

# Base Pay in School Workforce on SWF



# Remember...

- School Workforce no longer returns spine points unless it is on the Leadership scale.
- Base Pay or the Salary Amount (salary scales) that is linked to a spine point is returned. If you use spine points the system will automatically calculate and return a Base Pay for you.

# Before you run the census ...

**Decide on whether you want to use Salary Scales and Spine Points, Base Pay or both.**

**Please remember a Pay and Condition item can only contain either Base Pay or Spine points, not both at the same time. However you can have a mixture of Base Pay and Spine Point if they fall across a different range of dates on the same duty.**

If you want to update your salary scales that are linked to your employee spine points then:

- *Go to Employees and select Salary Scales. Select the financial year 2016/2017 and then select the appropriate salary scale e.g. Teachers Main. Update the amounts to reflect the school amounts that are paid for each spine point.*

If you want to update your Base Pay for each employee:

- *Go to Employees and select Pay and Conditions. Update the base pay field for each duty that an employee holds.*

If you want to update existing spine points and salary scales then:

- *Go to Employees and select Spine Points.*
- *Go to Employees and select Salary Scales*
- *Go to Employees and update their Pay and Conditions*

It is advisable to book training if you need to create your own spine points and salary scales.

# Running the census

## **Base Pay or Salary Amount linked to Spine Point?**

*You can use Base Pay, Spine points or a mixture of both across the system so long as each employee has one or the other.*

*The system will always take the Base Pay if it is available.*

*If the Base Pay is not available then the system will try to find the salary amount that is linked to the spine point for a duty that an employee holds therefore you need to ensure updated Salary Scales are loaded on to the system.*