



PAYROLL BULLETIN

DECEMBER 2017

Baxter & Co.
CHARTERED CERTIFIED ACCOUNTANTS

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Gender Pay Gap Reporting

From April 2018, employers with 250 or more employees as at 31 March each year will need to publish Gender Pay Gap Reports. 6 separate calculations need to be carried out and reported upon. These must be published on the employer's website and on a designated government website. Relevant employers will therefore also need to register their organisation on the government's online reporting service:

www.gov.uk/report-gender-pay-gap-data.

We are able to prepare these reports for your school and can confirm that our standard transaction charge per employee will apply. If you would like to take advantage of this service, please let us know.

Christmas Pay Dates

If you haven't already done so, please can you let us know the date on which you wish to pay your employees in December by 30 November 2017.

Declaration / Re-declaration of compliance

We are able to complete your declaration/re-declaration of compliance for auto-enrolment at no charge. If you would like us to prepare and submit this, please provide us with your LGPS Employer pension scheme reference (EPSR) and pension scheme (PSR) numbers together with either your Companies House number, Registered Charity number or your VAT registration number.

Payroll Journal

A new payroll journal report is now available which will use the cost centres / departments already configured within our system. This report can be provided in .pdf or Excel format. A one-off set up fee of £150 will apply. Please contact your normal payroll administrator should you wish to receive this report or alternatively would like to see a template before making a decision.

E-P60's

We can send e-P60s to employees who receive e-payslips. The process is similar to e-payslips and instead of a paper copy, the employee will receive a .pdf version to their designated email address. For security purposes, a password is required to open the e-P60. If any employees wish to 'opt out', we can accommodate a combination of e-P60s 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. Please speak to your normal payroll administrator to arrange this.

Bank Details for Employees

We are experiencing an increasing number of issues relating to incorrect bank details being provided to us for employees. We have invested in software that can validate bank account information but this is only once a BACS file is sent. In order to reduce the risk of employees not being paid, please can we ask that bank details are checked by the employee concerned prior to the details being sent to us? Your assistance in this matter is very much appreciated.

Payroll Deadlines

We understand that the nature of payroll means that last minute changes sometimes need to be made. Our policy has always been to be as flexible as possible in these circumstances so that our schools are not in a position where an overpayment has been made or a new starter not included etc.

In the main however, we suggest that deadlines set on our timetable are adhered to as far as possible. This is to allow us and our clients sufficient time in which to check the payroll.

If you have not received a timetable and would like to, please contact your Baxter Payroll Administrator.

“LET'S GO GREEN,
TOGETHER!”



Over the past few years, the payroll department at Baxter and Co has made the decision to consider the environment in every aspect of its work.

Part of this process involves a change in our approach to printing and we now only print when absolutely necessary.

Our internal processes are focusing on paperless methods wherever possible and we are now hoping to extend this approach to offer our clients the opportunity to join us in playing a part in this.

You will see a link below that will download a questionnaire which addresses a number of areas relating to the information you receive from us. We believe this will benefit your school by ensuring that you receive only the information that is useful to you and possibly also being more environmentally friendly by reducing the unnecessary use of paper and resources.

Thank you in advance for taking the time involved to complete and return it to us.

**GO GREEN, DOWNLOAD
QUESTIONNAIRE NOW!**

Useful Contacts

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HMRC employee helpline: 0300 200 3300

HMRC employer helpline: 0300 200 3200

Teachers Pension employee helpline: 0345 606 6166

Teachers Pension employer helpline: 0345 300 3756

<https://www.teacherspensions.co.uk/>

www.thepensionsregulator.gov.uk

<http://www.acas.org.uk/>