



# A Guide To Payroll Bureau Services

Easy Paye have a reputation for being one of the UK's most respected and well-established payroll service providers. We work with a vast amount of companies, rolling out their wages using sleek and powerful computer technology that is customised to suit each client.

Confidentiality is paramount at all times and we operate fully in accordance with all data protection legislation. By joining with Easy Paye, you will be empowered by the use of our vast experience and knowledge acquired whilst operating as a payroll authority. Not only are our staff fully trained and exceptionally skilled but updating of our whole service never stops; our development is continual and exacting.

### **Working with us**

At Easy Paye we provide a selection of payroll services to suit each client. Don't think of our service as purely outsourcing as it is much more than that. We don't just bolt on a payroll service to your existing business. Instead, we will work with you and for you as your very own skilled payroll division. Because we treat no two clients the same, our provision to you will be bespoke, flexible and just like your own in-house team. You remain in control but we do all of the work, with our focus being upon the efficiency and profitability of your company.

Working with both the private and public sector, we understand payroll systems inside out. Nothing is too much trouble or too complex for us, whether it be staff pension schemes, salary increments, specific terms and conditions and benefits applicable to only your staff or sensitive handling of areas such as redundancy. Year-end procedures also form part of our package.

Here are just a few of the in-built benefits that you receive when you partner with Easy Paye

### **Quality of service & Compliancy**

We make use of a variety of payroll systems to provide flexibility and the option of choosing the best system for each client. Software is HMRC and BACS approved and is always of the latest version and updated to meet current legislation.  
Resiliency

We make use of cloud-hosted systems to ensure security of data and continuity of business. All of our data is mirrored and backed up in a high security data centre.  
Track record and proven expertise

We are used to managing payrolls for a vast amount of clients with organisations of all sizes and types. As payroll provider to a host of businesses, corporations, SMEs and non-profit organisations, our team of payroll professionals are highly skilled and effective.

### **Latest technology**

Because we invest so heavily in our hardware and software, we are always up to date with current tax legislation and any new changes that may come into force with regard to pay or tax.

## Data Protection & Security

In accordance with data protection, we take all precautions to protect personal data held for the client and their employees. When requests for information are dealt with from HMRC, Department of Social Security, Banks, Building Societies etc. we will deal with these in accordance with rules enforced by the Data Protection Agency.

We also take great care with every process; shredding of confidential details takes place and we have rigid systems in place to ensure protection of client data. We also take every precaution to prevent data theft.

We are not able to make payments to employees unless all of the following have been agreed and put in place as required:

- Data is authorised by the client
- Voluntary deductions are authorised by the employee and client
- BACS reports are authorised by the client before transmission
- Payments to 3rd parties are authorised by the client
- Payroll details will not be given to any unauthorised person unless with client consent

## Reporting details

Easy Paye will create any reports as required by the client. Our standard reports/ lists produced are as follows:

- BACS Authorisations
- BACS List
- Copy Employee Payslips
- HMRC Report
- Payment & Deductions
- Payroll Summary
- Payroll Totals
- Pensions
- Third Party Payments

## Pension Auto-Enrolment

We provide a totally managed Pension Auto Enrolment Service, taking charge of all admin on your behalf. Our duties include:

- Planning your scheme once you know your staging date
- Assessing your workforce and their salaries/birthdates
- Looking at how your business may be affected
- Liaising with all employees
- Reviewing as required
- Dealing with opt-outs
- Dealing with the Pensions Regulator
- Dealing with Pension Returns
- Porting pensions over to new employers
- Receiving pensions from previous employers
- Help with increasing or decreasing the percentage rate you pay
- Help with financial planning of your pension
- Weekly reporting to NEST
- Facilitate online access to your pension

## Our staff

We are only able to guarantee you the provision of a timely, detailed and stress free high-quality service because our staff perform to exemplary standards. Not only do we work in accordance with stringent procedures and policies but we conduct regular training and coaching programmes to retain our standards and ensure staff continue to work to high performance levels.

## Working with your company

At all times, we work in accordance with all statutory and government regulations and data protection and will liaise on your behalf with HMRC, Social Services and any other necessary authorities. This may include such official bodies as Government Agencies, Banks, Building Societies and even Child Support Agency. We never divulge personal details to anyone other than those that you have authorised.

## So how does the process work?

It is very simple and straight forward:



Our payroll services look after all deductions and payments and makes sure that they are authorised by the client. We will also double check that payroll details are in place for each employee and that we are not missing any information. We will provide a list of payments made to each employee along with a note of the pay period, staff details; name, net amount paid and bank details. Bank details are checked by our system before payments are made.

## Why use us?

- When you place your payroll with us, you receive so many positive benefits:
- We do not charge a set-up fee when you move your payroll to us.
- You will receive notification of all costs in advance so that you can budget effectively
- Save time and money by allowing us to handle the full payroll process
- Remove the administrative burden from your shoulders
- Forget about changes in legislation and statutory regulations – we deal with this
- We will liaise with HMRC on your behalf and any other agencies
- You do not need to build in any IT or training costs that would be incurred if you ran your own payroll department
- Forget capital expenditure – we provide all equipment and software via our own system
- Payroll staff holidays are no longer a problem – we are always here
- Confidentiality is assured, as is processing accuracy and adherence to payment deadlines
- Reports are available on a regular basis
- You are provided with total confidence, knowing that your payroll is being controlled by adept and skilled professionals

# Calculating Pay

When the various calculations are made, the following will be taken into account: Income Tax – this will be deducted in accordance with government rules, according to the employee tax code that has been provided to us by the client or HMRC. The tax code and tax paid will be shown on the payslip. We will also liaise with HMRC when it comes to such things as P45s, P46s, P38s and P11Ds. Employees are able to come to us with any tax queries.

National Insurance – our system will deduct this in accordance with legislation and the employee's position i.e. their age, gender, SERPS status and any pension scheme membership. Salary slip will show the national insurance category and amount of the deduction made. The employer's contribution will not be shown on the slip but will be recorded.

Company Pensions - we will look after any company pension scheme in accordance with guidelines pertaining to age and rates etc. We are well used to looking after pension schemes for a great many clients and produce comprehensive and detailed calculations as required, to provide both employee and employer with details. With regard to the new Automatic Enrolment scheme that came into effect in 2012, we can also assist with this. If you would like us to look after this section of your scheme for you, we will do as follows:

- Set up your auto-enrolment scheme and register as required
- Enrol eligible employees into the scheme
- Enrol membership for any other employees that are required to join
- Arrange for contributions to be made
- Manage the system, along with joining/opt out variations
- Provide details to employees and employer as well as the TPR.
- Maintain accurate records

Court Orders – we are able to deal with court orders as required i.e. Priority Court Order, Non-Priority Court Order, Child Support Agency deduction from earnings court order, Council Tax court orders etc. These will be noted on the salary slip given to the employee and payment to the court will be made by BACS along with a remittance advice.

Student Loans – Where student loans are concerned, we will deduct amount as required by HMRC i.e. above a certain earnings level at the current rate. This will be shown on the employee payslip and sent to HMRC monthly. We accept instructions from HMRC electronically via our system.

Voluntary Deductions – We can also administer voluntary deductions and then pay to the appropriate person via BACS along with a remittance advice. Deductions may be made from salary after all deductions or prior to deductions i.e. from the gross amount. Items that fall into this category are Trade Union contributions, salary sacrifice for things such as Childcare and Cycle Scheme. They will be noted on the employee payslip.

Payslips – each employee will be issued with a detailed payslip showing your company name and logo, PAYE reference etc. We can send to the employee home address or to the HR Department for distribution in-house. They will be issued on or before the date of payment. We can also provide payslips by email if required. Payslips are usually pressure sealed to ensure total confidentiality.

HMRC Monthly Payments – monthly payments are made to HMRC by BACS. The HMRC report prepared by us will show such things as tax, national ins., student loans, maternity pay, paternity pay, adoption pay etc. They will go onto the client's P35 payments annually and checked on a monthly basis. We will also issue monthly P35s after each payroll run.

Prepare Monthly Payments to Relevant Authorities – we can make payments to any necessary 3rd parties by BACS along with a remittance advice.

Implement all Individual and General Tax Codes – our systems will automatically download tax code changes on a weekly basis, check them against the employee Nat. Ins. Number and then upload to the payroll system for use. When Budget changes take effect, they will be sent to the system and manually checked before going live. We will advise clients of any Budget changes before they are processed.

SSP, SMP, SPP, SAP – our system automatically works out SSP, SMP, SPP and SAP in line with statutory guidelines, working out entitlement and reimbursement. This is then noted on the HMRC report and payments reduced accordingly. These will also be noted on the employee payslip.

Prepare Final Documentation – we will calculate payments due to employees that leave and implement P45 which will be sent to the employee with their payslip. The HMRC P45 copy will be filed.

Implement Emergency Codes – if employees join the company without a P45, we will file a P46 with HMRC and put in place the tax code that is appropriate; either current emergency code or basic rate tax code.

Produce and Remit P60s – at year end; we will reconcile payments to HMRC and send the return to them, sending the receipt to the client. We will then formulate P60s for each employee by the end of April.

Annual Salary Increases – we will take into account any increases and arrears for employees, emailing details and getting authorisation from the client.

BACS – As an approved BACS operator, our organisation and financial operations are audited in detail at our premises by a

BACS inspector every 3 years.

They will look at:

- Applications Software Support
- Commercial Arrangements
- Company Organisation and Policy
- Computer Facilities
- Computer Operations
- Contingency Planning
- Financial information
- Logical Access Controls
- Physical Security Controls and Policy
- Production of BACS Data
- Professional Services
- Receipt of Customer Data
- System Software Support
- Transfer of data to BACS
- Verification of BACS processing

Profit Related Bonus Payments – these will be processed and identified on the employee payslip plus client accounts system.

Annual & Statutory Holidays – we can look after all holidays, annual and statutory, showing them on the employee payslip and client accounts system.

Company Sick Pay Scheme – this can also be administered by us, according to entitlement/service. We can also deal with sickness pay records and report to the client.

SMP, SPP, SAP – we will deal with these as required and report to HMRC for any refunds due. They will be shown on employee payslip and client accounts system.

First Aid Allowance – if this is required, it will be processed and shown on employee payslip and client accounts system.

Cycle-To-Work Scheme – schemes such as this, along with similar such as car parking, pensions and childcare will be dealt with and noted on employee payslip and client accounts system.

Trade Union Contributions – our payroll system deals with any voluntary deductions such as trade union fees. We provide lists to the Trade Union with a remittance slip and can pay these via BACS. Details are noted on employee payslip and client accounts system.

Childcare Scheme – we work with a range of childcare voucher providers and can download employee childcare details and make payment via BACS. This will then be shown on employee payslip and client accounts system.

GAYE Scheme – this can also be included with details noted on the employee payslip and client accounts system.

Overtime – all overtime rates can be included and will be shown on the employee payslip as additional hours worked and rate; also showing on client accounts system.

Car Allowance – we deal with all car allowance remunerations and show on employee payslip and client accounts system.

P11Ds – we deal with P11Ds, completing them for client and providing copy to employee as well as keeping on file with HMRC. Cost depends on how many P11Ds are required.

# Payroll services provided by Easy Paye

## Digital Payslips

Faster, More Efficient Payslip Processes

Our digital payslip system offers a whole host of benefits, that will enhance the performance, productivity, and efficiency of your payroll activities.

### Key benefits include:

- Your employees can access their payslips from any device, 24 hours a day, 7 days a week
- Payslips can be printed or saved as PDFs
- Future payslips can be scheduled to be published at varying times with future date scheduling
- Historical payslips can be uploaded, giving employees an easily accessible online record of their payment history
- Our easy-to-navigate payslip dashboard allows you to view pending and published payslips

## HR Advice

Comprehensive advice from HR expert's

Our skilled and experienced team can offer advice on a wide range of HR related issues, including, but by no means limited to:

- On-boarding new staff
- Rewards and benefits policies
- Conduct and performance management
- Training and development
- Contracts of employment
- Data management
- Time Sheet Management

## Simple and Effective Time Sheet Management

Did you know that so-called 'time theft' reportedly costs businesses two hours of employee time every week? That's the equivalent of two and a half weeks each year!

Our Time Sheet Management service makes it simple and easy for employees to enter their hours worked and any supporting timesheet information. And, it goes without saying that, the more manageable the process, the more likely it is that time-sheets will be accurate and entered on time.

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