

## How to add new Pay Scales for NJC (Local Government) – from 1 April 2019

We have had enquiries from schools regarding the new NJC Pay Scales from 1 April 2019.

Below are the instructions we advise to follow if you need to change the Salary Grades and Salary Amounts for April 2019. Ultimately, It is the school's choice whether they wish to create a new Service Term for Local Government in SIMS from April 2019. Please be aware that if a new Service Term is created, that all current Local Government contracts for each member of staff would have to be ended and started again with the new Service Term. This may cause implications in FMS Salary Projections, reporting and for the School Workforce Census.

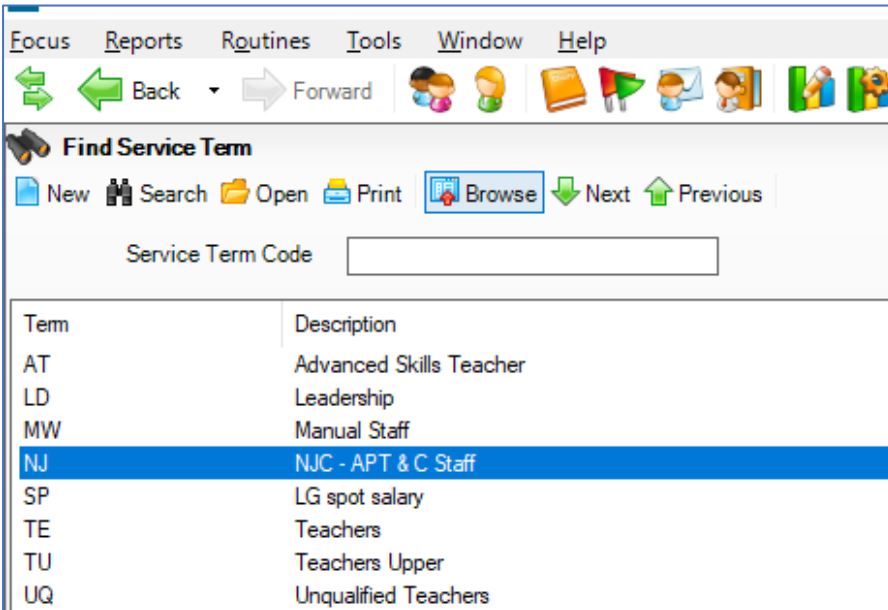
Therefore we recommend adding the new Scales/Grades into the **Pay Awards** area, and assigning these to current staff contracts.

In **SIMS** use the routine:

### **Tools – Staff – Pay Related**

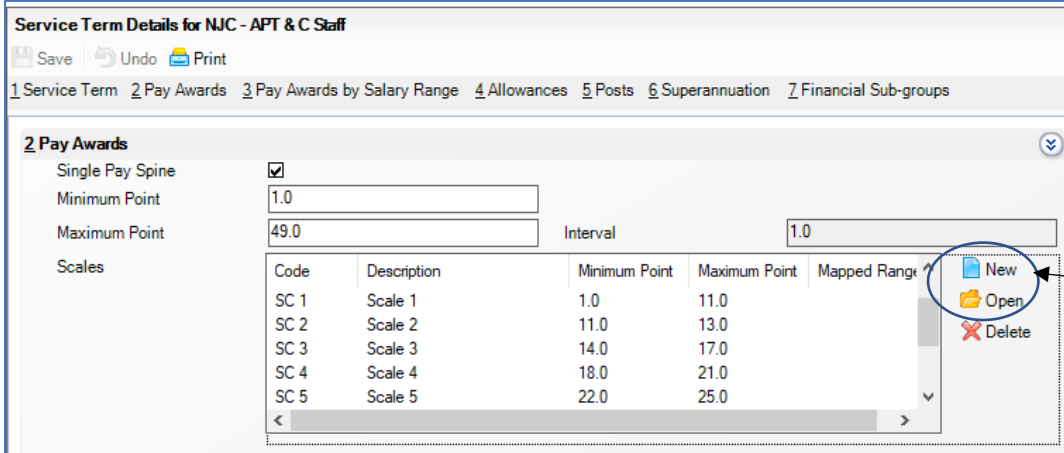
Click on **Search**

Double click on the **Local Government Service Term** (this may be called **NJC, Local Government** or similar) to open this area:



Term	Description
AT	Advanced Skills Teacher
LD	Leadership
MW	Manual Staff
<b>NJ</b>	<b>NJC - APT &amp; C Staff</b>
SP	LG spot salary
TE	Teachers
TU	Teachers Upper
UQ	Unqualified Teachers

### Navigate to Tab 2 – Pay Awards



Service Term Details for NJC - APT & C Staff

Save Undo Print

1 Service Term 2 Pay Awards 3 Pay Awards by Salary Range 4 Allowances 5 Posts 6 Superannuation 7 Financial Sub-groups

**2 Pay Awards**

Single Pay Spine

Minimum Point 1.0

Maximum Point 49.0 Interval 1.0

Code	Description	Minimum Point	Maximum Point	Mapped Range
SC 1	Scale 1	1.0	11.0	
SC 2	Scale 2	11.0	13.0	
SC 3	Scale 3	14.0	17.0	
SC 4	Scale 4	18.0	21.0	
SC 5	Scale 5	22.0	25.0	

New Open Delete

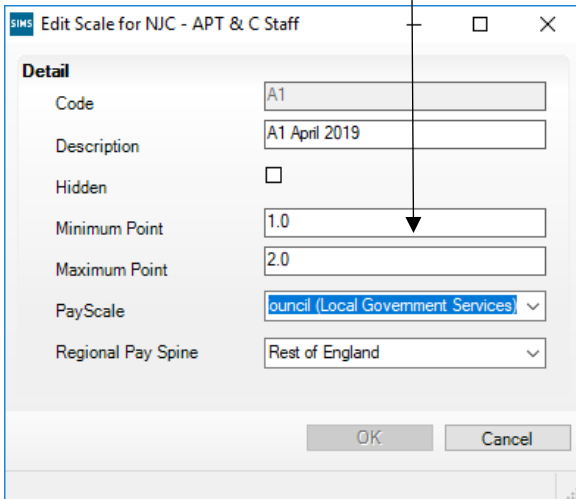
Select New

Copy the Salary Scales and Points as defined by your Local Authority or MAT.

Please note that if Codes have been used previously e.g. SC1, you cannot create a new one of exactly the same name. However, if you do wish to use the same named Code you could add extra characters e.g. SC1. or SC1- to define the new and old code.

Add the appropriate new Codes, Descriptions and Minimum/Maximum Points e.g.

Grade	Scale Range
A1	1 - 2
A2	2 - 3
A3	3 - 4
B1	4 - 6



Edit Scale for NJC - APT & C Staff

**Detail**

Code A1

Description A1 April 2019

Hidden

Minimum Point 1.0

Maximum Point 2.0

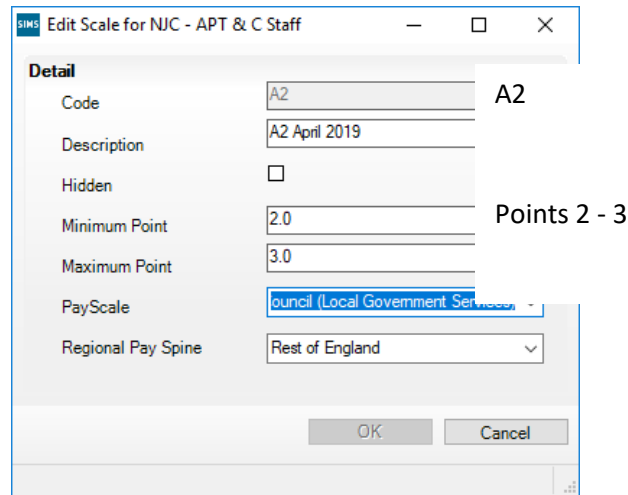
PayScale Council (Local Government Services)

Regional Pay Spine Rest of England

OK Cancel

A1

Points 1 - 2



**Detail**

Code: A2

Description: A2 April 2019

Hidden:

Minimum Point: 2.0

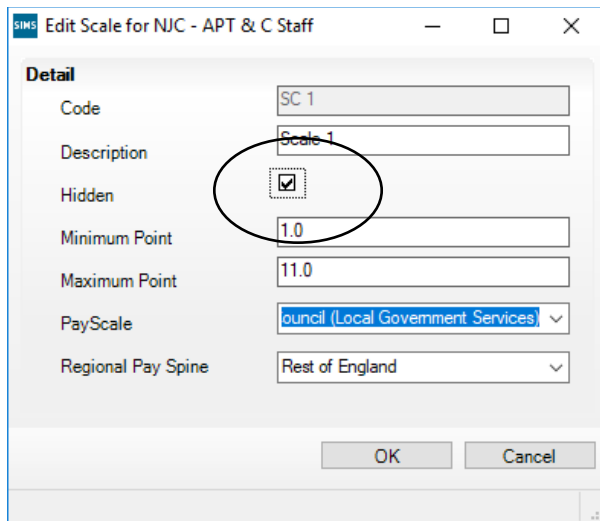
Maximum Point: 3.0

PayScale: Council (Local Government Services)

Regional Pay Spine: Rest of England

Buttons: OK, Cancel

We advise to select the **'Hidden'** box on the salary area for the old codes (after 1<sup>st</sup> April 2019), then these Scales will not be able to be selected in the future, preventing any conflict.



**Detail**

Code: SC 1

Description: Scale 1

Hidden:

Minimum Point: 1.0

Maximum Point: 11.0

PayScale: Council (Local Government Services)

Regional Pay Spine: Rest of England

Buttons: OK, Cancel

**Service Term Details for NJC - APT & C Staff**

Save Undo Print

1 Service Term 2 Pay Awards 3 Pay Awards by Salary Range 4 Allowances 5 Posts 6 Superannuation 7 Financial Sub-groups

**2 Pay Awards**

Single Pay Spine:

Minimum Point: 1.0

Maximum Point: 49.0 Interval: 1.0

Code	Description	Minimum Point	Maximum Point	Mapped Range
A1	A1 April 2019	1.0	2.0	
A2	A2 April 2019	2.0	3.0	
SC 1	Scale 1	1.0	11.0	
SC 2	Scale 2	11.0	13.0	
SC 3	Scale 3	14.0	17.0	

Buttons: New, Open, Delete

Single Pay Spine applies to all scales

Award Date	Point	Amount
01/04/2019	1	17364
01/04/2018	2	17711
01/04/2017	3	18065
01/04/2016	4	18426
01/01/2015	5	18795
01/04/2013		

Buttons: New, Delete

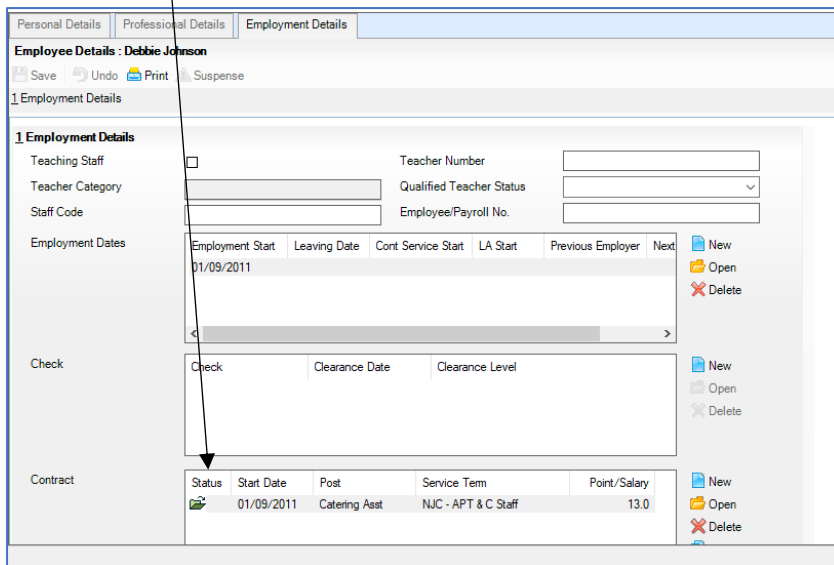
The new Scales will then be shown as follows: -

A new **Award Date** of 1/4/2019 and new **Amounts** should be added.

**Save** the changes. Open the **Staff** record within **Personnel**:



Select **Employment Details** and then open the **Contract**



**Employee Details : Debbie Johnson**

Save Undo Print Suspend

**1 Employment Details**

**1 Employment Details**

Teaching Staff  Teacher Number

Teacher Category  Qualified Teacher Status

Staff Code  Employee/Payroll No.

Employment Dates

Employment Start	Leaving Date	Cont Service Start	LA Start	Previous Employer	Next
01/09/2011					

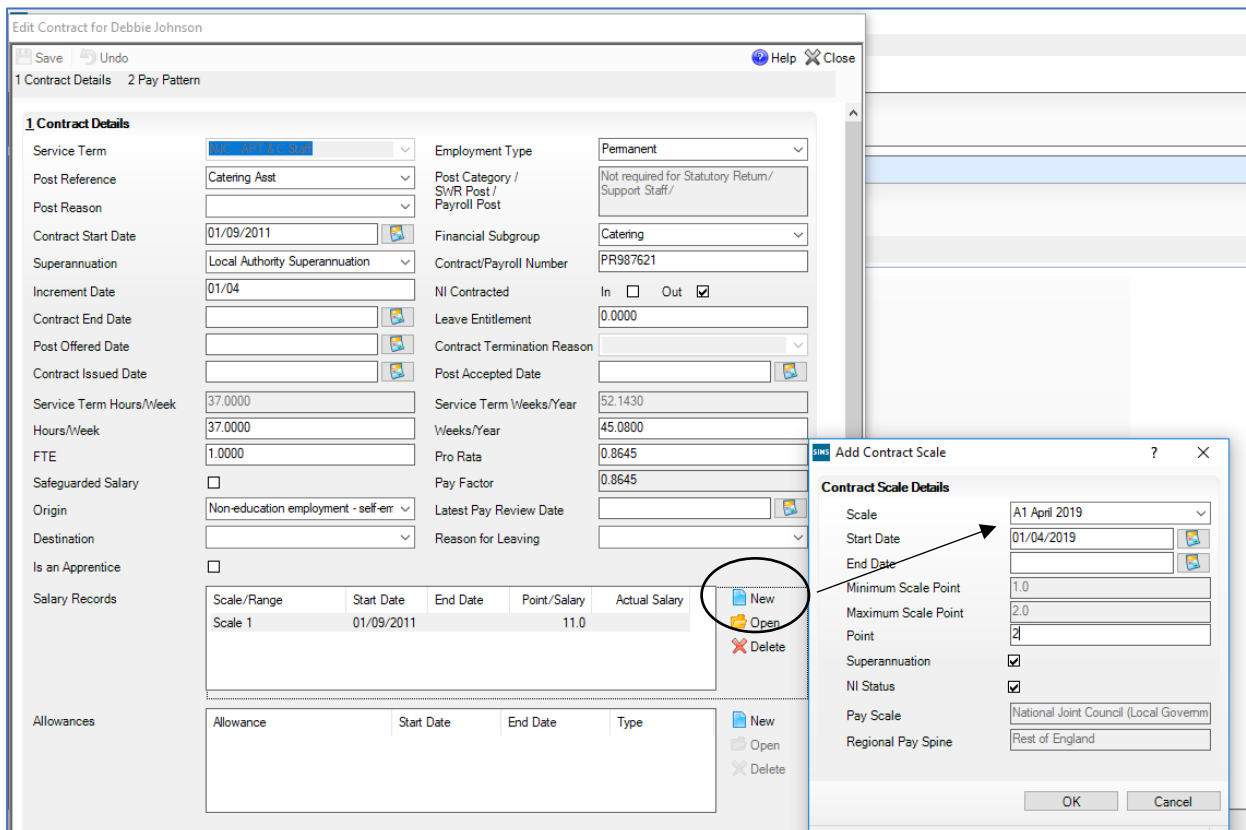
Check

Check	Clearance Date	Clearance Level

Contract

Status	Start Date	Post	Service Term	Point/Salary
	01/09/2011	Catering Asst	NJC - APT & C Staff	13.0

Add the new Contract Scale to the record:-



**Edit Contract for Debbie Johnson**

Save Undo Help Close

**1 Contract Details**

Service Term:  Employment Type: Permanent

Post Reference: Catering Asst Post Category / SW/R Post / Payroll Post: Not required for Statutory Return/ Support Staff/

Post Reason:  Financial Subgroup: Catering

Contract Start Date: 01/09/2011 Contract/Payroll Number: PR987621

Superannuation: Local Authority Superannuation NI Contracted: In  Out

Increment Date: 01/04 Leave Entitlement: 0.0000

Contract End Date:  Contract Termination Reason:

Post Offered Date:  Post Accepted Date:

Contract Issued Date:

Service Term Hours/Week: 37.0000 Service Term Weeks/Year: 52.1430

Hours/Week: 37.0000 Weeks/Year: 45.0800

FTE: 1.0000 Pro Rata: 0.8645

Safeguarded Salary:  Pay Factor: 0.8645

Origin: Non-education employment - self-err Latest Pay Review Date:

Destination:  Reason for Leaving:

Is an Apprentice:

Salary Records

Scale/Range	Start Date	End Date	Point/Salary	Actual Salary
Scale 1	01/09/2011		11.0	

Allowances

Allowance	Start Date	End Date	Type

**Add Contract Scale**

**Contract Scale Details**

Scale: A1 April 2019

Start Date: 01/04/2019

End Date:

Minimum Scale Point: 1.0

Maximum Scale Point: 2.0

Point: 2

Superannuation:

NI Status:

Pay Scale: National Joint Council (Local Governm)

Regional Pay Spine: Rest of England

OK Cancel

Scale/Range	Start Date	End Date	Point/Salary	Actual Salary
A1 April 2019	01/04/2019		2.0	
Scale 1	01/09/2011	31/03/2019	11.0	

New  
Open  
Delete

When adding and saving the Contract Scale, SIMS will automatically put an **End Date** in the previous record, so there is no need to open the previous Contract Scale and add an End Date manually.

If you are unsure about any of the above steps or implications, please log a call with School ICT Services on 0345 2226802 or [helpdesk@schoolicts.co.uk](mailto:helpdesk@schoolicts.co.uk)