To ensure that the new scales feed through correctly, you will need to follow these short steps to every budget that you intend to rely on for 2025/26 budget planning. These steps are crucial to ensure that the new scales feed through and should not be ignored.

These changes should **not** be applied to any Payroll Reconciliation budgets that you use or to the 25/26 Governor Approved budget.

The 25/26 Governor Approved budgets should be as your Governors approved your budget including the 3% inflations for 25/26.

1. Log into SBS and navigate to the "Console"

00	workspace	Console			
6	Budgeting 🗸 🗸				
•4	Console ^	<u>∓</u> ≿ General	Coding	🛃 Admin Tables Index	🔉 Staffir
荘	General	Organisation Settings	Budget Codes	Teacher Pay Scales	Staff Memb
2.	Coding	Locations	Cost Centres	Support Pay Scales	Extended Le
	Admin Tables Index	Clusters	Fund Codes	National Insurance	Contract Ty
2.	Staffing	Users	Analysis Tags	Extended Leave Rates	Service Terr
<u> 3</u> [2	Income & Expenditure	Terminology	Financial Reporting Codes	LA Funding Rates	Allowances
	Budgets		Payroll Codes		Staff Assum
œ	Reports				Custom Pay
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**: 	Messaging	GAG Pooling	Management	Actuals & Commitments	Flash
		Top Slice	Budget Groups	Budget vs Actuals	News
		Non-Staff Inflation	Settings Overview	Budget vs Forecast	

2. Click "Management" under the Budgets header

# Budgets

### Management

- 3. Find the budget that you wish to apply the new pay scales to from the list. Click the budget name
- 4. Navigate to the "Assumptions" tab



## 5. Click Edit Budget

••			SW Cambridgeshire County Coun	~
~	Budgets	← May 25 SMER	**	••
	Management	CORE SETTINGS CONTRACT TYPES ASSUMPTIONS		
	Budget Groups		Edit Budget	٦
4	Settings Dashboard			
		Teacher Pay Scale tables +		

- 6. You should check that your set up for each pay table looks as follows
  - a. For Teachers Pay Scales

~	Budgets	← May 25 SME		***
-	Management	CORE SETTINGS CONTRACT TYPES ASSUMPTIONS		
	Budget Groups			Save Budget
•	Settings Dashboard	Teacher Pay Scale tables	+	Discard Changes
		Effective From * 01/04/2024 Teacher - 2023		
		Effective From * Teacher Pay Scale Table * State - 2024	Î	
		Effective From * D1/09/2025 Teacher Pay Scale Table * Control * Teacher - 2025 (Prov. 4%)	iii	
		Table applies until subsequent table is applied		

To add the 01/09/2025 pay scale table click on the add button, as shown below:

~	Budgets	← May 25 SME	
_	Management	CORE SETTINGS CONTRACT TYPES ASSUMPTIONS	
	Budget Groups	Save Budget	
*	Settings Dashboard	Teacher Pay Scale tables Discard Changes	
		Filartive From *	

b. For Support Pay Scales

#### Please show as per the below.

Support Pay Scale table	es	+
Effective From * 01/04/2024	Support Pay Scale Table * Support - 2024	•
	Table applies until subsequent table is applied	

The support staff pay award has not yet been approved. Please do not amend the Support Staff Pay Scale. Once the pay award for support staff has been agreed, we will issue further guidance to schools

## c. For Custom Scales

Custom Teacher P	ay Scale t	ables		+
Effective From * 01/04/2024		Custom Teacher Pay Scale Table Custom Teacher Scales Sept 2023	⊗ -	Î
Effective From * 01/09/2024		Custom Teacher Pay Scale Table SSCT Teacher Pay Scales Sept24	⊗ -	Î
Effective From * 01/09/2025		Custom Teacher Pay Scale Table SSCT Teacher Pay Scales Sept25	S -	Î
		Table applies until subsequent table is applied		

## d. For Staff Assumptions

Staff Assumptions table * WorkingAssumptions25/26 0%T, 3%S	× (3)	Non-Staff Inflation table * 25/26 Non Staff Inflation Table	× ×
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7. Once you have checked and updated where necessary to mirror the set up above, click "Save Budget"

*Please note, you must click "Edit Budget" and "Save Budget" even if your assumption tables match as outlined above and no changes are required.

•••			SW Camb	ridgeshire County	Coun 🗸
~	Budgets	← May 25 SMER			•••
	Management	CORE SETTINGS CONTRACT TYPES ASSUMPTIONS		_	
	Budget Groups			Save Budget	
		Marrie T			

8. You should repeat these steps in each budget you intend to rely on for 2025-26 budget forecasting.