

Policy for the Schools Payroll Portal Deadlines

**to be included on the Headteacher confirmation comms, eLearning and example SAR & SVR comms to bursars and the website*

Policy Synopsis

The Schools Payroll Portal is used to transfer and receive the new Schools Absence Return (SAR) and the Schools Variation Return (SVR) files online. Each month there is a deadline for submitting these SAR & SVR files.

Users will be required to return their SAR & SVR files by the deadline published on the **Schools Payroll Portal website** for that processing month. If the deadline has passed for uploading the SAR & SVR files, the user may still be able to get the files processed for that month via an email attachment to myhelpdeskh@surreycc.gov.uk, **however there is no guarantee that they will be processed in time for that month's payroll.**

If you have an exceptional circumstance and believe that you won't be able to return your files on time please contact the My Helpdesk HR on 0208 541 9000 or email them at <mailto:myhelpdeskh@surreycc.gov.uk> and they'll be able to advise you.

Action Points

- Users to read, understand and abide by the **Payroll deadlines** published on the Schools Payroll Portal website.
- Users to understand the potential impact of not submitting an SAR & SVR file on time.
- The Surrey County Council Schools Payroll Team to inform users of any changes to the deadline in good notice, so that a user can still publish their files on time.

Policy Statement

It is Surrey County Council policy that all users of Schools Payroll Portal understand and comply with the deadlines associated with the process.