

### Contact Us

**Tel:** 0151 288 6060

**Email:** [DPPayroll@sefton.gov.uk](mailto:DPPayroll@sefton.gov.uk)

**Post:** Direct Payments Team

Sefton Carers Centre

27-37 South Road, Waterloo, Liverpool, L22 5PE.

Contact should be made direct from you as the employer - we are unable to accept direct contact from your employee(s).

**Please Note:** To support the DP Payroll Service, when processing payslips, payroll staff will be unable to respond to general emails and will also be unavailable via the telephone, except in emergency situations.

You will be advised of these dates within your 4 weekly payroll schedule. General emails or phone messages that have been sent during this time will be responded to as soon as possible by the team.

Electronic versions of employers guides and forms can be found on the [website](http://www.sefton-carers.org.uk):

[www.sefton-carers.org.uk/index.php/payroll-information](http://www.sefton-carers.org.uk/index.php/payroll-information).



**DP Payroll Service offer a full payroll service to support you as an employer.**

**Please read this guidance carefully as it sets out the agreement and responsibilities of both parties.**

[www.sefton-carers.org.uk](http://www.sefton-carers.org.uk)

## DP Payroll Service responsibilities:

- Register you as an employer with HMRC.
- Act as your agent to deal with HMRC on your behalf.
- Calculate and notify you of HMRC tax and National Insurance (NI) payments that you are responsible for on a quarterly basis by email or post.
- Complete Annual Year End HMRC returns.
- Complete your Auto Enrolment Pension duties.
- Register you as an employer with NEST (Pension Provider) if any of your employee(s) are eligible for pension contributions.
- Ensure that pension contribution payments for employee(s) (NEST) are made from your PPC/ DP account (if required).
- Facilitate DBS checks (if required/ requested).
- Provide you with a 4 Weekly Payroll Schedule which includes cut-off dates - you will be provided with an annual schedule by email or post.
- Provide you with payroll forms that may be needed for payroll changes.
- Produce 4 weekly payslips electronically.
- Produce P60's & P45's.
- Offer payroll support via telephone or email. Face to face meetings can also be arranged by prior appointment with the DP Payroll Service.

## You, as the employer are responsible for:

- Ensuring you review the 4-Weekly Payroll Schedule cut-off dates as listed in your schedule to avoid any delays to your employee(s) pay.
- Notify the DP Payroll Service of any temporary changes to your employee(s) hours, such as holidays and sickness - these must be emailed into payroll before the relevant cut-off date (as per template example on the reverse side of your 4 weekly payroll schedule). Any changes received after the cut-off date will go onto the next payroll run.
- Ensuring wage payments are made to your employees as per the NET amount on the wage slip.
- Ensuring wage slips are passed to your employee(s) in advance or the day of your employee(s) pay date.
- Using the correct template forms to inform the DP Payroll Service of any new starters or permanent changes to employee(s) hours. (Only completed template forms from the DP Payroll Service will be accepted - these can be posted or emailed to the service. Permanent amendments provided verbally over the telephone or listed within a standard email will not be accepted).
- Ensuring HMRC payments are made on time. (The DP Payroll Service accept no responsibility for your failure to comply with this requirement).
- Managing your Direct Payment Budget to ensure that you have enough funds to meet your statutory employer costs.
- If you decide to pay your workers over and above the maximum amount that Sefton advise, you are responsible for this additional cost from your own personal funds should a shortfall occur in your Direct Payment account.
- Ensuring your Public/ Employers Liability Insurance Certificate is up to date.

It is a Criminal offence for employers not to pay the National Minimum Wage and failure to comply can result in a fine.

For more information visit:

[www.acas.org.uk/national-minimum-wage-entitlement](http://www.acas.org.uk/national-minimum-wage-entitlement).