

# PAYROLL

Our payroll and pension management bureau ensure compliance with legislation removing all your payroll worries. We understand that every school and academy is unique and calculating payroll within the education sector can be complex. We will provide you with a service that is tailored and adaptable to your individual needs. You can also benefit from running payroll export reports direct from our SAMpeople system.

Why choose us	
Specialist education payroll administration team with extensive experience of working with schools and Multi-Academy Trusts	✓
Dedicated project-managed implementation team to ensure a smooth transition	✓
Flexible and adaptable notification process	✓
Extensive knowledge of the requirements of Local Government Pension Schemes and Teachers Pension Scheme	✓
Helpline for payroll administrators	✓
Overseeing account manager to give a regular point of contact	✓
Secure online portal for logging requests, tracking responses and providing you with smarter workflows	✓
SAMpeople customers have the option to share the payroll export report directly with payroll	✓
Our service	
Creation and maintenance of your employee records and pay data in line with statutory and local regulations	✓
Standardised input and timescales agreed with school or Trust	✓
Advice on changes to national and local pay and conditions, changes to existing staff terms and conditions and pay	✓
Processing of all permanent, temporary and variable adjustments to pay	✓
Processing of all allowances and deductions in line with your school or academy pay policies	✓
Processing of retrospective pay awards / pay changes	✓
Processing of statutory deductions including national Insurance, income tax, student loans and attachment of earnings in line with legislation	✓
Processing of occupational and statutory payments relating to maternity and sickness	✓
Processing of pension contributions, including additional contributions in line with scheme regulations	✓
Monthly RTI submissions to HM Revenues and Customs (HMRC)	✓
Issuing of statutory documentation in line with deadlines, including year-end reports, P60's and P45s for leavers	✓
Producing standard and management reports	✓
Provision of monthly pre-payment reports	✓
Paper* or electronic payslip delivery	✓
Flexible pay dates with a calendar of payroll deadlines based on your chosen pay date	✓
Secure backup of payroll data	✓
BACS Payments – Processing of payments to employees, HMRC, relevant pension scheme and third party agencies such as Trade Unions and Charities for example	✓
Emergency BACS payments* or CHAPS calculations*	✓
Monthly pre-payment reports to check your prior to running at the end of the month	✓
Administration of Employer Pension Portals	✓
Creation and submission of monthly contribution returns in line with stipulated deadlines	✓
Starter, Leaver and Change notifications to the pension fund as required and in the specified format	✓
Monthly Data Collection submissions	✓
Production and submission of Teachers pension and LGPS annual returns	✓
Provision of data as required by auditors for the annual Teachers pension return	✓
Relevant Employee Notifications	✓
Support with Auto-enrolment	✓

\* additional fees apply

\*\* Our Payroll service is only available to academies and schools with their own bank account\*\*

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SAMpeople and FusionHR are the trading names of Staff Absence Management Ltd (09098826) and Fusion Business Solutions Ltd (05825732).  
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