

## Importing the Pay Definitions File

**\*\*IMPORTANT\*\*** Schools should only import this file if their service terms and pay definitions on SIMS match. Importing this file into a system that doesn't match will potentially corrupt your pay definitions. If you are in any way unsure, please contact [jamcdonald@lambeth.gov.uk](mailto:jamcdonald@lambeth.gov.uk).

### 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

SIMS .net: Lambeth primary

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Import Service Terms

Import

1 Select File 2 Service Terms 3 Superannuation Schemes 4 Exception Log

**1 Select File**

File Name

**2 Service Terms**

Code	Description
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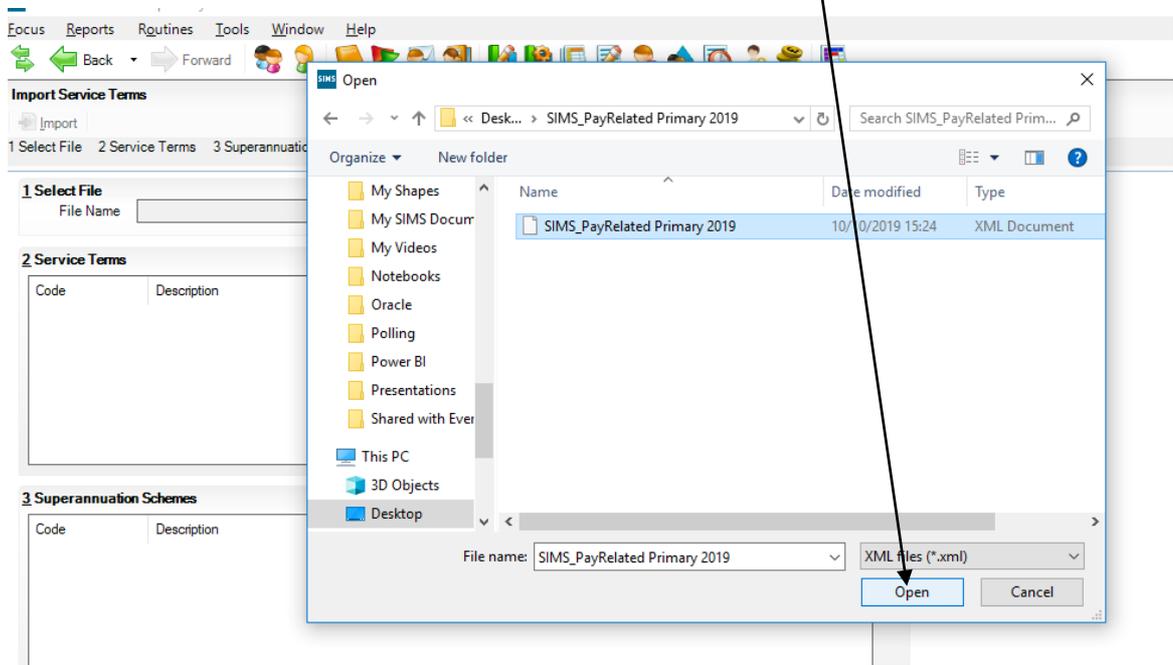
**3 Superannuation Schemes**

Code	Description
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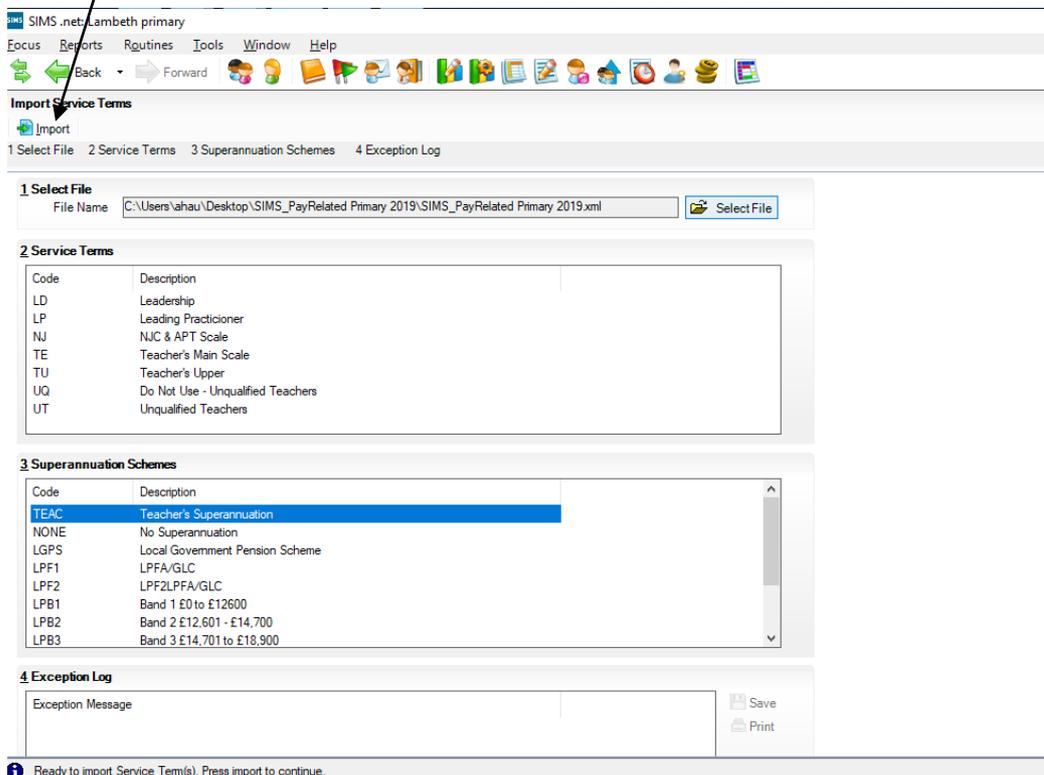
**4 Exception Log**

Exception Message

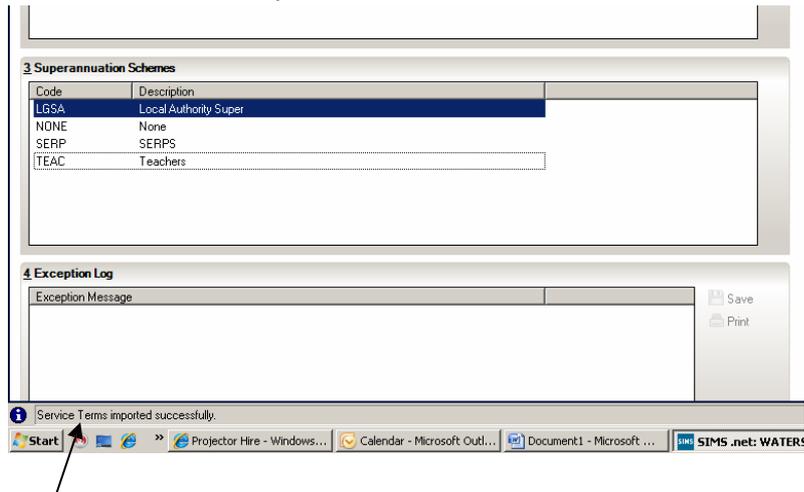
7) Select the file “SIMS\_Primary\_PayRelated import file 2020” (or Secondary) and click **Open**



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