



# HRConnect | ProspectsPayroll

**HR, Payroll and Pensions Administration**

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**Working in partnership with:**

**cipp** the **chartered institute**  
of **payroll professionals**





## HR, Payroll and Pensions Administration

HR Connect and Prospects Payroll offer payroll, pension, and HR administration to make managing your payroll easier and freeing up your time so you can focus on the smooth running of your business.

Choose from our payroll or HR administration service or opt for our integrated payroll and HR administration offering. Whatever you choose you can be confident that our service will comply with all the requirements of submitting to HMRC each month (RTI) and all year end processes, such as providing P60's and supporting with pension year end reporting.

We will partner with you to provide a smooth service that meets your needs whilst ensuring we understand your business and your terms and conditions so that we can pay your staff accurately and compliantly.

Email: [info@hrconnect.org.uk](mailto:info@hrconnect.org.uk)

# Key Benefits

Unlimited access to our dedicated support team and customer portal.



Access our online database of resources, available 24/7 /365, so you can find information when you need it.



A Chartered Institute of Payroll Professionals (CIPP) Payroll Assurance Scheme (PAS) accredited payroll provider.



Online payslips, P60's and P45's.



Access to an Account Manager.



The reassurance your HR and Payroll is always compliant, and all statutory requirements are taken care of.



Rely on us to pay your people on time, every time.





# Payroll & Pension Services

## Integrated HR Administration & Payroll Service

You can rely on us for all your HR and payroll needs. Our service includes every aspect of pay and HR administration supporting the full employee lifecycle and covers the processing of new starts, leavers, issuing of contracts of employment, pay reviews, expenses, organisational restructures and the efficient and fully compliant running of your payroll.

## Payroll Service

Responsible for processing of your payroll accurately and on time. The team's expert knowledge is supported by professional qualifications in both Payroll and HR Management and many of our staff are members of the Chartered Institute of Personnel & Development (CIPD) and the Chartered Institute of Payroll Professionals (CIPP) which drives the ambition of HR and Payroll excellence.

## HR Administration

Responsible for the management of the employee's HR lifecycle, from appointment to leaving employment, including the issuing of the contract of employment, processing contractual changes as well as offering advice and support to teachers and support staff on terms and conditions of employment.

# Integrated HR Administration and Payroll Service includes:

✓	Maintaining HR and payroll records for your full employee lifecycle (new starts, leavers and changes in employment)
✓	Employee Self Service for accessing online pay-slips and more
✓	Manager Self Service and our HR Connect online portal for HR and Payroll submissions and access to knowledge
✓	Access to HR Helpdesk
✓	Auto generated contract of employment, variation contracts
✓	HR administration including leaver letters
✓	Application of annual salary assessments and pay awards
✓	Family Leave Pay Breakdowns
✓	Application of Pension, Tax, NI and other statutory/non-statutory deductions
✓	Pension Administration including auto enrolment responsibilities and End of Year Returns
✓	Payroll Reporting
✓	Third Party Payments
✓	Dedicated resource
✓	Account Management

## Payroll Service includes:

✓	Maintaining payroll records for the full employee lifecycle (new starts, leavers and pay changes)
✓	Employee Self Service for accessing online pay-slips and more
✓	Manager Self Service and our HR Connect online portal for payroll submissions and access to knowledge
✓	Access to Payroll Helpdesk
✓	Application of annual salary assessments and pay awards
✓	Application of Pension, Tax, NI and other statutory/non-statutory deductions
✓	Application of auto enrolment responsibilities
✓	Payroll Reporting
✓	Third Party Payments
✓	Year End Returns
✓	Dedicated resource
✓	Account Management

## HR Administration includes:

✓	Maintaining HR records for the full employee lifecycle (new starts, leavers and changes to employment).
✓	Manager Self Service and our HR Connect online portal for HR submissions and access to knowledge
✓	Access to HR Helpdesk
✓	Auto generated contract of employment, variation contracts
✓	HR administration including leaver letters
✓	Application of annual salary assessments and pay awards
✓	Guidance on relevant Terms and Conditions of employment
✓	Dedicated resource
✓	Account Management





## Contact us:

Our team of experts are ready to help with any payroll issues, support and guidance you need. Discuss your requirements today!



0330 124 9996



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