



SIMS Upgrade Notes

Teacher Pay Award (Thurrock) September 2010

This documentation describes the process to update SIMS.net Personnel 7 with teacher pay awards for September 2010. There are no updates needed for NJ staff.

The following Service Terms will be updated:

AS – Advanced Skills Teachers

ET – Excellent Teacher

LD – Leadership

TE – Teachers

TU – Teachers Upper

UT – Unqualified Teachers

Note: If you use any other Service Terms, these will have to be manually updated.

It is compatible with SIMS.net 7.132 (Summer Release 2010), schools should upgrade to this version if they have not already done so.

Checking your SIMS version.

Before proceeding, check your current version of SIMS. Go to **Help | About SIMS .net** and check the version and build numbers. Schools must be on the Summer Main release are on version 7.132 and database version 665.

Running the Salary Upgrade

Stage 1 – Backup SIMS & FMS

Before running the salary upgrade, make a backup of SIMS and FMS as described below:

Ensure that there are no other users logged into SIMS .net in your school.

It is important that backups are made before the upgrade, both for SIMS.net and FMS (this is especially important for Personnel 7 users where salary commitment information is being passed between SIMS.net and FMS)

Log into SIMS .net on the main machine and open System Manager. Close the Welcome Screen and go to **Tools | Create Backup**. Call the backup Pre Teacher Salary Award 2010 and add the current date, create the backup.

When that has finished, close **System Manager**.

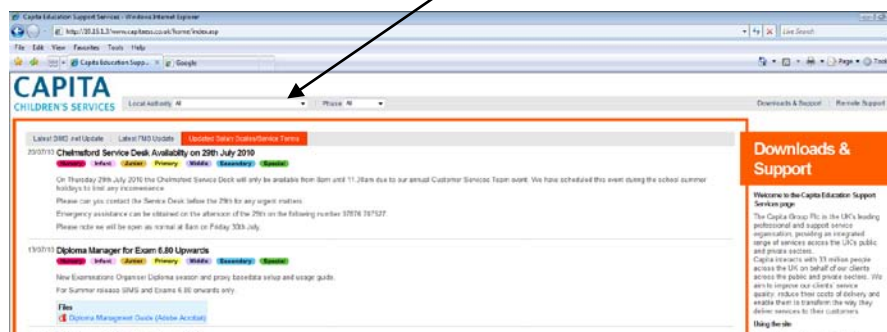
A backup copy of FMS should also be taken at this point. Schools with more than one FMS database need only backup the one linked to SIMS for salary commitments, this will be your main FMS database.

A user with FMS Access Rights levels 4 or 5 can carry out the backup. The backup is created on the Server, not the workstation, unless these are one and the same.

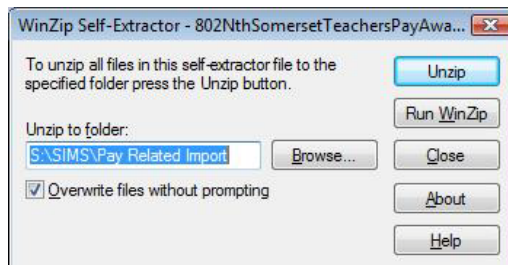
1. Select **Tools | FMS Transactions Backup**.
2. A confirmation dialog is displayed. Click the **Yes** button to continue. The backup is then carried out.

Stage 2 – Downloading the New Service Terms

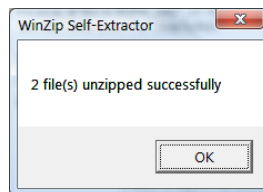
1. Ensure that **All** Personnel users have logged out.
2. It is necessary to download and run a file available on www.capitaess.co.uk. In Internet Explorer, navigate to this site.
3. On this website, click on Updated Salary Scales/Service Terms



4. In the section entitled Updated Salary Scales, choose Thurrock in the list of Local Authorities.
5. Click on the “Self extracting archive containing Pay Award files” link.
6. Click either **[Run]** or **[Open]** - whichever appears.
If a security warning is displayed, click **Run** to continue.
7. A WinZip Self-Extractor window will appear.



8. Ensure that the “Unzip to folder” path matches the location of your SIMS Drive folder (e.g. S:) then click [Unzip]. If the Drive letter is different, amend as required.

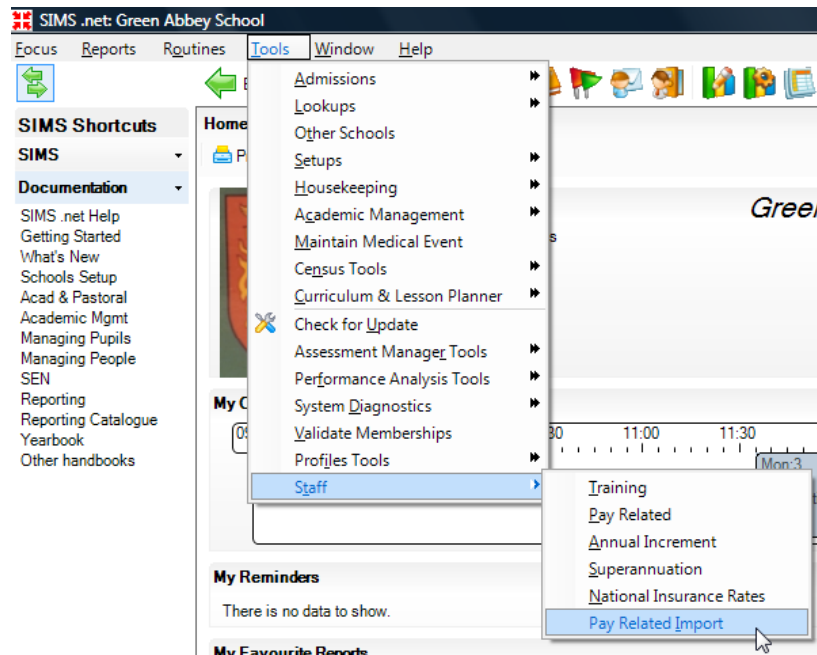


9. Click **[OK]** then **[Close]** to exit WinZip.

Stage 3 – Importing the Service Term Files

When files have been successfully downloaded, login to SIMS.net

Select **Tools | Staff | Pay Related Import**



This will open the **Import Service Terms** page

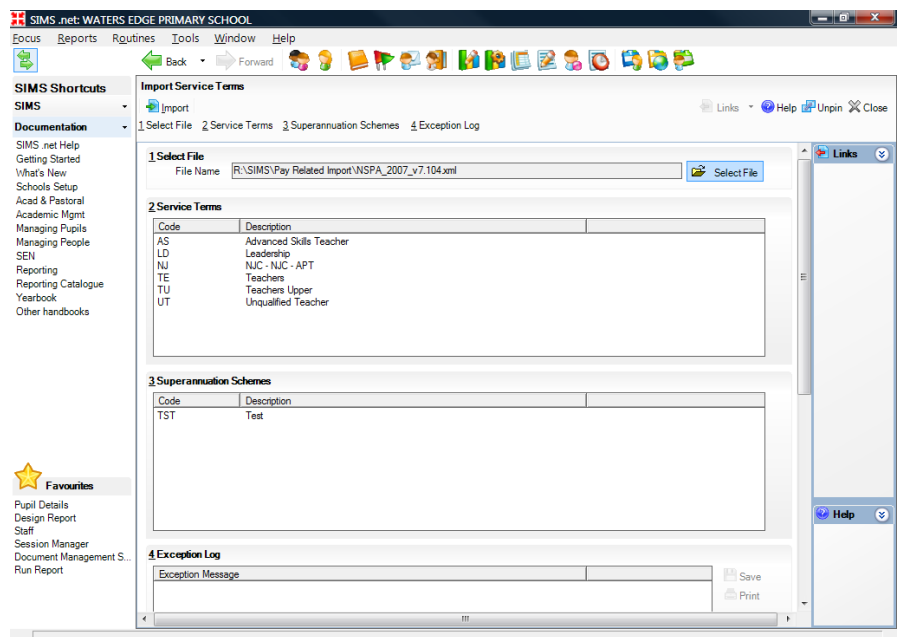
Click the **Select File** button to display a standard Windows® Open browser.

Navigate to the location of the XML file (e.g. S:\SIMS\Pay Related Import), select the file **SIMS_PayRelated883SEP2010132Fringe** and click the **Open** button. The Service Terms and Superannuation Schemes panels will then be populated.

To import the lookups, click the **Import** button.

If no problems are found, the lookups file will be imported into SIMS .net and a message "*Service Terms imported successfully*" is displayed on the message bar (bottom left of the screen). These lookups will immediately be available for use.

Any errors in the XML file that prevent it from being imported successfully into SIMS .net will be displayed in the Exceptions Log panel.

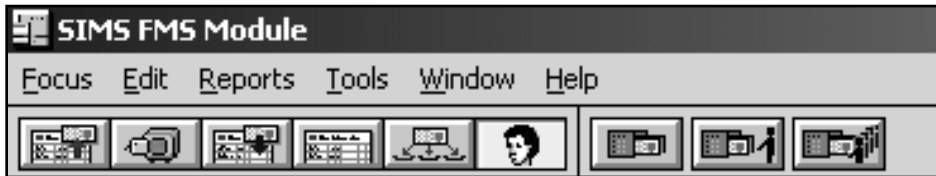


Any problems with the process should be reported to the helpdesk on 0844 893 8000 for assistance

FMS6 USERS ONLY:

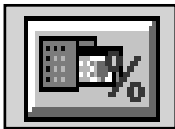
When the service terms have been updated, any uprates (the estimated pay awards) within FMS6 must be removed.

To remove the estimated pay award click on the **Personnel Links** icon, then the **Salary Projections** icon. The **Annual Award Percentage** icon will then be displayed on the right of the toolbar.

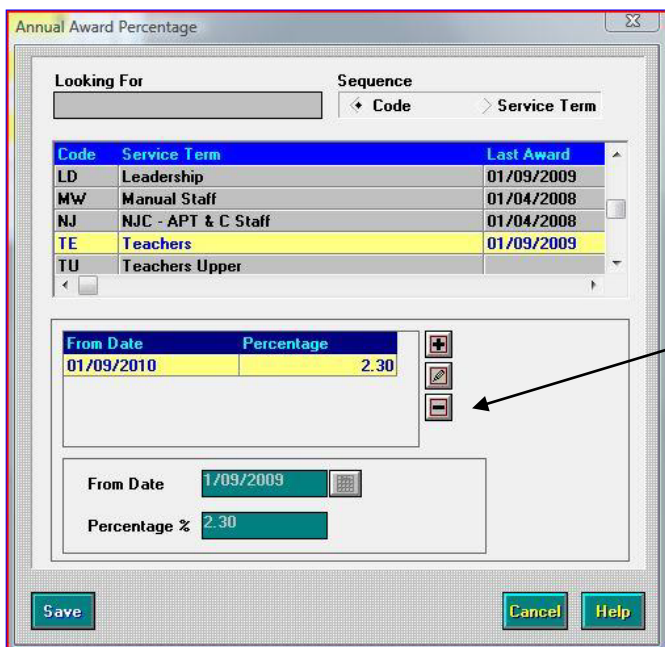


Personnel Links

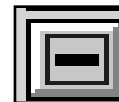
Salary Projections



Click on the **Annual Award Percentage** icon.



Highlight a **Service Term** and click on the minus button to remove the estimated percentage increase.



Click on **Save** to keep the changes.

The salary commitments will now be re-calculated to include the actual rather than the estimated pay increase.

This should be repeated for all Teacher Service Terms (AS, LD, TE, TU & UT)