

COVID-19 (Coronavirus) Payroll Update – 17/03/2020

We would like to reassure all Schools and Academies that have a Service Level Agreement with Bradford Council Payroll and Pension Liaison Service that we are operating as normal. We have robust and sustainable business continuity plans in place, to ensure that we can continue to deliver services and ensure that all of your staff get paid.

Recording of absence due to Covid-19

Please be advised a change in reporting procedure for anyone that has been advised to self isolate or has been diagnosed with COVID-19 (coronavirus).

Employee advised to self isolate

If an employee is fit to work but has been given advice to self isolate please can this be recorded as 0900 Special leave on the Paid absence sheet.

Template Details:				PAID ABSENCE			City of Bradford Metropolitan Dist
Authorised Officer <name> Establishment <establishment> Telephone <tel number> email <email address>				THIS FIELD MUST BE COMPLETED. Final day of absence. This is classed as an absence day. Format dd/mm/yyyy.			If ab is any other FULI you r marl thi
CBMDC personnel number. This number must be 8 numerical characters long.	Enter employee's last name	Enter employee's first name	First day of absence. Format dd/mm/yyyy.	Please select the appropriate absence type from the drop down list supplied.	Please select the appropriate absence reason from the drop down list supplied.	Half I Indic	
Personnel Number	Last Name	First Name	Start Date	Last Date	Absence Type	Absence description	
					0900 - Special Leave		

Employee not fit to work - sickness

If an employee has symptoms and not fit to work please can you record this as 0100 Sickness under the reason choose item 5 Swine flu.

Template Details:				PAID ABSENCE			City of Bradford Metropolitan Dist
Authorised Officer <name> Establishment <establishment> Telephone <tel number> email <email address>				THIS FIELD MUST BE COMPLETED. Final day of absence. This is classed as an absence day. Format dd/mm/yyyy.			If ab is any other FULI you r marl thi
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Personnel Number	Last Name	First Name	Start Date	Last Date	Absence Type	Absence description	
					0100 - Sickness	5 - Swine Flu	

We will keep up dated of any further changes.

Donna Jones
Payroll Team Manager.