**How do I get in touch with the payroll team?**

The pay office is located on the Top Floor of Amberley Block at Sussex Police HQ in Lewes. You can either pop in, email us on [Paysussex@sussex.police.uk](mailto:Paysussex@sussex.police.uk), look up the payroll team on MINT and call our work mobile numbers or call payroll on 01273 014444.

Should you need to contact Payroll, please provide your SAP Number (the unique identifier allocated to all employees, which can be found on your payslip) and if emailing from external email please provide both SAP number and your NI number for GDPR.

**Emails**

When you email Payroll, we will log the email and acknowledge every call where we can, letting you know what’s happening. We aim to respond to general queries within 5 working days but if we can answer your query sooner then we will. So please be patient as we will get back to you.

**What day do we get paid?**

Pay day is the 20th of each month and the pay will relate to the current month. If the 20th falls on a weekend or a bank holiday then you’ll be paid on the working day before, e.g., the 20th falls on a Sunday you will receive your pay on Friday the 18th.

You’re paid 1/12th of your annual salary and allowance each month for the month you have worked. Your salary is paid for the full calendar month for example when you’re paid on the 20th November this pay relates to 1st November to 30th November. However, overtime and expenses are paid in arrears.

Please note, if you join Sussex Police on or after the 20th of the month, you will receive the arrears of pay in the following month.

**Payslips**

**PLEASE NOTE: It is YOUR responsibility to check your payslips regularly to ensure they are correct and to highlight any discrepancies to us as soon as possible.**

Your payslip will be produced each month and will be accessible on our intranet via SAP ESS.

Payslips will be made available to view as soon as possible after we have run the payroll, this is normally about 17th of each month (3 days before pay day)

If you are absent from work due to maternity, long term sickness, or leaving in the month your payslip will be sent to your home address.

**Reference – Mortgage or Rental**

Any mortgage or earnings references will be completed by Payroll and should come in direct from your letting or mortgage provider to [Paysussex@sussex.police.uk](mailto:Paysussex@sussex.police.uk) .We will also need your authorisation to be able to release these details to the letting agent or mortgage provider, it is therefore advisable to also email payroll so this can be linked up with the request from the lender in order to avoid delay. There is a 5 working day turnaround for the information to be provided once we have received your authorisation and the request.

**How do I change my bank details?**

On joining Sussex Police, you will be sent a bank details form for you to fill in the account you would like your salary to go into. Any changes to this account must be made using the SAP Portal. Please remember to ensure that you complete any changes to your bank details by the 10th of the month. Once payroll has been completed for the month there will be a scrolling message on the SAP Portal indicating you will not be able to change your bank details until the following month, therefore please try again after the 1st of the month.

If the SAP Portal doesn’t allow you to change your account details then email [Paysussex@sussex.police.uk](mailto:Paysussex@sussex.police.uk) with your SAP Number, NI Number, new account details and the date you wish this to start from.

**Overtime**

You will be told by your line manager if your role/ department has a budget for overtime. Overtime is claimed using SAP booking on and off screen and has to be approved by your line manager for automatic payment each month. To ensure payment your SAP account must be error free.

If you feel you haven’t been paid the correct amount of overtime Payroll would suggest contacting your local duty officer (This can be found on MINT duties contact) in the first instance as they will be able to assist you.

If you are seconded out of force you will need to complete an A8 or A85 form and email this, via your supervisor, to [Paysussex@sussex.police.uk](mailto:Paysussex@sussex.police.uk) for a manual payment to be made. These claims must be received by the 20th of the month, to be paid in the following month’s pay.

**How do I claim for expenses?**

Expenses for mileage, meals, hotel and travel are claimed via an A27 form which can be found on the intranet. Please see policy Business Travel and Subsistence for further information.

The A27 must be emailed into Payroll from your line manager so this shows this has been authorised.

A27s will not be acknowledge when they’re received.

A27s will **not** be processed if they are sent via post to Lewes HQ

Expenses for equipment should be sent to Finance Operations.

**Childcare Vouchers**

To find out more information on Childcare Vouchers please visit the below websites

* <https://www.gov.uk/help-with-childcare-costs/childcare-vouchers>
* [www.mychildcarevouchers.co.uk](http://www.mychildcarevouchers.co.uk/)

**P45 and Tax Codes**

If you are joining Sussex Police from another employer, they will issue you a P45. When you receive this, please send this to us via email to [Paysussex@sussex.police.uk](mailto:Paysussex@sussex.police.uk) so we can apply the correct Tax Code. If you do not have a P45 please complete a bank starter checklist which can be sent to you via HR or Payroll.

If neither a P45 nor a starter checklist is available, you will be placed on an emergency code OT for your first month’s pay.

If you require further advice on your tax code then please contact HMRC on 0300 200 3300 and state the below, as per your payslips:

G1 Payroll - Tax District PAYE reference which is 334/S1.

GC Payroll (Office of Sussex PCC) – 120AB01974.

Once pay has been processed for the first month if there are to be any changes to your tax code HMRC will inform payroll direct.

**Leaving Sussex Police**

When you leave Sussex Police you will receive your Payslip, P45 and final pay. Your final pay is pro-rated depending on when your last working day. For example if you leave on the 18th November you’ll be paid on the 20th November for 1st to 18th. This will include any outstanding expenses, on calls, overtime and a calculated annual leave that HR Operations make us aware of.

We will make the pensions team aware that you’re leaving.

You’re advised to save a copy of you P60 and payslips for current year so that when you leave you have all the information you may need for the future.

**P60**

P60s will be emailed out to you once payroll has processed these at the end of the tax year so make sure you check your outlook emails. If you have lost or not been sent one, then please send us an email [Paysussex@sussex.police.uk](mailto:Paysussex@sussex.police.uk) and we will send you a copy.

**Pension Contact Information**

* Hampshire County Council - LGPS Staff: [pensions@hants.gov.uk](mailto:pensions@hants.gov.uk)

01962 845588

* XPS – Police Officer: [penmail@xpsgroup.com](mailto:penmail@xpsgroup.com)

0330 054 5453

* Pension Team: [Pensions@sussex.police.uk](mailto:Pensions@sussex.police.uk)