

officeassistants

Cherry pick a range of office services to suit your small to medium sized business.



# Service Guide







## Payroll

Having an in-house payroll department is the ideal way to handle employee and contractor payments but in reality the smaller business will rarely be able to afford such a luxury.

However, it is common for small businesses to struggle with processing pay slips and 'P'-forms like P45s and P60s, handling statutory leave payments such as maternity and sick pay, and keeping up with legal duties by themselves, which is why **Office Assistants** has put together a Payroll service.

Our service gives you your own 'in-house' Payroll department without the substantial overheads associated with full-time qualified staff. Basically you can treat us like an extension of your business and enjoy the peace of mind of having your Payroll managed professionally by fully qualified experts, thus eliminating the risk of non-compliance with legislation that will inevitably lead to fines.

If you need help managing and processing your Payroll this is what we can do for you:

-  **Payslip production**
-  **Statutory Sick Pay and Maternity/Paternity Pay**
-  **Processing and issuing of P45, P46, P11D, P35, P14 & P60**
-  **CIS Contractor Deductions and Returns**
-  **Tax and National Insurance Contributions**
-  **Staff reports and costs analysis**



Fines and penalties are a thing of the past. Prompt service, friendly people, can do attitude: all at reasonable rates. Where else can you find a service like that nowadays?

*Barry VanDerman: Director Kool Serve Ltd*



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