

Newham Community Learning: SAM Payroll and pension management bureau service - operational guidance

September 2025

NCLTrust.net

Tel: 0330 053 4810 | Email: ceo.pa@ncltrust.net | [@NCLTrust](https://twitter.com/NCLTrust)
Newham Community Learning - Trust Office, Exning Road, London E16

1. SAM Payroll and pension management bureau service

1.1. What SAMpeople and SAMPayroll provides

SAMpeople is a cloud-based HR software platform specifically designed for the education sector. It provides a single solution for people management in schools and across Trusts, supporting all elements of the employee life cycle. The platform includes modules for employee management, contract administration, performance management, absence management, and case management. SAM can also be used to manage all recruitment and vetting checks, and thus operate as the Trust's up to date single central record of checks - or SCR.¹ The MySAM self service portal ensures transparency - with staff being able to check both personal and contractual details, as well as being able to manage workflows easily such as leave requests, TOIL and sickness.

SAM Payroll provides a comprehensive Payroll and Pension Management Bureau service specifically designed for Trusts. The system handles all aspects of payroll processing, pension administration, and statutory compliance for schools, and is configured to work for both individual schools and Trusts.

Working with both SAMPeople and SAMPayroll together ensures a single point of data entry, minimising duplication. [Appendix A](#) lists all SAMPeople fields that write back into Arbor.

1.2. Using SAMPeople data to run SAMPayroll

For Newham Community Learning, the payroll service allows us to leverage the use of our SAMPeople HR system already implemented. The workflow between the 2 systems operates as follows:

1. **Staff data management** happens within SAMpeople (contracts, starters, leavers, approvals)
2. **Payroll export reports** are generated directly from SAMpeople showing all monthly variations - the following section provides a detailed explanation of how these export reports are run from SAMPeople for SAMPayroll
3. **Bureau processing by SAMPayroll** uses this exported data to run payroll calculations
4. **Validation and corrections** occur through secure online portals
5. **Final processing** includes BACS payments and pension contributions; this is managed by Cintra, which SAMPayroll use as their payroll processor
6. **Reporting back** to SAMpeople completes the integrated cycle

This integration means a single point of entry for staff data - and that the data held on the HR system will always exactly match the data held on the payroll system. The link to Arbor has already been explained.

¹ The SCR function allows for non-employees to be added - eg. governors and consultants - so that the SCR is complete.

1.3. Generating the monthly Payroll export report - key actions

1.3.1. Employee Record, MYSAM

Ensure all updates are completed in SAMpeople, including:

- Contract updates
- New starters
- Leavers

1.3.2. Pending Portal Request, Reports

Monitor outstanding portal requests that are awaiting approval by running the relevant reports from the Reports menu. Use these reports to identify any pending requests and prompt the appropriate approvers as needed.

Key reports to run:

- Annual Leave Pending Requests – to track all outstanding annual leave approvals.
- All Leave Requests – including sickness, other absences, and school activities or trips, to ensure all requests are processed promptly.

These reports provide a clear overview of pending approvals and help maintain timely processing and accurate records.

1.3.3. Employees

All New Starters for the payroll period need to be created, prior to the payroll cut-off date. These dates are published on the website, but are at the end of the previous month/beginning of the following month. *There is a single payroll cut off date, but 2 x separate pay runs:*

- Support staff - paid 15th of the month; 2 weeks in arrears, two in advance
- Teaching staff - paid 25th of the month; 3 weeks in arrears, one in advance

Note that additional hours, expenses, mileage are 'held back' for payment in the following month to allow for checking; this has been set at NCL in the Trust payroll settings.

1.3.4. Settings, then Export

Generate Export, and check Payroll has exported expected data which you can review in the preview spreadsheet. To generate the report, select the pay period from the periods pre-populated in the dropdown, and then click 'generate'. Note that a new export report can only be generated

once the previous period has been finalised. Pay periods are populated at Trust level. Please then check the following:

- Leavers
- New Starter
- Contract Amendments
- Personal Details

1.3.5. Employee Record and/or MySAM

Update any missing information in SAMpeople

1.3.6. Settings, then Export

Re-generate Pending Export to capture any updates made. Generate the report again and check updates are on export. Note that every time you click 'generate', the preview report generates again, pulling live data from SAMPeople. This makes checking very easy.

1.3.7. Finalise Report

Once you are happy that all information is on the report, click the three dots and then click the 'finalise' option. *You will receive a warning that once this is finalised, no changes can be made so please ensure that you are happy with it;* then it will turn light blue. SAMPayroll is automatically notified.

All relevant additional documents can be added using the 3 dot menu, and then selecting 'documents' and then uploading from your device. This ensures secure transfer of personal information - ie. not via email.

1.4. Payroll reports, checking and approvals process

Once the payroll export has been finalised, the information is passed to Cintra for processing, directly by SAMPayroll. Cintra then provides a series of reports, which are checked by school based personnel at the Trust - pending centralisation of HR and finance services.

1.4.1. Details actions to be undertaken after each pay period

Please use the '**Payments by Element**' report from SAM People (this is similar to the costing report previously provided by Prospects, which SAM People have replicated as closely as possible).

Please check the following:

A) Base Salary:

Export the Base and Salary Report from **SAM People via Employees** → **Export All Active Contracts**. This provides a list of current employees and their annual salaries. Check that the base salary in the Payments by Element report matches this information.

B) Additions:

Check all additions for each member of staff (e.g., allowances, first aid payments, TLRs) to ensure they are accurate and up to date.

C) Deductions:

Check all deductions for each member of staff (e.g., unpaid leave) to ensure they are accurate and up to date.

D) Overtime, Mileage, and Expenses:

All overtime, mileage, and expense claims should continue to be processed locally within each school using the usual procedures. This will remain in place until the Trust implements a standard workflow to monitor these items centrally.

All costing reports should be shared with the HR Lead and Finance and can be found in the Exports section on SAM People.

For all reports, identify any variances that are not agreed contract changes effective from the current month and record these in the SAM reporting sheet for uploading.

1.5. Appendix A - listing of all SAMPeople fields that write back into Arbor

Employee Profile Fields	Contract Fields	Absence Fields
Employee Profile	Contract Start Date	Employee Absence
Title	Contract End Date	Start Date/Time
First Name	Contract Type	End Date/Time
Surname	Previous experience	Absence Type
NI Number	Salary Start Date	Illness Category
Address	Salary End Date	Days
Home Email	Annual Salary	
Employment Start	Pay Scale Point	
Date of Birth	Hours Per Week	
Sex	Weeks Per Year	
Ethnicity	FTE	
Religion		
Car Registration		
Medical Info		
Role Group/Service Team		