



PENSIONSYNC +

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YOUR PAYROLL & PENSION BUREAU

**Payroll and pensions made
profitable for your business**

pensionsync.com/yourcompany



Instructions

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5. File > Download > PDF Document

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Why outsource payroll and pensions?

Payroll processing has changed beyond recognition in recent years, with more layers of complexity than ever before. Outsourcing to a specialist bureau service provider can provide great value for accountants, business advisers and their SME clients.

As a PensionSync Bureau, we handle both payroll and pensions with a single data entry point, cutting down your administrative duties and costs and enabling you to create a low maintenance profit centre for your business.

We are specialists at what we do. Outsourcing payroll and pensions to us frees you up to focus on doing what you do best, while still being able to offer your clients a comprehensive payroll and pension service as part of your proposition.



Focused on value



**Low maintenance,
high reward**



**Your business,
our expertise**

ONE STOP SHOP

Perks of using a PensionSync Bureau



Focused on value

Enjoy a great value service without the in-house costs and workload normally associated with payroll and pensions.



Low maintenance, high reward

Remove the burden of extra admin tasks and free up time to focus on the areas of your business that create value.



Your business, our expertise

Add our specialist personnel, systems and know-how to your team. Our bureau is your payroll and pension department.



Payroll and pensions together

With **your company** and PensionSync onboard, you can leave payroll and pensions to the experts, while you get on with running your business.



Fully managed payroll

Our bureau services takes care of all payroll calculations, documents and real-time information reporting requirements, plus additional features including **online payslips**, **BACS accreditation for direct payment to employees** and **access to specialist HR and business services**.



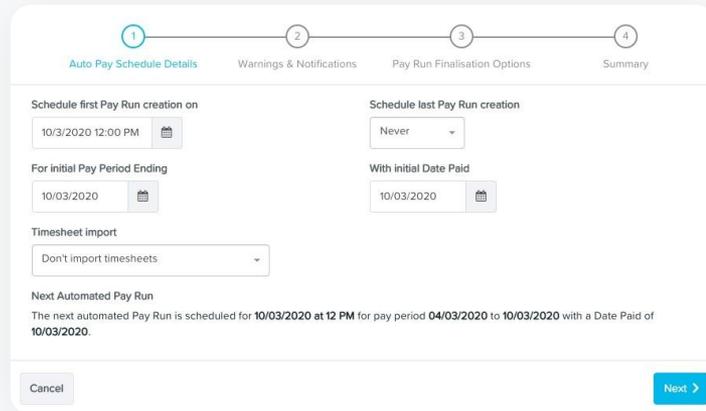
Fully managed pensions

From assessment and communications, to managing the flow of enrolments, contributions and leavers between payroll and your choice of pension provider, we have your workplace pension admin covered.



A single data entry point

There's no need to be a payroll and pensions expert. Simply report and staff changes to us each pay run, and we do the rest with our integrated payroll-to-pension process.



Features of your payroll bureau

With our comprehensive payroll solution, **your company** has the tools and expertise to transform payroll into a streamlined and valuable part of your business.



Payroll preparation

Including calculation of pay, tax, National Insurance.



RTI compliance

Our software automates the flow of data to HMRC for your peace of mind.



HMRC liaison

Where queries may arise, we speak to HMRC so that you don't have to.



Employee portal

Employees can access payslips and more online.



P60/P45 preparation

Documents are issued and filed on your behalf.



Record-keeping

We keep detailed audit trails for every payroll run.



BACS accredited

We are authorised to make direct payments to employees.



Additional business services

Access to a range of HR and Employee Benefit services.

Features of your payroll bureau

PensionSync technology works alongside our payroll software to automate and simplify your payroll-to-pension administration process.



Assessment

Our software works out which duties apply to each of your workers.



Statutory communications

All workplace pension notifications are issued to workers on your behalf.



Automatic enrolment

We send all required enrolment details to your pension provider.



Management of contributions

We calculate the contributions and upload the data to the pension scheme..



Payment approval

There's no need to log in and manually approve payments, even for Nest, with automatic Direct Debit collection.



Opt outs

Your pension provider lets us know when an employee opts out so we can update payroll for you.



Reporting

We retain a detailed audit trail including submission histories and payment approvals.



Declaration of compliance

We can submit your Declaration of Compliance to the Pensions Regulator for you, and ensure your ongoing compliance.

Simple pricing, no hidden fees

We're your expert payroll and pensions team, for a straightforward monthly fee:

- ✓ Payroll bureau service from **£xxx per month**
- ✓ Pension bureau service from **£xxx per month**
- ✓ **Recommended**
Combined payroll and pension bureau service from **£xxx per month**





Frequently asked questions

How do we migrate our payroll and pension administration?

[Enter your answer here](#)

What about changes each pay run?

[Enter your answer here](#)

Is there a separate process for pensions?

[Enter your answer here](#)

How does the pricing work?

[Enter your answer here](#)

Sounds great - are there any additional business services you can offer?

[Enter your answer here](#)



PENSIONSYNC

**Take the pain out of payroll
and pensions**

Reach out today

pensionsync.com/yourcompany