

## Case Study - Shenfield St Mary's C of E Primary School

### Scope & Services

St Mary's C of E was experiencing difficulties using their local authority to run payroll service. Their requirement was to find a payroll partner who was willing to fit around their specific needs, not the other way round. SGW Education not only fulfilled all their requirements, but in the process, also saved the school valuable money.

### 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



### Delivery

Mrs Willson (SBM) was assigned a point of contact within the SGW Education team who is always accessible via email or phone (9am-5pm Mon-Fri). The SGW schools payroll Manager handled the school setup from start to finish - running two months of parallel payrolls - working closely with Mrs Willson (SBM) to ensure the school was completely comfortable throughout the setup process and each pay run thereafter.

### Quality Assurance

St. Mary's took full advantage of the wealth of experience within the SGW Payroll's Education Team, boasting over 400 years of combined experience, holding accreditations: CIPD, CIPP & IOD and members of CIPP, Tolley, Payroll Alliance and HMRC monthly. During the engagement, all changes to regulations were communicated in writing and followed up by a phone call.

### Continuous improvement and innovation

During the engagement with St. Mary's, SGW Payroll have invested in and developed a secure online portal which came into effect spring 2018 in preparation for GDPR.

### Testimonial

*"Since we have moved to SGW Payroll we have received excellent customer service whilst saving money compared to our previous provider. Their friendly team delivered a smooth transition from our previous payroll provider. We have found SGW Payroll to be very responsive to any queries and the monthly payroll process is efficient and error free. We particularly appreciate being able to call or contact a specific member of staff who knows us and our payroll. This enables the swift resolution of any queries and saves us valuable administration time."*

Mrs Melanie Willson