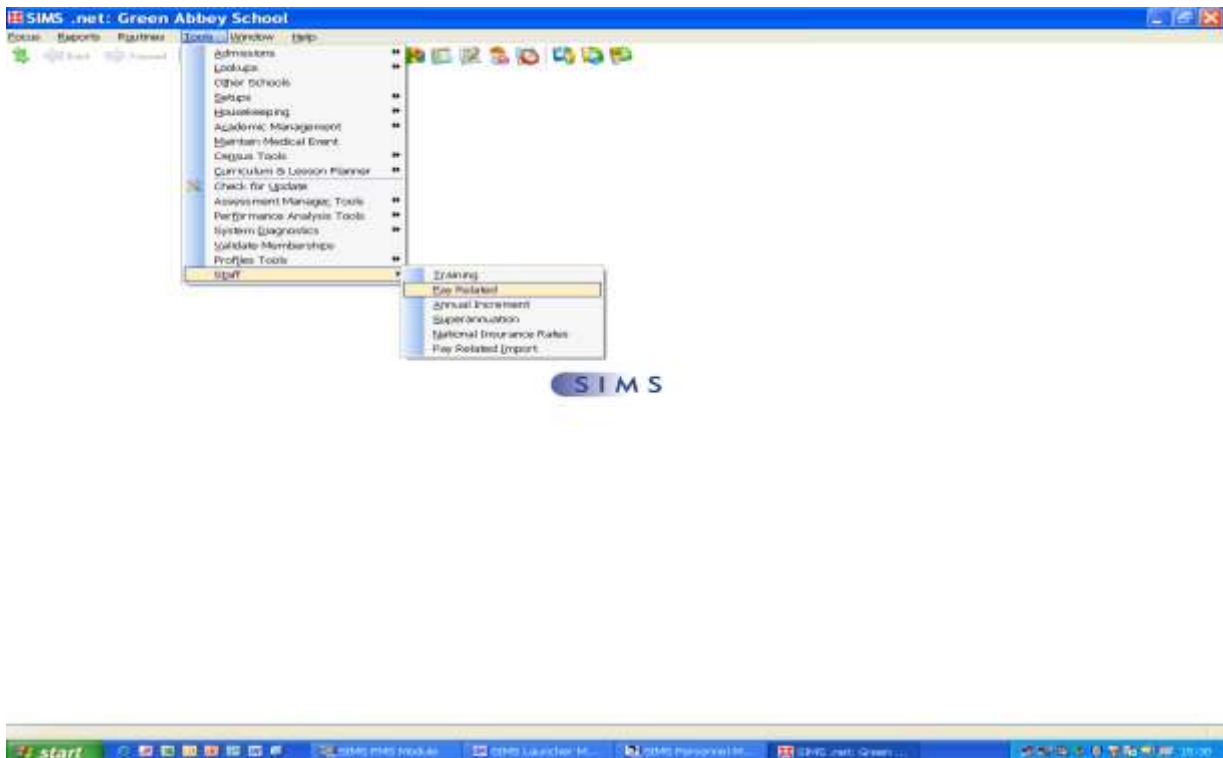
## MANUALLY UPDATE STAFF PAY AWARDS

### SUPPORT STAFF

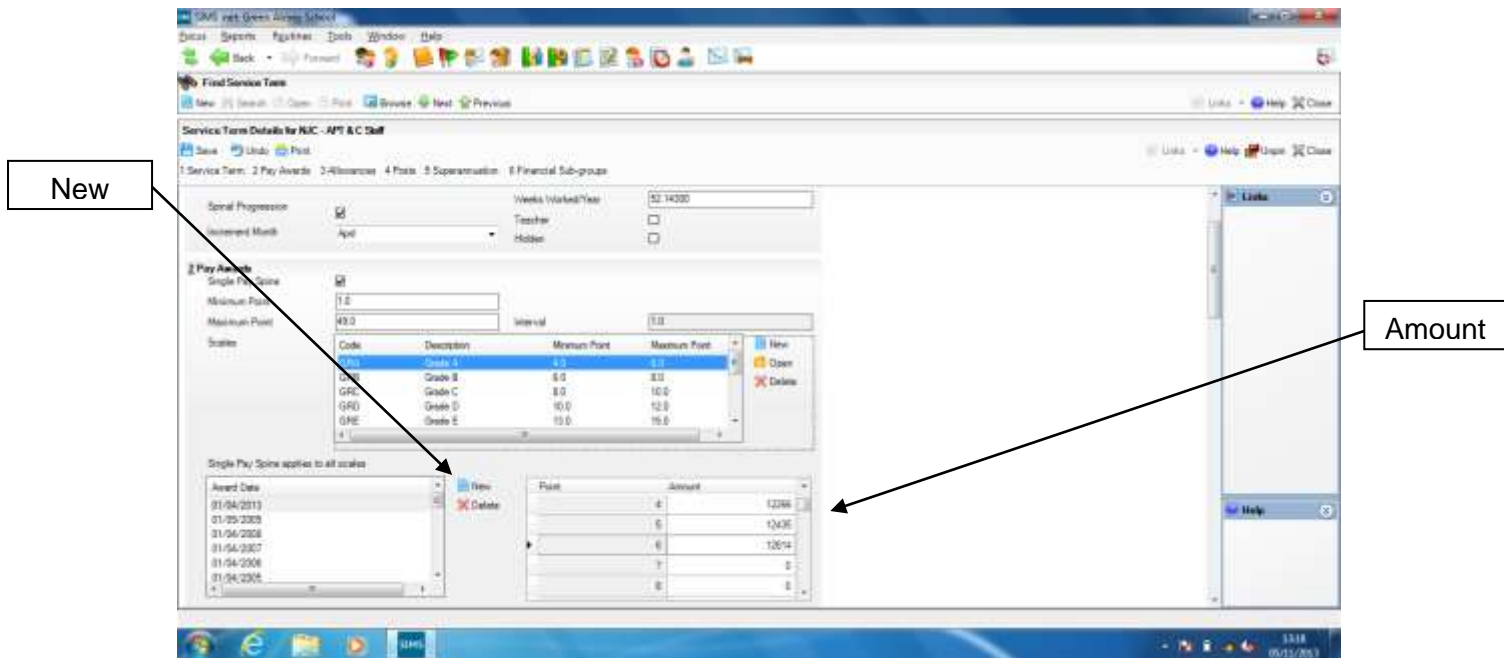
You will need to use the scale information contained on the last page of these notes

The following instructions will need to be completed for the **CL, CT, NJ, SA, SN, and SS** service terms.

1. After logging on into SIMS.Net click on the Tools drop down menu, select Staff and then Pay Related.



2. Click on Search to bring up a list of all of the service terms then select the service term you require by double clicking on it.



3. Select each grade in turn e.g. GRA – Grade A.
4. Click on the New icon to the right of the Scale Award box.
5. Type in the date that the award is applicable from e.g. **01/04/16** and click on ok.
6. Move the highlight bar to the first point on the scale, put the cursor in the Amount box on the right and type in the corresponding amount from the attached pay award table.
7. Move the highlight bar to the next point in the table and repeat step 5. Continue this until the whole scale is full.
8. Check that the amounts you have typed in against each scale point are correct, we have found that it helps to have two people at this point one to read the amounts from the list and one to check they are correct on the screen.
9. When you are sure that the amounts are right, click on the save button at the top left of the screen to save the information.
10. To move on to the next service term click on the Browse button at the top of the screen.
11. Complete steps 2 to 9 until you have updated all of the applicable Service Terms.