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**East Dunbartonshire Council**
www.eastdunbarton.gov.uk

Salary Calculator – User Guide

Introduction

This guide will give an overview of the new calculator for employee salaries that has been created to replace the mock virement. This calculator has been made to look as similar as possible to the virement function currently used in SEEMiS to so that the calculations are as simple as possible, the only difference being they are not going through SEEMiS.

This guide will explain what the different fields within the calculator do and how to complete them. As with calculations in SEEMiS, this spreadsheet will only let you enter correct data, e.g. it will not let you enter a start date outwith the current financial year. If you enter incorrect data you will see this error message:
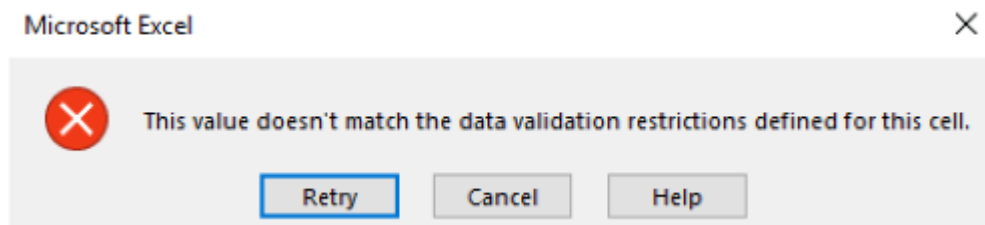
PLEASE NOTE This Salary Calculator is on an excel spreadsheet only and is not linked to any live systems, therefore any calculations you make will not have any effect or impact on other systems.

If you experience any problems or issues with the calculator, please contact the **Education Accountant**.

How to use the Salary Calculator

The Salary Calculator has a number of fields that when filled in correctly will produce a calculation to allow you/your Head Teacher to plan how best to manage your available budget.

From and To

These fields are the proposed start and end dates of a contract. In **From**, type in the date you want the contact to begin, and in **To** type in the date the contract will end, in the format DD/MM/YYYY.

You will only be able to enter days of the working week; if you try to put in a weekend or a holiday you will see the error message, so please only enter days between Monday and Friday when the school will be open.

Category

Select the correct category for the role you would like to calculate. This field is a drop down list, so first select the field and then the arrow to the right of the cell to see the four drop down options: Teachers, A.P.T.&C. Staff, Ancillary Education Worker or Manual Worker.

You can only select from those four options, if you try typing in this field you will receive the error message.

Cost Centre

Select the correct cost centre for your establishment. This field is a drop down list, so first select the field and then the arrow at the right of the cell to see all drop down options. When you have selected the cost centre, the field to the side will automatically populate with the name of the establishment, so you can double check you have chosen the correct one.

You can only select from the cost centres in the drop down menu, if you try to type in this field you will receive the error message.

Grade

Choose the correct grade for the position you would like to calculate. This field is a drop down list, so first select the field and then the arrow at the right of the cell to see all drop down options.

You can only select from the cost centres in the drop down menu, if you try to type in this field you will receive the error message.

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Grade	892 Grade 10 (SCP 84-92) Pt 92	
	892 Grade 10 (SCP 84-92) Pt 92	
	893 Grade 11 (SCP 93-99) Pt 93	
	894 Grade 11 (SCP 93-99) Pt 94	
	895 Grade 11 (SCP 93-99) Pt 95	
	896 Grade 11 (SCP 93-99) Pt 96	
	897 Grade 11 (SCP 93-99) Pt 97	
	898 Grade 11 (SCP 93-99) Pt 98	
	899 Grade 11 (SCP 93-99) Pt 99	

Hrs

This field is how many hours of the working week you would be looking for a new staff member to work. You can type in any number of hours between 1 and 35. If you try to type a number higher than 35 you will receive the error message.

Hrs	35

No Posts

In this field, type in the number of posts you would be looking to calculate.

No Posts.	1

Total

The total at the bottom of the page pulls together all information you have put in to the calculator and produces the total amount it would cost to a hire a staff member(s) on the terms entered.

Basic	50,695	
Sup	11,356	22.4%
NI	5,576	11.0%
Total (inc Sup&NI	67,627	

Basic is basic pay that would be expected, **Sup** is Super Annuation and **NI** is National Insurance contributions. The calculator works out the percentage of Sup and NI based on the choice of role and cost centre, and adds both to the basic pay to produce the total at the

bottom.

This information can then be used to inform decision and may feed into the new Virement/Budget journal process.