



Poole Rights Organisation on Disability

Unit J1  
Fulcrum Business Centre  
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Tel. 01202 723301  
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## Payroll Service Level

**Fees:** There is an initial setup fee and ongoing processing fees. Please contact ProDisability for current fees as they are reviewed annually.

The payroll service covers:

- Consulting with the client or their Direct Payment support worker to establish their requirements
- Registering the client as an employer with HMRC for PAYE purposes (if they are not already registered), and advising HMRC that PRO Disability will be acting as the client's agent
- Setting up the employee(s) on the payroll system on receipt of a completed New Employee Starter Form
- If required, providing timesheets (and mileage allowance claim forms if applicable) for use and retention by the employer.
- If submitted, adding the mileage allowance claim to the employee's pay slip.
- Processing how much to pay the employee based on the information supplied by the employer
- Calculating any tax, National Insurance Contributions and Student Loan deductions due on the employee's based on the information supplied by the employer
- Calculating and recording any Statutory Sick Pay due to the employee if they are on sick leave, and maintaining sickness records for each employee, as advised by the employer
- Processing Statutory Maternity, Paternity and Adoption Leave entitlement and eligibility for payments, and maintaining the relevant records for each employee
- Producing and sending a payslip for each employee for the pay period to the employer, showing all payments and deductions, and the net pay due to the employee  
For Holding Account clients only – payment of the net pay into the employee's bank account, via online bank transfer
- Providing 'Real Time Information' to the HMRC as part of the payroll process (including Full Payment Submissions and Employer Payment Summary)
- Calculating the monthly or quarterly payments due to HMRC in respect of PAYE deductions and providing the employer with details of how much to pay - NOTE For Holding Account clients only - PRO Disability will make any PAYE payments due to HMRC from the Holding Account
- Applying employee tax code changes received from HMRC



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## Payroll Service Level Continued

- Calculating holiday entitlement for each employee at the set up stage based on the information provided by the employer and providing holiday record forms for the employer to use. Provide blank holiday recording forms at the start of each holiday year
- Completing the Final Submission to HMRC at the end of the tax year, and providing the employee's P60
- Regular backup of data, kept off site

**Data Protection:** We are committed to ensuring that your information is secure and we have suitable physical, electronic and managerial procedures in place to safeguard the information we collect. Our full Privacy Notice is available at <http://prodisability.org.uk/legal.html> or you can ask us to post or email you a copy.

AN ADDITIONAL CHARGE WILL BE APPLICABLE FOR PROCESSING EACH NEW EMPLOYEE STARTING AFTER THE INITIAL SET UP AND FOR PROCESSING EACH EMPLOYEE LEAVING EMPLOYMENT.

### IMPORTANT NOTES:

\*\*\* If incomplete information is provided by the employer at any stages of the payroll process and PRO Disability staff are required to carry out any additional work, the employer will be subject to additional charges, in line with the Direct Payment Support Services charges.

\*\*\*If you need any additional support with regard to the payroll then this will be charged at the Direct Payment Support Service charges