

Payroll Advisory FAQs

Is Payroll Advisory different from Payroll Outsourcing?

Yes. Payroll Advisory focuses on independent review, assurance and recommendations. It does not replace payroll processing or delivery services.

Do you run payroll as part of this service?

No. This service provides oversight, governance review and practical recommendations rather than day-to-day payroll processing.

When should a Payroll Review be carried out?

A review is often helpful during periods of growth, organisational change, system change or when compliance risk increases.

Can this review be carried out alongside an existing payroll provider?

Yes. Our Payroll Advisory reviews are designed to complement existing in-house or outsourced payroll arrangements.

What is included in a Payroll Advisory review?

A Payroll Advisory review typically covers payroll governance, policies, procedures, controls, systems configuration, data flows and compliance risk. The focus is on how payroll operates in practice and whether it is aligned with statutory requirements and business needs.

Is a Payroll Advisory review the same as a payroll audit?

No. A payroll audit is often retrospective and transaction-focused, whereas a Payroll Advisory review is forward-looking and risk-based. It assesses governance, controls and processes to identify improvement opportunities and reduce future compliance risk.

Will you review PAYE and statutory compliance?

Yes. As part of our Payroll Advisory services, we consider PAYE operation, statutory payments and employer obligations to identify areas of potential compliance risk. The review is not an HMRC audit but provides independent assurance and early visibility of issues.

Do you report issues to HMRC?

No. Our Payroll Advisory reviews are confidential and advisory in nature. Findings are reported to you, with practical recommendations to address any identified risks.

How long does a Payroll Advisory review take?

The duration depends on the size and complexity of the organisation, payroll volumes and systems. Most reviews are completed over several weeks, following discovery, workshops and analysis.

What information do you need from us?

We typically request payroll policies, procedures, sample reports, system access (read-only where appropriate) and participation from key stakeholders in workshops. We aim to keep information requests proportionate and focused.

Is this suitable for small or mid-sized employers?

Yes. Payroll Advisory services are scalable and proportionate. Many small and mid-sized employers benefit from independent payroll reviews, particularly where processes are manual, undocumented or reliant on key individuals.

Can you review payroll controls and segregation of duties?

Yes. Payroll controls and segregation of duties are a core part of our reviews. We assess whether responsibilities are clearly defined and whether control gaps or over-reliance on individuals create risk.

Do you provide recommendations only, or implementation support as well?

Our Payroll Advisory services primarily provide independent findings and recommendations. Where required, we can also support the design of improved policies, procedures and processes, working alongside your existing payroll team or provider.

Will this disrupt our payroll processing?

No. Payroll Advisory reviews are designed to run alongside business-as-usual payroll operations with minimal disruption. Workshops and information gathering are planned to fit around payroll cycles.

Can this support a payroll system change or transformation?

Yes. Payroll Advisory reviews are often carried out ahead of or alongside system implementations to ensure governance, controls and processes are fit for purpose before change is embedded.

How often should a Payroll Review be carried out?

There is no fixed rule, but many organisations commission a Payroll Review every few years or following significant change — such as growth, restructuring, acquisitions, regulatory change or system upgrades.

Is your Payroll Advisory service independent if Affinia supports payroll elsewhere?

Yes. Where Affinia also provides payroll services, Payroll Advisory reviews are structured to provide independent oversight and objective recommendations, clearly separating advisory from delivery.

Are you looking to discuss your payroll governance?

Our expert team are here to help.

Contact us

Visit our website

