

# Service Level Deliverables

December 2024

Version: 2.9

## Introduction

This document details the Source payroll service PSSG, referred to throughout the document as 'The Supplier' will provide the Customer who has signed the appropriate Agreement. This document has been classified as "internal confidential" and the Customer is not to share this document outside of their organisation.

From time to time the Supplier may need to update the delivery of its services, its infrastructure, software, and its deliverables and such changes shall automatically be deemed accepted through the relevant revisions to the Service Level Deliverables (SLD).

This document is intended to be read in conjunction with the service description, which will detail responsibilities in more detail.

The document is intended to provide a more detailed description of the service responsibilities of both the Supplier and the Customer than is included in the Agreement, but in the event of any conflict the Agreement will prevail.

# Definitions

Certain keywords within this document have the meaning set out below: -

- a) **Agreement:** means the Agreement issued to the Customer.
- b) **Agreed Formats:** means the Supplier's cloud data entry wizards, the Supplier standard import formats, and tested HR interface files.
- c) **Attachments of Earnings:** means any statutory deduction from salary at source awarded by the courts.
- d) **BACS:** means Bankers' Automated Clearing Service.
- e) **Faster payments:** denotes the use of Modular and that the Supplier has completed the successful compliance checks, and the Customer has provided the Company House number.
- f) **Change Control Notice:** means the agreed change control document on which any change to the service must be described and which is subject to the Agreement Variation Procedures described in the Agreement.
- g) **Cloud:** A Portal for the agreed formats for the provision of payroll data, publishing outputs/reports, and message exchanges with the Customer.
- h) **Employee hub:** A Portal for online payslips, P45s, P60s, and absence recording/management.
- i) **Customer Procedures Manual:** means a document maintained by the Customer, to define the Customer's procedures relating to the administration of the payroll.
- j) **Implementation Phase:** means the project undertaken jointly between the Supplier and the Customer to set up the payroll(s) and establish the payroll service. The Customer will be required to formally sign off the Implementation Phase as complete prior to the first "live" run.
- k) **KPIs:** means Key Performance Indicators are the agreed measurements of the service provided by Cintra and are defined in Schedule 2.
- l) **OSS:** means Outsourced Services.
- m) **Payroll Header:** means the document produced by the Supplier to define the processes and procedures to be followed in administering the payroll service for the Customer and to which the Customer will have given its agreement before commencement of the live service.
- n) **Processing Schedule:** means the agreed timetable, which outlines the schedule for the preparation and delivery of pay data from the Customer to the Supplier and the processing and return of payroll results from the Supplier to the Customer. This is detailed in Schedule 2 section 5 of the SLD.
- o) **Public Holidays:** means Bank and Public Holidays applying to the UK.
- p) **RTI:** means Real Time Information. The method established by the HMRC for electronic transfer of PAYE data with third parties such as the Supplier.
- q) **Service Levels:** means the Critical Service Levels are defined in Schedule 2 as the point at which the Supplier will escalate service management to senior management level.
- r) **Service Review Meetings:** means regular meetings between the Supplier and the Customer to review the service.
- s) **SMP/SAP/SPP/ShPL:** means Statutory Maternity Pay/Statutory Adoption Pay/Statutory Paternity Pay/Shared Parental Leave.
- t) **SSP:** means Statutory Sick Pay.
- u) **Standard Payroll Reports:** means those reports from the standard payroll process that are agreed to form part of the standard output and defined as such in the Payroll Header.
- v) **Statutory Bodies:** means the statutory bodies with which the Supplier would expect to liaise on behalf of the Customer in performing the routine administration of the payroll. These are HMRC, H M Collector of Taxes, The Inland Revenue National Insurance Contributions Office, Courts, and the Local Customer Child Support Agency.
- w) **Student Loans:** means Student Loans as defined in current UK legislation.

- x) **The Cintra IQ™ System:** means the payroll system provided and supported by the Supplier for the use in preparing and accessing data required for paying employees of the Customer.
- y) **The Supplier means PSSG,** who are responsible for providing the payroll service to the Customer.

# General Service Responsibilities

## 1. Service Overview

- 1.1. The Supplier will provide the Customer with a source payroll service and shall perform the tasks outlined below and in accordance with the Agreement.
- 1.2. The Supplier's payroll processing service consists of one gross to net payroll run per pay period once the payroll submission has been completed in accordance with the processing schedule, requirements for payroll re-runs and additional runs are detailed later in this document. The Customer is responsible for entering payroll data, approving, and authorising the FPS and payment files through the cloud portal using the relevant buttons.
- 1.3. With the assistance of the Customer, the Supplier shall develop a Payroll Header Document, which will incorporate the Business Rules applicable to the administration of pay for the Customers' employees. The Customer shall authorise the Payroll Header Document as an accurate assessment of the requirements of the payroll and the Supplier shall thereafter adhere to these procedures. Once authorised, changes to the Payroll Header Document will be subject to change control.
- 1.4. It is the Customer's responsibility to ensure that all data is delivered by submitting payroll inputs in the Supplier's agreed formats of:
  - The Suppliers cloud data entry portal.
  - The Supplier's standard import formats
  - Tested HR interface files
  - The Supplier's standard non-cloud data templateThe agreed formats shall be submitted via the Cloud portal in accordance with the Processing Schedule detailed Schedule 2 of the SLD, and as agreed during the Implementation Phase.
- 1.5. The Supplier will action the Customer's data as per the detailed service description, reconcile and process the Customer's payroll(s), and produce agreed reports, payslips, and interface files which shall be delivered back to the Customer via the Cloud portal.
- 1.6. It is the Customer's responsibility to arrange for the onward distribution of results within their organisation.
- 1.7. All Payslips /P60s/P45s & P11Ds will be provided by the Supplier via the Self-Service portal or Employee Hub, the Supplier will not produce printed versions of these documents. It will be the employee's responsibility to download copies and save them locally for future reference.
- 1.8. The Supplier shall submit net pay amounts to BACS after payroll approval & authorisation by the Customer if the Customer is recorded as a BACS Customer. If the Customer is recorded as a non-BACS Customer, the Supplier will not submit the net pay to BACS.
- 1.9. The Supplier will respond to queries from authorised Customer personnel and agents (as notified in writing from time to time), as well as from the Statutory Bodies.
- 1.10. The Supplier and the Customer will operate according to the Processing Schedule which will take account of Public Holidays and will be agreed annually in advance. Any additional requirements, changes, or exceptions will be subject to agreement and shall be notified to the Supplier by the Customer at least 30 days in advance.
- 1.11. The Supplier will operate a standard information sharing services as detailed further in clause 54 which consists of sharing information relating to an employee's pay with Equifax, on the employee's instruction, who will then share such information with the employee's potential lenders.

## 2. The Supplier Staffing

- 2.1. The Supplier shall ensure that staff competent in the administration and provision of the service shall be available during Working Hours to provide information and support to the Customer nominated contacts, and those third parties for which the Customer and the Supplier have agreed the Supplier shall take responsibility, and which will be identified in the Payroll Header document.
- 2.2. The Supplier shall have a nominated payroll administrator who will have responsibility for the service provided to the Customer. The Customer shall direct any issues relating to the service to the nominated payroll administrator or their payroll manager. The Supplier shall provide levels of staffing necessary to meet the agreed service levels.

## 3. Customer Staffing

- 3.1. The Customer shall provide and continue to provide up-to-date lists of authorised contacts, including names, addresses, telephone numbers, and email addresses. These shall include the details of the Customers primary contacts and nominated deputies.
- 3.2. The Customer shall endeavor to provide access to all nominated contacts (or nominated deputies) during Working Hours. The Supplier shall not be liable for any service failure where such instances are the result of the Customer failing to do so.

## 4. Review Meetings

- 4.1. The Supplier payroll administrator and payroll manager shall attend Service Review Meetings, the number of which is specified in Schedule 2 of the SLD, to review service and the performance of both parties in their respective responsibilities, to agree methods for improving the cost efficiency of the service.
- 4.2. Other appropriate Customer and Supplier personnel may also be invited to attend on an ad hoc basis subject to being given reasonable notice.

## 5. Software Maintenance

- 5.1. The Supplier will be responsible for maintaining the payroll system in line with current UK legislation and the Supplier will upgrade the system periodically with these and any other changes and enhancements, which are required.
- 5.2. The Customer will be responsible for ensuring that its users of the Cloud data input portal and messaging system are familiar with any notices issued by the Supplier and that all its users have reviewed the appropriate Supplier training material.

## 6. Service Type

- 6.1. The Supplier will operate a standard information sharing service as detailed further in clause 54 which consists of sharing information relating to an employee's pay with Equifax, on the employee's instruction, who will then share such information with the verifier.

Service Type	Includes
Serve Level 1	<ul style="list-style-type: none"><li>• Standard payroll processing via Cloud Portal &amp; Cloud Messaging</li><li>• Online payslips, P60s, and streamlining the sharing of employee pay details (on employee request only via Equifax) to institutions requesting employment and/or income verification as appropriate.</li><li>• Data amendments by employees/employers</li><li>• Admin Support – salary file BACS submissions, payments of third-party liabilities, pension providers payments &amp; pension uploads to pension providers portal.</li></ul>

# Data Provision and Input

## 7. Outline

- 7.1. The exact content and format of all data required from the Customer to enable the Supplier to calculate pay for its employees will be agreed upon during the Implementation Phase and included in the Payroll Header Document together with the method of delivery to the Supplier. All payroll data is to be provided in the Supplier's agreed formats which are specified in point 1.4 of the SLD. Data not sent via the cloud portal in the agreed format will not be accepted without prior written agreement and will incur a non-compliance additional charge.

# Customer Responsibilities

## 8. Customer Contacts

- 8.1. The number of regular Customer contacts is defined in the Payroll Header document as part of the implementation project. These personnel are authorised to send payroll data to the Supplier and respond to any queries with that data. They shall also be authorised to make any changes to the data that has been sent to the Supplier.
- 8.2. The Customer will be responsible for ensuring that any changes to the list of their authorised representatives are notified to the Supplier.

## 9. Data Submission (Cloud Portal)

- 9.1. The Customer shall collate, authorise, and provide all data to the Supplier in the agreed formats which are specified in point 1.4 of the SLD via the Cloud Portal. Any data that cannot be provided via the Cloud Portal in the agreed formats will not be accepted without prior written agreement and will incur a non-compliance additional charge.
- 9.2. The Supplier assumes responsibility for data on its receipt at the Supplier premises. Delivery of data is the responsibility of the Customer, and the Customer must make any arrangements it deems appropriate for the recording and security of delivery.
- 9.3. Data shall be submitted to the Supplier in accordance with the Processing Schedule. All data received by the Supplier is assumed to have been properly authorised by the Customer.

## 10. Late or Unexpected Data

- 10.1. The Supplier shall make every effort to be flexible in scheduling to accommodate the Customer's requirements without jeopardising the payment date for the payroll in question. However, if the Supplier receives late or unexpected data from the Customer then the Supplier shall be entitled to charge for the inclusion of this in the current payroll and for any backdated recalculations which result from such late or unexpected data.
- 10.2. Late data is that which is not submitted by the Customer and received at the Supplier premises, in accordance with the agreed Processing Schedule.
- 10.3. Unexpected data is that which exceeds the normal processing volumes by more than 15%.
- 10.4. Late receipt of data shall not adversely affect the Supplier's performance levels for that period and failure by the Customer to achieve the agreed timescales may result in non-processing of the data in question.

## 11. Late Payroll Sign-Off & BACS Processing

- 11.1. The Supplier shall make every effort to be flexible in scheduling to accommodate the Customer's requirements without jeopardising the payment date for the payroll in question. However, if the Supplier receives late payroll approval & authorisation from the Customer, then the Supplier shall be entitled to charge for late payroll authorisation to enable the submission of the FPS files and any BACS file(s) to be processed on time.
- 11.2. Late payroll authorisation is where the required payroll approval is not submitted by the Customer and received at the Supplier premises, by the agreed Processing Schedule.

- 11.3. Late payroll authorisation shall not adversely affect the Supplier's performance levels for that period and failure by the Customer to achieve the agreed timescales may result in non-submission of the FPS file and any BACS file in question.
- 11.4. The Customer shall ensure that authorised signatories are available to sign off the payroll to enable the release of FPS files and BACS files. The Supplier **will not** release an FPS file or BACS file for processing that has not had the payroll authorised by the Customer in accordance with the agreed processing schedule.
- 11.5. The Customer shall ensure that sufficient funds are available in the Customer's bank account for the payments to be made. The Customer shall ensure that the total value of payments does not exceed the limit negotiated with the Customer's BACS sponsor. Files limits are the responsibility of the Customer and should be managed through their sponsoring bank, including temporary limit increases and pre-authorisation of files that may be over the agreed limit.
- 11.6. The Customer is responsible for ensuring the link of their Service User Number to the Suppliers Bureau number before live service commences as well as the unlinking of their Service User Number from the Suppliers Bureau number once the contract has ended. The Customer will need to do this in conjunction with their sponsoring bank. If the Service User Number has not been unlinked at the end of the contract, the Supplier will continue to have access to the Customer's information.
- 11.7. BACS Input reports provide details of the payments that the Supplier has submitted to the BACS service on behalf of the Customer. The BACS messaging reports provide details of the payments that have been amended, adjusted, or returned electronically from the BACS service, or the end bank, to the Customer and have implications if not acted upon within documented timescales. The Customer must collect the reports listed below, following email notification from the BACS service.
- BACS Input Report
  - AWACS (Advice of Wrong Account for Automated Credits Service)
  - ARUCS (Automated Return of Unapplied Credits Service)
- 11.8. If the Customer is unable to collect their BACS reports for any reason, they must contact their BACS sponsor as soon as possible once the email notification has been received (before 11 am on Processing Day). The Customer will check the BACS Input reports and the BACS Messaging reports to:
- Ascertain details of any rejected or adjusted records (on all reports).
  - Ensure that the information within the report is verified and correct prior to updating the client's own database and informing the Supplier of any changes or amendments.
- The Customer shall be responsible for dealing with any rejected or adjusted records identified in the BACS reports.
- 11.9. It is the Customer's responsibility to ensure that their Primary Security Contacts (PSC) and Additional Contacts (AC) on the Payments Services Website are kept up to date and active to ensure collection and investigation of these reports is undertaken. PSCs and ACs must be employees of the Customer (Service User).
- 11.10. The Customer will arrange for the cancellation of individual payments by contacting their BACS sponsor by BACS Processing Day. The Supplier on written instruction from the Customer will extract the entire BACS file. The Supplier shall be entitled to charge for the BACS file extraction, and this will be performed in accordance with the agreed timelines and shall not adversely affect the Supplier's performance levels for that period.
- 11.11. The BACS Processing Cycle. The three consecutive UK working days in the BACS Processing Cycle are:
- Day 1 - Input Day (the last day when the file may be received by the BACS service)
  - Day 2 - Processing Day
  - Day 3 - Debit/Credit Day (the day when items reach the destination account)



- 11.12. The Faster Processing Cycle. The two consecutive UK working days in the Faster Payments Processing Cycle are:
- Day 1 – Payment Transfer Date (The Customer must transfer funds before the pay date).
  - Day 2 - Debit/Credit Day (the day when items reach the destination account).

## 12. Data Control

- 12.1. If agreed standard import formats are sent to the Outsourced Services team to load, the Customers nominated contact shall authorise and confirm in writing via the Cloud portal the number of files and records to be expected.
- 12.2. If the same temporary data is submitted by the Customer to the Supplier more than once, and in the event that the Supplier unwittingly enters the data more than once, the Supplier shall be entitled to charge the Customer for any extra efforts required to put right the error at the contracted rates, together with any direct costs incurred.

# The Supplier Responsibilities

## 13. Data Receipt

- 13.1. The Supplier shall check the number of files/records received against the confirmation provided and discuss any anomalies with the Customer's nominated contact.
- 13.2. All data, which is received by Cloud Portal in the agreed formats by the agreed Processing Schedule, shall be processed by the Supplier in time for inclusion in that pay run.

## 14. Data Processing

- 14.1. The Supplier will enter/load the data in accordance with the Processing Schedule, advise the Customer of any rejections, and agree on a course of resolution for rejected data with the Customer.
- 14.2. The Supplier shall ensure that the payroll is processed in accordance with the Processing Schedule and that the agreed payroll output, as defined in the Payroll Header document, is dispatched to the designated Customer contact. For BACS or Faster Payments customers, the Supplier will ensure that the payment file is sent to enable payment on the scheduled date.

## 15. Processing Schedule

- 15.1. Any changes to the Processing Schedule shall be agreed between the authorised Customer contact defined in the Payroll Header document and the Supplier payroll manager. This is to be agreed no later than 30 days prior to the end of the preceding pay period.
- 15.2. The Supplier shall send annual schedules to the Customer towards the end of the tax year, normally the first week in March.

# Payroll Transactions

## Statutory Transactions

### 16. General

- 16.1. The Supplier shall process all statutory transactions, including income tax, national insurance, SSP, SMP/ASP/SPP/ShPL, student loans, and attachment of earnings orders, in accordance with current UK legislation and subject to the provisions of the Agreement. A record shall be maintained of all current period and tax year-to-date balances.
- 16.2. The Supplier's preferred method of data exchange with the statutory bodies will be via RTI and, subject to the terms of the Agreement, the Supplier will be responsible for setting up the RTI facility with the Customer's tax office.
- 16.3. Thereafter, statutory documents such as P6s, P9s and P45s will be communicated via RTI wherever possible.
- 16.4. The Supplier will require the Customer to provide the following documents to be provided in line with the processing schedules to enable the related action to be processed: -

<b>New Starters P45</b>	Required to action correct tax codes & year-to-date
<b>MATB1</b>	Required to process Maternity Leave
<b>SC3</b>	Required to process Paternity Leave
<b>Shared Parental Leave Form</b>	Required to process Shared Parental Leave
<b>Court Orders (e.g., AOE, DEA)</b>	Required to apply a court-ordered deduction from an employee
<b>Proof of age (e.g., copy of passport, birth certificate)</b>	For employees reaching State Pension age and moving to NI category letter C

All documents are to be provided in conjunction with the standard non-cloud template via the cloud portal.

### 17. Statutory Maternity Pay/Statutory Paternity/Statutory Adoption/Shared Parental Leave

- 17.1. The Supplier shall monitor, calculate, and process SMP/SPP/SAP/ShPL in accordance with current UK legislation.
- 17.2. For Statutory Maternity Pay, the Supplier shall advise the Customer where an employee is not entitled to SMP. The Customer shall complete the SMP1 form and forward these details to the employee concerned.

### 18. Statutory Sick Pay

- 18.1. The Supplier shall monitor, calculate, and process SSP in accordance with current UK legislation.
- 18.2. The Customer shall complete an SSP1 (SSP Exclusion / Changeover) form where an employee is not entitled to SSP. The Customer shall forward these details to the employee concerned.

### 19. Attachment of Earnings

- 19.1. The Supplier shall administer Attachment of Earnings orders from court documents that have been provided to the Supplier from the Customer. The Supplier shall provide the Customer with lists of court order payments made from each run. If the Customer has elected to make payments to third parties, then the Customer shall arrange timely payments to the relevant bodies. If the Customer has elected that the Supplier makes payments to third parties, then the Supplier shall arrange timely payments to the relevant bodies as per the standard payroll processing schedule detailed in Schedule 2.

## **20. Student Loans**

20.1. The Supplier shall administer Student Loans in accordance with current UK legislation and information supplied on the HMRC Starters Checklist, P45, and forms SL1 and SL2.

## **21. Absence**

21.1. The Customer shall document the rules of their Occupational Absence Scheme(s) for the Supplier, the Supplier will then agree to the absence set up during the Implementation Phase and will be subject to formal agreement and sign-off by the Supplier and the Customer. Thereafter any changes will be subject to change control provided for within the Agreement and additional charges.

21.2. The Customer shall provide the Supplier the details of employee absence information via the Supplier-agreed format of the non-cloud standard template via the Cloud Portal or Employee Hub absence management and the Supplier shall process these accordingly.

21.3. The Supplier will process absence in accordance with their Occupational Absence Scheme rules set up in the IQ payroll system. If the Customer's Occupational Absence Scheme(s) are not set up in the IQ payroll system, the Customer is responsible for entering unpaid absence values via the one-off payments in the Cloud Portal and maintaining details of the employee's eligibility and entitlement.

# **Starters & Leavers**

## **22. Starters**

22.1. The Customer shall be responsible for notifying the Supplier of all employees joining their employment, any regular allowances to be paid or deducted, or any other special payments in the Supplier's agreed format via the Cloud Portal.

22.2. The Customer shall be responsible for checking the employment status of all new joiners and shall supply a P45 for each employee via the Cloud Portal. If the P45 is not available/applicable, the Customer shall dispatch an HMRC Starters checklist form to the new joiner and then update the Starters checklist details using the new starter menu via the Cloud Portal.

22.3. The relevant information will be sent to the tax office after the relevant pay run via the monthly FPS file by the Supplier.

22.4. The Customer will also be responsible for allocating an employee payroll number, in accordance with guidelines provided by the Supplier during the Implementation Phase and providing the Supplier with the basic details required for each employee including bank account details, salary, allowances, deductions, contracted hours, in the Suppliers agreed format via the Cloud Portal and applicable pension scheme.

22.5. The Supplier shall be responsible for ensuring that pay is correctly calculated and processed for new joiners, in accordance with information received including, where applicable, part period/back pay payments and deductions from the date of joining.

22.6. The Customer shall be responsible for making any mid-month salary advances and notify the Supplier of the repayment terms and period agreed upon with the employee in the Supplier-agreed noncloud data format via the Cloud Portal. The Supplier shall be responsible for the recovery from the employee's salary thereafter.

22.7. The Customer shall be responsible for notifying the Supplier of all new employee's sick schemes to be attached to the employee's record via the Suppliers agreed on cloud data format via the Cloud Portal and the Supplier shall process these accordingly.

### **23. Leavers**

- 23.1. The Customer shall be responsible for notifying the Supplier of all employees leaving their employment, any outstanding holidays to be paid or deducted, or any other special payments in the Supplier's agreed format via the Cloud Portal.
- 23.2. The Supplier shall be responsible for ensuring that pay is correctly calculated and processed in accordance with the information received from the Customer including, where applicable, part-period payments and deductions for the period, and producing P45 forms.
- 23.3. Debts owed by the employee shall be deducted in accordance with the payroll set-up rules and the Supplier shall advise the Customer if full recovery is not possible. The Customer shall notify the courts of any outstanding attachments of earnings.
- 23.4. The Customer shall be responsible for providing details of any payments after leaving to be made to employees in the Supplier-agreed format of the standard noncloud template via the Cloud Portal and the Supplier shall process these accordingly. The Customer shall be responsible for checking the validity of the authorisation of all loans and advance payments.

## **Permanent Payments & Deductions**

### **24. Annual Pay Awards**

- 24.1. The Customer shall advise the Supplier of the timing of any Pay Award within the Processing Schedule and the Customer shall provide details in the Supplier's agreed formats via the Cloud Portal, including incremental increases, promotions, new grades/spines/allowances, and effective dates. The Supplier shall ensure that part-time staff will have all payments pro-rated in the agreed manner, which will be defined in the Payroll Header document.
- 24.2. The Supplier shall process the new pay awards, in line with the data supplied, and advise the Customer of any changes falling outside of the agreed parameters, which will be defined in the Payroll Header document.
- 24.3. The Supplier shall calculate any back pay or arrears due as a result of the award.

### **25. Individual Salary Changes**

- 25.1. The Customer shall similarly provide details of permanent payments, positions/posts, pay spines, contract hours, working patterns, and post-specific salary in the Suppliers agreed formats via the Cloud portal of changes to individual employees and the Supplier shall process these accordingly together with any reassessment and back pay arising.

### **26. Other Permanent Payments and Deductions**

- 26.1. The Customer shall similarly advise the Supplier of permanent payments, positions/posts, pay spines, contract hours, working patterns, and post-specific salaries and allowances in the Supplier agreed formats via the Cloud Portal and the Supplier shall process these accordingly.
- 26.2. The Customer shall similarly advise the Supplier of any payrolled benefits, cycle-to-work schemes, salary sacrifice deductions, and other permanent deductions in the Supplier's agreed format of the non-cloud standard template via the Cloud Portal and the Supplier shall process these accordingly.
- 26.3. The Customer shall similarly advise the Supplier of the net to gross payments, payrolled benefits, and payrolled cars in the Supplier agreed format of the non-cloud advanced template via the Cloud Portal, and the Supplier shall process these accordingly.

## **27. Temporary Payments and Deductions**

- 27.1. The Customer shall provide details of all temporary payments and deductions in the Supplier's agreed formats via the Cloud Portal and shall be responsible for checking the validity of authorisation of all such payments, including overtime, expenses, bonuses, etc to be paid.
- 27.2. The Supplier shall be responsible for the processing of temporary payments and deductions in accordance with the Payroll Header document and advise the Customer of any payments falling outside of the agreed parameters as detailed in the Payroll Header document.

## **28. Loans & Advances**

- 28.1. The Customer shall be responsible for providing details of any loans and advances to be made to employees in the Suppliers agreed format of the standard noncloud template via the Cloud Portal and the Customer shall be responsible for checking the validity of authorisation of all loans and advance payments.
- 28.2. The Supplier shall advise the Customer of any outstanding loan or advance for leavers once the leaving date is notified by the Customer.

## **29. Overpayments**

- 29.1. The Supplier shall advise the Customer of any overpayments of which it may become aware as soon as reasonably possible. The Customer will be responsible for the recall of individual BACS payments through the Customer's bank.
- 29.2. The Supplier shall, where so requested by the Customer, recalculate pay for the employee(s) concerned, produce new payslip(s), and generate additional BACS payments as appropriate. Each recalculation is subject to the Supplier's published charges, which are detailed in Schedule 1.
- 29.3. The Supplier shall then update the payroll records accordingly. Where it has not been possible to recover an overpayment through the Customer's bank, the Customer will be responsible for agreeing on the terms of recovery of all overpayments with the employee concerned and shall advise the Supplier of any overpayment recovery that needs to be operated as a deduction through the payroll, in accordance with the Customer's instructions.

## **30. Manual and Retrospective Payslip Calculations**

- 30.1. The Supplier shall produce manual and retrospective payslip calculations upon request and update the payroll records accordingly. These shall be provided within two working days of the request unless agreed otherwise with the Customer. Each calculation is subject to the Supplier's published charges, which are detailed in Schedule 1.
- 30.2. Where the Customer raises cheque payments the Customer will advise the Supplier of the details to enable the Supplier to update the payroll records accordingly. If a cheque payment has been made based on calculations provided by the Supplier. The Supplier shall update the payroll records in the next payroll processing run.

## **31. Pension Processing**

- 31.1. The Customer shall advise the Supplier of employees' pension membership details in the Supplier agreed format of the standard noncloud template via the Cloud Portal and the Customer shall be responsible for checking employees' eligibility to the Pension scheme.
- 31.2. The Supplier shall calculate and deduct occupational pension contributions in accordance with these instructions and accordance with the scheme rules and the Payroll Header document.
- 31.3. The Supplier shall process Auto Enrolment pension in line with UK legislation rules, and process for education clients the Teachers' Pension & Local Government Contractual Enrolment in line with the pay rules. The assessment of eligibility and the frequency for the refreshing of Teachers & Local Government pension bands will be agreed upon at the implementation stage and the responsibility of this will be recorded in the Payroll Header document.

- 31.4. The Supplier shall pay over the relevant contributions to the pension providers in accordance with the scheme rules and current UK legislation if requested to operate the liabilities service which is subject to the Supplier's published charges, which are detailed in Schedule 1.
- 31.5. The Supplier shall provide details for each period at the pension scheme level to enable accurate payments to be made over to the pension provider.
- 31.6. Changes to the rules and calculation of the pension schemes and the format and details of the returns required by the administrators will be subject to the change control method allowed for under the terms of the Agreement.
- 31.7. Completion of any pension starter, leaver, and/or retirement forms will be the Customer's responsibility to produce and manage. The Supplier does not offer this as part of the admin support service.
- 31.8. The Customer shall download all pension opt-out requests held with the pension provider and provide any pension opt-out requests via the non-cloud input template, via cloud messaging. The Supplier shall process these requests once received from the Customer, any opt-out refunds that fall within the three-month opt-out window will be processed by the Supplier, and five per pay period, per payroll, are included within the standard payslip charge. Any additional pension opt-out refunds will incur an additional charge as detailed in the Supplier's additional services and costs.
- 31.9. The Customer shall complete the Local Government Monthly Returns; the Supplier shall provide information via the standard Pension and Benefits report to enable the Customer to complete the monthly return. Any Customer additional requirements or formats will be subject to change control provided for within the Agreement and additional charges.
- 31.10. The Supplier shall provide the Teachers' Pension MDC monthly contribution breakdown in the form of the Teachers' Pension Banding report as part of the standard service. Any Customer additional requirements or formats will be subject to change control provided for within the Agreement and additional charges.
- 31.11. The Supplier shall process for Local Government pension schemes four assumed pay calculations, per pay period, per payroll within the standard payslip. Any additional assumed pay calculations will incur an additional charge as detailed in the Supplier's additional services and costs.
- 31.12. Completion of end of year certificates will be the Customers responsibility to complete and manage. The Supplier's monthly remittance report supplies the information required for the Customer to complete the end-of-year certificate completion. Any request for the Supplier to complete the end-of-year certificates will incur an additional charge as detailed in the Supplier's additional services and costs.

### **32 IR35 -Off Payroll Workers**

- 32.1. The Customer shall advise the Supplier of IR35 off-payroll workers' details in the Supplier agreed formats via Cloud Messaging and the Customer shall be responsible for checking employees' eligibility regarding IR35 off-payroll workers and the Customer will maintain proof of these checks for auditing purposes by HMRC to the Pension scheme.
- 32.2. The Supplier shall calculate off-payroll workers' payments based on UK legislative rules.

### **33 Tax Year End & Tax Year Start**

- 33.1. The Supplier shall provide a tax year-end/ start questionnaire each year for the Customer to complete by a specified date, this will be prior to tax year-end, usually during February.
- 33.2. The Supplier shall complete an annual reconciliation based on the period reconciliations completed throughout the tax year. Any amendments required shall be updated before the final FPS & EPS are sent, and standard tax year-end output shall be produced in accordance with current UK legislation. Any requirement for additional pay calculations would be subject to prior agreement and additional which is subject to the Supplier's published charges.
- 33.3. The Supplier shall provide online P60 documents for all the Customer's current employees as of 5th April of the relevant tax year and in accordance with the statutory timetable.

- 33.4. All P60s will be provided by the Supplier via the Self-Service portal or Employee Hub; The Supplier will not produce printed P60s. It will be the employee's responsibility to download copies and save them locally for future reference.
- 33.5. All responses received from the Customers relating to tax year start parameters will be actioned from the 6th of April by the Supplier, if no response has been received the Supplier will deem the same tax year start parameters apply and will roll these forwards. If it is discovered that the parameters are incorrect due to non-response or incorrect information provided by the Customer any corrections required would be subject to prior agreement and an additional charge.
- 33.6. From 6th April each year the Supplier shall update the payroll software to take account of any changes relating to UK payroll legislation. The Supplier will move all employees on a Wk1 or Mth1 tax code basis to a cumulative basis, bulk up lift employees' tax codes in line with UK legislation points increases, and action all P9(T) received.

### **34. Reconciliation and Control**

- 34.1. The Supplier shall be responsible for implementing audit and control procedures for the Supplier's use on the Customer's payroll. These will include:
  - Reconciliation of payroll each processing period
  - Reporting payroll exceptions within the Supplier standard best practice parameters to the Customer
  - Checking of the BACS processing date and reconciliation of the BACS file before submission to BACS.
- 34.2. The Customer shall ensure that the Customer's nominated contact is authorised to sign off all payroll documentation and respond to queries from the Supplier. The Customer shall nominate a secondary contact to cover for the nominated contact's absence.
- 34.3. All Net Pay and BACS values will be deemed approved once the Customer has signed off the payroll for the relevant pay period.
- 34.4. The Customer shall provide signatures for all relevant parties at the Customer's site, which shall be held in the Supplier Payroll Header Document.
- 34.5. The Customer shall be responsible for informing the Supplier when any of its signatories change.
- 34.6. The Supplier shall only be responsible for the reconciliation of figures within the payroll IQ system. The Customer will be responsible for the reconciliation with any other systems for which payroll data may be provided.

# Reports

## 35. Standard IQ Payroll Reports

35.1. The Supplier shall agree with the Customer which of the standard reports available from the Supplier's payroll process will be generated by the Supplier from each processing run and these will be defined in the Payroll Header Document. The standard reports required by the Customer will be subject to regular review between the Customer and the Supplier.

35.2. The below reports will form part of the agreed payroll output for dispatch in accordance with the Processing Schedule:

- **Gross to net**
- **Altered pay**
- **Correction report**
- **Exception report**
- **Pay element report**
- **Payroll Analysis Summary – PDF only**
- **Pension/Benefits Report**
- **Summary payslip – PDF only**
- **Pay variance.**
- **Minimum Wage**
- **Work Pattern.**
- **Payslip Print**
- **Company Sick Pay Report**
- **HMRC Notices Applied Report**
- **Payment Run Report**
- **Teachers' Pension – Remittance – Education Clients Only**
- **P32 Report – PDF only**

35.3. The P32 report is sent separately from the reporting pack and the end of each tax month between the 29th of the month the payroll was processed and the 6th of the following month. This provides the breakdown of payment due to be paid to HMRC for the relevant tax period. All outputs will be provided via the Cloud Portal, no hard copy outputs will be provided by the Supplier and the Customer will download these reports and save them locally for future reference.

35.4. The provision of additional standard IQ reports will become available from time to time and The Supplier will advise the Customer of these when they become available.

- **Cloud Reports**

In addition to the reports described above, the Supplier shall agree with the Customer on which of the additional standard cloud reports will be made available to the Customer. These will be stated in the Payroll Header Document.

- **Ad Hoc / Bespoke Reports**

Adhoc or Bespoke reports will be agreed during the Implementation Phase and will be subject to formal agreement and sign-off by the Supplier and the Customer. Thereafter any changes will be subject to change control provided for within the Agreement and additional charges.



## Interfaces

### 36. Pension Scheme

- 36.1. On purchase of the Admin Support service any pension file uploads will be agreed during the Implementation Phase and will be subject to formal agreement and sign-off by the Supplier and the Customer. Thereafter any changes will be subject to change control provided for within the Agreement and additional charges.
- 36.2. On purchase of the Admin Support service the Supplier shall create the agreed pension file and dispatch/upload it directly to the Customer Pension Provider after every processing run, in accordance with and according to the Processing Schedule in Schedule 2.
- 36.3. Pension uploads performed by the Supplier for education payrolls will include MCR or MDC, Iconnect, or Annual Local Government annual pension file. These will be agreed upon during the Implementation Phase and will be subject to formal agreement and sign-off by the Supplier and the Customer. Thereafter any changes will be subject to change control provided for within the Agreement and additional charges.
- 36.4. Pension uploads performed by the Supplier are to be completed in line with the pension regulators' timeline.
- 36.5. The Supplier will levy a charge for pension file upload correction, which will be agreed upon in advance of the correction being performed unless the correction is agreed in writing to be free of charge.

### 37. General Ledger Interface/Journals

- 37.1. The Supplier's standard General Ledger/Journal file will be agreed upon during the Implementation Phase and will be subject to formal agreement and sign-off by the Supplier and the Customer.
- 37.2. The standard General Ledger /Journal interface file will be created and dispatched after every processing run, in accordance with the Processing Schedule dates detailed in Schedule 2.

### 38. HMRC

- 38.1. The Supplier will submit the FPS and EPS returns to HMRC in the prescribed format as part of the standard service and in line with the legislative timelines.

## Payroll Level Parameters

### 39. Payroll Parameters Set Up

- 39.1. Payroll level parameters are agreed upon during the Implementation Phase and will be subject to formal agreement and sign-off by the Supplier and the Customer. Thereafter they will be maintained by the Supplier in accordance with any instructions received by the Customer and as described herein and will be subject to change control.
- 39.2. The Supplier reserves the right to charge for any such amendments, in line with the agreed charges, as detailed in Schedule 1.

### 40. Changes to Rules / Parameters

- 40.1. The Customer shall advise the Supplier on changes to company payroll parameters in writing prior to the regular cut-off date to enable the changes to be made in the relevant processing cycle. The deadline for receipt of such data shall be agreed between the Supplier and the Customer and will vary depending upon the scope of the changes being requested and will be subject to change control.
- 40.2. Where the terms and conditions of employees' work are changed, the Customer must notify the Supplier as soon as reasonably possible, and the Payroll Header document will be updated accordingly. Where these changes affect the payroll, the Supplier shall implement

these, and backdate payments/deductions where necessary, provided that timescales are agreed in advance.

- 40.3. The Supplier reserves the right to charge for any such amendments, in line with the agreed charges, as detailed in Schedule 1.

#### **41. Maintaining Statutory Parameters**

- 41.1. The Supplier shall be responsible for ensuring that the payroll complies with UK statutory requirements relating to pay. The Supplier shall also be responsible for ensuring that all UK statutory changes relating to pay are applied within government-published timescales.

## **The Supplier Liaison**

#### **42. Liaison with the Customer**

- 42.1. The Supplier shall liaise with the Customer's regular contacts at the locations providing input to the Supplier, and as detailed in the Payroll Header document, regarding payroll issues/queries and the Supplier shall give accurate and relevant verbal advice with regards to UK payroll legislation.
- 42.2. The Customer shall be responsible for ensuring that the relevant staff possessing the appropriate Customer levels is available to liaise with the Supplier as reasonably necessary.

#### **43. Liaison with the Customer's Payees**

- 43.1. The Customer shall answer payroll-related queries directly from the payees. The Customer shall monitor these queries to identify any patterns or issues and report to the Supplier the results on an agreed basis.

#### **44. Liaison with the Statutory Bodies**

- 44.1. The Supplier shall liaise with the Statutory Bodies for basic written and verbal queries relating to the Supplier's management of the payroll.

#### **45. Liaison with Other Third Parties**

- 45.1. The Customer shall respond to all payroll-related queries relating to building society and bank mortgage/loan applications, solicitors' requests, and other third parties who have legitimate inquiries concerning employees' pay details and status.
- 45.2. If required, the Supplier shall provide "statement of earnings" letters as requested by the Customer and shall charge for these as detailed in Schedule 1. The Customers will be responsible for sending these directly to the employee.

#### **46. Third Party Payments/Liabilities (Disbursement Service)**

- 46.1. If the disbursement service is requested by the Customer, the Supplier will deem that the Customer's payroll sign-off for the relevant pay period will incorporate the third-party payments/liabilities approval for payment.
- 46.2. If the Admin Support service has been requested and documented on the Payroll Header document the Supplier shall pay over the income tax and national insurance contributions to the Collector of Taxes by BACS each month in accordance with the processing schedule in Schedule 2. The Customer shall ensure that sufficient funds are available in the Customer's bank account for the payments to be made. These will be subject to the charges as detailed in Schedule 1.
- 46.3. If requested by the Customer, the Supplier shall also pay over employee deductions to other bodies including, but not limited to, pension administrators and unions, by BACS each month

in accordance with the processing schedule in Schedule 2. The Customer shall ensure that sufficient funds are available in the Customer's bank account for the payments to be made.

## Reruns/Additional Runs

### 47. Reruns

- 47.1. Where it is necessary to reprocess the entire payroll after submission, the Supplier shall rerun the payroll under the instruction of the Customer to meet the regular payday, where time permits. Amendments to the run shall be provided to an agreed timescale between the Supplier and the Customer.
- 47.2. Unless the rerun/additional run is agreed in writing at the time to be free of charge, the Supplier will levy a charge for this service, which will be agreed at the time of the request.

### 48. Additional Pay Run/Payments

- 48.1. Where so requested by the Customer, the Supplier shall process and arrange BACS payments to an agreed timescale for additional payroll processing runs to pay leavers, joiners, and bonuses or to correct errors. The Supplier shall complete the same level of checking that is required for a full payroll processing run.
- 48.2. Where such additional payments are the result of an error by the Supplier, then these payments will be made without charge, otherwise these will be subject to the contracted schedule of charges, and the cost shall be agreed upon between the Supplier and the Customer prior to commencement of the work and required 30 days' notice.

## Data Return, Retention & Destruction

### 49. Data Return

- 49.1. Any request for copies of electronic input and electronic payroll reports the Customers request to be returned to the Customer upon the termination of the service will be provided in an industry-standard format. The Customer shall pay the reasonable costs of such return which will be agreed upon between the Supplier and the Customer before the return of the data.

### 50. Retention

- 50.1. Where the Customer does not request the return of data (or makes a request for only part of the data to be returned) the Supplier takes no responsibility, nor shall it have any liability to the Customer for any deletion of Customer data. Furthermore, any legal requirements relating to any storage or maintenance of the data are the sole responsibility of the Customer.

### 51. Destruction

- 51.1. The Customer understands that the Supplier will be irretrievably deleting all data it holds shortly after the end of the provision of services in line with UK GDPR.

# Customer Payroll Header Document

## 52. Payroll Header Overview

52.1. The Customers Payroll Header document will be agreed upon at the implementation stage, if any processes outside the Supplier's core service offering are part of the agreement, these will be documented in the Payroll Header by the Supplier. The Customer will be required to formally sign off the Payroll Header document as complete prior to the first "live" run. Once the Payroll Header is signed off, any changes to it, whether requested by the customer or otherwise, will be subject to a change control process.

# Change Control

## 53. Change Control Notice Pro Forma

- 53.1. This document constitutes a Change Control Note (“CCN”) as defined within the signed Agreement. All defined terms shall have the meaning ascribed to them in the signed Agreement unless separately defined herein.
- 53.2. All terms and conditions of the signed Agreement shall remain in full force and effect and this CCN constitutes the entire agreement between the parties in relation to its subject matter and supersedes all prior representations, writings, negotiations, and understandings with respect thereto.
- 53.3. The Customer is required to complete a CCN document for any requests that fall into one of the following categories:
  - Not part of the core standard service.
  - Not listed with a detailed price in the published additional charges.
  - Priced on application (i.e., requires further negotiation or assessment to determine the price).

Any request from the customer will not be considered unless the CCN document is fully completed. This ensures that the supplier has all the necessary information before proceeding with requests that are outside the standard service.

# Streamlining Information-Sharing with Lenders

## 54. Outline

- 54.1. Upon the request of an employee, the Supplier shall share details relating to an employee's pay and employment history, with Equifax, who in turn will share this information with the verifier (such as a bank or a new employer) as part of the verifier's determination of the employee's income and/or employment status. This service is intended to streamline the process of an employee application for finance, tenancy, employment, or other similar services.
- 54.2. The Supplier shall act in accordance with the terms of the Data Processing Agreement in providing this service to the Customer.
- 54.3. The customer will be automatically enrolled in the standard service provided by the supplier. The responsibility to opt out of this service lies with the customer. The customer must actively take steps to opt-out if they do not want to participate. To opt-out, the customer must make a request through the Cloud Portal. This establishes the portal as the official method for managing service preferences. If the customer does not opt-out, the supplier will proceed to operate the streamlining information-sharing service with Equifax as part of the standard service.

# NIL EPS and No Changes Payrolls

## 55. NIL EPS

- 55.1. Upon agreement with the Customer that the payroll has no active employees the Supplier will move the payroll to its standard NIL EPS processing service. The Customer will not need to use the cloud submission button during this service.
- 55.2. The Customer shall provide fifteen working days' notice prior to payday to revert from the NIL EPS processing to the Supplier standard core processing service and the Customer shall use the cloud data entry portal and the submit button function once in core service.
- 55.3. The Supplier shall not require payroll approval/sign-off whilst operating the standard NIL EPS processing service.

55.4. The Customers shall be responsible for checking the P32 report each pay period and ensuring this report has a value of zero, any discrepancies shall be brought to the Supplier's attention within 72 hours of checking the P32 report.

55.5. The Supplier will process the NIL EPS payroll in line with the standard NIL EPS processing schedule detailed in Schedule 1.

#### **56. No Changes**

56.1. Upon agreement with the Customer the Supplier will operate a no-changes payroll process based on the criteria of the payroll employee head count is five or less and that no employee data changes are required each pay period. The Customer will not need to use the cloud submission button during this service.

56.2. The Supplier will process no changes payrolls in line with the standard no changes processing Schedule detailed in schedule 1.

56.3. The Customer shall provide fifteen working days' notice before payday to revert from the no changes processing to the Supplier standard core processing service and the Customer shall use the cloud data entry portal and the submit button function once in core service.

56.4. The Customer shall provide payroll approval/sign-off in line with one of the two approval options and confirm the approval option in writing: -

- Approval Options 1: Periodic - Payroll sign-off per pay period in line with our standard core offering.
- Approval Options 2: Annual – Customer shall provide written annual consent before the start of each tax year to cover April to March. This consent covers payroll for the entire 12-month period. The annual approval assumes that the net pay variance report between the previous period and the current period is 0% (no discrepancies). Even with annual approval, the Customer is responsible for performing variance checks on the payroll each pay period. If the Customer identifies any discrepancies in the payroll, they must bring them to the supplier's attention within 72 hours of checking.

## Schedule 1 – Additional Services & Costs

Current additional services and associated costs additional costs are defined in the link below within the price list link for the relevant tax year.

Additional optional services may become available from time to time.

[OSS Resources - Cintra](#)

### NOTES

- **All charges are quoted exclusive of Value Added Tax and, where appropriate, disbursements and incidental expenses.**
- **All charges are subject to review annually in accordance with the Agreement.**
- **If payment dates fall on a weekend or bank holiday the payment will be made on the earliest working day before the payday/payment date.**

# Schedule 2 - Service Levels

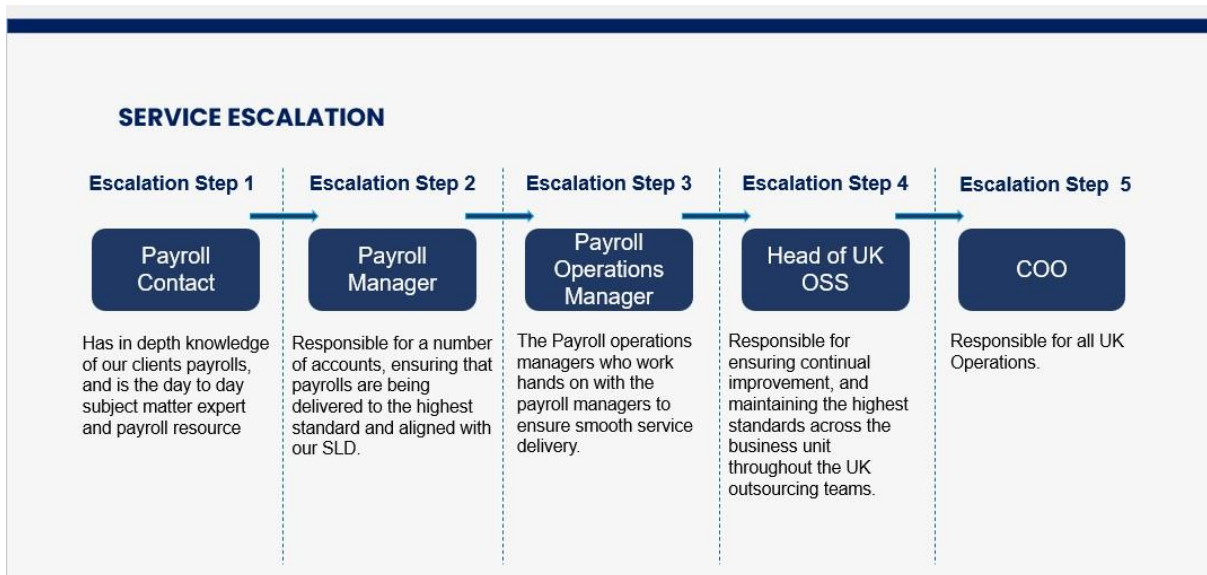
## 1. General

- 1.1. The service provided by the Supplier will be monitored against the Key Performance Indicators that are described in paragraph 3 below.
- 1.2. Additionally, the Supplier will aim to respond to queries from the Customer and authorised third parties according to the guidelines in paragraph 4 below.
- 1.3. The Supplier will monitor Service Levels against the KPIs, service levels, shall be discussed and agreed upon at the Service Review Meetings. Service reviews will be on an as-and-when-required basis to be agreed between the Supplier and the Customer based on the Customer's needs.
- 1.4. The Customer and the Supplier will review the performance measures to ensure that they remain relevant and appropriate at service review meetings. Any agreed changes will be subject to the variation procedures described in the Agreement.

## 2. Service Level Escalation

- 2.1. In the event of errors in the delivery of the service by the Supplier. The Supplier shall prepare a service improvement plan, with timescales, which shall be agreed upon with the Customer. As part of a service improvement plan, the Supplier will instigate an immediate escalation process under the following circumstances.
  - a) BACS file is issued one (1) day late or more.
  - b) net pay accuracy rates fall below 94% in any one pay period or below an average of 97% in any three (3) consecutive pay periods
  - c) output is despatched one (1) day late or more.

2.2. The Supplier's service level escalation process is as follows: -





### 3. Key Performance Indicators

Performance Measure	Performance Target
<b>Transfer of Net Pay Values (BACS Clients Only)</b> The Supplier will ensure that net pay values are transmitted to BACS for transfer to the payee's bank accounts on payday and in accordance with the agreed processing schedules.	100%
<b>Accuracy of Net Pay Values – Transmitted to BACS</b> The Supplier will ensure that accurate payments are made, in accordance with the agreed processing schedule and the information supplied by the Customer.	98.5%
<b>Payroll Output Distribution</b> The Supplier will despatch payslips, P60s, and other payroll outputs as documented in the Payroll Header document via the Cloud Portal and in accordance with the Processing Schedules.	100%

### 4. Query Responses Times

In addition to the Service Levels defined above the Supplier shall endeavour to deal with queries on behalf of the Customer on the following basis:

Source of Query	Priority	Maximum Response Time
Payslip queries affecting employee net pay from the Customer Contact	Urgent	1 working day
Accounting queries (GLs & Journals) from the Customer	urgent	3 working days
Pension queries from the Customer Contact	Urgent	3 working days
Payslip queries not affecting employee net pay from the Customer Contact	Non-urgent	5 working days
Accounting queries (GLs & Journals) from the Customer Contact	Non-urgent	10 working days
Pension queries from the Customer Contact	Non-urgent	10 working days
All Third-Party queries, including those relating to the Statutory Bodies	All	10 working days

## Processing Schedules (Payroll)

### 4.1. Monthly

Payroll Activity	Cut of Date & Time
The Customer - All Payroll Data to be submitted by 5 pm	<b>Option 1</b> Pay day minus 9 working days. <b>Option 2</b> Pay day minus 7 working days. <b>Education</b> 1 <sup>st</sup> Edit Pay Day minus 12 working days, 2 <sup>nd</sup> Edit Pay Day minus 6 working days
The Supplier - Payroll Returned to the Customer for review & authorisation by 5 pm	<b>Option 1</b> Payday minus 5 working days <b>Option 2</b> Payday minus 4 working days <b>Education</b> 1 <sup>st</sup> Edit Pay Day minus 8 working days, 2 <sup>nd</sup> Edit Pay Day minus 4 working days
The Customer – Payroll is authorised to be provided to the Supplier by 3 pm	Payday minus 3 working days
The Supplier- FPS Processed 5 pm	Payday minus 2 working days
The Supplier - Publish Payslips 5 pm	Payday minus 1 working day
The Supplier - EPS Filed Processed 5 pm	6 <sup>th</sup> of the following month (if falls on a bank holiday or weekend this will be the following working day)

### 4.2. Weekly

Payroll Activity	Cut of Date & Time
The Customer - All Payroll Data to be submitted by 5 pm	Payday minus 4 working days.
The Supplier - Payroll Returned to the Customer for review & authorisation by 5 pm	Payday minus 3 working days
The Customer – Payroll authorisation to be provided to the Supplier by 3 pm	Payday minus 2 working days
The Supplier - FPS Processed 5 pm	Payday minus 2 working days
The Supplier - Publish Payslips 5 pm	Payday minus 1 working day
The Supplier - EPS Processed 5 pm	6 <sup>th</sup> of the following month (if falls on a bank holiday or weekend this will be the following working day)

#### 4.3. No Changes

Payroll Activity	Cut of Date & Time
The Supplier – Commence Processing on or before 5 pm	5 <sup>th</sup> of the month (if falls on a bank holiday or weekend this will be the earliest working day)
The Supplier - Payroll Returned to the Customer for review & authorisation by 5 pm	6th of the month (if falls on a bank holiday or weekend this will be the following working day)
The Customer – Periodic approval payrolls - Payroll authorisation to be provided to the Supplier by 3 pm	8th of the month (if falls on a bank holiday or weekend this will be the following working day)
The Supplier - FPS Processed 5 pm	9th of the month (if falls on a bank holiday or weekend this will be the following working day)
The Supplier - Publish Payslips 5 pm	10th of the month (if falls on a bank holiday or weekend this will be the following working day)
The Supplier - EPS Processed 5 pm	10th of the month (if falls on a bank holiday or weekend this will be the following working day)

#### 4.4. Nil EPS

Payroll Activity	Cut of Date & Time
The Supplier – Commence Processing on or before 5 pm	6th of the month (if falls on a bank holiday or weekend this will be the following working day)
The Supplier – P32 Returned to the Customer for review by 5 pm	7th of the month (if falls on a bank holiday or weekend this will be the following working day)
The Supplier - EPS Processed 5 pm	7th of the month (if falls on a bank holiday or weekend this will be the following working day)

#### NOTES

- All other pay frequency (Non-Weekly or Non-Monthly) schedules will be created and agreed upon at the implementation stage by the Outsource Services Payroll Manager.
- Working Days exclude weekends and UK Bank Holidays.
- The Supplier shall be entitled to charge for any late/unexpected data and/or late payroll sign-off/approval.
- If payment dates fall on a weekend or bank holiday the payment will be made on the earliest working day before the payday/payment date unless otherwise agreed.

## 5. 3rd Party Liabilities (Disbursements Service)

Liability Type	Payment Date
Teachers' Pension	5 pm on the 7th working day of the following month
Pension (all pensions including Salary Sacrifice Pensions but excluding Teachers Pensions)	5 pm on the 10th calendar day of the following month
Other (Union dues, other salary sacrifice payments)	5 pm on the 10th calendar day of the following month
Court Orders/ AOE's	5 pm on the 10th calendar day of the following month
HRMC	5 pm on the 22nd of the following Month

### NOTES

- If payment dates fall on a weekend or bank holiday the payment will be made on the earliest working day before the payday/payment date.

# Master Document Control

– For Internal version only

## Revisions Author

Version No.	Revision Requested by	Summary of Change(s) Made	Date	Authorised by Cintra
0.1 (Draft)	LLW	First issue draft document	15/09/21	LLW
0.2 (Draft)	LLW	Document approved for external use.	23/09/21	LLW
1.0	LLW	Reviewed by Eric Dunmore & Dan Brooker	27/09/21	LLW
1.1	LLW	Comments responded to and reports updated	15/10/21	LLW
1.3	LLW	Further minor Updates	11/11/21	LLW
1.4	AB	Removed screenshots and minor updates	11/11/21	LLW
1.5	MO	The Payroll Sign Off updated	01/02/22	LLW
1.6	LLW	Escalation Process	01/02/22	LLW
1.7	LLW	Escalation Process	11.02/22	LLW
1.8	LLW	Data Return, Retention & Destruction and Schedule 1	15/2/22	LLW
1.9	LLW	Minor Amendments	23/02/22	LLW
2.0	Amanda Baxter	Change from Cintra to a PSSG Agreement	22/03/22	
2.1	LLW	Change to page 2 paragraph 2, change to section 1.5, & report section 35.2	20/05/22	LLW
2.2	LLW	Various Changes – 1.4, 9.3, 11.1, 11.4, 12.1, 21.1, 21.3, 22.1, 23.1, 24, 25.1, 25.2, 26.1, 27.1, 30.1, 31.1, 32.4, 32.5, 33.3, 46.1, Schedule 1 add link, schedule 2- 2.2, 4, 5 notes	15/08/22	LLW
2.3	LLW	Suppliers Agreed Formats added to page 3	17/08/22	LLW
2.4	LLW	Document classification added	22/08/22	LLW

2.5	LLW	3 <sup>rd</sup> Party Payments dates, Employee Hub, price list link – updated version	09/01/24	LLW
2.6	LLW	Various Changes – <ul style="list-style-type: none"> <li>• BACS Processing – 11.5 updated, 11.6 to 11.11 added.</li> <li>• Sections 7, 9, 35.2 updated.</li> <li>• 31.7, 36.3 &amp; 36.4 added</li> <li>• Section 38, 48.2, 53 Schedule 1 &amp; Schedule 2 point 2.1 updated.</li> </ul>	14/03/24	LLW
2.7	LLW	Various Number Formats. Equifax Service – added point 1.11. Updated section 6, added 54.1, 54.2 & 54.3.	27/07/23	LLW
2.8	LLW	Added 16.4, 22.8, 23.4, 26.3, 31.8,31.9,36.5, 55,56, Schedule 2-4.3 & 4.4. Updated 1.1,11.2, 21.1, 21.2, 21.3, 22.2, 26.1, 26.2, 28.1, 31.1,31.3, 31.7, 31.8, 31.10,31.11, 35.2, 36.3 & Schedule 2 - 4.1 & 5	18/08/23	LLW
2.9	LLW	General formatting Updated – Page 3. Updated – 1,2, 1.4, 1.5, 1.8,6, 6.1, 11.12, 14.2, 21.2, 22.2, 22.7, 22.8, 50.1, 53.3, 54.3, 56.4, Schedule 2	11/12/24	LLW