



Professional Payroll Solutions Ltd

***“MORE THAN JUST YOUR AVERAGE
PAYROLL SERVICE”***

Outsourced Payroll Service



A close-up photograph of a payroll slip. The slip is tilted and shows several rows of text and numbers. A green header bar at the top right contains the text 'Year To Date'. Below this, the following items are listed:

Item	Value
Total Gross Pay TD	12824.50
Gross for Tax TD	12824.50
Tax paid TD	2880.95
Earnings For NI TD	871.00
National Insurance TD	
Pension TD (Inc AVC)	
Net P	

- We calculate all Tax & NI deductions
- We calculate all sick, maternity, paternity & holiday pay
- Pension, health care, absence deductions and reimbursements
- Can process weekly, fortnightly, four-weekly & monthly payslips
- Security sealed payslips are available

Contingency Payroll

If you were unable to process the payroll what would you do?

Reasons for this are:

- Sickiness
- Holidays
- Maternity/Paternity Leave
- Computer failure or crash
- Fire
- Stuck abroad
- Data Lose
- Emergencies



We step in when your system fails!

Construction Industry Scheme (CIS)



- We will submit all your CIS contractors monthly returns online
- Produce of all your subcontractor pay statements
- Reclaim any and all CIS tax suffered through the year
- Verify all your new subcontractors within the hour
- Compliance advice & support regarding the Construction Industry Scheme

Recorded Delivery



- All completed works are sent via recorded delivery
- Giving you added security for your sensitive payroll data
- You must sign for our work on it's delivery
- Unsigned for documents are traceable and returned to us
- Receive your staff payslips the very next day

Green Business



Alternatively!

- Have your payslips emailed to you the very same day
- Boast your green credentials through your marketing
- Emails can be password protected for your added business security

BACS Payments



- We can undertake the completion of your BACS payments to staff.
- Staff are paid correctly on time every time.
- Frees up your time to run your business.

HR and Employment Law Support

All our customers have Free access to HR & employment law support, plat-formed through our website.

www.citylightspps.com

- Free customer questions & answers support
- Responses received within 24 hours
- Phone responses will be made when email is deemed not to be adequate.
- Access to a Free 30 min consultation with an HR consultant .



Powered By:



Your HR Services...
Human Resources & Employment Law Solutions

Benefits Package

- 24/7 Legal Advice Helpline
- Financial surgeries delivered to employees
- Utility saving surgeries delivered to employees
- ORB Membership
- Entry into the Responsible Business Directory
- Use of the ORB Logo to place on your marketing materials.
- Discounts on a range of other employee related products and services



ORB Membership



Group Surgeries



Group Surgeries



Our Guarantees

- **Best Price** – We will match or beat any like for like quote
- **Money Back** – We will refund you immediately if work is unsatisfactory
- **Service** – We aim for a 30 minutes response if we can't attend your call



Newsletters & Articles

Register online @
www.citylightspps.com

Articles Blog

Monthly Newsletter

Example Topics:

- **Tax exiles under threat following court ruling**
- **Annual Coding: Multiple or incorrect Coding Notices**

Follow us on:



Employment Law - Why It Matters

Findings of a Business Link survey recently revealed that two thirds of SMEs are failing to implement employment laws.

Three reasons were highlighted why:

- A quarter didn't think it was their job to implement the law.
- A fifth weren't sure how to do it.
- As employers a third simply didn't know what their legal obligations were.

Our customers agree that expert HR advice helps them avoid employment law pitfalls and takes the pressure off them, but so many businesses struggle to meet their legal obligations.

How can failing to implement employment laws affect your business?

The entire employment cycle is governed by legislation from the initial recruitment process through to employees leaving your business. For example, there are employment laws concerning:

- Pre-employment residency and police checks.
- Discrimination, from the wording of your job advertisement through to employment practices.
- Grievance procedures, if an employee has a complaint



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Professional Payroll Solutions Ltd
Tel: 01702 584308 Email: info@citylightspps.com Web: www.citylightspps.com

Newsletter

Welcome to our Easter Edition of Newsletter. I trust you all had a pleasant Easter break; it's now back to the grind stone for the majority of us though I'm afraid. Since last month's edition much has happened in the world of business, the Chancellor delivered the 2010 Pre-budget Report for starters. You can read more on the effects of this, on Payrol on our blog link below. But in the mean time please enjoy this month's other short articles. <http://www.payrolservices-classscheme.blogspot.com>

Government Scrappage scheme Ends

The successful car scrappage scheme has come to an end, with car manufacturers taking their last orders last Tuesday. The government has released **findings** on the impact of the scheme.

Acas predicts new face of workplace conflict to emerge post-recession

A new **discussion paper** from Acas is predicting how workplace conflicts could evolve as the UK emerges from the recession. **Read more...**

Security for PAYE

Currently the owners or directors of new business may be asked to provide a lump sum to HMRC as security before the business is permitted to become VAT registered. The Tax Office tends to demand such payments where the business owners have previously been involved in a business that failed owing VAT.

From 6 April 2011 HMRC will also be able to ask for security payments from the business owners before the business is permitted to operate a PAYE scheme.

National Minimum Wage (NMW)

New NMW rates

In March 2010, the Government published their response to all the recommendations in the Low Pay Commission's 2010 report. The Government has agreed that there will be an increase in the adult rate of the NMW from £5.85 to £5.93 in October 2010. There will also be a new minimum wage of £2.50 per hour for apprentices who are either under 18 or in the first year of their apprenticeship. **National Minimum Wage - Government response to the 2010 Low Pay Commission report (PDF, 187 kb)**

NMW Compliance Strategy

Effective enforcement of the NMW is vital to its continuing success and the Government has today published a strategy which sets out steps on how it will achieve its aim that everyone who is entitled to the NMW should receive it. **National Minimum Wage Compliance Strategy (PDF, 86 kb)**

Useful Numbers and Contact Details

ACAS Helpline
08447 47 47 47
08457 143 143

Employers Helpline
08453 667 699

OS Helpline
0845 171 15 15

Business Link
0845 171 15 15

HMRC Online Services
Helpline 08453 050 999

HMRC VAT Helpline
08453 070 900

Business Payment Support Service (BPSS)
08453 021 430

Instant Free Quotations

Obtain Instant FREE quotations through our website for both payroll & CIS services.

www.citylightspgs.com

The price we quote is the price you pay.
There are no additional extras

- No set up fees
- No year end fees
- No starter & leaver fees



No Obligation 30 Day Trial



Register for a FREE trial @ www.citylightspps.com

- Unlimited payroll support
- Full set up of scheme
- Wages fully processed
- Access to HR support services
- Detailed wage reports
- BACS payments made
- Guarantee cover
- Full CIS services

Changing Your Payroll Process



1. We visit you at your business
2. We facilitate the complete change over of payroll data
3. We work side by side with you and your Accountant for your benefit

Contact Us

To find out more contact us on

Tel: 0844 576 33 08 or Email: info@citylightspps.com

Useful Links

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[HR Support Page](#)

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[Responsible Business Package](#)

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