



About Us

Payroll Options was founded in 1991 by a board of four directors. Their aim from the outset was to provide a cost effective payroll solution, by simplifying the process of accurately paying employees.

Email us your payroll changes, we will process the payroll and upon completion, we will email you back your reports as password protected PDF attachments. As a BACS approved bureau, we can also pay your employees directly. Payslips are either made available online, or can be posted to you for distribution.

We consider our method of inputting payroll information to be unique, as at all times two people independently process each payroll. The information is cross checked at multiple points for any data discrepancies, so they can be corrected before the payroll is returned to you. This reliability of service not only reflects well on us, but also on our clients through their employees eyes.

Our payroll service guarantees compliance with payroll legislation and statutory requirements. We put time into training our staff, so that they will be up to date with the latest legislation. We are also members of the Payroll Alliance for more complex enquiries.

We put considerable effort into setting up a payroll correctly, so that any of our team can work on your payroll and you will not receive substandard or slow service if a member of our team is absent.

Included in the Cost

- Set up of your payroll
- Employee payment via BACS
- RTI submissions to HMRC
- All statutory requirements including Tax, NICs, SSP, SMP, SPP, SAP & Student loans
- A set of management reports
- Payroll data in a csv file
- Security payslips
- P45s
- Advice on Tax and National Insurance matters
- Mid-period calculations for new starters or leavers

Additional Services

E- Payslips – as well as employee security payslips we also offer an online payslip service, your employees will be notified by email when they have new payslip and will also be able to view historic payslips. This is charged at **£0.15** per payslip and **£2.50** service charge per

payroll. There is an initial set up fee of **£50** which includes adding your logo and company colours to the online portal.

Year End - is charged at one additional cost of your normal payroll charge which includes P60's for your employees

Auto Enrolment Assessment – we have developed our own Auto-Enrolment assessment tool, which will assess your employee's eligibility for Auto-Enrolment with each payroll and will automatically enrol any eligible jobholders, your payroll charge will increase by **5%** once you reach your staging date

To find out more please visit www.payrolloptions.com