

Summary of DPSS Hereford Service Charges 2022-2023

Service	Charge including VAT	Weekly charge
PAYROLL SERVICE		
Payroll Set up Fee one off	£33.44	
+Payroll - 4 week pay cycle for 1 Employee	£17.28 / 4 week cycle	£4.32
Payroll - 4 week pay cycle for 2 or more Employees	£34.55 / 4 week cycle	£8.64
Payroll – Monthly for 1 Employee	£17.28 / month	£3.99
Payroll – Monthly for 2 or more Employees	£34.55 / month	£7.97
No Payroll run EPS submitted	£8.66	
Rerun of Payroll	£17.29 / payroll	
Reprinting of lost / damaged documents	£6.72 / set	
FINANCIAL ADMIN SERVICE		
Bookkeeping Set up Fee one off	£36.75	
Bookkeeping with Managed Accounts	£40.11 / month	£9.26
Bookkeeping with Managed Accounts reduced fee for 1 invoice / month	£28.98 / month	£6.69
Bookkeeping with Own Accounts	£39.01 / set of accounts	
PENSION ADMINISTRATION SERVICE		
PAS – Level One (no PAs to enrol)	£110.25 This is charged every 3 years	£0.71
PAS – Level Two (1 or more PAs to enrol)	£220.50 This is charged every 3 years	£1.41
EMPLOYMENT SUPPORT SERVICE		
New Employer Set up Fee (one off)	£140.39	
New Employer Set up Fee plus recruitment of Pas (one off)	£423.31	
Employment Support – Monthly Contract Fee @ £30 / month	£33.44 / month	£7.72
Employment Support on hourly rate basis Charged in 15 min increments of £5.99	£23.94 / hour	
Recruitment and Selection	£111.41 / recruitment round	
Recruitment without interview support	£66.83 / recruitment round	
DBS checks	£75.76 /	