

Amending Superannuation Details

Please refer to the **BUCKS 2013 Valuation__ Report Issue 1 Version 0 2 - RA Certificate.xls**. spreadsheet for the Employer Superannuation Contributions for your school, and amend your SIMS Superannuation amount from 1st April 2014 accordingly.

1. In SIMS.net select **Tools | Staff | Superannuation**
2. Click the **Search** button to display the Superannuation Schemes
3. Double click on **Bucks Pay Superannuation Scheme** to display contents

If the value does not match the value given for your school:

4. Select **01/04/14** click the **Open** button to amend
5. Change to the correct value for your school
6. Click **Ok**
7. **Save** the changes
8. **Close** the screen