

# OUTSOURCED PAYROLL SERVICE



## A flexible, personal and risk-free payroll outsourcing service with optional pension management

We consider ourselves the experts on this with over 50 years of experience in the legal industry handling over 6,000+ monthly payroll calculations for more than 700 clients with various challenges and needs, which we have fully supported.

Provides payroll services to over 700 individual companies each month. Processes payrolls on behalf of over 7,500 different individuals each month. Assesses and uploads over 6,000 pension contributions covering 10 different pension providers each month. Processes, checks and sends over £65,000,000 worth of salary payments each year on behalf of our clients, using the Bacs system.

### WHY OUTSOURCE YOUR PAYROLL?

#### Automate processes

We perform over 6,000 payroll calculations monthly, so we know how to handle your salaries. With our streamlined approach to periodic and annual payroll procedures, we'll manage your payslips, tax including PAYE, pensions, paperwork, inspections and reports.



#### Avoid payroll headaches

Say goodbye to the minefield that is PAYE, RTI and AE by outsourcing your payroll to a team that understands the true benefits of accurate payroll management.



#### Enhance accuracy

Avoid mistakes without internal audits and controls. We ensure everything is checked and verified prior to submission and comply with the latest HMRC legislation and RTI online submission requirements.



#### Tailor to your needs

Adjust your payroll requirements in correlation with your staffing levels for optimum results with a fully flexible service that can be personalised to the demands of any organisation, no matter its size or sector.



### WHICH OPTION IS BEST FOR YOUR BUSINESS?

#### PAYROLL ONLY

Complete payroll management service to accommodate any payroll cycle, any organisation, any size and any sector.

#### MOST POPULAR

#### PAYROLL AND PENSION

Add-on pension management support to cater for individual employment policies in line with auto enrolment reform.

#### WHITE LABEL PAYROLL

Accountancy practices can use our white label service for comprehensive outsourced support or as an overflow.

## I HOW IT WORKS

Our Liverpool-based, Bacs-approved payroll bureau is home to our Chartered Institute of Payroll Professionals-accredited payroll clerks.

When you outsource to us, we assign you a named payroll clerk who'll work with you in the same way as your regular employees.

You'll rely on your payroll clerk to alleviate the burden of payroll and pension management, and associated compliance - so that your business operates smarter.

Find out more about our payroll team at [www.quill.co.uk/payroll](http://www.quill.co.uk/payroll).



## I SAVE TIME, MONEY, WORRY AND HASSLE - OUTSOURCE YOUR PAYROLL TO QUILL

**Free up your time** - let us manage your payroll, so that your internal resources can focus on productive and profitable activities that are beneficial to you.

**Reduce costly overheads** - pay an affordable monthly fee instead of recruitment, training, salary, IT equipment, software and office space costs.

**Enjoy continuous support** - in a climate of unpredictability, plan for business continuity with uninterrupted service levels, 99.5% system uptime and regular data backups.

**Pay your salaries and pensions on time** - our team handles Bacs transfer of salary payments securely and timely, while uploading pension contribution data and liaising with pension providers.

## I CLIENT PRAISE

"We set up our pension scheme with Nest and authorised our Quill payroll clerk to do the rest. Quill sorts out our pension contributions and advises of any changes, assuring absolute compliance with stringent pension rules throughout."

**Nick Timmings, Partner, Petersfields LLP**

"With Quill, you don't get a rigid one size-fits-all service. It can change and flex as your business evolves. There is no better future-proofing promise than that."

**Jay Bhayani, Employment Solicitor & Managing Director, Bhayani Law**

"Our payroll clerk is proficient at handling any late-in-the-day, salary-related adjustments, such as additions or deductions, and will do whatever it takes to ensure our payroll's processed on time, every time."

**Milton Andreou, Solicitor, AK Law**

"Quill manages our ever-changing payroll, complicated pensions, end-of-year tasks and ongoing legislation updates. The service comes highly recommended."

**Simon Turton, Practice Manager, Sefton Park Medical Centre**