

## Case Study - Sir William Robertson Academy

### Scope & Services

Sir William Robertson Academy is a co-educational secondary school with just under 1000 pupils, situated in Lincolnshire. In 2014 SGW Education was selected to provide the school with a fully managed payroll service and a smooth transfer from the previous provider.

### Services included

- Dedicated Payroll Manager (via phone and email)
- Calculate contributions via Payrite (HMRC recognised software)
- Make all Statutory PAYE, NI, Pensions, Court Order Payments
- Bespoke Management Reports
- Auditing of historical payroll data
- Produce and submit: p60, p11d
- Submit: HMRC RTI & EPS
- Act as a BACS bureau on behalf of school
- Monthly data collection - TP uploads & LGPS uploads
- Provide Eslip service for individual payslips



SIR WILLIAM ROBERTSON  
ACADEMY

### Personal Touch

The first task for SGW Education was to provide Mrs Quincey (SBM) with a named point of contact within the payroll team who had the expertise and experience to hand hold the school through the whole setup and ongoing delivery.

Emma - assigned as the school's point of contact, supervised two months of parallel runs against the former payroll provider. She was able to give Mrs Quincey complete peace of mind before SGW Education completed the handover.

### Winning Partnership

Sir William Robertson and SGW Education have built a robust monthly payroll process in the knowledge that both parties are human and therefore are capable of making the odd mistake. Working closely together was always the key.

Having open lines of communication, an honest approach and allocating highly experienced team members who know Mrs Quincey and her school's payroll has meant that this partnership continues to strengthen.

### Processes

Sir William Robertson Academy's payroll followed a proven and robust triple checking process which utilises a mix of technology, payroll operatives and supervisors independently cross-checking all data submission points. All abnormalities were picked up and queried back to Mrs Quincey which ensured speed of turnaround and saved valuable admin time.

### Testimonial

*"As an employer payroll is one of the most important tasks to get right for my staff. The SGW Education team are always friendly, professional and supportive. Their knowledge has enabled me to provide a smooth and accurate salaries process each month for my employees."*

Sam Quincey