Payroll health check: 25 questions every school and MAT leader should be asking

A SELF-ASSESSMENT CHECKLIST

neo Payroll

1 ACCURACY AND EMPLOYEE RECORDS

- [ ] Are all employee records accurate, complete and regularly updated?
- [ ] Are starters, leavers and contractual changes processed within agreed timescales?
- [ ] Are term-time-only, part-time and multiple-contracts calculated correctly?
- [ ] Are pay scales, allowances and additional hours applied accurately?
- [ ] Are sickness and family-related leave payments recorded correctly?

2 COMPLIANCE AND PENSIONS

- [ ] Are payroll processes aligned with current HMRC requirements?
- [ ] Are RTI submissions accurate and submitted on time?
- [ ] Are TPS and LGPS contributions correctly calculated and reported?
- [ ] Are pension records and submissions regularly reconciled?
- [ ] Is there a process for monitoring legislative and statutory pay changes?

3 SYSTEMS AND PROCESSES

- [ ] Are HR and payroll systems integrated, or is there a process for sharing information?
- [ ] Are manual processes and spreadsheet workarounds minimised?
- [ ] Is there a clear monthly payroll timetable?
- [ ] Are payroll changes subject to appropriate approval and checking?
- [ ] Can the system accommodate the needs of individual schools and the wider trust?

4 FINANCIAL MANAGEMENT AND GOVERNANCE

- [ ] Is payroll expenditure regularly reconciled against the general ledger and budget?
- [ ] Do leaders have access to accurate workforce and payroll reports?
- [ ] Are payroll exception reports reviewed before payments are finalised?
- [ ] Are appropriate financial controls and segregation of duties in place?
- [ ] Do trustees and governors receive assurance over payroll and workforce expenditure?

5 STAFF EXPERIENCE, SECURITY AND RESILIENCE

- [ ] Can employees securely access their payslips and relevant payroll information?
- [ ] Is there a clear process for responding to payroll queries?
- [ ] Is sensitive employee information appropriately protected?
- [ ] Are payroll processes documented and cover arrangements established?
- [ ] Are suitable business continuity and disaster recovery arrangements in place?