



SAAF
EDUCATION

Payroll Bureau Overview





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MEET THE TEAM

Payroll Team



Su Johal

Partner

07967 607676

s.johal@saafeducation.org



Domanique Beckford

Payroll Director

0115 975 2400

d.beckford@saafeducation.org



Shana White

Payroll Manager

0115 975 2400

s.white@saafeducation.org

MEET THE TEAM

Payroll Team



Heather Gallimore

Payroll Administrator

0115 975 2400

h.gallimore@saafeducation.org



Jessica Joy

Payroll Administrator

0115 975 2400

j.joy@saafeducation.org



Isma Habib

Payroll Apprentice

0115 975 2400

i.habib@saafeducation.org

Why SAAF Education?

PUTTING EDUCATION FIRST

SAAF Education was established in 2011 to deliver high quality, bespoke financial management support.

Since inception, we have grown to become the largest independent provider of financial management support to the education sector in the East Midlands and have expanded our service offer to include internal scrutiny, an education-specific payroll bureau, supply and recruitment and asset management services.

We are an education-focused company and always strive to provide our clients with the highest quality business support services.

Customer service is our top priority. We ensure that our customers receive exceptional value for money in each of our service areas.



Our Values & Ethos



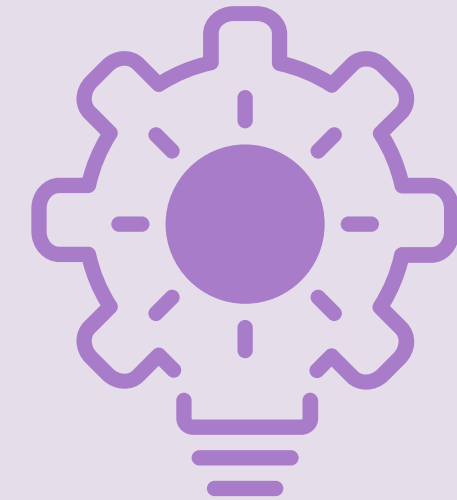
CUSTOMER-FOCUSED

WE DEFINE SUCCESS THROUGH OUR CUSTOMERS' EXPERIENCE AND HAVE LONG-LASTING RELATIONSHIPS WITH THEM, BUILT ON TRANSPARENCY AND TRUST



PROFESSIONAL

OUR TEAM OF EXPERTS HAVE AN IN-DEPTH KNOWLEDGE OF THE EDUCATION SECTOR, AND OUR EXTENSIVE EXPERIENCE ALLOWS US TO IDENTIFY THE CHALLENGES YOU FACE AND OFFER SOLUTIONS



PROACTIVE

WE'RE ALWAYS REFINING OUR SOFTWARE AND SERVICES, OPTIMISING PERFORMANCE IN EACH OF OUR SERVICE AREAS AND EMPOWERING OUR CLIENTS TO DELIVER THE HIGHEST EDUCATIONAL STANDARDS



Our Expertise

The Value of Knowledge

Our trained professionals understand the complexities of school and academy payroll and utilise their expertise to deliver an efficient and effective payroll bureau.

Our core payroll service includes everything you need to ensure your staff are paid accurately and on time every month.



"Client satisfaction is our top priority at SAAF. We consider ourselves lucky to have great relationships with all our clients - working closely with them to achieve their organisational goals"

Su Johal, Partner



Customer-focused

Customer-defined timetable
Personalised support
Dedicated contact



Automation

Reduces administrative burden
Less risk
Increased accuracy
Finance system specialists



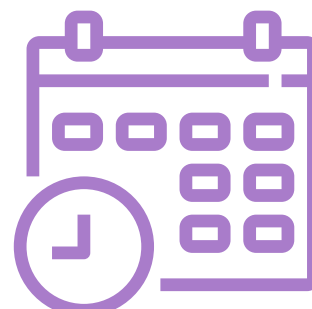
Security

We take data security seriously
Our system is backed-up daily
Robust disaster recovery plan in place



Moderation

Internal monthly checking procedures
Reports provided before final processing



Flexible

Changes outside of the agreed timetable

Our Core Payroll Services

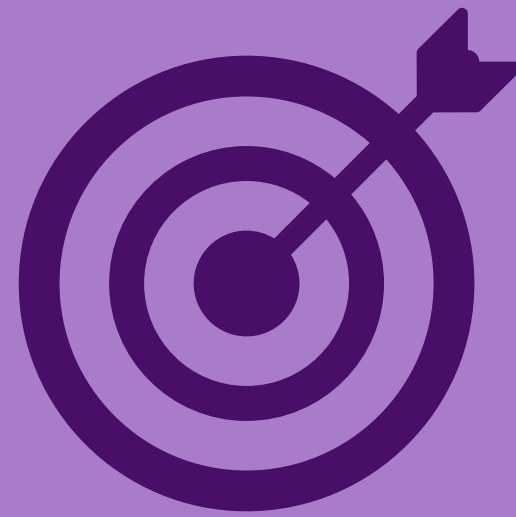
Designed For Education



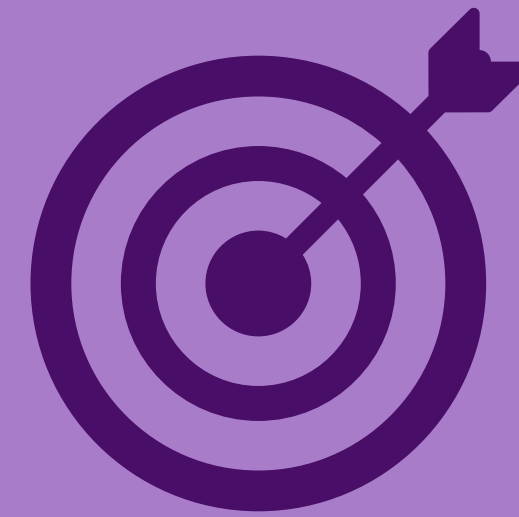
- Payment of salaries on-time
- Year-end payroll reconciliation and submission of P35/P14/P60s



- Maintenance of staff records for PAYE & liaising with HMRC regarding updates and instructions
- Operation of maternity, adoption paternity and sick leave schemes



- Administration of salary sacrifice schemes
- Ad-hoc payments/deductions
- Expense payments



- Third party payments made directly on the client's behalf with remittance
- Production of P45s and P60s via the employee portal



- Sickness/absence monitoring and reporting monthly
- Bespoke reporting available
- Ad-hoc data/report requests available at any time



Our Pension Service



Enrolment assessment for all new starters. Re-enrolment duties and re-declaration of compliance



Monthly pensions returns and employee contribution breakdown for Local Government Pension scheme – I-Connect where applicable



Monthly submissions to teachers' pension scheme inc. TP contribution slip, MDC & MCR



Completion of pensions estimates and contractual data requests from the pensions department



Annual pension return completion and submission inc. LGPS Annual Return, FRS102 & TP End Of Year Certificate



Internal pension month-end reconciliations completed to re-certify compliance & reduce any risk of missed/inaccurate contributions



Missing service support – historic missing service reviewed and updated on a case-by-case basis



All communication and queries for pensions are handled by the payroll team



Our HR Administration Service

We prepare standard electronic administrative HR communication to staff such as;

- Contracts of employment & contract changes
- Provision of main statements and terms & conditions of employment
- Maternity, paternity and adoption leave – notification and intent to return
- Annual pay award communication
- Auto-enrolment notification
- Fixed-term contract figures calculated for the client

The HR administration service has the following functionality via the employee portal;

- SAAF upload letters and documents directly to the employee's personal documents section within the portal
- Employees can accept documents to confirm they have been read
- Trust policies, induction documentation are made available to employees
- Reports provided on request to identify when employees have viewed and accepted documents

****HR document approval incorporated within the monthly client and payroll team responsibilities to ensure employees receive documentation in a timely manner***

Self-Service Functions (*Additional*)

For employees



Personal Data

Allows employees to update their personal details (bank details, surname, home address and emergency contact information) via the portal



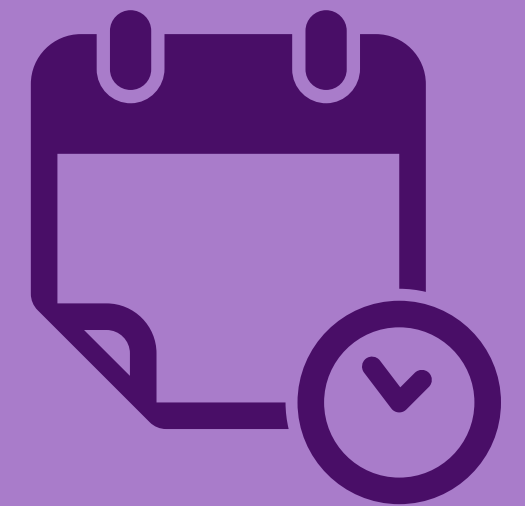
Sickness & Absence

Allows employees to log their own absences which are then submitted for approval via the confirmed client contact (description and notes can also be added)



Annual Leave (holiday requests)

Allows employees to log their own leave request – automatically sent to department manager for approval



Timesheets (ad-hoc payments)

Allows employees to electronically submit additional hours, OT, mileage claims, expenses etc

Processing Pay Information into Finance Ledger

SAAF's other core service is schools and academies finance consultancy. Therefore, we understand the financial aspects of payroll and have a great appreciation for the end-user role and how the data is interpreted at school/academy level. This is advantageous to our clients as we are able to offer support outside of the normal realms of a payroll provider.

This also assists in ensuring our reports are fit for purpose, easy to interpret and supports a seamless payroll reconciliation process each month, further reducing back office administration and improving efficiencies.

We have drawn on extensive education financial reporting knowledge and applied this across all SAAF services. The result is that SAAF payroll customers receive an ultra-efficient and accurate, end-to-end outsourced payroll bureau service.

We can provide clients with customised reporting including a monthly costings report to be uploaded to your financial management software. This can be configured as per the client's request at implementation stage.





Monthly Payroll Reporting

SAAF Education provides an agile, flexible, and comprehensive reporting function including a number of reports to provide clients with all necessary management information.

If further reports are required, we will discuss your specification at implementation and introduce bespoke reports into your standard reporting suite at no additional cost. If ad-hoc reports are required at a later date, then an ad-hoc one-off cost may be applied.

At pre-payroll stage the client will receive draft payment breakdown reports via our portal in Excel format which can be used to check changes in employee salaries based on requested changes actioned during the relevant month.

Our final monthly reports are a valuable tool to assist clients with budgeting, finance system updates and external audit preparation.

Testimonials

'I'd just like to say that it's been really great having such quick responses to all of my (many) queries. It meant that anything we weren't sure of was dealt with really quickly and helped to make the process go smoothly. It's been really refreshing to have quick responses and an allocated staff member who is so willing to help!'

Gill Wydrzynski | The Avenue School

'It has been a smooth and efficient transition from our old payroll provider in a limited timeframe. We are very happy with our move.'

Linda Quinn | Wrangle Primary School