

Outsourced Payroll Services

Outsourcing your payroll function can deliver a lot of benefits, not least the assurance that you have continuity for your team when your in-house finance person is out of the office.

The JC payroll team provide the following key services:

- **Download and application of tax codes (P6, P9, SL1, SL2 and NINI):** this means we will link directly with HMRC through our Johnston Carmichael dashboard – no tax codes would need to be collated and processed via yourself. As part of this, we monitor tax code changes and flag any areas of concern to you i.e. an unexpected K code – we would discuss with you any benefits received outside of payroll to help explain this
- **Filing of RTI (Real Time Information) files including FPS and EPS:** these are your statutory payroll returns/lodgings and these would be submitted in full by Johnston Carmichael on your behalf
- **Management reporting covering gross to net, department analysis, cost analysis, variance analysis:** as a general rule of thumb, if we hold the payroll data then we can easily export this in a format that you need. We can also support financial forecasting/analysis as & when required (we liaise with your payroll leads to seek input and approval before finalising payroll matters)
- **Journal export for you to post within your ledger:** this would be coded as required i.e. cost centre/department
- **Payslips provided via our dedicated employee document portal:** we have three options for portal delivery, myEpayWindow, Pay Circle or PayDashboard – all fully compliant with GDPR and easily accessible. You would also receive an employer login to review payslips as a master user
- **BACS Administration:** we can administer your payment processing in full via BACS or can easily provide you with a text/CSV file to upload directly to your banking platform (we have no visibility over your balance or transactions – we simply 'instruct' the bank to move funds from A to B on X date)
- **Auto-enrolment assessment:** including application of enrolment, employee communication and contribute file upload and collected with your nominated scheme. These are the main aspects of auto-enrolment and are handled in full as part of the day-to-day payroll processing. We liaise in full with your nominated pension provider for any details that we may require and simply need delegated access. For certain schemes, we can integrate via direct feed API

- **End of year reconciliation, filing and production of forms P60:** this includes a full reconciliation against P32 liabilities and lodging of your end of year return

How the team works with you

As part of the outsourcing service, our clients are allocated to three key personnel who act as your dedicated service team:

- Payroll Specialist – your day-to-day contact for all payroll matters
- Relationship Manager – this is a member of our Payroll Management team
- Relationship Director – Michael McAllister, Head of Payroll takes ownership of your overall services.

The team keep you informed, on track but also add wider value by considering the full payroll compliance picture for your business needs.

Additional support and insight from the team

Payroll compliance is critical in today's society – especially with the enforcement of national minimum wage and auto-enrolment rulings. The Good Work Plan (GWP) is a recent report published by the UK government focussing on areas which every employer needs to consider. Key things to consider noted below:

- Employment Allowance
- Good Work Plan
- Apprenticeship Levy
- Auto Enrolment
- National Minimum Wage

As part of our relationship we keep clients updated with all legislative areas impacting your people and payroll.