

Payroll Services

for Expatriates



Our dedicated expatriate payroll and HR team can help you navigate the regulations surrounding inbound and outbound expatriates. We provide a full range of payroll services, HR administration and advice and guidance specifically for expatriate workers. Our services cover foreign nationals currently working in the UK and employees of organisations considering setting up UK operations.

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

Overall, Capita HR solutions manages payroll services for 120 clients and 1,700 schools, paying nearly 300,000 client employees and pensioners in the UK and Ireland. We act as the sole touchpoint for all pay transactions including payslips, ad-hoc allowances and bonuses for the entire employee lifecycle.

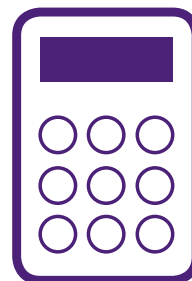
Our services for expatriate employees

Expatriate payroll services

- Payroll set up in the UK
- Advice on ex-pat issues
- Net to gross calculation of salary
- Calculation of Hypo Tax and NIC
- Obtaining NT codings
- Dealing with NIC issues
- Tax treaties
- Certificates of coverage & A1's
- Named helpdesk contact

Expatriate HR Services

- 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 expatriate employers 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 try and keep things as simple as possible. Payroll can be delivered to us in a format that suits you, for example via email, and there is no requirement for you to use a fixed format for input. However, we do offer templates to our clients in case they are of use. 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.

Reliable and accurate: Between us we have more than 50 years' experience in expatriate 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. We can make allowances on timescales for processing payroll as long as pay day isn't compromised. We can also build in as much review time for you as you need for payroll approval each month.

A friendly service: We ask the right questions. We believe that we go the extra mile and would ask pertinent questions if the payroll input was 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:



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