

Once your new company is up and running and you are making salary payments to any staff (including directors), you will need to set up a payroll. If you make any salary payments whatsoever, including to directors, these must be made through a formal PAYE scheme.

Whether you are a one-man company, or have a hundred employees, the administration of your payroll can be a time consuming and complicated process, often requiring significant resources at specific times when your own efforts should be concentrated on your principal business activities.

Outsourcing Your Payroll

Outsourcing your payroll is a very low cost exercise but can save hours of your own time and ensures your PAYE and National Insurance is correctly accounted for.

Our dedicated pro-active service can help relieve the burden of navigating these difficulties yourself and you can rest assured that all your payroll issues will be dealt with efficiently, on time and with the minimum of fuss.

Our comprehensive and entirely confidential payroll service includes the following features:

- Customised pay slips
- Administration of PAYE, national insurance, statutory sick pay, statutory maternity pay
- Completion of statutory forms, including year end returns, to issue to your employees and submit to HM Revenue & Customs
- Reports and summaries of staff costs
- Administration of incentive schemes, pension payments, bonuses, overtime and termination payments

Costs

Monthly Wage Runs

Admin fee per run - £17.50+vat

For each employee - £1.50+vat per pay slip

Weekly Wage Runs

Reduce above monthly charges by 20%