Importing the Pay Definitions File

Unzip and Extract:

1) Download or copy the zip file **"SIMS_Primary_PayRelated import file 2020" or "SIMS_Secondary_PayRelated import file 2020"** to somewhere on your pc (this file can also be found at: https://www.lambeth.gov.uk/rsu/school-workforce-census)

2) Locate this saved zip file and double click.

3) Click "**Extract" or "Extract all files"** - This will unzip the folder and should save the unzipped folder in the same location as the zipped folder you downloaded.

Importing into SIMS

4) Open SIMS

5) Click **Tools | Staff | Pay related Import**

6) Click the **Select** button and browse to the relevant folder where you saved your unzipped folder

7) Select the file **"SIMS_Primary_PayRelated import file 2020"** (or Secondary) and click **Open**
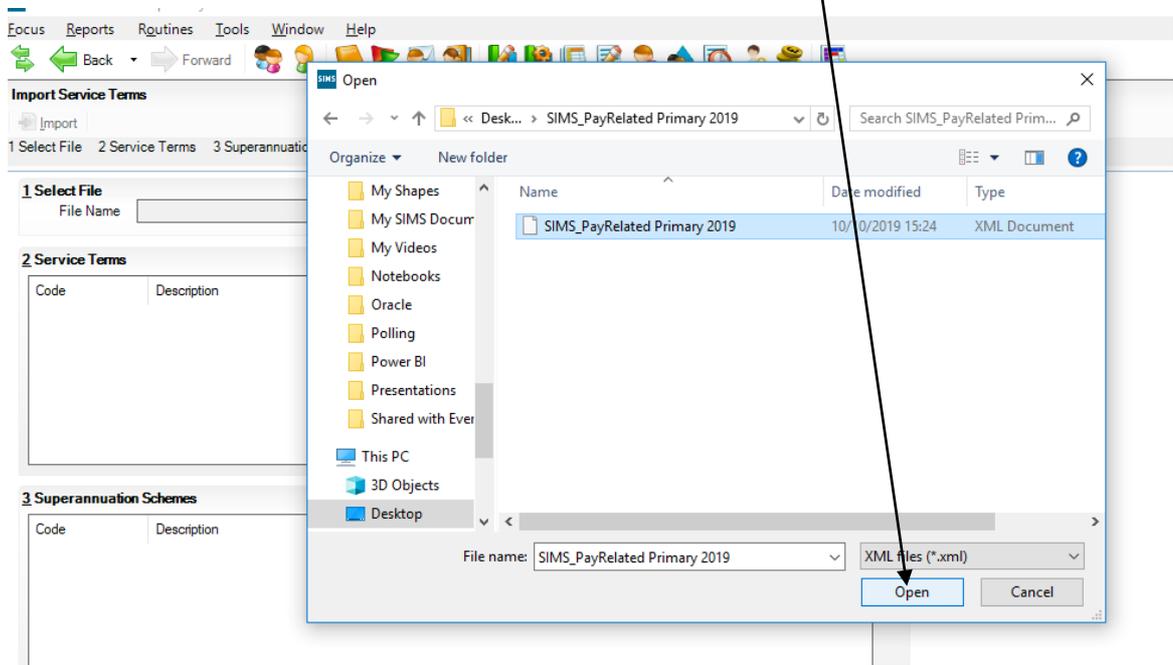
8) Click **Import**
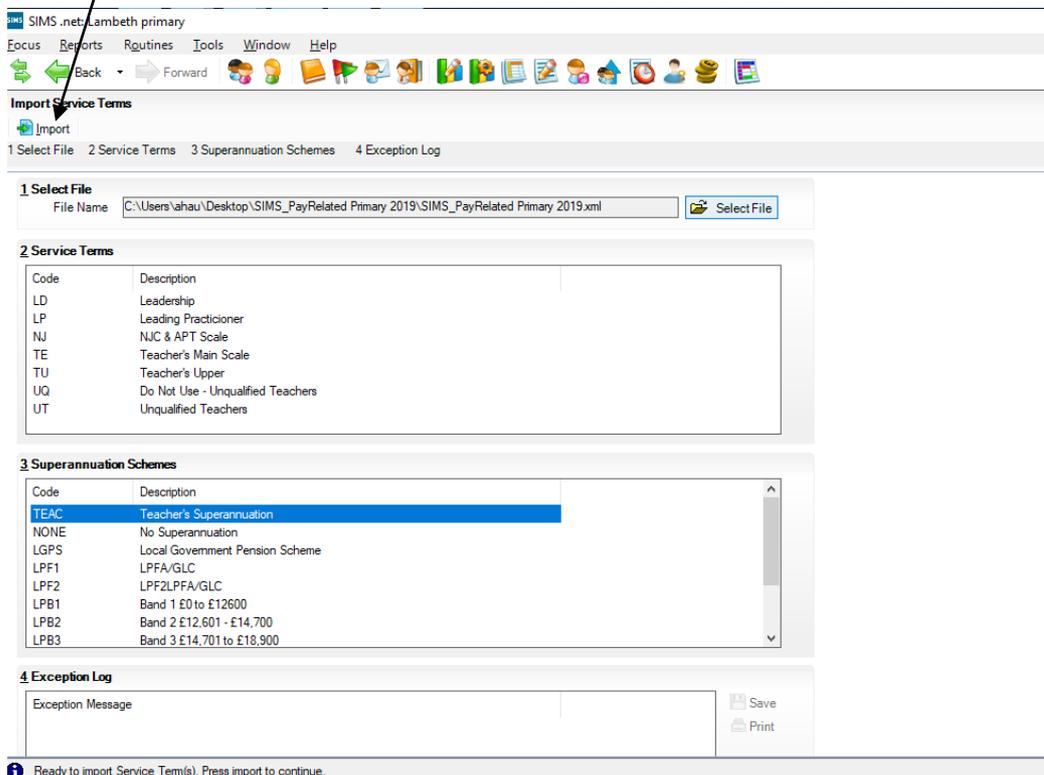
9) Wait while the data is imported
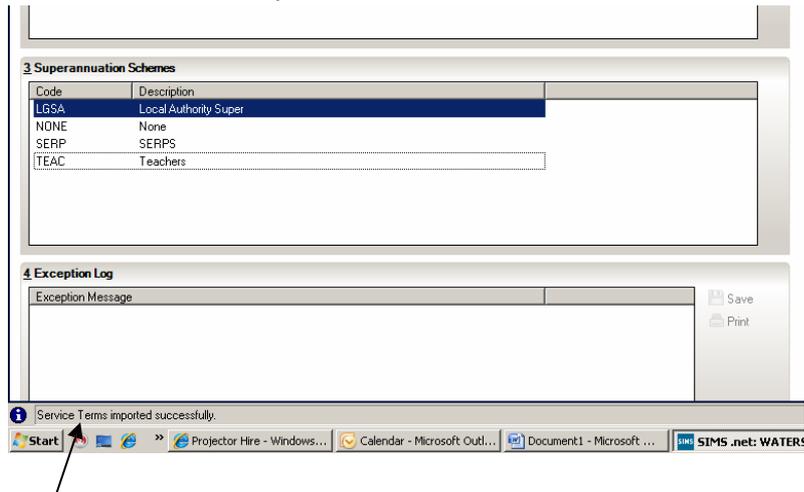
10) The message at the bottom of the screen indicates successful completion
11) Click Close