

## **Shared Services Centre Team Contacts**

The team leader contacts have been provided for each team should you need to escalate a query. Please refrain from directing all queries to the team leader and use the correct team option.

### **Recruitment & Advertising – 01629 535118**

**Email – [recruitment@derbyshire.gov.uk](mailto:recruitment@derbyshire.gov.uk)**

#### **Advertising Team (Option 1 on telephone keypad)**

**Team Leader – Tracey Clark ext 39450**

- Place adverts in the Derbyshire jobs bulletin and online on the Derbyshire County Council website.
- Place adverts in the press. The actual press costs are re-charged to schools/academies.
- Advice on recruitment procedures.

#### **DBS Team (Option 2 on telephone keypad)**

**Team Leader – Claire Goodwin ext 32932**

- Issuing and processing of DBS checks.

### **Pay – 01629 535119**

**Email – [pay@derbyshire.gov.uk](mailto:pay@derbyshire.gov.uk)**

#### **Time Team (Option 1 on telephone keypad)**

**Team Leader – Teresa Walker 32989**

**Team Leader – Alice Maskrey 32943**

- Assisting schools with pay queries in relation to absences and attendances, e.g. additional hours.
- Calculate teacher's service history for long term sickness.
- Process phased returns.
- Travel claims/queries.
- Occupational and statutory sick pay and paternity pay.
- Process payments for KIT days.
- Calculate and pay travel and subsistence allowances.
- Queries on P11D and TEP (taxable expenses and payments).

#### **Schools Appointments Team (Option 2 on telephone keypad)**

**Team Leader – Joshua Handley ext 35512**

- All contractual administration for Schools.
- Advise in accordance with the Teachers' Pay and Conditions document.
- Advice on national conditions of service in relation to the transactional service.
- Setting up new starters on the payroll system (SAP).

**Schools Adjustments & Leavers Team – (Option 4 on telephone keypad)**

**Team Leader – Sue Beckett ext 32924**

- Temporary/permanent variations to contracts e.g. reduction in hours, maternity leave, secondments.
- Personal variations e.g. change of address, bank account.
- Requests for references and earning details e.g. Building Societies.
- Pay awards, calculate arrears and pay increments.
- Non-statutory deductions including child support agency orders, trade union subscriptions, additional voluntary contributions, student loans.
- Respond to pay related queries from employees and HM Revenue and Customs and other agencies.
- Queries on tax and national insurance.
- Queries on P60s.
- Occupational and statutory maternity pay and adoption pay.
- Processing leavers on the payroll system (SAP).
- Teachers' Pension queries.

Our payroll service also includes (not attached to a Team):

- Compliance with HM Revenue and Customs and other agencies
- Production of end of year data for the Teachers' Pension Agency
- Provision of monthly reports for Local Government Pension Scheme for paying over purposes.
- Monthly RTI submissions to HMRC.
- Complete forms P11D and TEP (taxable expenses and payments) for submission to the HM Revenue and Customs

Queries on Local Government pension contributions should be directed to the Pension Section.