

AUTOMATIC-ENROLMENT

The Newby Castleman Solution

If you run your own payroll here's how we can assist you:

- Setting-up the records required for auto-enrolment.
- Offering our own Payroll Bureau service, taking the administrative burden of auto-enrolment from you.
- We are also an Accredited Sage Payroll Business Partner and we can help train and set up your software to enable you to meet your responsibilities.

If you already use our Payroll Bureau service it will include:

- Maintaining the records required from the information you give us.
- Highlighting when the triennial enrolment processes must occur. We will inform you in advance of this date and provide you with the necessary communications for your staff so that you can re-enrol as required.
- Ensuring new staff are incorporated into the scheme as you instruct.
- Each payroll period, we will review the status of your employees to determine any change of status and auto-enrol as required and produce the relevant communications for your staff.
- Processing any opt-out and opt-in requests and ensure that repayments are made to employees correctly.
- Dependant on the scheme provider, we can electronically transfer payroll data to the provider each payroll period.

**For further information about this service please contact
Mike Castleman on 0116 2549262 or by email at mdc@newbyc.co.uk.**