

Civica Payroll Services

Flexible services that integrates with Civica People Hub, Payroll and Time Management software

Paying people accurately, on time and in line with everchanging legislation is a complex task. Our BACS approved payroll services ensure your employees are paid accurately and on time and that RTI data is sent to HMRC, so you can focus on core activities. They cover not only payroll processing but also BACS, employee expense and mileage claims, benefits in kind (BiK) and pensions.

We also offer specialist education payroll services for schools, colleges and multi-academy trusts. We provide a secure portal for authorised users to exchange information with the Civica payroll bureau in a way that is simple, secure and auditable, promoting efficiency and accuracy.

Why choose Civica Payroll Services?

Optional services such as auto-enrolment monitoring, bespoke reporting, helpline for tax and NI queries, integrated HR software and T&A software can also be requested in addition if required as an enhanced service package.

Notes on pricing

Payroll onboarding and any third-party costs are not included in the minimum price shown, since these elements vary subject to the detailed requirements of the customer. Implementation services will be charged as per Civica's Rate Card for professional services, a copy of which forms part of Civica's G-Cloud listing.

Civica Payroll Services enable you to:

- Reduce risk from business interruption, inaccuracies or employee fraud
- Reduce overheads with less investment in software and ongoing training
- Increase flexibility – for peak periods or staff absences
- Improve accuracy – portal significantly reduces human error caused by manual amendment
- Improve SLA's – check employee data in real-time
- Improve visibility - authorisation is quicker and easier, with all changes and requests fully audited
- Reduce employee requests with payslip and P60 self-serve facilities
- Process pension administration, liaising with the pension scheme on customers behalf for submissions and queries.

Welcome to Civica

Civica is proud to be the UK's largest software company focused on the public sector, which we have served as a trusted partner for over 30 years.

Our products and services are used by 2.5 million professionals across national, regional and local government, health and care, housing, education and democracy. They deliver improved outcomes for 90 million citizens.

Our deep sector and technology expertise helps our customers to meet unprecedented challenges as they sustain and enhance public services. Through greater digitisation and automation, a growing use of cloud solutions and smart use of data, we help address rising citizen expectations for innovative and efficient public services around the world.

We have a strong commitment to delivering social value and sustainability, which includes supporting our customers' Net Zero ambitions, creating software with sustainability built in and reducing our own impact on the planet.

Civica Payroll Services features

Features

- Controlled and audited administrator log-in for recording employee changes and period variations
- Production of monthly e-payslips
- BACS processing for employees, HMRC and third parties
- Payrolling of Benefits in Kind
- Pension extracts for monthly and annual returns for all pension schemes including teachers' pensions, local government pension schemes and civil service pension scheme
- Expenses and benefits including P11Ds until payrolled benefits are mandated
- Yearly e-P60s
- Process variable pay instructions
- Fixed and one-off inputs and deductions including variable and countdown options
- Holiday pay calculations
- Statutory and company sick pay calculations
- Company and statutory maternity, paternity, bereavement, adoption and shared parental leave calculations and schedules
- Standard reports provided securely and electronically
- Nominal Ledger file extract
- Experienced and friendly helpdesk support
- LGPS and other pension processing and reporting as standard
- CIPP qualified administrators and skilled technical payroll advice/support
- P45s, e-payslips with a feature to keep access for leavers for a period of time with reduced access
- UK, ROI, Jersey, Guernsey and Isle of Man payrolls covered, including pension payrolls
- Gender pay gap reporting.



Certification Number 663
ISO 9001
ISO 14001
ISO 27001
ISO 22301
ISO 45001
ISO 27701