



# Payroll and Pensions Service

*Precise and timely payroll and pensions management*

## **Working life and staff retention are far easier when staff are paid on time and correctly.**

Our Payroll and Pensions team recognise this and our professional, comprehensive and adaptable service ensures the accurate and timely payment of employees, along with the effective management and administration of employees' pensions.

We pay attention to detail so you have confidence that the required statutory and voluntary payments and deductions, along with the necessary formal reporting to HMRC, will be processed with 100% compliance.

Our Pensions service offers full administrative support to the Local Government Pension scheme as well as a liaison service with the Teachers' Pension Agency.

## **Key Benefits**

- Peace of mind that we will process your payroll and pension contributions accurately and efficiently.
- 100% compliant with all relevant legislation.
- Years of experience in the field of education.
- Helpdesk service operated by friendly, knowledgeable consultants.
- Real-time access to employee data via a secure, web-based customer portal.

# How our Payroll and Pensions service can help you.

## Our end-to-end payroll service includes:

- Paying basic pay and any allowances and increments.
- Deducting statutory and voluntary payments.
- Implementing pay awards
- Automated retrospection to facilitate back pay entitlements.
- Administering statutory leave payments.
- Submitting all required data to HMRC.
- Operating tax and National Insurance schemes including P45's, P11D's and P60's.
- Storing data in accordance with statutory requirements.
- Allowing secure, real-time access to employee data and reports.
- A secure customer portal for data submission.

**Our pension service includes all aspects** of local government and Teachers' pension scheme administration and management. Key elements include:

- Maintaining an accurate database of scheme membership.
- Receiving and calculating incoming transfers from previous pension providers.
- Producing and distributing annual benefit statements.
- Providing estimates of all types of benefits.
- Providing information and calculations of purchasing additional pension.
- Calculating and paying outgoing transfer values to other pension providers.
- Calculating service credit and debits for divorce cases.
- Calculating and communicating deferred benefits.
- Calculating and paying all types of retirement benefits.
- Calculating and paying benefits on death, including spouse and child pensions.
- Paying monthly pensions.
- Providing data to the pension fund actuary to enable the setting of contributions.

*"I am very happy with the move over to Schools choice. I can't thank the team enough for the support they provide. It has made payroll a much easier job to do."*

**Manningtree High School**  
Essex



## Next Steps

If you'd like to find out more about how our Payroll consultants can help your school, please contact the Schools' Choice team. We will listen to your needs and tailor a service to meet your unique requirements.

**T: 0300 123 1420**

**E: [services@schoolschoice.org](mailto:services@schoolschoice.org)**

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