



# Four changes to your payroll processing cycle

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your payroll | our passion



To provide you with an efficient and accurate payroll service we need to plan ahead for your processing day and be ready to receive your data.

To help us improve the service you receive from us from 1st January 2015 we will be making - four important changes to your payroll processing procedures.

## 1. **New processing timescales**

Whether you pay by BACS or FPS/Online banking, we ask that you print our payroll processing calendar which sets out our *extended* payroll timescales and submission dates. These replace all previous calendars.

[Payroll processing calendars - BACS](#)

[Payroll processing calendars - FPS/Online banking](#)

## 2. **Submit your pay data on the same day**

We need to have the right resources available for you on your set payroll processing days. To help us do this, all pay data: new starter/leaver forms, changes to pay rates, spreadsheets etc should be submitted together on your submission day to:

[over2u@payrollsolutionsltd.co.uk](mailto:over2u@payrollsolutionsltd.co.uk)

There is no need to email individual staff when submitting your pay data.

## 3. **Notify us to "Start Processing"**

We need to know when you have completed sending us all your pay data. Please notify us to "START PROCESSING". We will not process your payroll if you do not indicate all information has been submitted.

## 4. **BACS authorisation required**

We cannot instruct your bank to pay your employees until you authorise the data. This requirement and timescale has now been built into each payroll processing cycle.

**For further information visit**

0117 9323444

OR

[enquiries@payrollsolutionsltd.co.uk](mailto:enquiries@payrollsolutionsltd.co.uk)

