

How does outsourcing my back office Work?

The chart below lists the responsibilities of the agency and that of Easy pay each week.

WEEK	MONDAY	TUESDAY	WED	THURS	FRIDAY	SAT	SUNDAY
Week 1 Agency Responsibility	Agency takes booking from client. Agency informs Easy pay of new client. Agency sends out Terms of Business to Client.	Temp starts work and works a week in hand Agency sends out timesheet to worker.			Workers gets timesheet signed by Client		Temporary Worker Hands in Timesheet to Agency
-----Temporary Workers' Working Week----->							
Week 1 Easy pay's Responsibility	Easy pay will Credit Check the Client. The Credit Account will be set up and Payment terms will be agreed with the customer.						
Week 2 Agency Responsibility	New starter forms, P45's and P46's to be sent to Easy pay	Manual: Timesheet details completed on manual input sheet and emailed over by 12 noon Electronic System: Timesheets processed in front Office system and electronically submitted to Easy pay by 5pm Hard Copies faxed/e-mailed or posted to Easy pay	Agency to check payroll verification report received.				
Week 2 Easy pay's Responsibility	New starter forms entered onto Payroll system, or imported into Payroll	Timesheet information processed into payroll system	Pre-payroll calculation report emailed to agencies for verification Payroll processed & Payslips posted out to temps. Detailed Payroll Gross Margin Report emailed to agencies along with 5 further financial reports.	Stop BACS to be actioned by 12 noon for any errors. Invoices & timesheets issued in agency own name posted out to agency's customer	Temporary Worker Receives Pay Margin invoices & aged debt report emailed to Agency. Gross profit Margin Calculated (less service fee). Payment sent via BACS to Agencies bank account		N.B. Paye/N.I paid by Easy pay on agencies behalf monthly.
Week 3		Margin payment received in Agencies bank					

Colour Codes

Orange	Agency's Responsibility
Green	Easy pay's responsibility