

## **IRIS Cascade**

# Statutory Neonatal Care Pay and Leave

April 2025

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## About Statutory Neonatal Care Pay

Following the introduction of the Neonatal Care (Leave and Pay) Act 2023, employees with a parental or other personal relationship with a baby who is receiving neonatal care can take up to 12 weeks of paid leave which, subject to meeting the relevant criteria, will be paid at the statutory rate. This new act comes into effect from 6th April 2025 (tax year 2025/2026).

This includes a minimum entitlement of one week, in addition to other leave entitlements such as maternity, paternity, adoption and shared parental leave.

Key factors of Statutory Neonatal Care include:

### Eligibility

- If a child needs at least seven continuous days of neonatal care within 28 days of birth, the employee may qualify for SNCP if all other criteria is met
- Eligible employees accrue one week of SNCP for each full seven date period their child is in neonatal care – neonatal care pay, and leave cannot be taken until accrued
- 26 weeks continuous service required
- Earn on average at least £125 per week gross in the relevant period
- The employee must take leave within the first 68 weeks of their baby's birth to qualify for SNCP
- Where parents are also eligible for SMP/SAP/SPP, the relevant week for Neonatal Care Pay will align with that other entitlement. If parents are not eligible for SMP/SAP/SPP, the relevant week for SNCP becomes the week prior to the child entering neonatal care.
- The entitlement applies to parents of children born on or after 6 April 2025 and who are employed in England, Scotland or Wales.

### Tiers

SNCP can be taken in Tier 1 or Tier 2

- **Tier One** - This is when the child is still in neonatal care or within one week after discharge. Can be taken flexibly in non-consecutive weekly periods.
- **Tier Two** - This is any period outside the Tier 1 period, until the end of 68 weeks following the child's birth. Any tier two leave must be taken in a single continuous block.

## Payment

- Rate of pay is equivalent to other statutory paternal pay, which for 2025/26 is £187.18 or 90% of average weekly earnings, whichever is lower

## Admissions

- There may be occasions when a child is admitted into Neonatal Care multiple times within 28 days of birth
- Each individual admission must span at least one continuous week for one week of SNCP to be accrued
- Multiple admission dates are not counted in totals of days. Example:
  - Admission 1: April 6<sup>th</sup> – April 16<sup>th</sup> = 10 days – 1 whole week SNCP due
  - Admission 2: April 18<sup>th</sup> – April 23<sup>rd</sup> = 5 days – No SNCP accrued
  - Despite the child being in neonatal care for 15 days, only 1 week SNCP would be accrued.
- Relevant week for any further SNCP accrued due to re-admission of the child in neonatal care would be the same as the first admission

## Neonatal Leave Interacting with other Statutory Payments

- Any leave taken in tier 1 can be taken flexibly around other statutory payments (not SMP or SAP)
- Tier 1 leave can be stopped mid-week to accommodate other pre-booked parental leave
- In the event of leave being paused to accommodate another pre-booked parental leave, the remaining leave is tagged onto the end of the interrupting leave, or any future tier 2 leave
- Tier 2 leave cannot be paused
- Where leave is paused, for SNCP purposes, the full week is paid in the period that the leave period start date falls in.

## Neonatal Care Leave in Cascade HR

A new menu for **NEONATAL CARE LEAVE** has been added to HR

Access to the new NEONATAL CARE LEAVE can be given to users via **Admin > Accounts and security > Profiles > Data Screens**

The following fields are held in NEONATAL CARE LEAVE

Field	Details
<b>Date of Birth*</b>	This is a mandatory field which should be populated with the child's Date of Birth
<b>Admission Date*</b>	This is a mandatory field which should be populated with the date of the child's admission into Neonatal Care. Up to 5 admission dates can be entered. This is so any re-admissions can be logged
<b>Discharge Date</b>	Enter the date the child is discharged from Neonatal Care. This field can be left blank whilst the child is still in Neonatal Care, as the discharge date may be unknown. Up to 5 admission dates can be entered. This is so any re-admissions can be logged
<b>Period Start 1</b>	A date fields which should be populated with the start date the employee would like to take SNCP from. As an employee could take up to 12 weeks SNCP. Further Period Start dates will be availed up to Period Start 12
<b>Period End 1</b>	This field will be populated automatically based on the Period of Leave Start and will be 1 week later than Period Start 1. As an employee could take up to 12 weeks SNCP, Further Period End dates will be availed up to Period End 12
<b>Period Start Tier 2</b>	A date field that can be added for any Tier 2 type leave
<b>Period End Tier 2</b>	Automatically populated with a date 1 week greater than Period Start Tier 2

<b>Number of Weeks</b>	A drop-down menu which can be used to set the Number of Weeks tier 2 payments required.
<b>When tier 1 leave is interrupted by another statutory payment, select when to apply remaining leave</b>	Radio buttons to specify where remaining leave would be added in the event of Neonatal Care being interrupted by another statutory payment: <ul style="list-style-type: none"> <li>• To End of Interrupting Leave</li> <li>• To End of Tier Two Leave</li> </ul>
<b>Documents</b>	Option to upload any supporting documents

- **Date of Birth** – To edit, either use the date picker, or type the date manually in the format dd/mm/yyyy – only dates on or later than 06/04/2025 will be accepted
- **Admission Date** - To edit, either use the date picker, or type the date manually in the format dd/mm/yyyy – only dates on or later than 06/04/2025 will be accepted. The admission date cannot be before the Date of Birth
- **Discharge Date** - To edit, either use the date picker, or type the date manually in the format dd/mm/yyyy – only dates on or later than 06/04/2025 will be accepted. The Discharge Date date cannot be before the corresponding admission date
- **Multiple Admissions** – In the event a child is re-admitted into neonatal care, further Admission Dates and Discharge Dates can be entered – up to a maximum of 5 occasions. Once an Admission and Discharge date is entered, a further row for Admission Date 2 and Discharge Date 2 will be availed up to Admission Date 5 and Discharge Date 5
- **Period Start 1** – To edit, either use the date picker, or type the date manually in the format dd/mm/yyyy. Enter the 1<sup>st</sup> date the employee has requested leave for.
- **Period End 1** – Automatically populate with a date 1 week from Period Start 1
  - Example: - If entered Period Start 1 Date of 01/05/2025, Period End Date 1 would be auto populated with the date 07/05/2025
- **Multiple Periods of Leave** – If an employee has requested 1 week leave, a further period of leave will be availed. This will be titled Period Start 2 and Period End 2. Once these dates have been entered, a further Period of Leave will be availed, titled Period

Start 3 and Period End 3. This will continue up to Period Start 12 and Period End 12 as and employee can take up to 12 weeks leave if they have accrued this amount.

- **Period Start Tier 2** – If leave is to be taken on a date greater than 7 days of the discharge date, leave must be taken as Tier 2 leave.
  - Tier 2 leave must be taken in one continuous block
- **Period End Tier 2** – This date will be automatically populated with a date 1 week greater than start date
- **Number of Weeks** – Dropping down the menu of Number of Weeks will show the number of weeks that have been accrued to be taken. Selecting a number of weeks will automatically change the **Period End Tier 2** date to align with the **Period Start Tier 2** and the number of weeks selected

## Accrual Of Leave

Unlike most other statutory leave legislation, Neonatal Care Leave must be accrued based on the length of time a child has been in neonatal care.

Cascade will calculate how much leave is due to an employee based on the **Admission** and **Discharge Dates**. If no **Discharge Date** is entered as the care is ongoing and the **Discharge Date** is unknown, Cascade will use the server date (today's date) to calculate how much leave has been accrued:

- A period of admission must be at least 7 continuous days for 1-week SNCP to be accrued
- If no discharge date is entered, the server date will be used to determine how many weeks Neonatal Care Leave is accrued based on the admission date entered
- The first day for the purpose of the entitlement is the first full day following admission into neonatal care.

- Example: if a child is admitted on 6 April 2025, the seven full days would be completed on 13 April 2025. The leave can then be taken from 14 April 2025

Example: if a child is admitted on 6 April 2025 and discharged on 12 April 2025, the child has not spent seven continuous full days in neonatal care therefore no SNCP has been accrued for this admission

- Validation will prevent more weeks being taken than those accrued
  - Example: Admission Date = 07/04/2025 Discharge Date = 22/04/2025
  - 2 whole weeks accrued
  - Cascade will only allow 2 weeks leave to be populated
- Multiple periods of admission must be at least 7 continuous days for 1- week SNCP. Days cannot be added together from both admissions to allow for further SNCP
  - Admission 1; Admission: 06/04/2025 Discharge: 15/04/2025 - 10 days
  - Admission 2; Admission: 17/04/2025 Discharge: 22/04/2025 - 5 days

Only 1 week SNCP has accrued despite the child being in neonatal care for 15 days as only one periods lasted 7 continuous days. Validation would prevent more than 1 week's leave being saved in this scenario.

## Interrupting Leave

Another unique feature of Neonatal Care Leave is the ability to pause the leave mid-week to accommodate another pre-booked parental leave.

When this happens, the leave is paused and can be added either:

1. To the end of interrupting leave if in Tier 1
2. To the end of any further Tier 2 leave

To accommodate this, Cascade has an option when setting up Neonatal Care Leave to select when the interrupted leave is to be added

- **When tier 1 leave is interrupted by another statutory payment, select when to apply remaining leave**

Examples:

### Add Leave to end of interrupting leave

An employee has pre-booked statutory paternity leave, which starts on 17/04/2025 and ends on 30/04/2025. This will be showing in the absence planner for the employee as the following:

Show:	12 Months	Year:	2025	Month:	January	Viewing:	My Planner	<a href="#">Print</a>																												
	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M													
January			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
February						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28			
March						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
April			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30				
May					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
June	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						

The employee has accrued 1 week neonatal care leave and wants to take the leave from 15/04/2025.

NEONATAL CARE LEAVE

Date of Birth *	06/04/2025	<input type="button" value="📅"/>	<input type="button" value="✕"/>
Admission Date *	06/04/2025	<input type="button" value="📅"/>	<input type="button" value="✕"/>
Discharge Date	14/04/2025	<input type="button" value="📅"/>	<input type="button" value="✕"/>
Admission Date 2		<input type="button" value="📅"/>	<input type="button" value="✕"/>
Discharge Date 2		<input type="button" value="📅"/>	<input type="button" value="✕"/>
Tier One periods are taken in blocks of 1 week, when the child is in neonatal care, plus one week immediately after that period			
Period Start 1	15/04/2025	<input type="button" value="📅"/>	<input type="button" value="✕"/>
Period End 1	21/04/2025		
Period Start 2		<input type="button" value="📅"/>	<input type="button" value="✕"/>
Period End 2			
Tier Two - Must be taken in a single continuous block outside of Tier One			
Period Start Tier 2		<input type="button" value="📅"/>	<input type="button" value="✕"/>
Period End Tier 2			
Number of Weeks	7		
When tier 1 leave is interrupted by another statutory payment, select when to apply remaining leave	<input checked="" type="radio"/> To End of Interrupting Leave <input type="radio"/> To End of Tier Two Leave		

The Neonatal Care Leave is interrupted by the Statutory Paternity Leave. As we have chosen to apply the remaining leave to the end of the interrupting leave, Cascade will add the remaining days of the weeks leave to the end of the Statutory Paternity Leave, as follows:

- 2 days leave added to the planner prior to the interrupting leave
- 5 days leave added to the planner immediately at the end of the interrupting leave

	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M
January																														
February																														
March																														
April																														
May																														
June																														
July																														

Note: If integrated into Cascade Payroll, the full 1 week pay for SNCP will be paid in the period that the start date of the leave falls in – 15<sup>th</sup> April in the above example

## Add Leave to End of Tier 2 Leave

An employee has pre-booked shared parental leave, which starts on 05/05/2025 and ends on 29/06/2025. This will be showing in the absence planner for the employee as such:

	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M							
January							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
February							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28			
March							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
April							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
May							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
June							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
July							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
August							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

The employee has accrued 5 week's neonatal care leave and wants to take 1 week of the leave from 01/05/2025 in Tier 1, as the child is still in neonatal care at the time of the request.

The employee has requested to take the remaining 4 week's leave from 07/07/2025

The remaining 4 weeks will be entered as Tier 2, as the leave is requested more than 7 days from the discharge date. The neonatal care leave will end on 03/08/2025

Date of Birth *	06/04/2025	<input type="button" value="🗑"/>	<input type="button" value="✕"/>		
Admission Date *	06/04/2025	<input type="button" value="🗑"/>	<input type="button" value="✕"/>	Discharge Date	15/05/2025 <input type="button" value="🗑"/> <input type="button" value="✕"/>
Admission Date 2	<input type="text"/>	<input type="button" value="🗑"/>	<input type="button" value="✕"/>	Discharge Date 2	<input type="text"/> <input type="button" value="🗑"/> <input type="button" value="✕"/>
Tier One periods are taken in blocks of 1 week, when the child is in neonatal care, plus one week immediately after that period					
Period Start 1	01/05/2025	<input type="button" value="🗑"/>	<input type="button" value="✕"/>	Period End 1	07/05/2025
Period Start 2	<input type="text"/>	<input type="button" value="🗑"/>	<input type="button" value="✕"/>	Period End 2	<input type="text"/>
Tier Two - Must be taken in a single continuous block outside of Tier One					
Period Start Tier 2	07/07/2025	<input type="button" value="🗑"/>	<input type="button" value="✕"/>	Period End Tier 2	03/08/2025
Number of Weeks	4	<input type="button" value="▼"/>			
When tier 1 leave is interrupted by another statutory payment, select when to apply remaining leave	<input type="radio"/> To End of Interrupting Leave <input checked="" type="radio"/> To End of Tier Two Leave				

As we have chosen to apply the remaining leave to the end of the tier two leave, Cascade will add the remaining days of the 1 week leave to the end of the Tier 2 leave, as follows:

	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M						
January		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
February						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28			
March						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
April		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30					
May					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
June	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						
July		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
August					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
September		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30					
October			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
November						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
December		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				

The Neonatal Care Leave is interrupted by the Statutory Paternity Leave. As we have chosen to apply the remaining leave to the end of the tier two leave, Cascade will add the remaining days of the weeks leave to the end of the Shared Parental Leave, as follows:

- 4 days leave entered onto the planner prior to the interrupting leave – 01/05/2025 – 04/05/2025
- 3 days leave entered onto the planner immediately at the end of the Tier Two Neonatal Care leave 04/08/2025 – 06/08/2025

Note: If adding interrupting leave to the end of tier 2 is selected and no tier 2 leave has been entered yet, the leave will not be added to the planner until the tier 2 leave dates are entered.

### Attendance Category

A new attendance category for **Statutory Neonatal Care Leave** has been added to **Attendance Categories** found in **Admin**

The default settings for this category are as follows:

- Absent
- Allow Overlap
- Show on Planner

## Neonatal Care Leave Occupational Pay Schemes

For employers who wish to pay occupational pay in addition to statutory pay, a new option for **Neonatal Care Pay** has been added to **Occupation Pay Schemes**.

This can be accessed via the **Admin > Occupational Pay Schemes**, which can be found under the **Pay** section.

From here you can create a **New Scheme** and a **New Rate** for the scheme

To create a new Scheme:

1. Select **Admin > Occupational Pay Schemes**
2. Navigate to **Neonatal Care Pay** tab
3. Select **New Scheme**
4. Enter the **Scheme Name**
5. Enter the **Start Date**
6. Enter the **End Date (if required)**
7. Select **OK** to save the scheme

Once the record has been saved, you can proceed with adding rates to the scheme. To do this:

1. Select **New Rate**
2. Enter **Months to Qualify**
3. Select **Apply order** from the dropdown menu
4. Enter number **Weeks**
5. Enter **Rate**

Field	Details
<b>Months to Qualify</b>	Enter the number of months the employee must have in Length of Service before they can qualify for this rate of occupational pay
<b>Apply Order</b>	The Apply Order should always be sequential and dictates the order in which the rates should be applied to the employees pay based on the Months to Qualify
<b>Weeks</b>	Enter the number of weeks you wish the employee to receive this rate of occupational pay for
<b>Rate</b>	Enter the rate of occupational pay you wish the employee to receive, expressed as a percentage

## Assigning an Occupational Pay Scheme to Employees

To assign the newly created **Neonatal Care Pay** scheme to a group or all employees, select **Global Reassign** and choose one of the following group types:

- **Current Group** – to assign a pay scheme to individual users selected manually
- **Static Group** – to assign a pay scheme to a group created using Query Builder

To Globally Assign occupational pay scheme:

1. Select the group of employee you want the scheme assigned to
2. Pick the occupational scheme you want to assign to them
3. Select **Preview** – this will show a list of employees in the group selected and the scheme you are assigning to them
4. Tick the top check box to select all employees
5. Select **Update Neonatal Care Pay Schemes** to confirm and process the update
6. A Processed message will then appear against the employees
7. Select **OK** to continue
8. Go to **HR** and search for an employee you have assigned the scheme to
9. Select the **WORK** screen
10. A newly created **Neonatal Care Pay Scheme** will now be populated with the **Occupational Scheme** that was globally applied.

The **Neonatal Care Pay Scheme** can also be updated manually on the **WORK** screen

## Integration with Payroll

From the Payroll Homepage, select Integration. Here you will find a menu option for Neonatal Care Pay

### Configuration

The first time you access this screen, a message will be displayed to warn you that the configuration for Neonatal Care Pay integration has not been set. To do this you will need to select the Configuration option.

Field	Details
<b>Integrate Statutory Pay</b>	Tick this option to calculate and integrate Statutory Neonatal Care Pay to payroll
<b>Integrate Occupational Pay</b>	Tick this option to calculate and integrate Occupational Parental Bereavement Pay to payroll
<b>Occupational Pay Element</b>	Using the 3-dot picker, select a variable pay element which you wish to pay any occupation pay against. You will need to set this pay element up first in the Application Data section of payroll
<b>Create Period Adjustment</b>	Tick this option to calculate and integrate a pay adjustment, where SNCP is paid for a part period
<b>Period Adjustment Element</b>	Using the 3-dot picker, select a variable pay element you wish to make any period adjustments against. You will need to create this pay elements within Application Data > Pay Elements
<b>Standard Salary Element</b>	Using the 3-dot picker, select a pay element that reflects either the period or the annual amount of pay the employee receives. This will be used to calculate the employee's period adjustment
<b>Salary Frequency</b>	Select whether the pay element selected above is a period or annual amount

Any valid Neonatal Care Leave records held in HR will be displayed on the Neonatal Care Pay integration screen. This can be found from the Payroll homepage > Integration

Warnings will be generated in the following scenarios:

- Average Weekly Earnings below LEL – Integration will be restricted
- No Continuous Service date populated – Integration will be restricted
- Continuous Service is less than 26 weeks – Integration will be restricted
- Payroll Record already exists with same Date of birth – Integration will not be restricted. This will occur if adding further weeks or changing details which have already been integrated into payroll

## Preview

Alongside employee details is an option for Preview.

When selected, this will show a preview of what is to be imported into the equivalent payroll screens – INPUT STATUTORY NEONATAL CARE PAY

- Details
- Admissions
- Leave Periods
- Nlable History
- Payment Schedule

Further information about the fields within these sections can be found in the detailed payroll guidance further in this document

To integrate a record to payroll, select the record by ticking the check box next to the employee's name and then click **synchronise**

A message will be displayed confirming if the integration is successful. Click Export Integration Report to view further details

## Paying SNCP using Cascade Payroll

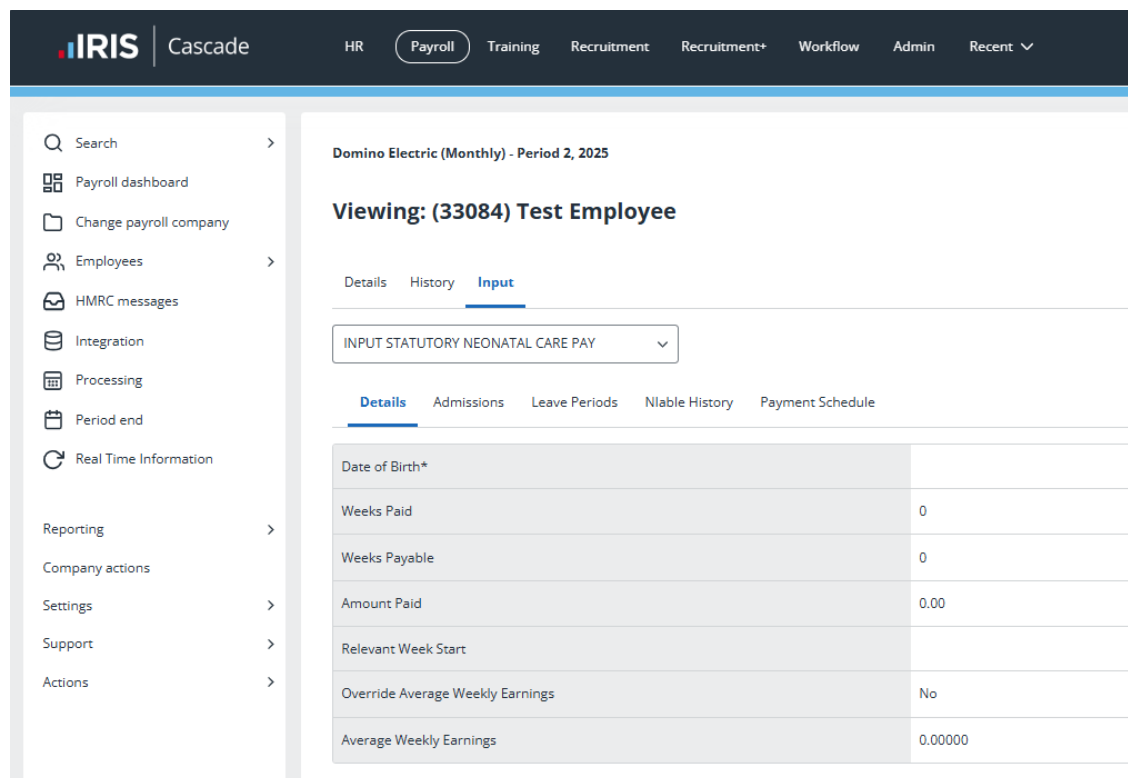
Access to the new neonatal screens can be given to payroll users via **Settings > Users, profiles and roles**

If integrating from HR, the **INPUT STATUTORY NEONATAL CARE PAY** screen and tabs will be automatically populated based on information entered in HR.

There are several new screens in payroll to assist with the setting up and paying of SNCP:

- **INPUT STATUTORY NEONATAL CARE PAY**
  - Details
  - Admissions
  - Leave Periods
  - Nlable History
  - Payment Schedule

The Input Statutory Neonatal Care Pay is located at Employee > Input > Input Statutory Neonatal Care Pay. This is where the information relating to the child's stay in neonatal care is entered. From here, Cascade will calculate how much leave the employee is entitled to, based on admission dates, and schedule payments based on Leave Periods.



The screenshot displays the IRIS Cascade Payroll system interface. The top navigation bar includes the IRIS logo, the word 'Cascade', and several menu items: HR, Payroll (highlighted), Training, Recruitment, Recruitment+, Workflow, Admin, and Recent. A left-hand sidebar contains various navigation options such as Search, Payroll dashboard, Change payroll company, Employees, HMRC messages, Integration, Processing, Period end, Real Time Information, Reporting, Company actions, Settings, Support, and Actions. The main content area shows the 'Domino Electric (Monthly) - Period 2, 2025' screen. The user is viewing the 'INPUT STATUTORY NEONATAL CARE PAY' screen for '(33084) Test Employee'. The 'Input' tab is selected, and a dropdown menu shows 'INPUT STATUTORY NEONATAL CARE PAY'. Below this, there are tabs for 'Details', 'Admissions', 'Leave Periods', 'Nlable History', and 'Payment Schedule'. The 'Details' tab is active, displaying a table with the following data:

Date of Birth*	
Weeks Paid	0
Weeks Payable	0
Amount Paid	0.00
Relevant Week Start	
Override Average Weekly Earnings	No
Average Weekly Earnings	0.00000

## Details Tab

The following information and fields are held in the Details tab:

Field	Details
<b>Date of Birth*</b>	This is a mandatory field which should be populated with the child's Date of Birth
<b>Weeks Paid</b>	This is an editable field showing the number of weeks SNCP paid. This will be updated with the number of weeks SNCP paid when processing payroll.
<b>Weeks Payable</b>	This field will be updated automatically when applicable. The weeks payable is the total number of whole weeks accrued based on Admission Dates entered
<b>Amount Paid</b>	The amount of SNCP Year to Date
<b>Relevant Week Start</b>	<p>The relevant week start date will be populated based on other details entered. If the employee has SMP/SAP/SPP, the relevant week start will align with those other statutory payment.</p> <p>If no other statutory payment, the relevant week is the week immediately before the week the child enters into neonatal care</p>
<b>Override Average Weekly Earnings</b>	A tick box which allows the Average Weekly Earnings figure to be amended
<b>Average Weekly Earnings</b>	Calculated based on relevant week information. Must be greater than Lower Earnings Limit for SNCP to be paid

- To populate the editable fields, select **Update**
- **Date of Birth** is a required field and only dates on or after 06/04/2025 will be accepted
- Cascade will populate the **Weeks Paid** field during the SNCP process. If setting up an employee who has already been paid SNCP using software other than Cascade, populate this field with the weeks the employee has already been paid
- The **Weeks Payable** field will be populated by Cascade. This shows the number of weeks SNCP the employee has accrued. Cascade will populate this field based on the number of whole weeks entered in Admissions.
- Example: Admission Date 06/04/2025 Discharge Date: 23/04/2025
- **Weeks Payable** will be populated with 2 weeks once saved
- The **Relevant Week Start** will be populated by Cascade. Where parents are also eligible for SMP/SAP/SPP, the relevant week for SNCP will align with the other entitlement
  - Example: Admission Date Date: 23/04/2025
  - Employee eligible for SMP and details setup in Cascade Payroll
  - EWC for SMP 08/04/2025
  - Qualifying Week Start for SMP 22/12/2024
  - The **Relevant Week Start** for SNCP will align with SMP, and will be 22/12/2024
- If the employee is not eligible for SMP/SAP/SPP, the **Relevant Week Start** for SNCP becomes the Sunday of the week prior to the child entering neonatal care
  - Example – Admission Date: 23/04/2025
  - Employee not eligible for SMP/SAP/SPP
  - **Relevant Week Start:** 13/04/2025
- **Average Weekly Earnings** will be calculated where applicable by Cascade. The Average Weekly Earnings are based on the 8 week period prior to the Relevant Week.
- Like other Statutory Payments in Cascade, a facility is available to **Override Average Weekly Earnings**. To do this, select **Update** > tick the **Override Average Weekly Earnings** > Enter the required figure in **Average Weekly Earnings**

## Admissions Tab

Field	Details
<b>Admission Date*</b>	This is a mandatory field which should be populated with the date of the child's admission into Neonatal Care
<b>Discharge Date</b>	Enter the date the child is discharged from Neonatal Care.  This field can be left blank whilst the child is still in Neonatal Care, as the discharge date may be unknown.

- To enter admission dates, select **Update > Enter Admission \ Discharge Dates**
- Cascade will calculate how many weeks SNCP an employee has accrued based on the dates entered here
- A period of admission must be at least 7 continuous days for 1-week SNCP to be accrued
- If no discharge date is entered, the server date will be used to determine how many weeks SNCP is accrued based on the admission date entered
- The first day for the purpose of the entitlement is the first full day following admission into neonatal care.
  - Example: if a child is admitted on 6 April 2025, the seven full days would be completed on 13 April 2025. The leave can then be taken from 14 April 2025
  - Example: if a child is admitted on 6 April 2025 and discharged on 12 April 2025, the child has not spent seven continuous full days in neonatal care therefore no SNCP has been accrued for this admission
- The number of weeks accrued will be stored in the Details tab alongside the **Weeks Payable** field.
- Multiple admission and discharge dates can be entered in the event the child is readmitted into neonatal care within 28 days of birth
- Multiple periods of admission must be at least 7 continuous days for 1- week SNCP. Days cannot be added together from both admissions to allow for further SNCP
  - Admission 1; Admission: 06/04/2025 Discharge: 15/04/2025 - 10 days
  - Admission 2: Admission: 17/04/2025 Discharge: 22/04/2025 - 5 days

- Only 1 week SNCP has accrued despite the child being in neonatal care for 15 days as only one periods lasted 7 continuous days

### Leave Periods Tab

Field	Details
<b>Period of Leave Start*</b>	This is a mandatory field which should be populated with the start date the employee would like to take SNCP
<b>Number of Weeks*</b>	A mandatory field. The dropdown will show the total number of weeks accrued, minus any weeks already taken
<b>Period of Leave End</b>	This field will be populated automatically based on the Period of Leave Start and the Number of Weeks populated

- To enter Leave Periods, select **Update > Enter Leave Period**
- The **Enter Leave Period** option will be disabled if an employee has either:
  - Not Accrued enough leave
  - Taken all their accrued leave
- Once enough leave is accrued, enter the **Period of Leave Start** Date and the **Number of Weeks**
- The **Period of Leave End** will be automatically populate based on the information entered for **Period of Leave Start** and **Number of Weeks**
- Cascade will assign if the leave is to be taken in Tier 1 or Tier 2
- Leave will be set to Tier 1 if the child is in neonatal care or a period of 7 days following the discharge date
- Leave in Tier 2 must be taken in one continuous block of leave outside of tier 1 leave
- If Tier 2 leave has been taken, the **Enter Leave Period** will be disabled. To add any further accrued weeks, edit the tier 2 leave to increase the number of weeks

- If leave is paused in tier 1 to accommodate another statutory payment, the whole week's SNCP has to be paid in the period that the leave start date falls into.
- For paying SNCP, the leave needs to be entered as a full week. The payment of SNCP cannot be paused and is entered in whole weeks.

Example:

- Employee has pre-booked leave for SPP from 17/04/2025 - 23/04/2025
- The employee wants to take SNCP from 15/04/2025
- To prevent the employee from having to change SPP leave, SNCP Leave can be taken from 15/04/2025 – 16/04/2025, with the remaining 5 days leave to be taken later. The remaining leave would be taken immediately after the SPP leave, or tagged onto the end of any future tier 2 leave
- In payroll, SNCP needs to be entered from 15/04/2025 – 21/04/2025
- The full weeks' pay will be paid in the period that the SNCP leave start date (15/04/2025) aligns with in the payroll calendar

#### **Niable History Tab**

- The Niable history tab will show details of the pay periods Cascade has used to calculate the Average Weekly Earnings

#### **Payment Schedule Tab**

- The Payment Schedule Tab shows when payments will be made, including the following information:
  - Type
  - Tax Period to be Paid
  - Tax Year
  - Period End Date
  - Rate
  - Weeks
  - Total

## Other Changes to Cascade Payroll for SNCP

### Employee Details

A new screen has been added for **STATUTORY NEONATAL CARE** in Employee Details

Field	Details
<b>No of weeks Paid</b>	This field will show the number of weeks SNCP paid to the employee
<b>Amount to Date</b>	Shows the amount of SNCP paid in the current tax year
<b>SNCP Recovered to Date</b>	This will show the amount of SNCP recovery in the current tax year
<b>SNCP NI Compensation to Date</b>	If company can claim for small employer relief, this field will show the amount in the current tax year

- The fields will be automatically populated once a period end is complete
- The following fields are editable:
  - Amount to Date
  - SNCP Recovered to Date
  - SNCP NI Compensation to Date

### Statutory Neonatal Care Pay History

A new screen has been added to the History tab of employee details for **STATUTORY NEONATAL CARE PAY HISTORY**

Field	Details
Year	Tax Year of SNCP Payment
Period	Period the payment was made
Company	Company employee was paid from
Frequency	Pay Frequency paid using (monthly / weekly / 2 weekly/ lunar)
Total Weeks	The total number of SNCP weeks that have been paid
Total Paid	The total of SNCP paid to the employee
Amount Recovered	The amount of SNCP recovered
NI Compensation	The amount of any NI Compensation from the SNCP payment

- This record will be automatically updated at Period End
- There is an option to Add a New Record if employee was paid SNCP prior to payroll being run using Cascade

## Reports & Query Builder

The following reports have been updated to include Statutory Neonatal Care Pay elements

- Statutory Deduction Report
- Statutory Leave Report
- HMRC Reconciliation Report
- Gross Pay Analysis Report (totals)
- Gross Pay Report (employee breakdown)
- Earnings Differences Report
- Employee Payment and Deductions Report
- Query builder has been updated to include Statutory Neonatal Care screens

## HMRC Submissions

The following procedures will include fields for Statutory Neonatal Care:

- Full Payment Submission (FPS)
  - Value of Statutory Neonatal Care pay (SNCP) year to date
- Employer Payment Summary (EPS)
  - SNCP Recovered
  - NIC Compensation on SNCP
- 3<sup>rd</sup> Party Payment Files
  - SNCP Recovered
  - SNCP NIC Compensation