

WHAT WE OFFER:

- ✓ Pay frequency to suit your organisation – monthly, 4 weekly, fortnightly, weekly
- ✓ Payslips for all employees and a payment summary detailing all payments and deductions, including payments to HMRC
- ✓ Calculations for all pay and deductions including income tax, national insurance, statutory sick pay, statutory maternity pay, pensions, student loan repayments etc
- ✓ Submission of data to HMRC under Real Time Information (RTI) rules
- ✓ Year end procedures including production of P60s and annual summaries
- ✓ Advice and support on all aspects of PAYE. Specialist advice and up to date information on legislative changes affecting employees' payroll
- ✓ Tailored support in respect of Workplace Pensions (Auto Enrolment) legislation, helping you to meet your legal duties as an employer in respect of providing a pension for your employees.

HOW MUCH WILL IT COST?

Regular processing

Per month (or other payroll period) £17.50 plus £2 per worker.

Examples -

1 worker - £19.50 per period

4 workers - £25.50 per period

10 workers - £37.50 per period

Note - the above charge covers both the processing of payroll figures plus submission of data to HMRC and calculation of pension contributions and submission to your payroll provider plus ongoing monitoring of staff eligibility and the provision of legal notices of entitlement.

There is no additional charge for year end procedures including production of P60s

New employees

A charge of £10 is levied each time that you take on a new staff member, towards the cost of setting the individual up in the system, assessing and advising them of their rights in term of the pensions legislation and, where necessary, enrolling them into the pension scheme.

Note - this charge does not apply to staff in post when you first join the HVA Payroll Service.

Prices will be reviewed annually

WHAT YOU NEED TO DO:

- ✓ Provide HVA with information about the organisation and its employees to enable us to set up and maintain accurate data
- ✓ Supply details of hours worked, holidays, absence etc. to enable us to calculate pay entitlement
- ✓ Make the payments to your employees
- ✓ Make monthly or quarterly payments to HRMC in respect of tax/NI due on the basis of information that we supply
- ✓ Make payments in respect of other deductions to pension companies etc.

Auto Enrolment (Pensions)

Ask for an individual quotation in respect of setting up a new pension scheme or dealing with the Pensions Regulator. We can provide advice and/or practical support according to your individual requirements.

(Last updated April 2018)

Payroll Service



*A service for the Voluntary & Community Sector in East Sussex offering a professional solution to meeting PAYE obligations including the reporting of **Real Time Information (RTI)***

*plus support with your **Workplace Pensions (Auto Enrolment)** responsibilities*

Hastings Voluntary Action
Jackson Hall, Portland Place
Hastings, TN34 1QN

Please ask for Keith Miller

Tel: 01424 444010
E-mail: payroll@hvauk.org

[http://hastingsvoluntaryaction.org.uk/
service/payroll-pensions](http://hastingsvoluntaryaction.org.uk/service/payroll-pensions)

This service is ideal for organisations who do not have the capacity or expertise to operate a Payroll function in-house, or those who need to make the most efficient use of staff time by outsourcing payroll.

We provide a professional and efficient service run by friendly and experienced staff.