

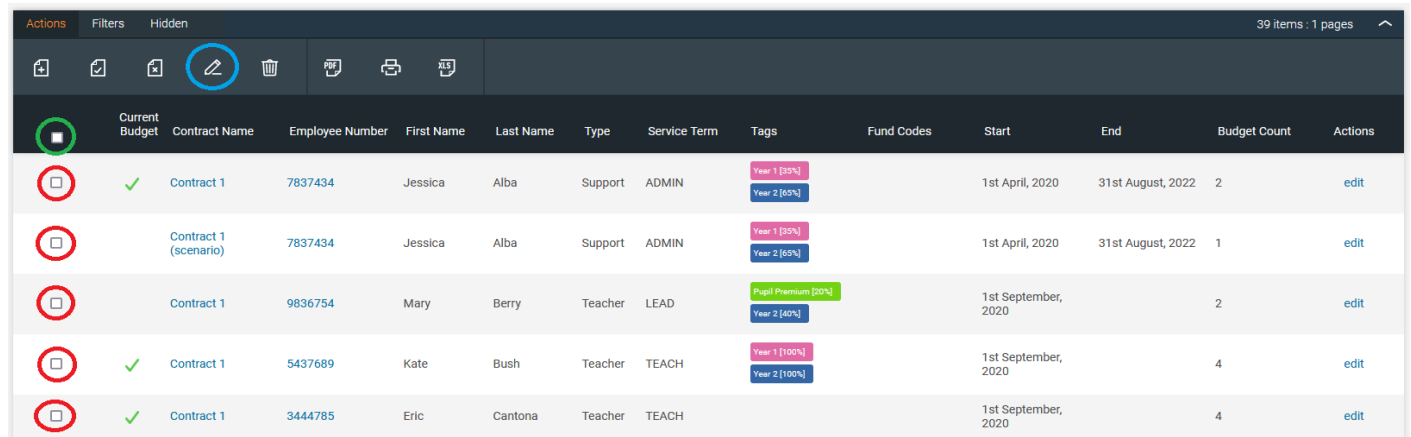


How to bulk edit staff contracts in SBS Budgets

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Please note: **Making changes to staff contracts will affect all non-fixed budgets.**

Start off in **Staffing > Staff Contracts.**

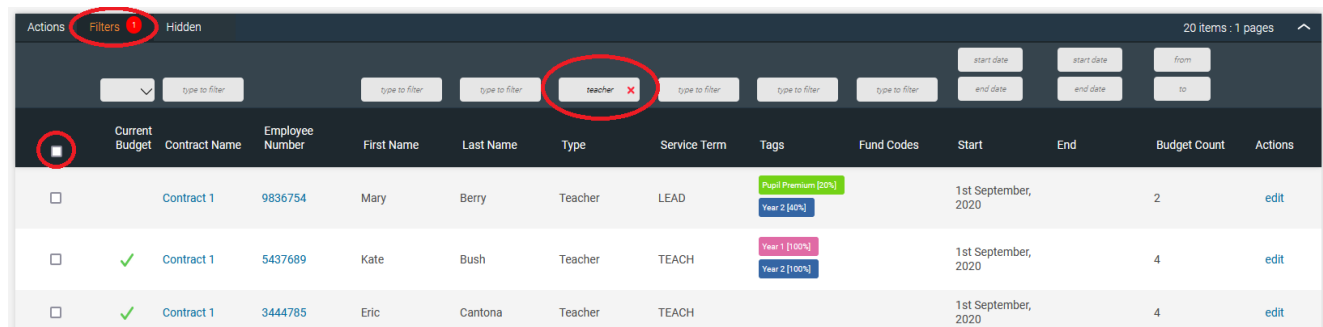


Current Budget	Contract Name	Employee Number	First Name	Last Name	Type	Service Term	Tags	Fund Codes	Start	End	Budget Count	Actions
<input checked="" type="checkbox"/>	Contract 1	7837434	Jessica	Alba	Support	ADMIN	Year 1 [85%] Year 2 [65%]		1st April, 2020	31st August, 2022	2	edit
<input type="checkbox"/>	Contract 1 (scenario)	7837434	Jessica	Alba	Support	ADMIN	Year 1 [85%] Year 2 [65%]		1st April, 2020	31st August, 2022	1	edit
<input type="checkbox"/>	Contract 1	9836754	Mary	Berry	Teacher	LEAD	Pupil Premium [20%] Year 2 [40%]		1st September, 2020		2	edit
<input type="checkbox"/>	Contract 1	5437689	Kate	Bush	Teacher	TEACH	Year 1 [100%] Year 2 [100%]		1st September, 2020		4	edit
<input type="checkbox"/>	Contract 1	3444785	Eric	Cantona	Teacher	TEACH			1st September, 2020		4	edit

Here you will be able to either cherry pick the contracts you wish to amend in bulk (via the checkboxes that have been circled red in the above image), or you can select all (via the checkbox circled in green above).

Please note, you will not be able to bulk edit both support and teacher contracts at the same time, the system will flag up an error message if you attempt to edit both simultaneously.

A workaround for this if you wanted to select all teachers for instance, would be to click Filters at the top, then filter for teachers. At this point you will be able to click the checkbox circled in green to select all teachers (please see below image)



Current Budget	Contract Name	Employee Number	First Name	Last Name	Type	Service Term	Tags	Fund Codes	Start	End	Budget Count	Actions
<input type="checkbox"/>	Contract 1	9836754	Mary	Berry	Teacher	LEAD	Pupil Premium [20%] Year 2 [40%]		1st September, 2020		2	edit
<input checked="" type="checkbox"/>	Contract 1	5437689	Kate	Bush	Teacher	TEACH	Year 1 [100%] Year 2 [100%]		1st September, 2020		4	edit
<input type="checkbox"/>	Contract 1	3444785	Eric	Cantona	Teacher	TEACH			1st September, 2020		4	edit

Once you have selected the contracts you wish to bulk edit, click the pencil icon (circled in blue in the top image). This will take you to this screen.

Q
Edit Multiple Contracts ⓘ
✓ ✕

Contract Details

Staff member: ⓘ

Contract name: ⓘ

Contract type: ⓘ

Service term: ⓘ

Maximum salary scale: ⓘ

Add tags: ⓘ

Add Fund Codes: ⓘ

Start:

End:

Maternity leave start date: ⓘ

Return to work date: ⓘ

Position: ⓘ

Department: ⓘ

Changes will be applied to:

Cantona, Eric - 3444785 - contract Contract 1

Berry, Mary - 9836754 - contract Contract 1

Bush, Kate - 5437689 - contract Contract 1

Simply make the amendments that you need to, then click the green tick in the top right corner to save.

Please refer to our user guide on editing staff contracts for more information regarding the fields on the above screen.