

PERSONNEL MODULE

UPDATE NOTE - No 71

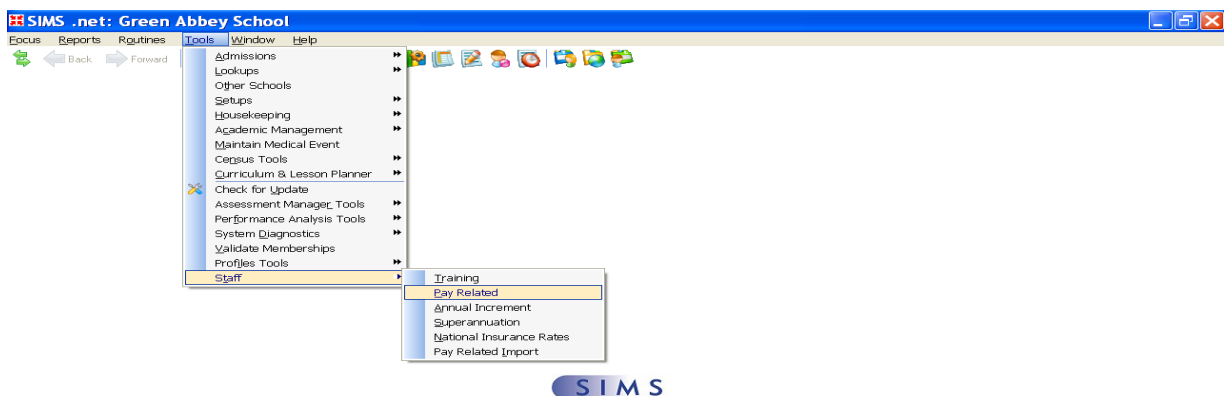
18th March 2019

MANUALLY ADD AND UPDATE NEW NJC PAY SCALES

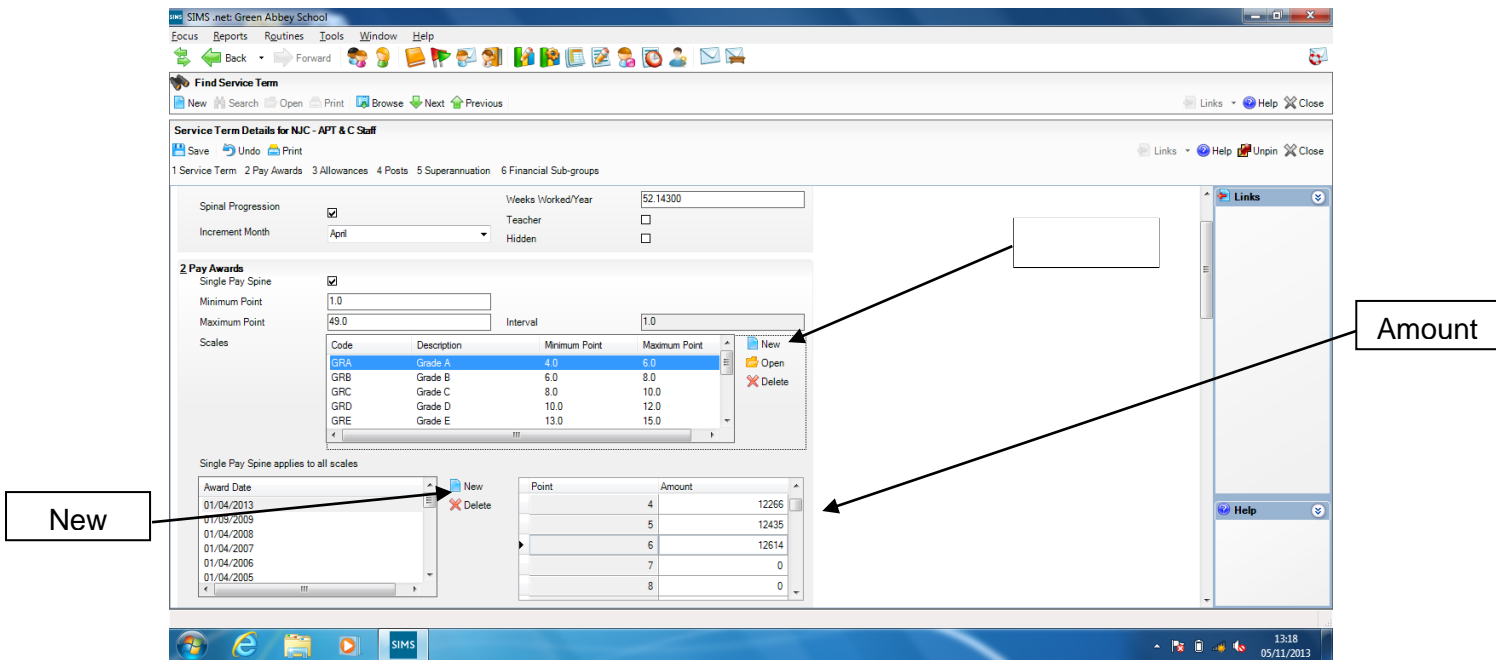
You will need to refer to the scale information contained on the last page of these notes.

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 to open.



3. Click on the 'New' icon add the appropriate new scales as per table below on Page 3 e.g. SPA – Spinal Point A 2019 including the minimum and maximum points.
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. **01/04/19** 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 6. 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. Repeat steps 3 – 7 for all the relevant new scales applicable to that Service Term.
10. When you are sure that the amounts are correct, click on the 'Save' button at the top left of the screen to save the information.
11. To move on to the next Service Term click on the 'Browse' button at the top of the screen.
12. Complete until you have updated all of the applicable Service Terms.

Code	Description	Minimum Point	Maximum Point
SPA	Scale Point A 2019	1	1
SPB	Scale Point B 2019	1	2
SPC	Scale Point C 2019	2	3
SPD	Scale Point D 2019	3	4
SPE	Scale Point E 2019	4	5
SPF	Scale Point F 2019	6	7
SPG	Scale Point G 2019	8	12
SPH	Scale Point H 2019	14	20
SPI	Scale Point I 2019	22	26
SPJ	Scale Point J 2019	27	31
SPK	Scale Point K 2019	32	36
SPL	Scale Point L 2019	37	41
SPM	Scale Point M 2019	42	47

Grade	SCP	Salary
		£
Grade A	1	£17,364
Grade B	1	£17,364
	2	£17,711
Grade C	2	£17,711
	3	£18,065
Grade D	3	£18,065
	4	£18,426
Grade E	4	£18,426
	5	£18,795
Grade F	6	£19,171
	7	£19,554
Grade G	8	£19,945
	9	£20,344
	10	£20,751
	11	£21,166
	12	£21,589
Grade H	14	£22,462
	15	£22,911
	16	£23,369
	17	£23,836
	18	£24,313
	19	£24,799
Grade I	20	£25,295
	22	£26,317
	23	£26,999
	24	£27,905
	25	£28,785
Grade J	26	£29,636
	27	£30,507
	28	£31,371
	29	£32,029
	30	£32,878
Grade K	31	£33,799
	32	£34,788
	33	£35,934
	34	£36,876
	35	£37,849
Grade L	36	£38,813
	37	£39,782
	38	£40,760
	39	£41,675
	40	£42,683
Grade M	41	£43,662
	42	£44,632
	43	£45,591
	44	£46,534
	45	£47,466
	46	£48,420
	47	£49,364