

Course Title: Personnel New User Course - Primary

Duration:

1 Day

Times:

9.30am – 4.00pm

Course Aims:

At the end of the course you will be familiar with the range of personnel related data which can be held in SIMS and be able to:

* add new and edit existing personnel records
* maintain pay and contract related data
* maintain personnel data to support other areas of SIMS including pastoral structure, curriculum, FMS and statutory returns (including SWC)
* produce standard reports for data checking purposes.

Course Objectives:

* Adding and Editing of staff records
* Recording absences
* Recording Staff training events and individual staff training
* Recording staff qualifications
* Adding /Editing staff contract information including:
  + Secondments
  + Acting Up
  + Suspensions
  + Dealing with staff leavers
* Annual increments
* Pay Related Setup including:
  + Add a new service term
  + Add a new pay scale
  + Add a new post
  + Add a new allowance

Target Audience:

This course is aimed at New Users of Personnel 7

Requirements:

This course is aimed at staff in school with responsibility for updating and maintaining personal, professional and contractual information. Knowledge of SIMS and school personnel procedures is desirable