



Armstrong Payroll Solutions

Total British Isles Payroll Solutions



*Payroll, without the fuss*

It is not the employer who pays the wages. Employers  
only handle the money. It is the customer who  
pays the wages.

*Henry Ford*

The wages of sin are death, but by the time taxes are  
taken out, it's just sort of a tired feeling.

*Paula Poundstone*

The more you earn, the less you keep,  
And now I lay me down to sleep.  
I pray the Lord my soul to take,  
If the tax collector hasn't got it before I wake.

*Ogden Nash*

A fool and his money are soon parted. It takes creative  
tax laws for the rest.

*C Bob Thaves*

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## About Armstrong Payroll Solutions

Armstrong Payroll Solutions was founded in 2005 with the aim of providing cost effective solutions, with excellent customer support and service. Initially providing just UK payroll services we have expanded to encompass the entire British Isles – UK, Isle of Man, Guernsey, Jersey and the Republic of Ireland.



Our friendly staff will assist you with all your payroll needs, from a basic calculation to fully managed solutions.

Flexible and scaleable, our services set us apart from other smaller payroll bureau. We are under no illusion that we are a major player, but our range of services give you the choice that a large bureau can provide, with the familiarity of a smaller business.

With APS, as your business grows you can be certain that our services can grow with you.

## Our Coverage

Although based in the North West of England just outside Manchester, we can provide services to employers anywhere in the country, indeed anywhere in the world. We have clients based in Israel and Australia and process their UK payrolls. With the Internet becoming a revolutionary force in payroll you no longer need to be in the same town as your payroll provider.

We can accept your payroll data via email or fax.

Calculations can be done in our office and then sent via email to you for verification.

We can hold online meetings via our client website where we have a Live Chat facility.



Needless to say, our services cover the entire British Isles, and so do our clients.

## Flexibility

One of the things that sets us apart from many other providers is our approach to our services. One of the main problems encountered by companies when outsourcing their payroll is that if the provider is inflexible, it can mean changing internal processes to conform to a new way of working. This takes up time and resources, and while in some cases can actually be of benefit, in a lot of cases it is an unnecessary hassle and cost.



Where we differ is almost every element of our service is customisable. We don't believe in charging people for services that they do not receive, and therefore we have many options, which include email/printed payslips, posted to the office or home address, BACS payments or not, fax or email payroll data, reports emailed, printed or downloaded from our client website, new starters and leavers can be faxed, emailed or submitted online, we can put messages on the payslips, take queries from employees or just deal with a single contact.

However you work, we will listen and then tailor our service around you. The smoother the transition, the better for you and us and our future working relationship.

## Scaleability

We can provide payroll solutions for any size employer, from 1 employee to over 10000. Regardless of your size you will still receive the same level of support and customer service.

Because of the flexibility of our service, as your company grows, so can our service. You may decide to add P11d processing if you introduce some taxable benefits. You may also decide to use our Childcare Voucher Service. If you expand rapidly, you may decide to go over to email payslips rather than printed ones to increase efficiency and reduce costs.

You may need to start reporting on different departments and cost centres, and if you have invested time and money in a payroll system that doesn't have this functionality, you will need to either do this manually or invest in a different package. You can quickly become swamped in timesheets, holiday and absence requests, where these can all be emailed to us directly to be dealt with, and then reports sent back to you for your records.



## Specialist Payrolls

As well as running ordinary payrolls, we process several “niche areas”. With diverse backgrounds, our employees have all brought different things to APS which have allowed us to be in the position where we have never had to turn away a prospective client due to lack of knowledge. Examples of the specialist payrolls we can process follow.

### *NHS*

The complexities of NHS payrolls aren't appreciated by most. Terms such as deemed pay don't feature much in most payroller's vocabulary. APS is conversant with the NHS Pension Scheme and can cater for a small GP surgery up to a large PCT. As well as processing the payroll we can accurately calculate the NHS Pension Contributions, as well as the deemed pay, annual pensionable hours, non pensionable days, and submit your SD55 returns at the end of the year. For example, for GP surgeries we will deal with all new starters, leavers, changes to personal details and the year end cycle. In fact the only thing you need to do is enter the figures for the LP11-GP1 form onto Pensions Online. The rest is dealt with by us. With Practice Managers having more and more work to do, outsourcing the payroll has never been a more attractive prospect. There are only so many hats you can wear!

## *CIS*

The recent changes to in Construction Industry payrolls have caused many companies a headache. Our solution can take that headache away. We will automatically verify your subcontractors online, process the monthly CIS300 returns and provide a subcontractor payslip. CIS deductions are calculated as appropriate, and payments can take account of the cost of materials, VAT, CITB Levy, retentions, fees, insurance charges, subs and holiday funds. We can also produce subcontractor invoices where necessary, and as you would expect, the CIS deductions are included in the monthly P30 report and on the P35 year end report.

## *Recruitment Agencies*

Our services for recruitment agencies can encompass the entire pay and billing function. We will take your payroll data, calculate the payroll and invoice your clients directly from the information provided. We can also ensure that holiday pay is calculated correctly, taking into account both the hours worked and the various pay rates, ensuring you are correctly applying the correct legislation. If you need help with verifying nationality, we can also provide guidance on what documents you need to see and some common errors to look out for. Standard reports include the payroll reports, holiday report, copy invoices and a sales ledger report.

## *Schools/Colleges*

Our solutions for schools and colleges include automatic calculation of salaries according to the national pay scales (with automated increments), administration of the Teachers Pension Scheme, including the annual return, end of year certificate and TR17/TR17a. We can cater for multiple posts and multiple pension memberships, and therefore can cater for all your needs. We can also give you online access to the payroll system for absence recording and running reports at your leisure.

## *Temporary Payroll Services*

If you would rather keep your payroll processing in house for the main part, there may be occasions when running your payroll on time may become difficult. Your payroll administrator may go on long term sickness or maternity leave. Recruiting someone for a short term contract may prove difficult, so we offer temporary payroll cover, where we will process your payroll for a fixed period of time. This is perfect for maternity leave or if your employee is taking a short career break. You can feel safe in the knowledge that your payroll will be processed on time each pay period and can be returned to you when your administrator returns to work. Where possible we will use the same software to make sure there are no compatibility issues, and therefore no disruptions to your service.

## *Services for Accountants*

Many accountancy practice offer payroll services grudgingly. Some don't offer the service at all. APS can assist you with this by processing your payrolls for you. Instead of struggling to grow your practice by taking on work that doesn't interest you, why not get someone else to do it? We offer two levels of service – a “silent partner” approach and a more formal partnership service.

Our Silent Partner service is exactly that – we process all the payrolls on your behalf and email all the reports on to you to forward (or if you prefer we can connect to a pop3 email account that you can set up such as payroll@..... and send the reports directly to your clients). Your clients are unaware that we are processing the payrolls, and therefore you can give the impression that you are a much larger business, without having the outlay.

Our partnership service is for a more rounded service, where your clients are aware that we process their payrolls, and we contact them directly. You still bill them for the services and we bill you, so you can still make a profit. We have an anti-poaching policy to ensure that your clients remain your clients, and you benefit from having a revenue stream with no work involved.

Either service is available over the full range of our solutions, and we offer preferential rates due to the potential level of custom you can supply.

## Basic Services

The services we can offer as standard are:

- ❖ Receiving payroll data via email, fax or if requested post
- ❖ Calculation of all statutory payments and deductions
- ❖ Calculation of gross to net pay
- ❖ Printed and posted payslips (either to office or home)
- ❖ Email payslips
- ❖ BACS transactions paid directly to your employees
- ❖ Dealing with all third party queries (including HMRC, Job Centre, CSA, County Courts etc)
- ❖ Processing all P46s, P45s and P38s forms, including posting P45s to employees with their final pay
- ❖ Suite of reports, including Payroll Summary, P30/P32 report, copy payslips, Tax and NI breakdown, statutory payment report, pension report (if required), departmental analysis, BACS payment list (and cheque or cash if payment method applies). We can also design reports to your specific requirements if our reports don't give you all the information you require.
- ❖ Year end returns filed online with HMRC and P60s printed and posted (either to office or home)

Our service covers the entire breadth of the payroll procedure and the above list is a summary of the main points.

## Additional Services

In addition to the basic payroll elements, we can also offer other complementary services.

### *Completion of P11ds*

We can look after all your P11d recording, calculating any Class 1a NI liability and submitting the returns online. We can cater for the full range of taxable benefits, and if you have never had to deal with Benefit in Kind before, we can advise you of what information you will need to submit, and how it will affect your employees tax.

### *Childcare Voucher Scheme*

APS has recently introduced a Childcare Voucher Scheme whereby your employees can take advantage of the salary sacrifice scheme now in operation. We look after the entire service, from issuing scheme information to your employees, registering the scheme with HMRC, providing information to childcare providers, issuing vouchers in with payslips (each with a unique serial number), receiving the vouchers back from the Childcare providers and paying them via BACS. Vouchers can be reissued (with a different serial number) and all vouchers are crosschecked before paying so that no duplicates can be paid in error.

### *PAYE Settlement Agreements*

We can assist in arranging PSAs where required. This can save time and money when compared to completing P11ds for small taxable benefits.

## International Payroll

APS has expanded to provide services to employers in the British Isles, but now, through an international network of payroll providers, we are able to offer international payroll. Although your payrolls will be processed by another company, we oversee the process, and collate all the payroll information into comprehensive reports to cover your entire business. We also act as your point of reference if there are any problems.

The benefits of using our network are that your payroll will be run by a provider local to your employees, who speak the same language, and who are fully knowledgeable about the intricate tax laws of that particular country. This means that if your employees have any questions about their wages, it will be dealt with by someone who can answer in their own language, rather than having difficulties with translation.



Some of the countries our network covers are:

USA, Canada, France, Germany, Netherlands, Norway, Sweden, Russia, China, Australia, New Zealand, Japan, South Africa, Egypt, Saudi Arabia, Brazil and Argentina.

If you have any particular requirements, please let us know and we will search our network to see if we can help you.

## Added Value

As part of our pledge to offer excellent customer service and support, we have some “added value” services which are at no extra cost to you.

### *Online user area*

We have developed an online client interface where you can read articles on payroll and HR related matters, view your payroll reports, submit new starters and leavers, and keep up to date on the latest payroll news.

### *Payroll helpline*

You can call our payroll helpline any time during office hours if you have any question regarding payroll legislation and how it affects your employees.

### *Employment Law helpline*

Through connections with an employment law specialist, we have secured access to a free 24 hour employment law helpline. If you have any questions, such as the correct procedure to follow when making someone redundant, or how to deal with employees who are regularly absent, you can get free advice from qualified employment lawyers. If you need to use this service, we will provide you with a reference to quote which will give you the free access. You can also access some “paid for” services such as Employment Contracts, Policies and Procedures.

## Contact Details

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If you would like a quotation for payroll services, please email your requirements to:

[quote@armstrongpayrollsolutions.co.uk](mailto:quote@armstrongpayrollsolutions.co.uk)