



How to edit staff contracts in SBS Budgets

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

To edit 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 (90%) Year 2 (65%)		1st April, 2020	31st August, 2022	2	

Once this next page loads you will be able to amend some basic contract details.

Staff member:

or create new staff member...

Contract name:

Contract type:

Service term:

Maximum salary scale:

Tags:

Fund Codes:

Start:

End:

Maternity leave start date:

Return to work date:

Position:

Department:

Staff member: Here you can select your newly created staff member (or already existing if adding another contract)

Contract name: This will need to be unique if they have more than one contract.

Contract type: Unless you have more than 2 contract types, this will be locked into the initially selected type.

Service term: This will need to be correct in order for their salary output to feed into reports correctly. Please see our guides on service terms regarding this.

Maximum salary scale: This is not mandatory. However, if a max salary scale is selected here, the auto-increment feature will not exceed the max salary scale.

Tags: Here you will be able to link analysis tags.

Fund codes: Here you will be able to link fund codes.

Start & End: Start and end dates for contract.

Maternity leave/Return to work date: Here you can enter the staff members maternity leave start/end dates. If you are using the Maternity 21/22 calculation table, the system will calculate the costings including SMP rebates.

Position: This is optional.

Department: Again, optional.

Once you are happy with everything on this page, click the **Salary Details** tab along the top.

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:

Support staff will look like the below.

Contract Details	Salary Details	Budgets	Notes																		
<div> Add salary detail Auto-increment salary details </div> <table border="1"> <thead> <tr> <th>Start date</th> <th>Salary scale</th> <th>Salary adjustment</th> <th>Allowances</th> <th>Other payment</th> <th>Super</th> <th>Paid hours</th> <th>Paid weeks</th> <th>Notes</th> </tr> </thead> <tbody> <tr> <td>2021-04-01</td> <td>31</td> <td>0</td> <td>Add Allow</td> <td>0</td> <td><input type="checkbox"/></td> <td>37</td> <td>52.143</td> <td></td> </tr> </tbody> </table>				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	
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2021-04-01	31	0	Add Allow	0	<input type="checkbox"/>	37	52.143														

Firstly, you will want to make sure that a start date has been set for the initial scale point. For clarity, if the start date here pre-dates the contract start date (on the previous screen), the contract start date will always overrule the scale point start date.

Ensure that you have selected the staff members salary scale from the drop-down list – if you are using a customised pay structure these should appear in this list.

If the member of staff has an allowance such as a TLR, SEN or first aid, select it from the drop down list. If you don't have any allowances set up, you will be able to manage these via **Staffing > Allowances**. Please see our user guide regarding this for assistance. Please note you can add as many allowances as you like.

Allowances	Other
<div> Add Allow 0 </div> <div> TLR1 <input checked="" type="checkbox"/> TLR2c <input checked="" type="checkbox"/> </div>	

If you add an allowance by accident, or wish to remove their old allowance, simply click the cross to the right of the allowance, as shown to the left.

If a staff member has any additional payments that need to be reflected in their contract (such as a one off payment, honorarium, R&R, etc), you can add this in either the **Salary Adjustment** or **Other Payment** field.

Salary Adjustment will **pro-rata the amount**, Other Payment **will pall the full amount** regardless of the member of staffs FTE.

You can tick staff in or out of the pension via the toggle switch below **Super** (black for on, grey for off).

The next part is where you will notice a difference between support and teacher contracts.

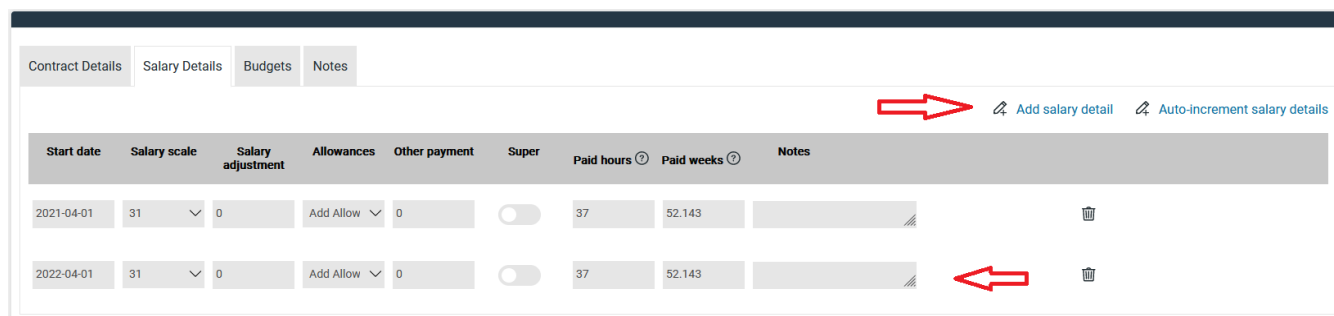
On **support contracts**, you will need to enter their paid hours and weeks. On **teacher contracts**, you will need to enter a value between 0 and 1 for their FTE.

Lastly, any notes that need to be made for that particular line can be added in the final field.

If you would like to set up the staff members future years increments, this can also be done on this page. You will have two options in terms of methods you can use to increment salary details.

The first 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.

Firstly, we will want to be back on the **Salary Details** tab. If you click the **Add salary detail** button (as highlighted below), you will notice a new line has been added (as also illustrated below)

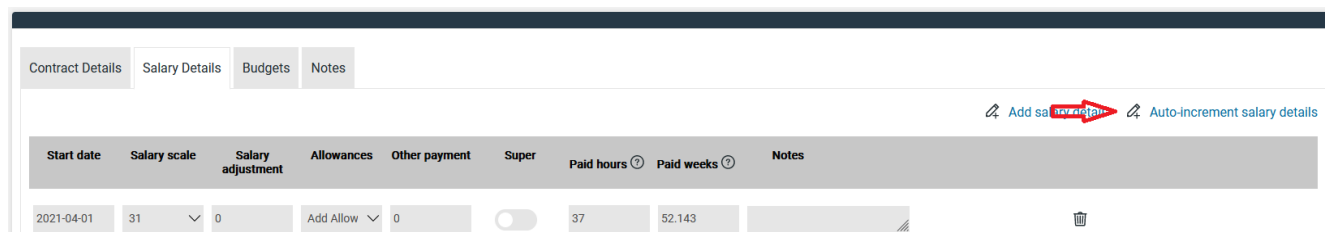


Start date	Salary scale	Salary adjustment	Allowances	Other payment	Super	Paid hours	Paid weeks	Notes
2021-04-01	31	0	Add Allow	0	<input type="checkbox"/>	37	52.143	
2022-04-01	31	0	Add Allow	0	<input type="checkbox"/>	37	52.143	

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, 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.

To auto-increment one contract at a time, return to the **Salary Details** tab, as above. This time, simply hit Auto-increment, as shown below.



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	

What will happen now is that the system will now set up the increments to be once a year (April for support, September for teachers) and will keep going until the system either reaches the end of the budget, hits the scale cap (so for instance, M6, UP3, etc) or if a **maximum salary scale** has been set (please refer to page 2 of this document for information regarding this), it will not go beyond the maximum scale that has been set.

As mentioned, this can be done in bulk also.

To do this, go **Staffing > Staff Contracts**. At this point you will be able to either cherry pick the contracts you want to auto increment by selecting them via the checkboxes (as shown with the red arrows below), or you can select all using the checkbox at the top (as shown with the green arrow below).

Actions

Filters

Hidden

39 items : 1 pages

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Lastly, once you have selected the contracts you wish to auto-increment, simply hit the piece of paper icon with a plus (as circled in red above) to auto-increment all selected contracts.

Please note: **There is no quick way to undo this if done in error (would need to be manually undone contract by contract) so please ensure that you are sure that you want to increment all selected contracts before proceeding.**