

RUNNING YOUR PAYROLL GIVING SCHEME

Before Payroll Giving deductions can be made:

- **Calendar Dates:**
 - You will need to enter Cut-Off and Confirmation dates for each payroll period. This will allow your payroll giving to start as soon as we've activated your account once we've received your completed contract.

Calendar Dates explained

Cut-Off Date: The date on which changes can be made up to i.e. activate an employee or an employee changes their deduction amount.

Confirmation Date: The date on which you will need to confirm the payroll run on Giveall.

- **Employee Registration:**
 - Register and create an account.
 - Setup their payroll deduction via linking to your payroll giving profile.
- **Verification of Employees:**
 - The scheme administrator will receive an email once an employee has linked their payroll deduction to your payroll giving profile via your Accounts Office Reference Number.
 - Login and approve the employees before the next Cut-Off date so they are included in the upcoming Payroll Giving run.
- **Payroll Run Verification:**
 - The scheme administrator will need to verify the employees for that payroll run before they can process the payroll run.
 - Files will be generated immediately and you can choose to open or save the file. The name of your file is the reference number you need to use for your BACS transfer to our Payroll Clearing Account.

Making Payroll Giving deductions:

The file that you download after processing the latest payroll run will show you how much is needed to be deducted for each employee.

Sending Payroll Giving deductions:

- Send the total amount of money **in a single BACS transaction** (not a separate transaction for each employee) to:

BANK: Barclays Bank PLC
SORT CODE: 20-84-61
ACCOUNT NO: 23948129
ACCOUNT NAME: GA2C PAR PRM

- Prefix your BACS transmission reference with your 18-digit **CLIENT REFERENCE** (e.g. EM160100000012345)

Your **CLIENT REFERENCE** is unique to every BACS transaction. This reference number is in the following format:

Prefixed by **Payroll Type** (2 digits), followed by **Year** (2 digits) and **Payroll Period** as defined in your 'Payroll Calendars' tab calendar (2 digits) and ending in your **Employer Number** e.g.

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Payroll Type:

- EQ i.e. for Quarterly Payrolls
- EM i.e. for Monthly Payrolls
- E4 i.e. for Four Weekly Monthly Payrolls
- EF i.e. for Fortnightly Payrolls
- EW i.e. for Weekly Payrolls

