






# Entrust Finance Payroll Bureau Service

Our Payroll Bureau Service is specifically designed for the education sector and able to meet the complex challenges of HR administration in schools and multi-academy trusts of every type.



Call **0333 300 1900** Email [information@entrust-ed.co.uk](mailto:information@entrust-ed.co.uk)  
or visit [www.entrust-ed.co.uk](http://www.entrust-ed.co.uk) to find out more about our services.

 Entrust Education Improvement  Entrust Support Services Limited  @entrustEDU

**entrust**  
Inspiring Futures

# The integrated HR software links with our managed payroll service so you can be certain your staff are paid accurately and on time – every time, with no additional input from you.

- ✓ **A Payroll Bureau Designed for Schools**  
Our service is designed to meet your unique requirements with flexible set up and reporting, allowing you to manage at a school, group or trust level. Multiple employments and term-time-only working.
- ✓ **Cloud-Based Flexibility**  
You can access your system anywhere at any time, giving you full flexibility and easy access always.
- ✓ **Staffing Reports Built for Schools**  
With over 150 reports built into the system which can be filtered and exported in a variety of formats including Excel. Reports can be scheduled automatically, and your dashboard can be designed and tailored to support your specific requirements.
- ✓ **Simplify People Management**  
Manage employee leave, sickness and expenses either centrally or via employee self-service. Automatically calculating Bradford factor or your own pre-set sickness triggers to assist you with reducing absence.
- ✓ **Centralise Employee Records**  
All your employee records and documents, including letters and contracts are stored in a central record, enabling you to hold employees with different positions against one single record regardless of how many roles they perform.
- ✓ **Statutory Returns and Records**  
As all data is stored in the software, producing workforce census and pension returns is easy. Our software is compliant with the single central record (SCR) guidelines. All your data can be accessed and audited quickly and easily.
- ✓ **Complete Compliance**  
With ever-changing legislation and government policy our service ensures you are always up to date and compliant – relieving you of these payroll responsibilities enables you to focus on what you do best.
- ✓ **School Specific Knowledge from our Experts**  
You will always be backed by our wealth of help, advice and support personalised to your individual requirements.
- ✓ **Document Library**  
Automatically Produce letters, contracts and other employee documents straight from the software. Cut down on administration with mail merge and easily see which employees have read their documents. Reminders can be set for date driven fields to ensure nothing is omitted.
- ✓ **Employee Self Service**  
Your staff can easily download their payslips, amend their personal data, book leave and log expenses through their self-service log in.
- ✓ **Recruitment Module**  
Review applications, shortlist candidates, book interviews and make offers of employment directly from your HR system streamlining your recruitment process. Define process workflows for each vacancy, automate reference checks and feed candidate data seamlessly into their employment record when they start work.



## Reports will interface with any schools that purchase Access budgeting...

Payroll reports formatted to link up with your budgeting software enabling straightforward and efficient analysis of payroll data.

### Find out more

To find out more about our Payroll Bureau Service please call 0333 300 1900 or email [information@entrust-ed.co.uk](mailto:information@entrust-ed.co.uk)