

Bespoke

Payroll Bureau



Payroll Bureau

Protocol National has twelve years experience operating a high volume full-time and part-time payroll service catering exclusively to the FE sector. We pay up to 20,000 staff per year on hourly and staged payment contracts. This sector specialisation means our understanding of the needs of client colleges and their employees is second to none.

It is our firm belief that it is the duty of a payroll bureau to provide tailored and flexible reporting as part of the standard service and not as an expensive extra. Unlike other large providers of payroll bureau services, we design our products with the needs of the FE sector at the top of our agenda. Protocol National can offer you a bespoke payroll service adapted to your needs thus improving your efficiency and reducing your costs.

Protocol National's Bespoke Payroll Bureau offers your college:

- An experienced and skilled payroll department
- A robust and versatile payroll solution system
- An array of reporting techniques tailored to suit your needs
- The benefits of our strong relationships with HMRC
- Secure, versatile and state of the art payslip printing technology
- A comprehensive understanding of the FE sector and the needs of your employees.

telephone 0115 911 1217



Simple Data Exchange

All data is exchanged via Microsoft Excel which forms the basis of all client-to-bureau and bureau-to-client data communication. For ease of use our model has been designed to simplify the route the data takes.

Our model reduces the requirement for manual involvement and so the exposure to error is greatly reduced, processing speed is increased, and the audit trail becomes far more transparent.

Flexible Payment

Once we have approval, the gross-to-net is finalised and the resultant BACS submission file made available for either Protocol National or the college to submit. We can also provide cheque or cash payment analysis to allow for alternative payment methods to be utilised if necessary.

All timescales will be designed around your payday.

Bespoke Payslip Design

Our payslip process gives you access to state of the art production techniques so the design of the payslip can be tailor-made to suit your requirements.

The payslip can become a key marketing or communication tool allowing you to highlight essential messages to your staff regularly.

Flexible distribution options mean the payslips can be dispatched directly to the payee's home address or returned to the college in bulk for internal distribution.

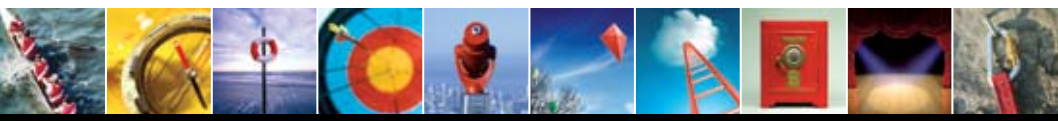
This same flexibility also applies to year end P60 forms.

Tailor Made Reporting

Market research has told us that standard payroll bureau service reports are not of a high enough standard to meet the needs of colleges. Our Payroll Bureau puts your reporting needs first. In addition to our standard reports, we will provide a reporting function that specifically fulfils your requirements. We can also accommodate SIR reporting.

Timescales

Timescales are determined by your intended paydays. Our service to you is planned around your key dates.



Contact our Payroll Bureau Manager, Simon Hunt for a no obligation review of the savings you could make by outsourcing your payroll to Protocol National. An expert in his field, Simon has managed a wide range of payroll operations specialising in the FE sector and is supported by a dedicated team with a combined experience of over 25 years in payroll administration.

Contact Simon Hunt on: 0115 911 1217 to find out more.

Our other services:

Visiting Lecturers

Assessors

Permanent Recruitment

College Leadership Services

teachFE.com

College Recovery Service

Observe

Improve

Human Resources Task Force

College Services Support

Conferencing Service



Protocol National's corporate headquarters in Nottingham

ProtocolNational

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Wood fibre from sustainable forests



Fully recyclable & biodegradable