

Payroll System

We will running your payroll each month. This is our standard system for payment to employees 28th/last working day of the month. If you require tweaks to this please advise for your personalised system details.

20th of each month

Payroll changes request sent out

We will send out an email requesting all changes to payroll. Please confirm any changes by the 22nd of the month.

ACTION POINT - CLIENT:

Confirm any payroll changes

! Consequence Management

If we do not receive changes by the 22nd of the month we will assume there are no changes and all details we hold are correct and run the payroll. Any changes received after we have run the payroll will result in extra work, and may attract an additional fee.

by the
25th of each month

(or first working day after if 25th is a weekend/Bank Holiday)

Payroll run

- We will run payroll and email over the payments required for employees, HMRC & your pension company.
- Payslips will be available on the app for all employees.
- We will have also filed the Pension return with your pension company as required.

by the end of each month

Make Payments to Employees

Payments to be made to employees in accordance with your payment date policy.

ACTION POINT - CLIENT:

Payment made to employees

1st of next month

NEST Payment confirmed

We will confirm the payment required with NEST.

by the
19th of each month

Pay your PAYE liability

Make payment to HMRC as required - this payment should be diarised to ensure you meet the deadline.

ACTION POINT - CLIENT:

Payment must be made by the 19th of the following month

! Consequence Management

If payment is not made to HMRC in time, you will be fined, and interest will be incurred until payment is made.