

Payroll Bulletin

Lynwood House, 2-4 Crofton Road,
Orpington, Kent, BR6 8QE

Tel: (01689) 877081
Fax: (01689) 878420

Sherry.Ahmad@baxter.co.uk
Dawn.Andrews@baxter.co.uk
Jake.Ball@baxter.co.uk
Sharon.Bennett@baxter.co.uk ● *Admin*
Sam.Breeze@baxter.co.uk
Gillian.Flight@baxter.co.uk ● *Admin*
Matthew.Godfrey@baxter.co.uk
Jack.Newton@baxter.co.uk
Michael.Pritchard@baxter.co.uk
Frances.Scudder@baxter.co.uk
Sue.Wood@baxter.co.uk

CHRISTMAS PAY DATES NEEDED!

It's that time of the year again! In order for us to plan, please can you let us know the date on which you wish to pay your employees in December by 16th November 2015.

SECURE DATA TRANSFER

We have launched a secure web portal that can be used to transfer your payroll data to / from us. It is a simple to use tool and offers more security than email. Please let us know if you are interested and we will contact you with the link and instructions on how to use it.

LOGOS ON PAYSLEIPS

We are able to print your school's logo on employees' payslips. We will need a good quality jpeg file in order to do this. If you are interested, please contact your normal Baxter payroll contact.

E-PAYSLEIPS

We are able to supply e-payslips for employees. Each month a .pdf version is produced and emailed to the individuals' designated email address. For security purposes, a password is required to open the payslips. If any employees wish to 'opt out', we can accommodate a combination of e-payslips and paper copies as required. If at any time, an employee requires paper copies for loan or mortgage applications, we can readily provide these. There is no charge for this service.

PENSION STARTER / LEAVER FORMS

We can complete LGPS/TP pension forms (starter/leaver/amendment) for our clients at an additional cost. If you would like more information, please inform your Baxter Payroll Administrator.

PENSION OPT OUT FORMS

When an employee requests to opt out of the pension scheme, please ensure that we are provided with copy opt out forms. For TP opt outs, we will also need the confirmation letter from TP.

TP SCHEME ARRANGEMENT REPORT

If you have access to STU, please can you download the scheme arrangement report on a monthly basis and forward this to us. This report highlights changes to a teacher's status for pension purposes and will avoid the risk of incorrect deductions being made. If you need assistance with this, please speak to your normal Baxter payroll contact. **Please note** if you are a borough school you will need to obtain this information from their pensions department.

NATIONAL MINIMUM WAGE

The rates have increased from 1st October 2015. Please ensure that your staff are being paid at or more than the following rates:

YEAR	21 & OVER	18 - 20	UNDER 18	APPRENTICE
2015	£6.70	£5.30	£3.87	£3.30
2014	£6.50	£5.13	£3.79	£2.73

NATIONAL LIVING WAGE

Effective April 2016, the national living wage of £7.20 per hour for workers aged 25 and over will apply. The National Minimum Wage will continue to be applied for those 24 and under.