

## HANDY GUIDE

### Payroll – First Time as an Employer?

#### PAYROLL

If you haven't employed anyone before don't worry, we can help you through the sometimes complex world of payroll, whether you are based in the UK or Isle of Man.

If you have someone who works for you on a regular basis then you need to register as an employer. We can help you to register as an employer, and provide advice and guidance to ensure you are complying with legislation.

Running your own payroll can be time consuming and complicated, particularly with the ever increasing complexity of taxation and employment legislation. There is an increasing burden on business to comply with these issues and non-compliance can lead to substantial penalties.

Our service is comprehensive and confidential and includes:

- computer generated payslips
- administration of PAYE, national insurance, statutory sick pay, statutory maternity pay, etc
- administration of starters and leavers
- completion of statutory forms (including year end returns)
- summaries and analysis of staff costs
- administration of incentive schemes, bonuses and ex-gratia termination payments.

Even if you only have a few employees, you will make savings by engaging us to administer your payroll

You simply advise us of the monthly salary or hours worked per employee, and we will process the payroll producing computer generated payslips and employer reports. We will also administer starters/leavers, and complete all year end reporting.

#### Contact us:

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