

## KEY BENEFITS

- ▶ Pay your employees on time all the time
- ▶ Save time & money
- ▶ Gain efficiency
- ▶ Overcome complex legislation
- ▶ Ensure compliance

*"Honestly, we've never had any problems since moving to IRIS, it's all been really easy! The team are incredibly knowledgeable; when RTI was introduced the switch was so seamless we barely noticed any different!"*

Viki French, ACT Teleconferencing

*"IRIS are very helpful whenever I ring them up or send them an email and they always come back to me extremely quickly which gives me peace of mind that everything is under control."*

Raksha Pandya, Practice Manager at JS Medical Centre

# IRIS MANAGED PAYROLL SERVICE

## What is outsourcing?

Payroll outsourcing means that organisations and businesses choose to hire a specialist external company to handle part or whole of their payroll function to save them time and money, gain efficiencies and ensure compliance.

## Why IRIS?

IRIS has specialised in payroll for 40 years and this experience means we fully understand all aspects of payroll to be able to offer you a first-class service ensuring you are legislatively compliant whilst paying staff accurately and on time. For our IRIS Managed Payroll service, we use our own market-leading and HMRC recognised payroll software which

### 1) Save Time

Outsourcing payroll means that all of the work gets done externally, so you pay your employees accurately and on time, a

### 2) Reduce your costs

According to Totaljobs.com, the average salary of a payroll manager is £29,000 (June 18). Combine this with the cost of printing payslips, sealing machines, payroll software and regular training for legislative updates, outsourcing your payroll could save you a vast amount of money.

### 3) Comply with legislation

Legislation surrounding Real Time Information (RTI), Automatic Enrolment (AE), benefits and holiday pay, is constantly changing

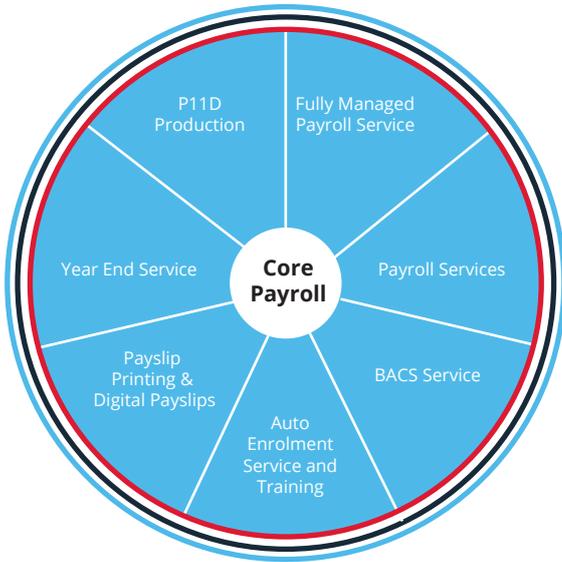
### 4) Reduce the risk of errors

The "day-to-day" work of ensuring your payroll is correct, up-to-date and using all the correct tax codes can be challenging, time-consuming and fraught with risks of error. The IRIS Managed Payroll service team are proud to have a 99.9% accuracy

### 5) Improve efficiency

Outsourcing to IRIS enables you access to a large amount of reports which can be specialised to suit your business needs.

## The IRIS Managed Payroll Service



### IRIS outsourcing options include:

#### Fully managed payroll service

This includes processing your payroll, issuing digital payslips via a secure portal, BACS processing, Year End service.

#### Payroll services

Payroll processing and production of BACS file.



### BACS service

Our BACS accredited bureau can make all BACS payments on your behalf to your employees. The service is completely secure and provides the peace of mind that payments will be processed correctly and on time.



### Auto enrolment service and training

IRIS Auto Enrolment service will take care of all your assessment and communications needs as well as the production of pension files for you to upload to your pension provider. If your pension provider isn't supported, no worry, we can create a bespoke file type upon request. We also provide a number of different training courses that you can either attend in person or as an online webinar, from the comfort of your desk!

### Payslips

Take advantage of IRIS OpenPayslips with our managed payroll service where you can access payslips, P60s and pension communications via a secure web portal. You can access via smartphone, tablet and PC. Apps available for free on the App Store, Google Play and Windows Store.

### Year End service

This service includes processing PAYE tax and NI contributions, P60 production for employees, completing the RTI year-end, filing expenses and benefits as well as P11D and P9D forms production.

### P11D production

We can take care of your P11D production, carrying out all calculations and submitting information online to HMRC.

**Call 0333 230 4312 or visit [www.iris.co.uk/managedpayroll](http://www.iris.co.uk/managedpayroll) to see how we can help you**