

SBS AND MAZARS PAYROLL AND HR SERVICES

PAYROLL

Your staff are your greatest asset. Put their payroll administration in safe hands. Our dedicated team provide a first class bureau service and will deliver everytime.

Not just another bureau service...

- ✓ All Calculations of PAYE, NIC, SMP, SSP, SAP, SPP, AVC's pensions, student loans and union contributions
- ✓ Payment via BACS, including to third parties such as Inland Revenue, pension providers, attachment of earnings orders, SAYE and GAYE schemes (we are a BACS approved Bureau!)
- ✓ Draft payroll for checking prior to BACS transfer
- ✓ Security laser printed payslips for all staff including copy payslips (Royal mail approved). E-payslips available if you wish.
- ✓ Completion of forms P46, P45, P86, P85, P46 (CAR)
- ✓ Reconciliation and completion of all End of Year return forms P35, P14, P60 & P38A

We focus on a personal, tailored service and endeavour to always anticipate your needs, easing your own workload and providing specialist support as and when you need it.



Why us?

- ✓ Dedicated point of contact for all your payroll needs
- ✓ Management reports tailored to your individual requirements
- ✓ Flexible deadlines for submitting payroll information
- ✓ Specialist education sector knowledge
- ✓ Facility to import/export payroll data to Excel/CSV
- ✓ Ability to allocate costs by percentage or a fixed amount across departments/cost centres

We currently provide a payroll service to over 1,000 customers.

HR CONSULTANCY SUPPORT

We also offer HR consultancy support which includes:

- ✓ *Retained support – tailored to your needs*
- ✓ *Essential Documentation such as:*
 - *Contracts of employment*
 - *Employee handbooks*
 - *Employment policies and procedures*
 - *Standard letters and forms*

- ✓ *Executive Recruitment*
- ✓ *Managing change which may include:*
 - *The management of a redundancy situation*
 - *Providing outplacement support*
 - *Advising on TUPE legislation*
 - *Developing effective communication strategies which support the organisational change*

Give your H.R. Function a health-check

It is a major challenge to ensure your H.R. policies, procedures and practices are up-to-date. Our experienced consultants can benchmark these against best practice and legal compliance. A Health-check will highlight areas that may potentially lead to Employment Tribunal claims, save managerial time and reduce potential costs.

Our Health-check will typically review areas such as the recruitment process, contracts of employment, HR policies and procedures, performance management and appraisal systems as well as absence and leave procedures.

Following the Health-check, we will produce and present a report highlighting any areas of non-compliance and any significant policy gaps. The report will then enable you to establish and address HR priorities.

