

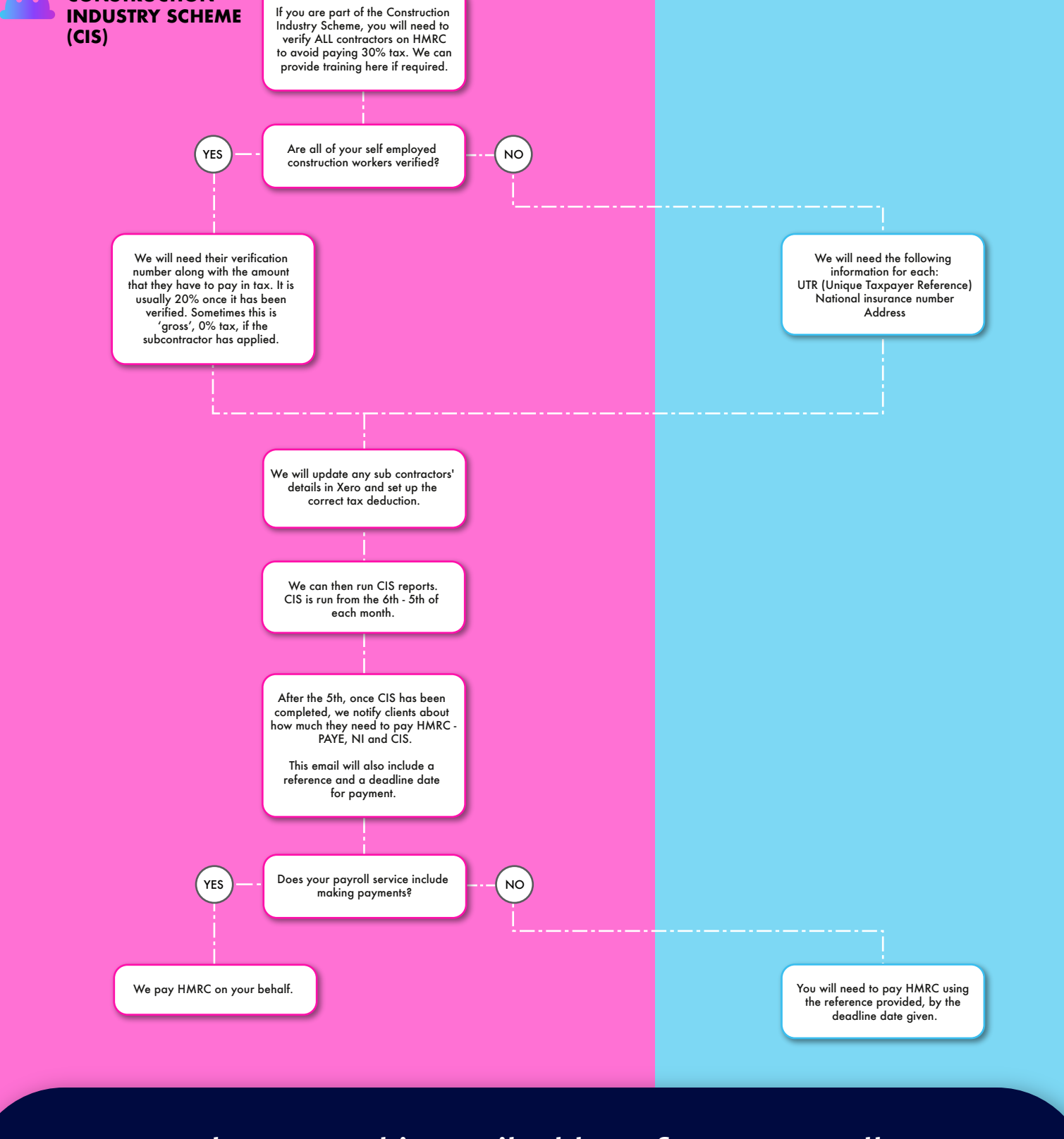
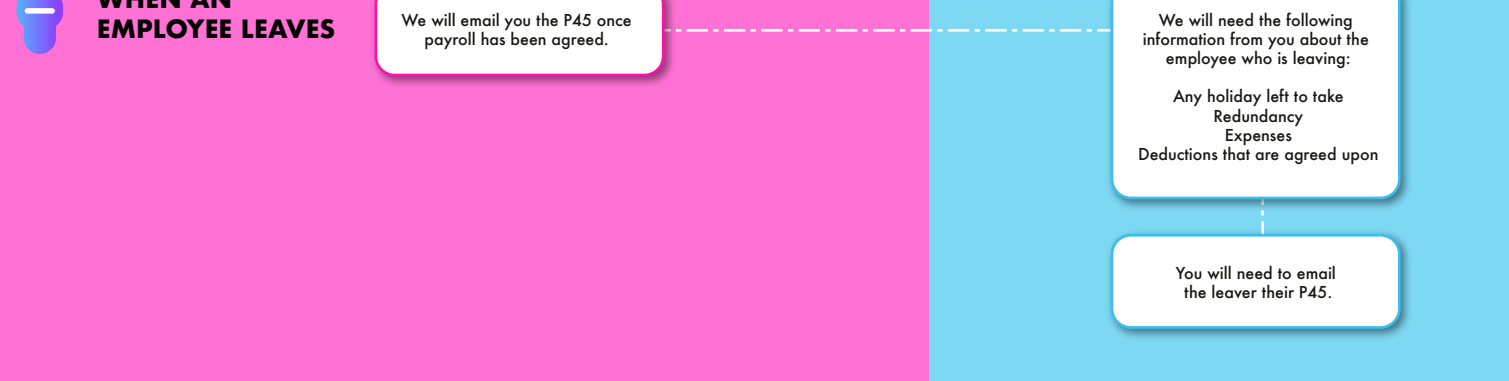
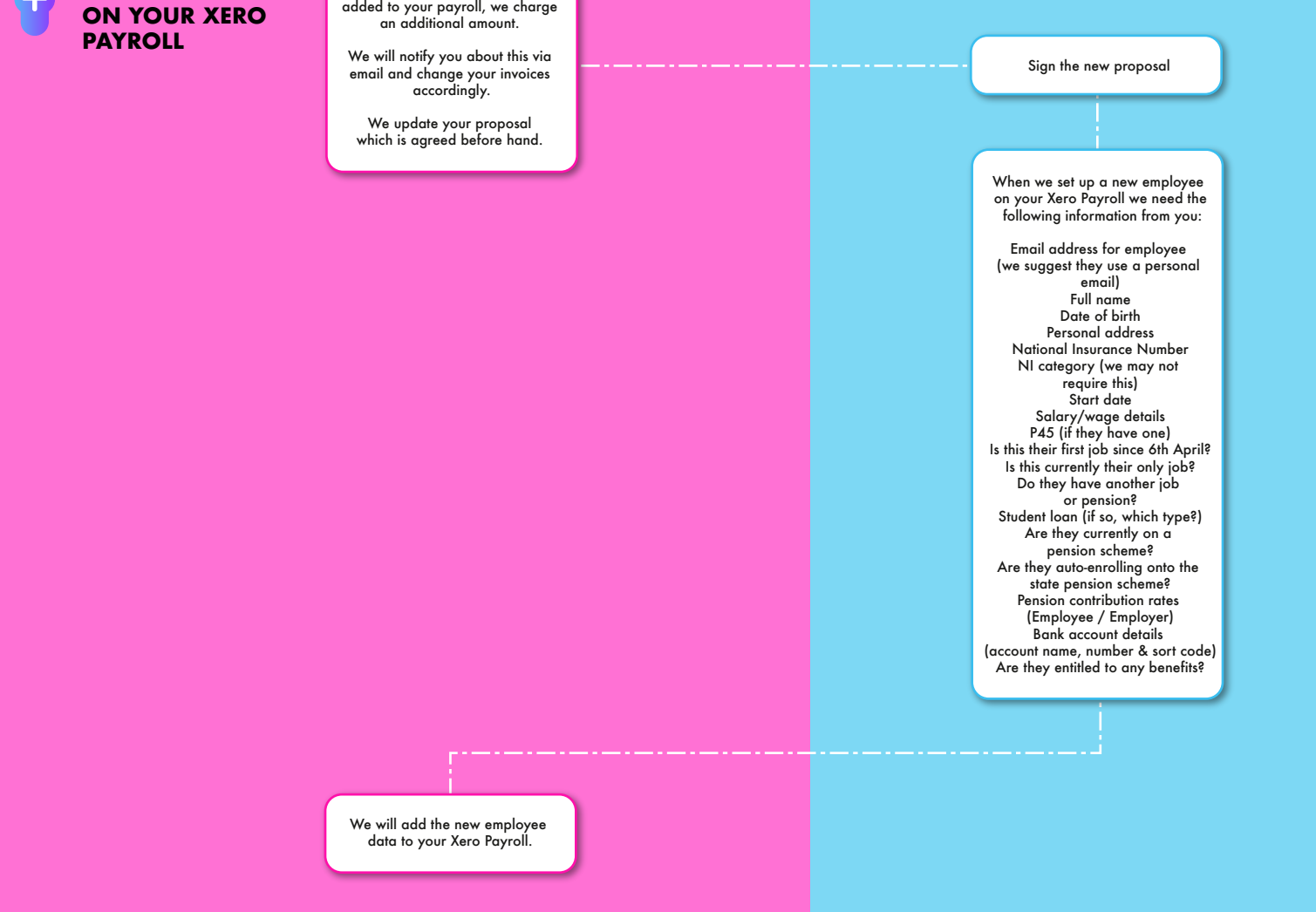
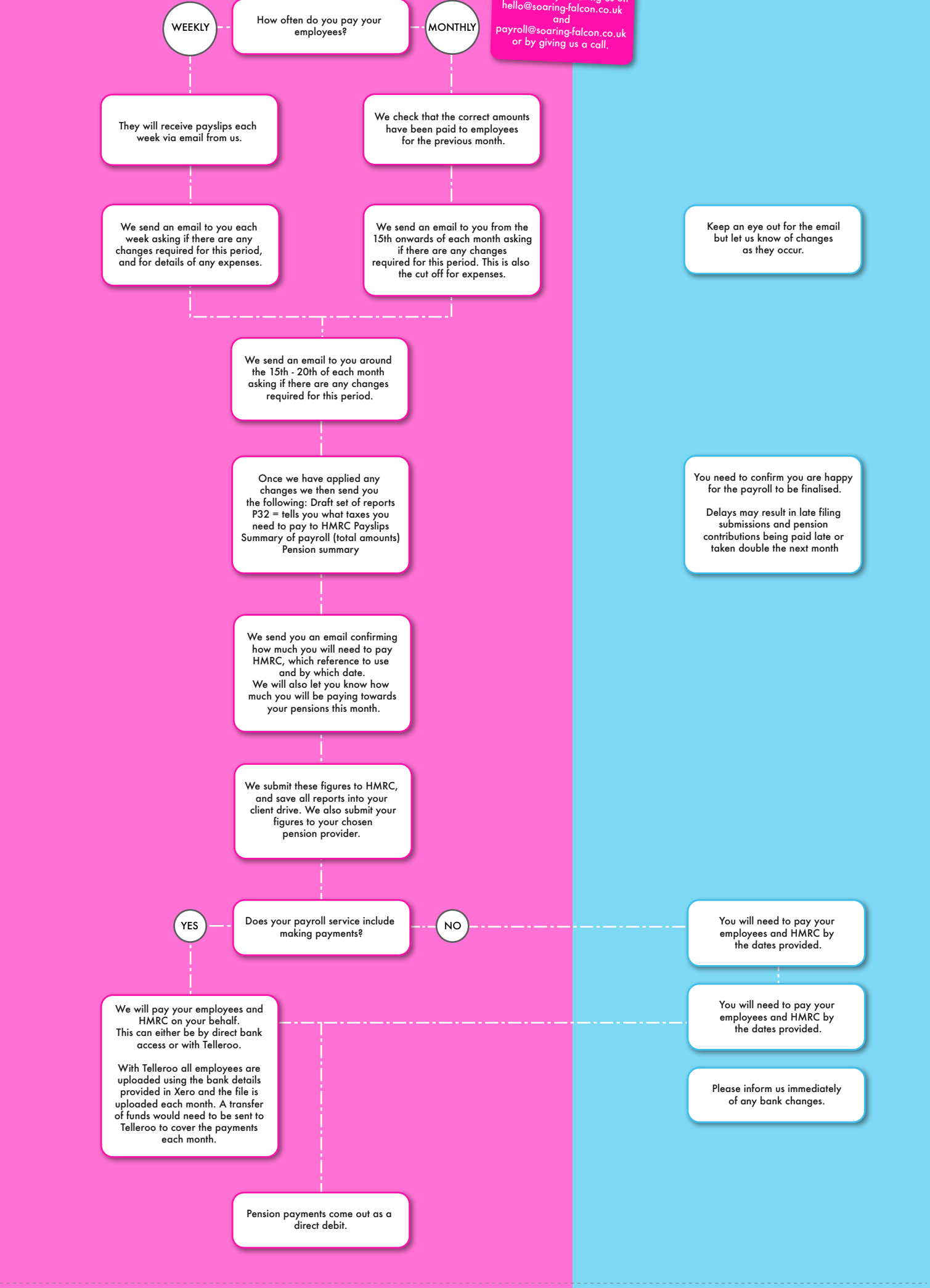
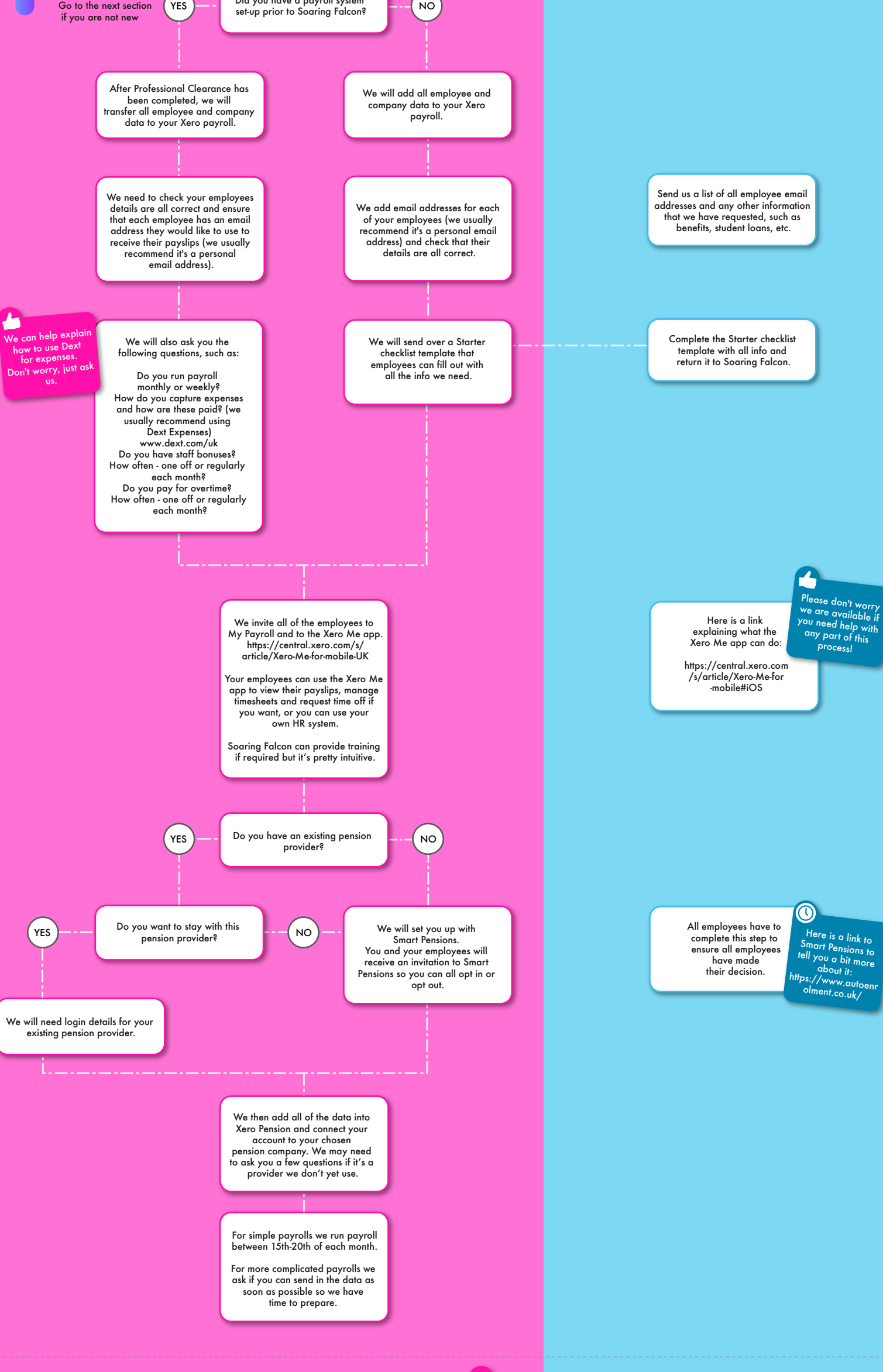
# Payroll

Hello! Here is our payroll process. Not all will be applicable to you so just choose the few that are relevant from the list below. It's sometimes useful to be able to see what goes on in the background.

- PROCESS FOR A NEW CLIENT
- RUNNING PAYROLL
- SETTING UP A NEW EMPLOYEE ON YOUR XERO PAYROLL
- WHEN AN EMPLOYEE LEAVES
- CONSTRUCTION INDUSTRY SCHEME (CIS)

These are the tasks that we are busy getting on with (often in the background):

These are the tasks that we need you to do for us please:



Please use this email address for any payroll specific enquiries: [payroll@soaring-falcon.co.uk](mailto:payroll@soaring-falcon.co.uk)

If you have any urgent enquiries, email us or call us ASAP.

Need to free up more of your time to focus on growing your business? We offer lots of additional business services, so please do get in touch with our team to discuss how we can help you balance the value of the service against the value of your time - so you can make a smart decision about which services to outsource.