



ATLAS Multi Academy Trust

PAYROLL ADMINISTRATION PROCEDURE

Trust sub-committee: Resources Committee

Co-ordinator: Phil O'Neill

Last Reviewed: New policy

Next Review: Spring 2023

St Albans Girls' School : Beech Hyde Primary School and Nursery : The Adeyfield Academy

Signed by:
Margaret Chapman
Executive Head Teacher

Signed by:
Rachael Kenningham
Chair of ATLAS Board of Directors

Note: In this policy the Headteacher or Principal will be referred to as the Headteacher.

1.	RATIONALE
	Atlas MAT outsources its payroll to EPM Payroll Ltd. See Appendix 1 for details of contract with EPM.
2.	AIMS
	This policy sets out the framework for administering the school payroll in line with current legislation, the school's pay policy and best practice.
3.	PROCEDURES
3.1	Physical and Logical Security
	All payroll documentation is stored in a locked filing cabinet in the finance office.
3.2	BACS Transfers
	There is an overall transaction limit of £500,000 per file.
3.3	Pensions
	<p><u>Teachers' Pension</u> Teaching staff are included in the Teachers' Pension scheme. Regulations as set out by the teachers' pension are followed and required forms and returns are to be uploaded by EPM via Teachers Pensions Portal.</p> <p><u>Support Staff</u> Support Staff are included in the Local Government Pension scheme. Regulations and requirements are set by Hertfordshire County Council and required forms are to be uploaded by EPM to the LPFA Portal.</p> <p><u>Auto Enrolment</u> Auto enrolment, as required by the pensions regulator, is in operation.</p>
3.4	Authorised signatories
	Copies of authorised signatories are included in Appendix 2.

	3.5	Responsibilities and separation of duties
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TASK	RESPONSIBILITY	ALTERNATIVE ARRANGEMENT
Authorisation starter, leaver and amendment forms.	Executive Headteacher / Headteacher	Chief Operations Officer (COO)
Authorising support staff overtime and support staff supply claim forms	COO	Headteacher
Completing summary document for part time teachers supply claim form	Cover Administrator	Admin Manager
Advising payroll of contract changes and increments	HR Department	COO
Authorising part time teachers supply claim form	Headteacher	Deputy Headteacher
Authorising casual invigilation timesheets	Exams Officer and Deputy Head	Exams Officer and Headteacher
Complete summary documents for teachers' sickness	Cover Administrator	Admin Manager
Complete summary document for support staff sickness	HR Department	HR Manager
Authorisation of summary documents: teachers' sickness, teacher supply, support staff overtime, support staff sickness, support staff supply, lunchtime duty, travel, causal invigilators, childcare voucher deductions	Headteacher	COO
Authorisation of input document CPD Travel	Deputy Head (Mr P Kershaw)	Headteacher
Completing paperwork for all payments and deductions	Finance Officer	Finance Manager
Checking information entered into the spreadsheet against primary documentation	COO	Headteacher
Preparation of draft payroll	EPM	N/A
Draft payroll (Gross to Net report) checked against spreadsheet and primary documentation	Finance Manager	COO
Payroll authorised for payment	Headteacher	Deputy Headteacher
Transmission of payroll payment runs to the bank	EPM	N/A
Payment of Tax, NI, pensions etc. to the relevant bodies	EPM	N/A
Receipt of BACS confirmation email	Finance Manager	Finance Officer
Posting payroll costs to the finance system	Finance Officer	Finance Manager
Completing of monthly and annual pension returns	EPM	N/A
Print P45 for leavers as received from EPM	EPM	N/A
Distribution of payslips via online portal	EPM	N/A

	3.6	Inland Revenue
		Atlas MAT is registered as an employer with the Inland Revenue. The employer's reference number is 475/RA62876 .

3.7	New Starters/Leavers/Amendments
	<p><u>Starters:</u></p> <ul style="list-style-type: none"> • Headteacher will complete a New Contract Details Form • Copy of the New Contract Details Form to be sent to HR (ATLAS) to complete teacher and support staff contract of employment. Contracts signed by the headteacher • HR (ATLAS) submit the starter onto the EPM portal • EPM entry is checked and processed by school finance • School HR enter information on to SIMS <p><u>Leavers:</u></p> <ul style="list-style-type: none"> • Headteacher will notify HR of resignation • Heads PA will send letter to employee accepting resignation • Heads PA will give copy of letter to finance office and HR department • Leavers Form to be completed by HR Manager and signed by the headteacher: • Copy of leavers form will be passed to finance officer for input on to spreadsheet and for submission to EPM. When information is entered the copy will be initialled and filed in the employees' record in the payroll filing cabinet in the finance office. • Heads PA will enter information on to SIMS <p><u>Changes to Employment Details (Amendments):</u></p> <ul style="list-style-type: none"> • Headteacher will complete a Contract Change Details form • Copy of the Contract Change Details form to be sent to HR (ATLAS) to complete Change in Terms of Employment, which is signed by the headteacher • HR (ATLAS) submit the change on the EPM portal • Copy of Contract of Change Details form and Change in Terms of Employment will be passed to finance for entering on to spreadsheet. When information is entered the copy will be initialled and filed in the employees' record in the payroll filing cabinet in the finance office. • School HR will enter information on to SIMS. <p><u>Amendments to personal details:</u></p> <ul style="list-style-type: none"> • Any changes to individual's personal details will be completed on the 'change of personnel details' form and signed by the individual and given to HR • HR sends copy to finance to amend finance records and update EPM • HR files the Change of Personnel Details form in the employees staff file • School HR will amend information in SIMS, as appropriate
4.	MONITORING AND EVALUATION
	This policy will be reviewed by the Resource Committee every three years.

EPM PAYROLL LTD – SERVICE AGREEMENT

Please see attached

AUTHORISED SIGNATORIES SPECIMEN SIGNATURES

School:

Position	Name	Signature
Executive Headteacher / Headteacher / Principal		
Chief Operations Officer		
School Business Manager		
Deputy Head		
Trust Finance Manager		
Finance Officer (s)		
Examinations Officer		
HR Officer (s)		