

# Uploading and submitting completed Service Returns to the Schools Payroll Portal

## Purpose

Use this procedure to upload and submit your completed spreadsheets.

## What you need

- Log in details for the Schools Payroll Portal.
- Completed Schools Absence Return (SAR) and Schools Variation Return (SVR).

## Helpful hints

- This is just an overview of the process. For more detailed instructions and a simulation exercise, please see the eLearning at [http://www1.surreycc.gov.uk/lpool/schools\\_portal/index.htm](http://www1.surreycc.gov.uk/lpool/schools_portal/index.htm)

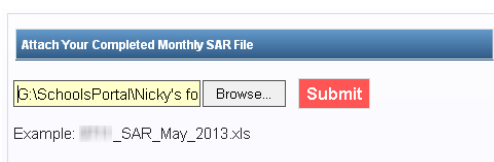
## Procedure

1. Start at the Schools Payroll Portal page on the Surrey County Council website, this can be located by clicking through the following Links from the SCC homepage: Learning > Teachers and education staff > Schools Portal > Schools Payroll Portal, or using the Search option here:



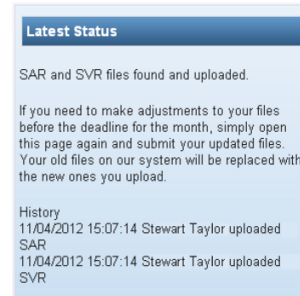
To make it easier to locate in the future we advise Saving this as a favourite.

2. Click on "Login to Schools Payroll Portal".
3. Enter your user name and password when prompted, and click "Login".
4. To submit your completed returns click the "Browse" buttons under each of the "Attach Your Completed Monthly SAR File" heading and navigate to the folder on your local drive when you stored your absence return, and select it.



5. Click the "Submit" button once. This will upload any files that have been selected.
6. Repeat for the variations return, under the "Attach Your Completed Monthly SAR File" heading.
7. If your file names match the examples shown under the headings, your file(s) will have been uploaded.

**The "Latest Status" area in the bottom right hand corner will tell you if there have been any problems uploading your file(s), and if the upload was successful, the "History" list will now show the details of your upload.**



**Latest Status**

SAR and SVR files found and uploaded.

If you need to make adjustments to your files before the deadline for the month, simply open this page again and submit your updated files. Your old files on our system will be replaced with the new ones you upload.

History

11/04/2012 15:07:14 Stewart Taylor uploaded SAR

11/04/2012 15:07:14 Stewart Taylor uploaded SVR

8. You can now log out of the portal.



Once the returns have been successfully uploaded both the person submitting the returns, the Head, and other users will receive an automatic email confirmation.

## Result

You have uploaded and submitted your completed Service Returns.