SIMS

helping
schools
inspire

Managing Staff

Applicable to 7.180 onwards

Revision History

Version	Change Description	Date
7.180 - 1.0	Initial release.	14/03/2018

Capita Doc Ref: PSN7180/HBK/140318/NR

Providing Feedback on Documentation

We always welcome comments and feedback on the quality of our documentation including online help files and handbooks. If you have any comments, feedback or suggestions regarding the module help file, this handbook (PDF file) or any other aspect of our documentation, please email:

publications@capita.co.uk

Please ensure that you include the module name, version and aspect of documentation on which you are commenting.

C/Contents

*01/*Introduction

Overview

This handbook describes the main processes that can be undertaken in relation to the administration and maintenance of employee records. Service terms, superannuation schemes, training and reporting have also been included.

What's New in this Release

Indicating that an Employee is an Apprentice

Focus | Person | Staff | Employment Details - Contract Details

To ensure that apprentices are recorded and National Insurance contributions are managed correctly, the **Is an Apprentice** check box has been added to the **Contract Details** section of the **Employment Details** page.

More Information:
Adding/Editing Contract Information on page *68*

Enhancements to Contract Allowance Details

Focus | Person | Staff | Employment Details | Contract - Allowances

When adding an allowance, the on-screen options now change depending on whether a permanent/temporary or spot allowance type is selected.

The figure that must be entered for a spot allowance is now the full amount of the allowance given, not the annual equivalent amount.

More Information:
Adding/Editing Allowances on page *74*

Where to Find More Information

A wide range of documentation is available from within SIMS via the **Documentation Centre** and can be accessed by clicking the **Documentation** button on the SIMS **Home Page**. The range of documentation includes handbooks, tutorials, mini guides and quick reference sheets. Once open, click the appropriate button (e.g. **Handbooks**), then navigate to the applicable option.

References to any other documents mentioned in this handbook can be accessed from the **Documentation Centre** unless otherwise specified.

Online help can be accessed by pressing **F1** or clicking the applicable **Help** button.

Additional supporting documentation can also be found on our My Account website (https://myaccount.capita-cs.co.uk).

Recording People in SIMS

When adding a new person into SIMS, it is advisable to consider the type of role, function or data responsibilities that they will be required to undertake in the school before entering their details. These considerations will help you to determine which area of SIMS the person 'belongs' to, e.g. as a staff member, a pupil/student's contact, an agent for an external agency, etc.

The following table details the four main 'people' areas in SIMS:

Term	Definition	Menu Route
Employee	A person who has a contract of employment paid by the school, e.g. dinner lady, grounds man, etc. They are employed by the school and are included in the School Workforce Return.	**Focus	Person	Staff**
Staff	A person who has a contract of employment paid by the school. In SIMS, they are generally teachers, LSA's and TA's and are included in the School Workforce Return.	**Focus	Person	Staff** or **Manage Classroom Staff**
Agent	An individual who works for a recognised, external agency and who may have some involvement with a pupil/student, e.g. as a doctor, speech therapist, etc. They are not paid by the school and are not included in the School Workforce Return.	**Focus	Person	Agents**
Contact	Often a family member or a close friend of the pupil/student's family who can be contacted in the case of an emergency. They may also be former pupil/students or employees whose children attend the school in which they work. They are not paid by the school and are not included in the School Workforce Return.	**Focus	Person	Contacts**

Where an element of doubt or uncertainty exists, individuals who work *within* the school but are not employed *by* the school should be recorded as Agents in SIMS.

Please see the following flow chart for additional information.
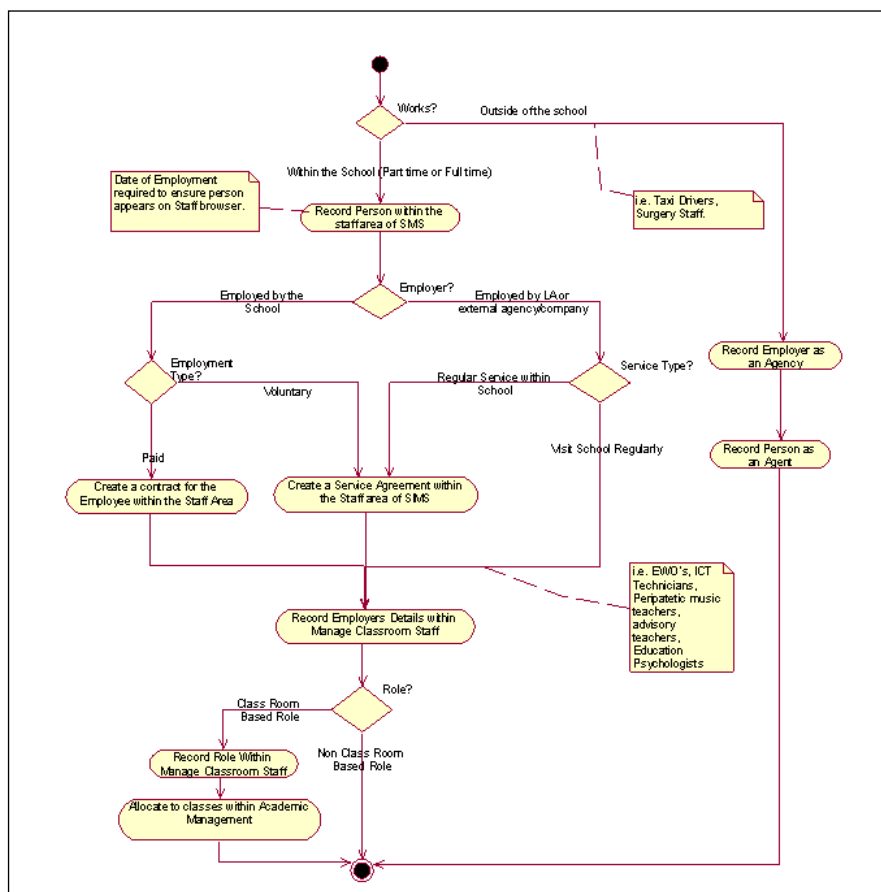
Permissions and Licensing Requirements

You will need to be a member of one or more of the following System Manager User Groups to ensure you have the Permissions required to use the functionality outlined in this handbook.

- School Administrator
- Senior Management Team
- Personnel Officer
- Personnel Assistant
- Personnel Events Officer.

IMPORTANT NOTE: Do not use the Personnel Data Exporter group when assigning users to Personnel. This is a specific permission group designed for exporting data from Personnel into third party budgeting tools.

Please contact your System Manager if you are unsure whether you have the applicable Permissions.

Additional Resources:

Managing SIMS Users, Groups and Databases handbook

Licensing Personnel in SIMS

Existing SIMS users will need to apply a License Patch in order to run the Personnel 5 Conversion Utility. This utility must be run to complete the licensing of Personnel 7 even if you are not converting Personnel 5.10 data.

New SIMS users will need to apply a different License Patch to enable the Personnel 7 functionality. Please contact your Local Support Team for further details on the required patches.

02| Defining Superannuation, Service Terms and Training Event Details

Introduction

This chapter describes how to customise the details relating to your school, local conditions of employment and variable employment details. This information is used as the 'base data' when creating and editing staff records.

The information and definitions entered through **Tools | Staff | Pay Related**, form the basis of your personnel records and therefore reflects the contracts and pay of all employees in your school.

If you have not converted the data from Personnel 5.10, it is recommended that you enter the information in the following order:

1. Add superannuation schemes (please see Maintaining Superannuation Schemes on page 5).

2. Add National Insurance Rates (please see *Maintaining National Insurance Rates* on page *7*).

3. Add service terms (please see *Adding/Editing Service Term Information* on page *8*).

4. Add any known training events (please see *Adding/Editing Training Events* on page *21*).

5. Add staff members and contract information, if required *(please see Adding Staff Details* on page *31)*.

> *NOTE: Superannuation schemes, National Insurance Rates and service term information can also be imported from a file provided by your LA or support team (please see* Importing Pay Related Lookups *on page* 103*).*

Maintaining Superannuation Schemes

Pension schemes to which employees belong are described as *superannuation schemes.*

Superannuation schemes are entered through the **Tools | Staff | Superannuation** menu route. These will subsequently be available for selection when adding information about service terms.

Searching for a Superannuation Scheme

Before adding a superannuation scheme to the system, it is advisable to search the database to ensure that the details have not already been entered.

1. Select **Tools | Staff | Superannuation** to display the **Find Superannuation** browser.

2. Enter all or part of the **Scheme Code** and/or **Description** and click the **Search** button to list all the superannuation schemes that match the search criteria entered.

   A combination of both the fields can be used to refine the search, depending on the information available to you. Alternatively, the fields can be left blank to list all the superannuation schemes in the system.

3. Highlight the required scheme and click the **Open** button.

Adding a Superannuation Scheme

1. Select **Tools | Staff | Superannuation** to display the **Find Superannuation** browser.

2. Click the **New** button to display the **Add Superannuation** panel.

3. Enter the **Scheme Code**, e.g. TEAC.

4. Enter the **Scheme Description**, e.g. Teachers.

5. To add new **Values** for the scheme, click the **New** button.

6. Select the commencing date of this value in the **Application Date** field by clicking the **Calendar** button and selecting the required date. Alternatively, enter the date in dd/mm/yyyy format.

 Calendar button

7. Enter the rate of the employer's superannuation contribution (to two decimal places) in the **Value** field.

8. Click the **OK** button.

9. Click the **Save** button to save the scheme.

Editing Superannuation Schemes

1. Select **Tools | Staff | Superannuation** to display the **Superannuation** browser.
2. Search for the required scheme (please see *Searching for a Superannuation Scheme* on page *6*).
3. Highlight the required scheme and click the **Open** button.
4. Edit the scheme as required.
5. Click the **Save** button.

> *NOTE: Superannuation schemes cannot be deleted. It is possible to delete the values held for the scheme by highlighting them and clicking the **Delete** button.*

Maintaining National Insurance Rates

National Insurance rates are not related to service terms; the calculation of each contribution depends solely on the earning capacity of the individual employee. A rate is determined by the band into which their salary falls; this then indicates the employer's contribution. Current National Insurance rates can be obtained from your LA.

> *NOTE: Only employer's contributions are considered as it is only this that affects salary commitment.*

Searching for a National Insurance Rate

1. Select **Tools | Staff | National Insurance Rates** to display the **National Insurance Rates** browser.
2. Enter the **Start Date** and **End Date** by clicking on the **Calendar** button. Alternatively, enter the date in dd/mm/yyyy format.

 Calendar button

3. Click the **Search** button.
4. Highlight the required record and click the **Open** button or click the **New** button to add a new National Insurance rate.

Adding/Editing a National Insurance Rate

1. To add a new National Insurance rate, click the **New** button to display the **Add New National Insurance Rate** dialog. Alternatively, edit the details by clicking in the required field.

2. Select the **Start Date** by clicking the **Calendar** button and selecting the required date. Alternatively, enter the date in dd/mm/yyyy format.

3. Enter the **Number of Bands** in the field provided.

4. Click the **OK** button to return to the **National Insurance Rates** page.

5. Highlight the first band and enter the figure for the maximum limit for the upper earnings in that band into the **Upper Monthly Earning** field.

   This will automatically update the **Lower** of the next band with the figure you have just entered, plus one penny extra.

6. Enter the Contracted In and Out rates in the **Rate 1(in)** and **Rate 2(out)** fields.

7. Highlight each band in turn, entering the appropriate figures for each one.

8. Click the **Save** button to save the details.

Adding/Editing Service Term Information

A service term is a collection of data that is associated with a pay scheme (normally a national pay scheme) which members of the staff are paid, together with local variations. Once data has been entered, the data is used when contracts are entered for members of staff.

> *NOTE: If you are recording contracts, please ensure that you have edited or created your service terms before adding members of staff.*

Searching for an Existing Service Term

Before adding a service term to the system, it is advisable to search the database to ensure that the details have not already been entered.

1. Select **Tools | Staff | Pay Related** to display the **Find Service Term** browser.

2. Enter all or part of the **Service Term Code** and/or **Description** in the relevant fields.

   A combination of both the fields can be used to refine the search, depending on the information available to you. Alternatively, the fields can be left blank to list all the service terms in the system.

3. Click the **Search** button to produce a list of existing service terms that match the search criteria entered.

4. Double-click the required service term to display the **Service Term** page, or click the **New** button to create a new service term.

Adding/Editing a Service Term

1. Enter a unique **Code** for the service term.

   > *NOTE: The **Code** becomes read-only once the service term has been saved.*

2. If the service term you are defining is salaried, select the **Salaried** check box.

   > *NOTE: If you select the **Salaried** check box, the **Pay Pattern** button will be disabled.*

3. If the service term you are defining is not salaried, click the **Pay Pattern** button without selecting the **Salaried** check box (please see *Adding/Editing a Service Term Pay Pattern* on page *10*).

4. Enter a **Description** for the service term.

5. You might have employees with differing numbers of contractual (paid) weeks or hours per month. If this is the case, you should enter the default full time contractual hours in the **Hours Worked/Week** field. This will be displayed automatically when a new contract for this service term is being entered. You can overtype the value with another number if required.

6. If the service term is restricted to term time only, select the **Term Time Only Possible** check box.

> *NOTE: Teachers cannot be employed on a term-time only basis.*

7. Enter the default full weeks per year for this service term into the **Weeks Worked/Year** field.

8. If the pay for this service term uses salaries as opposed to scale points, select the **Award by Salary Range** check box and select the month that it is effective from the **Effective 1st** drop-down list.

> *NOTE: Guidance on how to convert from pay scales to salary ranges is provided in Chapter 3 (please see* Converting Service Terms from Scales to Pay Ranges *on page* 25*).*

9. If the service term allows spinal progression, select the **Spinal Progression** check box.

10. When the **Spinal Progression** check box is selected, the **Increment Month** field becomes available. Select the month the increment is due, from the **Increment Month** drop-down list. It will default to the first day of the month selected.

> *NOTE: The month selected here is the default month for the service term. This can be changed on an individual contract.*

11. If the service term being defined relates to teachers, select the **Teacher** check box.

12. If the service term is no longer in use, select the **Hidden** check box so that the service term will not be displayed in other browsers.

Adding/Editing a Service Term Pay Pattern

It is possible to define a pay pattern for weekly paid employees only. The purpose of the pay pattern is to allow the commitment generated in FMS to be spread throughout the working year, corresponding to the weeks actually worked by the employee.

> *NOTE: If you do not define a pay pattern for a service term classed as weekly paid, the system will assume that employees receive four weekly payments each month, beginning in January. Therefore, the commitment generated in the appropriate SIMS Finance Module for such an employee will be inaccurate.*

1. In the **Service Term** panel, click the **Pay Pattern** button to display the **Pay Pattern** dialog.

2. If employees on this service term will have their actual salary payments reconciled to the commitments in FMS via a monthly reconciliation file, select the **Monthly Reconciliation** check box.

   NOTE: A monthly reconciliation file is a file returned from the LA to the school containing the total salary payments made to employees during the month irrespective of the actual pay period for the employee.

3. Click the first month, i.e. April, and enter the number of weeks worked during the month.

4. In the fields adjacent to each subsequent month, enter the number of weeks worked per month.

   The number of weeks worked throughout the year is automatically calculated and displayed in the **Number of Weeks** field.

5. Click the **OK** button to save the pay pattern and return to the **Service Terms** panel.

Adding/Editing Pay Award Information to a Service Term
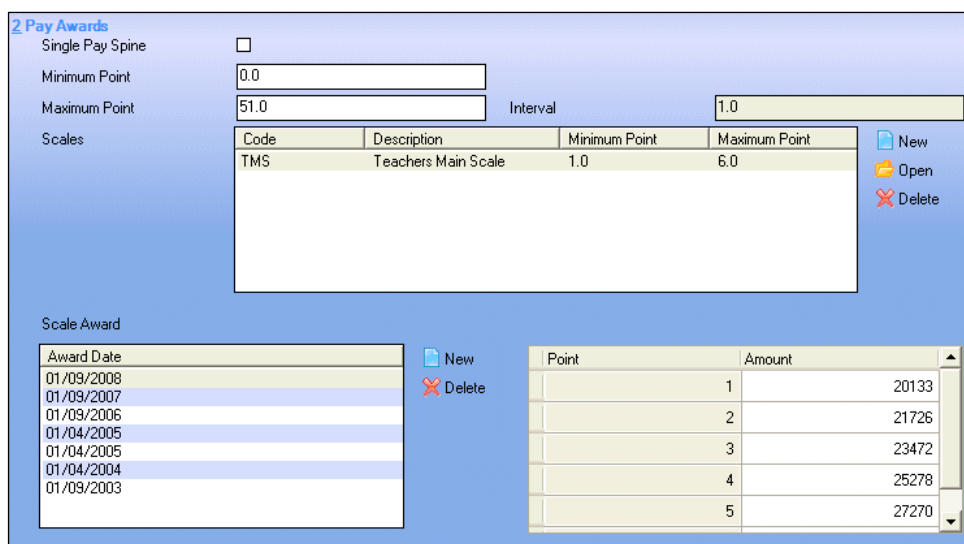
*NOTE: The **Pay Award** panel relates to salaries that operate on a spinal progression.*

The **Pay Award** panel operates in two different ways depending on whether the **Single Pay Spine** check box has been selected.

Service terms that operate on a single pay spine have the award dates and amounts allocated directly at the service term level.

Where service terms do not operate on a single pay spine, the award dates and amounts are added at the scale level.
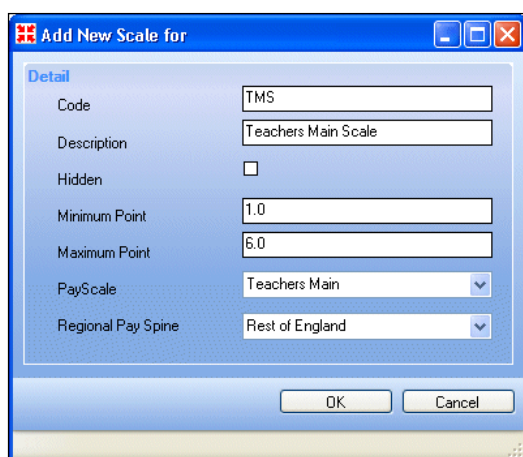
1. Click the **Pay Awards** hyperlink at the top of the page to display the **Pay Awards** panel.

2. If this service term has a single pay spine, select the **Single Pay Spine** check box.

3. Enter the lowest point for this service term in the **Minimum Point** field and the highest point in the **Maximum Point** field.

   *NOTE: The **Interval** between points is set to 1 and cannot be edited.*

4. Click the **New** button adjacent to the **Scales** field or highlight an existing scale and click the **Open** button to display the **Add/Edit Scales** dialog.

5. Enter a unique **Code**.

   NOTE: This field becomes read-only once the Scale record has been saved for the first time.

6. Enter a **Description** for the scale.

7. If the scale is to remain inactive for the present, select the **Hidden** check box. This will restrict viewing of this scale to this page only.

8. Enter the **Minimum Point** and **Maximum Point** for the scale. This information can be obtained from your LA, if required.

> *NOTES: The minimum and maximum points must lie within the range defined for the service term.*
>
> *When editing a pay scale, the point range cannot be reduced if the pay scale has been attached to a contract and any of the points being discarded have been used on any of the contracts that the pay scale has been attached to.*

9. Select the appropriate **Pay Scale** from the drop-down list, e.g. **Teachers Main**.

10. English state schools only, indicate which regional variation the pay scale is for by selecting from the **Regional Pay Spine** drop-down list, e.g. **Outer London**.

11. Click the **OK** button to save the details and return to the **Service Term Details** page.

    Steps 3 to 11 can be repeated for each scale you wish to add to the service term.

12. If you are not defining a service term with a single pay spine, highlight the scale for which you wish to define the award date in the **Scales** table (in the case of single pay spines, the award dates selected will apply to all the scales in the service term).

13. Click the **New** button or highlight an existing award and click the **Open** button to display the **Add/Edit Single Spine Award** dialog (or the **Add/Edit New Award Date** in the case of service terms not operating on a single pay spine).

The **From Point** and **To Point** fields are populated with the range of points allocated to the scale/service term and are read-only.

14. Select the **Award Date** by clicking on the **Calendar** button and selecting the required date. Alternatively, enter the date in dd/mm/yyyy format.

15. Click the **OK** button to save the details and return to the **Pay Awards** panel.

16. In the table adjacent to the **Award Date** list, enter the annual salary to be awarded for each point in the field to the right of the point.

17. For service terms not on a single pay spine, repeat steps 10 to 14 for each scale within the service term.

Deleting a Pay Scale

A pay scale can be deleted by highlighting it and clicking the **Delete** button adjacent to the **Scales** field.

NOTE: A pay scale can only be deleted if it is not attached to any contract. A message is displayed if an attempt is made to delete a pay scale attached to a contract.

Adding/Editing Pay Awards by Salary Range

*NOTE: This panel is available only if the **Award by Salary Range** check box has been selected in the **Service Term** panel.*

1. To add a new salary range, click the **New** button adjacent to the **Types** table or highlight a **Type** and click the **Open** button to display the **Add/Edit New Salary Range Type for** dialog.

2. Enter a **Code** (up to four alpha-numeric characters).
3. Enter a **Description** (up to 50 characters).
4. If the **Type** is currently inactive, select the **Hidden** check box.
5. Select the appropriate **Pay Scale** from the drop-down list, e.g. **Teachers Main**.
6. If you are an English school in the Maintained sector, select the relevant **Regional Pay Spine**, e.g. **Rest of England**.
7. Click the **OK** button to close the dialog.

*NOTE: You can delete a salary range **Type** only if it has not been used in a contract.*

Adding a Salary Range to a Type

1. In the **Pay Awards by Salary Range** panel, highlight the **Type** to which you want to add a salary range.

2. In the **Salary Range** area, either click the **New** button to add a new salary range or highlight an existing entry and click the **Open** button to display the **Add New Salary Range for** dialog.

3. Enter the **Minimum Amount** and **Maximum Amount** for the salary (up to six digits).

4. Enter the **Award Date**, either by clicking the **Calendar** button and selecting the required date or by entering it in dd/mm/yyyy format.

*NOTE: This date must be on or before the **Effective 1st** date.*

5. Click the **OK** button to close the dialog and the **Save** button to save your changes.

*NOTE: Once saved, salary ranges can be deleted except for the oldest range linked to a particular **Type**.*

Adding/Editing Allowances to a Service Term

Allowances describe additional payments made over and above the basic salary.

*NOTE: Since September 2013, a workaround has sometimes been used so that the difference between spinal point values and actual pay could be recorded, using an allowance name starting with a ~ (tilde). Where this workaround has been used and the service term is then converted from being scale based to range based, allowances will be multiplied by the allowance pay factor and added to the scale value to create a new salary record. The allowance will be closed down by entering an **End Date** in the allowance definition.*

1. Click the **Allowances** hyperlink to display the **Allowances** panel.

2. Click the **New** button or highlight an existing allowance and click the **Open** button to display the **Add/Edit Allowance for** dialog.

3. Enter a unique **Code**.

4. Enter a **Description** for the allowance.

5. If you wish to hide the allowance so that it can no longer be applied to a contract, select the **Hidden** check box.

6. Identify the type of payment by selecting the **Category of Additional Payment** from the drop-down list, e.g. **Management Allowances**.

7. Select the **Payroll Allowance** from the drop-down list, if required.

> *NOTE: This field is not mandatory. If applicable, your payroll provider will contact you with instructions on how to populate the lookup values.*

8. Click the **OK** button to save the details and return to the **Allowances** panel.

9. In the **Allowance Award Table**, click the **New** button or highlight an existing allowance and click the **Open** button to display the **Allowance Award** dialog.

10. Select the **Award Date** of the allowance by clicking on the **Calendar** button and selecting the required date. Alternatively, enter the date in dd/mm/yyyy format.

Calendar button

11. Enter the **Amount** of the allowance.

> *IMPORTANT NOTE: The **Amount** entered should be the annual value of the allowance.*
> *Where the entered value is greater than zero, the allowance value will not be editable on the contract. If the entered value is zero, the allowance value will be editable on the contract.*

12. Click the **OK** button to retain the details and return to the **Service Term Details** page.

Adding/Editing Post Information to a Service Term

Posts describe the work to be undertaken by each member of staff within a particular service term. Posts need to be defined to allow the use of service terms and are required for the DfE statutory returns.

1. Click the **Posts** hyperlink at the top of the page to display the **Posts** panel.

2. Click the **New** button adjacent to the **Posts** field or highlight an existing post and click the **Open** button to display the **Add New Post for** dialog.

3. Enter a unique **Post Reference**.

4. Enter a **Post Description**.

5. Select the required **Post Category** from the drop-down list, e.g. **Teacher, Other**. The **Post Category** will be used for statutory pupil/student censuses where summary staff information is required.

6. Select the appropriate **Payroll Post**, if required.

> *NOTE: This field is not mandatory. If applicable, your payroll provider will contact you with instructions on how to populate the lookup values. This is not provided by Capita.*

7. English state schools only - identify the School Workforce Return Post by selecting from the **SWR Post** drop-down list.

8. Click the **OK** button to retain the details and return to the **Service Term Details** page.

Adding Superannuation Schemes to a Service Term

Pension schemes to which teaching staff members belong are described collectively as superannuation schemes (please see *Maintaining Superannuation Schemes* on page *5*).

1. Click the **Superannuation Schemes** hyperlink to display the **Superannuation Schemes** panel.

2. Click the **New** button adjacent to the **Superannuation** field to display the **Search Superannuation** dialog.

3. Search for the required superannuation scheme by entering all or part of the **Superannuation Code** and/or **Description** and clicking the **Search** button.

   A combination of both the fields can be used to refine the search, depending on the information available to you. Alternatively, the fields can be left blank to list all the superannuation schemes in the system.
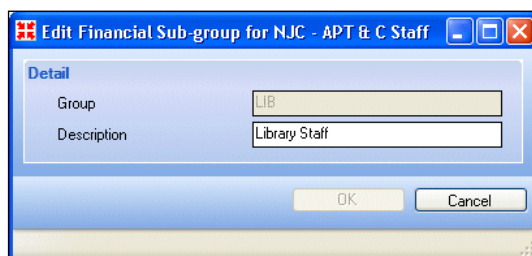
4. Highlight the required scheme and click the **Open** button.

   The **Superannuation Values** table will be populated with the details from the selected Scheme.

Adding/Editing Financial Sub-Groups

Financial Sub-Groups allow staff to be grouped together at a lower level than by service term. Financial Sub-Groups allow salary projections to be generated in FMS for a group of staff who are paid on the same service term.

1. Click the **Financial Sub-Groups** hyperlink to display the **Financial Sub-Groups** panel.

2. Click the **New** button adjacent to the **Financial Sub-Groups** field or highlight an existing group and click the **Open** button to display the **Financial Sub-Groups** dialog.

3. Enter a **Group** identifier and a **Description**.

   NOTE: The group identifier becomes read-only once the record has been saved for the first time.

4. Click the **OK** button to save the record and return to the **Service Term Details** page.

5. Click the **Save** button.

Deleting Financial Sub-Groups

To delete a financial sub-group, highlight the group and click the **Delete** button adjacent to the **Financial Sub-groups** field.

> *NOTE: A financial sub-group can only be deleted if it is not attached to a contract.*

Setting the Employment Parameters

Setting the Default FTE Hours

This area enables you to set the default teacher and non-teacher FTE hours per week. These values are used in Cover. For more information, please refer to the *Cover* handbook.

Managing Existing Spot Allowances

As part of the SIMS Spring 2016 Release (SIMS 7.168), the rules governing spot allowances were tightened and subsequently spot allowances must be added as the full amount of the allowance (actual) rather than the annualised amount. Where spot allowances already exist in SIMS, you must indicate whether they were entered as an actual or annual amount so that SIMS can deal with the values appropriately.

1. Select **Tools | Setups | Employment Parameters** to display the **Employment Parameters** page.
2. In the **Historical Spot Allowance Type** panel, select either the **Actual** or **Annual** radio button.

> *NOTE: Warning dialogs will continue to be displayed and you will be unable to proceed with allowances until a radio button is selected and this page is saved.*

3. Click the **Save** button to apply the setting.

Where **Annual** is selected, the figure held in the spot allowance will be divided by 12 so that the actual figure is displayed. All existing spot allowances will then become read-only. To edit one, you must first delete it and then re-enter the details.

Maintaining Training Events

Details of your staff members' training and In-Service Training (INSET) events can be fully recorded. Various methods of recording training course details and attendees are available.

Training course details can be recorded via **Tools | Staff | Training**. Staff can be also be added to the course here. Alternatively, they can be added via the **Professional** panel on the **Employee Details** page (please see *Adding Training Courses to the Staff Member's Record* on page *54*).

Training course details can recorded via the **Professional** panel on the **Employee Details** page (please see *Adding Training Courses to the Staff Member's Record* on page *54*).

Regardless of the method used to record the training course details, the details are accessible from both **Tools | Staff | Training** and the **Professional** panel on the **Employee Details** page.

> *IMPORTANT NOTE: If the absence details relating to the training event are edited after the record is initially saved, these changes will <u>not</u> be reflected in the **Professional** or **Absences** panels of the affected staff member's record.*

Searching for a Training Event

Before the details of a new training event, you are strongly advised to check whether its details have already been recorded.

1. Select **Tools | Staff | Training** to display the **Find Training Courses** browser.

2. Enter all or part of the **Training Title** and/or **Venue**. Alternatively, leave the fields blank to search for all the training courses recorded in SIMS.

3. To search for training courses occurring within a period of time, select the **Start Date** and **End Date** of the period from the respective Calendars.

4. Click the **Search** button.

5. Highlight the required course and click the **Open** button or click the **New** button to add a new course.

Adding/Editing Training Events

> ***IMPORTANT NOTE:*** *Any changes made to a training event to which a member of staff has already been assigned will be reflected in the staff member's training record. Therefore, if you want to add a new training event with similar details to an existing event, use the **Clone** button and create a new event rather than editing it here.*

1. Select **Tools | Staff | Training** to display the **Find Training Courses** browser.

2. Click the **New** button to add a new training event or highlight an existing training event and click the **Open** button.

3. Enter the **Title** and **Description** of the course.

4. Enter the name of the **Organiser** responsible for co-ordinating the event, if required.

5. Enter the **Venue** of the event.

6. Select the **Start Date** and the **End Date** of the course from the respective Calendars.

 Calendar button

7. Select the **Level** of the course from the drop-down list, e.g. **Certificate**.

8. If the course requires renewal, e.g. a first aid course, select this date from the **Renewal Date** Calendar.

9. Enter the **Course Fees**, if required.

10. If the course is **Full Time**, i.e. not day release, select check box.

11. Enter the **No. of Days** over which the course takes place.

Cloning a Training Course

Sometimes you will want to record training course details that are very similar to a previously recorded course. For example, you might send a member of staff on a First Aid course that another member of staff has already attended, but on a different date. To avoid recording all of the information again, you can clone the existing training course record and amend its details.

1. Select **Tools | Staff | Training** to display the **Find Training Courses** browser.

2. Search for the training event (please see *Searching for a Training Event* on page *20*).

3. Click the **Clone** button.

4. Amend the details, as required.

5. Click the **Save** button.

Recording Absences due to Training Courses

The **Absence** panel enables the recording of absences from your establishment caused by members of staff attending a training course.

> *IMPORTANT NOTE: If the absence details relating to the training event are edited after the initial save, these changes will <u>not</u> be reflected in the **Professional** or **Absences** panels of the affected staff member's record.*

1. Click the **New** button in the **Absence** panel to display the **Maintain Training Absences** dialog.

2. Select the **Start Date of Absence** and the **End Date of Absence** from the respective Calendars.

 Calendar button

3. Enter the **Start Time of Absence** and **End Time of Absence**.

> *NOTE: Times must be entered in 24-hour format (hh:mm).*

4. Enter the number of **Working Days Lost**. This figure must be calculated manually.

5. Click the **OK** button to return to the **Training Details** page.

6. Repeat as necessary until all absences have been recorded.

7. Click the **Save** button.

Recording Training Course Attendees

The **Staff** panel enables members of staff to be assigned to the training course and for completion details to be recorded

> NOTES: *Staff can also be assigned to the course individually through the **Professional** panel on the **Employee Details** page (via **Focus | Person | Staff**).*
>
> *A member of staff cannot be retrospectively added to a training course on this page. Instead, they must be added through the **Professional** panel on the **Employee Details** page (please see* Adding Training Courses to the Staff Member's Record *on page 54).*

1. Click the **New** button in the **Staff** panel to display the **Select Staff** dialog.

2. **Search** for the required member(s) of staff. Highlight them and click the **OK** button to return to the **Training Details** page. Multiple members of staff can be selected using **Ctrl+click** and **Shift+click** functionality.

3. Members of staff who have been selected in error can be removed by highlighting their name(s) and clicking the **Delete** button.

4. When the training course has ended, each attendee can be marked as having **Completed** the course. Highlight one or more attendees who completed the training course then select **Yes** from the **Completed** drop-down list.

*03|*Converting Service Terms from Scales to Pay Ranges

Introduction

This chapter describes the processes that must be carried out and the considerations that should be taken into account when converting service terms from pay scales to ranges. You should read this information before carrying out any conversions.

> ***IMPORTANT NOTE:*** *Schools using B2B:Personnel must not use the new salary range functionality until advised otherwise by their LA.*

> *NOTE: The salary range functionality is activated by the Salary Range licence patch. For more information, please contact your SIMS Support Team.*

Actions to be carried out Before Converting a Service Term

> ***IMPORTANT NOTES:*** *You must read and action these steps before proceeding. This process cannot be reversed except by restoring to a backup copy of your database. For this reason, you may wish to take a backup directly before conversion.*

1. Ensure that all contracts are up-to-date.
2. Ensure that your active scales and values against points have been maintained accurately using the latest published pay awards.

> *NOTE: 'Active scales' refers to scales that are currently in use against current and future contracts.*

3. Print and retain the Salary Information report (via **Reports | Personnel | Salary Information**), together with any other reports you feel are necessary.

> *NOTE: In order to view deferred contracts on the salary information report, you will need to change the effective date of the report to a future date, i.e. run it more than once for different dates. You could also use the reporting dictionary to pull out a list of deferred contract values.*

4. If you use a third party supplier who accesses your personnel data, e.g. a payroll provider, you must consult them prior to converting your service terms to ensure that they have made amendments to their systems and are able to handle the changes that will occur as a result of the conversion process.

> *NOTE: If your payroll provider, for example, is unable to accept the salary range awards, your staff may be paid inaccurately or not paid at all.*

5. FMS Users: If the **Annual Increment** check box is selected for a Service Term that is going to be converted and annual increment has <u>not</u> been run before conversion, FMS will create a projection as if annual increment will be run up until the effective date of conversion, and then at the effective date of conversion will create projections as if annual increment will not be run. For example, a member of staff who is currently on point 6 and has annual increment selected but not run will show in FMS Salary Projections as point 6 in September and, if the conversion takes place in October, predictions will be for point 6 in September and the equivalent of point 5 from October onwards.

   To avoid this, you can carry out one of the following two actions, depending on the needs of your school.

   - You can manually deselect the **Annual Increment** check box and then run salary projections again before carrying out conversion, in order to create an accurate comparison; or

   - You can leave the check box selected, run annual increment in SIMS, and then run Salary Projections in FMS to create an accurate comparison.

The Conversion Process

The conversion process must be completed from start to finish for a service term. It cannot be saved part way. If you cancel the process at any point, the service term will revert back to scale and any changes made will be lost.

> *NOTE: You must define at least one new Range Type, Salary Range and Pay Award for the converted service term.*

Change the Service Term to Award by Salary Range

1. Select **Tools | Staff | Pay Related** and search for and select the required service term.

2. In the **Service Term** panel, select the **Award by Salary Range** check box.

3. The **Conversion Process Important Information** dialog is displayed. Read through the information. This dialog can be printed by clicking the **Print** button.

4. When you are ready to continue, select the **I have read, understood and actioned the above, and accept the implications of converting Service Terms** check box and click the **Accept** button.

5. Select the month, i.e. this month or next month, that the salary range is effective from the **Effective 1st** drop-down list.

> *NOTE: Validation on scale awards will only be carried out based on the Effective Date selected here.*

Set Up the Pay Awards by Salary Range

> *NOTE: This panel is available only if the **Award by Salary Range** check box has been selected in the **Service Term** panel.*

1. To add a new salary range, click the **New** button adjacent to the **Types** table or highlight a **Type** and click the **Open** button to display the **Add/Edit New Salary Range Type for** dialog.

2. Enter a **Code** (up to four alpha-numeric characters).

3. Enter a **Description** (up to 50 characters).

4. If the **Type** is currently inactive, select the **Hidden** check box.

5. Select the appropriate **Pay Scale** from the drop-down list, e.g. **Teachers Main**.

6. If you are an English school in the Maintained sector, select the relevant **Regional Pay Spine**, e.g. **Rest of England**.

7. Click the **OK** button to close the dialog.

> *NOTE: You can delete a salary range **Type** only if it has not been used in a contract.*

Adding a Salary Range to a Type

It is recommended that the range entered encompasses all of the scale point values. If the old scale values that you had defined fall outside the new range values that you define here, you will need to make the change manually within each contract.

1. In the **Pay Awards by Salary Range** panel, highlight the **Type** to which you want to add a salary range.

2. In the **Salary Range** area, either click the **New** button to add a new salary range or highlight an existing entry and click the **Open** button to display the **Add New Salary Range for** dialog.

3. Enter the **Minimum Amount** and **Maximum Amount** for the salary (up to six digits).

4. Enter the **Award Date**, either by clicking the **Calendar** button and selecting the required date or by entering it in dd/mm/yyyy format.

> *NOTE: This date must be on or before the **Effective 1st** date.*

5. Click the **OK** button to close the dialog and the **Save** button to save your changes.

   NOTE: Once saved, salary ranges can be deleted except for the oldest range linked to a particular **Type**.

Mapping Scales to Salary Ranges

You will need to map any existing scales to the new salary ranges. This dialog is displayed once you have added Pay Awards by Salary Range and saved your changes.

> *NOTE: If you cancel the process at this point, all your changes will be lost and the service term will revert back to spinal progression.*

1. The **Map Scales to Salary Ranges** dialog is displayed which lists all the active scales on this service term. Where appropriate, the **Active Scales** and **Ranges** are matched.

> *NOTE: Only scales with an active contract associated with them will be converted.*

2. Click in the relevant fields to add or remove the ticks.

> *NOTE: Only one range can be mapped to an active scale but you can map multiple scales to one range. For example, you could map Teachers Main Scale 1 and Teachers Main Scale 2 to Teachers Main Range but you cannot map Teachers Main Scale to Teachers Main Range 1 and Teachers Main Range 2.*

3. When you are happy with your selections, click the **Confirm** button. Pressing the **Cancel** button will reverse all the changes made.

Completing the Process

Once the mapping process has been carried out, the record can be saved.

IMPORTANT NOTE: Once the record has been saved, it cannot be reversed.

FMS users should run Salary Projections (via **Focus | Personnel Links | Salary Projection**) directly following the conversion.

04| Adding Staff Details

Introduction

If you are setting up your SIMS system to manage staff for the first time, you will need to add the details for all your staff at this point. You must ensure that the service terms, posts, etc. have been defined correctly before you enter employee's contracts, as you will need to select these details when entering employee contract information.

The **Employee Details** page is split into three tabbed areas; **Personal Details**, **Professional Details** and **Employment Details**. Click on each tab to access that area.

The hyperlinks at the top of the **Employee Details** page can be used to quickly navigate from one area (or panel) of the page to another. When you click on a hyperlink, the panel name that you have selected will be displayed uppermost on the **Employee Details** page.

Searching for a Staff Member's Details

Select **Focus | Person | Staff** to display the **Find Staff** browser. Alternatively, click on the **Staff** button.

 Staff button

Before adding a staff member to the system, it is advisable to search the database to ensure that their details have not already been entered to avoid duplication. It is possible to use various search criteria to locate the required person.

A combination of all the fields and drop-down lists can be used to refine the search, depending on the information available to you. Alternatively, the fields can be left blank to list all the staff members in the school.

Search fields are not case sensitive and partially entering a staff member's surname in the **Surname** field will display all staff members whose surname begins with the letters entered. For example, entering `At` in the **Surname** field will display people with the names of Atkins, Atkinson, Attwood, etc. In addition, you can use either `*` or `?` as wildcards, e.g. entering `S*rind*` will return both `Sarinda` and `Surinder`.

1. Enter a name in the **Surname** and/or **Forename** fields as required.
2. You can also enter the staff member's **Staff Code**, **Previous Name**, **Gender**, **Title** and **Status** to limit the records returned.
3. If you prefer to search for **Lists** of staff members or would like to view staff members who have a **Photograph** attached to their details, select either of these options from the **View** drop-down list. The default search option is set to display **Details**.
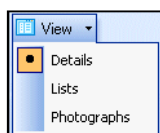
4. Select the **Status** of the staff member(s) you wish to display from the drop-down list.
5. Click the **Search** button or press **Enter** to list all staff members who match the search criteria specified.

   If the staff member is not listed, you will need to create a new record for them.

Adding/Editing Personal Details

Adding a New Staff Member's Details

1. Select **Focus | Person | Staff** to display the **Employee Details** browser. Alternatively, click on the **Staff** button.

 Staff button

2. Search for the member of staff before adding them to ensure they are not already present on the system.

3. Click the **New** button to display the **Basic Details** page.
4. Enter the employee's **Surname** and **Forename** and select their **Gender** from the drop-down list.
5. Specify their **Date of Birth** by clicking on the **Calendar** button and selecting the date. Alternatively, enter the date in dd/mm/yyyy format.

 Calendar button

6. Click the **Continue** button to display the **Basic Details** panel and continue adding the staff member's known details.

Adding/Editing Staff Basic Details

The **Employee Details** page will be displayed with the **Basic Details** panel populated with the initial information that you have just entered. Any remaining **Basic Details** relating to the staff member should now be entered, if known.

1. Select their **Title** from the drop-down list.
2. Enter their **Middle Name(s)**, **Preferred Forename**, and **Preferred Surname** (if different from their legal forename/surname) in the fields provided.
3. English state schools only, indicate whether the staff member should be included in the Schools Workforce Census by selecting or deselecting the **Eligible for SWR** check box.
4. To include an individual photograph with the staff member's details, click the **Find File** button and navigate to the location of the staff member's stored image. Highlight the correct file name and click the **Open** button to attach the image to the staff member's record (please see *Adding Photographs to Staff Members* on page *100*).

Find File button

5. If you need to add a previous name for the person, click the **New** button adjacent to the **Previous Name** field to display the **Previous Name** dialog or highlight an existing name and click the **Open** button to edit the details.

Adding/Editing a Previous Name

Where a member of staff has changed their name, e.g. through marriage, it is possible to record all previous names.

1. In the **Basic Details** panel, click the **New** button adjacent to the **Previous Name** field or highlight an existing name and click the **Open** button to display the **Add/Edit Previous Names** dialog.

2. Complete the **Legal Forename**, **Middle Name(s)**, **Legal Surname**, **Preferred Forename** and **Preferred Surname** fields.

3. Select a reason for the change of name from the **Reason** drop-down list.

4. Select the **Date of Change** for the new name by clicking on the **Calendar** button and selecting the required date. Alternatively, enter the date in dd/mm/yyyy format.

Calendar button

The system will automatically enter the **Date** and **Time** that the event was recorded in the system. This is not editable.

5. Click the **OK** button to save the details and return to the **Basic Details** page.

Adding/Editing Personal Information

1. After completing the **Basic Details** as described in the previous section, click the **Personal Information** hyperlink to display the **Personal Information** panel.

2. You can amend the staff member's **Date of Birth** by clicking on the **Calendar** button and selecting the required date. Alternatively, enter the date in dd/mm/yyyy format.

   NOTE: The staff member's age must be at least 12 years of age. Please note that this is not a formal validation for legal purposes of the minimum working age.

3. Complete the **NI Number** field. The National Insurance number is mandatory if there is a contract associated with the staff member.

   NOTE: A warning is displayed if an invalid National Insurance number is entered in this field. However, it is possible that when data is converted from Personnel 5.10 or imported from One an invalid National Insurance number could be imported.

4. Select their **Ethnicity** from the drop-down list.

5. If the staff member has attained a nationally recognised degree or diploma, enter the details in the **Qualifications/Letters** field.

6. Select the person's **Religion** from the drop-down list, if required.

7. If the staff member is registered disabled, enter their **Disability Number**.

8. Select the person's **Marital Status** from the drop-down list, if required.

9. If appropriate, enter the person's **Building Society Roll Number**.

10. Their **Account Number**, **Bank Name** of their account holding bank and their **Sort Code**, and **Bank Account Name** can be completed for internal records.

11. If the staff member suffers from any impairment which affects their work, select the appropriate option from the **Are day to day activities substantially affected by physical or mental impairment** drop-down list.

> *NOTE: This can be recorded in more detail in the **Impairment** table (please see* Adding/Editing an Impairment *on page* 38*).*

12. Welsh schools only - select the staff member's national identity from the **National Identity** drop-down list.

Adding/Editing Languages

In this area you can record any languages in which the person is able to communicate with others.

1. Click the **Personal Information** hyperlink to display the **Personal Information** panel.

2. Click the **New** button or highlight an existing language and click the **Open** button adjacent to the **Language** field to display the **Add/Edit Language** dialog.

3. Select a **Language** from the drop-down list.

4. Select the **First Language** check box if this is the employee's first language.

> *NOTE: Only one language can be set as the first language.*

5. Select the **Fluency** level from the drop-down list.

6. Click the **OK** button to return to the **Personal Information** screen.

7. Repeat if necessary to add any additional languages.

Adding/Editing Medical Notes

This area enables you to record any medical information required for the staff member. This could be either for administrative purposes, or information provided by the staff member for their own welfare, e.g. information about a medical condition. It is not intended to replicate the medical notes held by a doctor's surgery.

1. Click the **Personal Information** hyperlink to display the **Personal Information** panel.

2. Click the **New** button adjacent to the **Medical Notes** list to display the **Add Note/Document** dialog.

The **Type** of note is automatically populated with **Staff Medical Note**.

3. Select the **Status** of the note from the drop-down list. The options available are as follows:

   - **Public** - Documents with this status are available to all users with sufficient add/view/edit permissions.

   - **Private** - Documents with this status are available only to the user who attached them. The System Administrator can delete private documents that are linked to a user who no longer works at the school using the **Maintain Orphaned Documents** routine.

   - **Confidential** - Documents with this status are available only to School Administrators and the Senior Management Team.

4. Enter a **Summary** of the document in the field provided.

5. A **Note** can be added instead of a **Document**, if preferred.

6. To associate an **Attachment** with the note, click the **Open** button and browse to the location of a previously stored file.

   Documents that have been sent or received outside of SIMS can be scanned into the system or relevant paragraphs can be entered for future reference.

7. Highlight the required document and click the **Open** button to attach it to the record.

8. The **Last Uploaded** field will remain empty until you have saved the record. Once saved, the date and time of the last file upload will be displayed, together with the name of the user who uploaded it. It is possible to **View** or **Open** the attached document by clicking on the respective buttons adjacent to the **Last Uploaded** field.

9. Click the **OK** button to save the details and return to the **Personal Information** panel.

Adding/Editing an Impairment

This area is provided to record anything that affects the employee's ability to work. This could be a registered disability or something short term, e.g. a painful back.

1. Click the **Personal Information** hyperlink to display the **Personal Information** panel.

2. Click the **New** button or highlight an existing impairment and click the **Open** button adjacent to the **Impairment** field to display the **Add/Edit Impairment** dialog.

3. In the **Impairment** field, enter a brief description of the impairment.

4. Select the **Category** the impairment belongs to from the drop-down list, e.g. **Mobility**.

5. Select the date the establishment was informed of the impairment by clicking on the **Calendar** button and selecting the date. Alternatively, enter the date in dd/mm/yyyy format.

 Calendar button
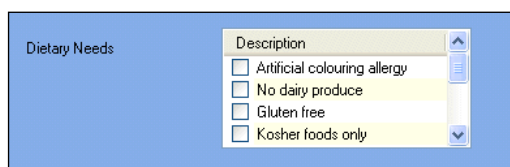
6. In the **Assistance Required** field, describe any special requirements that the employee has with relation to their impairment.

7. If the impairment affects the employee's ability to undertake their work, select the **Affects Working Ability** check box.

8. Select the **Long Term** check box if it is a long term impairment.

9. To enter any additional information, click the **New** button adjacent to the **Notepad** field. In the **Notepad** dialog, enter the information and then click the **OK** button.

10. Click the **OK** button to save the details and return to the **Personal Information** panel.

Adding/Editing Passport Details

This section is primarily intended to record passport details which are captured when completing DBS checks.

1. Click the **Personal Information** hyperlink to display the **Personal Information** panel.

2. Click the **New** button or highlight an existing passport record and click the **Open** button adjacent to the **Passport Details** field to display the **Add/Edit Passport and Nationality Details** dialog.

3. Select their **Nationality** by clicking on the **Browser** button to display the **Nations** browser.

 Browser button

4. Search for the country by entering its name or the first few letters and clicking the **Search** button.

5. Highlight the required country from the list and click the **OK** button to populate the **Nationality** field.

6. Enter the employee's **Passport No.**

7. Select the **Issue and Expiry Date** by clicking on the **Calendar** button and selecting the date. Alternatively, enter the date in dd/mm/yyyy format.

 Calendar button

8. Enter the **Name on Passport**.

9. If applicable, select the date that the visa expires by clicking on the **Calendar** button and selecting the date. Alternatively, enter the date in dd/mm/yyyy format.

10. Click the **OK** button to return to the **Personal Information** panel.

Adding/Editing Dietary Needs

This section enables you to record any specific dietary needs the staff member has.

1. Click the **Personal Information** hyperlink to display the **Personal Information** panel.
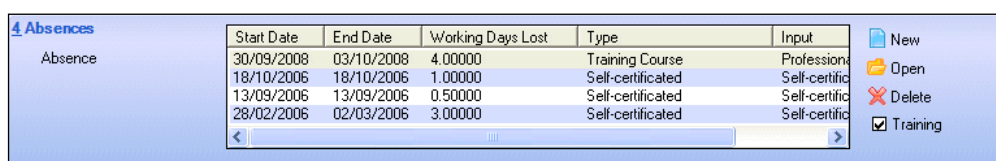
2. Select the appropriate check box(es) to indicate any dietary need(s) relating to the staff member.

3. Click the **Save** button to save your changes.

Recording/Editing a Staff Absence

The **Absence** list provides a method of recording all paid and unpaid absences from work recorded against the staff member. This includes training absences taken from the training courses the staff member has been assigned to, and those absence created through Cover 7, excluding those Cover 7 absences described as 'Busy' or 'Busy Absence'.

NOTE: There may be multiple absence records for a single training event, e.g. day release.

1. Click the **Absences** hyperlink to display the **Absences** panel.

Absences that have been associated with a training event can be viewed by selecting the **Training** check box adjacent to the list. When this check box is deselected, training absences are removed from the list.

2. To display the **Add/Edit New Absence** dialog, click the **New** button or highlight an existing absence record and click the **Open** button adjacent to the **Absences** field.

3. Select the **Start Date** and **End Date** of the absence, by clicking on the **Calendar** buttons and selecting the required dates. Alternatively, enter the date in dd/mm/yyyy format.

4. Enter the **Start Time** and **End Time** of the absence in 24-hour format (hh:mm).

5. Enter the total number of **Working Days Lost** and **Number of Hours Lost** due to the absence.

6. Select the **Type/Reason** for the absence, e.g. **Illness (self certified)**, from the drop-down list.

> *NOTE: In order for annual leave and certificated sick leave to be reported correctly in the absence reports, you must also do the following:*
> *For annual leave, select the **Annual Leave** check box.*
> *For certificated leave, enter the details of the certificate in the **Certificate** section.*

7. Select an **Illness Category** from the drop-down list, if applicable.

8. UK state schools only, select the **Authorised Pay Rate** that applies to the absence from the drop-down list.

9. Select any of the following check boxes, as applicable:

   ▪ **Annual Leave** – indicates that the absence is annual leave.

   > *NOTE: For the leave to be reported as annual leave in the absence reports, this check box must be selected.*

- **Industrial Injury** – indicates that the absence is due to an industrial injury.
- **SSP Exclusion Advised** – indicates that the staff member has been advised that the absence is excluded from Statutory Sick Pay.

10. Select the appropriate category from the **Payroll Absence Category** drop-down list, e.g. **Absent**.

11. Enter details of any sick notes produced in the **Certificate** table (please see *Adding/Editing Absence Certificates* on page *42*).

12. Add any additional notes in the **Notepad** field, by clicking on the **New** button, entering the required notes in the **Notepad** dialog and then clicking the **OK** button.

13. Click the **OK** button to save the record and return to the **Employee Details** page.

Adding/Editing Absence Certificates

When a member of staff has been absent due to sickness, you may wish to record the sickness certificate here. The **Signatory Type** selected here is used in the Absence reports to indicate the category of sickness, i.e. self or medically certified.

1. Click the **New** button or highlight an existing certificate and click the **Open** button adjacent to the **Certificate** field to display the **Absence Certification** dialog.

2. Select the date the certificate was received by your establishment in the **Date Received** field by clicking on the **Calendar** button and selecting the required date. Alternatively, enter the date in dd/mm/yyyy format.

   Calendar button

3. Select the date the certificate was signed by clicking on the **Calendar** button and selecting the required date. Alternatively, enter the date in dd/mm/yyyy format.

4. Enter the name of the person signing the certificate in the **Signed By** field.

5. Select the **Signatory Type** from the drop-down list, e.g. **Doctor**.

> *NOTE: The signatory type in absence reports defines whether the illness is categorised as self certified (select **Self** here) or medically certified (select **Doctor** here).*

6. Select the **Certificate Type** from the drop-down list, e.g. **Return to Work**.

7. Click the **OK** button to save the information and return to the **Employee Details** page.

Adding/Editing Addresses

Adding a New Personal Address

1. Click on the **Addresses** hyperlink to display the **Addresses** panel.

The **Address Validation Service** functionality is now operational and is available to those schools who have obtained the licence key to activate it.

The completed **Post Code** field will now be checked against an external address database which will be accessed across the Internet as a Web Service.

Initially, the external database will be managed and maintained by Capita SIMS. It contains Quick Address Systems (QAS) data.

The **Enter address** panel now contains two additional search controls to accommodate this functionality. In **Basic** or normal mode, the **Search Validation Service** check box will always be selected as will the **Search Existing Addresses** check box.

2. Enter a **Post Code** in the **Enter address** panel and select a **Country** from the drop-down list. The **Country** field is now a mandatory field. If a country is not specified, users will be unable to save the details, unless the **Post Code** field contains a **BFPO** number. Click on the **Continue** button.

The system will search the database for existing addresses that have a matching **Post Code** and if none are found locally, the system will launch the **Address Validation Service** and search the external database. A list of addresses that are recorded against the post code that has been entered will be displayed in the **Find Matching Addresses** dialog.
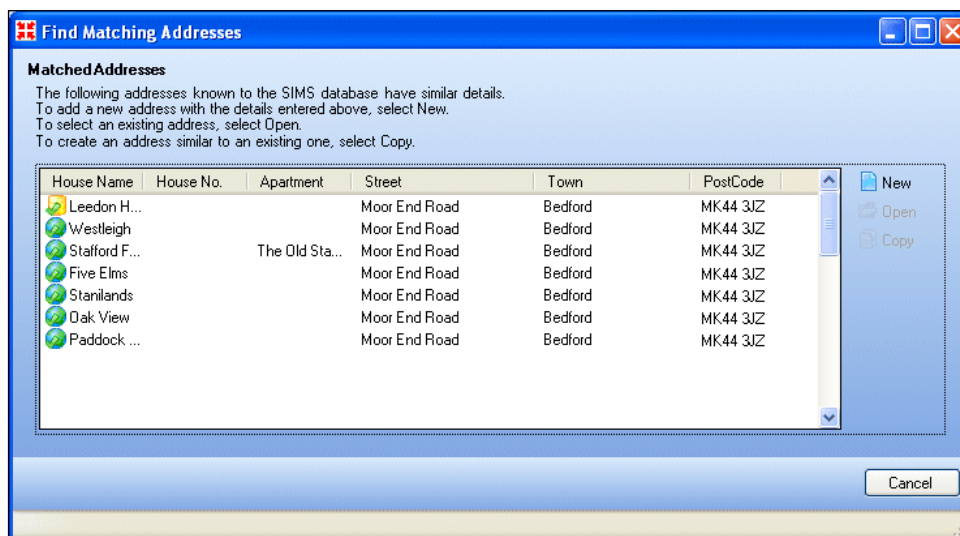
3. Select the required **House No.** and follow the on-screen instructions to proceed.

    If the **Post Code** is not known, click on the **Advanced** button to display additional address fields for completion.

4. Complete the remaining address fields and click on the **Continue** button.

    The address details can be saved without the entry of a post code but they will be displayed as **Current Home Address Details (Not Validated)**.

5. If the post code subsequently becomes available, click on the **Modify Address** button, complete the **Post Code** field and click on the **Validate** button.

    The system will search the database for existing addresses that have a matching **Post Code** and if none are found locally, the system will launch the **Address Validation Service** and search the external database. A list of addresses that are recorded against the post code that has been entered will be displayed in the **Find Matching Addresses** dialog.

6. Select the required **House No.** and follow the on-screen instructions to proceed.

    Existing addresses that were entered into the system prior to the activation of the **Address Validation Service** can be validated retrospectively by clicking on the **Validate** button. Once these addresses have been validated, they will be displayed as **Current Home Address Details (Validated)**.

Additional Resources:

Setting up and Administering SIMS handbook

Moving a Person's Home Address

If a staff member has an existing home address recorded in the system and you receive notification they are moving house, it is possible to change the address recorded against the individual by using the **Move House** button.

1. Click the **Addresses** hyperlink to display the **Addresses** panel.

2. Click the **Move House** button to display a warning message, asking you to confirm that you want to move the individual's address. Click the **Yes** button to display the **Find Matching Addresses** dialog.

3. Enter the **Post Code** and **House Number/Name**, if applicable.

4. Click the **Continue** button. Any addresses already entered in the system that match the search criteria entered will be displayed in the **Find Matching Addresses** dialog.

5. Follow the on-screen instructions to proceed.

Deleting Personal Addresses

It is possible to delete an employee's address if a mistake was made when entering the details.

1. Click the **Addresses** hyperlink to display the **Addresses** panel.

2. Click the **Delete** button to remove their recorded address. The address details will remain on the system, but the association between the employee and the address details will be removed.

Modifying Addresses

The **Modify Address** function should be used when making amendments to a current address only. It should not be used to record a different address for an employee; for this activity use the **Move House** option (please see *Moving a Person's Home Address* on page *45*).

1. Click the **Addresses** hyperlink to display the **Addresses** panel.

2. Click the **Modify Address** button. This displays a warning message, advising you that the action you are about to undertake may have an impact on other records for associated individuals who reside at the same address. Click the **Yes** button if you are sure that you wish to continue.

3. Edit the necessary address fields, as required and click the **Save** button to keep the changes.

Changing the Valid Dates of an Address

People may only live at a particular address for a specified length of time. For example, student teachers may be resident in temporary accommodation before deciding to make a permanent move to the area. To enable schools to manage these situations, it is possible to define a time frame for each individual's address.

1. Click the **Addresses** hyperlink to display the **Addresses** panel.

2. Click the **Change Dates** button and specify the new **Start date** or **End date**, as appropriate.

3. Click the **Save** button to keep the changes.

Adding/Editing Contact Information

The **Contact Information** panel enables you to record a staff member's telephone number, email address and car details.

Click the **Contact Information** hyperlink to display the **Contact Information** panel.

Adding/Editing Telephone Numbers

1. Click the **New** button adjacent to the **Telephones** panel or highlight an existing entry and click the **Open** button to display the **Add/Edit Telephone/Fax** dialog.
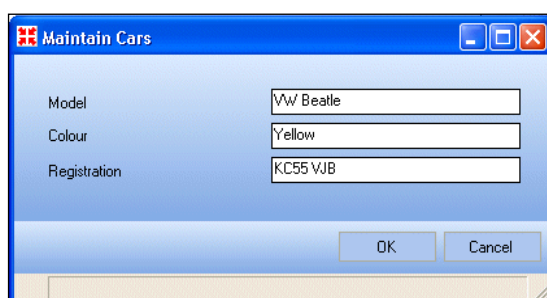
2. Select the **Device** from the drop-down list, i.e. **Telephone** or **Fax**.

3. Select the **Location** of the number from the drop-down list, e.g. **Home**.

4. Enter the telephone number in the **Number** field.

5. If this is the main telephone number to use for contacting the individual, select **Yes** from the **Main** drop-down list.

6. Enter any relevant **Notes** relating to the use of this number, e.g. `only contact after 3.00pm`.

7. Click the **OK** button to save the details and return to the **Contact Information** panel.

> *TIP: To identify a telephone number as the daytime telephone number, highlight the required entry and click the **Set as Daytime** button.*

Adding/Editing Email Addresses

1. Click the **New** button adjacent to the **Emails** panel or highlight an existing entry and click the **Open** button to display the **Add/Edit Email** dialog.

2. Select the **Location** from the drop-down list, to indicate whether the email address being entered relates to **Home** or **Work**.

3. Enter the full email **Address** in lower case.

4. Indicate whether this is the **Main** email address for the staff member by selecting from the drop-down list.

5. Enter any relevant **Notes** relating to the use of this email address, e.g. only contact by this method if home telephone is engaged, etc.

6. Click the **OK** button to save the details and return to the **Contact Information** panel.

> *TIP: To identify an email address as the main address, highlight the required entry and click the **Set Main** button.*

To send an email to a staff member, highlight the appropriate email address and click the **Send** button. This will launch your email editor and populate the **To** field with the selected email address.

Adding/Editing Car Details

1. Click the **New** button adjacent to the **Cars** panel or highlight an existing entry and click the **Open** button to display the **Maintain Cars** dialog.

2. Enter the **Model**, **Colour** and **Registration** number of the staff member's vehicle.
3. Click the **OK** button to save the details and return to the **Contact Information** panel.
4. Click the **Save** button.

Adding/Editing Staff Next of Kin and Contacts' Details

Adding/Editing Next of Kin Details

It is important that you record the details of a staff member's next of kin, in case of accidents or emergencies.

1. Click the **Next of Kin** hyperlink to display the **Next of Kin** panel.

2. Click the **New** button to display the **Add Next of Kin (Contact)** dialog.

3. In the **Basic Details** panel, select the relevant **Title** for the next of kin from the drop-down list.

4. Enter their **Surname**, **Forename** and **Middle Name(s)**, if known.

5. Select the appropriate **Relationship Type** from the drop-down list, e.g. **Wife**.

6. If their **Address** is different from that of the staff member with whom they are being associated, enter their **Post Code** in the **Addresses** panel and select the **Country** from the drop-down list. Click the **Continue** button.

NOTE: The **Country** field is now a mandatory field. If a country is not specified, users will be unable to save the details unless the **Post Code** field contains a **BFPO** number.

The system will search the database for existing addresses that have a matching **Post Code** and if none are found locally, the system will launch the **Address Validation Service** and search the external database. A list of addresses that are recorded against the post code that has been entered will be displayed in the **Find Matching Addresses** dialog.
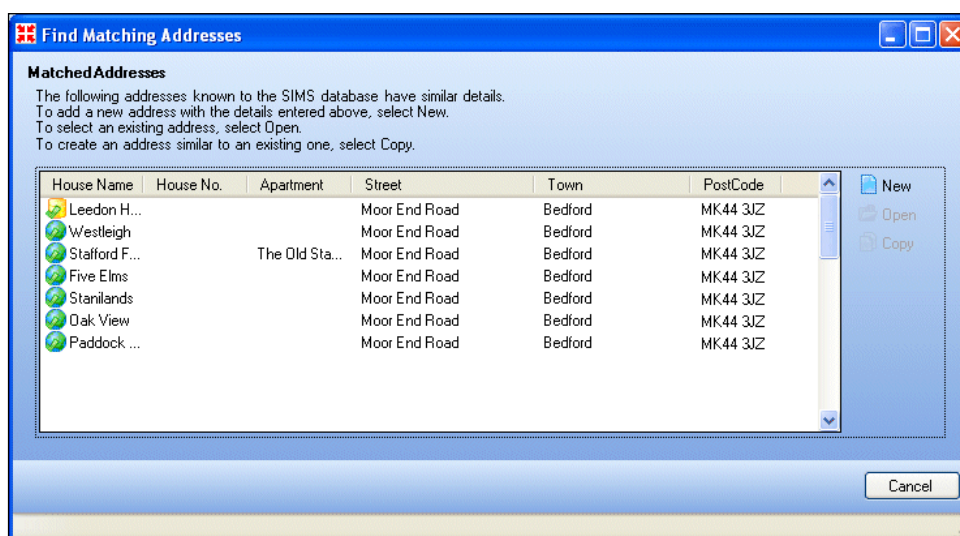
7. Select the required **House No.** and follow the on-screen instructions to proceed.

   If the **Post Code** is not known, click on the **Advanced** button to display additional address fields for completion.

8. Complete the remaining address fields and click on the **Continue** button.

   The address details can be saved without the entry of a post code but they will be displayed as **Current Home Address Details (Not Validated)**.

9. If the post code subsequently becomes available, click on the **Modify Address** button, enter the **Post Code** and click on the **Validate** button.

   The system will search the database for existing addresses that have a matching **Post Code** and if none are found locally, the system will launch the **Address Validation Service** and search the external database. A list of addresses that are recorded against the post code that has been entered will be displayed in the **Find Matching Addresses** dialog.

10. Select the required **House No.** and follow the on-screen instructions to proceed.

    The address details will now be displayed as **Current Home Address Details (Validated)**.

Adding/Editing Next of Kin Telephone Numbers

1. In the **Contact Information** panel of the **Add Next of Kin (Contact)** dialog, click on the **New** button to display the **Add Telephone\Fax** dialog.

2. Specify the type of **Device** for the number that you are entering, e.g. telephone or fax machine.

3. Select the **Location** of the device from the drop-down list. If the number relates to a telephone, specify whether this is a mobile phone, a home number or a work number.

4. Enter the **Number** for the device selected.

5. Specify whether the number relates to a **Main** phone number by selecting either **Yes** or **No** from the drop-down list. This can be changed later by highlighting another number and clicking on the **Set Main** button located beneath the **Telephones** panel. Only one number can be set as **Main** at any one time.
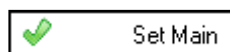
   Set Main button

6. Enter any relevant **Notes** that relate to the use of this number. For example perhaps this number should only be used in the event of an emergency.

7. Click on the **OK** button to keep the details.

8. Click on the **OK** button on the **Add Next of Kin (Contact)** dialog to save all the information entered.

Adding/Editing Staff Contacts

This area enables you to record additional staff contacts for a staff member. These may be family members or ad hoc contacts such as people the staff member shares a car with to travel to and from work.

1. To add or edit a staff contact, click the **Next of Kin** hyperlink on the **Employee Details** page to display the **Next of Kin** panel.

2. Click the **New** button adjacent to the **Staff Contacts** table or highlight an existing contact and click the **Open** button to edit it.

3. When adding a new contact, the **Add New Staff Contact for <Employee Name>** dialog is displayed. Enter the contacts **Surname**, **Forename** and select their **Gender**, then click the **Continue** button.

4. Select the **Type** of contact the person is from the drop-down list, e.g. **Relative**.

Adding/Editing Telephone Numbers

1. Click the **New** button adjacent to the **Telephones** table or highlight an existing entry and click the **Open** button to display the **Add/Edit Telephone/Fax** dialog.

2. Select the **Device** from the drop-down list, i.e. **Telephone** or **Fax**.
3. Select the **Location** of the number from the drop-down list, e.g. **Home**.
4. Enter the telephone number in the **Number** field.
5. If this is the main telephone number to use for contacting the individual, select **Yes** from the **Main** drop-down list.

6. Enter any relevant **Notes** relating to the use of this number, e.g. `only contact after 3.00pm`.

7. Click the **OK** button to save the details and return to the **Staff Contact Details** panel.

> *TIP: To identify a telephone number as the daytime number, highlight the required entry and click the **Set as Daytime** button.*

Adding/Editing Email Addresses

1. Click the **New** button adjacent to the **Emails** table or highlight an existing entry and click the **Open** button to display the **Add/Edit Email** dialog.

2. Select the **Location** from the drop-down list, to indicate whether the email address being entered relates to **Home** or **Work**.

3. Enter the full email **Address** in lower case.

4. Indicate whether this is the **Main** email address for the staff member by selecting from the drop-down list.

5. Enter any relevant **Notes** relating to the use of this email address, e.g. only contact by this method if home telephone is engaged, etc.

6. Click the **OK** button to save the details and return to the **Staff Contact Details** panel.

> *TIP: To identify an email address as the main address, highlight the required entry and click the **Set Main** button.*

To send an email to a staff contact, highlight the appropriate email address and click the **Send** button. This will launch your email editor and populate the **To** field with the selected email address.

Adding Notes to a Staff Contact

1. Any additional notes can be added to the record by typing directly into the **Notepad** field.

2. Click the **OK** button to save your changes.

Adding/Viewing Documents

1. Select **Focus | Person | Staff** to display the **Find Staff** browser.
2. Search for the staff member and select them (please see *Searching for a Staff Member's Details* on page *31*).
3. Click the **Document** hyperlink to display the **Documents** panel.
4. Highlight an existing document from the list displayed and click the **Open** button or click the **New** button adjacent to the **Documents** list to display the **Add/Edit Document** dialog.
5. Select the **Type** of document from the drop-down list, e.g. **Letter**.
6. Enter a **Summary** of the document.
7. A **Note** can be added in addition to, or instead of, a document if required.
8. To associate an **Attachment** with a note or document, click the **Open** button and browse to the location of a previously stored file. Highlight the required document and click the **Open** button to attach it to the record. The **Last Uploaded** field will remain empty until you have saved the record. You will then be able to view the date and time of the last file upload, together with the name of the user who uploaded it. It is possible to **View** or **Open** the attached document by clicking on the respective buttons adjacent to the **Last Uploaded** field.
9. Click the **OK** button to save the details and return to the **Basic Details** page.
10. Click the **Save** button.

User Defined Fields

If User Defined Fields have been converted from Personnel 5.10, they will be displayed here.

Defining Staff Groups

Staff may be grouped together for ease of identification. **Groups** that you might like to set up could include Governors, Heads of Department, Cleaning Staff, First Aiders, etc.

Staff groups are set up through **Focus | Groups | User Defined Groups**.

Additional Resources:

Setting up and Administering SIMS handbook

Adding/Editing Professional Details

This tab enables you to record professional details concerning the member of staff, including training course attendance and qualifications.

1. Click the **Professional Details** tab to display the **Professional** panel.

2. If the staff member is a Higher Level Teaching Assistant, select the **HLTA Status** check box.

> *NOTE: This check box can be selected only for a person aged 18 or over.*

3. If the **HLTA Status** check box has been selected, enter the date that the HLTA status was achieved by clicking the **Calendar** button adjacent to the **HLTA Date** field and selecting the required date. Alternatively, enter the date in dd/mm/yyyy format.

4. If the member of staff has Teaching Assistant status, select the **TA Status** check box.

5. If the staff member has Qualified Teacher Status, select the appropriate route from the **QTS Route** drop-down list, e.g. **Graduate Teacher Programme**.

Adding Training Courses to the Staff Member's Record

This panel enables you to record details of staff training courses and in-service training (INSET) attendance. Training courses can be entered via **Tools | Staff | Training** so that they can be selected here, or the training course details can be entered here (please see *Maintaining Training Events* on page *20*).

Adding an Existing Training Course to a Member of Staff:

1. Click the **Professional Details** tab.

2. In the **Professional** panel, click the **New** button adjacent to the **Training** table to display the **Add New Training** dialog. Alternatively, highlight an existing course and click the **Open** button to display the **Edit Training** dialog.

3. If you are adding a training record, click the **Select** button in the **Training Course** panel to display the **Find Training Courses** dialog.

4. Enter all or part of the **Training Title**, **Venue**, **Start Date** and **End Date** and click the **Search** button.

5. Highlight the required course and click the **Select** button.

6. Enter **Other Costs** as required, e.g. for travel costs.

7. Add any comments in the **Comment** field.

8. Once the course has been completed, select the **Completed** check box. The **Completed** status can be updated in bulk for all attendees via the training course record (please see *Recording Training Course Attendees* on page *23*).

Recording Training Absence

The **Absence** panel enables the recording of absences from your establishment caused by members of staff attending a training course.

1. Click the **New** button adjacent to the **Absence** table or highlight an entry and click the **Open** button to display the **Maintain Training Absence** dialog.

2. Select the **Start Date of Absence** and the **End Date of Absence** from the respective Calendars.

   NOTE: The length of absence could be longer than the course to allow time for travel, etc.

3. Enter the **Start Time of Absence** and **End Time of Absence**.

   NOTE: Times must be entered in 24-hour format (hh:mm).

4. Enter the number of **Working Days Lost**. This figure must be calculated manually.

5. Click the **OK** button.

6. Repeat as necessary until all absences have been recorded.

   NOTE: You should have one entry for a full time course and several entries for a part-time course.

Adding a New Training Course to a Staff Member

This option enables you to record the details of a new training course through a staff member's **Employee Details** page. Once recorded, it will be possible to assign other members of staff to the training course.

1. In the **Professional** panel, click the **Create** button adjacent to the **Training** table to display the **Staff Training Detail** dialog.

2. Enter the **Title** and **Description** of the course.
3. Enter the name of the **Organiser** responsible for co-ordinating the event, if required.
4. Enter the **Venue** of the event.
5. Select the **Start Date** and the **End Date** of the course from the respective Calendars.

   Calendar button

6. Select the **Level** of the course from the drop-down list, e.g. **Certificate**.
7. If the course requires renewal, e.g. a first aid course, select this date from the **Renewal Date** Calendar.
8. Enter the **Course Fees**, if required.
9. If the course is **Full Time**, i.e. not day release, select check box.
10. Enter the **No. of Days** over which the course takes place.

Recording Absences due to the Training Course

The **Absence** panel enables the recording of absences from your establishment caused by members of staff attending a training course.

1. Click the **New** button in the **Absence** panel to display the **Maintain Training Absences** dialog.

2. Select the **Start Date of Absence** and the **End Date of Absence** from the respective Calendars.

   Calendar button

3. Enter the **Start Time of Absence** and **End Time of Absence**.

NOTE: Times must be entered in 24-hour format (hh:mm).

4. Enter the number of **Working Days Lost**. This figure must be calculated manually.

5. Click the **OK** button to return to the **Staff Training Detail** dialog.

6. Repeat steps 1 to 6 as required, recording all the associated absence dates.

7. Click the **Save** button.

Adding Additional Members of Staff to a Training Event

The staff member whose details you are in will be automatically listed as an attendee on the course. Other members of staff can be added to the course at this point, if required.

1. Click the **New** button in the **Staff** panel to display the **Select Staff** dialog.

2. **Search** for the required member(s) of staff. Highlight them and click the **OK** button to return to the **Training Details** page. Multiple members of staff can be selected using **Ctrl+click** and **Shift+click** functionality.

3. Repeat to add additional members of staff, as required.

4. Members of staff who have been selected in error can be removed by highlighting their name(s) and clicking the **Delete** button.

5. When the training course has ended, each attendee can be marked as having **Completed** the course. Highlight one or more attendees who completed the training course then select **Yes** from the **Completed** drop-down list.

Adding/Editing Staff Qualifications

This area is provided for you to record the qualifications held by each staff member.

1. Click the **Professional Details** tab to display the **Professional Details** page.

2. Click the **New** button or highlight an existing qualification and click the **Open** button adjacent to the **Qualifications** field to display the **Add/Edit Qualifications** dialog.

3. If B2B:Personnel is licensed, the **LA Classification** field is visible. Select the appropriate LA Classification from the drop-down list.

---

*NOTE: LA Classifications are specific to each LA and will be provided by your LA. The **Qualification-LA Qualification** lookup should then be populated via **Tools | Lookups | Maintain**.*

---

4. Enter a description of the **Qualification**.
5. Enter the **Title** of the qualification.
6. Select the date the qualification was awarded by clicking on the **Calendar** button adjacent to the **Date Awarded** field and selecting the date. Alternatively, enter the date in dd/mm/yyyy format.

 Calendar button

7. Select the **Qualification Level** from the drop-down list, e.g. **BEd or other first degree combined with Teacher qualifications**.
8. Select the **Class Of Degree** from the drop-down list, e.g. **Upper second class honours**.
9. Add any additional notes in the **Comments** field.
10. Select the **First Subject** for which the qualification was awarded from the drop-down list.
11. Repeat the process for the **Second Subject**, if appropriate.
12. Indicate the **Country Of Origin** of the qualification by clicking on the **Browser** button to display the **Nations** browser.

 Browser button

13. Search for the country by entering its name or the first few letters and clicking the **Search** button.

14. Highlight the required country from the list and click the **OK** button to populate the **Country of Origin** field.

15. If the qualification has been verified, e.g. the paper certificate has been checked, select the **Verified** check box.

16. Click the **OK** button.

    Additional qualifications can be added as required. Qualifications can be edited or deleted by highlighting the qualification in the table and clicking on the **Open** or **Delete** button.

Adding/Editing Staff Employment Details

1. Click the **Employment Details** tab to display the **Employment Details** page.

2. Select the **Teaching Staff** check box if the staff member is primarily employed in a teaching capacity.

3. Enter a **Teacher Number**, if available. An identifying Teacher Number is allocated to teachers on an individual basis by the DfE.

4. Select the appropriate **Teacher Category** from the drop-down list.

> *NOTE: This information is required for PLASC and School Census returns.*

5. Select a **Qualified Teacher Status** from the drop-down list, if appropriate.

6. Enter a **Staff Code** of up to three digits. All staff codes must be unique within the school and are primarily used by the Nova Suite.

7. Enter the staff member's **Employee/Payroll No**, if available.

> *NOTE: Payroll numbers entered in this field will not be displayed in FMS. To display the payroll number in FMS (in order to use Autorec), this must be entered in the **Contract/Payroll No.** field in the **Contract Details** panel.*

8. To add the staff member's **Employment Dates**, click the **New** button (please see *Adding/Editing Employment Dates* on page *62*).

9. To add information regarding the background checks that have been carried out on the employee, click the **New** button adjacent to the **Check** field (please see *Adding/Editing Check Information* on page *63*).

10. To add **Contract Information**, click the **New** button adjacent to the **Contract** field (please see *Adding/Editing Contract Details* on page *67*).

11. Click the **Save** button.

Adding/Editing Employment Dates

The **Employment Dates** panel contains the employment history of the staff member at the school.

1. Click the **Employment Details** hyperlink to display the **Employment Details** page.

2. Click the **New** button to display the **Add New Employment Date** dialog.

3. Specify the staff member's **Employment Start** date by clicking on the **Calendar** button and selecting the required date. Alternatively, enter the date in dd/mm/yyyy format.

> *NOTE: This is the date they started working at your establishment.*

4. The **Date of Leaving** field should be completed once the staff member has left the school's employ. If the person has a contract start/end date, absence start date or training date that is later than the **Date of Leaving** entered, a warning message will be displayed.

> *NOTE: If the staff member is timetabled via Nova, the **Date of Leaving** should not be entered until after they have left. In all other cases, it can be entered before the person leaves.*
>
> *Where the staff member has an absence, a contract or service agreement or training absence recorded in Cover that starts after the proposed **Date of Leaving**, a warning message is displayed advising that existing Cover arrangements must be reassigned. It is recommended that you consult the Cover Manager before proceeding.*

5. Select the staff member's **Continuous Service Start** date by clicking the **Calendar** button and selecting the required date. Alternatively, enter the date in dd/mm/yyyy format.

 Calendar button

> *NOTE: This is the date they started working for local government (or other organisation) where they accrue enhanced benefits for long service, etc.*

6. In the **Local Authority Start Date** field, select the date from which the staff member first commenced employment with the current Local Authority by clicking on the **Calendar** button and selecting the date. Alternatively, enter the date in dd/mm/yyyy format.

7. **Previous Employer** details may be entered for historic purposes, if known.

8. If the staff member leaves for another job, the **Next Employer** details can be entered, if required.

9. Any additional notes can be entered in the **Notes** field.

10. Click the **OK** button.

Adding/Editing Check Information

In this area, you can record the background checks that have been carried out regarding an employee.

1. Click the **Employment Details** hyperlink to display the **Employment Details** page.

2. Click the **New** button adjacent to the **Check** field or highlight an existing check and click the **Open** button to display the **Add/Edit Checks** dialog.

3. Select the type of **Check** from the drop-down list, e.g. **DBS**, **Health Check**.

4. Select the **Requested Date** by clicking on the **Calendar** button and selecting the date. Alternatively, enter the date in dd/mm/yyyy format.

5. Select the **Clearance Date** by clicking on the **Calendar** button and selecting the date. Alternatively, enter the date in dd/mm/yyyy format.

6. Select the **Clearance Level** from the drop-down list, e.g. **Pass**.

7. If applicable, select the **Expires On** date of the check by clicking on the **Calendar** button and selecting the required date. Alternatively, enter the date in dd/mm/yyyy format.

8. Enter a **Reference Number** for the check.

9. Enter a **Document Number** for the check.

10. In the **Authenticated By** field, enter the name of the person who authenticated the check.

11. Add any additional notes in the **Notes** field.

12. Click the **OK** button to save the details and return to the **Employee Details** page.

Adding/Editing Service Agreement Details

In the **Service Agreement Details** panel, you can record service agreements related to members of staff who don't have contracts, e.g. supply teachers.

1. Click the **Employment Details** hyperlink to display the **Employment Details** page.

2. Click the **New** button adjacent to the **Service Agreement** field or highlight an existing agreement and click the **Open** button to display the **Add/Edit Service Agreement for <Name>** page.

3. Enter the **Service Start Date** and **Service End Date** (if known) by clicking the **Calendar** button and selecting the required date. Alternatively, enter the dates in dd/mm/yyyy format.

4. Enter the date that the post was offered in the **Offered Date** field and the date it was accepted in the **Accepted Date** field.

5. If appropriate, select the Qualified Teacher status from the **QTS Status** drop-down list. This is not required if **Support Staff** has been selected in the **SWC Post** field.

6. For English state schools only, indicate the School Workforce Census Post by selecting from the **SWC Post** drop-down list.

7. Select the **Reason** for the agreement from the drop-down list, e.g. **Supply**.

8. In the **Source Name** field, enter the name of the supplier.

9. Select the origin of the person supplying the service from the **Sourced By** drop-down list, e.g. **Agency**.

10. Select the type of service agreement from the **Service Type** drop-down list, e.g. **Service Agreement with an Agency**.

11. If appropriate, enter the full time equivalent in the **FTE Hours/Week** field.

12. Enter the **Weeks/Year** of the agreement in the field provided.

13. Enter the **Agreement Hours/Week** in the field provided.

14. Enter the **Total Pay (annual equivalent)** in the field provided.

15. If the person is on a daily rate of pay, select the **Daily Rate** check box.

16. For staff members who are not paid a daily rate, enter the pre-tax annual salary of the staff member in the **SWC Base Pay (annual equivalent)** field.

> *NOTE: Those providing a service for which there is no charge should not have the **Daily Rate** check box selected, e.g. governors and volunteers.*

17. For staff members who are not paid a daily rate, enter any additional payment amount in the **SWC Additional Payment Amount** field.

18. Click the **New** button adjacent to the **Role** table or highlight an existing Role and click the **Open** button to display the **Add/Edit Service Agreement Role** dialog.

19. Select the appropriate **Role** that the person is carrying out from the drop-down list, e.g. **Classroom Teacher**.

20. Enter the **Start Date** for the role by clicking the **Calendar** button and selecting the required date. Alternatively, enter the date in dd/mm/yyyy format.

21. Enter the **End Date** for the role, if known.

22. Click the **OK** button to close the dialog.

23. Add any additional notes in the **Notepad** field, by clicking on the **New** button, adding in the required notes in the **Notepad** dialog, then clicking the **OK** button.

24. Click the **Save** button to save the details and close the dialog.

Adding/Editing Contract Details

A staff member's details can be saved without attaching a contract to them. However, if you use FMS to record your finance data, correctly completed staff contracts are crucial for bringing through salary commitments into FMS.

The following symbols indicate the status of the contracts listed in the **Employment Details** page:

☒	*Closed Contract*
📂	*Open Contract*

 Future Contract

Cloning an Existing Contract

Where a new contract is similar to an existing contract, the contract can be cloned and used as the basis for the new contract. The new contract retains the current pay scale, allowances and roles, i.e. those without an end date. Initially, these will contain the start dates of the original contract but the start dates will be automatically updated with the new contract start date once this has been entered in the **Contract Start Date** field and you have tabbed out of the field.

NOTE: Once a contract has been cloned, if the contract FTE is amended then you must also make the appropriate change to the FTE of any allowances associated with the contract. This will not happen automatically.

1. To clone an existing contract, highlight the contract to be cloned in the **Employment Details** panel on the **Employee Details** page.
2. Click the **Clone** button adjacent to the list of contracts.
3. The new contract is created and displayed for editing. The contract details can then be completed as described in the following sections.

Adding/Editing Contract Details

1. Select **Focus | Person | Staff** to display the **Find Staff** browser. Alternatively, click on the **Staff** button.

 Staff button

2. Search for the staff member and select them (please see *Searching for a Staff Member's Details* on page *31*).
3. Click the **Employment Details** hyperlink to display the **Employment Details** panel.
4. After entering their **Employment Details**, click the **New** button adjacent to the **Contract** field or highlight an existing contract and click the **Open** button.

Adding/Editing Contract Information

1. Select a **Service Term** from the drop-down list. Various fields will be populated, depending on the information entered for that service term (please see *Adding/Editing Service Term Information* on page *8*).

2. Select an **Employment Type** from the drop-down list, e.g. **Permanent**.

3. Select a **Post Reference** from the drop-down list. This will populate the **Post Category**. The **SWC Post** and **Payroll Post** will be populated with the value associated with the selected **Post Reference** (English state schools only).

4. Select the **Post Reason** from the drop-down list.

5. When the first contract is entered for a member of staff, the **Contract Start Date** defaults to the **Employment Start Date**. This can be edited by clicking on the **Calendar** button and selecting the date. Alternatively, enter the date in dd/mm/yyyy format.

 Calendar button

6. Select the **Financial Subgroup** from the drop-down list, if required.

7. Select the appropriate **Superannuation** scheme from the drop-down list.

8. In the case of service terms that have spinal progression, an increment will be awarded during a particular month of the year. Enter the **Increment Date**, in the format dd/mm.

9. Enter the **Contract/Payroll Number**.

> *NOTE: The **Contract/Payroll Number** must be entered here to allow for the automatic reconciliation of salaries in FMS.*

10. If the contract is fixed term, select the **Contract End Date** by clicking the **Calendar** button and selecting the date or entering it in dd/mm/yyyy format.

> *NOTE: If this is not entered where the **Employment Type** selected is **Fixed Term**, a validation error will be generated when the School Workforce Census is run.*

11. Indicate if they are **NI Contracted** by selecting either the **In** or **Out** check box.

12. Select the date the post was offered to the successful candidate by clicking on the **Calendar** button adjacent to the **Post Offered Date** field and selecting the date. Alternatively, enter the date in dd/mm/yyyy format.

13. Enter the number of days per annum **Leave Entitlement**, if applicable.

14. Select the **Contract Issued Date**, i.e. the date on which the contract of employment was issued to the applicant, by clicking on the **Calendar** button and selecting the date or entering it in dd/mm/yyyy format.

15. If the contract has been ended, select a **Contract Termination Reason** from the drop-down list, e.g. moved to another school to take similar or promoted post.

> *NOTE: This field only becomes available once a **Contract End Date** has been entered.*

16. Select the date that the successful candidate accepted the post by clicking on the **Calendar** button adjacent to the **Post Accepted Date** field and selecting the date or entering it in dd/mm/yyyy format.

    If the employee does not work full time, you can use the **Work Times** section to enter the times worked for each week.

> *NOTE: The **Service Term Hours/Week** and **Service Term Weeks/Year** fields are automatically populated with details from the selected service term. These values can be amended, if required.*

17. In the **Hours/Week** field, enter the number of hours per week that the member of staff works.

    The actual amounts paid are calculated using the number of hours worked and the pay rates applicable for the employee.

18. In the **Weeks/Year** field, enter the number of weeks per year that the member of staff works.

    For someone who works less than a full year, their monthly payments will be averaged out across all months. The pro-rata figure is represented as a decimal fraction of the year that is actually worked. To calculate a pro-rata figure, it is necessary to supply the number of weeks worked per year by someone employed for the duration of a full year.

19. The system calculates the **F.T.E** and **Pro-Rata**.

    Alternatively, you can enter the **F.T.E** and **Pro-Rata** values and the system will calculate the **Hours/Week** and **Weeks/Year** worked.

> *NOTE: Due to mathematical rounding there may be variations depending on which way the figures are entered.*

> *If you have amended the FTE on a cloned contract, remember to also make the appropriate change to the FTE of any associated allowances.*

The **Pay Factor** field is read-only.

20. If the employee has protected rights in their salary, select the **Safeguarded Salary** check box.

21. For English state schools only - if a contract end date has been entered, select the destination of the leaver from the **Destination** drop-down list, e.g. **Remaining in the same LEA – primary school**.

22. For English state schools only - select the employee's employment prior to joining the school from the **Origin** drop-down list, e.g. **Teaching post within the LEA sector**.

23. If your school submits the School Workforce Census, the **Latest Pay Review Date** should be entered by clicking on the **Calendar** button and selecting the date or entering it in dd/mm/yyyy format.

24. If the member of staff is an apprentice, select the **Is an Apprentice** check box. This ensures that other systems, e.g. FMS, apply the correct National Insurance contributions.

Adding/Editing Salary Records for Contracts on a Scale

1. Click the **New** button adjacent to the **Salary Records** field or highlight an existing record and click the **Open** button to display the **Add/Edit Contract Scale** dialog.

2. Select the appropriate **Scale** from the drop-down list.
3. Select the **Start Date** for the pay scale by clicking the **Calendar** button and selecting the dates. Alternatively, enter the date in dd/mm/yyyy format.

   *NOTE: The first time that a pay scale is added to a staff member's contract, the **Start Date** defaults to the **Employment Start Date**. If any subsequent contracts are added, the **Start Date** defaults to the **Contract Start Date**.*

   A scale will be terminated automatically when you apply a new scale, when you enter a contract end date and when you enter a date of leaving.

   The **Minimum** and **Maximum Scale Point** will be automatically populated according to the service term selected.

4. Enter the staff member's scale point in the **Point** field.

   *NOTE: When a change is made to the staff member's scale, the username of the person making the change, date and time of the change will be recorded in the **Notepad** area on the **Contract Details** page. This can be edited to include the details of the change, if required.*

5. If the superannuation scheme is to be applied to this contract, select the **Superannuation** check box.

   NOTE: If the check box is selected it is assumed that the employer makes superannuation contributions at the relevant rate. If it is deselected, no superannuation contributions are made.

6. If the pay is subject to National Insurance contributions, select the **NI Status** check box.

> NOTE: When salary commitment is calculated in FMS, these check boxes will not be taken into account. National Insurance and superannuation will always be calculated for a pay scale.

The **Pay Scale** and **Regional Pay Spine** default from the service term selected and are not editable here.

7. Click the **OK** button to save the details and return to the **Contract Details** page.

Adding/Editing Salary Records for Contracts on a Salary Range

1. Click the **New** button adjacent to the **Salary Records** field or highlight an existing record and click the **Open** button to display the **Add/Edit Contract Salary** dialog.

2. Select the appropriate **Range Type** from the drop-down list.
3. Select the **Start Date** for the pay range by clicking the **Calendar** button and selecting the dates. Alternatively, enter the date in dd/mm/yyyy format.

> *NOTE: The first time that a pay range is added to a staff member's contract, the **Start Date** defaults to the **Employment Start Date**. If any subsequent contracts are added, the **Start Date** defaults to the **Contract Start Date**.*

A range will be terminated automatically when you apply a new range, when you enter a contract end date and when you enter a date of leaving.

The **Minimum** and **Maximum** will be populated automatically according to the service term selected.

4. Enter the staff member's **Annual Salary** in the field. This must be within the stated range.

The **Actual Salary** is calculated automatically, based on the annual salary, full time equivalent and weeks worked per year pro rata.

5. If the superannuation scheme is to be applied to this contract, select the **Superannuation** check box.

> *NOTE: If the check box is selected, it is assumed that the employer makes superannuation contributions at the relevant rate. If it is deselected, no superannuation contributions are made.*

6. If the pay is subject to National Insurance contributions, select the **NI Status** check box.

> *NOTE: When salary commitment is calculated in FMS, these check boxes will not be taken into account. National Insurance and superannuation will always be calculated for a pay scale.*

The **Pay Scale** and **Regional Pay Spine** default from the service term selected and are not editable here.

7. Any **Notes** can be entered, as required. If the salary has been converted from a pay scale, the details are entered here.

> *NOTE: On saving the changes, the username, date and time of any updates to the salary are recorded in the **Notes** field. Any changes made to the salary via **Tools | Staff | Salary Update** are also recorded here.*

8. If you wish to view the history of changes to the annual salary, click the **Annual Salary Change History** button. The Annual Salary Change History can be printed, if required. click the **OK** button to close the dialog.

> *IMPORTANT NOTE: The Annual Salary Change History will not display any changes made to the salary by B2B:Personnel.*

9. Click the **OK** button to save the details and return to the **Contract Details** page.

Adding/Editing Allowances

1. In the **Contract Details** panel, click the **New** button adjacent to the **Allowances** field or highlight an existing allowance and click the **Open** button to display the **Add/Edit Contract Allowance** dialog.

> *NOTE: If you have are opening an existing spot allowance and have not already defined how the system should handle existing spot allowances, i.e. as an annual or actual amount, a dialog will direct you to **Tools | Setups | Employment Parameters**. You cannot view an existing spot allowance until these parameters are defined (please see* Managing Existing Spot Allowances *on page* 19*).*

Permanent/Temporary Allowance   *Spot Allowance*

2. Select the required **Allowance** from the drop-down list.

> *NOTE: The available allowances are those added on the **Service Term** page (accessed via **Tools | Staff | Pay Related**).*

3. Select a **Type** from the drop-down list, e.g. **Permanent**. The fields available vary according to the allowance type selected, as illustrated in the previous graphics.

4. For permanent and temporary allowances, select a **Start Date** and **End Date** by clicking the **Calendar** button and selecting the required dates. Alternatively, enter the dates in dd/mm/yyyy format.

 Calendar button

> *NOTES: The first time an allowance is added to a contract, the **Start Date** defaults to the **Employment Start Date**. If any subsequent contracts are added, the **Start Date** defaults to the **Contract Start Date**.*

5. For spot allowances, select the **Payment Month** by clicking the month and then clicking the up or down scroll buttons to navigate to the correct month. The year can be amended by clicking the year and then clicking the up or down scroll buttons to navigate to the correct year.

6. For permanent and temporary allowances, enter the **Pay Factor**.

7. Enter the **Amount per Annum** of the allowance (for permanent and temporary) or the **Actual Amount** (for spot allowances).

> *NOTES: This field is editable only if a zero amount has been entered at the service term level.*
>
> *Permanent and temporary allowances must be entered as annual figures. For spot allowances, enter the full amount of the allowance.*

8. Enter a **Reason** for the allowance.

9. Select the following check boxes as appropriate:

   - **Superannuation** – if selected, the appropriate scheme is taken from the contract.

   - **NI Status** – if selected, the allowance is then subject to National Insurance contributions.

   - **Benefit in Kind** – select if the allowance is a non-monetary benefit, e.g. rent-free accommodation, where the cost is not part of the salary, but it is subject to National Insurance and superannuation contributions.

> *NOTE: When salary commitment is calculated in FMS, these check boxes will not be taken into account. National Insurance and superannuation will always be calculated for allowances. Benefit in kind will also not be taken into account.*

10. Select the **Category of Additional Payment** from the drop-down list, e.g. **Outer London Weighting (Support Staff)**.

11. If appropriate, the **Payroll Allowance** is displayed.

12. Click the **OK** button to save the details and return to the **Contract Information** page.

> *NOTE: You cannot add an allowance if it is already displayed in the list and it has an open end date. If it already exists in the system, the start date for the new record cannot lie within the date range of an identical allowance.*

Adding/Editing a Role

A role should reflect the functions that the member of staff is undertaking as part of their post within the establishment. A member of staff can have several roles within any one post.

> *NOTE: There must be at least one role per contract.*

Role	Role	Start Date	End Date	
	Classroom Teacher	01/09/2006		New
				Open
				Delete

1. Click the **New** button adjacent to the **Role** field or highlight an existing role and click the **Open** button to display the **Add/Edit Contract Role** dialog.

2. Select the appropriate **Role** from the drop-down list, e.g. **Classroom Teacher**.

3. Enter the **Start Date** for this role by clicking the **Calendar** button and selecting the required date. Alternatively, enter the date in dd/mm/yyyy format.
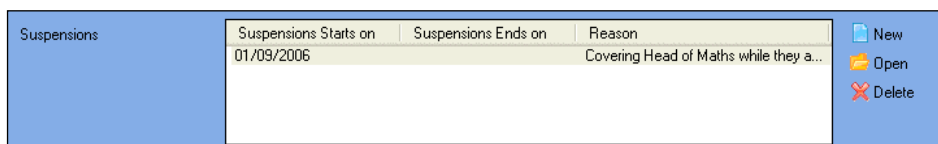
> *NOTE: The first time a role is added to a contract, the **Start Date** defaults to the **Employment Start Date**. If any subsequent contracts are added, the **Start Date** defaults to the **Contract Start Date**.*

4. When the **End Date** is known, enter this in the field provided.

5. Click the **OK** button to close the dialog.

Suspending a Contract

This function allows you to suspend a contract, either to replace the contract with another one for a period of time or simply lapse the contract.
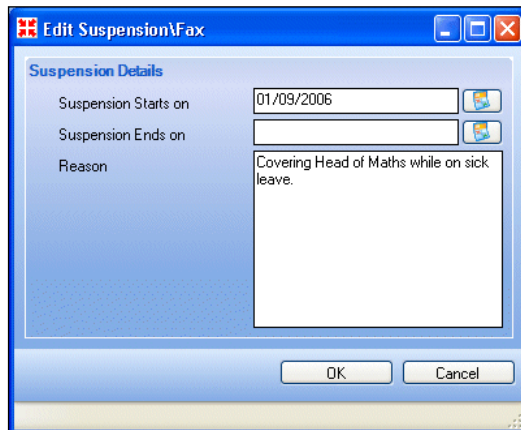
> *NOTE: FMS will not calculate commitment for the period of the suspension unless another contract has been put in place.*

1. Click the **New** button adjacent to the **Suspensions** field or highlight an existing suspension and click the **Open** button to display the **Add/Edit Suspension** dialog.

2. Select a **Start** and **End Date** for the suspension by clicking on the **Calendar** button and selecting the required dates. Alternatively, enter the date in dd/mm/yyyy format.

     Calendar button

3. Enter a **Reason** for the suspension.
4. Click the **OK** button to return to the **Contract Details** page.
5. Click the **Save** button to save the details.

Adding a Note to a Contract

Add any additional notes in the **Notepad** field, by clicking on the **New** button, adding in the required notes in the **Notepad** dialog and then clicking on the **OK** button.

Adding/Editing the Pay Pattern

The pay pattern describes how payments are made throughout the year. If an employee is salaried with equal twelfths, you should select the **Annual Full** check box. Otherwise, the employee will be paid *n* payments of their weekly pay in the relevant month.

> *NOTE: A maximum of 10 weeks can be entered against a month. This allows for retainer/pre-payments in one month, where the employee is not paid the next month.*

It is possible to define a pay pattern for weekly paid employees only. The purpose of a pay pattern is to allow the commitment generated in FMS to be spread throughout the working year, corresponding to the weeks actually worked by the employee.

> *NOTE: If you do not define a working pattern for a service term classed as weekly paid, the system will assign four weekly payments each month beginning in January, and the commitment generated in the appropriate FMS module for such an employee will be inaccurate.*

1. Click the **Pay Pattern** hyperlink on the **Contract Information** page to display the **Pay Pattern** panel.

2. The **Annual Full** check box is selected by default. Deselect this check box, if required, to enable the **Monthly Payments** panel.
3. If the staff member will be paid within a monthly reconciliation file, select the **Monthly Reconciliation** check box.
4. Click in the box of the first month, i.e. **April**, and enter the number of weeks worked during that month.
5. Click the box adjacent to each subsequent month and enter the number of weeks worked per month.
6. The system will automatically calculate the **Total Weeks** worked.
7. Click the **Save** button.

Adding/Editing the Staff Employment History

A complete history of a staff member's employment within the school can be maintained. This will display, for example, when a staff member leaves the school and then subsequently returns.

> **IMPORTANT NOTE:** *Do not remove the date of leaving from the record as this will not show the period of absence from the school. Records where dates and details have been amended in order rather than using this process will have permanently lost the historical data.*

1. Select **Focus | Person | Staff** to display the **Employee Details** page.
2. Click the **New** button to display the **Basic Details** panel.

It is only necessary to enter limited information in this panel as you know that the person already exists in the database. It is advisable not to be too specific with the search criteria (e.g. just enter the first few letters of the **Surname** and the **Gender**) to ensure that the existing staff member is found.

> *NOTE: If the person's name has changed since leaving, ensure that you search on their previous name.*

3. Click the **Continue** button to display a list of **Matched People** based on the search criteria entered.

4. Highlight the required person and click the **Open** button.

    Check and update any details that may have changed since they were last employed at the school.

5. Click on the **Employment Details** tab to display the **Employment Details** page.

6. Click the **New** button adjacent to the **Employment Dates** table to display the **Add New Employment History for** dialog.

7. Enter a new **Employment Start** date.

8. The **Previous Employer** and any additional **Notes** can be added, as required.

> *NOTE: The **Continuous Service Start** and **Local Authority Start Date** fields are automatically populated from the previous **Employment Dates** record, although these can be edited, if required.*

9. A new contract or service agreement can be added, as required (please see *Adding/Editing Contract Details* on page *67*).

10. Click the **Save** button to save the record.

*05 | *Running Reports

Introduction

A range of reports is available and can be accessed through the **Reports** menu. The reports are:

- Staff Absence Analysis
- Individual Absence
- Contract Analysis
- Contract Information
- Salary Information
- Staff Training
- Training Course
- Terminating Contracts

Once produced, reports can be printed and saved to disk in TXT (Plain Text) format.

Data exported in this way can be used in a variety of other Windows® applications, such as spreadsheets and word processors.

Each of the reports is prepared according to the same general principles.

1. Select the required report from the **Reports** menu.
2. Specify the required report criteria using the **Report Criteria** dialog.
3. Click the **OK** button to produce the report based on the specified criteria.

Select a report from the Reports menu

Specify the report scope and criteria

Preview the report on screen

Check printer
settings

Specify export
settings

Print paper
copy of report

Export report
data to file
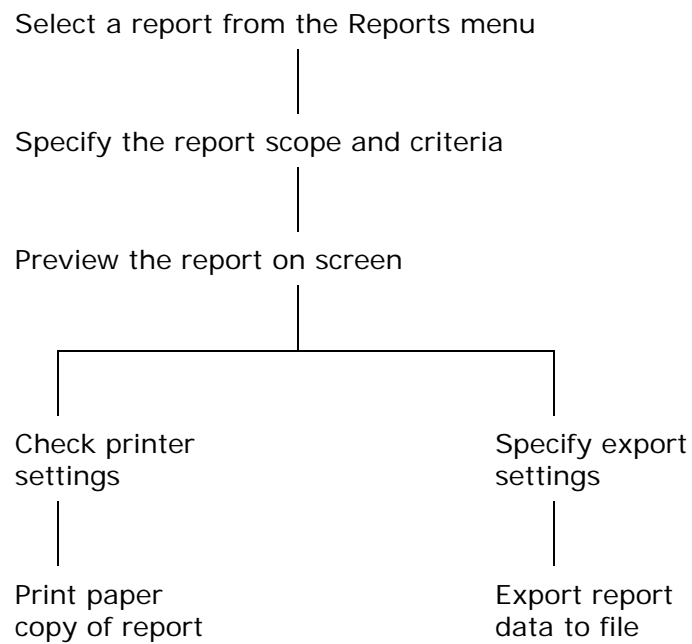
Viewing Reports

Once the report criteria have been selected, the report will be produced and displayed on screen.

To view subsequent pages of the report, you can:

Scroll up and down using either the cursor keys or **Page Up/Page Down** keys.

Click either the **Next Page** or **Previous Page** button to navigate through the report one page at a time.

Next Page button

Previous Page button

Click either the **Forward** or **Backward** button to move through the report.

Forward button
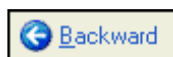
Backward button

Zooming In and Out of the Report

To zoom in or out from the report for easy viewing, click the **Zoom In** or **Zoom Out** button:

 Zoom In button

 Zoom Out button

Printing Reports

Once produced, the report will be displayed on screen and can be printed as follows.

1. Click the **Print Report** button to display the **Print** dialog.

     Print button

2. Select the appropriate printing parameters and click the **OK** button.

Running Pre-defined Reports

There are a number of pre-defined reports available.

Select **Reports | Personnel** and select the required report.

Long Term Absence Analysis Report

About the Report

The Long Term Absence Analysis report enables you to collate the relevant information relating to staff absences. The report can then be used when requesting a quote for staff absence insurance.

The report will only pick up sickness, maternity and paternity leave absences from staff members with a contract FTE greater than 0.0000.

> *NOTE: Maternity and paternity leave absences will only display in the Extended Absences area of the report and not within the Absence History section.*

Categories you wish to Insure

The data displayed here is taken from the information specified in the report criteria page. It provides a snapshot of the current situation of the staff categories selected in the report criteria page, i.e. the total FTE's on all the current contracts within the reporting period.

> *NOTE: If an contract has an FTE of just over 0.0000, e.g. 0.001, the contract will be included in the report but the displayed FTE will be 0.00 because this report displays the FTE to two decimal places rather than four.*

Absence History

For each staff category selected on the report criteria page, the corresponding absences are totalled over a three year period where members of staff have a contract FTE greater than 0.0000.

The following table shows an example of the yearly periods on the report defined by the report run date:

Report Run Date	Year 3	Year 2	Year 1
11/07/2012	12/07/2009 - 11/07/2010	12/07/2010 - 11/07/2011	12/07/2011 - 11/07/2012

- This report will only pick up the total duration of the absence excluding days on which the school was closed, e.g. weekends, holidays and school closure days. These days are determined by the school calendar in SIMS. For this reason, the working days lost specified in the Personnel Absence Record may be different to the values displayed here.

- In addition, any excess days specified in the report criteria will also be deducted from each sickness absence.

- Sickness absences that overlap the reporting periods are included in this report, i.e. where absences began outside the three year period but ended within the three year period, only the dates within the three year period will be collected.

- Where a sickness absence in Personnel has a start date but no end date, the absence is given a pseudo end date of the current date regardless of the report run date.

- When a sickness spans over a year, the days are apportioned to the years in which they fall. Any excess days are deducted from the start of the absence.

- Each sickness absence in the absence history section is calculated using the following principles:

  (underlying raw absences) - (days on which the school was closed) - (excess days specified in the report criteria) x (the current FTE on the contract)

Extended Absences

Any sickness, maternity and paternity absences that total more than 20 days once weekends, school holidays and school closure days have been deducted are displayed here.

> *NOTE: The Extended Absences section does not multiply absence durations by the current FTE on the contract and will not deduct any excess days specified in the report criteria.*

When the FTE for a staff member has changed during a long term absence, the FTE applicable when the absence began is displayed in this section.

Permissions Required to run the Report

The Long Term Absence Analysis report can be run by users with the following permissions:

- Personnel Officer
- Personnel Assistant
- Personnel Events Officer
- Senior Management Team

Running the Report

1. Select **Reports | Personnel | Long Term Absence Analysis** to display the **Long Term Absence Analysis Report** page.

2. The **Desired Cover Start Date** defaults to today's date. It is essential that you input the date you would wish the cover in your insurance quote to start (most schools start and renew their insurance on 1 April but the choice is yours). Either enter the start date manually or click the adjacent **Calendar** button and select the required date.

 Calendar button

3. Select the **Schools Religious Denomination** from the drop-down list, where the default lookup value is **None**.

   NOTE: The lookups are unique to this report and are not linked to other Personnel lookups.

4. If you require your insurance quote to include cover for stress related absence(s), select the appropriate level radio button in the **Stress Related Absence Cover** panel.

5. Select the method by which you currently protect your staff absence budget by selecting the appropriate radio button in the **Current Absence Protection** panel.

6. The **Categories of Staff to Include** panel enables you to specify which category or categories of staff you wish to insure. The categories are the "internal" posts defined in a service term in the **Category Description** field. Check and validate the basis of the information on which you wish the insurance company to base their quote.

IMPORTANT NOTE: *The Post Categories are <u>not</u> the School Workforce Post categories as these apply only to England and not to other regions.*

For <u>each</u> category you wish to insure:

a. Select the required staff **Category** from the drop-down list.

b. Enter the level of **Daily Benefit** insurance cover you require. For more information, please check with your insurance broker.

c. Enter the **Excess (Working Days)**. For more information, please check with your insurance broker.

d. Select the **Maternity Cover** check box if your insurance quote is to include cover for both sickness absence and maternity leave absence.

e. Click the **Add** button to add the details to the following list.

---

*NOTE: A category can be removed from the list by highlighting its row in the table then clicking the **Delete** button.*

---

7. When all of the required categories have been specified, click the **Run** button to produce the report.

8. Once the report has been generated, the data can be reviewed before printing or saving the output electronically to Excel.

Staff Absence Analysis Report

This report lists all staff absences for a defined period grouped by service term. You can specify which service terms you wish to include in the report.

1. Select **Reports | Personnel | Absence Analysis** to display the **Absence Analysis Report** browser.

2. Select the period for which the report is to be run by selecting the **Start** and **End** dates. Click the **Calendar** buttons adjacent to the respective fields and select the required dates. Alternatively, enter the date in dd/mm/yyyy format.

 Calendar button

3. Select the **Absence Type** using the drop-down list, e.g. Only Annual Leave.

4. If you wish to view staff with no absences, select the **Staff with No absences** check box.

5. Select the **Report Type**:

   - **Summary** – lists the absences grouped by the selected service terms.
   - **Detail** – lists the absences grouped by the selected service terms and displays the absences details for each staff member within the appropriate service term.

6. Click the **New** button adjacent to the **Service Term List** field to select which service terms to include in the report.

7. In the **Search Service Term** dialog, enter all or part of the **Service Term Code** and/or **Description** and click the **Search** button.

8. Highlight the required service term and click the **Open** button.

9. Click the **Run** button to run the report.

> *NOTE: If absences are not displayed in the **Category** you expect them to be, this may be due to how they have been recorded in the **Employee Details** page (please see* Recording/Editing a Staff Absence *on page* 40*).*

Individual Absence Report

This report lists all absences for a specified member of staff.

1. Select **Reports | Personnel | Individual Absence Report**. The **Search Employee** browser is displayed.

2. Search for the required member of staff using some or all of the search fields provided and clicking the **Search** button.

3. Highlight the required employee and click the **Open** button to return to the **Individual Absence Report** page.

4. Select the **Absence Type** from the drop-down list, e.g. **Only Annual Leave**.

5. Select the **Start Date** and **End Date** for the period you want the report for by clicking on the **Calendar** button and selecting the required dates. Alternatively, enter the dates in dd/mm/yyyy format.

> *NOTE: The **End Date** defaults to the system date but can be edited.*

6. Click the **Run** button to run the report.

> *NOTE: If absences are not displayed in the **Category** you expect them to be, this may be due to how they have been recorded in the **Employee Details** page (please see* Recording/Editing a Staff Absence *on page* 40*).*

Contract Analysis Report

This report details all service terms that have open contracts.
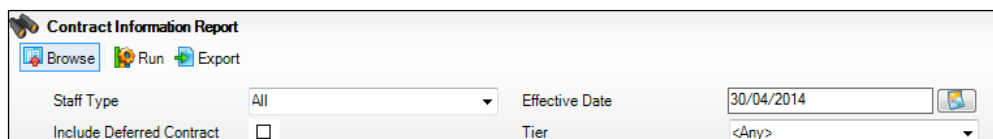
1. Select **Reports | Personnel | Contract Analysis** to display the **Staff Contract Analysis Report** browser.

2. Select the **Staff Type** from the drop-down list, e.g. **All**.

3. Select an **Effective Date** from which the report will be compiled, by clicking the **Calendar** button and selecting the required date. Alternatively, enter the dates in dd/mm/yyyy format.

4. Select the appropriate **Tier**.

5. Click the **Run** button to run the report.

6. Click the **Export** button to export the report to Microsoft Excel.

Contract Information Report

This report details information about open contracts for each member of staff.

1. Select **Reports | Personnel | Contract Information** to display the **Contract Information Report** browser.

2. Select the **Staff Type** from the drop-down list, e.g. **All**.
3. Select an **Effective Date** from which the report will be compiled, by clicking the **Calendar** button and selecting the required date. Alternatively, enter the date in dd/mm/yyyy format.

 Calendar button

4. Select the **Include Deferred Contract** check box, if required.
5. Select the appropriate **Tier**.
6. Click the **Run** button to run the report.
7. Click the **Export** button to export the report to Microsoft Excel.

Salary Information Report

This report details information about each staff member's salary for their current open contracts.

> *NOTE: If you have not already defined how the system should handle existing spot allowances, i.e. as an annual or actual amount, a dialog will direct you to **Tools | Setups | Employment Parameters**. The report cannot be run until these parameters are defined (please see* Managing Existing Spot Allowances *on page* 19*).*

1. Select **Reports | Personnel | Salary Information** to display the **Salary Information Report** browser.

2. Select the **Staff Type** using the drop-down list, e.g. **Teaching Staff**.
3. Select an **Effective Date** from which the report will be compiled, by clicking the **Calendar** button and selecting the required date. Alternatively, enter the date in dd/mm/yyyy format.
4. Select the **Include Deferred Contract** check box, if required.
5. Click the **Run** button to run the report.

6. Click the **Export** button to export the report to Microsoft Excel.

Staff Training Report

This report will list all the training courses that a member of staff has taken.

1. Select **Reports | Personnel | Staff Training Report** to display the **Staff Training Report** browser.

2. Define the period the report is to cover by clicking on the **Calendar** buttons adjacent to the **Start Date** and **End Date** fields and selecting the required dates. The **End Date** defaults to the system date but can be edited.

Calendar button

> *NOTE: Only those courses where the start date of the course lies within the start and end date range will be included in the report.*

3. Click the **New** button adjacent to the **Selected Staff** field to display the **Search Employee** dialog.
4. Enter all or part of the staff member's name, staff code, gender or title and click the **Search** button.
5. Highlight the required employee and click the **Open** button.
6. Click the **Run** button to run the report.

Training Course Report

This report will display course details and a list of attendees for a specified training course.

1. Select **Reports | Personnel | Training Course** to display the **Search Training Courses** browser.

2. Enter all or part of the **Training Title, Venue, Start Date** and **End Date** and click the **Search** button.
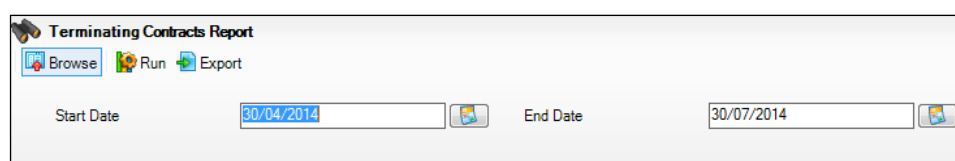
> *NOTE: The **End Date** defaults to the system date but can be edited.*

3. Highlight the required training course.
4. Click the **Run** button to run the report.

Terminating Contracts Report

This report details all contracts that will terminate within a defined period of time. You can enter start and end dates for the reporting period.

1. Select **Reports | Personnel | Terminating Contracts** to display the **Terminating Contracts Report** browser.

2. Select the **Start** and **End dates** of the period you wish the report to cover by clicking on the **Calendar** button and selecting the required dates. Alternatively, enter the dates in dd/mm/yyyy format.
3. Click the **Run** button to run the report.
4. Click the **Export** button to export the report to Microsoft Excel.

06|Deleting a Staff Member's Details

Introduction

You might need to delete a staff members details for several possible reasons:

- Duplicate records have occurred.

- The person's details have been entered in error.

Deletion of a staff member's details should only be carried out in these circumstances.

When a staff member's details are deleted, all of their records will be completely removed from the system, including any documents that reside on the Document Management Server that relate to them. It is not possible to view an audit trail of deleted staff member's details, so deletion must be considered carefully before it is undertaken.

Due to the integrated nature of SIMS and the various elements that might make use of the staff members details, it is not always possible to delete a staff member's record. Only a staff member that has not been linked to any other SIMS module can be deleted.

Deleting a Member of Staff's Details

1. Select **Routines | Staff | Delete Staff** to display the **Locate Staff** browser.

2. Search for the staff member whose details are to be deleted by entering their **Surname**, **Forename** and **Gender**, if known.

3. Click the **Search** button to display a list of staff who meet the search criteria entered.

4. Highlight the relevant staff member and click the **Open** button to view their details.

This is the **Prepare to Delete Stage** and provides the opportunity to review the details present in the system that relate to the selected staff member before taking further action.

Only categories of information for which you have the relevant permissions will be displayed.

These details can be printed out for future reference, if required. This is the only chance you will have to keep a record of the staff member whose details have been deleted.

> *NOTE: The deletion of the staff member's details is not irrevocable at this stage.*

If there is no information relating to the selected staff member information for a particular category, the category will not be displayed.

5. When you are confident that you have selected the correct staff member for deletion and have reviewed their details, click the **Delete** button.

6. A warning message will be displayed prompting you to confirm that you wish to undertake this action and reminds you that it is irreversible. Click **Cancel** if you want to cancel the deletion process before it begins.

7. Click the **OK** button if you wish to proceed with the deletion.

8. Once the process has successfully removed all the records, a message will be displayed to confirm that the selected staff member's details have been deleted.

If a staff member's details cannot be deleted for any reason, a message will advise you that the deletion was not permitted and give the reason why this was not possible. Within the Personnel functionality, you cannot delete the details of a staff member who has the following information recorded for them:

- a past, current or future contract
- any absences
- car details
- email details
- previous name
- address details
- telephone number
- any documents attached to them.

07| Additional Information

Adding an Annual Increment

To save time when adding annual increments, this facility enables you to add an increment to a contract rather than on an individual basis. Any staff members to whom the increment point should not be applied, can be removed before applying the point. The system then automatically updates the employees' contract to reflect the new incremental point.

> *NOTE: This routine will only increment a person's scale by one point. For example, it will not increment by two points if the person did not receive an increment point the previous year.*

1. Select **Tools | Staff | Annual Increment** to display the **Apply Increment to Staff** page.

2. Select the appropriate **Service Term** from the drop-down list.

> *NOTE: Only service terms where the **Spinal Progression** check box has been selected will be available.*

3. The **Increment Year** will default to the current year. This can be changed, if required, by selecting another year from the drop-down list.

4. The **Increment Month** will default to the next calendar month. This can be changed, if required, by selecting another month from the drop-down list.

5. Click the **Search** button.

A list is displayed of all the contracts for members of staff who are eligible for an increment based on the selections made.

6. Select the members of staff to whom the annual increment should be applied by selecting the check box beside their name. Alternatively, you can click the **Select All** and **Clear All** buttons to select all the names on the list or clear your selections.

7. Click the **Apply** button to apply the increment point to all the selected members of staff.

8. The system will then update the contract details of the selected employees.

Applying a Salary Update to Staff

This facility enables you to add a salary update to members of staff within a service term, rather than on an individual basis. Any staff members to whom the update should not be applied can be removed before applying the update. The system then updates the employees' contract automatically to reflect the new salary.

Multiple increases can be added in the same month and year. If more than one percentage increase is applied in a month, the calculated value is added to the previous calculated value, i.e. the increase is maintained and not replaced.

NOTE: Salaries cannot be reduced using this menu route.

1. Select **Tools | Staff | Salary Update** to display the **Apply Salary Update to Staff** page.

2. Select the appropriate **Service Term** from the drop-down list.

*NOTE: Only service terms where the **Salary Range** check box has been selected will be available.*

3. Specify the relevant **Award Date** by selecting the month and year from the drop-down lists.

4. Click the **Search** button.

   All the contracts for members of staff who are eligible for an increase based on the selections made are displayed.

The **Range Types** table displays all the range types for the selected service term.

5. Select the appropriate radio button to indicate whether the increase is by a specified **Amount** or **Percentage**. If **Percentage** is selected, ensure the correct **Effective Date** is selected. The calculation of the percentage of the salary will be based on the value that the salary has on this date. Click the **Refresh** button to refresh the staff details.

6. Select the members of staff to whom the salary update should be applied by selecting the check box beside their name. Alternatively, you can click the **Select All** and **Clear All** buttons to select all the names on the list or clear your selections.

> *NOTE: Once a record has been selected, salary changes can also be made by directly typing into the **Value of change** and **New Annual Salary** columns.*

7. Any notes you wish to be recorded for the selected increases can be entered in the **Global Update to Notes** section. These notes will be appended to any pre-existing notes in the selected record with a date and time stamp.

8. Click the **Apply** button to apply the salary update to all the selected members of staff.

    NOTE: If the new salary is outside the salary range, a warning message is displays and the changes cannot be saved.

9. On saving, the username, date and time of any updates to the salary are recorded in the **Notes**.

    The system updates the contract details of the selected employees.

Selecting the Date Using the Calendar Button

The **Calendar** button featured in many SIMS screens allows you to specify a date. Dates can be selected as follows:

1. Click the **Calendar** button to display the current month with today's date highlighted.

    Calendar button

2. Click the **Forward** or **Back** arrows to change the month as required, then click the specific date. Alternatively, click the month displayed to select a different month from the drop-down list.

3. Click the **Year** to display up and down arrows allowing you to move between years as necessary.

4. Double-click on the required date.

5. The date you have selected will now appear in the relevant date field.

    NOTE: It is also possible to manually enter dates into the date fields, using the format dd/mm/yyyy.

Adding Photographs to Staff Members

When your chosen school photographer takes the photographs of the pupils/students in the school, it is a matter of choice whether the staff members also have their pictures taken. Staff photographs can be attached directly to the relevant record to aid identification.

These photograph files can be saved to a directory called **Staff** so that they can be kept separately from the pupil/student photographs. The file names assigned to each photograph must be unique to ensure attachment of the photograph is made to the correct individual. The photographer will probably identify each photograph with the staff member's initials.

1. Select **Focus | Person | Staff** to display the **Find Staff** browser.

2. After searching for the staff member to whom the photograph will be attached. Highlight their name from the list displayed and double-click on them to view their **Employee Details** page.

3. On the right-hand side of the **Basic Details** panel, there are two buttons.

Clicking on the **Browser** button will display the **Select Photograph** dialog.

  Browser button

4. Navigate to the location of the stored images and select the relevant file name for the staff member concerned.

    Clicking on the **Delete** button will remove the current photograph from the staff member's **Basic Details** panel.

5. Click the **Save** button on the **Employee Details** page to save the changes.

Importing Simple Lookups

Lookups which are produced by your LA or support team can be imported into SIMS for use with the staff related functionality.

1. Save the file and the matching signature file sent by your LA or support team to an appropriate location on your computer.

    NOTE: Both files must be saved to the same location.

2. Select **Tools | Lookups | Import Lookups** to display the **Import Lookups** page.

3. Click the **Select File** button to display a standard Windows® **Open** browser.

4. Navigate to the location of the XML file and click the **Open** button.

5. The **Lookups present in the file** panel is then populated. To view the lookup values present in the file, highlight the required lookup. The values are then displayed in the **Lookup values present in the file** panel.

6. To import the lookups, click the **Import** button.

    If no problems are found, the lookups file will be imported into SIMS. These lookups will be available for use once SIMS has been closed and re-opened.

    NOTE: This applies to anyone else who was using SIMS at the time the lookups were imported.

7. Any errors in the XML file that prevent it from being imported successfully into SIMS will be displayed in the **Exceptions Log** panel.

NOTE: A faulty lookup will not stop the other lookups from being imported, although other errors may.
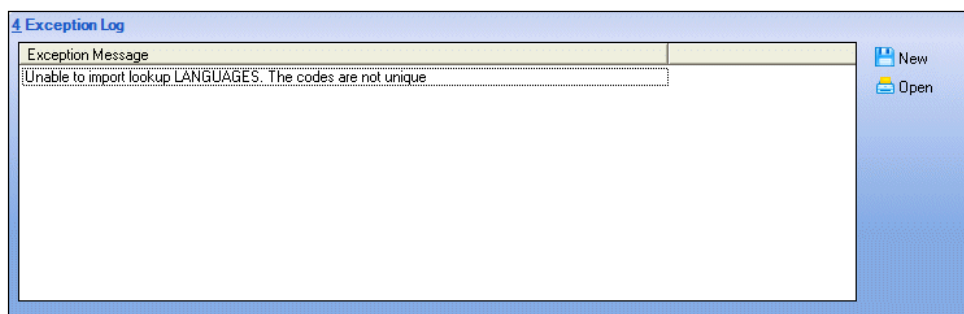
8. To save a copy of the Exception Log in .TXT format, click the **Save** button. This will display a Windows® **Save** dialog. Select a location, enter the required filename and click the **Save** button.

9. To print a copy of the Exception Log, click the **Print** button.

Importing Pay Related Lookups

In addition to 'simple' lookups, it is possible to import pay related lookups into SIMS. This includes Superannuation Schemes, National Insurance Rates and service terms.

1. Save the file and the matching signature file sent by your LA or support team to an appropriate location on your computer.

2. Select **Tools | Staff | Pay Related Import** to display the **Import Service Terms** page.

3. Click the **Select File** button to display a standard Windows® **Open** browser.

4. Navigate to the location of the XML file and click the **Open** button.

5. The **Service Terms** and **Superannuation Schemes** panels will then be populated.

6. To import the lookups, click the **Import** button.

    If no problems are found, the lookups file will be imported into SIMS. These lookups will immediately be available for use.

7. Any errors in the XML file that prevent it from being imported successfully into SIMS will be displayed in the **Exceptions Log** panel.

    > *NOTE: If there is an error within a service term, that service term will not import. This will not prevent other service terms in the same file from importing.*

8. To save a copy of the Exception Log in .TXT format, click the **Save** button. This will display a Windows® **Save** dialog. Select a location, enter the required filename and click the **Save** button.

9. To print a copy of the Exception Log, click the **Print** button.

Adding/Editing a Lookup Type

Lookup Types refer to the collection of options available to you when selecting from the various drop-down lists throughout SIMS.

There are a large number of Lookup Types already defined within the system. Most of these have been specified by the DfE and Capita SIMS, some of which cannot be edited.

1. Select **Tools | Lookups | Maintain** to display the **Find Lookup Type** browser.

2. After searching for an existing lookup to ensure that it is not already on the system, click the **New** button to display the **Lookup Type Details** page.

> *NOTE: Caution should be exercised when adding, editing or deleting lookup types. Any changes made will not be visible until all users, including yourself, have restarted SIMS.*

3. Enter a **Description** for the new lookup type. The **Data Area** and **Mode** fields will already be populated with the read-only defaults of **User Defined Fields** and **User Owned** respectively.

4. Click the **New** button adjacent to the **Values** panel to display the **Add/Edit Lookup Value** dialog.

5. Enter a **Code** and a **Description** for the new lookup value.

6. The **Active** check box will be selected by default but if you do not want the lookup type to be available for immediate use, deselect this check box.

7. Click the **OK** button to save the details.

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