

Step by Step process for creating a scenario in HCSS to model your chosen option from the School Teachers Pay and Conditions Document September 2018

Step 1:

Create scenario and name it. Check that you don't already have 12 scenarios. If you do you will need to delete one.

SCENARIO NAME	NOTES	LAST ACCESSED BY	LAST ACCESSED	PRIVATE	LINKED	ACTIONS
In year updates 18/19 - monitor June 18		Michelle Palmer	26/09/2018 09:52:17	<input type="checkbox"/>	<input type="checkbox"/>	Select
Scenario Salary - monitor June 18				<input type="checkbox"/>	<input type="checkbox"/>	Select Save
2018/19 budget - final 24/05/18			26/09/2018 09:46:37	<input type="checkbox"/>	<input type="checkbox"/>	Select
Copy of approved 18/19 budget - test change TA hrs			04/07/2018 17:13:07	<input type="checkbox"/>	<input type="checkbox"/>	Select
Gov approved 2018/19 budget 13.06.18 - profiled			04/07/2018 12:00:17	<input type="checkbox"/>	<input type="checkbox"/>	Select
Copy of Draft 2018/19 budget - scenario testing 3			22/05/2018 11:29:45	<input type="checkbox"/>	<input type="checkbox"/>	Select
Copy of Draft 2018/19 budget - scenario testing 2			04/05/2018 10:28:02	<input type="checkbox"/>	<input type="checkbox"/>	Select
Draft 2018/19 budget 08.03.2018 H			01/05/2018 15:31:51	<input type="checkbox"/>	<input type="checkbox"/>	Select
Copy of Draft 2018/19 budget - scenario testing 1			20/04/2018 11:34:13	<input type="checkbox"/>	<input type="checkbox"/>	Select

Step 2:

Be clear what pay option/s you want to model based on the two briefing notes from Schools HR.

Step 3:

Open the scenario you have created and go to *Pay Scales*.

The screenshot shows the HCSS interface with a sidebar on the left containing navigation options: Local Authority, School, Scenario (highlighted), Help, BUDGET TOOLBAR, Forecast Balances, IE Chart, and Key Performance Indicators. The main content area is titled '+ Pay Scales' and contains a grid of menu items:

- BUDGET SUMMARY**
 - View Budget Dashboard
 - View Budget Summary
- BUDGET PLANNING**
 - Brought Forward Balances
 - Pupil Numbers
 - School Budget Share
 - Non-School Budget Share Income
 - Staffing
 - Other Expenditure
 - Capital
- PAYROLL RECONCILIATION**
 - Reconcile
- TOOLS**
 - Quick Salary Calculator
- REPORTS**
 - Reporting Module

The 'Pay Scales' option under 'DATA SETTINGS' is circled in red.

Step 4:

Check the *Tabs* you have at the top. Examples might be:

+ Pay Scales

Hay Scale SEN **Teachers** TLR

Scale Type Point Based / Flexible Staffing Types

Grouped Point Based Flexible Teacher Support

+ Scale Groups

- > Leadership
- > Main**
- > Unqualified
- > Upper

Step 5:

Highlight tab *Teachers* and go to *Main*

Step 6:

Be reminded that when you set the budget at the beginning of the year a 1% pay inflation was implemented to September 2018 and to each subsequent year thereafter. To model the new pay awards/options correctly you have to work on the figures as at April 2018 and NOT September 2018.

Step 7:

The column you need to reference back to is the one labelled *April 2018*

Step 8:

If you chose *Option 1* in September 2017 the figures you should see as at APRIL 2018 are:

Scale Ranges	
RANGE	APR 2018
Min	22,917
Max	33,824

Scale Points	
SCALE POINT	APR 2018
1	22,917
2	24,728
3	26,716
4	28,772
5	31,039
6	33,492

If you chose *Option 2* in September 2017 the figures you should see as at APRIL 2018 are:

Main	
INCREMENT TO POINT	
6	
Scale Ranges	
RANGE	APR 2018
Min	22,917
Max	33,824
Scale Points	
SCALE POINT	APR 2018
1	22,917
2	24,484
3	26,453
4	28,488
5	30,734
6	33,824
6 of 6 item(s)	

Step 9:

The example we are working through here is for a school that chose *Option 1* as the starting point in September 2017 and has chosen to uplift by *Option 1* as stated in the HR briefing paper in September 2018 (*Option1/Option1*).

Option 1 (Sept 2018) is to:

- Uplift all values on the MPR and unqualified pay ranges by 3.5%
- Uplift all values on the UPR, the leading practitioner range, all TLR values and the SEN allowances by 2%
- Uplift all values on the leadership group pay range by 1.5%

Step 10:

Go to the end column on the right and click *Edit* which allows you to enter new values in the *September 2018* column.

Main							
INCREMENT TO POINT							
6							
Scale Ranges							
RANGE	APR 2018	SEP 2018	SEP 2019	SEP 2020	SEP 2021	SEP 2022	AC1
Min	22,917	23,146	23,378	23,611	23,848	24,086	Select
Max	33,824	34,162	34,504	34,849	35,197	35,549	Select
Scale Points							
SCALE POINT	APR 2018	SEP 2018	SEP 2019	SEP 2020	SEP 2021	SEP 2022	AC1
1	22,917	23,146	23,378	23,611	23,848	24,086	Select
2	24,728	24,975	25,225	25,477	25,732	25,989	Select
3	26,716	26,983	27,253	27,526	27,801	28,079	Select
4	28,772	29,060	29,350	29,644	29,940	30,240	Select
5	31,039	31,349	31,663	31,980	32,299	32,622	Select
6	33,492	33,827	34,165	34,507	34,852	35,200	Select
6 of 6 item(s)							

We would recommend at this stage that you only alter the numbers in the column Sept 2018 and allow the 1% inflation to continue to pre-populate subsequent years.

Click Save before moving to the next line

Scale Ranges							
RANGE	APR 2018	SEP 2018	SEP 2019	SEP 2020	SEP 2021	SEP 2022	ACTIONS
Min	22,917.00	23,720.00	23,957.20	24,196.77	24,438.74	24,683.13	Save
Max	33,824		34,504	34,849	35,197	35,549	Select

Next line

Scale Ranges							
RANGE	APR 2018	SEP 2018	SEP 2019	SEP 2020	SEP 2021	SEP 2022	ACTIONS
Min	22,917	23,720	23,957	24,197	24,439	24,683	Select
Max	33,824.00	35,008.00	35,358.08	35,711.66	36,068.78	36,429	Save

Scale Points

Step 11:

Repeat this for every scale point being sure to Save after each edit.

When you have finished (as our example of *Option 1/Option 1*) you should have:

Scale Ranges		
RANGE	APR 2018	SEP 2018
Min	22,917	23,720
Max	33,824	35,008

Scale Points

SCALE POINT	APR 2018	SEP 2018
1	22,917	23,720
2	24,728	25,594
3	26,716	27,652
4	28,772	29,780
5	31,039	32,126
6	33,492	34,665

Step 12:

Repeat the process for *Leadership, Unqualified* and *Upper*, and then to the *TLRs* and *SEN* tabs as applicable. Also if you have alternative pay scales, for example, M6 MAX and Main 11 for half points, you will need to update these as well.

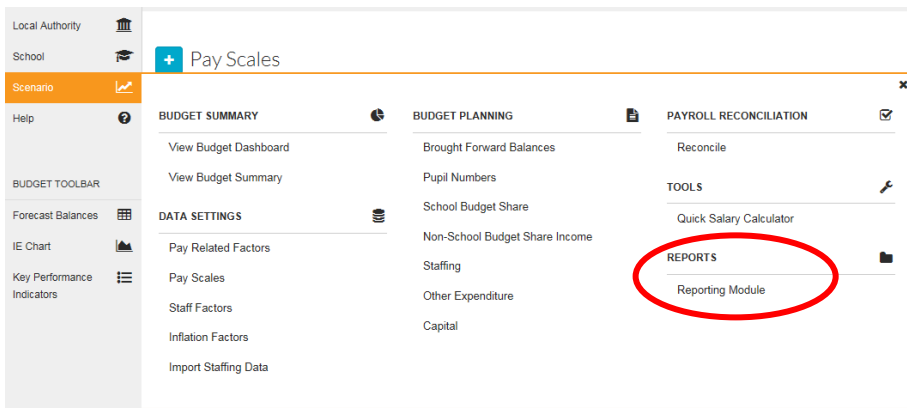
Hay Scale M6 +2% MAX MAIN 11 SEN Teachers TLR 7

Scale Type Point Based / Flexible Staffing Types

Grouped Point Based Flexible Teacher Support

Step 13:

Once you have completed this, to run a comparison, go to *Scenario* and select *Reporting Module*:

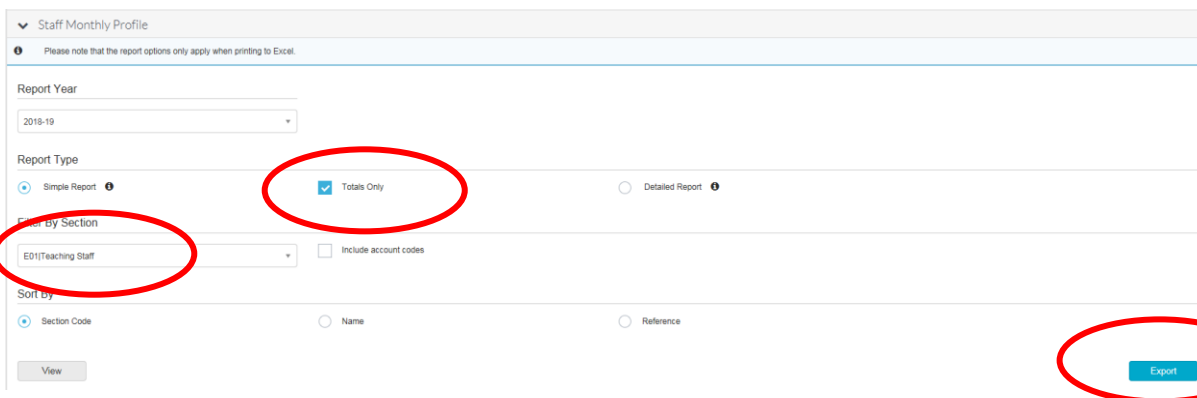


This will bring up the following screen. It defaults to the Financial Reports tab but you will need to select the Pupil/Staff Reports tab



Select the *Staff Monthly Profile* report as below to open up the drop downs:

Select *Totals* only and *Teaching Staff* and then *Export*



This will then open up in Excel.

The top screen shot is with the new figures applied from September onwards. Be mindful to remove any member of staff who finished in August.

Job Type	April	May	June	July	August	September	October	November	December	January	February	March	Year Total
Teacher	750	750	750	750	750	765	765	765	765	765	765	765	9,105
Teacher	3,803	3,803	3,803	3,803	3,803	3,882	3,882	3,882	3,882	3,882	3,882	3,882	46,189
Teacher	1,503	1,503	1,503	1,503	1,503	0	0	0	0	0	0	0	7,515
Teacher	0	0	0	0	0	1,272	1,272	1,272	1,272	1,272	1,272	1,272	8,906
Teacher	2,593	2,593	2,593	2,593	2,593	2,647	2,647	2,647	2,647	2,647	2,647	2,647	31,497
Teacher	4,387	4,387	4,387	4,387	4,387	4,477	4,477	4,477	4,477	4,477	4,477	4,477	53,271
Deputy Headte	5,111	5,111	5,111	5,111	5,111	5,189	5,189	5,189	5,189	5,189	5,189	5,189	61,876
Teacher	2,391	2,391	2,391	2,391	2,391	2,682	2,682	2,682	2,682	2,682	2,682	2,682	30,728
Teacher	4,097	4,097	4,097	4,097	4,097	4,181	4,181	4,181	4,181	4,181	4,181	4,181	49,756
Teacher	2,804	2,804	2,804	2,804	2,804	3,136	3,136	3,136	3,136	3,136	3,136	3,136	35,972
0	27,439	27,439	27,439	27,439	27,439	28,231	28,231	28,231	28,231	28,231	28,231	28,231	334,814
0	27,439	27,439	27,439	27,439	27,439	28,231	28,231	28,231	28,231	28,231	28,231	28,231	334,814
	8.20%	8.20%	8.20%	8.20%	8.20%	8.43%	8.43%	8.43%	8.43%	8.43%	8.43%	8.43%	100.00%

To compare with what was in your original or working budget you will need to follow the same process as above to create that report.

Job Type	April	May	June	July	August	September	October	November	December	January	February	March	Year Total
Teacher	750	750	750	750	750	757	757	757	757	757	757	757	9,052
Teacher	3,803	3,803	3,803	3,803	3,803	3,842	3,842	3,842	3,842	3,842	3,842	3,842	45,915
Teacher	1,503	1,503	1,503	1,503	1,503	0	0	0	0	0	0	0	7,515
Teacher	0	0	0	0	0	1,219	1,219	1,219	1,219	1,219	1,219	1,219	8,530
Teacher	2,593	2,593	2,593	2,593	2,593	2,620	2,620	2,620	2,620	2,620	2,620	2,620	31,308
Teacher	4,387	4,387	4,387	4,387	4,387	4,432	4,432	4,432	4,432	4,432	4,432	4,432	52,955
Deputy Headte	5,111	5,111	5,111	5,111	5,111	5,163	5,163	5,163	5,163	5,163	5,163	5,163	61,692
Teacher	2,391	2,391	2,391	2,391	2,391	2,615	2,615	2,615	2,615	2,615	2,615	2,615	30,258
Teacher	4,097	4,097	4,097	4,097	4,097	4,139	4,139	4,139	4,139	4,139	4,139	4,139	49,462
Teacher	2,804	2,804	2,804	2,804	2,804	3,058	3,058	3,058	3,058	3,058	3,058	3,058	35,424
0	27,439	27,439	27,439	27,439	27,439	27,845	27,845	27,845	27,845	27,845	27,845	27,845	332,111
0	27,439	27,439	27,439	27,439	27,439	27,845	27,845	27,845	27,845	27,845	27,845	27,845	332,111
	8.26%	8.26%	8.26%	8.26%	8.26%	8.38%	8.38%	8.38%	8.38%	8.38%	8.38%	8.38%	100.00%