

Schools ESS key messages

March 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 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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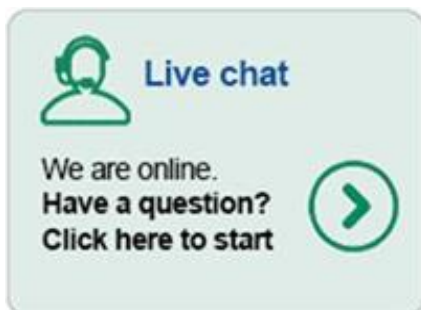
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Have you tried [Live chat](#)?



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 April 2018 (29th March if you are not in School during the Easter holidays)
- 5 May 2018

Supply Claims Charges

You can now see your supply claims charges on SLA online. The amount charged to the school is made through North Yorkshire Education Services (NYES) and is based on the number of individual supply claims processed through the system for the previous 12 months.

The only schools that will not be charged for this are those schools using 'MyView' to complete all of their claims through the system. If the school uses 'MyView' on an ad-hoc basis for some claims, a discount will be applied based on the numbers processed by the school directly into payroll.

If you would like a breakdown of how the charge has been arrived at, please contact your designated Team Leader and they can provide you with this information.

My View for Schools

The MyView for schools project has now been underway for over a year and there are currently over 90 schools using MyView to submit their timesheets and expenses. 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 and the Mileage and Expenses module within MyView and Schools can receive a discount from their SLA as well as relief from the supply claims charges if your School opt to use this.

If you would like further information on the MyView project please contact Will Bunn – will.bunn@northyorks.gov.uk.

Schools SLA's

Your 2018/19 SLA is now available to view on SLA online. Details of any discounts your School are in receipt of are outlined e.g. RAS, MyView.

It is important to ensure you have read and understand your SLA and any queries should be directed to your designated Team leader

Additional services which do not form part of the standard SLA are available upon request, e.g. training requests, report requests, net pay advances, set-up of new pay spines, enhanced recruitment options etc.

Support staff increments

A snap survey was sent out via email on 19th February.

Schools are required to provide confirmation of the increments to apply, withhold or remove (for those at the top of their pay band) and will receive a report showing where staff currently are and their proposed pay point. We will also be sending out absence data from April 2017 – January 2017 (schools will need to consider any sickness absence in February and March when making decisions).

We will only remove or withhold increments for the staff that specifically reference in the survey. The deadline for the survey to be completed is 29th March. If not completed by the deadline no increments will be uploaded.

RAS Schools are included in this. If the survey is completed, ESS will action on your behalf.

North Yorkshire Education Services Portal

All Schools should have now registered their account for the Portal.

The old eform has now been switched off and any work submitted via email will be returned and you will be asked to re-submit via the Portal. Originals such as MATB1's and P45's will still need to be sent in the post.

All up to date notification forms are on CYPS info under Schools Administration and now includes a link to the Portal. We are looking at getting these forms moved over to the Portal for ease and following feedback from yourselves. Schools will be kept informed of developments.

You can access the Portal here - <http://smartsolutions.northyorks.gov.uk/portal>. Please do not hesitate to contact the Team should you require any assistance.

ESS training on offer

Do you have new Admin staff starting after half term? 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.

Everybody Benefits

Access Everybody Benefits >



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**.



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

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 rise is following the increase of the Consumer Price Index (CPI) by 3% in the year to September 2017.

Annual Salary Rate for the Eligible Employment from 1 April 2017

Up to £26,259.99
 £26,260 to £35,349.99
 £35,350 to £41,914.99
 £41,915 to £55,549.99
 £55,550 to £75,749.99
 £75,750 and above

Annual Salary Rate for the Eligible Employment from 1 April 2018

Up to £27,047.99
 £27,048 to £36,410.99
 £36,411 to £43,171.99
 £43,172 to £57,216.99
 £57,217 to £78,022.99
 £78,023 and above

Member Contribution Rate

7.4%
 8.6%
 9.6%
 10.2%
 11.3%
 11.7%

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. If they have any queries relating to this please refer them to the schools administration team.

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.



Opting out of Pension Contributions

From **January 2018** you will only be able to opt out online, you will need a My Pension Online account to access and submit the online opt out application. Please note we are required to continue to deduct pension contributions until an opt out date is agreed and confirmed to us by Teachers Pensions.