

# Schools ESS key messages

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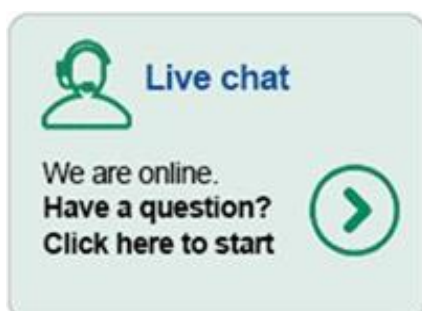
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Have you tried [Live chat](#)?



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:

- 8 May 2018
- 5 June 2018

### April pay changes

Support staff may notice a difference in their April 2018 pay as there have been lots of changes applied such as the Pay Award, Increments (applied or withheld/removed) and the uplift for Term Time Only Weeks.

#### • Pay award

Details of the April 2018 NJC pay scales can be found on the CYPS info site - <http://cyps.northyorks.gov.uk/pay> under the HR – pay, leave and benefits section and then under pay, as well as an updated salary calculator.

#### • Increments

If your School completed and returned the increment snap survey for support staff, the changes will have been applied to your employee records and reflected in their April pay. If your School did not complete the survey, you will have been contacted via email with further instruction on how to advise us of any increments to apply, as the survey has now closed.

#### • TTO uplift

Every year in April we look at worked weeks for TTO staff and uplift their paid weeks in line with their continuous service. Staff who have fallen into the next bracket for service may have seen an increase in their paid weeks.

#### • Pension band changes

LGPS pension bands have changed from 1<sup>st</sup> April. Details of the new bands can be seen at the below link

<http://nyccintranet/news/pension-banding-local-government-pension-scheme-0>

### P60 now available

Your P60 is now available on MyView through the following link:

<https://selfservice.northyorks.gov.uk/>.

Once logged in to MyView, navigate to the Payslips, P60's and P11ds module. The P60 will be accessible under the annual documentation header.

### Tax codes

Your tax code is changed each tax year (6 April to 5 April following year), usually because the personal allowance is increased so staff should expect to see changes to their tax codes in their April pay. Your code can also change for other reasons, for example if you start or stop getting state benefits or company benefits (like a company car).

The code is worked out by HM Revenue and Customs (HMRC), who send it to your employer.

If you have a query about your personal tax code and need to contact HM Revenue & Customs (HMRC) the following information may be useful:

Address: Pay As You Earn and Self-Assessment, HM Revenue & Customs, BX9 1AS Telephone number: 0300 200 3300

You should quote your national insurance number and the council's tax office reference number: 406/N8001 when making contact.

Please note, Employment Support Services are unable to make changes to your tax code unless they are in receipt of an original P45 or a new starter checklist. All other instruction must come from HMRC.

### 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 Steve Wood – [Steven.P.Wood@northyorks.gov.uk](mailto:Steven.P.Wood@northyorks.gov.uk).

### DBS Updates and reminders

- **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 form can be accessed from the CYPs.gov website at the following link: <http://cyps.northyorks.gov.uk/hr-safeguarding>

- **DBS Volunteer checks**

Completing the verification form with the correct candidate and DBS information ensures swift progress of the check and reduces delays where we have to check information before processing. Where volunteers or School Governors are being supervised they are only eligible for an enhanced check with no barred list so please ensure if you are stating they are supervised that you are not requesting a barred list check as this isn't an eligible check and will result in delays and the requirement for us to question the request. If the correct verification form is used there is red text as a reminder on the volunteer verification form.

- **DBS – sample rechecks**

For employees who have been selected for a recheck managers have been contacted with instructions, we still have a high number of employees who haven't yet had their recheck completed, can managers please ensure if they have been contacted via email with instructions that the DBS check is completed as soon as possible and they follow the instructions they have been provided. Can we ask if there is a problem that you please contact the DBS on team within Employment Support Services on 2190 or [EmploymentSupportService@northyorks.gov.uk](mailto:EmploymentSupportService@northyorks.gov.uk) for advice.

It is North Yorkshire County Councils policy to ensure these sample rechecks are carried out each year so it is imperative for action to be taken immediately.

- **DBS results**

Please ensure that you retain the email confirmation received for your staff's DBS results. Due to GDPR we won't be able to keep the email confirmation on the system so we will not be able to continue to resend this at a later date. **It is therefore essential you keep your records up to date with the information that is initially sent to you.**

### Occupational Health

Please ensure that you are using the most up to date version of the Pre-employment health questionnaire and Occupational Health referral form, these can be found on the CYPs info site at the following links: <http://cyps.northyorks.gov.uk/5-clearances> <http://cyps.northyorks.gov.uk/hr-attendance-management>

Where incorrect forms have been used they will be returned requesting the correct form to be completed.

### NYES Portal updates

Following feedback from yourselves, we are looking to make some changes to the NYES Portal and the forms you submit to ESS. Any updates and changes will be communicated with you all.

If you have any feedback on the NYES Portal, please get in touch with your designated Team Leader as we would like to hear from you.

## Everybody Benefits

Access Everybody Benefits



choose to share the driving or make contributions towards fuel.

Sign up now at [www.nycc.liftshare.com](http://www.nycc.liftshare.com)

### Financial Wellbeing - Neyber

- Neyber is an organisation that we are working with as part of our commitment to your financial wellbeing at work. Each month Neyber hosts webinars giving practical tips on how you can be better with your money. Recent topics have included:
  - \* 'The savings challenge – short, medium and long term planning'
  - \* 'How to get started on the property ladder' and 'Moving house'
  - \* How to create and follow a budget
  - \* Understanding credit scores and taking control of your finances

You can register for the seminar online by using this link:  
<https://register.gotowebinar.com/register/6292801203886516226>

Anyone who signs up will receive the webinar recording to listen to at their leisure.

For more information about Neyber visit:  
[www.neyber.co.uk/join](http://www.neyber.co.uk/join)

### Car sharing

Sick of expensive travel costs, not being able to find a parking space or you want to do your bit in protecting the planet by cutting CO2? Why not consider our **liftshare** scheme? There maybe someone else travelling in the same direction as you to and from work or to a meeting. You don't even need a car to get involved; many members are happy to give a lift in return for a contribution to their fuel costs. You can register and start sharing now, simply visit: <http://nycc.liftshare.com>

### **Save £1000 a year**

The average commuter using Liftshare saves £1,000 a year.

Anyone can Liftshare. You don't even need a car to get involved; many members are happy to give a lift in return for a contribution to their fuel costs and some good chat!

Free to join and open to all NYCC staff, the new scheme matches those driving with spare seats to those needing a lift. People sharing can then

Food for thought:

The average commuter using Liftshare saves £1,000 a year and cuts their CO2 emissions considerably. Every car off the road is one less causing congestion on the roads and in the car park.

What's putting you off? "I can't Liftshare because I go to the gym after work", "I would car share but I have young children", "It's a good idea but I work flexible hours". There are some perceived barriers to car sharing, however, more often than not there is an easy way to break down those barriers. Here's how:

**"I work flexible hours"** – there are other people working flexible hours who you could share with, or just choose to share on the few days a week that your working hours match up. Even sharing once or twice a week has an impact on traffic, parking and the atmosphere.

**"I attend the gym/activity after work"** – There may be others going to the same area, so pop in your journey to the gym/activity after work, or just share one way in the morning and see if there is someone else going your way home – you could be saving you or someone else from a long walk in or a trip on the bus.

**"I have to drop my children off at school and pick them up"** – It is likely that there are other people in the area that have children at the same school. You could add your journey from the school to work, or meet someone that you can share the school run with.

**"I like to socialise after work"** – Liftsharing is flexible, you don't have to do it every day. If new plans crop up, just let the other members of your Liftshare team know in advance that you won't be sharing with them on that day.

You can read more barriers and answers on the [Liftshare website](#).

For more information about our car share scheme contact Kim Trenholme, senior pay and reward advisor, email: [kim.trenholme@northyorks.gov.uk](mailto:kim.trenholme@northyorks.gov.uk) or visit our [sustainable travel pages](#) on the intranet. <http://nyccintranet/content/sustainable-travel>



## 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 **1<sup>st</sup> 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

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%

### 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).



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

[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**.