

HR and Payroll Information for Employees and Managers

The following guidelines must be followed to ensure we are able to process payroll for future periods in light of the current COVID19 situation. As we are in a working from home situation we need to adapt our data collection methods and ensure all HR and Payroll information is submitted in an electronic manner.

All forms that are submitted as approved by the Line Manager will only be accepted where the e-mail is sent by the Line Manager directly.

Appointment of Employees

Where a new employee has been engaged or an existing employee is starting in a new position.

Use the form available on the intranet, Your Job > Human Resources > Forms > [Appointment Form - SBC Paid Employees](#)

This should then be sent by email to personnel@scotborders.gov.uk

Change of Contract

Where the contractual position of an existing employee is changing, this will include increase in hours, decrease in hours, extension of contract, etc

Use the form available on the intranet, Your Job > Human Resources > Forms > [Notification of Change Form](#)

This should then be sent by email to personnel@scotborders.gov.uk

Leaver

Where an employee is leaving the organisation or a specific position, including the end of a temporary contract.

Use the form available on the intranet, Your Job > Human Resources > Forms > [Leavers Form](#)

This should then be sent by email to personnel@scotborders.gov.uk

Please ensure all forms are correctly completed prior to submission, any incorrectly completed forms will be returned for amendment

Sick Leave

In accordance with previously issued guidance on COVID19.

It is imperative that notifications of return from sick leave are submitted/entered in Business World in a timely manner to ensure the payment due to the employee is correct.

Maternity Leave

Where an employee is required to advise of an upcoming period of maternity leave.

Use the form available on the intranet, Your Job > Human Resources > Policies, procedures and guidelines > Family Friendly

If the employee or manager has access to a scanner the MATB1 form should also be submitted. Alternatively the employee can take a photo of the form and send this with the form.

These should then be sent by email to personnel@scotborders.gov.uk

It is imperative that notification of return from maternity leave are submitted as well.

Travel and Subsistence (Excluding SB Cares - Homecare)

Where an employee has carried out business mileage in their private vehicle and/or is making a claim for subsistence.

Where possible these claims should be made via Business World which are then routed for approval and inclusion in the next available payroll run.

Where there is no access to Business World, use the form available on the intranet, Your Job > Human Resources > Forms > [Travel and Subsistence claim form](#). This should then be sent to your line manager for approval. The line manager should then submit the approved claim form to payroll.salaries@scotborders.gov.uk

Travel and Subsistence (SB Cares – Homecare)

Continue to submit your mileage claims in accordance with the current procedure.

Prior to scanning the claims and sending via email can you ensure the VAT claim check box has been completed, if not can Homecare Office staff please update accordingly. The VAT receipts do not need to be scanned and can be retained in the area office until such time as the HRSS office is open as normal.

SB Cares staff will then scan the mileage claim forms and associated receipts to payroll.salaries@scotborders.gov.uk

Disturbance Mileage

Submit your mileage claim in the normal manner, this should then be approved by your line manager, scanned and sent through to payroll.salaries@scotborders.gov.uk for processing.

Timesheets (monthly green sheet)

For those staff with access to Business World there is an available option to allow you to make a claim for any additional contractual hours that you have worked (subject to normal pre-approval by your manager). This can be accessed via Timesheets & Travel Expenses, these claims are then routed for approval and inclusion in the next available payroll run. Please refer to the guidance available on the Intranet.

Where there is no access to Business World, use the form available on the intranet, Your Job > Human Resources > Forms > [SJC Timesheet](#). This should then be sent to your line manager for approval (any claims from staff employed in schools should be routed via HQ Operations in the first instance). The line manager should then submit the approved claim form to payroll.salaries@scotborders.gov.uk

When opening the SJC Timesheet from the Intranet you will need to save a copy to a local drive to allow you to then enter the appropriate details

If there are claims that have already been submitted these will need to be scanned and sent to payroll.salaries@scotborders.gov.uk

Standby and Call Out

Use the form available on the intranet, Your Job > Human Resources > Forms > [SJC Standby and Call Out](#). This should then be sent to your line manager for approval. The line manager should then submit the approved claim form to payroll.salaries@scotborders.gov.uk

When opening the SJC Standby and Call Out from the Intranet you will need to save a copy to a local drive to allow you to then enter the appropriate details

Timesheets (Supply Teachers)

Continue to submit via the school who will then collate the claim forms into one single file for the Cluster and submit to payroll.salaries@scotborders.gov.uk

Timesheets – All Other Groups

Please follow the advice and guidance that has been issued by your line manager. These will be collated in the normal manner and summarised sheets sent to payroll.salaries@scotborders.gov.uk for processing.

Payslips

With immediate effect we will be unable to print and issue payslips to those staff groups who currently receive a paper payslip.

As soon as possible staff should sign up for access to the Business World Self Service functionality where you will be able to access your payslips. In order to do so you can email from your personal e-mail address businessworld@scotborders.gov.uk providing the following details: -

- Employee Number
- Full Name
- Date of Birth
- National Insurance Number
- Email Address

On receipt of the above information you will be sent an email providing your sign in details, temporary password and the link to enable you to access.

Additional Queries

We have attempted to provide guidance on all the main payroll claim requirements, if you have a specific query regarding pay that is not covered in any of the guidance above please send an email to payroll.salaries@scotborders.gov.uk or contact HR Shared Services Helpline 1 or 2 on Lync or 01835 825052

Any non – pay related queries should be made to the HR Case Management Team, askhr@scotborders.gov.uk; Tel: 01835 825015