

## Standard Service Description

- Pay Days offers a fully managed payroll services to the SME sector
- Full compliance with UK legislative requirements
- A named Payroll Manager provides telephone support between 09:00 and 15:00 on normal working days for general payroll queries, excluding English Bank Holidays. A mobile number will be available for emergency out of hours support.
- Employee queries are channelled through the customer to Pay Days.
- Weekly / Monthly / Lunar / Fortnightly payrolls catered for
- Input is accepted by fax, post and e-mail and the customer is advised on input timings required to ensure a smooth process.
- Payroll reports and payslips are of high quality, with the option of having reports provided electronically.
- Output is by post, with the option of courier at additional cost.
- Employee payments are normally made by BACS, with monies debited from the customers account and credited to the employees account on the same day. Alternative methods of payment are available (cash cheque).
- Payments to HMRC, or other third parties, are available as an optional extra cost.
- End of year returns and electronic filing to HMRC are part of the standard package.

## Summary of Services Provided

- Calculation of gross to net
- Payments made via BACS
- Calculation of SSP, SMP, SAP, SPP
- Statutory deductions, tax, Ni, court orders
- Non-statutory deductions pensions, trade unions, loans etc
- Production of P45's
- Keeps you legislatively compliant
- Production of clear and concise reports and employee payslips
- End of year Tax and NI reports for Inland Revenue
- Accept input by fax or e-mail
- Weekly, Monthly, Fortnightly, Lunar payrolls all catered for
- Confidential customer contact for PAYE, NI and general enquiries

## Customer Responsibilities

- Provide accurate, timely and complete information for initial company set up
- To provide on-going input, which is legible, accurate and timely
- To advise of all payments which may affect employees Tax / NI
- To ensure written authority is obtained from the relevant employee before a voluntary deduction
- Administer completion of P45/P46
- Sign off the BACS payment list prior to BACS transmissions for each payroll.