

Summary of DPSS Hereford Service Charges 2023-24

Service	Charge including VAT	Weekly charge
PAYROLL SERVICE		
Payroll Set up Fee one off	£36.12	
+Payroll - 4 week pay cycle for 1 Employee	£18.66 / 4 week cycle	£4.66
Payroll - 4 week pay cycle for 2 or more Employees	£37.32 / 4 week cycle	£9.33
Payroll – Monthly for 1 Employee	£18.66 / month	£4.31
Payroll – Monthly for 2 or more Employees	£37.32 / month	£8.61
No Payroll run EPS submitted	£9.35	
Rerun of Payroll	£18.67 / payroll	
Reprinting of lost / damaged documents	£7.26 / set	
FINANCIAL ADMIN SERVICE		
Bookkeeping Set up Fee one off	£39.69	
Bookkeeping with Managed Accounts	£43.32 / month	£10.00
Bookkeeping with Managed Accounts reduced fee for 1 invoice / month	£31.30 / month	£7.22
Bookkeeping with Own Accounts	£42.13 / set of accounts	
PENSION ADMINISTRATION SERVICE		
PAS – Level One (no PAs to enrol)	£119.07 This is charged every 3 years	£0.76
PAS – Level Two (1 or more PAs to enrol)	£238.14 This is charged every 3 years	£1.53
EMPLOYMENT SUPPORT SERVICE		
New Employer Set up Fee (one off)	£151.62	
New Employer Set up Fee plus recruitment of Pas (one off)	£457.17	
Employment Support – Monthly Contract Fee @ £30 / month	£36.12 / month	£8.34
Employment Support on hourly rate basis Charged in 15 min increments of £6.47	£25.86 / hour	
Recruitment and Selection	£120.32 / recruitment round	
Recruitment without interview support	£72.18 / recruitment round	
DBS checks	£81.82	