

What's included?	Service Level 1	Service Level 2	Service Level 3	Service Level 4	Service Level 5
Paying of invoices for Care Agency	✓	✗	✗	✗	✓
Setting up of payroll.	✗	✓	✓	✓	✓
Compliance checks with HMRC.	✗	✓	✓	✓	✓
Calculating employee salaries.	✗	✓	✓	✓	✓
Auto Enrolment calculations & support.	✗	✓	✓	✓	✓
Taking on HMRC responsibilities.	✗	✓	✓	✓	✓
All starters/leavers processed.	✗	✓	✓	✓	✓
Calculating any statutory pay.	✗	✓	✓	✓	✓
Redundancy pay calculations.	✗	✓	✓	✓	✓
Attachment orders.	✗	✓	✓	✓	✓
Calculating Holiday Pay.	✗	✓	✓	✓	✓
Recording of any holidays.	✗	✓	✓	✓	✓
No year-end reporting costs.	✗	✓	✓	✓	✓
Dealing with and processing any holiday cover.	✗	✓	✓	✓	✓
Auto Enrolment Set up*	✗	✓	✓	✓	✓
Employment Liability Insurance*	✗	✓	✓	✓	✓
Payment of PAYE to HMRC	✗	✗	✓	✓	✓
Payment of Employees	✗	✗	✗	✓	✓
**Provision of employment contracts	✗	✗	✗	✓	✓
**Access to legal guidance & advice	✗	✗	✗	✓	✓
**BBPS Advertise a vacancy service	✗	✗	✗	✗	✓
**Provision of interview space & support	✗	✗	✗	✗	✓
**Up to 5 hours of telephone support*	✗	✗	✗	✗	✓
Budget Management.	✓	✗	✗	✗	✓
**Employment Support	✗	✗	✗	✗	✓
**DBS Checks*	✗	✗	✗	✗	✓
**Right to work in the UK checks*	✗	✗	✗	✗	✓
COST per month	£15	£15	£15	£15	£30

*Service are at an additional cost and are dependent if client is a registered employer.

** Services can be purchased as an ad hoc service at specified individual rates and out with the Service Level 4 agreement.