



fusionHR
IT'S A PEOPLE THING

SIMS Personnel Module

Manage personnel data in SIMS with confidence

Target Audience

This session is designed for Administration Staff

Course Details

The aim of the course is to ensure delegates will be familiar with the range of Personnel-related data which can be held in SIMS - with a focus on data collected by the School Workforce Census.

By the end of the course, you will have an understanding of how to:-

- Add new and edit existing staff records
- Record absences and staff training
- Record staff training and qualifications
- Add contract information
- Modify contracts including secondments, acting up, suspensions
- Process annual

Cost

SLA Clients: £195 + VAT per person
Non-SLA Clients: £220 + VAT per person

How to Book

Call 01924 827869 or go online to www.fusionbusiness.org.uk to book.

enquiries@fusionbusiness.org.uk
www.fusionbusiness.org.uk
01924 827869

Full Day Workshop

Key Benefits

- Ensures delegates understand the range of Personnel-related data which can be held in SIMS including the School Workforce Census

Speaker Profile

Brought to you by Fusion, School ICT Services offers comprehensive training for SIMS users. Having your system users well-trained helps to ensure efficient and effective use of data systems overall and therefore improve your return on the school's MIS investment.