

How to set up a payroll with Equal Lives

If you wish to use our Payroll Service you can make a referral by phone, online or in writing to Equal Lives' payroll service.

You will also need to sign a payroll agreement and agree to the terms and conditions of the service. These will be sent to you once you have made a referral to us.

We will need the following information for us to set up your individual payroll scheme, register you as an employer with HMRC and act on your behalf.

What we need:

Your details

- Name and address
- Male/Female
- Date of birth
- Contact details – telephone/email address
- Ethnic Origin
- What services you require from Equal Lives
- Payroll service (we process payroll on your behalf)
- Supported account service (we hold your funds on your behalf)
- Employment Support Service (recruitment and employment advice and support)
- Do you have a personal budget funded by Norfolk County Council? Yes/No
- Communication needs (if applicable)

Third Party Details (if applicable)

- Name and Address
- Contact details – telephone/email address
- Relationship to you

Once we have received the details above and have set up your payroll we will send you a welcome pack which will give you information to keep about the service and how it works.

Using an Automated Payroll Service:

If you hold your own money and your employees work the same amount of hours every week then you can use our automated payroll service. This means that you do not have to send a timesheet in every four weeks as we will automatically produce their payslip and send it to you for payment.

It is important if using the automated payroll service to be aware that if your employees hours have differed one month you will need to let us know e.g. if they are off sick, on holiday or have worked a bank holiday that you pay extra for.

If you want to use the automated payroll service please fill out the slip provided overleaf and return this information to us alternatively you can provide us with this information in another format.

If you require further information or would like this factsheet in an alternative format you can contact us by calling: 01508 491210, by emailing: info@equallives.org.uk, or by writing to: Equal Lives, 15 Manor Farm Barns, Fox Road, Framingham Pigot, Norfolk, NR14 7PZ

Equal Lives – Automated Payroll Service Agreement

If you wish to use this service, in order for payroll to process this please fill in and return.

Name of employee: _____

Number of hours worked every four weeks: _____

Service User Name: _____

Signature _____

(Service User/trustee/nominated person)

Date _____

Unless I contact you with any amendments (see below), I instruct you to process my payroll for each of my workers listed above.

*Amendments

- Any additional payments such as bank holiday.
- If your employee is off sick so your employee can be paid statutory sickness payment (SSP)
- Anything that is different from their regular working hours
- If you wish for the service to end

Please note: you will need to keep a record of any holiday that your workers take, but we do not need to be informed of this. The current holiday entitlement is 5.6 weeks a year.

By using the automated payroll service we will be able to receive these changes from you/trustee or nominated person by telephone, fax, post or email.

Please return this form to your dedicated Payroll Officer at Equal Lives, 15 Manor Farm Barns, Fox Road, Framingham Pigot, Norwich, Norfolk, NR14 7PZ.