Emergency payroll and BACS services

We're here when your payroll team can't be

Your business continuity plans should include a plan B for processing payroll. Our BACS-accredited bureau is on hand to help.

Managing the risk of the unexpected

Payroll is without doubt a business-critical activity - unpaid or incorrectly paid employees and legislative non-compliance are not something most organisations would want to contemplate. Processing payroll in-house using Civica Payroll software offers a great deal of flexibility, but it does rely on the availability of skilled staff to do it. The reality is that unexpected absence could leave you unable to pay your employees. Therefore, it is of paramount importance that you consider what you would do in the event of an emergency.

Developing a plan

A contingency plan should cover the following aspects:

1. Collation and entry of payroll data

2. Processing the payroll accurately and in line with legislation

3. Arranging payments to employees and third parties

4. Supplying payslips

5. Meeting HMRC RTI requirements.

Emergency assistance contracts

You could also consider taking out an emergency assistance contract with Civica. We can provide a range of plans to offer assurance that your employees will be paid in the event of the unexpected.

Key features

▶ Processing starters, leavers and changes

▶ Creating and amending deductions

▶ Processing statutory payments

▶ HMRC processing and submissions

▶ BACS listing or processing

▶ Standard and custom reporting options.

Options include:

▶ Basic payroll services

▶ Enhanced services including variable payment processing and customised reporting options

▶ Year end services

▶ BACS processing.

Our emergency payroll services are only available to users of Civica HR or Payroll software, however our BACS services can be used by any organisation. Please see over for our SLAs.

Enquire now

Reduced risk

Protection for employees

Assured compliance

Emergency payroll and BACS services - SLAs

Task detail	Only available to users of Civica HR or Payroll software			BACS service
	Basic payroll service	Enhanced payroll service	Year end service	
New starters setup	✔	✔		
Process new starter P45/new starter checklist	✔	✔		
Process pay pending updates or salary/rate changes	✔	✔		
Changes to existing employee bank/address etc.	✔	✔		
Process leavers final payments	✔	✔		
Get HMRC forms and process via the government gateway	✔	✔		
Enter new attachment of earnings	✔	✔		
Amend existing/add new fixed deductions/inputs	✔	✔		
Transfer transactions from T&A/timesheets	*	*		
Process variable payments due to employees (overtime, bonus, mileage, expenses etc.)		✔		
Ensure all statutory payments are processed based on details provided	✔	✔		
Ensure company sick pay and maternity pay is processed based on details provided	✔	✔		
Process employee's basic salary and fixed payments and deductions	✔	✔		
Provide a basic set of payroll reports for checking	✔	✔		
Process any corrections (no additional instructions to be provided)	✔	✔		
Provide a custom set of payroll reports for checking		✔		
Provide the BACS extract, set of standard reports and PDFs of all payslips and P45s	✔	✔		
Process auto enrolment task where setup	✔	✔		
Process emailed payslips (if setup)	✔	✔		
Close the pay period and process RTI submissions to HMRC (FPS and EPS)	✔	✔		
Action year end for all payroll groups, process final EPS submission, provide HMRC payments report and a PDF of all p60's			✔	
Process emailed p60's			✔	
Penny test set up				✔
Upload the BACS extract				✔
Extract and submit third party files (already setup)				✔
Manually create and submit third party files				✔

* Where Civica Time & Attendance or timesheets are set-up