

# PAYROLL PLUS (EAST SUSSEX)



Independent Lives is a charity providing advice and guidance on to recruiting, employing and managing your own Personal Assistants (PAs).



We offer an established and comprehensive Payroll Plus service for people who employ PAs using a Direct Payment or self-funding.



Payroll Plus consists of a menu of three services which can be purchased together, or separately.

## SELECT FROM THE FOLLOWING:

1

### Payroll service

This includes:

- Registering you as an employer with HMRC for PAYE
- Handling communication with HMRC
- Calculating employee hours every 4 weeks based on your information
- Providing payslips and payment summaries for PAs and HMRC
- Ensuring compliance with SSP, SMP, student loans, and pensions
- Submitting end-of-year documents

2

### Banking administration service

This includes:

- Receiving Direct Payments into a dedicated account
- Receiving your assessed client contributions
- Sending bank statements to Social Services/NHS and a copy to you
- Making payments to suppliers upon receipt of invoices or receipts
- Paying employees and HMRC if you also use a payroll service
- Paying agencies, day centres, or activity providers as needed

3

### Information, advice and support on employing PAs

This includes:

- A clear step-by-step handbook on employing PAs
- Advice on budgets, payroll, insurance, PA training and more
- Access to PA Pages for you to contact PAs looking for work in Sussex
- Recruitment support - we advertise on a variety of websites
- Tools and templates for effective staff management
- Ongoing support for future recruitment or staff issues



# SERVICE COSTS

## Payroll

£31.90 every 4 weeks

## Banking administration service

£43.80 every 4 weeks

## Information, advice and support on employing PAs

£150 upfront payment (covers start-up and the first 12 weeks), then £24 every 4 weeks after

**FOR MORE INFORMATION, PLEASE CONTACT OUR  
ADVICE TEAM**



**01903 219482 (option 3)**



**[advice@independentlives.org](mailto:advice@independentlives.org)**