

## Pensions Payroll Service

Managed or contingency processing from a BACS-approved supplier

Flexible services using your Civica Universal Pensions Management software.

If you're looking for a trusted pensions payroll partner we're here to help. Our BACS-accredited bureau has many years' experience. Across corporate, NHS, local government and education you can be assured we understand how to look after your members.

### Reduce overheads

Our mix of pensions management software and services mean you can outsource where it makes commercial sense and keep other processes in-house.

### Ensure resilience

Unexpected absences or resourcing pressures could leave you unable to pay your members. Our emergency back-up service is here to get your pensions paid when you can't.

### Accredited BACS payments

We can pay your members by BACS credit for all your payrolls' pay days.

### All pension schemes catered for

We're experienced in processing payroll for occupational pension schemes, in both the public and private sector.

### A trusted payroll partner

Partnering with Civica Payroll services, ensures your payroll is run by experts for assured legislative compliance. Our secure processes use your existing UPM system, ensuring that you and your teams, can still see the status of payroll transactions and view information at any time.

### Why choose Civica Pensions Payroll Service?

- Experienced CIPP qualified team
- Extensive expertise in your sector
- Powered by Civica's market-leading technology
- Assured HMRC compliance
- Increased convenience
- Reduction in overheads
- Access anywhere and anytime
- Improved resilience with our emergency back-up service.

# 35,000

pensions payslips processed monthly



## Pensions Payroll Service key features

### Fast setup

Our bureau implementation team will liaise with you to make the transition a smooth one. We will work with you on how to transition the pensioner payroll, using our software knowledge combined with our expertise on how pensions work.

### Agile and auditable data exchange

Our UPM system is a simple, secure and auditable way to share information with us 24/7. It promotes efficiency and accuracy and is easy for your team to use – even when working from home.

### Compliant PAYE processing

Simply make your pension administration changes in UPM and we will ensure your members are paid accurately and on time and that RTI data is sent to HMRC – with no hidden costs. We can access your PAYE account as an agent to see your account status and help iron out any issues.

### Experienced and friendly support

We provide a support desk for any software queries but also named payroll contacts for day to day questions.

### Information for your members

If you're using our member online portal then your members can view their pay documents and update their bank details using their own secure user credentials. They'll also receive either printed or e-Payslips and P60s.

### Comprehensive reporting

We share a standard set of reports with you electronically each period. This includes a finance journal to your requirements. Bespoke reporting options are also available.


### Offshore pension schemes

We currently work on pension payrolls for the below offshore localities, including all online and paper returns to their respective government processes:

- Jersey Channel Islands
- Isle of Man
- Guernsey.

### Key features

- Drive self-service through our 'Member Online' and 'Employer Online' portals
- Experienced and friendly support
- Bespoke process mapping options
- Printed or e-Payslips and P60s
- Process change of circumstances
- Manage Tax Year End
- Process new members and deaths
- Process amendments such as trivial commutations and lump sum payments
- Nominal ledger file extract
- Mid-period calculations for new members
- Process variable pay instructions
- Calculations of PAYE and all statutory requirements
- Gross to net calculations
- Process in year tax code changes
- Payroll reconciled monthly
- Re-runs of your payroll
- Standard reports provided securely
- Optional emergency BACS service.



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