



OUTSOURCED PAYROLL FOR ACCOUNTANTS

Payroll Partner of Choice

www.qtac.co.uk

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1.0. Introduction

Do you ever feel that you would like to quite literally throw responsibility away? Most of us approach our work with the intention of doing the best job we can, but sometimes, despite our best efforts, a heavy workload can drag us down. Then we find we have insufficient time to concentrate on our core business.

Thankfully there are steps you can take to lighten the load, such as giving control of your clients' payroll to a dedicated team of experts.

Qtac outsourced payroll service does it all: chasing clients for payroll data, calculating the payroll, auto enrolment administration, Real time Information filing, distributing the payslips, answering client and HMRC enquiries. All you need to do is settle the monthly invoice and we will do the rest.

1.1. The benefits

Less money

Although payroll is a vital value added service, the costs of managing it may seem like a luxury you cannot afford. However for many accountants, there are likely to be cost savings in outsourcing all payroll activities to an external provider. The expense of paying for staff time and training and the associated costs such as payslips, stationery and tax paperwork would be no more.

Less staff

There is no doubt about it; managing payroll is an onerous task for accountancy firm. Although most employees are only aware of payroll if they have a query about their payslip, the behind the scenes work of payroll staff is never ending! If you hand the responsibility to a third party, you will be able to condense your workload, or, even better, utilize your skilled employees in a more constructive way. A provider will also have the flexibility to cope with your peak periods and cover holiday and sickness.

Less time

Qtac Payroll are, as you would expect, experts on Payroll. When you combine this knowledge with specialist payroll software, processing complex payroll activity can be completed extremely effectively. And juggling holidays or absenteeism, or training new staff will not affect output speed.

Less hassle

Running payroll effectively is key to happy clients, however with all the changes in recent years the payroll burden has multiplied so why spend more time than necessary worrying about it. It often makes commercial sense to hand tasks to a third party so you can concentrate on what you do best – overseeing and adding value to your clients business.

Fewer mistakes

A payroll error will certainly cost you more than the price of a payslip reprint – a wrongly underpaid employee is a justifiably angry member of staff who may be looking for compensation. And, even more serious, you may have HMRC to answer to. Mistakes are less likely to happen with a payroll provider dedicated to providing a quality service with in depth and up to date knowledge of payroll processes and legislation.

2.0. Is outsourcing right for you?

2.1. Overview

Trying to decide whether to outsource your payroll or process it in-house? Qtac Payroll frees up accountants valuable time. It provides a comprehensive yet flexible outsourced UK payroll service tailored to each of its client's specific requirements. Its end-to-end solution will greatly simplify the processes of assessment, compliance, communication and reporting and will prevent its clients from having to recruit and train new personnel, or re-train existing staff to cope with the greatly increased workload.

2.2. Auto Enrolment

Auto-Enrolment or Workplace pension reform, is the biggest change in pensions for generations, designed to increase the number of employees who are saving for their retirement. We have developed our systems to remove the burden from the employer, we can carry out the entire process from end-to-end including assessment, postponement, employee communication, pension provider communication, or only specific parts.

Your clients appoint the pension provider and we can do the rest.

2.3 Portal

With the introduction of GDPR (General Data Protection Regulations) business are having to fork out on expensive online systems with better security. Included as part of our Outsourced Payroll Services our portal gives accountants, their clients and their employee's real time access to payroll information from any location and across any device whilst ensuring full compliance with GDPR.

2.4. What we offer

Taking control of your clients' payroll, from payroll calculation to distribution of payslips.
Putting a dedicated team of payroll experts at your fingertips.

<i>Set up your payroll</i>
We will work with you to gather and transfer payroll data for set up. We do not charge for this service.
<i>Process your payroll</i>
We will parallel run your payroll if required for no additional cost. Then process your clients live payrolls on a pay period basis by a mutually agreed calendar.
<i>Produce payslips and reports</i>
We will produce all your clients payslips and reports and upload them to our secure online Portal
<i>Process BACS through our BACS Accredited service</i>
We can take away the burden of paying your staff and HMRC for no additional cost.
<i>The complete auto-enrolment process</i>
Auto Enrolment administration tasks included in our payroll outsourcing service include: Workforce Assessment, Configure postponement, Day to Day Auto Enrolment Management, Employee Communications, Auto Enrolment Audit, Declaration of compliance and Pension Provider Communications
<i>Forms P45/P46</i>
We produce all extra documentation such as P45's and P60's at no extra cost.
<i>RTI submissions</i>
All EPS and FPS submissions filed on time every time.
<i>Process starters, leavers and amendments</i>
We will process all starters, leavers and amendments within the pay cycle.
<i>Mid – period calculations for new starters</i>
We will clearly set your payroll rules for mid period calculations and new starters.
<i>Timesheets and templates provided</i>
We can create easy to use timesheets and templates to help with management of payroll input data.
<i>Process variable pay instructions</i>
All variable pay values are calculated as per your instructions.
<i>Calculation of all statutory requirements and AEO's</i>
Our software will calculate and manage all types of statutory pay and AEO's.
<i>Gross to Net calculations</i>
We can process gross to net calculations as BASIC Pay or an additional element.
<i>Process and communication in year tax code changes</i>
As your agent we will update and communicate all HMRC notifications.
<i>Payroll reconciled monthly</i>
We reconcile your payroll on a monthly basis ready for HMRC liability payments.
<i>Re-runs of your payroll</i>
If you make a mistake or need a re-run we can re-process for a small additional charge.
<i>Suite of reports</i>
Suite of reports securely provided in a PDF and excel formats via our GDPR compliant portal.
<i>Experienced and friendly helpdesk support</i>
Our friendly qualified staff are available on the end of phone or email.

3.0. Pricing

There are no set up fees and we offer a flexible price per payslip approach to invoicing making it simple and easy to quote for a payroll service with new and existing clients. There are no additional costs throughout the year.

3.1. Period Charges

Our Payroll charges are based on a per payslip basis.

3.2. BACS (optional but no extra cost)

At no extra cost we can produce a BACS .CSV file for your clients and make payments to both their employees and HMRC. Your clients will need to obtain a BACS User number usually obtained from their banks relationship manager.

4.0. Next steps

4.1. Your personalised quotation

In order that we can send you a quote we will need you to provide us with a breakdown of your client payrolls preferable in the format below.

Company	Number of Employees				AE Pension Provider e.g. Nest or Peoples	Director Only Y/N
	Weekly	Fortnightly	4 Weekly	Monthly		
1						
2						

The quotation will be based on:

1. How many payrolls you have, their pay frequencies/complexity and total number of employees.

If you would like to discuss this further please either call us for a chat, or send an email and we'll be in touch.

4.2. Signing with Qtac

If you like the quotation and would like to move ahead with our payroll services please get in contact.

4.2.1 Implementation Management

You will be assigned an Implementation Manager to oversee your successful on boarding of your clients payrolls. Your Implementation Manager will discuss timescales with you and agree target go live dates for each payroll.

However before Qtac can accept any of your client data you will need to complete the starter pack which includes.

- ***Service Level Agreement***

We will send you our SLA which you will need to check, signed and return.

- ***Money Laundering***

The government has introduced legislation requiring payroll bureaux to obtain proof of the client's (accountants) identity. We are obliged to hold these records for a minimum of six years after the last transaction.

4.2.2 Sign Up Complete

Now the new client paperwork is complete we can start to receive the payroll data in preparation for each of your clients' first live payroll.

- ***Client Information***

You will need to notify all your clients of the changes ahead and in turn provide us with your clients' payroll contact information in order that we can communicate with the authorised individual from the outset.

- ***Company Information***

You will also be required to complete an Employer details form for each company that provides us with key information, including: Payment and Deduction Types, Pension Schemes, Sick Pay Schemes, Maternity Pay Schemes, Pay Dates, Tax Reference, Pro Rata rules.

- ***Employee Information***

You will be asked to provide your employee data for each of your clients in a format agreed with your designated Implementation Manager that will allow us to set up all employees paid in the current Tax Year with their year-to-date earnings and statutory deductions.

- ***Bank Information (if paying via our BACS service)***

If any of your clients have a BACS user ID then we would need to be notified so that we can contact them about making payments on their behalf.

- **FBI – 2**

The form FBI 2 is used to authorize your tax representative to use PAYE / CIS online services. This allows them to receive information over the internet from us on your behalf. As their accountant you might already act as an authorised contact for HMRC purposes, so in order that you can remain as the authorised contact you will need to add us as an assistant to your account in order that we can update tax codes etc.

- **Payslips & Reports**

We will require copies of reports/payslips from the current provider to ensure Qtac produces the same results. As part of this process we will produce the standard Qtac reports for you to review.

4.3. Set Up Complete

We will create a deadline calendar specifically for you that takes into account each of your clients pay date/dates and the combination of services purchased.

5.0. FAQs

How do I provide my payroll data to Qtac?

This will depend on you. Typical methods include:

- Our standard spreadsheet template emailed to our secure centralised inbox
- Dropbox or email

Standard monthly “default” amounts are picked up each period if no amendments are required.

How long will it take Qtac to turn my payroll around?

At the start of the calendar year we will create a deadline calendar specifically for each of your clients that takes into account both their pay date and the combination of services that they have purchased. The following timescales are an average:

- Once payroll data is sent to Qtac it will be processed in the agreed timeframe and a set of reports sent to you.
- You then have to check and validate the reports provided and advise of any necessary amendments.
- When confirmation to close the payroll is received all payslips and relevant reports are produced.

How flexible are these dates?

The deadline calendar dates we provide allows for all processes to be done in the most efficient way. However if amendments are required and these are considered feasible, then it can be adapted. Once the payroll due date has been reached no more additional amendments can be made unless agreed prior to the pay period.

How payslips are available?

- Online Portal – Our secure online portal provides a company contact and each employee with their own login to view their payslips and reports.

How can I be sure my payroll information is safe and secure?

Qtac holds all client payroll information in a highly secure environment onsite and offsite. This ensures that your information is safe, secure and retrievable.

What checks are carried out?

The payroll checking process at Qtac is a strict one, which involves multiple stages and people. Your Account Manager completes the payroll changes and produces the reports required. Then another member of the team checks these reports against the original payroll information. Only once these checks have been completed are the reports sent to the customer for a final checking.

What about processing RTI?

We use your Employer PAYE details in order to send RTI (FPS/EPS) through our Agent service. This also allows Qtac to collect HMRC messages like Tax code uplifts, Student Loan notices etc.

Any other questions?

Please don't hesitate to contact Qtac team for a chat and we'll be happy to help. Our details are at the foot of this page.