



How to add a maximum salary scale in SBS Budgets

How to add a maximum salary scale 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 apply a maximum salary scale to (as circled in red below).

Actions	Filters	Hidden	20 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	9836754	Mary	Berry	Teacher	LEAD	Pupil Premium (20%) Year 2 (40%)		1st September, 2020		3	

Once the next screen loads, simply select the maximum salary scale from the dropdown list as shown below. Green tick in the top right corner to save your changes.

Note: A contract can exist across multiple budgets. Ensure you review the 'Include in budgets' list before making changes.

Staff member:

or create new staff member...

Contract name:

Contract type:

Service term:

Maximum salary scale:

Once this has been set, it will not let the auto-increment function to increment beyond the chosen scale point.