

SIMS to SAP Webinar Q&As – 13 January 2021

Presentation can be located here ICT Zone / SIMS Guidance Notes / [SIMS to SAP](#)

Q. Does S2S pick up change of name?

A. No. Please visit SchoolsWeb / HR Zone <https://schoolsweb.buckscc.gov.uk/hr-zone/forms/> Notification Forms section. Evidence of change of name is required.

Q. How do I change bank details?

A. This is not covered by SIMS to SAP. Please visit SchoolsWeb / HR Zone <https://schoolsweb.buckscc.gov.uk/hr-zone/forms/> Notification Forms section.

Q. Re Headteacher salary change confirmation. If you have an electronic copy from Ch.of Govs confirming salary change, does the HR Changes report have to be signed by them in addition?

A. No, the electronic copy is sufficient, but must be retained.

Q. Absences relating to Covid

NB. Please check the description of your illness category is specified as Covid or Covid-19 as we are experiencing errors with the automatic upload where the school version is different. (I have just checked with HR that these descriptions are acceptable as any other variance will result in an error at their end).

If it is not one of the above, please amend it via Tools/Lookups/Maintain. Search for Illness category, locate your Covid version in the list, open it and amend the description. Thank you

- Positive Covid test:
Sickness absence with Illness category of Covid
- Isolating and working from home:
No absence recorded as still working.
Secondary schools using cover should record this as an internal absence (e.g. create a new absence called isolating working from home). Refer to SIMS team for assistance if necessary.
- Isolating and unable to work from home:
HT to discuss with individual and agree outcome. With HT's authorisation – one of Authorised absences.
If specific circumstances apply you may need to refer to HR.
- Isolating, awaiting a test result:
 - if able to work from home:
no absence recorded as still working.
Secondary schools using Cover should record this as an internal absence (e.g. create a new absence called 'isolating working from home')

Working in partnership with:



- if unable to work from home:
HT to discuss with individual and agree outcome. With HT's authorisation – one of Authorised absences.
If specific circumstances apply you may need to refer to HR.
- symptoms worsen, unable to work / positive test result:
sickness absence as above.

Further guidance for schools on all Covid matters is available on the Schoolsweb
<https://schoolsweb.buckscc.gov.uk/covid-19-corona-virus-latest-advice/covid-19-hr-guidance-for-schools-and-staff/>

If in doubt, please refer to HR for advice.

Q. If an absence is for more than 0.5/day but less than a full day, how is this entered?

A. One absence entry; enter number of hours.

Q. Payroll number is held on employment panel. Should this be removed?

A. The payroll number must be input to the Contract record for SIMS to SAP extracts to work.

If it is held on the employment panel, it will not be picked up. In addition, if the member of staff has more than one contract and you use FMS links, holding the payroll number here will cause issues, so our recommendation is to remove it.

HR and Payroll Costings Reports (PN41)

The Employee Master Data Spreadsheet can be used to check data against SIMS if you have a discrepancy in salaries, as follows:

Employee Master Data (PN41) heading		SIMS field
Grade/Level	=	Salary Range or Scale/point in SIMS ie MS; BP Range 2/12
FTE salary	=	Teachers: FTE salary located in Employment Panel/Contract . Support Staff: BP does not display actual amounts as not on ranges. You would need to note the Service term/point in SIMS then check this against the BP service term amount via Tools/staff/pay related/
FTE	=	Pay Factor in SIMS (not the FTE!) - ignore the decimal points when doing a comparison. - a discrepancy up to 0025 is acceptable ie 86.59 in SAP .8647 in SIMS discrepancy is 0012
Weekly Hours	=	Hours/Week
TTO weeks + TTO holiday	=	Weeks/Year You can check that the correct leave entitlement is being applied by referring to the Leave entitlement field Ensure staff are being paid for correct weeks For Term time only staff most contract will be on either 38 weeks (no INSETS worked*) or 39 weeks (INSETS worked)

		*not contracted to work INSETS but they may work some but put in a casual claim form to be paid just for days worked.
Allowance	=	Allowance description e.g. First Aid (BP), Special Needs 1
Amount (multiply by 12)	=	Amount per Annum in Allowance panel

You should also check:

- your service terms are up to date and that you have the current award dates and figures:
 - Teachers – 1.9 20
 - BP 1.4.20
- You do not have duplicate descriptions in any of pay ranges/scales in your service terms as only one of these would ever be updated by the SIMS import file.

This is particularly relevant to BP. You should only be using the descriptions
 Range 1, Range 2 etc through to Range 12
 Range 1a, Range 1b
 (exact description as specified).

If you have anyone on 'BP New Range 1a and 1b', this scale is no longer in use and should not be used as it has not been updated for some time. Staff should be moved to the appropriate scale/point as mentioned above.

The SIMS to SAP Data Cleanse Contract report can be run to check if this applies to anyone. If in doubt, please contact the SIMS team for assistance.

If you have any further questions, please email simstosap@buckinghamshire.gov.uk

For assistance with updating SIMS please contact SIMS Support team either by email ictschools@buckinghamshire.gov.uk or call 01296 383500 #1