



PAYROLL BULLETIN

NOVEMBER 2018

Baxter & Co.
CHARTERED CERTIFIED ACCOUNTANTS

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Payment References

Please can you ensure that you quote the invoice number when making payments to us. This will help us allocate the payments correctly and remove the need for queries.

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 2018.

Bank Detail Name Checks

In an attempt to combat fraud the UK's Payment Operator has introduced a new measure from next summer (2019) in a bid to prevent any 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, we will be sending you a list of all current employees who are paid by BACS and the account names we currently hold. This list will need to be checked by you for accuracy and any amendments advised to us.

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.

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.

Employer TP Pension Contribution increase

HM Treasury plan to substantially increase employer teachers' pension contributions potentially from September 2019. The current rate of 16.48% is set to increase to over 23%. You will need to take this into account when budgeting as it will impact school funds significantly.

ADACS/AWACS Reports

As a BACS service user, you may, from time to time receive emails from BACS informing you to log onto their website and download ADACS/AWACS reports. These messages are important as they are used to inform you of any changes to employees' bank details or instances where payment has been rejected.

Please therefore ensure that these reports are accessed as soon as possible and copies sent to us for our attention. (If in any doubt that the email is genuinely from BACS, please contact your IT Department before opening these emails.)

Holiday Pay for Casuals

Under the Working Time Regulations 1998 (as amended) casual members of staff are entitled to paid time off work or must be paid for accrued holiday pay. Please review your workforce and ensure that if you have casual employees, you are complying with the statutory holiday regulations. If you are in any doubt, please contact your normal Baxter Payroll Administrator who will be able to assist you.

E-Payslips & E-Reports

If you currently receive hard copy payslips/payroll reports and would like to switch to our electronic versions, please contact your normal Baxter payroll administrator. We are actively encouraging our clients to switch to this method as it is both environmentally friendly and secure.



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!**



“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!**

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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/>