



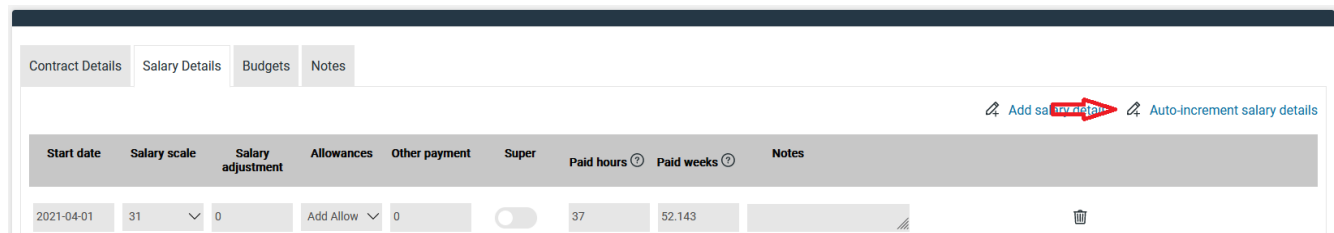
How to auto-increment a contract in SBS Budgets

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

If a staff members increments are 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 salary details**, as shown below.



The screenshot shows the 'Salary Details' tab in the SBS Budgets interface. The 'Auto-Increment salary details' button is highlighted with a red arrow. The interface includes a table with columns for Start date, Salary scale, Salary adjustment, Allowances, Other payment, Super, Paid hours, Paid weeks, and Notes. The 'Add salary transition' button is also visible.

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.

This can also be done in bulk, please see our user guide regarding this for more details.