

WHAT'S NEW

NEW PAYROLL SOFTWARE

From April 2020 onwards, we will be moving to new smarter payroll software. New Online access for you and your employees, updated reporting, enhanced functionality, holiday balances

Look out for communications on enhancements soon

WE DID IT

epayrolluk Ltd - we care

Total raised
£575.00
+ £103.75 Gift Aid



Watch out for our 2020 Fundraiser

epayrollUK Ltd Rates

Due to continued increases in post and other costs, we are forced to increase our charges. From the 1st April 2020, we are increasing our charges. Please turn over for the new rates. NB: the Annual Pension Invoice is now included in the monthly fees.

NATIONAL LIVING WAGE

From April 2020, the National Living Wage (NLW) for workers aged 25 and above will increase to £8.72 per hour. Anyone that is not already paying £8.72 for 25 and over, will automatically be increased from the April 2020. For more information please visit

<http://www.minimum-wage.co.uk/>

PAYING HMRC

It is important that payments to HMRC are made on time as they charge Penalties and Interest on late payments. If you make your own payments, please ensure that these payments are planned in.

WORKPLACE PENSION – AUTO-ENROLMENT

Pension is legislation and applies to everyone, **even if you don't have anyone to enrol into a pension scheme.**

PAYROLL INFORMATION

- ◆ **PAYDATES** – Pay by latest date on Payslip
- ◆ **CHANGES** – Tell us when you know or as soon as possible
- ◆ **CHANGE OF BANK DETAILS** – Remember to let us know
- ◆ **DEADLINES/CUTOFF**
 - Monthly Set – 15th of each month
 - Monthly Timesheets – 22nd of each month
 - 4 Weekly – please see your Payroll Processing Timetable
 - Others – As agreed
- ◆ **NB CHRISTMAS DEADLINES ARE EARLY**
- ◆ **HOLIDAY** – remember to plan this in – it cannot be carried over to the next year or paid out
- ◆ **STATUTORY PAYMENTS** – contact us for SSP or SMP
- ◆ **RIGHT TO WORK IN THE UK** – make sure you are checking <https://www.gov.uk/check-job-applicant-right-to-work>

From ours to yours.....

Thank you

for your support in the past year.
We continue to look for ways to make
Payroll easier and smarter for all



EPAYROLLUK LTD CHARGES 1/4/2020 (Including VAT)



NO. EMPLOYEES/FREQUENCY	AMOUNT	COMMENT
Self-Managed * Rates include Annual Pension Charge		
1 - 4	£16.68 per run	This is a payroll run service only. The payroll is run and sent to the client/Brokerage. The client/Brokerage makes all the payments (Including PA's/HMRC/Invoices/Insurance). The client/Brokerage is also responsible for submitting their own monitoring to the Financial Body
5 - 8	£22.38 per run	
+9	£22.38 per run + £2.52 per additional payslip	
Self-Managed Direct Debit * Rates include Annual Pension Charge		
1	£15.30 per run	This payroll is run and the money collected via Direct Debit from the authorised bank account. Once the funds are received, we make the payments in agreement with the client (This includes PA's/HMRC/Invoices/Insurance). The client is responsible for submitting their monitoring to the Financial Body
+ additional employees	+£2.76 per employee	
Managed Care/Third Party * Rates include Annual Pension Charge		
1 - 4	£28.98 per run	This payroll is run and fully managed by epayrollUK. The Financial Body is authorised by the Client to send the funding direct to our client account. epayrollUK manages this account completely. (This includes payments to PA's/HMRC/Invoices/Insurance). epayrollUK is responsible for submitting the monitoring to the Financial Body on a Quarterly Basis
5 - 8	£39.78 per run	
+9	£39.78 per run + £2.76 per additional payslip	
My CareBank * Rates include Annual Pension Charge		
1 - 4	£43.20 per run	This payroll is run and fully managed by epayrollUK. epayrollUK makes a claim via My CareBank for funding and then manages this account completely. (This includes payments to PA's/HMRC/Invoices/Insurance).
5 - 8	£53.64 per run	
+9	£53.64 per run + £2.76 per additional payslip	
Adhoc Payrolls * Rates include Annual Pension Charge		
All (up to 4)	£28.98 per run	For Payrolls run when required. Any of the above Payrolls Options could apply.
Quarterly Payrolls * Rates include Annual Pension Charge		
Every Quarter (up to 4)	£28.98 per run	For Payrolls run Quarterly. Any of the above Payrolls Options could apply.
Starter/Leaver Payrolls		
Once Off	£26.58 once off + normal run charge	Payrolls that open and close within 3 months
NIL HMRC Submissions		
Per run	£7.68 per run	When a payroll has been set up with HMRC, even if there is no one on the payroll in a specific period, there is still a requirement to notify HMRC.
Admin- Duplicate Copies		
Per page	£3.30 per page	
Court Order Admin Fee		
Monthly	£1.00 per Court Order	Deducted from the employee
Monitoring/Quarterly Returns		
Quarterly	£18.90 per return	For Self-Managed option, some clients request that we submit the Monitoring to the Financial Body on their behalf
Managed Accounts		
Monthly Invoices	£12.90 per month	Client uses an Agency, but requests that epayrollUK manages the account from the Financial Body. The money is sent to epayrollUK and we make all the payments to the agencies.
Email Payroll with Posted Payslips		
To Client	Normal charge + £1.38 per run	If employees would like a printed payslip but the client doesn't have the facility to provide one
To Client Large Envelope	Normal charge + £2.46 per run	
To Employees	Normal charge + £1.38 per employee	
Workplace Pension - Auto-enrolment		
Start up Fee	£29.00 once off	Pension is charged on ALL accounts even if there is no actual pension scheme opened. There are legislative requirements even if there is no pension Scheme
Annual Management Fee	NOW INCLUDED IN PAYROLL RUN FIGURES	