

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 ahau@lambeth.gov.uk or JAMcDonald@lambeth.gov.uk.

Unzip and Extract:

- 1) Download or copy the zip file **"208_All_Teachers & Support Staff Service Terms 2025.zip"** to somewhere on your pc
- 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

Focus Reports Routines Tools Window Help

Back Forward

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

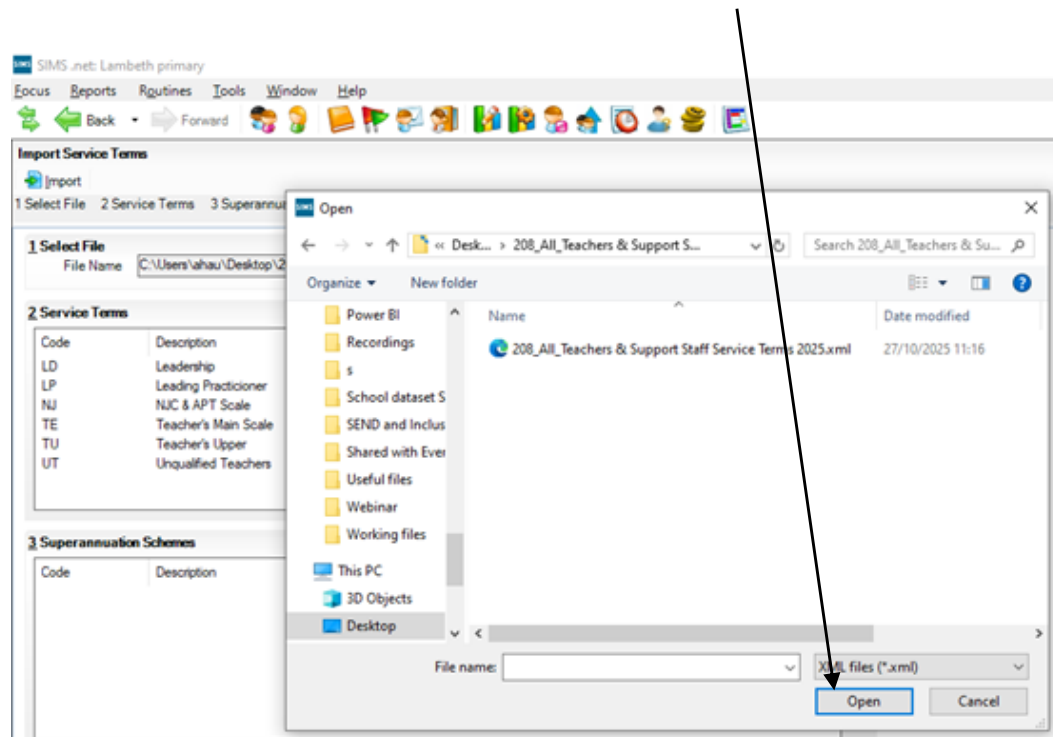
Code	Description
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4 Exception Log

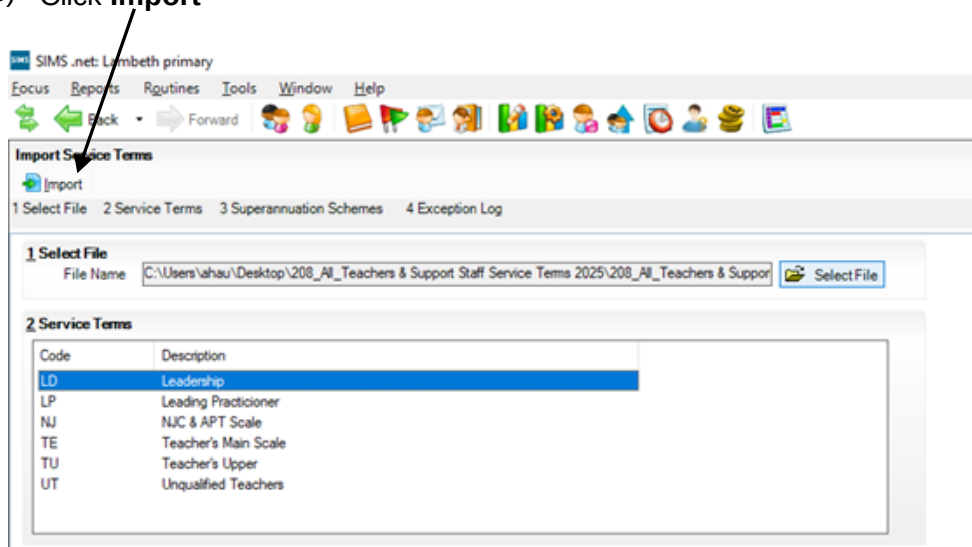
Exception Message

Save Print

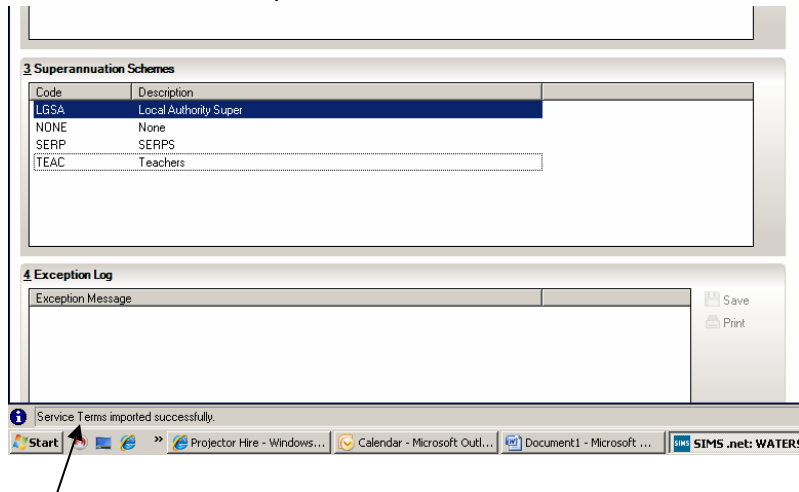
- 7) Select the file “208_All_Teachers & Support Staff Service Terms 2025.xml” and click **Open**



- 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