

Getting Payroll right

– a tool for the busy business owners

If you've paid any employees and the FPS is not done or it is submitted late, HMRC will send you a late filing notice. They can also charge you a **penalty**. Keeping up to date with payroll legislation can be a complex task and many small businesses are penalised for incorrect payroll. Our professional payroll services help keep to tight deadlines and keeping within HMRC requirements.

For your monthly payroll are you using payroll software to:

- Record your employees' pay – inclusive of their salary or wages and any other pay.
- Calculate deductions from their pay, for example tax and National Insurance.
- Calculate employer's National Insurance contribution on their earnings above £166 a week.
- Produce payslips for each employee
- Report their pay and deductions to HMRC in a Full Payment Submission (FPS).

According to the HMRC, if you pay an employee less than £118 a week, you usually only need to record and report their pay, unless they have another job or receive a pension.



If you need help with your payroll, we'd like to help. Simply [click here](#), fill in our short form and we will be in touch.

Thanks for reading.

The ABS Team.