

Payroll Services

Why outsource your payroll?

Focus on the core activities of your organisation instead of administering your payroll, which can be time consuming, costly and burdensome.

When payroll is done in-house, you need to:

- Recruit, train and manage payroll staff
- Purchase software packages and technical support to keep them up to date
- Keep up to date with complex and ever-changing legislation
- Set up payroll procedures
- Pay the wages of your payroll staff

You will **save time and money** by outsourcing. It will release time to allow your employees to concentrate on the core activities of your business.

You will not have to worry about HM Revenue & Customs (HMRC) and The Pension Regulator compliance and penalties.

Your payroll will be **taken care of** by our team and you will always have cover for sickness, holidays and other unexpected absences. Outsourcing also assures the **confidentiality** of your payroll information.

Payroll services to help you

We handle payrolls of all sizes from single employee upwards and can process them on a weekly, fortnightly, four weekly, monthly, quarterly, six monthly or annual basis.

Core Payroll Processes

- Setting up PAYE registration for your organisation if you are employing staff in the UK for the first time
- Dealing with joining and leaving employees
- Calculating and administering records for PAYE, NIC, and all statutory payments
- Provision of draft payroll reports for checks and approval prior to payment
- Producing secure, customised payslips (including ePayslips) and standard reports
- Providing hard copy or electronic annual P60 forms and end of year administration
- Making salary payment directly to your staff (Chiene + Tait is a Bacs Approved Commercial Bureau)
- Complying with Real Time Information including Full Payment Submission and Employer Payment Summary administration
- Dealing with Pension Auto Enrolment requirements
- Making payments of PAYE/NIC to HMRC
- Dealing with HMRC communications
- Directors remuneration and compliance with the related National Insurance legislation

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Additional areas of assistance

- Allocating costs of percentage or fixed amounts across departments/cost centres
- Reports tailored to your requirements
- Exporting payroll data in various electronic formats e.g. Excel or PDF
- Providing wages journal entries
- Making payments to third parties such as pension providers and for attachment of earnings orders
- Providing up to date advice on legislative requirements
- Dealing with HMRC compliance checks/visits
- Accessing our support team to overcome any in-house emergency staff shortages
- Conduct payroll reviews to improve delivery of input and information
- Record holidays and sick leave absence
- Termination pay calculations

What will Chiene + Tait offer you?

An experienced and friendly team

- Trained in all aspects of payroll administration
- Who has a strong track record of service delivery
- With enhanced expertise thanks to our in-house specialists in tax and financial services

A dedicated contact

- Dealing with day to day payroll matters and one-off queries
- Offering a tailored and flexible approach
- Providing continuity and a full understanding of your needs
- Provide ongoing support

An excellent quality service

- Accurate
- Compliant
- Confidential
- Utilising cutting edge payroll technology

Added value

The team will pro-actively pick up on issues before they become a problem for your organisation and can refer you to one of our specialist departments such as Tax, VAT, Audit, Business Support and IT consultancy.

Pension Auto Enrolment service

Our service includes the assessment of employees for Auto Enrolment and Re-Enrolment purposes.

General Data Protection Regulation (GDPR)

Our processes are fully GDPR compliant.

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