

Payroll Bulletin

Lynwood House, 2-4 Crofton Road,
Orpington, Kent, BR6 8QE

Tel: (01689) 877081

Fax: (01689) 878420

Sherry.Ahmad@baxter.co.uk

Dawn.Andrews@baxter.co.uk

Sharon.Bennett@baxter.co.uk ● *Admin*

Sam.Breeze@baxter.co.uk

Gillian.Flight@baxter.co.uk ● *Admin*

Matthew.Godfrey@baxter.co.uk

Jack.Newton@baxter.co.uk

Michael.Pritchard@baxter.co.uk

Frances.Scudder@baxter.co.uk

Sue.Wood@baxter.co.uk

WEB PORTAL

We have launched a secure web portal that can be used to transfer your payroll data to / from us. It is a simple to use tool and offers greater security than email. Please let us know if you are interested and we will contact you with the link and instructions on how to use it.

CONTRACTED OUT NI

As previously advised, contracted out National Insurance will cease effective the 2016/17 tax year. We advise that you alert your employees to this fact as there will be an adverse impact on the net pay for any individual currently paying into a pension scheme.

MONITORING 5 AND 10 YEAR SERVICE

As we do not monitor length of service, please can you communicate to us details of any employees who reach their 5 or 10 year service date? We will then amend the relevant employee/s' pay accordingly.

NATIONAL LIVING WAGE

Effective April 2016, the National Living Wage of £7.20 per hour for workers aged 25 and over will apply. Please ensure that you pay qualifying employees at or over this hourly rate. The National Minimum Wage will continue to be applied for those 24 and under.

AE LETTERS

We can now prepare the communication letters for auto-enrolment and supply these to you for distribution to employees. If you would like to take advantage of this service, please contact your Baxter Payroll Administrator.

AUTO-ENROLMENT (AE)

It is a mandatory legal requirement for employers to auto-enrol their staff into qualifying pension schemes ensuring that the minimum employee and employer contributions are made.

If you are not using the Baxter AE service, please check to ensure you are compliant. **Failure to do so will result in substantial penalties** being levied by The Pensions Regulator.

1. **If you have staged**

You will need to ensure that you have the necessary evidence available for audit to prove compliance.

2. **If you have not yet staged**

You will need to ensure that you are prepared for AE by contacting The Pensions Regulator

<http://www.thepensionsregulator.gov.uk>

If you are using the Baxter AE service, you need take no further action unless requested to do so by The Pensions Regulator.

AE RE-ENROLMENT DECLARATION

Please be aware that every three years from your Auto-Enrolment date you will need to carry out an automatic re-enrolment exercise. You are able to choose your re-enrolment date which can be a maximum of three months prior to your original staging date or a maximum of three months after your original staging date. This will involve re-enrolling employees who have previously opted out together with completing an on-line declaration on The Pension Regulator's website. If you need assistance with this, please let your Baxter Payroll Administrator know.

EASTER BREAK

Good Friday is on 25th March this year and Easter Monday falls on 28th March. Please bear these dates in mind when planning your payroll deadlines.

