



Payroll information sheet

Every company understands the importance of getting payroll right first time every time, however, it is possible to achieve this without dedicating hours of your time and your staff time to dealing with the day to day management of it.

Griffins Payroll services will:

- ✍ Free up your trained staff to allow them to concentrate on your core business
- ✍ Ensure that you comply with the increasing legislation, without infringing on your valuable time
- ✍ Meet deadlines for returns and ensure that all wage calculations are 100% accurate, eliminating the need for you to check each pay run and return
- ✍ Give you notice of the payments due to the Inland Revenue so that you can schedule them into your financial plan
- ✍ Work within a fixed monthly fee structure that won't change without specific prior notice, allowing you to budget for your payroll services

The Griffins Payroll service will automatically include:

- ✍ An individually designed input sheet for you to record the hours worked, sickness, maternity and holiday hours to be paid
- ✍ Deductions for stakeholder pension and other company pension schemes with a detailed payment analysis
- ✍ Detailed payslips and PAYE payslips for each month/quarter; we will also keep your PAYE records for tax inspection purposes
- ✍ Process and submit all Inland Revenue forms for payroll including P45s P46s P35 and P60s for distribution to your staff
- ✍ Production of a payroll journal for input into your accounting records
- ✍ An advice line for all your employee related questions

In short we will deal with all your payroll queries from the Inland Revenue and your staff and allow you to get on with running your business.

Griffins

HR Solutions

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