

.IRIS

Improving Payroll at an Enterprise Level



The largest businesses often face the closest scrutiny, and that's no different in payroll. With more employees, a mixture of contract types and a higher turnover to fine; there's more pressure on your payroll function to keep track of the moving parts and get everything right.

Many of the UK's leading business choose an outsourced payroll service to help ensure their payroll is accurate, compliant and on time each month. This guide will take a look at whether outsourced payroll is right for you.

Introduction

Payroll is both highly repetitive and deceptively complex, with ever-changing payroll legislation that can be difficult to stay on top of.

The largest UK businesses get audited more often, and find themselves under greater scrutiny in general. With the General Data Protection Regulations (GDPR) now in effect, they also risk the highest fines for not complying.

It's therefore essential that businesses at your level run a payroll that is accurate, compliant, and on time each month.

With outsourced payroll, you hand your payroll over to experts who'll do it for you and give yourself the time to tackle the bigger picture and focus on other business critical areas.

Should I consider Outsourced Payroll?

Payroll is a critical aspect of every business, so it's important it runs efficiently, accurately and compliantly. If you're wondering whether outsourcing your payroll would suit your organisation, ask yourself the following questions:

1. **Are you confident with the ongoing changes to legislation?**
2. **Does your current payroll solution still meet your business needs?**
3. **Have you discovered errors in any of your payroll runs?**
4. **Are you reliant on a single person to run your payroll?**
5. **Have you ever experienced issues with submissions made to HMRC?**
6. **Are you spending too much time processing payroll when you could be spending time adding real value to your business?**



If you have answered yes to just one of the above then outsourcing your payroll could

Call 03332 304 312, or visit iris.co.uk/managedpayroll to see how we can help you

What is outsourcing?

Organisations and businesses can now choose to outsource their whole payroll function to a team of qualified payroll experts who handle everything on their behalf. Alternatively, they can opt for a bespoke tailored service that better suits their needs.

In each case, you select a professional third party to run your payroll for you. We've covered the exact steps involved later in this eBook.



Why choose outsourcing?

Outsourcing payroll has become increasingly popular in recent years, due in part to tightening and ever-changing legislation and competitive markets.

Payroll is a remarkably complex area, with legislation from HM Revenue & Customs, The Pensions Regulator & Automatic Enrolment, GDPR and others all affecting how payroll is managed.

Even outside of legislation, reporting requirements and processes mean the average payroll is time consuming. This is especially the case at an enterprise level where a greater number of employees means that you have more employee requests to deal with. IRIS solutions include employee self-service, which allows employees to view payslips, P60s and other key communications and free you up to focus on the bigger picture and more impactful projects.

Outsourcing also means you've reduced the need for in-house trained payroll staff and software. This adds up to a substantial saving each year once software updates, training costs, stationery expenses and other overheads have been deducted; giving Outsourced Payroll the best ROI as a payroll solution.

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6 Ways Outsourcing Payroll Can Change Your Business

1. Complying with legislation

Complying with complex payroll legislation helps prevent potential fines, but it can be difficult. Legislation surrounding Real Time Information (RTI), Automatic Enrolment (AE) the payrolling of benefits and holiday pay is constantly changing, and failing to stay up-to-date can prove disastrous.

Outsourcing to a seasoned professional means their expertise comes into your business, so your business stays up-to-date and complies with legislation.

2. Reducing the risk of errors

Sticking to all the changes in legislation can be stressful, and even 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 team are proud to have a 99.9% accuracy rate, which means we keep even the biggest of businesses safe from these kinds of mistakes.

3. Saving time and effort

Payroll is an essential part of any care that employs people but handling it can be a laborious and repetitive task that requires a lot of attention every month.

Outsourcing payroll means that all of the work gets done externally, so you pay your employees accurately and on time, meet the reporting requirements to HMRC and pension providers, and still free up your time to add real value to your care organisation.

What you do

Step 1: Send us the payroll information in an agreed format e.g. Microsoft Excel spreadsheet

Step 2: Approve the verification report we will send to you

Step 3: Pass us any payroll queries you may have – that’s it!



What we'd typically do for you

Upload tax code changes directly from HMRC

Load your payroll data including starters, leavers, salaries, hours worked and payments and deductions

Check the payroll output against your figures to ensure it is correct and produce a verification report for sign off

Once the figures are signed off, we will make BACS payments, produce payslips and reports and send you agreed output files

Complete monthly reconciliation so accounts are correct at the end of every month

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4. Improving cost-effectiveness

It doesn't matter how big a business becomes – there is always an opportunity to work smarter and improve your ROI. Outsourced payroll is a cost-effective solution that combines the cost of payroll professional wages, RTI payroll software and regular training for legislative updates.

Outsourcing payroll also helps consolidate costs, making it easier for finance departments to track outgoing spends and improve budgeting with your department.

Why not try our handy Payroll Outsourcing Calculator to see for yourself how much outsourcing with IRIS could save you:



[Start Calculating](#)

5. Increasing the expertise behind your payroll

External payroll providers give you access to a much wider range of knowledge, experience and expertise from professionals who have spent years dedicated to payroll. With the risk of high fines under GDPR and other legislation, it's important your business is taking every step towards full compliance.

Outsourced payroll is also a great replacement for interim or departing Payroll Managers, which is incredibly useful in an industry with a **higher than average staff turnover rate (learn more)**.

6. Improving efficiency

Saving time, reducing costs and removing a big administrative chunk of your day can help streamline your internal processes. In addition to this, outsourcing may grant you access to a wider variety of reports. This is because your outsourcing team will have the time and expertise to produce reports and analytics you may not have the capacity to produce in-house. You may also be able to request reports that are specialised to your specific needs.

These are just some of the most common reasons to consider outsourced payroll to help your organisation manage your payroll. Some providers, like our team here at IRIS, also handle your employee queries so you don't have to.

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What To Consider When Choosing To Outsource

1. How flexible is the service?

Every organisation is different, with different needs at different times. It's therefore important to establish how flexible the service can be and, should new challenges arise, whether your provider can perform without compromising on quality.

Here at IRIS, for example, we offer both a fully managed payroll service and the fully flexible option of an 'a la carte' payroll service. We can process as much or as little of the payroll as you like.

We also cater to every business size, so our solution can scale up and down to suit a changing number of employees. It can also easily cater for a number of different contract types, making it perfect for business with a number of contract or casual workers.

2. How responsive is the provider?

It's important you have a point of contact who is on call and ready to respond to any of your payroll needs. Here at IRIS, a member of our Payroll Bureau will act as your dedicated account manager and deal with any queries or changes to your payroll.

3. What experience does the provider have?

Over 1,000 UK businesses trust the IRIS Managed Payroll Service to manage their payroll, because:



14% of UK companies pay their employees using IRIS



Our software is both BACS and HMRC Accredited



Over 40 years of payroll experience

4. Do they have proven expertise?

It's important that your provider has the necessary expertise to ensure that your payroll complies with the latest legislation. One thing we pride ourselves on at IRIS is that we are compliant with the latest legislation, and experts in the world of payroll.

All of our Bureau members are CIPP accredited or working towards it, and regularly refresh their expertise to ensure they are at the forefront of changes to payroll legislation.

5. Can they help with reporting?

With the profitability of your care home measured against tight margins, it's important that your provider meets your industry criteria and collect job-cost related data. Your provider should also offer reports by department and role, alongside information on rotas and annual leave, so you can effectively manage controllable costs like overtime.

At IRIS, we offer a comprehensive set of reports and can also provide bespoke reports to ensure you're getting the right data in front of the right people.

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Payroll Reporting

One of the key areas we focus on at an enterprise level is the reporting we offer our clients, as the largest businesses have the most complex reporting requirements.

We understand that professionals in larger organisations have greater accountability and greater expectations in their reporting and data. As a result, we have worked hard over the past 40 years to ensure we offer the most comprehensive and adaptable reporting suite on the market.

Reporting as part of your **outsourced solution**

Through our outsourced payroll solution, we run a number of bespoke reports for clients. These are often run according to department, role or budgetary breakdown requirements but can be made to factor any criteria.

By offering each client a personal account manager, we are able to provide a customised service with the full weight of our industry expertise behind it.

Reporting within IRIS software

Advanced Report Writer

If you already use IRIS Software, you can add this module to create in-depth reports from scratch. These all come with a customisable layout, and reports that are:

- ✓ *Quick to customise*
- ✓ *Easy to modify reports*
- ✓ *Exportable via Word or PDF*
- ✓ *Directly linked to your payroll database*

[Learn more](#)

Vision

We also offer an optional reporting tool, Vision Query and Analysis, which can be used to produce reports within Microsoft Word or Excel.

[Learn more](#)

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The IRIS Outsourcing Service

We can process as much or as little of the payroll as you like, and have clients that range from having one employee to thousands.

~ Fully Managed Payroll Service ~

Including payroll processing, BACS processing, Year End Service (including P11D production).

We have an accuracy rate of 99.9% and produce over 20,000 payslips per month. Our processes are BACS-approved and we meet all statutory reporting requirements on your behalf, delivering a service you can trust.



Our service easily encompasses zero hour and occasional workers so that you're no longer faced with complications regarding PAYE, employment issues and P45s. We can also work with you across multiple sites, and offer employee self-service to further reduce admin and improve employee morale.

Payroll Processing	Automatic Enrolment	Reconciliation	Payslips	Payments	Year-end Processing	Liaise with third parties
<ul style="list-style-type: none">Process HMRC messagesCalculate pay	<ul style="list-style-type: none">Employees assessed for Automatic EnrolmentAppropriate letters generated and sent	<ul style="list-style-type: none">Initial reconciliation for approvalBottomline BACS Auditing	<ul style="list-style-type: none">Sent directly to employees using our online payslip app	<ul style="list-style-type: none">Payments made through secure BACS facility	<ul style="list-style-type: none">Final EPS/FPS sentDistribution of P60s	<ul style="list-style-type: none">HMRCBenefit providers

You will have a named contact among our payroll specialists, who are always on hand to provide you with advice and support. All of our Bureau employees are either CIPP qualified or working towards it, and our team is always growing to ensure every customer gets the best possible service.



[Start Calculating](#)

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~ A La Carte Payroll Service ~

Choose from the below services and create your own bespoke payroll solution:

Payroll services

Payroll processing and production of BACS files for processing.

A backup can be provided so that payslips or BACS files can be processed in-house.

BACS service

BACS software is expensive and gaining BACS processing approval is a cumbersome process. IMPS is a BACS approved bureau service.

Pension service

Customers can choose to use our Automatic Enrolment (AE) service, have us upload pension files to their chosen providers and more.

P11D production

We can produce (Annual Benefits Statement) information for employees.

We also offer a comprehensive Year End service that encompasses everything from P60s to final form submissions.

Want to make the business case? Our Payroll Outsourcing Calculator will show you your ROI and how much IRIS could save you:



[Start Calculating](#)

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About IRIS

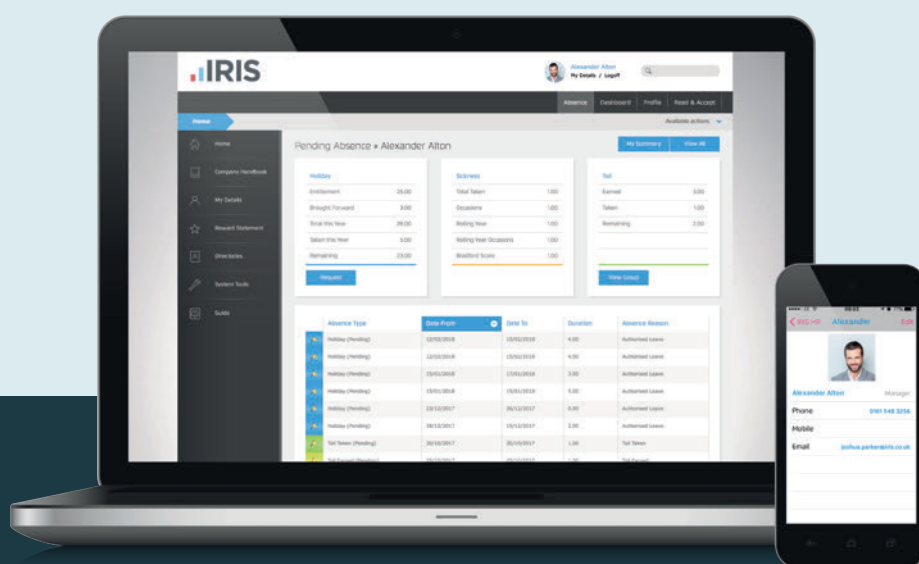
With almost 40 years' experience, IRIS provides business critical software and services to the UK SME sector and accountants in practice. Over 80,000 small and medium-sized companies including 1,000 accountancy practices rely on IRIS every day to run their business and collaborate, with over 900,000 employees being assessed for auto enrolment each pay period using the IRIS AE Suite™.

IRIS Software Group is a leading provider of auto enrolment software for businesses, accountants and GPs in the UK. IRIS software is used by 14% of UK businesses that operate under PAYE to pay their employees. All customers receive the greatest choice of payroll software and services managed under the brands IRIS, Earnie and KashFlow.

IRIS is renowned for ensuring that all software and services are completely up to date with the latest legislation, which means that you in turn as a customer are also kept compliant. Our Human Capital Management (HCM) division aims to "be the employee engagement engine, making the HR process flow, enabling our customers to focus on people not the process." The brand names IRIS, Cascade and KashFlow all come together under IRIS HCM.

Legal information

This guide is for your general help only and is not and shall not constitute legal advice. If you need advice on your rights or responsibilities or any legal advice around data protection matters, please obtain specific legal advice and contact an adviser or solicitor.



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