



► Payroll



Why payroll outsourcing could be the best decision you make today.



HR. EMPLOYEE BENEFITS. AUTO ENROLMENT.

What is outsourcing?

Businesses can outsource their whole payroll function or enjoy bespoke tailored service from an external provider that allows a company to focus on their own expertise.

Outsourcing payroll has become an option that many organisations are looking at after the introduction of RTI and automatic enrolment.

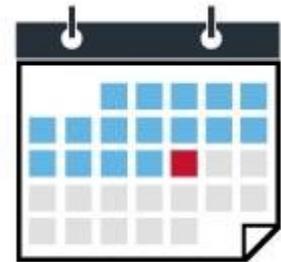
Are you ready for auto enrolment?

Given the complex nature this particular part of the government's Workplace Pension Reform and necessary speed to submit and turnaround RTI submissions to the HMRC, more and more businesses are looking at outsourcing their payroll.

There are specific duties that must be undertaken and completed and this must be done during every single payroll run.

With over 500,000 businesses staging during the 2016-2017 financial year, the numbers seeking support and advice about the legislative transition will increase considerably.

This has left more and more businesses considering outsourcing their payroll.



Why outsource your payroll?

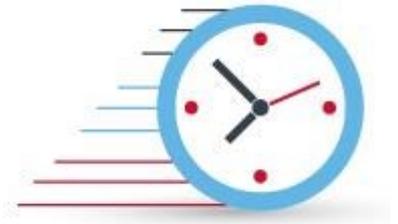
Outsourcing your payroll to an external service provider can bring a number of benefits to your organisation.

✓ **Minimise your automatic enrolment stress**

The biggest change to pensions coupled with the introduction of Real Time Information has forced businesses to re-evaluate their abilities and focus on payroll. Outsourcing your payroll means alleviating this burden of complex legislation

✓ **Save time**

Payroll is a vital cog in any business, but handling it can be a time consuming task. Outsourcing this to an external provider can free up time to be spent focussing on your business



✓ **Reduce your costs**

According to TotalJobs.com, the average salary of a payroll manager is £32,500*. When you add this to the cost of printing payslips, sealing machine expenses, implementing payroll software and the training costs involved with remaining up to date with legislation, outsourcing your payroll could save you a lot of money.

✓ **Utilise the expertise of experience payroll professionals**

Rather than having one or two members of staff running your payroll alone, outsourcing it gives you access to a much wider range of knowledge, experience and expertise from professionals who have spent years dedicated to payroll.

✓ **Improve efficiency**

Outsourcing your payroll gives you access to a huge variety of reports, specialised to suit your business needs. These can help in other areas of the business, streamlining your internal processes.

** Figure correct at time of print*

Why outsource your payroll to Ink?

The Ink team has over 30 years of combined payroll experience resulting in the delivery of a first class service. We ensure you are legislatively compliant whilst paying staff accurately and on time.

Employee Life Cycle

Ink is built on the principle that we want to support employers through the entire employee life cycle. We deliver services from the moment you need to on-board and new employee, through effective HR management, payroll, performance and appraisal, reward and ultimately through to separation.



Payroll management forms a very important part of the day to day management of your employees and the smooth running of your business.

At all times Ink is looking to free you up to do what you do best – run your business. At the same time we'll help you get the best out of your people.

Auto Enrolment specialist

As a Financial Conduct Authority (FCA) authorised financial services firm, Ink already has the specialist skills to manage your auto enrolment journey and put a great workplace pension scheme in place for you.



However when this is combined with our fully Auto Enrolment enabled payroll bureau it provides a genuine 'end-to-end' solution

Great technology

We use Iris *Earnie Executive* payroll software, a market leading, HMRC accredited payroll software which easily enables us to tailor your payrolls to your individual requirements.

Ink's Payroll service is committed to the online environment. We deliver all payslips, P60s and automatic enrolment correspondence to a secure online portal creating a fully digital payslip production and distribution service. Current and historic payslips are accessible via the portal or delivered to a Smartphone App (both Ios, Windows Mobile & Android).



Replacing paper payslips saves significant time and cost from the payroll process.

What are my outsourcing options?

You may only need some payroll services taken care of or you might prefer to outsource your entire payroll process.

Ink outsourcing options include:

Fully managed payroll service: Including payroll processing, payslip printing/email payslips/electronic payslips, BACS processing, Year End Service (including P11D production).

Payroll services: Payroll processing and production of BACS files for processing, a backup can be provided so that payslips or BACS files can be processed in house.

BACS service: Ink does not provide a BACS bureau service at this time.

Automatic enrolment: The Ink Payroll service can take care of all of your assessment and communication needs as well as pensions remittance files and we upload your employee's information directly to the provider. The following files are included as standard in our software: NEST (Contribution Schedule and Enrolling Workers), NOW Pensions v1.1, Standard Life Good to Go, Scottish Widows v3, Peoples Pension, Aviva (Joiners and Payments), Friends Life.

If your pension provider is not listed above, don't worry - bespoke pension files can be created upon request.

Payslip printing: Ink is an online paylips service. However, we are able to provide paper payslips if requested, however additional costs may apply.

Year End Service: This service includes: processing PAYE tax and NI payments, P60 production for employees, filing Employer Annual Return (P35 and P14s), filing expenses and benefits and production of the P11D and P9D forms.

P11D production: We can look after your P11D production, carrying out all calculations and submitting information online to HMRC.

Digital Payslips: You can utilise IRIS OpenPayslips with our managed service.



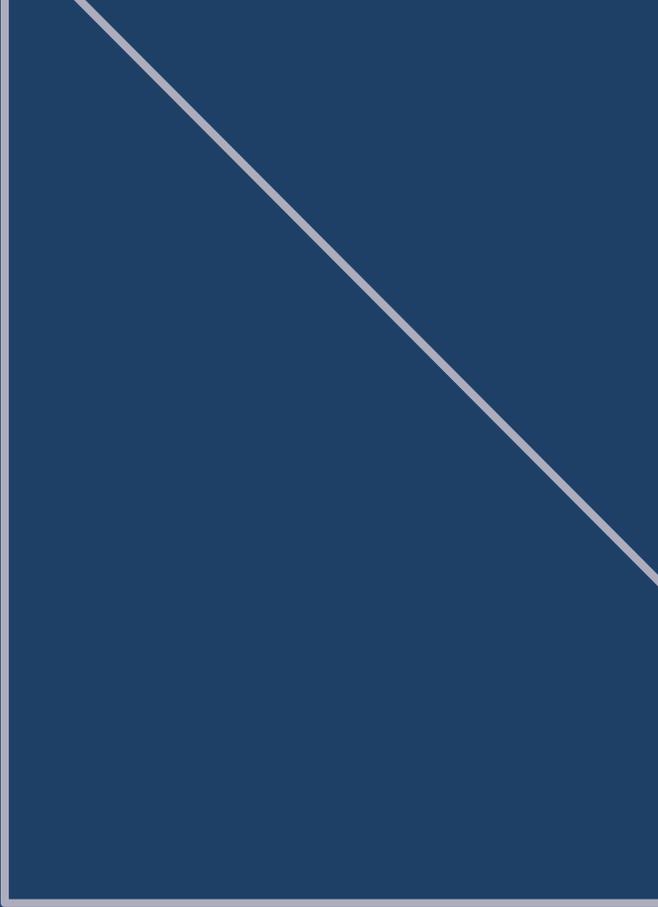
What to ask when choosing a payroll outsourcing provider?

It's important to know exactly what you want from an outsourcing provider before you begin your search for one.

The following questions should help you decide which provider is right for you.

- 1) What services do they offer?
- 2) Can I just outsource part of my payroll process?
- 3) Will they provide automatic enrolment support?
 - Assessment
 - Communications
 - Uploading information to Pension Providers
- 4) Will I have a designated contact?
- 5) Is the service run by CIPP qualified professionals?
- 6) What is the pricing structure? Are there any "hidden extras" for changes, new starters, leavers, etc?
- 7) What data protection measures do they have in place?
- 8) Do they offer bespoke reporting?
- 9) What is their track record with other clients?
- 10) Can they provide e-payslips?
- 11) Is the service based in the UK or overseas?
- 12) Do they have a high level of customer service?
- 13) How smooth will the transition be?
- 14) Are they Real Time Information compliant?





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