

Learn more at www.ceridian.co.uk
or call us on 0800 733 337



World-class solutions. Extraordinary expertise. Proven service for thousands of companies around the world. Ceridian frees your company to maximise your human, financial and technological resources and get them focused on what's really important – your business.



Ceridian's one minute guide to payroll services



Get the outsourced advantage

Payroll is a natural start point if you're looking to outsource provision of your employee services. Hundreds of UK companies are already benefiting from:

- Improved cost efficiency and visibility of MI
- Enhanced service delivery to employees
- Increased agility and flexibility
- Freedom to focus on their core business

Providing core services such as payroll more effectively as part of an outsourcing strategy enables you to create new points of competitive advantage in your operations.

Even if you decide to outsource only partially, through a traditional bureau service, you will still protect your business by:

- Future-proofing your payroll system
- Reducing the risk of compliance failures
- Building in automatic disaster recovery and resilience

The payroll paradox

No one ever thanks you when their pay is right, but if there are any errors – you never hear the end of it!

It's not considered a function that "adds value" to your business, yet at the same time it's the reason that the bulk of your employees turn up for work and one of your largest costs... so what could be more important?

For the last 40 years, we at Ceridian have been working to develop services that make payroll easier to run, increase accuracy, reduce costs and reduce the time it takes to deliver superior service to your employees.

What are the options?

BUREAU PAYROLL

WHAT YOU DO:

- Input, import and export your data
- Interface with provider's mainframe
- Use reporting tools provided to write reports
- Manage hardware and database

WHAT YOUR PROVIDER WILL DO:

- Provide secure environment for processing your data, with back-up
- Process your payroll
- Supply payslips
- Arrange for your employees to be paid
- Make sure you stay up-to-date with legislation filing guidelines
- Offer full support for payroll queries
- Submit your tax year end returns

BENEFITS TO YOUR BUSINESS:

- Fast, accurate processing
- Expert support and advice
- In-built disaster recovery
- Legislative compliance
- Access to MI

MANAGED PAYROLL

WHAT YOU DO:

- Prepare and send data to your provider

WHAT YOUR PROVIDER WILL DO:

- Input your data
- Process your payroll in a secure environment with full back up
- Supply payslips
- Arrange for your employees to be paid
- Make sure you stay up-to-date with legislation and filing guidelines
- Offer full support for payroll queries
- Generate reports and MI
- Submit your tax year end returns
- Send payments to HMRC and other third parties

BENEFITS TO YOUR BUSINESS:

- Fixed cost
- Lower overheads
- Fast, accurate processing
- Expert support and advice
- In-built disaster recovery
- Legislative compliance
- Access to MI

What should you be looking for in a payroll provider?

Whether you're looking for a traditional "bureau" or fully managed service, make sure anyone you partner with can show you evidence of the following:

- Demonstrable high accuracy rate
- A programme in place to ensure legislative compliance
- Flexibility in technology and account management
- Full disaster recovery and ISO accreditation
- Reporting tools, allowing you access to the MI in your payroll data
- Service level descriptions, ensuring your expectations are met
- Process re-engineering expertise, optimising your efficiency
- Support from qualified payroll experts, IPP or similar

Making your payroll service work harder with Ceridian

If you're reviewing your current payroll provision, then take the opportunity to investigate how recent technological and service developments can help you deliver more.

For example, integrating with your HR or workforce management system can cut out hours of duplicated re-keying and extra work – improving accuracy and making your payroll cheaper to run.

Further consolidation areas include P11D, expenses management and benefits management or flexible benefits – all services where automation and online technologies can make provision easier and cheaper and enable you to offer a more consistent service to employees.

Or you could cut costs and do your bit for the environment by moving your employees to online payslips and online P60s.

For multinational organisations – consolidating your payroll services across countries can further save you time and money by allowing you to manage multiple jurisdictions through one contract and one contact centre.

Transforming payroll for Tragus

When Tragus, the company behind brands such as Bella Pasta and Café Rouge, formed they had just 6 months to set up new financial and accounting systems – including delivery of 3 payrolls. Having originally intended to set up an in-house team on a bureau solution, they found that a fully outsourced solution from Ceridian was in fact more cost effective and also provided greater flexibility. Within just six months, Ceridian created an agile and efficient service that provides increased access to management information and allows managers at Tragus to focus on their core business.

"Ceridian have provided us with a cost-effective solution, and continue to demonstrate their flexibility by adapting it to meet any changes in our payroll."

Mohan Mansigani, Finance Director, Tragus



Ceridian offers a range of ISO9001/2000 accredited payroll and related services.

To find out how we can help your business, call us on 0800 733 337 or email info@ceridian.com.

www.ceridian.co.uk