



LocalPay

LocalPay for your
Local People, in the
Channel Islands.

ADP LocalPay Channel Islands is a managed payroll service which offers the perfect solution to organisations who have payroll requirements in the jurisdictions of Jersey and Guernsey.

ADP LocalPay focuses on delivering a personal service to local employees through a team of payroll experts.

Fully Managed, End to End Service

Data input

Payroll calculation and monitoring

Payroll queries

Employee payments by BACS

Electronic management reporting

Filing of tax and social

security returns

Professional Support

Dedicated payroll experts

Payroll advice & guidance

Legislative compliance

Best Practice

Efficient processes

Service definition

Agreed timetables

Service Commitment

Performance measurement

Client satisfaction monitoring

Risk Management

Disaster recovery

Confidentiality

Internal business controls

Filing and archiving

Payroll system compliancy

Additional Service Options

Consultancy service

Meeting operational and management expectations

Combining expertise with best practice processes and technical capabilities, the ADP LocalPay service will ensure compliance, promote efficiency and deliver instant visibility of your Channel Island payroll.

To ensure your compliance with local statutory requirements our experts will:

- Update statutory tax and social security rates/banding
- Update employees tax rates
- Handle bulk and one off salary increases
- Deduct pension contributions and AVCs
- Operate deductions for non-statutory items
- Process gross-to-net payrolls
- Calculate off-cycle advances
- Issue and manage statutory certificates
- Recover outstanding loans or deductions from final payments
- Apply redundancy payments
- Handle employee payments
- Distribute paper payslips
- Check and reconcile each payroll
- Manage payroll issues and problems
- Answer day-to-day pay queries from your co-ordinator
- Prepare and submit ITIS and social security monthly and quarterly returns
- Deal with tax and social security offices for non-payment queries

With service commitment and best practice procedures, ADP LocalPay promotes efficiency as standard in order to:

- Promote accuracy and timeliness – by utilising technology and practical procedures to heighten accuracy of data and deliver fast results.
- Safeguard your business – through secure back-up and archiving capacity which ensures compliance with revenue legislation and heightens operational effectiveness.
- Guarantee contingency of service and delivery of pay – owing to Disaster Recovery procedures and facilities.
- Ensure a professional and reliable on-going partnership – achieved through defined ownership of responsibilities, clear procedures and delivering a committed personable relationship.
- Provide instant visibility through reporting – all your output reports are delivered via secure email, giving you instant access and visibility of management information.

For more information

visit www.uk.adp.com or call 0800 180 4994



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