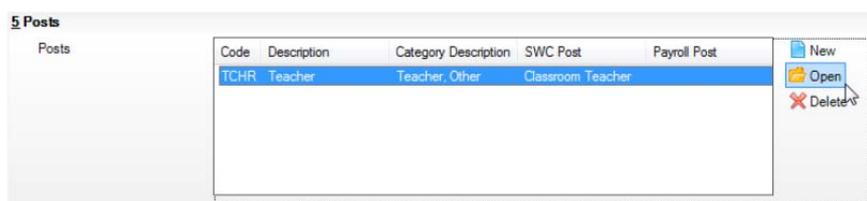


## Editing the SWC Post for Teachers

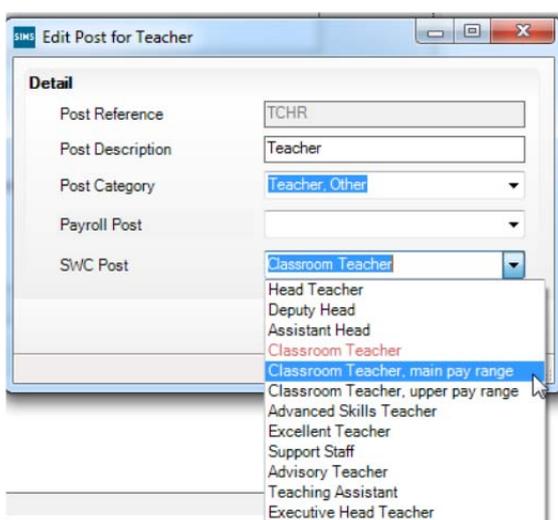
The SWC Post of (TCH) Classroom Teacher is now inactive. To avoid the validation error 4410 (post is missing) being triggered during the Create and Validate process, any Service Term that contains Classroom Teacher as the SWC post must be changed to Classroom Teacher, main pay range. A new code of TCU, Classroom Teacher, upper pay range must be created.

To edit the SWC post for Classroom Teacher:

1. Select **Tools > Staff > Pay Related** to display the Find Service Term browser.
2. Click **Search** and highlight the Teachers (TE) Mainscale Service Term. Double click to display the Service Term Details page.
3. Navigate to the **Posts** Panel. Highlight the post Teacher or Classroom Teacher (TCHR) then click the **Open** button to display the Edit Post dialog.



4. Under **SWC Post**, select **Classroom Teacher, main pay range** from the SWC Post drop down list.



5. Click **OK** to return the Service Term Details page then click **Save**.
6. Repeat this for the following service terms matching to the appropriate SWC post below:

Service Term	Code	SWC Post
Teachers (Mainscale)	TE	Classroom Teacher, main pay range
Teachers Upper (Threshold)	TU	Classroom Teacher, upper pay range
Unqualified Teachers	UT	Classroom Teacher, main pay range