

Kim Pullan Care Support Services

Helping you access the care you deserve



PAYROLL INFORMATION	
Payroll cycles	<p>We will usually process your carers pay every four weeks. However, if you require weekly or monthly pay processing we can do this for you if you prefer – this would cost a little more of course as the work would be carried out more frequently. Feel free to discuss on our visit.</p>
Employed or Self Employed?	<p>Occasionally carers apply for positions and state that they are “self-employed” – you need to be very careful because whether a person is employed or self-employed is not simply a matter of choice – it is determined by HMRC and getting it wrong could cost you and your carer dearly in the future –please take a look at the information within this link and ensure that you both complete the “Employment Status Indicator” questionnaire on HMRC’s website – there is a link to it on here;</p> <p>http://disabilitytaxguide.org.uk/tax-status/tax-employment-status/deciding-status</p> <p>If the outcome of the questionnaire does say that your carer can be classed as self-employed (in our experience this is unlikely) you should ensure that you speak to your social worker or health care professional and obtain written permission from them that you are allowed to pay them on this basis.</p>
Authorising your Agent	<p>You will need to sign a form called a 64-8 “Authorising your Agent” before Her Majesty’s Revenue and Customs will speak to us as your payroll provider about your PAYE account. You will find this in the initial visit folder and should sign it and return it to us, but we will usually go through this with you on the visit.</p>
National Minimum Wage	<p>You must pay your workers at least the National Minimum Wage relevant to their age. These are listed below, and usually change each year in October;</p> <p>Workers aged 25 and over - £7.50 per hour Workers aged 21 to 24 - £7.05 per hour Workers aged 18 to 20 - £5.60 per hour Workers aged 16 or 17 - £4.05 per hour Apprentices - £3.50 per hour</p>

<p>Shared Parental Leave</p>	<p>With effect from 1st December 2014 working mothers are entitled to 52 weeks of Maternity Leave and 39 weeks of Statutory Maternity Pay or Maternity Allowance if eligible. Paid paternity leave of two weeks is also available to the child's father or the mother's partner, but Additional Maternity Leave is being removed (being replaced by Shared Parental Leave).</p> <p>An eligible mother can chose to end her maternity leave early and, with her partner or child's father, opt for Shared Parental Leave instead of Maternity Leave. If both parents meet the qualifying criteria, they will need to decide how to divide their Shared Parental Leave and Pay entitlement.</p> <p>Parents can choose to be off work at the same time or to take it in turns to take leave. Shared parental leave applies to babies born on or after 5th April 2015 or to children placed or adopted on or after that date.</p>
<p>Statutory Sick Pay</p>	<p>Statutory Sick Pay (SSP) is now £89.35 per week as of 6th April 2017. Since 5th April 2014, The rules around Statutory Sick Pay changed on 5th April 2014. Prior to this date, if your worker was off sick for four days or more and earned more than (current figure) £113 per week, they were eligible for SSP. As a small employer, you were able to claim some of this payment back from HM Revenue and Customs (HMRC). You still have to pay your employee SSP but you are no longer able to claim any money back from HMRC. If you have a worker who is receiving SSP, and you are paying a different worker to cover the sickness, you should speak to us so that we can liaise with your social worker if further funding is needed into your account to cover this</p>
<p>Statutory Maternity/Paternity/Adoption Pay</p>	<p>Statutory Maternity/Paternity/Adoption Pay is currently:</p> <ul style="list-style-type: none"> • 90% of their gross average weekly earnings for the first 6 weeks • £140.98 a week or 90% of their gross average weekly earnings (whichever is lower) for the next 33 weeks <p>Tax and National Insurance need to be deducted.</p>
<p>Auto Enrolment</p>	<p>Automatic enrolment (auto enrolment) is a new law which states that every employer must enrol workers into a workplace pension if they meet certain criteria (are 22 and over, earn £192/week or more and are below state pension age). Auto enrolment is being introduced in a 'rolling programme' and it applies to some employers earlier than others. Every employer is assigned a 'staging date' from which arrangements must be in place for employees. The Pensions Regulator will contact each employer with confirmation of the staging date and what they need to do next. Provision of a workplace pension scheme is a legal requirement and penalties will be imposed for those employers who do not make provision.</p> <p>Don't let this worry you, as we will deal with this on your behalf as your payroll provider – just ensure you send us any paperwork you receive from the Pensions Regulator as soon as you get it.</p>

<p>Employment Allowance</p>	<p>You will be eligible for the £3000 Employment Allowance. The allowances reduces an employer's Class 1 National Insurance for each payroll cycle until the £3000 has been used up or the tax year has ended. If we process your payroll we will do this automatically for you.</p>
<p>Marriage Allowance</p>	<p>Married couples and those in a civil partnership are allowed to share their personal tax allowance. If your income is less than £10,600 in the 2017-18 tax year, you may be able to reduce your husband, wife or civil partner's tax by up to £212.</p> <p>You can register online now at www.gov.uk/marriage-allowance to get an email telling you when you can claim.</p>
<p>HMRC Late Payment Penalties</p>	<p>HMRC (Her Majesty's Revenue and Customs) issue penalties for late payments made and you will not be able to use your care funding to cover this, so please ensure you follow the instructions we send you when a payment is due. If you are in any doubt just call us.</p> <p>If we look after your funding in a Managed Account we will make these payments for you</p>
<p>Holidays</p>	<p>All workers, whether permanent or temporary, full or part time, are entitled to paid holiday by law. We can calculate your workers' holiday entitlement and provide you with a Holiday Record Sheet so that you can keep track of this. You should ensure that holiday is recorded in the correct column of the timesheet – we will go through this with you when we issue you with timesheets. We will write into the contract of employment what their holiday entitlement is.</p>
<p>Timesheets</p> <p>NB; PLEASE MARK ENVELOPES CONTAINING TIMESHEET SUMMARIES WITH A LARGE "TS" IN THE LEFT HAND CORNER.</p> <p>ALSO, PLEASE BE AWARE THAT IF YOU USE A "LARGE" ENVELOPE YOU MAY NEED TO PUT A "LARGE LETTER STAMP" ON IT – ANY ENVELOPE OVER A5 SIZE NEEDS THIS – FAILURE TO DO SO WILL MEAN WE WILL NOT RECEIVE YOUR TIMESHEET, IT WILL BE SENT TO THE POST OFFICE AS AN UNDERPAYMENT CHARGE IS MADE – WE WILL RECEIVE A CARD ADVISING US OF THIS FROM THE POST OFFICE BUT IT MAY MEAN THAT YOU MISS THE PAYROLL CYCLE.</p>	<p>We will provide you with detailed timesheets to suit the payroll cycle you have chosen (we can process your payroll weekly, four weekly, or monthly – however it does make sense to pay your workers in line with how you receive your funding – so if you receive your funding four weekly it is easier to pay your workers four weekly. We will discuss this in more detail on your initial visit and will process however you wish.</p> <p>Both you and your worker should sign the timesheet to confirm the hours worked are correct. You will keep this document for audit purposes and send us a summary of the total hours on a Timesheet Summary which we also provide.</p> <p>If you live in Grimsby or Cleethorpes you are also welcome to hand deliver any timesheets to our business address;</p> <p>Kim Pullan Care Support Services Business Hive 13 Dudley Street GRIMSBY DN31 2AW</p> <p>You can also email your timesheet summary to us provided that, if you are unable to scan a signed copy of the timesheet, you sign a disclaimer stating that we should process any summaries received from your email address and accept the hours to be correct on there.</p> <p>You can also photograph your timesheet summary and send it attached to a text message to 07507 526268 or email it to timesheets@kimpullancaresupportservices.co.uk– however, please ensure the photograph is clear and shows the full summary including your signature.</p>

Payroll Calendars	<p>We will provide a payroll calendar to help you keep track of when you should be sending in each timesheet.</p> <p>Timesheet summaries can be posted to us (we recommend posting them first class at least 3 days before it is due to reach us – so if we need it on Monday post it the previous Thursday at the latest but include all hours due to be worked up to the Sunday. If for any reason the expected hours are not worked just call or email us and we can amend the timesheet summary accordingly prior to processing, and you should amend your timesheet if necessary and ask your worker to sign next to the alteration..</p>
Leavers	<p>If your worker advises they are leaving please let us know straight away – you will need to sign a Leavers Form and send this in with their final timesheet summary. You can find one of these on the website or we can post one out to you. We will not issue your workers P45 until we have received this form.</p>

Day 1	Time	Location	Contact Name	Contact Phone
Breakfast				
Technical Workshop				
Lunch				
Client Visit				
Dinner				
Conference Call Meeting				
Other				
Other				
Other				

Notes/Additional Items

Day 2	Time	Location	Contact Name	Contact Phone
Breakfast				
Technical Workshop				
Lunch				
Client Visit				
Dinner				
Conference Call Meeting				
Other				
Other				
Other				

Notes/Additional Items