



LocalPay

LocalPay for your  
Local People, in the  
Republic of Ireland.

ADP LocalPay Ireland is a managed payroll service which offers the perfect solution to organisations that have additional payroll requirements in the Republic of Ireland.

Suitable for payroll groups of any size, ADP LocalPay focuses on delivering a personal service to local employees through a team of Dublin based payroll experts. This local presence enables ADP to offer services throughout an organisation whilst at the same time being responsive to regional legislative requirements and sensitive to cultural differences.

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## Fully Managed, End to End Service

Data input

Payroll calculation and monitoring

Manual payments

Payroll queries

Employee payment instructions

Statutory notices

Electronic management reporting

End of Year processing

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## Professional Support

Dedicated payroll experts

Payroll advice & guidance

Legislative compliance

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## Best Practice

Efficient processes

Service definition

Agreed timetables

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## Service Commitment

Performance measurement

Client satisfaction monitoring

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## Risk Management

Disaster recovery

Confidentiality

SOX Section 404 Internal Business Controls

Filing and archiving

Payroll system compliancy

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## Additional Service Options

Third party payments

P30 filing via ROS

Tax Credit downloads via ROS

On-line payslips

Benefits in Kind calculations

Consultancy service

# Meeting operational and management expectations

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

To ensure your compliance with local statutory requirements and deliver operationally efficient capabilities, our local experts will:

- Electronically import your pay information
- Handle bulk and one off salary increases
- Deduct pension contributions and AVCs
- Operate deductions for non-statutory items
- Process gross-to-net and net-to-gross payrolls
- Calculate off-cycle payments (manual payments)
- Issue and manage statutory certificates
- Recover outstanding loans or deductions from final payments
- Apply redundancy payments
- Handle employee payments
- Distribute electronic payslips by secure e-mail
- Check and reconcile each payroll
- Manage payroll issues and problems
- Answer day-to-day pay queries from your co-ordinator
- Prepare statutory year end reports and files
- Deal with PAYE investigations
- Calculate your payroll funds
- Manage off-cycle payments

## 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.

# Optional service features

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## On-line payslips

Delivered through a secure on-line portal, ADP LocalPay offers an archive of payslips which can be accessed through a standard internet browser by employees and authorised personnel. Protected by rigorous security measures, access to archived payslips enables you to answer employee queries more efficiently and removes the timely and costly experience of replacing lost originals. The archive, which builds up as periods progress, also reduces storage costs and gives you and employees access to a complete payslip history.

## Third party payments

Third party payments, typically for pension and benefit contributions, can be made electronically on your behalf. Funds are automatically distributed to relevant parties at the appropriate time. Supporting documentation is provided for third parties where necessary, enabling them to identify individual pay elements.

## P30 electronic filing via ROS

Your ADP LocalPay team can act on your behalf in connection with the Revenue Online System (ROS), to submit monthly P30 declarations and payments. This additional option helps to alleviate your payroll administrative burden further.

## Paper payslips

Whilst electronic payslips are a standard deliverable of ADP LocalPay, paper payslips are available for those employees without access to email.

## Consultancy services

Consultancy services are available for requirements such as General ledger interfaces, ad hoc report writing and payroll audits.

## Benefits in Kind calculations

ADP LocalPay will also manage the calculation and processing of taxable benefit values relating to company car details.

## For more information

visit [www.uk.adp.com](http://www.uk.adp.com) or call 0800 180 4994



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