

Payroll: Your Way.



aspen waite
PAYROLL SERVICES



Payroll: your way

Payroll is a fundamental part of every business, representing a large part of a company's expenses. In addition to the financial obligation a company has to its staff, it also needs to comply with tax and employment laws, pensions and processing statutory payments.

The term 'payroll' covers every employee who has regular wages or other earnings. Whether paid a fixed salary, hourly or based on the number of items produced - employees need to know they will be paid correctly and on time.

There is an increasing burden on employers to comply with legislation, such as the workplace pension scheme and national minimum wage. Non-compliance can lead to substantial penalties.

Ensuring you meet these obligations on time and within the law can help establish a company's reputation as a stable employer and avoid legal action from employees and other regulatory bodies.

Having used Aspen Waite's payroll services for the past 2 years, we really cannot recommend them enough. Carley & Liz are both so efficient and helpful. They really have made Payroll such an easy smooth process for our business, during a time in which we have gone through some important changes & growth.

Danielle Brice
Lettings Manager
Hunters Estate Agents

Payroll services for you and your business

Our fully managed payroll service provides as much, or as little support as you need, including:

- Setting up a payroll scheme
- Processing weekly, monthly, 4 weekly or fortnightly payrolls
- Providing payslips and e-payslips as needed
- Administration of PAYE, NIC and any statutory payments
- Real-time information (RTI) PAYE filing
- Preparation of End of Year Returns and providing P60s
- Processing starters and leavers
- Ensuring payroll is fully GDPR compliant
- Administration of Pension Schemes and any required reporting
- Construction Industry Scheme (CIS) Returns
- Keeping you informed about important changes to legislation
- Providing advice on PAYE and National Insurance matters



German Kraft have been working with Liz and Carley for over two years, during which time they have provided me with the best payroll service I have experienced as a manager.

As a team they have been informative and thorough at every turn. I can be incredibly slow and forgetful with submissions and information, but the pair of them are always patient and encouraging, often even anticipating my mistakes!

As Jim And Tonic and German Kraft grew closer and began working as a partnership, we moved the Jim And Tonic payroll over to Aspen Waite on the strength of the service provided to us by Liz and Carley. They take our non-standard set up in their stride and not only get the job done, but we have built a great relationship with them along the way.

Nash
Regional Manager

German Kraft Brewing Limited
Jim And Tonic Limited
www.germankraftbeer.com
www.jimandtonic.com

Thinking about outsourcing your payroll?

When considering outsourced payroll providers, it's important to make the right decision.

Here are some frequently asked questions.

Q How responsive and approachable are they?

A Having a dedicated point of contact who is ready to respond to any payroll query means they get to know you and your business inside out. At Aspen Waite, you will have an account manager who will deal with any queries and process your payroll. We're always happy to help, whatever the requirement.

Q Do they have suitable experience and expertise?

A A good payroll team has the expertise and experience to deliver a quality service, whether for 1 employee or 500. We have extensive knowledge of payroll and legislation. We use the latest software, understand legislation and reporting requirements, and provide a range of options to suit your business.

Q Will they save you time, money and effort?

A A payroll manager can be paid an average of £23k to £37k. Add in the cost of suitable software, setting up systems and work-flows, regular training, and other expenses, these costs add up quickly.

Outsourced payroll can absorb a lot of hidden costs associated with running payroll in-house, as well as freeing up time that could be better spent elsewhere.

Q Do they provide a range of flexible solutions?

A Every business has different requirements at different times. It is important to establish how flexible the service can be. If a new challenge or need arises, can the provider perform without compromising on quality.

The payroll team at Aspen Waite offers a fully managed payroll with a flexible approach, adapting to your needs.

Q Do they understand compliance and legislation?

A With ever-changing legislation, the importance of compliance can't be overlooked by you or your business. Remaining compliant can be difficult if your focus is spent on other areas of the business.

Legislation surrounding Real-Time Reporting (RTI), Automatic Enrolment, holiday pay, and statutory payments change. Failing to stay up-to-date can be problematic and costly, whether through penalties or upsetting staff.

Q Will they reduce risk to your business?

A A dedicated payroll team manage payrolls day in, day out. Their work-flows and processes are streamlined for efficiency, with appropriate systems for security and quality control which reduces risk to you.

From GDPR compliance, to ensuring payslips are distributed securely and in confidence, outsourcing your payroll reduces internal risk, improves security and helps your business avoid late-filing penalties or an enquiry from HMRC.

This is especially true if you don't have suitable resources in-house. Software and technology employed by a payroll professional are typically industry leading, secure and designed to do the job properly.

Why outsource your payroll?

The payroll function of a company can consume a large amount of time and resources, especially if it is processed by someone who does not have sufficient training or experience.

Processing payroll correctly is important as errors or irregularities may cause employees financial difficulty which can result in poor performance or them leaving, as well as creating additional work to correct. Late and inaccurate payroll could result in rumours about how the company is performing financially.

The administrative burden, coupled with legislation and compliance can make outsourcing your payroll a smart, cost-effective business decision.

What are the benefits?



Reduce and control costs



Improve company focus by freeing up resources



Streamlining/
Increasing efficiency



Up to date with current legislation



Flexibility



Secure data processing



Reduce the stress



Reliable

Still not sure if outsourcing is for you or your business?

If you're considering outsourcing your payroll, but aren't sure if it's cost-effective or will suit your business, ask yourself the following questions:

1. Do you feel confident with the legislation, and where to learn about future changes?
2. Does your current payroll solution seem ineffective, or is your business outgrowing its capability?
3. Have you found any errors in your payroll runs? If so, how frequently?
4. Are you relying on a single person to process payroll? What if they leave?
5. Have you received a fine from the revenue for late or inaccurate filings?
6. Do you know what your PAYE liability is so you can budget for it?
7. Does payroll take up a lot of time you could spend working on your business instead?



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I've been using Aspen Waite's payroll service for over a year now. Carley and Liz have always been a pleasure to deal with. They are very efficient with communication and were particularly helpful during the Coronavirus pandemic. I would very happily recommend their payroll service, along with the rest of Aspen Waite's services for that matter.”

Joe Thomason
Director

Green Dog Walking Ltd
www.greendogwalking.co.uk



Let us be part of your team

We are passionate about people, and are extremely fortunate to work with all different types from an array of industries and services.

We love working with our clients to find solutions to their payroll problems, making things more efficient, structured, and tailored for each individual business, enabling them to concentrate on the other important issues within their organisation.



www.aspenwaite.co.uk