

# SWITCHING TO DT PAYROLL

Switching to DT Payroll is easy, and an option for you at any time - even mid financial-year.

You can seamlessly switch to DT Payroll, with much of the required administration being our responsibility, expertly managed by your new dedicated payroll manager.

What's more, from the very start you should see why DT Payroll is an efficient, reliable, and flexible provider you can trust.

If you're ready to switch, simply call us to begin the switching process. If you're thinking of switching but haven't yet had a quote from us, [request one here](#).

**Here are a few tips and points on what to expect when switching to DT Payroll.**

## If you're coming from another provider...

1. Check any contractual ties. Review your existing contract for details of notice periods or penalties for leaving early, as minimums are sometimes written into contracts.
2. Note the things you have disliked about the previous/ existing provider. Strong communication is essential to the smooth operation of our services, so we want to know what hasn't worked for you to ensure that we deliver what does.

Similarly, tell us what you did like, and we'll let you know how we can maintain or improve these particular aspects of the service.

## If you're outsourcing payroll for the first time...

1. You can switch at any time so tell us when you next need to pay staff and we'll set the most advantageous date for switching.
2. Familiarise yourself with what services we offer and what reports we provide, should you wish to add to your agreement with us now or in the future.

## What happens next...

1. You'll receive your contract, notification of billing arrangements, and timetable for delivery of your payroll.
2. We'll introduce you to your dedicated payroll manager (in person, via video call, or on the phone – it's up to you!), who will

ensure that you're clear on and happy with all arrangements, and remind you of our DT Guarantee:

*If you find that within three months you are unhappy with our service, then we will give you your money back and ensure your transition to move elsewhere goes smoothly.*

3. We'll collect the key information that allows us to work with you and your systems, consider what pay elements are to be processed each pay period, and create and supply a tailored timesheet for the smooth transfer of your data.

**In short, switching to DT Payroll will be convenient for your business, making a change that can save precious time and money in the future; and creating a rewarding and valuable partnership.**

**Call 01642 573374**

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