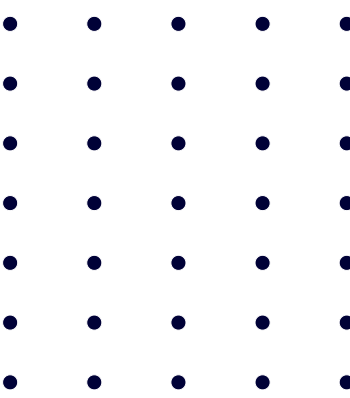




HR & PAYROLL SERVICES PROPOSAL

Provided by Ola Accountancy





INTEGRATED HR & PAYROLL SOLUTIONS FOR EVERY BUSINESS

At Ola Accountancy, we understand that managing HR and payroll can be time-consuming and complex. Our goal is to provide a complete solution designed for your business size and specific needs. Below is a detailed breakdown of our integrated HR & Payroll service packages, along with optional add-on services.

With our expertise, you can reduce risks, cut administrative costs, and ensure compliance.

We enable you to dedicate more energy to innovation, clients, and growth.

✔ Compliance

✔ Efficiency

✔ Expertise

✔ Business Growth



HR & PAYROLL CHALLENGE

Payroll and HR management can be difficult and time-consuming.

Compliance risks – changing regulations

Hidden costs – payroll errors & fines

Time drain – admin tasks steal focus

Employee trust – mistakes reduce confidence

Lack of expertise – no in-house HR



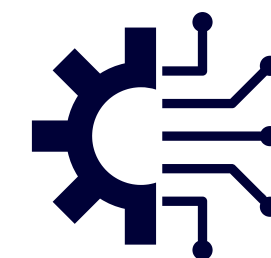
**Regulatory
Pressure**



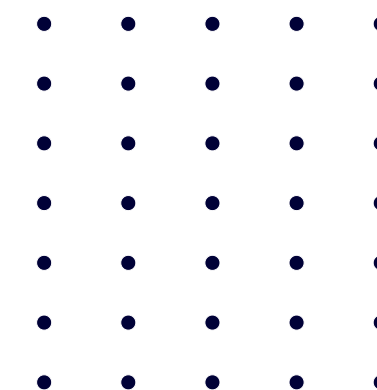
**Employee
Expectations**



**Resource
Limitations**



**Digital
Transformation**



- ✓ Save time & reduce admin burden
- ✓ Ensure payroll accuracy & compliance
- ✓ Improve employee experience
- ✓ Gain expert HR & payroll support



OUR SOLUTION

At Ola Accountancy, we deliver integrated and customised Payroll and HR solutions designed to support your company's growth. Our services provide:

- Streamlined HR administration – reducing the burden of day-to-day employee management.
- Timely and accurate payroll – ensuring compliance and employee satisfaction.
- Expert guidance on demand – professional support whenever you need it.



Bronze Package- Payroll Essentials

- Payroll processing (monthly/weekly)
- HMRC submissions (PAYE, NICs, RTI)
- Secure electronic payslips
- Starter & leaver processing (P45, SSP, SMP, SPP, SAP)
- Year-end reporting (P60s)
- Email support (48h response)

Pricing

£25 per employee/month
One-time set-up fee: £200

Gold Package-Full HR & Payroll Partnership

- All Silver services included
- HR consultancy (disciplinary, grievances, sickness, capability)
- Recruitment & onboarding support (job adverts, CV screening, offer letters)
from 10% of annual salary
- Health & Safety guidance
- Custom HR analytics (headcount, turnover, absence trends)
- Priority support (same-day for urgent cases)
- Manager training sessions (2 per year)
- Quarterly compliance audit (policies, contracts, GDPR, right-to-work)

Pricing

£40 per employee/month
One-time set-up fee: £400

Silver Package- Payroll + HR Support

- All Basic services included
- Telephone support (24–48h response)
- Absence & holiday tracking
- Enhanced payroll reporting (departments, overtime, YTD)
- Employment contract templates & onboarding packs
- Compliance reminders (auto-enrolment, HMRC deadlines, legal updates)
- Quarterly service review

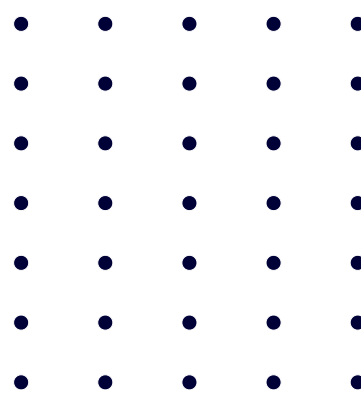
Pricing

£35 per employee/month
One-time set-up fee: £300

All prices are quoted exclusive of VAT, which will be applied at the prevailing UK rate.



WHY CHOOSE OLA HR ?



- Fully managed service: Save time and reduce the burden of administration.
- Scalable packages: Flexible pricing that adapts as your business grows.
- Expert advice: Direct access to HR and payroll specialists.
- Peace of mind: Guaranteed compliance with UK employment law and HMRC requirements.
- Personalised support: A dedicated account manager focused on your business needs.



Contact us today to discuss your needs and explore how we can help.

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