

Outsourced Services Price List - from 1st April 2024

Outsourced Services - Payroll Re-Run/Non-Contractual 2nd Edits & Supplementary Charges		
Pre-BACS / Pre-RTI - 100 employees and less	£100.00	Per payroll
Pre-BACS / Pre-RTI - 101 employees - 300 Employees	£200.00	Per payroll
Pre-BACS / Pre-RTI - 301 Employees Plus	40% of the per payroll period cost	Minimum re-run fee £200.00 per payroll
Post-BACS / Post-RTI changes - Rerunning the main payroll once the full run has already been completed	50% of the per payroll cost of the normal period charge + compliance fee £50.00	Minimum re-run fee £200.00 + compliance fee £50.00 per Payroll
Supplementary / Additional Pay Run	Price on application via Change Control Process	

Outsourced Services - Additional Charges & Services		
Additional BACS / Payment File	£30.00	Per file
Average / Enhanced Holiday Pay Calculations - non-standard (not processed via the Supplier's software) - processing of	Price on application via Change Control Process	
BACS Set Up & 1p Test (All requests require 60 days' notice in writing to the Payroll Manager, testing dates and times to be agreed at point of set up by the Payroll Manager, Processing Services Manager, and the Client)	£155.00	Per payroll
BACS 1p Test - Additional test after BACS test failure (All requests require 10 days' notice in writing to the Payroll Manager, testing dates and times to be agreed at point of set up by the Payroll Manager, Processing Services Manager, and the Client)	£50.00	Per test payroll
BACS Extraction	£50.00	Per file
Copy of Payslip / P60	£12.00	Per document
Customised Report Writing	Price on application via Change Control Process	Minimum charge £100.00
Data Entry Non-Compliance Charge (data not provided as detailed in the Service Level Deliverables)	On time spent @ £200 per hour, per payroll, per pay period	Minimum charge £200.00 per payroll, per pay period
Employee Transfers Between Two Payrolls (same tax reference)	Price on application via Change Control Process	
Exit Reports - Supplier's Standard Format	£525.00	Per payroll, per pay period
Faster Payments Service	Price on application via Change Control Process	
Gender Pay Gap Reporting	Price on application	Minimum charge £380.00 (per payroll)
Interface - Set Up & Test (inbound & outbound)	Price on application via Change Control Process	
Late / Unexpected Data (data not submitted by the Customer and received at the Supplier's premises, in accordance with the agreed Processing Schedule)	£80.00	Per day
Late Payroll Sign Off / Approval (if payroll sign off by the Customer is not received at the Supplier's premises, in accordance with the agreed Processing Schedule)	£185.00	Per file
Manual Calculation - Gross to Net	£30.00	Per calculation
Manual Calculation - Net to Gross (Gross Up)	£50.00	Per calculation
Maternity Schedules - Supplier's standard format	Included in payslip price	
Maternity Schedules - Supplier's standard format - amendment	£25.00	Per schedule
NIL EPS files - filing of (in addition to the monthly minimum processing charges)	£50.00	Per NIL EPS filed
P46 Cars Submission	£20.00	Per P46, per pay period
Payrolled Benefits Ongoing	£1 per employee, per pay period	
Payrolled Benefits Set Up	Price on application via Change Control Process	
Remittance Breakdown for 3rd Party Liability Payments	£10 Per Remittance, per pay period	Initial set up request via custom report writing request as detailed above
Setup fee for new disbursements	£50.00	Per disbursement
Statement of Earnings Information	£25 per statement	Client to use own letterhead
Year-End Corrections (formerly known as EYU)	On time spent @ £200 per hour	Minimum charge £100.00

Auto Enrolment Letter Production Service	£5 per employee, per pay period	Minimum charge £20.00 per payroll
Local Government Pension Scheme - Assumed Pensionable Pay re-calculations	4 included in per payslip price per payroll per pay period; 5 or more per payroll per pay period £30.00 each re-calculation	
Local Government Pension Scheme - IConnect File or End of Year File - corrections to supplied data	Issues/rejections that require rectification due to poor Customer data/inputs will be charged on a T&M bases of £200.00 per hour, minimum charge £200.00.	
Local Government Pension Scheme - Set Up & Test Bespoke End of Year File (Non IConnect) per payroll	Price on application via Change Control Process	
Local Government Pension Scheme - Set Up & Test IConnect Pension File set up	Price on application via Change Control Process	
Pension File Uploads via Processing Services Admin Team	Price on application via Change Control Process	
Pensions Opt-out Refunds (manual calculation/input)	5 x included in per payslip price; 6 x or more - £30.00 each refund	Per payroll, per pay period
Setting up an Existing Pension on the Supplier's Software	Price on application via Change Control Process	
Setting Up Pension Salary Sacrifice Scheme	Price on application via Change Control Process	
Teachers' Pension - MCR / MDC - Completion of the End of Year Certificate	£80.00	Per certificate
Teachers' Pension - MCR / MDC - Corrections to supplied data	Issues/rejections that require rectification due to poor Customer data/inputs will be charged on a T&M bases of £200.00 per hour minimum charge £200.00.	
Teachers' Pension MDC - Bespoke monthly contribution breakdown report	Price on application via Change Control Process	

Outsourced P11D Services		
P11D	£17.00	Minimum charge £75.00
P11D Cars*	£28.00	Minimum charge £125.00
*P11D Cars - supplemental fee (Where more than 5 cars are assigned to 1 employee, additional cars will be charged an extra fee of £1.00)	£1.00	Per car, per employee
P11Db submission	£90.00	Per submission
Nil P11D submission	£90.00	Per submission
P11D - Class 1a NIC Payment	£50.00	Per payment
PDF Report of P11Ds	£25.00	Per file - standard charge for all P11D submissions
P11D Amendments Pre-HMRC submission	75% surcharge; in addition to the standard charge	Minimum charge £150.00
P11D Amendments Post-HMRC submission	150% surcharge; in addition to the standard charge	Minimum charge £150.00
P11D - Late data submission or late P11D sign-off	50% surcharge; in addition to the standard charge	