

Information on Paying a Personal Assistant (PA) through a payroll service

When you employ a Personal Assistant (PA) you are responsible for the payroll for your employees. If you are not familiar with payroll, you are able to use the services of an external payroll company to manage salary payments and the administration tasks that will need to be undertaken for your staff.

# Benefits of a payroll service

There are certain benefits to using a payroll company to pay a PA, These include:

* Calculating tax and national insurance contributions
* Making the payments to the PA directly in to their bank account
* Setting up and administering a workplace pension scheme
* Generating payslips
* Providing and processing timesheets
* Calculating holiday, sick pay and redundancy payments.

# Engaging a payroll service

To engage the services of a payroll company you will need to contact them to provide them with certain employee information in order for them to process salary, tax, NI payments on your behalf.

This information will include things such as:

* Name
* Address
* National Insurance Number
* Bank Account Details

The payroll company will provide you with a list of employee information they require in order to set up these payments.

# General payroll process

Once your staff are set up and your payroll of running the process should be relatively simple.

For example:

* The PA will complete weekly timesheets, to be authorised and signed off by you.
* Once you are happy that the details on the timesheet(s) are correct, you will need to send the authorised timesheet(s) to the payroll company. Depending on the company you have chosen, you can do this in a number of ways:
	+ By smartphone, a photo of the signed timesheet(s) and email can be sent across to your payroll service .
	+ By telephone, advising your payroll service of the hours the PA has

completed for the relevant pay period.

* + By post, send a hard copy of the timesheet in the post to your payroll service.
* Alternatively, if you will be using a regular PA, who will be working consistent hours each week, some companies may offer a system which automatically pays the PA without the need of providing regular timesheets.
* Once the payroll company has made the payment to the PA on your behalf, they should provide you with payslips, along with blank timesheets for the next pay period.

**Payroll Company Details:**

**Below is a list of external payroll companies that may be able to assist you. Contact details are provided along with a brief description of the service they provide. For more information on how these companies can help manage payments on your behalf, please contact them using the telephone numbers provided**

Paypacket Ltd.

Website: [www.paypacket.co.uk](http://www.paypacket.co.uk/) Tel.: 0800 848 8998

Brief Details of Service: £180 per year. £12 per payroll period (4 weekly). £2.40 fee for any additional Pas. This includes the BACs payments made to the PA.

Ruils:

Website: [www.ruils.co.uk](http://www.ruils.co.uk/) Tel.: 0208 831 6083

Brief Details of Service: £50 set up fee, £6 per payslip (4 weekly). This includes the BACs payments made to the PA.

CPS Payroll:

Website: [www.cpspayroll.co.uk](http://www.cpspayroll.co.uk/) Tel.: 0208 641 9547

Brief Details of Service: £8.20 + VAT per employee per payslip (monthly). This includes the BACs payments made to the PA.

Nationwide Payroll Company:

Website: [www.nationwidepayroll.co.uk](http://www.nationwidepayroll.co.uk/) Tel.: 01536 262100

Brief Details of Service: £16 + VAT for up to 5 employees (You would make the payment to the employee). £20 + VAT for up to 5 employees (Nationwide would make the payment to the employee).

DD Payroll:

Website: [www.ddpayroll.co.uk](http://www.ddpayroll.co.uk/) Tel.: 01332 293612

Brief description of service: £192 per year will cover up to 4 employees. DD Payroll will take care of the whole process.

\*\* Please note that London Borough of Sutton does not promote or recommend any of the companies described above \*\*

This document is informative and is intended to give you a general idea of the payroll process and which companies may be able to help you with processing payments for a Personal Assistant.