



# How to add an end date to staff contracts in Budgets

## How to add an end date to staff contracts in SBS Budgets

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

Start off in **Staffing > Staff Contracts**, click edit to the right of the contract you wish to apply an end date to (as circled in red below).

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		3	<a href="#">edit</a>

On the next screen, simply add a contract end date to the field indicated below.

Staff member:  ⓘ  
[or create new staff member...](#)

Contract name:  ⓘ

Contract type:

Service term:  ⓘ

Maximum salary scale:

Tags:  ⓘ  
 Pupil Premium | x Year 2 | x

Fund Codes:

Start:

End:

Click the green tick in the top right corner to save once you have made your changes.

You can also add in a contract start date in this section also if applicable.

**Please note: The contract start and end dates will always override any potentially conflicting dates in the Salary Details tab.**

To clarify, let's say for example in Salary Details you have a member of staff with a scale point start date of 1/9/21, but a contract start date of 1/9/22, there would be no budgeted costings until 1/9/22