

A Payroll System Designed for Schools

Executive Summary

CASL offers a payroll system specifically designed for schools and academies which will save you time and money. It gives you the convenience of a web based payroll system with access for authorised users at anytime, together with a full online audit trail.

Most changes can be made by school staff and prompt support is available for more unusual actions. CASL's payroll system has been developed in partnership with Schools Advisory Service, a specialist in education finance services.

Service Offer

Why change your payroll provider? – our system will reduce your existing workload, provide more accurate and timely information, and cost less to operate. To make clear the benefits of changing to our system we offer:

- A step by step demonstration of our system
- The opportunity to trial the system using between 5 and 10 staff
- Full testing of the system for one or two months prior to transferring

Managing the Change – our in-school demonstration shows your staff how the payroll system works. The next stage sets up a mini payroll for a small number of employees and shadows any changes as they are processed by your existing payroll provider. Our experienced payroll staff support and train your staff at this stage, preparing them for the transfer.

When the transfer begins, staff receive further training and support; our team will contact the current payroll provider and carry out the transfer functions.

The Payroll Service – our service provides:

- Accurate and timely payments via BACS to employees
- The option of different pay dates for different types of employees
- The ability to apply and implement pay awards, including back pay if appropriate
- The ability to make amendments at any time between pay dates with a fail-safe provision that confirms your permission before changes are implemented
- Application of and compliance with the appropriate HM Revenue & Customs (HMRC) regulations including providing P45s, P60s and P11Ds as required
- The deduction and processing of contributions to Teachers' and Local Government pension schemes, including Additional Voluntary Contributions
- The option to set your own pay scales should you decide not to follow nationally recognised pay scales; you can set 'spot' salaries or use a pay scale that you have specifically chosen
- The option to design your own payslips and include messages on them
- Reports to enable you to update other financial records
- Access to payroll records at any time; trace payments and amendments whenever you want



School Responsibilities

The main responsibilities of the school are:

- To provide up to date and accurate information to us within the agreed payroll timetables to allow the payroll to be processed on time
- To appoint us as your payroll agents so that we can deal, on your behalf, with external bodies on payroll related matters
- To tell employees how to pass confidential information needed to process the payroll to us. We will not release this confidential information to any other person or institution unless we are obliged to by legislation

Quality of Service and Evaluation

CASL monitors the quality of service with regular client surveys. A rapid response is guaranteed for any incorrect or delayed payments to individual staff.

HMRC, Superannuation Schemes and local authorities will all receive and monitor timely accurate outputs.

The Payroll Service will be developed and improved to satisfy customer requirements. This will be achieved by volunteer schools providing detailed in-depth customer feedback to ensure a continuously improving service which responds to clients' specific needs.

CASL carries out regular customer surveys on an annual basis to monitor performance and ensure service excellence; the surveys cover at least 25% of service clients. If you have any concerns at any time, we welcome your feedback.

Cost

The cost of the CASL Payroll Service is £3.25 per payslip, which equates to £39.00 per annum for monthly paid staff with no additional costs for setting up payroll, year end reports or staffing changes. In the first year when you change to the CASL Payroll Service, we offer the initial 12 months for the cost for 9 months.

Contact Details

For further information, send us your contact details, a brief outline of what you need, and some dates when we can call you.

We will then contact you as soon as possible.

Contact us by using the CASL Extended Services Answering Service on **01733 866467** or e-mail office@churchacademies.org.uk putting Extended Services in the subject line.

