Adding Annual Increments

Most contracts are subject to annual incremental increases in spinal point. Typically, support staff (NJC) receive their annual increment every April. Teachers receive their annual increment in September.

To cater for this and to ensure that the contract data on SIMS is updated as these progressions take place, there is a function within SIMS Personnel 7 that allows you to view a list of staff and then select / tick those who you wish to assign an increase in spinal point (those who don't get an increment increase are left unticked). The system then updates the employees' contracts automatically to reflect the new incremental point.

NOTE: This routine increments a person's scale by one point only. For example, if the employee did not receive an increment point the previous year, it will not increment by two points this year.

1) Select **Tools | Staff | Annual Increment** to display the **Apply Increment to Staff** page.

2) Select the appropriate **Service Term** from the drop-down list.

3) The **Increment Year** should say **2021**.

4) The **Increment Month** defaults to the next calendar month. For NJC/Support staff payscales, this should be changed to **April**. For all other payscales, this should be changed to **September**.

5) Click the **Search** button. A list is displayed of all the contracts for members of staff who are eligible for an increment based on the selections made.

6) Select the member(s) of staff to whom the annual increment should be applied by selecting the check box beside their name. Alternatively, click the **Select All** or **Clear All** buttons to select all the names on the list or to clear your selections.

7) Click the **Apply** button to apply the increment point to all the selected members of staff. The system updates the contract details of the selected staff members.