



Streamline your Payroll | Partner with the experts

A Fully Managed Payroll Service

Experience the convenience and expertise of our payroll outsourcing service and empower your business to thrive!

Our payroll outsourcing service offers a complete and flexible payroll solution. We are committed to accuracy and compliance and provide a personal touch that larger payroll service providers cannot match. From calculating accurate payroll, handling employee benefits, managing pension contributions and providing detailed reporting, we can handle every aspect of your payroll administration with the utmost care.

In addition, we offer affordable and transparent pricing, outstanding customer support, and a user-friendly online platform that simplifies the payroll process, giving more control over each step in the process which helps our clients to streamline their payroll and HR functions and focus on their core business activities. Our outsourced payroll service caters to companies across the UK.

With our trusted payroll outsourcing service, you can gain peace of mind, streamline your processes, reduce the risk of managing your payroll in-house, and unlock valuable time and resources to drive growth and success.

What's included: Fully Managed Payroll Features

We will manage all aspects of your payroll, including:

- **Payroll processing:** data validation, calculations, and transactions.
- **Comprehensive reporting packages,** including variance and exception reports and HMRC, headcount and absence reporting.
- **Payroll changes:** this includes starters, leavers, and changes to terms.
- **RTI (Real Time Information) submissions.**
- **Digital payslips** and all the required employee documentation, such as P45 and P60.
- **Employee self-service portal,** which includes employee self-set up.
- **End-of-year processing.**
- **P11D submissions** or Payrolled Benefits.
- **Pension auto-enrolment:** employee enrolment process, including communications and data synchronisation, direct to pension providers.



Benefits of the service

- **Automated payment reminders** to ensure you don't miss statutory payment deadlines.
- **Simplified data input and output** with automated data transfer, i.e. HMRC reporting obligations and payroll journals.
- **In-system payroll authorisations** with audit compliance mechanisms.
- **Secure, coordinated communications** between you and the payroll service: The centralised message hub eliminates the need for emails and creates a visible audit trail of communications. Customers can enter all their payroll changes, view the status of their payroll at any time, communicate directly with their payroller and raise and monitor payroll queries. Additionally, this provides our customers with one area for all payroll queries to be logged, tracked, escalated, and resolved.
- **Fully automated payroll scheduling** with clearly defined roles that are set up and assigned as part of the onboarding process.
- **Built-in automation** to assess employees for statutory entitlements such as pension auto-enrolment and national living wages.
- **Flexibility with system integration options** and the ability to work to different schedules and company requirements.

Integrations include:



Telleroo.

Sage



ORACLE NetSuite

deputy

Advantages to your organisation

- **Transparency:** Enjoy a transparent pricing model with no hidden costs – pay per employee.
- **Improve efficiency and accuracy:** Remove the stress and burden of managing payroll and free up your employees to focus on other, more strategic aspects of their roles. Accuracy is also enhanced by minimising the touch points where errors can occur.
- **Reduce costs and streamline processes:** Outsourcing payroll services can save money compared to employing additional staff to handle these tasks. It can also help businesses avoid costly penalties for payroll errors or late payments.
- **Legislative compliance:** Ensure compliance with the latest laws and HMRC regulations, avoid compliance issues and penalties and mitigate risk. We also offer a comprehensive and consolidated approach to data protection, ensuring our customers' GDPR compliance.
- **Data security assured:** ISO 9001:2015 and ISO 27001:2022 certified service provider using ISO certified software solutions to manage your payroll.
- **Enhance employee satisfaction:** With timely and accurate payroll according to predetermined payroll schedules, you can be confident that your people will be paid correctly and on time every time!
- **Empower your workforce:** Through our self-service portal and mobile application, employees can conveniently retrieve essential payroll information and reports (along with supplementary data when utilising advanced features). They can also independently manage specific payroll responsibilities, such as inputting personal information and updating banking details. This effectively diminishes the need for manual data entry by HR personnel.



Your onboarding journey

When you adopt our Fully Managed Payroll service, the set up is straightforward and follows a documented 8-step process. This ensures your payroll is set up and managed correctly, giving you complete confidence in our services.

Our onboarding process is designed for a smooth transition, whether you are moving from another payroll provider or an in-house solution. We understand that payroll is a critical business process, which is why we meticulously map out each step of the transition, incorporating audit and validation mechanisms to minimise disruption. Our goal is for your employees to experience minimal interruption while gaining access to improved services.

Our comprehensive onboarding process covers everything from initial configuration to training and support, guaranteeing a seamless transition and optimal payroll management for your organisation going forward.



More than just payroll

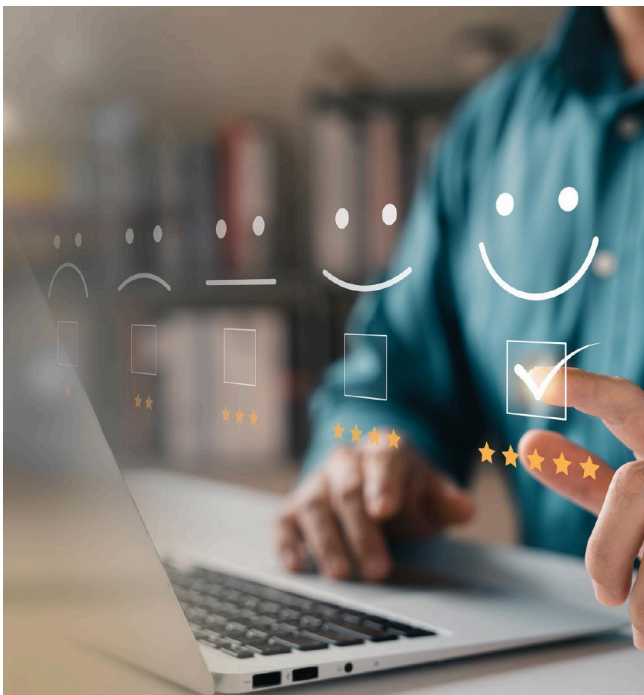
Alongside your payroll, we can provide you with additional integrated services, including:

- Third-Party Payment Services
- Absence Management
- Time sheets
- Expense management
- Rota management
- Time & Attendance
- System Integration services

Our value proposition

With a 12-year proven track record in people systems consulting, our small and personable team offers a unique human-to-human point of contact, ensuring a personalised experience. Our certified and experienced CIPP-qualified and ISO 9001 & 27001 certified payroll professionals excel in both payroll system implementation and outsourcing services.

We prioritise clear communication and effective query resolution, supported by well-defined project planning, onboarding, and ongoing payroll processing. Utilising market-leading, cloud-based, award-winning, and ISO/IEC 27001:2013 certified payroll software, we understand and consult on complex technical requirements. As specialists in systems implementation, support, and integration, we are committed to delivering exceptional service and support tailored to your needs.



Expert Support

Benefit from the support provided by local, certified, and highly experienced payroll professionals with CIPP qualifications and a wealth of expertise in managing the entire end-to-end payroll process. We also offer expert support and guidance to help our customers navigate the complex payroll regulations in the UK.

Key members of the team include:

Jeremy Mohamed, HRIS and Payroll Consultant

- 🕒 12 years payroll experience - UK, Australia and New Zealand
- 🕒 Certified Sage People Implementation Consultant
- 🕒 Sage People Payroll Certified
- 🕒 CIPP Advanced Technician Certified

Corné Carter, Client Payroll Specialist

- 🕒 17 years payroll experience. UK and South Africa
- 🕒 CIPP Advanced Practitioner Certificate in Payroll Management
- 🕒 Sage People Payroll Certified
- 🕒 Experienced in both bureau and in-house payroll

For more information or to discuss your requirements, please reach out to us on:

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