

# Payroll-Only Services

**At RB Recruitment, given the scale and diversity of our operations, in particular with temporary contractor management, a natural extension of our business is the provision of managed payroll services.**

## How does this work?

The client provides RB Recruitment with the candidate of their choice and we provide a simple payroll service including payslips and reports that incorporates the management of all compliance related payments including Superannuation, Workers' Compensation Insurance and State Payroll Tax.

For prospective clients wanting to explore a cost effective way to provide on-hire and contractor management services, we can provide these facilities through our integrated payroll with RB Recruitment resources to manage and run these non-core functions.

Most businesses today are looking to focus on their core business activities, i.e. where they make money and what functions they perform best. As a result, there are a number of areas that have traditionally been identified as “non value-adding” to business, with payroll and shared services functions high up on these lists.

Consequently, when evaluating the cost benefits of outsourcing the payroll function, not only do you need to take into account the employee costs of running and administering the function, but also the cost of the software, updates and all other ancillary aspects such as time cards, pay slips, record keeping, archiving etc.

It is a substantial cost to most medium sized – large companies, with the average annual cost well in excess of \$100,000 (based on SME).

In considering the use of an external provider, you will need to conduct your own cost benefit analysis; however, for the most part, you should be looking to save around half of your current costs as a realistic objective.

Overview of RB Recruitment's Service Capability: Our payroll services include, but are not limited to the following:

- Employee Record Creation, Maintenance and Documentation i.e. ATO
- Declarations, Super Fund Nomination, Bank Account Details, Direct Debits etc
- Monthly PAYG, Terminations, Redundancy, Bonus & Commission Payments (upon request)
- Calculation and Management of Superannuation Payments and Associated Records (upon request)
- Payment to Employees via EFT and Issue of Pay Slips

- Accruals of Annual Leave, Sick Leave, Long Service Leave and RDO's /ADO's (upon request)
- Management of all Deductions, Expenses and Fringe Benefits, including FBT Annual Returns (upon request)
- End of year PAYG Summaries (Group Certificates) and ATO reporting (Electronic Files)
- Salary Packaging Administration (upon request)
- Reference checking of candidates (upon request)
- Supply of career advice to the payroller upon termination of contract

In the event of a candidate being a registered business, we will verify that they possess Public Indemnity Insurance \$1m and Public Liability Insurance \$5m(one person company), or Public Indemnity \$5m and Public Liability \$5m (multiple person company), as well as a current Workcover policy.

Note: With your acknowledgment of RB Recruitment's Confidentiality Agreement, we will guide candidates through the payroll process and ensure that they are fully aware of conditions and expectations. Note: Please call us to discuss our competitive pricing.