Staffing > Salary scales

**UK National teacher and support scales**

UK National salary scale values for teachers and support are admin maintained. When the scale values change there will be new tables made available to apply at a budget level. This can be done in your budget settings.

If scale values change mid-budget, UK schools can select a new salary table and specify the effective date in the budget settings screen.

**Custom scales**

You can create your own custom salary scales which can then be applied to staffing contracts. Salary scales can be created in two ways, either individually or in bulk through an import process. If you create a new custom scale, you will need to specify values for each region and each custom scale table in use (see below).

Any custom scales in use in your planner will be collected together into an 'initial table'. This is applied automatically to all of your non-fixed budgets. To edit the name of this table:

1. Click on the 'Custom scales...' button

2. Select 'Modify table "Initial table"'

3.Enter a new name for the table

4. Click 'Save'.

If you need to apply a new set of custom scales to your planner because their values have changed, you will need to create a new table. This table can then be activated at any given date. Contracts using scales within that that table will then pick the new value on the date specified. To create a new set of custom scale values:

1. Click on the 'Custom scales...' button

2. Select 'New custom scale date'

3. Enter a new name for the table

4. Select the date from which they should be applied. Note that the new table will be automatically be applied to all non-fixed budgets from this date

5. Specify an inflation percentage for the new values. Leave the inflation box blank if you do not want to inflate. Note that the inflation specified will be applied to the previous table that is active in your current budget

6. Click 'Save'.

If you apply a new set of custom scale values, remember ti check your inflation settings in all non-fixed budgets. You may need to retrospectively remove any inflation you have applied in the past. Inflation is budget-specific, so you will need to repeat this process for any other non-fixed budgets that are applicable.

On creating a new set of custom scale values, they are automatically applied to all of your non-fixed budgets. However, for scenario purposes, you may not want the new values to be active in all of your budgets. To remove a set of custom scales values:

1. Go to 'Settings -> Budgets'

2. Edit the appropriate budget

3. Scroll down to the 'Custom scale tables' section

4. Click the 'remove' link on the row you want to delete

5.Scroll to the bottom of the page and click 'Save'.

All of your custom scales are still editable on an individual basis. You can change their values at each new custom date even after the introduction of a new table and if you have inflated their previous value.

In parent multi-school planners, creating custom scale tables as above also applies them to all non-fixed budgets in all of the child schools associated with that planner. In child planners, it is therefore possible that two sets of custom scales are in use: a parent set and a child set.

For this reason, the budget settings in child planners will display two groups of custom scales settings. One group is called 'Trust scale tables' with the tables indicated by a [Trust] suffix. These refer to the tables in use in the parent planner which are feeding down to the child. You can remove these if needed by editing the budget and clicking the 'remove' link and then saving. The other group of settings refer to those in use in the child planner and are called 'Custom scale tables'. Follow the instructions above to create and manage custom scales in a child planner.

See following link for a video tutorial which covers aspects of the custom salary scales: [www.schoolbusinessservices.co.uk/sbs-online-webinar-8th-july-2015](http://www.schoolbusinessservices.co.uk/sbs-online-webinar-8th-july-2015/)

* See also:
* [Settings > Budgets](https://hillingdonfinanceteam.sbs-online.net/help/12/show)
* [Staffing > Staff contracts](https://hillingdonfinanceteam.sbs-online.net/help/81/show)