

FEBRUARY 2019

# PAYROLL BULLETIN

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# Pension Starter / Leaver Forms

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

## Bank Detail Name Checks

In an attempt to combat fraud the UK's Payment Operator has introduced a new measure from this summer (2019) in a bid to prevent many fraudulent payments from being made. We will be required to submit accurate payee account names when sending a BACS file which will then be checked against the account details held by the employees' banks. A warning will be given if any details do not match and an opportunity to cancel the relevant payment will be given.

In readiness for this upcoming measure, please see attached a list of all current employees who are paid by BACS and the account names we currently hold. Please check the list and advise us of any amendments by 31st March 2019.

## 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.

# New Payslip Requirements

From April 2019, new legislation comes into force requiring employers to:

- a) Provide payslips to all workers
- b) Show hours on payslips where pay varies by the amount of time worked

As we already provide payslips for everyone that is paid, point (a) is not an issue. To ensure compliance of point (b), please can you ensure that you let us have:

1. The number of hours worked
2. The rate at which they were worked
3. The period in which they were worked

Paying lump sums as overtime or additional pay will not be compliant and we will therefore need the information above in order to process these payments.

## GDPR & Payslips

To improve security, we can suppress the following sensitive information from employees' security payslips:

- Address
- Bank details
- National Insurance Number

Please inform your normal Baxter payroll administer if you would like this information excluded.



# Service Feedback

We are committed to ongoing customer care/quality and continually seek to improve the payroll service that we offer our clients. To assist us to best serve your school, could you please complete the feedback questionnaire that can be found by clicking the link below.

We will then review and action every comment wherever it is possible.

**COMPLETE THE  
QUESTIONNAIRE NOW!**



# Useful Contacts

Tel: (01689) 877081

Fax: (01689) 878420

Daniel.Ades@baxter.co.uk

Sherry.Ahmad@baxter.co.uk

Jane.Barrett@baxter.co.uk

Sharon.Bennett@baxter.co.uk - Admin

Weronika.Boryszewska@baxter.co.uk

Sam.Breeze@baxter.co.uk

Matthew.Godfrey@baxter.co.uk

Dawn.Henderson@baxter.co.uk

Billy.Herberts@baxter.co.uk - Admin

Shemell.Jennings@baxter.co.uk

Colin.Nickels@baxter.co.uk

Karen.Whittington@baxter.co.uk - Admin

Sue.Wood@baxter.co.uk

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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.thepensionsregulator.gov.uk)

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