

**Schedule of Services
for Schools
from
HR ONE - Payroll**



your partner in business

Payroll

We are one of the largest payroll providers in the South West providing a high-quality, professional service that offers great value for money. We provide a full payroll service, which includes giving help and support with all aspects of your payroll requirements. We will work closely with you to provide a payroll service that meets your needs. We have many years of experience in running payrolls for large and small educational establishments, numerous academies and other public bodies. We have close, established links with related organisations such as HM Revenue and Customs (HMRC), The Pensions Regulator, the Local Government Pensions provider and the Teachers' Pensions Service. We are also members of the Local Government Association, and the South West Payroll Group. These forums are very valuable and provide a support network and increased knowledge hub to support our customers.

Our comprehensive payroll service includes:

1. HR & Payroll Management Self-Service System

You will have access to our self-service HR and payroll management system, iTrent (hosted by MHR). iTrent allows employees, managers and support staff to access their own or staff's records accordingly for their role from any internet-enabled device. Employees can use iTrent to update their personal details, input claims and absences, view their payslips electronically and see contractual information. Managers and support staff can view details for staff they have responsibility for, receive automatic notifications for information or approval and change contractual information. They can submit claims and absences directly into the system as well as sending instructions to Payroll.

We will gladly work with you to advise on the best set up for your requirements, allowing greatest efficiency in your processes.

2. Administration

The following administrative tasks will be performed each month as part of your agreement for all employees, based on notification from yourselves. Please ensure that notification is received by the published deadlines for the change to take place in that month.

- Setting up new starters or additional positions for existing staff;
- Implementing changes in grade; contract type; employee costing; tax code or national insurance
- Ending contracts for leavers
- Termination payments, including notice, pay in lieu of notice and redundancy payments
- Membership changes to the Local Government Pension Scheme through contractual enrolment and opt ins/outs
- Membership changes to the Teachers' Pension Scheme through contractual enrolment and opt ins/outs
- Absence administration – absence notification through iTrent
- Third party administration
- Maternity/Paternity/Adoption administration
- Processing of Deduction from Earnings Orders and Attachment of Earnings Orders
- Processing of deductions in respect of salary sacrifice arrangements
- General written and telephone-based pay enquiries from your school
- Overpayments – we will calculate the value of overpayments and pursue any overpayment on your behalf
- Death in service administration
- Application of pay awards (see also section 4. Pay Awards)
- Automatic application of increments dependent on Terms & Conditions (see also section 5. Increments)
- Processing of monthly payrun cycle including gross to net calculations, validation and exception report checking, transmission of all BACS payments (verification or approval is not required from the customer before BACS payments are sent) and statutory returns to HM Revenue & Customs
- Production of electronic payslips, P60s and P45s for employees to access via iTrent
- Provision of reports during the payrun showing employee contractual information and claims

3. Reporting

We will provide the following reports of activity for each pay period:

- Assignment list (personal and contractual information for each employee and position)
- Claims Summary – Interim (claims due for payment in the current month)
- Claims Summary – Final (claims being paid in the current month)

4. Pay Awards

We will implement any pay awards announced via Local Government Employers and/or the Local Government Association. In the event of a backdated award, arrears will be calculated automatically and paid to current employees.

5. Increments

We will apply increments for non-teaching staff in line with their National Conditions of Service.

6. Teachers' Pay

We specialise in Teachers' Pay provision and can:

- provide expert knowledge of School Teachers Pay and Conditions
- provide advice on TP regulations and deal with enquiries on benefit statements
- complete TP forms including, retirement, re-employment and opt-in/out
- process back dated pension contribution payments
- issue Teachers Pensions (TP) starter information packs

7. Teachers' Pension Scheme reporting: Monthly Contribution Reconciliation

HR One have fulfilled their statutory requirement to transition to Monthly Contribution Reconciliation (MCR) for reporting to Teachers' Pensions. The correct and timely submission of teacher's service and salary details is critical. This MCR data will be used by TP to update individual service records and subsequently the benefit calculations. As service is submitted on a monthly basis, teachers will have the ability to monitor their service and benefits [via My Pensions Online] with 'real time' updates. We will:

- ensure accurate recording of salaries
- comply with TP regulations including the MCR format and the submission deadlines
- notify Teachers Pensions of any Starters and Leavers through MCR submission
- deal with enquiries from TP relating to MCR submission

8. Local Government Pension Scheme reporting

We use an automated process to report monthly and annual data to Peninsula Pensions for LGPS members including starters, hours changes, transfers to new positions, address changes, annual pay and CARE pay figures. We calculate and provide pay figures to Peninsula Pensions for leaver notifications.

9. Pensions Automatic Enrolment

We complete:

- Assessments each month, recording the category for each employee
- Automatic enrolment as required by the Pension Regulator
- Required statutory notifications to employees
- Statutory Reports

10. Expenses

We make payments for travel expenses and produce P11Ds as appropriate at the end of the year.

11. Audit checks

We will perform regular ad hoc checks on our service to ensure accuracy and compliance. We commission an annual audit to be completed by Devon Audit Partnership.

12. Miscellaneous

We will also:

- undertake the maintenance of such individual records for each employee of the customer as required for statutory and regulatory purposes
- ensure appropriate storage in electronic format of all supporting paperwork as required by statute and regulation
- answer all reasonable questions of fact from the customer or its present or past employees or its agents concerning the information held by the supplier
- Maintain all tax and related rates, bands, amounts and methods of pay calculation as are necessary for the delivery of the Service
- Deal with earnings enquiries for employees
- Operate nationally agreed conditions of service, including implementation on direction of pay awards and increment progression

13. Third party payments

We undertake the:

- Monthly paying over of PAYE and employees' and employers' NI contributions to HMRC in accordance with published deadlines
- Monthly reporting and paying over of employee and employer contributions to the Local Government Pension Scheme and to the Teachers' Pension Scheme in accordance with published deadlines.
- Monthly reporting and paying over of other third party contributions, such as health plans, union subscriptions, Additional Voluntary Contributions to pension schemes

14. Customer responsibilities

The customer will provide HR ONE with all necessary information in such form or forms to be agreed to enable HR ONE to undertake its obligations under this Agreement and in particular:

- as soon as reasonably practicable to supply the supplier with full details of all circulars, instructions and advice regarding national and local and any other decisions affecting pay and conditions of service of employees of the customer and paid under the terms of this Agreement, and
- to supply all information on a continuous basis and in advance of the published deadlines for the month in which it is to be applied except as may otherwise be agreed by the supplier.
- to follow instructions from HR ONE in relation to relevant processes for accuracy of data input
- provide details of all employee expenses and benefits for production of annual P11d returns within the agreed timescales

Fees (displayed on the shop or bespoke costs available upon request):

There is a charge per employee for non-teachers and teachers per year, based on the number of employees at an agreed date. The number of employees is reviewed annually.

For teaching staff only, there is an additional charge to cover Teachers' Pensions administration.

Special projects, specialist reports and one off work will be quoted for separately. No work will be undertaken by Payroll without agreeing a price in advance.

There is a charge for redundancy calculations. This will cover the initial estimate and final calculation, if required. There is a discretionary charge for calculating emergency redundancy payments. There is a charge for emergency payments calculated per payment.

Third Party Accident Claims

The customer will pay the supplier a sum equal to 50% of sums recovered in respect of administration of employee third party accident claims, subject to a maximum charge of £500.00 in respect of each claim

Off boarding administrative costs (in the event of a TUPE transfer / Transfer to a new payroll provider)

HR ONE will charge the customer a one-off sum for the administrative costs related to supporting, gathering and securely providing standard payroll data as part of the employee liability information to the new employer.

There will also be a one-off charge for the provision of the standard TUPE or Transfer Out reports following the final payrun.

Any requests for additional information or support over and above the standard, the Authority reserves the right to raise a further charge on the customer to cover any additional overhead.