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**FS4S**  
Business Services  

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For Schools

## News 4 Schools –April 2020



### **FS4S News**

Thank you everyone for your lovely messages of support whilst we put in place new ways of providing services to you during the current unsettled time. Keeping in close contact with you while we work from home is really important to us, so please do carry on e-mailing and phoning us with your queries. We are reaping the benefits of technology to help us keep in touch with you and we are planning to continue with the use of Logmein to remotely access your finance systems and Zoom for video conferencing, where an on-site visit is not feasible.

I cannot stress enough how important it is that we have a current Service Level Agreement with you if we are accessing your systems remotely, an SLA will be your evidence that you are covered by our insurance and GDPR policies. SLAs are being sent out to schools and although we understand that signatures may be hard to obtain, under the circumstances we are happy to accept a return from your school e-mail address.

At the time of writing we are all well and safe and everyone in schools has our very best wishes to continue to be well and safe too. We look forward to seeing you again soon.

### **Payroll Service Information for May Salaries**

It is possible that schools might be closed for May pay deadlines. If that is the case, our intention is to pay May salaries using the information that we have received but please, if you can, let us know of leavers or unpaid leave so that we can prevent any overpayments.

In the event of no information received, a flat month's pay will be processed for employees unless we are advised otherwise by means of an email instruction.

Please especially note:

- When completing your absence returns, if anyone is off sick due to the Coronavirus, please can you state the reason as either self-isolating or COVID 19 symptoms.
- LG Year Ends are in the process of being submitted, should you receive any queries please email [payroll@fs4s.co.uk](mailto:payroll@fs4s.co.uk).
- Academies will receive an email 28th April from Teachers' Pension with the contribution figure for the EOYC, can you please forward to [payroll@fs4s.co.uk](mailto:payroll@fs4s.co.uk) as soon as it's received.

## Teachers' Pension Scheme – A Message from TPA about Completion of Forms

"If you're currently working from home, we wanted to let you know we're doing all we can to make our processes as simple as possible for both our members and employers.

Where possible please continue to ask members to complete online forms using My Pension Online.

For those forms that currently aren't used in an online process but are normally printed out and sent onto us via post or to deal with any other paper forms sent to you by members, please be aware we are currently accepting those forms with digital signatures. Once your employee has provided you with a completed part A (they are also able to complete this digitally) please complete Part B of the form and upload both parts to the [Employer Portal](#). We will then be able to process this.

We've also added PDF versions to our '[online only](#)' forms in case members need access to these during this time.

To be able to complete the PDF forms digitally, please use the fill and sign option on Adobe PDF reader (for instructions on how to do this please see below).

1. Open PDF in Adobe Acrobat Reader DC. This is a free programme that can be downloaded here
2. Once you've opened the necessary PDF, choose the option 'fill and sign' from the right-hand panel
3. Place and click the curser over the blank text box and complete as normal
4. Save file.

Please ensure you sign the form with your digital signature for it to be accepted."

<https://www.teacherspensions.co.uk/news/employers/2020/03/member-forms.aspx>

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### Don't Forget To Send In Your Returns

*LA Schools:* Please ensure that you send in the following returns to the Local Authority:

- ✓ VAT Submittal Report for March
- ✓ Close of accounts documents as requested by your LA

*Academies:* Please ensure that transactions to 31<sup>st</sup> March are complete in readiness for month end:

- ✓ VAT Online Submittal Report for March (where the Academy is VAT registered)
  - ✓ VAT form 126 with full report (where the Academy is not VAT registered)
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### Important Message for Payroll Customers within the Wiltshire Pension Scheme

For Swindon and Wiltshire payroll customers only, Wiltshire Pension Fund have sent a contact form for schools to complete and return.

We have partially completed the form with our contact details. You will need to enter your school details and, if we provide HR services to your school enter 'All HR contacts' in the appropriate box, enter our HR email address and tick all boxes except the Ill Health box.

If we do not provide HR services you will need to enter your provider's details.

You will need to enter the details of the appropriate person/s from the school in the Additional Contacts section and tick the Ill Health box in this section.

The form will then need to be returned to Wiltshire Pension Fund. There is no need to send us a copy of the form.