



Trace Fully Managed Payroll Service

Outsourcing your payroll reduces the stress of running your payroll. A fully managed payroll service is the most efficient and cost effective way to manage your payroll.

Running your payroll in-house means you have to:

- * Keep up with legislation – this takes time for you to research and check (the onus is on you to be legal and correct after all)
- * You need to upgrade and pay maintenance on your payroll software – with annual charges and the need to involve IT this takes time and costs you money
- * IT support from your own department and that of your payroll software provider uses up more time and costs
- * You have to provide your own IT hardware – Printers, PCs, IT department support time to keep them working...
- * Backing up your payroll information system regularly, making sure you have good security and have an active disaster recovery plan in place, all takes time!
- * Of course there are also staff costs – training, time spent on administration and payroll filing, not to mention holiday, sickness and other leave to cover; recruitment costs should also be considered
- * Actual costs of your payroll stationery requirements shouldn't be underestimated either – payslips, envelopes, paper for reports, printer cartridges...it all adds up
- * Outsourcing to a payroll service is the simplest, most efficient and most flexible way to manage your payroll

The Benefits to your organisation of outsourcing your payroll are:

- * You know all costs in advance – this makes budgeting simple
- * You save time and money – use our cost calculator to work out how much you can save with outsourced fully managed payroll from Trace Payroll Services
- * There is no administrative burden that is associated with managing your own payroll
- * You don't need to worry about changes in payroll legislation and statutory requirements – these are accounted for as part of the outsourced service
- * You avoid dealing with HM Revenue and Customs and other government agencies
- * There are no IT and training costs of running your own payroll department and you don't have to rely on your IT department for support
- * You have no need for any capital expenditure – no software, or hardware to buy
- * You don't require any payroll expertise
- * You avoid the inconveniences and costs of covering payroll staff on leave – either unplanned (sickness) or planned (holiday) leave can mean you need to organise cover
- * Confidentiality, processing accuracy and meeting payment deadlines are prerequisites of outsourced payroll provision
- * All standard, or company specific reports are designed to meet your organisation's exact requirements now and in the future
- * You have peace of mind knowing that every aspect of your payroll is being taken care of by professionals

The following page shows the key differentials between the **Trace Fully Managed Service** and running your payroll in-house.

	In-house Solution	Fully Managed
Payroll Software Maintenance and Upgrades	Customer	Trace
Legislation changes to Payroll software	Customer	Trace
Disaster Recovery Solution for Payroll	Customer	Trace
Payroll Expertise	Customer	Trace
Payroll Setup and Control File	Customer	Trace
Enter monthly Payroll data	Customer	Trace
Enter Joiners and Leavers	Customer	Trace
Validate P45s, check figures and forward to HMRC	Customer	Trace
Forward P46s for new starters to HMRC	Customer	Trace
Activate correct NI codes	Customer	Trace
Calculate manual payments (at an additional charge)	Customer	Trace
Check that upper and lower parameters for net pay are not exceeded	Customer	Trace
Ensure deductions do not result in negative payment	Customer	Trace
Validation of Payroll input	Customer	Trace
Reconciliation of payroll to Yellow Book	Customer	Trace (2 p.a.)
Filing and Archiving of data	Customer	Trace
Run edits before running Payroll	Customer	Trace
Recover outstanding loans or deductions from final payments	Customer	Trace
Handle salary increases/decreases, both bulk and one-off	Customer	Trace
Handle personal data changes	Customer	Trace
Handle overtime and timesheet data	Customer	Trace
Administer Court Orders	Customer	Trace
Deduct Pension contributions and AVCs if applicable	Customer	Trace
Operate deductions for non statutory items	Customer	Trace
Calculate and pay holiday pay, SSP, SMP, SPP and SAP	Customer	Trace
Process Payroll and produce Output	Customer	Trace
Print Payslips and P45s	Customer	Trace
Print Standard Reports	Customer	Trace
Send Payslips, P45s and Reports to one site	Customer	Trace
Pay employees by BACS	Customer	Trace
Pay Tax and NI Disbursements	Customer	Optional
Pay Other Disbursements	Customer	Optional
End of Year Processing (P60s, P14s and P35s)	Customer	Trace
EDI HMRC In-year forms	Customer	Trace
Control File changes	Customer	Trace
Deal with HMRC	Customer	Trace
Deal with third-parties	Customer	Trace
Handle queries from Employees	Customer	Optional
Produce P11Ds	Customer	Optional