

PERSONNEL MODULE

UPDATE NOTE 68

1 March 2018

MANUALLY ADDING NEW SUPERANNUATION RATES

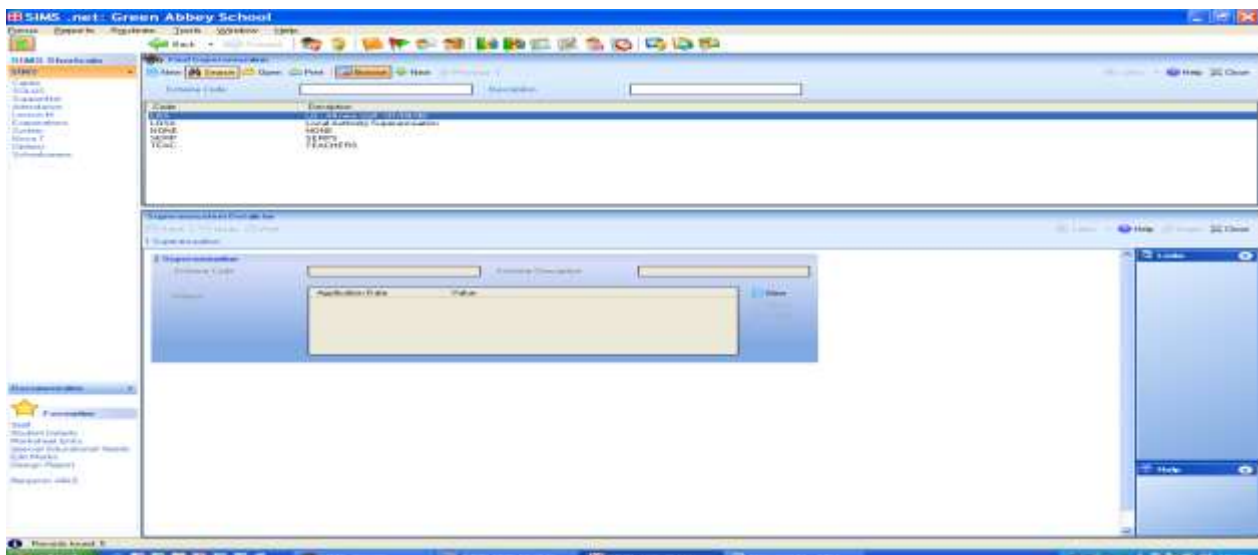
Before you start you will need to know the percentage applicable for the year which is

Support Staff 24.6%

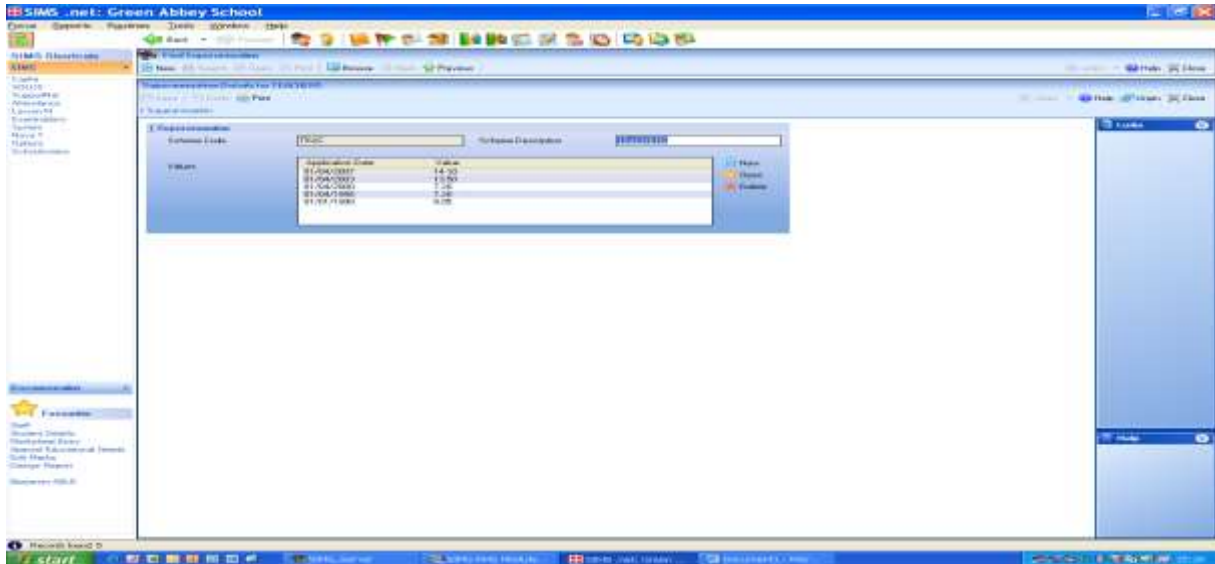
1. Log on into SIMS.Net click on the Tools drop down menu, select Staff and then Superannuation.



2. Click on search to view all the schemes available. You will then be presented with the following screen.



3. Select the scheme you wish to amend (LGS) by highlighting and double clicking.
4. The following screen will then appear at which point you will need to click on New and add the date **01/04/2018** and the amount above.



5. Once you have entered the data click on Save.
6. Any problems please call the FMS6 helpdesk or email FMS6Helpdesk@northamptonshire.gov.uk