

Outsourced Payroll Solutions by specialised experts



The Job Role of a Payroll Professional

Many SMEs now prefer to outsource the task of payroll processing. In today's scenario only a well-trained **payroll professional** can handle the complexity of evolving business process and payroll legislation.

The role of a qualified payroll professional generally entails:

- Timely pay cheque production
- Direct deposits
- Providing management with payroll reports
- Preparing documents for payroll tax deposit
- Preparing all tax cheques of the company
- Comprehensive payroll research
- Evaluation of payroll system

C.S.I. Dublin provides such services to SMEs throughout Ireland.

Call us today

01 864 7460

Client provides:

- Payroll data via Fax, Email, Excel spreadsheet, Text file or Web form to schedule

C.S.I. Dublin completes:

- Preparation of Weekly, Fortnightly, Monthly or other frequency payrolls to schedule
- Computation of all payroll requirements
- Verification of additions & deductions, PAYE, PRSI and related issues
- Computation of BIK notional pay elements
- Provision of preview files
- Run of approved payroll
- Security Payslips (three part or options) printing and delivery to client office for distribution
- Electronic Payments direct to bank of employees and extracted from client account
- Comprehensive multi-format payroll reports with additional and customisable/bespoke reports available
- Revenue forms P45 and annual P60 provided to employer for distribution—as appropriate
- Monthly Revenue return processed directly to revenue
- Monthly payments reports to Pension providers and electronic payment where appropriate
- Annual P60 provided directly to each employee
- Annual (P35) return electronic data files processed to Revenue
- Transfer of payroll data files to employer for retention



We tailor the services we provide to your individual circumstances & needs. We strongly believe in not selling you services you don't require.



Unit 123 Millennium Trade Park
Ballycoolin
Dublin 11

T 00353 1 864 7460
F 00353 1 864 7461
E info@csidublin.ie
W www.csidublin.ie



The services provided by us can include any combination of the following:

- Annual accounts preparation
- Book keeping
- Business Start up
- Business tax
- Company Secretarial
- Management accounts
- Payroll
- Personal Tax
- VAT
- Aged Debt Chase up