



## Payroll Policy

### Timesheets

All timesheets need to be emailed to the Business Manager by the last day of the month (if this falls on a Saturday/Sunday) then the Friday before.

When completing a timesheet the following method will need to be used:

Overtime= fill in boxes c, d, information in K and f and g if needed

Sick without pay= fill hours in column I and information in K

Hours or days off= fill in hours in column J and information K

Sick with pay fill in just information over in K.

### Rate of pay

The rate of pay depends on the role. The pay will be based on 39/40 weeks (term time) working plus the holiday entitlement and uniform. The salary will be paid on the 20<sup>th</sup> of each month in arrears and in twelve equal installments by Bank Transfer (or the working day immediately before the 20<sup>th</sup> if it is on a weekend or public holiday)

Where there is a change in the rate/level of pay staff will be notified accordingly. Overtime for training will be paid in addition to the contracted hours at your normal hourly rate of pay.

### Annual Reviews

Wages may increase in line with the guidance of the National Living Wage. Staff will be notified if this occurs.

All staff on permanent contracts may have an incremental to their pay scale. Staff must have served over 1 academic year. Staff are awarded an annual increase based on their performance review. (Attendance, conduct, and punctuality).

### Holiday Pay

This is how the holiday pay is worked out;

A= hours worked per week	B= weeks worked per year	AxB= total	/ 46.4 is the number of weeks worked by FT worker	x 5.6 is the European minimum requirements for annual leave	E= the Annual leave entitlement in hours	hourly wage	Yearly holiday pay	Divide 12	Monthly figure
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### **Discrepancies (overpayment/underpayment)**

If an overpayment or underpayment is discovered, it is processed on the next payroll. It is the policy to initiate recovery efforts on all payroll overpayments as soon as the discrepancy is detected.

If the employee determines that an overpayment/underpayment has occurred, you must notify the Business Manager immediately in writing. Details must include the date the issue was discovered, the period of overpayment/underpayment, the amount and type of overpayment/underpayment (i.e. Regular wages, overtime pay, etc.) and the reason for overpayment/underpayment.

### **Maternity Pay**

Any employee who becomes pregnant will be allowed **reasonable** time off for attendance at antenatal clinics once they have notified the pre-school in writing. Employees must obtain a MATB1 form, and notify the Business Manager of the prospected leaving date in order for the SMP to be calculated.

For further information please visit DWP website:

<https://www.gov.uk/working-when-pregnant-your-rights>

<https://www.gov.uk/employers-maternity-pay-leave>

<https://www.gov.uk/recover-statutory-payments>

This policy was adopted at an Under5s AGM meeting held on **14<sup>th</sup> May 2018** (date)

Signed on behalf of the Pre-school .....Chair person.