

Appendix 3:

Payroll procedures

Payroll Policy – Primary, Secondary & Special Schools

Staff Appointments

The Local Governing Body will approve an establishment for the School. Changes can only be made to this establishment with the express approval in the first instance of the relevant Committee of the Local Governing Body, which must ensure that adequate budgetary provision exists for any establishment changes.

The Headteacher / Principal has authority to appoint staff within the authorised establishment. The Headteacher / Principal is responsible for ensuring the maintenance of personnel files for all members of staff which include contracts of employment.

Primary / Special Schools

All personnel changes must be notified to the Lead Finance Officer of the school.

Secondary Schools

All personnel changes must be notified to the Finance Office immediately by the Principal's PA

As part of the set-up of new employee contracts of employment the school will be responsible for checking the accuracy of the draft contract provided by the HR service provider. The employee will then be provided with information concerning the availability of pension scheme options as part of the appointment pack. Any employee wishing to opt-out of belonging to the Teachers' Pension Scheme or the Local Government Pension Scheme will need to complete the official Opt-Out Declaration Form provided for this purpose. Such forms should be submitted either directly online or to the HR service provider or to the school for onward transmission to the HR service provider.

Payroll Administration

The Academy payroll is administered by EPM Ltd, the Trust's nominated payroll providers and advisors in human resources issues. All staff are paid monthly through this payroll package. Access to their payroll portal is password controlled. The password control procedures are administered by EPM Ltd.

New staff can only be added to the payroll with the express approval of the Headteacher / Principal or in their absence where it is absolutely necessary to ensure payment to staff, the nominated deputy in the school.

New staff must complete all relevant payroll documents issued by the Academy office. Failure to do this may result in delayed payment of salary. In these circumstances, the salary payment may not be made until the next payroll run in the following month.

Primary / Special Schools

Salary amendments can only be made with the express approval of the Headteacher or, in the case of the Headteacher, by the governors' Pay Panel.

Secondary Schools

Salary amendments can only be made with the express approval of the Headteacher or, in the case of the Headteacher, by the governors' Pay Panel. Amendments to other salary levels can only be made with the express approval of the Principal/Business Manager and records of such changes should be kept both on the individual personnel file and overall school record with clear evidence as to the reason for the change.

Staff can only be removed from the payroll with the express approval of the Headteacher / Principal or in their absence where it is absolutely necessary to protect the school's financial position, the nominated deputy in the school.

Payment for sickness or maternity must be authorised by the Headteacher / Principal or in their absence where it is absolutely necessary to ensure payment to staff, the nominated deputy in the school in line with the employment contract for the individual.

Secondary Schools

This authority is extended to the Business Manager

Where leave of absence is discretionary, payment can only be made with the express approval of the Headteacher or in their absence where it is absolutely necessary to ensure payment to staff, the nominated deputy in the school.

Secondary Schools

This authority is extended to the Business Manager, Vice Principal or Assistant Principal

Staff who are paid on submission of a time-sheet must return their time-sheet to their line manager in accordance with the published timetable from EPM Ltd. Failure to do this may result in delayed payment of salary by the school. In these circumstances, the salary payment may not be paid until the next payroll run in the following month. The line manager must then check and sign the time-sheet and return it to the Lead Finance Officer. Time-sheets are then authorised by either the Lead finance officer/Business Manager or the Headteacher/ Principal.

Staff nominated by the Headteacher / Principal (Listed on Site Specific Sheet) have access to the online payroll system to amend information, these amendments must have properly authorised instructions supporting the changes being made

Payments

After the payroll has been processed but before payments are made, a print of salary payments for each individual should be obtained from the system. The print must be reviewed and authorised by the Headteacher (or a senior member of staff nominated by the headteacher – Business Manager), who will then give authority to EPM Ltd to release payment. The authorisation will be retained as evidence of review.

All salary payments are made by BACS unless cheque payment has been authorised.

Payslips are issued to paid employees the day before salary payment is made into bank/building society accounts. The payroll system automatically calculates the deductions due from payroll to comply with current legislation. The major deductions are for tax, National Insurance contributions and pensions. The amounts payable are summarised on a printout and payments for these amounts prepared by the payroll provider EPM Ltd and authorised online for payment by the nominated person (Lead Finance Officer/Business Manager)

Annually the Lead Finance Officer / Business Manager will check for each member of staff that the gross pay per the payroll system agrees to the contract of employment held on the personnel file of the individual. The check will be made termly. The Lead Finance Officer/Business Manager will sign and retain the check list as evidence of review.

