



Payroll Direct User Guide

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1. Payroll Direct

Payroll Direct is the unique online resource for people in payroll and related professions.

By providing you with online versions of our leading publications, keeping you up to date with relevant news and legislation and giving you access to expert advice and answers to common questions, Payroll Direct aims to provide you with a complete online service.

The web site is divided into three main sections:

1.1 Payroll Alliance

The Payroll Alliance section is divided into three main areas as follows:

Membership benefits

The advantages of joining Payroll Alliance, including training discounts. This area also contains pages on:

- Working Meetings – information on these twice-yearly members-only meetings, which feature updates on what's new in payroll, with guest speakers covering varied payroll subjects.
- Cost of Membership – information on membership rates. Includes an online membership registration form.

Qualifications

Containing information about Payroll Alliance's distance learning Diploma and Certificate courses, including:

- General information
- Questions – some common queries about the courses answered
- Support – facilities to help students through their studies, plus post-qualification benefits
- Modules for Diploma
- Modules for Certificate
- Registration – online registration form for the Diploma and Certificate
- Student workshops

Training

Detailed information and booking facilities for Payroll Alliance's training courses and an online training course section. Includes pages for:

- Courses in detail – complete up-to-date information and training schedule
- Special offers – how to get a free lunch!
- Presenters – biographies of our trainers
- In-house training – details of workplace training presentations
- Booking form – online booking form for Payroll Alliance courses

1.2 Payroll Resources Centre

The Payroll Resources Centre is a one-stop library of resources for the payroll professional. It is divided into two areas: free access for all users and subscriber-only.

Free access

- PMR (Payroll Manager's Review) – overview of the latest monthly issue of PMR, including a selected article, and information for advertisers
- Sample subscription content – summaries and contents lists of the Tolley's payroll titles available to subscribers
- Legislation alerter – highlights the latest statutory instruments and draft regulations relevant to payroll and provides a brief summary of their main provisions, including dates of enforcement
- Inland Revenue Tables – access to all those relevant to payroll
- Inland Revenue Manuals – access to all those relevant to payroll
- Payroll Services Directory – details of payroll service suppliers

Subscribers only

Subscribers have fully searchable access to complete online versions of a number of Tolley payroll publications, as well as other useful resources:

- PMR (Payroll Manager's Review) – current issue, plus all archived issues going back to August 2000
- Payroll Management Handbook
- Employer's Pay and Benefits Manual
- Payroll Fact File
- In-depth Guide to SSP and SMP
- Key Series
- International Employee Payroll
- Stop Press – details of very recent enactments, or information about existing enactments which have been amended or otherwise affected by new enactments
- Legislation – complete and up-to-date access to the full text of relevant legislation in the payroll field
- Case Law – cases reported in PMR that impact on payroll
- Budget Summary – an easy-reference guide detailing significant changes impacting on the payroll profession following the annual Budget
- Inland Revenue Forms – access to all those relevant to payroll. Some available as fillable forms
- Guide to P11D – help and advice with completing your returns
- Ask the helpdesk – submit a payroll-related query to Payroll Alliance's experienced technical staff

1.3 Payroll Quick Facts

Sources of general reference information for those with a query about payroll procedures or terminology.

- Key Facts – at-a-glance key payroll information, such as current rates for income tax, National Insurance, national minimum wage, tax credits, social security benefits and employment law
- Frequently Asked Questions – a selection of payroll questions that have been submitted to the Payroll Alliance technical helpdesk, with answers provided
- Glossary of Terms – highly detailed section covering every key term that payroll personnel are likely to come across in the course of their daily work
- WFTC calculator – designed to assist payroll personnel in calculating and recording payments for the duration of the tax credit award
- WFTC online course – free online training in the Working Families Tax Credit
- Links – exhaustive and comprehensive section linking to many key payroll and related sites
- Conferences and Events – information on forthcoming payroll-related conferences

1.4 Home Page

The home page brings you payroll and related news direct to your PC. All news items are also available via our free email alerter service – to register choose the ‘Click here for your free email alerter’ button.

- News – a daily news service bringing you the latest payroll news, legislation and case law. Includes a fully searchable archive
- Payroll Alliance – a regularly updated bulletin board detailing new courses and developments, plus a searchable archive
- Latest Feature from PMR – a monthly listing of what’s in PMR, plus access to a free article each month

2. Opening Payroll Direct

You can access the site by typing the URL www.payrolldirect.co.uk into your browser window.

Alternatively, select Payroll Direct from the Butterworths Direct home page (single click). The Payroll Direct home page will appear.

The screenshot shows the LexisNexis Butterworths Tolley Payroll Direct website. The header features the LexisNexis logo and the site name "Payroll Direct". A navigation bar includes links for "payroll direct home", "search options", "free trial", "feedback", "contact us", "sitemap", and "user guides".

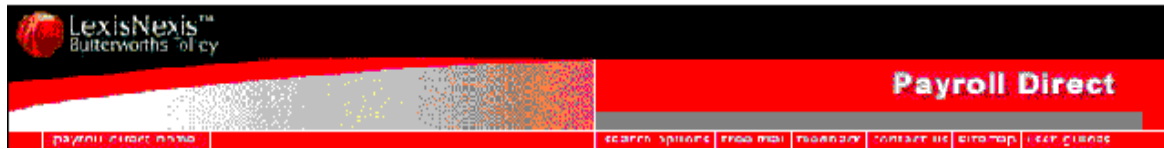
The main content area is divided into several sections:

- Site Information:** Includes links for "Payroll Alliance", "Free Access" (About Payroll Alliance, Membership Benefits, Qualifications, Training), "Payroll Resources Centre", "Payroll Quick Facts", "Contact Us", "Free Trial", and "Feedback".
- PMR (Payroll Management Review):** Features a "Latest Feature from PMR" section with links for "PMR contents for July 11/07/02" and "PMR contents for June 22/05/02". It also includes links for "Access the Payroll Services Directory", "Click here for your free email alert", and "How to Subscribe".
- Search:** A "Search All" box with a "Go" button and a "Search Options" link.
- News:** A "News" section with a "More News" link. It lists several news items with dates: "New immigration liabilities for employers" (16/07/02), "Government announces Green Paper on Pensions" (15/07/02), and "Patricia Hawit launches employment review" (12/07/02).
- Payroll Alliance:** A section titled "Payroll Alliance" with a "More News from Payroll Alliance" link. It lists news items: "How to contact fellow students!" (09/07/02), "New Payroll Alliance courses this autumn" (19/07/02), and "Career Development Loans for Payroll Alliance Distance Learning programmes" (22/10/01).
- Footer:** Includes "PMR Recruitment" and "Advertise here" links, and a copyright notice: "© Reed Elsevier (UK) Limited 2002".

3. Unique Features

3.1 Navigation Bar

Once you have accessed Payroll Direct you will see the navigation bar at the top of the screen. In order to access a service within Payroll Direct, left click once on the relevant heading.



Left clicking once on 'Payroll Direct home' will return to the Payroll Direct home page.

Left clicking once on the LexisNexis Butterworths Tolley logo will link to the Butterworths Lexis Nexis Direct home page.

3.2 Sitemap

Users may also navigate Payroll Direct using the sitemap. The sitemap can be accessed via the navigation bar or through the Site Information button on the left-hand menu bar.

Payroll Alliance <ul style="list-style-type: none">Free AccessAbout Payroll AllianceMembership BenefitsWorking MeetingsCost of MembershipQualificationsGeneral InformationQuestionsSupportModules for DiplomaModules for CertificateRegistrationStudent WorkshopsTrainingCourses in DetailSpecial OffersPresentersIn House TrainingBooking Form	Payroll Resources Centre <ul style="list-style-type: none">Free AccessPMR (Payroll Manager's Review)Sample Subscription ContentLegislation AlertterInland Revenue TablesInland Revenue ManualsPayroll Services DirectorySubscribers onlyPMR (Payroll Manager's Review)Payroll Management HandbookEmployer's Pay and Benefits ManualPayroll Fact FileIndepth Guide to SSP and SMPKey SeriesInternational Employee PayrollStop PressLegislationCase LawBudget SummaryInland Revenue FormsGuide to P11DAsk the helpdesk	Payroll Quick Facts <ul style="list-style-type: none">Free AccessKey FactsFrequently Asked QuestionsGlossary of TermsWFTC CalculatorWFTC Online CourseLinksConferences and Events
		Site Information <ul style="list-style-type: none">Free AccessAbout Payroll DirectPublications CatalogueSite MapUser GuidesSearch Options
		Contact Us
		Free Trial
		Feedback

The Payroll Direct sitemap is shown above. Areas can be accessed by left clicking on the required section.

4. Other Information

4.1 Editorial

If you have a query about the content of Payroll Direct, you can contact us by telephone or email. Simply call the online support team on +44 (0)845 608 1188, or email us with any editorial queries or comments using the 'Contact us' link that appears on the navigation bar.

We welcome feedback from our customers, so please feel free to contact us.

4.2 Technical Help

Support for our online services is available:

7.00 am to 12.00 midnight, Monday to Friday
8.00 am to 12.00 midnight, Saturday and Sunday

Contact:

Tel: +44 (0)845 608 1188

Email: online.support@butterworths.com

To assist the helpline in resolving your query as quickly as possible, please have the following information to hand before calling:

- What internet browser are you using?
- What product do you subscribe to?
- Do you have a network or standalone PC?
- If you are on a network what type is it (e.g. Novell NT)?
- Which version of Dos are you using?
- Which version of Windows are you using?
- What was the sequence of events leading up to your problem?

4.3 Customer Services

Customer Services Support is available 9 am to 5 pm, Monday to Friday

Tel: +44 (0)20 8662 2000

Fax: +44 (0)20 8662 2012

Email: customer.services@butterworths.com

4.4 Training

Scheduled national and in-house training is available for all LexisNexis Butterworths Tolley products.

Tel: +44 (0)20 7400 4639

Fax: +44 (0)20 7400 2661

Email: training@butterworths.com