

What's Next?

BLUE CHIP BENEFITS

Step
01



Once you join PoppyPride, our employee benefits expert will contact you: Introduction and arrangement of benefits demo.

Our expert will visit your workplace, on the agreed date, to present the benefits package to your employees and show how the app is used.



Step
02

Step
03



Each employee will receive an email explaining how to create an account and use the app.

Once the employee signs up, we will be available for any advice or support at: **01740 768093**
or: **info@poppypride.co.uk**



Step
04

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What's Next?

BUSINESS PROTECTION

Step
01



Once you join PoppyPride, our Employment Law Expert will contact you within 48 hours: Introduction of your business protection plan.

Our expert will contact your HR team leader to discuss your requirements and visit your workplace, if necessary.



Step
02

Step
03



Assistance will be offered to help you identify any current issues with staff and advise you accordingly.

An expert service line will always be at your disposal for any advice or support you may need.



Step
04

What's Next?

WORKPLACE PENSIONS ADMINISTRATION

Step
01



Initially, our pensions expert will verify the staging date for auto-enrolment.

Our expert will check your employee details to see who is eligible for workplace pensions, according to their age and salary.



Step
02

Step
03



The investment managers will upload your employee details on the online platform.

A sample letter will be sent to each employee explaining:

- Auto-enrolment and how it will apply
- Choice of investment portfolios
- How to access the online platform



Step
04

Step
05



With your consent, we will send a sample letter via email to each employee.

What's Next?

PAYROLL SUPPORT & PAYMENTS

Step
01



By joining PoppyPride, one of our Account Managers will contact your Decision-Maker: Introduction and brief overview of the whole process.

Next, our Account Manager will contact your existing processor (payroll staff or accountant): Introduction and more detailed plan of next steps.



Step
02

Step
03



The Account Manager and the team will check your payroll software system and last backup file to ensure that everything is in order.

The Account Manager will review your previous payroll summaries, payslips and relevant reports, plus any necessary employee payroll data in order for the set up to go smoothly.



Step
04

Step
05



We will provide a draft letter for your employees, in which you reassure them that they will retain their rights and their day-to-day operations at work will not change.

On your last payroll run, our Account Manager will collect all relevant paperwork and data in order to be ready for our first payroll run.



Step
06

Don't forget that you can either keep your **existing payroll processor** in place or **choose us** for all your **payroll processing**.