

Payroll Update



Keeping you abreast of the latest
services and support available
from our payroll team

Many of our existing payroll customers have taken advantage of the option to have employee payslips emailed directly to employee email addresses. Building on the success of this service, we now offer clients a portal through which staff can access their payslips at any time, from anywhere.

What is OpenPayslips?

Developed by IRIS, our payroll vendor, IRIS OpenPayslips enables us to publish payslips, P60's and P11D's directly through a secure online portal.

Your employee's can then view their payslips at their leisure on a PC, laptop, smartphone or tablet.



What are the benefits?

Benefits to you, the employer	Benefits to your employees
Reduces your payslip distribution costs including printing, postage and processing costs	Provides employees immediate 24/7 access to their current and historic payslips
Eliminates the hassle and cost of producing copy payslips	No need to request replacements for lost or missing payslips
Reduces your carbon footprint	Increased speed of delivery of pay information
Quick and easy to setup with no software to install	You can print and reprint payslips as often as needed

Do all my employees have to register?

It is up to you as the employer to choose whether you extend the service to all employees and whether this is mandatory or voluntary.

If you offer the service, we require a minimum of 5 employees per payroll in order set up the facility. It is also important to remember that all of your employees you include in the service will need an active email address. This can either be a work or private email account.

We appreciate that in some industries and for some business owners, paper payslips will still be needed. We can continue to provide these in the usual way.

Want to know more?

If you have any queries about how e-payslips work, pricing options or would like to discuss setting up the service, please contact our payroll team and we will talk you through the process.

The arrival of auto-enrolment and staging dates for employers is well publicised. However, many business owners underestimate the scale of the staff communication responsibilities they must fulfil in preparation for auto-enrolment.

There are also a substantial number of activities and responsibilities that continue long after your initial staging which will require time and resource to execute.

Your local Haines Watts payroll team can advise you on these requirements should you continue to administer your own payroll but, if you want to eliminate the cost and risk, why not outsource your payroll to our experts?

Our payroll bureau use state of the art software with is HMRC accredited. Through the IRIS AE Suite we are able to:

- take care of the initial planning, including nominating contacts for your company
- set dates for key milestones
- set up the process and implementation
- manage the employee communication on your behalf
- manage your long-term responsibilities and communication

Supporting you after your staging date

After your specific staging date arrives you have four months to register with the Pensions Regulator. As part of this registration you will need to provide information verifying how you've fulfilled your employer's duties. This is just the beginning of your responsibilities as an employer.

Post staging

Monthly calculation, deduction and payment of employee contributions towards the scheme	✓
Manage pensions data and calculate your pension liability	✓
Provide regular reports and updates to the Pension Regulator	✓
Keep records of payslips, summaries and reports which will need to be submitted as part of your updates	✓

Future enrolment responsibilities

Re-assess your workforce: this needs to be done at certain thresholds like workers' 16th birthday, 22nd birthday or first day of earnings above £10,000.00	✓
Because AE is triggered by age and wage-related criteria, you will need to continuously keep track of changes to employees and have personalised action plans	✓
From each trigger date you have just six weeks to provide information to the Pensions regulator	✓

Re-enrolment

You must reassess your workforce every three years from your staging date



You must provide appropriate information on options to those eligible for re-enrolment and self-enrolment. There are strict guidelines on what constitutes sufficient communication



We are confident that our highly skilled and trained payroll team can save you time and money and provide you with peace of mind that your employee obligations are met and your employees are paid correctly and on time.



Contact Us

If you would like to discuss your payroll needs and obtain more detail about how we can help, please get in contact with Linda Bowley, Head of Payroll Services on 020 8464 5951.

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