

# WELCOME TO CHAPS

## (Client Hub and Payroll Service)



### Introducing CHaPS

#### (Client Hub and Payroll Service)

CHaPS is a secure and efficient payroll portal service for our clients.

A dedicated workzone for confidential, efficient and accessible storage of your payroll data.

### So what is CHaPS and what does an online payroll service offer?



**A client payroll working zone** - Providing secure and confidential access to your payroll data, payroll calendar, announcements and tasks.



**A payroll resource** - Providing efficient access to standard documents, links and knowledge base.



**A payroll community** - Bringing together our clients to share and collaborate, utilising message boards, forums and joint projects.

### CHaPS is a smarter method of communicating, delivering and storing payroll data

*“Our clients view Cox & Co. as their dedicated payroll team and we partner with each organisation to ensure they are provided with a tailored one-to-one service. Until now, our clients have relied on email to pass payroll data between ourselves. Email is a great communication tool, but we want our clients to feel confident they are accessing up-to-date data and adhoc reports are stored for easy access, as and when clients require them. We felt that we could extend Cox & Co.’s responsibility for data accuracy and security beyond our offices and beyond email – so a smarter method of communicating, delivering and storing payroll data had to be found.”*

### CHaPS is a Payroll work zone and community work space

*“We are confident that our latest ePayroll solution ‘CHaPS’ can achieve these results. Our clients can now log-in to their dedicated work zone and access their payroll data whenever they require and our staff can ensure clients are always accessing the most up-to-date information. As well as having access to FAQs and standard document libraries every client will benefit from forums and broadcast announcements. This functionality should continue to build and enrich each users experience of our services – bringing our clients closer to us and vice versa. “*

**Tracy Jerram, Business Development Manager**



## A fully managed payroll service for a fixed monthly fee

As an outsourced payroll provider, we deal with the complexities of legislation, taxation and processing on a daily basis.

Our clients benefit from a professional, legally compliant and innovative payroll service - one that is matched perfectly to their needs and continues to evolve.

## Our all inclusive fee really does include everything

- |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>✓ Initial consultation, transition and setup of your payroll service</li><li>✓ Maintenance, setup and removal of employees throughout the payroll year</li><li>✓ Formatted printed payslips and/or employee self service online 'ePayslips'</li><li>✓ Customised reports</li><li>✓ All stationery</li><li>✓ Client Year End Pack</li><li>✓ Handling all HMRC requirements</li><li>✓ PAYE remittance for each relevant tax period</li><li>✓ Logging of new starters and leavers by way of P45 or P46 forms</li><li>✓ Changes to tax rates, bands and codes</li><li>✓ Changes to NI rates and bands</li></ul> | <ul style="list-style-type: none"><li>✓ Online filing of Year End returns (P35 and P14 forms)</li><li>✓ P60 forms for all current employees provided at year end;</li><li>✓ Calculations and monitoring of statutory payments and deductions</li><li>✓ SSP, SMP and SPP</li><li>✓ Student Loans</li><li>✓ Attachment of earnings orders</li><li>✓ Payments to CSA</li><li>✓ Contributions to personal or company pension schemes</li><li>✓ Cycle to work schemes</li><li>✓ Calculation of holiday entitlement</li><li>✓ Childcare Vouchers and Payroll giving</li><li>✓ Access to expert information and advice</li></ul> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Can we help you? Call 0117 9328145