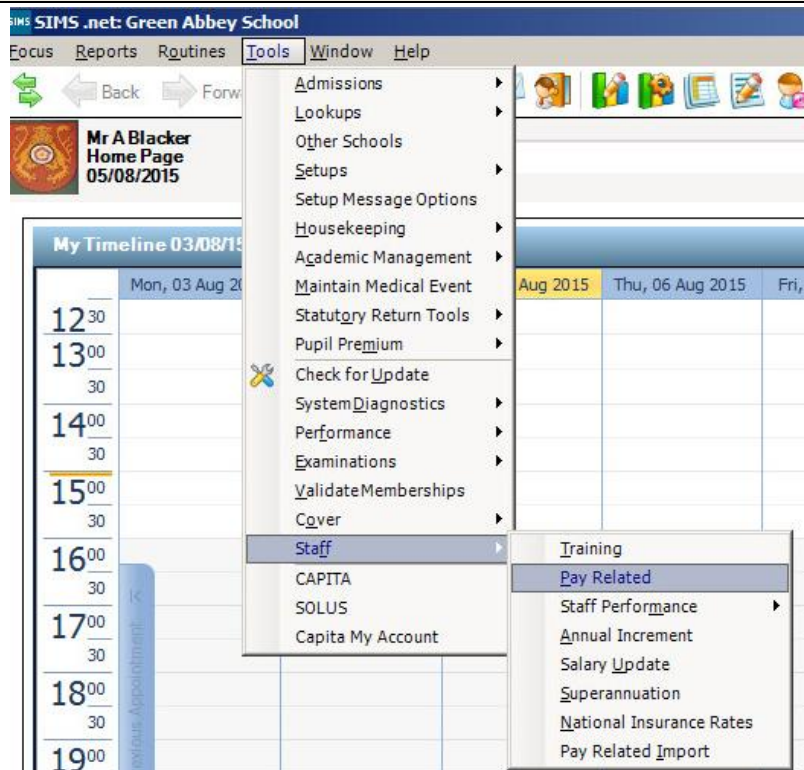
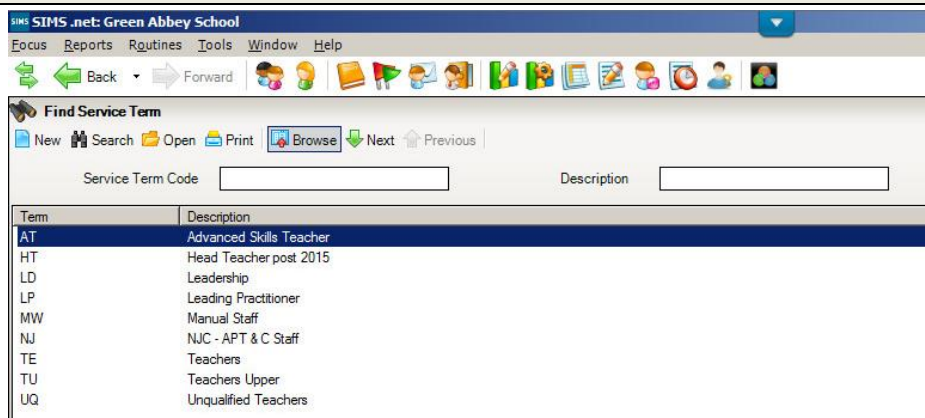


## Adding a new Pay Award

Navigate to Tools - Staff - Pay Related



Click on Search



Highlight the required Service Term and Double-Click

**Find Service Term**

New Search Open Print Browse Next Previous

---

**Service Term Details for Teachers**

Save Undo Print

1 Service Term 2 Pay Awards 3 Pay Awards by Salary Range 4 Allowances 5 Posts 6 Superannuation 7 Financial Sub-groups

---

**1 Service Term**

Code: TE Salaried: ☒ Pay Pattern

Description: Teachers Hours Worked/Week: 32.5000

Award by Salary Range: ☐ Term Time Only Possible: ☐

Spinal Progression: ☒ Weeks Worked/Year: 52.14300

Increment Month: September Teacher: ☒ Hidden: ☐

---

**2 Pay Awards**

Single Pay Spine: ☐

Minimum Point: 1.0

Maximum Point: 6.0 Interval: 1.0

Scales

Code	Description	Minimum Point	Maximum Point	Mapped Range
TMS	Teachers Main Scale	1.0	6.0	

Scale Award

Award Date: 01/09/2013, 01/09/2010, 01/09/2009, 01/09/2008, 01/09/2007, 01/09/2006

New Delete

Point	Amount
1	21804
2	23528
3	25420
4	27376
5	29533

Click on NEW (as highlighted above)

**SIMS Add New Award Date for Teachers**

**Detail**

From Point: 1

To Point: 6

Award Date: 01/09/2015

OK Cancel

From Point

Automatically filled from highlighted Scale

To Point

Automatically filled from highlighted Scale

Award Date

01/09/2015

Scale Award

**Scale Award**

Award Date: 01/09/2015

New Delete

Point	Amount
6	0
7	0
8	0
9	0
10	0

**Your screen may reference different points, depending on the service term you are amending**

Enter the amounts against the points as given in the LGA Guidance linked to the FAQ

**SAVE THE SERVICE TERM**