

SEPTEMBER 2020

PAYROLL BULLETIN

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Calculation of Holiday Pay

From 1st April 2020, the reference period to be used for calculating holiday pay is increased from 12 weeks to 52 weeks. This means that you will be required to average the daily/hourly rate for holiday pay for any employee who receives regular commission, bonus or additional pay (including overtime) over the preceding 52 weeks.

For term time casual employees, the following calculation should be used:

5.6 weeks /number of weeks worked

For example:

Employee A is contracted to work for 32 weeks of the year at an hourly rate of £10.50

The holiday calculation would be:

$5.6 \text{ weeks} / 32 = 17.50\%$

For every hour that Employee A works, they are entitled to (£10.50 @17.5%) + £1.84

Going forward, we will need this information when paying any casual member of staff (Support and Teaching).

PLEASE NOTE OUR DEFAULT CALCULATION WILL REMAIN AT 12.07%
UNLESS ADVISED OTHERWISE

Term Time Leavers

We are receiving an increasing number of queries in relation to holiday pay entitlement for term time employees who leave before the end of the academic year. As the annual salary for these individuals and their pro-rated holiday entitlement is calculated at the outset with a presumption that they will work for the entire year (or for a specific period), the calculation can be deemed to be incorrect where this no longer applies.

Many of our schools use calculators provided by their HR, however some do not. As the terms and calculations differ from school to school, we will be happy to provide the final payment due to the employee, if we are equipped with the preferred formula for your school. Can you therefore please discuss this with your normal Baxter Payroll Administrator who will be able to assist you.

Long Term Sickness and Maternity Leave

Employees continue to accrue statutory holiday entitlement during periods of long term sickness and maternity leave. Upon their return (or departure from the school) this payment becomes payable or exchanged for paid holiday leave. Please note that whilst we do not record holiday entitlement/leave taken, we are able to assist you with the relevant calculations upon request.

Online Meetings

We value the importance of great communication with our clients to ensure excellent service delivery by understanding their ever evolving needs. The pandemic has presented a challenge and affected our ability to meet with our clients in their own environment.

To overcome this, we have taken immediate action to reflect our commitment to our clients by switching to offering virtual meetings.

These ensure ongoing communication without compromising the safety of our people and our clients. If you would like to arrange a meeting, please contact us.



E-Reports

The pandemic has revealed further benefits of switching to e-payslips, P45s, P60s and payroll reports. As well as saving the environment, the benefits have been:

- Seamless transition from working from the office or from home as e-reports can be saved on your network and easily retrieved
- No need to post hard-copy payslips, P45s or P60s to employees as Baxter will email these directly
- Immediate access and retrieval
- Excel reports can be amended to suit your needs
- Easy onward forwarding to auditors
- Enhanced security
- Easily accessed

If you would like to switch to e-reports please contact your usual payroll administrator.



As an added incentive we will reduce your next invoice by 5% if you switch to e-payslips and e-reports before the end of 2020!

The process is easy, quick and painless!



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

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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/>