

# CAPITA

## Payroll Services for

## small and medium size businesses

Our dedicated team can take on as much of your HR and payroll as you need, leaving you to focus on growing your business. We provide a full range of payroll services, HR administration and advice and guidance tailored towards the needs of SMEs.

Our services cover every aspect of pay and HR administration; we act as the sole touchpoint for all pay transactions including payslips, ad-hoc allowances and bonuses for the entire employee lifecycle.

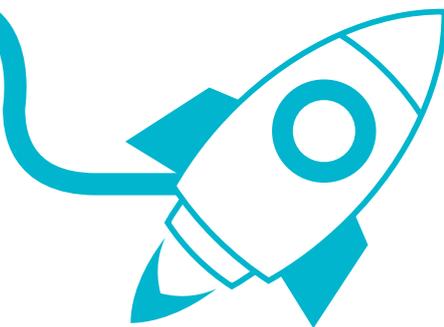
With combined experience of more than 50 years in HR and payroll, we help you to interpret regulations, improve the service to your employees, reduce payroll costs and free you up to focus on core business.

### Payroll services for SMEs

- Named helpdesk contact
- Processing monthly payroll
- Issue of Payslips
- Expenses processing
- P11D and P45 issue
- Application of the Living wage as appropriate?
- Absence management
- Equal Pay

### In addition to a Payroll service we also offer a HR Administration Services for SMEs which includes the following

- Pre-employment checks including: References & ID checks
- CRB/Credit checks
- Issue new starter packs
- Issue contracts of employment
- Child care voucher & health care administration



# Why Capita?

Capita's distinct advantage is our tailored, flexible and personal service. Our specialist team has an in depth understanding of the way SMEs work as well as HR and payroll expertise. We offer a fully managed service with expert advice on a flexible basis to meet your changing business requirements. Capita's services can be set up quickly and easily and you will have a named contact from day one.

**One named contact for every client:** We don't have a call centre - you will speak to the same person every month. All our clients have a named contact as well as a back-up contact, enabling us to build a strong partnership with our clients.

We believe it's important for us to get to know you and for you to get to know us.

**Simple process:** We offer templates for you to submit your data to us to ensure all the necessary data is provided. Capita is set up as a bureau for BACS so you can link your number to ours, enabling us to pay salaries and PAYE on your behalf.

**Technology:** As Capita is not tied to one technology provider, we have the flexibility to choose the right platform for your needs, or to work with your existing ERP solution to ensure organisational continuity.

**Reliable and accurate:** Between us we have more than 50 years' experience in HR and payroll. We are fully conversant with UK payroll and are able to discuss any issues. If required, we are happy to explain payroll calculations to your employees, for example, queries around tax calculations.

**Flexibility:** Although deadlines have to be agreed to ensure salaries are paid on time, we aim to be as flexible as possible to ensure your employees are paid accurately and on time. We also build in time within the payroll schedule for you to review and approve your payroll each month.

**Customer service:** We believe that we go the extra mile and seek clarification should your payroll data be ambiguous. If we feel we can offer a suggestion on the best way of achieving your payroll requirements, we would not hesitate to contact you.

For more information on how Capita could benefit your organisation, contact:



0207 960 7769



HRsolutions@capita.co.uk



capitaHRsolutions.co.uk



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