

Trace Payroll Services

Outsourced Payroll Specialists

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Trace Payroll Services is a payroll service with a difference. Our emphasis is on a quality, accuracy and personal service all delivered using the latest technology.

There are no hidden extras when paying for your Trace Payroll service – just a named contact and team providing the service you need.

WHAT MAKES TRACE PAYROLL SERVICES SO DIFFERENT?

Trace Payroll Services is a well established and respected company with more than 30 years experience providing quality payroll services. All our staff are experienced payroll professionals who understand the complexities of current payroll processes and legislation.

The Trace Payroll service is efficient and cost effective. In fact we constantly assess, adjust and upgrade our payroll service to offer increased value to our customers.

The technology we use to run Trace Payroll Services is leading edge. Our **easipay plus** web based application handles all Payroll requirements and can be accessed securely anytime anywhere.

Our key difference however is the personal service we provide. Trace Payroll Services forms long-term partnerships with customers – we make sure we get to know our customers well and work with them. For each customer we tailor the Trace Payroll Service – matching exact requirements and not making customers change to fit in with how we work. Every customer has their own named contact at Trace Payroll Services – with a direct dial telephone number.

When we manage a Payroll we double check all data to ensure its accuracy. When measured, Trace Payroll Services payslip accuracy is >99.45% at first edit.

WHAT TRACE PAYROLL SERVICES USERS ARE SAYING:

Drive



Paul Manning, MD
Drive Vauxhall

"What appealed most was their emphasis on personal service and their focus on building relationships with their clients."

Antonia Johnston,
Head of HR
First Assist



"We previously used a partially managed service from another larger provider but felt like a small fish in a big pond."

HOW THE TRACE MANAGED PAYROLL SERVICE WORKS

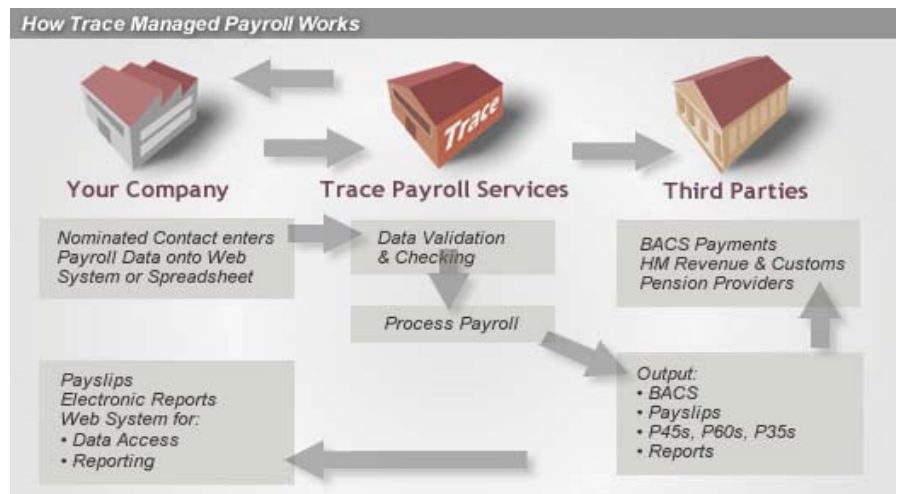
Trace Managed Payroll Service provides you with access to a team of highly skilled payroll specialists who complete all payroll related tasks to agreed schedules. Essentially, your team at Trace Payroll Services becomes your payroll department.

Each month your Trace Payroll Services team will:

- * Load all payroll input data, amendments and tax code changes onto the payroll system and will calculate any back pay and adjustments
- * Check the payroll output for accuracy and verify accordingly
- * Laser print payslips and produce extensive management and costing reports which are dispatched with any other payroll output for your internal distribution
- * Create the BACS transfer for payments and verify that it is processed correctly

Your Trace Payroll Services team will also:

- * Take over responsibility for liaison with HMRC for submission of year end data



- * Respond to any payroll queries raised by your Payroll Contact
- * Prepare all P45s, P60s, send P14s to HMRC, and answer all employee queries on P60s/P45s via your designated company payroll contact.

Your only responsibility for the payroll operation is to nominate a Payroll Contact who acts as the point of communication between you and Trace Payroll Services. Your Payroll Contact does not need to know anything about Payroll!

Your Payroll Contact just collates any amendments you may have to the payroll each month and sends them using **easipay plus** or agreed documentation to your named contact at Trace Payroll Services in accordance to an agreed schedule.

That's it – the professionals at Trace Payroll Services then take over and using their expertise and technology provide you with efficient and accurate payroll.

PERSONAL SERVICE

Trace Payroll Services keeps your Payroll personal – this is central to our service

We know that the easiest way to answer any Payroll query is to speak to a contact who knows you and your company personally. So from implementation through to your regular payroll processing, a team of professionals led by a named contact will assist you.

You will be advised from the outset of working with Trace Payroll Services of the name of the person who will be responsible for your Fully Managed Payroll service together with their direct dial telephone number. We want it to be easy for you to know what is happening with your Payroll service.

Your direct contact at Trace Payroll Services will be part of a dedicated small team who will all have a working

knowledge of your payroll (as they double check all data for accuracy).

The high level of personal service Trace Payroll Services provides ensures payslip accuracy levels >99.45% at first edit.

In addition to your named direct contact, a Trace Payroll Services section Manager will also constantly monitor the service provided to your organisation to maintain continuity of care. The role of the section manager includes conducting regular review meetings with you to ensure complete satisfaction with the Trace Payroll service, in addition to providing advance information on any new products and enhancements to existing services.

ACCREDITATIONS

Trace Payroll Services is committed to a quality led service and as a result we have the following accreditation:

ISO:9001



BACS Accredited Bureau



HMRC Payroll Standard



TRACE PAYROLL SERVICES STARTS WITH PROFESSIONAL IMPLEMENTATION

A Trouble free implementation is the start of your Managed Payroll service from Trace Payroll Services – as we make sure your requirements are clearly understood and met.

You will be able to liaise with an implementer at the evaluation stage to ensure that Trace Payroll Services can meet your payroll requirements within proposed time scales and any other technical constraints.



A dedicated implementer is then assigned to your organisation from the beginning who will already have knowledge of your requirements from consultations that took place while you evaluated the Trace Payroll service.

How the Trace Payroll Service implementation process works

Your Trace Payroll Services implementer will call you to plan your managed payroll service implementation – they will:

- * Discuss payroll data and set-up requirements
- * Set up a comprehensive customer profile
- * Offer consultancy for your managed payroll service
- * Provide an implementation plan & timetable

The implementation plan you agree will contain all the necessary steps required to take your payroll forward to live processing with Trace Payroll Services. We then talk with you on a regular basis during the implementation process to ensure that you are kept up-to-date.

When your first live payroll run is completed, your implementer will carry out a detailed check of all aspects of your payroll run to confirm that everything is running smoothly.

This is how we manage trouble free implementations of Trace Payroll Services.

WHAT IS THE COST OF TRACE PAYROLL SERVICES?

Trace Payroll Services is priced according to a number of factors such as the number of employees you have, the complexity of your payroll, how often your payroll is run, and from how many locations etc. Therefore it isn't possible for us to 'publish' prices, as for each customer the cost will be different.

However we can say with confidence that the cost of Trace Payroll Services is typically much less than running your own payroll in house or using a bureau.

To find out the cost of outsourcing your payroll, go to www.tracepayroll.com/quotation or call 01372 825151

WHY IS TRACE PAYROLL SERVICES BETTER VALUE?

When you actually look at all the costs associated with running your own payroll or using a bureau you will start to realise the real price...

You need to consider not just the cost of your payroll software and staff but also overheads, holiday cover, recruitment costs, training, software maintenance and upgrades, IT

support, hardware needed, stationery, etc.

When you outsource your entire Payroll process to Trace Payroll Services all these costs are included. So not only it is better value to use Trace Payroll Services as there are no hidden extras but you can also budget easily for the cost of running your payroll.

WHAT TRACE PAYROLL SERVICES USERS ARE SAYING:

Martin Barkwith
St. Francis
Hospice



"We had excellent support from Trace's implementation team throughout the process."

"We are delighted with the quality and flexibility of the management information and reporting capabilities available to us."

Stephen Smith,
Financial Controller
Satchwell Control
Systems



"Trace gives us a personalised, flexible service tailored to fit our organisation."

Mike Lally,
Finance Director
Centaur Media plc



"All along the way we were introduced to Trace staff we felt we could trust, that we felt we were competent and that we felt we could work with."

Angela Farmer,
Global Compensation
and Benefits Manager
Bookham Technology



"We were very impressed with both the service and level of accuracy."

"Trace is customer focused and employs people who are approachable and friendly."

COMPARE RUNNING YOUR OWN PAYROLL WITH THE SERVICE TRACE PAYROLL PROVIDES:

Here are all the activities and requirements you have to manage if running your payroll in-house that the Trace Payroll Service includes:

- Payroll Software Maintenance and Upgrades
- Legislation changes to Payroll software
- Disaster Recovery Solution for Payroll
- Payroll Expertise
- Payroll Setup and Control File
- Validate P45s, check figures and forward to HMRC
- Forward P46s for new starters to HMRC
- Validate Bank sort codes
- Activate correct NI codes
- Calculate manual payments
- Check that upper and lower parameters for net pay are not exceeded
- Ensure deductions do not result in negative payment
- Validation of Payroll input
- Reconciliation of payroll to Yellow Book (2 p.a.)
- Filing and Archiving of data
- Run edits before running Payroll
- Recover outstanding loans or deductions from final payments
- Handle salary increases/decreases, both bulk and one-off
- Handle personal data changes
- Handle overtime and timesheet data
- Administer Court Orders
- Deduct Pension contributions and AVCs if applicable
- Operate deductions for non statutory items
- Calculate and pay holiday pay, SSP, SMP, SPP and SAP
- Process Payroll and produce Output
- Print Payslips and P45s
- Print Standard Reports
- Send Payslips, P45s and Reports to 1 site
- Pay employees by BACS
- End of Year Processing (P60s, P14s and P35s)
- EDI HMRC In-year forms
- Control File changes
- Deal with HMRC
- Deal with third-parties

Optional

- Produce P11Ds
- Pay Tax and NI Disbursements
- Pay Other Disbursements
- Employee Help Desk



About our web-based Payroll management application:

easipay plus is a powerful, yet easy to use web-based application. It will help you to streamline the internal processes associated with running your Payroll — this ultimately reduces your costs.

Key features of easipay plus are:

- * **It's web-based:** you can access your Payroll data securely online anywhere, which means that there are no IT overheads, all you need is internet access
- * **It's easy to use:** point and click design means that minimal training is required to use the system
- * **Manage all of your key payroll functions in one place** i.e. Starters and Leavers, salary changes, enter variable data, etc.
- * **Absence management is included:** with comprehensive recording and reporting including Bradford Factor. Sickness monitoring is also built in to the system.
- * **Powerful workflow technology** gives automatic notifications of key diary events, for example end of probation periods, work permit expirations, etc.
- * Optional **employee self service access** is available
- * Optional **fully integrated HR module:** a flexible HR management solution that allows HR and payroll information to be shared.

Find out more about Trace Payroll Services

For more information about Trace Payroll Services, how the managed payroll service works, a calculator to work out the savings you could make by outsourcing, case studies of companies already using the service, details of the software used to run the service and latest news, please visit our website www.tracepayroll.com

You can request a no obligation quotation for your company from the website www.tracepayroll.com/quotation or call us today on 0845 873 5619

Trace Payroll Services

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Service Guarantee



We're so confident you'll be delighted with our Payroll Service that we offer a no quibble cancellation policy if you don't agree.

We allow any new customer to cancel their Payroll service in the first 6 months* with no questions asked.

Our professional implementation, along with our highly experienced Payroll professionals, gives us the confidence to offer this Service Guarantee.

**we just ask for 3 months' notice during the first 6 months if you no longer want to use our Payroll Service.*