



ACCOUNT WRYTE

Auto Enrolment and Payroll Real Time Information



We're *passionate* for payroll



The big benefit

Outsourcing your employer duties **make your life so much easier**. Let's look at 3 ways to process your payroll:

Purchase a **payroll software package**, which does it all for you. But that's false economy. An understanding of how the software works is important, as jargon in, jargon out! You can automate some of the processes, but which ones?

The software can be relatively cheap. But there is a huge hidden cost of customisation, implementation, maintaining your hardware to meet the demands of changing software, dealing with software upgrades, security, scheduling back up routines and restoring data when things go wrong. Let alone when the government change the tax rules, which happens every tax year.

Use the **Government website**, nice and cheap. But what if it is unreliable? Reporting from the website is time consuming and does not fulfil your accountant's requirements for financial reporting at the year end. What if you lose Wi-Fi connectivity?

The reports are not configurable, and extracting information for retention is arduous. How long does it take for someone to assist you?

Employ a **payroll clerk**, with knowledge of payroll. This could prove very costly and inefficient. You will need to understand that the clerk knows their area of expertise, including the processing of auto enrolment duties, alongside having the additional costs of purchasing software and updates.

In contrast outsourcing your employer duties to us will give you the following benefits:

- **It saves you** a very significant amount of time,
- **Savings on** infrastructure and technology,
- **Access to** skilled resources,
- **You can sleep at night** knowing your sensitive data is always secure and backed-up automatically,

- **Reports are provided**, including payslips and auto enrolment duties complete which are integral to the payroll processing function.
- **No system downtime** because all software upgrades are automatically installed. This worry-free maintenance saves you time and hassle.
- **Hassle free communication** with the pension provider of your organisation.
- **Files and electronic records** retained so your legal responsibilities are fulfilled.

But it's going to cost...

As with any business, services provided to a business cost. Employing people cost, electricity costs, waste disposal costs, so why not outsource your payroll and auto enrolment to a professional team who can provide you with value for money.

Understanding how to operate Pay as You Earn, is just part of the payroll processing. Understanding what tax codes to use when, knowledge of legislation such as the National Living Wage, age entitlements and statutory payments by law are just a fraction of the processing.

Auto enrolment is now mandatory for all employers (all effected by May 2017) and knowing how to run this is extremely time consuming.

The average administration cost for payroll for a small business costs anywhere between £5,000-£30,000 p.a.

Your time is precious. For a business owner who values his or her time at £100 per hour, this is at least 50 hours of your time and probably more.

What we do



To take away this hassle we specialise in setting up the auto enrolment, processing it, advising you on your payroll functions and processing it from beginning to end, which means you know it is set up the right way and will save you hours of time and frustration

How you benefit

You will benefit from each of the following:



There are many legislative rules governing employers, their responsibilities and how to pay employees. Utilising our expertise will take away your headaches!



Setting up a payroll is time consuming, timing of payroll and what to pay a nightmare! We will do the set up for you, which will save you time to get on with running your business.



If you already have a payroll set up, but your auto enrolment duties are looming, look no further. We can provide you with information on the options for a small employer to fulfil their auto enrolment responsibilities.



Your payroll and auto enrolment records will be kept by us for a whole tax year, at which point we will submit end of year returns to HMRC. Provide your staff with P60's and relevant communications regarding auto enrolment each step of the way. Once the year end is finalised the records are yours to keep. Assisting you in the future with any inspection by any government body! No hassle!



Calculating Pay As You Earn (PAYE) – as part of the payroll function, we will calculate taxes and national contributions due to HMRC (including employers' national insurance). Knowing when to pay PAYE over to HMRC is paramount to avoiding fines, and we will guide you on how to pay this, and what references to quote. You can then rest assured that apart from physically paying your employees and HMRC, your duties as an employer are complete.



“We can provide you with information on the options for a small employer to fulfil their auto enrolment responsibilities.”



Popular add-ons

Construction Industry Scheme

This can be a daunting area for any start up or existing business expanding into the world of sub-contract. Knowing who and what to deduct tax from in the Construction industry is complicated, coupled with non-payment to HMRC is a big headache.

As part of our Full and Premium set up options we can include this, or ensure that your CIS responsibilities are complete, providing you with telephone support along the way, for those awkward questions.

Benefits in Kind and expenses to employees

Benefits in kind can be in the form of supplying company cars to employees, paying for medical insurance on their behalf, giving loans at low interest rates or supplying them with company credit cards.

Expenses are a way of reimbursing your employees for business costs they incur in the course of their employment such as hotel costs whilst on business for your organisation.

In order to record these costs accurately, a report to HMRC has to be made declaring what benefits in kind and expenses were paid to an employee during each tax year.

Currently this area of responsibility for employers is changing..... another headache! Part of our set up options includes ensuring your reporting duties in this area are complete. We can assist on this by payrolling the benefits to staff as part of the payroll function, or report once a year (currently existing as at 6/4/16).

Employers who fail to report, can see fines imposed on their business by HMRC by as much as £1000 per failed report! The value added here is clear to see.



Cash is so important

For the Essential set up service payment is due on commencement of the work. However, we want to help you with your cash flow, so...

With our range of set up options as well as benefitting from ongoing support you can spread the full cost over 6 or 12 months by direct debit.

Did you know?



All employees are entitled to an individual written pay statement.



Pay slips/statements must be given on or before the pay date.



Fixed pay deductions must be shown with detailed amounts and reasons for the deductions - e.g. Tax and national insurance.



Part time workers must get the same rate as full time workers.



Most workers are entitled to be paid the National Minimum Wage and National Living Wage.

One of three conditions has to be met for an employer to lawfully make deductions from wages or take payments from a worker. The deduction or payment must be:

- required or authorised by legislation (for example, income tax or national insurance deductions)
- authorised by the worker's contract - provided the worker has been given a written copy of the relevant terms or a written explanation of them before it is made
- consented to by the worker in writing before it is made.



We're *passionate* for payroll

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"I am delighted with the accounting and payroll service I receive. I feel very supported by Dawn and her team, trusting them to keep a careful eye on everything to make sure it is done correctly. They are professional, act with integrity and are very efficient."

Anni