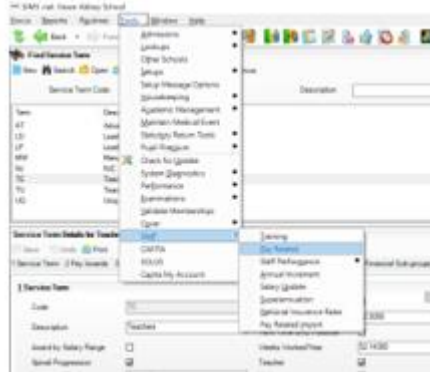


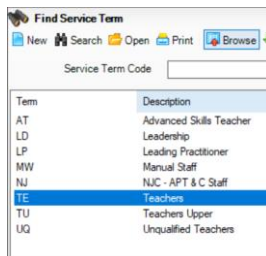
Manually Entering Pay Awards into SIMS

When the new Pay Awards are released, you should receive a copy. If you wish you can manually enter the data into SIMS. To do this please follow the guidance below:

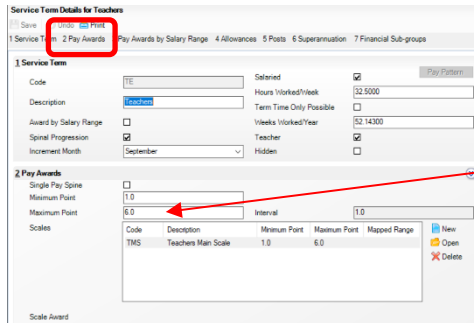
In SIMS .net use route: **Tools / Staff / Pay Related**



Click on the **Search** button to display all your **Service Terms**

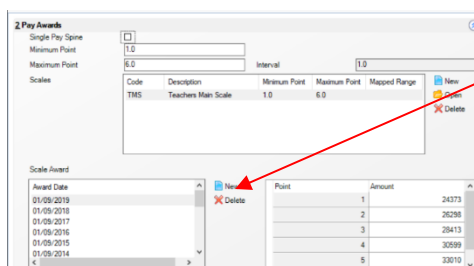


Highlight the Service Term you wish to update and either double-click or click on the **Open** button to open up the required Service Term.



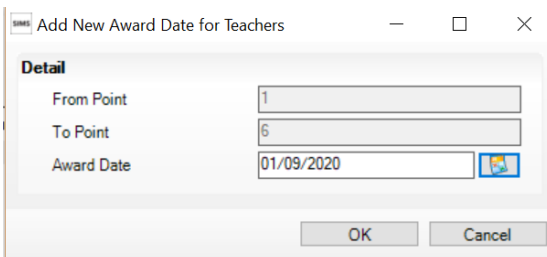
Click on the link for Panel **2 Pay Awards**

Ensure that you have enough **Maximum points** entered. **E.g.** If you have 35 salary points to enter, then the Maximum Point should read 35 or more



Click **New** to the right of the panel **Scale Award**

Enter the new Award Date



Manually Entering Pay Awards into SIMS

For Reference:

Teachers/ Teachers Upper/ Teachers Unqualified /Leadership etc Pay Award date is 01/09/

Support Staff Pay Award Date is 01/04/

When you have entered the new Pay Award Date.

Click **OK**

You will now see the new date highlighted and on the right panel "0" alongside each of the points.

Click into each cell alongside the relevant Points and enter the appropriate salary against each point. (You should have with you a copy of the new Pay Awards for that particular Service Term.)

Point	Amount
1	0
2	0
3	0
4	0
5	0

Point	Amount
1	18000
2	19352
3	19880
4	24000
5	

To select a cell, simply click into the cell with a **0** and overwrite with the salary. (please note these are fictitious figures and are purely for demonstration purposes.)

Once you have entered the salaries, double check that the amounts are correct, Click **Save** and your pay awards have now been updated.

This process works in exactly the same way for all service terms.