

## Payroll

- [Payroll closedown processing dates - April 2024 to March 2025 \(excel\)](#)
- [Non teaching staff pay rates 2023-24 \(pdf\)](#)
- [School teacher's pay and conditions](#)
- [Developing your school's approach to pay \(GOV.UK\)](#)
- [Real living wage: Living Wage Foundation | For the real cost of living](#)

### Current rates - London Living Wage

	Hourly rate (Over 18)
London living wage (applies to Ealing)	£11.95
UK living wage	£10.90

The new Living Wage rates were announced on Thursday 22 September 2022. Employers have been asked to implement the rise as soon as possible but by the latest 14 May 2023. Ealing Council has implemented the increase already and we would ask schools to also implement the increase with immediate effect.

## Holiday pay for AWR staff

[Holiday pay for AWR staff \(word\)](#) September 2022

## Expenses

[Headteachers' expenses claims](#) are still processed by HR payroll.

All other school staff must claim their expenses through [iTrent self service](#).

Before making a claim school staff should read [car mileage reimbursement policy \(pdf\)](#) and [staff expenses policy \(pdf\)](#)

## Payroll forms - non teaching staff

[Officers - overtime/additional hours form \(excel\)](#)  
[Cleaners - additional hours form \(excel\)](#)  
[SMSA - additional hours form \(excel\)](#)  
[Caretakers - additional hours/overtime/lettings form \(excel\)](#)  
[Clerk to governors claim form \(excel\)](#)  
[Clerk to governors guidance notes \(word\)](#)  
[Bank details form \(excel\)](#)

## Payroll forms - teaching staff

[Part-time fees - claim form \(excel\)](#)  
[Teachers - one to one tuition form \(excel\)](#)

## Jury service and loss of earnings

The court issues a summons to individuals instructing them to attend jury service. The summons provides details of name and address of the court, date of commencement and start time. Enclosed with this communication is a "loss of earnings" form. This form should be forwarded to payroll with dates of the jury service without delay. Payroll will complete the form providing a net daily loss of earnings. The form is signed/stamped and returned to the individual who should hand it to the jury bailiff on their first day.

On completion of jury service the court will send the individual a cheque and statement. Please send a copy of the statement to payroll who will recover the "loss of earnings" amount from your pay. You will continue to receive full salary whilst on jury service but money paid to you by the court, on completion, will be recovered from the next pay period. Please note - failure to provide the statement will result in the full period being deducted as unpaid leave.

## Contact us

HR Payroll team contact details  
 Address: Perceval House, 14-16 Uxbridge Road, Ealing, W5 2HL London  
 Tel: 020 8825 9000 , then choose option 3 (HR), option 1 (schools), option 2 (payroll)  
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### Related services

[HRSSC payroll 2024/25](#)

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- Yes
- Neutral
- No

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