

A4: Equal Lives' Payroll Service

If you would like to use our Payroll Service you can make a referral by phone, email, online or in writing to Equal Lives Payroll service. We are also able to receive referrals from care assessors or partner organisations on your behalf. Once we have received a referral we will send you two copies of our Payroll Service Agreement, together with a copy of Equal Lives terms and conditions. You will need to sign and return one copy of the Service Agreement before your service with us can commence.

Costs for the payroll service should have been included in your support plan, as part of your Personal Budget funded by Norfolk County Council, or Personal Health Budget funded by NHS. Please check this with your Care Assessor if you are unsure. If you fund your own care (self-funder) you can also purchase the payroll service from Equal Lives.

Equal Lives offer a Payroll Service which will:

- Register you as an employer with HMRC (Inland Revenue) and act as your agent
- Set up a PAYE scheme in your name
- Add and remove employees from your payroll as requested by you and issue any relevant paperwork
- Receive and process your signed completed timesheets in line with your four weekly pay dates



- Prepare four-weekly payslips for your employees, based on the information we receive from you
- Calculate holiday pay and entitlement, sick pay and other statutory payments as requested by you
- Calculate tax and national insurance due to HMRC and advise you accordingly

You will need to:

- Provide us with details of the hours worked by your employees every four weeks in line with your payroll dates. We will provide you with some timesheets to use if you wish
- Sign the timesheets to give us permission to calculate payments and process your payroll

Or

- Have an automated payroll service set up if your employee works the same amount of hours every week. Please ask for further details on setting up this service.
- It is important that you ensure any information you provide to us is correct as you are the employer and are responsible for this.

How much does this service cost?

1) Payroll service set up - £36 one-off (Including VAT)

Equal Lives will set up your payroll and register this with HMRC. Equal Lives will also register themselves as your payroll agent so they can liaise with HMRC on your behalf with regard to PAYE matters.



2) Ongoing payroll service - £16.80 four-weekly (Including VAT paid a year up front)

Equal Lives will process your payroll, produce payslips and provide you with a payroll summary each time it is run. They will also provide information regarding any HMRC payments due. Equal Lives will work out your employees' holiday entitlement upon request from you, calculate any statutory payments due, such as Statutory Sick Pay and Maternity Pay and complete Real Time Information (RTI) returns to HMRC to ensure you comply with your legal duties as an employer. We will also calculate any payments due if your employee stops working for you and issue a P45 to them on your request.

In addition to this Equal Lives will complete a year end return to HMRC and produce P60 year-end statements for your employees.

How the Payroll Service Works:

If you have chosen to use Equal Lives' Supported Account service, in addition to the payroll service, we will pay your employees' wages straight into their bank account, using the information you have provided on their timesheet. We will then send a payslip to you to give to your employees. We will also send you a payroll summary every four weeks to show you what payments have been made for wages and any deductions that have been made for tax and national insurance. We will also arrange for any tax and national insurance due to be paid to HMRC from your Supported Account.



If you are **not** using Equal Lives Supported Accounts service then we will process your payroll and send you the information on your employees' wages. You will receive a payroll summary which you should keep for your records, together with payslips which need to be given to your employees. You will need to pay your employees the amount that is shown on their payslip in the box marked 'Net Pay'

We will also send you an HMRC (Inland Revenue) payment slip every month detailing information on what needs to be paid, and how to do this, as you are responsible for making any monthly tax and national insurance payments due to HMRC. Under RTI rules you are still required to inform HMRC if there are no payments due that month.

If you require further information or would like this factsheet in an alternative format you can contact us by calling: 01508 491210, by emailing: info@equallives.org.uk, or by writing to: Equal Lives, 15 Manor Farm Barns, Fox Road, Framingham Pigot, Norfolk, NR14 7PZ.

