

## Payroll Service

### What can we do for you?

We can take care of processing your payroll and ensuring your legal requirements are met in this regard.

**Cost:** £10 per monthly employee per month/£5 per weekly employee per week. £10 per month/£5 per week Administration Fee. NB. Where both monthly and weekly schemes are operated, the weekly Administration Fee only is charged. **Minimum Contract Commitment:** 3 months. **Cancellation:** 3 months clear notice prior to next tax quarter date is required in order to cancel this arrangement.

### What we provide

We will process the figures supplied by you for hours worked, and then email you a summary of what to pay your employees, and what to pass on to HMRC for both income tax and national insurance contributions. We will post out a hard copy of each wage slip for your employees, to one nominated address, and you will then pass these on directly. We will take care of filing P46s and P45s when employees commence or terminate employment with you, and P35 year-end returns for your organisation every May. We will also process and supply each employee with a year-end P60 certificate of their earnings. With the implementation of 'Real Time Information' in April we will inform HMRC as necessary.

### What do you need to do

1. Supply hours each pay period for each employee specifying whether normal, overtime or holiday.
2. Supply necessary starter information for all new employees
3. Pass on P45s for all new employees where you have them.
4. Inform us of any changes in your employee's circumstances.

### What we do not do

Please note we do not record and administer your holiday allocations unless you ask us to do so, and this is then charged as an additional service. We do not supply legal advice in terms of employment law.