

# Managed Payroll Services



**PAY** *plus*<sup>®</sup>

## Managed Payroll Services

The Payplus Managed Payroll Service is ideal for businesses and organisations who wish to completely outsource the management of their payroll administration. This service is specifically tailored to meet each individual client's requirements.

Transition to the Managed Payroll Service could not be easier. We take full control of the import of your existing payroll data from your current payroll system into our own systems. In order to do this we ask you to provide the information in a pre-defined format.

**Once the timetable for delivery of payroll data is agreed clients using our Fully Managed Payroll Service can expect the following:**

- Production of sealed payslips or e-payslips
- Production of standard reports – paper or electronic format
- Production of P45's
- Posting and/or emailing of payslips, P45s and reports
- Transmission of Bacs payment files
- Compliance with payroll legislation including all RTI data transmissions
- Secure off-site data backup
- Provision of support for queries
- Advice provided by fully qualified and highly experienced payroll advisors

In addition to the above payroll processes we also take care of your year end procedures and processing. This includes the production of your employees P60 and electronic filing of RTI year end information to HM Revenue & Customs on your behalf.

**On Time. Every Time. No Problem.**

## Bacs Bureau

Payplus is a Bacs approved bureau. This enables us to make payments on your behalf easily, securely and cost effectively, assured in the knowledge that as an approved bureau we meet the meticulous quality requirements demanded by Bacs.



## Pensions Automatic Enrolment

Pensions Automatic Enrolment has been introduced by the government as a way of addressing the problem of the large number of people in the UK who have made no pension provision. Auto enrolment, as the name suggests, automatically enrolls employees who either don't bother with or haven't got the option of enrolling onto their employer's pension scheme.

Even though small and medium sized businesses are joining the process according to a timetable it is still important that you, the employer, are prepared for the changes that this will bring.

**At Payplus the combined payroll and pension administration process comprises:**

- Ensuring employees are automatically enrolled into a pension scheme
- Management of 'opt-ins' and 'opt-outs'
- Letters sent to employees explaining the arrangements
- An audit trail of employee communications
- Employee and employer pension contributions calculated and deducted from enrolled employees based on contribution rates and pay levels
- Maintenance of payroll records for each qualifying pension scheme and employee
- Reports of contributions and scheme opt-ins and opt-outs sent to the pension scheme providers

## Online Human Resources

If you wish to take the chance to implement an online system that not only deals with your Pensions Automatic Enrolment obligations but also your whole HR administration and management then this can also be made available.

# About Payplus

Payplus has over 40 years of experience as a payroll bureau and is now one of the leading payroll outsourcing and payroll processing providers in the UK. Having combined with the existing Virtual Business Source bureau in 2008, our friendly qualified staff provide a full range of payroll services including outsourcing and payroll processing at realistic and cost-effective prices.

Payplus provides easy, friendly and efficient UK payroll outsourcing and processing services for businesses and organisations of all sizes.

We have clients from a wide variety of UK organisations, service providers and manufacturers. The proof of our capability is the fact that our clients grow and stay with us year on year. Our motivated payroll teams ensure a high quality personalised relationship where your point of contact will be with specific members of the team. This leads to increased consistency and peace of mind.



## What our customers say...

*"Payplus provide us with an efficient and faultless service and we would have no hesitation in recommending them to anyone."*

*"Payplus provides the perfect payroll service for my business."*

*"We have used the Payplus payroll services for a number of years. They are always able to meet deadlines and they have successfully managed our monthly payroll, PAYE, P60's, End of Year returns and P11D's, enabling our management to concentrate on their own jobs."*

*"We have been extremely happy with the approachability and professionalism"*

*"Payplus provide us with a reliable, efficient service for our payroll. After 6 years they have become an integral part of our team and will continue to be for the foreseeable future."*

*"Payroll made easy – thanks"*

**Payplus** (A trading division of Virtual Business Source Limited)

PO Box 501, The Nexus Building, Broadway,  
Letchworth Garden City, Herts SG6 9BL

NO OBLIGATION!

**Get a Free Quote**

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**0800 018 0590**

[www.payplus.co.uk](http://www.payplus.co.uk)

Call: **0800 018 0590** Email: [info@payplus.co.uk](mailto:info@payplus.co.uk)