



**INTRODUCTION TO PAYROLL RECRUITMENT**

**RECRUITMENT SERVICES**

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# Payroll Elite Recruitment Services

Established in 1995, Payroll Elite is one of the longest established payroll recruitment agencies with over 50 years of recruitment experience in the payroll and HR field. Based in London, we provide a market leading specialist recruitment service to candidates and clients throughout the UK, within the public and private sectors.

Payroll Elite is also a specialist payroll & HR jobs board with separate divisions to reflect the diverse payroll & HR career options that are open to professionals. We have a proven track record of success in fulfilling temporary, contract and permanent payroll & HR vacancies across all sectors. Through our specialist team, we offer a tailored and bespoke service for the recruitment of experienced payroll & HR staff.

All clients and candidates have the benefit of their own consultant to ensure that they receive a personal and consistent service for their payroll careers. Candidates are carefully vetted by utilising a variety of testing and interview procedures.

Payroll Elite is also proud to be working alongside the CIPP, Chartered Institute of Payroll Professionals.



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*"We have a passion for excellence and are driven by exceeding both our clients' and candidates' expectations and we take pride in our fast, professional and, personable recruitment service"*

# PAYROLL TRAINING

Payroll Elite are currently running training programmes in conjunction with IPP Education who we are a member of.

We are able to offer a range of courses to meet the needs and requirements of individuals whatever the circumstances may be.

Whether you have just started a career in payroll; need a refresher course; need to expand your payroll knowledge or want the opportunity to study for the highly recognised IPP qualification, we can arrange a training course to suit your need.

## HOW WILL IT BENEFIT:

### The Candidate:

Our various courses offer you the opportunity to improve your payroll knowledge and skills. We can arrange for you to study the IPP qualifications, which are highly recognised within the payroll industry, and many employers now request candidates to be IPPM qualified. All these courses and qualifications will enhance your career development prospects and salary expectations and indicate to your present and future employer that you are interested in pursuing a career within the payroll industry.

### The Client:

If an applicant is found who is suitable for a position but lacks skill in a particular area required for the role, Payroll Elite will place such candidates on the relevant course, this being inclusive in the recruitment fee. Training courses are also extremely effective for current employees to ensure their payroll skills are up to date and valid thus minimising the potential fines and penalties.

## TRAINING COURSES

IPP Foundation Course in Payroll Administration	IPP Diploma in Payroll Management	National Payroll Certificates
<p><b>Course structure formats:</b></p> <ul style="list-style-type: none"><li>• Six month distance learning programme</li><li>• Weekly evening classes over a 12 week period</li></ul> <p>For both formats, the qualification is gained by passing an examination consisting of 2 different papers.</p> <p><b>Who the Foundation is designed for:</b></p> <ul style="list-style-type: none"><li>• Those who have not received a lot of formal payroll training.</li><li>• Those with payroll experience wishing to translate that experience to a qualification.</li><li>• Those qualified in an allied discipline wishing to become proficient in payroll administration.</li></ul> <p><b>Course content:</b></p> <ul style="list-style-type: none"><li>• The objectives of the Payroll Department</li><li>• The functions of the Payroll Department</li><li>• Deductions from pay</li><li>• Processing and recording of absence and how it affects pay.</li></ul> <p><b>Result:</b></p> <p>On completion you will receive the IBPM Foundation in Payroll Administration and the BTEC Continuing Education certificate.</p> <p>You will also gain exemption from part of the IBPM Diploma in Payroll Management.</p>	<p><b>Course structure formats:</b></p> <ul style="list-style-type: none"><li>• Two year distance learning programme</li><li>• Weekly evening classes over a one year period</li></ul> <p>Both formats are structured around the written assignments covering six units.</p> <p><b>Who the Diploma is designed for:</b></p> <ul style="list-style-type: none"><li>• Anyone involved with Payroll wishing to gain professional recognition through a qualification.</li><li>• Those with payroll experience wishing to translate that experience into a qualification.</li><li>• Those qualified in an allied discipline wishing to become proficient in payroll administration.</li></ul> <p><b>Course content:</b></p> <ul style="list-style-type: none"><li>• Contractual Aspects of Payroll Administration</li><li>• Payroll Systems and Practices</li><li>• Assessment of pay benefits &amp; deductions</li><li>• Provision of Effective &amp; Efficient Administration</li><li>• Principles &amp; Techniques of Payroll Management</li></ul> <p><b>Result:</b></p> <p>On completion you will receive the IBPM Diploma in Payroll Management which is accredited by BTEC. This qualification is at a level comparable to an academic Post graduate degree or an NVQ level 5.</p> <p>You will also be invited to become a full member of the institute and to use the letters "MIBPMDip"</p>	<p><b>Course structure format:</b></p> <p>Each certificate consists of a day and a half of comprehensive tutoring workshops and a two hour examination.</p> <p><b>Who should attend?</b></p> <ul style="list-style-type: none"><li>• Payroll staff who have no recognised accreditation of their ability</li><li>• New recruits</li><li>• Those with a background in payroll but not a lot of manual calculation experience.</li></ul> <p><b>Course content:</b></p> <ul style="list-style-type: none"><li>• <b>Certificate 1: Payroll General</b> Payment; Tax Codes &amp; Allowances; Tax Calculations/Procedures; NIC Tables &amp; Categories; NIC Calculations; Voluntary Deductions; Exercises &amp; Discussions.</li><li>• <b>Certificate 2: SSP/SMP</b> SSP Calculations; SSP Records &amp; Payment; SSP/SMP Terminology; SMP Calculations; SMP Records &amp; Payment, Maternity Leave Provisions; Exercise &amp; Discussions.</li><li>• <b>Certificate 3: End of Year</b> P14/ P35; P60's; P11 D/P9D; Time Limits; Penalties; Calculations; Help Sheets.</li></ul> <p><b>Result:</b></p> <p>After completing the course and passing the examination, you will obtain a certificate of national recognition. These qualifications are accredited by the Institute of British Payroll Management.</p>

# TERMS & CONDITIONS

## PERMANENT / INTERIM / CONTRACT STAFF

### 1. DEFINITIONS

1.1 In these Terms of Business the following definitions apply:

"Applicant"	means the person introduced by the Company to the Client for an Engagement including any members of the Company's own staff;
"Client"	means the person, firm or corporate body together with any subsidiary or associated company to whom the Applicant is introduced;
"Company"	means Payroll Elite Ltd, 1146 High Road, Whetstone, London N20 0RA
"Engagement"	means the engagement, employment or use of the Applicant by the Client on a permanent or temporary basis, whether under a contract of service or for services; under an agency, licence, franchise or partnership agreement; or any other engagement;
"Introduction"	means the Client's interview of an Applicant in person or by telephone, following the Client's instruction to the Company to search for an Applicant; or the passing to the Client of a curriculum vitae or other information which identifies the Applicant and which leads to an Engagement of that Applicant by the Client;
"Remuneration"	includes base salary, the benefit of a company car and all other payments and taxable (and, where applicable, non-taxable) emoluments payable to or receivable by the Applicant for services rendered to or on behalf of the Client.

1.2 Unless the context requires otherwise, references to the singular include the plural and references to the masculine include the feminine and vice versa.

1.3 The headings contained in these Terms are for convenience only and do not affect their interpretation.

### 2. THE CONTRACT

2.1 These Terms of Business are deemed to be accepted by the Client by virtue of an Introduction to or the Engagement of an Applicant.

2.2 Unless otherwise agreed in writing by the Company, these Terms of Business shall prevail over any other terms of business or purchase conditions put forward by the Client.

2.3 No variation or alteration of these Terms of Business shall be valid unless approved in writing by the company.

### 3. NOTIFICATION AND FEES

3.1 The Client agrees:

to notify the Company immediately of any offer of an Engagement which it makes to the Applicant;

to notify the Company immediately that its offer of an Engagement to the Applicant has been accepted and provide details of the Remuneration to the Company; and

to pay the Company's fee within 14 days of date of invoice.

No fee is incurred by the Client until the Applicant commences the Engagement when the Company will render an invoice to the Client for its fees.

The Company reserves the right to charge interest on all invoices raised from the invoice date until the date of payment. Interest will be charged at the rate set by the Late Payment of Commercial Debts (Interest) Act 1998. The Company reserves the right at its discretion not to charge Clients interest on any invoices that are paid by cleared funds received within fourteen days of the invoice date.

3.2 The fee payable to the Company by the Client for an introduction resulting in an Engagement is calculated in accordance with the accompanying Fee Structure on the Remuneration applicable during the first 12 months of the Engagement. VAT will be charged on the fee if applicable.

3.3 The Company reserves the right to charge interest on invoiced amounts unpaid for more than 14 days at the rate of 4% per annum above the base rate from the due date until the date fee is settled.

3.4 The fee payable to the Company by the Client for an introduction resulting in an Engagement is calculated in accordance with the accompanying Fee Structure on the Remuneration applicable during the first 12 months of the Engagement. VAT will be charged on the fee if applicable.

The scale is as follows:

Up to ..... £19,999 per annum.....	18% of gross remuneration
£20,000 to £34,999 per annum.....	20% of gross remuneration
£35,000 per annum and above.....	25% of gross remuneration

3.5 In the event that the Engagement is for a fixed term, the fee clause 3.4 will be pro-rated. If the Engagement is extended beyond the initial fixed term or if the Client re-engages the Applicant within 9 months of the termination of the first Engagement the Client shall be liable to pay a further fee based on additional Remuneration applicable for the period of Engagement following the initial fixed term up to the termination of the second Engagement or the first anniversary of its commencement, whichever is the sooner.

#### 4. REFUND GUARANTEES

4.1 In order to qualify for the following guarantees, the Client must pay the Company's fee within 14 days of invoice and must notify the Company in writing of the termination of the Engagement within 7 days of its termination.

4.2 If termination by either the client or employee occurs within 8 weeks of the start date the client will be entitled to -:

A free replacement, in the unlikely event of Payroll Elite being unable to find a suitable candidate a rebate of 12.5% of the invoice value will be awarded for each week not worked of the 8 week period.

4.3 The 8 week rebate period and entitlement to a refund shall not apply if the Client requests a discount from the Company's standard fees.

4.4 If, after an offer of Engagement has been made to the Applicant, the Client decides for any reason to withdraw it, the Client shall be liable to pay the Company a minimum fee of 10% of the annual Remuneration.

4.5 Should the Client or any subsidiary or associated company of the Client subsequently re-engage the Applicant within the period of 9 calendar months from the date of termination of the Engagement or withdrawal of the offer, a full fee calculated in accordance with clause 3.4 above becomes payable, with no entitlement to the refund.

#### 5. INTRODUCTIONS

5.1 Introductions of Applicants are confidential. The disclosure by the Client to a third party of any details regarding an Applicant introduced by the Company which results in an Engagement with that third party within 9 months of the introduction renders the Client liable to payment of the Company's fee as set out in clause 3.4 with no entitlement to any refund.

5.2 An introduction fee calculated in accordance with clause 3.4 will be charged in relation to any Applicant engaged as a consequence of or resulting from an introduction by or through the Company, whether direct or indirect, within 9 months from the date of the Company's introduction.

5.3 In the event that any employee of the Company with whom the Client has had personnel dealings accepts an Engagement with the Client within 6 months of leaving the Company's service, the Client shall be liable to pay an introduction fee to the Company in accordance with clause 3.4.

#### 6. SUITABILITY

6.1 The Company endeavours to ensure the suitability of any Applicant introduced to the Client. Notwithstanding this the Client shall satisfy itself as to the suitability of the Applicant and shall take up any references provided by the Applicant and/or the Company before engaging such Applicant. The Client shall be responsible for obtaining work and other permits if required, for the arrangement of medical examinations and/or investigations into the medical history of any Applicant, and satisfying any medical and other requirements or qualifications required by law of the country in which the Applicant is engaged to work.

#### 7. LIABILITY

7.1 The Company shall not be liable under any circumstances for any loss, expense, damage, delay, costs or compensation (whether direct, indirect or consequential) which may be suffered or incurred by the Client arising from or in any way connected with the Company seeking an Applicant for the Client or from the Introduction to or Engagement of any Applicant by the Client or from the failure of the Company to introduce any Applicant. For the avoidance of doubt, the Company does not exclude liability for death or personal injury arising from its own negligence.

#### 8. MISCELLANEOUS

Should a client ever recruit an employee of Payroll Elite for an appointment, then a Recruitment fee would then be charged by Payroll Elite to the client.

No trial periods are permitted under these Terms of Business during the employment period with a chosen candidate. (c) These Terms of Business cannot be varied in any way except in writing by a director of Payroll Elite.

## PREFERRED PARTNERS

Bird & Bird



PRIMARK®

