

**QUILL PAYROLL IS A FLEXIBLE, COMPLETE, PERSONAL, RISK-FREE PAYROLL OUTSOURCING SERVICE**

PAYE, RTI, and AE are all a minefield. Do it wrong and you could fail inspections and compromise your business. Save the worry, time, money, hassle and embarrassment by outsourcing to us instead. With Quill Payroll, we manage your payroll while you focus on running your business.

## KEY BENEFITS OF QUILL PAYROLL



### Save time

- 🕒 Allocate your human resources more efficiently to concentrate on business-critical tasks

### Develop a one-to-one relationship

- 👤 Your designated payroll clerk provides a friendly, personal service

### Enhance accuracy

- 🔍 We've got procedures and controls in place to ensure everything's checked and verified before submission

### Automate processes

- 🤖 We handle your payroll, pension, paperwork, inspections and reports for your convenience

### Comply with evolving legislation

- 📋 We keep on top of reforms for meticulous, compliant, timely payroll

### Enjoy business continuity

- 🔄 Assigned deputy and 99.99% system uptime guarantee offers uninterrupted support and data access

### Improve data security

- 🔒 Stored in our secure data centre, your confidential data's kept safe and sound

### Reduce overheads

- 💰 A simple manageable monthly fee replaces recruitment, training, salary and software costs

### Become greener

- 🌱 Keep everything in your electronic portal and use e-payslips thereby consuming less paper which is better for the environment



## Personal payroll service

- 🕒 Flexible service to meet the payroll requirements of any organisation, size or sector
- 🕒 Designated contact to deal with payroll and answer your queries, acting as an extension of your company – in effect your own payroll department
- 🕒 Efficient, knowledgeable and accredited team
- 🕒 Tailored documentation and reports according to your needs
- 🕒 Sealed and printed payslips or secure electronic payslip delivery options
- 🕒 One headcount-related fee covers everything
- 🕒 Caters for standard, industry-specific payroll and those outside-of-the-norm
- 🕒 Secure shared portal for all your payroll documentation such as overtime forms and sickness notifications



## Complete payroll management

- 🕒 Complete processing of salaries and PAYE including starters and leavers, statutory payments, other additions and deductions, tax code changes and year ends
- 🕒 Production of mandatory paperwork and reports including P45s, P60s etc
- 🕒 Payroll to accommodate weekly, monthly, fortnightly or four weekly cycles
- 🕒 Online submission of RTI to meet HMRC requirements
- 🕒 Secure payments of employee salaries, PAYE / NI liabilities and other statutory amounts via Bacs
- 🕒 Fully up-to-date with government legislation and use of schemes such as employment allowance
- 🕒 Liaison with HMRC and adherence with relevant guidelines and deadlines
- 🕒 White label option for accountants for either complete outsourced support or as an overflow

## Expertise & compliance

- 🕒 Delivering expert payroll management since 1978 and performing over 6,000 payroll calculations every month
- 🕒 Competent in setting up pension auto enrolment systems according to individual employment policies
- 🕒 Compliant with RTI reform
- 🕒 Internal audit and checking procedures
- 🕒 Knowledgeable on legislation, compliance and deadlines
- 🕒 HMRC-approved software
- 🕒 Chartered Institute of Payroll Professionals-accredited staff
- 🕒 Bacs-registered bureau for safe, fast employee payments
- 🕒 Service meets all legislative requirements and keeps you informed of any changes throughout the year
- 🕒 Data stored in ISO 27001-standard, EEA-based data centre

## Optional pension management

- 🕒 Mandatory assessment of employees each payroll cycle
- 🕒 Management of the employee opt-in and opt-out processes
- 🕒 Automatically calculate pension contributions according to your employment policy
- 🕒 Create management reports as needed
- 🕒 Upload pension contribution data monthly and liaise with pension providers

## WHAT OUR CLIENTS SAY

"Quill Pinpoint has been looking after our payroll for over 2 years now and we have been delighted with the service they provide.

Without exception, everyone is extremely helpful, efficient and knowledgeable.

They're a great team."

**Penny Jefferson**  
Wig Specialities Ltd

"We've used the Quill Payroll service for payment of our salaries for a number of years.

It's all so simple. Quill looks after our complicated pensions, end-of-year tasks, legislation changes etc.

The service comes highly recommended."

**Ken Dobson**  
Sefton Park Medical Centre

"As long-time users of Quill Payroll, we've always found the service totally reliable. Our requirements are complex and turnaround has to be quick, but Quill delivers each and every month. Any advice sought is provided speedily and accurately. Quill helps with our auto enrolment pension responsibilities too. I have total confidence in Quill Payroll."

**Robert Burton**  
Chums