



 **easypaye**

Bespoke Payroll Services

At Easy Paye we provide a fantastically professional and bespoke payroll service, suitable for all types of companies and organisations; large and small. Having been in the business for so long, we understand that no two businesses are the same, which is why you will find our payroll services flexible and adaptable.

When outsourcing something as sensitive and crucial as a payroll service, it is absolutely essential that you choose the right partner. By working with us, your payroll will be dealt with in a timely, confidential and cost effective manner. Working transparently at all times, you will find no hidden costs and no unpleasant surprises.

## We adapt to suit you

At all times we will work according to your schedules; adapting to fit in with your requirements and responding to any changes or demands speedily and accurately. Because we are BACS registered, it is a simple process for us to prepare large quantities of payslips on a regular basis. For this very reason, you can rest assured that when you sub-contract your payroll to us, it is in very safe and competent hands.

The software that we use is tried, tested and secure and complies with all data protection laws and regulations. You also have our complete reassurance and ultimate guarantee that our payroll team are skilled and well versed in what they do, having the knowledge and background to deal with all types of circumstances, no matter how complex or difficult. Easy Paye staff are all industry accredited to the highest standards and continually take part in continuous training to keep them up to date with the latest legislative changes and procedures.

## Experts in our field

Our team of accounting professionals and customer service staff are not only expert at what they do, but always on hand to offer help, support and advice at all times. With many years<sup>1</sup> experience of managing sometimes complex and extremely sophisticated systems, we are used to proactively dealing with problems and putting in place safeguards to prevent error.

The result is a payroll system that runs smoothly, productively and in a practical way so that your staff get paid on time, every time.

Accuracy is assured and you can glean peace of mind from the fact that your employees are being looked after and managed effectively. At Easy Paye, we have the proficiency, finesse and sharpness to guarantee that your payroll is attended to accurately and in a masterly way.



## So how does the process work?

It is very simple and straightforward:

1. We contact you and discuss your current system. We will then prepare a project proposal and details of how data should be provided to us.
2. Downloading of your data can then begin, at which point it will be cleansed and validated according to the migration documents. We will check PAYE and National Insurance details and get ready to upload.
3. Checks will then be made to ensure that data was uploaded correctly and we will once again check against the migration documents.
4. At this point, we will contact you again to discuss how to run the systems parallel, discuss changes and plan a live payroll date and run.
5. A parallel run is carried out and checked in accordance with detailed guides which we will compare to the actual run. If all OK, it is then approved.
6. Documents detailing the procedure will be drafted and full details of the payroll process will be added to the file for you.

## Why use Easy Paye payroll bureau services?

When you work with Easy Paye, we will take full control, reducing your stress and time spent on complex processes. You will have more time to focus on your business and so will your staff.

Here are just a few of the benefits:

- Cost effective and immediate savings on time, money, admin, entry of data and dealings with HMRC. Your costs become predictable and fully controllable.
- Reduce your risk and ensure compliance with all legal requirements. Know that your payroll system is not only secure but compliant with current legislation, confidential and secure.
- Receive much greater productivity and total efficiency. Processes will become streamlined and swift, allowing your staff to work on other things.
- Total control and transparency include detailed reports for senior management.
- Use of personnel that are qualified and compliant; used to working with BACS and HMRC systems.

The Easy Paye payroll system is fully accredited and impacts greatly upon the smooth running of your business.

## Be sure and be safe

We invest fully in our payroll systems on an ongoing basis to ensure provision of the best and most well qualified staff and the latest technology.

Happy staff – productive company

When we look after your payroll, staff are happy, motivated and feel appreciated. With such a successful payroll system in place, employees know that they are highly regarded, treated with due care and attention and up to date with current salary specifications and add ons.



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