

# Payroll Services Relieving the burden

# Payroll Outsourcing

At Moore Stephens we provide a fully comprehensive payroll solution that can be tailored to meet the individual needs of our clients. We are the smart choice for those seeking the highest standards in client service and excellence.



Payroll administration can be a very time consuming activity in any business and significant cost savings can be achieved by outsourcing the payroll function. The necessity to keep up to date with the annual changes in tax legislation and remain compliant with Employment Law adds to the complexity of running an efficient payroll.

Due to the complexity of employment taxes our dedicated Payroll Bureau is operated under the control and supervision of professionals in our Tax Group.

Our staff are provided with tax and payroll training on an on-going basis to ensure that we are best positioned to fulfil the payroll needs and requirements of our clients.

We place a huge emphasis on quality control and review procedures in our Payroll Bureau. All payroll transactions are subject to checking by a senior staff member who is tax trained and can appreciate the implications of a particular transaction from both the employers' and the employees' points of view.

## Payroll Experience

Moore Stephens has the capability, expertise and experience to provide payroll services to all business sectors.

We have an excellent track record of delivering a high quality payroll service to a wide range of clients ranging from small businesses to major multinationals. We provide payroll services to clients in a wide range of business sectors including Credit Unions; education, insurance, information technology, pharmaceutical, medical, legal, construction, industrial and retail operators.

Our dedicated Payroll team have the expertise to provide a comprehensive payroll and advisory service to clients encompassing all areas of payroll processing.

## Payroll Solution

Sage Micropay Professional payroll processing software is recognised as the leading payroll solution for delivery of service to medium and large size payrolls.

As tight timelines are necessary to ensure wages and salaries are paid on time Sage Micropay Professional enables us process complex payrolls quickly and accurately. With this software we have the facility to provide:

- Password protected e-mail payslips for employees;
- Payment of wages direct to the employees' bank accounts via EFT (Electronic Fund Transfer);
- Preparation of monthly and annual Revenue returns.



- Preparation of employee Forms p45 and p60;
- Payroll management reports that can be customised to meet the particular needs of the client; and
- Archiving of historical payroll information to include payments, deductions and rates of pay.

### **Confidentiality and Security**

We appreciate the importance of accuracy and security in preparing and maintaining payroll records and our payroll data is maintained under strict security controls.

The sensitivity of payroll data is of the utmost importance to us for the integrity of our payroll bureau and all payroll data is dealt with in strictest confidence. Access to the payroll software is not available to staff members outside of our dedicated payroll team.

There is no transit or storage of payroll data outside of our offices.

### **Employment Tax Services**

We provide expert advice on employee compensation and the provision of tax efficient solutions to incentivise employees.

In addition to our payroll processing service we advise on all areas of employer and employee taxes including :

- Advice on employee share incentive schemes including Share Options, Share Purchase Plans and Restricted Stock Units;
- Advice on the provision of non cash benefits including accommodation, medical insurance and company car and calculation of the Benefit-in-Kind charge;
- Advice on setting up pension schemes and PRSAs;
- Advice on the payment of tax free mileage and subsistence allowances;
- Advice on the operation of payroll taxes for inbound and outbound assignees;
- Application for PAYE Exclusion Orders;
- Completion of personal tax returns for key executives;
- Advice on the taxation of ex-gratia payments on termination of employment;
- Redundancy counselling;
- Revenue Audit support.



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## Moore Stephens

Moore Stephens is a leading Irish owned provider of accountancy and advisory services for smart, commercially ambitious enterprises seeking the highest standards in client service and expertise. We are ranked in the top 10 Irish accountancy practices with 10 partners and over 100 staff. We have offices in Dublin and Cork and have grown steadily in the Irish marketplace since our foundation in 1970. We provide our clients with access to a range of core and specialist services including audit and tax compliance, business and personal tax planning, corporate finance, insolvency, corporate governance and forensic accounting. Our success stems from our industry focus, which enables us to provide an innovative and personal service to clients in niche markets. Specialist sectors include credit unions, healthcare, banking recovery and restructuring, agriculture and education, while maintaining our predominant foothold in the Irish SME sector. We recognise that Irish business will become increasingly export orientated in line with the national recovery plan. To address our clients' need for the highest quality international advice we have joined the Moore Stephens International Network.

## Moore Stephens globally

Moore Stephens International Limited is a global accountancy and consulting association with its headquarters in London. With fees of US\$2.9 billion and offices in 112 countries, you can be confident that we have access to the resources and capabilities to meet your needs. Moore Stephens International independent member firms share common values: integrity, personal service, quality, knowledge and a global view.

## Contact information

If you would like further information on any item within this brochure, or information on our services please contact:



### Ned Murphy

Managing Partner

[ned.murphy@moorestephens.ie](mailto:ned.murphy@moorestephens.ie)



### Padraig O'Donoghue

Partner

[padraig.odonoghue@moorestephens.ie](mailto:padraig.odonoghue@moorestephens.ie)

Moore Stephens – Dublin  
Ulysses House, Foley Street, Dublin 1  
Republic of Ireland  
T +353 1 888 1004  
F +353 1 888 1005  
[www.moorestephens.ie](http://www.moorestephens.ie)

Moore Stephens – Cork  
83 South Mall, Cork  
Republic of Ireland  
T +353 21 427 5176  
F +353 21 427 7305  
[www.moorestephens.ie](http://www.moorestephens.ie)

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