

The way the process works:

- ◆ We receive your completed “new Employee/Employer” forms, P45 or P46’s for each employee.
- ◆ You then call, email or fax us with the total hours worked.
- ◆ We post or email pay documents to you.
- ◆ You pay your staff & HMRC (either Monthly or Quarterly).

www.compassindependentliving.org.uk



Compass Disability Services
Pointing you in the right direction



Unit 11-12 Belvedere Trading Estate
Taunton TA1 1BH
Tel: 0330 3330089 or 01823 282823
Text Phone: 01823 255919
Fax: 01823 351790
Email: info@compassdisability.org.uk
Website: www.compassdisability.org.uk

Registered Charity No. 1099376
Limited Company Registered In England 4245798



Payroll Support Service Dorset

How we can help

Compass Independent Living Payroll Service

If you use your Direct Payment or Personal Health Budget for employing staff you may require a Payroll Service. The Payroll service will, on receipt of completed forms:

- ◆ Register you as an employer with HMRC.
- ◆ Act as an agent liaising with HMRC on your behalf.
- ◆ Process payslips.
- ◆ Produce P32s to show you how much to pay HMRC each month.

If you would like to use the [Compass Independent Living](#) payroll service we will process your payroll in a similar manner to the service you have been used to.

If you would like to discuss using the payroll service, or if you have a query, please contact us at Compass Disability Services and we will be happy to help.

**A mini guide to the process.
Full details can be found at
www.compassindependentliving.org.uk
or by calling 01823 282823**

Keep a record of the hours the employee works on the time sheet provided, or use your own system.

Inform the payroll department of the hours your employees work (or periods of sickness/holiday taken), in good time, by phone, email, post or fax at the end of the four weekly or fortnightly pay period.

The payroll department will calculate how much the employee's net pay is and send you two payslips by your preferred method (post or email). You and the employee keep a copy of the payslip. You will also receive a 'P32' detailing the payment to be made to HMRC.

If you require additional forms, please visit our website www.compassindependentliving.org.uk or by calling 01823 282823.