## Guidance on button selection for your query

Payroll Change to Personal Details form so that SAP can be updated. This includes changes of name, address, bank details and/or equalities information.  Payroll Contract Queries staff.  Payroll Epay For all Epay queries relating to accessing your Epay account. For queries regarding pay received (detailed on your payslip), please use the button – 'General Pay Queries'.  Payroll Family Leave For queries about entitlements, notification requirements, Keeping In Touch (KIT) days and pay related matters.  Completed Maternity and Family Leave forms should also be submitted via this button.  Payroll General Pay Queries In Judy Queries relating to your pay or entitlements, including over/under payments. For statutory deductions (Tax, NI, Court Orders) please use the separate button for these queries. Please refer to the payroll pages on the intranet for general pay advice, salary scales, and payroll policies  Payroll Mileage and Completed Mileage and Expenses forms should be submitted by schools using this button. General queries about mileage and expenses entitlements should be directed via the 'General Pay Queries' button  Payroll Pension For all pension payment related queries.  Payroll References For all reference requests including employment references, mortgage/rental references.  Payroll RTE Queries For submitting queries relating to Remote Timesheet Entry.  Payroll Sickness For queries relating to sick pay and absence recording, including when half and nil pay will be reached in cases of long-term sickness absence.  Payroll Statutory For queries relating to these types of statutory deductions from payroll.  Payroll Timesheets For submission of completed timesheet forms for processing by the Transactions Administration team.  Payroll PRP/PRI For queries relating to the Nominal Roll report.	<b>T</b>	Name of Divition	When to the Colored
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