



Business support services

PAYROLL SERVICES

Allowing you to develop your business.

We offer a full payroll compliance service using a modern payroll software package. Our dedicated and highly professional payroll team work with accuracy, confidentiality and compliance on all your payroll matters ensuring your employees are paid on time. We are able to support you with a full range of services, including the regular payroll; whether weekly, monthly or at other intervals.

As a client you will be made aware of all statutory requirements and we provide you with a service agreement to ensure performance expectations are understood, monitored and achieved.

OUR PAYROLL SERVICES

When we take on your payroll provision we will assign you a professional from our team who will work as an exclusive contact for all your payroll issues and requirements. Our services include:

- maintaining your payroll records, computing salaries and processing temporary and permanent variations to salaries;
- calculating starters and leavers pay, implementing tax code changes, PAYE, NIC, SMP, SSP, SAP, SPP, AVC, pension, student loan and union contributions;

- providing pre-released payroll reports for checking prior to BACS;
- arranging payments by BACS for; salaries, third parties such as HMRC, pension providers and attachment of earnings directly from the Trust's bank accounts;
- producing reports in Excel format for import purposes and generating additional journal reports, written as per your requirement, at an added cost;
- providing pressure sealed payslips in the order they are requested. We also offer ePayslips, a secure online self-service payslip facility allowing employees to access their own payslips (both current and historic) without the need to revert to the employer. EPayslips can include the company logo; and
- providing general advice and support within the payroll service and/or recommending you to a leading HR adviser.

Our services are compliant with the new Real Time Information regulations. We file a Full Payment Submission and Employer Payment Summary according to the relevant deadlines and a final payment submission at the end of the tax year. We also provide P60s to all current employees.



*A service to
suit your
needs.*

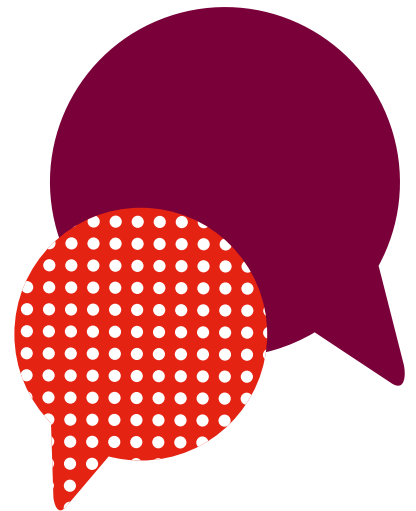
OUR COMPREHENSIVE ADVISORY SERVICE

Our team devote substantial time to advising you on issues surrounding your payroll or staff remuneration, should you require it, offering you a comprehensive and robust payroll service. Our payroll expertise is further enhanced by in-house specialists in tax. We are also happy to negotiate with HMRC on your behalf on any payroll issues. All of these advisory services can be provided for a one-off fee, which will be agreed with you in advance.

THE NEXT STEP

If you would like further information on our business support services, or would like to arrange a meeting to discuss your specific circumstances, please contact one of our usual UHY adviser.

Alternatively, read more about us on our website at www.uhy-uk.com.



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