

### How to apply Annual Increments.

Access to the Annual Increment in SIMS .net is available to staff with Personnel Officer Permissions.

From the route: Tools > Staff > Annual Increment.

We can search for any outstanding increments

The browse will allow you to check each Service Term to see which increments are due to be applied.

Increments will need to be applied to each of the Service Terms which have spinal progression in your School.

Select the Service Term, Increment Year Increment Month.

then Click SEARCH

Name	Scale	From Point	To Point	Increment Date	Last Increment Date
<input type="checkbox"/> Gascoigne Marie	Grade C	12	13	01/04/2009	01/04/2006

A list of staff due an increment will appear. **PLEASE Check when the last increment was given** as if this has not been done regularly it will apply one increment rather than the correct value.

See example. *The contract scale has not been incremented in SIMS .net since April 2006. You will need to change the Increment Year Start date to April 2007 select the staff due an increment then click to apply the increment and then do the same again each year until the current year.*

Select Staff and Click to Apply