

The hidden costs of in-house payroll encompass those that are 'invisible' as opposed to the more 'visible' costs of direct labour, e.g. salaries, training, L&D, benefits and recruitment of the payroll team. Below is a list of all of the cost implications when running an employment payroll in-house. For a no obligation call about outsourcing your payroll to People Group get in touch:

[hello@peoplegroupservices.com](mailto:hello@peoplegroupservices.com)

### Payroll Department

- Running payroll & staffing requirements
- IT infrastructure & associated costs
- Software e.g. ERNIE & other API charges
- Payslips – creation and distribution
- Tax codes & managing changes
- Student loan payments
- Debt recovery notices & credit control
- Emergency payments & advances requests, plus reimbursement
- Cost of BACS & CHAPS transfers to each employee
- RTI submissions
- Issue of P60, P11d & P45 documents
- SMP, SSP & Shared parental leave payments
- Pension & auto enrolment responsibilities
- Apprenticeship Levy

### Legal Issues

- Employment contracts
- Redundancy & UD rights after two years' service
- Complying with all TUPE (Transfer of Undertakings) questions
- Tribunals – will be caught directly on all issues where there is no qualifying period requirement as the Employer, e.g. discrimination claims
- Accidents - Health & safety issues, plus Safe Systems of Work
- Right to Work checks

### Human Resources

- Investigations & Disciplinary issues
- Attending Local Authority disciplinary investigations
- Provision of references & mortgage application information
- Key Information Documents
- Sickness investigations & fit to work checks
- SSP, SMP, Mat/Pat leave, Adoption leave, Shared maternity leave issues and questions
- Working time records – 48 hour week, opt-out notices & records
- Holiday pay management
- Equality & diversification legislation, plus associated issues
- Data processing & records handling
- Pension payments
- Apprenticeship levy
- ESOS assessment