



How to add a teacher scale table to SBS Budgets

Adding a teacher scale table to SBS Budgets

Whilst we at SBS will maintain National and NJC scales in the background of the system, you will still need to tell your budgets to look at these scale tables before the values will be reflected in your budgets.

Please note!

Teacher scale tables are budget specific, so if you have multiple working/unfixed budgets, this process will need to be repeated for each of them.

To add/update a teacher scale table, go **Settings > Budgets**, then click edit to the right of the budget that you wish to update the teacher scale table for.

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	1st September, 2021	31st August, 2026	CFR, GAG, ACOA	25th November, 2021			Edit

On the next page, click the **Calculation tables** tab.



Core Settings
 Staff contract settings
 Calculation Tables
 Additional Settings
 Notes

Name: Initial Budget 2020/21

Reporting: ☒ Consistent Financial Reporting [CFR]




When on the calculation tables tab, click **Add Teacher scale table**.

Teacher scale tables

Effective date	Version	
2020-09-01	Teacher Scales - 2020 (B)	▼ 
 Add Teacher scale table		

You will notice that a new line has been added to the teacher scale tables, with a date incremented one year from the previous effective date. Next you will need to change the version to the updated version from the drop-down box at the end.

Teacher scale tables

Effective date	Version	
2020-09-01	Teacher Scales - 2020 (B)	▼ 
2021-09-01	Teacher Scales - 2020 (B)	▼ 
 Add Teacher scale table		

Please note you can add as many lines to this as is necessary, there is no limit.

Press the green tick in the top right corner to save your changes.