

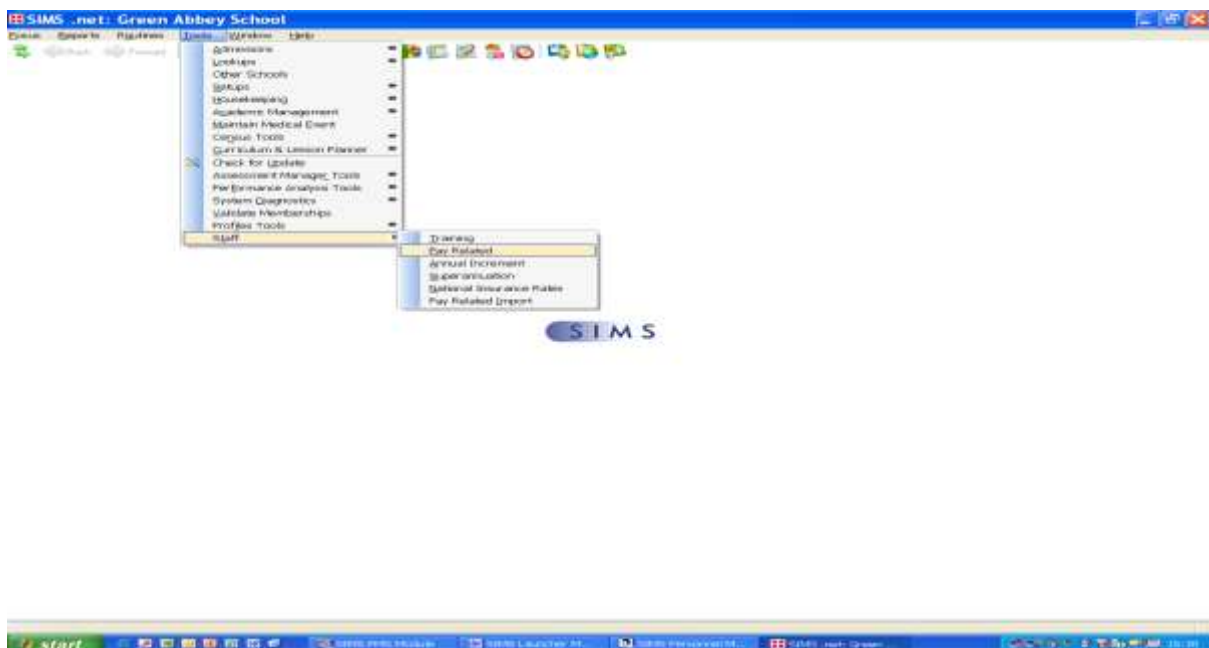
PERSONNEL MODULE

UPDATE NOTE No 65

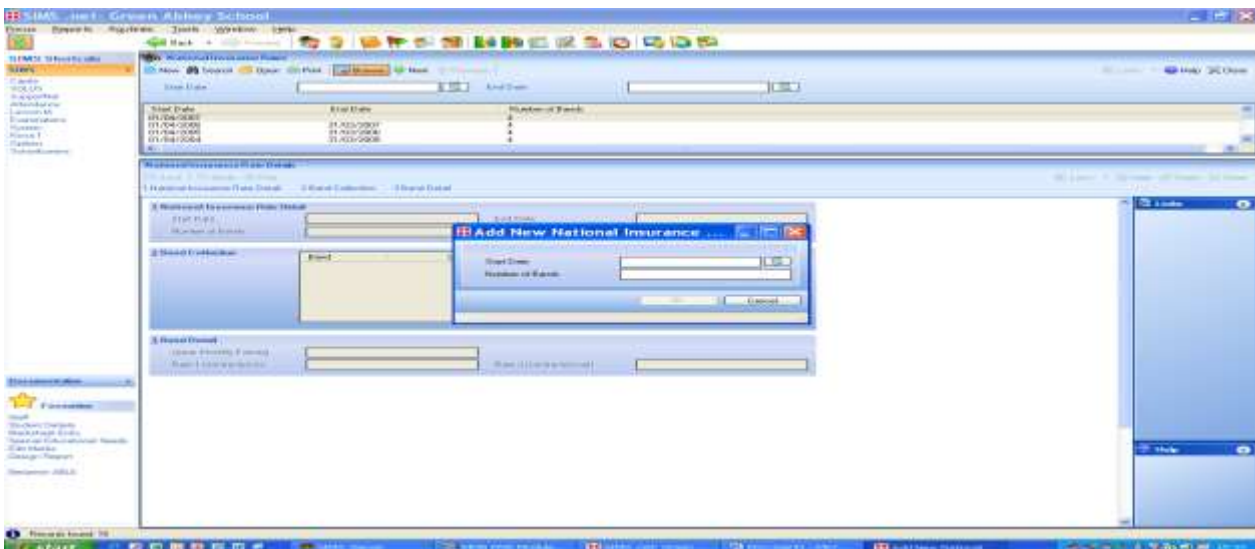
2 March 2017

MANUALLY ADDING NATIONAL INSURANCE TABLES

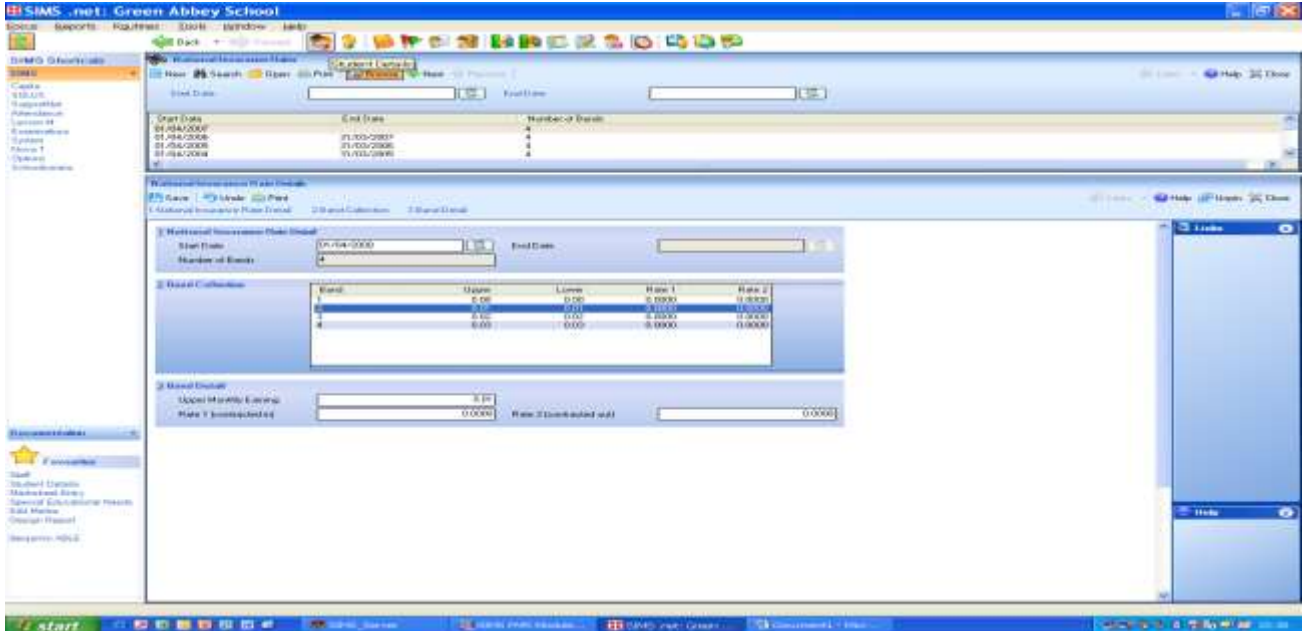
1. Log on into SIMS.Net click on the **Tools** drop down menu, select **Staff** and then **National Insurance Rates**.



2. If you wish to see the previous tables click on **search** or to add a new one click on **new**. You will then be presented with the following screen.



3. Enter the start date as 01/04/17 and then the number of bands as 6 and then click on OK.
4. The following screen will then appear at which point you will need to use appendix 1 to enter the data.



5. To enter the data you highlight the band and then click in the fields at the bottom e.g. upper monthly earning and enter the relevant amounts. You will need to repeat this until all the bands have been entered.
6. Once you have completed the table click on **Save**.
7. Any problems please call the FMS6 helpdesk on 01604 367624 or email FMS6Helpdesk@northamptonshire.gov.uk

Band	Monthly Earnings		Employers Contribution	
	Upper	Lower	Contracted In Rate 1	Contracted Out Rate 2
1	490.00	0.00	0.00	0.00
2	672.00	490.01	0.00	0.00
3	680.00	672.01	0.00	0.00
4	3337.00	680.01	13.80	13.80
5	3750.00	3337.01	13.80	13.80
6	0.00	3750.01	13.80	13.80



NOTE: A 'rounding' difference may arise for some employees of approximately £1 - £2 per month.