

Payroll actions – a reminder

We're all keen to ensure teams and suppliers are paid accurately and promptly every month. There are some key actions you must carry out by payroll closure each month.

To help you with these actions, the table below outlines the actions that must be completed by payroll and links to the guidance for carrying these out in IBC self-service.

New starters

Please carry out all necessary actions to ensure new recruits have a positive joining experience and receive the correct pay in their first month.

Schools use the school starter form. Make sure your school is legally compliant in issuing contract documents on the first day of employment, by submitting your new starter forms at least five working days before the employee's start date.

<https://extra.hants.gov.uk/employee/managestarter>

Leavers

Has someone notified you they are leaving? Ensure you complete the Make Leaver form in IBC self-service – this can be completed up to 6 months in advance of the leave date.

Checklist for leavers:

- Setting up substitutions
- Goods receipt or close any open purchase orders
- Change or cancelling any purchasing cards (p-cards)
- Print off any copies of documents leavers need e.g. payslips and P60

<https://extra.hants.gov.uk/employee/makeleaver>

<https://extra.hants.gov.uk/employee/managesubstitutions>

<https://extra.hants.gov.uk/employee/goodsreceipting>

<https://extra.hants.gov.uk/employee/closingapurchaseorder>

<https://extra.hants.gov.uk/employee/purchasingsubstitutes>

<https://extra.hants.gov.uk/employee/pcardamend>

<https://extra.hants.gov.uk/employee/mypayslip> and

<https://extra.hants.gov.uk/employee/mydocuments>

Overtime

Has anyone worked overtime? Ensure they have entered details through 'Enter time worked' in IBC self-service

<https://extra.hants.gov.uk/employee/entertimeworked>

Working hours

Has anyone changed their working hours or working patterns? E.g. moved to part-time? Ensure this is updated in IBC self-service as it affects pay

<https://extra.hants.gov.uk/employee/manageemployeeworkpatterns>

Changes to pay

is anyone starting an acting up or secondment position? Is anyone getting a new allowance or having an allowance removed?

- Ensure any changes are updated in IBC self-service using:
- Manage Acting Up/Secondment
- Manage One Off Payments/Deductions
- Management Recurring Payments/Deductions

<https://extra.hants.gov.uk/employee/managesecondments>

<https://extra.hants.gov.uk/employee/manageneoffpayments>

<https://extra.hants.gov.uk/employee/managerecurringpayments>

Sickness

Recording sickness is not only important for absence monitoring but it also ensures sick pay is triggered for those on long term sick and pay is reinstated when someone returns

<https://extra.hants.gov.uk/employee/sicknessreport>

<https://extra.hants.gov.uk/employee/sicknessdashboard>

<https://extra.hants.gov.uk/employee/sicknesstriggerreport>

Substitutes

If you are going to be out of the office you must ensure you have set up a 'Fill In' substitute who can carry out the necessary IBC tasks in your absence

<https://extra.hants.gov.uk/employee/managesubstitutions>

Any questions?

IBC self-service webchat gives you instant access to a team member who can assist with your query in real-time. A transcript of your chat will be available in My Enquiry for future reference. <https://extra.hants.gov.uk/employee/contactus>