

To get in touch with The Payroll Team:

Call: 0131 475 2350

Fax: 0131 475 2392

Email: payroll.team@lothiancil.org.uk

Online: [www.lothiancil.org.uk](http://www.lothiancil.org.uk)

 Find us on Facebook
 Follow us on Twitter

Our opening hours are Monday – Friday, 10am-4pm

We will arrange a visit with you to talk through in detail what you need to do.

Address: Payroll, LCiL, Norton Park, 57 Albion Road, Edinburgh, EH7 5QY. (Our offices are fully accessible, with parking available).

**Payroll service**

**How do I get started?**

**Tel: 0131 475 2350**

**Email:** **payroll.team@lothiancil.org.uk** **Website: www.lothiancil.org.uk**

 **Lothian Centre for Inclusive Living**

LCiL is a registered charity number SC017954 Date published Nov 2013

Pictures from CHANGE Picture Bank & London People First

![MC900351591[1]]()Fax

Helps you with wages processing and administration if you employ your own Personal Assistants (PAs).

Financial Management Service can to help you budget and plan, make payments and manage paperwork.

Information is available on request in a range of formats:

**Audio Braille Easy words Large Print**

We can provide a Financial Management Service for those who need additional financial management.

This service works closely with our Independent Living Team to help you plan and budget for Direct Payments (DPs), make payments for chosen support you choose to purchase with your DP, including administering other funds you receive to pay for care and support (e.g. a direct care provider, an agency or PAs).

The service can be tailored to suit individual’s circumstances and enables people with less capacity to access and benefit from a flexible support.

If you are a disabled person employing your own Personal Assistants (PAs) we can help you with the processing of their wages and related administration such as dealing with the PA timesheets, tax, national insurance and many other related administration issues.

If you employ your own PAs it is your responsibility to ensure that the correct amount of tax and national insurance is deducted from each of your employee’s wages.

LCiL’s payroll service can do this and a whole lot more for you.

**Financial Management Service (FMS)**

**Do I need a payroll service?**



Each month or every four weeks you send in a timesheet detailing the number of hours worked by each of your PAs.

For each of your employees, LCiL will:

* Calculate the total pay.
* Deduct the correct amount of tax

and national insurance.

* Calculate any sick pay, maternity pay, or other statutory payments where required.
* Process any wage arrestments, student loans, pension contributions.

LCiL works with disabled people, people with

long-term conditions and older people, parents and carers in Edinburgh and the Lothians.

We support people to take control of their own lives, support their choice to take up their rights and enable their full participation in society, and to:

* live more independently
* be more in control
* use self-directed support

**Payroll is part of LCiL:**

**How does it work?**