

Global Outsourced Services Price List - from 1st January 2025

Payroll Re-Run/Non-Contractual 2nd Edits & Supplementary Charges		
Post Initial Data Input changes	£100.00	Per payroll
Post-Payroll Report Delivery changes - Rerunning the main payroll once the full run has already been completed	Price on application (depending on ICP)	£100-£200
Late / Unexpected Data (data not submitted by the Customer and received at the Supplier's premises, in accordance with the agreed Processing Schedule)	£80.00	Per day
Late Payroll Sign Off / Approval (if payroll sign off by the Customer is not received at the Supplier's premises, in accordance with the agreed Processing Schedule)	£185.00	Per file
Late Funding fee (funding not delivered to nominated bank account, in accordance with agreed Processing Schedule)	£185.00	Per funding request
Supplementary / Additional Pay Run	Price on application *	

* For recurring Supplementary/Additional Pay Runs a Change Control Notice must be completed by the client.

Payroll Additional Charges & Services		
Additional Payment File	£30.00	Per file
Annual Statements	Price on Application	
Customised Report Writing	Price on application via Change Control Process	Minimum charge £100.00
Data Entry Non-Compliance Charge (data not provided as detailed in the Service Level Deliverables)	On time spent @ £200 per hour, per payroll, per pay period	Minimum charge £200.00 per payroll, per pay period
GL Journal Setup	Price on Application	Per Tenancy
Manual Calculation - Gross to Net	Price on Application	Per calculation
Manual Calculation - Net to Gross (Gross Up)	Price on Application	Per calculation
New disbursements - set up fee	£50.00	Per disbursement
Nil Returns	Price on application	
Parallel Run	Price on application	
Payroll Registraton Closure	Price on application	
Payslip copy / Annual Statement - copy only	£12.00	Per document
Statement of Earnings Information	Price on application	
Transfer of Payroll (Payroll Exit Reports)	Price on application	
Year-End Corrections	Price on application	

Statutory or Company Schemes - Additional Charges & Services		
Maternity Schedules - Supplier's standard format	Price on application	
Parental Leave Scheme	Price on application via Change Control Process	
Pension Scheme	Price on application via Change Control Process	
Sickness Scheme	Price on application via Change Control Process	