

welcome

A warm welcome to the very first Quill Accounts newsletter! We thought this would be a good way to stay in touch with our clients with a quick update on a few bits and pieces. This is something we intend to keep doing with a few short newsletters throughout the year. Hopefully you will all find it useful and it's always good for us to say hello, especially to those clients who we don't hear from as often.

We'd love to hear your feedback (good or bad!) so please let us know what you think of the newsletter next time you're on the phone or drop us a quick email: info@quillaccounts.co.uk - we look forward to your thoughts!

april - new payroll year

Another year has flown by already! Payroll end of year filing for 2012/13 will be completed by mid-April so if you haven't already received P60's for your employees, they should be with you very soon.

April also means the beginning of the new year for staff holidays for most of our clients so please remember to keep a note of holidays taken by your staff. All employees are entitled to the statutory allowance of 5.6 weeks paid holiday per year. If you're not sure how this works out for your employees, or if you have any other queries regarding annual leave, please get in touch!

email

Many of our clients now receive staff payslips by email. This speeds up the payroll process greatly and means there's less waiting around for slips arriving by post! If you currently receive payslips by post but would prefer to have them emailed in future, then please let us know! Simply drop us a quick email to: **info@quillaccounts.co.uk** and we'll switch you over from post to email.

We're also happy to accept changes to wages by email so if you need to notify us about how many hours your employees have worked, staff holidays/sick days, etc it may be more convenient for you to drop us an email next time.

New Payslips...

From April you will notice a change to the format of the payslips we use. This is due to a change of software which we expect to make our payroll process more efficient. The new payslips contain all the same information as before, just in a different layout.

Did you know...?

We have dedicated Quill Accounts Facebook and Twitter accounts. If you already use these social networking sites you may like to have a look at our pages - they're a great way to keep up to date with our announcements and news along with updates we share regarding payroll, care funding, etc.



facebook.com/quillaccounts
twitter.com/quillaccounts

real time information

Thank you to everyone who returned their staff info forms for our Real Time Information (RTI) updates over the last few weeks. However, the introduction of RTI does mean that we do need to stay on top of all staff details. We therefore ask that you keep us up to date with any changes to your employees' information – changes of name, address, etc. and also that any new employees get ALL their information to us as soon as they start their employment. The MINIMUM information we need for all new employees is: full name, date of birth, home address, national insurance number (plus their P45 or P46 form).

Website...

Our website has been revamped and now has a much nicer and easier to use format. We hope you'll have a chance to have a quick browse - there are lots of useful bits and pieces for our clients including downloadable timesheets, HMRC forms etc.