



## East Riding Voluntary Action Services (ERVAS) Limited



**Community Accountancy Service**  
Delivering quality accounting services and training to the voluntary sector

### **Managing Direct Payment Scheme**

1. Set-up bank account
2. Purchase Employers Liability Insurance (renew annually)
3. Appoint Payroll Agent - ERVAS
4. Recruit Employee(s)
5. Provide induction
6. Give Statement of Main Terms (also known as Employment Contract) ensure there are two copies for each employee. The employer and employee sign both copies. 1 copy is for the employer to keep and the other copy is for the employee to keep.
7. Get employee to complete ERVAS staff forms – “Employee Information” and “P46”.
8. Provide details to Payroll Agent - ERVAS as agreed (either on a monthly/4 weekly basis or when there are any changes.
9. On receipt of wage slips and reports, make payment to your employees as per the net pay on the wage slip. File reports and duplicate wage slips.
10. Quarterly pay HMRC any tax and national insurance due.
11. On receipt of invoice from Payroll Agent – ERVAS pay payroll fees. File invoice.
12. Ensure employees take all holidays due and inform ERVAS as applicable.

#### **East Riding Voluntary Action Services Limited**

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