

First class outsourced payroll service offering
complete management of your payroll requirements...

Mustard
payroll

The Mustard payroll service is different

Mustard are a well established bureau, offering a professional payroll service. We have the flexibility and commitment to offer a tailor made service rather the 'one-size fits all' method. All our staff are experienced in understanding the complexities of current payroll processes and legislation. We recognise that your employees are your most important asset, ensuring they are paid accurately and on time is vital in keeping them motivated and increasing productivity.

In developing a partnership with you we gain a thorough understanding of your requirements and as these change we adapt our service to suit.

Quality, accuracy and personal service are our keywords to a payroll service with a difference.



The benefits of outsourcing to Mustard Payroll:

- Confidentiality assured as the payroll is run off site
- A fast flexible service
- No need for specialist staff
- Easy submission by phone fax or email
- Professional support 52 weeks per year
- No more complex confusing legislation to understand
- Professional support always on hand
- Control over your payroll costs
- More time to focus on the development of your business



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Key features of the Mustard Payroll service:

- Set up and maintenance of employee records
- Calculation of net pay from data provided
- Production of laser security payslips
- Advice on and operation of statutory maternity pay, statutory paternity pay and statutory sick pay and the collection of student loans
- Comprehensive management reports, including department and cost centre analysis and BACS reconciliation
- Leavers processed and P45s issued
- Online filing of year end P35 and P14 and the issue of P60's to your employees
- Processing P45, P46 and all Inland Revenue forms
- Advice on payroll related issues

Moving your payroll to us is easy

It can be done in a couple of days and at any time of the year.



How the Mustard Payroll service works:

You will be allocated a client manager who will manage all payroll related tasks.

Each payroll Mustard will:

- Enter all payroll input data, amendments and tax code changes onto the payroll system and will calculate any back pay and adjustments
 - Check the payroll output for accuracy
 - Supply security sealed payslips
 - Create the BACS transfer for payments

Mustard Payroll will also:

- Supply management reports designed to meet your requirements
- Prepare all P45s, P60s, send P14s to HMRC
- Submit end of year returns electronically to HMRC
- Respond to payroll enquiries

Mustard Payroll is a personal service

The easiest way to answer any payroll query is to speak to your allocated contact. So all through the process you will have a named contact to assist you.



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The cost of Mustard Payroll services

Our services are priced according to the number of employees you have and how often it is run, not the complexity of your payroll. From the outset you will know exactly how much our services will cost you.

There are no hidden extras.

We can say with confidence that the cost of our services is far less than running your payroll in-house.

Mustard Payroll services are excellent value

When costing the running of your payroll in-house you should include not only the cost of your payroll software and staff but also overheads, holiday cover and recruitment costs, training, upgrades, stationery etc. All these costs are included when outsourcing to Mustard Payroll. This enables you to budget accurately the running of your payroll.



Mustard Payroll services include:

End of year processing (P60s, P14s and P35s)
Handle overtime and timesheet data
Run edits before running payroll
Validation of payroll input

Operate deductions for non statutory items
Validate P45s, check figures and forward to HMRC
Ensure deductions do not result in negative payment
Recover outstanding loans or deductions from final payments
Calculate and pay holiday pay, SSP, SMP, SPP and SAP
Forward P46s for new starters to HMRC
Handle salary increases/decreases, both bulk and one-off
Set up of joiners and leavers
Handle personal data changes
Calculate manual payments
Deduct pension contributions and AVCs if applicable
Filing and archiving of data
Administer court orders
Print payslips and P45s
Print management reports
Send payslips, P45s and reports
Pay employees by BACS

Testimonials

'The best decision I ever made was to transfer my payroll requirements to Mustard Payroll, I only wish I had done it sooner!

Transferring to Mustard Payroll really was seamless. In less than three weeks from the first contact everything was set up and my first payroll completed. No fuss, no worry, no mistakes, just a very friendly and efficient service. I now have 100% confidence in my payroll being right and on time, every time.

I would recommend Mustard Payroll to anyone, whether a small or large company, if they can cope with my complex system they can cope with anything'.

Packaging Company - Essex

'I would just like to say how delighted we are about the service given to us over the past few years. Looking back I wonder how I ever managed to cope with our payroll even though we were much smaller at the beginning, then Mustard Payroll were recommended – an answer to so many problems.

Mustard Payroll have always been so thorough and punctual, not to mention observant when I have made a few errors myself! I can only sing their praises and hope that they will go from strength to strength in the professional manner that they have always provided'.

Shipping Company - Kent



Mustard Payroll

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Data salary fees payroll
Pension contributions
BACS P45 SAP HMRC
P60 Payslips P14 P46
PAYE reports forms
Inland Revenue
monthly pay
payments
cheques
NI codes
Sick pay
Legislation
Weekly pay
Paternity pay
Student loans
maternity pay
Online filing
timesheets
decreases
holiday pay
EDI HMRC
increases
overtime
P11D
SSP
SMP
SPP

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