



**Merry Christmas and a Happy
New Year**

**From all of us at Employment
Support Services!**

Academy ESS key messages

December 2017

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

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Employment Support Service

Payroll submission deadlines

Future submission deadlines are as follows:

9 January 2018

5 February 2018

ESS opening dates – Christmas closedown

Please note that ESS closes over the Christmas period. ESS will be closed from 4.30pm on Friday 22nd December 2017 and will not re-open until 8.30am on Tuesday 2nd January 2018.

Change to DBS identity checking guidelines

New ID checking guidelines have been introduced, these guidelines will apply to all applications. The enhancement is being introduced so that DBS's identity checking process is aligned with [right to work](#) checks. These state that employers must prevent illegal working in the UK by carrying out document checks on people before employing them to make sure they are allowed to work.

All relevant documentation and policies have been updated to reflect this so please ensure you have discarded anything saved locally and are using the most up to date list.

DBS – verification forms

Just a reminder from Employment Support Services to Head Teachers and verifiers to ensure you are using the most up to date verification forms from the website and you are not saving them locally. There have been some changes to the form in hope to reduce the amount of times we need to clarify information so it's important you are using the most up to date versions. The most up to date version of both the paid role verification form and volunteer verification for can be accessed from the CYPs.gov website at the following link: <http://cyps.northyorks.gov.uk/hr-safeguarding>



My View for Schools

Are you using MyView to access your payslips?

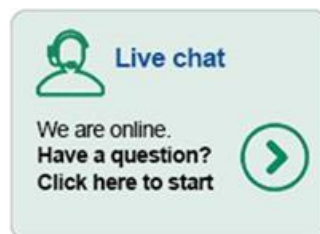
MyView allows employees to access and view their personal information and amend certain data such as bank details, home address and next of kin or emergency contact information etc.

Employees can also view their payslips, P60's and P11d's.

MyView can be accessed from any computer or mobile device that has access to the internet.

If you would like further information on MyView, please contact Catherine Green on 01609 797683 – catherine.green@northyorks.gov.uk.

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.

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**.

Please note – if your Academy has joined Everybody Benefits – the following changes apply:

Everybody Benefits

Access Everybody Benefits >

Childcare voucher supplier change and time limit for new members

From 1st December 2017 the provider of childcare vouchers for employees of NYCC has changed following procurement of the Everybody Benefits framework. The new supplier is Sodexo. All staff who are participating in the scheme have been informed directly and advised to update their details with the new provider. Staff who have saved vouchers in the previous scheme will have continued access to that account to use up all remaining sums; there is no expiry on this but staff are urged to use them soonest. As a reminder, the childcare voucher salary sacrifice scheme is only available for new members **until April 2018**, this is due to the Government change to tax free childcare. There are choices for parents and further details are available via this [link](#). Anyone who is already signed up to the scheme by April 2018 will continue to be able to use the scheme and get the benefit they are currently enjoying, it will only be closed to new members.

The Sodexo customer care team helpline is 0800 328 7411 and is now available for NYCC staff. Further details about the scheme can be found on the [intranet](#) or via this [link](#) for school based staff (the Sodexo link is being updated on the [Everybody Benefits](#) platform).

Green car salary sacrifice scheme – change of provider

The provider of the green car scheme for staff has changed. The new provider is Zenith. Their platform for staff who meet eligibility will be available via the [Everybody Benefits platform](#) from 11th December. Staff who have cars with the previous supplier, Tusker, will have continued access to their Driver page and the Tusker helpdesk for servicing and maintenance via the Everybody Benefits platform but new cars will be ordered via Zenith only. Zenith will be attending roadshows around the County over the coming months, including a launch event at County Hall on 11th December, 11.30-2.30pm, all welcome.

Liftshare – new car sharing scheme



We have launched a new 'Liftshare' scheme. We all share cars regularly with our friends and family, without thinking about it. But there are often times when a driver has empty seats in the car simply because they don't know of anyone who needs a lift. Our new Liftshare scheme connects people travelling in the same direction so they can arrange to travel together and share the costs and help to alleviate parking issues. The scheme is being provided by a company called 'Liftshare'. Free to join and open to all staff at NYCC, the new scheme matches those driving with spare seats to those needing a lift. The average commuter using Liftshare saves £1,000 a year and cuts their CO2 emissions considerably. Every car off the road is one fewer causing congestion on the roads and in car parks. You can sign up now, it's easy to do, simply visit: www.nycc.liftshare.com

Cycle to work salary sacrifice scheme – next window

There will be a short salary sacrifice application window open in January 2018 from 2nd to 19th January for staff to place orders. The scheme continues to be provided by Cyclescheme and further details are available on the [Everybody Benefits platform](#).

Benefits fair

An employee benefits fair is being held at County Hall on Monday 11th December from 11.30am – 2.30pm in the Council Chamber. This will provide an opportunity for staff to come along and meet the new providers of the schemes that are available including:

- Green cars provided by Zenith. There will be two demo vehicles and representatives will talk through the quotation and order process.
- Cycle to work provided by Cyclescheme. Iron Horse Cyclery will represent the scheme.
- Childcare vouchers provided by Sodexo. Find out more about the voucher benefits and how to use them.
- Home technology scheme provided by Softcat/Onecall. Test the products and talk to their representatives about the scheme and its benefits.
- Financial wellbeing provided by Neyber. Talk through the support available and benefits from this scheme.
- Employee discount platform provided by Xexec. Find out about all the discounts and products available via this extensive platform.

Financial wellbeing scheme launch

In October we launched a new employee benefit called Neyber as part of our commitment to your financial wellbeing at work.

We hope you've been enjoying the financial education resources they offer and we're pleased to announce the launch of Neyber loans!

If you need to borrow money at an affordable rate or want to consolidate your debts into one, more manageable monthly repayment, Neyber loans offer:

- Salary-deducted repayments
- 3 fixed rates; 4.9% APR, 6.9% APR* and 9.9% APR
- Borrow from £2,000 to £25,000 up to 5 years

Create an account or login: www.neyber.co.uk/join

* 6.9% APR Representative based on a loan of £7,500, Repayable over 5 Years at an Interest rate of 6.9% PA (fixed), Administrative fees: £0, Monthly payment of £147.42 Total amount payable £8,845.07

Poster attached on this scheme.



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

Are you signed up to My Pensions online?

To view these, you 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.

[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

Certificates of Re-employment

Teachers retiring with access to their pension benefits who return to employment as a Teacher, may be required to complete a certificate of re-employment. Further advice and the online form can be located within 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.

Partner nominations

You may have seen recent articles about the problems a person may face if their partner hasn't nominated them to receive their pension benefits in the event of their death. If you're married or in a civil partnership, you don't need to worry about making a nomination as your partner will automatically be covered in the event of your death.

If you're not married or in a civil partnership but are in a long term relationship, it's important that you fill out a Partner Nomination form available to you within the member area of the Teachers' Pensions website, www.teacherspensions.co.uk. This will mean your partner will be entitled to death grant benefits if you die. They may also, depending on your personal circumstances, be entitled to a survivor's pension.

It's vitally important that you keep all of your personal information and nominations up to date to give yourself and your family peace of mind. The can be checked and amended where necessary via your My Pension online account.

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.



Additional Voluntary Contributions (AVC's)

Additional Voluntary Contributions (or AVCs for short) are a way of increasing your benefits through a separate scheme to your teacher's pension.

The Department for Education has an AVC arrangement with Prudential, but you can use other companies. You can find out more by taking a look at Prudential's Introduction to AVCs factsheet, or by visiting their website at www.pru.co.uk/takecontrol.

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.

Contacting TPS

We are aware that some teachers have recently experienced difficulty speaking to members of the Teacher's Pensions team based in Darlington. Whilst this is out of our control, we can advise that the contact number to be used is 0345 6066166 and that lines are open Monday to Friday, 8.30am to 6.00pm.

Contact can also be made via the contact us section within their secure member area in My Pensions Online.

Teachers Pensions reference number – what is it and where can you find it?

Also known as the DfE number. This is the number given to you when you qualify as a teacher in the UK and it's important you keep a note of it. But don't worry if you've misplaced it - here's how you can find it:

- Check any previous correspondence – TP will have used this number in any previous communications
- Ask Employment Support Service - we will hold a record of your individual DfE number, if not we can obtain this for you, contact the team on 01609 532190 and choose option 1, followed by option 4.
- If you are an Unqualified Teacher, we will register you with Teachers' Pensions and a number will be generated for you.