

Downloading/Importing Pay Scales

The following example graphics are for demonstration purposes only.

Open the relevant Service Term Pay Scale you wish to download the pay scales from.

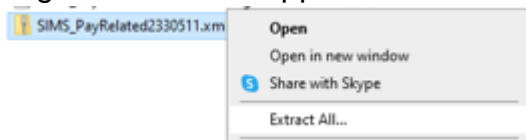
The zipped file will need to be downloaded from the Downloads pages and pasted to a location SIMS will be able to see them, usually the **Y Drive /MIS folder**

11/15/2023 2:10 PM 14912 [SIMS_PayRelated2331913.xml.zip](#)

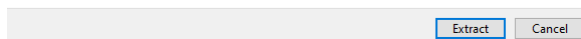
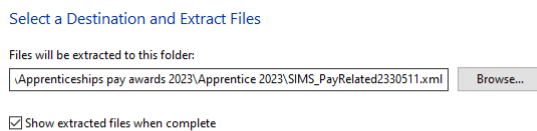
- Click onto the zipped folder

This will now be downloaded into your Downloads folder on your computer

- Navigate to your computer's Downloads folder
- Highlight the zipped file
- Right click select copy
- Select a location to save the files which SIMS will be able to access when you are ready to import, usually the **Y drive /MIS**
- Once pasted into the correct folder
- Right click on the zipped folder and select **Extract All**



- Click the **Extract** button bottom of the screen

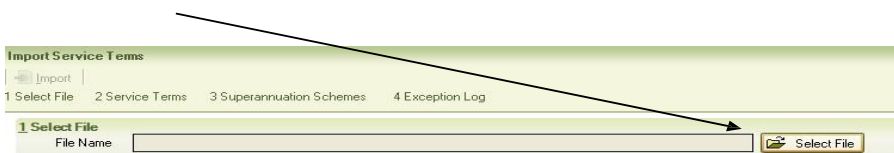


Once extracted, you will see both files in the folder and now ready to import the files into SIMS

Importing the Pay Scales into SIMS

Open SIMS .net and use route:

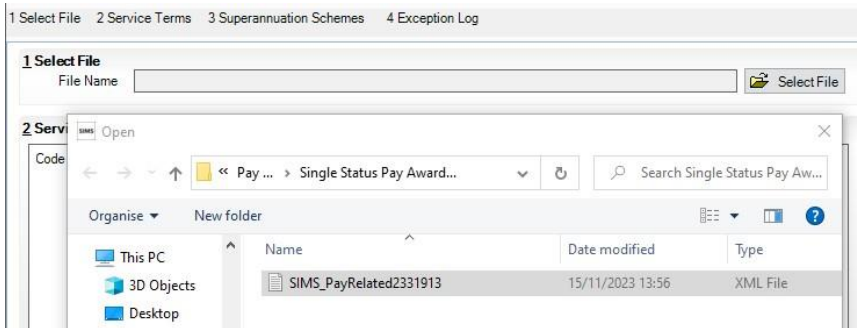
- **Tools** menu select **Staff - Pay Related Import.**
- Click **Select File**



Navigate to the location you copied and pasted the files.

NB: At this stage you will only see one file

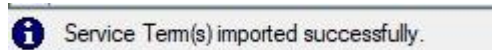
- Highlight and click **Open**



The file will then be validated Click the **Import** button.



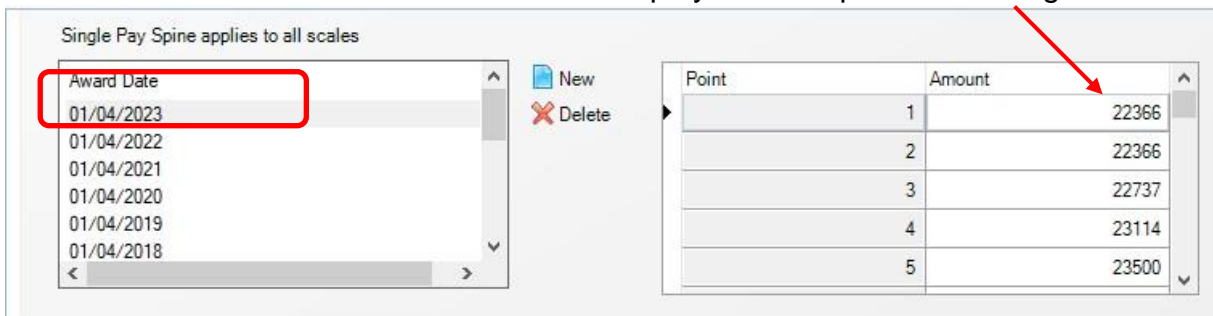
When successfully imported, the **Import** button will be greyed out and a message will appear at the bottom left hand corner of the screen (**Service Terms Imported Successfully**).



You may need to close and log back into SIMS for the pay awards to show.

If you want to check that the pay scales have been imported, use route **Tools / Staff / Pay Related**

- Click **Search**,
- Highlight and open the relevant **Service Term**.
- Go to tab **Pay Awards** panel and check that the latest salary **Award Date** e.g. **01/04/2023** is displayed.
- The **Point** and **Amounts** will be displayed in the panel on the right



When checked, close the screen.

Any issues, please log a call with the Service Desk.