



CHILDCARE VOUCHERS EMPLOYER ADMIN PORTAL - HOW TO GUIDE





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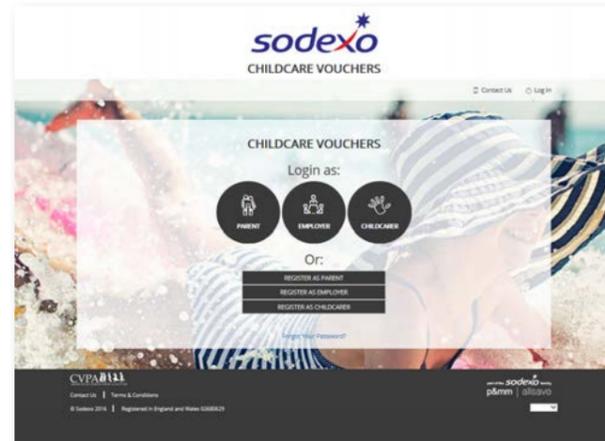
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1. Introduction

Welcome to your Employer Admin Childcare Voucher Portal by Sodexo.

The childcare voucher portal has been created to help you easily manage your childcare voucher scheme online. This step-by-step guide will help you understand how the website works and how to make changes going forward.

We are always here to help you, so please do not hesitate to call us on 0800 328 7411 or email customercare.br.uk@sodexo.com



2. How to register for an account

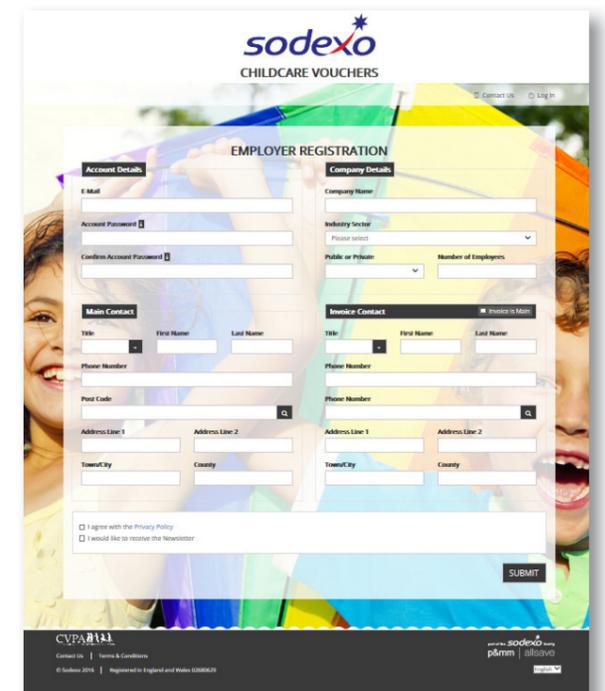
Step 1 - Click 'Register as Employer'

Visit: www.uk.childcare-vouchers.sodexo.com – or access through your current P&MM, Allsave or My Family Care Vouchers login page – then enter a user name, your email address and choose a password.



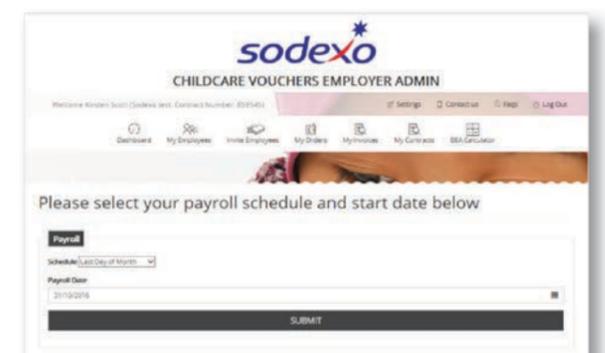
Step 2 - Enter your details

Provide company details and accept the Terms and Conditions.



Step 3 - Payroll schedule

Complete your company's payroll schedule details. Simply enter your payroll date and frequency.

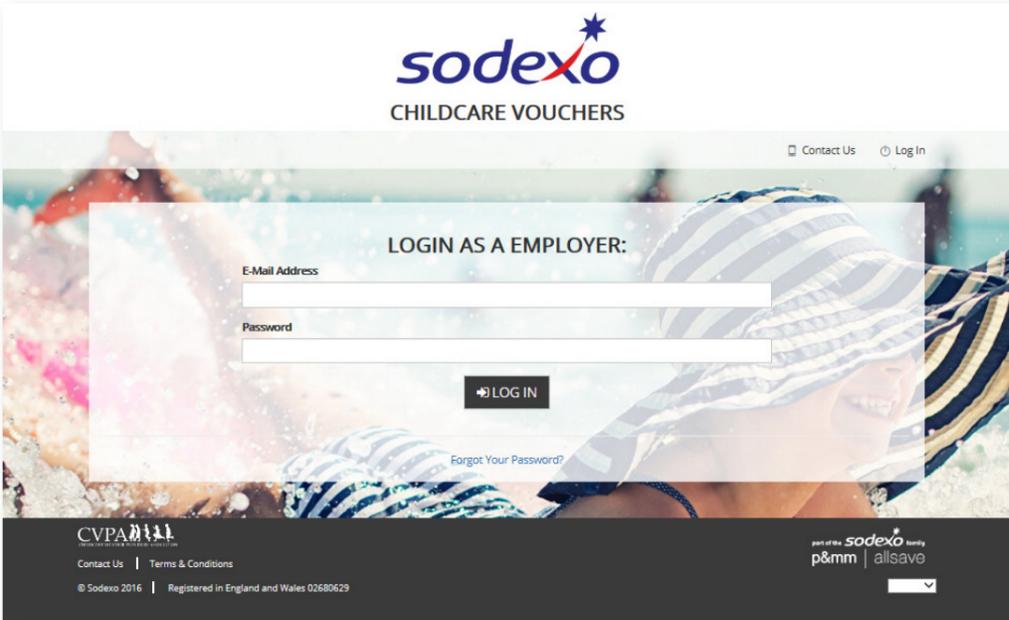




3. How to login to Childcare Vouchers by Sodexo

Visit www.uk.childcare-vouchers.sodexo.com

– or access through your current P&MM, Allsave or My Family Care Vouchers login page – and enter your username and password



4. Navigation overview

This is your account home page

Sections you will use regularly are located across the top navigation panel:

- My employees
- Invite employees
- My orders
- My invoices
- BEA calculator

Key information on your account is visible directly from the home page:

- Active Employees
- Pending tasks
- Current Payroll Schedule
- Next Order Date



5. My employees

This is where you will manage your active employee list.

From here you can:

- Edit your employees' details
- Amend your employees' payroll number
- Carry out the Basic Earnings Assessment
- Set the deduction amount
- Add a note to detail the reason for change

Delete employees

If an employee requests to exit the scheme or leaves the company, you can remove them by simply pressing 'delete' and selecting the reason they are leaving the scheme.

Move employees to another client's scheme

Please note: This function is only applicable if you manage more than one client scheme.

If an employee changes role which falls under another client scheme you manage, you can move them by selecting 'Move' and selecting the appropriate client from the drop down list.



5.1. How to invite an employee on to the scheme

There are 3 different ways you can invite employees to join your scheme

Option 1: Invite an employee

To invite one employee at a time to join your scheme, simply enter their email address and click on 'Send Invite'. The email contains a link specific to your company, which allows them to register on your scheme.

Option 2: Multiple invitations

To invite more than one employee at a time to join your scheme, you can send multiple invitations, either by typing in multiple email addresses or uploading a file. Here you must ensure each email address is on a separate line..

Option 3: Intranet URL

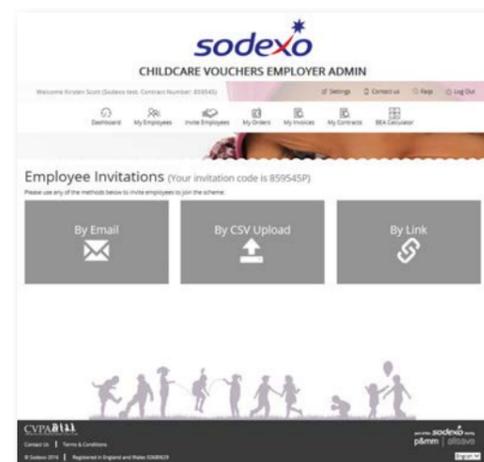
Rather than sending an invite, you can share a company-specific link with your employees by putting it on your intranet or emails. Employees can simply click on the link to register for the scheme.

What happens next?

Whichever method you have used to invite an employee, your employees will be taken directly to the parent registration form. Your employee will then proceed through a 2-step registration process. After your employee has registered, you will have a Change Request task to complete.

This allows you to carry out an employee's Basic Earnings Assessment before agreeing the employee is eligible to join the scheme and the requested voucher amount is acceptable. You do this in the 'Change Request' section. You need to accept this 'request to join' before the parent will be added to your order.

If the parent is not eligible to join or they have requested to order more childcare vouchers than they are entitled to, you can reject their request and add a note in the 'reason' box.





5.2. Approve new users and make changes

Change Requests

This is where you will manage your employee requests. From here you can:

- Approve new employees
The new users are the employers who have chosen to join your scheme; you will need to approve them before they can start taking childcare vouchers. Remember new joiners are subject to a Basic Earnings Assessment.
- Allow employees to leave the scheme
When an employee requests to leave your scheme you will need to approve this to ensure they are removed from your next order.
- Amend salary sacrifice amounts
Employees can request to change their salary sacrifice amount; you will need to approve this before the new amount is reflected in your order.

sodexo
CHILD CARE VOUCHERS EMPLOYER ADMIN

Welcome das asdasd (sdfdsf, Contract Number: 860544) | Configuration | Contact us | Favs | Log Out

Dashboard | My Employees | Invite Employees | My Orders | My Invoices | My Contracts | BEA Calculator

0 ACTIVE EMPLOYEES (MANAGE) | 0 PENDING TASKS (MANAGE) | Monthly on the 23rd of the month PAYROLL ORDER (CHANGE) | 23-Nov-16 NEXT ORDER DATE (VIEW)

Change Requests

Employee	Payroll Number	Request Date	Request Amount	Change Type	BEA Status	View/Edit
Luke Robinson	321	31 October 2016	243	joining scheme	Not specified	VIEW / EDIT

Tasks

You have no outstanding change tasks.

CVPA 111 | Terms & Conditions | © Sodexo 2016 | Registered in England and Wales 02880529 | part of the sodexo family | p&mm | allsave | English

5.3. Complete the Basic Earnings Assessment

New users and changes

The Employer needs to complete a Basic Earnings Assessment for all new joiners to the scheme and then all employees who joined the scheme post April 2011 will need to be re-assessed each April.

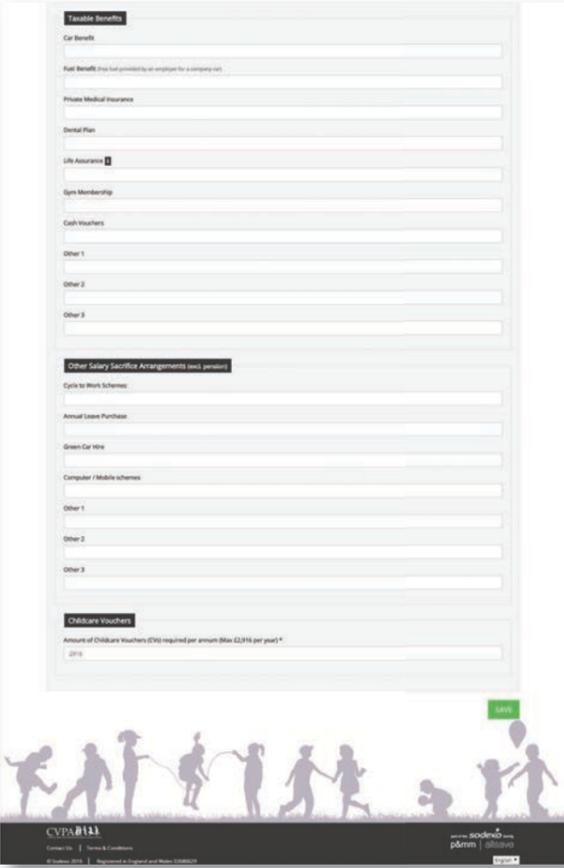
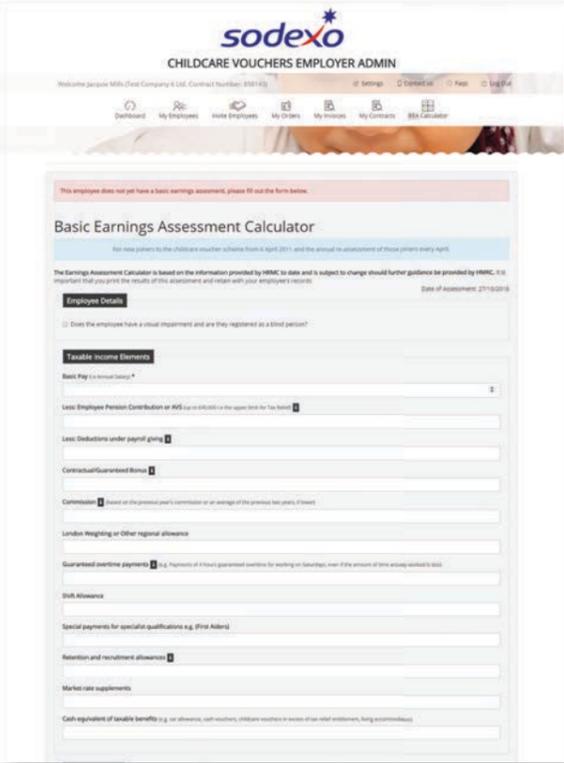
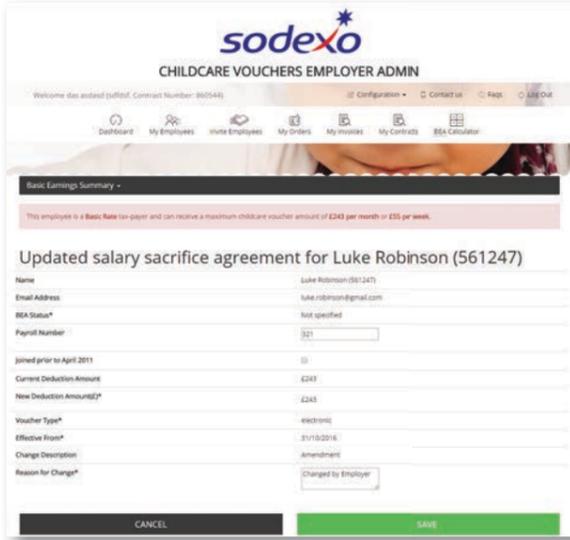
Enter the following information:

1. Taxable Income
2. Taxable Benefits
3. Other Salary Sacrifice Arrangements
4. Childcare Voucher amount

Click 'Save'

The assessment will then confirm whether the employee you have assessed is a basic, higher or additional rate tax payer.

If the employee has selected a greater childcare voucher amount than they are entitled to, they will be sent an email to advise them of the lower voucher amount they are entitled to. Their online salary sacrifice contract will be updated with the confirmed amount.



6. Managing your order

Place your voucher order

Please choose the type of order from the options below.

- A normal order for your current payroll period.
- An additional order by selecting employees.

CONTINUE

6.1. Placing an order

You have two ordering options:

All Employees (with balance)		
Name	Amount	ADD
Luke Robinson	£243	ADD

Employees on Order				
Payroll Number	Name	Amount	Change	Remove
321	Luke Robinson	£243	NEW	REMOVE

Order Total	
Number of Employees on this order	1
Total Order Value	£243
Management Fee (including VAT)	£14.58
Gifting Amount	£0

CANCEL CONTINUE

All Employees (with balance)		
Name	Amount	ADD
Luke Robinson	£243	ADD

Employees on Order				
Payroll Number	Name	Amount	Change	Remove
321	Luke Robinson	£243	NEW	REMOVE

Order Total	
Number of Employees on this order	1
Total Order Value	£243
Management Fee (including VAT)	£14.58
Gifting Amount	£0

CANCEL CONTINUE

Option 1: Placing your normal order

Your normal order is the one you place in accordance with your payroll schedule. To place your normal order, you will follow a 2-step process:

Step 1: Check order details

- Select 'Normal Order' on the place order screen then click 'Continue'
- Check, and edit if necessary, the voucher amount for each employee
- If you are happy with the order, click 'Continue'
- If you want to remove an employee, click 'Remove'

Step 2: Place order

- Preview order screen
- If required, add an order reference and management fee reference
- Specify delivery date

Please Note: To save you time, your normal order can be placed automatically by switching on the 'Auto-Ordering' functionality, which can be found in the 'My Preferences' section.

Option 2: Placing an additional order

An additional order is useful if you have a new starter, or if an employee was missed off your normal order. To place an additional order, you will follow a 3-step process:

Step 1: Add additional employees

- Select 'Additional Order' on the Place Order Screen
- Search for the additional employee(s) by Payroll Reference, First or Last Name
- Select the relevant employee and click 'Add'

Step 2: Check order details

- Check the voucher amount and edit if necessary
- If you are happy with the order, click 'Continue'
- If you want to add more employees, click 'Add More'

Step 3: Place additional order

- Preview additional order screen
- If required, add an order reference and management fee reference
- Specify delivery date





6.2. Order history

Your **Full Order History** is available by selecting 'View Order History' on the 'Order History page'.

You can view your full order history by selecting a 'from' and 'to' date. You can also view the status of your order, for example whether it is 'Processing' or 'Complete'.

Your Recent Order History is always displayed at the bottom of your home page. The status of your recent orders e.g. 'Processing' or 'Complete' can also be seen.

Order Number	Date Submitted	Delivery Date	Value	Status	
2474801	2016-10-31 14:50:44	2016-11-03 00:00:00	£243	Despatched	VIEW
2475144	2016-10-31 15:06:58	2016-11-03 00:00:00	£124	Despatched	VIEW
2475166	2016-10-31 15:08:33	2016-11-03 00:00:00	£243	Despatched	VIEW

7.Managing your account details

In the My Details section, you will find the following headings:

- Settings
- Preferences

7.1. Settings

Settings is the section where we hold all the information about you, our client. The following information can be found here:

- Company Details
- Main Contact
- Invoice Contact
- Marketing Options

Please ensure you keep this contact information **up to date** as any communication or updates regarding your scheme will be sent to the details saved in this section.



CHILDCARE VOUCHERS EMPLOYER ADMIN

Welcome Ralph Bennett (Test Company 15 Ltd. Contract Number: 862863) [My Details](#) [Contact us](#) [Faqs](#) [Log Out](#)

[Dashboard](#) [My Employees](#) [Invite Employees](#) [My Orders](#) [Employee Invoices](#) [Employee Contracts](#) [BEA Calculator](#)

Edit My Settings

Company Details

Company Name:

Industry Sector:

Public or Private: Number of Employees:

Main Contact

Title: First Name: Last Name:

Phone Number:

Address Line 1: Address Line 2:

Town/City: County:

Post Code:

Invoice Contact Invoice is Main

Title: First Name: Last Name:

Phone Number:

Address Line 1: Address Line 2:

Town/City: County:

Post Code:

I agree with the Privacy policy
 I would like to receive Sodexo Newsletter

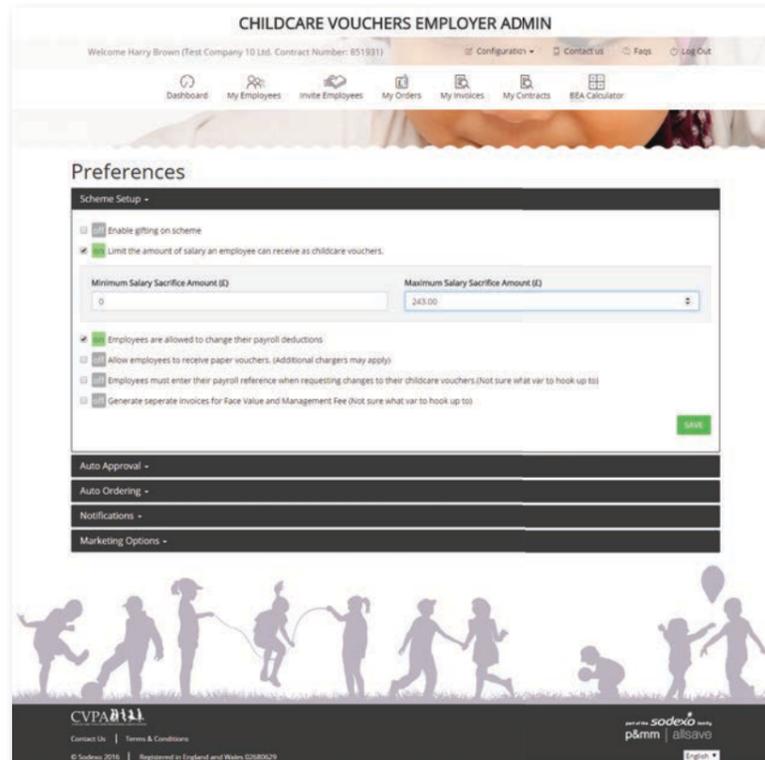
SUBMIT

7.2. Preferences

The **'My Preferences'** section is there so you can tailor the scheme to meet your businesses' needs and adjust the amount of time you spend running your scheme.

There are 5 groups of options that can be tailored to meet your business' preferences:

- Scheme setup
- Auto-approval
- Auto-ordering
- Notifications
- Marketing options

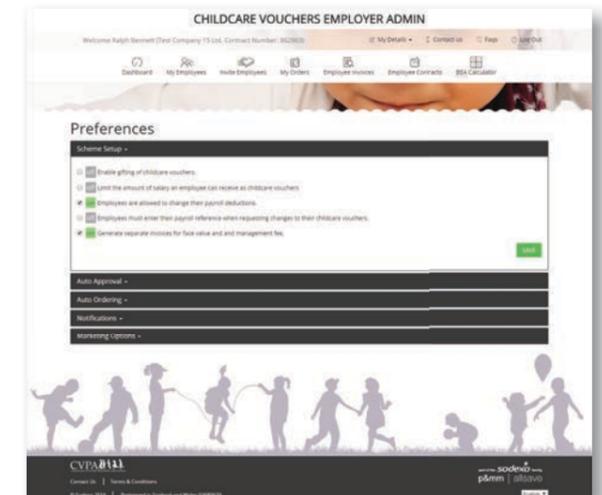


7.2.1. Scheme setup

Scheme setup allows you to customise your settings to manage the scheme to meet your businesses' needs. You can enable or disable:

- Gifting on your scheme
- Limiting the amount of salary an employee can receive as childcare vouchers
- Employees' ability to change their payroll deductions
- Employees' ability to be able to receive paper vouchers

Always remember to click save when you have made changes.

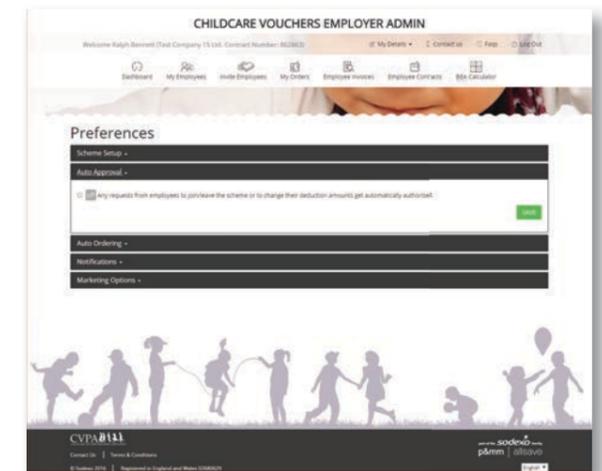


7.2.2. Auto-approval

With auto-approval, which is aimed at smaller employers, you can let the system automatically accept any changes requested by your employees on your behalf – such as joining or leaving the scheme.

- This feature will always be disabled in your default configuration
- To enable, simply tick the box and click 'save'
- If you decide to enable this function, we would suggest, in Notifications, you enable the alert to 'Send me a list of employees who have requested changes to their salary deductions before each order' – this will allow you to check everything is correct before placing your order.

Always remember to click save when you have made changes.



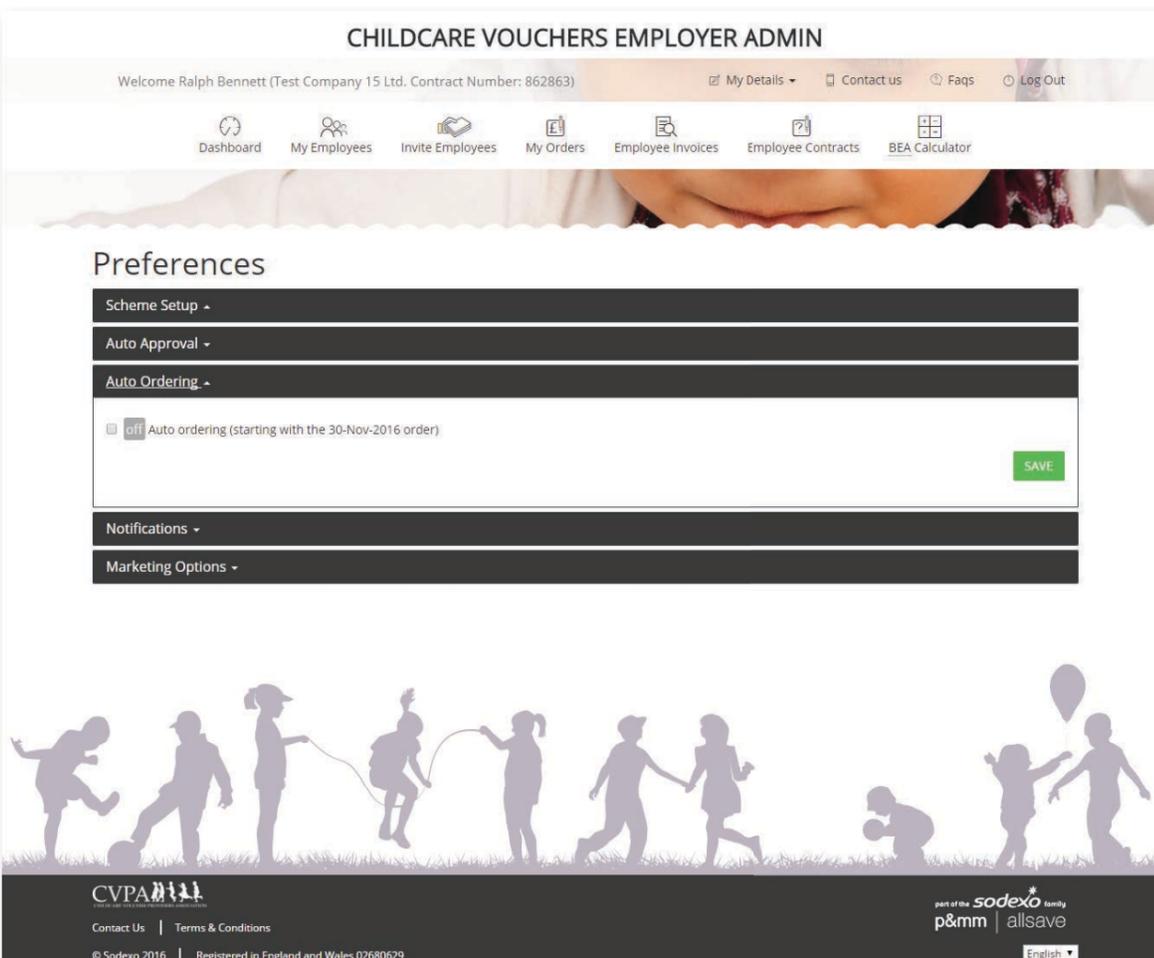
7.2.3. Auto-ordering

With auto-ordering, aimed at smaller employers, you do not have to go into every payroll period e.g. monthly to place an order. The system will automatically order for you.

This feature will always be disabled in your default configuration. To enable, simply tick the box and click 'save'.

If you enable this function, we would suggest, in Notifications, you enable the alert 'Send me a list of employees who have requested changes to their salary deductions before each order' – so you can check everything is correct before the system automatically places your order

Always remember to click save when you have made changes.



7.2.4. Notifications

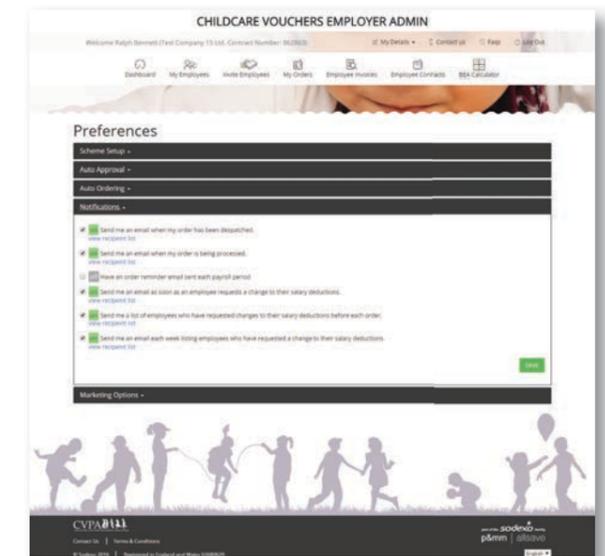
Within Notifications, you can configure your email alerts to help in the smooth running of your scheme.

You can enable or disable alerts to notify you when:

- Your order has been despatched
- Your order is being processed
- Your order is due (before each payroll period)
- An employee requests a change to their salary deduction

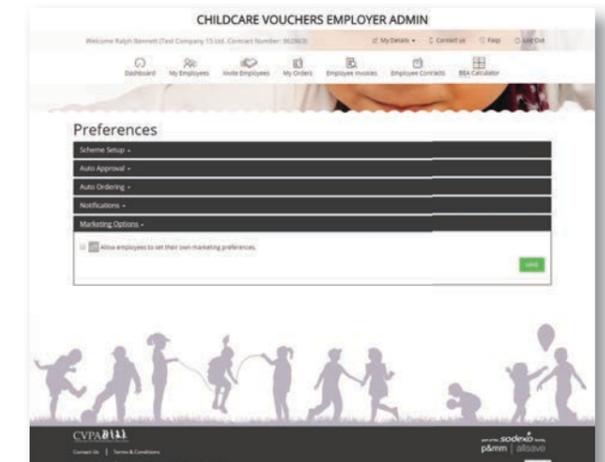
You can also enable or disable the system to send:

- A list of employees who have requested changes to their salary deductions before each order
- A weekly email listing employees who have requested a change to their salary deductions



7.2.5. Marketing Options

Within Marketing Options you can select whether you allow your employees to set their own marketing preferences.



Customer care

If you require further information, please call our friendly customer care team on:

0800 328 7411

between 08:00 - 18:00,
Monday to Friday

Alternatively, you can email:
customercare.br.uk@sodexo.com





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