

Bulletin 28 – September 2025

Welcome back, hope you enjoyed the summer break.

Payroll

NJC Pay Award

The NJC pay award was agreed in August, (3.2%). The NJC pay award circulars with details of the new salaries for Chief Executives and NJC Support Staff has been published on the Xentrall Academy website. In September, the Payroll Officers will send you salary scales for your school.

The NJC pay award was implemented in August (for those schools that we received confirmation), with back pay from April to July 2025.

Teachers Pay Award

The Teachers pay has been agreed in September, (4%). The salary scales have been published on the Xentrall Academy website. If we have received confirmation from schools the Teachers pay award will be implemented in September payroll.

Teachers Increments

The Payroll Team will have sent you a spreadsheet listing Teachers that would be due an increment on 1st September and we are asking you to confirm the increment and when you would apply the increment, as M1 to M6 is now automatic progression on 1st September you will need to inform payroll if you do not want this to automatically progress.

Contact Xentrall Payroll

If you have any queries, please email our Payroll Department, payroll.department@xentrall.org.uk or you can contact your dedicated Payroll Officer directly.

Pensions

XPS to Tyne and Wear – Teesside Local Government Pension Scheme

As you are aware on the 1st of June, the pension administration transferred to Tyne and Wear from XPS, there are a lot of changes, which includes pension estimates, the way we deal with queries, pension payments to leavers. We are having regular meetings with Tyne and Wear to discuss these changes and to review our pension process to accommodate the new way of working. We will keep you updated on this.

Contact Xentrall Pensions

If you have any queries, please email our Pension Department, pension.department@xentrall.org.uk

System

MyHR - OVERTIME/PAYMENTS

Submitting a claim has been made simpler. The payment options have been tailored to offer separate lists for Support Staff and Teachers to make selection easier.

Reports in MyHR

The reports in MyHR allow Managers/Administrators to view real time employee, HR, and Payroll information.

IMPORTANT: Reporting Services automatically restricts access to information based on the users Permissions. You can only run a report for Staff you have MyHR responsibility for.

You can view reports in MyHR in two different ways.

1. Dashboard Reports

The original MyHR dashboard reports for Leave Management. The reports you can view are contained within widgets on the dashboard.

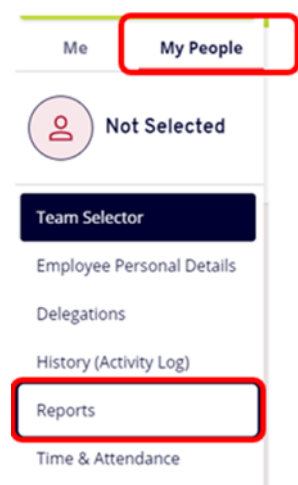
If you do not have these reports set up on your dashboard you can find instructions on how to do this on our Internet pages for MyHR

<https://www.xentrall.org.uk/hr-and-payroll/myhr/>

2. Additional Reports

We also have a suite of reports that will help you view employee records in real time.

These reports are available via the “my people” tab.



The attached guide has full details of the reports and how to run them.

Easy Access to Documents and Information

We now have a web area where you can find up to date forms, timetables, and information.

The pages are now available and can be found by using this link [Documents & Information - Xentrall Shared Services](#) The pages are not available through searches so please save the link. If there are other items, you would find useful in this area please contact Ann Robinson or System Support.

Contact Xentrall System Support

If you have any queries, please email our System Team, myhr@xentrall.org.uk