COVID-19 & the big shift to bringing payroll in-house to safeguard jobs

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The impact of COVID-19 has resulted in employers moving towards reducing business overheads to remain viable and to potentially save jobs.

Latest trends have seen a massive shift to businesses now bringing their payroll in-house to save money. In-house payroll processing can be achieved with the right payroll software tools which are also specifically designed to calculate and report on the ever-changing COVID-19 schemes.

The importance of getting your payroll right is one of the main reasons why businesses choose to outsource to an accountant or third-party payroll processor.

It goes without saying that your payroll needs to be processed accurately and in a timely matter. Any payroll mistakes can lead to a negative impression with your employees. However, advancements in technology enable payroll software to include more automation than ever before, making the payroll process more streamlined.

Businesses no longer need a "payroll expert" to process their payroll in-house.

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Savvy business owners continually question whether their business processes are fit for purpose and will adapt to remain competitive and successful. The repercussions of COVID-19 have seen a growing shift towards businesses looking at creative and strategic ways to manage critical cashflows.

In addition, business owners are now bringing their payroll in-house as they simply prefer to manage all payroll and HR-related activities internally. The potential cost savings mean that business owners can reduce their payroll overheads to save some of the jobs that may have been lost due to COVID-19.

As the cost of payroll software becomes ever more affordable, **businesses can save money by bringing their payroll in-house** compared to outsourcing to a third party. Preparing your payroll internally puts you in complete control over all your payroll data instantaneously.

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The guide examines the ultimate benefits that businesses can gain by making the switch to bringing their payroll in-house.

Internal staff resources can be reassigned to payroll processing to help mitigate the monetary impact of the pandemic on your business's outgoings. Processing payroll in-house can offer financial rewards and provide several added benefits including:

- Reduced business overheads and potential cost savings

- Increased control over payroll reporting

- Internal flexibility over payroll scheduling and last-minute changes

- Reduction in workload

- Streamlined HR and annual leave processes

- Self-service online access for employees

- Increased accuracy in reporting through API integration with accounting and bookkeeping software

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The Impact of COVID-19 on the payroll function

As we are moving into long term uncharted territory, being able to adapt your payroll processes and move to reduce your business overheads could not be more important for businesses survival. It is likely that a move to in-house payroll software can produce long term savings which can improve cashflow issues, and as a result, reduce the risk of employee redundancies.

Before executing a plan to either keep the payroll function in-house or outsource it, it's important that you take into consideration the impact of COVID-19. Any good payroll software provider should not only cater to the COVID-19 schemes but automate the calculations and reporting to assist users when making claims.

Let's deep dive into the many benefits of managing your payroll in-house, including practical advice on how to implement it. This guide will get you processing your in-house payroll smarter, faster and more efficiently.

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Reduction in business overheads and potential cost savings

Cost savings is one of the most important factors when evaluating the benefits of in-house payroll. Outsourcing is typically more expensive than competitively priced payroll software. While businesses will have the yearly cost of purchasing payroll software, the cost savings can be substantial compared to the cost of outsourcing in the long run.

In-house software typically can reduce your business outgoings while **offering the most flexibility and return on investment for your businesses**. Be careful when deciding on your chosen payroll provider as there should not be any charge for additional functionality such as auto enrolment, implementation costs or customer support.

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Increased control over payroll reporting

Outsourcing your payroll means that you don't have direct control of the payroll processing or data. One of the biggest advantages of in-house processing is **instant access and control over your payroll** and the reports you generate. In-house software allows you to easily manage new starters, leavers, distribute payslips and make any last-minute adjustments on time.

By moving to an in-house environment, businesses have increased flexibility to produce payroll reports and detailed analysis that can be customised to exactly what you need.

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Internal flexibility over scheduling and last-minute changes

When you manage your payroll in-house, you will have absolute control over your payroll scheduling and last-minute changes that can pop up at the 11th hour. **Any forgotten details can be quickly implemented** such as forgotten holiday leave, sick leave, or new starter information.

In contrast, with an outsourced provider, if you need to change payroll details at the last minute you may not have the same flexibility to update the payroll in time. A payroll outsourcer may take time to get payroll information back to you should you need any reporting of your payroll data and any payroll information changed.

When you [process your payroll using in-house software](#), you are in complete control of own your schedule, amendments, payroll data and all your employees' history. You will instantly have the flexibility to correct the issues or errors immediately, instead of waiting for a third party to resolve the issue.

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Reduction in workload

Outsourcing may not save as much time as you think in comparison to in-house processing. Businesses already spend time preparing and providing payroll data (employee hours, starter and leaver information, additions and deductions, holiday leave, etc.) each pay period. Much of this time spent preparing the payroll data can be easily spent entering this data into the payroll software, which is saved for the next pay cycle, saving time in the long run. This data entry doesn't need to be as time consuming or difficult as you imagine.

Advancements in payroll software work in the background to automate and streamline your payroll for your business. If you already prepare the payroll data, **will it really take you longer to complete with in-house payroll** software compared with outsourcing?

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Data security & GDPR compliance

We all understand that employee payroll information is extremely sensitive. The GDPR legislation makes it more important than ever that you know who has access to your employees' personal data, how they are securing it, and where it might be at risk. Bringing payroll in-house and securing the data on your own payroll software application can **give you greater confidence about the safety of your personal data**. Secure in-house payroll systems will provide added security features such as password protection and cloud backup, so your data is protected.

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DIY self-service online employee access

[Self-service employee portals](#) and payroll apps are empowering employees by providing online, remote access to personal data, with the ability to request leave on the go, view holiday leave entitlements, and remotely access payslips and HR related documents.

Providing better access to payroll information enables employees to **streamline routine payroll processing**. Employees can view and print payslips and edit personal information in an easy, automatic, and paperless process.

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Self-service portals and employee payroll apps are game changers helping businesses in several ways:

- **Fewer calls to HR**: Employees have direct access to their payroll information allowing them to answer their own payroll queries.

- **Streamlined annual leave management**: Annual leave requests are processed efficiently where employees can request leave and view holiday leave balances and entitlements on the go. Employers can instantly approve leave which is automatically recorded on the payroll software.

- **Centralised document management:** HR document upload features give managers the ability to centralise all employee information in one secure location, removing the "to do" paper files from desks and freeing up time.

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API integration with accounting software

To enjoy even more time savings benefits, it's important that your payroll software integrates with systems such as pension portals and accounting and bookkeeping software. This level of enhanced integration will **minimise the amount of manual data entry** you need to perform. Carefully consider your system integration requirements as this will allow you to create payroll journals and send them directly to the general ledger in your accounting package. This eliminates the need to ask your outsourced payroll provider for the wage journal CSV file and then manually import it into your accounting system, thus saving time and reducing the risk of errors.

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Will you make the move to bring your payroll in-house?

The impact of COVID-19 has seen many businesses switching their payroll to an in-house process for a variety of reasons. The cost of outsourcing can be substantial depending on the frequency of your payroll run and the number of employees you have. The return on investment of in-house payroll software will lower your total payroll processing costs over time. These cost savings measures could be the difference in keeping your business viable and could **potentially save jobs in these uncertain times.**

In-house software typically offers the most flexibility. Not only is it cost effective, but it also allows you to protect wage and salary information and keep control over payroll processing to easily handle last-minute changes.

[Payroll software with integrated HR functionality](#) is now going one step further to help businesses streamline many HR tasks that are typically managed on spreadsheets or paper-based methods.

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Is BrightPay the right in-house payroll software for my business?

BrightPay is committed to supporting small and medium-sized companies by developing payroll solutions that give greater control and reduce their business overheads.
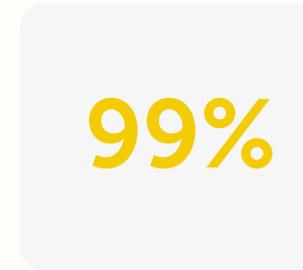
Payroll Software of the Year 2018 & 2019

5-Star Rating on Software Advice

Trusted by over 320,000 Businesses

99% Customer Satisfaction Rating

For almost 30 years, BrightPay have been a leader in the development of easy-to-use payroll systems that sees over **320,000 businesses** being paid through our payroll products.

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- **Excellent customer support:** BrightPay boosts an impressive 99% customer satisfaction rating with a 97% rating for cost savings.

- **Migration assistance:** For businesses with 5 or more employees, our migration team can offer you free assistance when importing your employer file into BrightPay.

- **COVID-19 response plan:** BrightPay won the COVID-19 Hero Award (supplier) at the 2020 Accounting Excellence Awards. Customers rated us at 98.6% for our COVID support.

- **Free product demo:** A free 20-minute online demo will show you how the payroll features work. Simply fill out our [BrightPay demo form](#) and our team will be in touch to arrange a suitable time for the demo.

- **Competitive pricing:** BrightPay offers various packages for businesses depending on the number of employees you have. Ranging from £49 to £199 + VAT per tax year.

- **Customer testimonials:** BrightPay is fast becoming the number one choice in UK payroll software. [Find out what our customers say](#).

- **No hidden extras:** All BrightPay licences include free customer support, full auto enrolment functionality, integration with accounting systems and a full CIS module.

- **Optional HR features:** BrightPay Connect, our cloud add-on offers annual leave management, [online access to payslips](#) and the ability for employees to update personal details.

Your next steps:

1

Join our free webinars

Hear about more benefits of managing your payroll in-house, including practical advice on how to implement it.

Register Now

- -

2

Attend a free online demonstration of BrightPay

Find out if BrightPay is the right fit for your business with an online demo of how to run the payroll on a day-to-day basis.

Book a Payroll Demo

- -

3

Start a 60-day free trial of BrightPay

BrightPay's 60-day free trial is a great way to discover just how easy BrightPay is to use without having to make any commitment.

Download Now

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BrightPay customers who have brought their payroll in-house have reaped the benefits:

"Recommended by my accountant to save money in the first instance but also to have a product more suited to my needs - foolproof!"

Sally Avery, R W Avery

"Have just started using BrightPay this financial year, having taken over from our accountant. Really easy to use and plenty of helpful support. 10/10."

Stephen Irish, The Mountain Air

"I was worried about bringing our payroll back in house for me to do and then I discovered BrightPay - WOW! It's such as easy, straight forward, total package I can't believe what it costs in relation to other payroll software annual licenses. We are now so much more flexible than before having to pass all the info to the bureau for a certain date it's a dream. If you're thinking about it, do it you'll save a fortune."

Graham Paterson, Verytas Solutions Ltd

"I love how user friendly BrightPay is for both CIS and Payroll. People tell me to use an accountant because they think that it is easier. It is a false pretence and with this software it makes you feel like a pro with its simple functionality.

All reports are easy to find and tailor. Being able to email all documents is truly great, add in time saving and environmentally friendly. The amount we pay as a company to BrightPay is justified and I always recommend them."

Sarah King, Sherborne Utilities Ltd

"As a small business, BrightPay has enabled us to keep control of payroll processes in house. We are definitely more efficient despite the increasing demands of auto enrolment. Very satisfied with BrightPay."

Penny Quilter, Quilters