

Civica Emergency Payroll and BACS Services

Our payroll professionals are ready to help with unforeseen payments and support your company needs after a major disruption

Payroll is without doubt a business-critical activity - unpaid or incorrectly paid employees and legislative non-compliance are not something any organisation would want to contemplate.

Processing payroll in-house using [Civica Payroll](#) software offers flexibility but relies on the availability of skilled staff. In the event of unexpected absences, you could be left unable to pay your employees. It's therefore important you have a plan B and consider what you would do in the event of an emergency.

Developing a plan

A contingency plan should cover:

- Collation and entry of payroll data
- Processing payroll accurately and in line with legislation
- Arranging payments to employees and third parties
- Supplying payslips
- Meeting HMRC RTI requirements.

Reassurance in an emergency

Civica also provide an emergency assistance contract. We have a range of plans to offer assurance that your employees will be paid in the event of the unexpected. Options include:

- Basic payroll services
- Enhanced services including variable payment processing and customised third party reporting options
- Year-end services
- BACS processing.

Our emergency payroll services are only available to users of [Civica Payroll software](#), however our BACS services can be used by any organisation.



SLAs

If you already use [Civica HR and Payroll software](#) take advantage of our basic payroll services:

- New starters setup
- Process new starter P45/new starter checklist
- Process pay pending updates or salary/rate changes
- Changes to existing employee bank/address etc
- Process leavers final payments
- Get HMRC forms and process via the government gateway
- Enter new attachment of earnings
- Amend existing/add new fixed deductions/inputs
- Transfer transactions from T&A/timesheets – where [Civica Time & Attendance](#) or [Civica Timesheets](#) are set-up
- Ensure all statutory payments are processed based on details provided
- Ensure company sick pay and maternity pay is processed based on details provided
- Process employee's basic salary and fixed payments and deductions
- Provide a basic set of payroll reports for checking
- Process any corrections (no additional instructions to be provided)
- Provide the BACS extract, set of standard reports and PDFs of all payslips and P45s
- Process auto enrolment task where setup
- Process emailed payslips (if setup)
- Close the pay period and process RTI submissions to HMRC (FPS and EPS).

Enhanced payroll services also includes all of the below:

- Process variable payments due to employees (overtime, bonus, mileage, expenses etc)
- Provide a custom set of third party payroll reports for checking.

Year end services include:

- Action year end for all payroll groups, process final EPS submission, provide HMRC payments report and a PDF of all p60's
- Process emailed p60's.

BACS services available to all organisations includes:

- Penny test set up
- Upload the BACS extract
- Extract and submit third party files (already setup)
- Manually create and submit third party files.

Why choose Civica Emergency Payroll and BACS services?

- We provide a fast and cost-effective service
- We're a BACS-approved supplier, HMRC recognised and GDPR compliant
- Mitigate missing payroll items, payroll deadlines or late expense payments
- Keep business deals and suppliers' payments on track
- Protect against bank payment failure
- We can be your plan B if your payment processing personnel need support
- Ensure you have a documented Business Continuity Plan for your auditors and company stakeholders.

