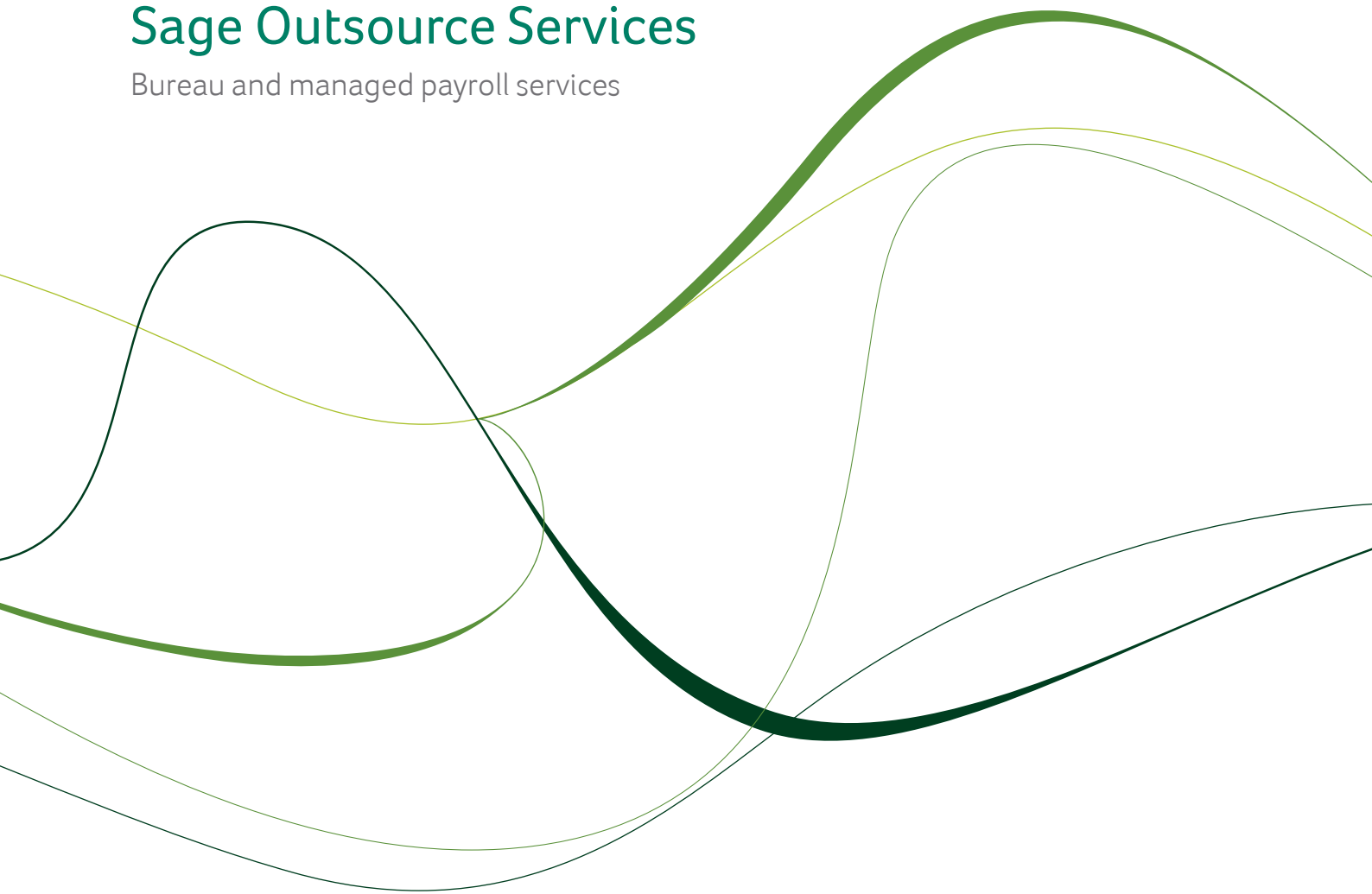


Sage Outsource Services

Bureau and managed payroll services



You're unique. So are we.

At Sage Outsource Services, we know every business is different. That's why our people work with you to give you a service that fits your exact needs, now and as you grow.

We're unique too. We don't have call centres - only friendly, dedicated payroll professionals who work with you to understand what you do and how we can help you do it better.

We're also one of the only payroll providers to guarantee our high quality service, to process your payroll accurately on time, every time.

Outsource your payroll with Sage and you could make significant savings on your in-house processing costs.

Your personal payroll expert

Sage Outsource Services is all about people and we pride ourselves on the dedicated and personal service we offer you.

We'll work with you to create a flexible service structure and model that's perfect for your organisation. You'll get a friendly, dedicated payroll administrator, who lives and breathes your business. Personal, expert advice is only ever a reassuring phone call away.

We've worked in payroll for over 35 years, with over 1,000 UK businesses across sectors as diverse as retailing, logistics, financial services, manufacturing and education. We're proud that many of our new customers come to us through recommendations or referrals.

Affordable

It's a simple objective: we aim to provide the highest quality services at the most competitive price in the market. We work hard to do this and we're proud to be able to pass the benefits directly to you. We benchmark against the quality of our service and we don't think we'll be beaten. There won't be any surprises, as our fees are all-inclusive.



How can we help?

Managed payroll

We know that every business is different, so how we manage your payroll will depend on your unique structure and processing needs. For example, you could opt for a part-managed payroll service where we take responsibility for all processing and management of your payroll data.

With the part-managed service, you benefit from our integrated HR and Payroll software. It means that all HR-related information e.g. starters, leavers and absences, goes straight to payroll for processing. So your HR team keeps full control of HR data entry, with the flexibility to access payroll information at all times.

You'll get all the information you need, whenever you need it. We effectively become your payroll department, working with you to make sure your people receive the highest standard of care.

This service is ideal for larger organisations, where HR and finance teams need immediate access to payroll information for strategic decision-making.

Alternatively, if resource is limited or payroll security is a concern, you could use our fully managed payroll service. We take full responsibility for all data input, statutory payments and deductions, gross-to-net calculations, BACS payments to employees and HMRC and all payroll compliance. So all you need to do is pass on data for processing.

With our fully managed service we'll:

- Check and validate all your data for each pay period before we process it
- Import your permanent and temporary data using pre-agreed formats
- Receive and check figures for starter P45s and implement before we submit to HMRC
- Activate correct NI and tax codes
- Implement salary increases/decreases
- Import any expense payments to include with salary calculations
- Administer all statutory payments/deductions, including court orders, CSAs, student loans and tax credits
- Deduct pension contributions and AVCs
- Pay SSP, SMP, SAP and SPP in accordance with statutory regulations
- Perform all payroll calculations to produce accurate net pay results for all your people
- Check output and submit audit trails to customer contact
- Print, seal and dispatch all your payslips before pay date
- Pay your people's net pay through BACS and reconcile the payroll each period
- Process leaver P45s and forward to employees and HMRC
- Pay all statutory deductions, including responsibility for PAYE, reconciliation and queries
- Provide all end of year P60s and P14s to relevant bodies and people

Sage Outsource Services produces over 82,000 payslips per month.

Payroll bureau

With payroll bureau, you look after the data entry and decide which part of the payroll process you'd like to retain and which you'd like to outsource. For example, we can produce payslips and make BACS payments on your behalf.

Bureau processing includes:

- Statutory payment and deduction calculations
- Gross-to-net calculations
- BACS transmissions for employees' net pay and HMRC payments
- Payslip print and distribution
- P45 print and distribution
- Electronic submission of returns to HMRC
- End of Year processing – P60 printing, P35 and P14 submission

Making sense of your data

Whether you're a start-up or large corporate, you'll need to understand the cost implications of employee payments to your business. This is where reports are vital.

With both our managed and bureau services, you enjoy the immediate availability of a wide range of payroll-related information, without needing to spend time manipulating data yourself.

Reports include:

- Detailed payroll calculations/gross-to-net reports
- Payroll control report (including Microsoft Excel® option)
- Variance reports (percentage or value-based)
- Employee audit reports (including permanent and variable data input)
- Third-party payments reports (unions/AEOs/pensions etc)
- Job costing reports (including split costs across multiple costing areas)
- General ledger/finance system cost allocation reports
- HMRC payment summary report
- Parental payment reports (SMP/SPP/SAP)
- NI analysis reports

We securely process over £60 million of BACS every month.



How else can we help you?

If you'd like to keep hold of your payroll management in-house, there are other ways that we can help you. You may need a helping hand with P11D processing, for example, or perhaps you'd like better control of absence information. Our payroll services offer low cost solutions to everyday payroll demands.

P11D and benefits admin

Collecting, storing and accounting for details of all your employees' taxable benefits can be a complex job. But with our P11D processing services, it doesn't have to be.

Available either standalone, or in addition to the managed and bureau services, the P11D processing option takes care of all your P11D obligations for you. We not only record and submit benefit details to HMRC, but we'll also provide the necessary reports. And if your people need to see detailed benefit information, we can handle this too.

Payroll process reviews and benchmarking

How efficient is your current payroll operation? Whether it's in-house or outsourced, we can benchmark your payroll process against the best in the industry to find out how much you could save.

Payslip customisation, print and distribution

Delivering payslips with your corporate identity means employees are more likely to take notice of and store their payslips – so they don't get lost in the mail pile. This can also result in fewer queries requesting historical payslip data, meaning less pressure on your time.

With our payslip customisation service, we print your organisation's logo onto copyrighted payslips for you to deliver to your people.

And if payslip management is weighing heavily on your resources, we'll also print and distribute your payslips for you. This could be especially useful if you're a large organisation operating over multiple sites. Alternatively we can produce e-payslips allowing your employees to either view their payslip via a secure online site, or receive them directly by email.

Job costing

Knowing the cost of each employee group to your business is important for making informed decisions about your spend.

Job costing and analysis divides up employee costs according to business-specific parameters, such as department or cost centre. You define the terms.

After we've processed your payroll, we produce cost information per group that we give to you, so you can get a detailed view. It promotes a sound understanding of where your highest expenses may be, so you can make better use of your budgets.

You can even increase its value with an accounts interface that works hand in hand with the job costing service. We provide a costing file and General Ledger interface, so your data seamlessly passes to third party accounting packages. You don't need to do a thing.

Absence/SSP/SMP

Absence poses one of the largest threats to our economy, with a current drain of over £13 billion per annum. There's never been a more critical time to get absence under control.

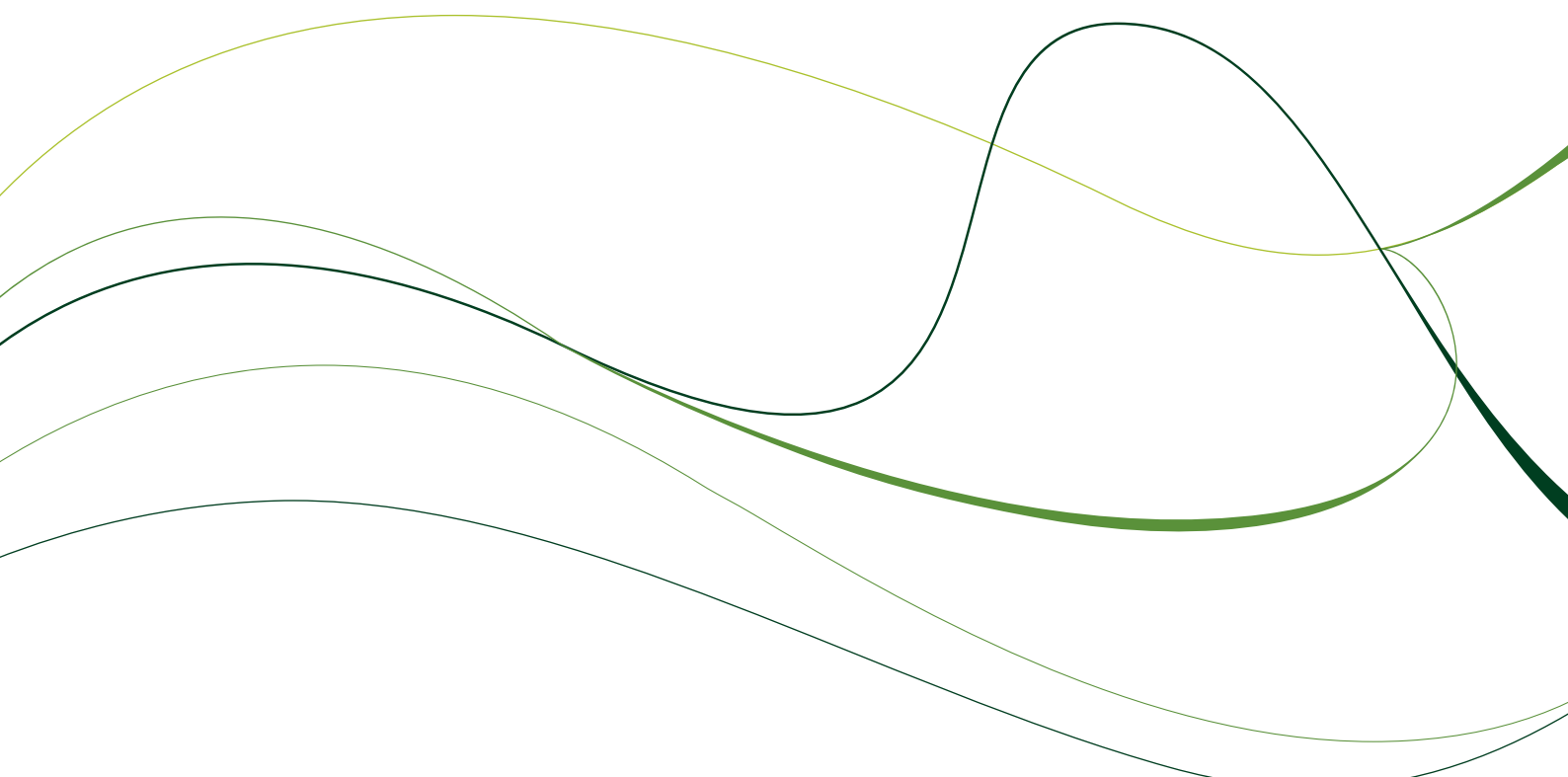
Our absence/SSP/SMP module, records all types of absence. You can easily store absence information on your employees in a way that makes sense of your data. The module fully integrates with both our own and third party payroll software, so that absences due to sickness or maternity automatically feed directly into the payroll. You can be confident in the accuracy of your SSP and SMP data.

Full absence analysis with our absence reports allows you to get to grips with where sickness absence is highest in your business and why. For example, you may have departments where stress is a common factor, or there may be individuals suffering from 'Monday morning syndrome'. Trends that can easily go unnoticed without the right reports.

A best fit for your business

Whatever you need from your payroll, we'll provide a high quality solution to transform your processes and keep your costs down. Get complete confidence in the security of your data, safe in the knowledge your people are paid accurately. And on time, every time.





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