



CLEMENCE HOAR CUMMINGS  
CHARTERED ACCOUNTANTS AND BUSINESS ADVISORS

# A Guide to **Outsourcing Your Payroll**

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# Introduction

As businesses grow, there is a greater complexity that comes with payroll processing. With ever-changing guidelines, it can be hard for businesses to stay compliant.

Non-compliance risks incurring penalties from HM Revenue and Customs (HMRC) and could irrevocably damage your business's reputation.

It's not worth the risk of trying to figure out payroll by yourself when you can access professional help at any time!

Outsourcing your payroll is the best way to stay compliant and avoid angering employees.

This handy guide will show you all the benefits of outsourcing your payroll.



# Keep costs down

You are business savvy and always looking for ways to keep costs low.

There may be a misconception that outsourcing brings with it elevated costs, but the savings made through outsourcing easily outweigh the costs.

By outsourcing your payroll, you benefit from:



**LOWER ADMIN  
OVERHEADS**



**REDUCE RISK  
OF PENALTIES**



**PREDICTABLE  
PRICING MODELS**

Reputable payroll providers will handle all the processing costs with transparent fees.

Knowing that you do not have to pay for an in-house specialist or expensive software licenses helps free up some funds to invest back in your business.

# Saving time

Do you really have time to read through the pages of guidance that are issued every time payroll regulations change?

Someone has to, so why not outsource to the professionals who already make it their job to get familiar with changing guidance? This is not the only way in which you will save time, as you can also have:



**STREAMLINED  
OPERATIONS**



**FAST  
TURNAROUND**



**MORE TIME FOR  
BUSINESS DEVELOPMENT**

Outsourcing your payroll is the best way to ensure that it will be taken care of in a timely manner. Employees will not stand for late payments or payslips, not to mention the compliance issues of this, so you need a solution that keeps pace with demand.

Don't spend time sorting out your payroll when you can outsource it and spend time growing your business instead.

# Be popular with employees

## Staying compliant

Your employees will not be pleased if there are any mistakes with payroll. You are the source of their livelihoods, and that carries with it a big responsibility. Even delaying payment by a day can have a significant impact on the stress of your employees.

This will cause them not to engage with your business and potentially leave the company altogether. On top of this, HMRC will inflict penalties on businesses that are non-compliant.

Being seen as a business that does not pay its employees will damage your reputation and create future hiring problems.

Outsourcing your payroll is the safest way to keep on the right side of HMRC and your employees, as you get access to up-to-date expertise and information.

## Changing employee needs

Employee expenses are not set in stone and they change annually. From increases in National Insurance Contributions, to Minimum and Living Wage increases, employee costs can creep up unnoticed.

If you employ young people who are likely to age into higher wage thresholds, your payroll professional can update their wages from the day of the relevant birthday.

***By outsourcing your payroll, you have a pair of vigilant eyes keeping track of all necessary changes. That'll keep the employee happy and your business compliant.***

# Seasonal flexibility

For some businesses, staff numbers fluctuate throughout the year. This means that payroll obligations and responsibilities change in tandem with varying staff numbers.

Perhaps your business takes on more staff to cope with bustling summer months, or you do some festive work in the winter that needs to be handled. To keep off Father Christmas's naughty list, even seasonal work will need to be handled through payroll.

Outsourcing your payroll allows you to manage changing requirements to match the dynamic nature of your business.

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## Additional benefits

By outsourcing to a professional, you can draw from their expertise and guidance.

Payroll professionals can offer valuable insights to help you track your employee costs and offer valuable assistance to your employees.

Employees also appreciate transparent awareness of how their pay is calculated and what deductions are being made.

Outsourced payroll providers can help you gain access to your payroll data in a way that is most beneficial to your business.

# Tax efficiency and pensions

Compiling payroll is not just a matter of ticking boxes to stay compliant.

Payroll professionals can advise you on some tax-efficient ways of managing payments. This might include discussions around salary sacrifice options to boost pensions or other investments.

Pension enrolment can also be seamlessly handled by payroll providers, meaning that your employees will feel cared for long into the future.

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# Focus on your core business

You have a lot of things to manage when it comes to running a business, and outsourcing your payroll will allow you to get on with those things.

You can invest your time and resources into building up your staff and growing your business without worrying about the complicated payroll process holding you back.

**Let your business reach its full potential and speak to our team today.**

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