

Guidance on button selection for your query

Team	Name of Button	When to Use - Schools
Payroll	Change to Personal Details	For Schools to share a completed 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	For queries about contracts for new starters and existing 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	For all pay 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 Expenses	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 Absence	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 Deductions	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 Performance Related Pay for Teachers and Performance Related Increments for Support Staff.
Payroll	Nominal Roll	For Queries relating to the Nominal Roll report.