

# Academy 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](mailto:employmentsupportservice@northyorks.gov.uk)

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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 (29<sup>th</sup> 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

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 the MyView project please contact Will Bunn – [will.bunn@northyorks.gov.uk](mailto: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.

### Gender pay reporting

Please note, if you are required to report out on Gender Pay gap, we are able to provide this data for you upon request, however as this is not a standard report including in your SLA there will be a charge applicable. If you would like to request a report, please contact Kate Owens – [Kate.Owens@northyorks.gov.uk](mailto:Kate.Owens@northyorks.gov.uk).

### Support staff increments

We are approaching the time of year which requires you to review your support staff increments, which are due in April.

Last week you were sent a list of all staff who are eligible for an increment on 1<sup>st</sup> April. Our systems team will upload increments to **all** staff records. You therefore only need to notify us of any staff who **have not** met the performance/attendance criteria and need to have their increment withheld or removed.

You are required to provide us with confirmation of those to withhold/remove, by **29<sup>th</sup> March**, in order to prevent overpayment in their April pay. If you have any queries, please contact your designated Administrator.

### Everybody Benefits – NB – only applicable to Academies that purchase this.

Access Everybody Benefits 

Just 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 [www.tax-free-childcare.info/childcare-savings-calculator/](http://www.tax-free-childcare.info/childcare-savings-calculator/). 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.

Employees can use both the 30 free hours and the Tax free childcare together



**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 **1<sup>st</sup> 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.

<b>Annual Salary Rate for the Eligible Employment from 1 April 2017</b>	<b>Annual Salary Rate for the Eligible Employment from 1 April 2018</b>	<b>Member Contribution Rate</b>
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%

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](http://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.



## Useful contacts and related links

### Employment Support Service Team Leaders

Claire Baister  
01609 798 267

[claire.baister@northyorks.gov.uk](mailto:claire.baister@northyorks.gov.uk)

Craig Johnston  
01609 798 285

[craig.johnston@northyorks.gov.uk](mailto: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](mailto:lisa.wilson@northyorks.gov.uk) or **01609 798540**.