

Streamline your Payroll



Partner with the experts

Introducing Tugela People Payroll

Payroll can be one of the most complex but crucial components to the success of your business. It's easy to underestimate the importance of a well-functioning payroll solution, especially when caught up in day-to-day operations. Additionally, the renewed interest in employee wellbeing is driving HR teams and the wider business to demand greater data and insight from the payroll function.

A Fully Outsourced Payroll Solution

Our comprehensive payroll outsourcing service, also referred to as a Payroll Bureau, allows you to focus on what truly matters – growing your business - while leaving the onerous and complex payroll tasks to the experts.

We are committed to providing a personalised service and are passionate about helping businesses grow by taking the hassle out of payroll.

Our payroll bureau offers a complete and flexible payroll service. We are committed to accuracy and compliance and provide a personal touch that larger payroll bureaus cannot match.



From calculating accurate payroll, handling employee benefits, and providing detailed reporting, we can handle every aspect of payroll administration with the utmost precision and efficiency.

In addition, we offer affordable and transparent pricing, outstanding customer support, and a user-friendly online platform that simplifies the payroll process, helping our clients to streamline their payroll and HR functions and focus on their core business activities.

Our payroll bureau service caters to companies across the UK.

With our trusted payroll outsourcing service, you can gain peace of mind, streamline your processes, and unlock valuable time and resources to drive growth and success.



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

Save money by outsourcing payroll services to a bureau rather than employing additional staff to handle these tasks. Payroll bureaus 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, on time, every time!

Expert support

Benefit from the support provided by local, certified, and highly experienced payroll professionals who possess 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.



Transparency

Enjoy a transparent pricing model with no hidden costs – simply pay per employee.

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 their personal information and making updates to their banking details. This effectively diminishes the need for manual data entry by HR personnel.

Payroll Bureau Features

We will manage all aspects of your payroll.

The standard features of our service include:

- **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: This promotes efficiency and accuracy, empowers employees to take ownership of their payroll-related activities, and enhances data security, benefiting both employees and HR departments. Additionally, sensitive payroll data is protected by access controls, encryption, and secure authentication mechanisms to ensure that only authorised individuals can access and modify the information.
- **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

- ✓ **Ease of set up:** straightforward set-up process.
- ✓ **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 bureau: 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.
- ✓ **Pre-configured integrations** with recognised accounting packages in addition to Time & Attendance.
- ✓ **Flexibility with system integration options** and the ability to work to different schedules and company requirements.



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

Absence Management

Absence accruals in addition to booking and approvals. Employees have instant access to leave balances and can easily submit leave requests using their mobile devices and receive prompt notifications when they are approved, thus eliminating the need for email requests and preventing communication gaps. Employees can also view their team's absence.

Timesheets

Makes timesheet entry process quick and easy for both managers and employees. Our system makes submitting timesheets and accessing real-time reporting hassle-free. You can create, edit, and review timesheets online from any device and add notes and breaks. Approved timesheets get automatically added for payment in the relevant pay period.

Expense Management

Simplify the expense management process and make it quick and easy for employees to get paid. Employees can submit expense reimbursements with attachments making manager approval easy.

Rota Management

This solution makes it easy to build rotas to budget, notify employees and manage staff availability. All these tasks can be done in one place, which creates a reliable source of truth for shift work.

Time & Attendance

Employees can log their start, finish, and break times through the mobile app or the Employee Portal, ready for manager approval. Additionally, the app provides push notifications that keep employees informed about shift changes, cancellations, updates, or requests for shift swaps from colleagues.



System Integration Services

Specialising in cloud-based systems, we offer powerful Systems Integration services, leveraging the power of Application Programming Interfaces (APIs) and Integration Platform as a Service (iPaaS) solutions. Our integration services are not just about connecting systems; they are about optimising processes, enhancing data flow, and ensuring that your organisation operates at peak efficiency.

Why Partner with Tugela People?

- 🌀 **Small, personable team** offering a 'human-to-human' point of contact for all aspects of the service provided, including support and advice. We prioritise direct communication rather than relying on anonymous inboxes.
- 🌀 **Real-time visibility** of payroll processing stages.
- 🌀 **Easy to communicate** with and ways to resolve queries.
- 🌀 **Market-leading** cloud-based, award-winning and ISO/IEC 27001:2013 certified payroll software.
- 🌀 **Certified and experienced** CIPP-qualified payroll professionals.
- 🌀 **Clear and well-defined** project planning, onboarding and ongoing payroll processing.
- 🌀 **11-year proven track record** of people systems consulting.
- 🌀 **Ability to understand and consult** on complex technical requirements.
- 🌀 **Systems implementation, support, and integration specialists.**



About Us

With over a decade of industry experience and expertise, Tugela People empowers companies to achieve their objectives by providing people-centric, cloud-based solutions and services for HR, Payroll and System Optimisation.

Our primary focus is to help clients maximise the potential of their systems, leading to a more efficient and well-informed organisation. This is achieved by closely consulting with our clients and partnering with best-in-breed technology providers.

Employing proven methodologies, we deliver customised solutions that meet our individual client's needs. Additionally, clients benefit from our extensive range of ongoing support services, ensuring their current and future needs are met while maximising the return on investment.

Our dedicated team of HRIS experts provides a professional, responsive service that is efficient and tailored to our client's specific requirements. Uniquely, we combine real-world international HR experience with in-depth technical expertise to audit, design and refine processes, as well as to select and implement integrated HR and Payroll technology solutions globally.

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

Contact us now to discuss your requirements:

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