
JONES & GRAHAM

*Cyfrifwyr : Accountants
ac Archwilwyr & Registered
Cofrestredig Auditors*



Payroll

Starter Pack

What payroll services do we offer?

We offer a wide range of payroll services so that we can cater for your needs and operate weekly, fortnightly, four-weekly and monthly payroll schemes. We provide printed payslips, P45's and P60's for all staff as required and can also supply the employer with many useful reports.

Whether you have started your payroll scheme manually, on computer or not even started yet, we are able to advise you on the best practice or even take over the running of your payroll if you so wish.

How much does it cost?

Our standard charges are as follows

For those payrolls involving a single employee our rates are as follows: -

Each Payslip: Produced £5.00	Starter/leaver: Set-up costs £7.50	Annual returns: Employee P60/P14 £6.00	Annual Returns: Employer P35 £35.00
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For those payrolls involving multiple employees our rates are as follows: -

Each Payslip: Produced £3.50	Starter/leaver: Set-up costs £6.50	Annual returns: Employee P60/P14 £6.00	Annual Returns: Employer P35 £40.00
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What information do we need?

In order to provide accurate payroll services we need to know your employees' salaries, hours worked, rate, holidays, sickness etc. Each new member of staff should complete an employee details sheet (please find copy enclosed in this starter pack) as well as provide us with a P45 from their previous employment.

How to pay your staff

Depending on the size of your business and number of staff there are several options available. For larger businesses a BACS scheme may be appropriate. We can arrange that staff are paid via bacs each pay period. For smaller businesses it is usually more cost effective to pay staff via online banking, cheque or cash.

Completion of annual employer's returns

We process your payroll each period on Sage 50 Payroll software. This means that we can efficiently complete and file all annual returns online on your behalf as it is now mandatory for all returns to be filed electronically.

What about sick pay and holiday pay?

We can cover SSP/SMP/SPP and holiday pay for you. All we ask is that you supply doctor's notes and details of absences to us and we will then make the necessary adjustments to pay and keep records of all sick and holiday leave for you.

What about records of how much PAYE/NIC has been paid?

At the end of each month or quarter we will send you a letter informing you how much PAYE/NIC is due for the period. You can either pay this directly to HMRC by online transfer or by a cheque payment. If you prefer to pay by cheque we request that you issue a cheque made payable to HMRC and return it to our office. We will then keep a copy in our file and forward the original cheque together with an accounts office payslip directly to HMRC. This allows us to keep an up to date record of what has and hasn't been paid.

If you have any queries please do not hesitate to call our office on 01745 816321 and ask to speak to the payroll department, we will be more than happy to help you.

New Employee Details Sheet

Title (please circle correct title) Miss / Mrs / Ms / Mr

First Name _____

Surname _____

Date of Birth ____/____/____

National Insurance Number _____

Address _____

Postcode _____

Further Notes / Details _____
