

Maternity Paternity & Adoption Leave Pooling Scheme - Closure of Accounts 2020/2021

Please note for the financial year 20/21 ending on 31 March 2021 the last date to submit payroll reports is **Friday 30 April 2021**, therefore late submissions will be discounted. It is really important for those schools who do not use WCC payroll provider that you arrange to submit payroll reports on a monthly basis. Please see below extract from the Scheme arrangements (terms and conditions)

The school must be committed to submitting claims and payroll information monthly.

Claims forms submitted by email for every employee who is on or due to go on leave to ensure accurate monitoring and prompt reimbursements to helen.perkins@connectedpartnership.com Electronic signatures are acceptable. Claims must be submitted again when the individual resigns or returns to work to confirm that date. Leavers must be notified to the scheme. (Some maternity benefits are dependent on returning to work).

It is vital that schools notify their payroll provider as soon as possible of intended leave, resignation and return to work dates. Therefore, salaries are adjusted in a timely manner and correct reimbursements can be processed from the scheme to schools.

Submission of payroll reports

You will have to submit absence details on a monthly basis and provide evidence from your payroll provider detailing the amount paid to the absent employee. This should include salary, Occupational Maternity Pay (OMP), Statutory Maternity Pay (SMP), SMP Credits, Employers National Insurance (NI) and Employers Pension contributions. Please ensure there are no duplicate costs shown such as allowances. Please note those schools using WCC payroll provider will not have to provide monthly payroll costs as these are provided directly to ConnectEd Partnership. For those schools that don't use WCC payroll provider, please ensure you notify the scheme of any payroll overpayment credits so that they can be refunded to the scheme. This can happen sometimes towards the end of the employee's leave when your payroll provider makes the final SMP credit adjustments. Costs for those Staff commencing or returning from leave part way through a month will be proportionate this includes salary costs, Employers pension and Employers NI Costs.

Your designated officer, Helen Perkins, will assist you with this and with your permission liaise with the payroll provider.

If you have any questions regarding the above content, please contact Helen Perkins (working days are Monday, Tuesday & Fridays 01902 290154 or email helen.perkins@connectedpartnership.com)