



Emergency payroll support service

Protect your payroll when it
matters most

Business continuity you can depend on

Payroll is one of the most critical functions within any organisation. But what happens if a key payroll team member is unexpectedly unavailable, leaves the business, or your team faces an unforeseen operational challenge?

MHR's emergency payroll support service provides a reliable safety net, giving you access to experienced payroll professionals who can step in quickly and help ensure your employees are paid accurately and on time.

Our service is designed to minimise disruption and protect your payroll operations during periods of absence, turnover, or unexpected resource shortages. Through detailed process documentation, regular reviews, and retained access to payroll specialists, we help organisations maintain continuity when it matters most.

Flexible support to meet your needs



Every organisation's payroll operation is different. That's why we offers two levels of emergency payroll support, so you can choose the level of protection that best aligns with your payroll structure, internal resources and business requirements.

Lite service

If you need assurance around core payroll processing activities, the lite service provides support for the essential tasks required to complete an accurate and compliant payroll cycle.

Our consultants can step in to support:

- Payroll calculation and reconciliation
- Absence and mileage calculations
- Payroll costing processes
- BACS file preparation
- Statutory payroll submissions, including FPS and EPS activities

With key processes documented in advance, we can step in quickly to help maintain payroll continuity with minimal disruption during unexpected absences, staff turnover or resource challenges.

Full service

The full service extends support beyond payroll processing to cover key payroll administration activities that are critical to maintaining an effective payroll operation.

This option includes:

- Processing starters and leavers
- Contractual and employment changes
- Regular manual payroll adjustments
- Ongoing payroll administration activities required throughout the payroll cycle

By providing support across a broader range of payroll activities, the full service helps reduce operational risk, strengthen business continuity, and ensure your payroll function remains fully supported during periods of disruption.



How it works

We begin by working with your team to understand and document your payroll processes, creating a clear operational framework that enables rapid intervention if support is required. Regular six-monthly reviews ensure documentation remains accurate and aligned with your evolving business needs.

When the unexpected happens, you'll have access to qualified payroll consultants who understand your documented processes and can help maintain continuity with minimal disruption.



Key benefits

- Ensure payroll continuity during unexpected staff absences or team changes
- Rapid access to experienced payroll consultants when additional support is needed
- Reduce risk through documented and regularly reviewed payroll processes
- Strengthen operational resilience and reduce dependency on key individuals
- Gain peace of mind knowing expert support is available

Why MHR?

With decades of payroll expertise and a trusted reputation supporting organisations across the public and private sectors, MHR provides the knowledge, experience and reassurance needed to keep payroll running smoothly, even when resources are stretched.



Be prepared before an emergency happens

Don't wait until a crisis puts your business at risk. Discover how MHR's Emergency Payroll Support Service can help protect your payroll operations when you need it most.

Get in touch

Visit www.mhrglobal.com/contact-us

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