

Payroll	
<p>What you will do</p>	<p>What we will do</p>
<p><u>New Starters, Leavers and Amendments</u></p> <p>Ensure that by the 7th of the month:</p> <ul style="list-style-type: none"> • start dates and any pre-employment check information you hold for new starters are passed to the OHR Recruitment team • the relevant, fully completed and authorised OHR form has been sent to OHR 	<p><u>New Starters, Leavers and Amendments</u></p> <p>Where full, authorised information has been received by OHR by 7th of the month (monthly pay) or by Monday 12 noon (weekly pay) we will:</p> <p>For new starters:</p> <ul style="list-style-type: none"> • Enter Payroll elements • Input BACS payment method • Input costing information • Register with on-line tax services (within 14 days of start date) • Calculate and pay the new starter their basic salary in the month (monthly pay)/week (weekly pay) that payment is due. <p>For amendments</p> <p>Calculate and pay the new basic salary in the month (monthly pay)/week (weekly pay) that payment is due</p> <p>For leavers:</p> <ul style="list-style-type: none"> • Calculate and pay the leaver their basic salary in the month (monthly pay)/week (weekly pay) that payment is due • any final extra work or claimable enhancements will be paid in the following month/week • Provide GEN1/12 information to PSPA (within 1 month of employee leaving) • Update online tax to reflect an employee has left (within 14 days of leaving)
<p><u>All additional payments/Supply/Bank timesheets</u></p> <p>Ensure that overtime claim forms are accurately completed, authorised and submitted to the OHR Payroll team by the 1st working day of the month (or by Monday 12 noon for weekly pay)</p>	<p><u>All additional payments/Supply/Bank timesheets</u></p> <p>Calculate and pay overtime in that month (monthly pay)/week (weekly pay)</p>
<p><u>Increments and Pay Awards</u></p> <p>Inform the Payroll team in writing by the 1st working day of the month</p>	<p><u>Increments and Pay Awards</u></p> <p>Pay increments on the month they fall due</p>

<p>if an increment is NOT to be paid</p>	<p>Where a signed and authorised copy of the Pay Award and new pay rates are made available by the 1st working day of the month/Monday 12 noon, employees' basic pay and recurring allowances will be amended in that month (monthly pay)/by the following week (weekly pay)to include the Pay Award</p> <p>Any pay award arrears will be paid in the following two month (monthly)/four week (weekly) period</p> <p>Monitor bank/supply hours for increments due (eg. MPTC and supply teachers).</p>
<p><u>Quick Pays</u> Provide clear written instructions detailing the quick pay required and an written explanation detailing why the need for a quick pay has arisen in accordance with the OHR Quickpay policy and Quickpay deadlines</p>	<p><u>Quick Pays</u> On receipt of a written explanation, in accordance with the Quickpay guidelines we will process the Quickpay for payment on the last working day of the month</p>
<p><u>Maternity Pay, Adoption Pay, Paternity Pay and Sick pay</u></p> <p>Ensure that by the 7th of the month:</p> <ul style="list-style-type: none"> the relevant, fully completed and authorised OHR forms have been sent to OHR 	<p><u>Maternity Pay, Adoption Pay, Paternity Pay and Sick pay</u></p> <p>Where full, authorised information has been received by OHR by the 7th of the month (monthly pay) or by Monday 12 noon (weekly pay) we will:</p> <p>Calculate and pay the salary due in the month (monthly pay)/week (weekly pay) that payment is due and account for any statutory deductions such as Maternity Benefit</p>
<p><u>Overpayments</u></p> <ul style="list-style-type: none"> Assist OHR Payroll with the consultation with employees who have been overpaid. If the overpayment is due to late notification from the Department, the manager will be responsible for notifying the employee in the first instance Finance Managers will work with OHR Payroll to agree actions in accordance with the Isle of Man Government Financial Regulations 	<p><u>Overpayments</u></p> <p>OHR Payroll on notification of any overpayment will seek to recover in accordance with the Isle of Man Government Financial Regulations for the recovery of overpayment of Payroll Payments, consulting with Departmental Finance Managers</p>

<p><i>Year End Actions</i> No action required by you</p>	<p><i>Year End and Annual Financial Information</i> Complete Employer Returns, T9's and T37's to Income Tax by 6th May Complete AFI reports to Public Sector Pensions Authority by 31st May</p>
<p><u>Business Partner Team</u></p>	
<p><u>What you will do</u></p>	<p><u>What we will do</u></p>
<p><u>Performance Pay and Pay Awards</u></p> <ul style="list-style-type: none"> • Confirm and approve application of new pay rates to Business Partners. 	<p><u>Performance Pay and Pay Awards</u></p> <ul style="list-style-type: none"> • Assist in preparing new pay scales for approval by the Department. • Provide copies of new pay rates with Department authority to Payroll.