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PRACTICAL GUIDE | SEPTEMBER 2026

The September Payroll Health Check

A practical control guide for schools and academy trusts

PAYROLL & HR

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Supporting schools and academy trusts with expert payroll and HR services.

Built for payroll and HR teams
Use before payroll closes, during checking and at final authorisation.

How to use this guide

BUILT FOR THE SEPTEMBER PAYROLL CYCLE

A working guide for payroll, HR and finance teams to use before payroll closes, during checking and at final authorisation. It is designed to find incomplete changes, prevent avoidable errors and retain a clear audit trail.

Who should use this guide?

This guide is designed for those responsible for preparing, reviewing or approving September payroll, including:

- payroll managers and officers
- HR managers
- finance teams
- school business leaders
- CFOs and finance directors
- trust leaders providing payroll assurance

Use this guide to:

- plan the September timetable and allocate control owners;
- test starters, leavers, pay, pension and work-pattern data;
- run employee-level exception checks rather than relying on the total payroll value;
- reconcile payroll to payment files, pensions, HMRC and the finance ledger; and
- record late items, decisions and outstanding risks before payroll is released.

IMPORTANT

This guide supports good payroll control. It does not replace the trust's contracts, pay policies, pension scheme guidance, local LGPS fund requirements, payroll software instructions or advice on individual cases. This guide is intended for schools and academy trusts in England. Teacher-pay, employment and pension requirements may differ elsewhere in the UK.

Why September payroll needs a different level of control

September payroll rarely goes wrong because the payroll team cannot calculate pay. It usually goes wrong because one part of a staffing change reaches payroll and another part does not.

The first payroll of the academic year can combine new appointments, internal transfers, pay decisions, FTE changes, term-time working patterns, allowances, family leave, long-term sickness, pension updates, cost-centre changes and academy transfers in one pay run.

WHY TOTALS ARE NOT ENOUGH

A missing starter may reduce gross pay while a duplicate allowance increases it. The trust total can still look reasonable even though two employees are wrong. September therefore needs employee-level exception testing, not only a comparison with August.

A single employee can also have several changes from the same date. For example, a teacher may increase from 0.6 to 0.8 FTE, move to a new salary, take on a TLR and change academy cost centre. The final expected outcome must be checked after every change has been applied.

2026 PRIORITIES

September 2026 watchpoints

The following controls reflect the position available on 3 August 2026. Confirm any later statutory, scheme or collective-agreement updates before payroll is finalised.

Issue	September control
Teacher pay award	The government has accepted the STRB's recommendation of a 3.5% increase to teacher and leadership pay and allowance ranges from 1 September 2026, except for the minimum of the unqualified teacher range in the Rest of England, which will increase by 5%. The 2026 STPCD remains subject to consultation and is expected to be published in October, backdated to 1 September. Confirm the final statutory and trust-policy position, updated scales, pensionable pay and budget impact before processing.
TLR1 and TLR2	For relevant bodies, all existing and new TLR1 and TLR2 values must be based on the proportion of the full responsibility undertaken from 1 September 2026. TLR3 is not subject to the pro-rata principle. Academies should follow their contractual and pay-policy position.
Support-staff pay	The 3.3% NJC offer for 2026/27 had not been agreed by 3 August 2026. Where NJC terms apply, retain a controlled back-pay plan from 1 April 2026 covering leavers and every change in hours, grade, FTE or working weeks.
Statutory Sick Pay	Rules changed on 6 April 2026. SSP is payable from the first full day, without a Lower Earnings Limit, at the lower of 80% of average weekly earnings or £123.25 a week. Identify transitional absences that began before 6 April.
Family leave	Check Neonatal Care Leave and Pay, day-one Paternity Leave and Unpaid Parental Leave, the new unpaid Bereaved Partner's Paternity Leave, and the other statutory family-leave and pay routes in payroll and policy workflows. The qualifying conditions for Statutory Paternity Pay remain separate from eligibility for Paternity Leave.
National Minimum Wage	Check 2026 rates for lower-paid staff, apprentices and salary-sacrifice arrangements to ensure pay does not fall below the applicable minimum.
September starters and internal moves	Check payroll ID, P45/RTI treatment, pension status, cost centre and year-to-date data for starters and internal transfers.

Set the timetable and control owners

Set the timetable before the summer break wherever possible. Use separate deadlines for contractual changes, claims, bank changes and emergency corrections, and name the owner and approver for each stage.

Timing	HR and operational activity	Payroll and finance activity
Four to six weeks before close	Confirm known starters, leavers, internal moves, pay decisions, contractual changes, family leave, long-term absence and academy transfers.	Confirm processing dates, system access, pension and HMRC access, payment authorisers, finance mapping, planned test runs and staff availability.
Two to three weeks before close	Complete missing evidence and validate work patterns, allowances, temporary end dates and costing instructions.	Load approved changes, produce the first exception reports and identify incomplete bank, tax, pension, salary, FTE or cost-centre data.
One week before close	Resolve queries and certify the HR change list. Separate genuinely late items from instructions submitted but not processed.	Run a preliminary payroll, employee-level variance checks, pension exceptions and payroll-to-ledger review.
Before final authorisation	Confirm late starters, leavers, return dates and last-minute authorised changes.	Complete gross-to-net review, payment-file reconciliation, pension reconciliation, HMRC readiness and sign-off.
After payroll	Log corrections, employee queries, overpayments and recurring process failures.	Confirm submissions, payments, journals and scheme files. Allocate corrective actions before the next payroll.

Control ownership

Activity	Lead control	Independent challenge or approval
Starters, leavers and contract changes	HR certifies completeness; payroll checks and processes.	Finance reviews costing; the final approver receives assurance.
Pay and allowances	HR confirms authority and effective date; payroll calculates.	Finance confirms costing; formal approval follows the trust's pay policy.
Pensions	Payroll leads scheme processing and exception checks.	Finance reconciles liabilities and payment; unresolved issues are escalated.
Payment release	Payroll prepares the approved file.	A separate authorised person checks the total, funding and release.
Payroll journal	Payroll provides the final output.	Finance reconciles and posts; material suspense items are reviewed.

CONTROL PRINCIPLE

No individual should be able to create or amend an employee, change bank details, process payroll and release payment without independent review. Where a small team cannot fully separate duties, document a compensating review control.

The minimum instruction payroll should receive

- ☐ Employee and post, old value, new value and effective date.
- ☐ Permanent or temporary status, with a mandatory end date where relevant.
- ☐ Cost centre or funding split, employing entity and academy.
- ☐ Evidence of the required authority and the named approver.
- ☐ A late-item decision showing what missed cut-off, why, who authorised the exception and when it will be processed.

Starters, internal transfers and leavers

New starters

A starter record is payroll-ready when the required contractual, tax, pension, bank and costing information agrees and any legitimately unavailable information is handled in accordance with HMRC or pension-scheme guidance.

- ☐ Legal name, date of birth, gender for RTI purposes, address and National Insurance number where known. If the National Insurance number is unavailable, leave the FPS field blank, report the employee's full address and do not use a dummy number.
- ☐ Contractual start date, first day to be paid and the trust's part-month treatment.
- ☐ Employing entity, academy, post, contract type and any fixed-term end date.
- ☐ Pay range, point or approved salary, plus all allowances.
- ☐ Contracted and full-time hours, FTE, working weeks, paid weeks and work pattern.
- ☐ Additional roles or concurrent employments.
- ☐ P45 or starter declaration, tax and student-loan information.
- ☐ Bank details received securely and independently verified.
- ☐ Pension scheme, pensionable employment status and automatic-enrolment action.
- ☐ Cost centre, nominal code, split funding and payroll number.
- ☐ Existing-record check using National Insurance number, date of birth and other matching data.

Internal moves

Before issuing a P45, ending pension membership or creating another payroll record, establish whether the employee is changing cost centre, changing post, taking an additional post, moving between payrolls or moving to a different legal employer.

- ☐ Payroll ID and previous payroll ID are handled correctly so HMRC does not create a duplicate employment.
- ☐ The final combined pay, pension and costing result is recalculated after all move-related changes.

Leavers and final pay

- ☐ Final working day, contractual termination date and last day of pay.
- ☐ Whether the employee is leaving the legal employer or transferring within the trust.
- ☐ Outstanding salary, overtime, expenses, additional hours and back pay.
- ☐ End dates for every recurring allowance, additional post and deduction.
- ☐ Support-staff holiday or term-time-only final-pay reconciliation.
- ☐ Salary sacrifice, loans, advances, attachment orders and other balances.
- ☐ Redundancy, settlement, payment in lieu or other exceptional payments independently checked.
- ☐ Pension leaving date, final pension information, P45 and RTI leaver data.
- ☐ Recovery plan for any overpayment and removal from future recurring reports.

TERM-TIME-ONLY FINAL PAY

Reconcile pay earned under the trust's contractual method to pay already received, including working weeks, holiday entitlement, annualisation and rounding. Retain the calculation and independent check.

Teacher pay, progression and allowances

Validate the pay range, approved salary, FTE, allowances, effective date, pensionable pay and costing as one combined result. Do not treat teacher pay as a single annual-salary field.

Area	Evidence and checks
2026 pay award	Final applicable pay scales and allowances; effective date; trust or academy pay-policy position; pensionable pay; budget impact; controlled back pay if required.
Main, upper and unqualified ranges	Approved annual salary; pay recommendation or decision where required; effective date; FTE; interaction with other changes.
Leadership pay	Individual salary range; approved salary; substantive or acting status; start/end dates; costing and pensionable treatment.
TLR1 and TLR2	Approved responsibility proportion and value from 1 September 2026; full or shared responsibility; effective date; end date; pay-policy evidence.
TLR3	Clearly time-limited project; approved annual value; fixed duration established at the outset; monthly payment; no pro-rata principle.
SEN allowances	Correct level; eligibility; effective date; contractual treatment; whether the employee has changed role.
Recruitment and retention	Approved value; frequency; pension treatment; expected duration and formal review date.
Acting arrangements	Substantive and acting roles; approval; start date; expected end date; recalculation when the arrangement changes.

Final checks

- ☐ Pay range and annual salary agree to the approved decision.
- ☐ FTE agrees to the contract and work pattern.
- ☐ Every allowance has an approved value, effective date and end or review date where required.
- ☐ Every existing and new TLR1 or TLR2 has been reviewed against the proportion of the responsibility undertaken from 1 September 2026.
- ☐ Back pay is calculated across each relevant salary, FTE, responsibility and allowance period.
- ☐ Pensionable salary and service information reflects the final payroll result.
- ☐ The employee’s expected gross pay has been recalculated after all changes are applied.

PRACTICAL TEST

Run a report of every teacher receiving a TLR, SEN, recruitment and retention or acting payment. Compare it with the approved staffing structure and identify payments with no supporting approval, end date or review date.

Support staff and term-time-only pay

Bring together the grade, spinal column point, weekly hours, full-time hours, working weeks, holiday entitlement, paid weeks, FTE and annualised salary. Do not rely on a default term-time figure without checking the contract and the trust's agreed method.

- ☐ Grade, spinal column point and local pay scale.
- ☐ Incremental progression date and approval requirements.
- ☐ Contracted and full-time weekly hours, FTE and work pattern.
- ☐ Working weeks, holiday entitlement and paid weeks.
- ☐ Annualised salary and documented rounding method.
- ☐ Additional posts, split contracts and funding allocation.
- ☐ Overtime, enhanced rates, casual payments and holiday-pay treatment.
- ☐ Apprentice age, apprenticeship year and the applicable minimum-wage rate.
- ☐ Mid-year starter or leaver calculation.

2026/27 NJC planning

Where NJC terms apply, keep the 3.3% offer separate from an agreed award until the collective process is complete. Maintain a back-pay-ready calculation from 1 April 2026, including former employees and every period where grade, hours, FTE, working weeks or allowances changed.

Sample-based recalculation

When a pay award or scale change is applied, test at least one employee from each relevant category:

Employee category	Employee tested	Result / action
Full-time and full-year		
Part-time and full-year		
Term-time-only / additional weeks		
Multiple posts		
Starter, leaver or hours change during back-pay period		

Work patterns, FTE and contract changes

A contract-change instruction must show the old and new position. “Please change this employee to 30 hours” is not enough.

Required field	Record
Employee, payroll number and employing entity	
Existing post and new or additional post	
Old and new hours, full-time hours and FTE	
Old and new working weeks and work pattern	
Old and new salary, grade and allowances	
Effective date; permanent or temporary status	
Temporary end date or review date	
Cost centre and funding split	
Pension and absence-system implications	
Authoriser, approval date and contract variation	

EXCEPTION TESTS

Investigate employees where FTE changed but gross pay did not; gross pay changed but salary, FTE and allowances did not; working weeks changed without annualised salary changing; or a temporary arrangement has no end date.

Before moving on, confirm that:

- ☐ Absence, leave, workforce and budgeting systems have been updated as well as payroll.
- ☐ The final expected salary is recalculated after all instructions with the same effective date are applied.

Teachers’ Pensions, LGPS and automatic enrolment

A correct net payment does not prove that pension reporting is correct. Pensionable pay, service, scheme section, contribution rate or absence treatment can be wrong while net pay still looks plausible.

Teachers’ Pensions

- ☐ Correct scheme status for each pensionable teaching employment.
- ☐ Joiners, opt-ins, opt-outs, return dates and concurrent employments processed correctly.
- ☐ Pensionable salary, service, FTE and allowances agree to payroll and contract.
- ☐ Family leave, sickness, reduced pay and unpaid absence treated correctly.
- ☐ Retrospective salary changes included in scheme reporting.
- ☐ MCR or MDC data, as applicable to the employer, validated and submitted under the correct employer and establishment references.

LGPS

- ☐ Correct administering fund, employer reference and main or 50/50 section.
- ☐ Employee contribution band, pensionable pay and assumed pensionable pay.
- ☐ Additional pension contributions, AVCs and multiple posts.
- ☐ Opt-ins, opt-outs, sickness, child-related leave and unpaid absence.
- ☐ Leavers and transfers between funds or employers.
- ☐ Monthly i-Connect or equivalent file reconciled to payroll and local fund requirements.

Automatic enrolment

- ☐ Workforce assessment completed for staff not entering TPS or LGPS automatically.
- ☐ Postponement, enrolment and opt-in communications issued within the required timescales.
- ☐ Opt-outs are valid and refunds are processed correctly.
- ☐ Three-year re-enrolment date and re-declaration of compliance are monitored.

Reconcile	Expected evidence
Employee deductions	Payroll agrees to the scheme submission and creditor.
Employer contributions	Payroll agrees to the scheme file and finance liability.
Joiners and leavers	Movement report agrees to HR and scheme records.
Rates and pensionable pay	Unexpected, zero, negative or unusually high values are investigated employee by employee.
Payment	Amount paid to each scheme agrees to the approved reconciliation.

Additional payments, deductions and salary sacrifice

Claims and one-off payments

Claims should show the work date, hours or units, rate, reason, cost centre and approval. Duplicate and late claims should remain visible rather than being absorbed into normal processing.

- ☐ Claimant and authoriser are permitted under the trust's approval route.
- ☐ Dates, hours or units, rate and reason are present.
- ☐ Duplicate claim and post-leaving checks are complete.
- ☐ Tax, National Insurance and pension treatment is confirmed.
- ☐ Existing substantive and casual roles are considered together.
- ☐ Correct academy, cost centre and funding code is used.
- ☐ Late claims are logged with a reason and agreed processing month.

Attachment orders and recurring deductions

- ☐ Valid instruction, correct deduction type and applicable priority order.
- ☐ Protected-earnings requirements checked under the rules for the specific order.
- ☐ Deduction amount, employee notification and any permitted administration charge are correct for the order type.
- ☐ Remittance amount, reference and deadline are reconciled.
- ☐ Recurring deductions have a valid start, end or balance control and do not continue after leaving.

Salary sacrifice

- ☐ Valid agreement and contractual change are in place before the sacrifice starts.
- ☐ Start date, end date and agreed amount match the provider file.
- ☐ National Minimum Wage impact is checked in the relevant pay reference period.
- ☐ Tax, National Insurance, benefit and pension treatment is understood.
- ☐ Maternity, sickness, reduced pay, unpaid leave and insufficient cash earnings are reviewed.
- ☐ Leaver balance, early termination, employer savings and provider invoice are reconciled.

> **HIGH-VALUE ARRANGEMENTS**
> Electric vehicle and other high-value arrangements need particular attention when pay reduces, an employee leaves or a contract transfers. Escalate any case where cash earnings may be insufficient or the scheme terms are unclear.

Family leave, sickness and unpaid absence

Family leave

- ☐ Leave type, start date, expected return date and actual return or extension.
- ☐ Average weekly earnings, statutory eligibility and the correct 2026/27 rate.
- ☐ Occupational entitlement, pay schedule and any repayment condition.
- ☐ Maternity, adoption, paternity, shared parental and parental bereavement pay.
- ☐ Neonatal Care Leave and Pay checked separately: leave is a day-one employment right, while statutory pay has separate service and earnings conditions. Confirm the qualifying neonatal-care period and the number of weeks due, up to 12 weeks.
- ☐ Day-one Paternity Leave and Unpaid Parental Leave eligibility from 6 April 2026. Treat Statutory Paternity Pay separately, as its existing service and earnings conditions continue to apply.
- ☐ Unpaid Bereaved Partner's Paternity Leave of up to 52 weeks where the mother or primary adopter dies within the child's first year and the applicable conditions are met.
- ☐ Keeping-in-touch or shared-parental-leave-in-touch days.
- ☐ Pension treatment, annual leave and return on reduced hours.

Sickness

> **SSP RULES FROM 6 APRIL 2026**
>
> SSP is payable from the first full day of sickness, the Lower Earnings Limit no longer applies, and the weekly amount is the lower of 80% of average weekly earnings or £123.25. Check transitional guidance for absences that started before 6 April 2026.

For each sickness absence, check the full pay position from the absence dates through to statutory and occupational pay, pension treatment and the final payroll result.

- ☐ Continuous and linked absence dates, qualifying days and average weekly earnings.
- ☐ Occupational full-pay and half-pay exhaustion dates.
- ☐ Correct SSP eligibility, daily rate and first payable day under the 2026 rules.
- ☐ Transitional treatment for an absence spanning 6 April 2026.
- ☐ Phased return, actual work pattern and pension or assumed-pensionable-pay treatment.
- ☐ HR and payroll absence dates agree.

Unpaid leave and strike deductions

Use the contractual or policy-based method approved by the trust. Record the days or hours, rate, period, rounding, pension impact and any interaction with salary sacrifice. Apply the same method consistently to comparable employees.

HMRC, RTI, payslips and payroll data

HMRC and RTI

- ☐ Correct PAYE reference and regular payment date.
- ☐ FPS ready to submit on or before payday, using the regular payday when employees are paid early because of a weekend or bank holiday.
- ☐ Tax-code, student-loan and postgraduate-loan notices applied from the correct period.
- ☐ Starter, leaver and irregular-payment indicators are correct.
- ☐ Current and previous payroll IDs are reported correctly after system or record changes.
- ☐ Late-reporting reason is used only where applicable.
- ☐ EPS requirements and statutory-payment recovery are reconciled, together with Apprenticeship Levy liability where applicable.
- ☐ PAYE, National Insurance and other liabilities agree to payroll and the HMRC account.
- ☐ HMRC payment amount and due date are confirmed.
- ☐ Submission acceptance is retained and rejected submissions are resolved.

Payslips and employee communication

- ☐ Payslips are available to employees and workers on or before payday.
- ☐ Gross pay, variable and fixed deductions, net pay and year-to-date information are accurate.
- ☐ Hours are shown where pay varies according to time worked.
- ☐ Material corrections, late items or unusual deductions are communicated through the agreed route.

Payroll data and bank changes

- ☐ Personal and bank information is submitted through the approved secure route.
- ☐ Every new or changed bank account is independently verified by someone other than the person who entered it.
- ☐ Urgent requests, personal email addresses and last-minute changes receive enhanced challenge.
- ☐ Payroll access is limited to those who need it, with leavers and role changes removed promptly.
- ☐ The audit trail identifies who requested, approved, entered and checked each material change.
- ☐ Duplicate data matches are investigated rather than treated as proof of a duplicate employee.

> **A PRACTICAL POINT FROM KEYSTONEPAY**
> A payroll that balances can still be wrong. The strongest September review follows each staffing change from approval, through payroll and pensions, into the payment file and finance ledger.

Appendix: MAT transfers, TUPE and new academies

Use this section only where an academy or group of employees is transferring. A new academy joining a trust is not simply a data import. The plan must identify the legal employer, PAYE arrangement, pension registrations, historic liabilities and responsibility for correcting pre-transfer errors.

Transfer area	Questions to resolve
Legal and payroll structure	What is the transfer date? Does the legal employer, PAYE scheme or payroll ID change?
Employee data	Are year-to-date balances, tax, loans, orders, bank, address and historic payroll data complete?
Contracts and pay	Are salary, FTE, working weeks, allowances, additional posts and temporary end dates validated?
Pensions	Are employer or fund references, service, scheme section and pensionable pay correct?
Absence	Are family leave, sickness, occupational pay and historic entitlement data complete?
Deductions	Are salary sacrifice, attachment orders, AVCs, loans and recurring deductions transferred?
Finance	Are academy, department, grant and central-recharge codes mapped and tested?
Testing	Has a parallel run compared employee gross, net, pension, tax, payment and costing?
Historic issues	Who owns pre-transfer overpayments, underpayments, pension corrections and employee queries?

Shared and central staff

- ☐ Legal employer, contract structure and whether there is one post or several concurrent posts.
- ☐ Fixed or variable academy split and allocation of employer on-costs.
- ☐ Allowance, absence and additional-pay costing by role.
- ☐ Approval route and treatment when one element of the shared role ends.

Finance reconciliation and final approval

Control account or cost	Check
Gross pay	Payroll agrees to the journal and material movement is explained.
Employer National Insurance	Payroll agrees to the journal and liability.
Employer pensions	Payroll agrees to scheme reconciliations, creditors and payment.
Apprenticeship Levy, where applicable	Calculation and liability are reconciled.
Net pay	Payroll net pay agrees to the approved BACS file plus any documented and authorised payment exceptions.
PAYE and employee NI	PAYE, National Insurance, statutory recovery and, where applicable, Apprenticeship Levy reconciled.
Third-party deductions	Orders, AVCs, union and other deductions agree to remittance.
Costing	Missing cost centres, unexpected central coding and split-cost movements are investigated.
Suspense	Unmapped or rejected journal lines are cleared or documented with an owner.

Final payroll approval record

- ☐ HR change list certified complete.
- ☐ Gross-to-gross and net-pay variance reviewed at employee level.
- ☐ Starter, internal-transfer and leaver reports reviewed.
- ☐ Salary, FTE, allowance, support-pay and TLR changes reviewed.
- ☐ Zero, negative and high-net-pay exceptions resolved.
- ☐ Pension totals, rates and exception reports reviewed.
- ☐ PAYE, National Insurance, statutory recovery and Apprenticeship Levy reconciled.
- ☐ Payroll journal, cost-centre and suspense exceptions reviewed.
- ☐ Net pay agrees to BACS plus documented payment exceptions.
- ☐ Bank changes independently verified.
- ☐ Manual calculations and overrides independently checked.
- ☐ Payslips are accurate and ready on or before payday.
- ☐ Late or deferred items logged with an owner, deadline and employee communication.
- ☐ FPS and EPS requirements confirmed.
- ☐ Authorised approver has signed and dated release.

THREE-STAGE SIGN-OFF

HR certifies what changed and when. Payroll tests the calculation and scheme treatment. Finance challenges costing and liabilities. The final approver reviews unresolved exceptions and authorises release.

Targeted exception reports

The reviewer should focus on employees whose result is unusual, incomplete or inconsistent with an approved change.

Exception report	Review focus
Gross and net movement	Large value or percentage changes, including movements that offset each other at trust level.
Starters and leavers	Missing starters, incorrect part-month pay, continuing pay or deductions after leaving.
Zero, negative or high net pay	Reason, employee communication, deduction treatment, duplicate payment or manual award.
FTE, hours and salary	FTE or working weeks changed without expected salary movement, or gross pay changed without an approved cause.
Allowances and temporary payments	New, stopped, duplicated, expired or unsupported payments, including TLR responsibility proportion.
Pensions	Missing deduction, unexpected rate, zero pensionable pay, scheme-status or service exception.
Bank changes	Every change has secure evidence and independent verification.
Costing	Missing code, unexpected academy or central allocation, split-cost change or suspense.
Manual overrides	Reason, approval and independent recalculation.
Payment-file difference	Payroll net pay, BACS and every authorised payment exception reconcile.

September payroll readiness score

Record Green only where the area is complete and reconciled; Amber where an outstanding item has an owner and deadline; Red where material information is missing, unverified or likely to affect payment.

Area	Green / Amber / Red	Owner	Action and deadline
2026 teacher pay and TLRs			
Support-staff pay and back-pay readiness			
Starters, transfers and leavers			
Work patterns, FTE and contract changes			
Family leave, sickness and SSP			
Teachers’ Pensions and LGPS			
Automatic enrolment			
Claims, deductions and salary sacrifice			
HMRC, RTI and payslips			
Costing, journal and liabilities			
BACS and cash funding			
Data security and bank changes			
Final authorisation			

KEYSTONE

THE SEPTEMBER PAYROLL HEALTH CHECK

Need expert payroll support?

Whether you're reviewing your current payroll provider, considering a change, looking for independent payroll assurance or simply want a second opinion, our CIPP-qualified payroll specialists are here to help.

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