



STAFF INDUCTION

Payslips & Benefits

How to Access Your Payslip

Our payroll provider is Telford & Wrekin Council. You can access your payslips via this portal

<https://telford.hcm.zellis.com/myview/dashboard-ui/index.html#/landing>

You should receive an intro email from them containing your password and employee number.



Trust Benefits Package

The 3-18 Education cares about staff wellbeing and retention and offers fantastic staff benefits via our Employee Assistance Programme VIVUP.

[The 3-18 Benefits Package](#)

You can view this on the HR Hub:

<https://318education.sharepoint.com/sites/3-18HRHub>

Health

To help support the mental, physical, and financial health of staff Viv-Up offers a range of resources including an online GP. This fantastic service means that you and your children (do register them on the platform) can have a same day video appointment with a GP who can prescribe medicines for you and also share the appointment notes with your normal GP if you so wish. You are welcome to make these calls in a private room at school.



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VivUP Home & Electronics Scheme

Get the latest technology devices, home appliances and gaming consoles and spread the cost through your salary.

Find out more on the HR Hub, Viv-Up Platform.

Unions

The 3-18 education Trust has good working relationships with Trade Unions and it is recommended that staff join a union of their choice.

[Unison for support staff](#)

[NASWAT for teachers](#)

[NEU for teacher](#)

