




How to edit the maternity table in SBS Budgets

How to edit a maternity table in SBS Budgets

To do this, firstly please go **Settings > Budgets**, then click **edit** to the right of the budget you wish to edit the maternity table of.

Actions Filters Hidden 3 items: 1 pages							
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Name	Start	End	Reporting	Created At	Archived	Notes	Actions
Initial Budget 2020/21 C D P	1st September, 2020	31st August, 2025	CFR, GAG, ACOA	2nd September, 2021			Edit
Initial Budget 2021/22 (scenario)	1st September, 2021	31st August, 2026	CFR, GAG, ACOA	9th December, 2021			Edit

Once this page has loaded, click the **Calculation tables** tab at the top of the page, then scroll all the way to the bottom.


 Maternity Pay table: Maternity 2021/22 ?

Funding Predictor: Funding Predictor (2020 - 2021)

Here you will be able to select between the available maternity tables. Click the green tick in the top right corner to save your changes.

We would strongly advise you to check the maternity pay schedule via **Staffing > Maternity Pay** once you have changed the table to ensure that the schedule matches the schools' expectations in regard to maternity pay.

If there are discrepancies between the schools' expectation and SBS Budgets maternity pay schedule, please contact our help desk to discuss via 0345 222 1551 option 8.

Please note! These changes will be budget specific, so if you have more than 1 working budget, you will need to replicate this change across all your working budgets.