

# A payroll partner you can trust

From recruitment to retirement, our accredited team is here to support you with all your Payroll, HR and Pension needs.



[www.capita.com](http://www.capita.com)  
[www.entrust-ed.co.uk](http://www.entrust-ed.co.uk)

 **Capita**

**entrust**  
Inspiring Futures

**Capita Entrust is a leading provider of education services to schools, academies, and Multi-Academy Trusts, and our Payroll, HR and Pension service is specifically tailored to the education sector.**

**Our solution provides unlimited advice, with a dedicated team member to assist you with all your Payroll, HR, and Pension needs.**

This includes managing the employee lifecycle, temporary payments, annual salary reviews, statutory payments and claims, third-party payments, BACs, and pre-and post-payroll reports. Our pension service supports various schemes, including the Local Government Pension Scheme and MDC/MCR teacher pensions.

We also have a dedicated new business team to ensure a smooth and seamless transition to our services. We handle the entire end-to-end process, guiding you through each step and offering a comprehensive training program to ensure your school is fully trained on the new system.

“The payroll service provided by Capita has been excellent, not only do they produce our payroll to a great standard, but they are always dedicated to work closely with their customers on new improvements to their system and processes to meet the needs of their client. In a short space of time and with the hardwork and dedication of the Capita team we have introduced a new Self-Service portal, HR E-forms and approval workflows. Through regular meetings and communication any issues that may arise are attended to immediately. Whilst we grow as an organisation Capita are there to provide new ways to support this as well as supporting us in our knowledge of payroll.

Emma Browning Finance & Payroll Manager,  
Inspire Learning Partnership

### **Our Payroll and Pension solution features**

**We offer a choice of solutions, working in partnership to understand your requirements and match the best solution to meet these.**

- **Education built payroll platforms** – simplifying and automating the management of teachers and support staff terms and conditions including the ability to hold multiple positions against one employee.
- **Managers and employee self-service** – can be configured to your requirements, only showing which tasks you want your employees or managers to undertake.
- **Full suite of reporting** – manage your reporting and employee data in real time, at school, group or trust level. Pre and post payroll reports provided as standard.
- **Automated employee documents** - produce letters, contracts and employee documents directly from our platform to reduce time.
- **Pension administration** - monthly analytics reporting for TP and LGPS, in line with scheme/ employer requirements.
- **Consolidated data** – our software is compliant with the Single Central Records (SCR) and School Workforce Census ensuring all your data can be accessed and audited, quickly and easily.
- **Streamlined processes** - work faster, better, and smarter with our recruitment, performance and learning modules all integrated with our payroll system.



**£600m**

processed through our  
payroll service p/a



**98%**

customer  
retention



**99%**

payroll  
accuracy



**100%**

success rate of  
onboarding new  
customers





## Why choose Capita Entrust for your Payroll Solution?

- **Education experts** - supporting the education sector for over 30 years, our team has over 185 years combined service.
- **Easy implementation** – you are in safe hands, ensuring a smooth transition to our payroll service.
- **Integrated platform** – Payroll, HR and Pension data in one solution giving you streamlined processes, advanced people analytics and enhanced reporting to drive your people decisions.
- **Support for all school sizes** – we support schools across the UK from single schools and academies to large multi-academy trusts. Our solution can be configured to meet your requirements.
- **Save time** – remove admin heavy payroll tasks to concentrate on value added tasks.
- **Training and support** – our experts are on-hand to provide dedicated advice, full-training on the solution and ensure you remain informed in an ever-changing pensions and payroll landscape throughout your contract with us.
- **Integration with school systems** - our cloud-based platform is fully integrated and gives you everything you need for all your complex people and payroll operations as well as strategic people challenges.

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Capita has been the payroll provider to our school for several years now and they provide us with an excellent service. We have brilliant support from the team who have an in-depth knowledge of all that is payroll! The management team are also completely focused on providing the best service to their clients.

Claire Williams, School Business Manager,  
Godinton Primary School

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## Get in touch to discuss your needs

From recruitment to retirement, we can support your entire employee experience journey. Contact us to discuss your school or trust payroll.

Email: **[information@entrust-ed.co.uk](mailto:information@entrust-ed.co.uk)**  
or call **0333 300 1900**.



“The process to move to Entrust payroll was seamless. The communication was second to none, which has made the process extremely easy and painless. The ‘How To’ guides are well written and explain each process from start to finish. Well done and a huge thank you to the whole Entrust payroll team. Payroll is now a pleasure and not a chore!”

Karen Harper, Bursar, Berkswich CofE (VC)  
Primary School