## PAYROLL OUTSOURCING EVALUATION CHECKLIST



## To help you determine if payroll outsourcing is appropriate for your accountancy practice, check each question for which you are able to answer YES.

| Compliance   |       |      |
|--|-------|------|
| Do you constantly monitor evolving payroll legislation and adjust yourprocesses to ensure compliance?                      | 🗌 Yes | 🗌 No |
| Are you up-to-date with all related legislation, such as auto-enrolment?   | 🗌 Yes | 🗆 No |
| Administration   |       |      |
| Do you always process payroll on time with 100% accuracy to avoid costly financial penalties for errors or non-compliance? | 🗌 Yes | 🗆 No |
| Are you always able to answer payroll-related enquiries from your clients immediately and accurately?                      | 🗌 Yes | 🗆 No |
| Are you putting valuable, strategic practice goals on hold to complete repetitive administrative tasks?                    | 🗌 Yes | 🗆 No |
| Do you have the time you need to invest your skills and talents fully in your practice's strategic goals?                  | ☐ Yes | 🗆 No |

Have questions? Get in touch with our payroll experts:

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