



# **PAYROLL & WORKFORCE SOLUTIONS THAT WORK AS HARD AS YOU DO**

**ACCURATE.  
COMPLIANT.  
RELIABLE.**



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**“Whether you’re paying a team of five or sourcing fifty workers, we deliver solutions that save you time, reduce your stress, and keep your business moving forward.”**





**“The right people.  
The right pay.  
At the right time  
— every time.”**



# WELCOME

**We make payroll simple and sourcing reliable workers straightforward. Whether you need a fully managed payroll service or skilled, vetted staff at short notice, our goal is to give you peace of mind while saving you time, money, and resources.**

Our mission is simple: to provide businesses with accurate, compliant, and dependable support that removes administrative burdens and frees you to focus on growth. We combine proven expertise with efficient systems, ensuring every payment is processed correctly, every worker is fully compliant, and every client feels supported at every step.

From small businesses to large organisations, we adapt our services to fit your exact needs — whether that's managing weekly payroll, supplying temporary labour at short notice, or both. Our team works to the highest standards of accuracy, transparency, and reliability, making us the trusted partner you can depend on.

# PAYROLL SERVICE



Managing payroll is one of the most important — and complex — aspects of running a business. With constantly changing legislation, strict HMRC requirements, and the pressure to pay staff accurately and on time, it can

quickly become a drain on resources. Our fully managed payroll service takes that stress away, giving you the confidence that everything is handled correctly, every time.



**By outsourcing your payroll to us, you eliminate risk, reduce admin, and free your time to focus on growing your business. We handle the details – you get peace of mind.**

## **WHAT'S INCLUDED**

- PAYE, Umbrella, and CIS payroll
- HMRC submissions and reporting
- Auto-enrolment and pension administration
- Payslip production (digital or paper)
- Statutory payments (SSP, SMP, SPP)
- Year-end documentation (P60, P45, P11D)

## **BENEFITS**

- 100% HMRC compliance
- Save hours of admin each week
- Clear, accurate payslips for staff
- Expert handling of deductions and benefits

## **OUR PROCESS**

- 1. Consultation & Setup –**  
We review your payroll needs and set up your account.
- 2. Secure Data Transfer –**  
Employee and payment data sent via encrypted channels.
- 3. Processing & Submission –**  
We calculate pay, make deductions, and submit reports to HMRC.
- 4. Payment & Reporting –**  
Staff are paid, and you get clear reports for your records.

# WORKFORCE SUPPLY



Finding the right staff quickly — and ensuring they're compliant, qualified, and ready to work — is a challenge for any business, especially when time is short and demand is high. We make it simple. Our workforce supply service gives you fast access to vetted, dependable workers who can hit the ground running from day

one. Whether you require cover for a single shift, seasonal support, or skilled labour for a long-term project, we match you with the right people to keep your operations running smoothly.



**With our labour supply service, you'll always have the people you need, when you need them. We remove the delays, reduce your workload, and keep your operations running without disruption.**

### **WHAT'S INCLUDED**

- General labourers & warehouse staff
- Drivers (van, LGV, HGV)
- Skilled trades and contractors
- Office and admin staff
- Short or long-term placements
- Full Right to Work and ID checks

### **BENEFITS**

- Pre-vetted staff, ready to work
- Flexible staffing to match demand
- Compliance checks built in
- Managed payroll for all placements

### **OUR PROCESS**

- 1. Role Briefing –**  
We discuss your staffing needs and job details.
- 2. Candidate Selection –**  
We match you with vetted workers who meet your requirements.
- 3. Confirmation & Scheduling –**  
Worker availability confirmed and start date agreed.
- 4. Timesheets & Payroll –**  
Hours tracked, timesheets approved, and payment processed.



“We understand that  
staffing aren’t just  
the foundation of your  
reputation, product  
compliance. That’s  
every single time.”



# WHY OUTSOURCE

## WHY OUTSOURCE PAYROLL

Payroll is complex, time-consuming, and carries strict compliance obligations. Outsourcing ensures your staff are paid accurately and on time, while removing the risk of costly mistakes and freeing you to focus on growth.

## WHY OUTSOURCE WORKFORCE SUPPLY

Recruitment takes time and effort — especially when compliance checks are essential. Outsourcing lets you fill roles fast with pre-vetted staff, without the cost of maintaining a large in-house recruitment team.

## THE ADVANTAGE OF COMBINING SERVICES – STREAMLINED OPERATIONS THROUGH A SINGLE PARTNER

When you outsource both payroll and staffing to one provider, you get a seamless service that eliminates duplication, speeds up processes, and ensures every worker is paid and managed through the same trusted system.

By partnering with a specialist provider, you gain access to industry expertise, technology, and resources that would be costly to replicate internally. This approach not only improves efficiency but also gives you the flexibility to scale services up or down based on demand, without sacrificing quality or compliance.

at payroll and  
tasks — they're  
our business's  
ivity, and  
why we get it right

# HOW IT WORKS

**Every business is different, but our process is built to adapt. Whether you need help managing payroll for a handful of employees or sourcing a team of workers at short notice, our step-by-step approach ensures a smooth, stress-free experience from day one. We keep things simple, efficient, and fully transparent, so you always know exactly where you stand.**

Our services are designed to be straightforward, transparent, and hassle-free. Whether you're engaging us for payroll, workforce supply, or both, we follow a clear process that ensures every detail is handled with precision. This keeps your business compliant, your staff satisfied, and your operations running without interruptions.

## PAYROLL IN 4 STEPS

- 1. Consultation & Setup** – We take the time to understand your business, payroll structure, and specific requirements before setting up your account.
- 2. Secure Data Transfer** – You send employee and payment data to us using our secure, encrypted systems to protect sensitive information.
- 3. Processing & Submission** – We calculate pay, process deductions, and submit all required reports to HMRC accurately and on time.
- 4. Payment & Reporting** – Employees receive prompt, accurate payment, and you receive clear, concise reports for your records.

## WORKFORCE SUPPLY IN 4 STEPS

- 1. Role Briefing** – You outline the role, required skills, and duration, and we confirm your needs.
- Candidate Selection** – We source from our pool of pre-vetted workers to find the best match.
- Confirmation & Scheduling** – Worker availability is confirmed, and start dates are agreed to fit your schedule.
- Timesheets & Payroll** – We track hours worked, process timesheets, and ensure workers are paid promptly.

## COMPLIANCE REASSURANCE

Our entire process is built on compliance. We meet HMRC regulations, adhere to UK GDPR requirements, and follow strict data security protocols to safeguard your business and workforce.



**From initial consultation to ongoing service delivery, our aim is to make outsourcing a positive, value-adding experience for your business. You get a service that's not only efficient but also personal, ensuring you feel supported every step of the way.**



**“Our goal is simple —  
provide businesses with  
the right people, paid  
the right way, at the right  
time, all while staying  
fully compliant.”**



# ABOUT US

**We are a trusted partner for businesses looking to streamline payroll and workforce supply. Our approach blends expert knowledge, cutting-edge systems, and a personal service ethos to deliver exceptional results. We understand the pressures you face — from meeting compliance obligations to keeping your workforce engaged — and we design our services to relieve those burdens.**

## 6 KEY TAKEAWAYS

- *Accuracy*
- *Compliance*
- *Flexibility*
- *Speed*
- *Transparency*
- *Reliability*

## OUR PHILOSOPHY

We believe that strong partnerships are built on trust, consistency, and clear communication. That's why we make it our mission to understand your business inside and out, so our services fit seamlessly into your operations.

## WHY WE STAND OUT

- Extensive industry knowledge
- Proactive compliance management
- Fast turnaround on payroll and staffing requests
- A single point of contact for all services
- Long-standing client relationships built on trust

We're not just a service provider, we're an extension of your team. With us, you gain a partner who's committed to your success, no matter the size of your business or the scope of your requirements.



**From payslips to people  
HSMK has got your business  
needs covered.**

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