

Mapping of Pay Awards, Allowances and Posts to SWR Fields

All pay awards, allowances or posts that have been set up within a Service Term will need to be mapped to the new SWR fields.

- Log in to Sims .net. Choose route **Tools | Staff | Pay Related**
- Select **Search** to bring up a list of all the Service Terms
- Highlight the Service Term and select **Open**.

Go to tab 2 – Pay Awards

- Highlight a scale and select **Open**.
- Check that the **Regional Pay Spine** is set to **Rest of England**. If not Select ▼ and choose it from the lookup.
- Select ▼ on the **Pay Scale** field to see the DSCF lookup and select the appropriate category.
- Select **OK**.
- Repeat for all scales.
- Select **Save** to update the Service Term.

Go to tab 3 – Allowances

- Highlight the allowance and select **Open**.
- Select ▼ on the **Category of Additional Payment** field to see the DSCF lookup and select the appropriate category.
- Select **OK**.
- Repeat for all allowances.
- Select **Save** to update the Service Term.

Go to tab 4 – Posts

- Highlight the post and select **Open**.
- Select ▼ on the **SWR Post** field to see the DSCF lookup and select the appropriate post. (**Note:** *Excellent Teacher should only be used against 'Head of Department', 'Head of Year' or a 'Post of Responsibility' – these posts may be named differently on your schools system*).
- Select **OK**.
- Repeat for all posts.
- Select **Save** to update the Service Term.

Ensure all Pay Awards, Allowances and Posts under each Service Term are mapped.

To check the mappings you can produce the following reports

- In Sims .net chose route **Reports | Run Report | Focus |Service Term**
- Highlight the appropriate report and Select **Run**.

Roles

Every contract must have a role within it. Any existing contracts in Personnel 7 will have been given a default role of 'Classroom Teacher' if the contract is a teaching one or 'Do not include in Statutory Returns' for all other contracts. These roles will need to be updated prior to the School Workforce Census. A role should reflect the functions that the member of staff is undertaking as part of their post reference within that contract. A member of staff can have several roles within any one contract.

Adding/Editing a Role

- Open each member of staff's record and go to hyperlink - **8 Employment Details** go to the **Contract panel**
- Highlight the contract and select **Open** or double click on the contract to open it.
- Highlight the incorrect role and select **Open** to display the **Add/Edit Contract Role** dialog.
- Select the appropriate **Role** from the drop-down list.
- Enter the Start Date for the role.
- If a fixed term contract and the End Date is known enter this in the field provided.
- To add a new role Select **New** adjacent to the **Role** field and follow as above.
- To delete an incorrect role highlight the role and select **Delete**.
- Select **OK** to save the details and return to the **Contract Information** panel.

You will then need to save the Contract and then the Personnel record.

Note: The role should be updated on all contracts irrespective of the status.

Mapping of Subject Codes

Primary Schools only need to create a single link to Primary Curriculum.
Secondary Schools need to create a link for each subject.

- **Go to Tools | Setups | Subjects**
- Select **Search** to see all the SIMS subjects. (If this is blank – please contact Capita .ict for further advice).
- Primary Schools only need map the first SIMS subject.
- Secondary Schools will need to map all the SIMS subjects they use.
- Double clicking on the subject will open the record.
- Go to DFES Subject Code - Select the drop down option ▼
- A full list of DFES Subjects is displayed.
- Primary Schools need to select **Primary Curriculum**.
- Secondary Schools need to select the appropriate DFES Subject Code for all the SIMS subjects.
- Select **Save**.
- When completed select **Close** to return to Home Page.

Please Note:

These notes are only for guidance. Capita .ict has scheduled training courses that will include more detailed information to assist you in successfully completing all processes relating to the School Workforce Census and the management and effective use of Personnel 7