

# Outsourcing your Payroll



## Businesses of all sizes outsource their payroll function

In a smaller business the payroll is often processed by a Director or business owner, which is not always an efficient use of their time! Doing the payroll for a business can be time consuming and you need to be aware of all the current legislation and regulations surrounding employment, pensions and taxes. These change every year, and whilst there are many software packages that offer to help the payroll processor, it makes more sense to hand the whole thing over to a specialist, for a very modest fee, so that they can focus on running the business.

As business size increases, it is likely that the payroll will become more complex. The more employees there are, the higher the likely incidence of statutory absences such as Maternity, Adoption or Sick Leave, and Shared Parental Leave. Not to mention Pension Duties in the form of Automatic Enrolment, the potential for part time and zero-hour employees, and Attachment of Earnings orders, Student and Post-Graduate Loan deductions, Child Maintenance, and so on.

Outsourcing the payroll can help maintain confidentiality as the payroll is processed off-site. Additionally the employer won't need to be

concerned about holiday or sickness absence affecting payroll processing.

Larger businesses will often maintain their own HR department, but it can still make sense for them to outsource the payroll function. **Why employ and train an in-house payroll operative or department when you can outsource the service for a fraction of the cost?**

The payroll provider may also be able to offer facilities such as BACS payments, electronic payslips and P60s, and perhaps additional services such as payroll of Benefits In Kind and preparation of P11Ds.

Where an employer needs to take on staff in other countries, additional complications can arise due to the many different regulations that exist overseas.

At Seymour Taylor we are part of MGI Worldwide, a global accounting network, so any international queries or payroll questions can be easily handled with our connections across the world.

A member of

mgiworldwide 





### Our Payroll Service

Starting from £50 + VAT per payroll run, we are able to offer weekly, fortnightly, monthly or quarterly payroll processing. These include:

- Clear, easy-to-understand electronic payslips for the staff
- A wide range of payroll reports and departmental analysis
- Assistance with auto enrolment compliance
- Calculation of Student and Post-Graduate Loan deductions
- Dealing with CSA and other Deductions from Earnings orders
- Preparation and submission of all required returns to HM Revenue and Customs
- Electronic End of Year P60 certificates
- Preparation of P45s for leavers, delivered electronically

Other services available include BACS payments of salaries and HMRC liability, bespoke reports and P11D Returns of expenses and benefits; payroll of Benefits In Kind.

The employer should be aware that even if they are outsourcing their payroll it is, nevertheless, always their responsibility to ensure that they are complying with the various laws and regulations including, but not limited to, National Minimum Wage/National Living Wage, confirming that their employee has the right to work in the UK, Pension Duties, and paying PAYE and NI liabilities on time. These responsibilities cannot be delegated to others.



### Specific examples of how we have assisted clients with their payroll requirements:

**Company 1 had about 75 staff**, processing their payroll internally, relying on 1 individual for this and HR services. As this person was planning to emigrate, and the company was expanding, they decided that outsourcing the payroll to Seymour Taylor was commercially advantageous, while expanding the HR department. Several years on and the company now employs over 130 staff, with an HR department of 4, but continue to outsource their payroll, BACS and P11Ds to Seymour Taylor.

**Company 2 is a smaller organisation.** Employing around 7 staff, there is no payroll expertise in house and Seymour Taylor provide a complete solution to process their payroll, initiate BACS payments to the staff and to HMRC, assist with their auto enrolment and provide electronic payslips, P60s etc..

If you would like to talk to us about your payroll requirements please contact us today on **01494 552 100** and ask to speak to our payroll team or [enquiries@stca.co.uk](mailto:enquiries@stca.co.uk)