



Payroll Professional

Release Notes 2024 Update 1

October 2024

IRIS. Look forward

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Important Information

Central Databases T2Data and P2Admin

If your installation of IPP is set up with a SQL T2Data and an Access P2Admin.mdb, you will see the following message when opening IPP:



From the next release 2025 EOY this configuration is no longer supported; you must therefore migrate your Access P2Admin.mdb to SQL before the 2025 EOY release.

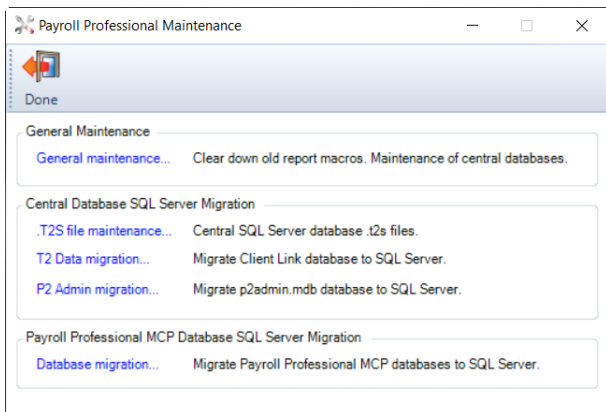
Click on **OK** to the message to open the normal login screen.

Migrate your Access P2Admin to SQL

Before you begin the process of migrating the P2Admin, whilst in IPP go to [Help\Paths & Files](#) and make a note of the **Program Directory** and **P2Admin database**.

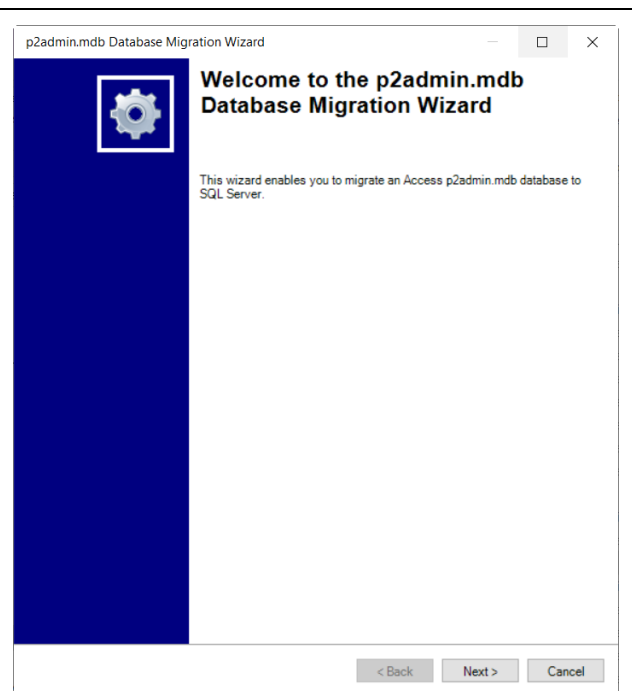
All users **must** exit Payroll Professional and BMS.

Run the **Payroll Professional Maintenance Wizard** by opening Windows Explorer and select **Star.Payroll.Maintenance.exe** from the **Program Directory**.



Select **P2 Admin migration** to open the **Migration Wizard**:

The first screen you will see is the Welcome screen.
Click **Next**.



The SQL Server Settings will automatically be populated with the details already provided for your SQL T2Data, from the .T2S file.

Complete the following information:

- **New SQL Server Database** – we would recommend P2Admin, if you require another name it must be prefixed with P2.
- **Migration Source Database** – select the access P2Admin.mdb.
- **Source Database Password** – if your P2Admin.mdb has an access password, enter it here.
- **Version Override** – tick this box

Select **Next**.

The screenshot shows the 'Migration Settings' window of the p2admin.mdb Database Migration Wizard. It includes sections for 'SQL Server Settings' (with fields for Server, Login name, Login password, and Port number), 'p2admin.mdb Database Settings' (with fields for New SQL Server database, Migration source database, and Source database password), and an 'Options' section with a 'Version override' checkbox. Red warning icons are present next to the 'New SQL Server database' and 'Migration source database' fields. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

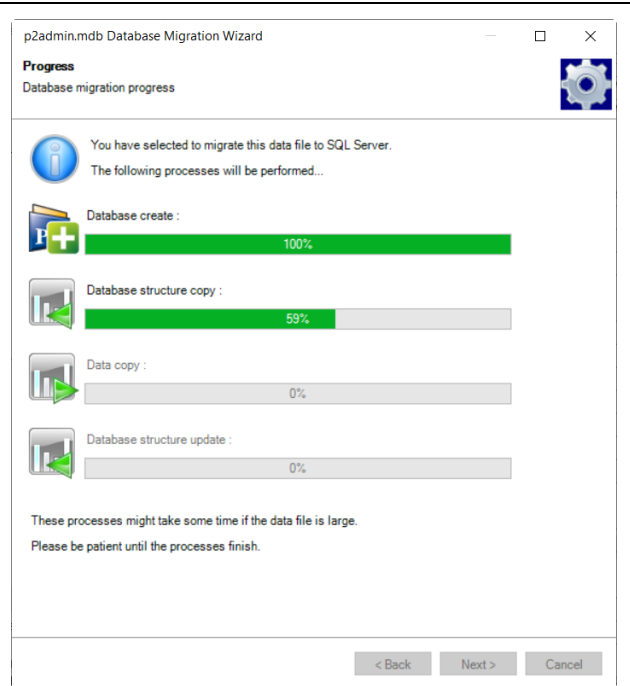
You will then be shown a summary.

Select **Next**.

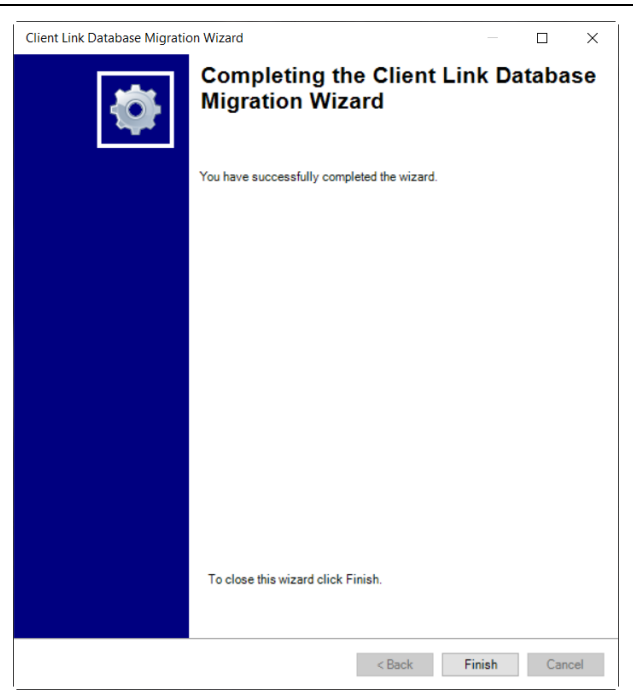


You will then see the progress screen.

Once complete click **Next**.



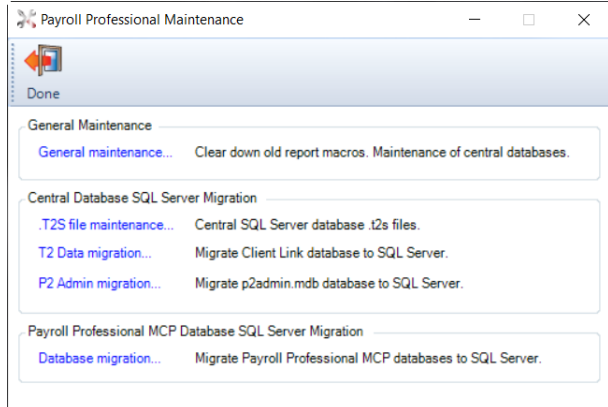
The P2Admin migration has completed.
Now select **Finish**.



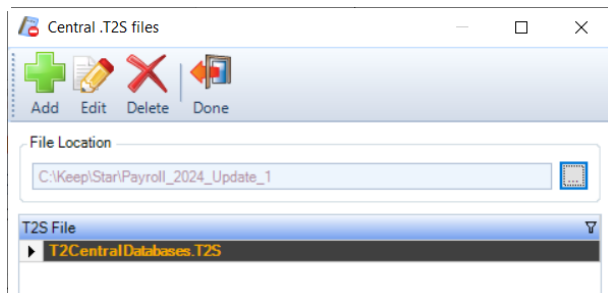
Update the .T2S identity file

After you have migrated the P2Admin from Access to SQL, you now need to update the identity file with the name of the SQL P2Admin database, for IPP to be able to use the SQL P2Admin.

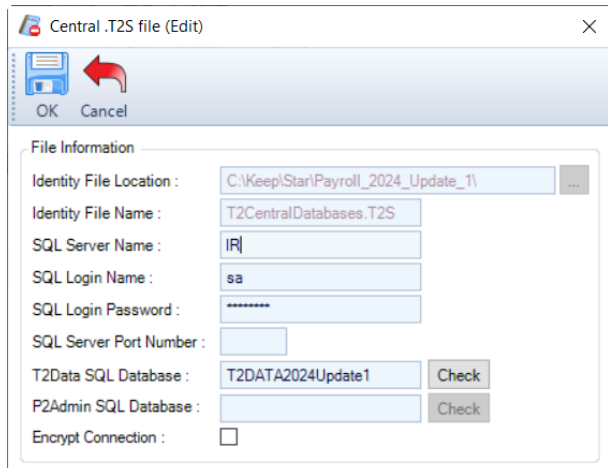
Run the **Payroll Professional Maintenance Wizard** by opening **Windows Explorer** and select **Star.Payroll.Maintenance.exe** from the **Program Directory**.



Click on **.T2S file maintenance** to open the following screen:



Click on the **Edit** button to change the existing identity file. You will see the following screen.



Central .T2S file (Edit)

OK Cancel

File Information

Identity File Location : C:\Keep\Star\Payroll_2024_Update_1\

Identity File Name : T2CentralDatabases.T2S

SQL Server Name : IR

SQL Login Name : sa

SQL Login Password : *****

SQL Server Port Number :

T2Data SQL Database : T2DATA2024Update1 Check

P2Admin SQL Database : Check

Encrypt Connection : ☐

As your installation of IPP is already using a SQL T2Data, you only need to complete the **P2Admin SQL Database** field with the name of the SQL P2Admin, click on the **Check** button to check the connection to the SQL Server and Database.

Select **OK** to save the file, then **Done** and **Done** to close the Maintenance Wizard.

Open IPP and go to **Help\Paths & Files**, ensure that the **P2Admin database** path is pointing to the SQL P2Admin.

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 let us know.

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
PACAFICAS\PSCAFICAS	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 Program Changes

Holiday Schemes

From the 1st January 2024 new holiday rules were introduced for Irregular hour workers and part year workers, which came into effect for holiday years beginning on or after 1st April 2024.

In this release we have:

- Added separate fields for Carried Forward holiday from a previous tax year, to ensure that employees accrue no more than their maximum entitlement for the holiday year which excludes the Carried Forward.
- Added a new holiday scheme for Irregular and Part Year Workers to calculate and pay Rolled up Holiday based on earnings in the current period and a percentage. Or when statutory absence value is recorded in the current period then the average holiday pay paid under the Holiday scheme is calculated for previous 52 weeks (or less if 52 not available) which is then converted into the frequencies value, with the ability for you to override the value calculated.

This release does not include:

- Accruing holiday and then paying holiday when taken for Irregular and Part Year Workers. This would need to be processed outside of IPP and when holiday is taken paid via a pay component.

For more information, please see view the links below to the HMRC website and the Legislation:

[Holiday pay and entitlement reforms from 1 January 2024 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/news/holiday-pay-and-entitlement-reforms-from-1-january-2024)

[The Working Time Regulations 1998 \(legislation.gov.uk\)](https://www.legislation.gov.uk/uksi/1998/1016/contents/making)

Carried Forward

New fields have been added to separate Carried forward from a previous holiday year for Days, Weeks, Hours and Pay to the Accrued in the current holiday year, which allows the calculations to check that employees do not accrue more than their maximum entitlement for the current holiday year which excludes the Carried forward.

This change has been added to Employee and Employer funded holiday schemes.

Employee (Edit) screen

Under the **Data** tab select **Employees**, highlight the employee and click on **Edit**, then select the **Holiday Schemes** tab.

The screenshot shows the 'Employee (Edit)' window with the 'Holiday Schemes' tab selected. The window has a toolbar with 'Prev', 'Next', 'Select', 'OK', 'Cancel', 'Quick Report', and 'Print Form'. Below the toolbar, there are input fields for 'Ref' (78 M), 'Forename' (Override), 'Surname' (HolSch ThirtyNine), 'NI Number' (JT528673A), and 'NI Letter' (M). The main area is divided into two sections: 'Employee' and 'Holiday Schemes'. The 'Employee' section on the left has a list of icons for 'Address', 'Payments', 'Analysis', 'NI', 'PAYE and Student Loan', 'Pay Components', 'Pensions', 'Expatriate', 'Holiday Schemes' (highlighted), and 'Attachment of Earnings'. The 'Holiday Schemes' section on the right has a 'Scheme Details' area with two rows: 'Holiday Scheme (Employer funded):' with a value of 'Hol Acc Weeks D/WP Freq % Nlable' and 'Holiday Credit Scheme (Employee funded):' with a value of ' '. Below this is a table with columns: 'ID', 'Er SchemeID', 'Scheme Name', 'Funded By', 'Added', 'Removed', 'Is Suspended', and 'S'. The table contains one row with ID 78, Er SchemeID 39, Scheme Name 'Hol Acc Weeks D...', Funded By 'Employer', Added '19 Jun 2024', and Is Suspended 'No'.

ID	Er SchemeID	Scheme Name	Funded By	Added	Removed	Is Suspended	S
78	39	Hol Acc Weeks D...	Employer	19 Jun 2024		No	

When you **Add** or **Edit** an employee's holiday scheme record via **Employee Details\Holiday scheme** tab, under the section **Current Holiday Year** you will see a **Carried forward** row for Pay, Days, Weeks and Hours:

The Carried forward values are validated the same manner as Accumulated and Taken:

- Pay - minimum 0 and maximum 999,999.9999
- Days - minimum 0 and maximum 999.9999
- Weeks - minimum 0 and maximum 999,999.9999
- Hours - minimum 0 and maximum 999.9999

The Balance row for each column is the sum of Carried Forward plus Accumulated less Taken.

These Carried forward fields are available for new and existing holiday schemes.

If applicable, the Carried Forward values will be included in the holiday scheme calculations.

Individual Calculation screen

Paying Holiday

To pay the employee holiday they have accrued, under the **Pay settings** tab tick the box **Record Holiday Schemes Taken TP**.

Now click on **Calculate**, you will then see the following screen.

Depending on the Holiday Scheme set up, the Available fields for Pay, Days, Weeks and Hours will also include the Carried forward values, this is the total of Accrued this period plus Accumulated plus Carried forward less Taken.

- Pay Available – when Accrue type is set as Percentage Pay or Fixed Amount
- Days/Weeks Available – when set to accrue in Days/Weeks
- Days/Weeks Available – when set to accrue in Hours and Days/Weeks is greater than 0
- Hours Available – when set to accrue in Hours and the Based on type is Hours Variable Percentage

Pay holiday in the normal manner.

Accrue Maximum Entitlement Restriction

When the accrued this period is calculated for Days, Weeks and/or Hours, the accrued is restricted to the maximum entitlement set under the Holiday scheme (or under the Employee holiday scheme if Overridden, or their Prorated holiday entitlement) using the Accumulated to date plus Accrued this period. This calculation was already implemented before the introduction of the Carried forward fields.

By separating out the Carried forward from a previous holiday year to the Accumulated this holiday year, the maximum entitlement restriction will be applied to the accrued holiday for the current holiday year excluding the Carried forwards.

To be able to apply these changes, for each employee you will need to update their Employee holiday scheme record, enter the Carried Forward holiday values and then reduce the Accumulated by the amount that was Carried Forward.

The Carried Forward and Accumulated values can also be imported using Import Employee Holiday Schemes.

Payslips

There are no changes to the payslip reports or tables, however the following holiday scheme brought forward fields under the table tblPayslips have been updated to include the Carried forward values:

- HolAccumDaysBF
- HolAccumPayBF
- HolAccumWeeksBF
- HolAccumHoursBF
- HolCredGrossAccrueBF
- HolCredNetAccrueBF

Close Period – Holiday Year End

When you close the period and it is determined that it is the holiday year end, instead of populating the Accrued fields with the transferred holiday the Carried Forward fields will be populated. The employees holiday schemes figures will be updated using the settings under the Holiday Scheme:

- **Accruals Transferable is not ticked** – then the Carried Forward, Accrued and Taken values will be zeroed.
- **Accruals Transferable is ticked and Maximum Unused Holiday to Transfer is zero** – then the outstanding holiday not taken, by taking the Carried Forward plus Accrued less the Taken values, will populate the Carried Forward fields. Accumulated and Taken fields will be zeroed.
- **Accruals Transferable is ticked and Maximum Unused Holiday to Transfer is greater than zero** - then the outstanding holiday not taken up to the maximum, by taking the Carried Forward plus Accrued less the Taken values, will populate the Carried Forward fields. The pay will be proportioned if it exceeds the maximum. Accumulated and Taken fields will be zeroed.

Standard Report Changes

Report	Status	Type	Description
PAEEHOL2\PSEEHOL2	Amended	Employee	Added Carried Forward row for Days, Weeks, Hours and Pay. Updated balance to include Carried forward.
PAEEHOLS\PSEEHOLS	Amended	Employee	Added Carried Forward row for Days, Weeks, Hours and Pay. Updated balance to include Carried forward.
PAHOL1N\PSHOL1N	Amended	Employee	Added Carried Forward to Accum Days and Pay.
PAHOL2\PSHOL2	Amended	Payroll Run	Added Carried Forward to Accum Days and Pay.
PAHOL2A\PSHOL2A	Amended	Payroll Run	Added Carried Forward to Accum Days and Pay.
PAHOL2H\PSHOL2H	Amended	Payroll Run	Added Carried Forward to Accum Hours and Pay.
PAHOL3\PSHOL3	Amended	Payroll Run	Added Carried Forward to Accum Days and Pay.
PAHOL3A\PSHOL3A	Amended	Payroll Run	Added Carried Forward to Accum Days and Pay.
PARUNHOL\PSRUNHOL	Amended	Payroll Run	Added Carried Forward row for Days, Weeks, Hours and Pay. Updated balance to include Carried forward.

New Fields for Reporting

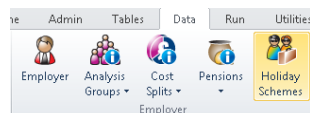
Database	Table	Field Name	Description
Dempay.mdb	EeHolidaySchemes	Carried_Forward_Pay	Carried forward pay
Dempay.mdb	EeHolidaySchemes	Carried_Forward_Hours	Carried forward hours
Dempay.mdb	EeHolidaySchemes	Carried_Forward_Days	Carried forward days
Dempay.mdb	EeHolidaySchemes	Carried_Forward_Weeks	Carried forward weeks

Rolled up Holiday Pay

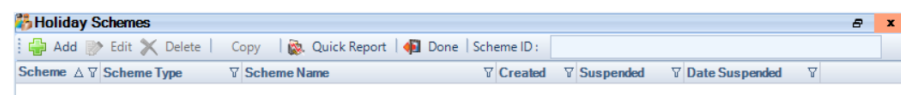
A new holiday scheme type has been added called **Rolled up Holiday Pay** to help calculate holiday for Irregular and Part Year Workers, available from tax year 2024/25.

Set Up Holiday Scheme

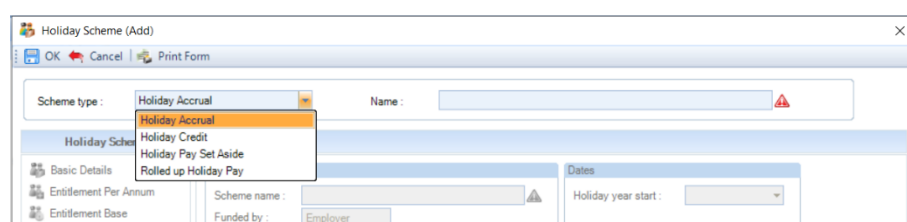
Holiday Schemes is accessed via the **Data** tab.



When you click on **Holiday Schemes** you will see the following screen.



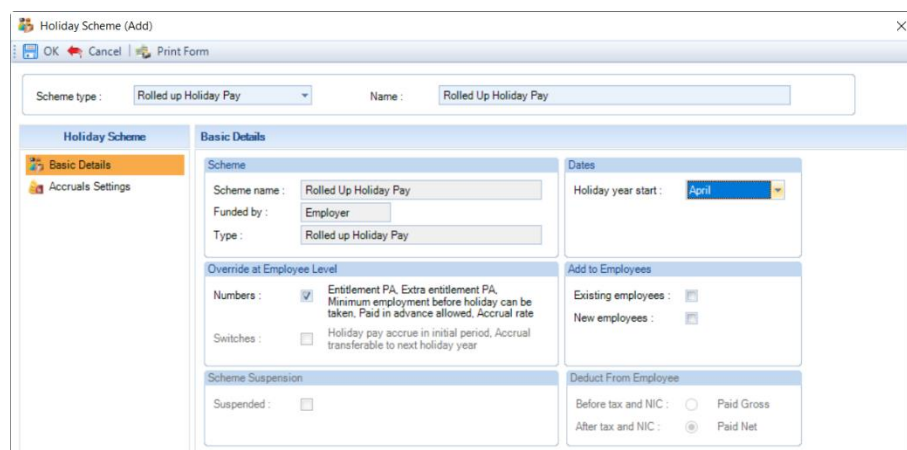
To create a new scheme, click on the **Add** button.



Using the **Scheme type** drop down select **Rolled up Holiday Pay**, now complete the **Name** which will be displayed on the payslip.

You can now change the Name after saving the holiday scheme, for existing and new holiday schemes.

Basic Details tab



Dates

- **Holiday Year Start Date** – you can select Ee Start (which uses the Employees start date) or a month. The month you select will be from the beginning of that month, so the 1st.

Add to Employees

- **Existing Employees** – with this option selected, when you select OK to save the Holiday Scheme if the Employee does not already have a holiday scheme attached this scheme will be added. This option can only be switched on for one Employer Funded scheme and one Employee Funded Scheme.
- **New Employees** - with this option selected, when you create new employees this scheme will be added. This option can only be switched on for one Employer Funded scheme and one Employee Funded Scheme.

Override at Employee Level

- **Numbers** – enabling this option will allow you to change the number values within the employees holiday scheme record.

Scheme Suspension

This section will only be enabled after a scheme has been saved.

Scheme Suspension

Suspended : ☐

- **Suspended** – select the **Suspend** button, you will see a message to confirm that you want to proceed. Once suspended you will not be able to add the holiday scheme to existing or new employees. Employees who already have the Holiday Scheme attached, **the scheme will continue to be used**, until the scheme is removed from the employee.

Accruals Settings tab

Holiday Scheme (Add)

OK Cancel Print Form

Scheme type : Rolled up Holiday Pay Name : Rolled Up Holiday Pay

Holiday Scheme

Basic Details

Accruals Settings

Accruals Settings

Entitlement Per Annum Accrue Settings

Accrual basis : Frequency Employer working pattern set :

Holiday accrued on holiday : ☐

Accrued days based on start and leave date : ☐

Accrue Pay Settings

Accrue type : Percentage Pay

Pay type : Pay Components

Add to gross statutory absence payments : ☐

Selected pay component :

Accrue rate : 0.0000

Percentage calculation : 12.07 %

Average Calculation

Prior : 12 Weeks

Exclude periods where employee marked...

Absent : ☐

Suspended : ☐

Add to gross statutory absence : ☐

Pay Components

Add Delete

For **Rolled Up Holiday Pay** the **Accrual Basis** is set as **Frequency**.

Accrue Type is set as **Percentage Pay** which is to accrue a percentage of employees pay every period, enter the percentage in the **Percentage Calculation** box. If you have got **Override Numbers** selected under the **Basic Details** tab, this percentage can be changed at employee level.

Accrue Pay Settings

Accrue type : Percentage Pay

Pay type : Pay Components

Add to gross statutory absence payments : ☐

Selected pay component :

Accrue rate : 0.0000

Percentage calculation : 12.07 %

As the **Accrue Type** is **Percentage Pay** there are two options under **Pay Type**:

- **Pay Components** – these are Pay Components marked as Use for Holiday Pay, under the Data tab then Pay Components.
- **Specific Components** – using this option allows you to choose which pay components to use, within the Holiday Scheme. You will see a section called **Pay Components**, click on the **Add** button to select the pay component(s) to include.

Click on **OK** to save the scheme.

Employee (Edit) screen

Attaching a Holiday Scheme

Under the **Data** tab select **Employees**, highlight the employee and click on **Edit**, then select the **Holiday Schemes** tab.

Click on the ellipsis button under **Holiday Scheme (Employer funded)** to see a list of holiday schemes available to add to the employee.

Highlight the Rolled Up Holiday Pay scheme that you want to add to the employee and click on **Select**.

The **Employee Holiday Scheme** screen will then open, for you to override the Accrue pay rate, if applicable, or enter Taken holiday year to date value.

Employee Holiday Scheme (Add)

OK Cancel Print Form

Scheme

Scheme name : Rolled Up ID : 1 Last holiday year end :

Funded by : Employer Leavers accrue in last period : ☒

Type : Rolled up Holiday Pay Added : 18 Sep 2024

Accrue type : Percentage Pay Removed :

Override Numbers

Override : ☐

Entitlement per annum : 0.0 Days

Extra entitlement per annum : Days

Accrue pay rate : 12.07 %

Paid in advance allowed : 0.0 Days

Minimum employment : 0 Days

Current Holiday Year

	Pay	Days	Weeks	Hours
Carried forward :	0.0000	0.0000	0.0000	0.0000
Accumulated :	0.0000	0.0000	0.0000	0.0000
Taken :	0.0000	0.0000	0.0000	0.0000
Balance :	0.0000	0.0000	0.0000	0.0000

Override Switches

Override : ☐

Accrue within minimum employment period : ☒

Accruals transferable to new holiday year : ☐

Suspended

Suspended : ☐

Suspended date :

If you un-tick **Override Numbers** the section changes back to the information set under the Holiday Scheme. Click on **OK**, to save the information, or **Cancel** to stop adding the scheme to the employee.

Employee (Edit)

Prev Next Select OK Cancel Quick Report Print Form ID : 2

Ref : 2 Forename : Employee Surname : Two NI Number : NI Letter : A

Employee

Address

Payments

Analysis

NI

PAYE and Student Loan

Pay Components

Pensions

Expatriate

Holiday Schemes

Attachment of Earnings

Holiday Schemes

Scheme Details

Holiday Scheme (Employer funded) : Rolled Up

Holiday Credit Scheme (Employee funded) :

ID	Er SchemeID	Scheme Name	Funded By	Added	Removed	Is Suspended	S
2	1	Rolled Up	Employer	18 Sep 2024		<input type="checkbox"/>	

You will then see the **Name** box populated with the selected scheme, and it will also appear in the grid. Remember, you are only able to attach one Employer Funded and one Employee Funded scheme to an Employee.

Editing a Holiday Scheme

To Edit an employee’s holiday scheme, double click on the line in the grid.

ID	Er SchemelD	Scheme Name	Funded By	Added	Removed	Is Suspended	S
2	1	Rolled Up	Employer	18 Sep 2024			

This will then open the **Employee Holiday Scheme Edit** screen.

Employee Holiday Scheme (Edit)

PrevNextSelectOKCancelPrint FormID: 2

Scheme

Scheme name:Rolled UpID:1Last holiday year end:Funded by:EmployerLeavers accrue in last period:☒Type:Rolled up Holiday PayAdded:18 Sep 2024Accrue type:Percentage PayRemoved:

Override Numbers

Override:☐

Entitlement per annum:0.0DaysExtra entitlement per annum:DaysAccrue pay rate:12.07%Paid in advance allowed:0.0DaysMinimum employment:0Days

Current Holiday Year

	Pay	Days	Weeks	Hours
Carried forward:	0.0000	0.0000	0.0000	0.0000
Accumulated:	0.0000	0.0000	0.0000	0.0000
Taken:	0.0000	0.0000	0.0000	0.0000
Balance:	0.0000	0.0000	0.0000	0.0000

Override Switches

Override:☐

Accrue within minimum employment period:☒Accruals transferable to new holiday year:☐

Suspended

Suspended:☐Suspended date:

The **Override Numbers** section will be available to edit if enabled under the Holiday Scheme. Tick the **Override** box to enable you to override the section.

Override Numbers

Override:☒

Entitlement per annum:0.0DaysExtra entitlement per annum:DaysAccrue pay rate:12.07%Paid in advance allowed:0.0DaysMinimum employment:0Days

Override Switches

Override:☐

Accrue within minimum employment period:☒Accruals transferable to new holiday year:☐

Then overwrite the **Accrue pay rate** value, if required.

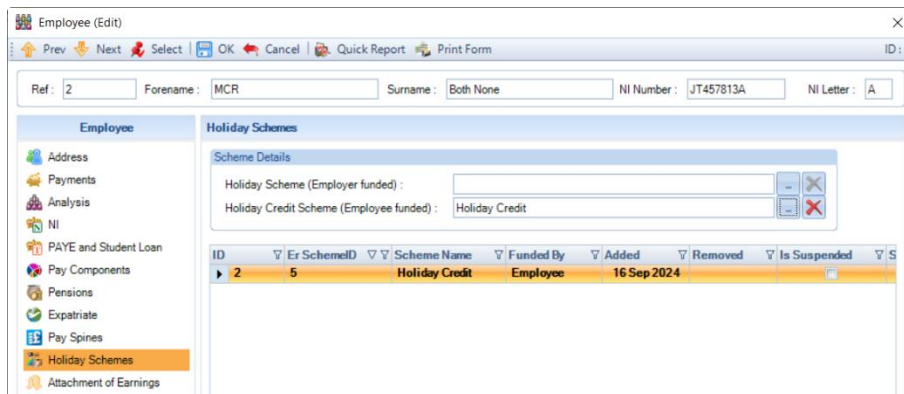
When you un-tick the **Override** box, when you click on **OK** the value will be reset to the Holiday Scheme settings.

2024 Release Notes - Update 1 - Payroll Professional

Statutory Program Changes • 17

Removing a Holiday Scheme

If you need to remove the scheme from the employee, click on the button with a cross, which is to the right of the ellipsis button.



Employee (Edit) ID: 2

Ref: 2 Forename: MCR Surname: Both None NI Number: JT457813A NI Letter: A

Employee

- Address
- Payments
- Analysis
- NI
- PAYE and Student Loan
- Pay Components
- Pensions
- Expatriate
- Pay Spines
- Holiday Schemes**
- Attachment of Earnings

Holiday Schemes

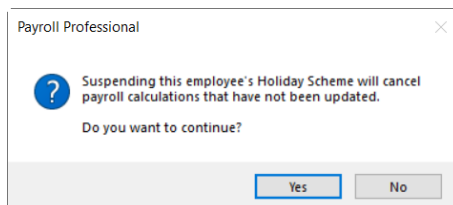
Scheme Details

Holiday Scheme (Employer funded):

Holiday Credit Scheme (Employee funded): Holiday Credit

ID	Er SchemeID	Scheme Name	Funded By	Added	Removed	Is Suspended
2	5	Holiday Credit	Employee	16 Sep 2024		

If a payroll run is open and the employee is calculated, you will see a warning message:



Payroll Professional

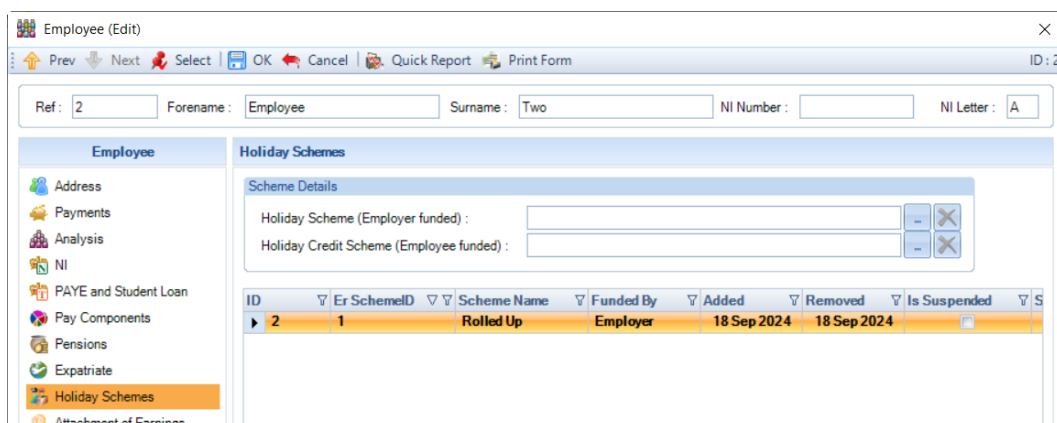
?

Suspending this employee's Holiday Scheme will cancel payroll calculations that have not been updated.

Do you want to continue?

Yes No

Selecting **Yes** to continue, will remove the scheme from the employee and make the Employee un-calculated in the current run.



Employee (Edit) ID: 2

Ref: 2 Forename: Employee Surname: Two NI Number: NI Letter: A

Employee

- Address
- Payments
- Analysis
- NI
- PAYE and Student Loan
- Pay Components
- Pensions
- Expatriate
- Pay Spines
- Holiday Schemes**
- Attachment of Earnings

Holiday Schemes

Scheme Details

Holiday Scheme (Employer funded):

Holiday Credit Scheme (Employee funded):

ID	Er SchemeID	Scheme Name	Funded By	Added	Removed	Is Suspended
2	1	Rolled Up	Employer	18 Sep 2024	18 Sep 2024	

The Holiday scheme record will still appear in the grid with the **Removed date** populated.

The scheme will no longer be used in calculations.

If you re-attach a scheme after removing it from the employee, all the previous settings and values will be transferred to the new record.

Individual Calculation screen

Normal Period

When there is no statutory absence paid in the current period (add to gross and/or offset), when you calculate the employee the Holiday pay will be calculated based on the holiday scheme set up and paid to the employee.

The holiday pay will appear in the **Results** screen.

The screenshot shows the 'Individual Calculation' window with the 'Results' tab selected. The 'Calculations' sidebar on the left has 'Results' highlighted. The main area displays the following data:

Additions		Deductions	
Total pay components :	1,450.95	Total pay components :	273.66
Benefits in kind :	0.00	Benefits in kind :	0.00
Holiday pay :	134.09	Holiday credit :	0.00
GU tax :	0.00	Tax :	272.20
GU employee NI :	0.00	Employee NI :	70.19
GU student loans :	0.00	Student loans :	0.00
GU pension :	0.00	Pension contributions :	0.00
Absence payments :	0.00	AEOs :	0.00
Pay spines :	0.00	Net pay :	968.99

Employer's Liability		Set-Off	
Employer's NI :	139.57	Absence payments :	0.00
Pension contributions :	0.00		
Class 1A NICs :	0.00		

Settings: Tax code: BR, Week/month 1: ☒, Main letter: A

Under the **Holiday Schemes** tab of the **Workings** button pay accrued and taken values this period are displayed.

The screenshot shows the 'Calculation Workings for Set Hours HolSch One (ID: 1 / REF: 1)' window with the 'Holiday Schemes' tab selected. The 'Letter' dropdown is set to 'A'. The table below shows the holiday scheme details:

Scheme Name	Scheme Type	Holidayable Pay	Holidayable Hours	Working Days
RolledUp PayCom...	Rolled up Holid...	1,110.9500	0.0000	0.00
Description				
Accrued		134.0900	0.0000	0.0000
Taken		134.09	0.00	0.00

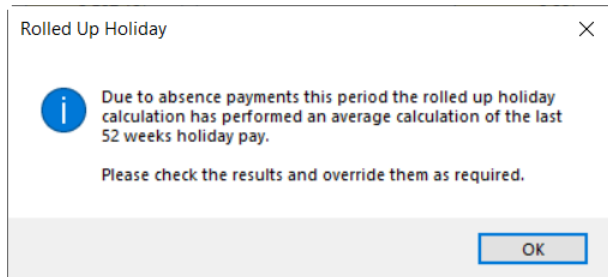
At the bottom, there are settings: Tax Code: BR, Week/Month 1: ☒, APP: ☐, Main Letter: A. Buttons for 'Print Form' and 'Done' are at the bottom right.

For this type of scheme, they do not accrue any holiday pay, the Pay Accrued value this period is for reference only and shows the original value calculated, when the period is closed the Accumulated Pay will not be updated.

If necessary, you can override the Holiday Pay calculated, see the section called **Override Holiday Pay**.

Period Containing Statutory Pay

When you calculate an employee with statutory absence paid in the current period (add to gross and/or offset), you will see the following message:



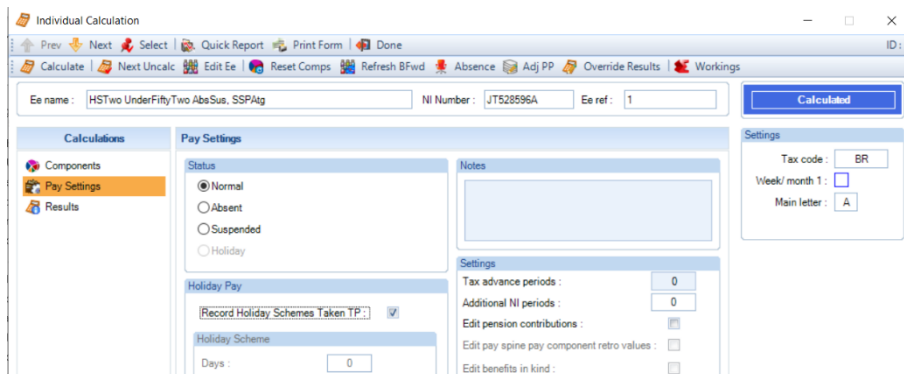
Click on **OK**.

The Holiday Pay to pay this period is calculated using the average of the Rolled-up holiday pay paid for 52 weeks before the period where statutory absence value (add to gross and/or offset) was recorded for an employee, or available number of weeks if 52 are not available. This calculation excludes periods with statutory absence value recorded (add to gross and/or offset), however it includes weeks where there was no pay, or the employee was marked as Absent or Suspended. Maximum look back is restricted to 104 weeks. The weekly average is then converted into a value for the frequency, for example fortnightly the weekly average would be multiplied by 2.

We recommend that you check the holiday pay calculated, if necessary, you can override the Holiday Pay calculated, see section called [Override Holiday Pay](#).

Override Holiday Pay

To override the holiday pay calculated, under the **Pay settings** tab tick the box **Record Holiday Schemes Taken TP**.



Now click on **Calculate**, you will then see the following screen.

Record holiday taken TP

OKCancelPrint Form

Scheme - Employer Funded

DaysWeeksHours

including accrued this period :

Pay Available

224.0800

Available

0.00000.00000.0000

Pay Allocation :
Specific Amount

Pay Taken TP

224.08

Taken TP

0.000.000.00

Credit Scheme - Employee Funded

including accrued this period :

Pay Available

0.0000

Pay Allocation :
None

Pay Taken TP

0.00

Under **Pay Taken TP** enter the amount of holiday pay to be paid to the employee and then select **OK**.

In the **Results** screen the amount entered under Pay Taken TP will appear in the **Holiday Pay** field under **Additions**:

Individual Calculation

PrevNextSelectQuick ReportPrint FormDone

CalculateNext UncalEdit EeReset CompsRefresh BfwdAbsenceAdj PPOverride ResultsWorkings

Ee name : HSTwo UnderFiftyTwo AbsSus, SSPAtgNI Number : JT528596AEe ref : 1

Calculated

Calculations

ComponentsPay SettingsResults

Results

Additions

Total pay components : 2,587.10

Benefits in kind : 0.00

Holiday pay : 198.75

GU tax : 0.00

GU employee NI : 0.00

GU student loans : 0.00

GU pension : 0.00

Absence payments : 46.70

Pay spines : 0.00

Deductions

Total pay components : 0.00

Benefits in kind : 0.00

Holiday credit : 0.00

Tax : 566.60

Employee NI : 142.76

Student loans : 0.00

Pension contributions : 0.00

AEOs : 0.00

Net pay : 2,123.19

Settings

Tax code : BR

Week/ month 1 :

Main letter : A

Under the **Holiday Schemes** tab of the **Workings** button under **Pay Accrued** is the original value calculated and **Pay Taken** is the overridden Holiday Pay value.

Calculation Workings for SSPAtg HSTwo UnderFiftyTwo AbsSus (ID: 1 / REF: 1)

Letter

Gross UpTaxNIPensionAbsenceCompsMiscNI Back DateHoliday SchemesBenefits in KindStudent Loans

Scheme NameScheme TypeHolidayable PayHolidayable HoursWorking Days

Rolled Up 2Rolled up Holid...0.00000.00000.00

DescriptionPayDaysWeeksHours

Accrued224.08000.00000.00000.0000

Taken198.750.000.000.00

Tax Code : BR

Week/Month 1 :

APP :

Main Letter : A

Print FormDone

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Statutory Program Changes • 21

Tax Advance

When an employee is tax advanced and there is no statutory absence paid in the current period (add to gross and/or offset), when you calculate the employee the Holiday pay will be calculated based on the holiday scheme set up and paid to the employee, in the same manner as described under **Normal Period**.

When an employee is tax advanced and there is statutory absence paid in the current period (add to gross and/or offset), when you calculate the employee the average holiday pay will be calculated in the same manner described under **Period Containing Statutory Pay**. The weekly average is then converted into a value for the frequency which includes the number of periods to include the tax advance, for example fortnightly that is tax advanced by 1 period the weekly average would be multiplied by 4.

We recommend that you check the holiday pay calculated, if necessary, you can override the Holiday Pay calculated, see the section called **Override Holiday Pay**.

Bonus Runs

In line with existing holiday schemes, the Rolled up Holiday scheme will only be calculated in the Main Run, in the same manner as described under **Normal Period** and **Period Containing Statutory Pay**.

Prior Period Adjustment

In line with existing holiday schemes, the Rolled up Holiday Pay scheme will not be re-calculated when performing a Prior Period Adjustment calculation.

Import Current Run Holiday Pay

As the Rolled up Holiday Pay scheme is calculated using either this periods Holidayable pay or 52 weeks average, you are not able to import holiday pay information for employees with this holiday scheme type.

Close Period

Under the **Basic Details** tab of the **Holiday Scheme**, you will have set when the holiday year start date. This will either be the 1st of a specific month or on the anniversary of the employees start date.

When you close the period, the program will then estimate the next payroll runs period end date to see if it is greater than the Holiday Year Start date.

Not Holiday Year End

When you close the period and it is not the holiday year end for a Rolled up Holiday Pay Scheme, only the Pay Taken This Period is added to the Pay Taken Year to Date for each employee.

Holiday Year End

When you close the period and it is the holiday year end for a Rolled up Holiday Pay Scheme, the Pay Taken Year to Date is zeroed for each employee.

Standard Report Changes

Report	Status	Type	Description
PAEEHOL2\PSEEHOL2	Amended	Employee	Added new holiday scheme type Rolled up Holiday Pay.
PAEEHOLS\PSEEHOLS	Amended	Employee	Added new holiday scheme type Rolled up Holiday Pay.
PAHOLSCH\PSHOLSCH	Amended	Employer	Added new holiday scheme type Rolled up Holiday Pay, only shows applicable sections.
PAHOL1N\PSHOL1N	Amended	Employee	Report changed to exclude new holiday scheme Rolled up Holiday Pay.
PAHOL2\PSHOL2	Amended	Payroll Run	Added new holiday scheme type Rolled up Holiday Pay.
PAHOL2A\PSHOL2A	Amended	Payroll Run	Added new holiday scheme type Rolled up Holiday Pay.
PAHOL2H\PSHOL2H	Amended	Payroll Run	Added new holiday scheme type Rolled up Holiday Pay.
PAHOL3\PSHOL3	Amended	Payroll Run	Added new holiday scheme type Rolled up Holiday Pay.
PAHOL3A\PSHOL3A	Amended	Payroll Run	Added new holiday scheme type Rolled up Holiday Pay.
PARUNHOL\PSRUNHOL	Amended	Payroll Run	Added new holiday scheme type Rolled up Holiday Pay.

Import Employee Holiday Schemes

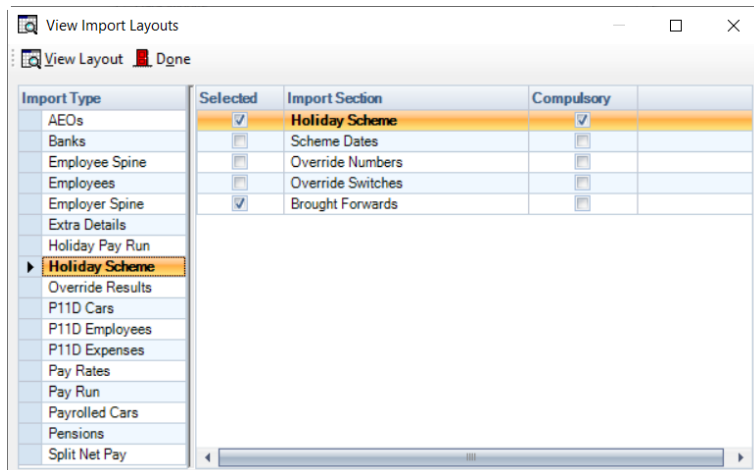
This import can be used to import new records or update existing records.

You can import new and update existing records for the new Holiday Scheme type called **Rolled up Holiday Pay**.

Changes have been made to the **Brought Forwards** section to include fields for **Carried Forward**.

View Layout

You can see the new layout under **Data\Import\View import layouts** then highlight the Import type **Holiday Scheme**



The **Brought Forwards** section has changed, you will see the following when you click on **View Layout**:

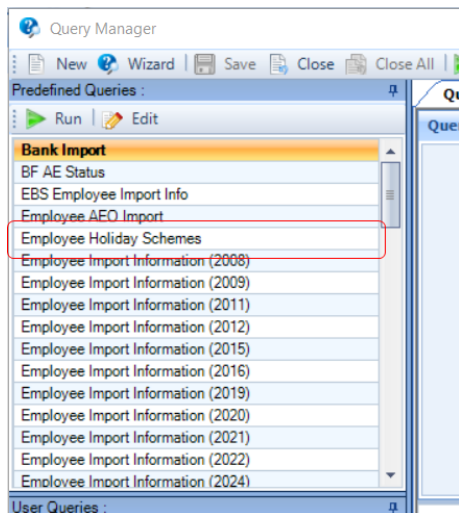
Print

Preview

<

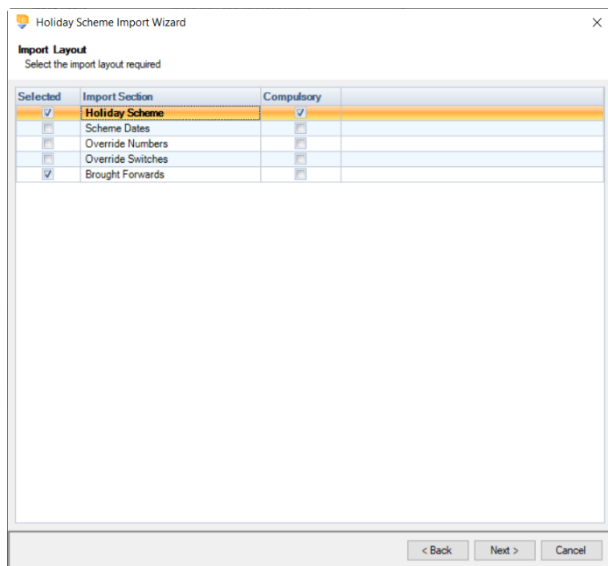
Predefined Query

Under **Utilities\Query Manager** the **Predefined Queries** called **Employee Holiday Schemes** has been updated to include the **Carried forward** fields under the **Brought Forwards** section:



Holiday Scheme Import Wizard

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



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

Custom Import Mappings

Within the custom mappings screen accessed via [Admin\Import Mappings\Import Mappings\Holiday Scheme](#) using either [Edit](#) or [Add](#), you will see the changes to the existing section [Brought Forwards](#):

Import Section	Column	Column Type	Req for Add	Req for Amend	Column Mapping
Brought Forwards	Carried Forward Pay	Numeric	NA	NA	
	Carried Forward Days	Numeric	NA	NA	
	Carried Forward Weeks	Numeric	NA	NA	
	Carried Forward Hours	Numeric	NA	NA	
	Accumulated Pay	Numeric	NA	NA	Column P
	Accumulated Days	Numeric	NA	NA	
	Accumulated Weeks	Numeric	NA	NA	Column R
	Accumulated Hours	Numeric	NA	NA	
	Pay Taken	Numeric	NA	NA	
	Days Taken	Numeric	NA	NA	
	Weeks Taken	Numeric	NA	NA	
	Hours Taken	Numeric	NA	NA	

Important Notes:

- Any existing custom import mappings will need to be updated to include the [Carried Forward](#) fields.

Enhancements

Holiday Schemes – Entitlement Per Annum tab

The screenshot shows the 'Holiday Scheme (Edit)' window with the 'Entitlement Per Annum' tab selected. The left sidebar contains a tree view with the following items: Basic Details, Entitlement Per Annum (selected), Entitlement Base, Accruals Basics, Accruals Settings, and Paying Settings. The main area is divided into three sections: 'Accrue in Basis' with radio buttons for 'Days/weeks' and 'Hours' (selected); 'Maximum Per Annum' with fields for 'Set days/weeks' (5.60 Weeks) and 'Set hours' (196 Hours, highlighted with a red box); and 'New Maximum' with fields for 'Start date', 'Set new days/weeks' (0.0000 Weeks), and 'Set new hours' (0.0000 Hours).

Under **Maximum Per Annum** section the maximum **Set hours** that can be entered has been increased from 231 to 500.

Central Database T2Data

In this release we have increased the size of the following fields to allow longer data file paths, login names and passwords:

tblPayFileAddress

- DataAddress
- Password
- LoginName
- LoginPassword

tblPaySQLServer

- LoginName
- LoginPassword

Auto Enrolment Module

Changes have been made to improve the speed of the auto enrolment module.

These changes will help those clients running large data files.

Program Changes

Employee Verification Connector

In this release when you open a run and select Yes to allow Bonus runs in the current tax period, the information for calculated employees in the current period who have not opted out will now be sent to EVC after a successful Full Payment Submission or Full Payment Submission Alignment.

Technical Changes

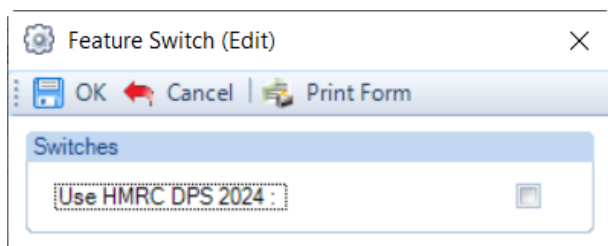
HMRC Notifications (aka DPS)

In this release you can choose to use an alternative method of downloading HMRC notifications, instead of using Microsoft WSE 2.0 SP3.

This is an option as we are only able to test the DPS using the HMRC site, not the live site.

When you select the option it uses standard https technology which is part of Microsoft .Net Framework.

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.

In a future release using the new method of download will be standard and the use of Microsoft WSE will be removed.

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

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:

- Standard Reports
- MCPGloss.mdb
- Tax&NI.mdb

Further changes will be implemented in future releases.

Standard Report Changes

The following standard reports have been changed so that they no longer use the database MCPGloss.mdb:

Report	Status	Type	Description
PAAUD1\PSAUD1\ PXAUD1	Amended	Audit	Removed the use of MCPGloss.mdb
PAAEODET\PSAEODET	Amended	Employee	Removed the use of MCPGloss.mdb
PACRNPPA\PSCRNPPA	Amended	Employee	Removed the use of MCPGloss.mdb
PADIRS\PSDIRS	Amended	Employee	Removed the use of MCPGloss.mdb
PAEEBIK\PSEEBIK	Amended	Employee	Removed the use of MCPGloss.mdb

Report	Status	Type	Description
PAEEDETL\PSEEDETL	Amended	Employee	Removed the use of MCPGloss.mdb
PAEEDTPY\PSEEDTPY	Amended	Employee	Removed the use of MCPGloss.mdb
PAEEP9P6\PSEEP9P6\ PXEEP9P6	Amended	Employee	Removed the use of MCPGloss.mdb
PAEEPYL\PSEEPYL	Amended	Employee	Removed the use of MCPGloss.mdb
PAEESL\PSEESL\PXEESL	Amended	Employee	Removed the use of MCPGloss.mdb
PAEESTLS\PSEESTLS	Amended	Employee	Removed the use of MCPGloss.mdb
PASCSTDP\PSSCSTDP	Amended	Employee	Removed the use of MCPGloss.mdb
PASPNET\PSSPNET	Amended	Employee	Removed the use of MCPGloss.mdb
PAEPS\PSEPS	Amended	Employer	Removed the use of MCPGloss.mdb
PAEXBEEF\PSEXBEEF	Amended	Employer	Removed the use of MCPGloss.mdb
PAEXBSUM\PSEXBSUM	Amended	Employer	Removed the use of MCPGloss.mdb
PAEYU\PSEYU	Amended	Employer	Removed the use of MCPGloss.mdb
PAFPSEEB\PSFPSEEB	Amended	Employer	Removed the use of MCPGloss.mdb
PAFPSEEF\PSFPSEEF	Amended	Employer	Removed the use of MCPGloss.mdb
PAFPSSUM\PSFPSSUM	Amended	Employer	Removed the use of MCPGloss.mdb
PAFPSYTD\PSFPSYTD	Amended	Employer	Removed the use of MCPGloss.mdb
PANVR\PSNVR	Amended	Employer	Removed the use of MCPGloss.mdb
PAAEOTBL\PSAEOTBL	Amended	Misc	Updated to point to the Tax&NI.mdb for the AEO tables
PACISMTH\PSCISMTH	Amended	Misc	Removed the use of MCPGloss.mdb
PACISVER\PSCISVER	Amended	Misc	Removed the use of MCPGloss.mdb
PAEENOTS\PSEENOTS	Amended	Misc	Removed the use of MCPGloss.mdb
PARPTS1\PSRPTS1	Amended	Misc	Removed the use of MCPGloss.mdb, changed to exclude Deleted reports.
PASCHCAR\PSSCHCAR	Amended	P11D	Removed the use of MCPGloss.mdb
PASCHGEX\PSSCHGEX	Amended	P11D	Removed the use of MCPGloss.mdb

Report	Status	Type	Description
PASCHMIL\PSSCHMIL	Amended	P11D	Removed the use of MCPGloss.mdb
PAASDIS\PSASDIS	Amended	P11D Benefits	Removed the use of MCPGloss.mdb
PAASSTRA\PSASSTRA	Amended	P11D Benefits	Removed the use of MCPGloss.mdb
PABENLNS\PSBENLNS	Amended	P11D Benefits	Removed the use of MCPGloss.mdb
PACARDET\PSCARDET	Amended	P11D Benefits	Removed the use of MCPGloss.mdb
PACARLST\PSCARLST	Amended	P11D Benefits	Removed the use of MCPGloss.mdb
PAGENEXP\PSGENEXP	Amended	P11D Benefits	Removed the use of MCPGloss.mdb
PAMILEAG\PSMILEAG	Amended	P11D Benefits	Removed the use of MCPGloss.mdb
PAGIRLST\PSGIRLST\ PXGIRLST	Amended	Pay Method	Removed the use of MCPGloss.mdb
PAMETH1\PSMETH1	Amended	Pay Method	Removed the use of MCPGloss.mdb
PAMETHBA\PSMETHBA	Amended	Pay Method	Removed the use of MCPGloss.mdb
PAMETHCA\PSMETHCA	Amended	Pay Method	Removed the use of MCPGloss.mdb
PAMETHCH\PSMETHCH	Amended	Pay Method	Removed the use of MCPGloss.mdb
PAMETHGI\PSMETHGI	Amended	Pay Method	Removed the use of MCPGloss.mdb
PACALCST\PSCALCST	Amended	Payroll Run	Removed the use of MCPGloss.mdb
PAPPADJ\PSPPADJ	Amended	Payroll Run	Removed the use of MCPGloss.mdb
PAPPTOT\PSPTOT	Amended	Payroll Run	Removed the use of MCPGloss.mdb
PARNNINO\PSRNNINO	Amended	Payroll Run	Removed the use of MCPGloss.mdb
PARNP9P6\PSRNP9P6	Amended	Payroll Run	Removed the use of MCPGloss.mdb
PARNSL\PSRNSL	Amended	Payroll Run	Removed the use of MCPGloss.mdb
PASCSTAT\PSSCSTAT	Amended	Payroll Run	Removed the use of MCPGloss.mdb
PASCSTER\PSSCSTER	Amended	Payroll Run	Removed the use of MCPGloss.mdb
PASTLNS\PSSTLNS	Amended	Payroll Run	Removed the use of MCPGloss.mdb

Standard Reports marked as Deleted

The following reports have been marked as Deleted and you will no longer be able to run them via IPP, they will continue to appear in the Reports tables marked as Deleted, and may still be in your Report folders:

Report	Status	Type	Description
PAEPENCK\PSEPENCK	Deleted	Employee	Employee pension comparison
PAP45FBI\PSP45FBI	Deleted	Employee	FBI Plain Paper P45
PAP46\PSP46	Deleted	Employee	HMRC P46
PAHMRC\PSHMRC	Deleted	Employer	HMRC Generic Payroll Report File
PAEOYFBI\PSEOFBI	Deleted	Misc	EOY FBI Return report.
PAP46P45\PSP46P45	Deleted	Misc	In Year FBI Returns
PASPA\PSSPA	Deleted	Misc	State Pension Age Scale
PAELOG\PSELOG	Deleted	Payroll Run	Employee ePayslips Login Details
PAELOGIN\PSELOGIN	Deleted	Payroll Run	Employee letter for ePayslips login
PAEPIN\PSEPIN	Deleted	Payroll Run	Employee ePayslips Pin Number Details
PAEPWORD\PSEPWORD	Deleted	Payroll Run	Employee letter for ePayslips temporary password
PAAP6014\PSAP6014	Deleted	Year End	Access Plus P60 format for 13/14
PAAP6015\PSAP6015	Deleted	Year End	Access Plus P60 format for 14/15
PAAP6016\PSAP6016	Deleted	Year End	Access Plus P60 format for 15/16
PAEP6013\PSEP6013	Deleted	Year End	Easy Seal P60 format for 12/13
PAEP6014\PSEP6014	Deleted	Year End	Easy Seal P60 format for 13/14
PAEP6015\PSEP6015	Deleted	Year End	Easy Seal P60 format for 14/15
PAEP6016\PSEP6016	Deleted	Year End	Easy Seal P60 format for 15/16
PAEP6017\PSEP6017	Deleted	Year End	Prolog P60 format for 16/17
PAKP6015\PSKP6015	Deleted	Year End	Knight Business P60 format for 14/15
PAKP6016\PSKP6016	Deleted	Year End	Knight Business P60 format for 15/16
PAKP6017\PSKP6017	Deleted	Year End	Prolog P60 format for 16/17
PAMP6013\PSMP6013	Deleted	Year End	Master Mailer P60 format for 12/13

Report	Status	Type	Description
PAMP6014\PSMP6014	Deleted	Year End	Master Mailer P60 format for 13/14
PAMP6015\PSMP6015	Deleted	Year End	Master Mailer P60 format for 14/15
PAMP6016\PSMP6016	Deleted	Year End	Master Mailer P60 format for 15/16
PAMP6017\PSMP6017	Deleted	Year End	Master Mailer P60 format for 16/17
PAP14L13\PSP14L13	Deleted	Year End	P14/P60 Laser format for 12/13
PAP14L14\PSP14L14	Deleted	Year End	P14/P60 Laser format for 13/14
PAP14L15\PSP14L15	Deleted	Year End	P14/P60 Laser format for 14/15
PAP14L16\PSP14L16	Deleted	Year End	P14/P60 Laser format for 15/16
PAP14P13\PSP14P13	Deleted	Year End	P14/P60 Laser for 12/13
PAP14P14\PSP14P14	Deleted	Year End	P14/P60 Laser for 13/14
PAP14P15\PSP14P15	Deleted	Year End	P14/P60 Laser for 14/15
PAP14P16\PSP14P16	Deleted	Year End	P14/P60 Laser for 15/16
PAP14P17\PSP14P17	Deleted	Year End	P14/P60 Laser for 16/17
PAP60H13\PSP60H13	Deleted	Year End	P60 format for 12/13
PAP60H14\PSP60H14	Deleted	Year End	P60 format for 13/14
PAP60H15\PSP60H15	Deleted	Year End	P60 format for 14/15
PAP60H16\PSP60H16	Deleted	Year End	P60 format for 15/16
PAP60H17\PSP60H17	Deleted	Year End	P60 format for 16/17
PAP60P13\PSP60P13	Deleted	Year End	HMRC Approved P60 format for 12/13
PAP60P14\PSP60P14	Deleted	Year End	HMRC Approved P60 format for 13/14
PAP60P15\PSP60P15	Deleted	Year End	HMRC Approved P60 format for 14/15
PAP60P16\PSP60P16	Deleted	Year End	HMRC Approved P60 format for 15/16
PAP60P17\PSP60P17	Deleted	Year End	HMRC Approved P60 format for 16/17
PAQ&D\PSQ&D	Deleted	Year End	Year End – Questions and Declarations

Report Management

The reports that have been marked as Deleted are automatically not show under Reporting\Report Management.

Run General Reports

The reports that have been marked as Deleted are automatically not show under Reporting\Run General Reports.

Favourite Reports

The reports that have been marked as Deleted are automatically not show under Favourite reports in the following locations:

- Reporting\Run General Reports
- Outlook bar – Reporting\Favourites
- Reporting\Favourites
- Admin\Personal Preferences\Favourite Reports

Group Reporting

When you run a print macro via group reporting and the macro includes any of the reports that have been marked as Deleted, a message is displayed that the report(s) is not found.

You will need to remove the report(s) from the print macro via [Reporting\Define Macros](#).

Print Macros

When you run a print macro and the macro includes any of the reports that have been marked as Deleted, a message is displayed that the report(s) is not found.

You will need to remove the report(s) from the print macro via Reporting\Define Macros.

Quick Reports

If you have a report that has been marked as Deleted set as a Quick report, when you run the Quick report a message is displayed that the report does not exist.

You will need to update the Quick reports via Reporting\Define Quick Reports.

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.

- tblIF_EOY_Return_Type
- tblIF_Notification_Option_Type
- tblIF_Submission_Request_Type
- tblIF_Submission_Status_Type
- tblIF_Submission_Sub_Type
- tblIF_Submission_Type
- tblAEOType
- tblAEOSByCountry
- tblCountries
- tblEe_State_Pension_Age
- tbl EeBals Glossary
- tbl EeDetails Glossary

- tblHoliday_Accrue_Pay_Type
- tblHoliday_Accrue_Type
- tblHoliday_AccrueIn_Basis_Type
- tblHoliday_Entitlement_Accrual_BasedOn
- tblHoliday_Entitlement_Accrual_BasedOn_Type
- tblHoliday_Entitlement_AccrueIn_Type
- tblHoliday_Entitlement_BasedOn
- tblHoliday_FundedBy_Type
- tblHoliday_Initial_Period_Type
- tblHoliday_Schemes_Type
- tblImpCliFormat
- tblLogin_Egress

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

Tax&NI.mdb

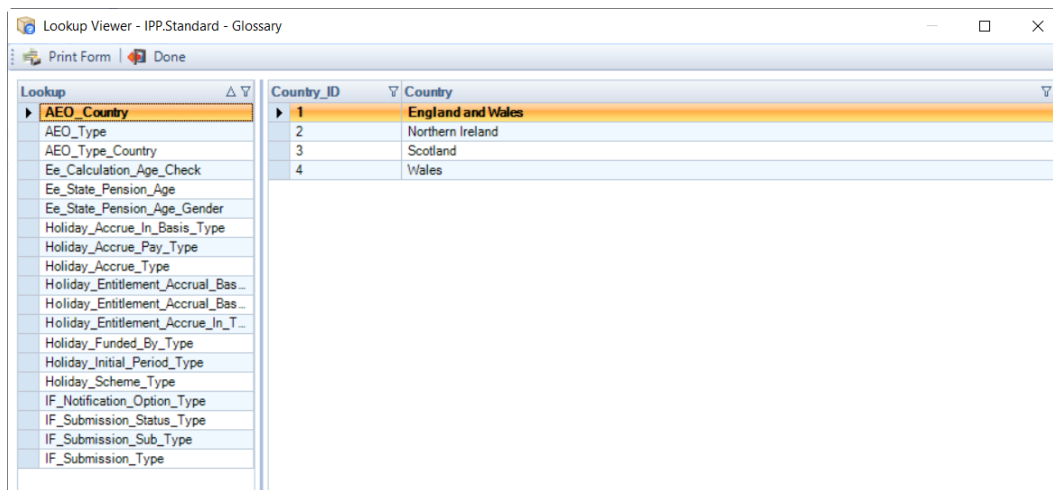
The following tables have been moved from the MCPGLOSS.mdb to the Tax&NI.mdb, if you have Custom reports using these tables they will need to be updated to point to the tables in the Tax&NI.mdb:

- tblAEOsByCountry renamed tblAEO_Type_Country
- tblAEOTypes renamed tblAEO_Type
- tblCountries renamed tblAEO_Country

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
2024005	Calculations	Where an employee has a cumulative tax code, is paid gross to net and gross up, with gross to net set to be calculated first, and they have a Salary Sacrifice pension where % Calculated on is set as Nlable Pay, the Tax deducted from the employee is incorrect.
2024004	Reports	PAFPSYTD\PSFPSYTD - currently the tax year selection doesn't include 2023/24.
2024003	Miscellaneous	Currently the HMRC Submission Search for FPS and Submission Required, is not including payrolls where a BACS file has been created but the FPS has not been created. This also impacts the reminder when closing the payroll data file.
2024002	Miscellaneous	Employee Import - New Employees - When importing a new employee where the NI Letter field is left blank under the NI Settings section, the Working In a Freeport and Working in an Investment Zone settings are being set as True. These settings have no impact on the Calculations.
2024001	Miscellaneous	PRE and Cost Splits - when opening PRE and selecting Cost Splits, when you select the Pay Day for an Open Run the following error occurs Object reference not set to an instance of an object.
2021033	Miscellaneous	Education Returns - MCR - Where an employee has a teacher and LGPS pension scheme the MCR is including the records for both, but should only be including the teacher pension records. Until resolved edit the MCR generated file to remove the LGPS records, note that the Pension contributions are zero.
2020074	Miscellaneous	Education Return MCR - For employees pay spines that they left prior to the current month and are therefore not calculated in the current month, when you go to generate the MCR they are marked as Fatal if the Role Identifier and/or the Membership Reference Number is not completed.
2020068	Miscellaneous	Education Return MCR - currently if an employee has a Pay Spine marked as TLR that is linked to a Main Spine, which has two new point records on the same date, the last one cancelling the first, the MCR will not generate. Also if they have a new point date and a leave point date on the same date, the MCR will not generate.
2016030	Internet Downloads and Submissions	RTI FPS Leaver - if an employee has never been included in an FPS submission, then when they are marked as a leaver they are not being included in the FPS. This affects the FPS warning messages.

All Report Changes

Report	Status	Type	Description
PAAEODET\PSAEODET	Amended	Employee	Removed the use of MCPGloss.mdb
PAAEOTBL\PSAEOTBL	Amended	Misc	Updated to point to the Tax&NI.mdb for the AEO tables
PAAP6014\PSAP6014	Deleted	Year End	Access Plus P60 format for 13/14
PAAP6015\PSAP6015	Deleted	Year End	Access Plus P60 format for 14/15
PAAP6016\PSAP6016	Deleted	Year End	Access Plus P60 format for 15/16
PAASSDIS\PSASSDIS	Amended	P11D Benefits	Removed the use of MCPGloss.mdb
PAASSTRA\PSASSTRA	Amended	P11D Benefits	Removed the use of MCPGloss.mdb
PAAUD1\PSAUD1\ PXAUD1	Amended	Audit	Removed the use of MCPGloss.mdb
PABENLNS\PSBENLNS	Amended	P11D Benefits	Removed the use of MCPGloss.mdb
PACALCST\PSCALCST	Amended	Payroll Run	Removed the use of MCPGloss.mdb
PACARDET\PSCARDET	Amended	P11D Benefits	Removed the use of MCPGloss.mdb
PACARLST\PSCARLST	Amended	P11D Benefits	Removed the use of MCPGloss.mdb
PACISMTH\PSCISMTH	Amended	Misc	Removed the use of MCPGloss.mdb
PACISVER\PSCISVER	Amended	Misc	Removed the use of MCPGloss.mdb
PACRNPPA\PSCRNPPA	Amended	Employee	Removed the use of MCPGloss.mdb
PADIRS\PSDIRS	Amended	Employee	Removed the use of MCPGloss.mdb
PAEEBIK\PSEEBIK	Amended	Employee	Removed the use of MCPGloss.mdb
PAEEDETL\PSEEDETL	Amended	Employee	Removed the use of MCPGloss.mdb
PAEEDTPY\PSEEDTPY	Amended	Employee	Removed the use of MCPGloss.mdb
PAEENINO\PSEENINO\ PXEENINO	Amended	Employee	Removed the use of MCPGloss.mdb
PAEENOTS\PSEENOTS	Amended	Misc	Removed the use of MCPGloss.mdb
PAEEP9P6\PSEEP9P6\ PXEEP9P6	Amended	Employee	Removed the use of MCPGloss.mdb
PAEEPYL\PSEEPYL	Amended	Employee	Removed the use of MCPGloss.mdb
PAEESL\PSEESL\PXEEESL	Amended	Employee	Removed the use of MCPGloss.mdb

Report	Status	Type	Description
PAEESTLS\PSEESTLS	Amended	Employee	Removed the use of MCPGloss.mdb
PAELOG\PSELOG	Deleted	Payroll Run	Employee ePayslips Login Details
PAELOGIN\PSELOGIN	Deleted	Payroll Run	Employee letter for ePayslips login
PAEOYFBI\PSEOFBI	Deleted	Misc	EOY FBI Return report.
PAEP6013\PSEP6013	Deleted	Year End	Easy Seal P60 format for 12/13
PAEP6014\PSEP6014	Deleted	Year End	Easy Seal P60 format for 13/14
PAEP6015\PSEP6015	Deleted	Year End	Easy Seal P60 format for 14/15
PAEP6016\PSEP6016	Deleted	Year End	Easy Seal P60 format for 15/16
PAEP6017\PSEP6017	Deleted	Year End	Prolog P60 format for 16/17
PAEPENCK\PSEPENCK	Deleted	Employee	Employee pension comparison
PAEPIN\PSEPIN	Deleted	Payroll Run	Employee ePayslips Pin Number Details
PAEPS\PSEPS	Amended	Employer	Removed the use of MCPGloss.mdb
PAEPWORD\PSEPWORD	Deleted	Payroll Run	Employee letter for ePayslips temporary password
PAEXBEEF\PSEXBEEF	Amended	Employer	Removed the use of MCPGloss.mdb
PAEXBSUM\PSEXBSUM	Amended	Employer	Removed the use of MCPGloss.mdb
PAEYU\PSEYU	Amended	Employer	Removed the use of MCPGloss.mdb
PAFPSEEB\PSFPSEEB	Amended	Employer	Removed the use of MCPGloss.mdb
PAFPSEEF\PSFPSEEF	Amended	Employer	Removed the use of MCPGloss.mdb
PAFPSSUM\PSFPSSUM	Amended	Employer	Removed the use of MCPGloss.mdb
PAFPSYTD\PSFPSYTD	Amended	Employer	Removed the use of MCPGloss.mdb
PAGENEXP\PSGENEXP	Amended	P11D Benefits	Removed the use of MCPGloss.mdb
PAGIRLST\PSGIRLST\ PXGIRLST	Amended	Pay Method	Removed the use of MCPGloss.mdb
PAHMRC\PSHMRC	Deleted	Employer	HMRC Generic Payroll Report File
PAKP6015\PSKP6015	Deleted	Year End	Knight Business P60 format for 14/15
PAKP6016\PSKP6016	Deleted	Year End	Knight Business P60 format for 15/16
PAKP6017\PSKP6017	Deleted	Year End	Prolog P60 format for 16/17

Report	Status	Type	Description
PAMETH1\PSMETH1	Amended	Pay Method	Removed the use of MCPGloss.mdb
PAMETHBA\PSMETHBA	Amended	Pay Method	Removed the use of MCPGloss.mdb
PAMETHCA\PSMETHCA	Amended	Pay Method	Removed the use of MCPGloss.mdb
PAMETHCH\PSMETHCH	Amended	Pay Method	Removed the use of MCPGloss.mdb
PAMETHGI\PSMETHGI	Amended	Pay Method	Removed the use of MCPGloss.mdb
PAMILEAG\PSMILEAG	Amended	P11D Benefits	Removed the use of MCPGloss.mdb
PAMP6013\PSMP6013	Deleted	Year End	Master Mailer P60 format for 12/13
PAMP6014\PSMP6014	Deleted	Year End	Master Mailer P60 format for 13/14
PAMP6015\PSMP6015	Deleted	Year End	Master Mailer P60 format for 14/15
PAMP6016\PSMP6016	Deleted	Year End	Master Mailer P60 format for 15/16
PAMP6017\PSMP6017	Deleted	Year End	Master Mailer P60 format for 16/17
PANVR\PSNVR	Amended	Employer	Removed the use of MCPGloss.mdb
PAP14L13\PSP14L13	Deleted	Year End	P14/P60 Laser format for 12/13
PAP14L14\PSP14L14	Deleted	Year End	P14/P60 Laser format for 13/14
PAP14L15\PSP14L15	Deleted	Year End	P14/P60 Laser format for 14/15
PAP14L16\PSP14L16	Deleted	Year End	P14/P60 Laser format for 15/16
PAP14P13\PSP14P13	Deleted	Year End	P14/P60 Laser for 12/13
PAP14P14\PSP14P14	Deleted	Year End	P14/P60 Laser for 13/14
PAP14P15\PSP14P15	Deleted	Year End	P14/P60 Laser for 14/15
PAP14P16\PSP14P16	Deleted	Year End	P14/P60 Laser for 15/16
PAP14P17\PSP14P17	Deleted	Year End	P14/P60 Laser for 16/17
PAP45FBI\PSP45FBI	Deleted	Employee	FBI Plain Paper P45
PAP46\PSP46	Deleted	Employee	HMRC P46
PAP46P45\PSP46P45	Deleted	Misc	In Year FBI Returns
PAP60H13\PSP60H13	Deleted	Year End	P60 format for 12/13
PAP60H14\PSP60H14	Deleted	Year End	P60 format for 13/14
PAP60H15\PSP60H15	Deleted	Year End	P60 format for 14/15

Report	Status	Type	Description
PAP60H16\PSP60H16	Deleted	Year End	P60 format for 15/16
PAP60H17\PSP60H17	Deleted	Year End	P60 format for 16/17
PAP60P13\PSP60P13	Deleted	Year End	HMRC Approved P60 format for 12/13
PAP60P14\PSP60P14	Deleted	Year End	HMRC Approved P60 format for 13/14
PAP60P15\PSP60P15	Deleted	Year End	HMRC Approved P60 format for 14/15
PAP60P16\PSP60P16	Deleted	Year End	HMRC Approved P60 format for 15/16
PAP60P17\PSP60P17	Deleted	Year End	HMRC Approved P60 format for 16/17
PAPPADJ\PSPPADJ	Amended	Payroll Run	Removed the use of MCPGloss.mdb
PAPPTOT\PSPPTOT	Amended	Payroll Run	Removed the use of MCPGloss.mdb
PAQ&D\PSQ&D	Deleted	Year End	Year End – Questions and Declarations
PARNNINO\PSRNNINO	Amended	Payroll Run	Removed the use of MCPGloss.mdb
PARNP9P6\PSRNP9P6	Amended	Payroll Run	Removed the use of MCPGloss.mdb
PARNSL\PSRNSL	Amended	Payroll Run	Removed the use of MCPGloss.mdb
PARPTS1\PSRPTS1	Amended	Misc	Removed the use of MCPGloss.mdb
PASCHCAR\PSSCHCAR	Amended	P11D	Removed the use of MCPGloss.mdb
PASCHGEX\PSSCHGEX	Amended	P11D	Removed the use of MCPGloss.mdb
PASCHMIL\PSSCHMIL	Amended	P11D	Removed the use of MCPGloss.mdb
PASCSTAT\PSSCSTAT	Amended	Payroll Run	Removed the use of MCPGloss.mdb
PASCSTDP\PSSCSTDP	Amended	Employee	Removed the use of MCPGloss.mdb
PASCSTER\PSSCSTER	Amended	Payroll Run	Removed the use of MCPGloss.mdb
PASPA\PSSPA	Deleted	Misc	State Pension Age Scale
PASPNET\PSSPNET	Amended	Employee	Removed the use of MCPGloss.mdb
PASTLNS\PSSTLNS	Amended	Payroll Run	Removed the use of MCPGloss.mdb

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.

Any reports using the MCPGLOSS.mdb will need to be updated, we recommend instead of obtaining the definitions from MCPGLOSS.mdb change them to a formula with the definitions.

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 Fax: 0844 366 7828 Email: helpdesk@ir-efile.gov.uk	Tel: 0300 200 3200 Tel: 0300 200 3211 (new business)

Contact Sales (including stationery sales)

For IRIS Payrolls	For Earnie Payrolls	For IRIS Payroll Professional
Tel: 0344 815 5656 Email: sales@iris.co.uk	Tel: 0344 815 5676 Email: earniesales@iris.co.uk	Tel: 0345 057 3708 Email: payrollsales@iris.co.uk

Contact Support

Your Product	Phone	E-mail
IRIS PAYE-Master	0344 815 5661	payroll@iris.co.uk
IRIS Payroll Business	0344 815 5661	ipsupport@iris.co.uk
IRIS Bureau Payroll	0344 815 5661	ipsupport@iris.co.uk
IRIS GP Payroll	0344 815 5681	gpsupport@iris.co.uk
IRIS GP Accounts	0344 815 5681	gpaccsupport@iris.co.uk
Earnie or Earnie IQ	0344 815 5671	earniesupport@iris.co.uk
IRIS Payroll Professional (formerly Star)	01273 715300	payroll-support@iris.co.uk

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