

Payroll Responsibilities and Charges

As a service provider it is important that we receive payroll information within a timely manner in order for us to calculate and pay wages on time.

Employees have a responsibility to –

- Ensure timesheets are signed by the employee and employer (or appropriate person acting on the employers behalf) and that they are handed in to the PASS office by the correct date
- Ensure expenses are authorised prior to incurring them and that any relevant receipts are attached to the completed expense claim form
- Ensure timesheets are completed in a legible format
- Ensure all information is accurate to the best of their knowledge (in cases where PASS suspect there has been a deliberate attempt to make a fraudulent claim, PASS will inform the relevant authorities)
- Ensure all personal details, contact details and bank account details are updated if there are any changes
- If your employment has ended, confirm your last day of work in the notes section on the last timesheet you submit

Note – PASS can accept completed timesheets early providing no more hours will be worked in that pay period. For example, if you are going away on holiday and are taking annual leave, you can submit your timesheet prior to leaving.

Failure to comply with your responsibilities will mean payments may be delayed until the following pay period. If an employee requires their pay to be paid earlier than the following pay period, providing it is within 5 working days of the last pay day and subject to the appropriate administration charge (stated below) this can be arranged.

The following charges may be applied –

1. Administration charge plus standard bank payment (2 days) £3.50
2. Administration charge plus same day payment charge (subject to availability) £5.00
3. Copies of original payslips £2.00
4. Miscellaneous payroll charges to be confirmed upon request

In order to process late timesheets we will require you to sign a deduction form agreeing to the appropriate administration charge. This form can be found at www.care4all.org.uk or requested from the PASS office. The completed form should be submitted along with the timesheet that requires processing. Your wages can then be calculated and paid, minus the administration charges and any other authorised or statutory deductions.

As a service provider our responsibility is to –

- Check timesheets and expense claim forms for discrepancies and authorisation and raise any concerns

- Pay wages and expenses, minus any authorised or statutory deductions, on the specified pay date (costs incurred by the payee due to late payment may be refunded)
- Produce payslip showing Gross pay, Net pay, and any deductions or additions
- Pay Tax and National Insurance contributions (N.I.) to Her Majesty's Revenue and Customs (HMRC)
- Pay other authorised deductions to relevant parties
- Follow all statutory requirements placed upon PASS as a service provider
- Provide information to authorised parties
- Provide copies of payroll information to employees upon request (subject to appropriate charge)

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