



Information Sheet

PAYROLL SERVICE

Changes Checklist

If you use the Wiltshire CIL Payroll Service, provided by PayPacket Ltd, it is your responsibility to let us know if any of the following circumstances arise :

- you employ a new PA
- your PA changes address
- a PA leaves
- your PA has holiday
- your PA has maternity/paternity/parental leave
- you employ someone to provide holiday cover
- your PA has any time off sick
- your PA's rates change
- if you are on *automatic* payroll and if your PA has worked a different number of hours from their usual hours.

NB Wiltshire CIL are not informed by the Council of any changes to your Direct Payment packages, so you must let us know if these changes mean your PA will be working different hours.

DEADLINES

Please notify the Payroll Service of any changes to be included in that month's payroll by **20TH OF THE MONTH** (or the last working day prior to the 20th)

Email: pay@paypacket.co.uk Telephone: 0800 848 8998

Need to add a new employee to your account? Simply send a completed Employees Details Form and HMRC Starter Checklist to us by **15th of the month**

Post to Wiltshire CIL, 11 Couch Lane, Devizes, SN10 1EB or **Email** admindp@wiltshirecil.org.uk

GENERAL DISCLAIMER:

This 'Information Sheet' is intended to be a guide only and is not produced by Wiltshire CIL as a legal document.

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