

PAYROLL SERVICES

Administering your payroll can be time consuming and burdensome, diverting energy and resources from the core activities of your business. And the task is made all the more difficult by the growing complexity of taxation and employment legislation and the accompanying regime of penalties for non-compliance. It is crucial that, as an employer, your staff are paid on time and under the correct tax code.

We have a dedicated team that can assist with providing a comprehensive and confidential payroll service. Even if you have only a few employees, you will make savings by engaging us to administer your payroll.

Our Payroll Services

Our dedicated payroll team deal with all sizes of companies across a variety of sectors – dealing with different frequencies, every component/deduction you could imagine and have experience dealing with just about every pension provider out there! It's all about service and deadlines and the team are both confident and comfortable with that – we

provide a timeline to ensure smooth transfer of information. We can create a report for you that would allow us to import directly from you and we would provide you with all the reports you require at your end and we could, if required, make payment to your employees via our BACS bureau. We can make payment to HMRC and manage the relationships on their behalf. Our software accepts direct downloads from HMRC and we would distribute payslips and P60's via e-payslip.com.

Our Full payroll service will include (but can be tailored to suit):

- registering for PAYE if required;
- all reporting to you, including P32, summary gross to net, copy payslips and a journal entry for uplift to your accountancy software;
- reporting to your staff by means of a secure e-payslip (e-p60s);
- all necessary reporting to HMRC;
- uplift to pension provider;
- any reporting to other 3rd parties;
- payment to staff via BACS;
- apprenticeship levy; and
- employers employment allowance.

Advantages of outsourcing your payroll to French Duncan

- We have taken several additional measures to ensure compliance with GDPR.
- We have a dedicated payroll centre operating out of our Stirling office with 9 staff – purely processing payroll and auto enrolment – this is a secure locked unit when unmanned. Our other centre for payroll is based in our Dumbarton office and between the two we cover the payroll service and support for all our offices.
- Communication of information transferred via our secure portal.
- No risk of payslips going to the wrong staff as we use e-payslips (e-P60s).
- We are an accredited BACS bureau.

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Reasons to outsource your payroll:

- staff are focused on core business activities;
- reduce the risk to your business around staff sickness or turnover that could result in a loss of knowledge to process the payroll in house;
- avoid the substantial software costs to ensure that your payroll package is compliant and up to date with the latest legislative changes;
- significant support around the implementation of workplace pensions to minimise your risks of fines for non-compliance;
- remove the requirement for an ongoing capital expenditure in payroll software, plus associated hardware and support; and
- access to enhanced business services that may otherwise not be available to them such as the payment of wages via our Bacs bureau.

Payroll Health Check

One of the most important areas for any business is that of the processing and paying of salaries and for submitting the required paperwork to HMRC. Payroll is not just the push of a button that it was once perceived to be and in many cases wages and salaries can be the biggest expense for many companies. It is made all the more complicated by the countless number of components and deductions and ensuring the correct treatment is applied. It is, therefore, no real surprise that companies end up paying fines for incorrect treatment or for not complying with legislation.

If you do your own payroll in house and you would like a health check to ensure that you are applying the correct processes, then we would be happy to assist you with this.

You can engage us to perform a one-off payroll health-check on your payroll records. For this health check, we would provide a dedicated payroll specialist to examine the records in question, concentrating on areas that we consider to be a likely area for errors to occur. This will include, but will not be limited to:

- sample check and review of payroll records;
- sample testing for PAYE errors;
- comparison of PAYE returns against annual accounts;
- sample checking of starters and leavers to ensure accurate processing;
- checking the correct treatment of statutory maternity (paternity/adoption) pay, student loans, etc.;
- review year end submissions;
- review of expenses and benefits in kind assessments;
- ensure correct calculation and submission of the apprenticeship levy; and
- ensure employers employment allowance has been claimed if applicable.

When you engage our service, we will request information and required documents to perform the check. We will review the payroll records submitted to us and highlight any discrepancies, as well as make relevant recommendations to ensure compliance going forward.

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