

MOVING YOUR PAYROLL TO LITE

Switching payroll is easier than staying with the wrong provider

Everything you need to decide, on one page. What we need from you, how long it takes, what it costs and the questions worth asking any provider you are considering.

How long it takes

UNDER 50 EMPLOYEES

A few days

Depending on complexity and how quickly your current provider releases the data.

100 EMPLOYEES AND ABOVE

About 6 weeks

Deliberately slower, because we run a full parallel cycle before going live.

TIMING IN THE YEAR

Any month

We carry year to date figures across, so P60s and year end are unaffected.

What we need from you

- ✓ Your last full payroll report and most recent HMRC submission
- ✓ Employee details, including starters, leavers and changes in progress
- ✓ Pension scheme details and current contribution rates
- ✓ PAYE reference and Accounts Office reference
- ✓ About an hour to walk us through anything unusual

What we handle

- ✓ Liaising with your current provider and chasing the data
- ✓ Building your payroll and importing the records
- ✓ Reconciling against your previous output before go live
- ✓ HMRC submissions, pensions and auto enrolment
- ✓ Payslips through a secure portal, and year end

How the move works

- 1 **Getting started.** We liaise with your current provider, agree timescales with you and obtain the data we need. You give notice, and we tell you exactly when and what to say.
- 2 **Onboarding.** We set up our systems, import and reconcile your data, and have you sign it off. Nothing moves until the numbers match.
- 3 **Going live.** You send the changes for the period, we process and issue the reports, you sign off, and you are live.

What it costs

There is a one off setup fee covering the real work of moving a payroll: building your setup, importing and reconciling your data, and checking it against your previous provider's output. We would rather charge it openly than bury it in the monthly price. You will know the figure before you commit, the onboarding conversation is free, and there is no long term contract.

Having recently switched to LitE's payroll service, I can safely say this is a move I should have made months ago. The switch was so straightforward, I was well informed throughout, and everything was set up in advance of our go live date.

Quaytech Systems

Five questions worth asking any payroll provider

1. Who exactly will run my payroll, and who covers them when they are away?
2. Will you reconcile against my current output before go live, or after?
3. What happens, in writing, if you miss a pay date or make an error?
4. What is the setup fee, and what else is not included in the monthly price?
5. What notice do I have to give, and will you help me leave if I want to?