



How to add a salary detail line in SBS Budgets

How to add a salary detail line to a contract in SBS Budgets

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

To add a salary detail line to an existing contract, go **Staffing > Staff Contracts**, then edit to the right of the staff members who details you wish to amend, as circled in red below.

Actions	Filters	Hidden	39 items : 1 pages									
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	7837434	Jessica	Alba	Support	ADMIN	Year 1 [50%] Year 2 [65%]		1st April, 2020	31st August, 2022	2	edit

Click the **Salary Details** tab along the top.

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Edit Contract ?

✓ ✕ 🗑

Contract Details

Salary Details

Budgets

Notes

Note: A contract can exist across multiple budgets. Ensure you review the 'Include in budgets' list before making changes.

Staff member: Alba, Jessica - 7837434

This option will need to be utilised if the staff member has changes to their contract that are not just scale point changes – so for instance, a change to FTE, allowances, whether or not they are in the pension or a mixture of all of these.

If you click the **Add salary detail** button (as highlighted below), you will notice a new line has been added (as also illustrated below).

Contract Details

Salary Details

Budgets

Notes

➤ Add salary detail

⚙ Auto-increment salary details

Start date	Salary scale	Salary adjustment	Allowances	Other payment	Super	Paid hours	Paid weeks	Notes	
2021-04-01	31	0	Add Allow	0	<input type="checkbox"/>	37	52.143		🗑
2022-04-01	31	0	Add Allow	0	<input type="checkbox"/>	37	52.143		➤ 🗑

You will notice the newly added line will be identical to the above (except for the start date being incremented by a year). At this point, you can go through and change whatever needs to be changed on that line, then hit **Add salary detail** again and keep repeating the process until all necessary increments have been added.

However, if the staff members increments are more straight forward (ie. M1, M2, M3, etc, each September, or 4, 5, 6, etc, each April) you can use the **Auto-increment** function. This can be done one contract at a time or can be done in bulk.

Please see our user guides regarding auto-incrementing for more information.