

Payroll Services



Undivided
attention

Your specialist payroll team

It no longer makes business sense to continue payroll processing in-house. Our team of qualified payroll professionals remove the burden of ever changing Government legislation, compliance and HMRC regulations allowing you to focus on growing and developing your business.

With the introduction of the General Data Protection Regulation (GDPR), Real Time Information (RTI) and Auto Enrolment (AE) payroll has become increasingly complex, and time consuming, making the outsourcing of payroll the most viable option.

We ensure your staff are paid on time, every time, and our reputation for customer care is second to none.

Everyone should get a health check!

We offer a payroll health check at no obligation. If we find that your in-house payroll processing is working well then we will report these findings back to you.

We have no wish to interfere with a system that is highly efficient or cost effective, our intention is only to provide help to those that need it!

Once you have all the relevant information to make an informed decision, we will then develop your bespoke payroll solution and ensure you hit the ground running.



How we can help you

- ▲ Establish if your systems & processes are compliant with the latest rules and regulations
- ▲ Assess if your current methods/systems are efficient & effective
- ▲ Advise on best practice & additional systems to implement or methods to consider for improved efficiency
- ▲ Report findings & offer solutions to improve your payroll function

Fully managed payroll

We operate a no-hidden-costs service which is tailored to you. We do not believe in a 'one size fits all' approach as we know, from experience and talking to our clients, that ongoing help and support is important and welcomed.

By conducting a payroll health check we can build a system to suit your payroll and business needs. Our seamless approach ensures we manage every aspect from administration of PAYE, National Insurance, statutory sick pay and holiday pay to more complex issues surrounding General Data Protection Regulation, Real Time Information and Auto Enrolment pension contributions.

How we can support you

- ▲ Build a bespoke system to address your business needs
- ▲ Use the latest software available, allowing for the seamless transfer of data
- ▲ Remove the responsibility from you, to us, regarding compliance issues
- ▲ Remove the headache of all administrative burdens
- ▲ Run checks before processing your data to ensure the information you have provided is correct
- ▲ Be on hand to help you as & when you need us. We promise you will never get an automated message to help you with your enquiry!

BACS only payroll (Bank Automated Clearing System)

For clients who would rather keep their payroll processing in-house we offer a BACS only payroll service.

As a BACS approved payroll bureau we have the software to process your payments – from employee salaries to invoice runs to your suppliers.

We can generate one off or multiple payments at the click of a button, which will save you time and money, avoiding the need to issue separate cheques or individual online payments.

Contract & freelance

Dealing with workers in the Construction Industry Scheme (CIS) can be complex, challenging and potentially costly if things go wrong.

Coping with the legislative and regulatory burden eats up huge amounts of time – for example, managing sub-contractor verification processes, special CIS tax rates and online monthly tax returns.

Our technical expertise can remove this hassle easily, using specialist CIS payroll software which meets all HMRC tax requirements for online monthly CIS tax return submissions (CIS 300) as well as online verification requests.

Why out-sourcing makes
more sense than ever...





General Data Protection Rules (GDPR)

GDPR is a legal directive, enforced by the Government, for the protection on personal data. Due to the handling of highly sensitive information contained within your payroll databases, additional GDPR systems and processes need to be adhered to beyond those that apply to the protection of client and third party data.

Failure to comply could mean fines of up to 4% of your company's annual turnover.

Client protection and the handling of sensitive information has always been a priority to us and we are fully compliant with all the latest regulations. We will navigate this contentious landscape for you, removing responsibility from you and firmly placing the onus of compliance on us.

How we can support you

- ▲ Take responsibility for your payroll GDPR compliance
- ▲ Carry out due diligence to ensure you are fully compliant
- ▲ Use advanced software allowing a seamless transition for collecting & protecting data
- ▲ Incorporate systems that have been tried and tested & follow best practice
- ▲ Provide a secure portal for all data

MyePayWindow

In accordance with GDPR guidelines we provide a secure portal which ensures the protected transmission of confidential payroll information including:

- ▲ Employee and employer access to the Portal using their email address/user name and own password
- ▲ Automated password reset for employees & employers, without the need to reset PIN's
- ▲ Employee access to payslips, P60's
- ▲ Employee access to AE notices
- ▲ Employer access to all payslips, P60
- ▲ Employer access to standard payroll reports and other files such as spreadsheets, overcoming need to print and/or email
- ▲ Access to upload payslips - Whether you are an employer or an employee, you can access your payslips 24 hours a day, 365 days a year



Real Time Information (RTI)

In 2013 HMRC introduced RTI which changed the reporting of payroll requirements from the end of each tax year to on, or before, every single pay day. This has greatly enhanced the workload for staff previously responsible for payroll in-house and the penalties for incorrect reporting are substantial.

Our RTI system removes this time consuming and admin heavy burden from you, giving you more time to concentrate on running your business.


Auto Enrolment (AE)

UK employers must automatically enrol their staff into a workplace pension, provided that they meet certain criteria. Pension Auto Enrolment is not voluntary, **every** employer must comply.

Our knowledge is extensive and our payroll software is geared to seamlessly take over your Auto Enrolment process and ensure your business is AE compliant from the moment we take control.







The team offer a fast, flexible, friendly and professional service at a reasonable price and releases us from the need to keep up to date with payroll, PAYE and year end taxation issues.

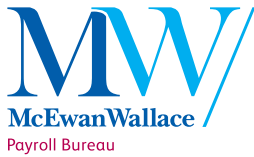
With the introduction of RTI and AE it simply made no sense for us to keep our payroll in-house!

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Heatons Office Solutions Limited



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Visit our website

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A list of the directors is available at the above address.

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Payroll Bureau

Chartered Accountants & Business Advisers

Wealth Management

Taxation