

PAYROLL SERVICE

WEST SUSSEX



For employers who prefer not to handle payroll themselves, our dedicated payroll team can provide you with payslips and summary information for you to pay your employees and HMRC, ensuring compliance with all government requirements.

The payroll service includes:

- Registering you as an employer with HMRC
- Handling correspondence with HMRC
- Calculating employee hours every 4 weeks based on your input
- Ensuring compliance with statutory requirements (e.g. SSP, SMP, student loans)
- Providing payslips and payment summaries for employees and HMRC
- Submitting end-of-year returns online
- Keeping records in line with HMRC regulations
- Informing you of pension obligations and ensuring compliance with auto-enrolment
- Managing pension administration, including new starters, leavers, and contributions



At the end of each pay period, you must send us the following figures: hours worked, holiday taken, expenses and mileage (if agreed in your budget).

We will let you know when you need to get this information to us to ensure it is processed on time.



The payroll service has an all-inclusive price of £29.00 every 4 weeks.

This can be paid from your Direct Payment (providing it has been approved by the funder).



If you receive a Direct Payment from West Sussex, and they have approved a payroll service, you can sign up on our website PA Pages.

www.pa-pages.org