



SGP CONSULTANCY
HR PAYROLL



www.sgpconsultancy.com
www.sgphr.co.uk



SGP CONSULTANCY
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Dedicated staff who can relieve you of a burden

by providing a comprehensive and confidential payroll & HR service.

Taking care of our customers is our number one priority.

01 Administration PAYE, national insurance, statutory sick pay, statutory maternity pay etc.	02 Customised Payslips Providing your employees with all the relevant information	03 HR Compliance Dealing with HR issues, legislation, litigation & employee relations	04 Legal Filing Completion of statutory forms, including year-end returns, to issue to your employees and submit to the authorities	05 HR Administration Incentive schemes, bonuses, ex-gratia and termination payments
06 Pension Schemes Gather all relevant information and implement chosen scheme	07 Banking Logistics Efficient, secured electronic payment of wages, pensions, taxes and deductions	08 Dedicated Service First class contact for employees queries	09 All Sectors Experience of working in wholesale, manufacturing, seasonal and technology.	10 Customer Focused A HR service that is flexible, accurate, reliable and tailored to your needs
11 Cost Efficient One of the most affordable payroll services in the industry.	BIG or SMALL, we're willing to do whatever it takes to satisfy <i>your needs.</i>			



A prompt **service!**

To SGP this means:

- Being there whenever you need assistance
- Providing a personalised service by someone who is familiar with payroll
- Listening carefully to your specific needs and wants
- Customising our service to meet your expectations
- Providing easy to read reports
- Continually researching new products and services
- Staying up to date through ongoing training