



# Payroll Professional

## Release Notes - EOY 2025

March 2025

IRIS. Look forward

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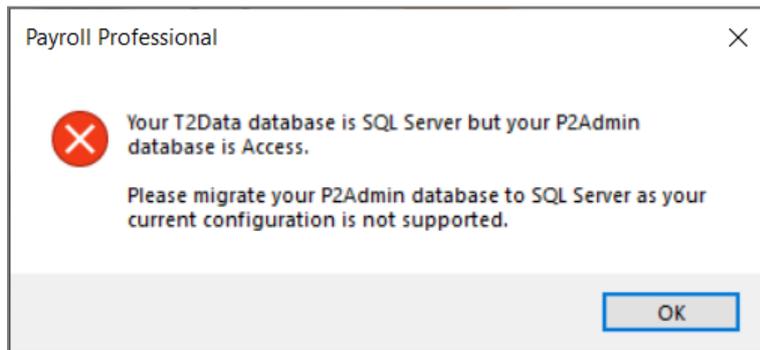
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## Important Information

### Central Databases T2Data and P2Admin

In the Release Notes for 2024 Update 1, you were informed that if your IPP installation is set up with a SQL T2Data and an Access P2Admin.mdb this configuration is no longer supported from 2025 EOY update, instructions were included on how to migrate your P2Admin to SQL and update your IPP configuration.

After installing 2025 EOY update, if your IPP installation is still set up with a SQL T2Data and an Access P2Admin, you will not be able to access IPP, the following message is displayed, and you cannot login to IPP:



You must follow the instructions provided in the Release Notes for 2024 Update 1.

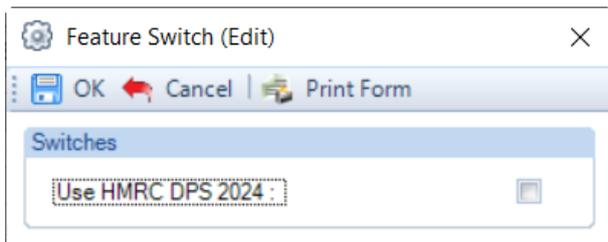
### HMRC Notifications (aka DPS) – Microsoft WSE 2.0 SP3

In the Release Notes for 2024 Update 1, you were informed of an alternative method for downloading HMRC notifications, instead of using Microsoft WSE 2.0 SP3. The new option uses standard https technology which is part of Microsoft .Net Framework.

In a future release the use of Microsoft WSE 2.0 SP3 will be removed.

We therefore recommend that you enable the new option from the EOY 2025 update, as follows:

Under **Admin** select **Advanced Config**:



Tick the box **Use HMRC DPS 2024**, to use the the standard https technology instead of Microsoft WSE.

If you experience any issues downloading using this method, please inform support. You can un-tick the option to go back to using Microsoft WSE.

If you do not experience any issues, you can uninstall Microsoft WSE 2.0 SP3 from each workstation.

Changing the download method will not change how the DPS works in IPP, its just the technical method used to obtain the information from the HMRC.

## Standard Reports

The following pay method reports will be Deleted in a future release, these reports were designed to be faxed to the bank for pay method autopay. If you use any of these reports, please inform support.

Report	Type	Description
PABOBS1\PSBOBS1	Pay Method	Barclays Bank BOBS #1
PABOBS2\PSBOBS2	Pay Method	Barclays Bank BOBS #2
PABOIPAY\PSBOIPAY	Pay Method	Bank of Ireland
PABOIPY2\PSBOIPY2	Pay Method	Bank of Ireland #2
PABOSPAY\PSBOSPAY\ PXBOSPAY	Pay Method	Bank of Scotland payment submission
PABOSPY2\PSBOSPY2	Pay Method	Bank of Scotland payment submission
PACAFCAS\PSACAFCAS	Pay Method	Caf Cash
PACLYAUT\PSCLYAUT\ PXCLYAUT	Pay Method	Clydesdale Bank Clanspay
PACLYDE1\PSCLYDE1	Pay Method	Clydesdale Bank Clydepay #1
PACLYDE2\PSCLYDE2	Pay Method	Clydesdale Bank Clydepay #2
PACOOOP\PSCOOP	Pay Method	Co-operative Bank
PACOUTTS\PSCOUTTS	Pay Method	Coutts Bank
PAFTB\PSFTB	Pay Method	First Trust Bank Payplan
PAHSBC1\PSHSBC1	Pay Method	HSBC Payment Submission Form #1
PAHSBC2\PSHSBC2	Pay Method	HSBC Payment Submission Form #2
PANWAU2\PSNWAU2	Pay Method	Nat West Payment Submission Form #2
PANWAU3\PSNWAU3	Pay Method	Nat West Payment Submission Form #3
PANWAuto\PSNWAUTO\ PXNWAUTO	Pay Method	Nat West Payment Submission Form #1
PAPAYFL2\PSPAYFL2	Pay Method	Barclays Pay Flow Payment Submission Form #2
PAPAYFLW\PSPAYFLW	Pay Method	Barclays Pay Flow Payment Submission Form #1
PARBSAU2\PSRBSAU2	Pay Method	Royal Bank of Scotland Payment Submission Form #2
PARBSAU3\PSRBSAU3	Pay Method	Royal Bank of Scotland Payment Submission Form #3
PARBSAU4\PSRBSAU4	Pay Method	Royal Bank of Scotland Payment Submission Form #4

Report	Type	Description
PARBSAUT\PSRBSAUT\ PXRBSAUT	Pay Method	Royal Bank of Scotland Payment Submission Form
PATEPY1\PSTEPY1	Pay Method	Lloyds Telepay #1
PATEPY2\PSTEPY2	Pay Method	Lloyds Telepay #2
PAULSTPY\PSULSTPY	Pay Method	Ulterpay Payment
PAYORPAY\PSYORPAY	Pay Method	Yorkshire Bank
PAYORPY2\PSYORPY2	Pay Method	Yorkshire Bank #2

## Statutory Rate Changes 2024/25

### Benefits in Kind

#### Van Rates

Annual van charge	Annual fuel charge	Zero emission reduction
£3960.00	£757.00	100%

#### Mileage Rates

Vehicle type	Mileage threshold	Higher rate	Lower rate	Passenger rate
Car or Van	10,000	£0.45	£0.25	£0.05
Motorbike			£0.24	
Bicycle			£0.20	

#### Miscellaneous

Benefit Type	Description	Value
Loans	Actual interest rate	2.25%
	Average interest rate	2.25%
	Combined outstanding exemption	£10,000.00
Accommodation	Actual interest rate	2.25%
	Accommodation limit	£75,000.00
Relocation	Qualifying costs exemption	£8,000.00
Cars	Capital contributions maximum	£5,000.00
	Car accessories minimum	£100.00
Incidental overnight expenses	Overnight expense exemption (UK)	£5.00
	Overnight expense exemption (abroad)	£10.00
Class 1A	P11D Class 1A NICs	13.8%

## Statutory Rate Changes 2025/26

### Tax Codes

The emergency tax code from 6<sup>th</sup> April 2025 is 1257L.

When you close the Tax Year 2024/25, there are no tax code uplifts.

### Tax Bands

#### UK Rates

Rate	Bandwidth
20%	1 – 37,700
40%	37,701 – 125,140
45%	Over 125,140

#### Scottish Rates

Rate	Bandwidths
19%	1 – 2,827
20%	2,828 – 14,921
21%	14,922 – 31,092
42%	31,093 – 62,430
45%	62,431 – 125,140
48%	Over 125,140

#### Welsh Rates

Rate	Bandwidths
20%	1 – 37,700
40%	37,701 – 125,140
45%	Over 125,140

### Sub Contractor Rates

Type	Rate
Standard	20%
Gross	0%
Higher	30%

### National Insurance Letters

Standard	Freeport	Investment Zone	Mariner	Description
A	F	N	R	Age 21 to under state pension age
B	I	E	T	Reduced, females only, age 21 to under state pension age
C	S	K	W	Over state pension age
H			G	Apprentice, age 16 to under 25
J	L	D	Q	Deferment, age 21 to under state pension age
M			Y	Age 16 to under 21
V				Veteran, within 12 months of their first civilian employment date, age 21 to under state pension age
X				No NI
Z			P	Deferment, age 16 to under 21

## National Insurance Bands and Contributions

Bands	Weekly	Monthly	Yearly
To SET	96	417	5000
To LEL	125	542	6500
To PET	242	1048	12570
To FUST	481	2083	25000
To UST	967	4189	50270
To AUST	967	4189	50270
To VUST	967	4189	50270
To UEL	967	4189	50270

Employee NI % Rates									
NI Letter	To SET	To LEL	To PET	To FUST\ IZUST	To UST	To AUST	To VUST	To UEL	Above UEL
A	0	0	0	8	8	8	8	8	2
B	0	0	0	1.85	1.85	1.85	1.85	1.85	2
C	0	0	0	0	0	0	0	0	0
D	0	0	0	2	2	2	2	2	2
E	0	0	0	1.85	1.85	1.85	1.85	1.85	2
F	0	0	0	8	8	8	8	8	2
G	0	0	0	8	8	8	8	8	2
H	0	0	0	8	8	8	8	8	2
I	0	0	0	1.85	1.85	1.85	1.85	1.85	2
J	0	0	0	2	2	2	2	2	2
K	0	0	0	0	0	0	0	0	0
L	0	0	0	2	2	2	2	2	2
M	0	0	0	8	8	8	8	8	2

Employee NI % Rates									
NI Letter	To SET	To LEL	To PET	To FUST\ IZUST	To UST	To AUST	To VUST	To UEL	Above UEL
N	0	0	0	8	8	8	8	8	2
P	0	0	0	2	2	2	2	2	2
Q	0	0	0	2	2	2	2	2	2
R	0	0	0	8	8	8	8	8	2
S	0	0	0	0	0	0	0	0	0
T	0	0	0	1.85	1.85	1.85	1.85	1.85	2
V	0	0	0	8	8	8	8	8	2
W	0	0	0	0	0	0	0	0	0
X	0	0	0	0	0	0	0	0	0
Y	0	0	0	8	8	8	8	8	2
Z	0	0	0	2	2	2	2	2	2

Employer NI % Rates									
NI Letter	To SET	To LEL	To PET	To FUST\ IZUST	To UST	To AUST	To VUST	To UEL	Above UEL
A	0	15	15	15	15	15	15	15	15
B	0	15	15	15	15	15	15	15	15
C	0	15	15	15	15	15	15	15	15
D	0	0	0	0	15	15	15	15	15
E	0	0	0	0	15	15	15	15	15
F	0	0	0	0	15	15	15	15	15
G	0	0	0	0	0	0	14.5	14.5	14.5
H	0	0	0	0	0	0	15	15	15
I	0	0	0	0	15	15	15	15	15

Employer NI % Rates									
NI Letter	To SET	To LEL	To PET	To FUST\ IZUST	To UST	To AUST	To VUST	To UEL	Above UEL
J	0	15	15	15	15	15	15	15	15
K	0	0	0	0	15	15	15	15	15
L	0	0	0	0	15	15	15	15	15
M	0	0	0	0	0	15	15	15	15
N	0	0	0	0	15	15	15	15	15
P	0	0	0	0	0	14.5	14.5	14.5	14.5
Q	0	14.5	14.5	14.5	14.5	14.5	14.5	14.5	14.5
R	0	14.5	14.5	14.5	14.5	14.5	14.5	14.5	14.5
S	0	0	0	0	15	15	15	15	15
T	0	14.5	14.5	14.5	14.5	14.5	14.5	14.5	14.5
V	0	0	0	0	0	0	0	15	15
W	0	14.5	14.5	14.5	14.5	14.5	14.5	14.5	14.5
X	0	0	0	0	0	0	0	0	0
Y	0	0	0	0	0	14.5	14.5	14.5	14.5
Z	0	0	0	0	0	15	15	15	15

### Student and Postgraduate Loans

Plan	Annual Threshold	Rate
Plan 1	£26,065.00	9%
Plan 2	£28,470.00	9%
Plan 4	£32,745.00	9%
Postgraduate	£21,000.00	6%

## Statutory Absence Rates

For SSP the new rate applies from 6<sup>th</sup> April 2025. For all other absence types the new weekly rate applies for full payment weeks beginning on or after the first Sunday in April which is 6<sup>th</sup> April 2025.

Type	Rate
Sick Pay	118.75
Maternity Pay	187.18
Adoption Pay	187.18
Paternity Pay Adoption	187.18
Paternity Pay Birth	187.18
Shared Paternity Pay Adoption	187.18
Shared Paternity Pay Birth	187.18
Parental Bereavement Pay	187.18
Neonatal Care Pay	187.18

Below are the Recovery and Compensation rates for tax year 2025/26 which apply to SMP, SAP, SPP, ShPP, SPBP and SNCP.

Employer type	Compensation	Recovery
Small Employer	100%	8.5%
Large Employer	92%	0%

## Employment Allowance

The annual Employment Allowance is £10,500.00.

## Apprenticeship Levy

The annual Apprenticeship Levy allowance is £15,000 and the rate is 0.5%.

## Class 1A NICs

For Termination and Sporting payments, the rate is 15%.

## Pension Reform

These bands were released in January 2025.

Frequency	Qualifying Earnings Lower	Auto Enrolment Trigger	Qualifying Earnings Upper
Weekly	120	192	967
Fortnightly	240	384	1934
Four Weekly	480	768	3867
Monthly	520	833	4189
Quarterly	1560	2499	12568
Half Yearly	3120	4998	25135
Yearly	6240	10000	50270

## Scottish Attachment of Earnings Order

New rates have been introduced for orders dated 6<sup>th</sup> April 2025 or later, these affect SEA, SCMA and SCAO:

The new rates are shown in the program under **Tables\AEOs** when you highlight the appropriate order type:

The screenshot shows the 'AEO Tables' application window. On the left, a list of AEO types is shown, with 'SCAO' selected. The main area displays a table of parameters for 'Issued' orders, filtered by the date '06 Apr 2025'. The table is organized by frequency: Monthly and Weekly. Each frequency has a table of parameters including Lower Earning, Upper Earning, Is % Base, Fixed Deduction, Percentage, Excess %, Is Fixed +, and Is Fixed Or.

Frequency	Lower Earning	Upper Earning	Is % Base	Fixed Deduction	Percentage	Excess %	Is Fixed +	Is Fixed Or
Monthly	0.00	750.00	<input type="checkbox"/>	0.00	0.00	0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	750.00	1,500.00	<input type="checkbox"/>	10.00	0.00	15.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	1,500.00	2,500.00	<input type="checkbox"/>	112.50	0.00	20.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	2,500.00	3,750.00	<input type="checkbox"/>	312.50	0.00	25.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3,750.00	10,000.00	<input type="checkbox"/>	625.00	0.00	50.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Weekly	0.00	172.61	<input type="checkbox"/>	0.00	0.00	0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	172.61	345.22	<input type="checkbox"/>	2.30	0.00	15.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	345.22	575.37	<input type="checkbox"/>	25.89	0.00	20.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	575.37	863.06	<input type="checkbox"/>	71.92	0.00	25.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
863.06	10,000.00	<input type="checkbox"/>	143.84	0.00	50.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

AEO Tables

Quick Report Print Form Done

AEO Type

- CCAEO
- CTAEO
- DEA
- DEA HIGHER
- DEO/CMS
- DEO/CSA
- FAEO
- FPAEO
- ISDN
- JAEO
- MAEO
- NPAAO
- PAEO
- SCAO
- SCMA
- SEA
- WCTAEO

Tables Misc

Miscellaneous Details

Countries : Scotland

Admin charge : from year : 2006 rate : 1.00

Issued	Rate
06 Apr 2025	24.66
06 Apr 2023	21.56
06 Apr 2022	18.63
06 Apr 2019	17.42
06 Apr 2016	16.24
06 Apr 2013	15.12
06 Apr 2010	13.64
05 Apr 2006	12.00
03 Dec 2001	10.00
30 Nov 1995	9.00
01 Apr 1971	5.00

AEO Tables

Quick Report Print Form Done

AEO Type

- CCAEO
- CTAEO
- DEA
- DEA HIGHER
- DEO/CMS
- DEO/CSA
- FAEO
- FPAEO
- ISDN
- JAEO
- MAEO
- NPAAO
- PAEO
- SCAO
- SCMA
- SEA
- WCTAEO

Tables Misc

Issued

06 Apr 2025

Frequency

Monthly

Lower Eamin	Upper Earning	Is % Base	Fixed Deductio	Percentage	Excess %	Is Fixed +	Is Fixed Or
0.00	750.00	<input type="checkbox"/>	0.00	0.00	0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
750.00	1,500.00	<input type="checkbox"/>	10.00	0.00	15.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1,500.00	2,500.00	<input type="checkbox"/>	112.50	0.00	20.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2,500.00	3,750.00	<input type="checkbox"/>	312.50	0.00	25.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3,750.00	10,000,000.00	<input type="checkbox"/>	625.00	0.00	50.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Frequency

Weekly

Lower Eamin	Upper Earning	Is % Base	Fixed Deductio	Percentage	Excess %	Is Fixed +	Is Fixed Or
0.00	172.61	<input type="checkbox"/>	0.00	0.00	0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
172.61	345.22	<input type="checkbox"/>	2.30	0.00	15.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
345.22	575.37	<input type="checkbox"/>	25.89	0.00	20.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
575.37	863.06	<input type="checkbox"/>	71.92	0.00	25.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
863.06	10,000,000.00	<input type="checkbox"/>	143.84	0.00	50.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Issued

06 Apr 2023

06 Apr 2022

## Benefits in Kind

### Car CO2 Emissions

Emission from	Emission to	Pre April 2020 Standard (A)	Pre April 2020 Diesel RDE2 (F)	Pre April 2020 Diesel Additional (D)	From April 2020 Standard (A)	From April 2020 Diesel RDE2 (F)	From April 2020 Diesel Additional (D)
0	0	3	3	4	3	3	4
1	50	15	15	4	15	15	4
51	54	16	16	4	16	16	4
55	59	17	17	4	17	17	4
60	64	18	18	4	18	18	4
65	69	19	19	4	19	19	4
70	74	20	20	4	20	20	4
75	79	21	21	4	21	21	4
80	84	22	22	4	22	22	4
85	89	23	23	4	23	23	4
90	94	24	24	4	24	24	4
95	99	25	25	4	25	25	4
100	104	26	26	4	26	26	4
105	109	27	27	4	27	27	4
110	114	28	28	4	28	28	4
115	119	29	29	4	29	29	4
120	124	30	30	4	30	30	4
125	129	31	31	4	31	31	4
130	134	32	32	4	32	32	4
135	139	33	33	4	33	33	4
140	144	34	34	3	34	34	3
145	149	35	35	2	35	35	2

Emission from	Emission to	Pre April 2020 Standard (A)	Pre April 2020 Diesel RDE2 (F)	Pre April 2020 Diesel Additional (D)	From April 2020 Standard (A)	From April 2020 Diesel RDE2 (F)	From April 2020 Diesel Additional (D)
150	154	36	36	1	36	36	1
155	9999	37	37	0	37	37	0

#### Electric Mileage Range

Mileage from	Mileage to	Pre April 2020 Standard (A)	Pre April 2020 Diesel RDE2 (F)	Pre April 2020 Diesel Additional (D)	From April 2020 Standard (A)	From April 2020 Diesel RDE2 (F)	From April 2020 Diesel Additional (D)
0	29	15	15	4	15	15	4
30	39	13	13	4	13	13	4
40	69	9	9	4	9	9	4
70	129	6	6	4	6	6	4
130	9999	3	3	4	3	3	4

#### Car Fuel Scale

Engine size from	Engine size to	Registered before 1998	Registered from 1998	Diesel registered from 1998	Annual fuel charge
0	1400	24	24	28	28200
1401	2000	35	35	37	28200
2001	9999	37	37	37	28200

## Statutory Program Changes

### Statutory Absence Compensation Rate Change

From tax year 2025/26, the Compensation rate has changed from 3% to 8.5%. The last time this rate changed was tax year 2011/12. The following areas have been checked and updated to ensure they deal with the rate change:

- PAYE Due and BACS
- Employer Payment Summary
- Nominal Export
- Close Period

### Standard Report Changes

The following reports have been checked and updated to ensure they deal with the statutory absence compensation rate change:

Report	Status	Type	Description
PANIPARA\PSNIPARA	Amended	Misc	Show the compensation rate based on the tax year
PAP32LET\PSP32LET	Amended	P Series	Use the correct compensation rate based on the tax year
PAP32OLD\PSP32OLD	Amended	P Series	Use the correct compensation rate based on the tax year
PAP32QSL\PSP32QSL	Amended	P Series	Use the correct compensation rate based on the tax year
PAP32TOT\PSP32TOT	Amended	P Series	Use the correct compensation rate based on the tax year
PAP32TSL\PSP32TSL	Amended	P Series	Use the correct compensation rate based on the tax year
PASPAMSY\PSSPAMSY	Amended	P Series	Use the correct compensation rate based on the tax year

### National Minimum and Living Wage

From 1<sup>st</sup> April 2025, the national minimum and living wage rates are:

- Age 21 and over - £12.21
- Age 18 to 20 - £10.00
- Age under 18 - £7.55
- Apprentice - £7.55

The standard reports have been updated to remove the rate prompts for age 21 to 22, and 23 and over.

## Standard Report Changes

Report	Status	Type	Description
PAMNHRCK\ PSMNRCK	Amended	Employee	Updated the report to show the appropriate ages for NMW and NLW from 1 <sup>st</sup> April 2025
PAMNHR2\ PSMNR2	Amended	Employee	Updated the report to show the appropriate ages for NMW and NLW from 1 <sup>st</sup> April 2025
PARUNMW\ PSRUNMW	Amended	Payroll Run	Updated the report to show the appropriate ages for NMW and NLW from 1 <sup>st</sup> April 2025.

## Freeport and Investment Zone NI Letters – Workplace Postcode

From 6<sup>th</sup> April 2025, where an Employer operates in a Freeport or Investment Zone special tax site and claims NIC relief by applying Freeport or Investment Zone NI letters to employees, they **must** provide a Workplace Postcode for each employee they claim the relief for, the Workplace Postcode is included in the Full Payment Submission. The HMRC will reject an FPS if the Workplace Postcode is not provided for employees with a Freeport or Investment Zone NI letter.

An employee must be working 60% of their time in the Freeport or Investment Zone tax site.

The mandatory requirement of an employees Workplace postcode will help Employers ensure that they are checking the eligibility to claim the relief, and the HMRC to ensure that they are valid claims.

We have added the ability to enter the Workplace Postcodes from tax year 2024/25, so that you can set them up before tax year 2025/26.

## Employer Details

The screenshot shows the 'Employer Details (Edit)' window with the 'National Insurance' tab selected. The 'Allow NI Letters and Settings' section is expanded, showing the following options:

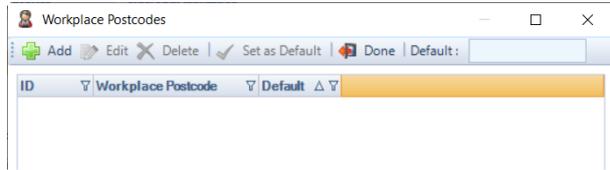
- Freeport :
- Investment Zone... :
- Mariner :

A 'Workplace Postcodes' button is located below the checkboxes. The 'Apprenticeship Levy' section shows 'Current year' and 'Previous year' with 'Split allowance' checkboxes and 'Amount for this payroll' fields set to 0.00.

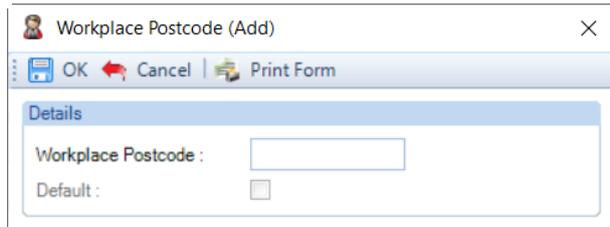
From tax year 2025/26, under **Employer Details\National Insurance** tab within the section **Allow NI Letters and Settings**, when you tick the box for **Freeport** or **Investment Zone**, you must set up at least one Workplace

Postcode. Validation is performed when you click on **OK** to Employer Details, if no Workplace Postcodes have been set up, you will need to set them up before you are able to save Employer Details.

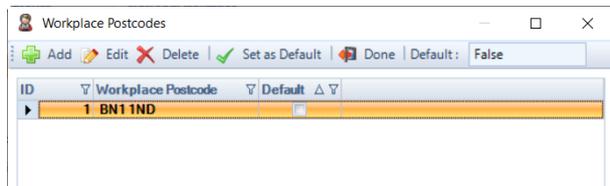
Click on **Workplace Postcodes** to set them up before you can allocate them to employees:



Click on **Add**:



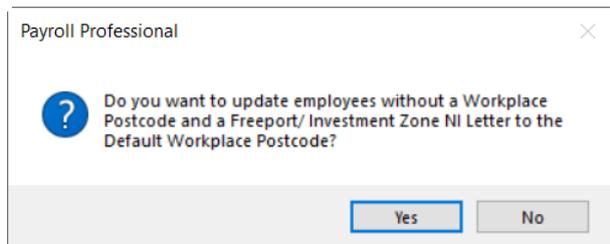
Enter a **Workplace Postcode**, when you click on **OK** the format is validated to ensure that it is a postcode.



Use the **Edit** button to change an existing Workplace Postcode.

To remove a Workplace Postcode that hasn't been used, i.e. allocated to an employee or recorded in employee calculations from tax year 2024/25 onwards, highlight the record and select **Delete**.

One Workplace Postcode can be Set as Default, highlight the record then select **Set as Default** to see the following message:



Click **Yes**, if you want to update employees who currently have a Freeport or Investment Zone NI Letter without a Workplace Postcode selected to the Default Workplace Postcode.

Click **No**, if you do not want to update employees with the Default Workplace Postcode.

## New Employee Wizard

### New Employee

New Employee Wizard

**Employee Payroll Details**  
Enter the main payroll details for the new employee

**Prior Employment**  
Internet filing of P45(3)/ P46 :  Not required  
 P45 from previous employer  
 P46 - PAYE - Notice of new employee  
 P46 (Pen) - Pension notification (Pennot)  
 P46 (Expat)

**Leaver (P45 Part 1)**  
Internet filing of P45(1) :  Not required  
 Required

**Initial Absence Details**  
Initial AWE :

**Tax Details**  
Tax code :   
Week 1 / month 1 :   
Change type :

**NI Details**  
NI number :   
NI letter :   
Working in a Freeport :   
Working in an Investment Zone :   
Workplace Postcode :   
Date of veteran's first civilian employment :

**Payment Details**  
Pay method :   
Frequency :   
Basic component :   
Basic rate of pay :   
Rate per annum :   
Standard hours :

**Taxable Pay and Tax YTD Totals**

	Taxable Pay	Tax
Prior employment :	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
This employment :	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>

< Back   Next >   Cancel

When setting up a New Employee you can enter the Workplace Postcode from tax year 2024/25, use the drop down to select a **Workplace Postcode** that has been set up under **Employer\National Insurance** tab. If you select a Freeport or Investment Zone NI Letter and a default Workplace Postcode has been set, it will automatically be populated with the default Workplace Postcode.

The Workplace Postcode is mandatory from 2025/26 where an employee has a Freeport or Investment Zone NI letter selected, validation is performed when you select **Next** to ensure it has been completed.

## Existing Employee

New Employee Wizard

**Employee Brought Forward NIC Totals**  
Enter any brought forward NIC totals for the new employee

NI Letter

NI Letter

A  
B  
C  
D  
E  
F  
G  
H  
I  
J  
K  
L  
M  
N  
P  
Q  
R  
S  
T  
V  
W  
Y  
Z

BF Totals

Basis : Normal Employee

Earnings

Total : 0.00  
To LEL : 0.00  
To SET : 0.00  
To PET : 0.00  
To FUST : 0.00  
To UST : 0.00  
To AUST : 0.00  
To VUST : 0.00  
To UEL : 0.00  
Above UEL : 0.00

Contributions

Ee Cont Pt 1 : 0.00  
Ee Cont Pt 2 : 0.00  
Er Cont : 0.00

< Back   Next >   Cancel

From tax year 2025/26, when setting up an Existing Employee and entering **Brought Forward NIC** values for a Freeport or Investment Zone NI Letter, validation is performed to ensure you have completed the Workplace Postcode when you select **Next**:

Payroll Professional

Unable to proceed to the next stage as the following was incorrect...

This employee has a Working in a Freeport/ Investment Zone NI Letter, you must select a Workplace Postcode.

OK

Click on **OK**, then select **Back** to complete the **Workplace Postcode**.

## Employees Grid



**Employees** When you select the **Employees** button under the **Home** or **Data** tab you are presented with a list of the Employees.

EeID	Ref	Title	Surname	Forename	NI Number	Department	Run Group	Pay Grade	Cost Centre	Frequency	Branch	Is CIS	CIS Name
24	209	Mrs	Booth	Laura	JG525252C	Admin				Weekly	Swindon	<input type="checkbox"/>	
34	309	Mrs	Booth	Pamela	JG525252C	Construction				Monthly	Eastbourne	<input type="checkbox"/>	
22	207	Mr	Brown	David	PV333444A	Construction				Monthly	London	<input type="checkbox"/>	
38	314	Miss	Carter	Carol	LV494949B	Construction				Monthly	Eastbourne	<input type="checkbox"/>	
28	214	Miss	Carter	Joyce	LV494959B	Warehouse				Monthly	Swindon	<input type="checkbox"/>	
9	144	Miss	Clayton	Xavier	JK474747A	HR				Monthly	Brighton	<input type="checkbox"/>	
30	303	Mr	Cooper	Philip	AZ796243C	Warehouse				Monthly	Swindon	<input type="checkbox"/>	
17	153	Mrs	Davies	Nancy	JC535353D	Warehouse				Weekly	Seaford	<input type="checkbox"/>	
4	126	Mrs	Edwards	Fiona		Warehouse				Monthly	Seaford	<input type="checkbox"/>	
16	152	Mr	Edwards	Oscar	OES25252A	Construction				Weekly	London	<input type="checkbox"/>	
15	151	Miss	Foster	Pauline	NA515151B	Construction				Weekly	London	<input type="checkbox"/>	
29	302	Miss	Green	Sarah		Warehouse				Monthly	Swindon	<input type="checkbox"/>	

 Click on this button, you will see **Workplace Postcode** has been added to the Columns available to show under the Employee grid:

Field Chooser

- Branch
- CIS Name
- Cost Centre
- Date of Birth
- Department
- Directorship Start Date
- Email Address
- Favourites
- Freepart
- Frequency
- Investment Zone
- Irregular Employment
- Is CIS
- Is Leaver
- Leave Date
- NI Letter
- NI Number
- NI Status
- Off Payroll Worker
- Omit from RTI
- Pay Grade
- Pay Method
- Run Group
- Standard Hours
- Start Date
- Tax Code
- Title
- Transfer Date
- Veterans First Civilian Employment
- Week/Month 1
- Workplace Postcode

Tick the box for the information that you want to show in the columns and un-tick the ones you do not want to show. Once you have made your selections click on the  button.

This column selection is saved for the user.

## Employee Details

The screenshot shows the 'Employee (Edit)' window. At the top, there are fields for Ref: 9, Forename: N, Surname: Postcode Set, NI Number: JH537357A, and NI Letter: N. The left sidebar contains a navigation menu with options like Address, Payments, Analysis, NI (selected), PAYE and Student Loan, etc. The main area is divided into sections: 'NI' with 'Details' (NI number, Status: Employee, Directorship start date, Aggregated earnings) and 'Main NI letter' (Table letter: N, Working in a Freeport, Working in an Investment Zone, Workplace Postcode, Date of veteran's first civilian employment). Below this is the 'National Insurance Contributions' section with a table for 'Earnings' (Letter, Total Earnings, To LEL, To SET, To PET, To FUST, To UST, To AUST) and 'Class 1A NICs' (Termination Earnings, Termination NICs, Sporting Earnings, Sporting NICs).

From tax year 2024/25, if you select a Freepport or Investment Zone NI Letter and a default Workplace Postcode has been set, it will automatically be populated with the default Workplace Postcode. If a default Workplace Postcode has not been set, use the drop down to select a Workplace Postcode that has been set up under **Employer\National Insurance** tab.

The Workplace Postcode is mandatory from 2025/26 where an employee has a Freepport or Investment Zone NI letter applied in the tax year. Validation is performed when saving the employee, to ensure that the Workplace Postcode has been completed.

## Employee Import

You can import the Workplace Postcode for each employee from tax year 2025/26, for further information see the Importing section.

## Calculations Grid



Calculations

When you select the **Calculations** button, a list of the Employees will appear:

The screenshot shows the 'Individual Calculation' window with a list of employees. The table has columns for Es ID, Ref, Surname, Forename, Status, NI Number, Department, Run Group, Pay Grade, Cost Centre, Branch, Is CIS, CIS Name, and Tax Code. The first row is highlighted in orange.

Es ID	Ref	Surname	Forename	Status	NI Number	Department	Run Group	Pay Grade	Cost Centre	Branch	Is CIS	CIS Name	Tax Code
34	309	Booth	Pamela	Uncalculated	JG525262C	Construction				Eastbourne	<input type="checkbox"/>		1006L
22	207	Brown	David	Uncalculated	PV333444A	Construction				London	<input type="checkbox"/>		710L
38	314	Carter	Carol	Uncalculated	LV494949B	Construction				Eastbourne	<input type="checkbox"/>		K495
28	214	Carter	Joyce	Uncalculated	LV494959B	Warehouse				Swindon	<input type="checkbox"/>		K180
9	144	Clayton	Xavier	Uncalculated	JK474747A	HR				Brighton	<input type="checkbox"/>		944L
30	303	Cooper	Philip	Uncalculated	AZ798243C	Warehouse				Swindon	<input type="checkbox"/>		BR
4	126	Edwards	Fiona	Uncalculated		Warehouse				Seaford	<input type="checkbox"/>		888L
29	302	Green	Sarah	Uncalculated		Warehouse				Swindon	<input type="checkbox"/>		K341
7	140	Hughes	Bianca	Uncalculated	HA474747B	Accounts				Hove	<input type="checkbox"/>		K30
3	125	Irvine	Isabel	Uncalculated	NA552555A	Warehouse				Seaford	<input type="checkbox"/>		K240
12	148	Irwin	Tracy	Uncalculated	NA125874A	HR				Brighton	<input type="checkbox"/>		944L
5	128	Keegan	Leahy	Uncalculated	LL777545B	Warehouse				Seaford	<input type="checkbox"/>		724L
6	136	Lambert	Sarah	Uncalculated	LR111222A	HR				Brighton	<input type="checkbox"/>		1569L
36	312	Mason	Colin	Uncalculated	RR224499B	Construction				Eastbourne	<input type="checkbox"/>		791L
20	205	North	Helen	Uncalculated	ZP32322D	Admin				Eastbourne	<input type="checkbox"/>		1112L
31	305	North	Irene	Uncalculated	ZP343434D	Construction				Swindon	<input type="checkbox"/>		1112L
32	306	Reed	Anne	Uncalculated	NM323232B	Construction				Swindon	<input type="checkbox"/>		531L
2	122	Smith	Ann	Uncalculated	JN323232B	Admin				Brighton	<input type="checkbox"/>		730L
10	145	Upton	Olga	Uncalculated	HL161616D	HR				Brighton	<input type="checkbox"/>		944L
11	146	Xeni	Victor	Uncalculated	NA444848A	HR				Brighton	<input type="checkbox"/>		BR
35	311	Yates	Joanne	Uncalculated	LL777444B	Construction				Eastbourne	<input type="checkbox"/>		531L



Click on this button to see **Workplace Postcode** has been added to the Columns available to show under the Calculation grid:

Field	Selected
Branch	<input type="checkbox"/>
CIS Name	<input type="checkbox"/>
Cost Centre	<input type="checkbox"/>
Date of Birth	<input type="checkbox"/>
Department	<input checked="" type="checkbox"/>
Directorship Start Date	<input type="checkbox"/>
Email Address	<input type="checkbox"/>
Favourites	<input checked="" type="checkbox"/>
Freeport	<input type="checkbox"/>
Investment Zone	<input type="checkbox"/>
Irregular Employment	<input type="checkbox"/>
Is CIS	<input type="checkbox"/>
Leave Date	<input type="checkbox"/>
NI Letter	<input checked="" type="checkbox"/>
NI Number	<input type="checkbox"/>
NI Status	<input type="checkbox"/>
Off Payroll Worker	<input type="checkbox"/>
Pay Grade	<input type="checkbox"/>
Pay Method	<input type="checkbox"/>
Run Group	<input type="checkbox"/>
Standard Hours	<input type="checkbox"/>
Start Date	<input type="checkbox"/>
Status	<input checked="" type="checkbox"/>
Tax Code	<input checked="" type="checkbox"/>
Veterans First Civilian Employment	<input type="checkbox"/>
Week/Month 1	<input checked="" type="checkbox"/>
Workplace Postcode	<input checked="" type="checkbox"/>

Tick the box for the information that you want to show in the columns and un-tick the ones you do not want to show. Once you have made your selections click on the  button.

This column selection is saved for the user logged into IPP.

### Individual Calculation screen

Individual Calculation

Prev Next Select Quick Report Print Form Done ID: 9

Calculate Next Uncalc Edit Ee Reset Comps Refresh Bfwd Absence Adj PP Override Results Workings

Ee name: Postcode Set, N NI Number: JH537357A Ee ref: 9

Calculated

ID	Description	Rate	Units	Due	Rate Description	Ded
1	Salary	1600.0000	0.00	1,600.00		

Settings

Tax code: 1257L

Week/month 1:

Main letter: N

Workplace Postcode: BN10 5RF

In the Individual Calculation screen the Workplace Postcode that is used for the current run is shown under the Settings section, on the right-hand side.

If you change the employees Workplace Postcode via **Data\Employees**, if you want to apply the Workplace Postcode in the current run, in the Individual calculation screen select **Refresh Bfwd**, you will see a similar message to the following:

Refreshing Employee

?

Snow Settling (ID: 7 / REF: 7) Workplace Postcode has changed from AA1 1AA to BB2 2BB.

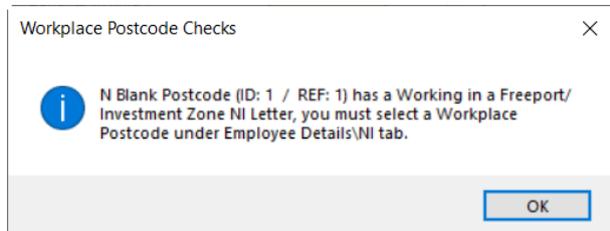
Do you wish to use the New value?

Yes No

Select **Yes** to apply the new Workplace Postcode, select **No** if you do not want to apply the new Workplace Postcode.

### Validation

From tax year 2025/26, when an employee with a Freeport or Investment Zone NI Letter is calculated and they do not have a Workplace Postcode set, the following message is displayed:



The employee will remain un-calculated until a Workplace Postcode has been completed.

### Full Payment Submission

From tax year 2025/26, the Workplace Postcode is included in the Full Payment Submission for employees who have a Freeport or Investment Zone NI Letter processed within the tax year.

Validation checker has been updated to ensure that if an employee has a Freeport or Investment Zone NI letter included in the FPS that they must have a Workplace Postcode, if not this will show as a Fatal message.

### Close Year

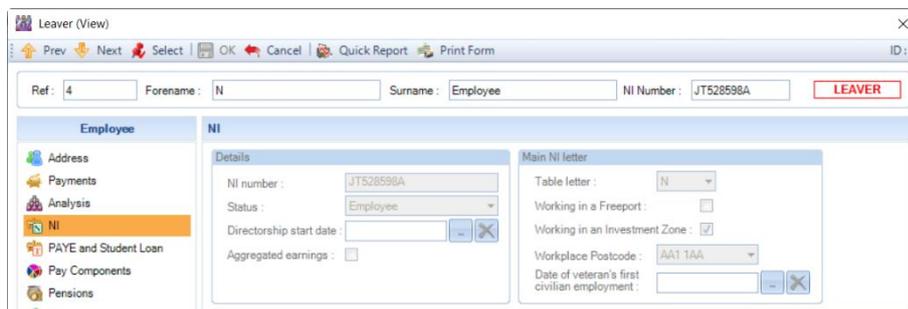
When closing the tax year 2024/25 onwards, the Workplace Postcode will only be carried over to the new tax year if their current NI Letter is a Freeport or Investment Zone.

### Previous Years Leavers

This facility has been moved from **Utilities** tab to the **Data** tab within the section **Employee**:



When the payroll data file is in tax year 2025/26, and you view a Leaver via who left in tax year 2024/25 who had a Workplace Postcode entered, you will be able to see the Workplace Postcode entered under the NI tab:



## Payroll Run Export (PRE)

Under the **Personal Details** section, we have added the field **Workplace\_Postcode**. When there is no saved layout, this field is automatically included. For saved layouts you need open the saved layout and then choose the column for it to be included, ensure you save the layout, so it is included in future.

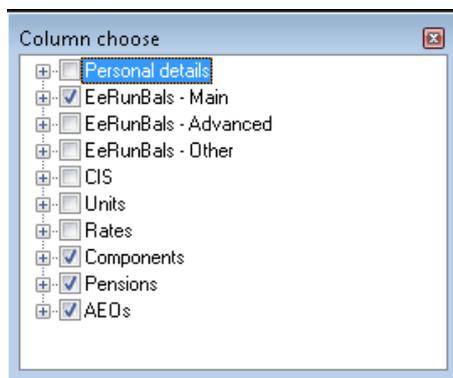


Whilst in PRE, select this button to choose the columns to include in the report layout.

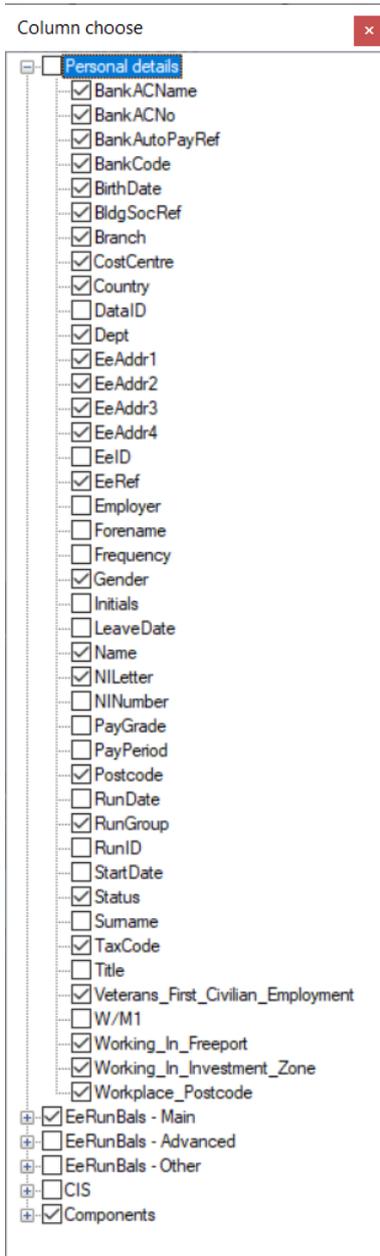
Drag a column header here to group by that column.

RunDate	Frequency	EeRef	Name	Dept
05/05/2011	Weekly	136	Lambert, Sarah	
05/05/2011	Weekly	141	Zelda, Allison	
05/05/2011	Weekly	145	Upton, Olga	
05/05/2011	Weekly	148	Inwin, Tracy	
05/05/2011	Weekly	149	Harding, Sharon	
05/05/2011	Weekly	151	Foster, Pauline	
05/05/2011	Weekly	152	Edwards, Oscar	
05/05/2011	Weekly	40	Rumble, Barney	

You will see the Column Choose screen:



To select specific columns, click on the plus sign to the left of the section:



Then tick the box against the fields that you want to include in the report. Un-tick to remove them.

### Standard Report Changes

Report	Status	Type	Description
PAERDETL\PSERDETL	Amended	Employer	Added Workplace Postcode and Default setting
PAFPSEEF\PSFPSEEF	Amended	Employer	Added Workplace Postcode under Miscellaneous from 2025/26
PAEEDETL\PSEEDETL	Amended	Employee	Added Workplace Postcode
PAFREPT\PSFREPT	Amended	Employee	Added column for Workplace Postcode
PAINVEST\PSINVEST	Amended	Employee	Added column for Workplace Postcode

## New Table and Fields for Reporting

Database	Table	Field Name
Dempay.mdb	Er_Workplace_Postcode	Workplace_Postcode_ID
Dempay.mdb	Er_Workplace_Postcode	Workplace_Postcode
Dempay.mdb	Er_Workplace_Postcode	Workplace_Postcode_Default
Dempay.mdb	EeBals	Workplace_Postcode_ID
Dempay.mdb	EeRunBals	Workplace_Postcode_ID
Dempay.mdb	IF_RTI_FPS	Workplace_Postcode
Dempay.mdb	IF_RTI_FPS_Alignment	Workplace_Postcode

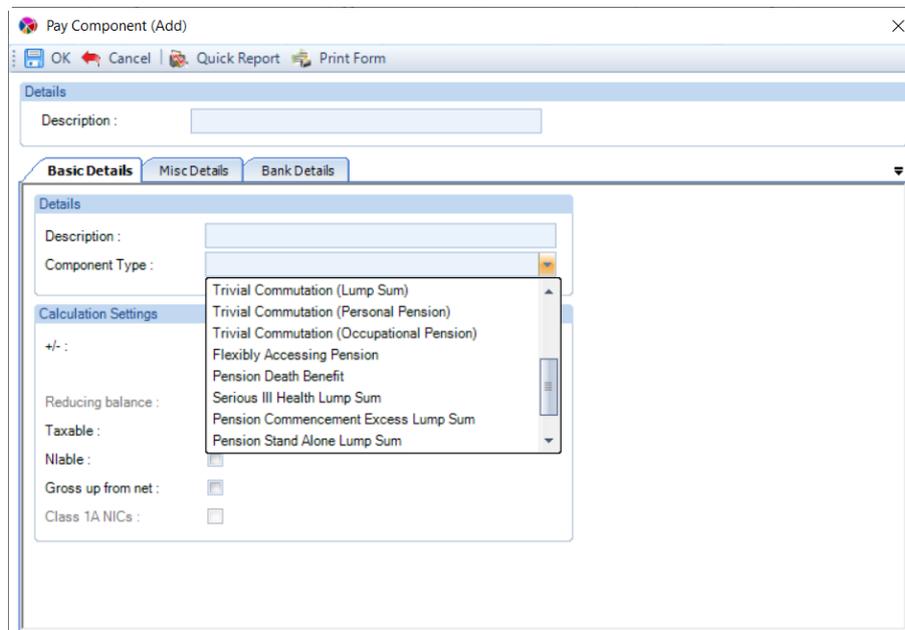
## Pension Flexible Drawdown – Two New Types

As part of the Pension Flexible Drawdown, from tax year 2025/26 the HMRC introduced two new types called **Pension Commencement Excess Lump Sum** and **Pension Stand Alone Lump Sum**. HMRC have also changed the validation for the FPS that only one type can be included in a submission for each employee.

The FPS will include the total of all Flexible Drawdown type pay components split into Taxable and Non Taxable this period values, with a flag indicating whether **Pension Commencement Excess Lump Sum** or **Pension Stand Alone Lump Sum** is included in those values.

## Pay Components

When a payroll data file is in tax year 2025/26 onwards, under the **Data** tab select **Pay Components\Pay Components** and then click on **Add**. Click on the drop down box for **Component Type** to see the new types:



**Pension Commencement Excess Lump Sum** value is always Taxable, there is no value to report as Non Taxable.

For **Pension Stand Alone Lump Sum** you must report the Taxable and Non Taxable amounts.

You must ensure you select the correct **Component Type** for the payment, so that it appears correctly within the FPS

Remember to mark whether the element is taxable and/or niabile.

## Calculations

When an employee is calculated these values are recorded into a table called EeRun\_Components\_Totals for these Component Types and split into Taxable and Non Taxable values, for them to be included in the Full Payment Submission.

If an employee is un-calculated by any method, then the values in the table are cleared.

The adjustment values from a Prior Period Adjustment processed in the current run for these Component types are also included in the values saved into the table EeRun\_Components\_Totals, which are then included in the Full Payment Submission.

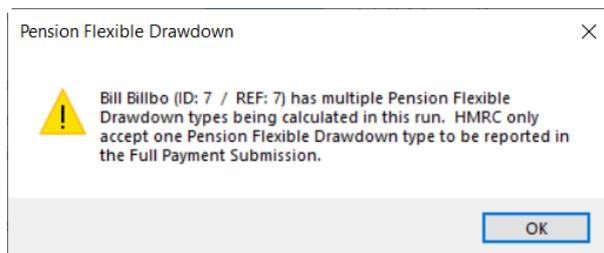
When these Component types are processed in a Bonus run, they are treated in the same manner as a normal run.

## Validation

From tax year 2025/26, only one of the following Pension Flexible Drawdown types can be reported in an FPS per employee:

- Flexibly Accessing Pension
- Pension Death Benefit
- Serious Ill Health Lump Sum
- Pension Commencement Excess Lump Sum
- Pension Stand Alone Lump Sum

Therefore, we have added validation when you calculate an employee to ensure only one type is being processed, if there is more than one type you will see the following message and the employee will remain un-calculated:



This validation also covers the values brought into the current periods calculation when a Prior Period Adjustment has been processed.

## Attachment of earnings

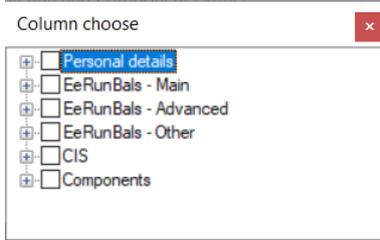
These new pay component types are treated as attachable earnings for attachment of earnings orders.

## Importing – Pay Rate and Pay Run

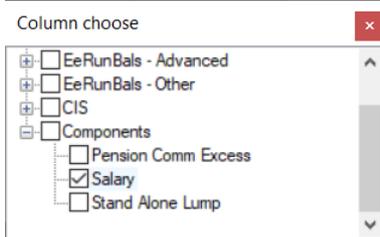
You can import values for these new pay component types in the same manner as other pay components, for both the Pay Rate and Pay Run imports.



You will see the Column Choose screen:

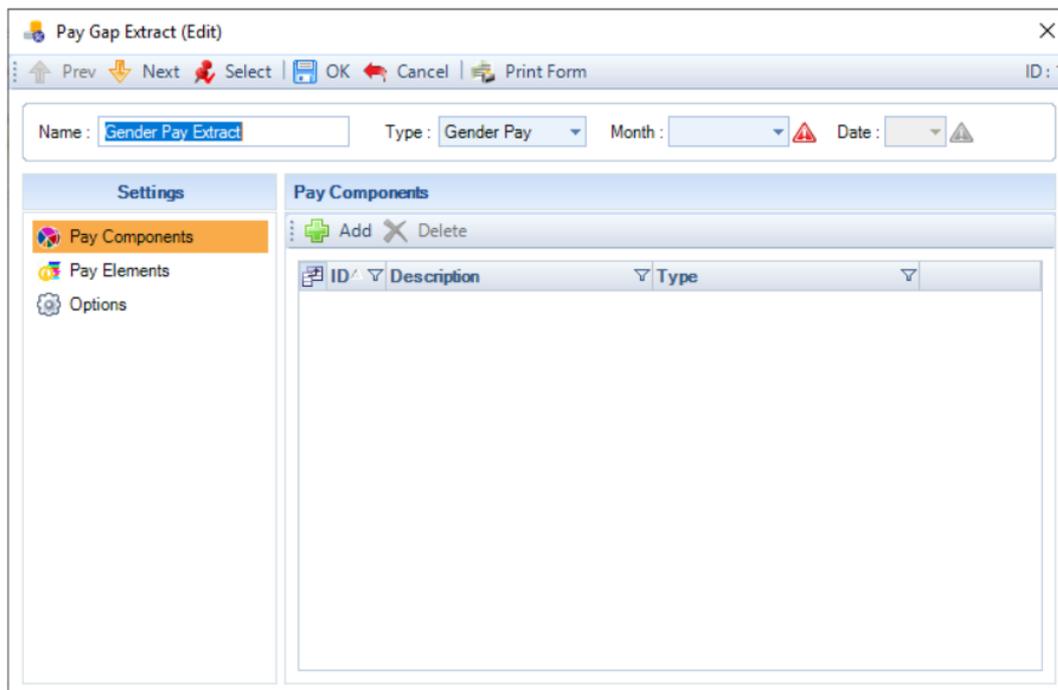


To select specific Components, click on the plus sign to the left of the Components section:



Then tick the box against the Components that you want to include in the report. Un-tick to remove them.

### Pay Gap Extract



The Gender Pay and Bonus Extracts, exclude these new pay component types in the same manner as the existing Pension Flexible Drawdown types when you click on Add under Pay Components.

The Executive Pay Extract, includes these new pay component types when you click on Add under Pay Components. When selected, these pay components will be included in the Extract in separate columns with the sum of the values for each employee for the preceding 12 months, in the same manner as other pay components.

### Standard Report Changes

Report	Status	Type	Description
PAFPSEEF\PSFPSEEF	Amended	Employer	From 2025/26, added Pension Commencement Excess Lump Sum and Stand Alone Lump Sum indicators
PAFPSSUM\PSFPSSUM	Amended	Employer	From 2025/26, added Pension Commencement Excess Lump Sum and Stand Alone Lump Sum under Summary of Settings Submitted

### New Fields for Reporting

Database	Table	Field Name
Dempay.mdb	EeRun_Component_Totals	Pension_Commencement_Excess_Lump_Sum_Taxable_Payment
Dempay.mdb	EeRun_Component_Totals	Pension_Commencement_Excess_Lump_Sum_Non_Taxable_Payment
Dempay.mdb	EeRun_Component_Totals	Stand_Alone_Lump_Sum_Taxable_Payment
Dempay.mdb	EeRun_Component_Totals	Stand_Alone_Lump_Sum_Non_Taxable_Payment
Dempay.mdb	IF_RTI_FPS	Pension_Commencement_Excess_Lump_Sum
Dempay.mdb	IF_RTI_FPS	Stand_Alone_Lump_Sum
Dempay.mdb	IF_RTI_FPS_Alignment	Pension_Commencement_Excess_Lump_Sum
Dempay.mdb	IF_RTI_FPS_Alignment	Stand_Alone_Lump_Sum

## Statutory Neonatal Care Pay

Statutory Neonatal Care Pay (SNCP) is available to eligible employees whose child is born on or after 6<sup>th</sup> April 2025, and their child requires neonatal care within the first 28 days after birth, and the neonatal care is 7 full continuous days or longer, without interruption. This is in addition to SMP, SAP and OSPP.

The number of weeks that the employee is entitled to is based on the number of full weeks the child receives neonatal care, which starts the day after admission. Each period of admission is treated separately when calculating the number of weeks.

Statutory Neonatal Care Pay applies to England, Wales and Scotland.

For full details of the rules and regulations for Statutory Neonatal Care Pay, please refer to the HMRC website gov.uk

## National Insurance Tables

The NI tables from 6<sup>th</sup> April 2025 show the SNCP Rates:

Description	Value
<b>SAP Higher Rate</b>	<b>90.00%</b>
SAP Lower Weekly Rate	£184.03
SAP Recovery Rate	92.00%
SAP Compensation	3.00%
ShFP A Rate	£184.03
ShFP B Rate	£184.03
SMP Higher Rate	90.00%
SMP Lower Weekly Rate	£184.03
SMP Recovery Rate	92.00%
SMP Compensation	3.00%
OSPP A Rate	£184.03
OSPP B Rate	£184.03
SPBP Rate	£184.03
SNCP Rate	£184.03
SSP Average Earnings	£123.00
SSP Rate	£116.75

## Employer Default Recording Method

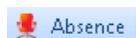
When your payroll data file is in tax year 2025/26, **Statutory Neonatal Care Pay** has been added to the **Default Recording Methods**, accessed via **Employer\Calculation Parameters** tab then select **Recording Methods**:

Default Recording Methods	Radio Button	Text	Radio Button	Text
Statutory Adoption Pay :	<input checked="" type="radio"/>	Add to gross	<input type="radio"/>	Offset
Statutory Maternity Pay :	<input checked="" type="radio"/>	Add to gross	<input type="radio"/>	Offset
Ordinary Statutory Paternity Pay (Adoption) :	<input checked="" type="radio"/>	Add to gross	<input type="radio"/>	Offset
Ordinary Statutory Paternity Pay (Birth) :	<input checked="" type="radio"/>	Add to gross	<input type="radio"/>	Offset
Statutory Sick Pay :	<input checked="" type="radio"/>	Add to gross	<input type="radio"/>	Offset
Shared Parental Pay (Adoption) :	<input checked="" type="radio"/>	Add to gross	<input type="radio"/>	Offset
Shared Parental Pay (Birth) :	<input checked="" type="radio"/>	Add to gross	<input type="radio"/>	Offset
Statutory Parental Bereavement Pay :	<input checked="" type="radio"/>	Add to gross	<input type="radio"/>	Offset
Statutory Neonatal Care Pay :	<input checked="" type="radio"/>	Add to gross	<input type="radio"/>	Offset

You will also see that we have removed the rows for Additional Statutory Paternity Pay (Adoption) and (Birth).

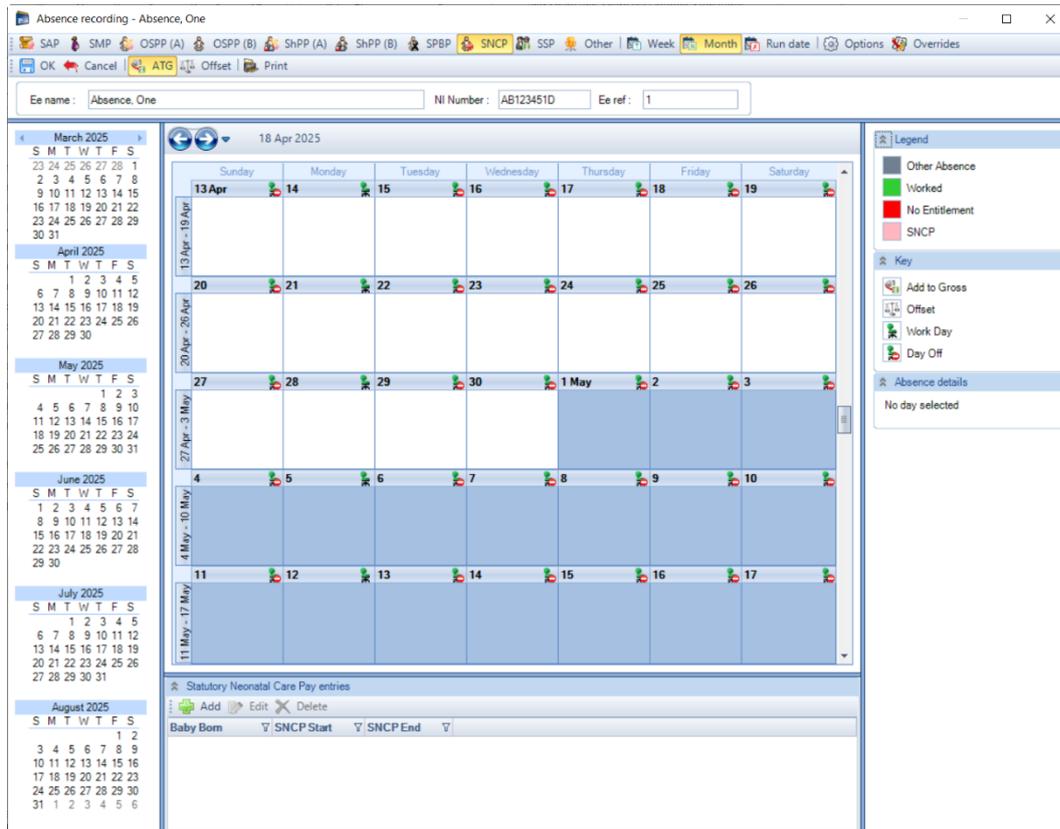
## Individual Calculation screen

### Absence Calendar



To enter a Neonatal Care Pay record, go to the **Open Run** tab select **Calculations**. Double click on the Employee or highlight the Employee and select the **Calc Ee** button, then click on the **Absence Rec** button.

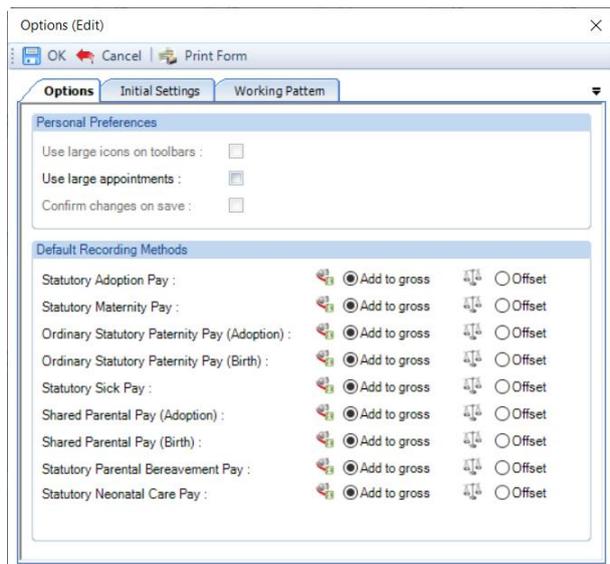
In the **Absence Recording** screen click on the  button. The screen will then change to show Statutory Neonatal Care Pay Entries below the Calendar.



## Recording Method

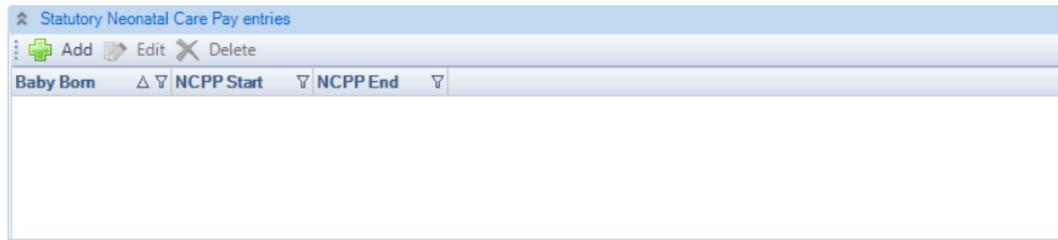
Before creating the Entries record you need to make sure you have the correct **Recording Method** selected, especially if you choose one of the **Auto Payment** options.

Click on the **Options** button and check the **Default Recording Method** for **Statutory Neonatal Care Pay**, if necessary, change the setting and select **OK**.



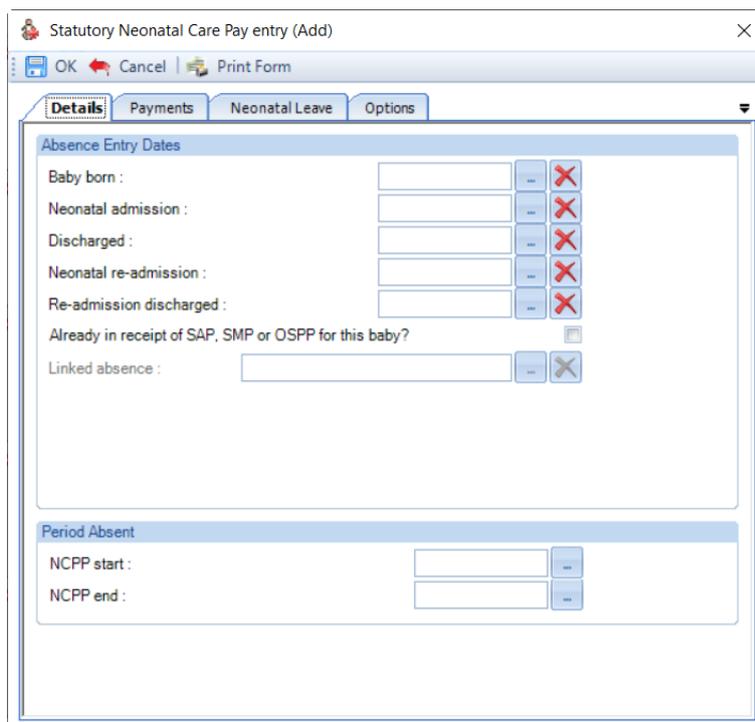
## New Entries Record

With **SNCP** selected on the toolbar now click on the **Add** button under **Statutory Neonatal Care Pay Entries**.



You will then be presented with the following.

### Details tab



- **Baby born** – as you input this date you will be reminded about keeping the certificate. Must be on or after 6<sup>th</sup> April 2025 and restricted to the maximum of today's date.
- **Neonatal admission** – enter the date the child was admitted to neonatal care. Must be on or after the Baby born date, maximum is the earlier of today's date or Baby born date plus 28 days.
- **Discharged** – enter the date the child was discharged from neonatal care. Must be after the Neonatal admission date, maximum of today's date.
- **Neonatal re-admission** – if applicable, enter the date the child was re-admitted to neonatal care. Must be on or after the Discharged date, maximum is the earlier of today's date or Baby born date plus 28 days.
- **Re-admission discharged** – if applicable, enter the date the child was discharged after being re-admitted into neonatal care. Must be after Neonatal re-admission date, maximum of today's date.
- **Already in receipt of SAP, SMP or OSPP for this baby?** – tick this box if the employee is eligible for SMP, SAP or OSPP for this child, please note that the Entries records for these absence types must be set up for the employee before you are able to link to those records. Leave this box un-ticked if the employee is not eligible for SMP, SAP or OSPP.
- **Linked absence** – once **Already in receipt of SAP, SMP or OSPP for this baby** is ticked, click on the ellipsis button to link the SNCP record to the SMP, SAP or OSPP Entries record to obtain the Relevant Week, AWE and Backpay.

- **NCPP start** – automatically populated and is not editable. The child must be in Neonatal care for 7 full days before Neonatal leave can start which excludes the Neonatal admission date, example Neonatal admission date is 6<sup>th</sup> April 2025 the first day leave can be taken is 14<sup>th</sup> April 2025.
- **NCPP end** – automatically populated. Neonatal leave can be taken within a period of 68 weeks beginning with the Baby born date, you can change to an earlier date by clicking on the ellipsis button.

Minimum dates to enter on this screen are **Baby born, Neonatal admission, NCPP start** and **NCPP end**.

### Payments tab

Statutory Neonatal Care Pay entry (Add)

OK Cancel Print Form

Details **Payments** Neonatal Leave Options

**Earnings**

Relevant week :

Average weekly earnings :  Details

Backpay adjustment :

Total average weekly earnings :

**Entitlement**

Higher rate (90% TAW/E) :

- **Relevant Week** – if no Linked absence record is selected it is automatically generated from the Neonatal admission date with the week immediately before, otherwise is copied from the Linked absence record.
- **Average Weekly Earnings** – if no Linked absence record is selected this is automatically calculated using the Relevant Week, otherwise it is copied from the Linked absence record; you can click on the **Details** button to see which Payroll Runs and Niable pay have been used for the calculation.
- **Backpay Adjustment** – if a Linked absence record is selected it is copied from the Linked absence record, you can use this box to input any amount by which you wish to change the Average Weekly Earnings. This can be negative, if necessary, by putting a minus sign in front of the value.
- **Total Average Weekly Earnings** – this is the total of the Average Weekly Earnings and the Backpay Adjustment.
- **Higher Rate** – displays 90% of the Total Average Weekly earnings. This is used to determine the entitlement. It will pay the lower of the Statutory Neonatal Care Pay Weekly rate or 90% of AWE.

### Neonatal Leave tab

Statutory Neonatal Care Pay entry (Add)

OK Cancel Print Form

Details Payments **Neonatal Leave** Options

**Reduce Component**

Reduce component :  Pay component :  - X

Add Edit Delete

Start Date	End Date	Tier Type	No Of Weeks	Payment Type	Reduce Component	Paid

Within this tab you need to enter the SNCP weeks that the employee will be taking.

Click on the **Add** button, the following screen will appear:

- **Start Date** – enter the first day of this period of absence for SNCP
- **Tier type** – select whether the week(s) being recorded are for Tier 1 or Tier 2. This is for reference only, no validation is performed.
- **Number of weeks** – enter the number of weeks the employee is taking from the start date, the program will then automatically calculate and populate the End date. Maximum of 12 weeks. The number of weeks that an employee is entitled to take is calculated on each period of Neonatal admission separately, to work out the number of full weeks (7 days), note that the admission date(s) is excluded. For example, first period of admission is 3 weeks and 2 days, second period is 2 weeks and 5 days, they will be entitled to 5 weeks.
- **Payment type** – click on the drop down to select either Add to Gross or Offset for this period of absence.

You need to create records within this tab for each period of absence for SNCP.

The program will validate the records when you select **OK** to ensure no more than 12 weeks are exceeded. And that none of the periods of absence overlap.

You can use the **Edit** button to change existing records that have been created, even if they have already been processed.

And you can use the Delete button to remove an existing record, again even if it has already been processed.

If you **Edit** or **Delete** a Neonatal leave record the program will re-calculate the absence records and adjust appropriately.

## Options tab

You need to choose one of the Auto Payment options.

- **Auto Payment** – the program automatically highlights the Absence Calendar with whole weeks from the Employees NCPP Start Date up to but not spanning the Payroll Run Date for the Neonatal Leave records that have been entered and includes the values in the current period.
- **Auto Payment (Exact Period)** – The program automatically highlights the Absence Calendar for the Neonatal Leave records that have been entered based on the below selections and includes the values in the current period.

**1. Calendar Month** – pays the number of days in the Calendar Month which is being paid.

**2. Run Date** - pays the number of days from the day after the last Payroll Run Date up to and including the current Payroll Run Date.

**3. Run Date, plus or minus** – as above, with +/- a specified number of days.

### Validation of Entries Records

The information entered in the Entries record is validated in two ways, during the information being entered (for example the date ranges) and when the entries record is saved.

### Employee in receipt of SMP or SAP

When an employee is in receipt of SMP or SAP whilst their child is in neonatal care, the SMP or SAP must be taken and completed before Neonatal pay can be taken, neither SMP or SAP can be stopped to accommodate Neonatal pay.

You need to ensure that the Neonatal pay entered under the Neonatal Leave tab are after the SMP or SAP end dates. If Neonatal is recorded during the start and end dates for SMP or SAP, Neonatal will not be paid and will be shown as No Entitlement in the Absence Calendar.

### Employee in receipt of OSPP or ShPP

If an employee has Neonatal pay which overlaps part of the week of previously booked leave for OSPP or ShPP, the Neonatal pay cannot be stopped part way through a week and must be paid in full.

To allow this scenario, you can set multiple absence Entries records as Auto payment or Auto payment (Exact period) under the Options tab, and when Neonatal pay weeks overlap OSPP or ShPP both absence types are paid. You will need to ensure you only record Neonatal pay weeks that only overlap part of a week of OSPP or ShPP, please see the HMRC website for further information.

### Employee in receipt of SPBP

When an employee is in receipt of SPBP, you need to ensure that the Neonatal pay weeks entered under the Neonatal Leave tab do not overlap SPBP. If SPBP and Neonatal pay weeks overlaps, neither type will be paid and both will be shown as No Entitlement in the Absence Calendar.

### More than one child born from the same pregnancy

If you have the situation where more than one child is born, where at least one child receives neonatal care, enter the Baby born date for the first child born, and the Neonatal admission date for the first child that requires neonatal care.

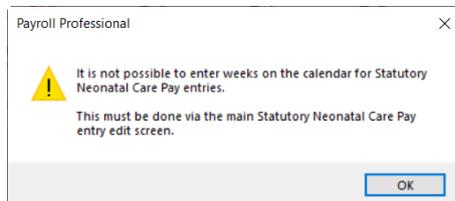
If more than one child requires neonatal care, and the neonatal admission and discharge dates overlap, you may need to leave the Discharge date blank and manually work out the maximum number of weeks of Neonatal Leave that the employee is entitled to.

### Child third period of admission to neonatal care

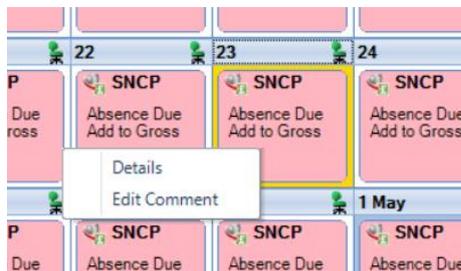
If a child has a third admission to neonatal care within 28 days from the baby born date, you will need to leave the Re-admission discharged date field blank and manually work out the maximum number of weeks of Neonatal Leave that the employee is entitled to.

### Highlighting Calendar

Unlike the other statutory absence types you are not able to manually highlight a week in the calendar. If you try and double click on a week in the calendar you will see the following message:



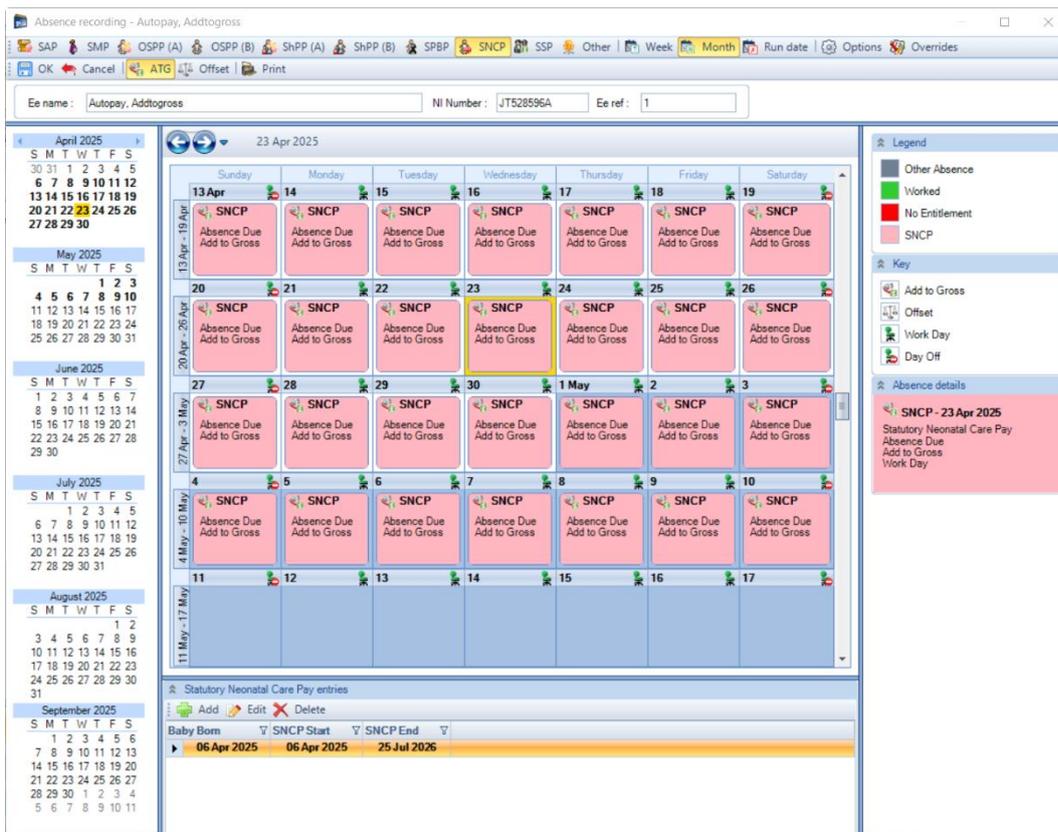
And if you try to use the right click selection on the calendar you will see that the options to highlight weeks are not available:



Whichever **Payment** option you have chosen you cannot highlight the Absence Calendar manually. The program will perform this task using the periods of absence recorded in the Entries record under the **Neonatal Leave** tab.

When an employee is calculated via the Individual Calculation screen the program will automatically highlight the weeks.

The appropriate **Key** and **Legend** will be displayed in the Absence Calendar.



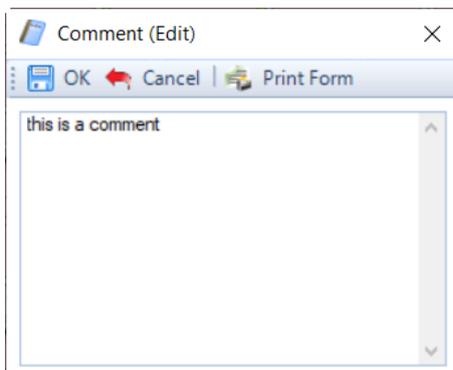
### Comments

For any day of any absence type highlighted on the calendar you can add a comment. This comment is separately recorded for each day.

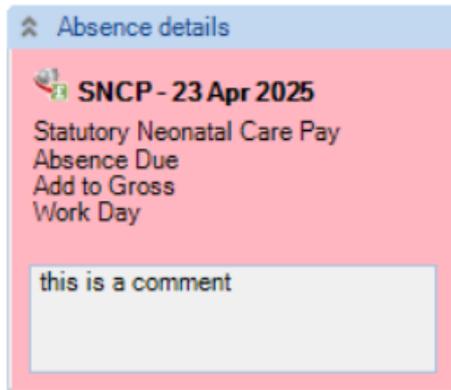
Left mouse click to select the day then right click and select **Edit Comment**.



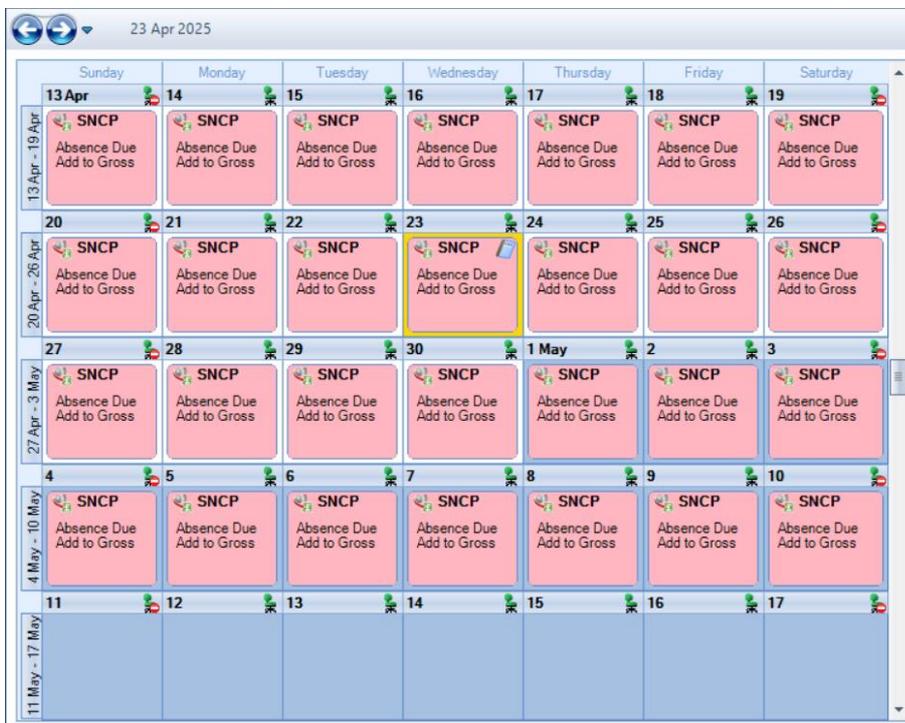
You will then see the following screen to type in your comment and select **OK** to save.



Once the comment is saved, with the day highlighted, it displays under the **Absence Details** on the bottom right of screen.



The **Comment** shows as a notepad icon on the calendar day with the **Comment**.



These Comments will also appear on Standard reports.

### Converting

To create a brought forward record for Statutory Neonatal Care Pay you **must** have all the relevant information before you can begin, as you cannot just enter an amount.

#### Information required:

- Baby born
- Neonatal admission
- Discharged
- Neonatal re-admission – if applicable
- Re-admission discharged – if applicable
- NCPP Start date
- NCPP End date

- Periods of Leave – to enter under the Neonatal Leave tab
- AWE
- Already Paid To Date
- Already Paid This Year

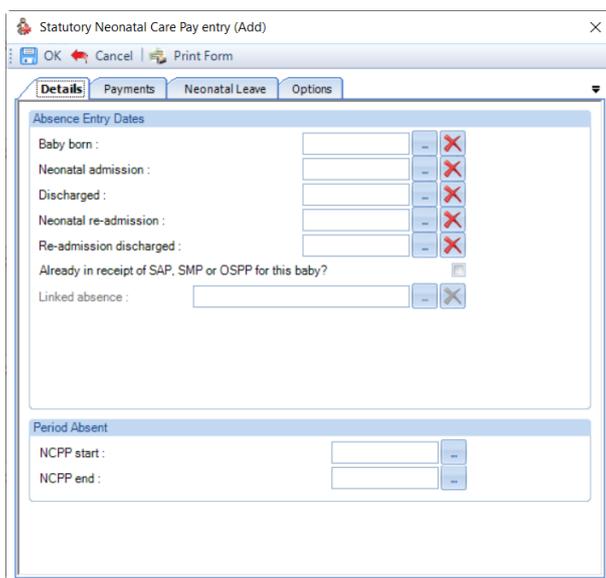
Then it is simply a matter of creating the Entries record, recording the Weeks under the Neonatal Leave tab that have already been paid for Statutory Neonatal Care Pay and then Converting. You are then able to record the Weeks under the Entries records Neonatal Leave tab for the current and future periods. With the history in place the program will be able to apply the correct HMRC rules.

The process is as follows:

- Now you need to open the **Pay Run** and select the **Run Date** for the first period you want to run the payroll.
- Next, click on the **Calculations** button then double click on the Employee to open their **Individual Calculation** screen to enter historical Absence records.
- When you click on the **Absence Rec** button on the **Individual Calculation** screens toolbar and you will be prompted for the **Working Pattern**.
- If you did not enter the **Initial AWE** when creating the Employee record, in the Absence Recording you will need to click on the **Options** button and under the **Initial Settings** tab enter the **AWE**. This will be used for the Absence calculations as there are no calculation records.
- On the toolbars select **SNCP**
- Next, create the Entries record by clicking on the **Add** button under **Statutory Neonatal Care Pay entries**.



- Under the **Details** tab complete the information, minimum is **Baby born, Neonatal admission, Discharged, Neonatal re-admission, Re-admission discharged, NCPP Start Date** and **NCPP End Date**.



- Under the **Payments** tab check the **Average Weekly Earnings**, this will be picked up from the **Initial AWE**. If it needs adjusting use the **Backpay Adjust** box.

- Tick one of the Auto Pay types under the **Options** tab.
- Under the **Neonatal Leave** tab, enter the weeks of SNCP that have already been paid to the employee.
- Now **OK** the **Statutory Neonatal Care Pay Entry** screen to save the record.
- Then click on the **Overrides** button on the toolbar and then click on the **Convert** button.

- If you have set a password, under the **Data** tab then **Passwords**, input the password here and click **OK**.
- This next screen asks for the date from which you wish to include in the current tax year to date figures. This will normally be the first day of the absence paid in the current tax year, which may be the 6<sup>th</sup> April.

**Note:** If you have a client payroll where it is classed as TUPE, then you would select the date that the company has been transferred. You can discuss this with Payroll Support.

- With the correct date selected, click on the **OK** button.

- You will then be presented with the following screen:

Absence Entry Details			
Type :	Statutory Neonatal Care Pay		
NCPP start :	06 Apr 2025		
NCPP end :	25 Jul 2026		

Brought Forward Totals			
	Already Paid This Year	Already Paid Previous Year	Total Already Paid
ATG :	920.15	0.00	920.15
Offset :	0.00	0.00	0.00

- The top of this screen displays basic information for the absence record you are converting in case there are multiple records each one will be shown separately.
- This screen shows the totals for the weeks you have recorded under the Neonatal Leave tab separated into ATG and Offset. Check the figures carefully, in cases of part week payments or spanning tax years, you may need to edit the figures to represent the ACTUAL figures paid to this employee and click on OK.

If this record is spanning tax years then the figures will be:

- Already Paid This Year** – amounts already paid in current tax year, **make sure you do not include what is due in the current period**
  - Total Already Paid** - amounts already paid for the SNCP record from NCPP Start Date to now, **make sure you do not include what is due in the current period**
- To check the converted figures you can run a couple of reports – PAYTD/PSYTD under Type Employee, PAP60ER/PSP60ER under Type Year End.
- If you have made a mistake you can change the weeks recorded under the Neonatal Leave tab as well as the Backpay value and convert as many times as required.
- Once you have the correct figures, whilst in the Absence Recording under **Statutory Neonatal Care Pay entries** highlight the SNCP record and click on the **Edit** button. Click on the **Options** tab and choose the recording method – **Auto Payment** or **Auto Payment Exact Period**.

## Back Pay

This is intended for entering adjustments relating to pay rises which affect the average weekly earnings. Please refer to the HMRC website for further details.

It can also be used if you need to adjust the Average Weekly Earnings calculation, but this should not be necessary as the program applies the HMRC calculation rules, including dealing with irregular Monthly frequency run dates by counting the number of days to determine the number of whole months. For months where there are 30 and 31 days, 15 days or less will be rounded down, and 16 days or more rounded up. For months where there are 28 and 29 days, 14 days or less will be rounded down, and 15 days or more rounded up.

The Backpay Adjustment field is a weekly figure and should be the difference between what you calculate as the Average Weekly Earnings and what the program has calculated.

If you have already paid Statutory Neonatal Care Pay and need to enter a Backpay value, go to the Employees **Individual Calculation** screen. Click on the **Absence Rec** button, select **SNCP** on the toolbar. Under **Statutory Neonatal Care Pay entries** highlight the record and click on **Edit**. Select the **Payments** tab change the **Backpay Adjustment** figure. If this already contains a value add the figures together and enter the resulting value. **OK** the entries screen and **OK** the Absence Recording screen, when you calculate the Employee the program will re-calculate the Statutory Neonatal Care Pay due.

Remember the AWE is used to determine the entitlement; it will pay the lower of the Statutory Neonatal Care Pay Weekly rate or 90% of AWE.

## Changing Dates

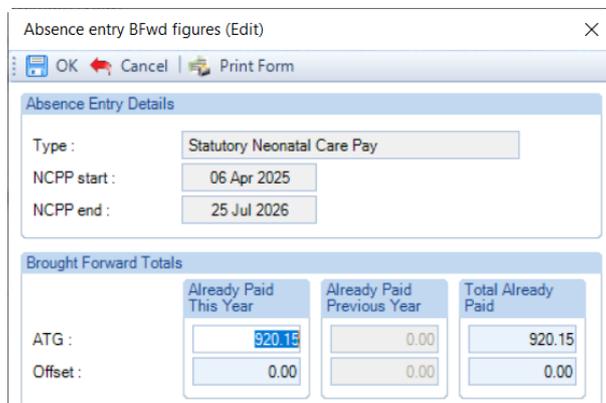
The **NCPP End** date can be changed at any time, for this absence type it does not need to be a complete week.

The other dates in particular **Baby Born, Neonatal admission, Linked absence** and **NCPP start date** can only be changed if the Absence Calendar does not have any weeks recorded under the Neonatal Leave tab and no Statutory Neonatal Care Pay has been paid in a prior period.

If you need to change any of these dates and Statutory Neonatal Care Pay has been paid in a prior period, then you need to convert the record and zero the amounts paid, then correct the dates in the entries record and convert the record again entering the figures that have been paid.

The process is as follows:

- Make a note of the Statutory Neonatal Care Pay figures – Number of weeks paid, Total Paid to Date, Paid this Tax Year and Paid last Tax Year. Or run the report PAPAM/PSPAM under Type Employee.
- On the toolbar select **SNCP**
- Under **Statutory Neonatal Care Pay entries** highlight the record click on **Edit**. Go to the **Options tab** and un-tick **Auto Payment**.
- Remove all the recorded weeks from the **Neonatal Leave** tab.
- Now select the **Overrides** button and click on **Convert**, enter the password if requested and then **OK** the date.
- There should be no figures in the **Absence Entry BFwd Figures** screen, if there are then that means there are still weeks recorded under the Neonatal Leave tab. Once all weeks are removed and the **Absence Entry Bfwd Figures** are all zero click on **OK**.



Absence Entry Details			
Type :	Statutory Neonatal Care Pay		
NCPP start :	06 Apr 2025		
NCPP end :	25 Jul 2026		

Brought Forward Totals			
	Already Paid This Year	Already Paid Previous Year	Total Already Paid
ATG :	920.15	0.00	920.15
Offset :	0.00	0.00	0.00

- Now under **Statutory Neonatal Care Pay entries** highlight the record and click on **Edit**. You will now be able to change the dates, if you are changing the **Neonatal admission** check the **Payments** tab with regards to the **Average Weekly Earnings**. Once you have made your changes click on **OK**.
- Under the Neonatal Leave tab record the same weeks that have previously been paid from the **Employees NCPP Start** date that is also in the **Entries** record, ensuring you have selected the correct recording type, **ATG** or **Offset**.
- Now click on the **Overrides** button and select **Convert**. Enter a password if prompted then select the Date as the first day of the first week paid in the current tax year. Click on **OK** you will then see a screen displaying the figures that are going to be converted. Enter the figures that you noted down at the beginning of this process then select **OK**.
- You can now run a couple of reports to check the converted figures - PAYTD/PSYTD and PAPAM/PSPAM under Type Employee, PAP60ER/PSP60ER under Type Year End.

- When you have the correct figures and want to continue calculating using one of the **Auto Payment** options, under **Statutory Neonatal Care Pay entries** highlight the record click on **Edit**. Go to the **Options tab** and tick which **Auto Payment** you want to use.

## Employee Sick whilst on SNCP

If the employee is sick during SNCP and is entitled to SSP then you must pay SSP instead of SNCP, please refer to the HMRC website.

You will need to edit the employees SNCP Entries record and delete the record(s) under the Neonatal Leave tab, then highlight the days for SSP.

## Calculations

### Auto Enrolment

Neonatal Care Pay that is calculated as add to gross will be automatically included in Qualifying Earnings.

### Holiday Schemes

#### Employer Funded

Under the **Accruals Settings** tab under **Holiday Schemes**, if you have the **Add to Gross Statutory Absence Payments** box ticked the SNCP will be included in the **Holidayable Pay**.

When the holiday scheme is set to calculate average pay or average hourly rate, when the setting to **Exclude periods where Add to gross statutory absence** is ticked, this will exclude weeks where SNCP is paid as ATG.

#### Rolled Up Holiday Pay

When in the current period SNCP is calculated, the average holiday paid calculation will be performed.

### Pension Policies

Under the **Basic % Calculation Settings** tab the **Include ATG SMP, SAP, OSPP, ShPP, SPBP** setting has been changed to include **SNCP**:

The screenshot shows a software window titled "Pension Policy (Add)". It has a menu bar with "OK", "Cancel", "Quick Report", and "Print Form". Below the menu bar are several tabs: "Pension Details", "Basic % Calculation Settings" (which is selected), "Banded % Pension Details", "Provider Details", and "Pension Duty Details". Under the "Basic % Calculation Settings" tab, there is a "Calculation Settings" section. It contains several fields and checkboxes:
 

- Default contribution: Ee: 0.000 %
- Default contribution: Er: 0.000 %
- Use percentage pension bands:
- Include ATG SSP:
- Include ATG SMP, SAP, OSPP, ShPP, SPBP, SNCP:
- Include holiday pay:
- % calculated on: A dropdown menu is open, showing a list of options:
  - Niable pay (up to UEL)
  - Niable pay (including above UEL)
  - Pay components marked as pensionable
  - Pay components defined under the pension policy as pensionable
  - Annual nominal pensionable pay, entered via employee details pension screen
  - Auto enrolment qualifying earnings
  - Pre salary sacrifice contractual earnings
- Default Er NI Saving: (empty field)

This setting, if selected, will add any add to gross SMP, SAP, OSPP, ShPP, SPBP and SNCP to the Pensionable Pay when the **% calculated on** is set as **Pay components marked as pensionable** or **Pay components defined under the pension policy as pensionable**.

The **% calculated on** settings **Niable pay (up to UEL)**, **Niable Pay (including above UEL)**, **Auto enrolment qualifying earnings** and **Pre salary sacrifice contractual earnings** already includes ATG SMP, SAP, OSPP, ShPP, SPBP and SNCP.

### Attachment of Earnings

The SNCP add to gross values are not included in attachable earnings used to calculate AEO's. This is the same situation for SMP, SAP, OSPP, ShPP and SPBP.

## Bonus Runs

The calculations for Bonus runs have been updated to include the SNCP in the same manner as other absence types such as SPBP.

## Prior Period Adjustments

If you process a prior period adjustment for a period where add to gross SNCP was processed, it is included under the **Additions** tab under the **Absence Payments**:

	Already Calculated	Adjustment	Total
Total Pay Components :	2,550.00	0.00	2,550.00
Benefits in Kind :	0.00	0.00	0.00
Holiday Pay :	0.00	0.00	0.00
GU Tax :	0.00	0.00	0.00
GU Employee NI :	0.00	0.00	0.00
GU Student Loans :	0	0	0
GU Pension :	0.00	0.00	0.00
Absence Payments :	191.16	0.00	191.16
Pay Spines :	0.00	0.00	0.00

Remember this value cannot be adjusted or reversed.

## Advancing Periods

Like other absence types, you can pay Statutory Neonatal Care Pay past the Payroll Run Date when advancing Pay Periods.

Whilst in the Employees **Individual Calculation** screen go to the **Pay Settings** tab and click on **Pay Periods**.

Individual Calculation

Ee name : Maternity, Michelle NI Number : TA352166D Ee ref : PIV-004

Uncalculated

Calculations

- Components
- Pay Settings**
- Results

Pay Settings

Status

Normal

Absent

Suspended

Holiday

Holiday Pay

Record Holiday Schemes Taken TP :

Holiday Scheme

Days : 0

Pay : 0.00

Pay

Rate : 0

Pay periods : 0

Pay : 0.00

Settings

Tax code : D0

Week/month 1 :

Main letter : A

Second letter :

Notes

Settings

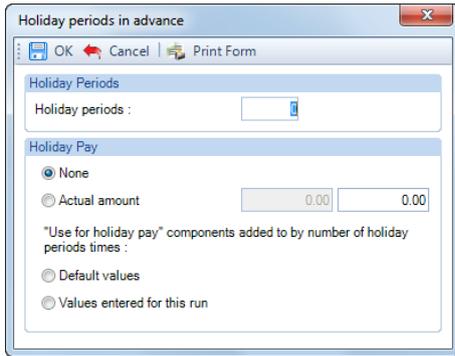
Tax advance periods : 0

Additional NI periods : 0

Edit pension contributions :

Edit pay spine pay component retro values :

You will then see the following screen to enter the number of Holiday Periods to advance. Enter the number of **Holiday Periods** and select the **OK** button.



As SNCP is paid using one of the Auto Payment options, all you need to do is **Calculate** the Employee as the program will automatically pay the extra periods of Neonatal Care Pay due.

### Workings

Under the **Absence** tab of the **Workings** screen a row has been added for SNCP to show the Add to Gross and Offset values calculated in the current run:



### Payslips

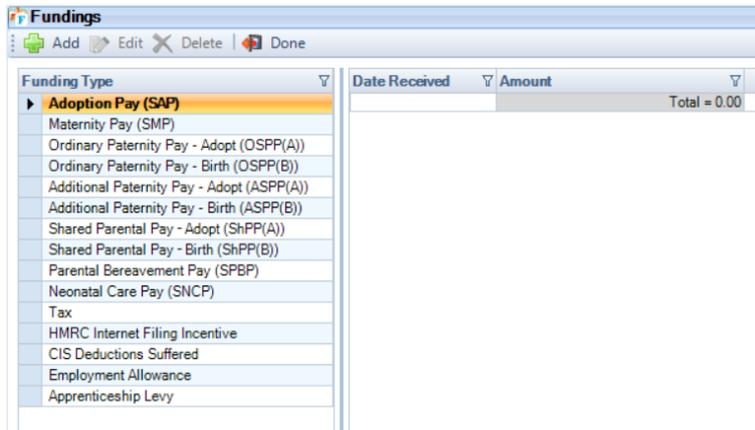
These will show the SNCP in the same manner as other absence types, including when the Payslip setting under **Employer\Payslips** called **Print absence where YTD but no TP** is enabled or disabled.

### HR Payslip Export

A new column has been added to the HR Payslip Export for Statutory Neonatal Care Pay called SNCP Paid.

## Funding

When a payroll data file is in tax year 2025/26 under **Run\Funding** you can enter Funding received from the HMRC for **Neonatal Care Pay (SNCP)**:



## PAYE Due

From tax year 2025/26, columns are shown for **SNCP Recovered** and **SNCP Compensation** under the **Run\PAYE Due** screen:

PAYE Month	SMP Recov	SMP Comp	SAP Recov	SAP Comp	OSPP Rec	OSPP Com	ShPP Recov	ShPP Com	SPBP Recov	SPBP Com	SNCP Rec	SNCP Com	Total Debt	Gross NI	Class 1A NI	Emp All	App Levy	Net NI	Gross Tax	Student Lo	Net Tax	Funding	Total Due	Tax Paid	NI Paid
1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,347.82	250.44	8,598.26	18,726.44	0.00	0.00	0.00	10,128.18	41,510.17	0.00	41,510.17	0.00	51,638.35	0.00	0.00
2	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,665.24	259.96	8,925.20	18,760.26	0.00	0.00	0.00	9,835.06	41,578.32	0.00	41,578.32	0.00	51,413.38	0.00	0.00
3	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,665.24	259.96	8,925.20	18,760.26	0.00	0.00	0.00	9,835.06	41,578.12	0.00	41,578.12	0.00	51,413.18	0.00	0.00
<b>Total</b>	<b>0.00</b>	<b>25,678.30</b>	<b>770.36</b>	<b>26,448.66</b>	<b>56,246.96</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>29,798.30</b>	<b>124,656.61</b>	<b>0.00</b>	<b>124,656.61</b>	<b>0.00</b>	<b>154,464.91</b>	<b>0.00</b>	<b>0.00</b>									

A total of the SNCP Recovered and SNCP Compensation is shown in the text report produced when you select the **Print** button:

**PAYE Due Report**  
Printed: 10 December 2024 09:37 Page: 1

**Summary**  
Client/ Datafile: 70141 SNCP PAYE Due And BACS  
Collectors Ref: 049PF00037465  
PAYE Year: 2025 / 2026

**Details**

PAYE M	SMP Tot	SAP Tot	OSPP Tot	ShPP Tot	SPBP Tot	SNCP Tot	Gross NI	C1A NICs	Emp All	App Levy	Net NI	Gross Tax	SLs	Net Tax	Funding	Total Due
1	0.00	0.00	0.00	0.00	0.00	8598.26	18726.44	0.00	0.00	0.00	10128.18	41510.17	0.00	41510.17	0.00	51638.35
2	0.00	0.00	0.00	0.00	0.00	8925.20	18760.26	0.00	0.00	0.00	9835.06	41578.32	0.00	41578.32	0.00	51413.38
3	0.00	0.00	0.00	0.00	0.00	8925.20	18760.26	0.00	0.00	0.00	9835.06	41578.12	0.00	41578.12	0.00	51413.18
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>26448.66</b>	<b>56246.96</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>29798.30</b>	<b>124666.61</b>	<b>0.00</b>	<b>124666.61</b>	<b>0.00</b>	<b>154464.91</b>

The **Preview** button has been removed.

When you select the **BACS** button within the **PAYE Due** screen the values for SNCP Recovered and SNCP Compensation are included in the **NI**:

**Confirm BACS Payment**

PAYE month:

Tax:

NI:

## P32 Reports

The following P32 reports have been updated to include the SNCP Recovery and SNCP Compensation:

- PAP32TOT\PSP32TOT
- PAP32TSL\PSP32TSL
- PAP32QUT\PSP32QUT
- PAP32QSL\PSP32QSL
- PAP32LET\PSP32LET

## Utilities

### Query Wizard

The Report Types **Ee Run Balances** and **Ee YTD Balances** have been updated to include SNCP Add to Gross and Offset fields:

New query wizard

**Step 1 - Select the report type required.**

Please select the section which is the core of the information you require. Note: the availability of certain items of information will depend on the report type selected.

Report Type
Ee Current Run Pay Comps
Ee Details
Ee NIC Run Balances
Ee NIC YTD Balances
Ee Pension Details
Ee Pension History
Ee Permanent Pay Comp
Ee Prev Runs Pay Comps
Ee Run Balances
Ee YTD Balances

< Back   Next >   Cancel

## Pay Gap Extracts

Under **Utilities\Pay Gap Extract\Settings** when you **Add** or **Edit** an extract under the **Options** tab Statutory Neonatal Care Pay has been added for all three types:

The screenshot shows the 'Pay Gap Extract (Edit)' window. The 'Options' tab is active, displaying a table of options. The 'Include Units' checkbox is checked. The table lists various pay components, including 'Statutory Neonatal Care Pay'.

Description	Selected
<b>Include Units</b>	<input checked="" type="checkbox"/>
Branch	<input type="checkbox"/>
Department	<input type="checkbox"/>
Cost Centre	<input type="checkbox"/>
Expatriate	<input type="checkbox"/>
NI Number	<input type="checkbox"/>
Employee Type	<input type="checkbox"/>
Sub Contractor	<input type="checkbox"/>
Frequency	<input type="checkbox"/>
Statutory Sick Pay	<input type="checkbox"/>
Statutory Maternity Pay	<input type="checkbox"/>
Statutory Paternity Pay	<input type="checkbox"/>
Statutory Adoption Pay	<input type="checkbox"/>
Shared Parental Pay	<input type="checkbox"/>
Statutory Parental Bereavement Pay	<input type="checkbox"/>
Statutory Neonatal Care Pay	<input type="checkbox"/>

## Nominal Export

Under **Utilities\Nominal Export\Nominal Codes** you can enter the Nominal codes for SNCP added.

The screenshot shows the 'Nominal Codes (Edit)' window. The 'Pay Elements (PL)' table is visible, listing various components and their corresponding nominal codes. The 'Grossed Up Tax This Run' row is highlighted, and the 'NomCode' column contains the value 'a'.

Component	NomCode
<b>Grossed Up Tax This Run</b>	<b>a</b>
Employee NI Paid by Employer	b
Grossed up Student Loans	c
Grossed up NI Reduction	d
Grossed up Employee Contributions	e
SSP added	f
SMP added	
SAP	h
SPP	i
ShPP added	j
Holiday Pay	k
Employer NI	l
Employer Pension Contributions	m
Total Additions Components	n
Benefits in Kind	o
Spine Pay	p
Spine Retro	q
SPBP added	r
SNCP added	
BIK (Car)	s
BIK (Fuel)	t
Employment Allowance	u
Class 1A NI	v
Apprenticeship Levy	w

When under **Utilities\Nominal Export\Configure** the setting Include absence claims is enabled, then under **Utilities\Nominal Export\Nominal Codes** you can enter the Nominal codes for **SNCP Recovered** and **SNCP Compensation**.

Component	NomCode
SAP Recovered	pp
SMP Recovered	qq
OSPP Recovered	rr
ASPP Recovered	ss
ShPP Recovered	tt
SAP Compensation	uu
SMP Compensation	vv
OSPP Compensation	ww
ASPP Compensation	xx
ShPP Compensation	yy
HMRC	zz
SPBP Recovered	aaa
SPBP Compensation	bbb
SNCP Recovered	
SNCP Compensation	

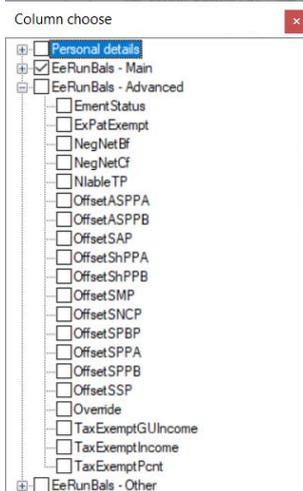
These will then appear in the Nominal Export when there are values processed in the Run date selected.

### Payroll Run Export (PRE)

Under the Column chooser we have added **SNCP** add to gross to the **EeRunBals - Main** section:

Item	Checked
EeRunBals - Main	<input checked="" type="checkbox"/>
AEO	<input checked="" type="checkbox"/>
ASPPA	<input checked="" type="checkbox"/>
ASPPB	<input checked="" type="checkbox"/>
BIK	<input checked="" type="checkbox"/>
EeNIPdByEr	<input checked="" type="checkbox"/>
ErNI	<input checked="" type="checkbox"/>
GrossedUpTaxThisRun	<input checked="" type="checkbox"/>
Group 1	<input checked="" type="checkbox"/>
Group 2	<input checked="" type="checkbox"/>
Group 3	<input checked="" type="checkbox"/>
Group 4	<input checked="" type="checkbox"/>
Group 5	<input checked="" type="checkbox"/>
GUNIReduction	<input checked="" type="checkbox"/>
GUStudentLoans	<input checked="" type="checkbox"/>
HolidayPay	<input checked="" type="checkbox"/>
NetPay	<input checked="" type="checkbox"/>
NI	<input checked="" type="checkbox"/>
PenEr	<input checked="" type="checkbox"/>
PenPreTaxEe	<input checked="" type="checkbox"/>
PenPreTaxEeGU	<input checked="" type="checkbox"/>
PostTaxAddDed	<input checked="" type="checkbox"/>
PostTaxPension	<input checked="" type="checkbox"/>
PreTaxAddDed	<input checked="" type="checkbox"/>
SAP	<input checked="" type="checkbox"/>
ShPPA	<input checked="" type="checkbox"/>
ShPPB	<input checked="" type="checkbox"/>
SMP	<input checked="" type="checkbox"/>
SNCP	<input checked="" type="checkbox"/>
SPBP	<input checked="" type="checkbox"/>
SPPA	<input checked="" type="checkbox"/>
SPPB	<input checked="" type="checkbox"/>
SPP	<input checked="" type="checkbox"/>
StudentLoans	<input checked="" type="checkbox"/>

And **Offset SNCP** to the **EeRunBals – Advanced** section:



### Standard Report Changes

Report	Status	Type	Description
PAPENPOL\PSPENPOL	Amended	Pension	Added the text SNCP
PACONCRN\PSCONCRN	Amended	Employee	Added a row for SNCP this period, removed rows for ASPP
PACRN1\PSCRN1	Amended	Employee	Added SNCP ATG to Absence Pay column, removed ASPP
PACRNBD\PSCRNBD	Amended	Employee	Added SNCP ATG to Absence Pay column, removed ASPP
PACRNC\PSCRNC	Amended	Employee	Added SNCP ATG to Absence Pay column, removed ASPP
PACRND\PSCRND	Amended	Employee	Added SNCP ATG to Absence Pay column, removed ASPP
PACRNPM\PSCRNPM	Amended	Employee	Added SNCP ATG to Absence Pay column, removed ASPP
PACRNPS\PSCRNPS	Amended	Employee	Added SNCP ATG to Absence Pay column, removed ASPP
PACRNRC\PSCRNRC	Amended	Employee	Added absence type SNCP
PACRN3\PSCRN3	Amended	Employee	Added SNCP ATG to Absence Pay column, removed ASPP
PACRNT\PSCRNT	Amended	Employee	Added SNCP ATG to Absence Pay column, removed ASPP

Report	Status	Type	Description
PACRS690\PSCRS690	Amended	Employee	Added SNCP ATG to Absence Pay column, removed ASPP
PAEEDETL\PSEEDETL	Amended	Employee	Under Absence section added SNCP YTD, removed ASPP
PAEEPYL\PSEEPYL	Amended	Employee	Under Absence section added SNCP YTD, removed ASPP
PAEXCPAY\PSEXCPAY	Amended	Employee	Under Absence added SNCP ATG, removed ASPP
PAEXCRUN\PSEXCRUN	Amended	Employee	Added SNCP ATG to Absence Pay column, removed ASPP
PAPAM\PSPAM	Amended	Employee	Added SNCP
PARCPSL\PSRCPSL	Amended	Employee	Added row for SNCP, removed rows for ASPP
PARNSLBD\PSRNSLBD	Amended	Employee	Added SNCP ATG to SPAM column, removed ASPP
PARUNSL2\PSRUNSL2	Amended	Employee	Added SNCP ATG to SPAM column, removed ASPP
PARUNSLC\PSRUNSLC	Amended	Employee	Added SNCP ATG to SPAM column, removed ASPP
PARUNSLD\PSRUNSLD	Amended	Employee	Added SNCP ATG to SPAM column, removed ASPP
PAYTD\PSYTD	Amended	Employee	Added tax year 2025/26, removed column for Sub Cont Tax YTD, added column for SNCP
PAYTDDIF\PSYTDDIF	Amended	Employee	Added column for SNCP, removed ASPP
PAEPS\PSEPS	Amended	Employer	Added SNCP Recovered and Compensation for tax year 2025/26 onwards, removed the text ASPP
PAERDETL\PSERDETL	Amended	Employer	Under Absence Default recording methods added SNCP, removed ASPP
PAFPSEEF\PSFPSEEF	Amended	Employer	Added row for SNCP from tax year 2025/26 onwards, removed the text ASPP
PAFPSSUM\PSFPSSUM	Amended	Employer	Added row for SNCP from tax year 2025/26 onwards, removed the text ASPP

Report	Status	Type	Description
PABRYTD\PSBRYTD	Amended	Payroll Run	Added SNCP Add to gross to the Absence Pay column
PACONRUN\PSCONRUN	Amended	Payroll Run	Added row for SNCP
PACSTT4\PSCSTT4	Amended	Payroll Run	Added rows for SNCP Add to gross and Offset
PAPAMRN2\PSPAMRN2	Amended	Payroll Run	Added SNCP
PAPAMRUN\PSPAMRUN	Amended	Payroll Run	Added SNCP
PAPCGRN\PSPCGRN	Amended	Payroll Run	Added SNCP Add to gross to the Absence Pay column
PARCP1\PSRCP1	Amended	Payroll Run	Added row for SNCP
PARCPYTD\PSRCPYTD	Amended	Payroll Run	Added row for SNCP
PARGUT4\PSRGUT4	Amended	Payroll Run	Added rows for SNCP Add to gross and Offset
PARN6YTD\PSRN6YTD	Amended	Payroll Run	Added SNCP Add to gross to the Absence Pay column
PARN7YTD\PSRN7YTD	Amended	Payroll Run	Added SNCP Add to gross to the Absence Pay column
PARNCST4\PSRNCST4	Amended	Payroll Run	Added SNCP Add to gross to the Absence Pay column
PARNCYTD\PSRNCYTD	Amended	Payroll Run	Added SNCP Add to gross to the Absence Pay column
PARNPCSP\PSRNPCSP	Amended	Payroll Run	Added SNCP Add to gross to the Absence Pay column
PARNPSBD\PSRNPSBD	Amended	Payroll Run	Added SNCP Add to gross to the Absence Pay column
PARNPSTD\PSRNPSTD	Amended	Payroll Run	Added SNCP Add to gross to the Absence Pay column
PARNS690\PSRNS690	Amended	Payroll Run	Added SNCP Add to gross to the Absence Pay column
PARNSP3\PSRNSP3	Amended	Payroll Run	Added SNCP Add to gross to the Absence Pay column
PARNSP4\PSRNSP4	Amended	Payroll Run	Added SNCP Add to gross to the Absence Pay column

Report	Status	Type	Description
PARUN2\PSRUN2	Amended	Payroll Run	Added SNCP Add to gross and Offset to the column Absence Pay and Offset
PARUN3\PSRUN3	Amended	Payroll Run	Added SNCP Add to gross and Offset to the column Absence Pay and Offset
PARUN4\PSRUN4	Amended	Payroll Run	Added SNCP Add to gross and Offset to the column Absence Pay and Offset
PARUN5\PSRUN5	Amended	Payroll Run	Added SNCP Add to gross and Offset to the column Absence Pay and Offset
PARUN6\PSRUN6	Amended	Payroll Run	Added SNCP Add to gross to the Absence Pay column
PARUN7\PSRUN7	Amended	Payroll Run	Added SNCP Add to gross to the Absence Pay column
PARUN8\PSRUN8	Amended	Payroll Run	Added SNCP Add to gross to the Absence Pay column
PARUNPS\PSRUNPS	Amended	Payroll Run	Added SNCP Add to gross to the Absence Pay column
PARUNRC\PSRUNRC	Amended	Payroll Run	Added absence type SNCP
PARUNT10\PSRUNT10	Amended	Payroll Run	Added rows for SNCP Add to gross and Offset
PARUNT3\PSRUNT3	Amended	Payroll Run	Added rows for SNCP Add to gross and Offset
PARUNT4\PSRUNT4	Amended	Payroll Run	Added rows for SNCP Add to gross and Offset
PARUNT7\PSRUNT7	Amended	Payroll Run	Added rows for SNCP Add to gross and Offset
PARUNTPS\PSRUNTPS	Amended	Payroll Run	Added rows for SNCP Add to gross and Offset
PARUNYTD\PSRUNYTD	Amended	Payroll Run	Added SNCP Add to gross and Offset to the column Absence Pay and Offset
PASPAMS\PSSPAMS	Amended	Payroll Run	Added columns for SNCP Add to gross and Offset
PASUMM1\PSSUMM1	Amended	Payroll Run	Added row for SNCP
PASUMM2\PSSUMM2	Amended	Payroll Run	Added row for SNCP
PASUMM3\PSSUMM3	Amended	Payroll Run	Added row for SNCP
PAP11\PSP11	Amended	P Series	Renamed column heading and added SNCP

Report	Status	Type	Description
PAP32LET\PSP32LET	Amended	P Series	Added SNCP to the NIC field and Funding
PAP32OLD\PSP32OLD	Amended	P Series	Added 2025/26 P32 to the report which includes SNCP
PAP32QSL\PSP32QSL	Amended	P Series	Added columns for SNCP Comp and Recovered, removed Total Deductions column, updated Net NICs and Total Due, Funding updated to include SNCP Funding.
PAP32QUT\PSP32QUT	Amended	P Series	Added columns for SNCP Comp and Recovered, removed Total Deductions column, updated Net NICs and Total Due, Funding updated to include SNCP Funding.
PAP32TOT\PSP32TOT	Amended	P Series	Added columns for SNCP Comp and Recovered, removed Total Deductions column, updated Net NICs and Total Due, Funding updated to include SNCP Funding.
PAP32TSL\PSP32TSL	Amended	P Series	Added columns for SNCP Comp and Recovered, removed Total Deductions column, updated Net NICs and Total Due, Funding updated to include SNCP Funding.
PAP35\PSP35	Amended	P Series	Added column for SNCP, removed SSP
PAP35L\PSP35L	Amended	P Series	Added column for SNCP, removed SSP
PASPAMSY\PSSPAMSY	Amended	P Series	Added columns for SNCP Added, Offset and Recover
PANIPARA\PSNIPARA	Amended	Misc	Added SNCP rate from 2025/26

### Custom Reporting

Template	Status	Type	Description
Template_Employee_CombinedGrossToNet_Free-Form	Amended	Employee	Added SPBP and SNCP ATG to Absence Pay column
Template_Employee_CombinedGrossToNet_Tabular	Amended	Employee	Added SPBP and SNCP ATG to Absence Pay column
Template_Payroll Run_GrossToNet_Free-Form	Amended	Payroll Run	Added SPBP and SNCP ATG to Absence Pay column

Template	Status	Type	Description
Template_Payroll Run_GrossToNet_Tabular	Amended	Payroll Run	Added SPBP and SNCP ATG to Absence Pay column

### New Fields for Reporting

Database	Table	Field Name
MCPTemp.mdb	tblEeFreqBals	Add_SNCP
MCPTemp.mdb	tblEeFreqBals	Offset_SNCP
MCPTemp.mdb	tblEeFreqBals	Add_SNCP_YTD
MCPTemp.mdb	tblEeFreqBals	Offset_SNCP_YTD
Dempay.mdb	EeBals	Add_SNCP_YTD
Dempay.mdb	EeBals	Offset_SNCP_YTD
Dempay.mdb	EeRunBals	Add_SNCP
Dempay.mdb	EeRunBals	Offset_SNCP
Dempay.mdb	tblYearEnd	SNCP
Dempay.mdb	qryLastPeriodsBalances	Add_SNCP
Dempay.mdb	qryLastPeriodsBalances	Offset_SNCP
Dempay.mdb	qryLastPeriodWithBonusRuns	TotAdd_SNCP
Dempay.mdb	qryLastPeriodWithBonusRuns	TotOffset_SNCP
Dempay.mdb	IF_RTI_FPS	Statutory_Neonatal_Care_Pay_YTD
Dempay.mdb	IF_RTI_FPS_Alignment	Statutory_Neonatal_Care_Pay_YTD

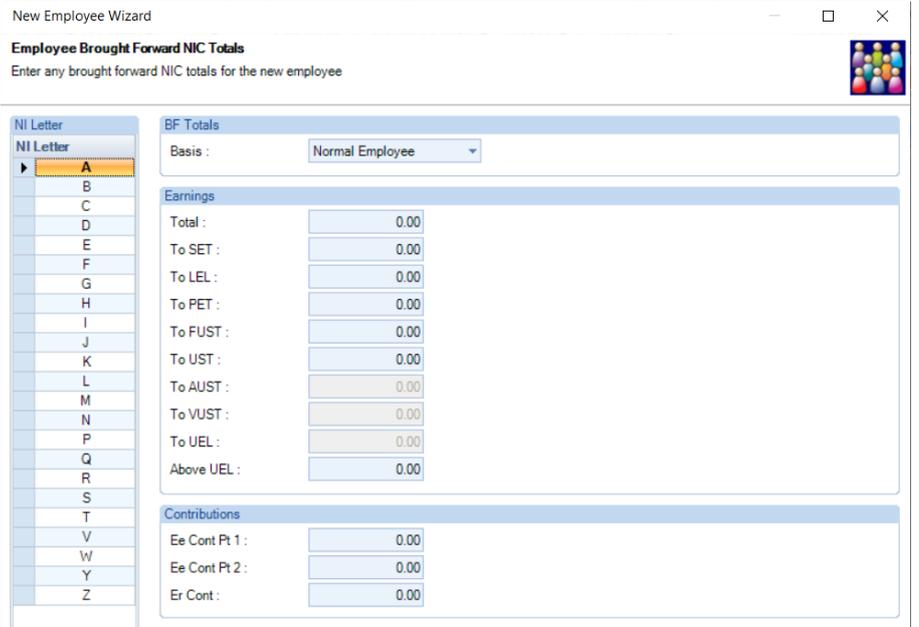
## National Insurance Changes

From tax year 2025/2026 the NI bands have changed order; the SET band is now before the LEL band.

IPP has been updated to show the NI bands in the appropriate order in screens, calculations, imports and standard reports.

## Screen layout changes

When a payroll is in tax year 2025/26, the following screens have been updated to show the SET band before the LEL band:

Location	Screen																																																						
<p><b>Tables\National Insurance</b></p>	 <table border="1" data-bbox="703 667 1406 808"> <thead> <tr> <th>Limit</th> <th>Weekly</th> <th>Monthly</th> <th>Annual</th> <th>Dir Cum Weekly</th> <th>Dir Cum Annual</th> </tr> </thead> <tbody> <tr> <td><b>Employer's Earnings Threshold (SET)</b></td> <td><b>£96.00</b></td> <td><b>£417.00</b></td> <td><b>£5,000.00</b></td> <td><b>£96.00</b></td> <td><b>£5,000.00</b></td> </tr> <tr> <td>Lower Earnings Limit (LEL)</td> <td>£125.00</td> <td>£542.00</td> <td>£5,500.00</td> <td>£125.00</td> <td>£5,500.00</td> </tr> <tr> <td>Employee's Earnings Threshold (PET)</td> <td>£242.00</td> <td>£1,048.00</td> <td>£12,570.00</td> <td>£242.00</td> <td>£12,570.00</td> </tr> <tr> <td>Freeport and Investment Zone Upper Secondary Threshold (FUST)</td> <td>£481.00</td> <td>£2,083.00</td> <td>£25,000.00</td> <td>£481.00</td> <td>£25,000.00</td> </tr> <tr> <td>Upper Secondary Threshold (UST)</td> <td>£967.00</td> <td>£4,189.00</td> <td>£50,270.00</td> <td>£967.00</td> <td>£50,270.00</td> </tr> <tr> <td>Apprentices Upper Secondary Threshold (AUST)</td> <td>£967.00</td> <td>£4,189.00</td> <td>£50,270.00</td> <td>£967.00</td> <td>£50,270.00</td> </tr> <tr> <td>Veterans Upper Secondary Threshold (VUST)</td> <td>£967.00</td> <td>£4,189.00</td> <td>£50,270.00</td> <td>£967.00</td> <td>£50,270.00</td> </tr> <tr> <td>Upper Earnings Limit (UEL)</td> <td>£967.00</td> <td>£4,189.00</td> <td>£50,270.00</td> <td>£967.00</td> <td>£50,270.00</td> </tr> </tbody> </table>	Limit	Weekly	Monthly	Annual	Dir Cum Weekly	Dir Cum Annual	<b>Employer's Earnings Threshold (SET)</b>	<b>£96.00</b>	<b>£417.00</b>	<b>£5,000.00</b>	<b>£96.00</b>	<b>£5,000.00</b>	Lower Earnings Limit (LEL)	£125.00	£542.00	£5,500.00	£125.00	£5,500.00	Employee's Earnings Threshold (PET)	£242.00	£1,048.00	£12,570.00	£242.00	£12,570.00	Freeport and Investment Zone Upper Secondary Threshold (FUST)	£481.00	£2,083.00	£25,000.00	£481.00	£25,000.00	Upper Secondary Threshold (UST)	£967.00	£4,189.00	£50,270.00	£967.00	£50,270.00	Apprentices Upper Secondary Threshold (AUST)	£967.00	£4,189.00	£50,270.00	£967.00	£50,270.00	Veterans Upper Secondary Threshold (VUST)	£967.00	£4,189.00	£50,270.00	£967.00	£50,270.00	Upper Earnings Limit (UEL)	£967.00	£4,189.00	£50,270.00	£967.00	£50,270.00
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Upper Secondary Threshold (UST)	£967.00	£4,189.00	£50,270.00	£967.00	£50,270.00																																																		
Apprentices Upper Secondary Threshold (AUST)	£967.00	£4,189.00	£50,270.00	£967.00	£50,270.00																																																		
Veterans Upper Secondary Threshold (VUST)	£967.00	£4,189.00	£50,270.00	£967.00	£50,270.00																																																		
Upper Earnings Limit (UEL)	£967.00	£4,189.00	£50,270.00	£967.00	£50,270.00																																																		
<p><b>New Employee Wizard - Existing</b></p>	 <p><b>Employee Brought Forward NIC Totals</b> Enter any brought forward NIC totals for the new employee</p> <p><b>NI Letter</b> NI Letter: <b>A</b></p> <p><b>BF Totals</b> Basis: Normal Employee</p> <p><b>Earnings</b></p> <table border="1" data-bbox="671 1070 935 1346"> <tr><td>Total :</td><td>0.00</td></tr> <tr><td>To SET :</td><td>0.00</td></tr> <tr><td>To LEL :</td><td>0.00</td></tr> <tr><td>To PET :</td><td>0.00</td></tr> <tr><td>To FUST :</td><td>0.00</td></tr> <tr><td>To UST :</td><td>0.00</td></tr> <tr><td>To AUST :</td><td>0.00</td></tr> <tr><td>To VUST :</td><td>0.00</td></tr> <tr><td>To UEL :</td><td>0.00</td></tr> <tr><td>Above UEL :</td><td>0.00</td></tr> </table> <p><b>Contributions</b></p> <table border="1" data-bbox="671 1391 935 1473"> <tr><td>Ee Cont Pt 1 :</td><td>0.00</td></tr> <tr><td>Ee Cont Pt 2 :</td><td>0.00</td></tr> <tr><td>Er Cont :</td><td>0.00</td></tr> </table>	Total :	0.00	To SET :	0.00	To LEL :	0.00	To PET :	0.00	To FUST :	0.00	To UST :	0.00	To AUST :	0.00	To VUST :	0.00	To UEL :	0.00	Above UEL :	0.00	Ee Cont Pt 1 :	0.00	Ee Cont Pt 2 :	0.00	Er Cont :	0.00																												
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Location	Screen
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Employee Details\NI tab  
– National Insurance  
Contributions grid

Employee Details\NI tab  
- Add

Employee Details\NI tab  
- Edit



Location	Screen																																																								
Individual Calculation screen – Prior Period Adjustment\NIC tab	<table border="1"> <thead> <tr> <th></th> <th>Already Calculated</th> <th>Adjustment</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Total Earnings :</td> <td>96.03</td> <td>0.00</td> <td>96.03</td> </tr> <tr> <td>To SET :</td> <td>96.00</td> <td>0.00</td> <td>96.00</td> </tr> <tr> <td>To LEL :</td> <td>0.03</td> <td>0.00</td> <td>0.03</td> </tr> <tr> <td>To PET :</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>To FUST :</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>To UST :</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>To AUST :</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>To VUST :</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>To UEL :</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>Above UEL :</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>Ee Cont Pt 1 :</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>Ee Cont Pt 2 :</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>Er Cnts :</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> </tbody> </table>		Already Calculated	Adjustment	Total	Total Earnings :	96.03	0.00	96.03	To SET :	96.00	0.00	96.00	To LEL :	0.03	0.00	0.03	To PET :	0.00	0.00	0.00	To FUST :	0.00	0.00	0.00	To UST :	0.00	0.00	0.00	To AUST :	0.00	0.00	0.00	To VUST :	0.00	0.00	0.00	To UEL :	0.00	0.00	0.00	Above UEL :	0.00	0.00	0.00	Ee Cont Pt 1 :	0.00	0.00	0.00	Ee Cont Pt 2 :	0.00	0.00	0.00	Er Cnts :	0.00	0.00	0.00
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### Employee Import

From tax year 2025/26, the Employee import format has been changed to reflect the new NI band order, for further information see the Importing section.

### Calculations

From tax year 2025/26, the following calculations have been checked and updated to ensure they deal with the new NI band order (To SET before To LEL) and the Employer National Insurance rate change:

- Employee NI Calculations
- Directors NI Calculations
- Gross Ups
- Bonus Runs
- Additional NI Periods
- Tax Advance
- Backdate NIC
- Prior Period Adjustment
- Payments after leaving and death
- Pension schemes – % Calculated On set as either NIable To UEL or NIable Including Above UEL, Less x times LEL and Employer NI Saving
- Quick Calculator

### Override Results Import

From tax year 2025/26, the Override Results import format has been changed to reflect the new NI band order, for further information see the Importing section.

## Standard Report Changes

Report	Status	Type	Description
PACRNPPA\PSCRNPPA	Amended	Employee	From tax year 2025/26, changed to show NI bands To SET before To LEL
PADIRS\PSDIRS	Amended	Employee	From tax year 2025/26, changed to show NI bands To SET before To LEL
PAEEDETL\PSEEDETL	Amended	Employee	From tax year 2025/26, changed to show NI bands To SET before To LEL
PAYTD\PSYTD	Amended	Employee	From tax year 2025/26, changed to show NI bands To SET before To LEL
PANIPARA\PSNIPARA	Amended	Misc	From tax year 2025/26, changed to show NI bands To SET before To LEL
PABCNIC\PSBCNIC	Amended	P Series	From tax year 2025/26, changed to show NI bands To SET before To LEL
PANICMA\PSNICMA	Amended	P Series	From tax year 2025/26, changed to show NI bands To SET before To LEL
PAP11\PSP11	Amended	P Series	From tax year 2025/26, changed to show NI bands To SET before To LEL
PAPPADJ\PAPPADJ	Amended	Payroll Run	From tax year 2025/26, changed to show NI bands To SET before To LEL
PAPPTOT\PSPPTOT	Amended	Payroll Run	From tax year 2025/26, changed to show NI bands To SET before To LEL
PARNIDTD\PSRNIDTD	Amended	Payroll Run	From tax year 2025/26, changed to show NI bands To SET before To LEL
PARNIYTD\PSRNIYTD	Amended	Payroll Run	From tax year 2025/26, changed to show NI bands To SET before To LEL
PARUNITP\PSRUNITP	Amended	Payroll Run	From tax year 2025/26, changed to show NI bands To SET before To LEL

## Importing

For tax year 2025/26, the Employee Import and Override import have been updated with the Workplace Postcode and NI Band order changes.

## Employee Import

For tax year 2025/26, changes have been made to the NI Settings and BF NIC Figures sections:

- **NI Settings** – added a new column for **Workplace Postcode**.
- **BF NIC Figures** – changed NI bands so **To SET** is before **To LEL**.

## View Layout

With a payroll open in tax year 2025/26, or without a payroll open and your computer date falls in tax year 2025/26, you can see the new layout under **Data\Import\View import layouts** then highlight the Import type **Employees**:

Import Type	Selected	Import Section	Compulsory
AEOs	<input checked="" type="checkbox"/>	Employee Details	<input checked="" type="checkbox"/>
Banks	<input checked="" type="checkbox"/>	Personal Details	<input type="checkbox"/>
Employee Spine	<input checked="" type="checkbox"/>	Employment Details	<input type="checkbox"/>
▶ Employees	<input checked="" type="checkbox"/>	Analysis Groups	<input type="checkbox"/>
Employer Spine	<input checked="" type="checkbox"/>	NI Settings	<input type="checkbox"/>
Extra Details	<input checked="" type="checkbox"/>	Tax Settings	<input type="checkbox"/>
Holiday Pay Run	<input checked="" type="checkbox"/>	Payment Details	<input type="checkbox"/>
Holiday Scheme	<input type="checkbox"/>	Bank Details	<input type="checkbox"/>
Override Results	<input type="checkbox"/>	YTD Figures	<input type="checkbox"/>
P11D Cars	<input type="checkbox"/>	BF NIC Figures	<input type="checkbox"/>
P11D Employees	<input type="checkbox"/>	Student Loan Details	<input type="checkbox"/>
P11D Expenses	<input type="checkbox"/>	ePayslips Details	<input type="checkbox"/>
Pay Rates	<input type="checkbox"/>	Expat Details	<input type="checkbox"/>
Pay Run	<input type="checkbox"/>	Miscellaneous	<input type="checkbox"/>
Payrolled Cars	<input type="checkbox"/>	CIS Details	<input type="checkbox"/>
Pensions	<input type="checkbox"/>	CIS Verification Details	<input type="checkbox"/>
Split Net Pay	<input type="checkbox"/>	Pension Duty Details	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	Real Time Information	<input type="checkbox"/>
	<input type="checkbox"/>	P45(3)	<input type="checkbox"/>
	<input type="checkbox"/>	P46	<input type="checkbox"/>
	<input type="checkbox"/>	P46(Pen)	<input type="checkbox"/>
	<input type="checkbox"/>	P46(Expat)	<input type="checkbox"/>
	<input type="checkbox"/>	AE BFwd	<input type="checkbox"/>
	<input type="checkbox"/>	BF Class 1A NICs	<input type="checkbox"/>
	<input type="checkbox"/>	Postgraduate Loan	<input type="checkbox"/>

The import sections that have changed are as follows, see the highlighted rows:

## NI Settings:

Code	Section	Description	Type	Length	Required	Comment
J 10	Personal Details	Postcode	Text	9	No	
K 11	Personal Details	Country	Text	25	No	
L 12	Personal Details	Marital Status	Text	1	Default	"U"Unknown, "S"Single, "M"Married, "D"Divorced, "W"Widowed, or "C"Civil Partnership. If blank then the default is Unknown.
M 13	Personal Details	Date Of Birth	Date	1	No	Required for new employees or NI number is blank.
N 14	Employment Details	Employment Status	Text	1	Default	"E"Employee, "H"Higher Paid, "C"Cum Director, "N"Non-Cum Director. If blank then the default is Employee.
O 15	Employment Details	Start Date	Date	1	No	
P 16	Employment Details	Leave Date	Date	1	No	
Q 17	Employment Details	Leaver	Text	1	Default	"Y"yes or "N"no. If blank the default is No.
R 18	Employment Details	P45(1) Internet Filing Required	Text	1	Default	"Y"yes or "N"no. If blank ignored.
S 19	Employment Details	Directorship Start Date	Date	1	Default	Only required if employee is a director.
T 20	NI Settings	NI Number	Text	9	No	Must be in the format A999999A. Required for new employees or if date of birth is blank.
U 21	NI Settings	NI Letter	Text	1	Default	"A", "B", "C", "D", "E", "F", "G", "H", "I", "J", "K", "L", "M", "N", "P", "Q", "R", "S", "T", "V", "W", "X", "Y", "Z", "X". If blank the default is A or M depending on the employee's age. For sub-contractors only letter X will be accepted.
V 22	NI Settings	Working in a Freeport	Text	1	No	"Y"yes or "N"no. Only imported for NI Letters M, Z, H, V, R, T, W, G, Q, Y and P. Will automatically be set as Yes for NI Letters F, I, S and L.
W 23	NI Settings	Working in an Investment Zone	Text	1	No	"Y"yes or "N"no. Only imported for NI Letters M, Z, H, V, R, T, W, G, Q, Y and P. Will automatically be set as Yes for NI Letters N, E, K and D.
X 24	NI Settings	Workplace Postcode	Text	9	Depends	Must be completed for Freeport and Investment Zone NI Letters
Y 25	NI Settings	Veterans First Civilian Employment	Date	1	Depends	Must be completed for NI Letters
Z 26	Tax Settings	Tax Code	Text	6	Default	Must be a valid tax code. If invalid or blank the emergency code "E" will be used. For sub-contractors only NT will be accepted.
AA 27	Tax Settings	Week1Month1	Text	1	Default	"Y"yes or "N"no. If blank the default is No. For sub-contractors only No will be accepted.
AB 28	Tax Settings	Change Type	Text	10	No	"UNKNOWN", "UPLEFT", "PAPERPS", "PAPERPS", "P45", "P45", "HARRC", "DPSPS", "DPSPS", "P45(Pay)", "P45(Expat)". If blank then the default is "UNKNOWN".
AC 29	Payment Details	Frequency	Numeric	1	Default	Number of payments per annum (e.g. 12=Monthly, 52=Weekly). If blank the default is the first available frequency in the payroll.
AD 30	Payment Details	Pay Method	Text	6	Default	"BACS", "GIRO", "CHEQUE", "CASH". If blank the default is the first available method in the payroll.
AE 31	Real Time Informa.	Passport Number	Text	35	No	Passport number
AF 32	Real Time Informa.	Starting Declaration	Text	1	Default	"N"one made. This is my "F"irst job since 6th April. This is my "O"ther job or I have "A"nother job or pension. If blank the default is None made.
AG 33	Real Time Informa.	Irregular Employment	Text	1	No	"Y"yes or "N"no. If blank the default is No.
AH 34	Real Time Informa.	Omit from RTI	Text	1	No	"Y"yes or "N"no. If blank the default is No.
AI 35	Real Time Informa.	Payment to a Non-Individual	Text	1	No	"Y"yes or "N"no. If blank the default is No.

## BF NIC Figures:

Column	No	Section	Description	Type	Length	Required	Comment
Y	25	NI Settings	Veteran's First Civilian Empl.	Date		Depends	Must be completed for NI Letter Y
Z	26	Tax Settings	Tax Code	Text	6	Default	Must be a valid tax code. If invalid or blank the emergency code 'E' will be used. For sub-contractors only 'NT' will be accepted.
AA	27	Tax Settings	Week 1 Month 1	Text	1	Default	'Yes' or 'No'. If blank the default is No. For sub-contractors only No will be accepted.
AB	28	Tax Settings	Change Type	Text	10	No	'UNKNOWN', 'UPLIFT', 'PAPERP', 'PAPERPF', 'P453', 'P45', 'HMRC', 'DPSPF', 'DPSPF', 'P46(Pen)', 'P46(Expat)'. If blank then the default is 'UNKNOWN'
AC	29	Payment Details	Frequency	Numeric		Default	Number of payments per annum (e.g. 12=Monthly, 52=Weekly). If blank the default is the first available frequency in the payroll.
AD	30	Payment Details	Pay Method	Text	6	Default	'BACS', 'GIRO', 'CHEQUE', 'CASH'. If blank the default is the first available method in the payroll.
AE	31	BF NIC Figures	BF NI Letter	Text	1	Default	'A', 'B', 'C', 'D', 'E', 'F', 'G', 'H', 'I', 'J', 'K', 'L', 'M', 'N', 'P', 'Q', 'R', 'S', 'T', 'U', 'V', 'W', 'X'. If invalid or blank all subsequent fields will be ignored and left unprocessed.
AF	32	BF NIC Figures	BF NI Calculation Basis	Text	1	Default	'Employee', 'Cum Director', 'Non-Cum Director'. If blank then the default is Employee.
AG	33	BF NIC Figures	BF NI Total Earnings	Numeric		No	If blank it will be populated with the total of all the BF NI Earnings bands. If completed it will be validated against the total of all the BF NI Earnings bands.
AH	34	BF NIC Figures	BF NI Earnings To SET	Numeric		Depends	If blank the default for new records is 0 else it is ignored.
AI	35	BF NIC Figures	BF NI Earnings To LEL	Numeric		Depends	If blank the default for new records is 0 else it is ignored.
AJ	36	BF NIC Figures	BF NI Earnings To PET	Numeric		Depends	If blank the default for new records is 0 else it is ignored.
AK	37	BF NIC Figures	BF NI Earnings To FUST	Numeric		Depends	If blank the default for new records is 0 else it is ignored.
AL	38	BF NIC Figures	BF NI Earnings To UST	Numeric		Depends	If blank the default for new records is 0 else it is ignored.
AM	39	BF NIC Figures	BF NI Earnings Above UEL	Numeric		Depends	If blank the default for new records is 0 else it is ignored.
AN	40	BF NIC Figures	BF Es NI Contributions P11	Numeric		Depends	If blank the default for new records is 0 else it is ignored.
AO	41	BF NIC Figures	BF Es NI Contributions P2	Numeric		Depends	If blank the default for new records is 0 else it is ignored.
AP	42	BF NIC Figures	BF Er NI Contributions	Numeric		Depends	If blank the default for new records is 0 else it is ignored.
AQ	43	Real Time Infor.	Passport Number	Text	35	No	Passport number
AR	44	Real Time Infor.	Starting Declaration	Text	1	Default	'None made. This is my 'F' first job since 6th April. This is my 'O' only job or I have 'A' another job or pension. If blank the default is None made.
AS	45	Real Time Infor.	Irregular Employment	Text	1	No	'Yes' or 'No'. If blank the default is No
AT	46	Real Time Infor.	Omit from RTI	Text	1	No	'Yes' or 'No'. If blank the default is No

## Predefined Queries

Under Utilities\Query Manager you can see new Predefined Queries called **Employee Import Information (2025)** and **NIC Year To Date Balances Information (2025)**:

Predefined Queries :	Predefined Queries :
Run Edit	Run Edit
Employee Import Information (2015)	Last payroll run date
Employee Import Information (2016)	NIC Year To Date Balances Information (2008)
Employee Import Information (2019)	NIC Year To Date Balances Information (2009)
Employee Import Information (2020)	NIC Year To Date Balances Information (2011)
Employee Import Information (2021)	NIC Year To Date Balances Information (2015)
Employee Import Information (2022)	NIC Year To Date Balances Information (2016)
Employee Import Information (2024)	NIC Year To Date Balances Information (2019)
Employee Import Information (2025)	NIC Year To Date Balances Information (2022)
Employee Spine Import (2013)	NIC Year To Date Balances Information (2025)
Employee Split Net Pay Import	Override Pay Run (2015)
Employees not paid for over 3 months as of today	Override Pay Run (2016)
Employer Pay Spine Import (2013)	Override Pay Run (2019)
EOY P35 Check For Manual Adjustments (2009)	Override Pay Run (2021)
EOY P35 Check For Manual Adjustments (2010)	Override Pay Run (2022)
Holiday Pay Run	Override Pay Run (2025)
Last payroll run date	P11D Cars Import Information

The queries are designed to be used from tax year 2025/26 for the Employee Import.

## Employee Import Wizard

### Wizard

When using the **Fixed** import layout under the **Import Layout** screen you will see the changes:

Selected	Import Section	Compulsory
<input checked="" type="checkbox"/>	Employee Details	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Personal Details	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Employment Details	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Analysis Groups	<input type="checkbox"/>
<input checked="" type="checkbox"/>	NI Settings	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Tax Settings	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Payment Details	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Bank Details	<input type="checkbox"/>
<input checked="" type="checkbox"/>	YTD Figures	<input type="checkbox"/>
<input checked="" type="checkbox"/>	BF NIC Figures	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Student Loan Details	<input type="checkbox"/>
<input checked="" type="checkbox"/>	ePayslips Details	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Expat Details	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Miscellaneous	<input type="checkbox"/>
<input type="checkbox"/>	CIS Details	<input type="checkbox"/>
<input type="checkbox"/>	CIS Verification Details	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Pension Duty Details	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Real Time Information	<input type="checkbox"/>
<input checked="" type="checkbox"/>	P45(3)	<input type="checkbox"/>
<input checked="" type="checkbox"/>	P46	<input type="checkbox"/>
<input checked="" type="checkbox"/>	P46(Pen)	<input type="checkbox"/>
<input checked="" type="checkbox"/>	P46(Expat)	<input type="checkbox"/>
<input type="checkbox"/>	AE BFwd	<input type="checkbox"/>
<input checked="" type="checkbox"/>	BF Class 1A NICs	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Postgraduate Loan	<input type="checkbox"/>

Right click on the grid and select **View Layout** will show the changes to the existing sections **NI Settings** and **BF NIC Figures**.

### Validations

When importing employees either using Fixed or Import Mappings, validation has been added for the Workplace Postcode, which must be completed if an employee has a Freeport or Investment Zone NI letter under the sections NI Settings and/or BF NIC Figures.

### Custom Import Mappings

With a payroll open in tax year 2025/26, or without a data file open and your computers date falls in tax year 2025/26, within the custom mappings screen accessed via **Admin\Import Mappings\Import Mappings\Employees** using either **Edit** or **Add**, you will see the changes to the existing sections **NI Settings** and **BF NIC Figures**:

Import Section	Column	Column Type	Req for Add	Req for Amend	Column Mapping
NI Settings	NI Number	Text	Yes	No	
NI Settings	NI Letter	Text	Yes	No	
NI Settings	Working in a Freeport	Text	No	No	
NI Settings	Working in an Investment...	Text	No	No	
NI Settings	Workplace Postcode	Text	Depends	Depends	
NI Settings	Veteran's First Civilian Em.	Date	No	No	

**ab** Update Import Mapping Column

Column :

Description :

Column type :

Required for add :

Required for amend :

Column mapping type :

Mapping column :

Record identifier :

And the **BF NIC Figures** section:

**ab** Update Import Mapping Columns

Import Section	Column	Column Type	Req for Add	Req for Amend	Column Mapping
Employee Details	▶ <b>BF NI Letter</b>	<b>Text</b>	<b>No</b>	<b>No</b>	
Personal Details	BF NI Calculation Basis	Text	No	No	
Employment Details	BF NI Total Earnings	Numeric	No	No	
Analysis Groups	BF NI Earnings To LEL	Numeric	No	No	
NI Settings	BF NI Earnings To SET	Numeric	No	No	
Tax Settings	BF NI Earnings To PET	Numeric	No	No	
Payment Details	BF NI Earnings To FUST	Numeric	No	No	
Bank Details	BF NI Earnings To UST	Numeric	No	No	
YTD Figures	BF NI Earnings Above UEL	Numeric	No	No	
▶ <b>BF NIC Figures</b>	BF Ee NI Contributions Pt1	Numeric	No	No	
Student Loan Details	BF Ee NI Contributions Pt2	Numeric	No	No	
ePayslips Details	BF Er NI Contributions	Numeric	No	No	
Expat Details					
Miscellaneous					
CIS Details					
CIS Verification Details					

**ab** Update Import Mapping Columns

Import Section	Column	Column Type	Req for Add	Req for Amend	Column Mapping
Employee Details	▶ <b>BF NI Letter</b>	<b>Text</b>	<b>No</b>	<b>No</b>	
Personal Details	BF NI Calculation Basis	Text	No	No	
Employment Details	BF NI Total Earnings	Numeric	No	No	
Analysis Groups	BF NI Earnings To SET	Numeric	No	No	
NI Settings	BF NI Earnings To LEL	Numeric	No	No	
Tax Settings	BF NI Earnings To PET	Numeric	No	No	
Payment Details	BF NI Earnings To FUST	Numeric	No	No	
Bank Details	BF NI Earnings To UST	Numeric	No	No	
YTD Figures	BF NI Earnings Above UEL	Numeric	No	No	
▶ <b>BF NIC Figures</b>	BF Ee NI Contributions Pt1	Numeric	No	No	
Student Loan Details	BF Ee NI Contributions Pt2	Numeric	No	No	
ePayslips Details	BF Er NI Contributions	Numeric	No	No	
Expat Details					
Miscellaneous					
CIS Details					
CIS Verification Details					

**Important Notes:**

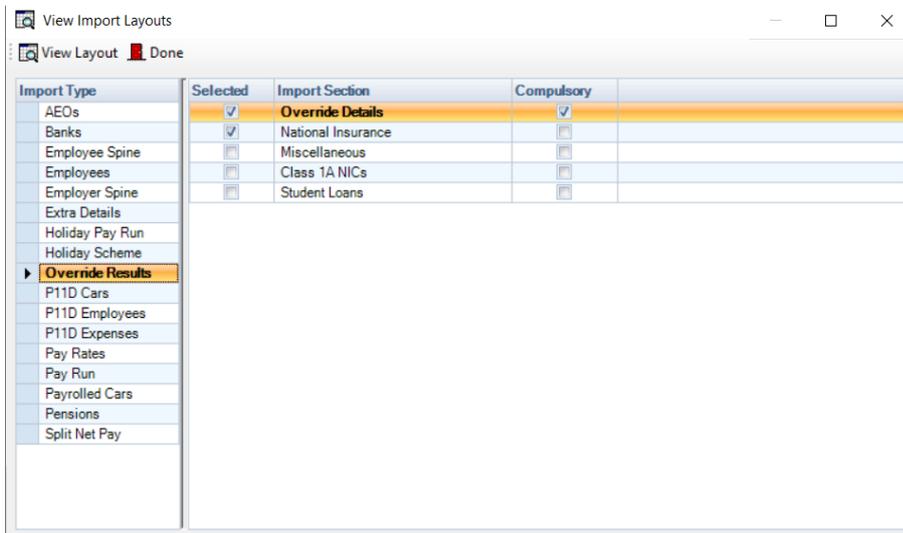
- Any existing custom import mappings will need to be updated to include Workplace Postcode before any Freeport or Investment Zone NI Letters can be import in tax year 2025/26.

## Override Results Import

For tax year 2025/26, changes have been made to the National Insurance section so that the **To SET** is before **To LEL**.

### View Layout

With a payroll open in tax year 2025/26, or without a payroll open and your computers date falls in tax year 2025/26, go to **Data\Import\View import layouts** then highlight the Import type **Override Results**:

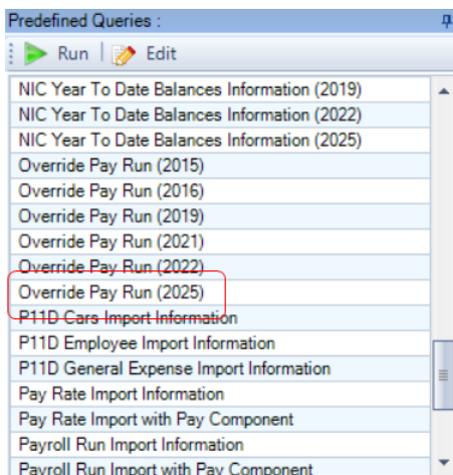


Under the **National Insurance** section, you will see the column **To SET** is before the column **To LEL**:

Column	No	Section	Description	Type	Length	Required	Comment
A	1	Override Details	Employee ID	Numeric		Yes	Employee to update
B	2	Override Details	Surname	Text	35	No	Employee Surname
C	3	National Insurance	NI Letter	Text	1	Default	"A","B","C","D","E","F","G","H","I","J","K","L","M","N","P","Q","R","S","T","V","W","Y","Z", must match an NI record included in the open run, if b
D	4	National Insurance	Total Earnings	Numeric		Default	If blank ignore.
E	5	National Insurance	To SET	Numeric		Default	If blank ignore.
F	6	National Insurance	To LEL	Numeric		Default	If blank ignore.
G	7	National Insurance	To PET	Numeric		Default	If blank ignore.
H	8	National Insurance	To FUST	Numeric		Default	If blank ignore.
I	9	National Insurance	To UST	Numeric		Default	If blank ignore.
J	10	National Insurance	Above UEL	Numeric		Default	If blank ignore.
K	11	National Insurance	Ee Cont Pt 1	Numeric		Default	If blank ignore.
L	12	National Insurance	Ee Cont Pt 2	Numeric		Default	If blank ignore.
M	13	National Insurance	Er Cont	Numeric		Default	If blank ignore.

### Predefined Query

Under **Utilities\Query Manager** you can see new Predefined Queries called **Override Pay Run (2025)**:



## Override Import Wizard

### Wizard

When using the **Fixed** import layout under the **Import Layout** screen you will see the changes:

Selected	Import Section	Compulsory
<input checked="" type="checkbox"/>	<b>Override Details</b>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	National Insurance	<input type="checkbox"/>
<input type="checkbox"/>	Miscellaneous	<input type="checkbox"/>
<input type="checkbox"/>	Class 1A NICs	<input type="checkbox"/>
<input type="checkbox"/>	Student Loans	<input type="checkbox"/>

Right click on the grid and select **View Layout** will show the changes to the existing section **National Insurance**.

### Custom Mapping

With a payroll open in tax year 2025/26, or without a data file open and your computers date falls in tax year 2025/26, within the custom mappings screen accessed via **Admin\Import Mappings\Import Mappings\Override Results** using either **Edit** or **Add**, you will see the changes to the existing section **National Insurance**:

Import Section	Column	Column Type	Req for Add	Req for Amend	Column Mapping
Override Details	NI Letter	Text	NA	Depends	
National Insurance	Total Earnings	Numeric	NA	No	
	To SET	Numeric	NA	No	
	To LEL	Numeric	NA	No	
	To PET	Numeric	NA	No	
	To FUST	Numeric	NA	No	
	To UST	Numeric	NA	No	
	Above UEL	Numeric	NA	No	
	Ee Cont Pt 1	Numeric	NA	No	
	Ee Cont Pt 2	Numeric	NA	No	
	Er Cont	Numeric	NA	No	

## Closing the Tax Year – 2024/25

### Deferment NI Letters

When closing the tax year 2024/25 the Deferment NI Letters tab will include employees where their NI Letter is D or Q or P, in addition to the NI Letters J, Z and L.



The NI Letters will show the New NI Letter as the standard equivalent letter:

- NI Letter J will revert to NI Letter A
- NI Letter Z will revert to NI Letter M
- NI Letter L will revert to NI Letter F
- NI Letter D will revert to NI Letter N
- NI Letter P will revert to NI Letter Y
- NI Letter Q will revert to NI Letter R

This screen allows you to choose a Deferment NI Letter if you have already received the Deferment Certificate, using the drop down under New NI Letter select the NI Letter.

The list of New NI Letters only includes those available in the new tax year and based on the NI Letters allowed set under Employer\NI tab, excluded from the list is NI Letter V as it requires the Veterans first civilian employment date to be completed.

The New NI Letter selected is validated for each employee using their date of birth, start date, gender, marital status and the first day of the new tax year. For Investment Zone NI Letters this also checks that on the 6th April of the new tax year, their Start Date is less than 36 months from the start date to 6th April of the new tax year. For Mariner NI Letters this also checks the employee status, as these NI Letters are not applicable to Non Cum or Cum Directors.

### End of Year Checker

Validation has been added for Mariner and Investment Zone NI Letters, in the same manner as the existing equivalent NI Letters:

- Employee NI contributions YTD must be zero for State pension age NI Letters
- Valid combination of Deferment NI Letters is shown as non-fatal
- Invalid combinations of Deferment NI Letters are shown as fatal

### Real Time Information

#### NINO Verification Request

There are no changes to the schema this year.

## DPS Notifications

### Standard

There are no changes to these downloads for tax year 2025/26.

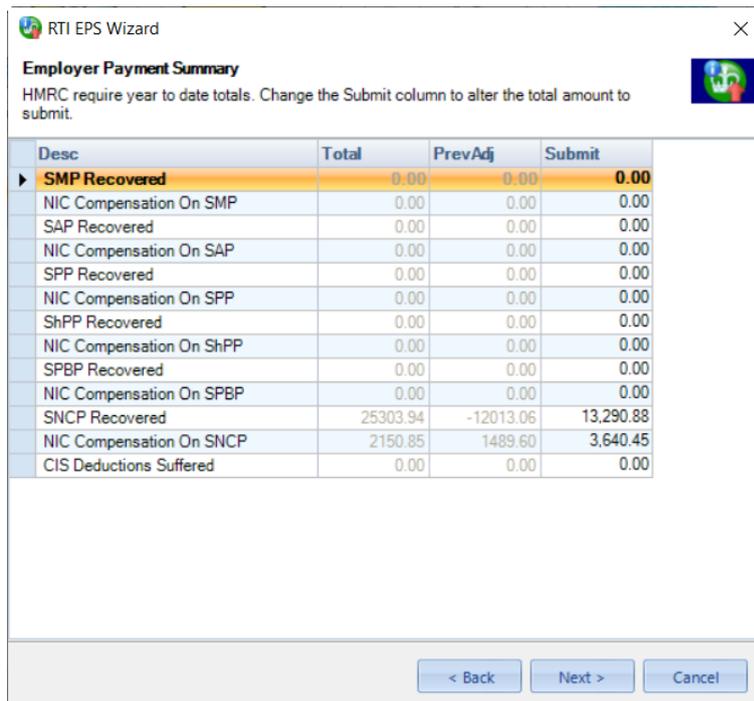
### CIS

There are no changes to the existing downloads for CIS notifications.

## Employer Payment Summary

There is a new schema in place for tax year 2025/26.

When creating an EPS submission for tax year 2025/26, there are new fields for Statutory Neonatal Care Recovery and Compensation:



Desc	Total	PrevAdj	Submit
<b>SMP Recovered</b>	0.00	0.00	<b>0.00</b>
NIC Compensation On SMP	0.00	0.00	0.00
SAP Recovered	0.00	0.00	0.00
NIC Compensation On SAP	0.00	0.00	0.00
SPP Recovered	0.00	0.00	0.00
NIC Compensation On SPP	0.00	0.00	0.00
ShPP Recovered	0.00	0.00	0.00
NIC Compensation On ShPP	0.00	0.00	0.00
SPBP Recovered	0.00	0.00	0.00
NIC Compensation On SPBP	0.00	0.00	0.00
SNCP Recovered	25303.94	-12013.06	13,290.88
NIC Compensation On SNCP	2150.85	1489.60	3,640.45
CIS Deductions Suffered	0.00	0.00	0.00

## Full Payment Submission

As usual, there is a new schema in place for tax year 2025/26.

There are several new fields to be included in the submission:

- Pension Commencement Excess Lump Sum
- Stand Alone Lump Sum
- Statutory Neonatal Care Pay YTD
- Employees Workplace Postcode

HMRC have changed the FPS Schema validation, no changes required to IPP as this validation is already implemented:

- NI Letter B, E, I or T – employees date of birth must be before 6<sup>th</sup> April 1961

## Full Payment Submission Year To Date

There is no new schema for tax year 2024/25, it will use the existing FPS schema for 2024/25.

When creating an FPS YTD for tax year 2024/25, the NI Letters available to add will include Freeport, Investment Zone and Mariners based on whether they are enabled under Employer\National Insurance tab. Validation will be performed in the same manner as equivalent existing NI Letters using the employees date of birth, start date, gender, marital status etc.

## Pay Date

From this release you can change the Pay Date which automatically updates the Period number, the Pay Date must be the same pay date or later than the one submitted in the employees last successful FPS or FPS YTD for the tax year selected.

## P60's

IPP has been updated to produce P60s for tax year 2024/25, new reports have been added.

## P60 Substitute forms

For tax year 2024/25, the P60 substitute forms have been updated to meet the HMRC's specification RD1 P60 guidance, for the following:

- Report PAP60P25\PSP60P25
- myePayWindow eP60s

## HR P60 Export

This facility has been updated to export the P60 information for tax year 2024/25.

## Custom Reporting

A new P60 template has been added for tax year 2024/25, called **Template\_Year\_End\_P60\_2024\_2025.report**.

We have removed the P60 template for 2016/17, called **Template\_Year\_End\_P60\_2016\_2017.report**.

## Standard Report Changes

Report	Status	Type	Description
PAEP6025\PSEP6025	New	Year End	New P60 report for 2024/25.
PAKP6025\PSKP6025	New	Year End	New P60 report for 2024/25.
PAMP6025\PSMP6025	New	Year End	New P60 report for 2024/25.
PAP14P25\PSP14P25	New	Year End	New P60 report for 2024/25.
PAP60H25\PSP60H25	New	Year End	New P60 report for 2024/25.
PAP60P25\PSP60P25	New	Year End	New P60 report for 2024/25.
PAP60ER\PSP60ER	Amended	Year End	Updated for 2024/25.
PAEP6018\PSEP6018	Deleted	Year End	Prolog P60 format for 2017/18
PAKP6018\PSKP6018	Deleted	Year End	Prolog P60 format for 2017/18
PAMP6018\PSMP6018	Deleted	Year End	Master Mailer P60 format for 2017/18

Report	Status	Type	Description
PAP14P18\PSP14P18	Deleted	Year End	P14/P60 Laser for 2017/18
PAP60H18\PSP60H18	Deleted	Year End	P60 format for 2017/18
PAP60P18\PSP60P18	Deleted	Year End	HMRC Approved P60 format for 2017/18

## Bureau Management System (BMS) - Billing

Neonatal (SNCP) has been added to the **Price list** for **Payroll Run**.

These changes effect the following:

- Price lists
- Draft bills
- Final bills
- Quotes

Grids have also been updated for these areas to include a column for Neonatal.

### Price Lists

#### Price Lists – Payroll Run

The screenshot shows a software window titled "New Price List - Payroll run price list". At the top, there are buttons for "Print", "OK", and "Cancel". Below that is a "Price list" section with a "Name:" text box and a "Bill quoted fee" checkbox. The "Rates" section contains a grid of input fields for various categories: Starter (0.00), Maternity (0.00), AEM Notice (0.00), Leaver (0.00), Paternity (0.00), AEM Feed (0.00), Adoption (0.00), Shared Parental (0.00), Sick (0.00), Bereavement (0.00), and Neonatal (0.00). The "Bands" section has two tabs: "Payslips" (selected) and "ePayslips". Under "Payslips", there is a "Max on bands" checkbox and a table with columns "Count from" and "Rate". The "Elements" section has a table with columns "Type" and "Rate".

For existing and new price lists you can enter the rate for Neonatal.



## Client Price List

67761 SNCP Payslip TP And YTD - Payroll run price list

Print OK Cancel

Details Time recorded Draft bills Deleted draft bills

**Details**

Employer : 67761 SNCP Payslip TP And YTD  
 Frequency: Fortnightly  
 Price list : Standard  
 Billing group :   
 Quoted fee : 0.00  Bill quoted fee

**Rates**

	Price rate	Override rate		Price rate	Override rate
Starter :	15.55		Bereavement :	12.22	
Leaver :	14.44		Neonatal :	7.77	
Maternity :	11.11		Sick :	4.44	
Paternity :	9.99		AEM Notice :	6.66	
Shared Parental :	8.88		AEM Feed :	5.55	
Adoption :	13.33				

**Bands**

Payslips ePayslips

Max on bands

Count	Rate
From	Price List
0	5.00
50	4.00
100	3.00
200	2.00

**Elements**

Bill	Rate
Element	Optional
Price List	Include
Override	
Extra	10.00

Under **Billing\Client price lists** when you edit a Client under the Rates section there is a row for Neonatal which shows the Price rate entered under the selected Price List and you can enter an Override rate.

## Draft Bills

### Create Draft Bills Wizard

Draft billing wizard

**Draft bills**  
 This screen displays the draft bill details for each client and payroll run date.

Shared Parental		Bereavement		Neonatal		Sick		AEM Notices	
Count	Amount	Count	Amount	Count	Amount	Count	Amount	Count	Amount
3.00	0	0.00	0	0.00	12	93.24	0	0.00	0
0.00	0	0.00	0	0.00	12	93.24	0	0.00	0
0.00	0	0.00	0	0.00	12	93.24	0	0.00	0
0.00	0	0.00	0	0.00	3	23.31	0	0.00	0
0.00	0	0.00	0	0.00	3	23.31	0	0.00	0
0.00	0	0.00	0	0.00	3	23.31	0	0.00	0
0.00	0	0.00	0	0.00	12	93.24	0	0.00	0
0.00	0	0.00	0	0.00	12	93.24	0	0.00	0
0.00	0	0.00	0	0.00	12	93.24	0	0.00	0
0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
6.66	4	35.52	2	24.44	2	15.54	1	4.44	0

< Back Next > Cancel

Under the **Draft bills** page of the **Create Draft Bills** wizard you will see two columns called Count and Amount for Neonatal.

## Draft Bills

### View

Billing - Draft bills																
Back Reference: "4", Frequency: Fortnightly, Created: 28/11/24 11:48																
Category	Adoption		Shared Parental		Bereavement		Neonatal		Sick		AEM Notices		AEM Feeds		Totals	
Count	Amount	Count	Amount	Count	Amount	Count	Amount	Count	Amount	Count	Amount	Count	Amount	Count	Amount	Quoted
0	0.00	0	0.00	0	0.00	0	0.00	12	93.24	0	0.00	0	0.00	0	0.00	0.00
0	0.00	0	0.00	0	0.00	0	0.00	12	93.24	0	0.00	0	0.00	0	0.00	0.00
0	0.00	0	0.00	0	0.00	0	0.00	3	23.31	0	0.00	0	0.00	0	0.00	0.00
0	0.00	0	0.00	0	0.00	0	0.00	3	23.31	0	0.00	0	0.00	0	0.00	0.00
0	0.00	0	0.00	0	0.00	0	0.00	3	23.31	0	0.00	0	0.00	0	0.00	0.00
0	0.00	0	0.00	0	0.00	0	0.00	12	93.24	0	0.00	0	0.00	0	0.00	0.00
0	0.00	0	0.00	0	0.00	0	0.00	12	93.24	0	0.00	0	0.00	0	0.00	0.00
0	0.00	0	0.00	0	0.00	0	0.00	12	93.24	0	0.00	0	0.00	0	0.00	0.00
0	0.00	0	0.00	0	0.00	0	0.00	12	93.24	0	0.00	0	0.00	0	0.00	0.00
																571.49

When viewing a draft bill under **Billing\Draft Bills** you will see two columns called Count and Amount for Neonatal.

### Edit

Edit Draft Bill - 68456 SNCP Pay Gap Extract, Fortnightly, 18/04/2025

OK Cancel

#### Rates

	Price rate	Override rate	Count	Override count	Amount	Override amount
Starter :	15.55		15		233.25	
Leaver :	14.44		0		0.00	
Maternity :	11.11		0		0.00	
Paternity :	9.99		0		0.00	
Shared Parental :	8.88		0		0.00	
Adoption :	13.33		0		0.00	
Bereavement :	12.22		0		0.00	
Neonatal :	7.77		12		93.24	
Sick :	4.44		0		0.00	
AEM Notice :	6.66		0		0.00	
AEM Feed :	5.55		0		0.00	

#### Payslips

	Price rate	Override rate	Count	Override count	Amount	Override amount
Payslips :	16.33		15		245.00	
ePayslips :	0.00		0		0.00	

#### Elements

Element name	Amount	Override amount

When you edit a Draft Bill under the Rates section there is a row for Neonatal where you can enter an Override Rate or Override Count.

## Client Price List

### Draft Bills

68456 SNCP Pay Gap Extract - Payroll run price list

Export to Excel Print preview OK Cancel

Details Time recorded Draft bills Deleted draft bills

Shared Parental		Bereavement		Neonatal		
Amount	Count	Amount	Count	Amount	Count	
0.00	0	0.00	0	0.00	12	93.24
0.00	0	0.00	0	0.00	12	93.24
0.00	0	0.00	0	0.00	12	93.24

When viewing a draft bill under **Billing\Client Price Lists\Draft Bills** you will see two columns called Count and Amount for Neonatal.

### Deleted Draft Bills

68456 SNCP Pay Gap Extract - Payroll run price list

Export to Excel Print preview OK Cancel

Details Time recorded Draft bills Deleted draft bills

Shared Parental		Bereavement		Neonatal		Sick	
Count	Amount	Count	Amount	Count	Amount	Count	Am
0.00	0	0.00	0	0.00	12	93.24	0
0.00	0	0.00	0	0.00	12	60.00	0
0.00	0	0.00	0	0.00	12	93.24	0
0.00	0	0.00	0	0.00	12	93.24	0
0.00	0	0.00	0	0.00	12	93.24	0
0.00	0	0.00	0	0.00	12	93.24	0

When viewing a deleted draft bill under **Billing\Client Price Lists\Deleted Draft Bills** you will see two columns called Count and Amount for Neonatal.

## Final Bills

### Create Final Bills Wizard

Final bill wizard

**Consolidated final bill**  
View consolidated final bill summary by client

Amount	Paternity		Adoption		Shared Parental		Bereavement		Neonatal		Sick	A	
	Count	Amount	Count	Amount	Count	Amount	Count	Amount	Count	Amount	Count		
0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	3	23.31	0
0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	3	23.31	0
0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	3	23.31	0
0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	12	93.24	0
0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	12	93.24	0
0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	12	93.24	0
0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	12	93.24	0
0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	12	93.24	0
0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	12	93.24	0
0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0

All draft bills selected have been checked.

< Back   Next >   Cancel

Under the Consolidated final bills page of the Create Final Bills wizard you will see two columns called Count and Amount for Neonatal.

### View

Final bill details - 67761 SNCP Payslip TP And YTD

Export to Excel   Print Preview   Exit

Drag a column header here to group by that column.

	Paternity		Adoption		Shared Parental		Bereavement		Neonatal		Sick	
	Count	Amount	Count	Amount	Count	Amount	Count	Amount	Count	Amount	Count	
0	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	3	23.31
0	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	3	23.31
0	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	3	23.31
Grand Summaries												
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	69.93		

When viewing a Final bills under **Billing\Final Bills** you will see two columns called Count and Amount for Neonatal.

## Quote

Payroll Quote

Save History Report Exit

**Details**

Prospect name :

Requested by : Maria Newson

Frequency : Weekly

**Price List**

Payroll run : Monthly

Year end : Year End

**Counts**

Average payslip count :  Average ePayslip count :

Starters :  Bereavement :

Leavers :  Neonatal :

Maternity :  Sick :

Paternity :  AEM Notices :

Adoption :  AEM Feeds :

Shared Parental :

Calculate Quote

**Quote**

Description	Employees	Rate	Pay Periods	Amount	Optional amount
				0.00	

When you want to generate a quote for a prospective Client, you can enter a Count for Neonatal.

Payroll Quote

Save History Report Exit

**Details**

Prospect name : Client Name

Requested by : Maria Newson

Frequency : Weekly

**Price List**

Payroll run : Standard

Year end : Year End

**Counts**

Average payslip count : 125 Average ePayslip count : 25

Starters : 1 Bereavement : 1

Leavers : 1 Neonatal : 5

Maternity : 2 Sick : 5

Paternity : 1 AEM Notices : 2

Adoption : 1 AEM Feeds : 2

Shared Parental : 1

Calculate Quote

**Quote**

Description	Employees	Rate	Pay periods	Amount	Optional amount
Starters	1	15.55		15.55	
Leavers	1	14.44		14.44	
Maternity	2	11.11		22.22	
Paternity	1	9.99		9.99	
Shared Parental	1	8.88		8.88	
Adoption	1	13.33		13.33	
Sick	5	4.44		22.20	
Bereavement	1	12.22		12.22	
Neonatal	5	7.77		38.85	
AEM Notice	2	6.66		13.32	
AEM Feeds	2	5.55		11.10	
Payslips (Top of band)	199	3.00	52	31,044.00	
				31,226.10	

When you select **Calculate Quote**, when a Count has been entered for Neonatal a row appears under Quote for Neonatal.

Prospect	Requested by	Created	Create by	Amount
Client Name	Your Name	08/03/2019	Maria Newson	4836.5000
Neonatal Quote	Maria Newson	14/11/2024	Maria Newson	14349.2000
Client Name	Maria Newson	27/11/2024	Maria Newson	31226.1000

Descr	EeCount	Rate	PayPeriods	Amount	OptionalAmount
Starters	1	15.5500		15.5500	
Leavers	1	14.4400		14.4400	
Maternity	2	11.1100		22.2200	
Paternity	1	9.9900		9.9900	
Shared Parental	1	8.8800		8.8800	
Adoption	1	13.3300		13.3300	
Sick	5	4.4400		22.2000	
Bereavement	1	12.2200		12.2200	
Neonatal	5	7.7700	52	38.8500	
AEM Notice	2	6.6600		13.3200	
AEM Feeds	2	5.5500		11.1000	
Payslips (Top of...	199	3.0000	52	31044.0000	
ePayslips	25	0.0000	52	0.0000	
Extra		10.0000			10.0000
PGOs	125	0.0000		0.0000	
ePGOs	25	0.0000		0.0000	

After saving a quote which includes Neonatal, when you select the History button the quote will show a row for Neonatal.

### Holidays

Under [Home\Holidays](#) the bank holidays for UK, England and Wales, Scotland and Northern Ireland have been updated up to and including 2026.

### Standard Report Changes

The following reports have been updated to include the new price list option Neonatal:

Report	Status	Type	Description
Client_Price_List	Amended	Price lists	Added Neonatal
Draft_Bill_Summary	Amended	Draft bills	Added Neonatal
Final_Bills	Amended	Final bills	Added Neonatal
Final_Bills_Export	Amended	Final bills	Added Neonatal
Final_Bills_Summary	Amended	Final bills	Added Neonatal
Quote	Amended	Quotes	Added Neonatal

### New Fields for Reporting

Database	Table	Field Name
T2Data	tblBMSBillingMatricies	PerSNCP
T2Data	tblBMSBillingProcedureUnitRun	SNCPRate

Database	Table	Field Name
T2Data	tblBMSBillingProcedureUnitRun	SNCPCount
T2Data	tblBMSBillingProcedureUnitRun	SNCPAmount
T2Data	tblBMSBillingProcedureUnitRun_Deleted	SNCPRate
T2Data	tblBMSBillingProcedureUnitRun_Deleted	SNCPCount
T2Data	tblBMSBillingProcedureUnitRun_Deleted	SNCPAmount
T2Data	tblBMSBillingUnit	PerSNCP
T2Data	tblBMSQuote	SNCP

## P11D Module

In this release you can close the P11D year 2023/24, and process P11Ds for year 2024/25 including online submissions.

Remember HMRC no longer accept paper returns, the P11D and P11DB reports within the software are for internal use only and to provide employees with details of their benefits.

## P11D Submissions

New schema is in place for P11D year 2024/25.

## Standard Report Changes

Report	Status	Type	Description
PAP11D\PSP11D	Amended	P11D	P11D for P11D year 2024/25. Only includes calculated records. To provide information to employees only.
PAP11DB\PSP11DB	Amended	P11D	P11DB for P11D year 2024/25, for internal use only, added Signature block.
PAP11D24\PSP11D23	New	P11D	P11D for P11D year 2023/24. To be produced for P11D year 2023/24 only.

## Enhancements

### Nominal Export

Whilst implementing the changes for Neonatal, we have updated the screens for **Configuration**, **Nominal Codes** and **Export** screens.

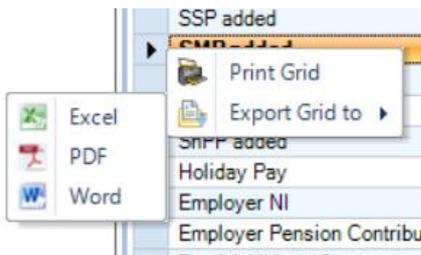
### Configuration

The Pay Spines tab is now a section under the Nominal Codes tab, this section only appears when Pay Spines have been set up in the payroll.

### Nominal Codes

Component	NomCode	Department over-ride nominal codes		
		Dept A	Dept B	Dept C
▶ <b>Grossed Up Tax This Run</b>	<b>a</b>			
Employee NI Paid by Employer	b			
Grossed up Student Loans	c			
Grossed up NI Reduction	d			
Grossed up Employee Contributions	e			
SSP added	f			
SMP added	g			
SAP	h			
SPP	i			
ShPP added	j			
Holiday Pay	k			
Employer NI	l			
Employer Pension Contributions	m			
Total Additions Components	n			
Benefits in Kind	o			
Spine Pay	p			
Spine Retro	q			
SPBP added	r			
SNCP added				
BIK (Car)	s			
BIK (Fuel)	t			
Employment Allowance	u			
Class 1A NI	v			
Apprenticeship Levy	w			

The options Review in Excel and Print Preview have been removed and replaced with the standard grid options shown when you right click:



## Export

NomCode	SubNomCode	EeRef	Employee	Dr	Cr	Description
<b>g</b>		<b>1</b>	<b>Smp. Before</b>		<b>920.15</b>	<b>SMP added</b>
x		1	Smp. Before		599.00	Tax
z		1	Smp. Before		252.57	Employee NI contributions
dd		1	Smp. Before		3,165.00	Net Pay
l		1	Smp. Before	482.38		Employer NI
ee		1	Smp. Before	482.38		Employer NI Control
m		1	Smp. Before	251.34		Employer Pension Contributions
ff		1	Smp. Before		251.34	Employer Pension Control
gg		1	Smp. Before		209.45	Employee Pension Contributions
n		1	Smp. Before		3,333.33	Total Additions Components
ii		1	Smp. Before		-0.04	Rounding
oo		1	Smp. Before		27.50	Employee Funded Holiday Schemes
qq		1	Smp. Before		920.15	SMP Recovered
vv		1	Smp. Before		27.60	SMP Compensation
zz		1	Smp. Before	947.75		HMRC
g		2	Smp. On		920.15	SMP added
x		2	Smp. On		653.66	Tax
z		2	Smp. On		252.57	Employee NI contributions
dd		2	Smp. On		3,152.00	Net Pay
l		2	Smp. On	482.38		Employer NI
ee		2	Smp. On		482.38	Employer NI Control
m		2	Smp. On	125.67		Employer Pension Contributions
ff		2	Smp. On		125.67	Employer Pension Control
gg		2	Smp. On		167.56	Employee Pension Contributions
n		2	Smp. On		3,333.33	Total Additions Components
ii		2	Smp. On		0.19	Rounding
oo		2	Smp. On		27.50	Employee Funded Holiday Schemes
qq		2	Smp. On		920.15	SMP Recovered
vv		2	Smp. On		27.60	SMP Compensation
				<b>110,799.46</b>	<b>110,799.46</b>	

The options Group column, Review in Excel and Print Preview have been removed and replaced with the standard grid options shown when you right click:

qq		1	Smp. B			
vv		1	Smp. B			
zz		1	Smp. B			
qq		1	Smp. B			
vv		2	Smp. O			
zz		2	Smp. O			
x		2	Smp. O			
z		2	Smp. O			
dd		2	Smp. O			

## P11D – Creating Submissions

Changes have been made to improve the speed of creating P11D submissions.

These changes will help those clients running large number of employees and benefits, who experienced intermittent issues when creating submissions.

## Technical Changes

### Microsoft Access Databases and Drivers

To enable us in a future release to upgrade the Microsoft Access version for databases and drivers, in this release we have made changes to the following:

- MCPGloss.mdb

Further changes will be implemented in future releases.

### Table Changes

#### MCPGLOSS.mdb

This database could be used for reporting and is used within the IPP application.

We are working on removing this data base.

In this release the following tables have been deleted from the MCPGLOSS.mdb, which means that if you use these within Custom reports they will need to be replaced with a formula.

- tblAbsence\_AutoPay\_ExactPeriod\_Type
- tblAbsence\_Default\_Other\_Type
- tblAbsence\_Payment\_Type
- tblAbsence\_Reject\_Reason\_Type
- tblAbsence\_SSP\_Status\_Type
- tblAbsence\_Stat\_Reject\_Reason\_Type
- tblAbsence\_Status\_Type
- tblAbsence\_Type
- tblAuditAction
- tblAuditDatabase
- tblAuditForm
- tblAuditForm\_Text
- tblAuditProcess
- tblAuditTable
- tblBIK\_Asset\_Type
- tblBIK\_Cars\_Fuel\_Type
- tblBIK\_Loan\_Calculation\_Method
- tblBIK\_Loan\_Transaction\_Type
- tblBIK\_Loan\_Type
- tblBIK\_Transferred\_Asset\_Type
- tblBIK\_Type
- tblComponentTypes
- tblGender\_Pay\_Gap\_Element\_Option\_Type
- tblGender\_Pay\_Gap\_Type
- tblINI\_Letter

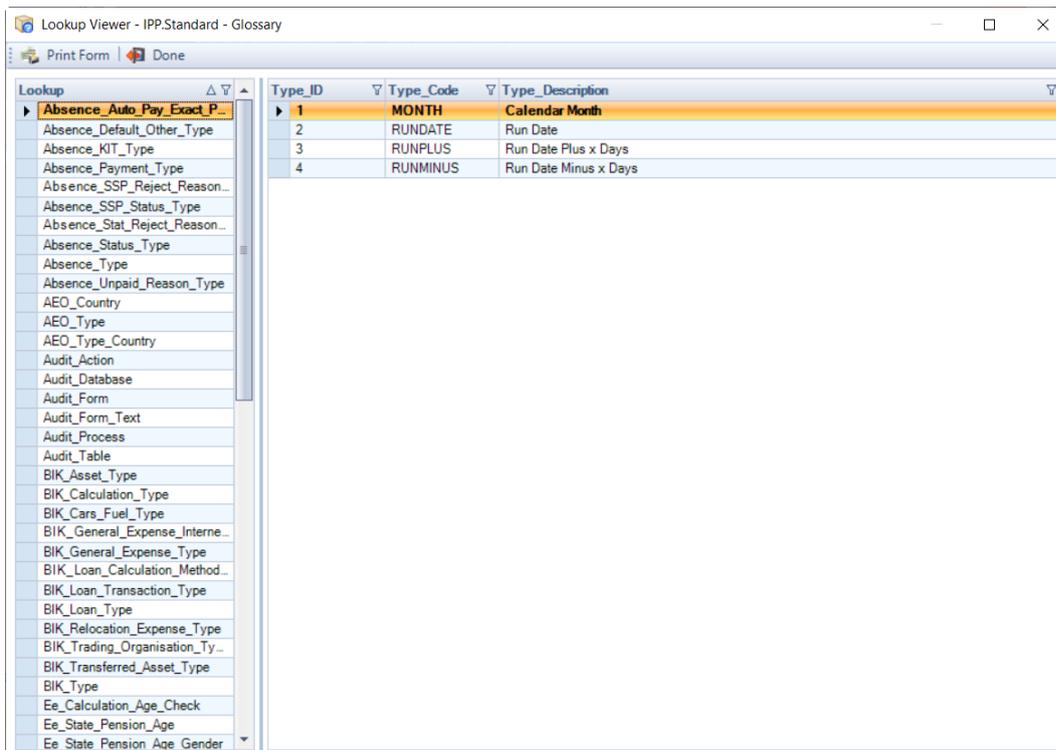
- tblPay\_Gap\_Category
- tblPay\_Gap\_Element\_Option\_Category
- tblPay\_Gap\_Component\_Type\_Category
- tblP11D\_Trading\_Organisation
- tblP11DDescriptions
- tblP11DExpenseTypes
- tblRelocation\_Expense\_Type

To see a glossary of the tables see the section Lookups.

## Lookups

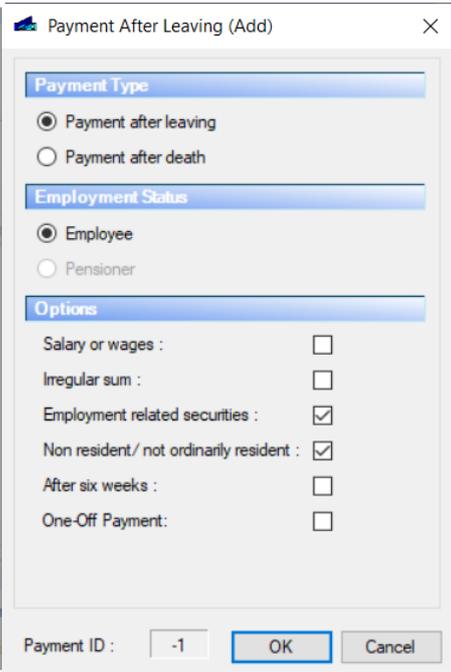


Under **Tables** select **Standard Glossary** under the **Lookups** section:



The tables removed from the MCPGLOSS that are still used in IPP are shown under the column Lookup, when you highlight a Lookup table the contents is shown on the right.

## Fixes

Web ID	Area	Description of bug
2024014	Auto Enrolment Module	If the payroll, AEM and Employees were set up before 2017 EOY release, including Pension scheme(s) allocated to PensionSync or PAPDIS feeds, you may experience an error generating the feeds - 'Object reference not set to an instance of an object.'
2023017	Calculations	<p>Payment After Leaving for Employment Related Securities - if an employer has been issued with a NT tax code for an employee who is a non resident or not ordinarily resident before leaving then the NT tax code should be used for the payment after leaving, currently OT tax code is operated.</p> <p>Added a setting called Non resident/ not ordinarily resident to Payment After Leaving screen. When Employment related securities has been selected, you can then select Non resident/ not ordinarily resident and if the employee's current tax code is NT this will be used for the Payment after leaving calculation.</p> 
2024007	Miscellaneous	Previous Years Leavers - When viewing an employee via Previous Years Leavers, if an employee has Include brought forward pension records enabled with a Pension Scheme selected under Enrolment Dates or Leave Dates section, when you select Edit to view the pension record, or select the Pension tab then select another tab such as Pay Components and click on Edit, a Save message appears and when you select OK an error occurs 'Object reference not set to an instance of an object'.

Web ID	Area	Description of bug
2024015	Auto Enrolment Module	Feeds - if an employee has a brought forward auto enrolment record for their current pension record, when the Feed is generated the Status is incorrect.
2019051	Miscellaneous	HR Export, Payslips - where a payroll has been transferred part way through the tax year, the fields for Niable Earnings TD and Ee Pension TD are only including values calculated through the program, therefore not including the brought forward values entered.
2024016	Calculations	Calcs - Gross Up and large cumulative K tax code - Where employee has Gross to Net and Gross Up being processed with the Gross to Net being calculated first and the employee has a large cumulative K tax code which means they hit the 50% tax restriction. The Gross up tax may be calculated incorrectly, higher than is due and therefore increases their net pay by more than the Gross up amount.
2024018	Calculations	Calculate All - Where an employee has Statutory Absence recorded and Other types of absence recorded within the statutory absence period start and end date, an error occurs when using calculate all - Object not set to an instance of an object.

## All Report Changes

Report	Status	Type	Description
Draft_Bill_Summary	Amended	Draft bills	Added Neonatal
PACONCRN\PSCONCRN	Amended	Employee	Added a row for SNCP this period, removed rows for ASPP
PACRN1\PSCRN1	Amended	Employee	Added SNCP ATG to Absence Pay column, removed ASPP
PACRNBD\PSCRNBD	Amended	Employee	Added SNCP ATG to Absence Pay column, removed ASPP
PACRNC\PSCRNC	Amended	Employee	Added SNCP ATG to Absence Pay column, removed ASPP
PACRND\PSCRND	Amended	Employee	Added SNCP ATG to Absence Pay column, removed ASPP
PACRNPM\PSCRNPM	Amended	Employee	Added SNCP ATG to Absence Pay column, removed ASPP
PACRNPPA\PSCRNPPA	Amended	Employee	From tax year 2025/26, changed to show NI bands To SET before To LEL
PACRNPS\PSCRNPS	Amended	Employee	Added SNCP ATG to Absence Pay column, removed ASPP
PACRNRC\PSCRNRC	Amended	Employee	Added absence type SNCP
PACRN3\PSCRN3	Amended	Employee	Added SNCP ATG to Absence Pay column, removed ASPP
PACRNT\PSCRNT	Amended	Employee	Added SNCP ATG to Absence Pay column, removed ASPP
PACRS690\PSCR690	Amended	Employee	Added SNCP ATG to Absence Pay column, removed ASPP
PADIRS\PSDIRS	Amended	Employee	From tax year 2025/26, changed to show NI bands To SET before To LEL
PAEEDETL\PSEEDETL	Amended	Employee	Added Workplace Postcode, under Absence section added SNCP YTD, removed ASPP. From tax year 2025/26, changed to show NI bands To SET before To LEL
PAEEPYL\PSEEPYL	Amended	Employee	Under Absence section added SNCP YTD, removed ASPP

Report	Status	Type	Description
PAEXCPAY\PSEXCPAY	Amended	Employee	Under Absence added SNCP ATG, removed ASPP
PAEXCRUN\PSEXCRUN	Amended	Employee	Added SNCP ATG to Absence Pay column, removed ASPP
PAFREEPT\PSFREEPT	Amended	Employee	Added column for Workplace Postcode
PAINVEST\PSINVEST	Amended	Employee	Added column for Workplace Postcode
PAMNHRC2\PSMNHRC2	Amended	Employee	Updated the report to show the appropriate ages for NMW and NLW from 1 <sup>st</sup> April 2025
PAMNHRCK\PSMNHRC2	Amended	Employee	Updated the report to show the appropriate ages for NMW and NLW from 1 <sup>st</sup> April 2025
PAPAM\PSPAM	Amended	Employee	Added SNCP
PARCPSL\PSRCPSL	Amended	Employee	Added row for SNCP, removed rows for ASPP
PARNSLBD\PSRNSLBD	Amended	Employee	Added SNCP ATG to SPAM column, removed ASPP
PARUNSL2\PSRUNSL2	Amended	Employee	Added SNCP ATG to SPAM column, removed ASPP
PARUNSLC\PSRUNSLC	Amended	Employee	Added SNCP ATG to SPAM column, removed ASPP
PARUNSLD\PSRUNSLD	Amended	Employee	Added SNCP ATG to SPAM column, removed ASPP
PAYTD\PSYTD	Amended	Employee	Added tax year 2025/26, removed column for Sub Cont Tax YTD, added column for SNCP, changed to show NI bands To SET before To LEL
PAYTDDIF\PSYTDDIF	Amended	Employee	Added column for SNCP, removed ASPP
PAEPS\PSEPS	Amended	Employer	Added SNCP Recovered and Compensation for tax year 2025/26 onwards, removed the text ASPP
PAERDETL\PSERDETL	Amended	Employer	Added Workplace Postcode and Default setting, under Absence Default recording methods added SNCP, removed ASPP
PAFPSEEF\PSFPSEEF	Amended	Employer	From 2025/26, added Pension Commencement Excess Lump Sum and Stand Alone Lump Sum indicators, under Miscellaneous added

Report	Status	Type	Description
			Workplace Postcode, added row for SNCP, removed the text ASPP
PAFPSSUM\PSFPSSUM	Amended	Employer	From 2025/26, added Pension Commencement Excess Lump Sum and Stand Alone Lump Sum under Summary of Settings Submitted, added row for SNCP, removed the text ASPP
Final_Bills	Amended	Final bills	Added Neonatal
Final_Bills_Export	Amended	Final bills	Added Neonatal
Final_Bills_Summary	Amended	Final bills	Added Neonatal
PANIPARA\PSNIPARA	Amended	Misc	From tax year 2025/26, changed to show NI bands To SET before To LEL, added SNCP rate. Show the compensation rate based on the tax year.
PABCNIC\PSBCNIC	Amended	P Series	From tax year 2025/26, changed to show NI bands To SET before To LEL
PANICMA\PSNICMA	Amended	P Series	From tax year 2025/26, changed to show NI bands To SET before To LEL
PAP11\PSP11	Amended	P Series	From tax year 2025/26, changed to show NI bands To SET before To LEL, renamed column heading and added SNCP
PAP32LET\PSP32LET	Amended	P Series	Added SNCP to the NIC field and Funding. Use the correct compensation rate based on the tax year.
PAP32OLD\PSP32OLD	Amended	P Series	Added 2025/26 P32 to the report which includes SNCP. Use the correct compensation rate based on the tax year
PAP32QSL\PSP32QSL	Amended	P Series	Added columns for SNCP Comp and Recovered, removed Total Deductions column, updated Net NICs and Total Due, Funding updated to include SNCP Funding. Use the correct compensation rate based on the tax year
PAP32QUT\PSP32QUT	Amended	P Series	Added columns for SNCP Comp and Recovered, removed Total Deductions column, updated Net NICs and Total Due, Funding updated to include SNCP Funding. Use the correct compensation rate based on the tax year

Report	Status	Type	Description
PAP32TOT\PSP32TOT	Amended	P Series	Added columns for SNCP Comp and Recovered, removed Total Deductions column, updated Net NICs and Total Due, Funding updated to include SNCP Funding. Use the correct compensation rate based on the tax year
PAP32TSL\PSP32TSL	Amended	P Series	Added columns for SNCP Comp and Recovered, removed Total Deductions column, updated Net NICs and Total Due, Funding updated to include SNCP Funding. Use the correct compensation rate based on the tax year
PAP35\PSP35	Amended	P Series	Added column for SNCP, removed SSP
PAP35L\PSP35L	Amended	P Series	Added column for SNCP, removed SSP
PASPAMSY\PSSPAMSY	Amended	P Series	Added columns for SNCP Added, Offset and Recover. Use the correct compensation rate based on the tax year
PAP11D\PSP11D	Amended	P11D	P11D for P11D year 2024/25. Only includes calculated records. To provide information to employees only.
PAP11DB\PSP11DB	Amended	P11D	P11DB for P11D year 2024/25, for internal use only, added Signature block.
PABRYTD\PSBRYTD	Amended	Payroll Run	Added SNCP Add to gross to the Absence Pay column
PACONRUN\PSCONRUN	Amended	Payroll Run	Added row for SNCP
PACSTT4\PSCSTT4	Amended	Payroll Run	Added rows for SNCP Add to gross and Offset
PAPAMRN2\PSPAMRN2	Amended	Payroll Run	Added SNCP
PAPAMRUN\PSPAMRUN	Amended	Payroll Run	Added SNCP
PAPCGRN\PSPCGRN	Amended	Payroll Run	Added SNCP Add to gross to the Absence Pay column
PAPPADJ\PAPPADJ	Amended	Payroll Run	From tax year 2025/26, changed to show NI bands To SET before To LEL
PAPPTOT\PSPPTOT	Amended	Payroll Run	From tax year 2025/26, changed to show NI bands To SET before To LEL
PARCP1\PSRCP1	Amended	Payroll Run	Added row for SNCP

Report	Status	Type	Description
PARCPYTD\PSRCPYTD	Amended	Payroll Run	Added row for SNCP
PARGUT4\PSRGUT4	Amended	Payroll Run	Added rows for SNCP Add to gross and Offset
PARN6YTD\PSRN6YTD	Amended	Payroll Run	Added SNCP Add to gross to the Absence Pay column
PARN7YTD\PSRN7YTD	Amended	Payroll Run	Added SNCP Add to gross to the Absence Pay column
PARNCST4\PSRNCST4	Amended	Payroll Run	Added SNCP Add to gross to the Absence Pay column
PARNCYTD\PSRNCYTD	Amended	Payroll Run	Added SNCP Add to gross to the Absence Pay column
PARNIDTD\PSRNIDTD	Amended	Payroll Run	From tax year 2025/26, changed to show NI bands To SET before To LEL
PARNIYTD\PSRNIYTD	Amended	Payroll Run	From tax year 2025/26, changed to show NI bands To SET before To LEL
PARNPCSP\PSRNPCSP	Amended	Payroll Run	Added SNCP Add to gross to the Absence Pay column
PARNPSBD\PSRNPSBD	Amended	Payroll Run	Added SNCP Add to gross to the Absence Pay column
PARNPSTD\PSRNPSTD	Amended	Payroll Run	Added SNCP Add to gross to the Absence Pay column
PARNS690\PSRNS690	Amended	Payroll Run	Added SNCP Add to gross to the Absence Pay column
PARNSP3\PSRNSP3	Amended	Payroll Run	Added SNCP Add to gross to the Absence Pay column
PARNSP4\PSRNSP4	Amended	Payroll Run	Added SNCP Add to gross to the Absence Pay column
PARUN2\PSRUN2	Amended	Payroll Run	Added SNCP Add to gross and Offset to the column Absence Pay and Offset
PARUN3\PSRUN3	Amended	Payroll Run	Added SNCP Add to gross and Offset to the column Absence Pay and Offset
PARUN4\PSRUN4	Amended	Payroll Run	Added SNCP Add to gross and Offset to the column Absence Pay and Offset

Report	Status	Type	Description
PARUN5\PSRUN5	Amended	Payroll Run	Added SNCP Add to gross and Offset to the column Absence Pay and Offset
PARUN6\PSRUN6	Amended	Payroll Run	Added SNCP Add to gross to the Absence Pay column
PARUN7\PSRUN7	Amended	Payroll Run	Added SNCP Add to gross to the Absence Pay column
PARUN8\PSRUN8	Amended	Payroll Run	Added SNCP Add to gross to the Absence Pay column
PARUNITP\PSRUNITP	Amended	Payroll Run	From tax year 2025/26, changed to show NI bands To SET before To LEL
PARUNMW\PSRUNMW	Amended	Payroll Run	Updated the report to show the appropriate ages for NMW and NLW from 1 <sup>st</sup> April 2025.
PARUNPS\PSRUNPS	Amended	Payroll Run	Added SNCP Add to gross to the Absence Pay column
PARUNRC\PSRUNRC	Amended	Payroll Run	Added absence type SNCP
PARUNT10\PSRUNT10	Amended	Payroll Run	Added rows for SNCP Add to gross and Offset
PARUNT3\PSRUNT3	Amended	Payroll Run	Added rows for SNCP Add to gross and Offset
PARUNT4\PSRUNT4	Amended	Payroll Run	Added rows for SNCP Add to gross and Offset
PARUNT7\PSRUNT7	Amended	Payroll Run	Added rows for SNCP Add to gross and Offset
PARUNTPS\PSRUNTPS	Amended	Payroll Run	Added rows for SNCP Add to gross and Offset
PARUNYTD\PSRUNYTD	Amended	Payroll Run	Added SNCP Add to gross and Offset to the column Absence Pay and Offset
PASPAMS\PSSPAMS	Amended	Payroll Run	Added columns for SNCP Add to gross and Offset
PASUMM1\PSSUMM1	Amended	Payroll Run	Added row for SNCP
PASUMM2\PSSUMM2	Amended	Payroll Run	Added row for SNCP
PASUMM3\PSSUMM3	Amended	Payroll Run	Added row for SNCP
PAPENPOL\PSPENPOL	Amended	Pension	Added the text SNCP
Client_Price_List	Amended	Price lists	Added Neonatal
Quote	Amended	Quotes	Added Neonatal

Report	Status	Type	Description
PAP60ER\PSP60ER	Amended	Year End	Updated for 2024/25.
PAEP6018\PSEP6018	Deleted	Year End	Prolog P60 format for 2017/18
PAKP6018\PSKP6018	Deleted	Year End	Prolog P60 format for 2017/18
PAMP6018\PSMP6018	Deleted	Year End	Master Mailer P60 format for 2017/18
PAP14P18\PSP14P18	Deleted	Year End	P14/P60 Laser for 2017/18
PAP60H18\PSP60H18	Deleted	Year End	P60 format for 2017/18
PAP60P18\PSP60P18	Deleted	Year End	HMRC Approved P60 format for 2017/18
PAP11D24\PSP11D23	New	P11D	P11D for P11D year 2023/24. To be produced for P11D year 2023/24 only.
PAEP6025\PSEP6025	New	Year End	New P60 report for 2024/25.
PAKP6025\PSKP6025	New	Year End	New P60 report for 2024/25.
PAMP6025\PSMP6025	New	Year End	New P60 report for 2024/25.
PAP14P25\PSP14P25	New	Year End	New P60 report for 2024/25.
PAP60H25\PSP60H25	New	Year End	New P60 report for 2024/25.
PAP60P25\PSP60P25	New	Year End	New P60 report for 2024/25.

### Custom Reports

As there are numerous changes this year to fields in a several tables, we recommend that you verify your custom reports in Crystal.

Remember that new fields will not automatically be added to your custom reports, you will need to amend your custom report in crystal to add the new fields that you require. Similarly, deleted fields will not automatically be removed from your custom reports.

### Database Structure Changes

Throughout the document we have detailed the reportable table and field changes, for those of you who write your own reports to make it easier. Alternatively, go to [File\Print Tables](#) to see all the changes.

### On-line Help File

Remember the on-line help contains all the latest information regarding the program.

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## Useful numbers

HMRC online service helpdesk	HMRC employer helpline
Tel: 0300 200 3600	Tel: 0300 200 3200
Fax: 0844 366 7828	Tel: 0300 200 3211 (new business)
Email: <a href="mailto:helpdesk@ir-efile.gov.uk">helpdesk@ir-efile.gov.uk</a>	

## Contact Sales (including stationery sales)

For IRIS Payrolls	For Earnie Payrolls	For IRIS Payroll Professional
Tel: 0344 815 5656	Tel: 0344 815 5676	Tel: 0345 057 3708
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IRIS Payroll Professional (formerly Star)	01273 715300	<a href="mailto:payroll-support@iris.co.uk">payroll-support@iris.co.uk</a>

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