

What's Next?

# PAYROLL SUPPORT & PAYMENTS

Once you join PoppyPride:

Step  
**01**



Our Account Manager will contact your:

- Decision maker to explain the transition process
- Existing processor (payroll staff or accountant) to agree on the next steps

The Account Manager & team will check:

- Your payroll software system
- The last backup file to ensure that everything is compliant



Step

**02**

Step  
**03**



The Account Manager will review:

- Your previous payroll summaries
- Payslips and necessary workers' data

An employer-to-worker letter will be prepared so you can reassure each worker that:

- Their rights will be retained
- Day-to-day operations at work will not change



Step

**04**

Step  
**05**



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

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

# What's Next?

## BLUE CHIP BENEFITS

Once you join PoppyPride:

Step  
**01**



Our Workers' Benefits Expert will:

- Book a meeting to present the benefits demo to you
- Introduce the benefits package to your workers and show them the app platform

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



Step  
**02**

Step  
**03**



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

COMMS/70418/V2.1

What's Next?

# WORKPLACE PENSIONS ADMINISTRATION

Once you join PoppyPride,  
our Pension Expert will do the work for you!

Step  
**01**



- The staging date for auto-enrolment will be verified
- Each worker's eligibility (according to age and salary) will be checked

Workers' data will be uploaded  
on the online platform by our  
Pensions Administrator Partner



Step  
**02**

Step  
**03**



- With your consent, a letter will be sent to each worker explaining:
- Auto-enrolment and how it applies
  - Choice of investment portfolios
  - How to access the online platform

COMMS/70418/V2.1

What's Next?

## BUSINESS PROTECTION

Once you join PoppyPride:

Step  
**01**



Our Employment Law Expert will contact you within 48 hours to set up your business protection plan

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



Step  
**02**

Step  
**03**



Our expert will offer assistance 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**