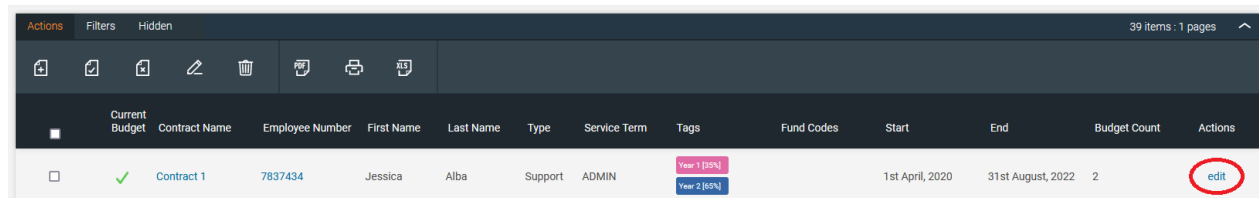




How to add maternity leave dates to Budgets

How to add maternity leave dates to SBS Budgets

To do this, begin by going **Staffing > Staff Contracts**. Once the page loads, click edit to the right of the contract you wish to add maternity leave dates to (as shown circled in red in the below image).



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 [50%] Year 2 [50%]		1st April, 2020	31st August, 2022	2	edit

When the next screen loads, towards the bottom of the first page you will notice fields where you can add start and end dates.



End: 2022-08-31

Maternity leave start date

Return to work date

Simply enter the start and end dates then click the green tick in the top right corner to save.

As long as the correct maternity table is selected in your budget settings, the system will calculate the costings for that person whilst on maternity leave (with the SMP rebate subtracted from the costings).

Please see our guide on **How to edit the maternity table** for further information on ensuring you have the correct maternity table selected.