## Educator Solutions Budget Planner Salary Costs Update

To update the salary costs held within your Budget Planner Software select the '**Salary Costs**' option within the "**Upgrades**" dropdown of the toolbar:

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			-	125	Salary Costs

Salary Update	×
Which salary option do you wish to import?	ОК
1: 2% MPR Spinal Point 1 Only, 6a maximum 2: 2% on all MPR Spinal Points, 6a maximum 3: 2% MPR Spinal Point 1 Only, 6b maximum 4: 2% on all MPR Spinal Points, 6b maximum	Cancel
1	

Enter the Option Number you wish to import, and then click '**OK**'.

Most establishments will choose Option 1, however, if you are unsure of the option to choose please contact your Finance Support Officer.

- 1: ESOPS 2018-19 6a
- 2: Those schools that adopted 2% across all MPR in 2017-18 6a (3.5% for 2018/19)
- 3: ESOPS 2018-19 6b
- 4: Those schools that adopted 2% across all MPR in 2017-18 6b (3.5% for 2018/19)

This message will appear once the salary costs have been downloaded. Click '**Yes**' if you wish to recalculate your salary costs immediately, or '**No**' to manually recalculate them at a later point.





If '**Yes**' was clicked, please wait for the confirmation message (which may take some time depending on how many staff members and staffing forecasts that the Budget Planner holds).

Click '**OK**'. The staffing forecasts should then be checked, and the detailed budget updated with the new figures:

