

Guide No3

A SERIES OF GUIDES  
ON OUTSOURCED  
PAYROLL SERVICES



**FAST**  
SAME DAY SERVICE



**EFFICIENT**  
NO MISTAKES



**CONFIDENTIAL**  
SAFE AND SECURE

# PAYROLL SERVICE



## Payroll Bureau Services

Outsourcing a company payroll is a useful business tool as it saves the cost of employing staff, payroll software and associated resources. It also ensures that the company payroll is managed by experts whose job it is to keep on top of the ever changing rules and legislation.

At CWC Accounting Solutions we have perfected the art of becoming the virtual payroll department of over 100 clients and we always tailor our solutions to our clients' needs.

CWC Accounting  
Solutions Ltd has  
been providing  
outsourced payroll  
bureau services  
since 1999

# The Payroll Process

Whether you need a new payroll service or are switching from another provider or an in-house payroll, we import your employees and payroll information to date to provide a seamless transition.

We generally undertake one payroll run concurrently with your existing method, this is to ensure that you are happy with the service and we do this free of charge.

For new payrolls we set up the employer PAYE scheme and the Workplace Pension on your behalf.

You will let us know how you prefer to send your payroll data to us, perhaps an Excel spreadsheet or csv file, and the date you would like us to run the payroll. We aim for a same day service if the data is sent to us at the start of business or end of business on the previous day.

We manage the pay calculation, including pension contributions and all statutory payments and deductions.

We will keep you updated on our progress during the day and will query any anomalies that we find.

We process the payroll and send the initial reports for you to check.

Our reports are comprehensive and can be tailored to your needs, with unlimited pay variations and departmental codes etc.

When you authorise the payroll, we provide payslips, and if required we make payment of the net pays to your employees on receipt of a transfer of funds from your business to our client account.

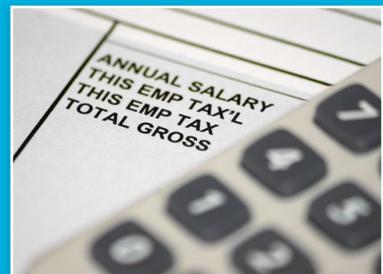
We provide you with a PAYE remittance report and can pay the PAYE liabilities to HMRC on your behalf.

To maintain confidentiality we will only speak to one or two named individuals within your company and payslips are emailed to your staff individually (payslip copies are made available to your company).

We are experts in PAYE regulations and statutory payments and will provide unlimited advice and support to your business.

**Call us on 01268 745808 for more information and an informal chat about your requirements.**

## CWC Accounting Solutions Ltd



Outsourcing is the business practise of contracting with a specialist company to perform services which would usually be performed by the business' own employees, reducing business costs and freeing up resources.