

SEPTEMBER 2019

PAYROLL BULLETIN

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September Payroll Information

September is a busy processing period and to ensure there is sufficient time in which to process and review your payroll, we would be grateful if you can send us amendments to the September payroll as soon as possible. We will be happy to receive this information in batches as and when it is available if this is easier.

NEW Employer TP Contribution Increase

The current rate of 16.48% will increase to 23.68% effective September 2019. You will need to take this into account when budgeting as it will impact school funds significantly.

Teacher Pay Scales

The new teacher pay scales will be announced shortly. We would be grateful if you can let us know once these have been approved and can be applied by us. Please can academies who use their own pay scales, advise us of the new rates as soon as they are known.

Baxter e-Payslips

In response to the large number of our schools switching to the Baxter e-payslip service we are delighted to announce the launch of our new email domain dedicated to this function! If you take advantage of this service, please can all relevant employees be informed of our new domain and to add this address to their contact list:

payslips@baxterpay.uk

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 administrator if you would like this information excluded.

IMPORTANT NOTICE

E-PAYSLIPS

Whilst our e-payslip service is encrypted and secure (GDPR compliant), we are increasingly experiencing issues of SPAM reporting by a few individuals who are in receipt of our e-payslips. When this occurs, we are reported to our ISP provider and a warning issued requesting that we cease emailing these accounts. This is affecting our service delivery and causes delays in our ability to issue payslips in a timely manner.

Unfortunately, we will not be able to continue sending e-payslips to employees who continue to report us in this way. Could you therefore please notify employees of our email domain and kindly request that it is not reported.



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

Weronika.Boryszewska@baxter.co.uk

Sam.Breeze@baxter.co.uk

Lucy.Charles@baxter.co.uk - Admin

Christopher.Fisher@baxter.co.uk

Matthew.Godfrey@baxter.co.uk

Dawn.Henderson@baxter.co.uk

Shemell.Jennings@baxter.co.uk

Colin.Nickels@baxter.co.uk

Karen.Whittington@baxter.co.uk - Admin

Sue.Wood@baxter.co.uk

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/>