



School Business Services Creating and updating Custom Scales

For: SBS Online Customers

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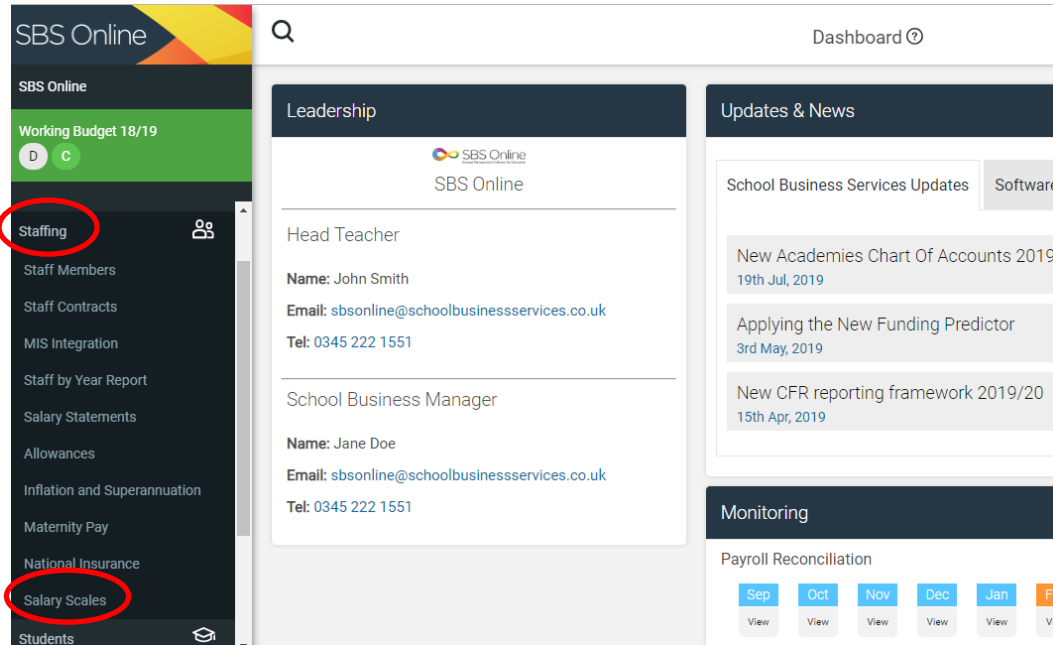
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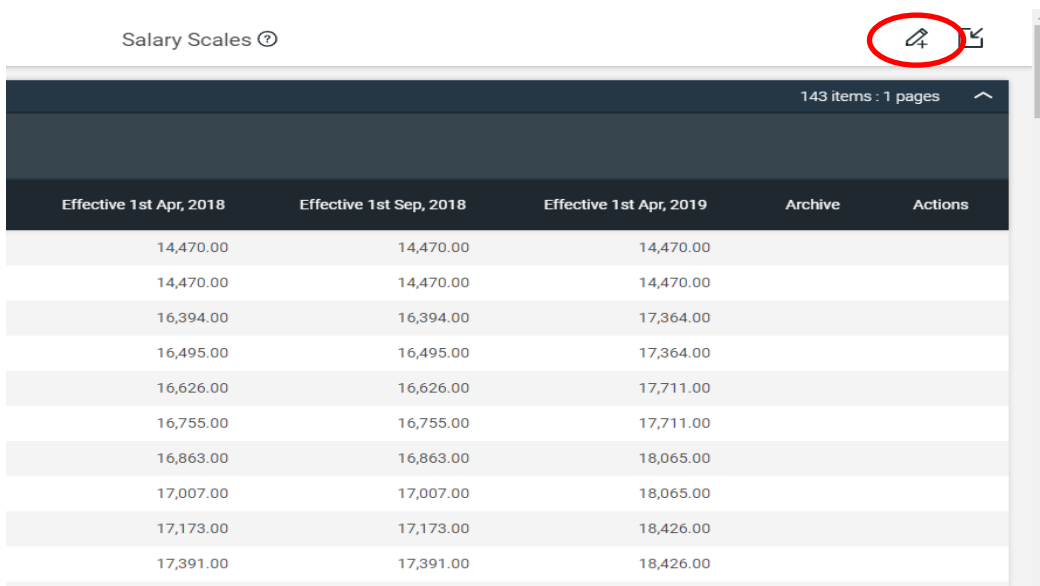
How to create Custom Salary Scales

1. Follow the path Staffing > Salary Scales



The screenshot shows the SBS Online dashboard. On the left-hand side, there is a vertical navigation menu. The 'Staffing' option is circled in red, and below it, the 'Salary Scales' option is also circled in red. The main content area shows a 'Leadership' section with details for a Head Teacher (John Smith) and a School Business Manager (Jane Doe). On the right, there are sections for 'Updates & News' and 'Monitoring'.

2. Then select the pen with a plus in the top right



The screenshot shows the 'Salary Scales' table. In the top right corner of the table area, there is an edit icon (a pen with a plus sign) circled in red. The table contains 143 items across 1 page. The table has the following columns: Effective 1st Apr, 2018; Effective 1st Sep, 2018; Effective 1st Apr, 2019; Archive; and Actions.

Effective 1st Apr, 2018	Effective 1st Sep, 2018	Effective 1st Apr, 2019	Archive	Actions
14,470.00	14,470.00	14,470.00		
14,470.00	14,470.00	14,470.00		
16,394.00	16,394.00	17,364.00		
16,495.00	16,495.00	17,364.00		
16,626.00	16,626.00	17,711.00		
16,755.00	16,755.00	17,711.00		
16,863.00	16,863.00	18,065.00		
17,007.00	17,007.00	18,065.00		
17,173.00	17,173.00	18,426.00		
17,391.00	17,391.00	18,426.00		

3. Select the option to create Salary Scale

Salary Scales ? ✎ 📄

Create Salary scale
 New custom scale date

Effective 1st Apr, 2018	Effective 1st Sep, 2018	Effective 1st Apr, 2019	Archive	Actions
14,470.00	14,470.00	14,470.00		
14,470.00	14,470.00	14,470.00		
16,394.00	16,394.00	17,364.00		
16,495.00	16,495.00	17,364.00		
16,626.00	16,626.00	17,711.00		
16,755.00	16,755.00	17,711.00		
16,863.00	16,863.00	18,065.00		
17,007.00	17,007.00	18,065.00		
17,173.00	17,173.00	18,426.00		

4. You can select whether the Scale is a Support or Teacher Scale via the drop down.

Create Salary Scale ? ✔ ✎ ✕

Scale type:
 Custom Teacher Scale
 Custom Teacher Scale
 Custom Support Scale
 ⓘ

Code: ⓘ

Point: ⓘ

Tenure: ⓘ

Rates

	Main	Inner	Outer	Fringe
Initial table	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Description: ⓘ

5. Use the Code for the Scale name and the Point for the scale number (E.G M1 equals Code M and Point 1)

Create Salary Scale ⓘ

Scale type: Custom Teacher Scale ⓘ

Code: M ⓘ

Point: 1 ⓘ

Tenure: 1 ⓘ

Rates

	Main	Inner	Outer	Fringe
Initial table	0	0	0	0

Description: ⓘ

6. Next, type the value of the scale into the Rates section. We recommend completing the Main, Inner, Outer and Fringe with the same value.

Create Salary Scale ⓘ

Scale type: Custom Teacher Scale ⓘ

Code: M ⓘ

Point: 1 ⓘ

Tenure: 1 ⓘ

Rates

	Main	Inner	Outer	Fringe
Initial table	30000	30000	30000	30000

Description: ⓘ

7. Finally, save the scale.

Create Salary Scale ⓘ

Scale type: ⓘ

Code: ⓘ


Point: ⓘ

Tenure: ⓘ

Rates

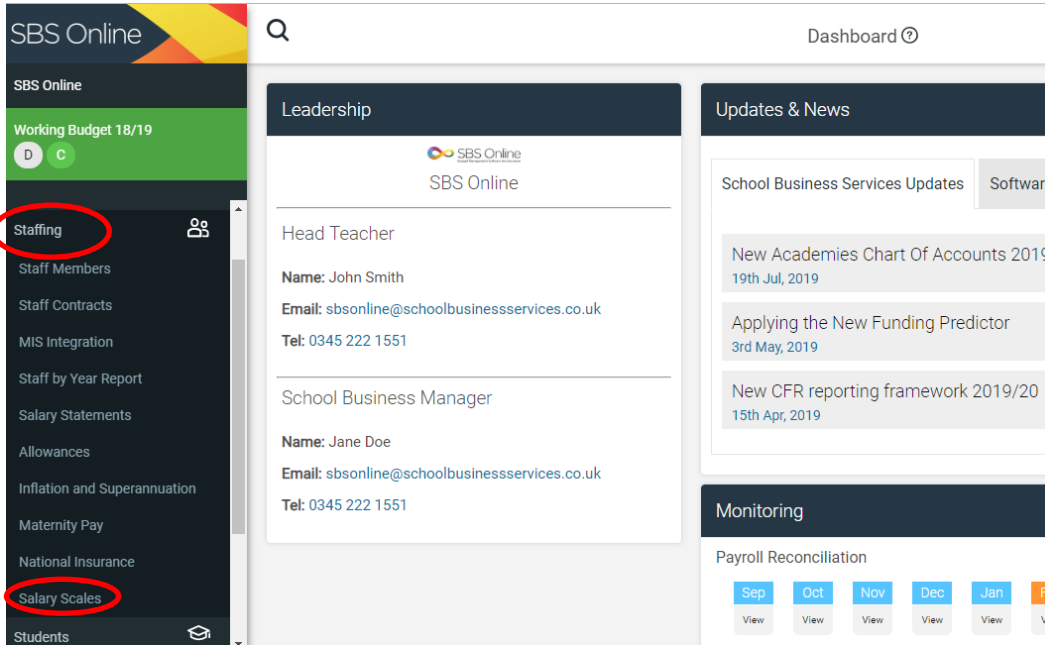
	Main	Inner	Outer	Fringe
Initial table	<input type="text" value="30000"/>	<input type="text" value="30000"/>	<input type="text" value="30000"/>	<input type="text" value="30000"/>

Description: ⓘ



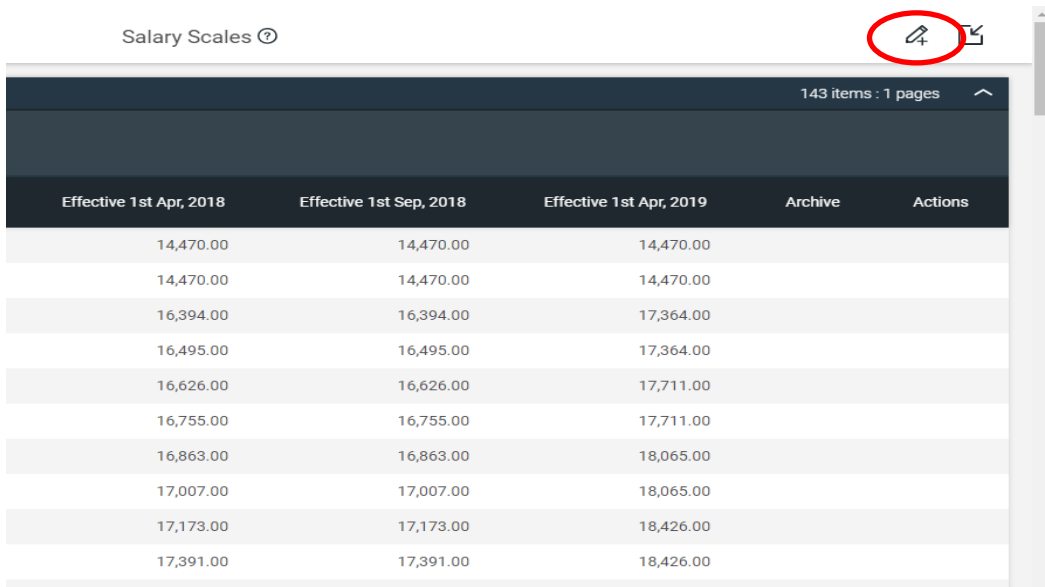
How to Update Custom Scales

1. Follow the path Staffing > Salary Scales



The screenshot shows the SBS Online dashboard. On the left-hand side, there is a vertical navigation menu. Two items in this menu are circled in red: 'Staffing' and 'Salary Scales'. The main content area is titled 'Leadership' and displays details for the Head Teacher (John Smith) and School Business Manager (Jane Doe). On the right, there are sections for 'Updates & News' and 'Monitoring'.

2. Then select the pen with a plus in the top right



The screenshot shows the 'Salary Scales' page. At the top right, there is an edit icon (a pen with a plus sign) circled in red. Below the header, there is a table with 143 items. The table has five columns: 'Effective 1st Apr, 2018', 'Effective 1st Sep, 2018', 'Effective 1st Apr, 2019', 'Archive', and 'Actions'.

Effective 1st Apr, 2018	Effective 1st Sep, 2018	Effective 1st Apr, 2019	Archive	Actions
14,470.00	14,470.00	14,470.00		
14,470.00	14,470.00	14,470.00		
16,394.00	16,394.00	17,364.00		
16,495.00	16,495.00	17,364.00		
16,626.00	16,626.00	17,711.00		
16,755.00	16,755.00	17,711.00		
16,863.00	16,863.00	18,065.00		
17,007.00	17,007.00	18,065.00		
17,173.00	17,173.00	18,426.00		
17,391.00	17,391.00	18,426.00		

3. Select the option to create a 'New custom scale date'

Salary Scales ? ✎ 📄

Create Salary scale

New custom scale date

Effective 1st Apr, 2018	Effective 1st Sep, 2018	Effective 1st Apr, 2019	Archive	Actions
14,470.00	14,470.00	14,470.00		
14,470.00	14,470.00	14,470.00		
16,394.00	16,394.00	17,364.00		
16,495.00	16,495.00	17,364.00		
16,626.00	16,626.00	17,711.00		
16,755.00	16,755.00	17,711.00		
16,863.00	16,863.00	18,065.00		
17,007.00	17,007.00	18,065.00		
17,173.00	17,173.00	18,426.00		

4. Set a description, we recommend this being the month and year the scale is being updated for.

New Custom Scale Date ✓ ✕

Description: **September '19**

Effective date:

Inflation percent:

5. Select the date you would like to update the scale for.

New Custom Scale Date ✓ ✕

Description:

Effective date:

Inflation percent:

Sep 2019

Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

6. We recommend leaving the inflation percentage blank and saving the new scale date.

New Custom Scale Date ✓

Description:

Effective date:

Inflation percent:

7. Next, on the Salary Scale page, scroll down to your custom scales and select edit.

Salary Scales

Scale	Region	Type	Effective 1st Apr, 2018	Effective 1st Sep, 2018	Effective 1st Apr, 2019	Effective 1st Sep, 2019	Archive	Actions
M5	Main	Teacher Salary Scale	32,126.00	32,126.00	32,126.00	32,126.00		
M6	Main	Teacher Salary Scale	35,008.00	35,008.00	35,008.00	35,008.00		
MS1	Main	Custom Teacher Scale	30,000.00	30,000.00	30,000.00	30,000.00		edit
UP1	Main	Teacher Salary Scale	36,646.00	36,646.00	36,646.00	36,646.00		

8. Update the rate for the new date line.

Edit Salary Scale ⓘ ✓ ✕ 🗑️

Scale type: Custom Teacher Scale ⓘ

Code: MS ⓘ

Point: 1 ⓘ

Tenure: 1 ⓘ

Rates

	Main	Inner	Outer	Fringe
Initial table	30000	30000	30000	30000
September '19	32000	32000	32000	32000

Description: ⓘ

Archived: ⓘ

9. Select save, this will update all your contracts automatically.

Edit Salary Scale ⓘ ✓ ✕ 🗑️

Scale type: Custom Teacher Scale ⓘ

Code: MS ⓘ

Point: 1 ⓘ

Tenure: 1 ⓘ

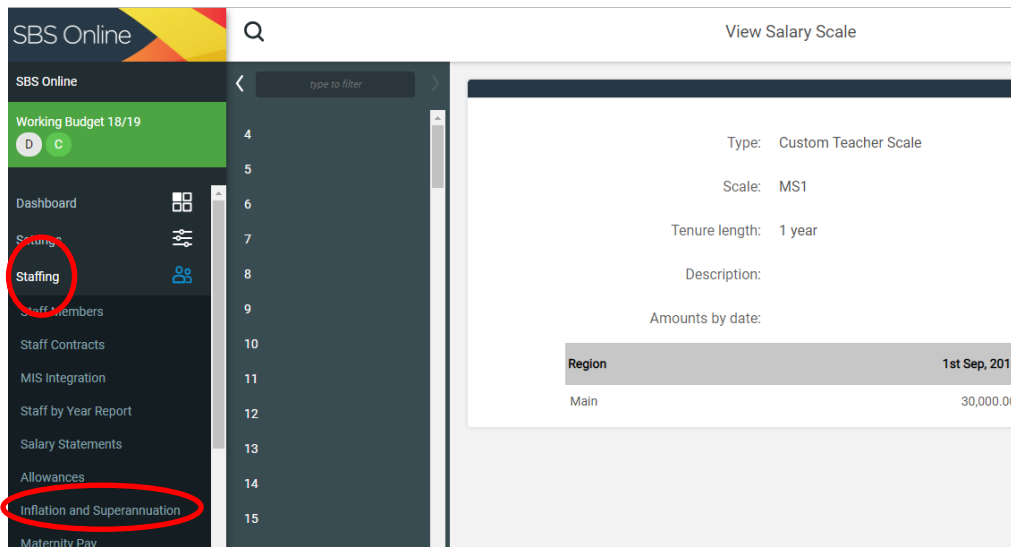
Rates

	Main	Inner	Outer	Fringe
Initial table	30000	30000	30000	30000
September '19	32000	32000	32000	32000

Description: ⓘ

Archived: ⓘ

10. Follow the path Staffing > Inflation and Superannuation



SBS Online View Salary Scale

Working Budget 18/19

Dashboard

Settings

Staffing

Staff Members

Staff Contracts

MIS Integration

Staff by Year Report

Salary Statements

Allowances

Inflation and Superannuation

Maternity Pay

View Salary Scale

Type: Custom Teacher Scale

Scale: MS1

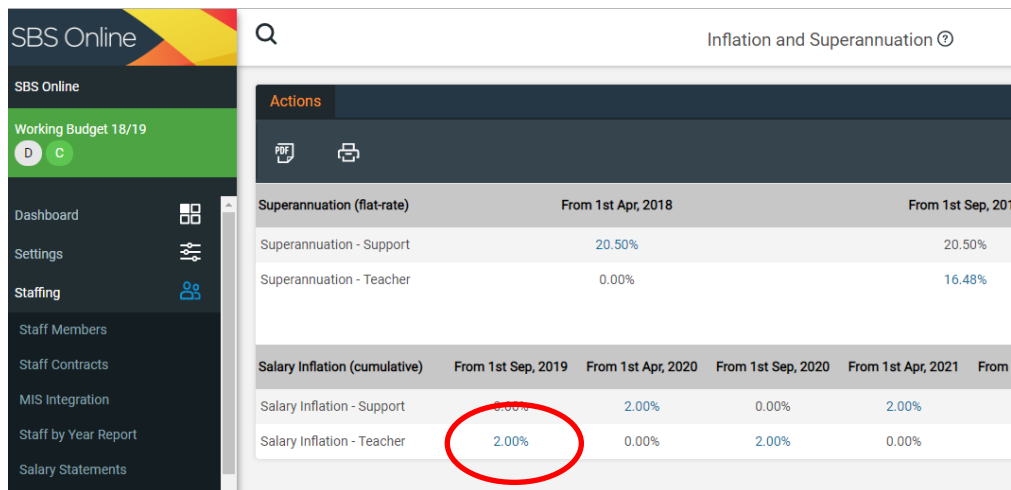
Tenure length: 1 year

Description:

Amounts by date:

Region	1st Sep, 2018
Main	30,000.00

11. Select on the inflation for the date you have updated your salary scales for



SBS Online Inflation and Superannuation

Working Budget 18/19

Dashboard

Settings

Staffing

Staff Members

Staff Contracts

MIS Integration

Staff by Year Report

Salary Statements

Actions

Superannuation (flat-rate)	From 1st Apr, 2018	From 1st Sep, 2018
Superannuation - Support	20.50%	20.50%
Superannuation - Teacher	0.00%	16.48%

Salary Inflation (cumulative)	From 1st Sep, 2019	From 1st Apr, 2020	From 1st Sep, 2020	From 1st Apr, 2021	From
Salary Inflation - Support	2.00%	2.00%	0.00%	2.00%	
Salary Inflation - Teacher	2.00%	0.00%	2.00%	0.00%	


12. Use the red bin to delete this rate

Edit Inflation Point ⓘ

Effective from: 2019-09-01 ⓘ

Staff type: Teacher ⓘ

Rate: 2 ⓘ

✓ × 

If you have any questions or require any assistance, please feel free to call the service desk on 0345 222 1551, option 8. Alternatively, you can email us on sbsonline@schoolbusinessservices.co.uk.