



National Payroll Week 2020



National Payroll Week takes place from 7th - 11th September 2020 and it gives us the opportunity to celebrate the amazing work undertaken by all those involved in ensuring you are paid correctly and on time.

It also allows us to answer some of the frequently asked questions about pay and pensions and point you to the really helpful resources on [myNL](#).

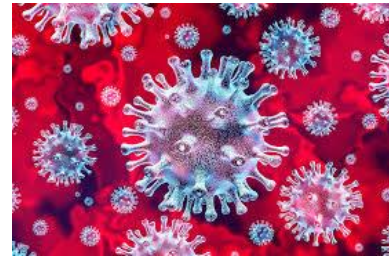
Whose involved?



There are lots of people and teams involved in ensuring you are paid each pay period. These include the Recruitment team who ensure you are recruited correctly and quickly, HR Operations teams who input any changes to your pay or any enhancements like overtime or mileage, the Workforce Systems and Analytics team who ensure your post is recorded at the correct grade and hours and the Helpdesk team who answer any questions you have about your pay. And then there is the Payroll and Pensions team who calculate your pay, process payments into your bank accounts and also provide pension data and forms to the various pension schemes. Overall, there is around 80 people involved in ensuring everything is in place to get you paid and we want to ensure they are celebrated as part of National Payroll Week.

Working through COVID-19

While some services had to slow down or stop when we went into lockdown due to the COVID-19 pandemic, the staff involved in payroll processes continued to work to ensure everyone was paid. They have all been working remotely from home since March but not one payrun or deadline has been missed and you have all been paid as normal. This has been an amazing feat and we have to say thank you to them for that.



Where do I find information about my pay?



You can find your payslip by logging onto mySelf. Here you can view the key details, download your full payslip or set it up so that it is emailed to you each time you are paid.

For more information, see the guides [here](#).

It is important that you check your pay regularly to make sure it is correct and to understand what your pay says. To understand your pay better click [here](#).

How do I change my bank details?

You can update your bank details by logging into your mySelf account and selecting 'Update my bank details' from the quick links section on the homepage



For more information click [here](#).

What happens if I am overpaid?



We have a duty to recover all overpayments and if one occurs, we will write out to you to let you know about the overpayment and how to repay it. We normally ask the overpayment is repaid over the same period in which it

has occurred.

More information on this can be found [here](#).

How do I find out about my pay scale?

Payscales can be found [here](#) and are updated as and when they change.



What if I work term time - how is my pay calculated?



The calculations we use to work out your pay if your term time can be complicated, especially if you start or leave the council mid way through a year or term. This means a term time adjustment needs to be done. More information on this can be found [here](#).

What if I want some information on my pension?

There is lots of helpful information on myNL about your pension, from what auto enrolment means, to how to change your details and contact the pension providers. You can also find out about additional voluntary contributions. Click [here](#) to be taken straight there.



How do I find out about the rule of 85?



The rule of 85 gives protection to members who joined the Scottish Local Government Pension Scheme (LGPS) before 1st December 2006 and have membership which, when added to their age, equals or exceeds 85 in whole years.

For more information on the scheme, click [here](#).

What if I think my pay is incorrect?

Contact the People Helpdesk as soon as possible if you think your pay is incorrect. Have your employee number handy so that they can look up your details easily.



Contact the People Helpdesk by calling 01698 403 151 or [email us](mailto:ESC-HelpDeskTeam@northlan.gov.uk) on

ESC-HelpDeskTeam@northlan.gov.uk