**APPENDIX 3**

**Specification Summary for Services Required**

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| **Payroll Service Administration:** | |
| **Service** | **Are you able to provide this service? Y/N** |
| Provision of a comprehensive Payroll Administration service, undertaken directly by your organisation and not sub-contracted to a third party |  |
| Administration and update of records relating to new starters, changes to contracts and leavers |  |
| Calculations of gross pay and other allowances, including claims for overtime and “in-house” supply staff (if required) |  |
| Calculation of gross pay arrears relating to pay awards |  |
| In liaison with the Trust, equalisation of pay calculations for term-time only staff |  |
| Calculate and apply appropriate RTI compliant statutory and authorised deductions (PAYE, NI, Apprenticeship Levy) |  |
| Calculation of net pay following all relevant deductions from gross pay |  |
| Advise on taxable benefits and expenses and general tax compliance issues |  |
| Maintain comprehensive payroll records based on information provided by the Trust |  |
| Administer the processing of payroll transactions with secure internal controls |  |
| Produce electronic pay advice slips |  |
| Pay staff directly by BACS automatic transfer via a BACS bureau |  |
| Facilitate Trust approval of pay run in good time prior to live BACS transfer, taking into account school term dates |  |
| Straightforward approvals process for monthly payroll |  |
| Provide a facility to enable the processing of urgent payments outside of the standard payroll service by utilising BACS, communicating directly with the affected employee |  |
| Administer statutory sick pay, statutory maternity pay, statutory paternity pay, statutory adoption pay, shared parental leave and special leave |  |
| Provision of maternity pay schedules on submission of MATB1 form (or if dates change) |  |
| Administer payroll transactions for Childcare Vouchers scheme |  |
| Administer payroll transactions for Bike to Work Scheme when applicable |  |
| Administer payroll transactions for Additional Voluntary Contributions as required |  |
| Administer payroll transactions for other permitted salary sacrifice schemes |  |
| Apply both national and local terms and conditions of service, if followed or as applicable |  |
| Administer any authorised increase to trade union subscriptions or other voluntary deductions |  |
| Provide information on employee records and payroll transactions, as required, to authorised parties |  |
| Provision of payroll data to enable easy completion of the Gender Pay Gap Reporting requirements |  |
| Keep records of all transactions in line with statutory and regulatory requirements |  |
| Provide appropriate, detailed financial information prior to the end of each payroll period allowing time for The Trust/School to approve monthly payroll before BACS transfer, to include month on month variances. |  |
| Interpret and apply statutory and common law requirements relating to payroll matters |  |
| Apply the Trust’s financial procedures where applicable |  |
| Host a payroll platform that provides relevant role-specific access rights for school staff, Central Team staff and all employees |  |
| Accommodate more than one payroll approver per school |  |
| Provision of an audit trail of any changes to payroll data, as required |  |
| Take all reasonable steps to detect and correct any errors resulting from incorrect data received or processed by the Payroll provider or the Trust |  |
| Pay all deductions to third parties, for example HMRC, pension schemes, court orders, trade unions etc. via BACS directly from your designated bank account, subject to authorisation by the Trust. |  |
| Act on any notifications received directly from HMRC and communicate any resulting changes to pay to the individual concerned or the relevant school administrator |  |
| Assist in the recovery of salary overpayments |  |
| Administer payroll year end procedures and provide information, advice and guidance to the Trustto ensure compliance with statutory obligations |  |
| Produce P11Ds for end of year |  |
| Produce P60s for end of year |  |
| Produce P45s throughout the year as required |  |
| Provide advice, and handle queries from employees or their representatives through named contacts |  |
| Provision of statutory and non-statutory payroll reports and returns as well as good housekeeping processes as required by the Trust |  |
| Provide an online portal for monthly data changes e.g. overtime |  |
| Provide an online portal for access to payroll data, including a comprehensive report suite |  |
| Provide monthly payroll reports that can be tailored to our needs |  |
| Automatic Payroll Reconciliation Reports   * + Ability to generate reconciliation reports for finance teams.   + Automated flagging of payroll discrepancies before processing. |  |
| HMRC Interaction & RTI Compliance   * Direct liaison with HMRC for payroll queries where required to resolve any queries. * Compliance with Real Time Information (RTI) and Making Tax Digital (MTD). |  |
| Reporting & Analytics Enhancements   * Ability to provide ad hoc custom reports on request. * Dashboards for payroll analytics, tax forecasting, and pension liabilities. |  |
| Named account manager for issue resolution and general support including escalation timeframe. |  |

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| **Payroll- Teachers’ Pension Scheme (TPS) Administration:** | |
| **Service** | **Are you able to provide this service? Y/N** |
| Administration of contributions payments to Teachers’ Pension Scheme (TPS) |  |
| Statutory reporting |  |
| Retention of payroll records for six years, compliant with statutory requirements |  |
| Provision of data for completion of annual returns, including a consolidated End of Year Certificate for the whole Trust |  |
| Prompt submission of all TR6s, TR8s, TSSR & TR17 and other statutory forms |  |
| Administration and submission of monthly data via TPS MCR requirements, in a consolidated format |  |
| Addressing issues in missing service files created by the TPA |  |
| Administer pensions auto-enrolment in liaison with the Trust, ensuring that associated communications with the Trust are delivered in a timely way |  |
| Teachers Pensions Helpdesk, available to all Trust staff |  |
| Regular reconciliation of contributions recorded with TPS records to avoid discrepancies, and investigation of any variances. |  |
| Addressing any variances in pensionable pay before submission. |  |
| Other supporting activities as required |  |
| **Payroll - Local Government Pension Scheme (LGPS) Administration:** | |
| **Service** | **Are you able to provide this service? Y/N** |
| Administration of contributions payments to Local Government Pension Scheme (LGPS) |  |
| Statutory reporting |  |
| Process requests for early retirement including employer cost estimates |  |
| Provide figures for LGPS end of year submission |  |
| Administer pensions auto-enrolment, ensuring that associated communications with the Trust are delivered in a timely way |  |
| Promptly informing the LGPS when members leave the scheme or the employment of the Trust |  |
| Regular reconciliation of contributions with LGPS to avoid discrepancies and investigation of any variances. |  |
| Other supporting activities as required |  |
| **General:** | |
| **Service** | **Are you able to provide this service? Y/N** |
| Comply with and provide evidence of strictest adherence to data protection at all times |  |
| Provide a well-resourced and responsive helpline for day-to-day queries |  |
| Provide a dedicated account manager for more complex queries |  |
| Provision of disaster recovery when required due to system failure or cyber incidents. |  |
| Integration and compatibility with our HR software (SAMPeople) |  |
| Employee Self-Service Portal to allow staff to access payslips, P60s and tax codes online; to update personal details (bank details) securely; and to query payroll calculations. |  |