

Schools ESS key messages

July 2018

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 [NYES portal](#) to send in all your work requests. We would encourage you to use the portal, as the advantages for you are that once submitted, the work 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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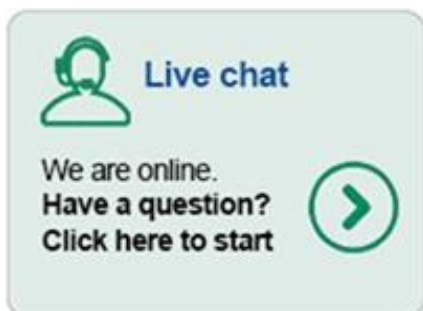
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Have you tried [Live chat](#)?



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.

Payroll submission deadlines

Future submission deadlines are as follows:

- 5 August 2018 (or 20 July 2018 if you are not going to be in over the Summer)
- 5 September 2018

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

We would like to wish you well over the Summer break and would like to assist in making your return to work as smooth as possible. To help us do this, please can you remember to do the following:

- Check your monthly summary form to make sure that you have let us know when staff have returned to work from long term sickness
- Remember to send your NQT advanced payment application forms prior to **31 July 2018**. The forms can be accessed under the pay section of CYPS info in useful downloads
- 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 2018** to enable us to update the record. You will need to complete the relevant notification form for any changes
- Notify us of any leavers in a timely manner so we can prevent any overpayments from being processed

NQT advanced payments

The application for the NQT advanced payment is available on the CYPS info website and needs to be returned by **31 July 2018**. The advanced payment would be for the value of £900 for payment into bank accounts no later than **3 September 2018**. 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 2018. (This will be pro-rata basis for part time teachers).

If you wish to take advantage of this offer please complete and submit the NQT Payment Application form (available on CYPS info at this link - <http://cyps.northyorks.gov.uk/pay>) and return this form via email, to

employmentsupportservice@northyorks.gov.uk.

Please note if your school transfers to academy status prior to 1st September 2018 this scheme will not be available.

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.

ESS training on offer

Do you have new Admin staff starting after the Summer? 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 generally covers the following:

- Overview of notification forms and how to complete
- Payroll submission deadlines/reports
- North Yorkshire Education Services 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.

MyView for Schools and MyView 2

We have been using the current version of MyView for over 10 years now and we are happy to announce that a new improved version is due to be released in August 2018.

The upgraded functionality means that the application is much more responsive. Piloting of MyView 2 has been undertaken over the past months and feedback has been good. The new version also has an enhanced modern based structure with less clicks required to get where you need to be.

What do I need to do?

You do not need to do anything, you can continue using your current MyView link that will redirect you to MyView 2 when we go live in August and single sign on will remain as a function.

What are the new features?

New responsive design

Improved for those remote working and working flexibly in all locations with new technology such as tablets and mobile phones.

Faster access to view and approve requests/claims for authorisers

This can now be done from the dashboard when you first log in, reducing the need to navigate through the system.

Access to complete request/claim form history

Employees can see a complete history of their expense / timesheet claims.

Ability to view who authorised your requests/claims and when

Staff now have the ability to see when their managers have authorised their leave request or hours claims. Managers can now see a full audit of what they have created and/or authorised such as new posts.

Improved view of staff information (personal and staff reports)

Easily accessible to view personal details, current appointment and appointment history.

Improved user guidance via video guides

Updated video guidance via Learning Zone of the new MyView 2.

Accessibility enhancement options - High contrast colour scheme available

There is now an option when logging in and once logged in to be able to adjust the contrast to help assist the visual appearance of the system.

Please [click here](#) for a video overview of what is new in MyView 2. Please be advised this is aimed at managers therefore only the elements regarding payslips and claims may be relevant.

If you require guidance and support or for technical issues, suspended login or locked account please email ServiceCentre@northyorks.gov.uk or call 01609 532020.

Please be aware, Schools have the ability to input timesheets and expenses through MyView, which means you won't receive a charge at the end of the year for your supply input. If you are not already using MyView and wish to start please contact Steven.P.Wood@northyorks.gov.uk or Kate.Owens@northyorks.gov.uk



Teachers Pensions Updates – please ensure these pages are sent to your Teachers

MDC – Monthly Data Collection:

Since October 2016 we have been updating member records with service and salary on a monthly basis this allows teachers to access a monthly updated Benefit Statement at any time via their My Pension Online account. If you identify any issues with your member record please contact the pensions team on 01609 532190 option 1, Option 4 to discuss your issue and allow us to address these for you.

Are you signed up to My Pensions online?

This will allow you access to your pension information 24/7. Registration is now even simpler, all you need is: to confirm a few personal details, National Insurance number and personal email address. For more information click below.

[My Pension Online](#)

PLEASE NOTE: The benefit statement shows how much pension you have built up, based on the service and salary information provided to us by your employer. It's important for members to check their benefit statement regularly to ensure there are no errors in the data recorded or gaps in pension service as it may prove difficult for historic errors to be corrected

Teachers Pensions have confirmed that from **1st April 2018** the salary bands for member contributions will increase by 3%. The member and employer contribution rates will stay the same; it's only the salary bands that are being changed. Amendments will be made to our payroll system to incorporate the changes to the bands and some members may notice a change to the contribution band from April 2018.

Annual Salary Rate for the Eligible Employment from 1 April 2017	Annual Salary Rate for the Eligible Employment from 1 April 2018	Member Contribution Rate
Up to £26,259.99	Up to £27,047.99	7.4%
£26,260 to £35,349.99	£27,048 to £36,410.99	8.6%
£35,350 to £41,914.99	£36,411 to £43,171.99	9.6%
£41,915 to £55,549.99	£43,172 to £57,216.99	10.2%
£55,550 to £75,749.99	£57,217 to £78,022.99	11.3%
£75,750 and above	£78,023 and above	11.7%

Starters and leavers

From September 2017 TP will start to directly contact members who are starting or leaving the Scheme, TP will use the contact details held on the members My Pension Online account or the email address TP hold. All members will receive a bespoke email and information with their starting or leaving details.

To ensure that TP can make direct contact with these members it is important for us to have their email address or confirm that they have signed up to My Pension Online. Please can you confirm email addresses with members of your teaching staff and advise of any recent changes and or encourage them to sign up for a My Pension Online account.

Previous pension schemes – transferring into TPS

For Teachers entering the pension scheme for the first time, they may have a previous pension plan they wish to transfer into TPS. There are strict timelines attached to this and applications must be made to Teacher's Pensions within 12 months of commencing with the scheme. Further guidance can be located on the members' area of the Teachers' Pensions website – www.teacherspensions.co.uk.



Teachers Pensions are collecting some feedback and have asked that we circulate the below survey to all members. Please pass on the below message and link to any Teachers at your School:



Are you on top of your pension?

Please take a moment to complete our short survey.



As a member of the Teachers' Pension Scheme we would like to ask you to take part in a very short survey about your thoughts and actions in relation to your pension.

Your participation is incredibly helpful to us in assisting us to further shape the way we communicate and engage with our members.

[> Take the survey](#)



Useful contacts and related links

Employment Support Service Team Leaders

Claire Baister
01609 798 267

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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**.