

QXAS PAYROLL PROCESS



Receive Payroll Details

Client will send the details to run the payroll by email on payroll@qxas.co.uk before the respective pay-date

Run Payroll and providing reports

QXAS will process the payroll and send reports over the email / save them on your server within 24 hours of receiving the email

Review

Client will review the reports and advise for changes, if any

Amendments (if applicable)

If amendments required :

- > Client will provide the changes by email
- > QXAS will amend the payroll and send reports over the email / save them on your server within 24 hours of receiving the email

FPS Submission

- > Client will review the reports and confirm for FPS submission by email.
- > QXAS will submit the FPS within 24 hours of receiving the confirmation, taking care of the submission deadline.
- > QXAS will send the submission report by email / save them on your server, as soon as the submission is made.

Note : QXAS submits the FPS ONLY AFTER the confirmation has been received.

EPS Submission

Whenever applicable, QXAS will submit the EPS when it is due i.e. between 5th to 19th of the following month

Eg : EPS for April 2018 will be submitted between 5th May to 19th May

QXAS will send the submission report as soon as the submission is made

When no payments made during the month

If no payments are made within a pay period, an EPS should be submitted to indicate 'no payment due' as no employees or subcontractors paid in this pay period'.

Have questions? Get in touch with our payroll experts:

Parth Prajapati

parth.prajapati@qxglobalgroup.com
0870 803 1033

Bhavik Mehta

bhavik.mehta@qxglobalgroup.com
0845 838 2452

Pramith Naidu

pramith.naidu@qxglobalgroup.com
0845 838 2452

QXAS Ltd, Castle Chambers, Off Mill Bridge, Skipton, North Yorkshire BD1 23NJ

Visit www.qxas.co.uk/payroll-outsourcing-for-accountants to learn more about payroll outsourcing services.

