



PAYROLL



 **BROCHURE
2023**

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***SAG PAYROLL,
we always get
to the bottom
of our clients'
needs!***

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We do more for you!
With our
All-in-one
Payroll solution,
No matter your business
or personal needs...



SAG Payroll

77 The Vale, London, N14 6AT

Tel. : 0330 122 0325

Email. : info@sagpayroll.co.uk

When choosing a payroll management company you want to ensure that you are choosing the best. With SAG Payroll's experience and current production of over 600 thousand individual payslips per year, we are the clear choice when it comes to deciding who should be managing your payroll.

What We Offer

CONTRACTOR, AGENCY OR EMPLOYER

We've Got You Covered

UMBRELLA

We provide our individual clients with flexible options in order for them to maximise their tax benefits.

PAYE Bureau

Our payroll bureau service can assist you in dealing with your payroll challenges & mitigate risk with a fully tailored offering.

CIS

We provide many agencies with CIS pay solutions to keep them compliant & their workers happy.

WE MAKE LIFE EASY

PAYROLL MADE SIMPLE

SAG Payroll acknowledges the challenges posed by legislation and tax efficiency for businesses in the UK. We provide personalised assistance to our clients, ensuring the implementation of the most effective solutions required for their business or trade.

- *Weekly sms service for for all workers*
- *Weekly payment and deduction statements*
- *Rti submissions to revenue*
- *Same day payments*



Providing a compliant, first class service for both contractors & recruitment agencies.

We have extensive experience within the recruitment and contractor payroll sector. We work with both small and large agencies to deliver a suite of payroll solutions, providing our partner clients with added value and where appropriate advice to solve problems.

The team at SAG Payroll understand how crucial the UK's flexible workforce is and how important it is to provide contractors with the best experience, in what can be a confusing and ever-changing market for them.

Compliance is king, and communication to this effect is at the core of our service.





We are proud of our reputation as a leading payroll services provider across the UK.



OUR SOLUTIONS

All of our solutions are compliant, the team at SAG are industry specialists in qualifying worker status and we will never 'push' workers into a solution that will put them or their agency at risk.

We speak with all contractors individually to identify the appropriate solution depending on their requirements and work within any guidelines specified by our partner agencies.

EXCEPTIONAL CUSTOMER SERVICE!

As well as providing clients with outstanding software, SAG Payroll also focuses on delivering an exceptionally high level of customer service, we want our clients to feel that working with us is a pleasure. We are very proud of the fact that several of them have been with us more or less since the company was formed.

TRANSPARENT & EFFICIENT COMMS

We receive excellent feedback about the relationships we develop & the transparent communication that exists between our team & clients. Comments we have received include *"they do such an amazing job"* & are *"so professional & approachable, nothing is ever too much"*.

A BESPOKE APPROACH

What makes us stand out is the level we are able to tailor our service to meet the requirements of our clients. Irrespective of whether you are seeking a fully outsourced solution or integrated, we can work with you to create a bespoke solution for your company.

FRIENDLY & PROFESSIONAL SUPPORT

If you ever need to call us with any queries, you will not have to face the frustration of sitting in a lengthy phone queue waiting to have your call answered! Our friendly, professional management team provides our efficient help desk support.

Worker Services

After you've worked all week, you will want to make sure your pay is maximised compliantly and you receive your hard earned money on time.



Any worker, whether Umbrella/PAYE Employee or as a CIS/Self-Employed contractor working with SAG Payroll will receive:

- *Access to a customer service team who will genuinely care about your pay and work with you and your agency to solve any concerns*
- *A call by one of our experienced consultants, who will explain all the benefits and work with you to complete your registration*
- *Full insurance – To give you peace of mind and let you concentrate on your work*
- *Faster Payments – made as standard*
- *Regular text & email notifications once payment has been made and expenses have been received (if SDC test is passed)*
- *Payslips – emailed as soon as payment is processed*
Regular updates on any upcoming changes in legislation or relevant contractor news





All of our solutions are HMRC compliant



PAYROLL BUREAU (PAYE)

SAG's Payroll Bureau Service is for workers who fall under Supervision, Direction and Control (SDC) or working on a lower pay scale. We take care of all the PAYE & National Insurance (NI) liabilities, to allow contractors to concentrate on their assignments.

Agencies working in partnership with SAG Payroll will benefit from a low cost, fast & efficient payroll bureau with the option to outsource employment costs. SAG Payroll contractors will benefit from:

- *A quick and easy setup – one of SAG's registration team will guide you through every step*
- *Inclusive text and email alerts once your hard earned pay has been processed*
- *Comprehensive insurance*
- *Full employment benefits – including SSP, SMP, SPP and much more*
- *Easy to use online portal to view payslips and submit expenses*
- *Holiday pay – ethically paid, every time*
- *Faster payment – made as standard*
- *Payslips – emailed as soon as pay is processed*
- *Experienced customer service team to resolve all employee queries*

UMBRELLA

SAG Payroll's Umbrella model is an ideal solution for contractors working on a series of short to medium length assignments. Whether Supervised, Directed or Controlled (SDC) or not, our Umbrella solution is tailored to suit your needs.

Contractors will be given our comprehensive SDC assessment for each assignment by one of our experienced registration team. On completion of their assessment, the worker's ability to reclaim genuine business expenses will be determined. If the contractor passes the SDC assessment they will be eligible to submit mileage and genuine fixed travel & subsistence expenses for their current assignment.

All umbrella employee's whether they have passed the SDC assessment or not will benefit from:

- *A quick and easy setup – one of SAG's registration team will guide you through every step*
- *Inclusive text and email alerts once your hard earned pay has been processed*
- *Comprehensive insurance*
- *Full employment benefits – including SSP, SMP, SPP and much more*
- *Holiday pay – ethically paid, every time*
- *Faster payment – made as standard*
- *Payslips – emailed as soon as pay is processed*
- *Experienced customer service team to resolve all employee queries*



SELF EMPLOYMENT

With SAG's self-employed solution, you can be safe in the knowledge that we are industry specialists in determining self-employment status. With our in-depth self-employed assessment, we will speak with every contractor on each assignment to ensure that they are the correct solution for their specialism. The team at SAG Payroll will speak with all contractors individually to identify the appropriate solution for them depending on their requirements and work within any guidelines specified by our partner agencies.

We provide genuine independent contractors & freelancers with the benefits and freedom of being self-employed and can offset allowable business expenses against income on their self-assessment tax returns.

CIS

Our CIS solution offers all the benefits of being self-employed and also enables freelancers falling under the rules of the Construction Industry Scheme (CIS) to operate as self-employed sole traders. CIS contractors receive all payments net of the appropriate CIS tax rate, as verified by HMRC.

SAG's CIS/Self-Employed offers the following benefits:

- *Dedicated registration team to ensure employment status is thoroughly assessed therefore reducing the risk to both agency and contractor*
- *Comprehensive insurance*
- *A high-quality, focused service and support team that will guide you through your contracting*
- *Faster payment made as standard*
- *Quick and easy set up*
- *Easy-to-understand payslips*
- *Inclusive text and email alerts once your hard earned pay has been processed*
- *Access to accountancy services, including help with your self-assessment tax return, at very competitive prices*





A SIMPLE 5 STEP REGISTRATION PROCESS

01 We Establish Your Requirements

We offer a simple set-up process, initially requiring just a contact name and number for the worker(s) you wish to register with us. We call each worker to welcome them to SAG Payroll and to find the best payroll solution for them. We take all their details to register with us and explain the products available and best-suited depending on Job Title and Pay rate.

02 We call & explain which payroll solution is best suited to you

We offer; Umbrella, CIS and Contractor payroll solutions. Contractor and Umbrella work on a PAYE method where expenses can be offered to suitable workers to help reduce their weekly tax. CIS is offered to our skilled professionals who want to be paid Self Employed via a UTR number. All products a fully compliant and cost-effective for you and your workers to maximise their payments.

03 We issue your contracts and check ID's

Once we have registered your worker(s) with us, we will request a copy of their ID and send a contract of engagement, making sure IDs are compliant and all admin is taken care of before payment is made.

04 Once compliant, we set you up ready for payroll

Once the above steps are completed, your worker(s) are ready for payment with us. We process all payments to credit first thing on a Friday morning and we notify all workers by a text message and an emailed/posted payslip on a Thursday afternoon. This means our workers know exactly what is due in their bank for when their payment credits Friday morning.

05 We then process all invoices and your payments on time each week

We also offer same-day payments on a Friday, so any timesheet information missed by a client can still be paid to your workers up until 5.30 pm - Ensuring a perfect payroll process every week!



Employer/Agency Services

We understand the importance of forming a 'partnership' between agencies, employers and your chosen payroll provider.

Why Choose Us?

Here at SAG Payroll, all of our senior management team have had years of experience working with the recruitment sector, agencies & employers alike.

Moreover, we understand being compliant is king for all parties. We have expert knowledge of working and preparing for any new legislation changes, for example:

- IR35
- False Self-Employment Legislation
- Travel & Subsistence Legislation
- Employment Intermediary Legislation
- Workplace Pension schemes
- Apprenticeships Levy
- CITB Levy

By working with SAG Payroll agencies & employers will benefit from:

- Bespoke, partnership approach – We work with together to ensure all contractors are paid via the appropriate solution and work within any guidelines specified by our partner agencies.
- Tailored margins & processes – We work with our partner agencies to identify best working practices and tailor margins.
- HMRC compliance – We will run training sessions and seminars for updates on any upcoming changes in legislation. Our solutions are all HMRC compliant and we are specialists in assessing Supervision, Direction & Control (SDC).
- Fast & efficient registration process – All we need is your contractors name and number and we will do the rest.
- All contractors fully insured – Employer Liability, Public Liability & Professional Indemnity, including drivers through our Drivers Negligence Insurance (DNI).
- One invoice to pay all workers – Fast & simple.

Outsourced Payroll Services - Key Features

Our fully managed payroll services can be customised to meet the needs of the most demanding and challenging organisations.

Our UK-based specialists provide managed payroll services that ensure everything is done according to your exact business needs while remaining compliant with HMRC regulations.

You will benefit from payroll access with a cut-off being as close as payday minus two days. Once everything is signed off we can process your payroll in a matter of hours.

Using our powerful web-based system, we can generate reports whenever you want them.



1. Enter Payroll Easily

We enter your payroll information, confirm your data & submit. We can also set up recurring payments for even faster processing.



2. View Critical Data

Key information, such as upcoming payment dates and cash forecast required for your next payroll.



3. Customer Care

Highly trained and qualified team members are available to answer all your questions should you have any queries regarding pay runs.



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**We are
looking
forward
to hearing
from you...**

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