



How to add a monthly adjustments to staff contracts in SBS Budgets

How to make monthly adjustments to contracts in 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 make a monthly adjustment 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	edit

Next, click the **Salary Details** tab, as circled below in red.

Contract Details

Salary Details

Budgets

Notes

Add salary detail

Auto-increment salary details

Start date	Salary scale	Salary adjustment	Allowances	Other payment	Super	FTE	Notes
2020-09-01	L11	0	Add Allow	0	<div></div>	1	

Firstly, you will want to add two new lines, which can be done by clicking **Add salary detail** twice (as shown above circled in blue). Once you have added the lines, it should look something like the below image.

Start date	Salary scale	Salary adjustment	Allowances	Other payment	Super	FTE	Notes
2020-09-01	L11	0	Add Allow	0	<input type="checkbox"/>	1	
2021-09-01	L11	0	Add Allow	0	<input type="checkbox"/>	1	
2022-09-01	L11	0	Add Allow	0	<input type="checkbox"/>	1	

In this example, let's pretend this member of staff is dropping down to 0.6 FTE for just the month of October 2020, but then returning to 1 FTE at the start of November.

All we will need to do to achieve this is to alter the two circled dates above, as well as the one circled FTE. This can be done by manually overtyping the dates and FTE. Once done it should look like the below.

Start date	Salary scale	Salary adjustment	Allowances	Other payment	Super	FTE	Notes
2020-09-01	L11	0	Add Allow	0	<input type="checkbox"/>	1	
2020-10-01	L11	0	Add Allow	0	<input type="checkbox"/>	0.6	
2020-11-01	L11	0	Add Allow	0	<input type="checkbox"/>	1	

This logic can be applied to any field in salary details, does not necessarily have to be FTE.