



## Payroll, Without the fuss.

Don't get stuck having to make time to process the payroll yourself, or just choose someone because they are the only candidate that applied for the position. Payroll is a complex area and there are many penalties if it is not processed correctly. You can read more about our temporary services on our company website [www.armstrongpayrollsolutions.co.uk](http://www.armstrongpayrollsolutions.co.uk). Should you require a reference from one of our existing clients, please do not hesitate to ask.

We pride ourselves on being customer-focused and having the time to listen to our clients' needs. We would welcome the opportunity to listen to yours.



**Armstrong Payroll Solutions**

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## ARMSTRONG PAYROLL SOLUTIONS

### TEMPORARY PAYROLL SOLUTIONS

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There comes a time for most companies when the unthinkable happens. Your payroll clerk leaves, goes on long term sick or maternity leave and you have not got anyone else to replace them. You could do the payroll yourself, or try to recruit someone on a temporary basis, but if the timescale is unknown, you may find it difficult to get the right candidate at such short notice.

# ABOUT US

Armstrong Payroll Solutions provide bureau and fully managed payroll services to small and medium sized businesses. We pride ourselves on giving a cost-effective, efficient and friendly service to our clients. Based in Hyde, Cheshire, we are 10 miles from Manchester and 30 miles from Sheffield.

We can process a payroll for as long or as short a time as you require us to. Our most successful time to cover is maternity leave, as this can be from 6 months to (in some cases) two years. We can do this for as little as £1.25 per employee per pay period.

The Surgery  
Employer's Summary for Oct-05  
All Employees

Payment due to: Monthly paid employees

Employee	Total Pay	Income Tax	Employee NIC	Net Pay	Employee NIC
Bloggs J	1,800.00	261.57	130.02	1,300.41	127.64
Doe J	2,083.33	31.67	25.55	590.13	24.28
<b>Totals</b>	<b>3,883.33</b>	<b>293.24</b>	<b>155.57</b>	<b>1,890.54</b>	<b>151.92</b>

The Surgery 2005-06  
Department Totals for Oct-05  
Department Summary  
Employer Cost

Department	Total pay	Employer NIC	Employer pension	Total cost
Main Branch	1,800.00	127.64	252.00	2,179.64
Subsidiary	688.67	24.28	291.67	1,004.62
<b>TOTALS</b>	<b>2,488.67</b>	<b>151.92</b>	<b>543.67</b>	<b>3,184.26</b>

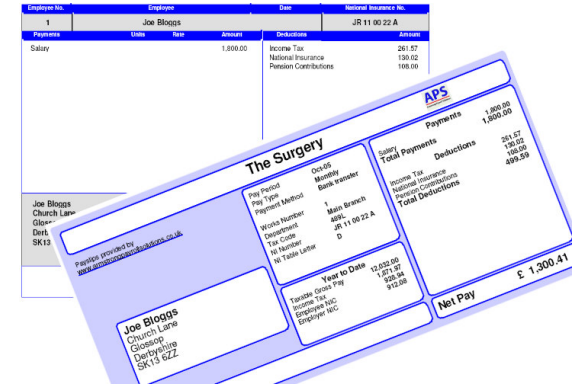
# WHY OUTSOURCE?

When it comes to covering for a period of illness or maternity leave, you may not necessarily know how long you will need cover for. All you do know is that you have to leave the job open for your current member of staff. Recruiting someone on a temporary basis has the pitfalls of any recruitment – you may not find a suitable candidate, they may take the job whilst looking for something permanent resulting in you needing to recruit again, training issues if they have not used your payroll system before, or if you have a particularly complex payroll, and most importantly, the additional risk that the new employee may go sick or on maternity leave! Outsourcing your payroll to us on a temporary basis relieves you of these problems. Our team all have at least 3 years of processing payrolls, so you will be in safe hands.

*“Temporary outsourcing bridges a gap for many employers and proves to be very effective. Our software may be compatible with yours so that we can start running it with just a previous period’s back-up.”*

*Adam Armstrong - Proprietor*

If your software is compatible, we only need your previous period’s back-up and a few basic details in order to start processing your payroll. If it isn’t, we will provide information of exactly what details we need.



# WHAT'S INCLUDED

After the initial set-up process, our temporary payroll solution comprises of the following: Providing a spreadsheet or database for you to enter the variable pay details (i.e. overtime, sickness absences etc), collection collation and input of these hours, calculating all statutory payments, (SSP, SMP, SPP, SLD) Tax and NI. Optional payment directly into your Employees' bank accounts via BACS. A set of comprehensive reports sent to you via email in Adobe Acrobat pdf format (paper copies posted to you for a small cost). We can email you a file with payslips for free if you want to print and distribute them yourself, or we can print and post them to either your offices, or to each employee's home address. Our service is completely customisable.

**Call 08456 341819**