

# PAYROLL SERVICES PRICING MODEL EXPLAINED

Our professional payroll services are accurate and efficient. Let us take over your payroll needs and free up your time so that you can focus on other aspects of growing your business.

Our service packages are based on a few factors, so check out our guidelines below:

- How many active employees are paid each time?
- How often do your employees get paid?
- Are employees required to submit timesheets?
- Would you like us to take care of your Superannuation Guarantee processing?
- Would you like us to take care of your Single Touch Payroll (STP) filing and finalisation?

## GETTING STARTED:

Are you unhappy with your current payroll systems?

We can set you up with Xero Payroll and take the stress out of pay runs.

## DETAILS:

Should your business operations alter significantly causing your business to be classified as a different size category, our service agreement will be varied in accordance with the terms and conditions.

Your agreed services monthly package will be reviewed annually.

For monthly recurring services, the direct debit will occur on the 1st of each month for services provided in the prior month. Out of scope and additional services will be invoiced on the 7th day after the end of the month they are provided.

## ADDITIONAL AND OUT OF SCOPE SERVICES INCLUDE:

- Employee additions
- Employee terminations
- Bonus / commissions additional
- Unscheduled pay runs



## MONTHLY PAYROLL SERVICES EXCLUDE THE FOLLOWING:

- Payroll Tax
- Workers Compensation
- Audit or review
- Unfair Dismissal
- Human Resources advice
- Hiring
- Contracts for new employees

