

Informing Pay Check of Monthly Payroll Changes

We expect to receive ONE email a month informing us of all the changes to your payroll.

We need to receive all changes via email and post 7 working days before your pay date.

The email subject box should be filled in first with your "Company Name" followed by "Payroll Changes" and the month (see below example). This will assist us to file your changes together.

Subject: ABC Limited Payroll Changes January 07

If you also send us information through the post please could you send us one package per month. Any information sent in the post must be clearly identified with your "Company Name".

Pay Check is delighted to produce a Master Input Sheet for you to record your changes. If this is of interest please request one via email.

Useful Tips

- Give an instruction only once. If you detail on your spreadsheet that Mary has received a commission payment of £75.00 and detail the same instruction on a covering email, Mary is likely to receive £150.00.
- Send only one instruction per pay period informing us of the changes.
- Write clearly with concise instructions. Please only detail information that is relevant for processing the payroll.
- Ensure any information that is sent/faxed or emailed to Pay Check is clearly identified to your company.

