

Academy ESS key messages

April 2018

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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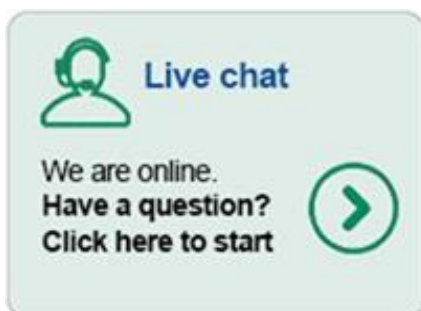
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Have you tried [Live chat](#)?



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

Your Academy has been contacted regarding April pay changes. If your Academy has confirmed there are to be changes applied, support staff may notice a difference in their April 2018 pay for the following:

- **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. If your Academy have chosen to adopt their own pay structure, this does not apply.

- **Increments**

You were contacted regarding support staff who were eligible for an increment in April. If you have advised us that increments were to be applied, this will have been reflected in their April 2018 pay.

- **TTO uplift**

If your Academy follow NYCC policy, your term time only staff may have had their paid weeks increased in line with their continuous service.

- **Pension band changes**

LGPS pension bands have changed from 1st 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

Tax codes are 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. Tax codes 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 Academy tax office reference number 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 and academies 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.

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 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 when you purchase the package through SLA online [clearances](http://cyps.northyorks.gov.uk/hr-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.



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 update 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 Academy:



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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Craig Johnston
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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**.