

## Payroll

- [Payroll closure dates - April 2019 to March 2020](#) (excel)
- [Non teaching staff pay rates 2019](#) (pdf)
- [School teacher's pay and conditions](#)
- [Developing your school's approach to pay](#) (GOV.UK)

## Holiday pay for AWR staff

[Holiday pay for AWR staff](#) (word)

## 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)  
Email: [genpayroll@ealing.gov.uk](mailto:genpayroll@ealing.gov.uk)  
Fax: 020 8825 8703

### Related services

[HRSSC payroll 2019/20](#)

### Was this page useful?

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- [Neutral](#)
- [No](#)

Last updated: 09 Oct 2019

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