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.

Unzip and Extract:

- 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: <u>https://www.lambeth.gov.uk/rsu/school-workforcecensus</u>)
- 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

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7) Select the file "SIMS_Primary_PayRelated import file 2020" (or Secondary) and click Open

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Service Terms			
Code	Description		
ID	Leadership		
IP	Leading Practicioner		
NJ	NJC & APT Scale		
TE	Teacher's Main Scale		
TU	Teacher's Upper		
UQ	Do Not Use - Unqualified Teachers		
UT	Unqualified Teachers		
Superannuatio	an Schemes		
Code	Description		^
TEAC	Teacher's Superannuation		
NONE	No Superannuation		
LGPS	Local Government Pension Scheme		
LPF1	LPFA/GLC		
LPF2	LPF2LPFA/GLC		
LPB1	Band 1 £0 to £12600		
LPB2	Band 2 £12.601 - £14.700		
LPB3	Band 3 £14,701 to £18,900		~
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9) Wait while the data is imported

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SA	Local Authority Super		
DNE	None		
RP	SERPS		
AC	Teachers		
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- /10) The message at the bottom of the screen indicates successful completion
- 11) Click Close