



PAYROLE+

Adding value to your business

Effective and efficient PAYE administration
whether you have one employee or one hundred plus.



an effective solution to the payroll burden

Working with the UK tax system can be time-consuming and complicated. If you're not used to working with it every day processing payroll can be a chore that you, as an employer, could probably do without.

We are a national, dynamic payroll services bureau, dedicated to making working life easier for employers across the country. Our service not only provides complete, accurate and efficient payroll administration personalised to your company's specific needs, but also friendly telephone assistance whenever you need it during the working week.

With a team of industry experts with over 250 years combined experience and an award-winning payroll director under our roof your PAYE obligations will be in expert hands, leaving you to get on with what you do best ...

... running your business.

what we will do for you

With us as your payroll provider you won't have to worry about any aspect being overlooked. If you wish you will be able to speak to an experienced payroll advisor any time you need to during the working week who will efficiently deal with any concerns you may have.

As your payroll agent we will:

- Set up a PAYE scheme for your company with HMRC or arrange a smooth transfer of your existing records
- Keep complete payroll records for each employee on your company's behalf
- Provide you with weekly, fortnightly or monthly payslips to mutually agreed deadlines
- Calculate monthly liability bills which we can pay via BACS on your behalf
- Process or provide a P45 every time an employee joins or leaves you
- Administer all payroll-based functions and issues – such as Statutory Sick Pay, Statutory Maternity Pay, Student Loans, Salary Sacrifice Schemes etc
- Electronically file your P35 Employer's tax year-end return, along with a P14 for each employee,
- speedily and securely via the Government Gateway.
- Provide you with a P60 year-end summary for each current employee
- Apply all Tax and National Insurance rate changes and threshold changes to your payroll, advising you of any cost implications
- Provide unlimited PAYE-related advice, by phone, post or email
- Provide regular payroll reports and wage/cost summaries for your own budgeting and organisation management purposes and advising you on the cost effects of any proposed pay changes
- Keep you informed of relevant changes in tax and employment legislation and implement these on your behalf

The Legal Helpline

As part of our standard service we also provide a Legal Helpline for all our clients. This is extremely beneficial if you don't already have access to employment law support, as unlimited advice from our team of employment law specialists will be at your disposal.

reasons to outsource to PayRole

Save money

Hiring an individual specifically for payroll could cost you much more than is necessary. Using our services offers the same convenience as a dedicated in-house person and at a fraction of the extra salary. In addition, you'll benefit from free employment law advice – another saving made when considering the cost of a solicitor on top.

Free up time (and head-space!)

Payroll is repetitive and time-intensive for those whose forte lies elsewhere. Problems can occur from one little mistake requiring time to rectify, not only potentially upsetting your employee but HMRC as well. Your energy is better focussed on other parts of your business.

Avoid the complexities

Several times a year the government implement changes affecting salaries and employee rights. At PayRole we know about changes in Tax and NI legislation and payroll practices immediately and implement these on your behalf. This relieves you from having to stay ahead of the game.

Lose the paperwork

All your information is filed and stored and you don't have to keep track of HMRC paperwork, because we'll be doing it for you. We act as your correspondent with HMRC, all their paperwork is sent to us and we deal with it on your behalf. We work hard to ensure all your deadlines are met, each and every time, and with our strict contingency plans in place your payroll will never fail.

Benefit from our experience and technology

As specialists we have the most up-to-date technology at our disposal. Payruns can be accurately calculated and processed in record speed and our experienced payroll team can pinpoint and deal with any anomalies.

No need to rely on just one person

A senior payroller will be allocated to your account who will handle all your processing personally allowing you to have one point of contact to build a rapport with. However, any member of our well-oiled team of experienced payrollers can seamlessly step in should your contact be away for any reason.

Businesses that rely on one in-house person to organise the payroll don't enjoy the advantages of this. We can ensure your payrun is processed despite holidays, sickness or any other reason for absence.

Benefit from our flexibility

Changes, amendments, updates are just a phone call or email away from being implemented. You can amend details right up to the point when the BACS are transmitted.

Know your information is safe

All our clients' data is treated with the strictest confidence. We take client confidentiality very seriously and make every effort to ensure we adhere to the 1998 Data Protection Act, guaranteeing discretion.

Have peace of mind

With everything employers need to take into account regarding PAYE, it is unlikely that processing payroll is a popular task with many business owners. We know this, which is why the PayRole service is a solution that works, offering the peace of mind and relief you need knowing that not only is someone else is doing it, but that it's also getting the experienced attention it requires.

- ✓ Time efficient
- ✓ Cost efficient
- ✓ Top line payroll systems
- ✓ Less paperwork
- ✓ Experienced specialists
- ✓ Always available
- ✓ Flexible
- ✓ Safe and secure
- ✓ Complexities dealt with
- ✓ Peace of mind

who we are

Our history

We have been providing payroll for employers across the UK since 1993. In almost 20 years our client base has grown year on year through our reputation for being advocates of best employment practice and providing an efficient, cost effective payroll solution. We now act for over 10,000 employers across the country.

Our ethos

Much more than just a payroll service, at PayRole we support our clients throughout the entire employment process. We understand that our clients have a lot to consider and we make the whole payroll process run as smoothly as possible. We strive to provide the best in customer service and our clients benefit from being able to speak to a payroll advisor dedicated to their account.

Our team

Our team of industry experts has over 250 years of payroll experience between them. Our payroll director was awarded the Bureau Employee of the Year at the 2009 Pay Awards and was first ever Manager of the Year at the IPP Awards 2004, setting the benchmark for subsequent winners. No payroll situation

is too complicated; our team has seen and dealt with a variety of different payroll situations many times over.

Our systems

We are at the forefront of payroll technology constantly improving our systems to keep our service efficient. We are a BACS approved company and have HMRC approved payroll software.

Our practices

We have an extremely strong relationship with HMRC who have a dedicated office for our clients. As part of the Enable group, PayRole was the first payroll company to file year-end returns electronically using both the file by Internet and EDI, a system we (one of only two payroll bureaus) helped to trial with HMRC.

contact us for a quote

- ✓ BACS approved
- ✓ HMRC approved software
- ✓ Regular software updates
- ✓ Established almost 20 years
- ✓ Nationwide company
- ✓ Already acting for thousands of employers
- ✓ Award-winning payroll director
- ✓ 250 year experience in the payroll team
- ✓ Strong relationship with HMRC
- ✓ The best in client service
- ✓ Dedicated payrollers to your account
- ✓ Consultant in various payroll practices forums
- ✓ Respected in the payroll industry

A fixed-fee service

We have **no set-up costs** and our low-cost, fixed fee approach to payroll allows you to accurately budget for your payroll needs. Our fees are inclusive of VAT and have **no hidden charges**. We provide complete payroll administration (as outlined on page 3) with no meter running.

No.Emp	exVAT	VAT	incVAT
0-3	£230.00 per annum	£46.00 per annum	£276.00 per annum
4-20	£3.75 per payslip	£0.75 per payslip	£4.50 per payslip
21-50	£3.33 per payslip	£0.67 per payslip	£4.00 per payslip
51-100	£2.50 per payslip	£0.50 per payslip	£3.00 per payslip
100+	£1.67 per payslip	£0.33 per payslip	£2.00 per payslip

Every business operates their payroll differently. Some payrolls are cheaper to run than others and we'd be happy to discuss your requirements.

All you have to do

Provide us with initial information for each employee and then keep us updated on any changes to their employment, such as hours, pay rates or any other circumstances. We'll do the rest.



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