

Schools ESS key messages

July 2017

Welcome to the Schools ESS key messages



Contact us

Employment Support Service

The Employment Support Service (ESS) is your point of contact for all administrative / payroll related queries. Please use the SmartSolutions portal to send in your work requests. We would encourage you to use the portal, as the advantages for you are that once submitted they will be instantly logged into our case management system and filter directly into the relevant work queue. You will receive immediate notification of this by email with your case reference number and you will be able to view your Account history online.

Please do not hesitate to contact the team on 01609 532 190 or by email at:
employmentsupportservice@northyorks.gov.uk

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ESS Updates

Payroll deadlines

Don't forget to send us your work requests before **5 August 2017** for any work requests that you would like to be processed in time for the August pay run.

Future submission deadlines are as follows:

6 September 2017

5 October 2017

Preparing for summer leave: What you need to let us know

We would like to wish you well over the summer break and want to make your return to work after the summer break as smooth as possible; to help us to do this please can you remember to do the following:

1. Check your monthly summary form to make sure that you have let us know when staff have returned to work from long term sickness.
2. Remember to send in your NQT advanced payment **application forms** prior to the deadline of **31 July 2017**. The forms can be accessed under the pay section of cyps.info in useful downloads.
3. You must review your fixed term contract end dates and let us know if any contracts are being extended, made established, or notify us of anyone leaving their post by no later than **5 August 2017** to enable us to update the record. You will need to complete the relevant notification form for any changes.
4. Notify us of any leavers in a timely manner so we can prevent any overpayments from being processed.

Responsibility to check payslips

Please remind your staff that it is their responsibility to check their payslip. Payslips usually land on MyView around a week before pay day so this gives employee's time to check and let us know if there is anything they feel is not right, before the money goes into their account. Employees are responsible for checking their payslip monthly and immediately alerting Employment Support Services and their manager of any pay discrepancy, over/underpayment.

If you are not currently using MyView to access your payslip and wish to be set up with access, please contact Employment Support Services.

NQT advanced payments

The application for the NQT advanced payment is now available on the CYPs info website and needs to be returned by **31 July 2017**. The advanced payment would be for the value of £900 for payment into bank accounts no later than **4 September 2017**. The advance payment would then be recovered from their salary over twelve months at £75 per month, with the first deduction being made from the salary payment for September 2017. (This will be pro-rata basis for part time teachers).

Fixed term contract end dates

Have you got any staff on fixed term contracts that are about to end? A large volume of fixed term contracts will be due to end at the end of August and will now require review. Please can you check the fixed term contract end dates associated with your employees. Don't forget to complete the notification form, even for those leaving, as we do **not** automatically end records on the expiry date. Under the Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulations 2002, anyone employed on successive fixed-term contracts (FTCs) for four years without objective justification will become established, therefore for these employees you will need to complete notification forms to make them established.

My View for Schools

The MyView for schools project has now been underway for over a year and there are currently over 30 schools using MyView to submit their timesheets. The feedback we have received from schools has been really positive, and these schools have found considerable time savings with using the system over their previous processes.

Currently schools are using the Timesheet module within MyView but over the coming months we are looking at rolling out the use of the Mileage and Expenses module and the Sickness module.

We are currently looking for more schools to join the MyView pilot scheme, if you would like further information on the MyView project please contact Will Bunn on 01609 797682 - william.bunn@northyorks.gov.uk

We are also offering a 10% discount from the annual ESS charge for Schools who choose to join the pilot and there will be no additional charge for supply claims not processed by ESS at the end of the financial year, if all claims are submitted through MyView.

Smart Solutions schools portal

We now have 190 Schools registered on the portal and using the portal to submit their work requests. If you haven't already registered your account, please access the portal and a range of guidance documents [here](http://smartsolutions.northyorks.gov.uk/portal) - <http://smartsolutions.northyorks.gov.uk/portal>.

The portal is quick and user friendly and the benefits to you compared to e-forms are; you will know instantly that the work has been received and logged into the work queues as you will have an immediate lagan case reference number. You will have an online account history of all work submitted to ESS and will be able to see the progress of these pieces of work in real time. Overall, using the portal will streamline your process and save you time so we would really like to encourage you to have a go and let us know what you think.

If you would like further information, please get in touch with Claire Baister (01609 798267 or claire.baister@northyorks.gov.uk).

Updates to CYPS info

You will have noticed a new look to the CYPS info website and will have seen communications from Marion Sadler regarding the changes.

The site will still be accessible in the same way (<http://cyps.northyorks.gov.uk/>) but please be aware that there will continue to be amendments and editions over the summer holiday period in relation to the addition of document downloads and links between pages. In particular the areas of the site which require login access are not yet live as this functionality is in the final stage of user testing.

Those areas of the site which require login access are being migrated but will not be made live until the secure membership groups are finalised and attached to that content. It is hoped this will be in place within the next week but in the interim please contact your traded service lead who will be able to send you the required documentation.

We hope you will not find this transitional period too disruptive and are confident that we will in future have a more coordinated and improved information offer to our North Yorkshire school and partners community.

Teacher's increments reminder

You will be starting to complete Appraisals with your teachers when you return from the Summer break and we would like to remind you that we will be sending out a snap survey early in September for you to use to let us know which Teachers will be eligible for an increment. **We will provide you with further instructions and guidance on the increments process soon.**

Liftshare – new car sharing scheme

The car share facility for staff is being relaunched on 11th July and will be provided via the online Liftshare service. Staff can use the service to link up with colleagues to travel to work (at the same site or nearby) and to appointments while at work and it now also provides a facility to enable staff to be part of a network that includes other members of the community. The concept aims to get people together who make the same journeys, it allows more effective use of travel modes, saves money on travelling, it is better for the environment, improves networking and promotes wellbeing through companionship, reducing isolation and many indicate it results in less stressful journeys.

It is a simple process to build a profile on the site and other benefits include:

- ✓ An App enables the use of the scheme on mobile devices
- ✓ Journey planners
- ✓ Ability to pick up passengers on the way
- ✓ Adding preferences and 'who am I' information
- ✓ Provides a travel schedule so that up to 3 months travel can be planned in advance
- ✓ voluntary suggested charging information for passengers

Liftshare already have a presence across the County in Harrogate, Scarborough (Coventry Uni), Skipton and the new scheme in Masham (through Stronger Communities).

For further information, please register via <http://nycc.liftshare.com/>

Training available

RAS Training

If you are a RAS School and have new staff members taking on this role, or you would like refresher training/advice on any task-specific queries for RAS Schools, please get in touch with Claire Baister who can arrange to come out to your School.

Please get in touch via email Claire.baister@northyorks.gov.uk or telephone (01609 798267) for a discussion.

ESS Administration training

Do you have new Admin staff starting in September?

ESS are now offering a half-day Administration training session which can be purchased via SLA online. The content of the session can be tailored to individual requirements but usually covers the following:

- Overview of notification forms and how to complete
 - New starter
 - Additional/replacement post
 - Amendment to existing post
 - Leaver
 - Maternity/Paternity/Adoption
 - Post amendment
 - Monthly summary form
 - Adverts – Vacancy order form
- Payroll submission deadlines/reports
- SmartSolutions portal – registering your account/how to use
- My View – viewing payslips, inputting/authorising timesheets etc.
- Cyps.info – navigation around the site
- Web chat – where to find/how to use

The cost of this session is £100 per delegate. For a discussion, please contact Claire Baister on 01609 798267 or email Claire.baister@northyorks.gov.uk.

Are you using Everybody Benefits?

Don't forget to make use of the Everybody Benefits website providing NYCC employees with offers and discounts from a large variety of both national and local suppliers; you can see your savings add up through cashback and discounted shopping. It is also the place to go for salary sacrifice schemes to make your money go further for childcare vouchers, cycles to work, green lease cars and electronic devices for employees. To access everybody benefits you need your payroll reference number and email address.



Family friendly savings

Summer is around the corner and school will be out for 6 weeks.

At Xexec we want to make sure that employees and members are making the most of the discounts available on the website, so we put together a selection of discounts tailored to help parents enjoy the school holidays while saving money.

Click on the link below to download a PDF with a selection of parents promotions.

[DOWNLOAD PDF NOW](#)



Teachers Pensions: Are you signed up to My Pensions Online?

Since April 2016, you are no longer able to access a paper pension's statement. To view these you now need to register with my pensions online. To register all you need is your Teachers' Pensions reference number (also known as your DfE number); National Insurance number and personal email address. For more information click below.

[Register for My Pension Online >](#)

Opting out of the Teachers Pensions Scheme

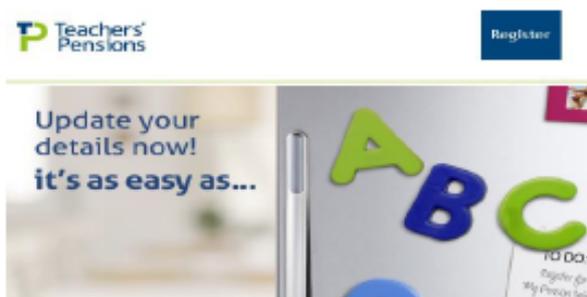
We have been notified by Teachers' Pensions that they will no longer accept paper applications to Opt Out of Scheme that is not showing as the June 2016 application, if any of your Teachers are looking to Opt out please refer them to their "My Pension" online account to locate guidance rather than complete a paper form.

Certificates of Re-employment

If a Teacher returns to employment after claiming access to their retirement benefits they are required to complete a Certificate of Re-employment. The form is available for completion via their My Pension Online account.

A Certificate of Re-employment must be completed immediately upon return to work, whether the teacher is contributing to the scheme or not and must be completed at the start of each tax year and if your salary changes.

Teachers should be aware that any earnings may affect their pension from the Scheme, but they will accrue further benefits during re-employment unless they choose to Opt out of contributions.



Changes to Teachers' Pensions contribution bands

On 1 April 2017, the salary bands applicable to member contributions for the Teachers' Pension Scheme will change in line with an increase in the Consumer Price Index (CPI) and increase by 1.00%.

This applies to all members i.e. both those who remain in the final salary arrangement and those in the career average arrangement.

Member tiered contribution rates for the Teachers' Pension Scheme from 1 April 2017 are shown below:

Annual Salary Rate for the Eligible Employment from 1 April 2015 - 31 March 2017	Annual Salary Rate for the Eligible Employment from 1 April 2017	Member Contribution Rate
Up to £25,999.99	Up to £26,259.99	7.40%
£26,000 to £34,999.99	£26,260 to £35,349.99	8.60%
£35,000 to £41,499.99	£35,350 to £41,914.99	9.60%
£41,500 to £54,999.99	£41,915 to £55,549.99	10.20%
£55,000 to £74,999.99	£55,550 to £75,749.99	11.30%
£75,000 and above	£75,750 and above	11.70%

Have you tried Live chat?



Live chat is a tool that allows you to instantly speak to a HR or ESS advisor via CYPs.info and to get responses there and then

The live chat service is available now and can be accessed under the Organisation and Management > Education Human Resources [page](#) and is easily accessible via a button.

Please note, live chat is closed on a Wednesday morning in line with the phones.



Useful contacts and related links

Employment Support Service Team Leaders

Claire Baister
01609 798 267

claire.baister@northyorks.gov.uk

Craig Johnston
01609 798 285

craig.johnston@northyorks.gov.uk

Account managers are overseen by the ESS Team Senior HR Adviser **Lisa Wilson** who can be contacted on lisa.wilson@northyorks.gov.uk or **01609 798540**.