

Payroll guidelines – September 2020

These guidelines must be followed to ensure we are able to process payroll. As we are continuing in a working from home situation, where possible the adapted data collection methods need to be adopted to ensure all HR and Payroll information is submitted in an electronic manner, with the following principles applied:

- when scanning documents please separate these into individual files based on the claim type for example, Timesheets, Standby and Call Out, Travel Expenses in separate files
- if possible can both sides of a document be in the same file
- if the file contains more than one employee claim please sort into alphabetical order before scanning
- managers please be aware that it is essential to submit paperwork in a timeous manner to ensure the employee is paid correctly for the pay period

All forms that are submitted as approved by the line manager will only be accepted where the email is sent by the line manager directly.

Appointment of employees

- where a new employee has been engaged or an existing employee is starting in a new position
- use the form available on the intranet, Your Job > Human Resources > Forms > [Appointment Form - SBC Paid Employees](#)

Change of Contract

- Where the contractual position of an existing employee is changing. This covers an increase in hours, decrease in hours, extension of contract, etc.
- use the form available on the intranet, Your Job > Human Resources > Forms > [Notification of Change Form](#)

Leaver

- where an employee is leaving the organisation or a specific position, including the end of a temporary contract
- use the form available on the intranet, Your Job > Human Resources > Forms > [Leavers Form](#)

Appointment, Change of Contract and Leaver forms should be sent by email to personnel@scotborders.gov.uk

Sick Leave

- submit via Business World Self Service as per guidance on the intranet [How to record Sickness Absence on Business World](#)
- if you are unable to access Business World please use the [Sickness Notification Form](#)
- it is imperative that notifications of return from sick leave are submitted/entered in Business World in a timely manner to ensure the payment due to the employee is correct

Maternity Leave

- where an employee is required to advise of an upcoming period of maternity leave
- use the form available on the intranet, Your Job > Human Resources > Policies, procedures and guidelines > [Family Friendly](#)

- if the employee or manager has access to a scanner the MATB1 form should also be submitted
- alternatively the employee can take a photo of the MATB1 and send this with the form
- these should then be sent by email to personnel@scotborders.gov.uk
- it is imperative that notifications of return from maternity leave are submitted as well

Travel and Subsistence (Excluding SB Cares Homecare)

- where an employee has carried out business mileage in their private vehicle and/or is making a claim for subsistence
- where possible these claims should be made via Business World which are then routed for approval and inclusion in the next available payroll run
- Where there is no access to Business World, use the form available on the intranet, Your Job > Human Resources > Forms > [Travel and Subsistence claim form](#). This should then be sent to your line manager for approval. The line manager should then submit the approved claim form to payroll.salaries@scotborders.gov.uk

Travel and Subsistence (SB Cares Homecare)

- continue to submit your mileage claims in accordance with the current procedure
- Prior to scanning the claims and sending via email, can you ensure the VAT claim check box has been completed, if not can Homecare Office staff please update accordingly? The VAT receipts do not need to be scanned and can be retained in the area office until such time as the HRSS office is open as normal
- SB Cares staff should then scan the mileage claim forms in alphabetical order and the associated receipts and send to payroll.salaries@scotborders.gov.uk

Disturbance Mileage

- please submit your mileage claim in the normal manner, this should then be approved by your line manager, scanned and sent through to payroll.salaries@scotborders.gov.uk for processing

Timesheets (monthly green sheet)

- For staff with access to Business World there is an available option to allow you to make a claim for any additional contractual hours that you have worked (subject to normal pre-approval by your manager). This can be accessed via Timesheets and Travel Expenses, these claims are then routed for approval and inclusion in the next available payroll run. Please also refer to the guidance available on the intranet: [Timesheet Guidance Single Status](#)
- Where there is no access to Business World, use the form available on the intranet, Your Job > Human Resources > Forms > [SJC Timesheet](#). This should then be sent to your line manager for approval (any claims from staff employed in schools should be routed via HQ Operations in the first instance). The line manager should then submit the approved claim form to payroll.salaries@scotborders.gov.uk. When opening the SJC Timesheet from the Intranet you will need to save a copy to a local drive to allow you to then enter the appropriate details. Claims should be made for the period up to and including the ninth of the month and submitted within three working days

Standby and Call Out

- use the form available on the intranet, Your Job > Human Resources > Forms > [SJC Standby and Call Out](#)
- This should then be sent to your line manager for approval. The line manager should then submit the approved claim form to payroll.salaries@scotborders.gov.uk

- when opening the SJC Standby and Call Out from the Intranet you will need to save a copy to a local drive to allow you to then enter the appropriate details

Timesheets - Supply Teachers

- continue to claim up to and including the seventh of the month and submit via the school who will then collate the claim forms into one single file for the Cluster and submit to payroll.salaries@scotborders.gov.uk

Timesheets – All Other Groups

- Please follow the advice and guidance that has been issued by your line manager. These will be collated in the normal manner and summarised sheets sent to payroll.salaries@scotborders.gov.uk for processing

Payslips

- Due to the limited number of staff in the office we are still unable to print and distribute payslips. However, these can be accessed through Business World Self Service where you can view your payslips securely online
- if you haven't already signed up, you can email from your personal email address to: businessworld@scotborders.gov.uk providing the following details:
 - employee number
 - full name
 - date of birth
 - National Insurance Number
 - email address
- on receipt of the above information you will be sent an email providing your sign in details, temporary password and the link to enable you to access

Additional queries

We hope this provides guidance on all the main payroll claim requirements. However, if you have a specific query that is not covered, you can email payroll.salaries@scotborders.gov.uk or phone the HR Shared Services Helpline 1 or 2 on Lync or 01835 825052

Any non-pay related queries should be made to the HR Case Management Team by email askhr@scotborders.gov.uk or phone 01835 825015.