

# Zebra

PAYROLL SERVICES



# You run the business...

Whether you are an established business or just starting out, looking after your workforce is the key to success.

Managing your payroll can be time consuming, costly and can divert unnecessary management time and resources. So the option to outsource to a specialist payroll provider is often a welcome relief.



# ...We run the payroll

## Why outsource your payroll?

- No expensive software purchases.
- HMRC deadlines guaranteed.
- Peace of mind that PAYE regulations are being adhered to.
- Direct access to experienced payroll staff.
- Keep up to date with changes to regulations, tax rates and allowances.
- No costs for employing in-house payroll staff.

## Why outsource to Zebra?

- You will be allocated a dedicated account manager to oversee the transition of your payroll to Zebra.
- We will run parallel payroll to ensure seamless transition prior to taking over your payroll.
- We will tailor our service to your requirements.
- We will work to your deadlines and specifications.
- No tie-ins or hidden charges.
- Competitive rates for the service you require.



## What is included in our service

Our service will always include the following, which covers the basic requirements of any payroll:

- Data entry of checked and authorised data.
- Payroll processing of salary, bonus and other payroll elements.
- All statutory requirements including PAYE, NIC's, SSP, SMP, SPP, SAP & student loans.
- Real Time Information reporting in line with HMRC requirements.
- Advice on Income Tax and National Insurance matters.
- Processing of salary increases and decreases, holiday pay, overtime, sick pay, maternity and paternity pay.
- Processing of starters/leavers, including P45's.
- Standard management reports.
- Secure off-site data backup.
- Payslips (e-payslips or paper payslips).
- Set-up and mid-period calculation of pay for new starters.
- Year end submissions to HMRC and production of P60's.



## Optional services

- Paper security payslips.
- Payment to employees following receipt of funds from client.
- HMRC PAYE and NI payments following receipt of funds from client.
- Pension scheme - enrolling new members onto your online portal.
- Pension scheme - uploading contributions to your online portal.
- Ad hoc requests.

## Our charge to you

- Our charge will be based on the amount of work that we do for you.
- We will ensure that there are no hidden charges by providing you with a comprehensive quote including any additions that your payroll may require giving you a clear indication of costs before you join us.
- The base charges will be based on the number of workers you have and the pay frequency.
- We will then provide you with details of additional charges (for example calculation of Statutory Maternity Pay) or one-off charges (for example bespoke reports) that we make for non-standard, annual processing or one-off services.



## Getting started with us

- One of our payroll representatives will discuss your requirements in detail and will provide you with a service proposal, including a comprehensive breakdown of fees.
- We can come and visit your office to talk you through the transition process, establish exactly how you want to work and the deadlines you require.


## Transfer your payroll to us in just 4 simple steps

1. You provide us with your company and HMRC details (we will send you a list of what we require).
2. We will then apply for HMRC agent authorisation which allows us to run your payroll and to speak to HMRC on your behalf if necessary.
3. In order for us to “parallel-run” or carry out a test run, we ask you to provide a copy of the most recent payslips and reports for your payroll.
4. We will provide you with a list of employee information that we require or we can provide you with a standard template.

**On completion of the 4 steps we will agree a transfer date to go live with your payroll.**



Call us today  
to get started

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