

Setup Services

Fully Compliant Service	
Automatic Enrolment Pensions	
Confirm your staging date	✓
Discuss options on workforce postponement on staging date and for individuals in the future	✓
Act as the point of contact for the Pension Regulator	✓
Set up your pension scheme	✓
Carry out a pre-staging date assessment of the workforce	✓
Discuss the options for the phasing of contributions	✓
Liaise with your Independent Financial Adviser (if applicable)	✓
On staging date postpone the workforce	✓
On deferral date assess the workforce	✓
Providing and sending statutory communications	✓
Complete the Declaration of Compliance	✓
Payroll	
Register the entity for PAYE and HMRC Online Services	✓
Act as the point of contact for HMRC	✓
Optional Premium Service	
Advise on optimal Payroll processing, including employment and self-employment	✓
Develop your Automatic Enrolment action plan	✓
Act as the employee point of contact	✓
Calculate the cost of contributions and the wage bill	✓
Salary exchange	✓
Raise general awareness amongst workforce (site visit, leaflets)	✓
Management reporting on cost of employees	✓
Provision of discount & assessment hub	✓

Our on-going support with Payroll and Pensions

Fully Compliant Service	
Automatic Enrolment Pensions	
Assess workforce and enrol appropriate workers	✓
Process all workers that opt-out or opt-in	✓
Re-enrol eligible workers when necessary	✓
Register necessary information with The Pension Regulator	✓
Assessment of new starters and dealing with leavers	✓
On-going monitoring of ages and earning changes	✓
Calculate contributions for each pay period	✓
Provide enrolment and contribution information for pension provider	✓
Maintain appropriate records	✓
On-going postponement planning	✓
Providing and sending statutory communications	✓
Payroll	
Provide you with a <i>New Starter</i> checklist	✓
Process all starters and leavers	✓
Collate your payroll data and process the Payroll	✓
Record and calculate Student Loan and Salary Sacrifice deductions	✓
Ensure compliance with the latest payroll legislation	✓
Provision of detailed electronic payslips	✓
Calculate payments due to HM Revenue & Customs	✓
National Insurance eligibility analysis	✓
Submit Real Time Information (RTI) to HM Revenue and Customs	✓
Complete and submit the final end of year RTI declaration	✓
Provide year-end P60's for each employee	✓
Provide payroll summary reports	✓
Supply you with forms to record essential personnel information	✓
Maintain all payroll records	✓
Provide support in respect of HMRC enquiries into payroll	✓
Optional Premium Service	
★ Employer and Employee Portal to streamline communication with us and employees	✓
★ Pay salaries using a cloud payment platform directly integrated with our payroll software	✓
★ Cloud-hosted Rota Management software to schedule rotas and approve timesheets	✓
Send .pdf password protected payslips, directly from our software to your employees	✓
Produce Net Pay and Tax Payment BACS files for import into your bank	✓
Completion of forms P11D and P11D(b) and calculating the Class 1A NIC	✓
Planning and compliance review of benefits and expenses	✓
Maintain records of holiday entitlement and holidays taken	✓
Create bespoke payroll analysis reports	✓
Deal with required notification to HMRC of company car changes	✓
Liaise with HM Revenue and Customs in setting up salary exchange	✓
Set up and maintain salary exchange scheme for employees (including documentation)	✓