### Case Study:

# Transforming Payroll Operations



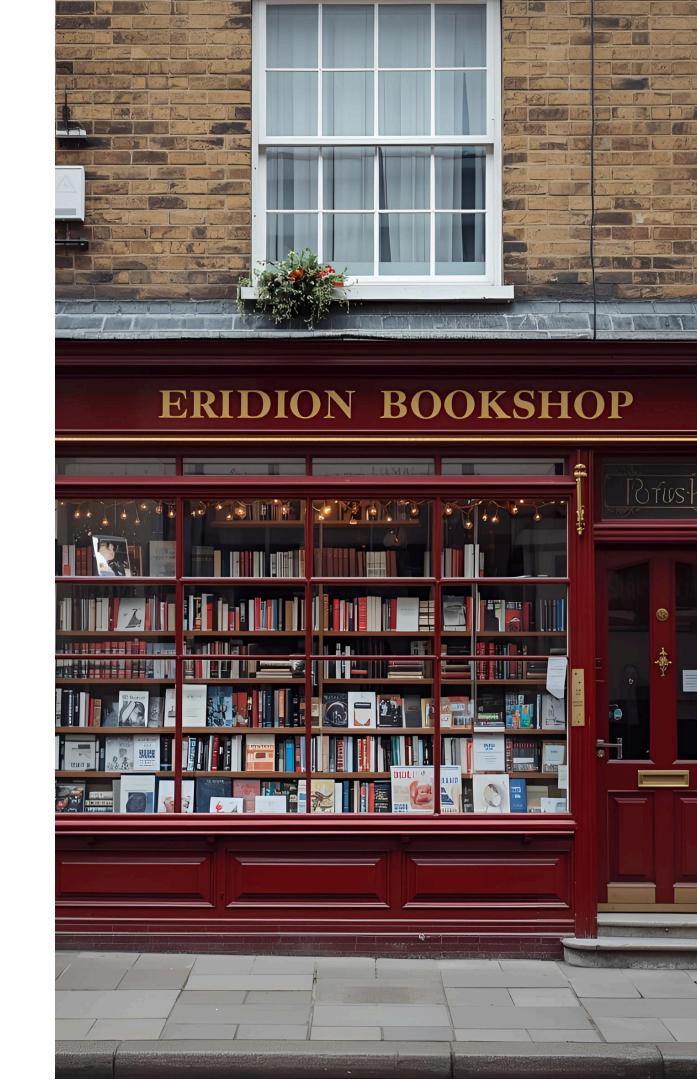


### Client Profile: A Quaint London Bookshop

#### **SMALL BUSINESS OVERVIEW**

This charming bookshop employs seven staff and operates manually, using spreadsheets for payroll management, often leading to **frequent errors** and delays.





## Client Challenges in Payroll Management

### **KEY ISSUES FACED**

- Frequent errors in manual calculations
- Delayed payslips affecting employee morale
- Missed HMRC submissions causing compliance issues
- These challenges highlight the need for an automated payroll solution to streamline processes and enhance accuracy.



# Manual Payroll Processing Issues

### **KEY CHALLENGES FACED**

- Missed RTI submissions leading to penalties
- Pension calculation errors affecting compliance
- Inefficiency in processing causing delays
- Increased workload for staff managing spreadsheets
- Lack of real-time updates impacting accuracy



# Understanding Key Payroll Concepts

### 01 REAL TIME INFORMATION (RTI)

RTI requires businesses to submit payroll information to HMRC on or before each payday, ensuring timely tax and National Insurance contributions are accurately reported.

#### 02 AUTO-ENROLMENT COMPLIANCE

Auto-enrolment mandates that employers enroll eligible employees in a pension scheme, enhancing retirement savings while ensuring compliance with regulations set by the UK government.

### O3 P11D FORMS

P11D forms are essential for reporting employee benefits and expenses, ensuring accurate tax calculations and compliance with HMRC requirements for non-cash benefits provided to employees.



# Streamlining Payroll with BrightPay Integration

#### **AUTOMATED PAYROLL SOLUTION**

Migrating to BrightPay allowed for efficient payroll automation, ensuring compliance and accuracy while significantly reducing administrative workload for the client.





# Benefits of Payroll Automation

### **ENHANCEMENTS IN EFFICIENCY AND COMPLIANCE**

- HMRC submissions are now fully automated
- Pension contributions processed without manual input
- Instant digital payslips delivered via online portal
- Reduced payroll errors leading to higher accuracy
- Employees receive timely and reliable payment information



### Process Improvements

**DATA VALIDATION** 

**AUTOMATED SUBMISSIONS** 

**COMPLIANCE MONITORING** 

Ensured accurate payroll data before processing.

Streamlined submissions to HMRC and pension providers.

Regular checks to maintain compliance and accuracy.



### Quantitative Results

#### **PROCESSING TIME**

The new payroll system led to a **60%** reduction in processing time, allowing the team to focus on core business activities.

#### **COMPLIANCE RATE**

Achieving **100% compliance** for RTI and auto-enrolment ensured the business met regulatory requirements without any errors or delays.

#### STAFF SATISFACTION

Improved employee satisfaction was evident as **instant digital payslips** enhanced transparency and trust, fostering a positive work environment.



### Client Feedback: Transformation Success

"Lanop made payroll effortless. We've gone from stress and spreadsheets to one click a month and complete confidence."



### Contact Lanop Payroll Services



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Book a Free Meeting

