

# UK compliant payroll & back office support.



SD PAYROLL SERVICES

[www.SDPayrollServices.co.uk](http://www.SDPayrollServices.co.uk) || [info@sdpayrollservices.co.uk](mailto:info@sdpayrollservices.co.uk)  
**020 3225 5574**





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# Payroll Bureau service

Delegating your payroll is easier than you think.

We automate your payroll so you can pay people on time, every time. Whether you have 1 employee or 10,000, we have a payroll solution for every size, shape, and type of business.





## If you have been struggling with payroll of late, we have great news – you don't have to suffer any more.

Dealing with HMRC, Real Time Information, and Pensions Automatic Enrolment take their toll on your time. Staying up to date with new and ever-changing legislation is a challenge for even the most focused business owners, but the great news is there is another answer!

### Our service provides:

- Dedicated payroll expert
- Full compliance with HMRC
- Support designed to meet your needs

**SD Payroll Services comes with a real difference and that difference is our people. Of course, we bring you service excellence, low costs and guarantees, but we believe it's our team that makes the real difference.**

With over 100 years of payroll experience between them, you know when you choose SD Payroll Services you're in great hands. Every member of staff speaks your language and really cares about what they do.

### Outsourced or Fully Managed Payroll?

When you choose to pass your payroll to a third party, you can choose to hand over selected elements or you

can pass it over in full. When you pass it over in full, you've chosen what's called a Fully Managed Payroll Service. When you make this decision, you free yourself of pretty much all your payroll responsibilities and you leave yourself and your finance team a whole lot more time to do what you do best – run your business.

When you choose to outsource your payroll to SD Payroll Services, all you have to do is pass us your data in the format and at the time we agree. We then take up the baton and do all the necessary submissions, payments and reporting. And if you have questions along the way, all you need to do is contact the team. It really couldn't be simpler.

### Still not sure about handing over your payroll?

If you're still not sure about the idea of outsourcing your payroll, the thing to remember is that managed payroll is a highly specialised task. Processing payroll as well as staying up to date with changing legislation and responsibilities can quickly become a full-time job if you have a large number of employees. Even if you have only a handful of staff, being confident that what you're doing

## But surely your fully managed payroll must cost a lot?

At SD Payroll Services we know that you want to make payroll easier, but we also know that you don't have a fortune to spend on the process. That's why we've worked so hard to streamline our processes and keep the cost to you as lean as possible. In terms of the specific cost of processing your payroll, it depends on the size of your payroll and your requirements. In general terms, you can expect a set-up fee at the start and an ongoing charge per payslip. The size of the set-up fee will depend on the size of your payroll and the complexity of your arrangements. The cost per payslip is the only ongoing cost you will pay in relation to your payroll.

It really is that straightforward. You can get a precise quote for your business by getting in touch on **020 3225 5574**.

## You can rest assured that your responsibilities are in safe hands.

### How does the payroll handover work?

At SD Payroll Services our focus is making your managed payroll as easy as possible and that includes the initial handover. When you've decided to make the move, we'll work with you to make sure the transition is as smooth as it can be. We'll even tell you what you need to say to your current payroll provider if you're switching.

At the start of any relationship with a new client, as a precautionary measure, for larger payrolls we generally suggest that we have a short period of running the SD Payroll Services system in conjunction with your old system, just to be doubly sure. That way we know that nothing has slipped through the net in the handover.

### How do I transfer my payroll data?

Transferring data today can take many different forms and we'll work with the way you prefer. We'll work together to agree a processing timescale so everyone knows what's expected of them, and when you transfer your data, you can do so with confidence that you're passing it over to a payroll provider that takes data security as seriously as you do.

### How do you handle pensions arrangements?

At SD Payroll Services we're accustomed to handling pension contributions and other third party deductions, so you can rest assured that your responsibilities are in safe hands. When it comes to pensions arrangements we make the deductions and report to the relevant pension companies on your behalf, as we can with other third party payments.

### What about Pensions Auto Enrolment?

Pensions Auto Enrolment is something that the SD Payroll Services teams have been involved with from the start. Active in working parties and providing regular input to The Pensions Regulator, we know what we're doing when it comes to auto enrolment. If you are already involved in auto enrolment, we'll seamlessly take over, and if you're yet to get involved, we'll make your journey as pain free and low cost as possible.

### Won't I lose touch with my payroll?

It is important when you pass your payroll over to a third party that you gain maximum peace of mind from your decision, yet still feel in control. That's why we have a range of standard forms

we provide but in addition we'll work with you to identify any additional information you'd like in order to keep your finger on the payroll pulse. Even if you require bespoke reports, we can do that for you.

### What about payslips – how does that work?

At SD Payroll Services we can provide electronic payslips. If you don't use electronic payslips already, it's maybe worth considering because with most people online today it's a great way of saving on paper, time and postage!

## FAQ'S

### **I'm worried about data security**

Security is of paramount importance to everyone involved in the managed payroll system – from you, to your employees and to the teams at SD Payroll. Security is right at the top of our agenda and our computer systems encryption to reduce risk.

All of this means that data can pass back and forth between us without risk of unauthorised access. What's more, we create and store all our electronic payslips at a site that benefits from extra security for additional peace of mind.

### **How are payments made?**

When it comes to making payments it's you who decides whether you make the payments or you ask us to.

At SD Payroll services we tailor our payment methods around your requirements, offering BACS, CHAPS (same day UK payments) and Faster Payments options.

### **Who deals with P11D and benefits?**

Not all employers require a P11D service, but at SD Payroll Services, we can complete and submit P11D forms on your behalf. All you need to do is ask and we'll explain how it works as well as the costs involved.

### **What about recruitment agencies, charities or schools and academies – do you have special payroll arrangements for them?**

Recruitment Agencies, Charities, Schools, and Academies are sectors we specialise in at SD Payroll Services.

Each with their own idiosyncrasies, we have significantly invested in training specialist members of staff in these areas.





# Umbrella Services

Ensure you are paid correctly and immediately with SD Payroll.

We ensure you do not have to unnecessarily part ways with the money you have earned, whilst ensuring you are aligned with all UK tax legislation and policies.





## SD Payroll Umbrella Services

Joining SD Payroll Services could not be easier. Simply use the sign up form or give us a call on 020 3225 5574 and register within a matter of minutes. With our easy set up process you will receive your very own information pack which includes everything you need to know about the world of payroll, including the do's and don'ts when it comes to securing your income.

When you join us we provide you with the support and expert knowledge needed to ensure you are paid both correctly and immediately. Once registered we will take care of it all, from contacting your current agency to requesting all necessary documentation, leaving you to focus on your work.

### Our services

SD Payroll Services believe in making your working life easier, faster, and more efficient, which is why we offer a truly personalised payroll solution by providing a first class service led by a team of payroll and accounts specialists.

Being a part of a flexible workforce should not mean having to be flexible about when you get your money, which is why we ensure you receive the right pay for all temporary shifts or work

placements when promised. Our service includes a team of industry experts who are in place to ensure we remain market leaders and who keep you up to date with any and all changes which could impact your take home pay.

### When do i get paid?

With SD Payroll Services you can expect to get paid the very same day that payment has been received from your agency.

What about VAT, PAYE, and NI Liabilities?

All liabilities are taken care of by our team, meaning you can spend less time worrying and more time enjoying your income.

### Is there a risk of IR35 penalties by working with you?

Whether your contract falls within or outside IR35, our service ensures we take the correct precautions to correctly avoid IR35 penalties or unnecessary tax being applied to your income.

## Benefits of working through SD Payroll Umbrella Services

### WORRY FREE

Avoid risk of IR35, EBT or MSC legislation and bring complete security over your money with our service built on years of gained knowledge and experience.

### NO HIDDEN FEE'S

We pride ourselves on being transparent in our business, which is why you will find no start up fee's or exit penalties. Our fees are only applied whilst you are earning income through us.

### DAILY PAYROLL

Get paid within 24 hours of working your shift with our daily pay scheme. We ensure you receive payment the moment your agency sends payment, meaning you no longer have to wait to receive the money you have earned.

### KEEP MORE INCOME

We pride ourselves on knowing the ins and outs of Payroll, meaning we can make sure you are only paying out on what you need to, allowing you to keep more of your earned income.

### REFERRAL SCHEME

We offer amazing referral bonuses to all those who refer us, get in touch to find out what you can receive.

### 100% COMPLIANCE

SD Payroll Services operate a fully compliant service in line with all UK tax legislation and current IR35 policies. By joining us you can be assured you remain tax compliant for the duration of our partnership.



# Back office services

We provide an efficient, flexible, & bespoke back office solution.

## Our services

We allow you the time to focus on growing and developing your business, while we take care of all the things that distract you from selling. We are on hand to provide you with a truly 360 back office service, built around the needs of your business.

No two businesses are the same, which is why we ensure we cater our services to the bespoke needs of your company. You can design your back office support packages to ensure you have as much or as little support as you need.

SD Payroll Services not only specialise in the provision of payroll services but we also offer a 360 service for all your back office needs. We have the capability to provide companies with all aspects of back office functions, from Compliance services to Credit Control.

Our service provisions include but are not limited to:

- Payroll
- Credit Control
- Compliance

## Our credit control service

Cash is the life and blood of any business and giving credit has become familiar in most industries. If you don't offer it to your clients, they are likely to go to another supplier who will. But how can you ensure that they keep to the terms and conditions agreed, and when does chasing your invoices become a "when I get around to it" job.

Your customer or client base is the most important asset your business could possibly have - not simply because of the amounts that your customers or clients owe you today, but because of the future sales potential that resides within.

However, if your customers or clients are not regularly paying your invoices promptly your working capital requirements increase and with them your financing costs slowing chipping away at profitability and the chance to grow your business. Worse of all, if one or more of your customers or clients gets into financial difficulty you risk not being losing it all.

With SD Payroll's back office services, we can provide you with an expert service from credit controllers with years of experience across and variety of industries.

We ensure you are regularly updated with information regarding receipts, record information about disputed invoices, and most of all, we help you resolve them quickly.

As with all of our services, we ensure it is tailored around your requirements and budgets, meaning you can outsource as much or as little of the credit control process is deemed necessary.



# BOOK YOUR FREE CONSULTATION

For a no obligation chat  
with the team.

**Get in touch today!**

Call 020 3225 5574

or email [enquiries@sdpayrollservices.co.uk](mailto:enquiries@sdpayrollservices.co.uk)



## Telephone

**Phone:** 020 3225 5574



## Websites & Email

[www.sdpayrollservices.co.uk](http://www.sdpayrollservices.co.uk)  
[enquiries@sdpayrollservices.co.uk](mailto:enquiries@sdpayrollservices.co.uk)



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