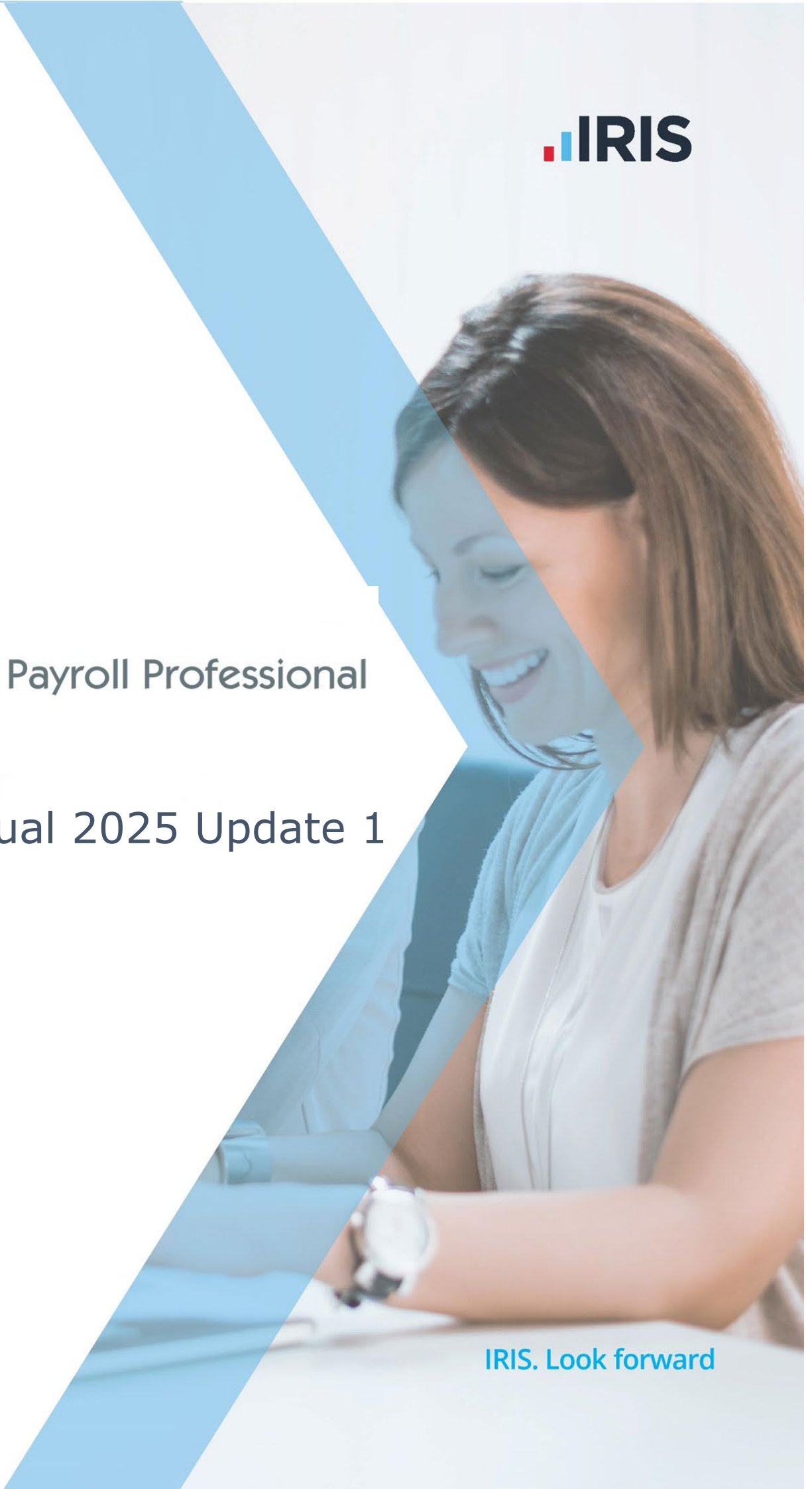
Payroll Professional

# User Manual 2025 Update 1

May 2025



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# Introduction and Setup

## Introduction

Welcome to the **Payroll Professional Help File.** Thank you for choosing **Payroll Professional**.

**Payroll Professional** is a complete Payroll recording and calculation system for both commercial organisations and bureau's running client payrolls.

Features of the system include net to gross calculations, payslip history and virtually limitless reporting capability via Crystal Reports.

Additional features, which supplement the core activity, are:

- Expatriate Facilities
- Importing
- Multi-user
- Split Net Pay
- Bonus Runs
- Pay Spines
- Group Reporting
- SQL Server
- P11D Module

## Learning the program!

When you receive your Payroll Professional software you will be given a Quick Guide which will help you setup the basic information e.g. Employees, Banks, Passwords etc

When you are using the program and require more information, click on the button to access the Help File. You have the option to print the information from the screen if you need to follow our step by step instructions. Everytime you install an update the help file will automatically be updated.

Contact Payroll Professional support via http://www.iris.co.uk/iriscommunity

## The Payroll Professional Help File

The Help File describes the features and use of version 2025 of the **Payroll Professional** application.

It will take you through the whole process of setting up and processing client payroll data files. You will be taken through the following steps:

- Loading the software and logging on
- Setting up new users
- Setting up new clients
- Inputting variable data
- Processing the payroll
- Paying the employees by BACS and other methods
- Creating and submitting the Full Payment Submission
- Printing Payslips

- Other client reporting
- Importing details from other sources
- Year end procedures

### Who should use this Help File

The Payroll Professional Help File is intended for:

- Personnel responsible for the installation of **Payroll Professional**
- Personnel (e.g. Systems Administrator) responsible for site-specific customisation of **Payroll Professional**
- End Users of **Payroll Professional**

## Licencing

**Payroll Professional** licencing is controlled by the number of users and/or the number of payroll data files.

Where more than one person needs to access the program then **Payroll Professional** needs to be installed to a network drive with workstation installations being done at any PC that needs to use the program.

Network installation can be done even if you only have a single user licence. More than one PC can then be setup to use **Payroll Professional,** although only one person can be logged into the program at any one time.

## Links to Other Software

**Payroll Professional** is part of a suite of programs including BMS, myePayWindow and vPA.

When installing **Payroll Professional**, you can link to BMS.

BMS is our Bureau Management System. This enables workflow monitoring of payroll processes, primarily to ensure all payrolls are completed in a timely manner. This can be linked to **Payroll Professional** using existing payroll data files.

## Data Integrity

Since the program was first written, Payroll Professional has had an inbuilt check operating as a data file is opened. If there are any errors in the data a warning is displayed. This is particularly relevant if a system crash has happened during period close, which can result in some records being updated, others not and the closedown incomplete. If the period closedown is then re-done, some employees will end up being updated twice.

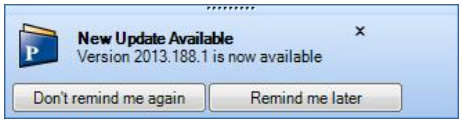
The warning has always advised the user to restore a backup before going any further. However, we have had several instances of users carrying on at this point regardless.

If anything of this nature occurs, the user will get a warning message telling the user to restore the data file.

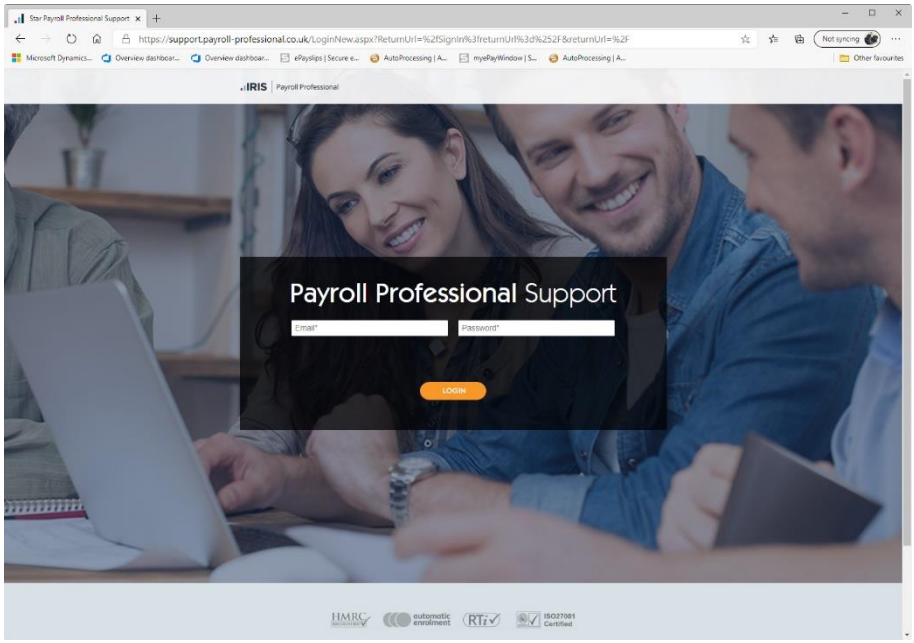
All errors are recorded in the payroll database and can be viewed or printed from **Admin** tab then select **View Error log.**

## Update Notification

After logging into the program you will be shown if an update is available. This will appear in the bottom right hand corner of Payroll Professional.

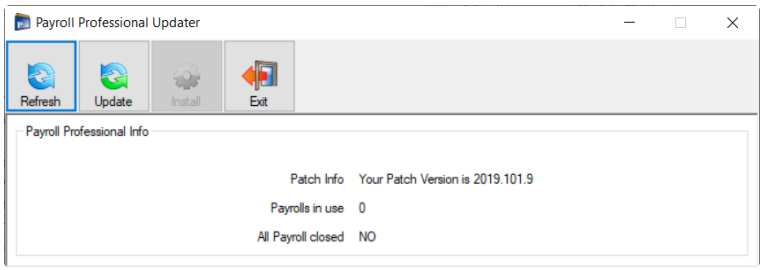



If you click on **New Update Available**, you will then be taken to Payroll Professional's website through your internet browser to download the update. This is the normal webpage where you enter your Email address and password (supplied by Payroll Professional Support), then review the changes and download in the normal way.




Under the **Help** tab you can also select **Check for Updates**, to see if a new update is available.

After clicking on **Check for Updates** you will see either a screen showing whether a **New Update Available** or **Up to Date**.




If a new update is available download using the Payroll Professional Updater.

## Stationery

The reports within Payroll Professional are designed for Laser printers. These include Security Laser Payslips, Pressure Seal Payslips, Non Security Payslips, P60s and P45s.

**Security Laser Payslips** – This security laser stationery is lightly gummed around the edge, and is specially designed for use with a laser printer without sticking. Once printed, the payslips can be made secure by simply folding them in half. If you have large payrolls and think this would be time consuming there are two folding machines available. Payroll Professional also supply report layouts for P60's.

**Pressure Seal Payslips** - This was the very first way of achieving a security laser payslip. The paper is pre-coated with a cohesive, this dry process which only sticks to itself with the use of a sealing machine. Payroll Professional can also supply report layouts for P60's.

These sealers need not be exclusive to Payroll; they can also be used, for example, to send invoices and mail merges to your clients.

**Ordinary Payslips** – You can print our standard laser payslip which is a plain A4 sheet with a perforation across the middle and will therefore print two payslips to a page. Alternatively there is a report to fit an A4 sheet, which can be folded to fit a DL window envelope.

Some clients will use the Security stationery to send to their employees and the Non Security version for their records.

**P60 Reports -** Our report is designed to fit standard issued HMRC Laser stationery.

We also provide HMRC approved laser substitute P60 and P60 Replacement reports which do not require any pre-printed stationery.

**P45 Reports** – These reports are designed to fit standard HMRC laser stationery and are updated automatically for each tax year.

We also provide HMRC approved laser substitute P45 report which does not require any pre-printed stationery.

## HMRC PAYE Recognition

Payroll Professional appears on the HMRC list of commercial software suppliers who have demonstrated the ability to file a valid RTI form – FPS, EPS, NVR including retrieving the NI Numbers online.

https://www.gov.uk/payroll-software

## Looking after your PC

### Scandisk and Defrag…

During normal daily use the creation, movement, and deletion of files on the disk drives to which your computer is attached will cause fragmentation. Over time this fragmentation can build up and in extreme cases cause problems such as file loss and corruption.

The installation process of any software is by its very nature a file transfer-intensive operation. As such, installations can prove to be more sensitive to the problem of fragmentation than normal activities.

Periodical running of Disk Defragmenter can help guard against the problems caused by heavy fragmentation. Disk Defragmenter can be used to deal with the problem of file fragmentation itself by re-organising the files on a drive. When run, most defraggers will give an indication of the level of fragmentation on the selected disk drive. Generally any drive where the level of fragmentation is over 10% can be considered in need of defragging.

Disk Defragmenter is a standard component of Windows.

They can normally be found in **Programs\Accessories\System Tools** from the Windows Taskbar. In the event they have not been installed they can be added using the Add Remove Program Files option in Control Panel. Similar third party products which provide a higher level of functionality are also available.

### Anti-Virus Software

It has been noted that certain forms of anti-virus software can cause problems during the installation of new software. Known symptoms include extremely slow installation, an inability to run the install, and GPF errors while installing.

These problems usually arise from the anti-virus software trying to: -

- Prevent the copying of EXE, DLL, COM, INF and other program files to your hard disk.
- Watch for illegal operations; e.g. attempting to write to the boot sector of your hard disk.
- Prevent the running of any file place on the hard disk until it has been scanned.

Since an installation may incorporate one or more of these operations the anti-virus software can actually block the normal install operation. The level of problems anti-virus software cause will depend upon how the software has been configured. The greater the level of security it is set to provide the higher the chances are of problems arising.

It is therefore advised that you disable your anti-virus software prior to performing an install. If you feel that this will leave you open to viruses you can always perform a scan of the installation disks prior to use.

## System Backups

There are several system databases and other files/folders which should be backed up on a regular basis.

If your payroll is a network installation then it is reasonable to assume that these are being backed up as a part of your daily network backup, we would recommend making sure this is the case.

However you may wish to consider making additional backups of the system databases using WinZip, or another backup medium, to a secure area.

And if you have a standalone install it is important that you are backing these files up on a regular basis, not on the same computer, backup to the network or an external device such as a Zip drive.

The databases, files and folders are:

| | |
|---|---|
| **T2data.mdb** | Contains all of your user information, bank details and client (linking) records as well as any Client Extra details you have created. |
| **SQL T2Database** | If you have a SQL T2Data, it contains the same information as T2Data.mdb, and will be found on your SQL Server normally prefixed with T2D. |
| **P2admin.mdb** | Contains settings for your reports, macros, employer diaries and internet settings. |
| **SQL P2Admin** | If you have a SQL P2Admin, it contains the same information as P2Admin.mdb, and will be found on your SQL Server normally prefixed with P2. |
| **Internet folder** | Contains all the internet submissions to the HMRC. |
| **Custom reports *.rpt** | These are reports either you have created or have been written specifically for your company, all standard reports are prefixed with PA, PX or PS. |
| **Payroll Data files *.mcp** | These are your clients live access data files, they should all be located in your Standard Data Path. |
| **SQL Payroll Databases** | If you are licensed for SQL, then you will have SQL payroll databases. These are your clients live data files, and will be found on your SQL Server normally prefixed with PSD. |
| **Backups** | These are all the backups that you have created, and are used if you need to restore a data file for any reason. |
| **Mcpay.lic** | Your license file. |

## Support for Payroll Professional

### IRIS Community

Contact support via the website http://www.iris.co.uk/iriscommunity

Contact support via telephone number 0344 815 5555

Standard Support Hours are: Monday to Thursday 9am to 5.30pm, Friday 9.30am to 5.00pm.

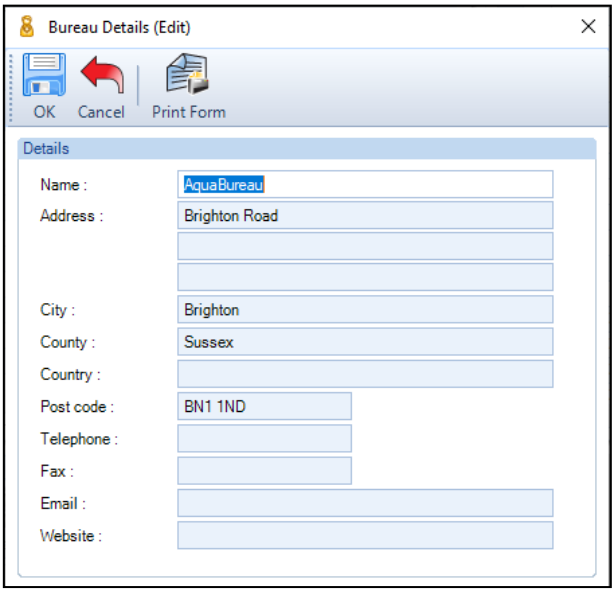
We are closed on Bank Holidays.

Please visit our website https://support.payroll-professional.co.uk/ for details of alternative hours for Christmas and during busy periods.

### Bureau Details

Under the **Help** tab select **Bureau Details** and input your company details.

This information is used for some Pay Method reports that are to be faxed to the bank.




## Data Structure Changes

Due to the increasing complexity of what must be stored in the data file the Year End Updates will delete old tax years, this may also include tables and fields that are no longer used.

You will always have the statutory legal requirement of six years history plus the current tax year.

As each datafile is opened with an EOY Update you'll be prompted to take a backup and the deletion will then take place. The Audit trail deletion is the only information that will not be deleted through this process and should be controlled by the payroll manager.

If you need to access this old data we would recommend that the backup that is created is copied or moved to a secure area along with the previous years full EOY Install. You will then be able to install the old program on a standalone PC temporarily to access these files.

# Installation Guide

## Integrating Payroll Professional in to Your Organisation

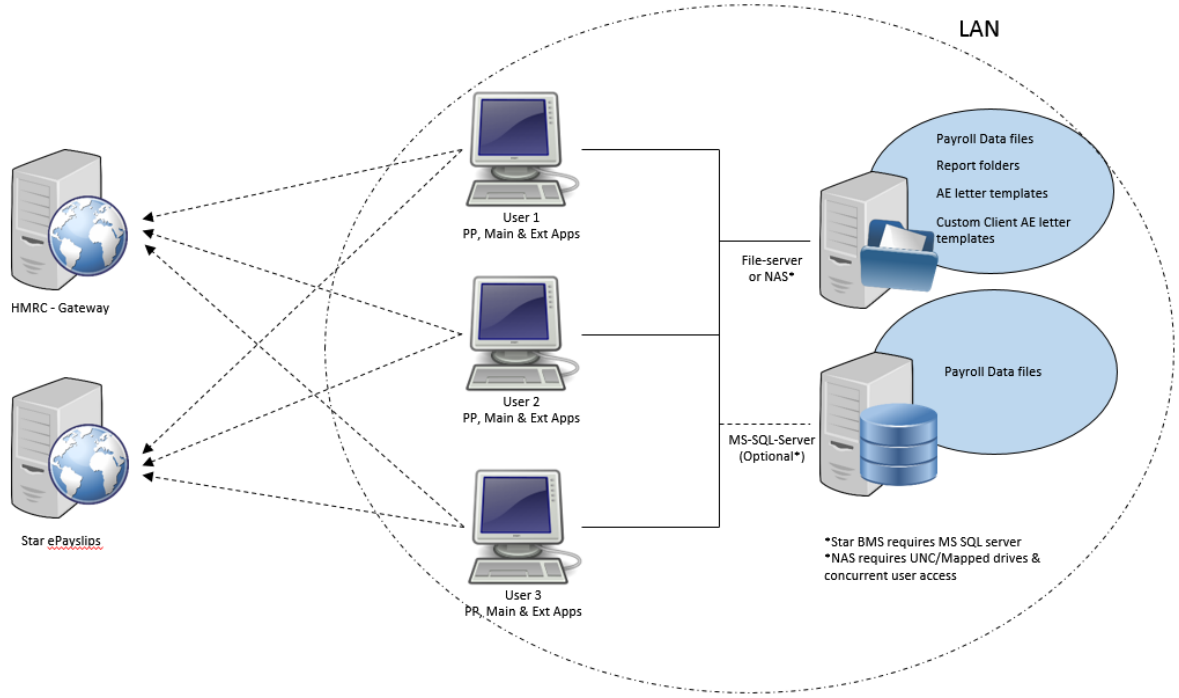
Payroll Professional can easily be integrated into your organisation, by installing on either a stand alone PC 'Workstation' a 'Server' platform. All installation methods will provide the same Payroll Professional,'Networked' PCs or on professional software package however, selecting the right installion method can affect how your organisation would like to optimise its productivity and workflow.

## Which Installation is Right For Us?

### Workstation Installation

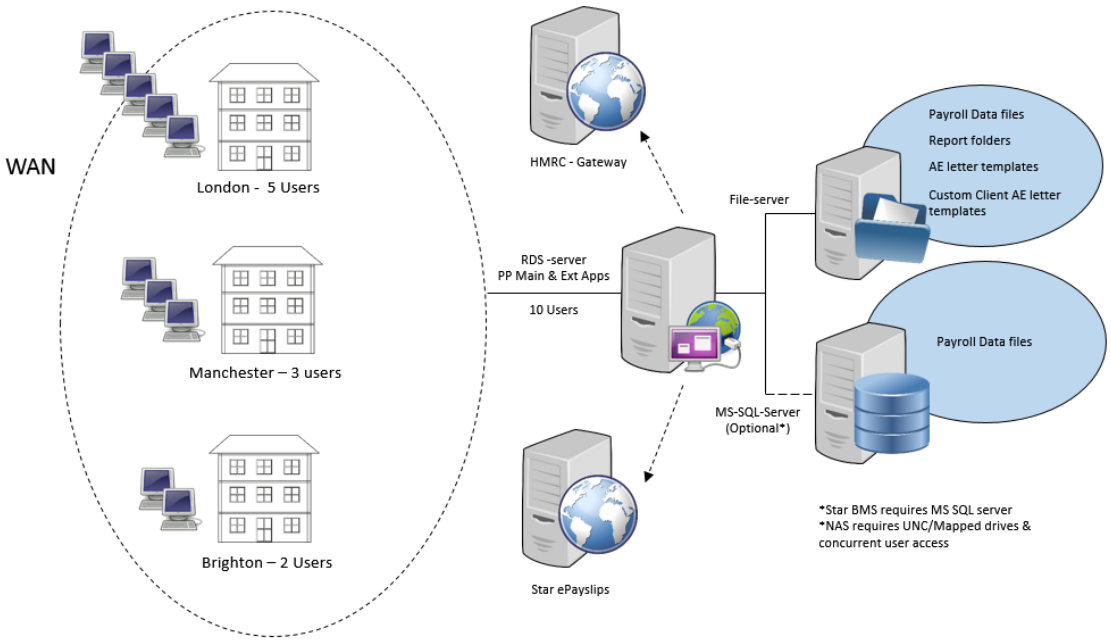
Installing on a stand alone PC *'Workstation'* is best suited to smaller organisations with designated payrollers responsible for start to finish processing. Files will be held on the individual users local PC, meaning client payroll files will not readily be available to be shared with colleagues.

### Network Installation (LAN)




Installing on a '*Networked*' environment is best suited to medium sized organisations and smaller bureaus, with a payroll team who require shared access to client records. Files will be held on a networked location, meaning client files are readily be available to be shared and processed by colleagues if required.

## Server Installation (WAN)




Installing on a *'Server'* is best suited to larger organisations and most bureaus, with a large payroll teams that require shared access to client records. Files will be held on a shared *Server* location, meaning client files are readily available to be shared and processed by colleagues if required. This method is recommended for organisations that wish to use SQL databases.

If you wish to discuss these installation methods in more detail to ensure your organisation is using the Payroll Professional package to its full potential, please do not hesitate to contact your Account Manager who will be happy to discuss your organisation and its requirements.

## Prior to Installing

Prior to installing Payroll professional please ensure yourself or the relevant party has read through the System Requirements and have received authorisation from your administrator. Full system requirement information can be found within this document, please refer to the contents page. It is also import to have a clear idea of your chosen installation method as the installation type is affected by the location of where the install file 'setup.exe' should be run. Please use the follow as reference;

- Workstation Installation – Launch 'Setup.exe' as administrator on the PC
- Network Installation - Launch 'Setup.exe' as network administrator on lead PC
- Server Installation - Launch 'Setup.exe' signed in to the server as administrator

## Step 1 – Setting Payroll Professional Locations

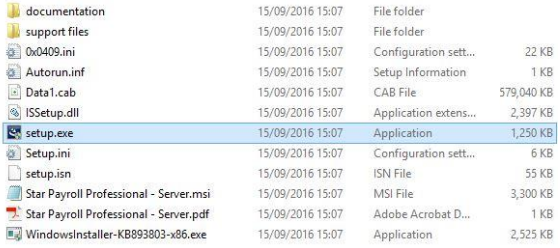
### STEP ONE

To source the most recent version of Payroll Professional please go to https://support.payroll-professional.co.uk/ , sign in with your client credentials and navigate to 'Download' from the top menu.

### STEP TWO

Please now extract the downloaded .zip file by right clicking on the file and selecting 'Extract'.

Once extracted please now run the 'Setup.exe' to launch the installer.

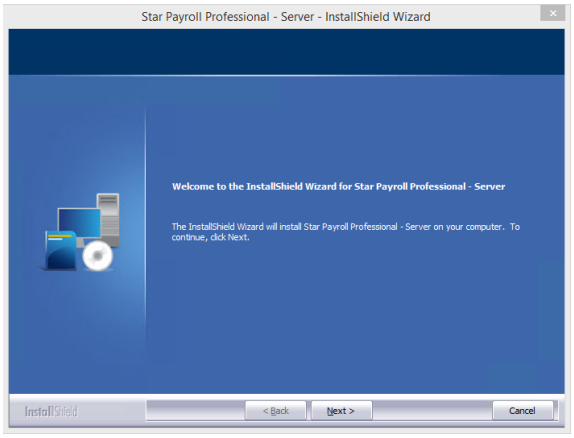



### STEP THREE

The set-up procedure will now begin.

When the installation of Payroll Professional – Server is ready to start the Welcome Screen will appear.

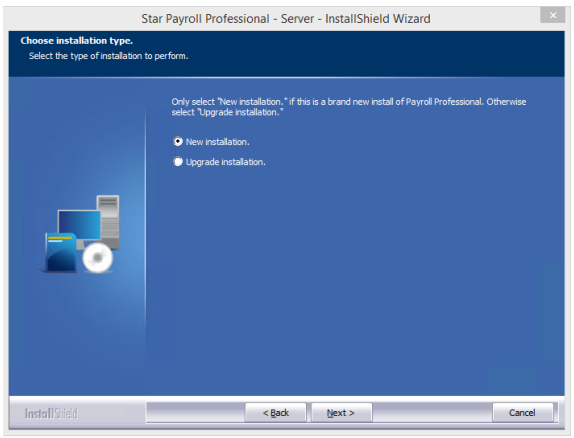
Click **Next**




### STEP FOUR

This Screen allows you to select the type of installation required.

Select **New Installation**.



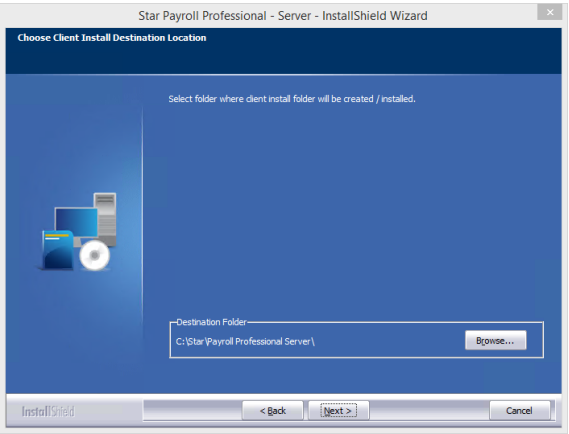
### STEP FIVE

You are now prompted to select the **Client install** folder to be created.

**This must not be the root of the drive.**

**Network /Server install** - use the Browse facility to locate the server path. Make sure all users have the same network area mapped using the same drive letter.

**Stand Alone install** - we would recommend leaving the default path.

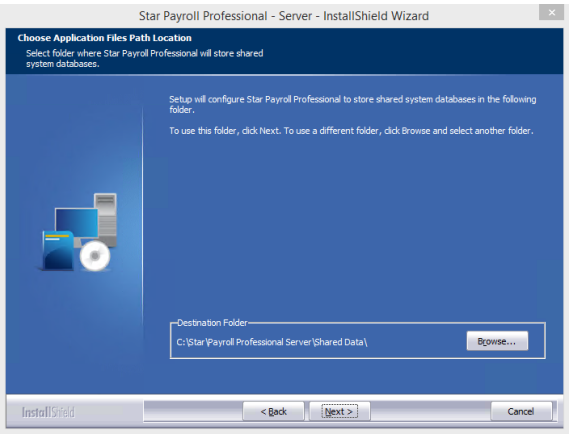



### STEP SIX

This screen prompts you to select the **Application Files Path** where shared files will be held (system databases and your payroll licence)

**Network /Server install** – select the path and folder on your Server. We would recommend this to be a folder called Shared Data off of the Destination Location path previously selected.

**Stand Alone install** – we would recommend leaving as the default path.

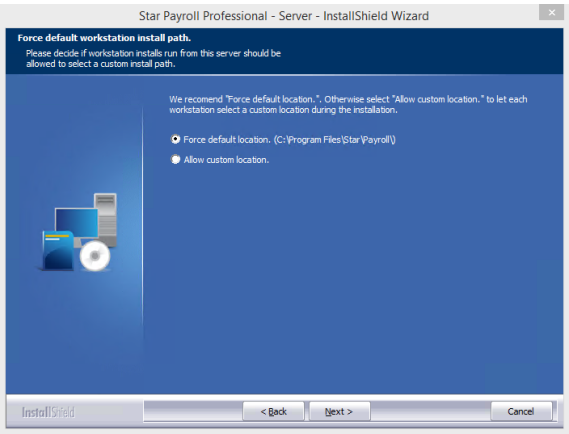



### STEP Seven

This screen relates to the **T2DATA** database, it prompts you to choose whether you want to **Install New database** or **Use existing database.**

If this is a new install then select **Install New database.**

If you are re-installing the program or want to link to another of our software products then select **Use existing database.**

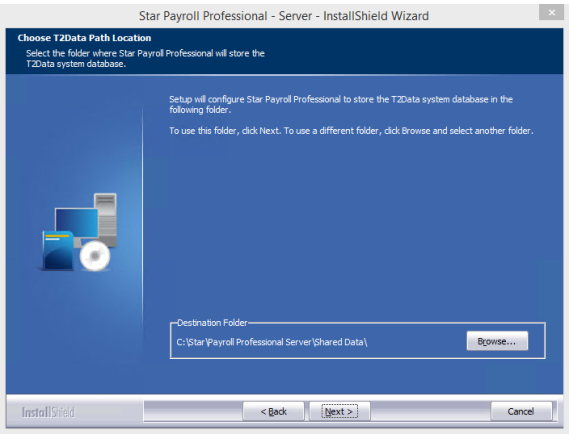



### STEP EIGHT

This screen prompts you to select the **T2Data Path** where the T2Data will be held.

**Network /Server install** – select the path and folder on your Server. We would recommend this to be a folder called 'Shared Data' found in the destination previously selected.

**Stand Alone install** – we would recommend leaving as the default path.

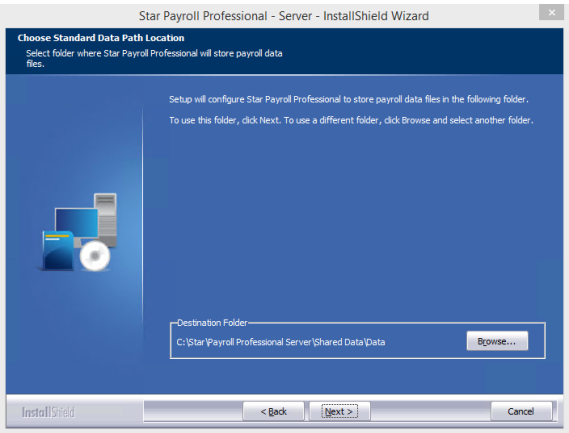


### STEP NINE

This screen prompts you to select the Standard Data Path folder where the data files for your payroll(s) will be held.

**Network /Server install** – select the path and folder on your Server where all the payroll data files are to be stored.

**Stand Alone install** – select the path of where you wish the payroll data to be stored, or choose a location.



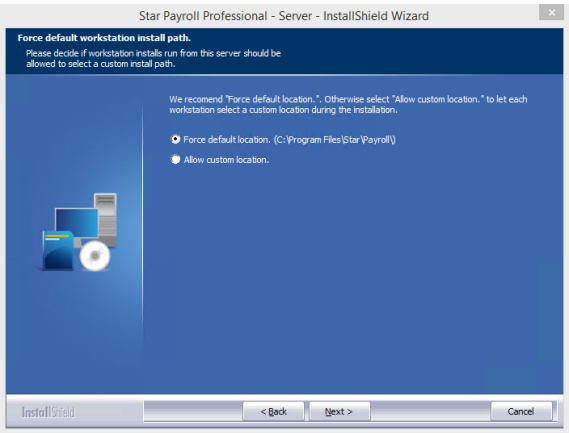

### STEP TEN

Select the workstation path.

**Default** - will force the client (workstation) install to place all files in the default path **C:\Star\Payroll** folder on the Workstation PC.

**Custom** – will allow the person doing the client (workstation) install to change the location of these files.

We would recommend leaving this as Force Default Location.




### STEP ELEVEN

**Check this screen very carefully.**

**Section 1** confirms a New installation.

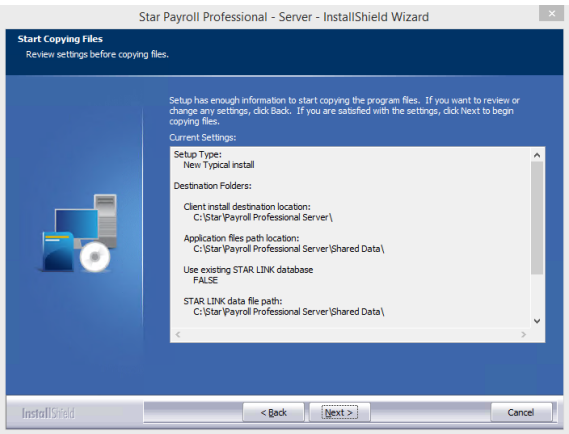
Destination Directories

**Section 2** confirms the directory path of the Client Install Destination folder.

**Section 3** confirms the Application Files path for the Shared System Databases.

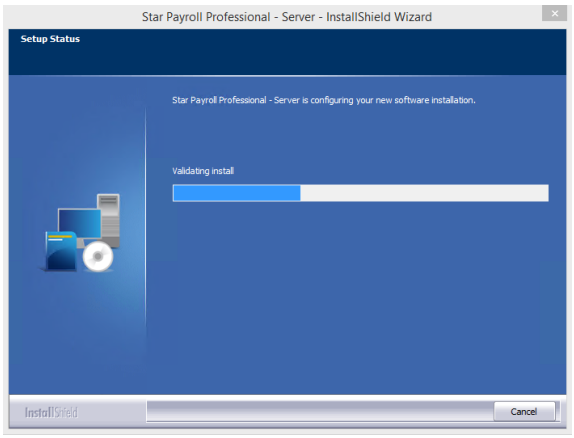
**Section 4** confirms the Standard Data path for the payroll data files.

**Section 5** confirms the forcing of the workstation install path.



### STEP TWELVE

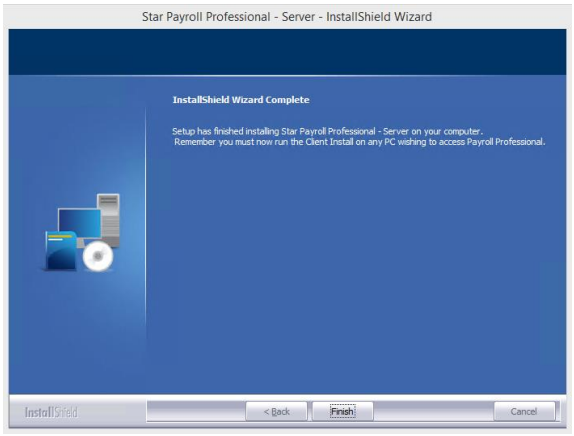
This screen shows you a warning message about the install and once you OK the message you will see another screen showing the progress of the install.




### STEP THIRTEEN

The Install Shield Wizard Completion screen is displayed.

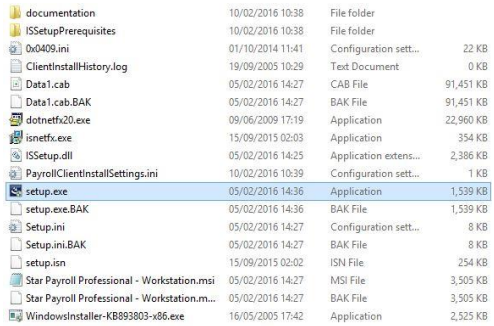
Click on the **Finish** button.




## Step 2 – Installing Payroll Professional

### STEP ONE

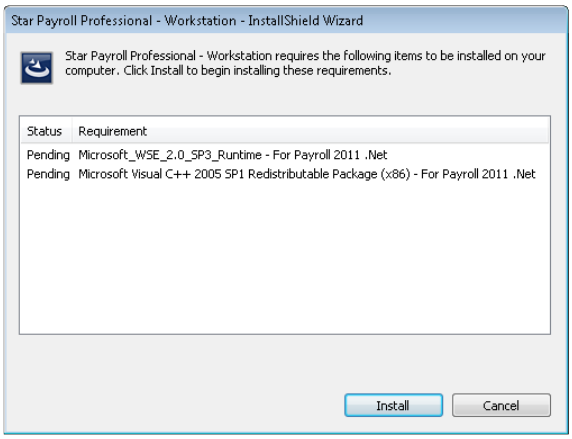
Open Windows Explorer and select the drive where the Server install was installed to, then select the **Client Install** folder and double click on setup.exe



### STEP TWO

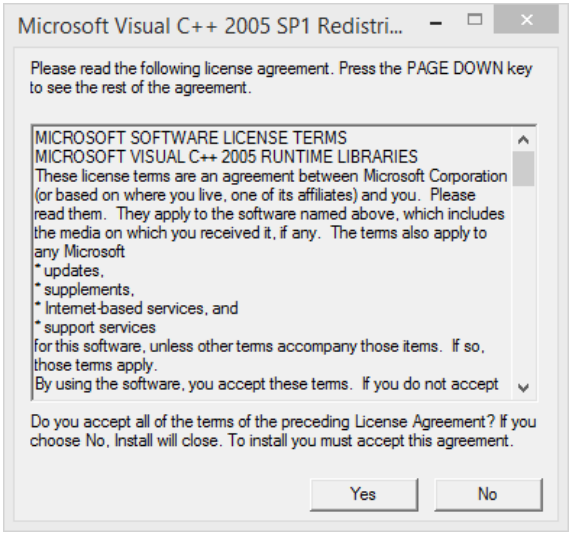
If you do not have Microsoft WSE already installed then this will be the first screen you will see. Click on **Install**.

**Note:** If you do not have Microsoft .NET Framework 4 installed, then you will also be prompted to install it. This is normally included in automatic Windows updates.



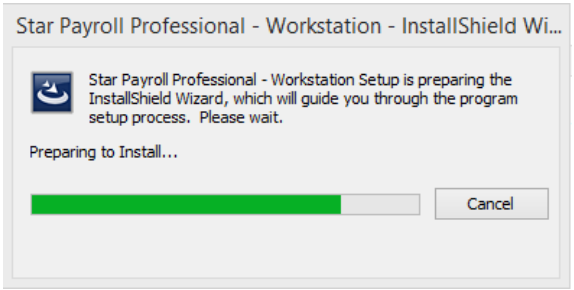

### STEP THREE

select **Yes** to the license agreement.




### STEP FOUR

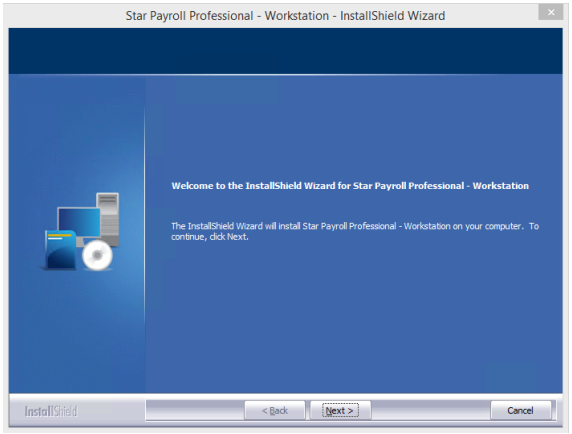
Payroll Professional install starting.




### STEP FIVE

The Welcome Screen signifies that the installation of Payroll Professional – Workstation is ready to install.

Click **Next**

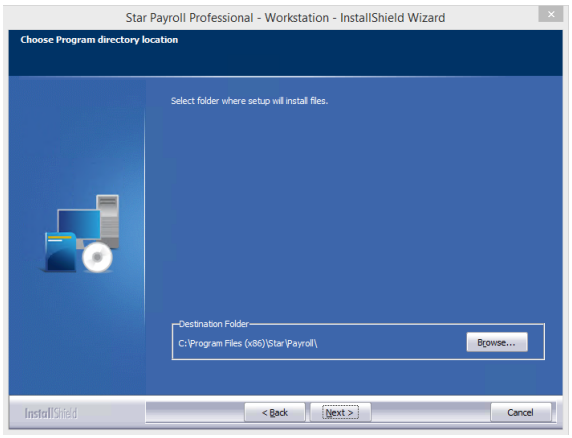


### STEP SIX

You will see this screen, if you selected **Allow Custom Location** for the **Workstation Install Path** during the Server Install.

If you selected **Force Default Location** then go to **STEP SEVEN.**

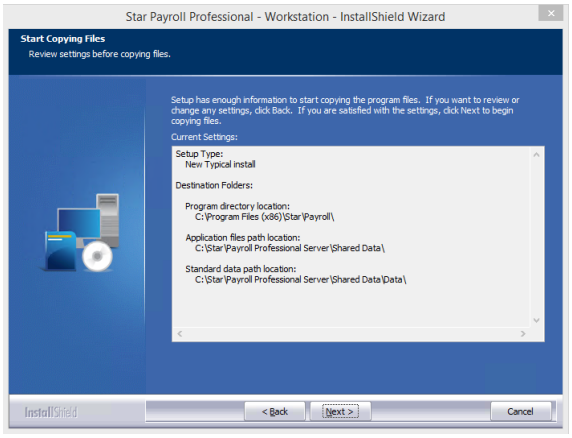
Choose the **Workstation Install** path by clicking on the **Browse** button then select **Next.**




### STEP SEVEN

Check the paths.

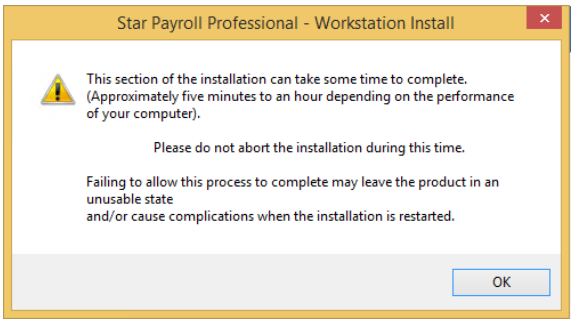
Click **Next**

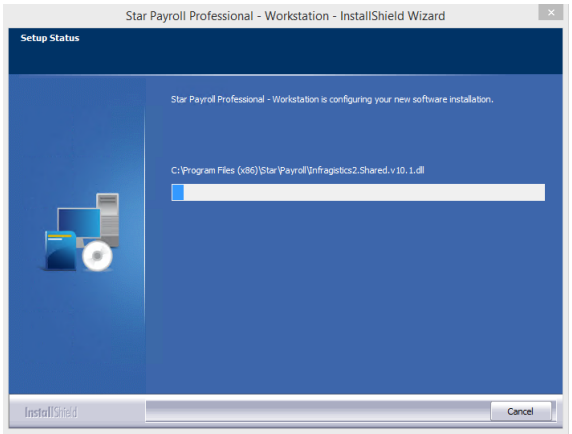



### STEP EIGHT

The Workstation files are now installing.

You are still able to cancel the install at this point by clicking on the Cancel button.

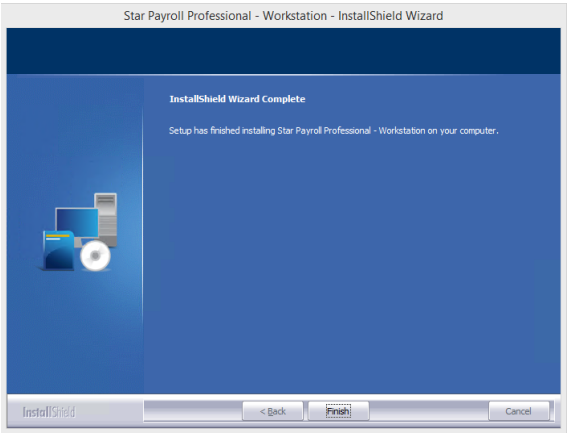


### STEP NINE

The Workstation install is now complete; the Install Shield Wizard Complete screen is displayed.

Click on the **Finish** button.



## Step 3 - Updating Payroll Professional

Before launching Payroll Professional you will need to update the software to the latest release. This can be performaed automatically or as a manual process. Both process are details below within the steps 3A & 3B.

### 3A - Automatic Update Routine

The *Payroll Updater* requires internet access to download the latest version of *Payroll Professional* to apply when ready within your organisation. There can be some instances where, depending on your current network permissions, the updater is not able to function as designed. In these instances a copy of the Update is always available on request from the Support Site.

### Requirements for use:

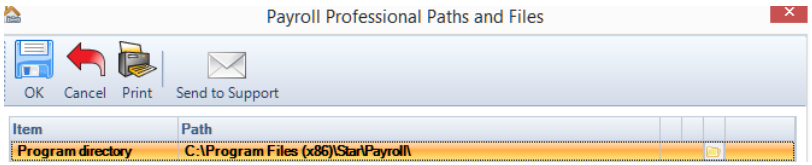
- A working installation of Payroll Professional
- In Payroll Professional, please go to *'Help > Paths and Files' and make a note of these locations*
- The 'Auto_Updater.zip', available on: https://support.payroll-professional.co.uk/
- Administrator rights might be required if unsure please query this with your IT department
- Please ensure everyone has closed all payrolls and exited out the *Payroll Professional* application

### Please Note:

- Do not attempt to run payroll on other computers whilst updating. This may interfere with the process and the update may need to be re-applied / restarted
- BEFORE installation ensure your locations displayed in 'Help > Paths and Files' are backed up. If using a SQL server or if unsure please query this with your IT department

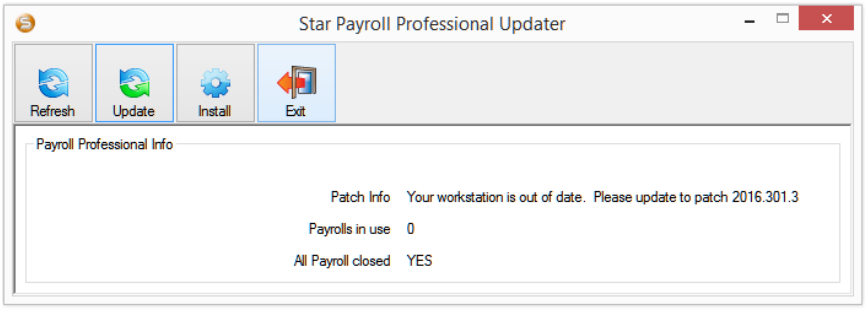
### Steps

1. Download the '*Auto_Updater.zip*', from https://support.payroll-professional.co.uk/
2. Extract the contents of the '*StarAutoUpdate.zip*' and paste into the program directory, (you can find this location in the Help: Paths and Files) of each machine running Payroll Professional

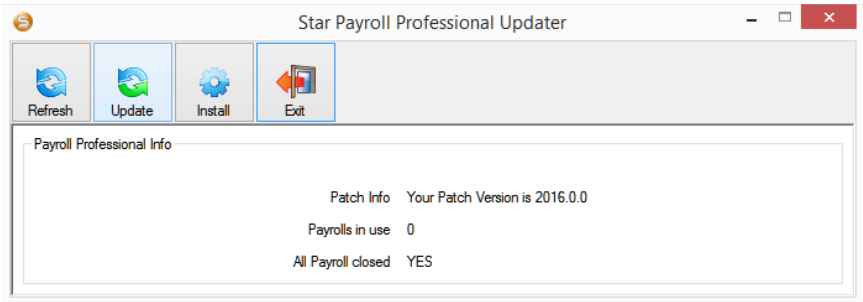



3. Run the *PayrollUpdater.exe*
4. Click **'Update'** from the main menu
5. Read the information on the download page – if you do not see any information your internet access may be unavailable or you may be restricted (Please contact your system administrator/broadband provider)
6. Once confirmed click **'Download'**. Please wait for the update to download
7. Once downloaded click **'Install'**
8. Once installation has completed, the '*Star Payroll Professional Updater*' will tell you which patch is installed
9. If you have other users they will also need to do steps 2, 6 and 7

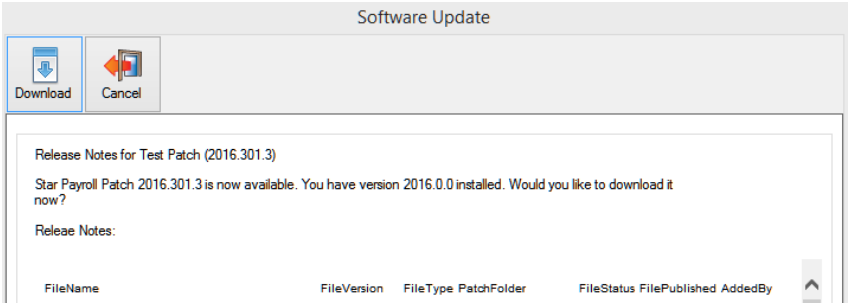
Updater Fig. 1 – Sample Screen only



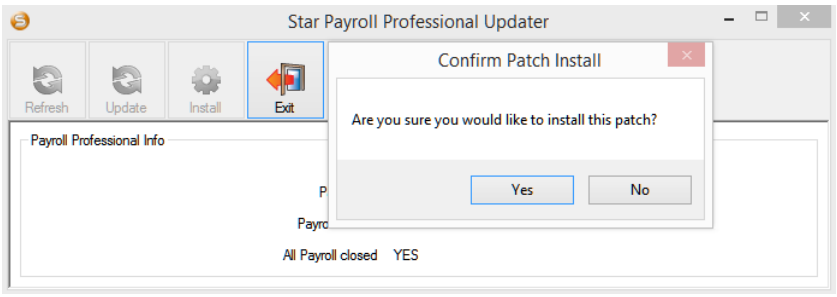

Updater Fig. 2 – Click on Update



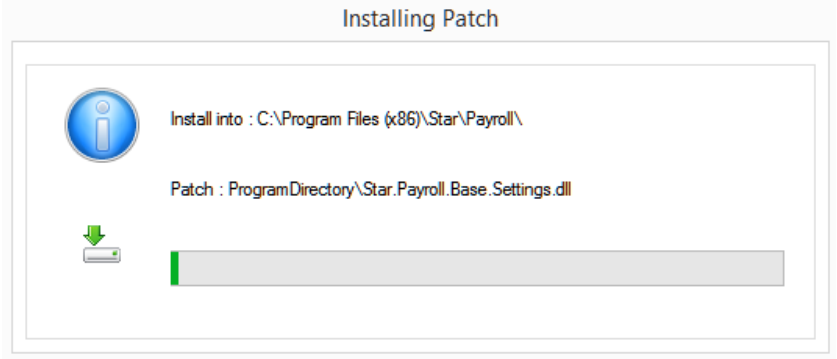

Updater Fig. 2 – Click on Download




Updater Fig. 3 – Click on Install




Updater Fig. 3 – The Patch will install



### 3B - Manual Update Routine

To source the most recent release of Payroll professional please go to https://support.payroll-professional.co.uk/ , sign in with your client credentials and navigate to 'Download' from the top menu. If you have a standalone install please save the patch on your desktop or on your shared Network if you have a Network or Server installation.

Before proceeding:

- Unzip the file to a location on your desktop or a location on your network

The following files will be displayed:

- ApplicationFilesPath.zip
- ProgramDirectory.zip
- AmendedReportsAccess.zip
- AmendedReportsSQL.zip
- Schemas.zip

For each zip file follow the instructions below:

#### ApplicationFilesPath.zip

This needs to be installed once, make sure no one is in the program.

- Unzip the files to the Application Files Path (using WinZip). This path is shown on Paths & Files print.
- If you see a message saying the files already exist do you want to over write them, select Yes

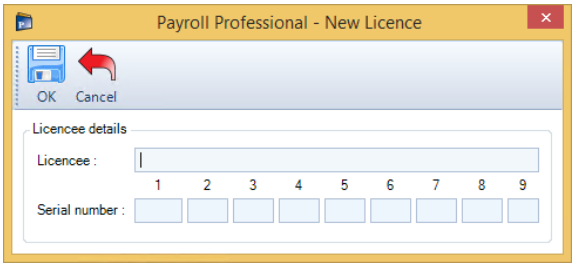
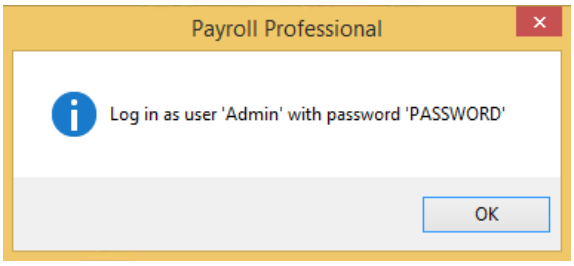
#### ProgramDirectory.zip

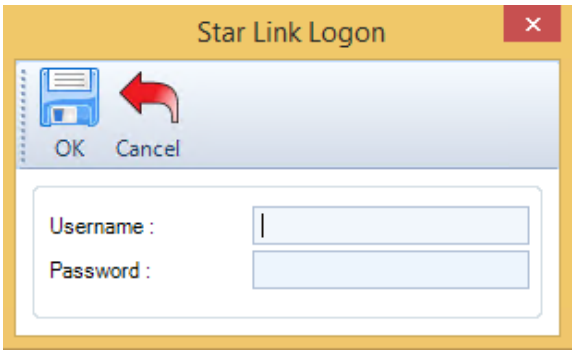
This needs to be done on each workstation.

- Unzip the files to the Program Directory (using WinZip).
- If you see a message saying the files already exist do you want to over write them, select Yes

## Licensing & Login

The first time you login Payroll Professional you will prompted to input your licence details.

| | |
|---|---|
| **LICENCE**<br>Enter your Licencee Name and Serial number exactly as it is on your licence print out. |  |
| **LOGIN DETAILS**<br>As this is the first time going into the program and no users have been set up you are presented with a default user name and password to use |  |

| | |
|---|---|
| **LOGON**<br><br>Once you have entered the user name and password, select OK and you will be in the program |  |

Installation is now complete and the software has been  updated and ready to use.

## Network & Server Installation – Adding Additional Workstation

To add additional workstation to a Network or Server installation you will need to run the 'Client Install' on each Workstation that you require Payroll Professioanl to be used. Make sure you are logged on as System administrator before repeating the process details with *Step 2– Installing Payroll Professional* & *Step 3 - Updating Payroll Professional*.

# Auto Updater

## Installing & Using Payroll Professional Updater

The following instructions describe installation and use of the Payroll Updater. The Payroll Updater requires internet access to download the latest version of Payroll Professional to apply when ready within your organisation. There can be some instances where, depending on your current network permissions, the updater is not able to function as designed. In these instances a copy of the Update is always available on request from the Support Site.

### Requirements for use:

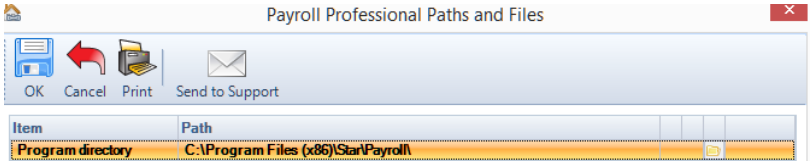
- A working installation of Payroll Professional
- Internet Access that allows access to https://support.payroll-professional.co.uk/
- In Payroll Professional, please go to **Help\Paths and Files** and make a note of these locations
- The **Auto_Updater.zip** is available on: https://support.payroll-professional.co.uk/
- Administrator rights might be required if unsure please query this with your IT department
- Please ensure everyone has closed all payrolls and **exited** out the **Payroll Professional** application

**Please Note:**

- Do not attempt to run payroll on other computers whilst updating. This may interfere with the process and the update may need to be re-applied / restarted
- BEFORE installation ensure your locations displayed in **Help\Paths and Files** are backed up. If using a SQL server or if unsure please query this with your IT department

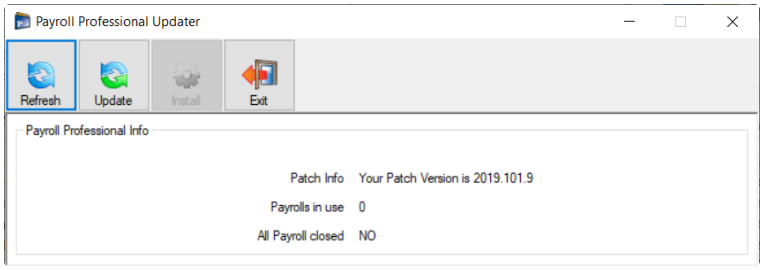
### Steps

10. Download the **Payroll Professional Auto Updater** from https://support.payroll-professional.co.uk/
1. Extract the contents of the zip file into the program directory, (you can find this location in the Help: Paths and Files) of each machine running Star

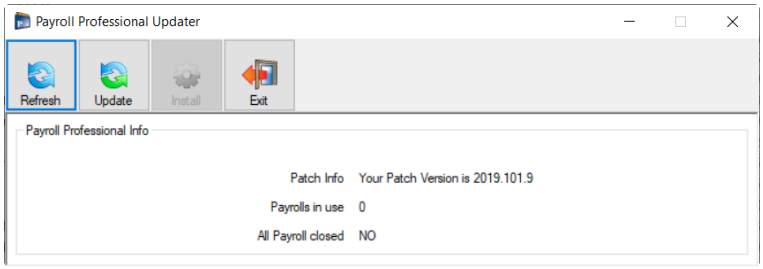



2. Run the **PayrollUpdater.exe**
3. Click **Update** from the main menu
4. Read the information on the download page – if you do not see any information your internet access may be unavailable or you may be restricted (Please contact your system administrator/broadband provider)
5. Once confirmed click **Download**. Please wait for the update to download
6. Once downloaded click **Install**
7. Once installation has completed, the **Payroll Professional Updater** will tell you which patch is installed
8. If you have other users they will also need to do steps 2, 6 and 7

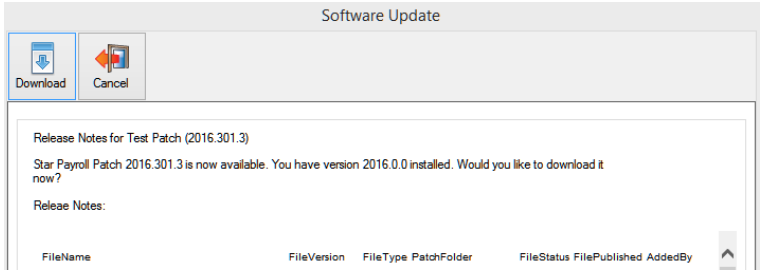
Updater Fig. 1 – Sample Screen only



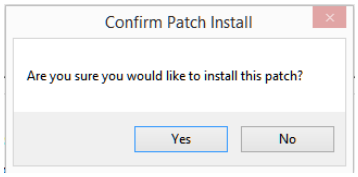

Updater Fig. 2 – Click on Update



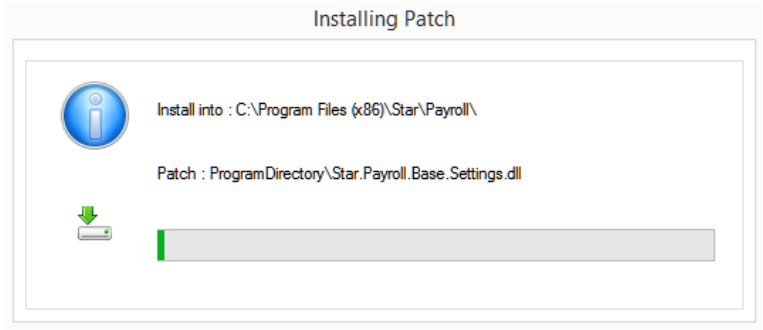

Updater Fig. 2 – Click on Download




Updater Fig. 3 – Click on Install




Updater Fig. 3 – The Patch will install



# Central database T2DATA

**Payroll Professional** requires each payroll data file to be linked to a central database. This database holds a client record for each payroll and a 'Payfile Address', which is the full path of the data file (e.g. C:\Program Files\Star\Payroll Professional Server\Shared Data\Data\mydata.mcp).

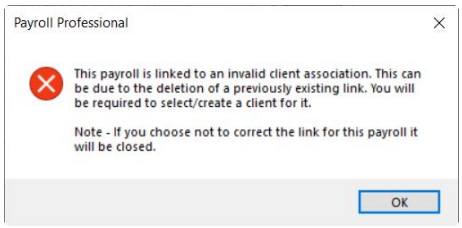
The linking for a data file is done automatically as you create new data files and only linked data files can be opened.

However, if you have transferred data from another setup it is possible that you may have unlinked files. As you open a data file with no link, you will be made to choose a client for linking.

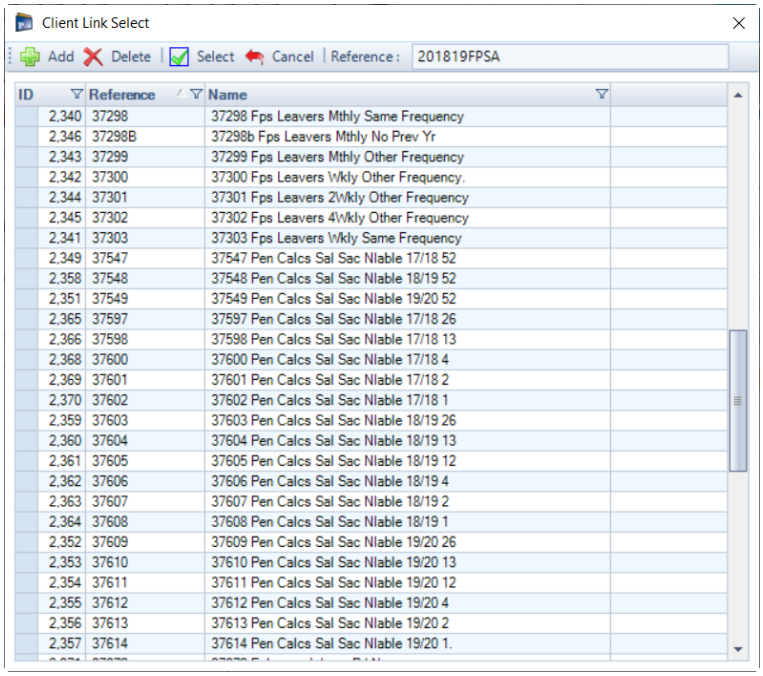
Files also need to be linked to be able to use the Group Reporting facility and to be able to see the files in the **Open by Name** screen. When using the **Print Payrolls Utility, Employer Finder** and the **Employee Finder**, you will only be able to search on linked files.

## Client Link

If you have an unlinked file , open the data **By File** and you will be shown the following message:-




Click on **OK** then you will see a Client Select screen.



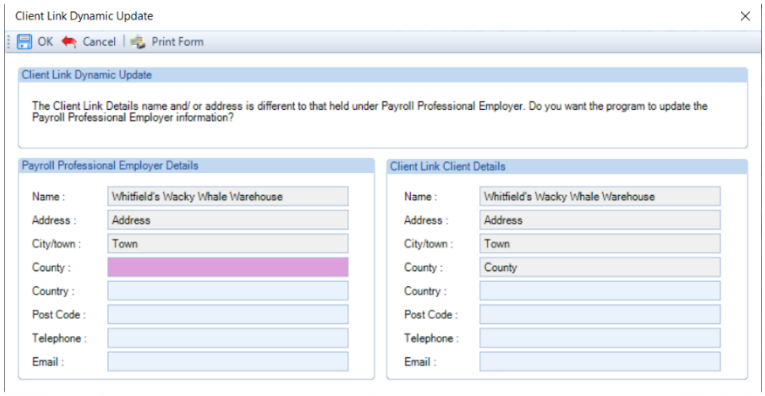

If the client is in the list click on that line and then **Select** to link the file to the Client. Otherwise click on **Add** and complete the client details then **OK** to complete the link.

If a file is incorrectly linked; open the data **By File** and under the **Data** tab select **Client Link\Client Link**. The record that is highlighted is the one that the file is currently linked to. If the correct client appears in the list, click on that line and then **Select** to link the file to the client. Otherwise click on **Add**, complete the client details and click on **OK** to complete the link.

## Client Details

You can check or edit the linked client details for a payroll file. Once the file is opened, under the **Data** tab select **Client Link\Client Details**. This shows the information held in the T2data (central database) for this client. The details can be edited here.

When you edit anything in Client Details, you will be given the opportunity to update **Employer Details.** Click on **OK** to update the corresponding record.




**Note:** This function will not be available if you are linked to another software such as Star Practice Management.

## Upsize Data file

This option is available for Microsoft Access databases. Unless you are licensed for SQL each of your **Payroll Professional** data files is an **Microsoft Access** database. From time to time, it is necessary to upgrade the version of Access used. This will normally be done automatically when the program update is installed. However, it can be done by selecting **Maintenance\Upsize Data file** under the **Admin** tab. This will close the file before converting it to the correct version of Access.

## Deleting Payroll Files

Payroll deletion is something that should be approached with extreme caution. Remember, it is possible to Password the payroll deletion procedure and is something you might like to consider.

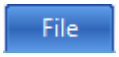
If the payroll has the wrong client then this can be changed without having to delete the payroll and start again.

If you have decided that payroll deletion is the correct procedure there are two things to consider:

- Do you wish to delete the client from the Open\By Name list only?
- Do you wish to delete the client from the Open\By Name list and the underlying payroll?

**Important Note:** For SQL payroll data files you are able to delete the client from the Open\By Name list if the data file does not exist. You are not able to delete the actual SQL payroll data file through Payroll Professional, this must be done by the SQL Server administrator.

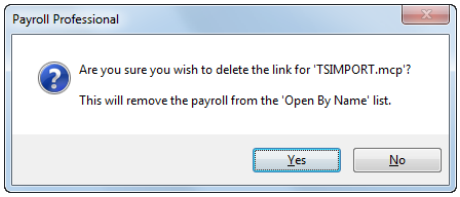
### Deleting the Files

If you decide that this payroll and client link are definitely to be deleted then under the 

drop down menu select **Open\By Name** or click on the appropriate icon. In the **Datafile Select** screen, highlight the entry and click on the **Delete** button.

You will now be asked two questions. If you answer yes to the first you will delete the client from the Open\By Name list only and if you say yes to both questions you will delete the client from the Open\By Name list and the underlying data file – permanently!

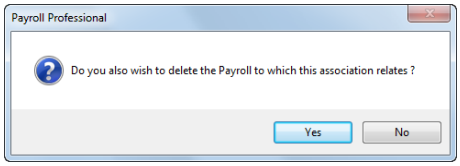
So, having highlighted the line for deletion, the first question you are asked is:



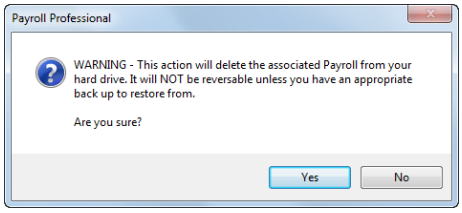

Clicking on the **No** button will put you back to the Select Payroll list and nothing has happened.

Clicking on the **Yes** button and you have deleted the client from the Open\By Name list.

If you said Yes to the first question you will now get the second question:




If you click on the **Yes** button at this point will get you a Final Confirmation message:




Are you really sure? Are you certain you want to delete this payroll entirely?

**If you click on the Yes button, your payroll file is gone**

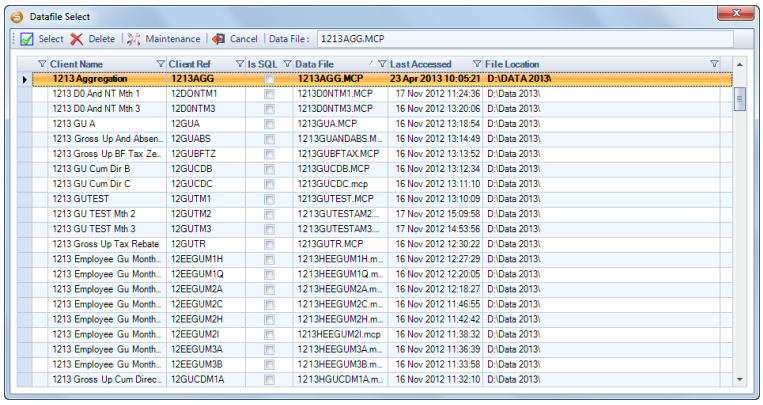
**and nothing will bring it back!!**

**Think very carefully before completing this procedure.**

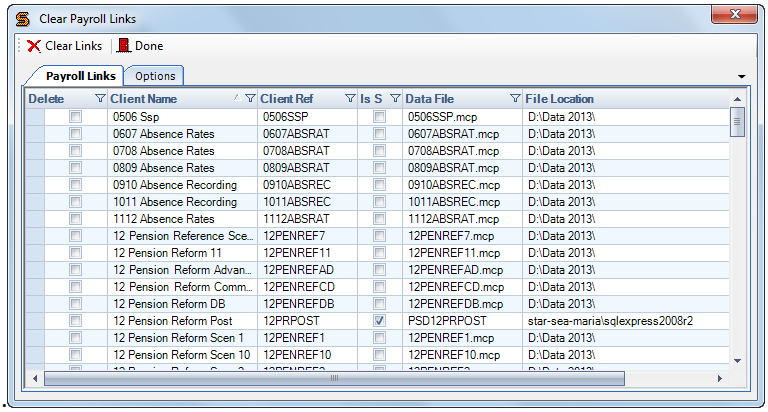
## Data file Housekeeping

As your client base increases, you may need to tidy up client records, linking records and to remove old or unwanted data files.

You have one further procedure available to you regarding keeping your data files tidy. This is the housekeeping routine accessed from the File drop down menu then **Open\By Name** screen.

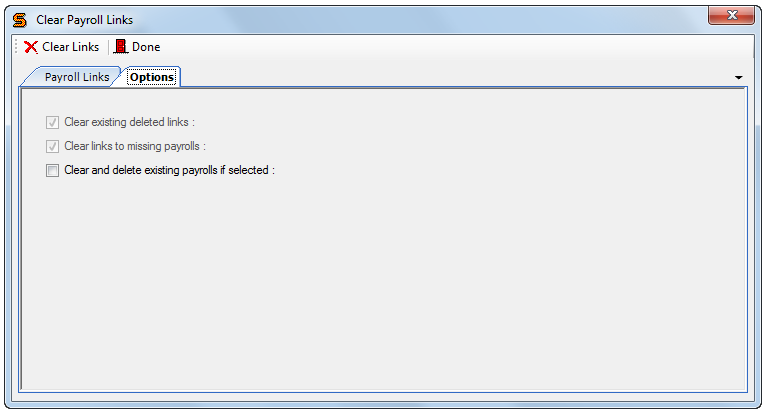



Click on the **Maintenance** button to see the current list of linked data files.




If there are any data files in the list that you wish to delete in its entirety, click on the Delete box on the left of the Client Name.

Now, click on the **Options** tab to see the settings used to decide the files for deletion.




There are two default options already ticked.

**Clear existing deleted links** and **Clear links to missing payrolls.**

These settings will physically delete all the defunct client entries in the T2data.

You have the further option to **Clear and delete existing payrolls if selected.**

This means any **payroll** with the Delete box ticked (on the links page) will also be deleted.

When the **Clear Links** button is clicked, this option will delete:

- The complete payroll data file
- The client entry created for the file which is used for the for the File\Open\By Name screen
- The client linking record associated the above will not be deleted

When the procedure is complete click on the **Done** button to leave this screen.

**WARNING - This is an irrevocable procedure.**

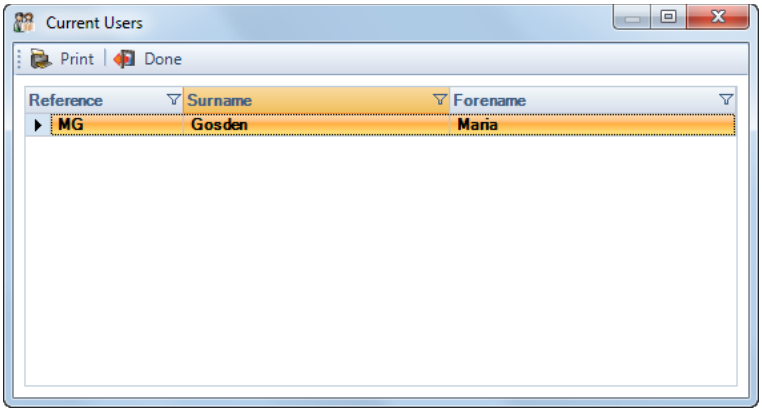
**Please ensure that you have an archive backup of any data files marked for deletion**

**Also a backup copy of your T2DATA**

## Current User

When **Payroll Professional** is used in a network set-up, the main program files and shared system files, such as T2Data and P2Admin which are held on the network server. This allows more than one user to access the program at the same time.

If you need to check which other users are logged on to **Payroll Professional**, just select **Current Users** from the **Admin** tab.




The list displayed contains the names of all user currently logged on to **Payroll Professional**.

## Print Form

If you have a need to print any screen within **Payroll Professional** there is a facility to do so. Select **Print Form** from the drop down menu

or there will be a

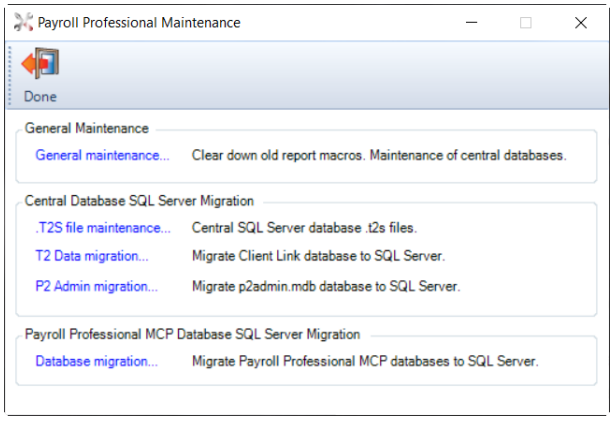
button on the open window, this will print the currently open window and you will be prompted to select the printer.

# Payroll Professional Maintenance Wizard

The Payroll Professional Maintenance Wizard is a facility for removing old Report Macros, repairing and upsizing the shared files, converting Access databases to SQL.

All users must exit Payroll Professional and any other program such as BMS using the shared T2Data database.

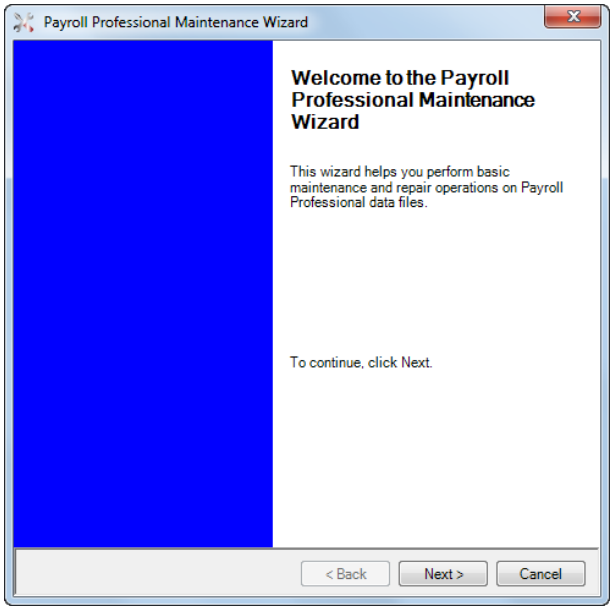
Run the **Payroll Professional Maintenance Wizard** from the **Star\Payroll Professional** menu entry under the Windows Start button or open Windows Explorer and select **Star.Payroll.Maintenance.exe** from the **Program Directory** shown under **Help\Paths and Files**.




## General Maintenance

When you select **General Maintenance** you will then see the Welcome screen.

Click **Next**.



Select from the following:

**Clear Down – Old Report Macros**

Select this option if you want to delete a macro.

**Compact and Repair – Admin Database**

Allows maintenance on an access P2Admin which holds system details such as report settings (similar to Repair and Compact on payroll data files).

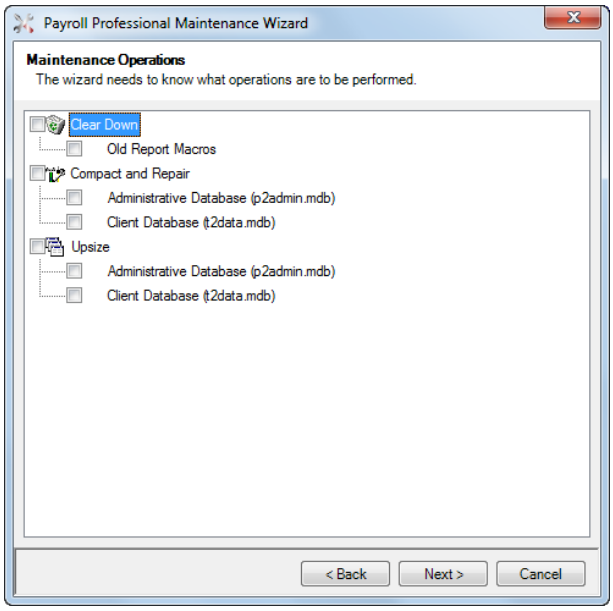
**Compact and Repair – Client Database**

Run maintenance on an access T2Data which holds client, bank and staff records.

**Upsize**

Only use when instructed by support staff, only available for access databases.

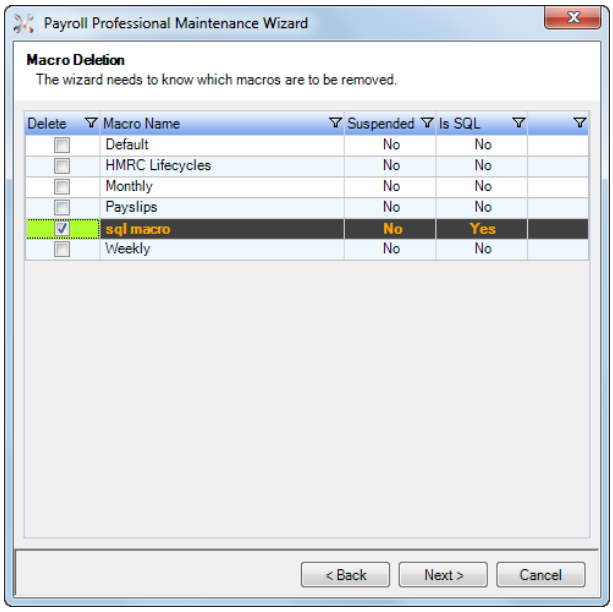
Click **Next**.

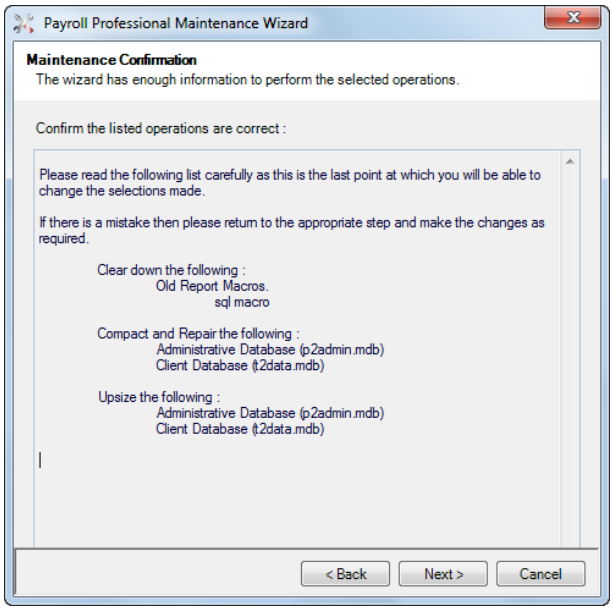
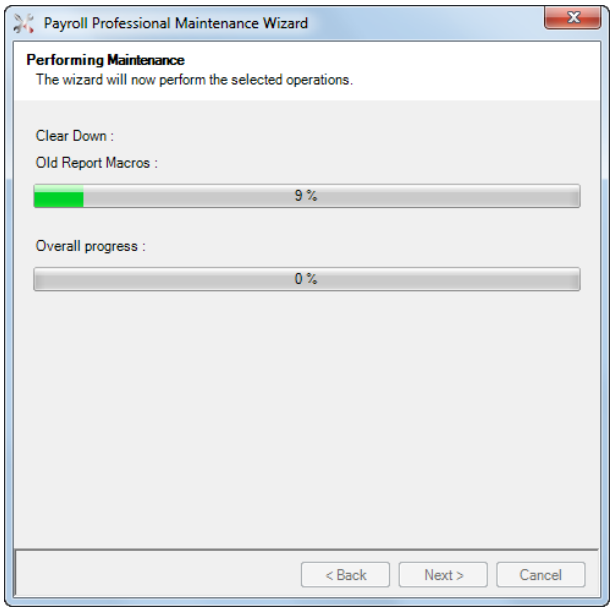


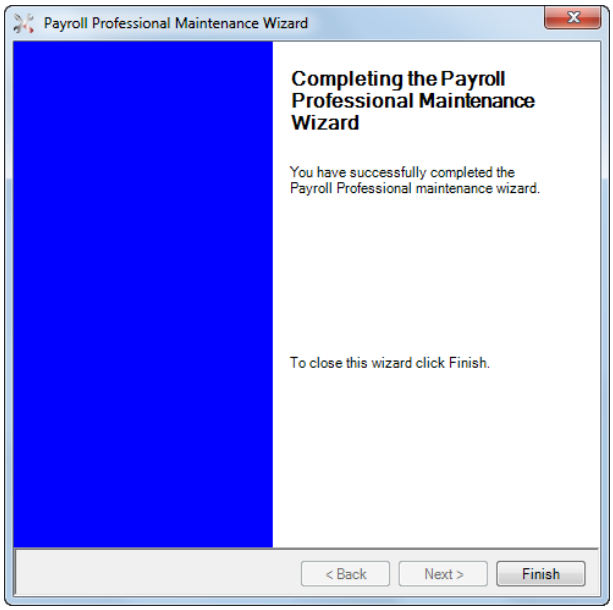

If you selected Old Report Macros, you now see a list of all macros.

Tick the box for any macro you want to delete.

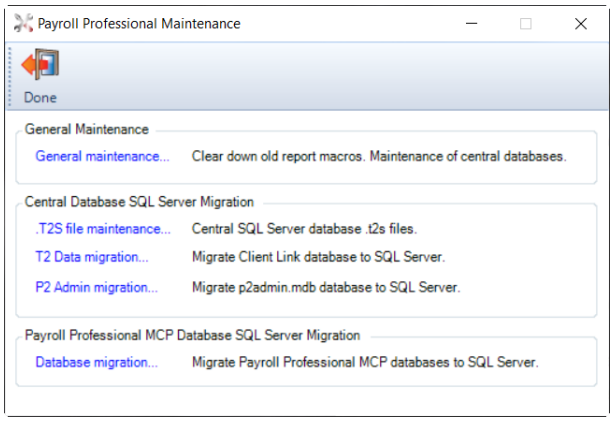
Click **Next**.



| | |
|---|---|
| Check the selections displayed on this screen are correct for the macro deletions and procedures you wish to be carried out.<br><br>Click **Next** or **Back** if you need to make a change. |  |
| Depending on the amount of work to be done, this next screen may be visible for a while or just a few seconds. |  |

| | |
|---|---|
| You now see the Completion screen.<br>Click on **Finish** to close the Wizard. |  |

## Central Database SQL Server Migration

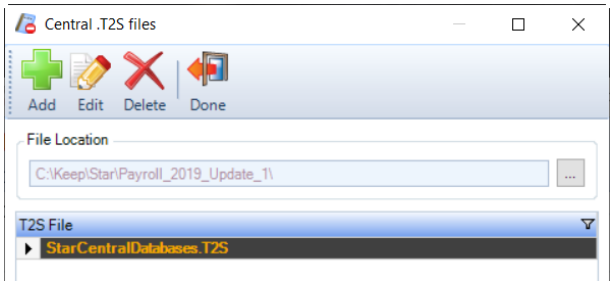



## .T2S File Maintenance

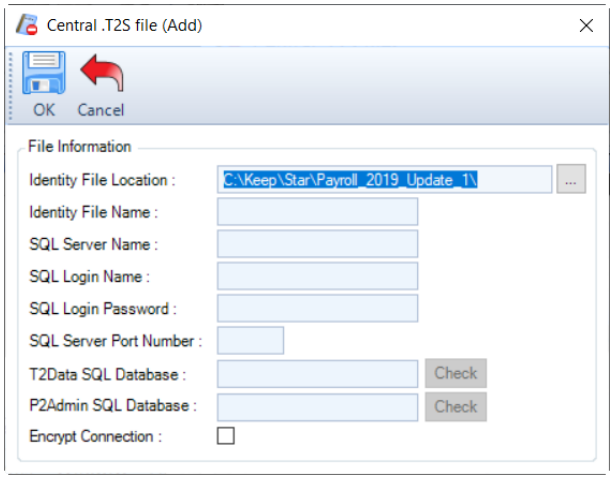
This option allows you to create and modify the identity file.

The identity file is used to indicate where the SQL T2Data and SQL P2Admin databases are located.

When you click on this option you will see the following screen.

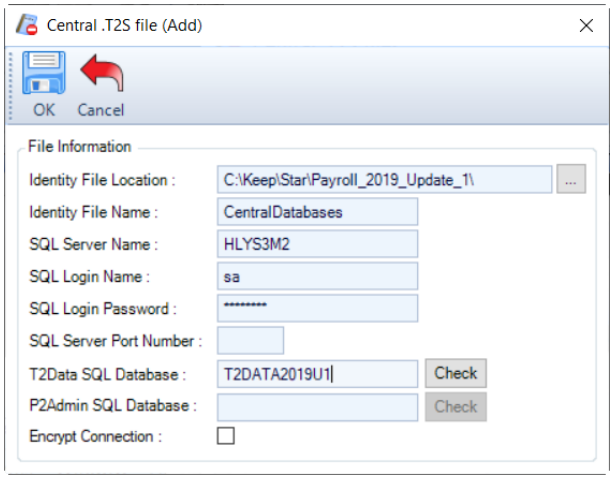



Click on the **Add** button to create a new identity file. You will see the following screen.




Complete the following fields:

- **Identity File Location** – this should automatically be completed.
- **Identity File Name** – this is the name for the identity file
- **SQL Server Name**
- **SQL Login Name**
- **SQL Login Password**
- **SQL Server Port Number** – only needs to be completed if required
- **T2Data SQL Database** – enter the name of the SQL T2Data, click on the **Check** button to check the connection to the SQL Server and Database.
- **P2Admin SQL Database** – enter the name of the SQL P2Admin, click on the **Check** button to check the connection to the SQL Server and Database. If you are using an access P2Admin then leave this field blank.




Select **OK** and the identity file will be created in the Identity File Location with the file name entered under Identity File Name and a .T2S extension.

If this is a new identity file, you will need to ensure that the file PPServer.ini is updated. The PPServer.ini is located under the Application Files Path, this path is shown under the Help tab then Paths & Files. Open the PPServer.ini in notepad and change the T2DataPath so that it points to the new identity file e.g.

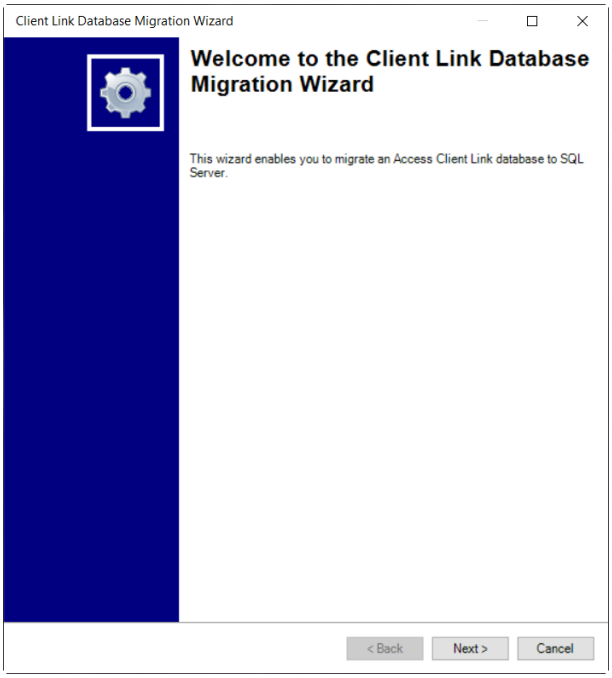
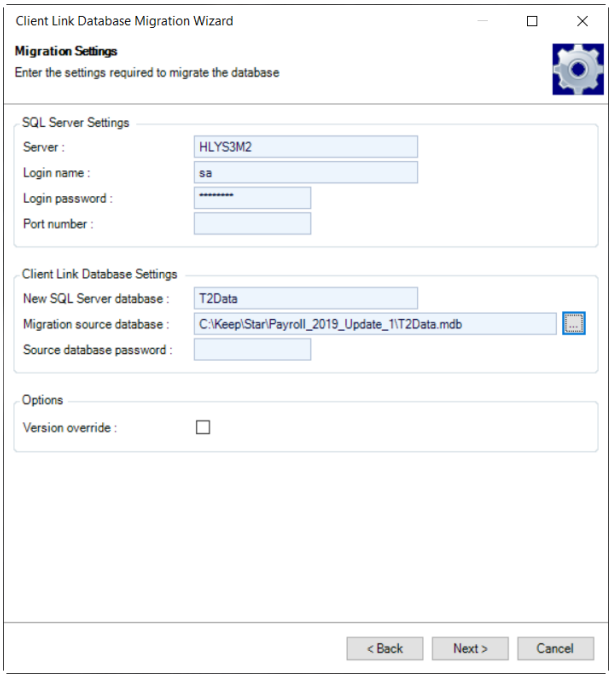
T2DataPath=F:\Program Files\Star\Payroll\T2Data.T2S

## T2 Data Migration\P2 Admin Data Migration

These options are to convert the access databases to SQL.

They are similar process, only difference is whether it is the T2Data or P2Admin.

The following is an example of the T2Data process:

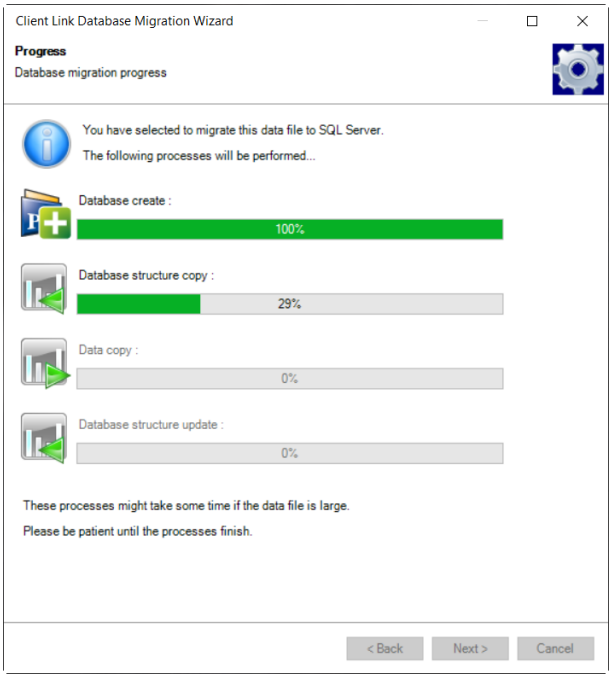
| | |
|---|---|
| The first screen you will see is the Welcome screen.<br><br>Click **Next**. |  |
| Complete the following information:<br><br>• **Server** – enter your SQL server name<br>• **Login Name** – for SQL Server<br>• **Login Password** – for SQL Server<br>• **New SQL Server Database** – we would recommend T2Data, if you require another name it must be prefixed with T2.<br>• **Migration Source Database** – select the access T2Data.mdb, this should be the Client Link Database shown on the Paths & Files under the Help tab in Payroll Professional.<br>• **Source Database Password** – if your T2Data.mdb has an access password, enter it here.<br>• **Version Override** – tick this box<br><br>Select **Next**. |  |

You will then be shown a summary.

Select **Next**.

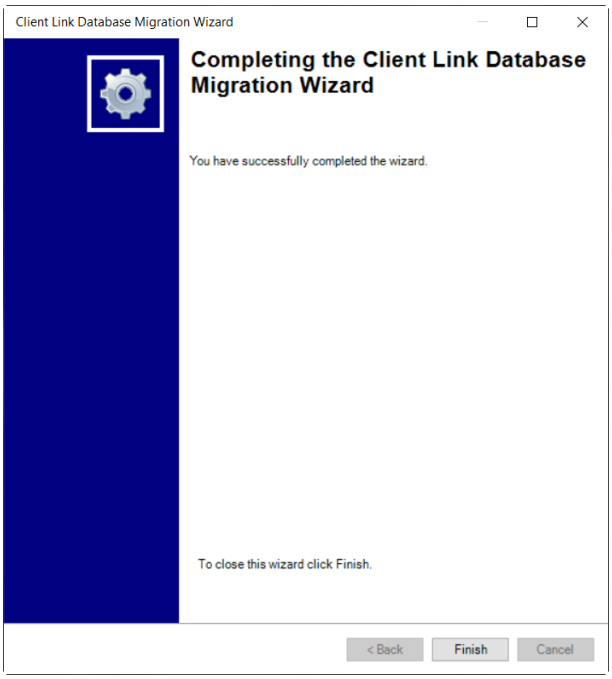
You will then see the progress screen.

Once complete click **Next**.

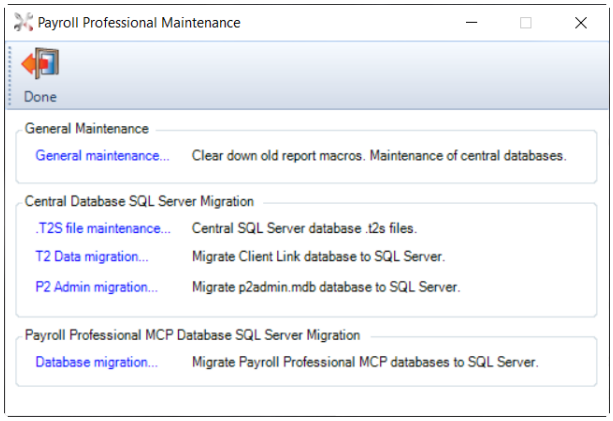


The T2Data conversion has completed.

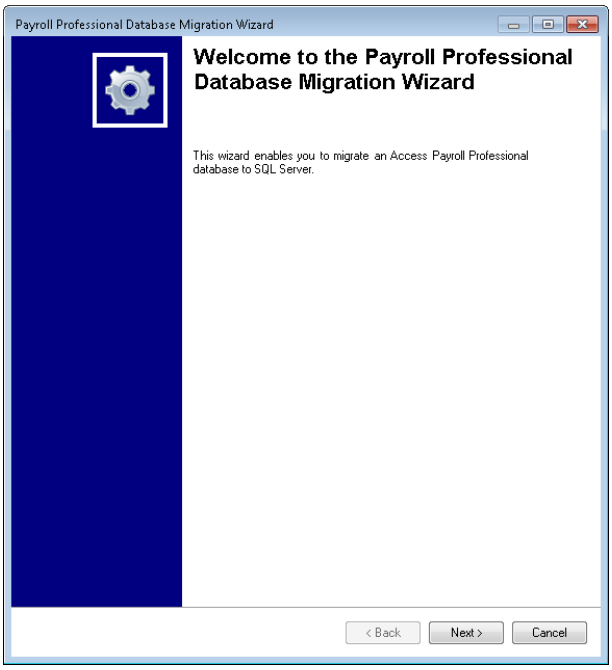
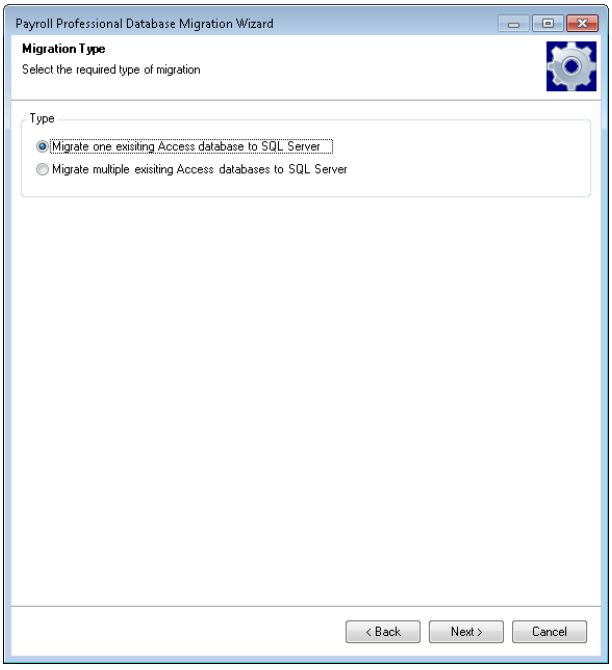
Now select **Finish**.




## Payroll Professional MCP Database SQL Server Migration




## Database Migration

| | |
|---|---|
| The first screen you will see is the Welcome screen.<br><br>Select **Next**. |  |
| Choose **Migrate one existing Access database to SQL Server**.<br><br>(Multiple Access Databases is detailed later in this document.)<br><br>Select **Next**. |  |

Complete the following details:

**Source Database Settings**:

- **Migration source database** – this is the payroll data file that you want to migrate.
- **Source Database Password** – if the payroll data file has a password enter it here.

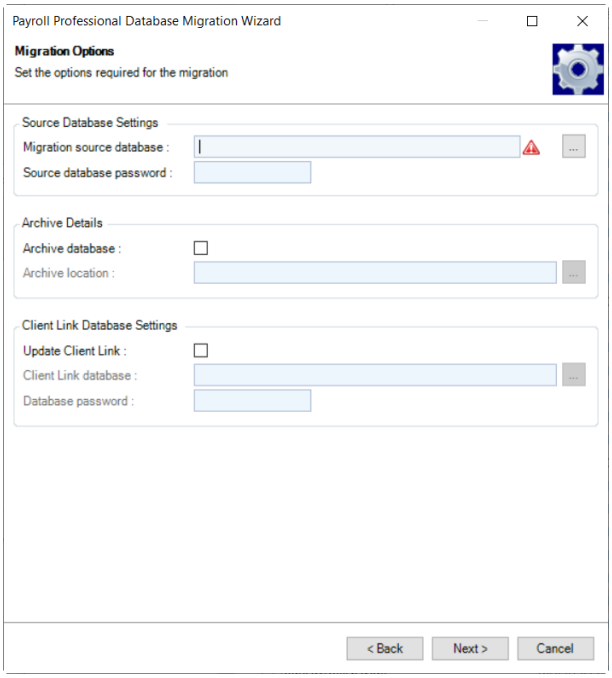
**Archive Details**:

- **Archive Database** – tick the box if you want the archive the access database.
- **Archive Location** – select where you want the archive of the database to be saved.

**Star Link Database Settings:**

- **Update Client Link Client List** – tick the box if you want the **Open\By Name** details updated.
- **Client Link Database** – select this file as per the Paths & Files under the Help tab in Payroll Professional.
- **Database Password** – if the Client Link database has a password, enter it here.

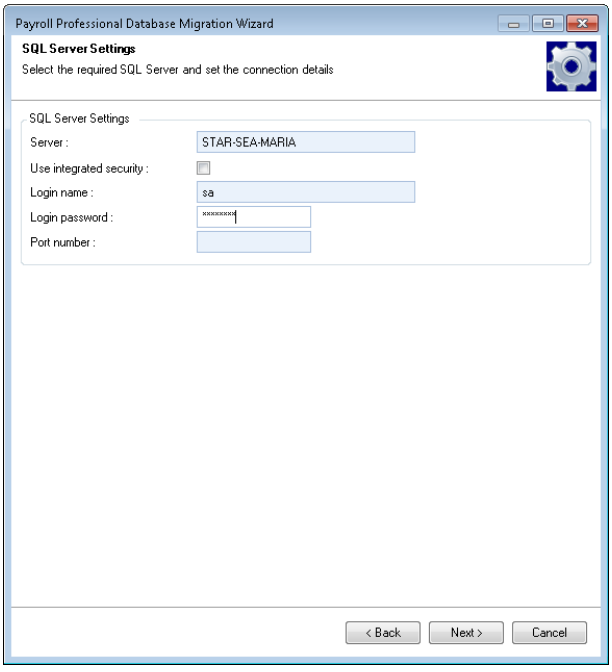
Select **Next**.




Complete the details:

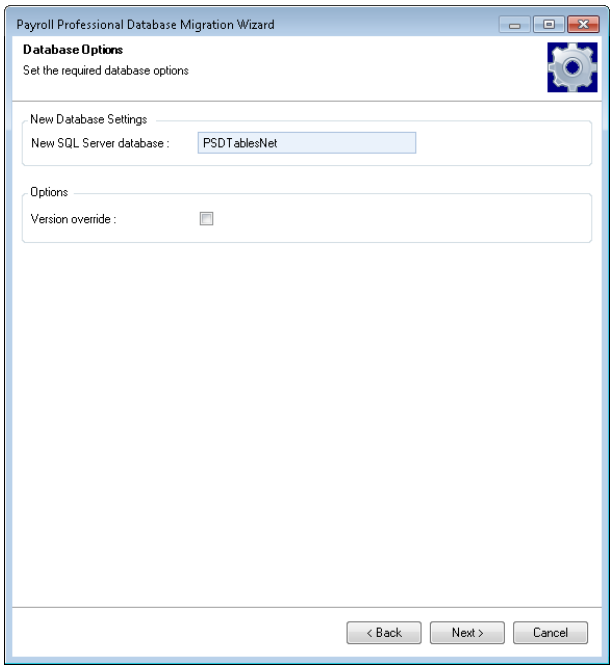
- **Server** – enter the SQL Server Name
- **Use Integrated Security**
- **Login Name** – for SQL Server
- **Login Password** – for SQL Server

Select **Next**.



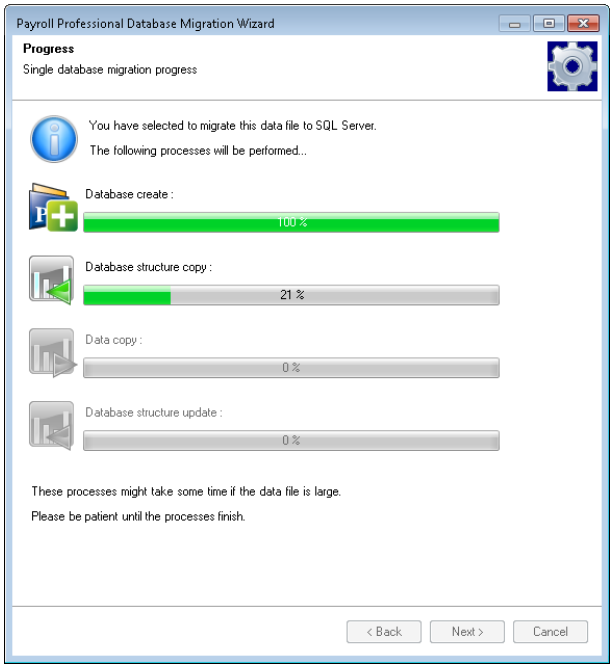
The New SQL Server database name is created using a prefix PSD plus the access database name. You can change the name, but the file must be prefixed with PSD.

Select **Next**.



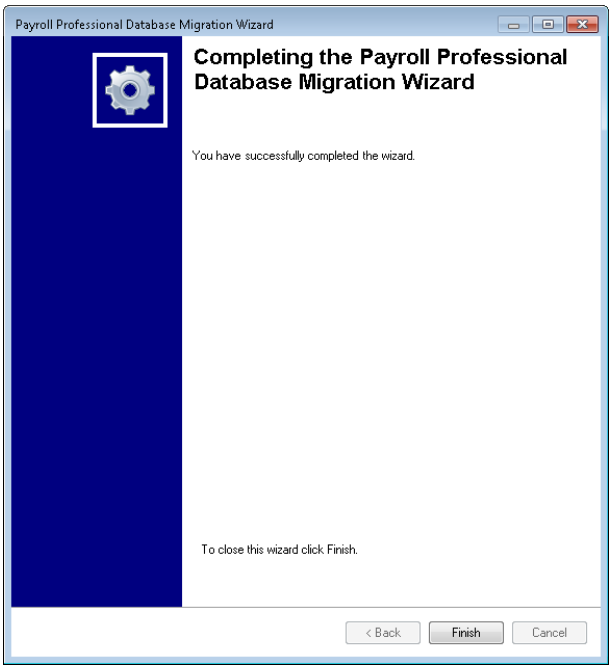

You will then see the progress screen.

When complete, select **Next**.



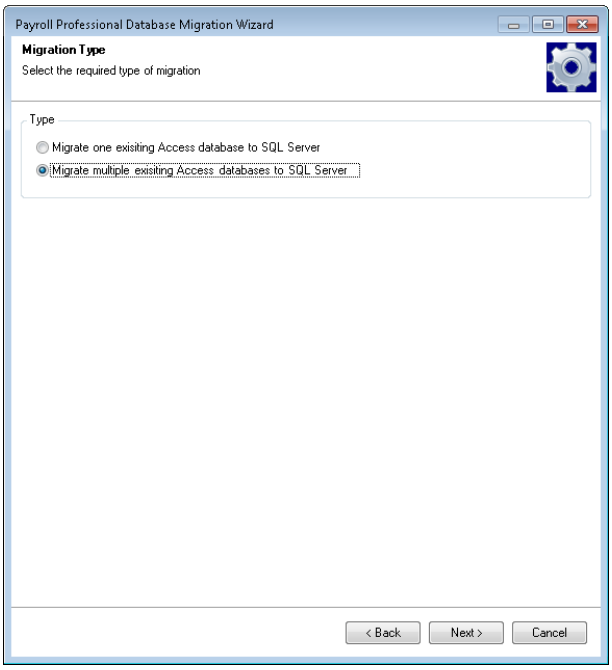
The data base conversion is complete.

Click on **Finish**.




Choose **Migrate multiple existing Access databases to SQL Server**.

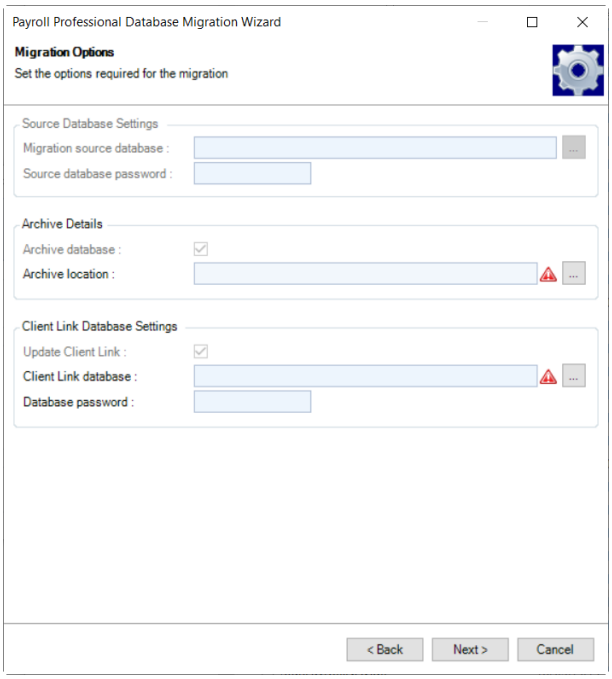
Select **Next**.



Complete the details:

- **Archive Location** – select where you want the archive of the databases to be saved.
- **Client Link Database** – select this file as per the Paths & Files under the Help tab in Payroll Professional.
- **Database Password** – if the Client Link Database has a password, enter it here.

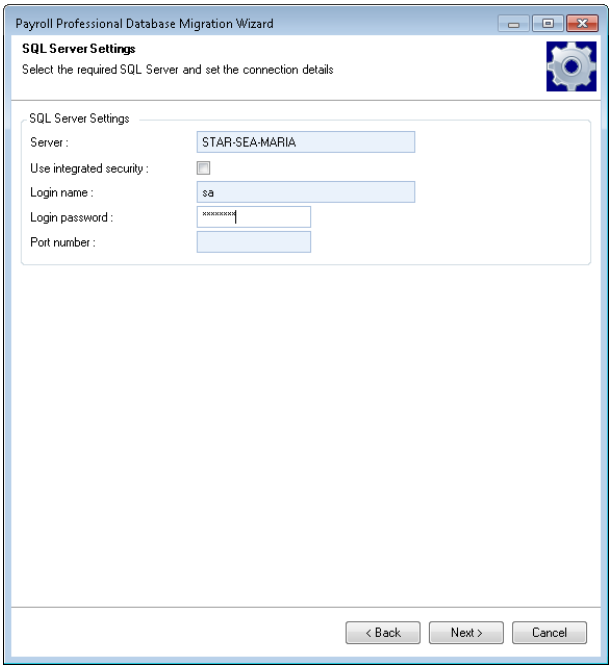
Select **Next**.




Complete the details:

- **Server** – enter the SQL Server Name
- **Use Integrated Security**
- **Login Name** – for SQL Server
- **Login Password** – for SQL Server

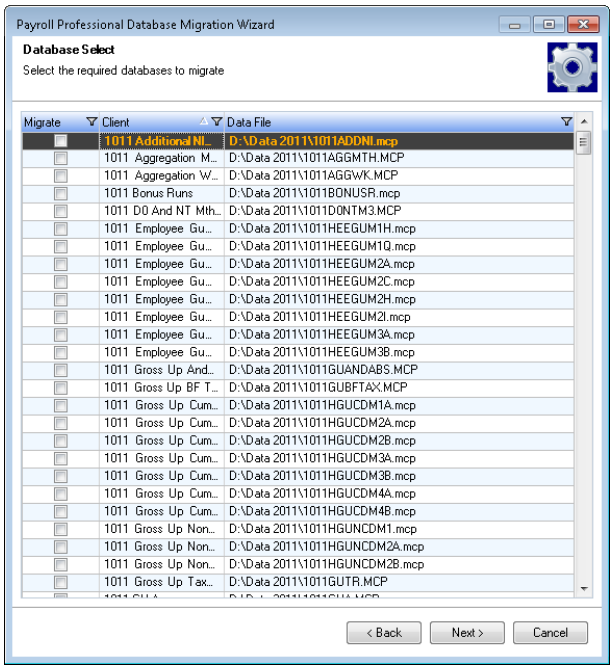
Select **Next**.



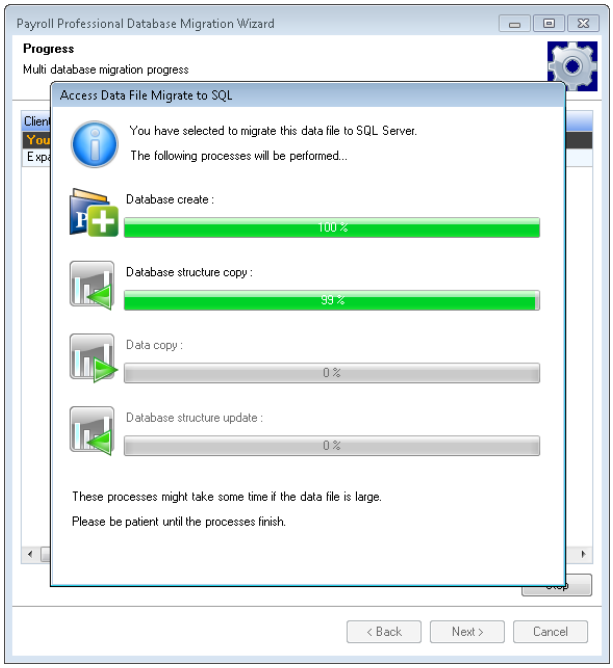
Select the payroll databases that you want to migrate, by ticking the **Migrate** box.

You can click on any of the column headers to change the order that the payroll databases appear in.

Once you have selected your payroll databases, click on **Next**.

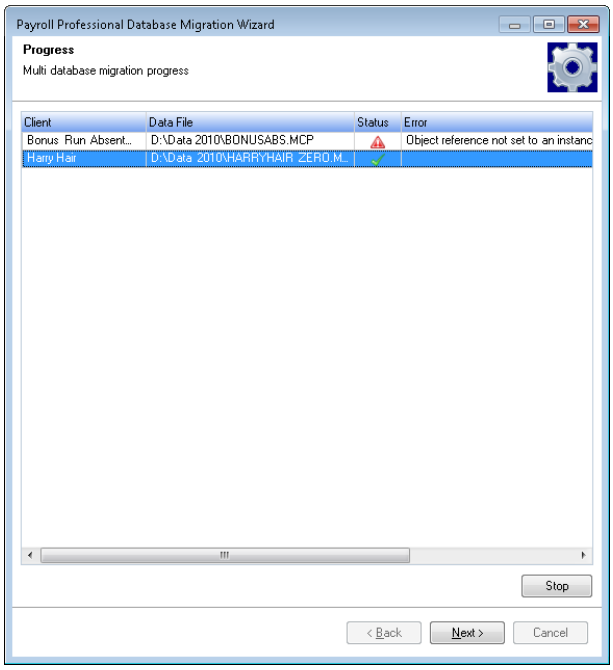



You will then see the progress screen.

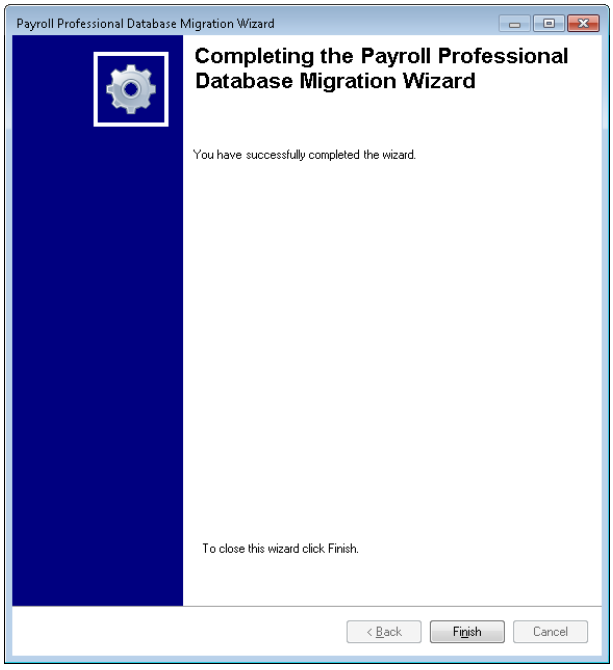


Once the database migration has completed, you will see a list of the payroll databases and a green tick under the Status column for those that were successfully migrated.

Select **Next**.




Now click on **Finish**.



# Parameters

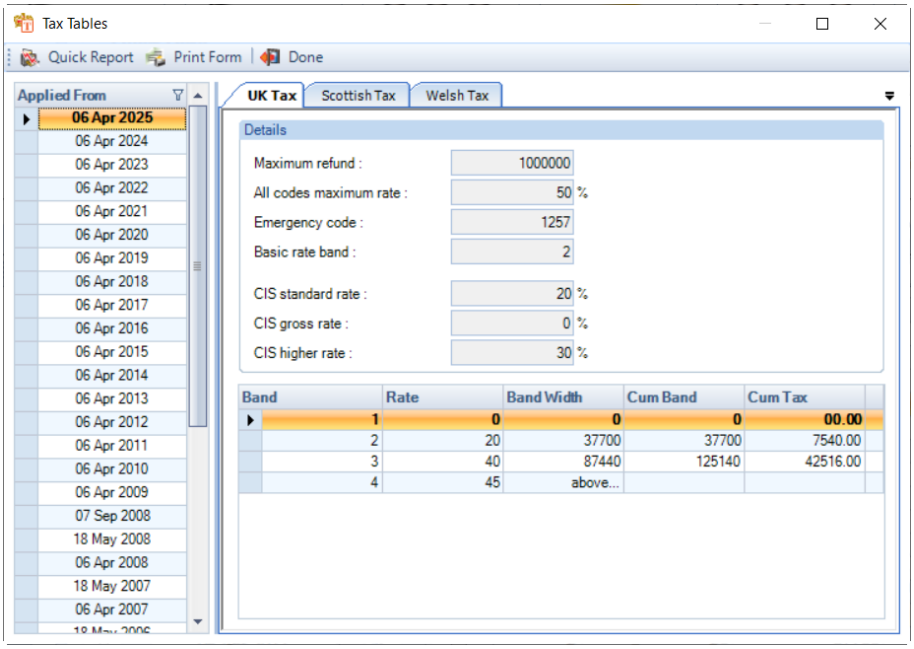
**Payroll Professional** automatically supplies sets of tables relating to **Income Tax, National Insurance, AEOs, Pensions, Student Loans** and **Benefits in Kind** that are needed for computations. This information is not deleted at the year-end and can be seen at any time.

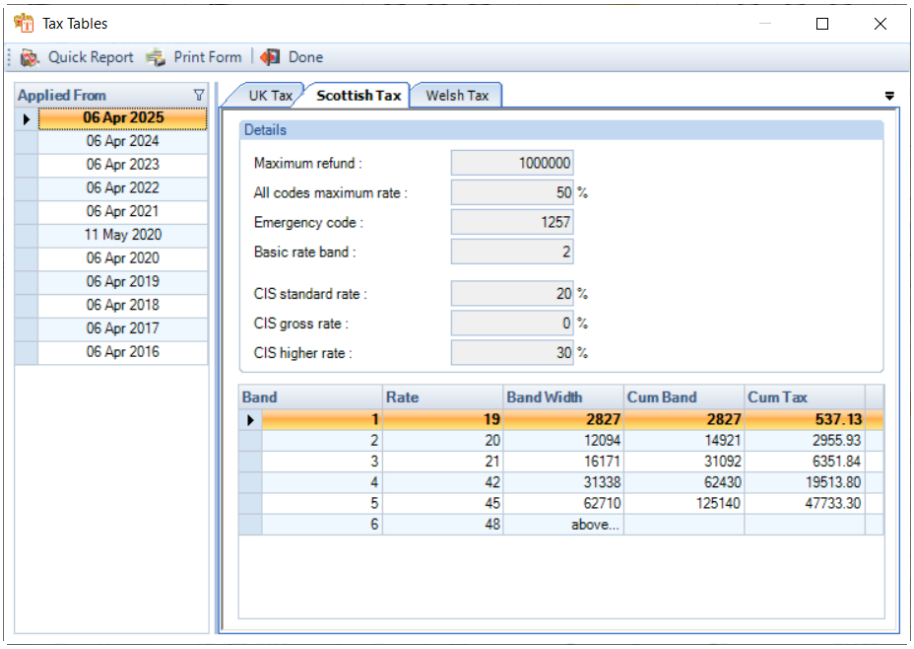
You are able to run previous years to meet the statutory requirement of 6 years plus current tax year.

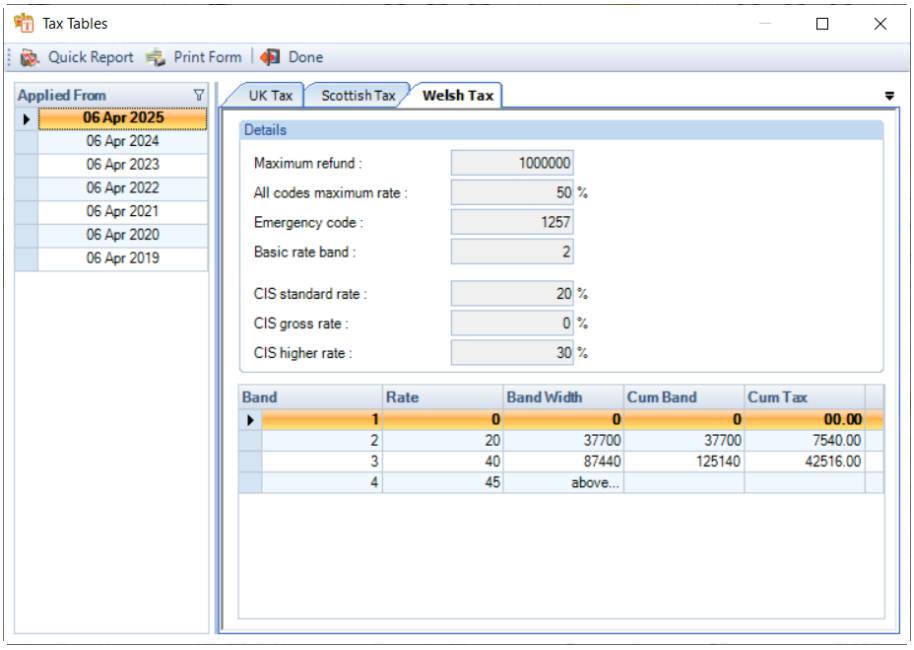
The information held is updated automatically by IPP as part of the regular update procedure. These are read only and can be viewed via the **Tables** tab then select the relevant table.

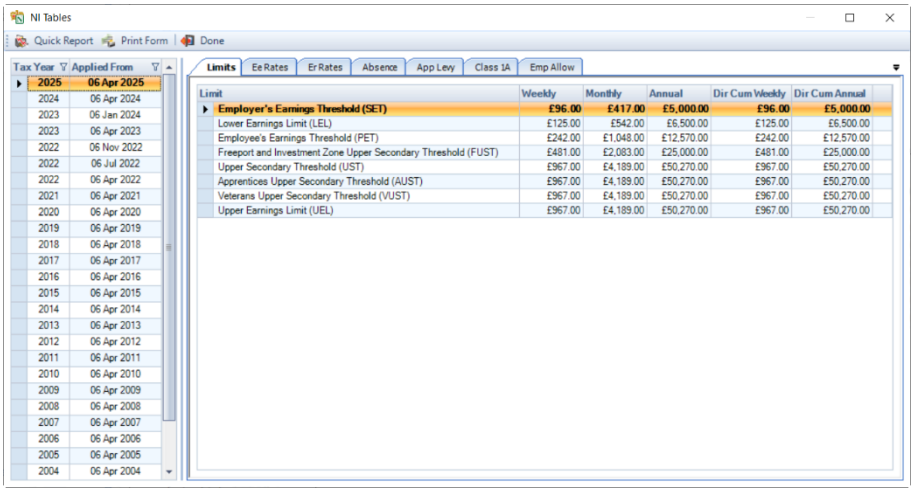
For Tax, National Insurance, Pension Rates, Student Loan and Benefits in Kind highlight the Date on the left hand side of the screen to view the details for that date, which will be displayed on the right hand side of the screen.

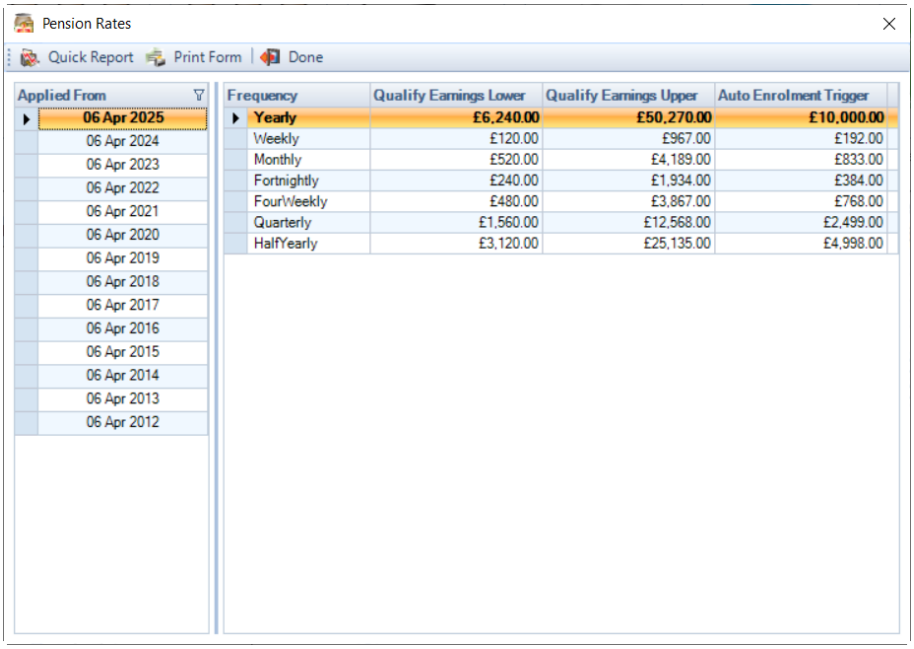
Examples are illustrated below.

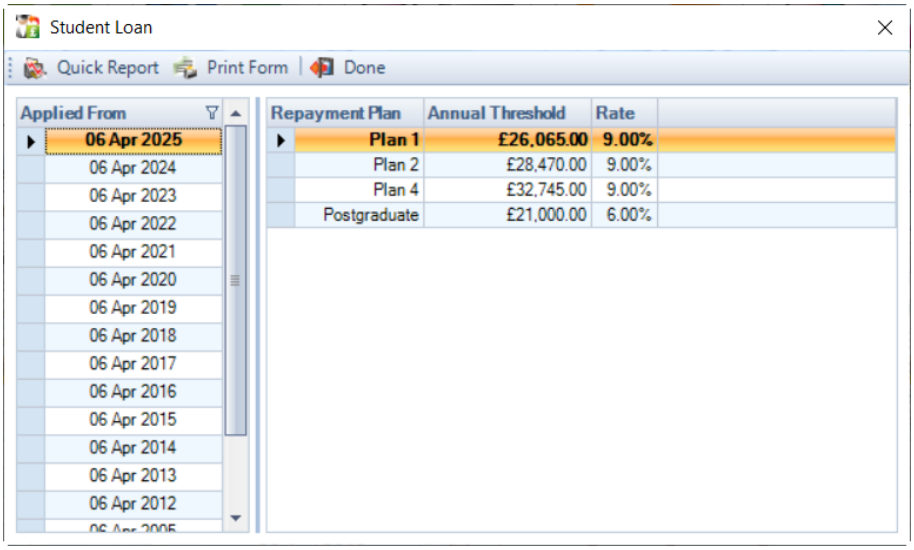


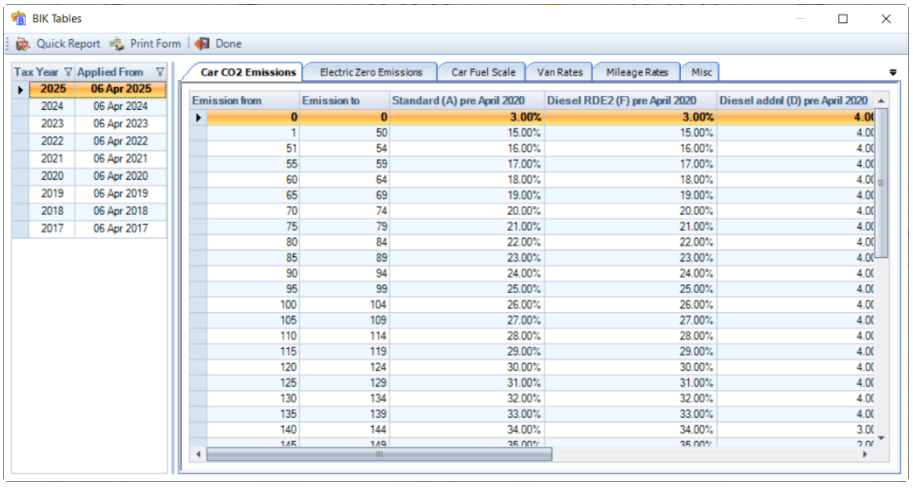

Tax Tables
Quick Report
Print Form
Done
Applied From
06 Apr 2025
06 Apr 2024
06 Apr 2023
06 Apr 2022
06 Apr 2021
11 May 2020
06 Apr 2020
06 Apr 2019
06 Apr 2018
06 Apr 2017
06 Apr 2016
UK Tax
Scottish Tax
Welsh Tax
Details
Maximum refund : 1000000
All codes maximum rate : 50 %
Emergency code : 1257
Basic rate band : 2
CIS standard rate : 20 %
CIS gross rate : 0 %
CIS higher rate : 30 %
Band Rate Band Width Cum Band Cum Tax
1 19 2827 2827 537.13
2 20 12094 14921 2955.93
3 21 16171 31092 6351.84
4 42 31338 62430 19513.80
5 45 62710 125140 47733.30
6 48 above...

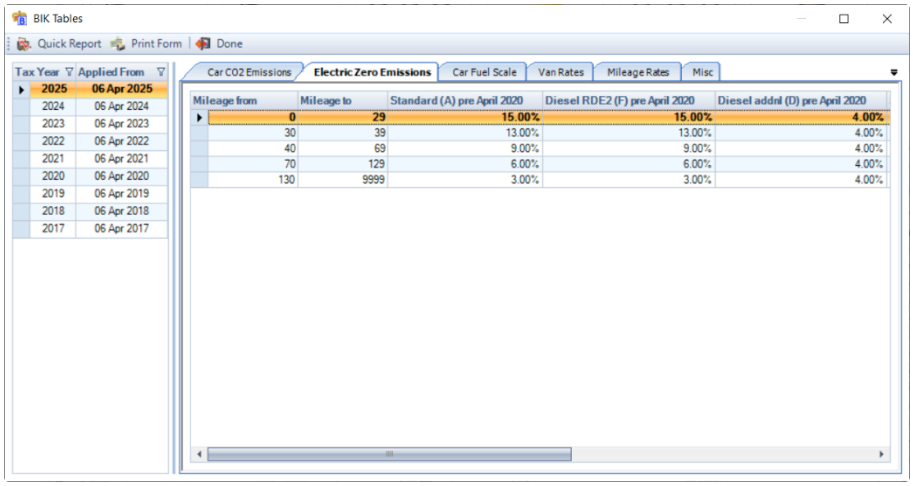

Tax Tables
Quick Report
Print Form
Done
Applied From
06 Apr 2025
06 Apr 2024
06 Apr 2023
06 Apr 2022
06 Apr 2021
06 Apr 2020
06 Apr 2019
UK Tax
Scottish Tax
Welsh Tax
Details
Maximum refund : 1000000
All codes maximum rate : 50 %
Emergency code : 1257
Basic rate band : 2
CIS standard rate : 20 %
CIS gross rate : 0 %
CIS higher rate : 30 %
Band Rate Band Width Cum Band Cum Tax
1 0 0 0 00.00
2 20 37700 37700 7540.00
3 40 87440 125140 42516.00
4 45 above...

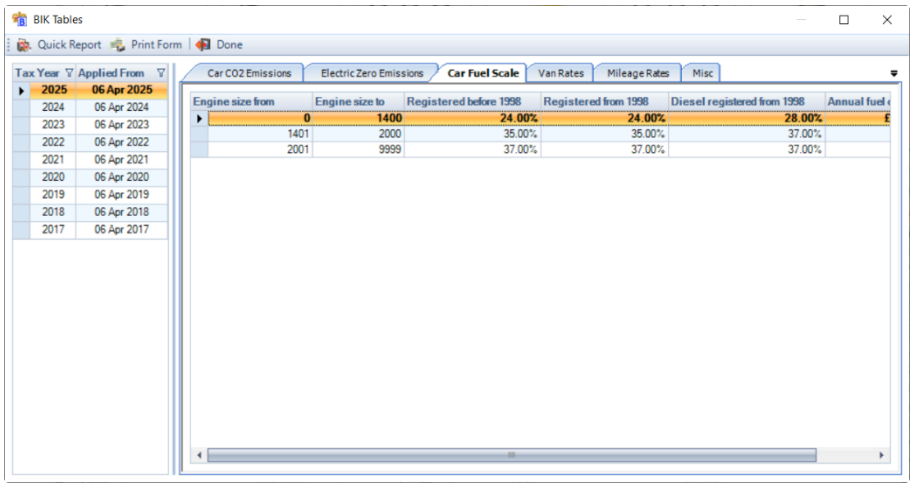

NI Tables
Quick Report
Print Form
Done
Tax Year
Applied From
2025 06 Apr 2025
2024 06 Apr 2024
2023 06 Jan 2024
2023 06 Apr 2023
2022 06 Nov 2022
2022 06 Jul 2022
2022 06 Apr 2022
2021 06 Apr 2021
2020 06 Apr 2020
2019 06 Apr 2019
2018 06 Apr 2018
2017 06 Apr 2017
2016 06 Apr 2016
2015 06 Apr 2015
2014 06 Apr 2014
2013 06 Apr 2013
2012 06 Apr 2012
2011 06 Apr 2011
2010 06 Apr 2010
2009 06 Apr 2009
2008 06 Apr 2008
2007 06 Apr 2007
2006 06 Apr 2006
2005 06 Apr 2005
2004 06 Apr 2004
Limits
Ee Rates
Er Rates
Absence
App Levy
Class 1A
Emp Allow
Limit Weekly Monthly Annual Dir Cum Weekly Dir Cum Annual
Employer's Earnings Threshold (SET) £96.00 £417.00 £5,000.00 £96.00 £5,000.00
Lower Earnings Limit (LEL) £125.00 £542.00 £6,500.00 £125.00 £6,500.00
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


Pension Rates
Quick Report
Print Form
Done
Applied From
06 Apr 2025
06 Apr 2024
06 Apr 2023
06 Apr 2022
06 Apr 2021
06 Apr 2020
06 Apr 2019
06 Apr 2018
06 Apr 2017
06 Apr 2016
06 Apr 2015
06 Apr 2014
06 Apr 2013
06 Apr 2012
Frequency
Qualify Earnings Lower
Qualify Earnings Upper
Auto Enrolment Trigger
Yearly £6,240.00 £50,270.00 £10,000.00
Weekly £120.00 £967.00 £192.00
Monthly £520.00 £4,189.00 £833.00
Fortnightly £240.00 £1,934.00 £384.00
FourWeekly £480.00 £3,867.00 £768.00
Quarterly £1,560.00 £12,568.00 £2,499.00
HalfYearly £3,120.00 £25,135.00 £4,998.00

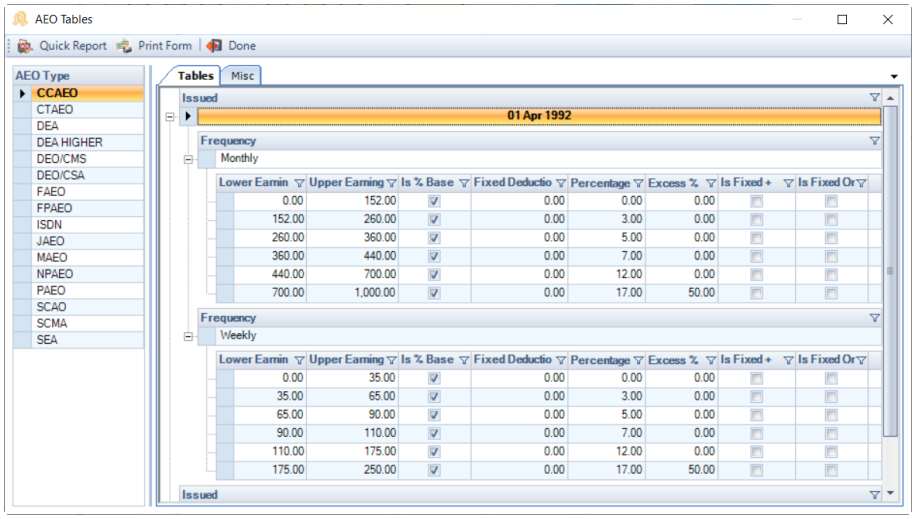

Student Loan
Quick Report
Print Form
Done
Applied From
06 Apr 2025
06 Apr 2024
06 Apr 2023
06 Apr 2022
06 Apr 2021
06 Apr 2020
06 Apr 2019
06 Apr 2018
06 Apr 2017
06 Apr 2016
06 Apr 2015
06 Apr 2014
06 Apr 2013
06 Apr 2012
Repayment Plan
Annual Threshold
Rate
Plan 1 £26,065.00 9.00%
Plan 2 £28,470.00 9.00%
Plan 4 £32,745.00 9.00%
Postgraduate £21,000.00 6.00%


BIK Tables
Quick Report
Print Form
Done
Tax Year
Applied From
2025 06 Apr 2025
2024 06 Apr 2024
2023 06 Apr 2023
2022 06 Apr 2022
2021 06 Apr 2021
2020 06 Apr 2020
2019 06 Apr 2019
2018 06 Apr 2018
2017 06 Apr 2017
Car CO2 Emissions
Electric Zero Emissions
Car Fuel Scale
Van Rates
Mileage Rates
Misc
Emission from
Emission to
Standard (A) pre April 2020
Diesel RDE2 (F) pre April 2020
Diesel addnl (D) pre April 2020
0 0 3.00% 3.00%
1 50 15.00% 15.00%
51 54 16.00% 16.00%
55 59 17.00% 17.00%
60 64 18.00% 18.00%
65 69 19.00% 19.00%
70 74 20.00% 20.00%
75 79 21.00% 21.00%
80 84 22.00% 22.00%
85 89 23.00% 23.00%
90 94 24.00% 24.00%
95 99 25.00% 25.00%
100 104 26.00% 26.00%
105 109 27.00% 27.00%
110 114 28.00% 28.00%
115 119 29.00% 29.00%
120 124 30.00% 30.00%
125 129 31.00% 31.00%
130 134 32.00% 32.00%
135 139 33.00% 33.00%
140 144 34.00% 34.00%



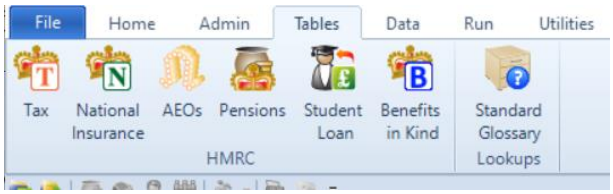




For AEOs, highlight the type of AEO on the left hand side of the screen and on the right expand the table details by clicking on the plus sign.

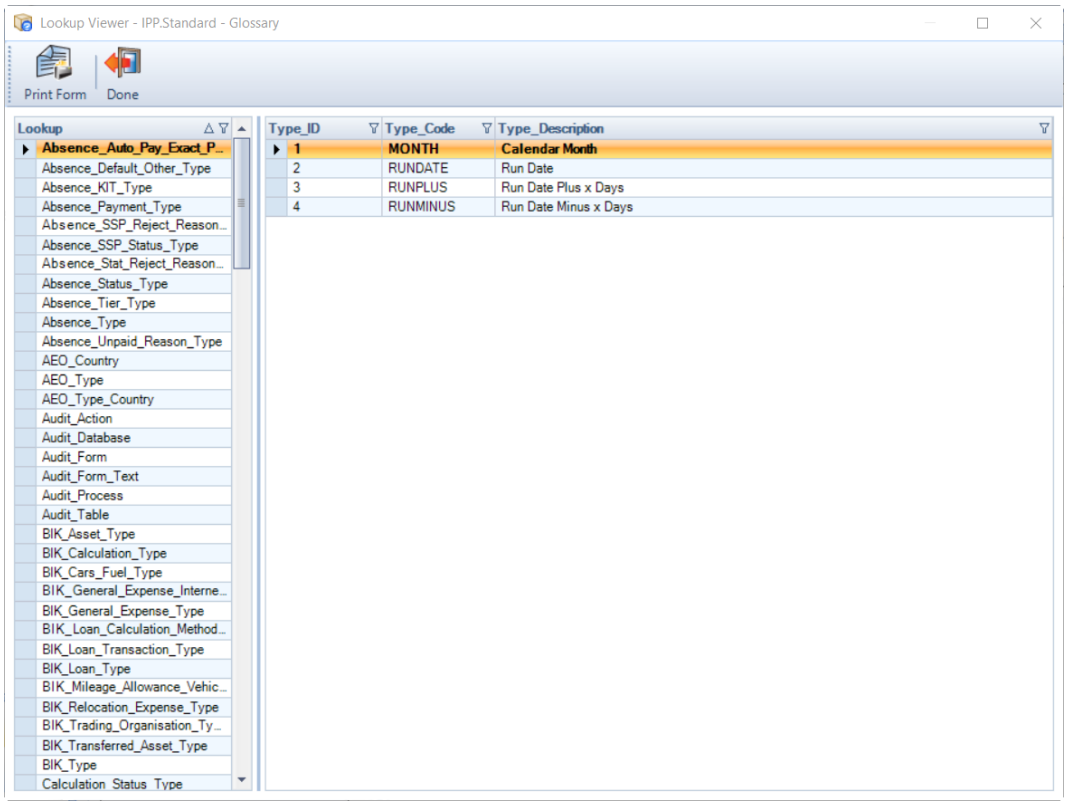


# Lookups

## Standard Glossary

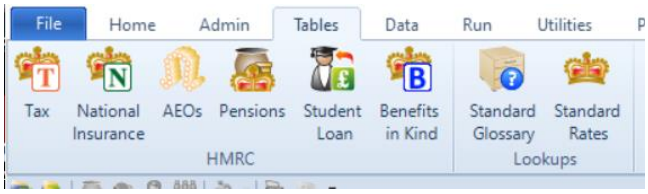



Under **Tables** select **Standard Glossary** under the **Lookups** section:

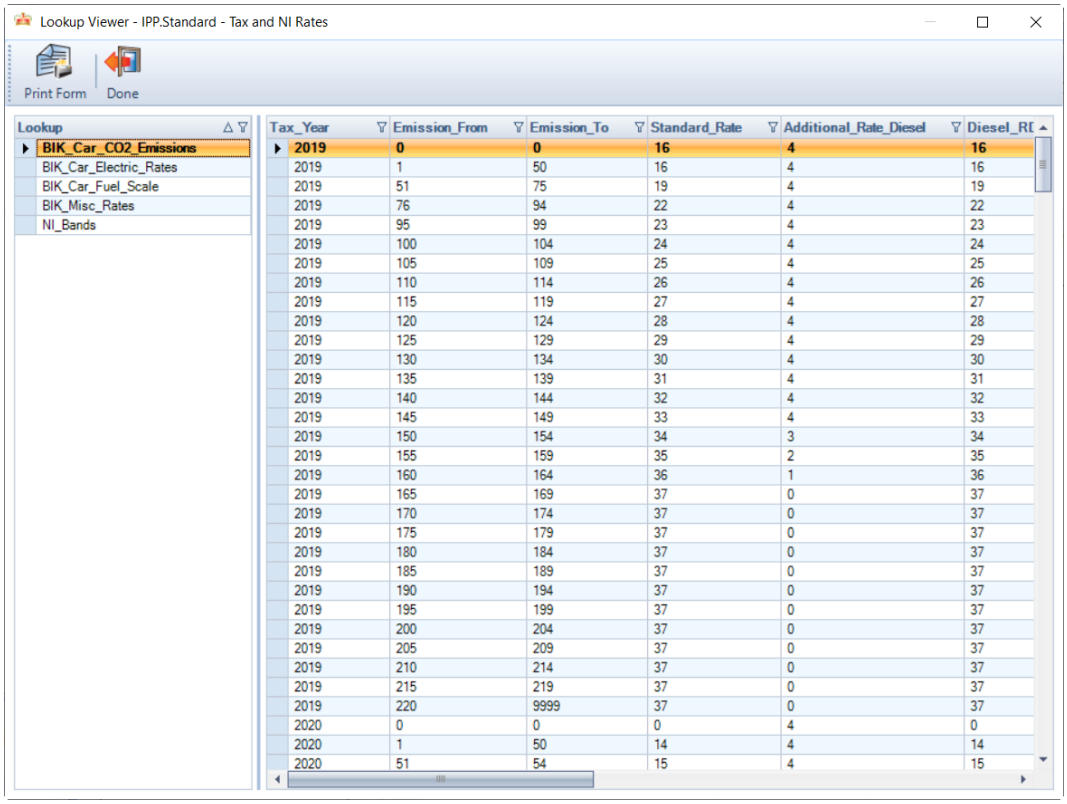



Highlight the Lookup table on the left and the contents of the table is shown on the right.

## Standard Rates




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




Highlight the Lookup table on the left and the contents of the table is shown on the right.

# Statutory Information

## Directors NIC

In Payroll Professional you have the option to set the status as Director (Cum) or Director (Non-Cum). It is advisable only to use the Director (Non-Cum) setting if you pay the directors a regular salary every pay period to avoid underpayment of NIC.

## HMRC Guides and Tables

The HMRC produce a number of guides online for employers www.gov.uk . First reference should be made to Employing staff and what steps to follow:

https://www.gov.uk/employ-someone

The list below is not exhaustive but includes the main ones:

- Running payroll

  https://www.gov.uk/running-payroll

- Employer's Further Guide to PAYE and NICs (CWG2)

  https://www.gov.uk/government/publications/cwg2-further-guide-to-paye-and-national-insurance-contributions

- National Insurance Tables Not contracted-out contributions (CA38)

  https://www.gov.uk/government/publications/ca38-national-insurance-contributions-tables-a-and-j

- Employers guide for Statutory Sick Pay

  https://www.gov.uk/employers-sick-pay

- Employers guide for Statutory Maternity Pay

  https://www.gov.uk/employers-maternity-pay-leave

- Employers guide for Statutory Adoption Pay

  https://www.gov.uk/employers-adoption-pay-leave

- Employers guide for Collection of Student Loans

  https://www.gov.uk/guidance/special-rules-for-student-loans

- Employers guide for Statutory Paternity Pay

  https://www.gov.uk/employers-paternity-pay-leave

- National Insurance for Company Directors (CA44)

  https://www.gov.uk/government/publications/ca44-national-insurance-for-company-directors

- Foreign going mariners and deep sea fishermen (CA42)

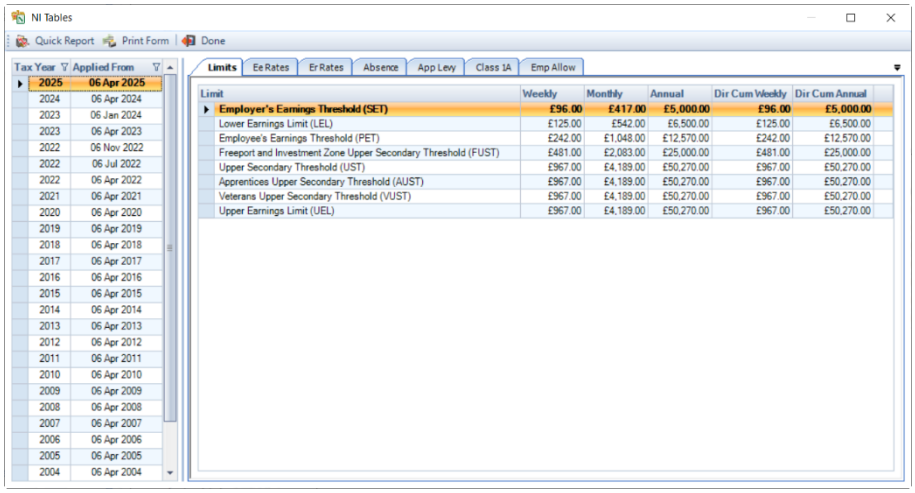
  CA42: Foreign-going mariners and deep-sea fishermen - GOV.UK (www.gov.uk)

Further help can be obtained by calling the Employers Helpline for Employers on 0300 200 3200 or 0300 200 3211 or by using the HMRC website: www.gov.uk

## National Insurance Tables

There are several NI tables, each with an **Effective From** date. When payrolls are calculated the NI table selected will be the one with the greatest **Effective From** date that is less than or equal to the payroll run date.

The tables can be viewed in **Payroll Professional** by selecting the **Tables** tab then **National Insurance**. The National Insurance rates are programmed into the software and can not be edited by the users.




## National Insurance Category 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 |

# AEO Types

## England and Wales

### AEO (PAEO or NPAEO)

**Attachment of Earnings Act 1971**

Can be priority or non-priority.

Applied for unpaid fines and maintenance orders.

Paid to court.

### FAEO

**Magistrates' Courts' Fines Attachment of Earnings Order.**

This order is applicable from 1st April 2007. And is a table-based order.

### DEO/CSO

**Child Support Act 1991**

**Child Support (Collection and Enforcement) Regulations 1992 (SI No 1989)**

Order for maintenance of a child.

Broadly same as AEO.

Paid to the CSA.

### DEO/CMS

**Child Maintenance Scheme from 2012**

Order for maintenance of a child.

Broadly same as AEO.

Paid to the CSA.

### DEA / DEA Higher

**Direct Earnings Attachments.**

**The Social Security (Overpayments and Recovery) Regulations 2013 from 8th April 2013**

This order is for the Department for Work and Pensions (DWP) to recover money owed to the state as a result of debt arising under the Social Security Administration Act 1992.

This is a non-priority order; it does however take priority over other non-priority orders. Please see the link below for further information:

https://www.gov.uk/government/publications/direct-earnings-attachments-an-employers-guide

Paid to the DWP.

### CCAEO

**Community Charges (Administration and Enforcement) Regulations 1989 (SI No 438)**

**Community Charges (Administration and Enforcement) (Amendment) Regulations 1992**

**Community Charges (Administration and Enforcement) (Amendment) Regulations 1993 (SI No 775)**

Attachment of Earnings for community charge.

Paid to local authority.

Total given – deduction calculated based on tables.

### CTAEO

**Council Tax (Administration and Enforcement) Regulations 1992 (SI No 613)**

**Council Tax (Administration and Enforcement) (Amendment) Regulations 1992 (SI No 196)**

**Council Tax (Administration and Enforcement) (Amendment) (No 2) Regulations 1993 (SI No 773)**

**Council Tax (Administration and Enforcement) (Amendment) Regulations 1998 (SI No 295)**

Attachment of Earnings for council tax.

Paid to local authority.

Total given – deduction calculated based on tables.

#### ISDN

**Social Security Contributions and Benefits Act 1992**

Income Support Deduction Notice raised by Benefits Agency

To recover income support

Like non-priority AEO 1971 order (ranks equally if more than one order in force)

Payment made to DSS office

## Northern Ireland

#### JAEO

**The Judgments Enforcement (Northern Ireland) Order and Rules 1981**

Can be priority or non-priority.

Applied for unpaid fines and maintenance orders.

Paid to court.

#### MAEO

**Magistrates' Court (Northern Ireland) Order 1981**

Can be priority or non-priority.

Applied for unpaid fines and maintenance orders.

Paid to court.

#### DEO/CSO

**Child Support (Collection and Enforcement) (Northern Ireland) Regulations 1992**

Order for maintenance of a child.

Broadly same as AEO.

Paid to the CSA.

#### CCAEO and CTAEO

Do not apply in Northern Ireland

#### FPAEO

**The Enforcement of Fines and Other Penalties Regulations (Northern Ireland) 2018**

Priority order, which is table based.

Order for fines.

Paid to court.

## Scotland

#### AEO as applied in Scotland

**Debtor Act 1987**

**Diligence against Earnings (Variation) (Scotland) Regulations 2001**

**Diligence against Earnings (Variation) (Scotland) Regulations 2006**

**Diligence against Earnings (Variation) (Scotland) Regulations 2009**

**Diligence against Earnings (Variation) (Scotland) Regulations 2012**

**Diligence against Earnings (Variation) (Scotland) Regulations 2015**

**Diligence against Earnings (Variation) (Scotland) Regulations 2018**

**Diligence against Earnings (Variation) (Scotland) Regulations 2021**

**Diligence against Earnings (Variation) (Scotland) Regulations 2023**

**Diligence against Earnings (Variation) (Scotland) Regulations 2024**

**SEA** - Earnings Arrestment for unpaid debts.

Total given – deduction calculated based on tables.

Paid to the person nominated in the arrestment order.

**SCMA** - Current maintenance arrestment for maintenance payments.

Taken as a daily amount.

Paid to the person nominated in the arrestment order.

**SCAO** - Conjoined Arrestment Order for more than one EA or CMA.

Paid to the person nominated in the arrestment order.

### DEO/CSO

**Child Support Act 1991**

**Child Support (Collection and Enforcement) Regulations 1992 (SI No 1989)**

**The Child Support (Transitional Provision) (Miscellaneous Amendments) Regulations 2003**

Order for maintenance of a child.

Broadly same as AEO.

Paid to the CSA.

### CCAEO

**Community Charges (Administration and Enforcement) Regulations 1989 (SI No 438)**

**Community Charges (Administration and Enforcement) (Amendment) Regulations 1992**

**Community Charges (Administration and Enforcement) (Amendment) Regulations 1993 (SI No 775)**

Attachment of Earnings for community charge.

Paid to local authority.

Total given – deduction calculated based on tables.

### CTAEO

**Council Tax (Administration and Enforcement) Regulations 1992 (SI No 613)**

**Council Tax (Administration and Enforcement) (Amendment) Regulations 1992 (SI No 196)**

**Council Tax (Administration and Enforcement) (Amendment) (No 2) Regulations 1993 (SI No 773)**

**Council Tax (Administration and Enforcement) (Amendment) Regulations 1998 (SI No 295)**

Attachment of Earnings for council tax.

Paid to local authority.

Total given – deduction calculated based on tables.

## Wales

### WCTAEO

**The Council Tax (Administration and Enforcement) (Amendment) (Wales) Regulations 2022 (SI No 107)**

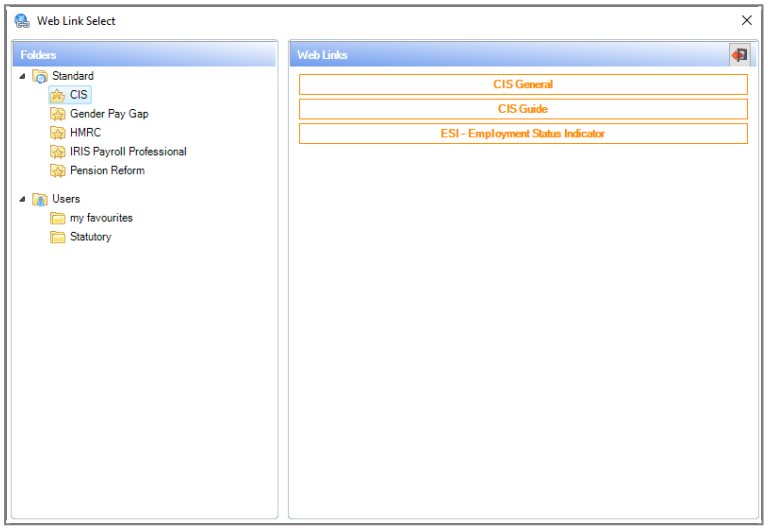
Attachment of Earnings for council tax.

Paid to local authority.

Total given – deduction calculated based on tables.

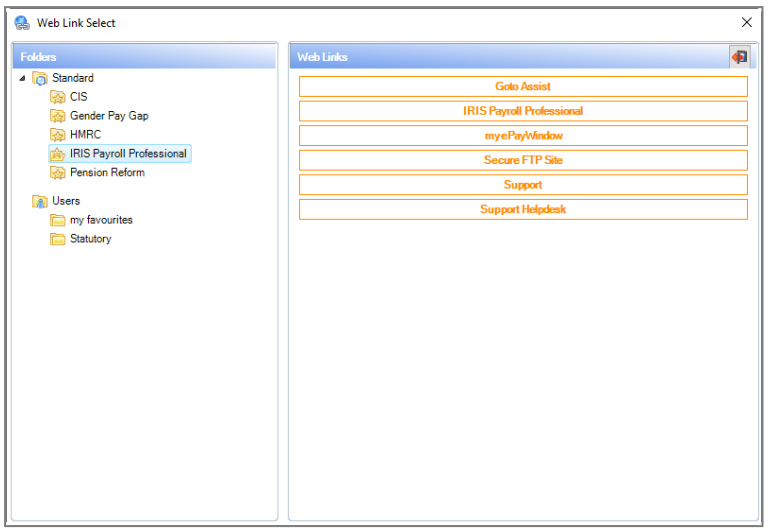
# Web Links

This facility can be accessed from the **Utilities** tab then select **Web Links**. Assuming that the user has Internet access, each option will go directly to the designated web page.

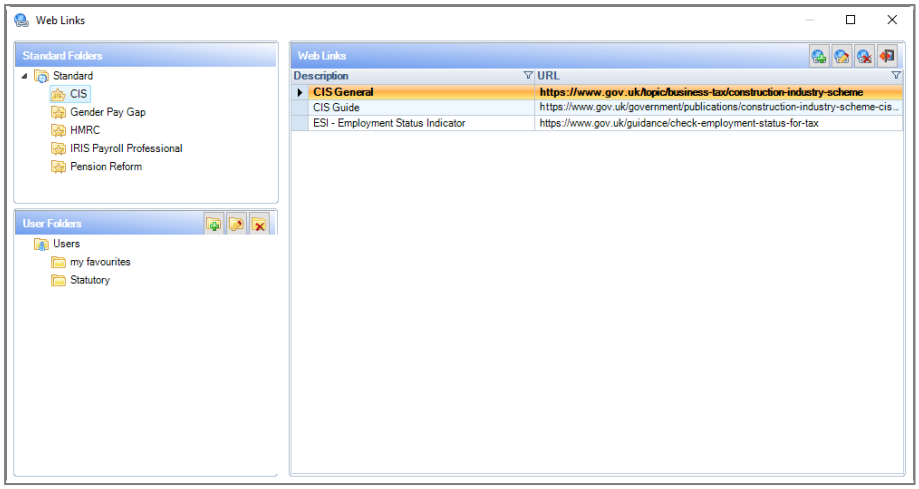



The folder labelled **HMRC** contains links for useful payroll reference sites **CSA, DTI, HMRC Home Office, Work and Pensions** and **Workshops and Presentations**. The folder labelled **CIS** contains links to the HMRC website for useful links relating to CIS.

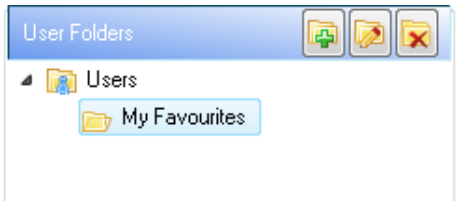
The folder labelled **IRIS Payroll Professsional** contains links for the Payroll Professional website, the Support website and Goto Assist.



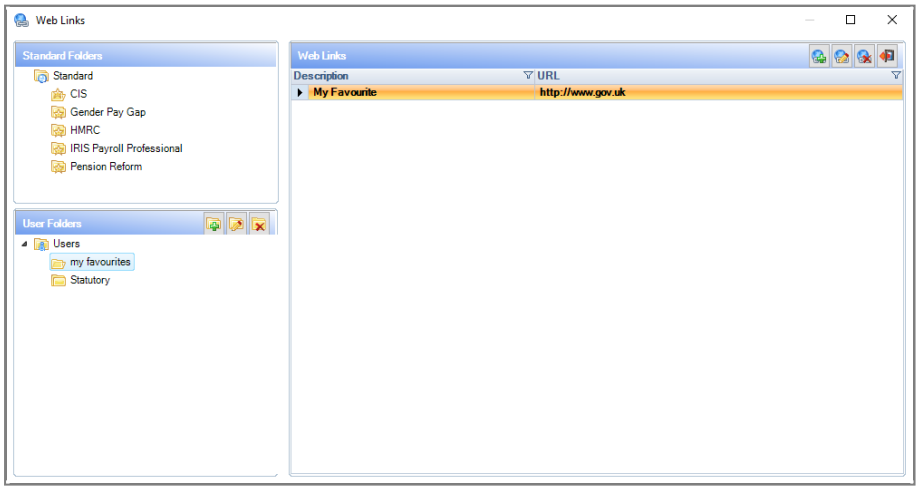
It is also possible for you to create links and folders to display on this page. Go to the **Admin** tab and select **Web Links**.



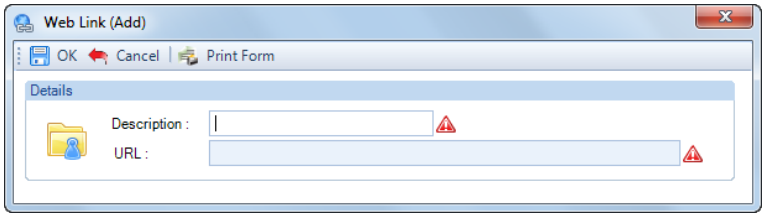

From here you can add links to either of the standard folders or create your own folders and insert the links there. Standard links and folders cannot be edited or removed.




Under **User Folders** click on the **Add** button and input the name of your folder. **Edit** button will allow you to change the name of one of your own folders and the **Delete** button will remove the highlighted folder.




To create your own links, highlight the folder under User Folder to contain the link. Now under **Web Links** click on the **Add Link** button.




Input the name of the link that should appear in the **Description** field and the full address in the **URL** field.

If you need to edit the Description or the URL click on the **Edit** button and make your changes. Click **Delete** button to remove any unwanted links.

# Admin Passwords

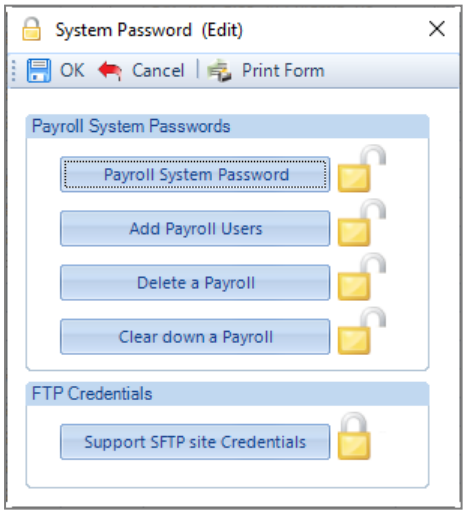
## Passwords

Select **Admin** tab then **Passwords** and choose the area you wish to password.

You can set passwords to control access to this password screen, adding new users, deleting a payroll and clearing down a payroll..

Remember, if this area of the program has been passworded you will be prompted for the password.

**Note:** If the padlock icon to the right of the screen appears closed then a password already exists for that option.



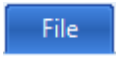

### Payroll System Password

A password set here will be required every time you try to access this Payroll System Passwords screen.

### Add Payroll Users

A password set here will be required when any user tries to access the Staff screen via the **Admin** tab then **Staff**.

### Delete a Payroll

A password set here will be required when any user tries to Delete a Payroll from the drop down menu 

then **Open\By Name** screen**.**

### Clear Down a Payroll

A password set here will be required when any user tries to access Housekeeping via the **Run** tab then **Housekeeping**.

### FTP Credentials

Please see the section called **Zip Datafile** for further information.

## Setting a Password

- Click on the button for the password to be set.
- Type in the existing password and tab to the next box
- If this is the first time of setting the password, simply tab to the next box
- Type in the new password (maximum of eight characters) and tab to the next box
- Type in the new password again for confirmation and click the **OK** button.

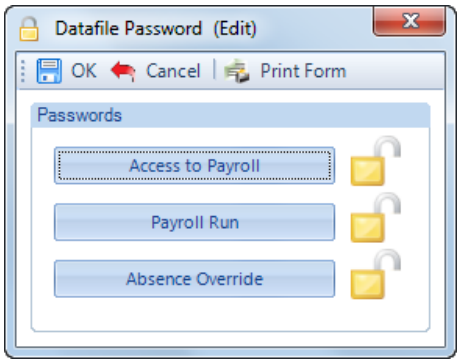
The password is now set for that option.

# Data Passwords

This option allows you to set passwords to control access to this data file itself, accessing payroll calculations and Overrides in Absence recording for Converting Absence figures.

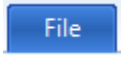
Select the **Data** tab then **Passwords** and choose the area you wish to password.

**Note:** If the padlock icon to the right of the screen appears closed then a password already exists for that option.




## Access to Payroll

A password set here will be required every time this payroll is opened.

**Note:** This password will still apply, if you should make a copy of this data file and give it another name using the drop down menu 

then **Save As\Other** or **Temp File**.

## Payroll Run

A password set here will be required when any user tries to access the payroll calculation screen.

## Absence Overrides

A password set here will be required when any user tries to access the **Overrides** button in the **Absence Recording** screen.

## Setting a password

- Click on the button for the password to be set.
- Type in the existing password and tab to the next box
- If this is the first time of setting the password, simply tab to the next box
- Type in the new password (maximum of eight characters) and tab to the next box
- Type in the new password again for confirmation and click the **OK** button.

The password is now set for that option.

# Privileges

Payroll Professional has the facility to set privileges for all areas of the program.

**Please note** When you do a new install of the program, the default user will be set as an Administrator with full privileges – Access All Areas! If you want anything different, you must ensure your System Administrator makes the appropriate changes as soon as possible.

## How Privileges work

The principles of the Privilege System are that all data files are added to one or more **Groups**. Users are allocated a **Role** within the program and the role attracts a set of **Privileges** for a specific Group of data files.

You can create as many Groups and Roles as you want. A payroll data file can be in more than one group and a user can have more than one role.

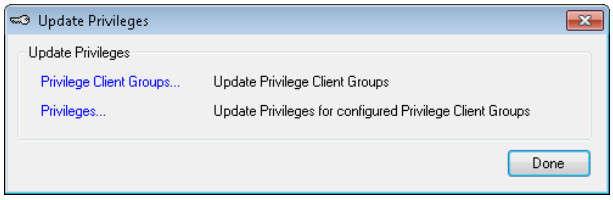
All data files are added to a group called **Default Payrolls** and all users are set as administrators. If you are happy that all users can access all data files and all parts of the program, then you will have nothing to change on privileges.

**Note.** All data files will automatically (and permanently) belong to the Default Payrolls group. Where a data file is added to another group, the settings for this new group will supersede the Default.

Staff that you want to be able to access all data files will need to be added to all Client Groups that are created.

## Setting up

From the **Admin** tab select **Privileges**.




### Privilege Client Groups

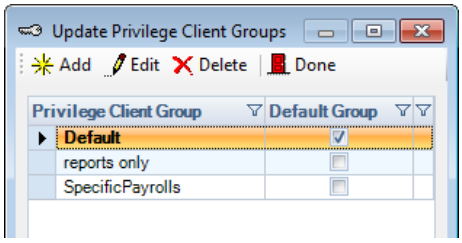
Select Privilege Client Groups, you will see **Default Payrolls** Group.

Add - lets you create a new Client Group

Edit - allows you to edit the details of an existing group

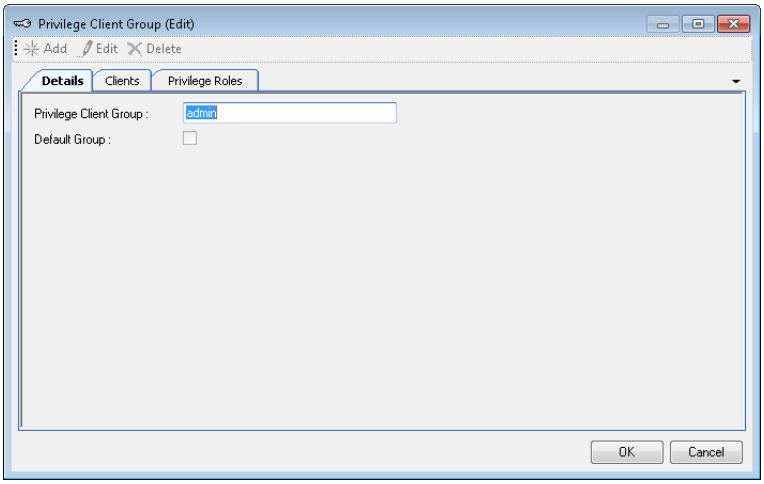
Delete - will delete the Client Group you have highlighted, except the Default Group.

Done - exits the screen.

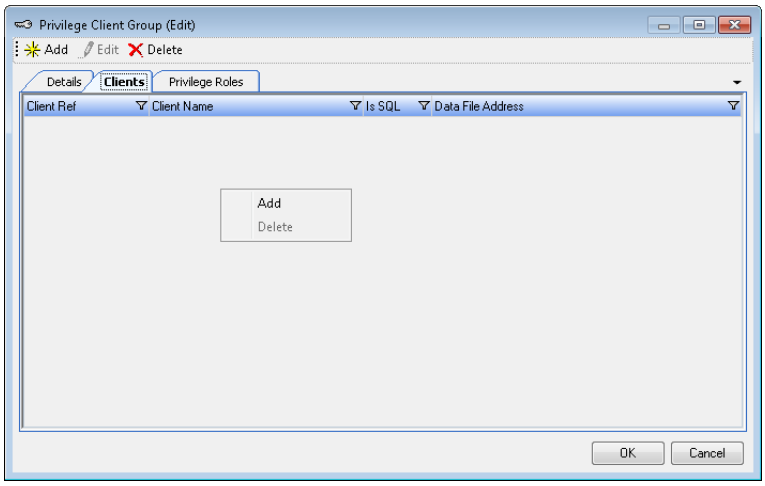



Click on **Edit** to see the Privilege Client Group details.

**The Details tab** – shows basic information, the name of the Group which can be changed and whether it is the Default Group. Note that the Default group is for Administrators and has all clients allocated to this group, which cannot be deleted.




**Clients tab** – shows all the client data files allocated to the group.

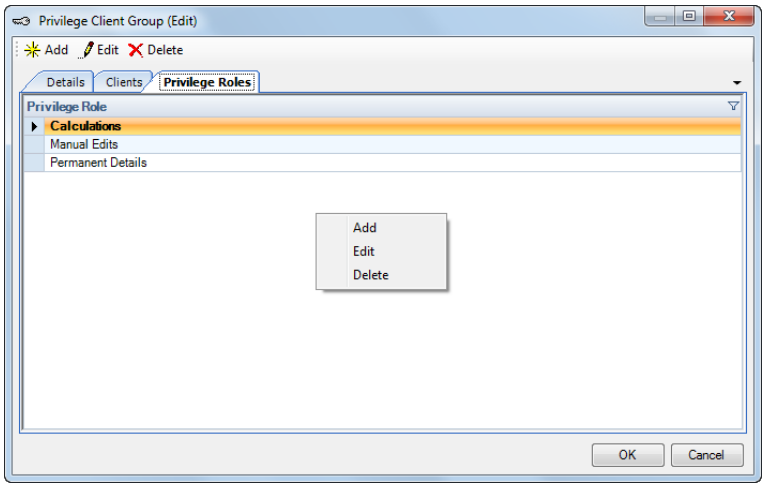



To add clients to this group right-click in the white space and select **Add** or click on the **Add** button. From the list of clients displayed, select the client for adding to the group and click on **OK** to complete the procedure.

Multiple selections can be made by holding down the **CTRL** key and clicking on the required clients.

To remove a client from the list, right-click on the client and select **Delete**. You will see a warning message asking if you are sure and if you click **OK** the client is removed from that group.

**Privilege Roles tab** – shows the roles set up for the group.



When a new group is created you need to create one or more user roles for that group. To add a privilege role to this group, right-click in the white space and select **Add** or click on the **Add** button. Input the name of the Role and click **OK** to complete the procedure.

To remove a role from the list, right-click on the role and select **Delete**. You will see a warning message asking if you are sure and if you click **OK** the role is deleted.

### Privileges

Select **Privilege** to see Privilege Roles, you will see **Administrators** as a default.

Add - lets you create a new Role

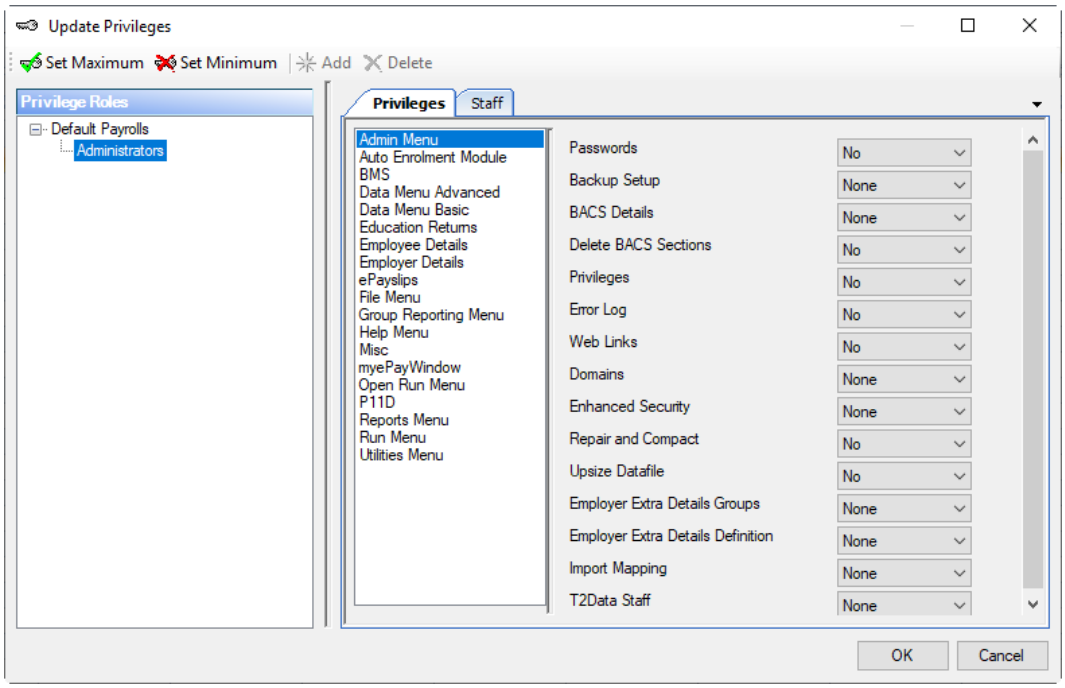
Edit - allows you to edit the details of a Role

Delete - will delete the Role you have highlighted, except Administrators.

Done - exits the screen.

To see the privileges for the **Role**, highlight the Role and on the right-hand side of the screen you will see the details which you can then change.

We would recommend however leaving Administrators as such and creating new Privilege Roles. The reason for this is that if someone changes the Administrators so that they cannot access the program and it is the only Role you have got set up. Then no one will be able to access the program to correct the change.

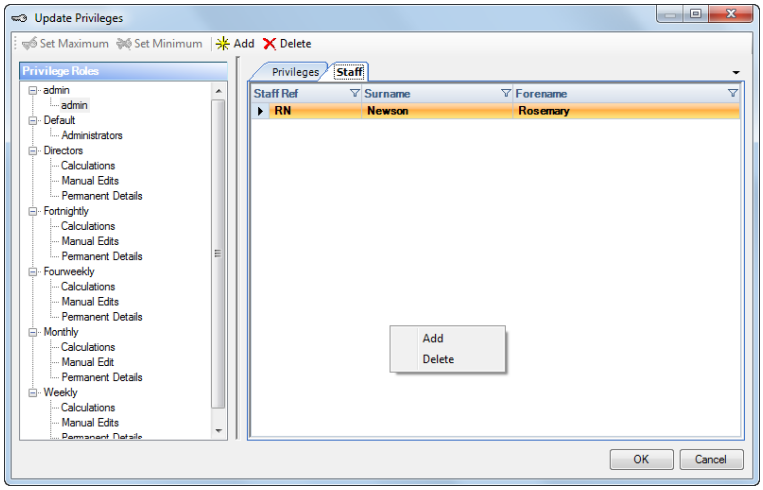



Each privilege item, when selected, will show the sub-sections belonging to that item and the privilege level selected per sub-item. Change the privilege setting as required by selecting the menu entry and changing the setting on the individual items on the right.

There is also the facility to set all items in an individual menu using **Set Maximum** or **Set Minimum** buttons at the top of the screen.

**Note:** Under **Misc** section the **No Limit** privilege setting overrides the other section settings. For example, if **No Limit** is set to **Yes** and all others are set to the minimum, the user will have full access to Payroll Professional and BMS.

To add **Users** to this role, click the **Staff** tab, right-click on the right side of the form and select **Add** or click on the **Add** button and select from the staff list. Make multiple selections by holding down the **CTRL** key whilst clicking on the records required.

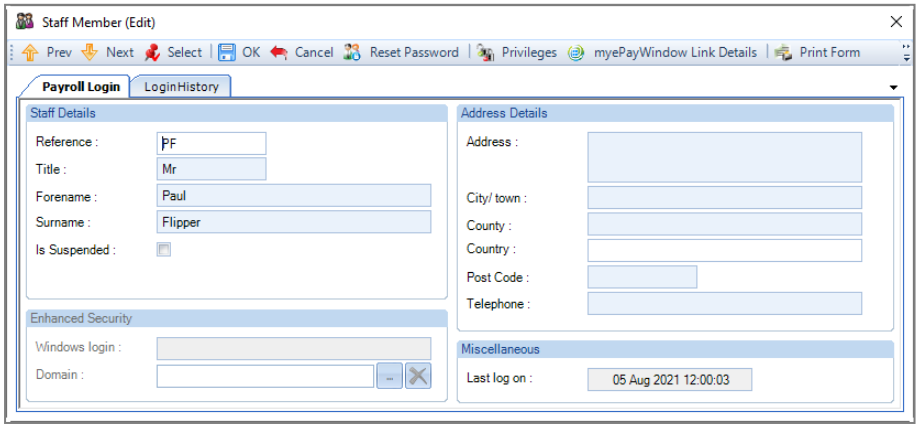



To remove someone from the list highlight that person and hit the **Delete** button.

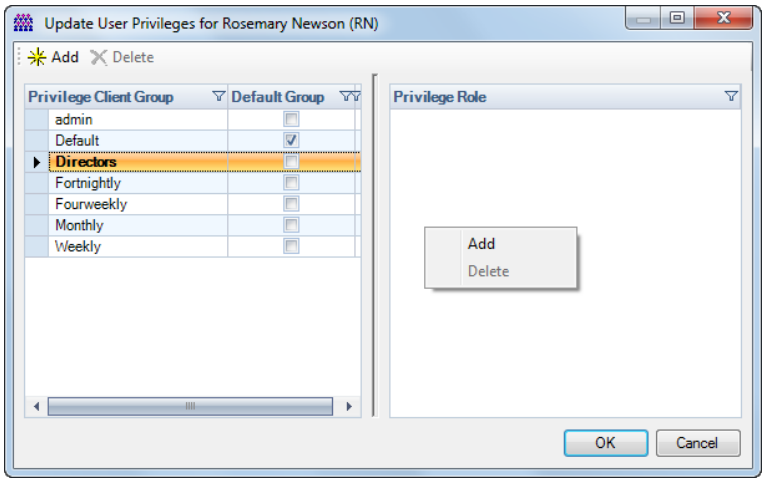
Any member of staff listed here now has the privileges allocated to that Role and can access the Group of data files associated with that role.

## User Settings

Users are set up in the normal way under the **Admin** tab then **Staff**. Edit the Staff record by highlighting them in the list and click on the **Edit** button at the top of the screen.



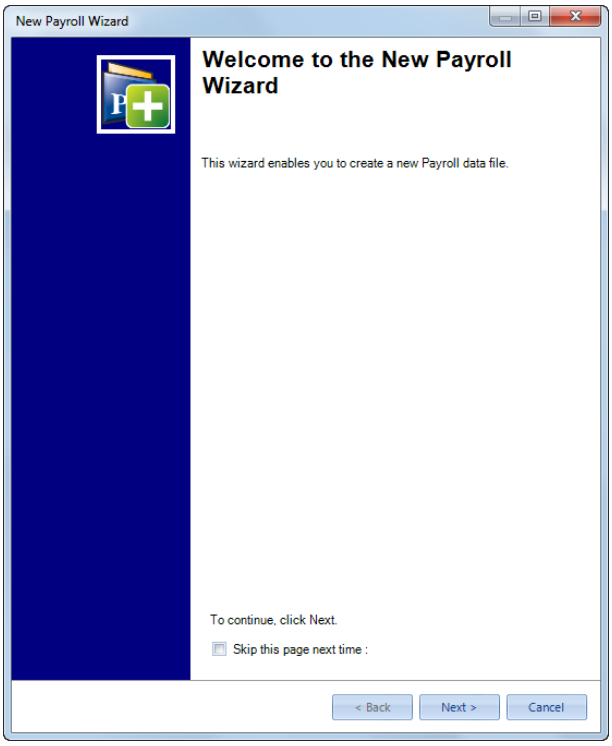
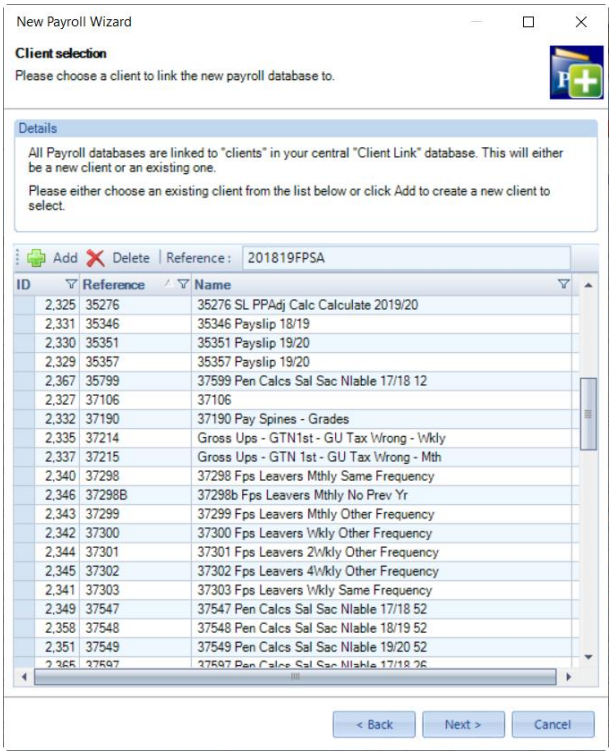

Click on the **Privileges** button to see a list of Privilege Groups. Click on the first Group to be associated with this user, right click on the Role side of the screen, click on **Add** and select the Role for this user for the Group.



Users can belong to more than one group and can also have more than one role. As the user attempts to open a data file or to access a particular part of the program, the highest level of privileges belonging to that user will be in operation.

## Setting Up A New Payroll

Having selected **New** under the **Home** tab you will be presented with the **New Payroll Wizard.** When these screens are completed you will have set up a new payroll.

| | |
|---|---|
| You will see the **Welcome** screen.<br><br>Click **Next**. |  |
| **Client Selection** screen<br><br>Either select an existing client from the list and click **Next**. You will then see the **Payroll Details** screen.<br><br>Or click on the **Add** button to create a new client. |  |

### Client Details screen

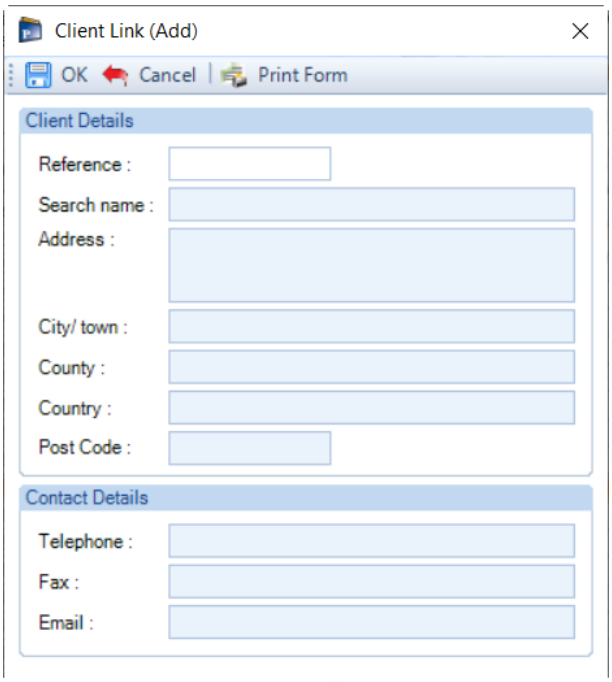
After selecting **Add** you will see the following screen.

The minimum information you need to complete is the **Reference**, **Search Name** (Employer Name) and **Address**.

The **Reference** must be unique for the new client and can be alpha and/or numeric. The reference will be offered as the basis of the filename for the payroll data file.

All of the fields can be edited at a later stage if required.

Select **OK** to save the Client Details.




**Payroll Details** screen

### PAYE Year

Select the PAYE year for this payroll. The system will default to the current PAYE year based on your system date.

### Employer Tax References

To be able to create the payroll the Tax Reference **Code** and **Er Reference** must be completed.

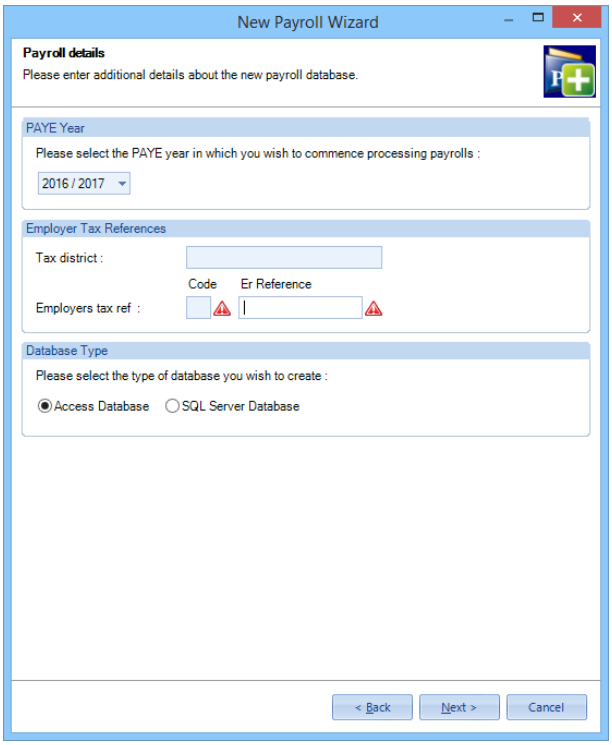
### Database Type

Leave this as **Access Database**, unless you are licensed for SQL Server.

Further details of setting up SQL payroll data files is later in this document.

**Important Note:** If you are licenced for the P11D Module this screen will have additional options, please refer to the P11D Module document.

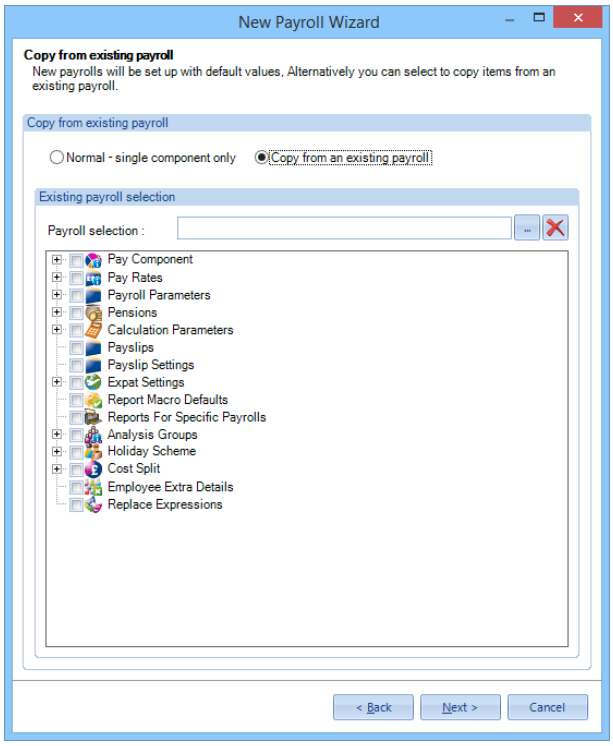
Click **Next**.



### Pay Components section

**Normal – single component only** – this sets up one pay component called **Salary**. The Description can be changed later, if required.

**Copy from an existing payroll** – this allows you to select a data file to copy information from. With this option selected click on the **ellipsis button** to the right of the box labelled **Payroll selection.** And select the data file.



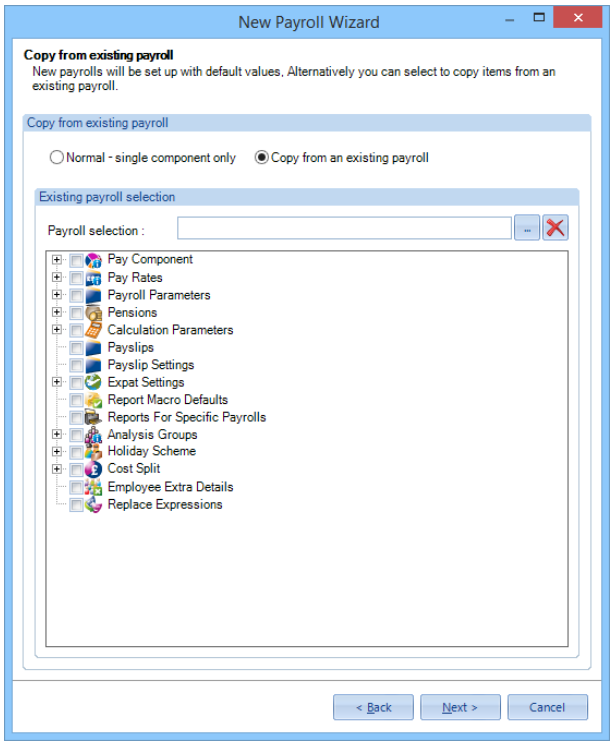

### Copy from existing payroll

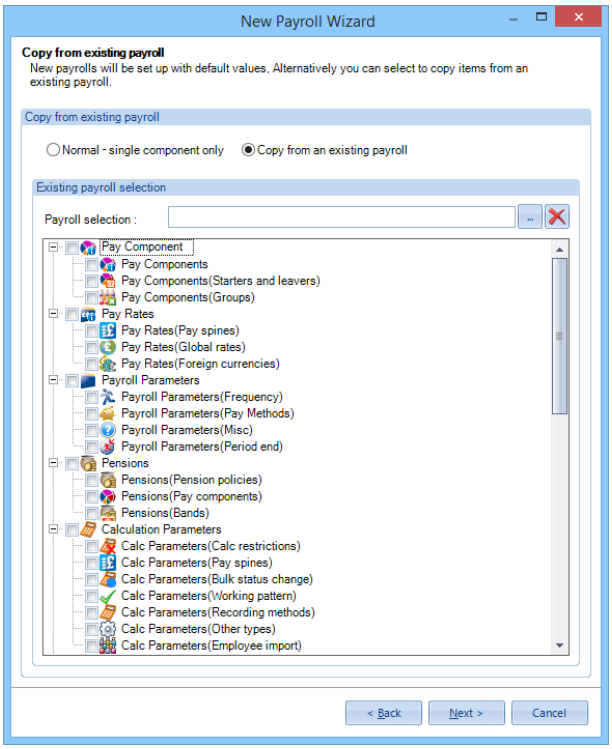
You can copy from various areas of the program from a specific payroll data file, as long as the tax year for data file you are creating is the same or later than the one you are copying from.

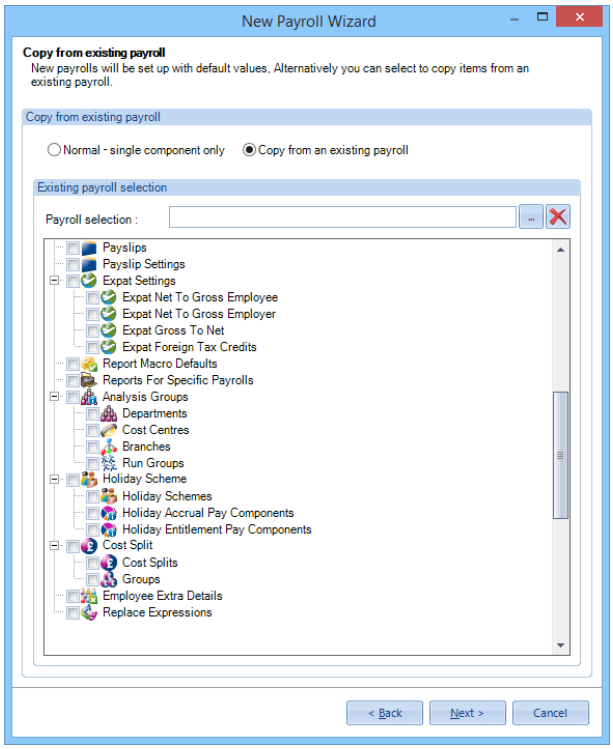
All the areas that can be copied are at Employer level. Employees are not copied in this process.

Enable **Copy from an existing payroll** and select the payroll data file to copy from under **the Payroll selection** using the ellipsis button.

Then **tick** the box for each section that you want to copy. Click on the plus symbol to expand the information, it is then broken down into further sections. If you tick the main box next to the plus symbol then all the sections within will be copied.

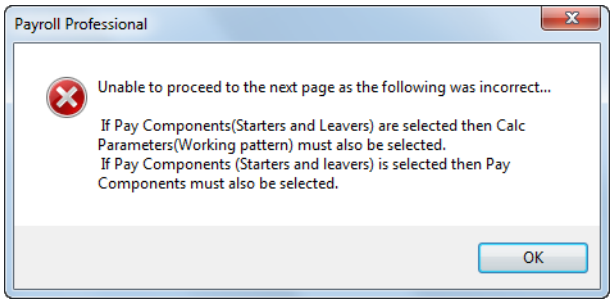





**Note** that some sections require other sections to be copied as well.

For example, if you tick the box **Pay Components (Starters and leavers)** then you must also tick the boxes **Pay Components** and **Calc Parameters (Working pattern)**. The program will check that you have got the related sections ticked when you click on **Next**:

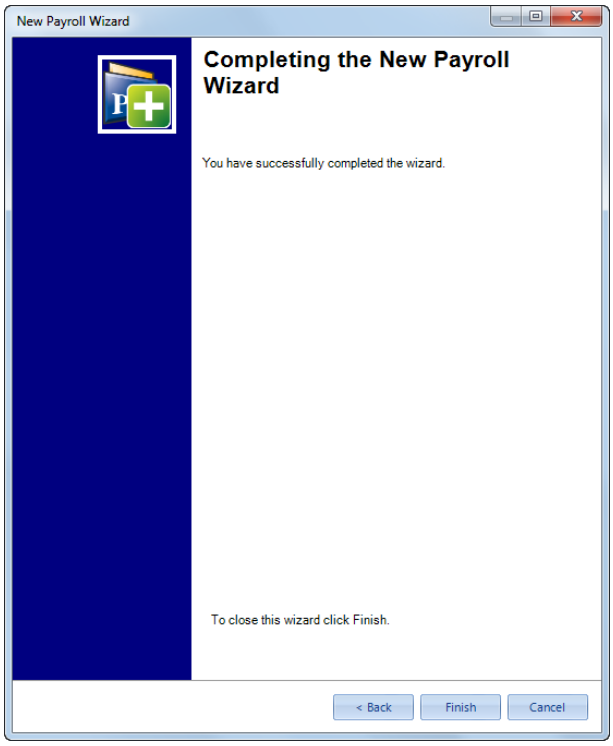



Once you have selected all the sections to be copied, click on **Next.**

Any Holiday Schemes, Pay Components and Pension Policies marked as Suspended will not be copied to the new payroll datafile.

**Completion** screen

**Click Finish.**



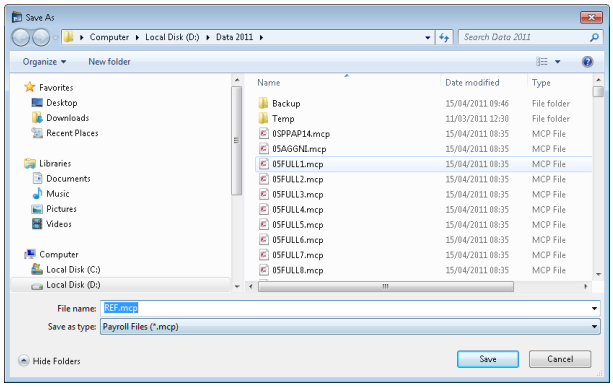

**Save As** screen

This screen is identical to the Save As screen found throughout **Windows** applications.

The file name is the **Reference** you entered. You can accept this by clicking on **Save**, or overwrite the name (remember to add **.mcp** to the name), this will not change the reference.

Once the payroll file has been saved, it is now **Open** and ready for you to begin processing.

All new data files will have the **Automatic Payslips** set as **ON**. Payslip information will be recorded when the Employee is calculated.




## SQL

If you have SQL enabled in your license, the following screens will change as follows:-

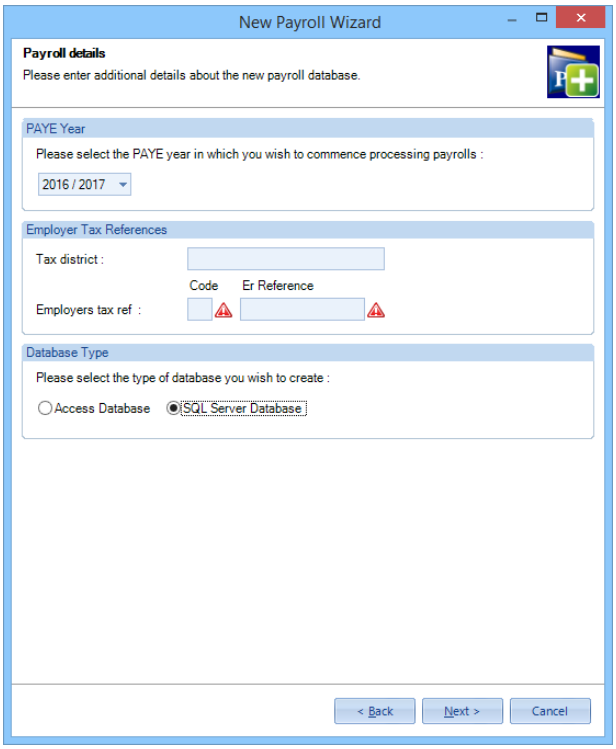
**Payroll Details** screen

**Database Type**

Select **SQL Server Database**.

**Important Note:** If you are licenced for the P11D Module this screen will have additional options, please refer to the P11D Module document.

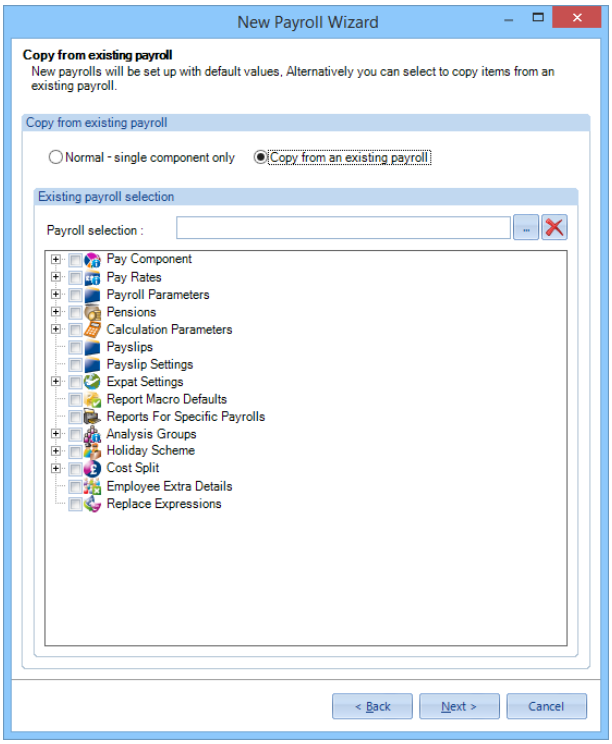
Click **Next**.




**Pay Components section**

**Normal – single component only** – this sets up one pay component called **Salary**. The Description can be changed later, if required.

**Copy from an existing payroll** – this allows you to select a data file to copy information from. With this option selected click on the **ellipsis button** to the right of the box labelled **Payroll selection.** And select the data file.



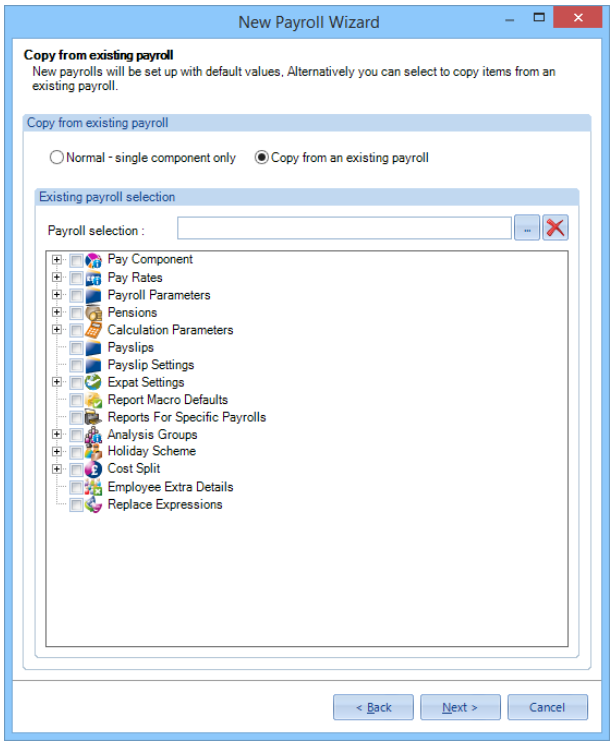
## Copy from an existing payroll

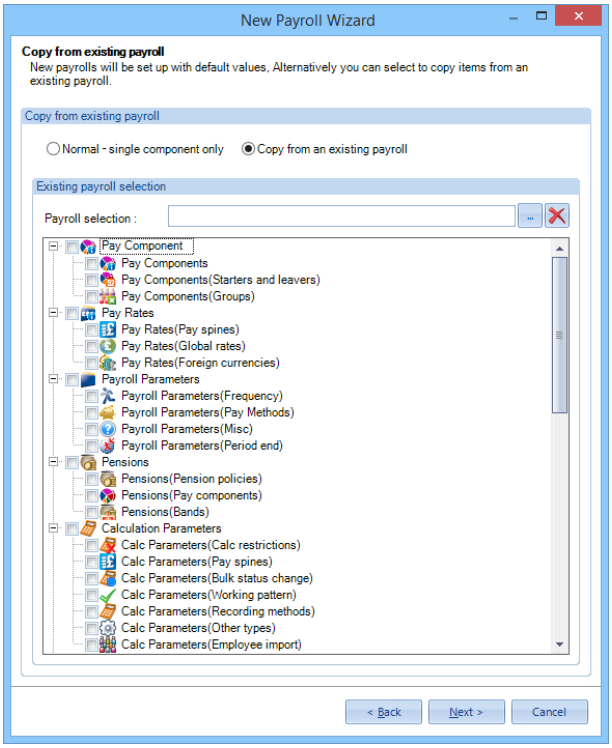
You can copy from various areas of the program from a specific payroll data file, as long as the tax year for data file you are creating is the same or later than the one you are copying from.

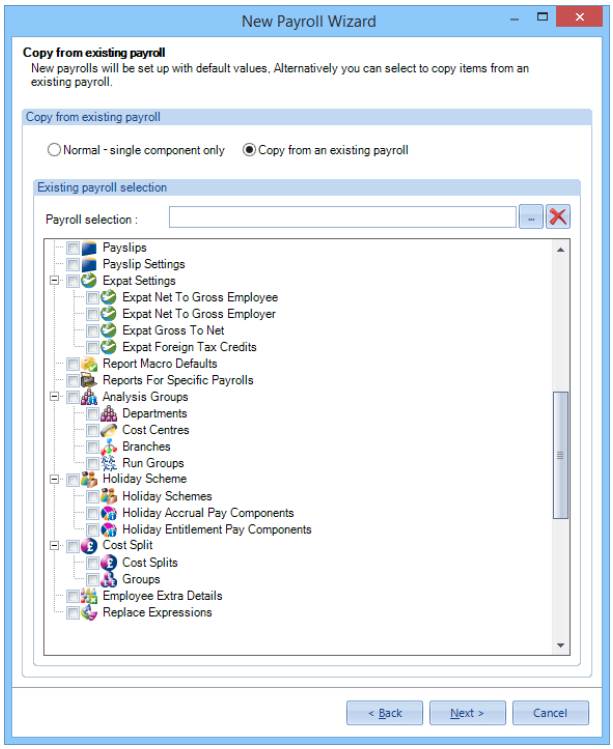
All the areas that can be copied are at Employer level. Employees are not copied in this process.

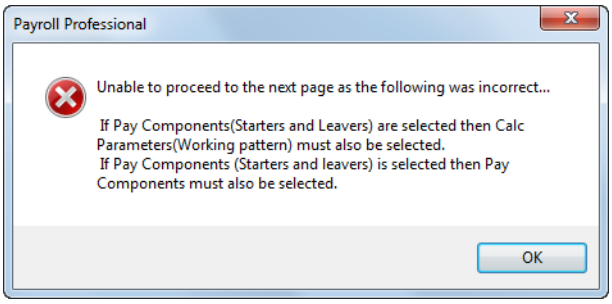
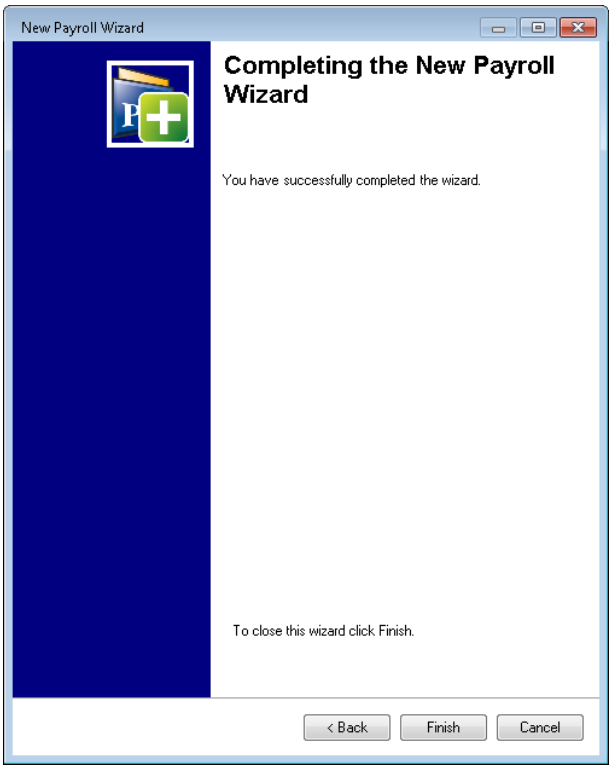
Enable **Copy from an existing payroll** and select the payroll data file to copy from under **the Payroll selection** using the ellipsis button.

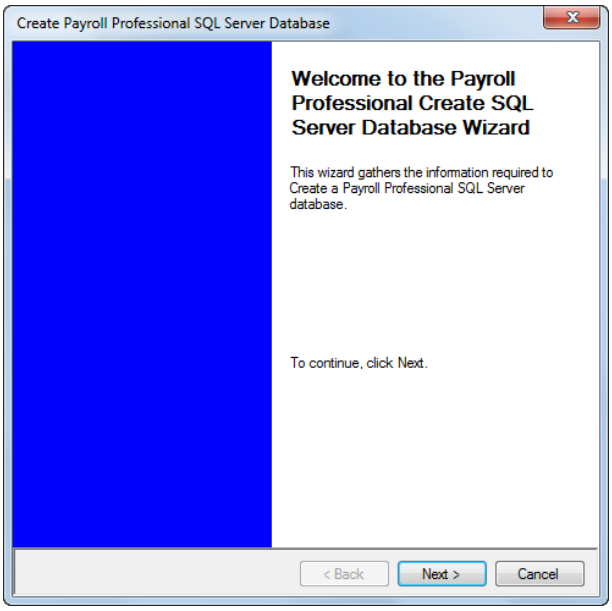
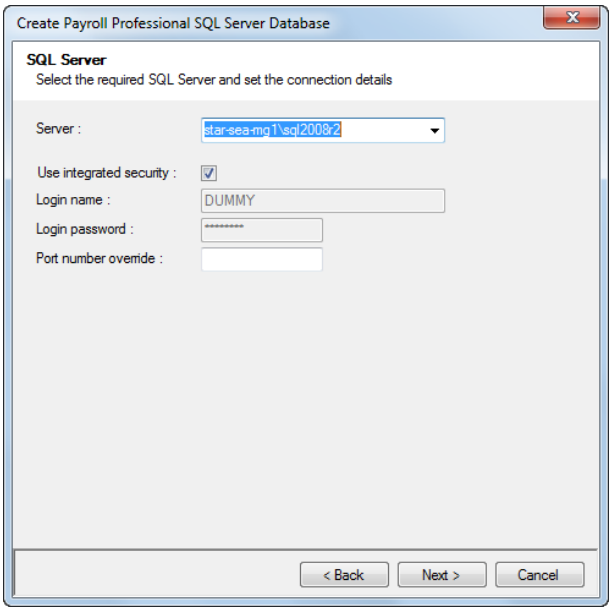
Then **tick** the box for each section that you want to copy. Click on the plus symbol to expand the information, it is then broken down into further sections. If you tick the main box next to the plus symbol then all the sections within will be copied.



| | |
|---|---|
| **Note** that some sections require other sections to be copied as well.<br><br>For example, if you tick the box **Pay Components (Starters and leavers)** then you must also tick the boxes **Pay Components** and **Calc Parameters (Working pattern)**. The program will check that you have got the related sections ticked when you click on **Next**: |  |
| Once you have selected all the sections to be copied, click on **Next.** | Any Holiday Schemes, Pay Components and Pension Policies marked as Suspended will not be copied to the new payroll datafile. |
| **Completion** screen<br><br>Click **Finish.** |  |

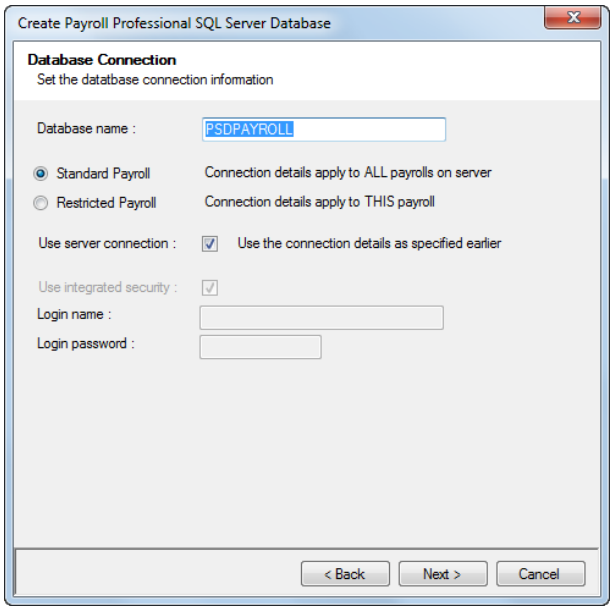
| | |
|---|---|
| **Welcome** screen<br><br>Click on **Next** to start creating the SQL data file. |  |
| **SQL Server** screen<br><br>Select the **Server** you want to create the SQL database in, and enter your **Login Name** and **Login Password** for that SQL Server. This information will be supplied by your System Administrator or IT Department.<br><br>Then select **Next**. |  |

**Database Connection** screen

For a basic Payroll setup select the **Standard Payroll** option and tick the **Use Server Connection**. You will need to check this with your System Administrator or IT Department.

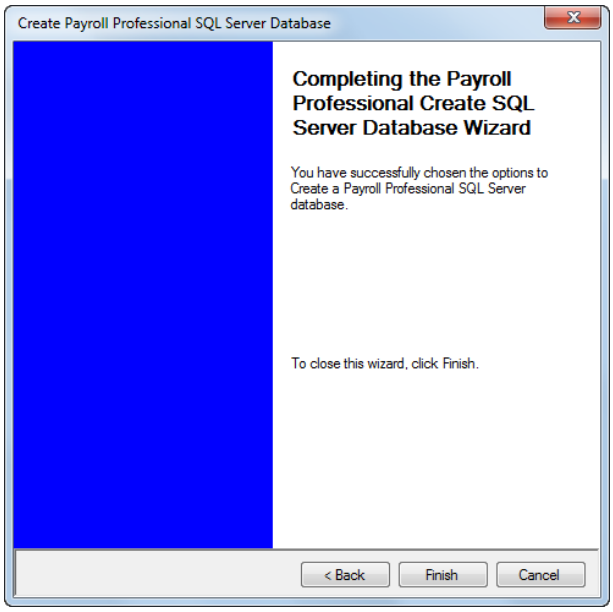
Then check the Database Name and change if necessary, remember that all SQL Payroll data files must be prefixed with **PSD**.

Then click on **Next**.




**Completion** screen

Now select **Finish** to create the SQL database.

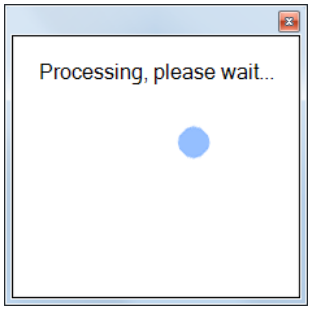



You will then see the **Processing** screen.

Once this screen disappears the SQL database has been created.

The database is now open in **Payroll Professional** ready for you to begin processing.

All new data files will have the **Automatic Payslips** set as **ON**. Payslip information will be recorded when the Employee is calculated.



# Backing Up Payrolls

We recommend that our **Payroll Professional** users back up their own data files rather than relying on a technical department. If you need to restore a particular payroll you will then have the knowledge and data readily available to perform this task.

Before you can backup or restore payroll data from within Payroll Professional, you must specify the parameters that will work best for you.

### Payroll Professional Back Up Routines

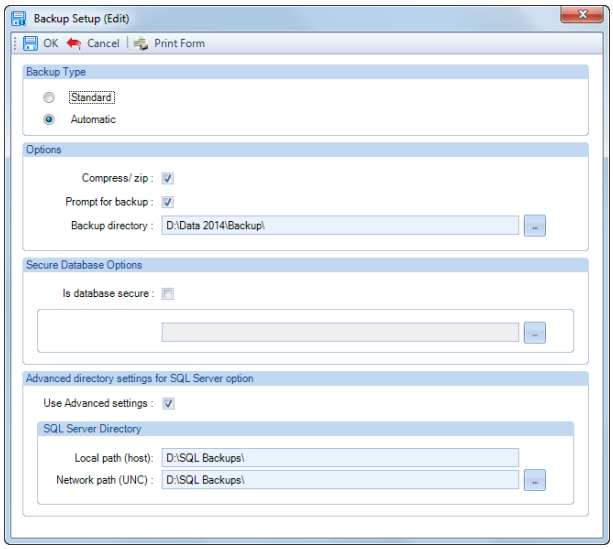
There are 2 alternative ways of doing a data backup within Payroll Professional:

- Standard
- Automatic

The recommended backup to use is the Automatic Backup with compression. This will create backup files which are 'zipped' thus taking up much less space.

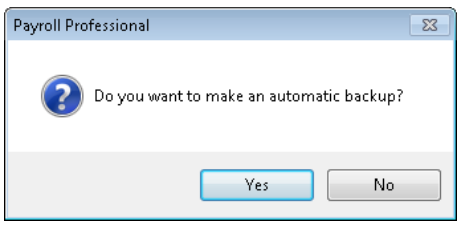
## Automatic Backup

Select **Admin** tab then **Backup Setup** from the menu bar.




- Enable the **Automatic** option.
- Set a tick in the **Compress/zip** box. (This option compresses the size of the file and will enable you to backup data in a smaller area).
- To set the Backup directory, click on the ellipsis button, a new window will appear for you to set the backup path. For SQL payroll data files this must be a UNC Path. This can be any drive/directory available from your workstation. If you select a removeable drive you need to attach that drive to save the backup path.

If you have **Prompt for Backup** and **Automatic** enabled, then when you close the pay period (or year) Payroll Professional will ask you the following question:




Simply click on the **Yes** button and your backup will be done before the period close procedure starts.

The backup file name will be the same as the current data file and the filename extension will be replaced with a reference made up of one letter and 2 digits. The letter indicates the frequency and is either: W, F, 4, M, H or Y and the digits are the pay period number.

So week 14 in payroll EXAMPLE.MCP would backup to EXAMPLE.W14, and month 6 in BLOGGS.MCP would backup as BLOGGS.M06. If the file already exists (as it may from the previous year) then you will be asked if you are sure you want to over-write the existing backup file.

A similar procedure will take place before the year end close, except that the file extension will be Ynn where nn is the year being closed. So on closing 2021/22, the extension will be Y21, and year 2022/23 will be Y22.

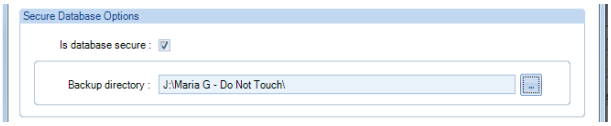
With Compress/Zip enabled this system has the added advantage of creating a history of backups which will take up less space and will overwrite in one year's time.

## Secure Location

Under the **Admin** tab select **Backup Setup**. You are now able to set a different location to save backups for a secure data file.

With the secure data file open, go to the **Admin** tab and select **Backup Set up**. You will now see the section **Secure Database Options**:

Tick the box **Is database secure**, click on the ellipsis button to select the **Backup directory**.




Once you have completed the Secure Database Options, click **OK** to the Backup Setup screen to save the information.

Any backups created through - period close, File\Backup, Admin\Maintenance, a program update and Help\Zip Data file will all be saved to the secure backup directory.

If you need to move the payroll data file to a different location, where the existing Secure Backup Directory does not exist, we recommend you remove the Secure Database Options first.

## Standard Backup

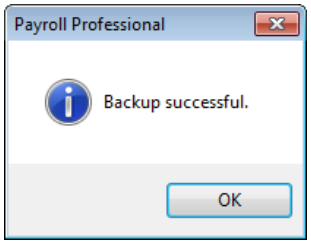
If you choose this option it is up to you to decide when you want to take backups. To do standard backups, choose the standard option from Backup setup. You will also need to specify the backup directory.

Select the **Admin** tab then **Backup Setup**.

- Enable the **Standard** option.
- Set a tick in the **Compress** box. (This option compresses the size of the file and will enable you to backup data in a smaller area).
- To set the backup directory, click on the ellipsis button, a new window will appear for you to set the backup path. This can be any drive/directory available from your workstation. If you select a removeable drive you need to attached that drive to save the backup path. For SQL this must be a UNC Path.

When you wish to backup a payroll, from the **File** menu select **Backup**. The program will confirm the destination path of the backup and display the file name with a .ZIP extension.

When you select **File\Backup** a message has been added to inform the user that the backup was successful.




**Note:** Unless the **Compress** box is set, files will be copied, and the backup file name will be the same as the actual file name - and take up the same disk space!

## SQL Backup Set Up

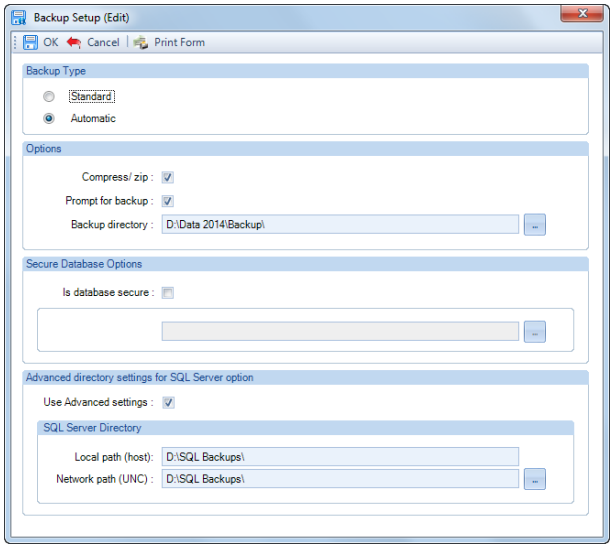
This section will only appear if you have a SQL license.

If backing up and restoring is working fine with SQL Server then you do not have to use these settings.

These settings will only affect SQL databases. They are to help with backing up large SQL databases of 2GB or larger. And resolves the issue where the SQL Server does not see the drive letter.

IPP uses a temporary location to backup and restore databases that is different from where the backup files are stored. SQL Server backs up the database to a Local path and then IPP copies this backup to the Backup Directory. The reverse is performed for restore.

There is a tick box called **Advanced directory settings for SQL Server option**:

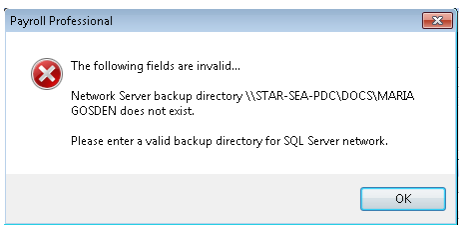



Once you tick the box two further fields are available and both must be completed:

**Local path (host)** – Folder on the network server that SQL Server is installed so that it can see the location (C:\Star\SQL Backups for example). This path will need to be manualled entered in the field.

**Network path (UNC)** – The same folder as the Local path but the address that workstations can see and use (\\ComputerName\Star\SQL Backups for example), this can be unc or a mapped drive. Click on the ellipsis button to select the path or manually enter the path in the field.

When you select **OK** the program will check that the path exists. If the path does not exist you will see the following message:



### Examples:

**SQL Server installed on the workstation running Payroll Professional.**

Local Path: C:\Star\SQL Backups

Network Path: C:\Star\SQL Backups

**SQL Server installed on ANOTHER computer not running Payroll Professional**

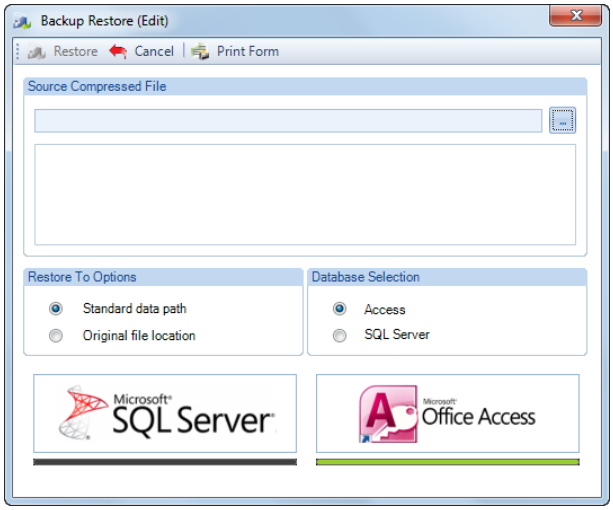
Local Path: C:\Star\SQL Backups

Network Path: \\ComputerName\Star\SQL Backups\

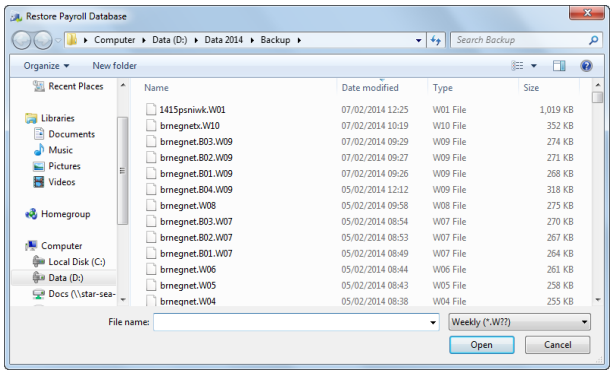
## Restoring A Backup

Restoring a payroll can only be done when there are no payroll data files open. To restore a payroll from the **File** menu select **Restore**.

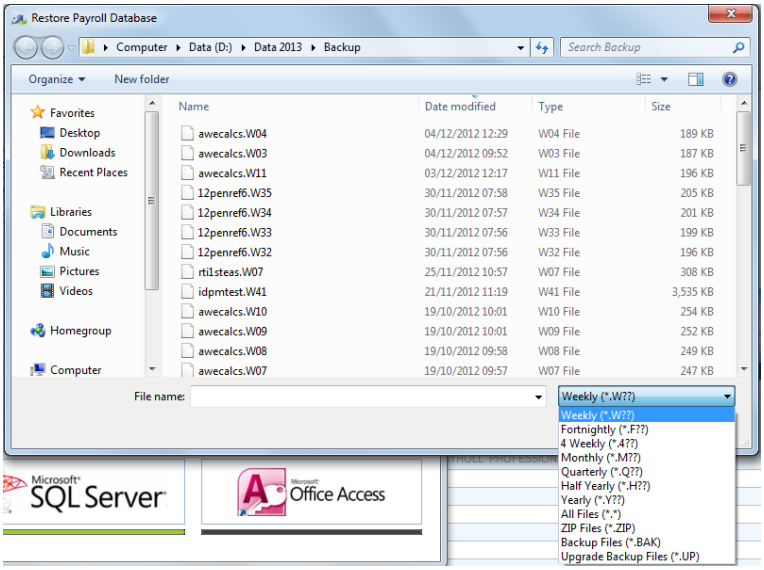
**Note:** This option will only be enabled once the backup has been set up within Payroll Professional.




- Click on the elipsis button




- Select the File Type from the drop down menu, so if it is a monthly payroll that you need to restore select Monthly.




- Highlight the relevant file name.
- Click on the **Open** button. This will return you to the **Unzip** window.

You can now choose to restore to the **Standard Data Path** or to the **Original Location** of the data file.

The Standard Data Path is where the program has been set to look for your payroll data files. You can see this setting if you go to the **Help** tab and select **Paths and Files**. The **Original Location** is where the file was stored when the backup was made.

Both of these may be of use if it is necessary to re-install the program at any time or if you are restoring a backup made when the payroll was installed in a different location.

- Click on the **Unzip** button.
- You will then see a Directory Select screen confirming the restore path. If you are happy with the path select **OK**.
- The system will detect that this file already exists in the data directory and will ask you if you wish to overwrite the file.

When the data file was originally backed up as compressed, the original path of the file was stored with the backup (without the drive letter). When you choose to restore the file and choose Original Location, it will be restored to the same path. The drive used will be from the standard data path setting.

## Automatic Backup During Data File Upgrade

Since the new version of the program the backup that is created during a data file upgrade ends with .UP. If you experience any problems during the upgrade you can restore the data file using the .UP file.

## Creating A Copy Of Your Live Data

Payroll Professional has functionality for saving a data file in more than one way. They are:

### Temp File

Saving a data file as temp file will copy the current data file to a file called temp.mcp. Each user has their own version of temp.mcp in their windows temp directory. The save as temp file procedure leaves the user working on the temp file and the user can now make changes or calculations in the temp file without the original file being touched. A very useful facility if a "what if" question has been asked which requires the period to be closed for example.

### Report Demo File

Whenever a report is being created in Crystal reports it needs to be attached to a database. There is a generic database in the reports directory called DEMPAY.mdb which should be used. This ensures that reports created can be used with any data file. Saving a data file as Report Demo File will copy the data file into DEMPAY.mdb and the user is then able to see a copy of real data whilst in report creation.

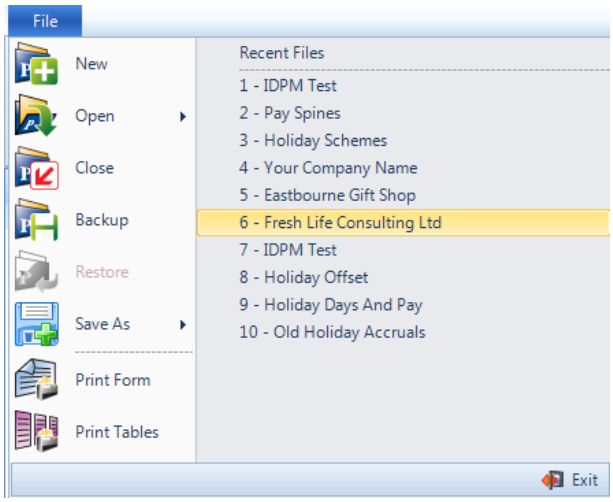
### Other

Saving a data file using other allows the user to take a straightforward copy of a data file to a specified directory.

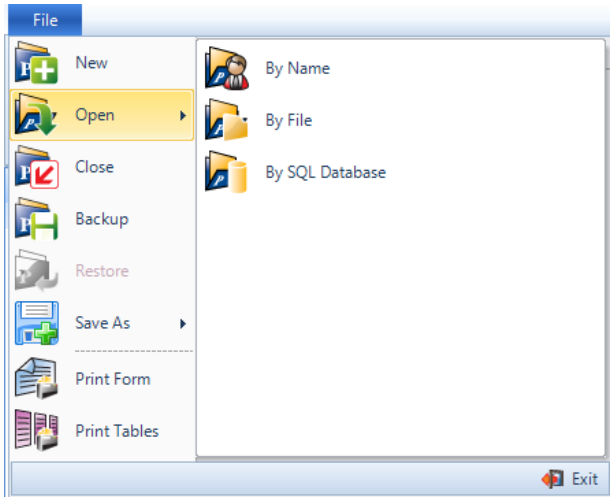
**Note:** this is not possible for SQL data files.

## Opening a Payroll

When you click on the **File** tab you will see the last ten used payrolls on the right-hand side of the drop-down screen. If the payroll to open is one of these, simply click on it to open.

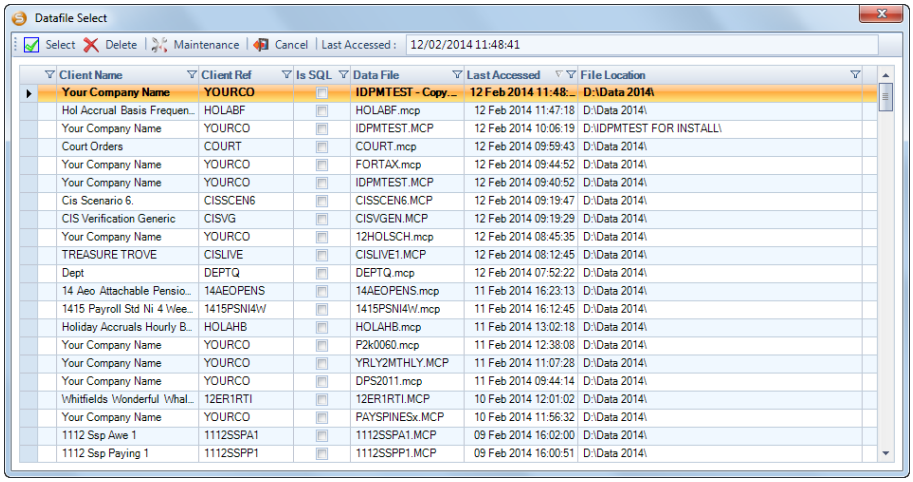



To open another payroll data file, click on **Open** in the drop-down menu. This will produce the options of searching for the file you require either **By Name** of the Employer or **By File** *(name)* or **By SQL Database** (if you are licensed for this)**.**



Use this icon or button for opening an existing file, which is on the mini toolbar or under the **Home** tab. This will use the **Default Open By** setting under **Personal Preferences\Miscellaneous** tab.

If you use open **By Name**, when you access this screen, the program remembers the last 'sort' (e.g. Client Name or Client Ref) and the cursor is ready in the selection box on the top right. Input what you need to select the next data file and click on **Select**.

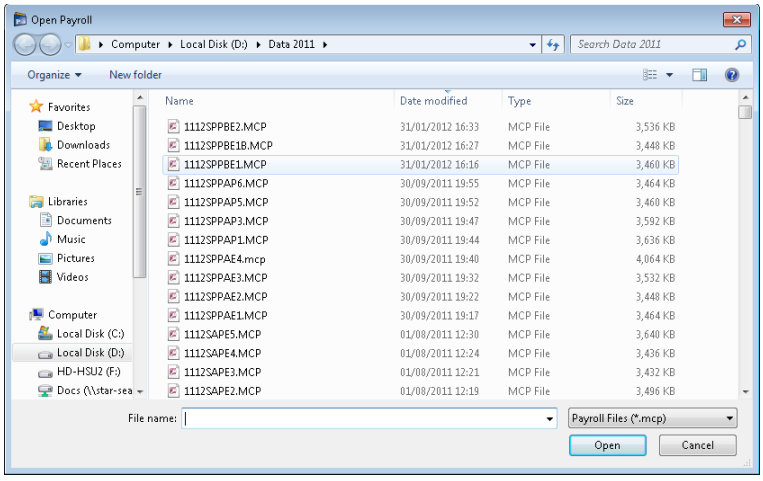



**Sorting:** Click on any of the headings to change the sort order of the files. A second click on the column header will reverse the chosen sequence. The small grey triangle will signify which column has the current sort.

**Filtering:** The other option on the column header is the **Filter** icon. Click on the filter icon to see the options available for the selected column.

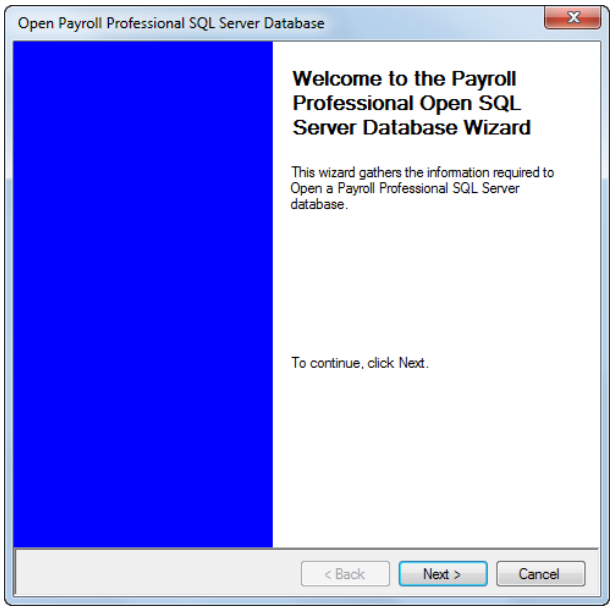
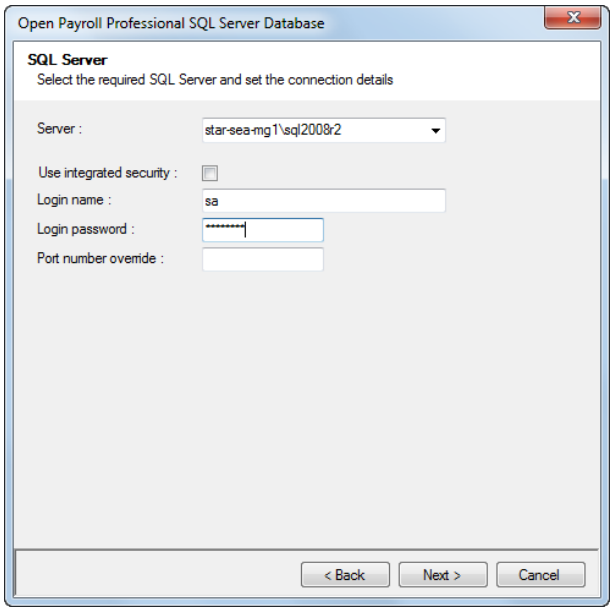
You can then highlight the file you want and click on the **Select** button;
**Or**
Start typing in the box at the top right of the window, this will search the last column you highlighted. In the example it will be the Client Ref.

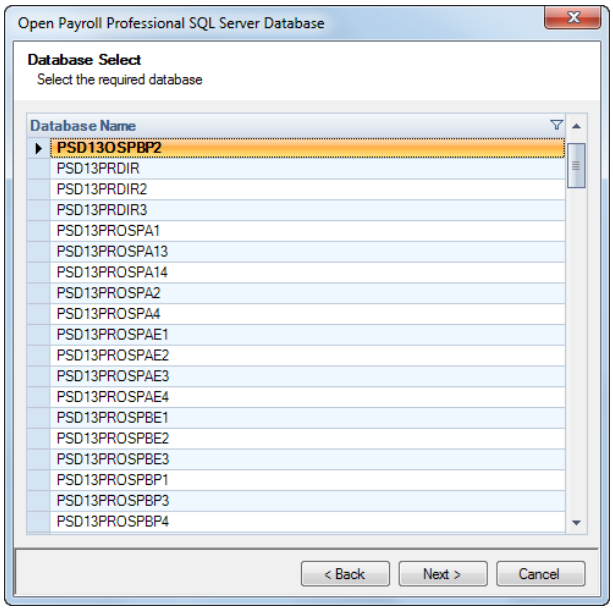
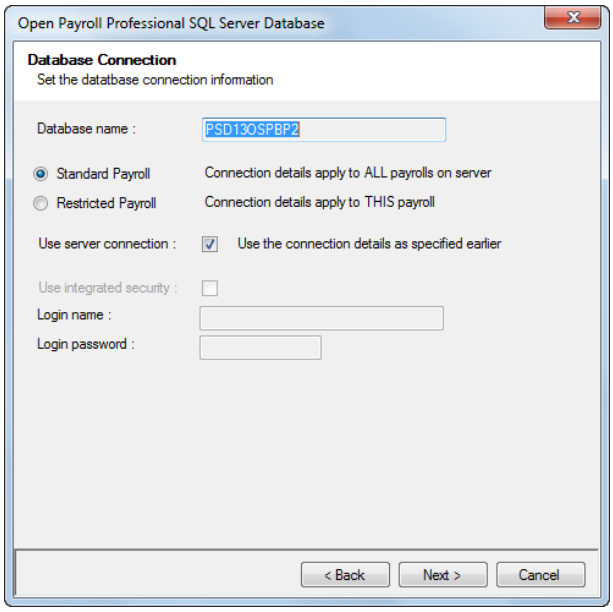
You can also open a payroll using the **By File** option and you will see this screen:



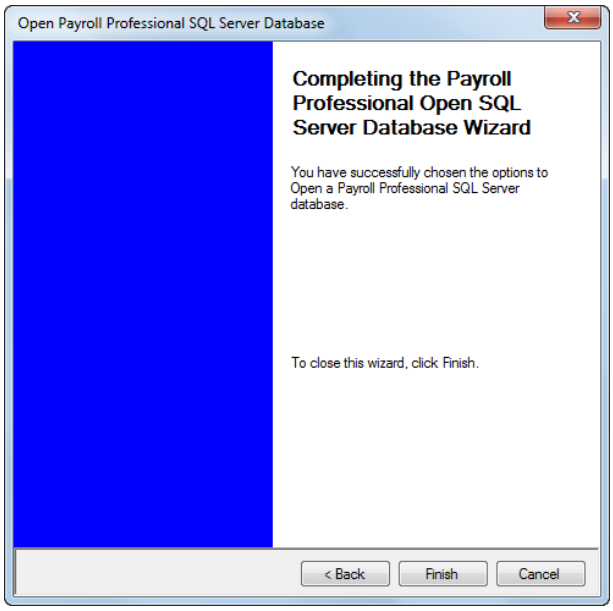

Select your data file and click on **Open**.

Lastly you can open a SQL data file by selecting SQL Database, you will then see the following screen:

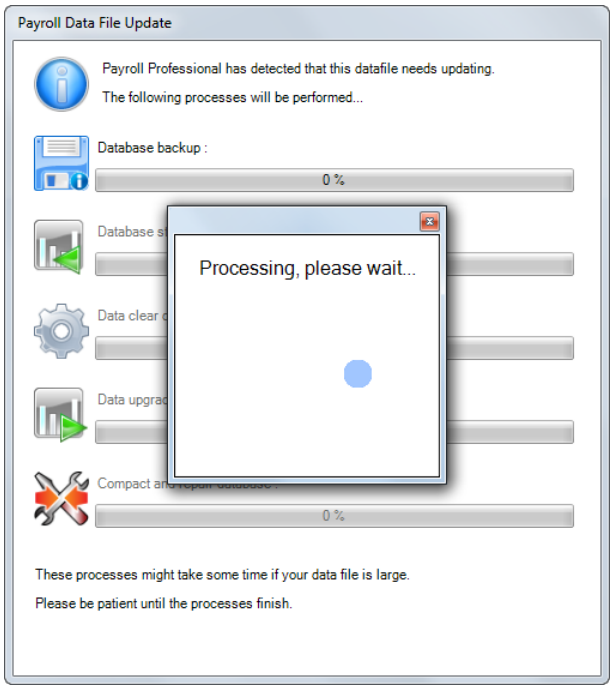
| | |
|---|---|
| Click on **Next** to start the processing of opening a SQL Server database. |  |
| Select the SQL Server now enter your Login Name and Login Password to your SQL Server.<br>Click on **Next** to continue. |  |

| | |
|---|---|
| You will then be presented with a list of your SQL Databases (payroll data files).<br><br>Highlight the one you wish to open.<br><br>Select **Next** to continue. |  |
| You may need to re-enter your Login Name and Login Password for the SQL Server.<br><br>If not, then just click **Next** to continue. |  |

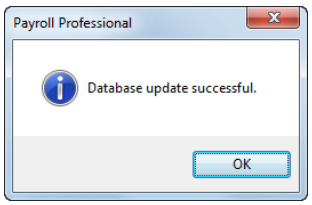
Clicking on **Finish** will open the payroll.




You may see this screen after clicking on **Finish** if the SQL Database needs updating. For example, when you have recently installed an update to the **Payroll Professional** software.



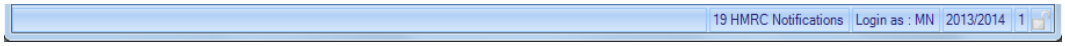

Click on **OK** and you will now be in the SQL database (payroll data file).




Once you have opened your payroll, the top toolbar will appear:

Now that a data file is open, there are many more buttons enabled and the heading now indicates the name of the payroll currently open.

Bottom toolbar:



# Multi User

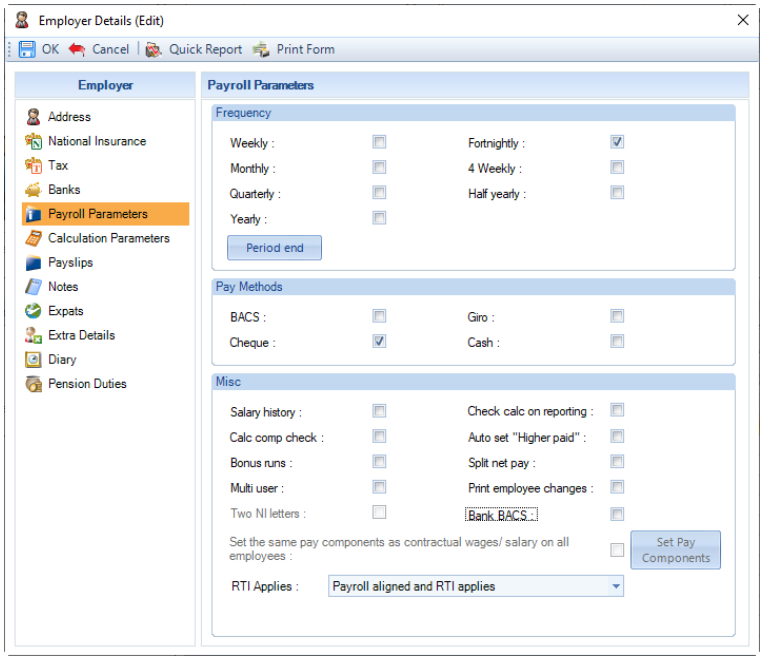
This option is only available if you are licensed for **Multi User**.

With a Multi User license, you can choose which data file has the facility enabled. Once a data file has multi user enabled more than one user will be able to access the data file at the same time.

This is useful when you have a large client with a high turn over of staff and various variable pay elements.

## Employer Details

To turn Multi User on, under the **Data** tab select **Employer**. Then under the **Payroll Parameters** tab tick the **Multi User** box.




## Exclusive Use

Once multi-user has been enabled, there are certain areas of the program which will still require exclusive use by one user.

- Under the **Admin** tab **BACS\Delete BACS Sections**
- Under the **Admin** tab **Maintenance\Upsize Datafile**
- Under the **Open Run** tab **Calculate All**
- Under the **Open Run** tab **Cancel All**
- Under the **Data** tab **Batch Tax Code Entry**
- Under the **Data** tab **Employer**
- Under the **Run** tab **PAYE Due** – **BACS** button
- Under the **Data** tab **Pensions\BACS - BACS** button
- Under the **Data** tab **Import**
- Under the **Run** tab **AEO BACS** – **BACS** button
- Under the **Open Run** tab **BACS**
- Under the **Run** tab **Close Year**
- Under the **Open Run** tab **Close Bonus Run**

- Under the **Open Run** tab **Close Tax Period**
- Under the **Open Run** tab **Import**
- Under the **Run** tab **House Keeping**
- **Bulk Status** change under the **Open Run** tab **Calculations**

## Employee Details

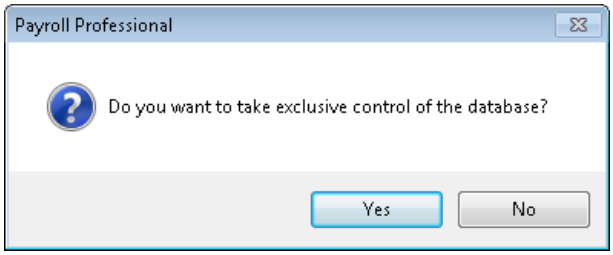
Only one user is able to edit a single Employee Details record at a time, if for example two users are in the same Employee Details record the first user to access the record will be able to edit the information but the second can only view the information.

If the first user makes changes to the Employee Details record the second user will not be able to see this information until both users have moved to another Employee Details record.

More than one user can edit and/or add different Employees at the same time.

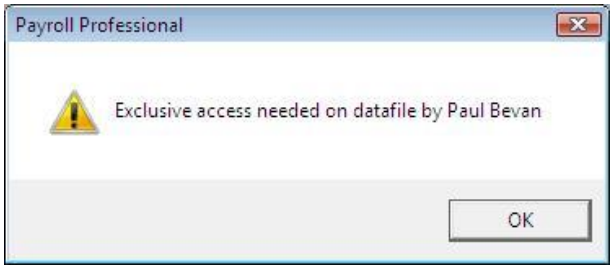
## Payroll Run

When accessing the Pay Run after selecting the Run Date you will be asked if you require exclusive use.




If you select **Yes**, you will be given the option to send a message to the other users that you require exclusive use.

Click on **Send Message.**




Once the other users have received the message and exited the data file the Waiting for Users screen will disappear. You will then be able to use all the features in the program as normal.

If you select **No** to taking exclusive control of the data base, the following areas in the Pay Run will not be available:-

- Under the **Data** tab **Import\Pay Run**
- Under the **Open Run** tab **Import**
- Under the **Open Run** tab **BACS**
- Under the **Open Run** tab **Close Bonus Run**

- Under the **Open Run** tab **Close Tax Period**
- Under the **Open Run** tab **Calculations\Calc All**
- Under the **Open Run** tab **Calculations\Cancel All**
- Under the **Open Run** tab **Calculations\Bulk Status**

## Individual Calculation Screen

Only one user is able to edit a single Employees Individual Calculation screen at a time, if for example two users are in the same Employee's Individual Calculation screen the first user to access the record will be able to edit the information but the second can only view the information.

If the first user makes changes to the Employee's Individual Calculation screen the second user will not be able to see this information until both users have moved to another Employee's Individual Calculation screen.

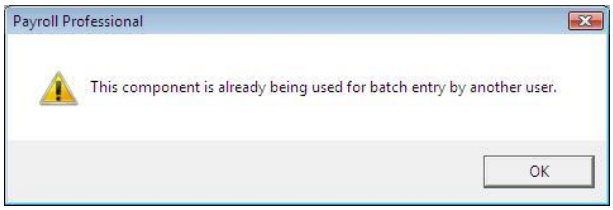
More than one user can edit and/or calculate different Employees at the same time.

## Batch Entry

Multiple users can use the Batch Entry facility at the same time by entering information for different pay components.

For example user one could select Salary, user two select Overtime and user three Bonus.

If users tried to select the same Pay Component they would get the following screen.




## Record Locking

If one user has an Employee's Individual Calculation screen open, other users will only be able to view that Employee's Employee Details record.

And if one user is using Batch Entry if an Employee has the Pay Component the user has selected then the other users will only be able to view their Employee Details record.

Also if one user has an Employee Details screen open, other users will only be able to view their Employee Details record and/or their Individual Calculation screen.

User one has Employee Details screen open, other users accessing Batch Entry will not be able to edit/change that Employees Pay Components.

# Audit Trail

The Audit trail records **ANY** changes made anywhere in the data file.

For example in the payroll run, you'll find recordings made to the Audit Trail when the Pay Run is opened, (including settings for a new run) as well as recording when calculations are made (and for whom) and any reset/refresh done on one record or all. Manual over-rides are also recorded.

## Reporting on the Audit Trail

To run the Audit trail report, go to the **Reporting** tab and select **Audit Trail**. The selection screen will default to **Screen** to stop inordinate amounts of printing being done accidentally.

### Entry Range

Choose to print **All, All since last print** or **Select.** If you choose to **Select** then you have a further choice of:

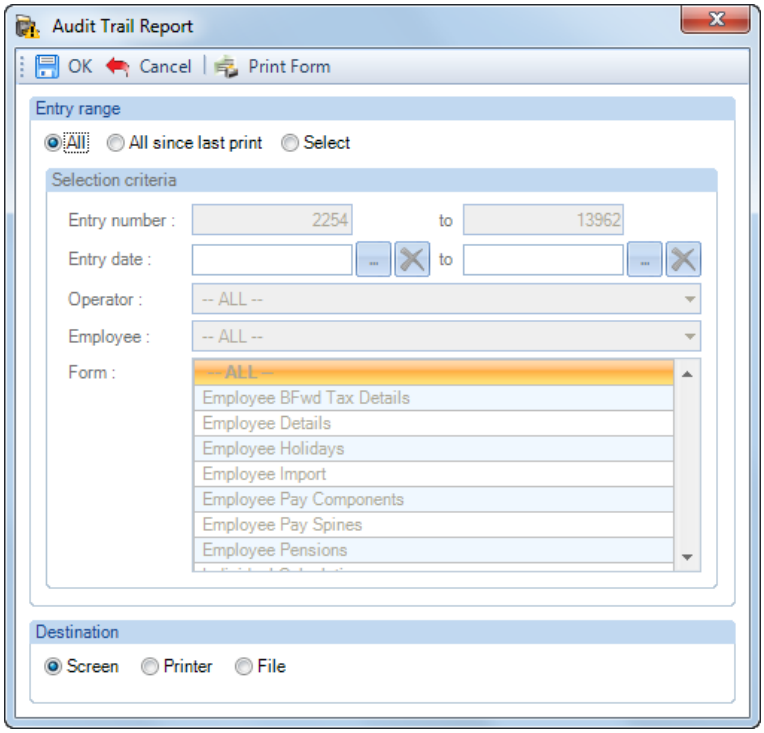
**Entry number** is the numeric sequence of the records added to the audit trail.

**Entry Date** input a start and finish date for the range of records to be retrieved.

**Operator** select records created by a specified member of staff.

**Employee** select only those records created about a specified employee.

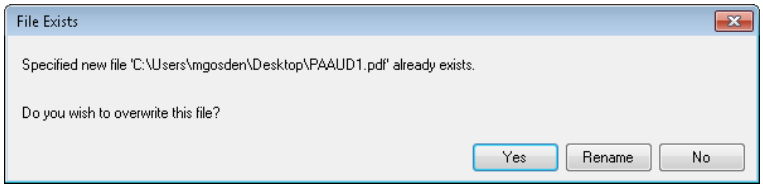
**Form** select only those records created in a specified program area(s). To select more than one form, hold down **CTRL** key as selections are made.




### Destination

The default here is **Screen** but you can also choose to send the report directly to a **Printer** or to save the details to a **File**. When the destination has been made, click on **OK**.

When saving to File, if a file of the same name already exists you will see the following screen which allows you to rename the file.




The audit report is landscape. Not only does it show the name of the user who made the change, it will also show the Network identifier for the user, the process done, the tables and fields updated, and any approvals recorded.

When you choose to send **All** or **All since last print** or use the **Select** option leaving the first audit trail number as it is and enter a specific number in the **to** box and send directly to the **Printer** or **File.** These transactions then become available for deletion, should that be necessary at a future date (see the section on **Audit Trail** deletion).

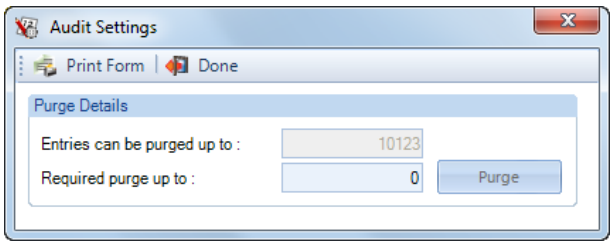
When the destination is **File**, the normal export options will be available including sending the Audit Trail report directly to email (using Microsoft Outlook). A full explanation of report exporting is in the section **Reporting**.

## Audit Settings

Under the **Data** tab select **Audit Settings**, this screen allows you to **Purge** (delete) records from the Audit trail that have previously been printed or sent to file, **note** that this includes Salary History.

The Audit trail that can only be purged when you have used **All** or **All since last print,** or the **Select** option if you left the first audit trail number as it was and only entered a specific number in the **to** box, as well as sending the report directly to the **Printer** or **File.** Otherwise, you will not be able to delete the information.

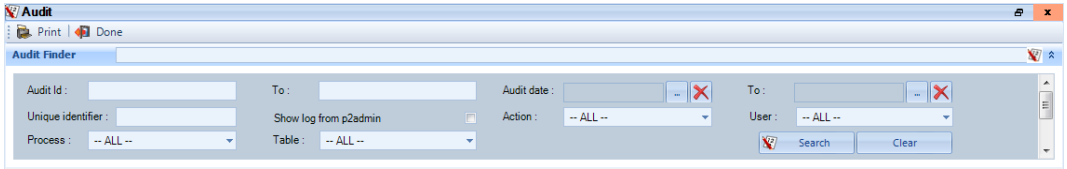
You can set an access Privilege only for those users with the rights to delete any audit items.




Enter the Audit Trail Number that you want to delete upto in the box **Required to purge up to** then click on the **Purge** button.

## Audit Trail

Under the **Data** tab select **Audit Trail**, this screen allows you to select options to view Audit trail records.




Under this screen you can view the audit log by **Process**, **Table** or **Action** as well as **Date Range** and **User.**

**Audit ID** – if you know the audit ID number from and/or to that you want to search, enter them here. They can be left blank.

**Audit Date** – if you know the date from and/or to that you want to search for information, enter them here. They can be left blank.

**Unique Identifier** – this field can be used to filter the information further. For example, if you want to search for a change to a specific employee enter EeID= followed by their EeID number e.g. **EeID=1**. The same principles applies for other tables, for example Pay Components PCompID= followed by the number e.g. **PcompID=1**. This search uses Starts with for the search, so it will include any records starting with the information entered. This field can be left blank.

**Show log from p2admin** – select this box to search the audit trail for the program rather than the individual payroll data file. This shows system changes such as setting specific printers against a report, to paths being changed like the Standard Data path, and if the Bacs Details have been changed from the Admin tab.

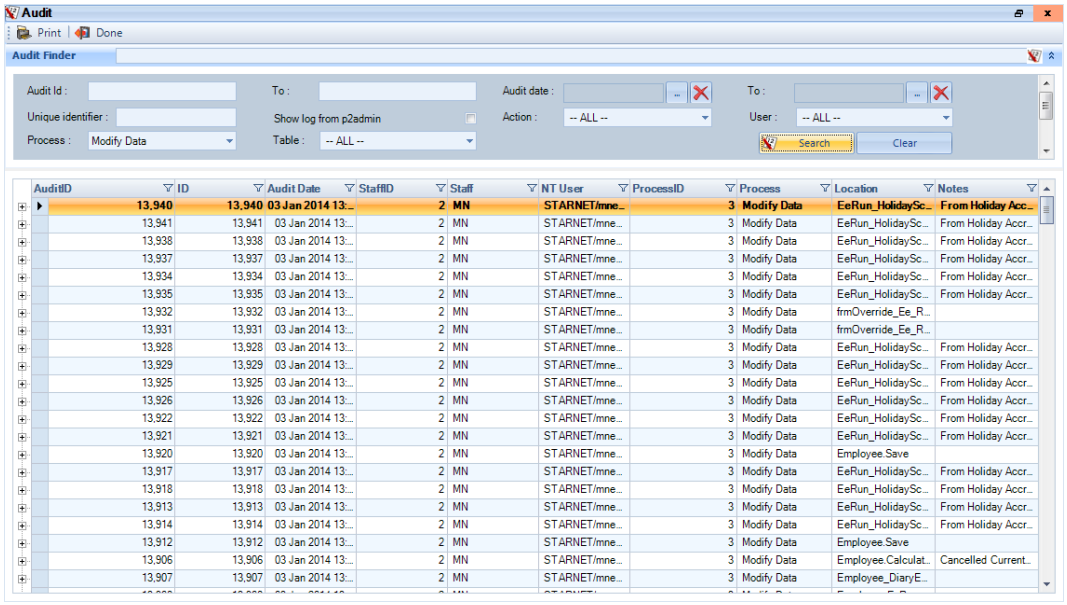
**Action** – select either all, inserted (e.g. new records), updated (e.g. changing an existing record) or deleted.

**User** – if you want to see the changes made by a specific user/staff member, then select their Reference using the drop-down list, otherwise leave as All.

**Process** – these include items such as opening or closing a payroll period, creating a BACS file, or doing an Import, or you can select All.

**Table** – you can select a specific table to see what has been changed, for example if you want to see if any employees address has been changed select EeDetails.

Having made you selection, click on the **Search** button to view the results.



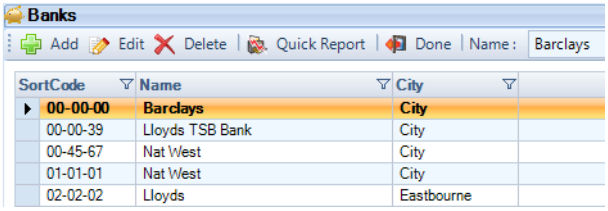

Unless a detailed enough set of criteria has been selected, it may be necessary to click on the **+** symbol to the left of the displayed line to see any further details relating to the audit record. For example, the record may show Modify Data. It will be necessary to drill down (click on the plus symbol) to see the specifics of the data modified, such as the employee details or pay component information.

# Banks Details

Bank records are held in the central data base called T2data. This database is accessed by all users. Therefore, if a bank record is created by one user it is then available to all users.

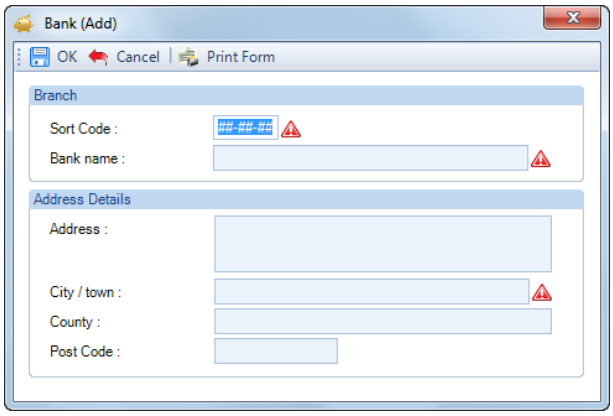
When you first access banks in **Payroll Professional** the banks database is empty and you will be presented with the new bank record screen.

Banks can be added to or edited by going to the **Data** tab then select **Banks**.




## Adding a Bank

- Click on the **Add** button. You will be presented with a blank form to complete.



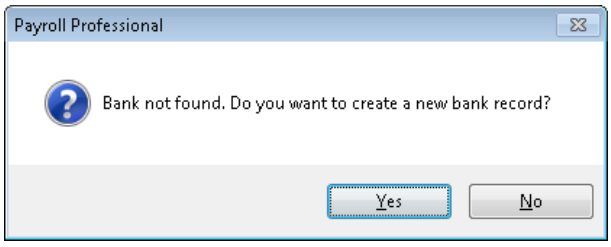

- To create a bank record the minimum mandatory information required is the **Sort Code, Bank Name** and **City**. There are fields for Address, County and Postcode but these are not always immediately available and can be entered after the record has been created. To enter another line in the Address field, hold down Ctrl and press the Enter button on your keyboard.
- To complete the record click on the **OK** button and your bank will be added to the database.

## Adding a Bank to an Employee

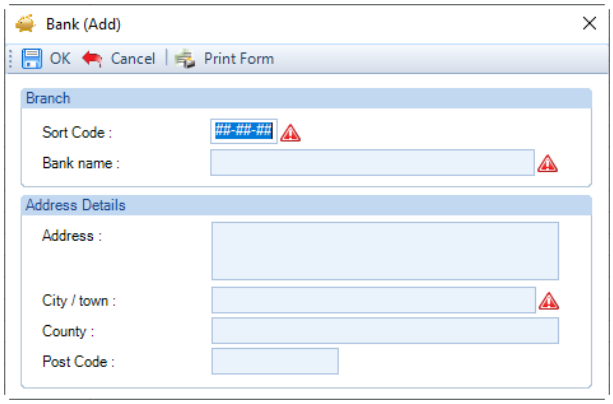
If an employee is to be paid into the bank then the appropriate Bank record needs to be associated with the employee. Do this from the **Employee details** screen then select the **Payments** tab.

Add a bank to an employee record by typing the bank code in the box labelled Sort Code. If the bank record already exists then the name of the Bank will appear in the box to the right.

If the bank does not exist you will be given a message:-



Click on the **Yes** button and you are offered the Bank Input screen to create a new bank, with your previously unknown sort code already in place:-

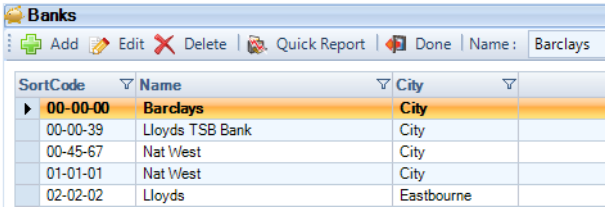



Complete the rest of the branch details and click **OK**. You are returned to the employee details screen with the bank name and sort code in place.

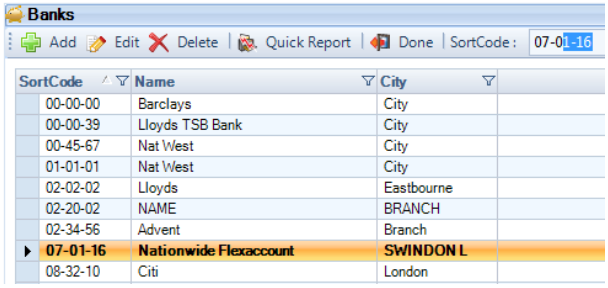
## Bank Select

In **Payroll Professional** select the **Data** tab then **Banks**.

Once one or more bank records have been created, when banks are selected you will be presented with a screen showing all of the bank records in the database, which will be sequenced by sort code.




Highlight the bank you require, or click on the heading **Sort Code** then start typing the sort code in the box to the right of Done to search for the sort code.




## Deleting Banks

Each bank record requires a unique sort code. An attempt to create a second record with the same sort code will get a message about the code already being used and the second record will not be created.

However, it is possible that you will have bank records you wish to remove. Whilst you have the bank you wish to delete highlighted then click on the **Delete** button.

A message will appear asking if you are sure that you want to delete this record. Click on **YES** if you want to remove the bank record.

**Note:** Remember if you delete a bank record and it is in use by any employee in any payroll, their bank information will disappear and will have to be re-created before they can be paid.

## Importing Banks

The Bank Import facility enables you to import Bank details by reading information from an appropriately formatted text file, which can be produced from a spreadsheet.  This functionality is covered in detail in the section on Importing.

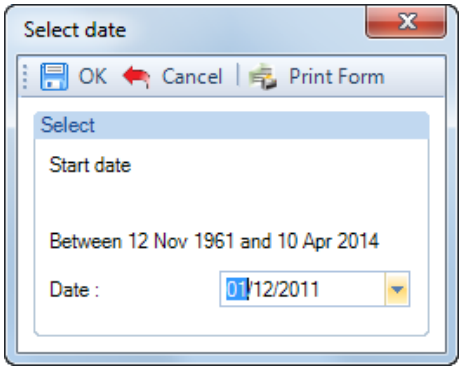
# Administering your Payroll

There are a number of functions within **Payroll Professional** that are required both for setting up a data file and making adjustments to default settings for your own convenience and agreed methods of operation.

## Dates in Payroll Professional

Anywhere a date is required in the program you will see the field displaying the date with two buttons alongside for entering and deleting the date. A good example is the **Employee Details** screen showing the Start Date.

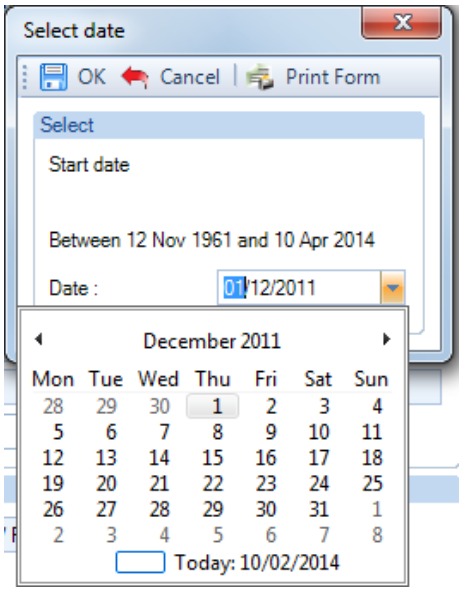
**Setting a date** - to input the date, click on the **ellipsis button** (three dots) to get to date selection, which will display by default with the system date.




You can now simply type in the eight digits of the date required (no separators).

**Or,** highlight the day or the month or the year and click on the up or down arrows on your keyboard to change the value shown (up to increase and down to decrease).

**Or,** click on the large down arrow to the right of the date box to get to the calendar.



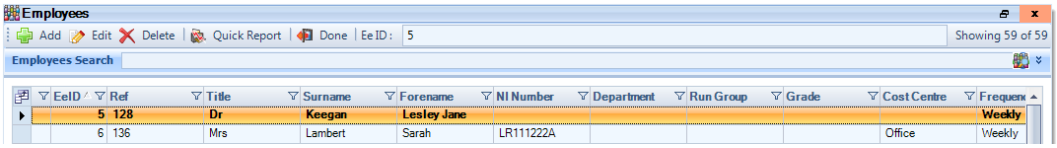

You can now click on the left and right arrows of the scroll bar to move through the months in sequence (whilst staying on the same day).

When you are in the correct month and year, click on the date required to close the calendar and then click on the **OK** button to accept the date.

**Removing a date** - to remove or delete an incorrect date, simply click on the **X** button and the field is cleared.

## Screen Layout – Grids/Columns

The majority of screens that contain grids have been modified to add extra functionality to the column headers. The examples below are from the Employees list screen.




### Column chooser button

This button will appear, if available to the left of the column headers, to choose which columns to show.

Then tick the box for the information that you want to show in the columns and un-tick the ones you don't want to show. Once you have made your selections click on the button.

This column selection is saved for the user.

### Column Header Sort

To change the order of the information click on the column heading that you want to sort by, in this example you can sort the Employees by EeID, Surname, Ref, Department etc.

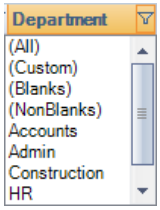
A triangle will then appear on the column header, you can click on the column header again to reverse the order.

You can sort by more than one column by holding down **Shift** on your keyboard then click on the column headers in the order than you want the sort preference.

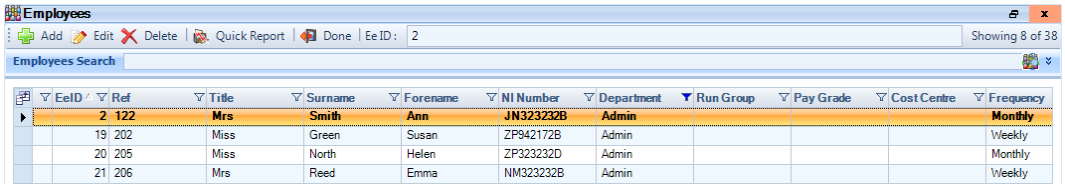
### Column Header Filter

All of the column headers have a filter button which you can use to only see records with the filter you choose.

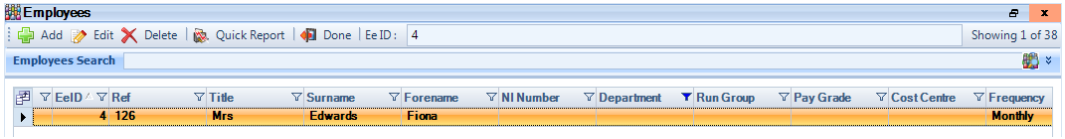
For example, click on the Filter button in the Department column header, you will then see the following selection which includes a list of all the Departments and some additional options.




You can then select the Department and the Employee list will only show Employees who are in that Department.




Or you could choose **(Blanks)** to see any Employees who have no Department selected.




Note that the Filter button has changed to blue when it is in use.

To remove the filter click on the button and select **(All)**, the button will then change back to .

### Re-ordering Column Headers

If required you can move the columns into a different order.

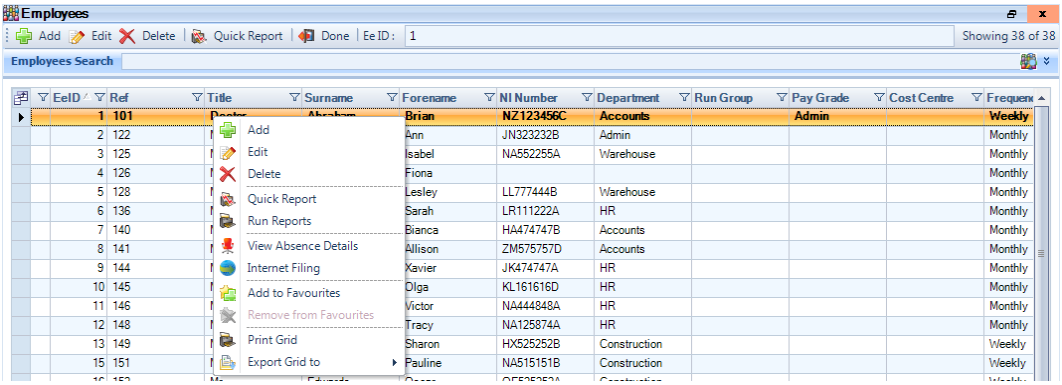
Left mouse click on a column header and drag the column to the line before the column that you want it to appear.

Whilst dragging the column you will see a no entry symbol, and when you can place it before another column you will see two arrows.

When you see the two arrows let the mouse button go to insert the column.

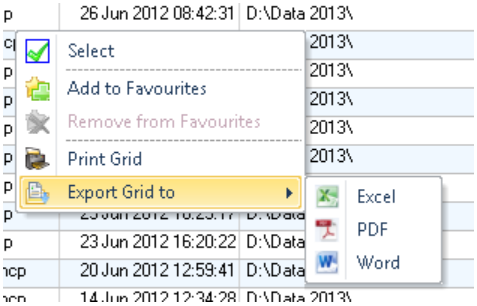
### Right mouse click

On some grids you can right mouse click for further options, for access to the same buttons on the toolbar and ability to add the highlighted record to Favourites, or remove.




On any grid in the program, there are two further options **Print Grid** and **Export Grid to** Excel, PDF or Word.

Right mouse click on the grid and you will see these options.




When you select **Print Grid** the information in the grid that is visible on the screen will be sent to **Print Preview** screen where you can then choose to select the printer to print the grid.

Selecting **Export Grid to** will export all of the contents of the grid even if it is not visible to the selected format.

If the Grid has multiple levels, shown by a plus symbol, when you select **Export Grid to\Word**, only the top level will be exported.

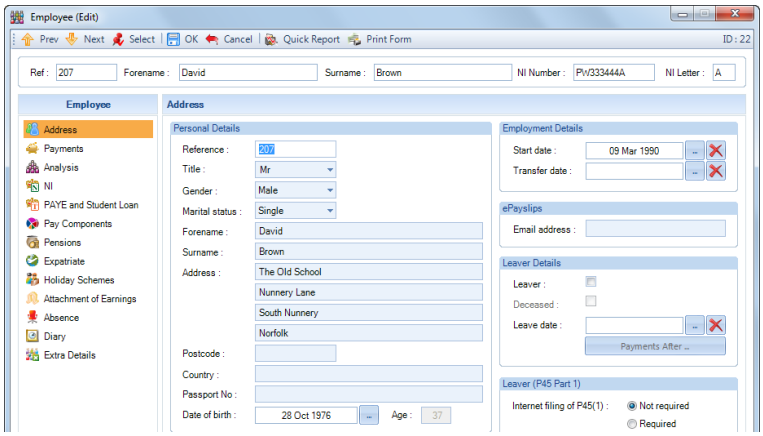
The options will change depending on what screen you have open.

## Select button

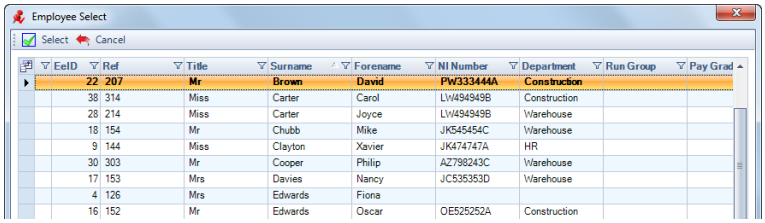
At the top of certain screens where there is more than one record such as Employee (Edit), Individual Calculation, Pension Policies (Edit), Pay Component (Edit) etc, you will see a **Select** button.

This button allows you to select another record with the screen open rather than having to close that screen to select another record.

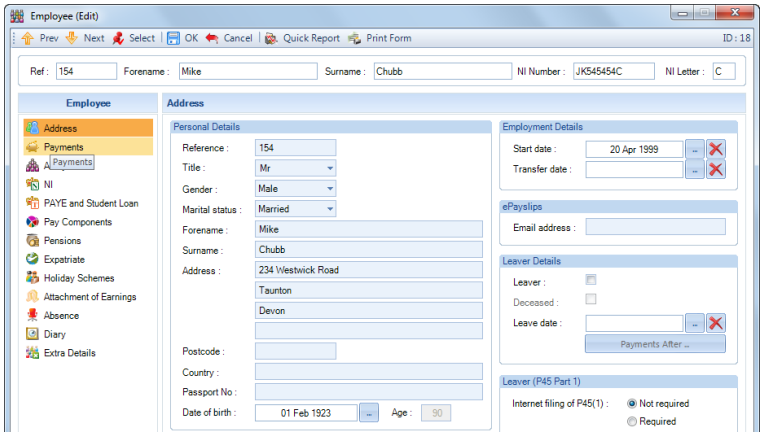
The example below is in the **Employee (Edit)** screen:




Click on the **Select** button:




Highlight the **Employee** and click on **Select**:




## Quick Access toolbar

At the very top of the screen is a quick access toolbar with the most commonly used buttons.

The icons are the same as thoughs used on the main tabs, albeit smaller!

Just click on the button to open that screen.

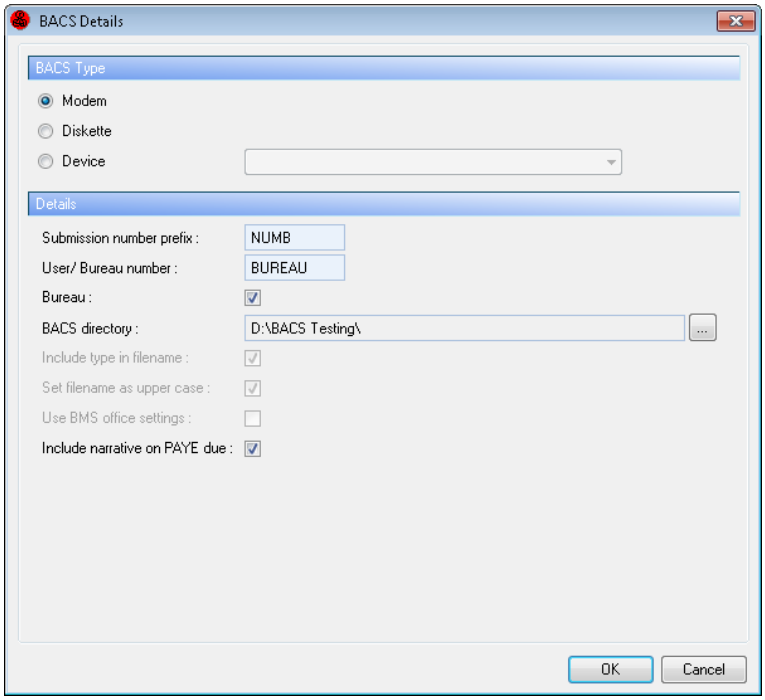
## Setting Up Your Bureau's BACS Details

**Payroll Professional** produces BACS ready files in two formats ready to be processed by your BACS software. You can select to produce one file per client or a single file containing the payment details of more than one client.

You can make each employee's payment date different or pay only one department.

If you choose, you can also pay the HMRC, Pay Components, Pension Providers and Attachment of Earnings deductions to the courts by BACS.

Set up your system for BACS by going to the **Admin** tab then **BACS\BACS Details**.




The settings in this window will determine what type of file is produced.

**Modem** – Use this setting if you wish to produce one file containing more than one set of transactions (more than one client).

The files produced are named **BACSDET.txt** and **BAXSUBF.txt**, and the default directory for these files is your Payroll directory. Your BACS software will need to be configured to pick up these files (some software requires only one of the files, your BACS software provider will be able to advise).

**BACSDET.txt** holds information about your bureau, which may be required by some BACS software. The other file **BAXSUBF.txt** contains the payment information. Who to pay, where to make the payment and when to pay.

**Diskette** – The setting will produce a file for each set of BACS data (1 file per client).

The file produced is named using the client data file name and giving it a suffix of PBX. For example, a client called Shell Wiring Systems has a data file called SWS.mcp. When the BACS file is created it will be named **SWS.pbx**.

**Device** – This option is intended to be used where your BACS file needs to be transmitted to a device rather than a file to be used by another piece of software. If you need to use this option, please contact **Payroll Professional** Support for further information.

**Submission number prefix** – Each time you make a BACS submission it is allocated a number. The submission number prefix is a static piece of information, which prefixes each of your submission numbers. It is four characters long and relates to your bureau rather than each client.

**User/Bureau number** – Input your BACS bureau number, which is five numerals prefixed by the letter B.

Remember to tick the **Bureau** box if you are a bureau, to put End on the Modem layout file when the file is completed.

If you are not a registered Bureau but use your own BACS to transmit client information then input your User number here.

**Note:** If you do not use BACS, but have one or two clients who ask for a BACS file, you could input that client's number and then produce the BACS file for them to submit. Remember, you will have to ensure that the appropriate client user number is entered before producing the BACS file.

**BACS Directory** – click on the ellipsis button and choose where you want the files saved.

**Include Type in File Name** (only available for Diskette) – tick this box to have the Type of BACS file included in the file name. Without this ticked the files for paying the HMRC, Pay Components, Pension Providers, and AEOs would have the same file name for the same client.

**Set File Name as Uppercase** (only available for Diskette) – tick this box if you need to ensure that the file name of the BACS file is always in uppercase.

**Include Narrative on PAYE Due** - with this option enabled when you create a BACS submission via **Run\PAYE Due** the **Bank Statement Narrative** that is entered under the **Data** tab then **Employer\Banks** will be added to the standard description PAYE.

## Staff New and Existing

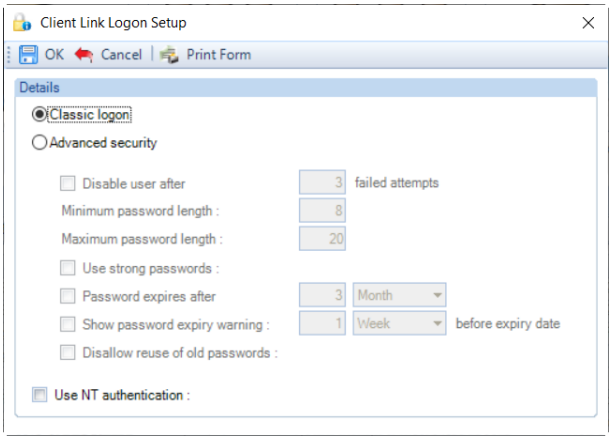
**Payroll Professional** users are members of **Staff** whose records are held in a central database. If you have **Payroll Professional** and another software called **Star Practice Management** then it is possible that they are linked and your system administrator is the only one who can create new members of staff.

**Before** you make any changes, we **strongly** recommend that you **back up** your **T2DATA**, which is shown under the **Help** tab then **Paths and Files**. So that if you make a mistake and cannot log into the program, you can then **restore** the **T2DATA Database** and log in with your original login details.

## Enhanced Security

Under the **Admin** tab select the **Enhanced Security** button.

You will see the following screen:




## Classic Logon

Select this option to continue using the current login process, which allows everlasting passwords, no enforcement of strong passwords, no forced logout after failed attempts to login e.t.c.

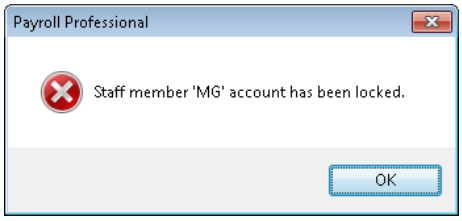
## Advanced Security

When you select **Advanced Security** for the first time, you will need to **reset** all existing users (staff) passwords. This will provide a **one time** password for the user to login to the program with, and they will then be prompted to change the password. See the section on **Reset Password**.

This option gives you additional features:

- **Disable user after x failed attempts** – if required, tick this box and enter the number of attempts. If you use this option, ensure you have got more than one user set up who have privileges to edit Staff.

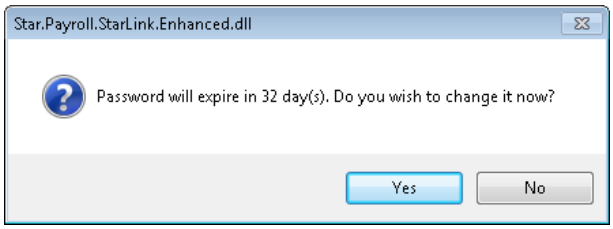
  If a user fails to login the logon screen will close, if they try to access the program again they will see the following message:




Once a user is locked out of the program another user will need to go to the **Admin** tab and select **Staff**, **Edit** the locked out Staff record and select **Reset Password**, see the section on Reset Password.

- **Minimum password length** – enter the number of characters.
- **Maximum password length** – enter the number of characters, it can be the same as the minimum.
- **Use strong passwords** – if you tick this box, the password must:
    - Be at least 8 characters long.
    - Contains characters from three of the four following categories:
        - Uppercase letters (A - Z)
        - Lowercase letters (a - z)
        - Digits (0 – 9)
        - Non alphanumeric characters such as !£$%# e.t.c.
    - Does not contain the users forename or surname – entered under the **Admin** tab and **Staff**.
    - Does not contain the users staff reference (user name) – entered under the **Admin** tab and **Staff**.
    - Does not contain the users PC Name – under My Computer on your pc.
    - Does not contain the users NT Name – your Network logon name.
- **Password expires after X** – if required, tick this box, enter the **number** and select **Day**, **Month** or **Week**.
- **Show password expiry warning X before expiry date** - if required, enter the **number** and select **Day**, **Month** or **Week**.

  Below is an example of the expiry warning, allowing them to choose to change the password now or later:




- **Disallow reuse of old passwords** - if required, tick this box.

**Please note** that if **Payroll Professional** shares the **T2Data** database with another software such as **Star Practice Management**, then you will **not** be able to use the **Advanced Login** it will be disabled.

### Use NT Authentication

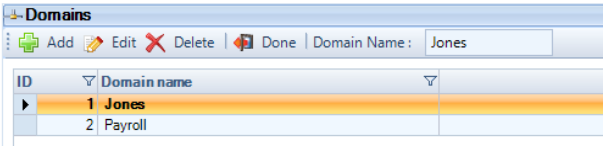
This option is in addition to the Classic Logon and Advanced Security. This will use the Network logon details when you logon to your pc.

With this option enabled when you run Payroll Professional and the NT User is found in the Staff records you will automatically be logged in. However, if the NT User cannot be found in the Staff records you will be prompted for your user name and password.

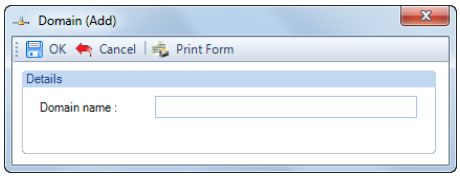
If you choose to use this option you then need to set up the **Domains** and complete the **Enhanced Security** section for each **Staff** record.

## Domains

Under the **Admin** tab select the **Domains** button. You will then see the following screen.




Click on the **Add** button.

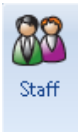



Enter the network **Domain Name** and select **OK**.

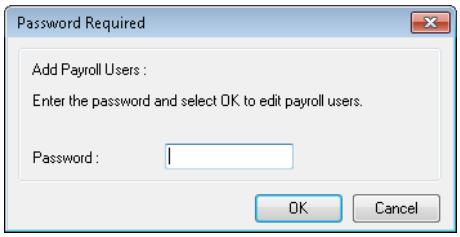
You can set up more than one Domain if required, as this is then attached to the Staff record.

## Staff Records

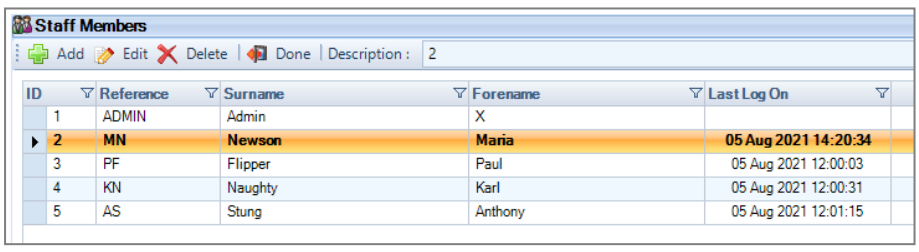
**Payroll Professional** users are members of **Staff** whose records are held in a central database. If you have **Payroll Professional** and another software called **Star Practice Management** then it is possible that they are linked and your system administrator is the only one who can create new members of staff.



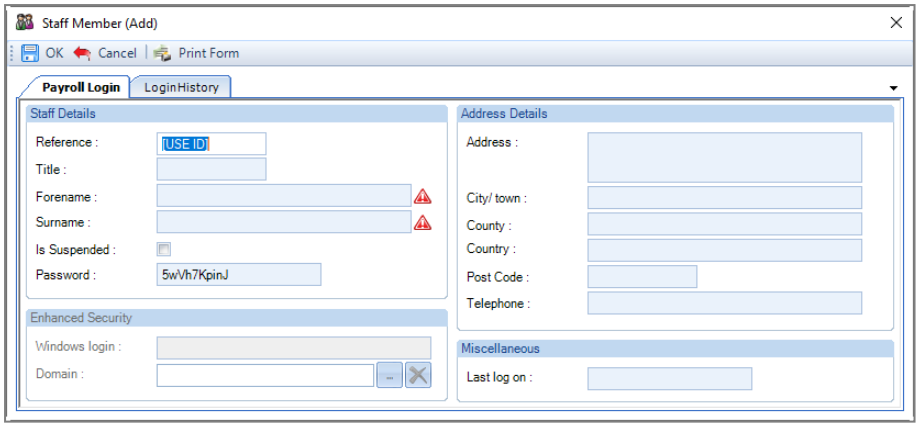

Under the **Admin** tab select the **Staff** button. If a password has been set up to access this screen, you will then be prompted to enter the password and click on **OK**.




You will then see the Staff Members screen, showing a list of the Staff records that have already been created.




To create a new staff record click on the **Add** button and complete the fields in the **Staff Member (Add)** screen.




The **Reference**, is what will be used to log in to the program. If nothing is entered here, then the **USER ID** will be used. This is the computer generated sequential number for each staff record.

A **Password** will automatically be generated for new Staff records. It will only appear in this screen until the user has logged into Payroll Professional for the first time. If you are using the **Classic Logon** you can overtype the **Password** displayed with another password. When using **Advanced Security** then you cannot change the **Password**, the one displayed must be used when the user logs into the program for the first time.

**Enhanced Security** section only needs to be completed if you have chosen to use **NT Authentication**. Enter the users **Windows Login** and click on the ellipsis button to select the **Domain**.

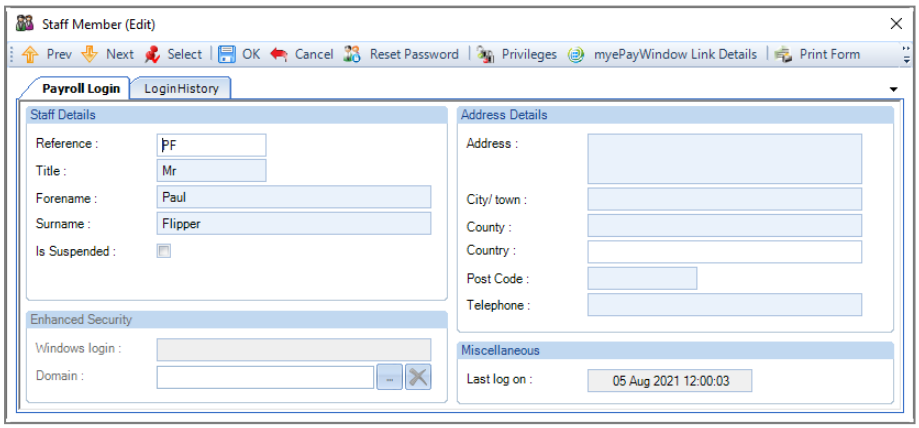
When all the details have been completed, click on the **OK** button to create the record.

Now you need to set up the new Staff members **Privileges** - Once the record has been created it is **extremely important** that the user privileges are set.

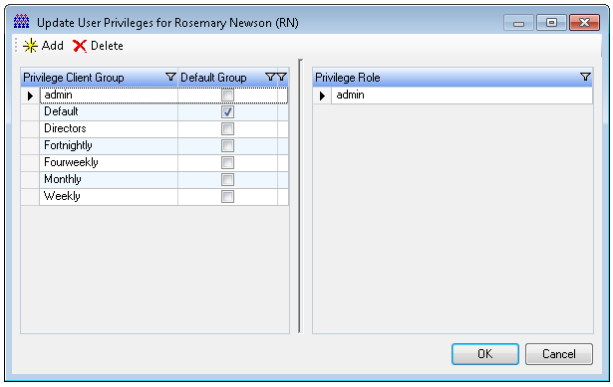
## Privileges

Privileges are first of all set up under the **Admin** tab then **Privileges**, for more information see Privileges in the on-line help.

To set up the Staff Privileges, go to the **Admin** tab select **Staff** then **Edit** the Staffs record and click on the **Privileges** button.

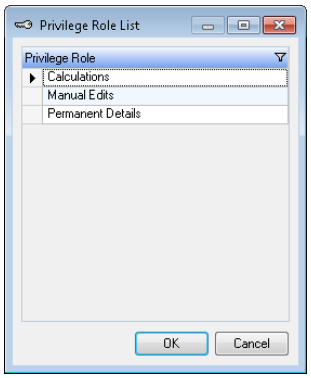



You will then see the following screen:




Select the **Privilege Client Group** on the left that you wish to add the member of Staff to, and then under **Privilege Role** right mouse click and select **Add** or click on **Add** at the top of the screen.

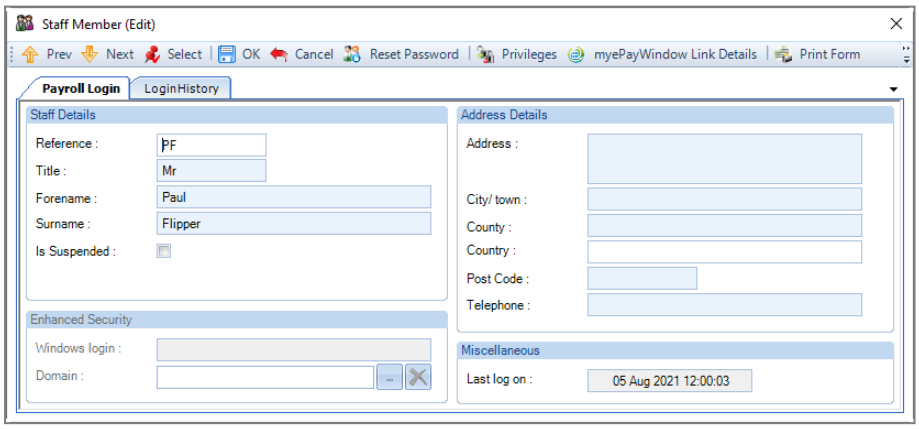
You will then see the following screen, highlight the **Privilege Role**, click on **OK** then **OK** again to close the **Update User Privileges** screen.



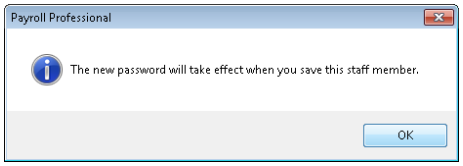

## Reset Password

To reset a staffs password go to the **Admin** tab select **Staff**, then **Edit** the Staffs record.

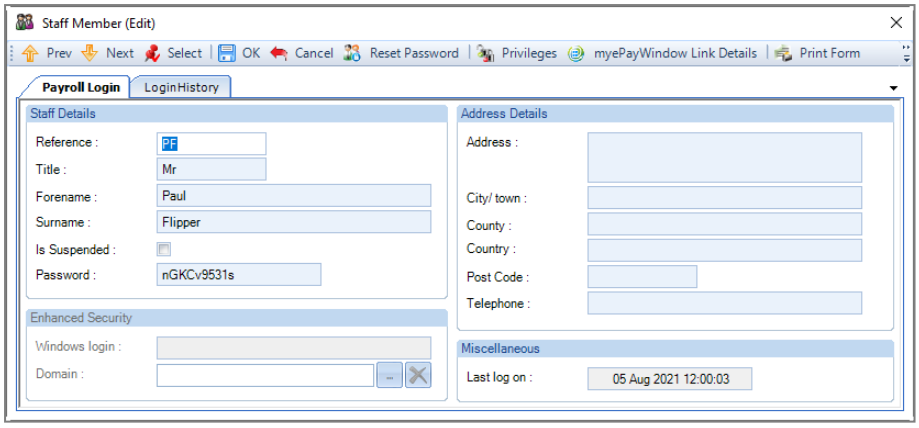
Select this button to generate a **new** password for this member of Staff (user). This button also needs to be selected when you are changing from **Classic Logon** to **Advanced Security**.




You will then see this message:



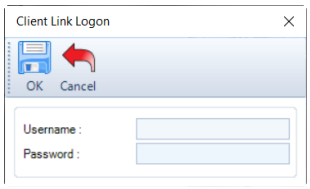

Select **OK** and you will then see the new **Password** in the **Staff Member (Edit)** screen.



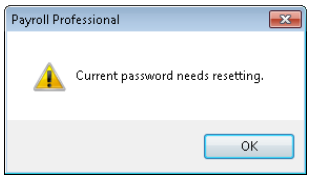

Give this password to that member of staff, and select **OK**.

**Note** that the password is only visible in this screen until that user (staff) logs into the program for the first time.

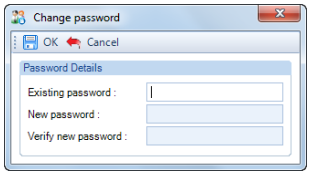
When the user runs the program they need to enter the **Username** (Reference) and the **Password** supplied in the **Client Link Logon** screen, click on **OK**.



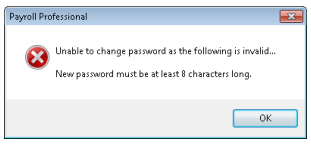

They will then see the following message, as they now need to change the password, select **OK**.




The **Change Password** screen will appear, enter the **Existing password** and then the new password in the next two boxes.




If the new password does not meet the requirements, the appropriate message will be displayed. Select **OK** and then enter another new password.



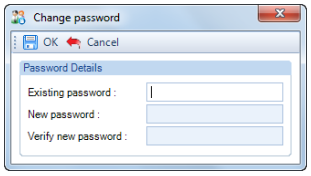

Users with administrator privileges can reset passwords as described above.

## Delete Staff

You are able to delete Staff, however, please remember any deleted staff details will affect the display on Audit Trail records for historical information.

## Deleting/changing user passwords

From the **Admin** tab select **Change Password** the user can change their private password.



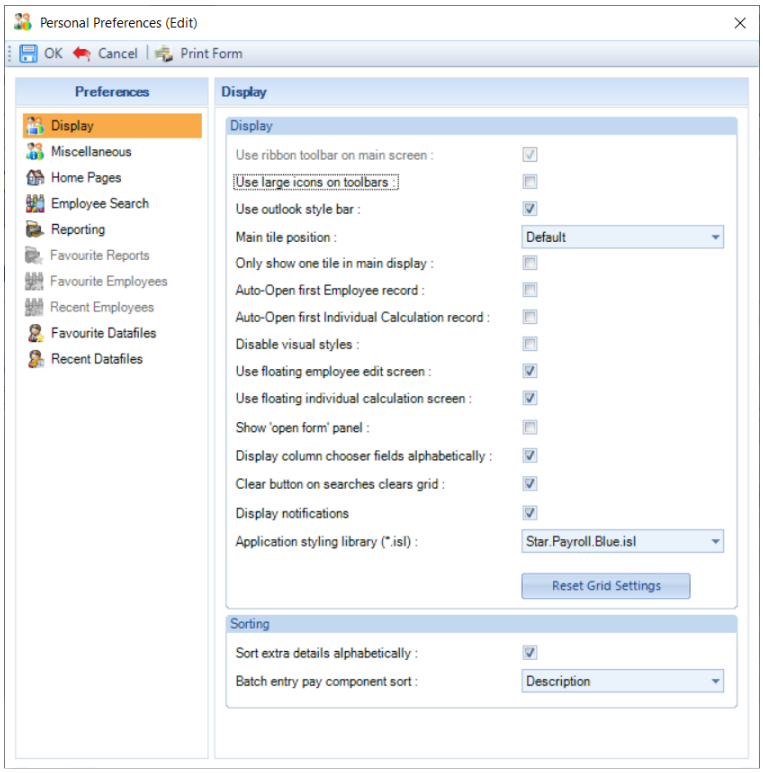

Input the existing password, then the new password and repeat the new password. As with all screens relating to passwords the actual password will display only as asterisks. Clicking on the **OK** button will save the change to the password.

## Personal Preferences

Go to the **Admin** tab and select **Personal Preferences**.

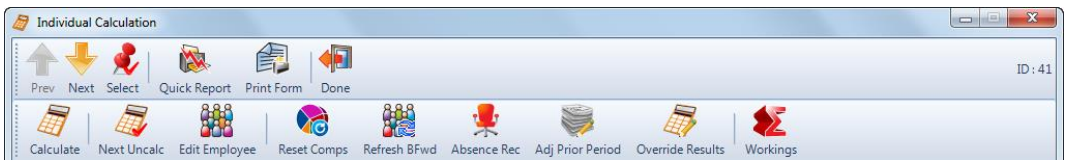
Some of these tabs will only be available when a payroll data file is open.

### Display tab

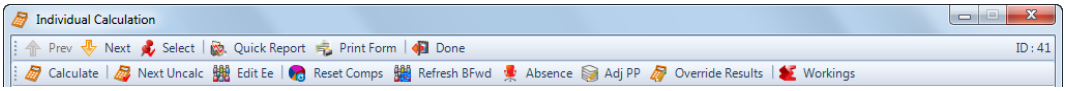



- **Use ribbon toolbar on main screen –** this setting cannot be changed and is automatically **on** the main toolbar is displayed as follows:

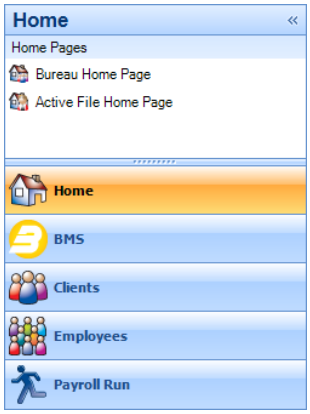
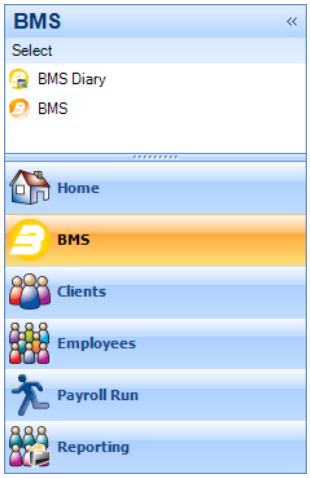
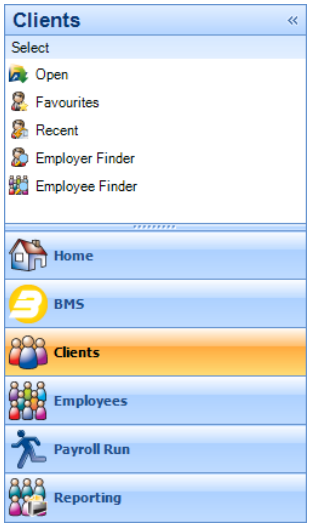
- **Use large icons on toolbars –** with this **on** all of the icons in any of the toolbars will be large:




With this **off** they will be small:




- **Use outlook style bar –** with this switched **on** you will see this bar on the left of the screen, which gives you quick access to the areas of the program in the sections listed, as well as Recent and Favourite items.

| | |
|---|---|
| **Home** button<br>• **Bureau Home Page** – the main tile will show you the page for all payroll data files, you can choose which buttons appear on this page, detailed later in this document.<br>• **Active File Home Page** – the main tile will show you the page for the current payroll data file, you can choose which buttons appear on this page, detailed later in this document. |  |
| **BMS** button<br>• **BMS** – when selected opens BMS using the current users login.<br>• **BMS Diary** – when selected the BMS Diary screen will appear in the main tile within the program. |  |
| **Clients** button<br>• **Open** – displays the open by screen to open another payroll data file.<br>• **Favourites** – shows a list of the favourite payroll data files for you to select one to open. How to set a Client as Favourite is detailed later in this document.<br>• **Recent** – shows a list of the recent payroll data files that have previously been opened for you to select one to open.<br>• **Employer Finder** – opens this facility.<br>• **Employee Finder** – opens this facility. |  |

**Employees** button

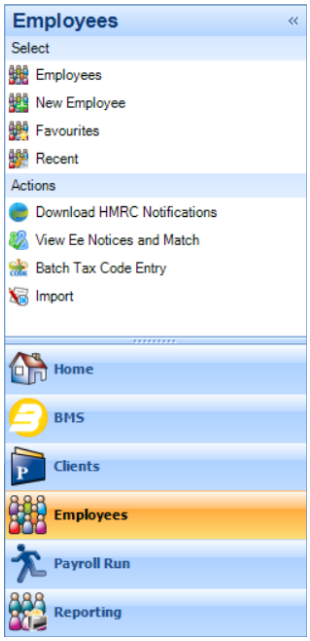
This section will only appear if you currently have a payroll data file open.

**Select section:**

- **Employees** – opens the Employees screen, as though you clicked on the **Employees** button under the **Home** or **Data** tab.
- **New Employee** – opens the New Employee Wizard.
- **Favourites** – shows a list of the favourite Employees for you to select one to open. How to set an Employee as Favourite is detailed later in this document.
- **Recent** – shows a list of the recent Employees that have previously been opened for you to select one to open their Employee (Edit) screen.

**Actions section:**

- **Download HMRC Notifications** – opens this screen.
- **View Ee Notices and Match** – opens this screen.
- **Batch Tax Code Entry** – opens this screen.
- **Import** – opens this screen.

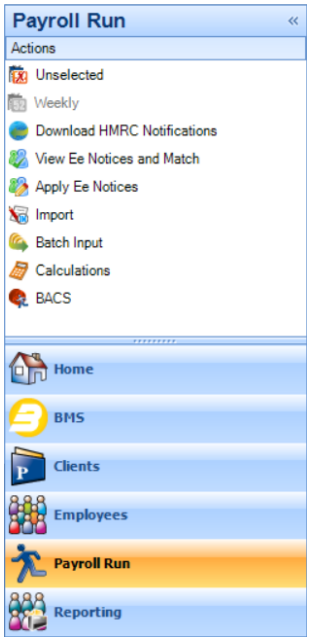



**Payroll Run** button

- **Unselected** – this will close the Open Run tab for the current frequency that is open.
- **Frequencies** – select one of the frequencies to open or close a frequencies Open Run tab. This will not run the period close process. The frequencies that are shown are those enabled under Employer details.

This section will only appear if you currently have a payroll data file open, with a payroll run open showing the Open Run tab.

- **Download HMRC Notifications** – opens this screen.
- **View Ee Notices and Match** – opens this screen.
- **Apply Ee Notices** – opens this screen.
- **Import** – opens the Pay Run Import Wizard.
- **Batch Input** – opens this screen.
- **Calculations** – opens this screen, as though you clicked on the **Calculations** button under the **Run** or **Open Run** tab.
- **BACS** – opens the BACS Preparation screen for the currently open Payroll Run.



**Reporting** button

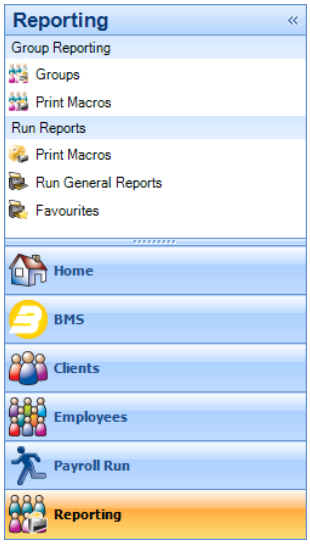
**Group Reporting section:**

- **Groups** – opens the Reporting Groups screen, as though you have selected the **Groups** button under the **Reporting** tab.
- **Print Macros** – opens the Group Reporting Wizard to print macros for multiple payroll data files. As though you have clicked on the **Print Macros** button under the **Group Reporting** section of the **Reporting** tab.

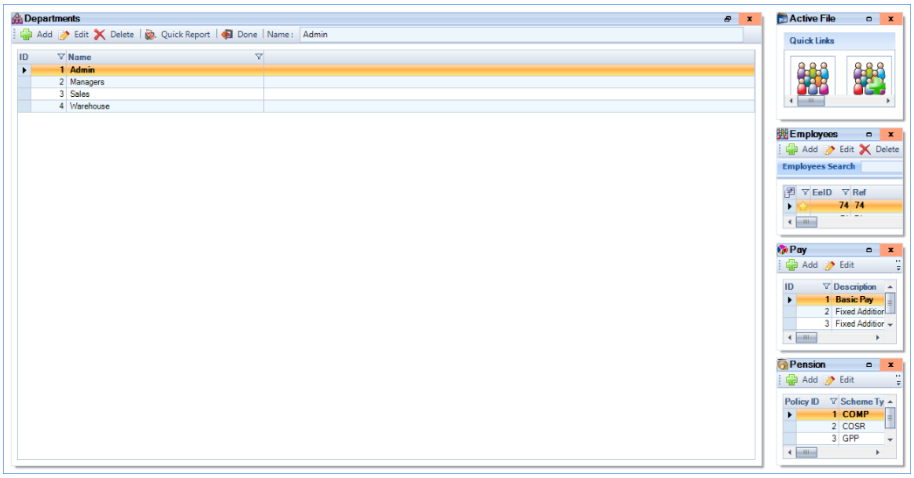
**Run Reports section:**

**This section will only be available if you have a payroll data file open.**

- **Print Macros** – opens this screen.
- **Run General Reports** – opens this screen.
- **Favourites** – opens a screen showing a list of the favourite reports for you to select run all or one of them. How to set Reports as Favourite is detailed later in this document.




- **Main tile position –** this is where the main screens will appear, unless you have the next setting on. Click on the drop down box to make your selection.
- **Only show one tile in main display –** with this **not** ticked you will have multiple screens open, example below:




To open one of the smaller tiles, in this example, showing on the right either double click on the header or click on the enlarge button .

With this option turned **on** only one screen will be open at a time.

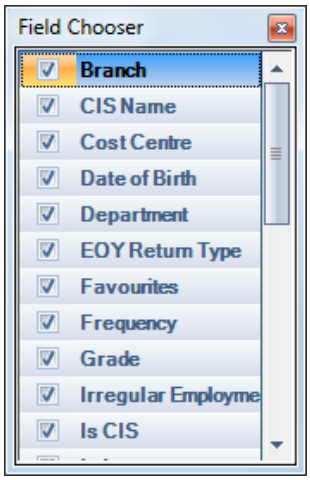
- **Auto open first employee record –** when you click on the

button under the **Home** or **Data** tab the **Employee (Edit)** screen opens for the first Employee.
- **Auto open first individual calculation record –** when you click on the

button under the **Run** or **Open Run** tab the **Individual Calculation** screen opens for the first Employee.
- **Disable visual styles** - only tick this box on the advice of payroll support.

- **Use floating employee edit screen** – with this on when you have the Employee (Edit) screen open you are able to open other screens, such as Pay Components (Edit). When you open other screens the Employee (Edit) screen will be minimized, you can either access it using the Open Form panel (if enabled), clicking on the Payroll Professional icon on the Windows toolbar or using Alt and Tab on your keyboard.
- **Use floating individual calculation screen** – with this on when you have an employee's Individual Calculation screen open you are able to open other edit screens, such as Pay Components (Edit). When you open other screens the employees Individual Calculation screen will be minimized, you can either access it using the Open Form panel (if enabled), clicking on the Payroll Professional icon on the Windows toolbar or using Alt and Tab on your keyboard.
- **Show 'open form' panel** – with this turned on it will be displayed at the bottom of the screen and you will be able to see what screens and forms are open, and can then click on the icon to open that screen.

- **Display column chooser fields alphabetically** – with this option enabled, anywhere in the program where this button is available for you to choose the columns to display, the fields will show in alphabetical order.

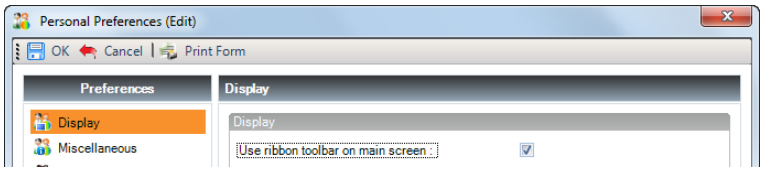



With the option disabled, they will show in the order the columns are currently displayed.

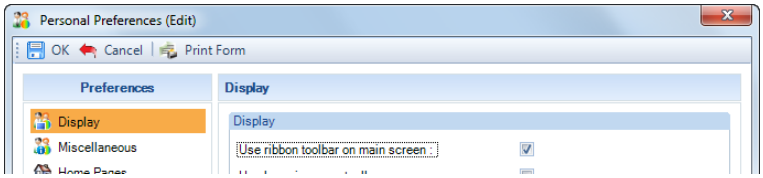
- **Clear button on searches clears grid** – with this enabled when you select the **Clear** button on any search screen, including Employer and Employee Finder, it removes the search results list, the name box and search criteria. When it is disabled the **Clear** button just removes the search criteria.
- **Display notifications** – with this option off, any program update notifications will not be displayed.
- **Application styling library** – these change the colour of the programs Payroll Professional and BMS:

**None** – this is the standard styling and colours, same as the 2012 version.

**Star.Payroll.Black.isl** – this is black styling, for a selected grid line the line is highlighted in orange with black text.



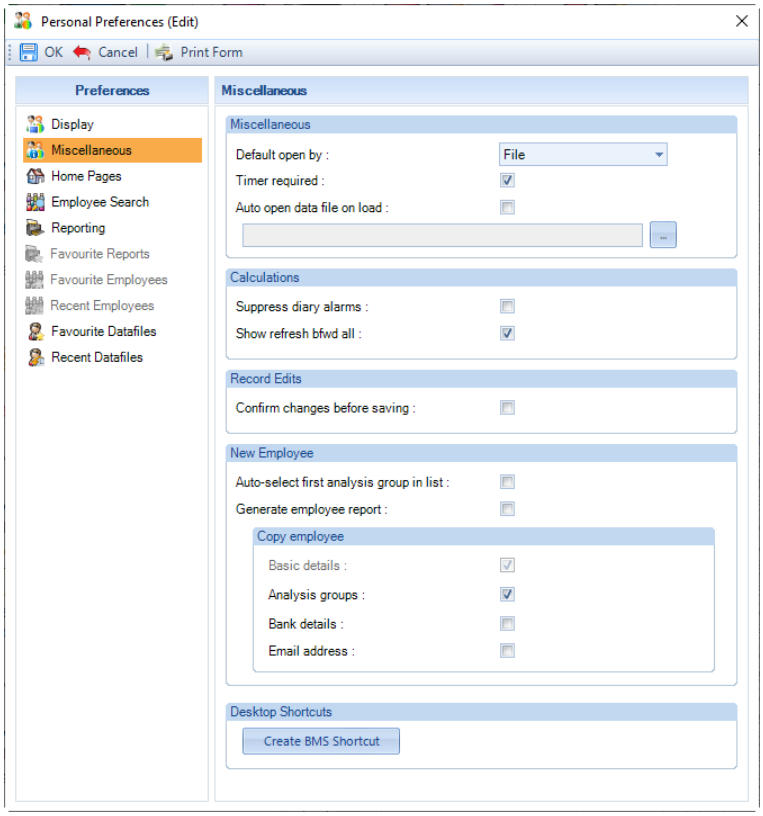

**Star.Payroll.Blue.isl** - this is blue styling, for a selected grid line the line is highlighted in orange with black text. This is the default selected colour, after installing the End of Year Update 2013.




After changing the colour we recommend restarting the program, for the change to be applied correctly.

- **Reset Grid Settings button –** this button resets the grids back to factory settings. So if you have been increasing/reducing column sizes, changing column sort order, using column select and have got in a pickle, selecting this button will reset them back to their original state. If you have any grids open when you select this button, these will **not** be reset.
- **Sort extra details alphabetically –** this changes the order of **Employee** and **Employer Extra Details**. If the box is not ticked then the Extra Details will be appear in the order that they were created.
- **Batch entry pay component sort** – you can choose ID or Description. This is the order Pay Components will then be displayed in the Batch Entry input screen.

## Miscellaneous tab

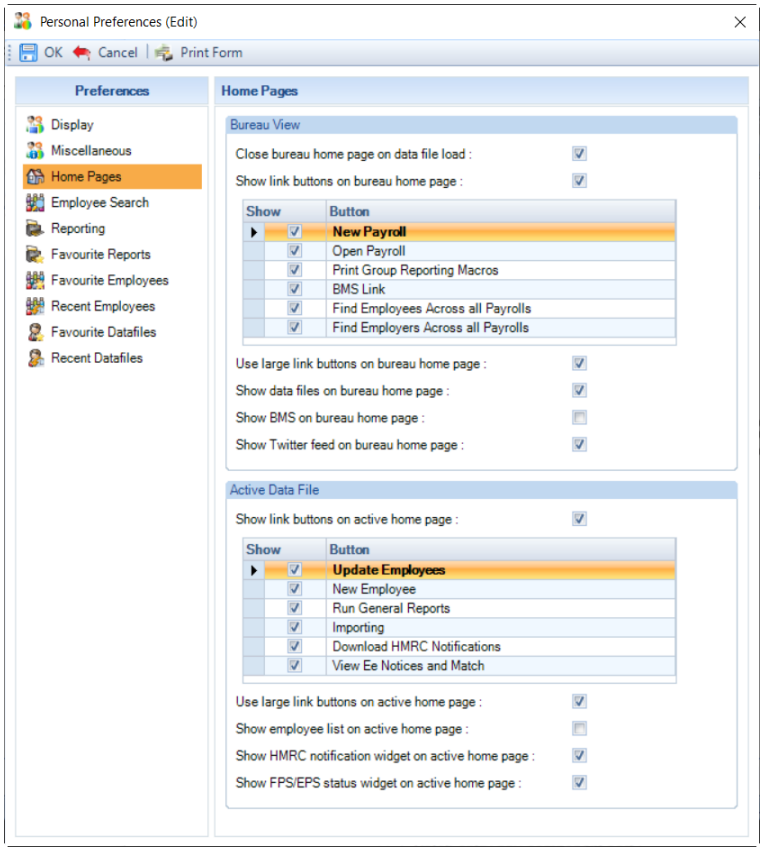



- **Default open by** – use the drop down box to select your preferred method of opening a payroll data file when you click on the

button.
- **Timer required** – setting the timer tick box will allow **Payroll Professional** to monitor the length of time you spend in any particular payroll data file and will display the elapsed time when you exit that payroll.
- **Auto open data file on load** – you can select a specific payroll data file to open automatically when you first open the program. If required tick the box and then click on the ellipsis button to select the payroll data file.
- **Suppress Diary alarms** – tick this box if you want to stop diary alarms appearing in the calculations screen.

- **Show refresh bfwd all** – select this box for the **Refresh Bfwd All** button to appear in the **Calculations** screen under the **Open Run** tab.
- **Confirm changes before saving** – with this box ticked when you use the **Prev** and **Next** buttons you will see a screen for you to confirm whether you want to save the changes or cancel.
- **Auto-select first analysis group in list** – if this is ticked then when creating a new employee the first Department, Branch, Cost Centre and Run Group will automatically be selected.
- **Generate employee report** – when this is ticked an Employee Details report is created automatically when a new Employee is created.
- **New Employee – Copy Employee – Analysis groups** – with this on when you create a new employee and select copy will copy the Analysis Groups (Department, Branch e.t.c) to the new employee record. If you are copying from another payroll data file, the IDs of the Analysis Groups will be copied, if they do not exist in the payroll data file they will be set as the first record.
- **New Employee – Copy Employee - Bank details** – with this on when you create a new employee and select copy will copy the bank details to the new employee record.
- **New Employee – Copy Employee – Email address** – with this on when you create a new employee and select copy will copy the email address to the new employee record.
- **Desktop Shortcuts – Create BMS Shortcut** – click this button to create a shortcut on your desktop for BMS.

## Home Pages tab

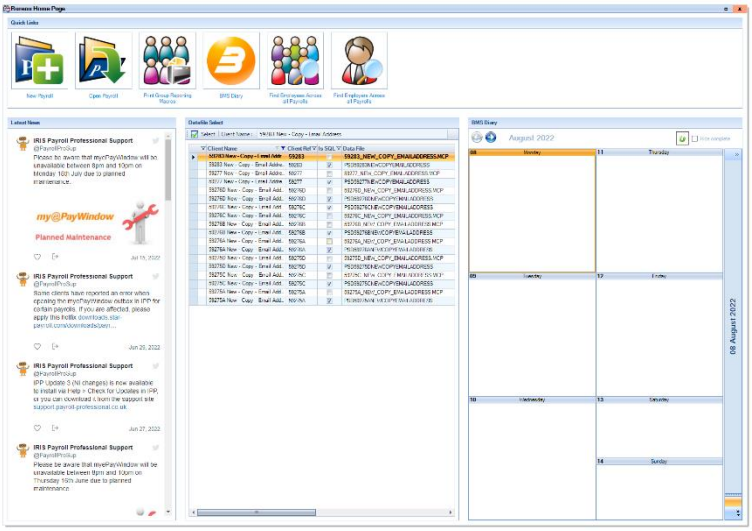



### Bureau View section:

- **Close bureau home page on data file load** – tick this to close the tile rather than minimise when you open a payroll data file.
- **Show link buttons on bureau home page** – select this to show shortcut buttons. Now select which buttons to show by ticking the box.

- **Use large link buttons on bureau home page** – enable this option for the icons on the bureau page to be large rather than small.
- **Show data files on bureau home page** – tick this box to show the Open By Name screen on this bottom of this page.
- **Show BMS on bureau home page** – if you have BMS, then you can tick this box to show the BMS Diary on this page.
- **Show Twitter feed on bureau home page** – tick this box to show the IRIS Payroll Professional twitter feed on this page.

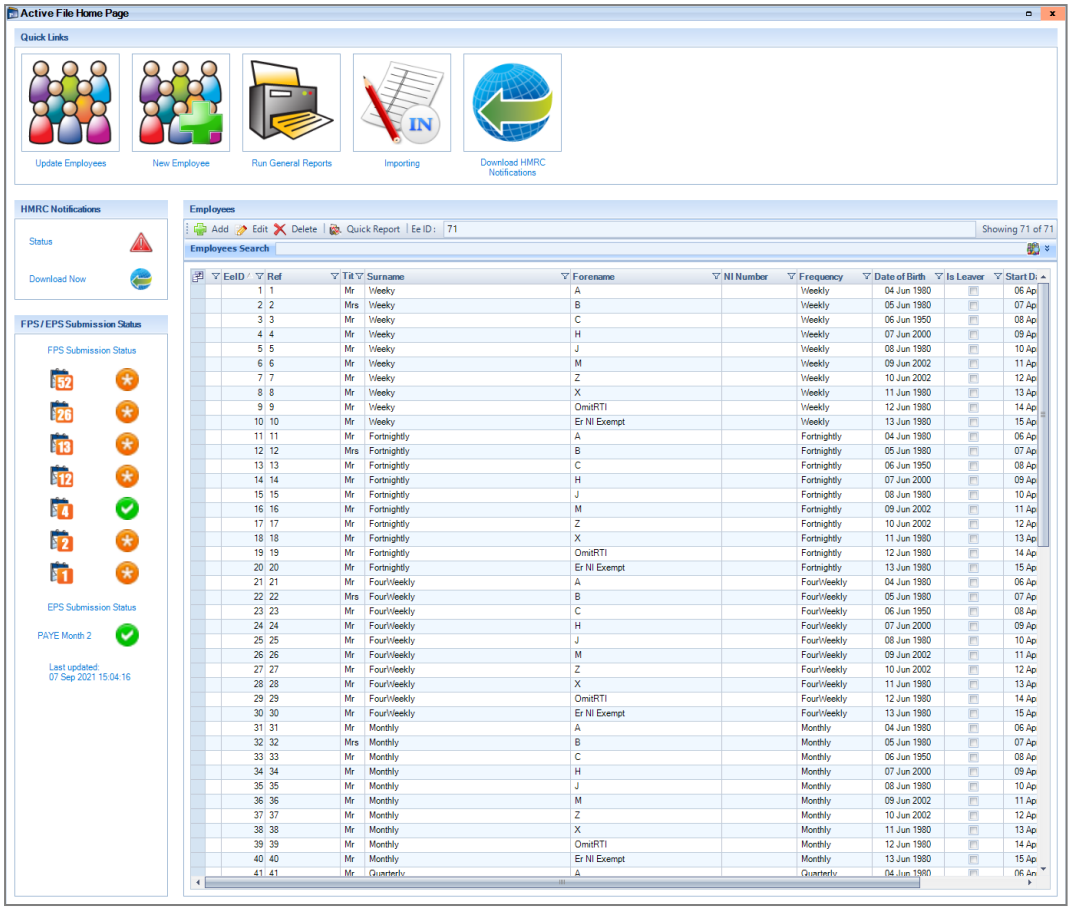
Bureau Home Page example below, with all settings on:



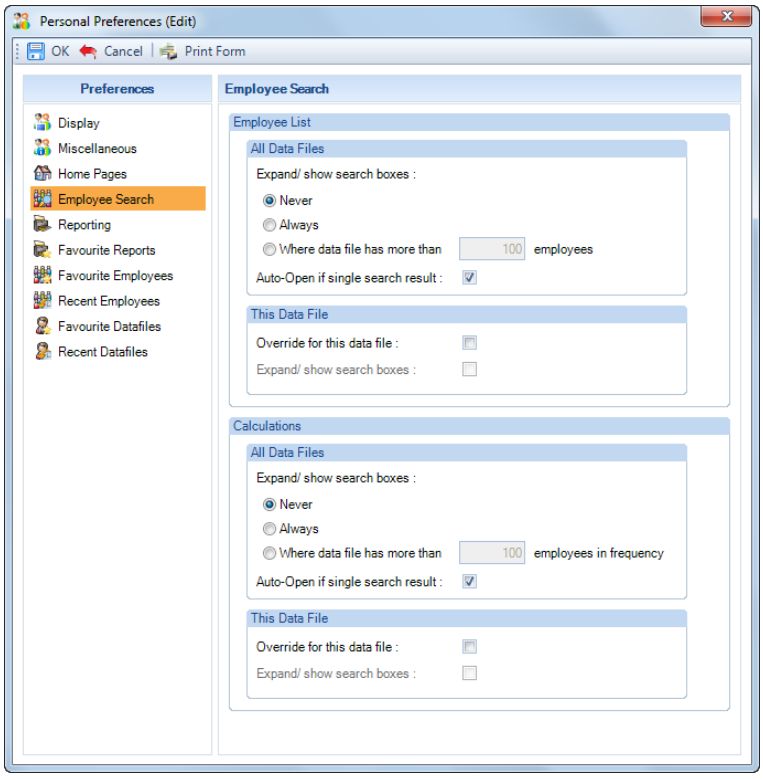
### Active Data File section:

- **Show link buttons on active home page** – select this to show shortcut buttons. Now select which buttons to show by ticking the box.
- **Use large link buttons on active home page** – enable this option for the icons on the active page to be large rather than small.
- **Show employee list on active home page** – tick this box to show the Employees screen with a list of Employees where you can open up the Employee (Edit) screen, as though you clicked on the **Employees** button under the **Home** or **Data** tab.
- **Show HMRC notification widget on active home page** – select this box to show the HMRC Notification auto download details.
- **Show FPS/EPS status widget on active home page** – select this box to show the FPS/EPS status details. This shows the status of the current periods FPS submission for each frequency, and the status of the last EPS submission for the current tax year.

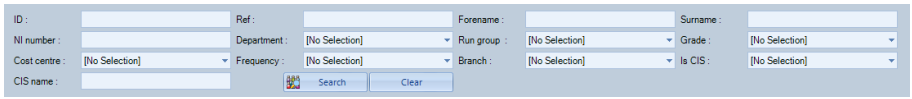
Active File Home Page example below, with all settings on:




## Employee Search tab




This tab allows you to choose how the Employee Search is dealt with, for all payroll data files and the currently open payroll data file.

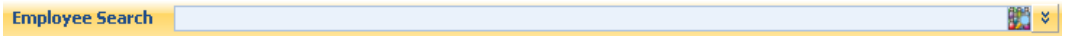



### Employee List section:

This is for the list of Employees that appear when you select the **Employees** button under the **Home** or **Data** tab.

- **All Data Files** – this allows you to choose whether to show the advanced employee search boxes – **Never**, **Always** or for when a payroll data file has **more than** a specific number of employees.

  With this set to **Never** when you are in the Employees list you can still use the drop down button which is to the right of the Employee Search box to open the advanced employee search.

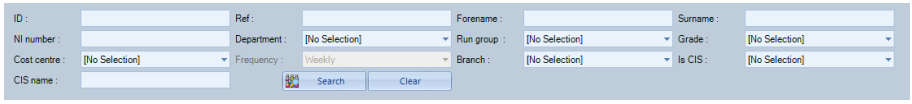
  
  

  When only one Employee is found in the search, if you have ticked the box **Auto-Open if single search result**, then the **Employee (Edit)** screen will automatically open.

- **This Data File** – you can choose to override the All Data Files settings for the payroll data file you currently have open, by ticking the box **Override for this data file**. And then choose to show the advanced employee search by ticking the box **Expand/show search boxes**.

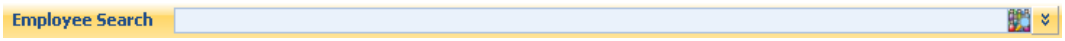
### Calculations section:

This is for the list of Employees that appear when you select the **Calculations** button under the **Run** or **Open Run** tab.




- **All Data Files** – this allows you to choose whether to show the advanced employee search boxes. **Never**, **Always** or for when a payroll data file has **more than** a specific number of employees in a frequency.

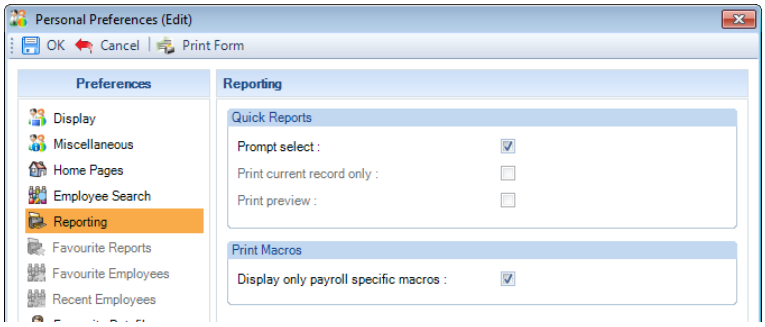
  With this set to **Never** when you are in the Calculations list you can still use the drop down button which is to the right of the Employee Search box to open the advanced employee search.

  When only one Employee is found in the search, if you have ticked the box **Auto-Open if single search result**, then the Employees **Individual Calculation** screen will automatically open.

- **This Data File** – you can choose to override the All Data Files settings for the payroll data file you currently have open, by ticking the box **Override for this data file**. And then choose to show the advanced employee search by ticking the box **Expand/show search boxes**.

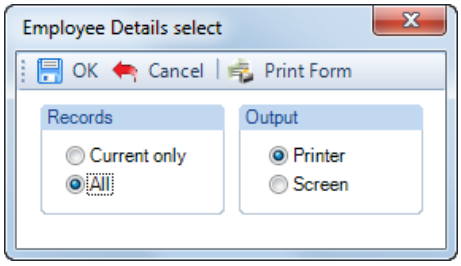
## Reporting tab




The Quick Reports section relates to how they are produced.

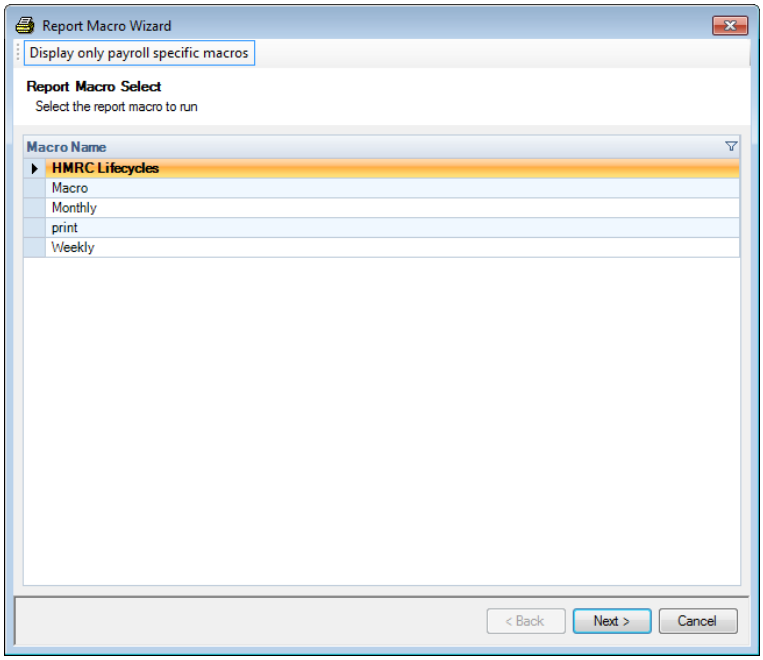
This button will appear in the program, which will generate a report for that area of the program.

- **Prompt Select –** shows another screen, where you make a further choice.




- **Print current record only –** prints or previews the record you are viewing.
- **Print preview -** shows a preview screen of the selected record/s.

The Print Macros section relates to the list of Macros that appears under the Select Macros screen of the Print Macros wizard:

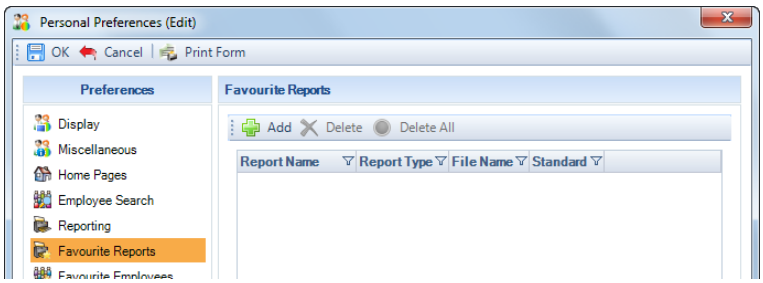



With the Display only payroll specific macros selected, only macros containing Reports for All payrolls, or Reports for Specific Payrolls for the data file currently open will appear.

Without the Display only payroll specific macros selected, all macros will appear.

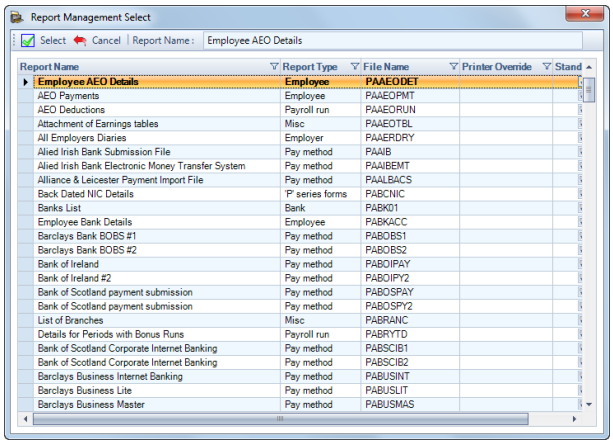
This setting does not affect Group Reporting – Print Macros.

## Favourite Reports tab




You can set up reports in here that you use on a regular basis, for all payroll data files.

- **Add button** – click on this button you will see the following screen:

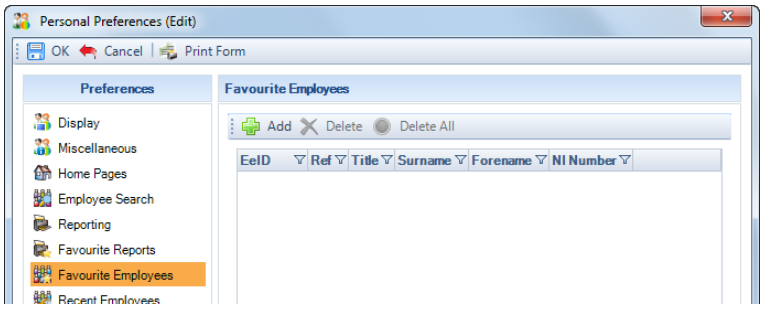



  Highlight the report, for multiple reports hold down **Ctrl** on your keyboard whilst highlighting, then click on **Select**.

- **Delete button** – use this to remove a report from the favourites. Higlight the report and then click on **Delete**.

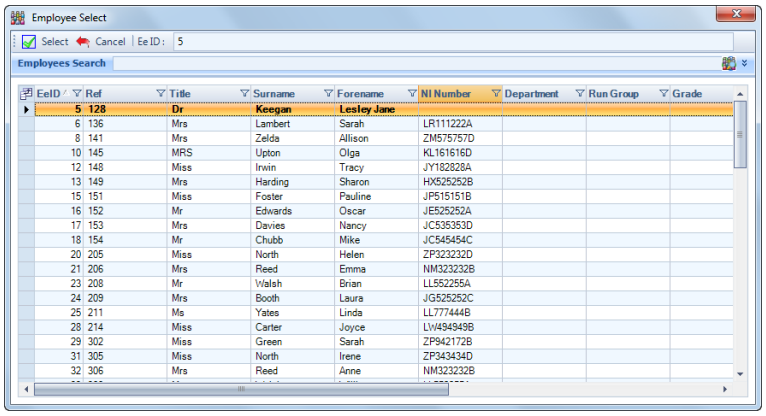
- **Delete All button** – to remove all of the reports use this button.

## Favourite Employees tab




This tab allows you to set up favourite Employees for the payroll data file you currently have open.

- **Add button** - click on this button you will see the following screen:

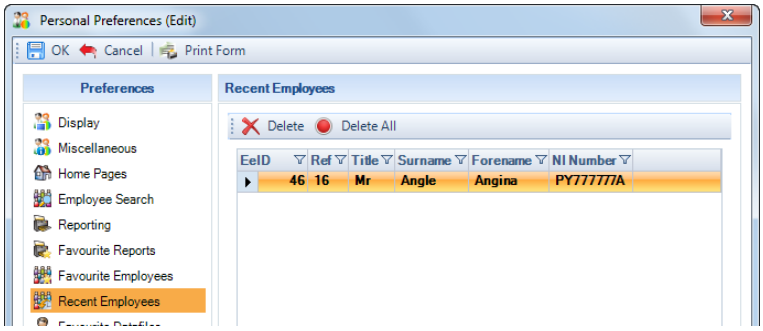



  Highlight the Employee, for multiple Employees hold down **Ctrl** on your keyboard whilst highlighting, then click on **Select**.

- **Delete button** – use this to remove a report from the favourites. Highlight the report and then click on **Delete**.

- **Delete All button** – to remove all of the reports use this button.

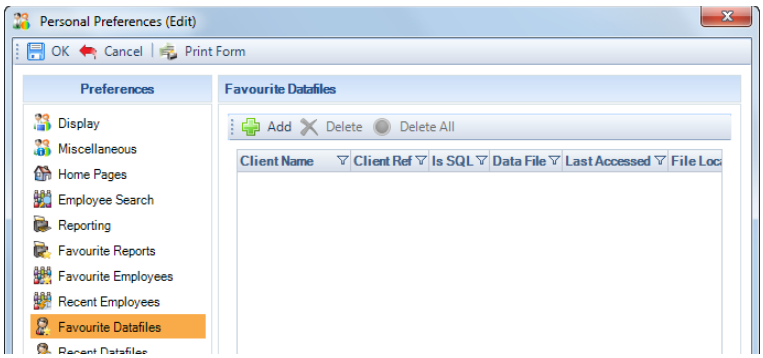
## Recent Employees tab




This tab show a list of the Employees that have recently been accessed for the payroll data file that you currently have open.

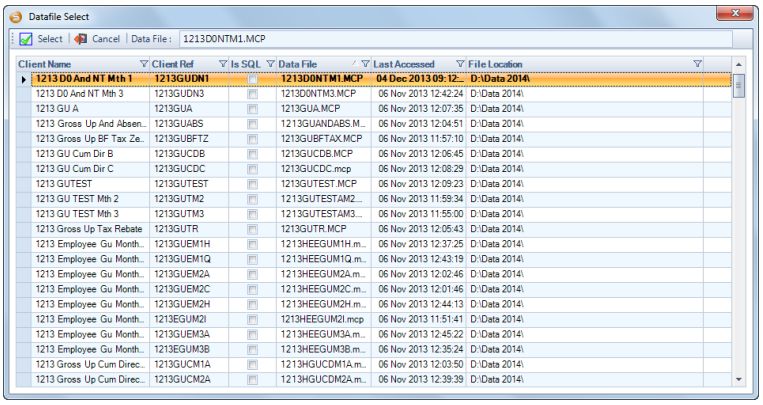
- **Delete button** – use this to remove one Employee from the list, highlight the Employee and select **Delete**.
- **Delete All button** – use this button to remove all Employees from the list.

## Favourite Datafiles tab




This tab allows you to set up favourite payroll data files.

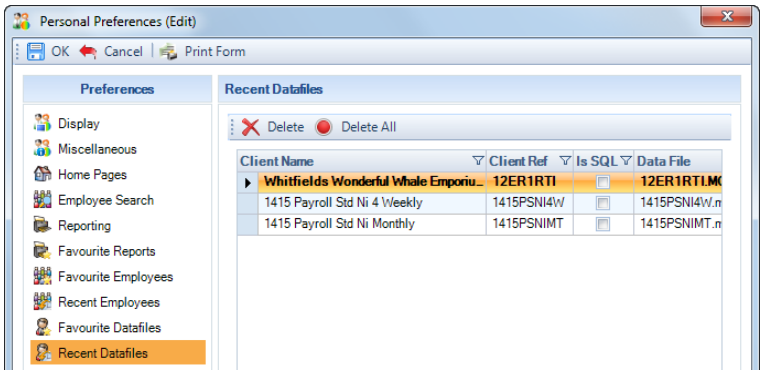
- **Add button** – click on this button you will see the following screen:




Highlight the payroll data file, for multiple payroll data files hold down **Ctrl** on your keyboard whilst highlighting, then click on **Select**.

- **Delete button** – use this to remove a single payroll data file from the favourites. Highlight the payroll data file and then click on **Delete**.
- **Delete All button** – use this button to remove all of the payroll data files.

## Recent Datafiles tab




This tab show a list of the payroll data files that have recently been accessed.

- **Delete button** – use this to remove one payroll data file from the list, highlight the payroll data file and select **Delete**.
- **Delete All button** – use this button to remove all of the payroll data files from the list.

## Creating A Temporary Copy Of A Data File

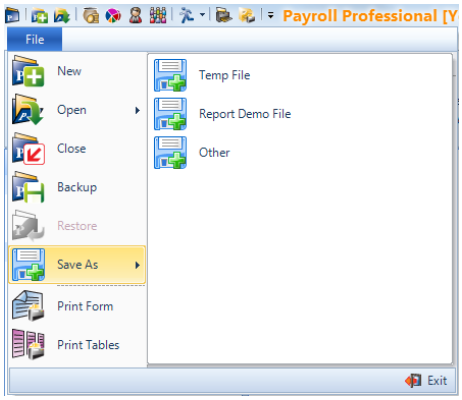
**Payroll Professional** has the facility to allow a copy to be taken of a data file. This can very useful if you need to undertake a **what if exercise** on a payroll (or simply want some practice with the program!)

If the data file is SQL this is currently not possible.

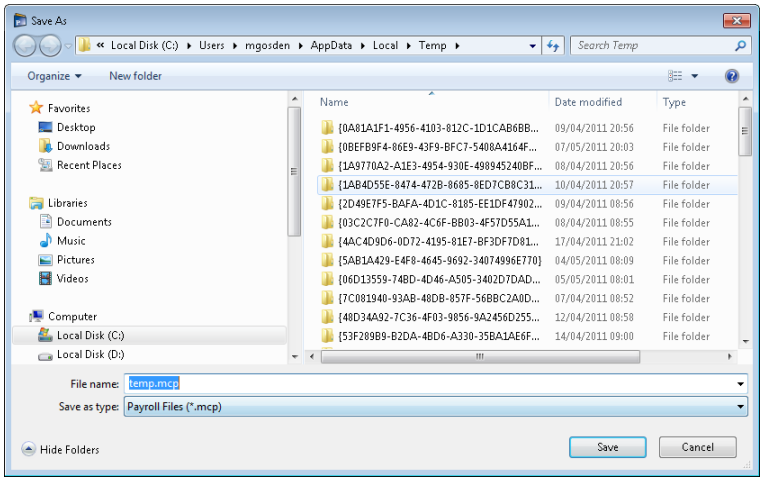
Another situation where this comes in very handy is where you have already processed, and paid, a weekly payroll and the client then informs you that someone should have an advance week of holiday pay. If you were to re-calculate that employee with his extra week's money, all your reports would need to be re-done as well as a separate payment for that person.

There is another way. By taking a temporary copy of a data file, you are able to close the current period (in the copy file) and process that employee for next week. You can produce the additional payslip required and the current period is unaffected.

To take a copy of a data file, go to the **Save As** option from drop down menu and select **Temp File**.




You will see the following screen.

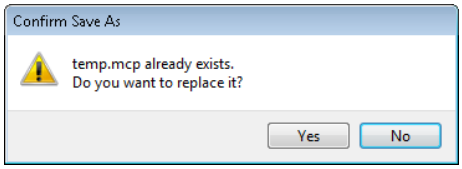



The directory your file is being saved to is your designated windows temp directory. The file name is determined by **Payroll Professional** and must be kept. Click on the **Save** button and your copy file is saved.

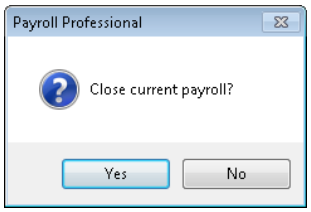
This copy file is being saved to your C drive. Even if you have your payroll installed on to your network, the copy will **always** save to your C drive. This is to allow for situations where there is more than one user accessing the payroll from a network. Each user can then still make use of the temporary file copy option.

You can save any data file to the copy file at any time and you can re-do this as often as you wish. Each time you are overwriting the same file, not multiplying data files!

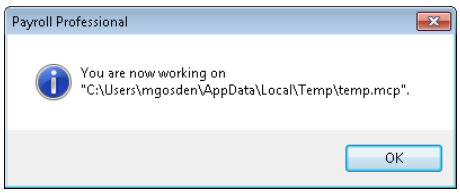
The first time you save a copy in this way you will see no further messages; however on subsequent saves you will see the following message.




You should always click on the **Yes** button to overwrite the existing file. The next message asks if you wish to close the current payroll. **Yes**, you need to shut the file before it can be copied.




If you have the timer switched on you will now see the timer message, then you will see this message, reminding you that you are now on your temp file copy of your data.




Once you click **OK** on the message you are now in a copy of your data and you can do what is required without the original data being touched. You can tell you are in a copy file, as your main payroll screen will show.

When you have completed your what if scenario, and are finished with the copy data file, simply close the file and open another payroll as normal.  The copy file will sit in your temporary directory until you overwrite it another time.

# Employer Details

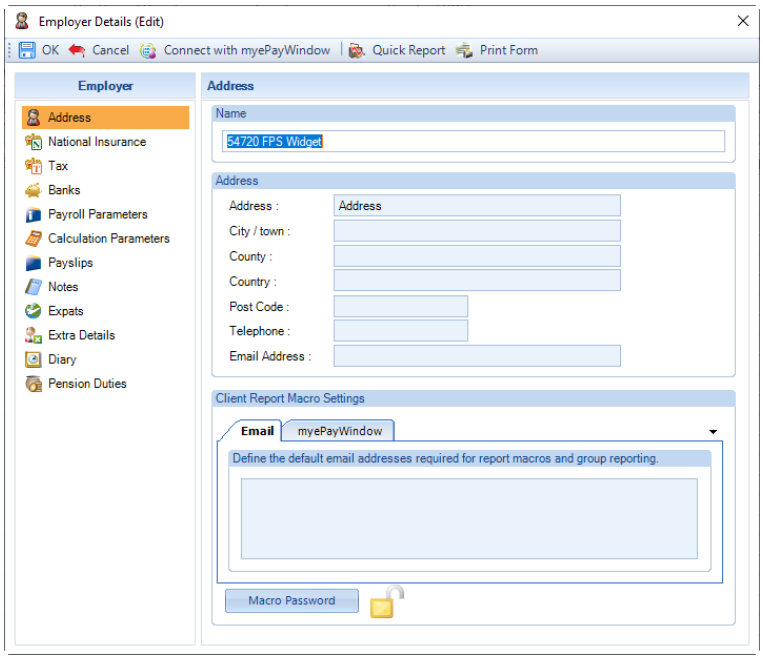
When creating the payroll, the information you would have entered about the employer is the name, address and tax reference. Under the **Home** tab or **Data** tab click on the **Employer** button. This will allow you to enter all the additional information about the Employer you require.

It is important that all this information is completed before attempting to calculate a payroll run, as there are settings within **Employer** details that will affect calculations.

One example is if this client is a Small Employer as far as the HMRC are concerned, then this setting must be in place before any statutory absence is calculated. Other wise the client will be re-claiming the incorrect amount of statutory absence payments.

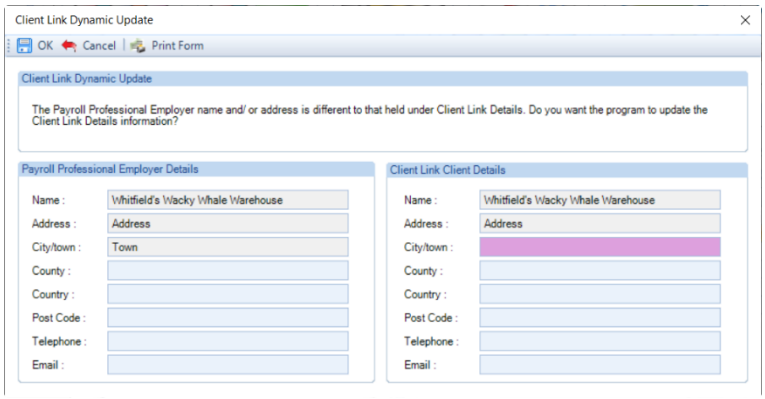
## Address tab

This tab is automatically completed from the information provided when the payroll was set-up and can be edited if any information has changed. This information is included in reports and Internet Filing.




Minimum information that can be entered on this tab is the Employer Name and the first line of the address.

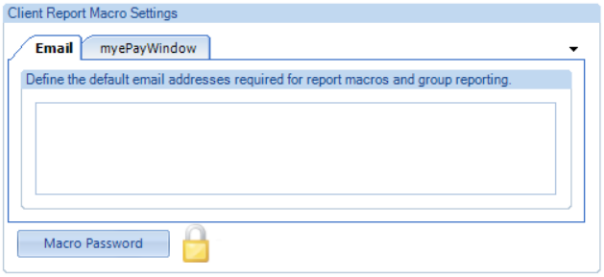
When you edit the Name and/or Address, you will be given the opportunity to update the details shown under the **Data** tab **Client Link\Client Details**. Click on **OK** to update the corresponding record.




**Note:** This function will not be available if you are linked to another software such as Star Professional.

### Client Report Macro Emails

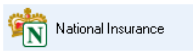
One or more email addresses can be keyed here, each address needs to be separated by a semi-colon and a blank space.



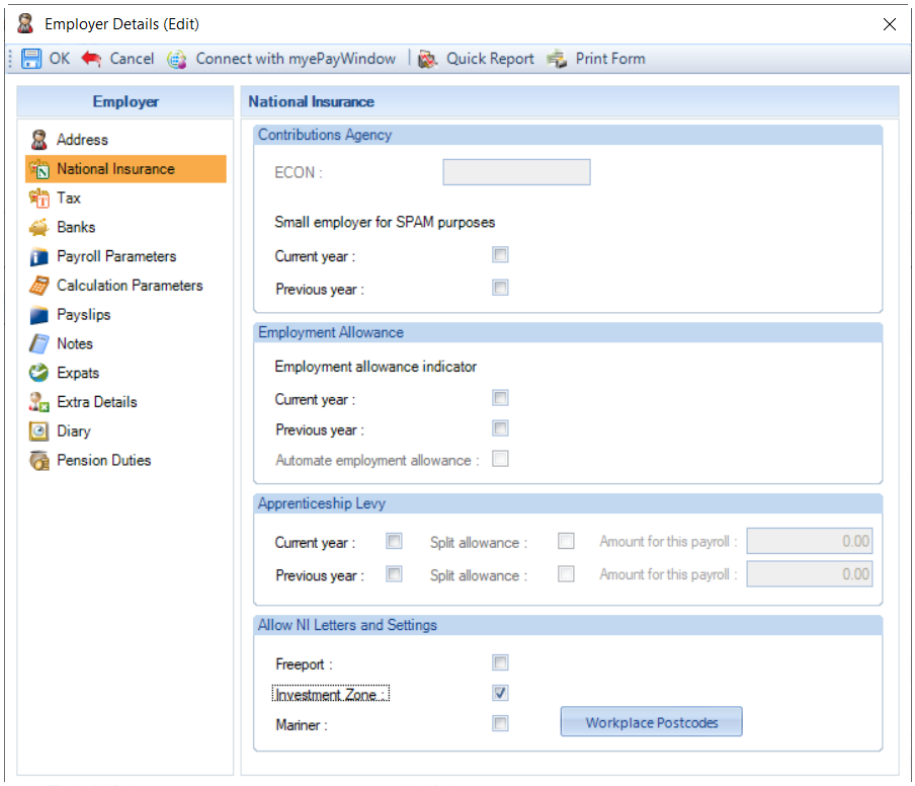

These email addresses can be used for emailing reports using **Group Reporting** and **Print Macros**.

And a **Macro Password** can be entered for the employer, which will be used when creating a zip file containing reports via **Print Macros** and **Group Reporting**.

## National Insurance tab




There are several pieces of information to be entered here.




### ECON Number

This is read only, it will display the ECON (Employers Contracting Out Number) entered for a registered Contracted-out pension scheme, if the data file was process in tax year 2015/16 or earlier.

### Small Employer Status

The Current Year box effects the Compensation and Recovery calculations for the statutory absence payments.

The Previous Year box is just a note field and does not effect any Compensation and Recovery calculations for statutory absence payments.

If your client is regarded as a Small Employer, the Current Year box needs to be ticked before any processing is done; as it will have an effect on the amounts on Statutory Absence Payments reclaimed and/or compensated.

Any compensation figures due will be calculated when you run any of the P32 reports for payments due to the HMRC.

Important note that if the Employer changes from Small to Large Employer or vice versa you will need to check the recovery and compensation figures, as the program only calculates these using the Current Year setting. Please refer to the HMRC booklets.

### Employment Allowance

The Current Year box effects the employment allowance to claim for the current tax year against Employer National Insurance contributions.

The Previous Year box is just a note field.

If your client is claiming employment allowance you need to tick the Current Year box.

When the Current year box is selected, there is an additional option called Automate employment allowance. With this box ticked, when you run a P32 report or go to Run\PAYE due the program will calculate the Employment allowance that can be claimed and automatically record it in the program, under Run\Funding\Employment Allowance.

Without the Automate employment allowance box ticked, you will manually need to work out the amount to claim and record under Run\Funding\Employment Allowance.

Any employment allowance recorded will be shown on the PAYE due screen and P32 reports for payments due to the HMRC.

### Apprenticeship Levy

This section will appear when a data file is in tax year 2017/18 or later.

If your client is liable to pay the apprenticeship levy, you need to tick the Current Year box. If they are splitting the annual apprenticeship allowance value between their companies, then tick the box Split allowance and enter the Amount for this payroll.

The Previous Year box is just a note field and does not effect any calculations, it will only be enabled when a data file is in tax year 2018/19 or later.

With the Current year box ticked the program will calculate the Apprenticeship levy due when you run either a P32 report or access the PAYE Due screen.

### Allow NI Letters and Settings

The standard NI letters A, B, C, H, J, M, V, Z and X are automatically available to select and use, when setting up and editing employee records.

You will need to tick the applicable box to allow you to select and use the NI letters and Settings for the following:

- **Freeport** – NI Letters F, I, S and L, Working in a Freeport
- **Investment Zone** – NI Letters N, E, K and D, Working in an Investment Zone
- **Mariner** – NI Letters R, T, W, G, Q, Y and P

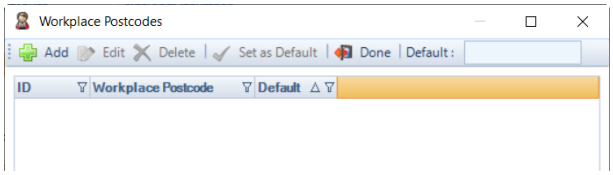
With and without these options ticked changes whether NI letters, Working in a Freeport and Working in an Investment Zone are available to select and use in the following areas:

- New Employee Wizard under Employee Payroll Details form
- New Employee Wizard under Brought Forward NIC Totals form
- Employee Details\NI tab under main form
- Employee Details\NI tab under Add
- Employee Details\NI tab under Back Date
- Employee Import under NI Settings section – validated during import
- Employee Import under BF NIC Figures – validated during import

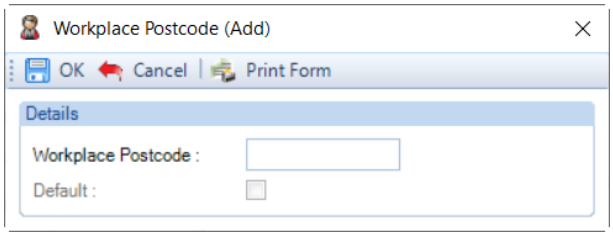
### Workplace Postcode for Freeport and Investment Zone NI Letters

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.

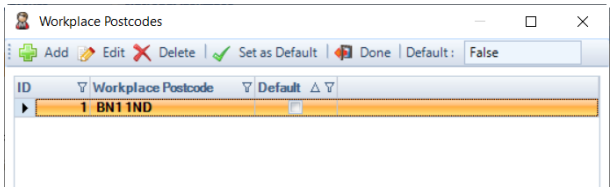
Click on **Workplace Postcodes** to set them up before you can allocate them to employees:




Click on **Add**:



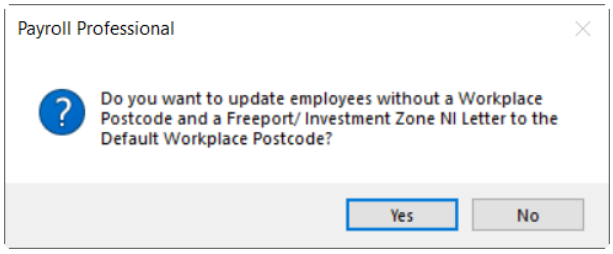

Enter a **Workplace Postcode**, when you click on **OK** the format is validated to ensure that it is a postcode.




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**.

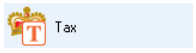
One Workplace Postcode can be Set as Default, highlight the record then select **Set as Default** to see the following message:



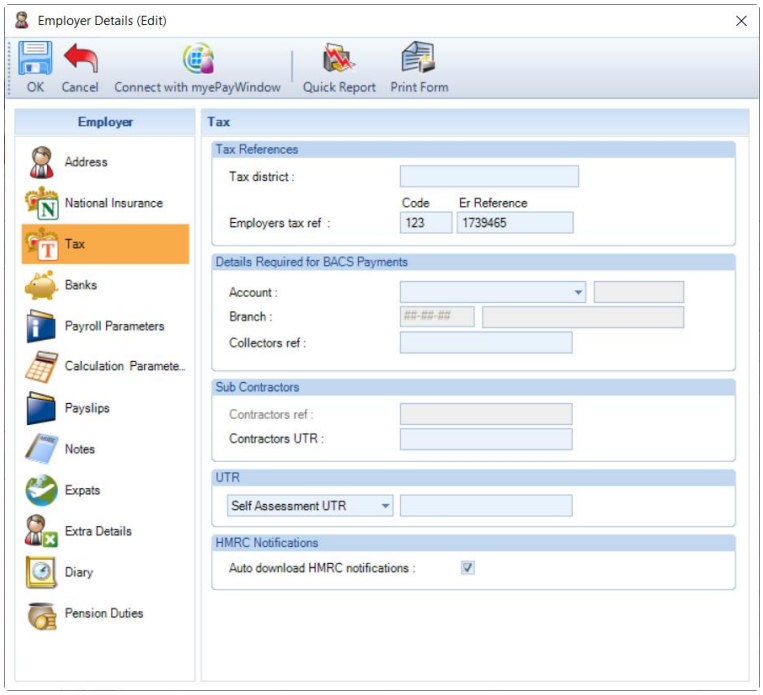

Click **Yes**, if you want to update employees who currently have a Freeport or Investment Zone NI Letter without a Workplace Postcode selected to the Default Workplace Postcode.

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

## Tax tab




This tab needs to be completed with the HMRC information relating to this employer. This information is used for BACS payments to the HMRC, reports and Internet Filing.




### Tax District

This is the name of employers PAYE tax district.

**Note:** The field size here is limited to 20 characters. Therefore, it is sensible to truncate names if possible. For example, use LP15 for London Provincial 15.

### Employers Tax Ref

This is the reference split into its two constituent parts.

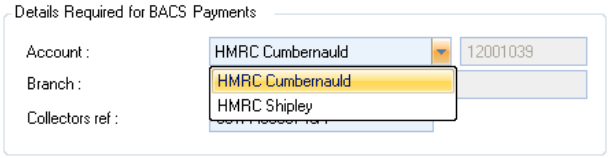
If these fields are empty the In Year and End of Year forms cannot be produced or submitted to the HMRC on-line.

The lower part of this screen is for the information required if you will be using **Payroll Professional** to make the HMRC payments by BACS.

The Bank sort code, Account Name and Number all relate to the HMRC bank where the payment will be made.

### Details Required For BACS Payments

To select the bank information for your HMRC payments, via the Account field simply select either HMRC Cumbernauld or HMRC Shipley from the drop down list and the account details are completed automatically.

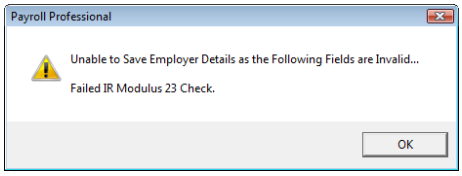



### Collector's Reference

This is the reference from the 'yellow book' normally used for making payments to the HMRC for this employer. The reference should be 13 characters in total, if necessary add zeros after the last letter.

The collectors reference must be in the correct format – 13 characters long; 1 to 3 numeric; 4 must be P; 5 alpha and 6 to 13 numeric.

If it does not pass the HMRCs validation you will see the following message:-




Remember: - When you generate the file for payment, Payroll Professional automatically generates to P or N prefix to signify PAYE or NIC as well as a suffix denoting the period being paid.

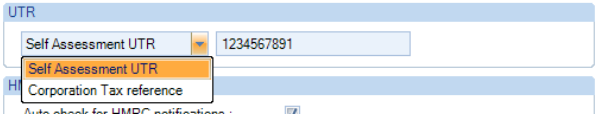
### Contractor's UTR

This field is for the Sub-contractor's Unique Tax Reference belonging to the employer. This is required when the Employer needs to pay sub-contractors, submit Verification and Monthly returns via Internet Filing.

These are validated using the HMRC rules when the record is saved, to ensure the UTR is correct.

### UTR

Enter either the Self Assessment UTR or Corporation Tax reference, which will be included in the RTI submission:

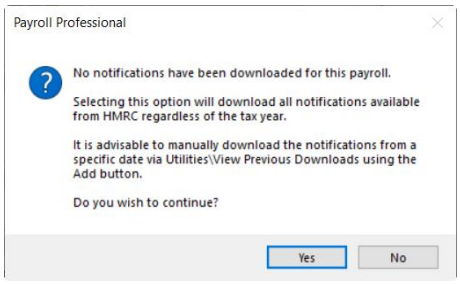



These are validated using the HMRC rules when the record is saved, to ensure the UTR is correct.

### HMRC Notifications

Tick the box for the program to automatically download notifications, you must also tick the box **Show HMRC notification widget on active home page** under **Personal Preferences\Home Pages**.

If this payroll has no records of previous notices downloaded, when you tick the box you will see the following message:

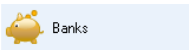



The reason for this message is that as there are no records of previous downloads, which means that if you select Yes when the download is performed all notices available from HMRC will be downloaded, this could be several years.

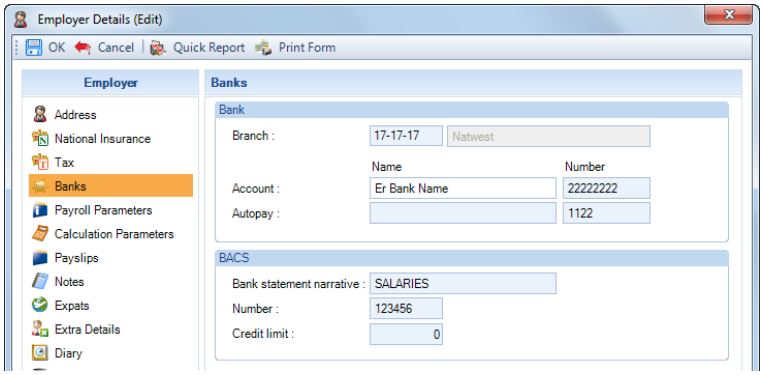
Therefore, unless this is a new company, we recommend that you select **No** to this message, and perform the first download via **Utilities\HMRC Notifications\View Previous Downloads** then select **Add**, click on **Next** until you are on the **Download Options** page then choose to **Retrieve Notices from given Date** enter the date to download them from and complete the download wizard.

Once you have completed the first download successfully, then go back to **Data\Employer\Tax** tab tick the box **Auto download HMRC notifications** to automatically download new notifications issued since the previous download.

## Banks tab

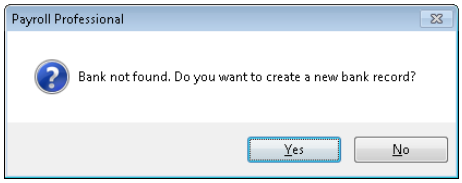



The information in this tab relates to the employer bank account information and BACS details.




### Branch

Enter the sort code and the bank name will complete automatically if the bank record already exists. If the bank record does not exist, you will see the following message.




Select **Yes** to create the Bank record, if you select **No** you will need to create the record by going to the **Data** tab and select **Banks**.

### Account Name and Number

Now complete the fields for the employer bank account name (the name which would appear on a cheque book) and bank account number.

### Autopay Name and Number

These next two fields will be completed if you are using any of the banks' individual payment methods such as BOBS, Autopay etc. The name to be used is that name by which the employer has been registered with the bank for the payment procedure and the number is his registration number. If the employer has not been registered differently, then repeat the bank account name.

The bottom section relates to payments being made by BACS. Any information missing from this section will stop the BACS file from being generated.

### BACS

These details only need to be completed if payments are to be made by BACS.

### Bank statement narrative

Whatever is entered here is the description used by the BACS file and will appear on the Employers bank statement when the payments have been made. You can input anything you want up to 18 characters. The default description used is SALARIES.

### Number

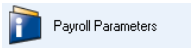
This is the BACS registration number for this employer. This field is validated to ensure the full six digits are entered.

### Credit limit

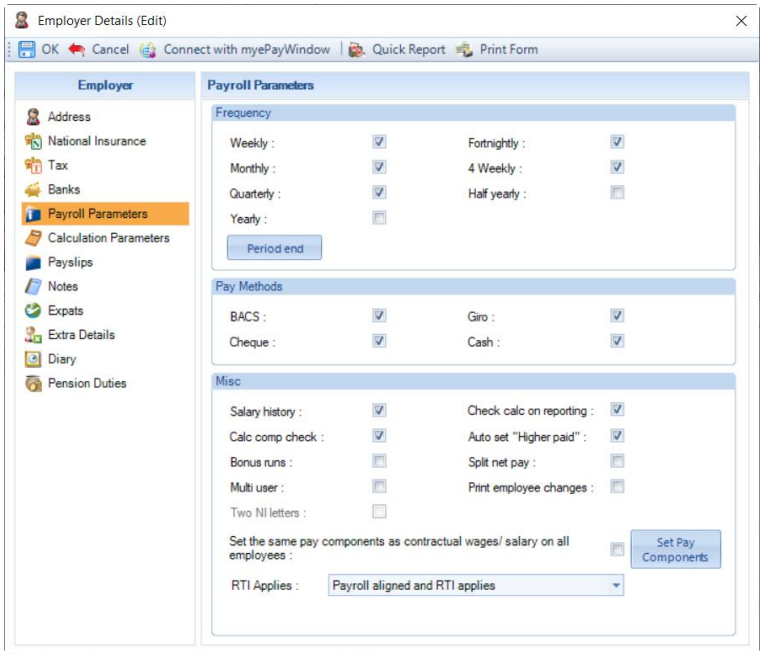
This value relates to the total amount of the BACS file. If you generate a BACS file with a value more than this limit, **Payroll Professional** will not stop the file being produced, but you will get a warning message that the limit has been exceeded.

If your client has not been issued with a credit limit, it is useful to input a value that represents a typical salary bill. Any differences to the '*norm*' will then be brought to your attention.

## Payroll Parameters tab




This tab contains three main sections - **Frequency, Pay Methods** and **Misc.**




### Frequency

Any one payroll may have a number of possible frequencies. For example there may be office staff paid monthly, shop floor workers paid weekly and possibly directors paid quarterly.

If, however, say the Directors, have their own PAYE scheme then they should be in a separate data file altogether.

Only tick the frequencies that apply to this payroll this will streamline your processing so that you are not prompted for irrelevant frequencies. If, at a later date, another frequency is required, simply access this screen and tick the appropriate box.

**Note:** You cannot un-tick a Frequency, if an employee in the current tax year has the frequency selected.

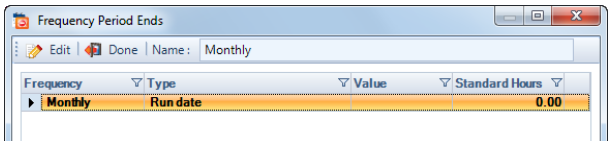
### Pay Methods

As with frequency, tick only those that will be used in this payroll. Again, as with frequencies, if needed they can be added later.

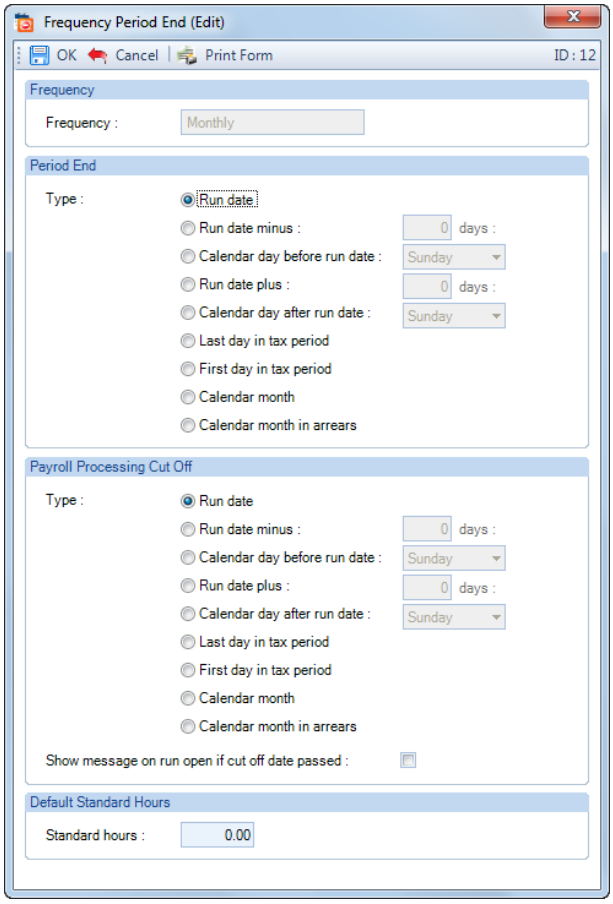
- **BACS** – use this only if you are paying employees by BACS. Some of the banks have introduced their own bacs submission files. Barclays have Business Master, National Westminster have Payaway, Royal Bank of Scotland have Royline etc. **Payroll Professional** has standard reports that can produce the correct file formats for these pay methods. Because each file has a different construction some of these need to be pay method BACS, others need to be GIRO. Details will appear on the specific report as to which is needed.
- **Giro** – Technically Giros no longer exist as a pay method; this terminology has been retained to describe any 'autopayment' procedure, which is not BACS, such as BOBS, Telepay etc.
- **Cheque** – Obviously this pay method needs to be available if the employees are generally paid by cheque. Remember also, you may have a situation where the payroll is normally paid by BACS or Autopay and someone leaves mid-month. If they have been paid their final remittance by cheque, you can make their pay method cheque and it is then excluded from the BACS or Autopay file whilst still being included in the Pay Run totals.
- **Cash** – There are still some people who use real money!

**Note:** You cannot un-tick a Pay Method, if an employee in the current tax year has the Pay Method selected.

- **Period End** – This is part of the set up required for the Pro Rata of Pay Components for Starters and Leavers, and Pension Reform. It is also used for Statutory Sick Pay. The Payroll Processing Cut off section is required for the Pension Reform.




The information can only be entered when the frequency does not have an open run. Highlight the **Frequency** then click on **Edit** to enter the details of when the period ends and if required the payroll processing cut off date.




**Important Note:** Please ensure that you set up Period End details in the period before they are to be used for Pension Reform, especially if employees are paid in arrears. When employees are paid in arrears, the first period after the Period End details have been entered, the period start date is set as the day after the last run date for that frequency. Therefore, the period start date could be after the period end date and cause strange results for the pension reform.

### Misc

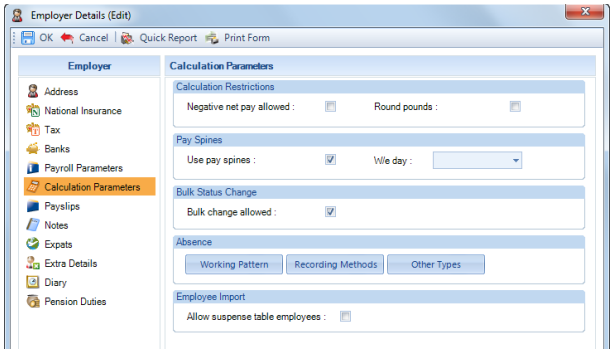
The miscellaneous section of this tab has precisely that, some miscellaneous switches for settings in this payroll.

- **Salary History -** You are strongly advised to leave this switch on. Whenever a change is made to an employee's pay rate for a component a record is made of the date of change, user who made the change, new value and old value. This information can be reported on by component or by employee. The history cannot be recreated if this switch has not been on.
- **Calc Check on reporting -** If this switch is on, then you will be warned of an uncalculated person when running a payroll run type report.

- **Calc comp check -** A tick here will produce a warning if you make changes to a pay component after the employee has been calculated - you may wish to leave this ticked!
- **Auto set 'Higher paid' - Payroll Professional** will automatically set any **New** employee as 'higher paid' who has a basic pay element of £8500pa+. **Note:** This switch relates only to the **New Employee Creation** screen. If an employee achieves a higher rate at a future date, you must manually change the status.
- **Bonus Runs - Payroll Professional** includes a licensable module, which allows for more than one run in any tax period. Set this switch on if bonus runs are required in this payroll (see section on Bonus Runs for more details).
- **Split Net Pay - Payroll Professional** includes a licensable module, which allows for an employee's net pay to be split over various bank accounts. Set this switch on if Split net is to be made available in this payroll (see section on Split Net Pay for more details).
- **Multi User - Payroll Professional** includes a licensable module, which allows for more than user to access the same data file. With this switch you have a further control as to whether this particular data file is allowed to be multi-user.
- **Print employee changes -** With this switch on, **ANY** changes made in employee details will automatically generate an Employee Details report (PAEEDETL\PSEEDETL).
- **Two NIC Letters -** Due to the ceasation of Contracted Out NI Letters, this option will not be available from tax year 2016/17.

## Calculation Parameters tab

This tab deals with some of the parameters that affect the payroll and its calculations.




### Calculation restrictions

- **Negative net pay allowed -** If this switch is off and a calculation would generate negative Net Pay for an employee then **Payroll Professional** will give a warning message and leave the employee uncalculated. However, if negative net is permissible and this switch is on, then **Payroll Professional** will calculate the negative Net Pay value. The Net Pay will show on reports and payslips as zero and the negative value carried forward to the next pay period.
- **Round pounds -** With this switch on, all Net Pay values will be rounded to the nearest whole pound. As with negative net adjustments, the rounding value is carried forward to the next pay period.

### Pay spines

The section relating to Pay Spines is only applicable to users with the optional 'Pay Spines' module.

Pay Spines are used for the calculation of pay, where the pay spines are determined by negotiating bodies.

This option is only available if you have an appropriate **Payroll Professional** licence. If you have any doubt, check the licence settings select the **About** button under the **Help** tab (see section on Pay Spines for more details).

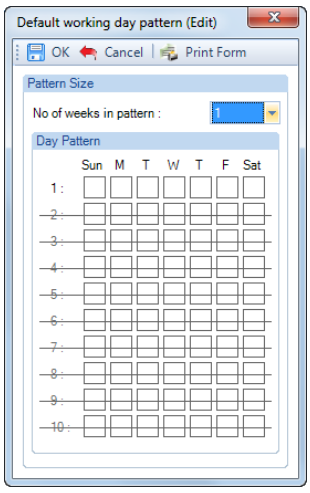
### Bulk Status Change

- **Bulk change allowed -** If you tick this box, you have the option to change the status (normal, absent or suspend) for a number of employees using the Bulk Status button on the Calculations toolbar, rather than

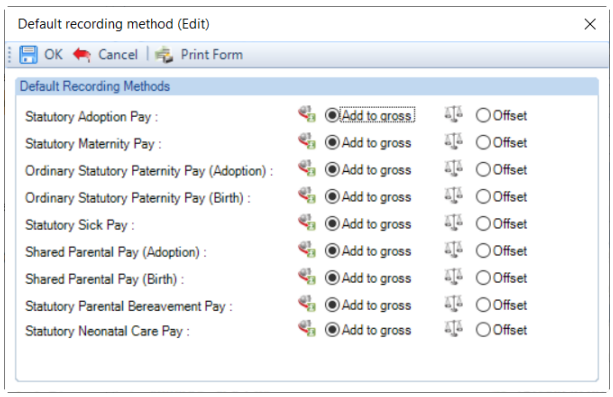
change them individually. The Bulk Status Change facility has been included in the software for payrolls that have a large number of employees but only pay a small percentage of the total by varying units (e.g. hours/days) each pay period. The update can be processed at anytime during a payroll run, giving you the flexibility as to how you build the option into your payroll run procedures. If you feel this facility would be useful, you may wish to use it first in a 'test' or 'copy' payroll (See section on Bulk Status Change for more details)

## Absence

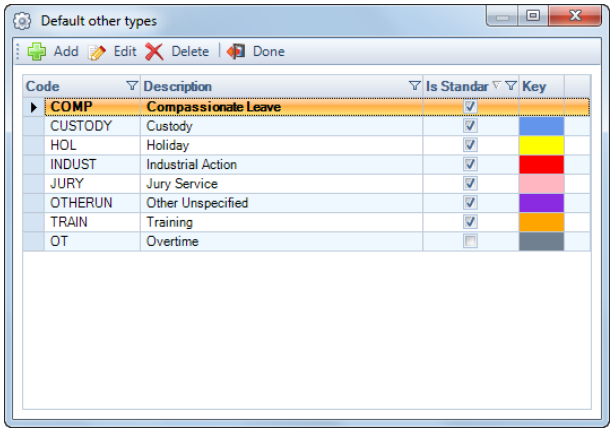
- **Working Pattern -** Select this button to set a default working pattern. This will be used for New and Existing Employees who do not have a working pattern set.



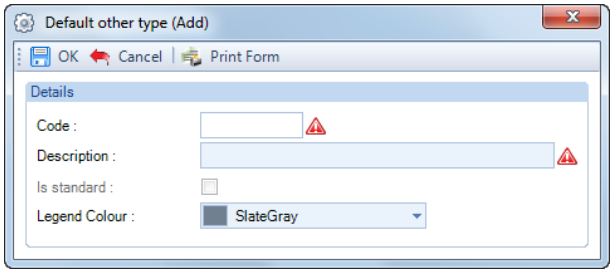

- **Recording Method -** This is to set the default recording methods for each statutory absence type. It will be applied to New and Existing employees who have no statutory absence records.




- **Other Types -** This section is for you to create your own non-statutory absence types.



Select the **Add** button, then enter the **Code** which can be a short narrative and then a **Description** of the absence type. Now select a colour which will appear on the Employees absence calendar.

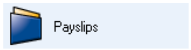



Then select **OK** to complete the procedure.

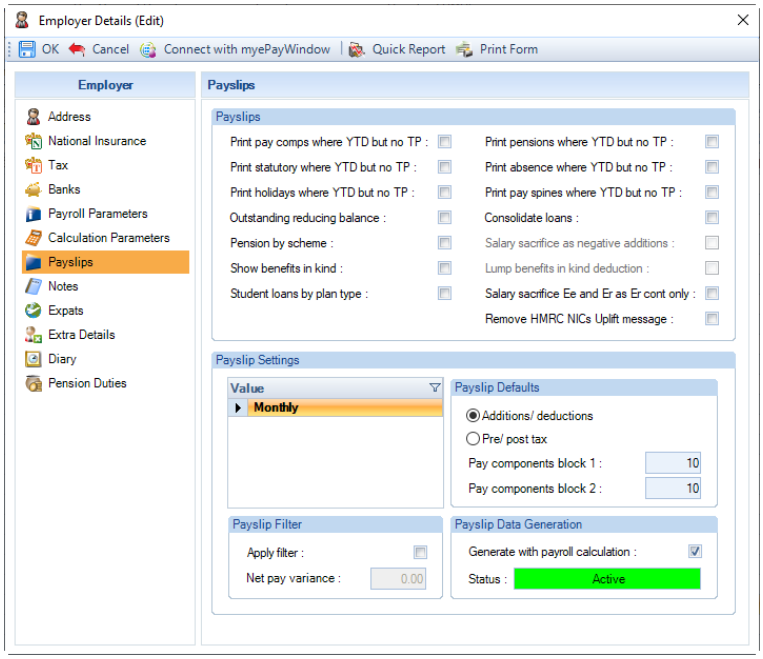
### Employee Import

- **Allow Suspense Employees -** Tick this box if you have **Payroll Professional** linked to a HR package. Current possible link is to Simply Personnel. If you require this facility please contact Payroll Professional support for further information.

## Payslips tab




This tab contains a number of settings relating to how information is shown on payslips and when payslips are recorded.




- **Print pay comps where YTD but no TP** – this includes Round Pounds, Benefits in Kind pay components and those set up via Employee Details\Benefits in Kind tab.
- **Print statutory where YTD but no TP** – this includes Tax, NI, Student Loan, AEOs.
- **Print holidays where YTD but no TP**
- **Print pensions where YTD but no TP**
- **Print absence where YTD but no TP**
- **Print pay spines where YTD but no TP**
- **Outstanding Reducing Balance**

When payslips are being produced with this switch **OFF** you will see the Total that has been deducted from the Employee in the year to date column.

When payslips are being produced with this switch **ON** you will see the Outstanding Reducing Balance of the Reducing Balance Pay Component in the year to date column.

- **Consolidate Loans**

  This setting is for Pay Components set as Deduction, Reducing Balance, Not Taxable, Not Niable.

  When payslips are being produced with this switch **OFF** you will see a line for each of these pay component (with its own description) for an employee who has more than one of these pay components being calculated.

  When payslips are being produced with this switch **ON** you will see one line for the total of all of these pay components with the description as Loan Deductions.

- **Pension by scheme**

  When payslips are being produced with this switch **OFF** you will see one line saying 'Pension deductions' for employees making payments to more than one pension scheme.

  When payslips are being produced with this switch **ON** you will see separate lines for each pension deduction, company pension scheme, personal pension scheme, AVCs, etc.

- **Salary sacrifice as negative additions**

  This option is for when the Payslip is set as **Additions/Deductions** to show the Employees Salary Sacrifice Pension deduction as a Negative Addition. This option is only available if you have got **Pension by scheme** ticked.

- **Show benefits in kind**

  This includes Pay Components marked as a Benefit in Kind and Benefits in Kind set up under Employee Details\Benefits in Kind tab.

  When payslips are being produced with this switch **OFF** you will not see Benefits in Kind at all.

  When payslips are being produced with this switch **ON** you will see the Benefits in Kind shown as an addition and deduction on the payslip.

- **Lump benefits in kind deduction**

  This includes Pay Components marked as a Benefit in Kind and Benefits in Kind set up under Employee Details\Benefits in Kind tab.

  Taken in conjunction with the previous setting, when payslips are being produced with this switch **OFF** you will see a separate line for each Benefit in Kind.

  Taken in conjunction with the previous setting, when payslips are being produced with this switch **ON** you will see one line in the Post Tax\Deductions half of the payslip for the total Benefits in Kind.

- **Student loans by plan type**

  **With this option enabled each Student Loan record for Plan 1, Plan 2, Plan 4 and Postgraduate will be shown separately.**

  **With the setting disabled all Student Loan plan types will added together and shown as a single entry on the payslip with a generic description.**

- **Salary sacrifice pensions Ee and Er cont in Er cont only**

  With this option enabled the Employee pension contributions will exclude salary sacrifice pension schemes under This period and Year to date fields. And these values will be added to the Employer pension contribution fields for This period and Year to date. This affects the individual fields, but not the information shown within the blocks.

- **Remove HMRC NICs Uplift message**

  Only available for tax year 2022/23, tick this box so that the HMRC NICs Uplift message does not appear on payslips under the Employer Note field. This message will only appear on payslips where the Pay Day is 6th April 2022 to and including 5th November 2022.

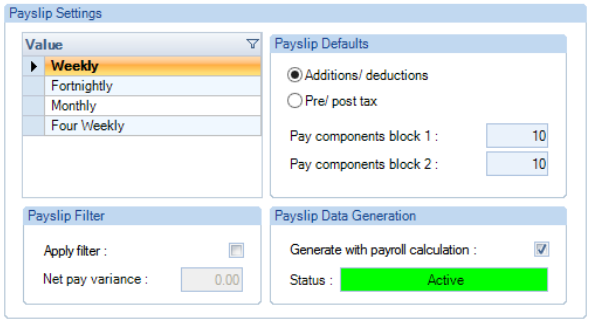
### Payslip Settings

Payslips can either be recorded when a payslip report is run, or when the Employee is calculated with **Generate with payroll calculation** turned on.

With this setting on when you run Payslips, no pre-processing is required. This option is useful where a client doesn't need a payslip report each period but you do need to be able to recall payslip history or you are uploading payslips to myePayWindow for this client.

To get **Payroll Professional** to record payslip data with the calculation, the option must be turned on. Do this as follows:

- Highlight the **Frequency**
- Choose either Additions/Deductions or Pre/Post Tax
- Enter the number of elements to show in each block of the payslip
- Tick the box **Generate with payroll calculation**




### Status

If the Pay Run is open then the status will be set as Status : From next period . This means that automatic payslip generation will only be Active from the next pay period.

After the period is closed the Status will change to Status : Active . This means that the payslip data is generated with the calculation.

### Payslip Filter

**Selecting Apply filter will mean that** payslips for an employee will only be produced if the net pay differs from the previous payslips by an amount equal to or greater than the amount entered under **Net Pay Variance.** Setting up a payslip filter under employer details will set the default option for the payslips but settings can be changed when printing payslips.

### Printing Payslips

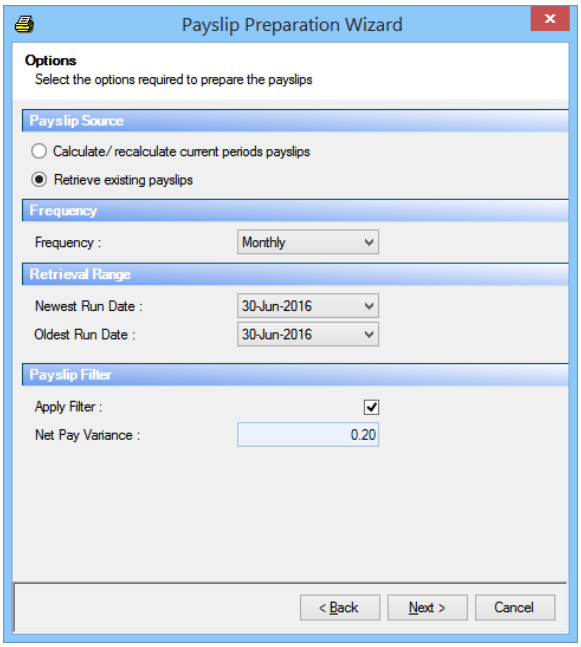
When you print payslips you are presented with the Payslips selection Wizard.

Leave the Payslip Source as **Retrieve existing payslips**.

### Payslip Note

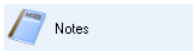
It is possible to enter a note that will appear on a payslip depending on its format. This note is entered as the last stage of the Payslip Preperation Wizard.

This option will not be available where you are "Retrieving existing payslips" unless the payslips are generated with the pay calculation and they are for the current run.

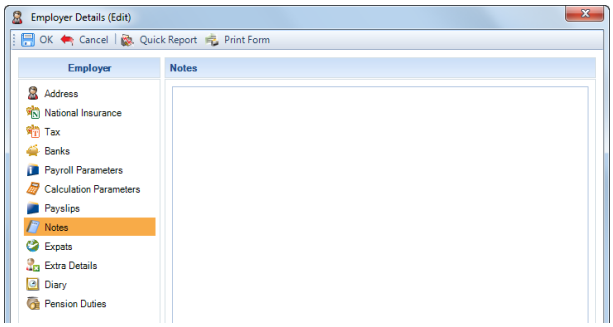



**Note:** Remember if you change static data in employee details such as Address, NI Number, Dept, Branch etc, you will get a warning message. You will need to re-calculate this employee if you need the changes to appear on the payslip.

## Notes tab

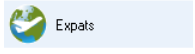



The Notes tab is a space for recording notes about the employer or the running of this payroll. Particularly useful if more than one person is running the payroll.

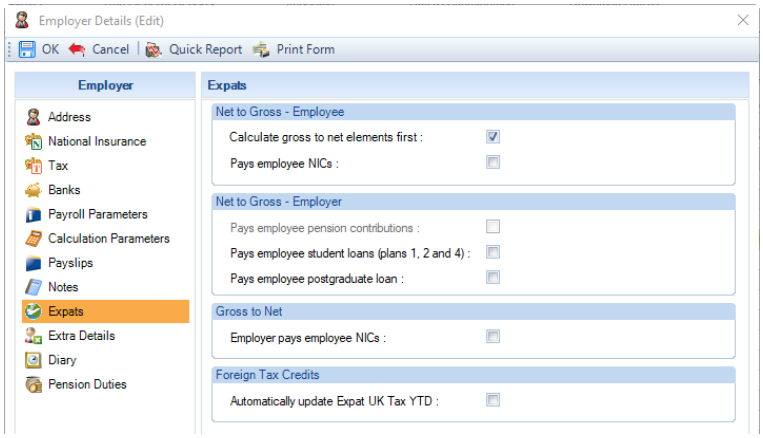



For example, you may wish to record the best time to phone if the contact is hard to reach. Or, if another user is running the payroll when you are not available, you could record the stage of processing reached and date of your last changes.s tab

## Expats tab




This tab contains a number of tick boxes that will affect the manner of grossing up and gross to net calculations.




### Net to Gross - Employee

- **Calculate gross to net elements first**

This switch needs to be on if you require the Gross to Net elements calculated first using the tax and national insurance allowances, then calculate the Net to Gross elements.

**Note:** If you have a payroll where employees are paid only grossup components then this switch is not needed.

If you have a payroll where all employees are paid only gross to net components then again this switch is not needed.

If, however, you have a situation where this is a mixture of gross up and gross to net components, then Calculate Gross to Net Elements First needs to be **on**, if the **MAIN** remuneration is gross to net.

A perfect example of this is a normal gross to net payroll where occasionally through the year an employee is paid a net amount that needs to be grossed up. Without the switch on the tax and national insurance figures calculated would be incorrect.

- **Pays employee NICs**

This switch must be **on** if you have the unusual circumstances where it is required that, although the employee is being paid by the gross-up method, the net pay must still be less the employee NIC figure.

### Net to Gross - Employer

- **Pays employee pension contribution**

This switch must be **on** if you have a grossup situation and the employer pays the employees pre tax pension contribution. The Gross Up Pension is then treated as an Employer Pension contribution and therefore does not effect the Employees Taxable or NIable Pay.

If the employee is paid net but pays their own pension then this switch must be **off**.

- **Pays employee student loans (plan 1, 2 and 4)**

This switch must be **on** if you have a gross-up situation and the employer pays the employee student loan for Plan 1, 2 and 4. If, however, the employee is paid net but pays their own student loans then this switch must be **off**.

- **Pays employee postgraduate loan**

This switch must be **on** if you have a gross-up situation and the employer pays the employee postgraduate loan. If, however, the employee is paid net but pays their own postgraduate loan then this switch must be **off**.

### Gross to Net

- **Pays employee NICs**

This switch must be **on** if you have the unusual circumstances where it is required that, although the employee is paid in a normal gross to net payroll, the employer is responsible for the employee NIC amount.

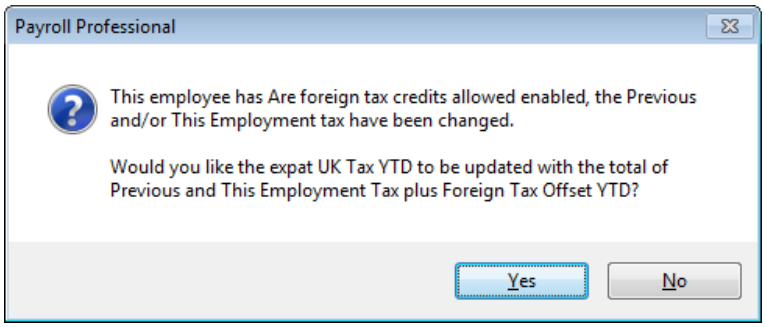
### Foreign Tax Credits

- **Automatically update Expat UK Tax YTD**

This option is only available when you are licensed for the Expatriate module.

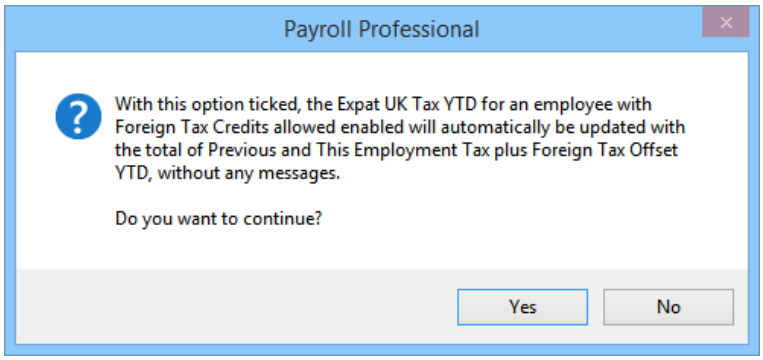
This option is only used when an Employee has the setting Are Foreign Tax Credits allowed enabled under the Expat tab of the Employee Edit screen.

The option is off by default. This means that if the Previous Employment Tax, This Employment Tax or the Foreign Tax Offset YTD is changed via the Employee Edit screen or the setting Are Foreign Tax Credits allowed is ticked via the Employee Edit screen, the user will be prompted with the following message:




Select Yes to update the Expat UK Tax YTD with the total of Previous Employment Tax plus This Employment Tax plus Foreign Tax Offset YTD, or select No make no changes to the existing figure.

When this option is selected the following message appears:



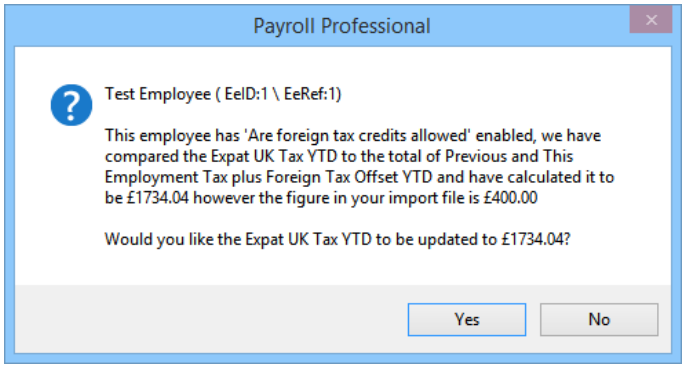

By setting this option **on** the prompts will not be displayed and the Expat UK Tax YTD will automatically be updated with the total of Previous Employment Tax plus This Employment Tax plus Foreign Tax Offset YTD.

## Importing Employees

When importing employee details it is possible to import Previous employment tax, this employment tax and Foreign Tax Offset YTD.

If the new setting Automatically update Expat UK Tax YTD is selected under employer details the Expat UK tax YTD will be updated when any of these figures are imported for an employee.

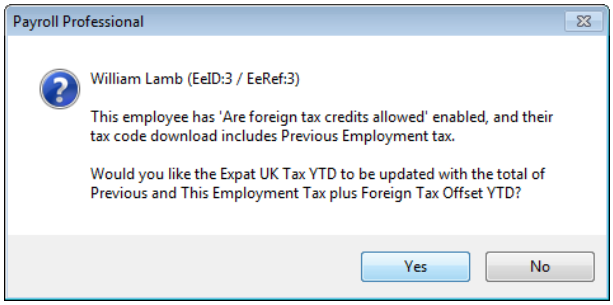
If the new setting is not selected the following message will appear when importing:



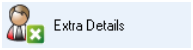
## Open Run – Applying Downloaded Tax Codes

When applying downloaded tax codes that include prevous employment tax and the employee has Are Foreign Tax Credits enabled:

- if the setting Automatically update Expat UK Tax YTD is enabled then this value will be updated automatically
- if the setting Automatically update Expat UK Tax YTD is NOT enabled you will see the following message for you to choose whether to update the value or not:




## Extra Details tab

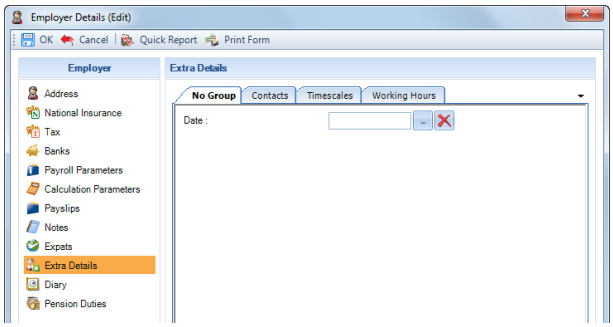



Each payroll data file is an Access or SQL database, holding tables which hold fields of information. Extra Details is a blank table where you create your own fields.

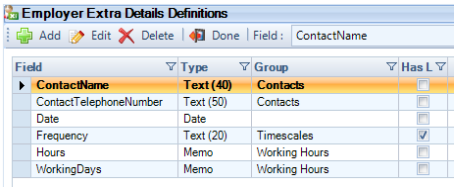
These non-payroll specific items are added to the employer record and because the Extra Details are set up as generic items which can then be specified for each client, they can also be reported on by client or for all clients.

As with Employee Extra Details, these fields can be a variety of types and can also be grouped for ease of use.

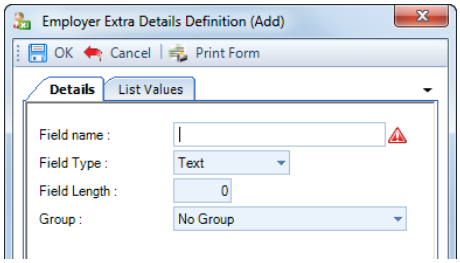
**Note:** Any users with **Payroll Professional** linked to other software such as Star Global or Star Professional will be able to see the existing Client Extra Details (belonging to Star Professional) in Employer Details. Users will only be able to create new Details via Payroll if their Staff record in Star Global affords them the appropriate privileges.




**Setting up** – to set up Extra Details for employers from Payroll, under the **Admin** tab select **Er Extra Details\Definitions.**




Click on the **Add** button to create the first Extra Detail.

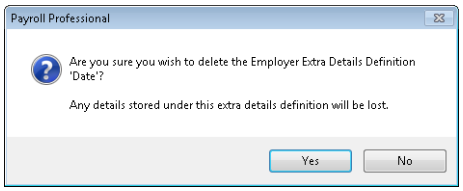



In the Field Name box type in the description of the first Extra Detail. Remember, when you look at the display of Extra Details in the Employer screen, the label (name) will only show the first 10 characters. Hold the cursor over the name and you will see a tool tip showing the full name.

Now choose the type of field you want to create.

- **Text** – When creating a text field you will be prompted to enter the number of characters required for the field. This must be a number between 1 and 255. When this File Type is selected the **Field Length** can be increased after an extra details record has been saved.
- **Memo** – Use Memo if you need to record an indefinite amount of information. The field will grow as needed.
- **Number** – Having created a number field, the content can only be numeric. N.B. if you are recording phone numbers, use Text for preference as the number format will drop leading zeroes.
- **Date** – A date field will show the usual date field options. An ellipsis (three dot) button to see a calendar and the button for deleting any date entered.
- **True/False** – This option will display an On/Off tick box to choose this option or not.

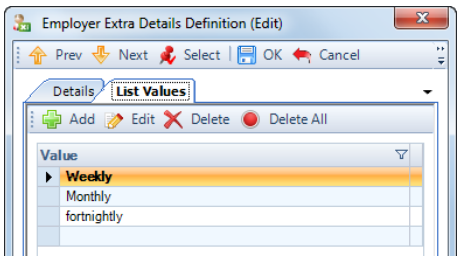
**Deleting Extra Details** – Extra Details can be deleted, if necessary, but please remember this will affect all data files. Under the **Admin** tab select **Er Extra Details\Definitions**. Highlight the Definition and click on the **Delete** button and you will see this message.




Click on **Yes** and the Extra Detail definition disappears along with the recorded information on that detail for **all clients**.

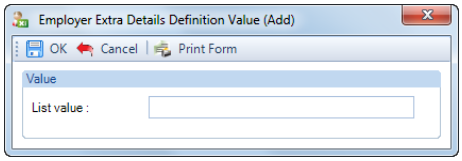
**Special Information about Text Fields** - Since users can enter anything (or nothing) when using Extra Details, we have given you the facility to limit the possible entries allowed on TEXT type fields.

To do this, go to the **Definitions** window, double click on the Definition you want to change and click on the **List Values** tab.




The window that appears will be blank, unless either a list of permitted entries has previously been set up OR the Extra Detail has been used in the free-text mode already, in which case a list of items in current use for Clients will be displayed.

Click on the **Add** button to create a List value, enter a Description then click on **OK**. Repeat for additional List values.




If you wish to allow users to leave the Extra Detail blank (i.e. with no text), simply create one with nothing in the List value field, click **OK** and you will see a blank line as the first item in the list.

When you have finished adding items, click on **OK**.

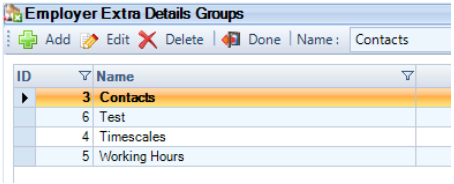
If users try to enter values against this Extra Detail on a client they will only be able to select from your pre-determined list.

- **Delete an Item** - To remove an existing item from the list, highlight it, and select the **Delete** button.
- **Edit an Item** - To Edit an existing item from the list, highlight it, and select the **Edit** button.
- **Clear All Items** - Using the **Clear All** button will remove all items from the list. If you click on **OK** after clearing all items, you will be allowing users to input free text to this Extra Detail.

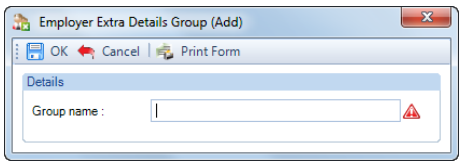
Remember also that you will be permanently deleting list items – if you want to reinstate them, they will need to be keyed in again!

**Groups** - If you have numerous Extra Details relating to various topics, you can set up Groups and assign the Extra Detail to a Group. The details belonging to each group will then show on their own tab in Employer Details when Extra Details are selected.

To set up a group under the **Admin** tab select **Er Extra Details\Groups**.

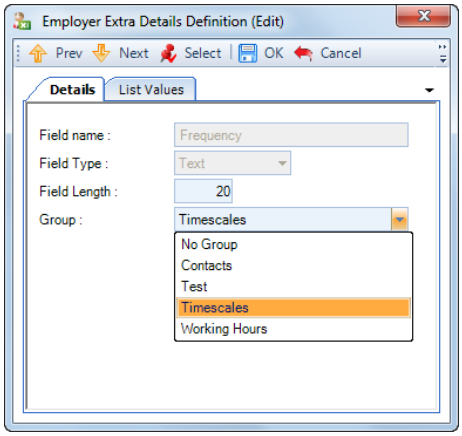



Now click on the **Add** button to set up a group for extra details.




Type in the name for the Group of Extra Details (this is the title which will appear on the group tab) and click on **OK**. Repeat the procedure to create any additional groups required.

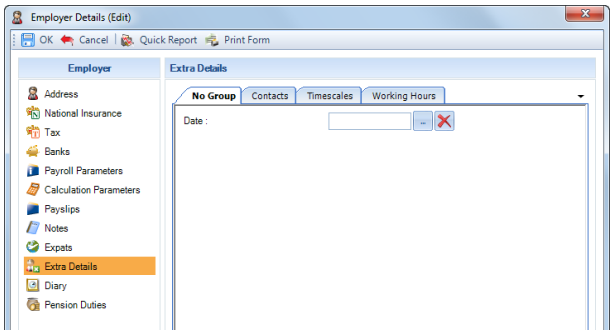
To allocate each Extra Detail to a Group under the **Admin** tab select **Er Extra Details\Definitions** and double click on the Definition you wish to change.




Click on the Group field of each Detail and using the drop down box select the group.

### Employer Details

To allocate values on a specific Employer, under **Employer Details** select the **Extra Details** tab to enter the information.

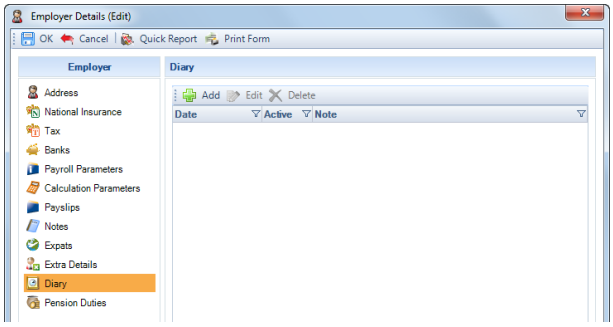



You will see here a separate tab for each Group set up. Click on a tab to see the input fields for that group.

If there are no groups then you will see all the information on one tab.

## Diary tab

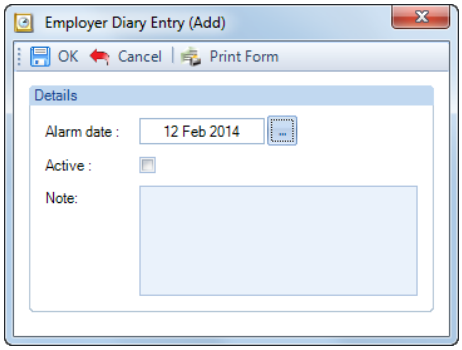
It is possible to set up a date diary reminder for the Employer. Under **Employer details** select the **Diary** tab.




These date-sensitive messages will display when the data file is opened.

To make a change to an existing diary message double click on the line or highlight the line and click on the **Edit** button.

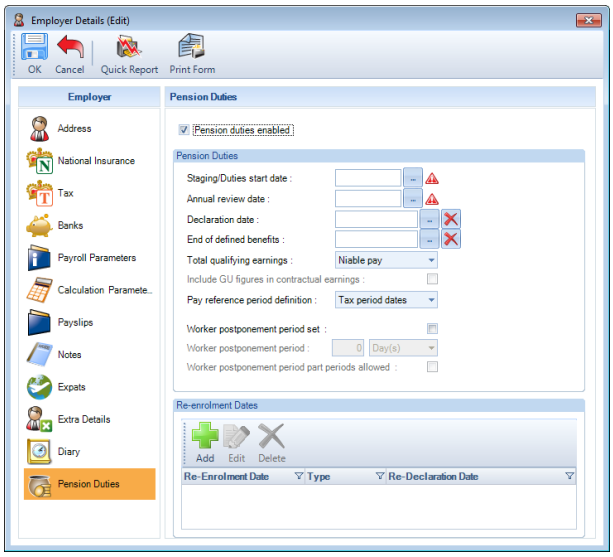
To create a new diary, click on the **Add** button and input details on the Diary Entry screen.




Click on the ellipsis button to input the date for the reminder. Then tick the **Active** box to switch on the alarm and in the **Note** box, type the message to be displayed. Click on **OK** to save the alarm.

To report on Employer Diaries, use the two standard reports. Use the report PAERDRY/PSERDRY to see the alarms for one employer and PAAERDRY/PSAERDRY to see the alarms for all clients.

## Pension Duties tab




For information about this tab please see the Pension Reform section of the help file.

# Internet Filing Set Up

**Payroll Professional** will allow you to process the following via the Internet:-

**In Year Returns** – CIS Monthly

**Real Time Information Returns** – FPS, EPS, NVR, EYU and FPSYTD

**Retrieve Notifications** – P9, P6, P6b, Student Loan Start and Stop dates, Postgraduate Student Loan Start and Stop Notices (from tax year 2019/20), NINO, RTI Notifications (which include changes from NVR and FPS), Generic Notifications and Annual Reminders.

**Verify** – CIS Match and Verifications

## Requirements

To use Internet Submission your PC needs to be using Windows 10 or later and a connection to the internet with TLS 1.2 enabled.

**Note:** You **must** be able to access the Internet from your Payroll PC to be able to make use of this facility. This can be as a direct connection with your own modem or by a proxy connection via your server.

## Registering for Internet Filing

### What you need to do first

You can only use the Internet Filing Service if you have previously registered with the HMRC. If you run a single payroll for your company you need to register as an **Employer** wishing to use the service:

https://www.gov.uk/log-in-register-hmrc-online-services/register

If you are a bureau processing payrolls for clients, you need to register as an **Agent** and your clients each need to register as an **Employer** (appointing you as their agent).

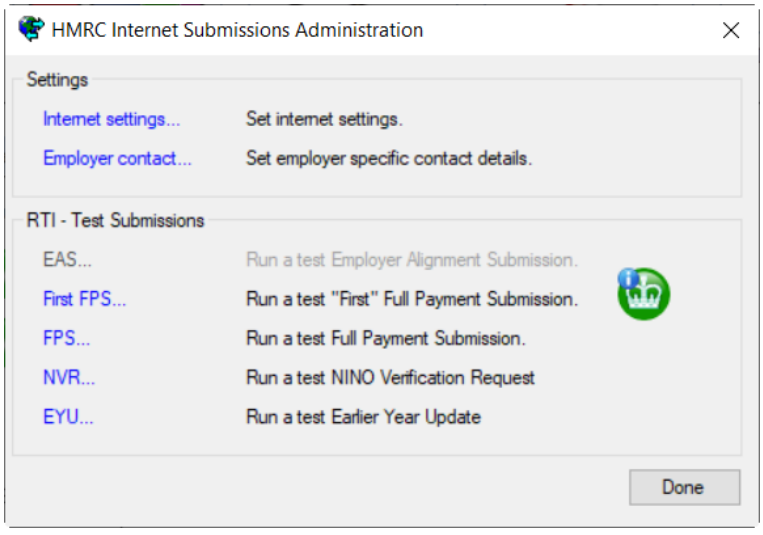
https://www.gov.uk/guidance/client-authorisation-an-overview

Once you have registered, the HMRC will supply you (by post) with a Sender ID and Password.

Bureau users will not need this information from each client, but the client will need to have registered with the HMRC as an employer and appoint the bureau as their agent.

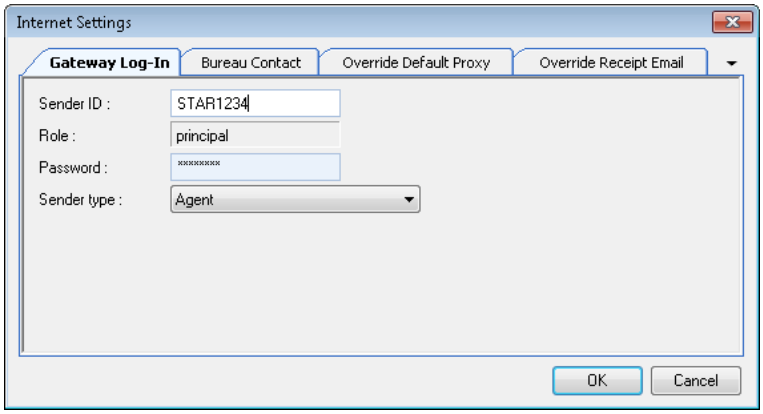
## Setting up in Payroll Professional

Under the **Utilities** tab select **Admin Settings**.




## Internet Settings

### Gateway Log-In




On the **Gateway Log-in** tab type in your **Sender ID** and your **Password** in the appropriate boxes (the latter will display as asterisks). The role is set as **Principal** (which you cannot change) to signify to the Government Gateway that this is an HMRC Submission.

Choose your Type of submitter. Use **Agent** or **Bureau** if you are submitting on behalf of a client.

If you are a single user with a single payroll, submitting a file only for your own company, then input your Employer's Sender ID and Password and choose **Employer**.

Before you can complete the record you must consider a contact.

### Bureau Contact

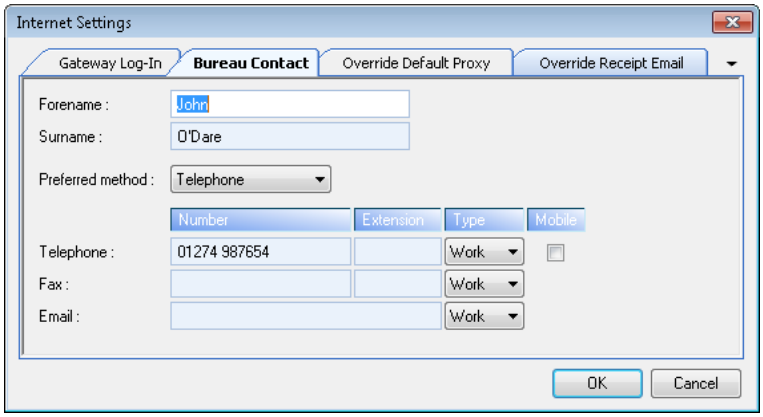
When submitting files to the HMRC, contact details **must** be included. This person will receive any feedback information from the HMRC about the file being submitted. This can be a bureau contact or an employer contact and you can choose the type to use for each submission.

For the contact, you will need to input a **Forename**, **Surname** and **Preferred method of contact** from the HMRC – **telephone**, **fax** or **email**.

If by telephone you will need a number, extension, is it a work or home number, is it a mobile?

If by fax the same settings as phone. If by email an email address and whether it is for work or home.

We're not seriously suggesting you're about to give the HMRC your home phone number but they do ask the question and it is possible that someone may need that level of confidentiality on a file.

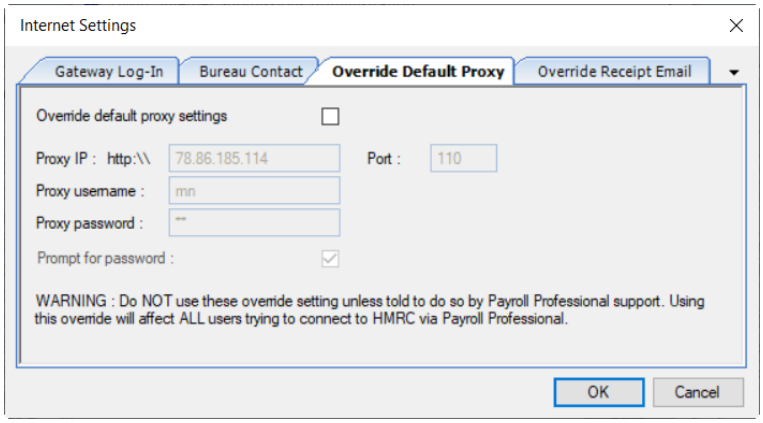



Click on the **OK** button to save the record. This information will be used by default for any file submitted unless a specific employer contact is created and set to be used in that submission.

### Override Default Proxy

The third tab relating to editing proxy settings for Internet Access. Making changes here will affect **ALL** users trying to connect to the Government Gateway.

Changes here should only be made after instruction by a member of the **Payroll Support Team.**

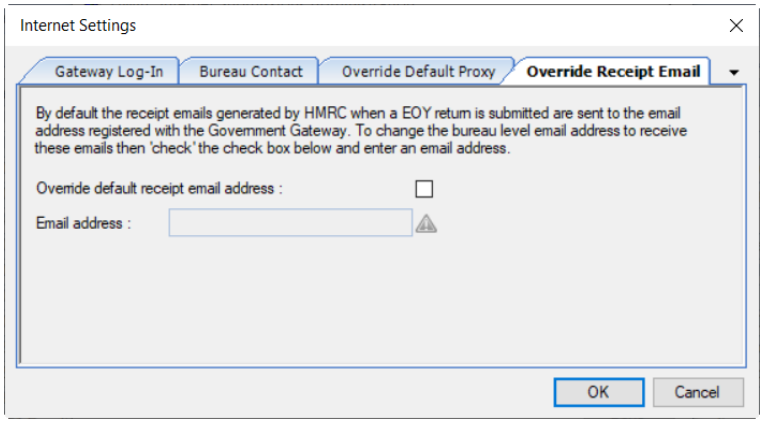



### Override Receipt Email

The last tab allows you to enter a different email address for the receipt emails to be sent to. The receipt email is the one you receive from the HMRC when a return has been submitted. Normally the email address used is the one that has been registered with the Government Gateway.

If you choose to override the receipt email address tick the box and enter the email address.

**Note:** that this effects all users and all internet submissions.



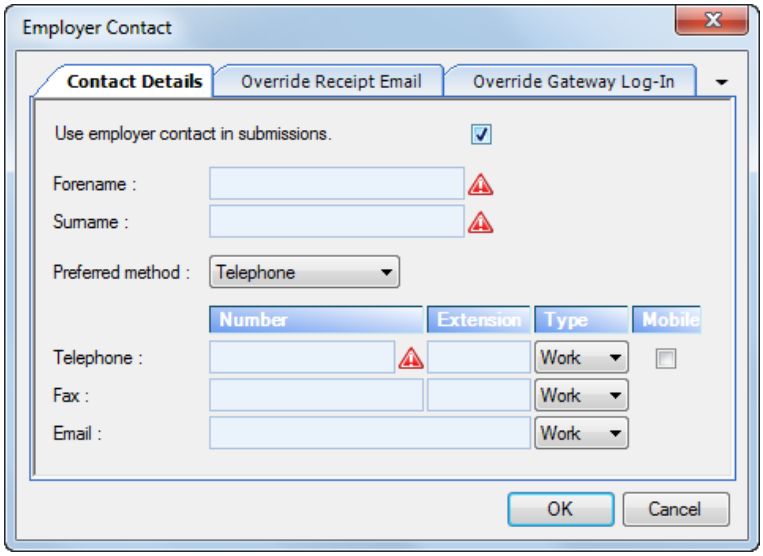

## Employer Contact

### Contact Details

Before transmitting a client file you need to decide if this payroll requires an employer rather than a bureau contact.

If so, under the **Utilities** tab select **Admin Settings\Employer Contact**.

Tick the box **Use Employer Contact in Submissions** for this data file then the other boxes will be available for you to enter the information.  This is the person to be contacted by the HMRC with any queries about this file.



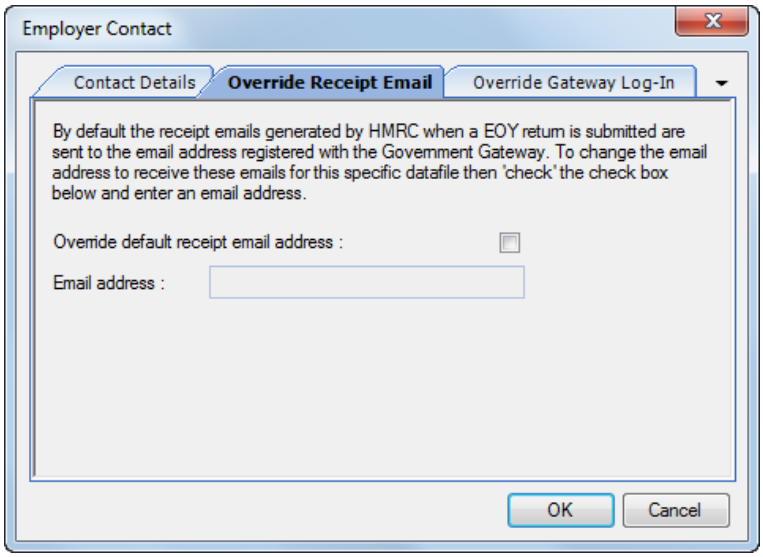

**Note** that by ticking **Use employer contact in submissions** will disregard the **Override Receipt Email** under the **Utilities** tab then **Admin Settings\Internet Settings**, and will therefore use the email address that was registered with the Government Gateway.

### Override Receipt Email

This tab allows you to enter a different email address for the receipt email to be sent to. The receipt email is the one you receive from the HMRC when a return has been submitted. Normally the email address used is the one that has been registered with the Government Gateway.

If you choose to override the receipt email address tick the box and enter the email address, for this address to be used you must also have ticked **Use employer contact in submissions** under the **Contact Details** tab.

**Note** that this effects only the current payroll data file and its internet submissions.

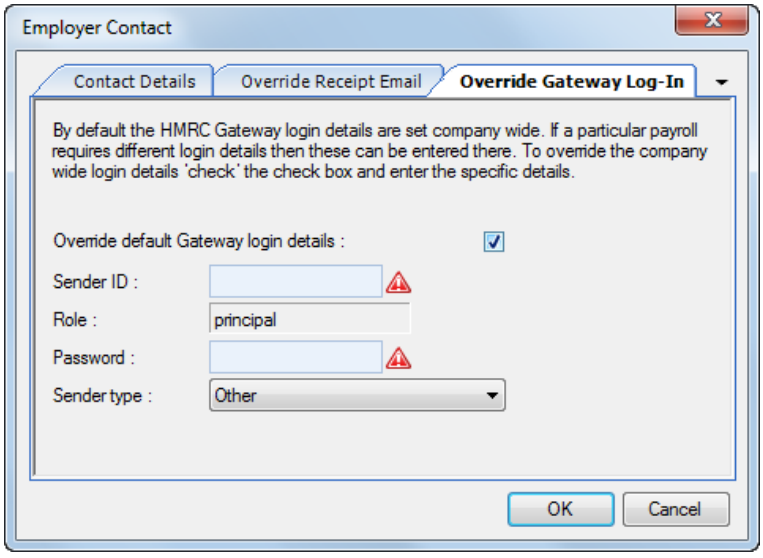



### Override Gateway Log-In

This tab allows you to enter a different Gateway Log-in for this data file only.

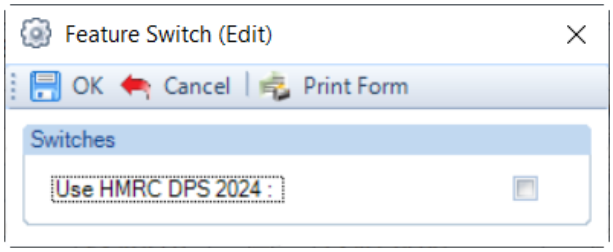
On this tab tick the box and enter the **Sender ID, Password** and **Type of submitter** for this data file if different to those entered under the **Utilities** tab then **Admin Settings\Internet Settings.**

**Note** that this effects only the current payroll data file and its internet submissions.




## DPS Download Setting

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




To download notices using Microsoft WSE 2.0 leave the box un-ticked, to use standard https technology which is part of the Microsoft .Net Framework tick the box. With the box ticked and you are not encountering any issues downloading notices, you can then uninstall Microsoft WSE 2 on each workstation running IPP.

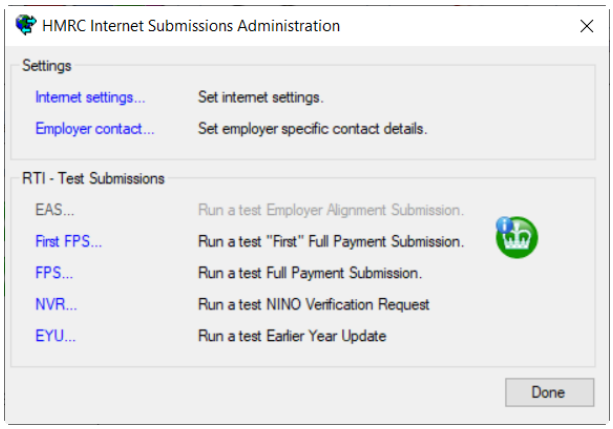
Click on **OK** to save.

## Test Submission

A Test submission can only be created in a seperate location to live submissions!

There is no need to do a test submission if you are currently able to submit successfully. If you still want to do a test, just do **one**!

Under the **Utilities** tab select **Admin Settings.**




**RTI test submissions** are like creating a normal submission file but are marked as **TEST.**

You must create and send a live version of the file.

**Failure to create and send a LIVE submission will result in fines.**

## Internet Filing and Downloading

Below is a list of the sites that the Internet filing and downloading accesses, this is for reference, in case your company changes your Internet access or uses a Proxy Server.

Pass this information onto your IT department.

### DPS

https://dps.ws.hmrc.gov.uk/dpsauthentication/service

**and**

https://dps.ws.hmrc.gov.uk/dps/service

### RTI

https://transaction-engine.tax.service.gov.uk

### CIS Monthly

https://transaction-engine.tax.service.gov.uk

### CIS Verification

https://transaction-engine.tax.service.gov.uk

# Real Time Information

## Introduction

All employers are required to use RTI, unless they are exempt. Exempt employers includes those whose religious beliefs are incompatible with the use of electronic communications and 'care and support' employers. Please contact the HMRC for further advice.

Exempt employers will need to provide monthly RTI paper returns.

## Data Quality

It is extremely important that you obtain and enter accurate and complete information for all Employees.

Basic rules for Employee records are:

- **Employee Name** - enter the full official forename(s) and surname, in the right order and ensuring they are spelt correctly. Ensure double-barrelled names are entered in full with a hyphen in between e.g. John-Marc.
- **National Insurance Number** – ensure this is the correct number. If you do not hold this information then you must trace their National Insurance number using the HMRC form CA6855.
- **Date of Birth** – ensure this is the correct date of birth for the Employee. Do not enter a default or fictitious Date of Birth.
- **Gender** – ensure the correct gender is selected for the employee.

The HMRC recommend that you check the Employees information using an official source:

- **Passport** – if you have used this as part of your checks, then you can enter the Employees Passport number under the Address tab in the Employee (Edit) screen and it will be included in the RTI Submissions
- **Birth Certificate**
- **HMRC and/or Department for Work and Pensions** documentation

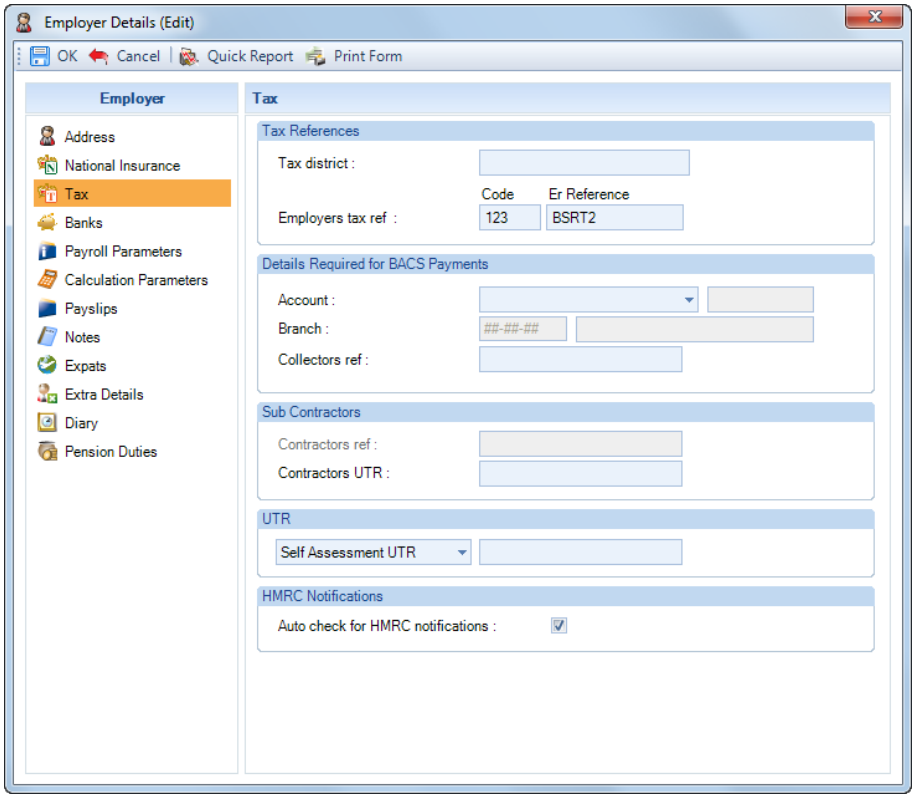
## Reports

We have the following reports to help you check Employee information:

- **PAEEDRTI/PSEEDRTI** – Type Employee - Employee information that will be submitted to HMRC for RTI. It has eight Employees per page.
- **PAEEDCHK/PSEEDCHK** – Type Employee - This report shows only one employee per page, and contains Employees personal information that will be submitted to the HMRC for RTI, for the Employees to check.
- **PAERTIHI/PSERTIHI** – Type Employee – List of Employees where Standard Hours is zero and/or Irregular Employment is ticked.
- **PADQUAL/PSDQUAL** – Type Employee – Employee Basic Data Quality Checks in preparation for RTI.
- **PACAAUD/PSCAAUD** – Type Employee - shows missing information for employees.

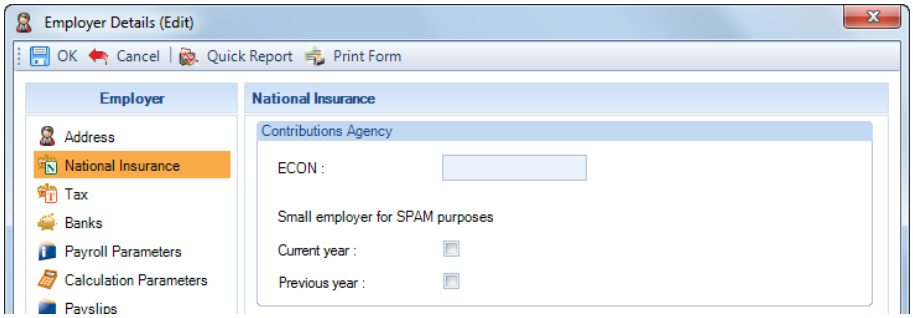
## Employer Details

For all RTI submissions you need to complete the following information, under the **Tax** tab:



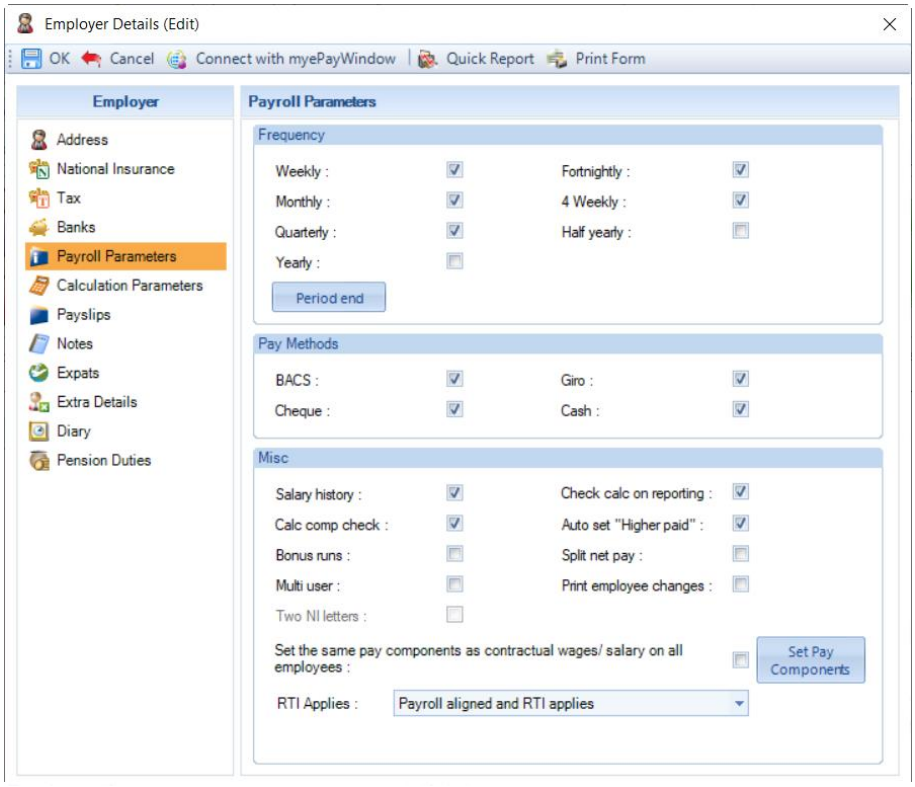

- **Collectors Ref** (aka Accounts Office Reference Number)
- **Employers Tax Ref – Code** (aka Tax District Number)
- **Employers Tax Ref – Er Reference** (aka Employer PAYE Reference)
- **Self Assessment Unique Tax Reference** – if applicable, complete if you are a sole proprietor or partnership.
- **Corporation Tax Reference** – if applicable, complete if you are a limited company. This field is mandatory from tax year 2022/23 if you are including CIS Deductions Sufferred via an EPS.

Under the **National Insurance** tab:



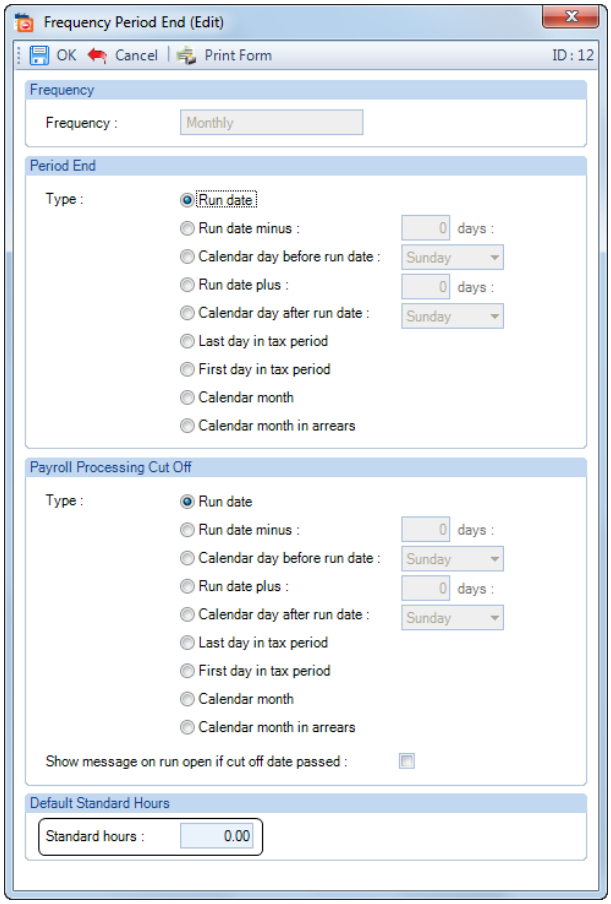

- Ensure the Employer is correctly set as a **Small Employer** or **not** for the **current tax year**

Next, go to the **Payroll Parameters** tab:




Under **RTI Applies** ensure it is set as **Payroll aligned and RTI applies**.

Whilst in the **Parameters** tab select the **Period End** button. For each enabled frequency you can enter the period **Standard Hours** which will automatically be picked up when creating new employee records:



These settings can only be edited when the period has been closed.

## Pay Components

### Benefit In Kind

In the FPS Submission any Pay Component that has Benefit In Kind ticked will be shown, in three separate fields. Broken down as follows:

- Amount of Benefits In Kind which have been taxed this period – total of pay component(s) marked as Taxable and Benefit In Kind.
- Amount of Benefits in Kind which have been included in gross earnings for Class 1 NICs this period – total of pay component(s) marked as Niable, Taxable and Benefit In Kind
- Amount of Benefits In Kind which have not been included in gross earnings for Class 1 NICs this period - total of pay component(s) marked as Taxable and Benefit In Kind

You therefore need to ensure your pay components have been set up correctly.

### Class 1A NIC

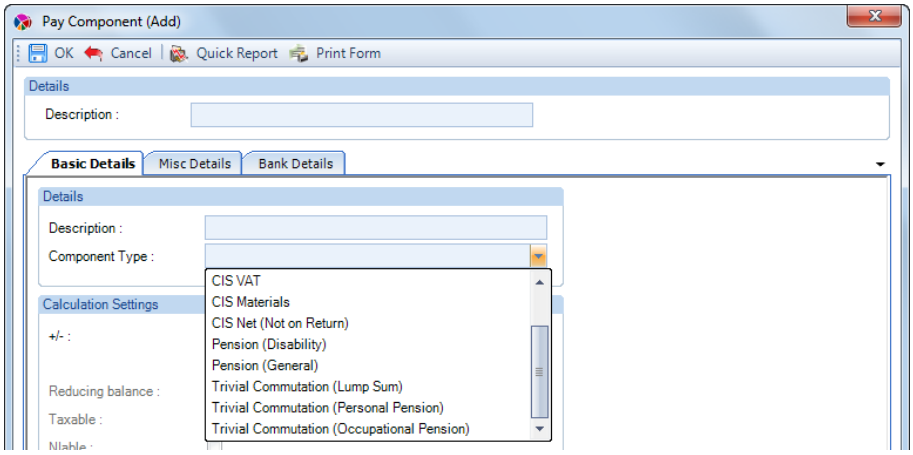
Remember for NI purposes the Employers National Insurance recorded in the employees National Insurance record is Class 1 NIC only **not** Class 1A.

Class 1A cannot be processed through the payroll for benefits in kind.

From 6th April 2020, Class 1A can be processed through the payroll for Termination and Sporting Testimonial Payments only. This is achieved via a Pay Component and the Component Type. These pay component types must not be used to calculate Class 1A for Benefits In Kind.

### Lump Sum Pension Payments

There are three pay component types with regards to lump sum pension payments paid in place of a small pension. Under the **Data** tab select **Pay Components\Pay Components** and then click on **Add**.




- **(A) Trivial Commutation (Lump Sum)**
- **(B) Trivial Commutation (Personal Pension)** – for small pot lump sum payments from personal/non-occupational pension schemes
- **(C) Trivial Commutation (Occupational Pension)** – for small pot lump sum payments from occupational/public service pension schemes

When paying a lump sum you should only use one type in each pay period for a recipient. This will then appear in the FPS submission as a letter under the field Trivial Commutation Payment Type and the value of the payment under Trivial Commutation Payment.

If you enter a value under more than one type in a pay period then the first type that has been populated with a value will be used as the Trivial Commutation Payment Type.

You must therefore ensure you use the correct one for the lump sum pension payment.

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

## Pension Payrolls

The FPS will show whether the recipient is being paid an Occupational Pension. Therefore, if a recipient has a value entered in a pay component which has the type set as any of the following this flag will automatically be set as Yes:

- Pension (Disability)
- Pension (General)
- Trivial Commutation (Lump Sum)
- Trivial Commutation (Personal Pension)
- Trivial Commutation (Occupational Pension)
- Flexibly Accessing Pension
- Pension Death Benefit
- Serious Ill Health Lump Sum
- Pension Commencement Excess Lump Sum
- Pension Stand Alone Lump Sum

If you are using a pay component set as any other type, this flag will be set to No.

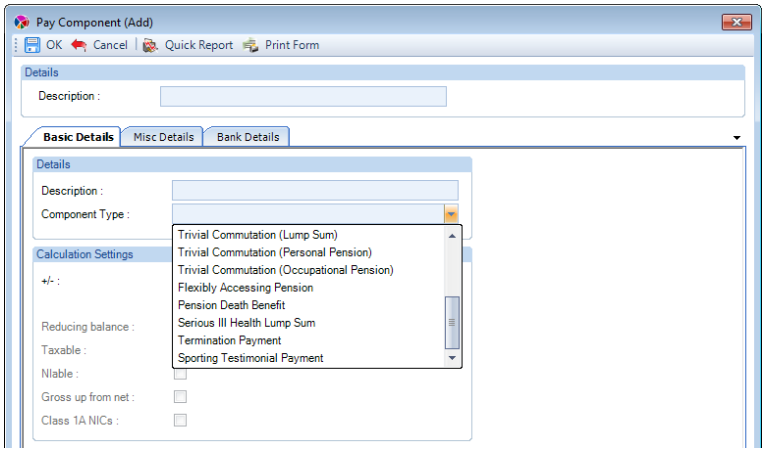
From tax year 2025/26, only one of the following types can be included in an FPS for an employee:

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

## Pension Flexible Drawdown

The FPS will include the total of all Flexible Drawdown pay component types split into Taxable and Non Taxable this period values, including flags showing which types are included.

Under the **Data** tab select **Pay Components\Pay Components** and then click on **Add**. Click on the drop down box for Component Type:




- Flexibly Accessing Pension
- Pension Death Benefit

- Serious Ill Health Lump Sum (available from tax year 2017/18)
- Pension Commencement Excess Lump Sum (available from tax year 2025/26)
- Pension Stand Alone Lump Sum (available from tax year 2025/26)

You must ensure you select the correct Component Type for the payment, so that it appears correctly within the FPS. From tax year 2025/26, only one type can be included in an FPS submission for each employee.

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

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. 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.

### Pension Death Benefit – Non Taxable Payments

From April 2022, it is mandatory to report non-taxable Death benefits through Full Payment Submissions. For the HMRC to recognise the non-taxable death benefit the FPS must:

- exclude the employees Start date
- include the Annual pension value as 0.00
- include taxable pay and tax as 0.00

It has been possible to submit this information since April 2016 on a voluntary basis when the non-taxable death benefit fields were added to the FPS.

To be able to process this information via IPP, you must set up the following:

- Pay Component with type selected as **Pension Death Benefit**, Addition, not Taxable
- Create a new employee record, enter:
    - a **start date**
    - **P46(Pen)** with a value greater than zero entered under the **Annual pension**
    - If the payment is for **Lump sum** and you want irregular frequency to be recorded in the FPS, then tick **Irregular Employment**

Calculate the employee as normal.

When the FPS is created the program determines that only non-taxable value is being reported for Pension Death Benefit and will populate the FPS accordingly.

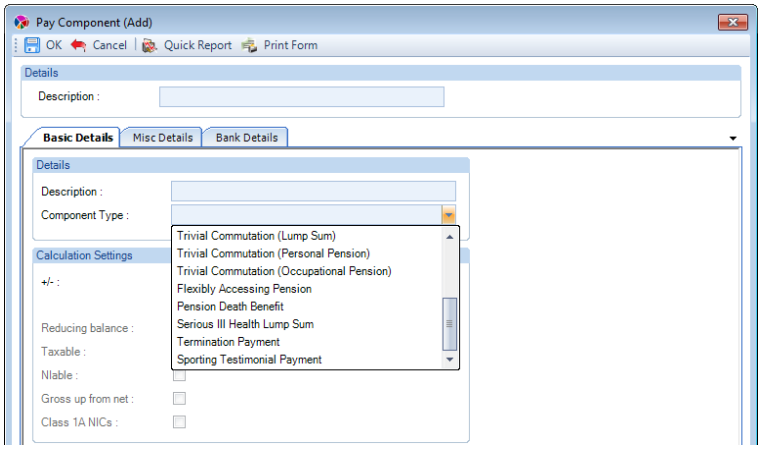
The CWG2 guidance is available via the following link:

https://www.gov.uk/government/publications/cwg2-further-guide-to-paye-and-national-insurance-contributions/2021-to-2022-employer-further-guide-to-paye-and-national-insurance-contributions

### Termination and Sporting Testimonial Payments

From tax year 2020/21 the changes come into force, the Termination payments over £30,000 and Sporting Testimonial payments over £100,000 attract Class 1A National Insurance. For these elements the Class 1A contributions for this period and year to date are proposed to be included in the Full Payment submission.

Under the **Data** tab select **Pay Components\Pay Components** and then click on **Add**. Click on the drop down box for Component Type:




- Termination Payment
- Sporting Testimonial Payment

You must ensure you select the correct Component Type for the payment, so that the Class 1A National Insurance Contributions appear correctly within the FPS.

To calculate Class 1A for the amount processed in the pay component, it must be set as follows:

- Addition – enabled
- Taxable – enabled
- NIable – disabled
- Class 1A NICs – enabled
- Benefits In Kind - disabled

When an employee is calculated these values are recorded into a table called EeRun_Class_1A split by the Component Types and records the Class 1A Earnings and NICs values.

The amounts processed through these Component Types where Class 1A NICs is not enabled are recorded by type under the table EeRun_Components_Totals.

If an employee is un-calculated by any method then the values in these table are cleared. The adjustment values from a Prior Period Adjustment processed in the current run for these component types are also included.

### Other

If you have a Pay Component set as a Deduction with Taxable and Niable ticked, for elements such as Childcare Vouchers which are treated like Salary Sacrifice then these are not reported on separately in the FPS Submission.

## Pension Policies

### Contributions

In the FPS Submission the Employees Pension contributions are reported on separately, as follows:

- Amount of pension contributions paid under the net pay arrangement in this period – total of pensions with the Pre Tax box ticked
- Amount of pension contributions not paid under the net pay arrangement in this period – total of pensions where the Pre Tax box is not ticked

So you need to ensure that you have pensions set up correctly and as a Pension Policy rather than a Pay Component.

## Employee details

### All Employees

### Employees Reference

The reference is unique to the Employee and is used by the HMRC, it cannot be re-used for another employee, or re-applied to the same employee even if they left and then came back.

Remember, if an Employee left and then came back you must set up a new Employee Record.

The first Employee Reference submitted to the HMRC using RTI will be the one they use. When you change an Employees Reference the HMRC will be informed in the employees next FPS submission.

### Foreign Address

If you are entering a Foreign address for an Employee you must complete the following information for the Employer Alignment and Full Payment Submissions:

- Start Date
- Address Line 1
- Address Line 2
- Country with the Foreign Country
- Do NOT complete the Post Code field

### Passport Number

The HMRC recommend that you complete this information for the Employee where you have used it as part of your employee checks.

### No NI Number

If you do not have an NI Number entered for an employee then Address Line 1 and 2 are mandatory, and therefore must be completed.

### Employees Personal Details Change

If an employee's personal details change, the employee must contact the HMRC to inform them. Only after they have informed the HMRC can you then enter the correct information and include on the next FPS return.

The employees can inform the HMRC online, below is the link to the webpage:

https://www.tax.service.gov.uk/shortforms/form/PAYENICoC?dept-name=PAYENI&sub-dept-name=COC&location=44&origin=http://www.hmrc.gov.uk

### Irregular Employment

This will automatically be set in the FPS submission if the employee's Frequency is set as Yearly, Quarterly or Half Yearly.

You must set this in Employee (Edit) screen if the Employee is on long term sick or maternity which is unpaid, or for any employees who are paid irregularly. Otherwise, if the HMRC do not receive an FPS for them in a certain period, around three months, they will mark them as having left on their system.

### Aggregated Earnings indicator

If you are processing an employee with Aggregated Earnings, then under **Employee Details\NI** tab tick the **Aggregated earnings** box. This is available from tax year 2017/18.

### Directors

Ensure that you have the correct Employee records set as Directors with the correct Directors start date as this information will be included in each Full Payment Submission.

## Standard Hours

Currently there are five categories:

- Up to 15.99 hours
- 16 to 23.99 hours
- 24 to 29.99 hours
- 30 hours or more
- Other – this will be entered in the submission if you leave standard hours as zero.

Therefore under the Pay Component tab you need to complete the Standard Hours field, this is the number of hours they normally work each **pay period**. This will then be used to determine which of the four categories applies to the employee. Example, if you enter 40 Std Hours for a Monthly Employee, the category would be worked out by calculating the weekly hours - 40 x 12 Months divided by 52 Weeks equals 9.23 so the category would be **Up to 15.99 hours**.

If you enter the Standard Hours you need to ensure it is correct as it will be used to work out employees benefits etc.

You are able to import the Standard Hours using the Employee Import facility, using section Miscellaneous.

## Submitted incorrect information

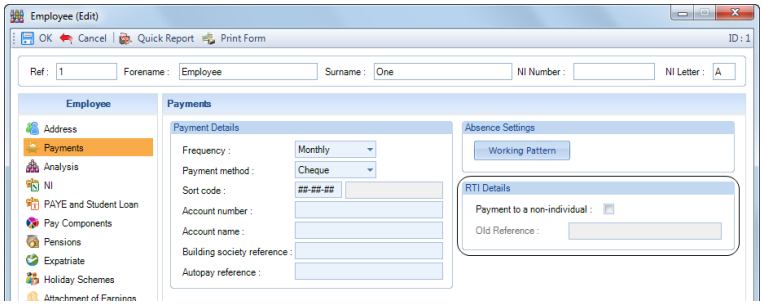
If, for example, the employees start date was entered incorrectly and submitted to the HMRC then you **must not** just change the start date and submit it in the next return. As the start date is only included in submissions with their starter information.

You must first contact the HMRC to inform them of the mistake to correct their records, and then change your records.

## Payment to a non individual

You need to set whether an employees pay this period is being paid to a personal representative, trustee or body corporate, who are a third party or non individual.

Under the Employee (Edit) screen select the Payments tab.

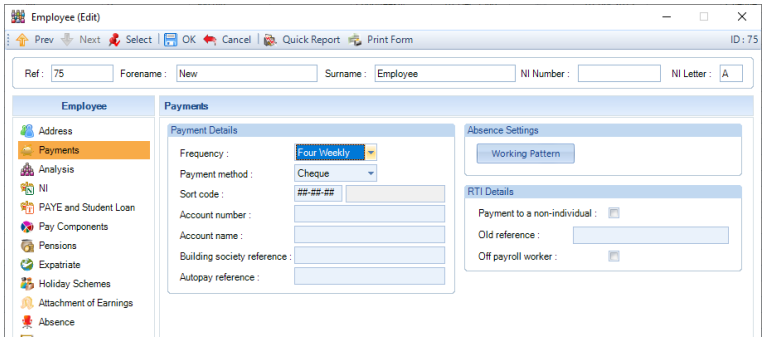



This setting is included in FPS.

## Off Payroll Worker

From April 2020, you need to set whether an employees is an Off Payroll Worker.

Under the **Employee (Edit)** screen select the **Payments** tab.

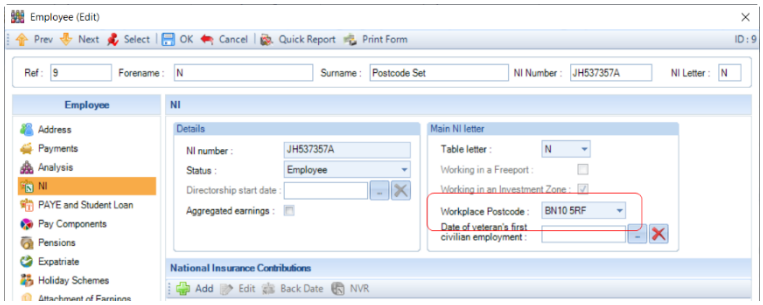



This setting is included in FPS.

## Workplace Postcode

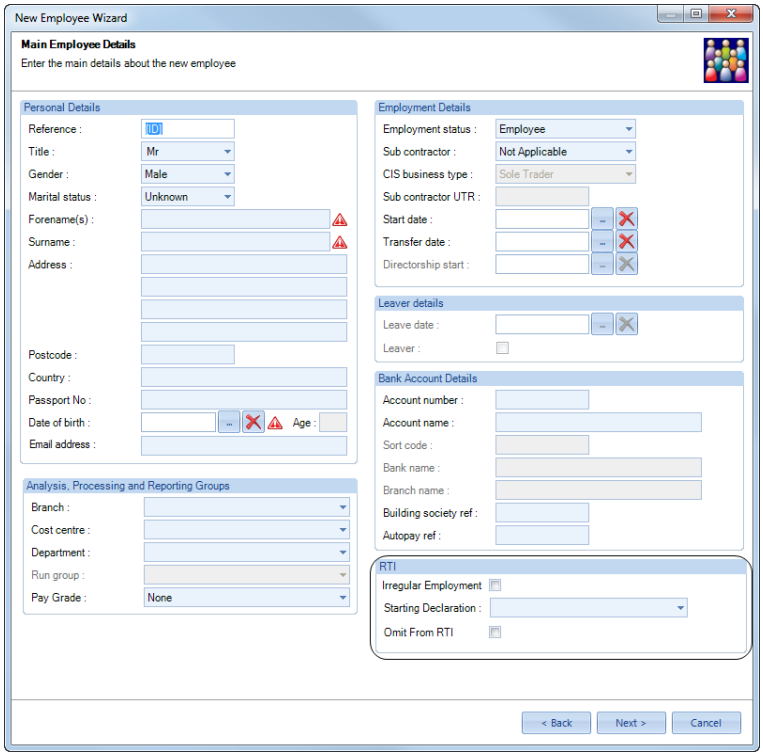
From April 2025, where an employee has a Freeport or Investment Zone NI Letter applied during the tax year you must provide the employees Workplace Postcode.

These are set up under Employer\National Insurance tab and then allocated to the Employee(s) via Employee Details\NI tab:




## New Employees and Pensioners

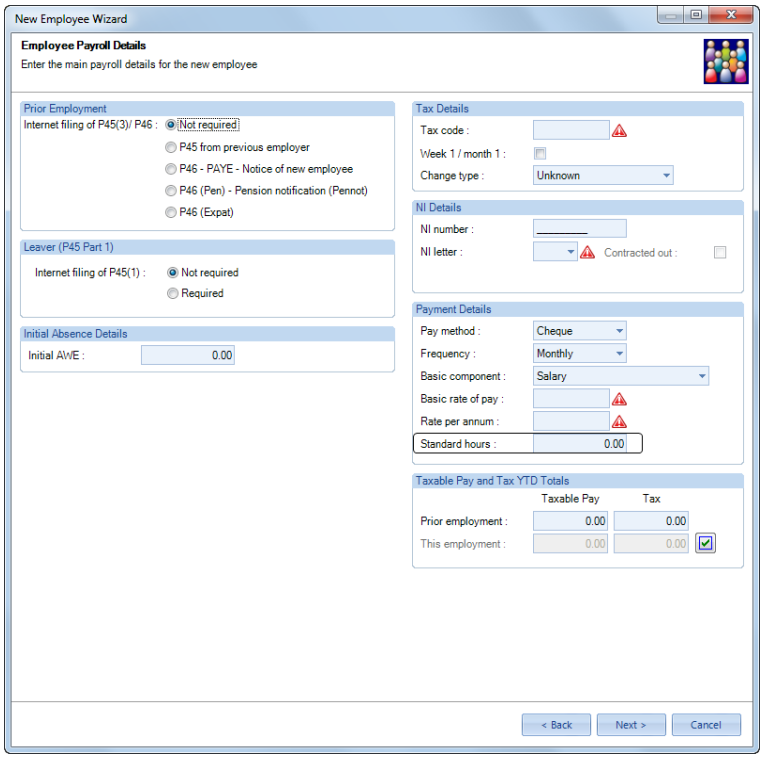
When RTI is enabled under Employer, in the **New Employee Wizard** there is a **RTI** section to set whether the Employee is in **Irregular Employment**, their **Starting Declaration** and whether to **Omit From RTI**.



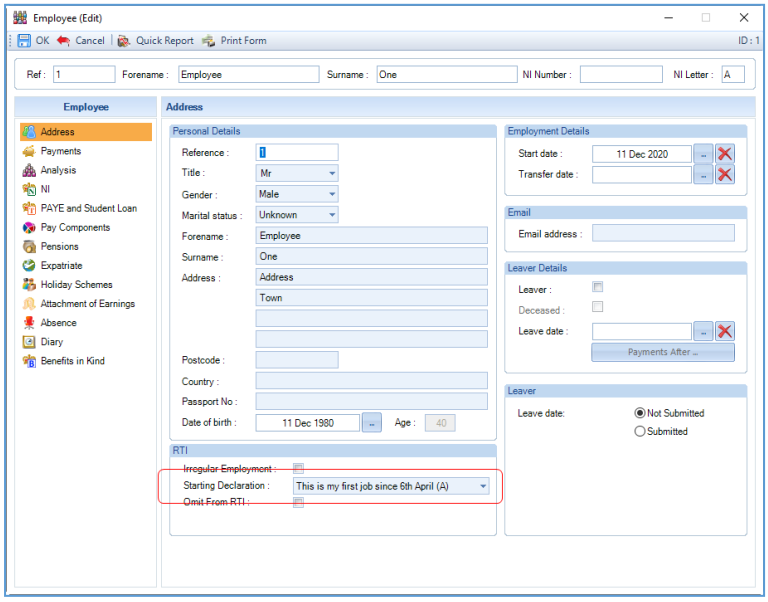

You **must** select one of the options for the **Starting Declaration**:

- None Made – this cannot be selected for new employees, it is the default for existing employees set up prior to RTI being enabled in the data file, and should be selected where the Starter Declaration has already been submitted.
- This is my first job since 6th April (A)
- This is my only job (B)
- I have another job or pension (C)

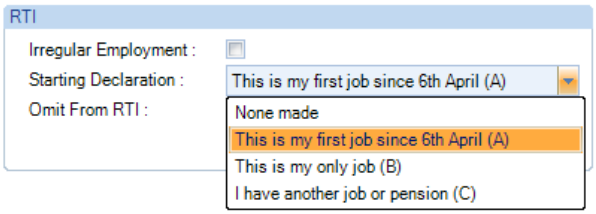
The **Standard Hours** can be entered in the **Employee Payroll Details** screen of the **New Employee Wizard**:



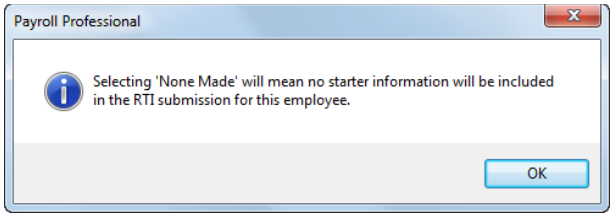

If necessary you can edit these fields in **Employees (Edit)** screen under the **Address** tab:



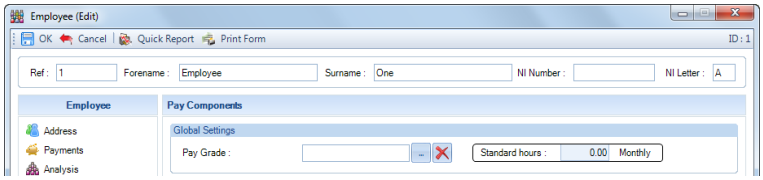

If you select the **Starting Declaration** as **None Made.**




You will see the following warning message:




And under the **Pay Components** tab for the **Standard Hours**:

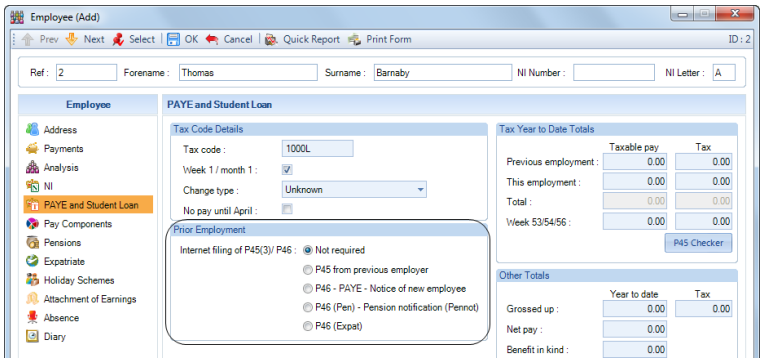



All new employees **must** have the following information, completed for the information to appear in their **first** FPS Submission:

- Employees full official name
- Date of Birth
- Gender
- Start Date
- Address line 1
- Address line 2
- National Insurance Number or Passport Number

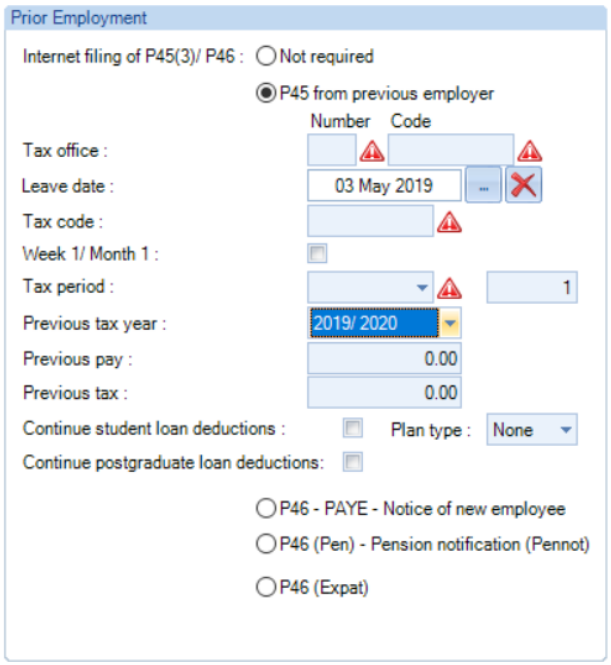
## Starter Forms

Even though some of the forms have been changed the same information still needs to be obtained and completed, for it to be included in the Full Payment Submission, for example the Continue student loan deductions settings. So the program will continue to use the information entered under the **Prior Employment** details section of the **PAYE and Student Loan** tab for all forms:



### P45 (3) – P45 from previous employer

You need to enter the P45(3) details as normal for the program to automatically update the tax code and previous employment details. However, apart from **Continue student loan deductions** and **Continue postgraduate loan deductions** the rest of this information is not included in the Full Payment Submission.



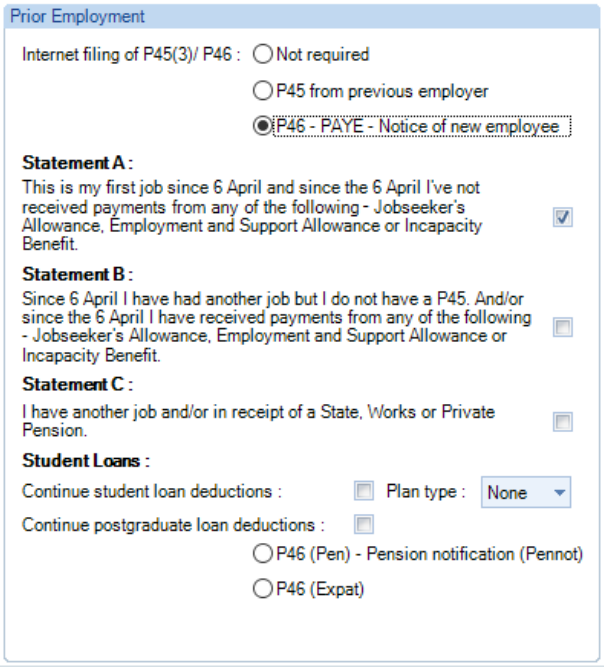

### P46

As you will have noticed the P46 Statement A, B and C are the same as those in the RTI Starting Declaration. However the Starting Declaration is required for all new employees even if they have other forms completed P46(Pen), P45(3) or P46(Expat).

The program will use the P46 statements to populate the Tax Code fields, but these statements will not be included in the submissions.

When this option is selected the Statement is automatically set based on the RTI Starting Declaration selected.

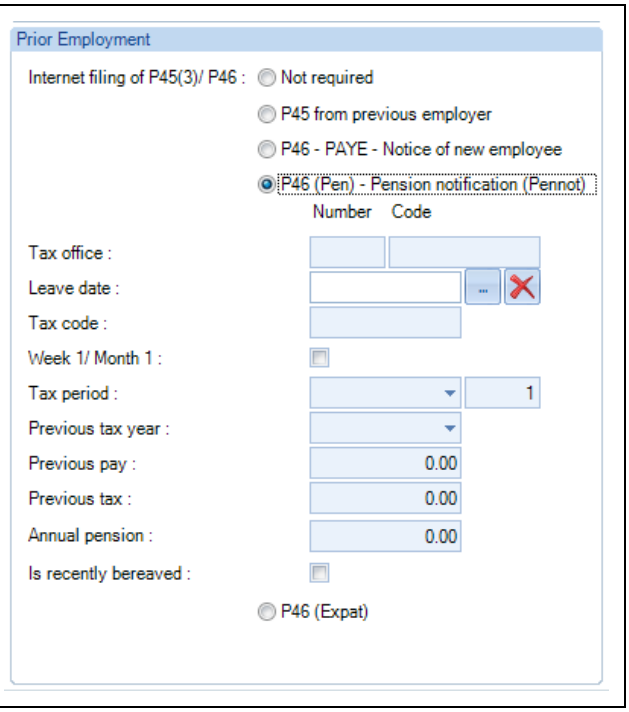
**Student Loans** section if completed will be included in the Employees first Full Payment Submission.



### P46 (Pen)

When completing the P46(Pen) you must complete the **Annual Pension** and if applicable **Is Recently Bereaved** (if they are receiving this pension because they are a recently bereaved spouse or civil partner).

The Previous Employment information will be used in the program but is not included in any RTI Submission.




#### Start Date and Transfer Date

When an employee has a Start Date and Transfer Date entered, the Transfer Date will be included in the FPS and EYU submissions with the starting declaration. See link below for further information:

https://www.gov.uk/guidance/payroll-what-to-do-if-your-business-merges-or-changes-ownership

#### Pension Start Date

For the Pension Start Date in the submissions we will use the Start Date field.

#### Starting Declaration

If you are completing the P46(Pen) you need to select the **Starting Declaration** as **This is my only job** unless they are continuing to work for you then it needs to be set as **I have another job or pension**.

#### Tax Code To Use:

| | |
|---|---|
| **Retiring employee to whom you are going to pay pension** | Use existing tax code on week 1/month 1 |
| **Retiring employee to whom you are going to pay pension but is also still employed by you** | 0T week 1/month 1 |
| **New Pension to Former Employee with P45 or Leaver Statement** | Use existing tax code on week 1/month 1 |
| **New Pension to former employee with no p45** | Use emergency tax code on week 1/month 1 |
| **New Pension to deceased employees dependant** | Use emergency tax code on week 1/month 1 |

#### Retiring employee to whom you are going to pay pension

For these types of records do not enter a leave date, you must change the Employee's Reference and this change will then be included in their next Full Payment Submission.

### Retiring employee to whom you are going to pay pension but is also still employed by you

For the pension payment you must create a new employee record and therefore they must have different employee references.

## P46 (Expat) - Employees coming from abroad to work in UK

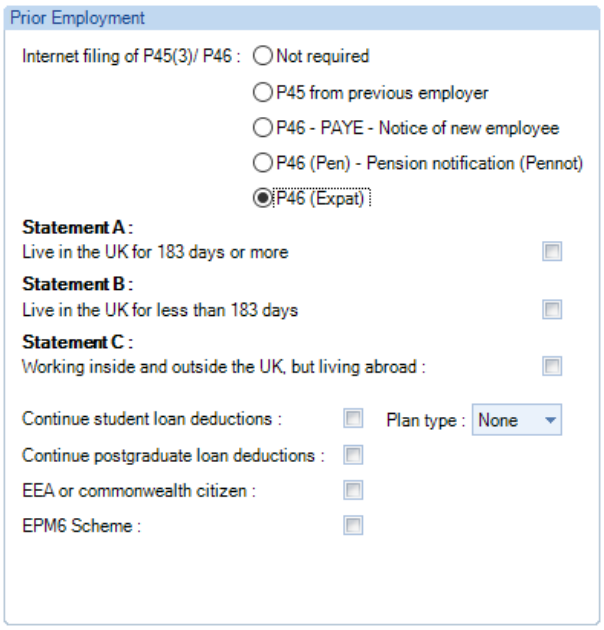
**Important Note: Only complete P46 (Expat) if the employee has been seconded to work in the UK by their overseas employer but still has a contract with their overseas employer.**

**A seconded employee includes:**

- **individuals working wholly or partly in the UK for a UK resident employer on assignment whilst remaining employed by an overseas employer**
- **individuals assigned to work wholly or partly in the UK at a recognised branch of their overseas employer's business**
- **all individuals included by an employer within a dedicated expatriate scheme or an expatriate modified PAYE scheme (EPM6).**

The Employees first Full Payment Submission must include following:

- **Starting Declaration** – whatever you select here, for the Full Payment Submission it is automatically sent as B when the P46 (Expat) is completed.
- Present Circumstances one of following:
  **Statement A**- Live in the UK for 183 days or more
  **Statement B** – Live in the UK for less than 183 days
  **Statement C** - Working inside and outside the UK, but living abroad
- If they are under **EPM6(Modified) Scheme** for Tax Equalised Expatriate Employees
- If they pay a **student loan** and/or **postgraduate loan**
- If they are from a country in the **European Economic Area**
- You must enter the employees full name and date of birth as they are shown on the documents you used to check the employees entitlement to work in the UK
- Ensure a UK Postcode is entered



Tax Code to use based on Employees Present Circumstances under P46 Expat section:

| | |
|---|---|
| **Live in the UK for 183 days or more** | Emergency code cumulative |
| **Live in the UK for less than 183 days** | Emergency code W1/M1 (unless employee is EEA Citizen) |
| **Working inside and outside the UK, but living abroad** | Emergency code W1/M1 (unless employee is EEA Citizen) |
| **European Economic Area Citizen** | Emergency code cumulative (even if Present Circumstances is 2 or 3) |
| **If no information from employee before first pay day** | 0T W1/M1 |

### Existing Employees

For existing employees, set up prior to RTI being enabled in the data file, you do not need to select a **Starting Declaration**.

If you want the correct **Number of Normal Hours Worked** to be included in the Full Payment Submission then you will need to update the **Standard Hours** field under the **Pay Component** tab in the **Employee (Edit)** screen. This can be imported using the Employee Import facility, in the section Miscellaneous.

If any Employees have Foreign Addresses then you must ensure the first two lines of the Address are completed and the Country field contains the Foreign Country, so that it is included in the RTI Submissions. Remember to leave the Post Code field blank.

You need to ensure that you have checked all Employees information for **Data Integrity**, to ensure that the HMRC can match their records when they are included in an RTI Submission. See earlier section in this document called **Data Integrity**.

### Leavers

### Valid Date

If you are entering an Employees Leave date this cannot be more than 30 days after the date you submit the Full Payment Submission. It can also not be earlier than the start of the previous tax year.

For an Employees Leaving Date enter the date their contract ends, or if that date is more than 30 days in advance of the last payment then enter the Leaving Date as the date of the final payment.

### Incorrect Date

If you have entered a leave date for an Employee and after you have sent the Full Payment Submission realise it was incorrect, the HMRC accept the first leave date that has been submitted as the correct date. The Employer must write to HMRC and inform them of the mistake.

### Leaver Straddling Tax Year

If an Employee left in March of the previous year but is being paid their final payment in April of the next tax year, then you need to enter their Leave date as the date of the payment. i.e. they cannot have a leave date in the previous year if they are being paid in the next tax year.

For example they left on 25th March, but their final payment is made in next tax year on 23rd April the HMRC expect the Leave date to be the 23rd April. The Employee will then be given a P45 on this basis and will be supplied their P60 for the previous tax year.

### Made Leaver by Mistake

If an Employee left and changed their mind or they were marked as a leaver by mistake and this information has already submitted to HMRC, you need to contact the HMRC to inform them of the mistake and for advice on how to proceed.

### Further Payments Due

Continue to use Payment After Leaving to process further payments to an employee or pensioner after their Leaving Date has been included in a Full Payment Submission.

### P45 Reports

All leavers still need to be supplied with a P45.

You are able to use the P45 reports that print on the HMRC stationery, or the Plain Paper P45s called PARUNP45\PSRUNP45\PACRNP45\PSCRNP45.

There is a P45 report to print on plain paper for RTI called PAP45RTI/PSP45RTI under Type Employee, which is based on the information successfully submitted in an FPS when they were first reported as a Leaver.

### Sub Contractors

These Employee type records are not included in any of the RTI submissions – you still need to Verify the Sub Contractors and submit their CIS Monthly returns, as normal.

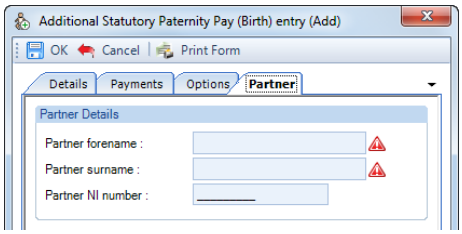
### Omit from RTI

If you need to exclude an employee record from all RTI submissions tick the setting called **Omit from RTI,** if it applies.

### Shared Parental Pay (Birth and Adoption)

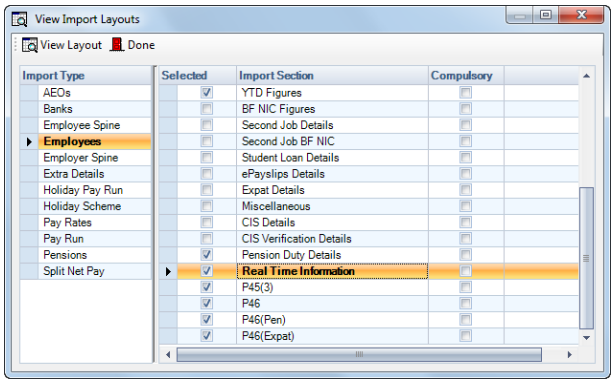
When creating new ShPP Entries record you need to also complete the partner details which will then be included in the FPS.

You will see a tab called **Partner**, the Forename and Surname fields are mandatory.




## Employee Import

The Standard Hours can be imported under the **Miscellaneous** section. There is also a section called **Real Time Information** to import information required for submissions. Workplace Postcode can be imported under the section




Below are details of the fields available to import in these sections:

| Section | Fields to be imported |
|---|---|
| Miscellaneous | Transfer Date<br>Standard Hours |

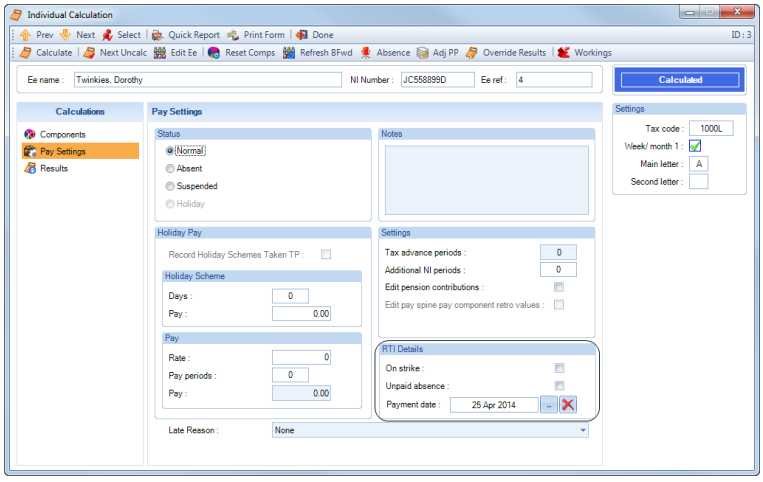
| Section | Fields to be imported |
|---|---|
| Real Time Information | Passport Number<br>Starting Declaration<br>Irregular Employment<br>Omit from RTI<br>Payment to a Non Individual<br>Old RTI EeReference<br>Off Payroll Worker (from 2020/2021) |

If you are importing new employees using **Add** or **Add and Amend**, when RTI is enabled in Employer details, the following sections are mandatory:

- Employee Details (this section is always mandatory)
- Personal Details
- Real Time Information

## Individual Calculation screen

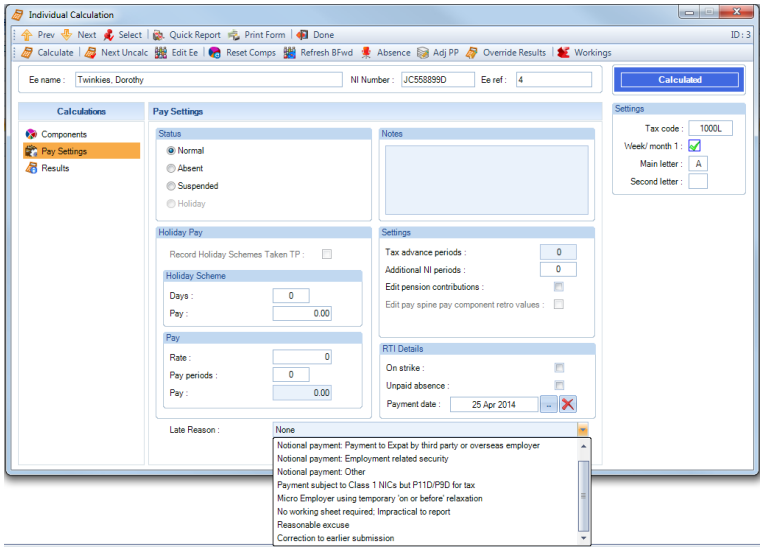
Under the **Pay Settings** tab in an employees **Individual Calculation** screen there are three settings which will be included in FPS.




- **On strike** – select this box if the employees pay in this period has been reduced due to being on strike.
- **Unpaid absence** – select this box if the employees pay in this pay period has been reduced due to being on an unpaid absence.
- **Payment date** – enter a date in this box if it is different for this employee to the payment date selected for all employees when opening the payroll run.
- From April 2015, there is an additional setting called **Flexibly Accessing Pension Rights**. Select this box if the employees pay in this pay period includes a payment in relation to this right. From April 2016, this has been removed and will automatically be set based on whether a value is entered against the component type.

These settings will only appear in the FPS if the employee is **Calculated**, an employee marked as Absent or Suspended will not appear in the FPS.

Under the **Pay Settings** tab there is a field called **Late Reason**. This is to select why you are submitting the FPS late. This must be reported for each employee separately which is why it is within the Individual Calculation screen.



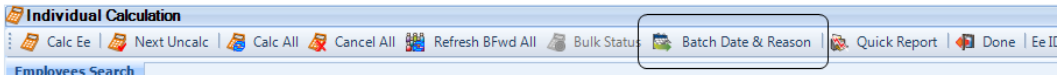

Select the **Late Reason** that applies before you submit the FPS, if it is a normal submission and it is not late then leave as **None**.

This setting will appear in the FPS if the employee is **Calculated**, an employee marked as Absent or Suspended will not appear in the FPS.

If an employee has the Leaver box ticked and a leaving date entered, they will not appear in the Individual Calculation screen but the Late Reason will automatically be set as H – Correction to earlier submission.

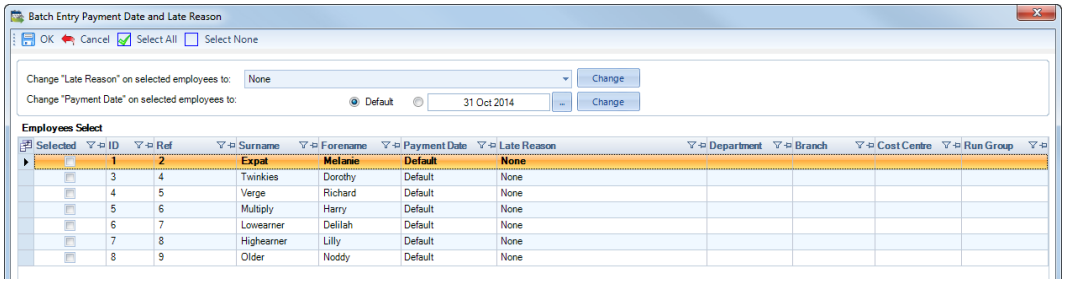
## Batch Date and Reason

When you select the **Calculations** button within the **Open Run** tab you will see a option called **Batch Date & Reason**:



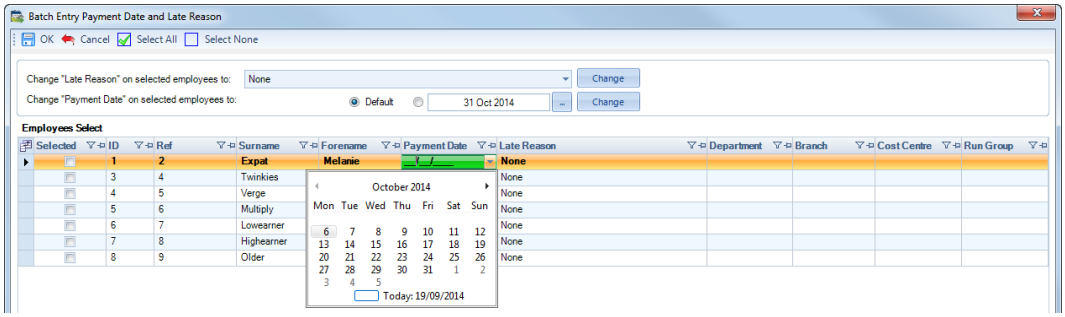

This facility is for you to enter a different **Payment Date** to the one entered for all employees when you opened the payroll run and/or a **Late Reason**.

Click on **Batch Date & Reason** to see the following screen:

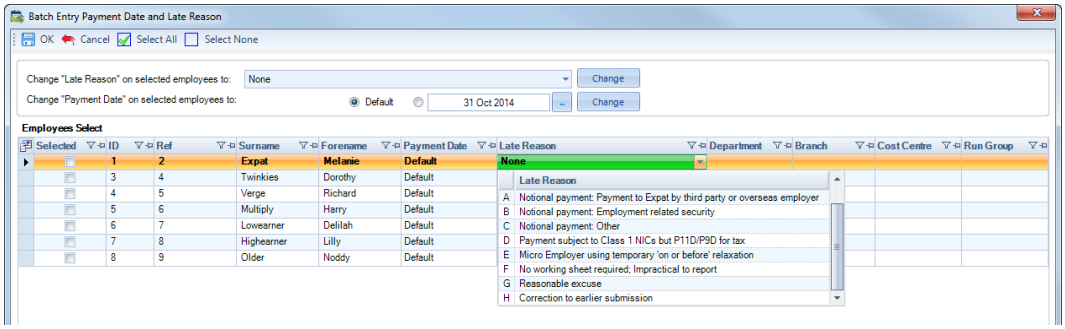



This will include employees who are calculated and un-calculated. It will exclude employees who are set as Absent, Suspended, On Holiday and those who are calculated with an FPS submitted for the current period.

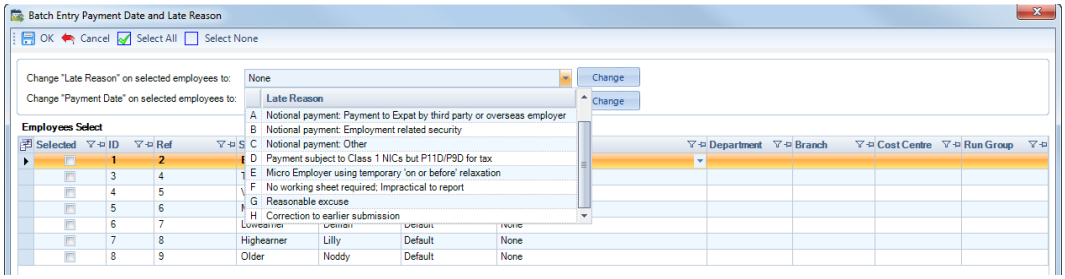
You can change each employee individually by selecting from the drop down box for **Payment Date** or **Late Reason**. The Payment Date is restricted to dates within the tax period.



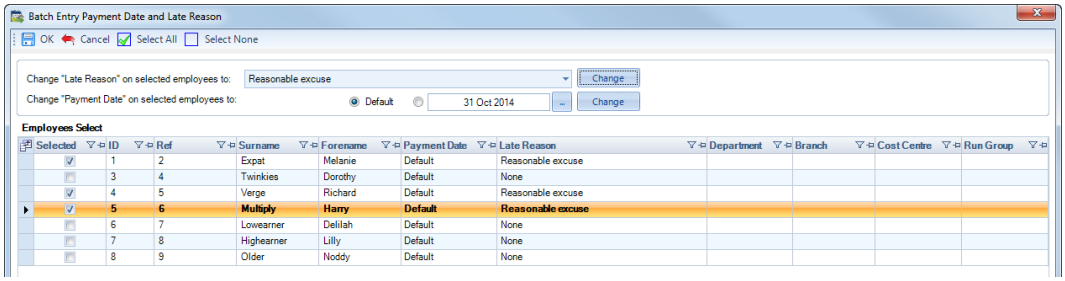

The **Late Reasons** available are the same as those within the Individual Calculation screen.



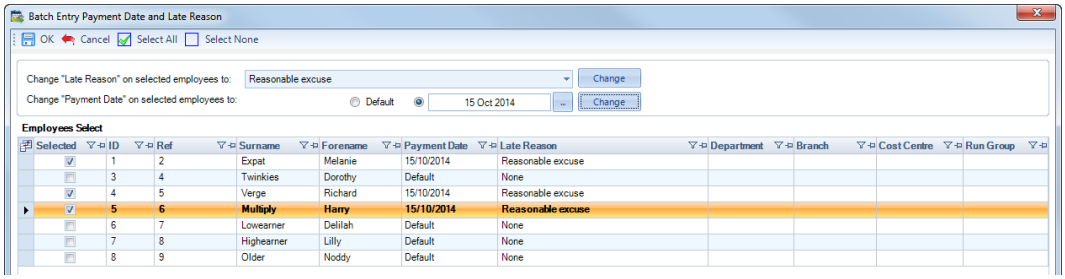

Alternatively, you can change multiple employees. First of all Select which employees you need to change, by ticking the **Selected** box, or if it is all employees then click on the **Select All** button at the top of the screen. You can also use the filter option in the column headings to only see a group of employees, for example a specific Department.



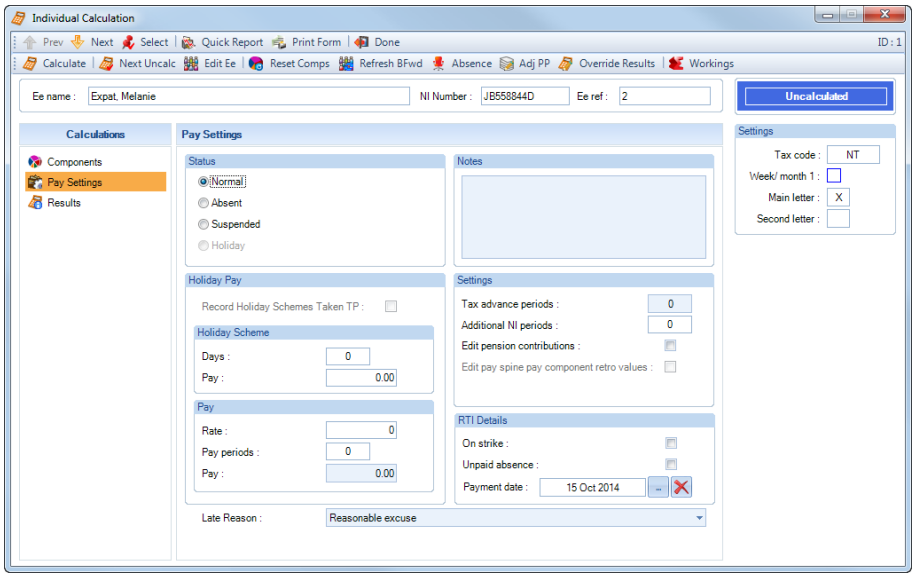

After selecting the **Late Reason** click on the **Change** button which will then update the information for the Selected Employees:




Enter a **Payment Date** and click on the **Change** button which will then update the information for the Selected Employees:




Once you select **OK** to save the changes, the information will be shown in the employees individual calculation screen and then included in the FPS:



## Validation Checker(s)

There is a data format validation when an RTI Submission is generated.

A validation checker runs before the file is created, if there are any Fatal validation messages these will need to be dealt with before you will be able to create and send the submission.

We would also recommend that you check any non fatal messages for employees that appear in the validation checker to ensure the record is correct.

### Deferment NI Letters

Deferment NI Letters are normally for an entire tax year, you must ensure that you have a valid Deferment Certificate for the tax year.

In very rare cases the HMRC will allow an Employee to change from a deferment NI Letter to a state pension age NI Letter during the tax year.

For the Working in a Freeport NI Letter L or Working in an Investment Zone NI Letter D, it is possible that after 3 years, they will need to change to NI Letter J as long as they have a valid Deferment Certificate.

The Validation Checker will show valid combinations as Non Fatal with a message so that you can check whether it is correct.

Any combinations that are not allowed by HMRC will show as Fatal in the validation checker e.g. J and A, L and F etc

### Validation Changes

If the **Annual Pension** has been completed under the **P46 (PEN)** then the Employee **must** be paid through a pay component with the **Component Type** selected as **Pension (General)** or **Pension (Disability)** so that the Occupational Indicator is in the submission.

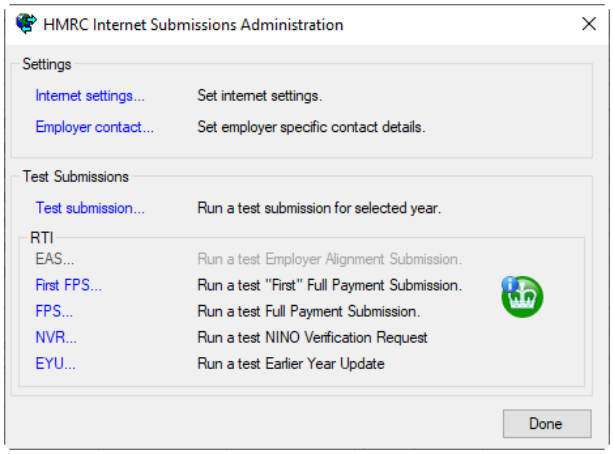
## Checking the information in a submission

If you want to see the information that will be sent before sending it, you can either use the RTI log.

And for submissions created after installing 2016 Update 3 you are able to create the submission without sending it to the HMRC, which is called Parking a submission. You can then view the information in the submission on screen via the Files tab and using the reports under Type Employer prefixed with PAFPS\PSFPS.

## Test In Live Submissions

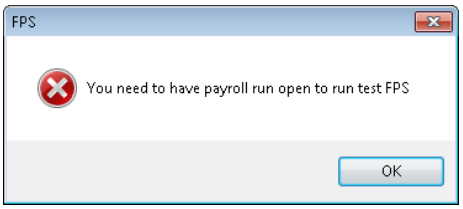
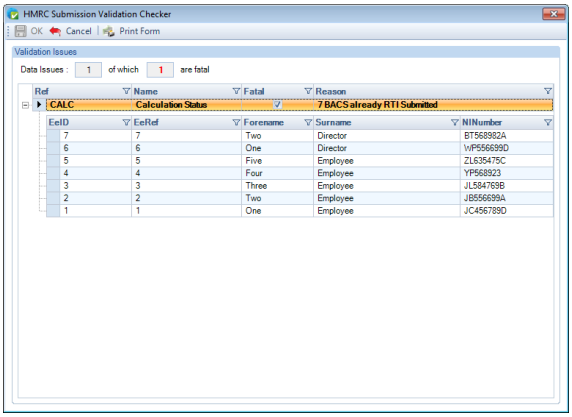
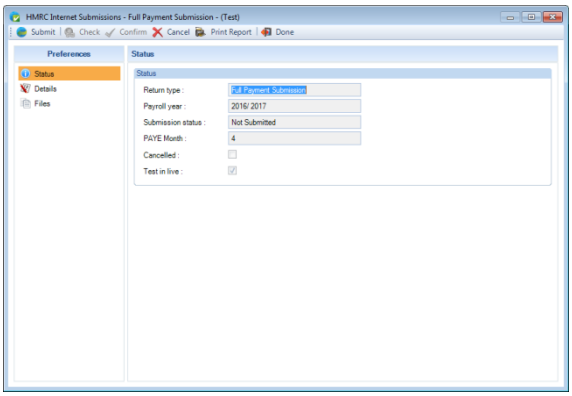
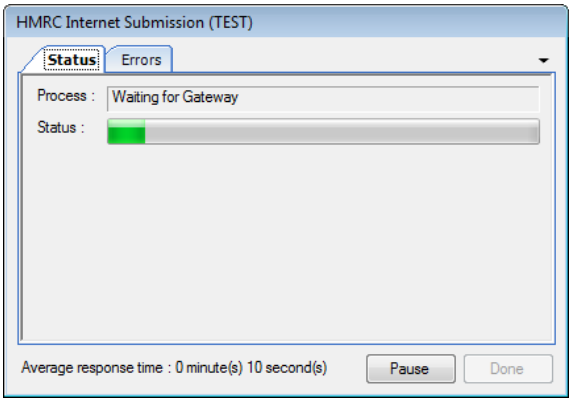
Under the **Utilities** tab select **Admin Settings**, you will then see the **RTI** section under **Test Submissions**. If the RTI section is greyed out then you need to enable RTI under Employer details.

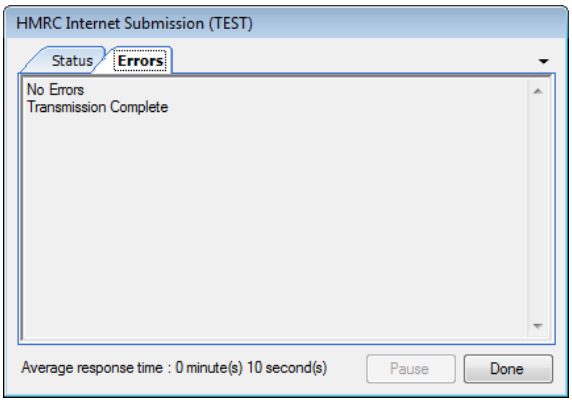
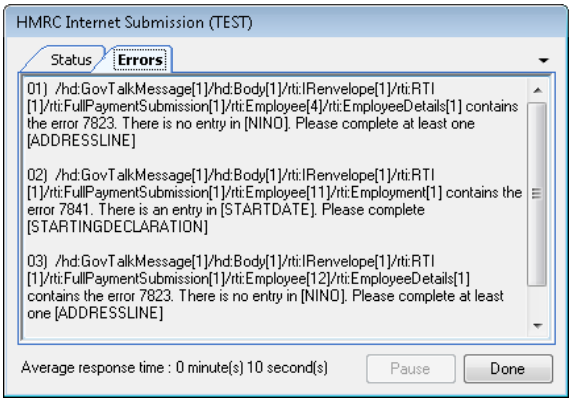



### First FPS – Run a test "First" Full Payment Submission & FPS – Run a test Full Payment Submission

These submissions are the same format. The only difference is the Employees that are included in the submission. The First FPS includes all Employees (including leavers) in the payroll data file irrespective of whatever frequency

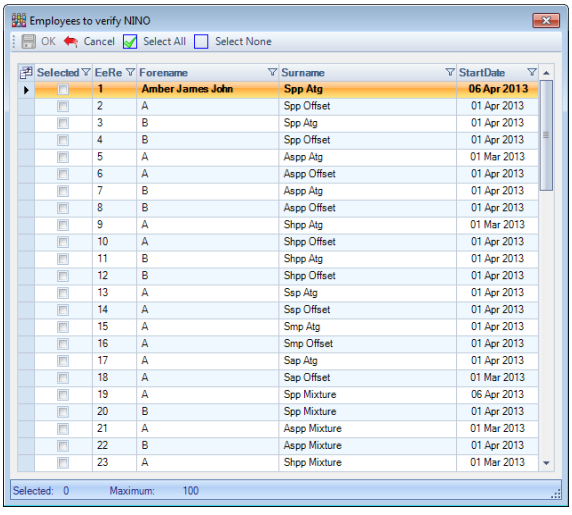
they are set as. Whereas an FPS only includes Employees who are being paid or have a change in the Frequency you have open.

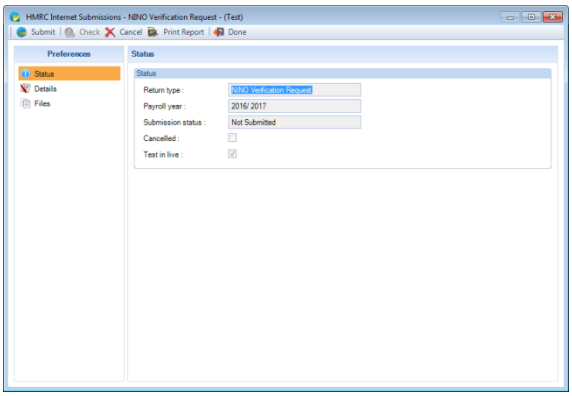
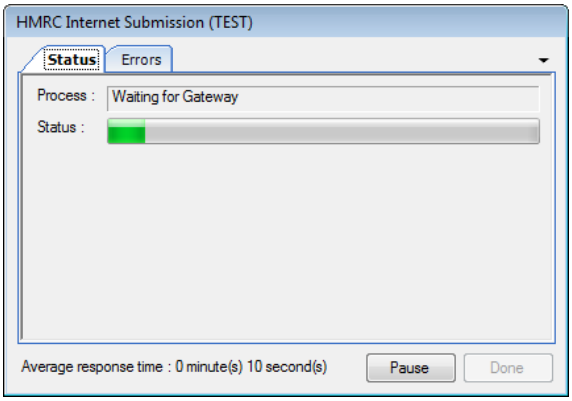
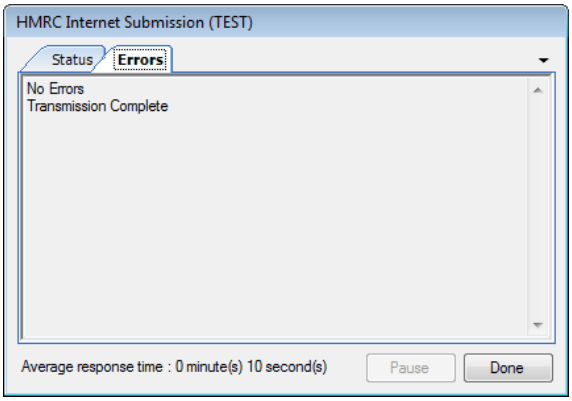
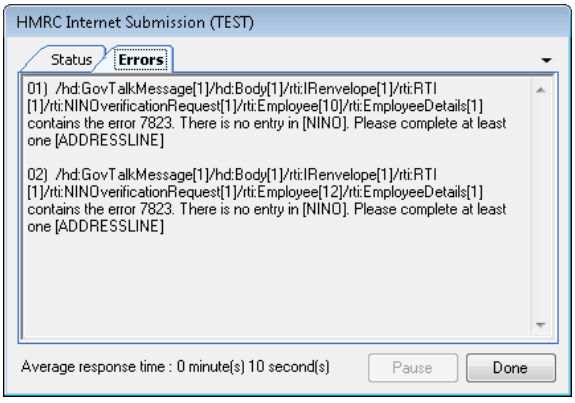
| | |
|---|---|
| To send these types of test submission a payroll run must be open. If a payroll run is not open you will see the following message. |  |
| Select **OK** on the message, then go to the **Run** tab, select **Pay Run** and the frequency. Then go back to the **Utilities** tab, select **Admin Settings** and **First FPS** or **FPS**.<br><br>You will see the Validation Checker, if there are any employee records needing attention.<br><br>Click on the plus symbol to see a list of the Employees. If you agree with what is displayed on the screen select the **OK** button, otherwise select **Cancel** to stop the process.<br><br>The submission will then be created. |  |
| The following screen will then appear, for you to either submit, park the submission to submit it later, cancel and print the summary report PAFPSSUM\PSFPSSUM.<br><br>Click on the **Submit** button to submit the information now. |  |
| After clicking on Submit, you will see the following screen. |  |

| | |
|---|---|
| You will then see the following message if it was successful, this is the same message that you see now for In Year and End of Year Submissions. |  |
| Or a failed message with details of any errors, the below shows the submission has failed due to missing NI Numbers, Addresses and Starting Declarations.<br><br>You must correct the Employee information and then send another test submission, if required. |  |

## NVR – Run a test NINO Verification Request

You can send this type of test submission whatever stage the payroll is in.

| | |
|---|---|
| Click on **NVR** under **RTI**, you will see a list of Employees for you to choose which ones to include in the submission, up to a maximum of 100 Employees.<br><br>If you want to include all Employees in the submission then click on **Select All**, otherwise click on the Selected box against each Employee that you want to include.<br><br>Click on the **OK** button to create the submission or **Cancel** to stop the process. |  |

| | |
|---|---|
| The following screen will then appear, for to either submit, park the submission to submit it later, cancel and print a report.<br><br>Click on **Submit** to send the information now. |  |
| You will see the submission status screen.<br><br>There is a validation checker and additional checks will be added to this later. |  |
| You will then see the following message if it was successful, this is the same message that you see now for In Year and End of Year Submissions. |  |
| Or a failed message with details of any errors, the below shows the submission has failed due to missing NI Number and Address.<br><br>You must correct the Employee information and then send another test submission, if required. |  |

## Live Submissions

Remember that any submission completed through Test Submissions are only tests, you still need to send live submissions.

## FPS Submission

The Full Payment Submission includes employees calculated in the current run,  and leavers that are not paid in the current run but were not previously reported as a leavers.

The Full Payment Submissions contain employee information and the payroll figures:

- National Insurance Number
- Title
- Surname
- First Forename
- Second Forename
- Date of Birth
- Gender
- Address
- Post Code
- Country
- Start Date
- Employee Reference
- Irregular Employment Indicator
- Date of Leaving
- Tax Code including Week 1/Month 1 indicator
- Occupational Pension
- Payment to a non individual indicator
- Passport Number – included once
- Starting Declaration – included once
- Student Loan Indicator – picked up from the P46, P46(Expat) and P45(3) – included once
- Postgraduate Loan Indicator - picked up from the P46, P46(Expat) and P45(3) – included once (from April 2019)
- Information from the P46 (Expat) – included once
- Information from the P46 (Pen) – included once
- Change of Employee Reference
- Taxable Pay To Date This Employment
- Tax To Date This Employment
- Total Student loans recovered to date this employment
- Total Postgraduate loan recovered to date this employment
- Benefits Taxed via the payroll year to date, this includes pay components marked as BIK and payrolled value for BIK Cars and Fuel.
- Employee pension contributions paid under net pay arrangements year to date – pre tax pension policies
- Employee pension contributions that are not paid under net pay arrangements year to date – post tax pension policies

- Pay Frequency
- Payment Date – this will be the Run Date, HMRC recommend that you select the normal payment date even if it falls on a non banking day.
- Tax Week Number
- Tax Month Number
- Number of Earnings Periods Covered By Payment This Period
- Aggregated Earnings (from April 2017)
- Indicator that the payment is a payment after leaving date – Payment After Leaving
- Number of Normal Hours Worked
- Tax Code used for this payment
- Tax Code Basis is Non Cumulative
- Tax Regime Indicator – used to indicate Scottish Tax Code (from April 2016), and to indicate Welsh Tax Code (from April 2019)
- Taxable Pay in this period
- Total payments not subject to tax or nic in this pay period
- Total deductions from net pay this pay period
- Pay after statutory deductions
- Total benefits tax via the payroll this pay period, this includes pay components marked as BIK and the payrolled value for BIK Cars and Fuel.
- Total of elements subject to Class 1 NIC but not Taxed excluding pension contributions in this pay period
- Total employee pension contributions paid under net pay arrangements in this pay period – pre tax pension policies
- Total employee pension contributions that are not paid under net pay arrangement in this pay period – post tax pension policies
- Student loan repayments in this pay period
- Student loan plan type in this pay period (from April 2018)
- Postgraduate loan repayment in this pay period (from April 2019)
- Tax deducted or refunded from this payment
- Statutory Maternity Pay Year to Date
- Ordinary Statutory Paternity Pay Year to Date, renamed Statutory Paternity Pay Year to Date from April 2015
- Statutory Adoption Pay Year to Date
- Shared Parental Pay Year to Date (from April 2015)
- Statutory Bereavement Pay Year to Date (from April 2020)
- Statutory Neonatal Care Pay Year to Date (from April 2025)
- National Insurance Letter
- Gross Earnings for NIC year to date
- Gross Earnings for NICs in this period
- Total Earnings at the LEL year to date

- Total Earnings LEL to PT year to date
- Total Earnings PT to UEL year to date (from April 2016)
- Directors NIC and Method of Calculation
- Tax Week Number of Appointment of Director
- Total Employer NI in this period
- Total Employer NI year to date
- Total Employee NI in this period
- Total Employee NI year to date
- Trivial Commutation Payment Type this period
- Trivial Commutation Payment this period
- On strike this period
- Unpaid Absence this period
- Late Reason
- Flexibly Accessing Pension Rights (from April 2015)
- Pension Death Benefit (from April 2016)
- Serious Ill Health Lump Sum (from April 2017)
- Pension Commencement Excess Lump Sum (from April 2025)
- Stand Alone Lump Sum (from April 2025)
- Taxable Payment (from April 2016 Flexibly Accessing Pension Rights and Pension Death Benefit, from April 2017 Serious Ill Health Lump Sum, from April 2025 Pension Commencement Excess Lump Sum and Stand Alone Lump Sum)
- Non Taxable Payment (from April 2016 Flexibly Accessing Pension Rights and Pension Death Benefit, from April 2017 Serious Ill Health Lump Sum, from April 2025 Pension Commencement Excess Lump Sum and Stand Alone Lump Sum)
- BIK Company Car (from April 2017):
    - Make
    - CO2
    - Electric range (from April 2020)
    - Fuel Type
    - ID (Registration number)
    - Registration date (from April 2020)
    - Calculated Price
    - Car Available From
    - Car Available To
    - Fuel Provided From
    - Fuel Withdrawn
    - Car Cash Equivalent
    - Fuel Cash Equivalent
    - Amendment indicator

- Class 1A NICS Year to Date – from April 2020 for Termination and Sporting Testimonial Payments
- Off Payroll Worker – from April 2020
- Workplace Postcode – from April 2025, mandatory for employees with a Freeport or Investment Zone NI Letter

## Payroll Run

Ensure under the **Payroll Parameters** tab the **RTI Applies** is set as **Payroll Aligned and RTI Applies**. This needs to be done before you start to process the payroll that you want to start sending Full Payment Submissions.

You need to continue downloading Tax Codes and Student Loan notifications, also use the new download for NI Number notifications.

### Full Payment Submission

Every time you make a payment to an employee, whatever pay method they are, you need to submit a Full Payment Submission. The submission needs to be sent on or before the Employee is paid.

The FPS is submitted whilst you have the payroll run open. You are not able to send the FPS for a closed payroll run.

You can submit more than one FPS for the same payroll run, if required, for example where you have made any change to employee payments after sending an FPS.

If you are using Bonus Runs then for each run during the period you need to submit an FPS.

The HMRC recommend that you do your utmost to ensure the payroll is correct first time.

If you calculate Employees who are not being paid these will be included in the submission. Only Employees marked as Absent or Suspended will be excluded, unless they have been amended since their last submission.

### Bonus Runs – Pre Runs

For Pre Runs where you have selected Zero amounts these are treated as Main Runs and therefore can be submitted as normal.

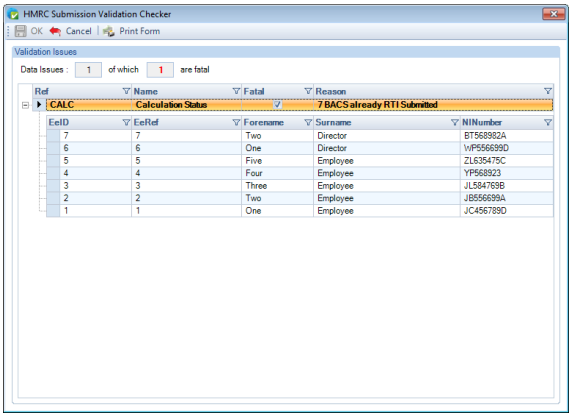
For Pre Runs where you have selected Last Main Run or a Pay Run Dated, these are estimates based on the run date selected. These estimates may result in unusual figures that will not pass the HMRC validation checks, for example - New employees, employees who have changed NI Letter. If employees appear in the validation checker as Fatal then you can mark these employees as Omit from RTI to submit the other employees being paid, then in the next run un-tick the Omit from RTI to include them in the next FPS which will include their Pre Run figures in the year to dates being reported.

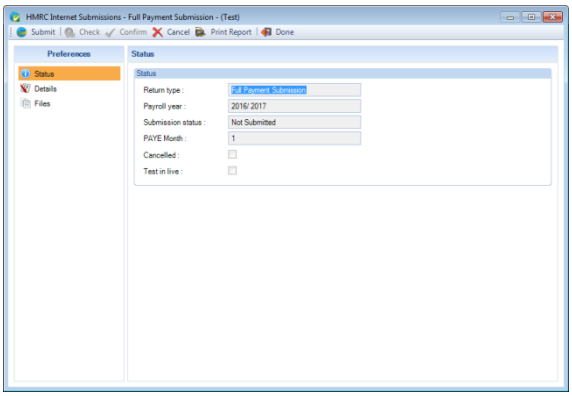
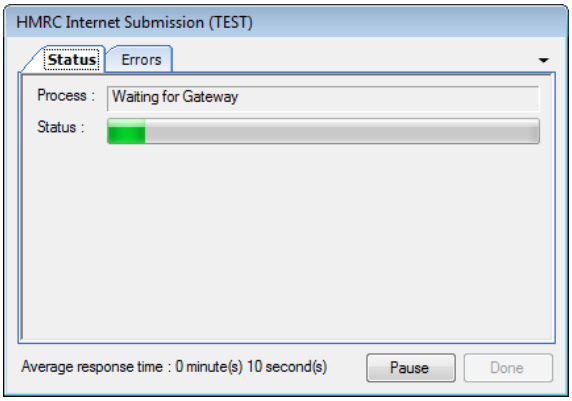
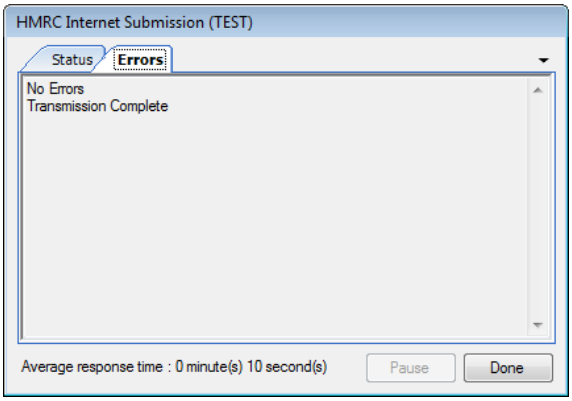
### Submitting

Go to the **Run** tab and select **Pay Run** then the Frequency, now select **RTI FPS**.

When you click on the **RTI FPS** button, if there are any records that need attention you will see the Validation Checker screen.

Click on the plus symbol to see a list of the Employees. If you agree select the **OK** button.



| | |
|---|---|
| The following screen will then appear, for you to either submit, park the submission to submit it later, cancel and print the summary report PAFPSSUM\PSFPSSUM.<br><br>Click on the **Submit** button to submit the information now. |  |
| You will now see the following screen. |  |
| Once the submission is finished, if it is successful you will see the following. |  |
| And if the submission has failed you will see the following.<br><br>You will need to correct the Employee information and send the FPS again. | |

## Employee Changes After Submitting FPS

If you change any Employees pay after sending the FPS you will need to send another FPS to the HMRC.

Below are some additional guidelines:

## Restoring and Re-calculating employees

If you restore and re-run a payroll, and the figures change from that previously submitted through FPS, you will need to submit FPS again.

## Re-Calculating An Employee

If you re-calculate an Employee for any reason, the Employee will appear in the FPS for re-submission.

## Reports

There are a couple of reports showing details for this period:

- **PAFPSNE2/PSFPSNE2** – Type Payroll Run – Basic Employee figures to be included in the next FPS submission.
- **PAFPSPR/PSFPSPR** – Type Payroll Run – Employees Full Payment Submission Status for this period.
- **PAFPSSUM/PSFPSSUM** – Type Employer – Summary of information submitted to the HMRC - from 2016 Update 2
- **PAFPSEEB/PSFPSEEB** – Type Employer – Basic Employee information submitted to the HMRC - from 2016 Update 2
- **PAFPSEEF/PSFPSEEF** – Type Employer – All employee information submitted to the HMRC - from 2016 Update 2

## Full Payment Submission - Final Submission

You need to inform the HMRC when you send the final FPS for the Tax Year or when a company ceases.

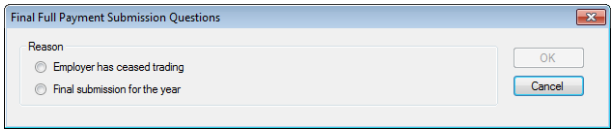
So when the last employees are paid for the tax year, that return must be sent as the Final FPS. For example, if you have a weekly and monthly payroll and the weekly are paid last in the tax year then the FPS for the Weekly is sent as the Final FPS.

You **must not** send a Final FPS for both frequencies.

If you forget to send a Final FPS then you can send an Employer Payment Summary as the Final Submission, you do not need to send another FPS.

To submit a Final FPS, under the **Open Run** tab select **RTI FPS** and from the drop down select **Final FPS.**

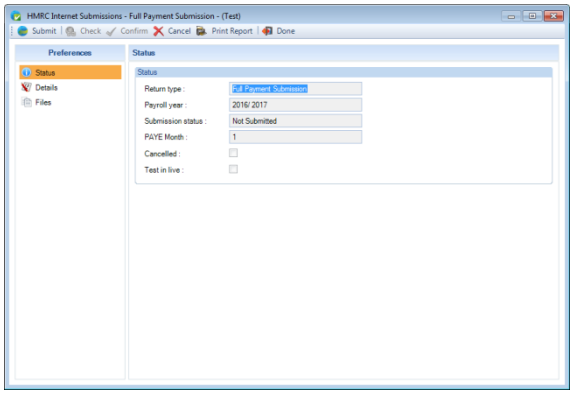
You will see the following screen:




Select the reason for the final submission - **Employer has ceased trading** or **Final submission for the year**.

When you click on **OK** the validation checker will automatically run, if there are no **Fatal** records, click on **OK** and the submission will be created.

The following screen will then appear, for you to either submit, park the submission to submit it later, cancel and print a report.

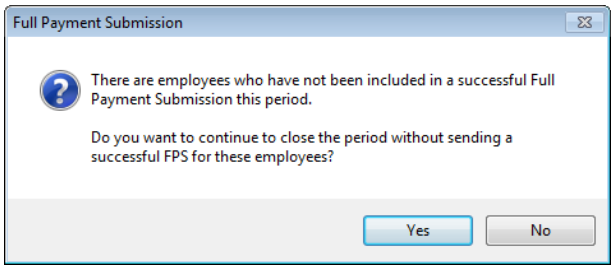



Click on the **Submit** button to submit the information now.

Remember to check that the submission was successful.

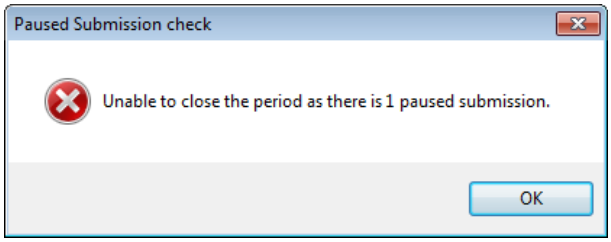
## Close Tax Period and Close Bonus Run

When you go to close a period using either the Close Tax Period button or Close Bonus Run button and you have not created an FPS or have parked an FPS, the program will display a warning. You can select Yes to continue closing the period without sending a submission, or select No to cancel the period close so that you can create and submit the FPS.




If you have a parked FPS and select Yes to close the period without submitting, the parked submission will automatically be marked as cancelled.

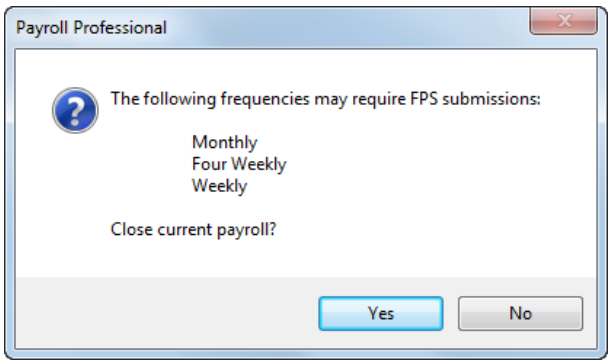
When you go to close a period using either the Close Tax Period button or Close Bonus Run button and you have a paused FPS, the program will display the following warning message and you will not be allowed to close the period until the submission has been completed.



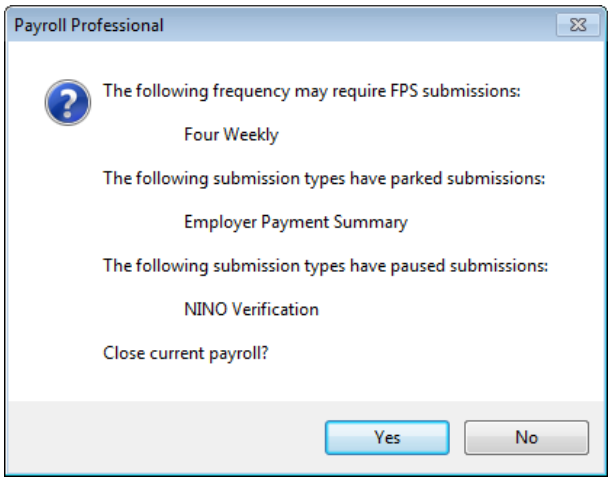

Remember if you close a period without sending a successful FPS, you cannot submit an FPS for a period after it has been closed.

## Close Payroll Data File – Reminders

When you close a data file you will see a reminder for frequencies where an employee requires a successful submission:




In the same message box, above, you will also see reminders for parked and paused submissions, which includes FPS, NVR, EPS, EYU, CIS Verification and CIS Monthly Returns:




## EPS – Employer Payment Summary

This is to inform HMRC of anything other than PAYE and National Insurance, such as Statutory Absence recovery and compensation, CIS deductions suffered, Employment Allowance and Apprenticeship Levy.

The HMRC will then update the charges calculated using the FPS submission.

You must submit an EPS to inform the HMRC of no payments made or due for past and/or future PAYE months to employees or directors.

The figures within the EPS are the year to date values for the tax year, so if you are taking over a payroll part way through the year you need to ensure the correct figures are being submitted.

You can also send an EPS submission to inform HMRC it is the Final Submission for the Tax Year.

If you submit an EPS with incorrect figures then you will need to send another submission with the correct values, the submission will be the complete figures not just the adjustment.

You are able to send an EPS submission for the current tax year, and the previous tax year.

### No Payments in Final Period

If you have made no payments to employees in the final pay period for the tax year, you must send an EPS with the following:

- Indicate No payments were made to employees or directors for past PAYE months
- Indicate Final Submission

Where you are not required to submit an FPS for your final pay period of the tax year, but want to claim CIS Deductions Suffered you need to submit two EPS submissions:

- First to indicate No payments were made to employees or directors for past PAYE months
- Second to indicate Final Submission

## Employment Allowance

From the 6th April 2014, it is possible for an employer to claim Employment Allowance every tax year. The amount available for the tax year can be claimed up to the whole value or up to the tax year end whichever is sooner.

Once it is claimed it applies from that tax year onwards (up to tax year 2019/20). If you stop claiming, this is to be submitted via the EPS and you have to pay back the allowance already claimed.

From tax year 2020/2021, Employment allowance needs to be claimed each tax year and included in the EPS.

The amount to be claimed is offset against Employers Class 1 NICs liability before Statutory Absence Recoveries are deducted.

It is down to the Employer to determine whether they are eligible.

The setting is picked up from **Employer Details\National Insurance** tab.

## Apprenticeship Levy

From 6th April 2017, if a data file has apprenticeship levy enabled under Employer Details\National Insurance tab you need to send an EPS for every PAYE month.

The annual allowance figure will be picked up automatically from Employer Details\National Insurance tab when creating the EPS.

And the apprenticeship levy due year to date will be shown in the year to date totals screen of the EPS wizard, which if required can be amended. This field is validated as follows:

- Cannot be negative
- Must be whole pounds only
- Maximum value that can be entered is 99999999.00

## Validations

When completing the EPS screens the information is validated so that you must have one of the following completed:

- No Payment for period
- Period of inactivity
- Employment Allowance Indicator
- Recoverable Amounts Year to Date
- Account Information
- Final Submission

The **No payment dates** validation when completing the EPS:

- **No Payment Dates From** – will be on or before the current date, to allow dates within the month of the submission
- **No Payment Dates To** – will be no later than the end of the current tax month the 5th. This is to allow dates in the month of submission

### PAYE Month for HMRC to credit the EPS against

You will need to choose the PAYE Month to allocate the EPS against. The PAYE months available are based on your computers date using the From and To restriction supplied by the HMRC detailed below:

| PAYE Month | From | To |
|---|---|---|
| **1** | 6th March | 19th May |

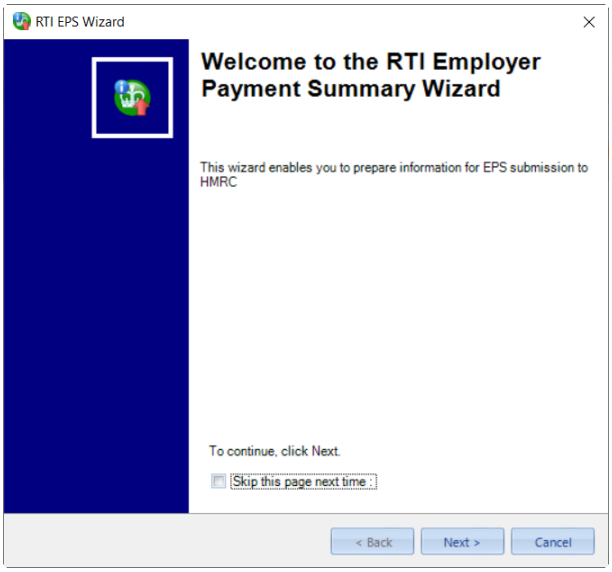
| | | |
|---|---|---|
| **2** | 6th April | 19th June |
| **3** | 6th May | 19th July |
| **4** | 6th June | 19th August |
| **5** | 6th July | 19th September |
| **6** | 6th August | 19th October |
| **7** | 6th September | 19th November |
| **8** | 6th October | 19th December |
| **9** | 6th November | 19th January |
| **10** | 6th December | 19th February |
| **11** | 6th January | 19th March |
| **12** | 6th February | 19th April |

## Submitting

Under the **Run** tab select **PAYE Due** or via **Utilities\HMRC Submissions\EPS** and then click on the **Add** button which opens up the **PAYE Due** screen for the current tax year.

You will see a button called **RTI – EPS**.

Highlight the **PAYE Month** that you want to submit the figures for, the return will then be the year to dates figures up to and including that PAYE Month, then click on the **RTI – EPS** button.

| | |
|---|---|
| You will see the Welcome screen.<br><br>Click **Next**. |  |

At the top of the screen it will show the PAYE Month that you selected. And under Today will show the PAYE Month based on the system date.

Now, if applicable, select **No payments were made to employees or directors** for past PAYE months and/or **No payments to employees or directors in future months**.

Select whether this is the **Final submission** for the tax year.

You can select **Test In Live** if you want to send a test submission. **Please remember that you will need to send another submission as Live.**

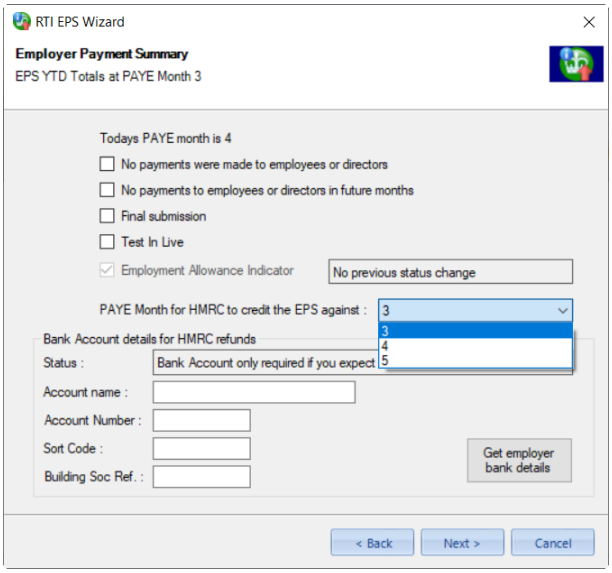
**Employer Allowance Indicator** – this setting is picked up from Employer Details\National Insurance tab.

**PAYE Month for HMRC to credit the EPS against** – click on the drop down box and select the number.

**Bank Account details for HMRC refunds** – complete the bank details if you are expecting a refund from the HMRC.

**Get employer bank details** – click on this button to automatically complete the Employers bank details with those entered under Employer Details.

Click **Next**.



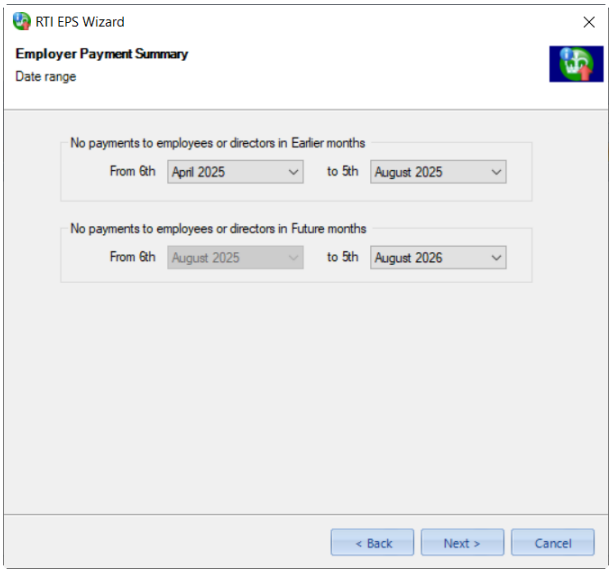

If you selected **No payments were made to employees or directors** and/or **No payments to employees or directors in future months**, you will see this screen.

If you selected **No payments were made to employees or directors** then you will see the **Earlier** section, to select the from PAYE month where no payments where made.

If you selected **No payments to employees or directors in future months** then you will see the **Future** section, to select the to PAYE month where no payments will be made (HMRC restriction is a maximum of twelve months.)

Both of these settings are for whole PAYE Months, from the 6th to the 5th.

Click **Next**.



### Payment for period

With the above option selected, you see this screen.

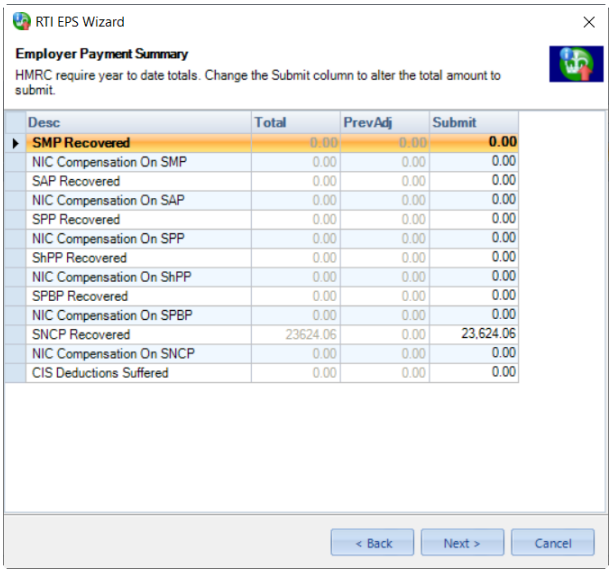
**Total** column – contains the year to date figures that appear on the PAYE Due screen, up to and including the PAYE Month that was highlighted.

**PrevAdj** column – shows any amendments to the Submit values made in previous EPS returns.

**Submit** column – allows you to amend the year to date values that will be submitted.

When including CIS Deductions Suffered, from tax year 2022/23 it is mandatory to include the Corporation Tax Reference. Must be entered under **Employer\Tax** tab in the **UTR** section.

Once you have made any changes you require to the **Submit** values, click on the **Next** button.

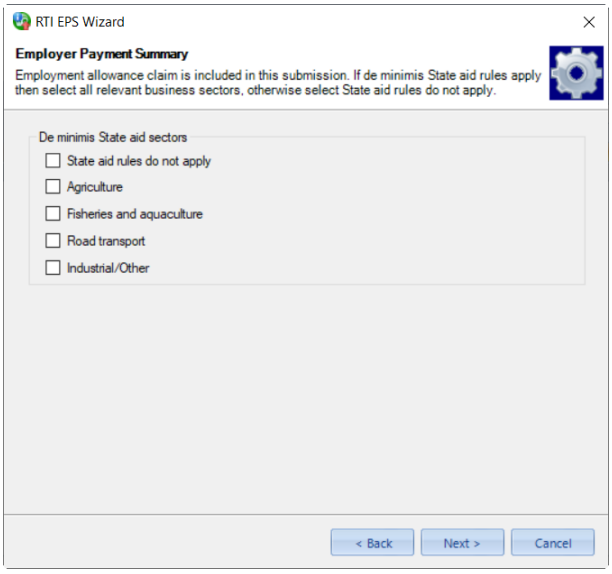



### Employment allowance

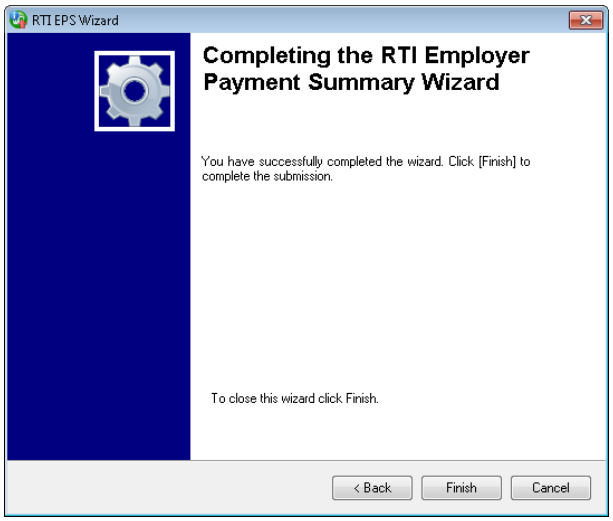
**This screen will be shown from tax year 2021/22, when Employment Allowance – Current Year is enabled and it is the first time of claiming during the tax year.**

**Tick the applicable box(s) relevant to the Employer.**

**Click Next.**



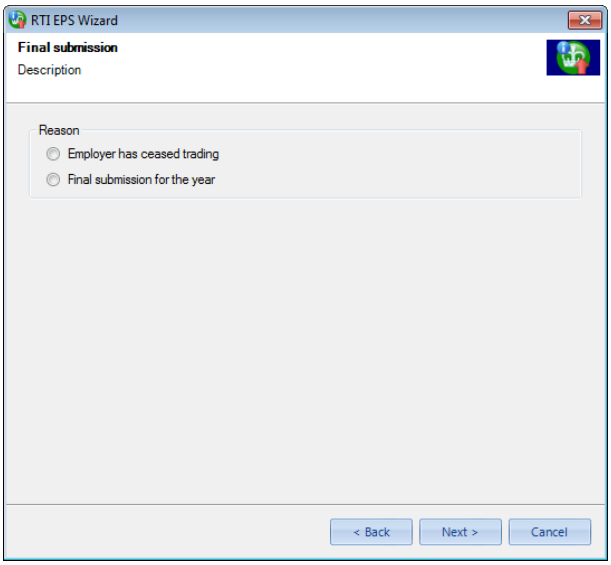

If you also selected **Final Submission**, see the next section **Final Submission**.



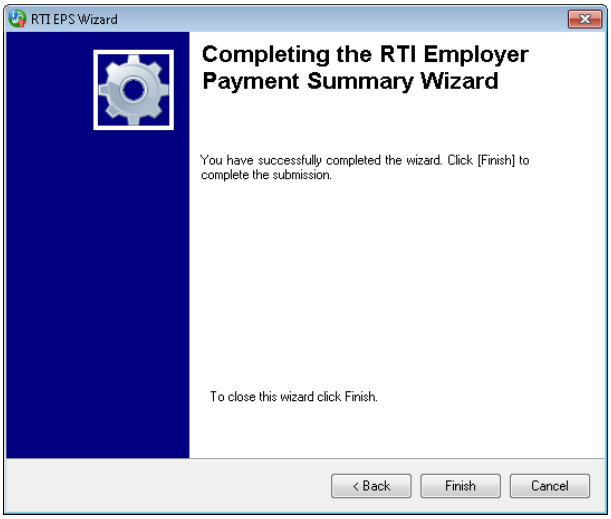
**Final submission**

Select the reason for the final submission – **Employer has ceased trading** or **Final submission for the year**.

Click **Next**.

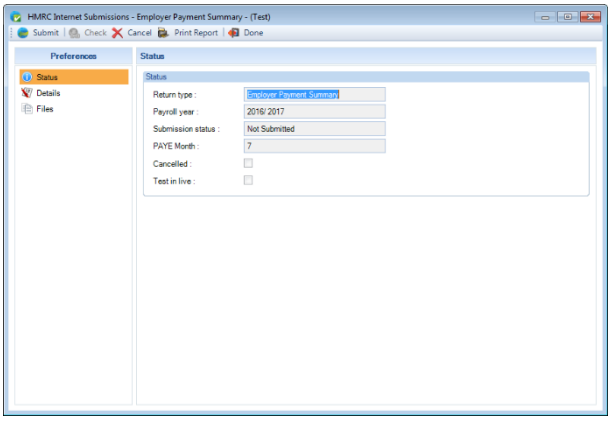


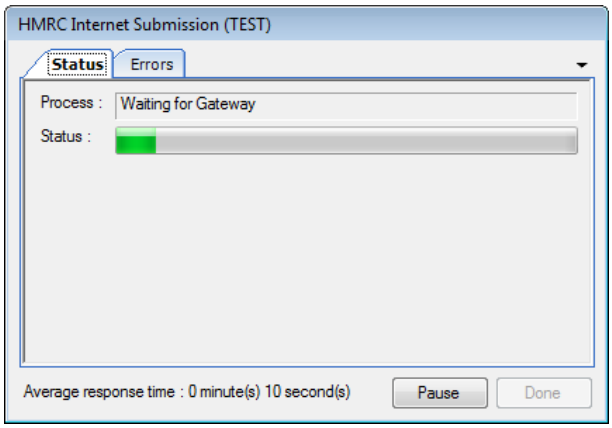
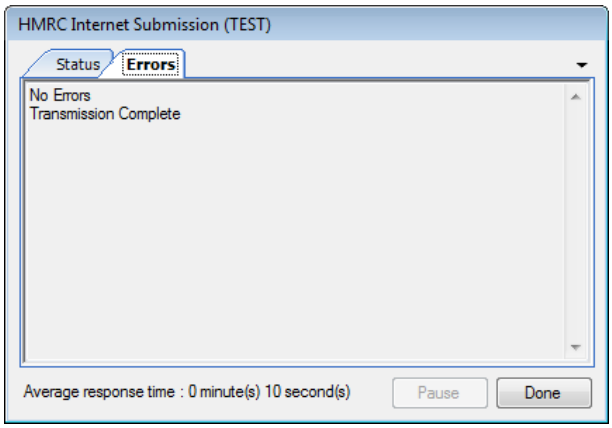

Click on **Finish** to create the submission.




The following screen will then appear, for to either submit, park the submission to submit it later, cancel and print the report PAEPS\PSEPS showing the information that will be submitted to the HMRC.

Click on the **Submit** button to submit the information now.



| | |
|---|---|
| You will see the submission process screen. |  |
| And the following screen will appear if the submission was successful. |  |

## Reports

- **PAEPS\PSEPS** – Type Employer – information submitted to the HMRC – from 2016 Update 2.

## NVR – NI Number Verification Request

This cannot be used until after an EAS and/or First FPS has been submitted successfully to the HMRC.

The Employer can use NVR to validate or obtain a New Employees NI Number.

You can submit up to 100 employees at a time for their NI Number to be verified.

There are two parts to this process, firstly you submit the information to the HMRC and then you download the results from the HMRC.

Employee Information included in the submission:

- National Insurance Number
- Title
- Surname
- First Forename
- Second Forename
- Date of Birth
- Gender
- Address
- Post Code
- Country

- Employee Reference

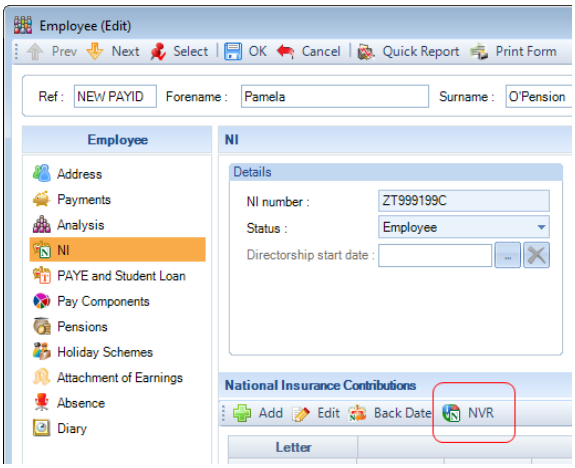
## Submitting

You can submit just one Employee or multiple Employees.

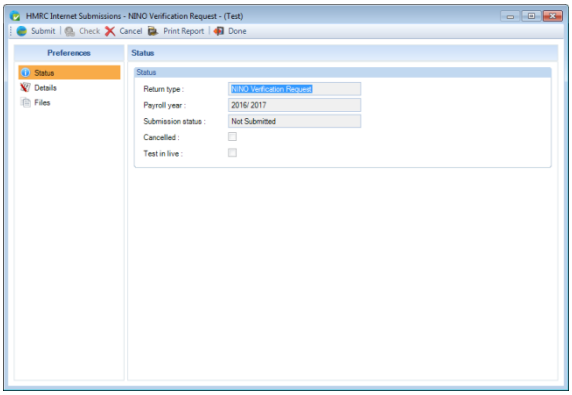
### One Employee

Under the **Data** tab select **Employees** now **Edit** the Employee that you want to submit and NINO Verification Request.

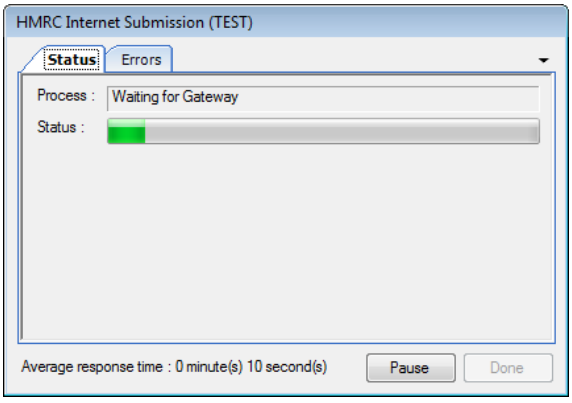
Under the **NI** tab click on the **NVR** button.




The following screen will then appear, for to either submit, park the submission to submit it later, cancel and print the report PANVR\PSNVR showing the information that will be submitted to the HMRC.

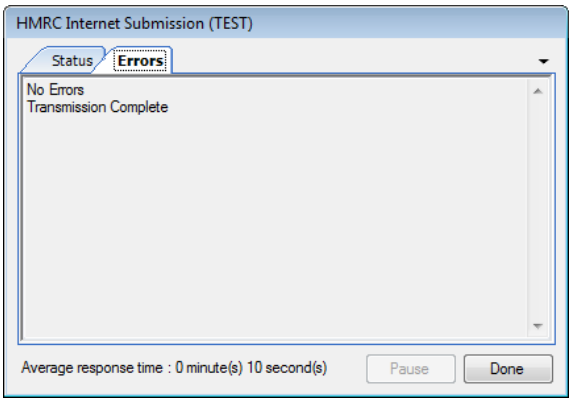


Click on the **Submit** button to submit the information straight away for this Employee.



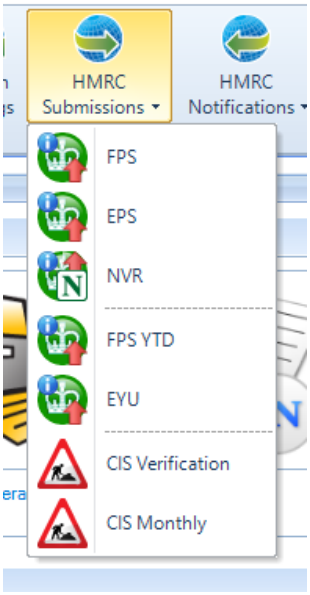
If the submission was successful, you will need to download the results via the **Utilities** tab.

If the Submission failed, correct the Employee information and submit the NVR again.

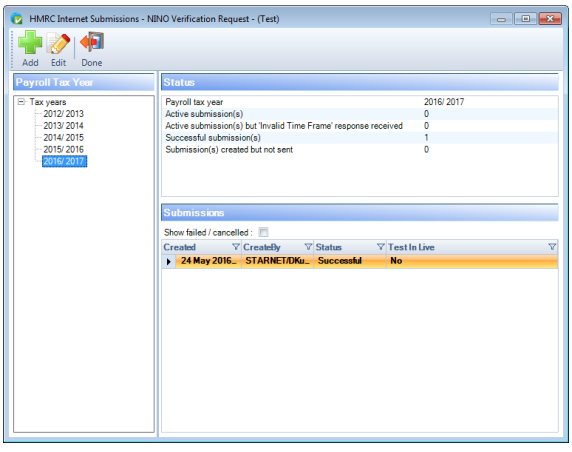


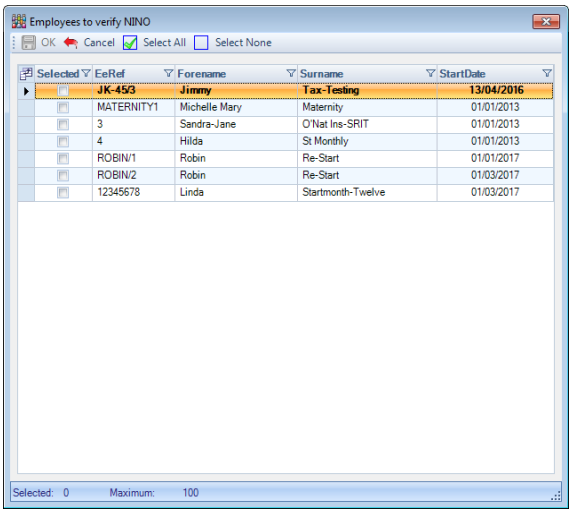
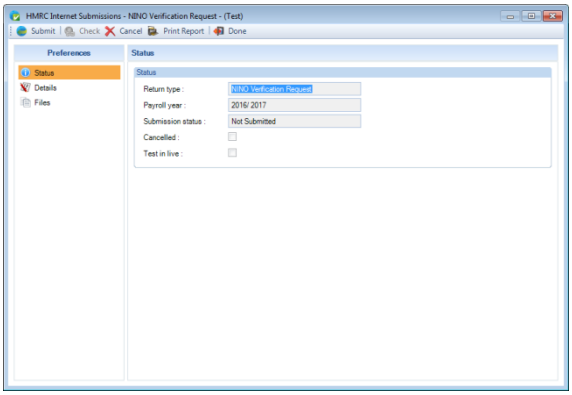
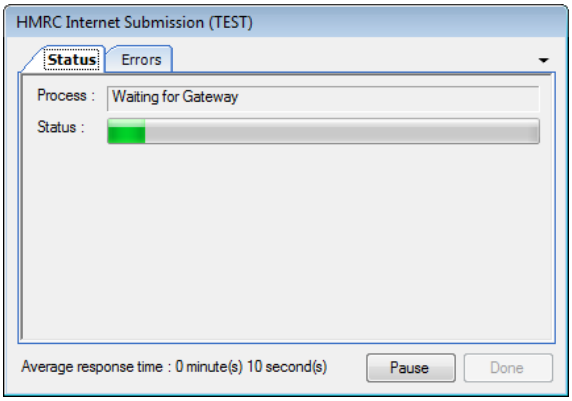
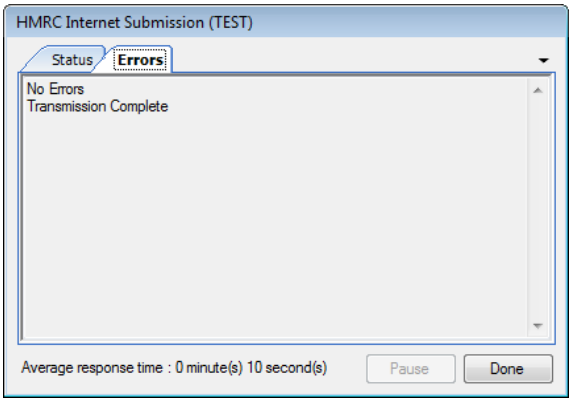

## Multiple Employees

Go to the **Utilities** tab and select **HMRC Submissions\NVR.**




Highlight the current tax year, then click on the **Add** button



| | |
|---|---|
| You will then see a list of Employees.<br><br>If you want to submit all Employees then select the **Select All** button, otherwise just tick the box for each Employee you want to include.<br><br>When you have made your selections click on the **OK** button. |  |
| The following screen will then appear, for to either submit, park the submission to submit it later, cancel and print a report. |  |
| Click on the **Submit** button to submit the information straight away for the selected Employees. |  |
| If the submission was successful, you will need to download the results via the Utilities tab.<br><br>If the Submission failed, correct the Employee information and submit the NVR again. |  |

## Downloading the NVR Results

Please see the separate section called HMRC Notifications in the help file.

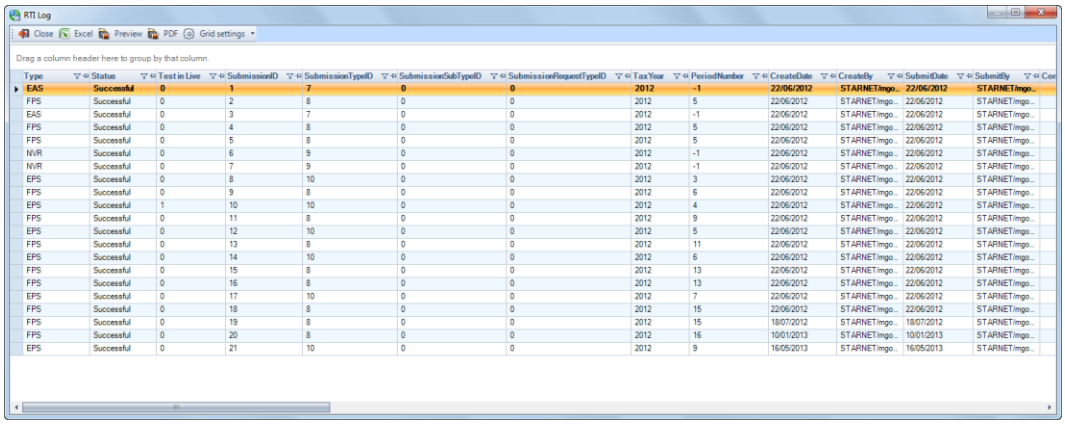
## Reports

- **PANVR\PSNVR** – Type Employer – all employee information submitted to the HMRC – from 2016 Update 2.

## RTI Log

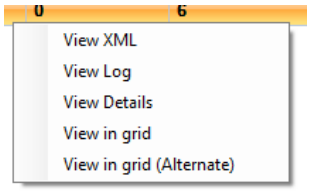
To view the details of submissions that you have sent and their details there is an RTI Log.

Under the **Utilities** tab click on **RTI Log**, you will then see the following screen:




This displays the Type of submission, Status, whether it was sent as a Test submission, Submitted date etc.

You are able to view the submission details, response and details recorded in the program by highlight the submission that you want to see and then right mouse click. You will then see four options:




- View XML – this is the actual file submitted to the HMRC
- View Log – this is the HMRCs response, and will contain the errors that you would have been shown on the submission results screen.
- View Details – this is the actual information of the submission that has been recorded in the payroll data file.
- View in grid – this is viewing the details in the actual file submitted to the HMRC in a grid layout.
- View in grid (Alternate) - this is viewing the details in the actual file submitted to the HMRC in a grid layout. All the information for each employee is displayed one row for all column headings, if an employee has had two or more NI Letters then separate rows for each employee will be displayed.

If you select either View XML or View Log you will be prompted to save the XML file, as this is saved within the data file. Remember this contains employees information so please ensure you save it to a secure location.

After you have selected the location and clicked on Save the file will open. You will need to scroll down to see the information, an example below is from the FPS file that was submitted:

```
- <Employee>
  - <EmployeeDetails>
      <NINO>HL659894B</NINO>
    - <Name>
        <Ttl>Mrs</Ttl>
        <Fore>Jenny</Fore>
        <Initials>J</Initials>
        <Sur>Hatchet</Sur>
      </Name>
    - <Address>
        <Line>St Helens</Line>
        <Line>Hope Street</Line>
        <Line>Chichester</Line>
        <Line>West Sussex</Line>
      </Address>
      <BirthDate>1980-05-14</BirthDate>
      <Gender>F</Gender>
    </EmployeeDetails>
  - <Employment>
      <PayId>3</PayId>
    - <FiguresToDate>
        <TaxablePay>4750.00</TaxablePay>
        <TotalTax>798.00</TotalTax>
      </FiguresToDate>
    - <Payment>
        <PayFreq>M1</PayFreq>
        <PmtDate>2012-05-31</PmtDate>
        <MonthNo>2</MonthNo>
        <PeriodsCovered>1</PeriodsCovered>
        <HoursWorked>Other</HoursWorked>
        <TaxCode>455L</TaxCode>
        <TaxablePay>2375.00</TaxablePay>
        <PayAfterStatDedns>1767.08</PayAfterStatDedns>
        <TaxDeductedOrRefunded>399.00</TaxDeductedOrRefunded>
      </Payment>
    - <NIlettersAndValues>
        <NIletter>A</NIletter>
        <PaySubjectToNIC>2375.00</PaySubjectToNIC>
        <AtLEL>928.00</AtLEL>
        <LELtoPT>340.00</LELtoPT>
        <PTtoUAP>3482.00</PTtoUAP>
        <UAPtoUEL>0.00</UAPtoUEL>
        <TotalEmpNIC>241.64</TotalEmpNIC>
        <TotalEmpNICYTD>483.28</TotalEmpNICYTD>
        <EmpeeContribns>208.92</EmpeeContribns>
        <EmpeeContribnsYTD>417.84</EmpeeContribnsYTD>
      </NIlettersAndValues>
    </Employment>
</Employee>
```


The HMRC field names are self explanatory.

## Restoring Data files

Details of what and when submissions have been made are held within the payroll data file. So if you restore a data file you will lose the information that was sent between when the backup was created and the day you restore.

With RTI the submission files are also stored in the data file, and from 2016 Update 2 are also saved to the Internet folder under the relevant tax year.

## End of Year

At the end of the tax year you will need to provide the Employees with a P60.

The current P60 reports can be used for RTI.

You must not use P38A form, they have ceased, and these Employees who would have been entered on this form must now be included on the payroll for the normal FPS.

Final FPS submission needs flag to show it is the last one of the tax year.

You need to complete a P11D and P11DB, if necessary.

## P60 Amendment

If you supply a P60 to an Employee and then change the figures, the new P60 needs to be clearly marked REPLACEMENT.

The year end reports will automatically show the Replacement flag when it is applicable, for example an EYU or FPS YTD has been submitted for an employee.

# HMRC Status Search

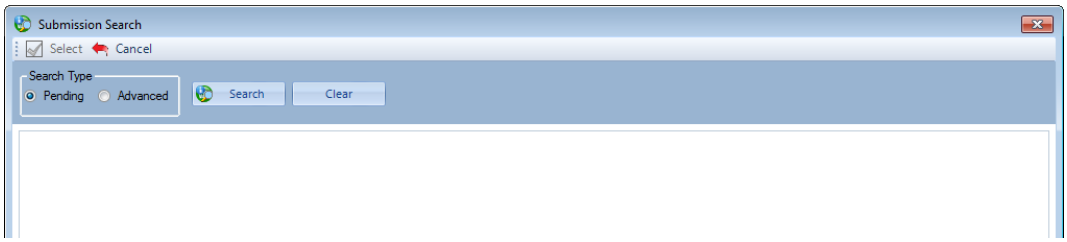
This facility enables you to search all payroll data files for HMRC submissions and downloads.

There are two types of searches:

- **Pending –** to search all data files to see what payroll data files and submissions require attention.
- **Advanced** – user defined search.

## Pending

Go to the **Utilities** tab and select **HMRC Status Search**.



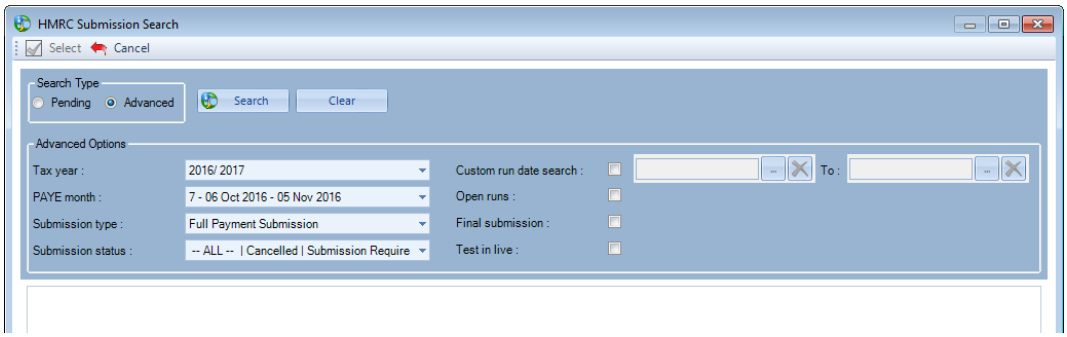

You will see the default is **Pending**, this search is to enable you to determine what payroll data files need attention, the search includes:

- **CIS Verification** – includes Submitted (paused) and Created but not sent (parked)
- **CIS Monthly Return** – includes Submitted (paused) and Created but not sent (parked)
- **Full Payment Submission** – includes Submitted (paused), Created but not sent (parked) and for an open run No submission recorded (submission due)
- **Employer Payment Summary** – includes Submitted (paused), Created but not sent (parked) and submissions required to report absence recovery, CIS deductions suffered, No employees paid and from 2017/18 Apprenticeship levy enabled.
- **Earlier Year Update** – includes Submitted (paused) and Created but not sent (parked)
- **NINO Verification** – includes Submitted (paused) and Created but not sent (parked)
- **P11D\P11Db** - includes Submitted (paused) and Created but not sent (parked)
- **Full Payment Submission YTD** – includes Submitted (paused) and Created but not sent (parked)
- Excludes FPS, EYU, EPS and NVR where the Cancel button was selected in the Submission polling screen prior to Payroll Professional 2016 Update 3. Selecting Cancel only stopped the receipt of the response from the HMRC, the HMRC have received the submission. These submissions cannot be completed.

If this is the search that you require click on the **Search** button.

## Advanced

If you are searching for something specific, select the **Advanced** option, you will then see the following:



The default will use your computers date to determine the tax year and PAYE month, and the Submission type will be set as Full Payment submission and All submission status's. All of these options can be changed to customise your search.

The options are available as follows:

- **Tax Year** – the tax year will default to the tax year that your computer date falls in, you can select a different tax year if required using the drop down.
- **PAYE Month** – you can select All or months 1 to 12. This setting is only available when you select the submission types Full Payment Submission, CIS Monthly Return and Employer Payment Submission. If you select CIS Monthly Return or Employer Payment Submission the PAYE Month will default to the submission due based on your computers date. If you select Full Payment Submission the PAYE Month will change to the month that your computer date falls in. You can select a different PAYE Month if required using the drop down.
- **Submission type** – the types available are based on the tax year selected:

  For tax year 2014/15 onwards:

  Full Payment Submission - default
  Employer Payment Summary
  NINO Verification Request
  Earlier Year Update (up to and including tax year 2019/20)
  Employer Alignment Submission
  CIS Verification
  CIS Monthly Return
  All available notifications
  Annual Reminders
  General Notifications
  NINO Notifications
  P6/P6b and P9 Notifications
  Student Loan Notifications
  Postgraduate Loan Notifications (from tax year 2019/20)
  P11D/P11Db (from P11D year 2019/20)
  Full Payment Submission YTD (from tax year 2020/21)
- **Submission status** – these include the following, some are not available based on the submission type selected:
    - All
    - Successful
    - Submitted – this is a paused submission, where the submit button was selected and then pause
    - Not Submitted – this is a parked submission, where the submission has been created but not sent
    - Submission Required – this is available for the submission types Full Payment Submission and Employer Payment Submission

      Full Payment Submission - checks is to ensure a submission has been sent for all employees in a period, and if not then will appear in the results.

      Employer Payment Submission – checks to see if a submission has been made for the selected PAYE Month where either absence recovery figures need to be reported and/or CIS deductions suffered and/or No employees have been paid. From tax year 2017/18 this also includes Apprenticeship levy enabled under Employer Details\National Insurance tab.
    - Confirmed

- Failed
- Invalid Time Frame
- Cancelled

- **Custom run date search** – available when the submission type is selected as Full Payment Submission. When this option is selected enter the date range. The PAYE Year and PAYE Month are then disabled.
- **Open runs** – available when the submission type is selected as Full Payment Submission, only searches open runs and excludes closed runs
- **Final submission** – available when the submission type is selected as either Full Payment Submission or Employer Payment Summary
- **Test in live** – available when the submission type is selected as either Full Payment Submission, NINO Verification, Employer Alignment Submission or Earlier Year Update.

Once you have made your selections click on the **Search** button to perform the search.

You can select the **Clear** button to revert the facility to the original settings and clear the search results.

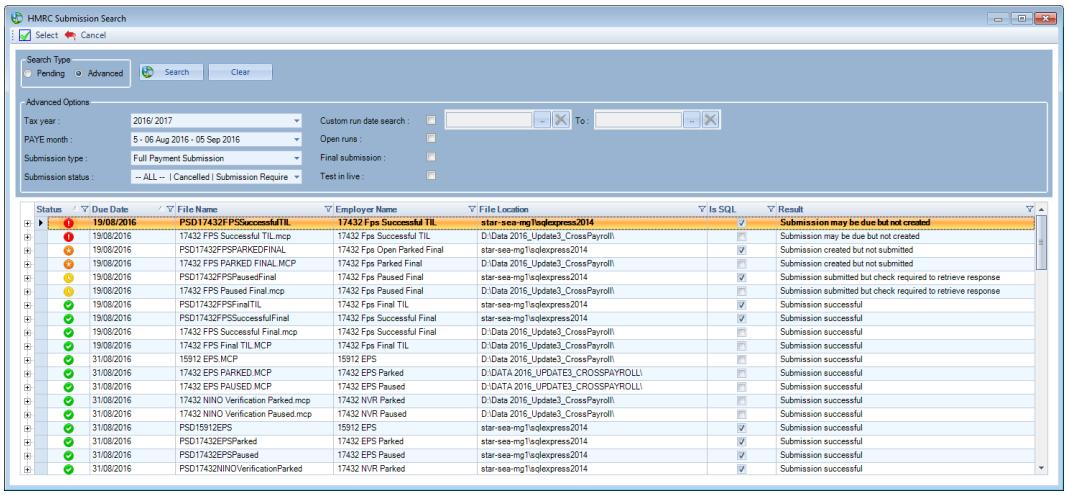
## Search results

When the search is complete the results will only include those records matching the search criteria.

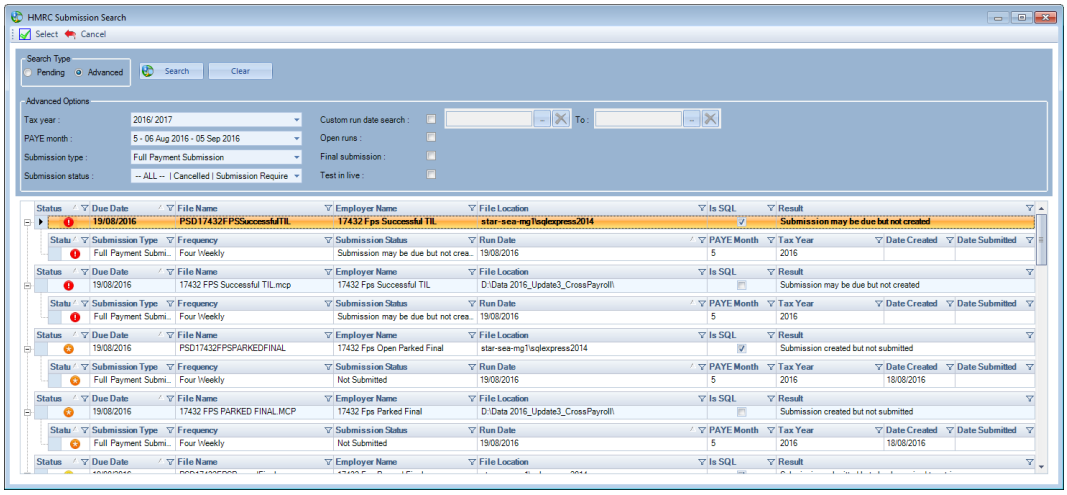
The worst case status(s) will appear at the top, there are three levels:

- Red – these are the records that require immediate attention such as Submission required, Failed and Created but not sent.
- Orange – these are records that require attention such as Submission has been submitted but paused, so require the Check option to be selected to retrieve the response from the HMRC
- Green – these are records that do not require attention such as Successful and Confirmed submissions.

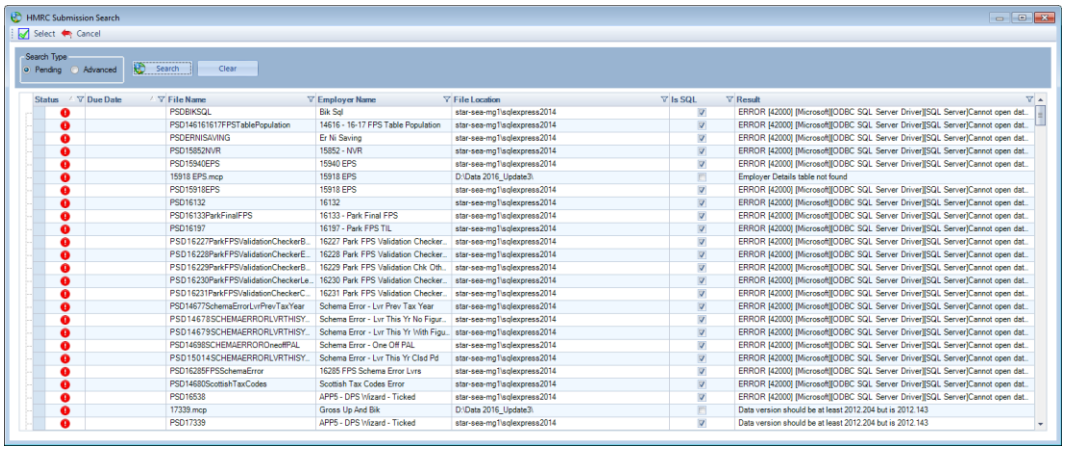
If a data file contains multiple results the worst case scenario will be displayed on the employer row:




Click on the plus symbol against the employer to see each submission that matches the search criteria:

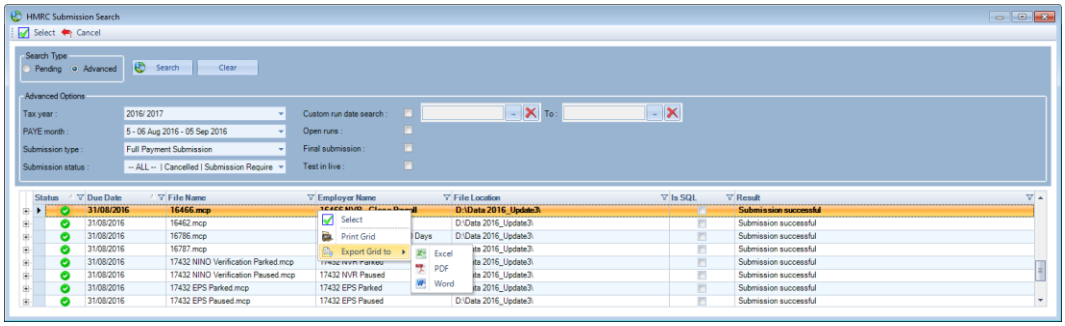



The results will also include data files that cannot be opened:




In the grid you can double-click on a row showing the employers name to open that payroll data file, or highlight the row for the employer and click on the **Select** button, or right mouse click on the row then click on **Select**.

The standard grid options are available so you can sort and filter the columns using the headings. You are also able to export the results using the right mouse click:




Use the **Cancel** button to leave the screen.

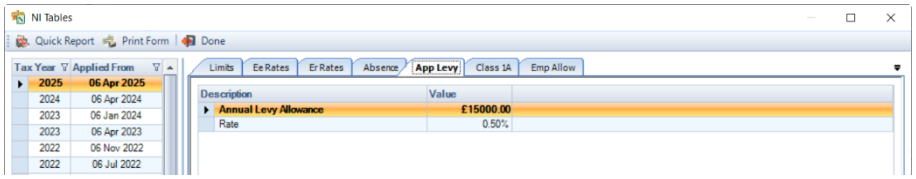
# Apprenticeship Levy

From tax year 2017/18, this applies to employers with an annual pay bill of more than 3 million. See the link below for further details:

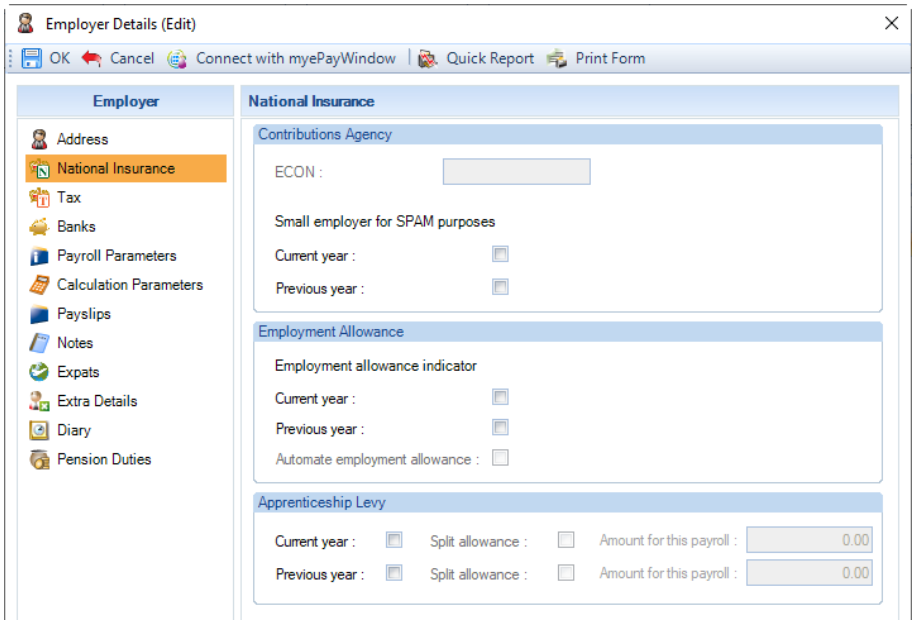
https://www.gov.uk/guidance/pay-apprenticeship-levy

## National Insurance tables

The Apprenticeship Levy rate and allowance will show under a tab called **App Levy** within the National Insurance tables. This tab shows the highlighted tax years allowance and rate:




## Employer Details\National Insurance tab




When a data file is in tax year 2017/18 or later you will see the Apprenticeship Levy section.

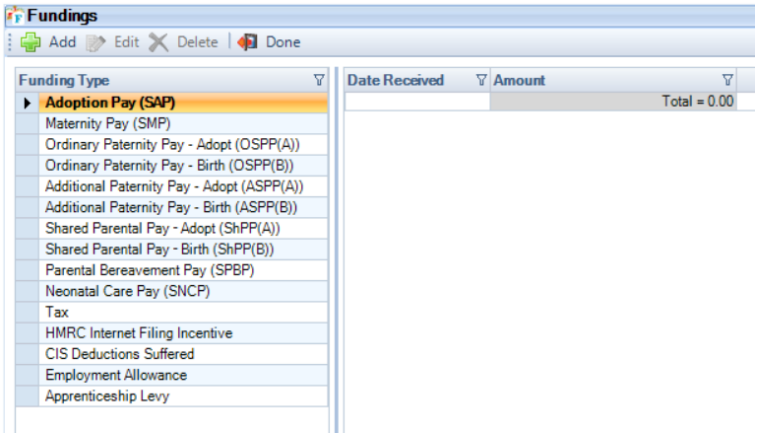
If the Employer is liable to pay the apprenticeship levy, you need to tick the Current Year box. If they are splitting the annual apprenticeship allowance value between their companies, then tick the box Split allowance and enter the Amount for this payroll.

The Previous Year box is just a note field, it will only be enabled when a data file is in tax year 2018/19 or later.

With the Current year box ticked the program will calculate the Apprenticeship levy due when you run either a P32 report or access the PAYE Due screen.

## Funding

From tax year 2017/18 if you are setting up a client part way through the year and entering brought forward information, then under Funding you can enter a brought forward record with the amount of Apprenticeship Levy already paid.




The Apprenticeship Levy will only be available if it is enabled for the Current year under Data\Employer National Insurance tab. The Add button will only be available if brought forward National Insurance records have been entered for employees in the current tax year.

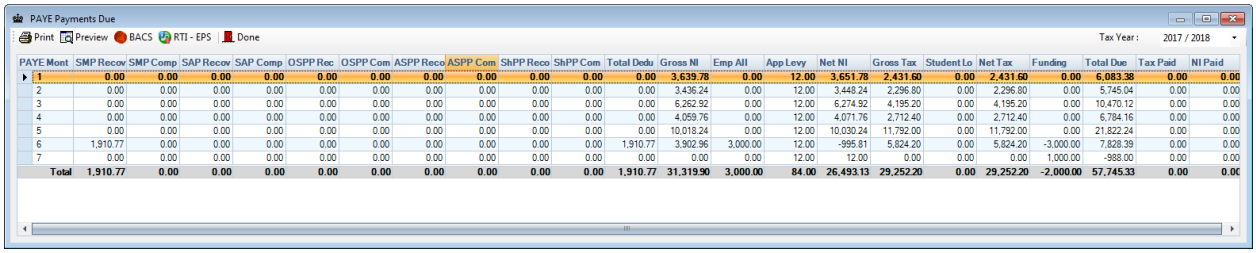
Highlight the **Funding Type** on the left side then click on the **Add** button, the date and brought forward setting are not editable, input the amount and click on the **OK**.

You are only able to enter positive values, whole pounds only, up to a maximum of £99,999,999

The Apprenticeship Levy will increase the employer's payment due to the HMRC.

## PAYE Due

When a data file is in tax year 2017/18 or later, a column is shown for App Levy, this value is added to the Net NI and Total Due columns:




| PAYE Mont | SMP Recov | SMP Comp | SAP Recov | SAP Comp | OSPP Rec | OSPP Com | ASPP Reco | ASPP Com | ShPP Reco | ShPP Com | Total Dedu | Gross 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 | 0.00 | 3,639.78 | 0.00 | 12.00 | 3,651.78 | 2,431.60 | 0.00 | 2,431.60 | 0.00 | 6,083.38 | 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 | 0.00 | 3,436.24 | 0.00 | 12.00 | 3,448.24 | 2,296.80 | 0.00 | 2,296.80 | 0.00 | 5,745.04 | 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 | 0.00 | 6,262.92 | 0.00 | 12.00 | 6,274.92 | 4,195.20 | 0.00 | 4,195.20 | 0.00 | 10,470.12 | 0.00 | 0.00 |
| 4 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 4,059.76 | 0.00 | 12.00 | 4,071.76 | 2,712.40 | 0.00 | 2,712.40 | 0.00 | 6,784.16 | 0.00 | 0.00 |
| 5 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 10,018.24 | 0.00 | 12.00 | 10,030.24 | 11,792.00 | 0.00 | 11,792.00 | 0.00 | 21,822.24 | 0.00 | 0.00 |
| 6 | 1,910.77 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,910.77 | 3,902.96 | 3,000.00 | 12.00 | -995.81 | 5,824.20 | 0.00 | 5,824.20 | -3,000.00 | 7,828.39 | 0.00 | 0.00 |
| 7 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 12.00 | 12.00 | 0.00 | 0.00 | 0.00 | 1,000.00 | -988.00 | 0.00 | 0.00 |
| Total | 1,910.77 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,910.77 | 31,319.90 | 3,000.00 | 84.00 | 26,493.13 | 29,252.20 | 0.00 | 29,252.20 | -2,000.00 | 57,745.33 | 0.00 | 0.00 |

The PAYE Month is determined by the Run Date and will be grouped by the PAYE Month that the Run Date falls in.

## Calculation

For further information please see the HMRC website
https://www.gov.uk/government/publications/apprenticeship-levy-how-it-will-work/apprenticeship-levy-how-it-will-work#paying-the-apprenticeship-levy

## NIable Pay

The calculation of the apprenticeship levy is based on the total of the Niable Pay (recorded under employees NIC records under the heading Total Earnings) processed in each PAYE Month for all employees. This excludes the following:

- Employees marked as Omit from RTI under Employee Details\Address tab.
- Employees calculated using NI Letter X, which also excludes employees under the age of 16.
- Employees where the Employer is not paying any Employer NI, this is determined using the calculation record for each period. This is where the setting Employers NI Exempt was enabled under Employee Details\Expat tab when the employee was calculated.
- Sub-contractors.
- Benefits in Kind values used to calculate Class 1A National Insurance (remember these cannot processed through payroll).

The calculation of the Apprenticeship levy also includes the field Total Earnings that is entered under brought forward NI records for employees. These are normally created when taking over the running of a payroll mid tax year.

### Apprenticeship Allowance

The annual allowance is split over the twelve PAYE Months and is truncated to 2 decimal places. Therefore it may be that the full allowance is not used by a few pence due, this is correct as per HMRC calculations.

### Apprenticeship Levy Calculated

The levy calculated is performed on a cumulative basis each PAYE Month, the total of NIable Pay up to and including the PAYE month is then multiplied by the rate of 0.5% and then truncated to whole pounds only.

To achieve this period values you then deduct the previous PAYE months calculated value.

### Apprenticeship Levy Due

This is also calculated on a cumulative basis each PAYE month using the Apprenticeship Levy calculated and Apprenticeship Allowance up to and including the PAYE month, the result is truncated to whole pounds only.

To achieve this period values you then deduct the previous PAYE months due value.

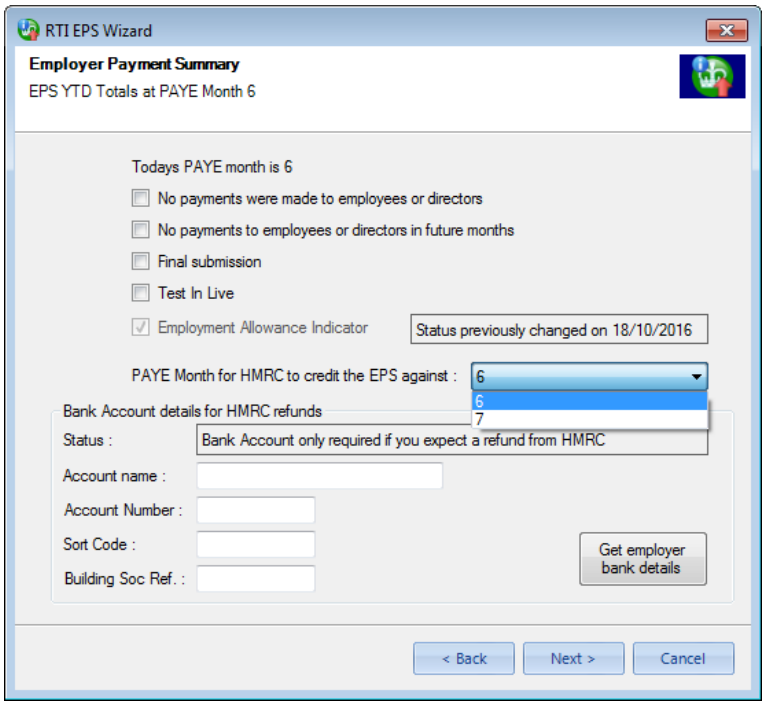
### Absence Recovery and Employment Allowance

Due to the changes to group the PAYE Month by using the PAYE Month that the Run Date falls in, the Absence Recovery and Employment Allowance will also be calculated on this basis.

### Employer Payment Submission

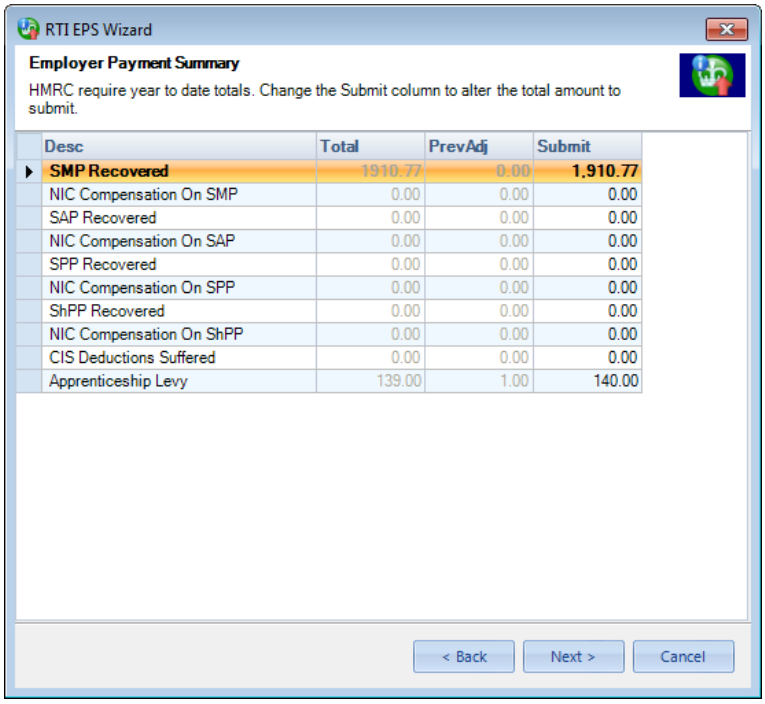
From tax year 2017/18 if you have enabled Apprenticeship Levy for the current tax year, you will need to send an EPS every PAYE month containing the Apprenticeship Levy due year to date, PAYE Month and the annual allowance figure. The annual allowance figure will be either the split amount or the full amount, depending on whether split allowance is selected under Employer Details\National Insurance tab.

Therefore when creating the EPS submission the option **Use submission date** has been removed from the PAYE Month selection under the following screen:




The PAYE Month will automatically be selected as the PAYE month number of the row highlighted under the PAYE due screen before selecting the RTI EPS button, or based on your computer date as the months that can be submitted are restricted by the HMRC.

When you have apprenticeship levy enabled under Employer details\National Insurance tab, you will also see a row under the following screen to report the amount of levy due year to date:




If required, you are able to amend the value via the Submitted column. This field is validated as follows:

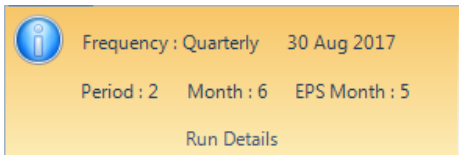
- Cannot be negative
- Must be whole pounds only
- Maximum value that can be entered is 99999999.00

## Open Run tab

All of the following changes are for tax year 2017/18 onwards:

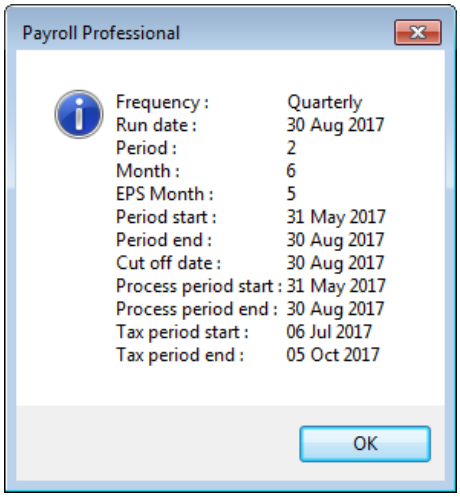
### Toolbar

On the toolbar the Run Details shows the EPS PAYE Month that the Run Date falls in:



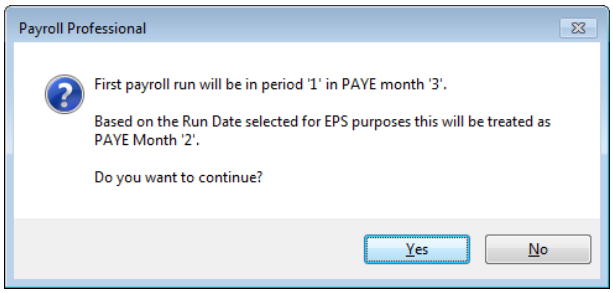

### Information button

The screen that appears when selecting the Information button under the Open run toolbar includes the EPS Month:



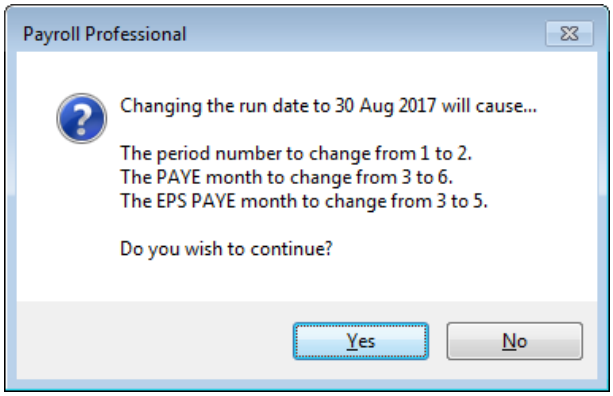

## Creating the first run for a new data file

When you create the first run for a new data file, after you enter the first run date and click on OK the following screen appears confirming the Period Number, PAYE Month and EPS PAYE Month:



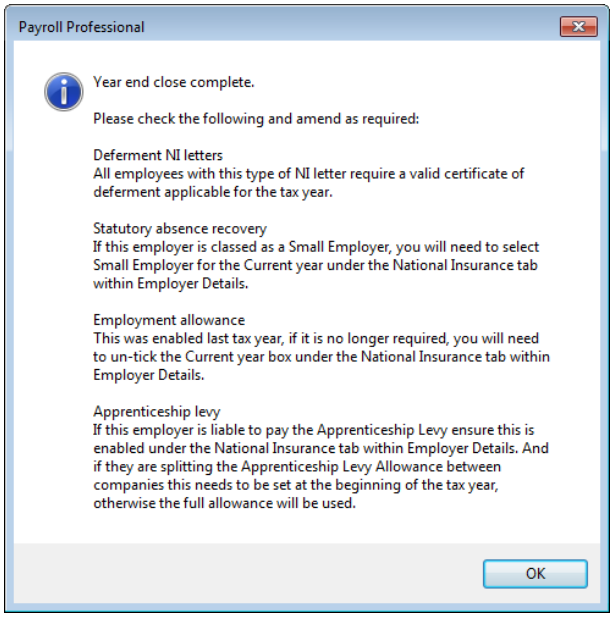

## Changing the run date

If you change the run date by double clicking on the date shown under the Open run toolbar, when the period number and PAYE month changes, the following message also includes the EPS Month:




## Closing the tax year

When you close the tax year 2016/17 onwards a reminder about the Apprenticeship levy is included in the Year end close complete message:




Under Employer Details, the apprenticeship levy Current Year settings will be copied to the Previous Year settings. The Current Year settings will stay as they are, until you change them, if required.

## HMRC Submission Search

This facility has been updated for Submission required searches under Advanced and Pending, when Apprenticeship Levy is enabled under Employer details an EPS submission is required every PAYE month even if Apprenticeship Levy due is zero.

## Reports

All P32 reports under Type P Series use the Run Date to determine the PAYE Month. They have a column showing the Apprenticeship Levy due.

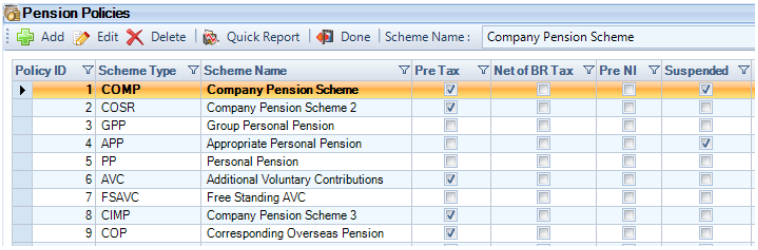
Employer details report called PAERDETL\PSERDETL includes the Apprenticeship Levy settings under the National Insurance section.

The National Insurance parameters report called PANIPARA\PSNIPARA includes the Apprenticeship levy details shown under the Tables.

A report is available under Type P Series showing the calculated figures for the Apprenticeship Levy when enabled under Employer details. This report is called PAP32AL\PSP32AL and includes a prompt to select the Tax Year.

# Pension Policies

Under the **Home** tab select **Pensions** or under the **Data** tab select **Pensions\Pensions** you will see a list of existing pension policies (or a blank version of this screen if no schemes exist).




| Policy ID | Scheme Type | Scheme Name | Pre Tax | Net of BR Tax | Pre NI | Suspended |
|---|---|---|---|---|---|---|
| 1 | COMP | Company Pension Scheme | ☑ | ☐ | ☐ | ☑ |
| 2 | COSR | Company Pension Scheme 2 | ☑ | ☐ | ☐ | ☐ |
| 3 | GPP | Group Personal Pension | ☐ | ☐ | ☐ | ☐ |
| 4 | APP | Appropriate Personal Pension | ☐ | ☐ | ☐ | ☑ |
| 5 | PP | Personal Pension | ☐ | ☐ | ☐ | ☐ |
| 6 | AVC | Additional Voluntary Contributions | ☑ | ☐ | ☐ | ☐ |
| 7 | FSAVC | Free Standing AVC | ☐ | ☐ | ☐ | ☐ |
| 8 | CIMP | Company Pension Scheme 3 | ☑ | ☐ | ☐ | ☐ |
| 9 | COP | Corresponding Overseas Pension | ☑ | ☐ | ☐ | ☐ |

Select **Add** to create a new pension policy or **Edit** to change the details (where possible) of an existing pension policy.

To search for a scheme, enter the details in the select box on the top right. This will be based on the column which holds the sort sequence, denoted by the triangle symbol alongside the filter icon.

The **Quick Report** icon will run the report set under **Reporting\Define Quick Reports**.

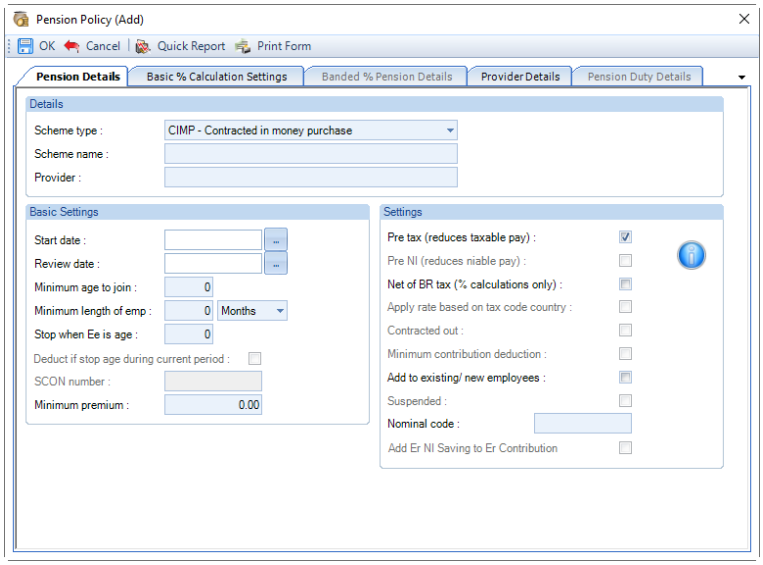
Click on **Done** to leave the pension policies screen.

When you click on **Add** you will see that the **Pension Policy** screen has settings on four tabs. Depending on the type of scheme chosen these settings will be set on or off. The type of scheme will also determine whether they are available for editing.

Once a **Scheme Type** is selected and saved this cannot be edited. If a pension policy is set up in error then it can be suspended to stop it being added to employees.

You are also able to record the Pension Provider's Bank details for making BACS payments.

## Pension Details tab




**Scheme type:** Select the type of pension to be created.

Remember, as always, we still recommend that AVCs are set up as separate schemes.

**Scheme name:** Type in the name of the scheme.

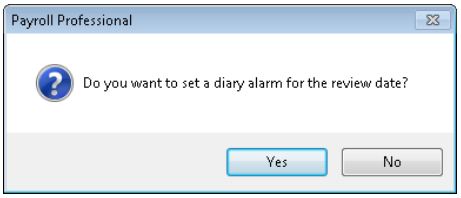
**Provider:** Type in the name of the scheme provider.

**Start date:** Input the start date for the scheme. Remember no pension deductions will take place for anyone before this date.

**Review date:** With a review date set for the scheme, and all other settings completed, as you click on **OK** to complete the scheme, you will be asked if a diary should be set as a reminder.

Click on **Yes** and the scheme is saved and an Employer Diary is set for the review date.

Click on **No** and the scheme is saved only.




**Minimum age to join:** Any employee in the pension scheme with a date birth set will not have a pension deduction made until the age entered here has been reached.

**Minimum length of emp.:** Enter here the number of weeks or months of employment that must be completed before pension deductions will commence.

**Stop when Ee is age:** Enter the age when pension deductions will cease. Once set, a further option determines if the deduction is to be made in the period where the stop age is reached.

**SCON number:** From tax year 2016/17 will not be available or editable as all Contracted Out NI Letters and Pension Schemes ceased.

**Minimum premium:** Enter an amount of minimum premium that must be deducted.

**Pre tax (reduces taxable pay):** Set this flag if the employee pension should be deducted before tax is calculated.

**Pre NI (reduces niable pay):** This flag is only available for the scheme type Salary Sacrifice.

**Net of BR tax (% calculations only):** With this setting ON any pension deduction will have the current rate of basic rate tax deducted before the deduction is calculated. For example, enter 5% and the actual deduction is 4% (5% less basic tax rate of 20%).

**Apply Rate based on tax code country (only available from tax year 2016/17 and when Net of BR tax is enabled):** With this setting on the program will check the employee's tax code being used in the calculations to determine whether to apply the UK, Scottish or Welsh basic rate percentage.

With this setting OFF the UK basic rate percentage will continue to be used.

**Contracted out:** This flag will set if a contracted-out scheme is chosen. If the scheme type chosen can be either contracted out or not, then the user must mark the setting accordingly. From tax year 2016/17 the Contracted out field will not be available or editable as all Contracted Out NI Letters and Pension Schemes cease.

**Minimum contribution deduction:** Not available or editable as COMP Pension Schemes ceased.

**Add to existing/new employee:** Set this flag if the pension is to be added to all existing employees and any new employees created from this point forward.

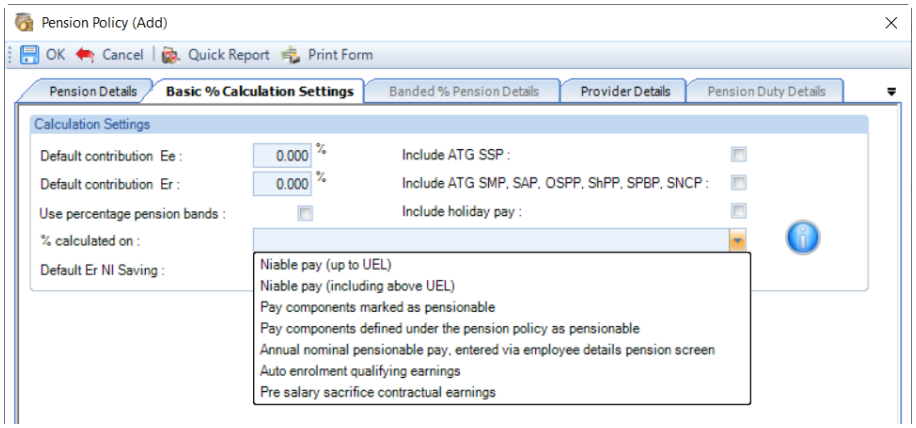
**Suspended:** With this flag set this pension scheme can no longer be added to employees. The pension deductions will still be calculated for employees already attached to the pension policy.

**Nominal code:** Set a nominal code value for this pension scheme.

**Add Er NI Saving to Er Contribution:** This setting is only available for Salary Sacrifice pension schemes. Tick the box if you want this to be applied, you will need to enter the percentage under the Basic % Calculation settings tab or the employee pension edit screen. The calculation is based on the Employees Pension Contribution and using the standard Employer NI %age applicable for the current tax year. For Banded pension schemes, it will be calculated for each pension band using the percentage under the Basic % Calculation settings tab or the employee pension edit screen.

## Basic % Calculation Settings tab

Any employee may have a specific value pension deduction set on the employee record. However, where percentages are concerned there are other settings to take in to account.




**Default contribution Ee:** Enter a default employee contribution percentage that will apply to all employees in the pension scheme unless they have a personal value set.

**Default contribution Er:** Enter the employer contribution percentage that will apply to all employees in the pension scheme unless they have a personal value set.

**Use percentage pension bands:** If this option is **ON** further settings are needed on the next tab.

**Default Er NI Saving:** Enter the percentage of the Employer NI Saving to add to the Employer Pension contribution. This will only be available for Salary Sacrifice Pension schemes where under the Pension Details tab the setting Add Er NI Saving to Er Contribution is ticked.

**Include ATG SSP:** Set **ON** if any add to gross SSP is added to 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 include ATG SSP.

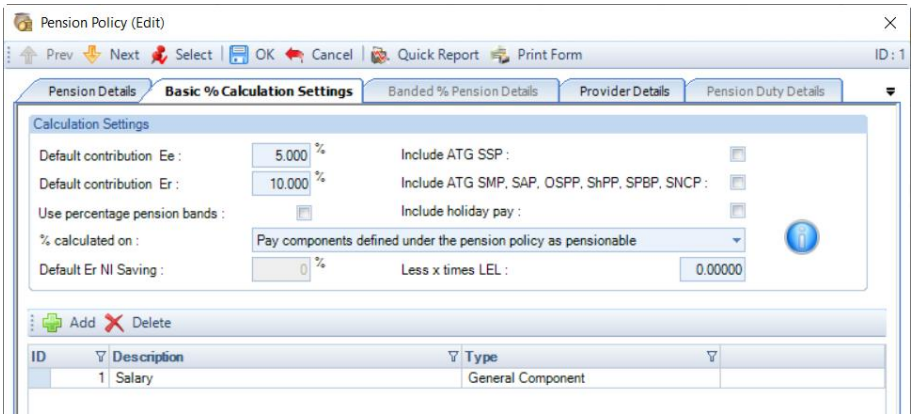
**Include ATG SMP, SAP, OSPP, SHPP, SPBP, SNCP:** Set **ON** if any add to gross SMP, SAP, OSPP, SHPP, SPBP, SNCP is to be added to Pensionable Pay when the **% calculated on** is set as **Pay components marked as pensionable** or **Pay components defined under the pension policy as pensionable**. The **% 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, SNCP.

**Include holiday pay:** Set **ON** if any holiday pay is to be added to 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 holiday pay.

**Less x times LEL:** Enter the multiple of LEL (up to 5 decimal places) that is to be deducted from pensionable pay before the pension is calculated. This setting will reduce the pensionable pay for any of the settings selected under **% calculated on**.

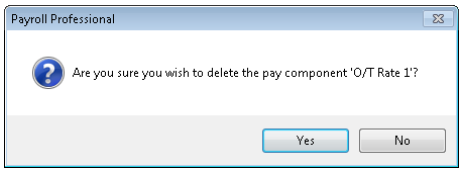
**% calculated on:** Set the options here for the payment amounts that are to be used as the basis for the percentage calculation.

If the fourth option is selected – **Pay components defined under the pension policy as pensionable** – the bottom half of the screen changes. Click on the **Add** button and select the components to be set as pensionable for this policy.

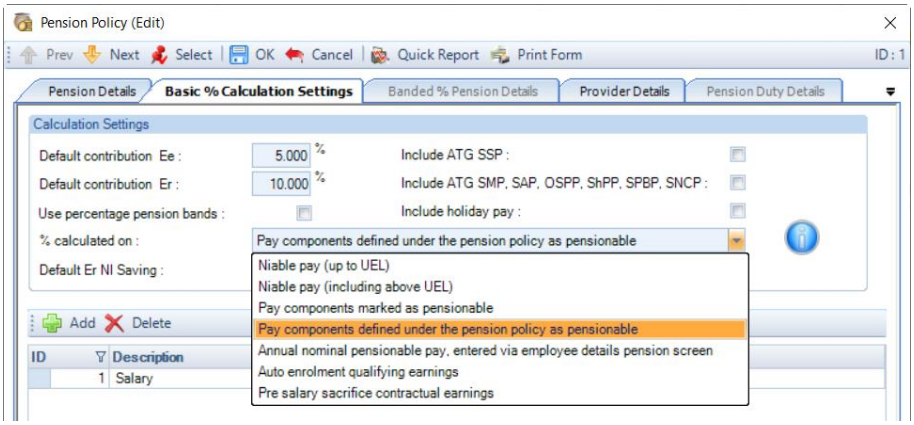



Components selected incorrectly or no longer required can be deleted. Highlight the pay component for removal, and select **Delete** or use the Delete button.

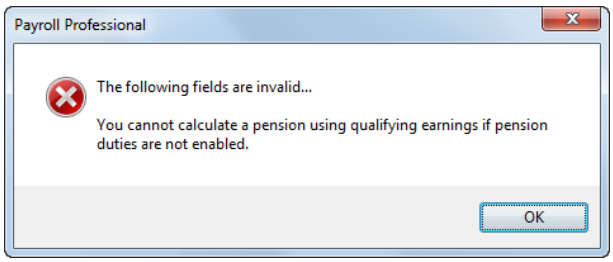
The normal message appears asking if you are sure about the deletion. Click **Yes** to remove the component or **No** to leave it in the selection screen.




The last two options under **% calculated on** called **Auto enrolment qualifying earnings** (the earnings between the **Qualifying Earnings Lower** and **Upper** band) and **Pre salary sacrifice contractual earnings** (only available for Salary Sacrifice pension schemes).

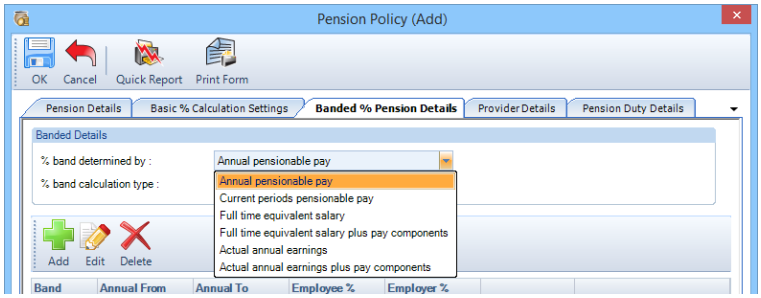



They can only be selected when Pension reform is enabled under Employer Details. If you try to select it without Pension reform enabled then you will see the following message.

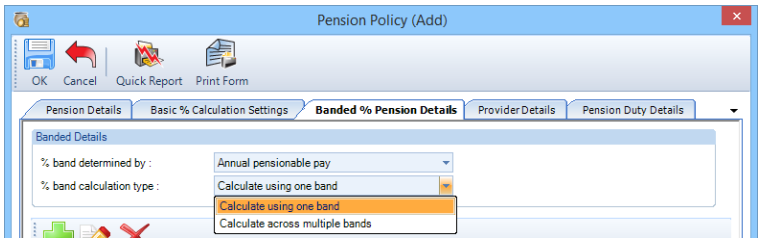



## Banded % Pension Details tab

If the **Use percentage pension bands** option is selected then this third tab becomes available.




The first setting required is whether the banding used for the pension deduction is determined by the employee's annual pensionable pay or the current period pensionable pay. The last four options are only available when Pay Spines is enabled on the payroll.




The second setting required is the percentage band calculation type, whether one percentage is used or multiple percentages.

**Calculate using one band** – will look at the employee pensionable pay, determine which band this falls in and make the deduction accordingly.

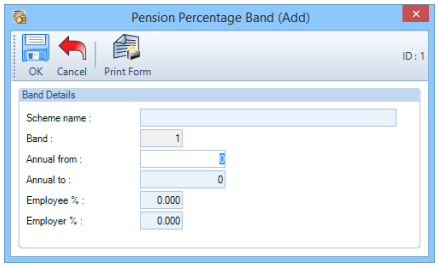
**Calculate across multiple bands** – will look at the employee pensionable pay, determine which bands are applicable and make the deduction accordingly.

Having made these choices the bands then need to be set up.

Input the bandwidth – from and to values – for the first band and the percentages that should apply.

These are annual salary bands.

Click **OK** to complete the setup repeat the procedure for all bands required.

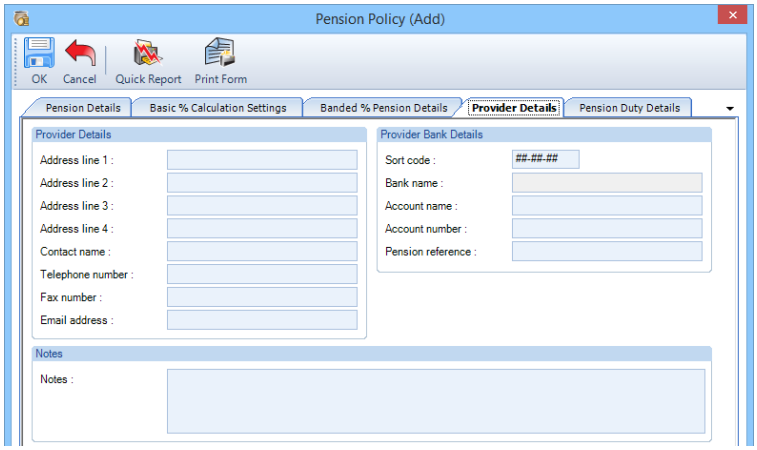



As the subsequent bands are set up, the *From* value will default to £1 more than the *To* value of the previous band.

Once a band has been created it can be edited or deleted by highlighting and using the appropriate right-mouse button option or button at the top of the screen.

## Provider Details tab

This tab provides space to record the pension provider name and address as well as bank details. The bank information and a pension reference must be present in this tab if the pension deductions are to be paid to the provider by BACS.

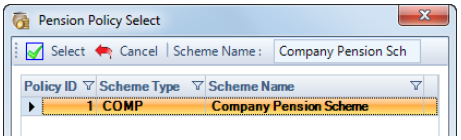



Note that there are now fields for contact details as well as a generic notes field.

## Pension Payment by BACS

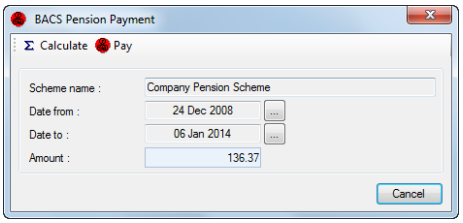
Go to the **Data** tab and select **Pensions\BACS**, to generate the BACS file. This will display a list of the schemes with bank information entered.

Highlight the scheme and click on **Select**.




Set the start and finish date for the payments to be made, click on **Calculate** and the **Amount** box will show the total of deductions for the chosen date range.

The value can be edited if required, then click on **Pay** to generate the BACS file.



# Pension Reform – Employer Duties

Between 2012 and 2018 Employers were required to start their pension reform duties, starting with the largest employers first. Each Employer will be contacted directly by the Pensions Regulator with their duties start date.

Now new employers are to apply the pension reform duties from the start date of their first member of staff, which their start date will be the employers duties start date.

Payroll Professional is able to deal with the following:

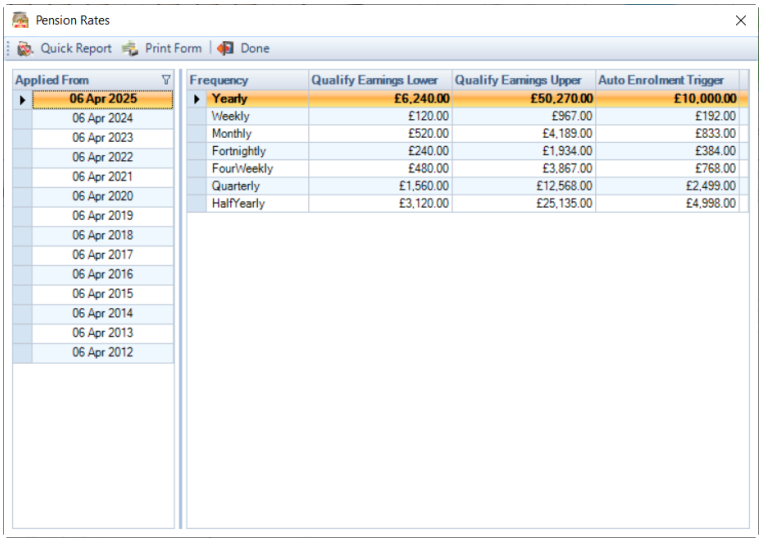
- Setting an existing or new pension policy as a Qualifying Pension Scheme.
- Automatically enrol any eligible jobholders who are not already in a qualifying pension scheme.
- Deduct employees and employer contributions.
- Keep payroll related records in relation to each qualifying pension scheme and each employee.
- Provide reports.
- Transfer a payroll into Payroll Professional which has already started auto enrolment.
- Re-enrolment

Some of the following screens are only be available when the payroll is in Tax Year 2012/13 or later, and after Pension Duties have been turned on.

## Pension Tables

Under the **Tables** tab select the **Pensions** button.

You will then see the Tables which are used for the worker assessment and Auto Enrolment process.




| Applied From | Frequency | Qualify Earnings Lower | Qualify Earnings Upper | Auto Enrolment Trigger |
|---|---|---|---|---|
| 06 Apr 2025 | Yearly | £6,240.00 | £50,270.00 | £10,000.00 |
| 06 Apr 2024 | Weekly | £120.00 | £967.00 | £192.00 |
| 06 Apr 2023 | Monthly | £520.00 | £4,189.00 | £833.00 |
| 06 Apr 2022 | Fortnightly | £240.00 | £1,934.00 | £384.00 |
| 06 Apr 2021 | FourWeekly | £480.00 | £3,867.00 | £768.00 |
| 06 Apr 2020 | Quarterly | £1,560.00 | £12,568.00 | £2,499.00 |
| 06 Apr 2019 | HalfYearly | £3,120.00 | £25,135.00 | £4,998.00 |
| 06 Apr 2018 | | | | |
| 06 Apr 2017 | | | | |
| 06 Apr 2016 | | | | |
| 06 Apr 2015 | | | | |
| 06 Apr 2014 | | | | |
| 06 Apr 2013 | | | | |
| 06 Apr 2012 | | | | |

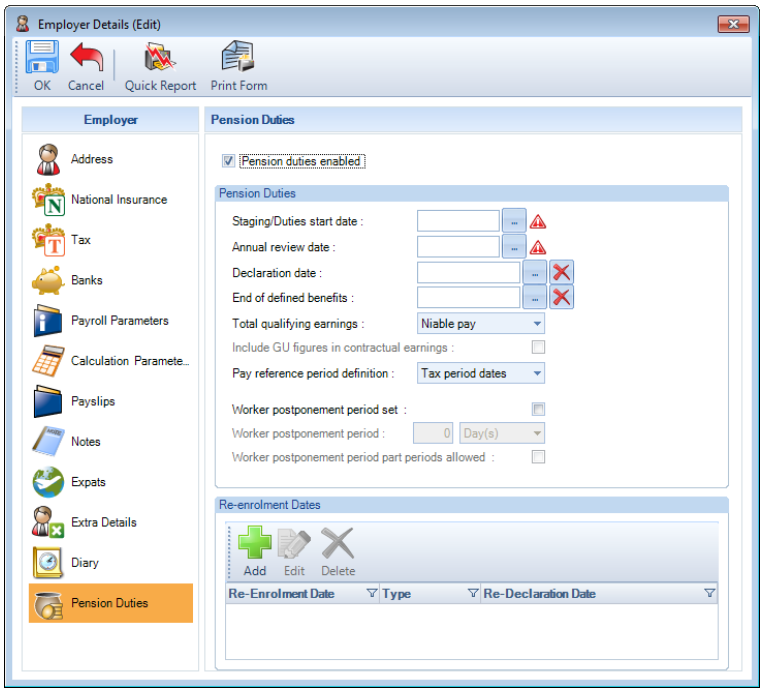
The above screen shot show the rates from 6th April 2025, these rates are subject to change at the beginning of each tax year.

## Employer Details

There is information that you need to enter under several tabs for the Pension Reform.

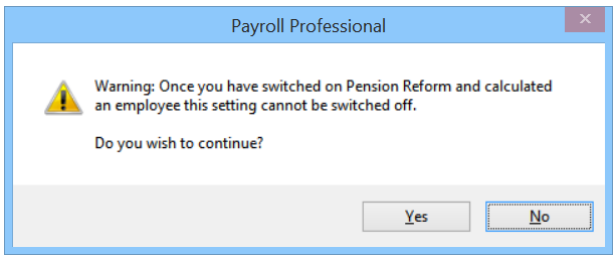
### Pension Duties

Firstly the new **Pension Duties** tab.

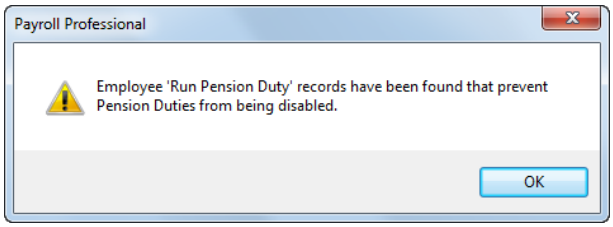



- **Pension duties enabled** – tick this box to enable Pension duties. If you have a pay run open, ensure all employees are un-calculated, to enable you to tick this box.

  When you select **Pension duties enabled** you will see a warning message that once there are calculation records it cannot be switched off.




  Similarly, if you try to un-tick **Pension duties enabled** and there are calculation records you will not be able to switch it off and will see the following message:



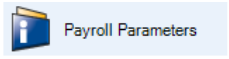

- **Staging/Duties start date** – enter the date that the Employers Pension duties are to start from or started from if this date is in the past. This is the date stated by The Pensions Regulator as the staging/duties start date even if no employees enrol on this date.

- **Annual review date** – this will be automatically populated one year from the staging/duties start date. It can be changed if required by clicking on the ellipsis button.
- **Declaration Date** – for information only. Once you have received a letter from The Pension Regulator confirming the declaration of compliance has been received this field can be completed with the declaration date as stated on the letter. This field should not be completed before the declaration of compliance has been sent.
- **End of defined benefits** – only required if you have a Contracted In Money Purchase or Contracted Out Salary Related pension policy set up that is classed as defined benefit, which will be used for Auto Enrolment and the Employer has chosen to delay the Auto Enrolment Process for an initial transitional period. The date is restricted to a maximum date of 30th September 2017.
- **Total Qualifying Earnings** – This is all of the Employees Pay which includes Salary, Overtime, Commission, Bonus and any Statutory Absence payments. There are three options to choose from – Niable Pay, Taxable Pay or Contractual Earnings. Pay Spines, Holiday Pay (this does not include Holiday Credit and Holiday Pay Set Aside) and Statutory Absence Payments will automatically be treated as contractual. Taxable Pay – is pre any pension deductions. Niable Pay – is pre any pension deductions. If you want to include Gross Up Tax and Gross Up NI in Qualifying Earnings then we recommend that you use Taxable Pay or Niable Pay.
- **Include GU figures in contractual earnings** – when you select the **Total qualifying earnings** as **Contractual earnings** this box will be available. If you want to include the Gross Up Tax, Gross Up NI, Gross Up Student Loans etc. in the **Total qualifying earnings** then tick the box.
- **Pay reference period definition** - currently the pension reform assessment is based on the period start and end dates called **Pay period dates**, which are determined using the **Period End** details entered under **Employer** and the **Payroll Parameters** tab. From 1st November 2013 there is a new option **Tax period dates**, these will be the dates for the tax period start and end determined by the HMRC.
- **Worker postponement period set** – only tick this if you want to enter a Worker Postponement Period. The Employer can delay assessing the Employee(s) by up to 3 months from the Employers Duty Start Date or Employees Start Date or End of Defined Benefits plus one day, whichever is the later.
- **Worker postponement period** – enter the postponement period. This can be entered as a number of days, weeks or months, up to a maximum of 3 months.
- **Worker postponement period part periods allowed** – with this box ticked the auto enrolment process will start part way through a period.
  The postponement period end date will be populated using the Days/Weeks/Months that have been entered.
  When part periods allowed is **not** selected, when the Employee is calculated and the postponement end date falls within the current period the employee will be assessed from the start of that period, which will then be prior to the postponement end date.
  This is to ensure the auto enrolment is not postponed for more than three months.

### Automatic re-enrolment dates

This grid is for recording automatic re-enrolment dates. For more information on automatic re-enrolment please see the guide **Pension Reform – Automatic Re-enrolment.**

### Payroll Parameters

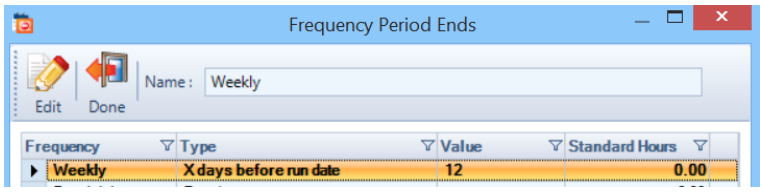



There are two sections under this tab that need to be completed.

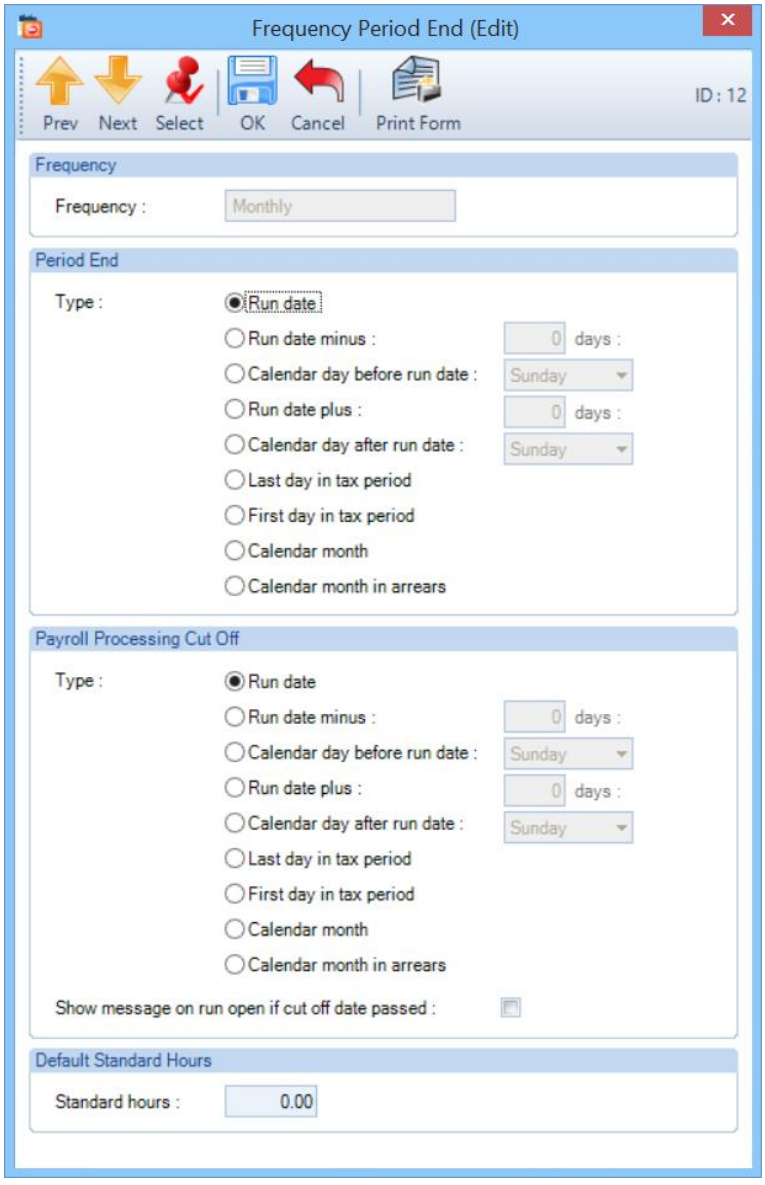
### Period End

For the auto enrolment process, the program needs to know the period start date, end date and the payroll processing cut off date to ensure the correct calculations and procedures are performed. If the employer has not yet staged this **must** be set up at least one period before the Employers staging/duties start date. If you are transferring the payroll to Payroll Professional this **must** be set up before processing the payroll in Payroll Professional for the first time.

Ensure all payroll runs are closed, then under the **Payroll Parameters** tab click on the **Period End** button.




**Edit** each frequency that is being used, you will see the following screen.




Complete the **Period End** and **Payroll Processing Cut Off** sections.

The X days for Run date minus or plus, are restricted to the following:

- Weekly - 14
- Fortnightly - 14
- Four weekly - 28
- Monthly - 31
- Quarterly - 31

- Half Yearly - 31
- Yearly - 31

**Period End** dates will be used for assessing the workers and their earnings for auto enrolment. So it is important that the correct dates are used.

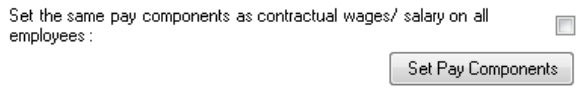
The **Payroll Processing Cut Off** will be used for Opt Out Refunds and to determine when an employee is enrolled when they opt in, but will also be useful for you when running the payroll as you can tick the box to **Show message on run open if cut off date passed**.

You are also able to enter the **Default Standard Hours** for the frequency, this will be used when creating new employee records.

## Contractual

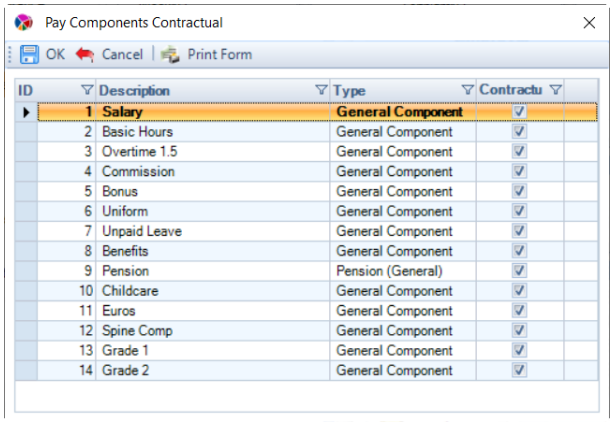
If under **Pension Duties** you have selected **Contractual** for the **Qualifying Earnings** then you need to mark which pay components are Contractual. All Pay Components will automatically be set as Contractual.

**Important Note: Set the same pay components as contractual wages/salary on all employees** and **Set Pay Components**, will only be available if all open payroll runs have no employees calculated.



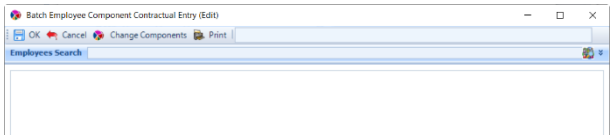

If the same Pay Components for all Employees are Contractual then tick the box **Set the same pay components as contractual wages/salary on all employees**.

With this box ticked now select the **Set Pay Components** button you will then see the following screen. All pay components are automatically marked as Contractual, you need to change the Contractual setting as per your requirements:

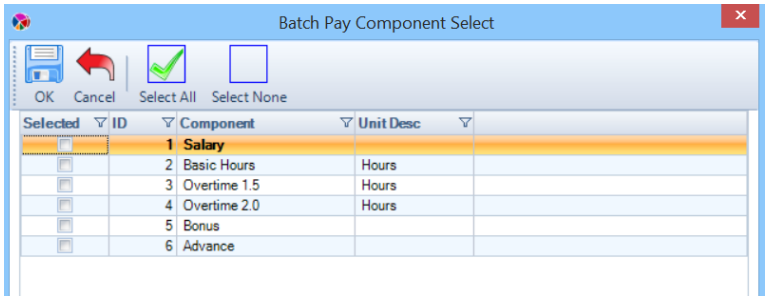



| ID | Description | Type | Contractu |
|---|---|---|---|
| 1 | Salary | General Component | ☑ |
| 2 | Basic Hours | General Component | ☑ |
| 3 | Overtime 1.5 | General Component | ☑ |
| 4 | Commission | General Component | ☑ |
| 5 | Bonus | General Component | ☑ |
| 6 | Uniform | General Component | ☑ |
| 7 | Unpaid Leave | General Component | ☑ |
| 8 | Benefits | General Component | ☑ |
| 9 | Pension | Pension (General) | ☑ |
| 10 | Childcare | General Component | ☑ |
| 11 | Euros | General Component | ☑ |
| 12 | Spine Comp | General Component | ☑ |
| 13 | Grade 1 | General Component | ☑ |
| 14 | Grade 2 | General Component | ☑ |

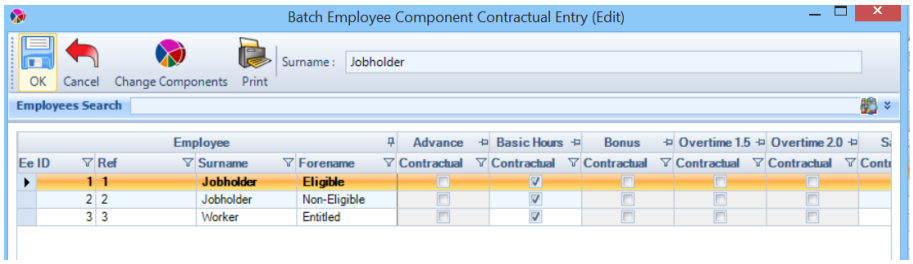
If different Pay Components are contractual for each Employee and therefore you did not tick **Set the same pay components as contractual wages/salary on all employees**, when you select the **Set Pay Components** button you will see the following screen:




Click on the **Change Components** button. All pay components are automatically marked as Contractual. In the following screen tick the box under **Selected** against the Pay Components that you want to change the Contractual setting, or click on **Select All,** now click on **OK**.



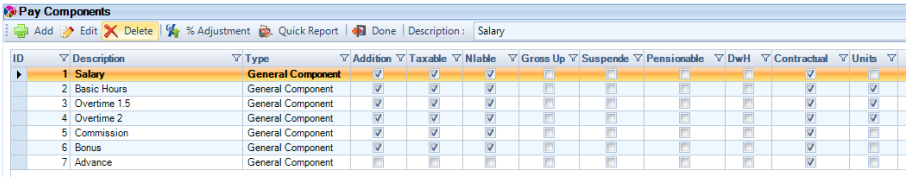

You will then see a list of all of the Employees and the selected Pay Components.



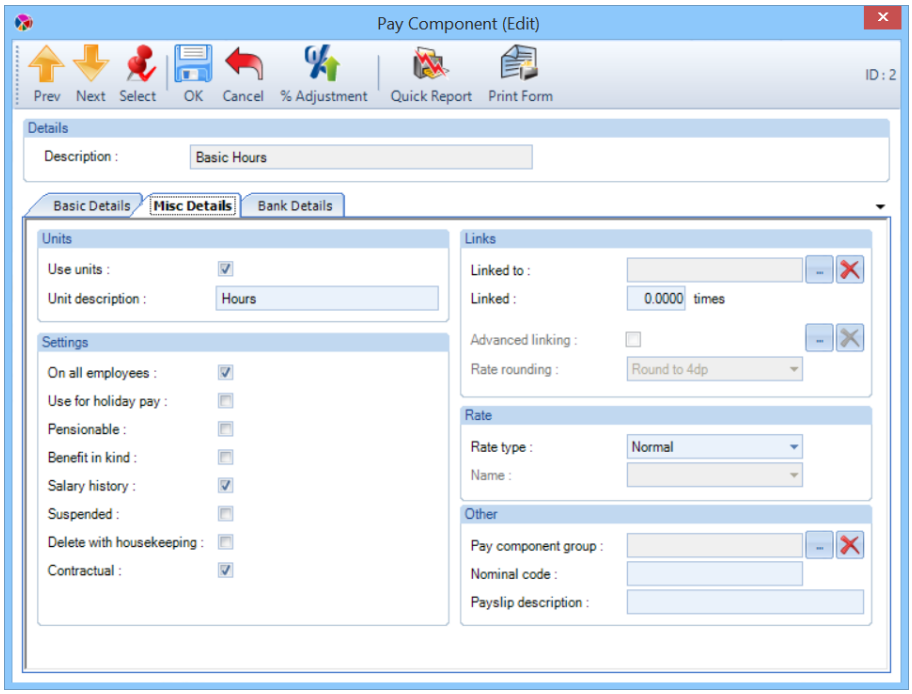

Just change the Contractual setting for each Employee as per your requirements. When you have finished click on **OK**.

If you have ticked the box **Set the same pay components as contractual wages/salary on all employees**, then you can also set the Contractual setting by editing the Pay Component.

Under the **Home** tab select **Pay Components** and you will see the new column **Contractual**.



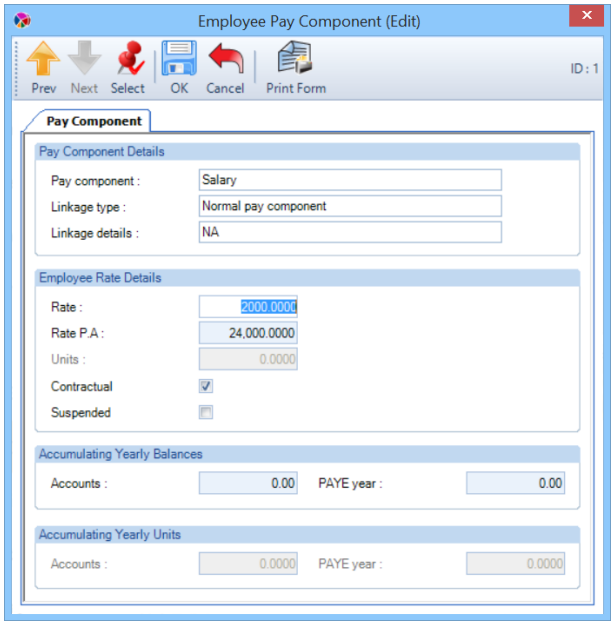

Highlight the Pay Component you want to change the Contractual setting and click on **Edit**.




Under the **Misc Details** tab there is a new tick box for Contractual which you can then change as required.

This box will be greyed out if you have not ticked **Set the same pay components as contractual wages/salary on all employees**, as you have chosen to set the Contractual pay components at Employee level.

Whilst in the **Employee (Edit)** screen, go to the **Pay Components** tab and **Edit** a Pay Component that you want to change the Contractual setting.



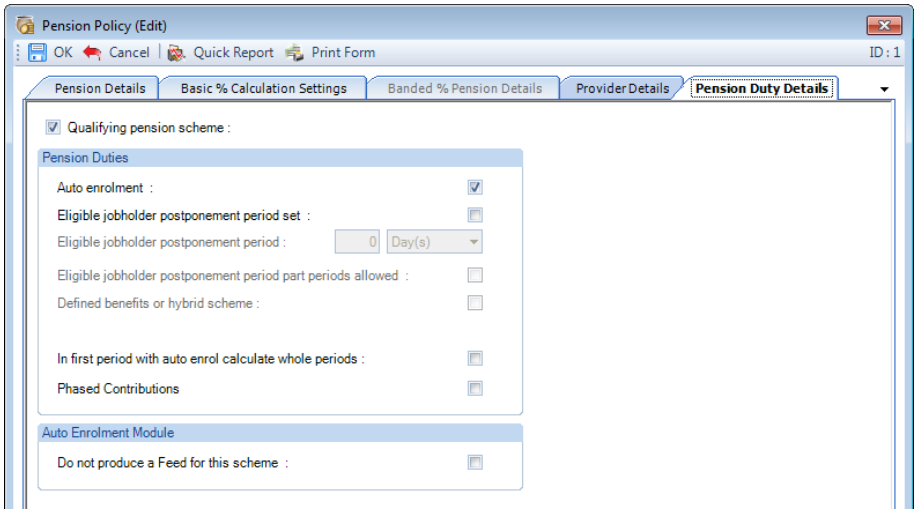

Then change the **Contractual** setting as required and select **OK**, or use the **Select** button to choose another Pay Component. Ensure you select **OK** to save the changes.

## Pension Policy

You will now need to either set a new or existing pension scheme as a **Qualifying pension scheme** which can also then be used to Auto Enrol employees.

**BEFORE** completing the **Pension Duties** section, tick the **Qualifying Pension scheme** box for **all** relevant pension schemes, otherwise if you tick the Auto Enrolment box the program will add that Pension to all employees even if the employee is already in a Qualifying Pension scheme which you have not yet marked as a Qualifying Pension scheme!

### Pension Duty Details tab




- **Qualifying pension scheme** – tick the box if it applies, then the **Pension Duties** section will be available.
- **Auto enrolment** – tick this box if this Pension Policy is to be used for the Auto Enrolment process. **Note** that if under the **Pension Details** tab you have already ticked **Add to Existing/New Employees**, then you must choose which one to use as only one can be applied.
- **Eligible Jobholder postponement period set** – this option will only be available if Auto Enrolment is ticked. Tick this box if the Employer wants to enter an Eligible Jobholder Postponement Period. This allows the Employer to delay auto enrolment for up to three months from when the employee first becomes an Eligible Jobholder. It will automatically be re-applied if the correct conditions are met for the employee to have another eligible postponement period applied, until the setting is removed from the employees record.

  **Note** that if you have already set a Worker Postponement Period at Employer or Employee level the Employee cannot have both, therefore this will override any Worker Postponement that has been set.

- **Eligible Jobholder postponement period** – enter the postponement period. This can be entered as X days, weeks or months, up to a maximum of 3 months.
- **Eligible Jobholder postponement period part periods allowed** – with this box ticked, it means that the auto enrolment process will start part way through a period.
  The postponement period end date will be populated using the Days/Weeks/Months that have been entered.
  When part periods allowed is **not** selected, when the Employee is calculated and the postponement end date falls within the current period the employee will be assessed from the start of that period, which will then be prior to the postponement end date.
  This is to ensure the auto enrolment is not postponed for more than three months.
- **Defined benefits or hybrid scheme** – this box will only be available for Contracted In Money Purchase or Contracted Out Salary Related pension schemes. Tick this box if it is a Defined Benefits or Hybrid pension scheme. It will only transfer to the employee pension details if there is a date in **Employer\Pension**

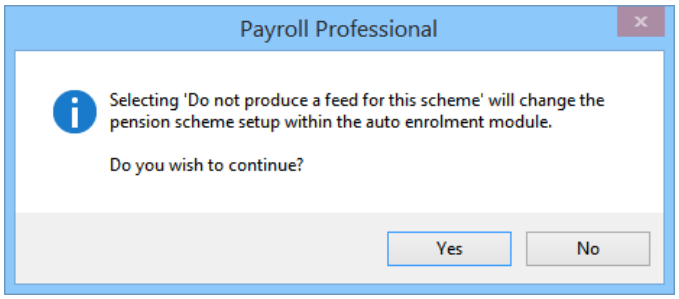
**Duties\End of Defined Benefits**. This will delay the automatic enrolment process for employees attached to this Qualifying Pension scheme until the **End of Defined Benefits** date.

- **In first period with auto enrol calculate whole periods** – If an employee's auto enrolment date is part way through a period you need to choose whether to calculate the Pension Contributions for the whole period or part of the period. Tick the box for the whole period and leave it un-ticked to calculate for part of the period.

  The prorate calculation is the Total Pensionable Pay for the period divided by the number of calendar days from the Pension Reform Period Start Date to Pension Reform Period End Date, then multiplied by the number of calendar days from the Commence Contributions Date to the Pension Reform Period End Date.

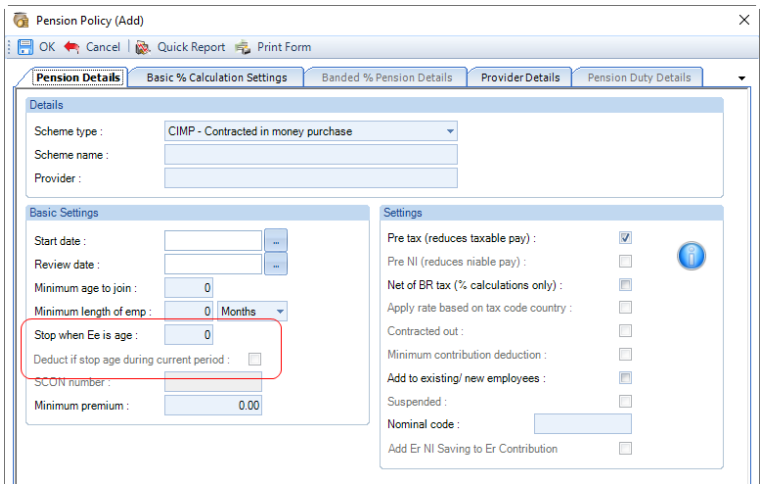
  **Important Note:** If the Employees Start Date is within the period start and end date of the period that they are auto enrolled part way through, then their Total Pensionable Pay will not be prorated.

- **Do not produce a Feed for this scheme** – Only available if licence for the auto enrolment module, tick this box if no pension feed should be produced for this pension scheme. If the scheme has previously been attached to a pension feed selecting 'do not produce a feed for this scheme' will remove the connection between the pension scheme. When selecting this box, if the pension has previously been attached to a pension feed the following message will be displayed:

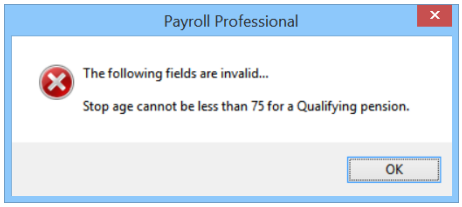



## Pension Details tab

When a Pension Policy is set as a **Qualifying Pension scheme** and **Auto Enrolment** under the **Pension Duties** tab, under the **Pension Details** tab the options **Stop when ee is age** and **Deduct if stop age during current period** will now be available.



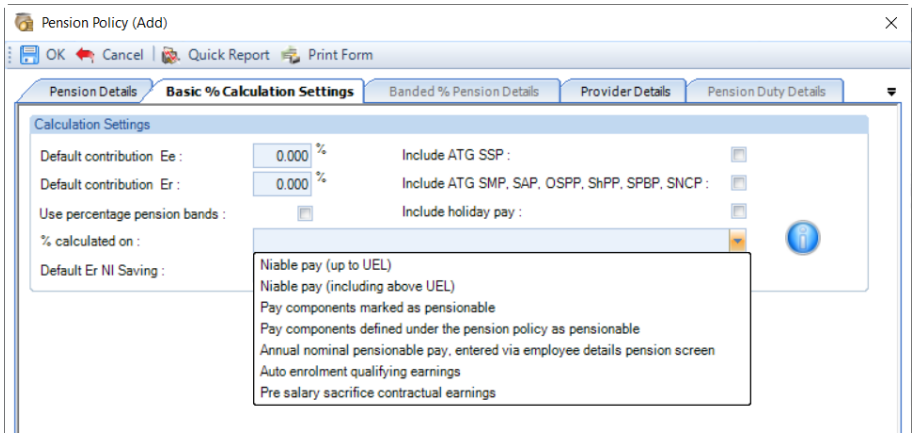

This is to allow you to enter the age 75 or higher, for employees to automatically leave the pension scheme. This field is validated when you click on OK to save the scheme, to ensure that the age is 75 or higher:



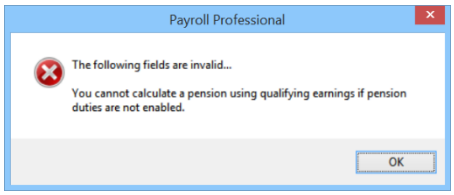

The setting **Deduct if stop age during current period** allows you to determine whether a pension deduction is required in the period they turn the age entered.

## Basic % Calculation Settings

Under **% calculated on** we have added two options called **Auto enrolment qualifying earnings** (the earnings between the **Qualifying Earnings Lower** and **Upper** band) and **Pre salary sacrifice contractual earnings**.




These options can only be selected when Pension reform is enabled under Employer Details. If you try to select it without Pension reform enabled then you will see the following message.

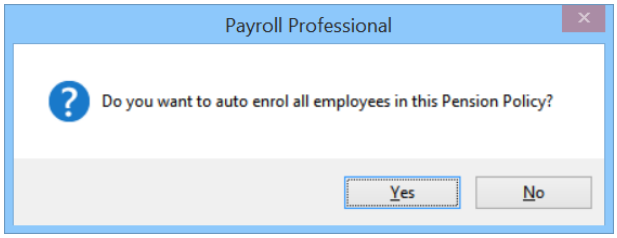



When **Auto Enrolment** is ticked, you need to make sure **Default %** for **Employees** and **Employers** are entered under the **Basic % Calculation Settings** tab.

**Remember:** You need to ensure that the percentages meet the minimum requirements set out by the Pension Regulator.

## Saving the Pension Scheme

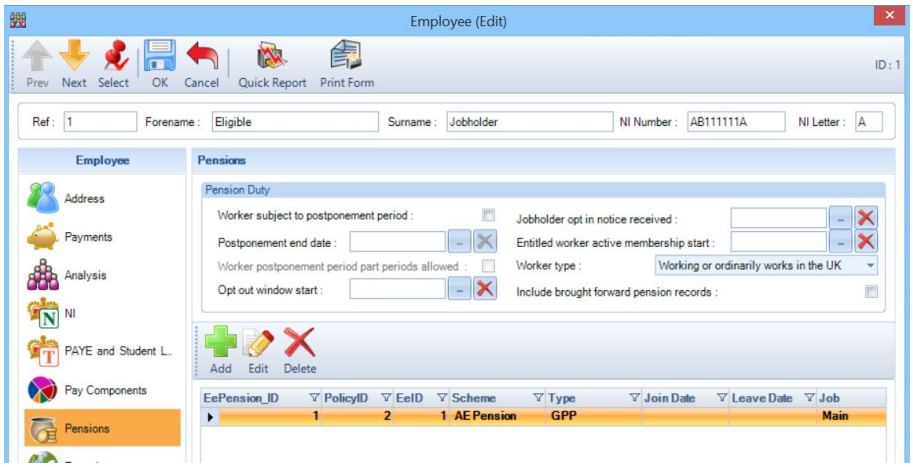
When you select **OK** on a Pension Policy set for Auto Enrolment you will see the following message.




Select **Yes** to add the Pension Policy to Employees who do not already have a current Qualifying Pension scheme attached to them.

If you select **No**, you will need to add the Pension Policy to each employee via the Employee (Edit) screen.

## Employee (Edit) - Pensions




- **Worker subject to postponement period** – this will automatically be set if entered under **Employer\Pension Duties** tab. Otherwise you can set it per Employee.
- **Postponement end date** – this will automatically be populated if entered under **Employer\Pension Duties** tab. Otherwise you can set it per Employee. It is restricted so that you can only select a date up to 3 months from the Employer Duty Start Date or Employee Start Date or End of Defined Benefits plus one day, whichever is the later.
- **Worker postponement period part periods allowed** – with this box ticked the auto enrolment process will start part way through a period.
  The postponement period end date will be populated using the Days/Weeks/Months that have been entered.
  When part periods allowed is **not** selected, when the Employee is calculated and the postponement end date falls within the current period the employee will be assessed from the start of that period, which will then be prior to the postponement end date.
  This is to ensure the auto enrolment is not postponed for more than three months.
- **Opt out window start** – for you to record either the date the documents were sent to the employees or the date the employee was set up with a pension by the pension provider, whichever is the later. These dates determine when the Opt Out window ceases, this is one month from the Opt out window start date, this is extended to six weeks if an invalid opt out notice is received. If this is left blank we will continue to use the Contributions start date to calculate the opt out window, which is extended to 12 weeks from the Contributions start date to allow for invalid opt out notice being received.
- **Jobholder opt in notice received** – this date will only be available if the Employee is not already a member of a Qualifying Pension scheme. You should only complete this date if the employee has the right to opt in and meets the conditions set out by the TPR. If you have received an opt in notice from the employee in the past then leave this field blank and enter the details in the brought forward records below. Only enter the opt in notice received date here if the employee opts in once you have started processing in Payroll Professional.
- **Entitled worker active membership start** – only available if employee is not an eligible jobholder or is a non eligible jobholder and is not in a qualifying pension scheme with a join date. When you enter the date if there is only one pension scheme in the data file and it is already attached to the employee without a Join date, the program will automatically populate the join date with the same date. If the data file has more than one pension scheme you will be prompted to select a pension for the employee to join on the same date.

**Worker type** – there are eleven options,

1. **Working or ordinarily works in the UK**
2. **Exempt - Expat Not working in the UK**
3. **Exempt – Non-Contracted Director**

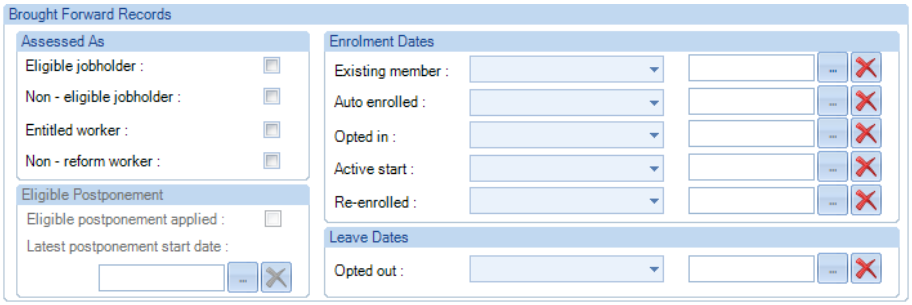
4. **Exempt – Non-Contracted Office Holder**
5. **Exempt – Volunteer**
6. **Exempt – Member of Armed Forces**
7. **Exempt – Member of Cadet/ Training Forces**
8. **Exempt – Ceased active membership**
9. **Exempt – Within notice period**
10. **Exempt – Protected pension savings**
11. **Exempt – Winding up lump sum**
12. **Exempt – Off Payroll Worker**

The default is **Working or ordinarily works in the UK**. Employees set as **Exempt** are excluded from the Pension Reform Auto Enrolment process.

- **Include brought forward pension records** – select this option if you are transferring a payroll to Payroll Professional which has already staged. This will allow you to enter details of how an employee joined the pension scheme if this happened in the past. Brought forward records should be added before the employee is calculated in Payroll Professional.

## Brought forward records

When Brought forward records are selected the following fields become available.




Selecting the relevant assessment status for your employee will prevent notices being generatedwhich they have already received. You can select as many status as are relevant for that employee.

### Assessed As

- **Eligible jobholder** – select this box if the employee has been assessed as eligible in the past
- **Non-eligible jobholder** – select this box if the employee has been assessed as non-eligible in the past.
- **Entitled Worker** – select this box if the employee has been assessed as entitled in the past
- **Non-reform worker** – select this box if the employee has been assessed as non-reform in the past

### Eligible postponement

This section is only available when Assessed as is selected as Eligible jobholder.

- **Eligible postponement applied** – select this box if the employee is in eligible jobholder postponement when the payroll is taken over.
- **Latest postponement start date** – enter the start date of the current eligible postponement. The date range is restricted to the later of the staging/duties start date or the employees start date, and the maximum is one month after today's date.

This information will be used to calculate the eligible jobholder postponement end date, when eligible jobholder postponement is set under the employees pension record with the postponement period completed.

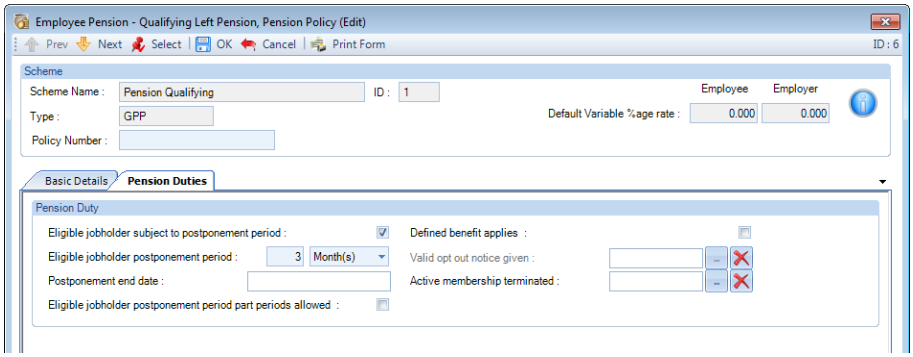
### Enrolment Dates

- **Existing member** – if the employee joined the pension through a means other than auto-enrolment, ie was a member prior to staging or contractually joined, select the pension from the drop down menu and enter the date the employee joined the pension scheme. The pension scheme record at the bottom of the page will be automatically updated to reflect the join date upon saving.
- **Auto enrolled** – if the employee was auto enrolled into the pension scheme select the scheme from the drop down menu and enter the enrolment date. An auto enrolled date can only be entered if you have selected that the employee has been assessed as an eligible jobholder in the past. The pension scheme record at the bottom of the page will be automatically updated to reflect the join date upon saving. If you have already entered the pension join date this will not be changed. If more that one enrolment event is entered for the same pension then the latest date will be used.
- **Opted in** – if the employee opted into the pension scheme select the scheme from the drop down menu and enter the opt in date. An opted in date can only be entered if you have selected that the employee has been assessed as an eligible or non-eligible jobholder in the past.The pension scheme record at the bottom of the page will be automatically updated to reflect the join date upon saving. If you have already entered the pension join date this will not be changed. If more that one enrolment event is entered for the same pension then the latest date will be used.
- **Active start** – if the employee joined the pension as an entitled worker select the scheme from the drop down menu and enter the start date. An active membership start date can only be entered if you have selected that the employee has been assessed as an entitled worker in the past. The pension scheme record at the bottom of the page will be automatically updated to reflect the join date upon saving. If you have already entered the pension join date this will not be changed. The Entitled worker active membership start date under pension duties will also be populated

### Leave Dates

- **Opted out** – if the employee opted out of the pension scheme select the scheme from the drop down menu and enter the opt out date. An opted out date can only be entered if you have entered either an opted in date or auto enrolled date. The pension scheme record at the bottom of the page will be automatically updated to reflect the leave date upon saving. If you have already entered the pension leave date this will not be changed. If more that one enrolment event is entered for the same pension then the latest date will be used.

When you **Edit** an Employees **Pension** that is set as a Qualifying pension scheme there are further settings for the **Pension Duties**:




- **Eligible Jobholder subject to postponement period** – only available if the Employee does not have the Worker Postponement Period set, as they cannot be on at the same time. Program will populate if set at Pension Policy level. This can be set per Employee if required. It will automatically be re-applied if the correct conditions are met for the employee to have another eligible postponement period applied, until the setting is removed.
- **Eligible Jobholder postponement period** - enter the postponement period. This can be entered as X days, weeks or months, up to a maximum of 3 months. Program will populate this if set at Pension Policy level. This can also be set per Employee if required. When entering brought forward records if an employee is part way through eligible jobholder postponement then you will need to calculate the remaining time due to the end of the postponement period. Once the postponement period finishes you can then change this

to the normal postponement period. This should not be done until the period following the one when postponement ends to prevent the postponement period being extended beyond 3 months.

- **Postponement end date** – This will be automatically populated.

  **Note:** This date will not be shown until the period containing the date is achieved, in case the Eligible Jobholder Postponement Period is changed.

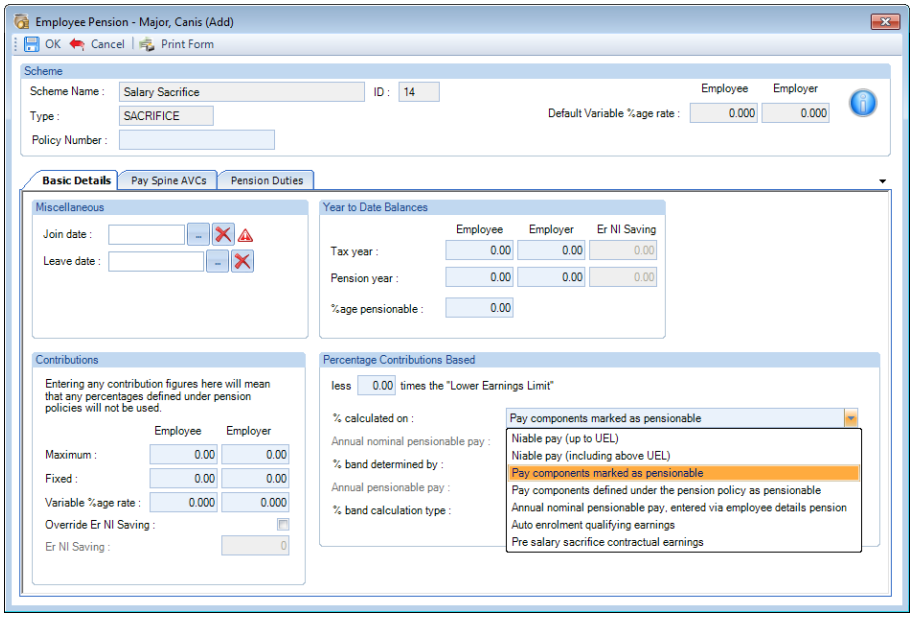
- **Eligible Jobholder postponement period part periods allowed** – The program will automatically complete this if set at Pension Policy level, but can be set per Employee if required. With this box ticked, it means that the auto enrolment process will start part way through a period.
  The postponement period end date will be populated using the Days/Weeks/Months that have been entered.
  When part periods allowed is **not** selected, when the Employee is calculated and the postponement end date falls within the current period the employee will be assessed from the start of that period, which will then be prior to the postponement end date.
  This is to ensure the auto enrolment is not postponed for more than three months.

- **Defined benefit applies** – this will be automatically set from the Pension Policy. You can set this but it will only have an effect if the **End of Defined Benefits** has been completed under **Employer\Pension Duties**.

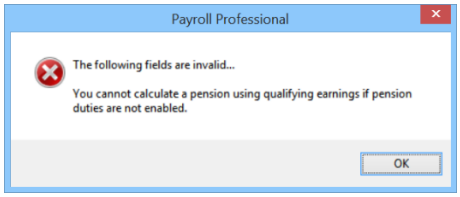
- **Valid opt out notice given** – only available if the Employee has been automatically enrolled into the pension scheme, the Date jobholder opt in notice is completed or brought forward records have been added showing an auto enrolled or opted in date; and the date is within the opt out period which is 12 weeks from the Contributions start date. You must assess whether it is valid and enter the date. Contributions will cease, and depending on the date a refund may be given.

- **Active membership terminated** – only available if the Pension is a Qualifying Pension scheme with a Pension Join Date and no Pension Leave Date. This is to be used when the Opt Out Period has expired. You must also complete the Leave Date. If you need to refund pension contributions, the Leave date must be within the current periods start and end dates, so that you are able to use the pension override facility in the individual calculation screen, to refund contributions.

Under **% calculated on** there are two options called **Auto enrolment qualifying earnings** (the earnings between the **Qualifying Earnings Lower** and **Upper** band) and **Pre salary sacrifice contractual earnings**.




These options can only be selected when Pension reform is enabled under Employer Details. If you try to select it without Pension reform enabled then you will see the following message.




## Payroll Run – Calculations

The Pension Reform process will only start being performed from the Employer Pension Duties Start Date, when it is within the current run and all runs thereafter.

When you calculate the Employee(s) the program will assess the workers and their earnings to determine what type of workers they are and will automatically enrol employees into a Qualifying Pension scheme.

### Jobholder Status

The program will work out an Employees status, on the following basis:

| Status | Working or Ordinarily Works In UK | Age | Qualifying Earnings above Lower Threshold |
|---|---|---|---|
| Eligible Jobholder | Yes | Between 22 and State Pension Age | Yes, above Auto Enrolment Trigger |
| Non Eligible Jobholder | Yes | Between 16 and 21 or State Pension Age and 74 or | Yes, above Auto Enrolment Trigger |
| | | Between 16 and 74 | Yes, below the Auto Enrolment Trigger |
| Entitled Worker | Yes | Between 16 and 74 | No |
| No Duties | No | Or, Under 16 and 75 or over | |

### Dates

The Run Date is used as the Payment Date. For Pension Reform the system determines the Pay Reference Period Start and End Dates based on the Payment Date, not the Period Start and End Dates that the Payment Relates to. Based on The Pension Regulators rules.

This affects payrolls where the Payment Date is outside of the period being paid. For example a Weekly payroll paid 6th July which is 2 weeks in arrears. So the actual Period Start Date would be the 16th June and End Date 22nd June, but for the Pension Reform calculations the Period Start Date would be the 30th June and End Date 6th July.

Please therefore ensure that you have entered the Period End details under Data\Employer\Payroll Parameters.

If the Period End details have not been completed the Run Date will be used instead.

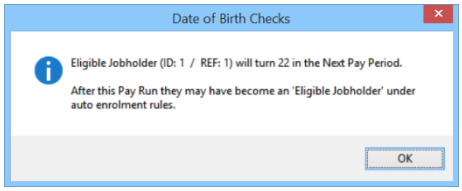
### Assessment

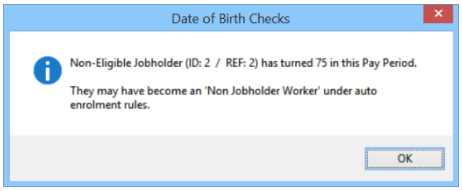
If you are using Tax Periods for the Pay Period Definition then the program will use the Tax period start and end dates. For assessment purposes when week 53/54/56 is being calculated the period end date that will be used for pension reform will be based on the number of days for the frequency from the period start date even though this spans the tax year e.g. Week 53 Tax Period Start Date is the 5th April and the Tax Period End date would be the same for HMRC purposes, but for Pension Reform this would be 11th April. This is to assess Employees who turn 22 within the tax period start and end dates.

If the employee turns 22 after the 5th April then the Pension Reform bands for the following tax year are used for assessment purposes, if the employee meets the criteria they will be auto enrolled but no pension contributions will be taken until the following period as the auto enrolment date would be after the payment date (payroll run date).

### Messages

With Pension Reform enabled, when you calculate Employees who turn age 22 or 75 in the current or next pay period you will see the following messages.




### Calculation Notes

### Late Notification of New Employees

If you have been informed of a new employee several periods after they started and are therefore paying more than one period's pay, you will need to check their auto enrolment process and make manual adjustments if necessary.

### Total Earnings

Additional Pay such as Backdated Pay and Overtime depends on the Employees contract as to when it is due to be paid and whether and when it is to be included in the Total Earnings for Auto Enrolment.

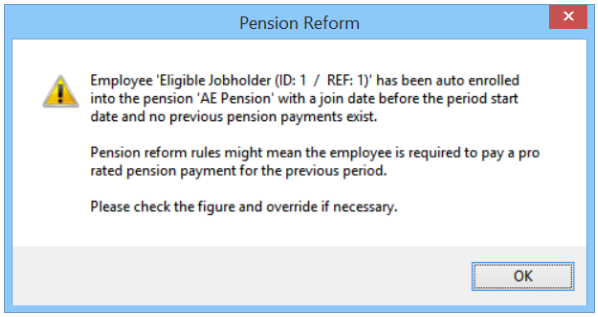
If the Employees contract says it is to be paid at a specific time but is paid later, that payment is to be included in the Total Earnings in the Period that it was due not the period it was paid. In this case you can use the Prior Period Adjustment facility. If you are increasing the employees pay due in a prior period this may mean that the Employee should have been auto enrolled in that period, the program will therefore enrol the Employee and you will see the message detailed in the following section **Commence Contributions Date**.

If the Employees contract says that the payment is due at the point it was paid/processed/agreed then it is to be included in the Total Earnings in the period it is paid.

### Commence Contributions Date

If the Employees Commence Contribution date falls after the pay date (run date) then no contributions will be deducted for that employee in that period.

In the following period the program then checks the Employees pension reform Commence Date and if it is prior to the current periods start date and there are no records of any pension contributions, you will see the following message when you calculate the Employee:




If pension contributions are due for the previous period then you will need to manually calculate these and add them to the current period figures. In the **Individual Calculation** screen under the **Pay Settings tab** tick the box **Edit Pension Contributions** then click on **Calculate** to access the screen to override the pension contributions for Employee and Employer.

## Leavers and Pay in Arrears

As you will be aware the Pension Reform rules for Auto Enrolment bases the Period Start and End Date on the period that the Payment Date (Run Date) falls in rather than the true Period Start and End Dates.

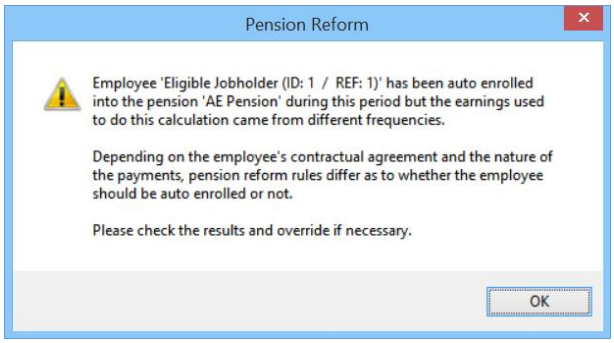
When the Commence Date is completed the pension contributions start using the Pension Reform Period Start and End Dates.

However when an Employee leaves it depends on what the Pension Policy rules are as to when the Pension should cease, using either the Pension Reform Period Start and End Dates or the True Period Start and End Dates.

The program will use the True Period Start and End Dates, so if the pension contributions should cease based on the Pension Reform Period Start and End Dates you will need to override.

## Employee Changes Frequency

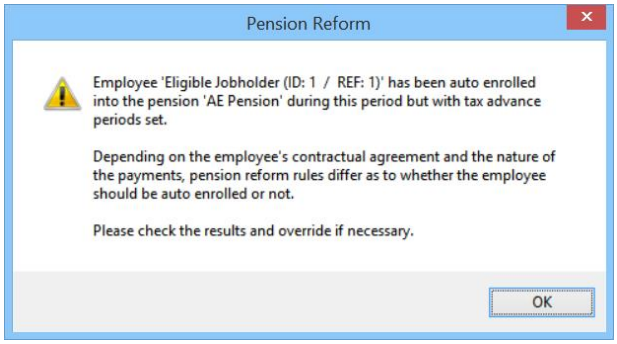
If an Employee changes frequency during their auto enrolment assessment, for example they change from weekly to monthly half way through the month, then the weekly periods that the monthly covers will be included in the Total Earnings. The program will include the weekly periods, you will see a similar message to below when you calculate the employee.




You will need to check the results and override if necessary.

## Tax Advance/Holiday Pay in Advance

When you tax advance an Employee it depends on the Employees contract as to whether the amount being paid for the advanced period is to be included in the Total Earnings for the current period. If you use the Holiday fields under the Pay Settings tab in the Individual Calculation screen remember these are automatically considered as Contractual. You therefore must check the Employees that are being Auto Enrolled, a warning message will be displayed in the program.




The Eligible Jobholder Postponement facility can be used to postpone the Employees auto enrolment.

If the auto enrolment process is in a period where the employee is marked as on Holiday, you will need to manually check whether the Employee should have been auto enrolled in that period based on what they would have been paid. As the rules are that the advance amounts are to be used to assess the employee in the periods they were due not when they were paid. If they should have been auto enrolled then you will need to manually enrol them into the pension scheme by entering a pension start date and if the pension contributions are to be prorated, manually calculate them and override in the Individual Calculation screen.

## Prior Period Adjustment and Auto Enrolment

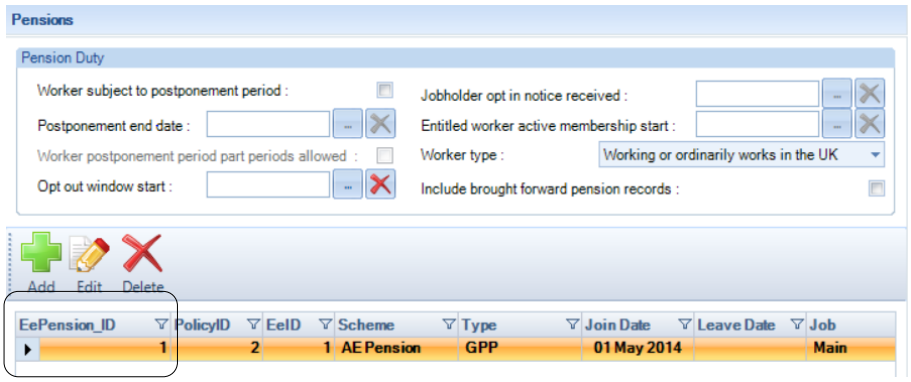
If you apply a Prior Period Adjustment to change the Employees pay that affects their Qualifying Earnings and therefore means the Employee should have been auto enrolled from the period being adjusted. The program will only auto enrol the employee from the current run.

Therefore you will need to manually adjust the pension contributions etc if necessary.

## Calculations - Pensions

The order in which pensions are calculated has been changed. These changes are due to Pension Reform (auto enrolment) and when an employee has more than one pension scheme where the **% Calculated On** is selected as either **NIable Pay (up to UEL)** or **NIable Pay (including above UEL).**

**Salary Sacrifice** pension schemes will now be calculated first, if the employee has more than one Salary Sacrifice pension scheme then they are calculated in the order they have been added to the employee using the **EePension_ID** shown under the **Employee (Edit)** screens **Pension** tab.




This affects the calculation of the second and following pension schemes attached to the employees that are based on Niable Pay, as the Niable pay will then be reduced by the previous Salary Sacrifice pension(s) that have been deducted.

## Reports

There are the following current run reports:

- **PACONRUN/PSCONRUN** – This shows the makeup of the Employees Contractual Pay for the current run.
- **PAPRCAT/PSPRCAT** – List of employees grouped by category of worker, in the current run.
- **PAPRRUN/PSPRRUN** – Employees pension reform details, includes all the information and any pensions attached to the Employee, in the current run.
- **PAPRNJRN/PSPRNJRN** – List of employees who are non eligible jobholders for the first time in the current run.
- **PAPREPRN/PSPREPRN** – List of employees for whom it is their first period for the eligible jobholder postponement in the current run.
- **PAPRWPRN/PSPRWPRN** – List of employees for whom it is their first period for the worker postponement in the current run.
- **PAPRNWRN/PSPRNWRN** – List of employees for whom it is their first period as an entitled worker in the current run.
- **PAPROIRN/PSPROIRN** – List of employees with an opt in date in the current run.
- **PAPRANRN/PSPRANRN** – List of employees with an auto enrolment date but no commence contributions date in the current run.
- **PAPRADRN/PSPRADRN** – List of employees with an auto enrolment date and a commence contributions date in the current run.

- **PAPROORN\PSPROORN** – List of Employees who's Opt Out Window End Date is greater than the Current Periods Start Date.

## Other Reports

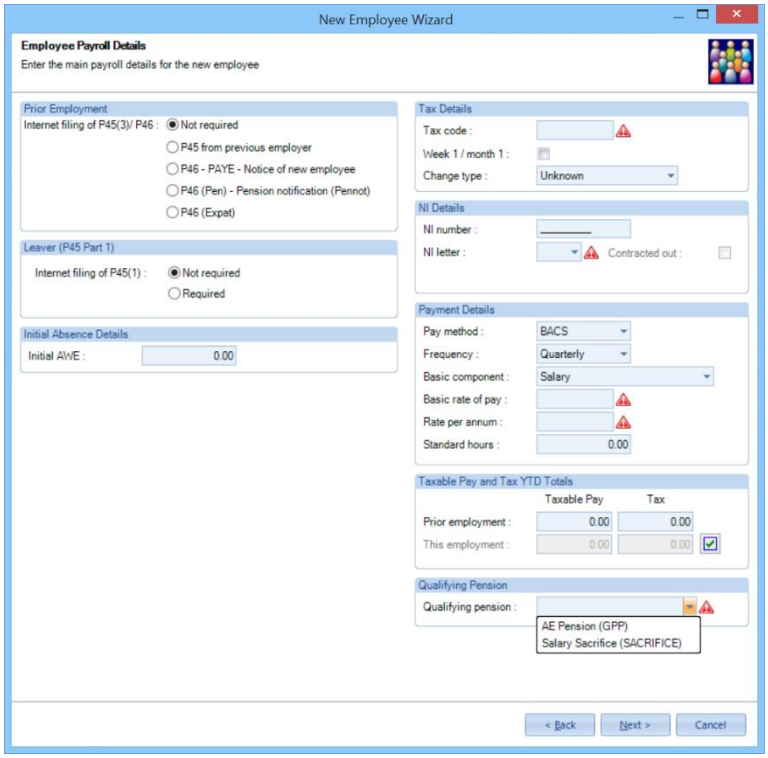
There are also the following reports:

- **PAPRRI1/PSPRRI1 –** For the declaration of compliance, a list of Employees where Auto Enrolment Complete. Only to be used in the first period in which the Employer Stating/Duties Start Date applies.
- **PAPRRI2/PSPRRI2 –** For the declaration of compliance, a list of Employees with a Payroll Professional t date equal to or less than the Employer Stating/Duties Start Date and are members of a qualifying pension scheme on the Employer Stating/Duties Start Date. Only to be used in the first period in which the Employer Stating/Duties Start Date applies.
- **PAPRRI3/PSPRRI3 –** For the declaration of compliance, a list of Employees with a start date equal to or less than the Employer Stating/Duties Start Date and Defined Benefits is Yes. Only to be used in the first period in which the Employer Stating/Duties Start Date applies.
- **PAPRRI4/PSPRRI4 –** For the declaration of compliance, a list of Employees with a start date equal to or less than the Employer Stating/Duties Start Date and not in PAPRRI1, 2 or 3. Only to be used in the first period in which the Employer Stating/Duties Start Date applies.
- **PAPRCATE/PSPRCATE** – List of employees grouped by category of worker, for closed periods.
- **PAPRQPS/PSPRQPS –** List of Employees in a Qualifying Pension Scheme.
- **PAPRWD/PSPRWD –** List of Employees with a Worker Join Date.
- **PAPRCD/PSPRCD –** List of Employees with a Commence Contributions Date.
- **PAPRAD/PSPRAD –** List of Employees with an Auto Enrolment Date.
- **PACONCRN/PSCONCRN -** This shows the makeup of the Employees Contractual Pay for closed runs.

## New Employee(s)

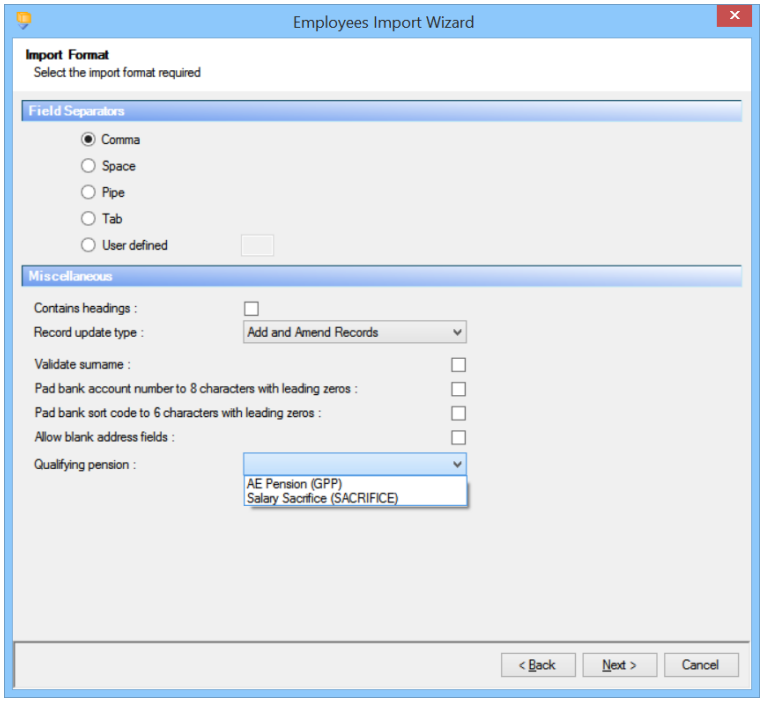
Once the Pension Reform has been turned on under **Employer\Pension Duties** when you create a new Employee you will need to select a **Qualifying Pension** scheme to add to the Employee.

Therefore in the **New Employee Wizard** there is a box to select the **Qualifying Pension**, under the **Employee Payroll Details** screen.




If you only have one Pension Policy set up as a Qualifying Pension it will automatically be populated with that pension, otherwise click on the drop down box to select the pension.

And if you are using the **Employee Import** to import new employees, under the **Import Format** screen there is a drop down box to select the **Qualifying Pension** to add to the new employees.




## Importing

We have added sections to the **Employee** and **Pension** Import layouts called **Pension Duty Details** and **AE Brought forward** to allow you to import the Pension Reform information for the Employees.

### Employee Import – Pension Duty details

The section called **Pension Duty Details** can only be imported once the **Pension Duties** have been enabled under **Employer\Pension Duties** and contains the following:

| Section | Import Fields |
|---|---|
| Pension Duty Details | Worker Subject to Postponement Period<br>Postponement End Date<br>Postponement Part Periods Allowed<br>Jobholder Opt In Notice Received<br>Entitled Worker Active Membership Start |

### Employee Import – AE Brought forward

The section called **AE Brought forward** is only to be used if you are transferring a payroll to Payroll Professional which has already staged. The section can only be imported once

- **Pension duties** have been enable under **Employer\ Pension Duties**
- An **auto enrolment qualifying scheme** has been set up
- All employees have the relevant Qualfiying pension Scheme attached to their employee record

The **AE Brought forward** section must therefore be done as an **amend records** update type rather than **Add records** or **Add and Amend records** and can only be imported if the following sections are the only other sections selected:

- Employee Details
- Personal Details
- Pension Duty Details

The AE Brought Forward (AE BFwd) section contains the following:

| Section | Import Fields |
|---|---|
| AE BFwd | Eligible Jobholder<br>Non-Eligible Jobholder<br>Non-reform Worker<br>Existing Member Scheme Name<br>Existing Member date<br>Auto enrolled Scheme Name<br>Auto enrolled date<br>Opted in Scheme Name<br>Opted in date<br>Opted out Scheme Name<br>Opted out date<br>Active membership start Scheme Name<br>Active membership start date<br>Auto Re-Enrolment scheme name<br>Auto Re-Enrolment date<br>Eligible Postponement Latest Start Date<br>Eligible Postponement Applied |

### Pension Import

To import the **% based on** as **Auto enrolment qualifying earnings** enter **6**.

The section called **Pension Duty Details** can only be imported once the **Pension Duties** have been enabled under **Employer\Pension Duties** and contains the following:

| Section | Import Fields |
|---|---|
| Pension Duty Details | Jobholder Subject to Postponement Period<br>Postponement End Period Value<br>Postponement End Period Timespan<br>Postponement Part Periods Allowed<br>Valid Opt Out Notice Given<br>Active Membership Terminated |

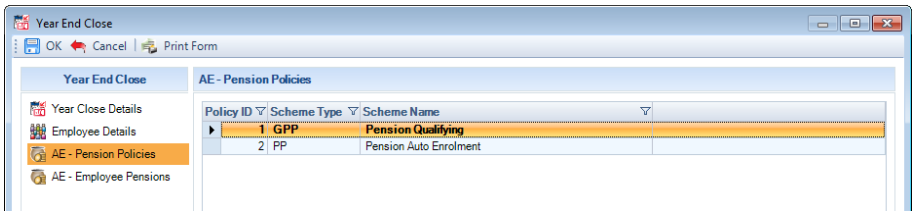
## Close Year – 2017/18 and 2018/19

On the 6th April 2018 and 6th April 2019, the minimum contributions for auto enrolment pension schemes are increasing.

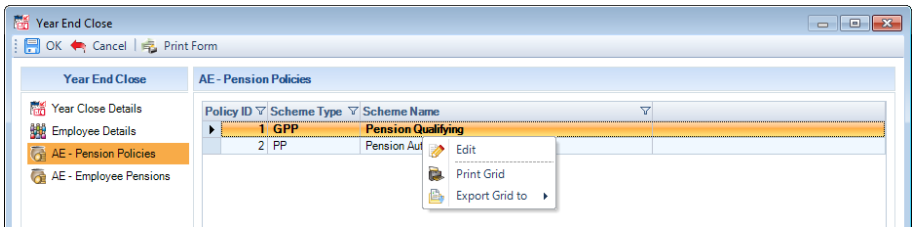
### AE – Pension Policies tab

This tab will only be displayed when closing tax year 2017/18 and 2018/19.

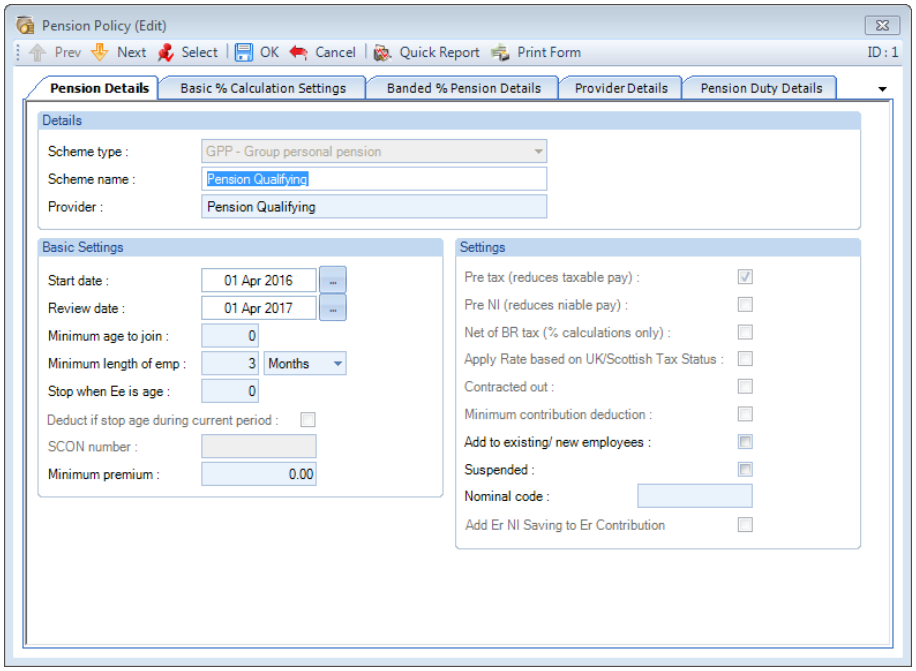
This tab will show a list of Qualifying pension schemes, for you to be able to increase the contributions.




Right mouse click and select Edit, or double click on the Pension Policy that you want to edit.




This will then open up the Pension Policy edit screen:



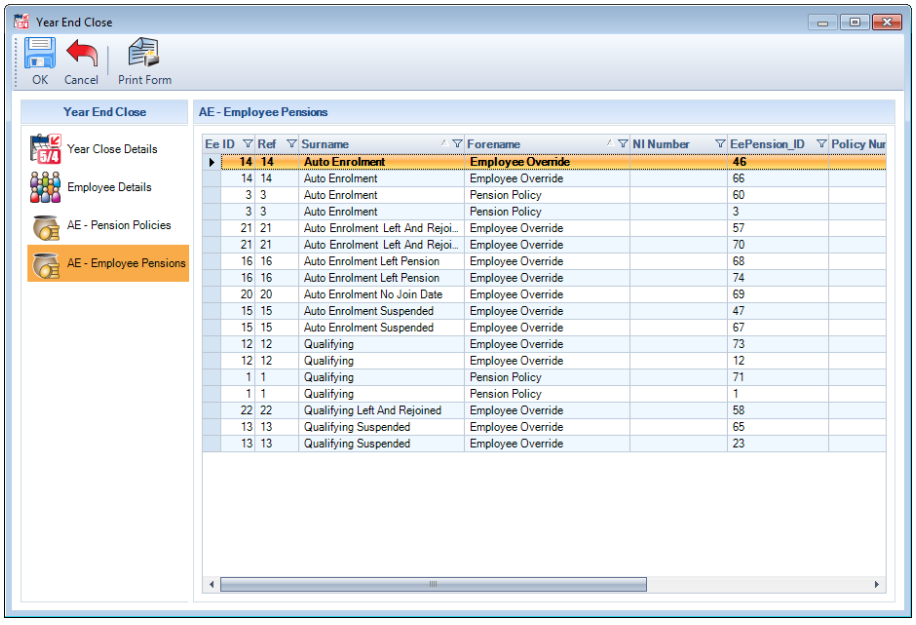

You are then able to edit the Pension Policy in the normal manner, then click on OK to save the changes. This will update the pension policy tables with the changes.

If you Cancel closing the year the changes will be retained.

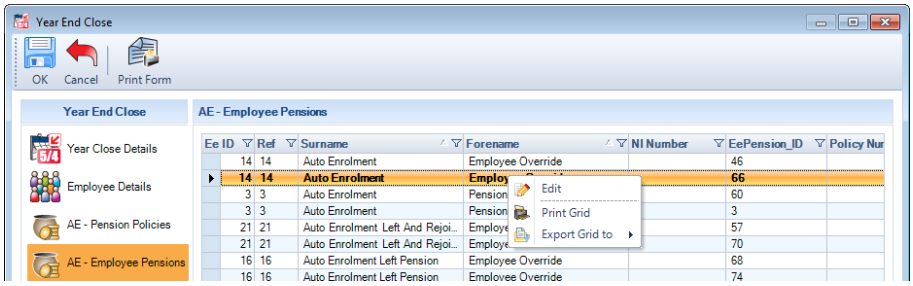
## AE – Employee Pensions tab

This tab will only be displayed when closing tax year 2017/18 and 2018/19.

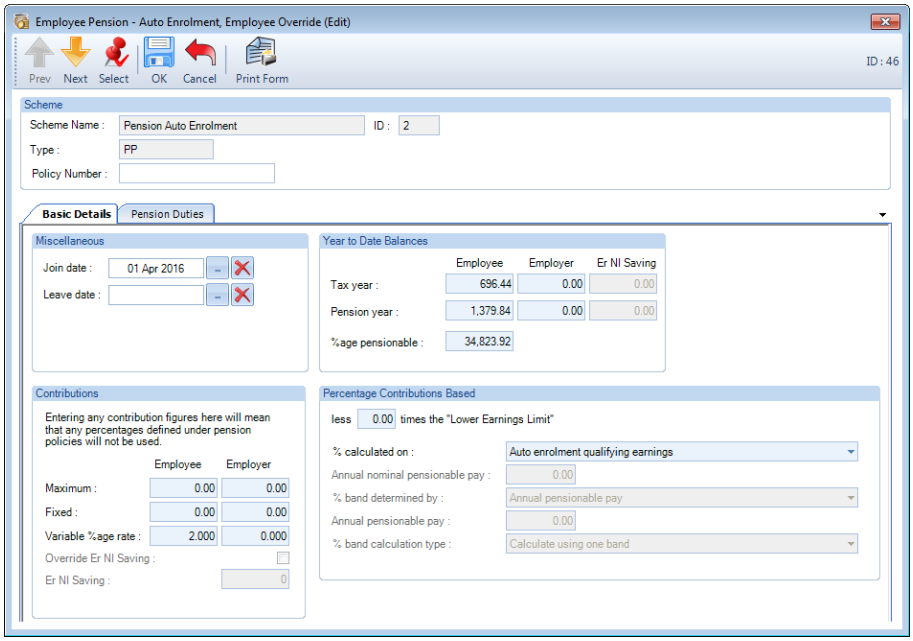
This tab will show a list of employees with their qualifying pension schemes that have a join date but no leave date, where the contributions have been overridden under the employees pension record for variable percentage or fixed rate contributions.




Right mouse click and select Edit, or double click on the Employee that you want to edit.




This will then open up the Employee Pension edit screen:

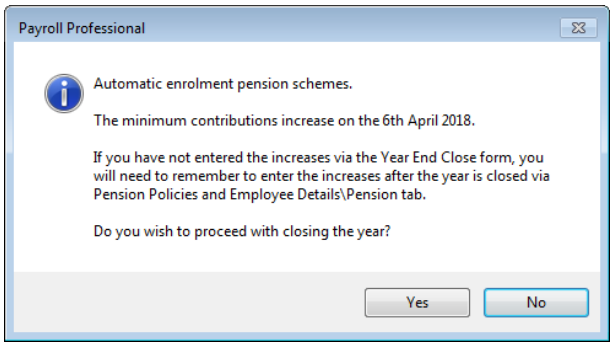



You are then able to edit the Employees pension in the normal manner, then click on OK to save the changes. This will update the Employees pension tables with the changes.

If you Cancel closing the year the changes will be retained.

## Message

When you click on OK to the Year End Close form for a data file with auto enrolment pension schemes, the below reminder will be displayed:




Click on No, to increase the contributions via the Year End Close form.

Or click on Yes to continue to close the year, as you have already entered the increases or will enter them after the year has been closed.

## Web Links

Under **Utilities\Web Links** we have added some links to the Pension Regulator website with regards to the Pension Reform.

## Additional Information

### More than one job and/or Two Letter NIC

If an Employee has two NI letters or is paid for more than one job under the same employee record this does not automatically mean that the Pension rules apply twice.

The Employer must decide if it is single employment with two or more services being performed across the contracts or, two or more separate contracts.

Therefore the program will only apply the pension reform rules once and if you need to apply them more than one, this will need to be done manually i.e. adding another pension policy to the employee and accessing their earnings etc.

### No Employee Start Date

If the Employee has no start date entered the program will use the Employer Pension Duty Start Date to determine the Worker Postponement, if applied.

### Employee Start Date and Transfer(TUPE) Date

Under the **Data** tab then **Employees** if the **Transfer/TUPE Date** is completed this will be used for the auto enrolment process instead of the Start Date.

### Salary Sacrifice Pension Schemes

In the period the employee is being auto enrolled the total earnings are before any Salary Sacrifice pension schemes marked as QPS and after any Salary Sacrifice pensions schemes not marked as QPS. And in the period after, once the employee has been auto enrolled less all Salary Sacrifice schemes.

## Important Notes

For the Pension Reform Auto Enrolment process to work, the program relies on the payroll data file being set up and payments being processed correctly. There are some situations, for example Tax Advance and Additional Pay which depend on the employees contract as to when and whether the earnings should be included in Total Earnings for this period, which cannot be dealt with through the program and therefore may need manual intervention.

Please report any anomalies to Payroll Professional Support.

### Unusual Payrolls

If you are processing a Monthly frequency where you are paying 4 weeks, 4 weeks then 5 weeks, you will need to use Tax Period Dates for the Pay Reference Period Definition.

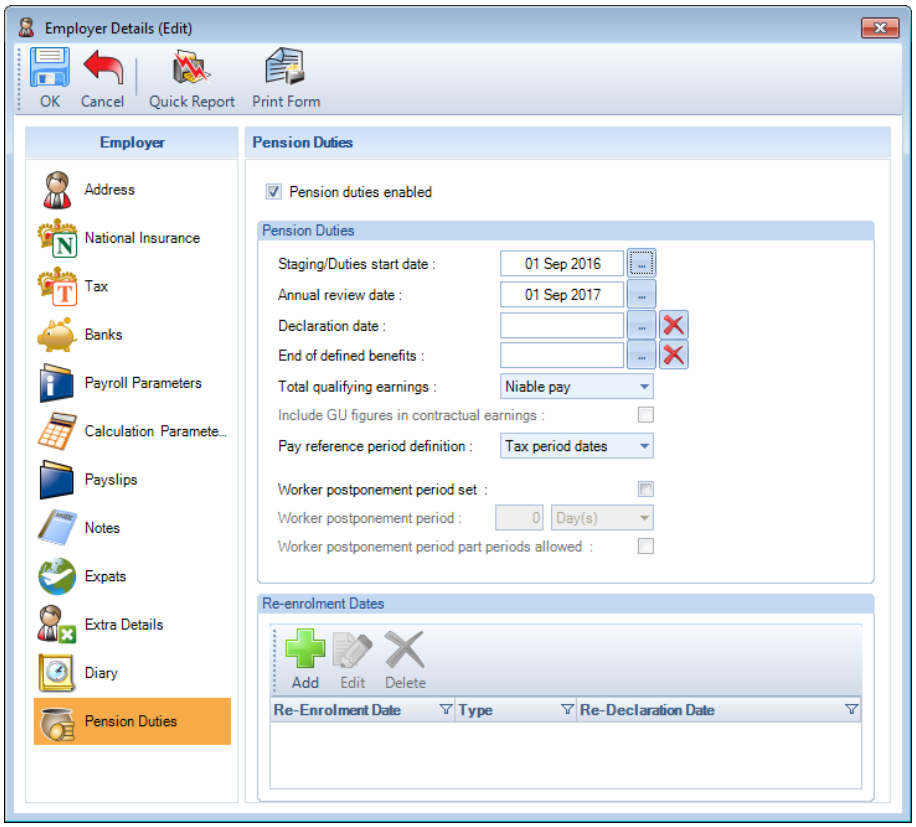
# Pension Reform – Automatic Re-enrolment

Automatic Re-enrolment is only available where pension duties have been switched on.

If you have not yet completed your initial automatic enrolment duties at the staging/duties start date, please refer to guide **Pension Reform – Employer Duties** for how to set up Pension Duties.

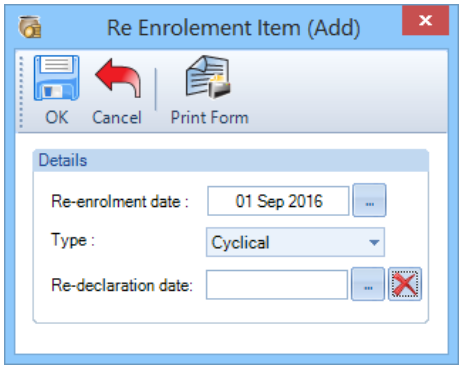
## Employer Details

For re-enrolment you will need to enter information under the **Pension duties** tab.




## Re-enrolment dates

To enter a re-enrolment date select **Add**.




- **Re-enrolment date** – this will be automatically populated to the Staging/Duties start date +3 years, or if there is already a re-enrolment record +3 years from the last re-enrolment date. However, this can be changed to any date between 3 months before and 3 months after this date.
- **Type** – The type will be set automatically to Cyclical. Currently Payroll Professional only deals with Cyclical Re-enrolment dates

- **Re-declaration date** – for information only. Once you have received a letter from The Pension Regulator confirming the declaration of compliance has been received this field can be completed with the declaration date as stated on the letter. This field should not be completed before the declaration of compliance has been sent.

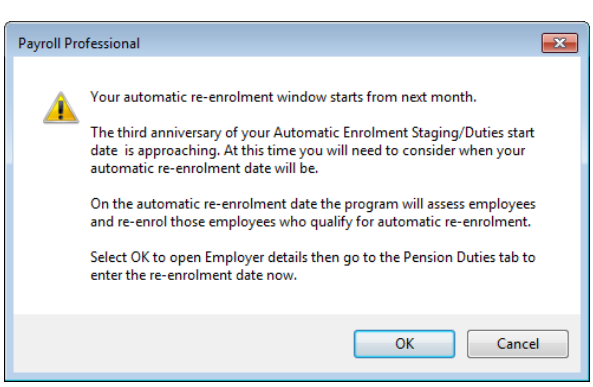
Once added it is possible to Edit or Delete a re-enrolment date. However, it is not possible to edit once employees are calculated and it is not possible to delete a re-enrolment date once employees have been re-enrolled.

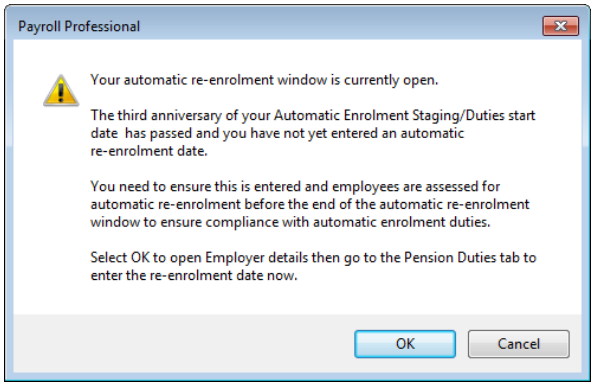
## Warnings

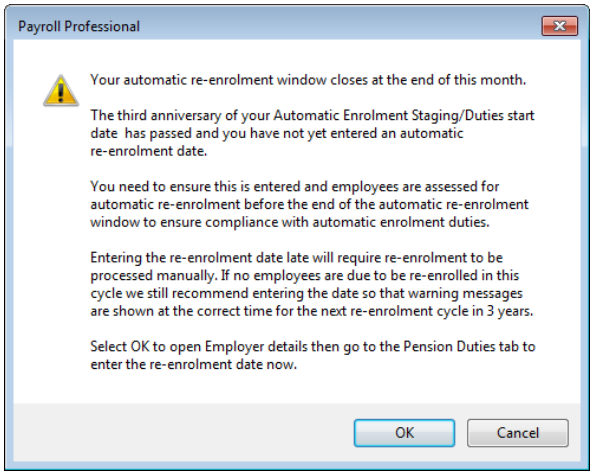
If you are approaching the Automatic re-enrolment window (3 years after staging/duties start date +/- 3months) then a series of warning messages will appear advising of this. When the warning messages appear depends on the computer date not the pay run date.

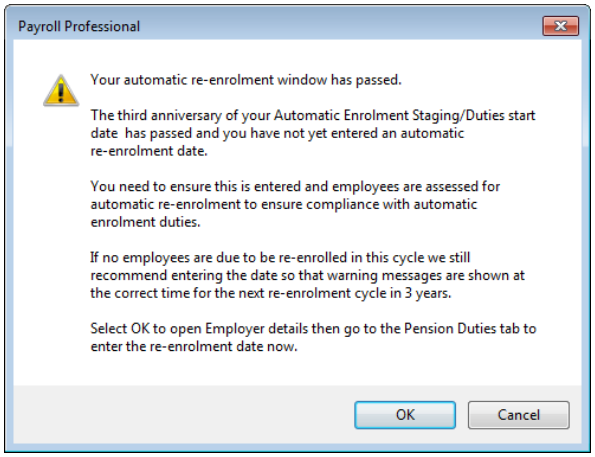
These messages will appear until a re-enrolment date is entered or the re-enrolment window has passed. It is recommended that you enter the re-enrolment date even if no employees are due to be re-enrolled in this cycle so that these warnings appear again in 3 years-time. If no re-enrolment date is entered the warning messages will not be shown for the next cycle.

Some examples of the warnings are below.



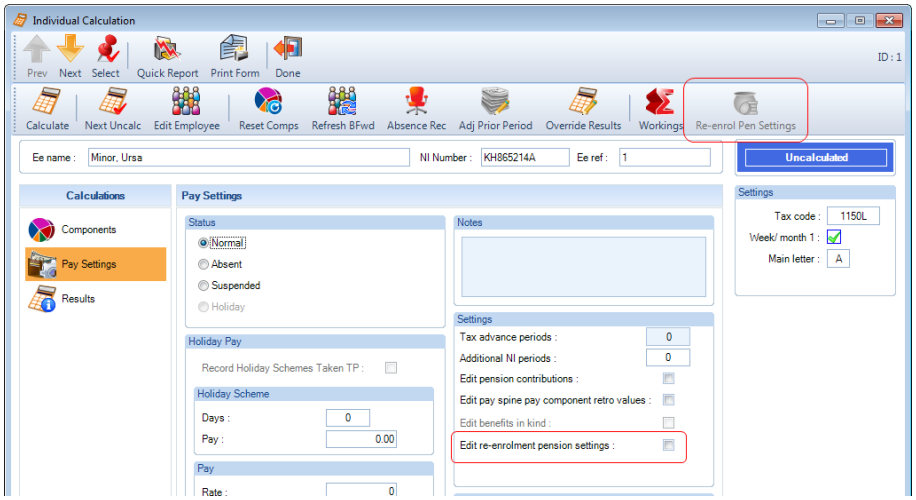

## Pensions

Any pension marked as automatic enrolment can be used for re-enrolment. The existing auto-enrolment pension can be used, or another pension can be set up if a different pension is being used for re-enrolment.

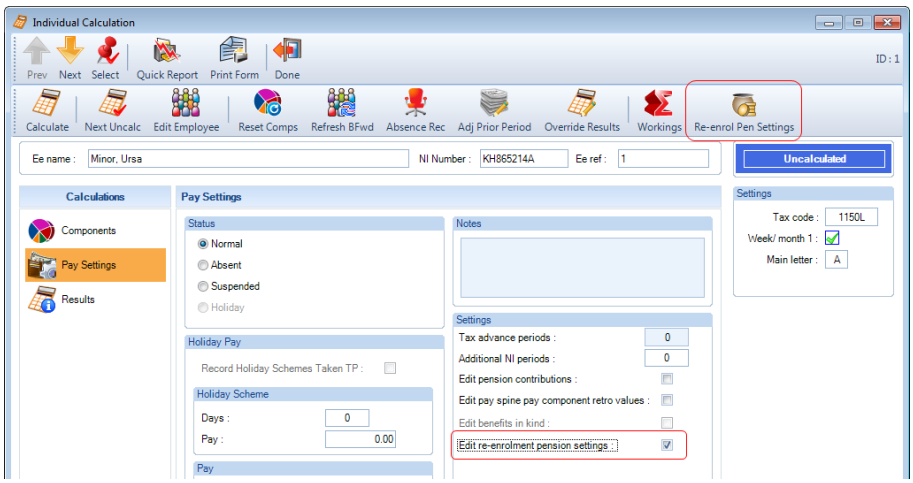
## Payroll Run

### Employee Pension

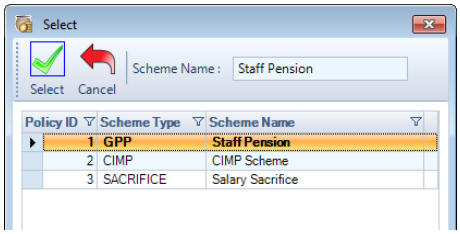
In the period that the re-enrolment date falls, if you need to enter employee pension settings different to those under the Pension Policy, there is an option under the Pay Settings tab within the Individual Calculation screen:



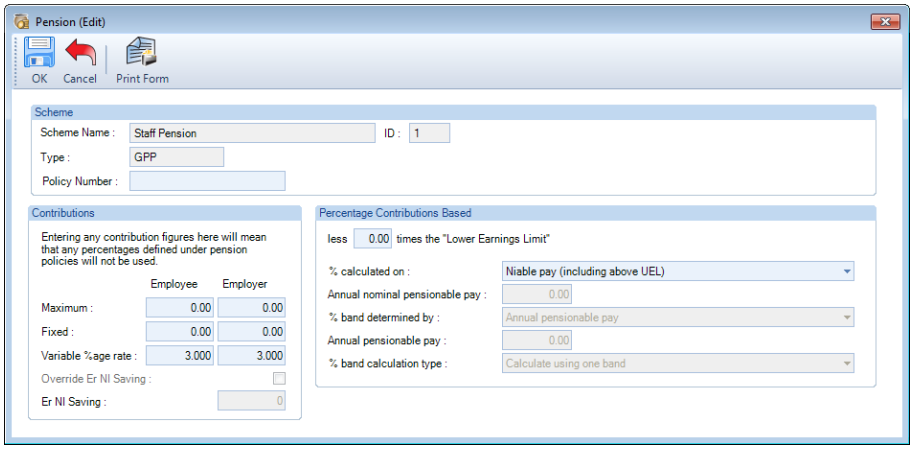

Under the **Pay Settings** tab tick the box **Edit re-enrolment pension settings**, this will then enable the **Re-enrol Pen Settings** button on the toolbar:




When you click on the **Re-enrol Pen Settings** button, if there is more than one Pension Policy set as Qualifying and Auto Enrolment, you will be prompted to select which scheme to enter the employees pension details:

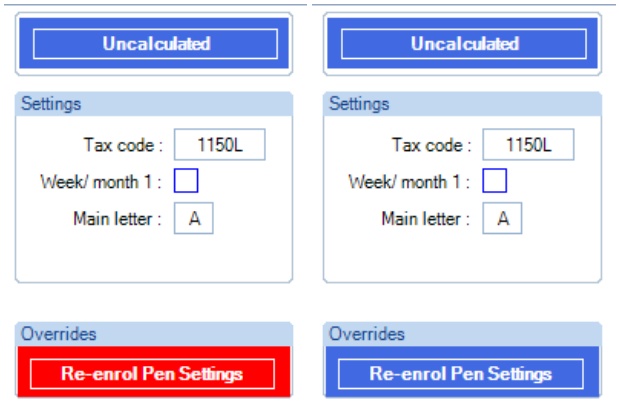



Highlight the scheme and click on **Select**, this will then open the following form showing which pension scheme has been selected, for you to enter employee level pension settings.



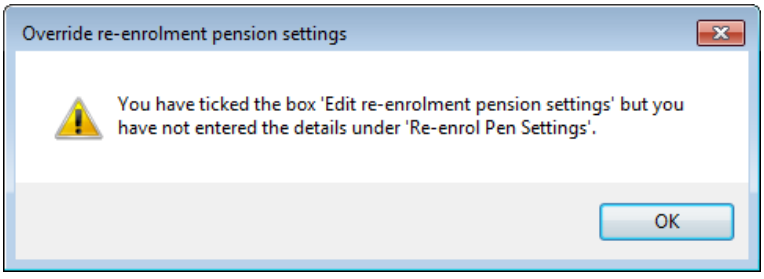

This record will then be saved to be used when the employee is calculated.

A flag will be shown on the right of the individual calculation screen when **Edit re-enrolment pension settings** is ticked, in red if the Re-enrol Pen Settings haven't been entered, and in blue when they have been entered:



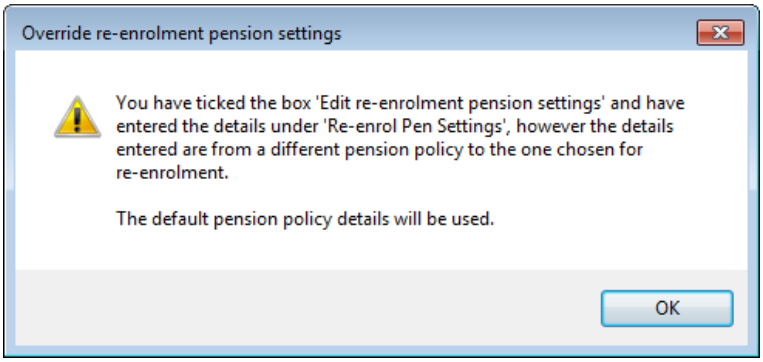

## Calculate

- When you calculate an employee where you have ticked the box **Edit re-enrolment pension settings** but have not entered any details via the **Re-enrol Pen Settings**, the following message will be displayed:




  The default pension settings from the re-enrolment pension scheme will be used to calculate the pension contributions.

- When you calculate the employee, if there is only one pension scheme marked as qualifying and auto enrolment then the settings saved for the pension scheme under **Re-enrol Pen Settings** is copied to the new employee pension record added as part of re-enrolment.
- If there is more than one pension scheme marked as qualifying and auto enrolment, when the employee is calculated, you are prompted to select which pension scheme they are to be re-enrolled into. If the pension scheme that you select is different to the one that you have entered employee level pension detailed via Re-enrol Pen Settings then you will see the following information message:




Click on OK, the employee will be calculated and the settings entered for a different pension scheme via Re-enrol Pen Settings will NOT be copied to the new employees pension record, and the default pension settings from the re-enrolment pension scheme will be used.

- If there is more than one pension scheme marked as qualifying and auto enrolment, when the employee is calculated you select the same pension scheme as the one selected the enter Re-enrol Pen Settings, the settings are then copied across to the employees new pension record and used for their pension contribution calculations.

### Un-calculating

When you un-calculate an employee using the following methods the Edit re-enrolment pension tick box and Re-enrol Pen Settings entered are removed, and would need to be re-entered, if required:

- Under Employee Details ticking the Leaver box
- Under Employee Details changing their Frequency
- Under the Individual Calculation screen marking them as Absent or Suspended
- Under Calculations selecting Cancel All
- Under Calculations selecting Refresh Bfwd
- Under the Individual Calculation screen selecting Edit Ee and clicking on OK to Employee Details
- Employee Import – Leaver ticked
- Employee Import – Frequency change

When an employee is currently calculated, if you:

- tick the box Edit re-enrolment pension settings the employee will be uncalculated
- click on the Re-enrol Pen Settings and click on OK the employee will be uncalculated

## Calculations

If the re-enrolment date falls within the current period, then employees will be assessed automatically for re-enrolment.

If the re-enrolment date is entered after the period in which the date falls, then employees will not be assessed for re-enrolment. In this instance it will be necessary to enter the date manually.

When you calculate the Employee(s) the program will assess the workers and their earnings to determine whether they are eligible for re-enrolment.

### Eligibility

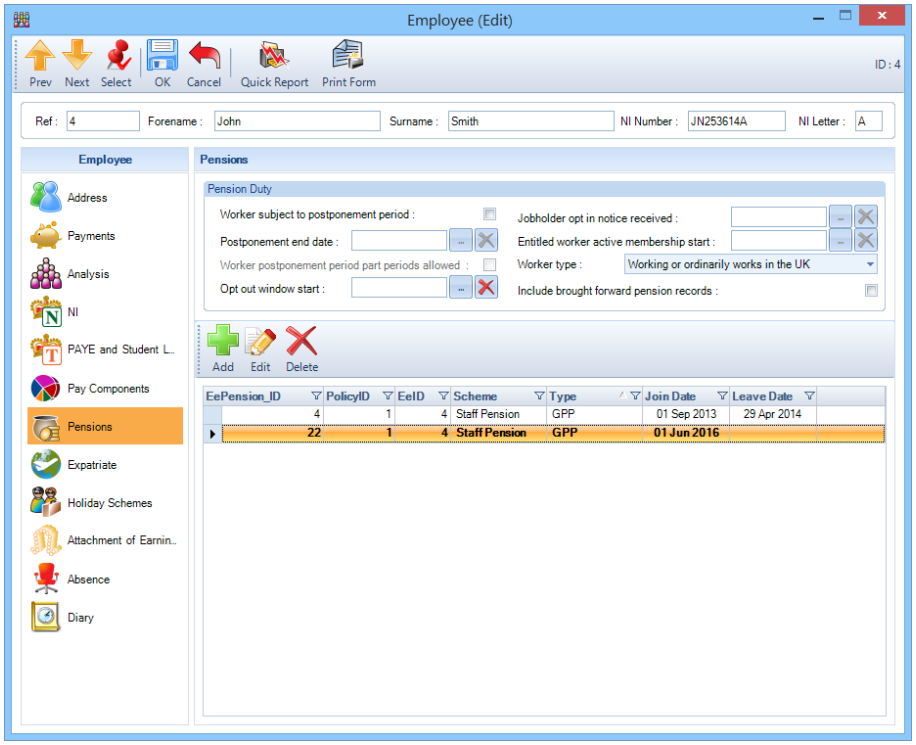
The program will work out whether the employee is eligible if they meet the following requirements:

- Previous member of a qualifying pension scheme
- Left the qualifying pension scheme more than 12 months before the re-enrolment date

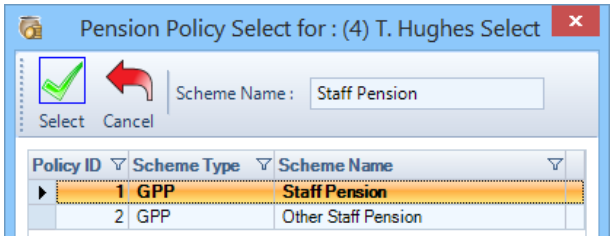
- Aged between 22 and State Pension Age
- Earnings above Auto Enrolment Trigger
- Have not been classed as exempt from Automatic Enrolment

## Employee Pension Record

If the employee is assessed as eligible for re-enrolment, the auto enrolment pension will be added to their record automatically. This will not remove the existing pension record where the employee left the pension, instead this will be addition to the existing record. The join date entered for the pension will be the Re-enrolment date entered under Employer\Pension Duties.




If you have more than one Automatic Enrolment pension set up then the following box will appear to select which pension should be used for re-enrolment.




If the calculation is done through **Calc All** the pension selected will be applied to all employees who are being calculated.

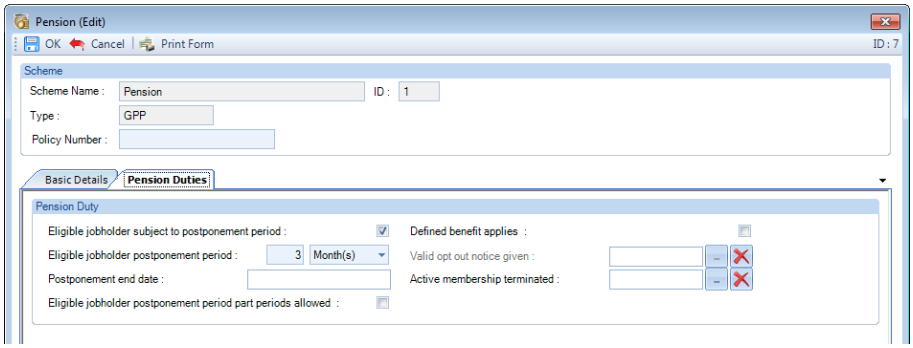
If 'Only those employees shown after search/filter' is selected only those employees selected will be assessed for re-enrolment and the pension selected will only apply to these employees.

## Postponement

According to The Pensions Regulator guidelines employees cannot be postponed during re-enrolment. Therefore if eligible jobholder postponement is added to the new pension record this will be ignored.

## Opt outs

Employees have the right to opt out of re-enrolment. This can be processed in the same way as opting out of automatic enrolment by entering a **Valid opt out notice given** date under Employee\Pension\Pension Duties

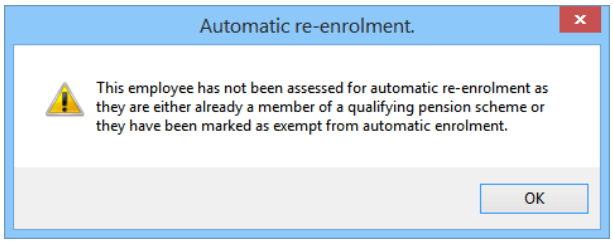



## Cancel Calculation/Re-calculation

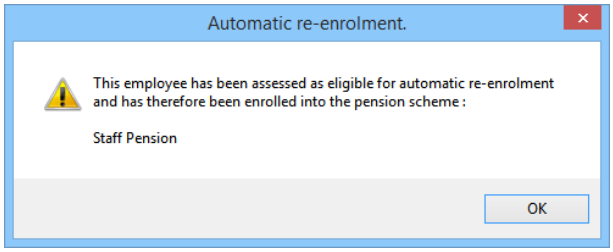
If the calculation is cancelled the new pension record will be removed as though the employee has not been assessed for re-enrolment. If the employee is then re-calculated they will be assessed again for re-enrolment and if they are still eligible the pension record will be added back to their record.

## Results

If the employee is already in an auto –enrolment or qualifying pension scheme the following message will be shown to advise that this employee has not been assessed for re-enrolment




If the employee is assessed as eligible for re-enrolment the following message will be shown:




## Reports

The following reports cover re-enrolment

- PAPRRUN/PSPRRUN - Employees pension reform details, includes all the information and any pensions attached to the Employee, in the current run.
    - PAPRRERN/PSPRRERN - List of employees who have been re-enrolled in the current period.

## Brought forward records

If you take over a payroll which has already gone through a re-enrolment cycle you can add a brought forward re-enrolment date to record that an employee was re-enrolled. Details of how to transfer a staged client can be found in the help guide section 'Transferring pension records to Payroll Professional'.

# Transferring pension records to Payroll Professional

When transferring a payroll into Payroll Professional that has already staged into Auto enrolment, it is necessary to enter employees' previous pension details to ensure:

- Employees who have already enrolled continue to have pension contributions deducted from their pay
- Employees who are not yet paying into a pension are enrolled when they meet the qualifying criteria
- Employees whose enrolment has been postponed/ deferred are assessed and enrolled, if required, at the right time
- Employees receive the correct notices when their circumstances change
- The correct information is sent to pension providers

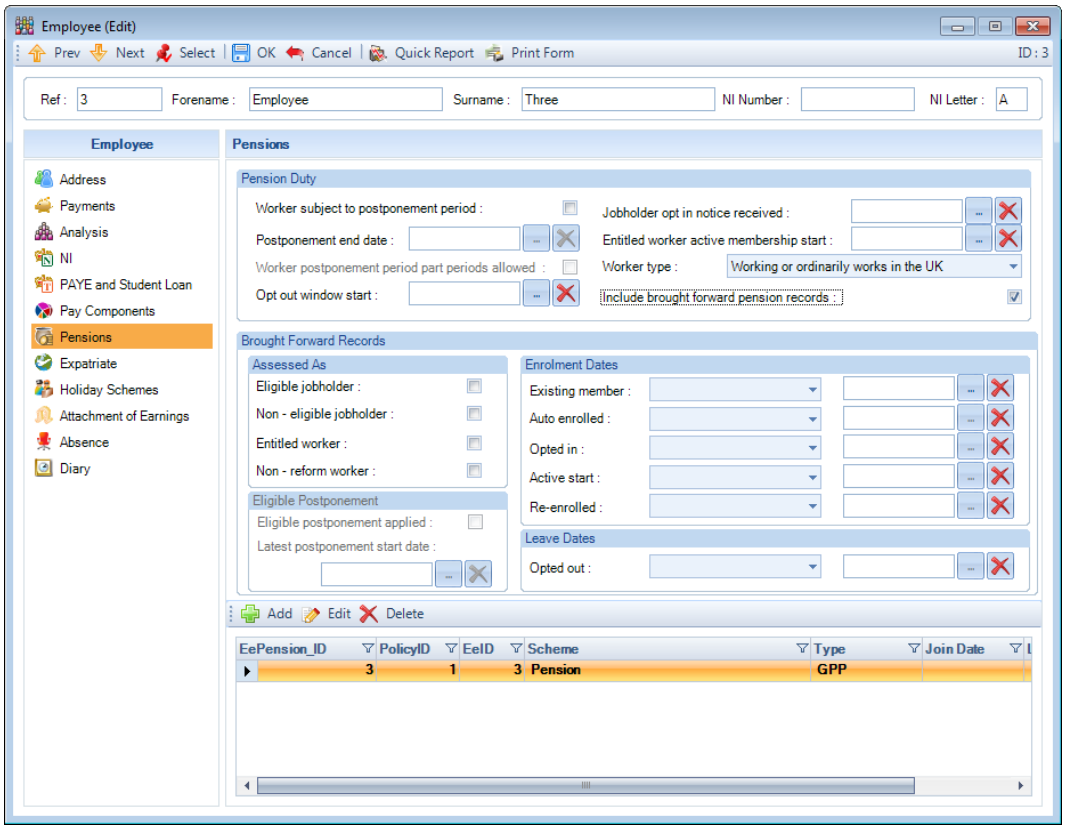
## Pre-Requisites

Before entering the employee's brought forward pension records the following details need to be set up

- Pension Duties tab under Employer Details – the staging/duties start date will need to be entered. This is the original staging/duties start date rather than the date of transfer to Payroll Professional.
- Period End details under Employer details, as this information will be used to estimate the dates.
  - Pension Policies with at least one pension marked as the auto enrolment pension
  - The employees must have a qualifying pension scheme attached

## Employee Pension Details

Within the **Employee's details** select the **Pensions** tab. Select **Include Brought Forward Pension Duties.**




### Pension Duty

- **Worker subject to postponement** – this will automatically be set if entered under **Employer\Pension Duties** tab. Otherwise you can set it per Employee.

- **Postponement end date** – this will automatically be populated if entered under **Employer\Pension Duties** tab. Otherwise you can set it per Employee. It is restricted so that you can only select a date up to 3 months from the Employer Duty Start Date or Employee Start Date or End of Defined Benefits plus one day, whichever is the later.
- **Worker postponement period part periods allowed** – with this box ticked the auto enrolment process will start part way through a period.
  The postponement period end date will be populated using the Days/Weeks/Months that have been entered.
  When part periods allowed is **not** selected, when the Employee is calculated and the postponement end date falls within the current period the employee will be assessed from the start of that period, which will then be prior to the postponement end date.
  This is to ensure the auto enrolment is not postponed for more than three months.
- **Opt out window start** – for you to record either the date the documents were sent to the employees or the date the employee was set up with a pension by the pension provider, whichever is the later. These dates determine when the Opt Out window ceases, this is one month from the Opt out window start date, this is extended to six weeks if an invalid opt out notice is received. If this is left blank, we will continue to use the Contributions start date to calculate the opt out window, which is extended to 12 weeks from the Contributions start date to allow for invalid opt out notice being received.
- **Jobholder opt in notice received** – this date will only be available if the Employee is not already a member of a Qualifying Pension scheme. You should only complete this date if the employee has the right to opt in and meets the conditions set out by the TPR. If you have received an opt in notice from the employee in the past, then leave this field blank and enter the details in the brought forward records below. Only enter the opt in notice received date here if the employee opts in once you have started processing in Payroll Professional.

- **Entitled worker active membership start** – if the employee joined the pension scheme as an Entitled worker enter the date here. This should not be used if the employee opted in as an eligible or non-eligible jobholder.
- **Worker type** – there are two options, Working or ordinarily works in the UK and Exempt - Expat Not working in the UK. The default is Working or ordinarily works in the UK. Employees set as Exempt - Expat Not working in the UK are excluded from the Pension Reform Auto Enrolment process.
- **Include brought forward pension records** – to enter details of how the employee joined the pension and their previous assessment status this box needs to be ticked. Ticking this box will display additional fields relating to previous pension actions.

### Assessed as

- **Eligible jobholder** – Select this box if the employee has been assessed as eligible in the past
- **Non-eligible jobholder** – Select this box if the employee has been assessed as non-eligible in the past.
- **Entitled Worker** – Select this box if the employee has been assessed as entitled in the past
- **Non-reform worker** – Select this box if the employee has been assessed as non-reform in the past

Selecting the relevant assessment status for your employee will prevent notices being generated which they have already received. You can select as many statuses as are relevant for that employee.

### Eligible postponement

This section is only available when **Assessed as** is selected as **Eligible jobholder**.

- **Eligible postponement applied** – select this box if the employee is in eligible jobholder postponement when the payroll is taken over.
- **Latest postponement start date** – enter the start date of the current eligible postponement. The date range is restricted to the later of the staging/duties start date or the employees start date, and the maximum is one month after today's date.

This information will be used to calculate the eligible jobholder postponement end date, when eligible jobholder postponement is set under the employees pension record with the postponement period completed.

### Enrolment and leave dates

- **Existing member** – if the employee joined the pension through a means other than auto-enrolment, ie was a member prior to staging or contractually joined, select the pension from the drop down menu and enter the date the employee joined the pension scheme. The pension scheme record at the bottom of the page will be automatically updated to reflect the join date upon saving.
- **Auto enrolled** – if the employee was auto enrolled into the pension scheme select the scheme from the drop-down menu and enter the enrolment date. An auto enrolled date can only be entered if you have selected that the employee has been assessed as an eligible jobholder in the past. The pension scheme record at the bottom of the page will be automatically updated to reflect the join date upon saving. If you have already entered the pension join date this will not be changed.
- **Opted in** – if the employee opted into the pension scheme select the scheme from the drop-down menu and enter the opt in date. An opted in date can only be entered if you have selected that the employee has been assessed as an eligible or non-eligible jobholder in the past. The pension scheme record at the bottom of the page will be automatically updated to reflect the join date upon saving. If you have already entered the pension join date this will not be changed.
- **Active start – if the employee joined the pension as an entitled worker select the scheme** from the drop-down menu and enter the start date. An active membership start date can only be entered if you have selected that the employee has been assessed as an entitled worker in the past. The pension scheme record at the bottom of the page will be automatically updated to reflect the join date upon saving. If you have already entered the pension join date this will not be changed. The Entitled worker active membership start date under pension duties will also be populated
- **Re-enrolled – if the employee has been re-enrolled** into the pension scheme select the scheme from the drop-down menu and enter the enrolment date. An re-enrolled date can only be entered if you have selected that the employee has been assessed as an eligible jobholder in the past. The pension scheme record at the bottom of the page will be automatically updated to reflect the join date upon saving. If you have already entered the pension join date this will not be changed.
- **Opted out** – if the employee opted out of the pension scheme select the scheme from the drop-down menu and enter the opt out date. An opted-out date can only be entered if you have entered either an opted in date or auto enrolled date. The pension scheme record at the bottom of the page will be automatically updated to reflect the leave date upon saving. If you have already entered the pension leave date this will not be changed.

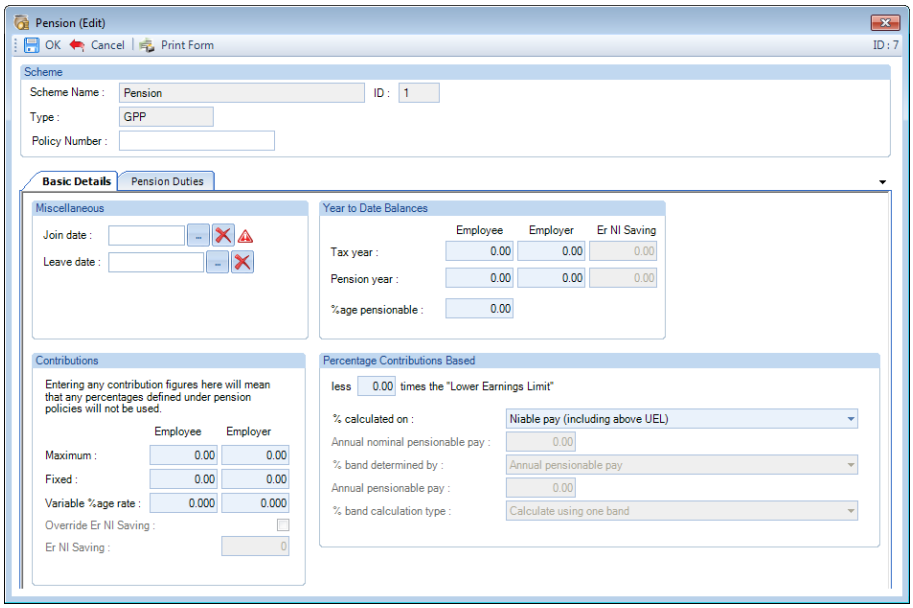
Upon entering the dates, the pension scheme at the bottom of the page will update to reflect the date the employee joined the pension.

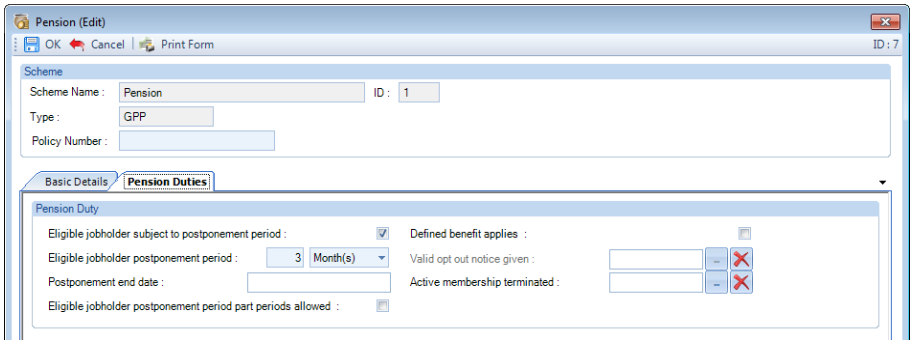
If the employee has not yet enrolled into the pension scheme leave this section blank.

If the employee has changed pension, it is possible to enter two enrolment dates, eg. Auto enrolled in one pension and opted-in to a different pension. However, you only need to enter the most recent pension details.

**If the employee has been a member of a pension scheme, left the scheme and re-joined the same scheme, only the latest pension record should be added.**

## Employee Pension Policy details




When you **Edit** an Employees **Pension** that is set as a Qualifying pension scheme there are further settings for the **Pension Duties**:

- **Eligible Jobholder subject to postponement period** – only available if the Employee does not have the Worker Postponement Period set, as they cannot be on at the same time. Program will populate if set at Pension Policy level. This can be set per Employee if required. It will automatically be re-applied if the correct conditions are met for the employee to have another eligible postponement period applied, until the setting is removed.

- **Eligible Jobholder postponement period** - enter the postponement period. This can be entered as X days, weeks or months, up to a maximum of 3 months. Program will populate this if set at Pension Policy level. This can also be set per Employee if required. When entering brought forward records if an employee is part way through eligible jobholder postponement then you will need to calculate the remaining time due to the end of the postponement period. Once the postponement period finishes you can then change this to the normal postponement period. This should not be done until the period following the one when postponement ends to prevent the postponement period being extended beyond 3 months.

- **Postponement end date** – This will be automatically populated.
  **Note:** This date will not be shown until the period containing the date is achieved in case the Eligible Jobholder Postponement Period is changed.

- **Eligible Jobholder postponement period part periods allowed** – The program will automatically complete this if set at Pension Policy level but can be set per Employee if required. With this box ticked, it means that the auto enrolment process will start part way through a period.
  The postponement period end date will be populated using the Days/Weeks/Months that have been entered.

When part periods allowed is **not** selected, when the Employee is calculated and the postponement end date falls within the current period the employee will be assessed from the start of that period, which will then be prior to the postponement end date.
This is to ensure the auto enrolment is not postponed for more than three months.

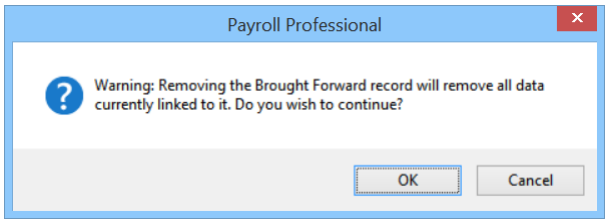
- **Defined benefit applies** – this will be automatically set from the Pension Policy. You can set this but it will only have an effect if the **End of Defined Benefits** has been completed under **Employer\Pension Duties**.
- **Valid opt out notice given** – only available if the Employee has been automatically enrolled into the pension scheme, the Date jobholder opt in notice is completed or brought forward records have been added showing an auto enrolled or opted in date; and the date is within the opt out period which is 12 weeks from the Contributions start date. You must assess whether it is valid and enter the date. Contributions will cease and depending on the date a refund may be given.
- **Active membership terminated** – only available if the Pension is a Qualifying Pension scheme with a Pension Join Date and no Pension Leave Date. This is to be used when the Opt Out Period has expired. You must also complete the Leave Date. If you need to refund pension contributions, the Leave date must be within the current periods start and end dates, so that you are able to use the pension override facility in the individual calculation screen, to refund contributions.

## Removing brought forward records

Once entered the brought forward records should not be removed as this can affect the notices and feeds produced by the auto enrolment module. This could result in incorrect information being sent to the pension provider.

If a brought forward record is entered in error this can be removed by unselecting **include brought forward pension records.**

Doing this will result in the following warning message.




You will also need to enter the pension record and remove/amend any start and leave dates that have been entered through the brought forward record. If opted out was completed in error, you will also need to remove the Opt out notice received date.

## Importing brought forward records

We have added a section to the **Employee** Import layout called **AE BFwd** to allow you to import the brought forward records for the Employees.

This section is only to be used if you are transferring a payroll to Payroll Professional which has already staged. The section can only be imported once the following information has been set up:

- **Pension duties** have been enabled under **Employer\ Pension Duties**
- An **auto enrolment qualifying scheme** has been set up
- All employees have the relevant Qualifying pension Scheme attached to their employee record

The **AE Brought forward** section must therefore be done as an **amend records** update type rather than **Add records** or **Add and Amend records**.

The AE Brought Forward section contains the following:

| Section | Import Fields |
|---|---|

| | |
|---|---|
| AE BFwd | Eligible Jobholder<br>Non-Eligible Jobholder<br>Entitled Worker<br>Non- Reform Worker<br>Existing member scheme name<br>Existing member date<br>Auto enrolled scheme name<br>Auto enrolled date<br>Opted in scheme name<br>Opted in date<br>Opted out scheme name<br>Opted out date<br>Active membership start scheme name<br>Active membership start date<br>Auto Re-Enrolment scheme name<br>Auto Re-Enrolment date<br>Eligible postponement latest start date<br>Eligible postponement applied |

## Query manager

To aid with importing and reporting a new pre-defined query has been added to the query manager, **BF AE Status.** This query includes the sections

- **Employee details**
- **Pension Duty Details**
- **AE BFwd**

**This allows you to export a csv file which can be completed with the brought forward records and then imported.**

## Auto enrolment module

Once the brought forward records have been entered and the employees' pay calculated then the auto enrolment module will pick up these records automatically. The auto enrolment dashboard can be utilised as normal and the notices generated will take into account the employees' previous status, as entered under 'Assessed as', so that duplicate letters are not produced.

The feed will pick up on the Enrolment dates and Leave dates entered within brought forward records to ensure that the feed shows the correct details regarding how the employee enrolled (and left) and when.

## Reports

The brought forward records are shown on the report PAPRRUN\PSPRRUN under report Type Payroll Run.

# Pay Spines

This option is only available if you are licensed for Pay Spines.

Pay Spines are used to pay employees using a set pay scale.

The Pay Spine is set up with a range of salaries set against points, with an effective date.

Salary changes can be set up for a pay increase with a new effective date, if the effective date is before the current payroll run date then the program will automatically calculate the additional amount of pay required as a retrospective increase between the two dates.

Multiple grades can be created with an allocated range of points available for that grade.

Each pay spine can have multiple jobs created with pay components allocated to each job.

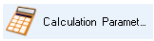
Pay Spines functionality in Payroll Professional allows employees to be paid according to their own individual circumstances, and how they relate to the Pay Spine tables.

The main features are:

- Pay Spine tables are held within each payroll data file, there is no limit on the number that can be created
- Grade point ranges to control automatic point increments
- Allocate Jobs to Pay Spines
- Calculation of pay according to date, pay point and pay hours to grade hours
- Calculation of retrospective pay where employee point settings are changed
- Automatic point increments
- Link Pay Components to a Pay Spine via a Job

## Individual Payroll level switch

To avoid superfluous processing in payrolls that do not use pay spines, there is a switch available to indicate whether pay spines are to be used in the current payroll.



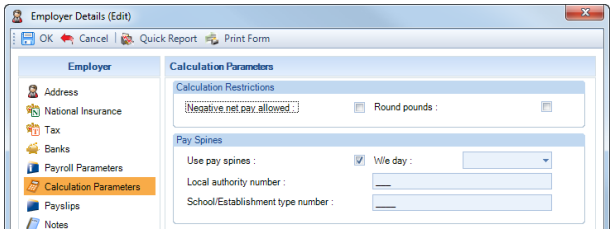

This is accessed from **Employer** under the **Calculation Parameters** tab.

Click on the setting for **Use pay spines**, which will enable pay spines in this payroll.

If you have weekly, fortnightly or four weekly paid employees, then you will also need to set **W/e day** to indicate the last day of the pay week.

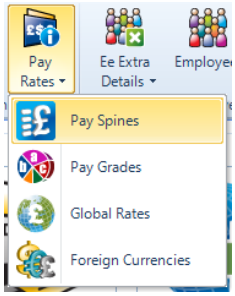
If you are going to use the Education returns facility in the program then you need to complete the **Local authority number** and the **School\Establishment type number** fields. These fields include validation to ensure the full numbers have been entered.

Select **OK** to save the changes.

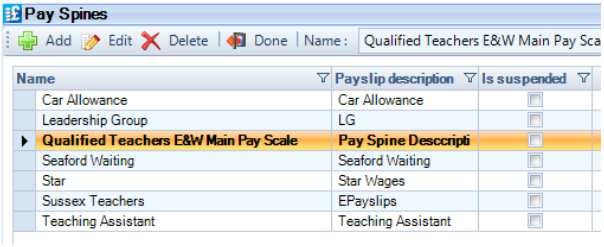



## Creating and Editing Tables

Tables are held within each payroll data file, they can be created or amended at any time.

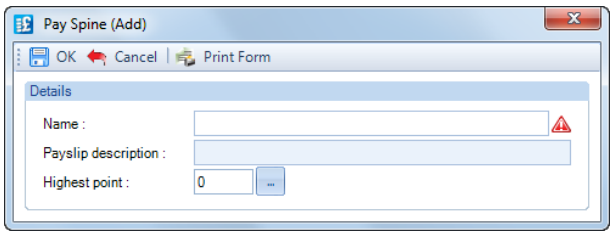



To access Pay Spines go to the **Data** tab then select **Pay Rates\Pay Spines**.




**Note:** The sequence of the pay spine payments on the payslip is the sequence in which they are entered here. Therefore if there is a spine with a payslip description of Salary, which needs to appear on the payslip first, make sure this is the first one created.

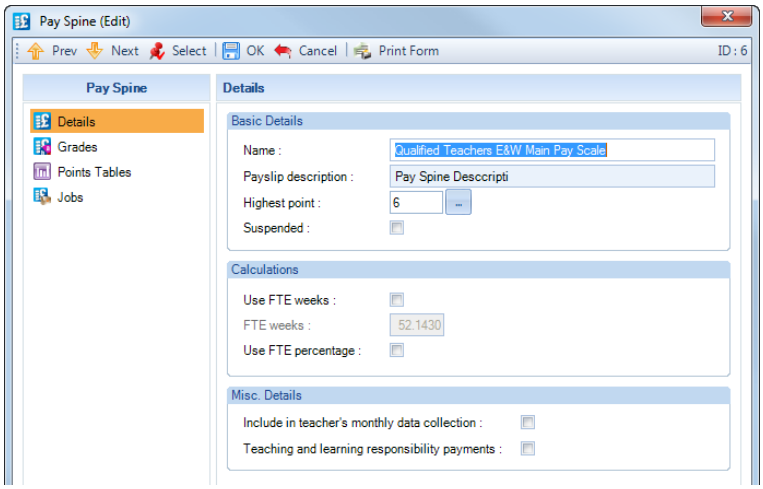
Click on **Add** to create a Pay Spine.




Complete the information:

- **Name** – enter a description.
- **Payslip Description** – this will appear on the payslips for this Pay Spine. This can be changed later.
- **Highest Point** – select the maximum number of points available for the current body. This can be changed later.

Then select **OK**, the Pay Spine Edit screen will appear with the information entered showing under the **Basic Details** section:




## Calculations section

There are further settings for Full Time Equivelant, this calculates the Pay Spine values using further level of apportionment.

The standard apportionment for the Point Salary is **(Pay Hour/Grade Hours).**

With the **FTE Weeks** enabled the apportionment for the Point Salary is **(Pay Hours/Grade Hours) x (Actual Weeks/FTE Weeks)**. If you decide this method of calculation is what you require then tick the box **Use FTE Weeks** and enter the **FTE Weeks**.

If you select **Use FTE Percentage** then the apportionment for the Point Salary is **(Pay Hours/Grade Hours) x Working %age.**

### Misc Details section

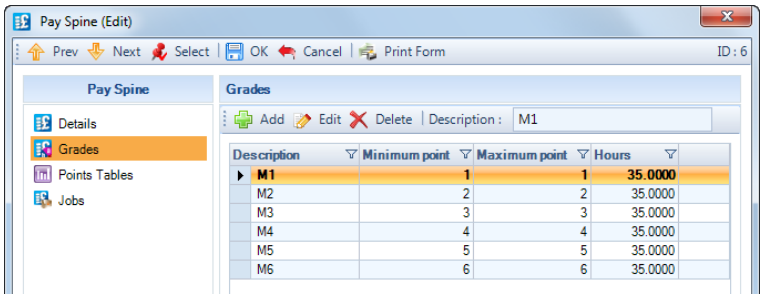
- **Include in teachers monthly data collection –** tick this box if this pay spine is to be included in the return.
- **Teaching and learning responsibility payments –** tick this box if the pay spine is for TLR payments.

## Grades tab

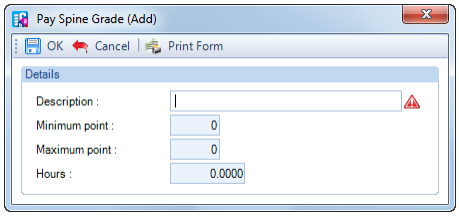
Having created the pay spine you need to create the grades which the salary pay points will relate to.

Grades are then associated with an employee so that:

- Grade hours can automatically be picked up
- Automatic point increments are restricted to the maximum for that grade.




To set up Grades under the **Grades** tab select the **Add** button.



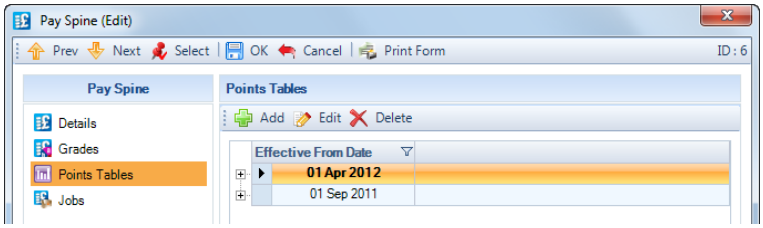

Complete the information:

- **Description** – name of the grade
- **Minimum Point**
- **Maximum Point** – ensure this is greater than the minimum point
- **Hours** – default weekly hours, these hours can be changed at employee level if necessary.

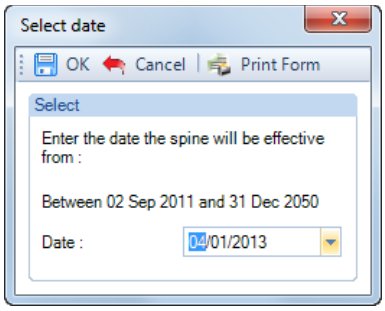
Repeat the procedure for all the grades required.

## Points Tables tab

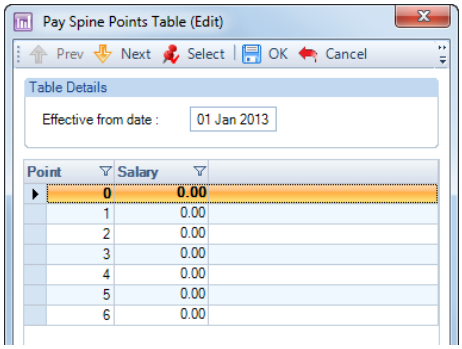
To create a new table of points for the current body, select the **Points Table** tab.




Click on **Add** and enter the date from which the table applies.




When you click **OK** to accept the applicable date. You will then see the Pay Spine Points Table (Edit) screen. This display will contain one line for each point up to the maximum set up for the Pay Spine.

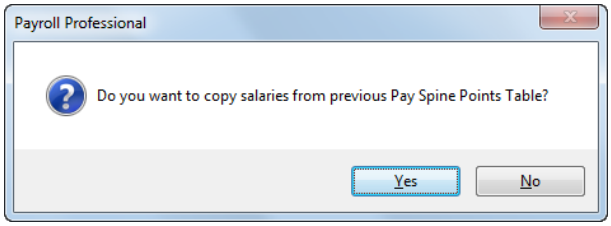



Click in the **Salary** column alongside each point and input the annual salary for that point.

Select **OK** to save the Points Table.

To set up another table, click on the **Add** button and repeat the process.

The only difference for the second and subsequent tables is a message asking if you want copy the salaries from the previous table.



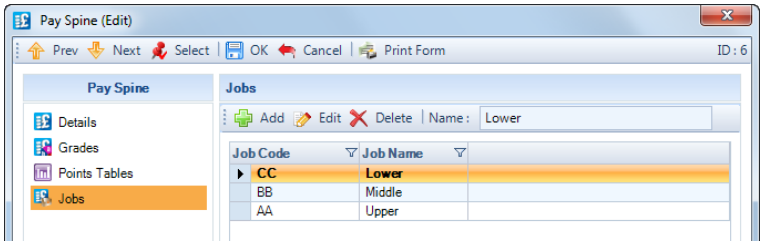

If you click on **Yes**, your new table will have an exact duplication of the salaries from the previous table. If you click on **No**, all the Salaries will be zero.

## Import Spine Tables

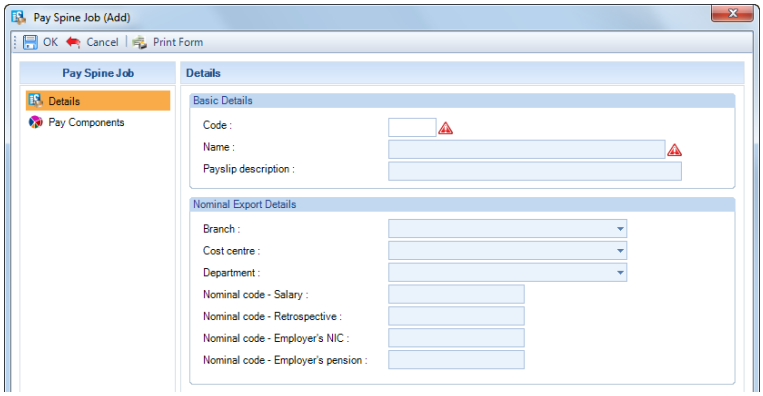
It is possible to import the Points table information, please see the documentation regarding importing for further information.

## Jobs tab

At least one Job must be created, select the **Jobs** tab.




Click on the **Add** button.




Enter a **Code** and **Name** and **Payslip Description**, if required.

You are also able to enter the Nominal Export Details which will be used in the Nominal Export facility available the program.

Click on **OK** to save the Pay Spine Job.

Use the **Edit** button to change an existing Pay Spine Job.

Note that you are not able to set up a duplicate Pay Spine Job where the Code and/or Name are the same as an existing Pay Spine Job.

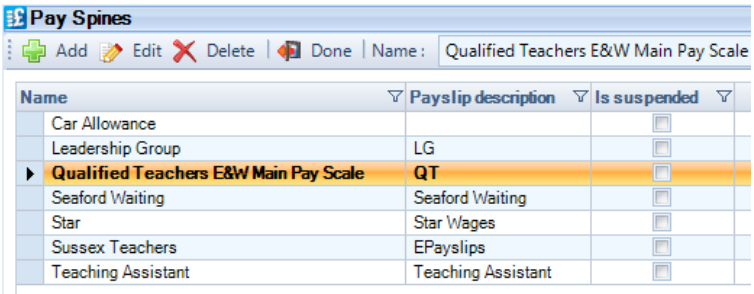
You are able delete unused Jobs, by highlighting the Job in the list and selecting the **Delete** button.

## Attaching Pay Component(s) to Pay Spine

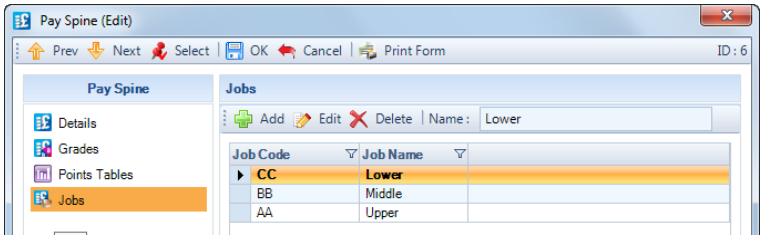
You are now able to set pay components against Pay Spines via the Job.

You need to set up pay components to attach to each Job. You cannot allocate the same pay component to multiple Jobs, so you therefore need to set up separate pay components for each job. This may mean a large number of pay components but only those attached to the Job, which is allocated to the Employee, will be attached to the Employee.

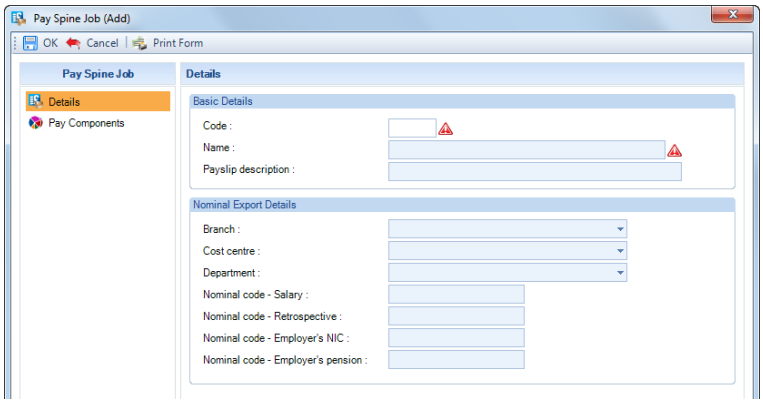
To attach one or more pay components to a Job, under the **Data** tab select **Pay Rates\Pay Spines**. Highlight the Pay Spine then click on **Edit**.




Now select the **Jobs** tab.



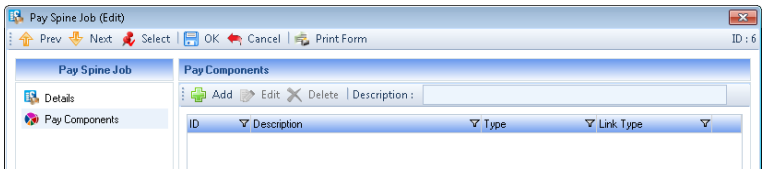

Then highlight the Job to attach a Pay Component and select **Edit**.




As you can see you can also now enter/select the following, against a Job:

- Payslip Description
- Branch
- Cost Centre
- Department
- Nominal Code

Select the **Pay Components** tab to allocate one or more to this **Job**.



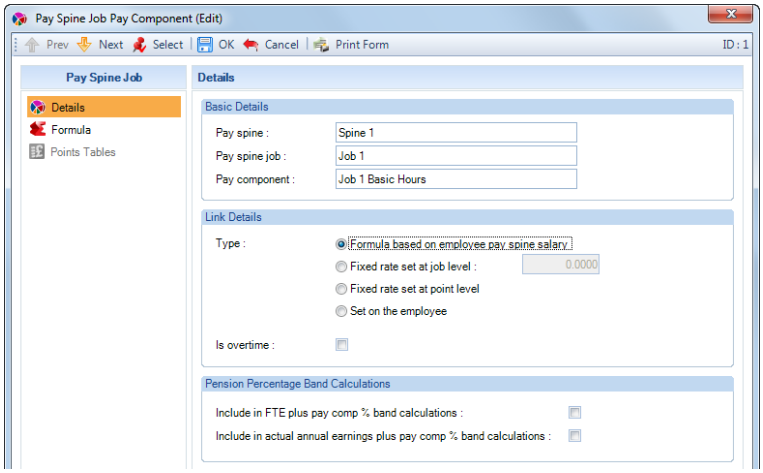

Click on the **Add** button to see a list of available pay components. These will include those marked as Taxable and Niable, but will exclude any with the following:

- Foreign Currencies
- Global Rates
- Pay Grade
- Normal Linking – to and from
- Advanced Linking – to and from
- Gross Up from Net
- On All Employees

After a pay component is attached to a Job, that pay component cannot have the above settings enabled.

You are only able to attach one pay component at a time, as other settings need to be completed.

Once you have selected the Pay Component you will see the following screen:



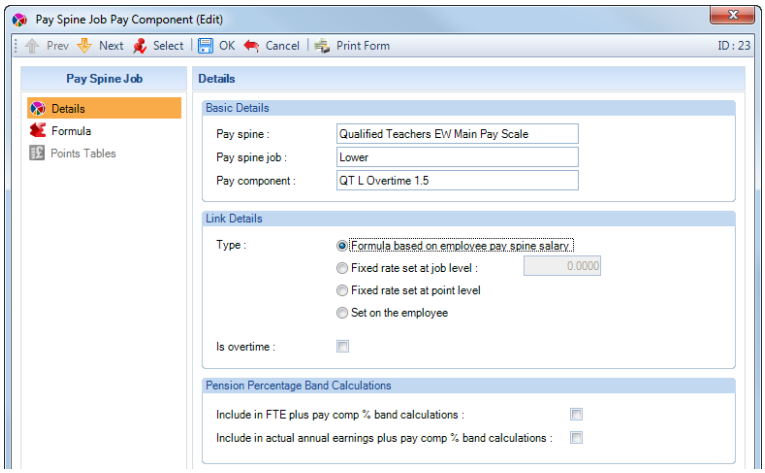

Under **Link Details**, you now need to select the **Type**:

- **Formula based on employee pay spine salary** – you can then use the Formula tab, similar to Advanced Linking, to create a formula to calculate the Rate. This rate will not be editable under Employee (Edit) screen.
- **Fixed rate set at job level** - enter the rate in the box. This rate will not be editable under Employee (Edit) screen.
- **Fixed rate set at point level** - this option will allow the user to enter a specific rate against a specific Point. This rate will not be editable under Employee (Edit) screen.
- **Set on the employee** – this will allow the user to enter a different rate under Employee (Edit) screen for each Employee. These will not be included in the retrospective calculations of pay components.
- **Is overtime** – select this box if the pay component is for overtime payments, this setting will then be used during calculations to record whether the payment is pensionable or not for the teachers monthly data capture.

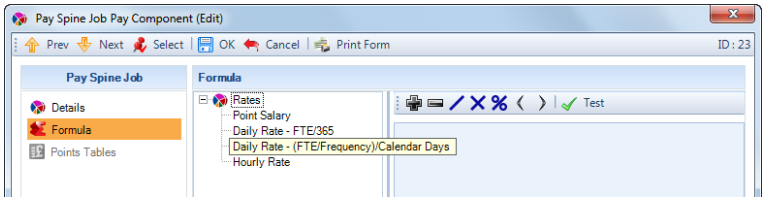
### Pension Percentage Band Calculations section

- **Include in FTE plus pay comp % band calculations** – enable this setting if you want the pension set against this Pay Spine to include the Pay Component value. This will only affect Pension calculations that are based on Bands and the employees **% Band Determined by** is set as **Full Time Equivalent Salary plus Pay Components**.
- **Include in actual annual earnings plus pay comp % band calculations** – enable this setting if you want the pension set against this Pay Spine to include the Pay Component value. This will only affect Pension calculations that are based on Bands and the employees **% Band Determined by** is set as **Actual Annual Earnings plus Pay Components**.

## Formula based on employee pay spine salary



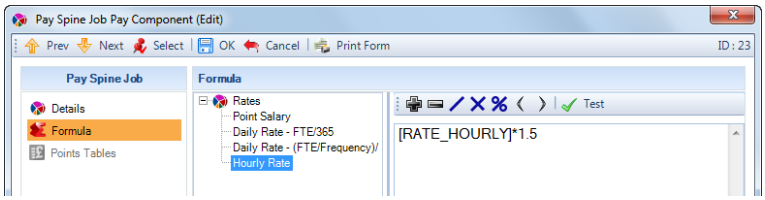

After enabling this setting, click on the **Formula** tab to see the following screen.




### Rates

- **Point Salary** – this is the annual point salary
- **Daily Rate – FTE/365** – this is calculated by dividing the annual point salary (FTE) by 365
- **Daily Rate – (FTE/Frequency)/Calendar Days** – this is calculated by dividing the annual point salary (FTE) by the Frequency and then dividing by the number of calendar days in the period (only for Monthly and Weekly frequencies).
- **Hourly Rate** – this is calculated by dividing the annual point salary by 52 weeks or the FTE Weeks entered, if enabled, and then by the Grade Hours

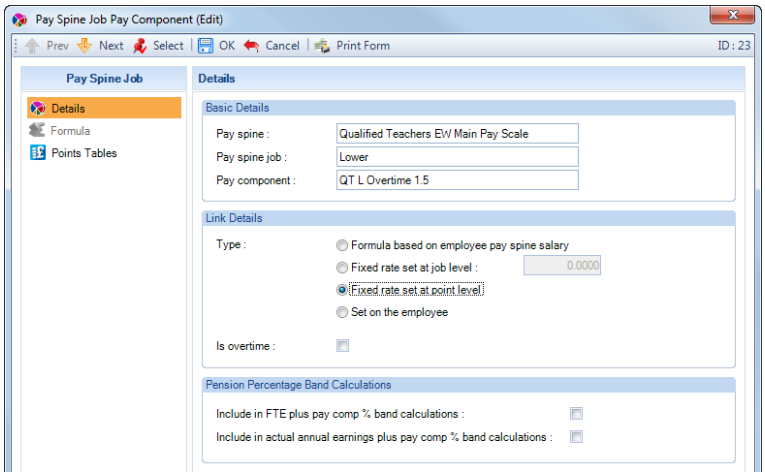
To enter a formula, for example to calculate the overtime at time and a half, double click on Hourly Rate under Rates and the field name will be displayed in the formula section. Now click on the blue X and type in the 1.5:



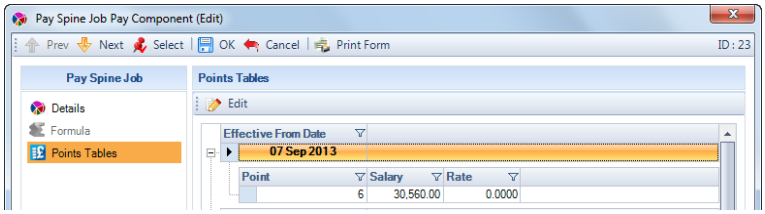

To check if your formula is valid, click on the Test button.

Select **OK** to save the changes.

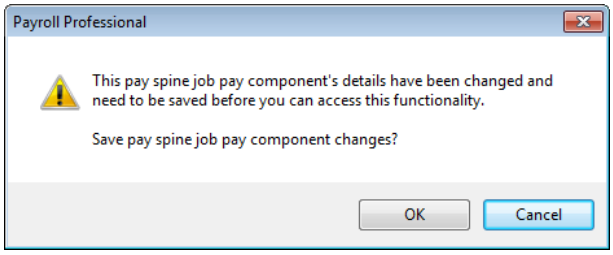
## Fixed rate set at point level



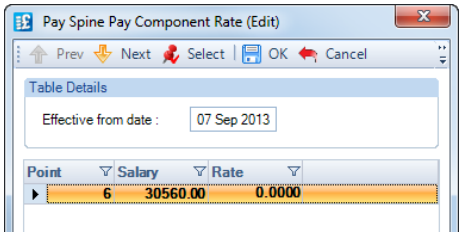

After enabling this setting, click on the **Points Tables** tab to see the following.




Highlight the **Effective From Date** that you want to enter rates for and click on the **Edit** button.




This message will be displayed. Click on **OK** to continue to enter the rates.



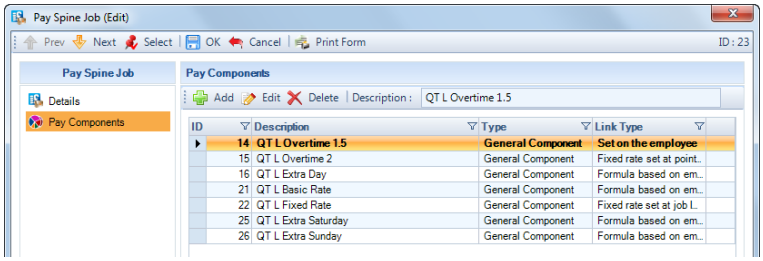

Enter the **Rates** for each Point, then click on **OK** to save the changes.

Select **OK** on the **Pay Spine Job Pay Component** screen, to save the changes.

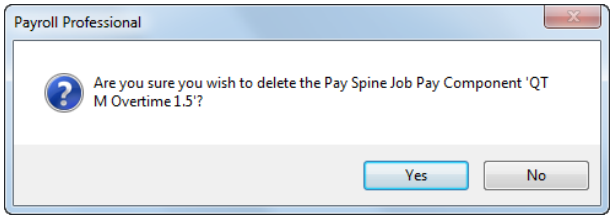
## Removing a Pay Component from a Job

A pay component can be removed if it is not being used in the current period and there are no previous period records. The pay component can also be suspended.

Within the **Pay Spine Job (Edit)** screen, select the **Pay Component** tab and then highlight the pay component you want to delete.

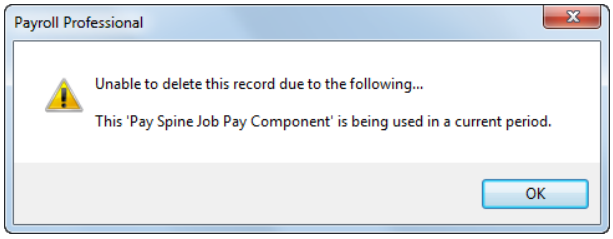



Now select the **Delete** button. You will see a warning message:




Select **Yes** to continue to delete the pay component.

If the pay component has been used, you will see a similar message to the following:

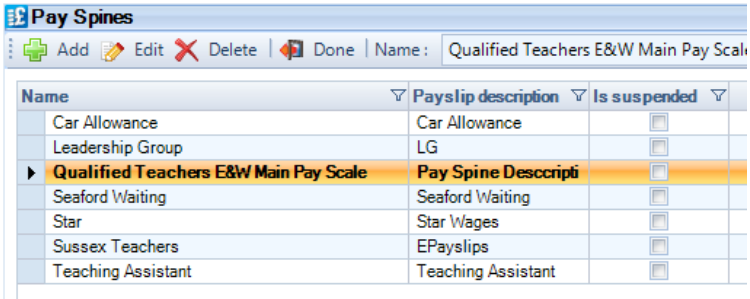



And the pay component will not be deleted.

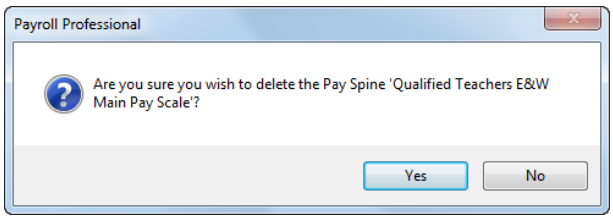
## Deleting Pay Spines

Once a Pay Spine has been created it can be deleted as long as it has not been used. If you need to keep an employee out of the spine then there is a **Suspended** option at employee level.

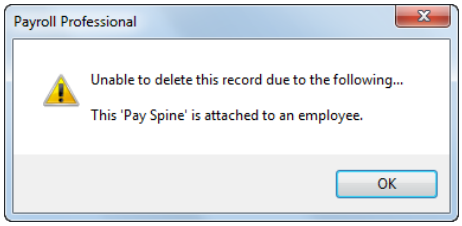
If this is genuinely a case for deletion, (possibly been setup in error and no employees 'attached') go to the **Data** tab, select **Pay Rates\Pay Spines** and highlight the **Pay Spine.**




Click on the **Delete** button and you will get a message asking you to confirm that you are sure you wish to delete the Pay Spine.

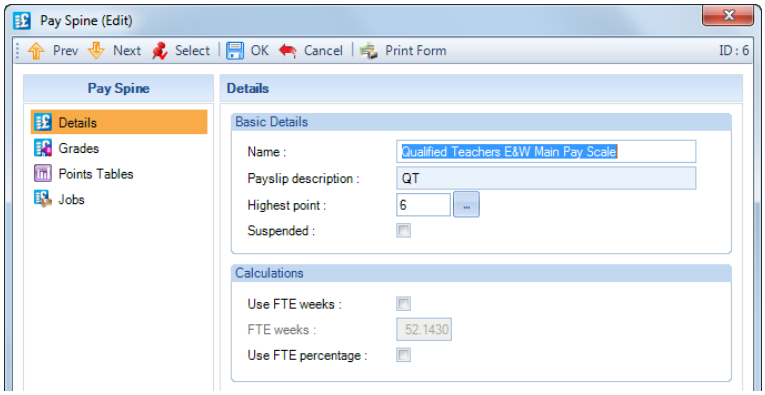



If you want to proceed select **Yes.** The program will check to see if has been used, if this is the case the following message will appear.




Click **OK**, the Pay Spine will not be deleted.

If a Pay Spine cannot be deleted, you are able to mark it as **Suspended**.




With **Suspended** ticked the Pay Spine will no longer be calculated for those employees attached to that pay spine.

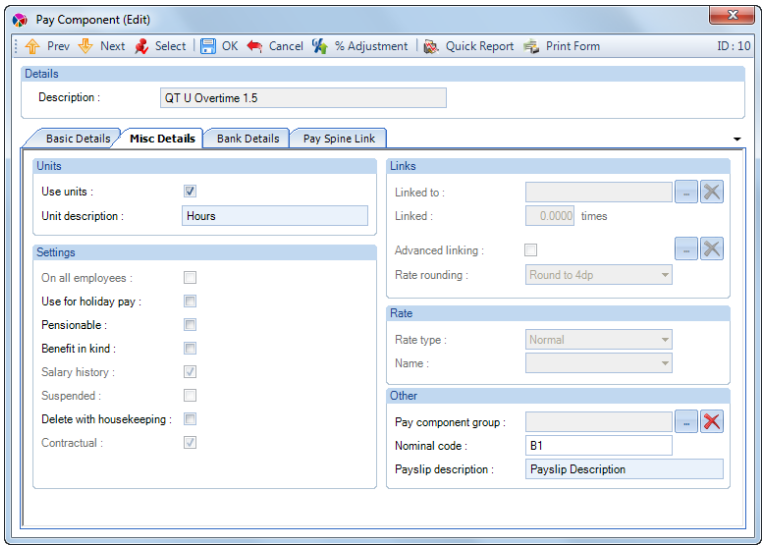
## Pay Components

### Payslip Description

There is a new field called **Payslip Description** under the **Misc Details** tab of the **Pay Component (Edit)** screen.

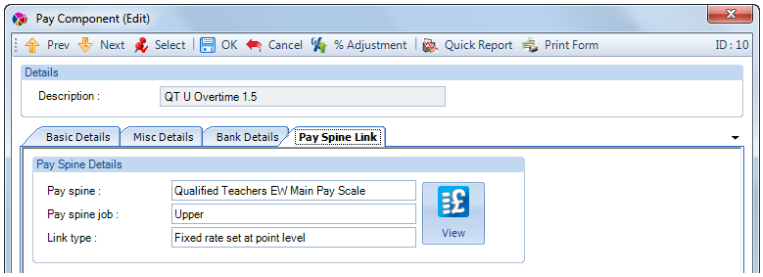
You are able to enter here a description for the pay component which will be used for payslips, rather than the Pay Component Description.

This works for all pay components, not just Pay Spines.




### Pay Spine Link tab

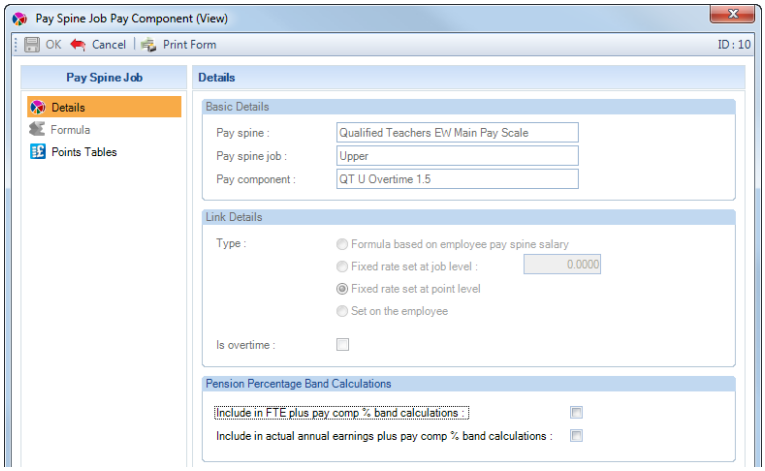
After a Pay Component has been attached to a Job, there is a new tab in the **Pay Component** screen called **Pay Spine Link**, which will show information if the Pay Component is linked to a Job.




Once a Pay Component is linked to a Job you are not able to set the following:

- Multi Currency
- Global Rates
- Linking
- Advanced Linking

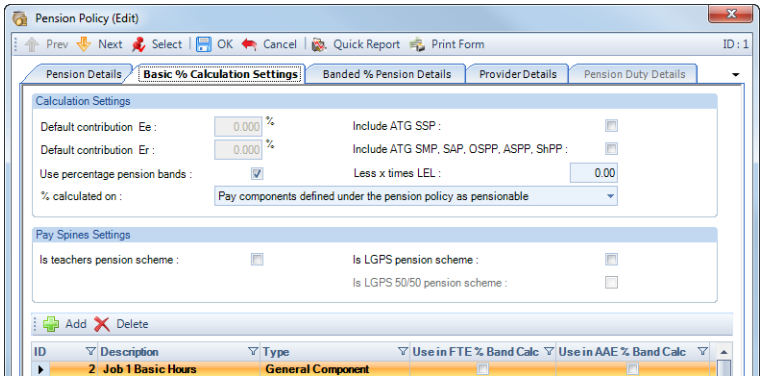
You can click on the **View** button to see the **Pay Spine Job Pay Component screen**, which is read only.




## Pensions

The following settings for Pensions are only available when **Use Pay Spines** is enabled under **Employer Details\Calculation Parameters** tab.

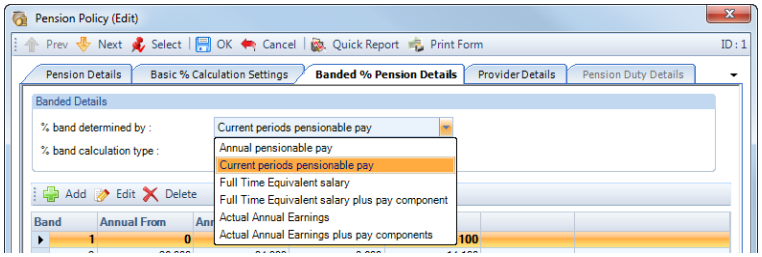
Under the **Home** tab select **Pensions** and **Edit**, then select the **Basic % Calculation Settings** tab you will see a section called **Pay Spines Settings**. These settings will be used for the Education returns, and provides a tab to enter Pay Spine AVCs under the Employees Pension Edit screen.




- **Is teachers pension scheme** – tick the box if this pension policy is a teachers pension scheme.
- **Is LGPS pension scheme** – tick the box if this pension policy is an LGPS pension scheme.

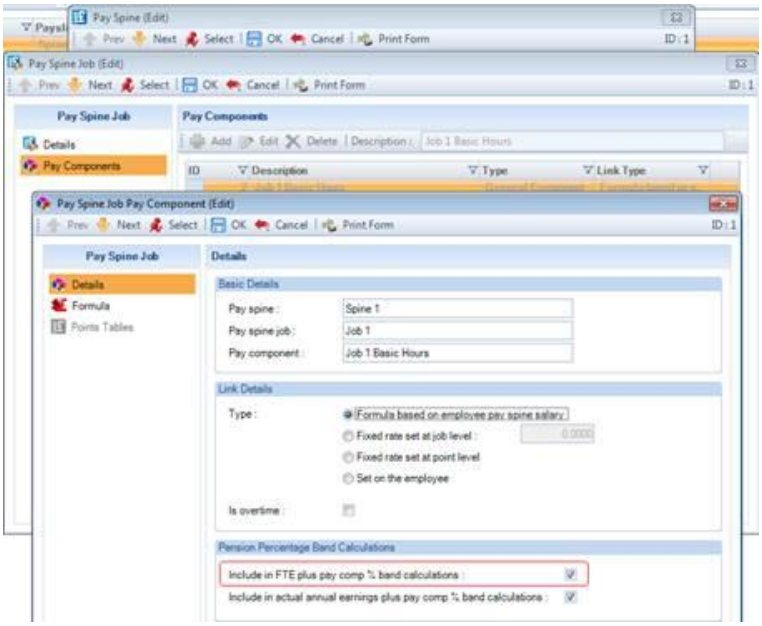
The following box will then also be available called **Is LGPS 50/50 pension scheme**, tick the box if the pension policy is LGPS and it is a 50/50 scheme.

If **Use percentage pension bands** is enabled under the **Basic % Calculation settings** tab then under the **Banded % Pension Details** tab there are four additional options available for **% band determined by**:

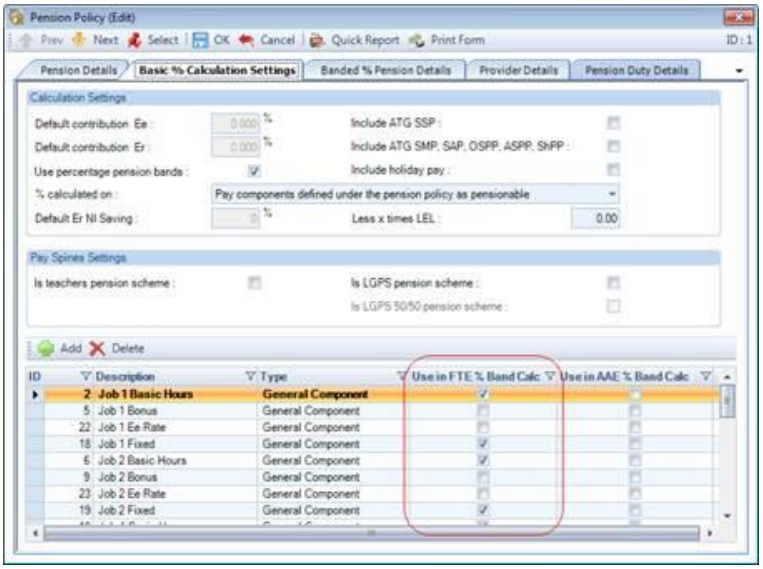



- **Full Time Equivalent Salary** – this will use the FTE of the Pay Spine that the Pension is attached to.
- **Full Time Equivalent Salary plus Pay Components** – this will use the FTE of the Pay Spine that the Pension is attached to, plus any pay components attached to that pay spine.

  If the **% Calculated On** is set as **Pay Components Marked as Pensionable** then the calculation will use the setting **Include in FTE plus pay comp % band calculations** from the Pay Spine setup:

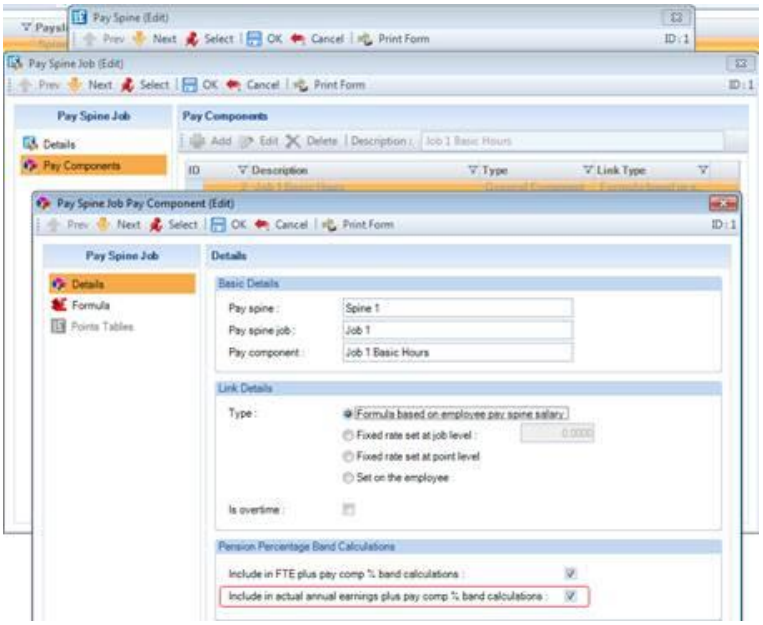



  If the **% Calculated On** is set as **Pay Components Defined under the Pension Policy as Pensionable**, then the calculation will use the setting under the Pension Policy called **Use in FTE % Band Calc**:

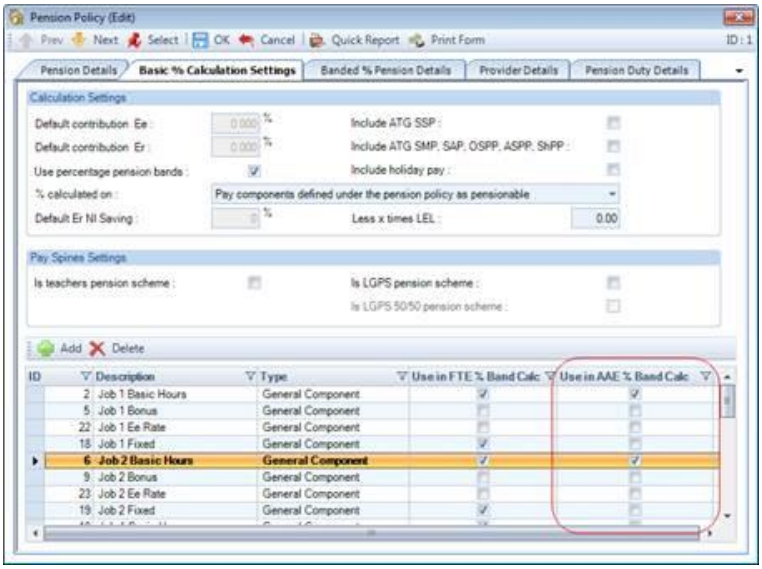



- **Actual Annual Earnings –** this will use the pay actually being paid in the current period of the pay spine the Pension is attached to.
- **Actual Annual Earnings plus pay components** - this will use the pay actually being paid in the current period of the pay spine the Pension is attached to, plus any pay components attached to that pay spine.

  If the **% Calculated On** is set as **Pay Components Marked as Pensionable** then the calculation will use the setting **Include in Actual Annual Earnings plus pay comp % band calculations** from the Pay Spine setup:

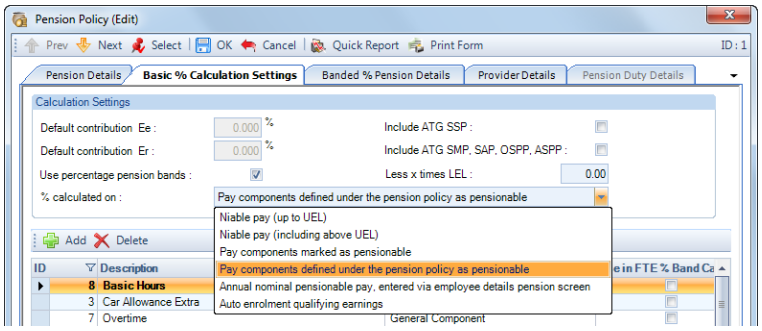



  If the **% Calculated On** is set as **Pay Components Defined under the Pension Policy as Pensionable**, then the calculation will use the setting under the Pension Policy called **Use in AAE % Band Calc**:

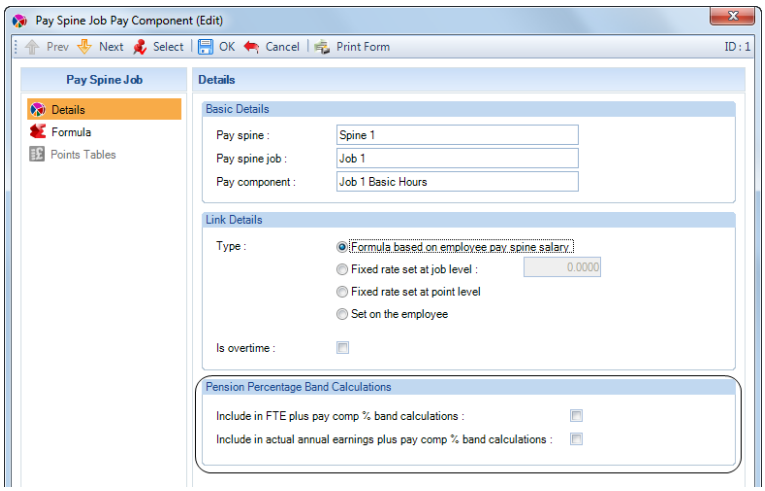



These options are also available under **Pension** tab in the **Employee (Edit)** screen, so can be set per Employee.

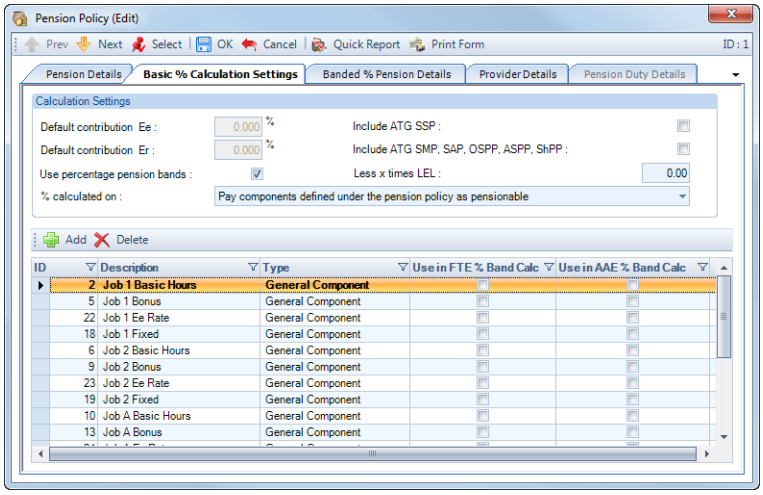
The Pay Components that will be included depend on the **% calculated on** setting under the **Basic % Calculation Settings** tab.



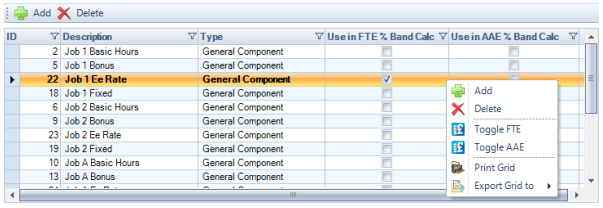

If **Pay Components marked as pensionable** is selected, then you need to mark which Pay Components are pensionable. For Pay Components attached to the Pay Spine via a Job, under the **Data** tab select **Pay Rates\Pay Spine**, highlight the Pay Spine and then **Edit.** Select the **Job** tab then **Edit**. Under the **Pay Components** tab highlight the Pay Component and select **Edit.** Now tick the box **Include in FTE plus pay comp % band calculations** and/or **Include in actual annual earnings plus pay comp % band calculations**.




Otherwise, if the **% calculated on** is selected as **Pay Components defined under the pension policy as pensionable**, then within the Pension Policy select the Pay Components.




And against each pay component select **Use in FTE % Band Calc** and/or **Use in AAE % Band Calc**, by right mouse clicking on the pay component and select either **Toggle FTE** or **Toggle AAE** to tick or un-tick the box:




**Important Note:** If the same employee pension scheme is added to more than one pay spine and the **% Band Determined by** is either - Full Time Equivalent or Full Time Equivalent plus Pay Components, then the average of the pay spines is used to determine the band.

### Pension Import

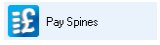
The **% Band Determined By** options – Full Time Equivalent Salary, Full Time Equivalent Salary Plus Pay Components, Actual Annual Earnings and Actual Annual Earnings plus Pay Components, can be imported via the **Determine % Band** field in the section **Banded % Contributions**.

### Query Manager – Predefined Queries

The **Pension Import Information** queries include the options – Full Time Equivalent Salary, Full Time Equivalent Salary Plus Pay Components, Actual Annual Earnings and Actual Annual Earnings plus Pay Components, under the **Determine % Band** field in the section **Banded % Contributions**.

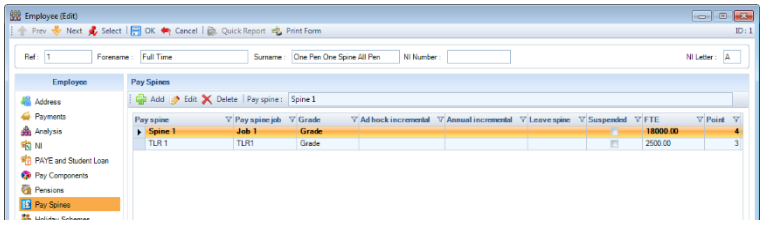
## Attaching to an Employee

Under the **Data** tab select **Employees** then highlight the employee that you want to have a Pay Spine and click on **Edit**.

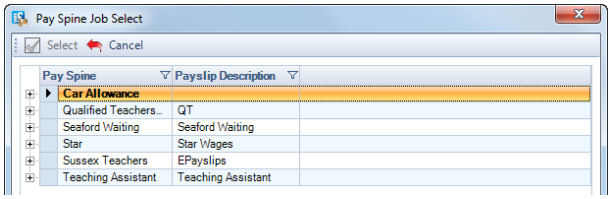



Then select the **Pay Spines** tab.

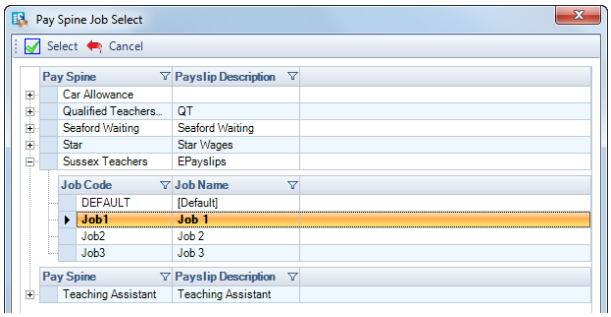
For existing pay spines attached to the employee the FTE and Point columns will show the information based on the computers date.



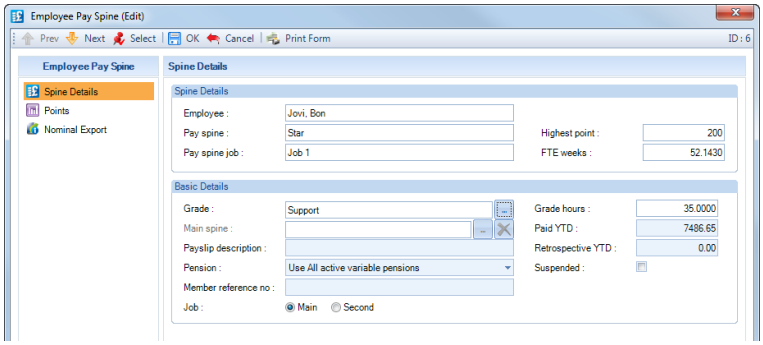

Click on the **Add** button to see a list of the available Pay Spines in the payroll data file.




Select the plus symbol to the left of the Pay Spine to see the list of Jobs attached to it.




Highlight the **Job** then click on **Select**. You will see the following screen.

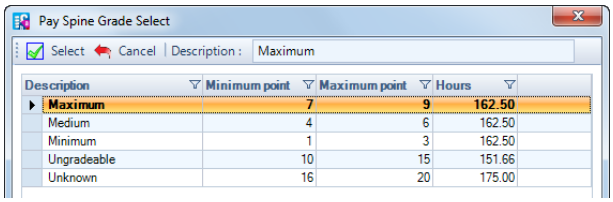



## Spine Details tab

The Spine Details section will show the details of the Pay Spine and Job selected. These are not editable.

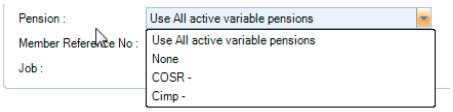
### Basic Details section

- **Grade** – click on the ellipsis button to the right of the Grade box.




  Highlight the Grade and click on **Select**.

- **Main spine** – this is only available if the pay spine is marked as a Teaching and Learning Responsibility payment. Click on the ellipsis button to see a list of Pay spine and jobs attached to the employee
- **Payslip description** – If you require a different description to that entered on the Pay Spine, you can enter a different description here, otherwise leave it blank.
- **Pension** – Is to determine whether the pay spine is pensionable and for which pension. You have a drop down list to select either a specific Pension Policy, Use All active variable pensions or None. The Pension Policies that will be displayed must already have been attached to the Employee via the Pension tab.

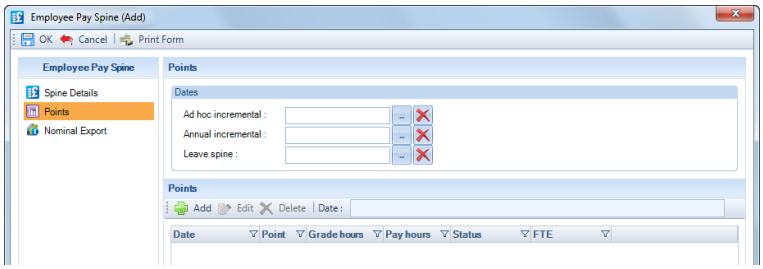



- **Membership Reference No** – enter the full seven digit membership reference number, can be left blank.
- **Job** – This will only be displayed if the Employee has Two NIC Letters. You can then choose which Pay Spine relates to which Job – Main or Second. Due to ceasation of all contracted out NI letters, this will not be available when the data file is in tax year 2016/17 or later.

- **Paid YTD** – shows the total amount paid this year against this grade for this employee.
- **Retrospective YTD** – is the total of retrospective calculations made against the grade.
- **Suspended** – allows you to suspend this grade from inclusion in payment calculations and not delete all the details.

  When marking an Employee's Pay Spine as **Suspended** the program will create a point record with the Suspended Date with no point.

## Points tab



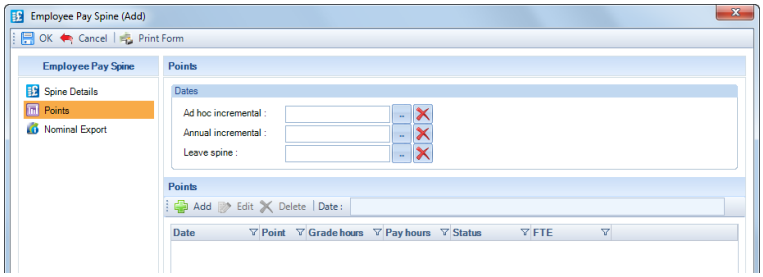

This section allows you to specify the details for changes to the spine points for this person.

- **Ad Hoc Incremental** – Any date set here will be the effective date for an automatic one-point increase. After implementation of the increase, this instruction will be cancelled.
- **Annual Incremental** – Any date set here will be the effective date for an annual automatic one-point increase. After implementation of the increase, it will be set to +1 for one year hence, up to the grade limit.
- **Leave spine** - Pay will not be calculated on these details where employee has left the spine, from and including the date entered.

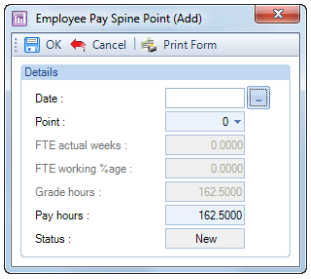
  If you enter a leave date for the employee under **Employee (Edit)** screen**Address** tab, this leave spine date will be completed with the employees leave date plus 1 day, with the point record updated automatically.

### Points

Payment will be made to the employee based on the Points allocated here. Point changes will be listed with effective dates. The FTE displayed in the grid will be the current FTE based on the computers date.



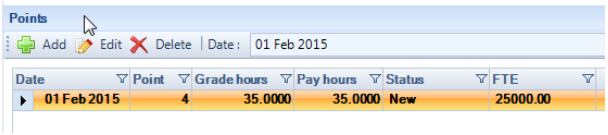

To add a new point, click on the **Add** button.



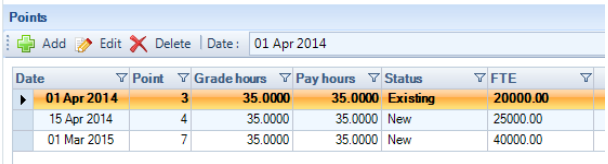

Complete the form:

- **Date** - select the effective date
- **Point** – select the point using the drop down box
- **FTE Actual Weeks** – if enabled in the Pay Spine, then enter the weeks.
- **FTE Working %age** - if enabled in the Pay Spine, then enter the percentage.
- **Grade Hours** – reference only, shows the standard hours set for the grade
- **Pay Hours** – this will default to the Grade Hours, overtype with the hours to pay for this Employee.
- **Status** – reference only.

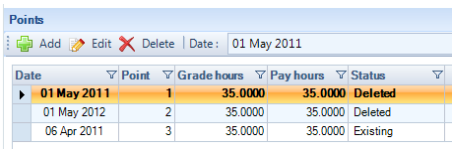
Points added will initially be given a status of **New**. The FTE displayed will be based on the point and computers date.




Once you have calculated this employee using those points and the payroll run has been closed, then the status will be displayed as **Existing**.



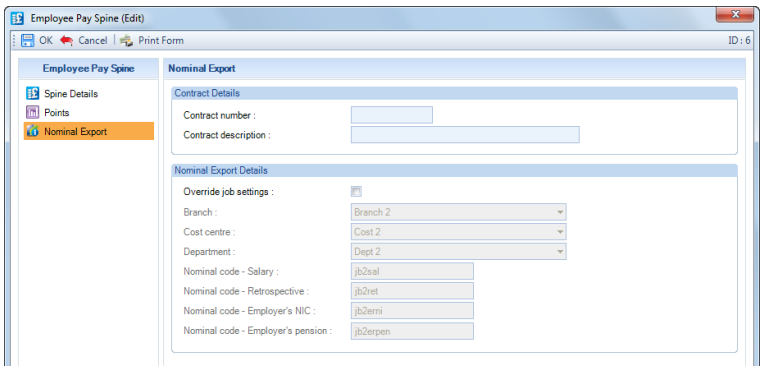

If a point is marked as **Deleted** then this will be because points have been added that predate existing ones, and the subsequent payroll run has been closed.




## Important Notes:

- Only one retrospective calculation can be performed each run, so for example if you add two new points with a date prior to the current period then only the latest points restrospective calculation will be performed.
- If a pay spine has been attached to an employee by mistake, you can delete it from the employee by highlighting the pay spine and then selecting the Delete button under the Employee (Edit)\Pay Spines tab. The program will validate before it is deleted to ensure it has not been used in the current open run, historical records or year to dates, these checks also include the pay components attached to the pay spine. This process will also delete the pay components that are attached to the pay spine being deleted from the employee.

### Nominal Export tab




Under this tab you can enter the **Contract Number** and **Contract Description**.

There is also an option to override the Job settings for this employee including the Nominal Codes:

- Branch
- Cost Centre
- Department
- Nominal Codes – Salary, Retrospective, Employers NIC and Employers Pension

The Nominal Export facility in Payroll Professional will use this information.

### Import Employee Spine

It is possible to import employee pay spine information, including points. Please see the document regarding importing for more information.

## Employee (Edit) screen

### Pay Components tab

After attaching Pay Components to a Job, they will automatically be added to Employees who already have that Job, unless the Job is suspended. The pay components will also be added when the Job is attached to an employee.

Once a Pay Component is attached to a Job, you are not able to:

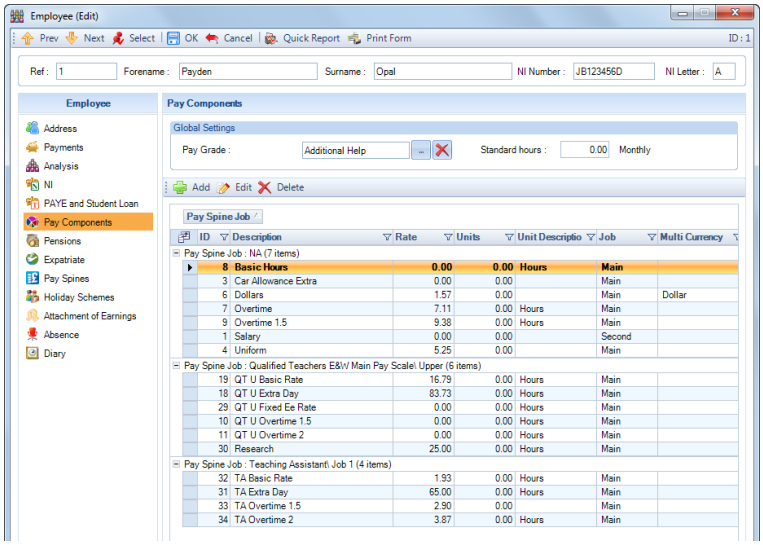
- Attach a Pay Component to an Employee unless they are already allocated to the appropriate Job.
- Delete a pay component from an Employee, whilst they still have that pay component's Job allocated.
- Delete a used pay component from a Job
- The Rate cannot be changed via the **Employee (Edit)** screen unless the pay component is set as **Set on the Employee**.

### Employee Edit screen - Pay Components tab

When you select the **Add** button this will only show pay components that can be added to the Employee.

In the grid, the **Rate** column will now display the current rate from the following types of Pay Component:

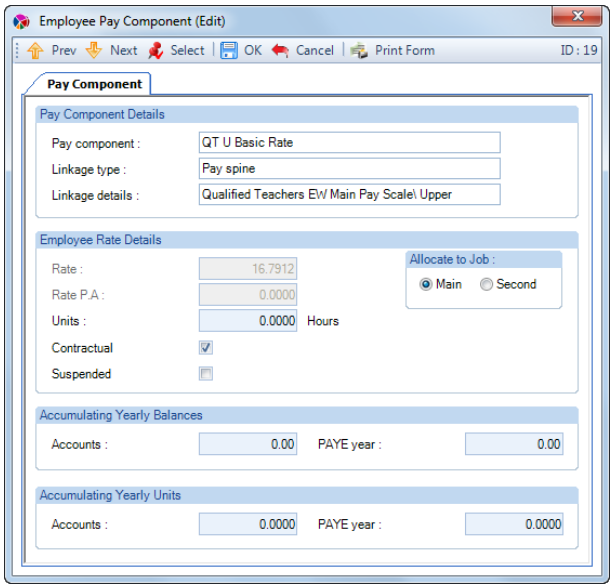
- Global Rates
- Foreign Currencies
- Pay Grades
- Pay Spines




These are the rates that are displayed and used in the employees individual calculation screen.

For Pay Spines, if the Rate is calculated, then the rate that will be displayed is based on the Point Date and System date.

## Employee Edit screen – Edit Pay Comp screen



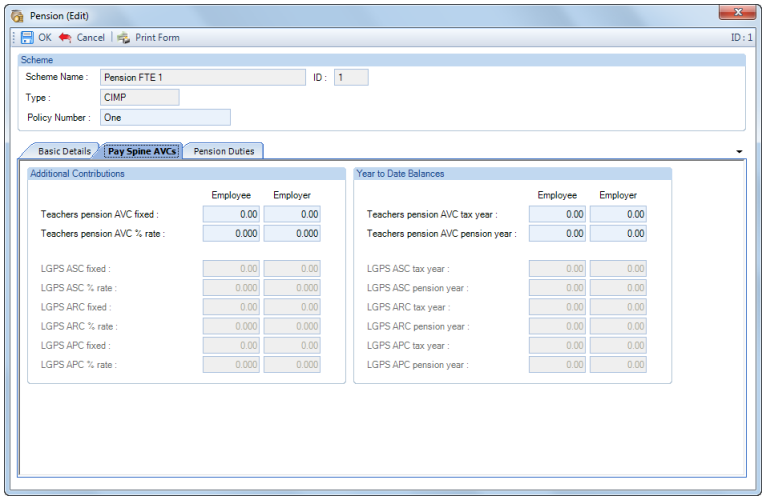

When you edit an employees pay component, the linkage details will show in the top section of the screen. This will show details of pay spines, global rates, foreign currencies etc.

For Pay Components linked to a Pay Spine via a Job, you are not able to change the Rate, unless under Job the rate is **Set on the employee**. However, within the Individual Calculation screen all of these Rates can be overridden.

## Pensions tab

With the Pension Policy set as a Teachers Pension or LGPS, you will see a new tab called Pay Spine AVCs available in the employee Pension (Edit) screen. The below example is a pension policy attached to the employee which has

been selected as a Teachers Pension and therefore has fields available to enter fixed and/or percentages for employees and employers AVC contributions:



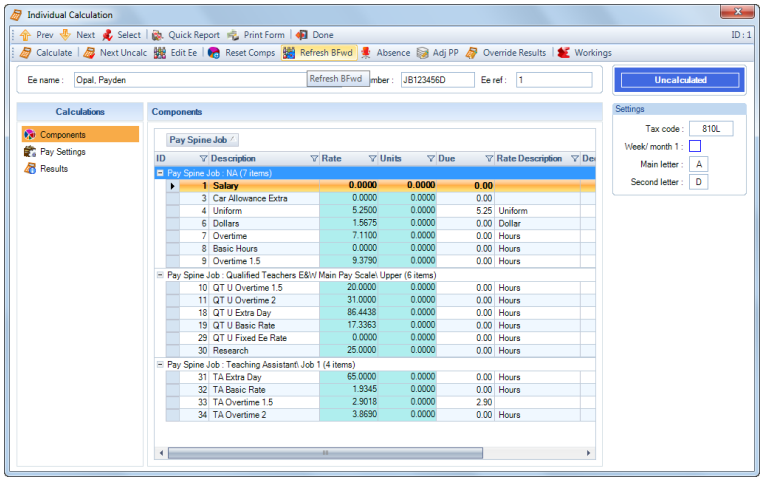

The contributions for the percentages will be calculated using the pensionable pay determined for this pension scheme.

As you can see it also has a Year to Date Balances section which will show the pension year and tax year values for closed periods.

## Calculation

Once the employee points have been entered, then the Pay Spine will automatically be generated when pay is calculated via the **Individual Calculation** screen.

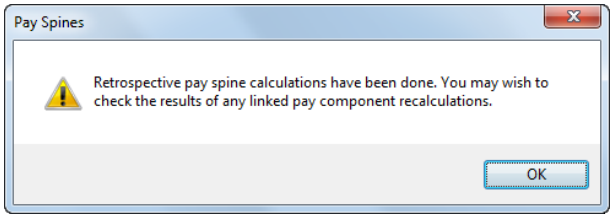
In the employees **Individual Calculation** screen the **Pay Components** will be grouped by Pay Spine and Job. This will make it easier to process. You will input the values as normal.




The Rates can be overridden for Pay Components linked to a Job. These can also be imported using the Pay Run Import, and entered via Batch Entry.

If the Employees point is changed after opening the employees **Individual Calculation** screen, you will need to select **Reset Components**, for the rates to be re-calculated.

When you select **Calculate** an employee, if retrospective calculations have been performed for pay components, you will see the following message.

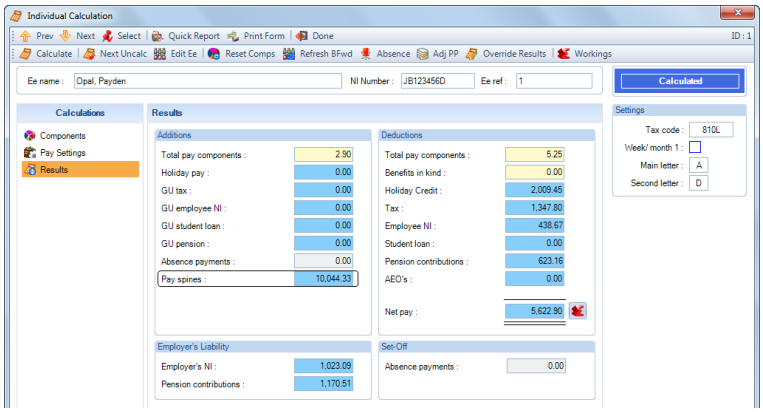



Select **OK**.

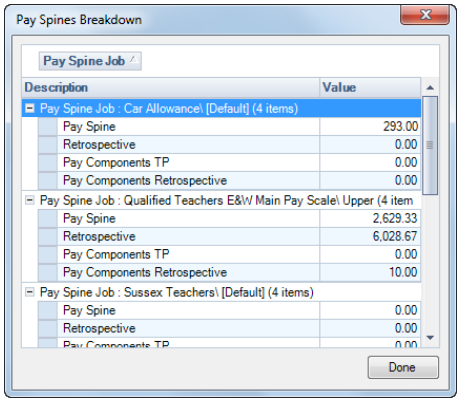
When a pay spine retrospective calculation is performed, any pay comps linked to that pay spine will be retro calculated as well, with the exception of pay components where the rate is set as **Set on the employee**.

The Rate used for the pay components retrospective calculation will be the latest for all of the units paid in the whole period, even if the rate changed part way through the period.

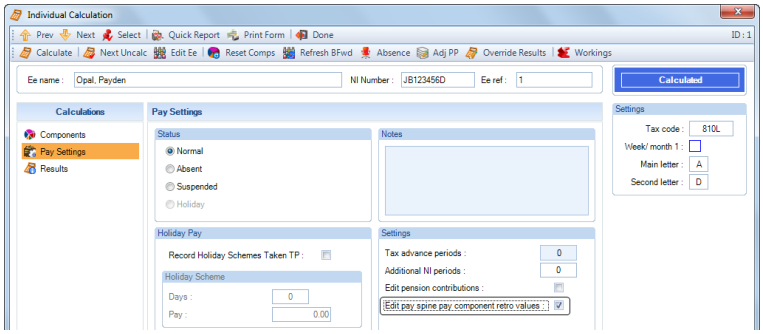
Under the **Results** tab click on the Pay Spine value.



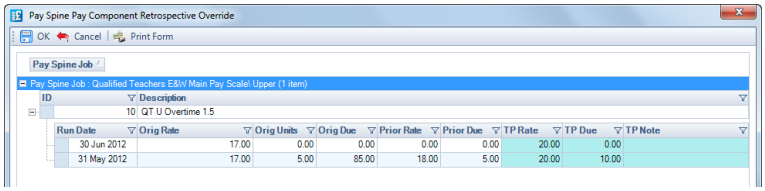

You will then see a breakdown of the Pay Spine value:




If you want to check and/or override the Pay Component Retrospective calculation, under the **Pay Settings** tab tick the box **Edit pay spine pay component retro values**.




Then click on **Calculate**. You will then see the following screen, listing all the pay components where a retrospective value is being calculated.




You are able to change either the **TP Rate** or **TP Due** values. Be careful as changing one value will affect the other, and enter information under the TP Note field to record information that is helpful to you. When you override the pay components retrospective calculation values, the original and overridden figures are recorded.

Select **OK** to save your changes and the employee will be calculated.

An example of how the spines are calculated for weekly is [Annual rate from table]/52/7 x Number of days.

## Pay spines calculation logic

This details the logic used for pay spines calculations in Payroll Professional for the standard calculation.

### Daily Rate

Say Daily rate is *dr*.

All calculations require arriving at Daily Rate. The Logic varies for Monthly and Weekly pay frequencies.

For both you need to get the annual rate from the Pay Spines table for the required Pay Spine. (*ar*)

### Monthly

Determine the number of days in the calendar month that the day is in. (*m*)

Determine the number of days in the calendar year that the day is in. (*y*)

The rate for the day on month based frequencies is:

*dr* = ( *ar* / 12 ) / *m*

### Weekly

The rate for the day on week based frequencies is:

*dr* = ( *ar* / 52 / 7)

### Grade Hours

For both weekly and monthly, the rate *r* may be further reduced where Pay Hours (*ph*) are less than Grade Hours (*gh*).

*dr* = *dr* x ( *ph* / *gh* )

### Retrospective

Retrospective calculations apply where either the centrally held rates or employee points are changed.

Pay components attached to a pay spine will also have retrospective calculations, except those where the rate is set at employee level.

### Centrally held rates

Example

Say an employee is paid on a Pay Spine table where the last change of rates was 01/01/2008.

Currently July 2008's pay is being calculated.

A new table is added for the Pay Spine dated 15/06/08.

A retrospective calculation is made in respect of the period 15/06/08 to 30/06/08 this being 16 days.

The program then determines the amount already paid for this period by getting the *ar* previously prevailing in this period. From this determine *r* and multiply by 16.

The program recalculates the 16 days using the rate base on the new table, then takes the *amount already paid* from it.

### Employee points

Example

Say an employee has been on point **2** throughout 2008 to the current payroll period of July.

They are now retrospectively put on point **3** from 21/05/08.

The program calculates the amount paid on point **2** from 21/05/08 to 30/06/08 and takes that away from amount that they would have been paid for the same period had they been on point **3**.

### Multiple Changes

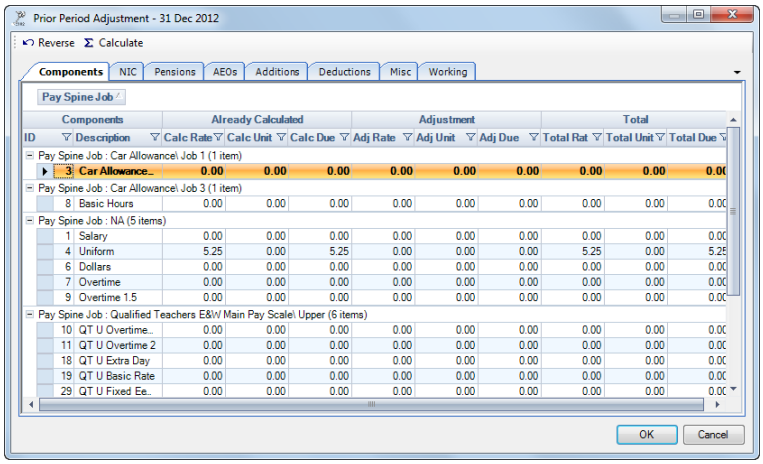
Payroll Professional will deal with combinations of the type of changes described above.

However, if two new tables are added for the same point in the same period, the program will only calculate one for restrospective calculations.

## Prior Period Adjustment

We do not recommend using Prior Period Adjustment for an Employee with Pay Spines, please therefore check and manually adjust the calculated values.

If you use this facility for an Employee, under the **Components** tab you will see these are grouped by Pay Spine as well.

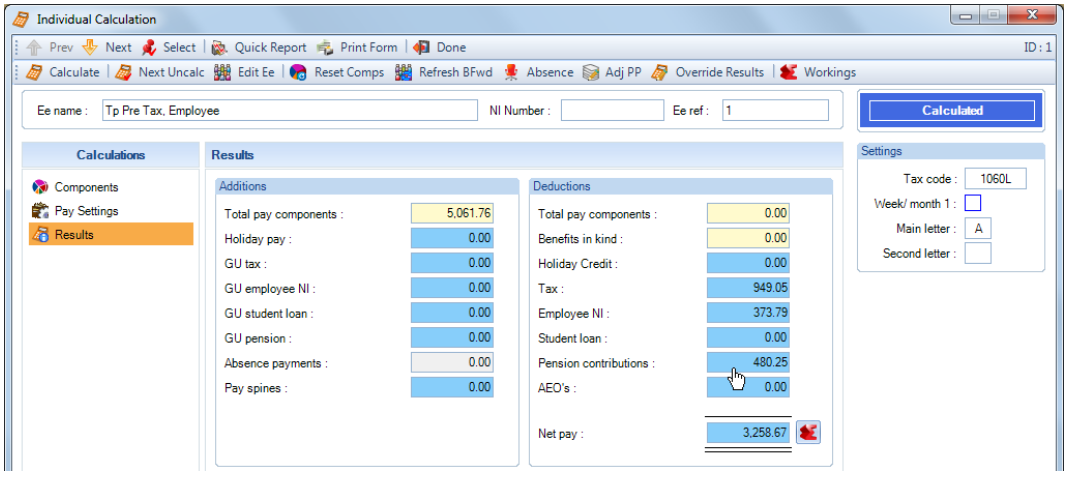



For Pay Components linked to a Pay Spine via a Job, you are only able to change the **Units**, not the Rate as this is done with the retrospective calculations.

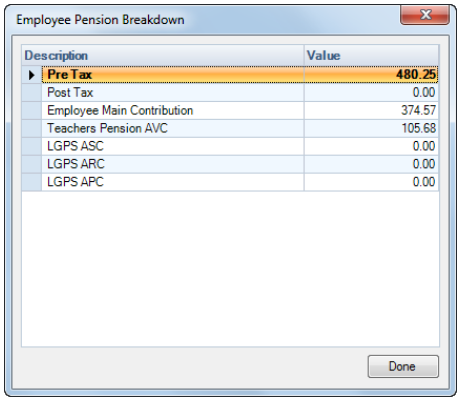
## Pensions

## Breakdown

After calculating an Employee, in the Results tab of the Individual Calculation screen place your cursor over the pension contributions field. The cursor will change to a hand:

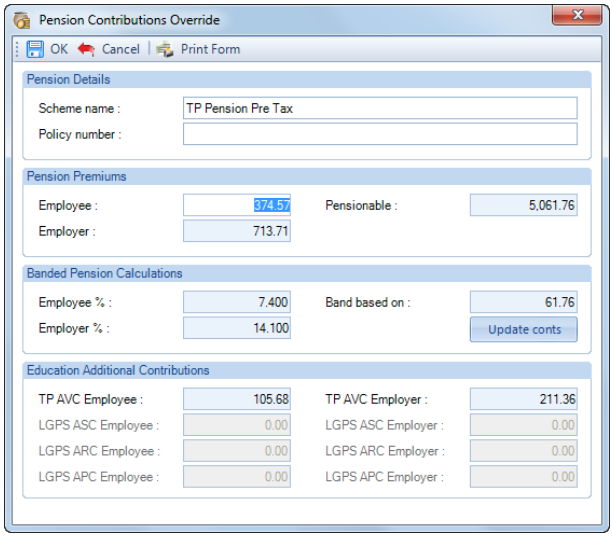



Click on the field and you will then see a breakdown which will include any AVC values:




## Edit Pension Contributions

If you need to override the pension contributions calculated, then under the Pay Settings tab in the Individual Calculation screen tick the box Edit Pension Contributions then select Calculate. You will then see the following screen:

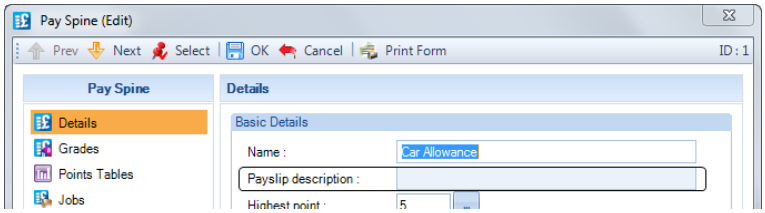



As you can see you are able to override the AVC values separately to the normal pension contributions.

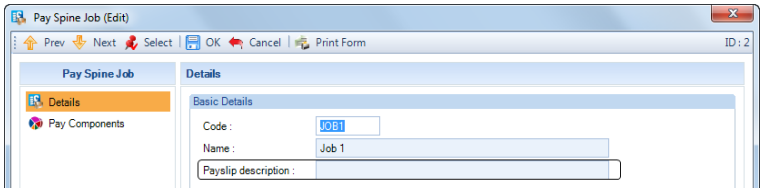
Once you have made your changes click on OK.

## Payslips

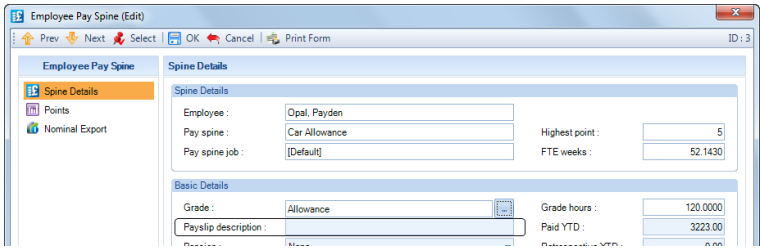
The Pay Spine **payslip description** can be overridden under the Pay Spine.




At Job Level.




And then at Employee level.

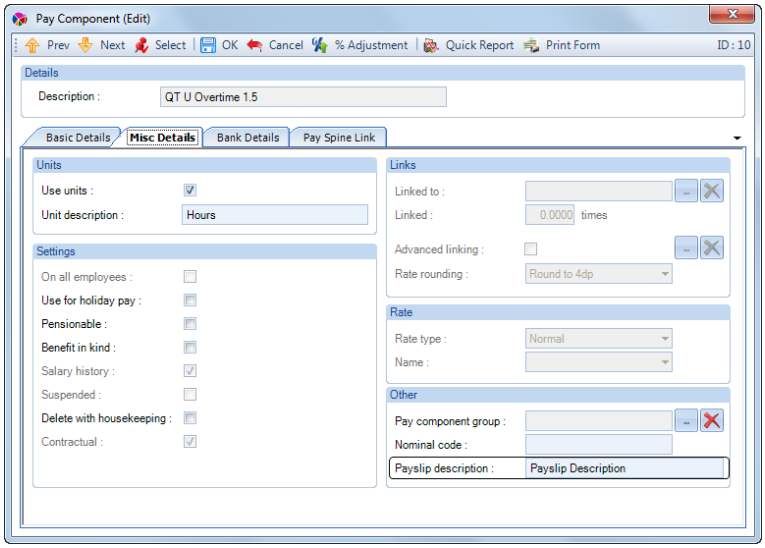



If any of these payslip descriptions have been completed, they will take priority in the following order, so the first one completed will be used for the Pay Spine Payslip Description and the Pay Spine Retro.

- Employee Level
- Job Level
- Pay Spine

If none of the above has been completed then the Pay Spine Name will be used.

For Pay Components linked to the Job of a Pay Spine, the description of the Pay Component can be overridden using the **Payslip Description** field under the **Misc Details** tab of the **Pay Component (Edit)** screen.

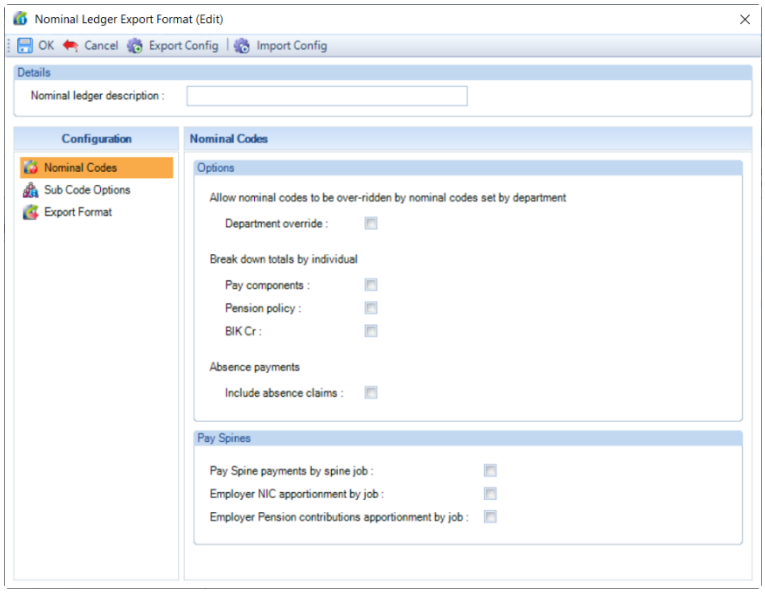



The Pay Component retrospective figure will be included with the Pay Spine Retrospective value.

## Nominal Export

This facility will utilise the information such as Department, Branch and Cost Centre allocated to each Job. And enter a nominal code against each job.

With Pay Spines enabled in the payroll data file, when you go to the **Utilities** tab and select **Nominal Export\Configure** you will see a section under the Nominal Codes tab called **Pay Spines** which contains three options:

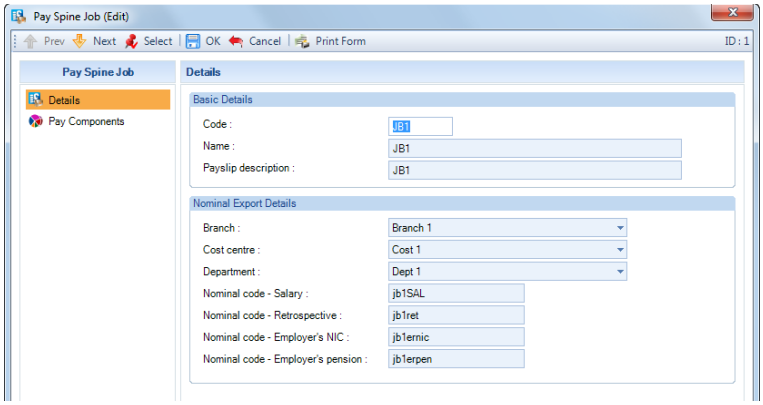



## Pay Spine Payments by Spine Job

Select this option to breakdown the pay spine and retro values by job.

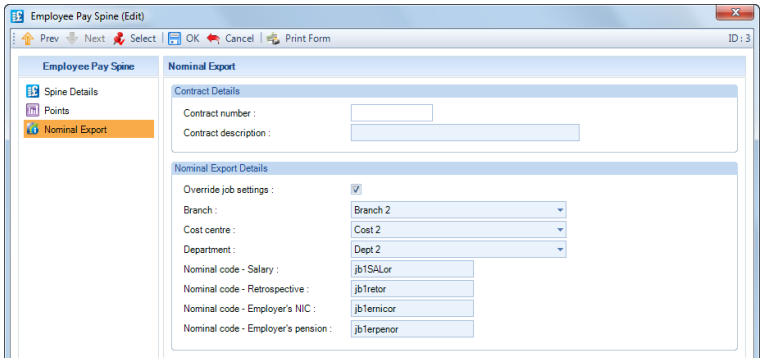
You will need to ensure the information for the Pay Spine has been entered against each Job within the Pay Spine.

Go to **Data\Pay Rates\Pay Spine** then **Edit** the Pay Spine and select the **Job** tab then click on **Edit**. You will then see the section **Nominal Export Details** which will be used for the pay spine values and any pay components linked to the pay spine:

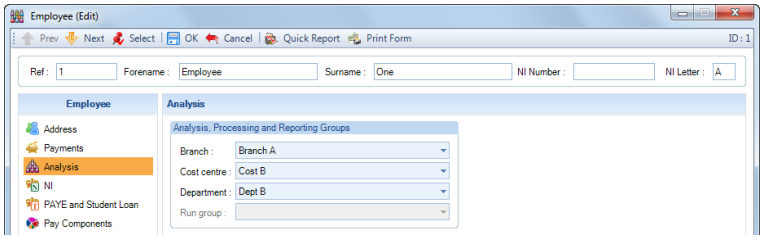



These values can be overridden under the Employees Pay Spine record, and will be included in the Nominal Export.

Go to **Data\Employees** then **Edit** an Employee, select the **Pay Spine** tab and **Edit** a Pay Spine record then go to the **Nominal Export** tab. To override the Job nominal export details, tick the box **Override job settings** and then complete the Nominal Export Details.



For any pay components and other elements not linked to a pay spine, such as Statutory Payments and deductions, the Analysis groups will be picked up from **Employee (Edit) screen\Anaylsis** tab:




The Nominal Codes for elements other than the Pay Spine Salary and Retrospective values, will be picked up as usual from under **Utilities\Nominal Export\Nominal Codes**.

## Employer NIC Apportionment by Job

This option will only be available if **Pay Spine payments by spine job** is selected. Select this option to breakdown the Employers NIC by Job.

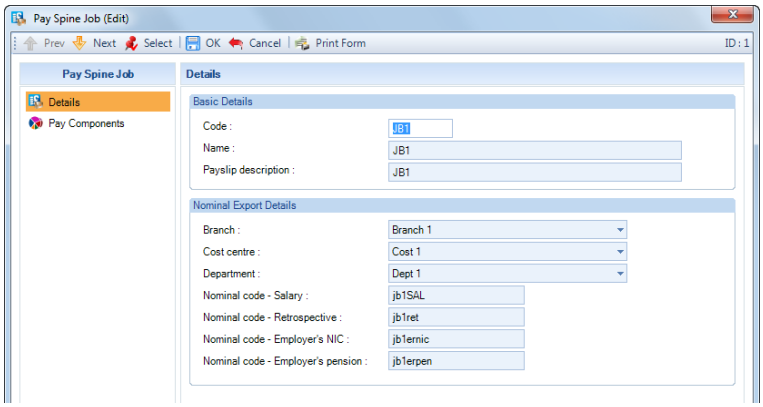
This is calculated by getting the total Niable Pay from all jobs, the following elements of pay are excluded from this value:

- Pay Components that are not linked to a Pay Spine Job
- Add to gross Statutory Absence Payments
- Holiday Pay

Then the total Ers NI is divided by Total Niable Pay from all Jobs multiplied by Total Niable Pay in each Job.

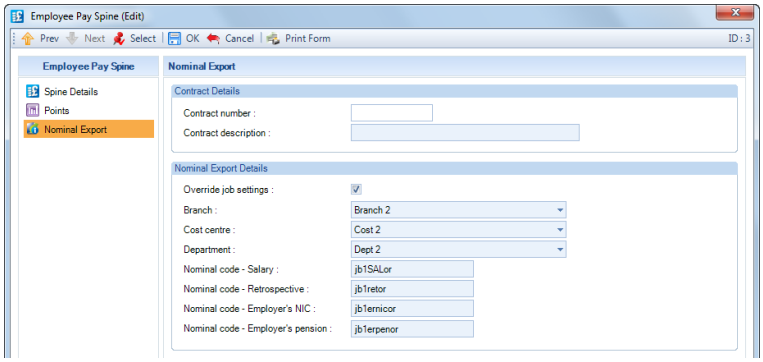
With this option selected the Analysis Groups and Nominal Code will be picked up from Nominal Export details for the Job under the Pay Spine.

Go to **Data\Pay Rates\Pay Spine** then **Edit** the Pay Spine and select the **Job** tab then click on **Edit**. You will then see the section **Nominal Export Details**:

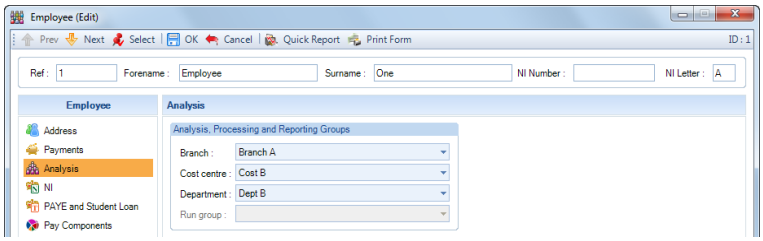



These values can be overridden under the Employees Pay Spine record, and will be included in the Nominal Export.

Go to **Data\Employees** then **Edit** an Employee, select the **Pay Spine** tab and **Edit** a Pay Spine record then go to the **Nominal Export** tab. To override the Job nominal export details, tick the box **Override job settings** and then complete the Nominal Export Details.




For any Employers National Insurance not related to a pay spine the Analysis groups will be picked up from **Employee (Edit) screen\Anaylsis** tab:




And the Nominal Code for the Employers National Insurance will be picked up as usual from under **Utilities\Nominal Export\Nominal Codes**.

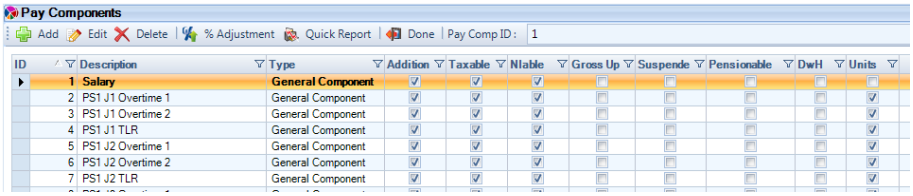
## Employer Pension Contributions Apportionment by Job

This option will only be available if **Pay Spine payments by spine job** is selected. Select this option to breakdown the Employers Pension by Pay Spine Job.

Each pension scheme is dealt with separately using Pensionable Pay.

The Pensionable Pay is calculated using the Pay Spine plus Retrospective pay, and any pay components attached to the Job which are marked as Pensionable under Data\Pay Components.

To check which Pay Components are marked as Pensionable, go to **Data\Pay Components\Pay Components**:




In the grid you will see a column called Pensionable, if there is a tick in the box then that pay component is marked as Pensionable.

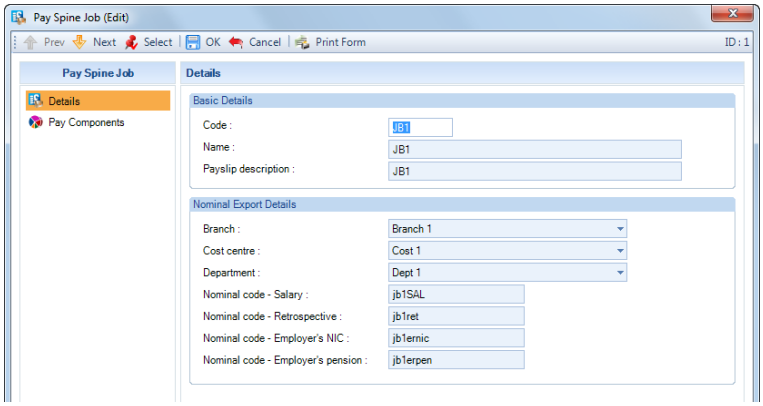
Before changing these settings, you will need to see if any of your Pension Schemes are using this for the Calculation.

Go to **Data\Pensions\Pensions** then **Edit** a Pension Scheme, select the **Basic % Calculation Settings** tab and check whether under **% calculated on** is selected as **Pay Components Marked as Pensionable**. If this is the case, then you should not change the Pensionable setting under the Pay Components as this would affect the employees and employers pension calculations.

The apportionment is then achieved by taking the total Ers Pension divided by Total Pensionable Pay from all Jobs multiplied by Total Pensionable Pay in this Job.

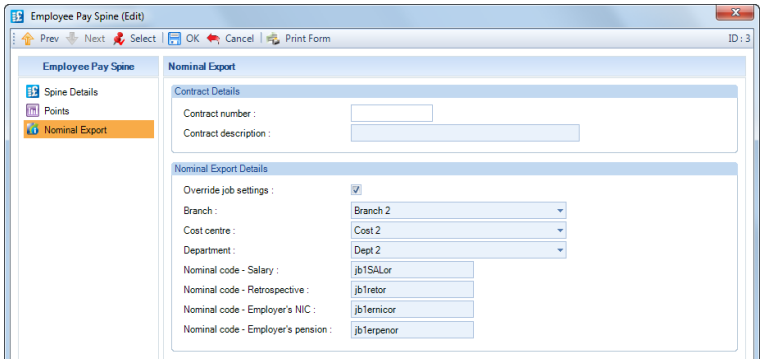
With this option selected the Analysis Groups and Nominal Code will be picked up from Nominal Export details for the Job under the Pay Spine.

Go to **Data\Pay Rates\Pay Spine** then **Edit** the Pay Spine and select the **Job** tab then click on **Edit**. You will then see the section **Nominal Export Details**:

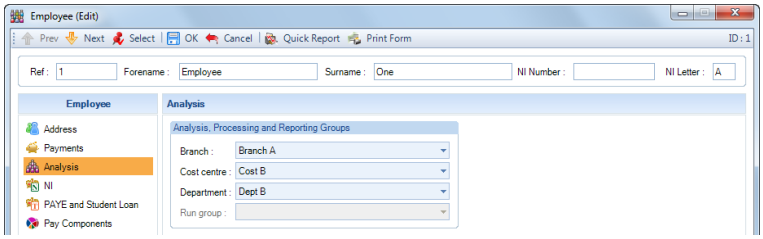



These values can be overridden under the Employees Pay Spine record, and will be included in the Nominal Export.

Go to **Data\Employees** then **Edit** an Employee, select the **Pay Spine** tab and **Edit** a Pay Spine record then go to the **Nominal Export** tab. To override the Job nominal export details, tick the box **Override job settings** and then complete the Nominal Export Details.




For any Employers Pension not related to a pay spine the Analysis groups will be picked up from **Employee (Edit) screen\Anaylsis** tab:




And the Nominal Code for the Employers Pension will be picked up as usual from under **Utilities\Nominal Export\Nominal Codes**.

## Close Payroll Run

When the payroll is closed, employee pay spine records will be updated in the following manner.

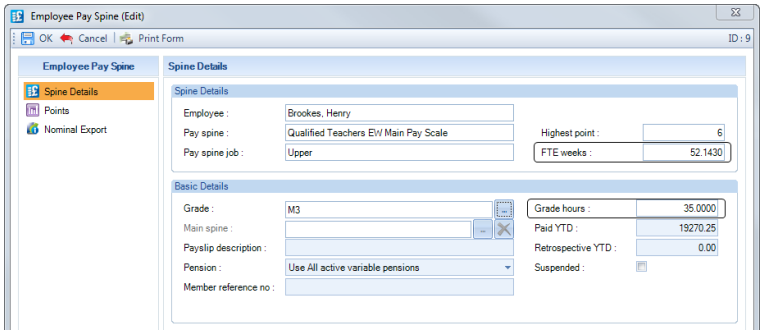
- **Existing** spine settings that are predated by **new** will be marked as **deleted**.
- Calculated values will be added to cumulative balances.
- **New** spine setting will be set to **existing**.
- Ad Hoc and Annual point increases will be implemented within the limits of the Maximum point setting for the employee's grade.

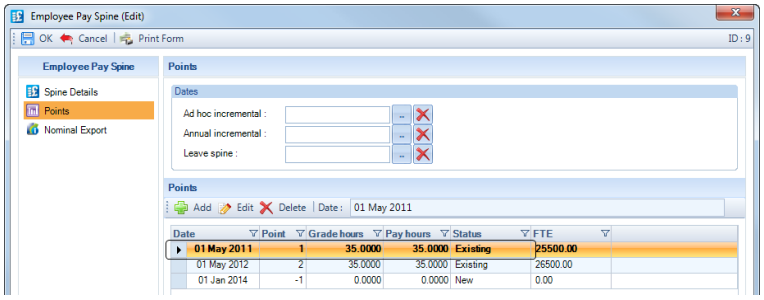
After installing the Budget Update 2012, when the period is closed more information is recorded in the table EeSpine_History so that better historic reports can be produced.

The table EeSpine_History holds information for each employees pay spine, grade, job, aggregation job (if applicable), which pension is attached, calculated amount and retrospective amount for each payroll run.

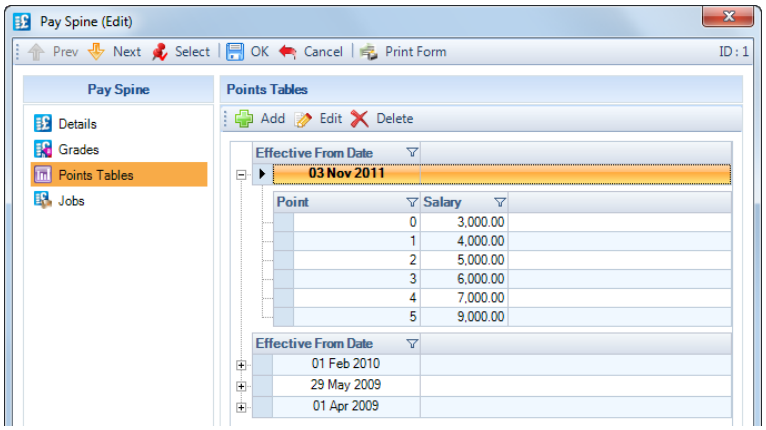
The following fields have been added:

- Point - latest Point used in this period
- Point Date – latest Point Date used in this period
- Grade_Hours – latest Grade Hours
- Pay_Hours – latest Pay Hours



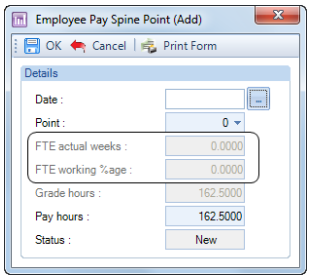




- Point_Effective_Date – latest Effective From Date from the Pay Spine tables used for the calculations




- FTE_Salary – latest Salary for the Latest Point Used
- FTE_Actual_Weeks – latest Full Time Equivelant Actual Weeks

- FTE_Working_Percentage – latest Full Time Equivelant Working Percentage

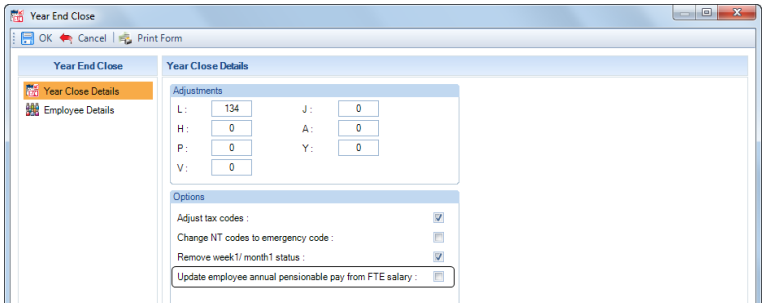



Below are the reports that have been changed to include the new information, they are now Landscape and are under Type Employee:

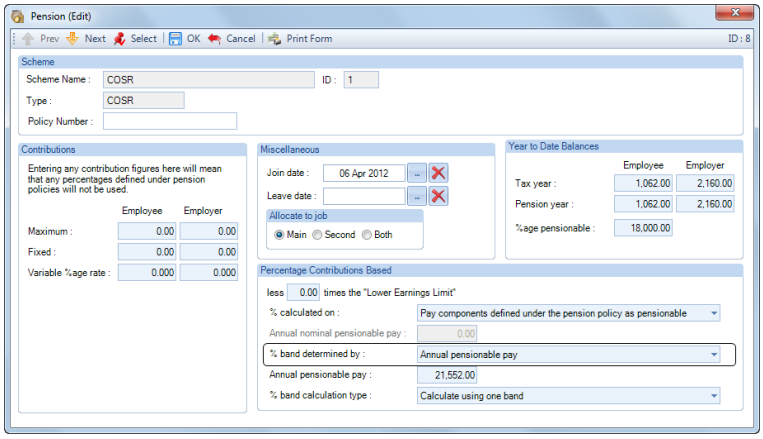
- PAPSHIST/PSPSHIST
- PAPSHIS2/PAPSHIS2
- PAEPSHIS/PSEPSHIS
- PAEPSHI2/PSEPSHI2

## Year End Close

If you have **Pay Spines** enabled under **Employer**, then in the **Year End Close** screen, when closing the tax year, you will see an option called **Update employee annual pensionable pay from FTE salary**.




This only affects employees with current pay spines, and if their **Pension (Edit)** screen has **% band determined by** – **Annual pensionable pay**:

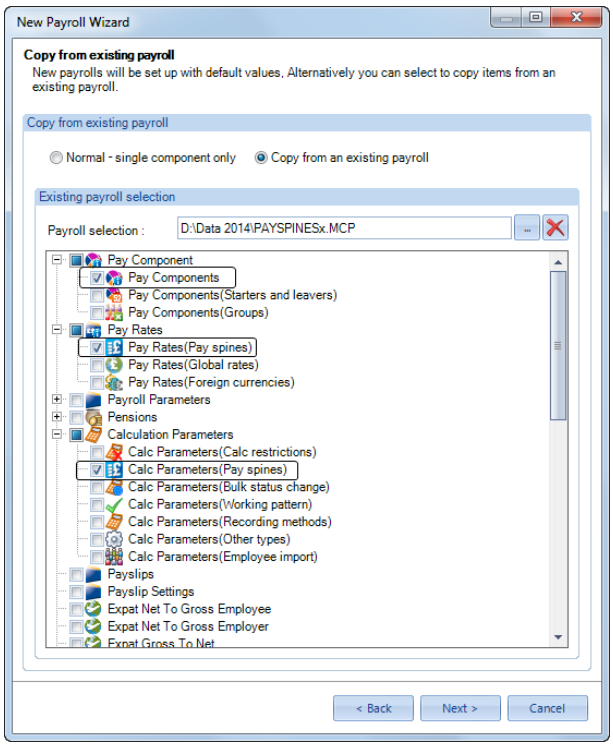



If you tick the box **Update employee annual pensionable pay from FTE salary** and select **OK** to the **Year End Close** screen, the employees **Annual Pensionable Pay** will be changed to the employees current FTE Salary plus any Pay Spine(s) marked as a TLR attached to the pension scheme.

If the same pension is attached to more than one Pay Spine, then the **Annual pensionable pay** will be completed with average of the FTE salaries plus any Pay Spine(s) marked as a TLR attached to the pension scheme.

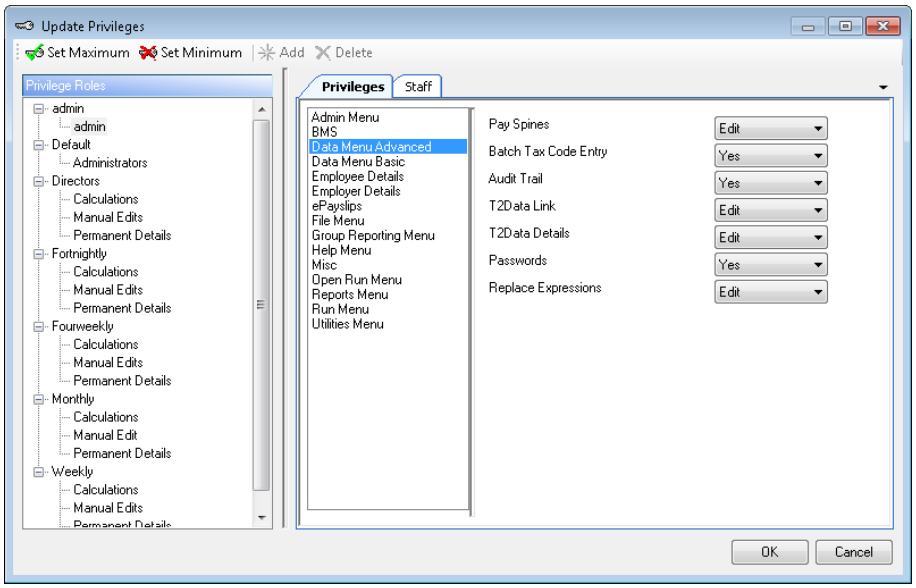
## New Payroll Data File

With Pay Spines enabled on your license for Payroll Professional, when creating a new payroll data file, under the **Payroll Details** screen of the **New Payroll Wizard**, you will see options to **Copy pay spines** information from another payroll data file.




Select **Copy from an existing payroll**, then click on the ellipsis button to choose the payroll data file that you want to copy from and tick the boxes, as shown above, **Pay Components\Pay Components**, **Pay Rates\Pay Rates (Pay Spines)** and **Calculation Parameters\Calc Parameters (Pay Spines)**.

## Privileges




- **Pay Spines** privilege setting is under **Data Menu Advanced**.

## Database Tables and Custom Reports

The Pay Spine values and settings for each employee are stored in the following tables from DEMPAY:

- EeBals
- EeComponents
- EeRunBals
- EeSpine_History
- RunTransactions
- EeRun_Spine_PayComponent
- EeRun_Spine_Point
- PaySpine_Job_PayComponent
- PaySpine_Job_PayComponent_Rate

The Pay Spine table information is stored in the following tables also in DEMPAY:

- PaySpine
- PaySpine_Grade
- PaySpine_Job
- PaySpine_Table
- PaySpine_Table_Point

# Education Returns

This facility is only available if you are licensed for Pay spines. Whilst in Payroll Professional go to **Help\About** to see your license details.

The Education Returns function has the following abilities:

- Produce **Teachers Monthly Data Collection** feed
- Produce **LGPS (Monthly)** feed
- Produce **Teachers Monthly Contributions Reconciliation** feed
- Define what information is included in the feeds and how this is formatted
- Add additional information to the feed which is not available in the standard fields in the program
- Modify existing templates.

These returns have been designed for a single school being set up in a single payroll data file.

For Monthly Frequencies only.

For payroll data files with pay spines enabled.

### Teachers Monthly Data Collection feed

Teachers' Pensions have implemented a Monthly Data Collection (MDC), which replaces the Annual Service Return, Re-employment Certificates, TR6 and TR8 forms with a monthly service return.

For further information, please see the below link:

https://www.teacherspensions.co.uk/employers/managing-members/administration/monthly-data-collection.aspx

### LGPS (Monthly) feed

We have found that each county has a different format for their monthly pension return. We have therefore created a facility, similar to the custom feed in AEM, with as many standard fields as possible to cover multiple pension return formats.

There is a default format that is included in the program, which you can then customise to the format you require.

### Teachers Monthly Contributions Reconciliation feed

Teachers' Pensions are introducing a new Monthly Contributions Reconciliation (MCR) which, following a successful pilot period, will eventually replace the Monthly Data Collection (MDC).

For further information, please see the below link:

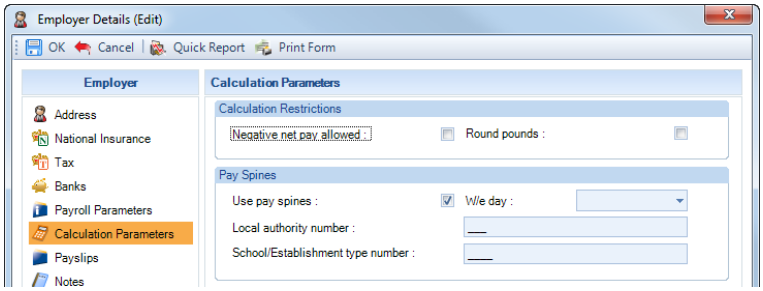
https://www.teacherspensions.co.uk/employers/managing-members/mcr.aspx

## Prerequisites for Teachers Monthly Data Capture

To be able to use this facility you will need to enter additional information in the program.

## Employer Details

Go to **Data\Employer** select the **Calculation Parameters** tab:



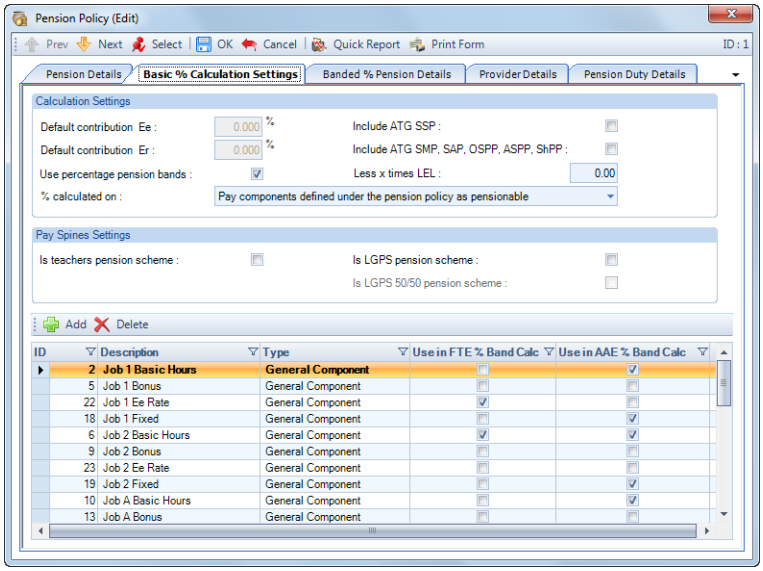
Under the Pay Spines section ensure Use pay spines is enabled and then enter the following:

- **Local authority number –** if completed, must be three numbers.
- **School/Establishment type number –** if completed, must be four numbers, it cannot be entered as four zeros.

## Pension Policy

To ensure the correct pension contributions are shown within the return and to allow AVC fields to be available within the employees **Pension (Edit)** screen, you need to mark which Pension Policies **Is teachers pension scheme**.

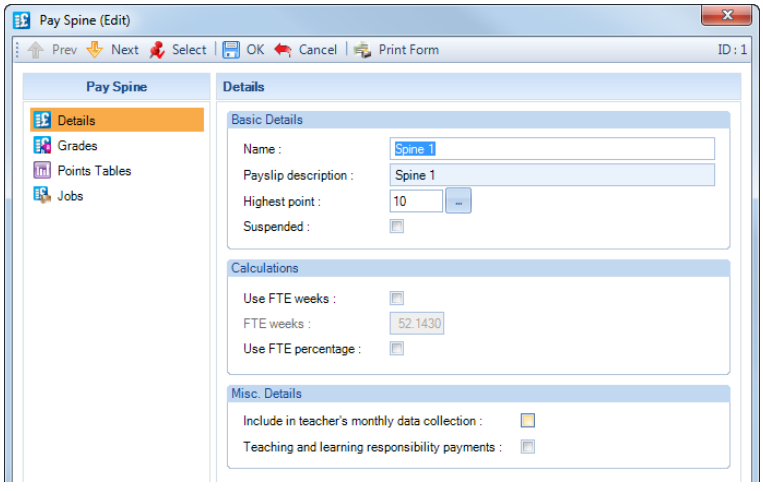
Go to **Home\Pensions** then highlight the pension policy and under the **Basic % Calculation Settings** tab tick the box **Is teachers pension scheme**:




## Pay Spine

You need to mark which Pay Spines are to be included in the return and whether the Pay Spine is a Teaching and learning responsibility payment.

Go to **Data\Pay Rates\Pay Spines** then click on **Edit**. Under the **Misc Details** section tick the applicable boxes:



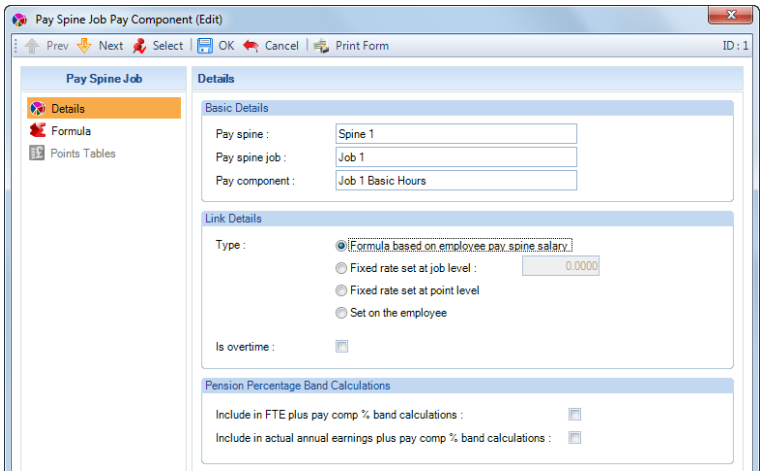

- **Include in teachers monthly data collection –** tick this box if this pay spine is to be included in the return.
- **Teaching and learning responsibility payments –** tick this box if the pay spine is for TLR payments.

## Overtime

The return requires the pensionable overtime to be displayed in a separate column, therefore the program needs to know which pay components attached to a pay spine are for overtime. And the program will then record the pensionable values based on the pension attached to the employee and to the pay spine.

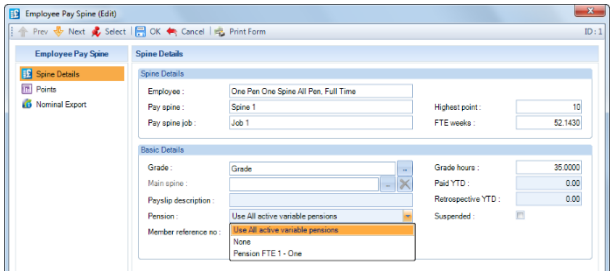
Go to **Data\Pay Rates\Pay Spines** then click on **Edit**. Then select the **Jobs** tab click on **Edit**, now select the **Pay Components** tab.

Highlight a pay component that is for overtime and click on **Edit**, tick the box **Is overtime**. Repeat this process for all overtime pay components for each Pay Spine.

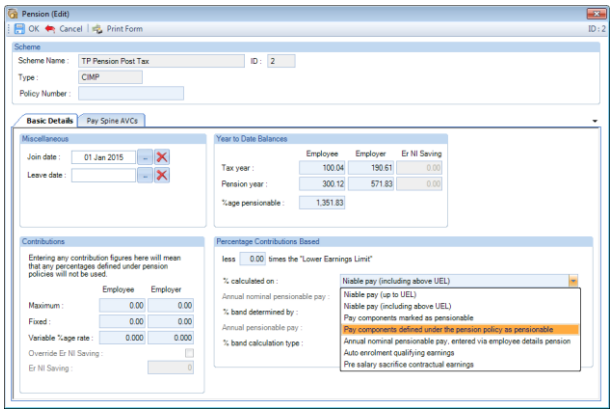



When an employee is calculated the program will record whether the overtime pay component is pensionable or not.

This will depend on the Pension selected within the **Employees Pay Spine (Edit)** screen




and the **% calculated on** selected within the employees Pension (Edit) screen.




## Employee Pay Spine Pension Setting

- **Use All Active Variable Pensions** - With the employees pay spine pension selected as all active pensions, if any of the pension schemes has the overtime as pensionable then the overtime will be recorded as pensionable.

- **None** - For employees who have the pay spine pension setting selected as None, then the pensionable setting on the actual pay component is used (Home\Pay Components) to determine whether it is pensionable or not.
- **Specific pension selected** - for all employees when a specific pension is attached to the pay spine, then the pensionable overtime will be determined using the % Calculated on that is selected within the employee pension scheme edit screen.

### Employee Pension - % Calculated On

- **Niable Pay (Up to UEL)** - All pay components marked as Overtime under the pay spine job, and Niable under Data\Pay Components, will be recorded as pensionable.
- **NIable Pay (Including above UEL)** - All pay components marked as Overtime under the pay spine job , and Niable under Data\Pay Components, will be recorded as pensionable.
- **Pay Components marked as pensionable** - pay components attached to the pay spine job marked as overtime will be recorded and split into pensionable and non pensionable using the pensionable setting under data\pay components and the rest under non pensionable.
- **Pay Components defined under the pension policy as pensionable** - pay components attached to the pay spine job marked as overtime will be recorded and split into pensionable and non pensionable, for pensionable using the fact they are attached to the pension policy as pensionable and the rest under non pensionable.
- **Annual Nominal Pay** - All pay components marked as Overtime under the pay spine job will be recorded as non pensionable.
- **Auto enrolment qualifying earnings** - All pay components marked as Overtime under the pay spine job, and then check Employer Details\Pension Duties tab Total Qualifying Earnings if Taxable then Pay Comps marked as Taxable, If Niable then Pay Comps marked as Niable and if Contractual then Pay Comps marked as Contractual (under Data\Pay Comps) .Will be recorded as pensionable.
- **No pension** - If no pension scheme is attached to the employee or pay spine then pay components attached to the pay spine job marked as overtime will be recorded, and determined whether they are pensionable or not using the setting under the pay component.

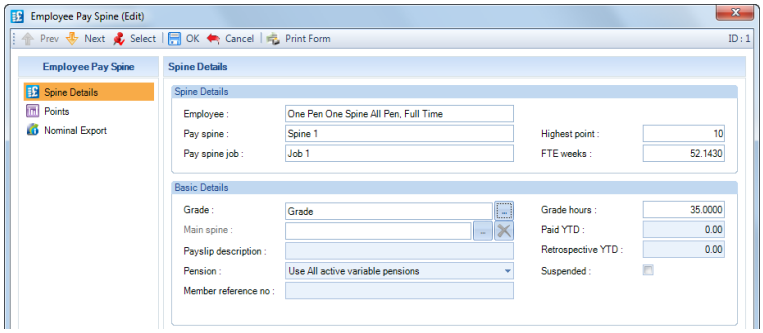
## Employee Details

## Pay Spine settings

There are two requirements within the **Employee Pay Spine (Edit)** screen, firstly to complete the Membership Reference No and secondly to link a TLR pay spine to a Main pay spine so that the values for FTE and Part Time Paid are added together in the return.

### Membership Reference No

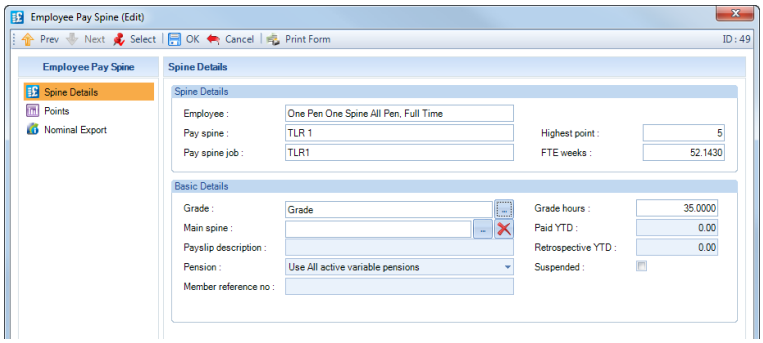
Go to **Home\Employees** then select **Edit Ee** and then the **Pay Spines** tab. Click on **Edit** and under the **Basic Details** section enter the **Membership Reference No**:



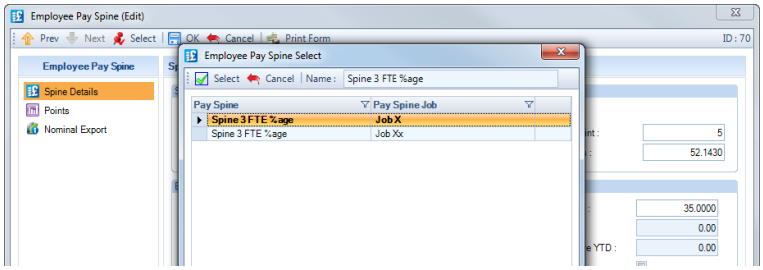

- **Membership Reference No** – enter the full seven digit membership reference number, can be left blank and cannot be completed with seven zeros.

## Linking TLR Pay Spine to the Main Pay Spine

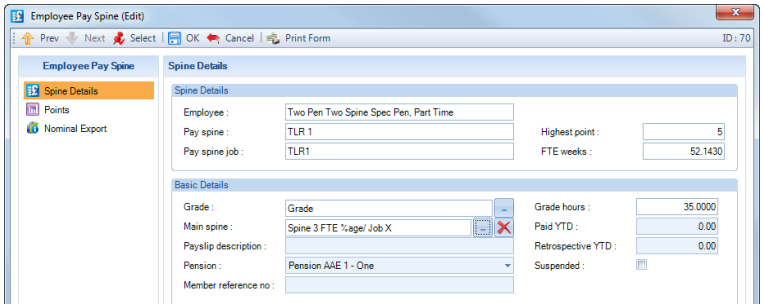
Go to **Home\Employees,** select **Edit Ee** and then under the **Pay Spines** tab highlight the TLR pay spine and click on **Edit.** Only when a Pay Spine has the box selected **Teaching and learning responsibility payments** will the **Main spine** section be enabled.




You will see the field called Main spine, click on the ellipsis button and a drop down box will appear with a list of pay spines and jobs attached to the employee, which are not marked as TLR:




Highlight the pay spine and job that you want to link the TLR to and click on Select:




You will then see the pay spine and job descriptions in the Main spine field.

If required you can remove the selection by clicking on the button.

This is only used for the Teachers return and does not affect the calculations.

## Employee Pay Spine Import

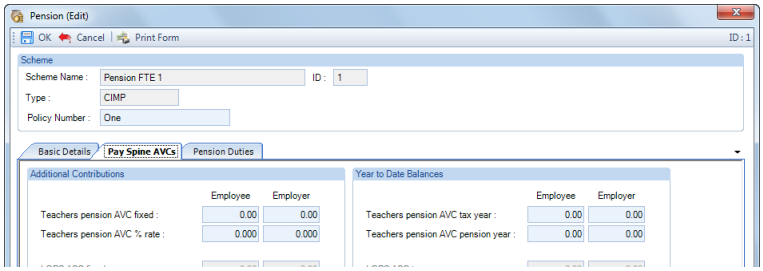
This import facility has been changed so that you are now able to import the Membership Reference No. Please see the Importing documentation for further information.

## Pensions

The teachers return requires employees AVCs (additional voluntary contributions) to be shown in a separate column. With a pension policy that has Is teachers pension scheme selected you will see additional fields to enter AVCs fixed and/or percentage based within the employees teachers pension record. These are under a tab called Pay Spine AVCs.

## Pay Spine AVCs

Go to **Home\Employees** then select **Edit**, under the **Pensions** tab highlight a teachers pension and select **Edit**:



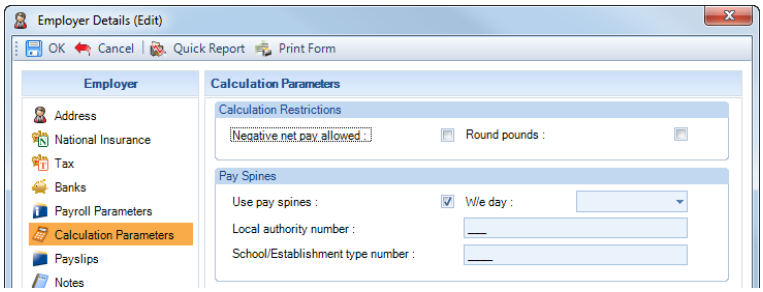

Enter either fixed amounts and/or percentages.

The contributions for the percentage based contributions will be calculated using the pensionable pay calculated for the main pension scheme calculations under the Basic Details tab.

## Prerequisites for LGPS Monthly Return

### Employer Details

Go to **Data\Employer** select the **Calculation Parameters** tab:

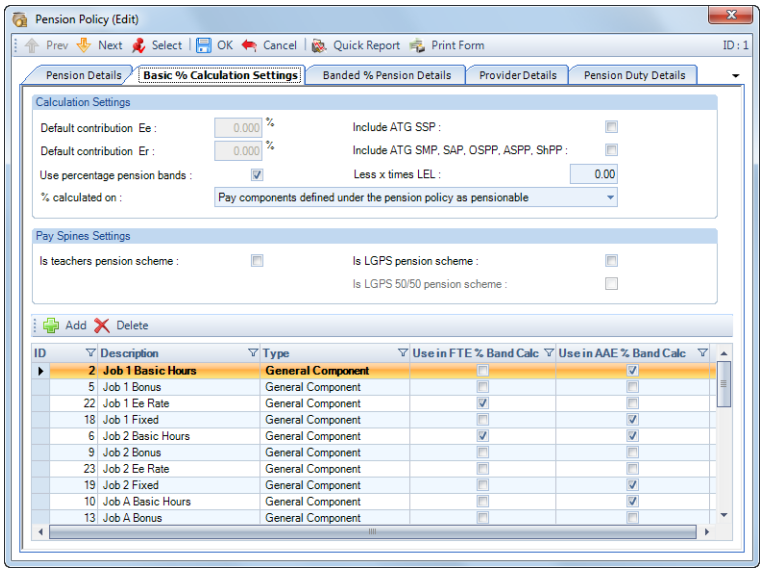



Under the **Pay Spines** section ensure **Use pay spines** is enabled.

### Pension Policy

To ensure the correct pension records are shown within the return and in separate columns, including to allow AVC fields to be available within the employees **Pension (Edit)** screen, you need to mark which Pension Policies **Is LGPS pension scheme**, and whether it **Is LGPS 50/50 pension scheme**.

Go to **Home\Pensions** then highlight the pension policy and under the **Basic % Calculation Settings** tab tick the applicable boxes for LGPS:



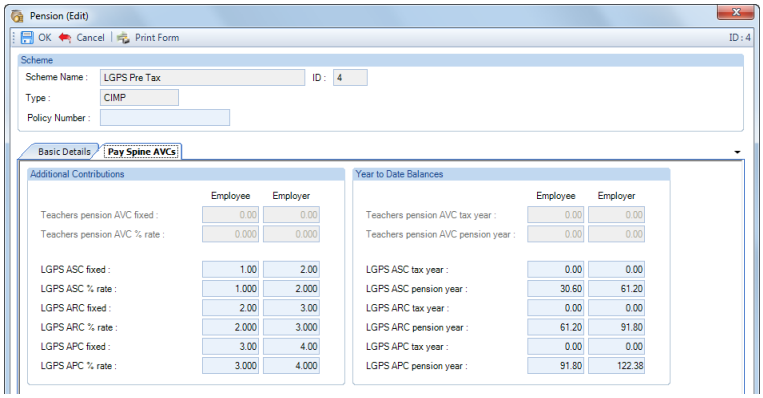
## Employee Details

### Pensions

The LGPS return requires employees' three types of AVCs (additional voluntary contributions) to be shown in a separate columns. With a pension policy that has Is LGPS pension scheme selected you will see additional fields to enter AVCs fixed and/or percentage based within the employees LGPS pension record. These are under a tab called Pay Spine AVCs.

### Pay Spine AVCs

Go to **Home\Employees** then select **Edit**, under the **Pensions** tab highlight an LGPS pension and select **Edit**:




- **ASC** – Additional Service Contribution
- **ARC** – Additional Regular Contribution
- **APC** – Additional Pension Contribution

Enter either fixed amounts and/or percentages.

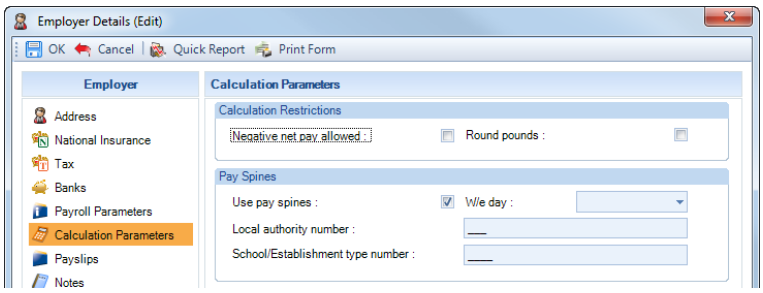
The contributions for the percentage based contributions will be calculated using the pensionable pay calculated for the main pension scheme calculations under the Basic Details tab.

## Prerequisites for Teachers Monthly Contributions Reconciliation

To be able to use this facility you will need to enter additional information in the program.

### Employer Details

Go to **Data\Employer** select the **Calculation Parameters** tab:



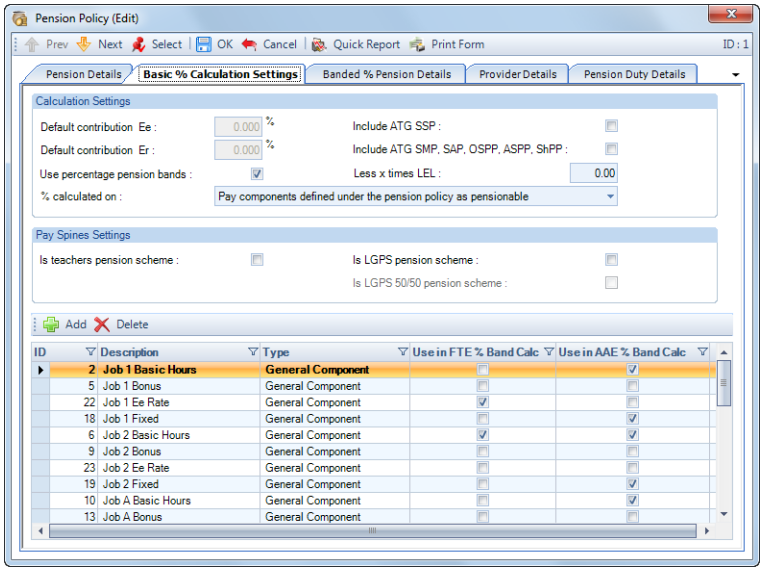

Under the Pay Spines section ensure Use pay spines is enabled and then enter the following:

- **Local authority number –** if completed, must be three numbers.
- **School/Establishment type number –** if completed, must be four numbers, it cannot be entered as four zeros.

### Pension Policy

To ensure the correct pension contributions are shown within the return and to allow AVC fields to be available within the employees **Pension (Edit)** screen, you need to mark which Pension Policies **Is teachers pension scheme**.

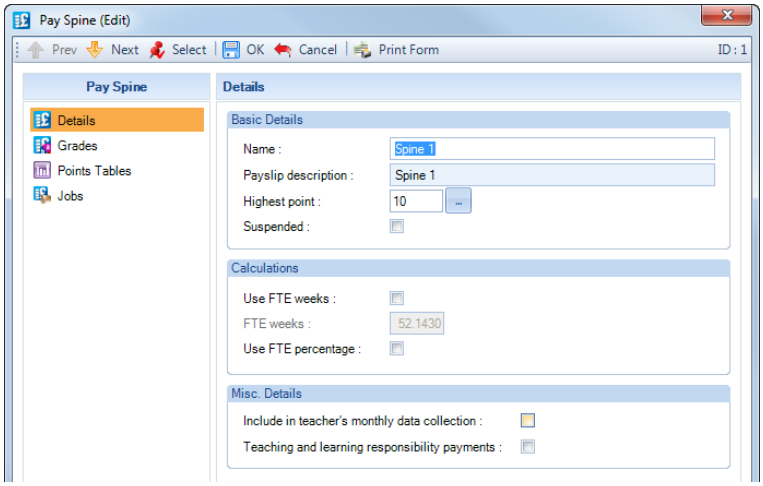
Go to **Home\Pensions** then highlight the pension policy and under the **Basic % Calculation Settings** tab tick the box **Is teachers pension scheme**:




## Pay Spine

You need to mark which Pay Spines are to be included in the return and whether the Pay Spine is a Teaching and learning responsibility payment.

Go to **Data\Pay Rates\Pay Spines** then click on **Edit**. Under the **Misc Details** section tick the applicable boxes:



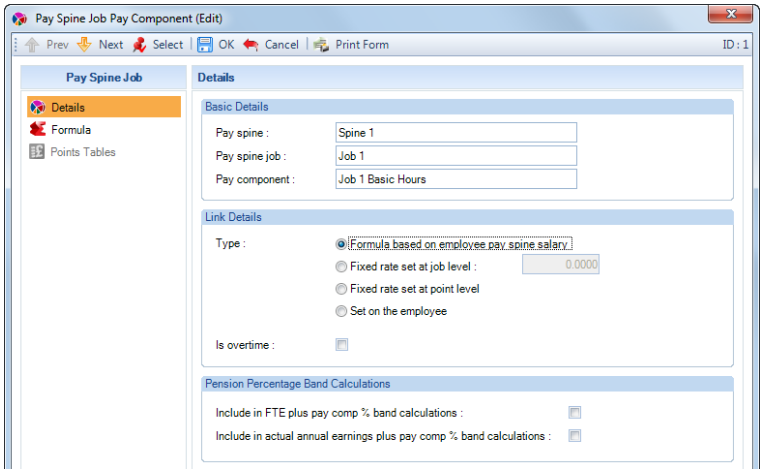

- **Include in teachers monthly data collection –** tick this box if this pay spine is to be included in the return.
- **Teaching and learning responsibility payments –** tick this box if the pay spine is for TLR payments.

## Overtime

The return requires the pensionable overtime to be displayed in a separate column, therefore the program needs to know which pay components attached to a pay spine are for overtime. And the program will then record the pensionable values based on the pension attached to the employee and to the pay spine.

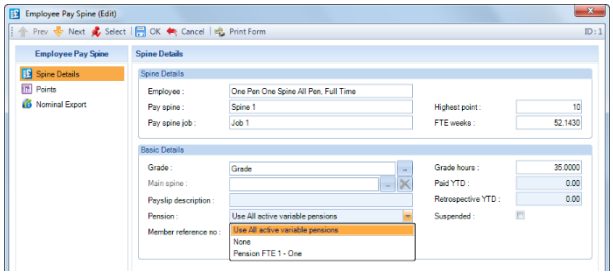
Go to **Data\Pay Rates\Pay Spines** then click on **Edit**. Then select the **Jobs** tab click on **Edit**, now select the **Pay Components** tab.

Highlight a pay component that is for overtime and click on **Edit**, tick the box **Is overtime**. Repeat this process for all overtime pay components for each Pay Spine.

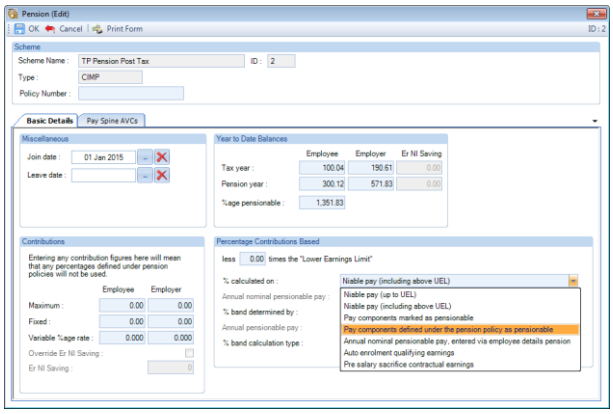



When an employee is calculated the program will record whether the overtime pay component is pensionable or not.

This will depend on the Pension selected within the **Employees Pay Spine (Edit)** screen




and the **% calculated on** selected within the employees Pension (Edit) screen.




## Employee Pay Spine Pension Setting

- **Use All Active Variable Pensions** – do not use if you need to produce the MCR.
- **None** - For employees who have the pay spine pension setting selected as None, then the pensionable setting on the actual pay component is used (Home\Pay Components) to determine whether it is pensionable or not.
- **Specific pension selected** - for all employees when a specific pension is attached to the pay spine, then the pensionable overtime will be determined using the % Calculated on that is selected within the employee pension scheme edit screen.

## Employee Pension - % Calculated On

- **Niable Pay (Up to UEL)** - All pay components marked as Overtime under the pay spine job, and Niable under Data\Pay Components, will be recorded as pensionable.

- **NIable Pay (Including above UEL)** - All pay components marked as Overtime under the pay spine job , and Niable under Data\Pay Components, will be recorded as pensionable.
- **Pay Components marked as pensionable** - pay components attached to the pay spine job marked as overtime will be recorded and split into pensionable and non pensionable using the pensionable setting under data\pay components and the rest under non pensionable.
- **Pay Components defined under the pension policy as pensionable** - pay components attached to the pay spine job marked as overtime will be recorded and split into pensionable and non pensionable, for pensionable using the fact they are attached to the pension policy as pensionable and the rest under non pensionable.
- **Annual Nominal Pay** - All pay components marked as Overtime under the pay spine job will be recorded as non pensionable.
- **Auto enrolment qualifying earnings** - All pay components marked as Overtime under the pay spine job, and then check Employer Details\Pension Duties tab Total Qualifying Earnings if Taxable then Pay Comps marked as Taxable, If Niable then Pay Comps marked as Niable and if Contractual then Pay Comps marked as Contractual (under Data\Pay Comps) .Will be recorded as pensionable.
- **No pension** - If no pension scheme is attached to the employee or pay spine then pay components attached to the pay spine job marked as overtime will be recorded, and determined whether they are pensionable or not using the setting under the pay component.

## Employee Details

### Pay Spine settings

You must complete the following within the **Employee Pay Spine (Edit)** screen:

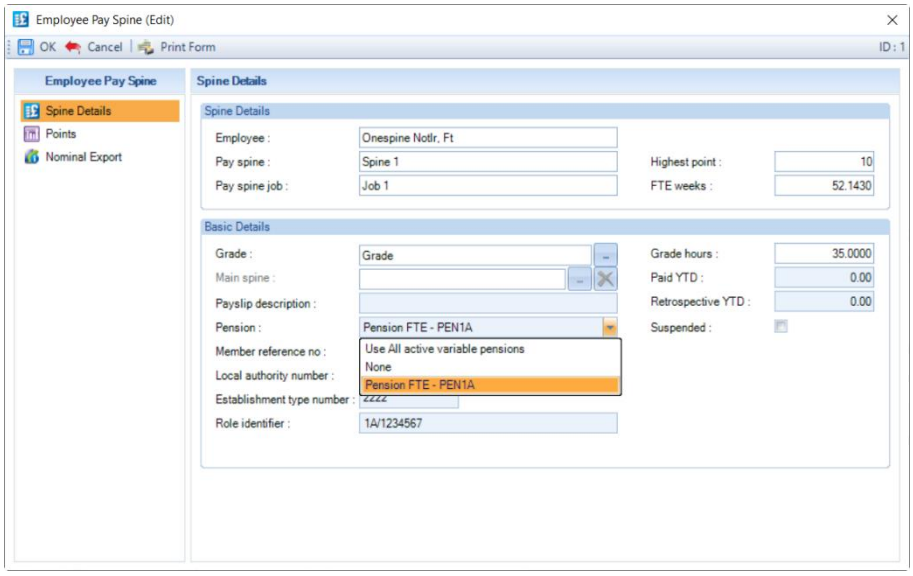
- Membership Reference No
- Role Identifier
- Llink a TLR pay spine to a Main pay spine so that the values for FTE and Part Time Paid are added together in the return.
- Specify a specific pension, do not select All Pensions, as the pension contributions must be allocated correctly

The following must be completed if they are different to those entered under Employer Details:

- Local Authority Number
- Establishment Type number

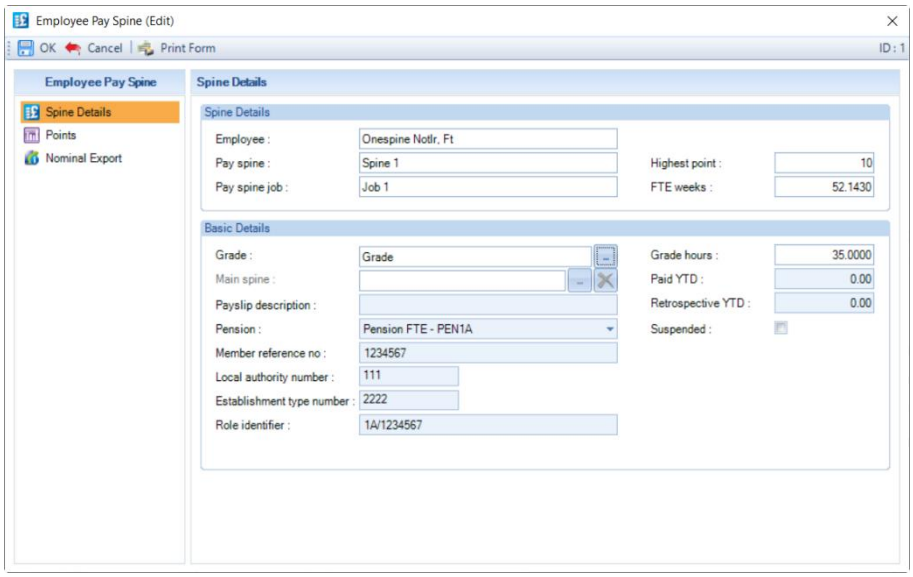
### Pension

Go to **Home\Employees** then select **Edit Ee** and then the **Pay Spines** tab. Click on **Edit** and under the **Basic Details** section and using the drop down box select one of the employees pension scheme records or None, do not select Use All active variable pensions:




## Membership Reference No and Role Identifier

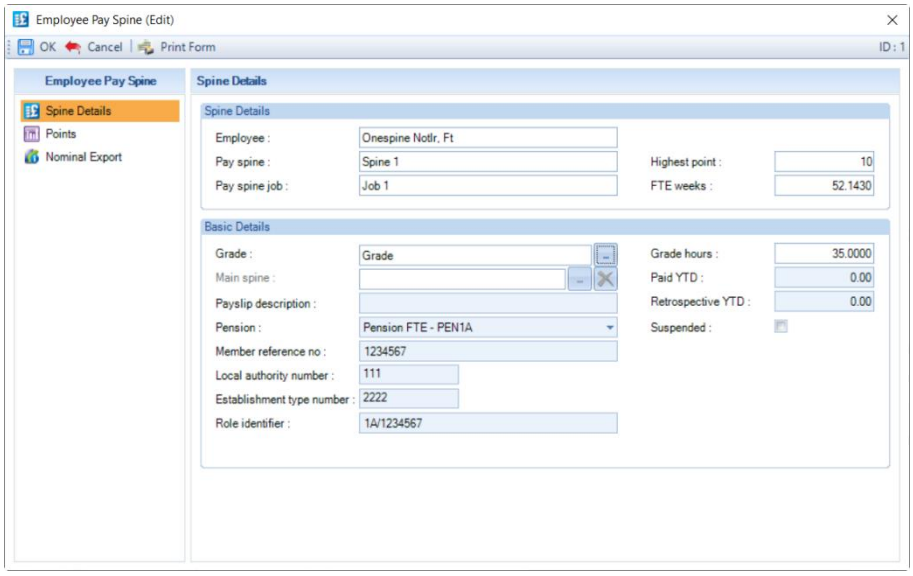
Go to **Home\Employees** then select **Edit Ee** and then the **Pay Spines** tab. Click on **Edit** and under the **Basic Details** section enter the **Membership Reference No** and **Role identifier**:




- **Membership reference no.** – enter the full seven digit membership reference number, can be left blank and cannot be completed with seven zeros.
- **Role identifier** – enter the employees role identifier, this contains two values separated by a forward slash /
  The value before the / must be 1 to 15 characters
  The value after the / must be 1 to 20 characters
  Numbers, letters and special characters are acceptable, with the exception of comma

## Local authority number and Establishment type number

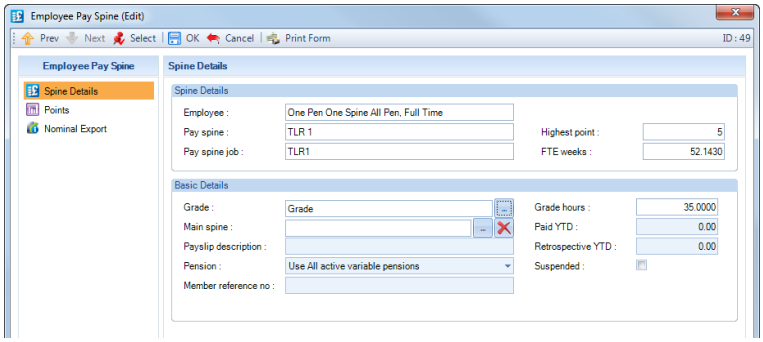
Go to **Home\Employees** then select **Edit Ee** and then the **Pay Spines** tab. Click on **Edit** and under the **Basic Details** section enter the **Local authority number** and **Establishment type number**, these only need to be completed if they are different to those entered under Employer Details:



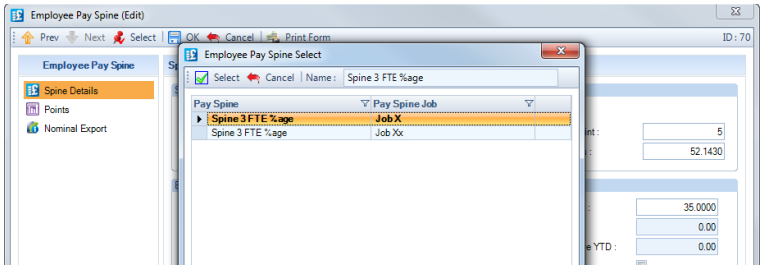

- **Local authority number –** if completed, must be three numbers.
- **School/Establishment type number –** if completed, must be four numbers, it cannot be entered as four zeros.

## Linking TLR Pay Spine to the Main Pay Spine

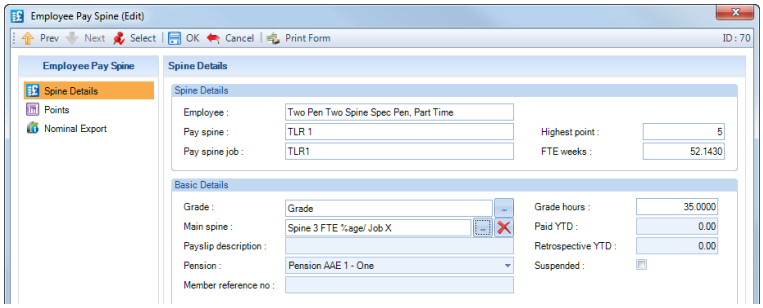
Go to **Home\Employees,** select **Edit Ee** and then under the **Pay Spines** tab highlight the TLR pay spine and click on **Edit.** Only when a Pay Spine has the box selected **Teaching and learning responsibility payments** will the **Main spine** section be enabled.




You will see the field called Main spine, click on the ellipsis button and a drop down box will appear with a list of pay spines and jobs attached to the employee, which are not marked as TLR:




Highlight the pay spine and job that you want to link the TLR to and click on Select:




You will then see the pay spine and job descriptions in the Main spine field.

If required you can remove the selection by clicking on the button.

This is only used for the Teachers return and does not affect the calculations.

### Employee Pay Spine Import

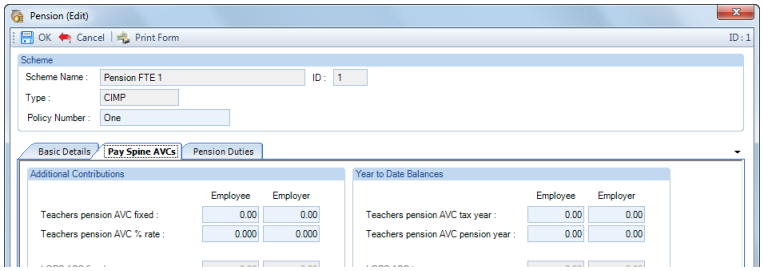
This import facility has been changed so that you are now able to import the Membership Reference No., Role Identifier, Local authority number and Establishment number. Please see the Importing documentation for further information.

## Pensions

The teachers return requires employees AVCs (additional voluntary contributions) to be shown in a separate column. With a pension policy that has Is teachers pension scheme selected you will see additional fields to enter AVCs fixed and/or percentage based within the employees teachers pension record. These are under a tab called Pay Spine AVCs.

### Pay Spine AVCs

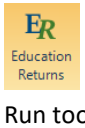
Go to **Home\Employees** then select **Edit**, under the **Pensions** tab highlight a teachers pension and select **Edit**:




Enter either fixed amounts and/or percentages.

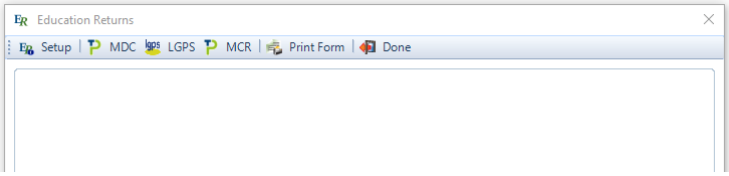
The contributions for the percentage based contributions will be calculated using the pensionable pay calculated for the main pension scheme calculations under the Basic Details tab.

## Payroll Run



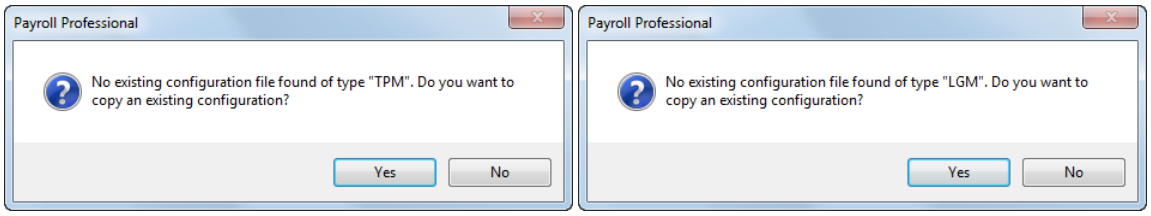

When you open a run that is for a Monthly frequency and you have Pay Spines enabled, under the Open Run toolbar you will see an icon called Education Returns.

Ensure all employees are calculated in the open run, then select the Education Returns button.



## Setup

Click on **Set up,** you will then be prompted with the options to copy existing configurations, TPM configuration for Teachers MDC and LGM configuration for LGPS (Monthly).



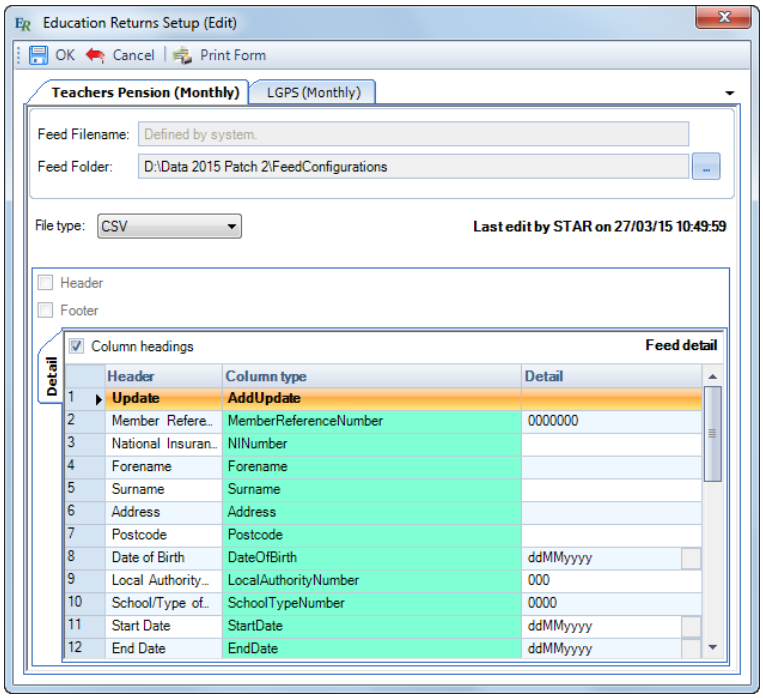

If you select **Yes**, the feed configuration folder will open and a window will appear to select the configuration to load. You will then be able to adapt the loaded configuration if required.

Pre-configured templates for both the Teachers' pension and LGPS are available and can be found in the access reports folder. They are named Datafile.TPM and Datafile.LGM respectively. The location of the reports path can be found by going to Help\Paths and files.

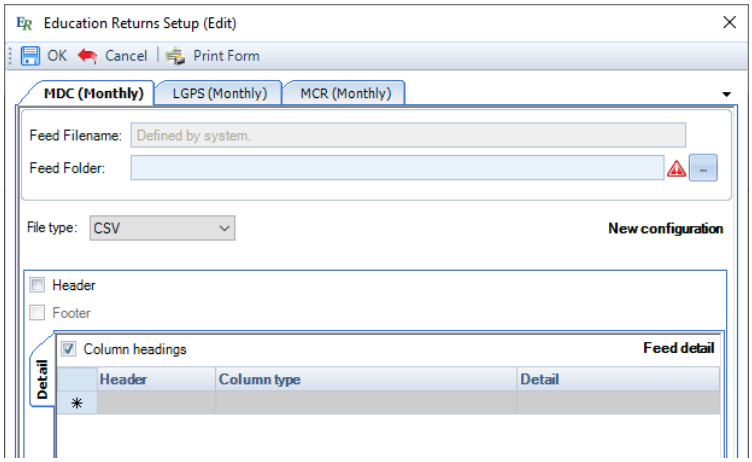
Once loaded a copy of the configuration file specific to that datafile is saved within a folder called **Feed Configurations**. This can be found within the standard data path which can be found by going to Help\Paths and files. Configurations are named in the format:

- Datafile name.TPM for Teachers' pension and
- Datafile name.LGM for Local Government pension

The Loaded configuration will then display on the next screen




If you select **No** to loading an existing configuration you will be presented with the following screen without any known configuration.




**MDC (Monthly)** – Select this tab to see the format of the output file for a Teachers Pension Scheme using the MDC format and set output location.

**LGPS (Monthly)** – Select this tab to define the format of the output file for a Local Government Pension Scheme and set output location.

**MCR (Monthly)** – Select this tab to see the format of the output file for a Teachers Pension Scheme using the MCR format and set output location.

## MDC (Monthly)

- **Feed Filename** – The filename will be defined by the system following the standard MDC format.
- **Feed Folder** – click on the ellipsis button to select a path on your computer or network. This is where the feed will be saved when it has been generated.

**The Teachers' Pension feed has been pre-configured as this is a fixed format. There should be no need to modify the format of the feed. If you make changes to the format the file may not upload correctly.**

**If you do wish to change the format of the Teacher's Pension output feed then this can be done in the same way as the LGPS (Monthly) feed.**

## LGPS (monthly)

- **Feed Filename** – Enter the name you wish the file to be saved under. A date and time stamp will be added to the name to identify when the file is produced and differentiate between files for subsequent months.
- **Feed Folder** – click on the ellipsis button to select a path on your computer or network. This is where the feed will be saved when it has been generated.

**A pre-configured template is available for LGPS (monthly) returns and this contains a number of pre-defined fields. However, the configuration may need to be adjusted as different local authorities require different formats. It may also be necessary add additional fields through the extra details function, see appendix C.**

## MCR (Monthly)

- **Feed Filename** – The filename will be defined by the system following the standard MCR format.
- **Feed Folder** – click on the ellipsis button to select a path on your computer or network. This is where the feed will be saved when it has been generated.
- **Payment type** – you must select the type of payment method of how the School/Academy are going to pay over the teachers pension contributions.

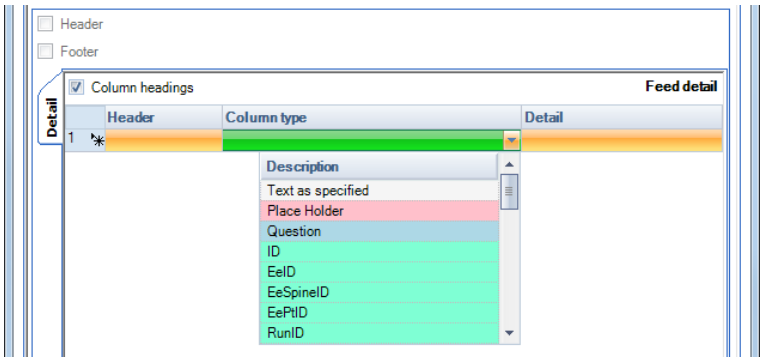
**The Teachers' Pension feed has been pre-configured as this is a fixed format.**

## Creating/Editing Configurations (MDC and LGPS only)

- **File Type** – Select what type of file should be generated. It is possible to generate a CSV, excel or pipe-delimited file.
- **Column Headings** – Select this option if the feed should include column headings.

### The Configuration Grid

By selecting the drop down arrow by column type you can specify the columns required in the feed. A list of all the available pre-defined columns for Teachers Pension can be found in Appendix A and for LGPS (monthly) in Appendix B.




To add a column to the feed select an option from the drop down menu for column type. All the pre-defined options can be found here along with three types of user defined field. These will allow you to enter additional information that are not standard fields in payroll, eg Investment fund name.

- **Text As Specified –** Select this if you want to add a fixed entry on a feed. For example this could be an employer code or a pension scheme name which should appear as the same value for every employee. The text which should appear on the feed should be entered in the detail column.
- **Place Holder –** A placeholder is available if you have a column to be entered but have not setup the details yet. The feed will not generate if there are placeholders still in the setup
- **Question –** Select this if you want to add a column where the entry may change each time the feed is generated, for example a payment date which would change each month. Enter a prompt under the details tab to remind you what information should be added and when the feed is generated a prompt will appear asking for the information to be included. This information will be the same for every employee.

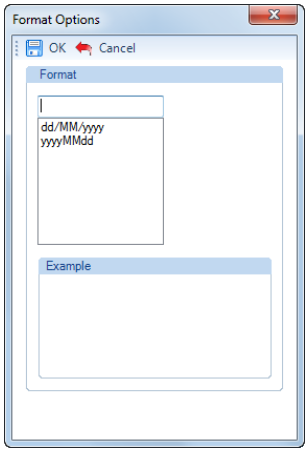
It is also possible to add additional information for each employee into the feed. Any fields available in employee extra details will be available as a column to add to the feed. For details on how to setup employee extra details please see Appendix C.

### Column Headings

The column headings will be automatically populated when the column type is selected, however these can be edited by clicking in the box and amending the text. If you change the column type the column heading will automatically change unless you have amended it from the default.

### Detail

The detail field is where you can enter text if 'text as specified' is selected, enter details of questions and change the formatting of some pre-defined fields. If a pre-defined field is a date then it is possible to choose the displayed format by selecting the box at the end of the details field. This will bring up a new window where you can select how the date should appear.




The same option is available for numbers where you can select the number of decimal places. (Please note that it is not possible to change the date format if the output type is excel)

## Adding & Deleting Columns

Additional columns can be added to the bottom of the grid by selecting a column type in the greyed out row at the bottom of the page marked by *.

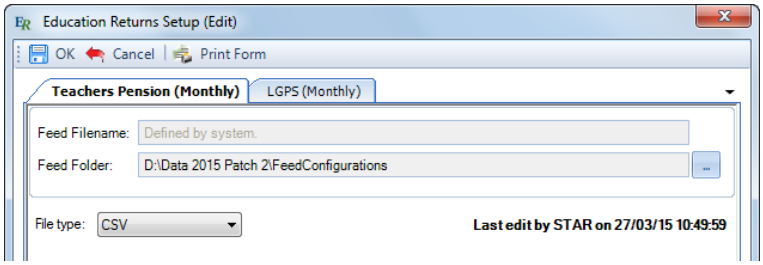
To change the order of the columns just drag and drop. Select the row (column) you want to move by clicking on the grey square to the left of the row.

If you have created a row (column) which you do not need then this can be deleted by clicking on the grey square to the left of the row and pressing delete on your keyboard.

When you have set up all the columns required click OK. This configuration will then be saved into the File configuration folder and can be used in other data files if required.

## Auditing

Each time the configuration is saved a date and time stamp is added along with the user who last edited the template. A record is also added into the audit trail.



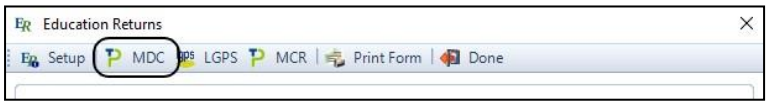

## Producing feeds

Before a feed can be produced you must ensure the following actions have been completed:

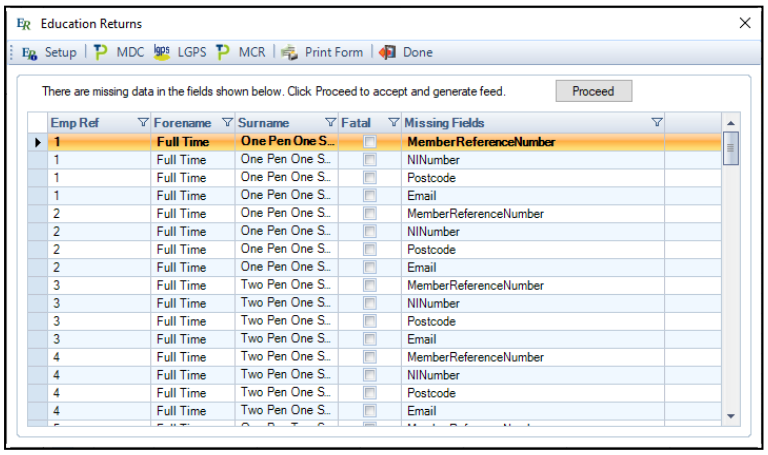
- All pay spines which are to be included on the feed should be marked to **Included in teachers monthly data collection**.
- Any pensions policies which should be included in the Teachers' MDC should be marked as **Is teachers pension scheme** within the pension policy Basic % Calculation settings tab.
- Any pensions policies which should be included in the LGPS should be marked as **Is LGPS pension scheme** within the pension policy Basic % Calculation settings tab.
- All employees must be calculated.

## Teachers' MDC

To produce a Teachers monthly data collection feed select the Teachers MDC button:




If any information is missing this will be shown in a grid, and if the missing information is mandatory then the Fatal box will be selected:

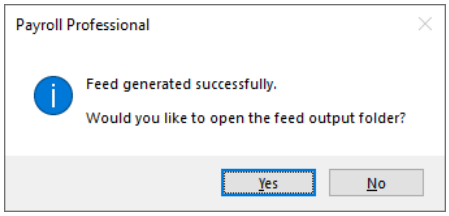



To leave Education returns and make any necessary changes select **Done.** Once you have made any necessary changes you will be able to return to the Education returns function and select Teachers MDC button again.

To generate the feed without changing any information select **Proceed.** The feed file will be saved into the feed folder that has been selected under Setup.

If it is necessary to view or amend the file before sending it, we recommended that you open the file created in a text editor such as notepad, so that the formatting of fields are not changed. We do not recommend that you use Microsoft Excel, as it changes the formatting of the fields, in particular date formats and removes zero prefixes which will then make the file invalid.

When the feed has been generated you will see the below message:




Select **Yes** to open a windows explorer screen to where the file has been saved, or **No** to return to the Education Returns screen.

## April Feed

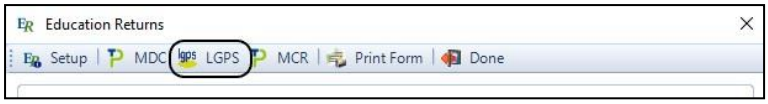
From April 2017 every April feed produced from now on will have the employees records split out for the start and end date, for 1st April to 5th April and 6th April to 30th April.

The columns Part time salary paid and Overtime are apportioned between these records.

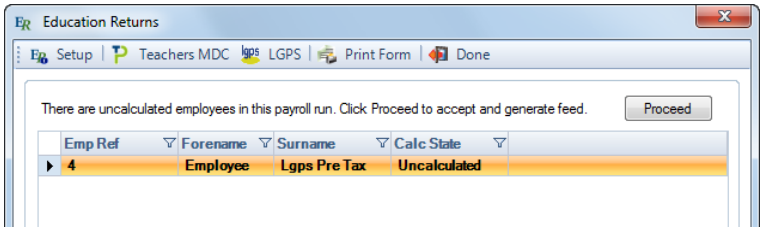
This change only affects April feeds, no other months.

## LGPS

To produce a LGPS feed select the LGPS button:

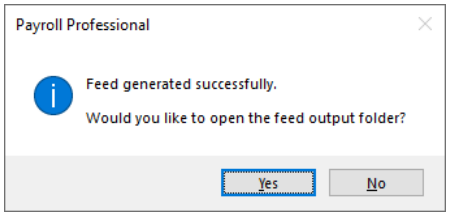


The feed file will be saved into the feed folder that has been set up. As the Feed requirements can change between local authorities none of the data is marked as mandatory therefore it is recommended that the file is checked carefully to ensure all mandatory information is included. However, if any employees to be included in the feed are uncalculated then their details will appear in a grid as such:




Click on the **Proceed** button to continue to generate the feed, or **Done** button to make changes.

When the feed has been generated you will see the below message:

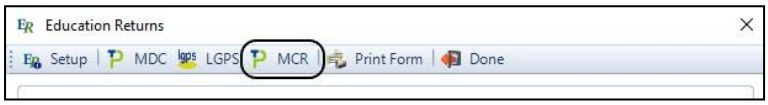



Select **Yes** to open a windows explorer screen to where the file has been saved, or **No** to return to the Education Returns screen.

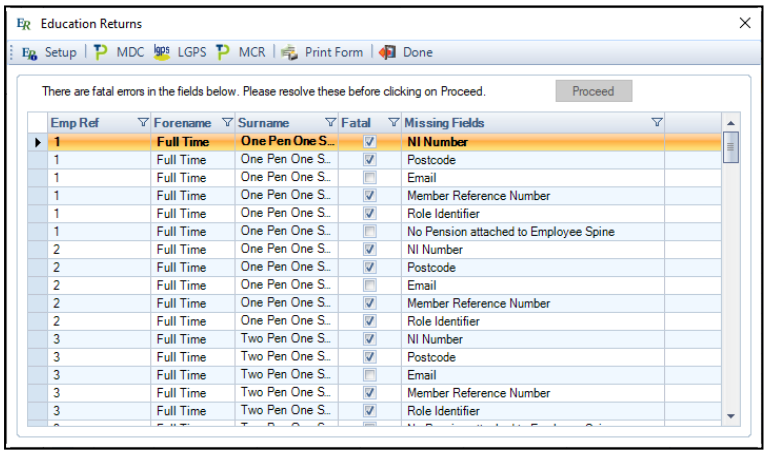
If it is necessary to view or amend the file before sending it, we recommended that you open the file created in a text editor such as notepad, so that the formatting of fields are not changed. We do not recommend that you use Microsoft Excel, as it changes the formatting of the fields, in particular date formats and removes zero prefixes which will then make the file invalid.

## Teachers' MCR

To produce a Teachers monthly contributions reconciliation feed select the MCR button:




If any information is missing this will be shown in a grid, and if the missing information is mandatory then the Fatal box will be selected:

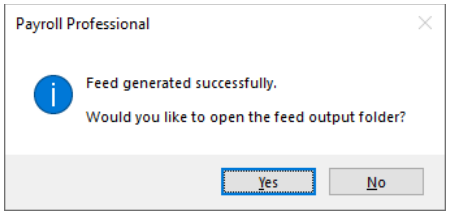



To leave Education returns and make any necessary changes select **Done.** Once you have made any necessary changes you will be able to return to the Education returns function and select MCR button again.

To generate the feed without changing any information select **Proceed.** The feed file will be saved into the feed folder that has been selected under Setup.

If it is necessary to view or amend the file before sending it, we recommended that you open the file created in a text editor such as notepad, so that the formatting of fields are not changed. We do not recommend that you use Microsoft Excel, as it changes the formatting of the fields, in particular date formats and removes zero prefixes which will then make the file invalid.

When the feed has been generated you will see the below message:




Select **Yes** to open a windows explorer screen to where the file has been saved, or **No** to return to the Education Returns screen.

After generating the feed you then need to import the file into the MCR template provided by Teachers Pensions. More information is on the Teachers pension website, see page 14 onwards:

https://www.teacherspensions.co.uk/-/media/documents/employer/guides/monthly-contributions-reconciliation/mcr_a4_user-guide_full_version.ashx?rev=b0482203a8ca441c9493a230f491d590&hash=6FB13F5CFE86DA6709C29FC078669116

### April Feed

The April feed produced has the employees records split out for the start and end date, for 1st April to 5th April and 6th April to 30th April.

The columns Part time salary paid and Overtime are apportioned between these records.

This change only affects April feeds, no other months.

## Important Notes

### Teachers Monthly Data Capture

- **Employees Rows** – separate rows will appear in the feed generated based on the Main Spine point changes, pay hours changes and Date From changes when the point rates are changed under Data\Pay Rates\Pay Spines.
- **Employee Pension records** – with Pay Spines enabled you are able to attach the same pension policy to the employee more than once. To ensure the pension band is determined correctly you must ensure that you have one pension record attached to the employee for each pay spine job, and then the individual employee pension record attached to each jobs pay spine record.
- **Start and End Dates** – these are determined by the points entered under the main pay spine record (not the Pay Spine record marked as TLR), the Date From when the point rates are changed under Data\Pay Rates\Pay Spines, the Suspended and Leave Spine date entered under the Employees Pay Spine record.
- **Withdrawl** – this field will automatically be completed when an employees leave date is entered under the Address tab of the Employee (Edit) screen, if it falls within the current month.
- **Days Excluded** – this field will be left blank for you to complete after generating the feed.
- **Full Time\Part Time Indicator** – we determine this by comparing the Pay Spines Pay Hours to the Grade Hours. If the Pay hours are less than the grade hours then employee will be marked as part time. If the **Pay Hours are zero and the Grade Hours are greater than zero the employee will be marked as irregularly paid.**

- **Annual Full Time Salary** – this will include the Full Time Equivalent of the Main Pay Spine plus any TLR Pay Spines that have been attached to the Main Pay Spine. It will not include any pay components or retrospective values.
- **Part Time Salary Paid** – this will include the Pay Spine paid this period of the Main Pay Spine plus any TLR Pay Spines paid this period that has been attached to the Main Pay Spine. It will not include any pay components or retrospective values paid this period.
- **Overtime** – this will include pensionable overtime paid this period.
- **Pension contributions** – as the pension contributions are not split by pay spine, point or rate changes, the same values may appear in multiple rows.
- **Retrospective changes** – the feed generated will only include values for the current period.

  Any retrospective changes require an amended feed for all previous months affected, you will need to create these manually.
- **Concurrent and Multiple Service** – the feed will generate separate lines for each pay spine job record, if they should be amalgamated into a single service line this will need to be done manually after generating the feed.

### Teachers Monthly Contributions Reconciliation

- **Employees Rows** – separate rows will appear in the feed generated based on the Main Spine and TLR Spine - point changes, pay hours changes and Date From changes when the point rates are changed under Data\Pay Rates\Pay Spines.
- **Employee Pension records** – with Pay Spines enabled you are able to attach the same pension policy to the employee more than once. To ensure the pension band is determined correctly and included in the MCR you must ensure that you have one pension record attached to the employee for each pay spine job, and then the individual employee pension record attached to each jobs pay spine record.
- **Start and End Dates** – these are determined by the points entered under the main pay spine record and TLR pay spine records, the Date From when the point rates are changed under Data\Pay Rates\Pay Spines, the Suspended and Leave Spine date entered under the Employees Pay Spine record.(s).
- **Enrolment Type**- this field will be left blank for you to complete after generating the feed.
- **Withdrawl** – this field will automatically be completed when an employees leave date is entered under the Address tab of the Employee (Edit) screen, if it falls within the current month.
- **Days Excluded** – this field will be left blank for you to complete after generating the feed.
- **Full Time\Part Time Indicator** – we determine this by comparing the Pay Spines Pay Hours to the Grade Hours. If the Pay hours are less than the grade hours then employee will be marked as part time. If the **Pay Hours are zero and the Grade Hours are greater than zero the employee will be marked as irregularly paid.**
- **Annual Full Time Salary** – this will include the Full Time Equivalent of the Main Pay Spine plus any TLR Pay Spines that have been attached to the Main Pay Spine. It will not include any pay components or retrospective values.
- **Part Time Salary Paid** – this will include the Pay Spine paid this period of the Main Pay Spine plus any TLR Pay Spines paid this period that has been attached to the Main Pay Spine. It will not include any pay components or retrospective values paid this period.
- **Overtime** – this field will include pay components marked as overtime paid this period that are attached to the pay spine.
- **Additional Pensionable Payments -** this field will be left blank for you to complete after generating the feed.
- **Status Indicator -** this field will be left blank for you to complete after generating the feed.

- **Calc Method for Contribution Tier -** this field will be left blank.
- **Contribution Calculation Date -** this field will be left blank.
- **Actual Pensionable Pay in the Pay Period –** this field will include the pensionable pay to calculate the contributions which includes the additional pensionable payments but excludes the pensionable overtime.
- **Pensionable Overtime in the Pay Period** – this will include pensionable overtime paid this period.
- **Notional Pensionable Pay in the Pay Period** - this field will be left blank for you to complete after generating the feed.
- **Member and Employer Pension contributions** – as the pension contributions are not split by pay spine, point or rate changes, they are shown on the last row for the spine record.
- **Member Pension Contribution Tiers –** these are populated when the pension policy is set up to use bands to calculate the contributions, Band 1 to 6. If the pension isn't calculated using a band it will appear under Unassigned.
- **Additional Pension Contribution Amount –** this field is populated with the Teachers AVCs for this period.
- **Faster Accrual Contribution Amount -** this field will be left blank for you to complete after generating the feed.
- **AAB Buy out Contribution Amount-** this field will be left blank for you to complete after generating the feed.
- **Additional Contributions Amount (Family Benefits, PAY, Higher Salaries) –** this field will be left blank for you to complete after generating the feed.
- **Preston Contribution Amount-** this field will be left blank for you to complete after generating the feed.
- **Contributions Previously Paid and Adjustments –** these fields will be left blank for you to complete after generating the feed.
- **Retrospective changes** – the feed generated will only include values for the current period.

  Any retrospective changes require an amended feed for all previous months affected, you will need to create these manually.

## Privileges

Education returns is only available to those users who have the necessary privileges. There are five privilege settings which each give access to different parts of the Education returns function,

- Viewing the Education returns screen
- Configuring the Teachers' Pension MDC feed
- Configuring the LGPS feed
- Creating the Teachers' Pension MDC feed
- Creating the LGPS feed.

The privileges set for the Teachers MDC feed will also control the access for the MCR feed.

These are held in a new section within privileges entitled Education returns. If a user does not have sufficient privileges to access a screen or perform an action then a message will be displayed advising of this.

## Appendix A

### Available fields for Teachers Pension scheme

The following fields are currently available for selection to build a feed for Teachers Pension.

| Column Type | Max number of characters | Hints |
|---|---|---|
| **Add Update** | 1 | Indicator showing whether line is new (A) or an update of previous submission (U) |
| **MemberReferenceNumber** | 7 | Employee's 7 digit Member reference |
| **NINumber** | 9 | Employee's National insurance number |
| **Forename** | 71 | Employee's forenames |
| **Surname** | 35 | Employee's surname |
| **AddressLine1** | 25 | Line 1 of employee's address |
| **AddressLine2** | 25 | Line 2 of employee's address |
| **AddressLine3** | 25 | Line 3 of employee's address |
| **AddressLine4** | 25 | Line 4 of employee's address |
| **Postcode** | 9 | Employee's postcode |
| **DateOfBirth** | 10 | Employee's date of birth |
| **LocalAuthorityNumber** | 3 | 3 digit Local Authority number |
| **SchoolTypeNumber** | 4 | 4 digit School / Establishment code |
| **StartDate** | 10 | Period start date or point start date whichever is earlier |
| **EndDate** | 10 | Period end date or point end date whichever is later |
| **WithdrawalConfirmation** | 1 | Indicator to show employee's contract has ended |
| **DaysExcluded** | 3 | Number of unpaid days due to sickness, statutory absence, eg maternity, or unpaid days eg strike days.<br>Can also indicate additional days worked by part time staff by including '+' |
| **FTPIndicator** | 2 | Indicates Full time employee (0) or part time employee (7). Determined by the number of pay hours versus grade hours. |
| **AnnualFullTimeSalary** | 20 | Spine salary based on point. |
| **PartTimeSalaryPaid** | 20 | Pensionable salary for part time employees |

| Column Type | Max number of characters | Hints |
|---|---|---|
| **AdditionalContributions** | 20 | Total additional contributions paid for the month. |
| **Overtime** | 20 | Total of all pay components marked as overtime. |
| **Email** | 60 | Employee's email address |
| **ErContributions** | 30 | Total employer contributions for the month |
| **EeContributions** | 30 | Total employee contributions for the month |
| **Gender** | 1 | Male (1) or Female (2) |
| **OutputFileName** | 17 | Header field required for identification |

## Appendix B

### Available fields for LGPS (Monthly) feed

The following fields are currently available for selection to build a feed for LGPS (Monthly)

| Column Type | Max number of characters | Hints |
|---|---|---|
| **ID** | 1 | Unique ID number for the line |
| **EeID** | 1 | Employee's unique ID number (this can be different to employee's reference) |
| **EeSpineID** | 1 | ID number unique to each payspine |
| **EePtID** | 1 | ID number unique to each point |
| **RunID** | 1 | ID number unique to each payrun |
| **PaySpine_JobID** | 1 | ID number unique to each pay spine Job |
| **PayrollPeriod** | 3 | First three letters of the month that the contributions relate to |
| **PayrollTaxYear** | 7 | e.g 2015/16 |
| **ErName** | 40 | Company name |
| **EeTitle** | 40 | Employee's title |
| **EeSurname** | 35 | Employee's surname |
| **EeForenames** | 71 | Employee's forenames |
| **EeGender** | 1 | Employees gender, male (M) or female (F) |
| **EeDateOfBirth** | 10 | Employees date of birth DD/MM/YYYY |
| **JobTitle** | 50 | Spine Job name |
| **AddressLine1** | 25 | Line 1 of employee's address |
| **AddressLine2** | 25 | Line 2 of employee's address |
| **AddressLine3** | 25 | Line 3 of employee's address |
| **AddressLine4** | 25 | Line 4 of employee's address |
| **Postcode** | 9 | Employee's postcode |
| **Country** | 25 | Employee's country |

| Column Type | Max number of characters | Hints |
|---|---|---|
| **MembershipNumber** | 8 | Employee's pension policy number |
| **EeNINumber** | 9 | Employee's National Insurance number |
| **PayrollReference** | 100 | Employee's reference number |
| **StdHrsForThePostPerWeek** | 6 | Spine grade hours |
| **ContractualHrsPerWeek** | 6 | Employee's standard hours / 52 |
| **MainPensionDateOfJoining** | 10 | Date employee joined main pension |
| **MainPensionDateOfLeaving** | 10 | Date employee left main pension |
| **MainPensionEnrolmentType** | 15 | Auto enrolment pension (AUTO) or contractual pension scheme (CONTRACTUAL) |
| **MainPensionOptoutFlag** | 15 | Auto enrolment pension (AUTO) or contractual pension scheme (CONTRACTUAL) |
| **MainPensionOptoutDate** | 10 | Date employee opted out of pension scheme |
| **MainPensionPensionablePay** | 20 | Current period pensionable pay for main pension |
| **MainPensionEePercentage** | 20 | Employee's percentage contribution for main pension |
| **MainPensionEeContribution** | 20 | Employee's contribution amount for main pension |
| **MainPensionErPercentage** | 20 | Employer's percentage contributions for main pension |
| **MainPensionErContribution** | 20 | Employer's contribution amount for main pension |
| **5050PensionPensionablePay** | 20 | Current period pensionable pay for 50/50 pension |
| **5050PensionEePercentage** | 20 | Employee's percentage contribution for 50/50 pension |
| **5050PensionEeContribution** | 20 | Employee's contribution amount for 50/50 pension |
| **5050PensionErPercentage** | 20 | Employer's percentage contribution for 50/50 pension |

| Column Type | Max number of characters | Hints |
|---|---|---|
| **5050PensionErContribution** | 20 | Employer's contribution amount for 50/50 pension |
| **5050PensionDateofJoining** | 10 | Date employee joined the 50/50 pension scheme |
| **5050PensionDateofLeaving** | 10 | Date employee left the 50/50 pension scheme |
| **EeAdditonalServiceContribution** | 20 | Employee's Additional Service Contribution |
| **EeAdditionalRegularContribution** | 20 | Employee's Additional Regular Contribution |
| **EeAdditionalPensionContribution** | 20 | Employee's Additional Pension Contribution |
| **ErAdditionalServiceContribution** | 20 | Employer's Additional Service Contribution |
| **ErAdditonalRegularContribution** | 20 | Employer's Additional Regular Contribution |
| **ErAdditionalPensionContribution** | 20 | Employer's Additional Pension Contribution |
| **AnnualRateOfPay** | 20 | Current periods pay multiplied by pay frequency |
| **TotalAVCContributionsPaid** | 15 | Total of all Additional Regular contributions and Additional Pension contributions – both employee and employer |
| **EeDepartment** | 25 | Employee's department |
| **EeEmploymentStartDate** | 10 | Date employee started on payroll |
| **EeEmploymentEndDate** | 10 | Date employee left the payroll |
| **EmployeeNILetter** | 1 | Employee's National Insurance letter |
| **TotalEeAVC** | 20 | Total of all Employee Additional Contributions |
| **TotalErAVC** | 20 | Total of all Employer Additional Contributions |
| **TotalASCEeEr** | 20 | Total of all Additional Service Contributions – both employee and employer |

| Column Type | Max number of characters | Hints |
|---|---|---|
| **TotalARCEeEr** | 20 | Total of all Additional Regular Contributions – both employee and employer |
| **TotalAPCEeEr** | 20 | Total of all Additional Pension Contributions – both employee and employer |
| **Total EeErAVC** | 20 | Total of all Additional Contributions – both employee and employer. |
| **MainPensionErNISaving** | 20 | Employers NI saving amount for main pension |
| **MainPensionTotalErPensionContribution** | 20 | Total of Er contribution and Er NI saving for main pension |
| **5050PensionErNISaving** | 20 | Employers NI saving amount for 50/50 pension |
| **5050PensionTotalErPensionContribution** | 20 | Total of Er contribution and Er NI saving for 50/50 pension |

# Appendix C

## Adding employee extra details

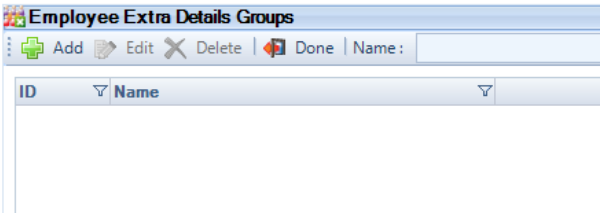
### Creating an extra detail

In order to create a pension feed it may be necessary to record information about your employees that is not strictly payroll information and is not therefore asked for in any of the tabs in the Employee screen. For example you may need to record an employee's membership number or the type of policy they have.

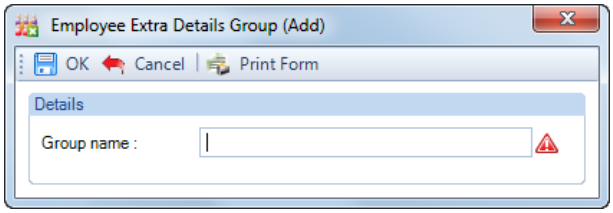
These details can be added to the employee's record through the extra details tab. Once the Extra Detail has been created then the specific value for each employee is entered separately either on an individual basis or through importing.

If you have numerous extra details relating to various topics/pensions, you can set up Groups and assign the Extra Detail to a Group. The details belonging to each group will then show on their own tab under the Extra Details tab in Employee Details.

To create Groups, go to the Data tab then select Ee Extra Details\Groups. You will then see the following screen:

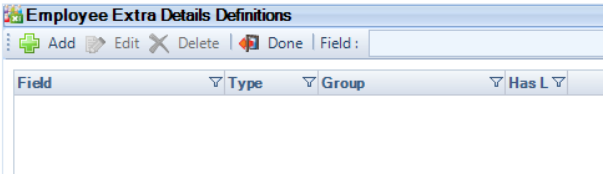



Click on the Add button and enter a Group Name (i.e. the tab name) then select OK.

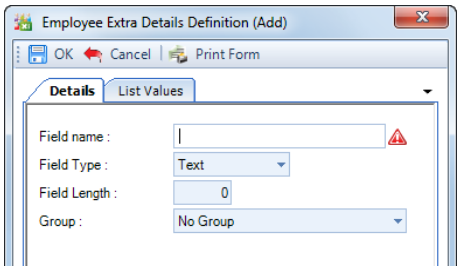



Now to create a new Extra Detail, go to the Data tab and select Ee Extra Details\Definition.

You will now see the following screen.




Click on the **Add** button and enter the **Field Name** and select the **Field Type** (type of answer required). If you have chosen to create **Groups** then select the Group where this Extra Detail will be shown.

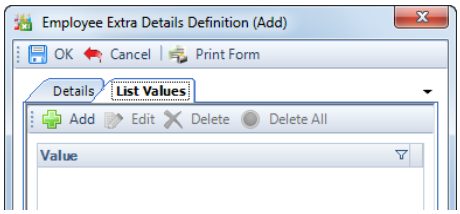



The type of answer may be one of the following

- **Text** - A short textual answer such as a name or description – you will need to specify the maximum number of characters in the field. When this File Type is selected the Field Length can be increased after an extra details record has been saved.
- **Memo** - A longer textual answer – use for 'comments fields' where the actual amount of text to be entered cannot be clearly defined.
- **Number** - A number (Hint - do not enter phone numbers as numbers, Windows may well drop off the leading zero in the code! - enter as **text**)
- **Date** - A date is the only possible type of answer for this field (Hint- if you enter a date in this field it will be in the format dd/MM/yy, if you need the date in a different format, e.g. yyyyMMdd then enter as **text**)
- **True/False** - If this option is selected the answer will be in the form of a tick box as the only possible answers can be Yes/No

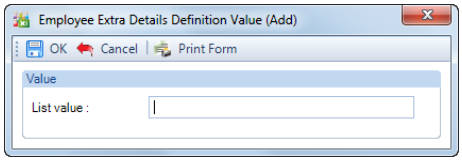
### List Values tab

As users can enter anything (or nothing) when using Extra Details, we have given you the facility to limit the possible entries allowed on **Text** type fields.




The window that appears will be blank, unless either a list of permitted entries has previously been set up.

Click on the **Add** button to create a List value, enter a Description then click on **OK**. Repeat for additional List values.




If you wish to allow users to leave the Extra Detail blank (i.e. with no text), simply create one with nothing in the List value field, click OK and you will see a blank line as the first item in the list.

When you have finished adding items, click on OK.

If users try to enter values against this Extra Detail on a client they will only be able to select from your pre-determined list.

Click on the **OK** button to complete the procedure.

## Entering employee's details

There are two ways to enter employee extra details. They can either be entered manually by going to the Data tab and select the employee. Within the Extra details tab each of the extra details which have been set up will be shown. If groups of extra details have been set up each group will get a tab within this page.

## Importing extra details

The alternative is to use Importing if you have this as part of your licence. Details of how to import extra details can be found in the Payroll Professional Help guide under Importing\employee extra details.

## Analysis Groups - Departments, Cost Centres and Branches

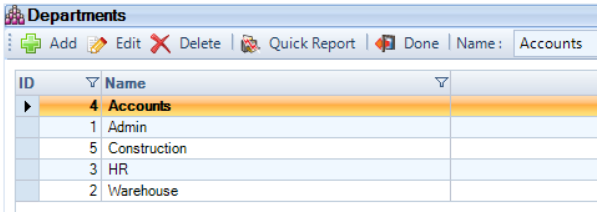
These three functions are largely identical and allow you to categorise the employees into the above groupings if you (or your client) deem it appropriate. Equally, you need use none of them.

**Note:** There is no hierarchical structure here; you can use any combination of the groupings you require.

However, if you intend to use only one of these groupings it is recommended that you use **Departments** in preference to the others. This is because there are some functions within the program that can be done by department, and there are some standard reports already created by department.

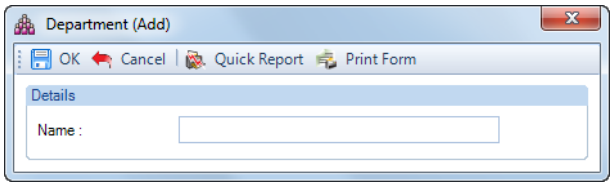
The following details for setting up a department also apply to setting up a cost centre or a branch. The input screens are identical.

Set up a **Department** via the **Data** tab then **Analysis Groups\Departments**.

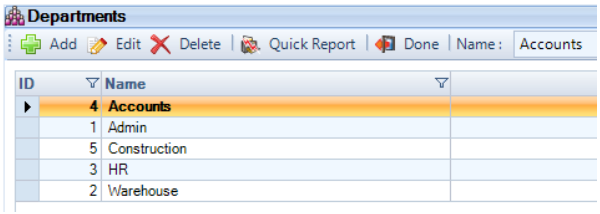



The department listing screen initially shows one line for a department with a name of [Default]. To create your first department, click on the **Edit** button delete [Default] and type in the name of your first department. Do this by clicking at the end of the field and using the backspace key to delete the characters, or highlight the whole word and then overtype with your department name.

Create another department by clicking on the **Add** button and typing in the name of the new department in the **Name** box of the **Department (Add)** input screen. Click on **OK** to complete the procedure.




When more than one department has been created, the list of departments displays in alphabetical order of the department names. When all required departments have been created, click on the **Done** button to leave the department-listing screen.

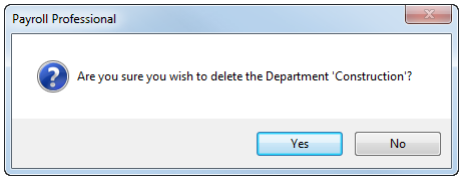



To create a cost centre, follow the same instructions as departments from the **Data** tab select **Analysis Groups\Cost Centre**.

To create a branch, follow the same instructions as departments from the **Data** tab select **Analysis Groups\Branches**.

### Delete

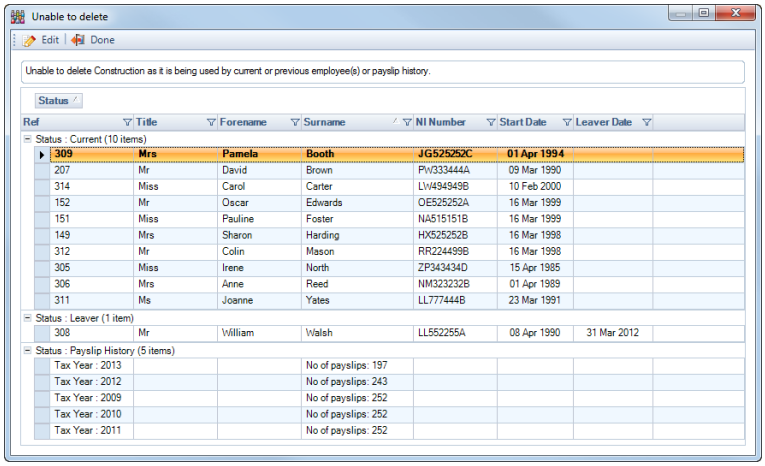
When you highlight a record and then select Delete, you will see the following message:




You are only able to delete a record that is not:

- attached to an Employee under the Analysis tab in the Employee (Edit) screen
- attached to a previous tax years leaver under the Analysis tab in the Leavers (view) screen
- recorded under Payslip History for any employee

When you select **Yes**, if the record has not been used it will then be deleted. Otherwise, if it has been used you will then see the following screen, displaying where the record has been used:




Click on the plus symbol to the left of the Status to expand the information.

For the status groups called Current and Leavers, you can double click on an Employee, or highlight an employee then select the **Edit** button, or use the grid options available by selecting the right mouse button then Edit.

For Current employees the Employee (Edit) screen will be opened with the Analysis tab selected, for you to make changes, if required. And for Leavers the Employee (View) screen will be opened, this is a read only screen and no changes can be made.

Under the status Payslip History, it will show you the number of payslip records where the record has been recorded by tax year.

To close the Unable to Delete screen, click on the **Done** button.

## Pay Components

The majority of payments and deductions for employees are made as a type of component. You can define these pay elements, and how they are to be treated for calculation purposes. There is no upper limit to the number of pay components that you can create.

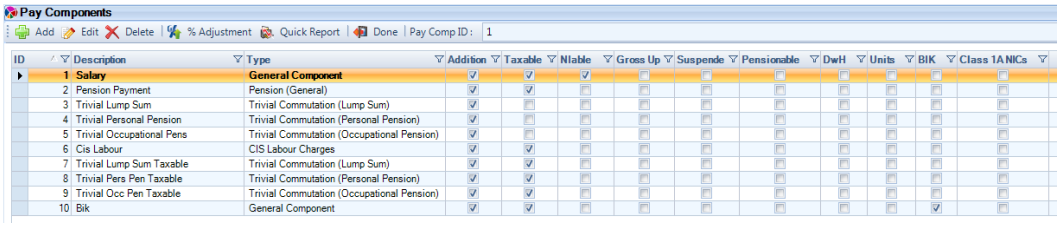
A number of compulsory elements are dealt with separately in **Payroll Professional**; these SHOULD NOT be allocated to pay components. They are:

- **Tax**
- **NICs**
- **SSP**
- **SMP**
- **SAP**
- **OSPP**
- **ShPP**
- **SPBP**
- **SNCP**
- **Pensions**
- **AEOs**
- **Student Loans**
- **Holiday Pay (if Holiday Schemes are in use)**

When you created the payroll, you had a choice as to whether it was set with one default pay component called **Salary**, or to copy the component structure from an existing payroll.

Either click on this button under the **Home** tab, to edit an existing pay component or create a new one click. Or under the **Data** tab select **Pay Components\Pay Components**.

You will now see the main display screen gives an 'at a glance' view of the main settings for each component. To see the other pay component settings either highlight the component and click on Edit, or double click on the component. You can search for the component by typing the description in the Description box at the top right hand corner of the screen.




| ID | Description | Type | Addition | Taxable | NIable | Gross Up | Suspende | Pensionable | DwH | Units | BIK | Class 1A NICs |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Salary | General Component | ☑ | ☑ | ☑ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| 2 | Pension Payment | Pension (General) | ☑ | ☑ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| 3 | Trivial Lump Sum | Trivial Commutation (Lump Sum) | ☑ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| 4 | Trivial Personal Pension | Trivial Commutation (Personal Pension) | ☑ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| 5 | Trivial Occupational Pens | Trivial Commutation (Occupational Pension) | ☑ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| 6 | Cis Labour | CIS Labour Charges | ☑ | ☑ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| 7 | Trivial Lump Sum Taxable | Trivial Commutation (Lump Sum) | ☑ | ☑ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| 8 | Trivial Pers Pen Taxable | Trivial Commutation (Personal Pension) | ☑ | ☑ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| 9 | Trivial Occ Pen Taxable | Trivial Commutation (Occupational Pension) | ☑ | ☑ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| 10 | Bik | General Component | ☑ | ☑ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☑ | ☐ |

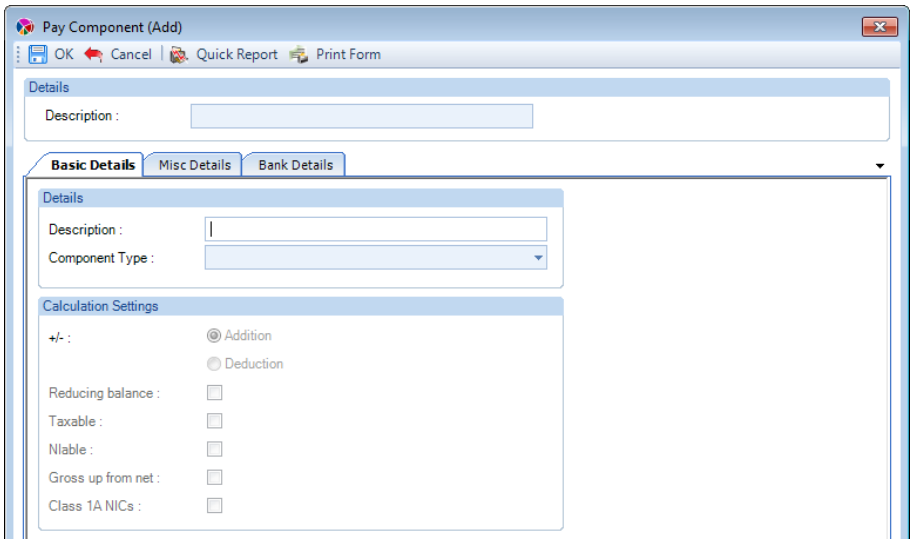
**Sorting:** Click on any of the headings to change the sort order. A second click on the column header will reverse the chosen sequence. The small grey triangle will signify which column has the current sort.

**Filtering:** The other option on the column header is the Filter icon. Click on the filter icon to see the options available for the selected column.

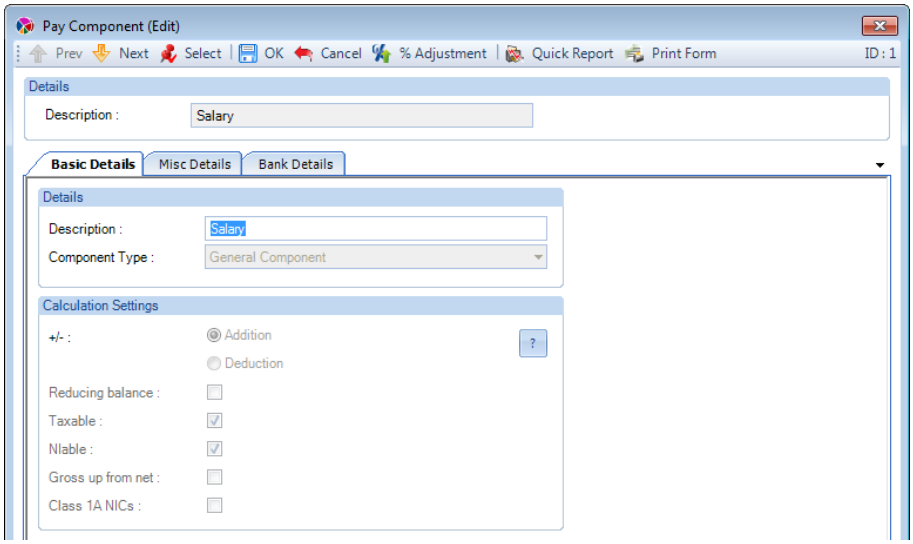
To create a new component click on the **Add** button.

Please be aware that the Component Type and Calculation Settings on the first tab called Basic Details can only be changed if the pay component has:

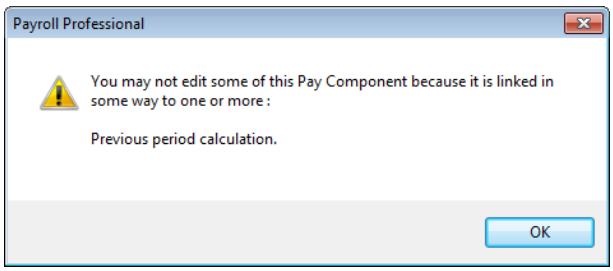
- never been used
- is not attached to a Holiday Scheme
- is not attached to a Pay Spine
- is not attached to an Employee under the Expatriate tab for Foreign Tax Credits
- there are no Calculated employees in any open payroll runs



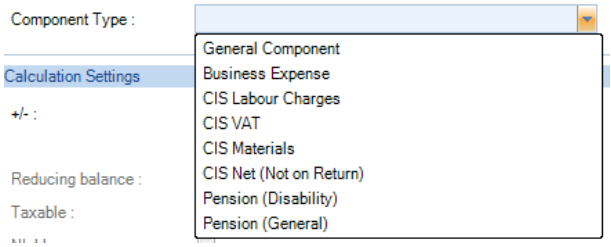
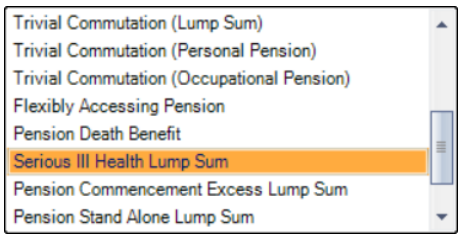

If the Pay Component has been used, you will see a button with a question mark in the Calculation Settings section:



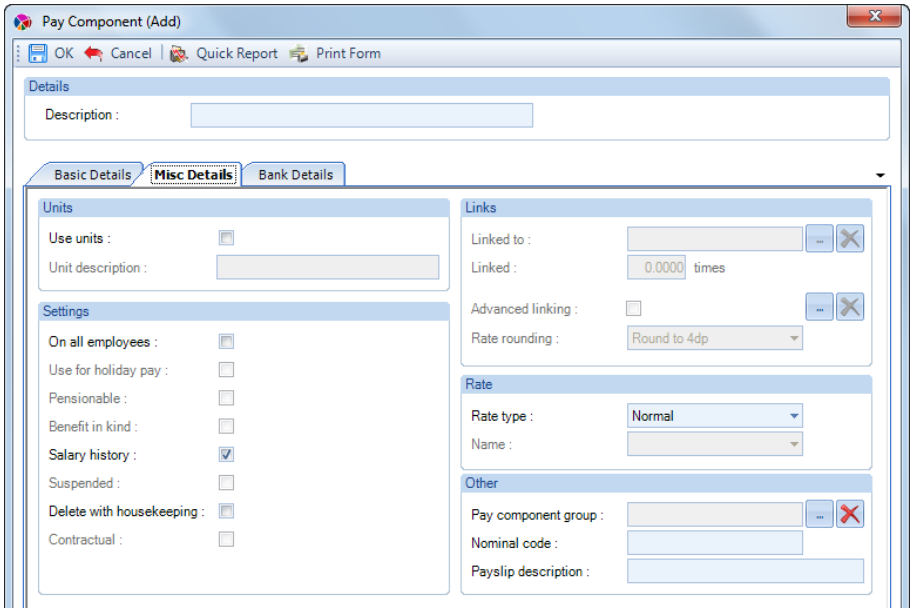

Click on this button to see the reason why the settings cannot be changed:



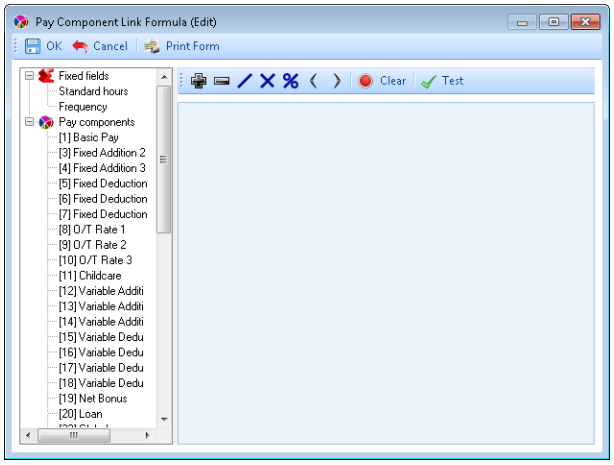
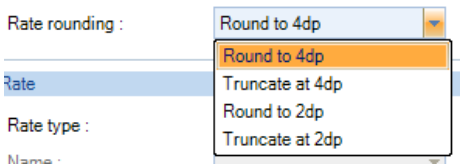

**Important Note:** After saving a pay component the Component Type can only be changed to those related to the same group – employees or sub-contractors. For example, if you set up the pay component type as CIS Labour, you are only able to change it to another CIS type pay component.

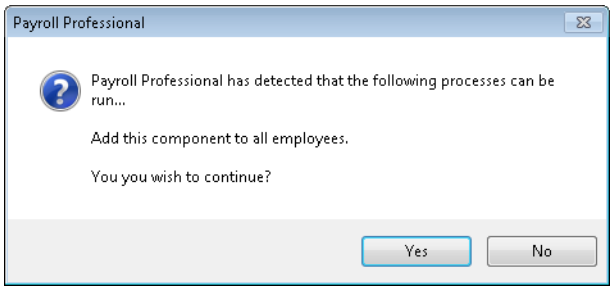
| Setting | Effect on calculations |
|---|---|
| Description | This is the name of the component, which will appear on the payslip.<br><br>Remember long component names may appear truncated on the payslip if the payslip report has been designed with a small field size. |
| Component Type |  <br>For **Employees** and **Directors** the type can be either General Component; Business Expense; Pension (disability); or Pension (general);Termination Payment; Sporting Testimonial Payment.<br><br>The majority of components will be General, which is why it is at the top of the list. However, it is extremely important that the type is correctly set if the employee has an attachment of earnings or is being paid a pension. All of these categories relate to what constitutes 'attachable' earnings, the types **Business Expense**, **Pension (Disability)** and pay components marked as **Benefits In Kind** are not attachable.<br><br>For **Sub Contractors** is must be one of CIS Labour Charges, CIS Materials, CIS VAT or CIS Net (Not On Return). It is extremely important that you select the correct type.<br><br>There are also additional Types which must be used to report information correctly via RTI FPS:<br>  <br>These include the three Trivial Commutation Types, from tax year 2016/17 there are Flexibly Accessing Pension and Pension Death Benefit, from tax year 2017/18 there is Serious Ill Health Lump Sum, from tax year 2025/26 there are Pension Commencement Excess Lump Sum and Pension Stand Alone Lump Sum. All of these types are treated as 'attachable' earnings for attachment of earnings. |
| Addition | The value of this pay component will be added to pay. |
| Deduction | The value of this pay component will be deducted from pay. |
| Reducing balance | If a pay component is set as a Reducing Balance then it must be set as a deduction.<br><br>This is normally used for Loans, if you are setting up a Loan then do NOT tick Taxable or Niable.<br><br>A component set as a Reducing Balance will decrease with each pay period until the outstanding amount has been taken. |

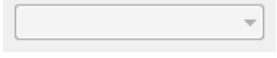
| | |
|---|---|
| Taxable | The value of this component will become part of the total taxable element for the employee. If it is set as a deduction, the taxable pay will be reduced accordingly. |
| NIable | The value of this component will form part of the total amount of pay subject to NI. If the pay component is a deduction, the Niable pay will be reduced accordingly. |
| Gross up from net | A pay component which, has the gross up from net tick **on**, is entered as the net amount received and then grossed up for tax and/or NI purposes.<br>With this option selected make sure you have the correct settings set under the Expatriate tab in Employer Details. For more information on these settings see Employer Details. |
| Class 1A NICs | This setting is only available for the Component Types Termination Payment and Sporting Testimonial Payment, when they are set up with the following:<br>Addition – enabled<br>Taxable – enabled<br>NIable – disabled<br>Class 1A NICs – enabled<br>Benefits In Kind - disabled |



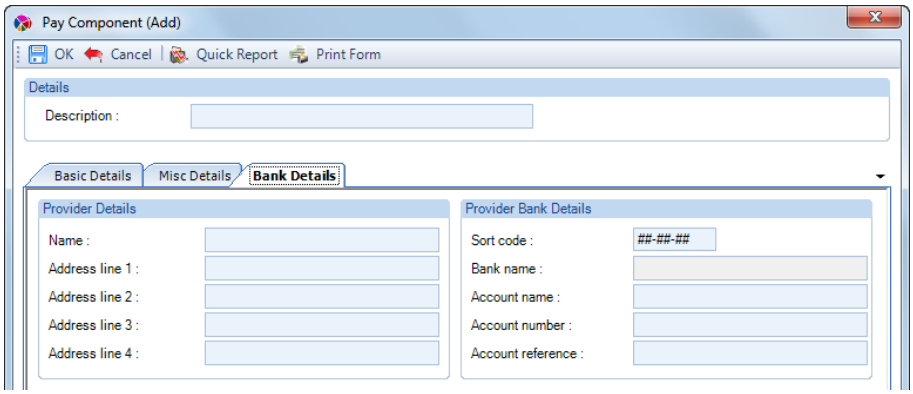

| Setting | Effect on calculations |
|---|---|
| Use units | This setting allows payments to be made using rates and units (e.g. hourly pay and a number of hours). If set, then a unit description will be required. |
| Unit Description | Since the usual need for using units is to pay a number of hours at a specified rate, the default description is **hours** - this can be changed. |
| Linked To | Pay component rates (which use units) can be linked together. Thus when the base rate is changed it will automatically change the linked rate. |

| | |
|---|---|
| | This is very useful in a payroll that has, for example, employees on varying hourly rates of WAGES but a standard format for overtime based on the hourly rate.<br><br>Click on the ellipsis button and choose the base rate component. Now click in the times box and replace the zero with the factor to be applied to the base rate. The rate for the base component times the factor in the times box will generate the rate for this component.<br><br>If you have linked components incorrectly, then click on the Link button highlight the Pay Component that it has been linked to and click on the Unlink button..<br><br>Note : That if you decide to link components where the rate has already been entered then you will need to zero the rate and re-enter it for the link to take effect. Alternatively you could use the Pay Rate import. |
| Linked x times | Factor to be applied to the base rate to arrive at the rate for this component.<br><br>E.G. If this is a component for overtime at time and a quarter – enter **1.25**, time and a half – **1.5**, double time - **2** etc. |
| Advanced Linking | This facility allows you to create your own formula to work out the rate, rather than just a factor of a rate.<br><br>You can also use more than one pay component.<br><br>  <br><br><br>After entering your formula use the **Test** button to check that it is valid, then select **OK**.<br><br>**Note:** The Employee must have all the pay components selected in the formula attached, otherwise the Rate returned will be zero. |
| Rate Rounding |  <br><br><br>This option is only available for pay components using **Basic** or **Advanced Linking** to choose between truncating or rounding the rate to 4 or 2 decimal places.<br><br>The default is how the program currently operates, which is **Round to 4dp** (decimal places). |

| | |
|---|---|
| | Round will round up the last decimal place if the one after is 5 or more, and will round down if 4 or less e.g. if Round to 2dp is selected 12.5178 would become 12.52, if Round to 4dp is selected 12.51784 would become 12.5178.<br><br>Truncate will just remove the digits after the selected decimal place e.g. if Truncate to 2dp is selected then 12.5178 would become 12.51.<br><br>**Note:** If the pay component is linked to Pay Grades or Pay Spines, those facilities will override this setting. |
| On all employees | With this tick **on** this pay component is automatically added to all new employees.<br><br>And when you click on **OK** to the Pay Component screen you will be presented with this message which you can then choose to add the component to existing current Employees (without a leave date) by clicking on **Yes**.<br><br>  |
| Use for holiday pay | Any pay component with this setting **on** will be included in the holiday pay calculation. |
| Pensionable | Where an employee has a percentage-based pension which has % calculated on selected as Pay Components marked as Pensionable, the pension deduction is calculated on the value of any pay component in use for that employee, which has the pensionable tick **on**.<br><br>A reminder message is displayed when setting up a new pay component, where this setting is not ticked, and the data file has either a pension policy or employees pension record where the % calculated on is set as either Pay Components marked as Pensionable or Pay components defined under the pension policy as pensionable. |
| Benefit in kind | Any value entered in a pay component, which is marked as a benefit in kind is added to pay for calculation of Tax and/or NI, and then deducted to arrive at Net Pay.<br><br>**Note:** Whilst, under normal circumstances, BIKs SHOULD be taxable or NIable, you can, if necessary, make a pay component a BIK, which is neither Taxable nor NIable.<br><br>An example would be where you have a percentage-based pension, and the pension is based on a value which is not a payment being made to the employee. You could set up a pay component which is a BIK, neither Taxable nor NIable but pensionable. The value against this component would then only be taken into the pension calculation and nothing else. |
| Salary History | Providing the Salary History option is enabled in Employer Details, then this switch should default to being **on**.<br><br>You are strongly advised to leave this switch on. Whenever a change is made to an employee's pay rate for a component; a record is made of the date of |

| | |
|---|---|
| | change, user who made the change, new value, and old value. This information can be reported on by component or employee. The history cannot be recreated if the switch hasn't been on.<br><br>**Note:** this setting may appear to be 'greyed-out' if the switch has not been enabled in Employer Details. |
| Suspended | Allows for a used pay component to be suspended |
| Delete with Housekeeping | With this ticked when an update or housekeeping is done the following will happen:<br><br>If an Employee has a pay component with no history (RunTransactions table) records, and it not being used in the current period, the Pay Component is deleted from the Employee (EeComponents table). This occurs even if it is set as **On All Employees**.<br><br>If the Pay Component is not attached to an Employee (EeComponents) and there are no history records (RunTransactions) for the Pay Component the actual Pay Component will be deleted (PayComponents)<br><br>If the Pay Component is attached to a Pay Grade, Pay Spine, Pension Policy, Holiday Scheme, Pro Rata, Pay Spine, Nominal Export etc the Pay Component will not be deleted<br><br>So if you do not want this process to occur you need to make sure Delete With Housekeeping is not ticked. |
| Contractual | This can only be used for Pension Reform.<br><br>With Pension Reform enabled under Employer Details and you have chosen to Set the same Pay Components as Contractual Wages/Salary for All Employees, then this box will be available for you to select.<br><br>Otherwise you have chosen to set the Contractual Pay Components at Employee Level. |
| Rate Type | Rate Type setting is defaulted to **normal** but can be changed to **multi-currency** or **global**.<br><br>Global is used where a single rate is applied to all employees for this pay component. When Global is selected, you are prompted for the rate required (see separate section for setting up global rates).<br><br>When Multi-currency is selected, you are prompted for the currency required (see separate section for setting up currency rates). This option is only available within **Payroll Professional** if the appropriate licence for Expatriate facilities is provided.<br><br>If you have any doubt as to whether you are licensed for the Expatriate Module, check the licence settings from the **About** window accessed from the **Help** menu. |
|  | Rate Name - If either global rate or multi-currency has been selected above, use this box to select the name of the global rate to apply or the appropriate currency. |
| Pay Component Group | For reporting purposes there is also the facility to band components into related **Groups** which you may find useful, especially if your client uses a large number of components. |

| | |
|---|---|
| | To allocate this component to a Group, click on the ellipsis (three dot) button to the right of the groups box and select the correct group name. Click on OK button to complete the procedure.<br><br>To remove the Pay Component from a Group just click on the button with a cross. |
| Nominal Code | Again, for reporting purposes you can allocate a nominal code against each pay component.<br><br>Click in the box and type in the Nominal Code number, maximum characters 18. |
| Payslip Description | This will be displayed on the payslip instead of the pay component description. |

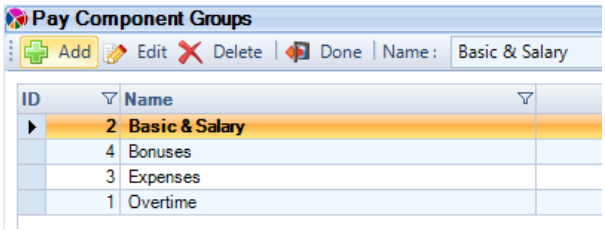



This tab allows you to enter Bank details to create a BACS file for this Component.

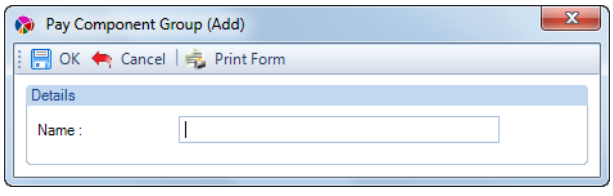
**Note:** Remember, if you make changes to the details of a pay component whilst a payroll run is open, then you must ensure that all relevant employees are re-calculated. Remember also, to click on the re-set components button in the Individual Calculation screen to bring forward the component changes.

## Pay Component Groups

To create Pay Component Groups under the **Data** tab select **Pay Components\Groups.**

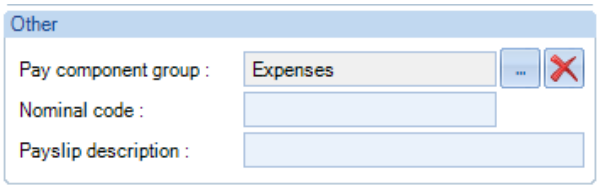



Click on **Add** to create a new Group, enter a Name then click on **OK**.




You can create as many Groups as you like, however only the first 5 Groups are recorded in each payroll run for reporting purposes.

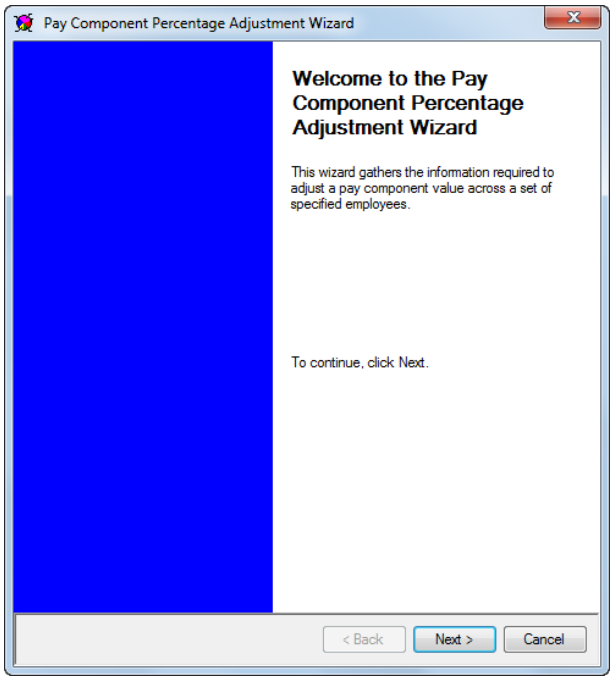
Once the Groups have been set up you will need to the **Data** tab and select **Pay Components\Pay Components** then **Edit** a Component and under the **Misc Details tab** select the **Pay Component Group** by clicking on the **ellipsis** button**.**




## Percentage Adjustment

This facility will change the permanent pay component rates entered under Employees Pay Component tab. This can affect some or all employees by means of a percentage or fixed amount, and can be an increase or decrease. It will exclude Global Rates, Multi currency and Pay Grades.

The option can be accessed under the **Data tab** and select **Pay Components\Percentage Adjustment** or from the **Pay Component** screen. Either way the first screen you see will be the Welcome screen.

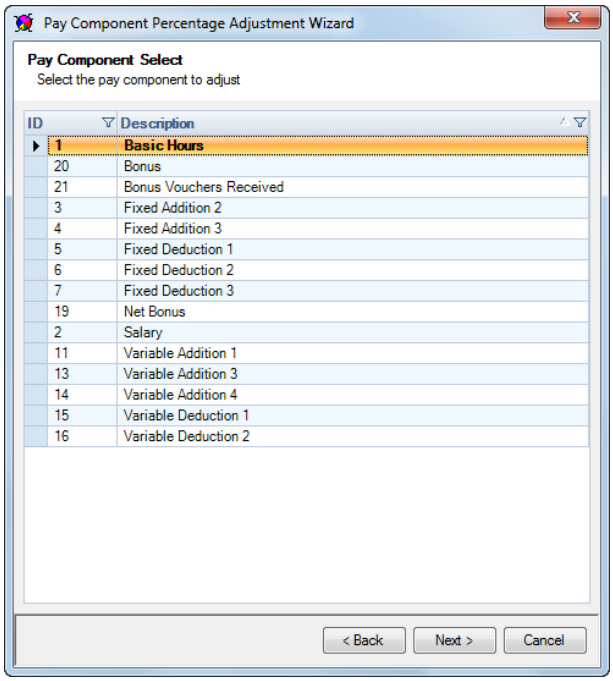
| | |
|---|---|
| Having click on **Next** in the welcome screen |  |

You are now presented with the list of pay components.

Choose the pay component to be dealt with.

Note. If you have accessed this facility from the **% Adjustment** button within the list of Pay Components or in the **Pay Component (Edit)** screen, then you will be taken straight to the next screen.

Click **Next** to continue.

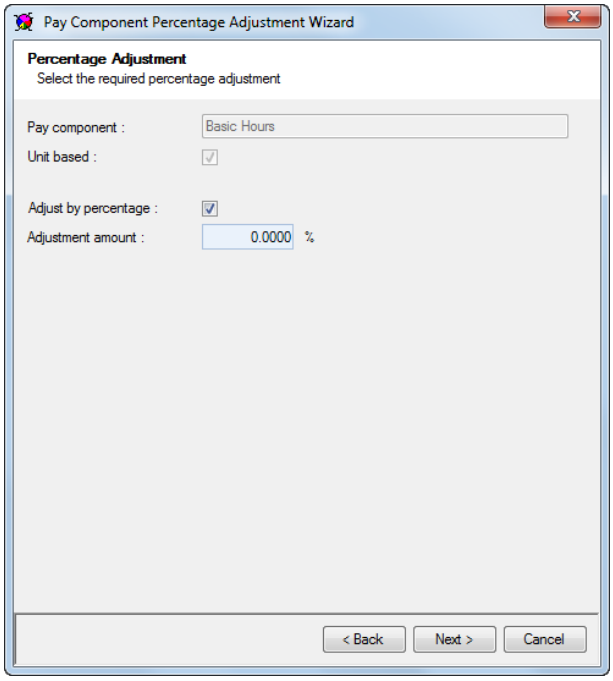



To adjust by a **percentage** tick the box **Adjust by Percentage** and enter the percentage in the **Adjustment amount** box.

To adjust by a **fixed** amount make sure the **Adjust by Percentage** box is **NOT** ticked and enter the fixed amount to adjust the rate by in the **Adjust amount** box.

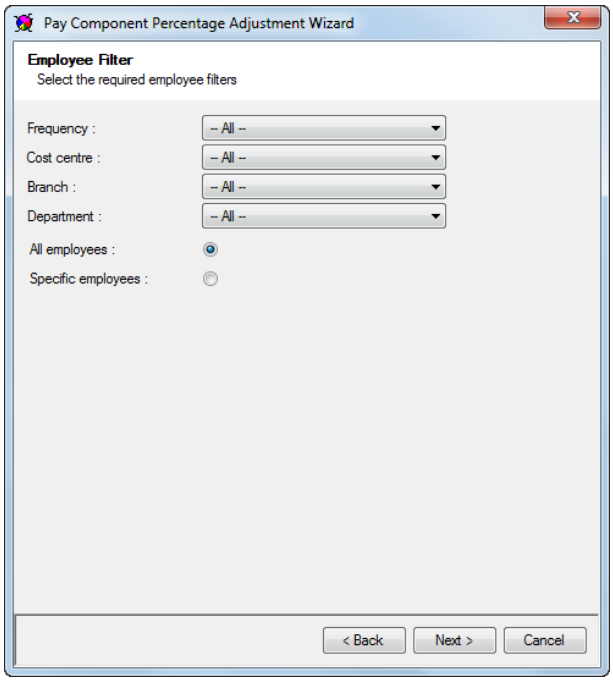
If you want to reduce by an amount or percentage, enter a minus sign before the value.

Click on **Next** to continue.



On this screen you can choose a particular frequency, analysis group and/or specific employee as opposed to all employees.

Click on **Next** to continue.



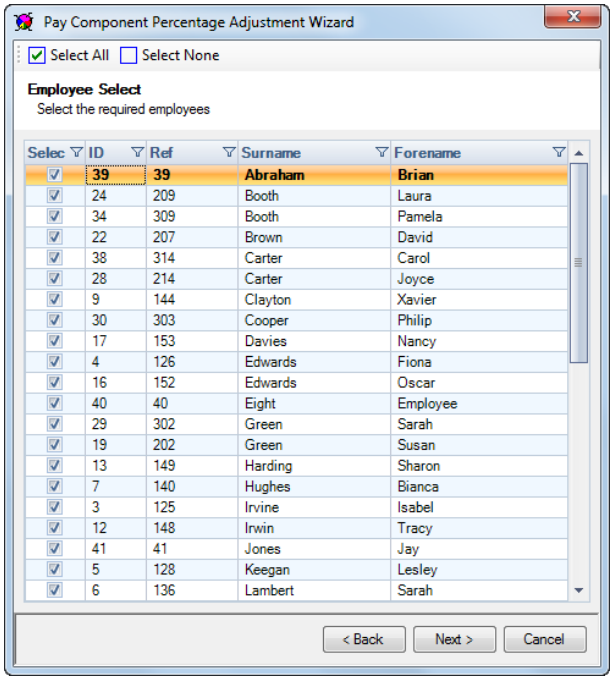

This screen will display the list of employee selected on the previous screen;

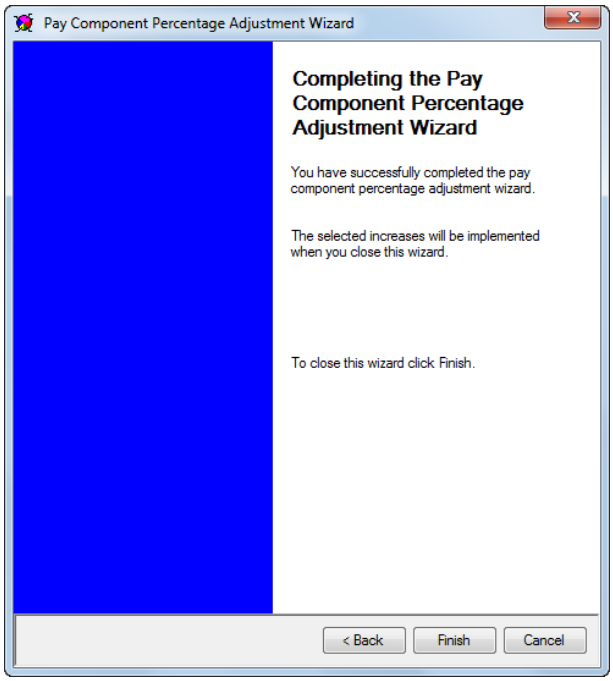
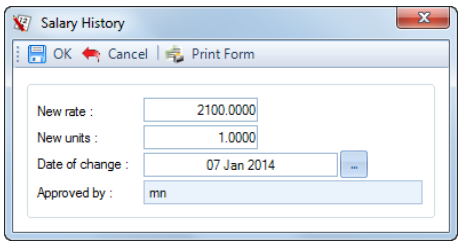
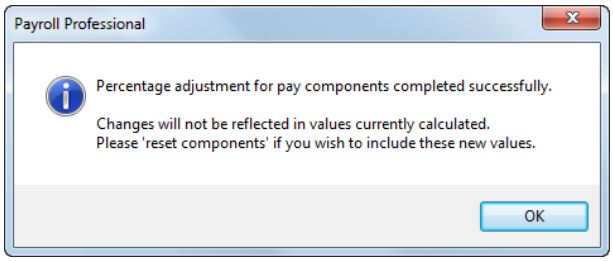
or

if **Specific Employees** was set, you will see a relevant list of employees but the selected check box is blank.

Simply click on those employees to receive the adjustment.

Click on **Next** to continue.



| | |
|---|---|
| This screen tells you that all relevant information has been input.<br><br>Click **Finish** to create the new rates. |  |
| If the Salary History is turned on then you will be prompted to enter Approved by details. Then click on **OK** to continue. |  |
| New rates have been set.<br><br>Audit trail has been generated.<br><br>Report of changes sent to print.<br><br>This message is a reminder of what to do if the payroll run has already been initialised.<br><br>Click **OK** to continue. |  |

You will then be prompted to select the printer to send details of the pay component changes that have been made. This will show the Employees Name, Pay Component, Old Rate and New Rate, as well as the adjustment.

**Important Note:** This will not update any rates for other pay component linked, using standard or advance linking, to the pay component being adjusted through Percentage adjustment.

## Advanced Linking

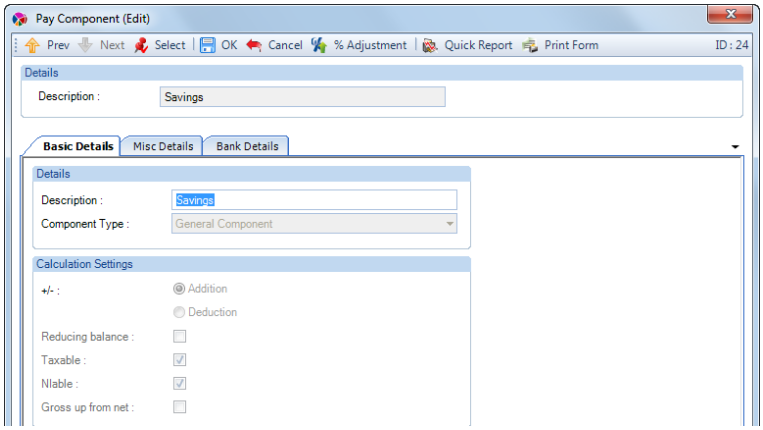
This facility is in addition to the standard linking. It allows you to create your own formula to work out the rate, rather than just a factor of a rate.

You can include in the formula multiple pay components.

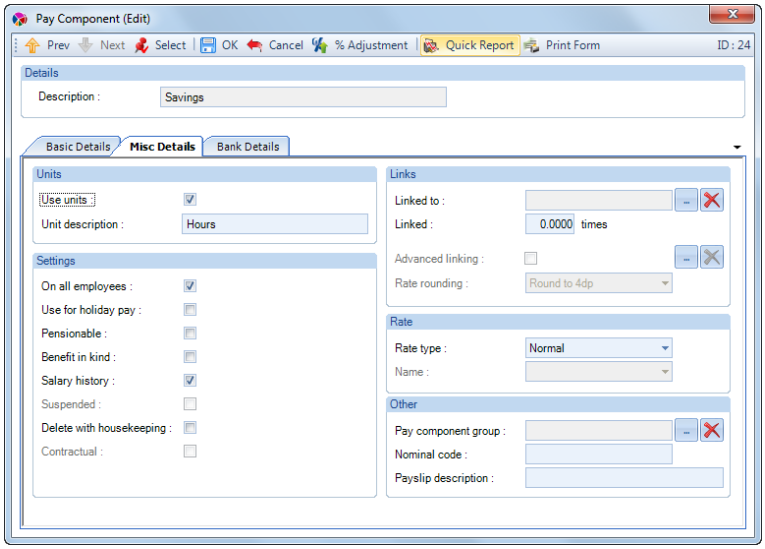
Go to the **Home** tab and select **Pay Components**.

The Pay Component that you want to set up Advanced Linking can be units or non-units based. For units based pay components the rate used will be the hourly rate.

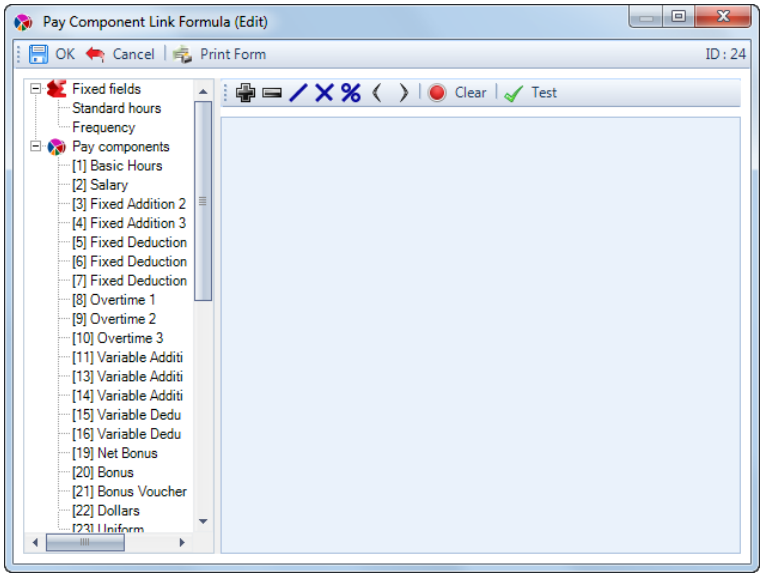
Now highlight the Pay Component and click on **Edit** or double click on the pay component.




Select the **Misc Details** tab.




Click on the button to the right of **Advanced Linking**.

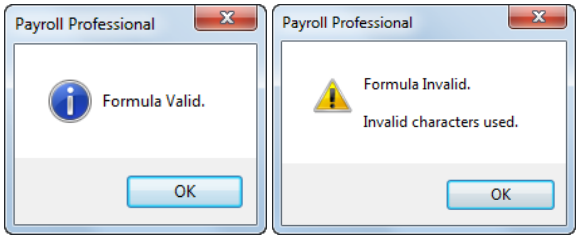



This screen is for you to enter a formula for working out the rate.

The left of the screen displays the Fixed fields and Pay Components that are available, to add them to your formula double click on them and they will then appear in the formula box. At the top of the formula box are the symbols that can be used in the calculation.

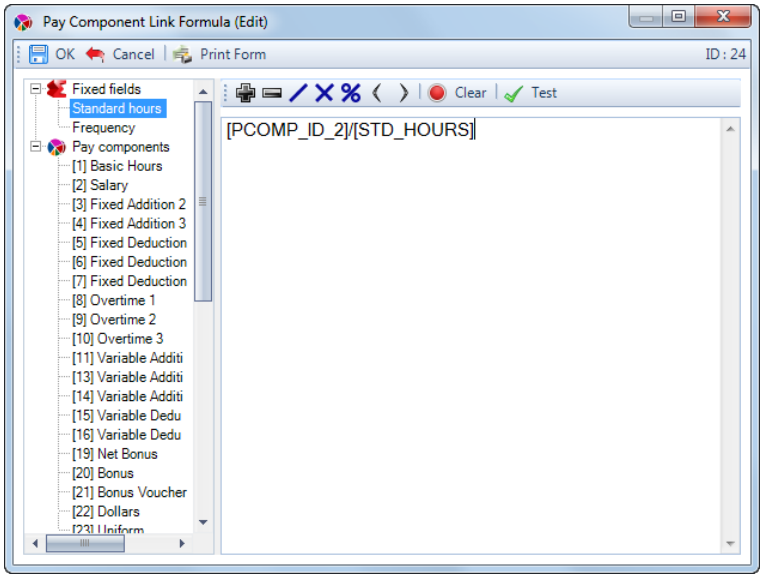
The **Formula** box allows you to type in the box, and is restrict so that only allowable characters can be entered.

After entering your formula use the **Test** button to check that it is valid, then select **OK**.

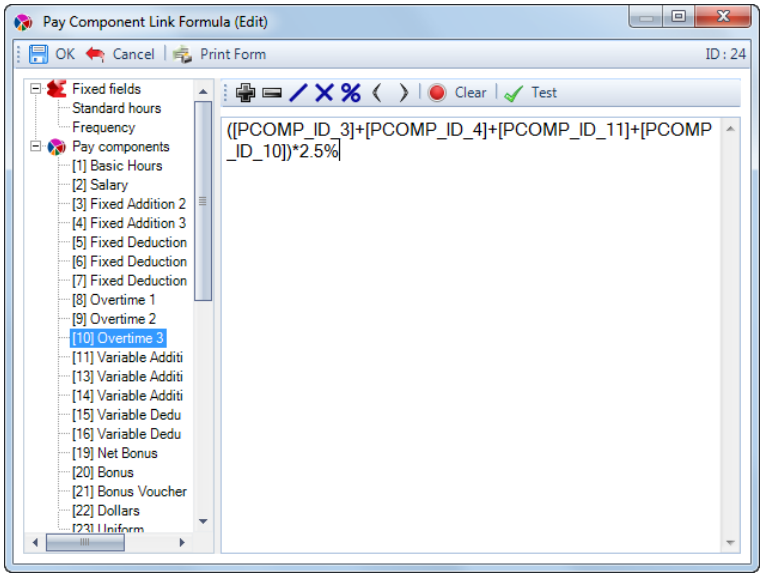



### Example formulas:

Work out the hourly rate using the Basic Pay and Standard Hours:




Calculating a percentage of multiple pay components:

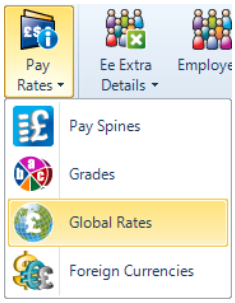


## Global Rates

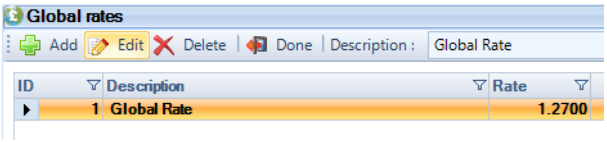
Generally the rate of a Pay Component may vary from employee to employee and so the rate for each employee is entered in the individual's record. Most pay components are of this type - hence the rate Type **Normal**.

You may also encounter a pay component for which the rate is the same for all Employees, or at least the vast majority. In this case, the rate may be set up when the pay component is being created and that component will have a **Global** rate type.

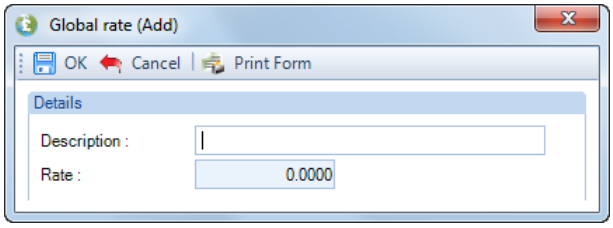
To set up Global Rates go to the **Data** tab then select **Pay Rates\Global Rates**.




You will then see the following screen:




Then click on the **Add** button, enter a Description and Rate. Any further global rates can be created in the same manner by clicking on the **Add** button.

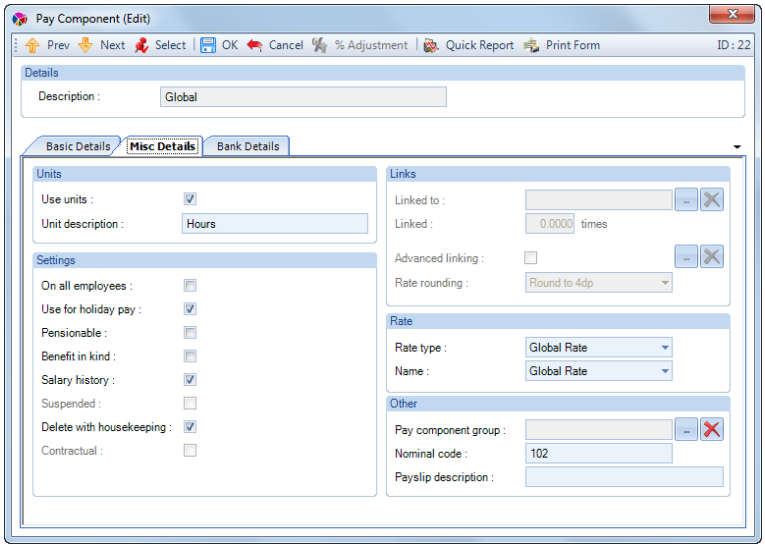



You can delete a Global Rate by highlighting the line and selecting the **Delete** button. Remember any pay component which has used that global rate must be re-set to **Normal** type component before the global rate can be deleted.

You can now go on to create a pay component to use this new global rate. Set up a new component from the **Data** tab select **Pay Components\Pay Components**. Under the **Misc Details** tab, choose **Global Rate** in the **Rate Type** box on the right side of the screen.

If you only have one global rate set up then the name of that rate will automatically appear in the **Name** box.

If, however, you have several global rates in operation, you will need to click on the drop-arrow to the right of the **Name** box and select the Global Rate.




The main advantage of using global rates is that when the rate changes you only change the amount in the **Global Rates** screen once and that change is effective in all future pay calculations for all employees with that Pay Component.

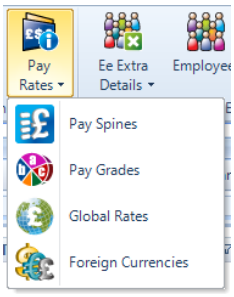
An example of a use for a global rate would be if all employees have the same rate of £10.00 deducted each pay period for union subscriptions. You could create a global rate called Union Subs with a rate of £10; then create a pay component called Union Subs to use the global rate. If you also set the pay component as 'on all employees' then the £10 sub will automatically be taken from each employee.

## Foreign Currencies

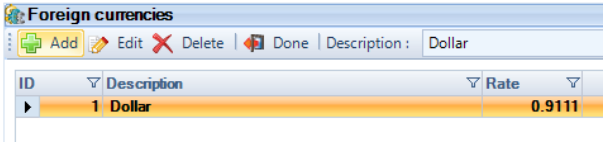
If you are licensed for **Expatriate Facilities** then you will be able to use Foreign Currencies.

This will convert the Foreign Currency to Sterling(£).

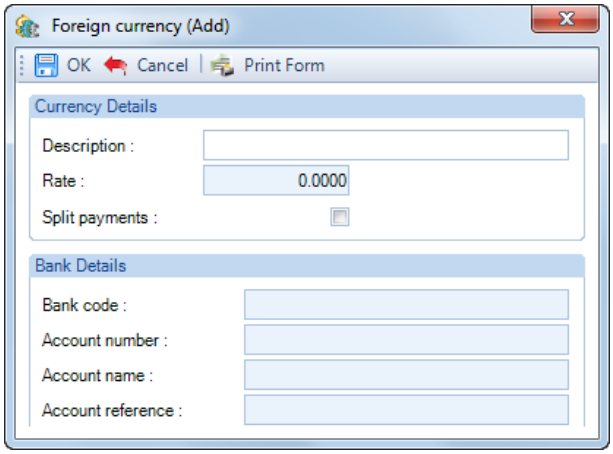
To set up any Foreign Currency under the **Data** tab select **Pay Rates\Foreign Currencies.**




You will then see the following screen:




Then click on the **Add** button, enter a Description and Rate. The Rate you enter should be the conversion rate from Sterling(£) to the currency of your choosing.



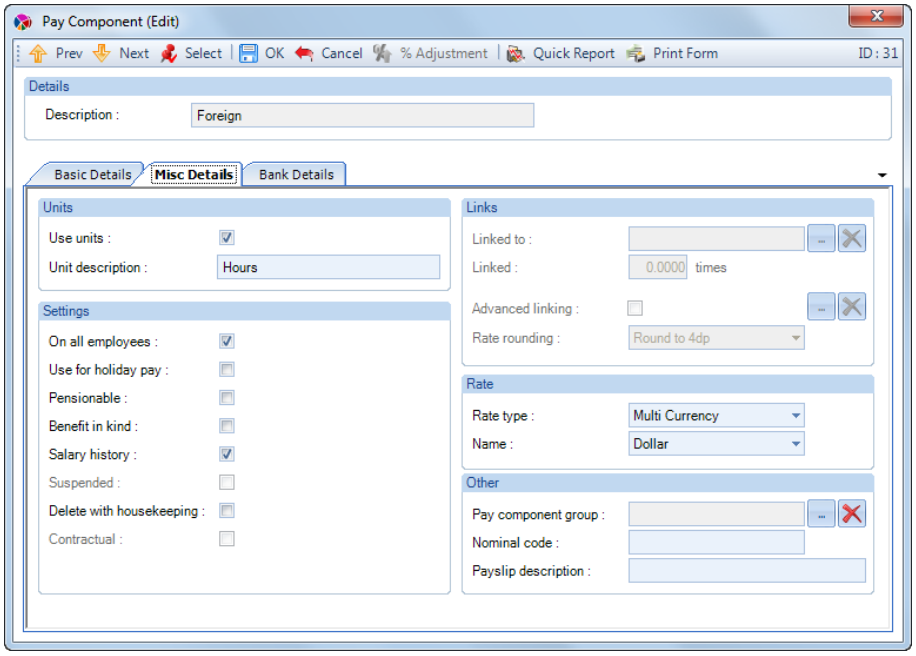

Any further Foreign Currencies can be created in the same manner by clicking on the **Add** button.

You can delete a Foreign Currency by highlighting the line and clicking on the **Delete** button. Remember any pay component which has used that Foreign Currency must be re-set to **Normal** type component before the Foreign Currency can be deleted.

You can now create a Pay Component to use this new Foreign Currency. Set up a new component under the **Data** tab select **Pay Components\Pay Components**. Under the **Misc Details** tab, choose **Multi Currency** in the **Rate Type** box on the right hand side of the screen.

If you have only one Foreign Currency set up then the name of that currency will automatically appear in the **Name** box underneath the **Rate Type**.

If, however, you have several Foreign Currencies in operation, you will need to use the drop down button to select the currency for use with this Pay Component.




In the Individual Calculation screen under the **Components** tab, for the Employee, you would enter the Currencies Value in the **Units** column and the program will then calculate the Sterling(£) value and populate the Due column with this figure.

# Pay Grades

This functionality is a method of recording defined groups of Pay Components against defined groups of employees with and without set rates for the Pay Components.

A Pay Grade is created, Pay Components added to the Pay Grade and a Pay Grade is allocated to an employee.

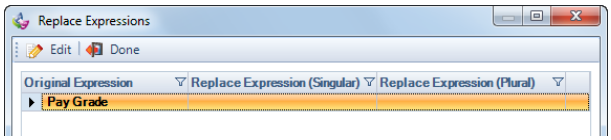
You can administer bulk changes of Pay Components with or without a pre-set value against an employee by changing this Pay Grade.

A Pay Grade that has been created can be deleted unless calculations have been made for employees with this Pay Grade. Where calculations have taken place the Pay Grade can only be suspended.

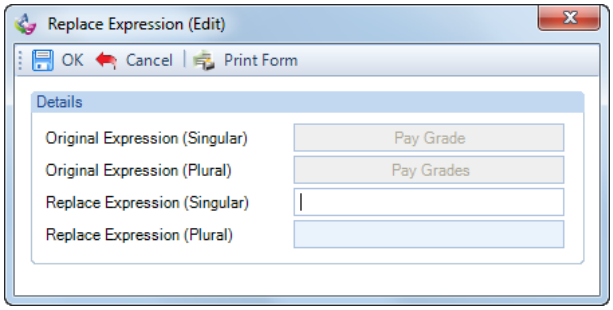
Where a Pay Grade has been added to an employee, it can be removed but the Pay Components will stay along with the year to date balances on each Pay Component.

## Pay Grade Description

The generic default description for this facility is **Pay Grades** and that is what will be referred to in this document. But if it is required this 'label' can be changed (for each client). To change the description, go to the **Data** tab and select **Replace Expressions.**



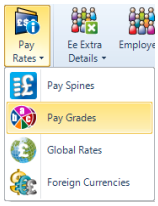

Click on the **Edit** button and enter your alternative descriptions:




Now click on **OK** then **Done** to save the changes.

Screens which had previously shown **Pay Grades** will now show the customised description.

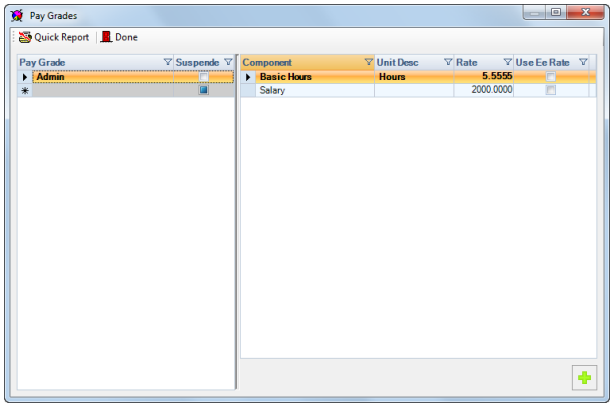
## Creating Pay Grades




To create a Pay Grade under the **Data** tab select **Pay Rates\Pay Grades**. Please note this menu entry will always show Pay Grades but the subsequent display screen will show your description as the header.

On the left hand side of this screen is a list of any Pay Grades that exist in this data file.

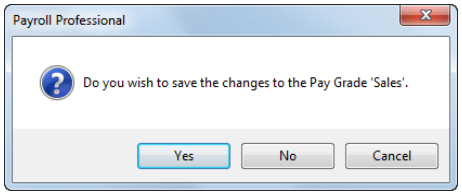
To enter a New Pay Grade click in the Text Box next to the margin marked with an asterisk (*) and type in the name of your grade. Repeat the process for all required grades.




As you move to create a New Pay Grade you will be asked to confirm creation of the previous one.

Click **Yes** to save changes, **No** to go back without the changes and **Cancel** to stop the save process.

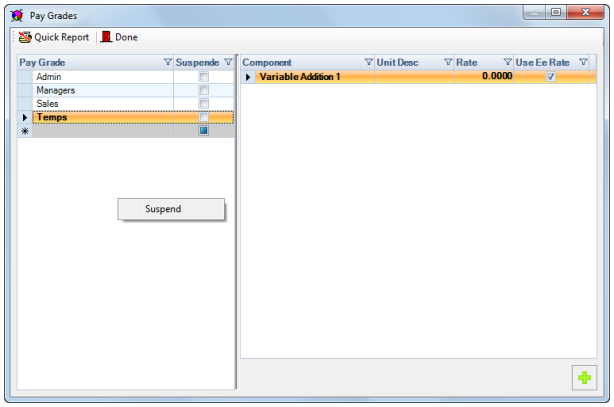
(Make sure **Confirm changes before saving** is **On** under **Admin** tab then **Personal Preferences**)



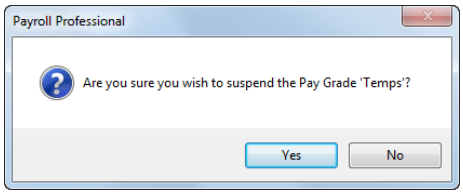

## Suspending a Pay Grade

Any Pay Grade no longer required should be suspended so that it can't be incorrectly allocated against an employee. Suspension can only be done as long as the Pay Grade isn't in use on any existing employee.

To suspend, left click on the Pay Grade and then right click to select **Suspend**.

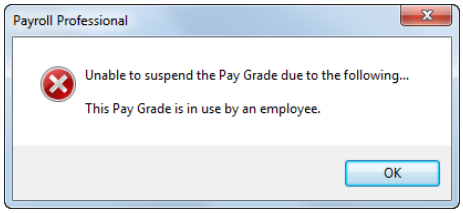



You will then be presented with this warning message.




If the Pay Grade is still allocated against any employee then this message will appear.

Click **OK** to get away from the message and check which employee has the grade in use.

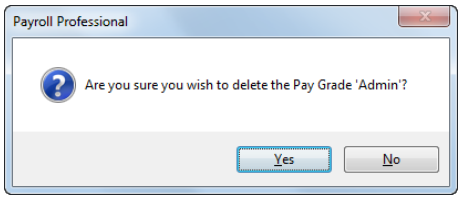



The suspension can be removed by repeating the procedure and selecting **Unsuspend**.

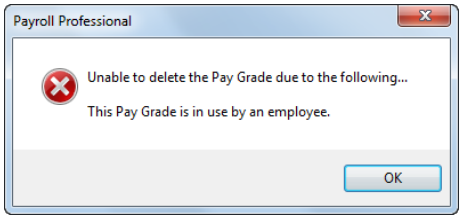
## Deleting a Pay Grade

A Pay Grade can only be deleted if it is not in use for any employee. When a Pay Grade is deleted the Pay Components stays allocated to any employee where it has been used in a calculation and retains that employee's year to date balances. Select the Pay Grade by left clicking on the row and then press the delete key on your keyboard.

This message will appear. Click **Yes** to delete the pay grade permanently.




This Pay Grade will need to be suspended rather than deleted.



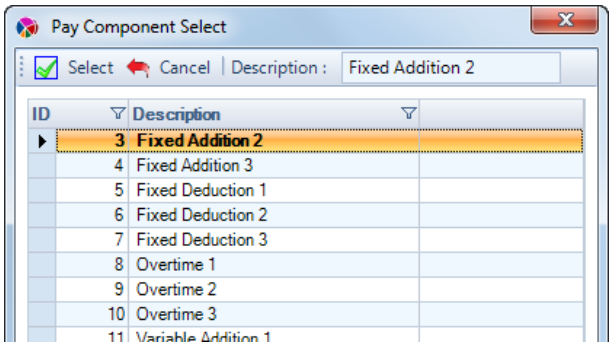

## Adding Pay Components to a Pay Grade

When a Pay Grade is highlighted on the left of the screen, the individual Pay Components included in the Pay Grade are displayed on the right. And any fixed rates are displayed for any Pay Component in this Pay Grade or if it uses the rate specified in the employee's record.

To add Pay Components to a Pay Grade, select the Pay Grade on the left and click on the green cross button on the bottom right of the screen. This will bring up the Pay Component selection screen.

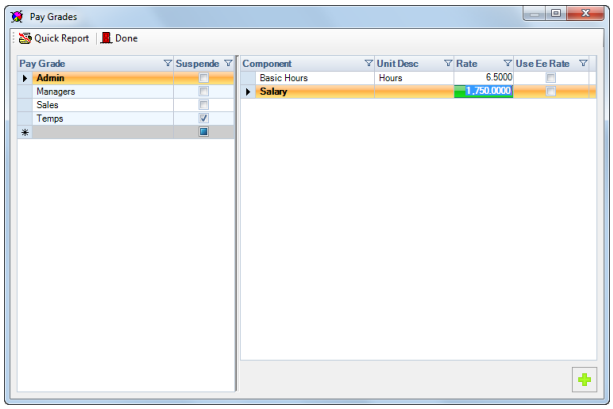
In this screen highlight the Pay Component to add to the Pay Grade, hold down the **CTRL** key and highlight any other Pay Components required then click on **Select**.

Alternatively, repeat the procedure for any other Pay Components needed for this Pay Grade.




If there is a set rate for this Pay Component to apply to anyone in this Pay Grade input the value here.

Alternatively, if individual rates are to apply then tick the box for **Use Ee Rate** and ensure that specific values are set in each employee record.




**Note:** Pay Grades are a pre-determined list of Pay Components that can have set rates. A pre-set grade rate will overwrite Pay Component values in the Pay Run even if you have a fixed value entered in Employee details.

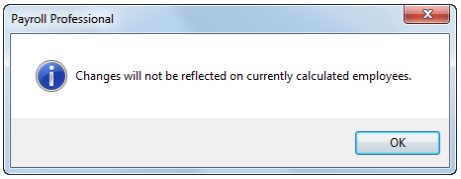
If a Pay Grade has a value set at grade level then Pay Component linking will not apply. Any value showing in Employee Details (on the linked component) will be used for calculation.

If a Pay Grade is set to Use Ee Rate on a Pay Component any linking to this Pay Component will be applied.

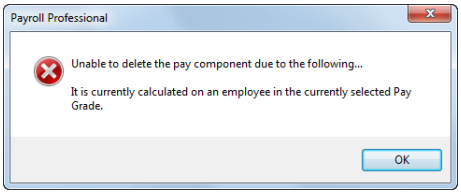
**Note:** Pay Components that are set as Multi Currency and/or Global Rates can be added to a Pay Grade. However these will use the Rates already set up under the **Data** tab then **Pay Rates\Global Rates** and **Pay Rates\Foreign Currencies**.

## Changing Pay Components on a Pay Grade

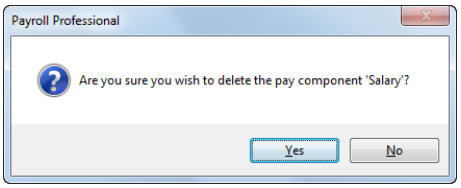
Additional Pay Components can be allocated to a Pay Grade at any time but if there is a run currently open you will see this message. It may be necessary to Reset Pay Components on any employees in this Pay Grade.




Deleting a Pay Component from a Pay Grade whilst a run is still open will generate this message and stop the deletion.




However, you are able to delete a Pay Component from a Pay Grade when a run is not open. You will get this warning message. Click **Yes** to remove the Pay Component from the Pay Grade.

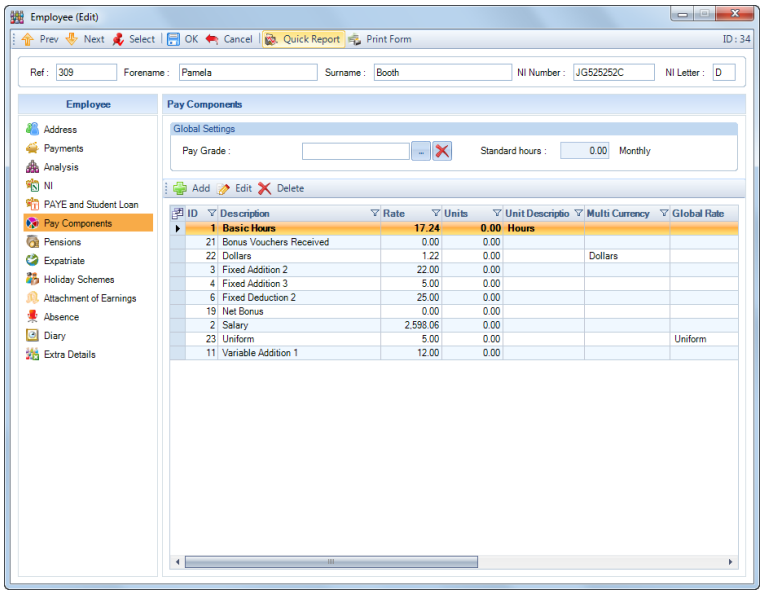



When a Pay Component is removed from a Pay Grade, any employees in that Pay Grade will have that Pay Component suspended automatically in Employee details.

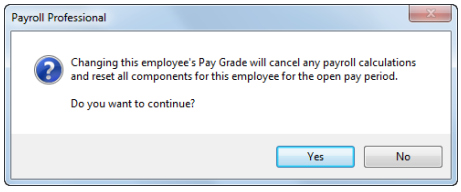
## Adding a Pay Grade to an Employee

To set a Pay Grade for an employee, go to the **Pay Components** tab of **Employee** details.

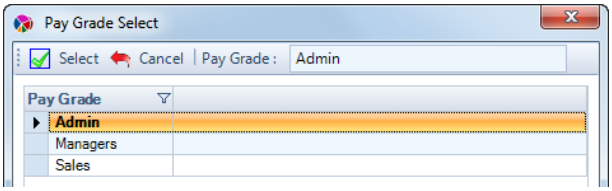
Click on the ellipsis button (three dots) at the right of the **Pay Grade** box.




This message may appear due to employees who are included in a currently open period.

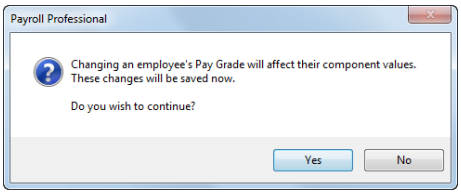


If you select **Yes**, you will then see a list of available Pay Grades to highlight the one you require and click on **Select**.




Now this message will appear for all employees reminding you of the consequences of adding this employee to a pay grade.

Click **Yes** to add the Pay Grade to an employee.



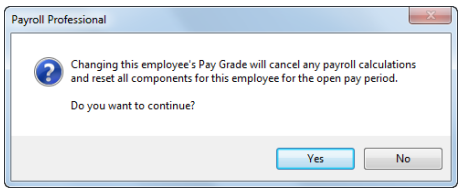

## Changing a Pay Grade on an Employee

A new Pay Grade can be selected for an employee in exactly the same manner as described above. An employee cannot be in two Pay Grades at the same time. Selecting a New Pay Grade for an employee will cause any Pay Components from the old Pay Grade to be marked as suspended. To continue using a suspended Pay Component for the employee it will need to be 'unsuspended' in Employee Details and dealt with as a normal Pay Component.

If a Pay Component exists in both the old and new Pay Grades then the Pay Component will not be suspended.

If the newly selected Pay Grade includes a Pay Component that is already being used for the employee, and the Pay Grade has a default rate set, the Pay Grade rate will take precedence in the payroll run over any values set in the Employee details. The value in Employee details will NOT be changed.

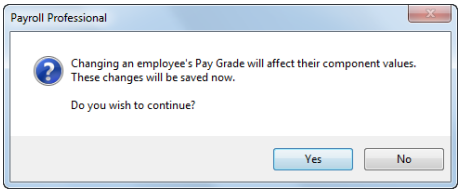
When a Pay Grade is selected for an employee who has been calculated in the current payroll run you will see this warning.




If you select **Yes**, the employee will be set to uncalculated in the current payroll run with the Pay Component values of the new Pay Grade.

You are then reminded that this procedure will change Pay Component values for an employee.

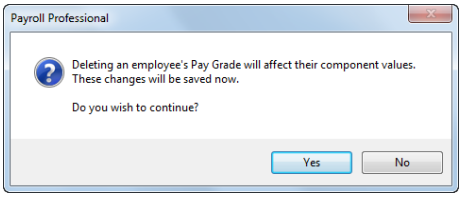
Click **Yes** to continue.




## Removing a Pay Grade from an Employee

To permanently remove a Pay Grade from an employee click on the on the Pay Grade box and this message will appear.

Click **Yes** to continue. The Pay Grade box will now be blank.




**Reporting** - There is a standard report which shows all Pay Grades that have been created with the Pay Components allocated and their settings. The report can be generated from the **Quick Report** button at the top the Pay Grade set up screen.

## Importing Pay Run

Rate values on the import file will be ignored if the Pay Component belongs to a Pay Grade and the rate is set by the Pay Grade. If the Pay Component under the Pay Grade is set to **Use Ee Rate** then the value will be imported.

# Pro Rata Starters and Leavers

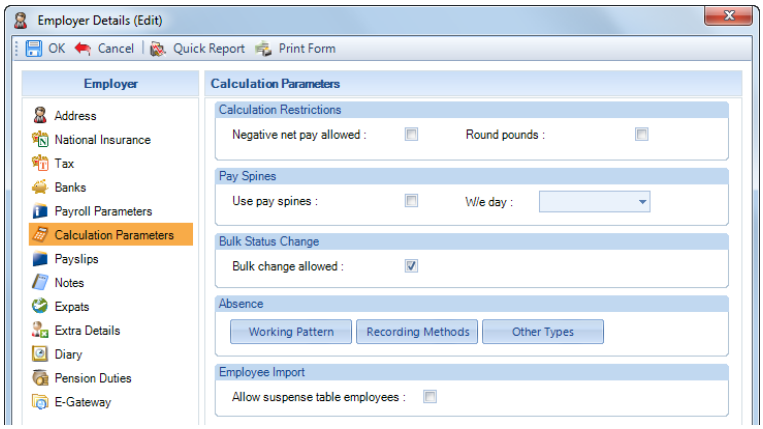
Once set up this facility will pro rata non-unit-based Pay Components for Starters and Leavers, including Pay Grade – Pay Components. It will use the permanent employee pay component values entered in the **Pay Component** tab of the **Employee (Edit)** screen. You can use the Working Pattern in the calculation, if an Employee Working Pattern is not set up then the Employer Working Pattern will be used instead.

You can create multiple pro rata records for each frequency and determine which pay components this applies, marking one record per frequency as Default.

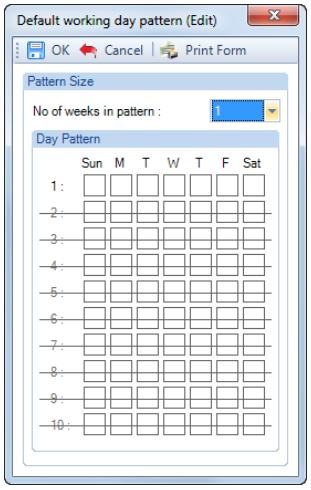
## Employer Details

First you need to set up information in **Employer Details**.

Under the **Home** or **Data** tab click on **Employer**, then select the **Calculation Parameters** tab.



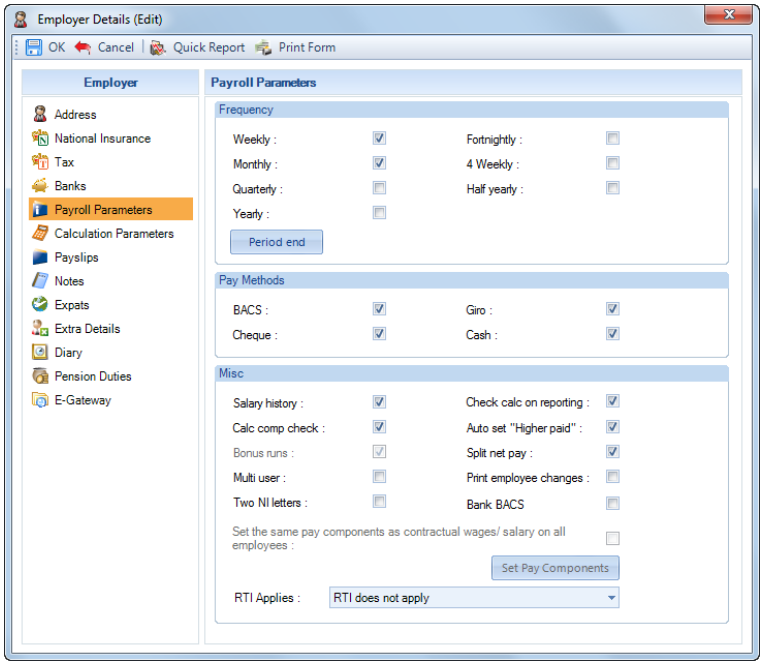

Click on the **Working Pattern** button and enter a Default Working Day Pattern.



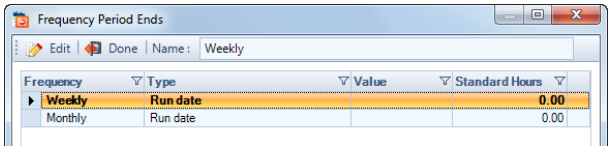

Select **OK**. This will be then used when prorating Employees who do not have a working pattern set up.

**Note** that this facility will only work with single week working patterns.

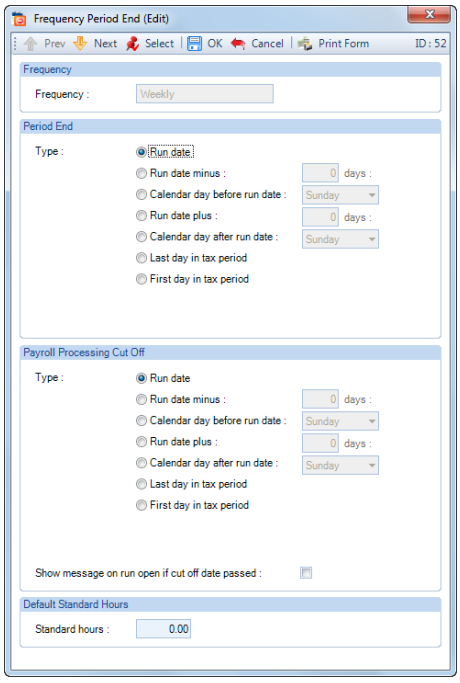
Whilst still in **Employer Details** select the **Payroll Parameters** tab and click on the **Period End** button.




The information can only be entered when the frequency does not have an open run, after the last payroll run has been closed and before the next one's run date has been selected.




Highlight the **Frequency** then click on **Edit** to enter the details of when the period ends.




You need to select one of the listed options as to when the period ends, this will be used then for the pro rata calculation.

- **Run Date** – this is the date you select for the payroll run.
- **Run Date minus X days**
- **Calendar day before run date**

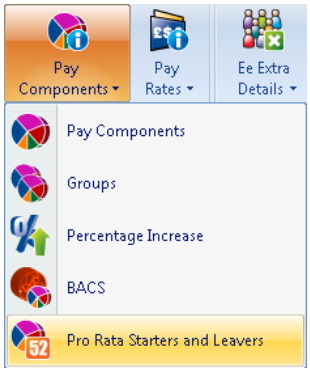
- **Run Date plus x days**
- **Calendar Day After Run Date**
- **Last Day in Tax Period** – this is the dates set out by the HMRC, so for Month 1 for a Monthly payroll this would be the 5th May
- **First Day in Tax Period** - this is the dates set out by the HMRC, so for Month 1 for a Monthly payroll this would be the 6th April

Once you have entered the **Period End** details select **OK**, then **Done** to the Frequency Period Ends screen and **OK** to Employer Details.

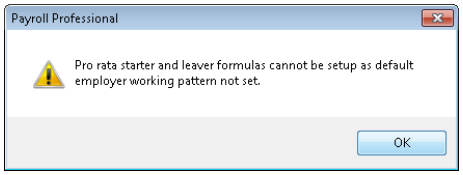
## Pro rata starter and leaver formulas

Next you need to set up the Pro Rata Starter and Leavers formulas, these are per frequency.

Under the **Data** tab select **Pay Components\Pro Rata Starters and Leavers**.

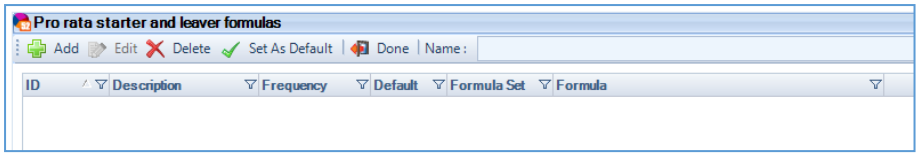



If you have not set up a **Working Pattern** in **Employer Details** you will see the following message:

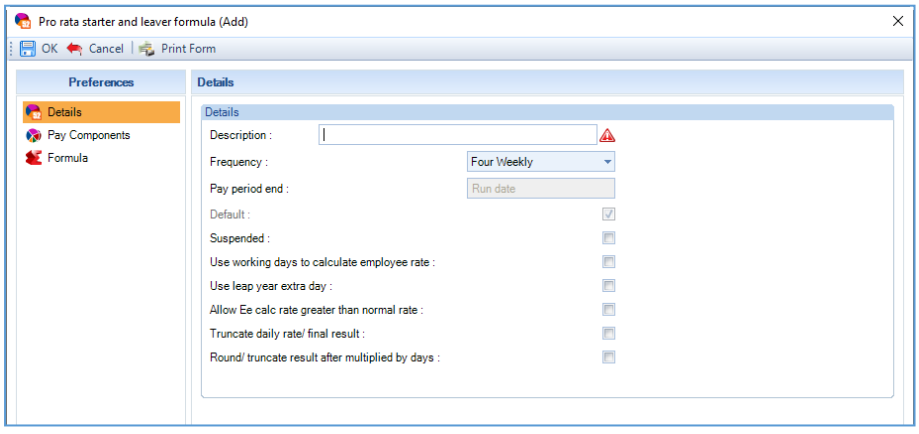



You will need to set up the **Working pattern** before you can enter the Pro Rata Starter and Leaver details.

When you click on **Pro Rata Starters and Leavers**, you will then see the following:



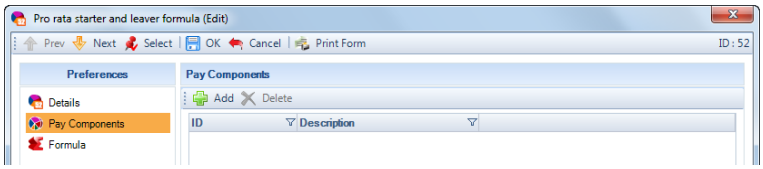

Click on **Add**, you will then see the following screen:



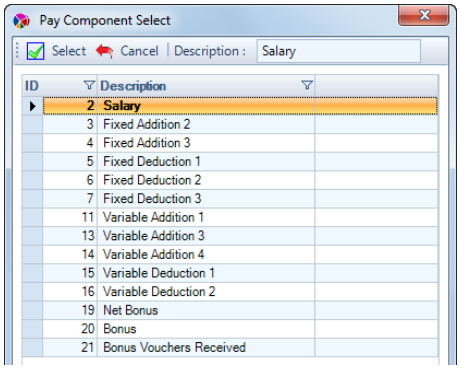
## Details tab

- **Description** – enter a unique description for this record, maximum of 50 characters.
- **Frequency** – select the frequency for this pro rata record.
- **Pay Period End** – reference only.
- **Default** – at least one pro rata record must be set as default per frequency. The first record per frequency is automatically set as default, this can be changed.
- **Suspended** – tick this box if you want to suspend the pro rata. No pro rata calculations will then be performed for any starters or leavers in this frequency with this pro rata record selected. If the record that you are marking as Suspended is also marked as Default, then no pro rata calculations will be performed for all employees in this frequency.
- **Use working days to calculate employee rate** – select this box to work out the number of days to pay using the Working Day pattern, without this ticked it will use the Calendar Days.
- **Use leap year extra day** – enable this box if you want to include an extra day in a leap year when using Calendar days in any part of the Pro Rata calculations, will not affect Working days.
- **Allow Ee Calc Rate greater than normal rate** – there may be occasions where the pro rata calculates the figure for the pay components more than their periods normal value. Select this box if you want to allow this. With this box not ticked, if this situation occurs the periods normal value will be used.
- **Truncate daily rate/final result** – if you select this box but not **Round/truncate result after multiplied by days**, then the daily rate is truncated to two decimal places before it is multiplied by the number of days to pay. Without this box or the **Round/truncate result after multiplied by days** ticked the daily rate will be rounded to two decimal places before it is multiplied by the number of days to pay.
- **Round/truncate result after multiplied by days** – if you select this box but not **Truncate daily rate/final result** then the value after it has been multiplied by the days is rounded to two decimal places. If you select this box and **Truncate daily rate/final result** then the value after it has been multiplied by the days is truncated to two decimal places.

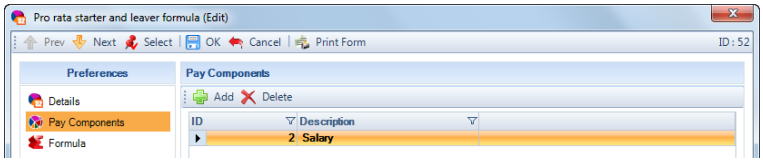
## Pay Components tab




Now click on the **Add** button to select the Pay Components to pro rate.

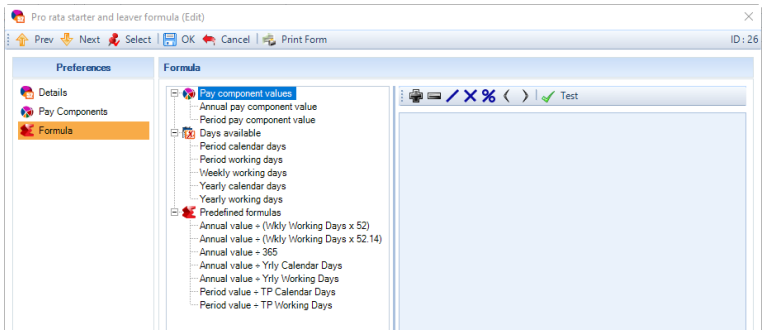



Highlight the Pay Component, if you want to select more than one on your keyboard hold down the **Ctrl** key whilst highlighting them. Now click on **Select**.



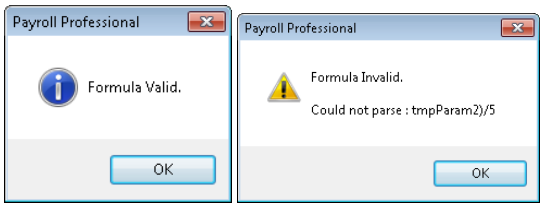

To remove a Pay Component, highlight it in the list and select the **Delete** button.

## Formula tab




This screen is for you to enter a formula for working out the daily rate or choose from one of the Predefined formulas.

The left of the screen displays the fields that are available to add them to your formula, double click on them. At the top of the formula box are the symbols that can be used in the calculation. The **Test** button is for you to use to check that the formula you have entered is valid.

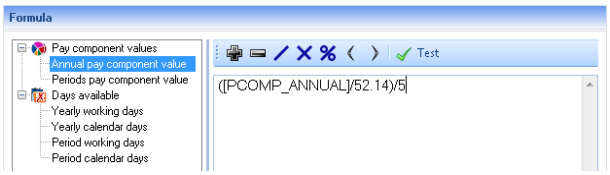



The **Formula** box allows you to type in the box and is restrict so that only allowable characters can be entered. The **Annual Pay Component Value** or **Periods Pay Component Value** will need to be in the formula at least once.

**Example formulas**:

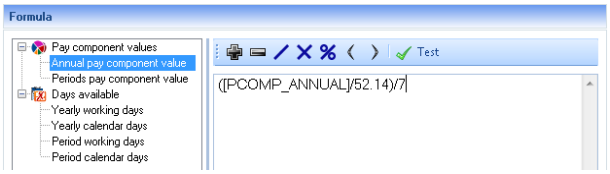
Annual pay component value divide by number of weeks then divide by calendar/working days per week.

Annual Pay Component Value ÷ 52.14 ÷ 5 Working Days:



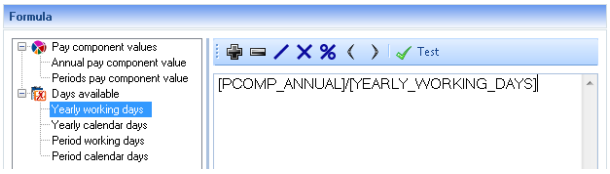

*Or*

Annual Pay Component Value ÷ 52.14 ÷ 7 Weekly Calendar Days:



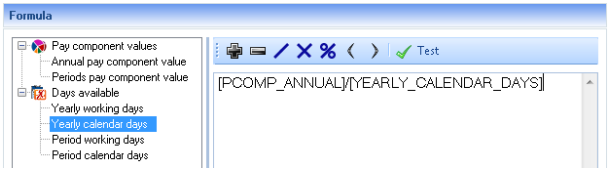

Annual pay component value divide by number of working/calendar days in year.

Annual Pay Component Value ÷ Yearly Working Days:



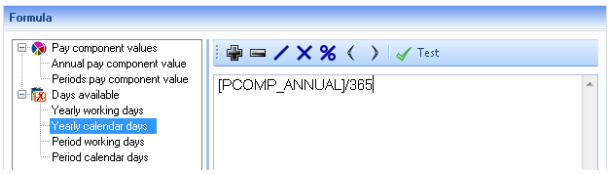

*Or*

Annual Pay Component Value ÷ Yearly Calendar Days:



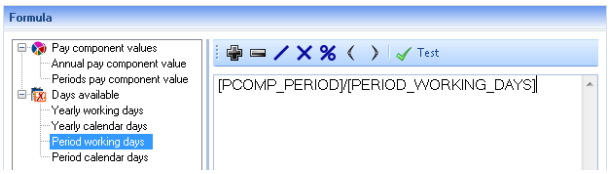

*Or*

Annual Pay Component Value ÷ 365 Days:



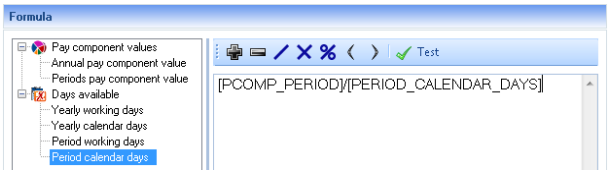

Periods pay component value divide by number of working/calendars days in period.

Periods Pay Component Value ÷ Period Working Days:




*Or*

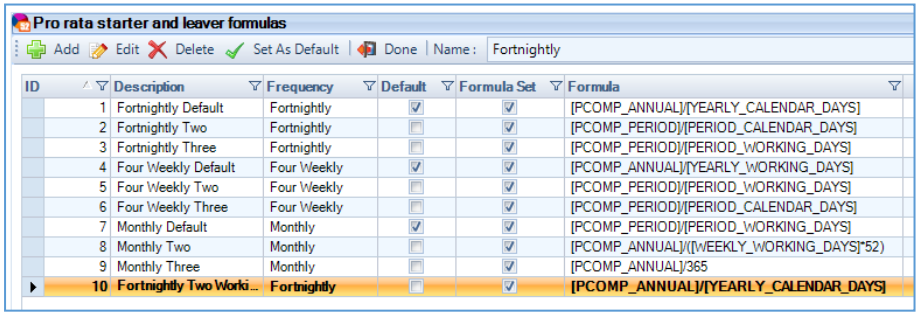
Periods Pay Component Value ÷ Period Calendar Days:




Click on **OK** then **Done**, to save the changes.

## Setting a pro rata starters and leavers formula record as Default for the frequency

To change which Pro rata starters and leavers record is Default for the frequency, go to **Data\Pay Components\Pro Rata Starters and Leavers** to see the following screen:



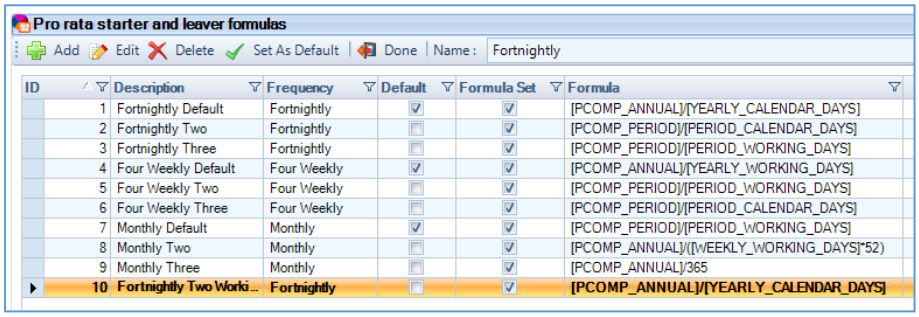

| ID | Description | Frequency | Default | Formula Set | Formula |
|---|---|---|---|---|---|
| 1 | Fortnightly Default | Fortnightly | ☑ | ☑ | [PCOMP_ANNUAL]/[YEARLY_CALENDAR_DAYS] |
| 2 | Fortnightly Two | Fortnightly | ☐ | ☑ | [PCOMP_PERIOD]/[PERIOD_CALENDAR_DAYS] |
| 3 | Fortnightly Three | Fortnightly | ☐ | ☑ | [PCOMP_PERIOD]/[PERIOD_WORKING_DAYS] |
| 4 | Four Weekly Default | Four Weekly | ☑ | ☑ | [PCOMP_ANNUAL]/[YEARLY_WORKING_DAYS] |
| 5 | Four Weekly Two | Four Weekly | ☐ | ☑ | [PCOMP_PERIOD]/[PERIOD_WORKING_DAYS] |
| 6 | Four Weekly Three | Four Weekly | ☐ | ☑ | [PCOMP_PERIOD]/[PERIOD_CALENDAR_DAYS] |
| 7 | Monthly Default | Monthly | ☑ | ☑ | [PCOMP_PERIOD]/[PERIOD_WORKING_DAYS] |
| 8 | Monthly Two | Monthly | ☐ | ☑ | [PCOMP_ANNUAL]/([WEEKLY_WORKING_DAYS]*52) |
| 9 | Monthly Three | Monthly | ☐ | ☑ | [PCOMP_ANNUAL]/365 |
| 10 | Fortnightly Two Worki... | Fortnightly | ☐ | ☑ | [PCOMP_ANNUAL]/[YEARLY_CALENDAR_DAYS] |

Highlight the record you want to set as Default, then click on the **Set As Default** button. The program then automatically removes the Default setting from the existing record and sets the highlighted record as Default.

When you click on **Done** to this form, validation is performed to ensure at least one Pro rata starters and leavers record is marked as Default per frequency.

### Deleting a pro rata starters and leavers formula record

You can delete a Pro rata starters and leavers record if it has not been used and is not selected under **Employee\Pay Components** tab for any employee record.




| ID | Description | Frequency | Default | Formula Set | Formula |
|---|---|---|---|---|---|
| 1 | Fortnightly Default | Fortnightly | ☑ | ☑ | [PCOMP_ANNUAL]/[YEARLY_CALENDAR_DAYS] |
| 2 | Fortnightly Two | Fortnightly | ☐ | ☑ | [PCOMP_PERIOD]/[PERIOD_CALENDAR_DAYS] |
| 3 | Fortnightly Three | Fortnightly | ☐ | ☑ | [PCOMP_PERIOD]/[PERIOD_WORKING_DAYS] |
| 4 | Four Weekly Default | Four Weekly | ☑ | ☑ | [PCOMP_ANNUAL]/[YEARLY_WORKING_DAYS] |
| 5 | Four Weekly Two | Four Weekly | ☐ | ☑ | [PCOMP_PERIOD]/[PERIOD_WORKING_DAYS] |
| 6 | Four Weekly Three | Four Weekly | ☐ | ☑ | [PCOMP_PERIOD]/[PERIOD_CALENDAR_DAYS] |
| 7 | Monthly Default | Monthly | ☑ | ☑ | [PCOMP_PERIOD]/[PERIOD_WORKING_DAYS] |
| 8 | Monthly Two | Monthly | ☐ | ☑ | [PCOMP_ANNUAL]/([WEEKLY_WORKING_DAYS]*52) |
| 9 | Monthly Three | Monthly | ☐ | ☑ | [PCOMP_ANNUAL]/365 |
| 10 | Fortnightly Two Worki... | Fortnightly | ☐ | ☑ | [PCOMP_ANNUAL]/[YEARLY_CALENDAR_DAYS] |

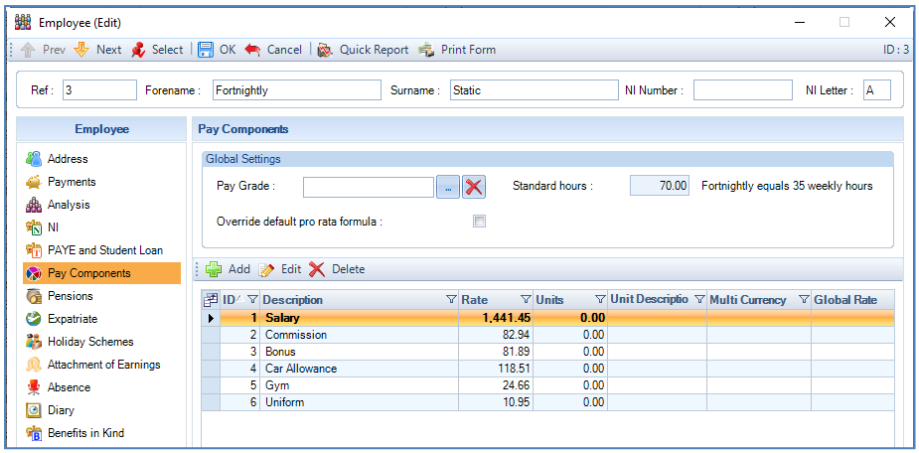
Highlight the record then click on **Delete**, validation will be performed before allowing you to delete the record.

If you are not able to delete the record you can mark it as **Suspended**.

## Employee Details

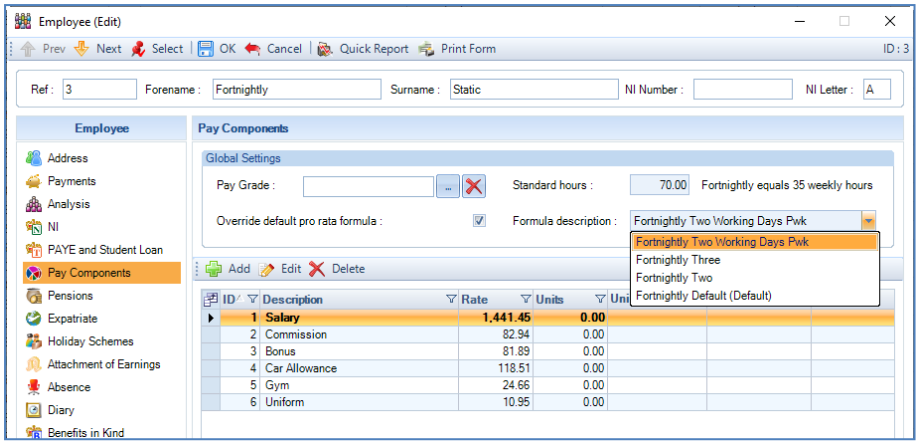
If you only have one Pro rata starters and leavers record per frequency, then you do not need to make any further changes as the employees would be calculated using the record marked as Default based on the employee's frequency.

However, you may set up multiple Pro rata starter and leaver records per frequency as you have different calculation requirements based on the employee contracts. Therefore, in the **Employee (Edit)** screen select the **Pay Components** tab:




| ID | Description | Rate | Units | Unit Descriptio | Multi Currency | Global Rate |
|---|---|---|---|---|---|---|
| 1 | Salary | 1,441.45 | 0.00 | | | |
| 2 | Commission | 82.94 | 0.00 | | | |
| 3 | Bonus | 81.89 | 0.00 | | | |
| 4 | Car Allowance | 118.51 | 0.00 | | | |
| 5 | Gym | 24.66 | 0.00 | | | |
| 6 | Uniform | 10.95 | 0.00 | | | |

Tick the box **Override default pro rata formula**, and using the drop down select the **Formula description** that applies to the employee:



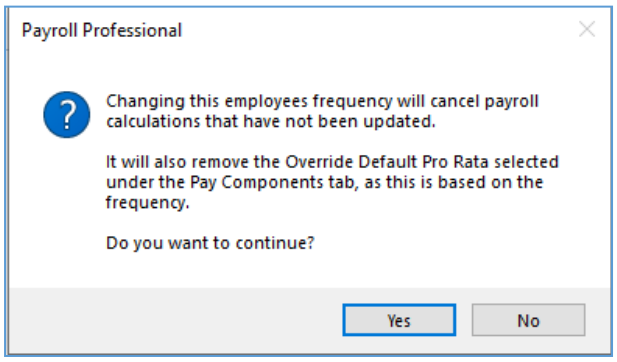

The starter and leaver calculation will then use the Formula selected.

Without the tick box in **Override default pro rata formula**, the program will use the Pro rata starters and leavers record marked as Default based on the employee's frequency.

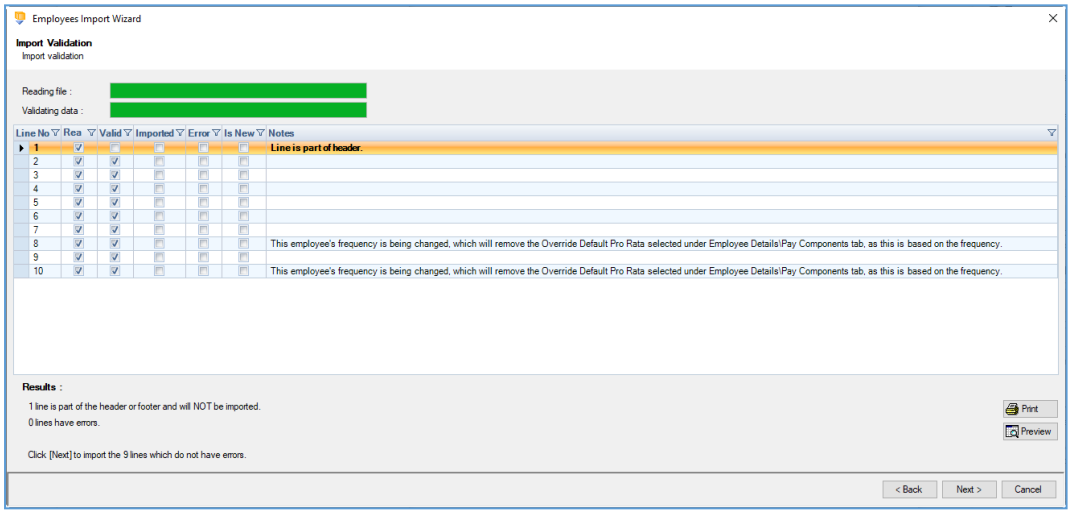
## Changing an employee's frequency

If you change the employee's frequency either via Employee (Edit) screen or using the Employee import and the employee has **Override default pro rata formula** ticked under **Employee\Pay Components** tab, this setting is unticked as these formulas are based on Frequency.

When changing via Employee (Edit) form the following message is displayed to the user informing them that this is going to happen:



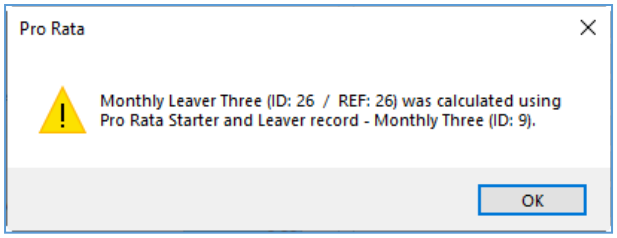

When changing via Employee import the validation form will show the following informing the user:



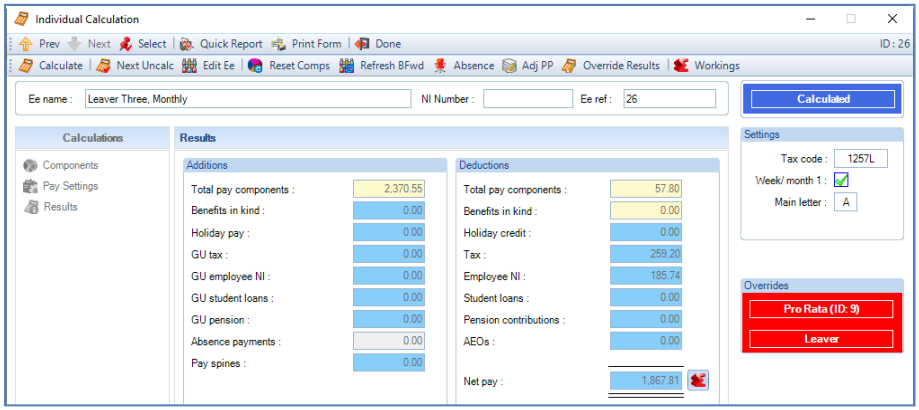
If you do not want the employee's calculation to use the default Pro rata starters and leavers record for their new frequency, you will need to tick the box **Override default pro rata formula** under **Employee\Pay Component** tab and select which record to use for that frequency.

## Calculations

When you **Calculate** an Employee with a Start Date or Leave date during the pay period (after the last period end, up to and including this periods period end), you will see the following message:




To the right of their **Individual Calculation** screen, you will see **Pro Rata** in red with the Pro Rata ID of the record used for the calculation.

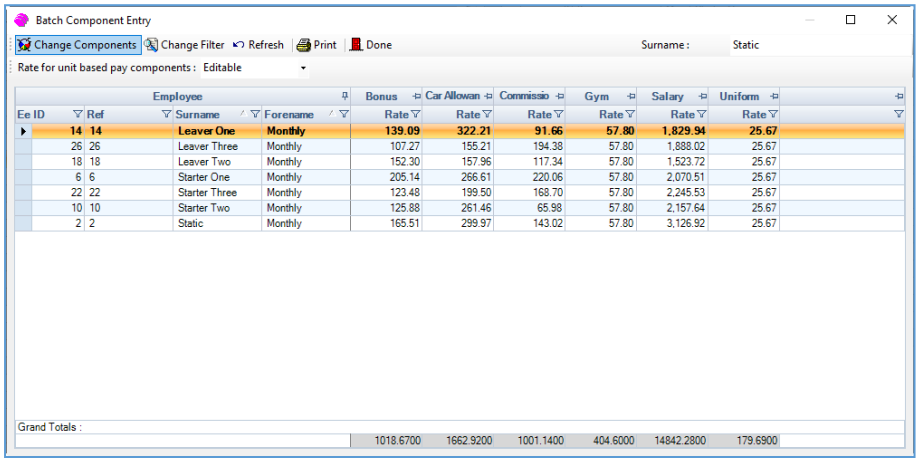



In the Individual Calculation screen, if necessary, you can change the Pay Component values for this run by just over typing them in the **Component** tab. This tab will show the Pro Ratad values.

If you change the employees start date, leave date or pro rata record you will need to select **Reset components** in the individual calculation screen before calculating.

## Batch Input

When you use Batch input to enter pay component values for the current run, the values shown will be the pro ratad values:

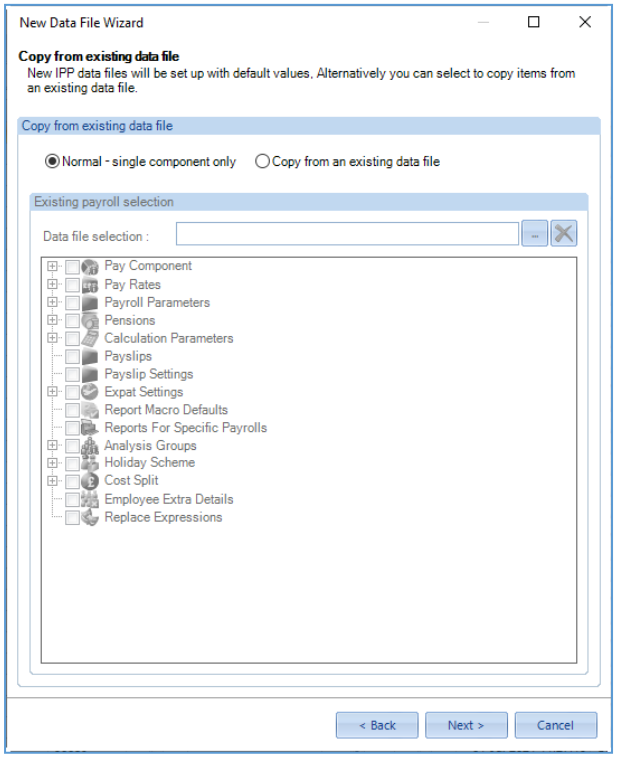



Selecting the **Refresh** button will retrieve the values set under Employee details and regenerate any pro ratad pay component values.

If necessary, you can change the pay component values for this run by just over typing the rate.

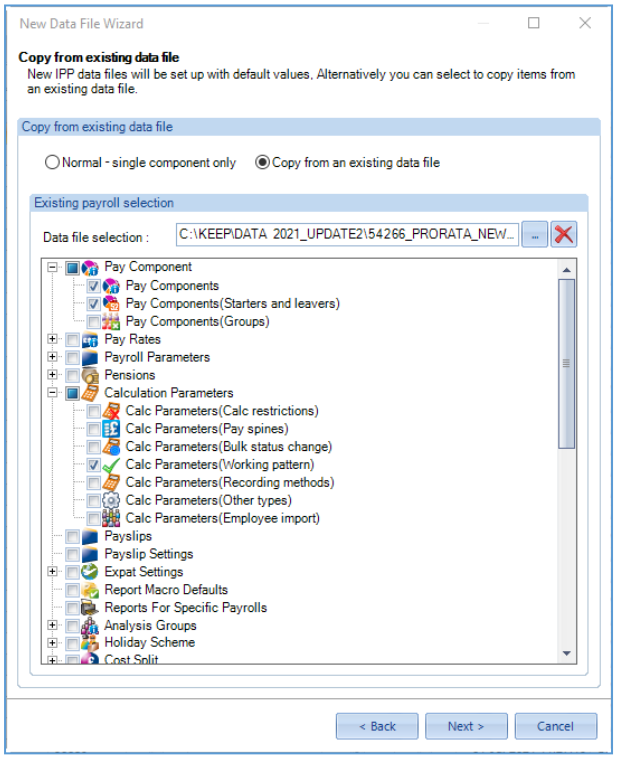
## New Payroll Wizard

When creating a new payroll data file you can copy the Pro rata starters and leavers formula records from an existing data file to the new data file, via the **Copy from existing data file** screen:




Select **Copy from an existing data file** and use the ellipsis button to the right of **Data file selection** to choose the existing data file to copy from.

The existing data file you are copying from must have been opened in the latest version of Payroll Professional.



Under **Pay Components** select **Pay Components** and **Pay Components (Starters and leavers)**, and under **Calculation Parameters** select **Calc Parameters (Working pattern)**. Then continue with the New payroll wizard as normal.

## Audit

The following are recorded in the audit trail:

- Set up and changes to the Pro rata starters and leavers records
- Changes to Employee Details and the Override default pro rata formula tick box including the formula selected
- Changing the employee's frequency and removal of the Override default pro rata formula
- Calculations

## Reports

The following are reports showing details of Pro Rata set up and calculations:

- **PAPROSET/PSPROSET** type Employer – shows the set-up information entered for Pro Rata.
- **PARUNPRO/PSRUNPRO** type Payroll Run – details employees who have been Pro ratad in the current period.
- **PACRNPRO/PSCRNPRO** type Employee – details employees who have been Pro ratad in previous periods that have been closed.

# Holiday Schemes

This facility includes the following functionality:

- Create multiple holiday schemes – Employee and Employer Funded.
- Attach different schemes to each employee – one Employee Funded and one Employer Funded, per Employee.

Employer Funded – Holiday Accruals:

- Ability to accrue and pay holiday in Days or Weeks and Pay:
  - accrue Days/Weeks using Frequency or Daily
  - calculate average pay (no pay is accrued, average pay is calculated when you pay the employee holiday) or accrue a percentage of pay or a fixed amount or none
- Ability to accrue and pay holiday in Hours:
  - calculate average hours (no hours are accrued, average hours are calculated when you pay the employee holiday) or accrue a percentage of hours
  - pay holiday using an average hourly rate or fixed hourly rate
  - set maximum hours to accrue
- Ability to accrue and pay holiday in Days or Weeks and Hours:
  - accrue Days/Weeks using Frequency or Daily or Hourly
  - accrued hours based on Hours Per Annum or Hours Standard Period
  - pay holiday using an average hourly rate or fixed hourly rate

Employer Funded – Rolled up Holiday Pay:

- Ability to calculate and automatically pay holiday pay each period
- Ability to calculate the average holiday pay paid in previous 52 weeks in periods with statutory absence values recorded
- Ability to override the Holiday pay calculated

Employee Funded – Holiday Credit:

- Ability for employee to save a holiday fund either before or after tax and national insurance
- Ability to accrue a percentage of pay or fixed amount
- Ability to pay the employee their saved holiday fund

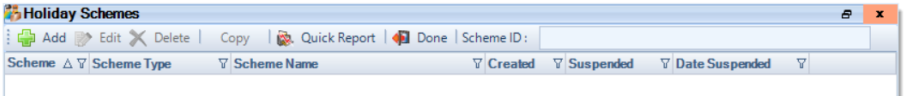
Employee Funded – Holiday Pay Set Aside:

- Ability for employee to save a holiday fund after tax and national insurance
- Ability to accrue a percentage of pay or fixed amount
- Ability to pay the employee their saved holiday fund

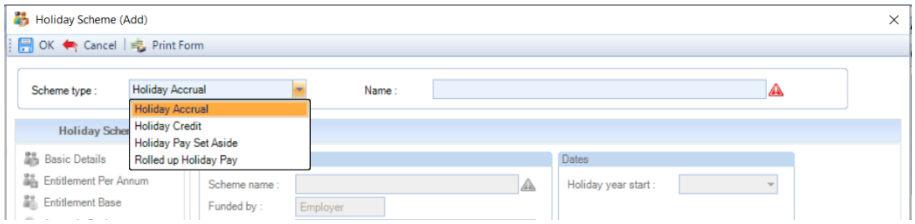
## Setting Up Holiday Schemes

**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.

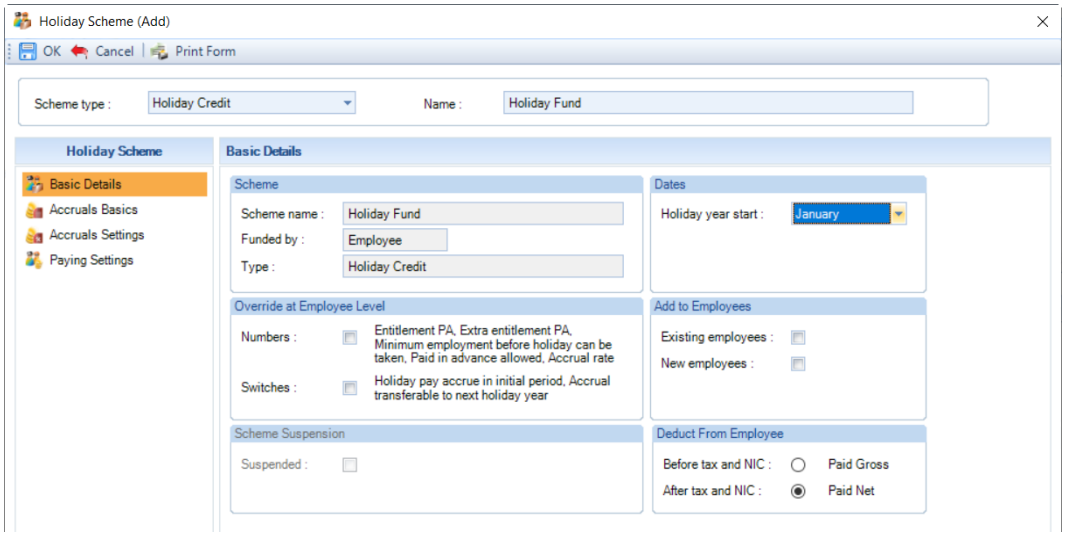



There are four Types of Holiday Scheme that you can set up:

- **Holiday Accrual** – Employer Funded
- **Holiday Credit** – Employee Funded
- **Holiday Pay Set Aside** – Employee Funded
- **Rolled up Holiday Pay** – Employer Funded (available from tax year 2024/25)

After selecting the Type you must complete the **Name** box with a description for the Holiday scheme. This will be displayed on the payslip. You can change the name after the holiday scheme has been saved.

## 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.

- **Switches** – enabling this option will allow you to change the switches within the employees holiday scheme record.

### Deduct From Employee – only available for Holiday Credit and Holiday Pay Set Aside

- **Before Tax and NIC** – This will deduct the holiday pay to be accrued before Tax and NIC is calculated, and then when it is paid back to the employee it will be added to their gross for Tax and NIC to be calculated. Not available for Holiday Pay Set Aside.
- **After Tax and NIC** – This will deduct the holiday pay to be accrued from their Net pay and when paid back to the employee added to their Net pay.

### Scheme Suspension

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

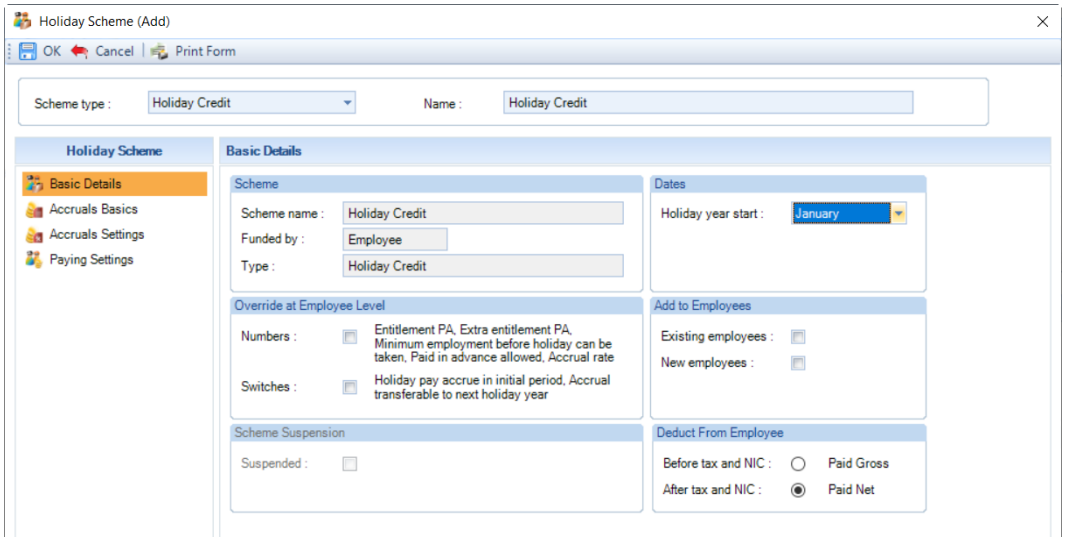
- **Suspended** – select the **Suspend** button, you will see a message to confirm that you want to proceed. Once suspended you will not be able to add the holiday scheme to existing or new employees. Employees who already have the Holiday Scheme attached, **the scheme will continue to be used**, until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

### Employee Funded

These scheme Types are Holiday Credit and Holiday Pay Set Aside.

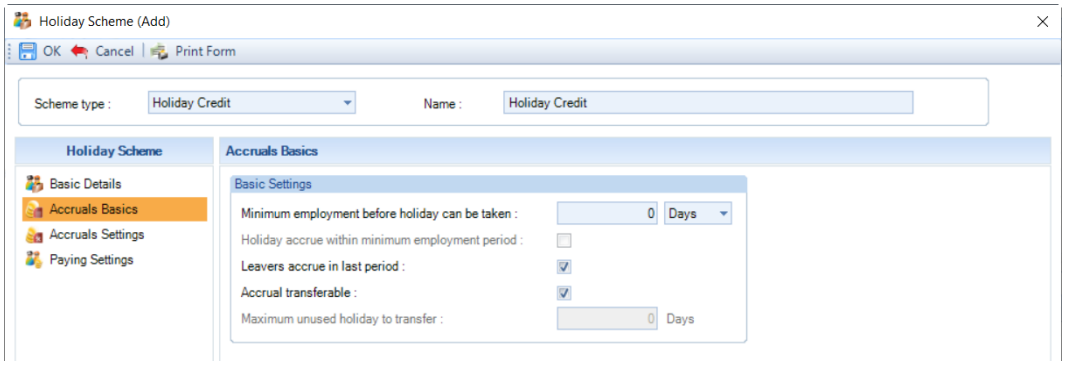
### Holiday Credit

#### Basic Details tab



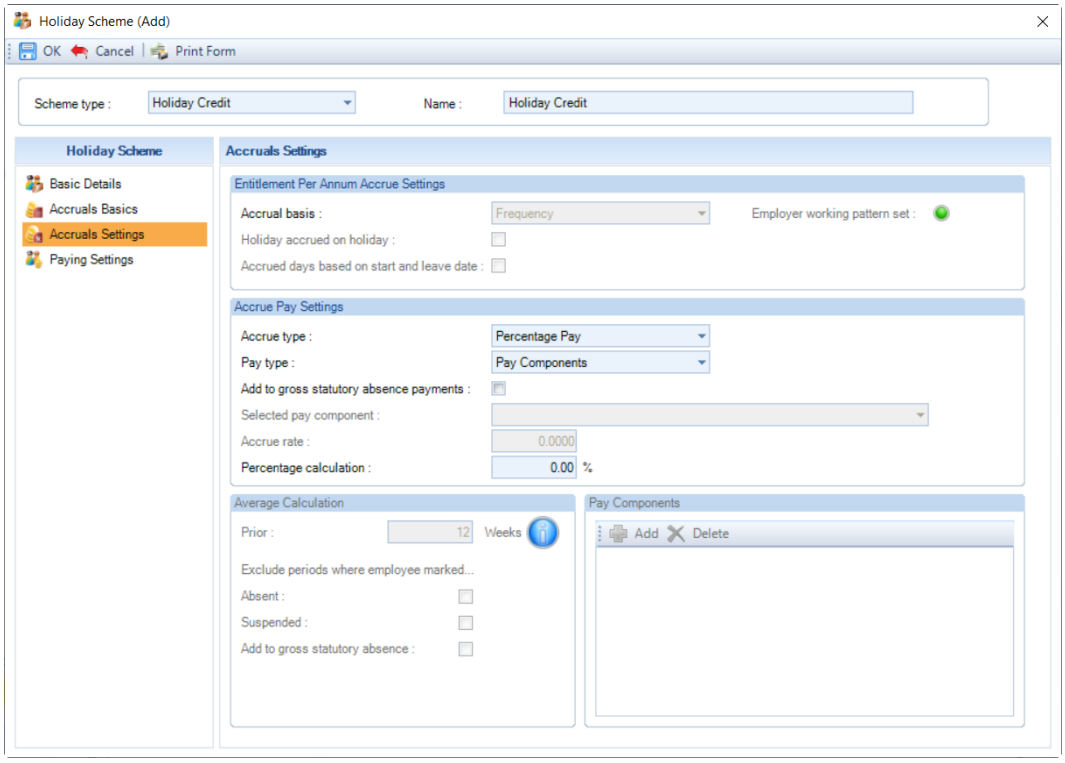

- **Before Tax and NIC** – This will deduct the holiday pay to be accrued before Tax and NIC is calculated, and then when it is paid back to the employee it will be added to their gross for Tax and NIC to be calculated. Not available for Holiday Pay Set Aside.
- **After Tax and NIC** – This will deduct the holiday pay to be accrued from their Net pay and when paid back to the employee added to their Net pay.

## Accruals Basics tab




- **Minimum Employment before holiday can be taken** – enter the number of Days, Weeks or Months that the employee must be employed for before they can take holiday, if applicable.
- **Holiday Accrue within Minimum Employment Period** – this option is only available if **Minimum Employment before holiday can be taken** is greater than zero. If the holiday pay is to accrue within this period, enable the setting.
- **Leavers accrue in last period** – select this option, if an employee with a leaving date prior to the period end date, is to accrue holiday pay within the last pay period.
- **Accrual Transferable** – enable this option if any outstanding holiday at the holiday year end is to be transferred to the next holiday year.

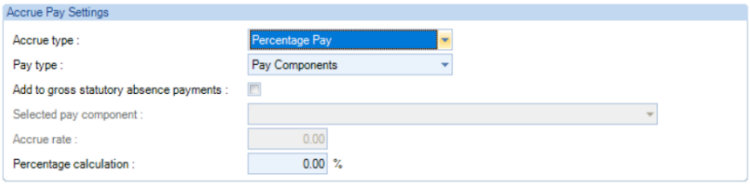
## Accruals Settings tab



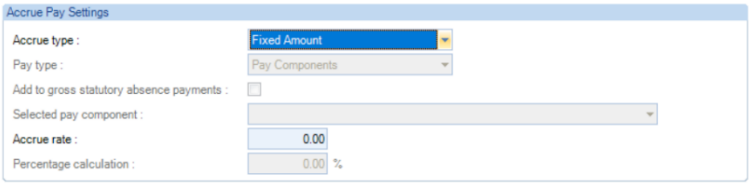

For **Holiday Credit** the **Accrual Basis** is set as **Frequency**.

### Accrue Type

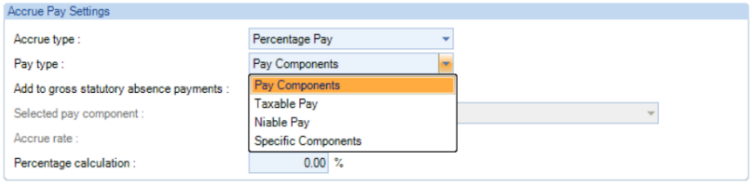
- **Percentage Pay** – select this option to accrue a percentage of employees pay every period, enter the percentage in the **Percentage Calculation** box. If you have got Override numbers selected, this can be changed at employee level.



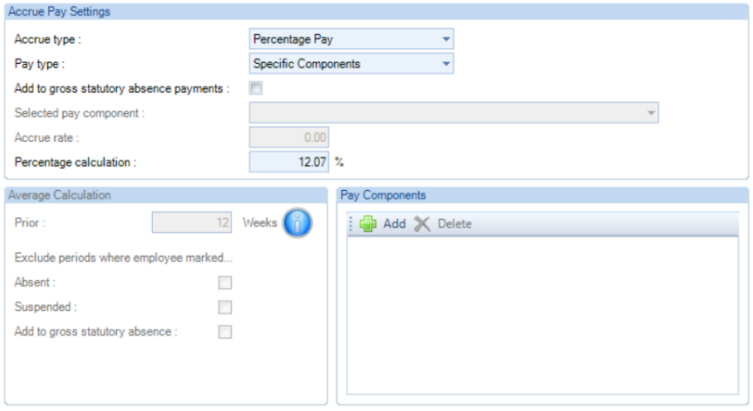

- **Fixed Amount** – choose this option to enter a fixed amount, under the **Accrue Rate**, to accrue each period. If you have got Override numbers selected, this can be changed at employee level.




If the **Accrue Type** was selected as **Percentage Pay** there are four options under **Pay Type**:



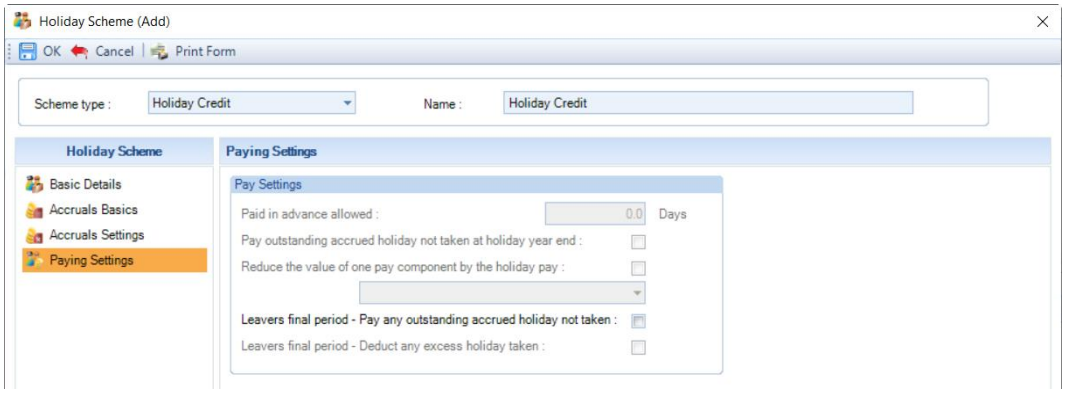

- **Pay Components** – these are Pay Components marked as Use for Holiday Pay, under the Data tab then Pay Components.
- **Taxable Pay** – this will be the total taxable pay for the period, pre any pension deductions and will also exclude Gross Up on costs, Holiday Pay paid via the Holiday Schemes.
- **Niable Pay** – this will be the total niable pay for the period, pre any pension deductions and will also exclude Gross Up on costs, Holiday Pay paid via the Holiday Schemes.
- **Specific Components** – using this option allows you to choose which pay components to use, within the Holiday Scheme. You will see a further section called **Pay Components**, click on the **Add** button to select the pay component(s) to include.



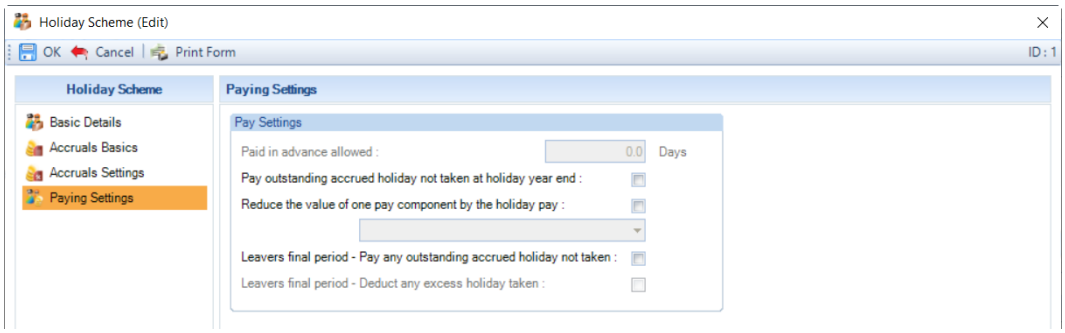

If the **Pay Type** was selected as either **Pay Components** or **Specific Components**, then an additional option called **Add to Gross Statutory Absence Payments** will be available. With this setting on any Add to Gross Statutory Absence Payments will be included in the value that will be used to calculate the percentage.

### Paying Settings tab

If under the Basic Details tab the Deduct from Employee was selected as After Tax and NI then the screen will be as follows:




If under the Basic Details tab the Deduct from Employee was selected as Before Tax and NI then the screen will be as follows:



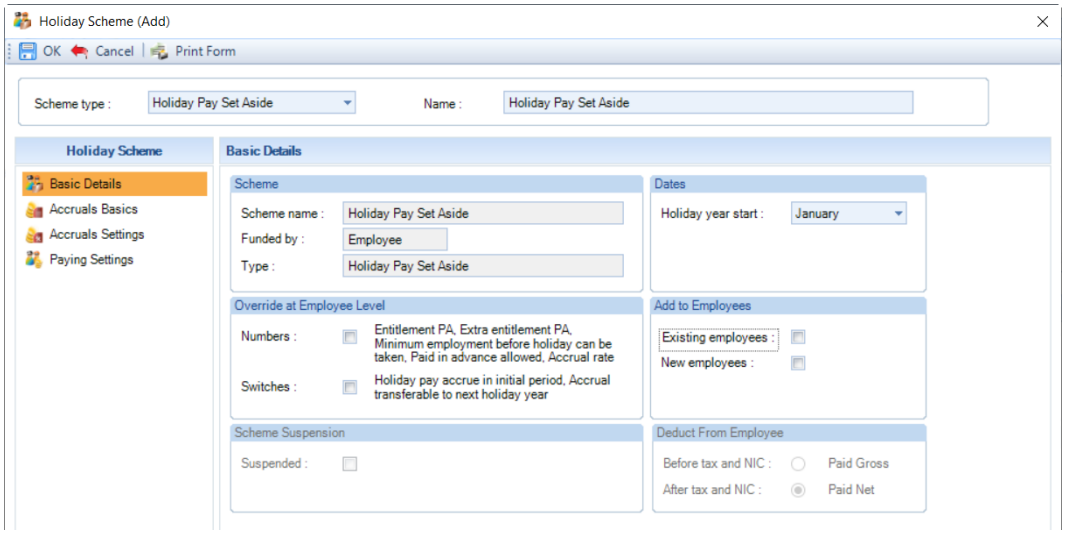

- **Pay outstanding accrued holiday not taken at Holiday Year End** – if under the Accrual Basics tab Accruals Transferable is ticked then this option will not be available. By enabling this option, the program will pay employees any untaken holiday in the last period of the holiday year. If you enable this option and tick **Reduce the value of one Pay Component by the Holiday Pay is enabled**, and this situation occurs the pay component value will not be reduced by the holiday pay.
- **Reduce the value of one Pay Component by the Holiday Pay** – this option will only be available if under the Basic Details tab the Deduct from Employee was selected as Before Tax and NI. The pay component that you will be able to select to be reduced will need to be set as Taxable, NIable, Addition and not unit based.
- **Leavers Final Period** – **Pay any outstanding accrued holiday not taken** – with this option ticked and the employees leaving date falls within the Period Start and End dates, any outstanding holiday will automatically be paid when the employee is calculated.

Select **OK** to save the scheme.

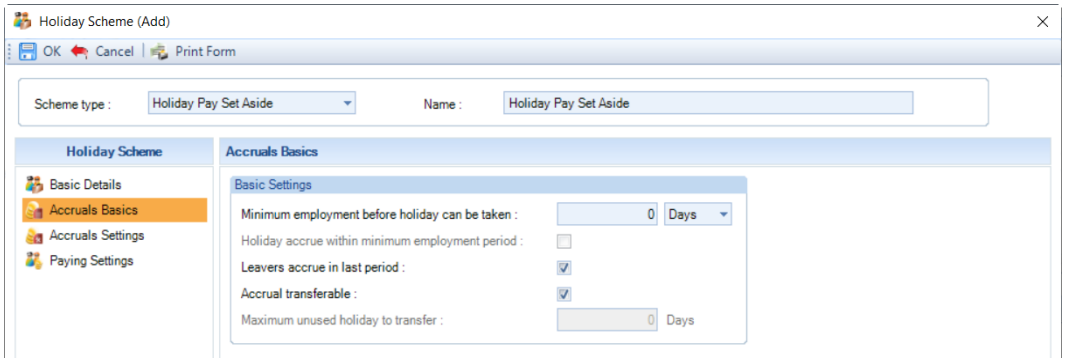
## Holiday Pay Set Aside

### Basic Details tab

Under the Basic Details tab Deduct From Employee is set as After Tax and NIC.

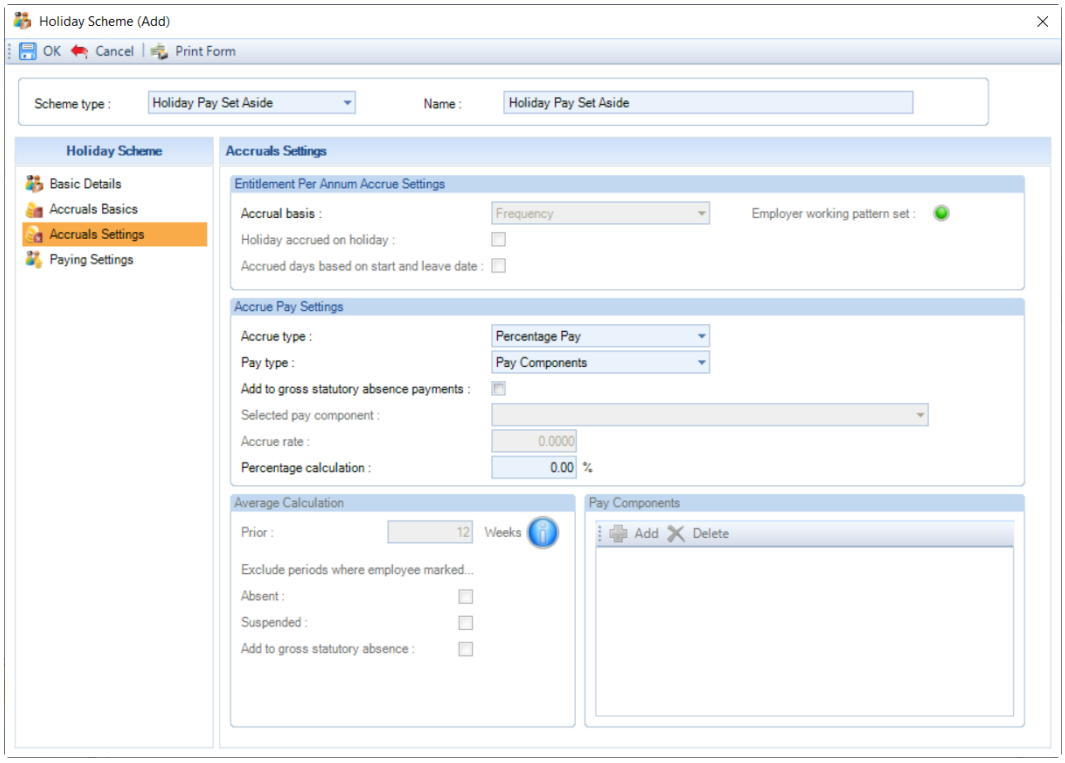



## Accruals Basics tab




- **Minimum Employment before holiday can be taken** – enter the number of Days, Weeks or Months that the employee must be employed for before they can take holiday, if applicable.
- **Holiday Accrue within Minimum Employment Period** – this option is only available if **Minimum Employment before holiday can be taken** is greater than zero. If the holiday pay is to accrue within this period, enable the setting.
- **Leavers accrue in last period** – select this option, if an employee with a leaving date prior to the period end date, is to accrue holiday pay within the last pay period.
- **Accrual Transferable** – enable this option if any outstanding holiday at the holiday year end is to be transferred to the next holiday year.

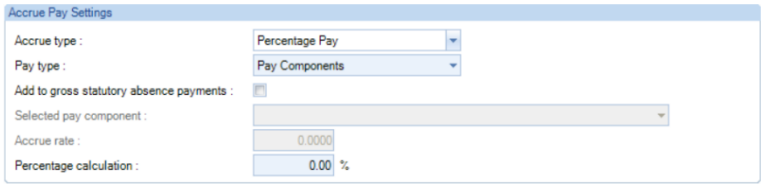
## Accruals Settings tab



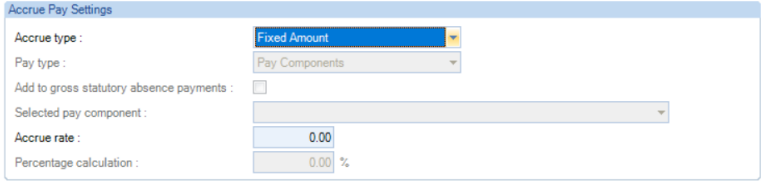

For **Holiday Pay Set Aside** the **Accrual Basis** is set as **Frequency**.

### Accrue Type

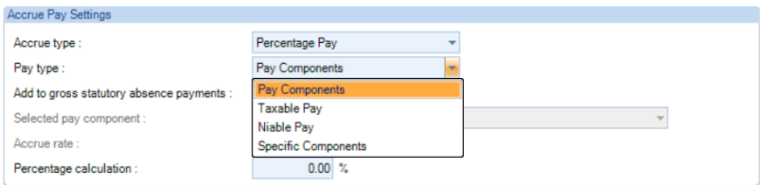
- **Percentage Pay** – select this option to accrue a percentage of employees pay every period, enter the percentage in the **Percentage Calculation** box. If you have got Override numbers selected, this can be changed at employee level.



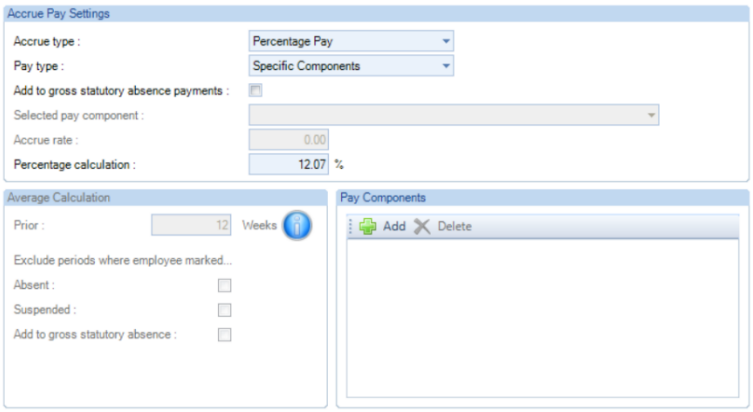

- **Fixed Amount** – choose this option to enter a fixed amount, under the **Accrual Rate**, to accrue each period. If you have got Override numbers selected, this can be changed at employee level.




If the **Accrue Type** was selected as **Percentage Pay** there are four options under **Pay Type**:

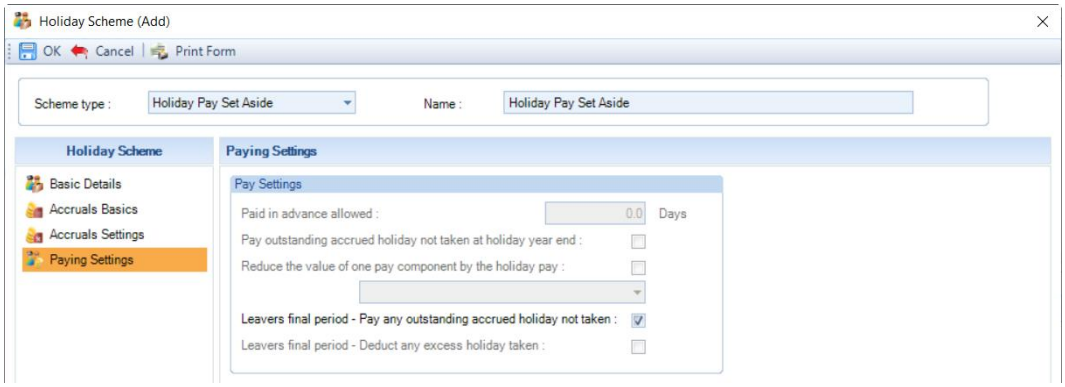


- **Pay Components** – these are Pay Components marked as Use for Holiday Pay, under the Data tab then Pay Components.
- **Taxable Pay** – this will be the total taxable pay for the period, pre any pension deductions and will also exclude Gross Up on costs, Holiday Pay paid via the Holiday Schemes.
- **Niable Pay** – this will be the total niable pay for the period, pre any pension deductions and will also exclude Gross Up on costs, Holiday Pay paid via the Holiday Schemes.
- **Specific Components** – using this option allows you to choose which pay components to use, within the Holiday Scheme. You will see a further section called **Pay Components**, click on the **Add** button to select the pay component(s) to include.




If the **Pay Type** was selected as either **Pay Components** or **Specific Components**, then an additional option called **Add to Gross Statutory Absence Payments** will be available. With this setting on any Add to Gross Statutory Absence Payments will be included in the value that will be used to calculate the percentage.

## Paying Settings tab




- **Pay outstanding accrued holiday not taken at Holiday Year End** – if under the Accrual Basics tab Accruals Transferable is ticked then this option will not be available. By enabling this option, the program will pay employees any untaken holiday in the last period of the holiday year. If you enable this option and tick **Reduce the value of one Pay Component by the Holiday Pay is enabled**, and this situation occurs the pay component value will not be reduced by the holiday pay.
- **Leavers Final Period** – **Pay any outstanding accrued holiday not taken** – with this option ticked and the employees leaving date falls within the Period Start and End dates, any outstanding holiday will automatically be paid when the employee is calculated.

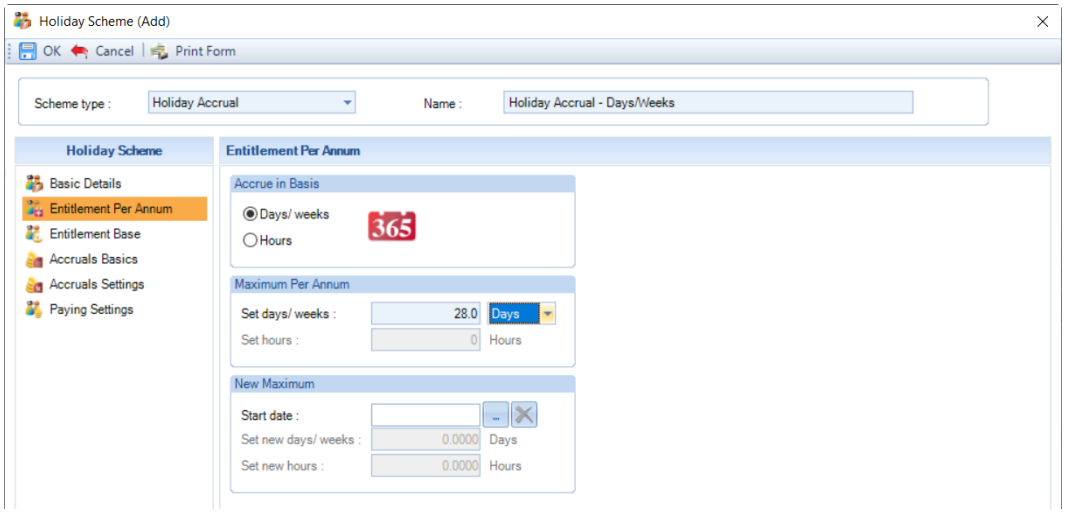
Select **OK** to save the scheme.

## Employer Funded

These scheme Types are Holiday Accrual and Rolled up Holiday Pay.

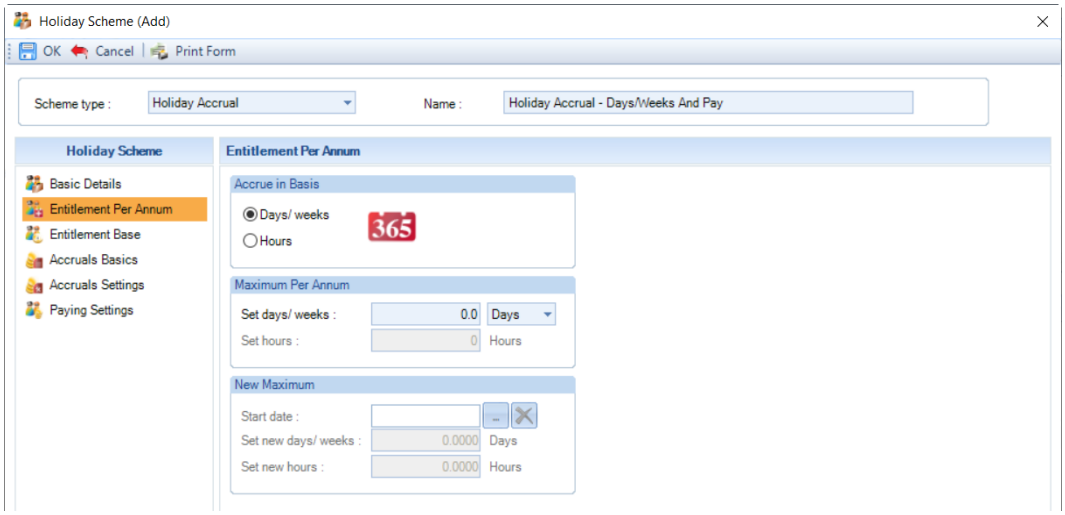
## Holiday Accrual

### Accrue in Days/Weeks




### Accrue Days or Weeks and Pay either using a %/Fixed/Average/None

#### Entitlement Per Annum tab

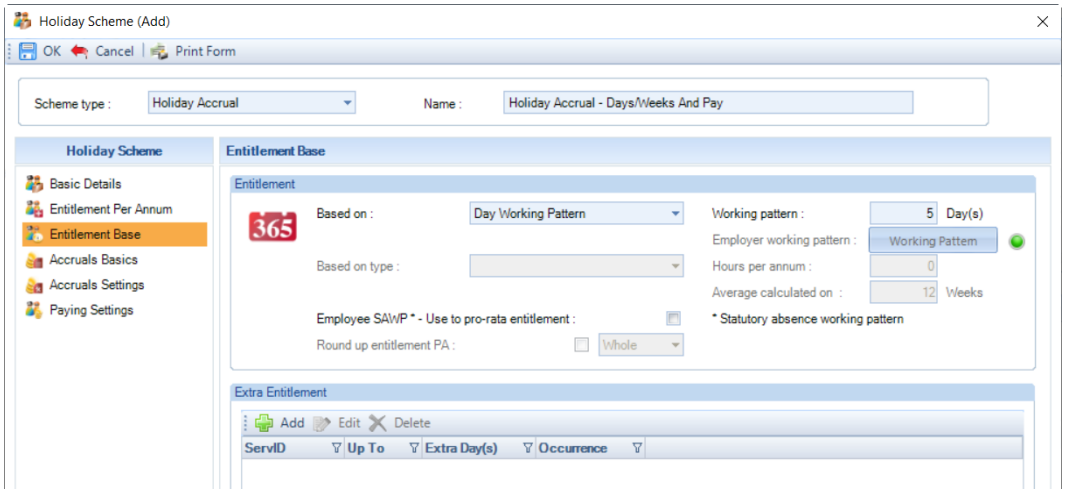



Select **Accrue in** as **Days/Weeks**.

Under **Days/Weeks** enter the Maximum number of Days or Weeks Per Annum and select Days or Weeks from the drop down box, which relates to the number entered.

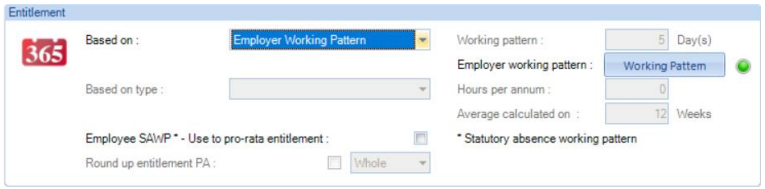
If your holiday scheme changes and a new Maximum Per Annum applies, under **Set New Maximum** click on the ellipsis button to enter the Start Date for the new maximum to apply from. Then enter the Days/Weeks. The program will automatically apply the new maximum for the whole period when the date falls in the payroll run being calculated. The Start Date will be disabled if the Set Maximum Per Annum Days/Weeks are zero.

## Entitlement Base tab




**Based on** – under this option you need to select what the entitlement per annum is based on. You can choose either:

- **Employer Working Pattern** – this must be completed. After selecting this option you will see a button to enter the Employer Working Pattern, the colour to the right of the button will be green if one has been set, and red if you need to enter one.




**Important Note:** Only single week working patterns can be used for these calculations.

- **Day Working Pattern** – enter the number of Working Pattern Days.

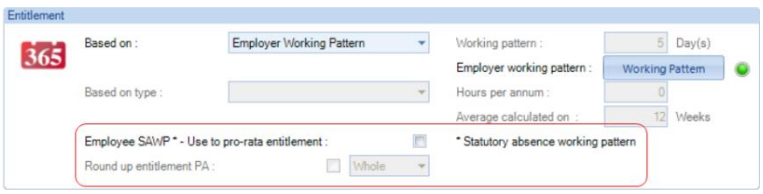
### Employee SAWP

Enabling this option, the program, will automatically pro rata the employees entitlement per annum during the calculation process, based on the Employees working pattern.

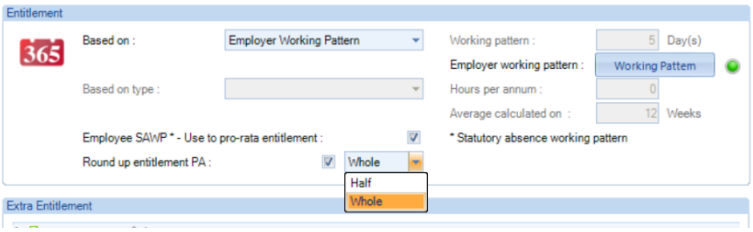
This is limited to a maximum of five working days a week.

For these calculations to occur you must enter the employees working pattern, if this is not complete then the Employer working pattern will be used instead.

**Important Note:** Only single week working patterns can be used for these calculations.



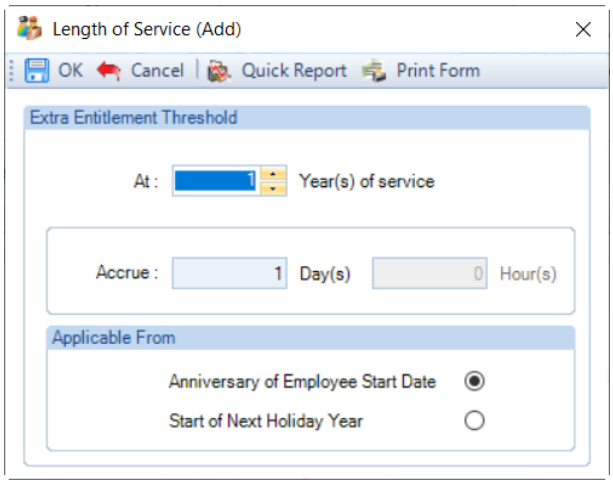

Once **Use to Pro-Rata Entitlement** is ticked, you have a further option to **Round up** the pro-rated entitlement PA to either a whole number or half.




## Extra Entitlement

This facility allows you to enter increments to holiday based on number of years of employment.

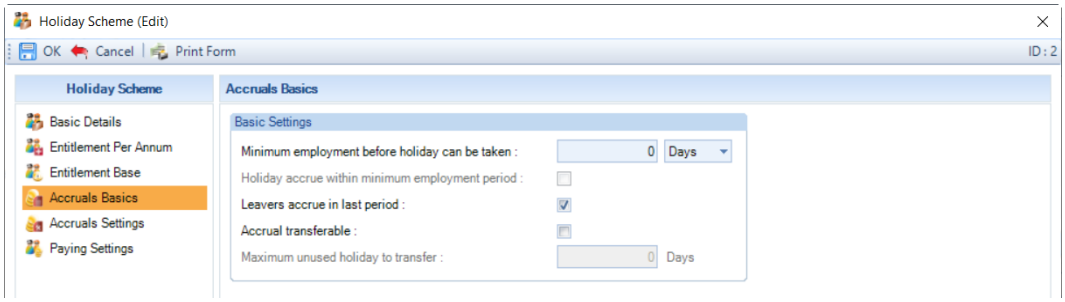
Click on the **Add** button and you will see the following screen.




This screen will change based on the Entitlement per annum.

- **At x Year(s) of service** – enter the year when the change is to take effect from.
- **Accrue** – enter the Day(s)/Week(s) extra entitlement the employee is to receive.
- **Applicable From** – select the **Anniversary of Employee Start date**, this will mean that the extra entitlement will be applied after they have reached the x Year(s) of service based on their Start Date. Or, **Start of Next Holiday Year**, which will be applied from the next Holiday Year Start Date after they have reached the x Year(s) of service.

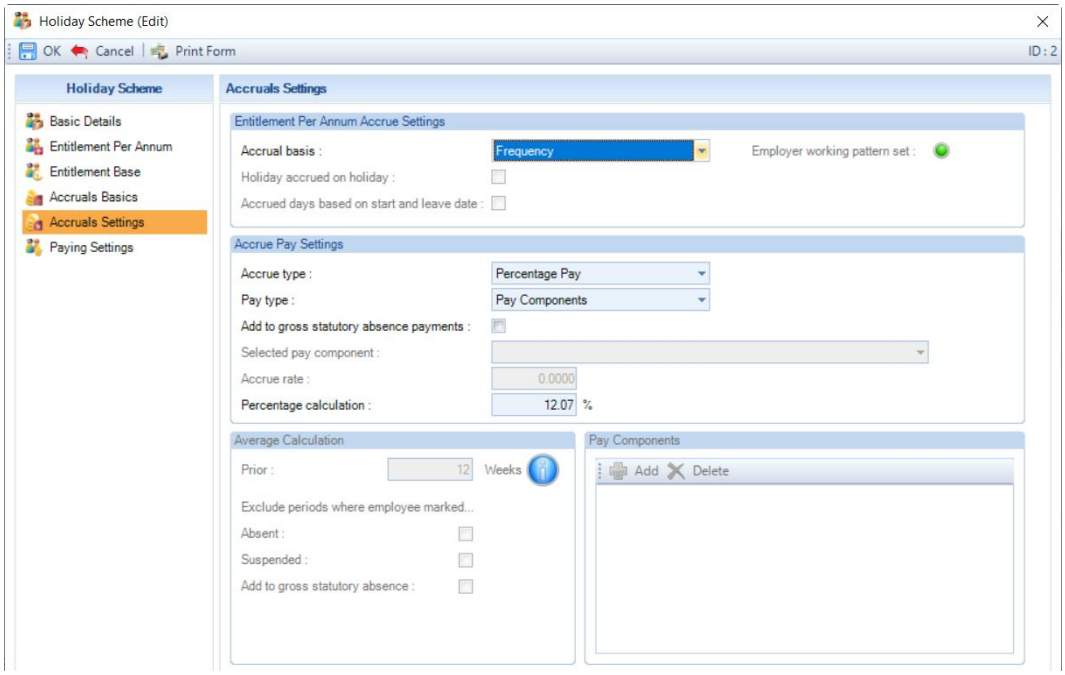
## Accruals Basics tab




- **Minimum Employment before holiday can be taken** – enter the number of Days, Weeks or Months that the employee must be employed for before they can take holiday, if applicable.
- **Holiday Accrue within Minimum Employment Period** – this option is only available if **Minimum Employment before holiday can be taken** is greater than zero. If the holiday pay is to accrue within this period, enable the setting.
- **Leavers accrue in last period** – select this option, if an employee with a leaving date prior to the period end date, is to accrue holiday pay within the last pay period.

- **Accrual Transferable** – enable this option if any outstanding holiday at the holiday year end is to be transferred to the next holiday year.
- **Maximum unused holiday to transfer** – only available if **Accrual Transferable** is selected. Enter the maximum number of days or weeks that can be carried over to the next holiday year. If it is left as zero, and Accrual Transferable is ticked, then all unused holiday will be transferred.

### Accruals Settings tab




## Entitlement Per Annum Accrue Settings

For the Accrual Basis there are two options – Daily or Frequency.

- **Frequency** – this option calculates the holiday Days/Weeks to be accrued by dividing the annual entitlement by the frequency.
- **Daily** – this option accrues the Days/Weeks based on the employees working pattern, if the employee does not have a working pattern entered then the employer working pattern will be used instead, and the number of working days in the period from the Period Start Date to the Period End Date.

  With Daily selected an additional option is available **Accrued days based on Start and Leave Date**, with this enabled and the employee starts or leaves within a period the working days will be calculated using the employees start or leave date.
- **Holiday accrued on holiday** – this option enabled the whole entitlement per annum will be used and accrued even when the employee is taking holiday. With this option off the holiday accrued is based on the number of working days in the year, and will be reduced when holiday is being paid.

  Accrual Basis = Frequency, example:

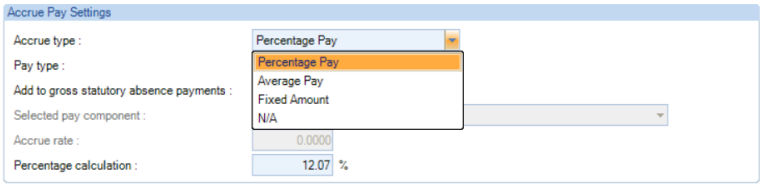
  Holiday Accrued on Holiday - ON
  28 days entitlement per annum/12 (monthly frequency) =2.3333 days will be accrued each period the employee is paid.

  Holiday Accrued on Holiday – OFF
  ((28 days entitlement per annum /(260 working days per annum less 28 days entitlement per annum )) times 260)/12 (monthly frequency) = 2.6149 days accrued each period the employee is paid.
  When holiday is being paid, the number of days to be accrued is reduced by the number of days that would have been accrued on those days.

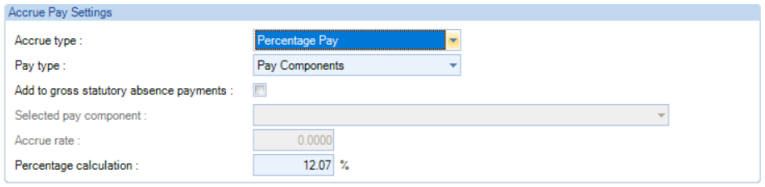
With this option OFF, when paying holiday the days/weeks accrued this period are then reduced proportionately.

## Accrue Pay Settings

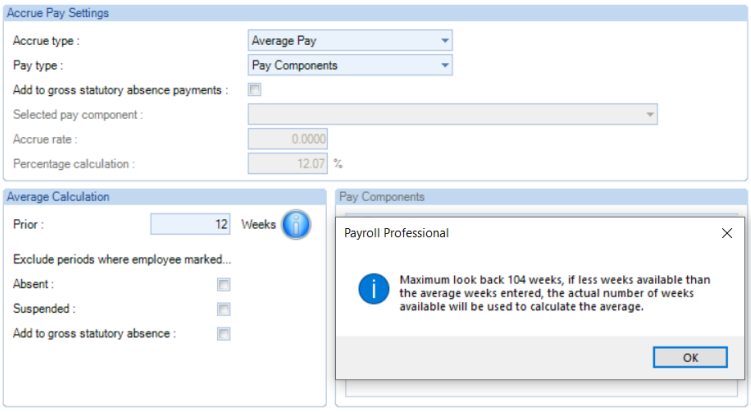
Under Accrue Type select one of the four options:




- **Percentage Pay** – select this option to accrue a percentage of employees pay every period, enter the percentage in the **Percentage Calculation** box. If you have got Override numbers selected, this can be changed at employee level.

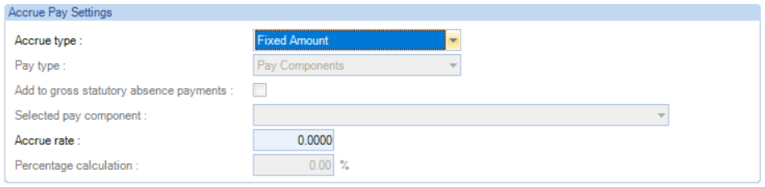



- **Average Pay** – with this option selected you need to enter the number of prior weeks to use for the calculation. And whether to exclude periods where the employee was marked as Absent or Suspended or has ATG Stat Absence recorded (add to gross statutory absence, all types), for each period marked as Absent or Suspended or has ATG Stat Absence recorded (add to gross statutory absence, all statutory absence types) an additional prior period will be used for the calculation. Using this option means that no actual pay is accrued, only when you go to pay holiday pay is the average calculated.



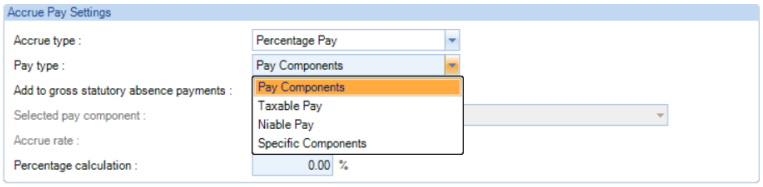

**Important Note:** To pay an employee using the Average Pay, the program uses the previous period calculation records processed in the payroll data file. The maximum look back for the previous periods records is 104 weeks. If the employee has less periods than those entered for the average calculation, the program will use the actual number of weeks.

- **Fixed Amount** – choose this option to enter a fixed amount, under the **Accrual Rate**, to accrue each period. If you have got Override numbers selected, this can be changed at employee level.

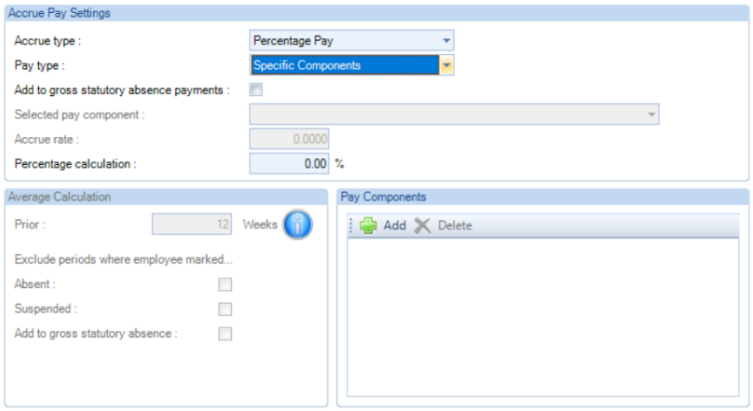



- **N\A** – this option is available if you are just recording holidays, but not actually paying them.

If the **Accrue Type** was selected as **Percentage Pay** or **Average Pay**, then there will be four options under **Pay Type**:



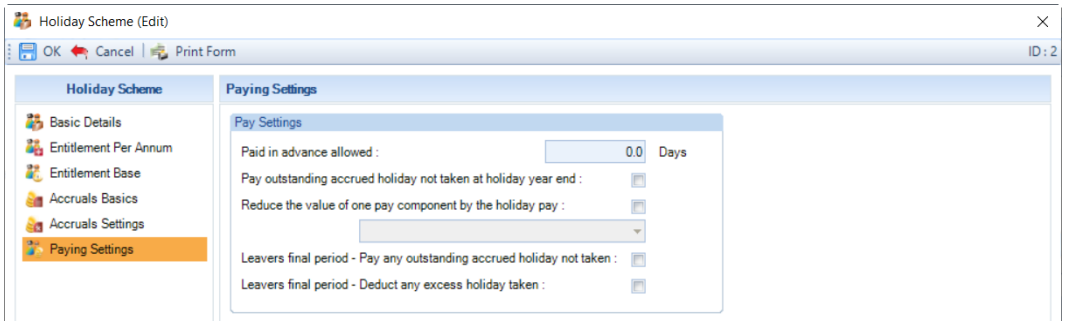

- **Pay Components** – these are Pay Components marked as Use for Holiday Pay, under the Data tab then Pay Components.
- **Taxable Pay** – this will be the total taxable pay for the period, pre any pension deductions and will also exclude Gross Up on costs, Holiday Pay paid via the Holiday Schemes. For Average Pay calculations it will include the Gross Up on costs as these are included in Taxable Pay, please note that the Holidayable Pay will show as excluding the Gross Up on Costs.
- **Niable Pay** – this will be the total niable pay for the period, pre any pension deductions and will also exclude Gross Up on costs, Holiday Pay paid via the Holiday Schemes. For Average Pay calculations it will include the Gross Up on costs as these are included in NIable Pay, please note that the Holidayable Pay will show as excluding the Gross Up on Costs.
- **Specific Components** – using this option allows you to choose which pay components to use, within the Holiday Scheme. You will see a further section called **Pay Components**, click on the **Add** button to select the pay component(s) to include.




If the **Pay Type** was selected as either **Pay Components** or **Specific Components**, then there is an additional option called **Add to Gross Statutory Absence Payments** will be available. With this setting on any Add to Gross Statutory Absence Payments will be included in the value that will be used to calculate the percentage or average.

**Note:** For average pay the values for working out the average are picked up from EeRunBals for Taxable, Niable and Pay Components. And for Specific Components they are picked up from RunTransactions.

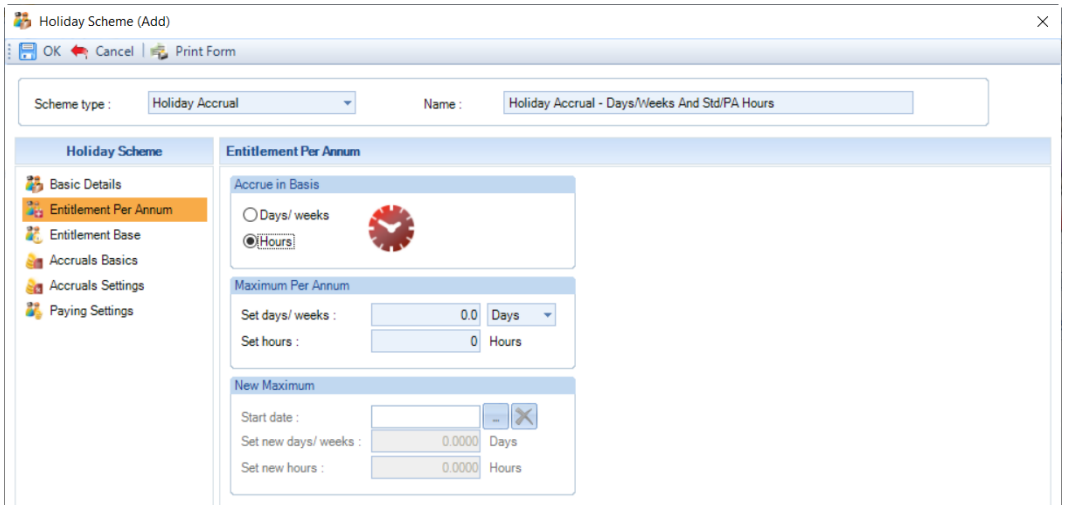
### Pay Settings tab




- **Paid in advance allowed** – if employees are allowed to take holiday before it has been accrued, then enter the number here, the Days\Weeks description will automatically be set based on the maximum entitlement per annum.
- **Pay outstanding accrued holiday not taken at Holiday Year End** – if under the Accrual Basics tab Accruals Transferable is ticked then this option will not be available. By enabling this option, the program will pay employees any untaken holiday in the last period of the holiday year. If you enable this option and tick **Reduce the value of one Pay Component by the Holiday Pay is enabled**, and this situation occurs the pay component value will not be reduced by the holiday pay.
- **Reduce the value of one Pay Component by the Holiday Pay** – when accruing a percentage, fixed amount or average, you can select a pay component to reduce by the holiday pay, it needs to be set as Taxable, NIable, Addition and not unit based.
- **Leavers Final Period** – **Pay any outstanding accrued holiday not taken** – with this option ticked and the employees leaving date falls within the Period Start and End dates, any outstanding holiday will automatically be paid when the employee is calculated.
- **Leavers Final Period** – **Deduct any excess holiday taken** - with this option ticked and the employees leaving date falls within the Period Start and End dates, any excess holiday taken will automatically be deducted when the employee is calculated. This option is not available for Holiday Credit or Holiday Pay Set Aside.

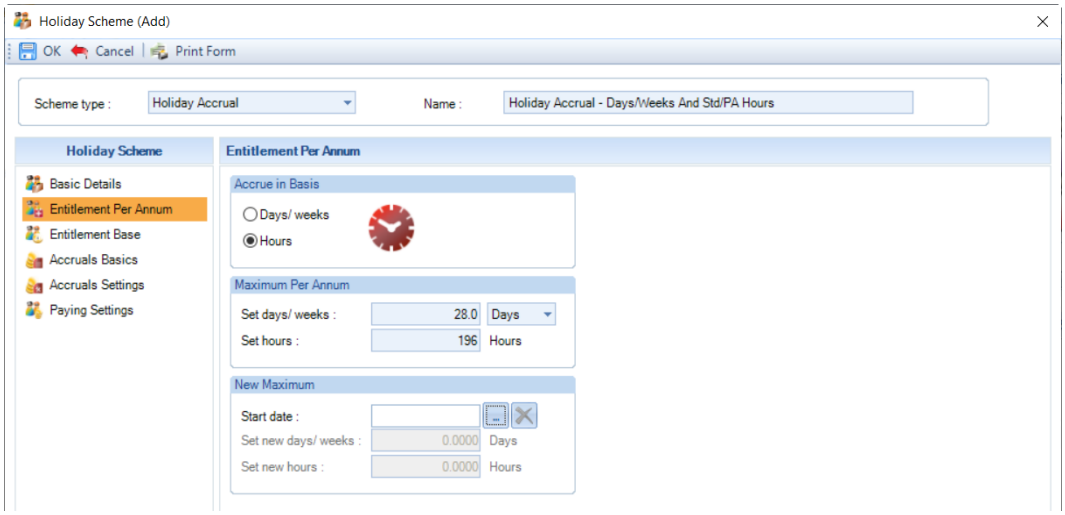
Select **OK** to save the scheme.

### Accrue in Hours



## Accrue Days or Weeks and Hours – Based on Standard Hours or x Hours Per Annum

### Entitlement Per Annum tab

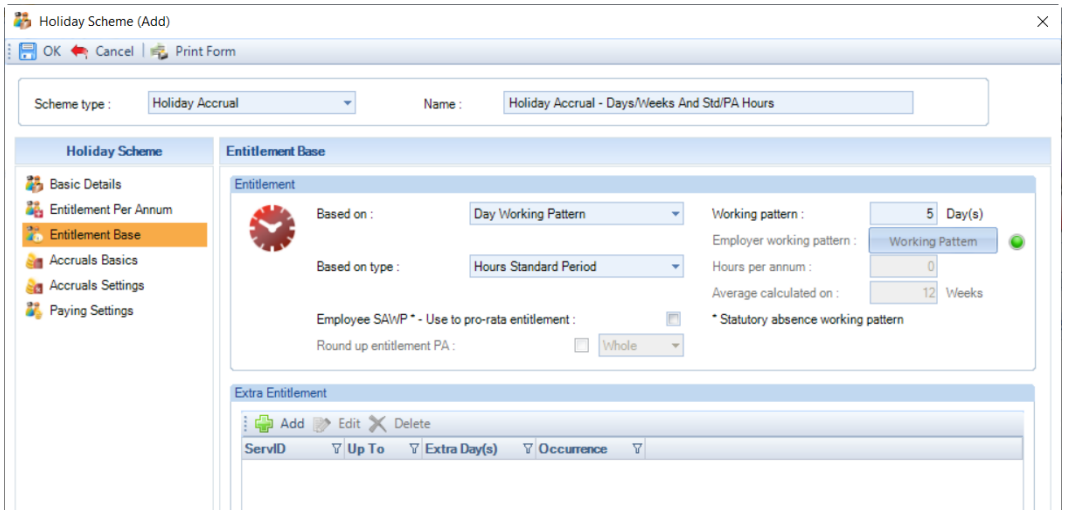



Select **Accrue in** as **Hours**.

Under **Days/Weeks** and **Hours** enter the Maximum holiday entitlement per annum. Select Days or Weeks using the drop down box, which relates to the number entered. If the Hours is left as zero the program will work out the hours entitlement based on the Based on Type selected under the Entitlement Base tab.

If your holiday scheme changes and a new Maximum Per Annum applies, under **Set New Maximum** click on the ellipsis button to enter the Start Date for the new maximum to apply from. Then enter the Days/Weeks and Hours. The program will automatically apply the new maximum for the whole period when the date falls in the payroll run being calculated.

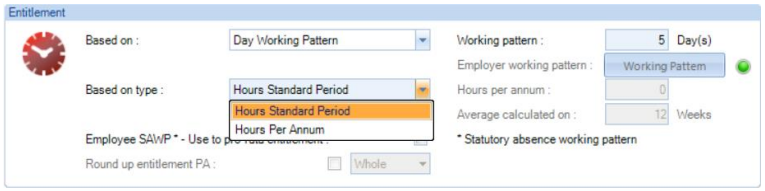
### Entitlement Base tab




Select **Based on** as either **Employer Working Pattern** or **Day Working Pattern**, if you select Day Working Pattern enter the number of days.

The **Based on Type** gives you two options:

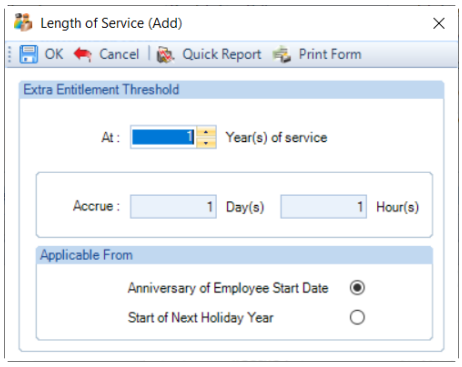
- **Hours Standard Period** – this is using the **Standard Hours** entered under the **Pay Component** tab of the **Employee (Edit)** screen.
- **Hours Per Annum** – after selecting this option, enter the **Hours Per Annum** in the box that appears to the right.




## Extra Entitlement

This facility allows you to enter increments to holiday based on number of years of employment.

Click on the **Add** button and you will see the following screen.




- **At x Year(s) of service** – enter the year when the change is to take effect from.
- **Accrue** – enter the Day(s)/Weeks and Hours extra entitlement the employee is to receive.
- **Applicable From** – select the **Anniversary of Employee Start date**, this will mean that the extra entitlement will be applied after they have reached the x Year(s) of service based on their Start Date. Or, **Start of Next Holiday Year**, which will be applied from the next Holiday Year Start Date after they have reached the x Year(s) of service.

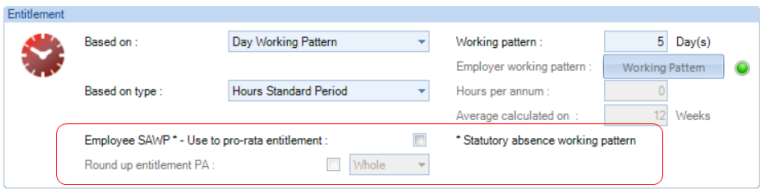
## Employee SAWP

This section will be available when the **Based on** is selected as either **Employer Working Pattern** or **Day Working Pattern**.

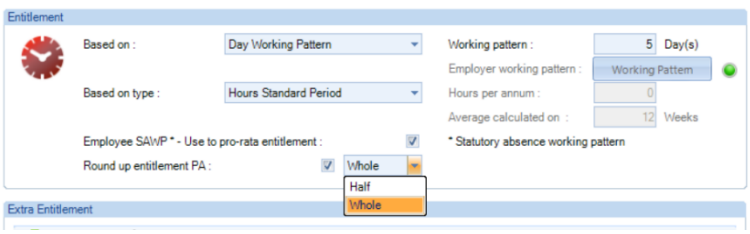
Enabling this option, the program, will automatically pro rata the employees entitlement per annum during the calculation process, based on the Employees working pattern.

This is limited to a maximum of five working days a week.

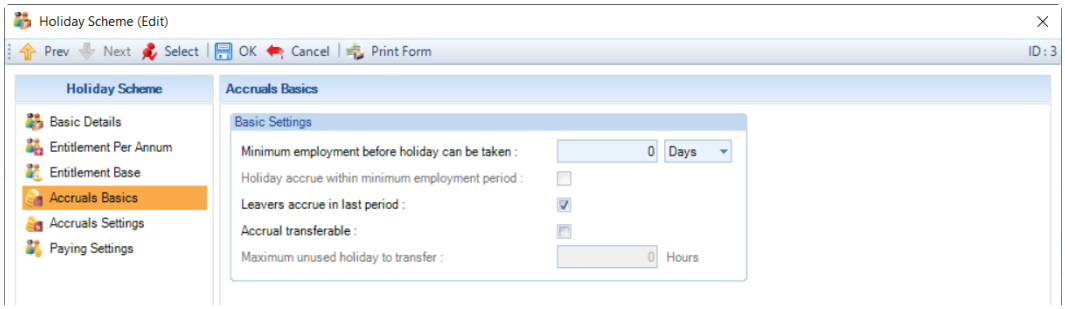
For these calculations to occur you must enter the employees working pattern, if this is not complete then the Employer working pattern will be used instead.




Once **Use to Pro-Rata Entitlement** is ticked, you have a further option to **Round up** the pro-rated entitlement PA to either a whole number or half.

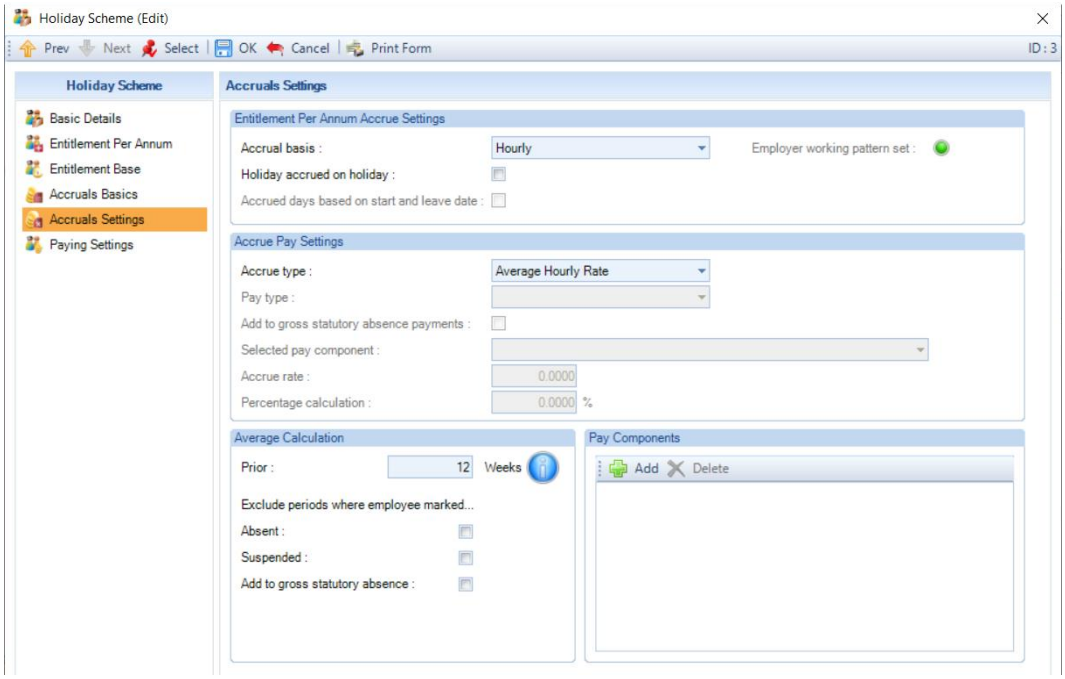


## Accruals Basics tab




- **Minimum Employment before holiday can be taken** – enter the number of Days, Weeks or Months that the employee must be employed for before they can take holiday, if applicable.
- **Holiday Accrue within Minimum Employment Period** – this option is only available if **Minimum Employment before holiday can be taken** is greater than zero. If the holiday is to accrue within this period, enable the setting.
- **Leavers accrue in last period** – select this option, if an employee with a leaving date prior to the period end date, is to accrue holiday pay within the last pay period.
- **Accrual Transferable** – enable this option if any outstanding holiday at the holiday year end is to be transferred to the next holiday year.
- **Maximum unused holiday to transfer** – only available if **Accrual Transferable** is selected. Enter the maximum number of hours that can be carried over to the next holiday year. If it is left as zero, and Accrual Transferable is ticked, then all unused holiday will be transferred.

## Accruals Settings tab




### Entitlement Per Annum Accrue Settings

When **Employer Working Pattern** or **X Day Pattern** is selected, **Accrual Basis** gives you three options:

- **Daily** – this accrues the Days/Weeks and Hours based on the employees working pattern, if the employee does not have a working pattern entered then the employer working pattern will be used instead, and the number of working days in the period from the Period Start Date to the Period End Date.

  With Daily selected an additional option is available **Accrued days based on Start and Leave Date**, with

this enabled and the employee starts or leaves within a period the working days will be calculated using the employees start or leave date.

- **Frequency** – using this option calculates the holiday Days\Weeks\Hours to be accrued by dividing the annual entitlement by the frequency.
- **Hourly** – this accrues the Days/Weeks and Hours based on the hours being paid in each period, using the pay components selected within this screen under Accrue Type for Fixed Hourly Rate and Average Hourly Rate.
- **Holiday accrued on holiday** – With this option enabled the whole entitlement per annum will be used and accrued even when the employee is taking holiday. With this option off the holiday accrued is based on the number of working days in the year, and will be reduced when holiday is being paid.

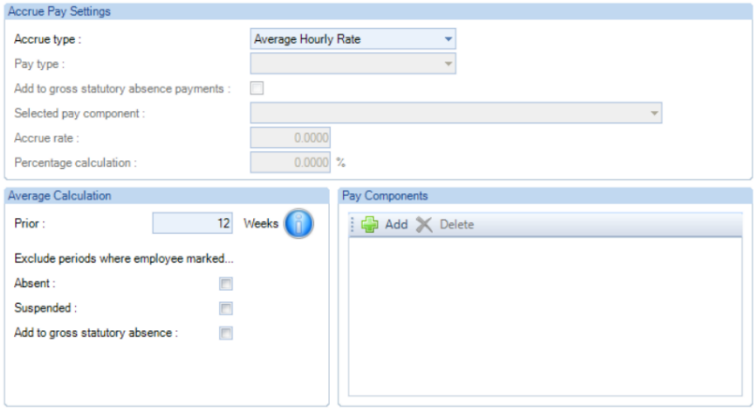
  Accrual Basis Frequency, example below:
  Holiday Accrued on Holiday - ON
  28 days entitlement per annum/12 (monthly frequency) =2.3333 days will be accrued each period the employee is paid.
  Holiday Accrued on Holiday – OFF
  ((28 days entitlement per annum /(260 working days per annum less 28 days entitlement per annum )) times 260)/12 (monthly frequency) = 2.6149 days accrued each period the employee is paid.
  When holiday is being paid, the number of days to be accrued is reduced by the number of days that would have been accrued on those days.

  With this option OFF for Accrual Basis - Daily and Frequency, when paying holiday the days, weeks and hours accrued this period are then reduced proportionately.

## Accrue Pay Settings

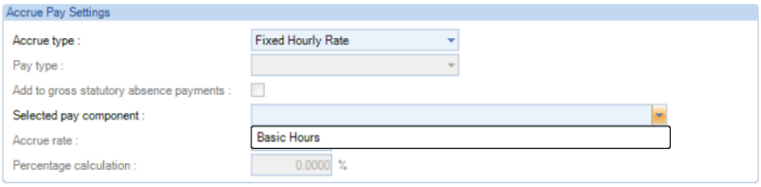
Under **Accrue Type**, there are three options:

- **Average Hourly Rate** – with this option selected the Average Hourly Rate will be calculated. You will need to select the Units based Pay Components to use for the calculation. Under Average Calculation enter the number of prior weeks and tick whether to exclude periods marked where the employee was marked as Absent or Suspended or has ATG Stat Absence recorded (add to gross statutory absence, all types), for each period marked as Absent or Suspended or has ATG Stat Absence recorded an additional prior period will be used for the calculation. Using this option means that no actual pay is accrued, only when you go to pay holiday pay is the average calculated.




**Important Note:** To pay an employee using the Average Hourly Rate, the program uses the previous period calculation records processed in the payroll data file. The maximum look back for the previous periods records is 104 weeks. If the employee has less periods than those entered for the average calculation, the program will use the actual number of weeks.

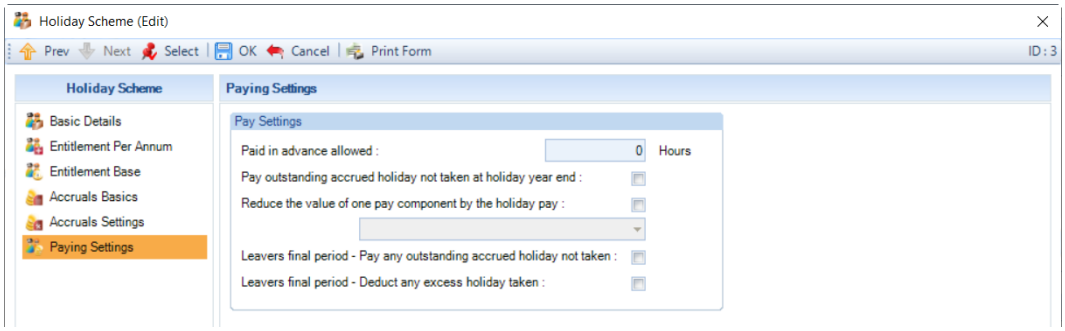
- **Fixed Hourly Rate** – selecting this option, you are prompted to select the Units based Pay Component to obtain the Hourly Rate:




- **N\A** – use this option if you are just recording the hours, but not actually paying holiday.

For average hourly rate the values for working out the average are picked up from the table called RunTransactions.

## Pay Settings tab




- **Paid in advance allowed** – If employees are allowed to take holiday before it has been accrued, then enter the number of hours.
- **Pay outstanding accrued holiday not taken at Holiday Year End** – if under the Accrual Basics tab Accruals Transferable is ticked then this option will not be available. By enabling this option the program will pay employees any untaken holiday in the last period of the holiday year. If you enable this option and tick **Reduce the value of one Pay Component by the Holiday Pay is enabled**, and this situation occurs the pay component value will not be reduced by the holiday pay.
- **Reduce the value of one Pay Component by the Holiday Pay** – Only available if Accrue Type is Fixed Hourly Rate, when you tick this box the Pay Component will be automatically selected as the same one used to obtain the Fixed Hourly Rate.

  Accrual Basis Hourly and Accrue Holiday on Holiday is On and Holiday Hours are being Paid and the Entitlement Base Based on is Employer Working Pattern or Day Working Pattern:

  If a pay component is selected under Reduce Pay Component by the Holiday Pay, then the calculation doesn't change. The hours used are the hours entered in the pay component(s) selected to be accrued on.

  If no pay component is selected under Reduce Pay Components by the Holiday Pay, then the Holiday Hours being paid are added to the Holidayable hours and then the accrued this period is re-calculated.

  Accrual Basis Hourly and Accrued Holiday on Holiday is Off and Holiday Hours are being Paid and the Entitlement Base Based on is Employer Working Pattern or Day Working Pattern:

  If a pay component is selected under Reduce Pay Component by the Holiday Pay, then the Holidayable Hours are reduced by the Holiday Hours being paid and then the accrued this period is re-calculated.

  If no pay component is selected under Reduce Pay Components by the Holiday Pay, then the calculation doesn't change. The hours used are the hours entered in the pay component(s) selected to be accrued on.
- **Leavers Final Period** – **Pay any outstanding accrued holiday not taken** – with this option ticked and the employees leaving date falls within the Period Start and End dates, any outstanding holiday will automatically be paid when the employee is calculated.

- **Leavers Final Period** – **Deduct any excess holiday taken** - with this option ticked and the employees leaving date falls within the Period Start and End dates, any excess holiday taken will automatically be deducted when the employee is calculated.

Select **OK** to save the scheme.

**Examples:**

Accrue in = Hours

Maximum Entitlement = 28 days

Maximum Entitlement = 196 hours

Based on Type = Hours Per Annum 1820

Accrual Basis = Hourly

Holiday Accrued on Holiday = Yes

Hours Paid This Period = 140

Hours to Accrue TP 196 / 1820 * 140 = 15.0769

Days to Accrue TP 28 / 1820 * 140 = 2.1538

Accrue in = Hours

Maximum Entitlement = 28 days

Maximum Entitlement = 196 hours

Based on Type = Hours Per Annum 1820

Accrual Basis = Hourly

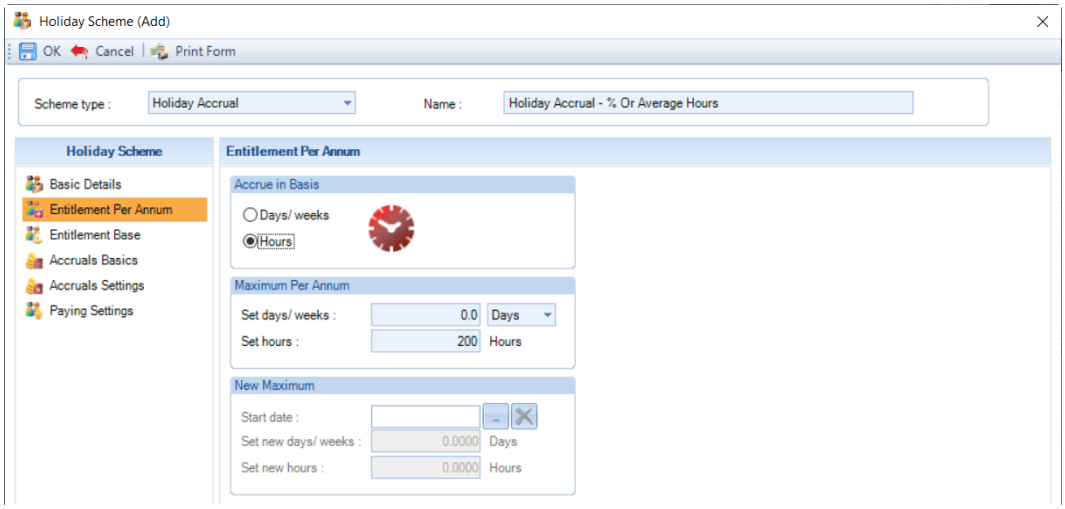
Holiday Accrued on Holiday = No

Hours Paid This Period = 140

Hours to Accrue TP (196 / (1820 – 196)) * 140 = 16.8966

Days to Accrue TP (28 / (1820 – 196)) * 140 = 2.4138

## Accrue % or Average Hours

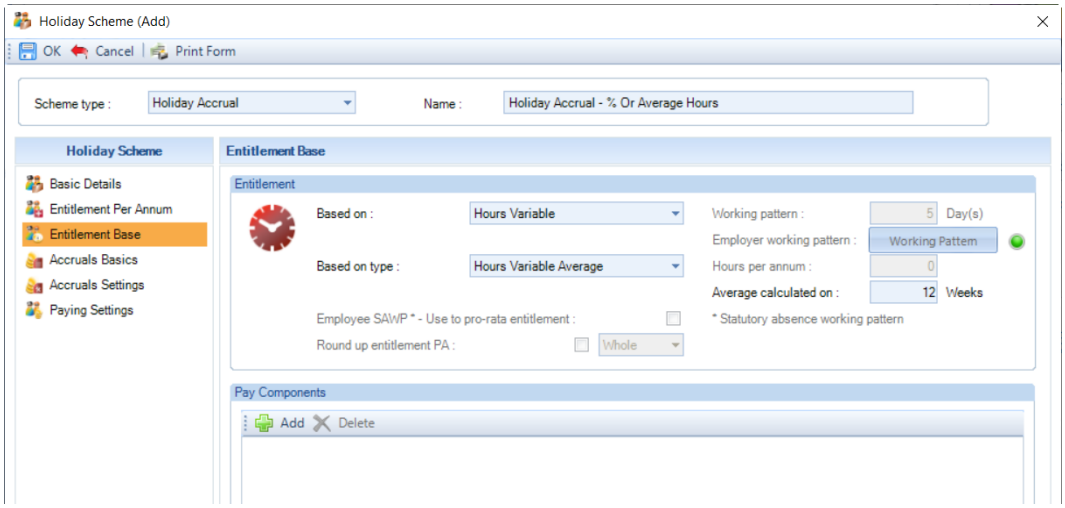



### Entitlement Per Annum tab

Select **Accrue in** as **Hours**. When you click on the appropriate button, a green line will appear below the one enabled.

Under **Set Maximum Per Annum** enter the maximum number of **Hours** entitlement, or leave as zero, and leave the Days or Weeks as zero.

### Entitlement Base tab




**Based on** will be set as **Hours Variable**.

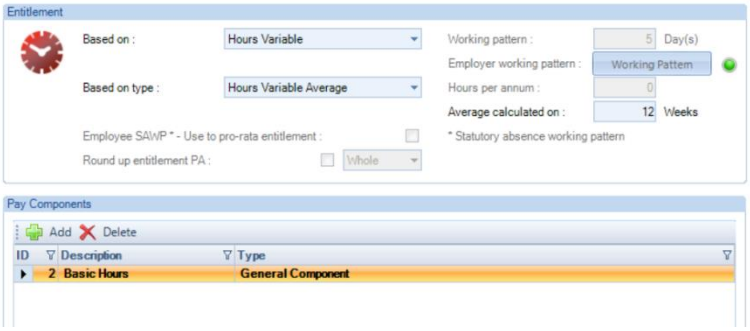
### Based on Type

You can choose either:

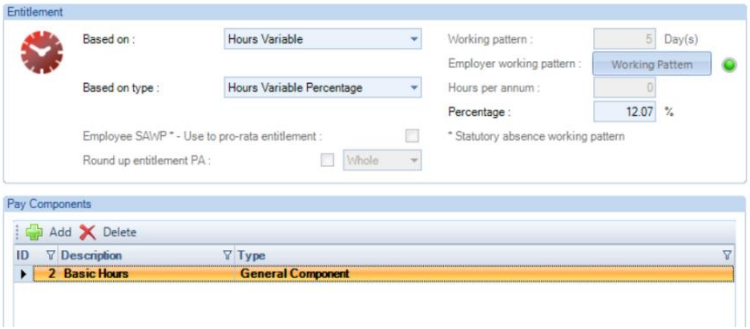
- **Hours Variable Average** – this option then allows you to enter the number of weeks to work out the average hours paid per week. Enter the number of **Weeks** and then under **Pay Components** click on the **Add** button to select the **Units** based Pay Component(s) to include.

  **Important Note 1:** To pay an employee using the Average Hours, the program uses the previous period calculation records processed in the data file. If the employee has less periods than those entered for the average calculation, the program will use the actual number of weeks.

  **Important Note 2**: Only when the holiday scheme is set to calculate **Hours Variable Average** and **Average Hourly Rate**, the Average hours will be calculated using the **Exclude periods** settings and restricted to look back 104 weeks:

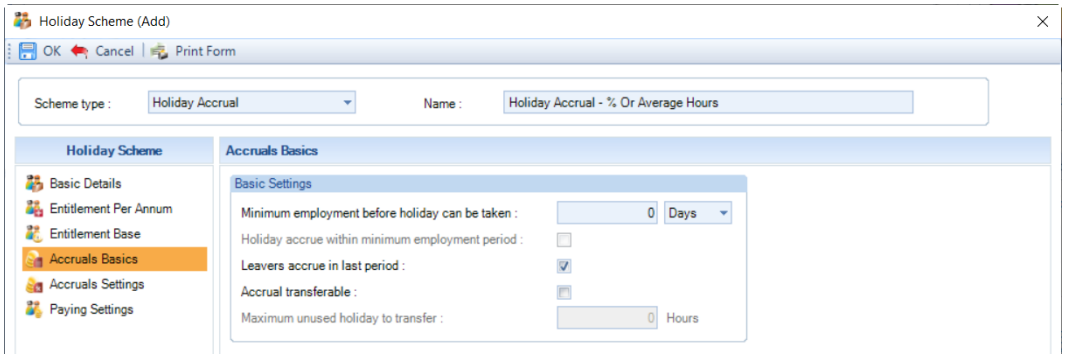



- **Hours Variable Percentage** – selecting this option allows you to enter a **Percentage** of hours paid to accrue, and then under **Pay Components** click on the **Add** button to select the **Units** based Pay Component(s) to use.



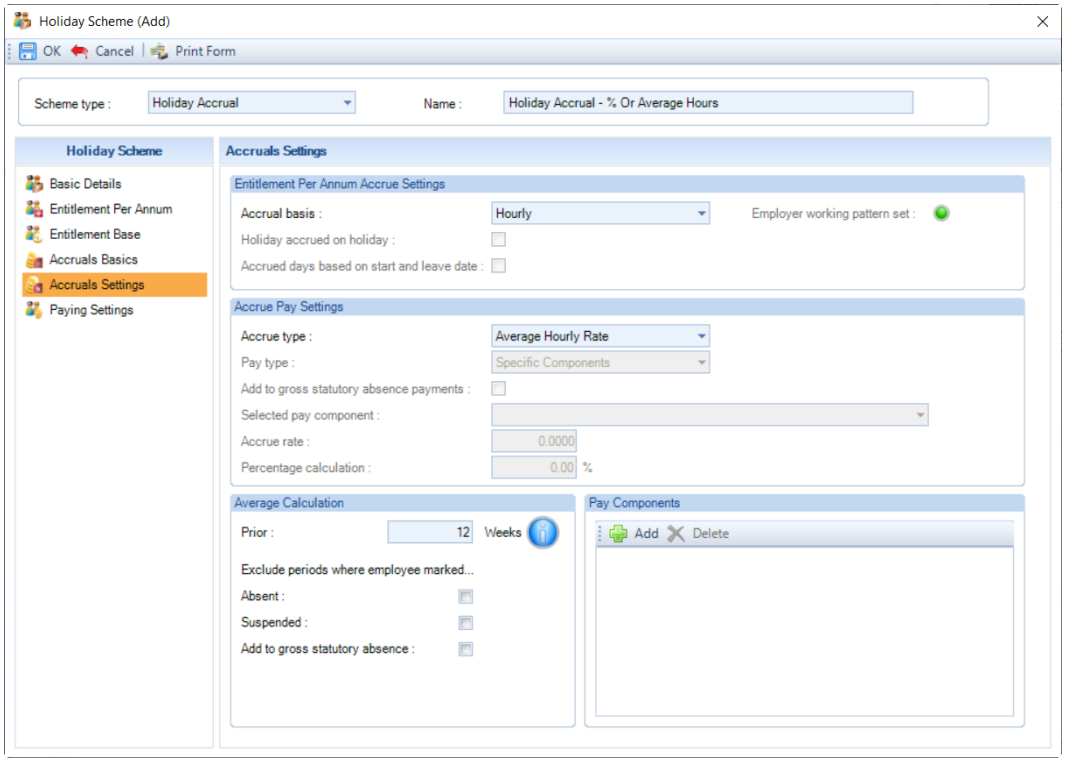

**Important Note:** The Pay Components Units description must contain hours, this is not case sensitive, otherwise no hours will be accrued.

## Accruals Basics tab




- **Minimum Employment before holiday can be taken** – enter the number of Days, Weeks or Months that the employee must be employed for before they can take holiday, if applicable.
- **Holiday Accrue within Minimum Employment Period** – this option is only available if **Minimum Employment before holiday can be taken** is greater than zero. If the holiday pay is to accrue within this period, enable the setting.
- **Leavers accrue in last period** – select this option, if an employee with a leaving date prior to the period end date, is to accrue holiday pay within the last pay period.
- **Accrual Transferable** – enable this option if any outstanding holiday at the holiday year end is to be transferred to the next holiday year.
- **Maximum unused holiday to transfer** – only available if **Accrual Transferable** is selected. Enter the maximum number of hours that can be carried over to the next holiday year. If it is left as zero, and Accrual Transferable is ticked, then all unused holiday will be transferred.

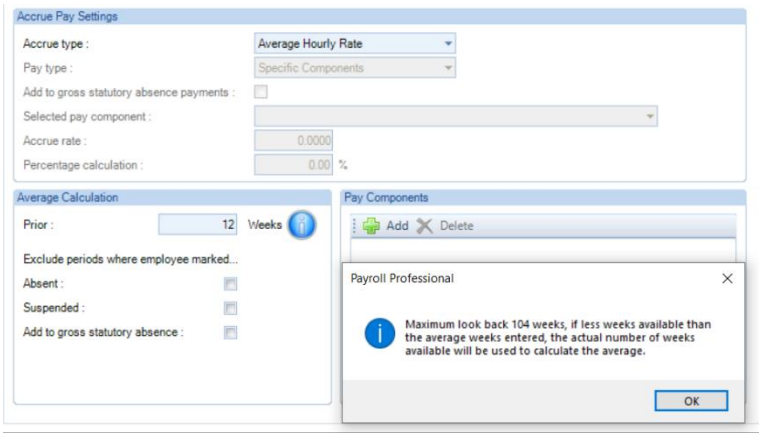
## Accruals Settings tab




**Accrual Basis** will be set as **Hourly**.

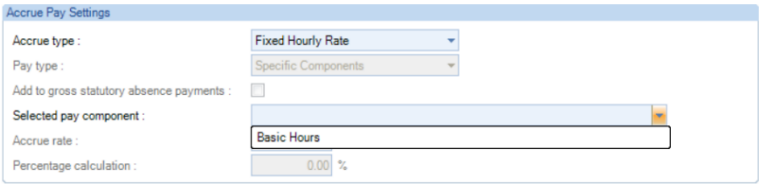
Under **Accrue Type**, there are three options:

- **Average Hourly Rate** – with this option selected the Average Hourly Rate will be calculated. You will need to select the Units based Pay Components to use for the calculation. Under Average Calculation enter the number of prior weeks and tick whether to exclude periods where the employee was marked as Absent or Suspended or has ATG Stat Absence recorded (add to gross statutory absence, all statutory absence types). Using this option means that no actual pay is accrued, only when you go to pay holiday is the average hourly rate calculated.




**Important Note:** To pay an employee using the Average Hourly Rate, the program uses the previous period calculation records processed in the payroll data file. The maximum look back for the previous periods records is 104 weeks. If the employee has less periods than those set for the average calculation, the program will use the actual number of weeks.

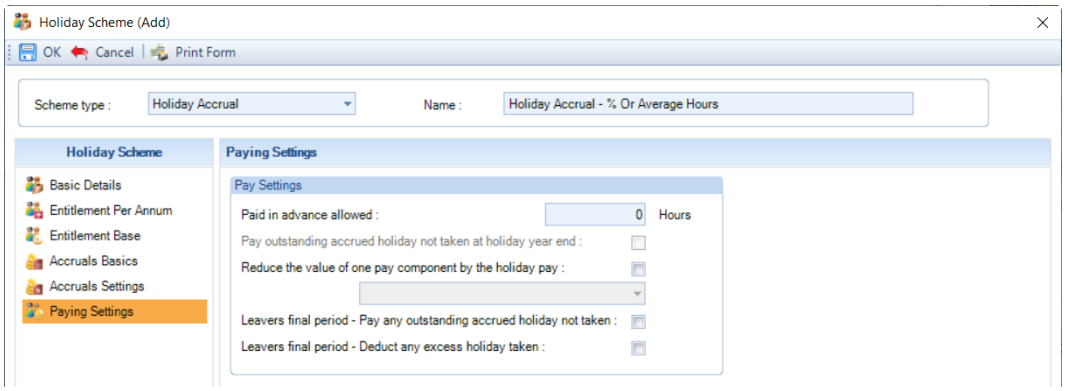
- **Fixed Hourly Rate** – selecting this option, you are prompted to select the Units based Pay Component to obtain the Hourly Rate:




- **N\A** – use this option if you are just recording the hours, but not actually paying holiday.

For average hourly rate the values for working out the average are picked up from RunTransactions.

### Pay Settings tab



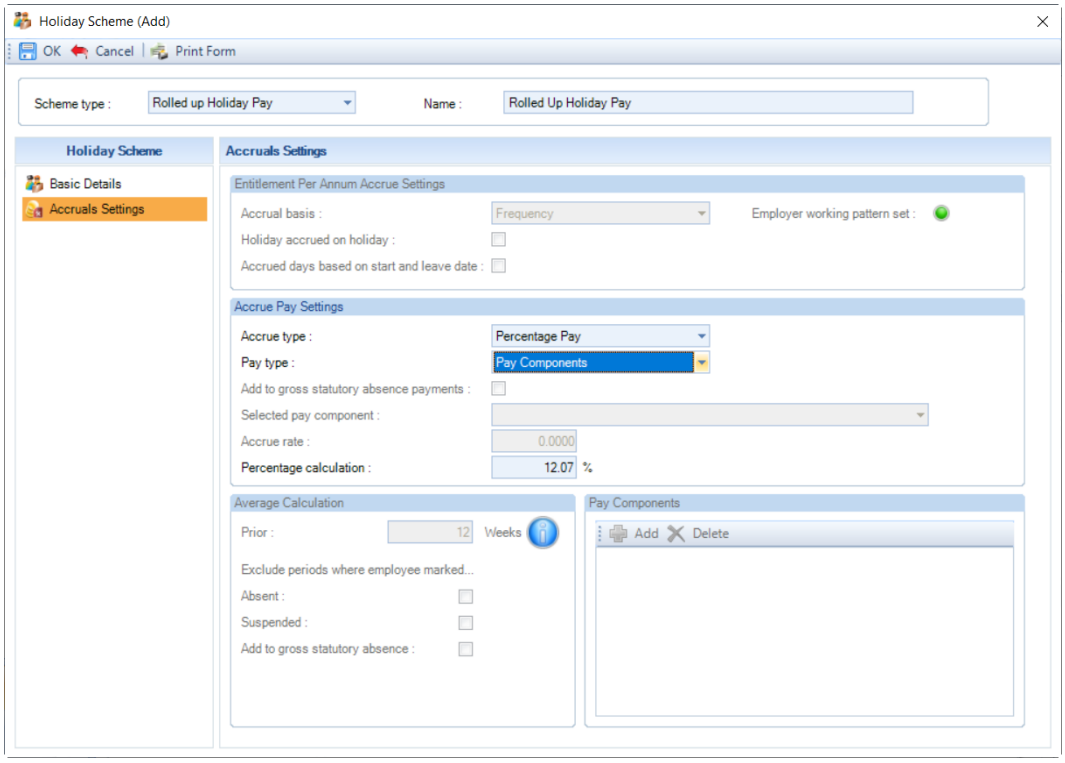

- **Paid in advance allowed** – If employees are allowed to take holiday before it has been accrued, then enter the Hours.
- **Pay outstanding accrued holiday not taken at Holiday Year End** – if under the Accrual Basics tab Accruals Transferable is ticked then this option will not be available. By enabling this option, the program will pay employees any untaken holiday in the last period of the holiday year.
- **Leavers Final Period** – **Pay any outstanding accrued holiday not taken** – with this option ticked and the employees leaving date falls within the Period Start and End dates, any outstanding holiday will automatically be paid when the employee is calculated.
- **Leavers Final Period** – **Deduct any excess holiday taken** - with this option ticked and the employees leaving date falls within the Period Start and End dates, any excess holiday taken will automatically be deducted when the employee is calculated.

Select **OK** to save the scheme.

## Rolled up Holiday Pay

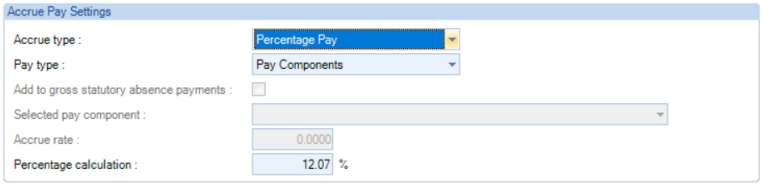
For this scheme type there are only two tabs, **Basic Details** and **Accrual Settings**.

## Accruals Settings tab

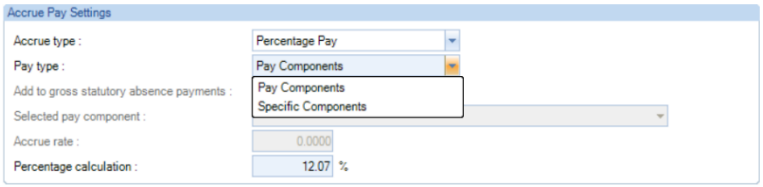



For **Rolled Up Holiday Pay** the **Accrual Basis** is set as **Frequency**.

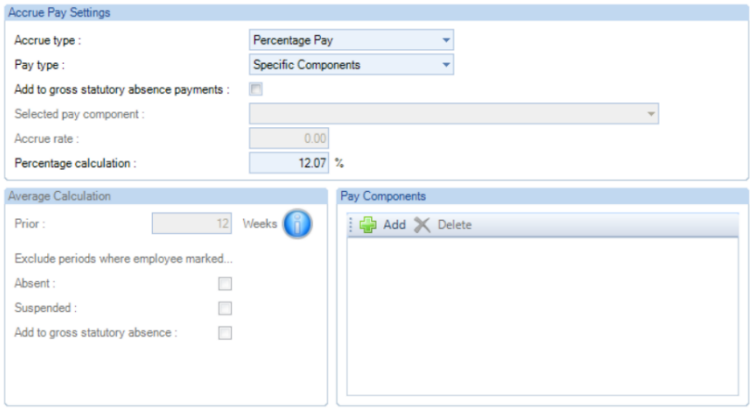
**Accrue Type** is set as **Percentage Pay** which is to accrue a percentage of employees pay every period, enter the percentage in the **Percentage Calculation** box. If you have got **Override Numbers** selected under the **Basic Details** tab, this percentage can be changed at employee level.




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.

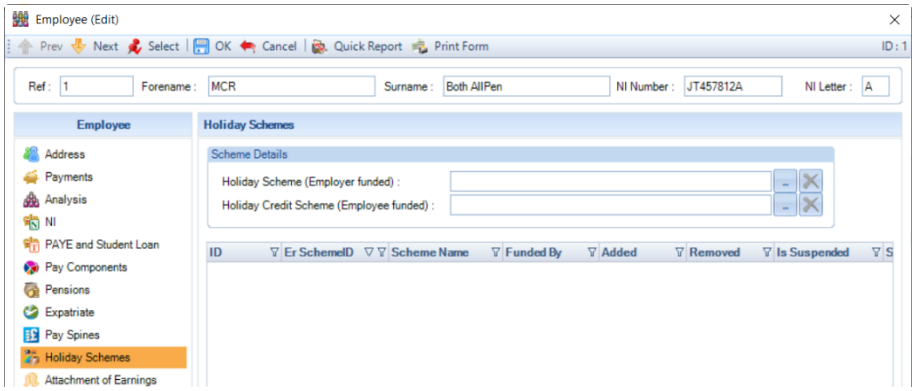



Click on **OK** to save the scheme.

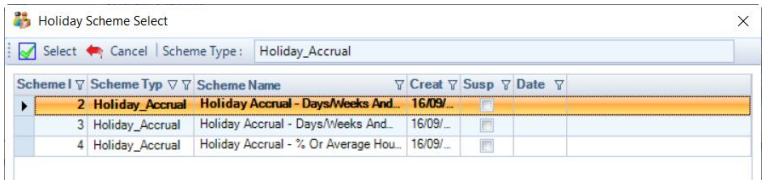
## Employee (Edit) screen

### Attaching a Holiday Scheme

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

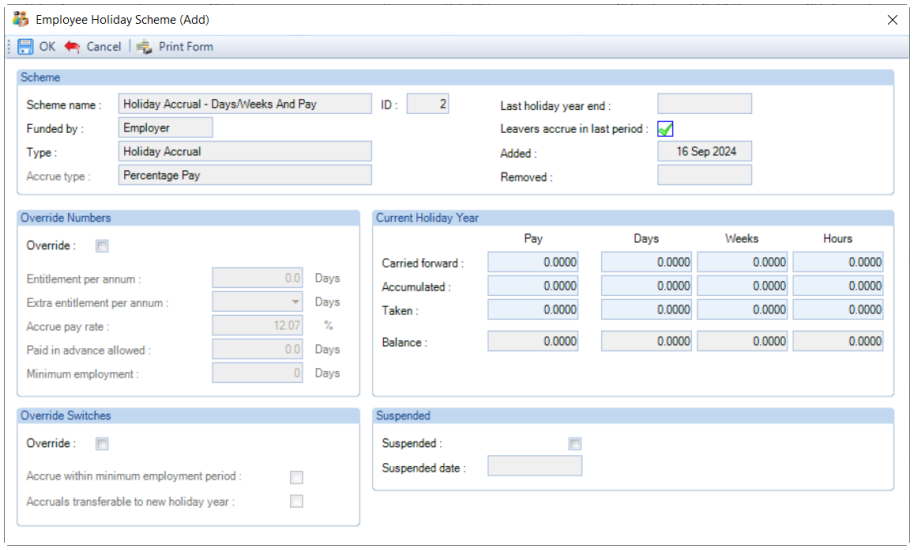



Click on the ellipsis button under the appropriate scheme type to see a list of holiday schemes available to add to the employee.



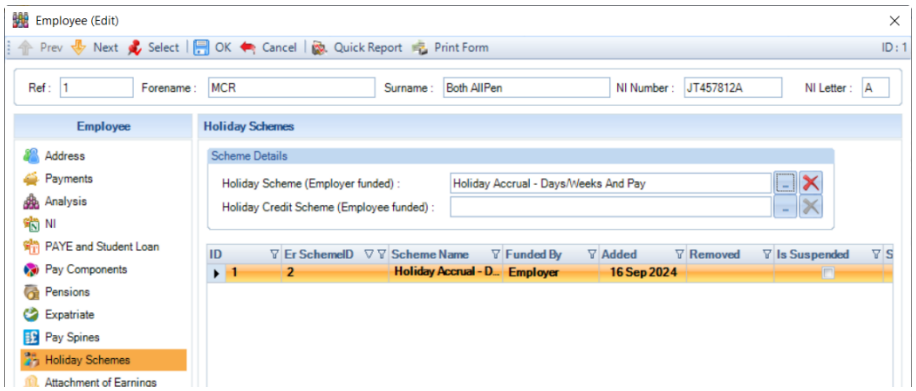

Highlight the scheme that you want to add to the employee and click on **Select**.

The **Employee Holiday Scheme** screen will then open, for you to enter any overrides, if applicable, or enter carried forward, accumulated and taken values.




If you un-tick **Override Numbers** or **Override Switches** those sections change back to the information set in the Holiday Scheme.

Click on **OK**, to save the information, or **Cancel** to stop adding the scheme to the employee.

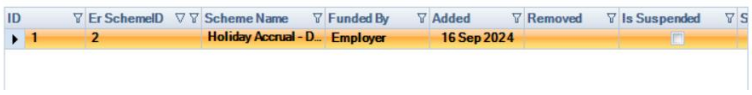



You will then see the **Name** box populated with the selected scheme, and it will also appear in the grid.

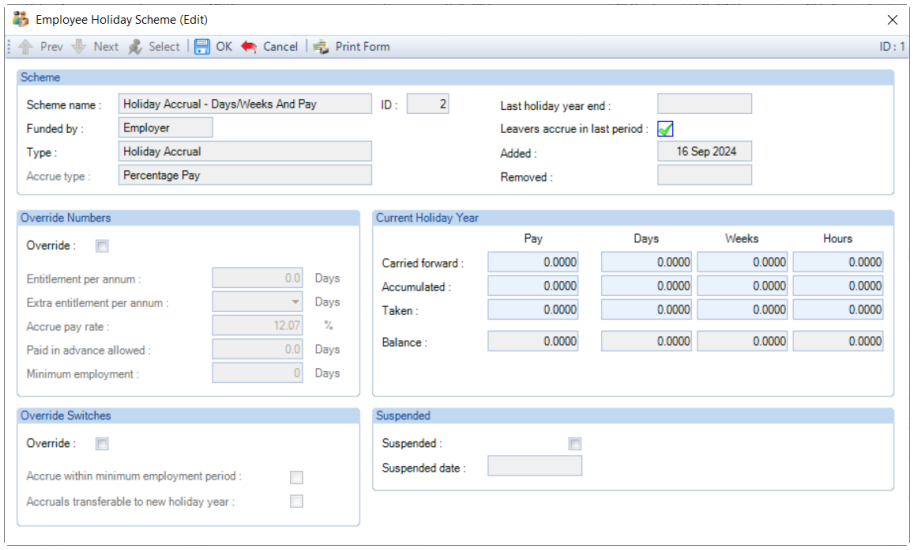
Remember, you are only able to attach one Employer Funded and one Employee Funded scheme to an Employee.

## Editing a Holiday Scheme

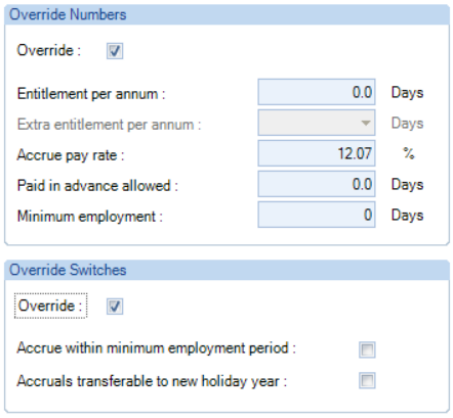
To Edit an employee's holiday scheme, double click on the line in the grid.




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




The **Numbers Override** and/or **Switches Override** sections will be available to edit if they are enabled under the Holiday Scheme. Tick the relevant Override box to enable you to override the sections.




Then just overtype the values and enable/disable the switches as required.

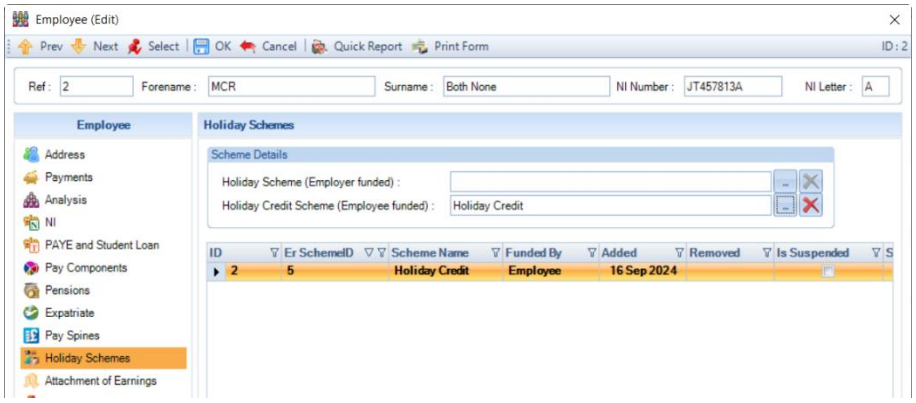
With regards to Extra Entitlement, this is a drop-down box. The available values are based on the Extra Entitlement that has been set up on the Holiday Scheme.

If you have override numbers enabled and change the employee holiday schemes accrue pay rate to zero, the program will use the accrue pay rate entered under the holiday scheme.

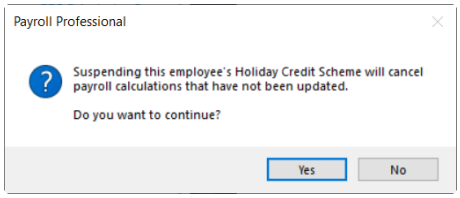
When you un-tick either of the Override boxes, when you click on OK the values and settings in the section will be reset to the Holiday Scheme settings.

## Removing a Holiday Scheme

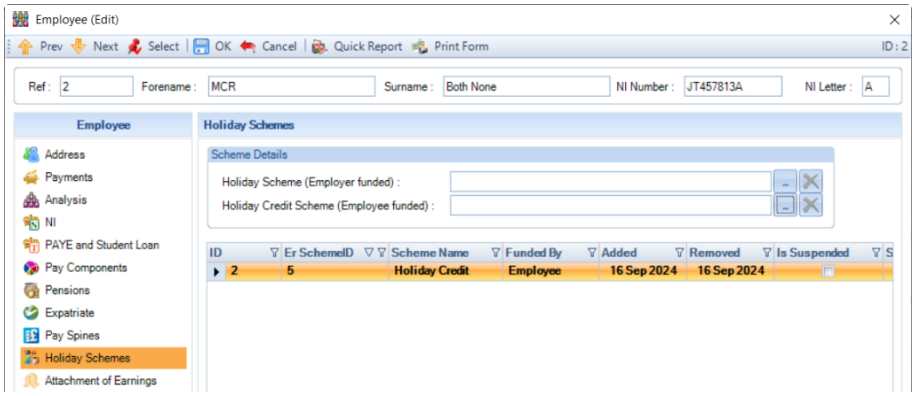
If you need to remove the scheme from the employee, click on the button with a cross, which is to the right of the ellipsis button.




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




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




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

The scheme will no longer be used in calculations.

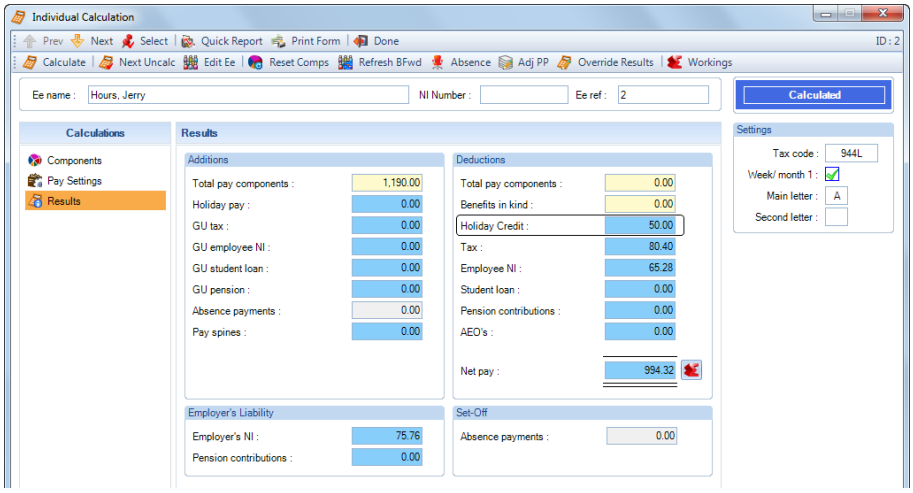
If you re-attach a scheme after removing it from the employee, all the previous settings and values will be transferred to the new record.

## Individual Calculation screen

### Employee Funded Schemes

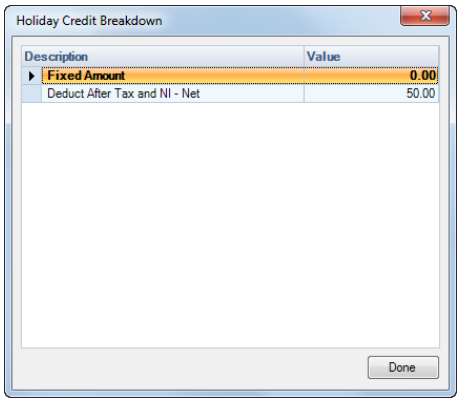
### Accruing

When you calculate an Employee with a Holiday Credit or Holiday Pay Set Aside scheme, in the **Results** tab you will see a new **Holiday Credit** field under the **Deductions** column:



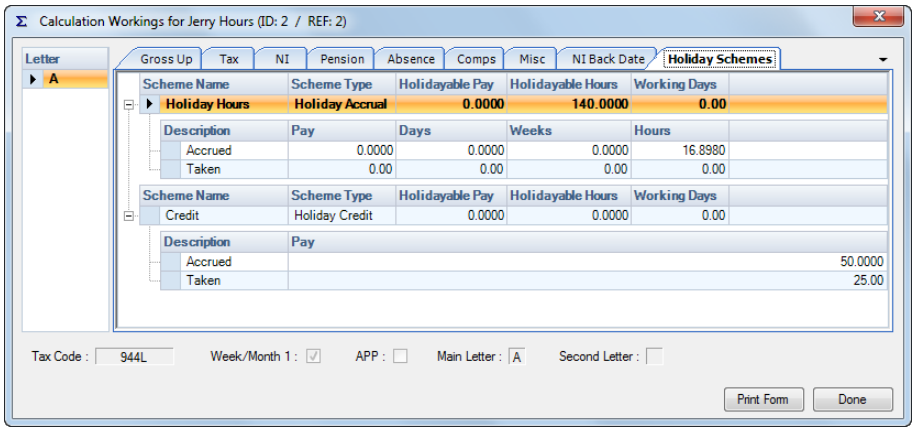

The **Holiday Credit** field shows the amount of the employees pay being deducted from them to fund their holiday scheme.

If you place your cursor over the value, your cursor will change to a hand, click on the field to see a breakdown, example below:



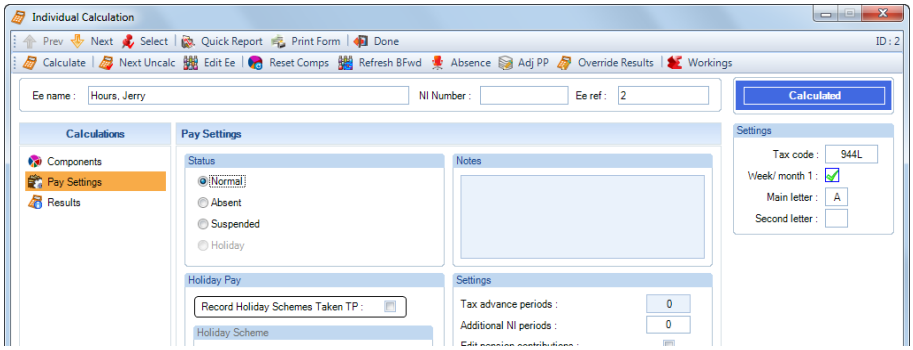

The information in the **Holiday Credit Breakdown** screen will be based on how the holiday scheme has been set up.

Under **Workings**, there is a separate tab called **Holiday Schemes** showing the Accrued and Taken this period values:

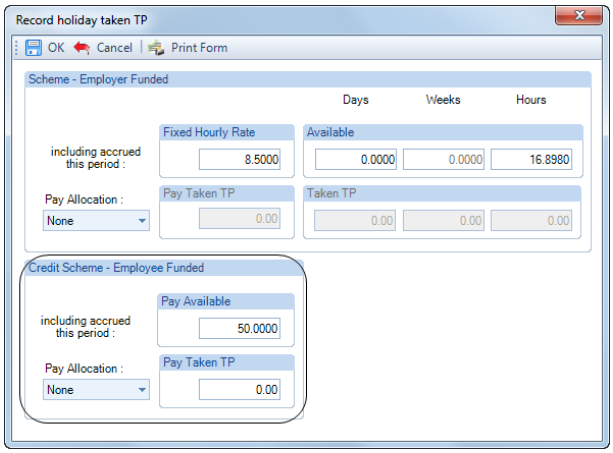



## Paying

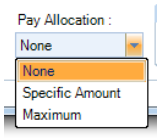
To pay the employee holiday from the holiday credit they have accrued, under the **Pay settings** tab tick the box **Record Holiday Schemes Taken TP**.




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

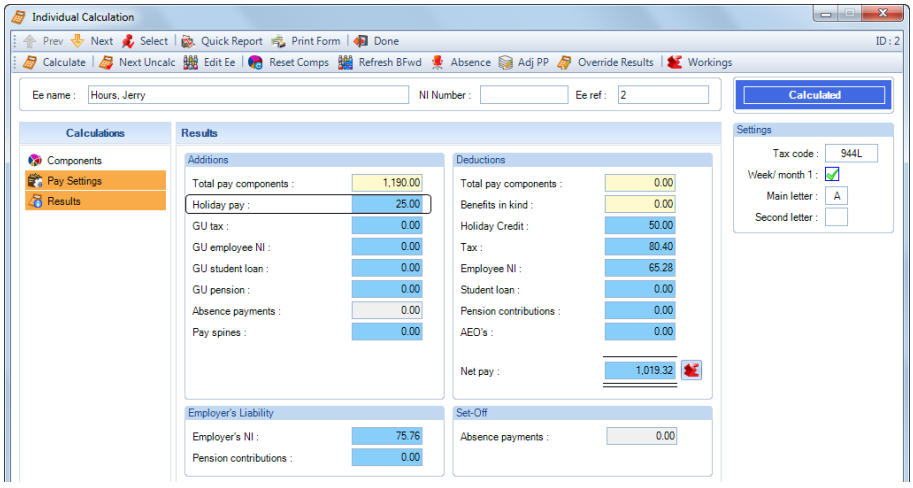



Click on the drop-down box under **Pay Allocation**:




- **None** – this will pay nothing.
- **Specific Amount** – select this option to manually enter the amount to pay under the Pay Taken TP field.
- **Maximum** – with this option selected the full amount of pay available will automatically be paid.

In the **Results** screen the **Holiday Credit** being paid will appear in the **Holiday Pay** field under **Additions**:

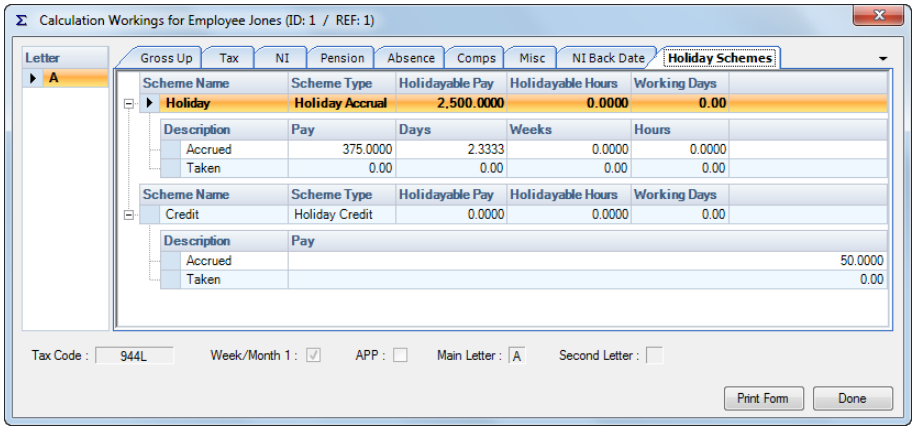



You can also click on the **Holiday Pay** value to see a breakdown.

## Employer Funded – Holiday Accrual

### Accruing

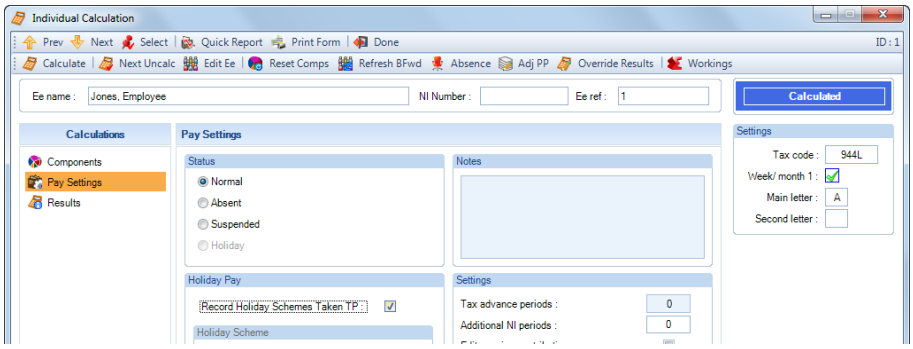
For an Employer Funded scheme, when accruing the values will not appear in the **Results** screen. Under the **Holiday Schemes** tab of the **Workings** button the accrued and taken values this period are displayed.



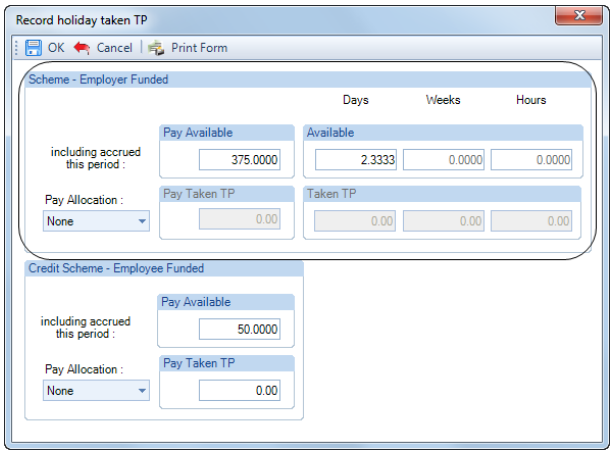

There are also several reports showing what has been accrued and taken in the current run.

### Paying

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

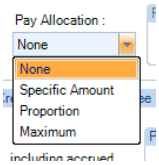



Now click on **Calculate**, you will then see the following screen.




This screen will be change depending on how the holiday scheme is set up.

Click on the drop-down box under **Pay Allocation**:




- **None** – this will pay nothing
- **Specific Amount** – select this option to manually enter the amount to pay under the Pay Taken TP field. This option is not available when accruing hours.
- **Proportion** - means that the amount will automatically be calculated based on total available as a proportion of the days/weeks available being taken.

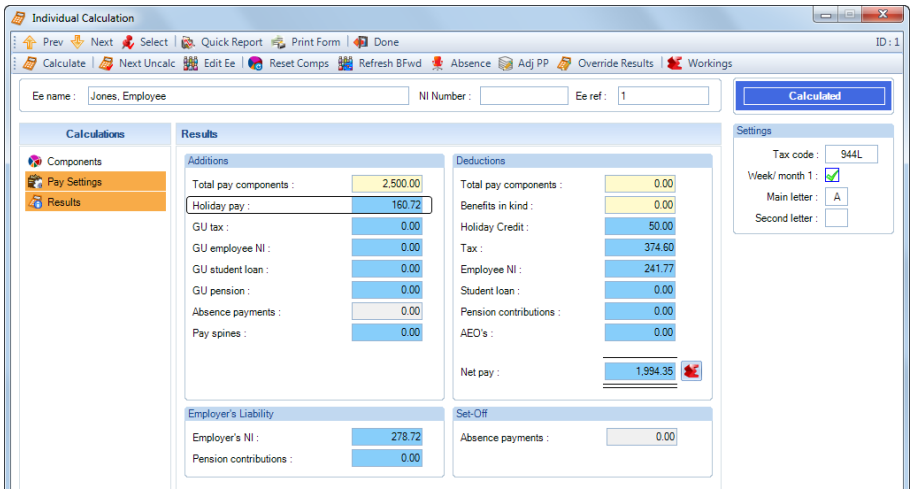
  For average weekly pay, this will be divided by the number of working days the holiday is based on; this is entered under the Holiday Scheme.
  For paying hours, this option will just pay what is entered. There will be no dividing.

  **Note:** This is the only inter relationship between days accrued and taken, and pay accrued and taken.
- **Maximum** – with this option selected the full amount of pay available will automatically be paid.

  **Note:** If you have Holiday Accrued on Holiday Off then this option will pay out more holiday than has been accrued, as it will pay the amount accrued including the current period before the current periods accrued is reduced by the holiday being paid.

Once you have selected the type under Pay Allocation, then if applicable, enter the number of Days/Weeks or Hours being **taken** and then select **OK**.

In the **Results** screen the **Holiday Accrual** being paid will appear in the **Holiday Pay** field under **Additions**:



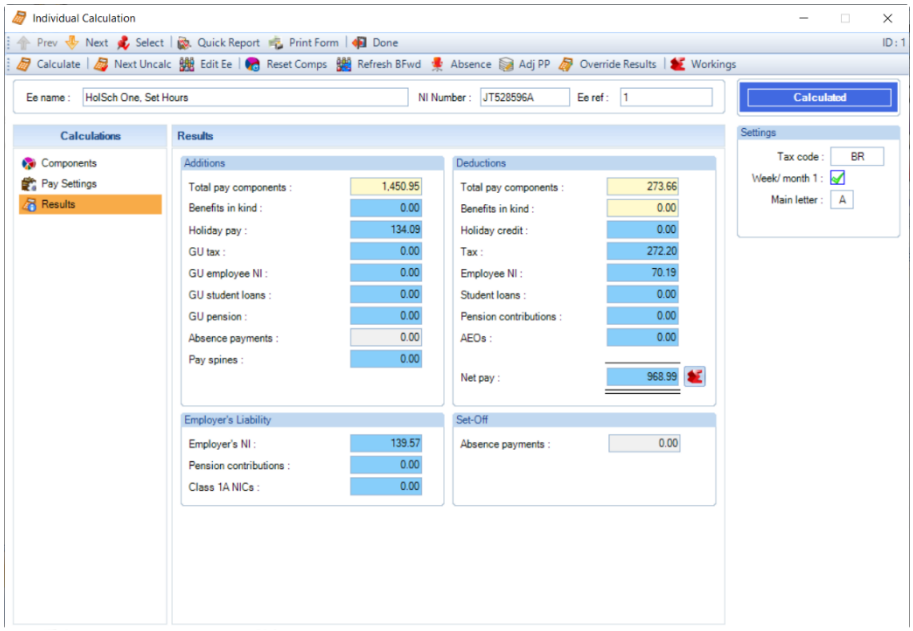

You can also click on the **Holiday Pay** value to see a breakdown.

## Employer Funded – Rolled up Holiday Pay

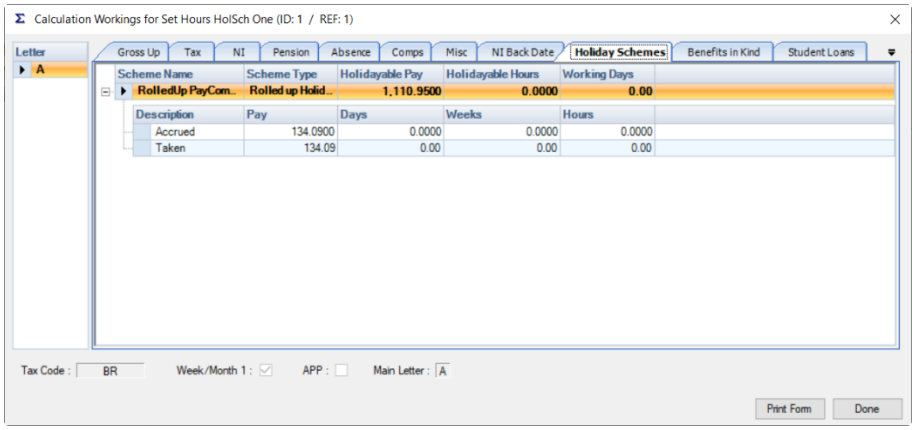
### Normal Period

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.




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

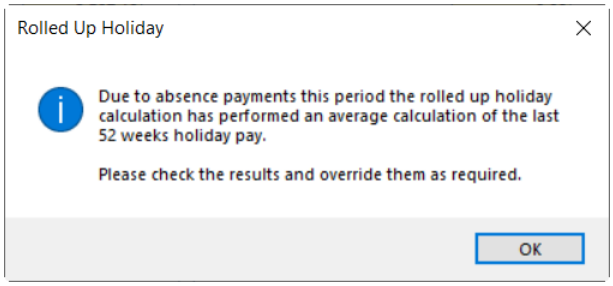



For this type of scheme, they do not accrue any holiday pay, the Pay Accrued value this period is for reference only and shows the original value calculated, when the period is closed the Accumulated Pay will not be updated.

If necessary, you can override the Holiday Pay calculated, see following 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**.

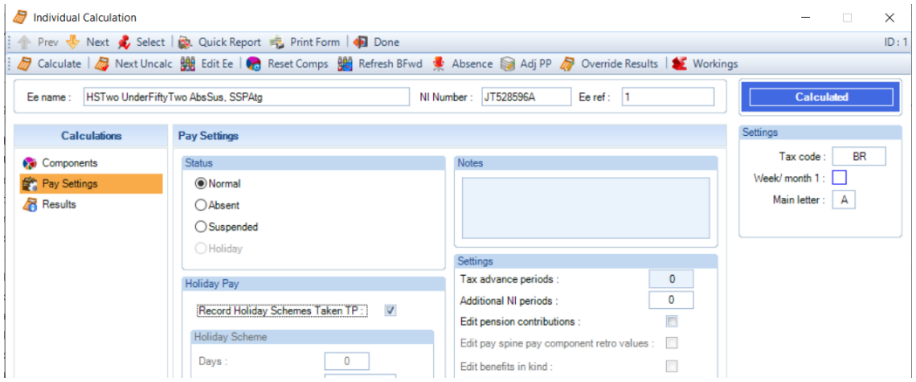
The Holiday Pay to pay this period is calculated using the average of the Rolled-up holiday pay paid for 52 weeks before the period where statutory absence value (add to gross and/or offset) was recorded for an employee, or available number of weeks if 52 are not available. This calculation excludes 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 it would be multiplied by 2.

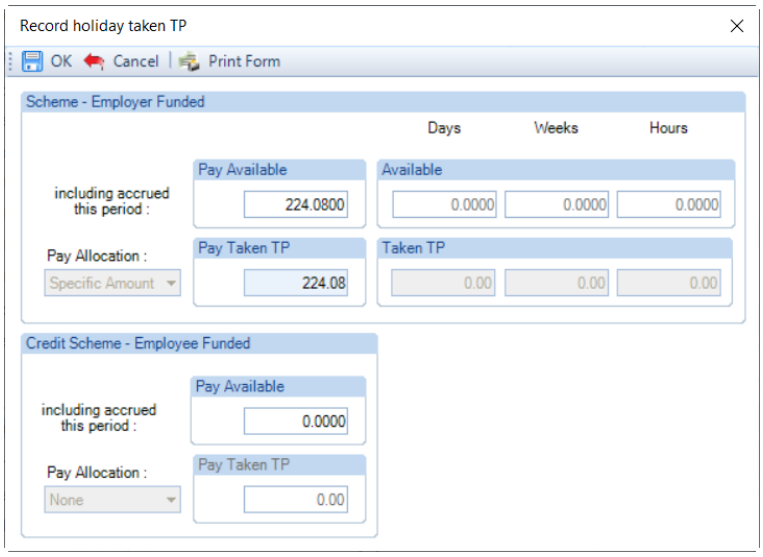
We recommend that you check the holiday pay calculated, if necessary, you can override the Holiday Pay calculated, see following section called Override Holiday Pay.

## Override Holiday Pay

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

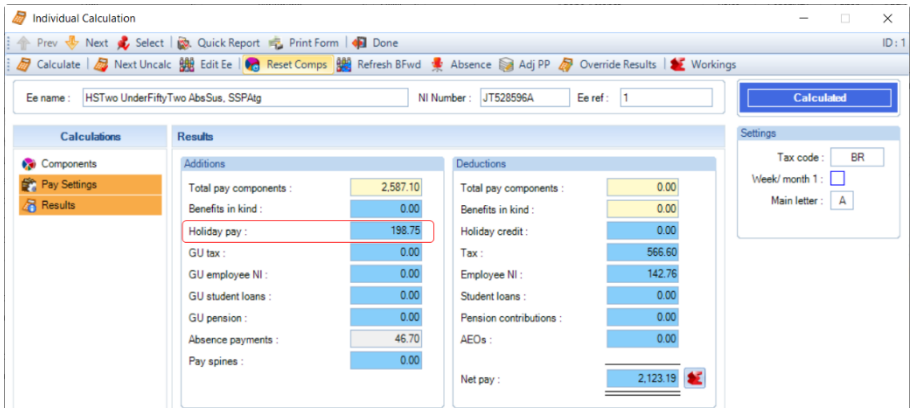



Now click on **Calculate**, you will then see the following screen.

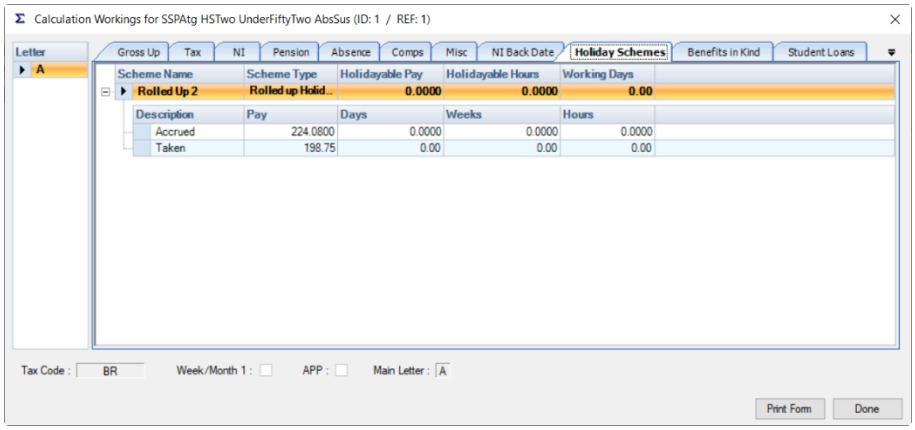



Under **Pay Taken TP** enter the amount of holiday pay to be paid to the employee and then select **OK**.

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




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.




## Period Close

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. If it is, then the employees holiday schemes figures will be amended 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.

## Reports

Reports showing Holiday schemes:

| Report | Title | Description |
|---|---|---|
| PAEEHOLS\ PSEEHOLS | Employee Holiday Scheme Details | All employee holiday scheme settings and numbers, including carried forward, accrued, taken and left. |
| PAEEHOL2\ PSEEHOL2 | Employee Holiday Scheme Details | All employee holiday scheme settings and numbers, including carried forward, accrued, taken and left. |
| PAHOL1N\ PSHOL1N | Holiday Schemes | Current tax year employee basic holiday scheme settings and holiday year to date figures for Days and Pay. Grouped by Holiday Scheme. |
| PAHOL2\ PSHOL2 | Holiday Schemes | Holiday Schemes - accrued and taken this period, and year to date. Only includes employees calculated in the current run. |
| PAHOL2A\ PSHOL2A | Holiday Schemes | Holiday Schemes - accrued and taken this period, and year to date. Includes all employees in the current run. Excludes previous period leavers. |
| PAHOL3\ PSHOL3 | Holiday Schemes | Holiday Schemes - accrued and taken this period, year to date and balance. Only includes employees calculated in the current run. |

| Report | Title | Description |
|---|---|---|
| PAHOL3A\ PSHOL3A | Holiday Schemes | Holiday Schemes - accrued and taken this period, year to date and balance. Includes all employees in the current run. |
| PAHOLSCH\ PSHOLSCH | Holiday Scheme Details | All holiday scheme set up details. Grouped by Holiday scheme ID. |
| PARUNHOL\ PSRUNHOL | Employee Holiday Schemes Details | Employee holiday scheme details including entitlement, carried forward, accrued and taken values this period, year to date and balance. Excludes previous period leavers. |

## Pension Reform

Just a note for those using Pension Reform within the program that Holiday Credit and Holiday Pay Set Aside are not treated as Contractual Earnings.

## Tables

For those of you who create your own custom reports, we recommend that you use the **Print Tables** under the **File** menu to print out details of the fields.

Below is a list of the tables from DEMPAY holding the Holiday Scheme set up information and calculated values:

- Holiday_Scheme
- EeHolidaySchemes
- EeBals
- EeComponents
- EeRunBals
- RunTransactions
- EeRun_Holiday_Schemes
- Holiday_Length_Of_Service
- HolidayAccrual_PayComponent
- HolidayEntitlement_PayComponent

The table tblEeFreqBals in the MCPTEMP contains the calculated values.

# Cost Splits

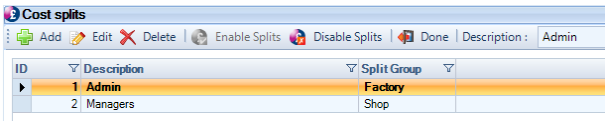
**Payroll Professional** has the facility to allow calculation of the 'costs' for an employee based on percentage splits. This is purely a reporting/costing exercise; the employee will only receive one payslip.

Example: an employee may work in two or more different areas of the company and the employer needs to apportion the charges relating to that employee to each area.

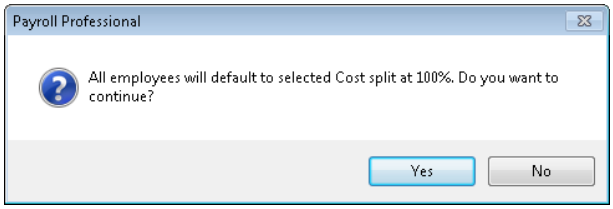
These areas for costing are known as 'Cost Splits' to differentiate them from Departments, Cost Centres and Branches. If you have a very complex set of splits, they can also be grouped together for reporting purposes.

Cost Splits and/or Groups cannot be used until they have been set up and enabled and once they are in use, they must be used for the whole payroll. Employees are allocated by percentage to various cost-split areas. If an employee belongs wholly to one area then they are set up as 100% to that split.

To set up the cost splits for the payroll, under the **Data** tab **Cost Splits\Cost Splits**.



Click on the **Enable Splits** button, you will then see a message that employees are to be set at 100% to Split ID 1. Click on **Yes** to carry on.

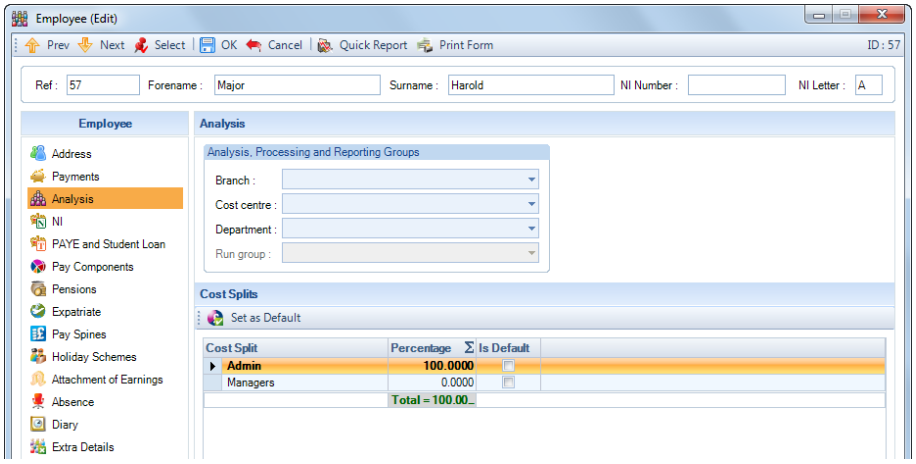



Then to change the Description for the first record click on the **Edit** button, delete the word Default (and its square brackets) and enter the name of your first split. Click on the **Add** button to create other splits as required. **Note:** If you want to use Groups, they can be added later.

**Note:** Remember to make the first split the one to which most employees belongs!

## Employee Settings

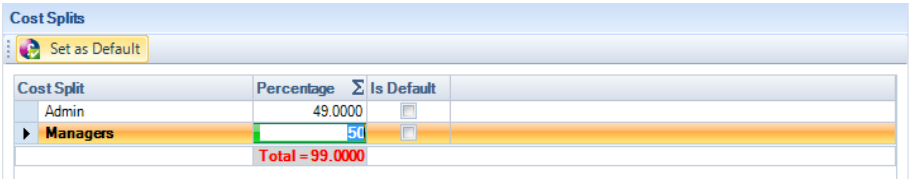
Under the **Data** tab select **Employees**, **Edit** the Employee and then select the **Analysis** tab.




On the right hand side of the screen you will see the Cost Splits section with the employee set at 100% to your first split.

To change the percentage just click into the Percentage field and over type the existing percentage with the new percentage value.

Each employee must total 100%, the Total will show in green if it is 100% and in red if the total is not 100%.

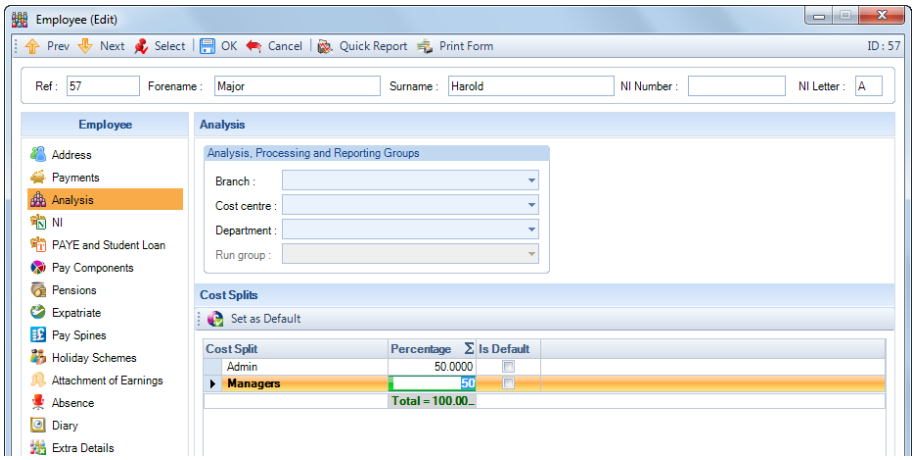



You cannot leave this screen if the tally is incorrect.

## Defaults

There is a facility to set each employee with a Default Cost Split and a further facility to reset every employee to 100% of their Default Cost Split.

To set a Default Cost Split for an employee in the below screen where you allocate the percentages for the Employee. Highlight the line of the Cost Split and click on the **Set As Default** button, a tick will appear in the **Is Default** column. To change it highlight another Cost Split and click on the button again.

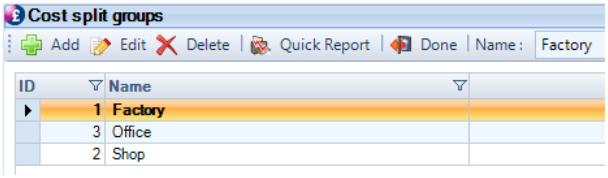



## Re-set

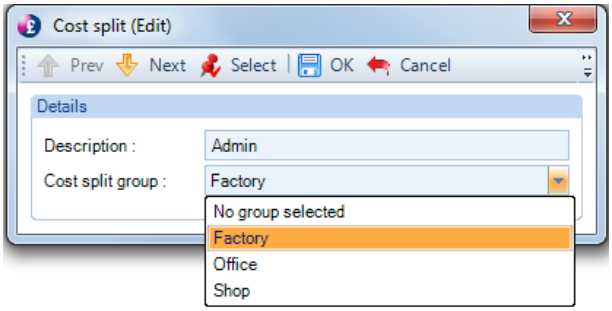
To re-set all employees Cost Splits, under the **Data** tab select **Cost Splits\Reset to 100% default**.

## Groups

To set up Groups under the **Data** tab select **Cost Splits\Groups**. Click on the **Add** button, enter the Group Description and click on the **OK** button. Repeat for all groups required then click on the **Done** button to complete the process.




To add a Group to a Cost Split under the **Data** tab select **Cost Splits\Cost Splits.**




Highlight the Cost Split and click on **Edit**, then select the Group using the drop down selection box next to Cost Split Group. Now click on **OK**.

When all allocations are complete click on the **Done** button.

### Reporting

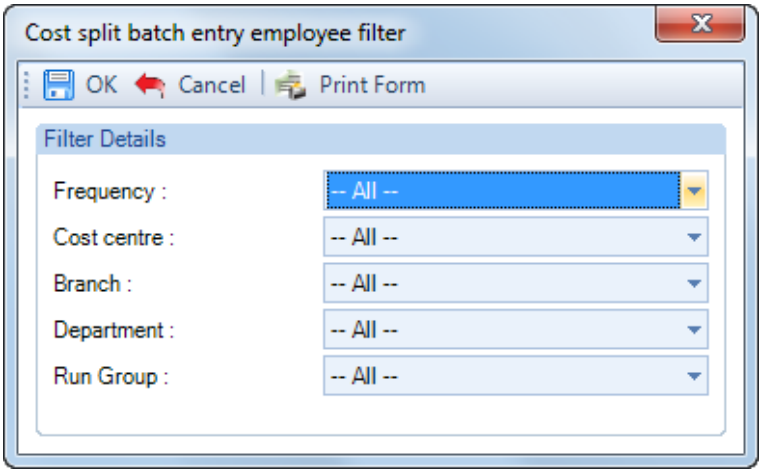
Some standard reports are provided to illustrate how to report on employee balances divided between 'Cost Splits'.

- Employee report **PAESPL1** (PSESPL1 for SQL) shows the %age setting for employees, sorted by employee.
- Employee report **PAESPL2** (PSESPL2 for SQL) shows the %age setting for employees, sorted by employee with each 'Cost Split'.
- Payroll run report **PARNSP1** (PSRNSP1 for SQL) shows how %ages can be used to divide payroll run balances for employee by 'Cost Splits'.
- Payroll run report **PARNSP2** (PSRNSP2 for SQL) is a totals only version of PARNSP1.
- Payroll run report **PARNSP3** (PSRNSP3 for SQL) shows how %ages can be used to divide payroll run balances for employee by 'Cost Splits', based on PARUN6.
- Payroll run report **PARNSP4** (PSRNSP4 for SQL) is a totals only version of PARNSP3.
- Employee report **PACRNSP3** (PSCRNSP3 for SQL) is historic version of PARNSP3 using the %ages entered for the actual period.

Further exploitation of cost splits can be achieved by designing your own reports using Crystal Reports.

## Batch Entry

Changes to the cost split percentages for an employee need to be done from the Employee Details screen. However, if there are a number of employees in the data file, this can be a time consuming exercise. To help speed things up we have created a Batch Entry screen which will display all current employees, leavers are excluded.

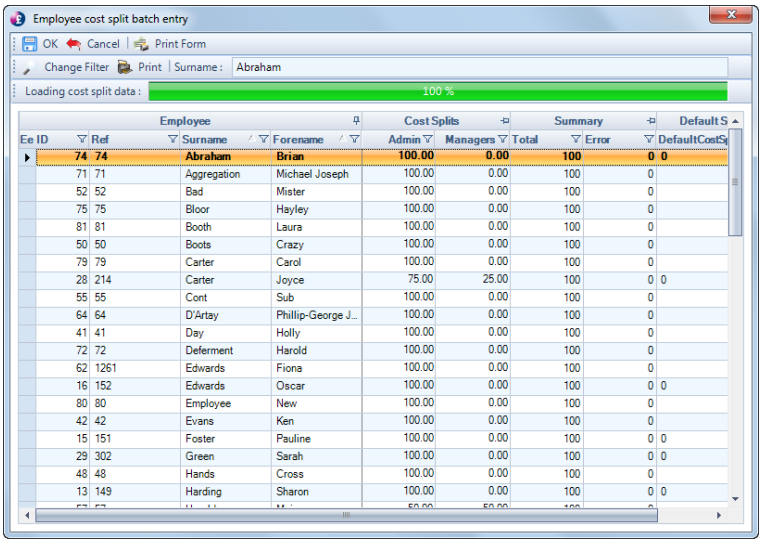
| | |
|---|---|
| Access the option under the **Data** tab select **Costs Splits\Batch Entry.**<br><br>The first screen allows you to filter a sub-set of employees.<br><br>Choose a **Frequency**, and/or an **Analysis Group** and whether this applies to all employees. |  |

Input cost split percentage for any employee where a change is necessary.

Values will show in **Error** column if any employee doesn't add up to 100%.

The Default split can also be set from this screen.

Click **OK** to complete the procedure.




| | Employee | | | | Cost Splits | | Summary | | Default S |
|---|---|---|---|---|---|---|---|---|---|
| Ee ID | Ref | Surname | Forename | | Admin | Managers | Total | Error | DefaultCostS |
| 74 | 74 | Abraham | Brian | | 100.00 | 0.00 | 100 | 0 | 0 |
| 71 | 71 | Aggregation | Michael Joseph | | 100.00 | 0.00 | 100 | 0 | |
| 52 | 52 | Bad | Mister | | 100.00 | 0.00 | 100 | 0 | |
| 75 | 75 | Bloor | Hayley | | 100.00 | 0.00 | 100 | 0 | |
| 81 | 81 | Booth | Laura | | 100.00 | 0.00 | 100 | 0 | |
| 50 | 50 | Boots | Crazy | | 100.00 | 0.00 | 100 | 0 | |
| 79 | 79 | Carter | Carol | | 100.00 | 0.00 | 100 | 0 | |
| 28 | 214 | Carter | Joyce | | 75.00 | 25.00 | 100 | 0 | 0 |
| 55 | 55 | Cont | Sub | | 100.00 | 0.00 | 100 | 0 | |
| 64 | 64 | D'Artay | Phillip-George J... | | 100.00 | 0.00 | 100 | 0 | |
| 41 | 41 | Day | Holly | | 100.00 | 0.00 | 100 | 0 | |
| 72 | 72 | Deferment | Harold | | 100.00 | 0.00 | 100 | 0 | |
| 62 | 1261 | Edwards | Fiona | | 100.00 | 0.00 | 100 | 0 | |
| 16 | 152 | Edwards | Oscar | | 100.00 | 0.00 | 100 | 0 | 0 |
| 80 | 80 | Employee | New | | 100.00 | 0.00 | 100 | 0 | |
| 42 | 42 | Evans | Ken | | 100.00 | 0.00 | 100 | 0 | |
| 15 | 151 | Foster | Pauline | | 100.00 | 0.00 | 100 | 0 | 0 |
| 29 | 302 | Green | Sarah | | 100.00 | 0.00 | 100 | 0 | 0 |
| 48 | 48 | Hands | Cross | | 100.00 | 0.00 | 100 | 0 | |
| 13 | 149 | Harding | Sharon | | 100.00 | 0.00 | 100 | 0 | 0 |

Incomplete edits (as above) will generate a warning and must be corrected before the procedure can be completed. The **Print** button will produce a report, of all edits currently on screen.

# New Employees

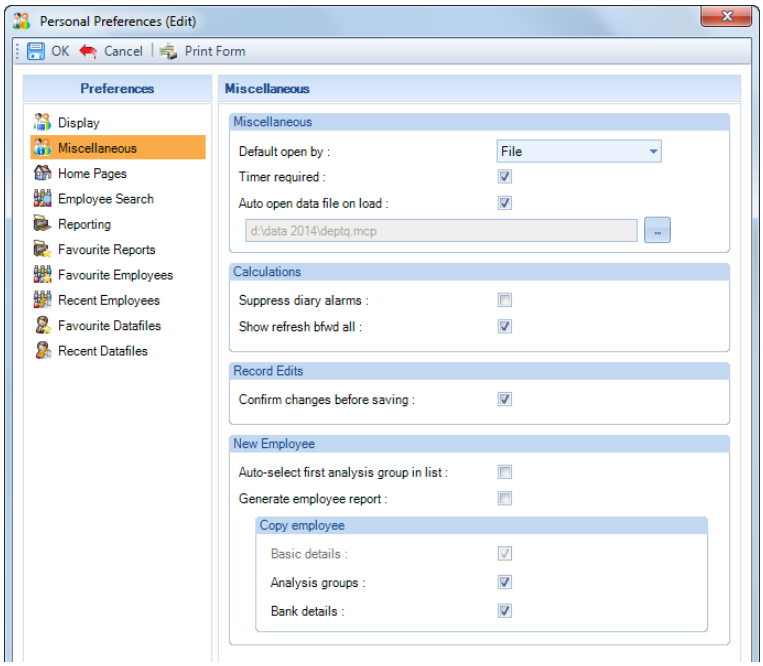
On selecting the **Employees** button under the **Data** tab, if there are no existing employees, you will be taken straight to the **New Employee** screen. If there are employees, then you will need to click on the **Add** button.

## Personal Preferences

The fields with a drop box signifying a selection is available will use the first (default) value unless you choose otherwise.

The exceptions to this are the analysis groups (branches, departments etc.)

Under the **Admin** tab select **Personal Preferences** and the **Miscellaneous** tab.




Under the **New Employee** section there are several options.

### Auto select first group in list

There are four possible analysis groups to be allocated to each employee. They are Branches, Cost Centres, Departments and Run Groups (for use with Bonus runs). This screen allows you to simplify selection of these categories when creating new employees.

Ticking this box will automatically select the first of each of these categories for the employee.

If you use this facility please remember that when a new datafile is created, each of these categories has a generic first entry called **Default**. As you create your own entries you should replace this initial description with one of your own.

Any employee not allocated a specific category would then show as **Default**. Similarly, if you have used departments but not branches then all employees will show as **Default** against branches.

If you do not like default appearing in unused categories then simply leave this box un-ticked. Choose the required categories for each employee and those without selections will stay blank.

### Generate employee report

Tick this box for an automatic report when the employees record is created.

### Copy Employee

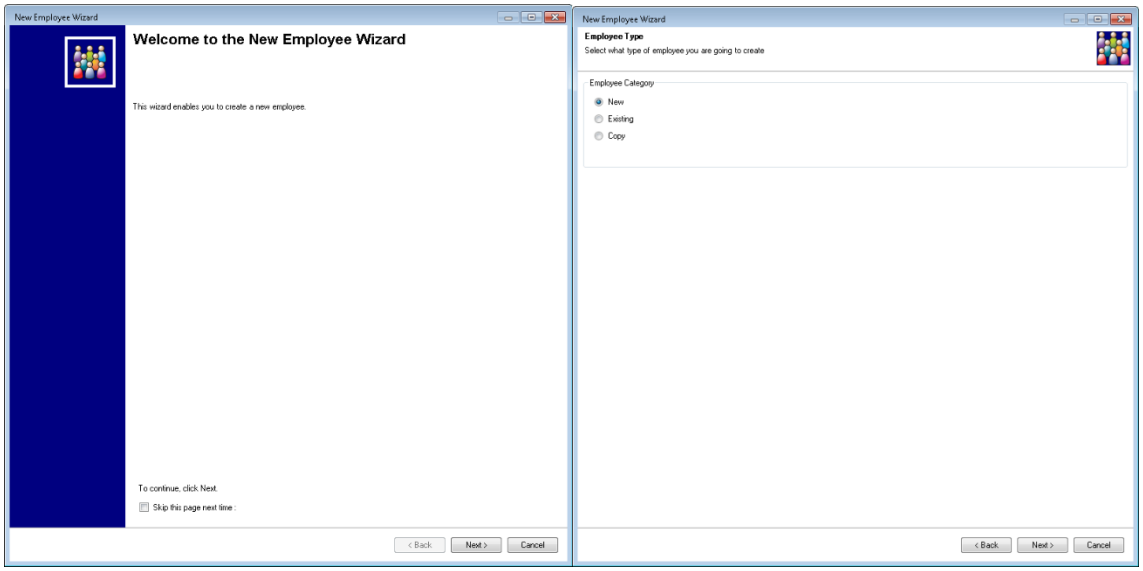
- **Analysis Groups** – with this on when you create a new employee and select copy will copy the Analysis Groups (Department, Branch e.t.c) to the new employee record.

- **Bank Details** – with this on when you create a new employee and select copy will copy the bank details to the new employee record. If you use this option we recommend that you check the bank details.

## New Employee Wizard

The **New Employees** screen is designed to allow you to set up employees as quickly as possible.

There are three categories of Employee – **New**, **Existing** and **Copy**.




## Employee - Copy

When you create a new employee record, there are three options:

**New** – Set up a new employee for this client for the current tax year, with a Start date within the tax year - 6th April to 5th April.

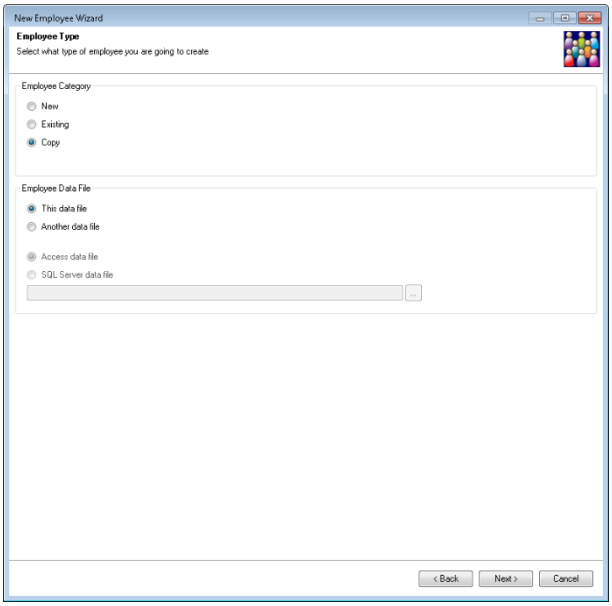
**Existing** – Set up a new employee, ability to enter year to date balances for tax, taxable pay, NIC earnings and NIC contributions. And where their start date is before the start of the current tax year, 6th April.

**Copy** – Allows the user to copy an existing Employee Details record.

With **Copy** selected, choose whether the employee to be copied is in **This Data file** or **Another Data file**.

If the employee is in another datafile, click on the ellipsis button and select the clients data file.

Click **Next**.



You are now presented with the list of employees.

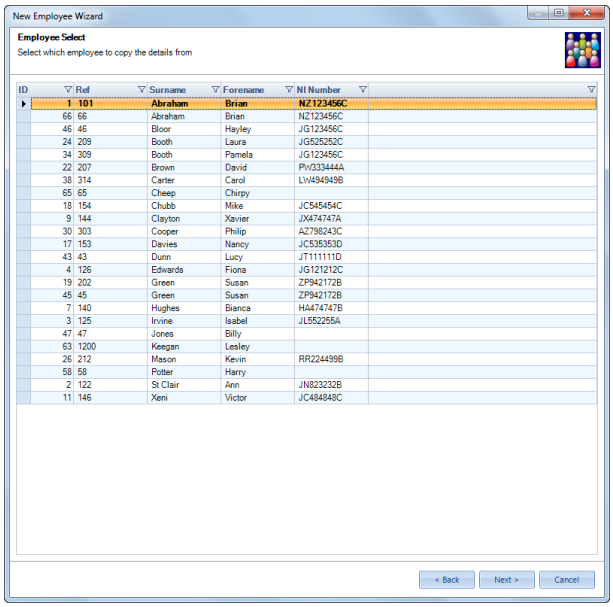
If you have chosen to copy from **This Datafile**, you will only see leavers. All leavers are displayed that exist in the data file, no matter how old.

If you have chosen to copy from **Another Datafile**, you will see all employee records for that client, not just current records.

To change the viewed sequence of the records, click on the column header.

Select the employee to copy.

Click **Next**.




This next screen is the first of the normal employee set up screens. The following fields will be competed with the information from the copied record.

**Title**

**Forename**

**Surname**

**Address**

**Passport Number**

**Date of birth**

**Marital status**

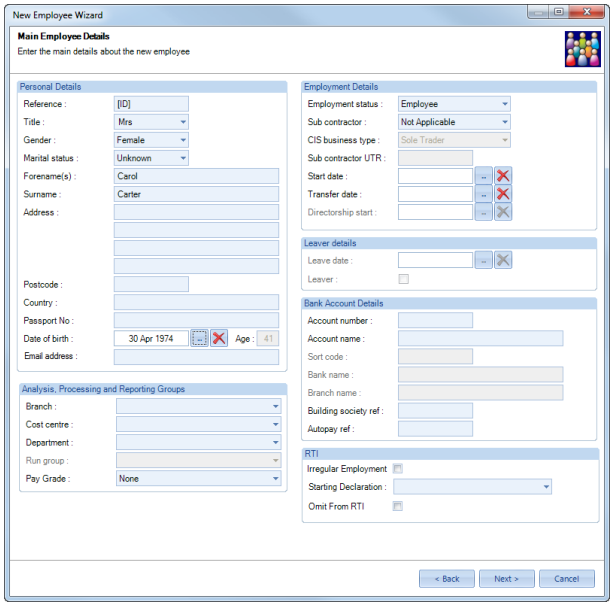
**NINO** (on subsequent screen)

**RTI – Starting Declaration** (if enabled)

Please remember to input the employee reference on this first screen.

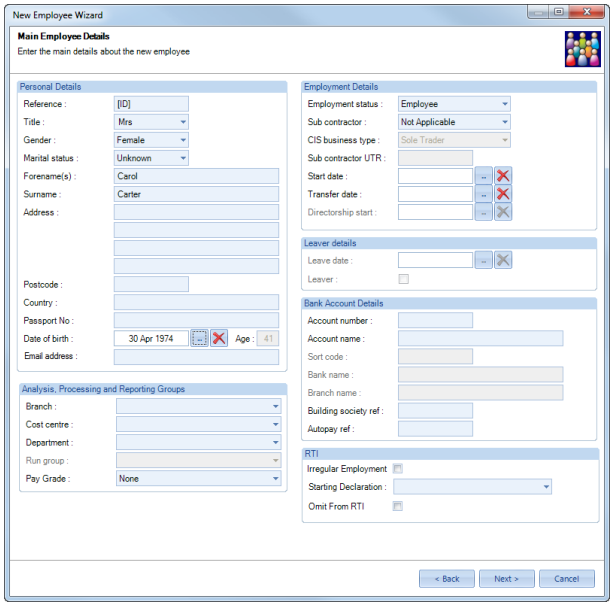
The Analysis Groups and/or Bank Account Details and/or Email Address will also be copied if enabled under Personal Preferences.

Click **Next** and complete the rest of the screens as normal.

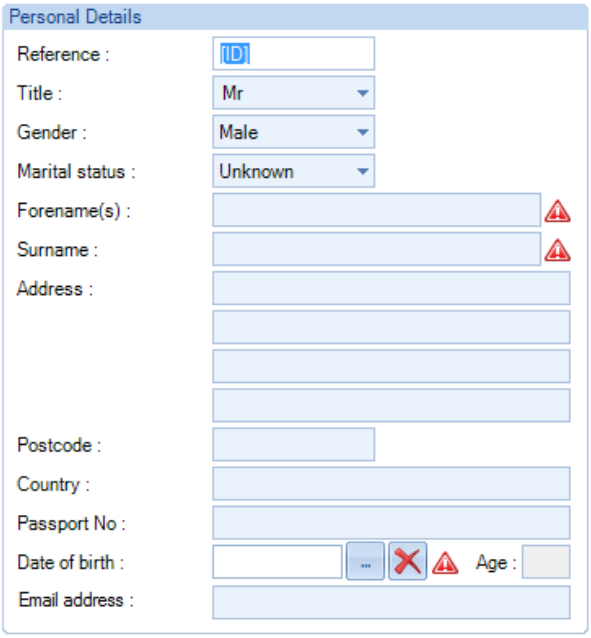



## Employee – New and Existing

After selecting **New** or **Existing** and clicking **Next** you will see the following screen:




## Personal Details




**Reference -** Two fields, **ID** and **Reference** identify each employee. The computer sets the ID and it is a numeric sequence (starting at 1) given to each employee record created. The ID cannot be edited or re-used.

The user, however, creates the Reference. It can be alpha, numeric, or both. If you choose not to create a specific set of reference numbers for employees, then the system will replicate the ID as the reference when you create the record.

The Reference will be validated against existing employee records and payment after leaving records to ensure it has not already been used.

**Important Note:** As the Reference is a Text Field if you want to use numbers and have them appear in number order, then you need to prefix them with zeros. For example if the maximum reference will be 999, then for 1 enter 001 and 2 enter 002 etc.

**Title -** There are four system defaults in the Title field – **Mr**, **Mrs**, **Miss** and **Ms**. Each of which will automatically set the correct gender for the employee. You are also able to over-write the field with different titles, such as **Dr**, **Lady** or **Sir**. If anything other than defaults are used you must also ensure the correct gender is set for the employee.

Maximum number of characters is 35 or it can be left blank.

In Year Submissions will accept blank and long Titles.

End of Year Submissions will accept blank or the standard Mr, Miss, Ms or Mrs. If you enter a different title the program will automatically enter the title based on the Sex and Marital Status.

CIS Submissions will accept blank or the standard Mr, Miss, Ms or Mrs. If you enter a different title the program will automatically enter the title based on the Sex and Marital Status

**Gender -** If you have used one of the four defaults for the title, then tab past this field, as the gender will already be entered. Otherwise select the appropriate value and tab to next field.

**Marital Status -** Select as appropriate or leave the default of Unknown.

**Forename -** Input the full first name/s. It is not necessary to use initials as **Payroll Professional** creates a separate field for initials in case they are required for reporting purposes.

Notice as you type, the system will automatically change the case of the first letter to a capital. If you type in a forename and then space to create a second forename, the system assumes this is the case and 'capitalises' the first letter of the second word. We know that all payrollers are not necessarily trained typists!

Maximum number of characters is 71, all HMRC submissions only include the first two forenames.

**Surname -** Input the surname, the 'capital' effect also works here.

Maximum number of characters is 35.

**Address -** Input the Address – tab between the different lines of the address.

**Postcode -** Input the Postcode – data will automatically be in capitals.

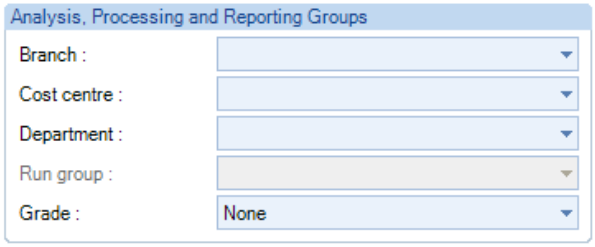
**Country -** Input the Country – useful for internet submission.

**Passport No -** Input the Passport Number – this is in preparation for RTI and allows you to enter up to 35 characters.

**Date of Birth -** Input employee's date of birth.

**Email Address -** Input the employees email address.

## Analysis, Processing and Reporting Groups




**Branch -** Select the branch for this employee.

**Cost Centre -** Select the cost centre for this employee.

**Department -** Select the department for this employee.

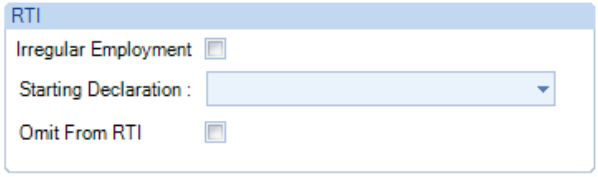
**Run Group -** Select the run group for this employee.

**Pay Grade -** Select the Pay Grade for this employee.

If you previously chose **Auto-Select first group in list** in **Personal Preferences** then these fields will be displaying the first in the list of each category.

If you didn't make the Auto-select choice each of these fields will show as blank.

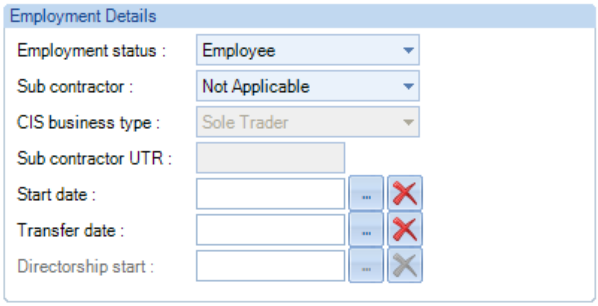
## RTI




You must complete at least the Starting Declaration, if RTI is enabled.

For further details please see the Real Time Information section of the help file.

## Employment Details




**Employment Status -** Choose from employee, higher paid, cumulative director and no-cumulative director. Remember, non-cumulative director should only be used for individuals who draw a set salary every month.

**Sub-Contractor -** If this person is a normal PAYE employee then this field needs to be left with it's default value of *Not Applicable*. If the record is being created for a genuine sub-contractor you need to choose the correct category Standard Rate, Gross Payment or Higher Rate.

**CIS Business Type -** If this person is a sub-contractor select the business type as one of Sole Trader, Partnership, Trust or Company. This field will not be available unless you previously selected a sub-contractor category.

**Sub Cont UTR -** Input the contractors unique tax reference. This field will not be available unless you previously selected a sub-contractor category.

**Start Date -** Input the original employment start date.

**Transfer Date -** Input the TUPE date, this is when the new company took over.

**NOTE TUPE Transfer Payrolls -** We would like to remind you that it is not necessary to issue P45s for all employees when a payroll is transferred. HMRC's recommendation of best practice in this instance would be to write to them with an appropriate list confirming those employees affected.

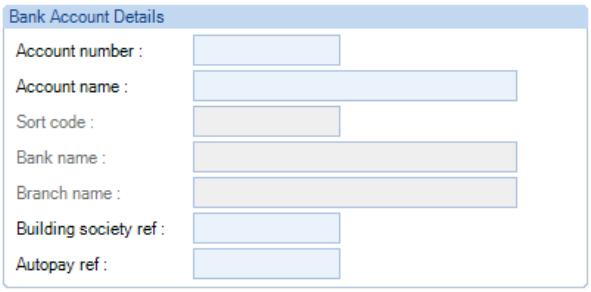
**Directorship Start Date -** If this record is for a director you **must** enter a directorship start date.

## Leaver Details

**Leave Date -** This field will be available if you are creating **Existing** employees. Having taken the payroll over part way through the year you will need to create the previous period leavers to ensure payroll year to date totals are correct.

**Leaver -** Click if this record is being created for employee who has already left.

## Bank Details




**Account No -** Enter the account number. If less than 8 numerals are entered then the field will fill out with leading zeroes (e.g. 4532 entered will display and record as 00004532).

**Account Name -** This field defaults to the initial and surname from details entered on the first screen of the new employee record. Overtype details if the bank account name differs.

**Sort Code -** Enter the sort code required. As the sort code is entered, it will check against existing bank records. If a bank record with this sort code is found, the name and branch fields will be filled automatically.

If the sort code is not recognised, the details entered will create a new bank record on completion of this screen.

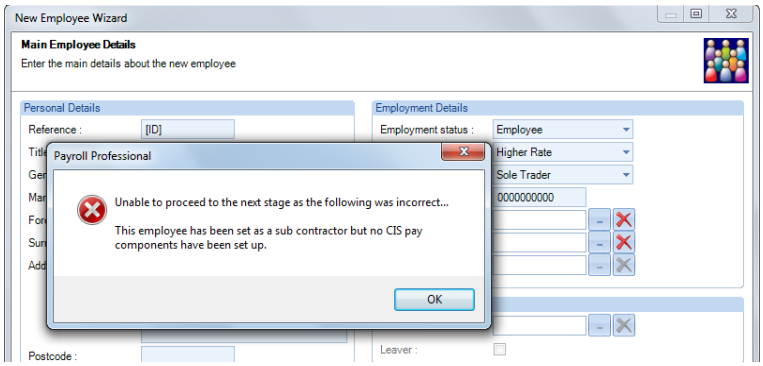
**Building Society Ref -** Enter any building society reference needed.

**Autopay Ref -** Enter any Autopay reference needed.

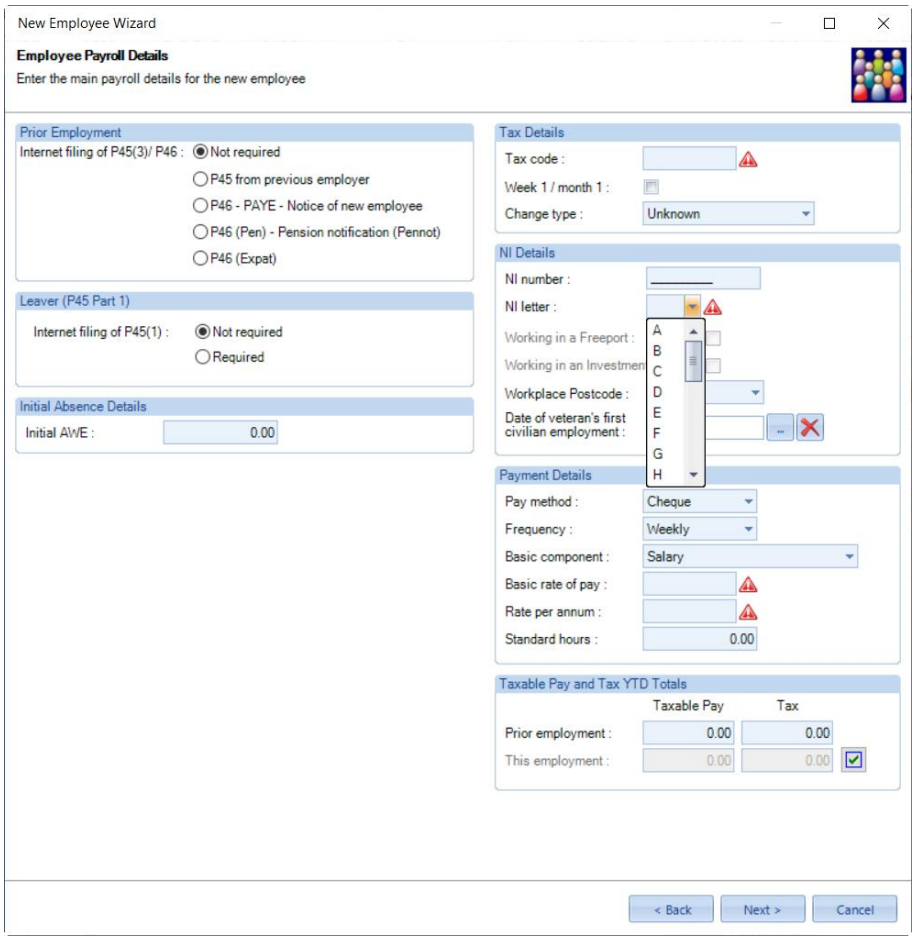
Click **Next**.

If any mandatory information has not been completed, you will see an appropriate message and will not be able to move to the next screen until it has been completed.

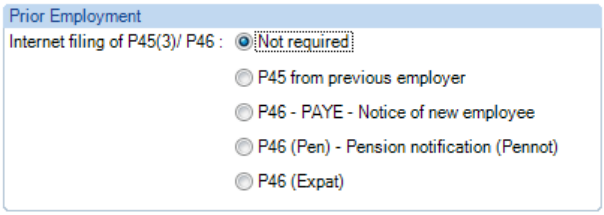
A check will also be performed for Sub Contractors to ensure appropriate pay components are available. If there are no CIS pay components you will see the following message, and must cancel the New Employee Wizard to create them.



## Employee Payroll Details



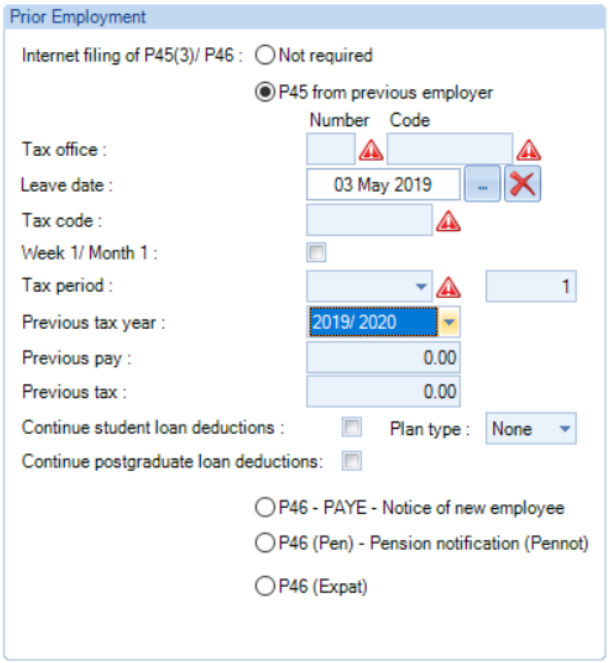

## Prior Employment




Select the form that you wish to submit to the HMRC and enter the relevant details, otherwise leave as No Internet Filing.

**Not Required** is set as default option.

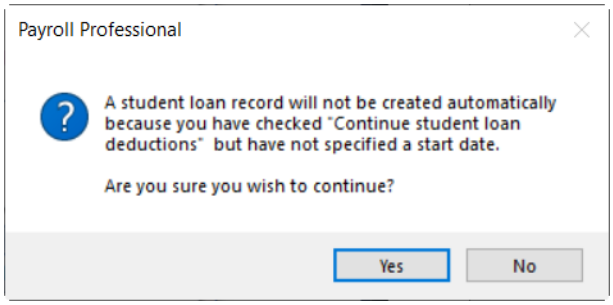
**P45 from previous employer** allows you to input details from the employee's P45.




Enter the information showing on the P45(3) - the Tax Office details, Employee's leave date, Student loan indicator, Tax code, Week one indicator. Choose week or month and input the week or month number, select the tax year it relates to, enter Previous Pay and Previous Tax.

The Tax Code will be carried over to the Tax, NI and Payment Details screen.

If the Continue student loan deductions and/or Continue postgraduate loan deductions box is ticked, the Student Loan and/or Postgraduate Loan start date will be completed with the Employees start date. If no Employee start date has been entered and you have ticked this box then you will be shown the following warning message:-



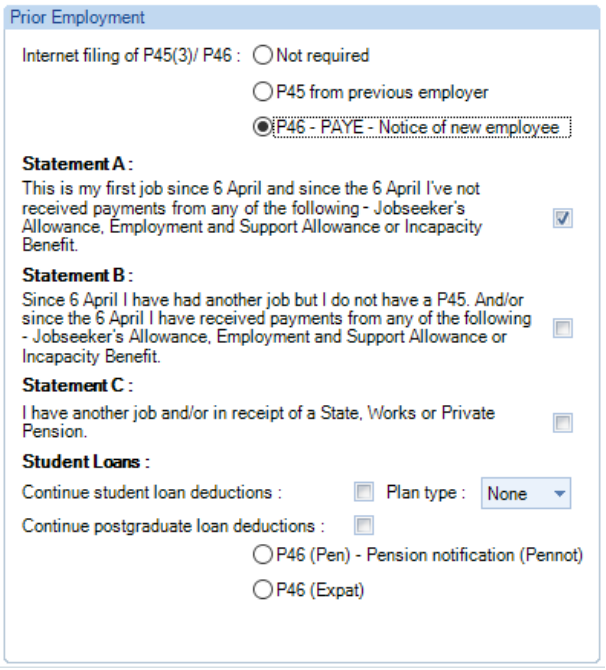

You can then either click No, and enter the Employees start date. Or click on Yes, which will mean that you will need to set up the Student Loans once the New Employee has been created.

The Continue Student Loan plan types and Continue Postgraduate Loan settings available are based on the P45(3) Leave date entered and Previous tax year selected, when they came into force.

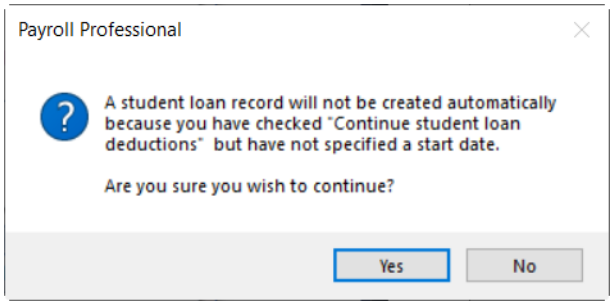
There is a switch in Employee Details Tax tab to set an employee as **Not paid till April** you can create an employee and input P45 information including previous pay and tax and Internet file them even though they won't be paid till April.

This ensures that the pay and tax figures are lodged with HMRC.

**P46 – PAYE – Notice of a new employee** requires you to set a tick against the statement the employee has completed on the signed form P46.




If Continue student loan deductions and/or Continue postgraduate loan deductions is ticked, the Student Loan and/or Postgraduate Loan start date will be completed with the Employees start date. If no Employee start date has been entered and you have ticked this box then you will be shown the following warning message:-



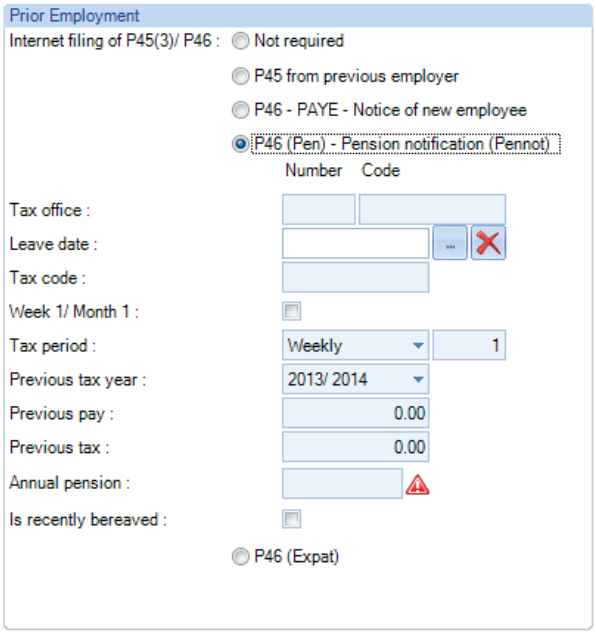

You can then either click No, and enter the Employees start date. Or click on Yes, which will mean that you will need to set up the Student Loans once the New Employee has been created.

The Continue Student Loan plan types and Continue Postgraduate Loan settings available are based on the tax year of the data file, when they came into force.

When you select P46 the Statement will automatically be selected based on the RTI Starting Declaration selected.

### P46(Pen) – Pension notification (Pennot)

Complete the fields to show what has been entered on the manual form.




Procedures for employer of either an employee retiring or a deceased employee whose dependant is entitled to a pension (para 21 - CWG2).

*It will help both HMRC and the new pensioner if they use the form P46(Pen) when they start to pay a pension for the first time, even if the pension recipient provides a P45 (Part 3). But pension payers may continue to complete P45 (Part 3) and send it to us if they wish.*

If no tax code is entered under the P46 Pen then the tax code will be populated with the Emergency code on a week 1/month 1 basis.

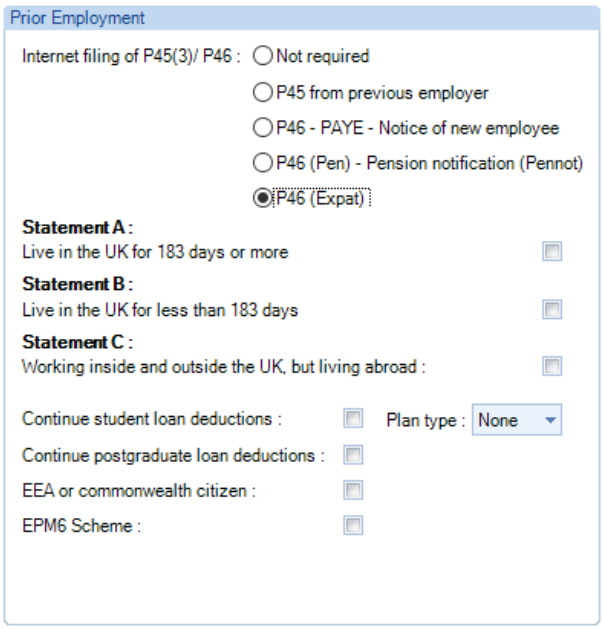
If a tax code is entered under the P46 Pen and it is in the current year then the tax code will be populated with the P46 Pen tax code on a week 1/month 1 basis.

Please see the HMRC website to ensure you are using the correct tax code:

https://www.gov.uk/guidance/paying-a-company-pension-or-annuity-through-your-payroll

### P46(Expat)

Complete the fields to show what has been entered on the manual form.



The Continue Student Loan plan types and Continue Postgraduate Loan settings available are based on the tax year of the data file, when they came into force.

**Important Note: Only complete P46 (Expat) if the employee has been seconded to work in the UK by their overseas employer but still has a contract with their overseas employer.**

**A seconded employee includes:**

- **individuals working wholly or partly in the UK for a UK resident employer on assignment whilst remaining employed by an overseas employer**
- **individuals assigned to work wholly or partly in the UK at a recognised branch of their overseas employer's business**
- **all individuals included by an employer within a dedicated expatriate scheme or an expatriate modified PAYE scheme (EPM6).**

Below are some HMRC comments about P46 (Expat). Please remember P46 Expat will only be available to you if an Expat licence exists on your system.

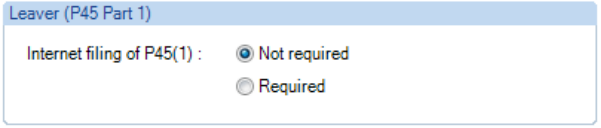
The standard P46 form only relies on the statements A, B or C to determine the tax code. The form P46(Expat) also relies on an optional entry in the 'European Economic Area (EEA)/Commonwealth Citizen' box at Section 1 to determine the tax code. If an employee enters 'X' in the 'EEA/Commonwealth citizen' box, employers must use the emergency tax code on a cumulative basis (which applies to Statement A) even if the employee has completed Statements B or C.

This means that, for the operation of payroll, an entry in the EEA/Commonwealth box should override any entry made by the employee at statements B or C.

| | |
|---|---|
| **Statement A**<br>**Live in the UK for 183 days or more** | Emergency Code cumulative |
| **Statement B**<br>**Live in the UK for less than 183 days** | Emergency Code W1/M1 (unless employee is EEA Citizen) |
| **Statement C**<br>**Working inside and outside the UK, but living abroad** | Emergency Code W1/M1 (unless employee is EEA Citizen) |
| **European Economic Area Citizen** | Emergemcy Code cumulative (even if Present Circumstances is 2 or 3) |
| **If no information from employee before first pay day, you must select a statement.** | 0T W1/M1 |

General Guidance about employing an individual who has been seconded to work in the United Kingdom and the procedure of completing a P46(Expat) is provided in the HMRC booklet CWG2 'Employers Further Guide to PAYE and NICs'.

## Leaver (P45 Part 1)

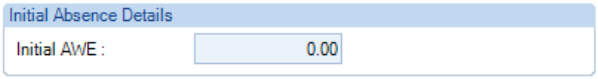



**Not Required** - is set as default option.

**Required** - Select whether or not you require to submit their Leaver information on-line when they leave employment.

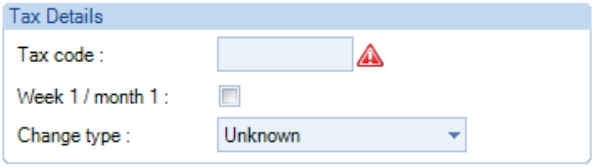
This information is stored in the data file ready for FPS.

## Initial Absence Details




**Initial AWE -** enter this value it will be used for statutory absence payments where there is not enough information for the program to calculate the AWE.

## Tax Details




**Tax Code -** Now input the tax code for the employee, including the letter. If you had entered P45(3) details in the previous screen this will automatically be completed. This field will accept all standard tax codes. Suffix letters should appear after the number, K or D before the number etc. Sub-contractors will be allocated a non-editable tax code of NT.

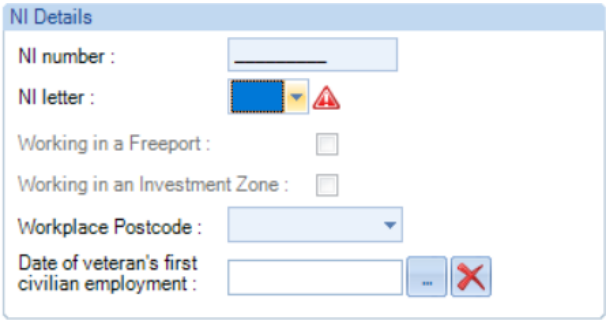
You can also enter **E** for emergency tax code, **BR** for basic rate and **NT** for no tax.

The Tax Codes **NT** and **D0** can be cumulative.

**Week 1/Month 1 -** Tick this box if the employee's tax code is a WK1/M1.

**Change Type -** For recording how the Tax Code for the employee was achieved.

## NI Details




**NI Number -** Input the NI number in it's constituent parts, two letters, six digits and a single letter – either A, B, C, D or space. The first two NI number letters are validated against the HMRC valid NI Number prefixes.

**NI Letter -** A valid NI letter must be selected from the list. The NI Letters available will include standard NI letters and those set as allowed under **Employer\National Insurance** tab. This field will also accept **X** for an employee not paying NIC. Sub-contractors will be allocated a non-editable NI letter of X. If **Mariner** is set as allowed under **Employer\National Insurance** tab, these NI Letters are only supported for employees where the **Employment Status** is either **Employee** or **Higher Paid**.

**Working in a Freeport -** From tax year 2022/23. Automatically ticked when one of the Freeport NI Letters F, I, S or L are selected. If **Freeport** is set to be allowed under **Employer\National Insurance** tab, then for NI letters M, Z, H and V, **Working in a Freeport** will be available for you to tick, if applicable. If both **Freeport** and **Mariner** are set to be allowed under **Employer\National Insurance** tab, then for Mariner NI Letters, **Working in a Freeport** will be available for you to tick, if applicable.

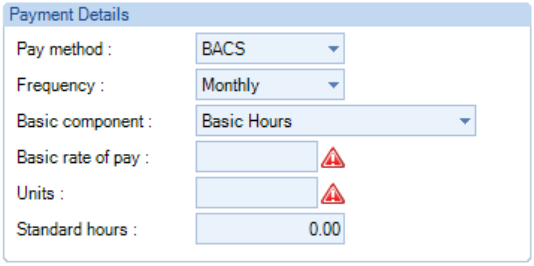
**Working in an Investment Zone –** From tax year 2024/25. Automatically ticked when one of the Investment Zone NI Letters N, E, K or D are selected. If **Investment Zone** is set to be allowed under **Employer\National Insurance** tab, then for NI letters M, Z, H and V, **Working in an Investment Zone** will be available for you to tick, if applicable. If both **Investment Zone** and **Mariner** are set to be allowed under **Employer\National Insurance** tab, then for Mariner NI Letters, **Working in an Investment Zone** will be available for you to tick, if applicable.

**Note**: If both Freeport and Investment Zone are set to be allowed under Employer\National Insurance tab, you cannot tick both Working in a Freeport and Working in an Investment Zone.

**Workplace Postcode** – can be entered from tax year 2024/25, is mandatory from 2025/26 where an employee has a Freeport or Investment Zone NI letter selected. Use the drop down to select a Workplace Postcode that has been set up under Employer\National Insurance tab, it will automatically be set as the default Workplace Postcode, if a default has been set.

**Date of veteran's first civilian employment -** From tax year 2022/23. Must be completed when applying the veterans NI Letter V.

## Payment Details




**Pay Method -** Select the pay method for this employee – the options will be restricted to those enabled in Employer Details.

**Frequency -** Select the frequency for this employee – the options will be restricted to those enabled in Employer Details.

**Basic Component -** Choose the basic payment component for this employee.

**Basic Rate of Pay -** Input the usual amount to be paid (per pay period) or set as zero if the amount is not regular (this figure will be generated automatically if the per annum figure is input instead).

**Rate per Annum -** Input the Annual value of the basic pay component for this employee (figure will be generated automatically if the period figure is input instead).

If the basic pay element for this employee is a 'unit-based' pay component then the bottom field of this screen will display as units rather than per annum.

E.G. - if the pay component selected is hourly wage rate the input required will be:

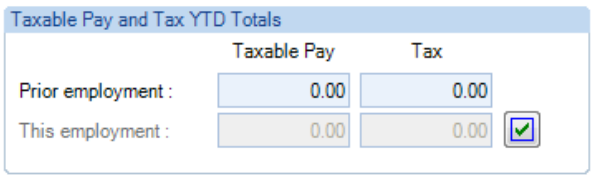
**Basic Rate of Pay -** Input the hourly rate (or zero if the rate can vary)

**Units -** Input the number of hours to be paid (or zero if the units can vary)

Remember these values can be over-ridden at run-time. Thus, if this person is to be paid the same hourly rate or the same number of hours most of the time then input that rate and/or hours. In the periods where the payment or hours are different then it can be changed on the calculation screen for that run only without affecting the default values.

**Standard Hours** – enter the employees normal hours per period. This is used for under Pay Component - Advanced Linking and RTI. If a default Standard Period hours has been entered under Period End in Employer Details then this value will automatically be populated, and can be overridden if required.

## Taxable Pay and Tax YTD Totals




**Taxable Pay – Prior Employment -** Enter the P45 pay details, these will be automatically populated if the P45(3) details where entered.

**Tax – Prior Employment -** Enter the P45 tax details, these will be automatically populated if the P45(3) details where entered.

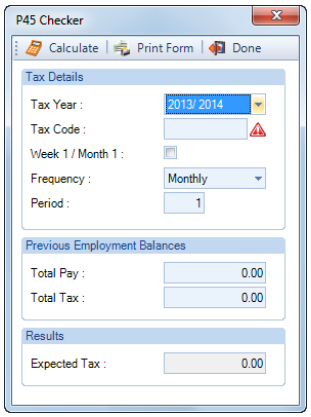
The next two fields will only be available if this is an 'Existing' employee.

**Taxable Pay – This Employment -** Enter total taxable pay in this employment.

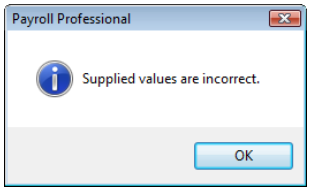
**Tax – This Employment -** Enter the total tax paid for this employment.

Note – if this record is for a sub-contractor, this screen will not be seen.

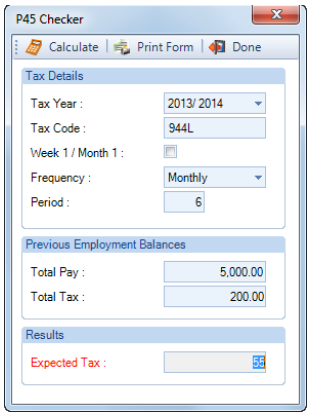
**P45 Check button -** Enter previous pay and tax, click the P45 Check button. A new window will appear, showing the pay and tax from this screen and tax code from the previous screen.




Input frequency and period from the P45 and click on Calculate button. The system will check the tax calculation based on the input and show whether the expected tax is correct or not.




Click on the OK button and you will see the calculated tax figure on the bottom field of the screen. Showing in green for a correct figure and red for an incorrect one.

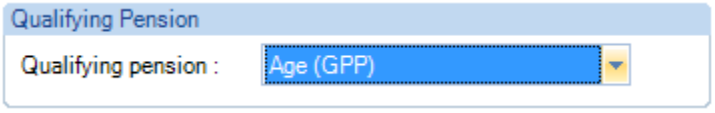



When the figures are incorrect, details input for pay and tax will not be edited by this procedure. It is up to you to decide what you wish to do.

Click on Done to leave the P45 checker, and then click on the Next button to move to the next input screen.

## Qualifying Pension

This section will be displayed if you have pension reform enabled, for you to select the pension scheme to be used for auto enrolment.

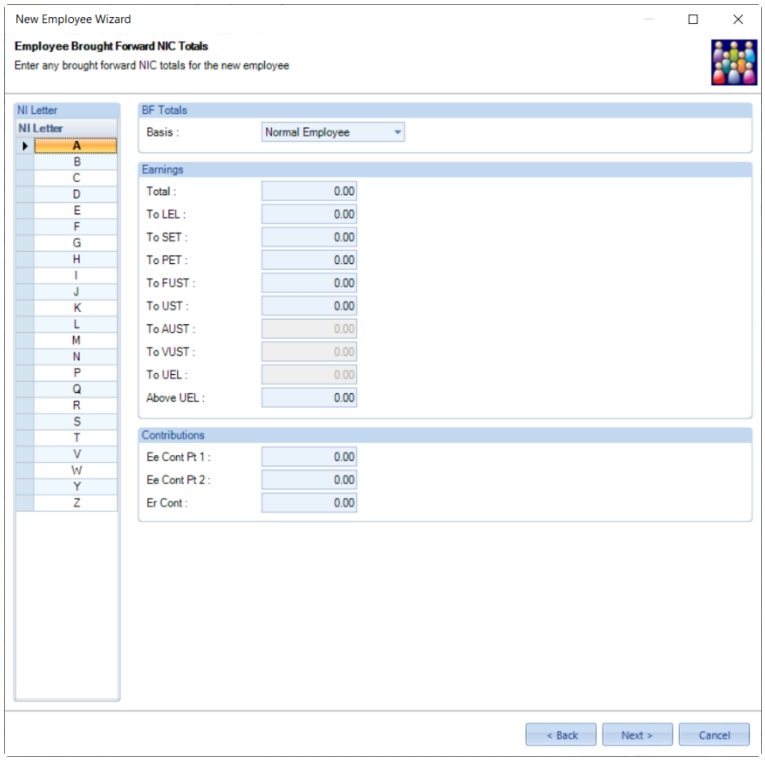



For more information please see the separate section for Pension Reform in the help file.

Click on the **Next** button to continue.

## Employee Brought Forward NIC Totals

If you selected **Existing** then you will see the following screen to enter the **Brought Forward NIC Totals** screen.




**Basis -** Select from Normal Employee, Non-Cum Director or Cum Director. Mariner NI Letters are only applicable to employees, therefore if you enter values for a Mariners NI letter the **Basis** must be **Normal Employee**.

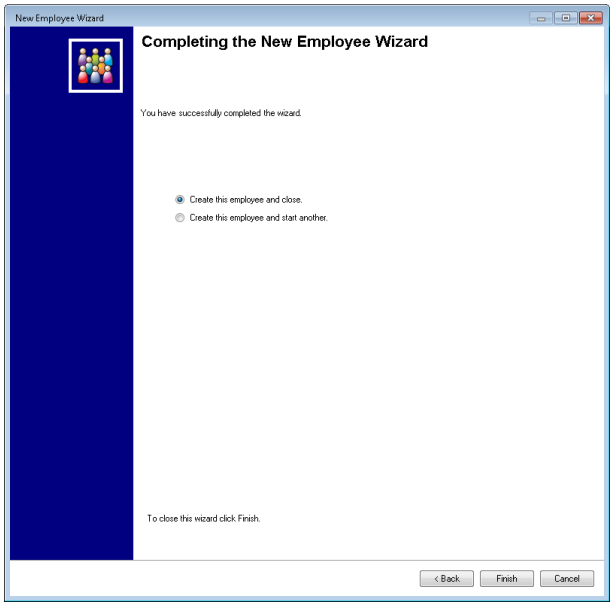
**NI Letter -** Now select the NI letter on the left hand side of the screen and input the values for that letter on the right hand side. The NI letters available will include standard NI letters and those set as allowed under **Employer\National Insurance** tab.

**Earnings -** Input all of the earnings values against the various split categories, including the Total. These figures are required for all NIC Letters.

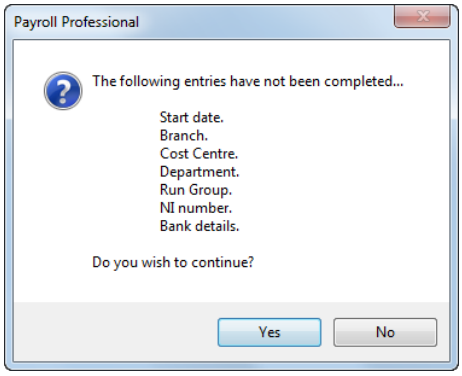
**Contributions -** Part 1 contribution is the standard NIC deducted. The part 2 contribution is the contributions on earnings over the upper earnings limit.

If an employee has had more than one NI letter in the same year, simply click on that letter and input the relevant values.

When all the NIC details have been entered, click on the **Next** button to move to the final screen.

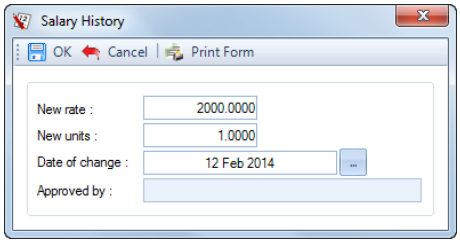



Having set up the details for this new employee, you can select **Create this employee and close** and click on the **Finish** button. If any information has not been input you will see a warning message listing the incomplete fields.




If you are happy that this is correct, click on the **Yes** button to complete the employee record. Clicking on **No** will leave you in the record and you can page back and forth to change what is required. Then click on **Finish** to compete the record.

If you have input a value against a pay component for this employee and the Salary History has been switched on in Employer Details, the next screen you will see is the approval screen.




Complete the **Approved by** box and click on the **OK** button to finalise the record.

To complete this employee record and return to the new employee screen to start again for a second employee, click on **Create this employee and start another** click on the **Finish** button. As before if any information is missing you will get an appropriate message and you can choose whether to carry on.

Having completed all details and Salary History approval, you will be returned to the first screen ready to start a second employee.

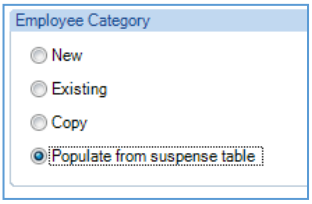
Details that cannot be entered from the New Employees window can be entered later in the Employee Details.

Please note that if you selected to Generate employee report under Personal Preferences then the Employee Details report will be sent to your default printer.  If you wish to view this report later, the same report may be accessed from the Employee Type Reports.

## New Employee – Populate From Suspense Table

If you have Imported Employees into the Suspense table, when creating New Employees, you can choose the option **Populate from suspense table**. Click **Next** you will see a list of Suspense Employees.

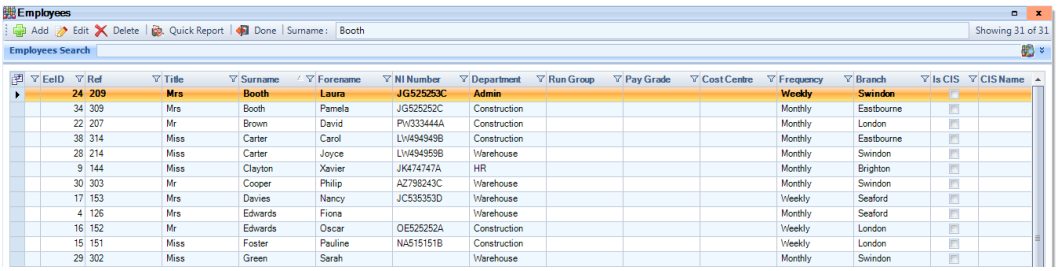
Choose the employee to create and as you step through the next two screens the fields will be already be populated with the imported values.




Complete the rest of the fields to create the employee as normal.

# Employees

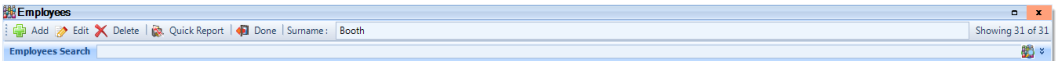
When you select the **Employees** button under the **Home** or **Data** tab you are presented with a list of the Employees.




| 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 | JG525253C | Admin | | | | Weekly | Swindon | | |
| 34 | 309 | Mrs | Booth | Pamela | JG525252C | Construction | | | | Monthly | Eastbourne | | |
| 22 | 207 | Mr | Brown | David | PW333444A | Construction | | | | Monthly | London | | |
| 38 | 314 | Miss | Carter | Carol | LW494949B | Construction | | | | Monthly | Eastbourne | | |
| 28 | 214 | Miss | Carter | Joyce | LW494959B | Warehouse | | | | Monthly | Swindon | | |
| 9 | 144 | Miss | Clayton | Xavier | JK474747A | HR | | | | Monthly | Brighton | | |
| 30 | 303 | Mr | Cooper | Philip | AZ798243C | Warehouse | | | | Monthly | Swindon | | |
| 17 | 153 | Mrs | Davies | Nancy | JC535353D | Warehouse | | | | Weekly | Seaford | | |
| 4 | 126 | Mrs | Edwards | Fiona | | Warehouse | | | | Monthly | Seaford | | |
| 16 | 152 | Mr | Edwards | Oscar | OE525252A | Construction | | | | Weekly | London | | |
| 15 | 151 | Miss | Foster | Pauline | NA515151B | Construction | | | | Weekly | London | | |
| 29 | 302 | Miss | Green | Sarah | | Warehouse | | | | Monthly | Swindon | | |

There are options under **Personal Preferences** to automatically open the **Employee (Edit)** screen for the first Employee and dealing with payrolls that have large numbers of Employees.

## Toolbar in Employees




### Add button

To create a new employee, click on the **Add** button. The **New Employee wizard** will appear.

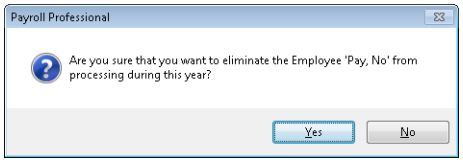
### Edit button

To change any Employees information, highlight the Employee in the list and select this button you will then be in the **Employee edit** screen. Alternatively, you can double click on the Employee in the list.

### Delete button

The **Delete** button can be used in two specific sets of circumstances. The first is if you have created an employee in error and spot the error before the Employee has been calculated. The second is after completely closing a tax year you find that an Employee left in the tax year you have just closed, no further pay is due in the new tax year and no calculations exist in the new tax year.

In either case you must enter tick the **Leaver** box, enter a **Leaving Date** and select **OK** to the **Employee (Edit)** screen. Now highlight the Employee in the list and select the **Delete** button. You will see the following message:




If you are sure you wish to delete the employee select the **Yes** button. In the case of an employee who has been active during a previous year, then clicking on the **Yes** button does precisely what the message says. It will delete that employee from the current tax year only, the historical records are not deleted.

To produce a P45 use the reports under Type Employee for Leavers in last tax year.

### Quick Report button

This runs the Quick Report defined under the **Reporting** tab then **Define Quick Reports** button.

### Done button

Use the **Done** button to leave Employees screen completely.

### Columns button

Use this button which appears to the left of the column headers, to choose which columns to show.

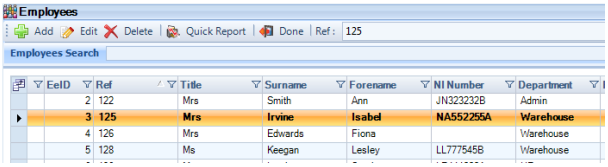
Then tick the box for the information that you want to show in the columns and un-tick the ones you don't want to show. Once you have made your selections click on the button.

This column selection is saved for the user.

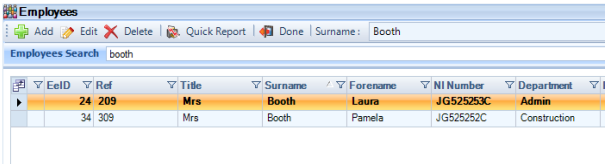
## Employee Search

**There are a few ways to search for an Employee.**

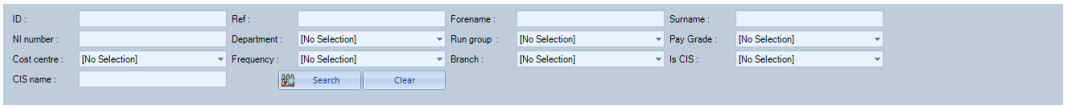
- Click on the header, then in the box next to the Done button type in what you are searching for, the below example is using Ref. This will then highlight the Employee in the list:



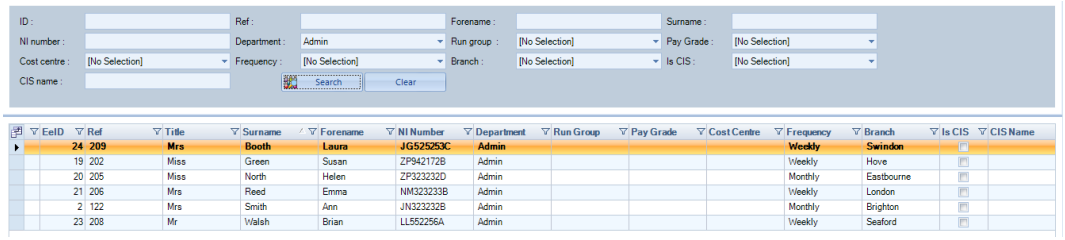

- In the box to the right of **Employee Search** type in what you are searching for e.g. Surname, NI Number, Forename etc. Then select **Enter** on your keyboard or this button, if only one Employee is found with this information, then the Employee Edit screen will open. If multiple Employees are found with that information, then only those Employees will be listed, example below:




- Lastly there is an Advanced Search and/or Filter. To the right of Employee Search box click on this button. This opens the Advanced Search screen where you can enter multiple information and then click on the **Search** button.




Or you can select an Analysis group and/or Frequency then select **Search**, the list of Employees will then only show these Employees.




To see all the Employees in the list, click into the Employee Search box and then select Enter on your keyboard.

### Column Header Sort

To change the order of the Employees click on the column heading that you want to sort the Employees by for example EeID, Surname, Ref, Department etc.

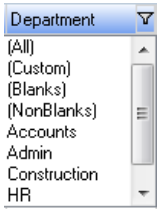
A triangle will then appear on the column header, you can click on the column header again to reverse the order.

You can sort by more than one column by holding down **Shift** on your keyboard then click on the column headers to change the sort preference.

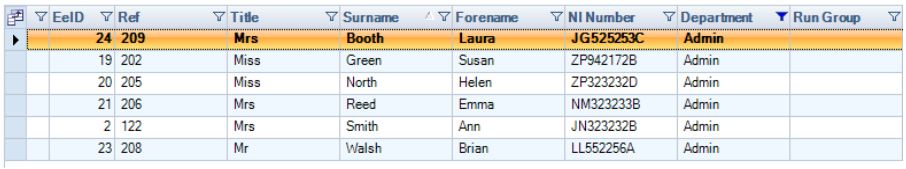
### Column Header Filter

All the column headers have a filter button which you can use to only see Employees with the filter you choose.

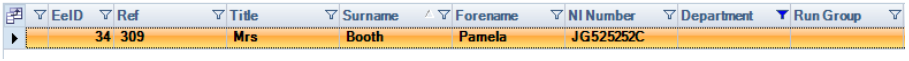
For example, click on the Filter button in the Department column header, you will then see the following selection which includes a list of all the Departments.




You can then select the Department and the Employee list will only show Employees who are in that Department.




Or you could choose **(Blanks)** to see any Employees who have no Department selected.



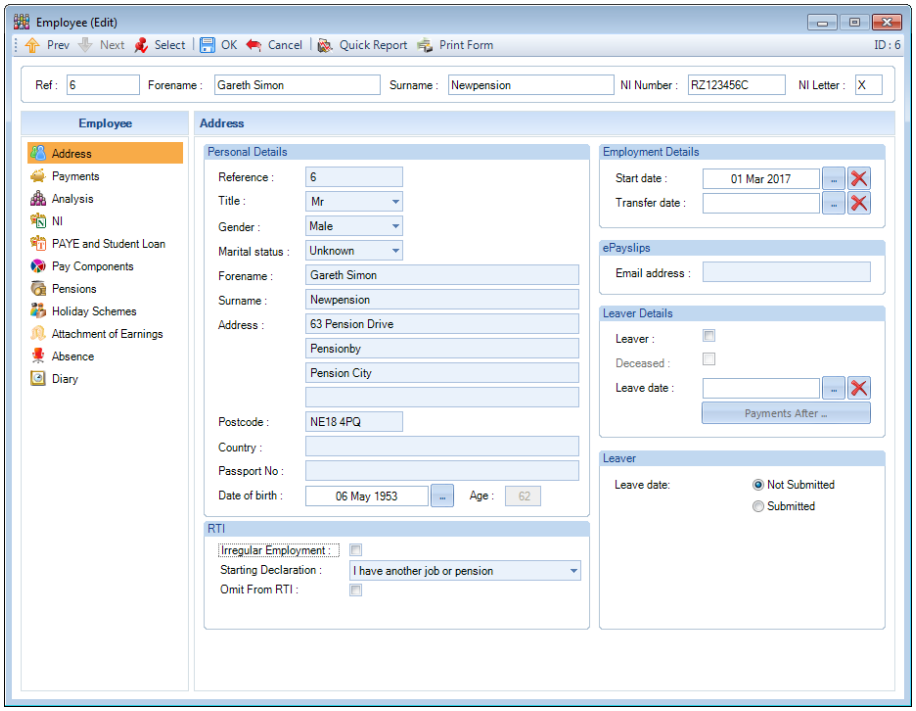

Note that the Filter button has changed to blue when it is in use.

To remove the filter, click on the button and select **(All)**, the button will then change back to .

## Employee (Edit) screen

Once basic information has been set up in the New Employee wizard, further details can be entered via a series of tabs in the **Employee** edit screen.

We will look at each tab in detail. First some general information about the **Employee (Edit)** screen.




## Toolbar in Employee (Edit) screen

### Prev button

Prev This will take you to the previous Employee and the current Employee will be saved.

### Next button

Next Use this to go to the next Employee and the current Employee will be saved.

### Select button

Select Use this button to select another employee without exiting the screen. When you click on the **Select** button the Employee you currently have open will be highlighted.

### OK button

OK Select this button to save the changes to the Employee information and close the Employee (Edit) screen.

### Cancel button

Cancel This cancels the current Employees changes you have made, with a few exceptions where the Employees information has to be saved whilst editing, such as enabling Two Letter NIC, a message will be displayed informing you.

### Quick Report button

Quick Report Use this to produce the report selected under the **Reporting** tab then **Define Quick Reports**.

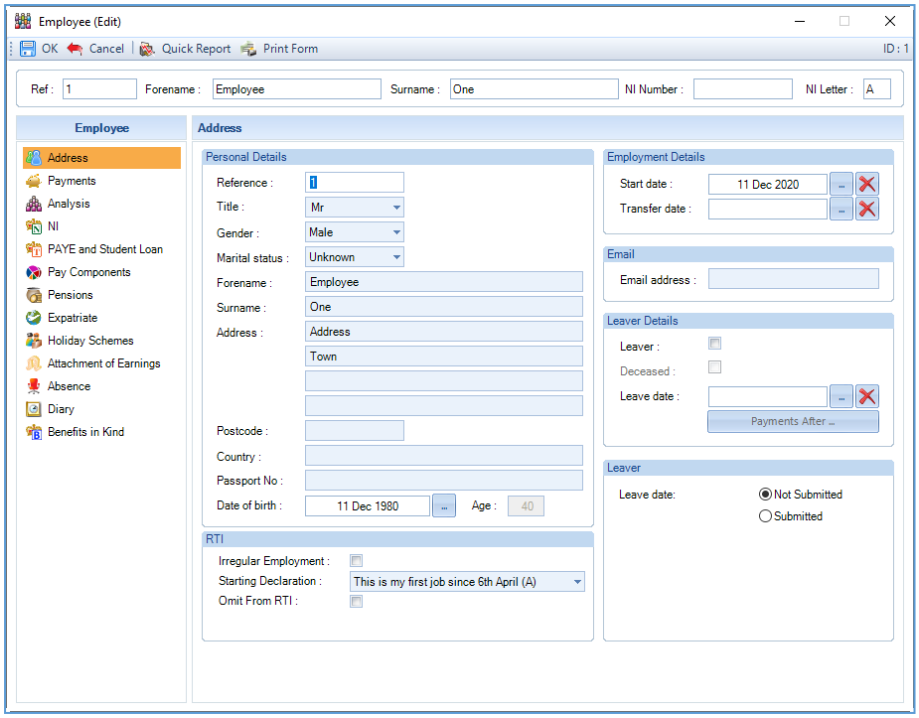
### Print form button

Print Form This prints the screen you currently have open, you will be prompted to select the printer.

## Address tab

Address **Payroll Professional** completes the fields that have been entered in the New Employee Wizard.

Any information about the employee that changes during the year can be edited at any time. For example, if the employee moves you will be able to change the address details. Similarly, if the employee gets married you can simply select the new marital status.




- **Reference** – this is a text field so you can enter letters and/or numbers. Maximum of 10 characters. This will be validated against existing employee records and payment after leaving records to ensure it has not already been used.
- **Title** – there are four standard titles that you can select – Mr, Mrs, Miss and Ms. If required, you can overtype the title, maximum of 35 characters.
- **Gender** – select either Male or Female.
- **Marital Status** – there are six standard marital statuses that you can select – Unknown, Single, Married, Divorced, Widowed and Civil Partner.
- **Forename** – enter in this field all the forenames seperated by a space, maximum of 71 characters.
- **Surname** – enter the employees surname, maximum of 35 characters.
- **Address** – the four address lines allow a maximum of 25 characters each.
- **Post code** – this field is validated to ensure it is a valid UK post code.
- **Country –** if you complete this field ensure it is a country, as it is used for RTI. Maximum of 25 characters.
- **Passport Number –** this field is validated to ensure it is a valid format for a passport number.
- **Date of Birth –** ensure you enter the employees true date of birth, not a dummy date of birth. As this is included in internet submissions, and validation checks for example when you select an employees NI Letter. The employees age in years is shown to the right of the Date of Birth, this is calculated using your computers date.

### RTI

Please see the Real Time Information section of the help file.

### Employment Details

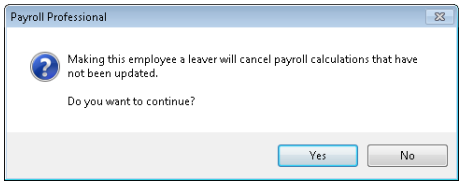
- **Start Date** – this is the Employees original date
- **Transfer Date** – if the company was taken over under TUPE then enter the date of Transfer, this must be after the Start Date.

### Email

You can enter the Employees email address which can then be used to create an Excel spreadsheet for a mail merge, or upload payslips to myePayWindow.

### Leaver Details

- **Leaver box –** only tick this box if the Employee has already left and no further calculations are required. If you tick this box and a payroll run is open with this employee calculated then you will see the following message:




  If this Employee is a Director either Cumulative or Non Cumulative then when the Leaver box is ticked a check is performed against their NIC record, similar to the End of Year Checker but just for this Director. If the check finds that the NIC is incorrect you will need to correct the NIC record before the Leaver box can be ticked.

  To produce a P45 after this box is ticked use the P45 reports under Type Employee. These reports pick up all Employees with a Leave Date and Leaver tick. You can either preview the report to screen and select the pages you wish to print or use the Select option.

- **Deceased –** only tick this box if the Employee has died.
- **Leave Date –** enter the date the employee left.

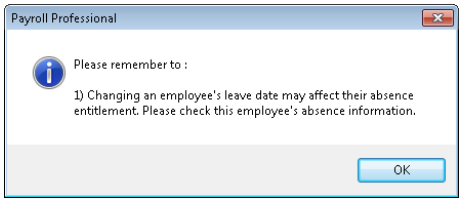
  **Leave Date without the Leaver box ticked – Notes:-**

  1. This Employee will be included in the next payroll run so that they can be Calculated. You will not be able to mark them as Absent or Suspended.

  2. If this Employee is a **Non Cumulative Director** they will automatically be changed to **Cumulative**, so that the NIC is re-calculated in line with the HMRC rules.

  3. **Pay method** – If the Employee is set as BACS or Giro and this Employer also has Cash and/or Cheque enabled then you will be given the option to change the Employees Pay Method. This will not affect Split Net Pay, these will need to be changed via the Payments tab.

  4. **Reminders** – After the pay method screen, you will be presented with a reminders screen.



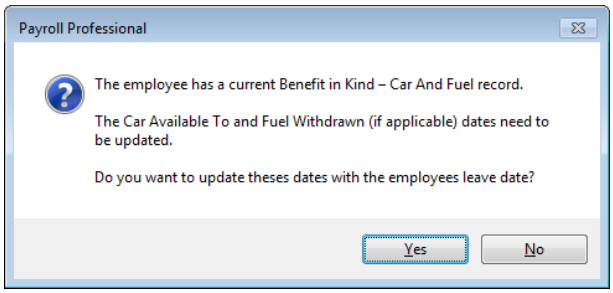

  The reminders include details regarding Directors, Student Loans, AEOs, Reduced rate NIC cards, and Loans.

  5. Use the P45 reports under Type Payroll Run which are for employees with calculations in the current period. After the payroll run is closed, you will need to use the P45 reports under Type Employee.

  6. The program will automatically tick the Leaver box when the payroll run is closed. And enters a Leave date in any Pension the Employee has and un-tick the Active setting for current Alarms.

7. If the employee has any pay spines attached, that do not already have the Leave Spine date completed, then the Leave Spine date will automatically be populated with the employees leave date plus 1 day, and the point record updated.

8. If the employee has a Benefit in Kind – Car and Fuel record without a Car Available to date entered the program will display a prompt for the user to choose whether to update the record with the employees leave date in the Car available to and Fuel Withdrawn. If you select No you will need to edit the Benefit in Kind – Car and Fuel record to enter these dates.

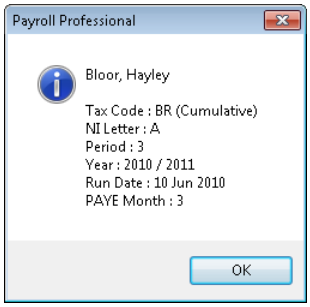



### Leave Date with the Leaver box ticked – Note:-

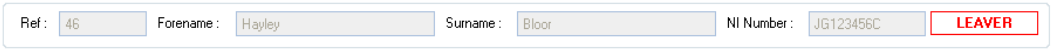
When you select **OK** to the Employee edit screen, a Pension Policy Leave date will be entered and any Active Alarms will have the Active setting removed.

- **Leaver Information button**

When an employee has been set as a leaver, the **Information** button appears. Click on this icon to get details of the last set of payroll information for this employee.




You can also click on LEAVER in the Employee section under the toolbar to see the same information.




## Payments After button

This facility is for making Payments after Leaving and/or Death for Standard Payments and One Off Payments. It allows payments to be created in the current payroll run for employees who have left in a previous period incorporating the correct PAYE and NIC calculations.

Remember Standard Payments is for final payment of salary or wages, holiday pay, week in hand payments, bonuses, arrears of pay etc. Whereas One Off payments is for items such as retirement, redundancy, lump sums. If you are unsure of appropriate procedures, please discuss with HMRC or check the HMRC booklet **CWG2**.

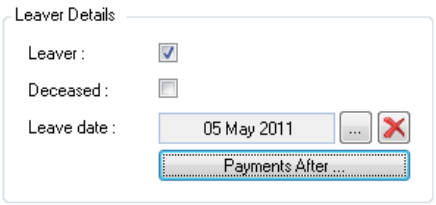
PAYE and NICs are due in the normal way on any payments made to employees when they leave or after they have left, and these should be recorded in the normal manner.

If the payment is made in a later tax year to the one in which the employee left, a new record should be created, and the payments dealt with accordingly.

There are different rules for the treatment of payments regarded as Salary or Wages, or an Irregular Payment, if the payment is made after six weeks and if it is a one-off payment, from the leaving date.

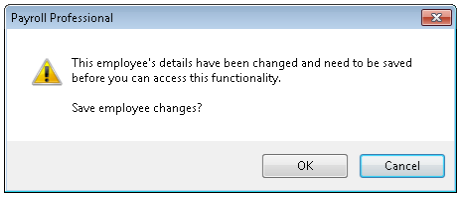
- **Making a Payment**

For a Leaver, once the Employee has the **Leaver** box ticked and a **Leaving Date** entered, the **Payments After** button is available.

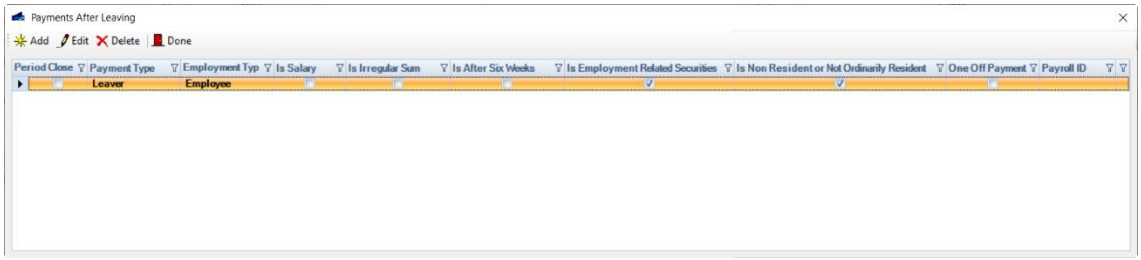



For an employee who has died, enter the **Leave Date,** and tick the **Deceased** box, then the **Payment After** button is available.

Click on the **Payments After** button. You will see the following screen informing you that the Employee needs to be saved before you can access the Payments After screen.




Click on **OK** to save the Employee. You will then see the **Payments After Leaving** screen.




This screen shows as a grid as it is possible for an employee to have more than one payment after leaving, so they will be displayed separately. Only one Payment After Leaving can be made in a Payroll Run.

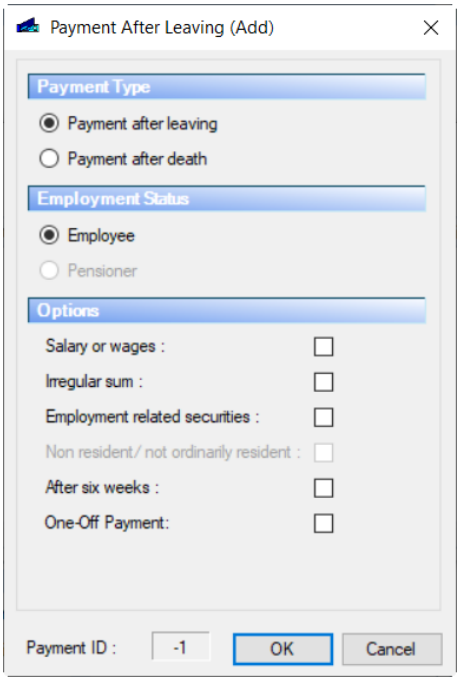
Click on **Add** to set the details for the payment.

Is this a payment after **Leaving** or **Death**? If after death, then select whether this person was classified as an **Employee** or a **Pensioner**.

What type of Payment is being made and is it more than six weeks since the date of leaving?

If you select **Employment related securities,** you cannot tick **Salary or wages** and/or **Irregular sum** and/or **One-Off Payment**. When you tick Employment related securities, there is an additional setting called **Non resident/ not ordinarily resident**.

Each of these settings has relevance to the NIC Letter, NIC Calculation and the Tax Code.




If you select One-Off Payment an additional field will become available called Payroll ID.

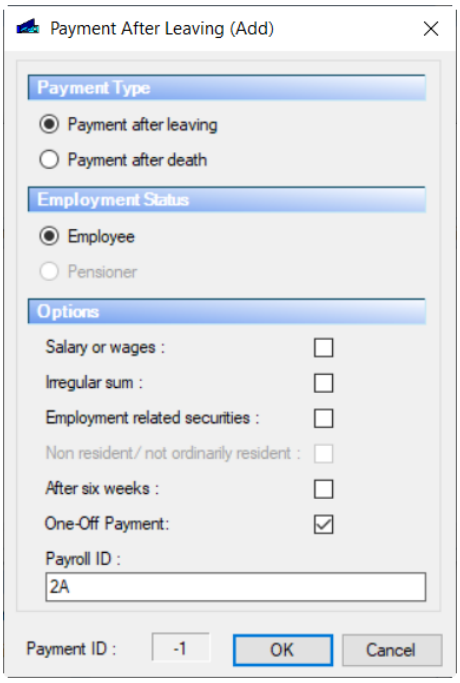
For each One-Off payment a different Employee Reference must be reported to their normal employee record, this is then included in the Full Payment Submission.

You can overtype the Payroll ID that has been automatically generated with your own reference, maximum of 35 characters.

The Payroll ID will be validated when the record is saved to ensure that it is not already being used in any employees record or any one-off payment after leaving record.

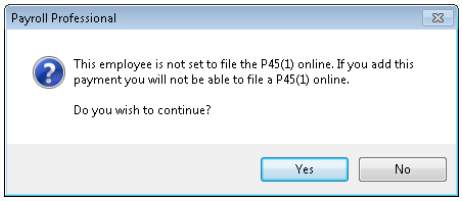
Click on **OK** to complete the procedure and **Done** on the main listing screen.

**Note:** - Pensioner in this context is where you are paying pensions to a pensioner.




After you select **OK** you will get warnings relating to the Leaver filing status for this person. If this employee has been set as **Not Submitted** and it hasn't been done yet. You must file the Leaver details online filing before you can create and generate a payment after leaving.

If the Employees Leaver details are set as **Submitted,** then you will be warned that if you proceed with this payment, you will not be able to file the Leaver details.



If you choose to continue, then the Leaver details will need to be done manually and must not include the figures for the payment after leaving.

Where a payment after leaving is made you **MUST NOT** produce a second or amended P45. Please see the HMRC booklet CWG2 for further information.

When the payment details have been set this employee will be seen in the calculation screen. The Tax code, NI Letter and NIC Earnings period will be set according to the type of payment being made and whether the individual is deceased. Student Loans will be calculated using the NIC Earnings Period related to the payment.

If **After Six Weeks** is ticked and the Employees NIC Letter was contracted out, then the equivalent contracted in NIC Letter will be used, as per the HMRC rules.

You calculate the employee in the normal way and the employee will appear in reports as normal.

If you have Bonus Runs enabled an Employee with a Payment After will only appear in the Main Run.

One-Off Payment is not available for cumulative or non-cumulative directors.

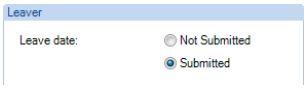
We have provided a report to be given to the employee showing the details of any payments after leaving. Previous period P45 reports will exclude PAL payments.

| | UK Tax Code | Scottish Tax Code | Welsh Tax Code | NIC Earnings Period |
|---|---|---|---|---|
| Salary/Wages | 0T(1) | S0T(1) | C0T(1) | Usual |
| Irregular Payment | 0T(1) | S0T(1) | C0T(1) | Weekly |
| Employment Related Securities | 0T(1) | S0T(1) | C0T(1) | Weekly |
| Employment Related Securities and Non resident/ not ordinarily resident (current Tax code is NT) | NT(1) | NT(1) | NT(1) | Weekly |
| Employment Related Securities and Non resident/ not ordinarily resident (current Tax code is NOT NT) | 0T(1) | S0T(1) | C0T(1) | Weekly |
| After six weeks | 0T(1) | S0T(1) | C0T(1) | Usual |
| One Off Payment | 0T(1) | S0T(1) | C0T(1) | Weekly |
| Salary/Wages and Irregular Payment | 0T(1) | S0T(1) | C0T(1) | Usual |
| Salary/Wages and Irregular Payment and One Off Payment | 0T(1) | S0T(1) | C0T(1) | Usual |
| Irregular Payment and after six weeks | 0T(1) | S0T(1) | C0T(1) | Weekly |
| Irregular Payment and after six weeks and One Off Payment | 0T(1) | S0T(1) | C0T(1) | Weekly |
| Salary/Wages and Irregular Payment and after six weeks | 0T(1) | S0T(1) | C0T(1) | Usual |
| Salary/Wages and Irregular Payment and after six weeks and One Off Payment | 0T(1) | S0T(1) | C0T(1) | Usual |
| Employment Related Securities and After six weeks | 0T(1) | S0T(1) | C0T(1) | Weekly |

| | | | | |
|---|---|---|---|---|
| Employment Related Securities, Non resident/ not ordinarily resident and After six weeks (current Tax code is NT) | NT(1) | NT(1) | NT(1) | Weekly |
| Employment Related Securities, Non resident/ not ordinarily resident and After six weeks (current Tax code is NOT NT) | 0T(1) | S0T(1) | C0T(1) | Weekly |
| Employee After Death (without Leaver box ticked) | Normal | Normal | Normal | Letter X |
| Employee After Death (with Leaver box ticked) | 0T(1) | S0T(1) | C0T(1) | Letter X |
| Pensioner After Death (with and without Leaver box ticked) | Normal | Normal | Normal | Letter X |
| Pensioner After Death (with Leaver box ticked and paying in tax year after they died) | 0T(1) | S0T(1) | C0T(1) | Letter X |

### Leaver section

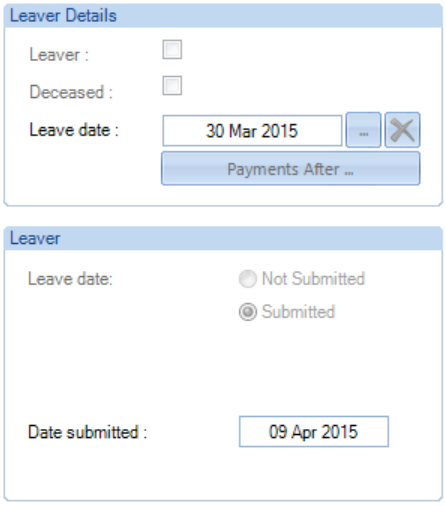
This section allows you to set the Leaver details have been **Submitted** or **Not Submitted**.



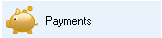

When you set a leave date for an employee, it is set as **Not Submitted**.

The only time that you should change the setting to submitted is for payrolls that you have taken over part way through the year, and that the leavers information has already been submitted to the HMRC via an FPS.

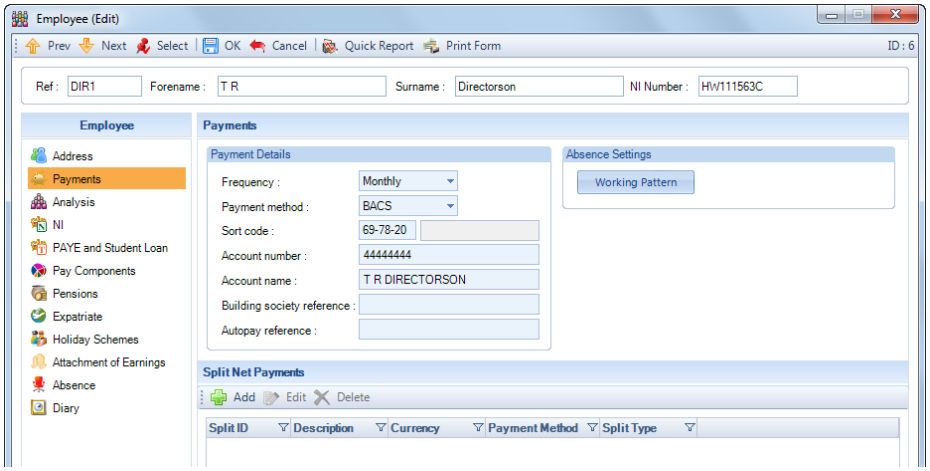
Once Leaver information has been submitted via an FPS the employees Leaver tick and Leave Date cannot be changed. The **Date submitted** will be displayed.




## Payments tab




On this tab, record the Employees Frequency, Pay Method, Bank Details and Split Net Pay.




### Frequency

The Frequencies available here will be those that have been enabled in **Employer Details**. Use the drop-down box to select the Frequency.

**Note:** Before changing the Employee's frequency, make sure the last payroll run they were paid has been closed. It may be advisable to check with the HMRC to ensure this is done at the appropriate time.

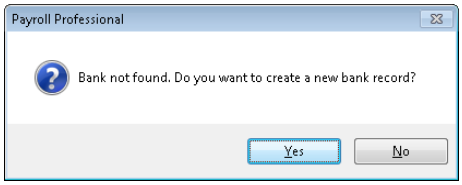
### Pay Method

Use the drop-down box to select the Pay Method. The Pay Methods available here will be those that are enabled in **Employer Details**.

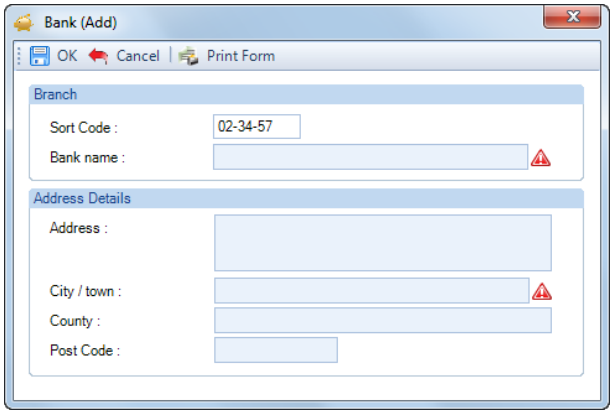
### Bank Details

Click into the Sort Code box and enter the sort code. If the Sort Code has already been set up under Banks, then the Bank Name will appear in the box to the right.

If the Sort Code has not been set up under Banks, then you will see the following screen.




If you click on **No**, the Sort Code will be removed. Select **Yes** to open the **Bank (Add)** screen with the **Sort Code** completed. Complete the Bank information, you must enter at least the Bank **Name** and **City/Town**. Click on **OK** to save the bank record and the Bank Name will now appear to the right of the Sort Code.




You can use **Tab** on your keyboard to move to the next field to complete the **Bank Account Number**.

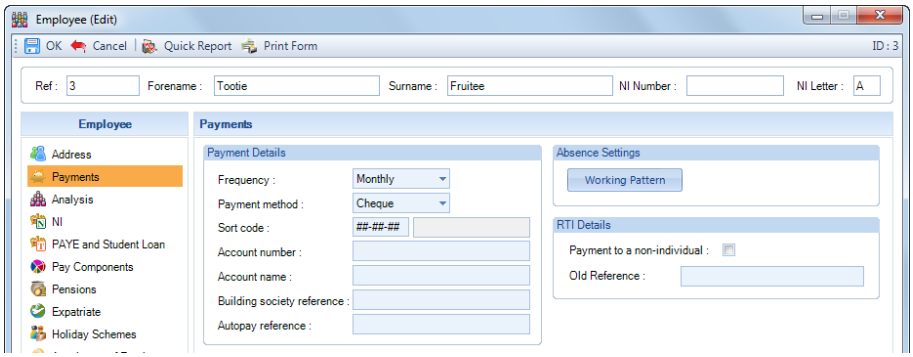
Now tab or click into the **Account Name** box, this is automatically completed for you using the Employees information. If necessary, you can change this by overtyping the information e.g. the employee's name may be J BLOGGS but the bank account may be in the name of MR & MRS J BLOGGS.

Complete the **Building Society Reference** only if required, this is normally used for Building Societies such as Halifax, Nationwide etc.

The Autopay Reference is mainly for fax back payment reports such as Bobs, Hobs and Telepay e.t.c.

### Working Pattern

This can now be viewed and changed via the **Employee (Edit)** screen under the **Payments** tab.




Changing the employees **working pattern** within the **Employee (Edit)** screen will affect any calculations using the working pattern, such as SSP and Pro Rata Starters and Leavers.

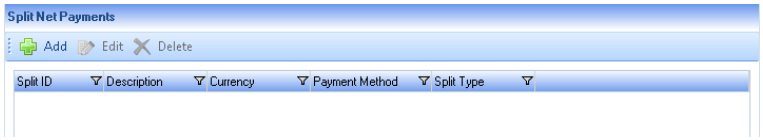
Remember, if the employee is already calculated, they will need to be re-calculated for the change to take effect.

## Split Net Pay

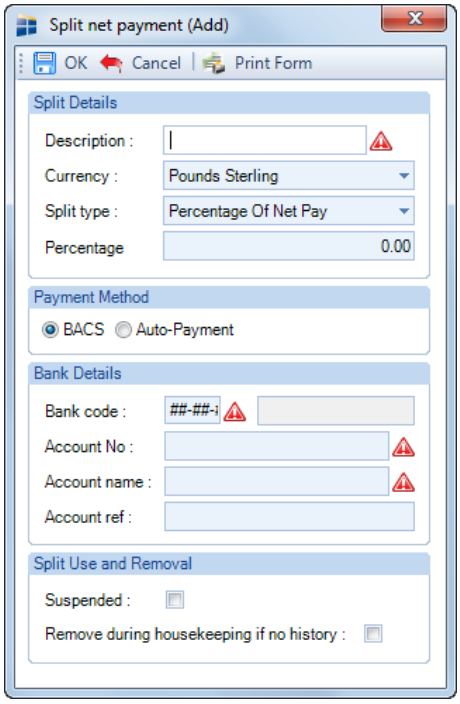
This section will only appear if you are licensed for **Split Net Pay** and it is enabled in **Employer** details.

Split Net Pay allows you to pay an employee's net pay, split into more than one bank account. These payments are always in sterling but can be drawn from, or paid into, a foreign bank account.

You can create a maximum of ten different split types for each Employee.




Click on **Add** and you will be presented with the following screen:




Set up the information for the first net pay split for this employee.

### Description

Your name for this split payment

### Currency

This field will default to Pounds Sterling, use the drop down if you need to select a Foreign Currency.

### Split Type

- **Percentage of Net Pay** - Payment will be Net Pay times value entered in % box.
- **Fixed Amount** - Payment will be specific value entered here.
- **Component Based** - Payment will be actual value of specified component.
- **Prompt** - Payment will be amount entered at run time (pay calculation) prompt box.
- **Residual Balance** - Payment will be balance of anything left after all other splits are dealt with.

**Note:** If residual balance results in a negative figure, employee will be left uncalculated and an appropriate message will be displayed.

### Payment Method

There are two pay methods available, **BACS** or **Auto-Payment**. If the payment method is BACS then UK style bank information will be required. Use Auto-Payment for other payment forms.

### Bank Details

- **Bank Code** - UK Style bank sort code – 6 digits
- **Number** - UK Style Bank account number– 8 digits
- **Name** – UK Style Bank account name – 18 characters
- **Reference** - Specific reference required – possibly building society reference
- **Split Use and Removal**

**Suspend –** This setting is to be used where an employee has chosen to stop using a particular net pay split.

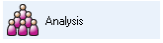
**Remove during housekeeping if no history –** With this setting on details of this net pay split will be removed during housekeeping routines.

Click on **OK** to save the Split Net Payment. You can now set up further Split Net Payments for the same employee by repeating the above procedure.

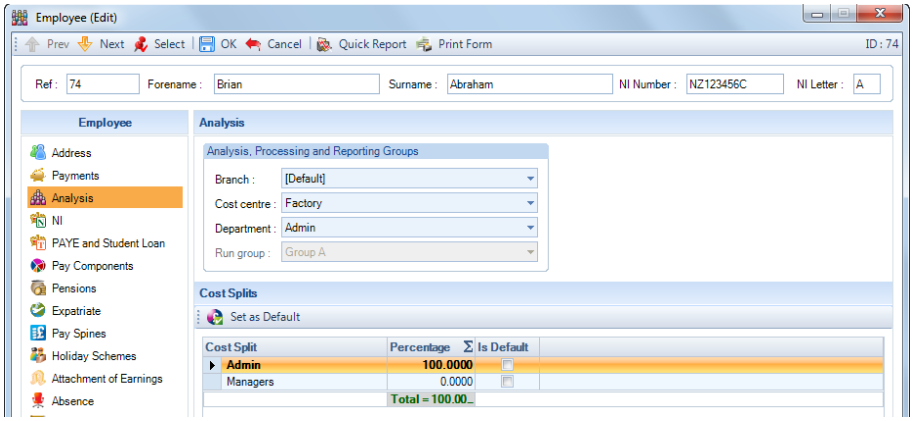
When set as **Auto-Payment**, the **Bank Code** and **Account Number** fields can be set as alpha, numeric or both.

Further information is under the **Split Net Pay** section.

## Analysis tab




Under this tab, record the Employees Branch, Cost Centre, Department, Run Group and Cost Splits.




### Branch, Cost Centre, and Department

You can allocate (or re-allocate) the employee to one or all of these using the drop-down box for each one. Simply click on the arrow to the right of the box and select the new item from the list.

This is one of the very few places in **Payroll Professional** where you are allowed to have a blank field.

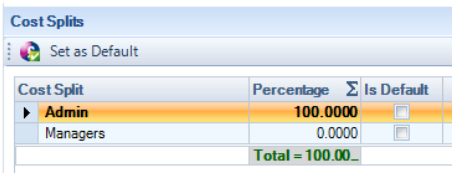
If you want to remove any of these then click on the arrow and select the blank record at the top of the list.

### Run Group

**This is only used for Bonus Runs and will only be available when Bonus Runs is enabled in Employer details.**

### Cost Splits

This section will only appear if Cost Splits are enabled for this Employer.

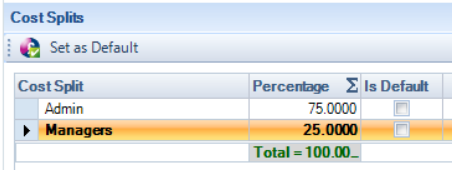



You will see the employee set at 100% for the first split.

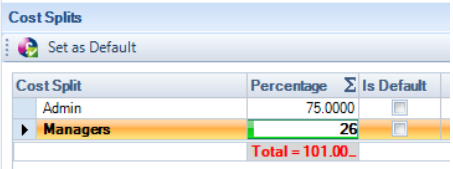
To change the percentage, click into the Percentage field and over type the existing percentage with the new percentage value.

The total must be 100%, you cannot close the Employee (edit) screen if the total is not 100%.

If the total of the cost split is 100% it will appear in green:



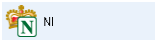

If the total is not 100% it will be red:



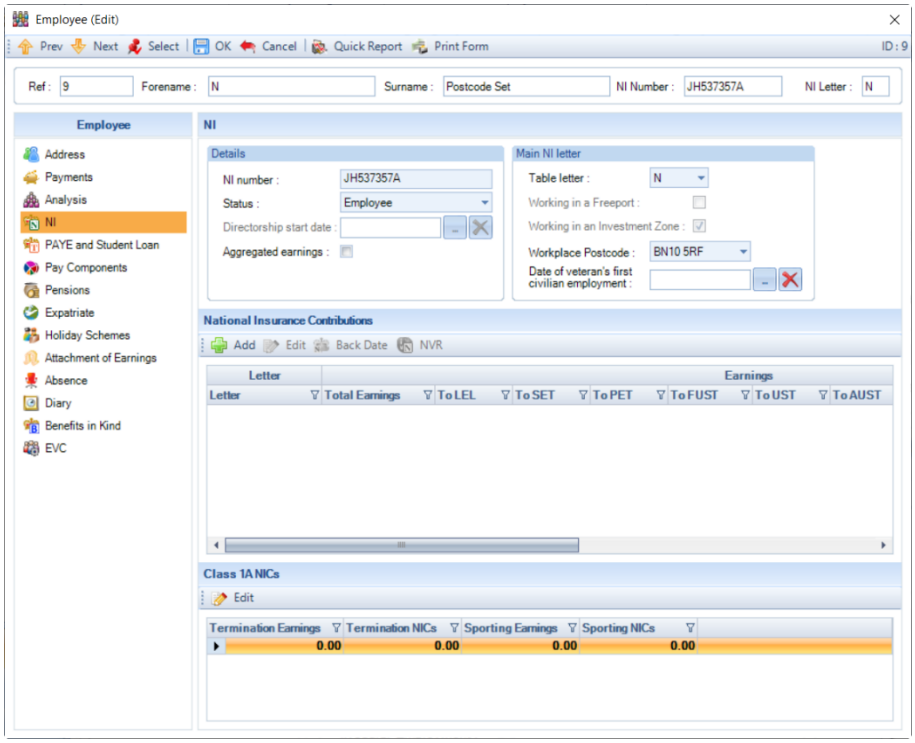

You can set the employee with a Default Cost Split which will be used if you re-set every employee to 100% of their Default Cost Split.

To set the Default Cost Split highlight the line of the Cost Split and click on the **Set As Default** button, a tick will appear in the **Is Default** column.

## NI tab



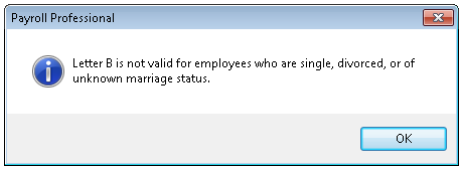

This tab contains the employees NIC records, Class 1A records (from tax year 2019/20), NI Number, Status, NI Letter etc.




- **NI Number** – the format is checked as well as the prefix and suffixes using the HMRC rules.
- **Status** – using the drop down box you can set the Employee as Employee, Higher Paid, Director Cum or Director Non Cum. Higher Paid is important if you are using the P11D module for producing P11Ds. Only those Employees with the Status selected as Higher Paid or Director will allow P11Ds to be generated. Must be set as Employee or Higher Paid for Mariner NI Letters.
- **Directorship Start Date** – this will only be available if the Status is set to Director. The date cannot be before the Employees Start Date. If no date is entered they are treated as a Director for the whole tax year.

  The date range is restricted from the employees start date to the last day of the current tax year.
- **Aggregated earnings** – this will only be available for employees from 2017/18. To record whether you are processing the employees National Insurance using aggregation. See the HMRC booklet CWG2 for more information.
- **Main NI Letter** – this will show the current NI Letter, this can be changed using the drop down box. The NI Letters that appear in the list are those marked as allowed under Employer\National Insurance tab. The program will check whether the NI Letter selected is valid for the Employee e.g. changing the letter to B

for a single woman, you will then see the following message:




The NI Letter will then revert back to the original letter.

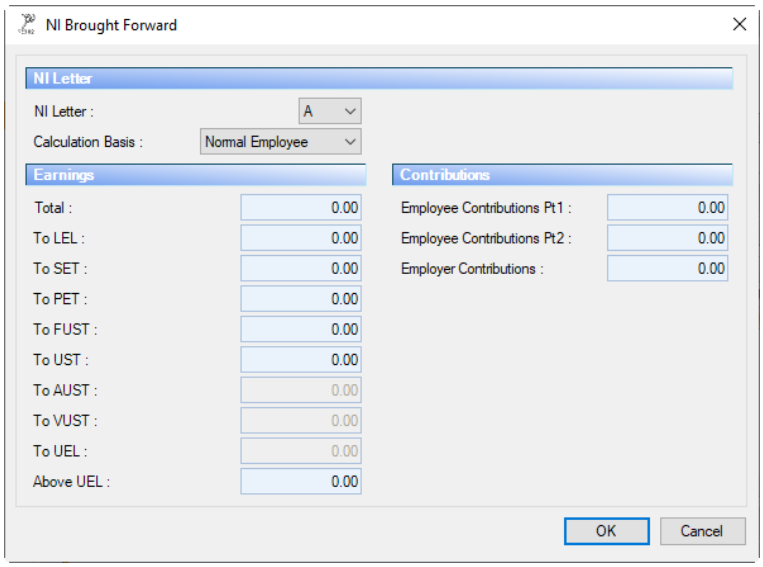
When you change an Employees NI Letter you will see a message asking if this change affects prior periods if you select **Yes** see the section on the **Back Date** button.

- **Working in a Freeport** – from tax year 2022/23 and must be set as Allowed under Employer\National Insurance tab – this box will automatically be ticked when you select any of the Freeport NI Letters F, I, S and L. For NI Letters M, Z, H, V and Mariners will be available for you to tick, if applicable.
- **Working in an Investment Zone** – from tax year 2024/25 and must be set as Allowed under Employer\National Insurance tab – this box will automatically be ticked when you select any of the Investment Zone NI Letters N, E, K and D. For NI Letters M, Z, H, V and Mariners will be available for you to tick, if applicable.
- **Workplace Postcode** – can be entered from tax year 2024/25, is mandatory from 2025/26 where an employee has a Freeport or Investment Zone NI letter applied in the tax year. Use the drop down to select a Workplace Postcode that has been set up under Employer\National Insurance tab.
- **Date of veterans first civilian employment** – from tax year 2022/23 – when you select the NI Letter as V you must complete this date.

## National Insurance Contributions

- **Add button** – use this button to enter brought forward NI year to date figures, for example for a payroll you have taken over partway through the year. You can use this button even if you have calculated the Employee for any number of periods.

Click on the **Add** button to see the following screen:




Select the **NI letter**, the list includes standard NI letters and those set as allowed under Employer\National Insurance tab.

**Calculation Basis** select whether they were calculated as a Normal Employee or Director Cum or Non Cum

and complete the Earnings and Contributions fields for that NI Letter. Now click on the **OK** to save the record. For Mariner NI Letters this must be set as Normal Employee.

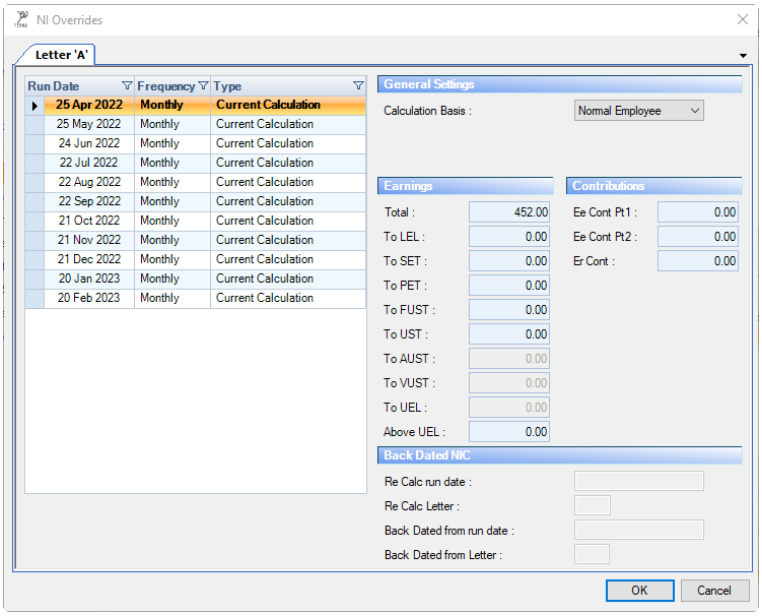
You must ensure you create separate Brought Forward records for the figures relating to a Director and Employee, even for the same NI Letter.

You can only have one Brought Forward record per NI Letter set as Normal Employee, and one Brought Forward record per NI letter set as a Director.

- **Edit button** – use this button to edit existing NI records. We recommend correcting errors via the Individual Calculation screen rather than in Employee details.

  Any changes using the **Edit** button with regards to contributions will not be reflected in the PAYE due or P32 reports.

  Highlight the appropriate NI Letter line and click on **Edit**.



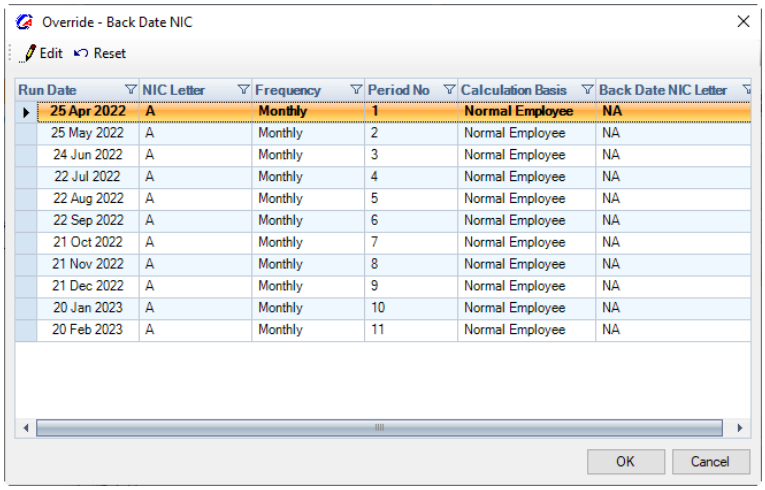

  On the left of the screen, highlight the **Run Date** you need to amend, and you will see that runs values on the right side of the screen.

  To change the values click into the boxes and overtype them. Select the **OK** button to save the changes, and they will be added to the employee's year-to-date totals.

  The report **PANICMA/PSNICMA** under type **P Series** will show these manual adjustments.

**Back Date button** – use this for re-calculating previous payroll runs NI records using a different NI Letter, for the current tax year. For situations where the incorrect NI Letter was used.

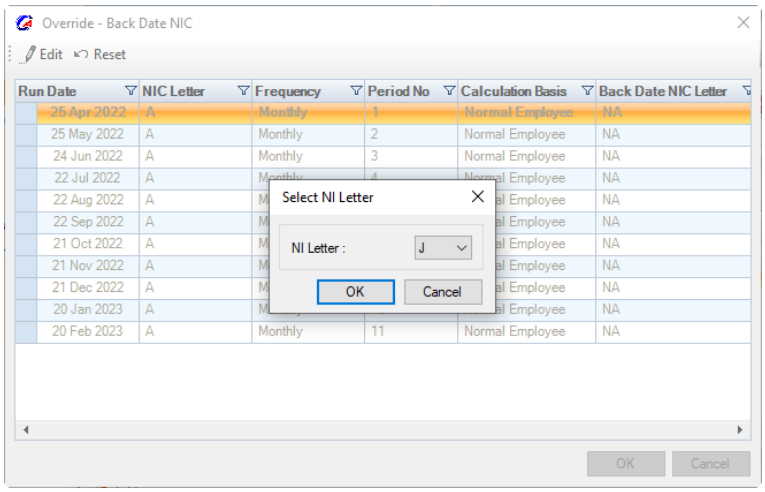
Click on the **Back Date** button.




You will also see this screen if when you changed the Employees NI Letter and selected Yes to it affecting previous periods.

This will screen will show one line per NI calculation for this employee.

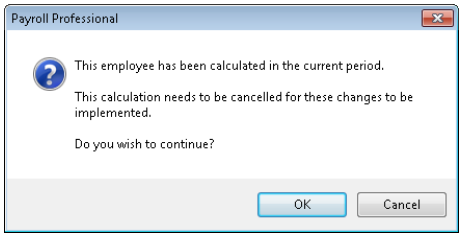
Highlight the **Run Date** and click on **Edit** or double click on the Run Date, then choose the **NI Letter** to be used to re-calculate the NI, the list includes standard NI letters and those set as allowed under Employer\National Insurance tab, then select **OK**. Do this for each Run Date that needs to be re-calculated.




The **Back Date NIC Letter** column will then change from NA to the NI Letter you have selected.

There is a **Reset** button which you can use this to remove the Back Date NI changes. This can only be done whilst the payroll run is open where the re-calculation is being performed. Once the payroll run is closed the Reset button will have no effect.

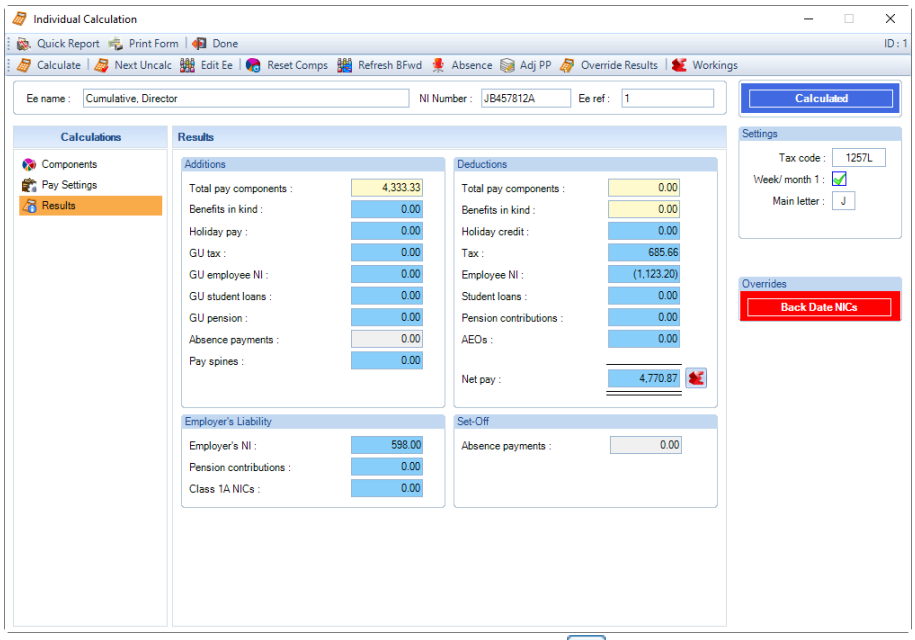
When you click **OK** to the Override – Back Date NIC screen, you will see the following message if the employee is calculated in an open payroll run.



Click on **Cancel** to lose the edits just or select **OK** to save the Back Date NI records and the Employee will be **Uncalculated**.

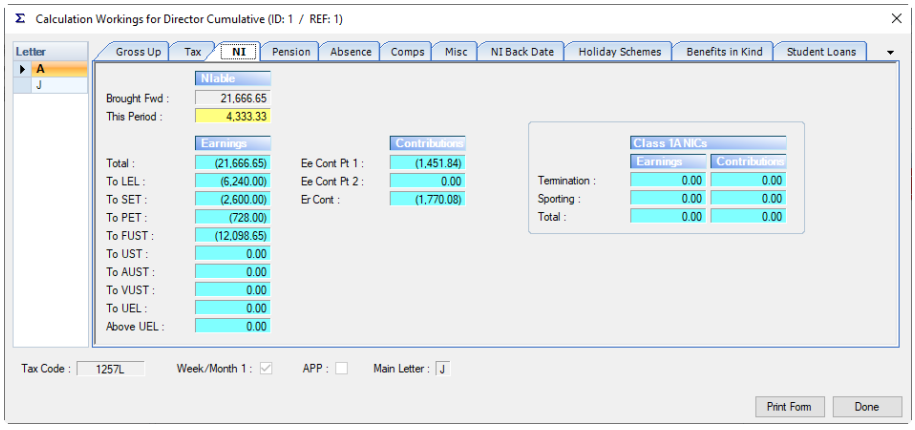
## Calculations

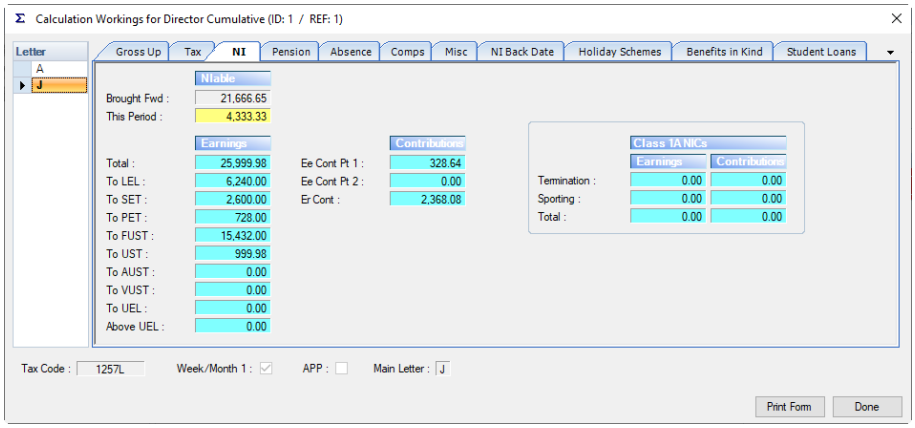
In the employee's next payroll run calculation, the Back Date NIC will be included and the **Results** tab will display the total effect on NIC.



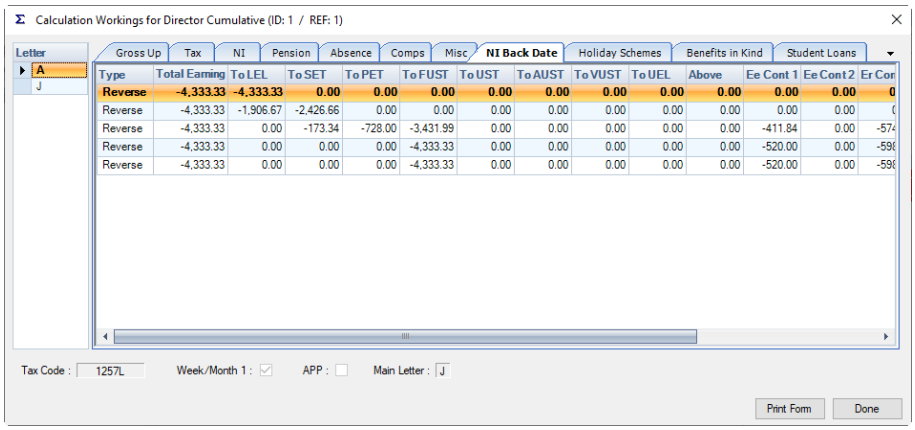

To see the figures making up this value, click on the alongside the Net Pay field or the Workings on the toolbar to get to the **Calculation Workings** screen.

The **NI** tab shows the totals for this payroll run.

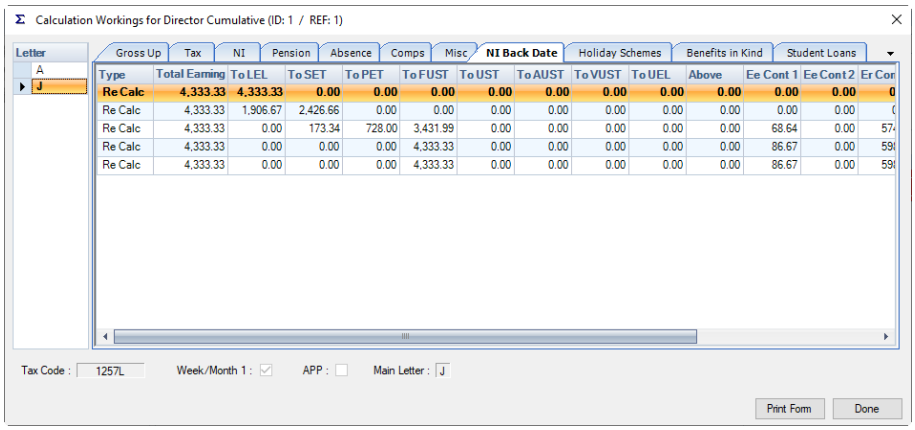





Select the **NI Back Date** tab and you will see two NI letters on the left. As you click on each letter you will see the transactions relating to that letter.




The type **Reverse** records are reversing the figures out of the old NI letter.



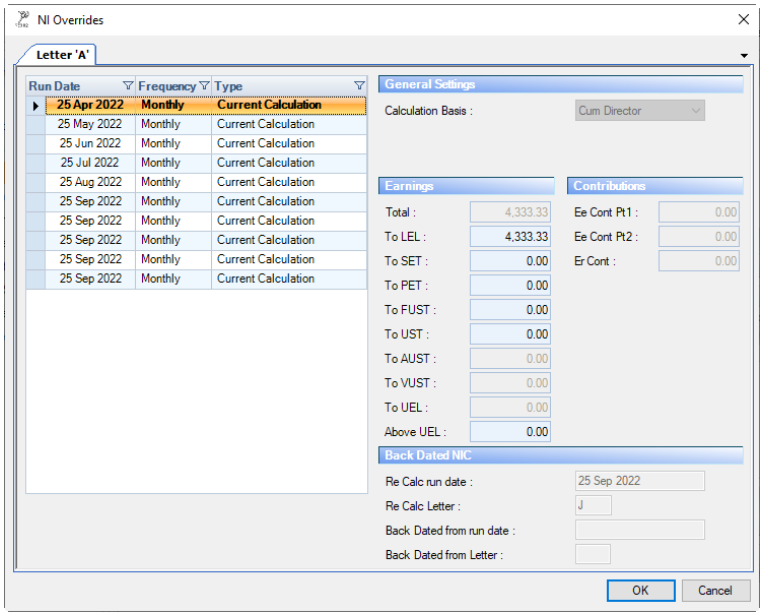

The type **Re Calc** records are the re-calculated figures on the new NI letter.

## Period Close

After the period is closed the NI records will be updated to show this information.

If you highlight the NI Letter line and click on the **Edit** button you will see the **Reverse** and **Re Calc** records. They will also appear on the report **PABCNIC/PSBCNIC** under Type P Series.
And when you highlight one of the Run Dates that you selected for Back Date NIC you will see the period has been re-calculated to, and in the Run Date that the Back Date NIC was calculated the run where this record has

emanated from.



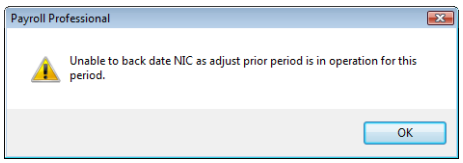

## Gross Up Calculations

If a Director or Employee changes NIC letter during the year and a re-calculation of NIC is required. The current NIC letter is used for the Gross Up calculation, and any other NIC letter re-calculations will be performed separately. This means that if the Director or Employee needs to pay more NIC or requires a refund, for the previous NIC letters, the Net Pay will be adjusted accordingly.

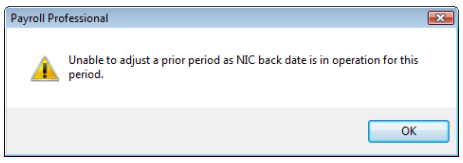
## Notes for Back Date NIC and Adjust Prior Period

**1.** It is not possible to process Back Date NIC and Adjust Prior Period in the same period.

If you try to set up Back Date NIC after you have entered an Adjust Prior Period you will see the following message:




And if you have entered Back Date NIC information and try to enter an Adjust Prior Period you will see the following message:




**2.** With Bonus Runs enabled Adjust Prior Period can only be performed in the Main Run.

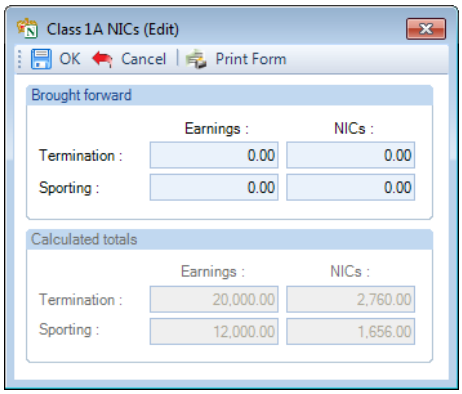
**3.** Once the Employee has an Adjust Prior Period record for a specific period you cannot use the facility again for the same period

## Class 1A NICs

This section will be displayed for employees when the data file is in tax year 2019/20 onwards.

It shows the details of pay components processed as the type Termination and/or Sporting payments with Class 1A NICs is enabled.

- **Edit button** - When you select Edit the following screen is displayed:




You can enter Brought forward values in the relevant section, for the Earnings and NICs. The Calculated totals section includes the total of values calculated through the payroll for the current tax year and excludes open runs.

## Directors - Helpful Information

### Employee becomes a Director part way through the tax year

**Example:** An employee becomes a Director on the 1st July 2022. Change to a Director as follows:

- Make sure you are calculating the period in which they become a Director.
- In Employee details NI tab change the Status to Director Cum or Director Non-Cum.
- Enter the Directorship Start Date.
- Calculate in the normal manner.

### Employee who should be a Director for previous periods

If you have the situation where an Employee should have been calculated as a Director, for part or all of the tax year, you will need to do the following:

- In Employee details NI tab, change Status to Director Cum or Non-Cum and enter Directorship Start Date.
- Click on the line for the first NIC Letter and select Edit.
- On the left side of the screen, click on each line where the person should have been a Director and change the Calculation Status from Normal Employee to Director Cum or Director Non Cum.
- Then Calculate them as normal.

### Brought Forward Figures

If when you take a payroll over part way through the year, and the Director has under or overpaid NIC, Payroll Professional will adjust this accordingly in the first payroll run.

### Other Notes

- Non-cumulative director for the whole year – system will calculate this person as CUMULATIVE in the last payment period. Status will not be changed.
- Non-cumulative director has a leave date added – System will change this person's status to Director Cumulative in that last payment period.
- Non-cumulative director has a leave date added and leaver box ticked AFTER final payment has been made (and period closed) – This person can't be filed online as HMRC states that the final payment MUST be calculated as Cumulative director. You must take advice from HMRC if this person has over or

underpaid NIC. You can then manually amend the figures in employee details or if you have not submitted their leaver information online, un-tick the Leaver box, change the Status to Cumulative Director and calculate in the current period with no pay, remembering to override any tax calculated.

- Director start date is wrong – go to Employee details NI tab and make sure the correct date is entered in the Directorship Start Date. This person must be re-calculated.
- Payroll taken over partway through year and the previous software doesn't record the ABOVE UEL for the brought forward record – Go to Employee Details and edit the brought forward record to ensure that the Total Earnings is correct and the value is entered in the ABOVE UEL and all Earnings add up to the Total Earnings. This person must be re-calculated.
- Person stops being a director partway through the year – HMRC rules state that this person must stay as a director for the rest of the tax year and can be set as Employee from the start of the **next** tax year.

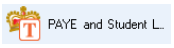
Remember HMRC rules for using director non-cumulative status are that the director **MUST**:

- Be a director for the whole of the tax year AND
- Be paid in every pay period AND
- Be paid a standard amount in every pay period.
- If anything changes – Bonus, NI letter change, no pay taken – status must be changed to Cumulative for the rest of the tax year.

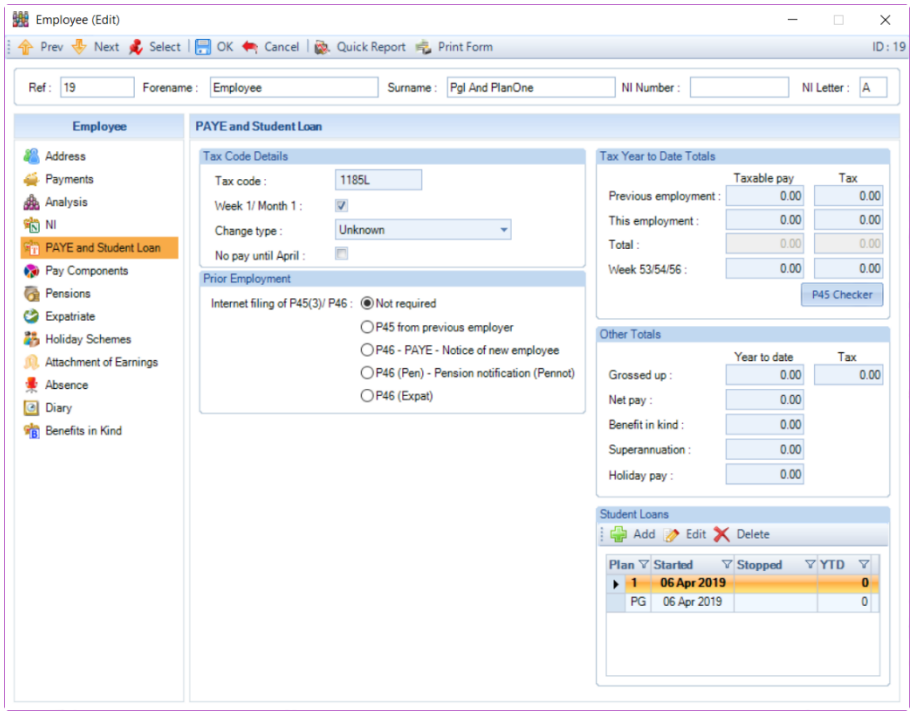
**We recommend that all Director's NIC is checked at the end of the Tax Year.**

To assist you with manually calculating National Insurance figures to check the Directors NIC we recommend the HMRC booklet CA44 National Insurance for Company Directors or you may wish to contact the HMRC**Error! Bookmark not defined.** on 0845 7 143 143.

## PAYE and Student Loan tab



This tab contains the Employees Tax Code, Prior Employment forms, Tax Year to Date figures and Student Loan details.

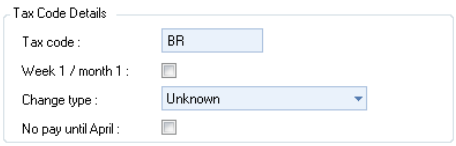



**Tax Code Details** – To change the **Tax Code**, click into the field and type in the new code, the program will check whether the code is valid. This field will also accept **NT** for no tax and **E** for emergency.

To change the **Week 1/Month 1** status, tick the box to switch on.

The **Change Type** is for recording how/why the Tax Code was changed.

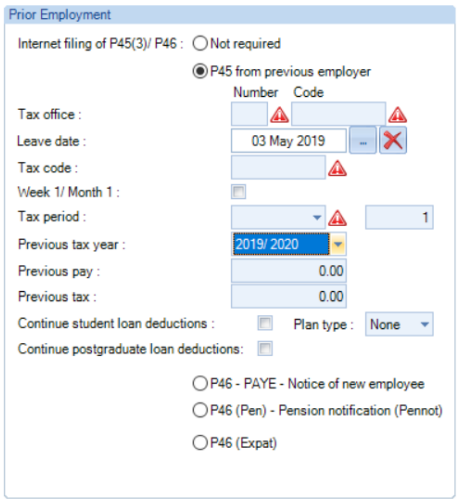
For New employees who have not been calculated yet, a further setting will show called **No Pay Until April.** This is so that you can create an employee and input P45 (3) information including previous pay and tax and Internet file them even though they won't be paid until April.




This ensures that the pay and tax figures are lodged with HMRC and will produce a P60 for the year they are not being paid with just the previous employment figures.

**Prior Employment** – This section is for entering new starter forms for internet filing. You are only able to submit one of these forms for each employee.

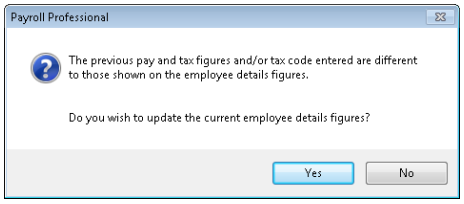
- **Not Required** – select this option if you have none of these forms.
- **P45 from previous employer** – select this to enter the information from a P45 (3).




Enter the Tax Office details, Leave date, Tax Code, Week 1/Month 1 indicator, Tax Period – Week/Month and Number, Previous Tax Year – this is the tax year of the P45 (3), Previous Pay, Previous Tax, Student Loan indicator and Plan Type, Postgraduate Loan indicator.

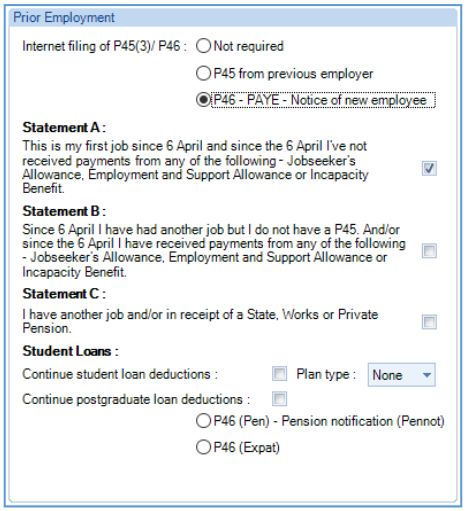
The Continue Student Loan plan types and Continue Postgraduate Loan settings available are based on the P45(3) Leave date entered and Previous tax year selected, when they came into force.

When you move to another tab or field or select OK to the Employee, if the Previous Tax Year is the same Tax Year that your data file is in then you will see the following message:




Select **Yes** to update the details, if you select **No** you will need to change manually if required.

- **P46 – PAYE Notice of new employee** – selecting this option you will see the following:

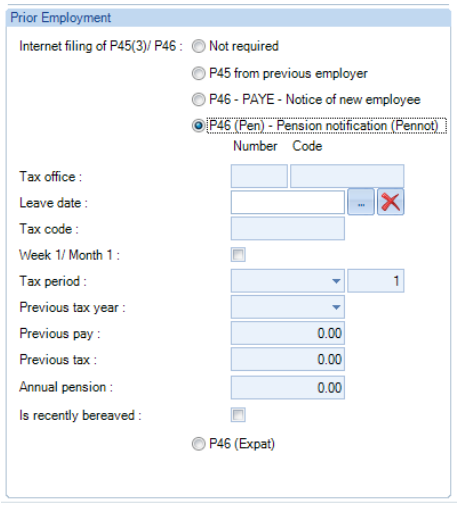



When you select this option, the Statement will automatically be selected based in the RTI Starting Declaration selected.

If your new employee has no P45 (3) they must complete a P46, tick (if any) the boxes that the employee has selected on the signed form. It is possible to submit a P46 with no boxes ticked.

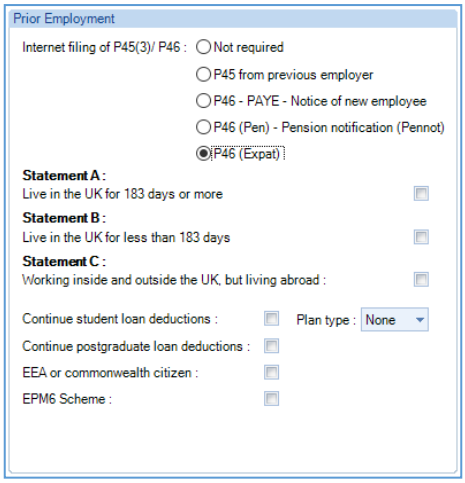
The Continue Student Loan plan types and Continue Postgraduate Loan settings available are based on the tax year the data file is in when they came into force.

- **P46 (Pen) – Pension Notification (Pennot)** – selecting this option you will see the following:




Complete the fields to show what has been entered on the manual form.

- **P46 (Expat)** - select this option to see the following:




Complete the fields to show what has been entered on the manual form.

**Important Note: Only complete P46 (Expat) if the employee has been seconded to work in the UK by their overseas employer but still has a contract with their overseas employer.**

**A seconded employee includes:**

**individuals working wholly or partly in the UK for a UK resident employer on assignment whilst remaining employed by an overseas employer**

**individuals assigned to work wholly or partly in the UK at a recognised branch of their overseas employer's business**

**all individuals included by an employer within a dedicated expatriate scheme or an expatriate modified PAYE scheme (EPM6).**

The Continue Student Loan plan types and Continue Postgraduate Loan settings available are based on the tax year the data file is in, when they came into force.

Once you have completed these details, they will be included in the list for submitting online the next time you create a submission.

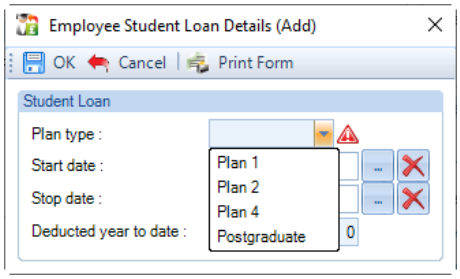
**Tax Year To Date Totals** – There are fields here for This and Previous employment Taxable Pay and Tax. These are completed if you entered values in the New Employee Wizard. If the employee brings a P45 (3) after the Employee record has been created, then the previous employment figures need to be input to be taken into account in the next calculation.

If you calculate a Week 53 then the pay and tax figure will display separately.

There also the **P45 Checker** button to check the Previous Employment values. When you click on the button the Tax Year, Tax Code, Taxable Pay and Tax will be completed. You just need to select the **Frequency** and enter the **Period Number**, the click on **Calculate**. The results will display with a message as their correctness.

**Other Totals** – There are also fields that display the year to date values for Grossed Up Pay, Grossed Up Tax, Net pay, Benefits in kind, Superannuation and Holiday Pay. These can be manually amended it required.

**Student Loans** – To create a new record for a student loan click on Add, the following screen will appear:




Complete as follows:

- Plan type – select either Plan 1, Plan 2, Plan 4 or Postgraduate
- Start date – enter the start date for the plan type
- Stop date – enter the stop date, if applicable, for the plan type
- Deducted year to date – this will automatically be completed when calculations have been performed and the tax period has been closed. If you are taking a payroll over part way through the tax year, then enter the amount already deducted, whole pounds only.

Click on OK to save the record, once it is saved the Plan type cannot be changed.

You are able to Edit the record to change the Start date, Stop date and Deducted year to date information.

And, if required, you can Delete the record if it has not been used in a calculation, there are no historic records and the Deducted YTD is zero.

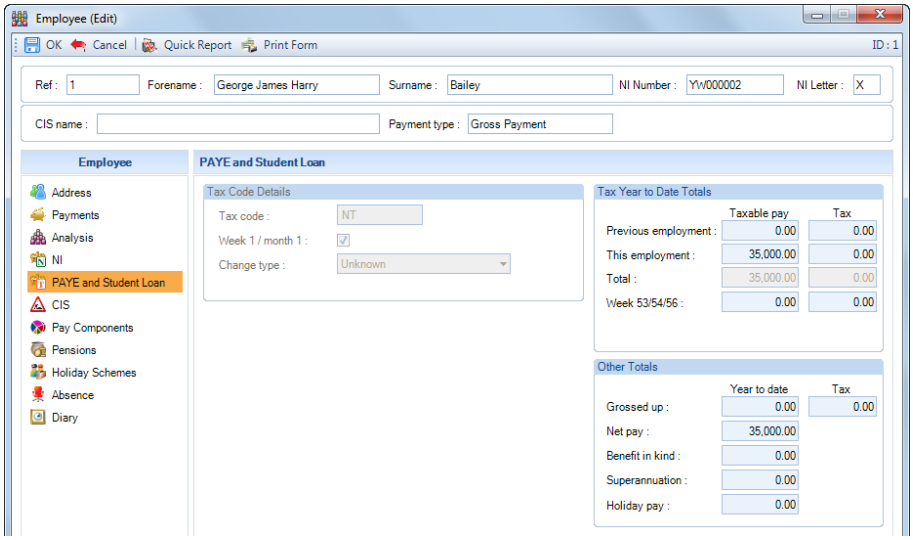
The records are restricted, so that you can only have one record for each Plan type. And if an employee has either a Plan 1, 2 and/or record, then only one of them can be active without a Stop date.

An employee can have a Plan 1, 2 or 4 active with a Postgraduate loan, but Plan 1, 2 and 4 cannot be active at the same time.

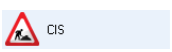
The Start date determines when the first deduction is to be made. If the start date falls on or before the current payroll runs pay date the deduction is made, and it will be for the whole pay period. Similarly, if a Stop date has been specified, and this date is after the Pay Date, the deduction is made for the whole period regardless.

Student loans are post tax deductions.

**Sub Contractors** - this screen will hide the sections **Prior Employment** and **Student Loans** as they do not apply, and the **Tax Code Details** section will be greyed out.

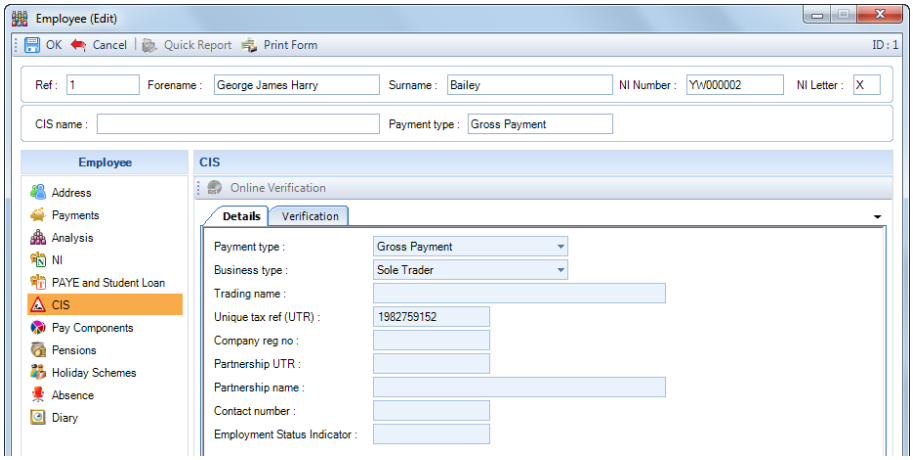



## CIS tab




This tab will only appear for a Sub Contractor.

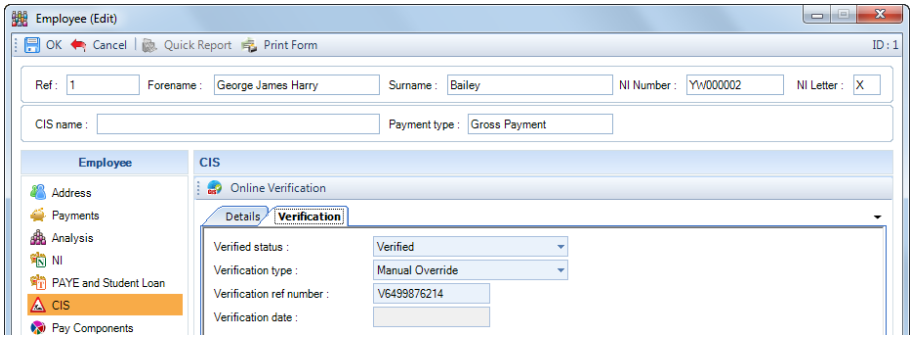
You will see the **Details** tab on the right of the screen. The **Details** tab holds the specific details for the Sub-Contractor including **Trading Name, Partnership** details and **UTRs**.




**Employment Status Indicator** - If you are unsure or just wish to double check whether an individual should be treated as PAYE or CIS you will be referred to the https://www.gov.uk/guidance/employment-status-indicator website. This ESI tool allows input of specific information about the worker being engaged. If the person 'passes the test' then you will be given a reference number and this can be recorded in the person's record for future reference.

We have given you a Web link directly to this page, go to the **Utilities** tab and select **Web Links**.

The **Verification** tab holds the details of the verification status of the Sub Contractor.




**Online Verification** button – this allows you to verify this sub contractor only online.

### Verified Status

**Unverified** - An unverified sub-contractor record is available in calculation screens but no calculations will take place. Verification details must be recorded before they can be paid.

You will however be able to change the calculation status to **Absent** or **Suspended** if required.

**Verified** - A sub-contractor who is verified (with a number) will be available for calculation.

**Failed Verification** - A failed verification sub-contractor will be available for payment.

### Verification Type

**Manual Override** – Choose this when completing subsequent fields with details not received directly from HMRC, such as when you are creating details on a transferred payroll.

**By Telephone** – Choose this when completing subsequent fields with details received directly from HMRC by telephone.

**Via HMRC Website** – Choose this when completing subsequent fields with details received from HMRC via their website.

**Online Verification** – This option and subsequent fields will be completed automatically after you have logged on to HMRC from Payroll Professional for online verification.

### Verification Ref Number

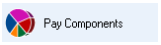
A valid number needs to be entered here before the sub-contractor can be paid. A correctly formatted number will consist of the letter V followed by ten numerals. If verification has failed then this number may be added to by one or two letters.

### Verification Date

This field will be populated automatically when on-line verification is done.

For more information on **CIS** please see the separate section.

## Pay Components tab



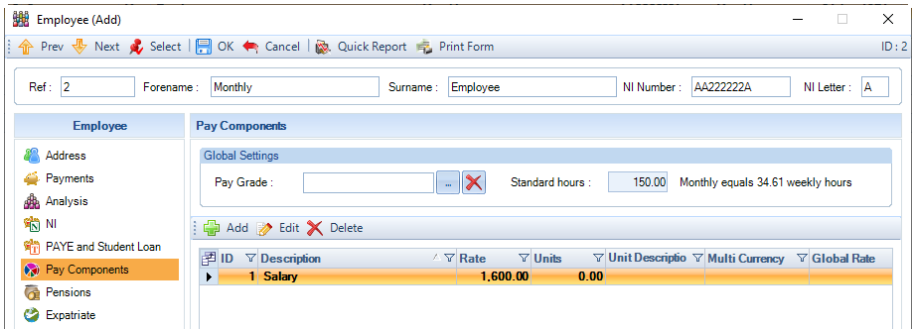

This tab displays the Pay Grade, Standard Hours and the Pay Components allocated to this employee.

**Pay Grade** – if the employee is to be allocated to a Pay Grade click on the ellipsis button to select the Pay Grade. Pay Grades are a pre-determined list of Pay Components that can have set rates. A pre-set grade rate will overwrite Pay Component values in the Pay Run even if you have a fixed value entered in Employee details.

For further information see the section on Pay Grades.

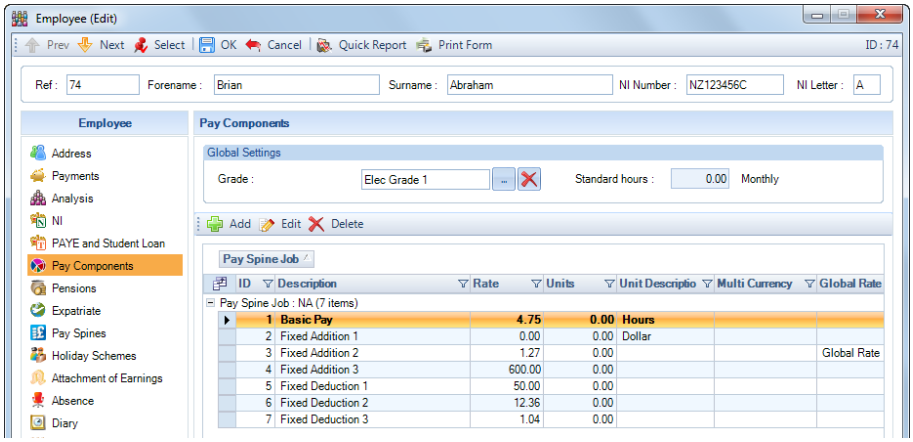
**Standard Hours -** This field is for recording an employee's Standard Hours for the employees pay frequency. This is used in various facilities in the program, including the FPS to work out the **Number of normal hours worked** band.

For all frequencies apart from Weekly, next to Standard Hours will show text with the weekly hours:




The weekly hours will be calculated using the same calculation method that is used to calculate the **Number of normal hours worked** band that is included in the FPS:

- **Fortnightly** - divide the Standard Hours by 2, truncated to 2 decimal places.
- **Four Weekly** - divide the Standard Hours by 4, truncated to 2 decimal places.
- **Monthly** - multiply frequency hours by 12 months then divide by 52 weeks, truncated to 2 decimal places.
- **Quarterly** - multiply frequency hours by 4 quarters then divide by 52 weeks, truncated to 2 decimal places.
- **Half Yearly** - multiply frequency hours by 2 half years then divide by 52 weeks, truncated to 2 decimal places.
- **Yearly** - divide frequency hours by 52 weeks, truncated to 2 decimal places.




The values showing here for the Pay Components are the permanent values for the Employee. Any changes made here will be permanent. Temporary changes for a single period must be entered via the Employees Individual Calculation screen.

There are five permanent columns showing in this screen:

**Component ID -** The unique identifier number of this component allocated by the system at the time it was created.

**Description -** The name of the pay component which will appear on the payslip.

**Rate -** Amount to be paid for this component for a single pay period (E.G. monthly salary amount, not the per annum figure). If the Pay Component is either a Global Rate, Foreign Currencies, Pay Grades or Pay Spines then these rates will be displayed.

**Units -** The number of units to be used as a multiplier of the rate (only available if the pay component is set up as 'use units').

**Unit Description -** The description of the unit – for example 'Hours' (only available if the pay component is set up as 'use units').

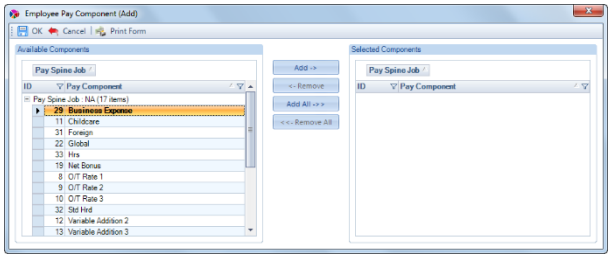
### Additional Columns

Click on button which is on the left of the Pay Component headings. You will then see the following screen:

You can then tick the extra columns you want to show and un-tick those you don't want to show.

**Add** button – use this to add a pay component to the Employee.

The **Employee Pay Component (Add)** screen shows the pay components available, those that the Employee does not already have allocated to them. You can click on the header ID or Pay Component to change the order that the Pay Components are displayed.



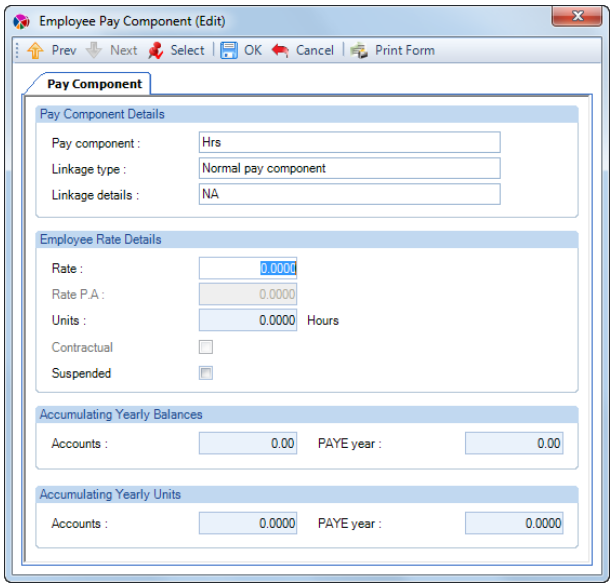

Highlight the component you require from the list displayed and click on the **Add** button. For multiple components hold down Ctrl on your keyboard then highlight them, now select the Add button. This will move the selected component from the left to the right column. If you have selected a component in error, click on the component in the right column and click **Remove**, the component will be moved back to the left column.

If you wish to add all existing pay component to this employee, click on **Add All** and the entire set of component moves from left to right.

When you are happy with your selection, click **OK**.

**Delete button –** This allows you to delete a pay component from an employee, if it has no historic records or attached to Split net pay, Pay Grades or used in the current run.

**Edit button –** This allows you to change or view an existing Pay Component, highlight the Pay Component in the list and click on the **Edit** button. Or you can double click on the Pay Component to open the edit screen.




Whilst in this screen you will see navigation arrows Prev and Next at the top to move between pay components for this employee without moving out of the Employee Pay Component (Edit) screen.

**Note:** Some of these details are slightly different if the pay component has been set up as a **Reducing Balance**. See the separate section.

**Rate - Unit based component** – Enter the value to be paid for one unit (e.g. if this component is used to pay an employee for a number of hours then the value will be for one hour)

**Rate - Non unit-based component** – the value to be paid for the period (e.g. if this component is to be used to pay salary to a monthly paid employee then the value will be one month's salary)

If the employee does not receive a constant amount against this Pay Component then you can leave it as zero and enter the amount when the Employee is calculated via their Individual Calculation screen.

When this value is entered, the **Rate p.a.** (per annum) value is created based on the employees frequency.

You can also enter the Per Annum value and the Rate is created automatically.

**Note:** This field will not be editable if the Pay Component is set as a Global Rate. If this is the case, the name of the global rate will be displayed alongside the rate box.

**Rate P.A -** Enter the annual value to be paid and the Rate is created automatically. This field will not be editable if the Pay Component uses Units.

**Units -** This field will not be available unless the Pay Component has been set as **Use Units**. Enter the number of units for this component.

**Contractual -** This is to be used for the Pension Reform but can also be used for reference only.

If in Employer Details you have chosen to Set the same Pay Components as Contractual Wages/Salary for All Employees, then this box not be editable.

Otherwise you have chosen to set the Contractual Pay Components at Employee Level and you will be able to tick the box.

**Suspended -** If this box is ticked, then this Pay Component will not be used in the next calculation.

Remember to suspend the pay component **BEFORE** you open the payroll calculation.

If the **Suspended** box is not editable then this pay component is in use in a currently open payroll calculation.

### Accumulating yearly balances

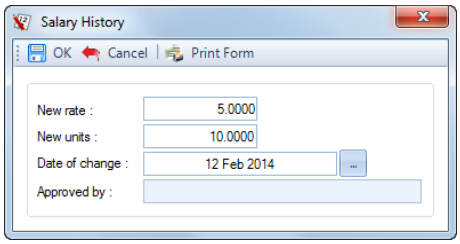
All four fields are accumulating balances for this pay component. As you calculate and close each pay period all value boxes will update with the value of the payment made. The unit boxes will update in the same manner if this is a unit-based component.

The right hand boxes for **PAYE Year** relate to the current tax year and will reset to zero when the year-end is closed. The value amount, plus the currently open period amount, shows as the year to date balance of the component on payslips.

The **Accounts Year** balances are only reset to zero when you run Housekeeping. This means that if you reset the accounts year balances at the end of the company financial, then the left hand boxes will represent the financial year to date balances and can be reported on for audit purposes.

Click on the **Cancel** button if you wish to leave the **Employee Pay Component (Edit)** screen without saving any changes. If you do wish to save the changes made, click on the **OK** button.

You may see further screens depending on the settings in the data file, such as Salary History you will see the following screen:




Select the date of change you wish to record and input the approval authority and click **OK**.

### Notes:

Make the entry in the salary history approval box relevant to your records. Use the time and date of the phone call received, or the fact that a memo was sent by the MD. This will be a valuable memory jogger if recorded and show Salary History reports.

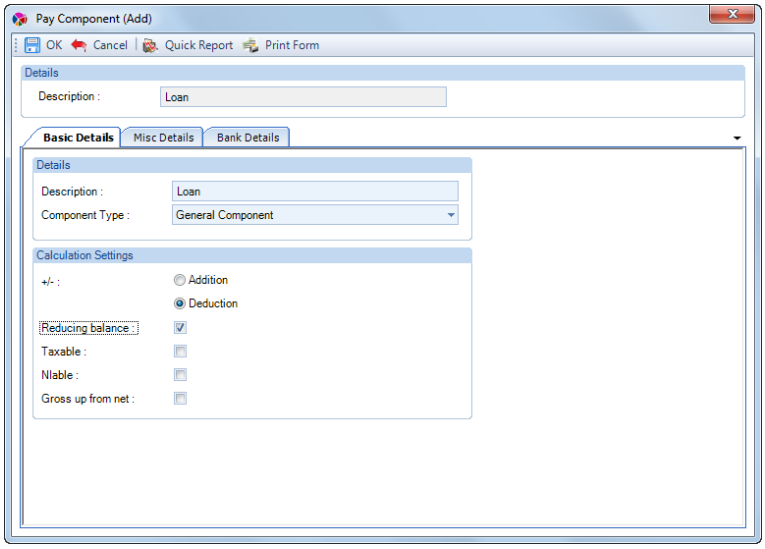
If you do not get the **Save Changes** window, go to the **Admin** tab select **Personal Prefs** then under the **Miscellaneous** tab tick **Confirm Changes before Saving**.

If you do not see the **Salary History** approval window, go to the **Data** tab select **Employer** and under the **Payroll Parameter** tab tick **Salary History**. Then go to the **Data** tab select **Pay Components\Pay Components** then **Edit** each Pay Component and under the **Misc Details** tab tick the box **Salary History**.

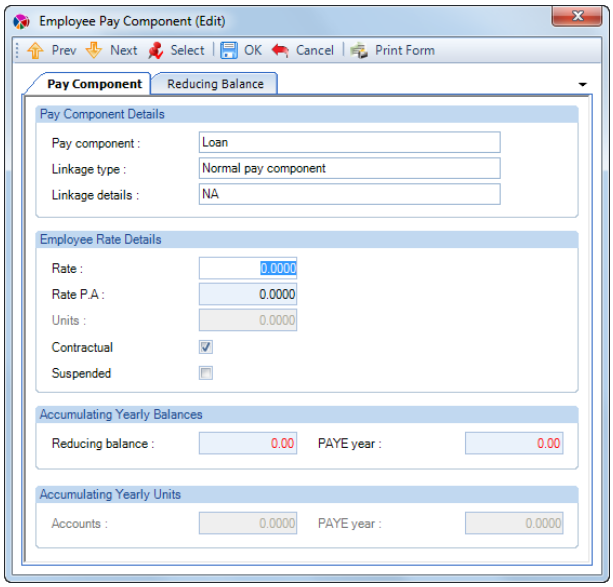
### Reducing Balance

A pay component should be set as a Reducing Balance where there is a finite amount of money to be deducted from the employee over several pay periods. This type of pay component requires some extra information to be entered in order that the deduction is dealt with correctly.

When the component is set up, under the **Data** tab then **Pay Components\Pay Components**, it needs to be set as a **Deduction** and the box marked **Reducing Balance** must also be checked. Then choose whether it is Taxable and/or NIable, if you are setting up a normal loan then do not select either of these.




After the pay component has been added to the employee, the Employee Pay Component (Edit) screen has more details available, which must be completed.

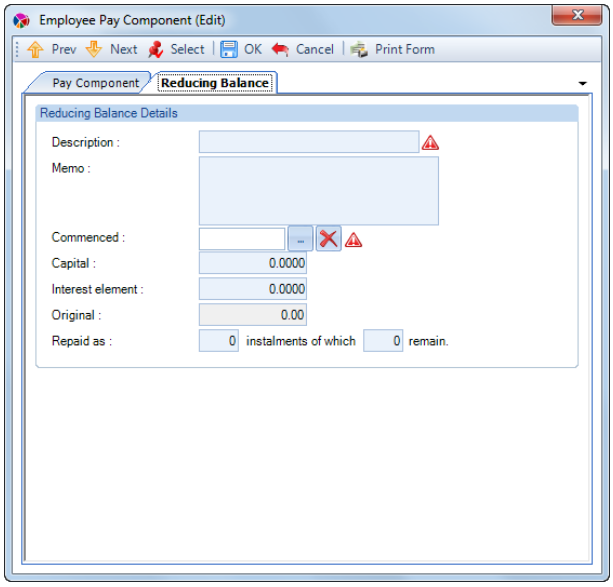



**Rate** - Enter the amount of money to be paid back by the employee each period.

**Accumulating Yearly Balances** - The values showing in both these boxes now show in red, because this is a Reducing Balance pay component.

Enter the total outstanding amount in the **Reducing Balance** box. As each pay period is processed, the **Reducing Balance** box will decrease with the value deducted from the employee and the **PAYE Year** box will increase by the same value.

**Reducing Balance tab** – Select this tab to enter further information.




**Description** – your description of the Reducing Balance (e.g. Season Ticket Loan)

**Memo** – this field is for your use for any notes you may need to make. If you need a second line in this field use **Ctrl M** or **Ctrl/Enter** to move to the next line.

**Commenced** – click on the ellipsis (three dots) button and enter the date the reducing balance started. **Note:** This field **must** be completed or the Pay Component will not deduct the Rate from the Employee.

**Capital** – the full or the net amount if you have charged the employee interest.

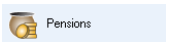
**Interest element** – enter the amount of interest if you have charged any.

**Instalments** – enter the total number of instalments and the number of instalments outstanding (these will be the same for a new reducing balance).

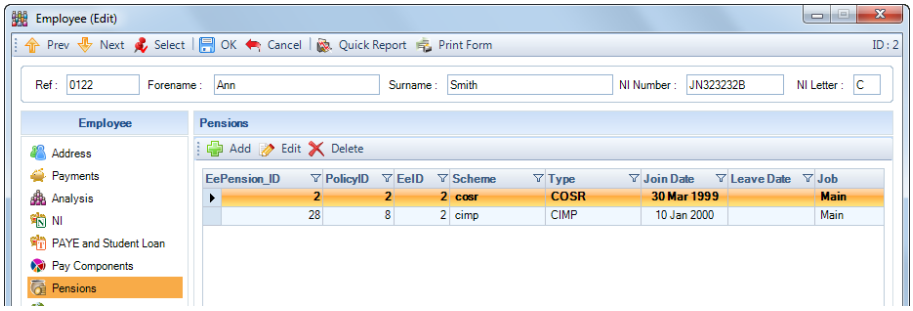
Click on the **OK** button to complete the procedure.

Having completed both tabs, **Payroll Professional** now knows when the Pay Component should start, how much to deduct each period, how much is outstanding at any time and when to stop deducting (when the Reducing Balance box has reached zero and the total number of instalments has been reached).

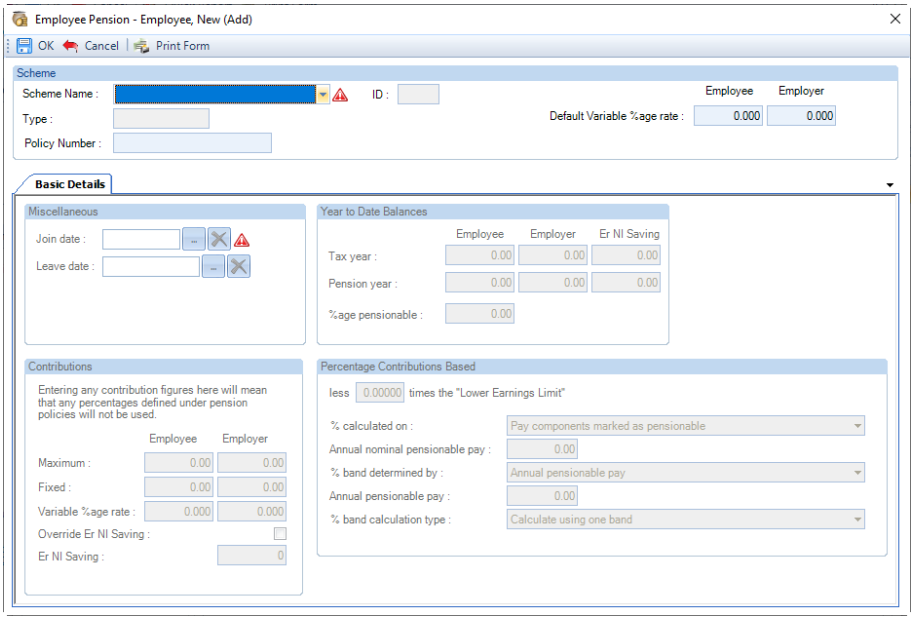
## Pensions tab




Any pension to be deducted from an employee must already have been set up as a Pension Policy under the **Data** tab then select **Pensions\Pensions**.




**Add button –** Use this to add a pension to an employee.




**Scheme Name** – if you only have one Pension Policy set up then this will automatically be completed, otherwise click on the drop down to select the pension from the list.

**Type** – this is for reference only and will display the type of pension scheme.

**Policy Number** – enter here the Employees pension policy number, if required.

**Default Variable %age rate** – once you have selected the Scheme Name, this will show the percentages entered under the Pension Policy. An information button will also then be available to view the Pension policy record as read only.

**Join Date** – enter the date the Employee joined the pension scheme, this must be completed.

**Leave Date** – only complete if the employee is leaving or has left the pension scheme.

**Contributions** – If the employee is to pay the same percentages as those set up as default values entered under the Pension Policy then nothing needs to be done in this screen.

Use the **Fixed** boxes if the employee/employer contributions are a fixed amount of money, otherwise use the **Variable % Rate** boxes if the contribution is to be a percentage of pay.

There are two further fields in the contributions section. The **Maximum** box is where you can set the maximum contribution for this employee for this pension scheme, and the **NI Rebate %age** which will display for the appropriate scheme/s.

The final two fields called **Override Er NI Saving** and **Er NI Saving** are only available for **Salary Sacrifice** pension schemes which have the setting **Add Er NI Saving to Er Contribution** enabled. To enter a difference Er NI Saving percentage to that entered under the Pension Policy, tick the box **Override Er NI Saving** and enter the percentage under the **Er NI Saving** box. This can be left as zero if no Er NI Saving is to be calculated. The Employer NI Saving is calculated using the Employees Pension Contribution value and the Standard Rate of Employer NI for the current tax year.

**Year To Date Balances** – As with pay components, the amount of pension contribution deducted is accumulated into two different year-to-date boxes. The one labelled **Tax Year** being cleared back to zero when the Tax Year is closed, and the one labelled **Pension Year** being cleared to zero when you run Housekeeping.

Each pension scheme year-to-date can be cleared independently. Run Housekeeping by going to the **Run** tab then **Housekeeping** you will be asked which scheme to reset.

There are two further year-to-date balance boxes, which show the accumulated totals for **Minimum Contributions** on any relevant pension scheme.

And another two boxes to show the accumulated totals for **Er NI Saving** for Salary Sacrifice pension schemes which have the setting **Add Er NI Saving to Er Contribution** enabled.

And the **%age Pensionable** is the Tax Year to date value that a percentage pension has been calculated on.

**Percentage Contributions Based** – This will show what basis is used for the contribution calculation, most of this information is picked up from the Pension Policy. You can choose to deduct one or more times (up to 5 decimal places) the **Lower Earnings Limit**, before the calculation is made. Change what the % Calculation is based on and then enter the appropriate values for Annual Nominal Pensionable Pay, Annual Pensionable Pay.

**Edit button** – highlight the pension scheme and click on **Edit** or double click on the pension, this then opens the Pension (Edit) screen to make any changes. Select **OK** to save the changes.

**Delete button** – you can use this to delete a pension, a pension can only be deleted if it has not been used. Highlight the pension then click on the **Delete** button.

## Important Note

It is possible to add the **same** pension policy more than once. This is for the Pension Reform changes and Employees with Pay Spines.

You will now be able to keep a history of when the employee joins and leaves a pension scheme, and then re-joins later.

The following are the restrictions:

### Normal Employees

- They can only have one active pension - with a join date and no leave date
- The Join Date of the next record cannot overlap the Leave date of the previous record

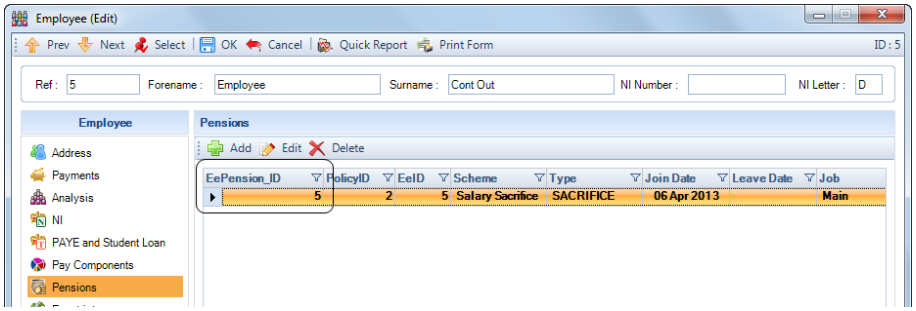
### Employee with Pay Spines

As long as the Employee has a pay spine attached to them the same pension policy can be added more than once, the pension join and leave dates can overlap.

## Calculations - Pensions

The order in which pensions are calculated has been changed. These changes are due to Pension Reform (auto enrolment) and when an employee has more than one pension scheme where the **% Calculated On** is selected as either **NIable Pay (up to UEL)** or **NIable Pay (including above UEL).**

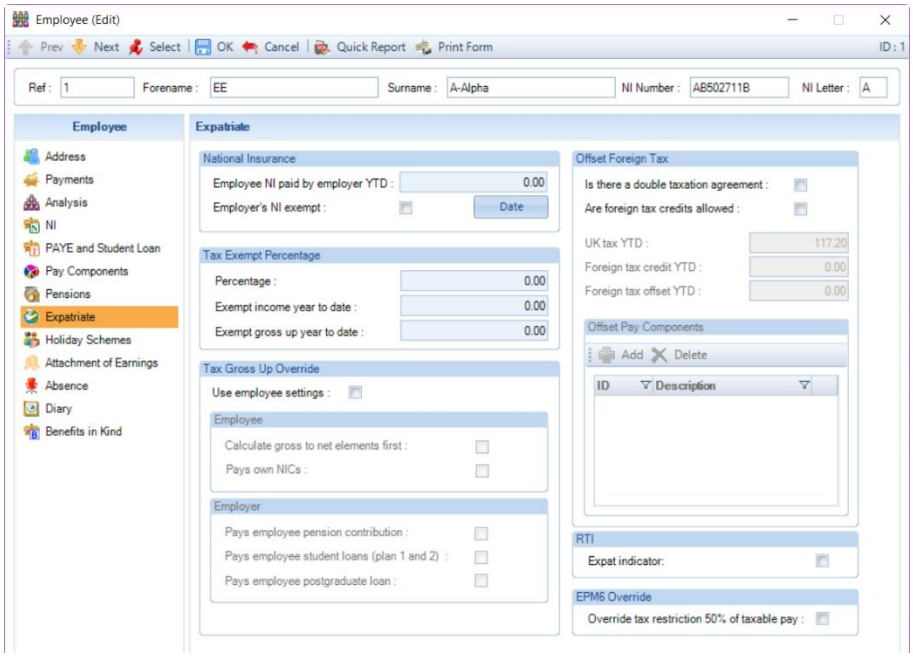
**Salary Sacrifice** pension schemes will be calculated first, if the employee has more than one Salary Sacrifice pension scheme then they are calculated using the **Join Date**, then **EePension_ID** which is the order they have been added to the employee shown under the **Employee (Edit)** screens **Pension** tab.




This affects the calculation of the second and following pension schemes attached to the employees that are based on Niable Pay, as the Niable pay will then be reduced by the previous Salary Sacrifice pension(s) that have been deducted.

## Expatriate tab

This tab will only show if you are licensed for the Expatriate module.




**National Insurance** – In this section you can signify if this employee attracts employers NIC exemption. Tick on the box for the exemption to activate.

Next, click on the **Date** button and enter the date of arrival for the employee, click on the **OK** button. Then select **Yes** to create a Diary message showing when the employers NIC liability will re-start. Or click **NO** if you wish to create a Diary message yourself.

There is also a year to date accumulation box here, showing the amount of employee NIC that has been paid by the employer.

**Tax-exempt percentage** – If this employee is entitled to a specific amount of their income as tax exempt set the percentage here and **Payroll Professional** will calculate accordingly.

**Note:** This is a non-cumulative setting.

There are also two fields here to record the year to date balances of any tax-exempt income and any exempt gross up income.

**Tax gross up override** – This section contains a switch to allow the employee gross up settings to be used in preference to the general employer gross up settings.

When the employee settings switch is on, you will see the same switches as there are at Employer level.

### Calculate gross to net elements first

This switch needs to be on if you require the Gross to Net elements calculated first using the tax and national insurance allowances, then calculate the Net to Gross elements.

**Note:** If you have a payroll where employees are paid by only gross up components then this switch is not needed.

If you have a payroll where all employees are paid only gross to net components then again this switch is not needed.

If, however, you have a situation where this is a mixture of gross up and gross to net components, then Calculate Gross to Net Elements First needs to be **on**, if the **MAIN** remuneration is gross to net.

A perfect example of this is a normal gross to net payroll where occasionally through the year an employee is paid a net amount that needs to be grossed back. Without the switch on the tax and NIC figures calculated would be incorrect.

### Employee pays own NIC

This switch must be **on** if you have the unusual circumstances where it is required that, although the employee is being paid by the gross up method, the net pay must still be less the employee NIC figure.

### Employer pays employee pension contribution

This switch must be **on** if you have a gross up situation and the employer **pays** the employees pre-tax pension contribution. If, however, the employee is paid net but pays their own pension then this switch must be **off**.

### Employer pays employee student loans (plan 1, 2 and 4)

This switch must be **on** if you have a gross up situation and the employer pays the employee student loans for Plan 1, 2 and 4. If, however, the employee is paid net but pays their own student loans then this switch must be **off**.

### Employer pays employee postgraduate loan

This switch must be **on** if you have a gross-up situation and the employer pays the employee postgraduate loan. If, however, the employee is paid net but pays their own postgraduate loan then this switch must be **off**.

**EPM6 Override** - when enabled the employees tax calculation, including gross up calculation will not apply the tax restriction for all tax codes to 50% of taxable pay.

**Offset Foreign Tax -** This section is to record whether there was a Double Taxation Agreement or, if the employer is required to deduct UK tax and Foreign tax and have authority from the HMRC to offset the Foreign Tax against the UK tax, select the Pay Component to Offset.

- **Is there a Double Taxation Agreement**

  Tick the box if the answer is yes. This will have no effect on calculations it is for your records only.

- **Are Foreign Tax Credits Allowed**

  This will only be available if **Is there a Double Taxation Agreement** is **No**, and the Employees tax code is not NI or NT. Tick this box if Foreign Tax Credits are allowed.

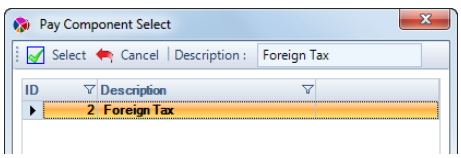
  Remember to check and obtain authority from the HMRC first, as the HMRC may have already given Double Taxation Relief by adjusting the Employees Tax Code.

  To stop the Foreign Tax Credits just un-tick the box, but leave any year to date values. If you change the year to date values and the Employee is on a cumulative tax code the program will re-calculate the Employees Tax, for example if you zero the figures the Employee would have under paid Tax due to the Foreign Tax being offset previously and deduct accordingly.

- **Offset Pay Components**

  This will only be available if the box has been ticked for **Are Foreign Tax Credits Allowed** and you do not have a Payroll Run open.

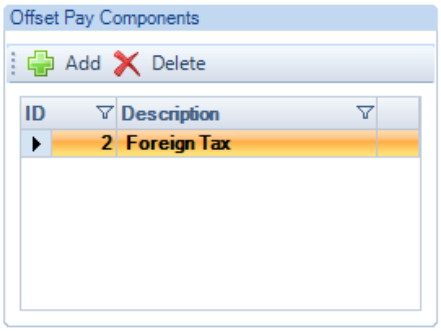
  Click on the **Add** button to select the Pay Component.




  The Pay Components that will appear in the list will be those set as Deductions and not taxable.

  Highlight the Pay Component and click on **Select**. Your pay component will now appear under Offset Pay

Components.

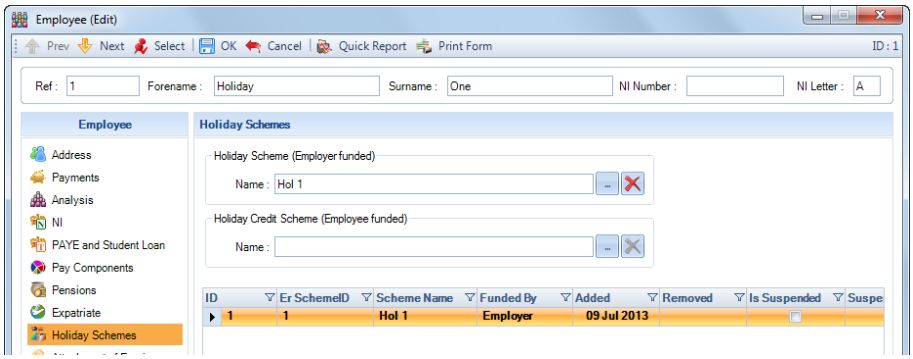



To delete a Pay Component, highlight it in the list and click on the **Delete** button.

## Holiday Schemes tab

Holiday Schemes

Under this tab select the Employer and/or Employee funded holiday scheme.



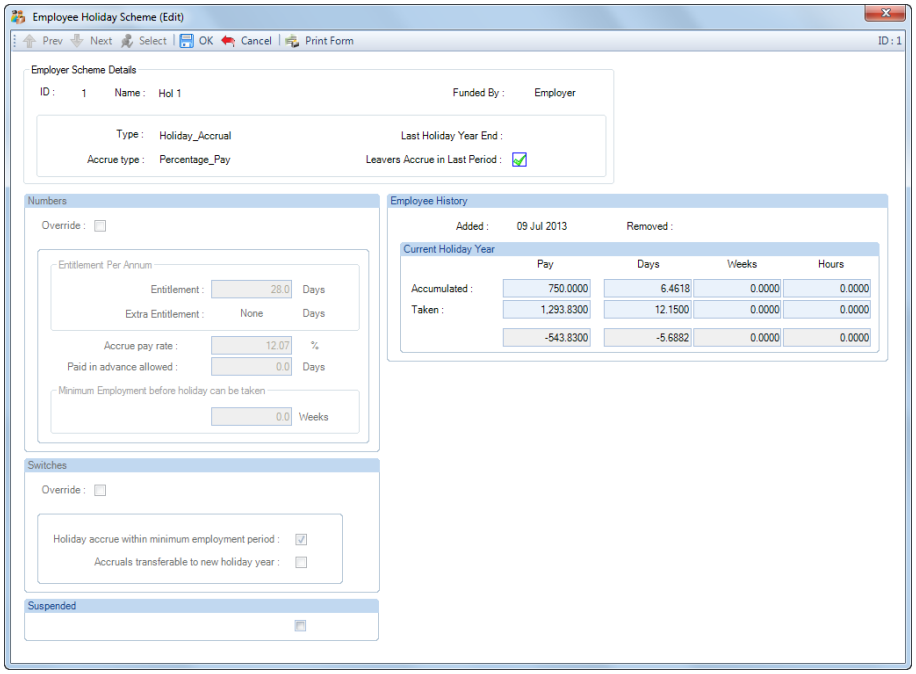

If the Holiday Schemes Start Date is set to **Ee. Start** then the holiday year will be specific to individual employees. If this is the case you must ensure every employee has a Start Date entered.

The information within the Holiday Scheme will be the defaults from the Holiday Scheme record. You can change the Employees Holiday Scheme settings, if required.

Click on the ellipsis button under the relevant holiday scheme type to select the holiday scheme that applies to the employee. And to remove the Holiday Scheme click on the delete button.

The bottom section of this screen will show a history of the holiday schemes attached to the employee and removed, including the current holiday scheme.

The current holiday scheme will have an Added date only. You can double click on the line to see the information recorded for that holiday scheme:




For more information on Holiday Schemes, please see the Holiday Scheme section of the help file.

## Attachment of Earnings tab

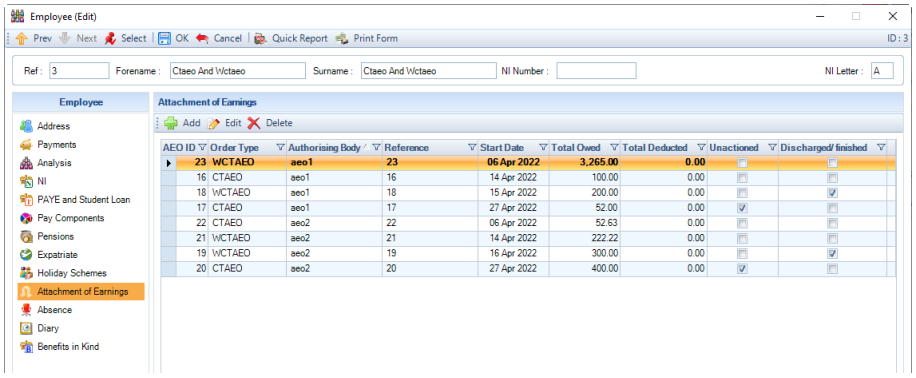
Attachments of earnings are orders served on an employer, requiring them to deduct an amount from an employee's net pay and pass it on to a court or local authority. Attachments apply in England and Wales; with separate legislation for Northern Ireland; and Arrestment's of Earnings apply in Scotland; and a Welsh CTAEO (WCTAEO) in Wales.

### Please note - Payroll Professional only deals with orders that started on or after 1st January 1971

All AEO payments are calculated from an employee's attachable earnings. The attachable earnings used for any AEO calculation will depend upon the type of AEO and its start date.

Once the details of the order have been set-up; the only other action you will need to take is to mark the order as Discharged\Finished when the order has been fully repaid or finished.

The main display will list all AEOs active during the year, in the order that they will be processed. The details of any existing order can be checked. Highlight the line displaying the order then click on the **Edit** button (or double click).

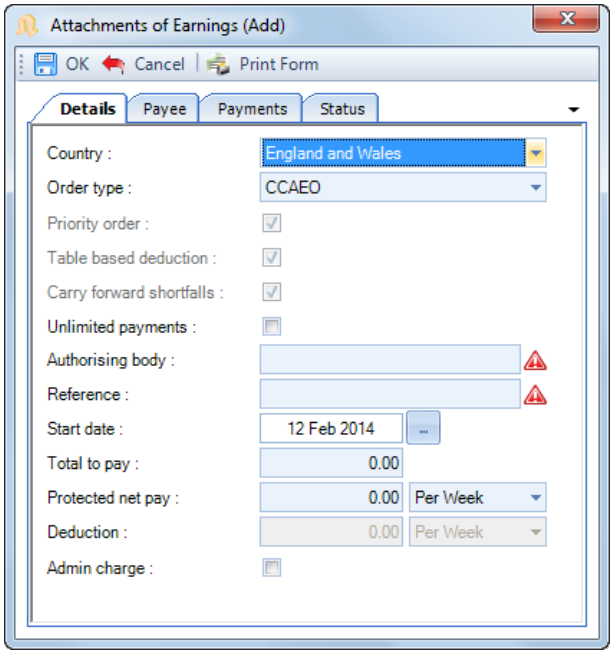



An AEO set up in error can be deleted. Select the line and press the **Delete** button. This message appears and the order is deleted on selecting **Yes**.

The display for adding and editing AEOs is split into four sections: Details, Payee, Payments, and Status. We will look at each in turn setting up an order.

### Add button

To set up an order for an click on the **Add** button to create a new order.




**Details tab** - This section outlines the main information about the AEO to be paid.

- **Country** - Click on the drop down box and select the country of origin for the order.
- **Order Type** - To select the order type, click on the drop box and select the type of order required.

**Note:** the order types available will be restricted according to the country selected. The labels used for each order are the initial letters of the title of the order.

There are four settings for the order. Priority Order; Table Based Deduction, Carry Forward Shortfalls, Unlimited Payments.

The first three of these settings are switched on or off according to the type of order and cannot be edited.

The user sets the fourth setting, Unlimited Payments. This setting will be need to be ON if there is NO specified end to the payments.

For example, CSO orders will by default have the switch set ON, as they will usually run for a substantial length of time.

- **Authorising Body** - A mandatory field. Input the name of the court or agency that initiated the order. If more than one order is received for an employee from the same authorising body, it is extremely important that the name is entered exactly as on the previous order.

With CTAEOs and WCTAEOs you can only action 2 orders per authorising body. If you should receive a further order - provided you have entered the exact same Authorising Body name - as you complete the entry you will be prompted with the fact that there are two existing orders. You will be given the opportunity to mark it as un-actioned until such a time as one of the preceding CTAEOs and WCTAEOs has been discharged.

- **Reference** - This is a mandatory field. Record the specific reference that identifies the order.
- **Start Date** - This is a mandatory field. Enter the start date for the order.
- **Total to Pay** - This is a mandatory field unless you have ticked the unlimited payments box. If the order is for a specific amount in total, input that value here.

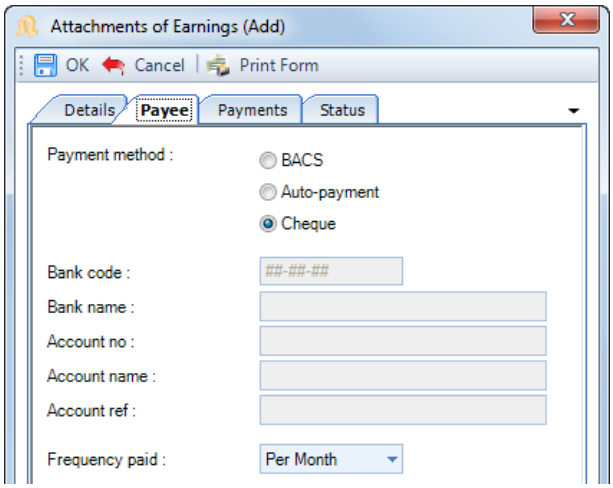
- **Protected Net Pay** - If the order specifies an amount of protected net pay then it should be entered here. Input the daily, weekly or monthly amount detailed in the order. If no amount is quoted then protected net pay will be assessed according to the rules set out for the type of order you are creating.

For DEO and DEA orders it is also possible for protected net pay to be set as a proportion of attachable earnings. The protected net pay has an option for Proportion which when set will create a default protected net pay of 60%. Also any DEO orders dated on or after March 2003 will no longer carry forward any protected net shortfall.

- **Deduction** - Certain types of orders have a specific amount to be deducted (others are based on percentages and/or table-related values). If this box is available to edit you input the amount to be deducted and if it is a daily, weekly or monthly amount.
- **Admin Charge** - It is permissible for the employer to deduct an administration charge from the employee for processing the order. Different orders have different charges. When the Admin Charge box is ticked, the appropriate charge (usually £1 but sometimes 50p) will be deducted as well as the order value.

### Payee tab

This tab contains the details of the account to which the AEO payments should be made. Unless the payments are to be made by cheque, then the Bank Code, Account Number, and Account Name are compulsory fields and must be completed. The Account Reference is optional.

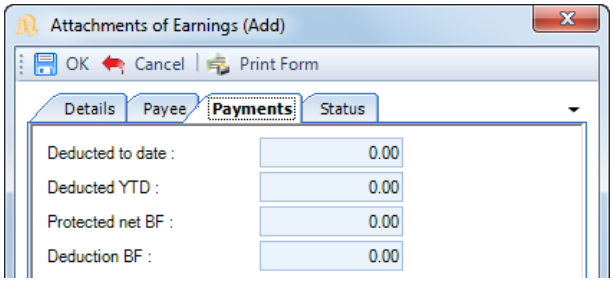



- **Payment Method** - Select the method for making payments to the courts etc. BACS should only be used if you use BACS normally. Auto-Payment is for any other type of payment.
- **Bank Details** - Unless you make payments by cheque, the Bank Code, Account Number, and Account Name for the authorising body (court) are compulsory fields and must be completed
- **Account Reference** - This is an optional, but advisable field.
- **Frequency Paid** - Choose weekly or monthly for payments made to the court/agency.

### Payments tab

The payments section displays the total deducted to date for the order and brought-forward amounts for protected net and deductions.

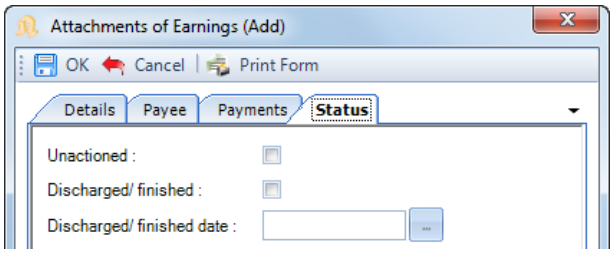
Generally, these figures are just for reference purposes but if adding an AEO to which payments have already been made adjustments can be entered.




With certain types of order, if the total amount of protected earnings is not used up in the pay period the balance can be carried over to the next pay period. A similar rule can apply to the actual deduction amount. It can be brought-forward to the next period if not all the deduction was taken in the pay period.

### Status tab

Switches to mark an AEO as **Un-actioned** or **Discharged/Finished** are contained in this section. Marking an AEO as **Discharged/Finished** will result in it being treated as completed and it being excluded from any future processing.




- **Un-actioned** - The un-actioned switch is an indicator that the order is not to be calculated now. Generally, this switch only has use in the context of Council Tax Orders (CTAEOs and WCTAEOs).

Most AEOs should be actioned within a week of receiving them. Any AEO that cannot be actioned due to the existence of a conflicting AEO would normally be returned to the Issuing Body and so cannot be entered on the system.

Council Tax AEOs (CTAEO and WCTAEO) however can be stacked up with two orders with the same Authorising Body active at any one time. As soon as one of the two active CTAEOs or WCTAEOs for a given Authorising Body is discharged, the next one in the stack should be actioned. On discharging a CTAEO or WCTAEO, the system will action the next one in the stack for that Authorising Body.

- **Discharged/Finished** - This switch will mark an AEO as Discharged/Finished. This treats it as completed and will be excluded from any future processing.

When marking an AEO as Discharged/Finished, you will need to enter a date. Entering this date has no relevance to processing the AEO; all calculations for the order will cease immediately no matter which date has been entered. This date is solely used in order that the AEO list can be restricted to those currently active or were active during the tax year.

**Note: Payroll Professional** will not automatically mark an AEO as Discharged/Finished.

### Saving records

When an AEO is saved, all fields with required input are checked. If any required information is missing, a message will display and you will be returned to the appropriate area. This field must be completed for the order to be saved.

In addition, the AEO will be validated to determine if it cannot be actioned due to an existing AEO or if it will in turn invalidate an existing AEO.

If this should prove to be the case, the AEO should be returned to the authorising body and not entered into the payroll. A message indicating the reason for the rejection will be given.

### Calculation

When the payroll is calculated, deductions relating to AEOs are shown in the Results Tab of the calculation form. Right click on this total to see a breakdown of the payments to be made and the total admin charge.

### Setting up an existing AEO

To set up these orders, follow the instructions for setting up a new order. The only other information required is to input the balances on the **Payments** Tab:

- The total of the deductions already made for this order
- Any protected net pay brought forward
- Any deduction brought forward

## Absence tab

Click on this tab to view the absence records for this employee opens up another window, similar to Absence in the Individual Calculation screen. The only difference is that you cannot edit the absence details.

The display will be made up as follows:

**Current Employee -** will display details with the currently open run **included** in the totals.

**Leavers -** will display as at the last run.

**Blank Display -** means this person has no current absence record.

**New Employee -** not yet in a run will show as a blank record.

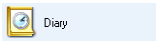
**Note:** The displayed absence record for a current employee will show any changes in dates, values etc caused by the currently open run – in other words it will display **as if** you have calculated this person. This is purely a display. The current period needs to be opened and the employee calculated for this new value to be saved.

To see details of a particular Absence right click on the date in the calendar and select Details.

To print out Absence information for the employee, choose the absence type to display, right click on the date in the calendar and select Print from the menu.

Where the absence is SMP, SAP, OSPP, SPBP, SNCP and ShPP you will also be able to view the **Entries** record for the record which will display the dates recorded, applicable average earnings and they type of payment being made.

## Diary tab

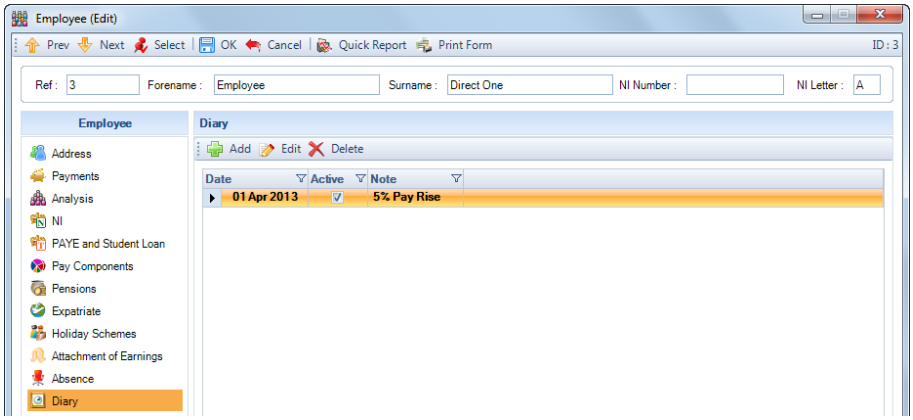



This tab allows you to set an alarm, which will appear during a payroll run. You may enter a message that will appear on and after the trigger date and will continue to re-appear until the user chooses to switch the alarm off.

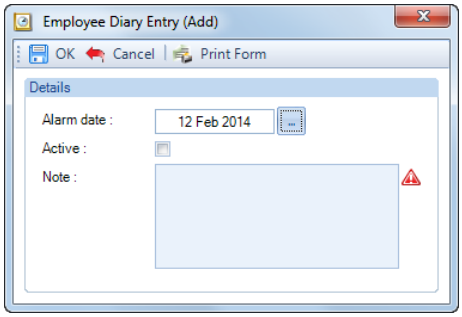
For example, you may wish to be reminded to pay a bonus and/or you may wish to be reminded of a particular birthday for an employee.

Any number of different alarms/memos can be set for any employee.

Messages can also be seen under the Run tab select Alarms. This screen shows all the alarms set for employees in the current payroll run.

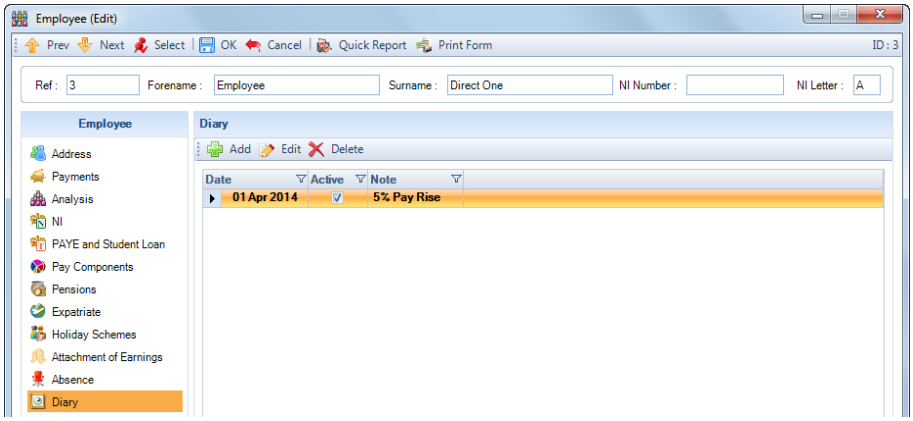



**Add button** – Select this button to create a new Diary alarm.



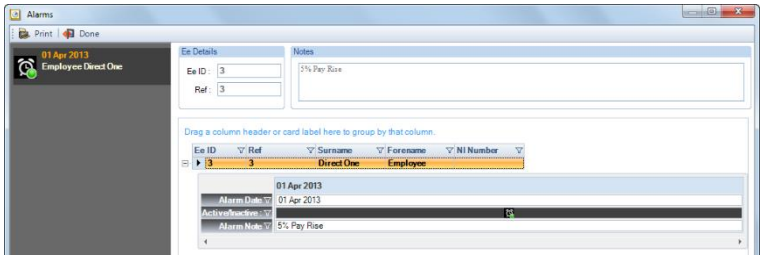

Set the **Alarm date** on you wish the alarm to activate, tick the **Active** box and enter a **Note** in the text box.

The text in the Note box is what will appear on the screen when the alarm is activated. Click on the **OK** button to save the message.




You will now see diary message listed. If you need to create further messages for this employee, simply click on the **Add** button and create a second message.

When the employee is calculated you will see the Alarms screen containing your message.

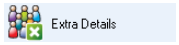



If you have finished with this alarm you can un-tick the **Alarm Active** box to switch the alarm off and then click **Done** to continue with the payroll calculation. If you want the diary to re-appear next time the individual is calculated simply click on **Done**.

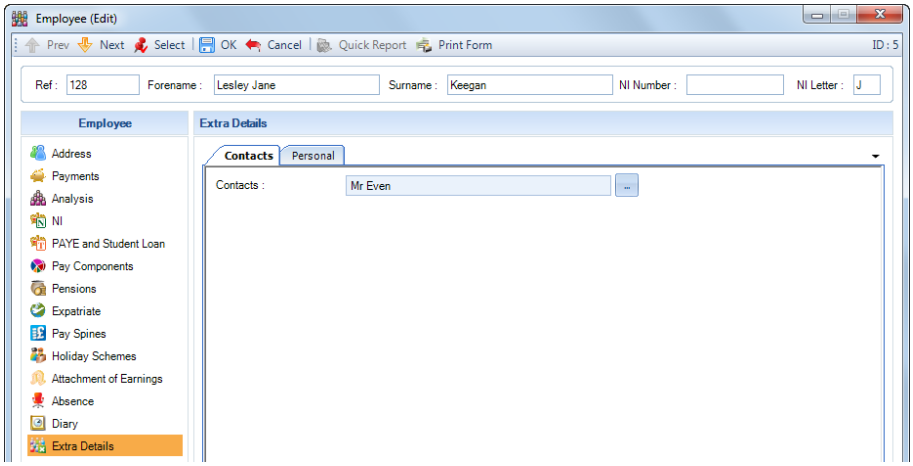
### To un-set an alarm

If you do not switch the alarm off when you are in the payroll run, you can un-set the Alarm via Employee details. In **Employee** details click on the **Diary** tab, **Edit** the Diary and un-tick the **Active** box for those diaries you no longer require.

## Extra Details tab




This tab will only appear when Employee Extra Details have been created.




You may have situations where you wish to record information about your employees that is not strictly payroll information and is not therefore asked for in any of the tabs in the **Employee** screen.

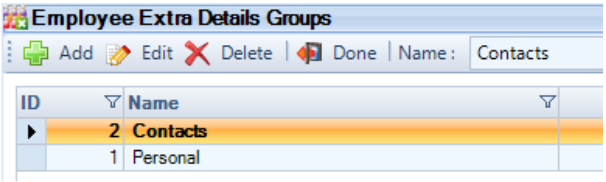
For example, you may wish to record whether employees belong to the company Private Health Scheme. You could also then record the date of joining the scheme, membership number, etc.

This sort of request can readily be dealt with in the **Extra Details**. Once the Extra Detail has been created then the specific value for each employee is entered separately (see Employee Details).

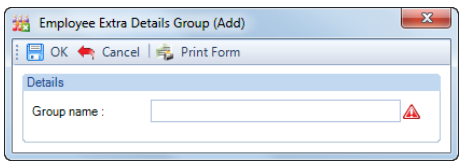
If you have numerous extra details relating to various topics, you can set up **Groups** and assign the Extra Detail to a Group. The details belonging to each group will then show on their own tab under the Extra Details tab in Employee Details.

To create **Groups**, go to the **Data** tab then select **Ee Extra Details\Groups**.

You will then see the following screen.

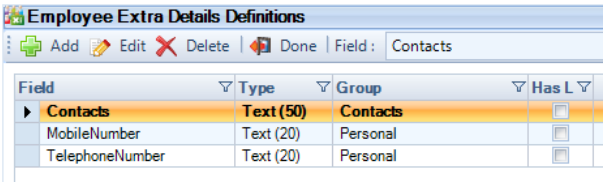



Click on the **Add** button and enter a **Group Name** (i.e. the tab name) then select **OK**.

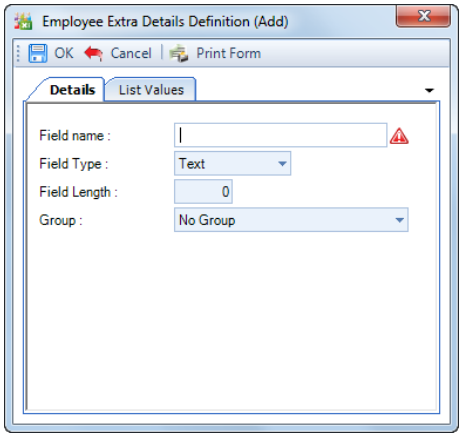



Now to create a new **Extra Detail,** go to the **Data** tab and select **Ee Extra Details\Definition**.

You will now see the following screen.




Click on the **Add** button and enter the **Field Name** and select the **Field Type** (type of answer required). If you have chosen to create **Groups** then select the Group where this Extra Detail will be shown.

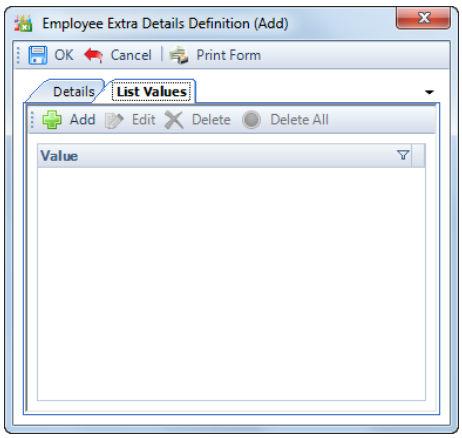



The type of answer may be one of the following:

- **Text** - A short textual answer such as a name or description – you will need to specify the maximum number of characters in the field. When this File Type is selected the **Field Length** can be increased after an extra details record has been saved.
- **Memo** - A longer textual answer – use for 'comments fields' where the actual amount of text to be entered cannot be clearly defined.
- **Number** - A number (Hint - do not enter phone numbers as numbers, Windows may well drop off the leading zero in the code! - enter as **text**)
- **Date** - A date is the only possible type of answer for this field
- **True/False** - If this option is selected the answer will be in the form of a tick box as the only possible answers can be Yes/No

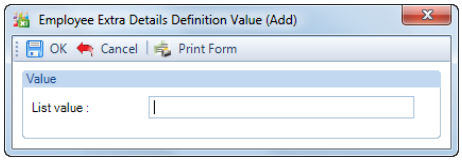
### List Values tab

As users can enter anything (or nothing) when using Extra Details, we have given you the facility to limit the possible entries allowed on **Text** type fields.




The window that appears will be blank, unless either a list of permitted entries has previously been set up.

Click on the **Add** button to create a List value, enter a Description then click on **OK**. Repeat for additional List values.




If you wish to allow users to leave the Extra Detail blank (i.e. with no text), simply create one with nothing in the List value field, click **OK** and you will see a blank line as the first item in the list.

When you have finished adding items, click on **OK**.

If users try to enter values against this Extra Detail on a client they will only be able to select from your pre-determined list.

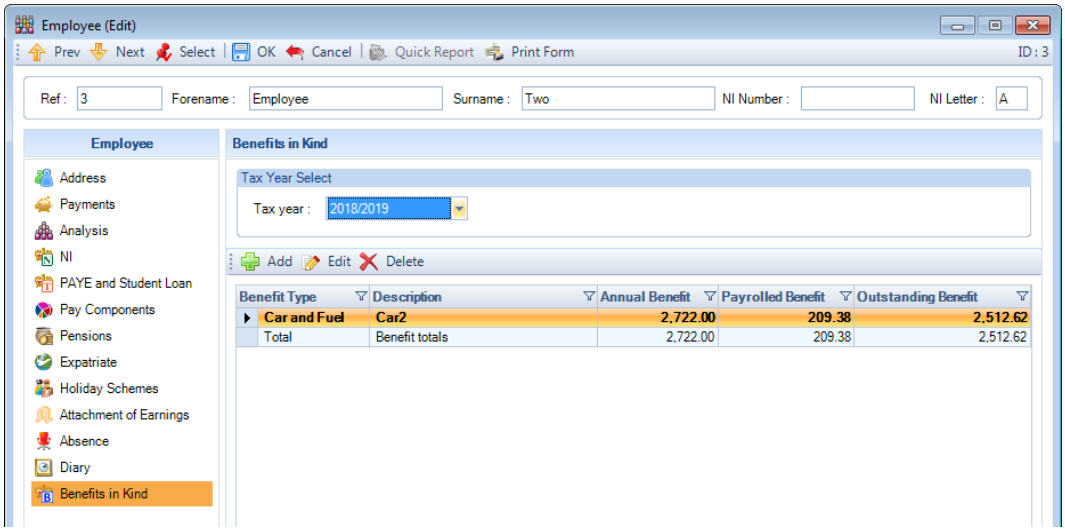
Click on the **OK** button to complete the procedure.

## Benefits in Kind tab

This will be available when the data file is in tax year 2017/18 or later, and the employee record:

- Is not a sub-contractor
- Is not marked as Omit from RTI

You will see there is also a Tax year drop down box, the tax year will default to the tax year that the data file is currently in. You can select an earlier tax year to see the car details, annual benefit and payrolled benefit information for the selected tax year, the edit screen is read only.



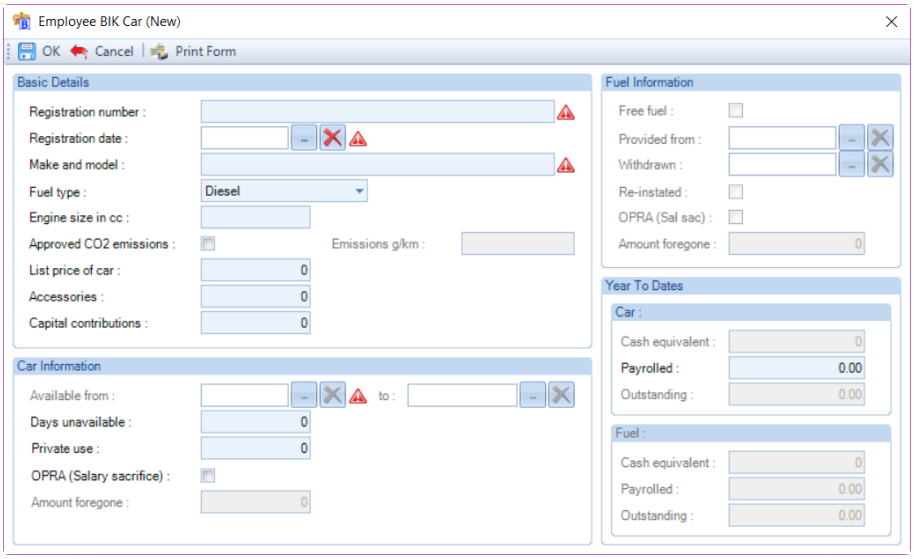

There are also Add, Edit and Delete buttons:

- **Add** button – this will create a new record, currently Cars and Fuel
- **Edit** button – use this to edit an existing record
- **Delete** button – use this to delete an existing record. Before an existing record can be deleted there are validations performed:

  Employee must not be calculated in an open run.
  Under Year to Date values the Payrolled values must be zero
  There must be no calculation records for the Benefit

You will see there is a total row in the grid, which will show the total of all Benefits created.

Click on the **Add** button to create a new record, the following screen will appear:




Please see the HMRCs P11D Guide and 480 booklets for further information on Company Cars.

The red symbols show the mandatory fields that must be completed:

## Basic Details section

- **Registration number** – enter the car registration number or a reference. This field will be included in the Full Payment Submission as the Car Identifier. The entry is uppercased automatically, maximum characters is 10.
- **Registration date** – enter the registration date. If this date is changed then the Car available from and to dates, as well as the Fuel provided and Withdrawn will be removed.
- **Make and model** - enter the make and model of the car. Maximum number of characters is 35, first letter of each word is automatically uppercased.
- **Engine size in cc** – this field must be completed if the registration date is before 1st Jan 1998, or when the registration date is after 1st Jan 1998 and an approved CO2 emission is not entered. Maximum of 4 numbers.
- **Fuel type** – select the Fuel type using the drop down, the options are Diesel or Other. Diesel RDE2 Compliant will be available from 2019/20.
- **Approved CO2 Emissions** – if you have this information tick the box and complete the Emissions g/km box.
- **Electric range** – available from 2020/21, when Approved CO2 Emissions is ticked and the Emissions g/km is from 1 to 50.
- **List price of car** – enter the list price of the car, it must be greater than £1000 and whole pounds only. Maximum of 7 numbers.
- **Accessories** – enter the total of all accessories and optional extras. This field can be left as zero, or enter whole pounds only. Maximum of 6 numbers.
- **Capital contributions** – enter the total of all contributions the employee has made towards the cost of the car. Maximum value that can be entered is £5000, this field is whole pounds only and can be left as zero.

## Car Information section

- **Available from and to** – enter the dates that the car was available to the employee. The available to date must be within the current tax year.
- **Days unavailable** – enter the number of days that the car was unavailable to the employee within the available from and to dates. You can only enter whole numbers, and this is validated to ensure it does not exceed the days within Available from and to dates.
- **Private use** – enter the total of payments from the employee for private use of the car. Enter whole pounds only and can be left as zero. Maximum of 7 numbers.

- **OPRA (Salary Sacrifice)** – if applicable, tick the box and enter the Amount foregone. This is not applicable to cars with emissions of 75 or less.

### Fuel Information

- **Free fuel** – if this was provided to the employee tick the box, then the other fields will be available to complete.
- **Provided from** – enter the date fuel was provided from.
- **Withdrawn** – enter the date that fuel was withdrawn, this date must be within the current tax year.
- **Re-instated** – tick this box if the fuel was re-instated after it was withdrawn. This field will not be editable of the Withdrawn date is not complete.
- **OPRA (Sal Sac)** – if applicable, tick the box and enter the Amount foregone.

### Year to dates

This shows the Car and Fuel figures separately.

- **Cash equivalent** – these are calculated by the program, using the HMRC rules when the employee is calculated via the Individual Calculation screen.
- **Payrolled** – this is the amount of the benefit that has been included in calculations for the current tax year for closed periods. This field is editable, so that if you take a payroll over part way through the year you can enter the amount that has already been processed.
- **Outstanding** – this is the Cash equivalent less the Payrolled value, so that you can see at a glance how much is left to include in the employees future calculations.

# CIS

Statutory changes to CIS calculations and recording were brought in from April 2007.

From that date an employer will need to complete a verification procedure before paying a sub-contractor and the payments will be subject to specified tax rates. There will also be a requirement for monthly Internet filing of CIS returns.

All of this can be done from within **Payroll Professional**.

## Pay components

Before setting up sub-contractors you must consider the pay components to be used for making payments to these people.

The pay component type must be set to one of the types relating specifically to CIS. These are:

**CIS Labour Charges** – default setting taxable addition (CIS tax setting on the contractor's record will determine whether tax is actually deducted).

**CIS Materials** – default setting non-taxable addition. Used for reimbursing materials purchased by the sub-contractor.

**CIS VAT** – default setting non-taxable addition.

**CIS Net (Not on Return)** – Use this type to make payments or deductions agreed between the contractor and sub contractor which are not classified as Labour or Materials. We would recommend taking HMRC advice if you have queries on payments and deductions. The description (Not on Return) is to remind users that amounts paid under this type will not be reported on the monthly return or Sub Contractor Statements.

If you are unsure as to whether a payment should be included in the amount subject to CIS deductions is referred to Appendix C page 64 of the CIS340 for some indication of the types of Labour activities as well as Materials. Or alternatively you could contact HMRC for advice.

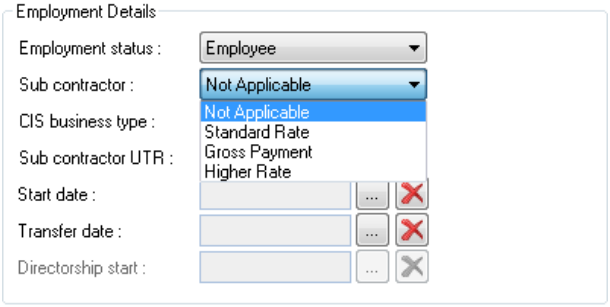
We have provided a web link to this document under the **Utilities** tab select **Web Links**.

## Setting up a new record

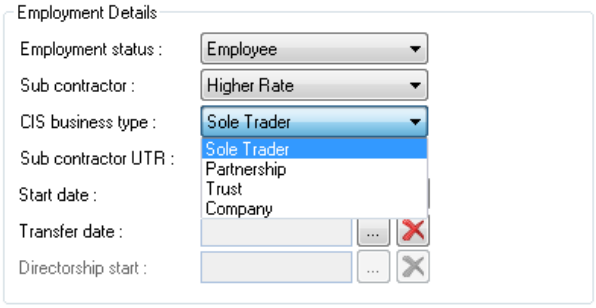
You need to have already set up specific Pay Components set as one of the CIS types.

When setting up an Employee record for a CIS sub-contractor use the First name and Second name as the Contact person and for the CIS screen input the Trading name. Any Internet filing returns will pick up the company name if one exists.

Under the Employment Details section there is a choice as to whether this person has a **Employment Status** (employee, higher paid or director) or **Sub contractor**. These will be **Standard Rate** (20%) **Gross Payment** (no tax deducted) or **Higher Rate** (30%).



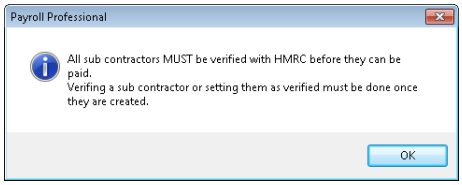

You will also need to select Business Type from **Sole Trader, Partnership, Trust** or **Company**.




The Sub Contractor record will require a **Unique Tax Reference** (which may or may not be different to their current reference) and/or a **National Insurance Number**. You will be reminded of this as you try to move to the next screen.

If you are entering details for a Partnership the UTR should be the partnership number.

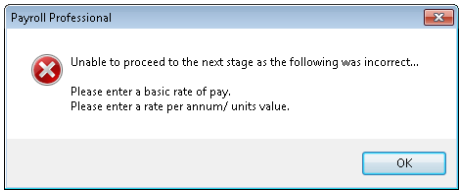
All sub-contractor details will also need to be verified with HMRC and you are reminded of this as the record is being created.




**Note:** Since the UTR may be different to the current number, we have left the old reference field for your information.

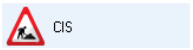
The record creation procedure automatically sets the sub-contractor with an NT tax code and NI letter of X. Thus a payroll client who employs sub-contractors and PAYE employees can calculate all payments in the same datafile.

A payment amount will need to be recorded in the field for **Basic Rate of Pay** of the appropriate pay component – or set to zero. Remember to input the number of units also, if applicable to the pay component being used.



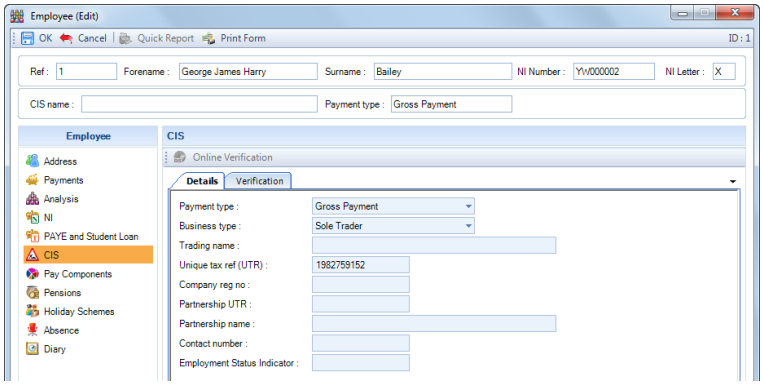

Click **Next** to move through the rest of the record creation fields.

## Employee Details




In **Employee Details** select the **CIS** tab.

The **Details** tab holds the specific details for the Sub-Contractor including **Trading Name, Partnership** details and **UTRs**.

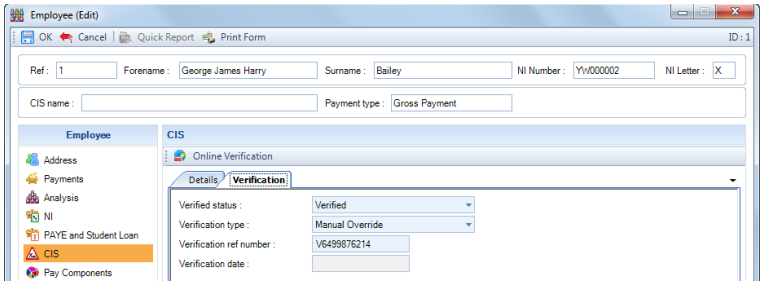



**Employment Status Indicator** - If you are unsure or just wish to double check whether an individual should be treated as PAYE or CIS you will be referred to the https://www.gov.uk/guidance/employment-status-indicator

website. This ESI tool allows input of specific information about the worker being engaged. If the person 'passes the test' then you will be given a reference number and this can be recorded in the person's record for future reference.

We have given you a new Web link directly to this page. The resulting Reference can be input on this screen.

The **Verification** tab holds the details of the verification status of the Sub Contractor.




## Verification

Sub-contractor verification can be done by phone, manually (HMRC website) or online from within Payroll Professional. Whichever method is used the verification number must be recorded in the **Verification tab** and the date is also recorded if the verification is done on-line.

As a result of the verification the appropriate tax will be deducted on the next calculation.

### Verification v Matching

When the verification procedure is selected (for one or more people) there is a tick box available for **Just Match**. The HMRC explanation of the difference is as follows:

*Match – Where the system (HMRC system) has applied a set of rules to the data provided and after applying these rules has sufficient confidence that a given sub-contractor or Contractor Scheme is known to the CIS.*

*Verification – The act by a contractor of obtaining from HMRC the correct tax treatment for a sub-contractor, and the capturing of the relationship by HMRC in CIS core system.*

Thus in Payroll Professional:

- **Just Match** - Simple match of details for this person with existing HMRC tax records. Matched gets verification number and tax status set; un-matched records – nothing happens, this person must be matched again (or verified) before they can be paid.
- **Verify** - Sub-contractor checked against existing HMRC records. Verification number given if all is OK, standard tax deducted (if tax is applicable).
- Failure will record details with HMRC, set as **Failed Verification** with a V number and HMRC supplied suffix letters. This contractor record will also attract higher rate tax.

### Status

- **Unverified** - An unverified sub-contractor record is available in calculation screens but no calculations will take place. Verification details must be recorded before they can be paid.

  You will however be able to change the calculation status to **Absent** or **Suspended** if required.
- **Verified** - A sub-contractor who is verified (with a number) will be available for calculation.
- **Failed Verification** - A failed verification sub-contractor will be available for payment.

### Verification Type

- **Manual Override** – Choose this when completing subsequent fields with details not received directly from HMRC, such as when you are creating details on a transferred payroll.
- **By Telephone** – Choose this when completing subsequent fields with details received directly from HMRC by telephone.

- **Via HMRC Website** – Choose this when completing subsequent fields with details received from HMRC via their website.
- **Online Verification** – This option and subsequent fields will be completed automatically after you have logged on to HMRC from Payroll Professional for online verification.

### Verification Ref Number

A valid number needs to be entered here before the sub-contractor can be paid. A correctly formatted number will consist of the letter V followed by ten numerals. If verification has failed then this number may be added to by one or two letters.

### Verification Date

This field will be populated automatically when on-line verification is done.

### Check Points

- If you have been paying sub-contractors in 06/07, you should have already received a list of the subbies that you can carry on paying without verifying. These people need to be marked as status of verified and type - manual override.
- With manual override set these people won't be included in online verification.
- It is imperative that the business type is set correctly before a record is verified. Once payment has been made to a verified number the business type cannot be changed.
- A sub-contractor with an unmatched record - V number and suffix letters - must use that number in any correspondence with HMRC about this job. This number will be on their payment statement.
- All UTRs are validated using the HMRC rules when the record is saved, to ensure they are correct.

## Online Verification

Once new sub-contractor has been created you can log on to HMRC for online verification. From this screen you are verifying just this employee. There is a separate facility to do a bulk verification for more than one person.

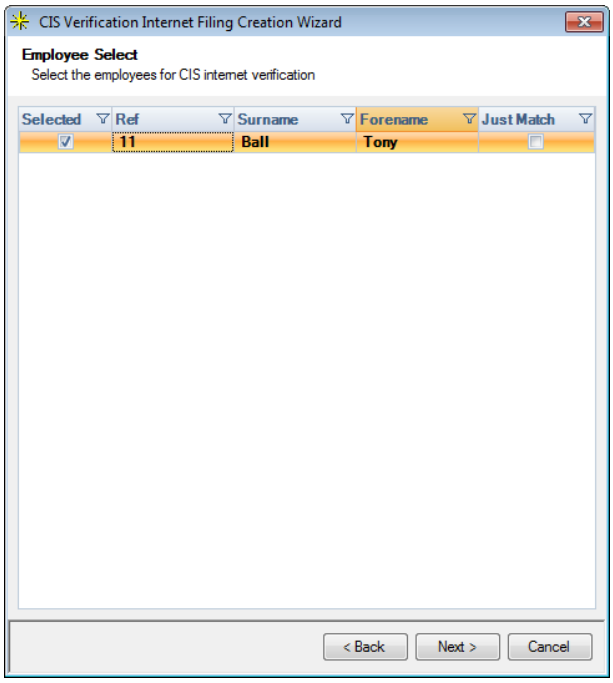
Having selected the **Verification** tab now click on the **Online Verification** button, you will see a welcome screen.

Click **Next** to continue.

This screen shows the name and reference of the contractor being verified.

If the record is just to be matched, tick the **Just Match** box.

Click **Next** to continue.

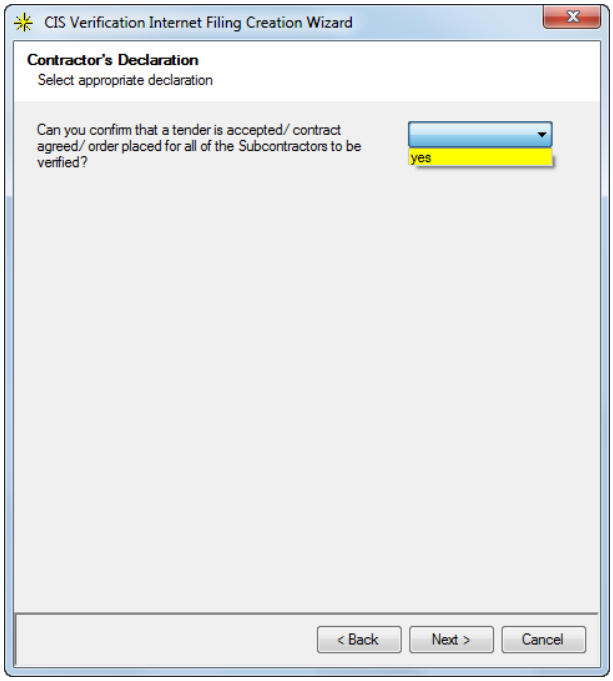



The Contractor is now required to complete a declaration regarding the validity of the work for which this sub-contractor is being employed.

Sub-contractor validation can only continue if the declaration is set to **YES**.

Click **Next** to continue.

Then click **Finish** to complete the procedure on the Final screen.




As with other Internet Filing facilities in **Payroll Professional** a validation routine is now run before any submissions take place and your next screen shows the results.

If there are any fatal errors the **OK** button will be greyed-out. You would need to correct the Fatal messages before you are able to complete the submission.

Other options on this validation screen are **Preview** and **Excel Export**. Use preview to see a normal-style report preview for sending to print; or the Excel button to open the displayed information in an Excel spreadsheet for further manipulation, saving and/or printing.

The final option is to use the **Cancel** button (top or bottom version) to leave this screen. Once you have made the edits necessary to remove any fatal errors, then the verification procedure can be re-done.

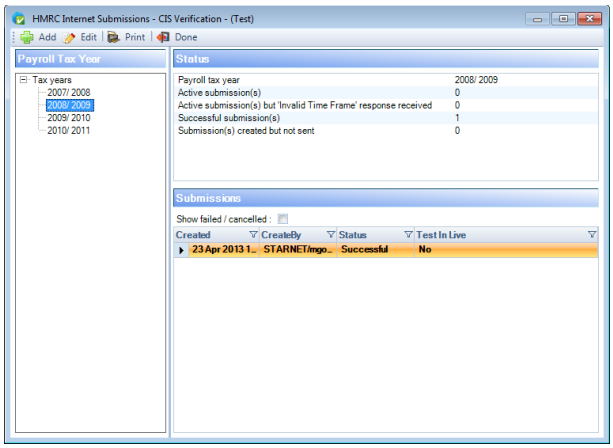
When the information is corrected you can re-do the verification from the **Employee** edit screen or choose to verify more than one record at the same time under the **Utilities** tab select **HMRC Submissions\CIS Verification**.

## Multiple Verifications

**CIS Verifications** will only be available under the **Utilities** tab then **HMRC Submissions** if there are sub-contractors in the data file.

When accessed, you will see the following screen. On the left you will see a list of the available tax year(s).

The **Status** tab shows the overall picture for submissions generated and the **Submissions** tab show the details for those submissions.




To create an new submission, highlight the tax year and click on **Add**.

| | |
|---|---|
| You will now see the Welcome screen for CIS verifications.<br><br>Click **Next** to continue. | |

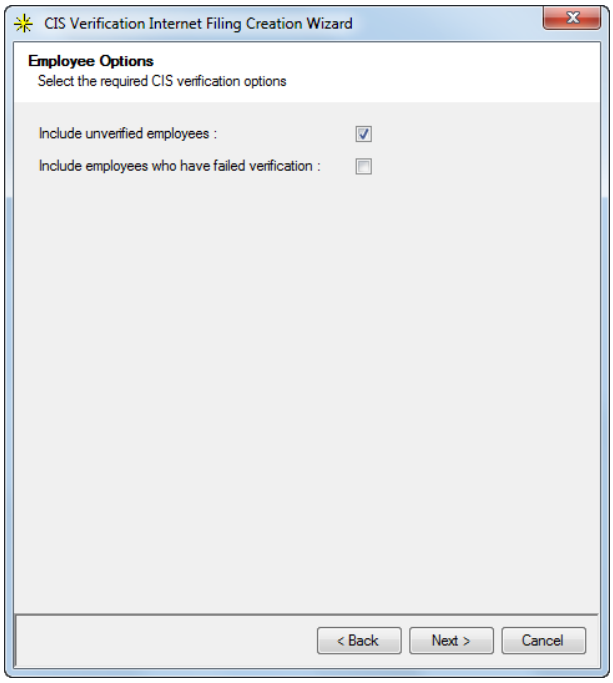
From this screen you choose whether you wish to include in the file:

only unverified employees or

those people who have failed verification previously or

do both sets of people

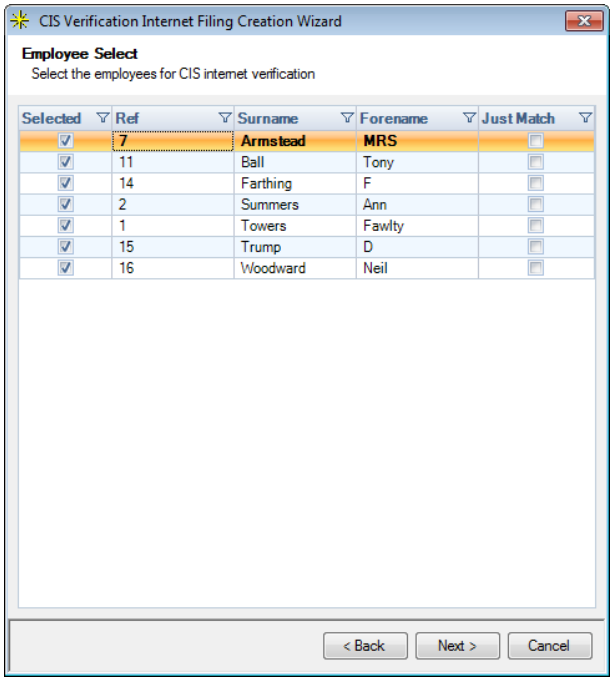
Having made your selection click on **Next** to continue.




Any records that fit the criteria from the previous screen are now listed and automatically **Selected.**

De-select if necessary by un-checking the **Selected** box.

Check the **Just Match** box for any records where matching only should take place.

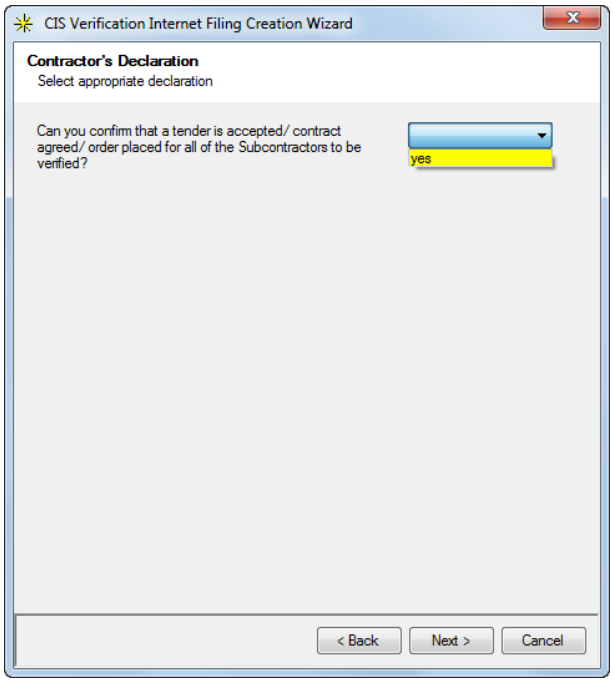


The Contractor is now required to complete a declaration regarding the validity of the work for which this sub-contractor is being employed.

Sub-contractor validation can only continue if the declaration is set to **YES**.

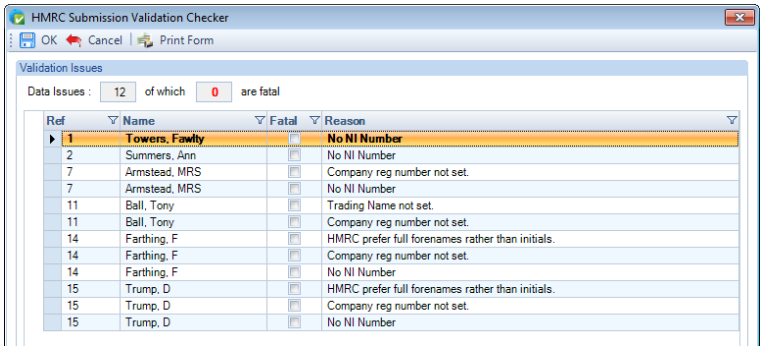
Click **Next** to continue.

Then click **Finish** to complete the procedure on the Final screen.




As with other Internet Filing facilities in Payroll Professional a validation routine is now run before any submissions take place and your next screen shows the results.

In this example there are two fatal errors, therefore the **OK** button is greyed-out. You are not able to complete this submission as the errors reported will cause a rejection at HMRC.




The other errors listed show information which should have been complete but won't necessarily cause a Gateway rejection.

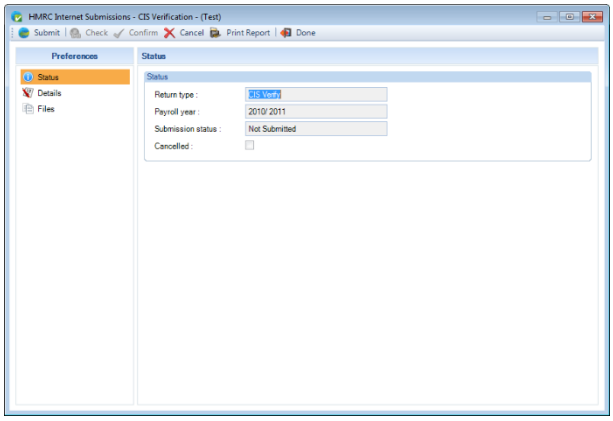
The other options are **exactly** the same as when doing the verification for one person.

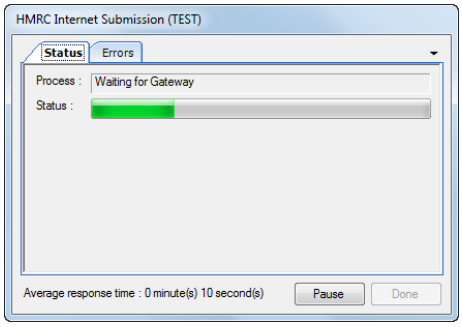
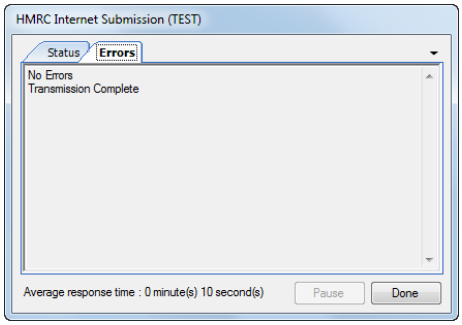
When the information is corrected you can re-do the verification from the employee details screen for each person or come back to this screen for more than one record at the same time.

### Sending the File

When your verification file is ready to send, repeat the procedure to get to the validation screen and click **OK** to proceed to the submission screens.

The first tab on this screen shows the type, payroll year and the status. If you are happy everything is correct, click the **Submit** button to send the file.

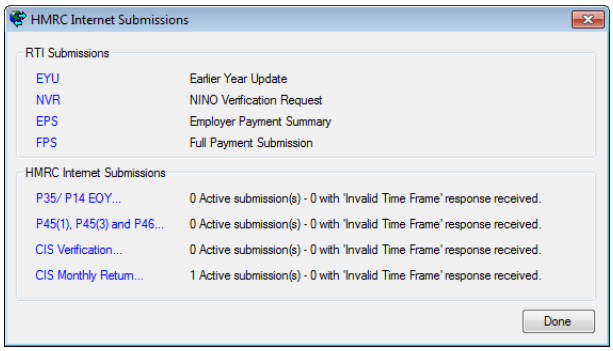



| | |
|---|---|
| You will now see the connection and process screen/s.<br><br>If the **Pause** button is used this will suspend the submission but it must be completed before another submission of this type can be done. |  |
| Followed by a display of errors or a successful completion as in this case. |  |

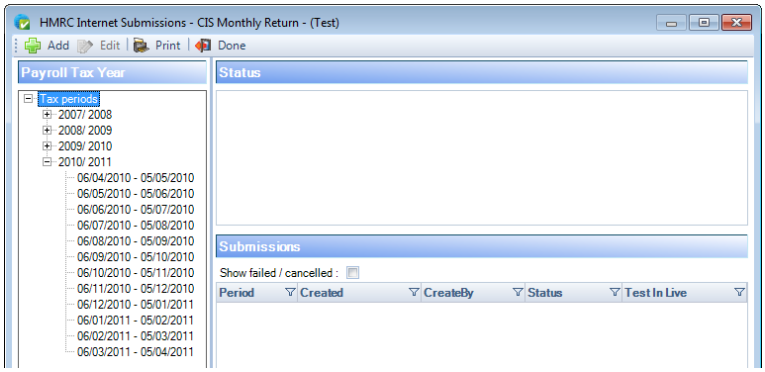
The rest of the options on the screen where you chose **Submit** are explained in greater detail under the section HMRC Submissions.

## Online Monthly Return

From 2007/2008 contractors must submit detailed returns for every PAYE Month. This can be done directly from **Payroll Professional**. Go to the **Utilities** tab and select **HMRC Submissions**.




Select **CIS Monthly Return**, and you will see the following screen showing all available periods for the year. Remember, if no payments have been made you must submit a NIL return.




Highlight the Month you wish to submit online and click on **Add**.

Having click on the **Add** button, you will see a welcome screen.

Click **Next** to continue.

## Contractor's Declaration

The four questions and the declaration must be completed before you can move on.

1. Confirm Employment status of individuals and contracts.

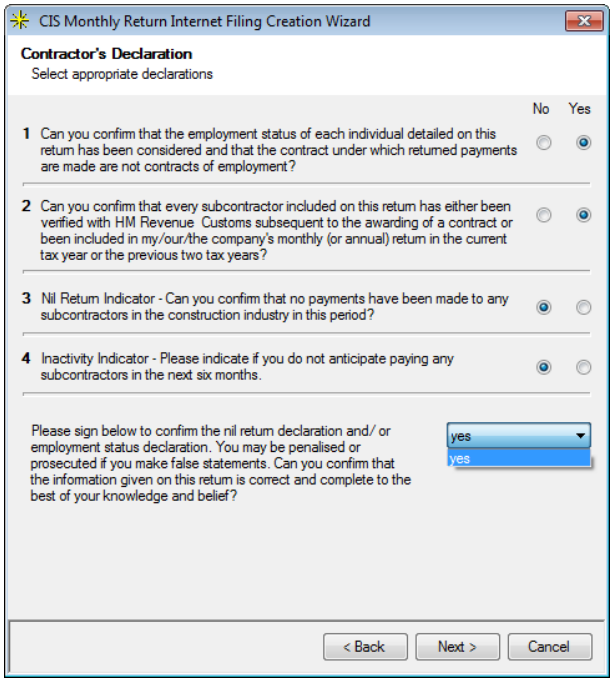
2. Confirm subcontractor verification.

3. If this is a Nil Return, confirm payments status.

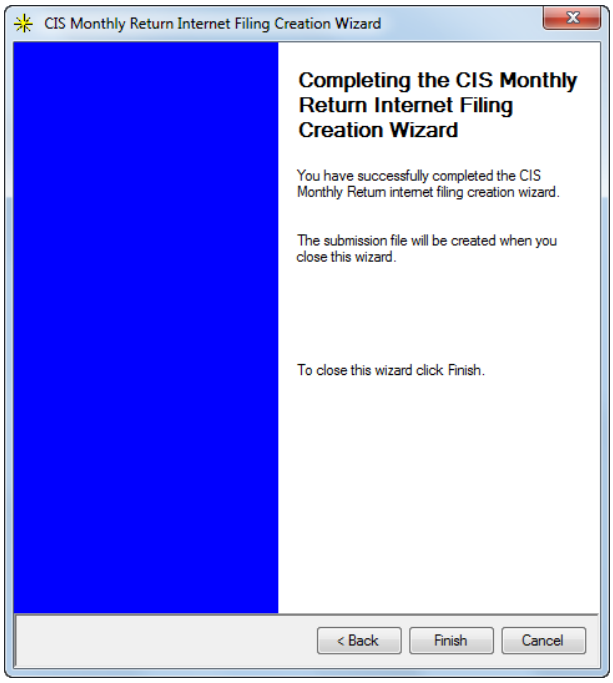
4. Inactivity indicator, confirm payment status for next six months.

Lastly confirm information supplied in the return is correct and complete to the best of your knowledge and belief by selecting **YES**.

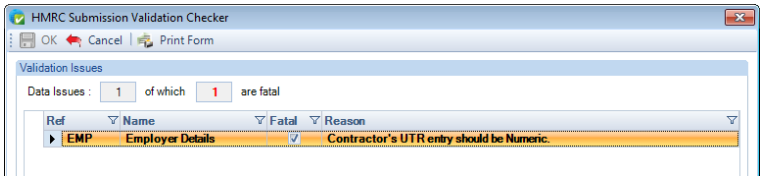
Click **Next** to continue.



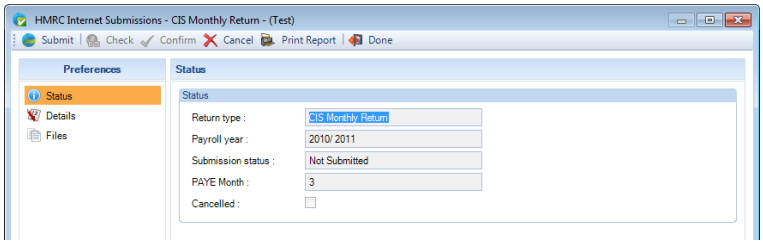
Click **Finish** to continue.




As with other Internet Filing facilities a validation routine is now run before any submissions take place and your next screen shows the results. In this example there are no fatal errors, therefore the **OK** button is available and you are able to complete this submission.




Click on the **OK** button and you will be presented with the following screen. Select **Submit** when you are ready to send the file.



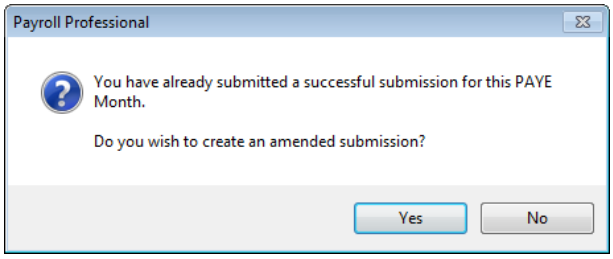

The rest of the options on the screen where you chose **Submit** are explained in greater detail under the section HMRC Submissions.

## Amended Submission(s)

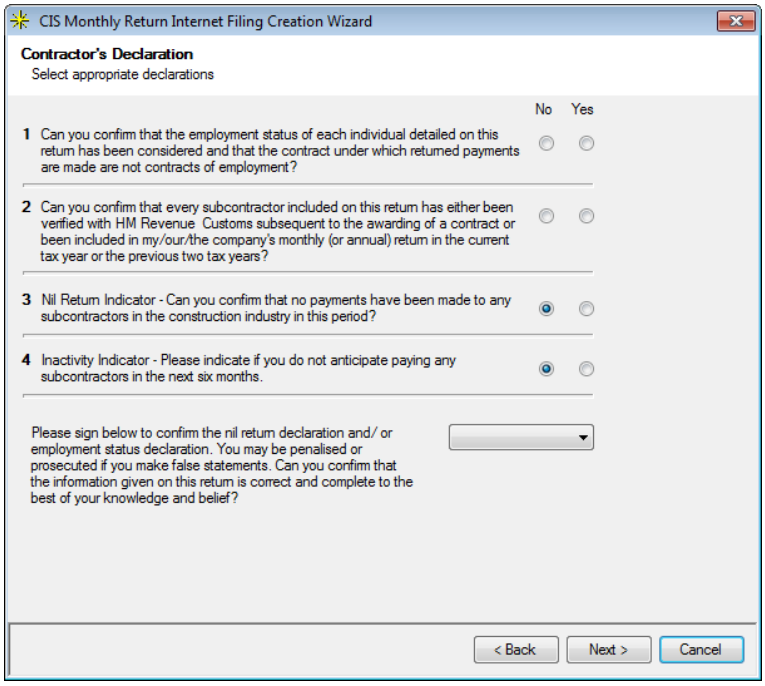
From Payroll Professional 2016 Update 3 we have added the ability to amend submissions that were sent successfully to the HMRC.

To create an Amended submission, when a successful submission is recorded for a PAYE month including those marked as confirmed, highlight the PAYE month and select the Add button.

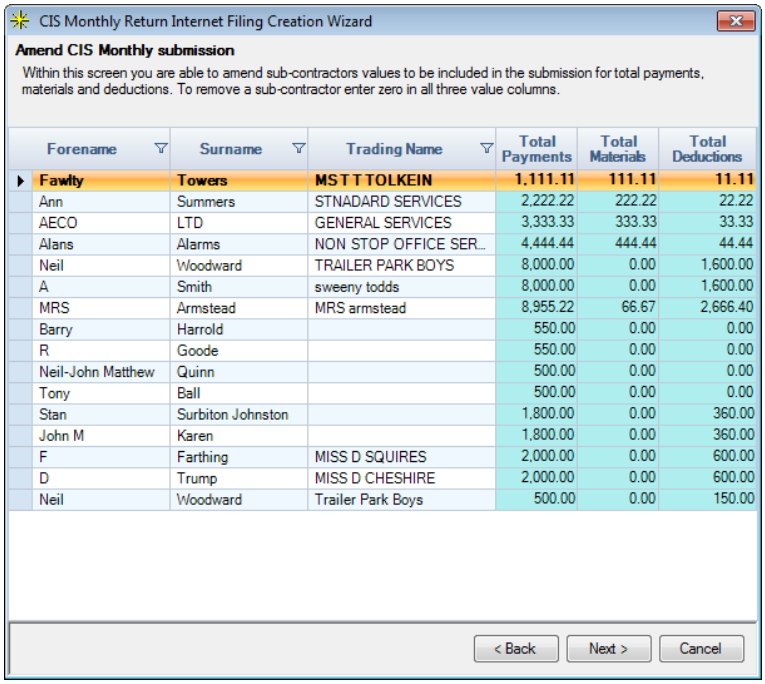
You will then see the following message:




When you select Yes the CIS Monthly Return wizard appears, you need to complete the questions and declarations page as normal:




Then click on Next, you will then see the following screen containing a list of the sub-contractors included in the last submission as well as the last values submitted to the HMRC successfully:



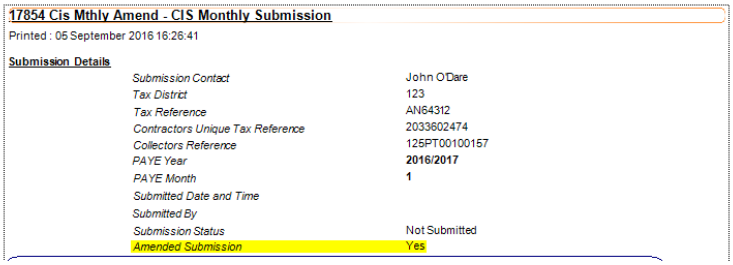

You are able to amend any of the values for total payments, materials and/or deductions.

Click on the field to type in the amended value and you can use the cursor or tab to move to the next field.

The fields include validation to ensure invalid information cannot be submitted to the HMRC, this includes:

- No negatives allowed
- Only 2 decimal places
- Maximum value

The submission report that is produced via the Edit screen will include whether the submission was an amended submission.

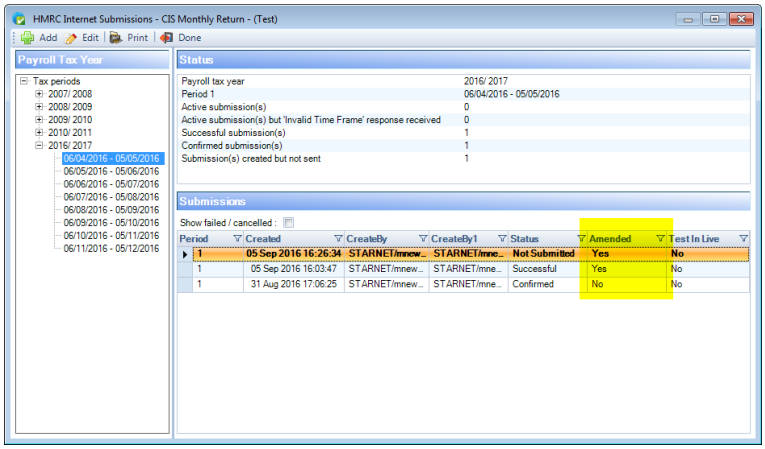

17854 Cis Mthly Amend - CIS Monthly Submission

Printed : 05 September 2016 16:26:41

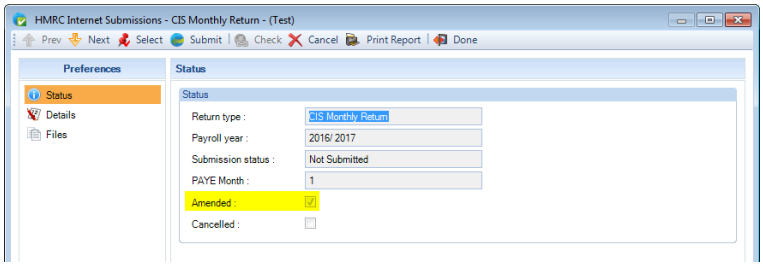
Submission Details

| | |
|---|---|
| Submission Contact | John O'Dare |
| Tax District | 123 |
| Tax Reference | AN64312 |
| Contractors Unique Tax Reference | 2033602474 |
| Collectors Reference | 125PT00100157 |
| PAYE Year | 2016/2017 |
| PAYE Month | 1 |
| Submitted Date and Time | |
| Submitted By | |
| Submission Status | Not Submitted |
| Amended Submission | Yes |

The amended flag also appears in the grid:




And on the edit screen:




If required, it is possible to send more than one amended submission for the same PAYE month, all you need to do is highlight the PAYE month and click on the Add button.

Remember that although these are amended submissions, they actually contain all sub-contractor information for the PAYE month as the submission replaces any previous submissions received for that PAYE month.

## PAYE Due and P32 Reports

When an amended submission is sent successfully to the HMRC, the sub-contractor tax difference between the previous successful submission and the current successful submission for the same PAYE month is recorded and included in the PAYE Due screen.

The following P32 reports have also been changed to include this value:

- PAP32TOT\PSP32TOT

- PAP32TSL\PSP32TSL
- PAP32QUT\PSP32QUT
- PAP32QSL\PSP32QSL
- PAP32OLD\PSP32OLD

Each amended submission value will be shown as a separate row in the reports.

### Sub-contractor statement

A new sub-contractor statement report has been added that is based on the last successful submission for a PAYE month, and picks the information directly from what was included in the submission.

This report is under report type Employer and is called PACISMST\PSCISMST.

When you run the report you will be prompted to select the Tax year and PAYE Month.

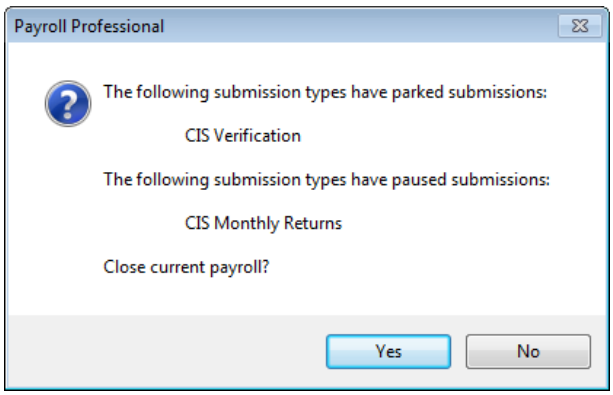
## Reporting

You can select to print a report from this screen before and/or after the file has been submitted.

The general reports pack includes reports for the CIS scheme. We have also provided reports to allow reporting on old records and reports for the Contractor Statement by frequency, current period and previous periods.

## Close Payroll Data File - Reminders

When you close the data file and have either a parked or pause CIS Verification request or CIS Monthly Return, you will see a reminder message:



# Expatriate

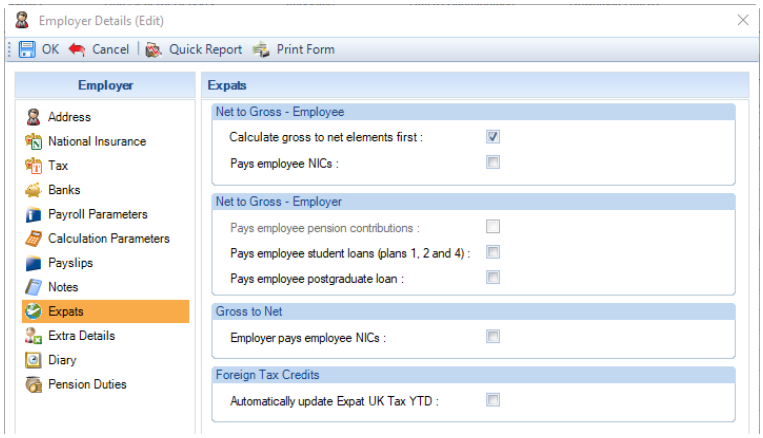
This option is only available if you are licensed for **Expatriate Facilities**.

There are some settings in **Employer Details**, which relate to gross up calculations for the entire payroll. To allow for the greater flexibility when dealing with expatriate employees, there are further settings in **Employee Details** specifically for the individual.

You are able to decide who gets the advantage of the lower rates of taxation in a gross to net situation and who pays the Employee NIC, Student Loan and Pension contributions.

## Employer Details

In **Employer** details the **Expats** tab contains a number of tick boxes that will affect the manner of grossing up and gross to net computations.




### Net to Gross - Employee

- **Calculate gross to net elements first**

This switch needs to be on if you require the Gross to Net elements calculated first using the tax and national insurance allowances, then calculate the Net to Gross elements.

**Note:** If you have a payroll where employees are paid by only grossup components then this switch is not needed.

If you have a payroll where all employees are paid only gross to net components then again this switch is not needed.

If, however, you have a situation where this is a mixture of gross up and gross to net components, then Calculate Gross to Net Elements First needs to be **on**, if the **MAIN** remuneration is gross to net.

A perfect example of this is a normal gross to net payroll where occasionally through the year an employee is paid a net amount that needs to be grossed back. Without the switch on the tax and NIC figures calculated would be incorrect.

- **Pays employee NICs**

This switch must be **on** if you have the unusual circumstances where it is required that, although the employee is being paid by the grossup method, the net pay must still be less the employee NIC figure.

### Net to Gross - Employer

- **Pays employee pension contribution**

This switch must be **on** if you have a grossup situation and the employer **pays** the employees pre tax pension contribution. The Gross Up Pension is then treated as an Employer Pension contribution and therefore does not effect the Employees Taxable or NIable Pay.

If the employee is paid net but pays their own pension then this switch must be **off**.

- **Pays employee student loans (plan 1, 2 and 4)**

This switch must be **on** if you have a gross-up situation and the employer pays the employee student loan for Plan 1, 2 and 4. If, however, the employee is paid net but pays their own student loans then this switch must be **off**.

- **Pays employee postgraduate loan**

This switch must be **on** if you have a gross-up situation and the employer pays the employee postgraduate loan. If, however, the employee is paid net but pays their own postgraduate loan then this switch must be **off**.

### Gross to Net

- **Employer pays employee NICs**

This switch must be **on** if you have the unusual circumstances where it is required that, although the employee is paid in a normal gross to net payroll, the employer is responsible for the employee NIC amount.

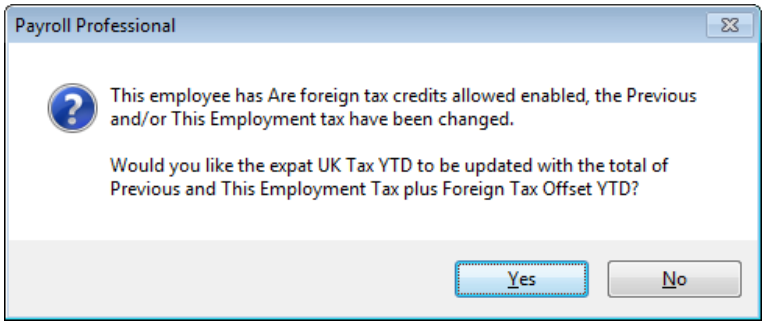
### Foreign Tax Credits

- **Automatically update Expat UK Tax YTD**

This option is only available when you are licensed for the Expatriate module.

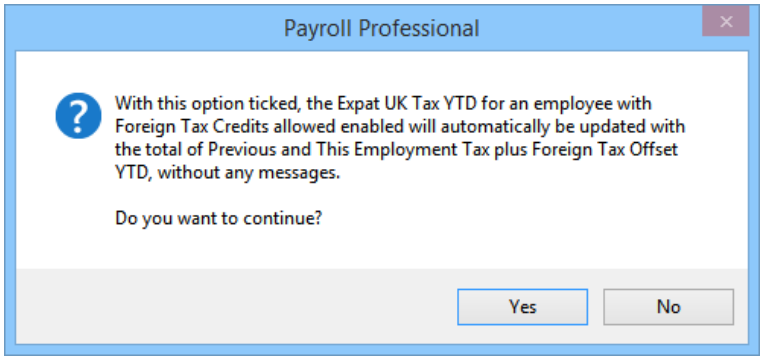
This option is only used when an Employee has the setting Are Foreign Tax Credits allowed enabled under the Expat tab of the Employee Edit screen.

The option is off by default. This means that if the Previous Employment Tax, This Employment Tax or the Foreign Tax Offset YTD is changed via the Employee Edit screen or the setting Are Foreign Tax Credits allowed is ticked via the Employee Edit screen, the user will be prompted with the following message:




Select Yes to update the Expat UK Tax YTD with the total of Previous Employment Tax plus This Employment Tax plus Foreign Tax Offset YTD, or select No make no changes to the existing figure.

When this option is selected the following message appears:



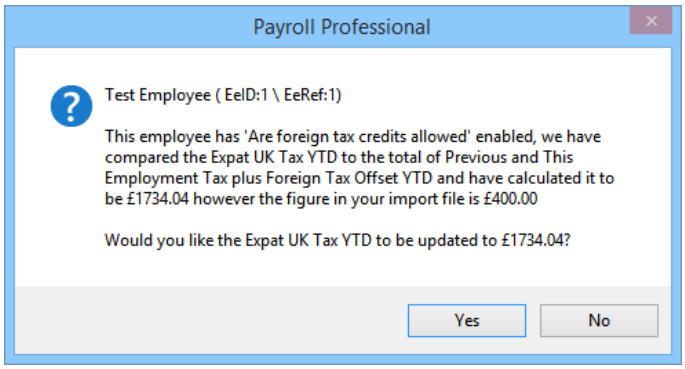

By setting this option **on** the prompts will not be displayed and the Expat UK Tax YTD will automatically be updated with the total of Previous Employment Tax plus This Employment Tax plus Foreign Tax Offset YTD.

## Importing

When importing employee details it is possible to import Previous employment tax, this employment tax and Foreign Tax Offset YTD.

If the setting Automatically update Expat UK Tax YTD is selected under employer details the Expat UK tax YTD will be updated when any of these figures are imported for an employee.

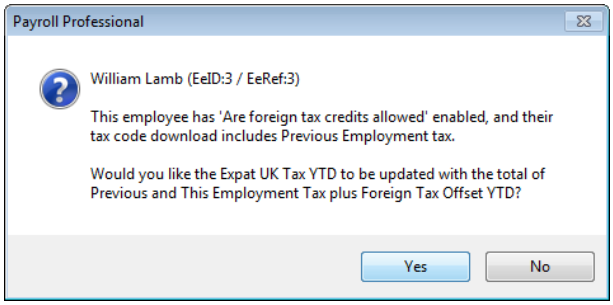
If the setting is not selected the following message will appear when importing:




## Open Run – Applying Downloaded Tax Codes

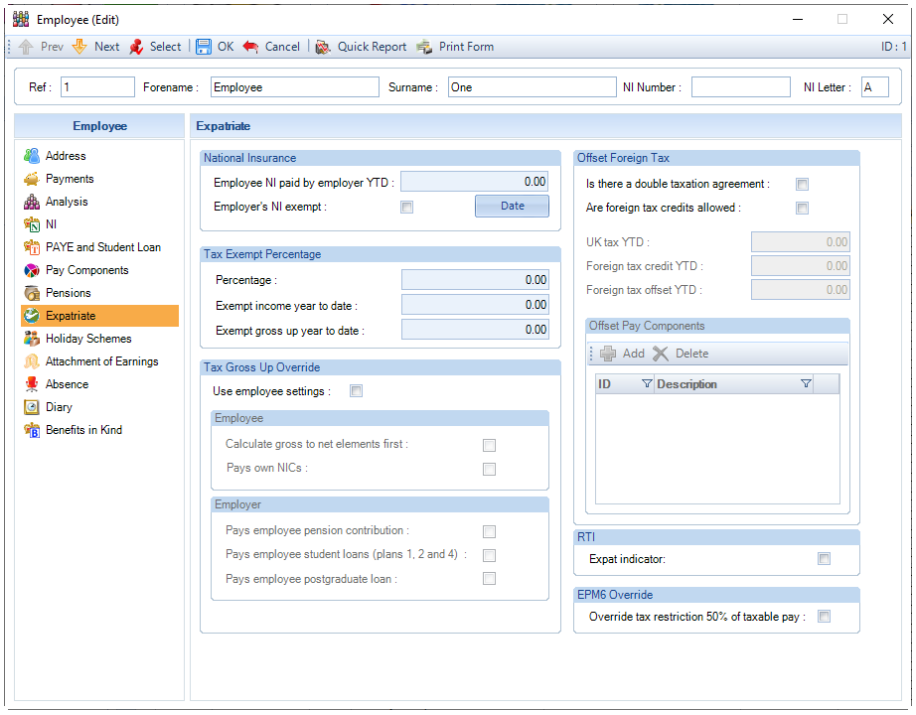
When applying downloaded tax codes that include prevous employment tax:

- if the setting Automatically update Expat UK Tax YTD is enabled then this value will be updated automatically
- if the setting Automatically update Expat UK Tax YTD is NOT enabled you will see the following message for you to choose whether to update the value or not:




## Employee Details

If you are licensed for the Expatriate module of **Payroll Professional**, this additional tab will be available in Employee Details.




## National Insurance

In this section you can signify if this employee attracts an employers NIC exemption. Tick on the box for the exemption to activate.

Next, click on the **Date** button and enter the date of arrival for the employee, click on the **OK** button. Then select **Yes** to create a Diary message showing when the employers NIC liability will re-start. Or click **NO** if you wish to create a Diary message yourself.

There is also a year to date accumulation box here, showing the amount of employee NIC that has been paid by the employer.

### Tax Exempt Percentage

If this employee is entitled to a specific amount of their income as tax exempt set the percentage here and **Payroll Professional** will calculate accordingly.

**Note:** This is a non cumulative setting.

There are also two fields here to record the year to date balances of any tax-exempt income and any exempt gross up income.

### Tax Gross Up Override

This section contains a switch to allow the employee gross up settings to be used in preference to the general employer gross up settings.

When the employee settings switch is on, you will see the same switches as there are at Employer level.

- **Calculate gross to net elements first**

This switch needs to be on if you require the Gross to Net elements calculated first using the tax and national insurance allowances, then calculate the Net to Gross elements.

**Note:** If you have a payroll where employees are paid by only grossup components then this switch is not needed.

If you have a payroll where all employees are paid only gross to net components then again this switch is not needed.

If, however, you have a situation where this is a mixture of gross up and gross to net components, then Calculate Gross to Net Elements First needs to be **on**, if the **MAIN** remuneration is gross to net.

A perfect example of this is a normal gross to net payroll where occasionally through the year an employee is paid a net amount that needs to be grossed back. Without the switch on the tax and NIC figures calculated would be incorrect.

- **Employee pays own NIC**

This switch must be **on** if you have the unusual circumstances where it is required that, although the employee is being paid by the grossup method, the net pay must still be less the employee NIC figure.

- **Employer pays employee pension contribution**

This switch must be **on** if you have a grossup situation and the employer **pays** the employees pre tax pension contribution. If, however, the employee is paid net but pays their own pension then this switch must be **off**.

- **Employer pays employee student loans (plan 1, 2 and 4)**

This switch must be **on** if you have a gross up situation and the employer pays the employee student loans for Plan 1 and 2. If, however, the employee is paid net but pays their own student loans then this switch must be **off**.

- **Employer pays employee postgraduate loan**

This switch must be **on** if you have a gross-up situation and the employer pays the employee postgraduate loan. If, however, the employee is paid net but pays their own postgraduate loan then this switch must be **off**.

### EPM6 Override

When enabled the employees tax calculation, including gross up calculation will not apply the tax restriction for all tax codes to 50% of taxable pay.

### Offset Foreign Tax

This section is to record whether there was a Double Taxation Agreement or, if the employer is required to deduct UK tax and Foreign tax and have authority from the HMRC to offset the Foreign Tax against the UK tax, select the Pay Component to Offset.

- **Is there a Double Taxation Agreement**

Tick the box if the answer is yes. This will have no effect on calculations it is for your records only.

- **Are Foreign Tax Credits Allowed**

This will only be available if **Is there a Double Taxation Agreement** is **No**, and the Employees tax code is not NI or NT. Tick this box if Foreign Tax Credits are allowed.

Remember to check and obtain authority from the HMRC first, as the HMRC may have already given Double Taxation Relief by adjusting the Employees Tax Code.

To stop the Foreign Tax Credits just un-tick the box, but leave any year to date values. If you change the year to date values and the Employee is on a cumulative tax code the program will re-calculate the Employees Tax, for example if you zero the figures the Employee would have under paid Tax due to the Foreign Tax being offset previously and deduct accordingly.

- **UK Tax YTD**

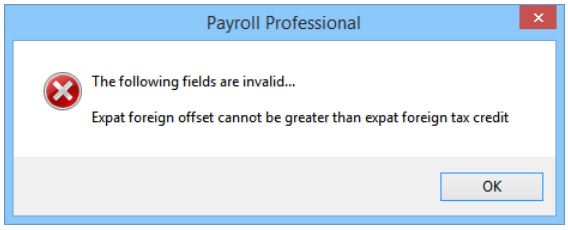
This field shows the UK Tax YTD that was calculated prior the the Foreign Tax being offset.

- **Foreign tax credit YTD**

Shows the full amount of foreign tax that has been recorded to be offset against the UK tax, if possible.

- **Foreign tax offset YTD**

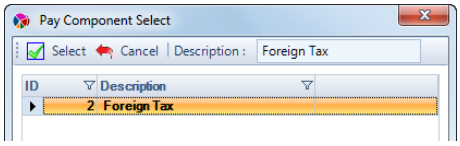
This field shows the amount of foreign tax that has been offset against the UK Tax. This amount cannot be greater than the Foreign tax credit YTD. Entering a greater amount will result in the message:




- **Offset Pay Components**

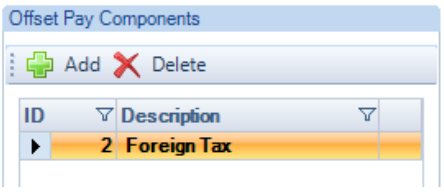
This will only be available if the box has been ticked for **Are Foreign Tax Credits Allowed** and you do not have a Payroll Run open.

Click on the **Add** button to select the Pay Component.




The Pay Components that will appear in the list will be those set as Deductions and not taxable.

Highlight the Pay Component and click on **Select**. Your pay component will now appear under Offset Pay Components.




To delete a Pay Component, highlight it in the list and click on the **Delete** button.

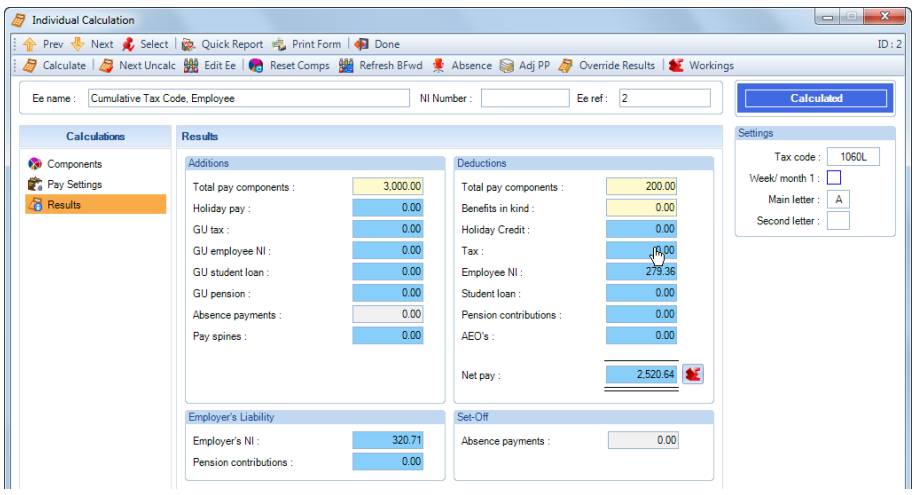
## Offset Foreign Tax Calculations

Enter the full amount of Foreign Tax that the employee has paid in the pay component(s) selected to offset against the UK tax.

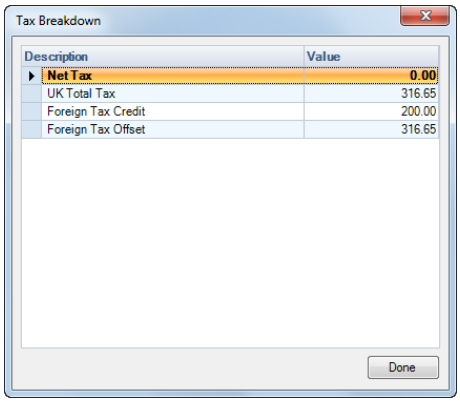
The program will then automatically calculate the amount of the foreign tax that can be offset against the UK tax (previous employment tax will be excluded from this value). And record any amount that has not been offset to use in future calculations, dependant upon whether the employees tax code is cumulative or not.

In the **Individual Calculation** screen you enter the Pay Component values as normal and calculate the Employee.

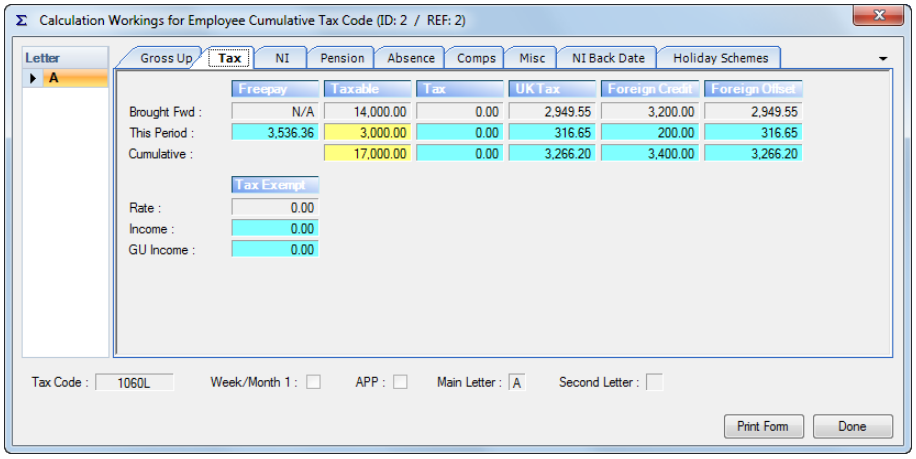
In the **Results** tab place your cursor over the **Tax** field, if Foreign Tax has been credited this period your cursor will change to a hand. (Remember the cursor may also change to a hand if Adjust Prior Period has been performed this period.)



Click on the **Tax** field to see the breakdown.

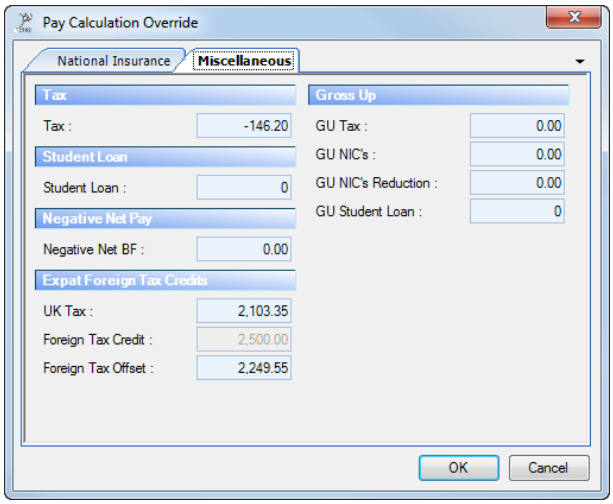



You can also select the **Workings** button and then the **Tax** tab, to see the Tax, UK tax, Foreign Credit and Foreign Offset.

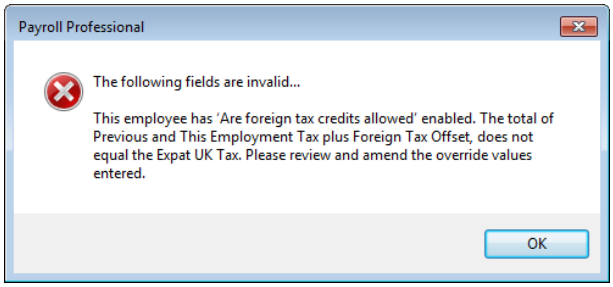



## Overrides

If you need to override the Tax, UK Tax or Foreign Tax Offset you can do this via the **Override Results** button, again there are checks to ensure any overrides that you make are correct.



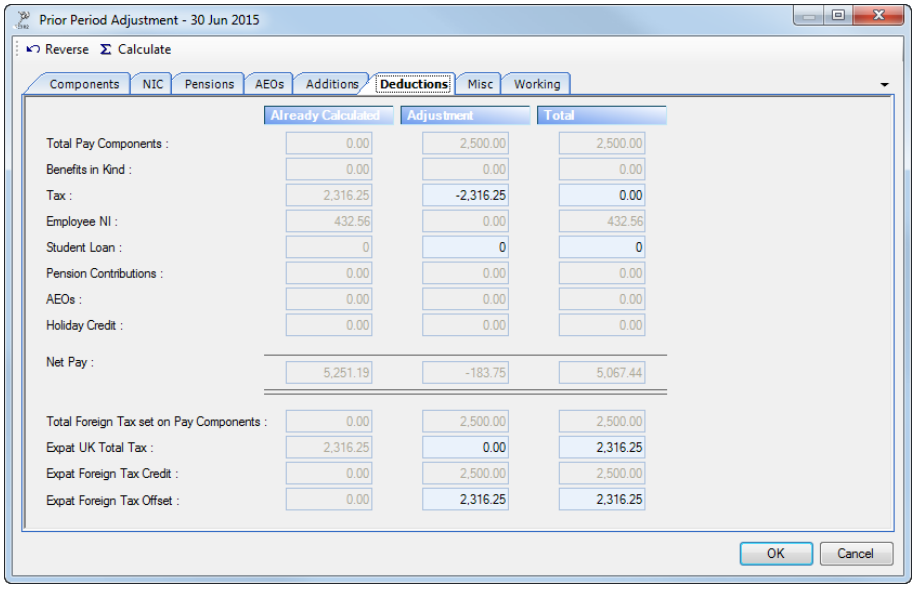

If you override the values incorrectly for an employee with foreign tax credits enabled, you will see the following message when you click on OK:




You will be taken back to the override screen to correct the overrides made.

### Adj Prior Period

You can adjust the Tax, Expat UK Total Tax and Foreign Tax Offset for a prior period.




There are checks in place when you calculate the employee to ensure the figures are adjusted correctly.

### Important Note

If an employee changes tax code to NT cumulative, then you need to reverse the Foreign Tax Credit already given. As you can only give Foreign Tax Credit when the Employee has paid tax. We recommend that this is done in a Prior Period Adjustment.

## Employee Import

The **Expat Details** section contains these fields so that they can be imported.

Please see the Importing documentation.

## P45 Reports and In Year Filing

If an Employee has had Foreign tax credits during the year and leaves, the P45 (1) will show the Tax code as Week 1/Month 1, as per the HMRC rules.

## Reports

The report **PAEXPAT\PSEXPAT** has been updated to include the Offset Foreign Tax details set up via the Employee (Edit) screen.

Reports available below which will show the UK Tax, Foreign Tax and Net UK Tax:

- **PAFTCYTD\PSFTCYTD** – under type Payroll Run and includes this period and year to dates
- **PARUNFTC\PSRUNFTC** – under type Payroll Run and shows this period
- **PACRNFTC\PSCRNFTC** – under type Employee showing details for closed periods

Prior Period Adjustment reports have also been amended to include the UK Tax and Foreign Tax.

- **PAPPADJ\PAPPADJ**
- **PAPPTOT\PSPPTOT**
- **PACRNPPA\PSCRNPPA**

The following P14/P60 reports include in Red the Foreign Tax Credited against the UK Tax during the Tax Year, as per the HMRC rules. The * represents the year so for 2021/22 it is 22.

- **PAMP60*\PSMP60***
- **PAP60H*\PSP60H***
- **PAP60P*\PSP60P***
- **PAEP60*\PSEP60***
- **PAP14P*\PSP14P***

This report contains a list of Employees detailing the Foreign Tax Offset against the UK Tax for the Tax Year. And can be used to send to the HMRC.

- **PAFTCTD\PSFTCTD**

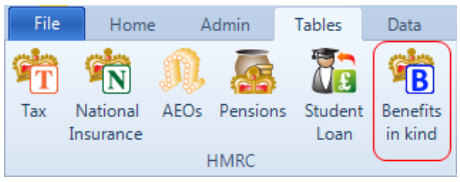
## Gross Up Calculation Note

When the Employee has a cumulative NT tax code, if a refund of Tax is due it is refunded to the Employee i.e. not grossed up.

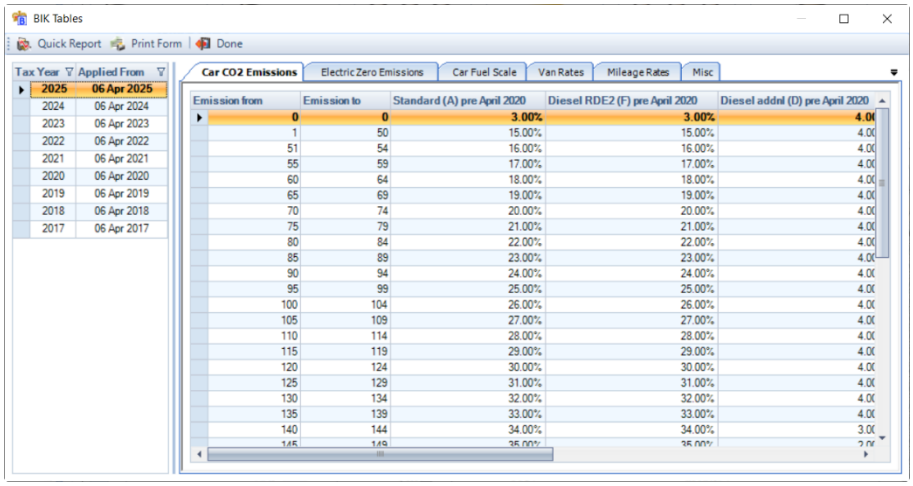
# Benefits In Kind – Company Cars

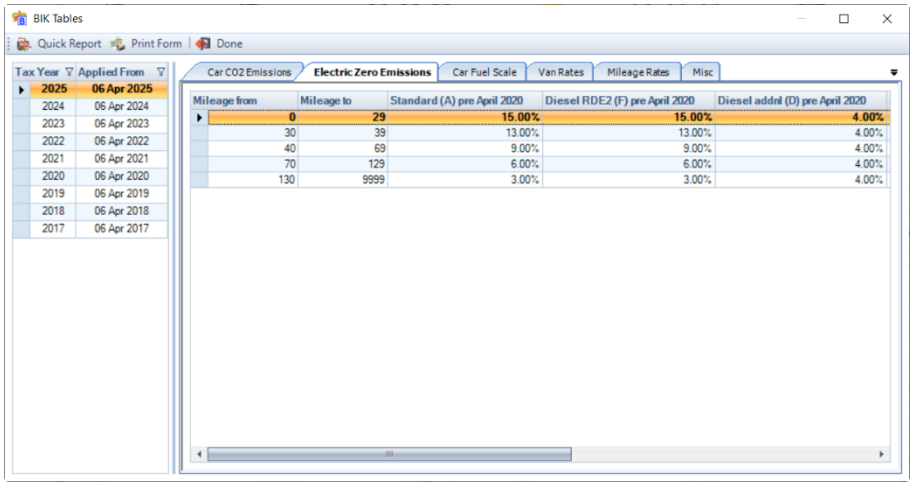
## Tables

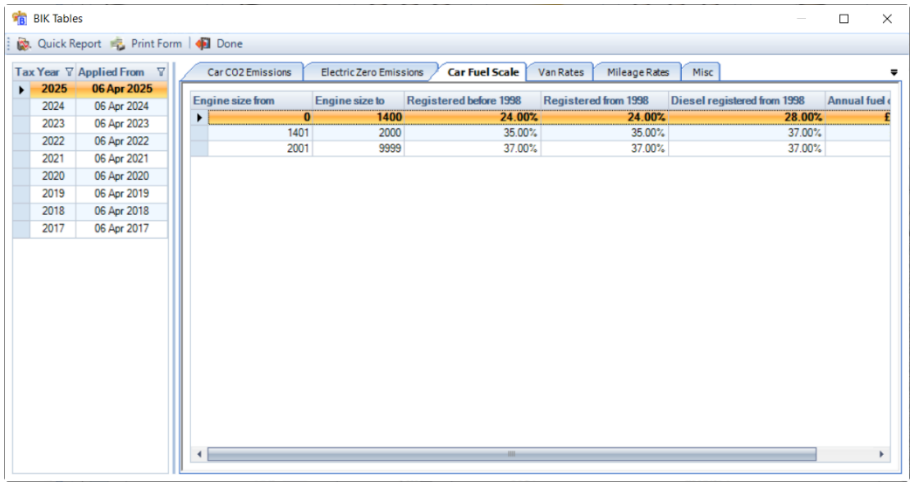
Under the **Tables** tab you will see an icon for **Benefits in Kind**:




When you click on **Benefits in kind** under the **Tables** tab the below screen will appear. This contains tabs for each tax year, for Car CO2 Emissions, Electric Zero Emissions and Car Fuel Scale.






These will be used to calculate the company car and fuel benefit.

Click on the **Quick report** button to produce the report **PABIKPAR\PSBIKPAR** showing the information within these tables.

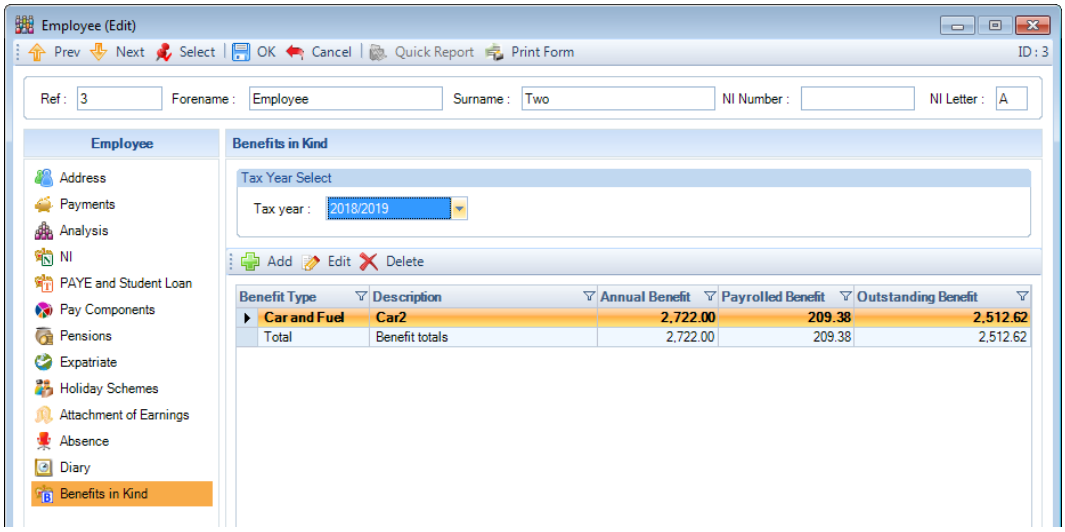
## Employee Details

### Benefits in Kind tab

This will be available when the data file is in tax year 2017/18 or later, and the employee record:

- Is not a sub-contractor
- Is not marked as Omit from RTI

You will see there is also a Tax year drop down box, the tax year will default to the tax year that the data file is currently in. You can select an earlier tax year to see the car details, annual benefit and payrolled benefit information for the selected tax year, the edit screen is read only.




There are also Add, Edit and Delete buttons:

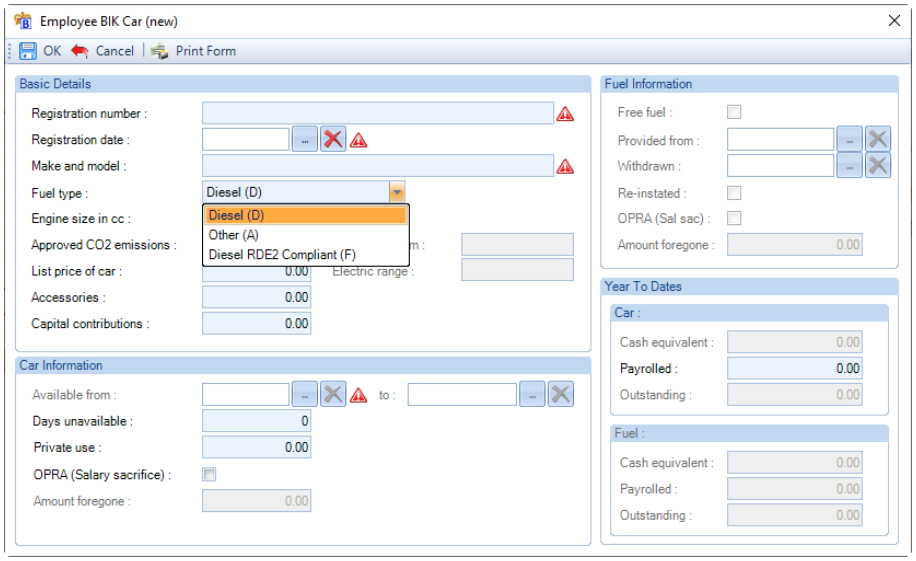
- **Add** button – this will create a new record, currently Cars and Fuel
- **Edit** button – use this to edit an existing record
- **Delete** button – use this to delete an existing record. Before an existing record can be deleted there are validations performed:

  Employee must not be calculated in an open run.
  Under Year to Date values the Payrolled values must be zero.

There must be no calculation records for the Benefit.

You will see there is a total row in the grid, which will show the total of all Benefits created.

Click on the **Add** button to create a new record, the following screen will appear:




Please see the HMRCs P11D Guide and 480 booklets for further information on Company Cars.

The red symbols show the mandatory fields that must be completed:

## Basic Details section

- **Registration number** – enter the car registration number or a reference. This field will be included in the Full Payment Submission as the Car Identifier. The entry is uppercased automatically, maximum characters is 10. When an employee has multiple car records, each record must have a unique Registration number.
- **Registration date** – enter the registration date. If this date is changed then the Car available from and to dates, as well as the Fuel provided and Withdrawn will be removed.
- **Make and model** - enter the make and model of the car. Maximum number of characters is 35, first letter of each word is automatically uppercased.
- **Engine size in cc** – this field must be completed if the registration date is before 1st Jan 1998, or when the registration date is after 1st Jan 1998 and an approved CO2 emission is not entered, maximum 9999.
- **Fuel type** – select the Fuel type using the drop down, the options are Diesel or Other. Diesel RDE2 Compliant will be available from 2019/20.
- **Approved CO2 Emissions** – if you have this information tick the box and complete the **Emissions g/km** box.
- **Electric range** – available from 2020/21, when Approved CO2 Emissions is ticked and the Emissions g/km is from 1 to 50, minimum 0 and maximum 9999.
- **List price of car** – enter the list price of the car, minimum 1000.00 and maximum 9,999,999.99.
- **Accessories** – enter the total of all accessories and optional extras, minimum 0 and maximum 999,999.99.
- **Capital contributions** – enter the total of all contributions the employee has made towards the cost of the car, minimum 0 and maximum £5000.

### Car Information section

- **Available from and to** – enter the dates that the car was available to the employee. The available to date must be within the current tax year.
- **Days unavailable** – enter the number of days that the car was unavailable to the employee within the available from and to dates. You can only enter whole numbers, and this is validated to ensure it does not exceed the days within Available from and to dates.
- **Private use** – enter the total of payments from the employee for private use of the car. Enter whole pounds only and can be left as zero, minimum 0 and maximum 9,999,999.99.
- **OPRA (Salary Sacrifice)** – if applicable, tick the box and enter the Amount foregone. This is not applicable to cars with emissions of 75 or less, minimum 0 and maximum 9,999,999.99.

### Fuel Information

- **Free fuel** – if this was provided to the employee tick the box, then the other fields will be available to complete.
- **Provided from** – enter the date fuel was provided from.
- **Withdrawn** – enter the date that fuel was withdrawn, this date must be within the current tax year.
- **Re-instated** – tick this box if the fuel was re-instated after it was withdrawn. This field will not be editable of the Withdrawn date is not complete.
- **OPRA (Sal Sac)** – if applicable, tick the box and enter the Amount foregone, minimum 0 and maximum 9,999,999.99.

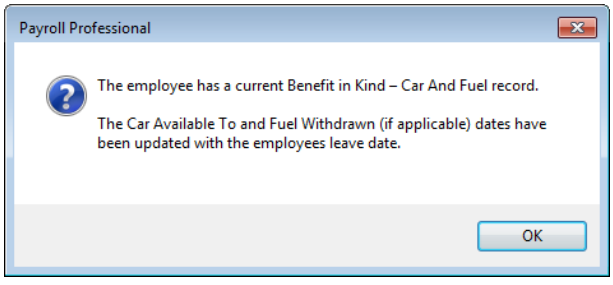
### Year to dates

This shows the Car and Fuel figures separately.

- **Cash equivalent** – these are calculated by the program, using the HMRC rules when the employee is calculated via the Individual Calculation screen.
- **Payrolled** – this is the amount of the benefit that has been included in calculations for the current tax year for closed periods. This field is editable, so that if you take a payroll over part way through the year you can enter the amount that has already been processed.
- **Outstanding** – this is the Cash equivalent less the Payrolled value, so that you can see at a glance how much is left to include in the employees future calculations.

### Leavers

If an employee has a Car and Fuel record that does not have a Car Available to date entered, when you enter the Leave date for the employee the following message will be displayed, informing you that the record(s) will be updated:




When you click on OK, the Car Available to and Fuel Withdrawn dates are completed with the employees leave date.

If necessary, you are able to amend these date by going to the Benefits in Kind tab and editing the record(s).

## Individual Calculation screen

### Calculations

The cash equivalent values for the car and fuel are calculated when the employee is calculated.

The benefits in kind are evenly apportioned over the number of periods left in the tax year for each employee, based on the outstanding amounts. They are then included in the calculation for tax purposes only and the same amount deducted from net pay, similar to Pay Components marked as Benefit in Kind.

### Tax Advance

When an employee is tax advanced, for example when being paid holiday pay, the benefit amount included in the calculations will automatically be multiplied by the number of periods being paid, then rounded to 2 decimal places.

### Leavers

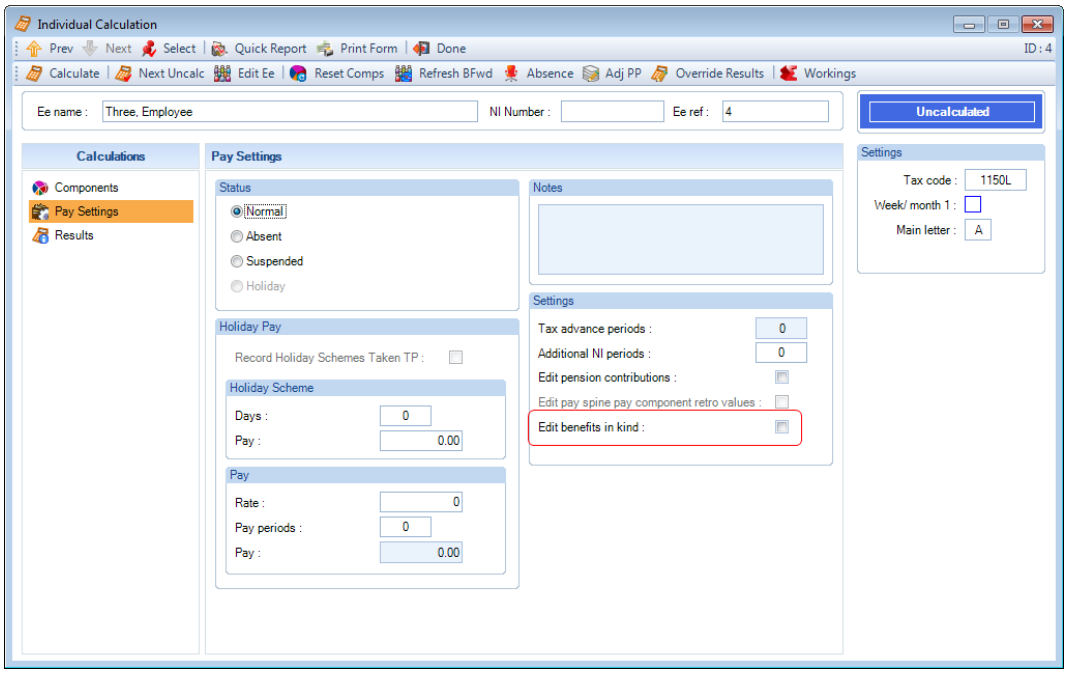
When an employee has a leave date entered under their record, the amount of benefit outstanding will be apportioned between the remaining number of periods left to pay the employee until they leave.

If the employee has a leave date and the leaver box ticked, and therefore no further periods to be paid, then the cash equivalent values are calculated when the FPS is created and any outstanding amount of benefit is added to their this employment taxable pay year to date and will be included in the next Full Payment Submission. This also means that the employees P45 will include the outstanding benefit in the taxable pay year to date.

By including the outstanding benefit in this way, means that the employer does not need to submit a P11D to the HMRC to report this value. Please see the HMRC documentation for further information:

https://www.gov.uk/guidance/payrolling-changes-affecting-benefits-and-expenses#options

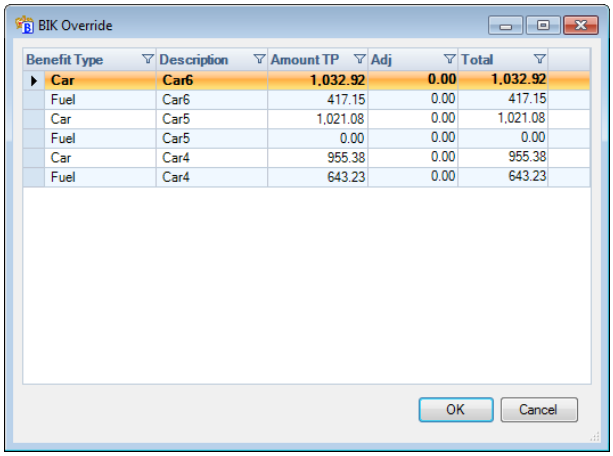
### Pay Settings tab




Under the **Settings** section you will see a field called **Edit benefits in kind**.

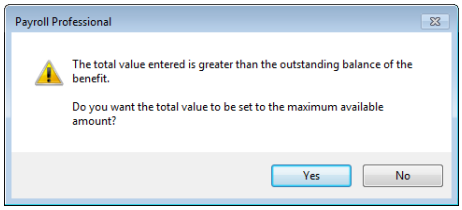
This option will be available from tax year 2017/18 when an employee has a Benefit in kind record set up via the Benefits in Kind tab under the Employee (Edit) form.

Select this option if you need to edit the benefit amount being payrolled for the current payroll run. When you Calculate the employee, you will see the BIK Override screen, this contains a grid for all the current benefits set up for the employee showing the calculated figures for this period under the column Amount TP:




You can overwrite the values for this period by editing the values under the column Adj or Total.

The figures are validated to ensure they do not exceed the annual amount of the benefit less the amount of the benefit already payrolled. You will see the following message if the figure does exceed the benefit outstanding:

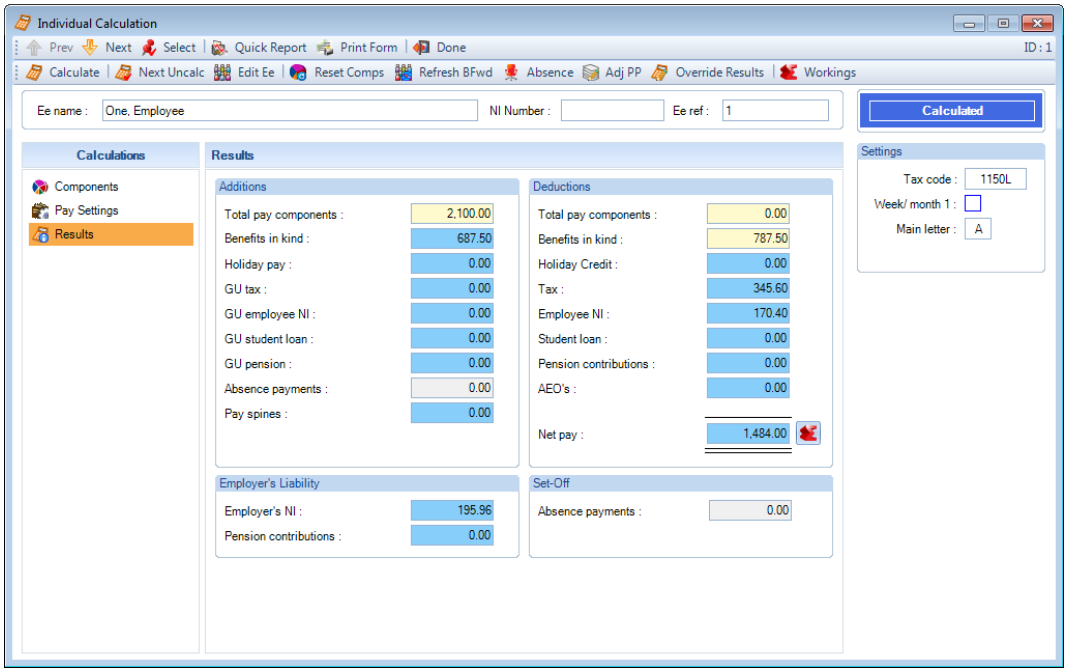



Remember, if you use re-set components, refresh brought forward or re-calculate this employee, any manual changes made will be lost and need to be re-keyed.

## Results tab

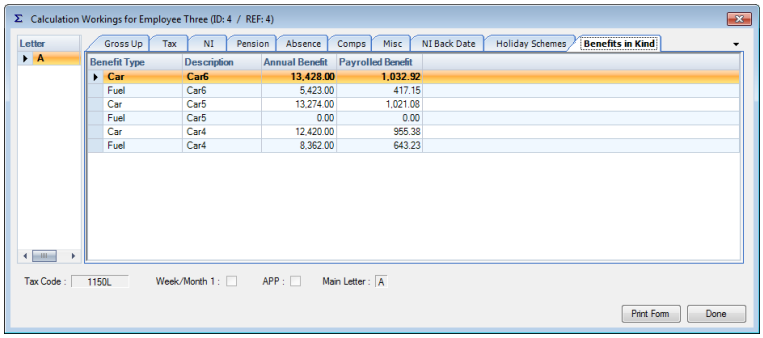
Under the Results tab the Benefits in Kind that are entered via Employee Edit screens Benefits In Kind tab will appear in the Benefits in Kind field under the Additions section and added to the existing Benefits in Kind field under the Deductions section.

Pay Components that are marked as Benefit in Kind will not be included in the Benefits in kind field under the Additions section as they are already included in the Total pay components field.



## Workings button

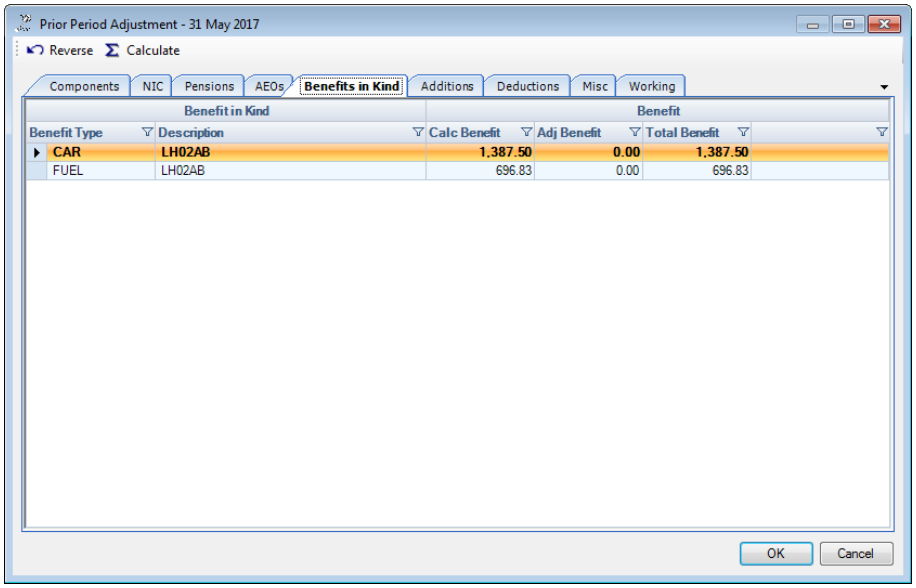
When you select the workings button in the individual calculation screen you will see a new tab called Benefits in Kind:




This tab shows the benefits included in the current period, and shows the Annual benefit as well as Payrolled benefit this period.

## Adjust Prior Period

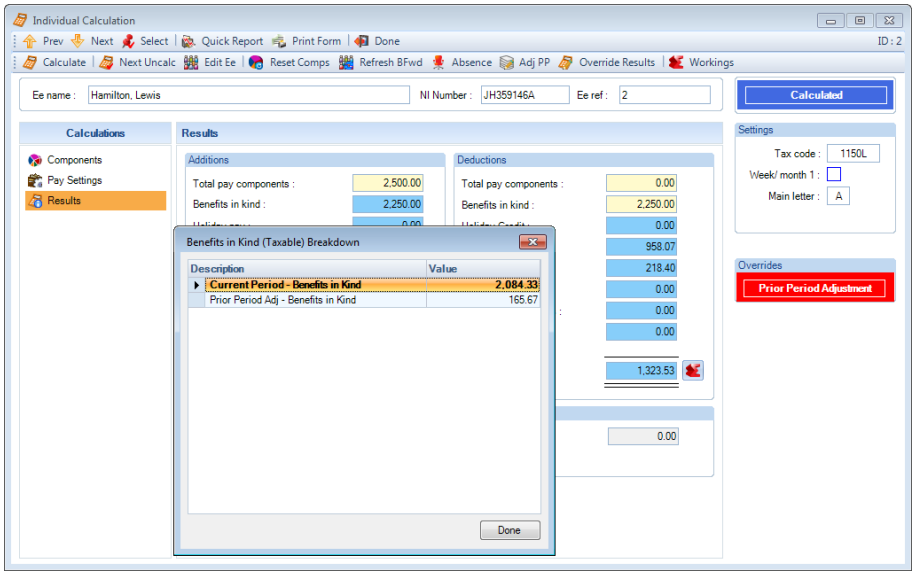
A new tab has been added to the Prior Period Adjustments screen called Benefits in Kind:




This will allow you to override the Car and Fuel benefit processed in a previous period using the Adj Benefit or Total Benefit columns, in the same manner as the other tabs.

You can use the Calculate button to re-calculate the pay after entering an adjusted value, and if you select the Reverse button it will include the Benefit in Kind tab values in the reverse process.

Any adjusted figures are then shown in the Results tab of the Individual Calculation screen when an employee has been calculated. And you can place your cursor over the Benefits in Kind fields to see the breakdown:




## Bonus Runs

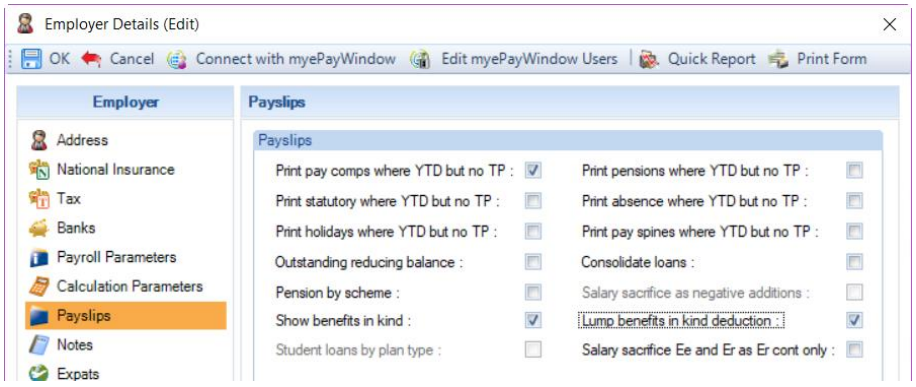
When processing a payroll using Bonus runs, the benefit in kind will be processed in the main run.

The value will used in the estimates for Pre runs, and in Bonus runs after the main run to ensure the tax restriction of 50% of taxable pay is applied correctly.

## Payslips

The display of the Benefits in Kind set up under Employee Details\Benefits in Kind tab on payslips will be controlled by the existing settings under Employer Details\Payslips tab which are currently used for Pay Components marked as a Benefit in Kind:

- Print pay comps where YTD but no TP
- Show benefits in kind
- Lump benefits in kind deduction




When Show benefits in kind is enabled, the Car and Fuel figures will be shown separately for each benefit in kind record, unless Free fuel is not supplied.

## Close Period

When you close the period, the year to dates will be updated in the same manner as all other year to dates.

## Close Tax Year

When closing tax year 2017/18 onwards, any records that do not contain an Available To date will be carried over to the next tax year with new records created for that tax year.

The only changes that you will need to make are any that affect the calculation of the benefit for the next tax year, such as payment for private use, days unavailable etc.

If however, you have the situation where a car should have had an Available To date entered in the closed tax year then as long as there are no calculations within the current tax year enter the Available To date and when you click on OK the record will be removed from the current tax year. For further details, please see the link below and refer to the section **Date car available to**:

https://www.gov.uk/guidance/sending-car-data-to-hmrc-payrolling-car-benefit

## Reports

| Report | Type | Description |
|---|---|---|
| PACRNBIK\PSCRNBIK | Employee | Combined payroll run details for all frequencies and runs for Benefits In Kind set up via Employee Details\Benefits In Kind tab |
| PAEEBIK\PSEEBIK | Employee | Shows the Benefits In Kind set up via Employee Details\Benefits in Kind tab the main details and tax year information. |
| PAERBIK\PSERBIK | Employee | Shows the Annual Benefit amounts by tax year, for Benefits In Kind set up via Employee Details\Benefits In Kind tab |
| PABIKPAR\PSBIKPAR | Misc | Shows the Benefits In Kind parameters shown under Tables\Benefits in Kind. |
| PARUNBIK\PSRUNBIK | Payroll Run | Payroll run details for the current run showing Benefits In Kind included in the calculations, for those set up via Employee Details\Benefits In Kind tab |

# Split Net Pay

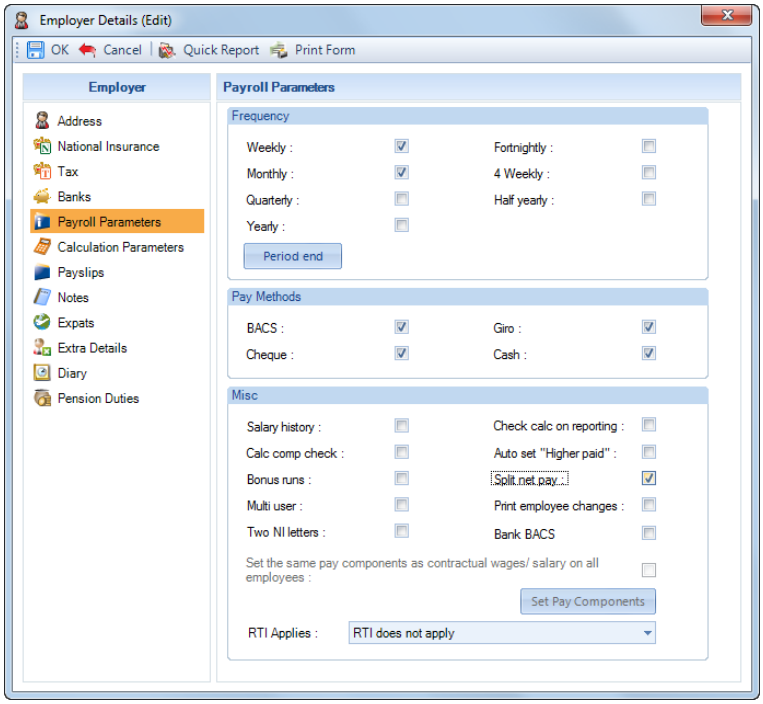
This option is only available if you are licensed for Split Net Pay.

Split Net Pay in **Payroll Professional** allows you to pay an employee's net pay, split into more than one bank account. These payments are always in sterling but can be drawn from, or paid into, a foreign bank account.

You are able to create a maximum of ten different split types for each Employee.

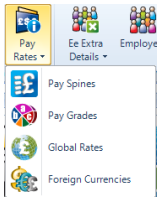
## Employer Details

To set up Split Net Pay go to the **Data** tab select **Employer** then under the **Payroll Parameters** tab tick **Split net pay**.

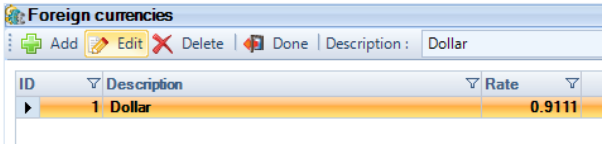



## Foreign Currencies

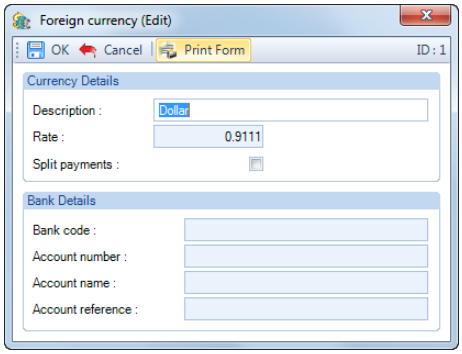
If you are using Foreign Currencies, you will now need to edit the Currency to hold specific bank details for that currency. Under the **Data** tab select **Pay Rates\Foreign Currencies.**




You will then see the following screen:




Select **Edit**, tick the **Split Payments** box and complete the bank details.

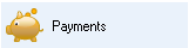



Select **OK** to save the changes.

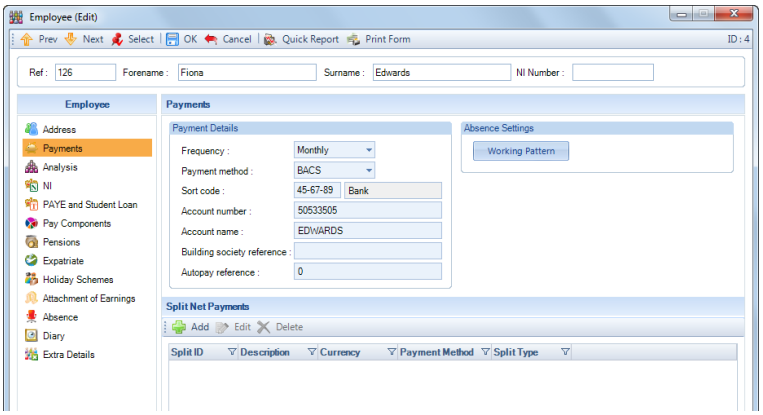
## Employee Details

Once **Split Net Pay** is enabled and any **Foreign Currency** details have been edited, you can then enter the details for the employee.

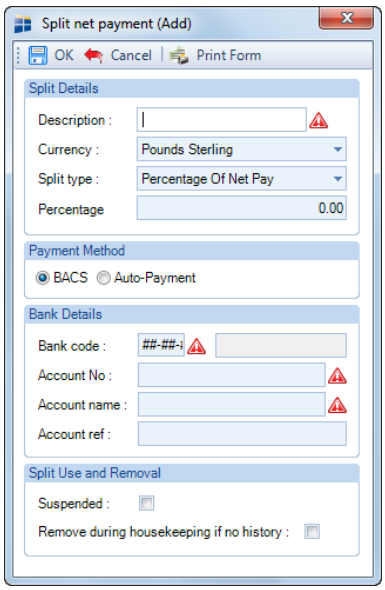
Go to the **Data** tab and select **Employees**, then **Edit** the Employee that you want to enter Split Net Pay details.




Under the **Payments** tab you will see the **Split Net Pay** section.




Click on **Add** and you will be presented with the following screen:




Set up the information for the first net pay split for this employee.

### Description

Your name for this split payment

**Currency**

This field will default to Pounds Sterling, use the drop down if you need to select a Foreign Currency.

**Split Type**

- **Percentage of Net Pay** - Payment will be Net Pay times value entered in % box.
- **Fixed Amount** - Payment will be specific value entered here.
- **Component Based** - Payment will be actual value of specified component.
- **Prompt** - Payment will be amount entered at run time (pay calculation) prompt box.
- **Residual Balance** - Payment will be balance of anything left after all other splits are dealt with.

**Note:** If residual balance results in a negative figure, employee will be left uncalculated and an appropriate message will be displayed.

**Payment Method**

There are two pay methods available, **BACS** or **Auto-Payment**. If the payment method is BACS then UK style bank information will be required. Use Auto-Payment for other payment forms.

**Bank Details**

- **Bank Code** - UK Style bank sort code – 6 digits
- **Number** - UK Style Bank account number– 8 digits
- **Name** – UK Style Bank account name – 18 characters
- **Reference** - Specific reference required – possibly building society reference

**Split Use and Removal**

**Suspend –** This setting is to be used where an employee has chosen to stop using a particular net pay split.

**Remove during housekeeping if no history –** With this setting on details of this net pay split will be removed during housekeeping routines.

Click on **OK** to save the Split Net Payment. You can now set up further Split Net Payments for the same employee by repeating the above procedure.

When an employee with a Split Net Payment has been calculated, you can see the values of each split by clicking on the actual monetary field for Net pay in the Results tab of the Individual Calculation screen (in the same manner as Pensions, AEOs, Absence and Pay spines).

BACS files will include Split Net Payments as additional entries for the same employee.

When set as **Auto-Payment**, the **Bank Code** and **Account Number** fields can be set as alpha, numeric or both.

Payslips are not affected in any way.

## Auto Enrolment Module

This facility is only available if you are licensed for the **Auto Enrolment Module**. Whilst in Payroll Professional go to **Help****About** to see your license details.

The Auto Enrolment Dashboard (AED) is designed for payroll data files where Payroll Professional is performing the assessment for Auto Enrolment. AED has the following abilities:

- Pre-staging/duties assessment including pension estimates
- Post staging/duties at a glance assessment details for all employees in the open run
- Produce notices for employees
- Produce feeds for pension schemes marked as qualifying
- Send feeds directly to pension providers (available for some pension providers only)
- Download pension notifications including opt out notifications (available for some pension providers only)

The default notices are based on the TPR Templates, showing the mandatory information.However it is possible to edit the notices within AED to fit specific requirements.

There are two types of feed currently available, where the auto enrolment assessment is performed in Payroll Professional, they are:

- Standard – a csv, or similar, file is created and saved to a location on your pc which can then be manually uploaded to the pension provider's website
- Direct – a xml file which is sent directly to the pension provider from Payroll Professional without manual intervention.

The Standard feeds available are:

- NOW – v1.2 – Assessment being undertaken in payroll
- NEST – Contribution Schedule v3 and Enrolment Schedule v3, assessment being undertaken in payroll
- The Peoples Pension version 8 – no auto enrolment assessment by The Peoples Pension
- The Pensions Trust
- Scottish Widows (Assist Me)
- Scottish Life
- Aegon Tier 1 and 2 – August 2014 format
- Aegon Tier 3 and S – August 2014 format
- Standard Life – Good to Go
- PAPDIS (Version 1)
- PAPDIS (Version 2)
- Scottish Widows (File Port)

Direct feeds are available for:

- NEST – Contribution Schedule v3 and Enrolment Schedule v3, assessment being undertaken in payroll
- PensionSync – combined joiners and contributions PASS file.

The feeds are the latest version that we have been supplied by the pension providers and implemented into the software.

Extra information for the feeds that are not standard fields in Payroll Professional, are available for you to complete. This information will be included in the current and future feeds generated.

Within AED it is also possible to create your own feed using the Feed Designer function which will allow you to create templates from scratch or modify existing templates. Details of how to create a user defined feed using the Feed Designer can be found in the Help Guide Feed Designer.

## Important Information

Feeds generated by AED will not exclude employees who are within the Opt Out period.

AED will currently not deal with:

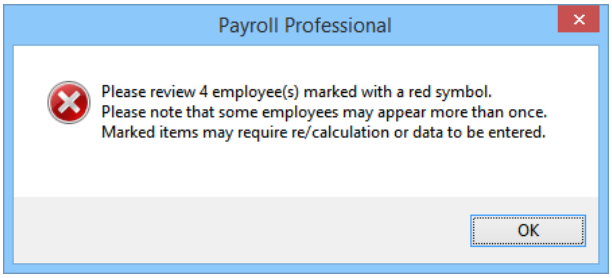
- Payrolls with a mixture of Employees and Sub-contractors
- Bonus Runs
- An Employee who has two pension scheme records for the same pension provider, where both pension schemes are added to the same Feed.

## Pre Requisites

Before you can utilise AED you must have the following completed in Payroll Professional:

### Post Employer Staging/Duties:

- Completed the Pension Duties tab under Employer Details
- Period End details under Employer details, these dates are used for AE assessment
- The employees must have a qualifying pension scheme attached, with or without an employee pension scheme join date
- The payroll run must be Open with all employees Calculated, otherwise you will see the following message:




- Pension Policies that are marked as Qualifying have the following information completed:
- **Provider** under the **Pension Details** tab.
- Under the **Provider Details** tab the **Contact Name** and at least one method of contact.
- Under the **Pension Duty Details** tab if the pension contributions are being phased, then tick the box **Phased Contributions**. This only changes the content of the notices, if applicable. This setting no longer applies and has been disabled from tax year 2021/22.

### Auto enrolment admin

If you are choosing to send feeds directly to the pension provider there are additional pre-requisites.

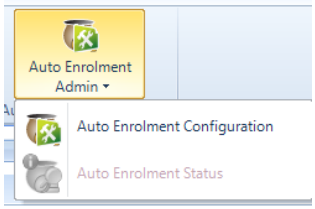
The AEM allows for send a feed directly through the program to:

- NEST
- PensionSync

Before sending directly to NEST or PensionSync you must set up an account with them.

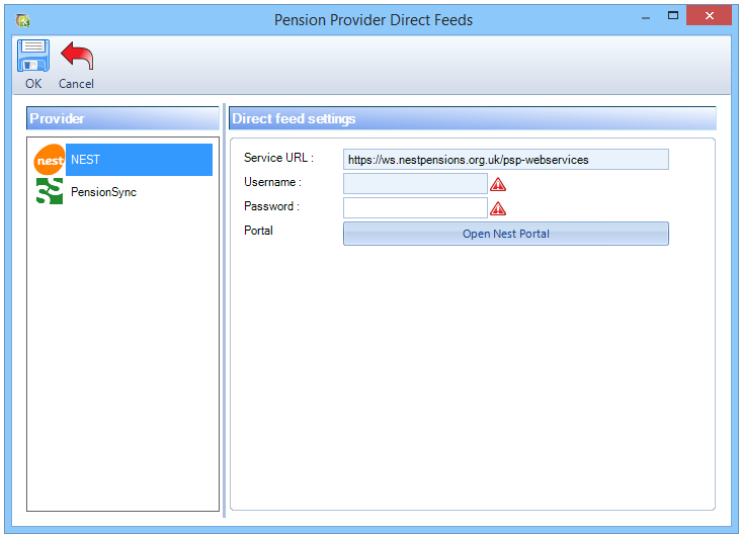
For NEST you can use your existing Employer or Connect account, there is no need to change any settings but you must have full or general delegate access for the employer you are sending.

Once your account is set up you will be issued with credentials that need to be entered into the Payroll Professional.



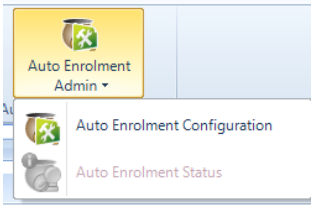

Under the Utilities tab click on Auto Enrolment Admin and select Auto Enrolment Configuration.

Select NEST and enter your login credentials. These will be saved centrally so you only need add these once and they will be used for all your payroll datafiles.

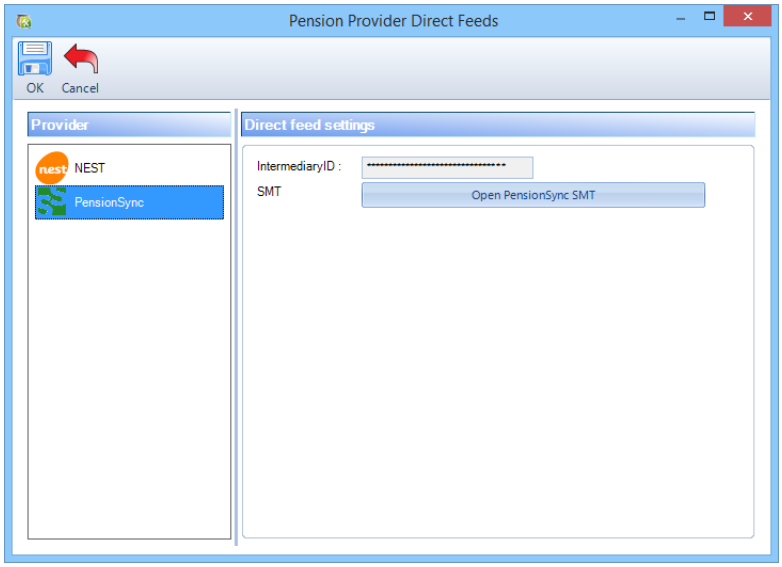



If you do not have an account with NEST you can select 'Open Nest Portal' to go to their login page and follow the link to set up a new account.

For PensionSync go to Auto Enrolment Admin on the Utilities tab and select Auto Enrolment Configuration.



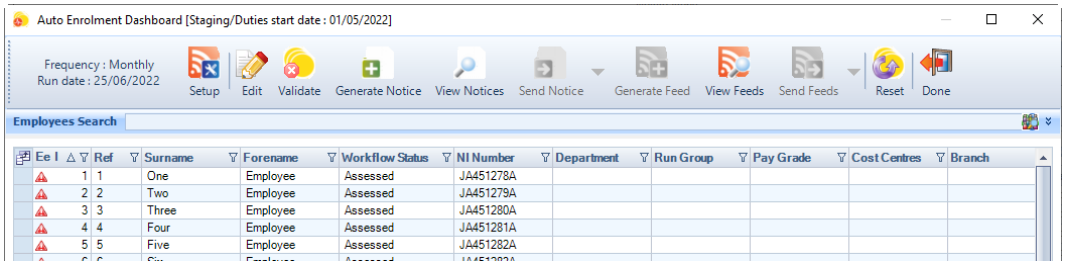

Select Pension Sync and select the option Open PensionSync SMT




This will open the PensionSync Scheme Management Tool in your web browser. Follow the instructions on website to set up your account.

## Opening the facility

Under the **Open run** tab click on the **Auto Enrolment Dashboard** button.




- **Heading** – the top of the screen will show the Employers Staging/Duties start date that has been entered under the Pension Duties tab in Employer Details.
- **Frequency and Run Date** – this will show the open payroll run details for the frequency selected.

The Auto Enrolment Dashboard is designed to be a workflow, so the buttons in the toolbar are in the order they are to be used in. You will not be able to move to the next stage until each one is completed.

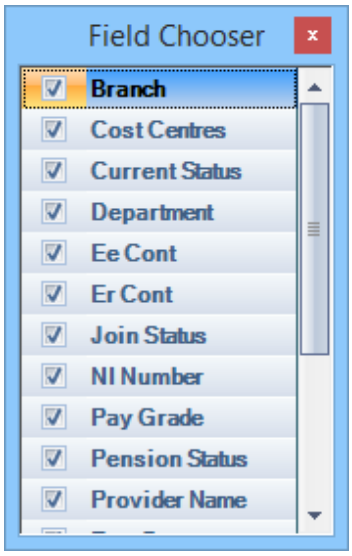
- **Setup** – enter the setup details for the Feeds and Notices, including the employer level extra information required for the Feeds.
- **Edit** – to enter employee extra information for Feeds.
- **Validate** – use to check whether data shown on the dashboard is up to date. Will show with a green tick if the data has been validated and with a red cross if the data needs to be validated as it is not up to date.
- **Generate Notice** – create Notices for employees.
- **View Notices** – see a history of notices that have been generated.
- **Send Notice** – select to say notices have been sent.
- **Generate Feed** – create Feeds for pension providers.

- **View Feeds** – see a history of feeds that have been generated.
- **Send Feed** - select to say feeds have been sent.
- **Reset** – use this option if you have re-calculated or changed information for pension providers and/or employees, and re-run the workflow.
- **Done** – select when you have finished to close the screen.

## Screen Layout

### Column chooser button

This button appears to the left of the column headers for you to choose which columns to show:




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

This column selection is saved for the user.

### Column Header Sort

To change the order of the information click on the column heading that you want to sort by for example Surname.

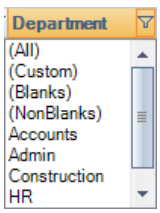
A triangle will then appear on the column header, you can click on the column header again to reverse the order.

You can sort by more than one column by holding down **Shift** on your keyboard then click on the column headers in the order than you want the sort preference.

### Column Header Filter

All of the column headers have a filter button which you can use to only see records with the filter you choose.

For example, click on the Filter button in the Department column header, you will then see the following selection which includes a list of all the Departments and some additional options.




You can then select the Department and the Employee list will only show Employees who are in that Department.

Note that the Filter button changes to blue when it is in use. To remove the filter click on the button and select **(All)**, the button will then change back to .

### Re-ordering Column Headers

If required you can move the columns into a different order.

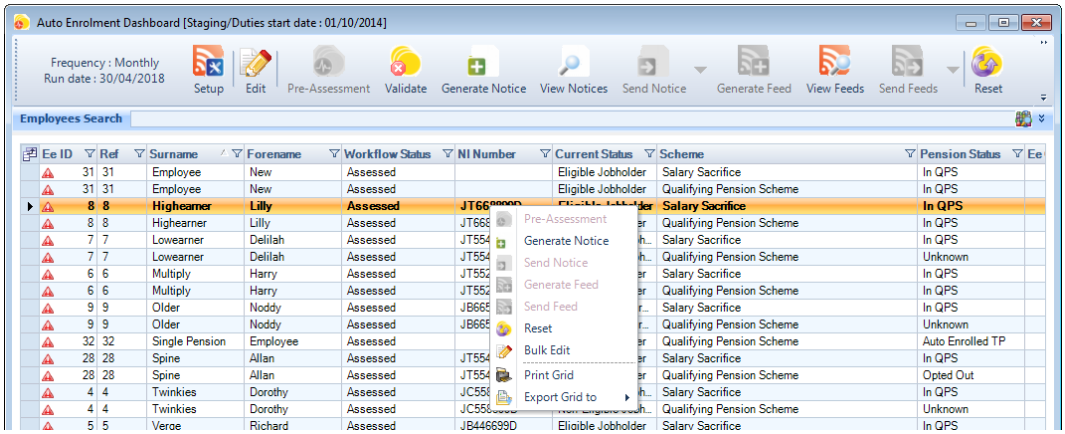
Left mouse click on a column header and drag the column to the line before the column that you want it to appear.

Whilst dragging the column you will see a no entry symbol, and when you place it before another column you will see two arrows.

When you see the two arrows let the mouse button go to insert the column.

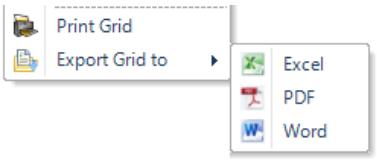
### Right mouse click

You can right mouse click on the grid to see the same options that are available on the toolbar:




Selecting a single employee and using the right mouse click will apply the option selected to only that employee.

There are two further options **Print Grid** and **Export Grid to** Excel, PDF or Word.




When you select **Print Grid** the information in the grid that is visible on the screen will be sent to **Print Preview** screen where you can then choose to select the printer to print the grid.

Selecting **Export Grid to** will export all of the contents of the grid even if it is not visible to the selected format.

If the Grid has multiple levels, shown by a plus symbol, when you select **Export Grid to\Word**, only the top level will be exported.

## Columns

### Current Status:

The assessment status of the employee in the current period.

### Join status:

The assessment status of the employee when they joined the pension scheme. If the employee has not entered the pension scheme yet then the join status will show ‘unknown’.

The Status **Non-Reform Workers** includes the following:

- Sub contractors

- Employees with the Worker Type set as Exempt
- And Employees under 16 or over 75

**Workflow:**

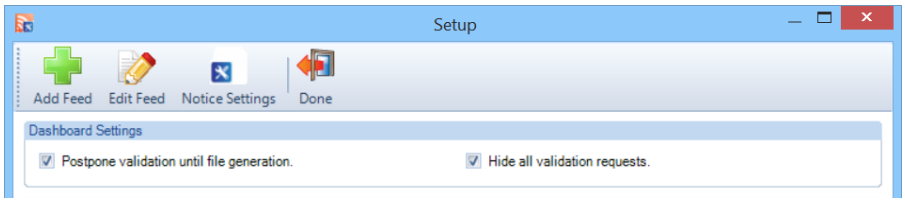
The workflow status will show as unknown as it is used after the Ers Staging/Duties start date, when employees have been assessed, and shows the progress through the AEM.

## Setup

Within the setup you need to complete the following information, to be able to generate the Notices and Feeds:

- Link a Feed to each pension policy marked as Qualifying (unless the pension scheme has been marked 'do not produce feed for this scheme' under the pension policy)
- Enter the location to save the Feeds
- Enter missing Employer information for each Feed
- Enter the location to save the Notices
- Enter contact information for the Notices
- Enter the signatory for the Notices
- Select a Logo for the Notices, if required
- Select a Signature file for the Notices, if required
- Modify the text included in the Notices so that it is specific to your pension scheme, if required

Click on **Setup** to see the following screen:



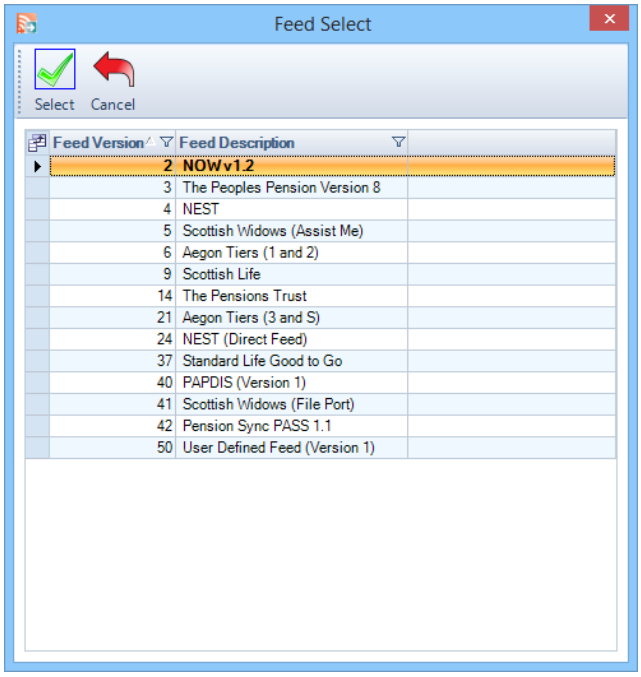

## Dashboard Settings

- **Postpone validation until file generation** – Select this option to defer validating data until generating notices and/or feeds. Data validation ensures that all of the information on the dashboard is up to date so it is recommended this is done whenever any changes are made however with some large datafiles this can take some time and so it may be preferable to defer checking the data until a file is generated.
- **Hide all validation requests** – If you have selected Postpone validation until file generation you will receive a notice prior to generating notices and/or feeds advising the file has not been validated. If you do not want the warning but instead want the validation to occur automatically select this box.

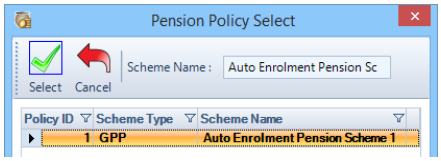
## Add Feed

Click on the **Add Feed** button, to select a feed to attach to one Pension Policy. Any named feed is a fixed layout based on the information provided by the specific provider. If you want to create your own feed or load a previously created template then you will need to select User Defined Feed.

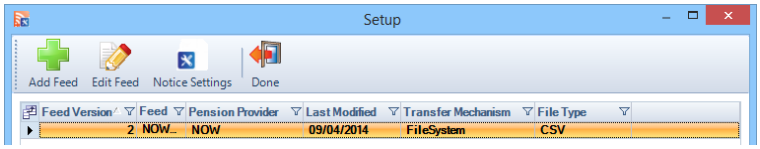
There are two types of named feed. The standard feeds produce a csv or xls file which can be manually uploaded to the pension provider. Direct feeds will submit directly to the pension provider with no manual intervention.




Highlight the feed you require then click on **Select**. (For these examples we have selected NOW as the Feed.) You will then see the following screen showing a list of the Pension Policies setup within the payroll data file marked as Qualifying:



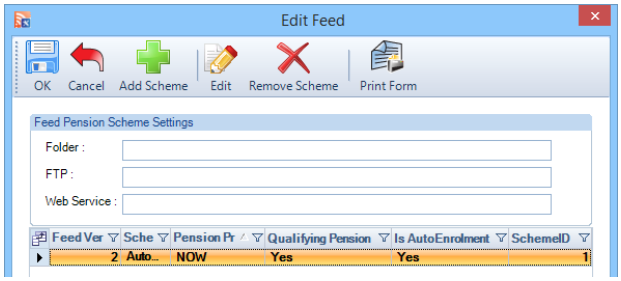

Highlight one pension policy that you want to add to the feed, and click on **Select**.



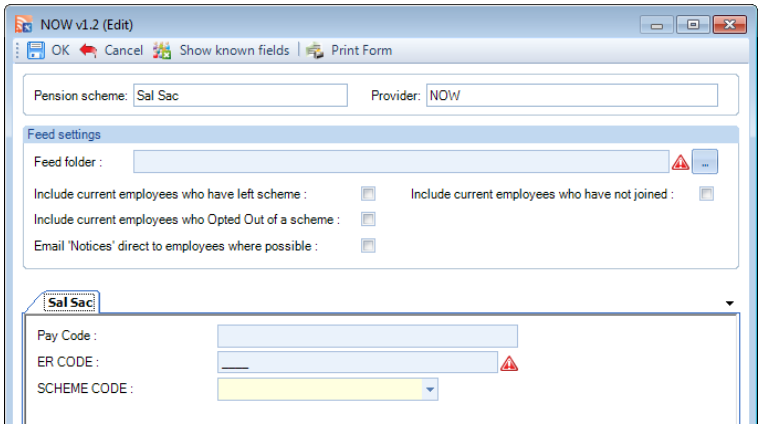

If you need to add another Feed, then click on the **Add Feed** button and follow the same process as above.

## Edit Feed – Any standard feed which is not User Defined Feed

Click on **Edit Feed**, you now need to enter a location to save the feeds when generated and enter extra information for the Employer that is required by the feed:




Click on the **Edit** button, you will then be presented with the following screen. This information will need to be completed for each pension policy attached to the feed.




**Feed Folder** – click on the ellipsis button to select a path on your computer or network for where the feed will be saved, when it is generated.

**Note:** For Scottish Widows (Assist Me) feed when more than one pension scheme is attached and all pension schemes are set with the same output folder, separate xls files are produced for each feed. For Scottish Widows File Port feed when more than one pension scheme is attached and all pension schemes are set with the same output folder, the files will override each other as they have the same file name, therefore you must set up different Feed folders for each pension scheme.

**Include current employees who have left scheme** – Select this option if you want any current employees who have been a member of this scheme in the past but have since left the scheme to be included on the feed.

**Include current employees who Opted Out of a scheme –** Select this option if you want any current employees who have been a member of this scheme in the past but have since opted out of the scheme to be included on the feed.

**Include current employees who have not joined –** Select this option to include employees who are attached to the pension scheme but who have not opted in or been auto enrolled, they will be included in the Contributions and Joiners feeds created. Please be aware that not all pension providers will accept these employees and may reject the feed.

The bottom section of this screen will change depending on what feed you have selected. The screen shot shows the extra fields for NOW v1.1. The fields with the warning signs must be completed as they are mandatory, once they have been completed click on OK.

You can select **Show known fields** on the toolbar to see any other fields being picked up for the Feed, the known fields are read only as they are populated or calculated using information within the program when the feed is generated.

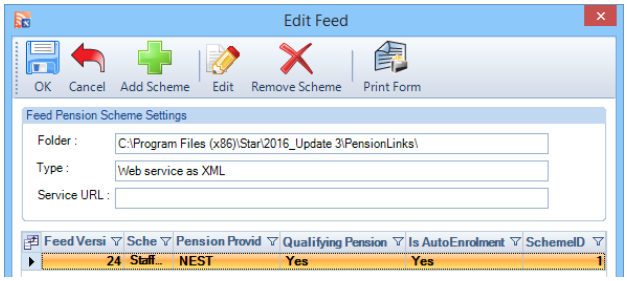
More information on the Extra fields are at the end of this document.

## Edit Feed – Direct Feeds

There are currently two direct feeds

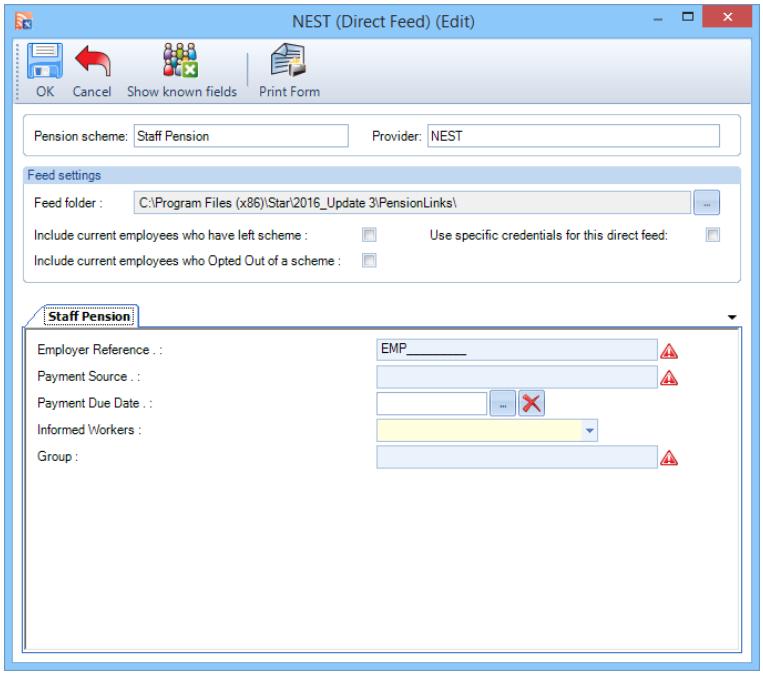
- NEST (Direct Feed)
- PensionSync PASS

Click on **Edit Feed**, you now need to enter extra information for the Employer that is required by the feed:

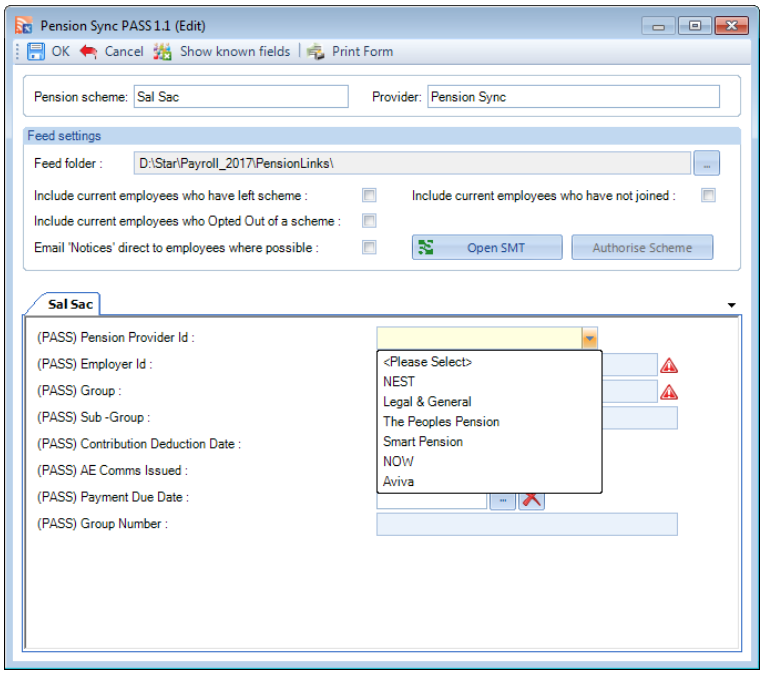


- **Folder** – will automatically complete to a location within your program directory
- **Type** – will show **Web service as xml** and the file format.

Click on the **Edit** button, you will then be presented with the following screen. The screen differs slightly for each direct feed. (The screen shown below is for NEST) This information will need to be completed for each pension policy attached to the feed.




For **Pension Sync** you will need to select the Pension Provider under the drop down list for Pension Provider ID:




**Feed Folder** – the feed folder will be automatically completed to point to a location within your program directory. This is where the files will be saved before sending.

**Include current employees who have left scheme** – Select this option if you want any current employees who have been a member of this scheme in the past but have since left the scheme to be included on the feed.

**Include current employees who Opted Out of a scheme –** Select this option if you want any current employees who have been a member of this scheme in the past but have since opted out of the scheme to be included on the feed.

**Include current employees who have not joined –** Select this option to include employees who are attached to the pension scheme but who have not opted in or been auto enrolled, they will be included in the Contributions and Joiners feeds created. Please be aware that not all pension providers will accept these employees and may reject the feed.

The bottom section of this screen will change depending on what feed you have selected. The screen shot shows the extra fields NEST. The fields with the warning signs must be completed as they are mandatory, once they have been completed click on OK.

You can select **Show known fields** on the toolbar to see any other fields being picked up for the Feed, the known fields are read only as they are populated or calculated using information within the program when the feed is generated.

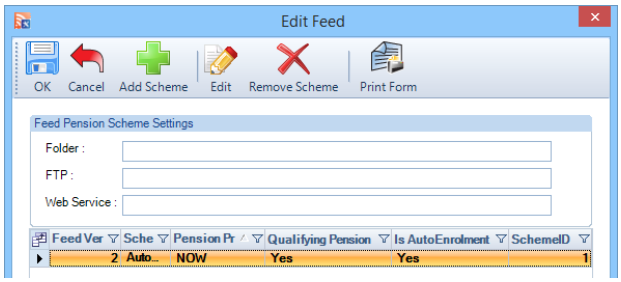
More information on the Extra fields are at the end of this document.

## Edit Feed – User Defined Feed

Details of how to set up your own User defined feed can be found in the help guide entitled Feed Designer.

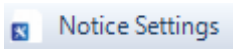
## Remove Scheme

If you have selected the wrong pension policy, then you can highlight the pension policy and select this button to remove it from the feed.

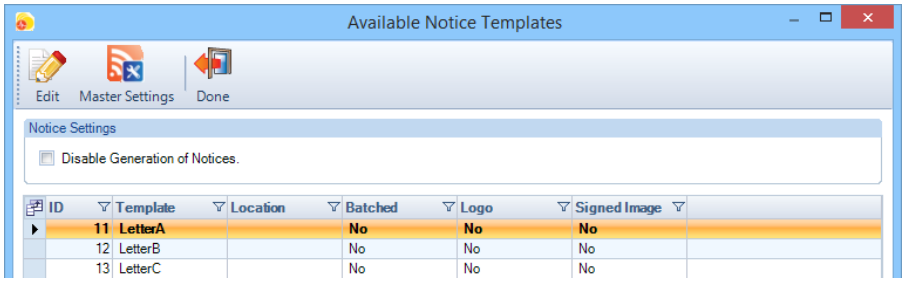



If notices or feeds have been generated then you will not be able to remove the scheme until you **Reset** the workflow.

## Notice Settings




Select the **Notice Settings** button to enter the path to save the generated notices and enter extra information required for the notices.

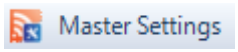



## Notice settings

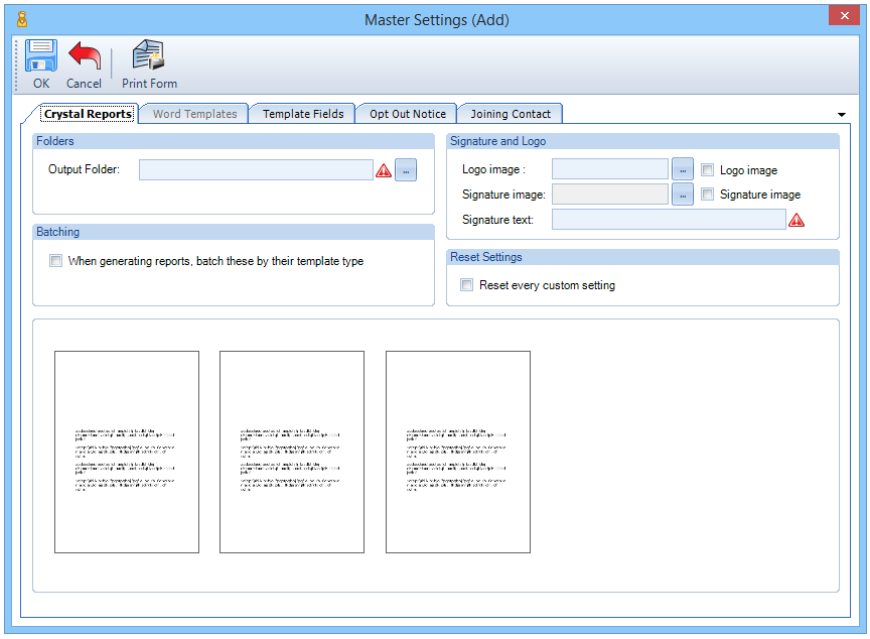
- **Disable Generation of Notices** – Select this option if you do not need to use the AEM to produce notices to employees as notices are being produced in a different way eg. Pension provider is providing communications. With this option selected Master settings will not be available.

You can either enter information under **Master Settings** which will then be used for all notices, or enter information at Notice level.

## Master Settings



Click on the **Master Settings** button to see the following screen:

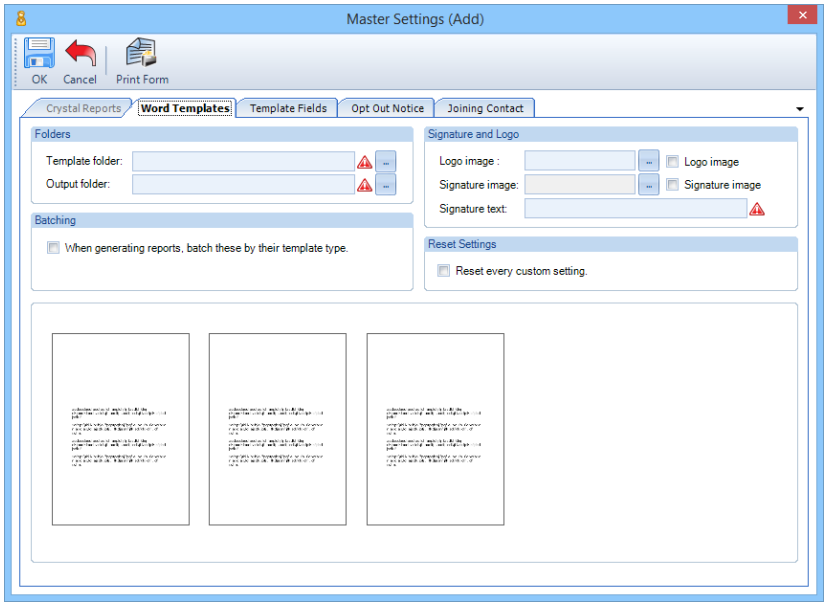



### Crystal Reports

- You only need to set up this tab if you are using Crystal Reports to generate the notices. **The default setting is for notices to be generated using Word Templates rather than Crystal reports. In order to use Crystal Reports you will need to unselect the 'use word templates' box in the Template Fields tab. The Crystal Reports use the pre-2015 format for generating letters.**
- **Reset every custom setting** – tick this box, to remove any individual notice settings entered when you select OK to the Master Settings screen.
- **When generating reports, batch these by their template type** – with this option selected, separate files are created for each type of notice (if applicable) containing multiple employees who meet the criteria for the same notice. Without this option ticked individual files will be created for each employee.
- **Output Folder** – click on the ellipsis button to select the path to save the notices.
- **Logo image** – click on the ellipsis button to select a logo to be printed on the notices (if required), size must be 8cm wide by 3cm high.
- **Apply logo image** – tick this box if you want the selected logo image to be printed on the notices.
- **Signature text** – enter the name of the signatory of the notices.
- **Signature image** – click on the ellipsis button to select a signature image to be printed on the notices (if required), size must be 5cm wide by 2cm high.
- **Apply signature image** – tick this box if you want the selected signature image to be printed on the notices.

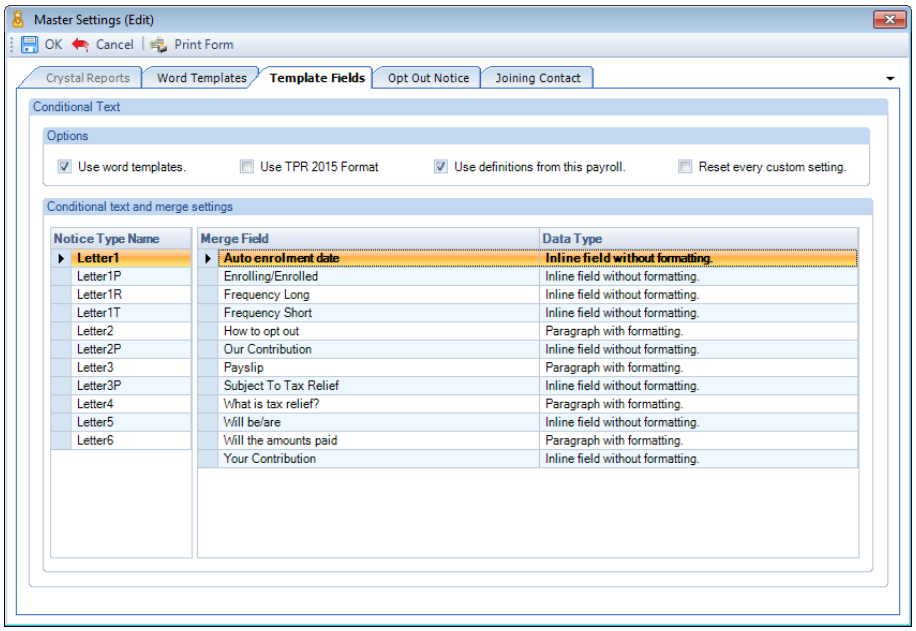
### Word Templates

You only need to set up this tab if you are using Word templates to generate the Notices.




- **Template folder** – click on the ellipsis button to select the path to the template you wish to use for this employer.
- **Output folder** – click on the ellipsis button to select the path to save the notices.
- **Logo image** – click on the ellipsis button to select a logo to be printed on the notices (if required), size must be 8cm wide by 3cm high.
- **Apply logo image** – tick this box if you want the selected logo image to be printed on the notices.
- **Signature image** – click on the ellipsis button to select a signature image to be printed on the notices (if required), size must be 5cm wide by 2cm high
- **Apply signature image** – tick this box if you want the selected signature image to be printed on the notices.
- **Signature text** – enter the name of the signatory of the notices.
- **When generating reports, batch these by their template type** – with this option selected, separate files are created for each type of notice (if applicable) containing multiple employees who meet the criteria for the same notice. Without one of the batching options ticked individual files will be created for each employee.
- **When generating reports, batch these into a single document** – with this option selected, a single file is created containing multiple employees who meet the criteria for all types of notice. Without one of the batching options ticked individual files will be created for each employee.
- **Reset every custom setting** – tick this box, to remove any individual notice settings entered when you select OK to the Master Settings screen.

## Template Fields

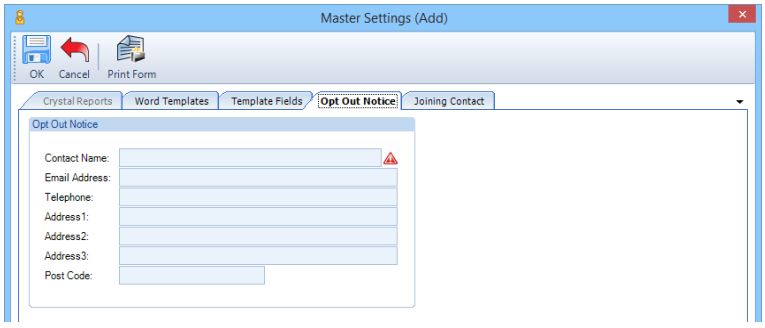



### Postponement

This screen gives you the chance to change the wording of some of the text which is contained within the Word templates. Details of the Payroll Professional Word Templates along with which parts of the template are fixed and which are editable can be found in the Help guide entitled Editing Word Templates.

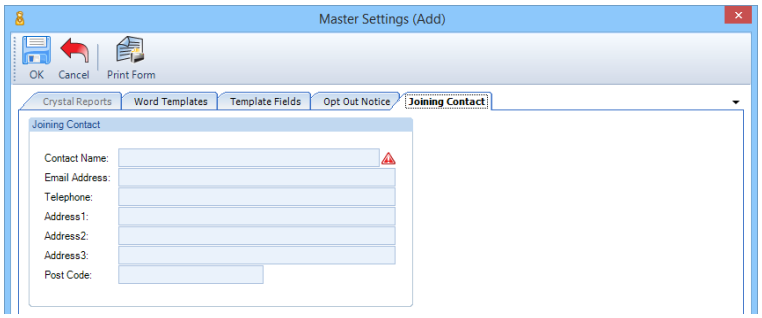
- **Use word templates** – tick this box to use word templates rather than crystal reports in order to generate the notices.
- **Use TPR 2015 format** – tick this box to use the pension's regulators 2015 format for generating letters rather than the pre-2015 format
- **Use definitions from this payroll** – tick this box to be able to make changes to the merge field text which will be used within the notices for this payroll. Without this box ticked any changes made will affect all payrolls.
- **Reset every custom setting** - tick this box to remove any changes to the merge field text when you select OK to the Master Settings screen

## Opt-Out Notice



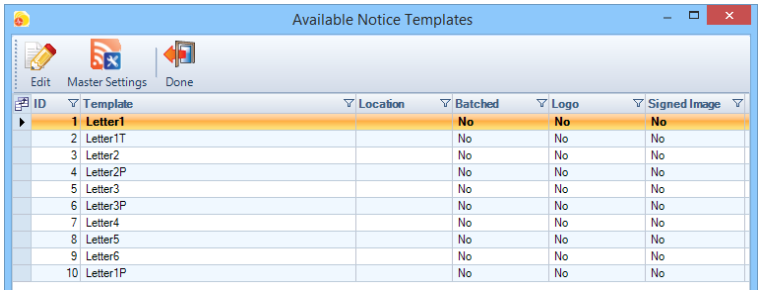

You must complete the Contact Name field and at least one method to contact that person, if you wish you can complete all of them.

## Joining Contact



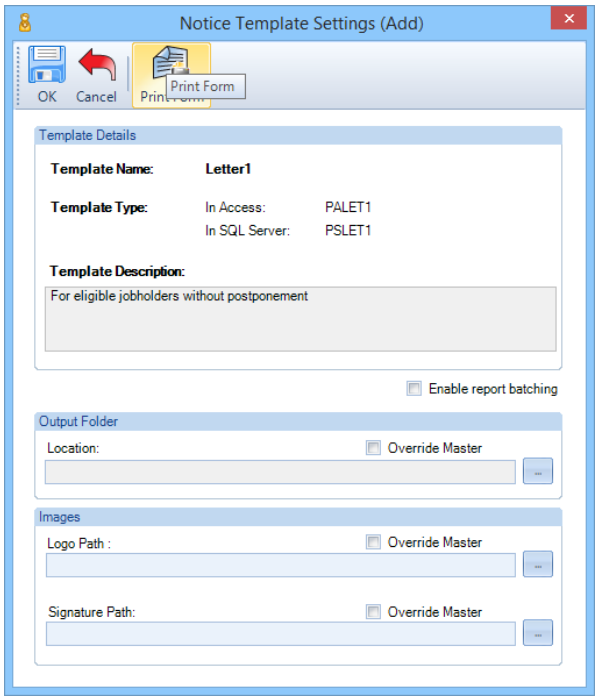

You must complete the Contact Name field and at least one method to contact that person, if you wish you can complete all of them.

## Individual Notice Settings




| ID | Template | Location | Batched | Logo | Signed Image |
|---|---|---|---|---|---|
| 1 | Letter1 | | No | No | No |
| 2 | Letter1T | | No | No | No |
| 3 | Letter2 | | No | No | No |
| 4 | Letter2P | | No | No | No |
| 5 | Letter3 | | No | No | No |
| 6 | Letter3P | | No | No | No |
| 7 | Letter4 | | No | No | No |
| 8 | Letter5 | | No | No | No |
| 9 | Letter6 | | No | No | No |
| 10 | Letter1P | | No | No | No |

Highlight the letter and click on **Edit**, you will then see the following screen:




The top section of the screen gives basic details about the Notice, and a short description. The template type shown will change depending on whether you are using Crystal reports or Word templates.

You are able to override the master settings, using the following settings:

- **Enable report batching** – with this option selected one file is created containing all employees who have generated this notice, without this option selected individual files will be created for each employee.

- **Output Folder** – click on the ellipsis button to select the path to save this notice. Then tick Override Master to use this setting.
- **Logo Path** – click on the ellipsis button to select a logo to be printed on this notice (if required), size must be 8cm wide by 3cm high. Then tick Override Master to use this setting.
- **Signature Path** – click on the ellipsis button to select a signature image to be printed on this notice (if required), size must be 5cm wide by 2cm high. Then tick Override Master to use this setting.

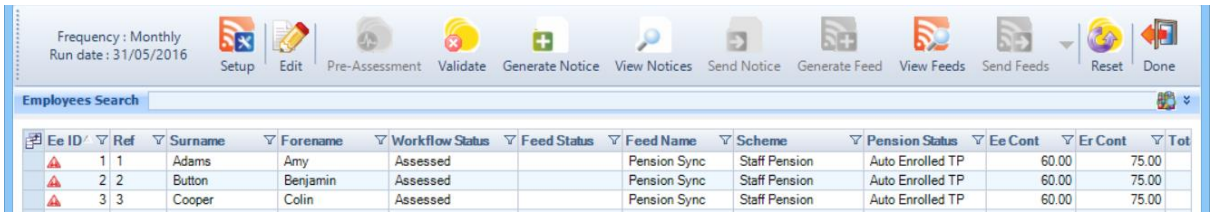
## Post Staging/Duties

When the Employers Staging/Duties start date has been reached, the grid in AED will show the results of the auto enrolment process that has been performed in the current period for the selected frequency.

Before you can start generating notices, you need to enter all mandatory extra information for Feeds required for each employee.

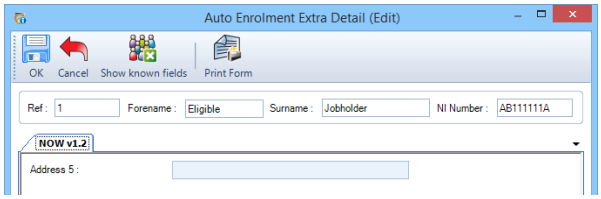
### Edit button

Employees with missing information will appear with a red triangle in the Ee ID column:



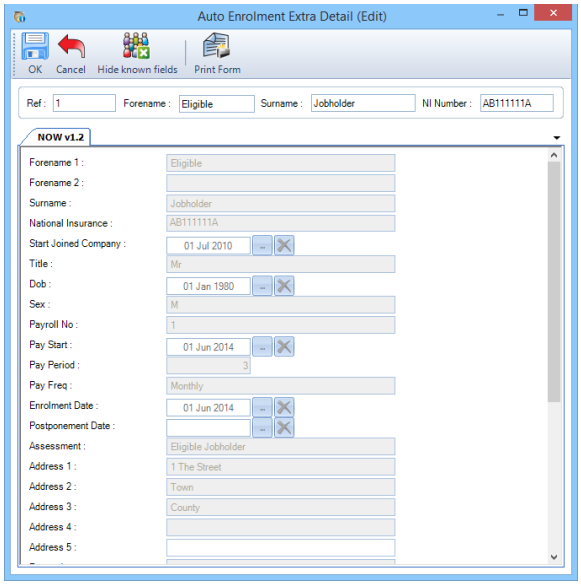

| Ee ID | Ref | Surname | Forename | Workflow Status | Feed Status | Feed Name | Scheme | Pension Status | Ee Cont | Er Cont | Tot |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 1 | Adams | Amy | Assessed | | Pension Sync | Staff Pension | Auto Enrolled TP | 60.00 | 75.00 | |
| 2 | 2 | Button | Benjamin | Assessed | | Pension Sync | Staff Pension | Auto Enrolled TP | 60.00 | 75.00 | |
| 3 | 3 | Cooper | Colin | Assessed | | Pension Sync | Staff Pension | Auto Enrolled TP | 60.00 | 75.00 | |

Click on the **Edit** button to open up the form to enter the missing information. In this example we are using the feed NOW v1.1, this screen will change depending on the Feed:




Any mandatory fields will show with a red triangle, the above screen shots field is not mandatory.

You can select **Show known fields** on the toolbar to see any other fields being picked up for the Feed, the known fields are be read only as they are populated or calculated using information within the program when the feed is generated.



The red triangle showing in the Ee ID column can also be due to the employee un-calculated in the current period, or missing information that has not been entered via Employee Details for example their Post Code. In this screen you are only able to enter the extra information, any information that can be entered via Employee details must be edited via that screen instead.

Once you click on **OK** the information is saved for the current and any future feeds generated.

## Generate Notices

When you select Generate Notices, any notices applicable for each employee will be generated in a Microsoft Word document. These will either be generated individually, batched into notice types or batched into a single document based on the selections made under Setup.

If you have selected **Disable Generation of Notices** within **Notice Settings** then the option to Generate notices will be greyed out. The first step in the process when Notice generation is disabled is **Generate Feeds.**

There are two formats for generating notices, the pre-2015 format and 2015 format. The pre-2015 format letters are:

| Letter | Description | Selection Criteria |
|---|---|---|
| **Letter 1** | For eligible jobholders without postponement | The employees are:<br>• an eligible jobholder<br>• they are an eligible jobholder for the first time in the current run<br>• have an auto enrolment date within the current run's pay reference period<br>• they do not have either worker postponement or eligible jobholder postponement |
| **Letter 1 T** | For eligible jobholders for a Defined Benefit/Hybrid pension scheme and are delaying auto enrolment of their eligible jobholders until the end of the transitional period.<br>This letter is also known as DB phasing information to eligible jobholder. | The employees are:<br>• an eligible jobholder<br>• they are an eligible jobholder for the first time in the current run<br>• Employers staging/duties start date is within the current period<br>• Employee was employed prior to the employers staging/duties start date<br>• Pension scheme is a qualifying pension scheme<br>• Pension scheme is set as auto enrolment<br>• Pension scheme is set as Defined Benefits<br>• Employee Pension Scheme is set as Defined Benefits<br>• Date has been completed for the end of the defined benefits transitional period |
| **Letter 1 P** | For eligible jobholders with Eligible or Worker postponement.<br>This letter is also known as Postponement Period Tailored Notice. | The employees are:<br>• an eligible jobholder<br>• they are an eligible jobholder for the first time in the current run, or they have a repeat eligible jobholder date in the current run<br>• they have a worker or eligible jobholder postponement being applied |
| **Letter 1 R** | For eligible jobholders who have been re-enrolled | The employees are:<br>• an eligible jobholder<br>• they have previously been a member of the scheme but chosen to leave<br>• have been re-enrolled into the pension scheme as part of cyclical re-enrolment<br>• they have a re-enrolment date within the current run's pay reference period |

| Letter | Description | Selection Criteria |
|---|---|---|
| **Letter 2** | For non-eligible workers with no postponement.<br><br>This letter is also known as Right to Opt in information to jobholder. | The employees are:<br>• a non eligible jobholder<br>• this is the first time they are non eligible<br>• they do not have either worker postponement or eligible jobholder postponement<br>• they are not an active member of a qualifying pension scheme<br>• they have not been previously eligible so auto enrolled and then opted out<br>• they are non-eligible and do not have the transitional period applied<br><br>It is also to be given to employees that are:<br>• an eligible jobholder<br>• have ceased active membership of a qualifying scheme<br>• this is the first time they are eligible since ceasing membership of the scheme<br>• they have not been auto enrolled and opted out<br>• they are eligible and do not have the transitional period applied |
| **Letter 2 P** | For eligible jobholders with Eligible or Worker postponement.<br><br>This letter is also known as Postponement Period Tailored Notice. | The employees are:<br>• a non-eligible jobholder<br>• they are a non-eligible jobholder for the first time in the current run<br>• they have a worker or eligible jobholder postponement being applied |
| **Letter 3** | For entitled workers without Worker postponement.<br><br>This letter is also known as Right to join information to worker. | The employees are:<br>• an entitled worker<br>• this is the first time they are an entitled worker<br>• the employee is not already in a pension scheme, this covers any/all pension schemes<br>• no worker postponement has been applied<br>• they are an entitled worker and do not have the transitional period applied |
| **Letter 3 P** | For entitled workers with Worker postponement.<br><br>This letter is also known as Postponement Period Tailored Notice for Entitled Workers. | The employees are:<br>• an entitled worker<br>• this is the first time they are an entitled worker<br>• they have a worker postponement applied |

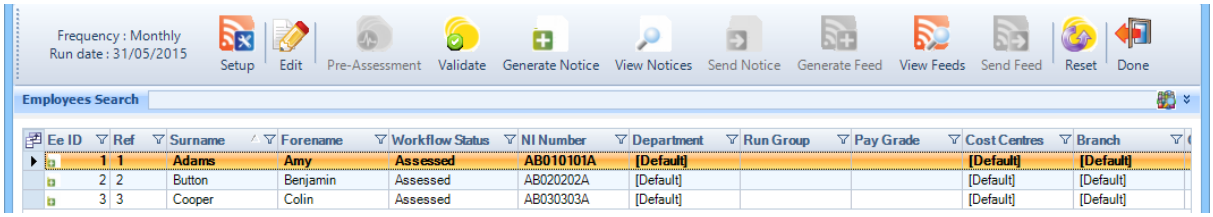
| Letter | Description | Selection Criteria |
|---|---|---|
| **Letter 4** | For workers already in a workplace pension and it is a qualifying pension scheme.<br>This letter is also known as Active member information to a jobholder. | The employees are:<br>• an active member of a qualifying pension scheme<br>• the membership of the qualifying pension scheme was not achieved by auto enrolment or opting in<br>• the employees start date is on or before the Employers Staging/Duties start date<br>• the employees pension scheme join date is on or before the employers staging/duties start date<br>• Employers Staging/Duties start date is within the current periods process start and end dates<br>Or the employees are:<br>• an active member of a qualifying pension scheme<br>• the membership of the qualifying pension scheme was not achieved by auto enrolment or opting in<br>• the employees start date is after the Employers Staging/Duties start date<br>• the employees pension scheme join date is after the employers staging/duties start date<br>• the employees pension join date is within the current periods process start and end dates |
| **Letter 5** | For all workers (except those already in the workplace pension scheme, if you have one) with Worker postponement.<br>This letter is also known as Worker Postponement Period General Notice B. | The employees are:<br>• they must be assessed for auto enrolment<br>• they have a worker postponement applied at either employee or employer level<br>• the employee does not have a join date in a pension scheme that is Qualifying<br>• must not have eligible jobholder postponement applied |
| **Letter 6** | For all workers with Worker postponement.<br>This letter is also known as Worker Postponement Period General Notice A. | The employees are:<br>• not excluded from auto enrolment<br>• worker postponement is applied at employee or employer level<br>• must not have eligible jobholder postponement applied |

The 2015 format letters are:

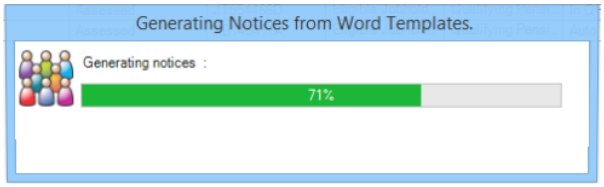
| Letter | Description | Selection Criteria |
|---|---|---|
| Joiners | For eligible jobholders without postponement | The employees are:<br>• an eligible jobholder |

| Letter | Description | Selection Criteria |
|---|---|---|
| | | • they are an eligible jobholder for the first time in the current run<br>• have an auto enrolment date within the current run's pay reference period<br>• they do not have either worker postponement or eligible jobholder postponement<br>Or the employees:<br>• have chosen to opt in to the pension scheme |
| Non-qualifying | For non-eligible jobholders and entitled workers without postponement | The employees are:<br>• a non-eligible jobholder or entitled worker<br>• they are a non-eligible jobholder or entitled worker for the first time in the current run<br>• they have not been a non-eligible jobholder or entitled worker in a previous run<br>• they do not have either worker postponement or eligible jobholder postponement<br>• they are not an active member of a qualifying pension scheme<br>• they have not been previously eligible so auto enrolled and then opted out<br>• they are non-eligible or entitled and do not have the transitional period applied |
| Postponement | For all workers with worker postponement | The employees are:<br>• worker postponement or jobholder postponement is applied at employee or employer level<br>• this is the first period the employee is in postponement |
| Re-enrolment | For all workers who are re-enrolled into the pension scheme | The employees are:<br>• an eligible jobholder<br>• they have previously been a member of the scheme but chosen to leave<br>• have been re-enrolled into the pension scheme as part of cyclical re-enrolment<br>• they have a re-enrolment date within the current run's pay reference period |

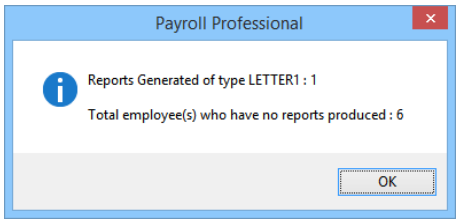
Only one notice per employee per payroll run will be generated, if they meet any of the notices selection criteria.



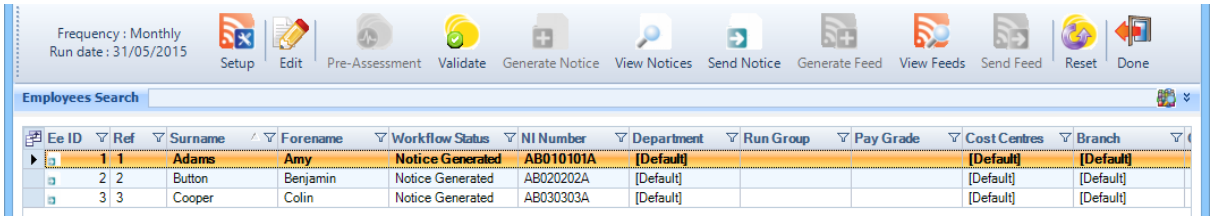

Click on **Generate Notice** and you will see the following progress bar:




When completed you will see a summary of the notices generated:




Select **OK**, in AED you will see the Workflow Status has changed to Notice Generated.

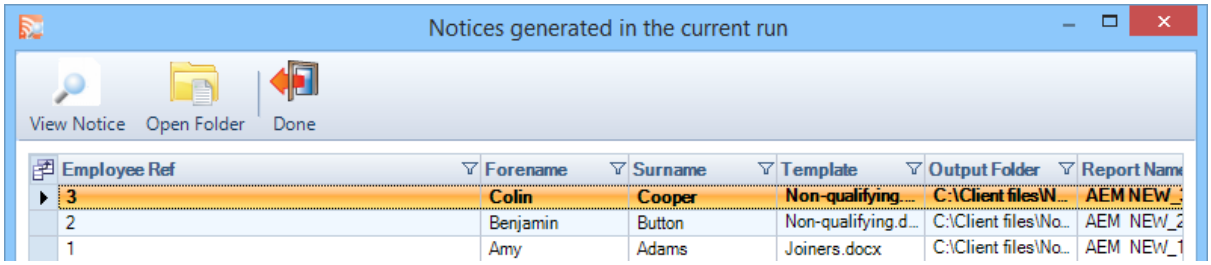



Once all notices have been generated the **Send Notice** button will then be enabled.

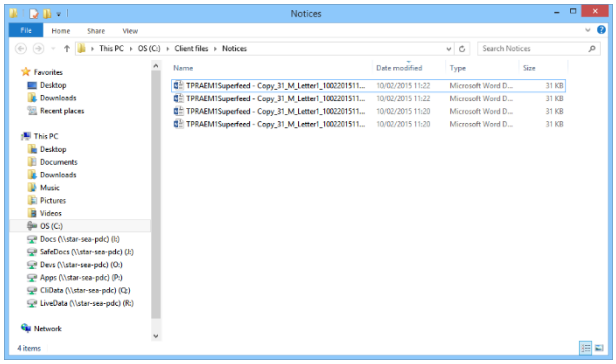
## View Notices

### Crystal templates

Select View Notices to see those that have been created for the current run, you will see the following screen with a list of employees and the notice generated with the date and time they were created. The most recent appear at the top:




- **View Notice** – when you select this button it will open the highlighted employee's letter in word.
- **Open Folder** – selecting this button to open a windows explorer screen at the location the notices have been saved in:



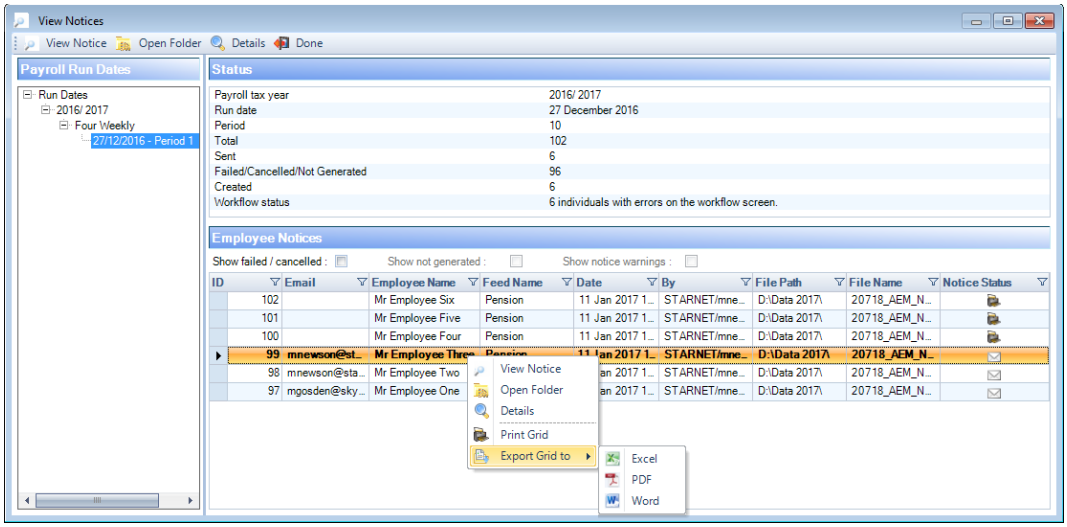

- You can then open the files created in Microsoft Word.

The Notices file name consists of the following:

- **Batched** - MCP name, Frequency, Notice, Date, Time and Run ID.
- **Not Batched** - MCP name, Employee Reference, Frequency, Notice, Date, Time and Run ID.

## Word Templates

Select View Notices to see those that have been created for the current run, you will see the following screen.




Under the **Payroll Run Dates** section the current run will automatically be highlighted, if required, you are able to highlight another run date to see the information for that run.

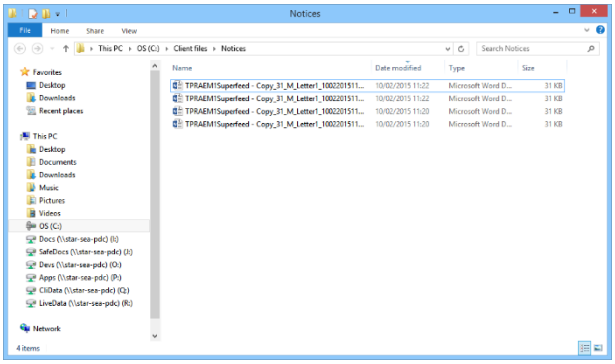
The **Status** section shows a summary for the Frequency and Run Date highlighted.

Under the **Employee notices** section it shows a list of employees and the latest notices generated for those employees for the Frequency and Run Date highlighted. This section also shows whether the notice was emailed or to be printed under the Notice status column. There are also three options:

- **Show failed/cancelled** – tick this box to see details of failed and cancelled notices for the selected run date
- **Show not generated** – tick this box to see notices that have not been generated for the selected run date
- **Show notice warnings** – tick this box to see any notice warnings for the selected run date

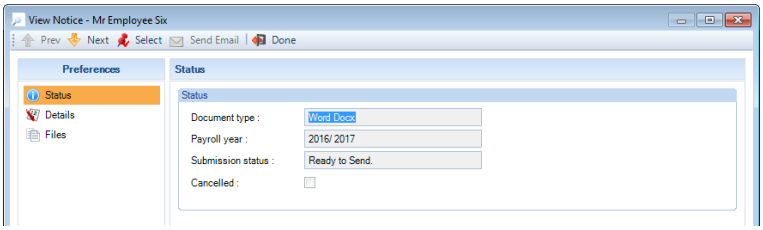
The toolbar contains the following items

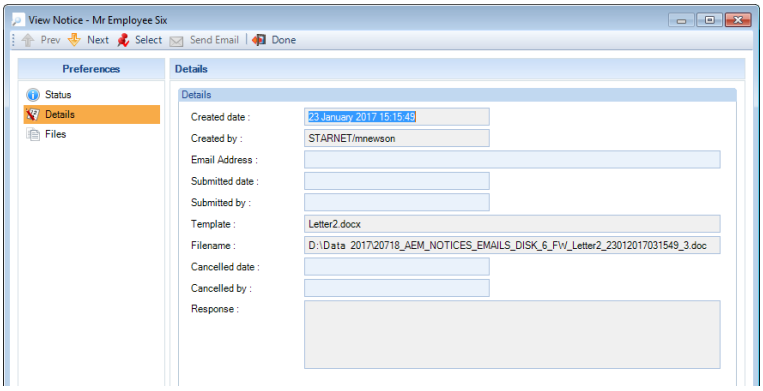
- **View Notice** – when you select this button it will open the highlighted employee's letter in word.
- **Open Folder** – selecting this button to open a windows explorer screen at the location the notices have been saved in:

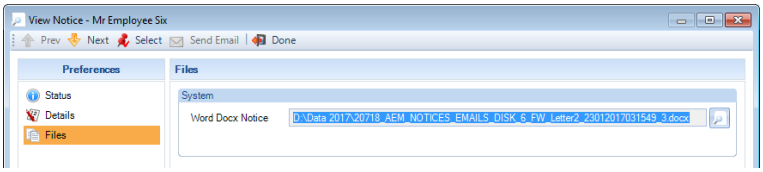



You can then open the files created in Microsoft Word.

- **Details** – this opens up the details of the notice generated for the employee:

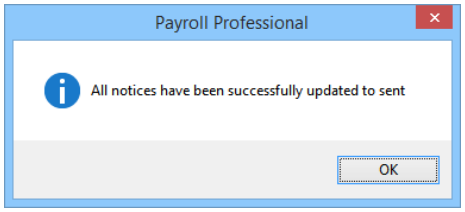


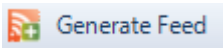

## Send Notice

When you are happy with the Notices generated and you want to send them to the employees, click on **Send Notice**. You will see the following message:



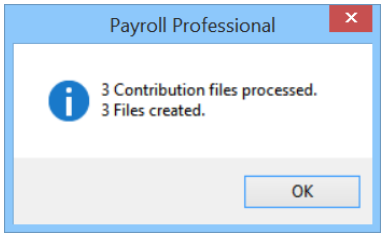

Click on **OK**, the Workflow Status will then change to Notice Sent, and the **Generate Feeds** button will now be enabled.

## Generate Feeds



Click on Generate Feeds to create the files for sending to the pension providers.

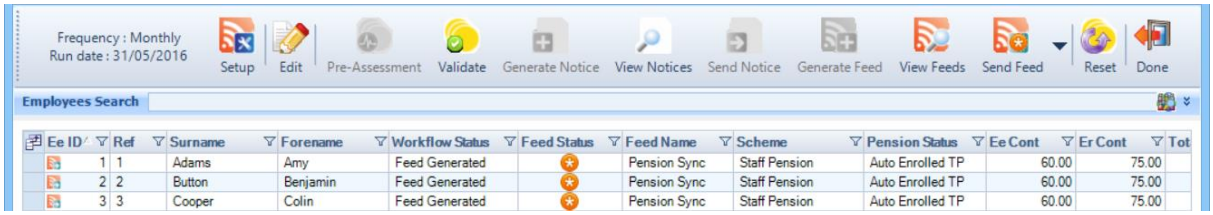
You will see a progress bar, followed by the results screen:




Click on **OK**.

The Workflow Status will then change to Feed Generated, and the **Send Feed** button will now be enabled.

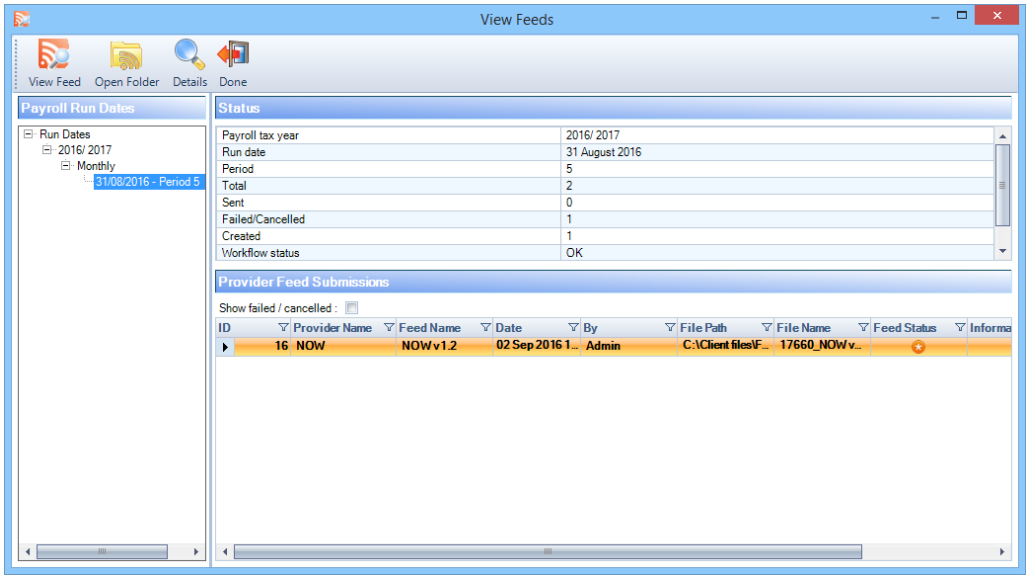
Each employee will also be updated to a Feed status of Feed Generated. You will be able to see this by the icon displayed next in the Feed status column for each employee.




| Ee ID | Ref | Surname | Forename | Workflow Status | Feed Status | Feed Name | Scheme | Pension Status | Ee Cont | Er Cont | Tot |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 1 | Adams | Amy | Feed Generated | | Pension Sync | Staff Pension | Auto Enrolled TP | 60.00 | 75.00 | |
| 2 | 2 | Button | Benjamin | Feed Generated | | Pension Sync | Staff Pension | Auto Enrolled TP | 60.00 | 75.00 | |
| 3 | 3 | Cooper | Colin | Feed Generated | | Pension Sync | Staff Pension | Auto Enrolled TP | 60.00 | 75.00 | |

## View Feeds

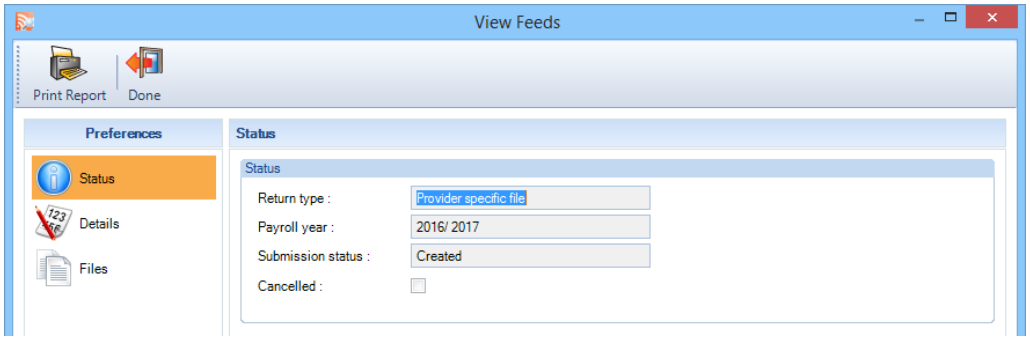
Select **View Feeds** to see all those that have been generated for the current and previous runs. You will see the following screen with a list of payruns on the left hand side and the feeds generated for that period on the right. The most recent appears at the top:



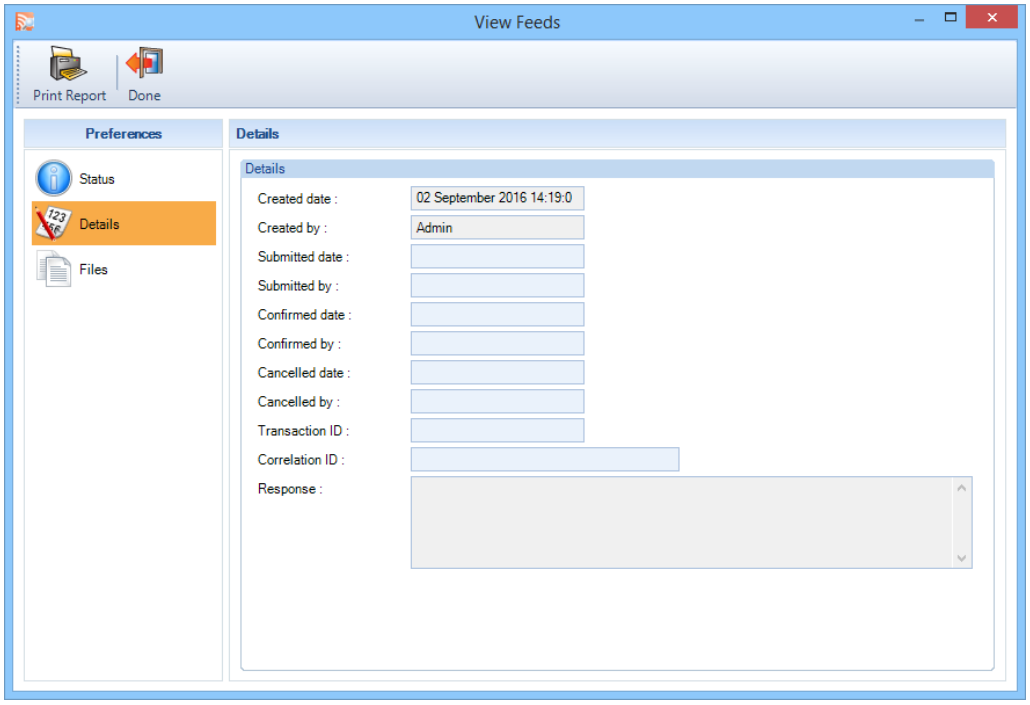

Selecting

Details shows further information regarding the feed.

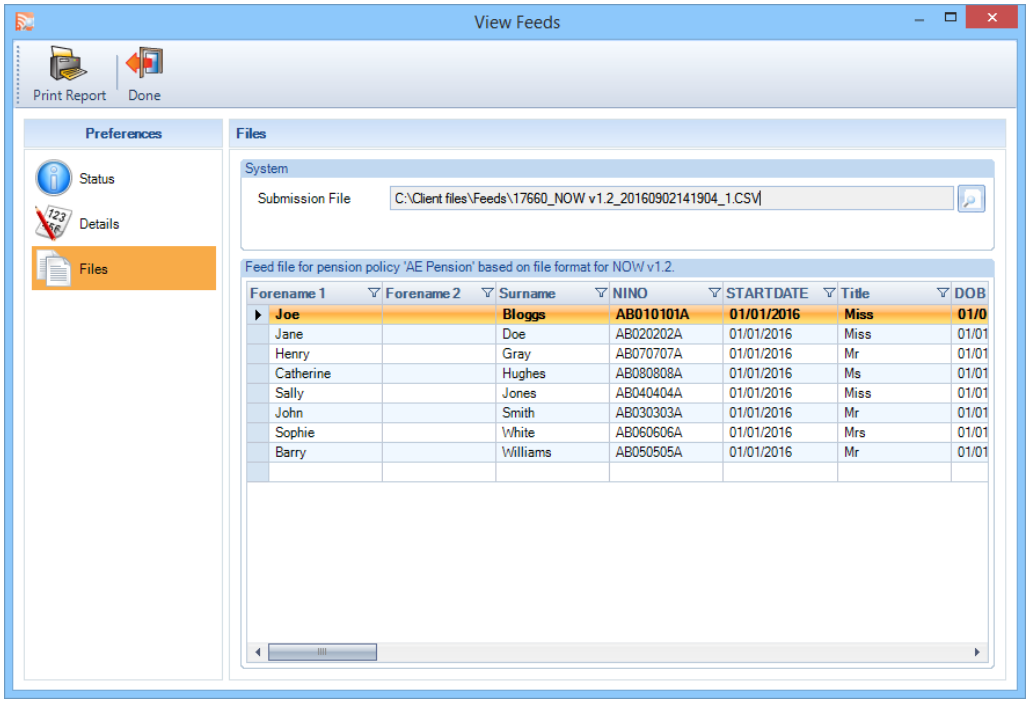
The status tab shows the current status of the generated feed.




The **Details** tab shows audit information for the feed. The response field shows any messages passed back by the pension provider when submitting feeds directly.




The **Files** tab has links to the feed file and a grid showing the details contained in the feed.




The **Print report** button will produce a summary report for contribution feeds.

**Important Note:** If you open a feed in any program, please ensure that you do not edit or save the file as this changes the format and will fail when submitting to the pension provider.

The format of the file name for the feed generated consists of the following:

- MCP Name
- Feed Name or, if using Feed Designer, Pension Scheme Name
- Date
- Time
- RunID

## Send Feed

When you are happy with the feeds generated and you want to send them to the pension providers, click on **Send Feed**.

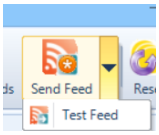
What happens will depend on what type of feed you have set up.

### Standard feeds

For Standard feeds, this will not send the feed but will instead just mark the feed as sent, you will need to upload the feed manually to the pension provider's website or send to your client so they can do so.

### Direct feeds

For Direct the feed will be sent directly to the Pension provider.



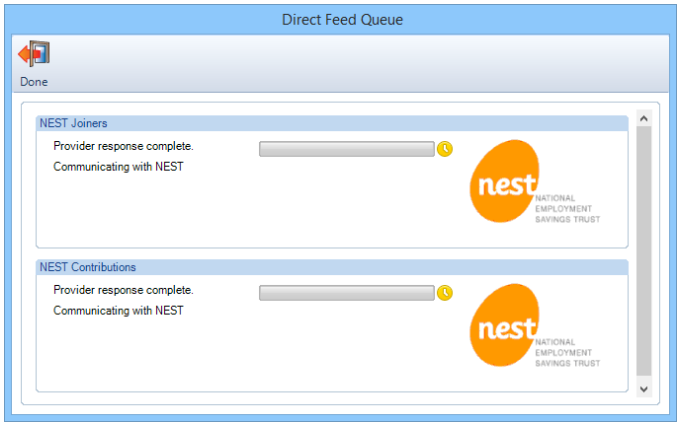

For PensionSync you can choose to do a test submission first whereby the feed is sent to PensionSync and they will validate the file but the file will not be passed onto the pension provider. To do this click on the arrow next to Send Feed and select Test Feed.

There are two stages of sending a direct feed:

- Sending the feed file and receiving an acknowledgement that it has been received
- Requesting a response and receiving a success or error message

## Direct Feed Queue

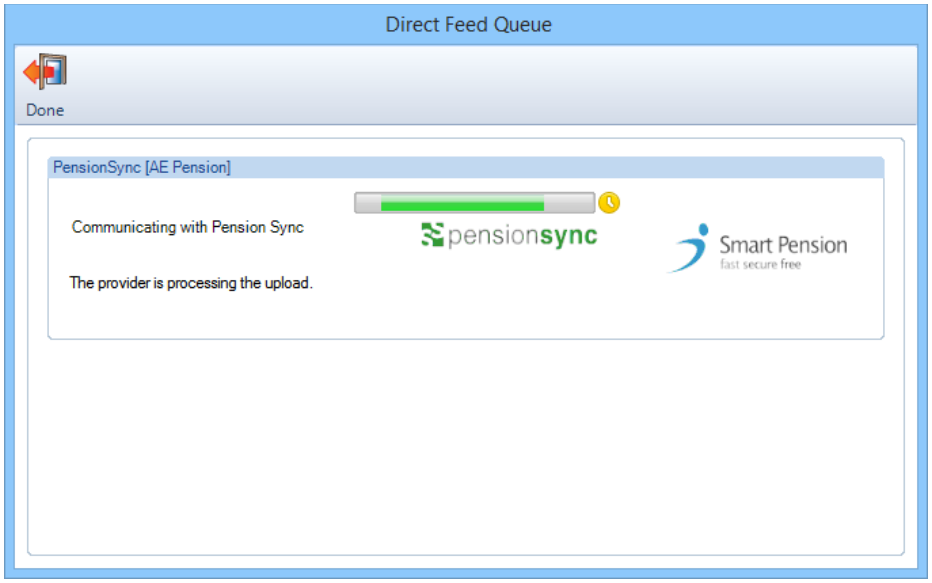
When you select Send Feed with direct feeds setup the direct feed queue will appear to show the progress of sending any feeds.




Once sent the employees will be updated to show a new feed status of Feed Sent pending results.

| Ee ID | Ref | Surname | Forename | Workflow Status | Feed Status | Feed Name | Scheme | Pension Status | Ee Cont | Er Cont | Tot |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 1 | Adams | Amy | Feed Generated | | Pension Sync | Staff Pension | Auto Enrolled TP | 60.00 | 75.00 | |
| 2 | 2 | Button | Benjamin | Feed Generated | | Pension Sync | Staff Pension | Auto Enrolled TP | 60.00 | 75.00 | |
| 3 | 3 | Cooper | Colin | Feed Generated | | Pension Sync | Staff Pension | Auto Enrolled TP | 60.00 | 75.00 | |

Once the feed has been sent the Send feed icon will change to Check Feed. Select Check feed to request a response from the pension provider. If no response is available yet the following message will be shown:

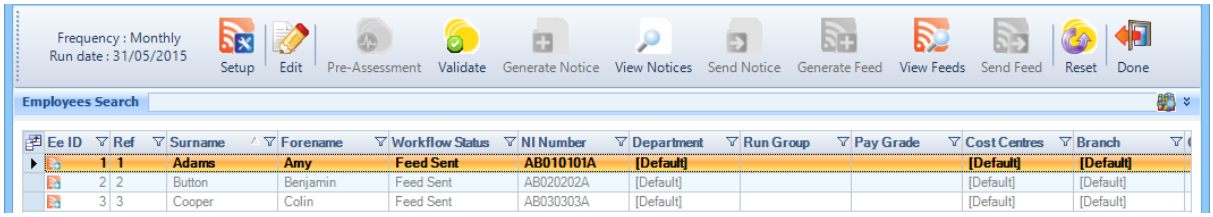



If a response is available all employees on the feed will be updated to show the feed was either successful or contained errors .

If the feed contained errors details of these errors will be shown under View feeds and Audit trail.

If the feed was successful the workflow is now complete.

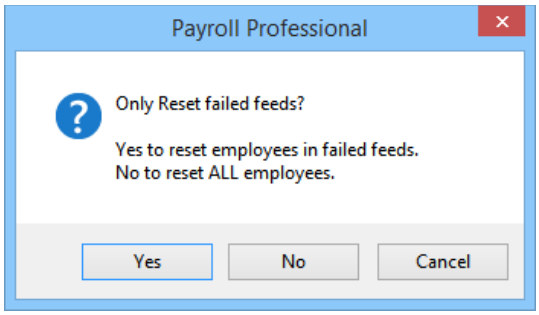
The Workflow Status will then change to Feed Sent, and all the employees will appear greyed out:




## Reset

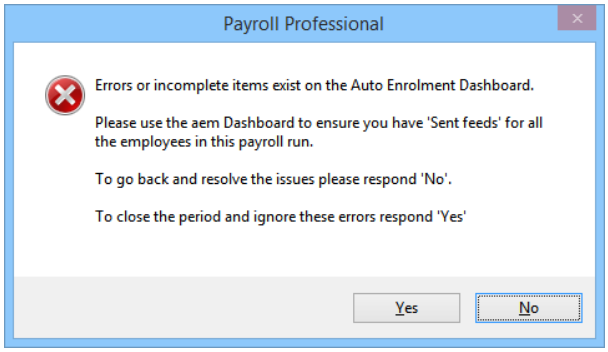
If, for any reason, you need to re-create the notices or feeds, you will need to click on Reset and run through the workflow again from the beginning.

On selecting Reset you will be given the option of resetting only employees which are in a failed feed, ie only employees on a feed with errors .




## Closing a Period

When you close the period, a check has been added and a message will appear if you have not completed the AED workflow:

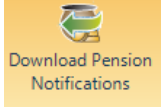



Select **No** to go back to AED and complete the process, or **Yes** to carry on and close the period anyway.

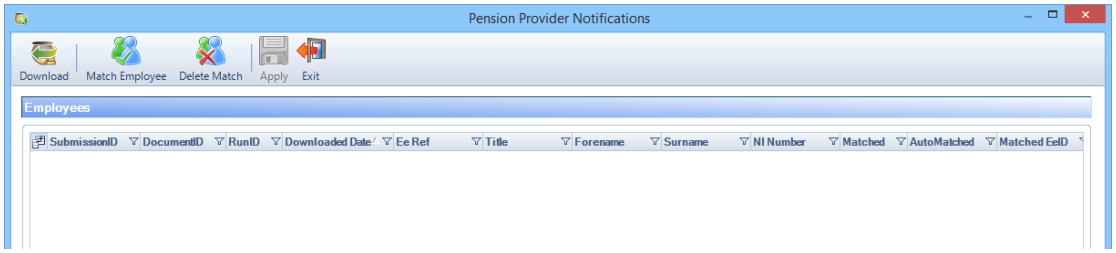
## Downloading Pension Notifications – Opt Out Notices

If you upload pension information using a direct feed you will also be able to download pension notifications, this is for opt out notices only. This functionality is not available if you use a standard feed.

Before downloading notifications you must have submitted at least one feed using a direct feed to the pension provider you wish to download notices from.



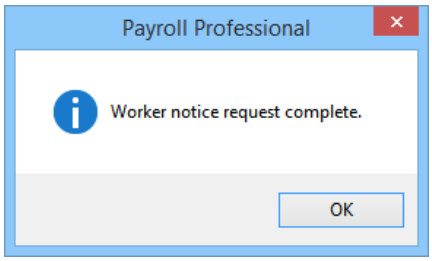

Under the **Open Run** menu click on the **Download Pension Notifications** button.



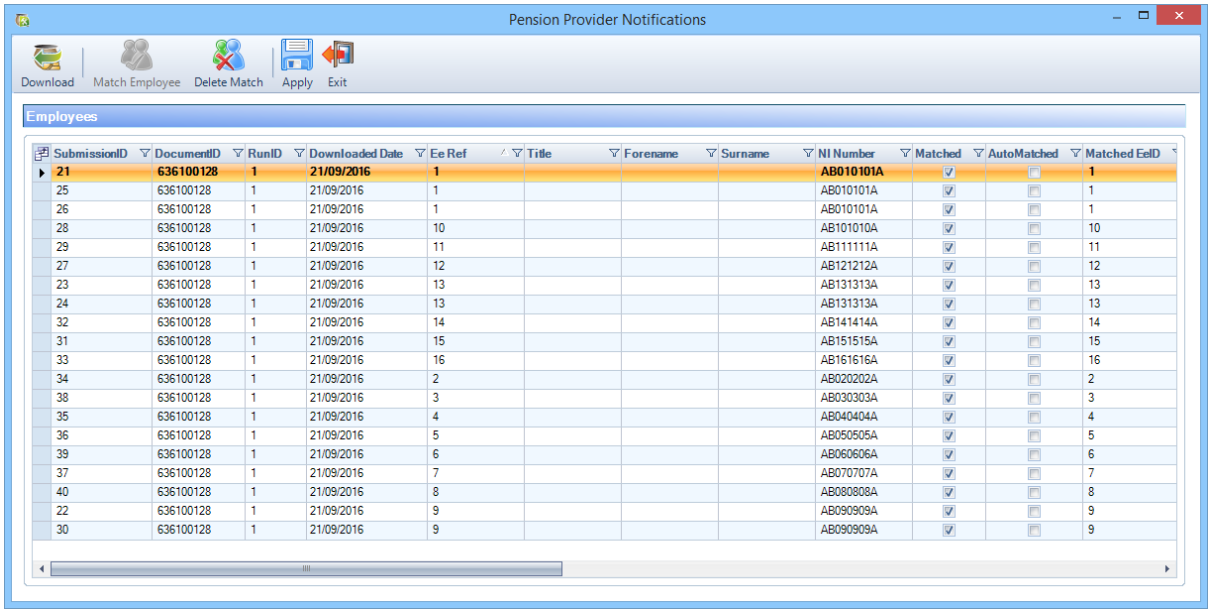

- **Download** – download notifications for any pension schemes where direct feeds have been set up
- **Match Employee** – manually match notifications to employees where it has not been possible to automatically match the notification
- **Delete Match** – unmatch a notification from an employee if a notice has been mismatched to an employee
- **Apply** – apply the opt out dates, opt out references and policy numbers to the matched employees as appropriate
- **Exit** - select when you have finished to close the screen.

## Download

When you select Download you will get the following message to show all notifications have been downloaded:




Once downloaded the notification details will show in the grid



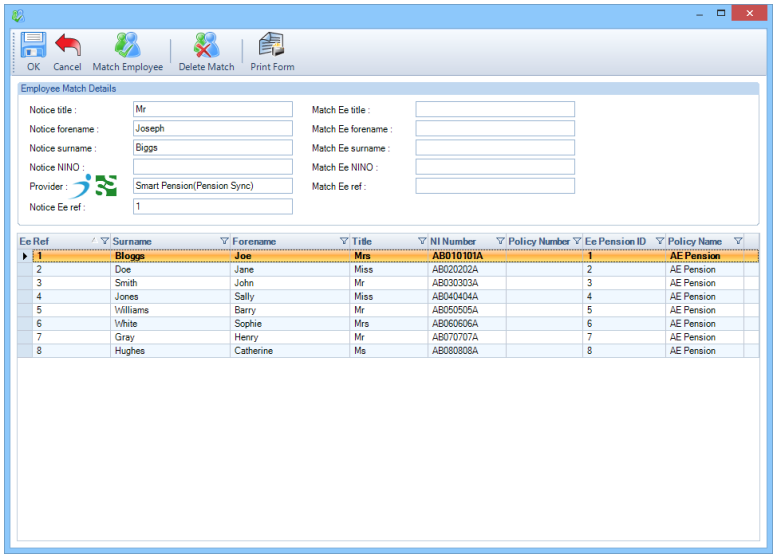

## Match

Once downloaded all available notifications will show in the grid.

If any employees have not been matched automatically then the **Matched** and **Automatched** columns will be un-ticked. The records are matched using the employee reference, employee name, NI Number and policy number if populated.

To manually match a notification, highlight the employee and select **Match employee.**

You will then see the following screen. The left hand side of the screen will show the Notice details and the right hand side will show the Employee you are matching the notification to. If an employee is a member of more than one pension scheme they will appear more than once in the list along with the pension scheme name.

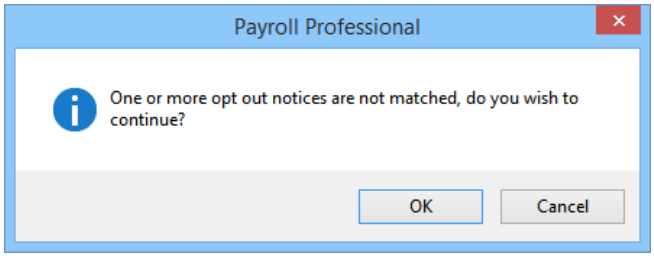



Select the Employee in the list you want to match the notification to by either double clicking on the Employee in the list or highlighting the Employee and click on **Match Employee**.

If you match an employee incorrectly you can select **Delete Match** and rematch. This can be done up until the notification has been applied.

## Apply

Once you have matched the notifications to employees select Apply to save the details to the employee record. If a notification has not been matched to an employee the following message will appear:

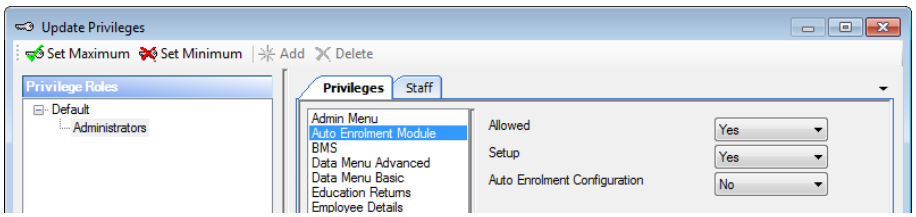


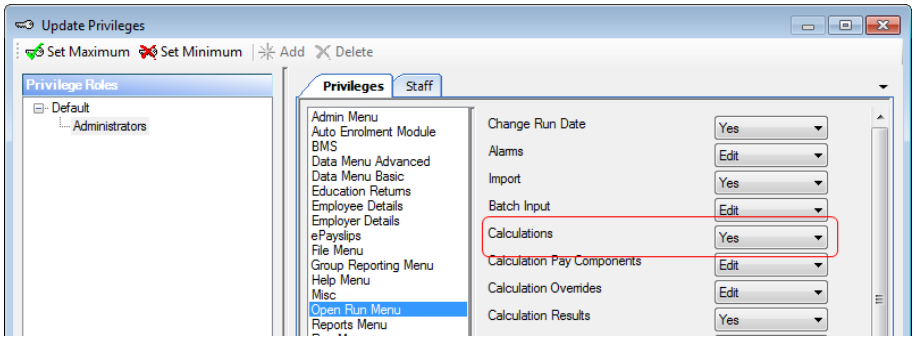

Once applied the notification will disappear from the grid.

## Privileges

If you want to allow or restrict users from utilising AED, then you need to change the Privileges.

For users to use AED under Auto Enrolment Module set Allowed to Yes, and under the Open Run Menu set Calculations to Yes. To stop them using AED then set these to the No.






The downloading of pension notifications via the Open run tab is controlled by the Allowed privilege.

And the configuration of Auto enrolment admin via the Utilities tab is controlled by the Auto Enrolment Configuration privilege.

Extra Information

Each pension providers feed requires extra information at Pension Policy and Employee level, these are not standard fields within Payroll Professional.

Within this section of the document you will see details of the extra information and some important information to ensure the feeds are generated with the correct information.

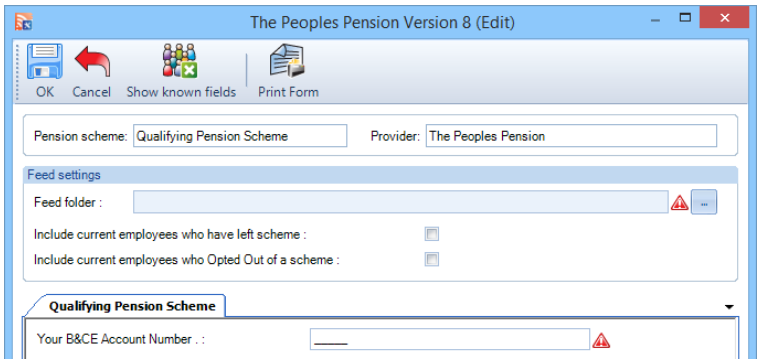
Feed Designer

As a User defined feed is set up in the way you create it there are no mandatory fields that are required to be filled in order to produce the feed. Therefore it is advised that you check the feed thoroughly to ensure that there is no missing information.

The Peoples Pension

Pension Policy Extra Information

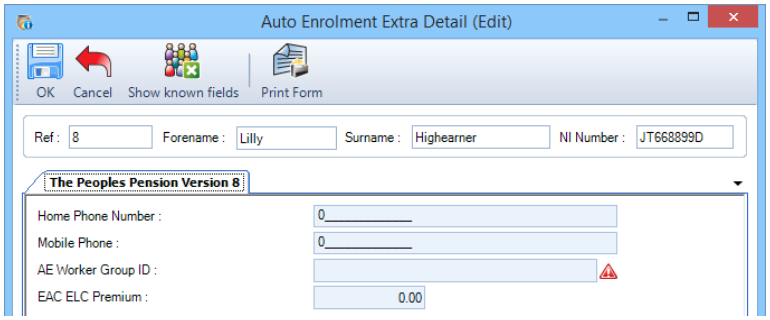
Within AED under Setup\Edit Feed\Edit Scheme you need to enter the extra information.




For this provider the missing information is the B&CE Account Number which is provided by The Peoples Pension. This is a mandatory field and is a five digit number.

Employee Extra Information

Within AED highlight the Employee and select Edit.




The extra information required is the following:

Home Phone Number – not mandatory – enter the numbers, it is automatically set to start with zero.

Mobile Phone – not mandatory - enter the numbers, it is automatically set to start with zero.

AE Worker Group ID – mandatory – enter up to 40 characters. The Employer set this up with The Peoples Pension. It is used for dividing the B&CE account into groups of employees with the same contribution definitions.

EAC/ELC Premium – if provided then it is mandatory – enter the value. This is an accident and life cover that the employee pays for. The Employer will be able to supply this information.

Important Information

If you have more than one B&CE account number, then you need to create a separate pension policy for each B&CE account number. You will also need to create separate feeds with only the pension policies attached for the same B&CE account number.

Missing/Partial Pension Code – if anything other than 1, 2 or 5 applies (see The Peoples Pension specification version 8), then you will need to amend the generated file manually, we would recommend in Notepad so that the format is not changed.

Mandatory Standard Fields

Below is a list of the mandatory fields in the payroll data file that must be completed for every employee:

Title

Forename

Surname

Date of Birth

Address Line 1

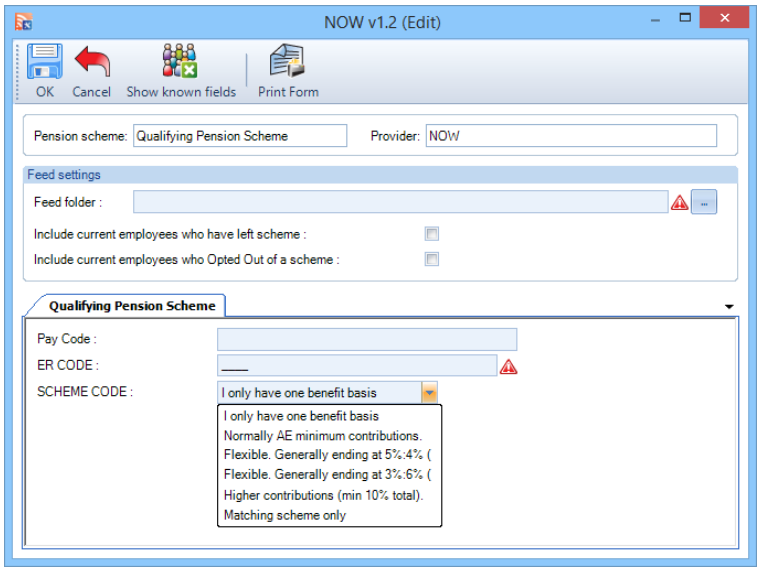
Address Line 2

Start Date

NOW

Pension Policy Extra Information

Within AED under Setup\Edit Feed\Edit Scheme you need to enter the extra information.




For this provider the missing information is the following:

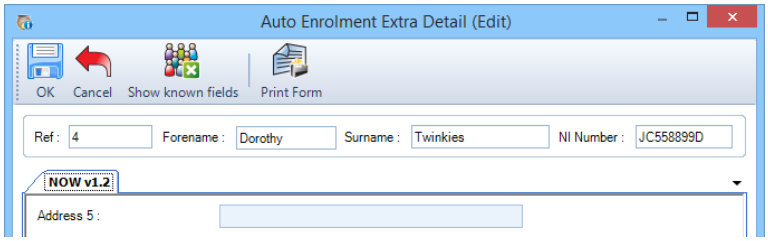
Pay Code – mandatory – format is a four characters, alpha and/or numeric. This is created by the Employer when they setup their details with NOW.

Er Code – mandatory – format is a four characters, alpha and/or numeric. This is created and supplied by NOW.

Scheme Code – mandatory - select the type of scheme that applies, if the Employer only has one type then select I only have one benefit basis.

Employee Extra Information

Within AED highlight the Employee and select Edit.




The extra information required is Address 5. This is not a mandatory field, you can enter up to 34 characters which are alpha and/or numeric.

Important Information

Er Code – if you have more than one of these, then you need to set up separate pension policies for each Er Code. You will also need to create separate feeds with only the pension policies attached for the same Er Code.

Mandatory Standard Fields

Below is a list of the mandatory fields in the payroll data file that must be completed for every employee:

Title

Forename

Surname

Date of Birth

Address Line 1

Post Code

Start Date

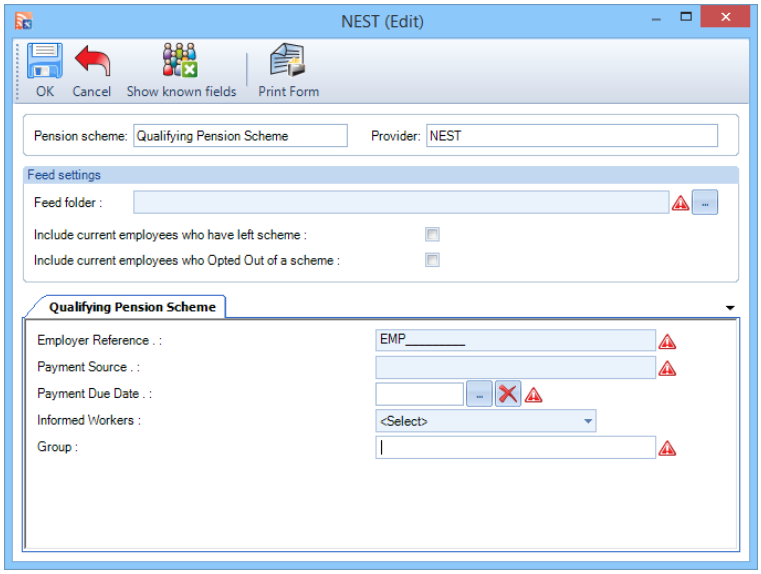
NEST (including NEST direct feed)

The NEST feed will generate an Enrolment file and the Contributions file.

The Enrolment file will only be generated if any employees have joined the pension scheme in the current period.

Pension Policy Extra Information

Within AED under Setup\Edit Feed\Edit Scheme you need to enter the extra information.




For this provider the missing information is the following:

Employer Reference – mandatory – enter 9 numbers. Supplied by NEST.

Payment Source – mandatory – enter up to 40 characters, alpha and/or numeric. These are created when the Employers sets up the scheme with NEST.

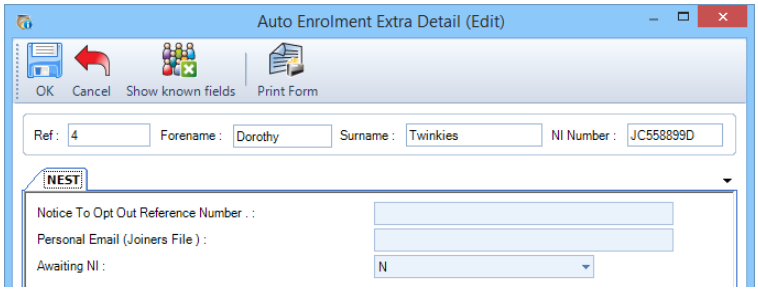
Payment Due Date – you can enter the date that NEST is due to receive the money for the contributions included in the Contribution schedule. This field will need to be updated as and when required. From May 2016 this field is no longer mandatory so you can choose whether to complete this field or not, if completed it will need to be updated as required as an incorrect date will cause the feed to be rejected.

Informed Workers – mandatory – you need to select whether the Employer has informed their employees about NEST and enrolment before they have been enrolled into the scheme.

Group – mandatory – enter up to 40 characters, alpha and/or numeric. These are created when the Employers sets up the scheme with NEST.

Employee Extra Information

Within AED highlight the Employee and select Edit.




The extra information required is the following:

Notice to Opt Out Reference Number – not mandatory – enter up to 20 numbers. Supplied by NEST.

Personal Email – not mandatory – enter up to 50 characters.

Awaiting NI – mandatory if the employees NI number is blank – Is this member an overseas national awaiting an NI Number?

Important Information

The New and Second Group fields in the Contributions file will not be completed.

Each feed must only contain one Payment Source and one Group, if you have more than one of these, then you need to set up separate pension policies for each. You will also need to create separate feeds with only the pension policies attached that have the same payment source and group.

Reason for partial or non-payment of contributions and Effective Date of Partial or Non-Payment – if anything other than 1, 2 or 5 applies (see NEST specification version 3), then you will need to amend the generated contribution file manually, we would recommend in Notepad so that the format is not changed.

Opt Out Reference – this must be completed if an employee has opted out. Within AED highlight the Employee and clicking on Edit.

Mandatory Standard Fields

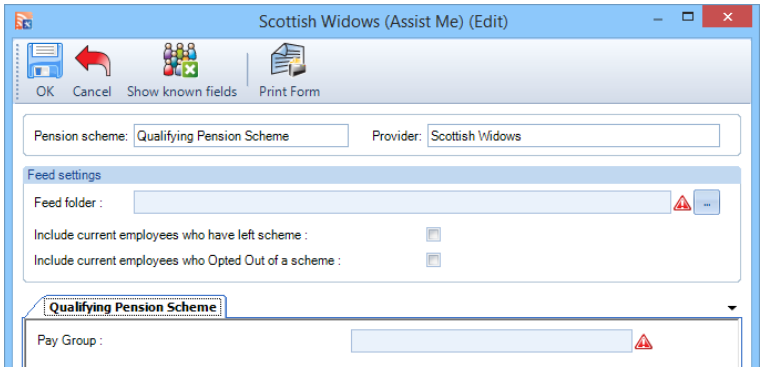
Below is a list of the mandatory fields in the payroll data file that must be completed for every employee:

- Title
- Forename
- Surname
- Date of Birth
- Address Line 1
- Address Line 3
- Post Code
- Country
- Start Date

Scottish Widows (Assist Me)

Pension Policy Extra Information

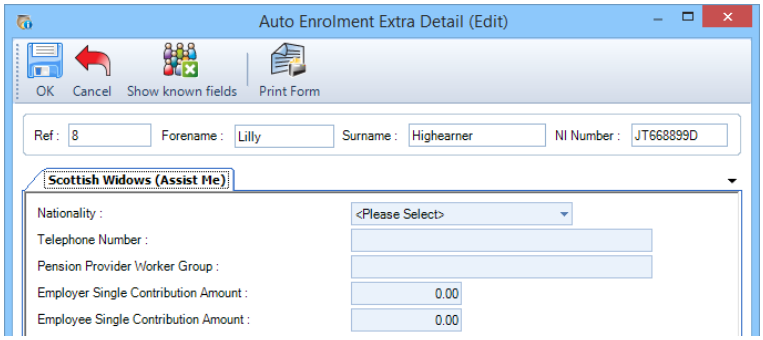
Within AED under Setup\Edit Feed\Edit Scheme you need to enter the extra information.




For this provider the missing information is the Pay Group. This is a mandatory field and can be up to 50 characters.

Employee Extra Information

Within AED highlight the Employee and select Edit.




The extra information required is the following:

Nationality – not mandatory – select the employee's nationality from the drop down list.

Telephone Number – not mandatory - enter the telephone number.

Pension Provider Worker Group – not mandatory – will be within the configuration document provided by the pension company.

Employee Single Contribution Amount – not mandatory – enter the value.

Employer Single Contribution Amount – not mandatory – enter the value.

Mandatory Standard Fields

Below is a list of the mandatory fields in the payroll data file that must be completed for every employee:

Employee Reference

Title

Forename

Surname

Date of Birth

Gender

Address Line 1

Start Date

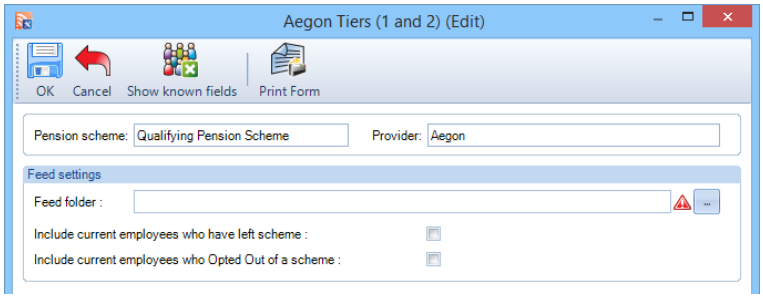
Salary Sacrifice

If a pension scheme is this type then the employee contributions will be shown as zero and added to the employer contributions.

Aegon Tiers (1 and 2)

Pension Policy Extra Information

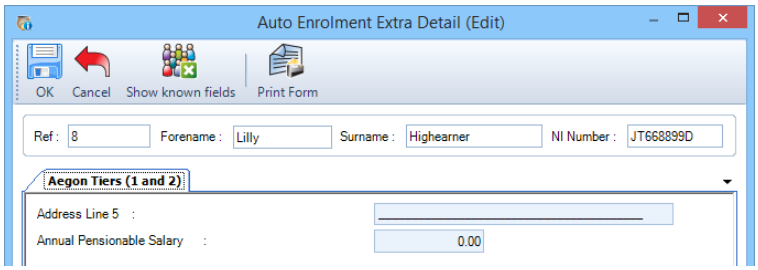
Within AED under Setup\Edit Feed\Edit Scheme you need to enter the extra information.




There is no extra information required.

Employee Extra Information

Within AED highlight the Employee and select Edit.




The extra information required is the following:

Address Line 5 – not mandatory – if required enter this information, maximum 12 characters.

Annual Pensionable Salary – not mandatory - enter the value.

Mandatory Standard Fields

Below is a list of the mandatory fields in the payroll data file that must be completed for every employee:

Employee Reference

Title

Forename

Surname

Date of Birth

Gender

Address Line 1

Address Line 2

Country – this will default to United Kingdom if left blank

Post Code

Start Date

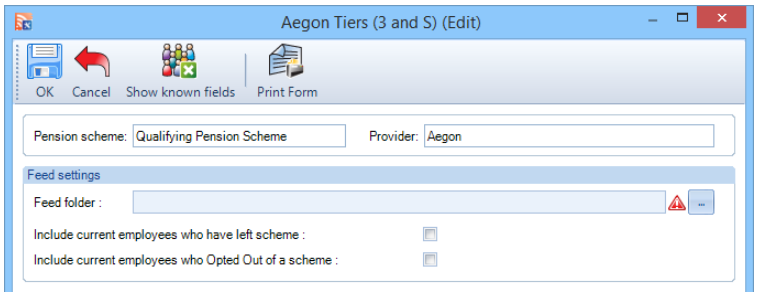
Salary Sacrifice

If a pension scheme is this type then the employee contributions will be shown as zero and added to the employer contributions.

Aegon Tiers (3 and S)

Pension Policy Extra Information

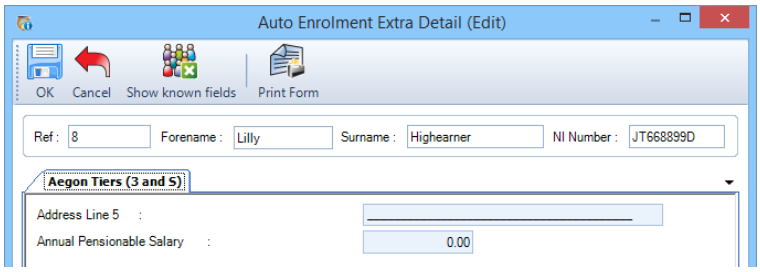
Within AED under Setup\Edit Feed\Edit Scheme you need to enter the extra information.




There is no extra information required.

Employee Extra Information

Within AED highlight the Employee and select Edit.




The extra information required is the following:

Address Line 5 – not mandatory – if required enter this information, maximum 12 characters.

Annual Pensionable Salary – not mandatory - enter the value.

Mandatory Standard Fields

Below is a list of the mandatory fields in the payroll data file that must be completed for every employee:

Employee Reference

Title

Forename

Surname

Date of Birth

Gender

Address Line 1

Address Line 2

Country – if blank will default to United Kingdom

Post Code

Start Date

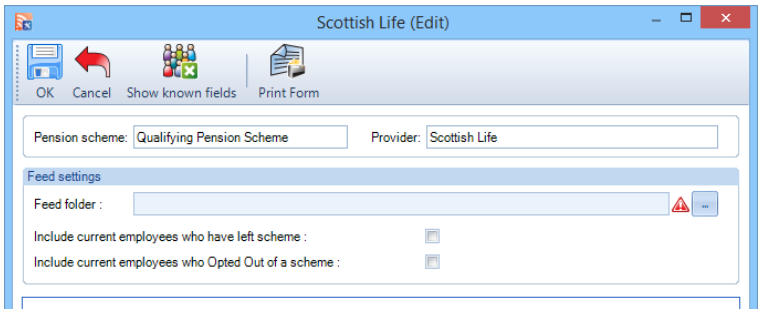
Salary Sacrifice

If a pension scheme is this type then the employee contributions will be shown as zero and added to the employer contributions.

Scottish Life

Pension Policy Extra Information

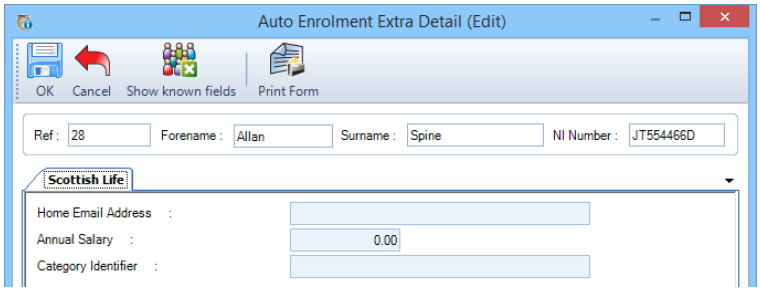
Within AED under Setup\Edit Feed\Edit Scheme you need to enter the extra information.




There is no extra information required.

Employee Extra Information

Within AED highlight the Employee and select Edit.




The extra information required is the following:

- Home Email Address – not mandatory – enter the email address, maximum 65 characters
- Annual Salary – mandatory - enter the value
- Category Identifier – not mandatory – enter up to 65 characters

Mandatory Standard Fields

Below is a list of the mandatory fields in the payroll data file that must be completed for every employee:

- Employee Reference
- Title
- Forename
- Surname
- Date of Birth
- Gender
- Address Line 1

Address Line 2

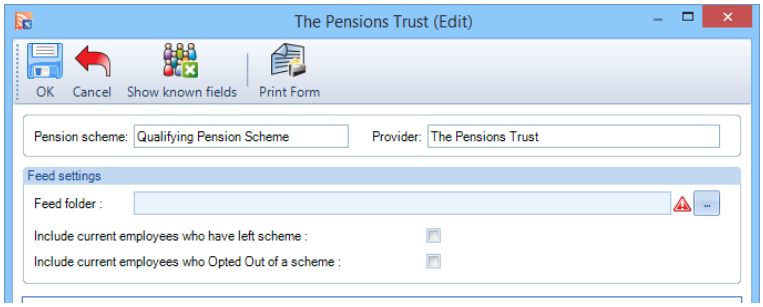
Salary Sacrifice

If a pension scheme is this type then the employee contributions will be shown as zero and added to the employer contributions.

The Pensions Trust

Pension Policy Extra Information

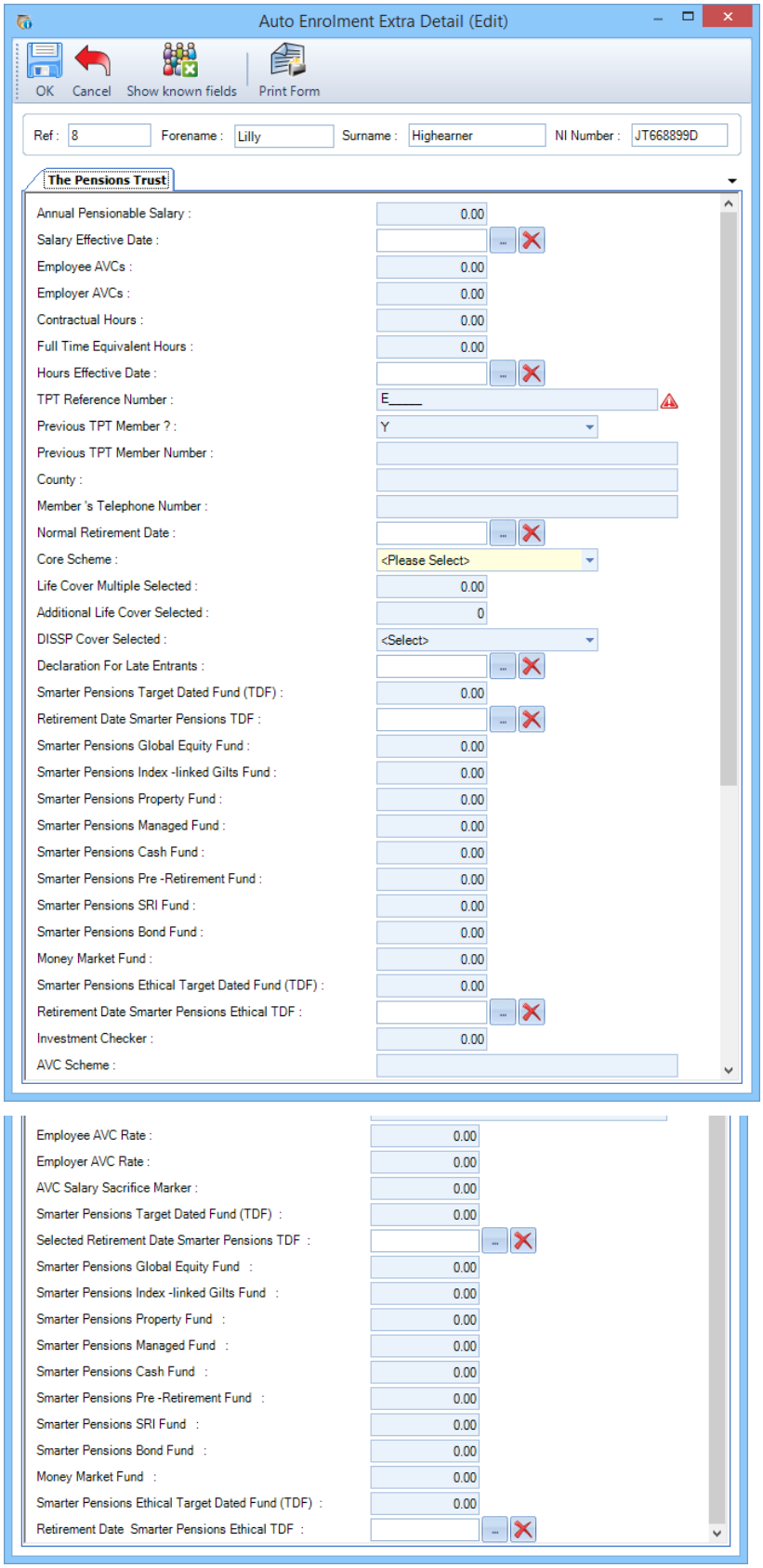
Within AED under Setup\Edit Feed\Edit Scheme you need to enter the extra information.




There is no extra information required.

Employee Extra Information

Within AED highlight the Employee and select Edit.




The extra information required is the following:

Annual Pensionable Salary – not mandatory – enter value

Salary Effective Date – not mandatory – enter date

Employee AVCs – not mandatory – enter value

Employer AVCs – not mandatory – enter value

Contractual Hours – not mandatory – enter value

Full Time Equivalent Hours – not mandatory – enter value

Hours Effective Date – not mandatory – enter date

TPT Reference Number – mandatory – starts with E then five numbers

Previous TPT Member? – not mandatory – select Y for yes or blank.

Previous TPT Member Number – not mandatory unless Previous TPT Member Number? = Y – enter information

County – not mandatory – enter information

Member's Telephone Number – not mandatory – enter information

Normal Retirement Date – not mandatory – enter date

Core Scheme – mandatory – select the scheme using the drop down list

Life Cover Multiple Selected – not mandatory – enter value

Additional Life Cover Selected – not mandatory – enter value

DISSP Cover Selected – not mandatory – select using the drop down list

Declaration For Late Entrants - not mandatory – enter date

Smarter Pensions Target Dated Fund (TDF) – not mandatory – enter value

Retirement Date Smarter Pensions TDF – not mandatory – enter date

Smarter Pensions Global Equity Fund – not mandatory – enter value

Smarter Pensions Index linked Gilts Fund – not mandatory – enter value

Smarter Pensions Property Fund – not mandatory – enter value

Smarter Pensions Managed Fund – not mandatory – enter value

Smarter Pensions Cash Fund – not mandatory – enter value

Smarter Pensions Pre Retirement Fund – not mandatory – enter value

Smarter Pensions SRI Fund – not mandatory – enter value

Smarter Pensions Bond Fund – not mandatory – enter value

Money Market Fund – not mandatory – enter value

Smarter Pensions Ethical Target Dated Fund (TDF) – not mandatory – enter value

Retirement Date Smarter Pensions Ethical TDF – not mandatory – enter date

Investment Checker – not mandatory – enter value

AVC Scheme – not mandatory – enter scheme name

Employee AVC Rate – not mandatory – enter value

Employer AVC Rate – not mandatory – enter value

AVC Salary Sacrifice Marker – not mandatory – enter value

Smarter Pensions Target Dated Fund (TDF) – not mandatory – enter value

Selected Retirement Date Smarter Pensions TDF – not mandatory – enter date

Smarter Pensions Global Equity Fund – not mandatory – enter value

Smarter Pensions Index linked Gilts Fund – not mandatory – enter value

Smarter Pensions Property Fund – not mandatory – enter value

Smarter Pensions Managed Fund – not mandatory – enter value

Smarter Pensions Cash Fund – not mandatory – enter value

Smarter Pensions Pre Retirement Fund – not mandatory – enter value

Smarter Pensions SRI Fund – not mandatory – enter value

Smarter Pensions Bond Fund – not mandatory – enter value

Money Market Fund – not mandatory – enter value

Smarter Pensions Ethical Target Dated Fund (TDF) – not mandatory – enter value

Retirement Date Smarter Pensions Ethical TDF – not mandatory – enter date

Mandatory Standard Fields

Below is a list of the mandatory fields in the payroll data file that must be completed for every employee:

Employee Reference

Title

Forename

Surname

Date of Birth

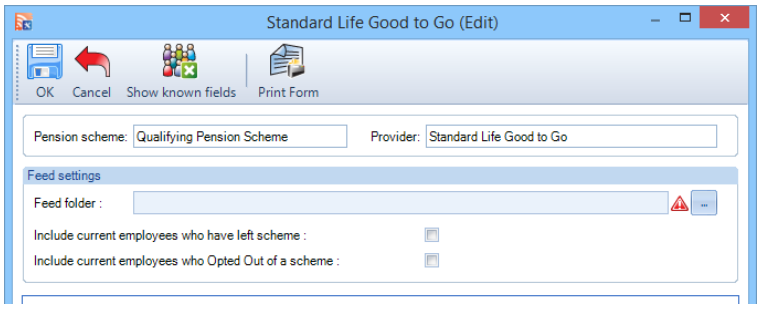
Gender

Start Date

Standard Life - Good to Go

Pension Policy Extra Information

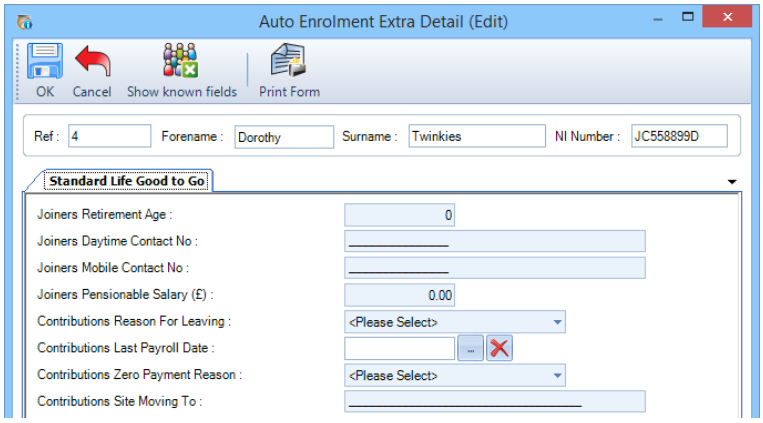
Within AED under Setup\Edit Feed\Edit Scheme you need to enter the extra information.




There is no extra information required.

Employee Extra Information

Within AED highlight the Employee and select Edit.




The extra information required is the following:

Joiners Retirement Age – mandatory – enter between 55 and 75

Joiners Daytime Contact No – not mandatory – enter up to 15 numbers

Joiners Mobile Contact No – not mandatory – enter up to 15 numbers

Joiners Pensionable Salary (£) – mandatory – enter annual pensionable salary

Contributions Reason For Leaving – only mandatory if Date of Leaving is completed – select reason from drop down list

Contributions Zero Payment Reason – only mandatory if the member and employer contributions are zero – select the reason from the drop down list

Site Moving To – not mandatory – enter site that the employee is moving to, maximum of 35 characters

Mandatory Standard Fields

Below is a list of the mandatory fields in the payroll data file that must be completed for every employee:

Employee Reference

Title

Forename

Surname

Date of Birth

Gender

Address Line 1

Address Line 2

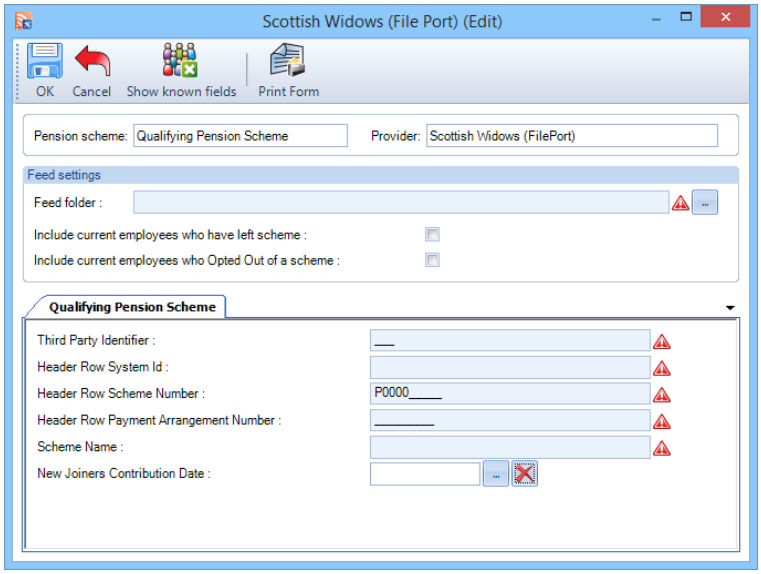
Post Code

Policy Number for existing members

Scottish Widows (FilePort)

Pension Policy Extra Information

Within AED under Setup\Edit Feed\Edit Scheme you need to enter the extra information.




For this provider the missing information is the following:

Third Party Identifier – mandatory – supplied by Scottish Widows, 3 numbers.

Header Row System Id – mandatory – supplied by Scottish Widows, 5 alphanumeric characters.

Header Row Scheme Number – mandatory – provided by Scottish Widows, prefixed with P0000 plus 5 numbers.

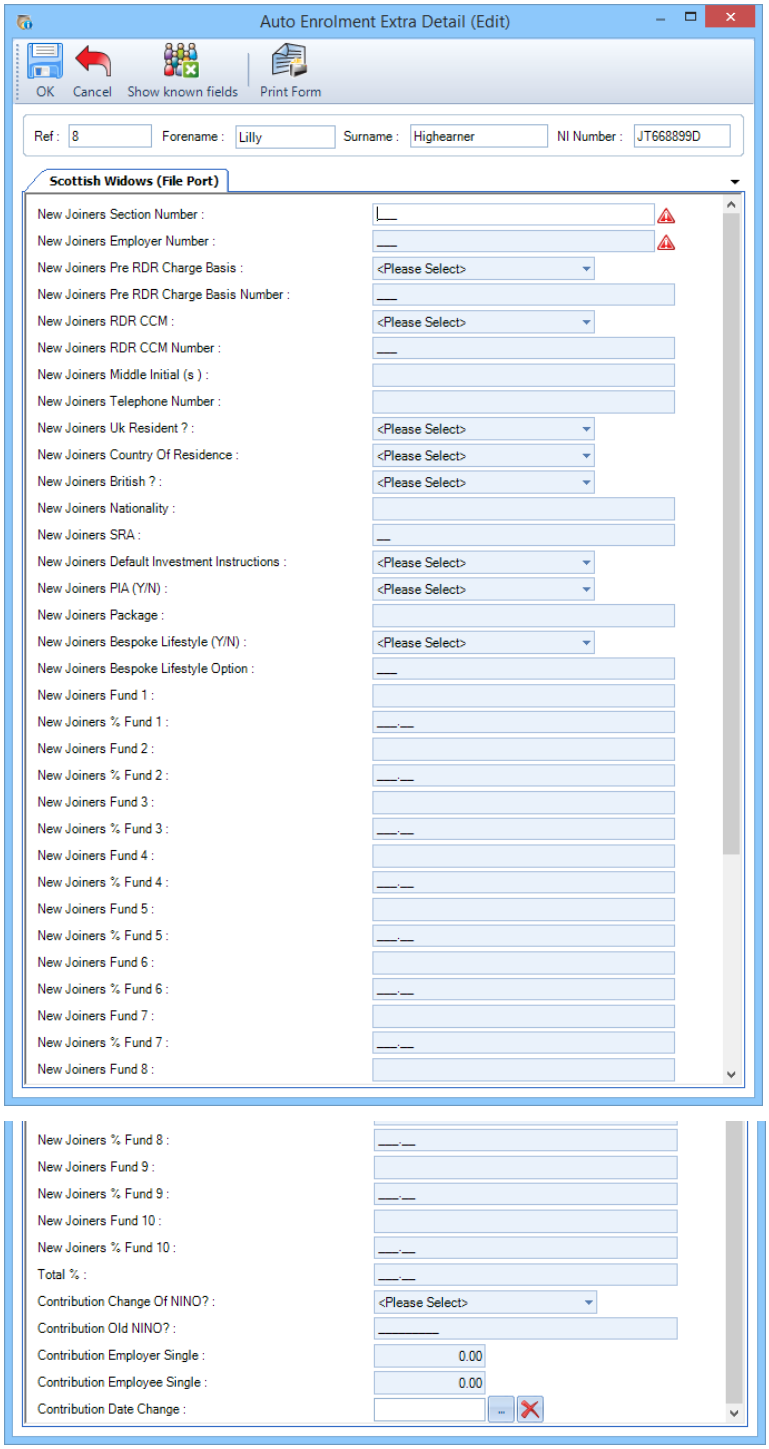
Header Row Payment Arrangement Number – mandatory – enter 9 or 11 alphanumeric characters, dependant upon scheme type

Scheme Name – mandatory – enter the scheme name, maximum 40 characters.

New Joiners Contribution Date – mandatory – enter the date that Scottish Widows are to collect the contributions. This will need to be changed each time you create a new periods feed.

Employee Extra Information

Within AED highlight the Employee and select Edit.




The extra information required is the following:

New Joiners Section Number – mandatory – enter 3 numeric characters

New Joiners Employer Number – mandatory – enter 3 numeric characters

New Joiners Pre RDR Charge Basis – mandatory – select Y is a single consultancy charge basis exists, M where a Mono-charge basis is applicable or N.

New Joiners Pre RDR Charge Basis Number – only mandatory if New Joiners Pre RDR Charge Basis is selected as N – enter up to 3 numeric characters

New Joiners RDR CCM – mandatory – select Y or N

New Joiners RDR CCM Number – only mandatory if New Joiners RDR CCM is selected as Y – enter up to 3 numeric characters

New Joiners Middle Initial (s) – not mandatory – enter up to 4 alpha characters

New Joiners Telephone Number – not mandatory – enter up to 20 numeric characters

New Joiners UK Resident? – mandatory – select Y or N

New Joiners Country of Residence – only mandatory if New Joiners UK Resident? is selected as N – select country using the drop down list

New Joiners British? – mandatory – select Y or N or U for unknown

New Joiners Nationality – only mandatory if New Joiners British? is selected as N – enter nationality, up to 20 alpha characters

New Joiners SRA – not mandatory – enter retirement age, up to 2 numeric characters

New Joiners Employer Monthly Payment – mandatory – enter expected monthly contribution, can be left as zero

New Joiners Employee Monthly Payment – mandatory – enter expected monthly contribution, can be left as zero

New Joiners Default Investment Instructions – mandatory – select either Y or N

New Joiners PIA (Y/N) – mandatory – select either Y or N

New Joiners Package – only mandatory if New Joiners PIA (Y/N) is selected as Y – enter 1 character

New Joiners Bespoke Lifestyle (Y/N) – mandatory – select either Y or N

New Joiners Bespoke Lifestyle Option – only mandatory if New Joiners Bespoke Lifestyle (Y/N) is selected as Y – enter 3 numeric characters

New Joiners Fund 1 – only mandatory if New Joiners Default Investment Instructions is selected as N and New Joiners PIA (Y/N) is selected as N and New Joiners Bespoke Lifestyle (Y/N) is selected as N – enter 2 characters

New Joiners % Fund 1 – only mandatory if New Joiners Fund 1 is completed – enter up to 999.99

New Joiners Fund 2 – not mandatory – enter 2 characters

New Joiners % Fund 2 – not mandatory – enter up to 999.99

New Joiners Fund 3 – not mandatory – enter 2 characters

New Joiners % Fund 3 – not mandatory – enter up to 999.99

New Joiners Fund 4 – not mandatory – enter 2 characters

New Joiners % Fund 4 – not mandatory – enter up to 999.99

New Joiners Fund 5 – not mandatory – enter 2 characters

New Joiners % Fund 5 – not mandatory – enter up to 999.99

New Joiners Fund 6 – not mandatory – enter 2 characters

New Joiners % Fund 6 – not mandatory – enter up to 999.99

New Joiners Fund 7 – not mandatory – enter 2 characters

New Joiners % Fund 7 – not mandatory – enter up to 999.99

New Joiners Fund 8 – not mandatory – enter 2 characters

New Joiners % Fund 8 – not mandatory – enter up to 999.99

New Joiners Fund 9 – not mandatory – enter 2 characters

New Joiners % Fund 9 – not mandatory – enter up to 999.99

New Joiners Fund 10 – not mandatory – enter 2 characters

New Joiners % Fund 10 – not mandatory – enter up to 999.99

Total % - only mandatory if New Joiners Default Investment Instructions is selected as N and New Joiners PIA (Y/N) is selected as N and New Joiners Bespoke Lifestyle (Y/N) is selected as N – enter total investment %age from Fund 1 to 10.

Contribution Change of NINO? – mandatory – select Y if the National Insurance Number is being included in the feed for the first time or has been changed, otherwise select N.

Contribution Old NINO? – not mandatory – required if a new NI number is included in the feed.

Contribution Employer Single – not mandatory – enter the value up to 9999999.99

Contribution Employee Single – not mandatory – enter the value up to 9999999.99

Contribution Date Change – only mandatory if the Employee Regular plus Employer Regular equals zero – enter date

Mandatory Standard Fields

Below is a list of the mandatory fields in the payroll data file that must be completed for every employee:

Employee Reference

Title

Forename

Surname

Date of Birth

Gender

Start Date

Marital Status – Single or Married, will default to Single if anything other than these are selected.

Address Line 1

Address Line 2

Post Code

Salary Sacrifice

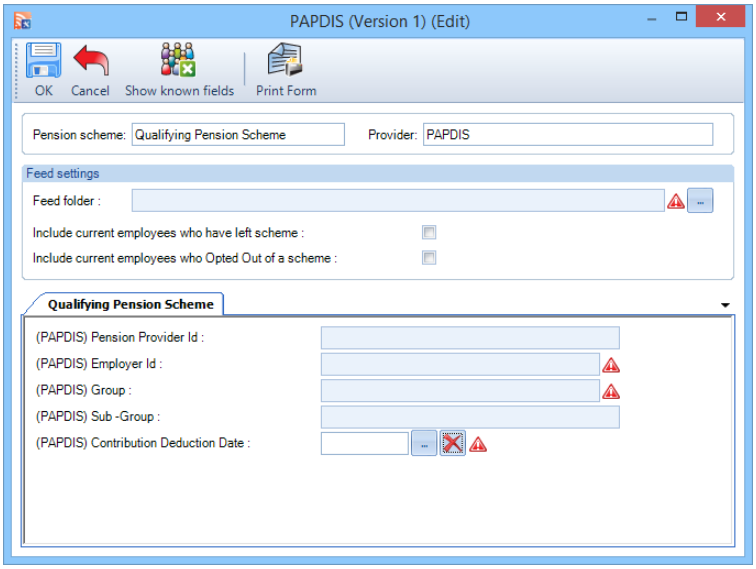
If a pension scheme is this type then the employee contributions will be shown as zero and added to the employer contributions.

PAPDIS (Version 1 & 2)

Pension Policy Extra Information

The PAPDIS feed is a standard feed designed to be used by multiple pension providers therefore the mandatory fields may change slightly depending on which provider you are sending the feed to.

Within AED under Setup\Edit Feed\Edit Scheme you need to enter the extra information.




For the PAPDIS feed the missing information is the following:

Pension Provider ID – if provided then it is mandatory - This is created and supplied by the pension provider and it will depend on your specific pension provider whether this is mandatory or not.

Employer ID– mandatory – This is created and supplied by the pension provider

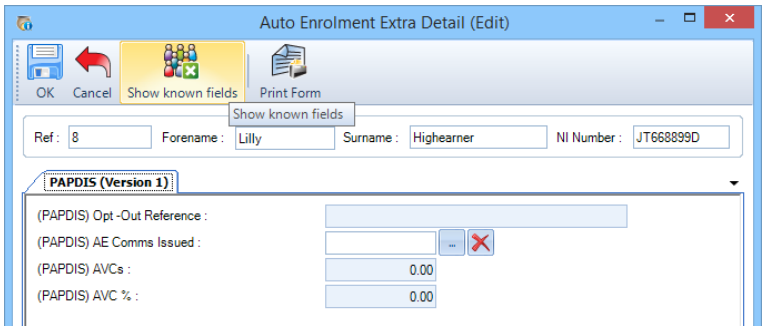
Group – mandatory – This is created and supplied by the pension provider

Sub group – if provided then it is mandatory – This is created and supplied by the pension provider and it will depend on your specific pension provider whether this is mandatory or not.

Contribution deduction date – mandatory – The date when the contribution has been deducted from the employee's salary

Employee Extra Information

Within AED highlight the Employee and select Edit.




Opt out reference – if provided then it is mandatory – This is a reference required by some pension providers to identify a valid Opt-out by an employee and if required should be supplied by the pension provider.

AVC Percentage – not mandatory – Enter the percentage contributions used to calculate any additional voluntary contributions.

AVC Amount – not mandatory – Enter the amount of any employee additional voluntary pension contribution in pounds and pence

Important Information

Employer ID – if you have more than one of these, then you need to set up separate pension policies for each Employer ID. You will also need to create separate feeds with only the pension policies attached for the same Employer ID.

Mandatory Standard Fields

Below is a list of the mandatory fields in the payroll data file that must be completed for every employee:

- Title
- Forename
- Surname
- Date of Birth
- Address Line 1
- Post Code
- Start Date

Salary Sacrifice

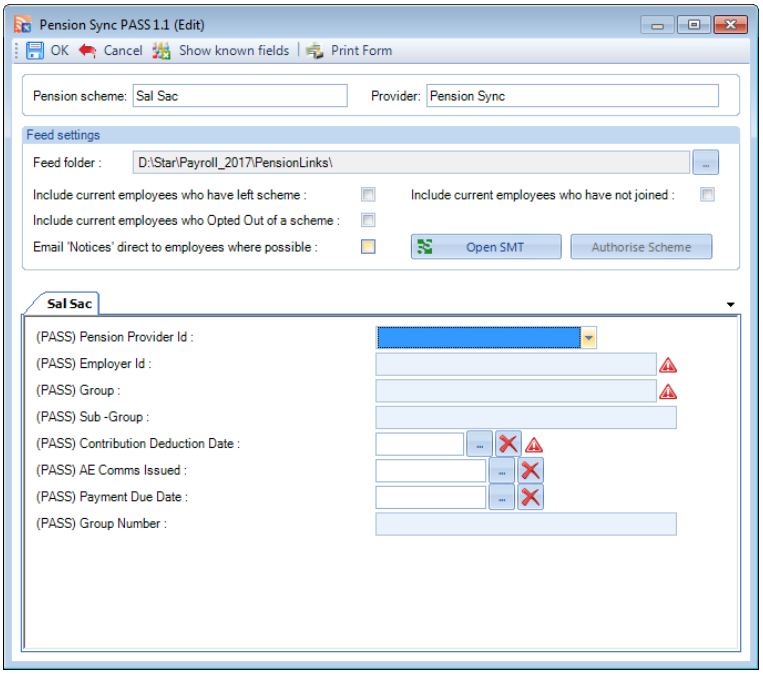
If a pension scheme is this type then the employee contributions will be shown as zero and added to the employer contributions.

PensionSync Pass file

Pension Policy Extra Information

The PAPDIS feed is a standard feed designed to be used by multiple pension providers therefore the mandatory fields may change slightly depending on which provider you are sending the feed to.

Within AED under Setup\Edit Feed\Edit Scheme you need to enter the extra information.




For the PAPDIS feed the missing information is the following:

Pension Provider ID – mandatory – select the pension provider using the drop down list.

Employer ID – mandatory – This is created and supplied by the pension provider

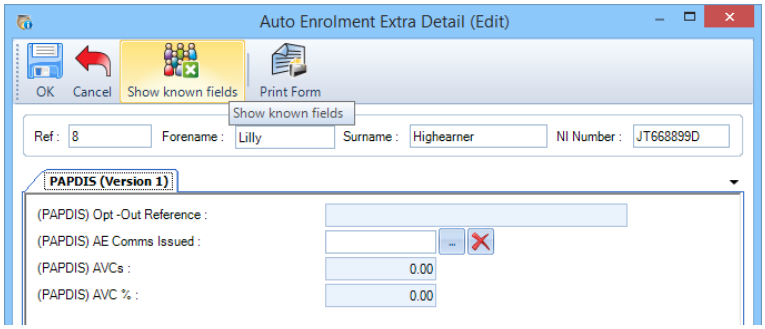
Group – mandatory – This is created and supplied by the pension provider

Sub group – if provided then it is mandatory – This is created and supplied by the pension provider and it will depend on your specific pension provider whether this is mandatory or not.

Contribution deduction date – mandatory – The date when the contribution has been deducted from the employee's salary

Employee Extra Information

Within AED highlight the Employee and select Edit.




Opt out reference – if provided then it is mandatory – This is a reference required by some pension providers to identify a valid Opt-out by an employee and if required should be supplied by the pension provider.

AVC Percentage – not mandatory – Enter the percentage contributions used to calculate any additional voluntary contributions.

AVC Amount – not mandatory – Enter the amount of any employee additional voluntary pension contribution in pounds and pence

Important Information

Employer ID – if you have more than one of these, then you need to set up separate pension policies for each Employer ID. You will also need to create separate feeds with only the pension policies attached for the same Employer ID.

Mandatory Standard Fields

Below is a list of the mandatory fields in the payroll data file that must be completed for every employee:

Title

Forename

Surname

Date of Birth

Address Line 1

Post Code

Start Date

Salary Sacrifice

If a pension scheme is this type then the employee contributions will be shown as zero and added to the employer contributions.

# Auto Enrolment Module - Feed Designer

This facility is only available if you are licensed for the **Auto Enrolment Module**. Whilst in Payroll Professional go to **Help****About** to see your license details.

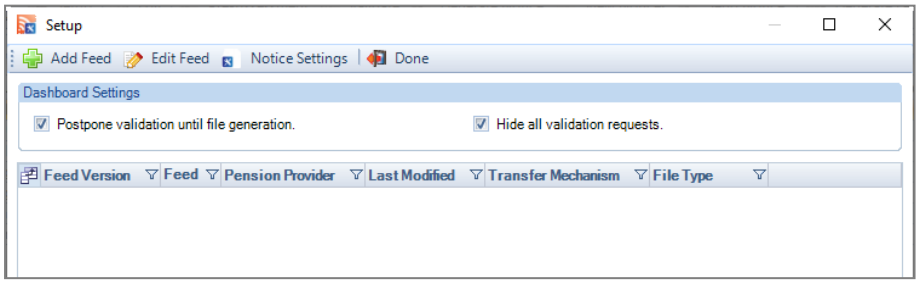
A list of the pre-requisites to the Auto Enrolment Dashboard (AED) can be found within the Auto Enrolment Module Help guide. This will only cover those aspects of the AED which are specific to the Feed Designer, please refer to the Auto Enrolment Module Help guide for information on how to set up and run generate pre-designed feeds.

The Feed Designer can be used in payroll data files where Payroll Professional is performing the assessment for Auto Enrolment. Feed Designer has the following abilities:

- Choose to set up a Specific feed configuration which is for this payroll only
- Or a Shared feed configuration which can be attached to multiple payrolls. If you edit and save the shared feed configuration in one payroll, all the other payrolls with the same shared feed configuration attached will be updated. This includes the following three settings - Include current employees who have left scheme, Include current employees who Opted Out of a scheme and Include current employees who have not joined.
- Define what information will be included within a pension scheme contributions feed
- Include separate joiners feed which can contain different information to the contributions feed
- Add additional information to the feed which is not available in the standard fields in the program
- Only Specific feed configurations can include employee extra details
- Modify existing Feed Designer configuration

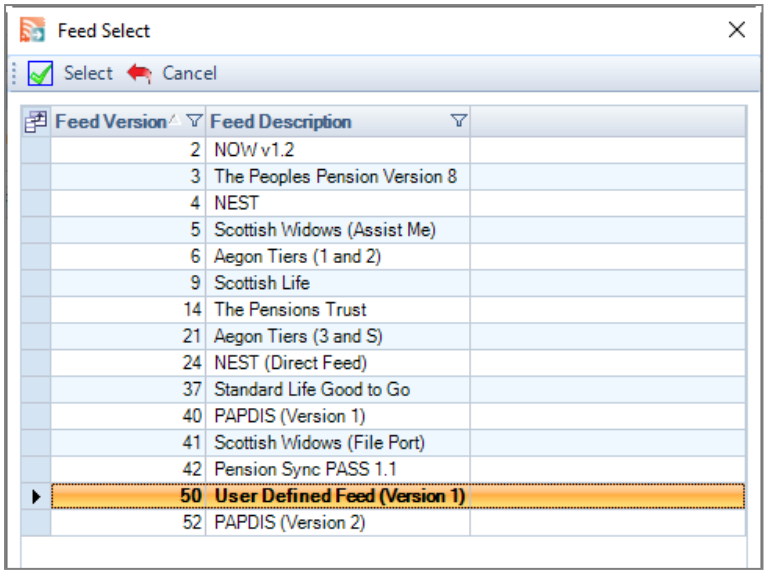
## Setup

Within the AED click on **Setup** to see the following screen:

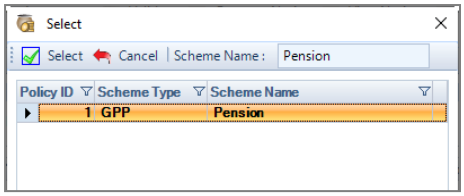



## Add Feed

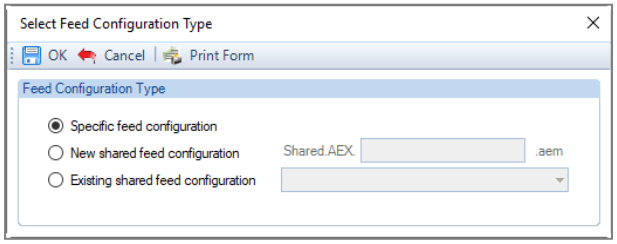
Click on the **Add Feed** button to select a feed to attach a Pension Policy. All named feeds are a fixed layout based on the information provided by the name pension provider. To create your own feed, select **User Defined Feed (Version 1).**




You will then see the following screen showing a list of the Pension Policies setup within the payroll data file marked as Qualifying:

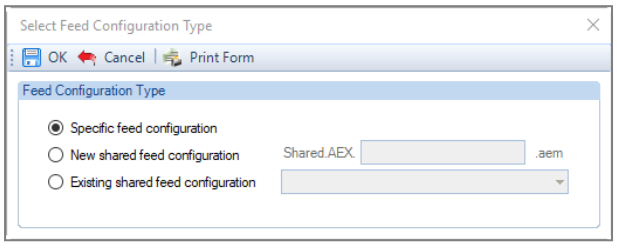



Highlight the pension policy that you would like to add to the feed then click on **Select**.

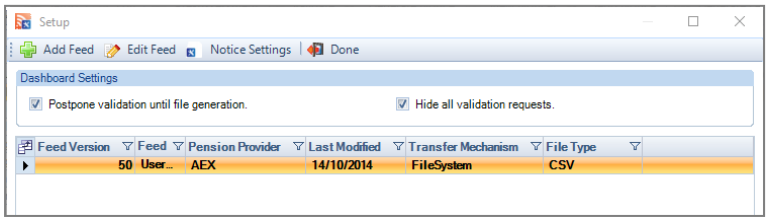



Choose which type of user defined feed.

## Specific feed configuration

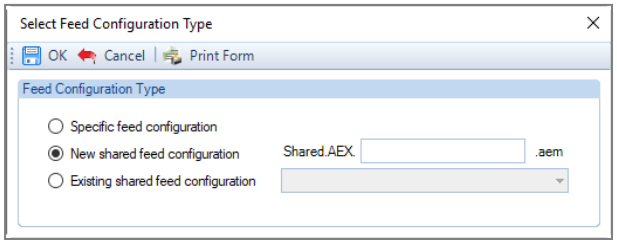



When you select **Specific feed configuration** then **OK**, you will see the following screen.



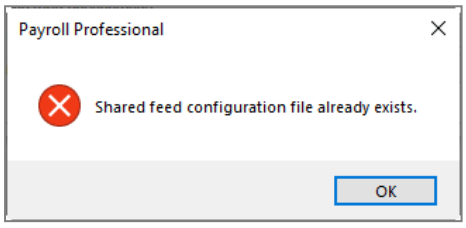

If you need to add another Feed, then click on the **Add Feed** button and follow the same process as above.

## New shared feed configuration

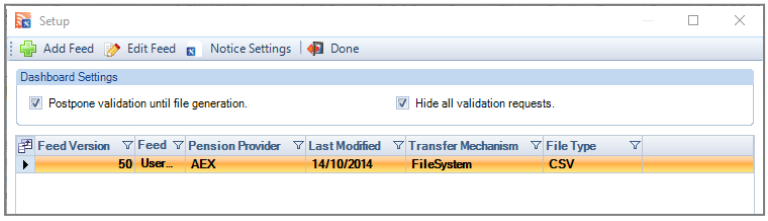



When you select **New shared feed configuration** you will need to enter a name for the feed configuration file, then **OK**, you will see the following screen.

The name of the shared feed will be validated to ensure there is not already one with the same name, if there is you will see the following message:

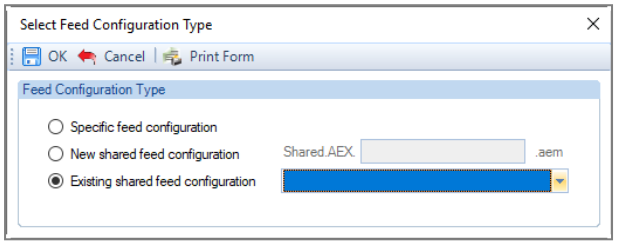



Click on OK to the message, then change the name for the feed and select OK. You will see the following screen:

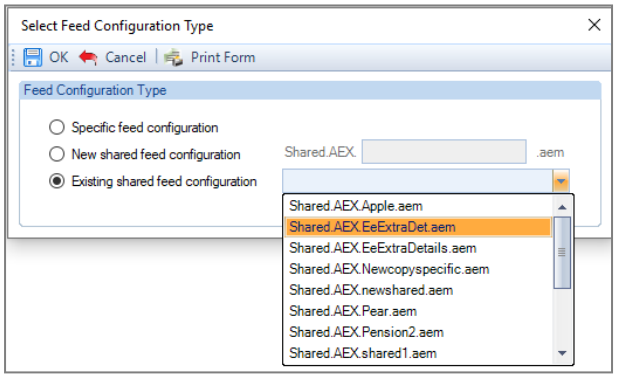



If you need to add another Feed, then click on the **Add Feed** button and follow the same process as above.

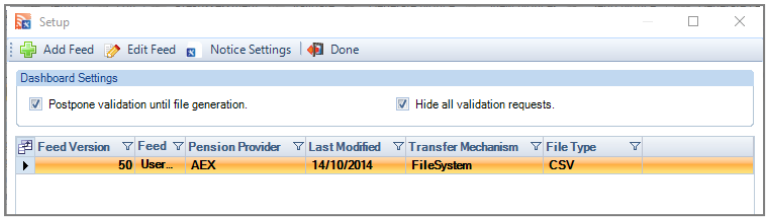
## Existing shared feed configuration




When you select **Existing shared feed configuration** you will need to select an shared feed configuration from the drop down:




Once you have selected the existing Shared feed configuration file using the drop down, now select **OK**, you will see the following screen:




If you need to add another Feed, then click on the **Add Feed** button and follow the same process as above.

## Edit Feed

Click on **Edit Feed**, then **Edit** again, if you selected **Specific feed configuration** or **New shared feed configuration** you will then be prompted with the option to copy an existing configuration.

If you select **Yes**, the feed configuration folder will open based on whether it is Specific or Shared:

- **Specific** – the folder called **FeedConfigurations** will open, all specific configuration files are saved to this folder which is under the **Standard Data Path** shown under **Help\Paths & Files**.

  The file name of specific feed configurations is as follows:

  Payroll data file name.Pension Scheme Name.AEM

- **Shared** – the folder called **SharedFeedConfigurations** will open, all shared feed configuration files are saved to this folder which is under the **Application Files Path** shown under **Help\Paths & Files**.

  The file name of shared feed configurations is as follows:

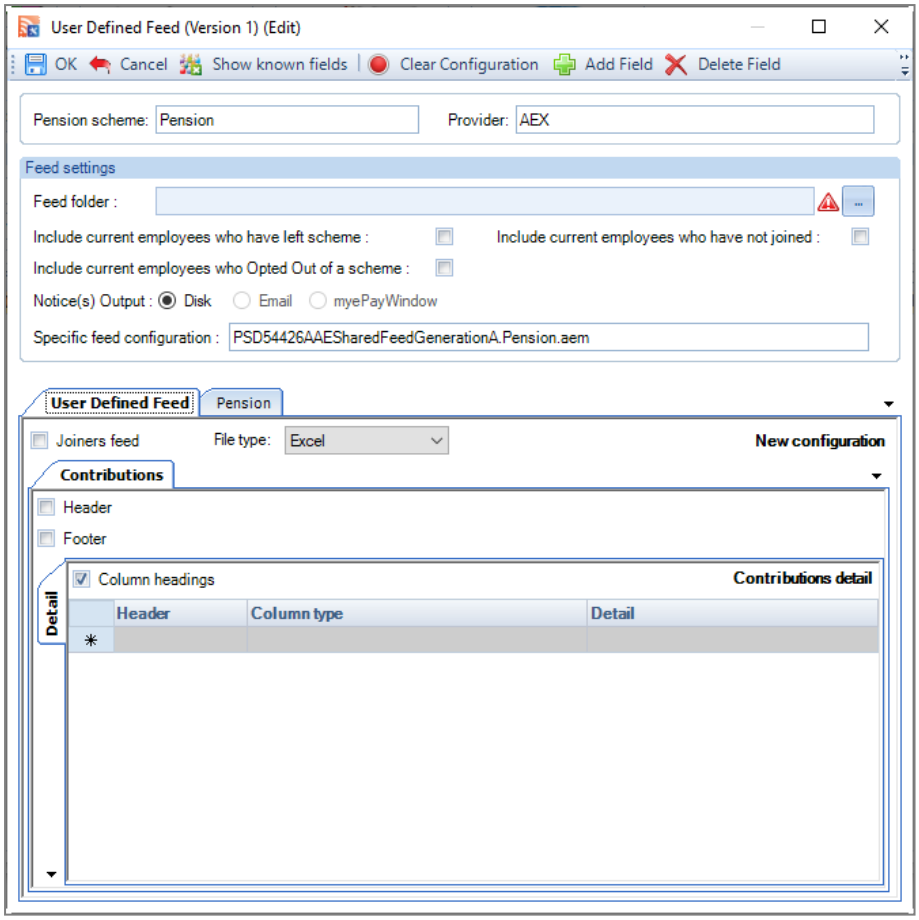
  Shared.AEX.file name entered by user.AEM

Highlight the feed configuration file that you want to copy, then select Open.

It is possible to copy a Specific feed configuration to a new Shared feed, just browse to the appropriate folder and select the file. Note that if the Specific feed configuration file includes employee extra details these will not be copied to the New shared feed configuration file.

It is possible to copy a Shared feed configuration to a Specific feed, just browse to the appropriate folder and select the file.

If you select **No** you will be presented with the following screen without any known configuration.




**Feed Folder** – click on the ellipsis button to select a path on your computer or network. This is where the feed will be saved when it has been generated.

Under the section **Feed settings** you will see whether this feed is Specific or Shared, and the feed configuration file name will be displayed.

## User Defined Feed

- **Joiners Feed** –To add a new tab for a joiners feed this box will need to be ticked. You will then be able to create an additional feed containing different fields to the contributions fee. This will be populated by new joiners to the scheme only. Fields can be added and modified in exactly the same way as the contributions feed so please follow the steps below detailing how to build the joiners feed.

  **Important Note:** When creating Joiners feed you need to use the column type Employee Reference rather than the Ee ID.

- **File Type** – Select what type of file should be generated. It is possible to generate an excel, CSV or pipe-delimited file.

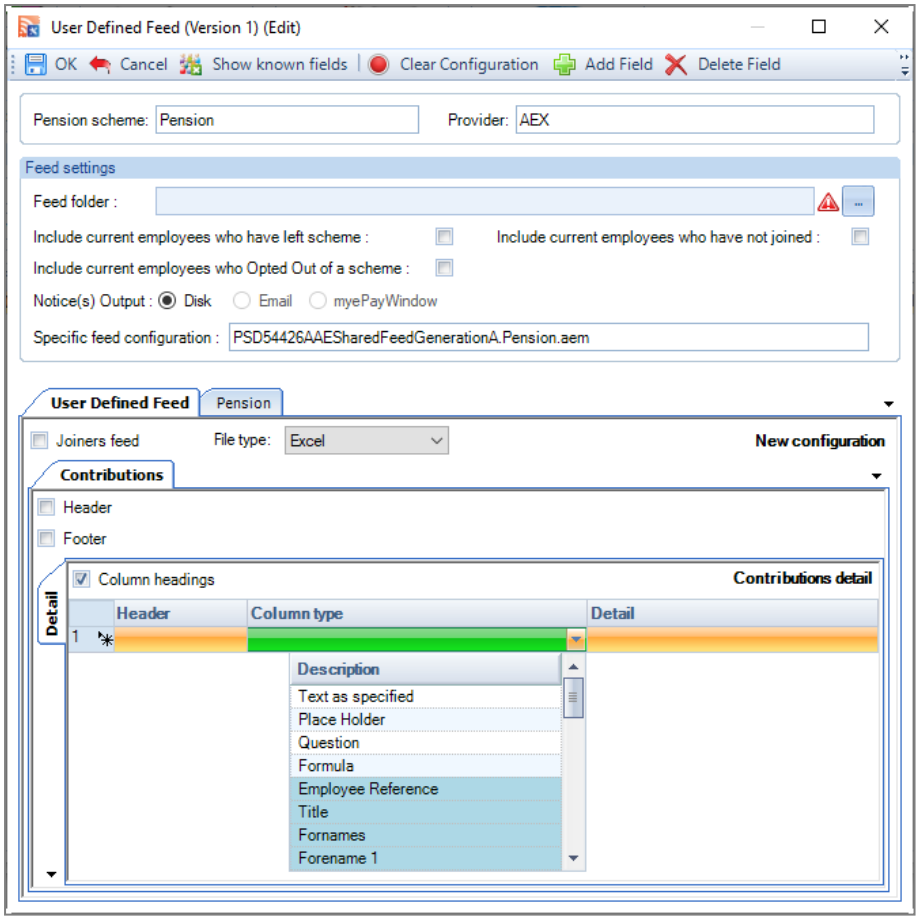
### Contributions Tab

The following options will automatically be displayed under the contributions tab. The same options will be available for the joiners feed if selected.

- **Header** – Select this option if you want to define fields which will only appear in a header row of the feed
- **Footer** – Select this option if you want to define fields which will only appear in a footer row of the feed
- **Column Headings** – Select this option if the feed should include column headings.

## Contributions Grid

By selecting the drop-down arrow by column type you can specify the columns required in the feed. A List of all the available pre-defined columns can be found in Appendix A.



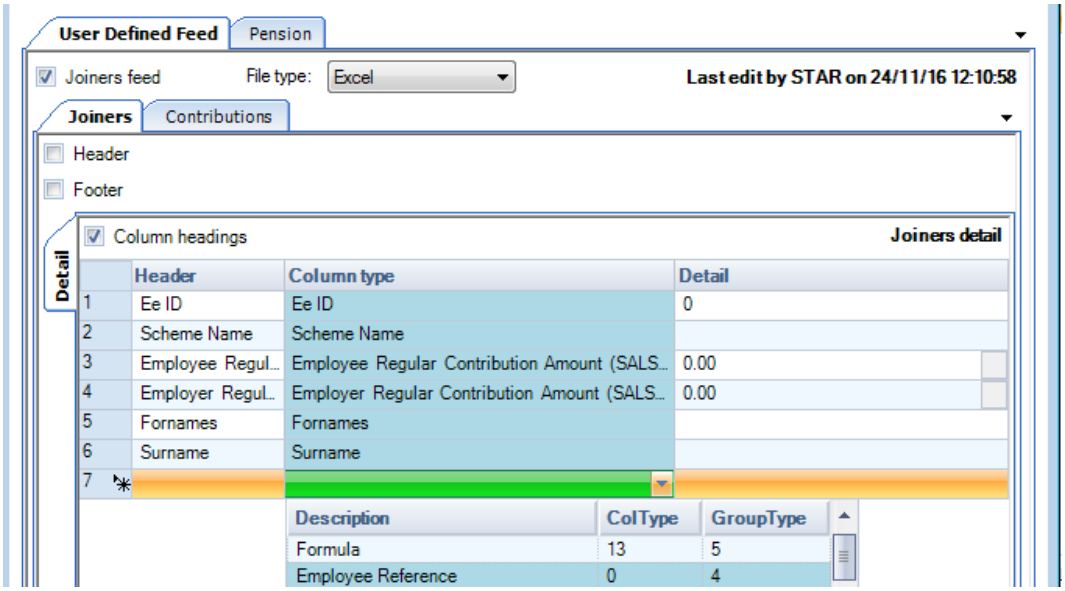

To add a column to the feed, select an option from the drop-down menu for column type. All the pre-defined options from Appendix A can be found here along with three types of user defined field. These will allow you to enter additional information that are not standard fields in payroll, eg Investment fund name.

- **Text As Specified –** Select this if you want to add a pre-defined entry on a feed. For example, this could be an account number or a pension scheme name which should appear as the same value for every employee. The text which should appear on the feed should be entered in the detail column.
- **Place Holder –** A placeholder is available if you have a column to be entered but have not setup the details yet. The feed will not generate if there are placeholders still in the setup
- **Question –** Select this if you want to add a column where the entry may change each time the feed is generated, for example the payment date which would change each month. Enter a prompt under the details tab to remind you what information should be added and when the feed is generated a prompt will appear asking for the information to be included. This information will be the same for every employee.
- **Formula -**

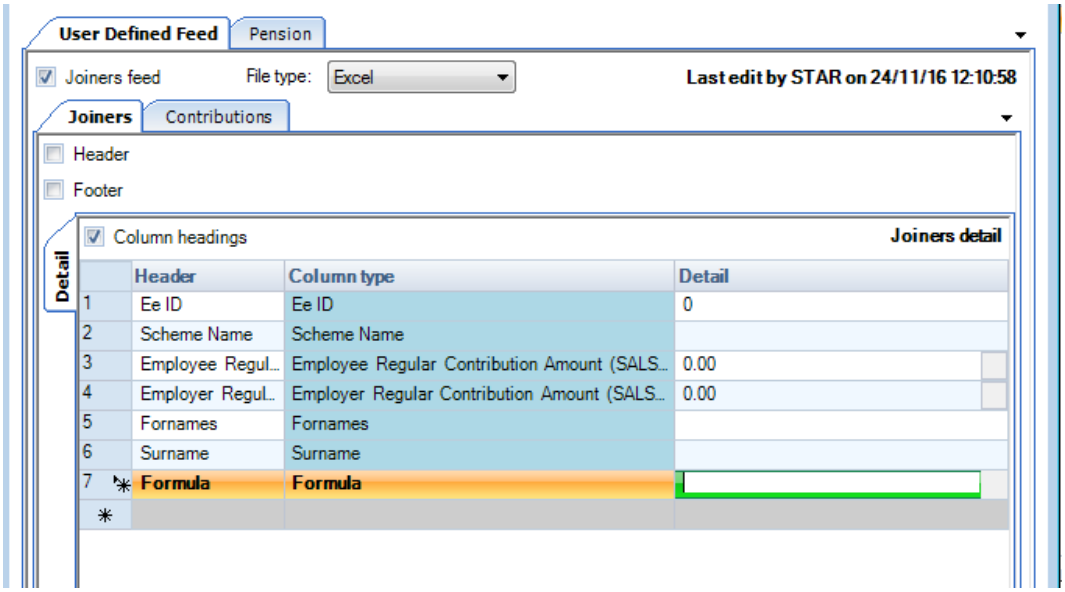
  Under Column type there is now an option to select Formula. This is available for the Joiners and Contributions feeds for the sections Details and Footer.

  ### Details

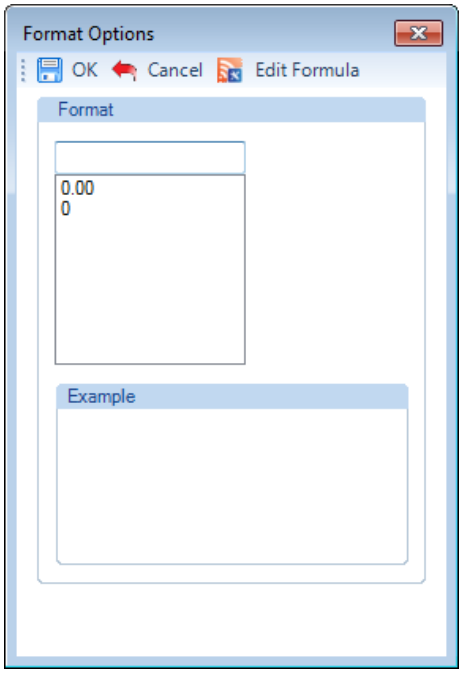
  Under the Details section click on the drop down for Column type and select Formula:



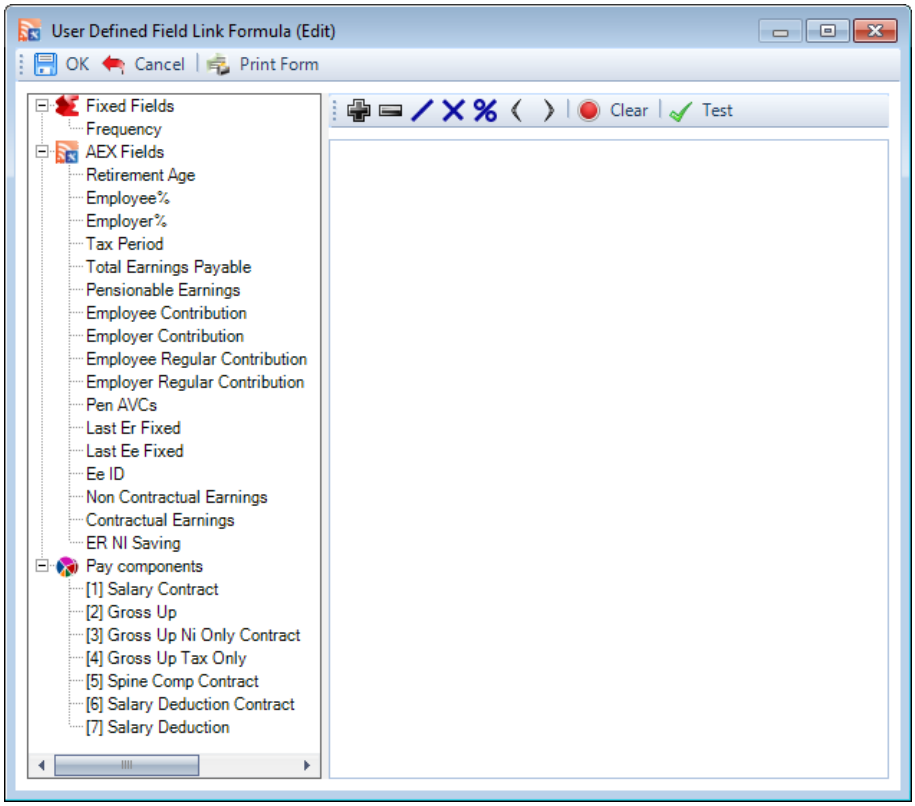

Now click on the ellipsis button to the right:




You will then see the following screen:




Select or enter the Format for the field, then click on Edit Formula:



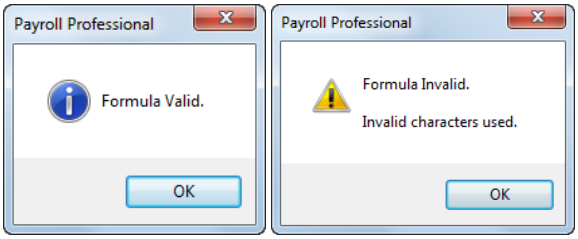

This screen will be familiar to those of you who have used Advanced pay component linking or Pro rata starters and leavers.

This screen is for you to enter a formula for working out a value.

The left of the screen displays the Fixed fields, AEX fields and Pay Components that are available (not marked as suspended), to add them to your formula double click on them and they will then appear in the formula box. At the top of the formula box are the symbols that can be used in the calculation.

The **Formula** box allows you to type in the box and is restrict so that only allowable characters can be entered.

After entering your formula use the **Test** button to check that it is valid, select **OK** to save the formula.

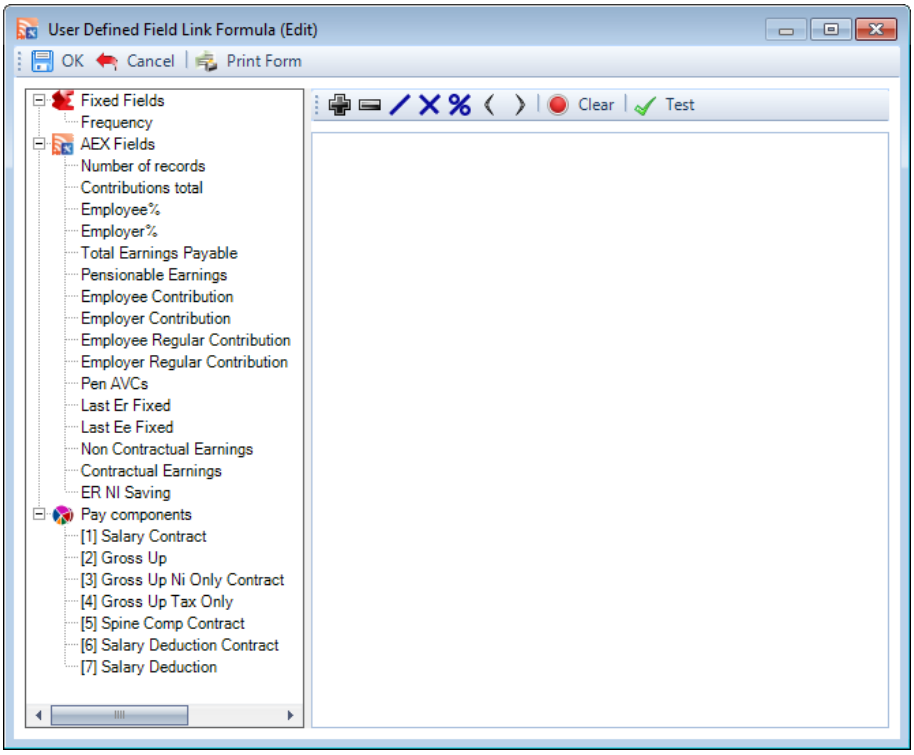



Under the Details section the formula will sum the value for an individual employee.

### Footer

It is the same process to add a formula to the Footer as it is for adding to the Details section.

The only difference is the fields that are available in the formula screen:




Under the Footer section the formula will sum figures for all employees included in the feed.

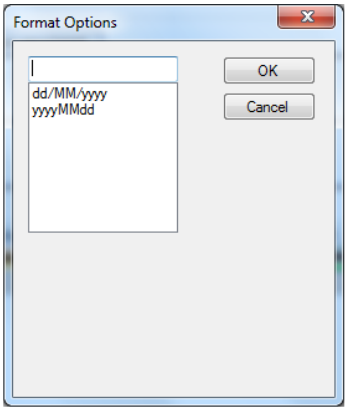
For **Specific feed configurations** only, it is possible to add additional information for each employee into the feed. Any fields available in employee extra details will be available as a column to add to the feed. For details on how to setup employee extra details please see Appendix B.

## Column Headings

The column headings will be automatically populated when the column type is selected, however these can be edited by clicking in the box and amending the text. If you change the column type the column heading will automatically change unless you have amended it from the default.

## Detail

The detail field is where you can enter text if 'text as specified' is selected, enter details of questions, and change the formatting of some pre-defined fields. If a pre-defined field is a date, then it is possible to choose the displayed format by selecting the box at the end of the details field. This will bring up a new window where you can select how the date should appear.




The same option is available for numbers where you can select the number of decimal places. (Please note that it is not possible to change the date format if the output type is excel)

## Adding & Deleting Columns

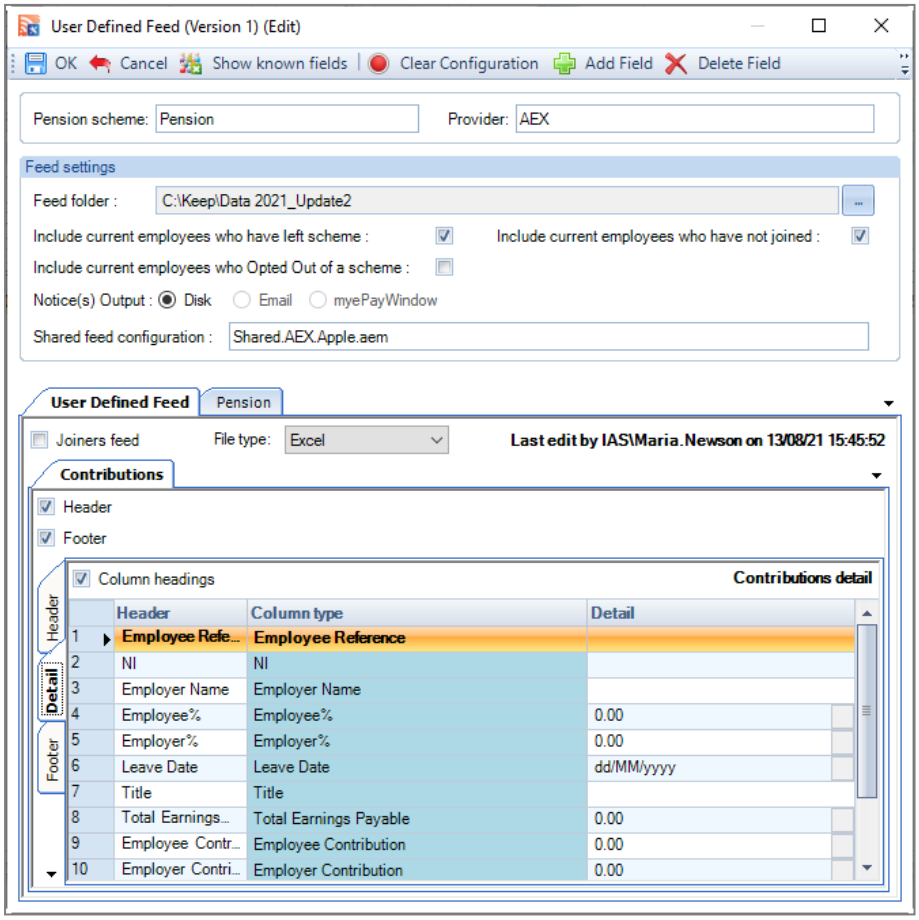
Additional columns can be added to the bottom of the grid by selecting a column type in the greyed out row at the bottom of the page marked by * or clicking on the Add Field button at the top of the screen.

To change the order of the columns use drag and drop. Select the row (column) you want to move by clicking on the grey square to the left of the row.

If you have created a row (column) which you do not need this can be deleted by clicking on the grey square to the left of the row and pressing delete on your keyboard. Alternatively highlight the row and click on the Delete Field button at the top of the screen. You can delete multiple rows by highlighting the rows holding down Ctrl button on your keyboard and then selecting the Delete Field button at the top of the screen.

When you have set up all the columns required click OK. This configuration will then be saved into the File configuration folder and can be used in other data files if required.

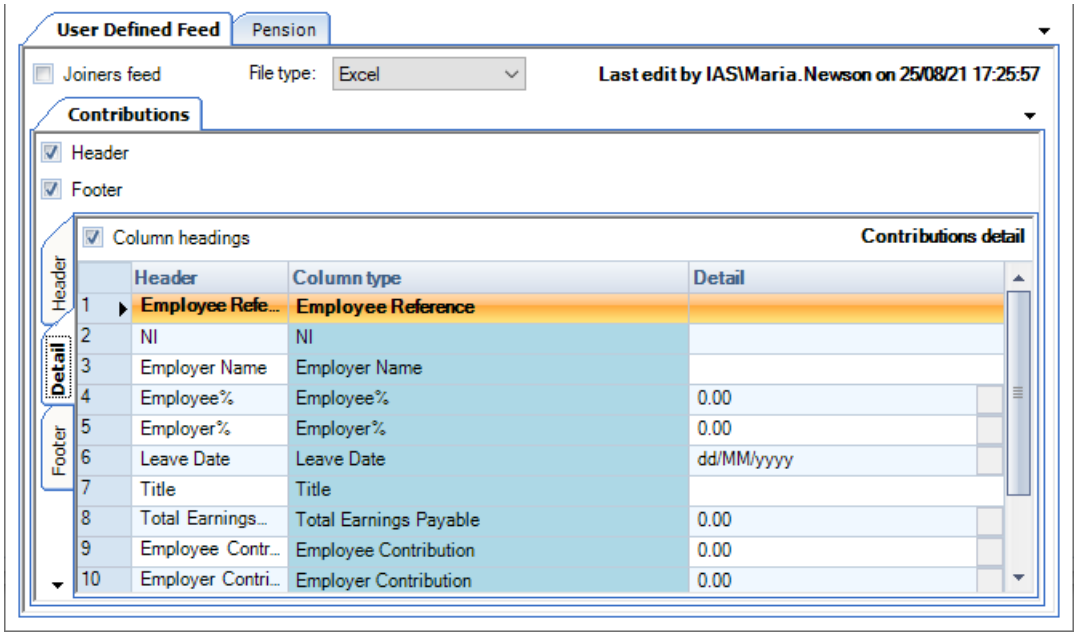
## Shared Feed Configuration



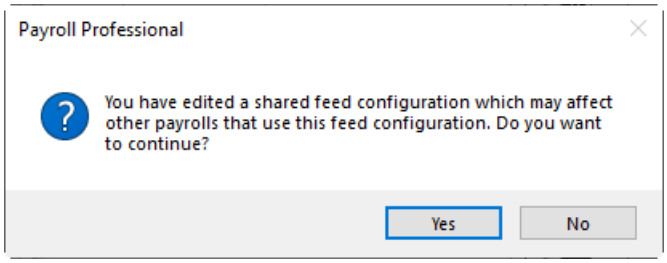

The following settings are included in the Shared feed configuration file, so if you change any of these settings, they will affect the other payrolls using this shared feed:

- **Include current employees who have left scheme** – Select this option if you want any current employees who have been a member of this scheme in the past but have since left the scheme to be included on the feed.
- **Include current employees who Opted Out of a scheme –** Select this option if you want any current employees who have been a member of this scheme in the past but have since opted out of the scheme to be included on the feed.
- **Include current employees who have not joined –** Select this option to include employees who are attached to the pension scheme but who have not opted in or been auto enrolled, they will be included in the Contributions and Joiners feeds created. Please be aware that not all pension providers will accept these employees and may reject the feed.

Any changes to the bottom section of the form, are saved in the Shared feed configuration file, again if you change anything in this section it will affect the other payrolls using this shared feed:




When you click on **OK** to this screen you will see the following message:




This is a reminder that any changes you make will affect other payrolls using this shared feed. Click on **Yes** to continue, or **No** to remain in the form.

## Appendix A

### Available fields for User Defined feed

The following fields are currently available for selection to build a user defined feed.

| Column Type | Max number of characters | Hints | Section of feed |
|---|---|---|---|
| **Employee Reference** | | Employee reference as entered in payroll | Details |
| **Title** | | May return MISS, MRS, MR, MS | Details |
| **Forenames** | 71 | Forenames together. | Details |
| **Forename 1** | 71 | First Forename | Details |
| **Forename 2** | 71 | Second Forename | Details |
| **Employee Email** | 60 | Employees Email Address | Details |
| **Surname** | 35 | Surname of Employee | Details |
| **Date of Birth** | | | Details |
| **Initials** | 6 | | Details |
| **Gender** | 6 | Female or Male | Details |
| **Sex** | 1 | F or M | Details |
| **Married or Single** | 1 | M or S | Details |
| **Address1** | 25 | | Details |
| **Address2** | 25 | | Details |
| **Address3** | 25 | | Details |
| **Address4** | 25 | | Details |
| **Postcode** | 9 | | Details |
| **Country** | 30 | | Details |
| **NI** | 9 | National Insurance number | Details |
| **Deceased Date** | | | Details |
| **Start Date** | | Employee Start Date | Details |
| **Join Date** | | Scheme Join Date | Details |

| Column Type | Max number of characters | Hints | Section of feed |
|---|---|---|---|
| **Retirement Age** | | | Details |
| **Employer Name** | 40 | | Details |
| **Postponement Date** | | Date when postponement is due to end | Details |
| **Auto Enrolment Date** | | | Details |
| **Salary Sacrifice** | 1 | Y or N | Details |
| **Opt In Date** | | | Details |
| **Opt Out Date** | | | Details |
| **Frequency NEST** | 30 | Frequency in words incl. two-weekly as per the Nest requirements | Details |
| **Frequency NOW** | 30 | Frequency in words incl. fortnightly as per the Now requirements | Details |
| **Frequency PAPDIS** | 30 | Frequency in letters and numbers e.g. M1 for monthly as per the PAPDIS requirements | Details |
| **Leave Date** | | | Details |
| **Employee%** | | | Details |
| **Employer%** | | | Details |
| **Non Reform Worker** | 3 | Non reform worker, Yes or No. | Details |
| **Assessment** | 100 | Eligible, Non Eligible, Entitled, Worker, Unknown | Details |
| **File Time** | 6 | File generated Time | Details |
| **File Date** | 8 | File generated date | Details |
| **Gen Run Date** | | Run Date | Details |
| **Tax Period** | 2 | Tax Period (e.g. 03 or 53) | Details |
| **Total Earnings Payable** | 2 | Total earnings used to determine qualifying earnings for assessment. | Details |
| **Pensionable Earnings** | 2 | Employee's Pensionable earnings this period | Details |

| Column Type | Max number of characters | Hints | Section of feed |
|---|---|---|---|
| **Employee Contribution** | 2 | Non Negative Employee Contribution | Details |
| **Employer Contribution** | 2 | Non Negative Employer Contribution | Details |
| **System Pay Period Start Date** | 0 | The start date of the period in which the payroll is run (i.e. the start of the pay period which includes the relevant pay date for contribution deduction). | Details |
| **System Pay Period End Date** | 0 | The end date of the period in which the payroll is run (i.e. the end of the pay period which includes the relevant pay date for contribution deduction). | Details |
| **Title Now** | | May return MISS, BARON, BARONESS, BRIGADIER, CANON, CAPTAIN, COMMODORE, COMMANDER, COLONEL, DAME, DR, EARL, HONOURABLE, LADY, MAJOR, MOTHER, MR, MRS, MS, MASTER, MX, PROF, RABBI, REVEREND, SHERIFF, SIR, SISTER, LIEUTENANT, LORD, MISC, MISS. | Details |
| **Title Scottish Life** | | May return MISS, MRS, MR, MS, DR, PROF, REV, SIR, LADY, LORD. | Details |
| **Enrolment Type** | 2 | OPTIN,AE,WWQE,VOLUNTARY,OTHERS | Details |
| **MemberShip Start Date** | 10 | | Details |
| **Employee Regular Contribution Amount (SALSAC)** | 2 | Returns 0 for Negative and Sal Sac Schemes | Details |
| **Employer Regular Contribution Amount (SALSAC)** | 2 | Returns 0 for Negative but adds Ee Contribution and Er NI Saving for Sal Sac Schemes | Details |
| **Existing member join date** | 10 | Existing member join date. | Details |
| **MaritalStatus Words** | 15 | Marital Status in words. | Details |

| Column Type | Max number of characters | Hints | Section of feed |
|---|---|---|---|
| **Scheme Name** | 35 | Scheme Name as defined in Star Payroll. | Details |
| **New Starter Leaver** | 2 | New Starter or Leaver (NS or LS) | Details |
| **PenAVCs** | 2 | Pen AVC. | Details |
| **LastErFixed** | 2 | | Details |
| **LastEeFixed** | 2 | | Details |
| **Membership Terminated date** | 10 | Leave date as entered in Pension scheme | Details |
| **Employment status** | 12 | Employment Status | Details |
| **Employee ID** | | Employee ID number from payroll – may be different to employee reference. | Details |
| **Earnings period start date** | | | Header |
| **Earnings period end date** | | | Header |
| **Number of records** | | Number of employees included in the feed | Footer |
| **Contributions total** | | Sum total of all the employees, employers and Er NI Saving contributions included in the feed | Footer |
| **Non Contractual Earnings** | | When using Contractual for assessment, this includes the total of pay components not marked as contractual | Details |
| **Contractual Earnings** | | Value used for assessment, also known as Total Earnings | Details |
| **Pension Policy Number** | | Employees Pension Policy number | Details |
| **ErNISaving** | | Calculated for Salary Sacrifice Pension Schemes | Details |

| Column Type | Max number of characters | Hints | Section of feed |
|---|---|---|---|
| **EeLeaveDate** | | Employees Leave Date | Details |

# Appendix B

## Adding employee extra details for Specific feed configurations only

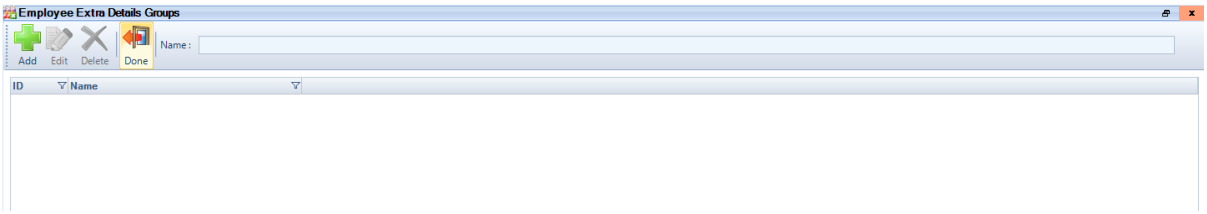
### Creating an extra detail

To create a pension feed, it may be necessary to record information about your employees that is not strictly payroll information and is not therefore asked for in any of the tabs in the Employee screen. For example, you may need to record an employee's membership number or the type of policy they have.

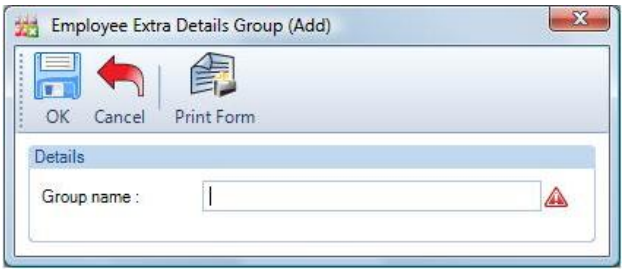
These details can be added to the employee's record through the extra details tab. Once the Extra Detail has been created then the specific value for each employee is entered separately either on an individual basis or through importing.

If you have numerous extra details relating to various topics/pensions, you can set up Groups and assign the Extra Detail to a Group. The details belonging to each group will then show on their own tab under the Extra Details tab in Employee Details.

To create Groups, go to the Data tab then select Ee Extra Details\Groups. You will then see the following screen

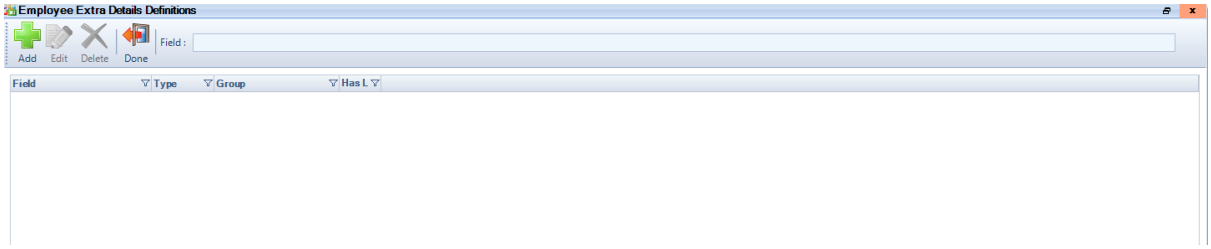



Click on the **Add** button and enter a Group Name (i.e. the tab name) then select **OK**.

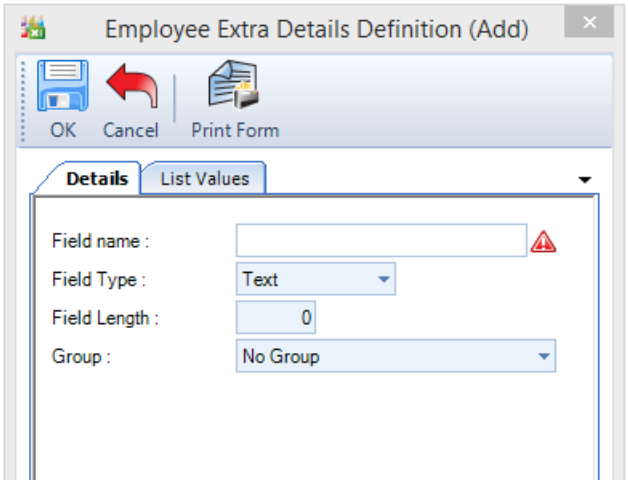



Now to create a new Extra Detail, go to the **Data** tab and select **Ee Extra Details\Definition**.

You will now see the following screen.




Click on the **Add** button and enter the **Field Name** and select the **Field Type** (type of answer required). If you have chosen to create **Groups,** then select the Group where this Extra Detail will be shown.

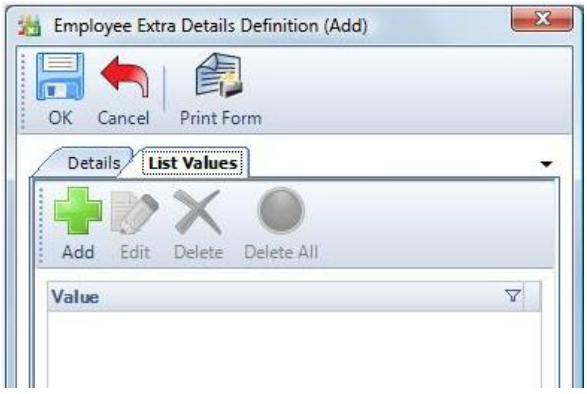



The type of answer may be one of the following

- **Text** - A short textual answer such as a name or description – you will need to specify the maximum number of characters in the field. When this File Type is selected the Field Length can be increased after an extra details record has been saved.
- **Memo** - A longer textual answer – use for 'comments fields' where the actual amount of text to be entered cannot be clearly defined.
- **Number** - A number (Hint - do not enter phone numbers as numbers, Windows may well drop off the leading zero in the code! - enter as **text**)
- **Date** - A date is the only possible type of answer for this field (Hint- if you enter a date in this field, it will be in the format dd/MM/yy, if you need the date in a different format, e.g. yyyyMMdd then enter as **text**)
- **True/False** - If this option is selected the answer will be in the form of a tick box as the only possible answers can be Yes/No

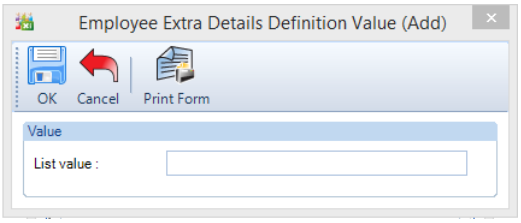
### List Values tab

As users can enter anything (or nothing) when using Extra Details, we have given you the facility to limit the possible entries allowed on **Text** type fields.




The window that appears will be blank unless a list of permitted entries has previously been set up.

Click on the **Add** button to create a List value, enter a Description then click on **OK**. Repeat for additional List values.




If you wish to allow users to leave the Extra Detail blank (i.e. with no text), simply create one with nothing in the List value field, click OK and you will see a blank line as the first item in the list.

When you have finished adding items, click on OK.

If users try to enter values against this Extra Detail on a client, they will only be able to select from your pre-determined list.

Click on the **OK** button to complete the procedure.

## Entering employee's details

There are two ways to enter employee extra details. They can either be entered manually by going to the Data tab and select the employee. Within the Extra details tab each of the extra details which have been set up will be shown. If groups of extra details have been set up each group will get a tab within this page.

## Importing extra details

The alternative is to use Importing if you have this as part of your licence. Details of how to import extra details can be found in the Payroll Professional Help guide under Importing\employee extra details.

# Auto Enrolment Module - Editing Word Templates

This facility is only available if you are licensed for the **Auto Enrolment Module**. Whilst in Payroll Professional go to **Help\About** to see your license details.

## Pre Requisites

Before you can Edit Word Templates you must have the following:

- Word 2010 or later (It is possible to edit the notices if you have Word 2007 however you cannot include the images.)
- All Pre- requisites required for utilising the Auto Enrolment Dashboard (AED). Please refer to the Auto Enrolment Module Help guide

## Important information

**All Word Templates provided by IPP have been checked with The Pension Regulator (TPR) to ensure they meet their guidelines and include all mandatory information. If you change any of the text within the word templates it is therefore advised that you check with TPR that the letters are still compliant with their regulations.**

## The templates

There are two formats that can be used when producing letters. Originally the TPR advised letters should be produced using an 11 letter format but this was revised in April 2015 to a 4 template format. Both formats are available as word templates in Payroll Professional.

For the pre-2015 format there are 10 standard templates provided by IPP (letter 5 is never produced in Payroll Professional so the template has not be produced), one each for the letters in Appendix C.

For the 2015 there are 4 templates provided by IPP, one each for the letters in Appendix D.

You can determine which format each template belongs to by the name. Pre-2015 format letter templates are numbered, eg 1, 2, 2P. Whereas 2015 format templates are named based on the employees who should receive the letter, joiners, non-qualifying, postponement and re-enrolment

Each template has to be edited separately. It is advised that if you want to make changes to the document that you modify the templates provided rather than design a template from scratch. The text in the templates is formatted to font type Tahoma, font size 9.5.

The Payroll Professional templates are saved as .docx files within the Access reports folder within the Reports path. The location of your reports path can be found in Help\Paths and files.

## Multiple templates

It is possible to have different templates for each datafile. In order to create a new template for a specific client/group of clients you need to save a copy of the existing templates into a new folder. In each folder of templates you must have a complete set of templates for the template format type, i.e. all 4 templates when using the 2015 format.

## Selecting which format to use

When first using the AED the letters will default to using the 2015 format, if notices have been generated in the past the method used will remain.

To select which format to use go to setup then Notice Settings and Master Settings.

Within master settings you will need to select the Template fields tab. A check box is available called 'Use 2015 format' with this selected the 2015 format will be used, without the pre-2015 format will be used. The 2015 format is only available when using word templates so this field must also be selected.

## Editing the templates

**Before making changes to the templates it is recommended that you make a copy of the Payroll Professional standard templates and save these within a different folder. If you do not make a copy any time a new update is uploaded your changes will be overwritten with the Payroll Professional version.**

**The Word templates are made up of three different types of text and two images:**

- **Fixed Text – Text which will be the same for all employees who receive this notice.**
- **Standard Merge Fields –** Information that will be brought through from payroll. These are normally only one or two words, numbers or dates. This includes information which is specific to each employee, e.g. their name and address, or specific to their particular pension scheme or employer e.g. Percentage contributions and employer name.
- **Conditional Merge Fields** - Text which can change dependant on the settings within payroll. These can be either individual words or whole paragraphs. This is normally due to the type of pension scheme the employee is a member of such as whether the pension is Pre tax or not. These merge fields look the same in the template as the standard merge fields but are edited in a different way. Standard Merge Fields can be included within the text for Conditional Merge Fields.
- **Logo image** - The logo image is usually a company logo to appear at the top of the page. Within the template it is placed in the top left corner of the first page. Which image is used is determined by the path set within the word templates screen – see Auto Enrolment Module help guide.
- **Signature image** – The image set to appear after the main body of the notice but before further information. Which image is used is determined by the path set within the word templates screen – see Auto Enrolment Module help guide.
- Within Appendix A there is an example of each template which has been colour-coded to show each type of text and the location of images.

### Fixed text

Fixed text will remain the same for every employee receiving that notice e.g. all employees receiving letter 1 will have a notice which includes all the letter 1 template fixed text. In order to edit this text you need to open the letter template required. You can then change any of the fixed text in the same way you would a word document, either by deleting unrequired text, replacing text or adding additional text.

Within the Word templates it is also possible to change the formatting of the document e.g. you can add/remove rows, change the order of paragraphs etc.

### Standard Merge fields

Standard Merge fields will bring through information already available in payroll. As this is usually a single piece of information there is no need to edit the wording of the merge field. The only editing involved with the merge fields is to add/remove the merge fields as required. A list of all the available merge fields can be found in Appendix B.

### Adding a merge field within Word 2010 or 2013

To add a merge field within Word you need to go to **Insert\Quick Parts** and select **Field.**

Select the type of field as **MergeField** and then enter the **Field name.** The name must match exactly what is shown in Appendix B else the field will not be recognised.

Merge fields can be changed by right clicking on the required field and selecting **Edit field.** You can then change the **Field name.**

#### Conditional Merge fields

Conditional merge fields can be added to the Word template in the same way as the standard merge fields. The names of the conditional merge fields can be found in Appendix B. Unlike the Standard merge fields the conditional merge fields can return large amounts of text and this text can change depending on the employee's individual circumstances. As this text will be shown just as a merge field within the document it is not possible to edit what text will be used within the template itself. Instead you will need to edit the text within AED.

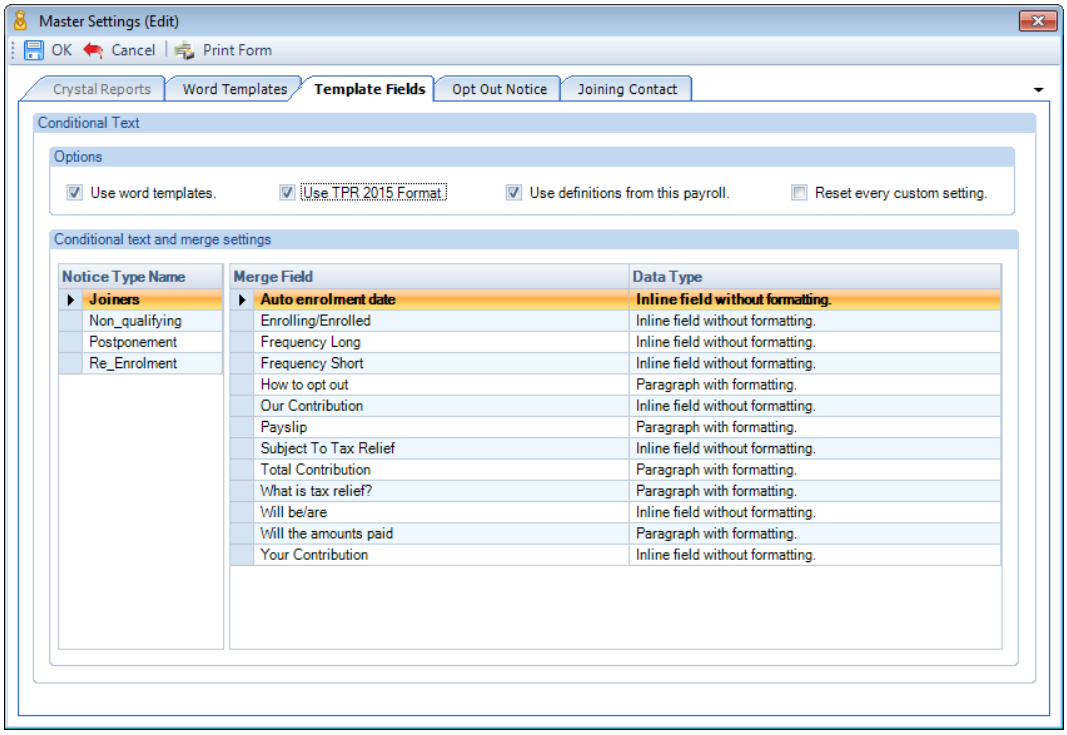
There are two types of conditional merge field

- **Inline –** These merge fields are usually only one or two words which will be inserted into a sentence. The formatting of these words will be taken from the sentence they are to be inserted into e.g. if the sentence is in bold the merged word will also be in bold.
- **Paragraph –** These merge fields return whole sections of text which can be several paragraphs long. The formatting of this text will depend on the formatting entered into AED.

### Editing template fields

Details on how to set up the AED including how to select the template folder to be used for that datafile can be found in the Auto Enrolment Module help guide.

Within the AED Set up screens you will be need to select **Notice Settings** then **Master Settings.** The conditional merge fields can be edited within the **Template Fields** tab.

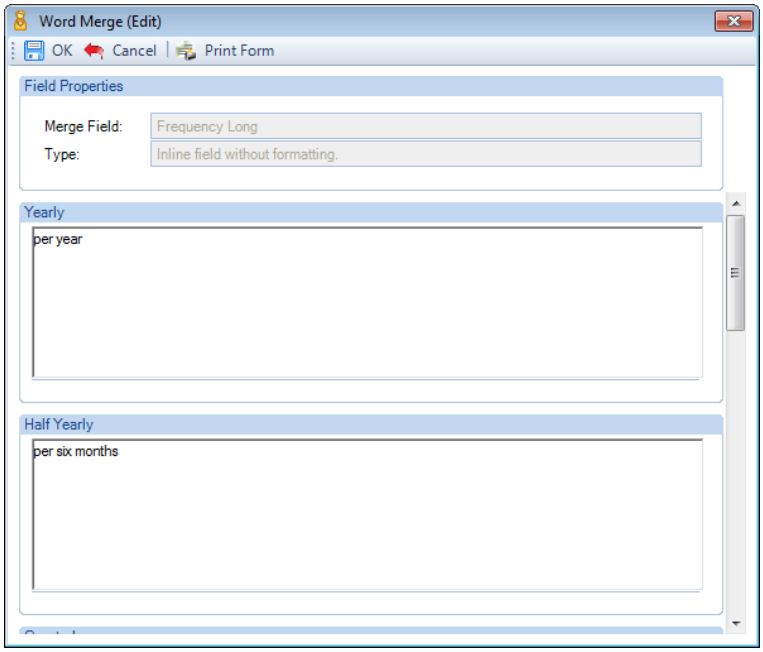



- **Use Word templates** – This box needs to be selected in order to use Word Templates, if this is not selected reports will be generated using Crystal.
- **Use TPR 2015 format** – tick this box to use the 2015 format of letters. Without this box ticked the pre-2015 format will be used.
- **Use definitions from this payroll** – tick this box to be able to make changes to the text which will be used within the notices for this payroll. Without this box ticked any changes made will affect all payrolls.
- **Reset every custom setting**- tick this box to remove any changes to the text when you select OK to the Master Settings screen.

## Conditional text and merge settings.

Select the required Notice Type on the left of the window and all the available Conditional Merge fields will be shown on the right. All of the merge fields will be available on the right regardless of whether the corresponding merge field is included in the template.

To edit the text double-click on the required field to bring up the word merge edit screen.




The name of the Merge field will be shown at the top of the page and the type advises whether the merge fields is an inline field without formatting or a paragraph with formatting. The remainder of the screen shows the different versions of the text which will appear depending on the employee's circumstances. For example under Frequency Short if an employee is paid yearly the word 'year' will be shown in the document where the merge field was, alternatively if the employee is paid half yearly the words six months will appear etc. If you want to change the text that will appear, e.g. you would prefer 'annum' rather than 'year', then you can change the text directly in this box.

For Inline merge fields changing the text if required is all that is needed to ensure this is set up.

For paragraph merge fields it is advised that you write and format the text within Word then copy and paste across into the window as the way the text is shown in this box is how it will appear on within the notice e.g. if you have information you want to appear as bullet points or bold text.

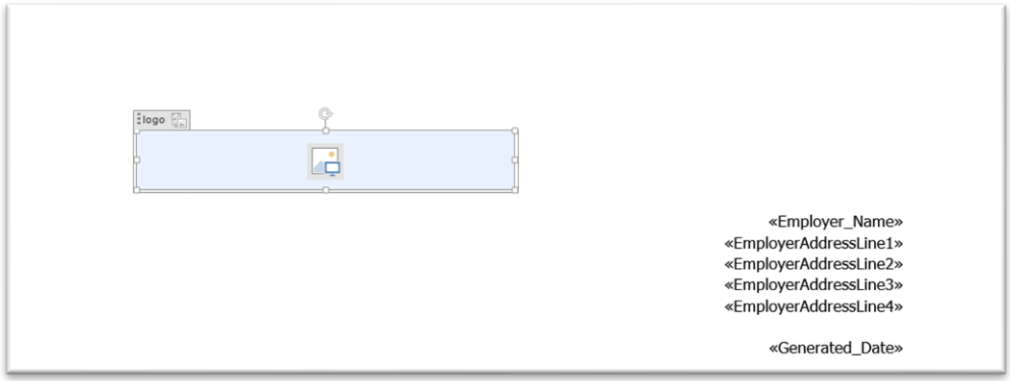
It is advised that you write and format the text within word before copying and pasting this into the box rather than format directly in the box.

In order to copy the text in the box you can highlight it using your mouse then using your keyboard press Ctrl and C at the same time. In order to paste into the box press Ctrl and V.

Select **OK** at the top of the page to save your changes.

## Images

The logo and signature images are in the template as blue image boxes. The images can be moved to different locations within the document if you wish.



In order to move the image you need to click on the box so that the label ‘logo’ or ‘signature’ can be seen at the top. Highlight the box so that it turns grey then using your mouse click on the label and drag the box to the new location.

You can also resize the box by dragging the squares in each corner until the box is the required size.

If you want the image to be in line with text create a table and move the image in one column and the text in another column.

## Appendix A

### Colour-coded Word Templates

The following is an example of the templates provided for each letter. They have been colour-coded to try and give you an idea of what can be changed and how. The start and end of each template are indentified by double lines across the page.

Each template has a header and footer. It is not possible to modify the header but you can make changes to the footer.

**If you change the template in any way it is advised that you check with The Pensions Regulator (TPR) that the letters are compliant with their guidelines.**

**Blue text** indicates text which is fixed within the template. This text can be edited in the template itself but there is no way to change this text within payroll. You can add further paragraphs which will appear as the same as all employees.

**Green text** indicates a merge field where information will be brought through from payroll, this includes information which is specific to each employee, e.g. their name and address, or specific to their particular pension scheme or employer e.g. Percentage contributions and employer name. It is possible to change, add and/or remove the merge fields however in order to bring through the correct information the name of the merge field has to match exactly one of the available merge fields. A list of merge fields is available in Appendix B.

**Purple text** indicates text which can change dependant on the settings within payroll. The wording of this text can be modified within the auto-enrolment dashboard. This text may include merge fields (Green text). The blocks of text shown are bracketed by { } to indicate where each block starts and ends.

**Black text** will not be included in the letters generated. These are just comments to show what conditions will result in the purple text displayed.

## Pre-2015 Letter 1

If you select to include a logo it will appear here.

«Employer_Name»
«EmployerAddressLine1»
«EmployerAddressLine2»
«EmployerAddressLine3»
«EmployerAddressLine4»

«Generated_Date»

«Title» «Initials» «Surname»
«AddressLine1»
«AddressLine2»
«AddressLine3»
«AddressLine4»
«PostCode»

Dear «First Forename»

**AUTO ENROLMENT PENSION SCHEME**

I am writing to you regarding the government initiative which you may have read about, seen advertised on television or heard on the radio. It affects all workers who are not currently in a company pension scheme.

As people are living longer today and are likely to spend 20 years in retirement it is apparent people are not saving enough to fund their retirement. To help people save more for their retirement, the government now requires employers to enrol their workers into a workplace pension scheme.

This applies to workers who are not in a company pension scheme, are aged between 22 and the State Pension age and earn over £«Auto-enrolment trigger yearly» a year (£«Auto-enrolment trigger» «yearly_limit»per «Frequency Short»).

Frequency short will change to month, week, fortnight etc. depending on the employee's pay frequency.

As you meet the requirements, we «Enrolling/Enrolled» (This text depends on whether the employee auto enrolment date is postponed) you into our pension scheme on «Auto enrolment date». (your enrolment date).

The earlier a pension is started, the more time your money has to grow which is why all workers over the age of 22 with earnings high enough are automatically enrolled into the pension. However if you feel the time is not right for you to start paying in you can choose to opt out and re-join at a later date.

**How does it work?**

Both «Employer_Name» and you will pay into the pension scheme every «Frequency Short». The scheme is provided by «Pension_Provider».

The payments into your pension «will be/are»:

- Your contribution -«Your Contribution». This will be taken directly from your pay.
- Our contribution -«Our Contribution».

If the pension is Pre tax then the following bullet point will also be included:

Subject to tax relief

The following note will change dependent on whether the pension is Pre tax or not. If the pension is Pre tax then the text will be:

{Please note:

On your payslip, the figure you will see is your contribution and the tax relief added together.

You will also see our contribution on your payslip.}

If the pension is not Pre tax the text will be:

{Please note:

On your payslip you will see your contribution. You will not see the tax relief as it is added to your pension separately.

You will also see our contribution on your payslip.}

Your pension belongs to you, even if you leave us in the future.

**Where you can get more information**

If you have any questions about the pension scheme, please contact:

«pension_provider_contact_name»
«ProviderAddressLine1»
«ProviderAddressLine2»
«ProviderAddressLine3»
«ProviderAddressLine4»
«pension_provider_email_address»
«pension_provider_tel_no»

More information on pensions and saving for later life can be found at:
https://www.gov.uk/workplace-pensions

Yours sincerely

If you select to include a signature image it will appear here.

«SignatureName»

## ADDITIONAL INFORMATION

### How to opt-out

The text included for this paragraph will change dependent on whether a date has been entered indicating when the opt-out window starts. If the opt-out window start date has been provided the text will be:

{If you don't want to join the scheme you need to 'opt-out'. You can opt out in the one month period from «OptOutStartDate». You can opt out by contacting the «OptOutStartDate»:

«Optout_ContactName»

«OptOutStartDate»

«Optout_Contact_Address2»

«Optout_Contact_Address3»

«Optout_Contact_PostCode»

«Optout_Telephone»

«Optout_EmailAddress»

If you opt out in the one month period from «OptOutStartDate» any contributions to your pension you have already made will be refunded, and you will not have become an active member of the scheme on this occasion. If you want to stop making payments after one month from «OptOutStartDate» you can do so. The payments you have already made may not be refunded.

If the opt-out window start date has not been provided the text will be:

{To opt-out, contact the «OptOutStartDate»:

«Optout_ContactName»

«OptOutStartDate»

«Optout_Contact_Address1»

«Optout_Contact_Address2»

«Optout_Contact_Address3»

«Optout_Contact_PostCode»

«Optout_Telephone»

«Optout_EmailAddress»

If you opt-out within one calendar month from the later of you receiving this letter or being made a member of this pension scheme, you will be removed from the pension scheme. Any payments you have already made will be refunded, and you will not have become an active member of the scheme on this occasion. If you want to stop making payments after one calendar month from the later of you receiving this letter or being made a member of this pension scheme you can do so. The payments you have made already may not be refunded.}

### If I opt-out or stop making payments, can I re-join a workplace pension scheme at a later date?

Yes, you can re-join a workplace pension scheme. To do so, contact «Join_Pension_ContactName» in writing by sending a letter, which has to be signed by you. Or if sending it electronically, it has to contain the phrase "I confirm I personally submitted this notice to join a workplace pension scheme". Please send to:

«Join_Pension_ContactName»

«Join_Pension_Contact_Address1»

«Join_Pension_Contact_Address2»

«Join_Pension_Contact_Address3»

«Join_Pension_Contact_PostCode»

«Join_Pension_Telephone»

«Join_Pension_EmailAddress»

You can re-join only once in any 12 month period.

**A regular reminder**

Anyone who opts out or stops making payments will be automatically enrolled back into a pension scheme at a later date (usually every three years). This is because your circumstances may have changed and it may be the right time for you to start saving. We will contact you when this happens, and you can opt-out if it's still not right for you.

**What is tax relief?**

The following text will change depending on whether the pension scheme is Pre tax or not. If Pre tax has been selected the text will be:

{The government takes tax off your income. You can see this on your payslip. Tax relief means some of your money that would have gone to the government as tax now goes into your pension instead.

In our pension scheme, the tax relief goes into your pension through the ‘net pay arrangement’. This means you don’t need to do anything to get the tax relief paid into your pension. It will happen automatically.

Information on how 'net pay’ works can be found here: https://www.gov.uk/income-tax-reliefs }

If Pre tax is not selected the text will be:

{The government takes tax off your income. You can see this on your payslip. Tax relief means some of your money that would have gone to the government as tax now goes into your pension instead.

In our pension scheme, the tax relief goes into your pension through a 'relief at source' arrangement.

This means if you are a basic rate tax payer, you don't need to do anything to get the tax relief paid into your pension. It will happen automatically.

If you are a higher or additional rate tax payer, to get the full tax relief you need to claim back some of your tax from the government. This is because tax relief is added to your pension at the basic rate of 20 percent. To get all the tax relief that is due to you, you need to claim back the difference on your annual tax return, or alternatively, if you are a higher rate tax payer you can contact HM Revenue & Customs.

Information on how tax relief works can be found here: https://www.gov.uk/income-tax-reliefs3

**A commitment from us**

If you are under 75, work or usually work in the UK, and earn over £«Qualifying Earnings lower yearly» a year (the amount set by the government for this):

- We must by law continue to maintain your membership of a scheme that meets certain government standards; and
- If your membership of such a scheme ends (and it is not because of something you do or fail to do), we must by law put you into another scheme that meets government standards straightaway.

## Pre-2015 Letter 1P

If you select to include a logo it will appear here.

«Employer_Name»
«EmployerAddressLine1»
«EmployerAddressLine2»
«EmployerAddressLine3»
«EmployerAddressLine4»

«Generated_Date»

«Title» «Initials» «SurName»
«AddressLine1»
«AddressLine2»
«AddressLine3»
«AddressLine4»
«PostCode»

Dear «First Forename»

**AUTO ENROLMENT PENSION SCHEME**

I am writing to you regarding the government initiative which you may have read about, seen advertised on television or heard on the radio. It affects all workers who are not currently in a company pension scheme.

As people are living longer today and are likely to spend 20 years in retirement it is apparent people are not saving enough to fund their retirement. To help people save more for their retirement, the government now requires employers to enrol their workers into a workplace pension scheme.

This applies to workers who are not in a company pension scheme, are aged between 22 and the State Pension age and earn over £«Auto-enrolment trigger yearly» a year (£«Auto-enrolment trigger» «yearly_limit»per «Frequency Short»).

Frequency short will change to month, week, fortnight etc. depending on the employee's pay frequency.

We will therefore enrol you into our pension scheme on «Postponed_Auto_Enrolment_Date» (your automatic enrolment date), if you meet the above criteria on that date.

**How does it work?**

Both «Employer_Name» and you will pay into the pension scheme every «Frequency Short». The scheme is provided by «Pension_Provider».

The following bullet points will change depending on whether the pension scheme is based on pension bands. If the pension is based on a single percentage, no pension bands set the text will be:

The payments into your pension «will be/are»

- Your contribution -{«PensionEEPercentage»% of «Percentage calculated on».}«Your Contribution». This will be taken directly from your pay.
- Our contribution -{an amount equal to «PensionEEPercentage»% of «Percentage calculated on».}

If the pension is based on pension bands the text will be:

- Your contribution – {as per the pension scheme rules} will be taken directly from your pay.
- Our contribution – {as per the pension scheme rules}

If the pension is Pre tax then the following bullet point will also be included:

Subject to tax relief

The following note will change dependent on whether the pension is Pre tax or not. If the pension is Pre tax then the following text will be shown:

{Please note:

On your payslip, the figure you will see is your contribution and the tax relief added together.

You will also see our contribution on your payslip.}

If the pension is not Pre tax the text will be:

{Please note:

On your payslip you will see your contribution. You will not see the tax relief as it is added to your pension separately.

You will also see our contribution on your payslip.}

Your pension belongs to you, even if you leave us in the future.

**What you need to do now**

This depends on what you want to do. You have three options:

1. If you want to join the pension scheme now (before «Postponed_Auto_Enrolment_Date»), contact «Join_Pension_ContactName» in writing by sending a letter, which has to be signed by you. Or if sending it electronically, it has to contain the phrase "I confirm I personally submitted this notice to join a workplace pension scheme". Please send to:

«Join_Pension_ContactName»

«Join_Pension_Contact_Address1»

«Join_Pension_Contact_Address2»

«Join_Pension_Contact_Address3»

«Join_Pension_Contact_PostCode»

«Join_Pension_Telephone»

«Join_Pension_EmailAddress»

2. If you want to join the pension scheme on «Postponed_Auto_Enrolment_Date», then you do not need to do anything. It will happen automatically. You will be able to see this on your payslip.

3. If you are enrolled you will have the right to opt out, follow the instructions below.

**Where you can get more information**

If you have any questions about the pension scheme, please contact:

«pension_provider_contact_name»
«ProviderAddressLine1»
«ProviderAddressLine2»
«ProviderAddressLine3»
«ProviderAddressLine4»
«pension_provider_email_address»
«pension_provider_tel_no»

More information on pensions and saving for later life can be found at: https://www.gov.uk/workplace-pensions

Yours sincerely

If you select to include a signature image it will appear here.

«SignatureName»

## ADDITIONAL INFORMATION

### How to opt-out

The text included for this paragraph will change dependent on whether a date has been entered indicating when the opt-out window starts. If the opt-out window start date has been provided the text will be:

{If you don't want to join the scheme you need to 'opt-out'. You can opt out in the one month period from «OptOutStartDate». You can opt out by contacting the «OptOutStartDate»:

«Optout_ContactName»

«OptOutStartDate»

«Optout_Contact_Address2»

«Optout_Contact_Address3»

«Optout_Contact_PostCode»

«Optout_Telephone»

«Optout_EmailAddress»

If you opt out in the one month period from «OptOutStartDate» any contributions to your pension you have already made will be refunded, and you will not have become an active member of the scheme on this occasion. If you want to stop making payments after one month from «OptOutStartDate» you can do so. The payments you have already made may not be refunded.

If the opt-out window start date has not been provided the text will be:

{To opt-out, contact the «OptOutStartDate»:

«Optout_ContactName»

«OptOutStartDate»

«Optout_Contact_Address1»

«Optout_Contact_Address2»

«Optout_Contact_Address3»

«Optout_Contact_PostCode»

«Optout_Telephone»

«Optout_EmailAddress»

If you opt-out within one calendar month from the later of you receiving this letter or being made a member of this pension scheme, you will be removed from the pension scheme. Any payments you have already made will be refunded, and you will not have become an active member of the scheme on this occasion. If you want to stop making payments after one calendar month from the later of you receiving this letter or being made a member of this pension scheme you can do so. The payments you have made already may not be refunded.}

### If I opt-out or stop making payments, can I re-join a workplace pension scheme at a later date?

Yes, you can re-join a workplace pension scheme. To do so, contact «Join_Pension_ContactName» in writing by sending a letter, which has to be signed by you. Or if sending it electronically, it has to contain the phrase "I confirm I personally submitted this notice to join a workplace pension scheme". Please send to:

«Join_Pension_ContactName»

«Join_Pension_Contact_Address1»

«Join_Pension_Contact_Address2»

«Join_Pension_Contact_Address3»

«Join_Pension_Contact_PostCode»

«Join_Pension_Telephone»

«Join_Pension_EmailAddress»

You can re-join only once in any 12 month period

**A regular reminder**

Anyone who opts out or stops making payments will be automatically enrolled back into a pension scheme at a later date (usually every three years). This is because your circumstances may have changed and it may be the right time for you to start saving. We will contact you when this happens, and you can opt-out if it's still not right for you.

**What is tax relief?**

«What is tax relief?»The following text will change depending on whether the pension scheme is Pre tax or not. If Pre tax has been selected the text will be:

{The government takes tax off your income. You can see this on your payslip. Tax relief means some of your money that would have gone to the government as tax now goes into your pension instead.

In our pension scheme, the tax relief goes into your pension through the ‘net pay arrangement’. This means you don’t need to do anything to get the tax relief paid into your pension. It will happen automatically.

Information on how 'net pay’ works can be found here: https://www.gov.uk/income-tax-reliefs }

If Pre tax is not selected the text will be:

{The government takes tax off your income. You can see this on your payslip. Tax relief means some of your money that would have gone to the government as tax now goes into your pension instead.

In our pension scheme, the tax relief goes into your pension through a 'relief at source' arrangement.

This means if you are a basic rate tax payer, you don't need to do anything to get the tax relief paid into your pension. It will happen automatically.

If you are a higher or additional rate tax payer, to get the full tax relief you need to claim back some of your tax from the government. This is because tax relief is added to your pension at the basic rate of 20 percent. To get all the tax relief that is due to you, you need to claim back the difference on your annual tax return, or alternatively, if you are a higher rate tax payer you can contact HM Revenue & Customs.

Information on how tax relief works can be found here at: https://www.gov.uk/income-tax-reliefs3

**A commitment from us**

If you are under 75, work or usually work in the UK, and earn over £«Qualifying Earnings Lower yearly» a year (the amount set by the government for this):

- We must by law continue to maintain your membership of a scheme that meets certain government standards; and
- If your membership of such a scheme ends (and it is not because of something you do or fail to do), we must by law put you into another scheme that meets government standards straightaway.

**Explanation as to why you can join the pension scheme before «Postponed_Auto_Enrolment_Date» if you want.**

We have, as allowed by law, postponed your automatic enrolment into our pension scheme until «Postponed_Auto_Enrolment_Date». During this period, you have the right to join the workplace pension scheme if you want. If you want to join the pension scheme before this date, please follow the instructions in the 'What you need to do now' section of this letter.

## Pre-2015 Letter 1R

If you select to include a logo it will appear here.

«Employer_Name»
«EmployerAddressLine1»
«EmployerAddressLine2»
«EmployerAddressLine3»
«EmployerAddressLine4»

«Generated_Date»

«Title» «Initials» «Surname»
«AddressLine1»
«AddressLine2»
«AddressLine3»
«AddressLine4»
«PostCode»

Dear «First Forename»

**AUTO ENROLMENT PENSION SCHEME**

I have previously written to you regarding the government initiative which you may have read about, seen advertised on television or heard on the radio. It affects all workers who are not currently in a company pension scheme.

As people are living longer today and are likely to spend 20 years in retirement it is apparent people are not saving enough to fund their retirement. To help people save more for their retirement, the government now requires employers to enrol their workers into a workplace pension scheme. Anyone who opts out or stops making payments will be automatically enrolled back into a pension scheme at a later date (usually every three years). This is because your circumstances may have changed and it may be the right time for you to start saving.

This applies to workers who are left a company pension scheme more than 12 months ago, are aged between 22 and the State Pension age and earn over £«Auto-enrolment trigger yearly» a year (£«Auto-enrolment trigger» «yearly_limit»per «Frequency Short»).

Frequency short will change to month, week, fortnight etc. depending on the employee's pay frequency.

As you meet the requirements, we «Enrolling/Enrolled» you into our pension scheme on «Re-enrolment date». (your re-enrolment date).

The earlier a pension is started, the more time your money has to grow which is why all workers over the age of 22 with earnings high enough are automatically enrolled into the pension. However if you feel the time is not right for you to start paying in you can choose to opt out and re-join at a later date.

**How does it work?**

Both «Employer_Name» and you will pay into the pension scheme every «Frequency Short». The scheme is provided by «Pension_Provider».

The payments into your pension «will be/are»:

- Your contribution -«Your Contribution». This will be taken directly from your pay.
- Our contribution -«Our Contribution».

If the pension is Pre tax then the following bullet point will also be included:

Subject to tax relief

The following note will change dependent on whether the pension is Pre tax or not. If the pension is Pre tax then the text will be:

{Please note:

On your payslip, the figure you will see is your contribution and the tax relief added together.

You will also see our contribution on your payslip.}

If the pension is not Pre tax the text will be:

{Please note:

On your payslip you will see your contribution. You will not see the tax relief as it is added to your pension separately.

You will also see our contribution on your payslip.}

Your pension belongs to you, even if you leave us in the future.

**Where you can get more information**

If you have any questions about the pension scheme, please contact:

«pension_provider_contact_name»
«ProviderAddressLine1»
«ProviderAddressLine2»
«ProviderAddressLine3»
«ProviderAddressLine4»
«pension_provider_email_address»
«pension_provider_tel_no»

More information on pensions and saving for later life can be found at:
https://www.gov.uk/workplace-pensions

Yours sincerely

If you select to include a signature image it will appear here.

«SignatureName»

## ADDITIONAL INFORMATION

### How to opt-out

The text included for this paragraph will change dependent on whether a date has been entered indicating when the opt-out window starts. If the opt-out window start date has been provided the text will be:

{If you don't want to join the scheme you need to 'opt-out'. You can opt out in the one month period from «OptOutStartDate». You can opt out by contacting the «OptOutStartDate»:

«Optout_ContactName»

«OptOutStartDate»

«Optout_Contact_Address2»

«Optout_Contact_Address3»

«Optout_Contact_PostCode»

«Optout_Telephone»

«Optout_EmailAddress»

If you opt out in the one month period from «OptOutStartDate» any contributions to your pension you have already made will be refunded, and you will not have become an active member of the scheme on this occasion. If you want to stop making payments after one month from «OptOutStartDate» you can do so. The payments you have already made may not be refunded.

If the opt-out window start date has not been provided the text will be:

{To opt-out, contact the «OptOutStartDate»:

«Optout_ContactName»

«OptOutStartDate»

«Optout_Contact_Address1»

«Optout_Contact_Address2»

«Optout_Contact_Address3»

«Optout_Contact_PostCode»

«Optout_Telephone»

«Optout_EmailAddress»

If you opt-out within one calendar month from the later of you receiving this letter or being made a member of this pension scheme, you will be removed from the pension scheme. Any payments you have already made will be refunded, and you will not have become an active member of the scheme on this occasion. If you want to stop making payments after one calendar month from the later of you receiving this letter or being made a member of this pension scheme you can do so. The payments you have made already may not be refunded.}

### If I opt-out or stop making payments, can I re-join a workplace pension scheme at a later date?

Yes, you can re-join a workplace pension scheme. To do so, contact «Join_Pension_ContactName» in writing by sending a letter, which has to be signed by you. Or if sending it electronically, it has to contain the phrase "I confirm I personally submitted this notice to join a workplace pension scheme". Please send to:

«Join_Pension_ContactName»

«Join_Pension_Contact_Address1»

«Join_Pension_Contact_Address2»

«Join_Pension_Contact_Address3»

«Join_Pension_Contact_PostCode»

«Join_Pension_Telephone»

«Join_Pension_EmailAddress»

You can re-join only once in any 12 month period.

**A regular reminder**

Anyone who opts out or stops making payments will be automatically enrolled back into a pension scheme at a later date (usually every three years). This is because your circumstances may have changed and it may be the right time for you to start saving. We will contact you when this happens, and you can opt-out if it's still not right for you.

**What is tax relief?**

The following text will change depending on whether the pension scheme is Pre tax or not. If Pre tax has been selected the text will be:

{The government takes tax off your income. You can see this on your payslip. Tax relief means some of your money that would have gone to the government as tax now goes into your pension instead.

In our pension scheme, the tax relief goes into your pension through the ‘net pay arrangement’. This means you don’t need to do anything to get the tax relief paid into your pension. It will happen automatically.

Information on how 'net pay’ works can be found here: https://www.gov.uk/income-tax-reliefs }

If Pre tax is not selected the text will be:

{The government takes tax off your income. You can see this on your payslip. Tax relief means some of your money that would have gone to the government as tax now goes into your pension instead.

In our pension scheme, the tax relief goes into your pension through a 'relief at source' arrangement.

This means if you are a basic rate tax payer, you don't need to do anything to get the tax relief paid into your pension. It will happen automatically.

If you are a higher or additional rate tax payer, to get the full tax relief you need to claim back some of your tax from the government. This is because tax relief is added to your pension at the basic rate of 20 percent. To get all the tax relief that is due to you, you need to claim back the difference on your annual tax return, or alternatively, if you are a higher rate tax payer you can contact HM Revenue & Customs.

Information on how tax relief works can be found here: https://www.gov.uk/income-tax-reliefs3

**A commitment from us**

If you are under 75, work or usually work in the UK, and earn over £«Qualifying Earnings lower yearly» a year (the amount set by the government for this):

- We must by law continue to maintain your membership of a scheme that meets certain government standards; and
- If your membership of such a scheme ends (and it is not because of something you do or fail to do), we must by law put you into another scheme that meets government standards straightaway.

## Pre-2015 Letter 1T

If you select to include a logo it will appear here.

«Employer_Name»
«EmployerAddressLine1»
«EmployerAddressLine2»
«EmployerAddressLine3»
«EmployerAddressLine4»

«Generated_Date»

«Title» «Initials» «Surname»
«AddressLine1»
«AddressLine2»
«AddressLine3»
«AddressLine4»
«PostCode»

Dear «First Forename»

**AUTO ENROLMENT PENSION SCHEME**

I am writing to you regarding the government initiative which you may have read about, seen advertised on television or heard on the radio. It affects all workers who are not currently in a company pension scheme.

As people are living longer today and are likely to spend 20 years in retirement it is apparent people are not saving enough to fund their retirement. To help people save more for their retirement, the government now requires employers to enrol their workers into a workplace pension scheme.

This applies to workers who are not in a company pension scheme, are aged between 22 and the State Pension age and earn over £«Auto-enrolment trigger yearly» a year (£«Auto-enrolment trigger» «yearly_limit»per «Frequency Short»).

Frequency short will change to month, week, fortnight etc. depending on the employee's pay frequency.

We will therefore enrol you into our pension scheme on «Postponed_Auto_Enrolment_Date» (your automatic enrolment date), if you meet the criteria above on that date.

When this happens, you can choose to opt-out of the pension scheme if you want to, but if you stay in you will have a pension which will be paid to you when you retire.

- «Employer_Name» and you will both pay into the pension scheme every «Frequency Short».
- The government will also contribute through tax relief.
- Your pension belongs to you, even if you leave us in the future.

**How to join the pension scheme before «Postponed_Auto_Enrolment_Date» if you want.**

We have, as allowed by law, postponed your automatic enrolment into our pension scheme until «Postponed_Auto_Enrolment_Date»«AutoEnrolmentDate». During this period, you have the right to join the workplace pension scheme if you want. If you want to join the pension scheme before this date, please follow the instructions in the 'What you need to do now' section of this letter.

**How does it work?**

Both «Employer_Name» and you will pay into the pension scheme every «Frequency Short». The scheme is provided by «Pension_Provider».

The following bullet points will change depending on whether the pension scheme is based on pension bands. If the pension is based on a single percentage, no pension bands set the text will be:

The payments into your pension «will be/are»:

- Your contribution – {«PensionEEPercentage»% of «Percentage calculated on».}This will be taken directly from your pay.
- Our contribution – {an amount equal to «PensionEEPercentage»% of «Percentage calculated on».}

If the pension is based on pension bands the text will be:

- Your contribution – {as per the pension scheme rules} This will be taken directly from your pay.
- Our contribution – {as per the pension scheme rules}

If the pension is Pre tax then the following bullet point will also be included:

Subject to tax relief

The following note will change dependent on whether the pension is Pre tax or not. If the pension is Pre tax then the text will be:

{Please note:

On your payslip, the figure you will see is your contribution and the tax relief added together.

You will also see our contribution on your payslip.}

If the pension is not Pre tax the text will be:

{Please note:

On your payslip you will see your contribution. You will not see the tax relief as it is added to your pension separately.

You will also see our contribution on your payslip.}

**What you need to do now**

This depends on what you want to do. You have three options:

1 - If you want to join the pension scheme now (before «Postponed_Auto_Enrolment_Date»), contact «Join_Pension_ContactName» in writing by sending a letter, which has to be signed by you. Or if sending it electronically,

it has to contain the phrase "I confirm I personally submitted this notice to join a workplace pension scheme". Please send to:

«Join_Pension_ContactName»

«Join_Pension_Contact_Address1»

«Join_Pension_Contact_Address2»

«Join_Pension_Contact_Address3»

«Join_Pension_Contact_PostCode»

«Join_Pension_Telephone»

«Join_Pension_EmailAddress»

2 - If you want to join the pension scheme on «Postponed_Auto_Enrolment_Date», then you do not need to do anything. It will happen automatically. You will be able to see this on your payslip.

3 - If you are enrolled you will have the right to opt out, follow the instructions below.

**Where you can get more information**

If you have any questions about the pension scheme, please contact:

«pension_provider_contact_name»»
«ProviderAddressLine1»
«ProviderAddressLine2»
«ProviderAddressLine3»
«ProviderAddressLine4»
«pension_provider_email_address»
«pension_provider_tel_no»

**A commitment from us**

If you are under 75, work or usually work in the UK, and earn over £«Qualifying Earnings Lower yearly» a year (the amount set by the government for this):

- We must by law continue to maintain your membership of a scheme that meets certain government standards; and
- If your membership of such a scheme ends (and it is not because of something you do or fail to do), we must by law put you into another scheme that meets government standards straightaway.

More information on pensions and saving for later life can be found at: https://www.gov.uk/workplace-pensions

Yours sincerely

If you select to include a signature image it will appear here.

«SignatureName»

## Pre-2015 Letter 2

If you select to include a logo it will appear here.

«Employer_Name»
«EmployerAddressLine1»
«EmployerAddressLine2»
«EmployerAddressLine3»
«EmployerAddressLine4»

«Generated_Date»

«Title» «Initials» «Surname»
«AddressLine1»
«AddressLine2»
«AddressLine3»
«AddressLine4»
«PostCode»

Dear «First Forename»

**AUTO ENROLMENT PENSION SCHEME**

I am writing to you regarding the government initiative which you may have read about, seen advertised on television or heard on the radio. It affects all workers who are not currently in a company pension scheme.

As people are living longer today and are likely to spend 20 years in retirement it is apparent people are not saving enough to fund their retirement. To help people save more for their retirement, the government now requires employers to enrol their workers into a workplace pension scheme.

This applies to workers who are not in a company pension scheme, are aged between 22 and the State Pension age and earn over £«Auto-enrolment trigger yearly» a year (£«Auto-enrolment trigger» «yearly_limit»per «Frequency Short»)
Frequency short will change to month, week, fortnight etc. depending on the employee's pay frequency.

As you did not meet all of the criteria above, you have not become a member of the scheme automatically. However, you have the right to join the pension scheme if you want to.

**What would joining the pension scheme mean for you?**

«Employer_Name» and you will both pay into the pension scheme every «Frequency Short». The government will also contribute through tax relief

Your pension belongs to you, even if you leave us in the future

**If in the future you qualify for auto enrolment**

If you earn more than the minimum (currently £«Auto-enrolment trigger» per «Frequency Short») in any «Frequency Short», you will be automatically enrolled into our workplace pension scheme, so long as you are aged 22 or over, are under State Pension Age, and are working or usually work in the UK.

If this happens, we will write to you again to give you all the information you need. You can choose to opt-out of the scheme if you want to, but if you stay in you will have your own pension which you get when you retire.
«Employer_Name» and you will pay into the pension scheme every «Frequency Short».

**If you are under 22 years of age**

If your earnings are more than the minimum (currently £«Auto-enrolment trigger» «yearly_limit»per «Frequency Short») when you reach 22, you will be automatically enrolled into our workplace pension scheme. We will write to you again, around the time of your 22nd birthday, to give you all the information you need.

You can choose to opt-out of the scheme if you want to, but if you stay in you will have your own pension which you get when you retire. «Employer_Name» and you will pay into the pension scheme every «Frequency Short».

**Where you can get more information**

More information on pensions and saving for later life can be found at: https://www.gov.uk/workplace-pensions

**What to do if you want to join our pension scheme**

If you want to join the pension scheme, contact «Join_Pension_ContactName» in writing by sending a letter, which has to be signed by you. Or if sending it electronically, it has to contain the phrase "I confirm I personally submitted this notice to join a workplace pension scheme". Please send to:

«Join_Pension_ContactName»

«Join_Pension_Contact_Address1»

«Join_Pension_Contact_Address2»

«Join_Pension_Contact_Address3»

«Join_Pension_Contact_PostCode»

«Join_Pension_Telephone»

«Join_Pension_EmailAddress»

Yours sincerely

If you select to include a signature image it will appear here.

**Error! No bookmark name given.**

## Pre-2015 Letter 2P

If you select to include a logo it will appear here.

«Employer_Name»
«EmployerAddressLine1»
«EmployerAddressLine2»
«EmployerAddressLine3»
«EmployerAddressLine4»

«Generated_Date»

«Title» «Initials» «Surname»
«AddressLine1»
«AddressLine2»
«AddressLine3»
«AddressLine4»
«PostCode»

Dear «First Forename»

**AUTO ENROLMENT PENSION SCHEME**

I am writing to you regarding the government initiative which you may have seen advertised on television or heard on the radio. It affects all workers who are not currently in a company pension scheme.

As people are living longer today and are likely to spend 20 years in retirement it is apparent people are not saving enough to fund their retirement. To help people save more for their retirement, the government now requires employers to enrol their workers into a workplace pension scheme.

This applies to workers who are not in a company pension scheme and are aged between 22 and the state retirement age and earn over £«Auto-enrolment trigger yearly» a year (£«Auto-enrolment trigger» «yearly_limit»per «Frequency Short»). Frequency short will change to month, week, fortnight etc. depending on the employee's pay frequency.

As you do not meet the criteria currently, we will not be automatically enrolling you into our workplace pension scheme on «Postponed_Auto_Enrolment_Date». However, you have the right to join the pension scheme if you want to.

**What happens, if by «Postponed_Auto_Enrolment_Date», your circumstances change and you meet the criteria?**

If your circumstances change and you meet the criteria on «Postponed_Auto_Enrolment_Date», you will be automatically enrolled. If your earnings are more than the minimum (currently £«Auto-enrolment trigger» «yearly_limit»per «Frequency Short») in any «Frequency Short», you will be automatically enrolled into our workplace pension scheme, so long as you are aged 22 or over, are under State Pension Age, and are working or usually work in the UK.

If this happens, we will write to you again to give you all the information you need. You can choose to opt-out of the scheme if you want to, but if you stay in you will have your own pension which you get when you retire. «Employer_Name» and you will pay into the pension scheme every «Frequency Short».

**If you are under 22 years of age**

If you earn more than the minimum (currently £«Auto-enrolment trigger» «yearly_limit»per «Frequency Short») when you reach 22, you will be automatically enrolled into our workplace pension scheme. We will write to you again, around the time of your 22nd birthday, to give you all the information you need.

You can choose to opt-out of the scheme if you want to, but if you stay in you will have your own pension which you get when you retire. «Employer_Name» and you will pay into the pension scheme every «Frequency Short».

**What would joining the pension scheme mean for you?**

Every payday both you and «Employer_Name» would pay money into a pension, which you get when you retire.

Your pension would belong to you, even if you left us in the future.

**Where you can get more information**

More information on pensions and saving for later life can be found at: https://www.gov.uk/workplace-pensions

**What to do if you want to join our pension scheme**

If you want to join the pension scheme, contact «Join_Pension_ContactName» in writing by sending a letter, which has to be signed by you. Or if sending it electronically, it has to contain the phrase "I confirm I personally submitted this notice to join a workplace pension scheme". Please send to:

«Join_Pension_ContactName»

«Join_Pension_Contact_Address1»

«Join_Pension_Contact_Address2»

«Join_Pension_Contact_Address3»

«Join_Pension_Contact_PostCode»

«Join_Pension_Telephone»

«Join_Pension_EmailAddress»

You will then be sent further information on the scheme and will be enrolled into it.

Yours sincerely

If you select to include a signature image it will appear here.

**Error! No bookmark name given.**

## Pre-2015 Letter 3

If you select to include a logo it will appear here.

«Employer_Name»
«EmployerAddressLine1»
«EmployerAddressLine2»
«EmployerAddressLine3»
«EmployerAddressLine4»

«Generated_Date»

«Title» «Initials» «Surname»
«AddressLine1»
«AddressLine2»
«AddressLine3»
«AddressLine4»
«PostCode»

Dear «First Forename»

**AUTO ENROLMENT PENSION SCHEME**

I am writing to you regarding the government initiative which you may have read about, seen advertised on television or heard on the radio. It affects all workers who are not currently in a company pension scheme.

As people are living longer today and are likely to spend 20 years in retirement it is apparent people are not saving enough to fund their retirement. To help people save more for their retirement, the government now requires employers to enrol their workers into a workplace pension scheme.

This applies to workers who are not in a company pension scheme, are aged between 22 and the State Pension age and earn over £«Auto-enrolment trigger yearly» a year (£«Auto-enrolment trigger» «yearly_limit»per «Frequency Short»).
Frequency short will change to month, week, fortnight etc. depending on the employee's pay frequency.

As you do not meet the criteria above, we will not be automatically enrolling you into our workplace pension scheme on «Staging_Date»«AutoEnrolmentDate». However, if you ask us to do so, we will enrol you into the pension scheme.

**If your earnings change in the future, what will happen?**

If your earnings are more than the minimum (currently £«yearly_limit»«Auto-enrolment trigger» «yearly_limit»per «Frequency Short»), you will be automatically enrolled into our workplace pension scheme, so long as you are aged 22 or over, are under State Pension Age, and are working or usually work in the UK.

If this happens, we will write to you again to give you all the information you need. You can choose to opt-out of the scheme if you want to, but if you stay in you will have your own pension which you get when you retire. «Employer_Name» and you will pay into the pension scheme every «Frequency Short».

Your pension will belong to you, even if you leave us in the future.

If you are aged under 22 or over State Pension age when you earn more than £«yearly_limit»«Auto-enrolment trigger» «yearly_limit»per «Frequency Short» then you will not be automatically enrolled, but you will have the right to join our workplace pension scheme if you want.

If you earn more than £«Qualifying Earnings Lower» but not more than £«yearly_limit»«Auto-enrolment trigger» «yearly_limit»per «Frequency Short», you will not be automatically enrolled but you will have the right to join our workplace pension scheme if you want.

«Employer_Name» and you will pay into the pension scheme every «Frequency Short».

**Where you can get more information**

More information on pensions and saving for later life can be found at: https://www.gov.uk/workplace-pensions

**What to do if you want us to enrol you into the pension scheme**

If you want to join the pension scheme, contact «Join_Pension_ContactName» in writing by sending a letter, which has to be signed by you. Or if sending it electronically, it has to contain the phrase "I confirm I personally submitted this notice to join a workplace pension scheme". Please send to:

«Join_Pension_ContactName»

«Join_Pension_Contact_Address1»

«Join_Pension_Contact_Address2»

«Join_Pension_Contact_Address3»

«Join_Pension_Contact_PostCode»

«Join_Pension_Telephone»

«Join_Pension_EmailAddress»

You will then be sent further information on the scheme and will be enrolled into it.

Yours sincerely

If you select to include a signature image it will appear here.

«SignatureName»

## Pre-2015 Letter 3P

If you select to include a logo it will appear here.

«Employer_Name»
«EmployerAddressLine1»
«EmployerAddressLine2»
«EmployerAddressLine3»
«EmployerAddressLine4»

«Generated_Date»

«Title» «Initials» «Surname»
«AddressLine1»
«AddressLine2»
«AddressLine3»
«AddressLine4»
«PostCode»

Dear «First Forename»

**AUTO ENROLMENT PENSION SCHEME**

I am writing to you regarding the government initiative which you may have read about, seen advertised on television or heard on the radio. It affects all employees who are not currently in a company pension scheme.

As people are living longer today and are likely to spend 20 years in retirement it is apparent people are not saving enough to fund retirement. To help people save more for their retirement, the government now requires employers to enrol their workers into a workplace pension scheme.

This applies to employees who are not in a company pension scheme and are aged between 22 and the state retirement age and earn over £«Auto-enrolment trigger yearly» a year (£«Auto-enrolment trigger» «yearly_limit»per «Frequency Short»).
Frequency short will change to month, week, fortnight etc. depending on the employee's pay frequency.

As you do not meet the criteria above, we will not be automatically enrolling you into our workplace pension scheme on «Postponed_Auto_Enrolment_Date». However, if you ask us to do so, we will enrol you into the pension scheme.

**What happens, if by «Postponed_Auto_Enrolment_Date», your circumstances change and you meet the criteria?**

If your circumstances change and you meet the criteria on «Postponed_Auto_Enrolment_Date», you will be automatically enrolled. Such as if your earnings are more than the minimum (£«yearly_limit»«Auto-enrolment trigger» «yearly_limit»per «Frequency Short»), you will be automatically enrolled into our workplace pension scheme, so long as you are aged 22 or over, are under State Pension Age, and are working or usually work in the UK.

If this happens, we will write to you again to give you all the information you need. You can choose to opt-out of the scheme if you want to, but if you stay in you will have your own pension which you get when you retire. «Employer_Name» and you will pay into the pension scheme every «Frequency Short».

Your pension will belong to you, even if you leave us in the future.

If you are aged under 22 or over State Pension age when you earn more than £«yearly_limit»«Auto-enrolment trigger» «yearly_limit»per «Frequency Short» then you will not be automatically enrolled, but you will have the right to join our

workplace pension scheme if you want.

If you earn more than £«Qualifying Earnings Lower» but not more than £«yearly_limit»«Auto-enrolment trigger» «yearly_limit»per «Frequency Short», you will not be automatically enrolled but you will have the right to join our workplace pension scheme if you want.

«Employer_Name» and you will pay into the pension scheme every «Frequency Short».

**Where you can get more information**

More information on pensions and saving for later life can be found at: https://www.gov.uk/workplace-pensions

**What to do if you want us to enrol you into a pension scheme**

If you want to join a pension scheme, contact «Join_Pension_ContactName» in writing by sending a letter, which has to be signed by you. Or if sending it electronically, it has to contain the phrase "I confirm I personally submitted this notice to join a workplace pension scheme". Please send to:

«Join_Pension_ContactName»

«Join_Pension_Contact_Address1»

«Join_Pension_Contact_Address2»

«Join_Pension_Contact_Address3»

«Join_Pension_Contact_PostCode»

«Join_Pension_Telephone»

«Join_Pension_EmailAddress»

You will then be sent further information on the scheme and will be enrolled into it.

Yours sincerely

If you select to include a signature image it will appear here.

«SignatureName»

## Pre-2015 Letter 4

If you select to include a logo it will appear here.

«Employer_Name»
«EmployerAddressLine1»
«EmployerAddressLine2»
«EmployerAddressLine3»
«EmployerAddressLine4»

«Generated_Date»

«Title» «Initials» «Surname»
«AddressLine1»
«AddressLine2»
«AddressLine3»
«AddressLine4»
«PostCode»

Dear «First Forename»

**AUTO ENROLMENT PENSION SCHEME**

I am writing to you regarding the government initiative which you may have read about seen advertised on television or heard on the radio. It affects all workers who are not currently in a company pension scheme.

As people are living longer today and are likely to spend 20 years in retirement it is apparent people are not saving enough to fund their retirement. To help people save more for their retirement, the government now requires employers to enrol their workers into a workplace pension scheme.

This applies to workers who are not in a company pension scheme, are aged between 22 and the State Pension age and earn over £«Auto-enrolment trigger yearly» a year (£«Auto-enrolment trigger» «yearly_limit»per «Frequency Short»).
Frequency short will change to month, week, fortnight etc. depending on the employee's pay frequency.

I am writing to confirm that, as you are already in our workplace pension scheme, this change does not affect you.

**A reminder about the pension scheme**

- «Employer_Name» and you are paying into a pension which you get when you reach the scheme's pension age
- The government is also contributing to your pension through tax relief (tax relief means that some of your money that would have gone to the government as tax, goes into your pension instead)
-

The following bullet point will change dependent on whether the pension is Pre tax or not. If the pension is Pre tax then the text will be:

{• On your payslip, the figure you will see is your contribution and the tax relief added together.

• You will also see our contribution on your payslip.}

If the pension is not Pre tax the text will be:

{• On your payslip you will see your contribution. You will not see the tax relief as it is added to your pension separately.

- You will also see our contribution on your payslip.}
-

I am pleased to confirm the scheme is a qualifying pension scheme, which means it meets or exceeds the government's new standards.

**A commitment from us**

If you are under 75, work or usually work in the UK, and earn over £«Qualifying Earnings Lower yearly» a year (the amount set by the government for this):

- We must by law continue to maintain your membership of a scheme that meets certain government standards; and
- If your membership of such a scheme ends (and it is not because of something you do or fail to do), we must by law put you into another scheme that meets government standards straightaway.

**Where you can get more information**

More information on pensions and saving for later life can be found at: https://www.gov.uk/workplace-pensions

If you have any questions about the pension scheme, please contact:

«pension_provider_contact_name»
«ProviderAddressLine1»
«ProviderAddressLine2»
«ProviderAddressLine3»
«ProviderAddressLine4»
«pension_provider_email_address»
«pension_provider_tel_no»

Yours sincerely

If you select to include a signature image it will appear here.

«SignatureName»

## Pre-2015 Letter 6

If you select to include a logo it will appear here.

«Employer_Name»
«EmployerAddressLine1»
«EmployerAddressLine2»
«EmployerAddressLine3»
«EmployerAddressLine4»

«Generated_Date»

«Title» «Initials» «Surname»
«AddressLine1»
«AddressLine2»
«AddressLine3»
«AddressLine4»
«PostCode»p

Dear «First Forename»

**AUTO ENROLMENT PENSION SCHEME**

I am writing to you regarding the government initiative which you may have read about, seen advertised on television or heard on the radio. It affects all workers who are not currently in a company pension scheme.

As people are living longer today and are likely to spend 20 years in retirement it is apparent people are not saving enough to fund their retirement. To help people save more for their retirement, the government now requires employers to enrol their workers into a workplace pension scheme.

This applies to workers who are not in a company pension scheme, are aged between 22 and the State Pension age and earn over £«Auto-enrolment trigger yearly» a year (£«Auto-enrolment trigger» «yearly_limit»per «Frequency Short»)
Frequency short will change to month, week, fortnight etc. depending on the employee's pay frequency.

We are enrolling these workers into our workplace pension scheme on «Postponed_Auto_Enrolment_Date»

**How it will affect you on «Postponed_Auto_Enrolment_Date»**

**If you are already in our pension scheme:**

You will not be automatically enrolled as you are already in the pension.

**A commitment from us**
If you are under 75, work or usually work in the UK, and earn over £«Qualifying Earnings Lower yearly» a year (the amount set by the government for this):

- We must by law continue to maintain your membership of a scheme that meets certain government standards; and
- If your membership of such a scheme ends (and it is not because of something you do or fail to do), we must by law put you into another scheme that meets government standards straightaway.

**What happens if you are NOT already in our workplace pension scheme on «Postponed_Auto_Enrolment_Date»**

This depends on how old you are and how much you are earning on that date. We will enrol you into our pension scheme on «Postponed_Auto_Enrolment_Date» if on that date you are: Aged 22 or over, under State Pension age, work or usually work in the UK, and earn more than £«Auto-enrolment trigger yearly» a year (£«Auto-enrolment trigger»

«yearly_limit»per «Frequency Short»). You don't have to do anything as it will happen automatically.

We will not be automatically enrolling you into our workplace pension scheme if on that date you are:

- You will not be automatically enrolled if you are under 22, or have reached State Pension age or you are 22 or over but under State Pension age and earn less than £«Auto-enrolment trigger yearly» a year (£«Auto-enrolment trigger» «yearly_limit»per «Frequency Short»).
- If you are under State Pension age and your earnings are below £«Qualifying Earnings lower yearly» a year (£«Qualifying Earnings lower» per «Frequency Short»).

This is because you do not meet the criteria set by the government. Nevertheless, you have the right to join the scheme if you want to. If you ask us to do so, we will enrol you into the pension scheme.

However:

- When you reach 22 and you earn more than the minimum (currently £«Auto-enrolment trigger» «yearly_limit»per «Frequency Short»), you will be automatically enrolled into our workplace pension scheme. We will write to you again, around the time of your 22nd birthday, to give you all the information you need.
- If you are under State Pension age and your earnings are more than the minimum (currently £«Auto-enrolment trigger» «yearly_limit»per «Frequency Short») in any «Frequency Short» You will be automatically enrolled into our workplace pension scheme.

**Benefits of being a member**

- Both you and «Employer_Name» would pay into it.
- The government will also contribute through tax relief.
- Your pension belongs to you, even if you leave us in the future.
- You have the right to join the scheme before «Postponed_Auto_Enrolment_Date» if you want to.
- You can choose to opt out of the scheme if you want to, but if you stay in you will have your own pension which you get when you retire.

We will write to you nearer the time with further information on the pension scheme.

**Automatic Entry Postponed to «Postponed_Auto_Enrolment_Date»«AutoEnrolmentDate»**

We have, as allowed by law, postponed the automatic enrolment of our workers into our pension scheme until «Postponed_Auto_Enrolment_Date»«AutoEnrolmentDate». During this period you have the right to join the workplace pension scheme if you want. If you want to do this, follow the instructions in the 'What to do if you want to join a pension scheme now' section of this letter.

**What to do if you want to join our pension scheme now**

If you want to join the pension scheme, contact «Join_Pension_ContactName» in writing by sending a letter, which has to be signed by you. Or if sending it electronically, it has to contain the phrase "I confirm I personally submitted this notice to join a workplace pension scheme". Please send to:

«Join_Pension_ContactName»

«Join_Pension_Contact_Address1»

«Join_Pension_Contact_Address2»

«Join_Pension_Contact_Address3»

«Join_Pension_Contact_PostCode»

«Join_Pension_Telephone»

«Join_Pension_EmailAddress»

**Where you can get more information**

If you have any questions about the pension scheme, please contact:

«pension_provider_contact_name»
«ProviderAddressLine1»
«ProviderAddressLine2»
«ProviderAddressLine3»
«ProviderAddressLine4»
«pension_provider_email_address»
«pension_provider_tel_no»»

More information on pensions and saving for later life can be found at: https://www.gov.uk/workplace-pensions

Yours sincerely

If you select to include a signature image it will appear here.

«SignatureName»

## 2015 Joiners letter

If you select to include a logo it will appear here.

«Employer_Name»
«EmployerAddressLine1»
«EmployerAddressLine2»
«EmployerAddressLine3»
«EmployerAddressLine4»

«Generated_Date»

«Title» «Initials» «Surname»
«AddressLine1»
«AddressLine2»
«AddressLine3»
«AddressLine4»
«PostCode»

Dear «First Forename»

**«Employer_Name» Pension Scheme – A change in the law that affects you**

To help people save more for their retirement, all employers are now required by law to provide a workplace pension for certain staff and pay money into it.

We therefore «Enrolling/Enrolled» (This text depends on whether the employee auto enrolment date is postponed) you on «Auto enrolment date» into our pension scheme because you either have opted to join the pension scheme or you met all of the following criteria:

- You earn over £«Auto-enrolment trigger yearly» per year (£«Auto-enrolment trigger» «yearly_limit»per «Frequency Short»). Frequency short will change to month, week, fortnight etc. depending on the employee's pay frequency.
- You are aged 22 or over and
- You are under state pension age.

You can opt out of the pension scheme if you want to, but if you stay in you will have your own personal pension when you retire. Your pension will belong to you, even if you leave us in the future.

Both «Employer_Name» and you will pay into the pension scheme every «Frequency Short», and the government will contribute through tax relief.

The information below will tell you everything you need to know about automatic enrolment. You will also receive a starter pack of information from the pension scheme. The scheme is provided by «Pension_Provider».

Yours sincerely

If you select to include a signature image it will appear here.

«SignatureName»

**Your workplace questions answered**

**Why have I been automatically enrolled?**

All employers now have to put their workers into a pension scheme if they earn over £10,000 per year, are aged 22 or over and are under state pension age. This is the law, because the government wants to get more people to have another income in addition to the state pension when they retire.

**What if I don't want to join the scheme?**

The text included for this paragraph will change dependent on whether a date has been entered indicating when the opt-out window starts. If the opt-out window start date has been provided the text will be:

{If you don't want to join the scheme you need to 'opt-out'. You can opt out in the one month period from «OptOutStartDate». You can opt out by contacting the «OptOutStartDate»:

«Optout_ContactName»

«OptOutStartDate»

«Optout_Contact_Address2»

«Optout_Contact_Address3»

«Optout_Contact_PostCode»

«Optout_Telephone»

«Optout_EmailAddress»

If you opt out in the one month period from «OptOutStartDate» any contributions to your pension you have already made will be refunded, and you will not have become an active member of the scheme on this occasion. If you want to stop making payments after one month from «OptOutStartDate» you can do so. The payments you have already made may not be refunded.

If the opt-out window start date has not been provided the text will be:

{To opt-out, contact the «OptOutStartDate»:

«Optout_ContactName»

«OptOutStartDate»

«Optout_Contact_Address1»

«Optout_Contact_Address2»

«Optout_Contact_Address3»

«Optout_Contact_PostCode»

«Optout_Telephone»

«Optout_EmailAddress»

If you opt-out within one calendar month from the later of you receiving this letter or being made a member of this pension scheme, you will be removed from the pension scheme. Any payments you have already made will be refunded, and you will not have become an active member of the scheme on this occasion. If you want to stop making payments after one calendar month from the later of you receiving this letter or being made a member of this pension scheme you can do so. The payments you have made already may not be refunded.}

**What if I opt out of the scheme but then change my mind in the future?**

You can ask to rejoin the scheme by contacting, «Join_Pension_ContactNa me» in writing by sending a letter, which has to be signed by you. Or if sending it electronically, it has to contain the phrase "I confirm I personally submitted this notice to join a workplace pension scheme". Please send to:

«Join_Pension_ContactName»

«Join_Pension_Contact_Address1»

«Join_Pension_Contact_Address2»

«Join_Pension_Contact_Address3»

«Join_Pension_Contact_PostCode»

«Join_Pension_Telephone»

«Join_Pension_EmailAddress»

If you earn more than «Qualifying earnings lower yearly» per year («Qualifying earnings lower» per «Frequency Short») «Employer_Name» will pay contributions into the pension scheme as well.

You can re-join only once in any 12 month period.

**If I opt out  what happens after that?**

Anyone who opts out or stops making payments will be automatically enrolled back into a pension scheme at a later date (usually every three years). This is because your circumstances may have changed and it may be the right time for you to start saving. We will contact you when this happens, and you can opt out again if it's still not right for you.

**If I stay in the scheme do I have to pay in?**

You will pay in «Your Contribution» each period. This will be taken directly from you pay and will include tax relief from the government.

We will also pay in «Our Contribution» each period. {Therefore, the total contribution to your pension pot will be «eePctANDer» of your earnings.} If the pension scheme uses pension bands this text will not appear.

## 2015 Non-qualifying letter

If you select to include a logo it will appear here.

«Employer_Name»
«EmployerAddressLine1»
«EmployerAddressLine2»
«EmployerAddressLine3»
«EmployerAddressLine4»

«Generated_Date»

«Title» «Initials» «Surname»
«AddressLine1»
«AddressLine2»
«AddressLine3»
«AddressLine4»
«PostCode»

Dear «First Forename»

**«Employer_Name» Pension Scheme – A change in the law that affects you**

To help people save more for their retirement, all employers are now required by law to provide a workplace pension for certain staff and pay money into it.

We must enrol any of our staff who meet all of the following criteria:

- You earn over £«Auto-enrolment trigger yearly» per year (£«Auto-enrolment trigger» «yearly_limit»per «Frequency Short»). Frequency short will change to month, week, fortnight etc. depending on the employee's pay frequency.
- You are aged 22 or over and
- You are under state pension age.

Because you did not meet these criteria, you have not become a member of the scheme automatically, but you can ask to join it if you want to. If you do join, each «Frequency Short» you will put money into the pension directly from your pay and the government will also contribute through tax relief. If you earn over «Qualifying earnings lower yearly» per year («Qualifying earnings lower» per «Frequency Short»), the minimum amount you will put into the scheme each pay period will be «Phased_Minimum_Ee_Contribution»% of your earnings.

If you earn over «Qualifying earnings lower yearly» per year («Qualifying earnings lower» per «Frequency Short») «Employer_Name» will also pay contributions into the pension scheme on your behalf. If you earn less than «Qualifying earnings lower» per «Frequency Short» then we are not obliged to contribute to the scheme as well.

If you want to join the pension scheme, tell us in writing by sending a letter, which has to be signed by you. Or if sending it electronically, it has to contain the phrase "I confirm I personally submitted this notice to join a workplace pension scheme". Please send to:

«Join_Pension_ContactName»

«Join_Pension_Contact_Address1»

«Join_Pension_Contact_Address2»

«Join_Pension_Contact_Address3»

«Join_Pension_Contact_PostCode»

«Join_Pension_Telephone»

«Join_Pension_EmailAddress»

In the future if you meet the above criteria and you have not already joined the scheme, we will automatically enrol you and tell you we have done this.

Yours sincerely

If you select to include a signature image it will appear here.

«SignatureName»

## 2015 Postponement letter

If you select to include a logo it will appear here.

«Employer_Name»
«EmployerAddressLine1»
«EmployerAddressLine2»
«EmployerAddressLine3»
«EmployerAddressLine4»

«Generated_Date»

«Title» «Initials» «Surname»
«AddressLine1»
«AddressLine2»
«AddressLine3»
«AddressLine4»
«PostCode»

Dear «First Forename»

**«Employer_Name» Pension Scheme – A change in the law that affects you**

To help people save more for their retirement, all employers are now required by law to provide a workplace pension for certain staff and pay money into it.

We must enrol any of our staff who meet all of the following criteria:

- You earn over £«Auto-enrolment trigger yearly» per year (£«Auto-enrolment trigger» «yearly_limit»per «Frequency Short»). Frequency short will change to month, week, fortnight etc. depending on the employee's pay frequency.
- You are aged 22 or over and
- You are under state pension age.

If you meet these criteria on «Postponed_Auto_Enrolment_Date» you will be automatically enrolled into our workplace pension scheme. We will write to you again if this happens. You can join the scheme before this date if you wish (see **How to join** below).

If you don't meet the criteria, you won't become a member of the scheme automatically but if in the future you earn more than £«Auto-enrolment trigger yearly» per year (£«Auto-enrolment trigger» «yearly_limit»per «Frequency Short»), or turn 22, we will enrol you into the scheme and let you know.

If you don't meet the criteria you can also ask to join the scheme now or in the future.

If you ask to join you will put money into the pension each «Frequency Short» and the government will also contribute through tax relief. If you earn over «Qualifying earnings lower yearly» per year («Qualifying earnings lower» per «Frequency Short»), when you ask to join, the minimum amount you will put into the scheme each pay period will be «Phased_Minimum_Ee_Contribution»% of your earnings. «Employer_Name» will also pay contributions into the pension scheme on your behalf. If you earn less than «Qualifying earnings lower» per «Frequency Short» then we are not obliged to contribute to the scheme as well.

**How to join**

If you want to join the pension scheme, tell us in writing by sending a letter, which has to be signed by you. Or if sending it electronically, it has to contain the phrase "I confirm I personally submitted this notice to join a workplace pension scheme". Please send to:

«Join_Pension_ContactName»

«Join_Pension_Contact_Address1»

«Join_Pension_Contact_Address2»

«Join_Pension_Contact_Address3»

«Join_Pension_Contact_PostCode»

«Join_Pension_Telephone»

«Join_Pension_EmailAddress»

Yours sincerely

If you select to include a signature image it will appear here.

«SignatureName»

## 2015 Re-enrolment letter

If you select to include a logo it will appear here.

«Employer_Name»
«EmployerAddressLine1»
«EmployerAddressLine2»
«EmployerAddressLine3»
«EmployerAddressLine4»

«Generated_Date»

«Title» «Initials» «Surname»
«AddressLine1»
«AddressLine2»
«AddressLine3»
«AddressLine4»
«PostCode»

Dear «First Forename»

**«Employer_Name» Pension Scheme**

Previously we wrote to you to advise that to help people save more for their retirement, all employers are now required by law to provide a workplace pension for certain staff and pay money into it.

On a regular basis (usually every 3 years) employers are required to look at any workers who have chosen to leave the scheme and re-enrol them if they meet certain criteria.

We therefore «Enrolling/Enrolled» you on «Auto enrolment date» into our pension scheme because you met all of the following criteria:

- You earn over £«Auto-enrolment trigger yearly» per year (£«Auto-enrolment trigger» «yearly_limit»per «Frequency Short»). Frequency short will change to month, week, fortnight etc. depending on the employee's pay frequency.
- You are not currently paying into a workplace pension scheme
- You left the workplace pension scheme more than 12 months ago
- You are aged 22 or over and
- You are under state pension age.

You can opt out of the pension scheme if you want to, but if you stay in you will have your own personal pension when you retire. Your pension will belong to you, even if you leave us in the future.

Both «Employer_Name» and you will pay into the pension scheme every «Frequency Short», and the government will contribute through tax relief.

The information below will tell you everything you need to know about automatic enrolment. You will also receive a starter pack of information from the pension scheme. The scheme is provided by «Pension_Provider».

Yours sincerely

If you select to include a signature image it will appear here

«SignatureName»

## Your workplace questions answered

### Why have I been automatically enrolled?

All employers now have to put their workers into a pension scheme if they earn over £10,000 per year, are aged 22 or over and are under state pension age. This is the law, because the government wants to get more people to have another income in addition to the state pension when they retire.

### What if I don't want to join the scheme?

The text included for this paragraph will change dependent on whether a date has been entered indicating when the opt-out window starts. If the opt-out window start date has been provided the text will be:

{If you don't want to join the scheme you need to 'opt-out'. You can opt out in the one month period from «OptOutStartDate». You can opt out by contacting the «OptOutStartDate»:

«Optout_ContactName»

«OptOutStartDate»

«Optout_Contact_Address2»

«Optout_Contact_Address3»

«Optout_Contact_PostCode»

«Optout_Telephone»

«Optout_EmailAddress»

If you opt out in the one month period from «OptOutStartDate» any contributions to your pension you have already made will be refunded, and you will not have become an active member of the scheme on this occasion. If you want to stop making payments after one month from «OptOutStartDate» you can do so. The payments you have already made may not be refunded.

If the opt-out window start date has not been provided the text will be:

{To opt-out, contact the «OptOutStartDate»:

«Optout_ContactName»

«OptOutStartDate»

«Optout_Contact_Address1»

«Optout_Contact_Address2»

«Optout_Contact_Address3»

«Optout_Contact_PostCode»

«Optout_Telephone»

«Optout_EmailAddress»

If you opt-out within one calendar month from the later of you receiving this letter or being made a member of this pension scheme, you will be removed from the pension scheme. Any payments you have already made will be refunded, and you will not have become an active member of the scheme on this occasion. If you want to stop making payments after one calendar month from the later of you receiving this letter or being made a member of this pension scheme you can do so. The payments you have made already may not be refunded.}

**What if I opt out of the scheme but then change my mind in the future?**

You can ask to rejoin the scheme by contacting, «Join_Pension_ContactNa me» in writing by sending a letter, which has to be signed by you. Or if sending it electronically, it has to contain the phrase "I confirm I personally submitted this notice to join a workplace pension scheme". Please send to:

«Join_Pension_ContactName»

«Join_Pension_Contact_Address1»

«Join_Pension_Contact_Address2»

«Join_Pension_Contact_Address3»

«Join_Pension_Contact_PostCode»

«Join_Pension_Telephone»

«Join_Pension_EmailAddress»

If you earn more than «Qualifying earnings lower yearly» per year («Qualifying earnings lower» per «Frequency Short») «Employer_Name» will pay contributions into the pension scheme as well.

You can re-join only once in any 12 month period.

**If I opt out  what happens after that?**

Anyone who opts out or stops making payments will be automatically enrolled back into a pension scheme at a later date (usually every three years). This is because your circumstances may have changed and it may be the right time for you to start saving. We will contact you when this happens, and you can opt out again if it's still not right for you.

**If I stay in the scheme do I have to pay in?**

You will pay in «Your Contribution» each period. This will be taken directly from you pay and will include tax relief from the government.

We will also pay in «Our Contribution» each period. {Therefore, the total contribution to your pension pot will be «eePctANDer» of your earnings.} If the pension scheme uses pension bands this text will not appear.

**Will this amount change?**

As your contribution is a percentage of your pay, the amounts will automatically go up or down if your earnings do.

## Appendix B

### Available merge fields

| MergeField | Merge field description | Editable within AED? |
|---|---|---|
| **AddressLine1** | First line of employee's address as entered in payroll | No |
| **AddressLine2** | Second line of employee's address as entered in payroll | No |
| **AddressLine3** | Third line of employee's address as entered in payroll | No |
| **AddressLine4** | Fourth line of employee's address as entered in payroll | No |
| **Auto enrolment date** | Date employee was enrolled or is scheduled to enrol if the staging date has not yet been reached. | Yes |
| **Auto-enrolment trigger** | Pay amount at which the employee becomes eligible to be auto-enrolled. This is specific to the employee's pay frequency. | No |
| **Auto-enrolment trigger Yearly** | Pay amount at which the employee becomes eligible to be auto-enrolled. This is the yearly amount for the current tax year. | No |
| **Country** | Employee's country as entered in payroll. | No |
| **Ee_ID** | Employee's unique ID number – this may be different to the employee's reference number. | No |
| **Ee_Pension_ID** | Employee's Pension ID – unique reference number identifying employee's pension record | No |

| MergeField | Merge field description | Editable within AED? |
|---|---|---|
| **EeContributions** | Employee's Pension contribution amount this pay period | No |
| **Employee_Email_Address** | Employee's email address as entered under employee details | No |
| **Employee_Ref** | Employee reference | No |
| **Employee_Start_Date** | Date the employee joined the company | No |
| **Employer_Address1** | First line of employer's address | No |
| **Employer_Address2** | Second line of employer's address | No |
| **Employer_Address3** | Third line of employer's address | No |
| **Employer_Address4** | Fourth line of employer's address | No |
| **Employer_Name** | Employer's name | No |
| **Enrolling/Enrolled** | The wording 'are enrolling' will be used if the staging date is in the future otherwise it will read 'have enrolled'<br>For re-enrolment letters wording is changed to 'are re-enrolling' or 'have re-enrolled' | Yes |
| **ErContributions** | Employer's Pension contribution amount this pay period | No |

| MergeField | Merge field description | Editable within AED? |
|---|---|---|
| **FileName** | Name of the generated file | No |
| **FilePath** | Where the generated file will be saved | No |
| **First Forename** | Where more that one forename has been entered for an employee only the first will be displayed | Yes |
| **Forenames** | All forenames entered for an employee | No |
| **Frequency Long** | Pay frequency for the employee e.g. 'per month', 'per week' etc. | Yes |
| **Frequency Short** | Pay frequency for the employee e.g. month, week etc. | Yes |
| **Generated_Date** | The Date that the notices are generated. | No |
| **How to opt out** | Text included in the 'How to opt out' section of the notice. This will change dependent on whether an 'opt-out window start date' has been entered or not. | Yes |
| **Initials** | Employee's forename initials. | No |
| **Join_Pension_Contact_Address1** | First line of Joining contact's address as entered in AED | No |
| **Join_Pension_Contact_Address2** | Second line of Joining contact's address as entered in AED | No |

| MergeField | Merge field description | Editable within AED? |
|---|---|---|
| **Join_Pension_Contact_Address3** | Third line of Joining contact's address as entered in AED | No |
| **Join_Pension_Contact_PostCode** | Joining contact's postcode as entered in AED | No |
| **Join_Pension_ContactName** | Joining contact's name as entered in AED | No |
| **Join_Pension_EmailAddress** | Joining contact's email address as entered in AED | No |
| **Join_Pension_Telephone** | Joining contact's telephone number as entered in AED | No |
| **Opt_Out_End_Date** | Date one month after 'opt out window start date' as entered under employee's pension details | No |
| **Opt_Out_Start_Date** | 'Opt out window start date' as entered under employee's pension details | No |
| **Optout_Contact_Address1** | First line of Opt out contact's address as entered in AED | No |
| **Optout_Contact_Address2** | Second line of Opt out contact's address as entered in AED | No |
| **Optout_Contact_Address3** | Third line of Opt out contact's address as entered in AED | No |
| **Optout_Contact_PostCode** | Opt out contact's postcode as entered in AED | No |

| MergeField | Merge field description | Editable within AED? |
|---|---|---|
| **Optout_ContactName** | Opt out contact's name as entered in AED | No |
| **Optout_EmailAddress** | Opt out contact's email address as entered in AED | No |
| **Optout_Telephone** | Opt out contact's telephone number as entered in AED | No |
| **Our Contribution** | Text detailing the amount the employer pays into the pension. This text will change dependant on whether pension bands are being used. | Yes |
| **Output_FileName** | Name of the file generated | No |
| **Payslip** | Text detailing what pension details are shown on the payslip. This text changes dependant on whether the pension scheme is Pre tax or not. | Yes |
| **Pension_Ee_and_Er_Percentage** | Percentage or pensionable pay/ qualifying earnings the employee pays into the pension plus the Percentage or pensionable pay/ qualifying earnings the employer pays into the pension | No |
| **Pension_Ee_Percentage** | Percentage or pensionable pay/ qualifying earnings the employee pays into the pension | No |
| **Pension_Er_Percentage** | Percentage or pensionable pay/ qualifying earnings the employer pays into the pension | No |
| **Pension_Provider** | Name of pension provider as entered under pension policy | No |
| **Pension_Provider_Contact_Name** | Name of pension provider contact as entered under pension policy | No |

| MergeField | Merge field description | Editable within AED? |
|---|---|---|
| **Pension_Provider_Email_Address** | Pension provider contact email address as entered under pension policy | No |
| **Pension_Provider_Fax_No** | Pension provider contact fax number as entered under pension policy | No |
| **Pension_Provider_Tel_No** | Pension provider contact telephone number as entered under pension policy | No |
| **Pension_Scheme_Name** | Pension scheme name as entered under pension policy | No |
| **Percentage calculated on** | Text detailing the basis on which the pension amounts are calculating on. This will either be pensionable pay or qualifying earnings depending on settings entered under pension policy. | No |
| **Phased_Minimum_Ee_Contribution** | Text showing the employee minimum contribution percentage for the employee based on the tax year that the data file is in. | No |
| **Phased_Minimum_Er_Contribution** | Text showing the employer minimum contribution percentage for the employee based on the tax year that the data file is in. | No |
| **PostCode** | Employee's postcode. | No |
| **Postponed_Auto_Enrolment_Date** | Date when eligible employee's are scheduled to be auto-enrolled if postponement is set. | No |
| **ProviderAddressLine1** | First line of pension provider's address | No |
| **ProviderAddressLine2** | Second line of pension provider's address | No |

| MergeField | Merge field description | Editable within AED? |
|---|---|---|
| **ProviderAddressLine3** | Third line of pension provider's address | No |
| **ProviderAddressLine4** | Fourth line of pension provider's address | No |
| **Qualifying earnings lower** | The current lower limit of qualifying earnings for auto-enrolment for the relevant frequency. E.g. £111 per week | No |
| **Qualifying earnings lower yearly** | The current annual lower limit of qualifying earnings for auto-enrolment | No |
| **Run_Id** | Id number of the current payrun | No |
| **Scheme_Join_Date** | Date entered as the join date of the pension scheme – for those not auto-enrolled. | No |
| **SignatureName** | Name of signatory as entered on AED | No |
| **Staging_Date** | The staging date as entered under employer pension policy. | No |
| **Subject To Tax Relief** | The text 'subject to tax relief' will appear or not depending on whether the pension is Pre tax or not. | Yes |
| **Surname** | Employee's surname | No |
| **Tax_Year** | Current tax year | No |

| MergeField | Merge field description | Editable within AED? |
|---|---|---|
| **Title** | Employee's title | No |
| **Total Contribution** | Text entered under the Total Contribution section of the notices. This text will change depending on whether the pension scheme uses pension bands or not. | No |
| **What is tax relief?** | Text entered under the 'What is tax relief' section of the notices. This text will change depending on whether the pension scheme is Pre tax or not | Yes |
| **Will be/are** | The wording 'will be' will be used if the staging date is in the future otherwise it will read 'are'. | Yes |
| **Your Contribution** | Text detailing the amount the employee pays into the pension. This text will change dependant on whether pension bands are being used. | Yes |

## Appendix C

| Letter | Description | Selection Criteria |
|---|---|---|
| **Letter 1** | For eligible jobholders without postponement | The employees are:<br>■ an eligible jobholder<br>■ they are an eligible jobholder for the first time in the current run<br>■ have an auto enrolment date within the current run's pay reference period<br>■ they do not have either worker postponement or eligible jobholder postponement<br>Or the employees<br>■ have chosen to opt in to the pension scheme |
| **Letter 1 T** | For eligible jobholders for a Defined Benefit/Hybrid pension scheme and are delaying auto enrolment of their eligible jobholders until the end of the transitional period.<br>This letter is also known as DB phasing information to eligible jobholder. | The employees are:<br>■ an eligible jobholder<br>■ they are an eligible jobholder for the first time in the current run<br>■ Employers staging date is within the current period<br>■ Employee was employed prior to the employers staging date<br>■ Pension scheme is a qualifying pension scheme<br>■ Pension scheme is set as auto enrolment<br>■ Pension scheme is set as Defined Benefits<br>■ Employee Pension Scheme is set as Defined Benefits<br>■ Date has been completed for the end of the defined benefits transitional period |

| | | |
|---|---|---|
| **Letter 1 P** | For eligible jobholders with Eligible or Worker postponement.<br><br>This letter is also known as Postponement Period Tailored Notice. | The employees are:<br>• an eligible jobholder<br>• they are an eligible jobholder for the first time in the current run, or they have a repeat eligible jobholder date in the current run<br>• they have a worker or eligible jobholder postponement being applied |
| **Letter 1 R** | For eligible jobholders who have been re-enrolled | The employees are:<br>• an eligible jobholder<br>• they have previously been a member of the scheme but chosen to leave<br>• have been re-enrolled into the pension scheme as part of cyclical re-enrolment<br>• they have a re-enrolment date within the current run's pay reference period |
| **Letter 2** | For non-eligible workers with no postponement.<br><br>This letter is also known as Right to Opt in information to jobholder. | The employees are:<br>• a non eligible jobholder<br>• this is the first time they are non eligible<br>• they do not have either worker postponement or eligible jobholder postponement<br>• they are not an active member of a qualifying pension scheme<br>• they have not been previously eligible so auto enrolled and then opted out<br>• they are non-eligible and do not have the transitional period applied<br><br>It is also to be given to employees that are:<br>• an eligible jobholder<br>• have ceased active membership of a qualifying scheme<br>• this is the first time they are eligible since ceasing membership of the scheme<br>• they have not been auto enrolled and opted out<br>• they are eligible and do not have the transitional period applied |
| **Letter 2 P** | For eligible jobholders with Eligible or Worker postponement.<br><br>This letter is also known as Postponement Period Tailored Notice. | The employees are:<br>• a non-eligible jobholder<br>• they are a non-eligible jobholder for the first time in the current run<br>• they have a worker or eligible jobholder postponement being applied |

| | | |
|---|---|---|
| **Letter 3** | For entitled workers without Worker postponement.<br><br>This letter is also known as Right to join information to worker. | The employees are:<br>• an entitled worker<br>• this is the first time they are an entitled worker<br>• the employee is not already in a pension scheme, this covers any/all pension schemes<br>• no worker postponement has been applied<br>• they are an entitled worker and do not have the transitional period applied |
| **Letter 3 P** | For entitled workers with Worker postponement.<br><br>This letter is also known as Postponement Period Tailored Notice for Entitled Workers. | The employees are:<br>• an entitled worker<br>• this is the first time they are an entitled worker<br>• they have a worker postponement applied |
| **Letter 4** | For workers already in a workplace pension and it is a qualifying pension scheme.<br><br>This letter is also known as Active member information to a jobholder. | The employees are:<br>• an active member of a qualifying pension scheme<br>• the membership of the qualifying pension scheme was not achieved by auto enrolment or opting in<br>• the employees start date is on or before the Employers Staging date<br>• the employees pension scheme join date is on or before the employers staging date<br>• Employers Staging Date is within the current periods process start and end dates<br><br>Or the employees are:<br>• an active member of a qualifying pension scheme<br>• the membership of the qualifying pension scheme was not achieved by auto enrolment or opting in<br>• the employees start date is after the Employers Staging date<br>• the employees pension scheme join date is after the employers staging date<br>• the employees pension join date is within the current periods process start and end dates |
| **Letter 6** | For all workers with Worker postponement.<br><br>This letter is also known as Worker Postponement Period General Notice A. | The employees are:<br>• not excluded from auto enrolment<br>• worker postponement is applied at employee or employer level<br>• must not have eligible jobholder postponement applied |

## Appendix D

| Letter | Description | Selection Criteria |
|---|---|---|
| Joiners | For eligible jobholders without postponement | The employees are:<br>- an eligible jobholder<br>- they are an eligible jobholder for the first time in the current run<br>- have an auto enrolment date within the current run's pay reference period<br>- they do not have either worker postponement or eligible jobholder postponement |
| Non-qualifying | For non-eligible jobholders and entitled workers without postponement | The employees are:<br>- a non-eligible jobholder or entitled worker<br>- they are a non-eligible jobholder or entitled worker for the first time in the current run<br>- they have not been a non-eligible jobholder or entitled worker in a previous run<br>- they do not have either worker postponement or eligible jobholder postponement<br>- they are not an active member of a qualifying pension scheme<br>- they have not been previously eligible so auto enrolled and then opted out<br>- they are non-eligible or entitled and do not have the transitional period applied |
| Postponement | For all workers with worker postponement | The employees are:<br>- worker postponement or jobholder postponement is applied at employee or employer level<br>- this is the first period the employee is in postponement |
| Re-enrolment | For all workers who are re-enrolled into the pension scheme | The employees are:<br>- an eligible jobholder<br>- they have previously been a member of the scheme but chosen to leave<br>- have been re-enrolled into the pension scheme as part of cyclical re-enrolment<br>- they have a re-enrolment date within the current run's pay reference period |

# Auto Enrolment Module – Emailing Notices

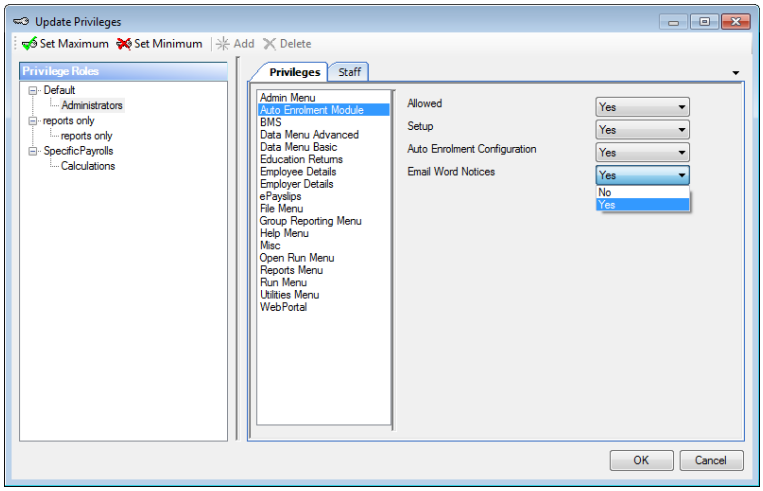
We have provided a facility to enable you to email notices for an employer to their employees, which is integrated into the auto enrolment module.

To be able to use this facility, the following is required:

- Licensed for Auto Enrolment Module
- Licensed for myePayWindow
- Employer is using myePayWindow
- Payslips have been uploaded to myePayWindow for the current run
- under Auto Enrolment Dashboard, Word Notices are enabled
- Internet connection
- Valid email account on an SMTP server or relay

## Privileges

You need to ensure you have the correct privileges set for the users, these are set up via **Admin\Privileges\Privileges**:




Highlight the Privilege role for the users, then on the right hand side select Auto Enrolment Module:

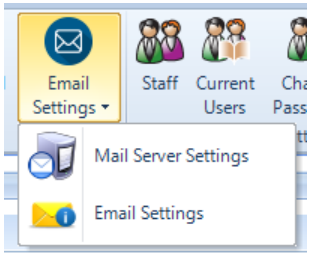
- **Setup** – with this set to Yes the users will be able to setup the emailing of notices within AEM
- **Email Word Notices** – with this set to Yes the users will be able to email the notices

## Set up

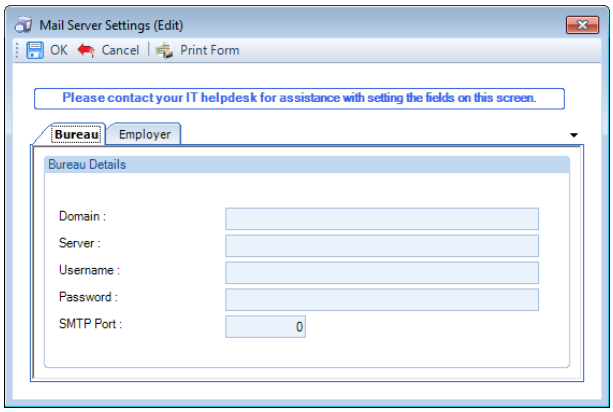
### Email Settings

These settings will be used to email the notices directly to the employees.

You will need to contact your IT department to assist with completing this information.



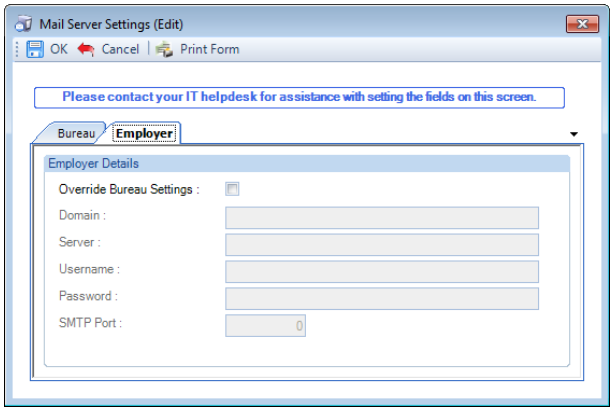
## Mail Server Settings




Complete the fields on the Bureau tab:

- **Domain** – mandatory - enter the email servers domain name
- **Server** – mandatory - enter the email servers name
- **Username** – mandatory - enter the user name for the email account
- **Password** – enter the password for the email account
- **SMTP Port** – enter the emails port number

The Employer tab will be available when you have a data file open. You can override the Bureau details using this tab to send the emails from a different mail server for this employer only:

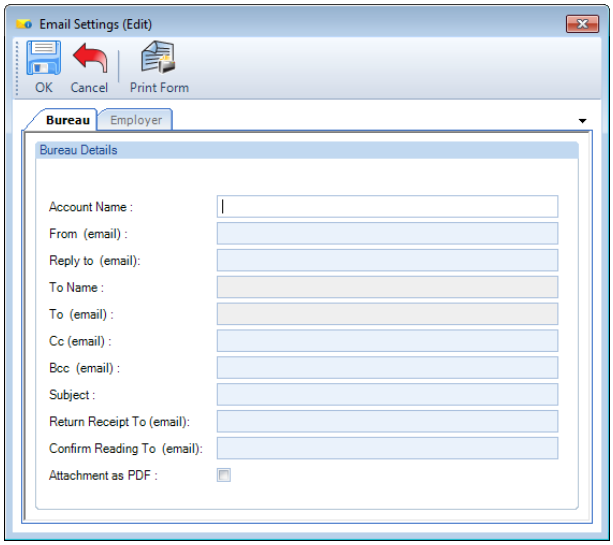



Tick the Override Bureau Settings box, then complete the fields.

These settings will then be used for this data file rather than the Bureau settings.

## Email Settings

These settings affect the information in the emails sent to the employees.



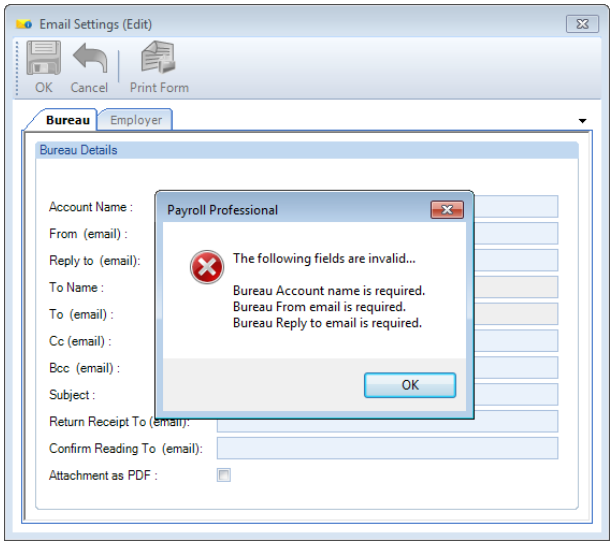

Complete the Bureau Details tab:

- **Account name** – mandatory – complete the Account name
- **From (email)** – mandatory – enter the email address to appear in the from email
- **Reply to (email)** – mandatory – enter the email address that you want a reply sent to from the employee if they respond to the email
- **Cc (email)** – if required, enter the email address that you want the email to the employee to be copied to
- **Bcc (email)** – if required, enter the email address that you want the email to the employee to be blind copied to

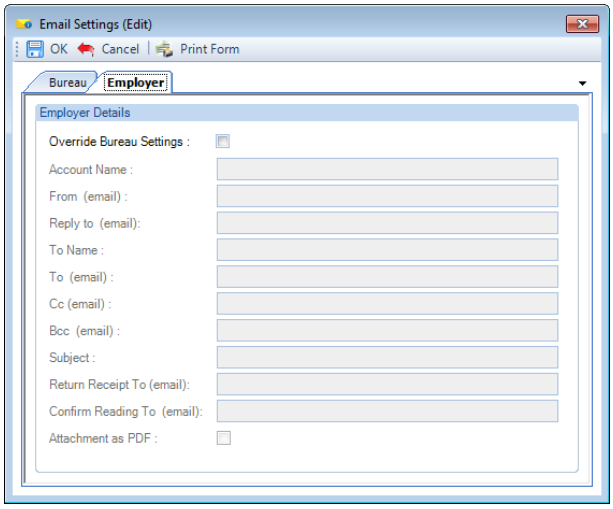
- **Subject** – if required, enter a description for the Subject line of the email to the employees. You can use the merge field {Name} to include the employees name in the subject line.
  - **Return receipt to (email)** – if required, enter an email address to receive rejected emails
  - **Confirm receipt to (email)** – if required, enter an email address to receive confirmations that the employee has received the email
  - **Attachment as PDF** – tick this box if you require the Notice to be attached as a PDF, as well as the body of the email.

When you click on OK to save the details, the email addresses are validated to ensure they are in the correct format.

And to ensure the mandatory fields have been completed:




The **Employer** tab will be available when you have a data file open. You can override the Bureau details using this tab to customise the email settings for this employer only:

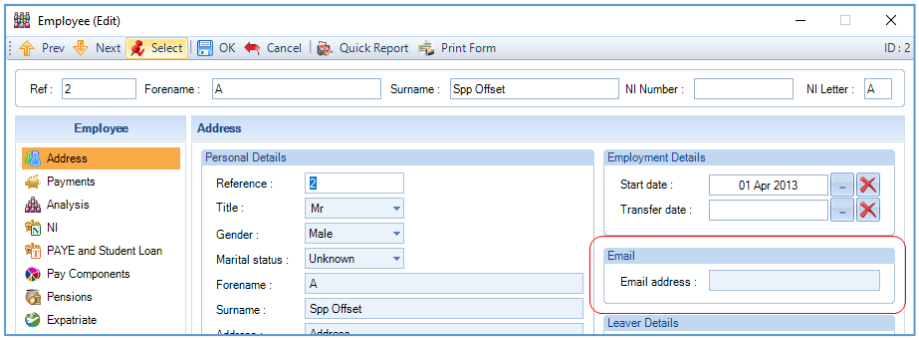



Tick the **Override Bureau Settings** box, then complete the mandatory fields and any others required.

These settings will then be used for this data file rather than the Bureau settings.

## Employee details

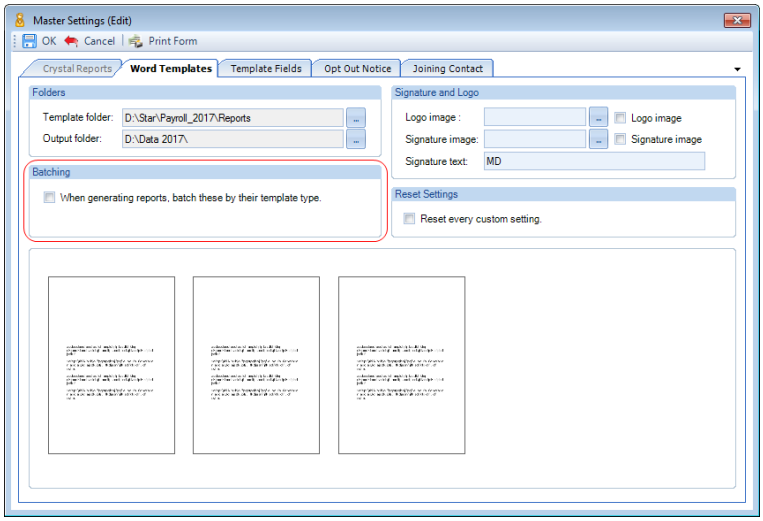
Ensure you have the employees email addresses entered under the **Email address** field in the **Address** tab of **Employee details**.



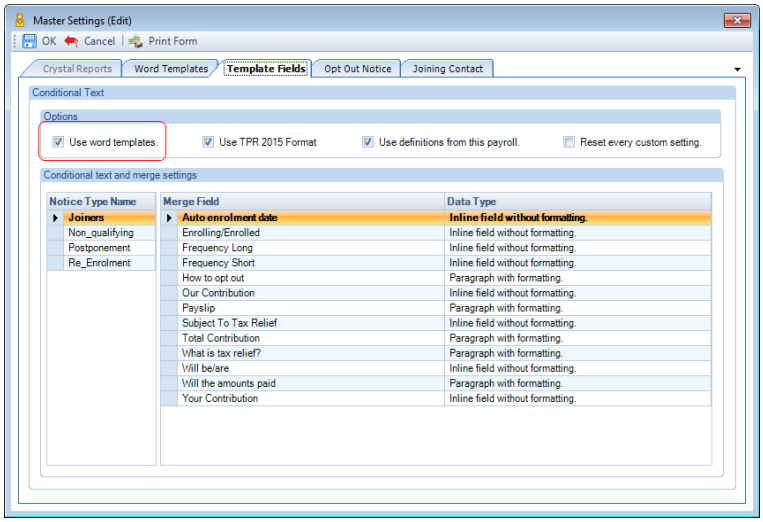

The email address can be imported using the **Employee import** facility.

## Auto Enrolment Module

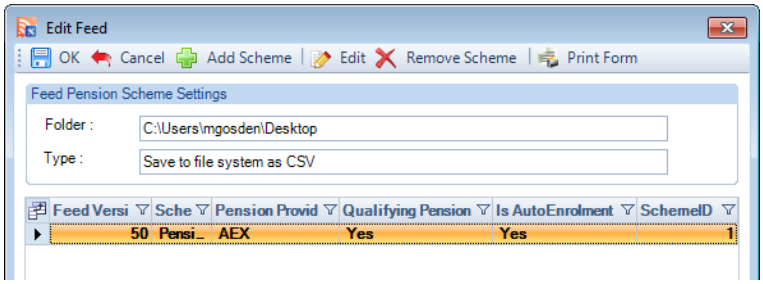
Under the **Auto Enrolment Module** accessed via the **Open Run** tab, select **Set Up\Notice Settings\Master Settings**. Select the **Word Templates** tab, ensure **Batching** is not enabled:



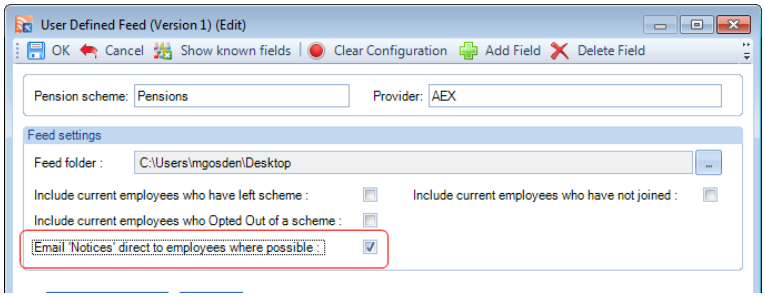

Select the **Template Fields** tab, ensure **Use Word Templates** is enabled:




Click on **OK**, then **Done**.




Now highlight a feed and select **Edit Feed\Edit**, tick the box **Email 'Notices' direct to employees where possible**. This option will only be available if the employer is using myePayWindow:

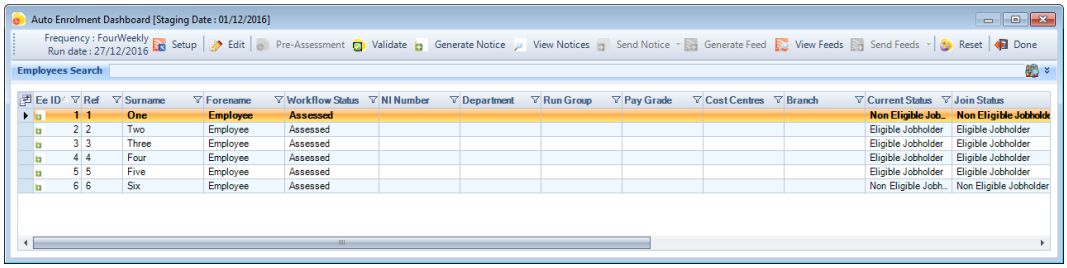



Click on **OK**.

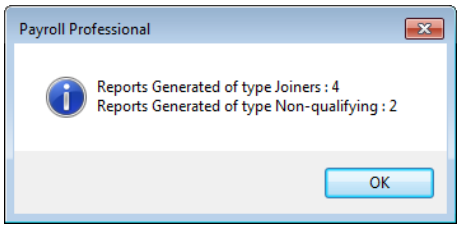
With this setting enabled, even on one feed, all employees with an email address, in any feed, will be emailed the notice generated for them.

## Emailing Notices

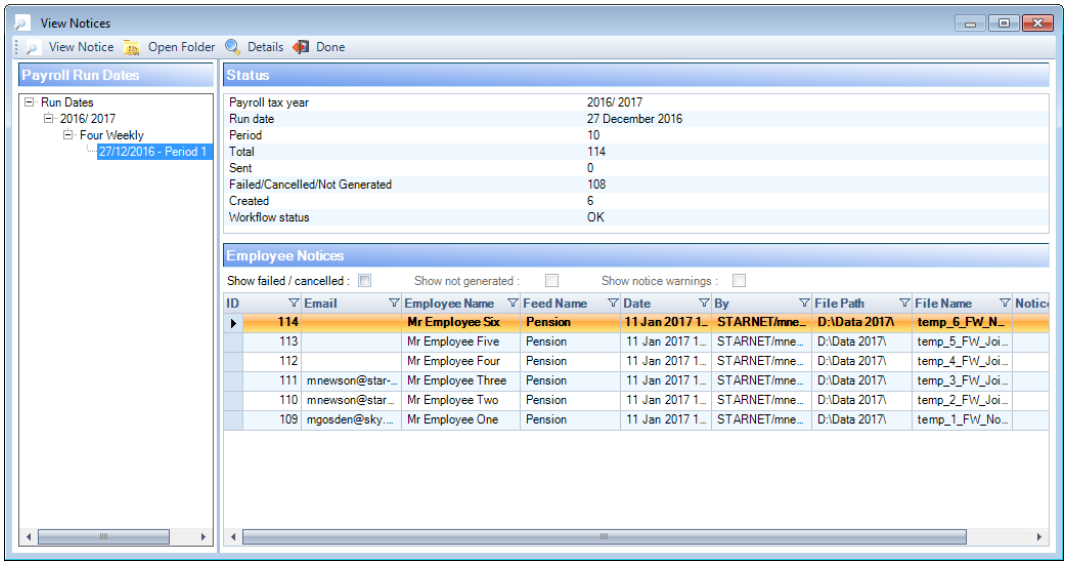
Before you are able to email the notices, payslips must have been uploaded to myePayWindow for the current run.




Click on **Generate Notice** and you will see the normal message informing you about the notices that have been generated:

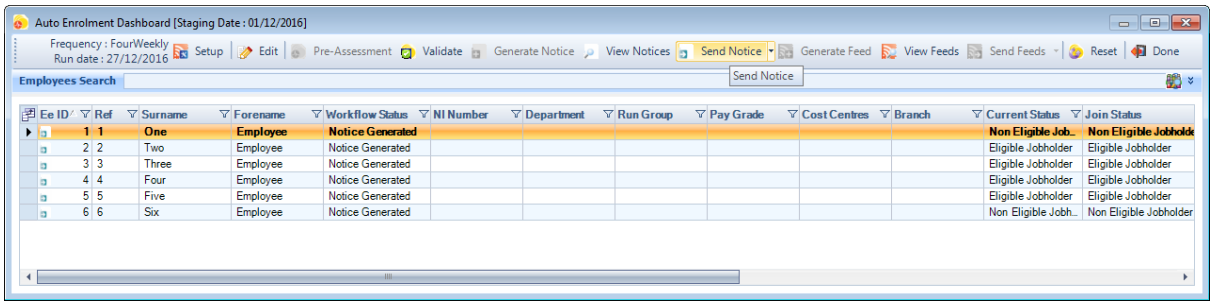



Click on **OK**. You are able to select **View Notices** to see the details of those generated. You will see that this screen has been updated to make it easier to see the notices generated per frequency and run date:

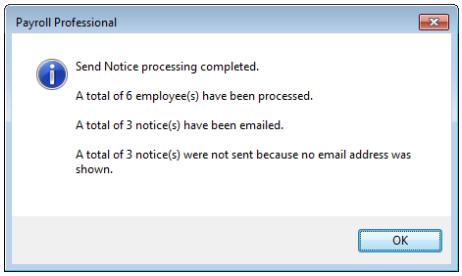



To view the notice for an employee, highlight the employee and select **View Notice**. As you can see in the grid there is a column called **Email** showing the email address for the employees.

Click on **Done**, you will then be back at the dashboard.




Click on **Send notices** to email them to the employees, you will then see a progress bar followed by a summary of the notices processed:

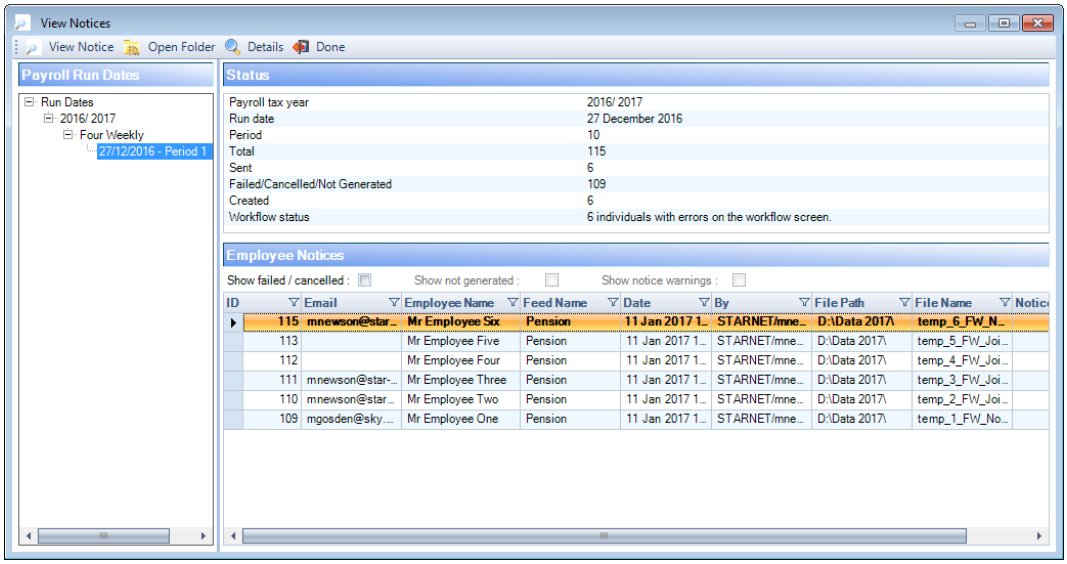



Click on **OK**.

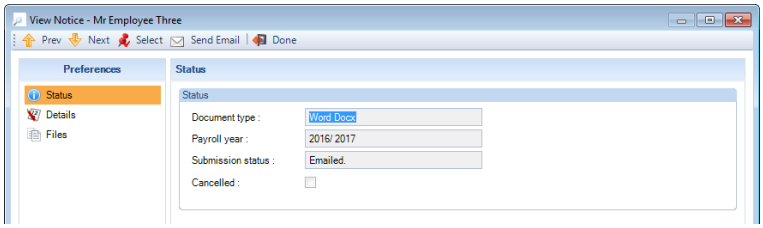
The notices that were not sent via email will need to be printed.

## Re-sending Notice Email

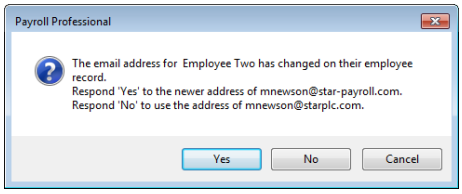
To re-send an email, under the **Auto Enrolment Dashboard** select **View Notices**:




Then double click on the employee in the grid for whom you want to re-send the email to:

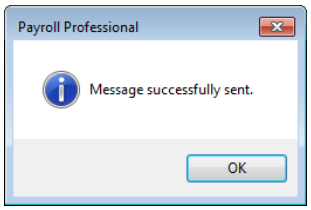



Now select the **Send Email** button, if the employees email address under Employee details is different to the original email used to email the notice, you will see the following screen:




Select **Yes** to use the new email address, or **No** to use the original email address. The cancel button will stop the process.

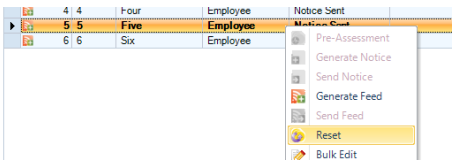
Once the email has been sent the following message will appear:



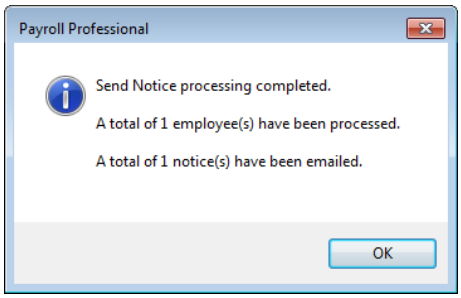

## No Email Address

If an employee did not have an email address entered when you originally generated the notices for the current run, and you wish to email the notice take the following steps:

- Enter the employees email address under Employee details
- Under the **Open run** tab select **Auto Enrolment Dashboard**
- In the grid right mouse click on the employee and select **Reset**:

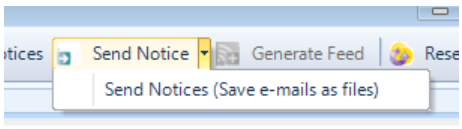



- Then right click on the employee and select **Generate Notice**
- Now right click on the employee and select **Send Notice**
- You will then see the message:




## Send Notice – Save to Disk

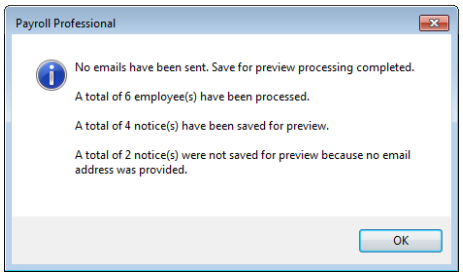
In the **Auto Enrolment Dashboard** you will notice there is a drop down option called **Send Notices (Save e-mails as files)**:




This option doesn't email the notices, it creates the email files and saves them to the same location that is selected for the Word Notices.

You can use this option after Generating Notices to see how the notices appear in an email, the files are saved with an extension of .eml.

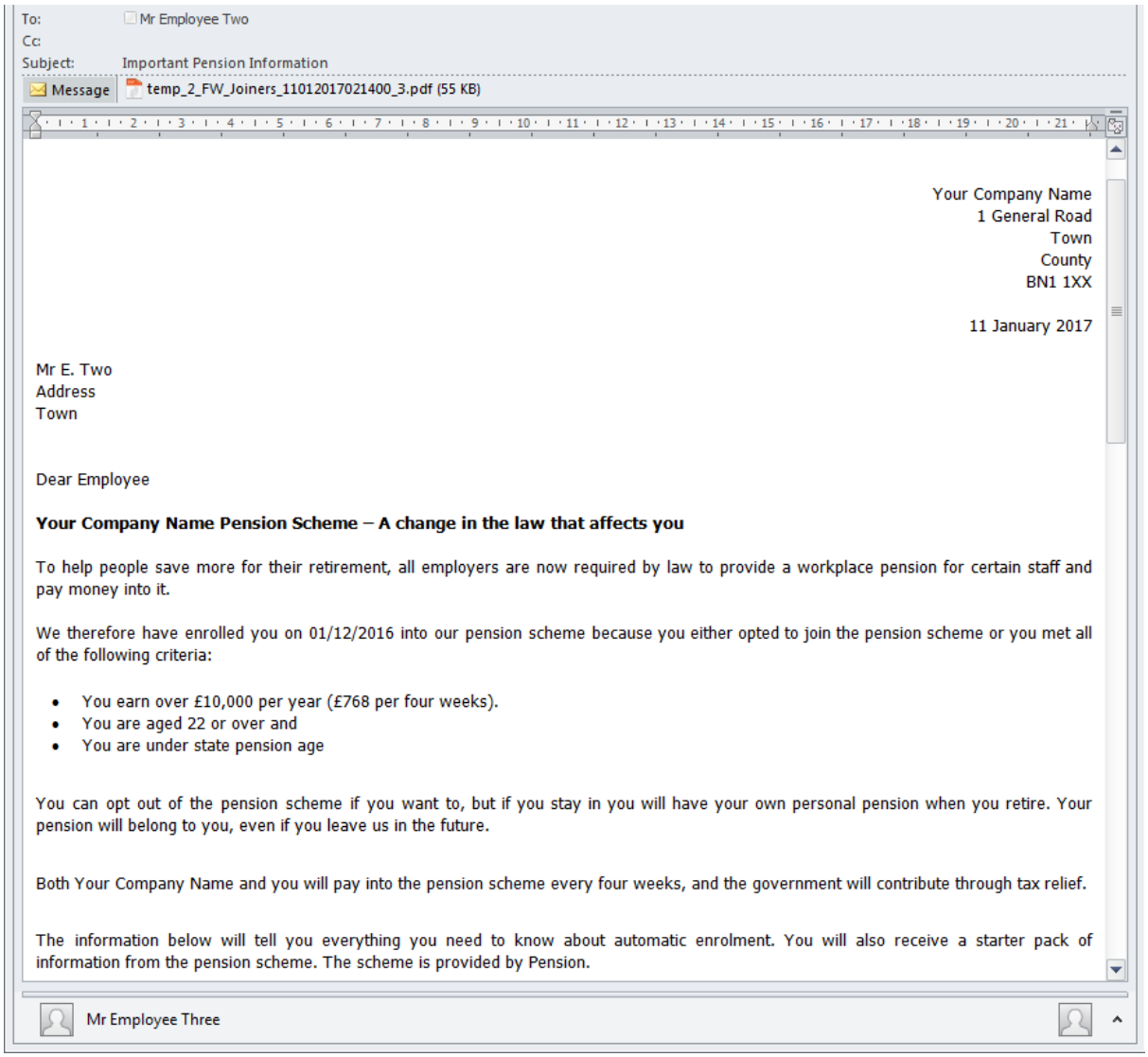
If you choose this option the following message will appear informing you that no emails have been sent:




You are able to open the .eml files in Microsoft outlook.

To send the notices via email, you will need to select the **Reset** button in the **Auto Enrolment Dashboard** and select **Yes** to reset all employees, then select **Generate Notice** followed by **Send Notice**.

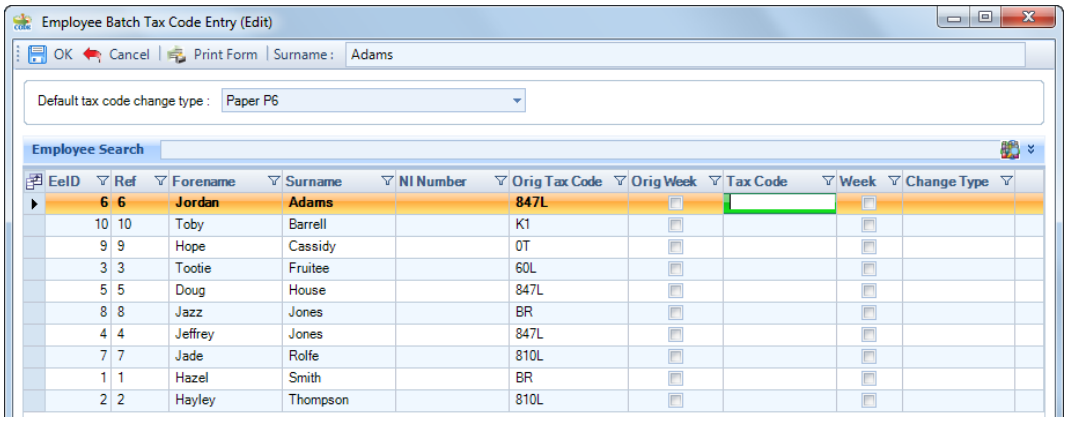
## Example of a Notice Email



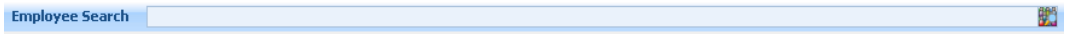
# Batch Tax Code Entry

This facility allows you to enter several Employees tax code changes using one screen and can be found under the **Data** tab then select **Batch Tax Code Entry**.

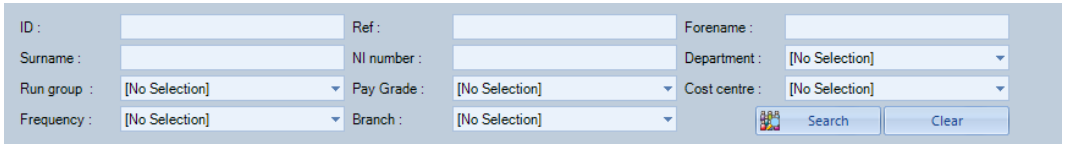
At the top of the screen you can select a **Default Tax Code Change Type** for all Employees, or when you are entering the Tax Code select the **Change Type** per Employee.

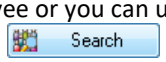



You can use the Employee Search to filter to see a specific employee. Type a name in the box then click on the search button .

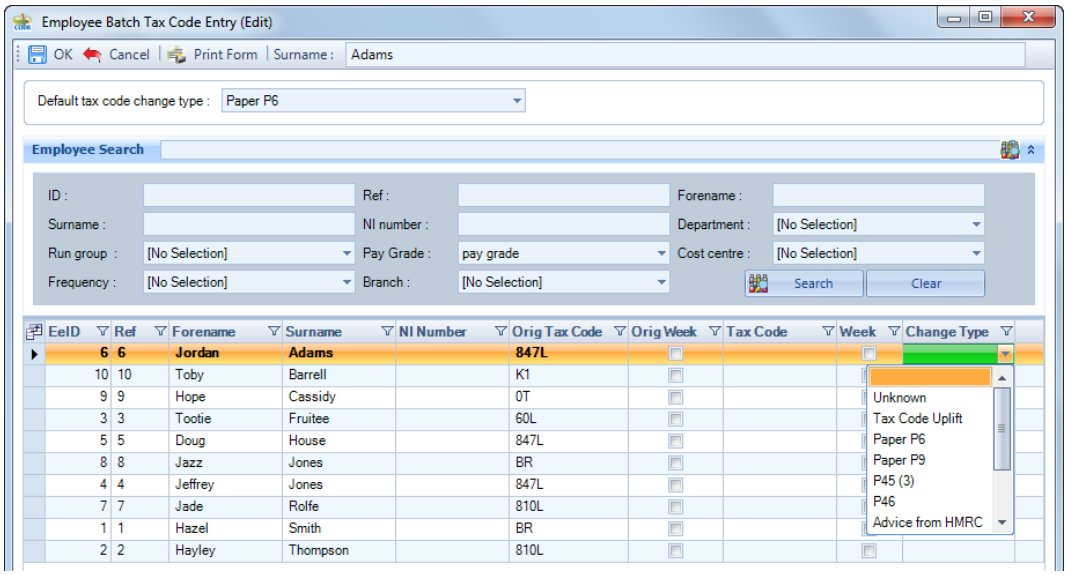



Or click on the drop down box to the right of **Employee Search** to use the **Advanced Search**.

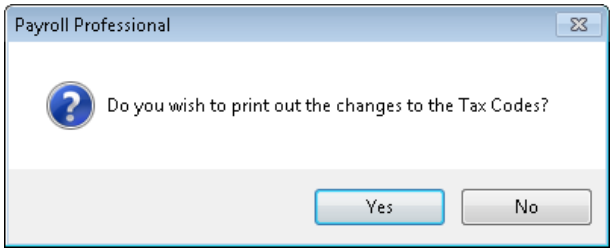



You can use this to search for a specific Employee or you can use it to filter by selecting an Analysis Group, Pay Grade and/or Frequency when you click on the 

button only the Employees with this selection will be shown.

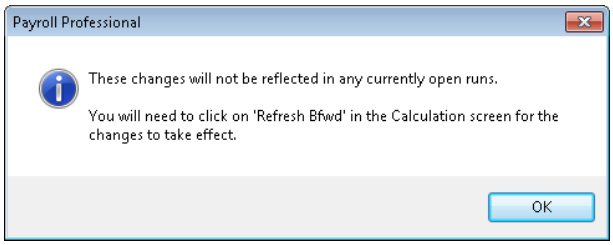


After entering the changed tax codes, when you click on **OK** you will be asked whether you wish to print a report showing the changes.




If you select **Yes** you will then be prompted to select the printer to send the report to.

Then you will be shown the following reminder message.



# HMRC Notifications

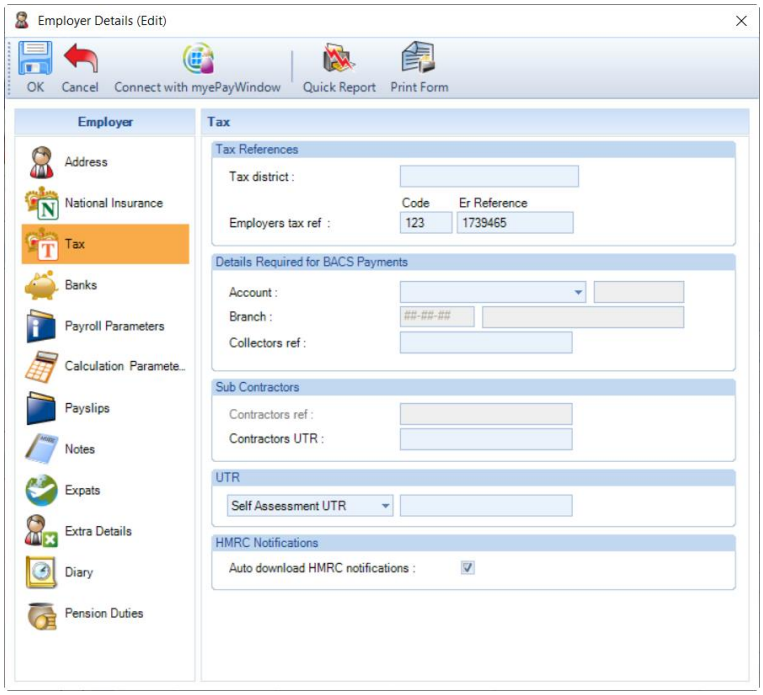
This facility allows you to download tax codes (P6B/P6/P9), student loan start and stop notices (SL1/SL2), postgraduate loan start and stop notices (PGL1/PGL2 from tax year 2019/20), RTI Notifications (which include changes from NVR and FPS), Generic Notifications, Annual Reminders, and CIS Notifications.

## Automatic Download

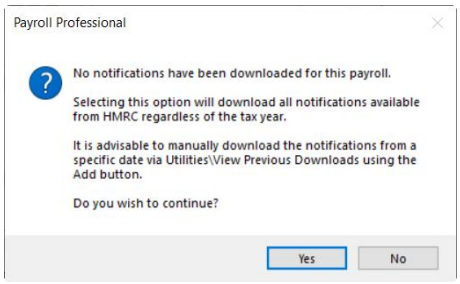
You can set up your payroll data file to automatically download HMRC notifications.

### Set up

Go to **Data\Employer** then select the **Tax** tab you will see a section called **HMRC Notifications**.




Tick the box **Auto download HMRC notifications**, if this payroll data file has not had any notices downloaded before you will see the following message:



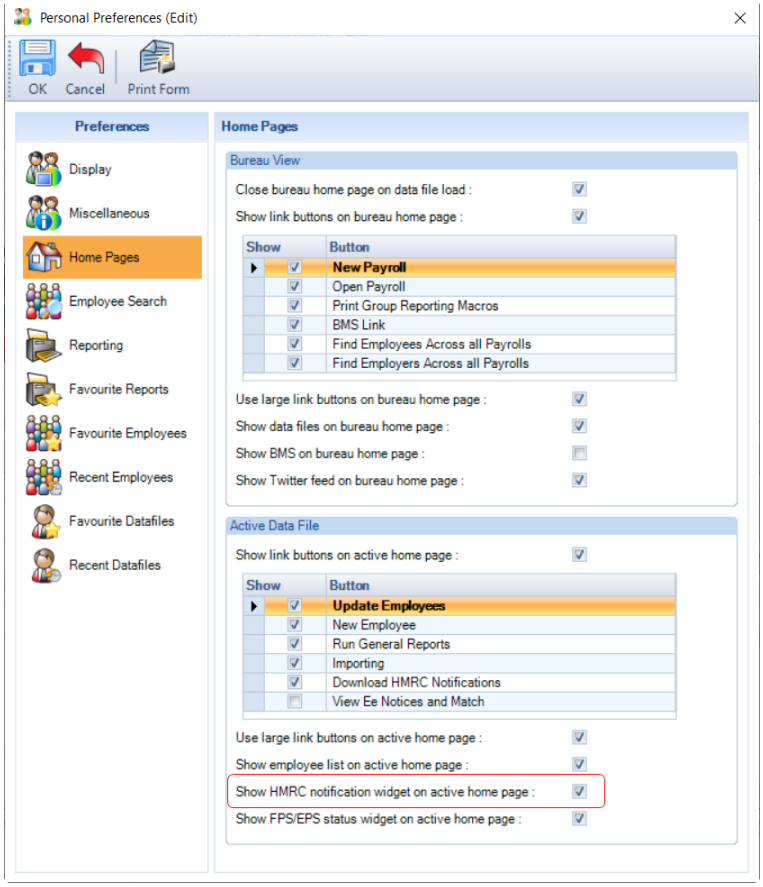

The reason for this message is that as there are no records of previous downloads, which means that if you select Yes when the download is performed all notices available from HMRC will be downloaded, this could be several years.

Therefore, unless this is a new company, we recommend that you select **No** to this message, and perform the first download via **Utilities\HMRC Notifications\View Previous Downloads** then select **Add**, click on **Next** until you are on the **Download Options** page then choose to **Retrieve Notices from given Date** enter the date to download them from and complete the download wizard.

Once you have completed the first download successfully, then go back to **Data\Employer\Tax** tab tick the box **Auto download HMRC notifications** to automatically download new notifications issued since the previous download.

Click on **OK** to save **Employer Details**.

Now go to **Admin\Personal Preferences** select **Home Pages**:




Tick the box **Show HMRC notification widget on active home page.**

Click on **OK** to save **Personal Preferences**.

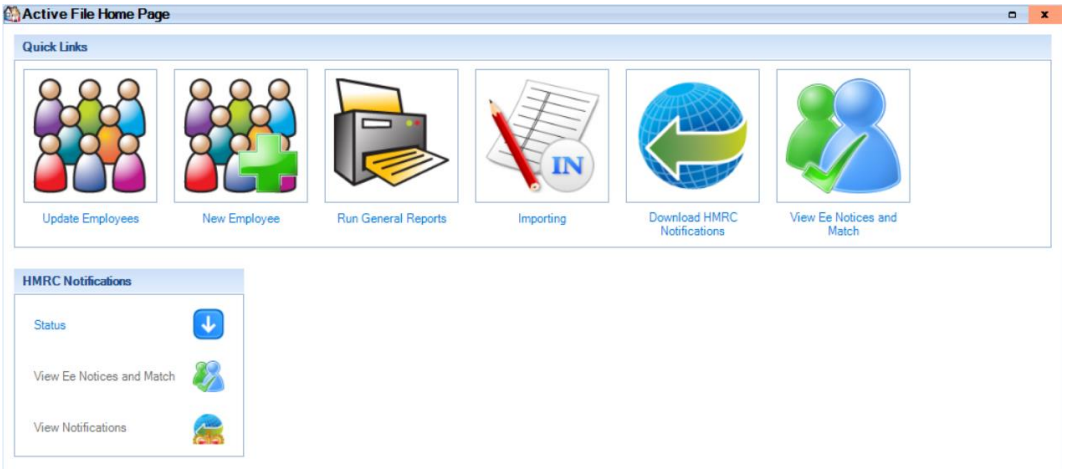
When you next open this payroll data file, the program will automatically download new notifications issued since the last successful download.

## Auto download progress and information

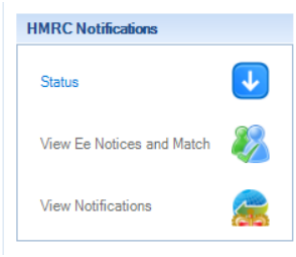
You can see the status of the HMRC notifications being automatically downloaded, once complete you can also see a summary of the notices downloaded, whether any employee notices need to be manually matched and any new employer notices.

## Active Home Page - HMRC notification widget

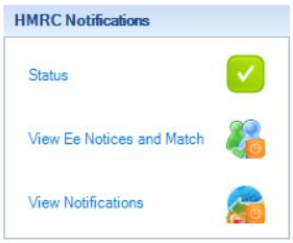
When you open a payroll data file the **Active File Home Page** is shown:



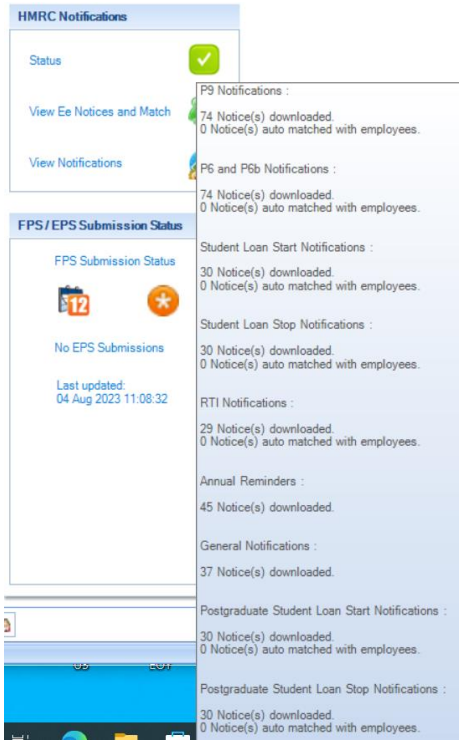

You will see the widget called **HMRC Notifications**:




The **Status** icon will show as whilst downloading the notices.

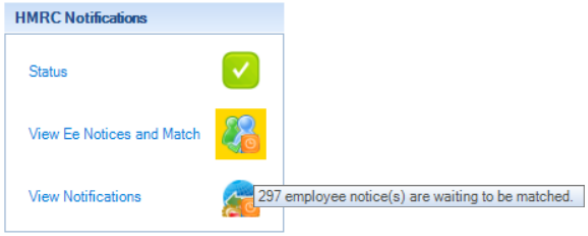



When the download has finished, the icon will change to when all types of downloads are successful, when one or more types fail, and when all types fail (these errors are usually caused by privileges, authentication, or connection issues).

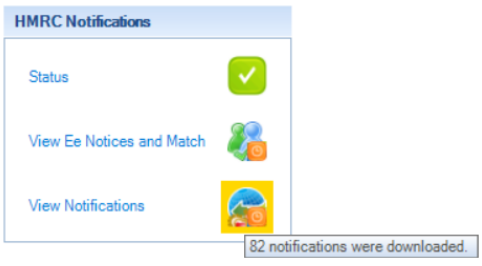



Place your cursor over the **Status** icon to see a list of downloaded notices by type, including errors, with a breakdown for the employee notices:

- Number of notices downloaded.
- Number of notices auto matched.



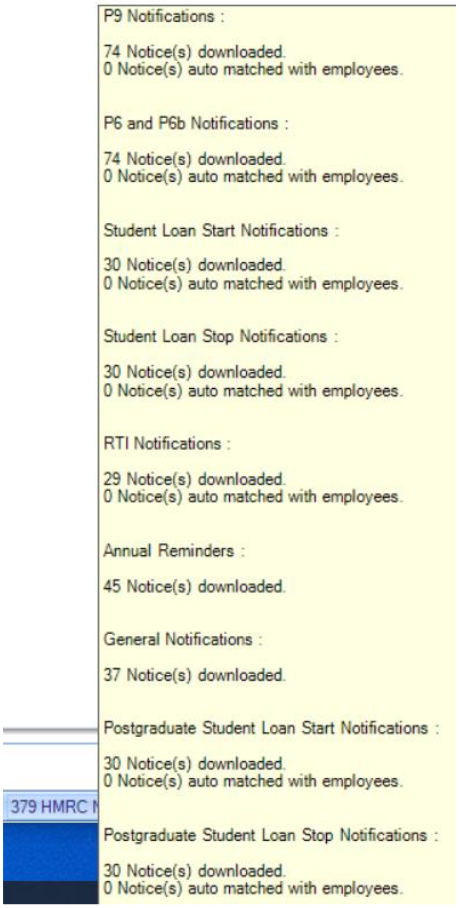

Once the download is complete, **View Ee Notices and Match** icon will be overlayed with when there are new employee notices downloaded which require manual matching. Place your cursor over the icon to see the number of notices waiting to be manually matched. You can click on the icon to open the **View Ee and Match Notices** screen.




Once the download is complete, **View Notifications** icon will be overlayed with when new employer notices have been downloaded. Place your cursor over the icon to see the number of new notices downloaded. Click on the icon to open the **View Notifications** screen.

## Status Bar

After you open the payroll data file and the program has finished automatically downloading new notifications the status bar will show the number of notices downloaded.



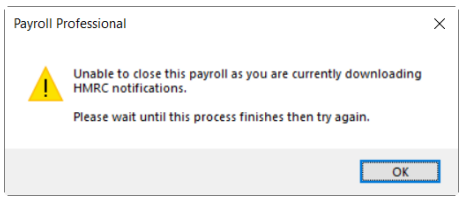

Place your cursor over **HMRC Notifications** to see a list of downloaded notices by type, including errors, with a breakdown for the employee notices:

- Number of notices downloaded.
- Number of notices auto matched.

You can double click on **HMRC Notifications** in the Status bar to open the **View Ee and Match Notices** screen.

## Closing payroll data file

When you close a payroll using any method (e.g. File\Close) and the automatic download of notices is still in progress, you will see the following message:



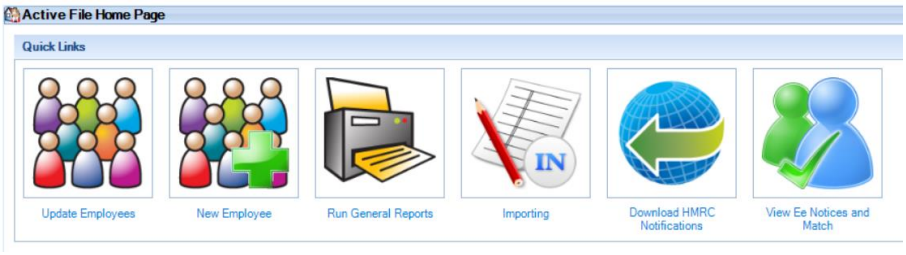

Wait for the download to finish then close the payroll.

## Manual Download

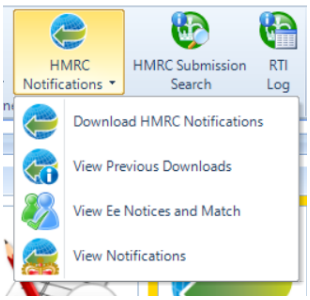
### Manually Download All Notices

There are several ways to download all notifications, you only need to use one:

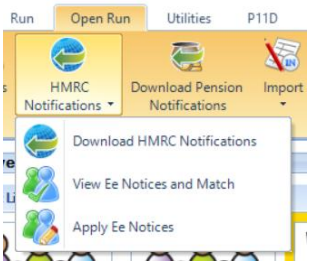
- If under **Personal Preferences\Home Pages** you have got **Download HMRC Notifications** button ticked then under **Active File Home Page:**



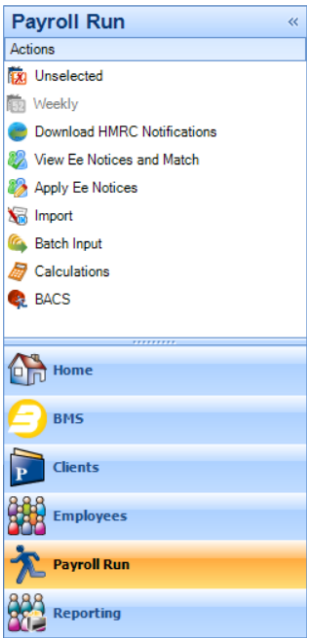

- **Utilities\HMRC Notifications\Download HMRC Notifications:**



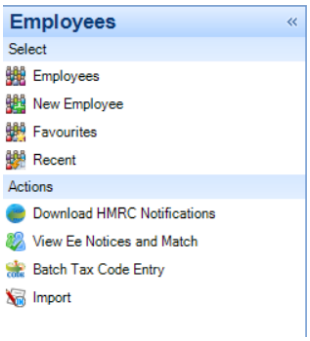

- **Open run** tab then **HMRC Notifications\Download HMRC Notifications:**



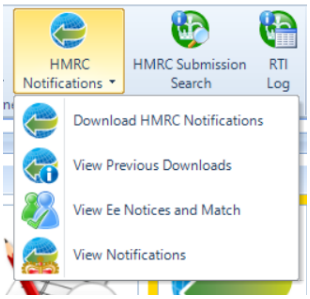
- **Outlook bar** under **Payroll Run** then **Download HMRC Notifications:**




- **Outlook bar** under **Employees** then **Download HMRC Notifications:**

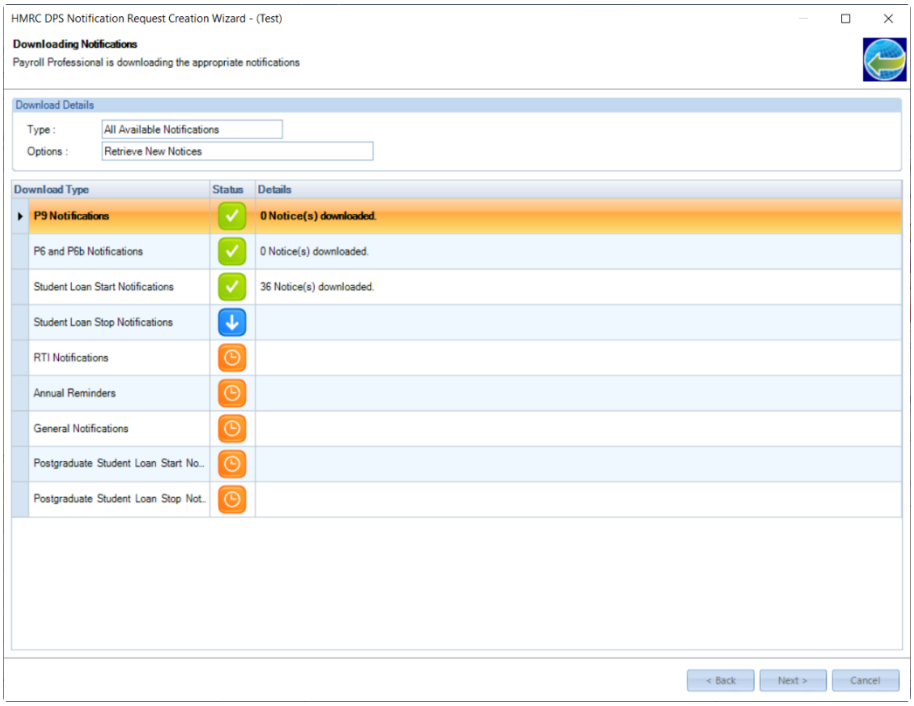



- **Utilities\HMRC Notifications\View Previous Downloads**, select **Add** and under the **Notification Type** select **All:**

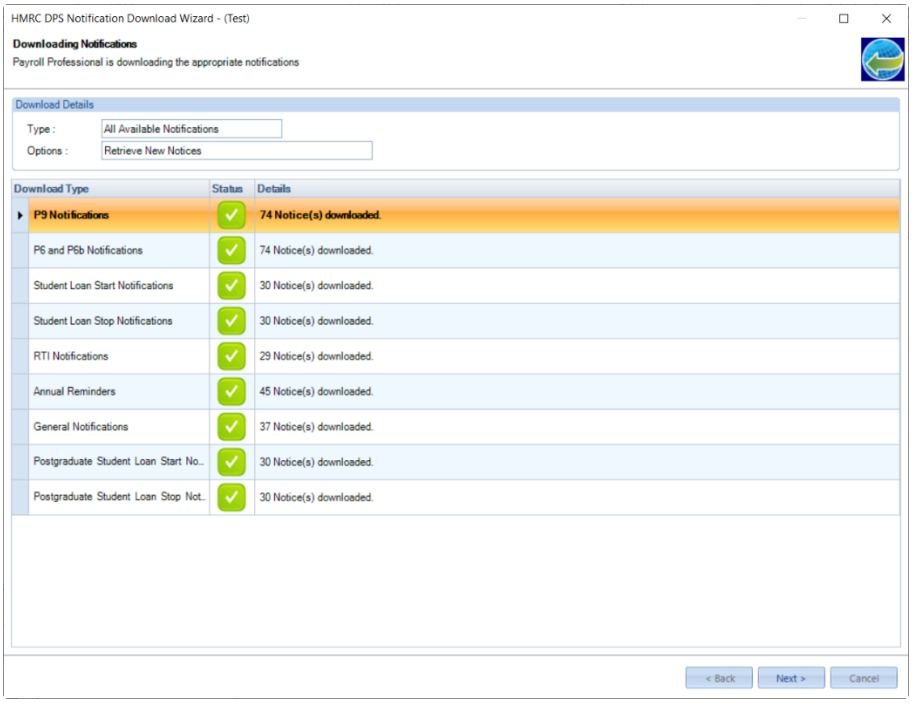



The same screen opens whichever one you choose:

## Download Wizard

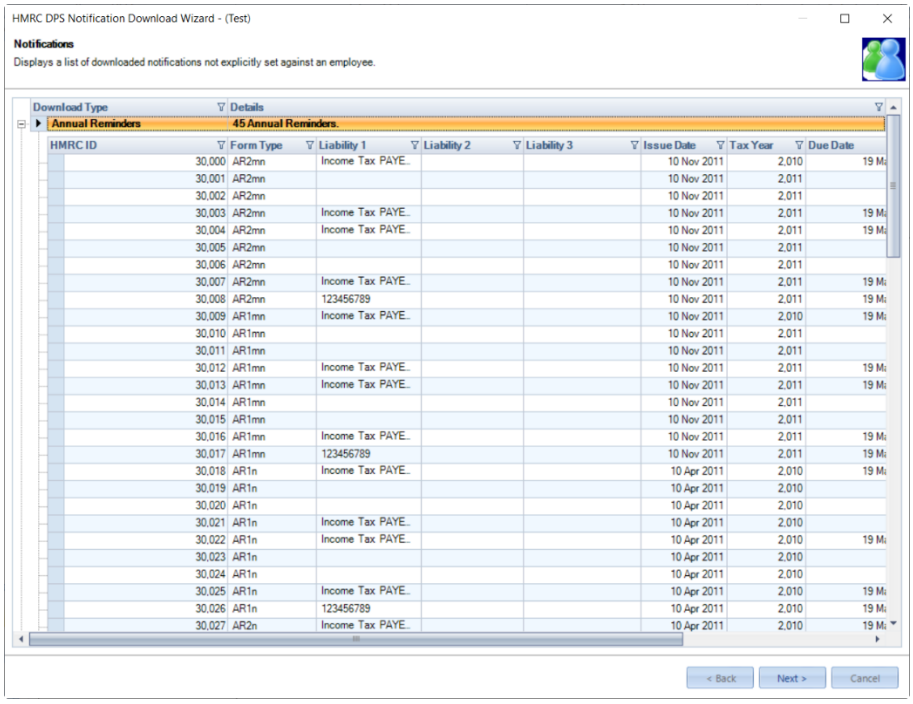



When all the notifications have been downloaded the Status icon will change to , click **Next**.

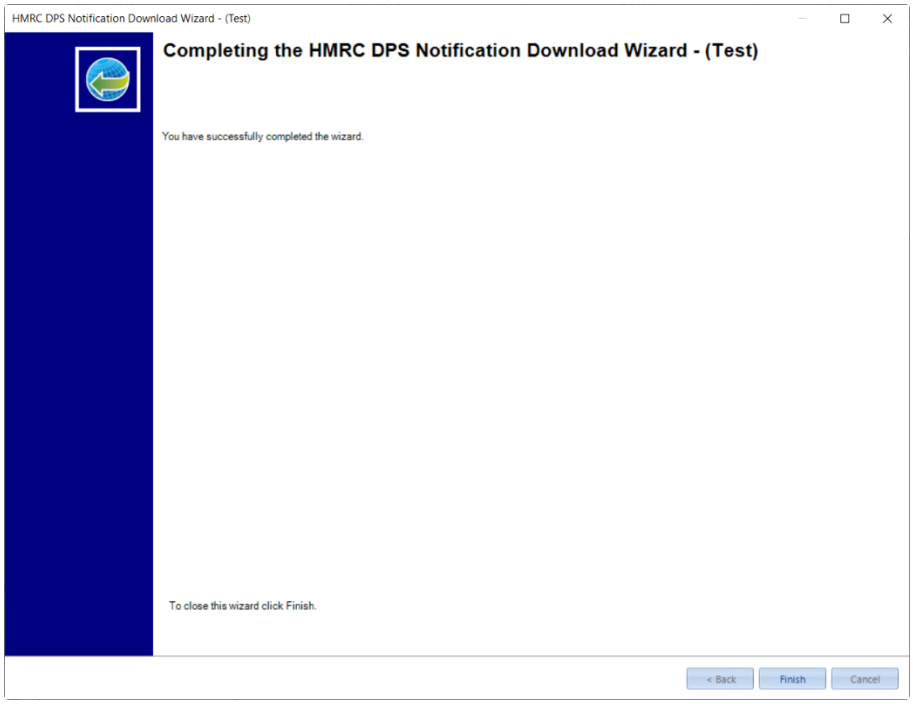



If you see , it means there are errors. Place your cursor over to see the details of the error, these can be due to privileges, connection issues or authentication errors.

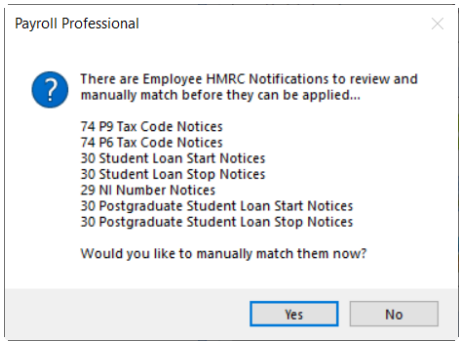
Click **Next**, you will then be shown any notifications which are not specifically for an employee - RTI Notifications, Generic Notifications, Annual Reminders, and CIS Notifications. These can be viewed after completing the download under **Utilities\View Notifications**:




Once you have reviewed these notifications, click **Next.**

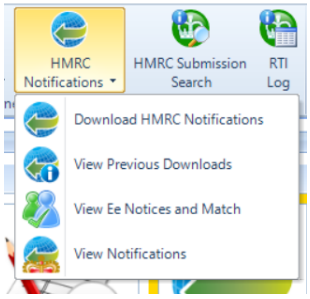



In the final screen select **Finish**, if there are any employee notices that need to be manually matched you will see the following message:

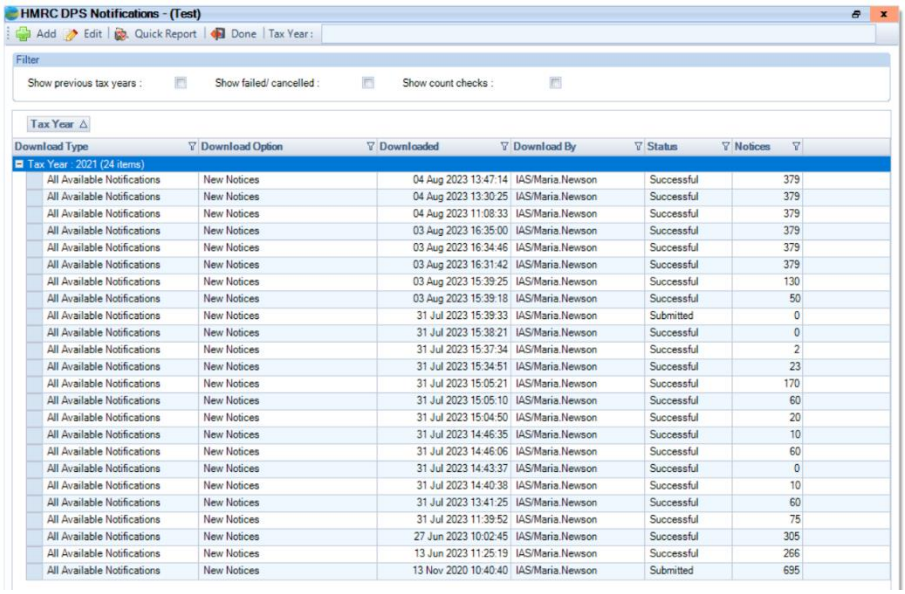



Click **Yes** to go to the **View Ee Notices and Match** screen, or **No** to close the download wizard.

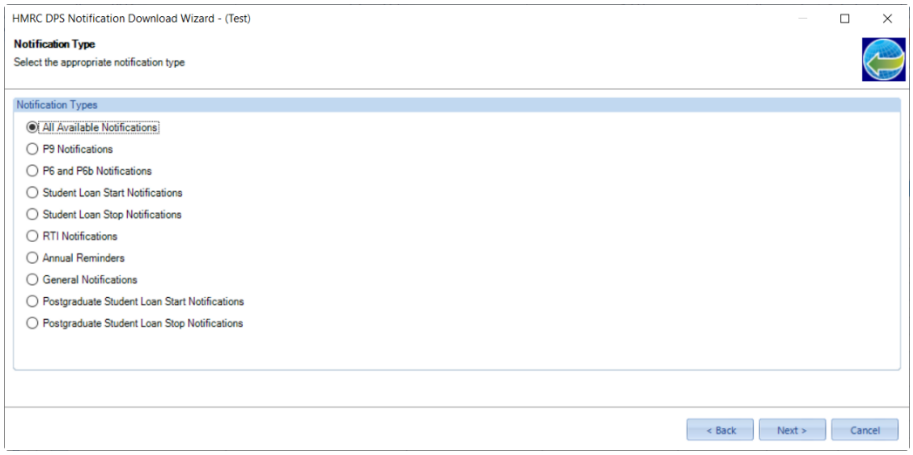
## Manually Download Notices by Type



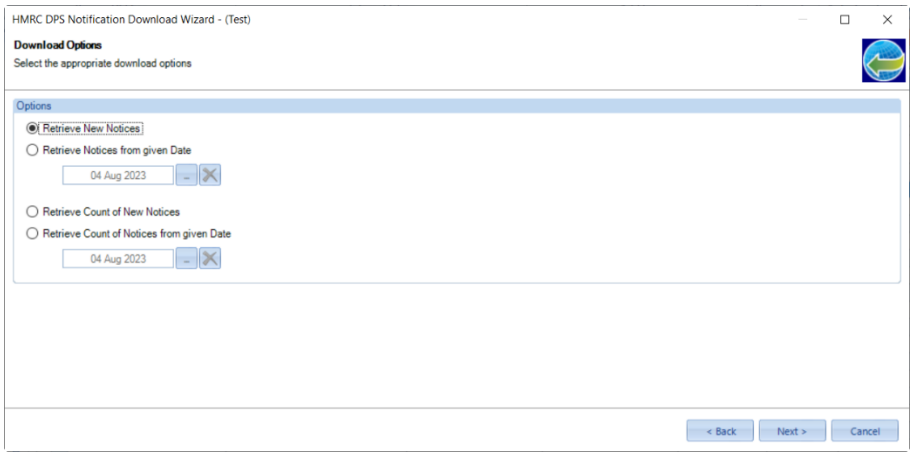

To download each type of notice individually, or from a specific date, under the **Utilities** tab select **HMRC Notifications\View Previous Downloads**.




Now select the **Add** button, and **Next** to the **Welcome** screen.



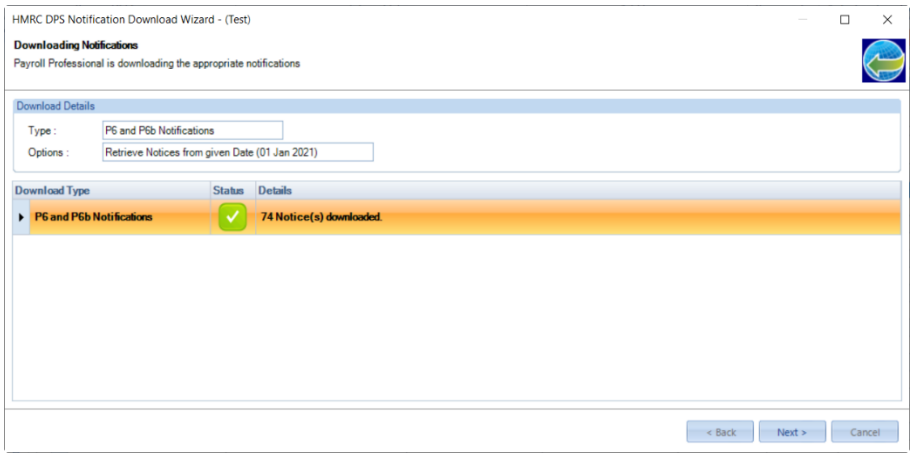

Under the Notification Type screen either choose All or an individual notification type, select **Next**.




Now choose one of the options to retrieve:

- new notifications or
- notifications from a specific date or
- a count of the new notifications (how many notifications are waiting to be dealt with) or
- a count from a specific date (how many notifications made since that date)

Once you have made your selection click **Next** to continue.

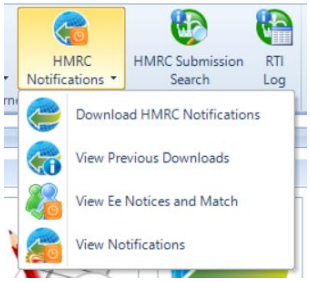



You will see the type of notification you chose to download, and the option selected, select **Next**.

The rest of the wizard is the same as downloading all.

## New Notices – RTI, Generic, CIS and Annual Reminders

After downloading notices either automatically or manually, if there are new RTI, Generic, CIS notices or Annual reminders under **Utilities** tab the **HMRC Notifications** and **View Notifications** icon will be overlayed with :




## Unmatched Employee Notices

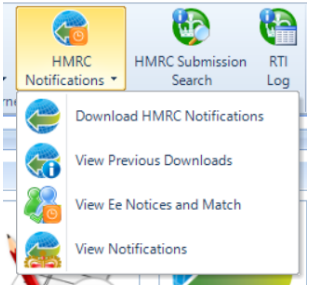
During the download process, automatic or manual download, employee notices are automatically matched to an employee record using the following information:

- Tax Code notices – Employee Reference and NI Number.
- Student and postgraduate loan notices – Employee Reference and NI Number.
- NINO notices – Forename, Surname, NI Number, and Employee Reference if included in HMRC notice.

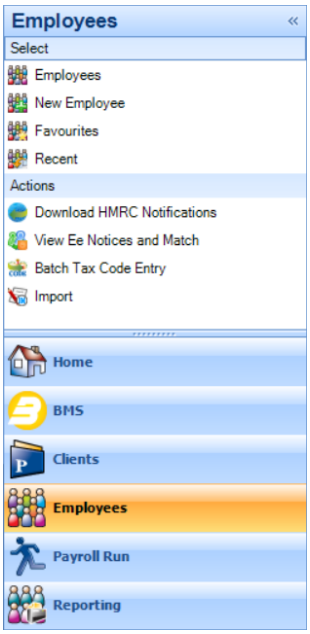
If there are any new employee notices that require manual matching the **View Ee Notices and Match** icon will be overlayed with in the following locations:

- If under **Personal Preferences\Home Pages** you have got **View Ee Notices and Match** button ticked then under **Active File Home Page:**

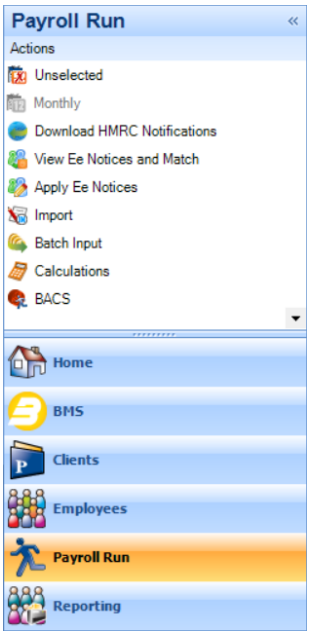
- Under **Utilities** tab **HMRC Notifications** and **View Ee Notices and Match**



- **Outlook bar** under **Employees** then **View Ee Notices and Match:**



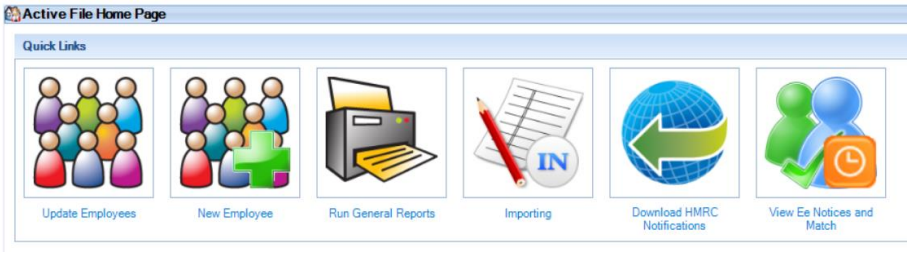

- **Outlook bar** under **Payroll Run** then **View Ee Notices and Match:**



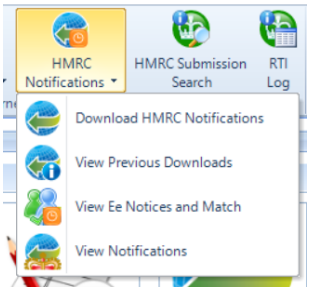

## View Employee Notices and Match

There are several ways to open the **View Ee Notices and Match** facility:

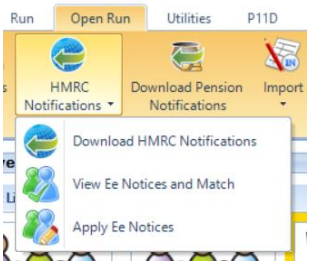
- If under **Personal Preferences\Home Pages** you have got **View Ee Notices and Match** button ticked then under **Active File Home Page:**




- **Utilities** tab then **HMRC Notifications\View Ee Notices and Match:**

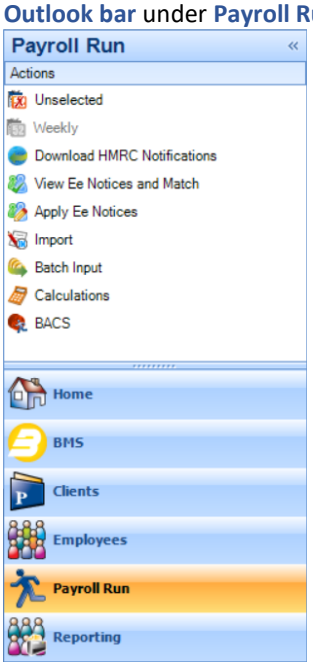



- **Open run** tab then **HMRC Notifications\View Ee Notices and Match:**

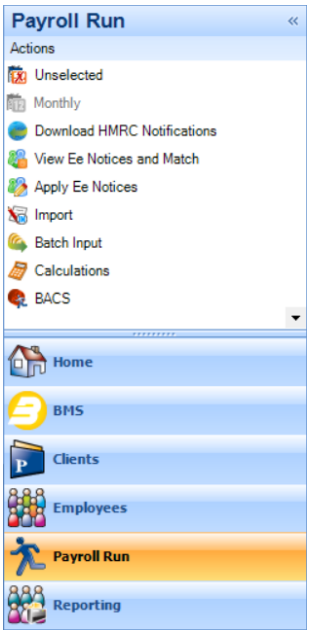



- If you have got **Auto check for HMRC notifications** under **Employer** and **Show HMRC notifications widget on active home page** enabled, then double click on the **HMRC Notifications** in the **Status Bar:**

- **Outlook bar** under **Payroll Run** then **View Ee Notices and Match:**



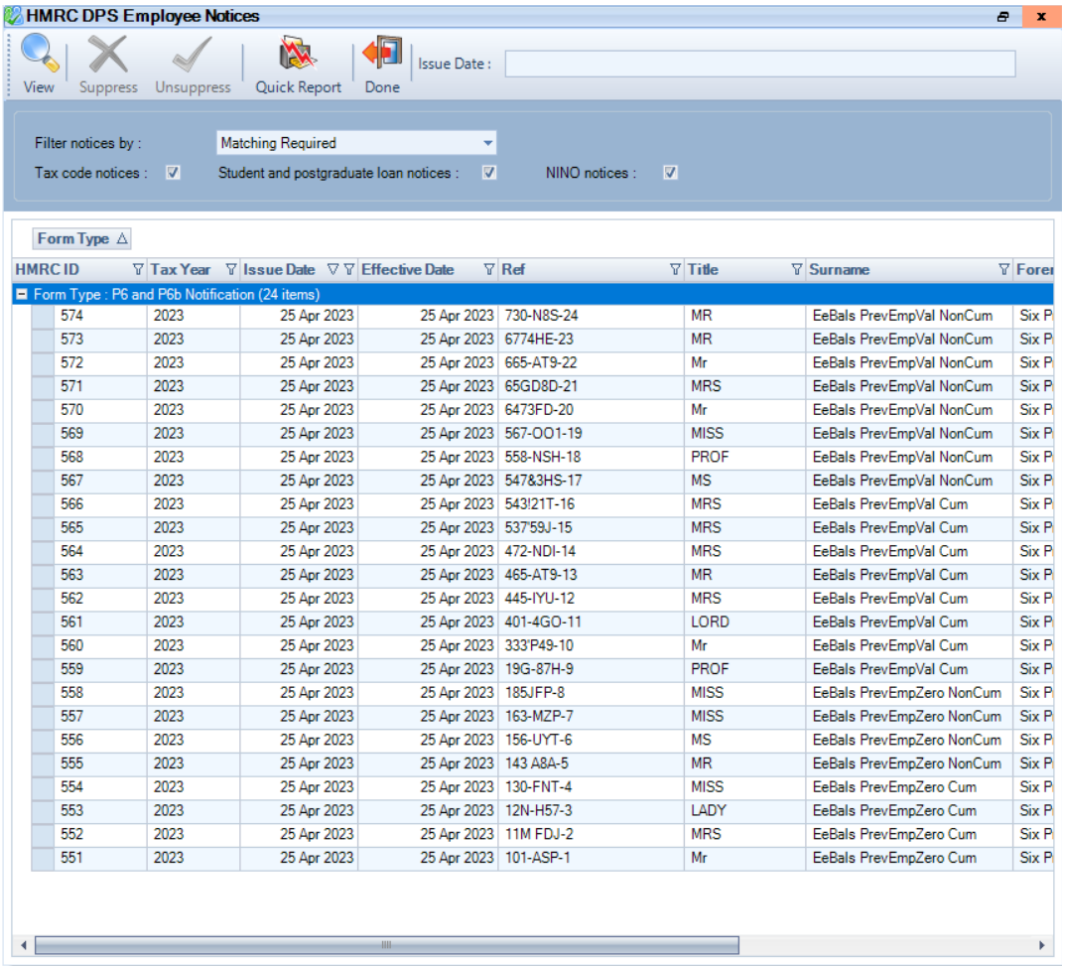
- **Outlook bar** under **Employees** then **View Ee Notices and Match:**



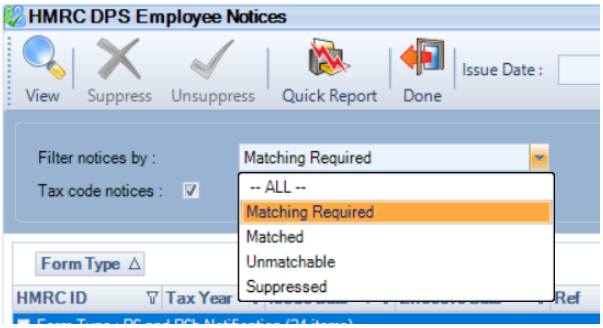

The same screen opens whichever one you choose.

## View Ee Notices and Match

Go to **Utilities\HMRC Notifications\View Ee Notices and Match** to open the following screen, which groups the notices by Form type:

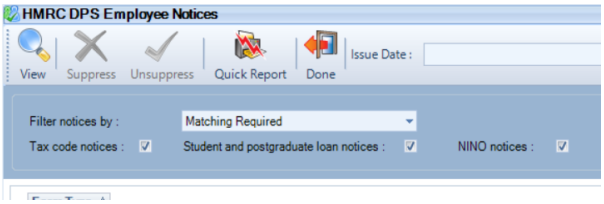


By default, **Filter notices by** is set as **Matching Required** and all notices selected:



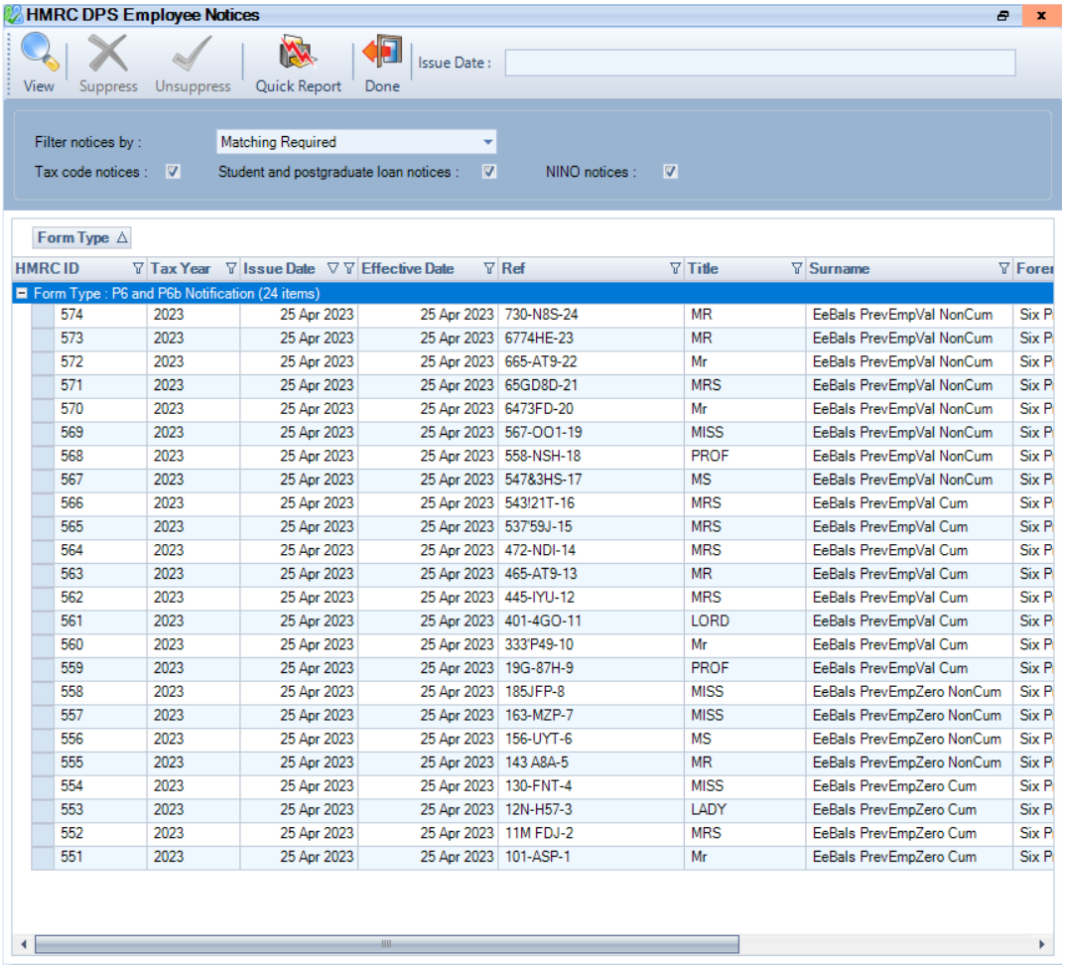

Using the drop down for **Filter notices by** you can also choose:

- **All** – shows all employee notices that have been downloaded.
- **Matched** – will show employee notices that have been matched automatically or manually.
- **Unmatchable** – shows notices that cannot be matched, for example tax codes for a previous tax year as they can no longer be applied.
- **Suppressed** – shows notices that a user has marked as Suppressed, and unmatched notices migrated from the old DPS tables to the new DPS tables have been marked as Suppressed.

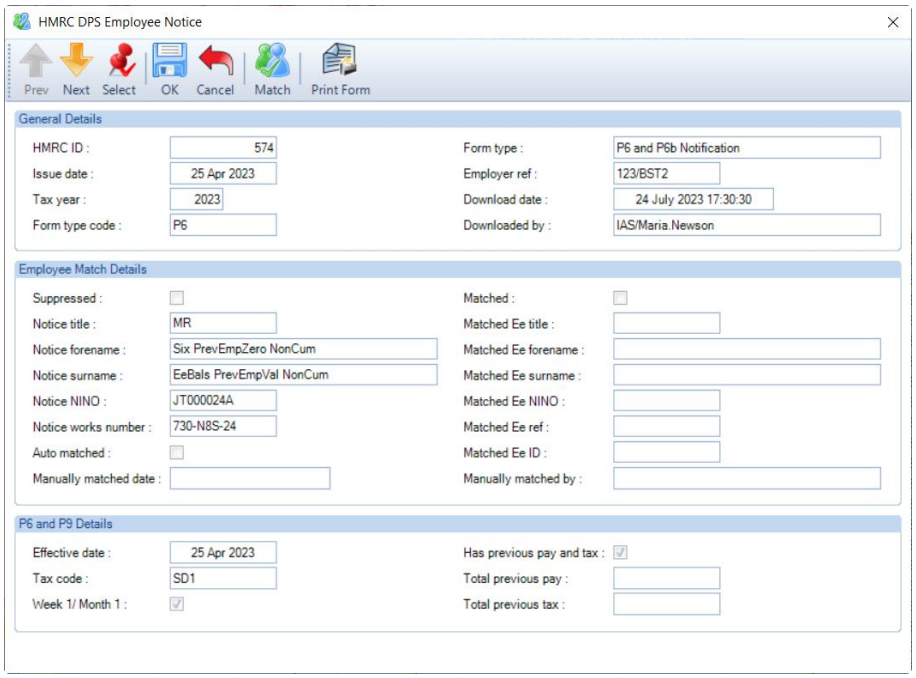



If required, you can choose the notice types that you want to see by selecting and de-selecting:

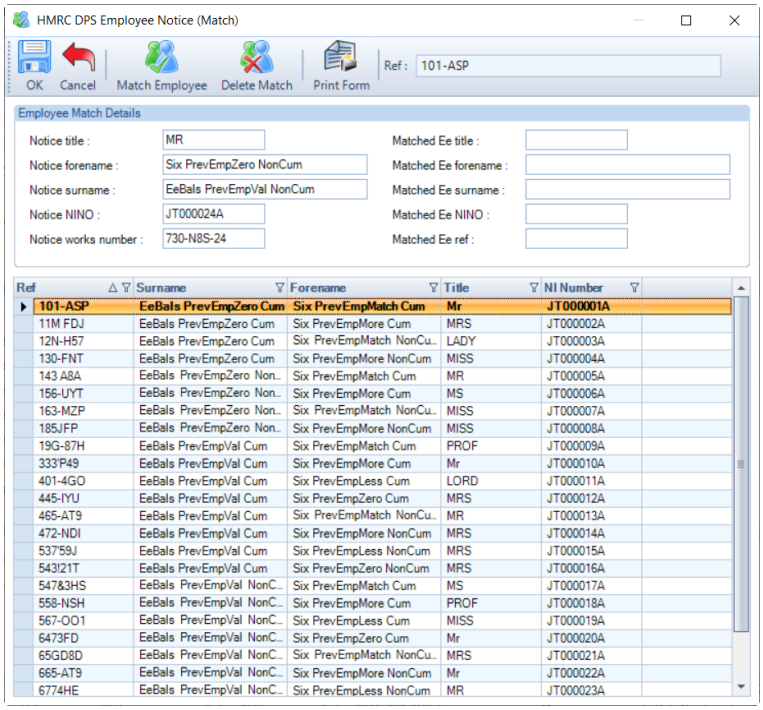
- Tax code notices
- Student and postgraduate loan notices
- NINO notices




To manually match a notification, either highlight the row for the employee and select **View** or double click on the row. You will see the following screen which includes details of the notice:

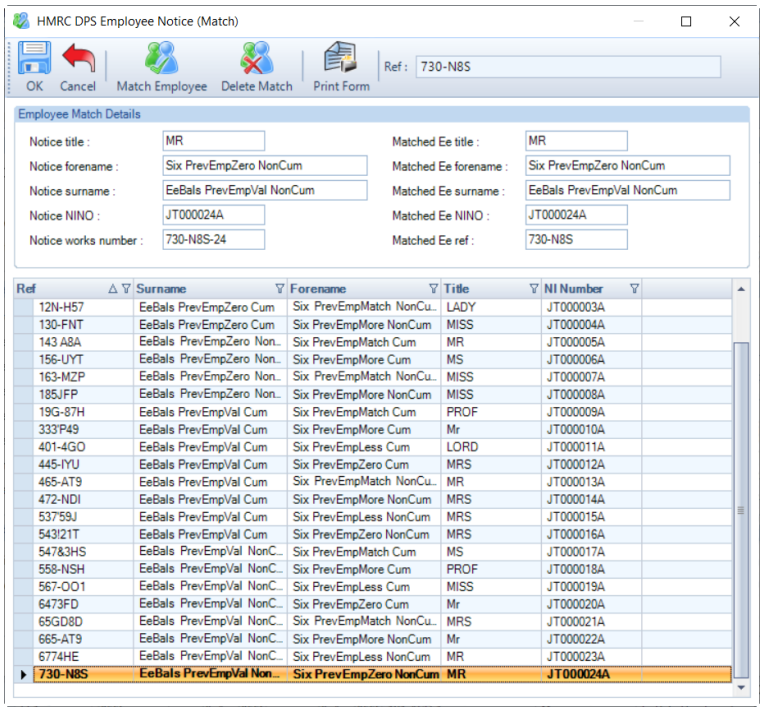



Click on **Match** to open the matching screen:

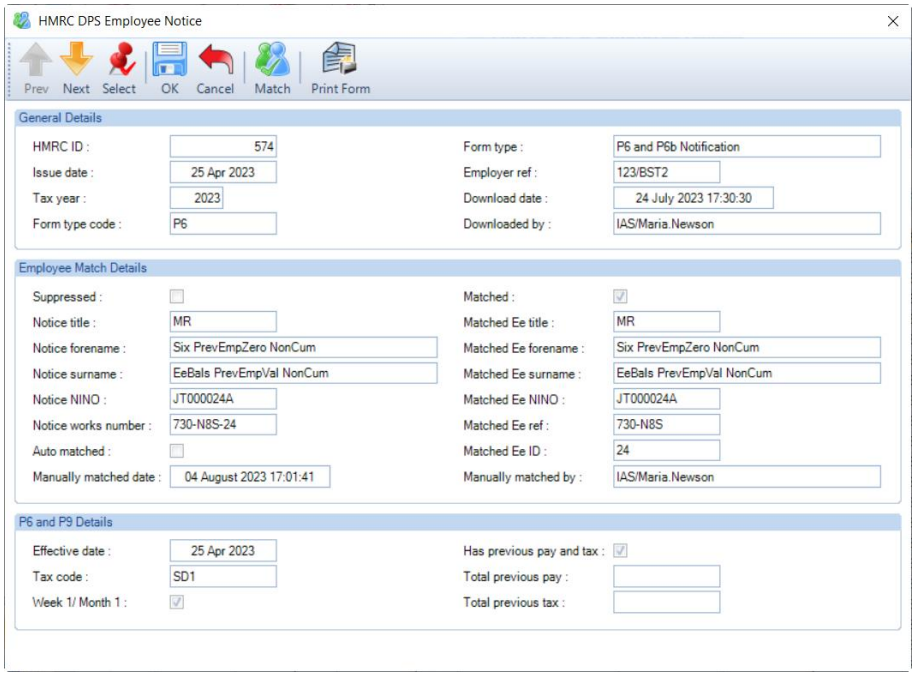



Under **Employee Match Details** section, the left side shows the employee information from the Notice and the right side will show the Employee you select to match the notification to.

Select the Employee in the list you want to match the notification to by either double clicking on the Employee in the list or highlighting the Employee and click on **Match Employee**.



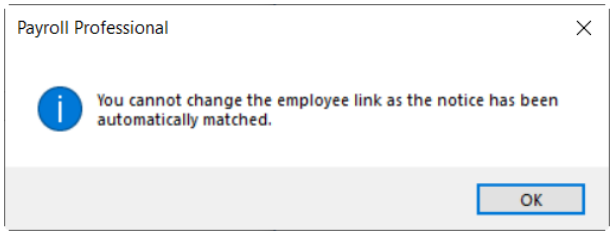

Click on **OK** to the **HMRC DPS Employee Notice (Match)** screen.




**Important Note:** Before you click on OK or select another employee by using Next/Prev or Select, ensure the record matches, once you leave this notice record the matching cannot be changed. If you need to change the matching before leaving the form, select **Match** and then **Delete Match** to re-select a different employee.

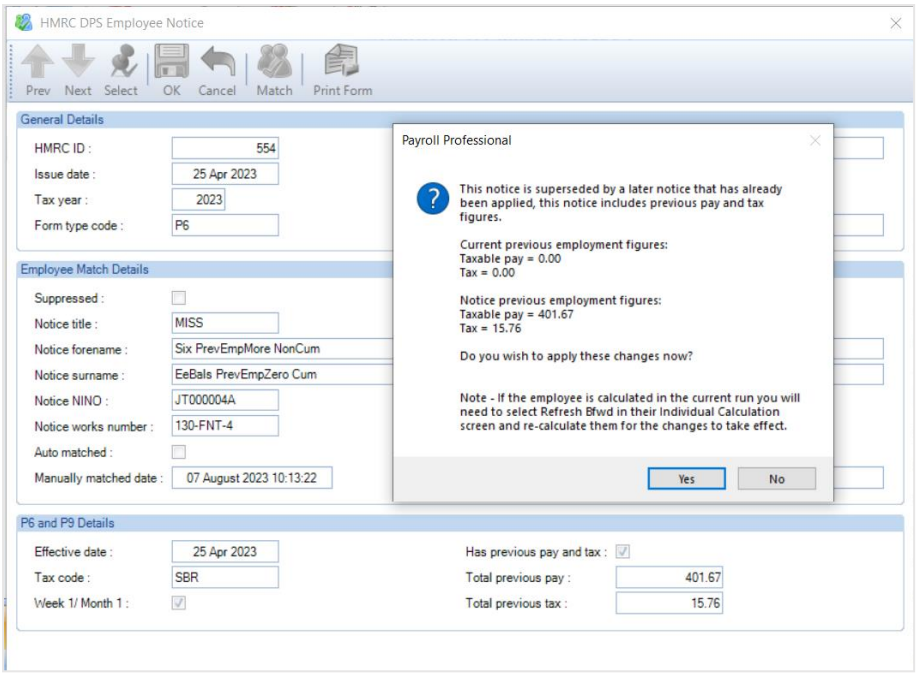
Once you have matched the notice to the correct employee, then choose another employee to match by clicking on **Select** or use **Next** and **Previous** to move to another employee. Select **OK** to save the changes.

If you try to Match a notice for an employee that has already been Matched, marked as Suppressed or is Unmatchable, you will see a similar message to the following:




## Tax Code Notice - Previous Employment Pay and Tax

When you manually match an employee tax code notice that includes Previous Employment Pay and Tax values, where a later notice has already been applied, and the Previous Employment values in the Tax Code notices are different to those recorded under the Employee record, when saving the employee match by clicking on **OK** to the **HMRC DPS Employee Notice** or using **Prev/Next** or **Select** to move to another record, a similar message to the following will appear:

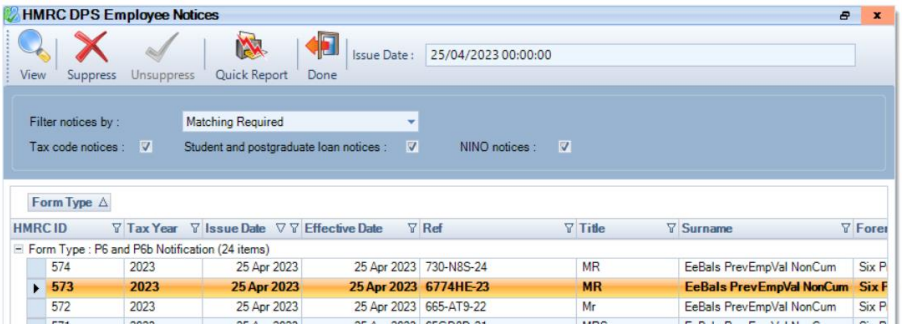



The message includes details of the Previous pay and tax from the Tax Code notice, and the employees current Previous pay and tax under their employee record, for you to decide whether to update their employment record.

Select **Yes** to update the employees record with the Previous pay and tax from the Tax code notice, or **No** to leave the Previous pay and tax as per their employee record.

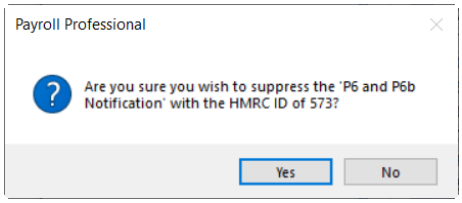
## Suppress

We have given you an option to **Suppress** an employee notice that appears under **Matching Required**:

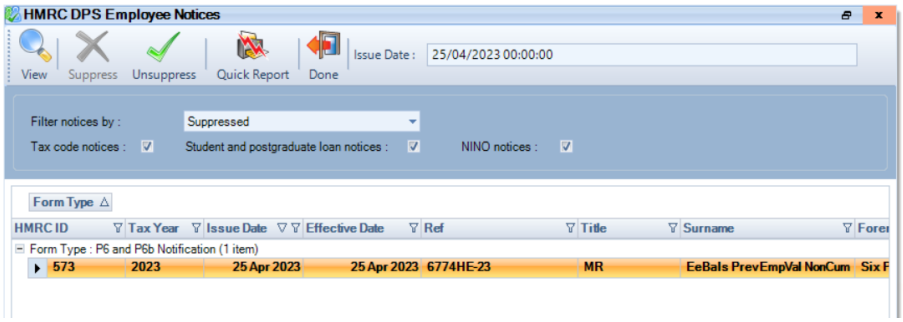



This allows you to remove employee notices that either aren't applicable to this payroll, for example where you have separate payroll data files for processing different frequencies for the same company, or the employee has left so the notice cannot be applied.

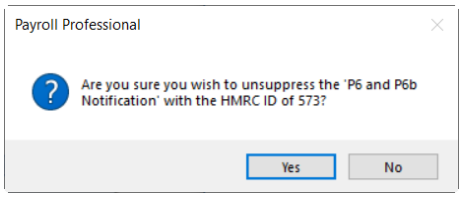
Highlight the row for the employee notice that you want to Suppress, then click on **Suppress**. The following message will appear:




If you want to proceed then click on **Yes**, this will then remove the employee notice from Filter notices by **Matching Required** list and will appear under **Suppressed**:




If you have marked the record as Suppress by mistake, then highlight the employee notice and select **Unsuppress**, the following message will appear:




Click **Yes** if you want to proceed, the employee notice will then appear under Filter notices by Matching Required.

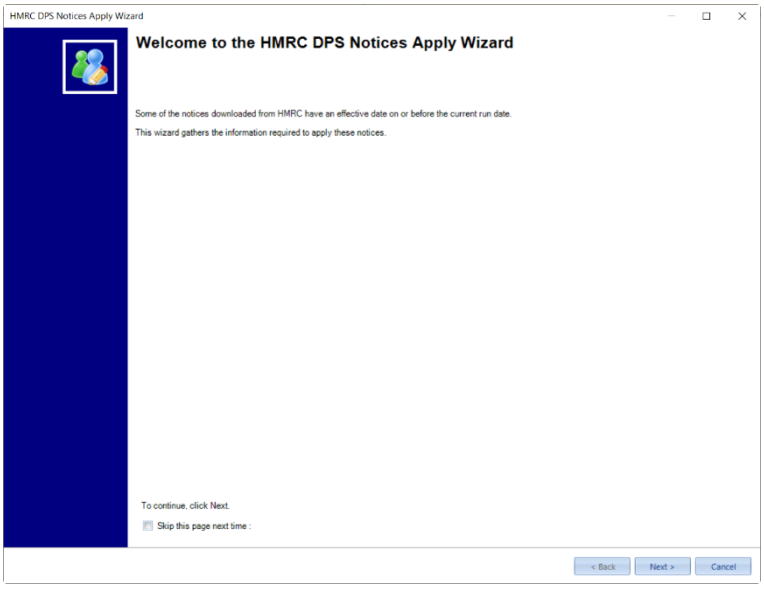
## Apply Employee Notices

Tax Code, Student Loan, Postgraduate Loan and NINO Notifications are all applied when you are in a payroll run.

Tax Code notices are based on them being for the current tax year, with an effective date on or before the current periods pay date. If there is more than one notice for an employee, then the notice with the latest effective date and then issue date is applied. If the effective dates and issue dates are the same the latest HMRCID.

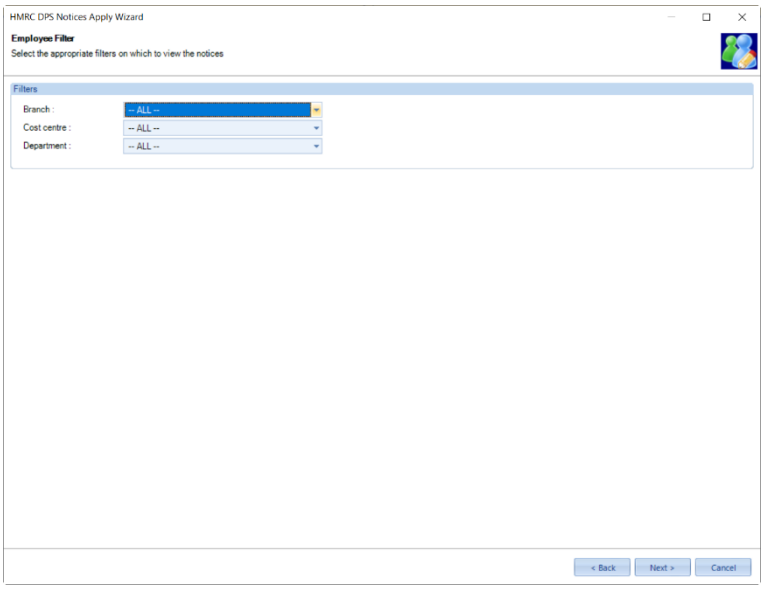
Student Loan start and stop notices are applied together based on the start date and stop date being on or before the end of the current tax year. If there is more than one notice for an employee, then latest issue date, if the issue dates are the same then by form type, if the issue date and the form types are the same then HMRCID order.

Postgraduate Loan start and stop notices are applied together based on the start date and stop date being on or before the end of the current tax year. If there is more than one notice for an employee, then latest issue date, if the issue dates are the same then by form type, if the issue date and the form types are the same then HMRCID order.

| | |
|---|---|
| When you go into the Payroll Run and there are notifications waiting to be applied you will see the following welcome screen.<br><br>Click **Next** to continue. |  |

You can choose to apply Tax Code, Student and Postgraduate Loan, NINO notifications for a specific Department, Branch or Cost Centre.

Once you have made your selection(s) click **Next** to continue.

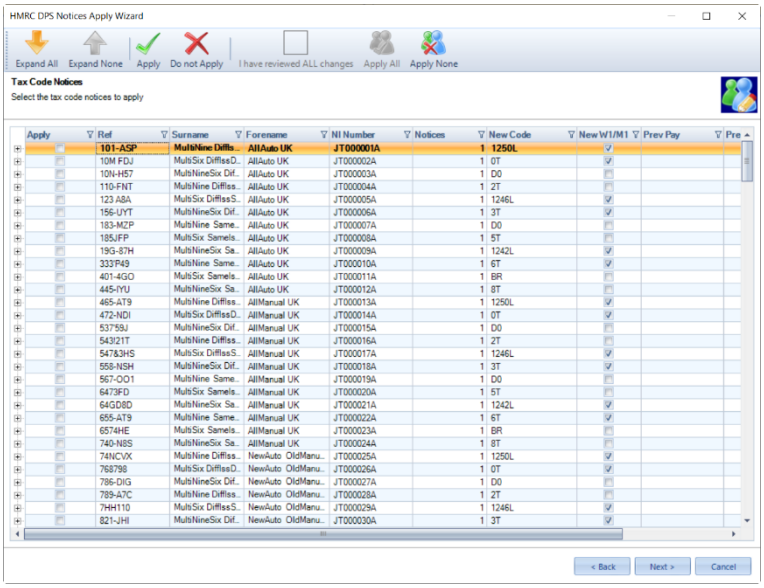



If there are any Tax Code changes the Employees names will be listed here, showing the number of notices and in the main row the notice details that would be applied. Click on **Expand All** to see all notice details.

If you want to only apply some of the employee Tax Code changes tick the **Apply** box for the relevant Employee(s).

If after viewing all the Employee Tax Code changes using the scroll bar, you want to apply all of them select the button **I have reviewed ALL changes** then select **Apply All.**

Click **Next** to continue.

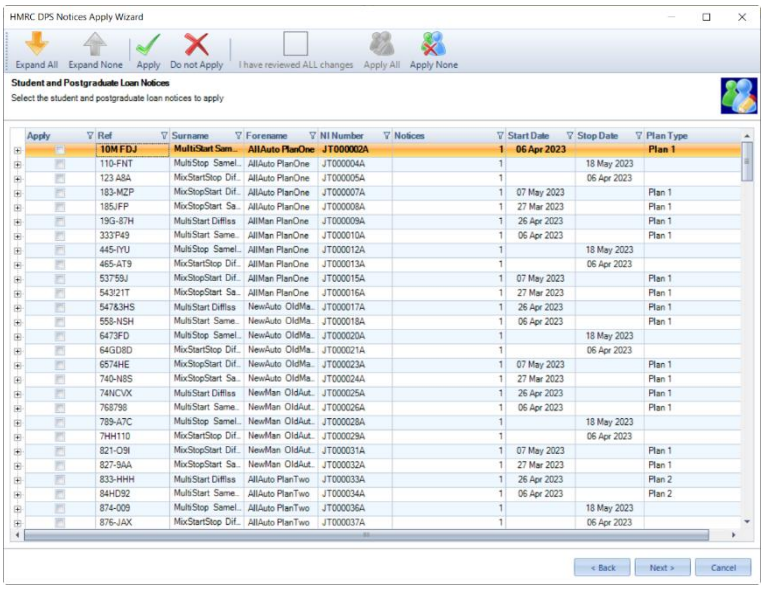



Student and Postgraduate Loan Notifications will show in this screen, showing the number of notices and in the main row the notice details that would be applied. Click on **Expand All** to see all notice details.

If you want to only apply some of the Student and Postgraduate Loan Notifications tick the **Apply** box for the relevant Employee(s).

If after viewing all the Employee Student and Postgraduate Loan Notifications using the scroll bar, you want to apply all of them select the button **I have reviewed ALL changes** then select **Apply All.**

Click on **Next** to continue.

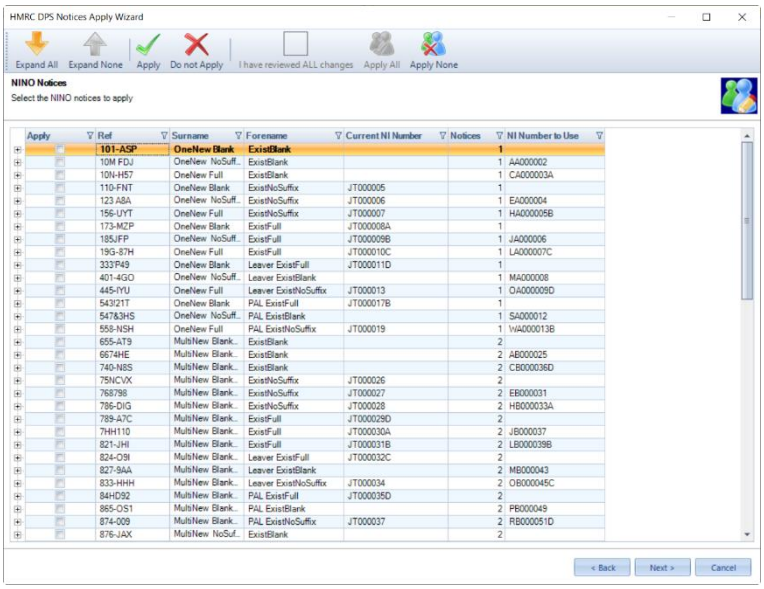


NINO Notifications will show in this screen, showing the number of notices and in the main row the notice details that would be applied. Click on **Expand All** to see all notice details.

If you want to only apply some of the NINO Notifications tick the **Apply** box for the relevant Employee(s).

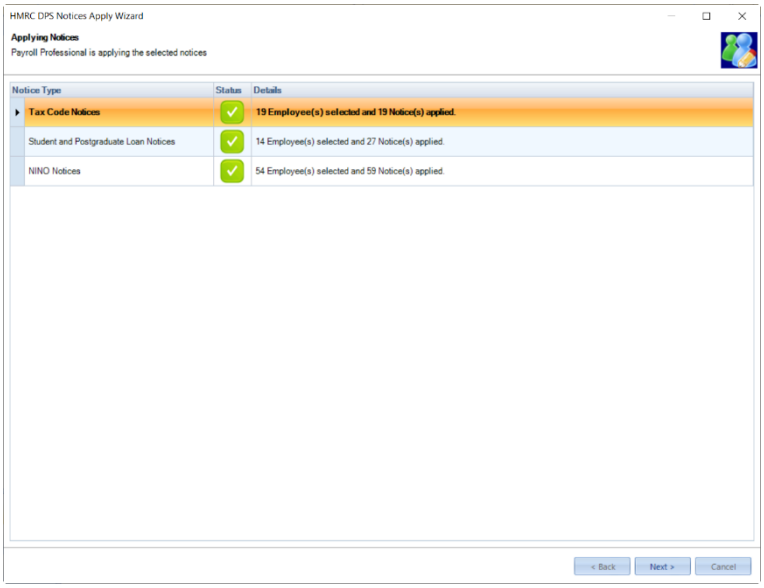
If after viewing all of the Employee NINO Notifications using the scroll bar, you want to apply all of them select the button **I have reviewed ALL changes** then select **Apply All**.

Click on **Next** to continue.

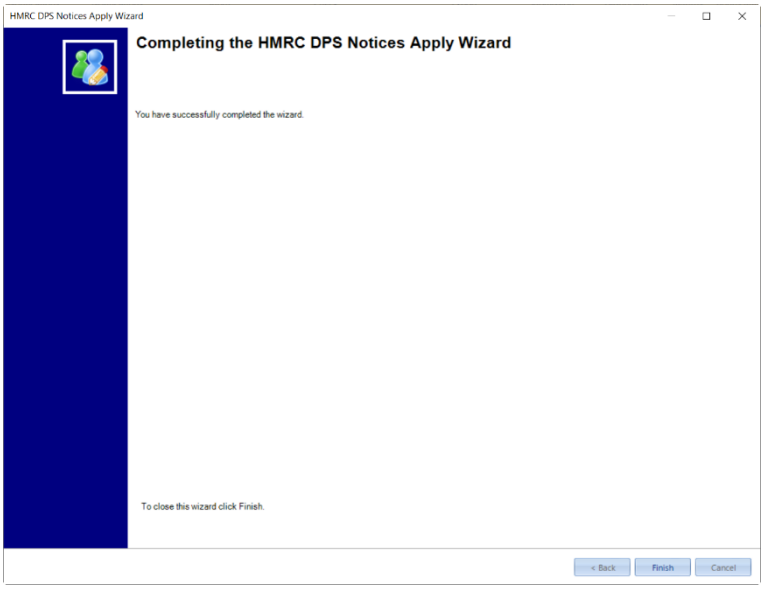



You will see the next screen showing the progress of implementing the Tax Code, Student and Postgraduate Loan, and NINO notices where the Apply box was selected.

Once all notices have been applied, click **Next**.

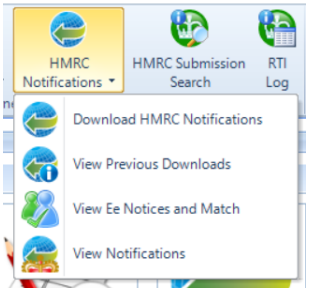



Click **Finish** to complete the wizard.

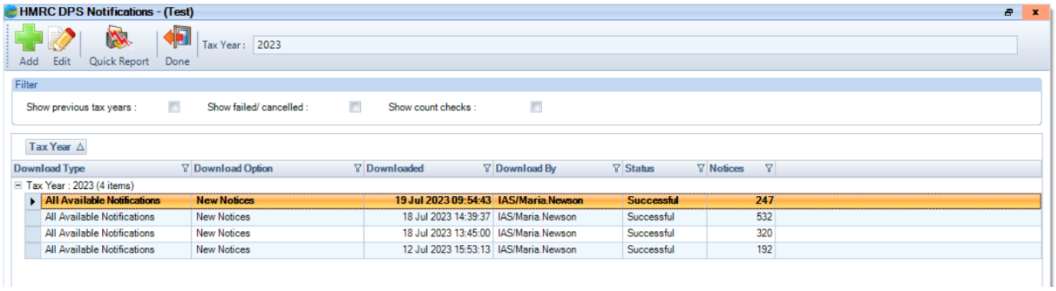


## Viewing Previous Downloads

To view previous downloads under the **Utilities** tab, select **HMRC Notifications\View Previous Downloads**.




You will then see the list of downloads for the current tax year. To see previous tax years, tick the box **Show previous tax years**.

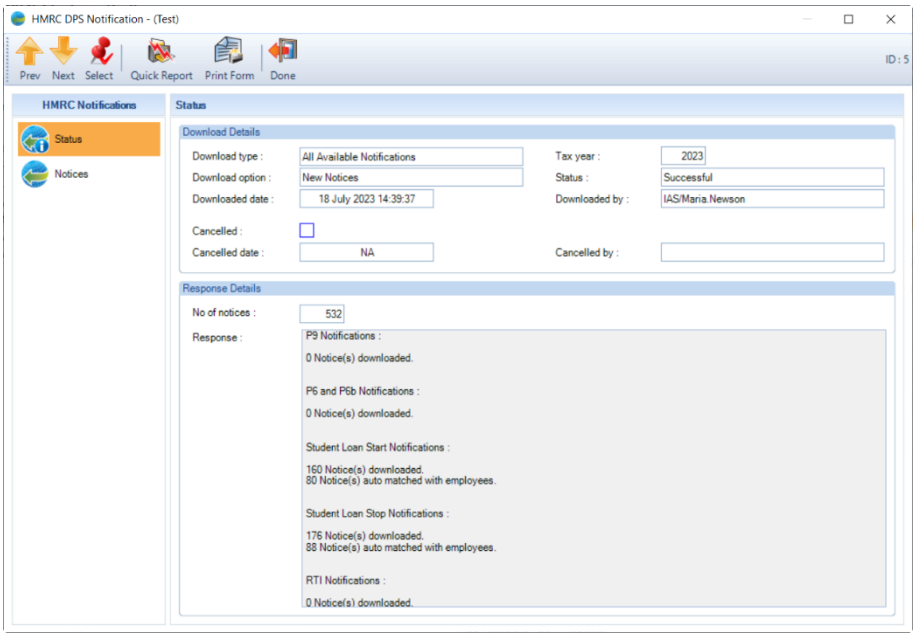



If you need to see failed or cancelled downloads, tick the box **Show failed/cancelled**.

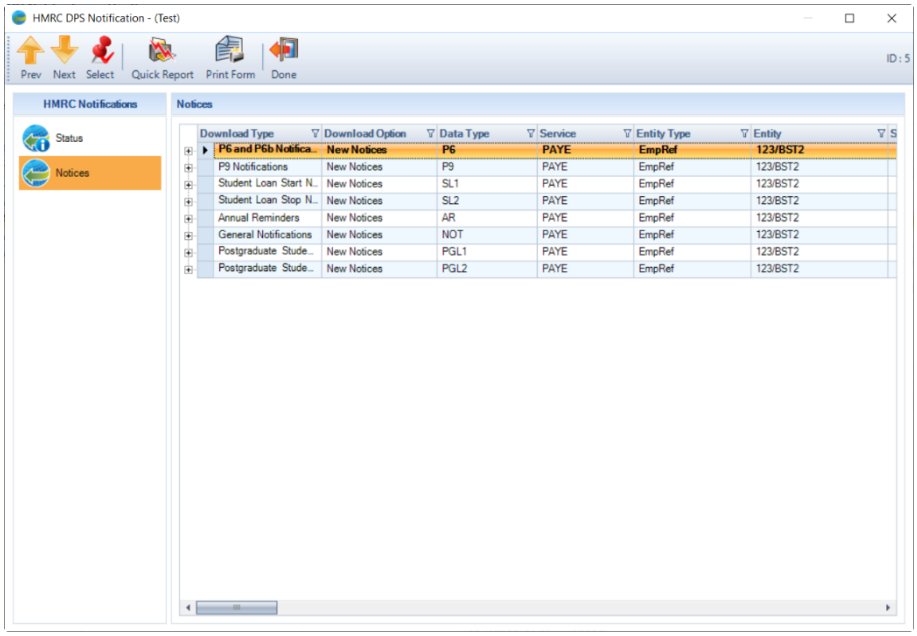
The last option **Show count checks** is where a download has been performed to check the number available, but no actual forms have been downloaded.

To view the download, double click on the record in the list or highlight the record and select **Edit**.

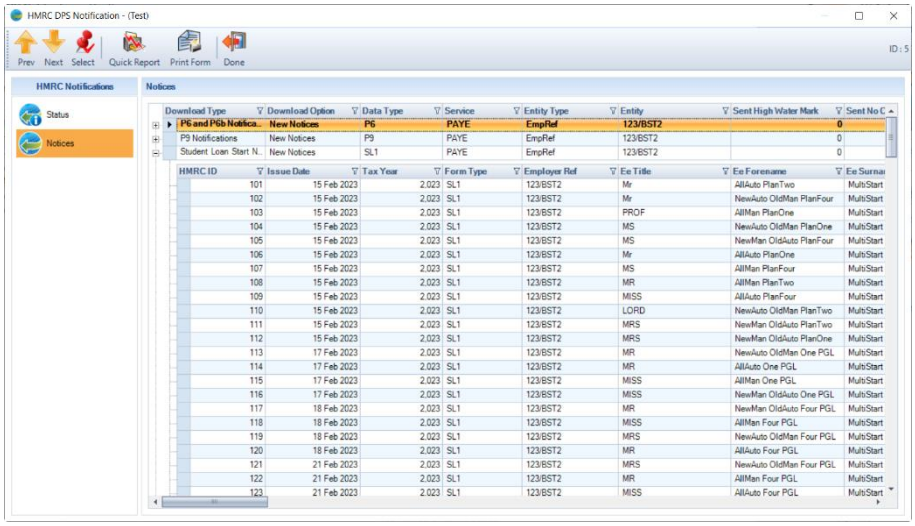
You will then see the below screen with the **Status** tab selected.




Click on the **Notices** tab to see the information that was downloaded.



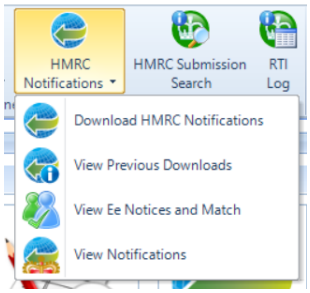

Click on the **plus** symbol next to the **Download Type** to expand the information.



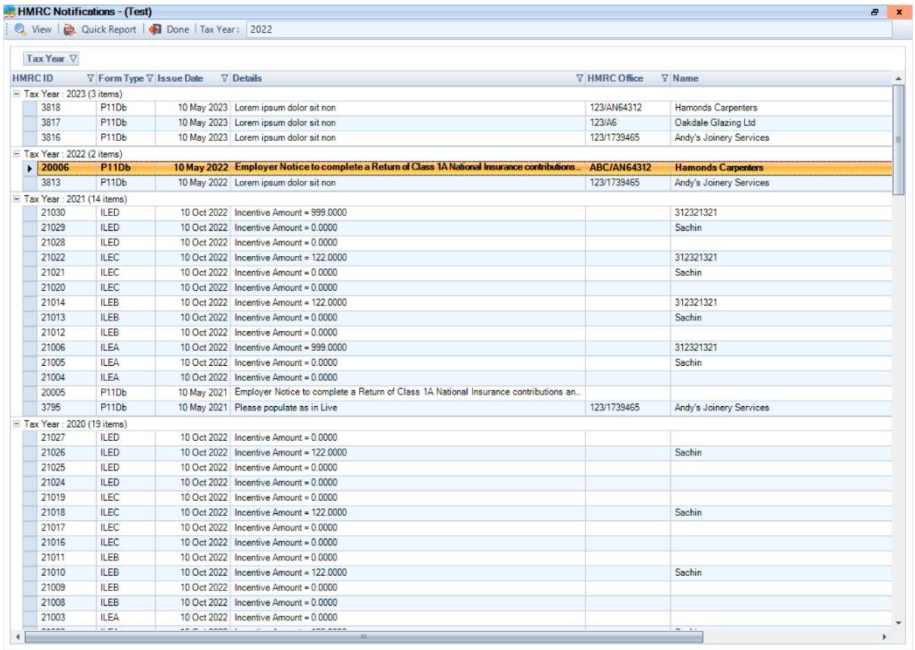

## View Notifications

These notifications are those not specific to an employee and include RTI Notifications, Generic Notifications and Annual Reminders.

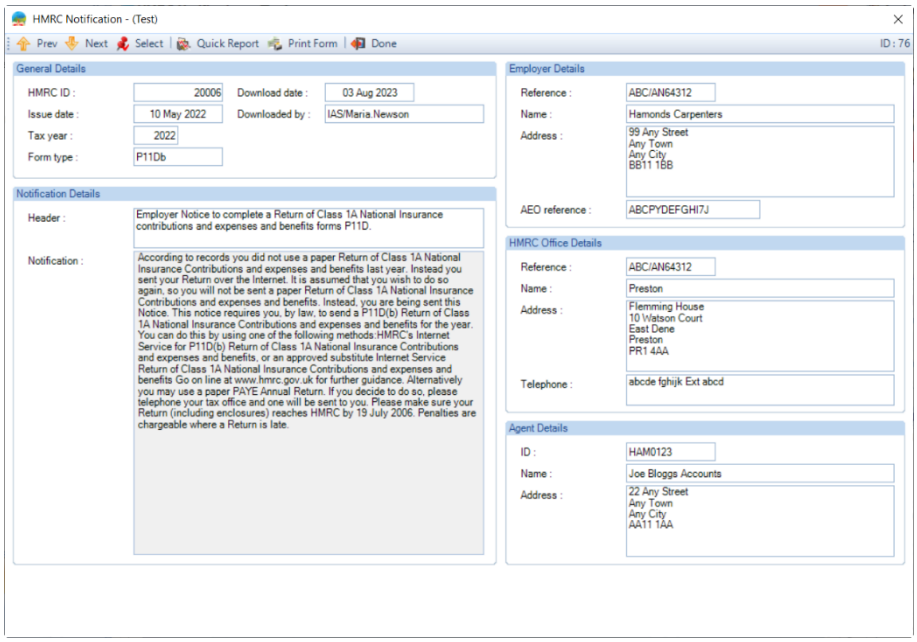
Under the **Utilities** tab select **HMRC Notifications** then **View Notifications**.




You will then see the notifications grouped by tax year.



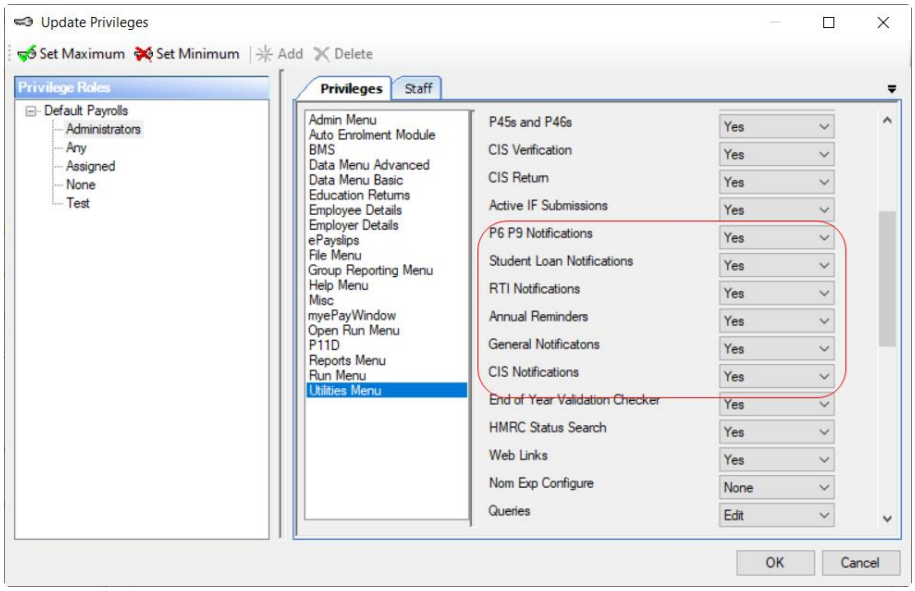

Double click on one of the records in the list to see the information:




The screen layout will change based on the Form type.

## Privileges

There are separate privileges for each type of notification, this means you can control which members of staff can download them.


Update Privileges
Set Maximum
Set Minimum
Add
Delete
Privilege Roles
Default Payrolls
Administrators
Any
Assigned
None
Test
Privileges
Staff
Admin Menu
Auto Enrolment Module
BMS
Data Menu Advanced
Data Menu Basic
Education Returns
Employee Details
Employer Details
ePayslips
File Menu
Group Reporting Menu
Help Menu
Misc
myePayWindow
Open Run Menu
P11D
Reports Menu
Run Menu
Utilities Menu
P45s and P46s
Yes
CIS Verification
Yes
CIS Return
Yes
Active IF Submissions
Yes
P6 P9 Notifications
Yes
Student Loan Notifications
Yes
RTI Notifications
Yes
Annual Reminders
Yes
General Notificatons
Yes
CIS Notifications
Yes
End of Year Validation Checker
Yes
HMRC Status Search
Yes
Web Links
Yes
Nom Exp Configure
None
Queries
Edit
OK
Cancel

# Bonus Runs

This option is only available if you are licensed for Bonus Runs module.

With bonus runs licensed, you can now choose which data file has the facility enabled. Once a data file has bonus runs enabled you are able to produce more than one payroll run for that data in a single tax period.

A very good example of when this would be needed is a situation where you have a company that pays their employees Commission/Bonus at a different time of the week or month to their Salary. It would also be possible in this situation to have one or more additional runs after the main run.

To confirm if you are licensed for Bonus Runs, go to the **Help** tab and select **About** and look for Yes beside Bonus Runs. If the display is No, please contact **Payroll Professional** support for a quotation to increase your licensed modules to include Bonus Runs.

## Backup

Before you start to use Bonus Runs, we strongly recommend you ensure that you have Automatic Backup set up. (See Backing Up & Restoring in online help).

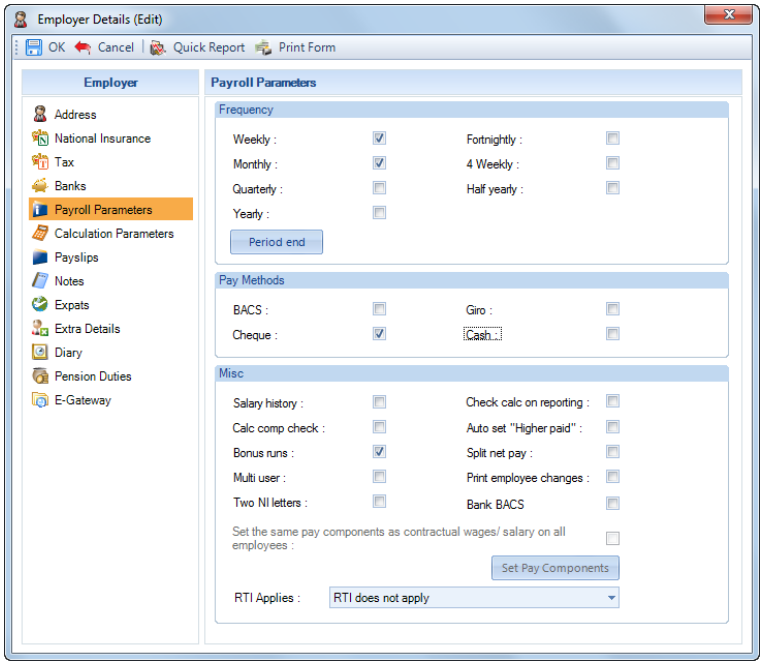
When a Bonus Run is closed, the automatic backup will give the backup file name an additional piece of information to signify which Bonus Run is being closed.

For a data file with a reference of **HIGHWAY**, an ordinary backup will produce files called **HIGHWAY.M01** for month one backup, **HIGHWAY.M02** for month two etc.

If this client has Bonus Runs enabled the first run closed will produce a file called HIGHWAY.B01.M01 (first run in month one) and HIGHWAY.B02.M01 (second run in month one) etc.

## Employer Details

Set up Bonus Runs by ticking the box in **Employer Details** under the **Payroll Parameters** tab. This needs to be done for each data file using Bonus Runs.



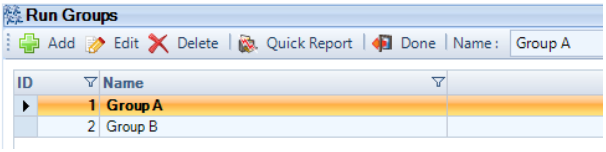

**Note:** The Bonus Runs module **must** be enabled before you open the tax period in which you want to use Bonus Runs. If you are in a pay period and need to use Bonus Runs (but they have not been enabled) you must restore to a backup and enable Bonus Runs then open the tax period again.

## Run Groups

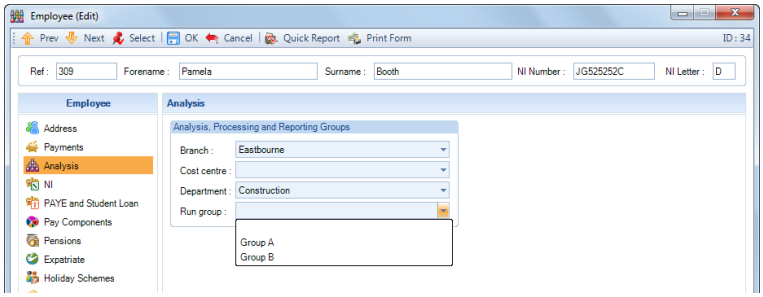
As well as being able to process additional runs you are also able to create **Run Groups**, to allow calculation of specific sets of people in a Bonus run.

This option will allow you to process those employees needed for the pre-run. Example, you have a group of Sales people who get their commission paid on 15th of every month, put these people in a Run Group called Sales, choose that group for the pre-run and only those Employees will be in that Pre-run.

From **Data** tab select **Analysis** then **Run Groups**. Click **Add**, input the name of your first group and click **OK**. Repeat the procedure for further groups.

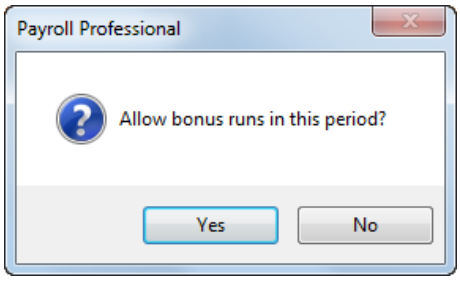



Once the Run Groups have been set up, you can now allocate the appropriate Run Group to each employee via the **Analysis** tab in **Employee** details.



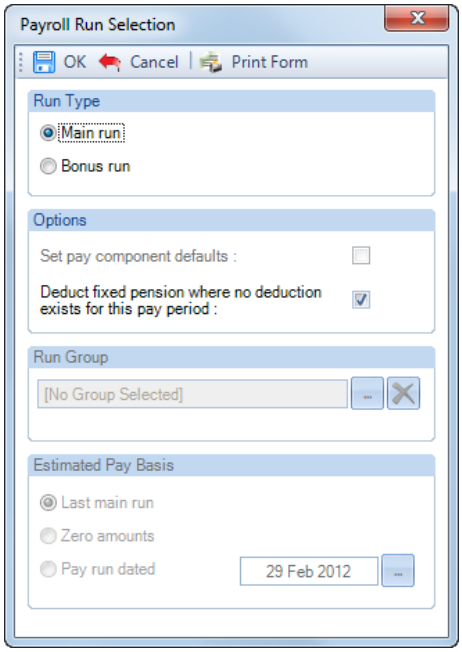

## Payroll Run

When you select a new Pay Period, you are asked if this payroll period will have Bonus Runs.




If you select **No** you will not be able to change your mind unless you restore your payroll to a previous backup. We do not recommend that you select **Yes** every time 'just in case you need to use Bonus Runs' as this will create un-necessary table entries making your data file much larger than need be.

Having selected **Yes** to allow Bonus Runs, you will now see a control screen for setting the parameters of the run you are starting.




### Main Run

Use this option if your run is the normal full weekly or monthly payroll run.

### Bonus Run

Use this option for an extra run.

If the extra run is **Before** the main salary run this makes it a **Pre-Run**.

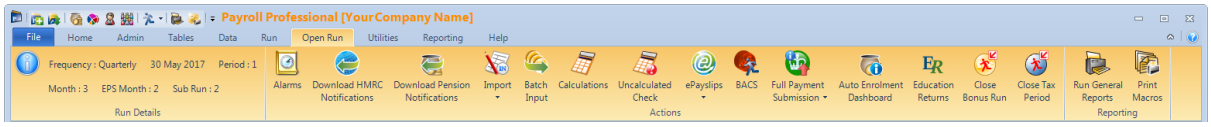
If the extra run is **After** the main salary run this makes it a **Bonus-Run**.

To use our quoted example again.

For the run on the 15th use **Bonus Run** as this will be a **Pre-Run**.

For the run on 25th use **Main Run** as this will be the **Main Run** for the whole payroll.

For the run on the 31st use **Bonus Run** again as this will be an additional **Bonus Run**.




Once the payroll run is open, the **Open Run** tab displays extra information to show what run you are currently in, labelled **Sub Run**.

**P:** Is for 'Pre-Run' and will appear in the Sub Run box if you have chosen a Bonus Run **before** your main run. Please note you can only have one pre-run.

**M:** Main Run **3:** 3rd Run **4:** 4th Run etc, etc

### Set Pay Component Defaults

This option will be disabled in a 'Main Run', as it is assumed you will want to use your default Pay Components whereas you have the choice when in a Bonus Run.

In a Bonus Run you may want to enter completely different information at Run Time rather than all Default Pay Components which you would have to manually zero.

### Deduct Fixed Pension where no deduction exists for this pay period

This setting allows you to choose how a **Fixed** pension deduction is dealt with.

Percentage based pensions will deduct in any run where there is a Pensionable component being paid. Fixed pension, on the other hand, would normally only be taken once. This setting allows you to choose in which run the deduction is made. If the pension has not been deducted from a Pre-Run, it will be forced in the Main Run.

### Run Group

This option will allow you to process this run for one run group.

Example. Sales are paid commission on 15th of the month. Create a group called Sales; ensure these people are allocated to the group and select the Sales group here. The run being enabled now will only pay those people in the Sales group.

### Estimated Pay Basis

This option applies only to **Pre-Runs**. Calculations will be based on the criteria selected here. You must select one option to decide how free pay etc is dealt with.

### Last Main Run

Selecting this option will calculate tax and NIC on the bonus run payments, as if they were **Additional To** the values paid in the last main run. This is to ensure that when the main run is done with normal salary; lower rates and allowances are taken into consideration and the employee ends up with a normal net pay despite having already been paid in a pre-run.

The payments being made in this pre-run will therefore attract tax at the higher rates that apply to this employee.

### Example calculation for an Employee:

| Ref | Employee Name | Tax Code & NI Letter | | Pre Tax Add/Ded | GU Costs | Absence Pay | Holiday Pay | Pre Tax Pension | Taxable Pay | Tax | Net Ex NI | Post Tax Add/Ded | Post Tax Pension | Tax Credit | AEO | Student Loan | Net Pay | Net Er NI | Er Pension |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Monthly payroll** | | | **30 April 2010** | | | | | | | | | | | | | | | | |
| 1 | Blunt, James | 647L | A | 1577.69 | 0.00 | 0.00 | 0.00 | 0.00 | 1577.69 | 207.40 | 121.18 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1249.11 | 141.02 | 0.00 |
| | | | | 1577.69 | 0.00 | 0.00 | 0.00 | 0.00 | 1577.69 | 207.40 | 121.18 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1249.11 | 141.02 | 0.00 |
| **Monthly payroll** | | | **31 May 2010** | | | | | | | | | | | | | | | | |
| 1 | Blunt, James | 647L | A | 3655.96 | 0.00 | 0.00 | 0.00 | 0.00 | 3655.96 | 623.20 | 349.79 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2682.97 | 407.04 | 0.00 |
| | | | | 3655.96 | 0.00 | 0.00 | 0.00 | 0.00 | 3655.96 | 623.20 | 349.79 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2682.97 | 407.04 | 0.00 |
| **Monthly payroll** | | | **30 June 2010** | | | | | | | | | | | | | | | | |
| 1 | Blunt, James | 647L | A | 1236.50 | 0.00 | 0.00 | 0.00 | 0.00 | 1236.50 | 139.40 | 83.65 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1013.45 | 97.34 | 0.00 |
| | | | | 1236.50 | 0.00 | 0.00 | 0.00 | 0.00 | 1236.50 | 139.40 | 83.65 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1013.45 | 97.34 | 0.00 |
| Totals | | | | 6470.15 | 0.00 | 0.00 | 0.00 | 0.00 | 6470.15 | 970.00 | 554.62 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 4945.53 | 645.40 | 0.00 |

Pre Run for PAYE Month 4, same Tax Code and NI Letter with a payment of 957.66 which is Taxable and Niable. Based on the 30 June 2010 for the Pre Run calculation.

### Tax Calculation Based using PAYE Month 4:

Brought Forward Taxable 6470.15

Brought Forward Tax 970.00

Tax Code 647L Freepay = 2159.68

**First** Calculation using Junes figure 1236.50.

Total Taxable Pay 6470.15 + 1236.50 = 7706.65

Total Taxable Pay less Freepay 7706.65 – 2159.68 = 5546.97

20% Tax Band (37400 / 12) x 4 = 12466.66

Therefore all Taxable Pay is at 20% 5546 x 20% = 1109.20

Tax Due less Tax Brought Forward 1109.20 – 970 = 139.20

**Second** Calculation using Junes figure 1236.50 and This Periods Payment 957.66.

Total Taxable Pay 6470.15 + 1236.50 + 957.66 = 8664.31

Total Taxable Pay less Freepay 8664.31 – 2159.68 = 6504.63

20% Tax Band (37400 / 12) x 4 = 12466.66

Therefore Taxable Pay at 20% 6504 x 20% = 1300.80

Total Tax Due less Tax Brought Forward 1300.80 – 970 = 330.80

**Result** Tax Due.

Therefore Tax Due is Total Tax Due from the Second Calculation Less the First Calculation

330.80 – 139.20 = 191.60

As it is assumed the Pay in the Main run is similar or the same as the Pay Run Date that you selected to base the calculation on.

### Employee NI Calculation.

**First** Calculation using Junes figure 1236.50.

NIable Pay is 1236.50

As the NIable Pay is less than the Monthly To UAP band of 3337

NIable Pay less To ET 1236.50 – 476 = 760.50

Total NI Due 760.50 x 11% = 83.65

**Second** Calculation Junes figure 1236.50 and This Periods Payment 957.66.

NIable Pay is 1236.50 + 957.66 = 2194.16

As below the UAP

2194.16 – 476 = 1718.16 X 11% =189.00

Total NI Due 189.00

**Result** NI Due.

Therefore NI Due is Total NI Due from the Second Calculation Less the First Calculation

189.00 – 83.65 = 105.35

As it is assumed the Pay in the Main run is similar or the same as the Pay Run Date that you selected to base the calculation on.

### Zero Amounts

Basing the pre-run calculation on this option will mean that the Tax and NIC will utilize the lower rates and allowances. In effect calculating as though it is the Main Run. When the employee is paid in a Main run, then the Main run will be the **Additional** run. You will still need to Calculate the Employee in the Main run. Even if they are not being paid calculate them with zero pay.

### Example calculation for an Employee:

| Ref | Employee Name | Tax Code & NI Letter | | Pre Tax Add/Ded | GU Costs | Absence Pay | Holiday Pay | Pre Tax Pension | Taxable Pay | Tax | Net Ex NI | Post Tax Add/Ded | Post Tax Pension | Tax Credit | AEO | Student Loan | Net Pay | Net Er NI | Er Pension |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Monthly payroll** | | | **30 April 2010** | | | | | | | | | | | | | | | | |
| 1 | Blunt, James | 647L | A | 1577.69 | 0.00 | 0.00 | 0.00 | 0.00 | 1577.69 | 207.40 | 121.18 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1249.11 | 141.02 | 0.00 |
| | | | | 1577.69 | 0.00 | 0.00 | 0.00 | 0.00 | 1577.69 | 207.40 | 121.18 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1249.11 | 141.02 | 0.00 |
| **Monthly payroll** | | | **31 May 2010** | | | | | | | | | | | | | | | | |
| 1 | Blunt, James | 647L | A | 3655.96 | 0.00 | 0.00 | 0.00 | 0.00 | 3655.96 | 623.20 | 349.79 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2682.97 | 407.04 | 0.00 |
| | | | | 3655.96 | 0.00 | 0.00 | 0.00 | 0.00 | 3655.96 | 623.20 | 349.79 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2682.97 | 407.04 | 0.00 |
| **Monthly payroll** | | | **30 June 2010** | | | | | | | | | | | | | | | | |
| 1 | Blunt, James | 647L | A | 1236.50 | 0.00 | 0.00 | 0.00 | 0.00 | 1236.50 | 139.40 | 83.65 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1013.45 | 97.34 | 0.00 |
| | | | | 1236.50 | 0.00 | 0.00 | 0.00 | 0.00 | 1236.50 | 139.40 | 83.65 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1013.45 | 97.34 | 0.00 |
| Totals | | | | 6470.15 | 0.00 | 0.00 | 0.00 | 0.00 | 6470.15 | 970.00 | 554.62 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 4945.53 | 645.40 | 0.00 |

Pre Run for PAYE Month 4, same Tax Code and NI Letter with a payment of 1957.66 which is Taxable and Niable.

### Tax Calculation Based using PAYE Month 4:

Brought Forward Taxable 6470.15

Brought Forward Tax 970.00

Tax Code 647L Freepay = 2159.68

Total Taxable Pay 1957.66 + 6470.15 = 8427.81

Total Taxable Pay less Freepay 8427.81 – 2159.68 = 6268.13

20% Tax Band (37400 / 12) x 4 = 12466.66

Therefore all Taxable Pay is at 20% 6268 x 20% = 1253.60

Tax Due less Tax Brought Forward 1253.60 – 970 = 283.60

### Employee NI Calculation.

NIable Pay is 1957.66

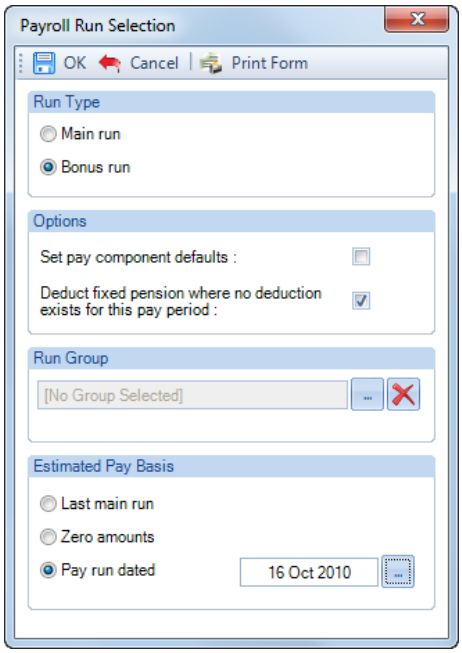
As the NIable Pay is less than the Monthly To UAP band of 3337

NIable Pay less To ET 1957.66 – 476 = 1481.66

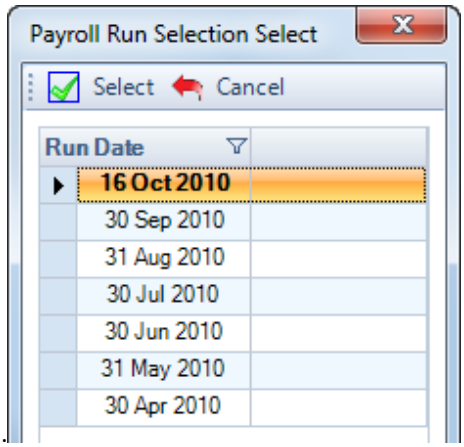
Total NI Due 1481.66 x 11% = 162.98

### Pay Run Date

If this option is chosen, you are able to force the pre-run calculation as if it were **Additional To** the run date you specify. For example, the last main run for this employee may not have been a 'normal' amount and selecting a prior date may be more representative of 'normality', thus ensuring a truer calculation of Tax and NIC in the pre-run.




To the right of Pay Run Dated click on the ellipsis button you will then see the following screen.




Highlight the **Run Date** and then click **Select**.

### Example calculation for an Employee:

| Ref | Employee Name | Tax Code & NI Letter | | Pre Tax Add/Ded | GU Costs | Absence Pay | Holiday Pay | Pre Tax Pension | Taxable Pay | Tax | Net Ex NI | Post Tax Add/Ded | Post Tax Pension | Tax Credit | AEO | Student Loan | Net Pay | Net Er NI | Er Pension |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Monthly payroll** | | | **30 April 2010** | | | | | | | | | | | | | | | | |
| 1 | Blunt, James | 647L | A | 1577.69 | 0.00 | 0.00 | 0.00 | 0.00 | 1577.69 | 207.40 | 121.18 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1249.11 | 141.02 | 0.00 |
| | | | | 1577.69 | 0.00 | 0.00 | 0.00 | 0.00 | 1577.69 | 207.40 | 121.18 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1249.11 | 141.02 | 0.00 |
| **Monthly payroll** | | | **31 May 2010** | | | | | | | | | | | | | | | | |
| 1 | Blunt, James | 647L | A | 3655.96 | 0.00 | 0.00 | 0.00 | 0.00 | 3655.96 | 623.20 | 349.79 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2682.97 | 407.04 | 0.00 |
| | | | | 3655.96 | 0.00 | 0.00 | 0.00 | 0.00 | 3655.96 | 623.20 | 349.79 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2682.97 | 407.04 | 0.00 |
| **Monthly payroll** | | | **30 June 2010** | | | | | | | | | | | | | | | | |
| 1 | Blunt, James | 647L | A | 1236.50 | 0.00 | 0.00 | 0.00 | 0.00 | 1236.50 | 139.40 | 83.65 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1013.45 | 97.34 | 0.00 |
| | | | | 1236.50 | 0.00 | 0.00 | 0.00 | 0.00 | 1236.50 | 139.40 | 83.65 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1013.45 | 97.34 | 0.00 |
| Totals | | | | 6470.15 | 0.00 | 0.00 | 0.00 | 0.00 | 6470.15 | 970.00 | 554.62 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 4945.53 | 645.40 | 0.00 |

Pre Run for PAYE Month 4, same Tax Code and NI Letter with a payment of 6750.57 which is Taxable and Niable. Selected 30 April 2010 to base the Pre Run calculation on.

### Tax Calculation Based using PAYE Month 4:

Brought Forward Taxable 6470.15

Brought Forward Tax 970.00

Tax Code 647L Freepay = 2159.68

**First** Calculation using Aprils figure 1577.69.

Total Taxable Pay 6470.15 + 1577.69 = 8047.84

Total Taxable Pay less Freepay 8047.84 – 2159.68 = 5888.16

20% Tax Band (37400 / 12) x 4 = 12466.66

Therefore all Taxable Pay is at 20% 5888 x 20% = 1177.60

Tax Due less Tax Brought Forward 1177.60 – 970 = 207.60

**Second** Calculation using Aprils figure 1577.69 and This Periods Payment 6750.57.

Total Taxable Pay 6470.15 + 1577.69 + 6750.57 = 14798.41

Total Taxable Pay less Freepay 14798.41 – 2159.68 = 12638.73

20% Tax Band (37400 / 12) x 4 = 12466.66

Therefore Taxable Pay at 20% 12466.66 x 20% = 2493.33

Residual Taxable Pay at 40% (12638 – 12466.66) = 171.34 x 40% = 68.53

Total Tax Due less Tax Brought Forward 2493.33 + 68.53 – 970 = 1591.86

**Result** Tax Due.

Therefore Tax Due is Total Tax Due from the Second Calculation Less the First Calculation

1591.86 -207.60 = 1384.26

As it is assumed the Pay in the Main run is similar or the same as the Pay Run Date that you selected to base the calculation on.

### Employee NI Calculation.

**First** Calculation using Aprils figure 1577.69.

NIable Pay is 1577.69

As the NIable Pay is less than the Monthly To UAP band of 3337

NIable Pay less To ET 1577.69 – 476 = 1101.69

Total NI Due 1101.69 x 11% = 121.18

**Second** Calculation Aprils figure 1577.69 and This Periods Payment 6750.57.

NIable Pay is 1577.69 + 6750.57 = 8328.26

Above UEL 8328.26 – 3656 = 4672.26 x 1% = 46.72

UAP to UEL 3656 – 3337 = 319 x 11% = 35.09

ET to UAP 3337 – 476 = 2861 x 11% = 314.71

Total NI Due 46.72 + 35.09 + 314.71 = 396.52

**Result** NI Due.

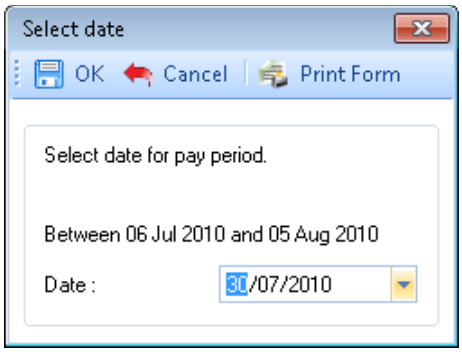
Therefore NI Due is Total NI Due from the Second Calculation Less the First Calculation

396.52 – 121.18 = 275.34

As it is assumed the Pay in the Main run is similar or the same as the Pay Run Date that you selected to base the calculation on.

### Select Date for Payroll Run

When you have made your selections and clicked on **OK**, you will then see the usual box for selecting the run date. Remember that each run will need to have a different date.

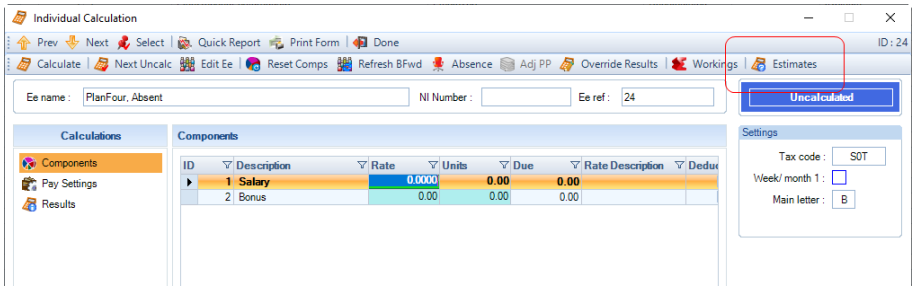



Each Payroll Run date will be in chronological order. You are not able to select a date prior to the last date used, remember these dates will also be within the PAYE period.

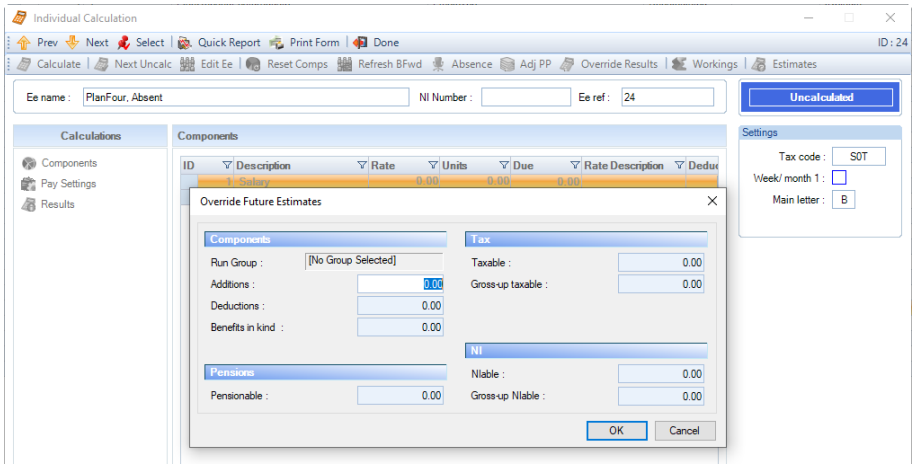
To use the quoted example, you may have bonuses paid during the month in a pre-run on 15th, the Salary main run on 25th, with additional late commissions on 31st.

## Estimates

When running a PRE run you will see a button called Estimates on the Individual calculation screen:




Click on this button to see the values that will be used to base the calculation on:




You are able to amend the values within the estimates screen, which effects the result of the Pre run calculation for the employee.

### Attachment of Earnings

**Fixed amount orders will be deducted in the main run.**

**Table/Percentage based orders will be calculated in all runs within the period - pre-runs, main run and post runs.**

**If an admin charge is applicable they will be applied in each run.**

### Benefits in Kind

**Those that are set up via Employee Details\Benefits in Kind tab, will be deducted in the main run.**

## Calculating a Bonus Run

A Bonus Run is calculated in the same way as a normal run whether it is for a Run Group or all employees.

BACS payments will be as normal.

Payroll run reports - reports showing this period only, will work the same as a normal run. If however they show year to dates, you need to remember that year to dates only are updated when the whole tax period is closed. The figures will be the current run plus the year to dates from when the last tax period was closed, so may look strange if you are in the Main run and have run a Pre Run, as the Pre Runs figures will not be included. There is a report specifically designed for Bonus runs which will include all runs called PABRYTD\PSBRYTD under report Type Payroll Runs.

## Closing a Bonus Run

After the payroll has been calculated and the reports printed, you are ready to close the Bonus Run.

This is the **Close Bonus Run** button, found on the Open Run tab. Please ensure you use this button when you wish to close **ONLY** the bonus run. **Do not use the normal close down button.**

After closing the bonus run, you can now select payroll run and start another run in the same period.

If the run being closed is a **Pre-Run** then the next run **Must** be the **Main** run.

If the run being closed is the main run, or a bonus run, then the next run will be a **Bonus Run**.

## Closing the Last Run

When you have completed the calculation for the last run of the period, use the normal **Close Tax Period** button under the **Open Run** tab. You have now closed the tax period and the next time payroll run is selected you will be prompted for a date and asked whether to allow Bonus Runs in this period.

## Important Notes

**Leavers** – if you have Bonus Runs enabled when an Employee leaves during the tax period only enter the Leave Date, do not tick the Leaver box. Before you can produce a P45 you **Must** close the overall tax period and then use the P45 reports under Type Employee.

**Calculations** – any Employee being calculated in a Pre-Run **Must** also be calculated in the Main Run.

**Negative Net** – this option is not available with Bonus Runs turned on, if you need to process a negative net then you will need to create a pay component and enter a value that contras the negative i.e. makes the net pay zero.

**Pre-runs** – these must not be used for paying Leavers final pay, you need to do this through the main run or bonus run for the correct calculation of Tax and NIC.

**Bonus Runs after Main Run and Gross Ups** – you need to ensure that you have the correct calculation settings on. For example, if Main Run is solely Gross up and Bonus run is solely Gross up you need to make sure under **Employer** Details **Expats** tab that **Calculate Gross to Net Elements First** is **not** ticked.

**Student Loans Plan 1, 2, 4 and Postgraduate** – these use the Pay Date (Run Date) and the student loans start and stop dates to determine whether a deduction is due or not. They are re-calculated for the whole tax period using the current runs Pay Date.

**Holiday Schemes** – holiday schemes are only calculated in the Main run when Bonus Runs is turned on, this includes accrued and taken.

**Edit Pension Contributions** – you are able to override the pension values using this option in the Main Run and a Bonus run, but not in Pre Runs.

**Benefits in Kind** – these will be processed in the main run.

**Fixed Pension contributions** – if employees have fixed pension contributions, if you process a **pre-run** the fixed pension contributions that are recorded in the employees pension record will be used in the main run calculations. Therefore if the fixed pension contributions need to be changed, you need to implement the new values whilst you have the pre run open for them to be used in calculations in the main run.

**Aggregated Earnings indicator** – as this setting applies to a whole tax period, if it is enabled in Employee Details\NI tab and recorded for the first calculation in a tax period for an employee it will remain enabled in any further calculations in the same tax period, even if it has been disabled in Employee Details. Same applies if it is not enabled.

**Previous Employment Pay and Tax** – this must be entered before processing the first run in the tax period, when Bonus runs are enabled.

### Payment After…

You are able to create a payment after record for the employee(s) to appear in a Bonus Run, not a PRE run.

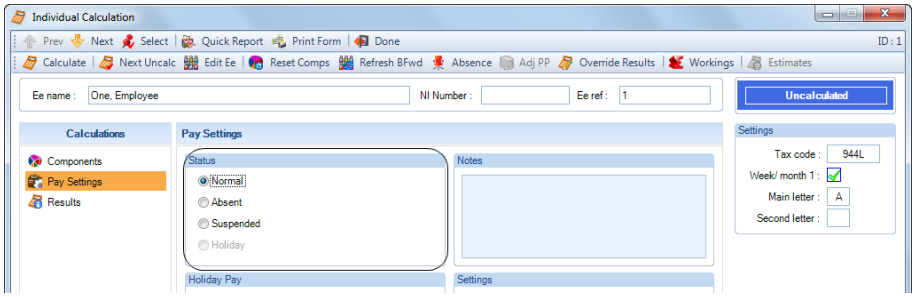
**Important Note:** If you set two up in the same tax period, then the latest one will be used to re-calculate the first.

### Tax Code Downloads

You can apply tax code downloads after the first run in the same tax period with Bonus Runs enabled.

### Calculations

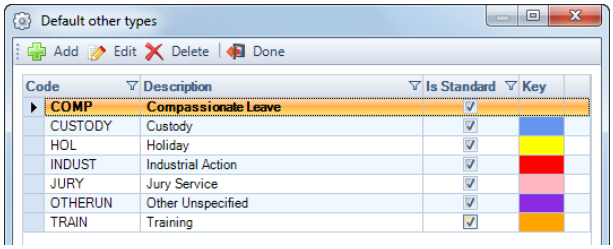
If an Employee was marked as **Absent** or **Suspended** in the **Main Run**, when you are in a **Bonus Run** you can change their **Status** to **Normal**, in their **Individual Calculation** screens **Pay Settings** tab, to be able to calculate them in a **Bonus Run**.


Individual Calculation
Prev
Next
Select
Quick Report
Print Form
Done
ID : 1
Calculate
Next Uncalc
Edit Ee
Reset Comps
Refresh BFwd
Absence
Adj PP
Override Results
Workings
Estimates
Ee name :
One, Employee
NI Number :
Ee ref :
1
Uncalculated
Calculations
Components
Pay Settings
Results
Pay Settings
Status
Normal
Absent
Suspended
Holiday
Notes
Holiday Pay
Settings
Settings
Tax code :
944L
Week/ month 1 :
Main letter :
A
Second letter :

# Absence Recording

Absence Recording is primarily for the recording and calculation of the Statutory Absences – Sick Pay, Adoption Pay, Maternity Pay, Ordinary Paternity Pay (either for Adoption or Birth), Shared Parental Pay (either for Adoption or Birth), Parental Bereavement Pay and Neonatal Care Pay.

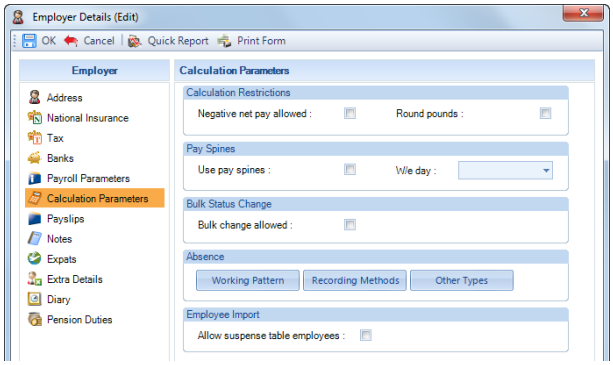
You are also able to record Other Absence Types for completeness of recording and this information can also be reported on. The other Non-Statutory Standard Other Absence types available are:




You are also able to create other custom types of absence detailed later in this document.

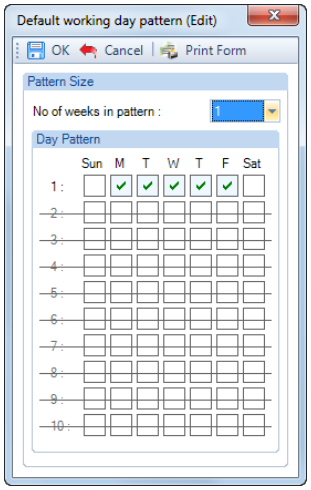
## Employer Details Absence Settings

You can set defaults for Absence under the **Employer\Calculation Parameters tab.**




### Working Pattern

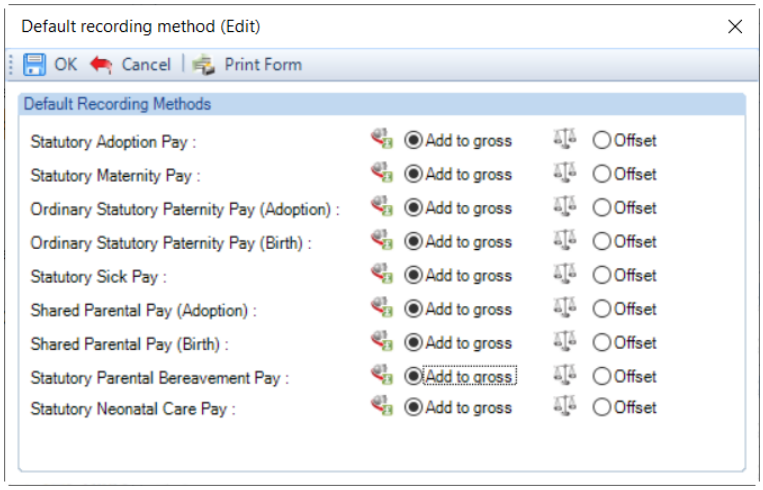
Select this button to set a default working pattern. This will be used for New and Existing Employees who do not have a working pattern set.




Under **Pattern Size** this will normally be 1 if the Employees work the same days every week. If they work a rotating shift pattern then enter the number of weeks. Up to 10 weeks of pattern can be accommodated. Now select **OK** to save the record.

### Recording Method

This is to set the **Default Recording Method** for each Statutory Absence Type. It will be applied to New and Existing employees who have no absence records.




You have the choice of **Add to gross** or **Offset**.

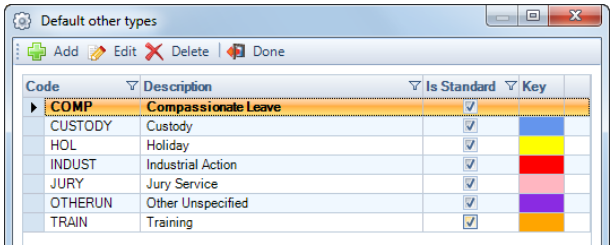
**Add to gross** means the Employee will be paid the calculated value. You will need to remember to make any adjustments to the Employees standard pay component values.

**Offset** means the Employee is being paid their normal standard pay component values and you are just recording the statutory values. It will not affect the Employees pay or show on their payslip. It will be included for Statutory Absence Recovery and Compensation calculations.

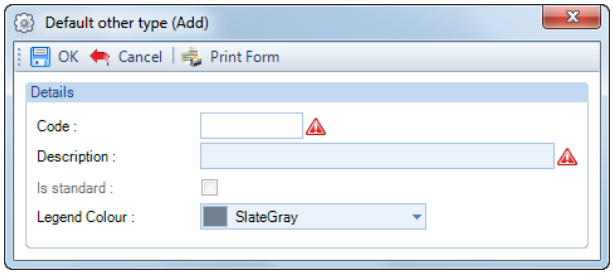
Make your selections then click on **OK** to save the changes.

### Other Types

This section is for you to create your own Non-Statutory Absence Types.




Select **Add** and enter a **Code** which can be a short narrative and then a **Description** of the absence type. Now select a colour which will appear on the Employees Absence Calendar when a day is highlighted with this **Other Absence Type**.



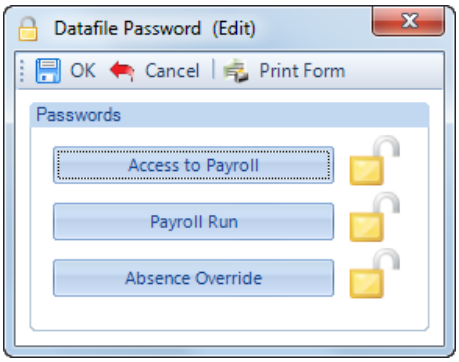

Then select **OK** and then **Done** to complete the procedure.

## Password

When you are taking on a payroll from another firm, you need to create brought forward details of any Statutory Absence Records.

As the procedure for changing records to Brought Forward is a major process it can be passworded. Under the **Data** tab select **Passwords**.

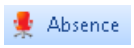
Click **Absence Override** and set your password.




This password will now be needed by user trying to select the **Convert** button in the **Overrides** button under Absence Recording.

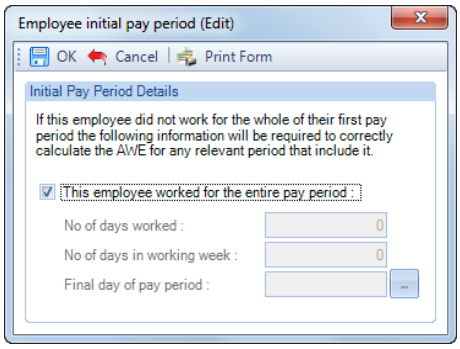
## Payroll Run

All absence records are entered via the Pay Run.



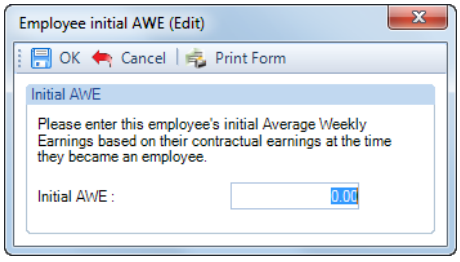

Go to the Employees **Individual Calculation** and click on the **Absence Recording** button.

If no absence has been entered for the Employee before, you will then see the following screen.

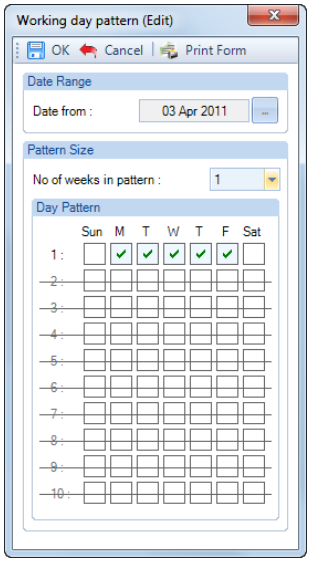



If an Employee started part way through the first period they were paid and are due any statutory absence whereby the average weekly earnings calculation includes the first period. Then you need to un-tick the box **This employee worked for the entire pay period**. Complete the information relating to the first period the Employee was paid - **No of days worked, No of days in working week** and select the **Final day of pay period.**

When you select **OK**, you may then be prompted to enter the **Initial AWE.**



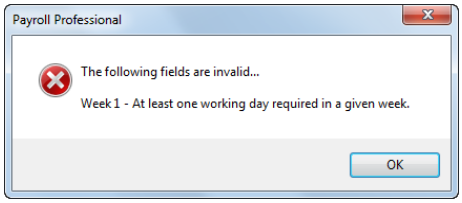

Now select **OK** and you will see the following screen for the **Working Pattern.**



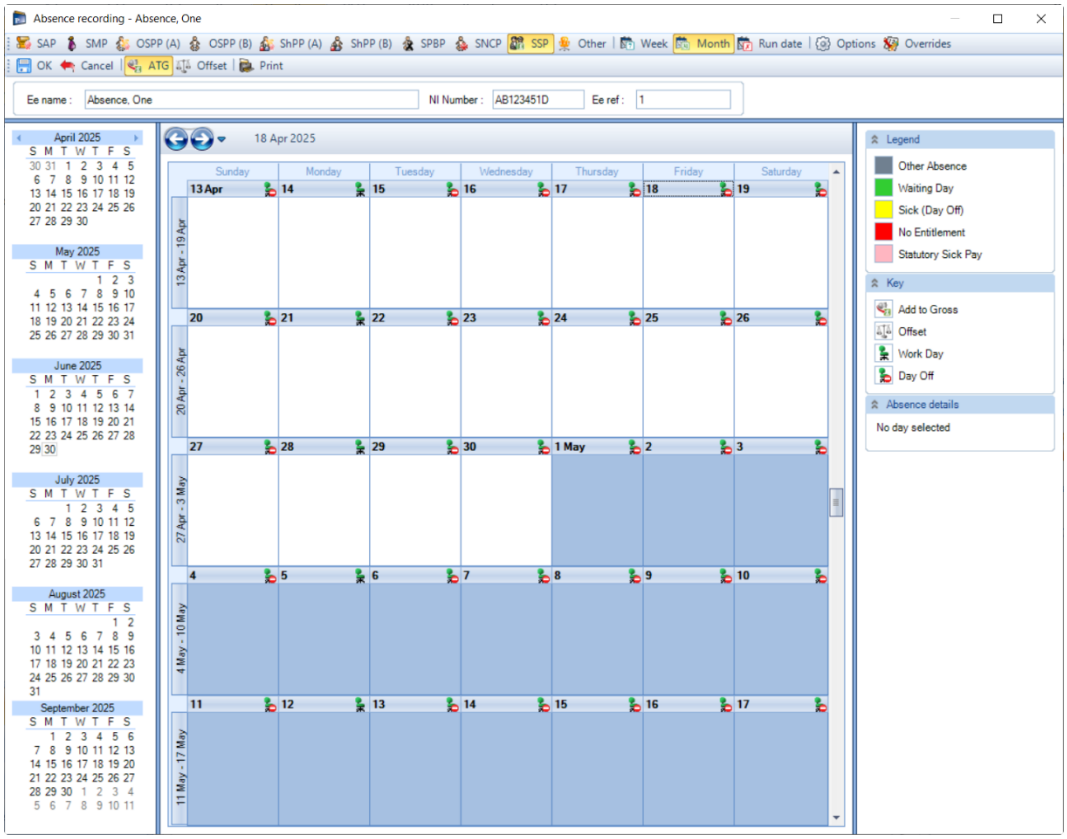

If a Default Working Pattern has been set under Employer Details then the Working Days will already be set, all you need to do is select **OK**.

Otherwise, set the Working Days and select **OK**.

If no working days have been selected you will then see the following message, click on **OK** and you will be taken back to the Working Pattern screen.



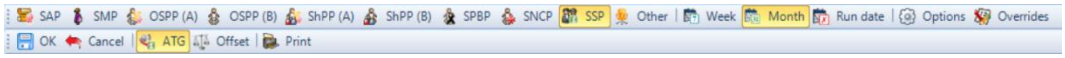

Now you may a Loading Calendar progress screen appear, then you will be in Absence Recording.




## Toolbars and Panels

At the top of the Absence Recording screen there are two lines of toolbar. The buttons highlighted in orange are the ones that are selected.

The first toolbar line is where you select the Absence Type, Calendar Display, Options and Overrides.

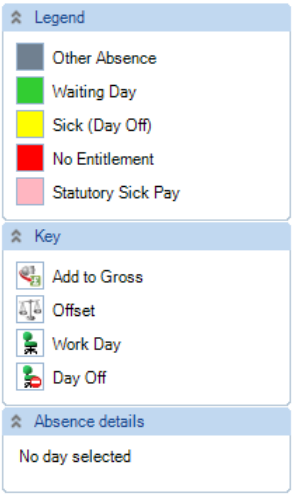



Second toolbar line is for OK/Cancel, Recording Type and Print.

Please note if you use the **Cancel** button at any time whilst in an Absence Recording, you will lose **ANY** entries made since the record was opened.

The toolbar above the calendar will take you to the previous or next period, if you have got Monthly Calendar display selected then it will be the previous or next month.

Right hand panel is split into sections – Legend, Key and Absence Details. These will change depending on which Absence Type you have selected.



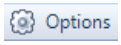

## SAP/SMP/OSPP(A)/OSPP(B)/ShPP(A)/ShPP(B)/SPBP/SNCP/SSP/Other

You need to choose the Absence Type before you start to enter any records. The Absence that displays in orange, in this case is SSP, is what would be recorded if days in the calendar were highlighted.

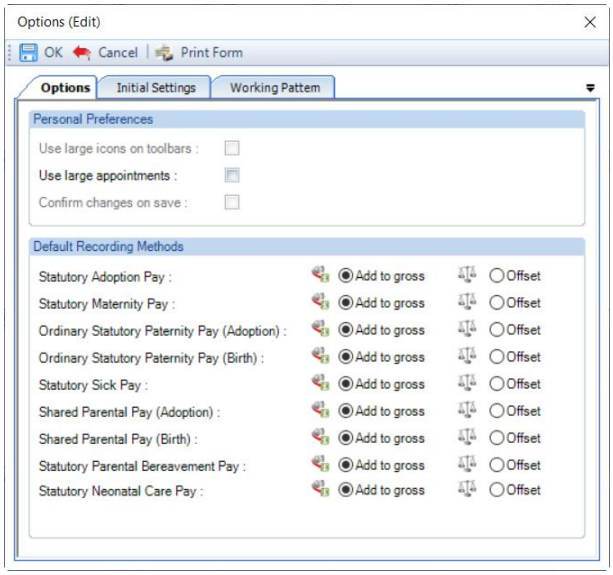
## Week/Month/Run Date

This changes the Calendar Display, if you select Week it will just show one week, if you select Month it will show one month. And if you select Run Date it will take you to the Week or Month containing the Run Date.

## Options




**Options tab.**

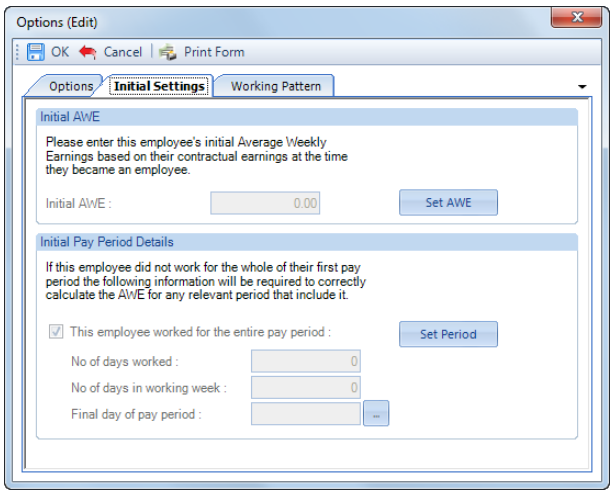



This displays othe Personal Preferences that have been set up under the **Admin** tab then **Personal Preferences**. There is one Personal Preference that you can select in this screen as to whether to **Use large appointments**. This means that when a day is highlighted the full calendar day will be filled.

A **Default Recording Method** can be set against each statutory absence type specific to this employee. For example, one employee will always have Statutory Sick Pay as Add To Gross another may always be Offset.

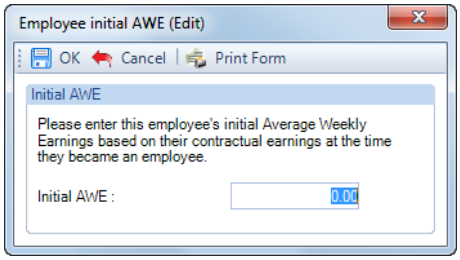
You can still choose a different type of recording even if there is a default set. For example an employee who is defaulted to Add To Gross can have one period of absence set to Offset then carry on with Add To Gross. All you need to do is select the recording type **ATG** or **Offset** from the toolbar before highlighting the calendar.

### Initial Settings tab

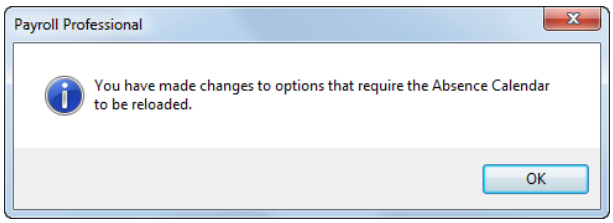



You can enter the **Initial Average Weekly Earnings**, this will only be used if there are not enough calculation records for the Employee so that the program can calculate this value.

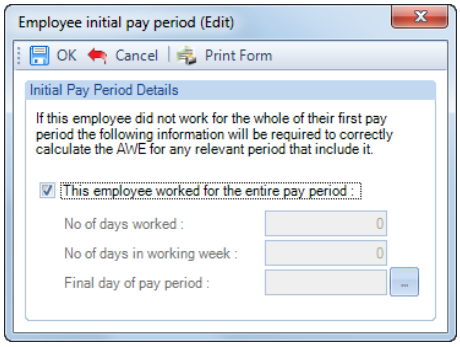
Click on the **Set AWE** button enter the value and select **OK**.




When you then select **OK** to the **Options** screen, you will see the folllowing message click on **OK** and you will be taken out of Absence Recording back to the Individual Calculation screen.

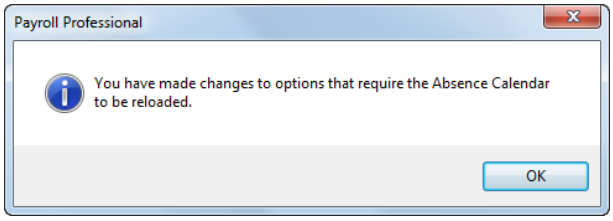



You can also enter the **Initial Pay Period Details**. Click on the **Set Period** button.




If an Employee started part way through the first period and they were paid and are due any statutory absence whereby the average weekly earnings calculation includes the first period. Then you need to un-tick the box **This employee worked for the entire pay period**. Complete the information relating to the first period the Employee was paid - **No of days worked, No of days in working week** and select the **Final day of pay period.**

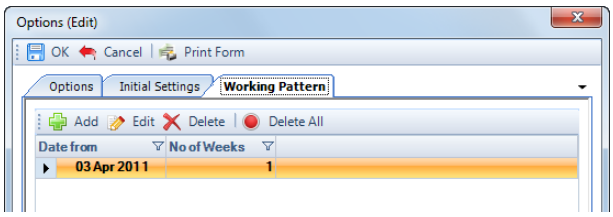
Select **OK** and **OK** to the **Options** screen.



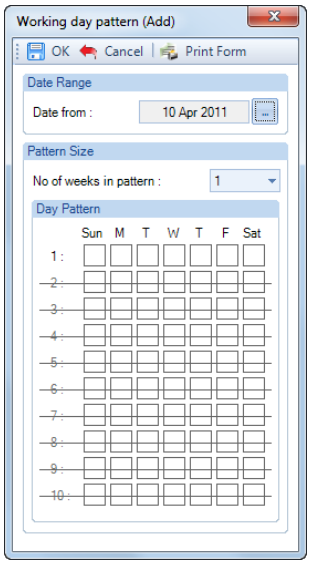

You will see this message click on **OK** and you will be taken out of Absence Recording back to the Individual Calculation screen.

### Working Pattern tab

If the Employees working pattern changes you can add a new Working Pattern.




Click on the **Add** button, you will then be presented with the following screen.



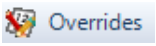

Select the **Date From** when the new working pattern takes effect.

Under **Pattern Size** this will normally be 1 if the Employee works the same days every week. If they work a rotating shift pattern, then enter the number of weeks. Up to 10 weeks of pattern can be accommodated.

Now click on the days that are the working pattern for this employee under **Day Pattern**. Click on **OK** to save the record and **OK** to the **Options** screen.

If you set up an Employee with the wrong Start Date, then via the Individual Calculation screen go into Absence Recording and select **OK** to the Working Pattern screen. You then correct their Start Date via Employee Details. Whilst in **Absence Recording** via the **Individual Calculation** screen make sure there are no days highlighted in the calendar. Then go to the **Option** button and select the **Working Pattern** tab. A **Delete All** button will be available for you to delete all the Working Patterns that have been created.

## Overrides



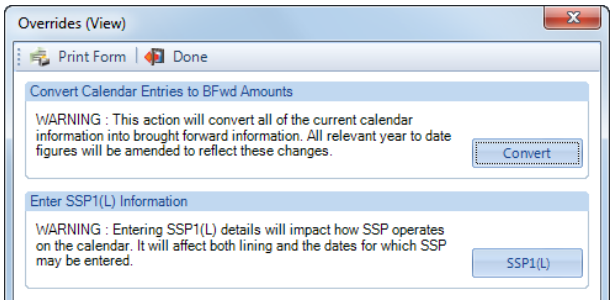

### Convert Calendar Entries to BFwd Amounts.

This section is detailed seperately under each Statutory Absence Type in this document.

Basically, you need to enter all the Absence Records, creating Entry records for SAP, OSPP, SMP, ShPP, SPBP and SNCP record the days/weeks for all Types before this section can be used to convert them to Brought Forwards.

You need to ensure that you have all the relevant dates and values that you need to enter before beginning.

Remember, this option Converts all Statutory Absence Records that have been entered.




### Enter SSP1 (L) Information.

From the 27th October 2008 this option is not used, but it is there if you are re-running payrolls prior to this date.

## ATG/Offset

**ATG** is Add to Gross means the Employee will be paid the calculated value. You need to remember to make any adjustments to the Employees standard pay components. This will show seperately on their payslip.

**Offset** means the Employee is being paid their normal standard pay component values and you are just recording the statutory values. It will not affect the Employees pay or show on their payslip. It will be included for Statutory Absence Recovery and Compensation calculations.

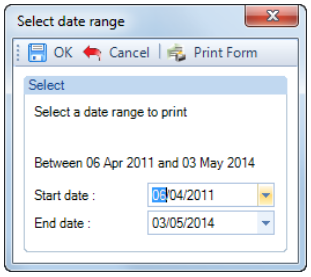
This will be set as the Default Recording Method for the Statutory Absence you have selected. You can temporarily change this by clicking on the one you want to use on the toolbar.

The Recording Method **ATG** or **Offset** needs to be selected **before** you highlight the Calendar.

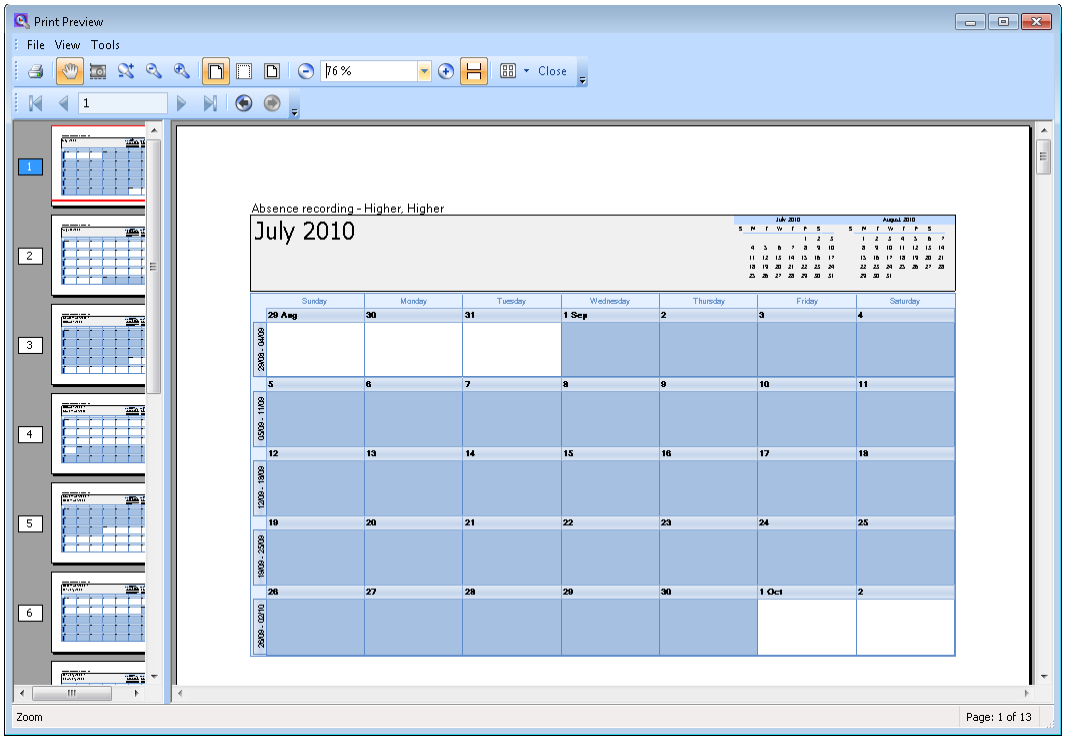
If you have highlighted the Calendar before selecting the correct Recording Method, un-highlight the Calendar, select the Recording Method and then re-highlight the Calendar.

## Print

This previews the Absence Calendar in a similar format as the screen and can go back as far as April 2004. You will be prompted for a date range.

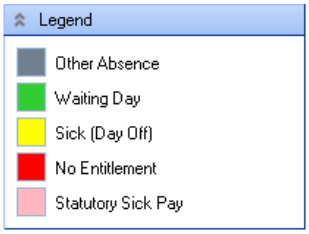



Enter the date range and then select **OK**.




You can then choose which pages you want to print or print all.

## Legend

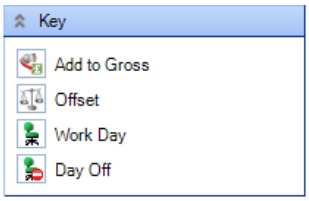



When any absence is recorded on the calendar the Keys appropriate to the Recording Method will display with a coloured background.

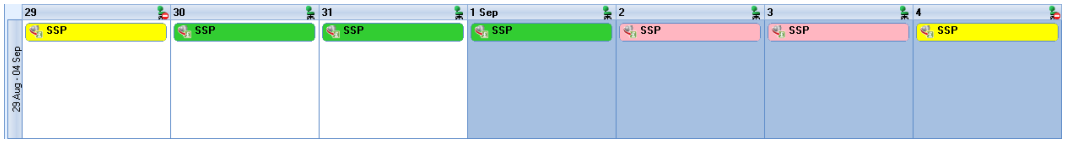
For Statutory Sick Pay the three Waiting Days will display **Green,** payable days will display **Pink**, Day Off will display **Yellow**, and No Entitlement days **Red**. When you have chosen one absence type to record and there are already days recorded for another type, those already recorded days will display as **Grey**.

These will change depending on what Absence Type you have got selected.

## Key

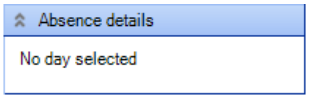



The **Add to Gross** and **Offset** keys show on days that have been highlighted in the Absence Calendar, see example below.

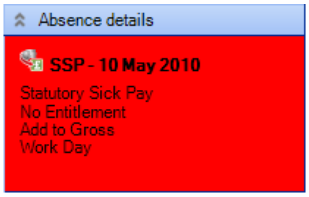



The **Work Day** and **Day Off** relate to the Employees Working Pattern, they will show in the top right hand corner of each calendar day whether it has been highlighted or not.

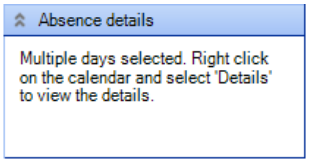
## Absence Details




This section shows the details for the day you have currently selected on the Calendar, the screen shot above has no Absence entered for the day selected. Below is an example of a Statutory Sick Day which is No Entitlement.




It also gives you tips of what you are currently doing and what you can do.

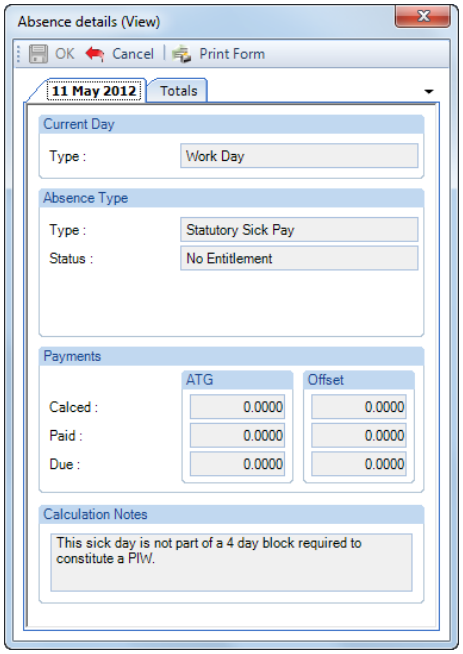



You can also right click on a Calendar day and select Details to see further information. What you see will depend on the type of absence.

### Details - Statutory Sick Pay

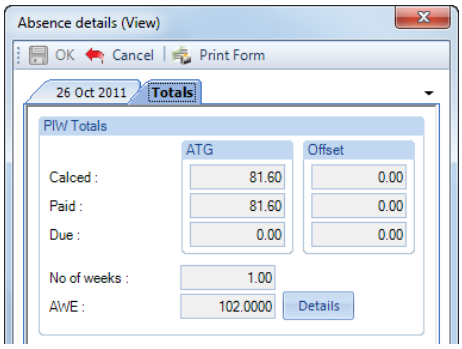
### Date tab

- **Current Day** – Type of day.
- **Absence Type** – Details of the Type, Status of the Day and PIW details.
- **Payments** – Values for Calculated, Paid and Due for Add To Gross and Offset.
- **Calculation Notes** – this will show information for the day selected, in this example why it is **No Entitlement**.

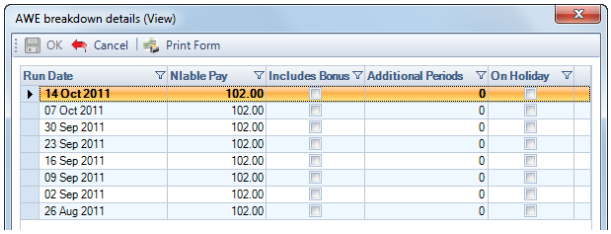



### Totals tab

This shows the Totals details for the absence record, values, number of weeks and average weekly earnings used for the entitlement check.




If you click on the **Details** button to the right of the **AWE** it will show you the Run Dates and Niable Pay that is being used for the calculation of the average weekly earnings.




To help check the average weekly earnings, there are the following columns:

- **Includes Bonus** – whether the value includes Bonus Runs
- **Additional Periods** – where an employee has been tax advanced in a period.
- **On Holiday** – where an employee is on holiday and therefore has no pay in that period, after having been tax advanced.

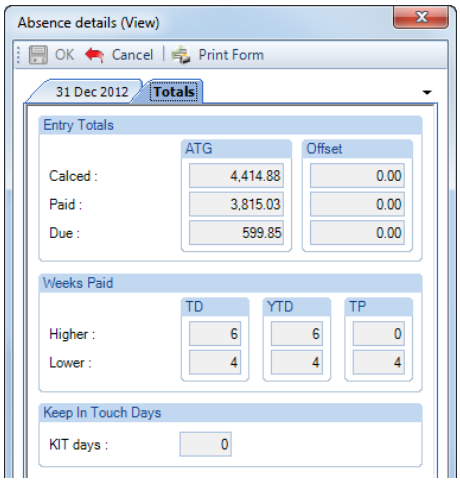
These may affect the AWE calculation based on the HMRC rules.

### Details - Statutory Maternity Pay

### Date tab

- **Current Day** – Type of day.
- **Absence Type** – Details of the Type, Status of the Day and PIW details.
- **Payments** – Values for Calculated, Paid and Due for Add To Gross and Offset.

**Totals tab.**

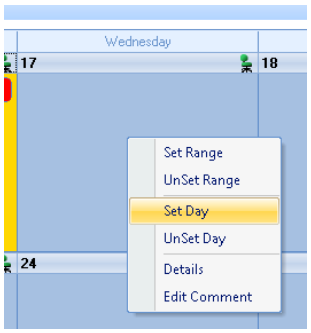



- **Entry Totals** – These values relate to this absence record.
- **Weeks Paid** – Number of Weeks for To Date, Year To Date and This Period.
- **Keep In Touch Days** – Total that have been highlighted on the calender for this Absence record.

## Highlighting Calendar Days

### Single Days

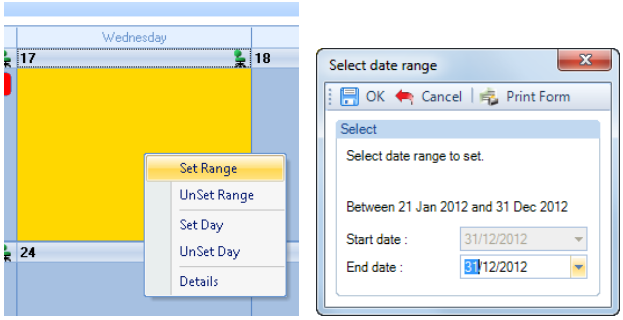
To highlight a single day, simply double click on that day, or left click to select the day then right click to choose **Set Day**.




To un-highlight individual days either - double click on the day, or left click to select the day then right click to choose **UnSet Day**.

### Multiple Days

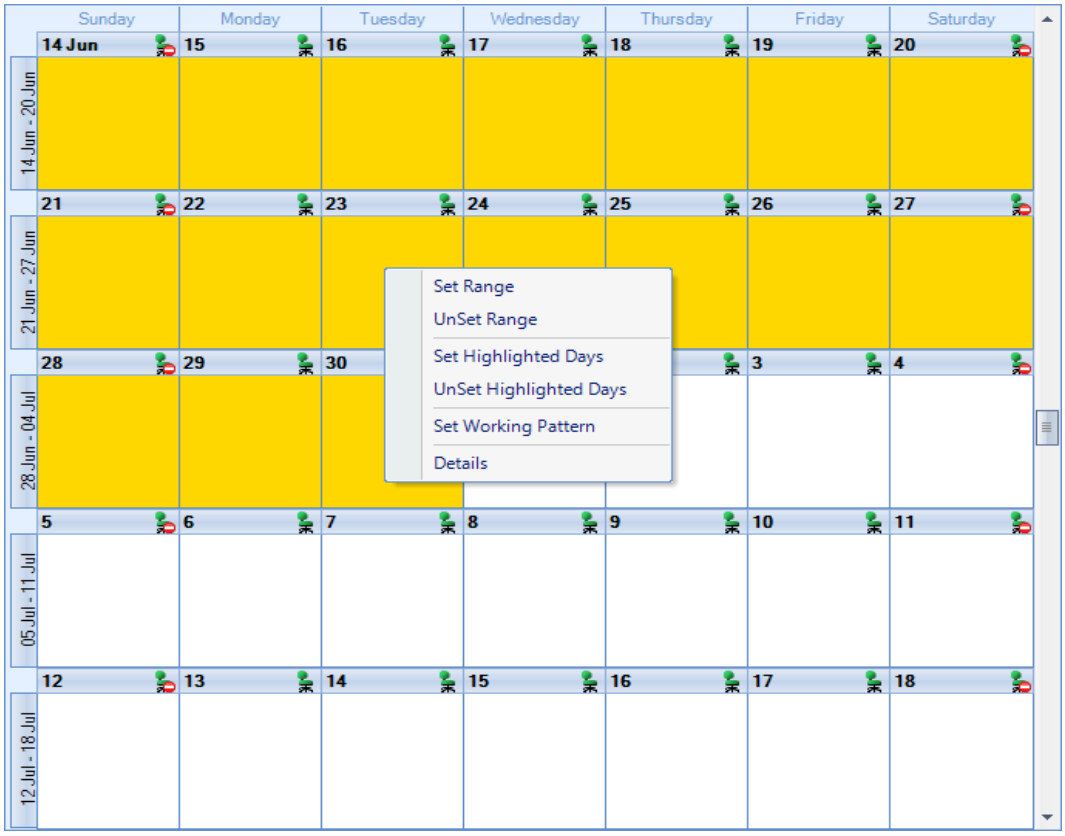
To highlight multiple consecutive days left click to select the first day of absence then use the right click to choose **Set Range**. Then enter the **End Date** and click on **OK**.




To un-highlight multiple consecutive days left click to select the first day then right click to choose **UnSet Range.** Enter the **End Date** and select **OK**.

### Other Highlighting Options for Statutory Sick, Keep In Touch and Other Absence Only

Hold the left button down on the first day then drag to the last day and release. Right click on one of the highlighted days and select **Set Highlighted Days**. And to un-highlight select **UnSet Highlighted Days** instead.




Or, left click on the first day hold down the **Shift** button on your keyboard and left click on the last day. Now right click on one of the highlighted days and select **Set Highlighted Days.** And to un-highlight then select **UnSet Highlighted Days** instead.

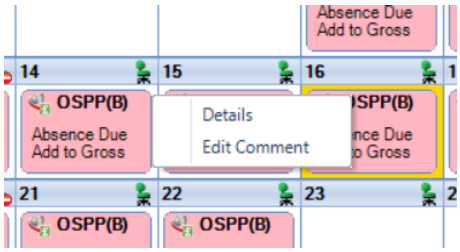
Or, for multiple days which are not consecutive you can hold down the **Ctrl** button on your keyboard and left click on each day you want to highlight. Then right click on one of the highlighted days and select **Set Highlighted Days.** And to un-highlight then select **UnSet Highlighted Days** instead.

**Note:** When days are removed from the calendar which have already been paid the program will recalculate and deduct any overpayments from the current period. You need to be aware that if it causes a negative year to date figure for the absence you will not be able to calculate the Employee, this is due to HMRC validation rules.

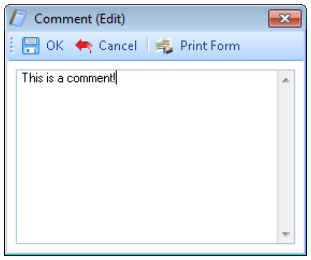
## Comments

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

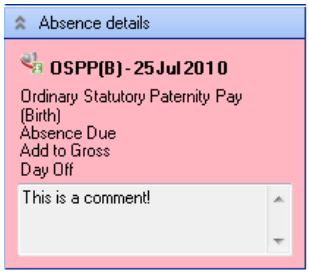
Left click to select the day then right click and select **Edit Comment**.



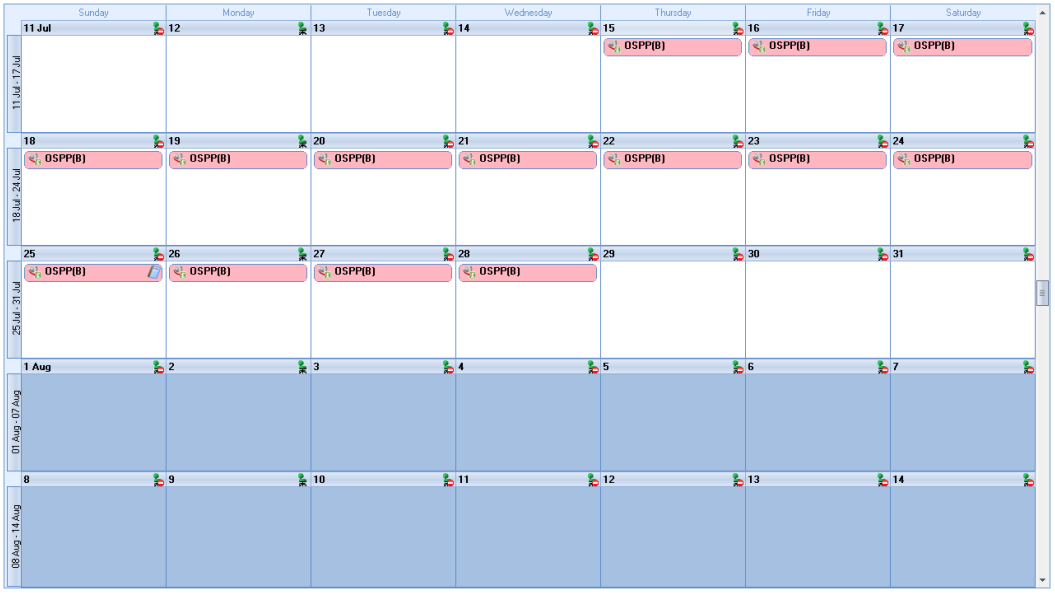

You will then see the following screen to type in your comment and select **OK** to save.




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




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

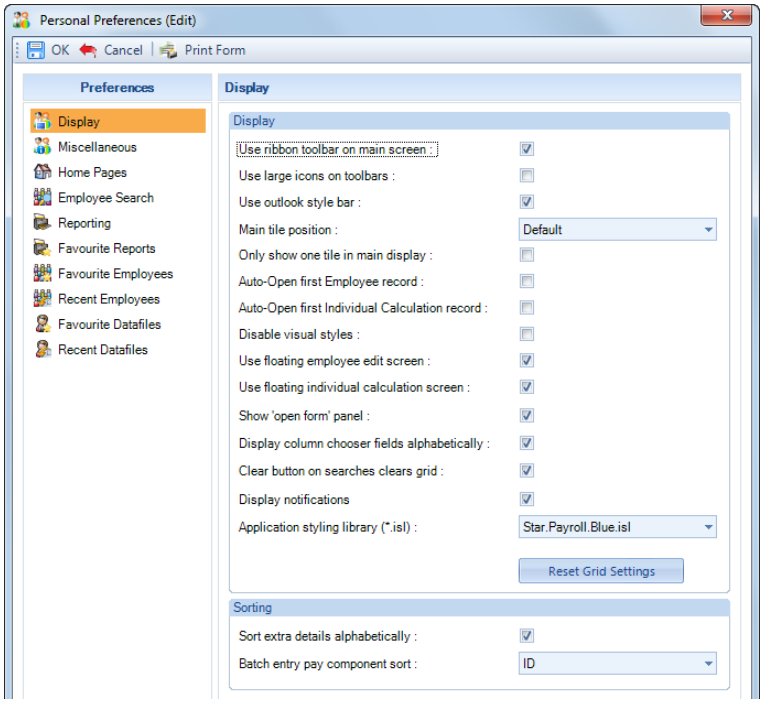



These Comments will also appear on Standard reports.

## Large Icons

In **Personal Preferences** you can choose to **Use large icons on toolbars**.

Under the **Admin** tab select **Personal Preferences** and then the **Display** tab.




Now tick the box for **Use large icons on toolbars**.

## Statutory Sick Pay

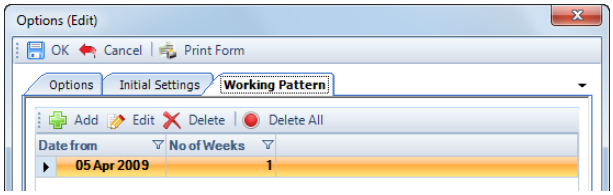
Absence To enter Statutory Sick Pay under the **Open Run** tab select **Calculations.** Double click on an Employee or highlight them and click on **Calc Ee**, now select the **Absence Rec** button.

In the Absence Recording screen click on the SSP button. Then choose either ATG or Offset. Selected buttons will show as dark orange.

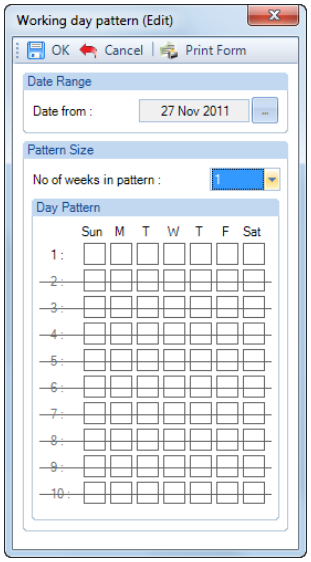
## Working Pattern

If the Employees working pattern has changed then click on the Options button.

Now select the **Working Pattern** tab.




Click on the **Add** button, you will then be presented with the following screen.




Select the **Date From** when the new working pattern takes effect.

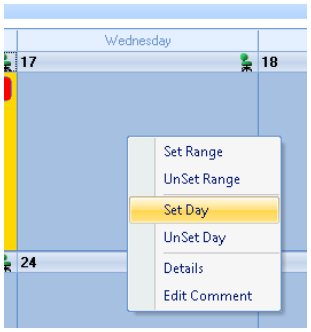
Under **Pattern Size** this will normally be 1 if they work the same days every week. If they work a rotating shift pattern, then enter the number of weeks. Up to 10 weeks of pattern can be accommodated.

Now click on the days that are the working pattern for this employee under **Day Pattern**. Click on **OK** to save the record and **OK** to the **Options** screen.

## Highlighting Calendar

### Single Days

To highlight a single day, simply double click on that day, or left click to select the day then right click to choose **Set Day**.

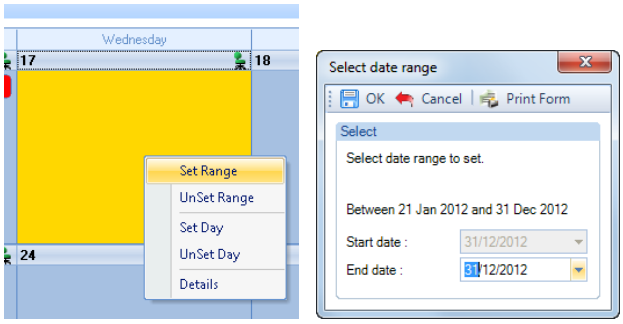



To un-highlight individual days either double click on that day, or left click to select the day then right click to choose **UnSet Day**.

Remember if you are highlighting individual days, you must also highlight Days Off if they are part of the Period of Incapacity for Work (PIW).

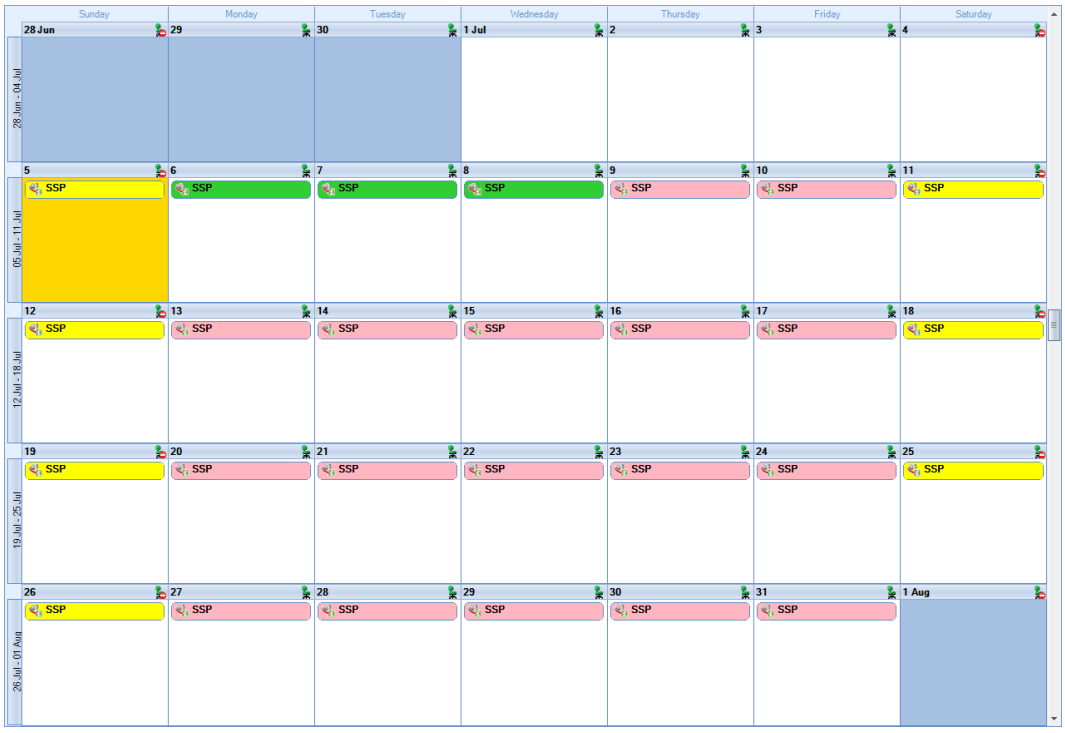
### Multiple Days

To highlight multiple consecutive days left click to select the first day of absence then use the right click to choose **Set Range**. Then enter the **End Date** and click on **OK**.




To un-highlight multiple consecutive days left click on the first day then right click to choose **UnSet Range.** Enter the **End Date** and select **OK**.

Once you have highlighted the calendar the days will display with the appropriate **Key** and **Legend**.



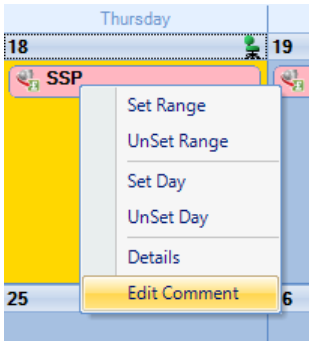

Click on **OK** to complete the recording and the employee is ready to calculate.

**Important Note:** You can highlight statutory sick days up to and including the Period End date. To set the Period End date for each frequency, under the **Data** tab select **Employer** and under the **Payroll Parameters** tab click on **Period End**. Remember you can only set this information when you do not have a run open. The period end is also used for Pension Reform. If Period End has not been completed, then the Run Date will be used as the Period End date.

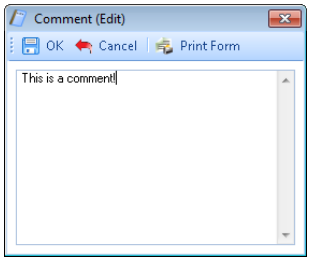
## Comments

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

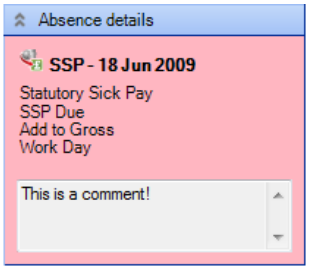
Left click to select the day then right click and select **Edit Comment**.



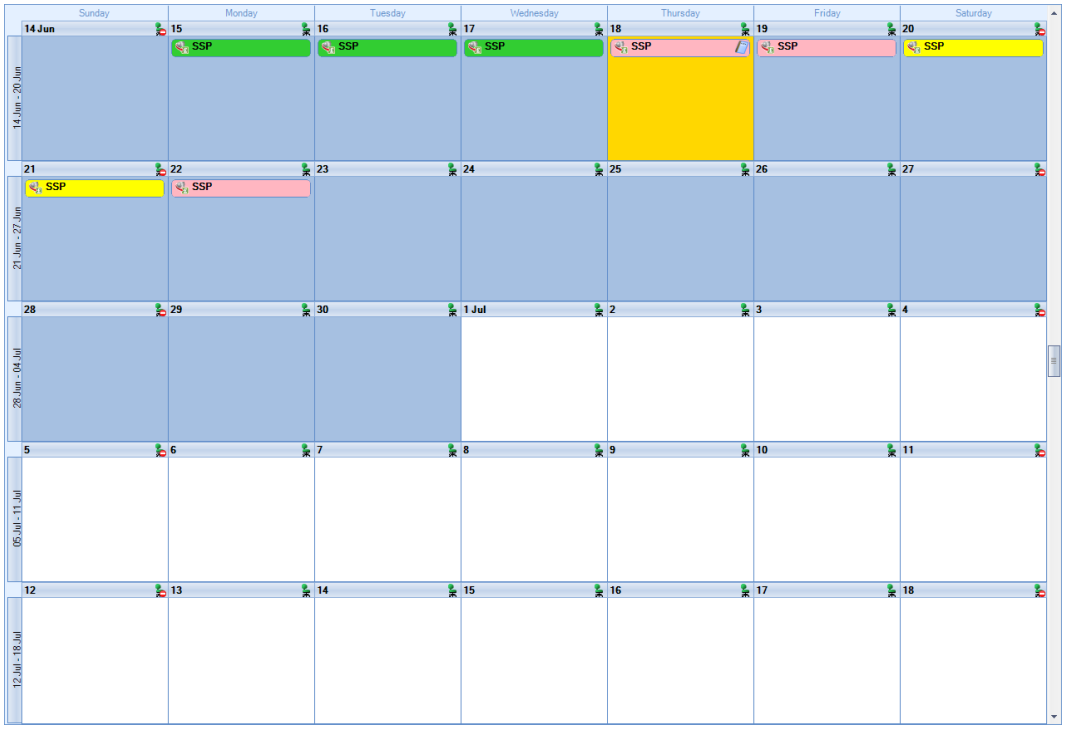

You will then see the following screen to type in your comment and select **OK** to save.




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




And 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 Sick Pay you **must** have all the relevant dates and values before you can begin, as you cannot just enter an amount.

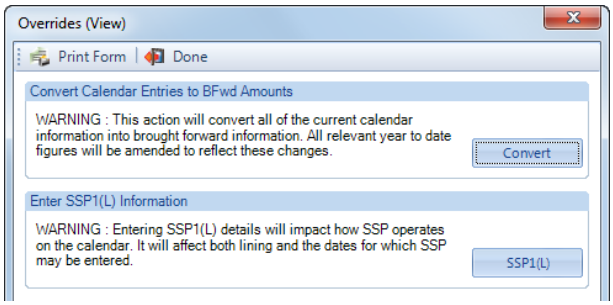
### Information required:

- Sick Dates
- Working Pattern(s)
- Paid this tax year
- AWE

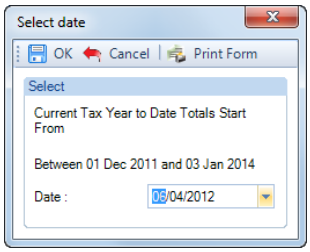
Then it is simply a matter of highlighting the days already paid for Statutory Sick Pay on the Absence Calendar and then Converting. You are then able to highlight days in the Absence Calendar for the current period. With the history in place the program will be able to apply the correct HMRC rules.

- Now you need to open the Payroll Run and select the Run Date for the first period you want to run the payroll.
- Next, click on the **Calculations** button to see the list of Employees, then double click on the Employee you need to enter historical Absence records.
- When you click on the **Absence Rec** button on the toolbar of the Individual Calculation screen 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 toolbar select **SSP** and the recording method **ATG** or **Offset** before highlighting the days in the calendar.
- In the calendar use the back button to go to a previous period to then highlight the days of sickness, remembering to include the weekends where appropriate. Also remember to make sure you have the correct payment type set, **ATG** or **Offset**, before highlighting.

- Now click on the **Overrides** button on the toolbar and then click on the **Convert** button.




- If you have set a password, under then **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 6th 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 and the highlighted calendar records are converted to Brought Forward records and will not be paid to the Employee.




- To check the converted figures, you can run a couple of reports – PAYTD/PSYTD and PASSP/PSSSP under Type Employee, PAP60ER/PSP60ER under Type Year End.
- If you have made a mistake you can change the highlighted days in the calendar and convert as many times as required.

## Changing Dates

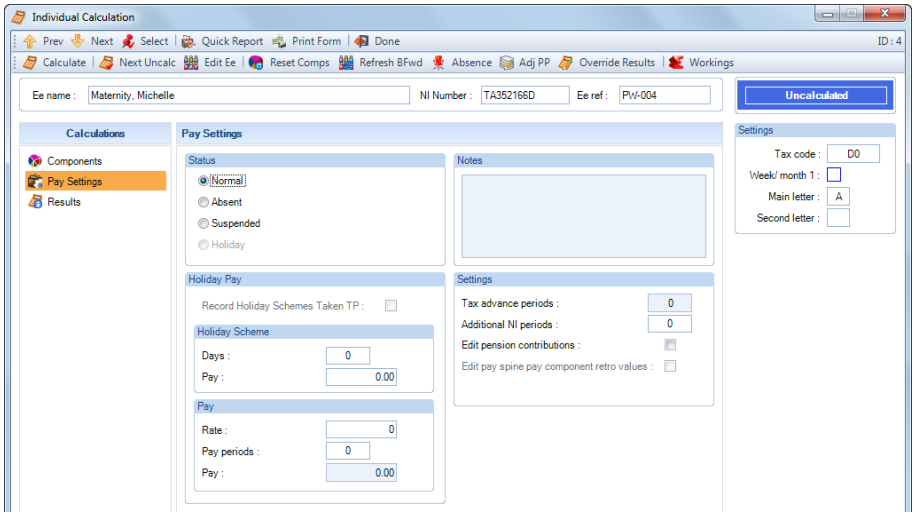
You cannot override amounts that have been already been incorrectly paid as this isn't necessary. Just change the days highlighted days in the calendar to what they should be, and the program will re-calculate the Statutory Sick Pay.

If it was an overpayment if it doesn't make the Statutory Sick Pay tax year to date value negative, then it will be included in the run. If, however it does cause a negative you will not be able to calculate the Employee, HMRC will not allow negative statutory absence tax year to date figures. We would therefore recommend that you contact HMRC for advice.

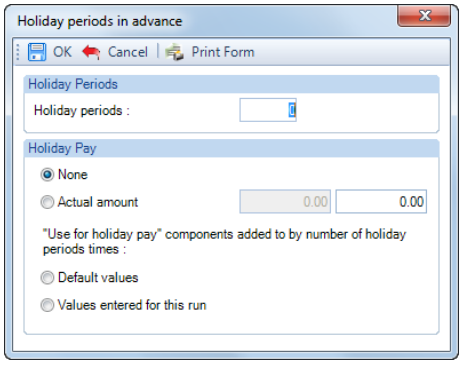
## Advancing Periods

You can pay Statutory Sick Pay past the Payroll Run Date only when advancing Pay Periods.

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

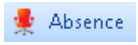



You will then see the following screen to enter the number of Holiday Periods to advance. Enter the number of **Holiday Periods** and select the **OK** button.




Now select the **Absence Rec** button to highlight the Calendar days as normal. You will be able to enter absence from the current run date plus the number of Holiday Periods. So for example a Weekly payroll that is dated the 24th May 2009 and advance the Holiday Periods by 2, you can enter absence upto and including the 7th June 2009.

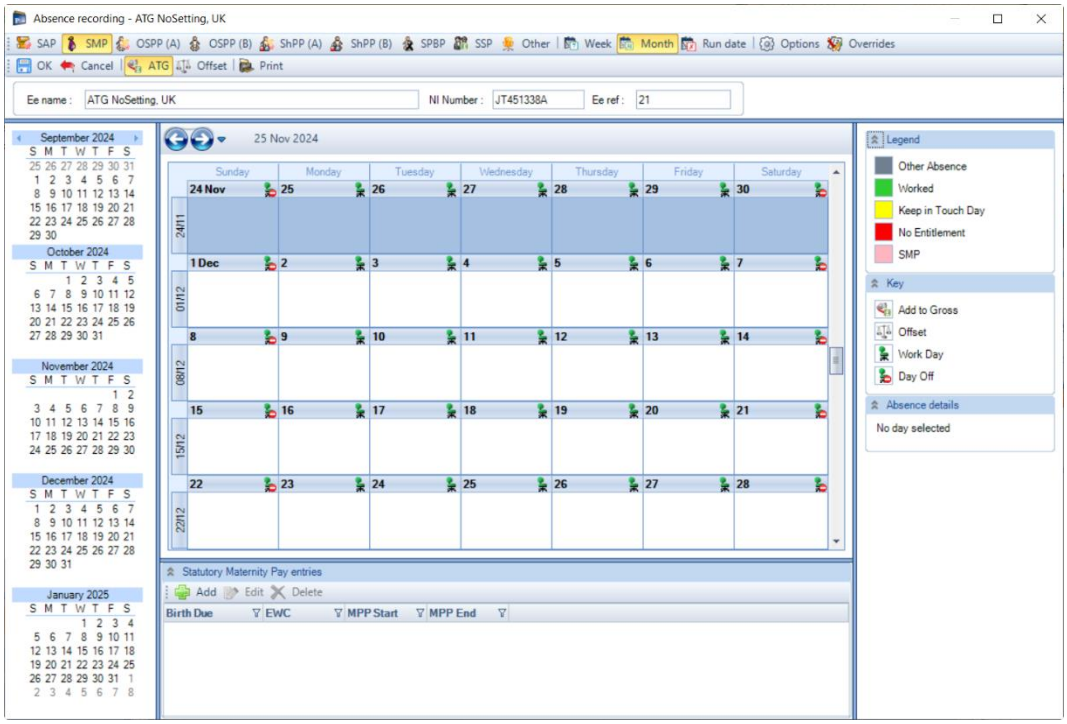
## Statutory Maternity Pay




To enter a Statutory Maternity Pay record, go to the **Open Run** tab select **Calculations.** Double click on an Employee or highlight them and click on **Calc Ee**, now select the **Absence Rec** button.

In the Absence Recording screen click on the

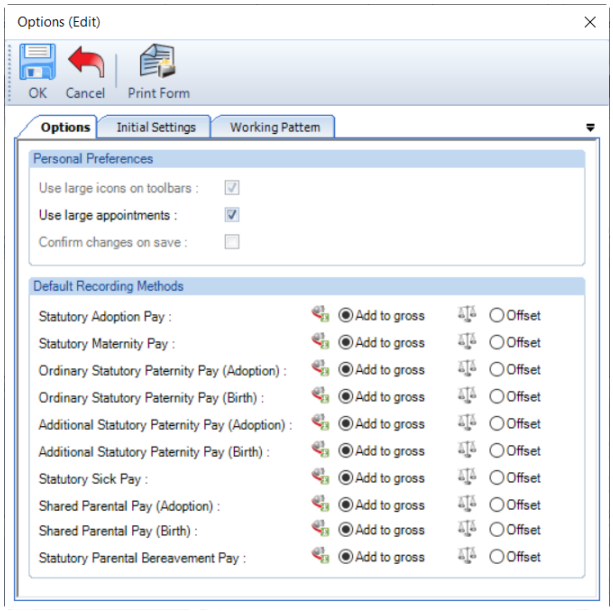

button. The screen will then change to show Statutory Materntiy Pay Entries below the Calendar.




## Recording Method

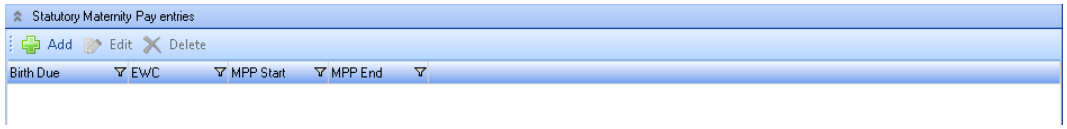
**Before** creating the Entries record you need to make sure you have the correct **Recording Method** selected, especially if you choose one of the **Auto Payment** options.

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



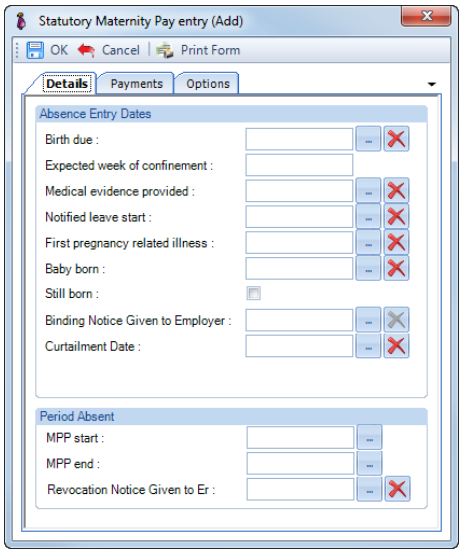

## New Entries Record

With **SMP** selected on the toolbar now click on the **Add** button under **Statutory Maternity Pay Entries**.




You will then be presented with the following.

### Details tab



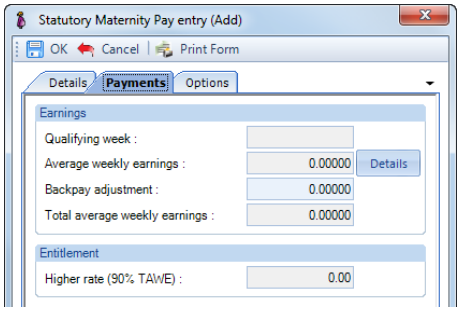

- **Birth Due** - as you input this date you will be reminded about the MATB1.
- **Expected Week of Confinement** – this will be generated automatically from the Birth Due date.
- **Medical Evidence Provided** – enter the date received.
- **Notified Leave Start** – intended start date of maternity leave.
- **First Pregnancy Related Illness** – enter the first complete day of absence on a working day where the MPP Start will then be entered as the day after.
- **Baby Born** – this needs to be completed for early or late births, where the maternity needs to start early or after the Birth Due date.
- **Still Born** – tick this box if necessary, you will also need to complete the Baby Born date to determine whether Statutory Maternity Pay is due.
- **Binding Notice Given to Employer** – only to be completed if the Employee is going to take SPL/ShPP. Enter the date the notice was given to the Employer.
- **Curtailment Date** – only to be completed if the Employee is going to take SPL/ShPP. Enter the date that the SMP will stop. You will then need to change the MPP End date to the same date.
- **MPP Start** – When inputting this date, the viable date range for the MPP start is above the date selection. Once payments have started the MPP start cannot be edited, see the section about changing dates.
- **MPP End** – the date will be generated automatically for the full entitlement, you can change the date by clicking on the elipsis button.
- **Revocation Notice Given to Employer** - only to be completed if the Binding Notice and Curtailment Date have been completed, and then the Employee Revokes the ShPP therefore returning to SMP. When you enter this date, you will need to change the MPP End date to the original end date for the 39 weeks the employee is entitled to take.

Minimum dates to enter on this screen are **Birth Due**, **MPP Start** and **MPP End** dates.

There is validation between the birth due date to the baby born date, when both are completed, to ensure valid dates are entered.

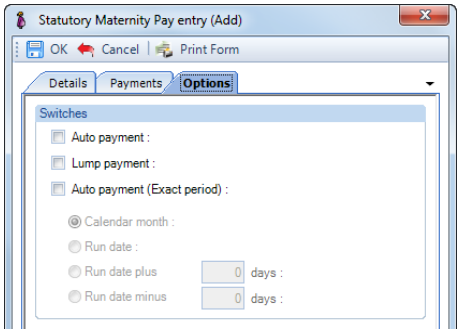
**Note –** If the record is older than 6 months from todays date, you will be given a warning message about this anomaly and can continue by agreeing to the message.

### Payments tab




- **Qualifying Week** – this is automatically generated from the Baby Due Date.
- **Average Weekly Earnings** – this is automatically calculated, you can click on the **Details** button to see which Payroll Runs and Niable pay have been used for the calculation.
- **Backpay Adjustment** – use this box to input any amount by which you wish to change the Average Weekly Earnings. This can be a 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.

### Options tab




- **Auto Payment** – the program automatically highlights the Absence Calendar with whole weeks from the MPP Start Date up to but not spanning the Payroll Run Date and includes the values in the current period.
- **Lump Payment** – can be used for paying all the maternity or weeks you wish to pay, where the absence start date is prior to the end of the current runs period end date. You need to manually highlight the Absence Calendar each Payroll Run.
- **Auto Payment (Exact Period)** – only available if the Expected Week of Confinement is on or after 1st April 2007. The program automatically highlights the Absence Calendar 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.

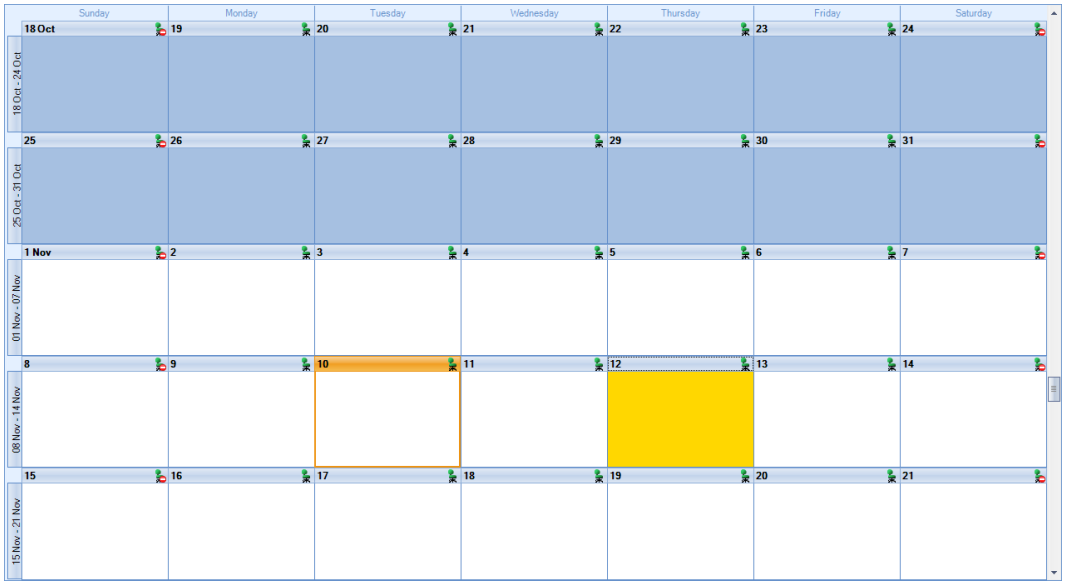
**3. Run Date, plus or minus** – as above, with +/- a specified number of days.

**Note:** Statutory Maternity Pay is still a Weekly Rate and must be recorded and calculated in this way. HMRC allows you to pay it in Part Weeks to align it with your Employees normal pay period. At then end of the Statutory Maternity Pay Complete Weeks must be paid.

## Highlighting Calendar

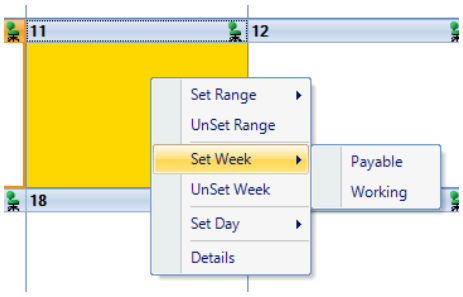
If you have selected either of the **Auto Payment** options, you will not need to highlight the Absence Calendar.

If you have selected **Lump Payment** or **none** of them then you will need to manually highlight the Absence Calendar.




## Single Week

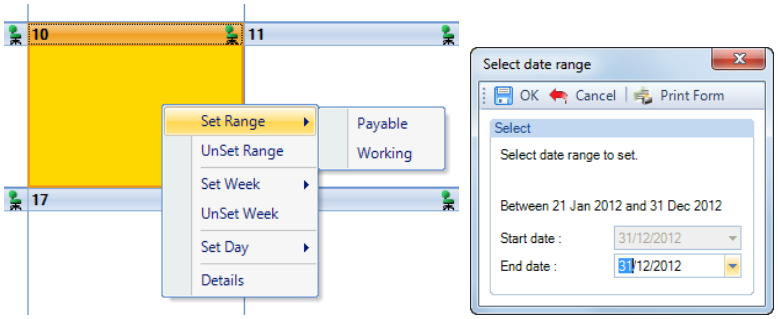
To highlight a single week, simply double click on any day in a week and the whole week will be highlighted or left click to select a day then right click to choose **Set Week** as **Payable** or **Working**.



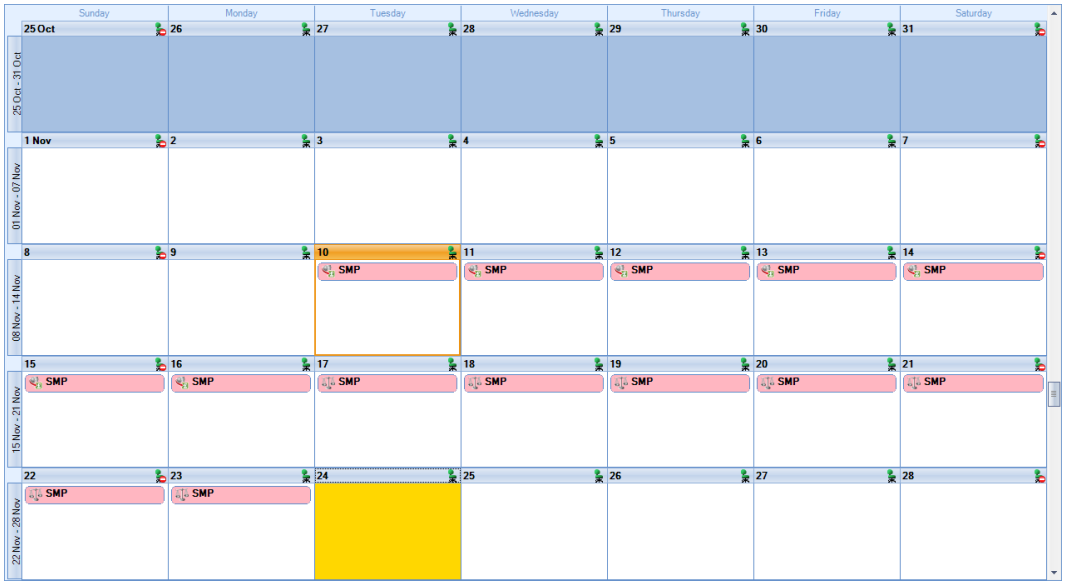

To un-highlight individual weeks either - double click on a day in the week twice and the whole week will be un-highlighted or left click to select a day then right click to choose **UnSet Week**.

## Multiple Weeks

To highlight multiple consecutive weeks left click to select a day in the first week then use the right click to select **Set Range** and choose either **Payable** or **Working**. Then enter the **End Date** and click on **OK**.




Once you have highlighted the weeks the calendar will display with the appropriate **Key** and **Legend**.




Click on **OK** to complete the recording and the Employee is ready to calculate.

## Auto Payment – Changing Recording Method

When using **Auto Payment** the program will calculate all the weeks due in the period using the **Recording Method** set under the **Options** button.

If you want to change all the weeks in the period to a different **Recording Method** then you must select the **Options** button and change the **Recording Method**, select **OK** button to save the change.

**Split Weeks** will be paid using the **Recording Method** that was set when the first part of the Split Week was paid.

If you want to pay different weeks in the same period using different **Recording Methods** e.g. 2 weeks as Add to Gross and 2 weeks Offset, you will need to turn off **Auto Payment** under the **Options** tab in the **Entries Record**. Then manually highlight the weeks using the **Recording Method** required. Once you are in a period where all weeks are to be paid using the same **Recording Method** you can then turn **Auto Payment** back on.

## Keeping In Touch Days

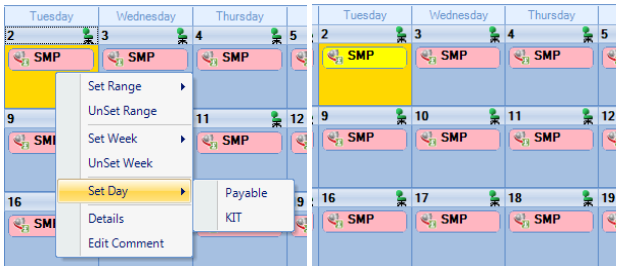
Where the Expected Week of Confinement is on or after the 1st April 2007, the Employee will be able to take advantage of up to **10** **K**eep **I**n **T**ouch **Days** during their Statutory Maternity Pay period. **KIT** Days are for the employee to undertake the odd day's training or work on occasion to keep in touch without losing Statutory Maternity Pay.

This can be just for 1 hour or a whole day, either will be counted as a whole day for **KIT** purposes. These days must be agreed between the Employee and Employer.

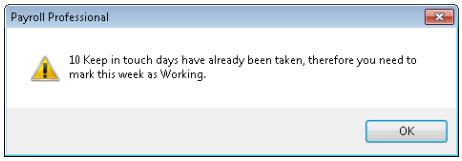
KIT Days will not affect the payment or amount of Statutory Maternity Pay.

Statutory Maternity Pay should be recorded in weeks as normal.

To highlight a **KIT** day, go into the Employees **Individual Calculation** screen and select the **Absence Rec** button. On the toolbar select the **SMP** button and on the calendar left click on the day then right click to choose **Set Day** then **KIT Day**. This day will then display in yellow.




The employee can have up to **10 KIT Days**. If an eleventh day is attempted a warning message will be generated.

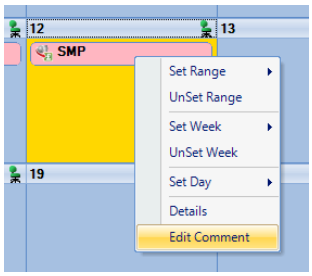



If the Employee did work this day then it will need to be set as **Working** and the employee will lose a complete week of Statutory Maternity Pay .

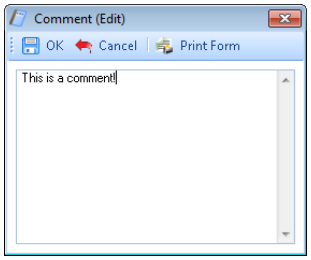
## Comments

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

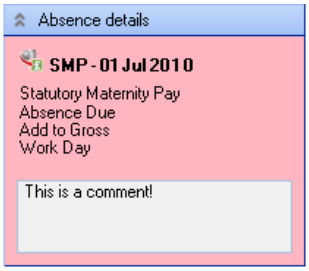
Left click to select the day then right click and select **Edit Comment**.



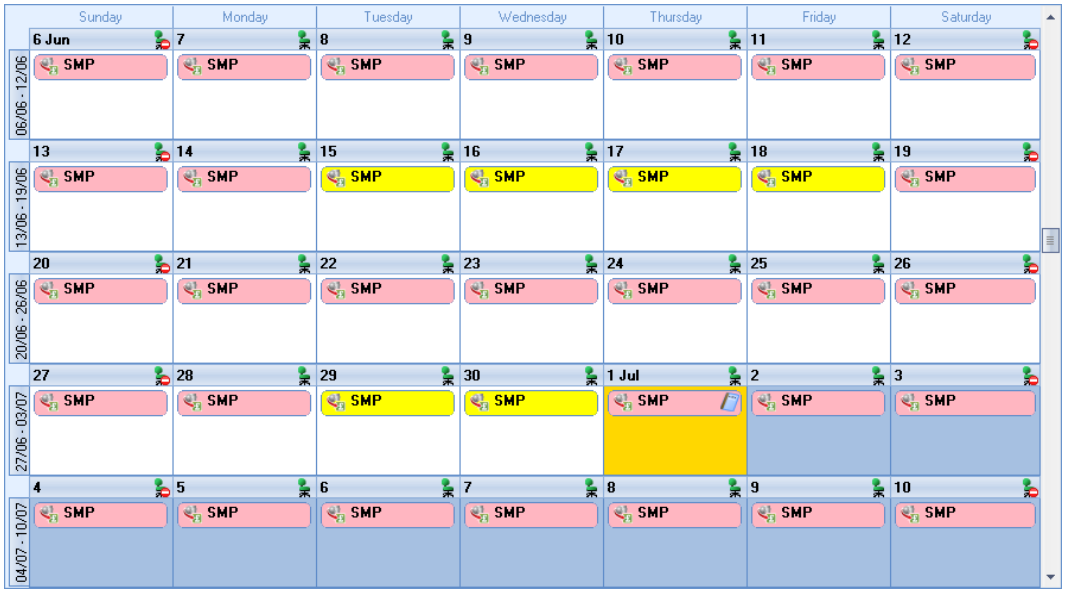

You will then see the following screen to type in your comment and select **OK** to save.




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




And 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 Maternity Pay you **must** have all the relevant information before you can begin, as you cannot just enter an amount.

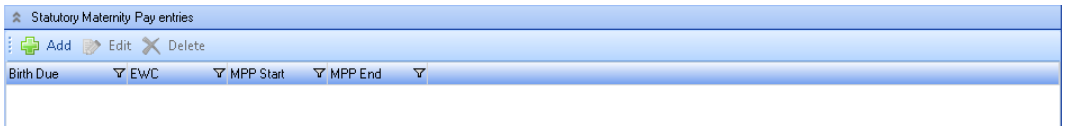
### Information required:

- Baby Due
- MPP Start
- MPP End
- AWE
- Already Paid To Date
- Already Paid This Year
- KIT Days
- Birth Date – only if born late or early
- Pregnancy Related Illness – only if MPP Start needs to begin early

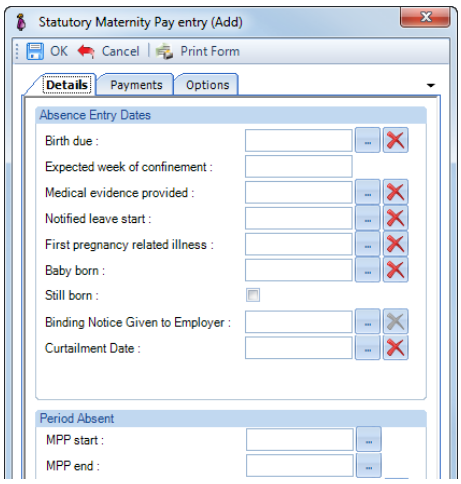
Then it is simply a matter of creating the Entries record highlighting the weeks already paid for Statutory Maternity Pay on the Absence Calendar and then Converting. You are then in a position to highlight Weeks in the Absence Calendar for the current period. With the history in place the program will be able to apply the correct HMRC rules.

- 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 to see a list of Employees 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** screen toolbar 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 toolbar select **SMP** and the recording method **ATG** or **Offset** before highlighting any weeks in the calendar.

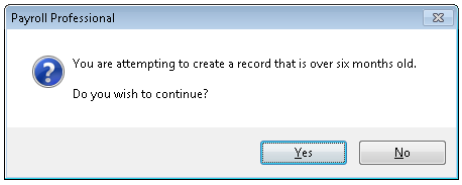
- Next, create the Entries record by clicking on the **Add** button under **Statutory Maternity Pay entries**.



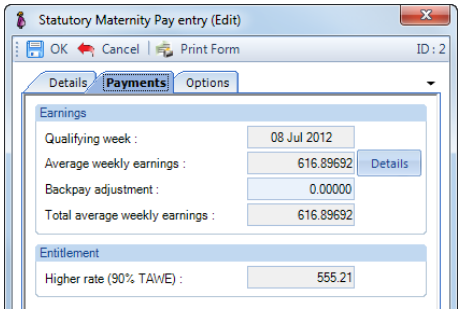

- Under the **Details** tab complete the information, minimum is **Baby Due**, **MPP Start** and **MPP End**.




- If the Baby Due Date is older than six months from todays date then you will see the following warning message, just click on **Yes** to continue.

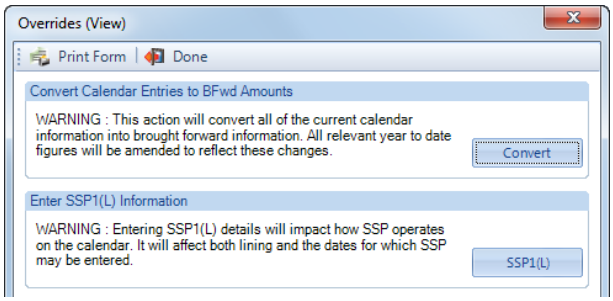



- Under the **Payments** tab check the **Average Weekly Earnings**, this will be picked up from the **Initial AWE**. If it needs adjusting use the **Backpay Adjust** box.



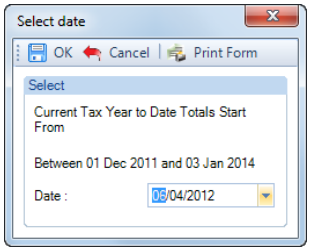

- For now, do **not** make any selections under the **Options** tab.
- Now **OK** the **Statutory Maternity Pay Entry** screen to save the record.
- In the Calendar use the back button to go to a previous period to then highlight the weeks that have already been paid from the **MPP Start** date. Remember to make sure you have got the correct recording type selected, **ATG** or **Offset**, before highlighting.

- Now click on the **Overrides** button on the toolbar and select the **Convert** button.

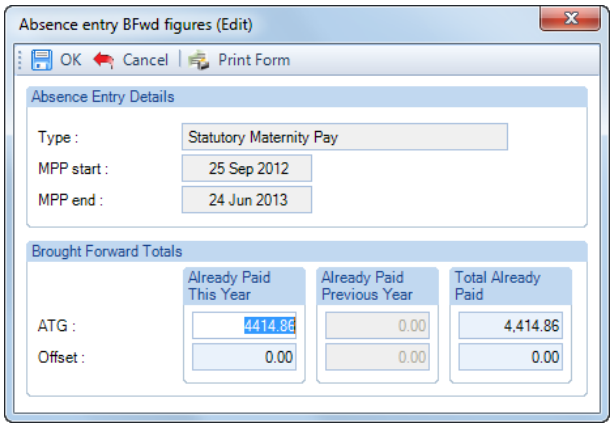



- If you have set a password, under the **Data** tab then **Passwords,** input the password here and click **OK**.
- This next screen asks for the date from which you wish to include in the current tax year to date figures. This will normally be the first day of the absence paid in the current tax year,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




- 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 highlighted in the Calendar seperated 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:

1. **Already Paid This Year** – amounts already paid in current tax year, make sure you do not include what is due in the current period
2. **Total Already Paid** - amounts already paid for the SMP record from the **MPP 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 and PASPAM/PSSPAM under Type Employee, PAP60ER/PSP60ER under Type Year End.
- If you have made a mistake you can change the highlighted weeks in the calendar 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 Maternity Pay entries** highlight the SMP record and click on the **Edit** button. Under the **Options** tab choose the recording method – **Auto Payment**, **Auto Payment Exact Period**, **Lump Payment** or **none**. If you have chosen either of the **Auto Payment** options, you just need to select **OK** and **OK** to the Absence Recording screen. If you have chosen **Lump Payment** or **none** then select **OK** and manually highlight the Calendar with the weeks you want to pay.

### Back Pay

This is intended for entering adjustments relating to payrises which affect the average weekly earnings. Please refer to the HMRC booklet E15 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 Maternity Pay and need to enter a Backpay value, go to the **Individual Calculation** screen for the Employee. Click on the **Absence Rec** button, select **SMP** on the toolbar. Under **Statutory Maternity Pay entries** highlight the record and click on **Edit**. Choose the **Payments** tab change the **Backpay Adjustment** figure. If this already contains a value add the figures together and enter the result. **OK** the entries screen and **OK** the **Absence Recording** screen, when you calculate the Employee the program will re-calculate the Statutory Maternity Pay Due.

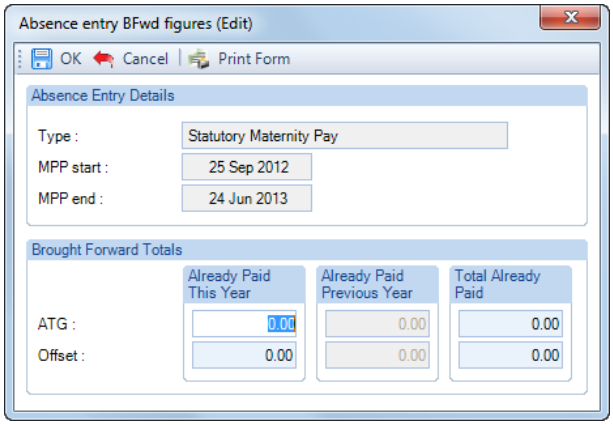
### Changing Dates

The **MPP End** date can be changed at any time, you just need to make sure it is the end of a full week e.g. if the **MPP Start** was a Wednesday the **MPP End** must be a Tuesday.

The other dates in particular **Baby Due** and/or **MPP Start** date can only be changed if the Absence Calendar does not have any weeks highlighted and no Statutory Maternity Pay has been paid in a prior period.

If you need to change any of these dates and Statutory Maternity Pay has been paid in a prior period, then you need to do the following:

- Make a note of the Statutory Maternity 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 **SMP**.
- If you are using one of the **Auto Payment** options, under **Statutory Maternity Pay entries** highlight the record click on **Edit**. Go to the **Options tab** and un-tick **Auto Payment**.
- In the **Absence Recording** calendar un-highlight all the weeks.
- 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 weeks are still highlighted in the Calendar, you will need to un-highlight these weeks. Once all weeks are un-highlighted and the **Absence Entry Bfwd Figures** are all zero click on **OK**.

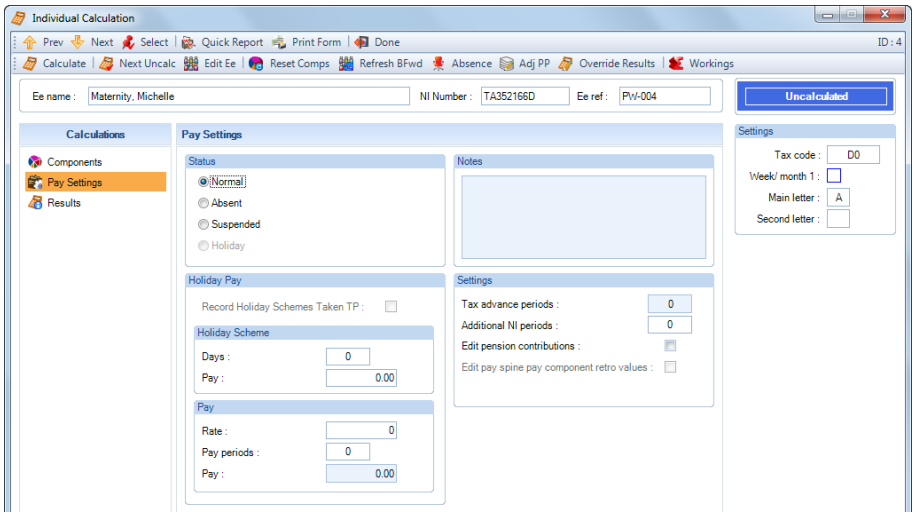



- Now under **Statutory Maternity Pay entries** highlight the record and click on **Edit**. You will now be able to change the dates. If you are changing the **Baby Due** date re-enter the **MPP Start** date and check the **Payments** tab with regards to the **Average Weekly Earnings**. Once you have made your changes click on **OK**.
- In the Calendar, highlight the same number of weeks that have previously been paid from the **MPP Start** date that is in the **Entries** record, ensuring you have selected the correct recording type, **ATG** or **Offset**, before highlighting the calendar. If you are unsure how to highlight the calendar, please see the section **Highlighting Calendar**.
- 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 exactly the same as 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 Maternity Pay entries** highlight the record click on **Edit**. Go to the **Options tab** and tick which **Auto Payment** you want to use.

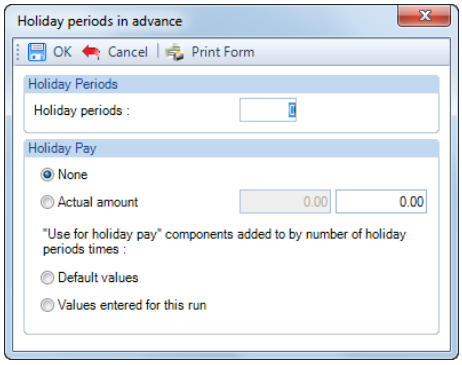
## Advancing Periods

You can pay Statutory Maternity Pay past the Payroll Run Date only when advancing Pay Periods.

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




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.

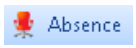



If you have selected Auto Payment or Auto Payment Exact Period, all you need to do now is Calculate the Employee as the program will automatically pay the extra periods of Statutory Maternity Pay due.

With Lump Payment selected you will need to select the Absence Rec button to highlight the weeks to pay in the Calendar as normal.

If you have no Options ticked you will also need to select the Absence Rec button to highlight the weeks in the Calendar as normal. You will be able to enter absence from the current run date plus the number of Holiday Periods. So for example a Weekly payroll that is dated the 24th May 2009 and advance the Holiday Periods by 2, you can enter absence up to and including the 7th June 2009. Remember with Statutory Maternity Pay it will be full weeks up to the 7th June 2009.

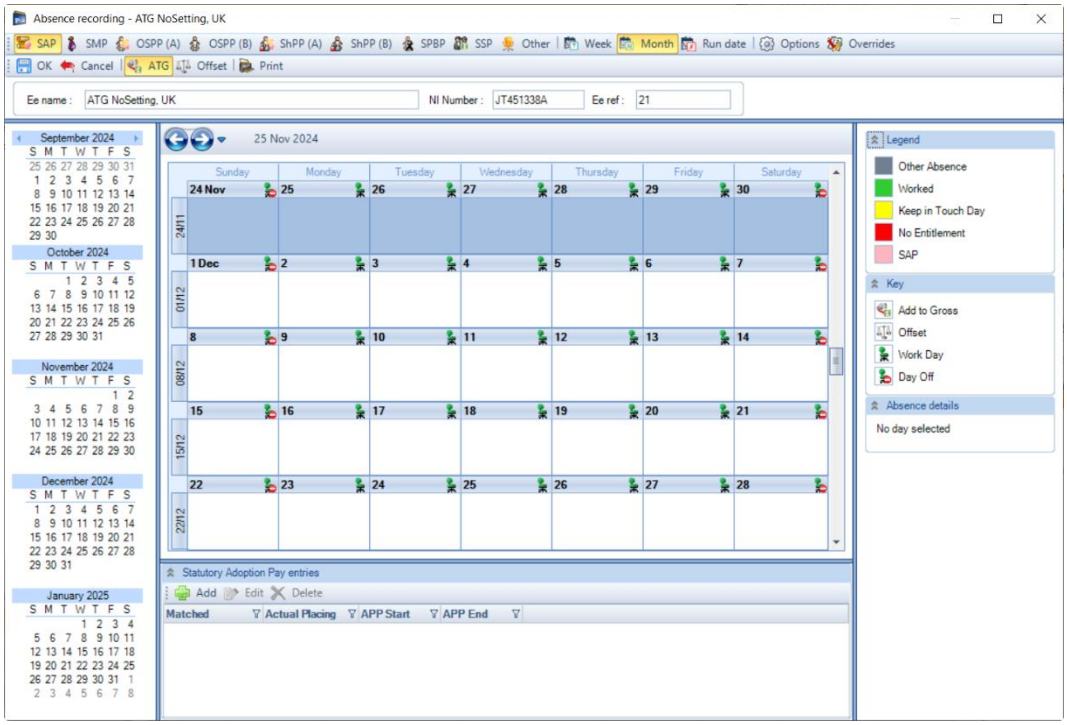
## Statutory Adoption Pay




To enter a Statutory Adoption Pay record, go to the **Open Run** tab select **Calculations.** Double click on an Employee or highlight them and click on **Calc Ee**, now select the **Absence Rec** button.

In the Absence Recording screen click on the

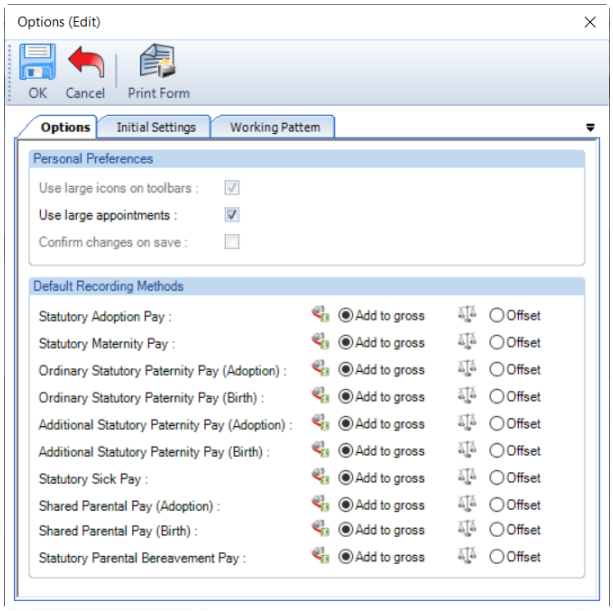
button. The screen will then change to show Statutory Adoption Pay Entries below the Calendar.




## Recording Method

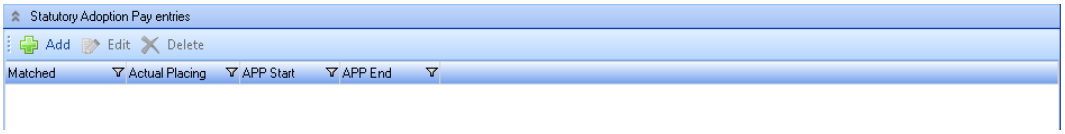
Before creating the Entries record you need to make sure you have the correct **Recording Method** selected, especially if you choose one of the **Auto Payment** options.

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



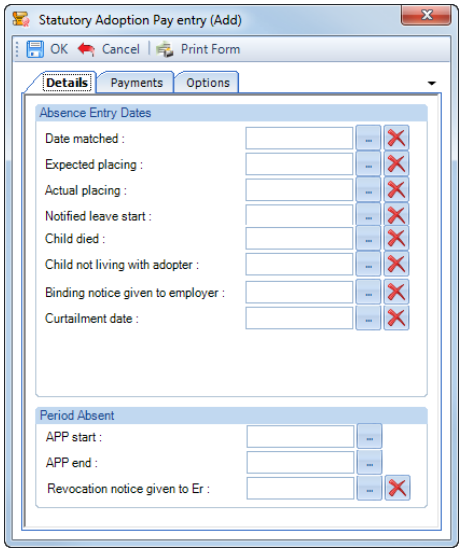

## New Entries Record

With **SAP** selected on the toolbar now click on the **Add** button under **Statutory Adoption Pay Entries**.




You will then be presented with the following.

### Details tab



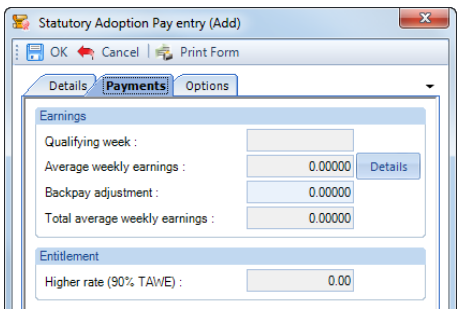

- **Date Matched** - as you input this date you will be reminded to keep the certificate.
- **Expected Placing** – enter the Expected Placing date.
- **Actual Placing** – enter the Actual Placing date.
- **Notified Leave Start** – intended start date of adoption leave.

- **Child Died -** can only be entered after the **APP start date** has been entered. The APP end date is restricted to eight weeks after the end of the SAP week in which they die, unless the SAP is due to end earlier. Please see HMRC booklet E16 for further information.
- **Child not living with adopter** – this is to record when the child ceases to live with the adopter. Can only be entered after the **APP start date** has been entered. The APP end date is restricted to eight weeks after the end of the SAP week in which they cease to live with the adopter, unless the SAP is due to end earlier. Please see HMRC booklet E16 for further information.
- **Binding Notice Given to Employer** – only to be completed if the Employee is going to take SPL/ShPP. Enter the date the notice was given to the Employer.
- **Curtailment Date** – only to be completed if the Employee is going to take SPL/ShPP. Enter the date that the SAP will stop. This will then automatically change the APP End date to the same date.
- **APP Start** – When inputting this date, the viable date range for the APP start is above the date selection. Once payments have started the APP start cannot be edited, see the section about changing dates.
- **APP End** – the date will be generated automatically for the full entitlement, you can change the date by clicking on the elipsis button.
- **Revocation Notice Given to Employer** – only to be completed if the Binding Notice and Curtailment Date have been completed, and then the Employee Revokes the ShPP therefore returning to SAP. When you enter this date the APP End date will revert to the original end date for the 39 weeks the employee is entitled to take.
- **Revocation Notice Given to Employer** - only to be completed if the Binding Notice and Curtailment Date have been completed, and then the Employee Revokes the ShPP therefore returning to SAP. When you enter this date you will need to change the APP End date to the original end date for the 39 weeks the employee is entitled to take.

Minimum dates to enter on this screen are **Date Matched**, **Expected Placing/Actual Placing**, **APP Start** and **APP End** dates.

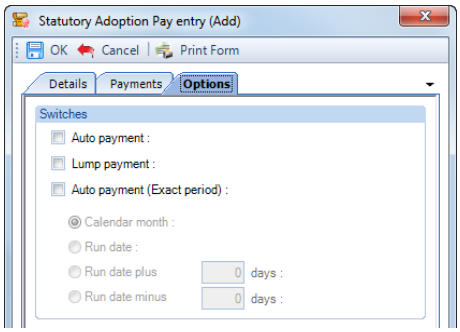
**Note –** If the record is older than 6 months from todays date, you will be given a warning message about this anomaly and can continue by agreeing to the message.

### Payments tab




- **Qualifying Week** – this is automatically generated from the Date Matched.
- **Average Weekly Earnings** – this is automatically calculated, you can click on the **Details** button to see which Payroll Runs and Niable pay have been used for the calculation.
- **Backpay Adjustment** – use this box to input any amount by which you wish to change the Average Weekly Earnings. This can be a 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 Adoption Weekly rate or 90% of AWE. When the APP Start Date is entered as the 5th April 2015 or later the first 6 weeks will be paid at 90% of AWE similar to SMP.

### Options tab




- **Auto Payment** – the program automatically highlights the Absence Calendar with whole weeks from the APP Start Date up to but not spanning the Payroll Run Date and includes the values in the current period.
- **Lump Payment** – can be used for paying all the adoption or weeks you wish to pay, where the absence start date is prior to the end of the current runs period end date. You need to manually highlight the Absence Calendar each Payroll Run.
- **Auto Payment (Exact Period)** – only available if the Expected Week of Confinement is on or after 1st April 2007. The program automatically highlights the Absence Calendar 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.

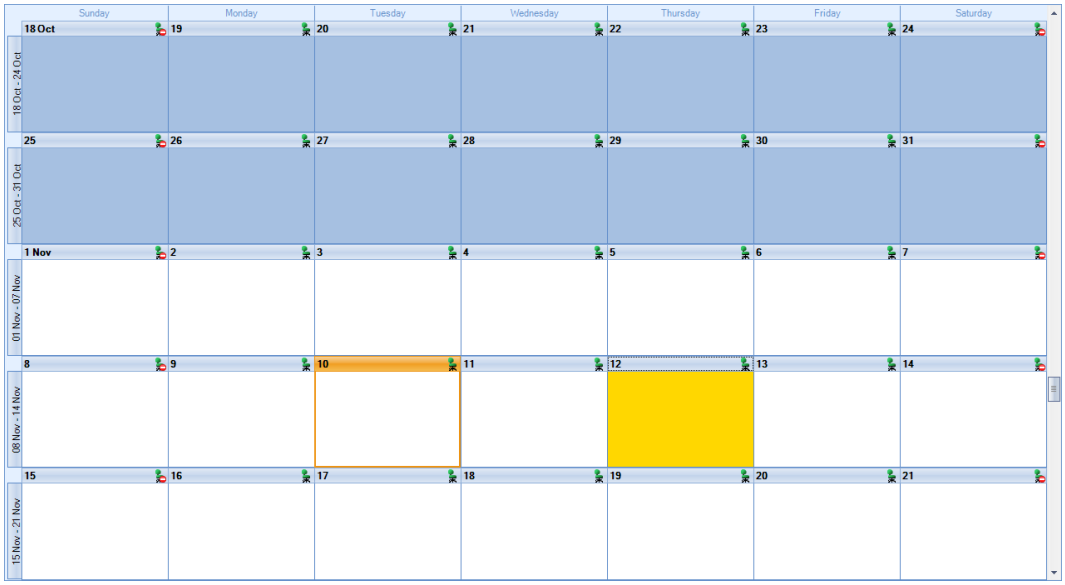
**3. Run Date, plus or minus** – as above, with +/- a specified number of days.

**Note:** Statutory Adoption Pay is still a Weekly Rate and must be recorded and calculated in this way. HMRC allow you to pay it in Part Weeks to align it with your Employees normal pay period. At then end of the Statutory Adoption Pay Complete Weeks must be paid.

## Highlighting Calendar

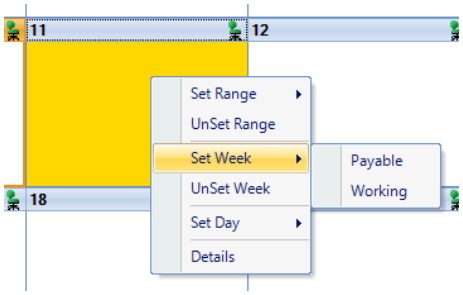
If you have selected either one of the **Auto Payment** options, you will not need to highlight the Absence Calendar.

If you have selected **Lump Payment** or **none** of them then you will need to manually highlight the Absence Calendar.




### Single Week

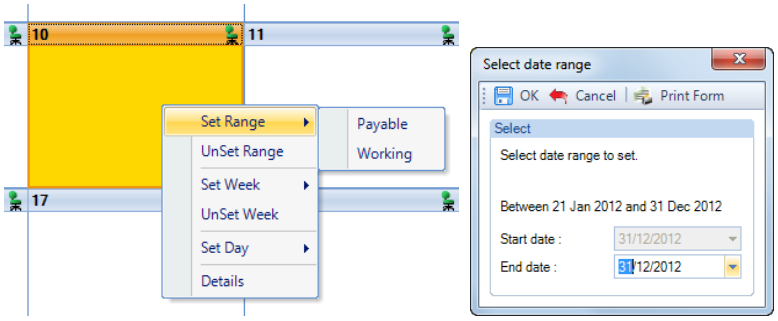
To highlight a single week, simply double click on any day in a week and the whole week will be highlighted, or left click to select the day then right click to choose **Set Week** as **Payable** or **Working**.



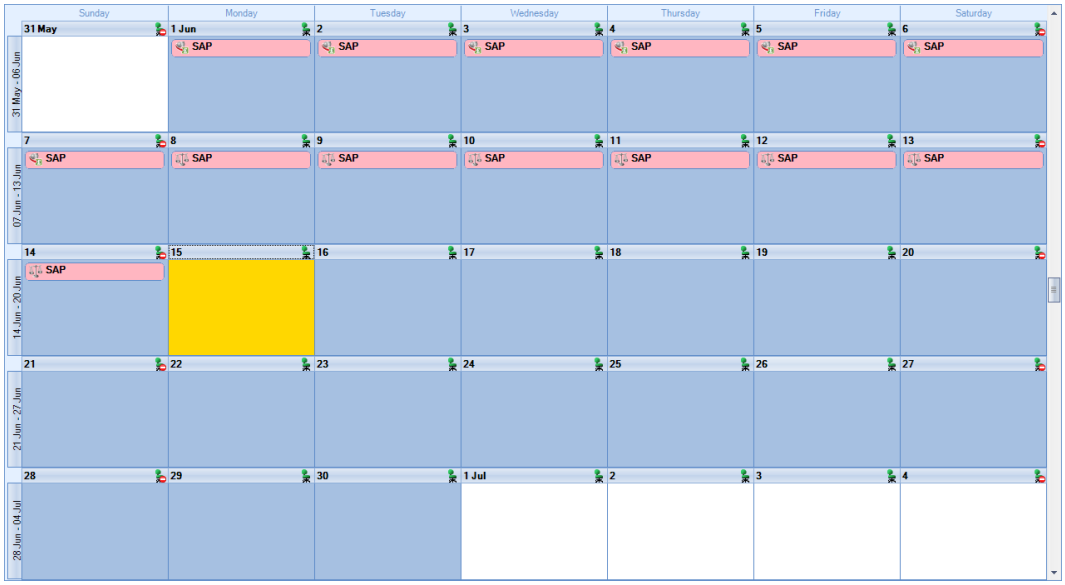

To un-highlight individual weeks either double click on a day in the week twice and the whole week will be un-highlighted, or left click to select a day then right click to choose **UnSet Week**.

### Multiple Weeks

To highlight multiple consecutive weeks left click to select a day in the first week then right click to choose **Set Range** as **Payable** or **Working**. Then enter the **End Date** and click on **OK**.




Once you have highlighted the weeks the calendar will display with the appropriate **Key** and **Legend**.




Click on **OK** to complete the recording and the Employee is ready to calculate.

## Auto Payment – Changing Recording Method

When using **Auto Payment** the program will calculate all the weeks due in the period using the **Recording Method** set under the **Options** button.

If you want to change all the weeks in the period to a different **Recording Method** then you must select the **Options** button and change the **Recording Method**, select **OK** button to save the change.

**Split Weeks** will be paid using the **Recording Method** that was set when the first part of the Split Week was paid.

If you want to pay different weeks in the same period using different **Recording Methods** e.g. 2 weeks as Add to Gross and 2 weeks Offset, you will need to turn off **Auto Payment** under the **Options** tab in the **Entries Record**. Then manually highlight the weeks using the **Recording Method** required. Once you are in a period were all weeks are to be paid using the same **Recording Method** you can then turn **Auto Payment** back on.

## Keeping In Touch Days

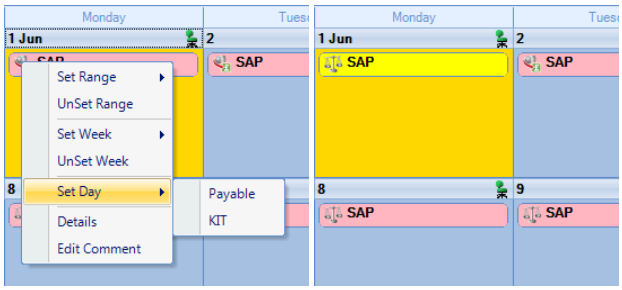
Where the Expected Placing is on or after the 1st April 2007, the Employee will be able to take advantage of up to **10 K**eep **I**n **T**ouch **Days** during their Statutory Adoption Pay period. **KIT** Days are for the employee to undertake the odd days training or work on occasion to keep in touch without losing Statutory Adoption Pay.

This can be just for 1 hour or a whole day, either will be counted as a whole day for **KIT** purposes. These days must be agreed between the Employee and Employer.

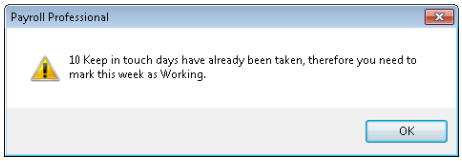
KIT Days will not affect the payment or amount of Statutory Adoption Pay.

Statutory Adoption Pay should be recorded in weeks as the normal way.

To highlight a **KIT** day, go into the Employees **Individual Calculation** screen and select the **Absence Rec** button. On the toolbar select the **SAP** button and on the Calendar left click on to select the day then right click to choose **Set Day** then **KIT Day**. This day will then display in yellow.




The employee can have up to **10 KIT Days**. If an eleventh day is attempted a warning message will be generated.

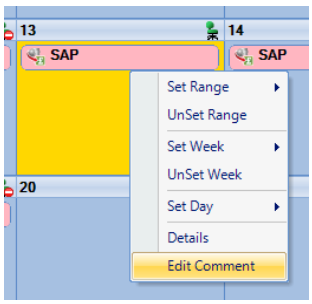



If this Employee did work this day then it will need to be set as **Working** and the employee will lose a complete week of Statutory Adoption Pay.

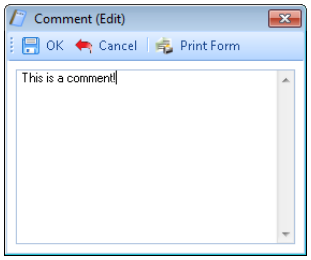
## Comments

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

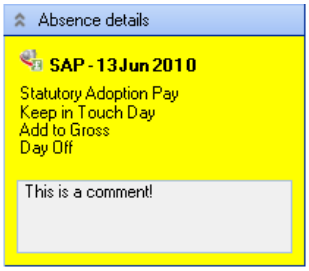
Left click to select the day then right click and select **Edit Comment**.



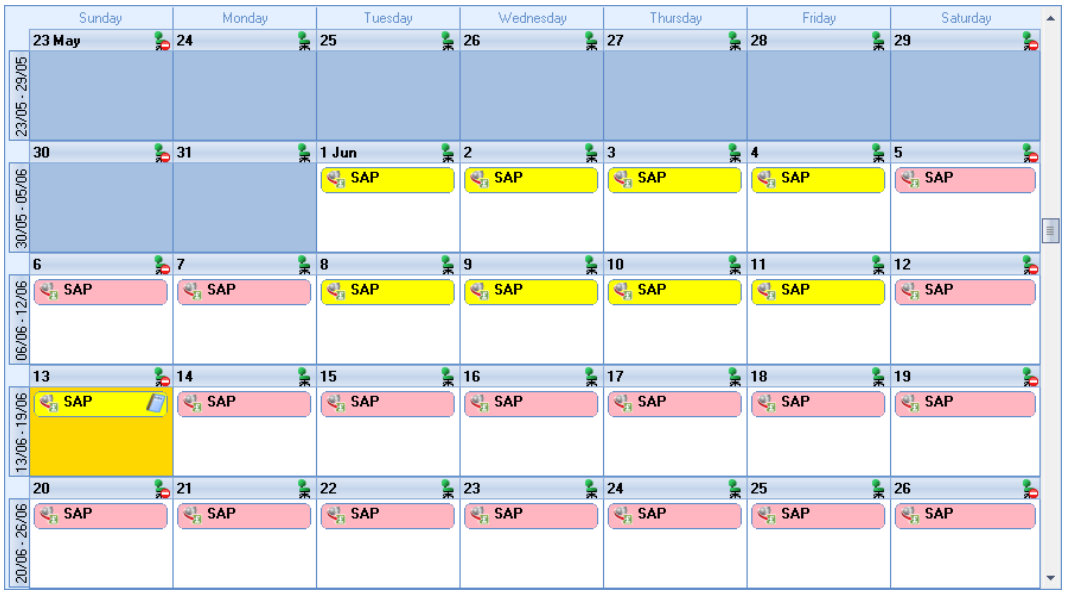

You will then see the following screen to type in your comment and select **OK** to save.




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




And 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 Adoption Pay you **must** have all the relevant information before you can begin, as you cannot just enter an amount.

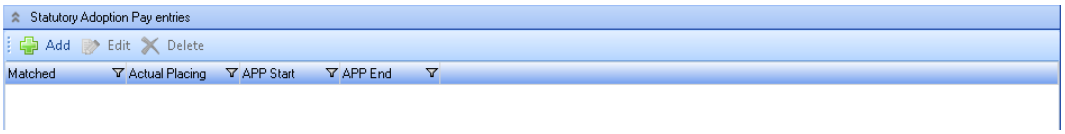
### Information required:

- Date Matched
- Expected or Actual Placing
- APP Start
- APP End
- AWE
- Already Paid To Date
- Already Paid This Year

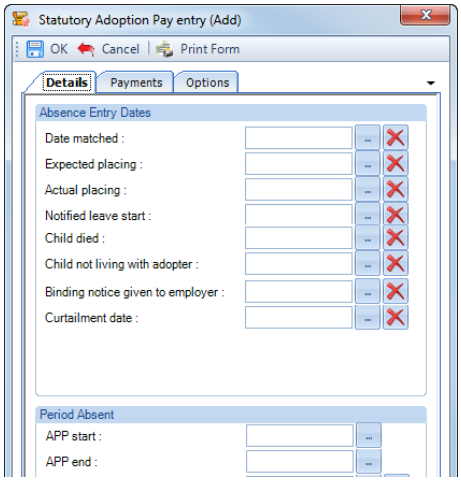
- KIT Days

Then it is simply a matter of creating the Entries record highlighting the Weeks already paid for Statutory Adoption Pay on the Absence Calendar and then Converting. You are then in a position to highlight Weeks in the Absence Calendar for the current period. With the history in place the program will be able to apply the correct HMRC rules.

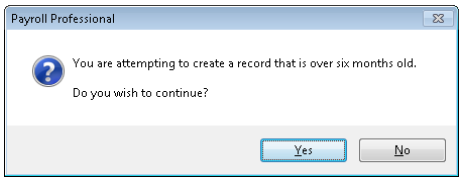
- Now you need to open the **Pay Run** and select the **Run Date** for the first period you want to run the payroll.
- Next, click on the **Calculations** button to see a list of Employees, double click on the Employee to open their **Individual Calculation** screen to enter historical Absence records.
- When you click on the **Absence Rec** button on the **Individual Calculation** screens toolbar 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 **SAP** and the recording method **ATG** or **Offset** before highlighting any weeks in the calendar.
- Next, create the Entries record by clicking on the **Add** button under **Statutory Adoption Pay entries**.



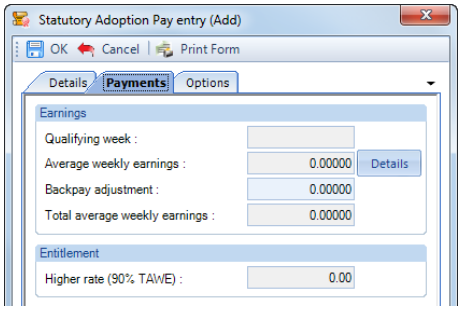

- Under the **Details** tab complete the information, minimum is **Date Matched**, **Expected** or **Actual Placing**, **APP Start** and **APP End**.



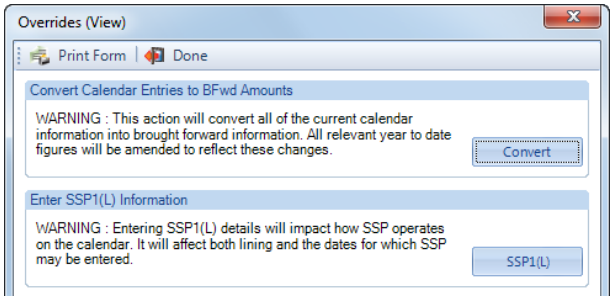

- If the Date Matched is older than six months from todays date then you will see the following warning message, just click on **Yes** to continue.




- 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.

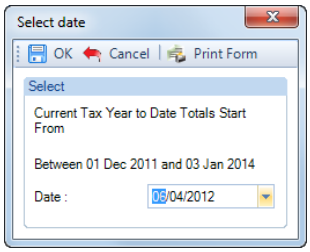



- For now, do **not** make any selections under the **Options** tab.
- Now **OK** the **Statutory Adoption Pay Entry** screen to save the record.
- In the Calendar use the back button to go to a previous period to then highlight the weeks that have already been paid from the APP Start date. Remember to make sure you have got the correct recording type selected, **ATG** or **Offset**, before highlighting.
- Now click on the **Overrides** button on the toolbar and then click on the **Convert** button.



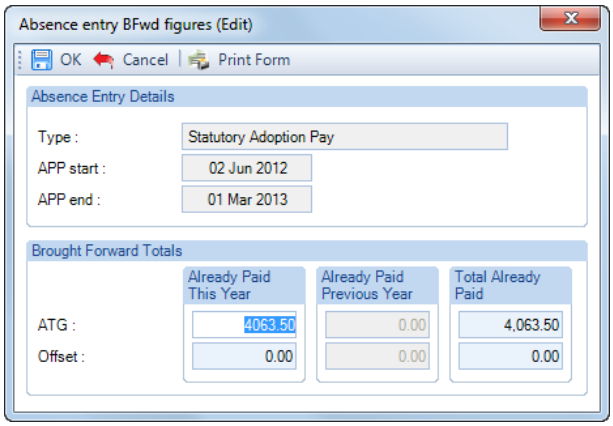

- If you have set a password, under the **Data tab then Passwords,** input the password here and click **OK**.
- This next screen asks for the date from which you wish to include in the current tax year to date figures. This will normally be the first day of the absence paid in the current tax year,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




- 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 seperately.
- This screen shows the totals for the weeks you have highlighted in the Calendar seperated 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:

3. **Already Paid This Year** – amounts already paid in current tax year, make sure you do not include what is due in the current period
4. **Total Already Paid** - amounts already paid for the SAP record from the APP 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 and PAPAM/PSPAM under Type Employee, PAP60ER/PSP60ER under Type Year End.
- If you have made a mistake you can change the highlighted weeks in the calendar 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 Adoption Pay entries** highlight the SAP record and click on the **Edit** button. Click on the **Options** tab and choose the recording method – **Auto Payment**, **Auto Payment Exact Period**, **Lump Payment** or none. If you have chosen either of the **Auto Payment** options, then you just need to select **OK** and **OK** to the Absence Recording screen. If you have chosen **Lump Payment** or **none** then select **OK** and manually highlight the Calendar with the weeks you want to pay.

## Back Pay

This is intended for entering adjustments relating to payrises which affect the average weekly earnings. Please refer to the HMRC booklet E16 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 Adoption Pay and need to enter a Backpay value, go to the Employees **Individual Calculation** screen. Click on the **Absence Rec** button and select **SAP** on the toolbar. Under **Statutory Adoption 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 Adoption Pay Due.

Remember the AWE is used to determine the entitlement it will pay the lower of the Statutory Adoption Weekly rate or 90% of AWE. When the APP Start Date is entered as the 5th April 2015 or later the first 6 weeks will be paid at 90% of AWE similar to SMP.

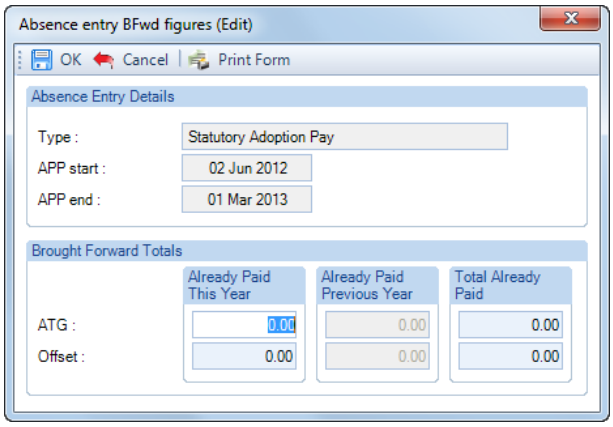
## Changing Dates

The **APP End** date can be changed at any time, you just need to make sure it is the end of a full week e.g. if the **APP Start** was a Wednesday the **APP End** must be a Tuesday.

The other dates in particular **Date Matched** and/or **APP Start** date can only be changed if the Absence Calendar does not have any weeks highlighted and no Statutory Adoption Pay has been paid in a prior period.

If you need to change any of these dates and Statutory Adoption Pay has been paid in a prior period, then you need to do the following:

- Make a note of the Statutory Adoption 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 **SAP**.
- If you are using one of the **Auto Payment** options, under **Statutory Adoption Pay entries** highlight the record click on **Edit**. Go to the **Options tab** and un-tick **Auto Payment**.
- In the **Absence Recording** calendar un-highlight all the weeks.
- 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 weeks are still highlighted in the Calendar, you will need to un-highlight these weeks. Once all weeks are un-highlighted and the **Absence Entry Bfwd Figures** are all zero click on **OK**.



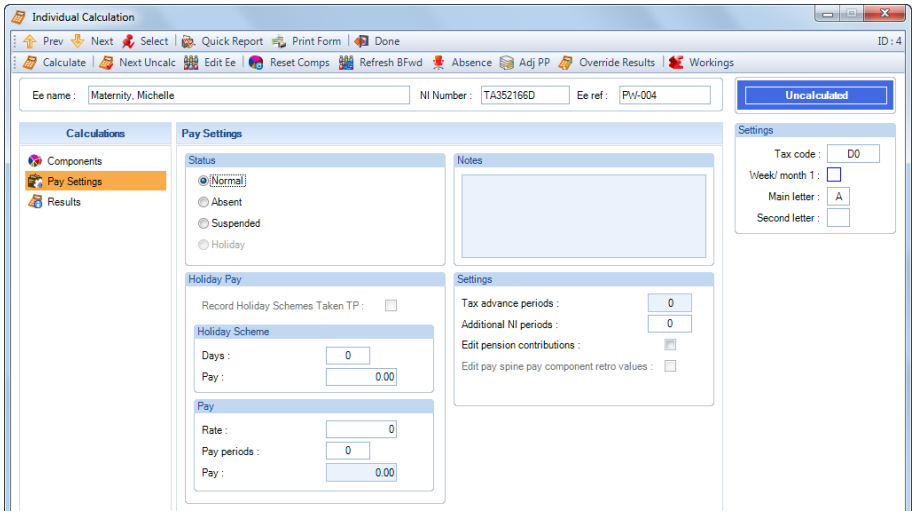

- Now under **Statutory Adoption Pay entries** highlight the record and click on **Edit**. You will now be able to change the dates, if you are changing the **Date Matched** check the **Payments** tab with regards to the **Average Weekly Earnings**. Once you have made your changes click on **OK**.
- In the Calendar, highlight the same number of weeks that have previously been paid from the **APP Start** date that is in the **Entries** record, ensuring you have selected the correct recording type, **ATG** or **Offset**, before highlighting the calendar. If you are unsure how to highlight the calendar, please see the section **Highlighting Calendar**.
- 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 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 Adoption Pay entries** highlight the record click on **Edit**. Go to the **Options tab** and tick which **Auto Payment** you want to use.

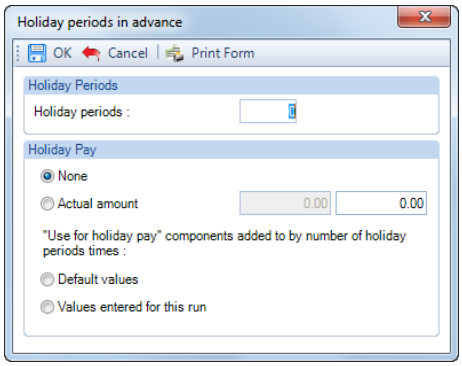
## Advancing Periods

You can pay Statutory Adoption Pay past the Payroll Run Date only when advancing Pay Periods.

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




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.




If you have selected Auto Payment or Auto Payment Exact Period, all you need to do now is Calculate the Employee as the program will automatically pay the extra periods of Statutory Adoption Pay due.

With Lump Payment selected you will need to select the Absence Rec button to highlight the weeks to pay in the Calendar as normal.

If you have no Options ticked you will also need to select the Absence Rec button to highlight the weeks in the Calendar as normal. You will be able to enter absence from the current run date plus the number of Holiday Periods. So for example a Weekly payroll that is dated the 24th May 2009 and advance the Holiday Periods by 2, you can enter absence up to and including the 7th June 2009. Remember with Statutory Adoption Pay it will be full weeks up to the 7th June 2009.

## Employee Sick whilst on SAP

If an Employee is entitled to SSP then you must pay SSP instead of SAP, please refer to the HMRC website.

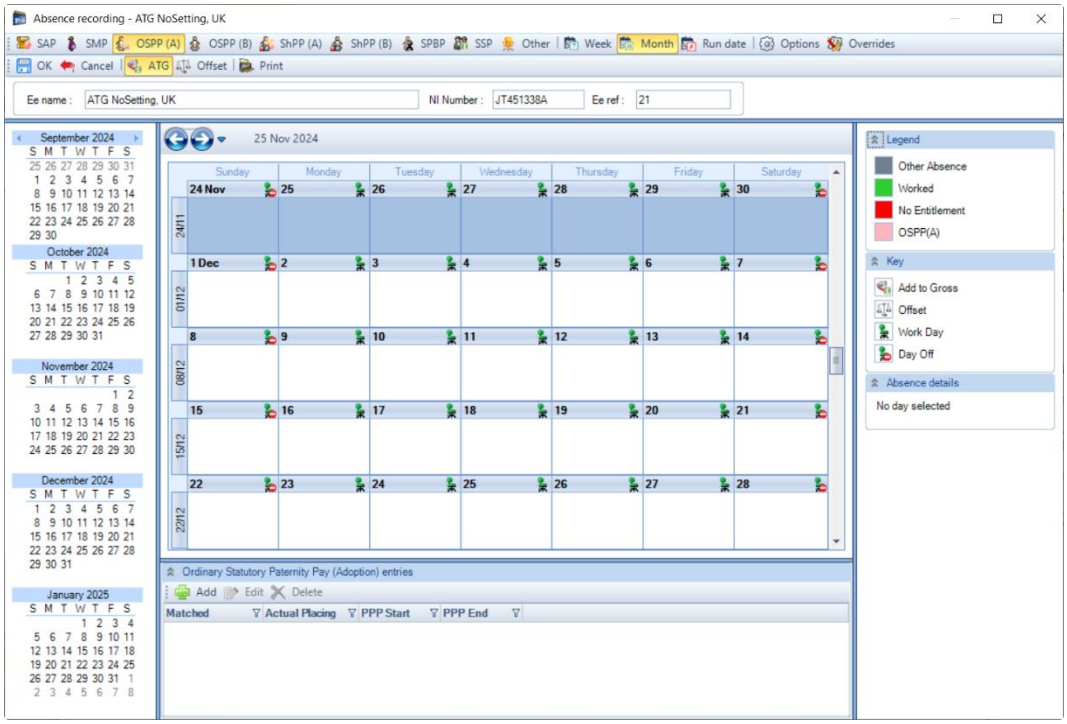
You will need to edit the employees SAP Entries record and unset Auto Payment from the Options tab. In the absence calender un-highlight the SAP weeks, then highlight the days for SSP.

When the APP Start date is 5th April 2015 or later, if the SSP falls within the first six weeks at higher rate, then a lower rate week is lost instead of a week at higher rate.

## Ordinary Statutory Paternity Pay (Adoption)

Absence To enter an Ordinary Statutory Paternity Pay (Adoption) 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.

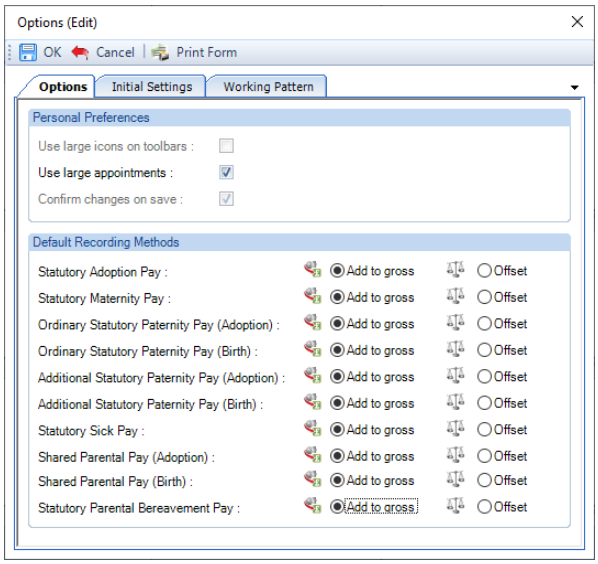
In the **Absence Recording** screen click on the OSPP (A) button. The screen will then change to show Ordinary Statutory Paternity Pay (Adoption) Entries below the Calendar.




## Recording Method

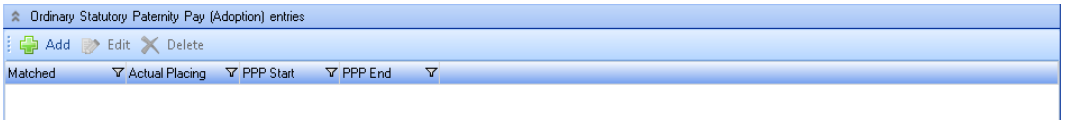
Before creating the Entries record you need to make sure you have the correct **Recording Method** selected, especially if you choose one of the **Auto Payment** options.

Click on the **Options** button and check the **Default Recording Method** for **Ordinary Statutory Paternity Pay (Adoption)**, if necessary, change the setting and select **OK**.



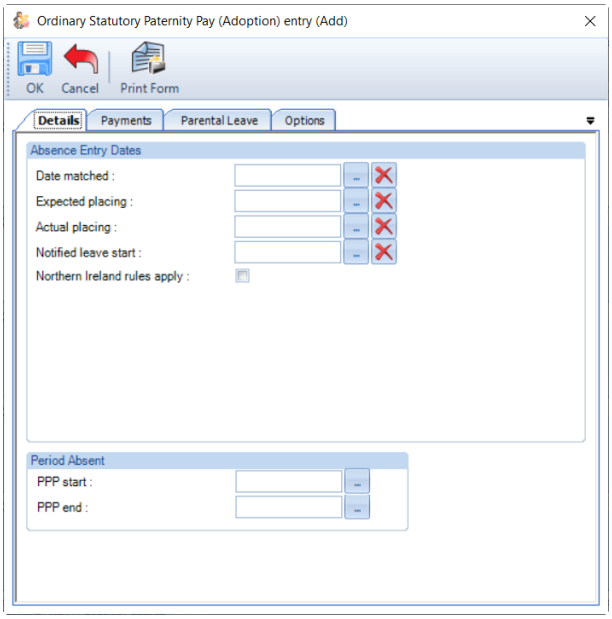
## New Entries Record

With **OSPP(A)** selected on the toolbar now click on the **Add** button under **Ordinary Statutory Paternity Pay (Adoption) Entries**.




You will then be presented with the following.

### Details tab

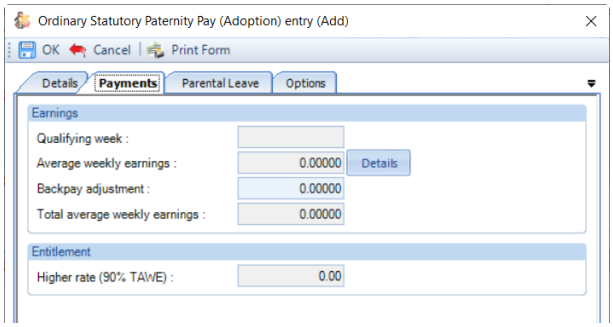



- **Date Matched** - as you input this date you will be reminded to keep the self certificate.
- **Expected Placing** – enter the Expected Placing date, if this date is left blank the Actual Placing date is used.
- **Actual Placing** – enter the Actual Placing date.
- **Notified Leave Start** – intended start date of paternity leave.
- **Northern Ireland rules apply** – tick this box if these rules apply to the employee, see HMRC website for more details. This impacts OSPP(A) when the Expected Placing date is on or after 6th April 2024.
- **PPP Start** – You can enter the date when the Expected Placing date is before 6th April 2024, or when Northern Ireland rules apply is selected, the viable date range for the PPP start is above the date selection. When the Expected Placing date is 6th April 2024 or later, and Northern Ireland rules apply is not selected the PPP Start date is automatically populated and cannot be changed. Once payments have started the PPP start cannot be edited, see the section about changing dates.
- **PPP End** – When the Expected Placing date is before 6th April 2024, or when Northern Ireland rules apply is selected, the date will be automatically populated with the available entitlement from the PPP Start date, you can change the date by clicking on the elipsis button. When the Expected Placing date is 6th April 2024 or later, and Northern Ireland rules apply is not selected the PPP End date is automatically populated with 52 weeks after the Actual placing date, you can change the date by clicking on the elipsis button.

Minimum dates to enter on this screen are **Date Matched**, **Actual Placing**, whether **Northern Ireland rules apply**, **PPP Start** and **PPP End** dates.

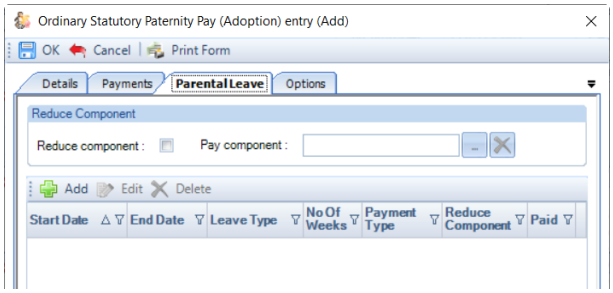
**Note –** If the record is older than 6 months from today's date, you will be given a warning message about this anomaly and can continue by agreeing to the message.

### Payments tab



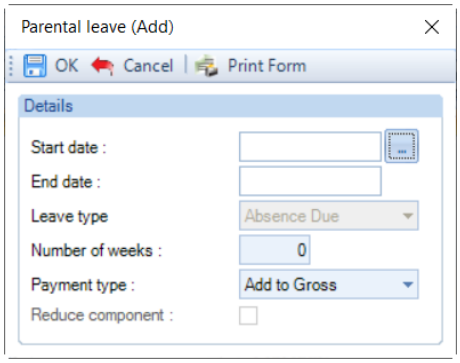

- **Qualifying Week** – this is automatically generated from the Date Matched.
- **Average Weekly Earnings** – this is automatically calculated, you can click on the **Details** button to see which Payroll Runs and Niable pay have been used for the calculation.
- **Backpay Adjustment** – use this box to input any amount by which you wish to change the Average Weekly Earnings. This can be a 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 Ordinary Statutory Paternity Pay (Adoption) Weekly rate or 90% of AWE.

### Parental Leave tab



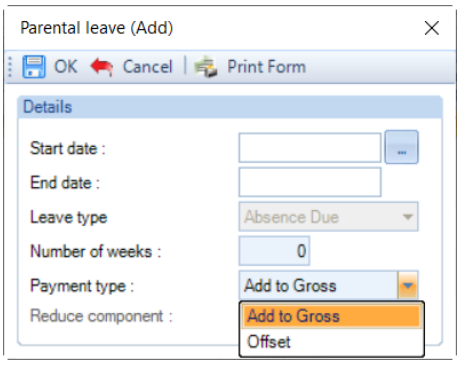

Within this tab you need to enter the OSPP weeks that the employee will be taking.

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




- **Start Date –** enter the first day of this period of absence for OSPP(A)
- **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 2 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 OSPP(A).**

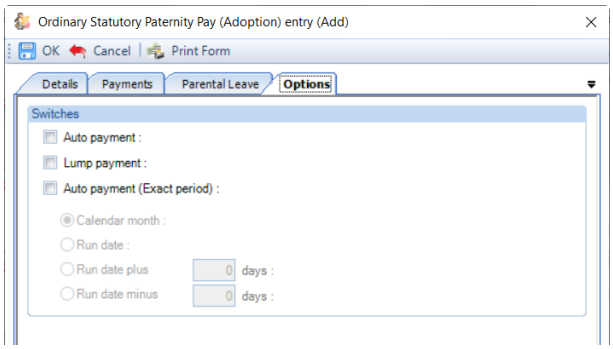
**The program will validate the records when you select OK to ensure no more than 2 weeks are exceeded. And that none of the periods of absence overlap.**

**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 Parental Leave record the program will re-calculate the absence records and adjust appropriately.**

**Options tab**




You need to choose one of the Payment options.

- **Auto Payment** – the program automatically highlights the Absence Calendar with whole weeks from the Employees PPP Start Date up to but not spanning the Payroll Run Date for the records entered under the Parental Leave tab and includes the values in the current period.
- **Lump Payment** – the program automatically highlights the Absence Calendar with all the records entered under the Parental Leave tab and includes the values in the current period.
- **Auto Payment (Exact Period)** – the program automatically highlights the Absence Calendar for the records entered under the Parental Leave tab 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.

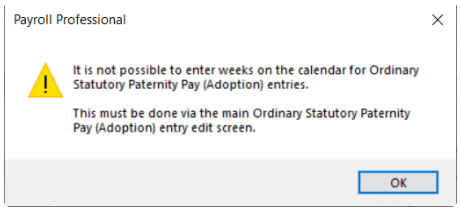
**Note:** Ordinary Statutory Paternity Pay is still a Weekly Rate and must be recorded and calculated in this way. HMRC allows you to pay it in Part Weeks to align it with your Employees normal pay period. At then end of the Ordinary Statutory Paternity Pay Complete Weeks must be paid.

## Validation of Entries Records

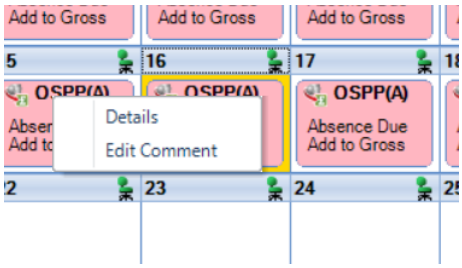
The information entered in the Entries record is validated in two ways, during the information being entered (for example the date ranges) and when the entries record is saved.

## Highlighting Calendar

Unlike the SMP and SAP, you are not able to manually highlight a week in the calendar. If you double click on a week in the calendar you will see the following message:



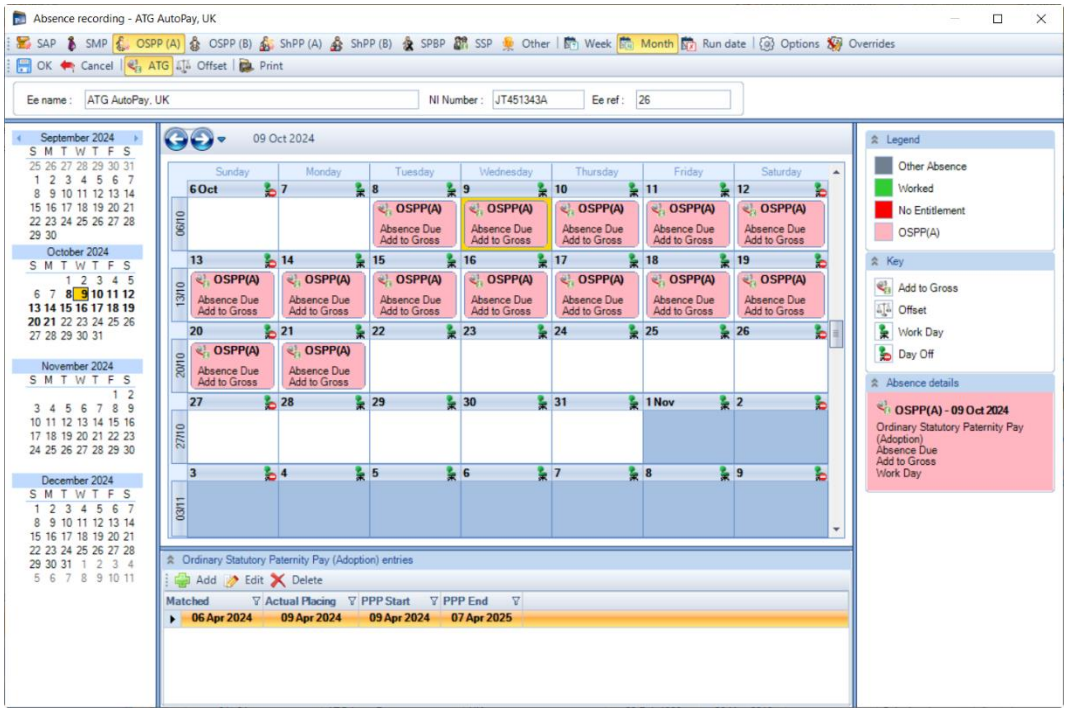

And if you right click on a day in the calendar, you will see that the options to highlight weeks are not available:




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 Parental Leave tab.

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

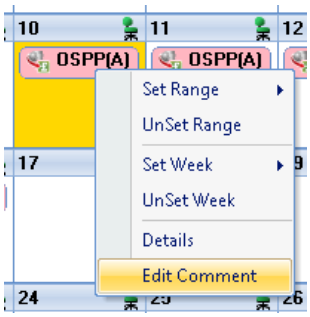
The appropriate **Key** and **Legend** will be displayed in the Absence Calendar.



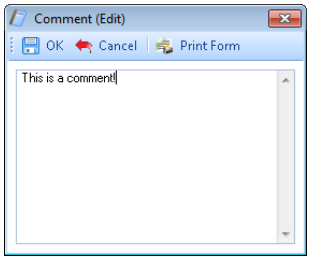

## Comments

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

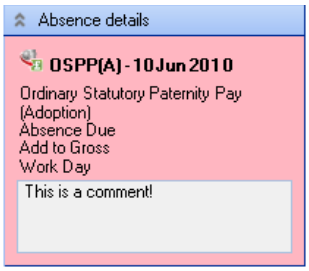
Left click to select the day then right click and select **Edit Comment**.



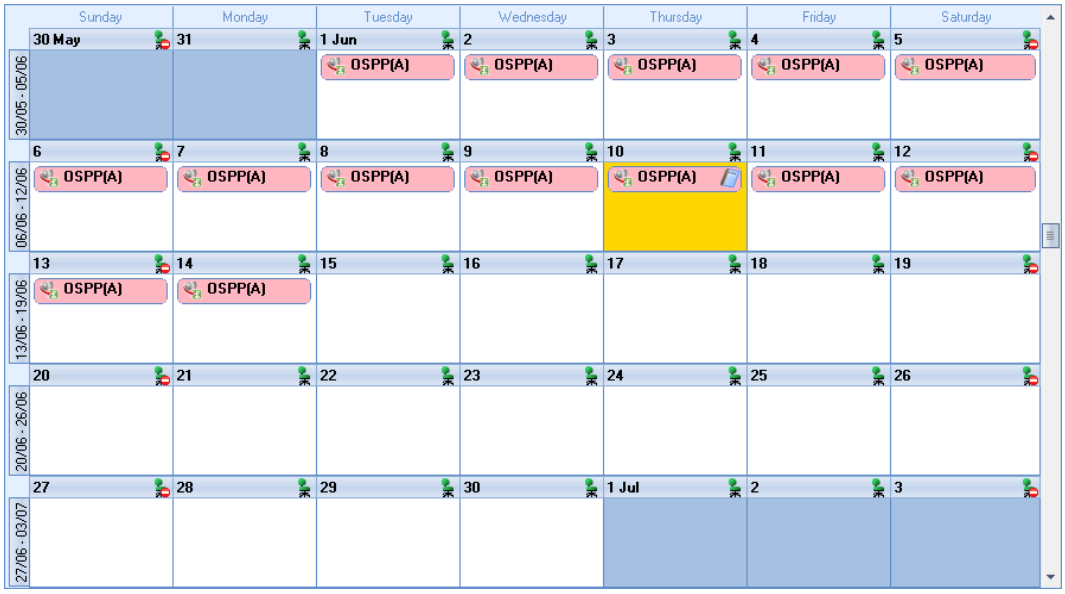

You will then see the following screen to type in your comment and select **OK** to save.




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




And 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 Ordinary Statutory Paternity Pay (Adoption) you **must** have all the relevant information before you can begin, as you cannot just enter an amount.

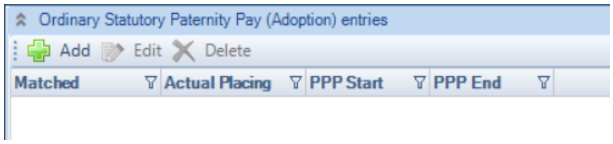
**Information required:**

- Date Matched
- Expected Placing
- Actual Placing
- Whether Nothern Ireland rules apply
- PPP Start date
- PPP End date
- Periods of Leave – to enter under the Parental Leave tab
- AWE
- Already Paid To Date
- Already Paid This Year

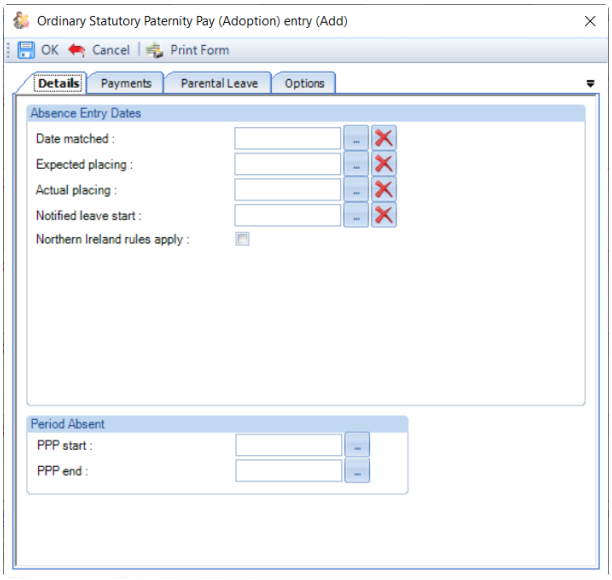
Then it is simply a matter of creating the Entries record, recording the Weeks under the Parental Leave tab that have already been paid for Ordinary Statutory Paternity Pay (Adoption) and then Converting. You are then able to record the Weeks under the Entries records Parental Leave tab for the current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

The process is as follows:

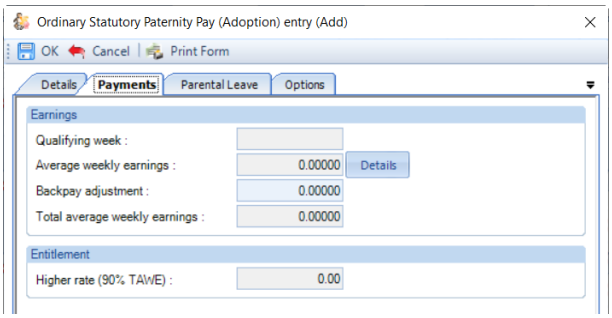
- Now you need to open the **Pay Run** and select the **Run Date** for the first period you want to run the payroll.
- Next, click on the **Calculations** button then double click on the Employee to open their **Individual Calculation** screen to enter historical Absence records.
- When you click on 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 **OSPP(A)**
- Next, create the Entries record by clicking on the **Add** button under **Ordinary Statutory Paternity Pay (Adoption) entries**.



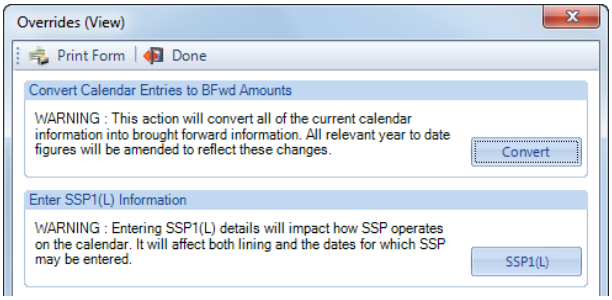

- Under the **Details** tab complete the information, minimum is **Date matched, Expected placing, Actual Placing, Northern Ireland rules apply, PPP Start** and **PPP End**.




- 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.

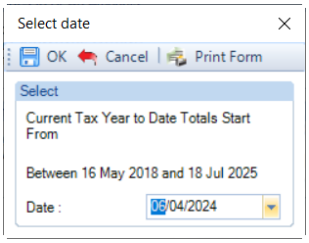



- Tick one of the payment types under the **Options** tab.
- Under the **Parental Leave** tab, enter the weeks of OSPP(A) that have already been paid to the employee.
- Now **OK** the **Ordinary Statutory Paternity Pay (Adoption) Entry** screen to save the record.
- Then click on the **Overrides** button on the toolbar and then click on the **Convert** button.

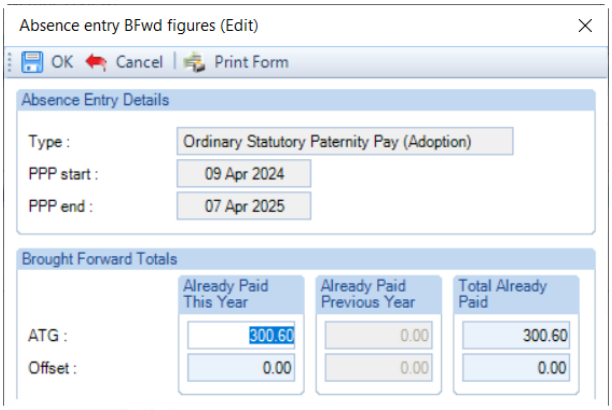



- If you have set a password, under the **Data** tab then **Passwords,** input the password here and click **OK**.
- This next screen asks for the date from which you wish to include in the current tax year to date figures. This will normally be the first day of the absence paid in the current tax year,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




- 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 Parental 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 OSPP(A) record from PPP 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 Parental 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 **Ordinary Statutory Paternity Pay (Adoption) entries** highlight the OSPP(A) record and click on the **Edit** button. Click on the **Options** tab and choose the recording method – **Auto Payment, Lump Payment** or **Auto Payment Exact Period**.

## Back Pay

This is intended for entering adjustments relating to payrises 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 Ordinary Statutory Paternity Pay (Adoption) and need to enter a Backpay value, go to the Employees **Individual Calculation** screen. Click on the **Absence Rec** button, select **OSPP(A)** on the toolbar. Under **Ordinary Statutory Paternity Pay (Adoption) 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 Ordinary Statutory Paternity Pay due.

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

## Changing Dates

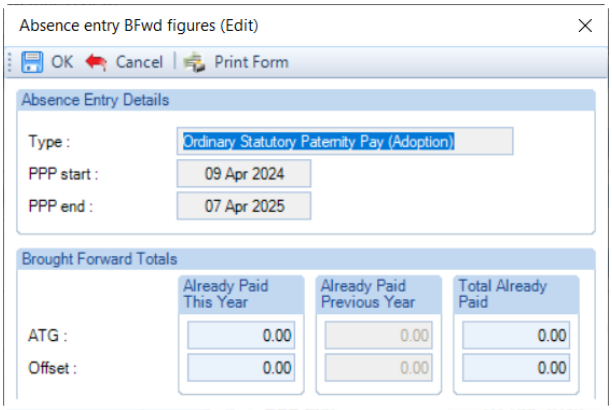
The **PPP End** date can be changed at any time, must be complete weeks, unless the Expected Placing date is on or after 6th April 2024 and Northern Ireland rules apply is not ticked.

The other dates in particular **Date Matched** and **PPP start date** can only be changed if the Absence Calendar does not have any weeks recorded under the Parental Leave tab and no Ordinary Statutory Paternity Pay (Adoption) has been paid in a prior period.

If you need to change any of these dates and Ordinary Statutory Paternity Pay (Adoption) 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 Ordinary Statutory Paternity Pay (Adoption) 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 **OSPP(A)**
- Under **Ordinary Statutory Paternity Pay (Adoption) entries** highlight the record click on **Edit**. Go to the **Options tab** and un-tick **Auto Payment**.
- Remove all the recorded weeks from the **Parental 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 Parental Leave tab. Once all weeks are removed and the **Absence Entry Bfwd Figures** are all zero click on **OK**.



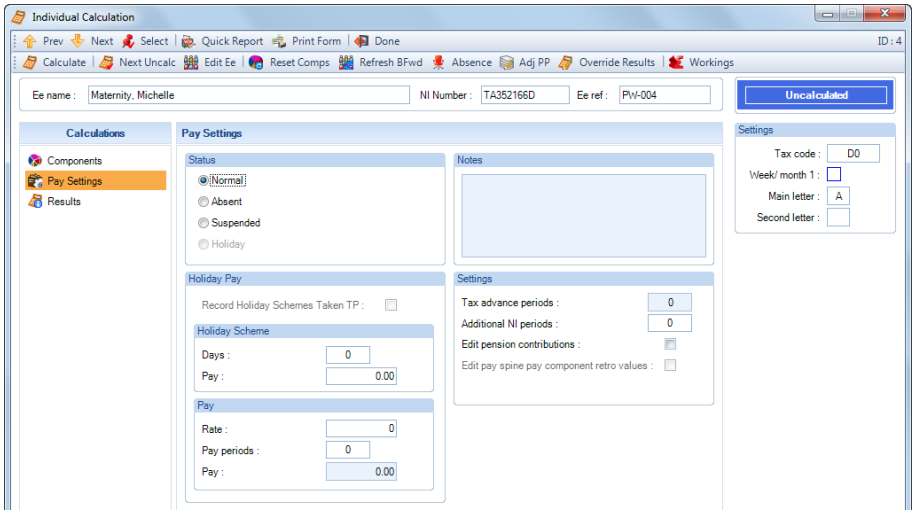

- Now under **Ordinary Statutory Paternity Pay (Adoption) entries** highlight the record and click on **Edit**. You will now be able to change the dates, if you are changing the **Date Matched** check the **Payments** tab with regards to the **Average Weekly Earnings**. Once you have made your changes click on **OK**.

- Under the Parental Leave tab record the same weeks that have previously been paid from the **Employees PPP 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 **Ordinary Statutory Paternity Pay (Adoption) entries** highlight the record click on **Edit**. Go to the **Options tab** and tick which **Payment option** you want to use.

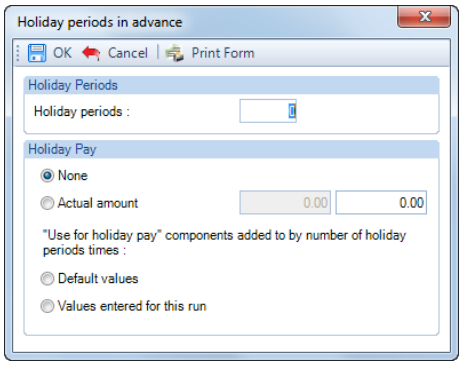
## Advancing Periods

You can pay Ordinary Statutory Paternity Pay (Adoption) past the Payroll Run Date only when advancing Pay Periods.

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




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 OSPP(A) is paid using one of the Auto Payment options, all you need to do now is Calculate the Employee as the program will automatically pay the extra periods of Ordinary Statutory Paternity Pay (Adoption) due.

## Employee Sick whilst on OSPP

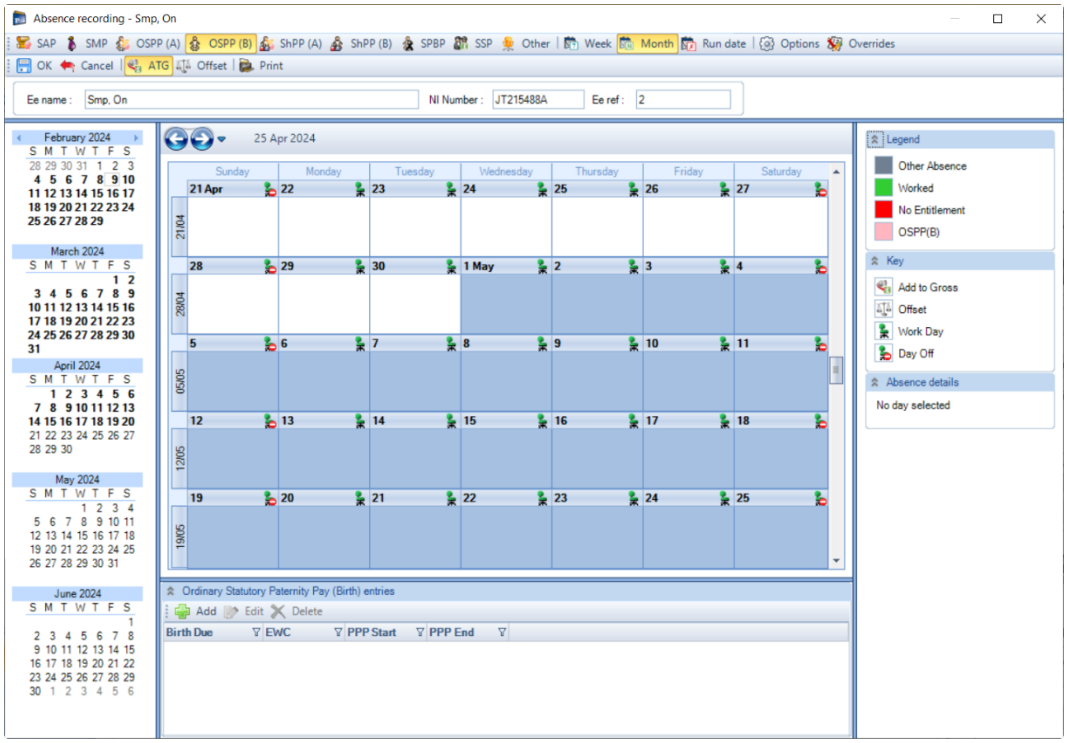
If an Employee is entitled to SSP then you must pay SSP instead of OSPP, please refer to the HMRC website.

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

## Ordinary Statutory Paternity Pay (Birth)

Absence To enter an Ordinary Statutory Paternity Pay (Birth) 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.

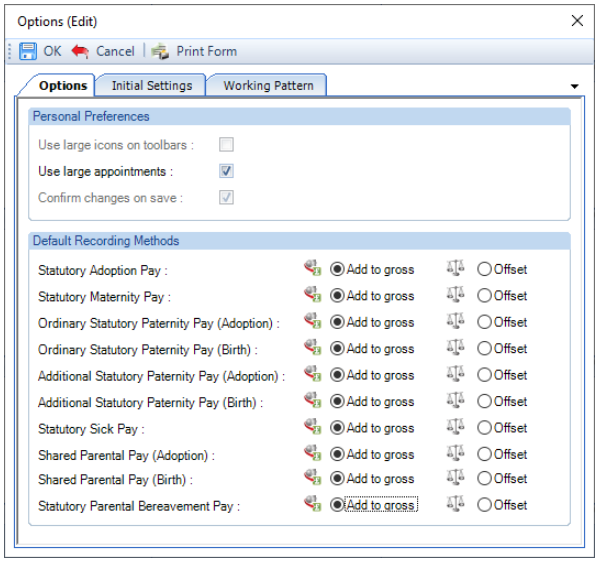
In the **Absence Recording** screen click on the OSPP (B) button. The screen will then change to show Ordinary Statutory Paternity Pay (Birth) Entries below the Calendar.




## Recording Method

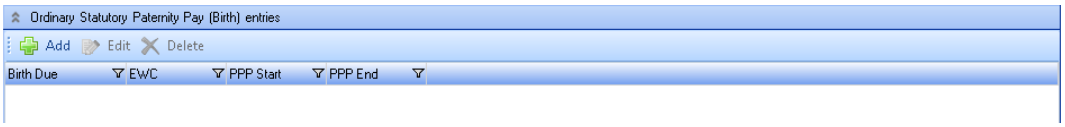
Before creating the Entries record you need to make sure you have the correct **Recording Method** selected, especially if you choose one of the **Auto Payment** options.

Click on the **Options** button and check the **Default Recording Method** for **Ordinary Statutory Paternity Pay (Birth)**, if necessary, change the setting and select **OK**.



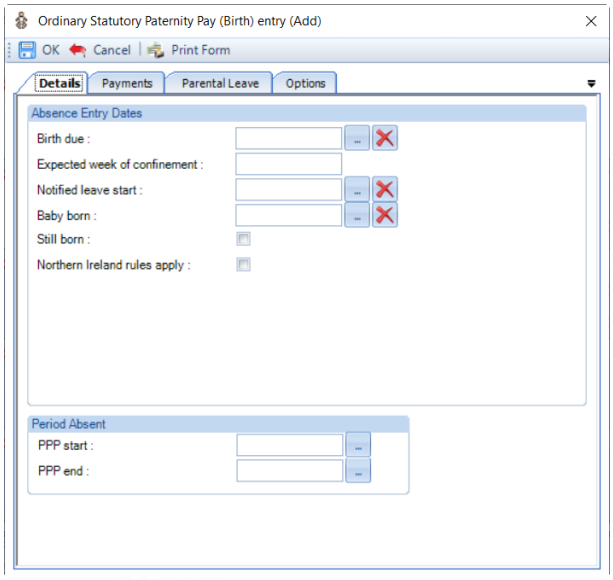

## New Entries Record

With **OSPP(B)** selected on the toolbar now click on the **Add** button under **Ordinary Statutory Paternity Pay (Birth) Entries**.




You will then be presented with the following.

### Details tab




- **Birth Due** - as you input this date you will be reminded about keeping the certificate.
- **Expected Week of Confinement** – automatically generated from the Birth Due.
- **Notified Leave Start** – intended start date of paternity leave.
- **Baby Born** – enter date.
- **Still Born** - tick this box if necessary, you will need to complete the Baby Born date to determine whether Ordinary Statutory Paternity Pay is due.

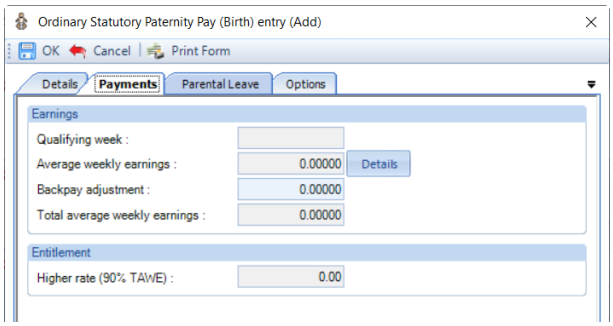
- **Northern Ireland rules apply** – tick this box if these rules apply to the employee, see HMRC website for more details. This impacts OSPP(B) when the Birth due is on or after 7th April 2024.
- **PPP Start** – You can enter the date when the Birth due date is before 7th April 2024, or when Northern Ireland rules apply is selected, the viable date range for the PPP start is above the date selection. When the Birth due date is 7th April 2024 or later, and Northern Ireland rules apply is not selected the PPP Start date is automatically populated and cannot be changed. Once payments have started the PPP start cannot be edited, see the section about changing dates.
- **PPP End** – When the Birth due date is before 7th April 2024, or when Northern Ireland rules apply is selected, the date will be automatically populated with the available entitlement from the PPP Start date, you can change the date by clicking on the elipsis button. When the Birth due date is 7th April 2024 or later, and Northern Ireland rules apply is not selected the PPP End date is automatically populated with 52 weeks after the later of the Baby born or Sunday of EWC, you can change the date by clicking on the elipsis button.

Minimum dates to enter on this screen are **Birth Due**, **Baby Born**, whether **Northern Ireland rules apply**, **PPP Start** and **PPP End** dates.

There is validation between the birth due date to the baby born date, when both are completed, to ensure valid dates are entered.

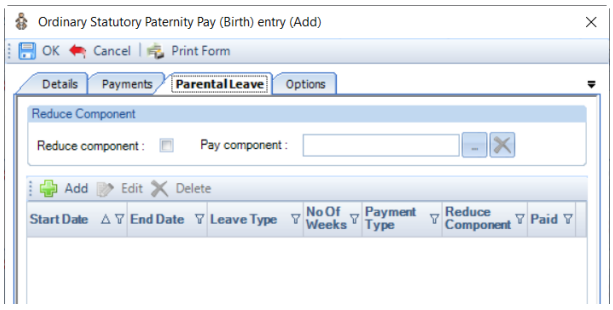
**Note –** If the record is older than 6 months from today's date, you will be given a warning message about this anomaly and can continue by agreeing to the message.

### Payments tab



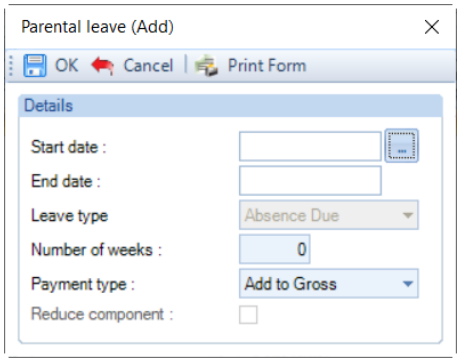

- **Qualifying Week** – this is automatically generated from the Baby Due.
- **Average Weekly Earnings** – this is automatically calculated, you can click on the **Details** button to see which Payroll Runs and Niable pay have been used for the calculation.
- **Backpay Adjustment** – use this box to input any amount by which you wish to change the Average Weekly Earnings. This can be a 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 Ordinary Statutory Paternity Pay (Birth) Weekly rate or 90% of AWE.

### Parental Leave tab

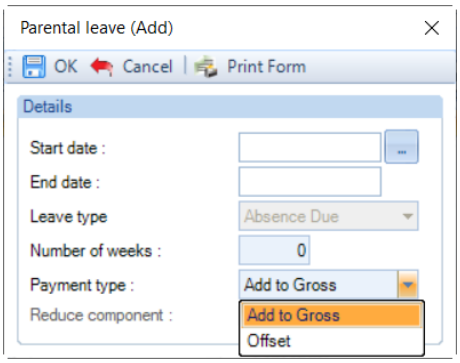


Within this tab you need to enter the OSPP weeks that the employee will be taking.

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




- **Start Date –** enter the first day of this period of absence for OSPP(B)
- **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 2 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 OSPP(B).**

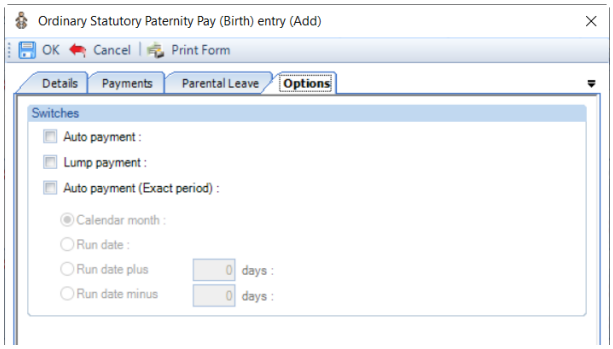
**The program will validate the records when you select OK to ensure no more than 2 weeks are exceeded. And that none of the periods of absence overlap.**

**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 Parental Leave record the program will re-calculate the absence records and adjust appropriately.**

### Options tab




You need to choose one of the Payment options.

- **Auto Payment** – the program automatically highlights the Absence Calendar with whole weeks from the Employees PPP Start Date up to but not spanning the Payroll Run Date for the records entered under the Parental Leave tab and includes the values in the current period.
- **Lump Payment** – the program automatically highlights the Absence Calendar with all the records entered under the Parental Leave tab and includes the values in the current period.
- **Auto Payment (Exact Period)** – the program automatically highlights the Absence Calendar for the records entered under the Parental Leave tab 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.

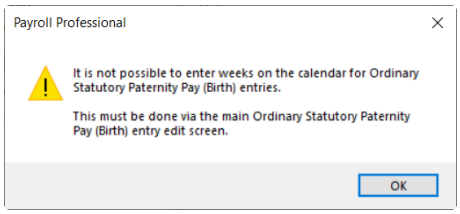
**Note:** Ordinary Statutory Paternity Pay is still a Weekly Rate and must be recorded and calculated in this way. HMRC allows you to pay it in Part Weeks to align it with your Employees normal pay period. At then end of the Ordinary Statutory Paternity Pay Complete Weeks must be paid.

## Validation of Entries Records

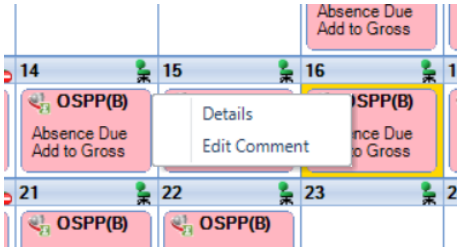
The information entered in the Entries record is validated in two ways, during the information being entered (for example the date ranges) and when the entries record is saved.

## Highlighting Calendar

Unlike the SMP and SAP, you are not able to manually highlight a week in the calendar. If you double click on a week in the calendar you will see the following message:



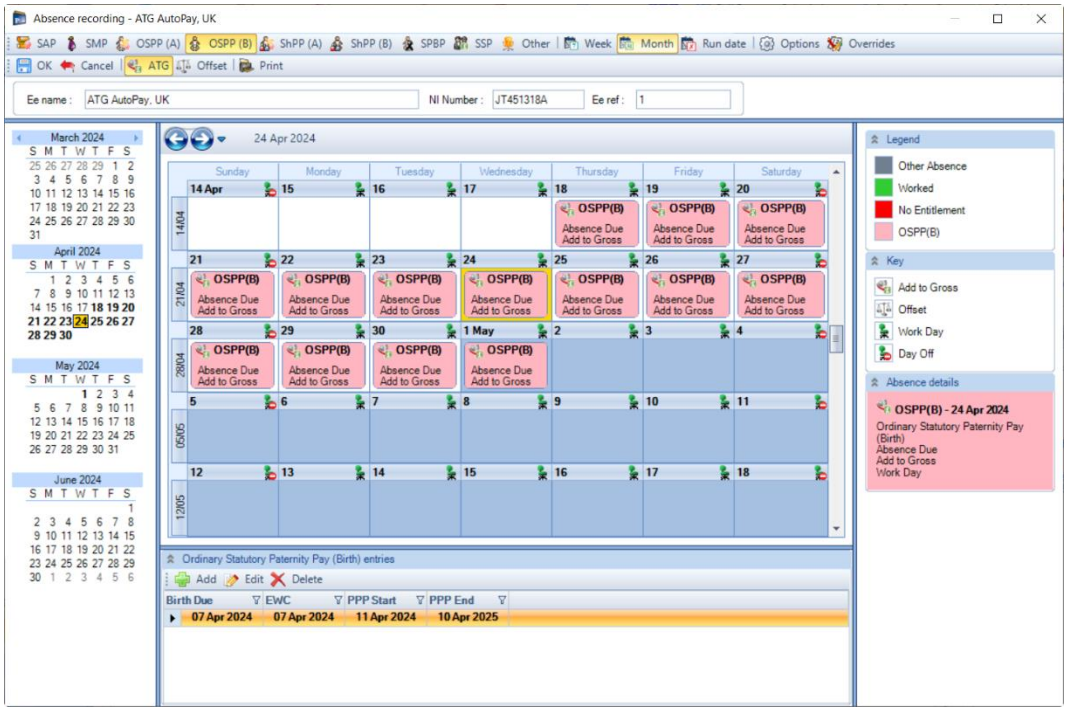

And if you right click on a day in the calendar, you will see that the options to highlight weeks are not available:




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 Parental Leave tab.

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

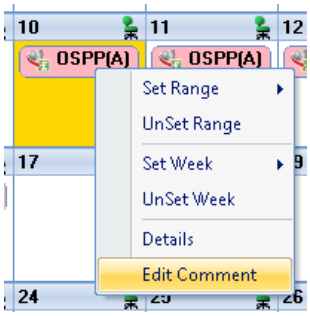
The appropriate **Key** and **Legend** will be displayed in the Absence Calendar.



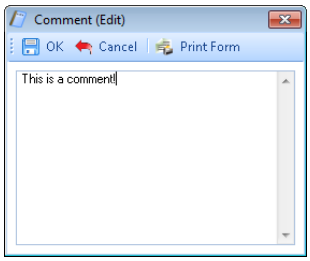

## Comments

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

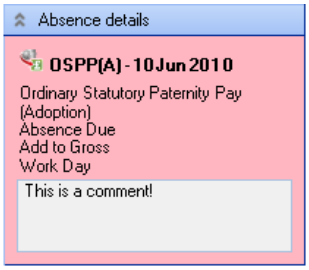
Left click to select the day then right click and select **Edit Comment**.



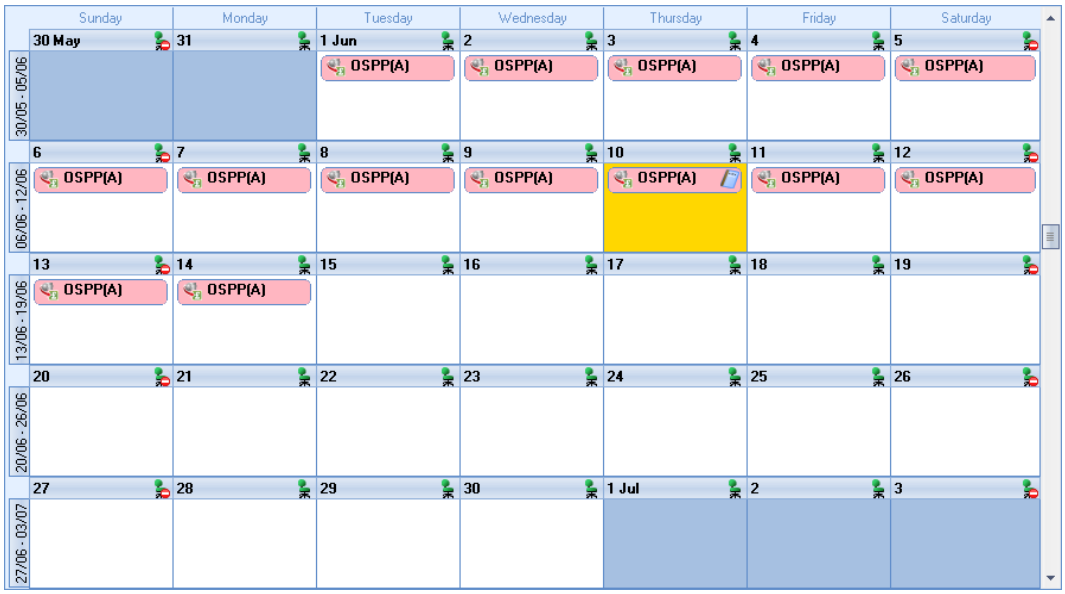

You will then see the following screen to type in your comment and select **OK** to save.




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




And 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 Ordinary Statutory Paternity Pay (Birth) you **must** have all the relevant information before you can begin, as you cannot just enter an amount.

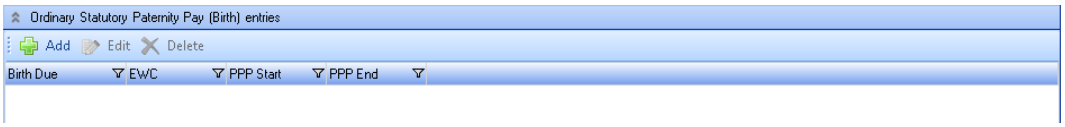
### Information required:

- Birth Due
- Baby Born
- Whether Nothern Ireland rules apply
- PPP Start date
- PPP End date
- Periods of Leave – to enter under the Parental Leave tab
- AWE
- Already Paid To Date
- Already Paid This Year

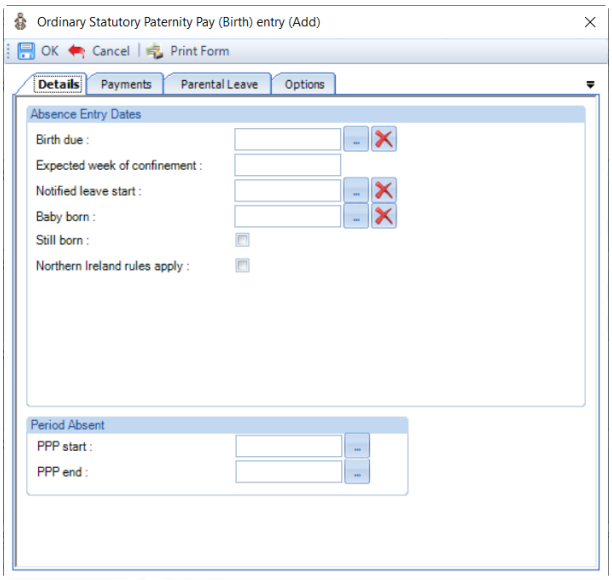
Then it is simply a matter of creating the Entries record, recording the Weeks under the Parental Leave tab that have already been paid for Ordinary Statutory Paternity Pay (Birth) and then Converting. You are then able to record the Weeks under the Entries records Parental Leave tab for the current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

The process is as follows:

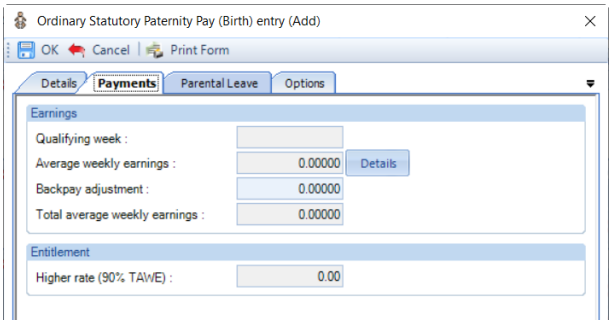
- Now you need to open the **Pay Run** and select the **Run Date** for the first period you want to run the payroll.
- Next, click on the **Calculations** button then double click on the Employee to open their **Individual Calculation** screen to enter historical Absence records.
- When you click on 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 **OSPP(B)**
- Next, create the Entries record by clicking on the **Add** button under **Ordinary Statutory Paternity Pay (Birth) entries**.




- Under the **Details** tab complete the information, minimum is **Birth Due, Baby Born, Northern Ireland rules apply, PPP Start** and **PPP End**.

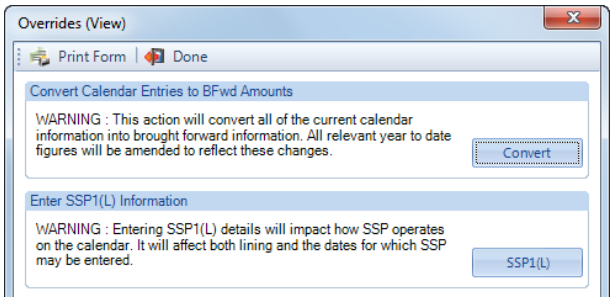



- Under the **Payments** tab check the **Average Weekly Earnings**, this will be picked up from the **Initial AWE**. If it needs adjusting use the **Backpay Adjust** box.



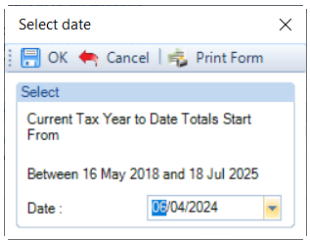

- Tick one of the payment types under the **Options** tab.
- Under the **Parental Leave** tab, enter the weeks of OSPP(B) that have already been paid to the employee.

- Now **OK** the **Ordinary Statutory Paternity Pay (Birth) Entry** screen to save the record.
- Then click on the **Overrides** button on the toolbar and then click on the **Convert** button.

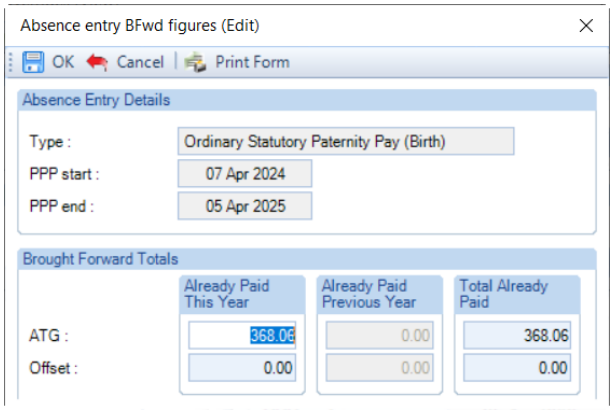



- If you have set a password, under the **Data** tab then **Passwords,** input the password here and click **OK**.
- This next screen asks for the date from which you wish to include in the current tax year to date figures. This will normally be the first day of the absence paid in the current tax year,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




- 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 Parental 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 OSPP(B) record from PPP 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 Parental 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 **Ordinary Statutory Paternity Pay (Birth) entries** highlight the OSPP(B) record and click on the **Edit** button. Click on the **Options** tab and choose the recording method – **Auto Payment, Lump Payment** or **Auto Payment Exact Period**.

### Back Pay

This is intended for entering adjustments relating to payrises 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 Ordinary Statutory Paternity Pay (Adoption) and need to enter a Backpay value, go to the Employees **Individual Calculation** screen. Click on the **Absence Rec** button, select **OSPP(B)** on the toolbar. Under **Ordinary Statutory Paternity Pay (Birth) 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 Ordinary Statutory Paternity Pay due.

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

### Changing Dates

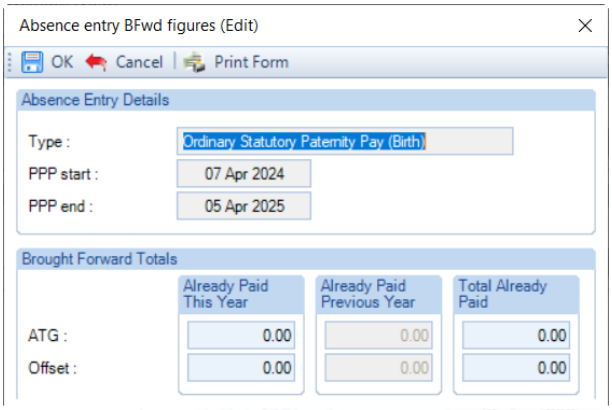
The **PPP End** date can be changed at any time, must be complete weeks, unless the Birth Due date is on or after 7th April 2024 and Northern Ireland rules apply is not ticked.

The other dates in particular **Birth Due, Baby Born** and/or **PPP start date** can only be changed if the Absence Calendar does not have any weeks recorded under the Parental Leave tab and no Ordinary Statutory Paternity Pay (Birth) has been paid in a prior period.

If you need to change any of these dates and Ordinary Statutory Paternity Pay (Birth) 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 Ordinary Statutory Paternity Pay (Birth) 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 **OSPP(B)**
- Under **Ordinary Statutory Paternity Pay (Birth) entries** highlight the record click on **Edit**. Go to the **Options tab** and un-tick **Auto Payment**.
- Remove all the recorded weeks from the **Parental 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 Parental Leave tab. Once all weeks are removed and the **Absence Entry Bfwd Figures** are all zero click on **OK**.

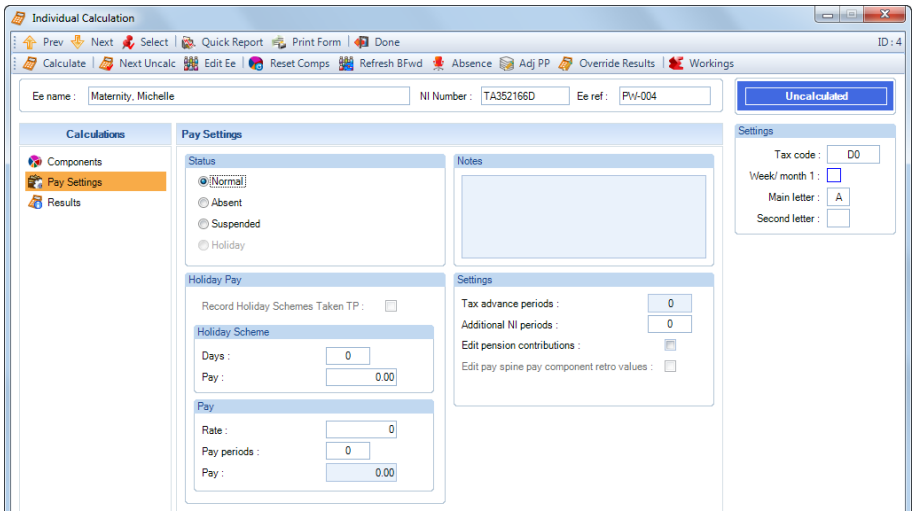



- Now under **Ordinary Statutory Paternity Pay (Birth) entries** highlight the record and click on **Edit**. You will now be able to change the dates, if you are changing the **Birth Due** check the **Payments** tab with regards to the **Average Weekly Earnings**. Once you have made your changes click on **OK**.
- Under the Parental Leave tab record the same weeks that have previously been paid from the **Employees PPP 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 **Ordinary Statutory Paternity Pay (Birth) entries** highlight the record click on **Edit**. Go to the **Options tab** and tick which **Payment option** you want to use.

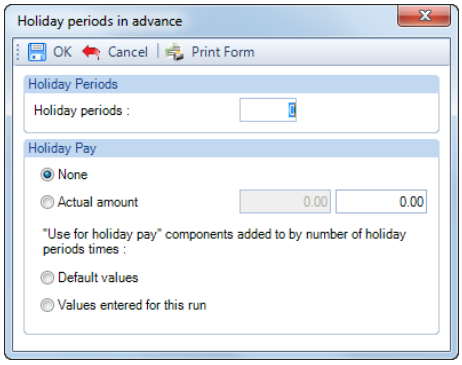
## Advancing Periods

You can pay Ordinary Statutory Paternity Pay (Birth) past the Payroll Run Date only when advancing Pay Periods.

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




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 OSPP(B) is paid using one of the Auto Payment options, all you need to do now is Calculate the Employee as the program will automatically pay the extra periods of Ordinary Statutory Paternity Pay (Birth) due.

## Employee Sick whilst on OSPP

If an Employee is entitled to SSP then you must pay SSP instead of OSPP, please refer to the HMRC website.

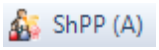
You will need to edit the employees OSPP Entries record and delete the record(s) under the Parental Leave tab, then highlight the days for SSP.

## Shared Parental Pay (Adoption)

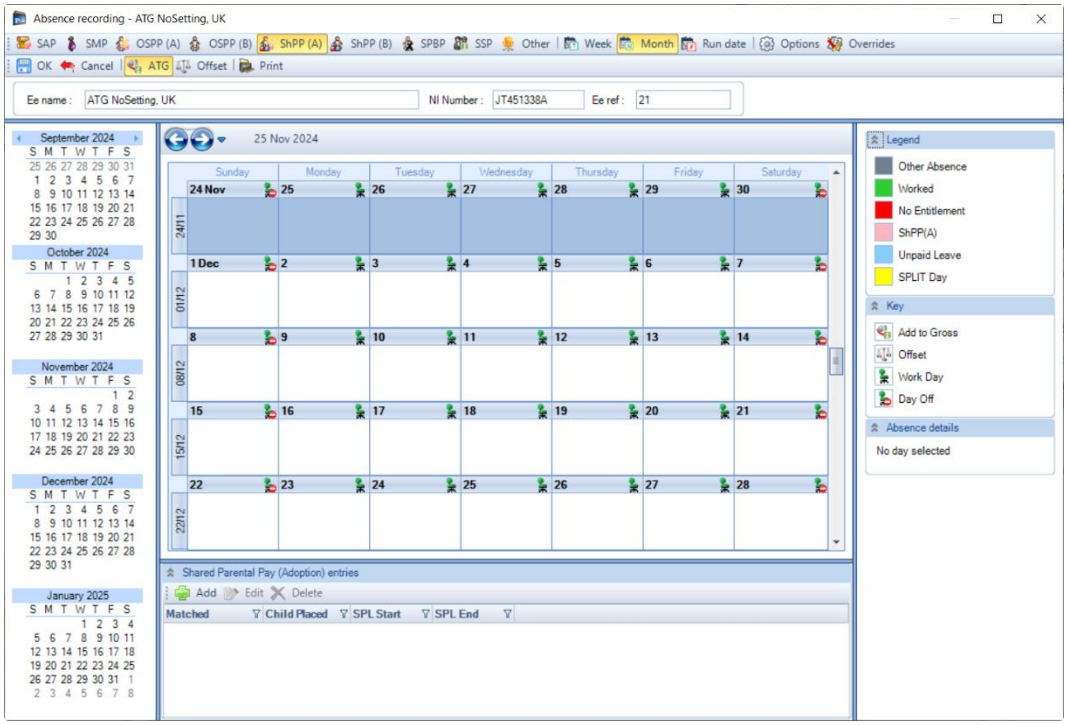
Due to the complexity of ShPP we recommend that you read the HMRC documentation regarding ShPP to understand the rules, link to HMRC website below:

https://www.gov.uk/shared-parental-leave-and-pay-employer-guide

To enter a Shared Parental Pay (Adoption) record, under the **Open Run** tab select **Calculations**. Double click on the Employee to open their **Individual Calculation** screen, click on the **Absence Rec** button.

In the **Absence Recording** screen click on the 

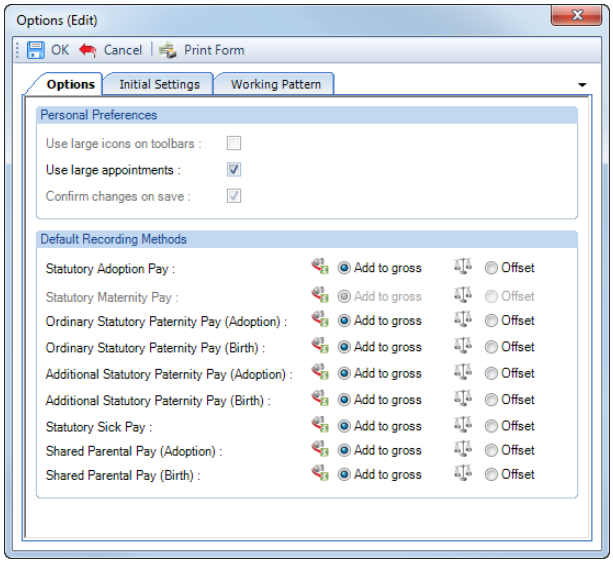

button. The screen will then change to show Shared Parental Pay (Adoption) Entries below the Calendar.




## Recording Method

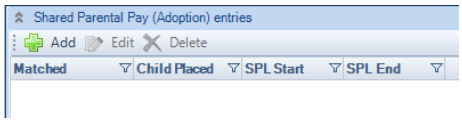
Before creating the Entries record you need to make sure you have the correct **Recording Method** selected so that when you record the weeks to be paid this will automatically be set.

Click on the **Options** button and check the **Default Recording Method** for **Shared Parental Pay (Adoption)**, if necessary, change the setting and select **OK**.



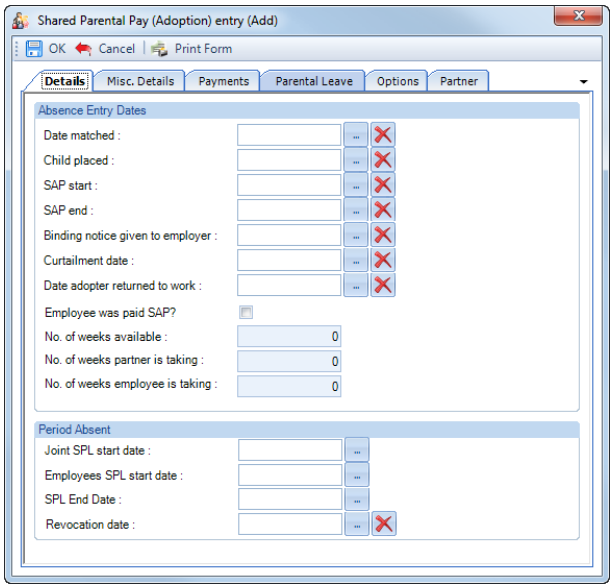

## New Entries Record

With **ShPP (A)** selected on the toolbar now click on the **Add** button under **Shared Parental Pay (Adoption) Entries**.




You will then be presented with the following.

### Details tab




- **Date Matched –** enter date as self certified by the employee. You are also reminded to keep the certificate.
- **Child Placed –** enter date as self certified by the employee.
- **SAP Start –** enter the day the child's adopter's Adoption pay began.
- **SAP End –** enter the day the child's adopter's Adoption pay finished.

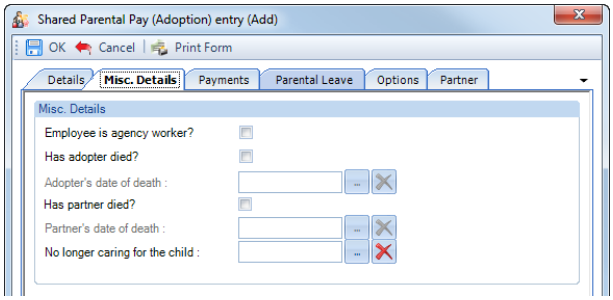
- **Binding Notice Given to Employer –** enter the date that the employer was given the binding notice. A warning message will be displayed if this date is less than eight weeks before the Employees SPL Start Date.
- **Curtailment Date –** enter the date that the adopter curtailed their SAP. If a date is entered it must be the end of a complete week of SAP. The adopter is not able to curtail their SAP within the first two weeks, therefore the date range is restricted to the end of the second week from the SAP start date.
- **Date Adopter Returned to Work –** enter date the adopter returned to work, if a curtailment date has not been provided by the adopter.
- **Employee was paid SAP? –** if this employee was the one in receipt of SAP tick the box.
- **No. of weeks available –** enter the full number of weeks ShPP is available.
- **No. of weeks partner is taking –** enter the number of weeks ShPP the partner is taking.
- **No. of weeks employee is taking –** enter the number of weeks ShPP this employee is taking.
- **Joint SPL Start date –** you must enter the couples joint SPL start date, this date can be on or after the Child Placed Date and can be any day of the week.
- **Employees SPL Start Date** – when inputting this date, the viable date range is above the date selection. The rules on how the Employees SPL Start date range is calculated depend on the other fields being populated. Once payments have started this date cannot be edited, see the section about changing dates.
- **SPL End Date** – the date will be generated automatically as one year from the Child Placed less one day, you can change the date by clicking on the ellipsis button.
- **Revocation Date –** this field will only be available to complete if a Curtailment or Date Adopter Returned to Work and Partners Date of Death have been completed, when the Employee was paid SAP is selected.

  Before entering this date, ensure that the weeks recorded under the Parental Leave tab finish prior to the Revocation Date. Then after entering this date, you will also need to change the SPL End Date to finish at the end of a complete week finishing prior to this date.

Minimum dates to enter on this screen are **Date Matched**, **Child Placed**, **SAP Start**, **SAP End**, **Curtailment Date or Date Adopter Returned to Work**, **No. of weeks available**, **No. of weeks partner is taking**, **No. of weeks employee is taking, Joint SPL Start Date**, **Employees SPL Start Date**, **SPL End Date**.

**Note –** If the record is older than 6 months from today's date, you will be given a warning message about this anomaly and can continue by agreeing to the message.

### Misc Details tab




- **Employee is Agency Worker? –** only tick this box if this employee is an Agency Worker. When selected you are only able the enter ShPP weeks for Absence Due as they are not entitled to Unpaid Leave. This is validated when the Entries record is saved.
- **Has adopter died? –** only tick this box if the adopter has died.
- **Adopter's date of death –** this field will only be available if the box for Has adopter died? has been ticked. Enter the date the adopter died.

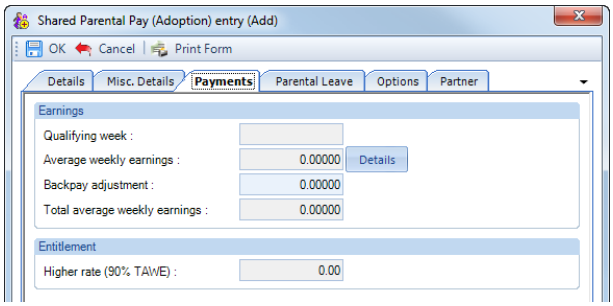
  Only if **Employee was paid SAP?** is selected, then before entering this date, ensure that the weeks

recorded under the Parental Leave tab finish at the end of a complete week spanning the Adopters date of death or before. Then after entering this date, you will also need to change the SPL End Date to finish at the end of the complete week spanning this date or before.

- **Has partner died? –** only tick this box if the partner has died.
- **Partners date of death –** this field will only be available if the box for Has partner died? has been ticked. Enter the date the partner died.

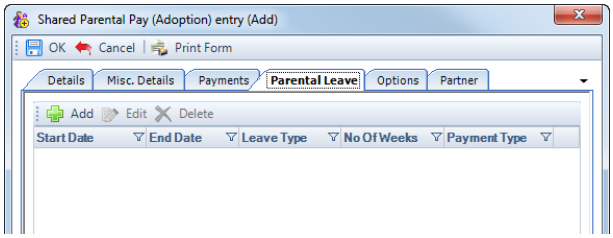
  Only if **Employee was paid SAP?** is **not** selected, then before entering this date, ensure that the weeks recorded under the Parental Leave tab finish at the end of a complete week spanning the Partners date of death or before. Then after entering this date, you will also need to change the SPL End Date to finish at the end of the complete week spanning this date or before.
- **No longer caring for the child –** enter the date the employee stopped caring for the child. Before entering this date, ensure that the weeks recorded under the Parental Leave tab finish prior to the No longer caring for the child date. After entering this date, you will also need to change the SPL End Date to finish prior to this date.

### Payments tab



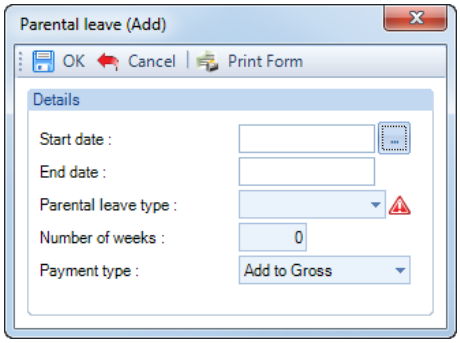

- **Qualifying Week** – this is automatically generated from the Date Matched.
- **Average Weekly Earnings** – this is automatically calculated, you can click on the **Details** button to see which Payroll Runs and Niable pay have been used for the calculation.
- **Backpay Adjustment** – use this box to input any amount by which you wish to change the Average Weekly Earnings. This can be a 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 Shared Parental Pay (Adoption) Weekly rate or 90% of AWE.

### Parental Leave tab

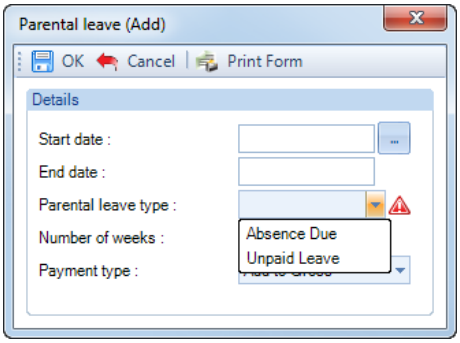



Within this tab you need to enter the SPL and ShPP weeks that the employee will be taking.

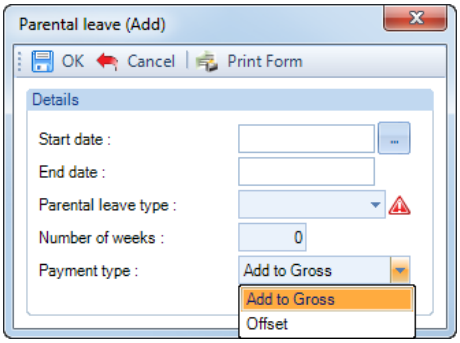
Click on the Add button, the following screen will appear:




- **Start Date –** enter the first day of this period of absence for SPL/ShPP
- **Parental leave type –** click on the drop down to select either Absence Due (ShPP) or Unpaid Leave (SPL)




- **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.
- **Payment type –** click on the drop down to select either Add to Gross or Offset for this period of absence, this only affects Parental leave type called Absence Due




**You need to create records within this tab for each period of absence for SPL and ShPP.**

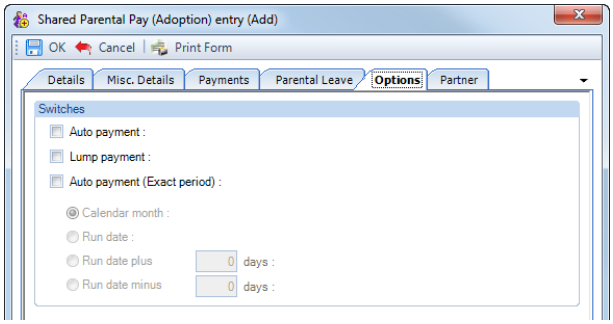
**The program will validate the records when you select OK to ensure no more than the No. of weeks employee is taking for ShPP is exceeded. And that none of the periods of absence overlap.**

**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 Parental 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 SPL Start Date up to but not spanning the Payroll Run Date for the Parental Leave records that have been entered and includes the values in the current period.
- **Lump Payment** – the program automatically highlights the Absence Calendar with all the records entered under the Parental Leave tab and includes the values in the current period.
- **Auto Payment (Exact Period)** – The program automatically highlights the Absence Calendar for the Parental Leave records that have been entered based on the below selections and includes the values in the current period.

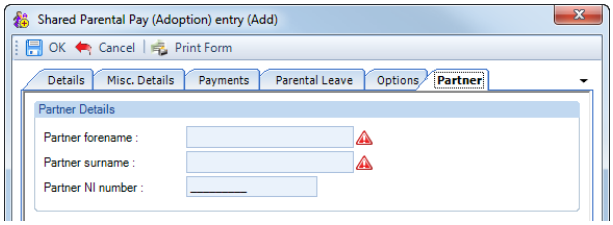
**1. Calendar Month** – pays the number of days in the Calendar Month which is being paid.

**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.

**Note:** Shared Parental Pay is a Weekly Rate but can be paid for less than a week using Auto Payment (Exact Period).

### Partner tab




- **Partner forename** – enter their partners forename, this field must be completed.
- **Partner surname** – enter their partners surname, this field must be completed.
- **Partner NI number** – enter their partners NI number.

## Validation of Entries Records

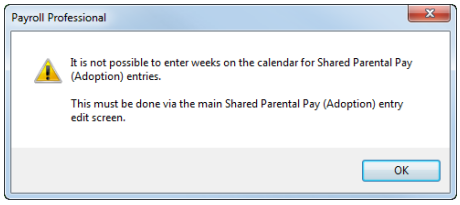
The information entered in the Entries record is validated in two ways, during the information being entered (for example the date ranges) and when the entries record is saved.

Due to the complexity of ShPP we recommend that you read the HMRC documentation regarding ShPP to understand the rules, link to HMRC website below:

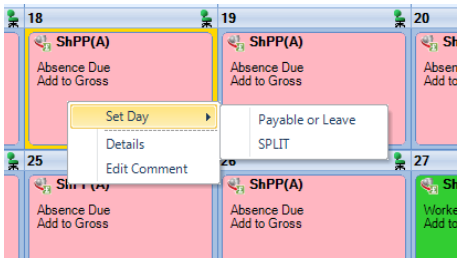
https://www.gov.uk/shared-parental-leave-and-pay-employer-guide

## 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:



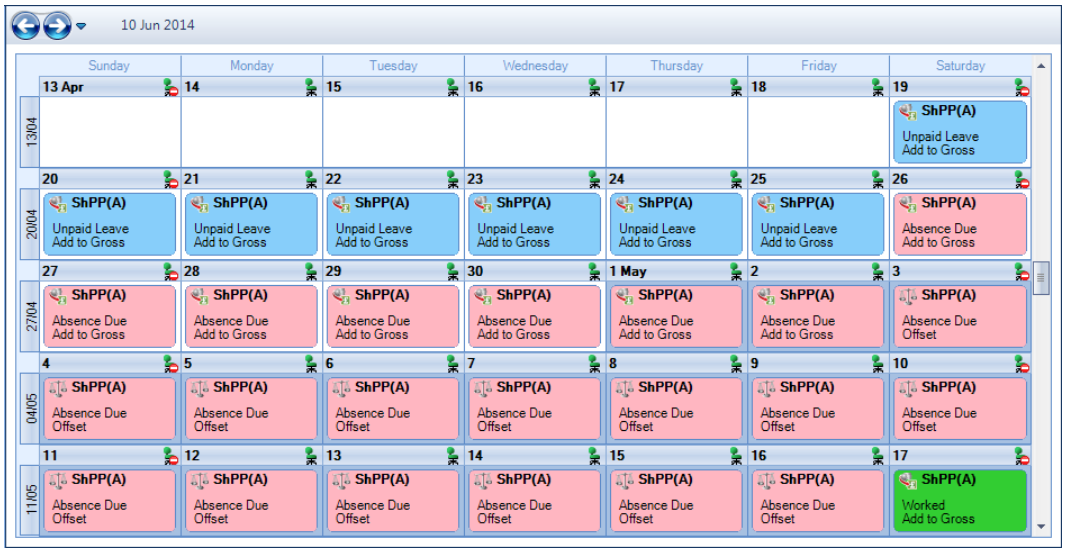

And if you try to use the right click selection on the calendar you will see that the options to highlight weeks are not available:




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 Parental 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.




## Shared Parental Leave In Touch days (SPLIT)

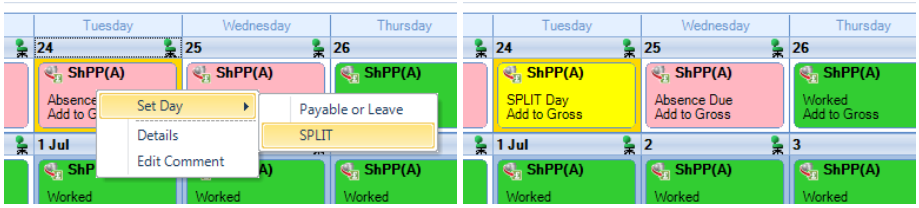
The Employee is able to take advantage of up to **20 S**hared **P**arental **L**eave **I**n **T**ouch **Days** during their Shared Parental Leave period. **SPLIT** Days are for the employee to undertake the odd day's training or work on occasion to keep in touch without losing Shared Parental Leave.

This can be just for 1 hour or a whole day, either will be counted as a whole day for **SPLIT** purposes. These days must be agreed between the Employee and Employer.

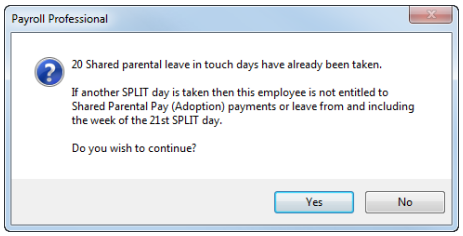
SPLIT Days will not affect the payment or amount of Shared Parental Pay, unless more than 20 days are taken.

Shared Parental Leave and Pay are to be recorded in weeks as normal.

To highlight a **SPLIT** day, go into the Employees **Individual Calculation** screen and select the **Absence Rec** button. On the toolbar select the **ShPP(A)** button and on the calendar left click on the day then right click to choose **Set Day** then **SPLIT**. This day will then display in yellow.

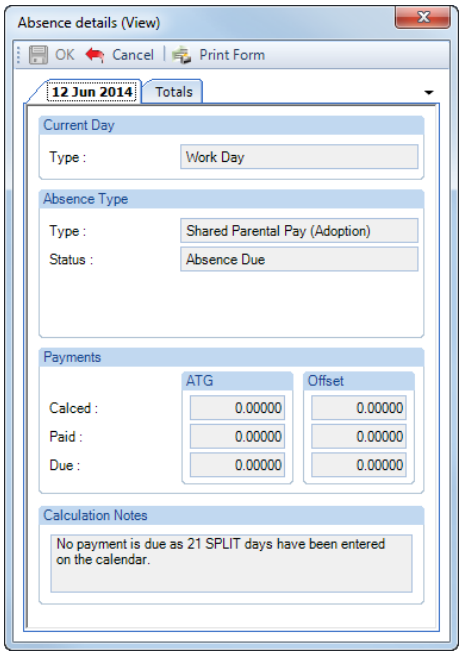



The employee can have up to **20 SPLIT Days**. When you highlight the 21st SPLIT day you will see the following message:




Once the 21st SPLIT day is highlighted the employee loses entitlement to SPL and ShPP(A) for the week the 21st day falls in and all future weeks.

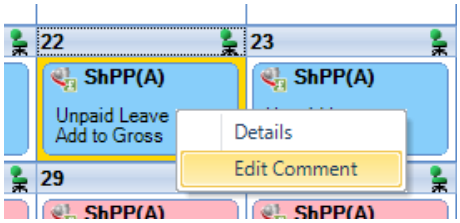
For any weeks where the 21st SPLIT day falls and for any future weeks you will see the reason for non payment as in the following in the Details screen:



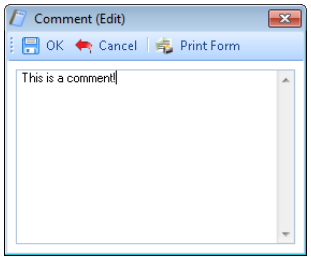

## Comments

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

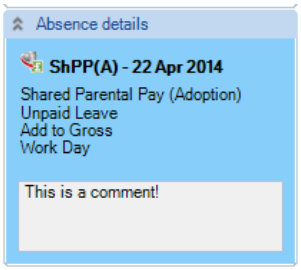
Left click to select the day then right click and select **Edit Comment**.



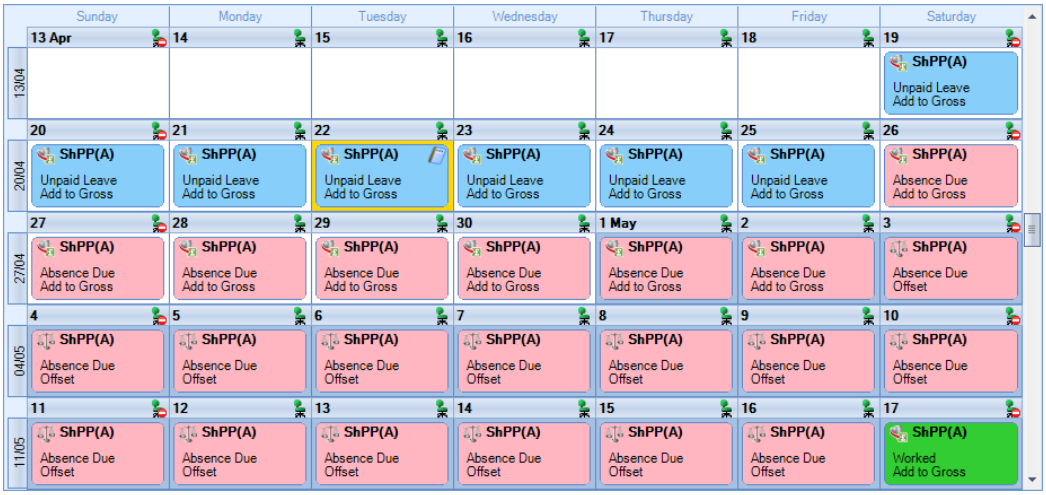

You will then see the following screen to type in your comment and select **OK** to save.




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




And 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 Shared Parental Pay (Adoption) you **must** have all the relevant information before you can begin, as you cannot just enter an amount.

### Information required:

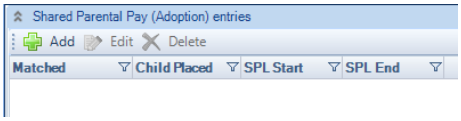
- Date Matched
- Child Placed
- SAP Start
- SAP End
- Curtailment Date or Date Adopter Returned to Work
- Employee was in receipt of SAP
- No. of weeks available
- No. of weeks partner is taking

- No. of weeks employee is taking
- Joint SPL Start Date
- Employees SPL Start Date
- SPL End Date
- Periods of Leave – to enter under the Parental Leave tab
- AWE
- Already Paid To Date
- Already Paid This Year
- Partners Forename
- Partners Surname

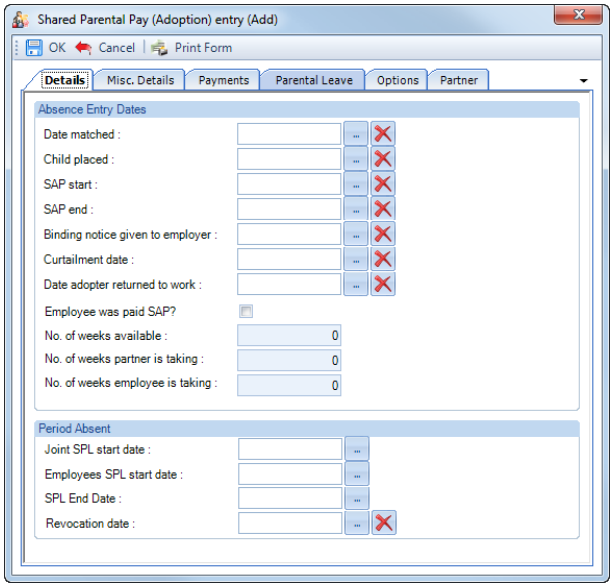
Then it is simply a matter of creating the Entries record, recording the Weeks under the Parental Leave tab that have already been paid for Shared Parental Pay (Adoption) and then Converting. You are then in a position to record the Weeks under the Entries records Parental Leave tab for the current and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

The process is as follows:

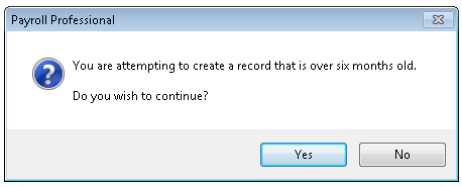
- Now you need to open the **Pay Run** and select the **Run Date** for the first period you want to run the payroll.
- Next, click on the **Calculations** button then double click on the Employee to open their **Individual Calculation** screen to enter historical Absence records.
- When you click on 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 **ShPP (A)**
- Next, create the Entries record by clicking on the **Add** button under **Shared Parental Pay (Adoption) entries**.



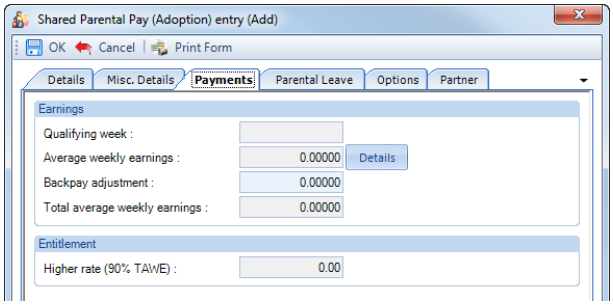

- Under the **Details** tab complete the information, minimum is **Date Matched, Child Placed**, **SAP Start**, **SAP End**, **Curtailment Date or Date Adopter Returned to Work**, **No. of weeks available**, **No. of weeks partner is taking**, **No. of weeks employee is taking**, **Joint SPL Start Date**, **Employees SPL Start Date** and **SPL End Date**.



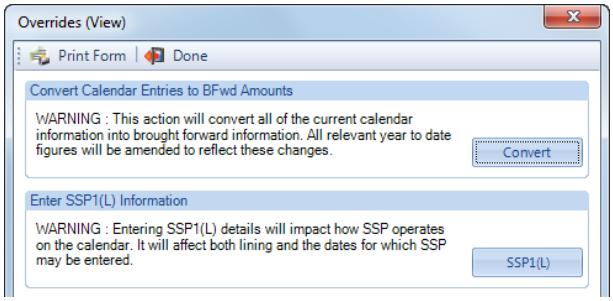

- If the Date Matched date is older than six months from today's date then you will see the following warning message, just click on **Yes** to continue.




- 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.

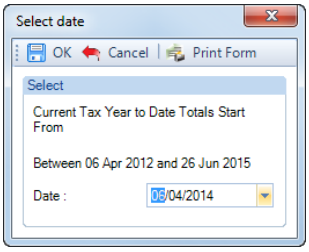



- Tick one of the Auto Pay types under the **Options** tab.
- Under the **Parental Leave** tab, enter the weeks of ShPP that have already been paid to the employee.
- Now **OK** the **Shared Parental Pay (Adoption) Entry** screen to save the record.
- Then click on the **Overrides** button on the toolbar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

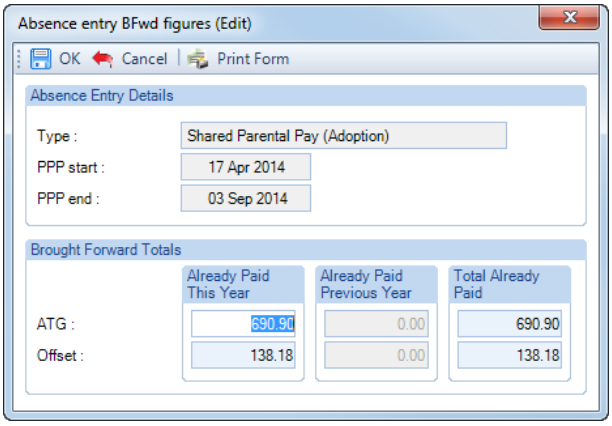


- If you have set a password, under the **Data** tab then **Passwords,** input the password here and click **OK**.
- This next screen asks for the date from which the record will be included in the current tax year to date figures. This will normally be the first day of the absence paid in the current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




- 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 Parental 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 ShPP (Adoption) record from the Employees SPL 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 Parental 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 **Shared Parental Pay (Adoption) entries** highlight the ShPP (Adoption) 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 payrises which affect the average weekly earnings. Please refer to the HMRC website https://www.gov.uk/shared-parental-leave-and-pay-employer-guide 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 Shared Parental Pay (Adoption) and need to enter a Backpay value, go to the Employees **Individual Calculation** screen. Click on the **Absence Rec** button, select **ShPP (A)** on the toolbar. Under **Shared Parental Pay (Adoption) 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 Shared Parental Pay (Adoption) due.

Remember the AWE is used to determine the entitlement; it will pay the lower of the Shared Parental (Adoption) Weekly rate or 90% of AWE.

### Changing Dates

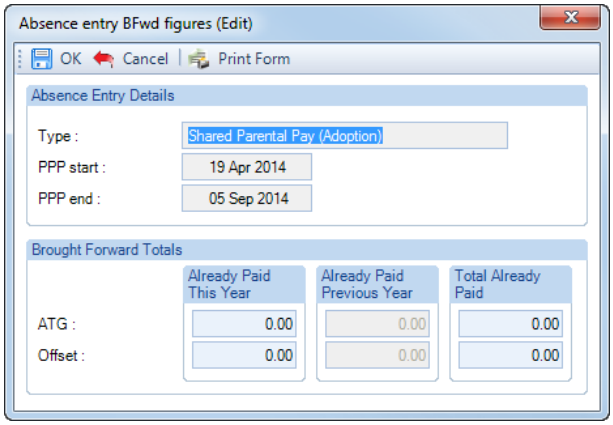
The **SPL End** date can be changed at any time, for this absence type it does not need to be a complete week.

The other dates in particular **Date Matched**, **Child Placed, SAP Start, SAP End, Curtailment or Adopter Returned to Work, Joint SPL Start** and **Employees SPL Start** date can only be changed if the Absence Calendar does not have any weeks recorded under the Parental Leave tab and no Shared Parental Pay (Adoption) has been paid in a prior period.

If you need to change any of these dates and Shared Parental Pay (Adoption) 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 Shared Parental Pay (Adoption) 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 **ShPP (A)**.
- Under **Shared Parental Pay (Adoption) entries** highlight the record click on **Edit**. Go to the **Options tab** and un-tick **Auto Payment**.
- Remove all the recorded weeks from the Parental 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 Parental Leave tab. Once all weeks are removed and the **Absence Entry Bfwd Figures** are all zero click on **OK**.

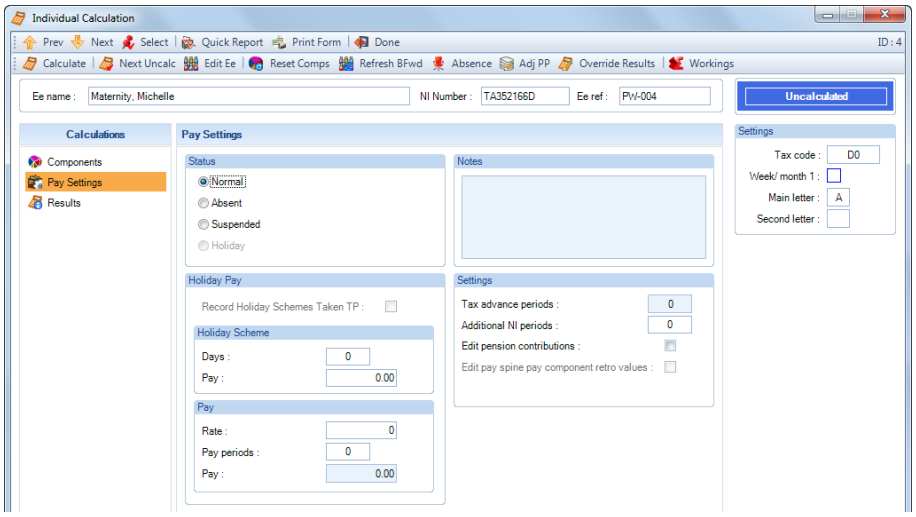



- Now under **Shared Parental Pay (Adoption) entries** highlight the record and click on **Edit**. You will now be able to change the dates, if you are changing the **Date Matched** check the **Payments** tab with regards to the **Average Weekly Earnings**. Once you have made your changes click on **OK**.
- Under the Parental Leave tab record the same weeks that have previously been paid from the **Employees SPL 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 exactly the same as 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 **Shared Parental Pay (Adoption) entries** highlight the record click on **Edit**. Go to the **Options tab** and tick which **Auto Payment** you want to use.

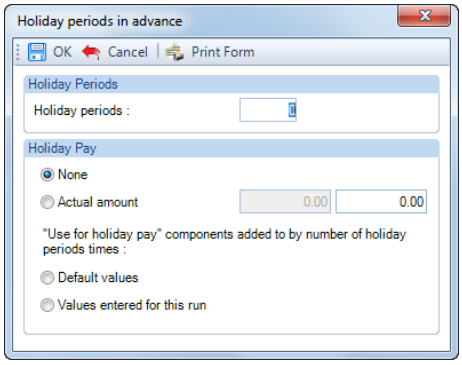
## Advancing Periods

You can pay Shared Parental Pay (Adoption) past the Payroll Run Date only when advancing Pay Periods.

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




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 ShPP is paid using one of the Auto Payment options, all you need to do now is Calculate the Employee as the program will automatically pay the extra periods of Shared Parental Pay (Adoption) due.

### Employee Sick whilst on ShPP

If the employee is sick during ShPP and is entitled to SSP then you must pay SSP instead of ShPP, please refer to the HMRC website https://www.gov.uk/shared-parental-leave-and-pay-employer-guide

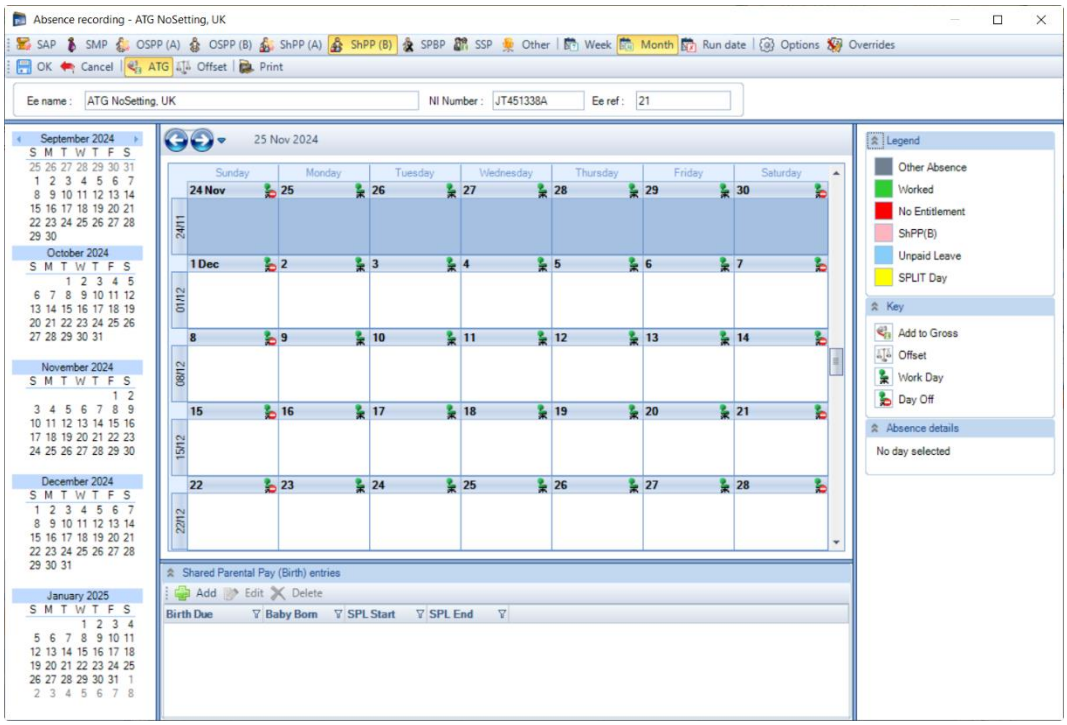
## Shared Parental Pay (Birth)

Due to the complexity of ShPP we recommend that you read the HMRC documentation regarding ShPP to understand the rules, link to HMRC website below:

https://www.gov.uk/shared-parental-leave-and-pay-employer-guide

Absence To enter a Shared Parental Pay (Birth) 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.

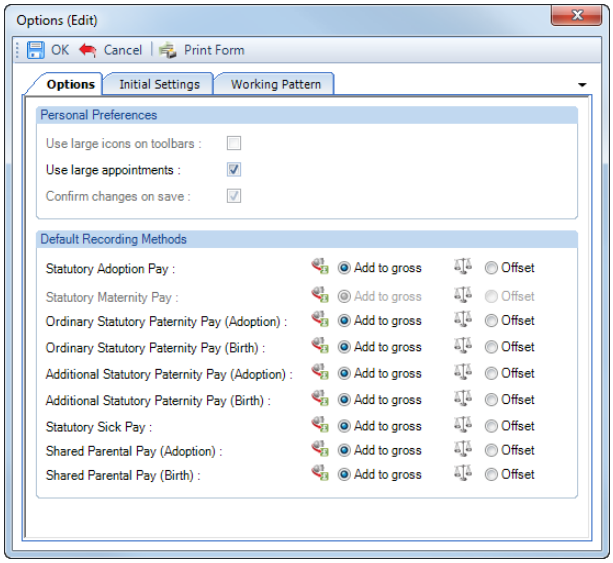
In the **Absence Recording** screen click on the ShPP (B) button. The screen will then change to show Shared Parental Pay (Birth) Entries below the Calendar.




## Recording Method

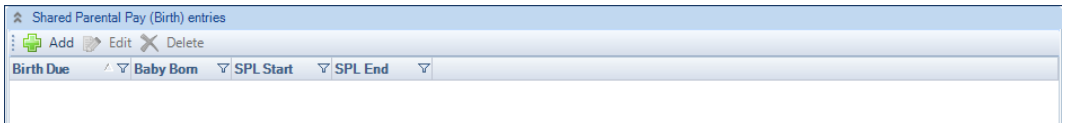
Before creating the Entries record you need to make sure you have the correct **Recording Method** selected, especially if you choose one of the **Auto Payment** options.

Click on the **Options** button and check the **Default Recording Method** for **Shared Parental Pay (Birth)**, if necessary, change the setting and select **OK**.



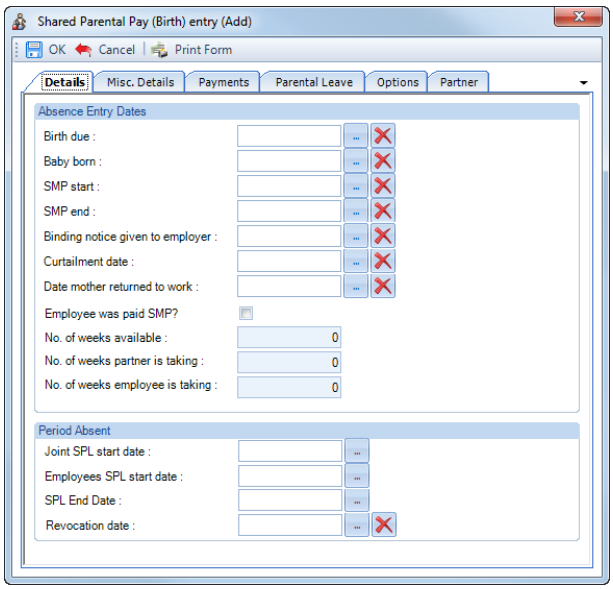

## New Entries Record

With **ShPP (B)** selected on the toolbar now click on the **Add** button under **Shared Parental Pay (Birth) Entries**.




You will then be presented with the following.

### Details tab




- **Birth Due** – enter birth due date as per MATB1, when you input this date you will be reminded to keep the certificate.
- **Baby Born** – enter date the baby was born.
- **SMP Start** – enter date the mother's MPP Started.
- **SMP End** – enter date the mother's MPP Ended.

- **Binding Notice Given to Employer** – enter the date that the employer was given the binding notice. A warning message will be displayed if this date is less than eight weeks before the Employees SPL Start Date.
- **Curtailment Date** – enter the date that the mother curtailed their SMP. If a date is entered it must be the end of a complete week of SMP. The mother is not able to curtail their SMP within the first two weeks, therefore the date range is restricted to the end of the second week from the SMP start date.
- **Date Mother Return to Work** – enter date the mother returned to work, if later than the day after the SMP End.
- **Employee was paid SMP**? - if this employee was the one in receipt of SMP tick the box.
- **No. of weeks available –** enter the full number of weeks ShPP is available.
- **No. of weeks partner is taking –** enter the number of weeks ShPP the partner is taking.
- **No. of weeks employee is taking –** enter the number of weeks ShPP this employee is taking.
- **Joint SPL Start date –** you must enter the couples joint SPL start date, this date can be on or after the Baby Born Date and can be any day of the week.
- **Employees SPL Start Date** – when inputting this date, the viable date range is above the date selection. The rules on how the Employees SPL Start date range is calculated depend on the other fields being populated. Once payments have started this date cannot be edited, see the section about changing dates.
- **SPL End Date** – the date will be generated automatically as one year from the Baby Born date less one day, you can change the date by clicking on the ellipsis button.
- **Revocation Date –** this field will only be available to complete if the Partners Date of Death is completed and then either the Curtailment Date or Mothers Returned to Work Date have been entered. If the Partners Date of Death is not completed, then the Binding Notice and then either the Curtailment Date or Mothers Returned to Work Date have been entered. When the Employee was paid SMP is selected.

  The date range available will depend on the date fields being completed.

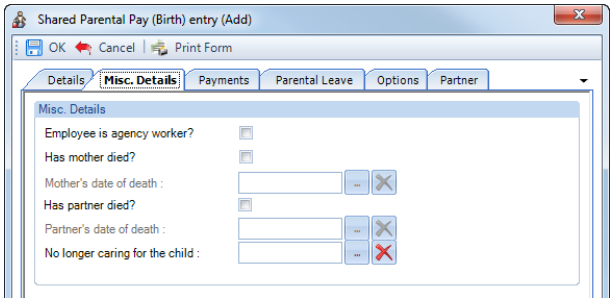
  Before entering this date, ensure that the weeks recorded under the Parental Leave tab finish prior to the Revocation Date. Then after entering this date, you will also need to change the SPL End Date to finish at the end of a complete week finishing prior to this date.

Minimum dates to enter on this screen are **Birth Due**, **Baby Born**, **SMP Start**, **SMP End**, **Curtailment Date** or **Date Mother Returned to Work**, **No. of weeks available**, **No. of weeks partner is taking**, **No. of weeks employee is taking**, **Joint SPL Start Date**, **Employees SPL Start Date** and **SPL End Date**.

There is validation between the birth due date to the baby born date, when both are completed, to ensure valid dates are entered.

**Note –** If the record is older than 6 months from today's date, you will be given a warning message about this anomaly and can continue by agreeing to the message.

### Misc Details tab

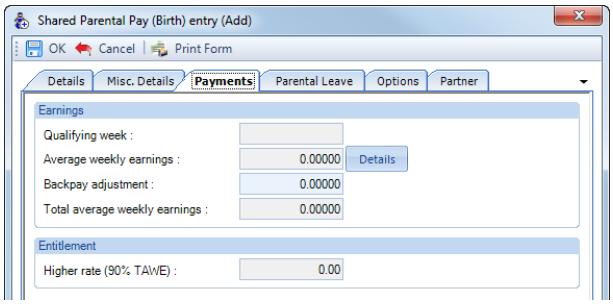


- **Employee is Agency Worker? –** only tick this box if this employee is an Agency Worker. When selected you are only able the enter ShPP weeks for Absence Due as they are not entitled to Unpaid Leave. This is validated when the Entries record is saved.
- **Has mother died? –** only tick this box if the mother has died.
- **Mother's date of death –** this field will only be available if the box for Has mother died? has been ticked. Enter the date the mother died.

  Only if **Employee was paid SMP?** is selected, then before entering this date, ensure that the weeks recorded under the Parental Leave tab finish at the end of a complete week spanning the Mothers date of death or before. Then after entering this date, you will also need to change the SPL End Date to finish at the end of the complete week spanning this date or before.
- **Has partner died? –** only tick this box if the partner has died.
- **Partners date of death –** this field will only be available if the box for Has partner died? has been ticked. Enter the date the partner died.

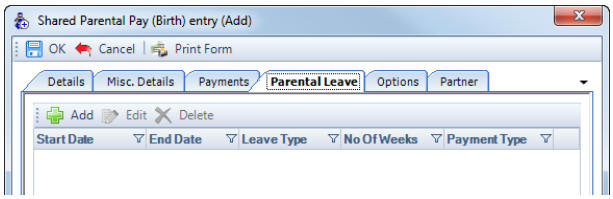
  Only if **Employee was paid SMP?** is **not** selected, then before entering this date, ensure that the weeks recorded under the Parental Leave tab finish at the end of a complete week spanning the Partners date of death or before. Then after entering this date, you will also need to change the SPL End Date to finish at the end of the complete week spanning this date or before.
- **No longer caring for the child –** enter the date the employee stopped caring for the child. Before entering this date, ensure that the weeks recorded under the Parental Leave tab finish prior to the No longer caring for the child date. Then after entering this date, you will also need to change the SPL End Date to finish prior to this date.

### Payments tab



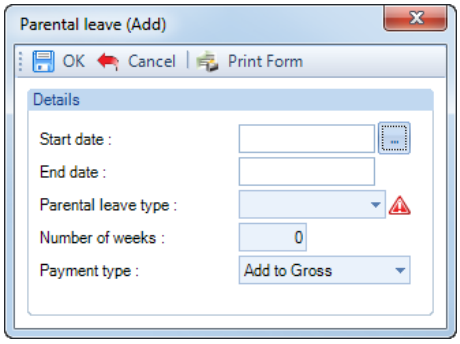

- **Qualifying Week** – this is automatically generated from the Baby Due.
- **Average Weekly Earnings** – this is automatically calculated, you can click on the **Details** button to see which Payroll Runs and Niable pay have been used for the calculation.
- **Backpay Adjustment** – use this box to input any amount by which you wish to change the Average Weekly Earnings. This can be a 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 Shared Parental Pay (Birth) Weekly rate or 90% of AWE.

### Parental Leave tab

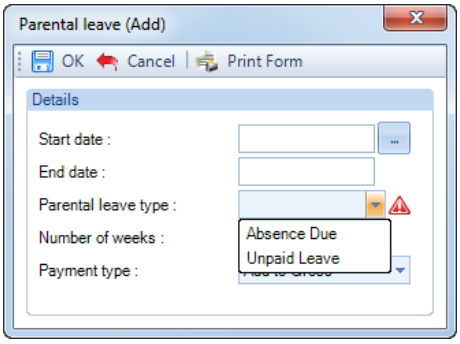


Within this tab you need to enter the SPL and ShPP weeks that the employee will be taking.

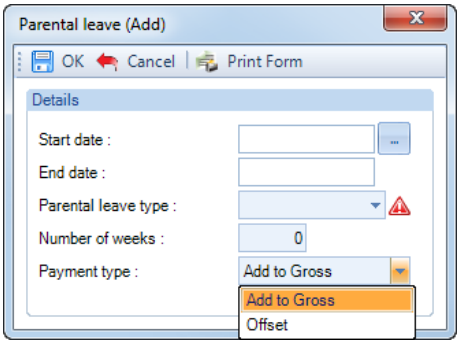
Click on the Add button, the following screen will appear:




- **Start Date –** enter the first day of this period of absence for SPL/ShPP
- **Parental leave type –** click on the drop down to select either Absence Due (ShPP) or Unpaid Leave (SPL)




- **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.
- **Payment type –** click on the drop down to select either Add to Gross or Offset for this period of absence, this only affects Parental leave type called Absence Due




**You need to create records within this tab for each period of absence for SPL and ShPP.**

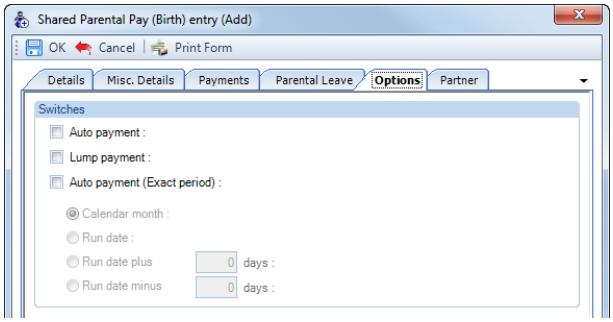
**The program will validate the records when you select OK to ensure no more than the No. of weeks employee is taking for ShPP is exceeded. And that none of the periods of absence overlap.**

**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 Parental 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 SPL Start Date up to but not spanning the Payroll Run Date for the Parental Leave records that have been entered and includes the values in the current period.
- **Lump Payment** – the program automatically highlights the Absence Calendar with all the records entered under the Parental Leave tab and includes the values in the current period.
- **Auto Payment (Exact Period)** – The program automatically highlights the Absence Calendar for the Parental Leave records that have been entered based on the below selections and includes the values in the current period.

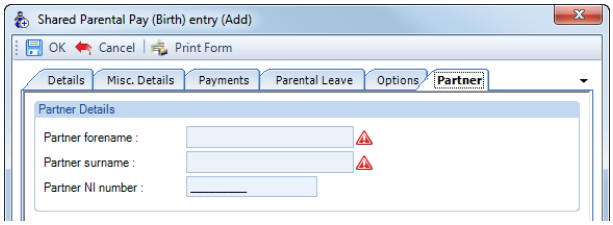
**1. Calendar Month** – pays the number of days in the Calendar Month which is being paid.

**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.

**Note:** Shared Parental Pay is a Weekly Rate but can be paid for less than a week using Auto Payment (Exact Period).

### Partner tab




- **Partner forename** – enter their partners forename, this field must be completed.
- **Partner surname** – enter their partners surname, this field must be completed.
- **Partner NI number** – enter their partners NI number.

## Validation of Entries Records

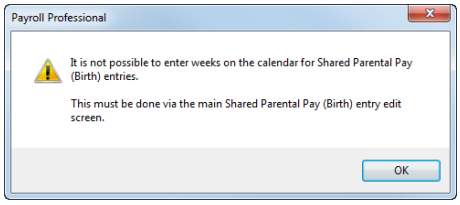
The information entered in the Entries record is validated in two ways, during the information being entered (for example the date ranges) and when the entries record is saved.

Due to the complexity of ShPP we recommend that you read the HMRC documentation regarding ShPP to understand the rules, link to HMRC website below:

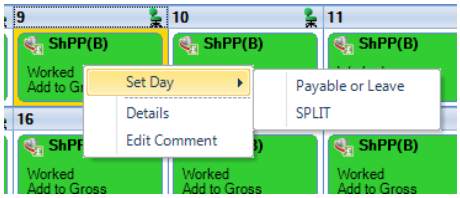
https://www.gov.uk/shared-parental-leave-and-pay-employer-guide

## 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 Parental 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.

## Shared Parental Leave In Touch days (SPLIT)

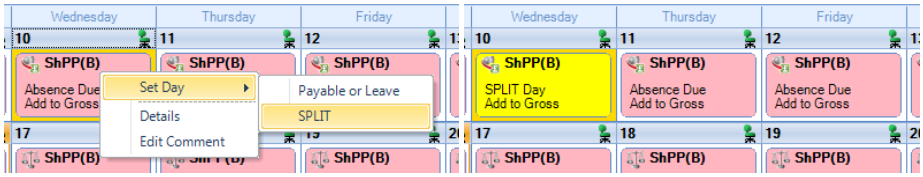
The Employee is able to take advantage of up to **20 S**hared **P**arental **L**eave **I**n **T**ouch **Days** during their Shared Parental Leave period. **SPLIT** Days are for the employee to undertake the odd day's training or work on occasion to keep in touch without losing Shared Parental Leave.

This can be just for 1 hour or a whole day, either will be counted as a whole day for **SPLIT** purposes. These days must be agreed between the Employee and Employer.

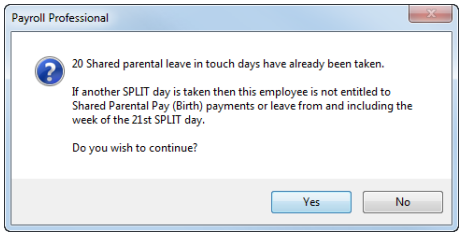
SPLIT Days will not affect the payment or amount of Shared Parental Pay, unless more than 20 days are taken.

Shared Parental Leave and Pay are to be recorded in weeks as normal.

To highlight a **SPLIT** day, go into the Employees **Individual Calculation** screen and select the **Absence Rec** button. On the toolbar select the **ShPP(B)** button and on the calendar left click on the day then right click to choose **Set Day** then **SPLIT**. This day will then display in yellow.

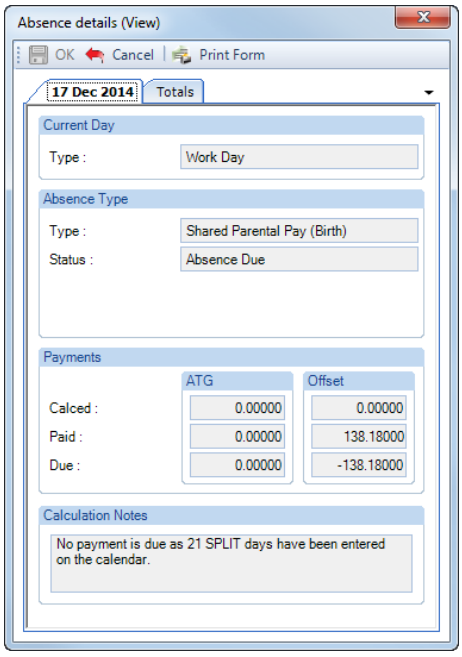


The employee can have up to **20 SPLIT Days**. When you highlight the 21st SPLIT day you will see the following message:




Once the 21st SPLIT day is highlighted the employee loses entitlement to SPL and ShPP(B) for the week the 21st day falls in and all future weeks.

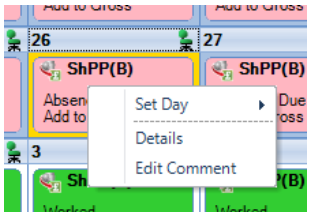
For any weeks where the 21st SPLIT day falls and for any future weeks you will see the reason for non payment as in the following in the Details screen:



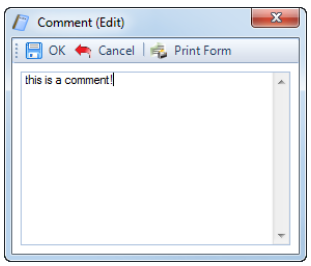

## Comments

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

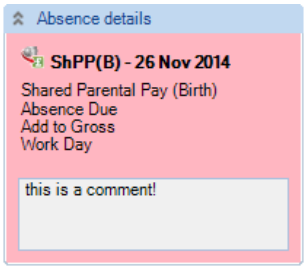
Left click to select the day then right click and select **Edit Comment**.




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 Shared Parental Pay (Birth) you **must** have all the relevant information before you can begin, as you cannot just enter an amount.

### Information required:

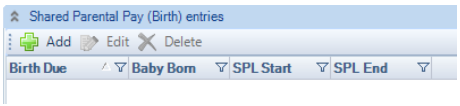
- Birth Due
- Baby Born
- SMP Start
- SMP End
- Curtailment Date or Date Mother Returned to Work
- Employee was paid SMP?
- No. of weeks available
- No. of weeks partner is taking
- No. of weeks employee is taking
- Joint SPL Start Date
- Employees SPL Start Date
- SPL End Date
- Periods of Leave – to enter under the Parental Leave tab
- AWE

- Already Paid To Date
- Already Paid This Year
- Partners Forename
- Partners Surname

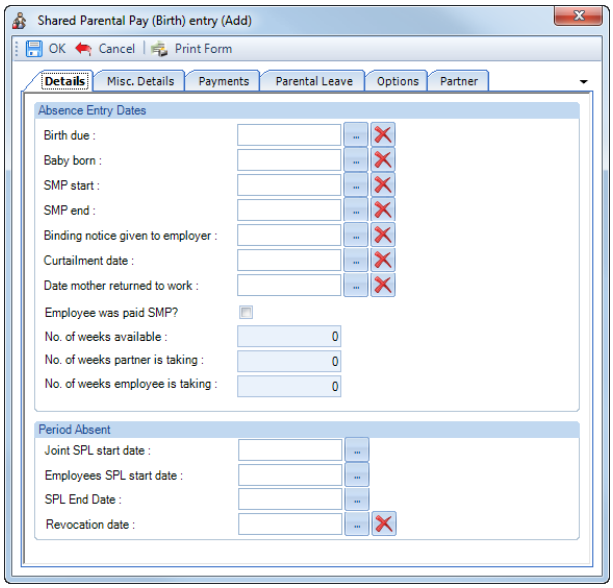
Then it is simply a matter of creating the Entries record, recording the Weeks under the Parental Leave tab that have already been paid for Shared Parental Pay (Birth) and then Converting. You are then in a position to record the Weeks under the Entries records Parental Leave tab for the current and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

The process is as follows:

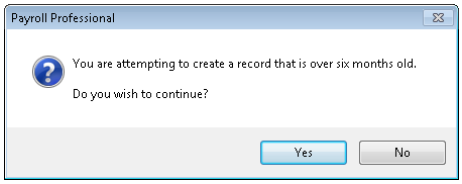
- Now you need to open the **Pay Run** and select the **Run Date** for the first period you want to run the payroll.
- Next, click on the **Calculations** button then double click on the Employee to open their **Individual Calculation** screen to enter historical Absence records.
- When you click on 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 **ShPP (B)**
- Next, create the Entries record by clicking on the **Add** button under **Shared Parental Pay (Birth) entries**.



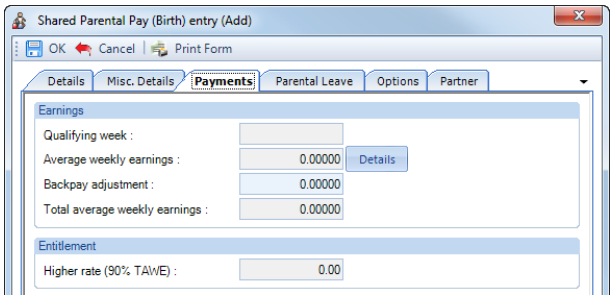

- Under the **Details** tab complete the information, minimum is **Birth Due, Baby Born**, **SMP Start**, **SMP End**, **Curtailment Date or Date Adopter Returned to Work**, **No. of weeks available**, **No. of weeks partner is taking**, **No. of weeks employee is taking**, **Joint SPL Start Date**, **Employees SPL Start Date** and **SPL End Date**.



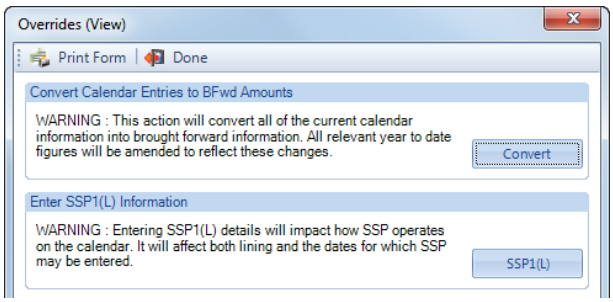

- If the Birth Due date is older than six months from today's date then you will see the following warning message, just click on **Yes** to continue.




- 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.

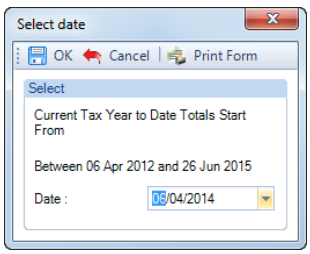



- Tick one of the Auto Pay types under the **Options** tab.
- Under the **Parental Leave** tab, enter the weeks of ShPP that have already been paid to the employee.
- Now **OK** the **Shared Parental Pay (Birth) Entry** screen to save the record.
- Then click on the **Overrides** button on the toolbar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



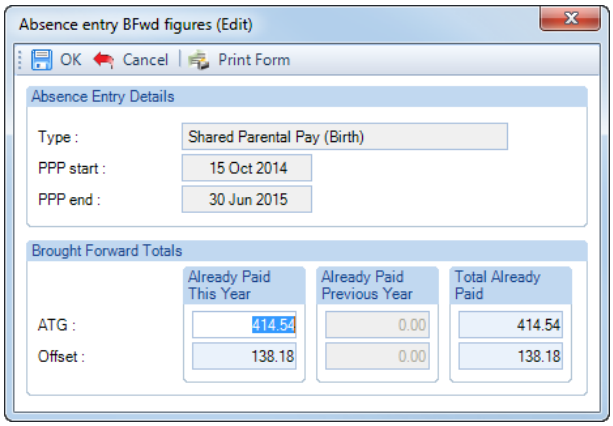

- If you have set a password, under the **Data** tab then **Passwords,** input the password here and click **OK**.
- This next screen asks for the date from which you wish to include in the current tax year to date figures. This will normally be the first day of the absence paid in the current tax year,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




- 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 Parental 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 ShPP (Birth) record from the Employees SPL 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 Parental 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 **Shared Parental Pay (Birth) entries** highlight the ShPP (Birth) 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 payrises which affect the average weekly earnings. Please refer to the HMRC website https://www.gov.uk/shared-parental-leave-and-pay-employer-guide 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 Shared Parental Pay (Birth) and need to enter a Backpay value, go to the Employees **Individual Calculation** screen. Click on the **Absence Rec** button, select **ShPP (B)** on the toolbar. Under **Shared Parental Pay (Birth) 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 Shared Parental Pay (Birth) due.

Remember the AWE is used to determine the entitlement; it will pay the lower of the Shared Parental (Birth) Weekly rate or 90% of AWE.

## Changing Dates

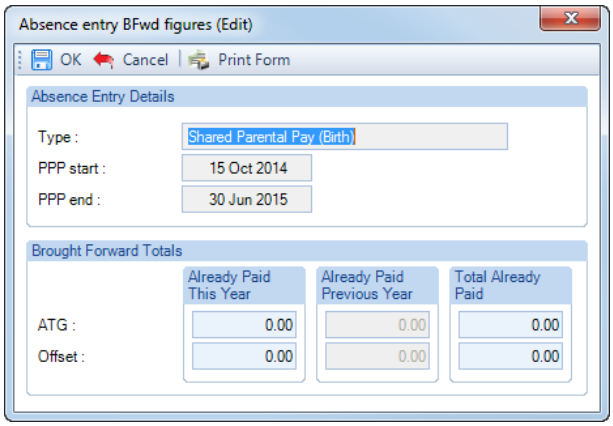
The **SPL End** date can be changed at any time, for this absence type it does not need to be a complete week.

The other dates in particular **Birth Due**, Baby Born, **SMP Start, SMP End, Curtailment or Mother Returned to Work, Joint SPL Start** and **Employees SPL Start** date can only be changed if the Absence Calendar does not have any weeks recorded under the Parental Leave tab and no Shared Parental Pay (Birth) has been paid in a prior period.

If you need to change any of these dates and Shared Parental Pay (Birth) 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 Shared Parental Pay (Birth) 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 **ShPP (B)**.
- Under **Shared Parental Pay (Birth) entries** highlight the record click on **Edit**. Go to the **Options tab** and un-tick **Auto Payment**.
- Remove all the recorded weeks from the **Parental 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 Parental Leave tab. Once all weeks are removed and the **Absence Entry Bfwd Figures** are all zero click on **OK**.



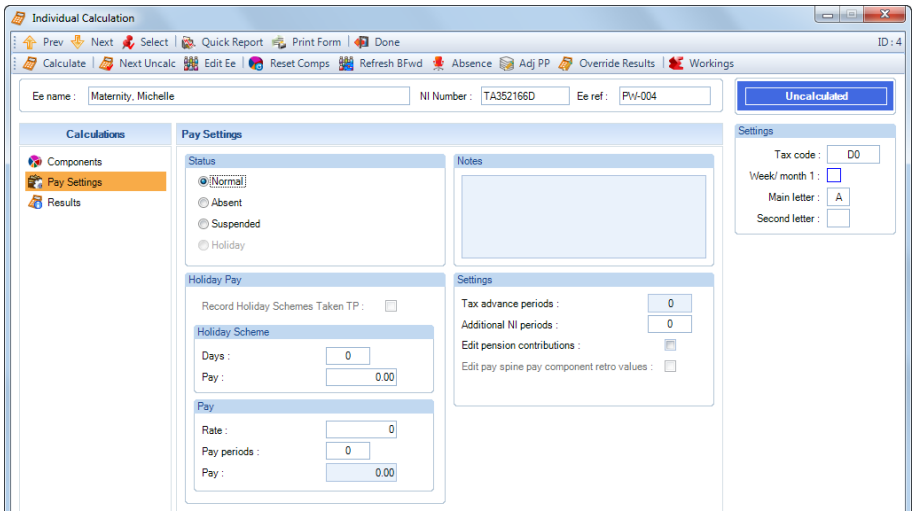

- Now under **Shared Parental Pay (Birth) entries** highlight the record and click on **Edit**. You will now be able to change the dates, if you are changing the **Date Matched** check the **Payments** tab with regards to the **Average Weekly Earnings**. Once you have made your changes click on **OK**.
- Under the Parental Leave tab record the same weeks that have previously been paid from the **Employees SPL 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 exactly the same as 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 **Shared Parental Pay (Birth) entries** highlight the record click on **Edit**. Go to the **Options tab** and tick which **Auto Payment** you want to use.

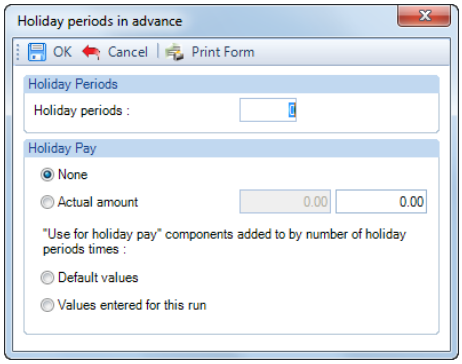
## Advancing Periods

You can pay Shared Parental Pay (Birth) past the Payroll Run Date only when advancing Pay Periods.

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




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.

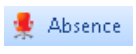



As ShPP is paid using one of the Auto Payment options, all you need to do now is Calculate the Employee as the program will automatically pay the extra periods of Shared Parental Pay (Birth) due.

## Employee Sick whilst on ShPP

If the employee is sick during ShPP and is entitled to SSP then you must pay SSP instead of ShPP, please refer to the HMRC website https://www.gov.uk/shared-parental-leave-and-pay-employer-guide

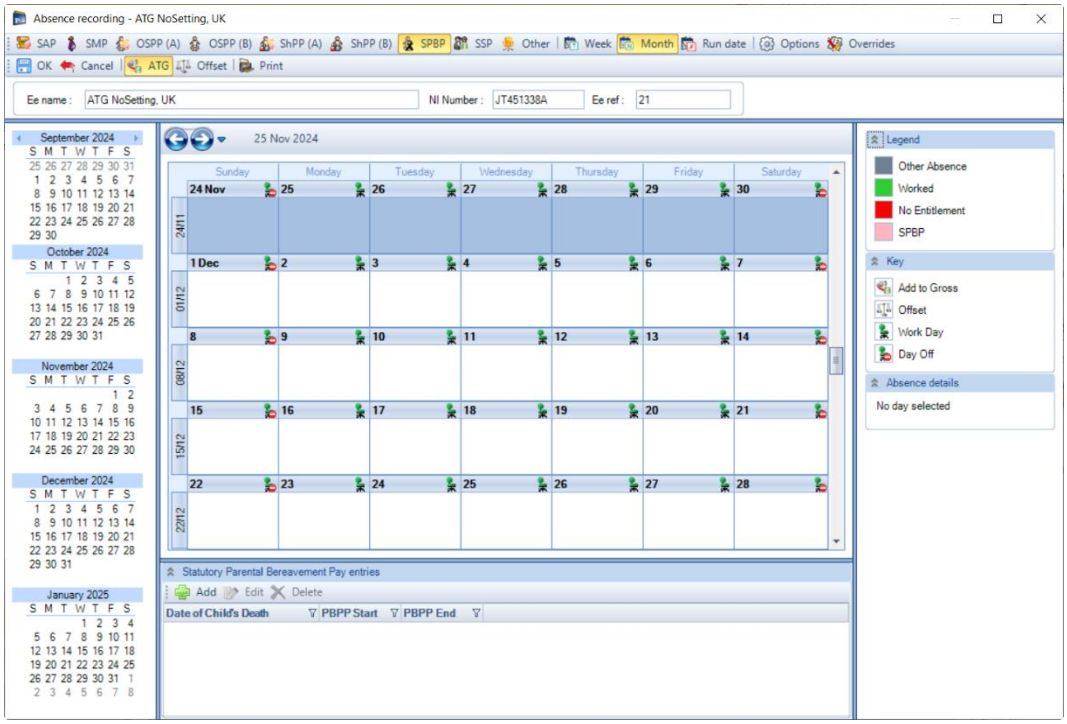
## Statutory Parental Bereavement Pay




To enter a Parental Bereavement 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

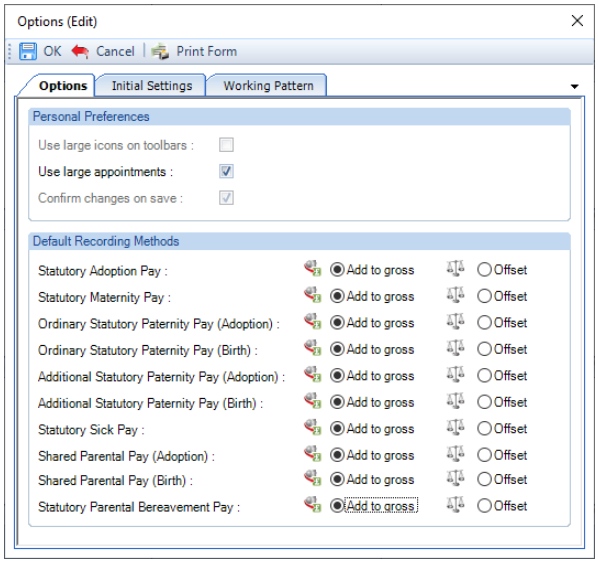

button. The screen will then change to show Statutory Parental Bereavment Pay Entries below the Calendar.




## Recording Method

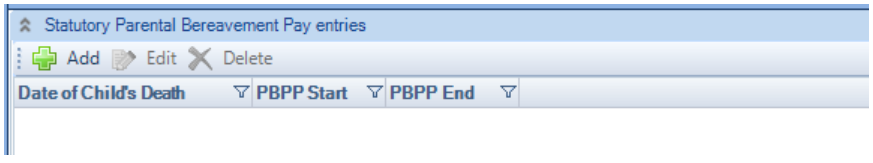
Before creating the Entries record you need to make sure you have the correct **Recording Method** selected, especially if you choose one of the **Auto Payment** options.

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



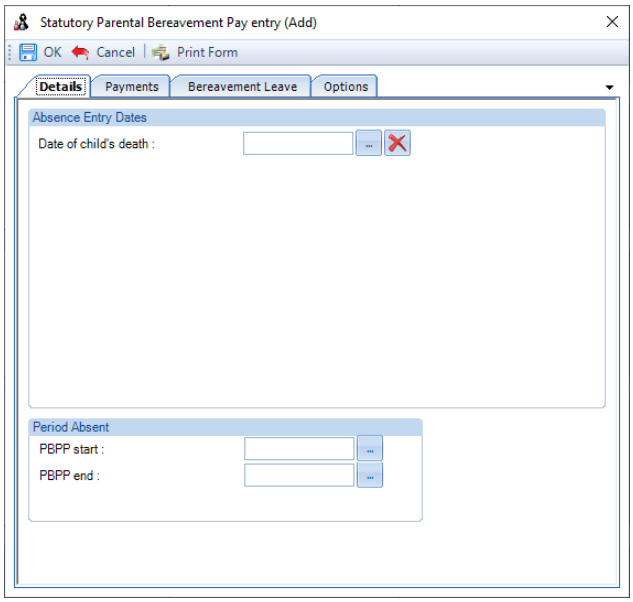

## New Entries Record

With **SPBP** selected on the toolbar now click on the **Add** button under **Statutory Parental Bereavement Pay Entries**.




You will then be presented with the following.

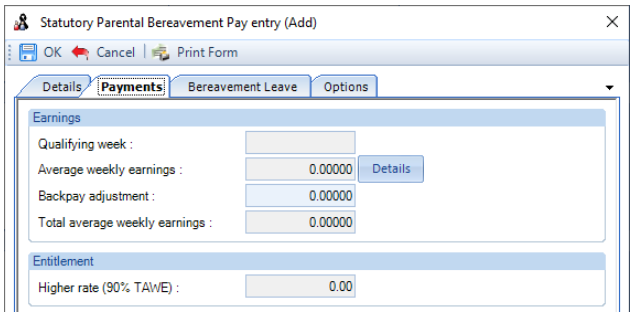
### Details tab




- **Date of child's death** – as you input this date you will be reminded about keeping the certificate. Available from 6th April 2020 and restricted to the maximum of todays date.
- **PBPP start** – this date will be generated automatically as the date of child's death and is not editable. This is the earliest date that Bereavement Leave and Pay can commence.
- **PBPP end** – the date will be generated automatically as the maximum of 56 weeks from the date of child's death, you can change the date by clicking on the ellipsis button.

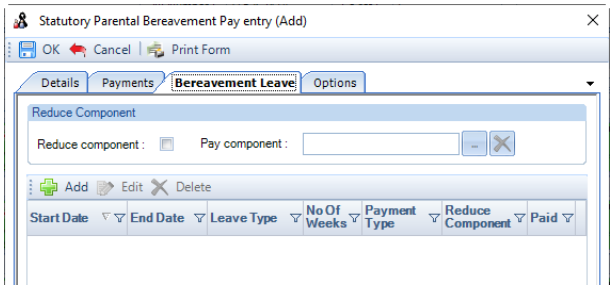
Minimum dates to enter on this screen are **Date of child's death**, **PBPP start** and **PBPP end.**

### Payments tab



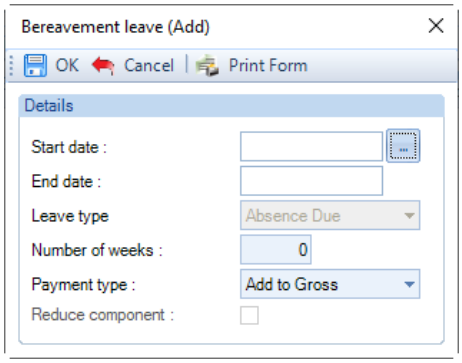

- **Qualifying Week** – this is automatically generated from the Date of child's death.
- **Average Weekly Earnings** – this is automatically calculated, you can click on the **Details** button to see which Payroll Runs and Niable pay have been used for the calculation.
- **Backpay Adjustment** – use this box to input any amount by which you wish to change the Average Weekly Earnings. This can be a 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 Parental Bereavement Pay Weekly rate or 90% of AWE.

### Bereavement Leave tab

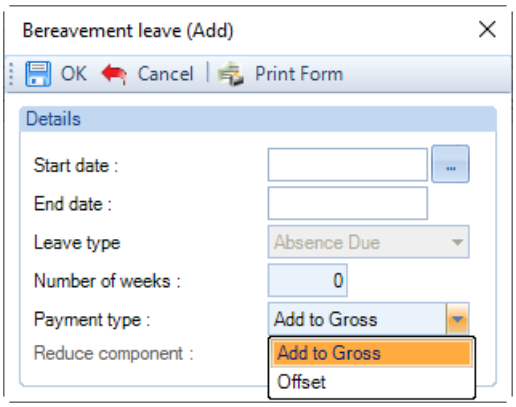



Within this tab you need to enter the SPBP weeks that the employee will be taking.

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




- **Start Date –** enter the first day of this period of absence for SPBP
- **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 2 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 SPBP.**

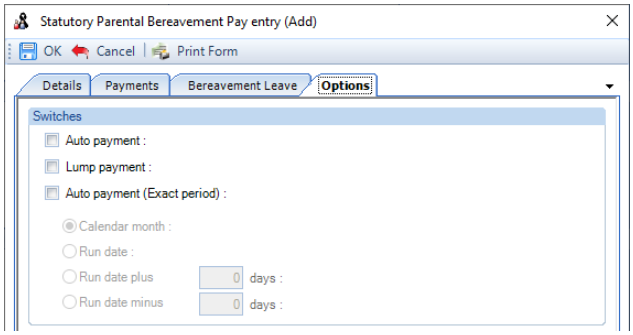
**The program will validate the records when you select OK to ensure no more than 2 weeks are exceeded. And that none of the periods of absence overlap.**

**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 Bereavement 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 PBPP Start Date up to but not spanning the Payroll Run Date for the Bereavement Leave records that have been entered and includes the values in the current period.
- **Lump Payment** – the program automatically highlights the Absence Calendar with all the records entered under the Bereavement Leave tab and includes the values in the current period.
- **Auto Payment (Exact Period)** – The program automatically highlights the Absence Calendar for the Bereavement 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.

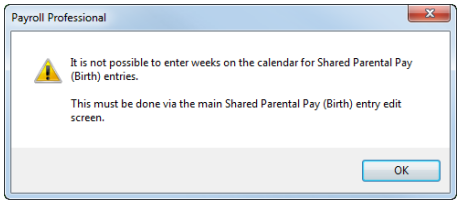
**3. Run Date, plus or minus** – as above, with +/- a specified number of days.

## Validation of Entries Records

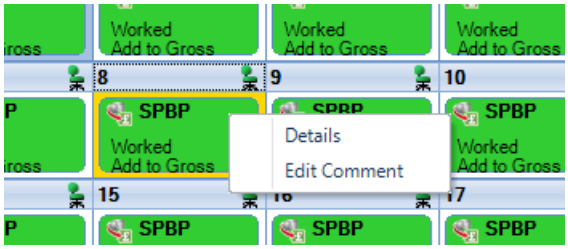
The information entered in the Entries record is validated in two ways, during the information being entered (for example the date ranges) and when the entries record is saved.

### 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:



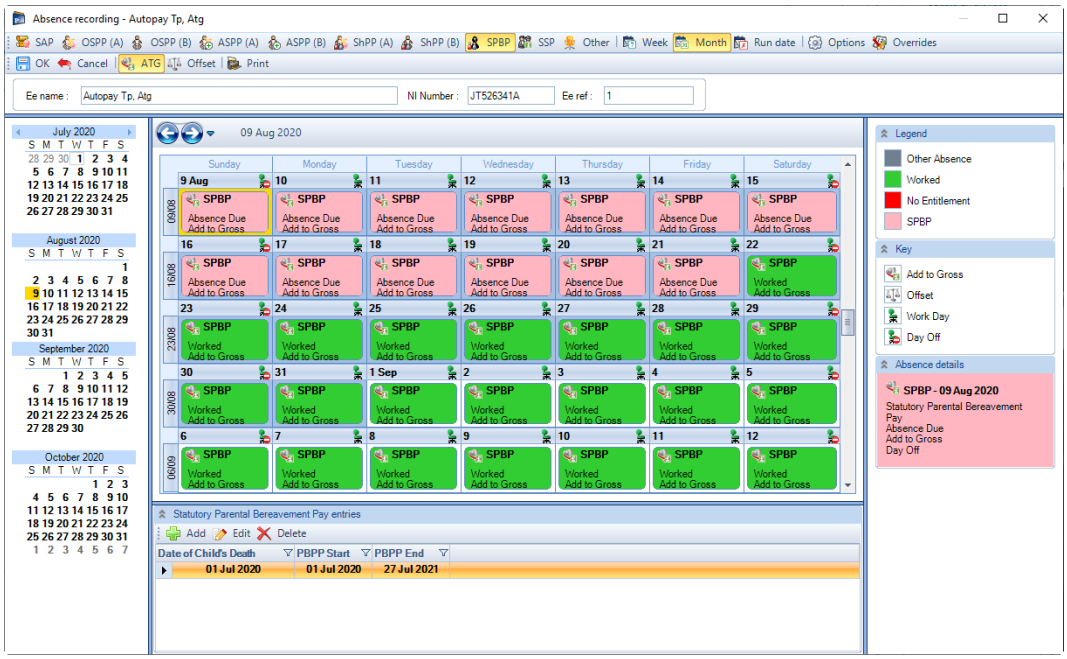

And if you try to use the right click selection on the calendar you will see that the options to highlight weeks are not available:




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 Bereavement Leave tab.

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

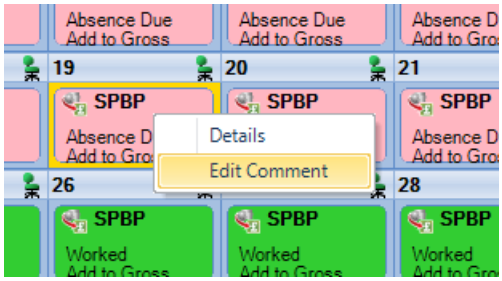
The appropriate **Key** and **Legend** will be displayed in the Absence Calendar.



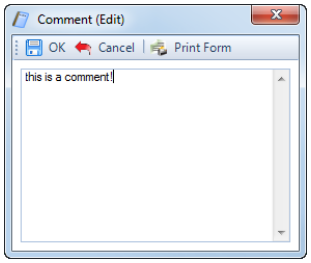

## Comments

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

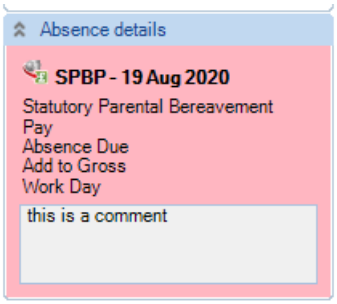
Left click to select the day then right click and select **Edit Comment**.



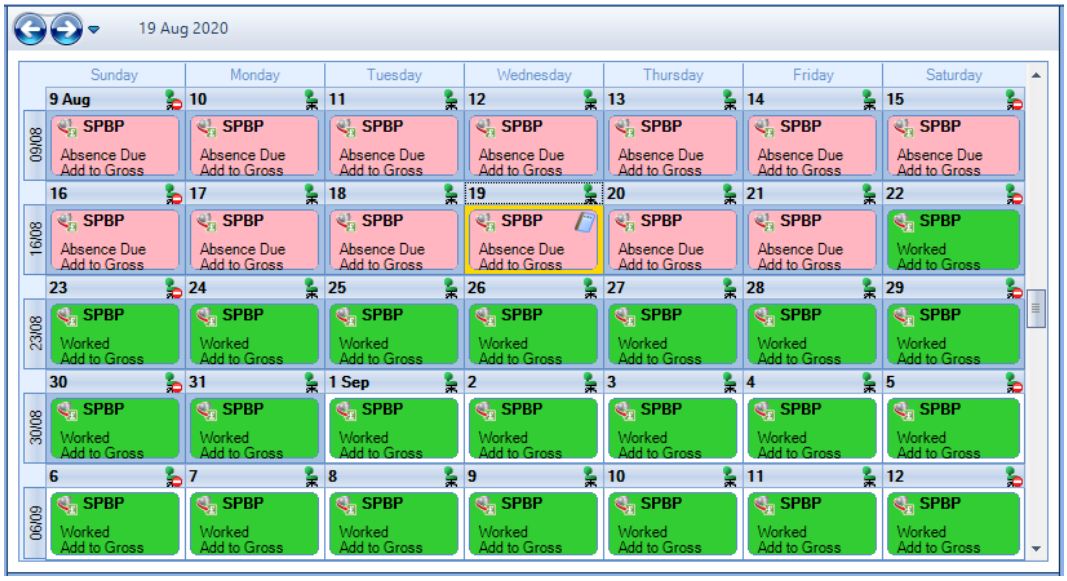

You will then see the following screen to type in your comment and select **OK** to save.




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 Parental Bereavement Pay you **must** have all the relevant information before you can begin, as you cannot just enter an amount.

### Information required:

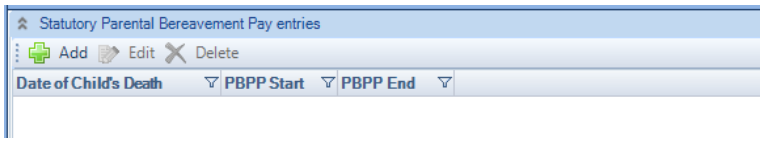
- Date of childs death
- PBPP Start date
- PBPP End date
- Periods of Leave – to enter under the Bereavement Leave tab
- AWE
- Already Paid To Date
- Already Paid This Year

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

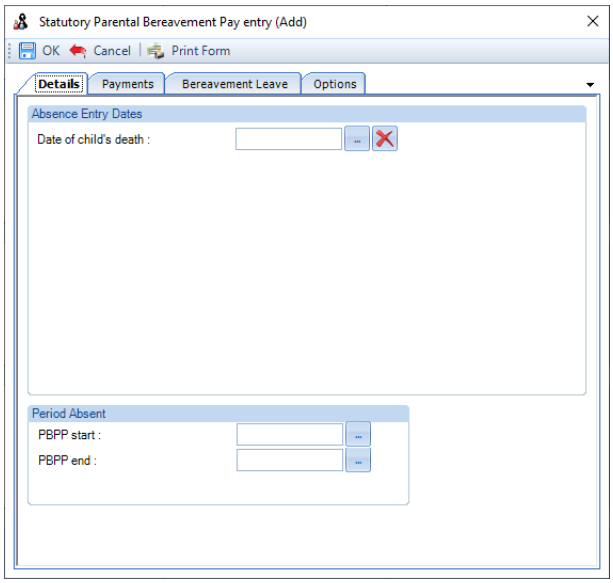
The process is as follows:

- Now you need to open the **Pay Run** and select the **Run Date** for the first period you want to run the payroll.

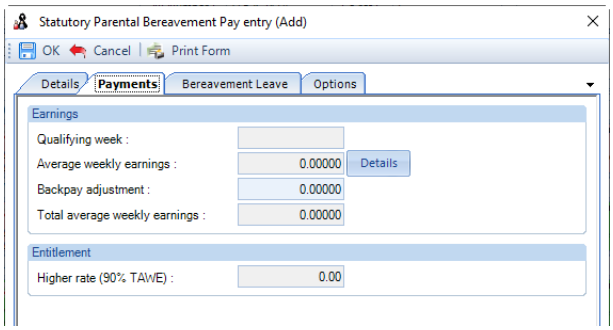
- Next, click on the **Calculations** button then double click on the Employee to open their **Individual Calculation** screen to enter historical Absence records.
- When you click on the **Absence Rec** button on the **Individual Calculation** screens toolbar and you will be prompted for the **Working 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 **SPBP**
- Next, create the Entries record by clicking on the **Add** button under **Statutory Parental Bereavement Pay entries**.




- Under the **Details** tab complete the information, minimum is **Date of childs death**, **PBPP Start Date** and **PBPP End Date**.

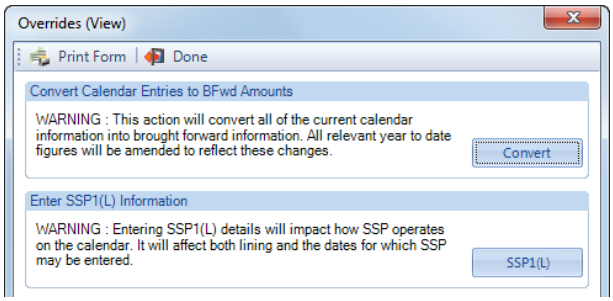



- Under the **Payments** tab check the **Average Weekly Earnings**, this will be picked up from the **Initial AWE**. If it needs adjusting use the **Backpay Adjust** box.



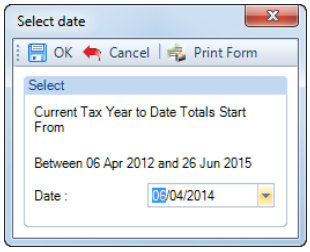

- Tick one of the Auto Pay types under the **Options** tab.
- Under the **Bereavement Leave** tab, enter the weeks of SPBP that have already been paid to the employee.
- Now **OK** the **Statutory Parental Berevement Entry** screen to save the record.

- Then click on the **Overrides** button on the toolbar and then click on the **Convert** button.

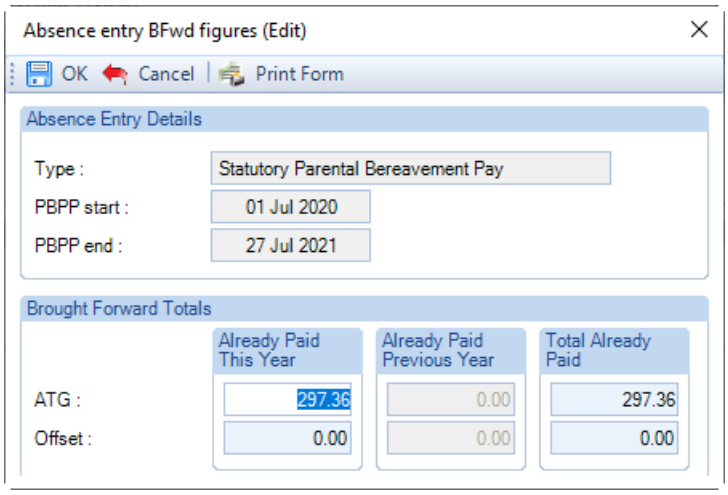



- If you have set a password, under the **Data** tab then **Passwords,** input the password here and click **OK**.
- This next screen asks for the date from which you wish to include in the current tax year to date figures. This will normally be the first day of the absence paid in the current tax year,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




- 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 Bereavement 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 SPBP record from PBPP 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 Bereavement 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 Parental Bereavement Pay entries** highlight the SPBP 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 payrises 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 Parental Bereavement Pay and need to enter a Backpay value, go to the Employees **Individual Calculation** screen. Click on the **Absence Rec** button, select **SPBP** on the toolbar. Under **Statutory Parental Bereavement 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 Parental Bereavement Pay due.

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

## Changing Dates

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

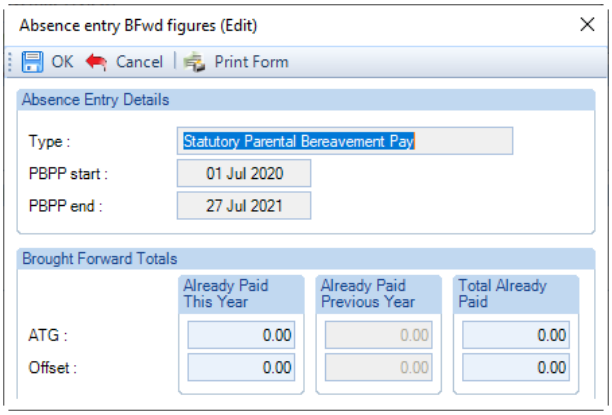
The other dates in particular **Date of childs death** and **PBPP start date** can only be changed if the Absence Calendar does not have any weeks recorded under the Bereavement Leave tab and no Statutory Parental Bereavement Pay has been paid in a prior period.

If you need to change any of these dates and Statutory Parental Bereavement 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 Parental Bereavement 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 **SPBP**
- Under **Statutory Parental Bereavement 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 **Bereavement 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 Parental Leave tab. Once all weeks are removed and the **Absence Entry**

**Bfwd Figures** are all zero click on **OK**.

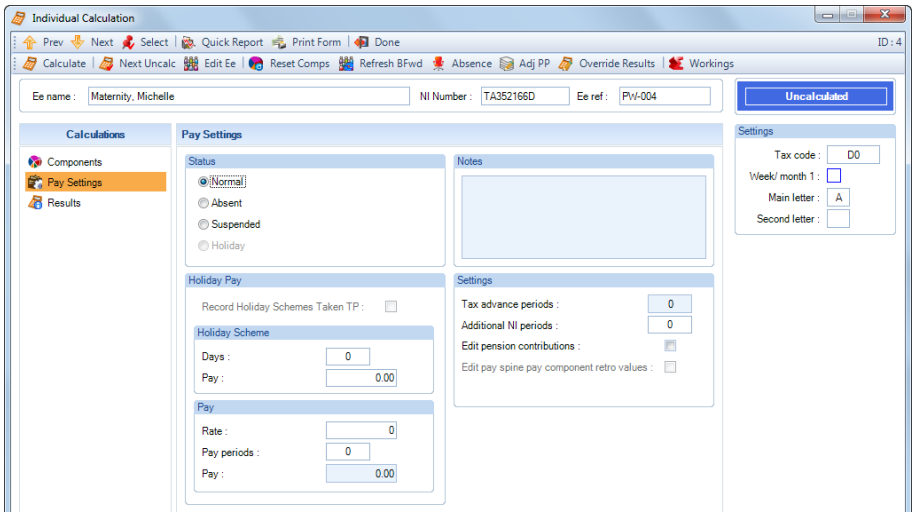



- Now under **Statutory Parental Bereavement Pay entries** highlight the record and click on **Edit**. You will now be able to change the dates, if you are changing the **Date of childs death** check the **Payments** tab with regards to the **Average Weekly Earnings**. Once you have made your changes click on **OK**.
- Under the Bereavement Leave tab record the same weeks that have previously been paid from the **Employees PBPP 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 Parental Bereavement Pay entries** highlight the record click on **Edit**. Go to the **Options tab** and tick which **Auto Payment** you want to use.

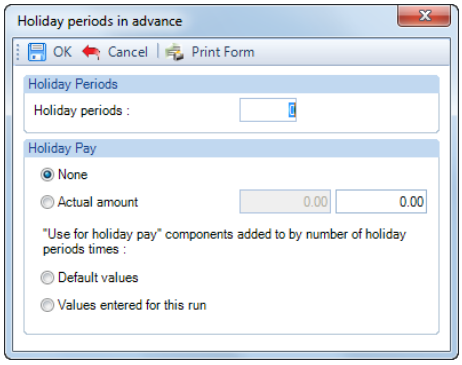
## Advancing Periods

You can pay Statutory Parental Bereavement Pay past the Payroll Run Date only when advancing Pay Periods.

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




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 SPBP is paid using one of the Auto Payment options, all you need to do now is Calculate the Employee as the program will automatically pay the extra periods of Parental Bereavement Pay due.

## Employee Sick whilst on SPBP

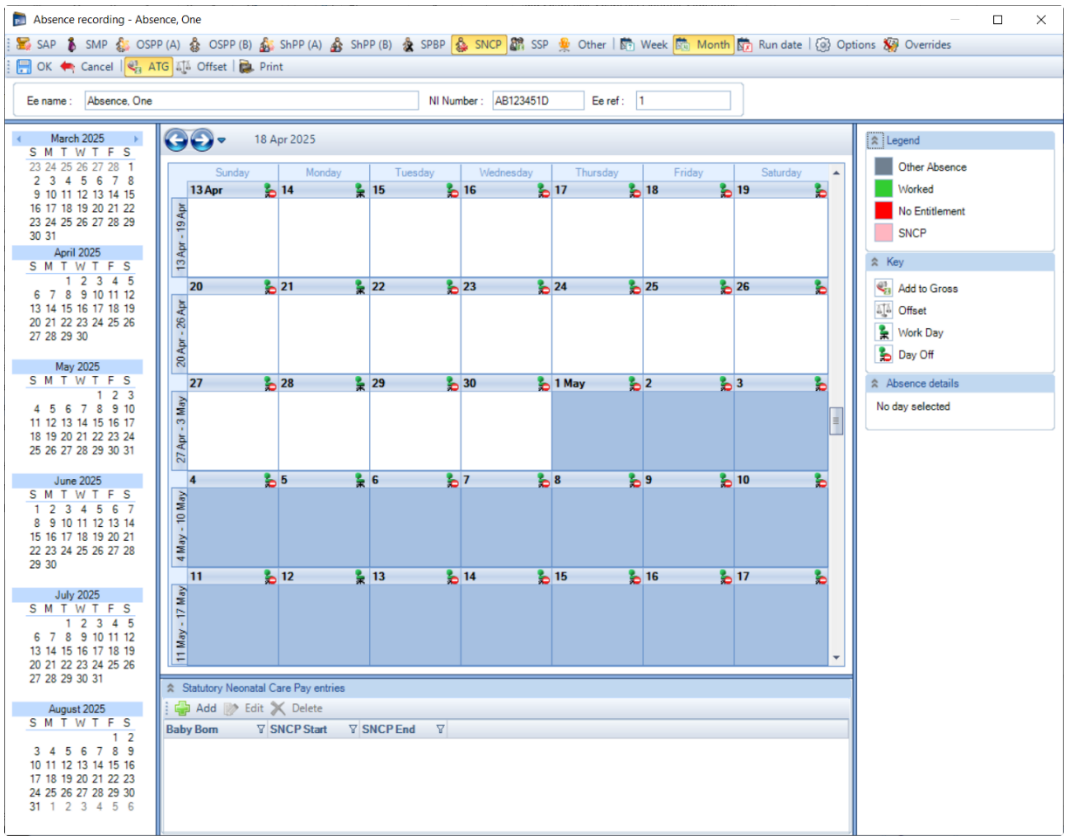
If the employee is sick during SPBP and is entitled to SSP then you must pay SSP instead of SPBP, please refer to the HMRC website.

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

## Statutory Neonatal Care Pay

Absence 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.

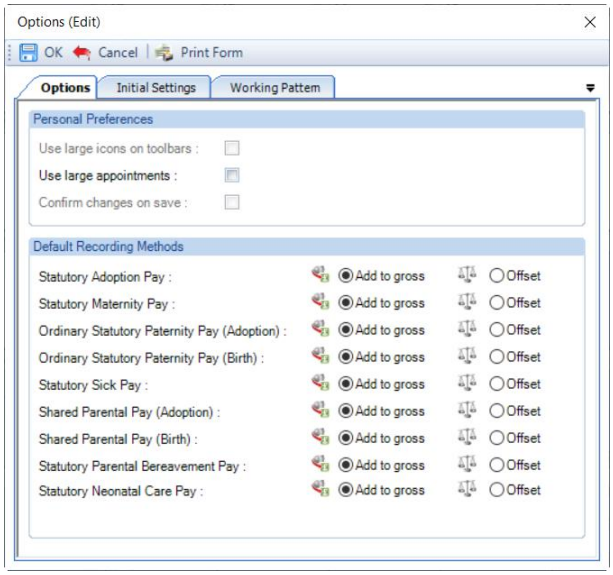
In the **Absence Recording** screen click on the SNCP button. The screen will then change to show Statutory Neonatal Care Pay Entries below the Calendar.



## 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**.

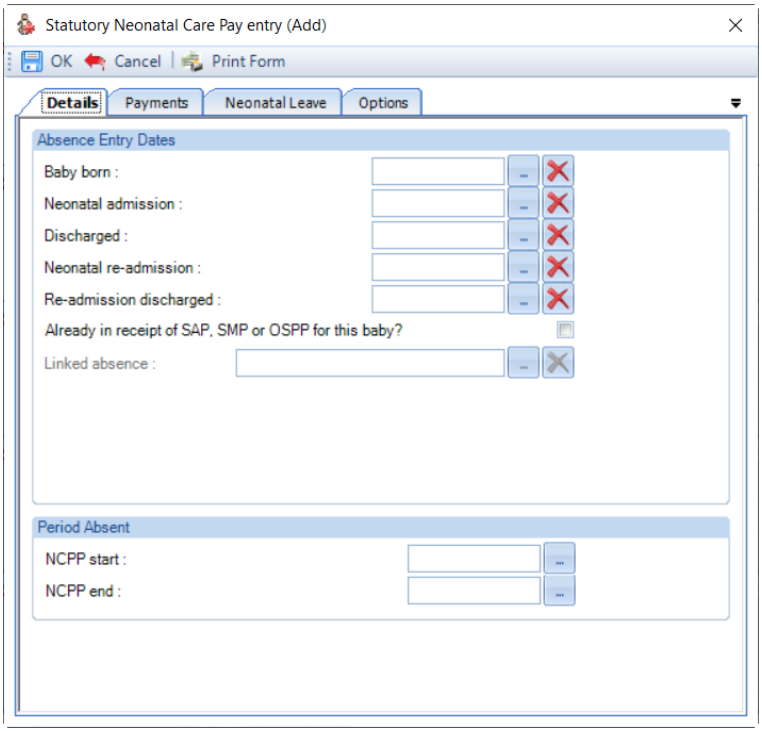



## New Entries Record

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.

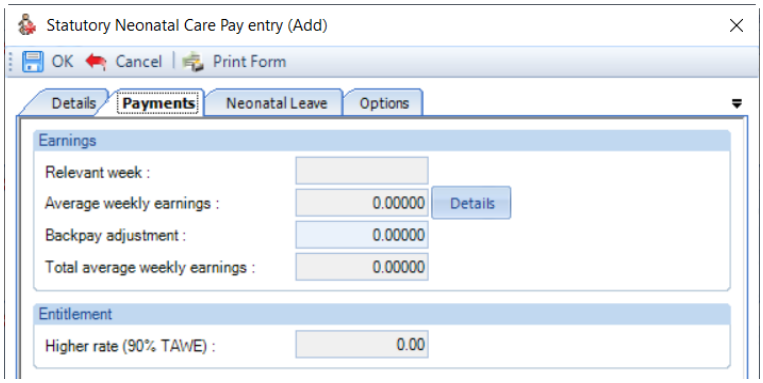
### Details tab




- **Baby born** – as you input this date you will be reminded about keeping the certificate. Must be on or after 6th 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 6th April 2025 the first day leave can be taken is 14th 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.

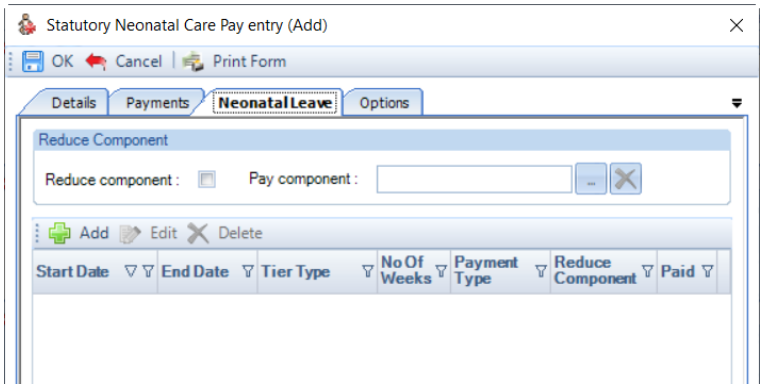
Minimum dates to enter on this screen are **Baby born, Neonatal admission, NCPP start** and **NCPP end.**

### Payments tab



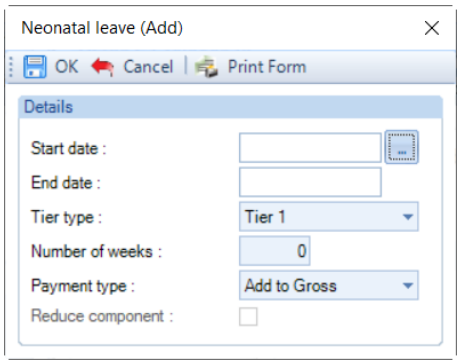

- **Relevant Week** – if no Linked absence record is selected it is automatically generated from the Neonatal admission date with the week immediately before, otherwise is copied from the Linked absence record.
- **Average Weekly Earnings** – if no Linked absence record is selected this is automatically 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



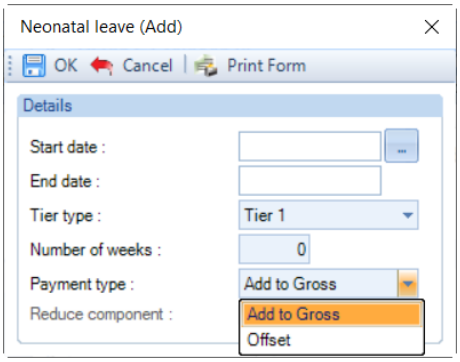

Within this tab you need to enter the SNCP weeks that the employee will be taking.

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.**

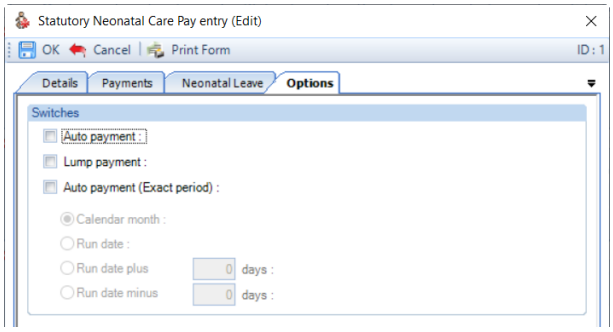
**The program will validate the records when you select OK to ensure no more than 12 weeks are exceeded. And that none of the periods of absence overlap.**

**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.

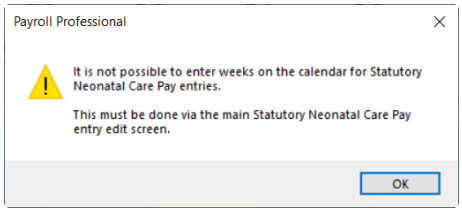
If more than one child requires neonatal care, and the neonatal admission and discharge dates overlap, you may need to leave the Discharge date blank and manually work out the maximum number of weeks of Neonatal Leave that the employee is entitled to.

### Child third period of admission to neonatal care

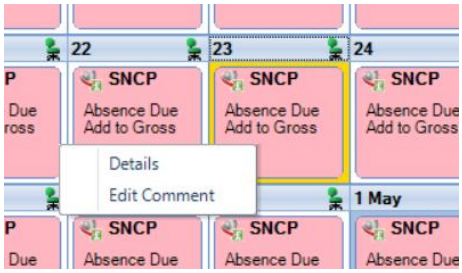
If a child has a third admission to neonatal care within 28 days from the baby born date, you will need to leave the Re-admission discharged date field blank and manually work out the maximum number of weeks of Neonatal Leave that the employee is entitled to.

### 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:



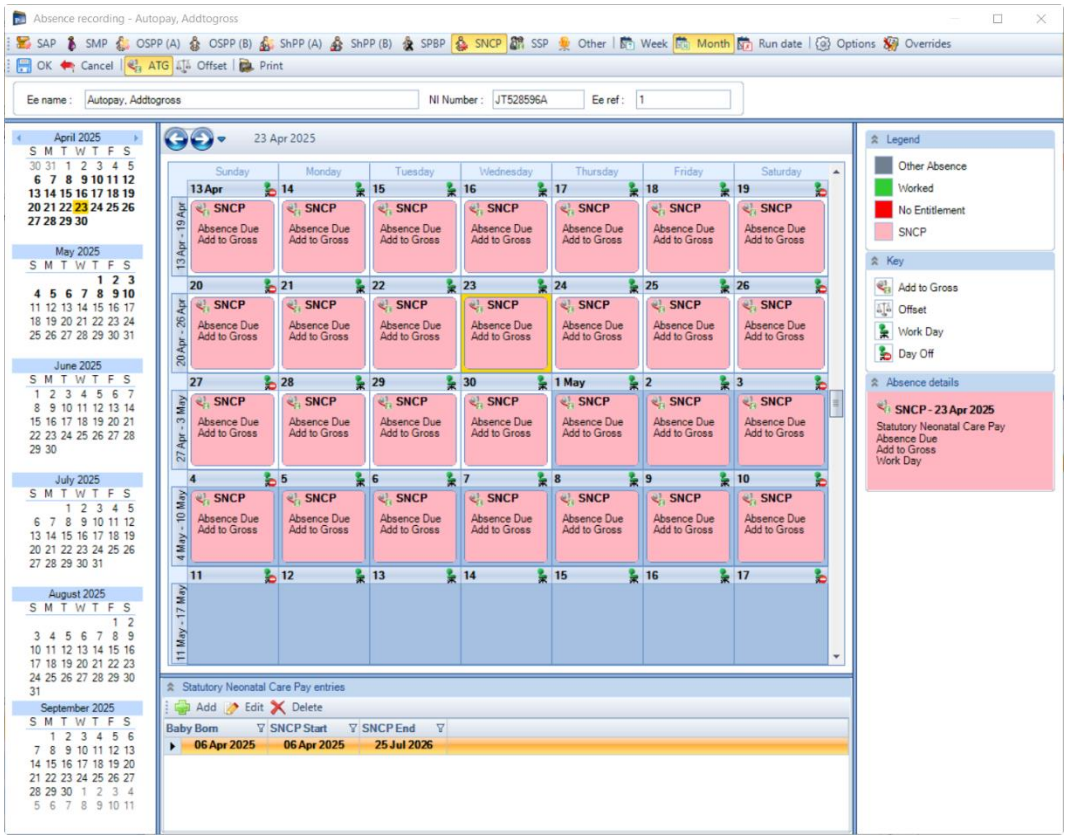
And if you try to use the right click selection on the calendar you will see that the options to highlight weeks are not available:




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.

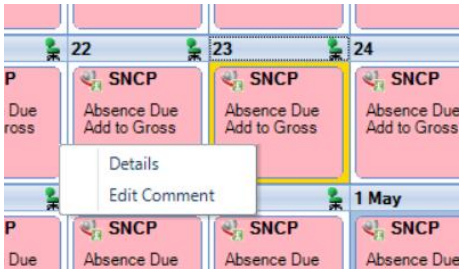
The appropriate **Key** and **Legend** will be displayed in the Absence Calendar.



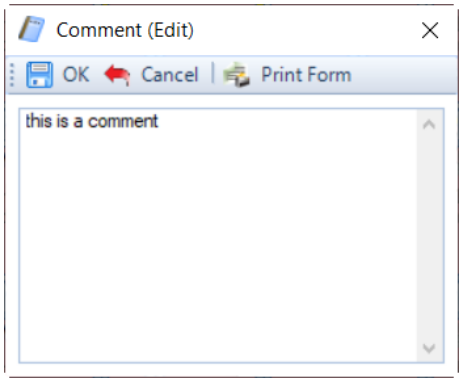

## Comments

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

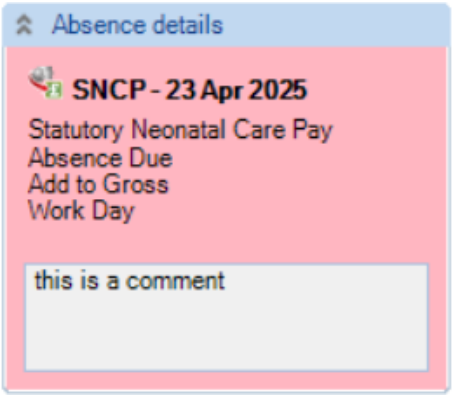
Left click to select the day then right click and select **Edit Comment**.



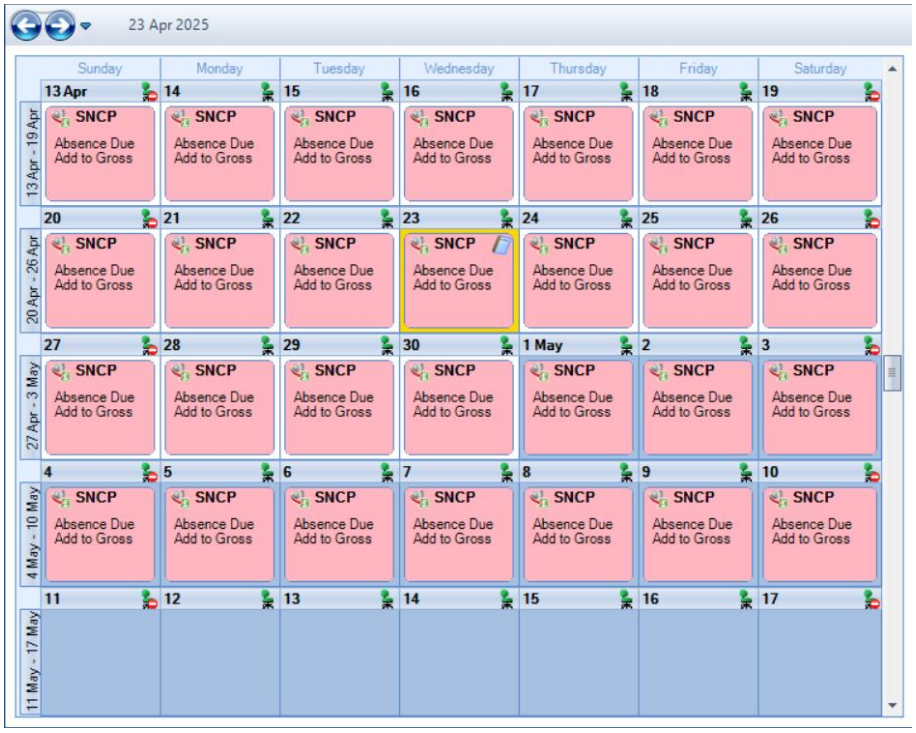

You will then see the following screen to type in your comment and select **OK** to save.




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

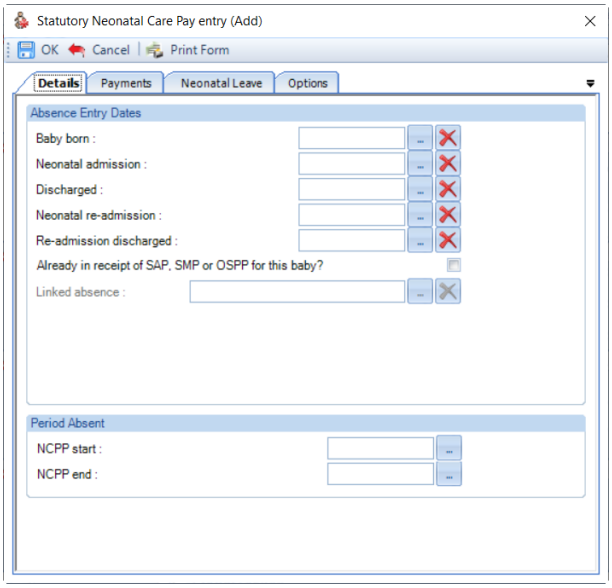
Then it is simply a matter of creating the Entries record, recording the Weeks under the Neonatal Leave tab that have already been paid for Statutory Neonatal Care Pay and then Converting. You are then able to record the Weeks under the Entries records Neonatal Leave tab for the current and future periods.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

The process is as follows:

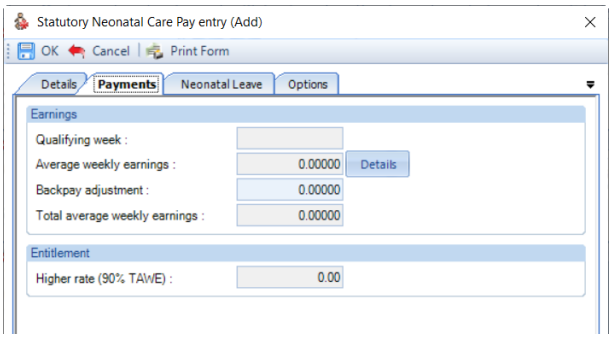
- Now you need to open the **Pay Run** and select the **Run Date** for the first period you want to run the payroll.

- 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**.

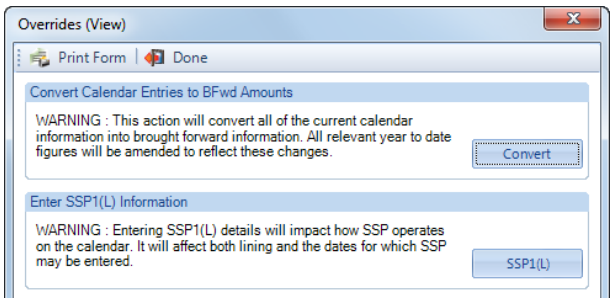



- Under the **Payments** tab check the **Average Weekly Earnings**, this will be picked up from the **Initial AWE**. If it needs adjusting use the **Backpay Adjust** box.



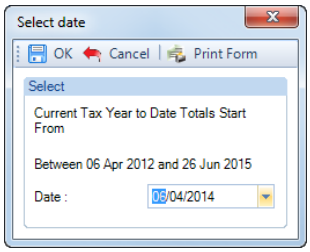

- Tick one of the Auto Pay types under the **Options** tab.

- 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.

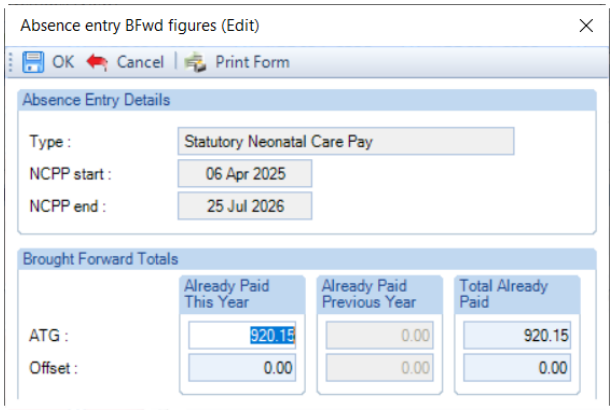



- If you have set a password, under the **Data** tab then **Passwords,** input the password here and click **OK**.
- This next screen asks for the date from which you wish to include in the current tax year to date figures. This will normally be the first day of the absence paid in the current tax year,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




- 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 payrises 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.

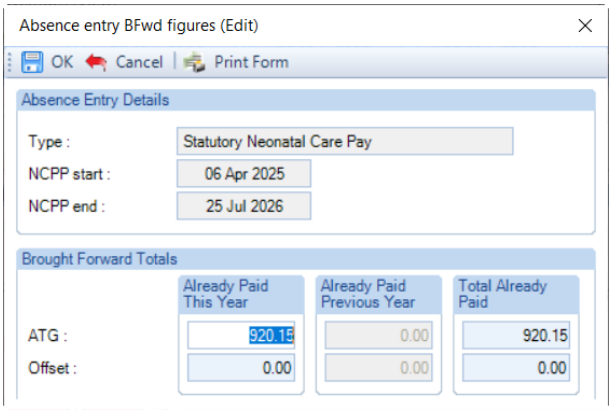
The other dates in particular **Baby Born, Neonatal admission, Linked absence** and **NCPP start date** can only be changed if the Absence Calendar does not have any weeks recorded under the Neonatal Leave tab and no Statutory Neonatal Care Pay has been paid in a prior period.

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**.

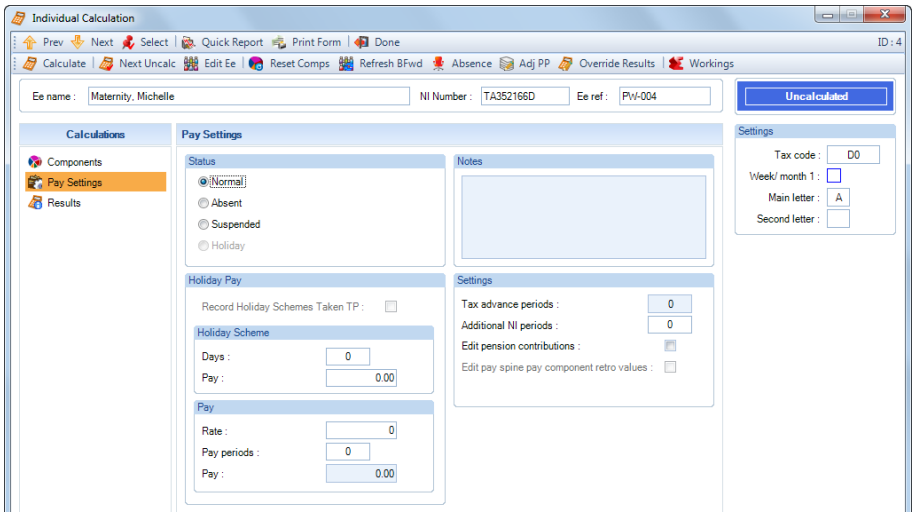



- Now under **Statutory Neonatal Care Pay entries** highlight the record and click on **Edit**. You will now be able to change the dates, if you are changing the **Neonatal admission** check the **Payments** tab with regards to the **Average Weekly Earnings**. Once you have made your changes click on **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.

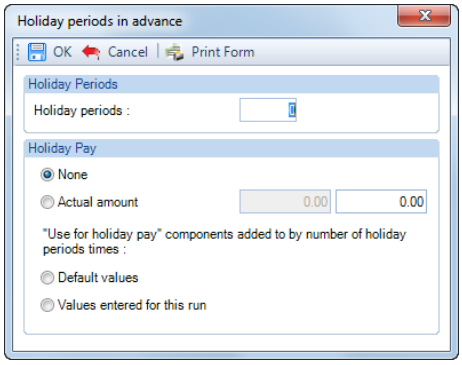
## Advancing Periods

You can pay Statutory Neonatal Care Pay past the Payroll Run Date only when advancing Pay Periods.

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




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 now is Calculate the Employee as the program will automatically pay the extra periods of Neonatal Care Pay due.

### Employee Sick whilst on SNCP

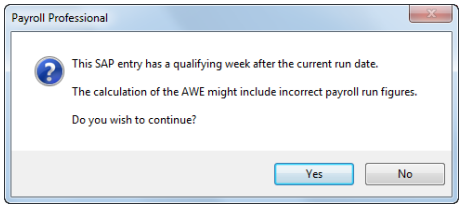
If the employee is sick during SNCP and is entitled to SSP then you must pay SSP instead of SNCP, please refer to the HMRC website.

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.

## Statutory Maternity, Adoption, Paternity, Shared Parental, Bereavement and Neonatal

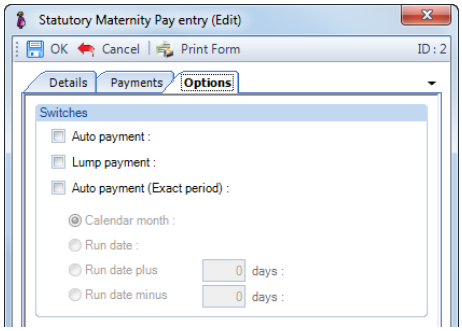
### Entries record

When you create an **Entries** record for these types of statutory absence payments early, on saving the **Entries** records a warning message will be displayed if the Qualifying Week is after the current payroll run date. As the payroll runs that should be included in the calculation between the current run and qualifying week have not been processed yet to be able to calculate the Average Weekly Earnings correctly:

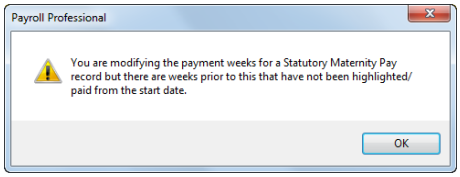



### Missing Weeks – Statutory Adoption and Maternity

When you have selected **Lump payment** or have no boxes selected under the **Options** tab in the **Statutory Entry** record you must manually highlight the weeks in the Absence Calendar.




A warning message will be displayed if there are any weeks prior to the one you are currently highlighting that have not been highlighted:



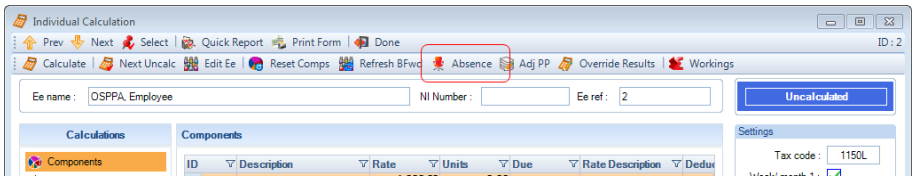
## Add to gross – Reduce component

For the following absence types, you can reduce a pay component by the statutory add to gross payment:

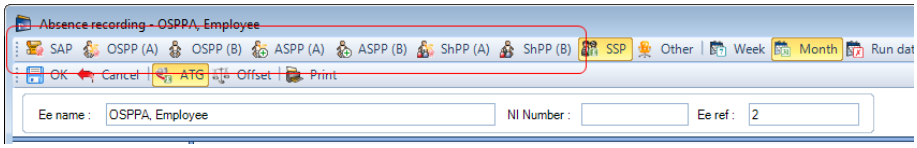
- Statutory Maternity Pay
- Statutory Adoption Pay
- Statutory Paternity Pay (Birth)
- Statutory Paternity Pay (Adoption)
- Shared Parental Pay (Birth)
- Shared Parental Pay (Adoption)
- Statutory Parental Bereavement Pay
- Statutory Neonatal Care Pay

## Set Up – SMP and SAP

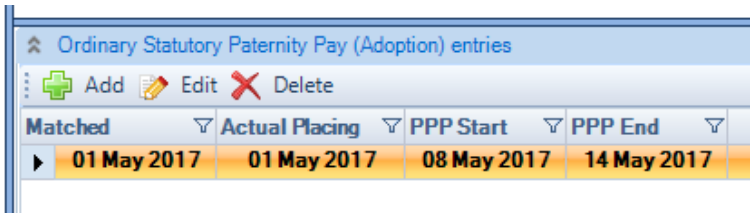
To reduce a pay component by the add to gross statutory absence payment, this is set up via the absence Entries record. In the **Individual Calculation** screen for the employee select the **Absence** button:




When you are then in the Absence recording screen highlight the absence type in the toolbar:

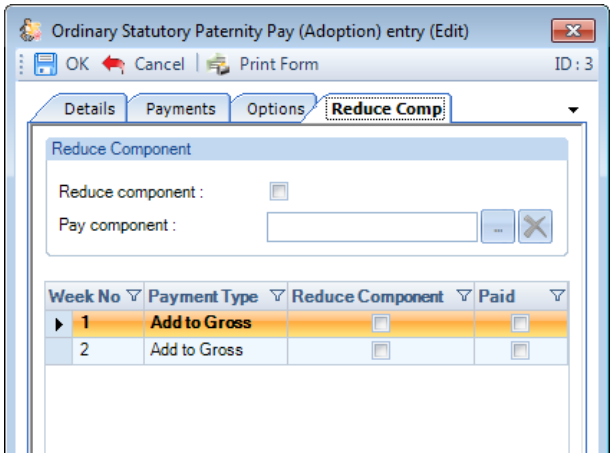



Now **edit** the entries record:




You will then see the **Reduce Comp** tab:

Select the **Reduce Comp** tab:

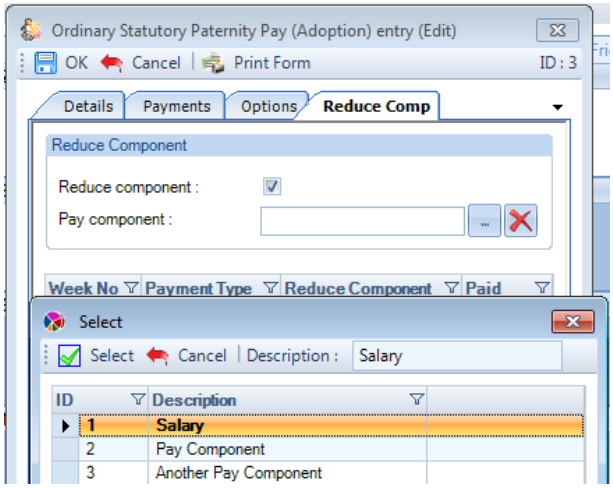



The number of weeks displayed in this tab depends on the absence type and the start and end dates selected under the Details tab.

You will note this facility is off by default, so that it does not affect existing absence records.

Once you have enabled this facility under the Reduce Component section, if any of the weeks have Reduce component selected, you are not able to remove the setting.

Enable the **Reduce component** then select the **Pay component** using the ellipsis button that you want to reduce by the add to gross weeks:




The pay components available are those that are attached to the employee and meet the following conditions:

- Type is General Component
- An addition
- Taxable and NIable
- Not suspended at employee or employer level
- Not gross up from net
- Not units based
- Not marked as a Benefit in Kind

You can now choose which weeks to reduce the pay component by the add to gross value in the grid. For weeks already highlighted in the calendar, the payment type will be picked up from those records and for all other weeks it will be populated based on the selection made under Options.

The grid contains the following:

- **Week No** – this is the number of the week from the start of the absence

- **Payment Type** – this includes the options Add to Gross and Offset.

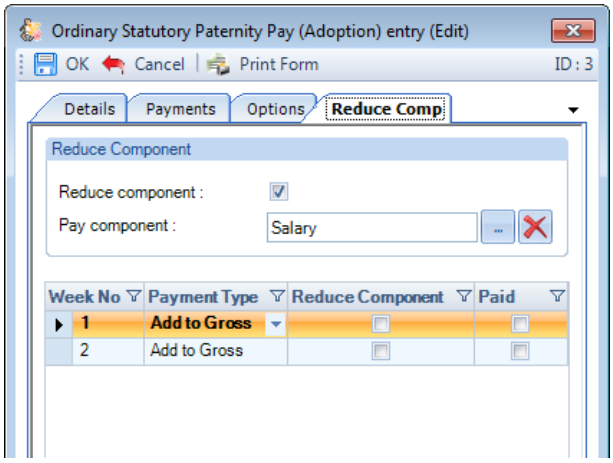
  Once Reduce component is enabled this takes overall control of the payment types applied in the calendar for all weeks.

  This information will be used when manually highlighting weeks in the calendar, instead of those entered under Options for the default methods and the Add to Gross and Offset buttons on the toolbar.

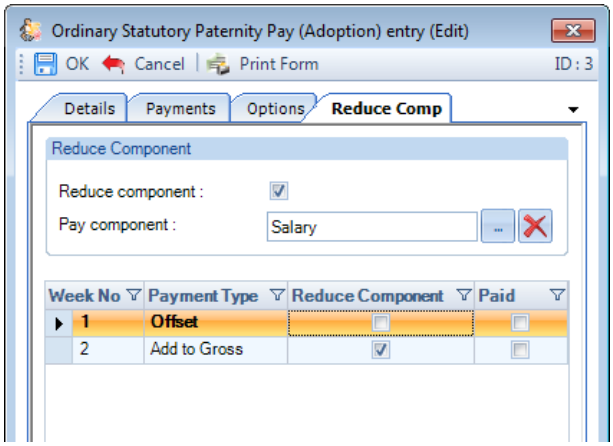
- **Reduce Component** – available to select when Reduce component is enabled and the payment type is selected as Add to gross.

- **Paid** – if the week has already been paid, the box will be ticked.

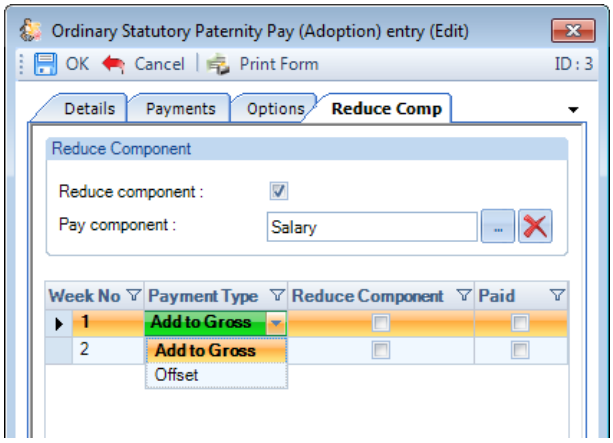
In the grid when the payment type is selected as **Add to Gross** the **Reduce Component** box is available to select:




Reduce Component box is not available when the payment type is selected as Offset:

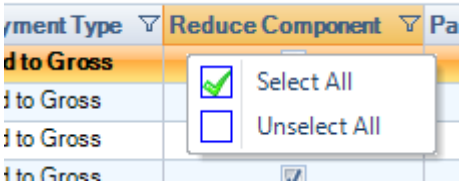



You are able to change the Payment type within this screen, using the drop down, if you change a week from Add to Gross to Offset that had Reduce Component enabled this setting will be cleared:




If you change the payment type for a week that is shown as Paid (which means it has already been paid) then a warning message will be displayed.

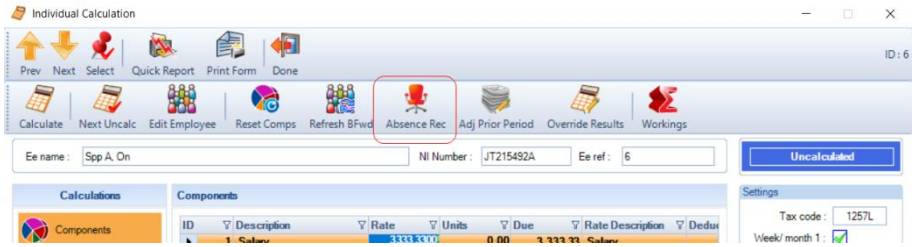
When Reduce component is enabled, you can right click to see an option to Select All or Unselect All:



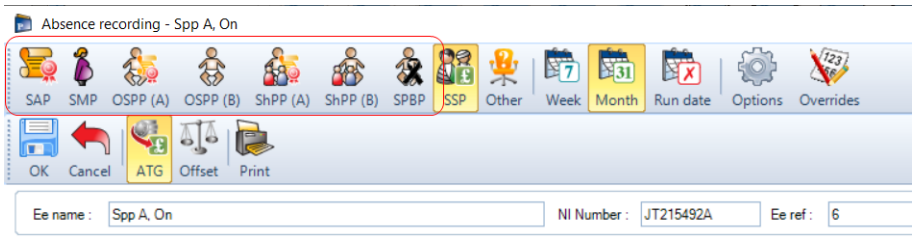

Use Select All to change all weeks where the payment type is Add to Gross to enable Reduce Component.

## Set Up – ShPP (A & B), OSPP (A & B), SPBP and SNCP

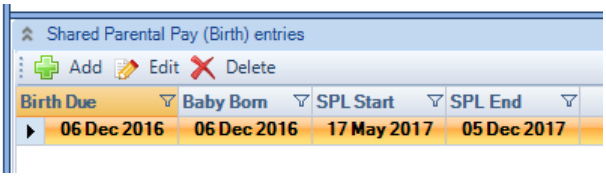
To reduce a pay component by the add to gross statutory absence payment, this is set up via the absence Entries record. In the **Individual Calculation** screen for the employee select the **Absence** button:



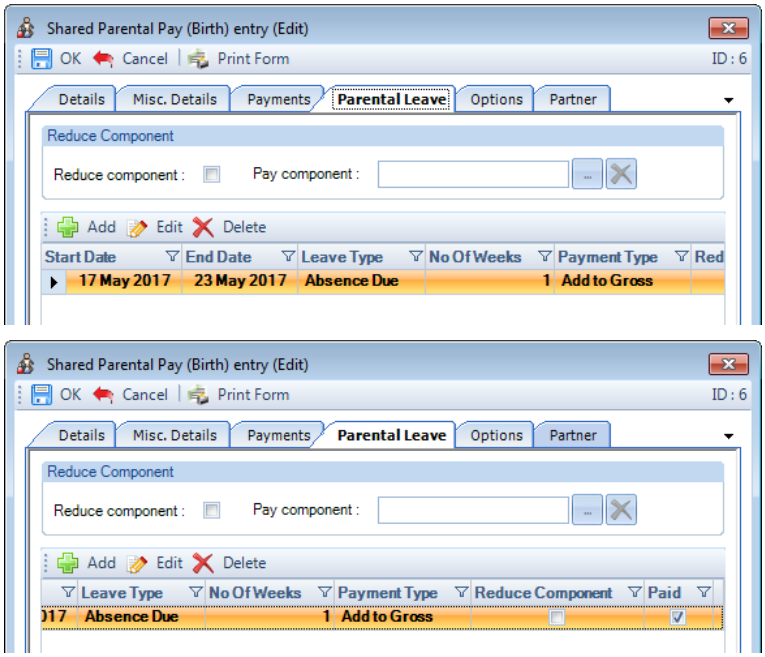

When you are then in the Absence recording screen highlight the absence type in the toolbar:




Now **edit** the entries record:



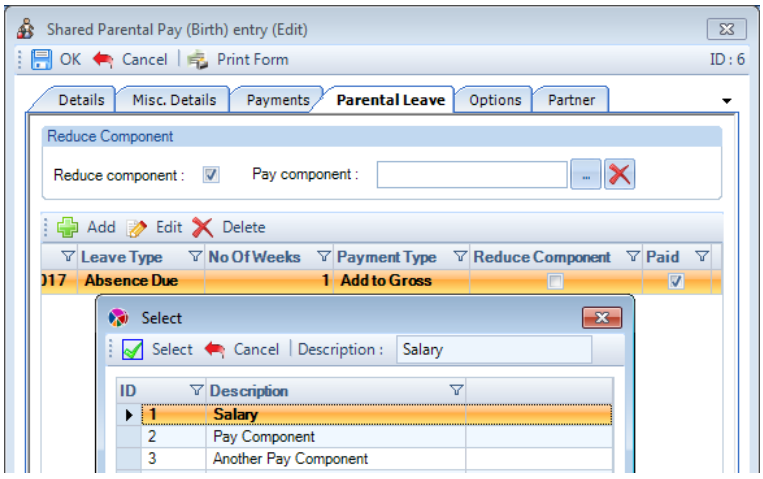

Select the **Parental Leave** tab:




You will note this facility is off by default, so that it does not affect existing absence records.

Once you have enabled this facility under the Reduce Component section, if any of the blocks of leave have Reduce component selected, you are not able to remove the setting.

Enable **Reduce component** then select the **Pay component** using the ellipsis button that you want to reduce by the add to gross weeks:




The pay components available are those that are attached to the employee and meet the following conditions:

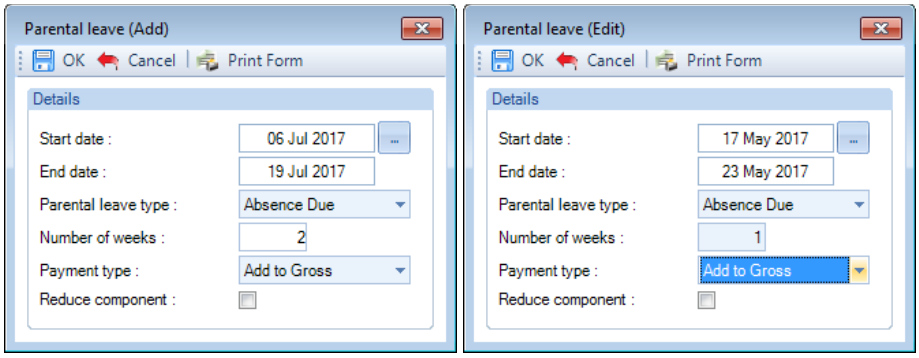
- Type is General Component
- An addition
- Taxable and NIable
- Not suspended at employee or employer level
- Not gross up from net
- Not units based
- Not marked as a Benefit in Kind

When adding or editing an existing block of leave, you can choose to reduce the pay component by the add to gross value.

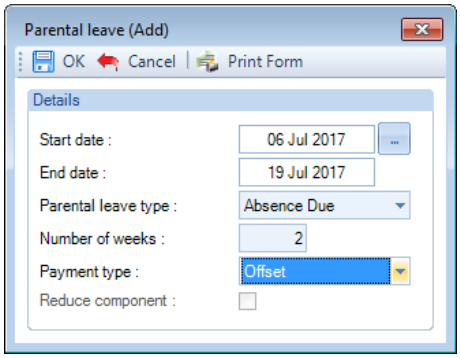
The grid contains two new columns:

- **Reduce Component** – this will show whether the block of leave has this option selected, it is only available when Reduce component is enabled and the payment type is selected as Add to gross.
- **Paid** – all or any part of the block of leave has already been paid, the box will be ticked.

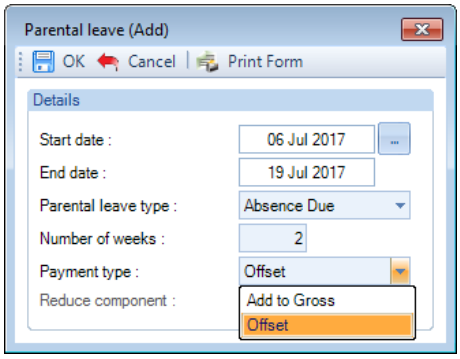
Click on **Add** or **Edit**, when Reduce component is enabled and the Payment type is selected as Add to Gross the Reduce component setting will be available to enable for this block of leave:




Reduce component setting is not available when the payment type is selected as Offset:



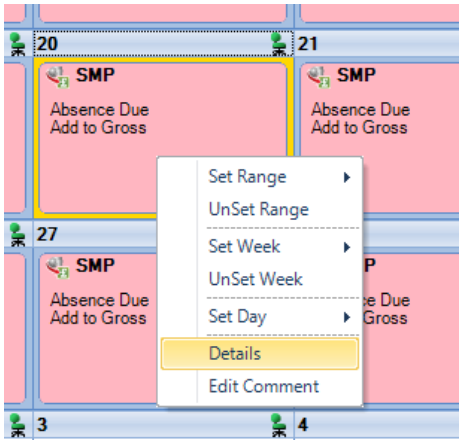

You can change the Payment type within this screen, using the drop down, if you change a block of leave from Add to Gross to Offset that had Reduce Component enabled this setting will be cleared:



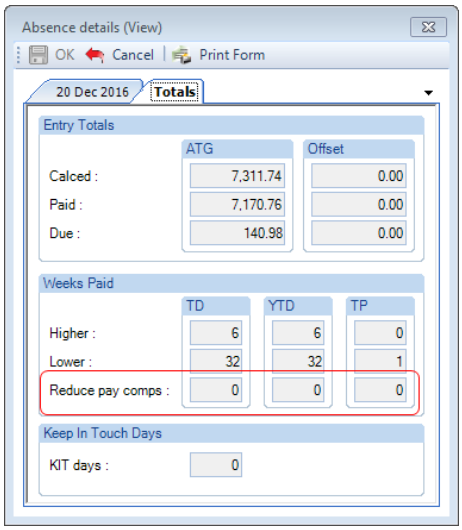

If you change the payment type for a block of leave that is shown as Paid (which means it has already been paid) then a warning message will be displayed.

## Absence calendar

When you right click on a highlighted day in the absence calendar then select Details:




Under the Totals tab of the form that opens, you will see a row with the description Reduce pay comps which informs you of the number of weeks that have Reduce component enabled for To Date, Year to Date and This period:

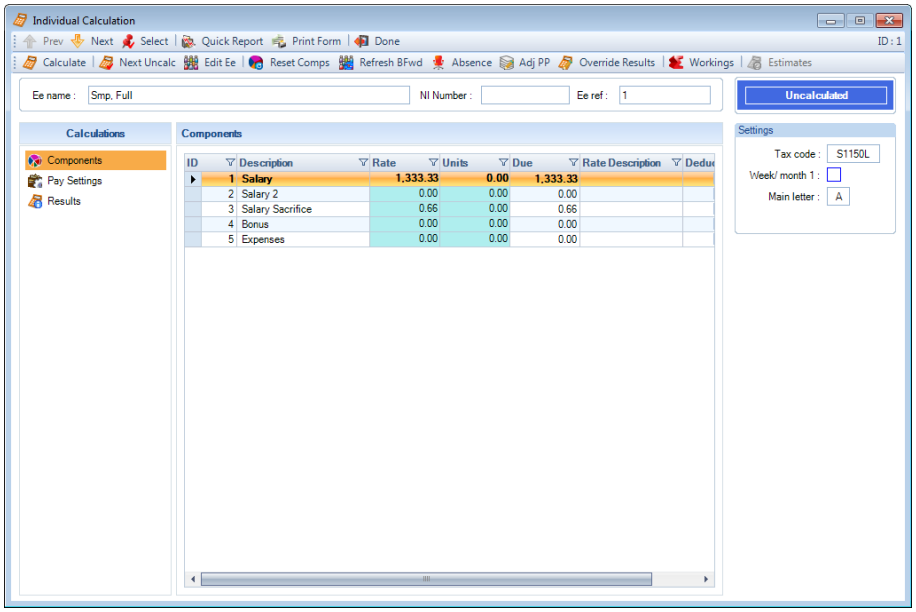



This form is available for SMP, SAP, OSPP, SPBP, SNCP and ShPP.

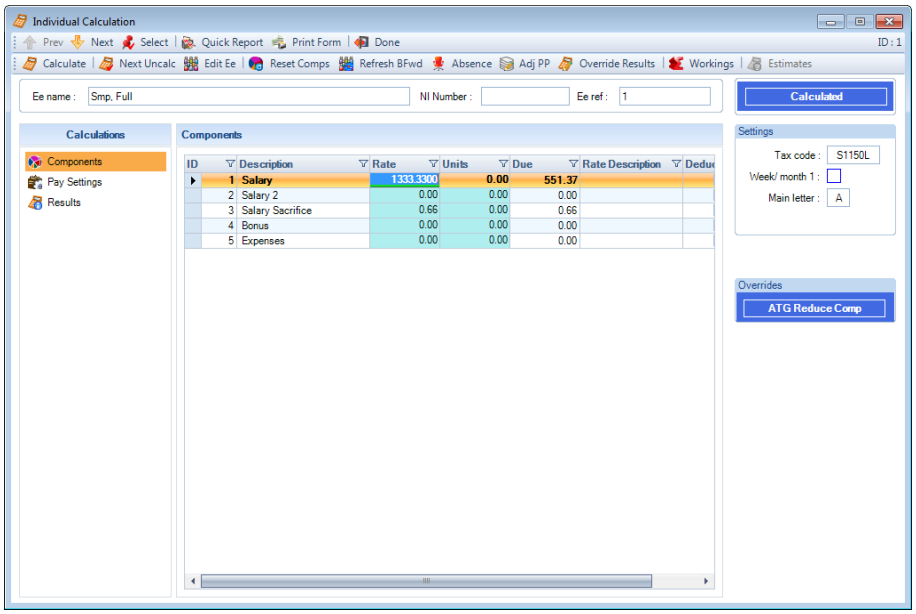
## Calculations

When an employee is calculated with a statutory absence record with weeks marked as Reduce component, only the statutory absence weeks that are due in the current run are used to reduce the pay components rate for the current period. This means that changing the Reduce component setting for statutory weeks that have already been paid will not reduce the pay components rate for the current period.

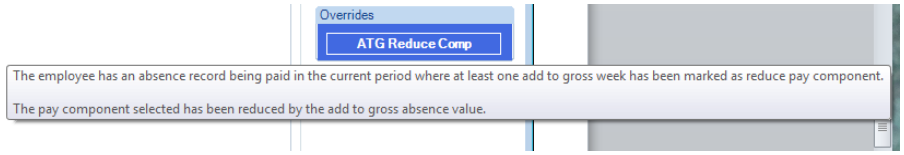
Before the employee is calculated under the Components tab in the individual calculation screen the Rate and Due for the pay component being reduced will show the original values:



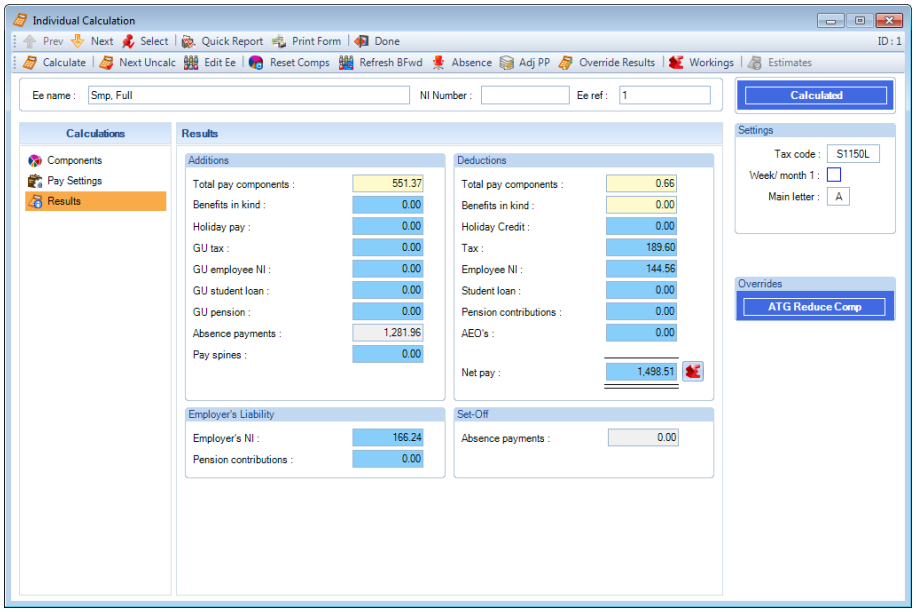

After you click on Calculate the pay components Rate will show as the original value and the Due will show as the reduced value, with a flag shown in the right panel informing the user the ATG Reduce Comp has been processed:



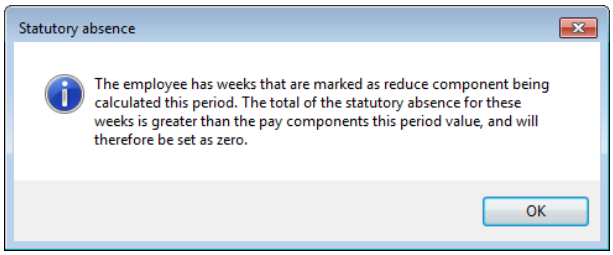

If you place your cursor over the flag a tool tip appears with further details:




Under the Results tab of the individual calculation screen the Total pay components value shows the reduced amount:



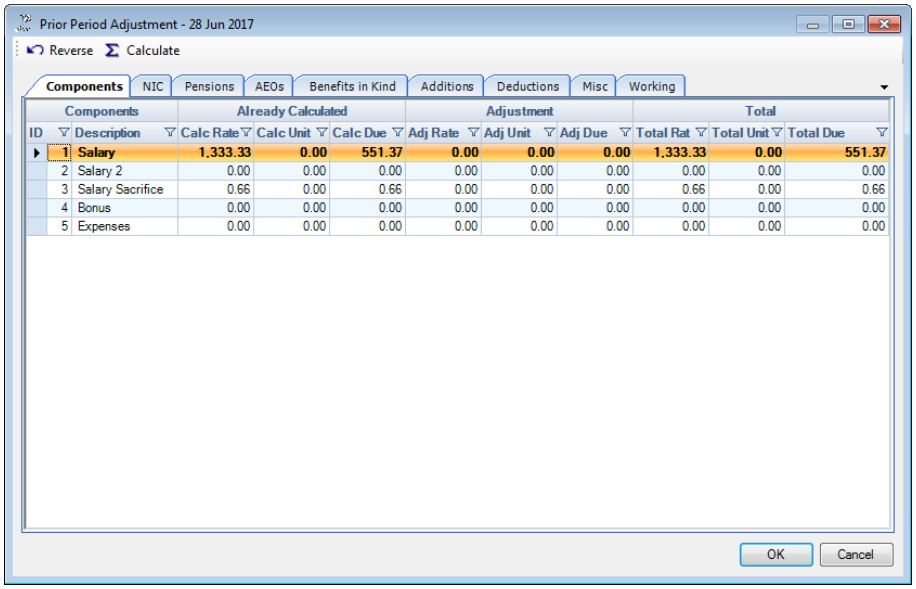

If the total of the statutory absence weeks that are due this period marked as Reduce component is greater than the pay components original value then you will see the following message:



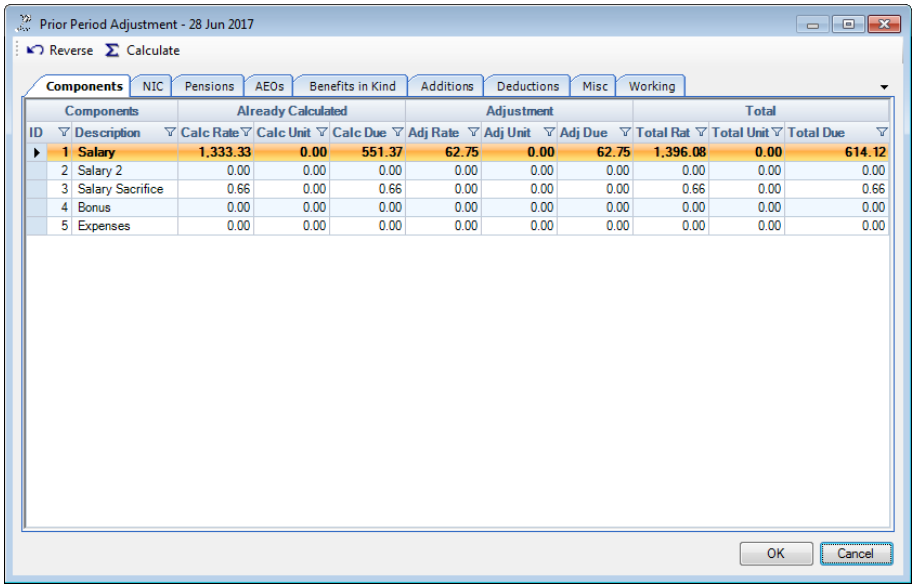

In this situation the pay components due value will be set as zero.

## Prior Period Adjustment

When using this facility to adjust a prior period for a run where add to gross reduce component has been processed, under the components tab you will see the original rate under Calc Rate and the reduced rate under Calc Due:




When you enter a value under Adj Rate the Calc Due value will be used to determine the Total Due:




These values are then used under the Additions and Workings tabs, including when you click on Calculate or Reverse.

## Bonus Runs

Like standard calculations, when an employee is calculated with a statutory absence record with weeks marked as Reduce component, only the statutory absence weeks that are due in the current run are used to reduce the pay components rate for the current period. This means that changing the Reduce component setting for statutory weeks that have already been paid in a previous run will not reduce the pay components rate for the current run.

## Pensions

Determining the pensionable pay for pension schemes will use the pay components value after it has been reduced by the add to gross statutory absence value.

## Auto Enrolment

Determining the total earnings for assessment purposes will use the pay components value after it has been reduced by the add to gross statutory absence value.

## Full Payment Submission

Full payment submissions will pick up the employees values using the pay component value after it has been reduced by the add to gross statutory absence values.

## Payslip reports and payslips on myePayWindow

The payslips will show the employees pay component values after it has been reduced by the add to gross statutory absence values.

## Other facilities

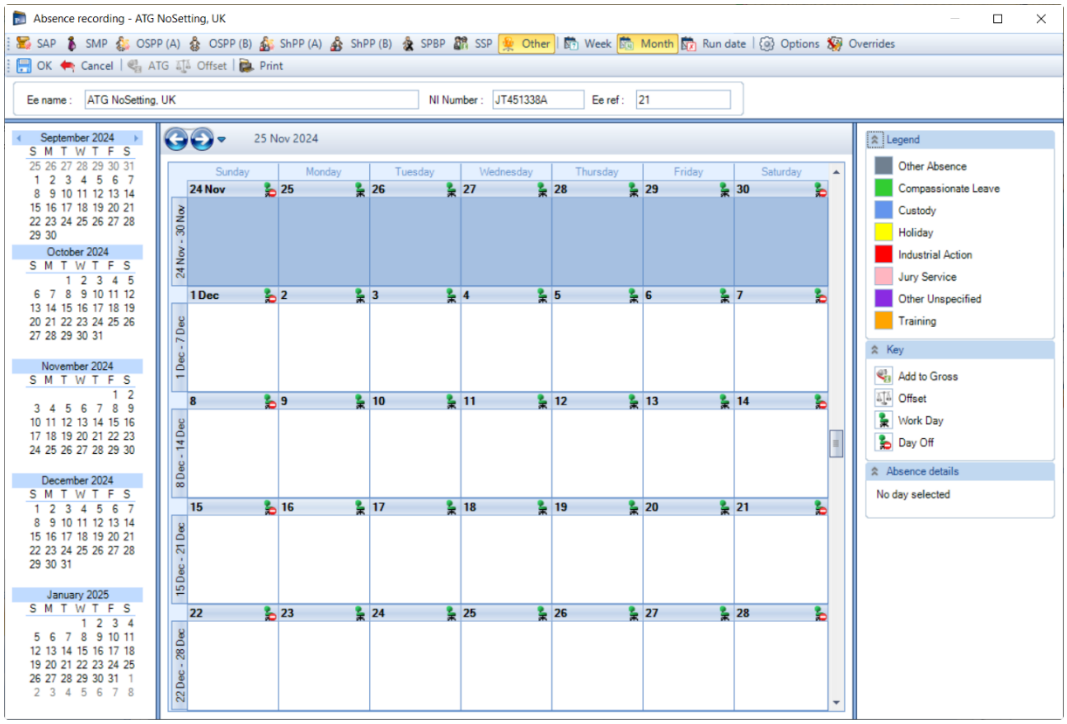
The following facilities will show the pay components values after they have been reduced by the Add to gross statutory absence:

- PRE
- AEX
- HR Payslip Export
- Nominal Export

## Other Absence Types

Absence To enter **Other** absence records which are not Statutory, under the **Open Run** tab click on the **Calculations** button. Now double click on the Employee to open their **Individual Calculation** screen and click on the **Absence Rec** button.

In the Absence Recording screen click on the Other button.

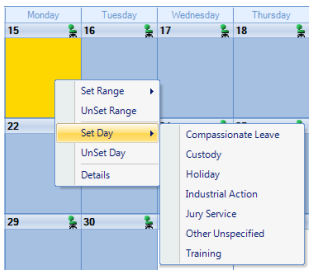



The screen will then change to show under **Legend** the **Other absences**.

## Highlighting Calendar

### Single Days

To highlight a single day, left click to select the day then right click to choose **Set Day** and the **absence type**.

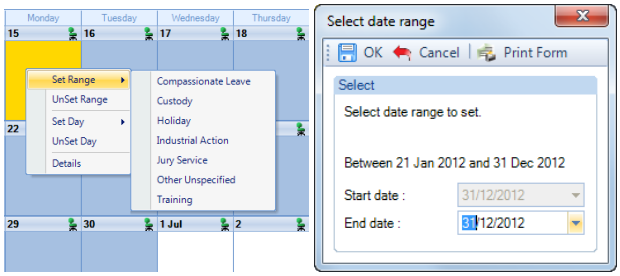


To un-highlight individual days left click on the day to select it then right click to choose **UnSet Day**.

You can also double click on the day and it will set that day as the first one in the **Other** absence type list, keep double clicking and it will change to the next one and so forth.

### Multiple Days

To highlight multiple consecutive days left click to select the first day of absence then right click to choose **Set Range** and the **Other absence type**. Then enter the **End Date** and click on **OK**.




To un-highlight multiple consecutive days left click on the first day then right click to choose **UnSet Range.** Enter the **End Date** and select **OK**.

Alternatively, hold the left button down on the first day then drag to the last day and release. Now right click on one of the highlighted days and select **Set Highlighted Days** and the **Other absence type**. And to un-highlight then select **UnSet Highlighted Days** instead.

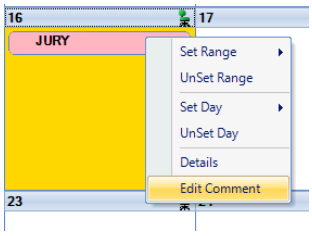
Or, left click on the first day hold down the **Shift** button on your keyboard and left click on the last day. Now right click on one of the highlighted days choose **Set Highlighted Days** and the **Other absence type.** And to un-highlight then select **UnSet Highlighted Days** instead.

Or, for multiple days which are not consecutive you can hold down the **Ctrl** button on your keyboard and left click on each day you want to highlight. Then right click on one of the highlighted days select **Set Highlighted Days** and the **Other absence type.** And to un-highlight select **UnSet Highlighted Days** instead.

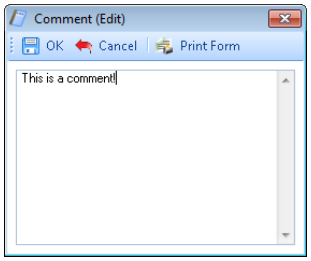
## Comments

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

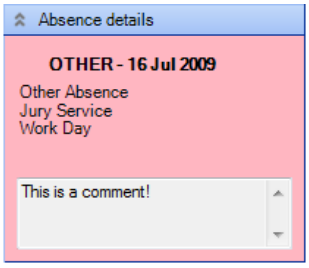
Left click to select the day then right click and select **Edit Comment**.



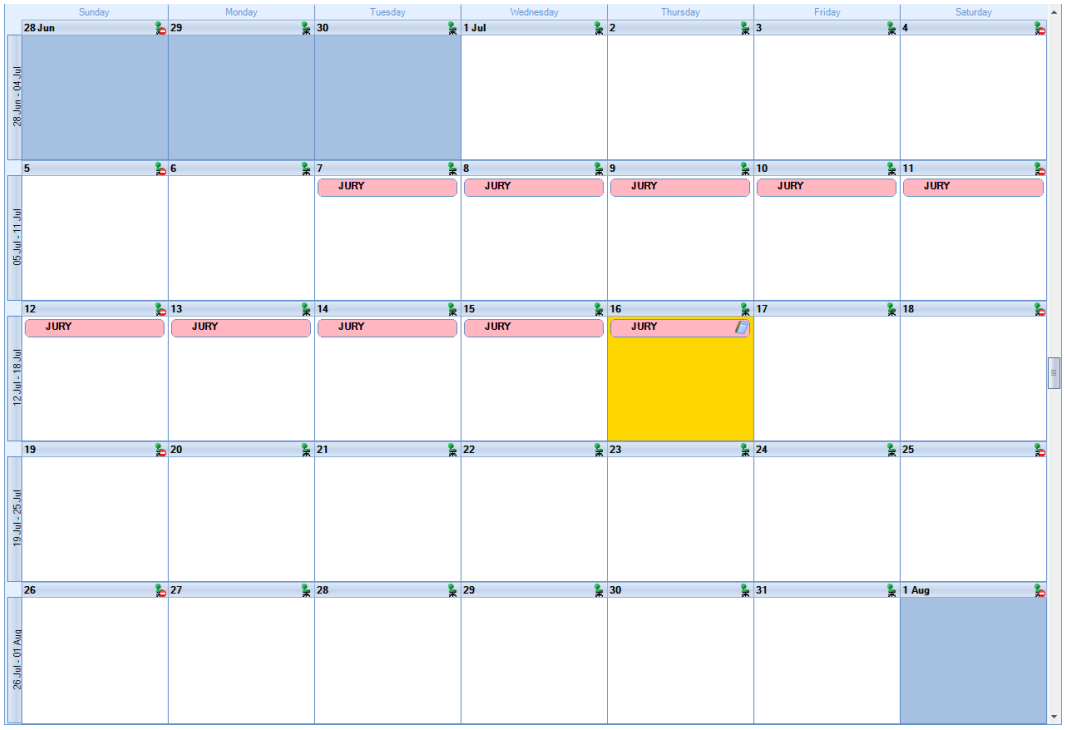

You will then see the following screen to type in your comment and select **OK** to save.




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




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




These Comments will also appear on Standard reports.

## Employee Details

In Employee details select the Absence tab to VIEW absence records for this employee. This is read only you cannot enter or change absences in this screen.

All absences are entered under the **Open Run** tab, select the **Calculations** button then double click on an Employee to open their **Individual Calculation** screen and select the **Absence Rec** button.

Select the absence type from the toolbar to see details of a particular Absence.

You can use the **Print** button to produce a calendar layout print of the absences, it will preview to screen first as it can go back as far back as 2004.

Where the absence is SMP, SAP, OSPP, ShPP or SPBP you will also be able to view the Entries record which will display the dates entered, applicable average earnings and the type of payment being made.

## Reports

You can produce the calendar print from within the **Absence Recording** screen by using the

button.

There are also the following reports:-

| Report Name | Type | Description |
|---|---|---|

| | | |
|---|---|---|
| PAPAM/<br>PSPAM | Employee | Details the absence records for Statutory Paternity, Adoption, Maternity, Shared Parental and Bereavement. You are prompted for First and Last Date in relation to the Pay Period Start date. |
| PASSP/<br>PSSSP | Employee | Details the absence records for Statutory Sick. You are prompted for First and Last Date in relation to the actual calendar days. |
| PAPAMRUN/<br>PSPAMRUN | PayrollRun | Breakdown of Statutory Paternity, Adoption, Maternity, Shared Parental and Bereavement Paid This Period Only. |
| PASSPRUN/<br>PSSSPRUN | PayrollRun | Breakdown of Statutory Sick Days Paid This Period Only. |
| PASSPRN2/<br>PSSSPRN2 | PayrollRun | Breakdown of Statutory Sick Days Paid This Period Only. |
| PAOTHABS/<br>PSOTHABS | Employee | Details the Other absence records which are not statutory. You are prompted for First and Last Date in relation to the actual calendar days. |
| PACRNC\PSCRNC | Employee | Breakdown of the pay component values for statutory absence where Add to Gross Reduce Component has been processed for all closed periods, frequencies and tax years. Grouped by Payroll Run. |
| PAPAMRN2\PSPAMRN2 | Payroll Run | Breakdown of Statutory Paternity, Adoption, Maternity, Shared Parental and Bereavement paid this period including the Add to Gross Reduce Component values. Grouped by Full Name. |
| PARUNRC\PSRUNRC | Payroll Run | Breakdown of the pay component values for statutory absence where Add to Gross Reduce Component has been processed in the current period. |

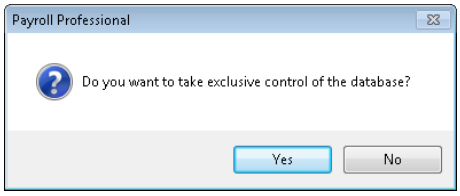
# Payroll Run

To open a payroll run under the **Home** or **Run** tab select the **Pay Run** button.

Click on the drop-arrow to see the frequency selector.

The frequencies that show here will be those that are enabled in Employer details. Click on the frequency you want to open.

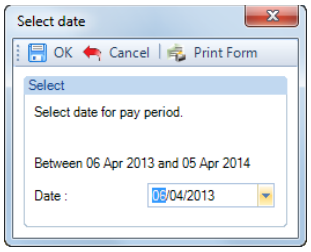
If you have multi-user enabled under Employer details then you will see another message:




If you are require full access to the payroll then select **Yes**, otherwise select **No**. See Multi User for further information.

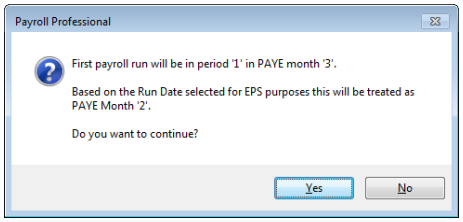
### Select Date for First Payroll Run:

If this is the **first** payroll run for the frequency, you will see a screen to select the run date and you can choose any date within the tax year. This is so that you can start a payroll part way through the year, for example if you have taken on a new client.




**Note:** - The date box will default to your system date if this is your first payroll run.

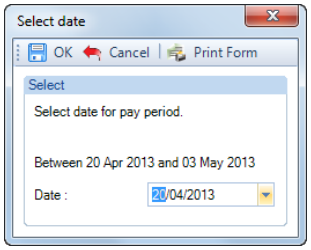
Select the date and click on **OK**, you will then see a message displaying the **Tax Period**, **PAYE Month** and the **EPS PAYE Month** that the first period will be in.




If this is correct select **Yes**, or select **No** to cancel and select another run date.

### Select Date for the next Payroll Run:

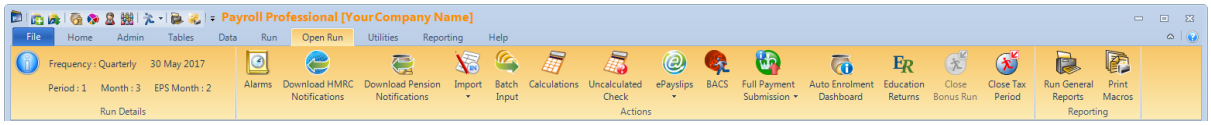
For the **next** payroll run, you will be given a date range that is within the tax period.



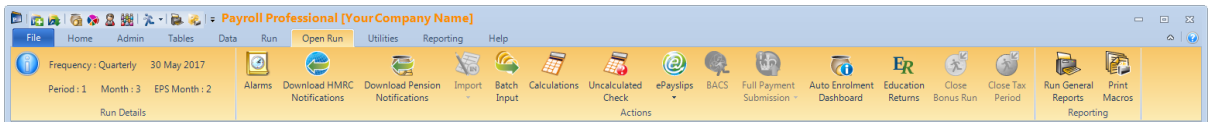

Select the run date and click on **OK**.

### Open Run Toolbar:

You will then see the following toolbar, this will also appear if you have Multi User enabled and selected **Yes** to exclusive use. All the buttons are available.




The following is an example of the toolbar if you have Multi User enabled and selected **No** to exclusive use. Some of the buttons are greyed-out (unavailable).




Some of the buttons will be greyed out if you are not licensed for the facility or it is not enabled in Employer details, such as Bonus Runs, myePayWindow, BACS etc.

### Tempory/Variable Data

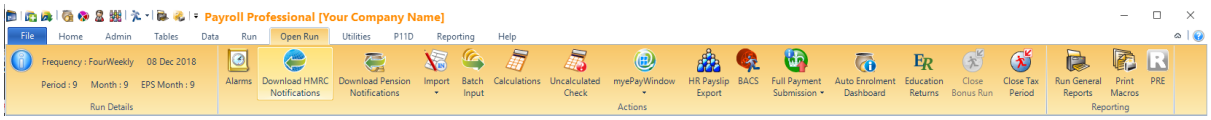
Entering pay component values just for the current run can be entered in three ways:

- **Pay Run Import** – you can import the temporary data from a spreadsheet, prepared by your client or yourselves.
- **Batch Input** – using this facility you are able to input the values for one or multiple pay components at a time for all/some employees.
- **Individual Calculation screen** – alternatively, you can input all the changes for an employee in their Individual Calculation screen.

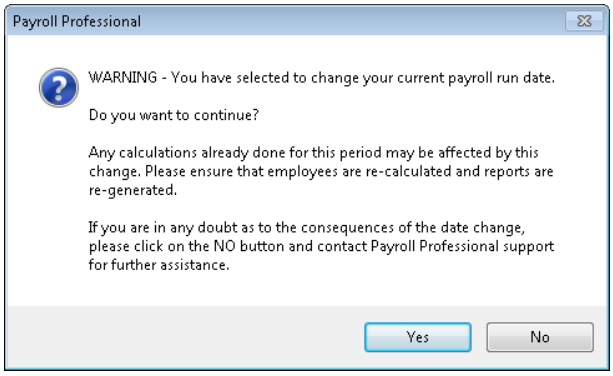
You can use a combination of all three methods.

## Wrong Run Date

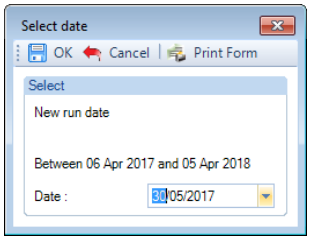
If you have selected the wrong date for a payroll run then double click on the date in the Run Details section of the Open Run toolbar.




You will then see a warning message about changing the date.



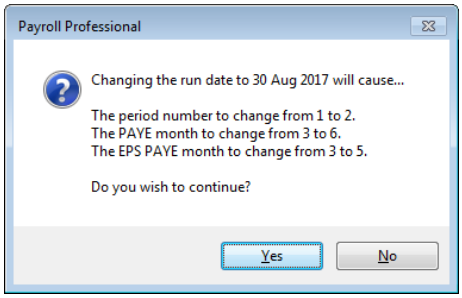

If you want to continue with changing the date select **Yes**, you will then be prompted to select the new run date the select **OK**.




Only if this is a new data file, this is the very first period that has been opened and all employees are un-calculated, can this date be changed to a different Tax Period and PAYE month.

Otherwise you can only change the date so that it is still within the tax period that was already selected.

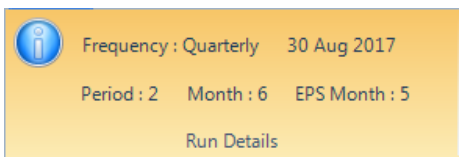
If this is a new data file and you select a date that is in a different Tax Period and/or PAYE Month and/or EPS PAYE month, you will see a further message:



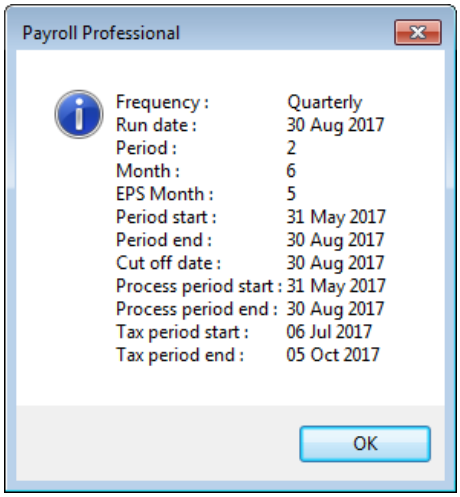

If you are happy with this change then select **Yes** to continue.

## Information icon

In the **Open run** toolbar you will now see an information icon, to the left of the current payroll run details.




When you click on the information icon, you will see further information about the current run:




The first five lines are the same as those shown on the **Open Run** toolbar. The others are used mainly for Pension Reform.

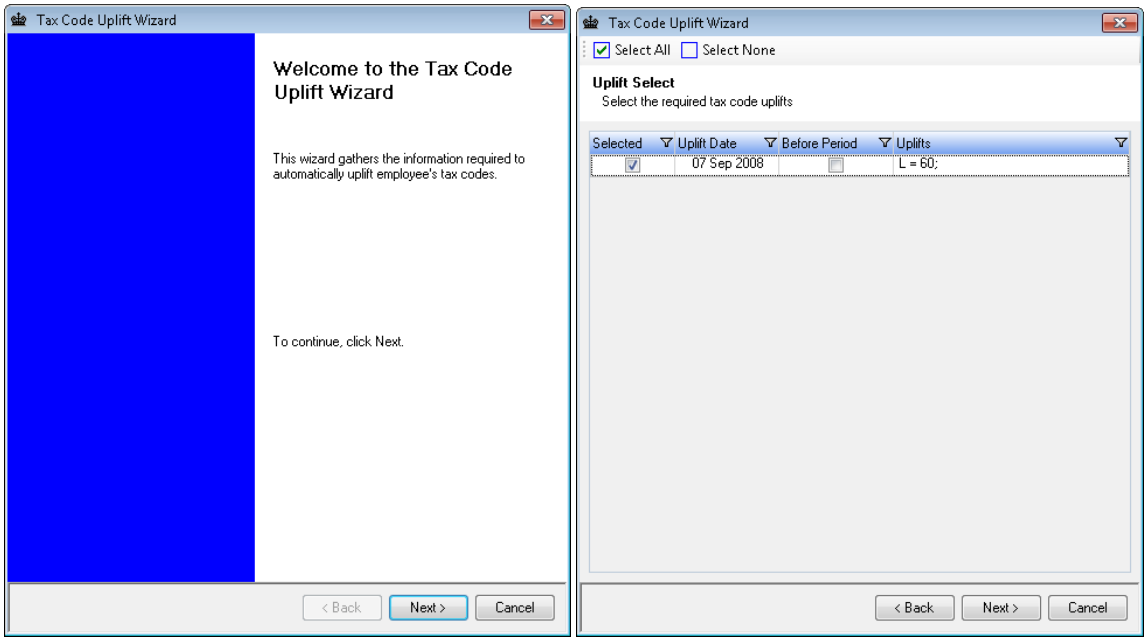
The Period Start, End and Cut Off Date can be set by going to the **Data** tab select **Employer** and under the **Payroll Parameters** tab click on **Period End**. Remember you can only set this information when you do not have a run open.

If the Period End details are not completed the Run Date will be used instead.

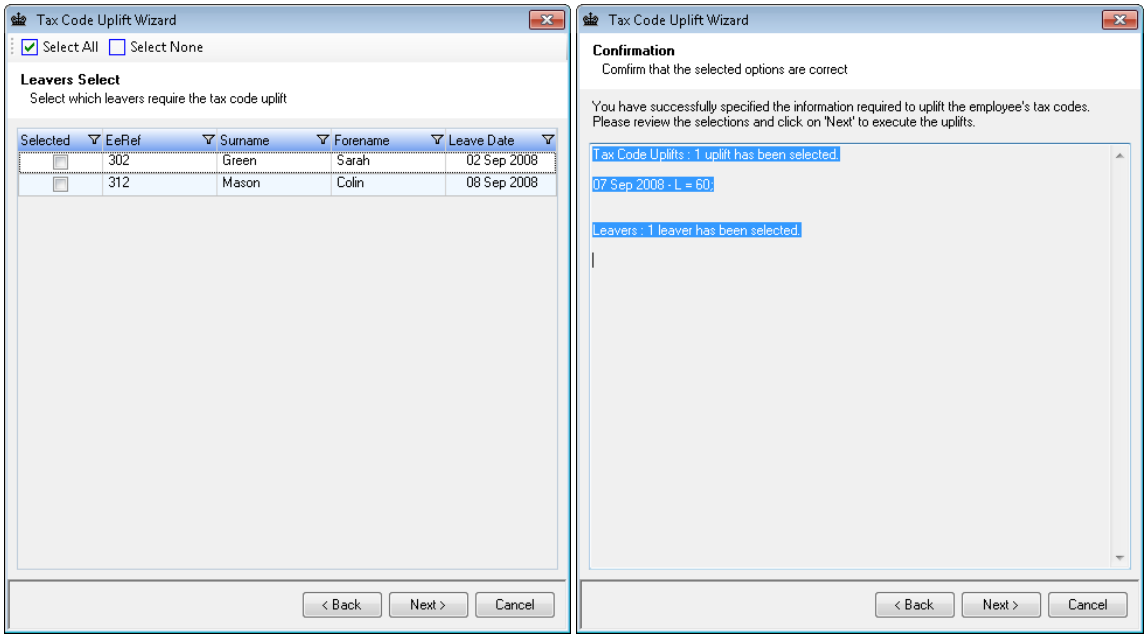
## Mid-Year Tax Code Uplift

The process for uplifting tax codes in the mid year will have a selection screen to ensure that leavers are dealt with in the manner you require.

After selecting the run date for the new period in which a Tax Code Uplift is due, you will see the following screen.

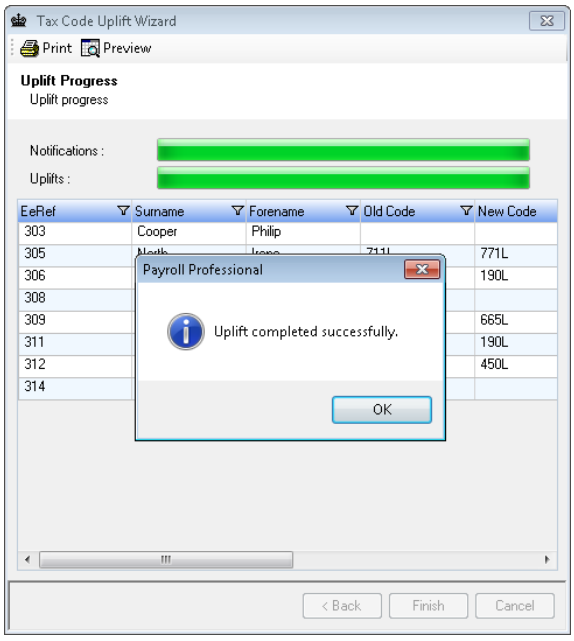



In the **Uplift Selection** screen, tick the **Selected** box if you want to apply the uplift then select **Next.**

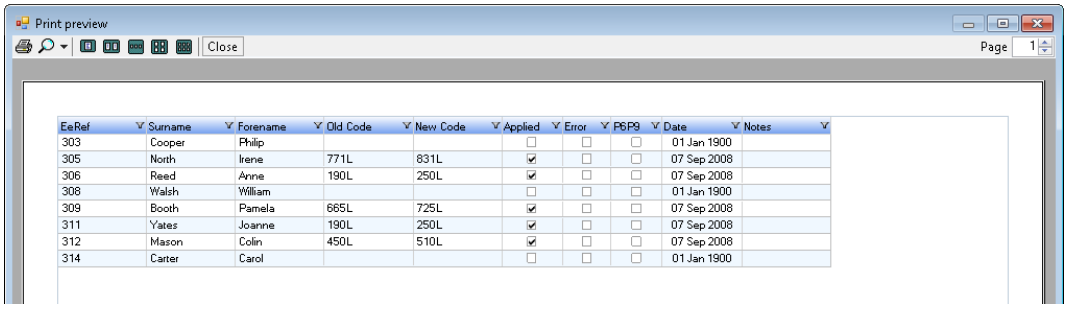



In the **Leavers Select** screen, tick the **Selected** box for those Leavers that you want the uplift applied now click on **Next**. You will then see a **Confirmation** screen showing the selections you made, you can use the **Back** button here if you need to change your selections.

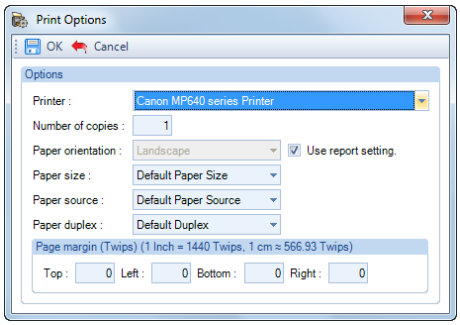
Click **Next** to implement the tax code uplifts.




You will now see this screen showing you the Employees old and new tax codes. You can either **Preview** the details of the tax code uplifts and then print a report.



Or select the **Print** button, you will get the below screen for you to select which printer to send the report.




Sample report below:

Tax Code Uplift Report

Printed : 11 May 2011 10:15 Page : 1

Summary

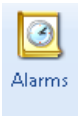
Client/ Datafile : Your Company Name Here

Details

| EeRef | Surname | Forename | Old Code | New Code | Applied | Error | P6P9 | Date | Notes |
|---|---|---|---|---|---|---|---|---|---|
| 303 | Cooper | Philip | | | No | No | No | 01 Jan 1900 | |
| 305 | North | Irene | 771L | 831L | Yes | No | No | 07 Sep 2008 | |
| 306 | Reed | Anne | 190L | 250L | Yes | No | No | 07 Sep 2008 | |
| 308 | Walsh | William | | | No | No | No | 01 Jan 1900 | |
| 309 | Booth | Pamela | 665L | 725L | Yes | No | No | 07 Sep 2008 | |
| 311 | Yates | Joanne | 190L | 250L | Yes | No | No | 07 Sep 2008 | |
| 312 | Mason | Colin | 450L | 510L | Yes | No | No | 07 Sep 2008 | |
| 314 | Carter | Carol | | | No | No | No | 01 Jan 1900 | |

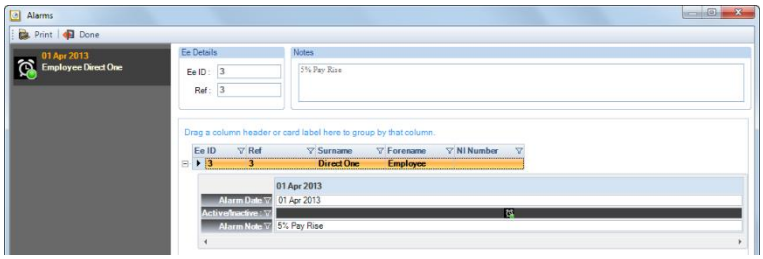
All of these details are recorded in the Audit Trail.

## Alarms

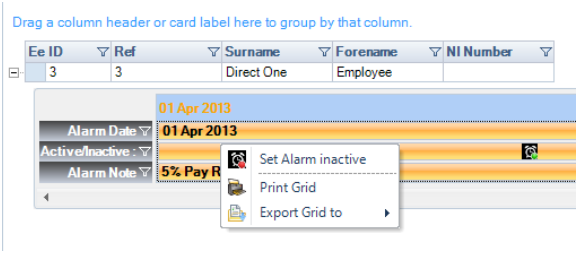



Select this button to view all the active Diary Alarms for Employees.

Rather than showing just the highlighted employees' alarm, it now shows all employees diary alarms at once with a print option and the ability to sort and group the alarms.



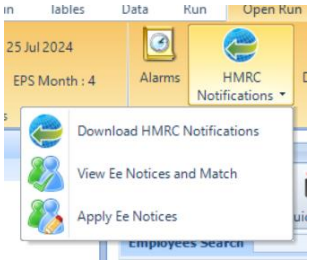

The left hand column shows all of the alarms, top right hand section shows the full details of the alarm that is highlighted in the left hand column. The bottom right hand section has the ability to sort using the column headings and group them.




You can also turn an alarm off by highlighting the alarm either in the left or right hand section and right mouse click to select **Set Alarm inactive**. The alarm will then disappear from this screen.

The **Print** button at the top of the screen will preview the report PARUNALM\PSRUNALM to screen, which you can then print if required.

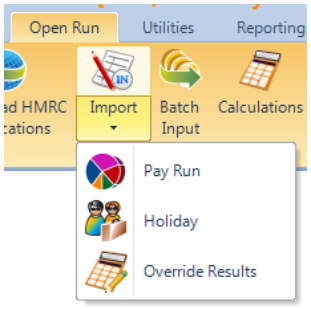
## HMRC Notifications




Use this button to download and then apply Tax Code and Student Loan Notifications.

For more information see the section HMRC Notifications.

## Import




The Pay Run Import facility enables you to import temporary pay component data by reading information from an appropriately formatted text file, which can be produced from a spreadsheet.

The Holiday Import facility enables you to import holiday schemes taken this period by reading information from an appropriately formatted text file, which can be produced from a spreadsheet.

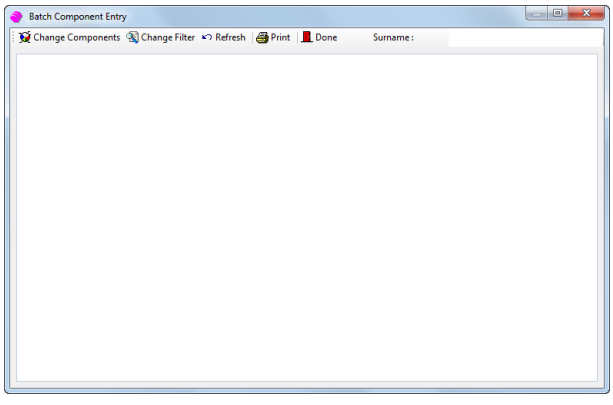
The Override Results Import facility enables you to import override figures for this period for calculated employees by reading information from an appropriately formatted text file, which can be produced from a spreadsheet.

For more information see the section on Importing.

## Batch Input

The batch input screen can allows you to enter pay component values for the current run for multiple Employees at the same time.

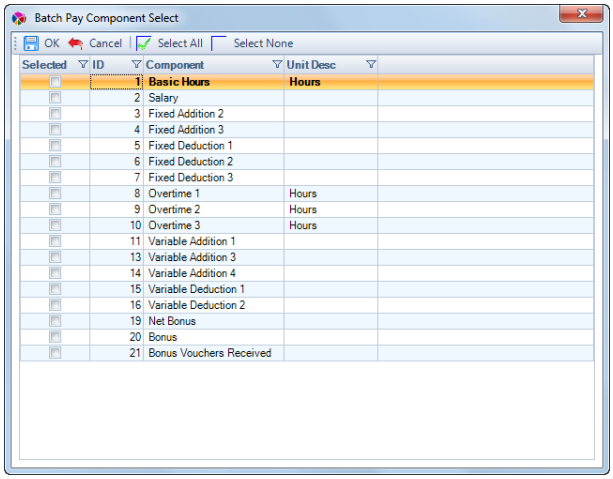
Select the **Batch Input** button.



Click on **Change Components** to select which ones will be displayed on the input screen.

Choose components by clicking the corresponding tick box or **Select All** at the top of the window.

Click **OK**.

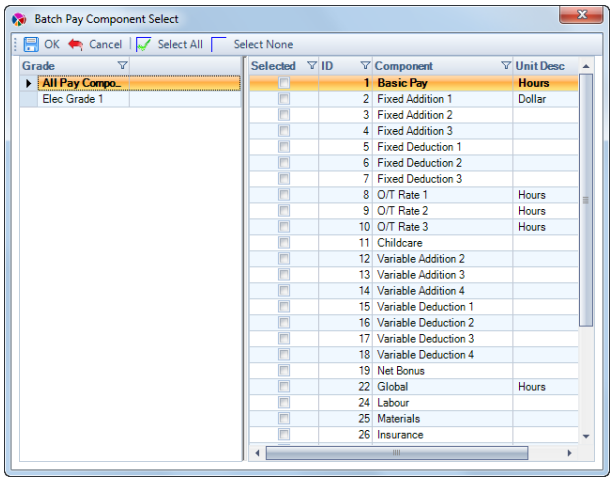



| Selected | ID | Component | Unit Desc |
|---|---|---|---|
| | 1 | **Basic Hours** | **Hours** |
| | 2 | Salary | |
| | 3 | Fixed Addition 2 | |
| | 4 | Fixed Addition 3 | |
| | 5 | Fixed Deduction 1 | |
| | 6 | Fixed Deduction 2 | |
| | 7 | Fixed Deduction 3 | |
| | 8 | Overtime 1 | Hours |
| | 9 | Overtime 2 | Hours |
| | 10 | Overtime 3 | Hours |
| | 11 | Variable Addition 1 | |
| | 13 | Variable Addition 3 | |
| | 14 | Variable Addition 4 | |
| | 15 | Variable Deduction 1 | |
| | 16 | Variable Deduction 2 | |
| | 19 | Net Bonus | |
| | 20 | Bonus | |
| | 21 | Bonus Vouchers Received | |

If you have **Pay Grades** set up in the payroll data file the **Change Components** screen will be slightly different.

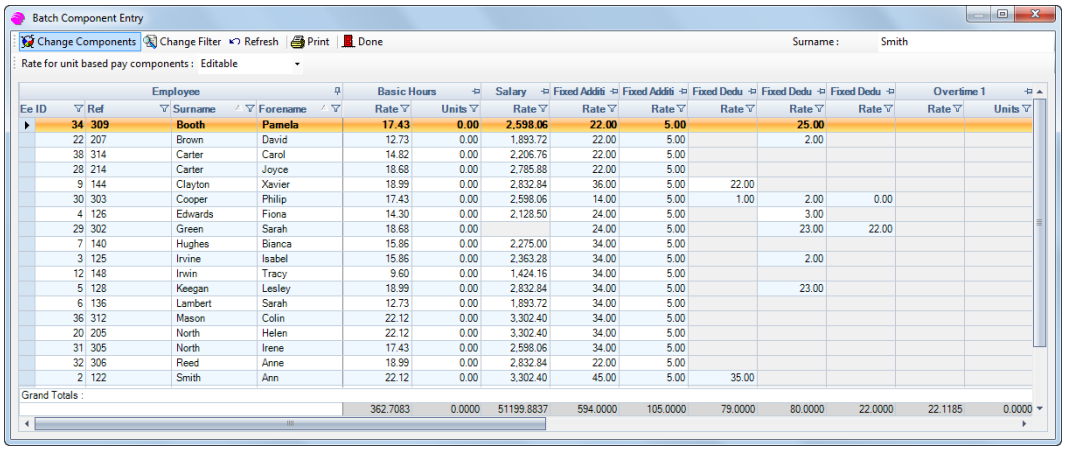
The default selection on the left is for All Pay Components. Once you have selected **All** or a **Pay Grade** the pay components belonging to that section are displayed on the right.

Choose components by clicking the corresponding tick box or **Select All** at the top of the window. When your selection is made click **OK** to see the input screen.




| Grade |
|---|
| All Pay Compo.. |
| Elec Grade 1 |

| Selected | ID | Component | Unit Desc |
|---|---|---|---|
| | 1 | **Basic Pay** | **Hours** |
| | 2 | Fixed Addition 1 | Dollar |
| | 3 | Fixed Addition 2 | |
| | 4 | Fixed Addition 3 | |
| | 5 | Fixed Deduction 1 | |
| | 6 | Fixed Deduction 2 | |
| | 7 | Fixed Deduction 3 | |
| | 8 | O/T Rate 1 | Hours |
| | 9 | O/T Rate 2 | Hours |
| | 10 | O/T Rate 3 | Hours |
| | 11 | Childcare | |
| | 12 | Variable Addition 2 | |
| | 13 | Variable Addition 3 | |
| | 14 | Variable Addition 4 | |
| | 15 | Variable Deduction 1 | |
| | 16 | Variable Deduction 2 | |
| | 17 | Variable Deduction 3 | |
| | 18 | Variable Deduction 4 | |
| | 19 | Net Bonus | |
| | 22 | Global | Hours |
| | 24 | Labour | |
| | 25 | Materials | |
| | 26 | Insurance | |

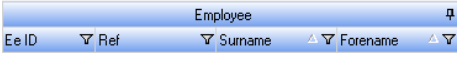



| Employee | | | | Basic Hours | | Salary | Fixed Additi | Fixed Additi | Fixed Dedu | Fixed Dedu | Fixed Dedu | Overtime 1 | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Ee ID | Ref | Surname | Forename | Rate | Units | Rate | Rate | Rate | Rate | Rate | Rate | Rate | Units |
| **34** | **309** | **Booth** | **Pamela** | **17.43** | **0.00** | **2,598.06** | **22.00** | **5.00** | | **25.00** | | | |
| 22 | 207 | Brown | David | 12.73 | 0.00 | 1,893.72 | 22.00 | 5.00 | | 2.00 | | | |
| 38 | 314 | Carter | Carol | 14.82 | 0.00 | 2,206.76 | 22.00 | 5.00 | | | | | |
| 28 | 214 | Carter | Joyce | 18.68 | 0.00 | 2,785.88 | 22.00 | 5.00 | | | | | |
| 9 | 144 | Clayton | Xavier | 18.99 | 0.00 | 2,832.84 | 36.00 | 5.00 | 22.00 | | | | |
| 30 | 303 | Cooper | Philip | 17.43 | 0.00 | 2,598.06 | 14.00 | 5.00 | 1.00 | 2.00 | 0.00 | | |
| 4 | 126 | Edwards | Fiona | 14.30 | 0.00 | 2,128.50 | 24.00 | 5.00 | | 3.00 | | | |
| 29 | 302 | Green | Sarah | 18.68 | 0.00 | | 24.00 | 5.00 | | 23.00 | 22.00 | | |
| 7 | 140 | Hughes | Bianca | 15.86 | 0.00 | 2,275.00 | 34.00 | 5.00 | | | | | |
| 3 | 125 | Irvine | Isabel | 15.86 | 0.00 | 2,363.28 | 34.00 | 5.00 | | 2.00 | | | |
| 12 | 148 | Irwin | Tracy | 9.60 | 0.00 | 1,424.16 | 34.00 | 5.00 | | | | | |
| 5 | 128 | Keegan | Lesley | 18.99 | 0.00 | 2,832.84 | 34.00 | 5.00 | | 23.00 | | | |
| 6 | 136 | Lambert | Sarah | 12.73 | 0.00 | 1,893.72 | 34.00 | 5.00 | | | | | |
| 36 | 312 | Mason | Colin | 22.12 | 0.00 | 3,302.40 | 34.00 | 5.00 | | | | | |
| 20 | 205 | North | Helen | 22.12 | 0.00 | 3,302.40 | 34.00 | 5.00 | | | | | |
| 31 | 305 | North | Irene | 17.43 | 0.00 | 2,598.06 | 34.00 | 5.00 | | | | | |
| 32 | 306 | Reed | Anne | 18.99 | 0.00 | 2,832.84 | 22.00 | 5.00 | | | | | |
| 2 | 122 | Smith | Ann | 22.12 | 0.00 | 3,302.40 | 45.00 | 5.00 | 35.00 | | | | |
| Grand Totals : | | | | 362.7083 | 0.0000 | 51199.8837 | 594.0000 | 105.0000 | 79.0000 | 80.0000 | 22.0000 | 22.1185 | 0.0000 |

Employees displayed are those with the units and/or rates of the pay components selected.

The Employee section has columns containing the employee **ID**, **Reference**, **Surname** and **Forename**.

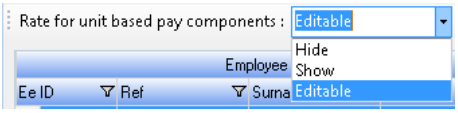
To change the sort order of the display click on the column header. This example shows the indicator against **Surname**, thus an alphabetical list.




To find a specific employee, click in the white box at the top right of the screen and type in the name required. That employee is now highlighted in the grid.

When you have a substantial number of pay components selected it will be necessary to scroll across the screen. The Employee section is fixed in place when the pin is , this means that when you scroll across this section stays in place. If you click on the pin it changes to which means that the Employee section will not stay in place when you scroll to the right

The columns on the right are the rates and/or units for the pay components. The order of the Pay Components is determined by the sort order set under **Admin\Personal Prefs\Display**. The display has each line with a background colour of white alternating with pale blue to make it easier to read. Any figures with a grey background cannot be edited. One reason for this could be that the pay component doesn't exist for that employee. The other reason will be to do with the setting for **Rate for unit based pay components** at the top left.




The three settings are:

**Hide** – Only columns for units will be displayed.

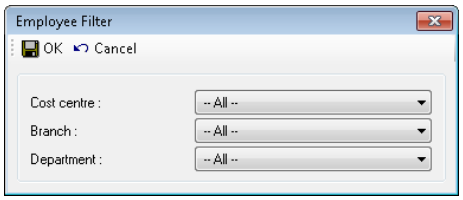
**Show** – Columns for units and rates will be displayed.

**Editable** – Columns for units and rates are displayed. If a rate is set by a Grade it will be grey and can't be edited. If the component value is from Employee details it can be changed.

The other buttons at the top of the screen are:

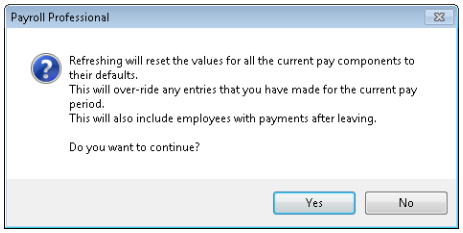
Change Components select this button to go back and make another selection of pay components/grades.

Change Filter click this to choose employees in a Cost Centre, Branch and/or Department.




Select employees using a combination of the above options. Click **OK** to make the change or **Cancel** if you don't wish to apply any filter.

Refresh use this to reset the values of pay component rates and units to defaults.



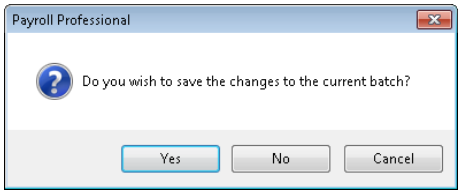

This will wipe out any pay component values entered for the current selection.

For pro-rated pay components they will revert to the pro-rated amount.

If you are sure you wish to reset the values, click **Yes**.

Print will print out the grid from the Batch Component Entry screen as it is currently being viewed.

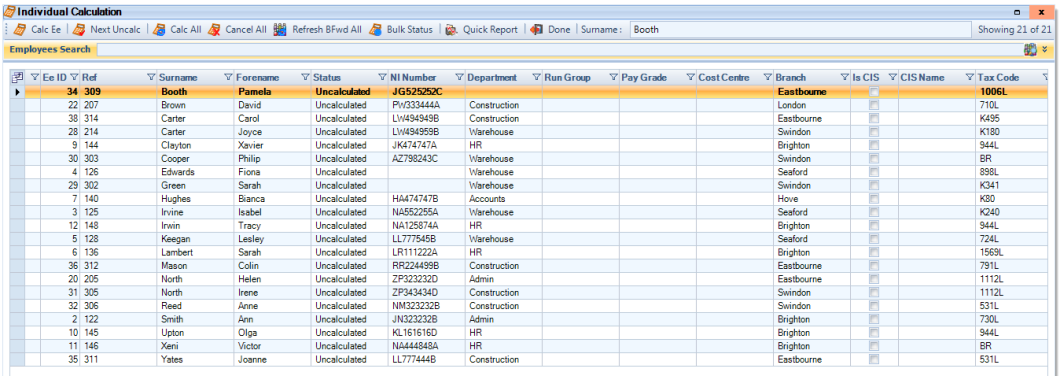
Done use this to leave the Batch Component Entry screen. If you have made any changes you will get this message. Click **Yes** to save the input for the current batch, **No** to lose input and **Cancel** to stop the process.



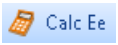

## Calculations

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

And depending on your settings under Personal Preferences the first Employees Individual Calculation screen may then open.




### Calc Ee button

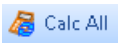



Use this button to open the highlighted employees Individual Calculation screen.

### Next Uncalc button

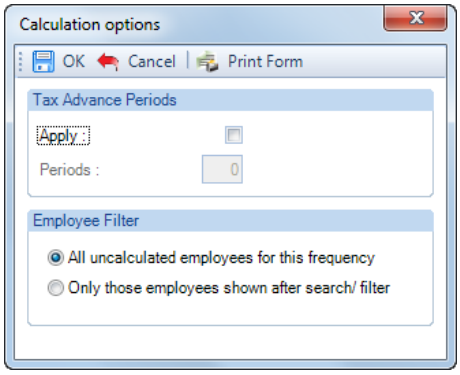
Use this button to highlight the next un-calculated employee in the list.

### Calc All button




Use this button to calculate all un-calculated Employees. This facility also has the option to tax advance those employees being calculated.

As you click on the **Calc All** button, the following screen will appear.

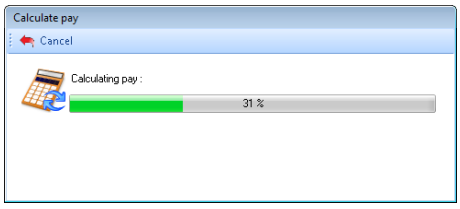



Under **Tax Advance Periods** only tick Apply if you want to Tax Advance the Employees, otherwise leave un-ticked. If you have selected Apply then enter the number of Periods to advance the Employees.

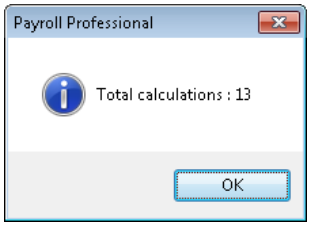
**Note:** The Tax Advance Periods section is not available for Employees under the Frequencies – Quarterly, Half Yearly or Yearly.

The **Employee Filter** section, gives you the option to calculate **All uncalculated employees for this frequency** or **Only those employees shown after search / filter**. The last option is when you have filtered the Employees using the Column Headers or Employee Search, so only those Employees showing in the list will be calculated.

Now click on **OK**, you will then see the progress bar.



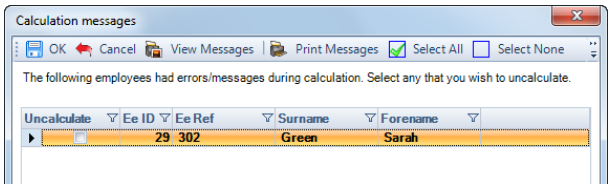

When the calculations are complete you will see a message displaying how many calculations have been made.




You can also use the **Calc All** button to double check that all employees have been calculated.

**Note:** If you have Tax Advanced all employees in the frequency, you will need to initialise the next payroll run and select the payroll run date. Then select **Close Tax Period** as everyone is on holiday.

When you click on **OK** to the Total Calculations message, you may be presented with the **Calculation Messages** screen.




These messages include active diary alarms for employees marked as Suspended.

OK After reviewing the messages, tick the **Uncalculate** box for those Employees you need to check or change their details. When you click on **OK** then those Employees will be uncalculated.

Cancel This exits the screen without implemented any of the selections.

View Messages this will show the messages that would have appeared when calculating the Employees individually, in a report preview screen.

Print Messages clicking on this will print a report showing the messages.

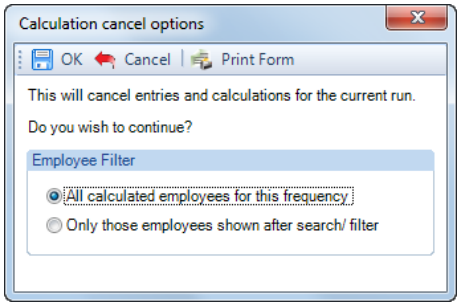
Select All selecting this will make any selected Employees uncalculated.

Select None this will remove the ticks from the Employees you have selected.

Print Form will print this screen, you will be prompted to select the printer.

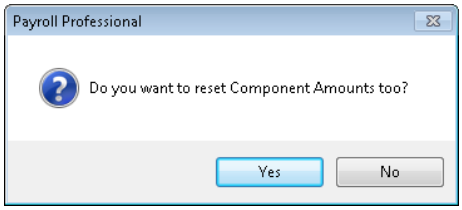
### Cancel All button

Cancel All When you select this button, you will see the following screen:

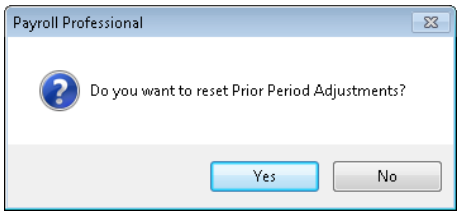



The **Employee Filter** section, gives you the option to cancel **All calculated employees for this frequency** or **Only those employees shown after search / filter**. The last option is when you have filtered the Employees using the Column Headers or Employee Search, so only those Employees showing in the list will be cancelled.

After selecting **OK** you will see further messages:




If you want to remove any temporary pay component values entered for this payroll run select **Yes**, otherwise select **No**.




This message is if you want to remove any Prior Period Adjustments entered in this period. Select **Yes** to remove and **No** to leave them in place.

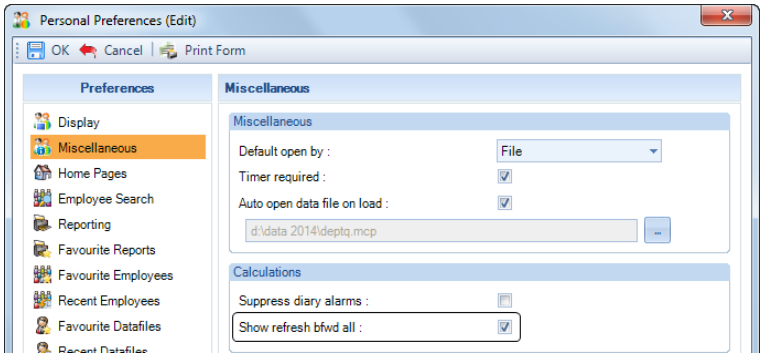
Those Employees will now be uncalculated.

### Refresh Bfwd All button

You are able to enable a new button called **Refresh Bfwd All** to show in the header of the Individual Calculation list of Employees which appears when you select **Calculations** within the **Open Run** tab.

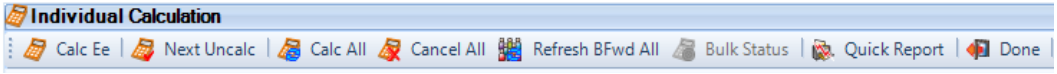
When you select this button it will un-calculate the employees. It will not remove or change the pay component values or prior period adjustments for the current period. It will bring in any Tax Code and NI Letter changes.

Under the **Admin** tab select **Personal Prefs**, then the **Miscellaneous** tab.

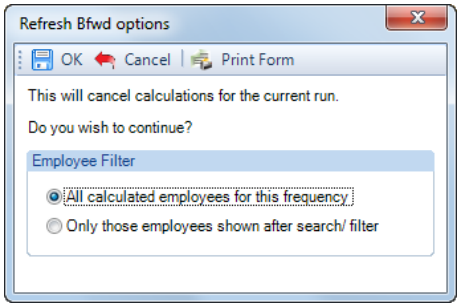



Tick the box **Show refresh bfwd all** and select **OK**.

When you select **Calculations** in the **Open Run** tab you will see the **Refresh Bfwd All** button.




When you select this button, you will see the following screen:



The **Employee Filter** section, gives you the option to cancel **All calculated employees for this frequency** or **Only those employees shown after search / filter**. The last option is when you have filtered the Employees using the Column Headers or Employee Search, so only those Employees showing in the list will be cancelled.

Those Employees will now be uncalculated.

### Bulk Status button

This will only be available if it is enabled in Employer details.

For more information on this facility see the section on Bulk Status Change.

### Quick Report button

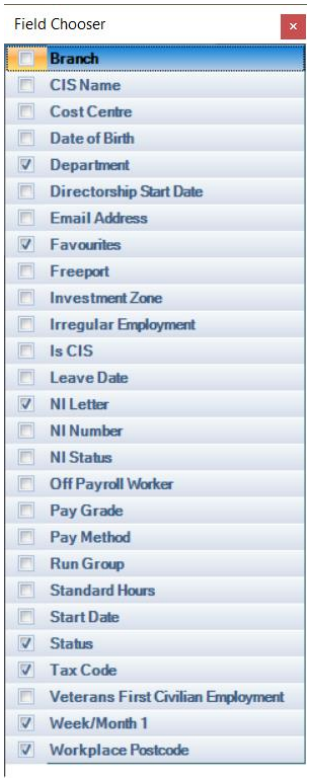
This runs the Quick Report defined under the **Reporting** tab then **Define Quick Reports** button.

### Done button

Will exit the **Calculations** screen showing the list of Employees.

### Column chooser button

Use this button which appears to the left of the column headers, to choose which columns to show.



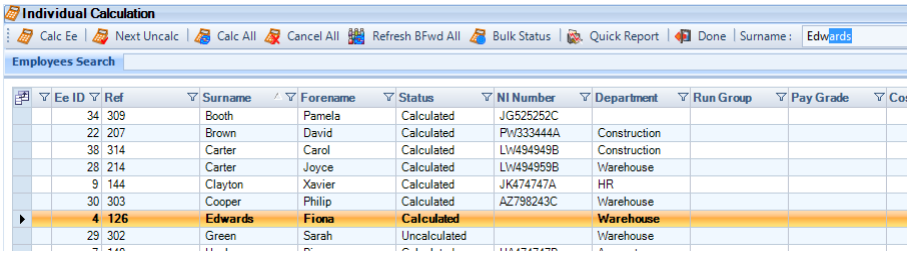

Then tick the box for the information that you want to show in the columns and un-tick the ones you don't want to show. Once you have made your selections click on the button.

This column selection is saved for the user.

### Employee Search

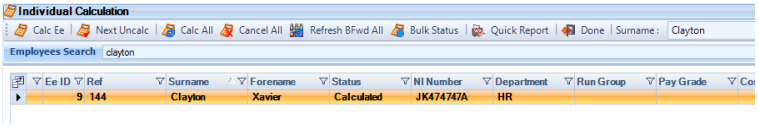
**There are a few ways to search for an Employee.**

- Click on the header, then in the box next to the Done button type in what you are searching for, the below example is using Surname. This will then highlight the Employee in the list.



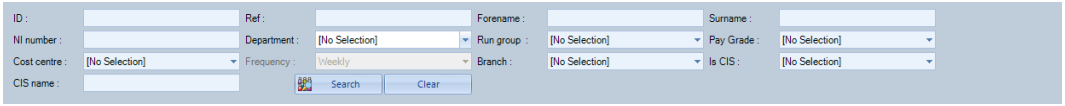

| Ee ID | Ref | Surname | Forename | Status | NI Number | Department | Run Group | Pay Grade |
|---|---|---|---|---|---|---|---|---|
| 34 | 309 | Booth | Pamela | Calculated | JG525252C | | | |
| 22 | 207 | Brown | David | Calculated | PW333444A | Construction | | |
| 38 | 314 | Carter | Carol | Calculated | LW494949B | Construction | | |
| 28 | 214 | Carter | Joyce | Calculated | LW494959B | Warehouse | | |
| 9 | 144 | Clayton | Xavier | Calculated | JK474747A | HR | | |
| 30 | 303 | Cooper | Philip | Calculated | AZ798243C | Warehouse | | |
| **4** | **126** | **Edwards** | **Fiona** | **Calculated** | | **Warehouse** | | |
| 29 | 302 | Green | Sarah | Uncalculated | | Warehouse | | |

- In the box to the right of **Employee Search** type in what you are searching for e.g. Surname, NI Number, Forename etc. Then select **Enter** on your keyboard or this button. Depending on the settings in Personal Preferences if only one Employee is found with this information then the Employee Edit screen will open. If multiple Employees are found with that information then only those Employees will be listed, example below:

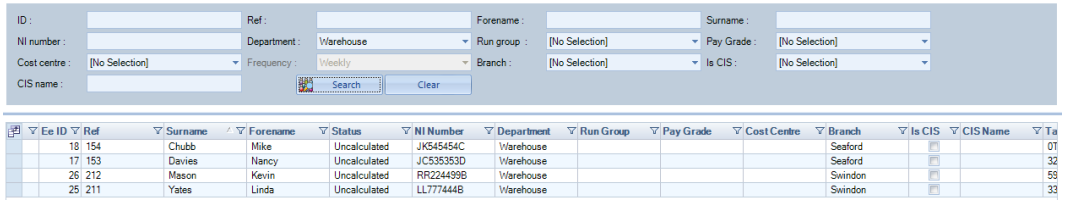



| Ee ID | Ref | Surname | Forename | Status | NI Number | Department | Run Group | Pay Grade |
|---|---|---|---|---|---|---|---|---|
| **9** | **144** | **Clayton** | **Xavier** | **Calculated** | **JK474747A** | **HR** | | |

- Lastly there is an Advanced Search and/or Filter. To the right of Employee Search box click on this button. This opens up the Advanced Search screen where you can enter multiple information and then click on the **Search** button.




Or you can select any Analysis group and/or Pay Grade then select Search, the list of Employees will then only show these Employees.




| Ee ID | Ref | Surname | Forename | Status | NI Number | Department | Run Group | Pay Grade | Cost Centre | Branch | Is CIS | CIS Name |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 18 | 154 | Chubb | Mike | Uncalculated | JK545454C | Warehouse | | | | Seaford | | |
| 17 | 153 | Davies | Nancy | Uncalculated | JC535353D | Warehouse | | | | Seaford | | |
| 26 | 212 | Mason | Kevin | Uncalculated | RR224499B | Warehouse | | | | Swindon | | |
| 25 | 211 | Yates | Linda | Uncalculated | LL777444B | Warehouse | | | | Swindon | | |

To see all of the Employees in the list, click into the **Employee Search** box and then select **Enter** on your keyboard. Or remove the searches you entered and click on the **Search** button.

### Column Header Sort

To change the order of the Employees click on the column heading that you want to sort the Employees by for example EeID, Surname, Ref, Department etc.

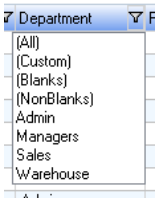
A triangle will then appear on the column header, you can click on the column header again to reverse the order.

You can sort by more than one column by holding down **Shift** on your keyboard then click on the column headers in the order than you want the sort preference.

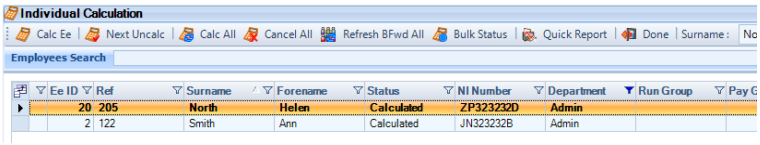
### Column Header Filter

All of the column headers have a filter button which you can use to only see Employees with the filter you choose.

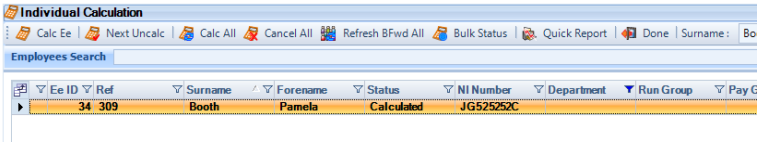
For example, click on the Filter button in the Department column header, you will then see the following selection which includes a list of all the Departments.




You can then select the Department and the Employee list will only show Employees who are in that Department.




Or you could choose **(Blanks)** to see any Employees who have no Department selected.

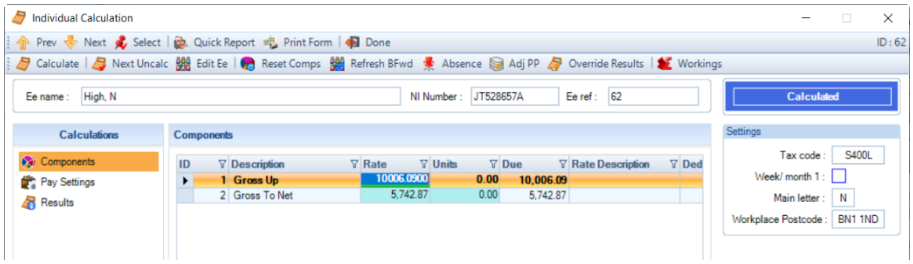



Note that the Filter button has changed to blue when it is in use.

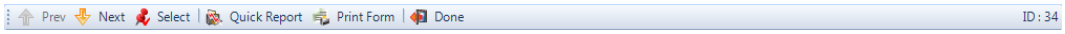
To remove the filter click on the button and select **(All)**, the button will then change back to .

## Individual Calculation screen

To open the Employee Individual Calculation screen either double click on the Employee in the list or highlight the Employee and click on the **Calc Ee** button.




## Top Toolbar




Prev Selecting this button will move to the previous employee, it will be greyed out if this is the first employee in the list.

Next Selecting this button will move to the next employee, it will be greyed out if this is the last employee in the list.

Select This button allows you to select another record with the screen open rather than having to close that screen to select another record. When you click on the **Select** button the Employee you currently have open will be highlighted.

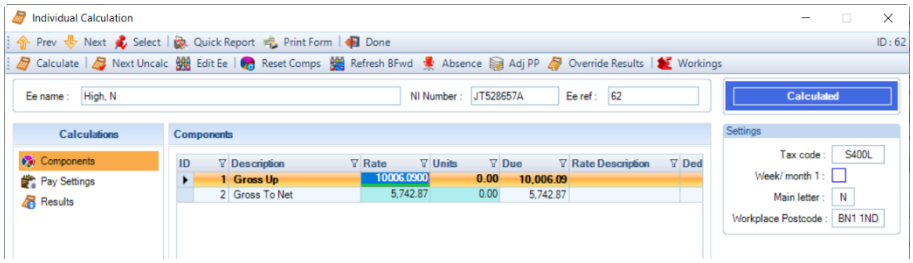
Quick Report This runs the Quick Report defined under the **Reporting** tab then **Define Quick Reports** button.

Print Form Will produce a print of the current screen you have open, you will be prompted to select the printer.

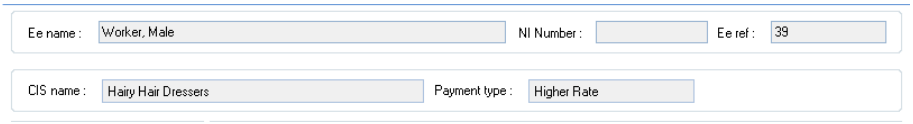
Done Will close the Employees Individual Calculation screen.

## Employees Information

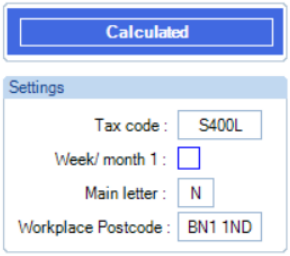
Towards the top of the Individual Calculation screen you will see the Employees Name, NI Number and Reference.




If they are a Sub Contractor it will show an extra section with the CIS Name and Payment Type.

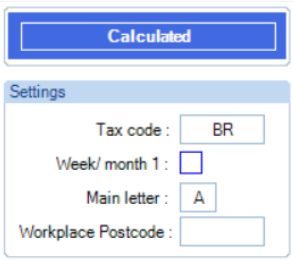



To the right of the screen shows the Employees Status, Tax Code and NI Letter being used for the calculation.



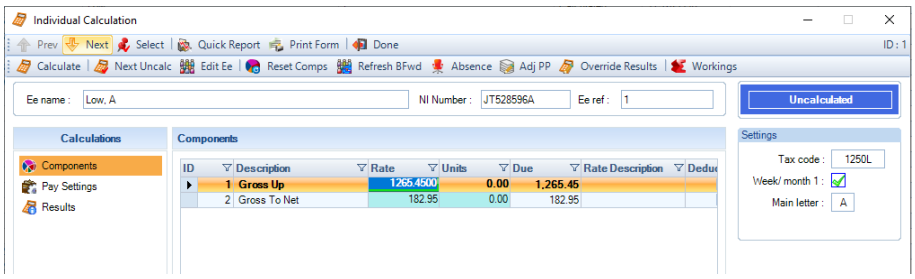

The **Status** relates to their calculation record – Calculated, Uncalculated, Suspended, Absent or Holiday.

Information will be displayed in Red when Override, Backdate NIC, Prior Period Adjustment, Pro rata starters and leavers, Tax Advance and Additional NI Periods have been performed. And Leaver when an employees leave date is on or earlier than the current periods end date:



And a blue information box will appear when Add to Gross Reduce Component is being calculated in the current run.

## Components tab



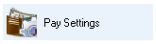
Where data is supplied to you on an employee-by-employee basis, you can enter the information using the Individual Calculation screen. Unit-based pay components will allow you to enter the units and/or rate, and non-unit based components will allow you to enter the rate.

If you use the tab button on your keyboard you will be taken to the editable fields – Rates and Units.

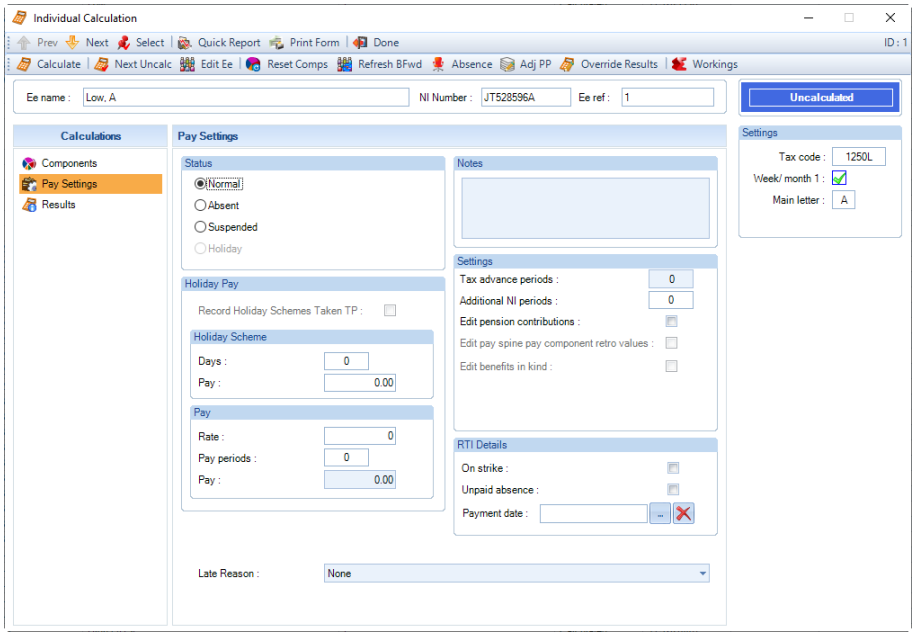
Once you have entered pay component values for an individual employee, you can either **Calculate** each employee individually or use the **Calc All** button to calculate all employees.

We recommend entering Employees permanent changes via the **Employees** button under the **Home** or **Data** tab before opening the payroll run.

## Pay Settings tab




Selecting this tab contains a number of sections.




## Status section

- **Normal** - This is the default status that Employees need to be on to be calculated in the current payroll run.
- **Suspended** - Select this status if the employee is not being paid for more than one payroll run. This status will stay selected until you change it back to Normal.
- **Absent** – This status should be used when the employee is not being paid for the current payroll run only. The status will automatically change back to Normal after the Close Tax Period is done.
- **Holiday** – The status will be automatically set to Holiday if Tax Advanced has been used for this Employee and this period has already been paid in a previous payroll run.

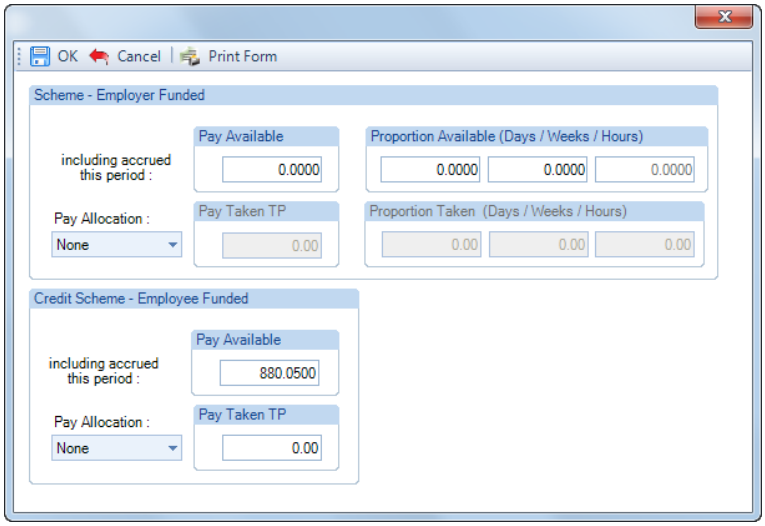
## Holiday Pay section

There are several ways of making holiday pay payments to an individual employee. One is by using the Holiday Accrual module and another is by paying a specific amount of holiday pay, as a separate entity, based on the Employees pay component values. Alternatively, you can create a Pay Component called Holiday Pay and enter the value as you would for a normal pay component.

Whichever method you use remember to enter the number of Tax Advance Periods that the payment represents. See the Settings section.

To make the payments using **Holiday Schemes**, tick the box **Holiday Accruals Pay Taken** in the Holiday Pay section. This will be greyed out if the Employee is does not have a Holiday Scheme attached.

When you select **Calculate** the following window will appear for you to input the holiday to be taken and paid.

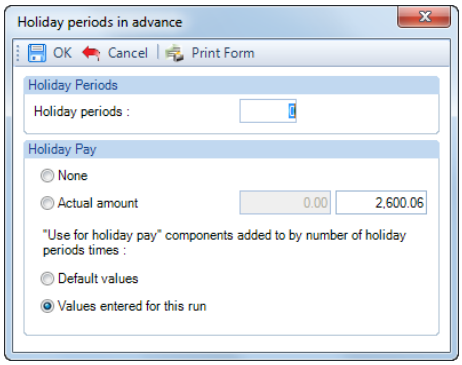



This screen will vary based on how the holiday scheme is set up.

Select **OK**.

If you are **not** using an Employer Funded Holiday Scheme, you will need to mark which Pay Components are to be used for Holiday Pay. To do this go to the **Data** tab and select **Pay Components\Pay Components** then **Edit** the ones that are to be used and under the **Misc Details** tab tick **Use for Holiday Pay**.

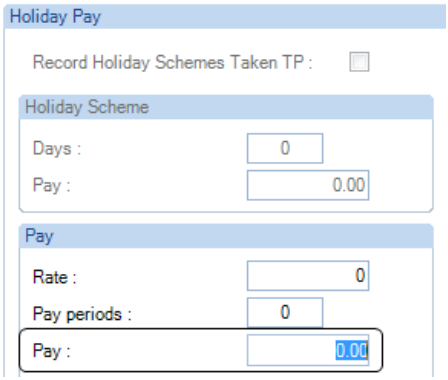
Click on the zero in the **Pay Periods** box, you will then see the following screen:




- **Holiday Periods** - enter the number of holiday periods, if you want to tax advance the employee.
- **None** - Tick this if the employee is to receive NO holiday pay in addition to payments being made for this week, but is still having the tax period advanced.
- **Actual Amount** - Tick this if you want to specify the amount to be paid, then type in the value of holiday pay to be paid in the adjacent box.
- **Default Values** - Tick this if you wish the employee to be paid multiples of the default value (the permanent pay component values set in Employee (Edit) screen) of pay components marked as **Use for holiday pay**. This excludes pay components that are global rates and multi currency.
- **Values entered for this run** - Tick this if you wish the employee to be paid multiples of the pay component values entered for the current run in the Individual Calculation screen, for any pay component that has been marked as **Use for holiday pay**. This excludes pay components that are global rates and multi currency.

Once you have completed the information click on the **OK** button and you will return to the **Pay Settings** tab.

Alternatively, you can enter the standard holiday **Pay** even when the employee is not being tax advanced.

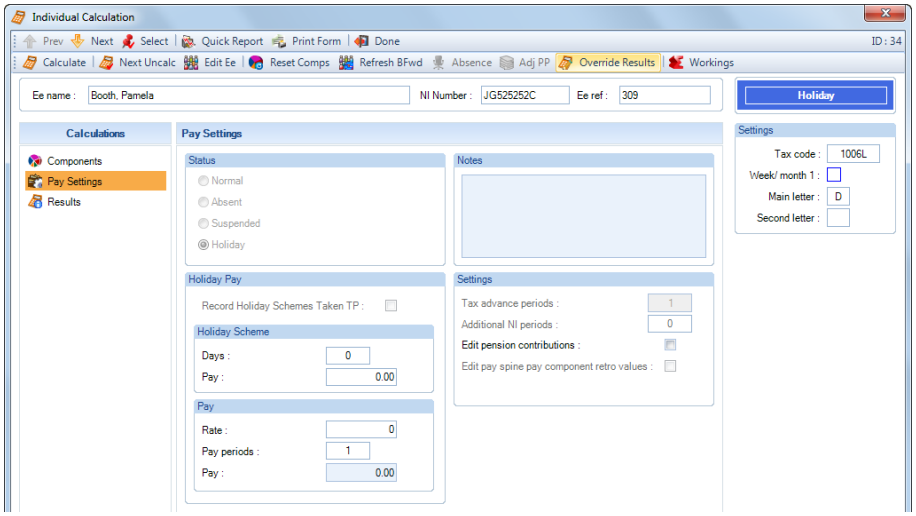



**Note:** Pay Periods is not available for Employees under the Frequencies – Quarterly, Half Yearly or Yearly.

The Holiday Pay section will be disabled if the employee has an Employer Funded Holiday Scheme attached, but the Holiday Periods will be available and can be used to enter the number of periods the employee is being paid in advance.

### The following week

After an employee has been paid holiday pay and Tax Advance Periods has been used, after the Tax Period has been closed the Employee is set to on Holiday.




The status is set as Holiday, signifies that this Employee cannot be Calculated for this payroll run. The number on the Tax Advance Periods box denotes the number of tax advance periods still to come.

## Notes box

This allow you to enter a note for this Employee which will then appear on payslips that include this field.

## Settings section

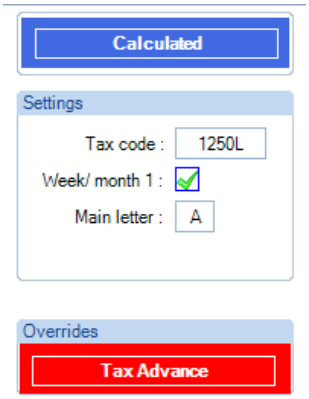
- **Tax Advance Periods**

  When an employee is being paid holiday in advance, it is possible to input the holiday pay value and enter the number of **Tax Advance Periods**. The program will then calculate the PAYE and NIC based on the number of periods entered plus the current payroll run.

  **Notes:** This is not available for Employees under the Frequencies – Quarterly, Half Yearly or Yearly. The current payroll runs pay date will determine the NI bands to use in the calculation.

  For example, if this is a weekly payroll, where you are paying the current payroll run and two advance weeks of holiday pay then you will need to enter 2 in the **Tax Advance Periods**.

Once the Tax Advance Periods has been performed you will then see Tax Advance in red.



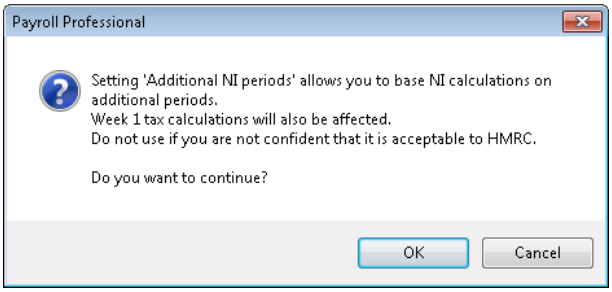

**Note:** If it is determined that an employee should change NI letter within the periods that they are being tax advanced into, for example - turn age 21, turn age 25 when on an Apprentice NI Letter etc, the tax advance will not be performed, a message will appear and they will be calculated without the tax advance. Only exception is turning state pension age, as you are able to continue using their current NI letter until you receive confirmation of their date of birth, a message will be displayed that they have reached state pension age.

- **Additonal NI Periods**

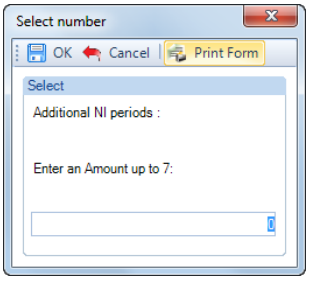
This is for making backdated payments, allowing you to calculate the Employees pay using more than one periods allowances.

**Notes:** This is not available for Employees under the Frequencies – Quarterly, Half Yearly or Yearly. The current payroll runs pay date will determine the NI bands to use in the calculation.

For example, if you are making a payment of £500 to an employee in one week but this money actually represents 5 lots of £100 (being this week and the previous 4 weeks which not already been accounted for) then simply click on the Additional NI Periods box. You will see the following message.



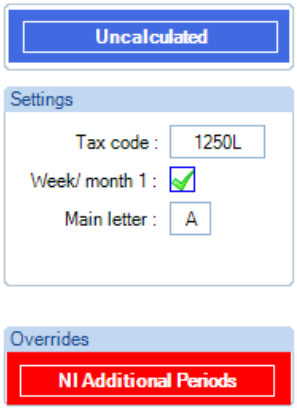

If you are happy this is what you require, click **OK** and enter the number of Additional NI Periods that you require then select **OK**.




When you calculate the employee their calculation will be based on the current payroll run plus the

Additional NI Periods.

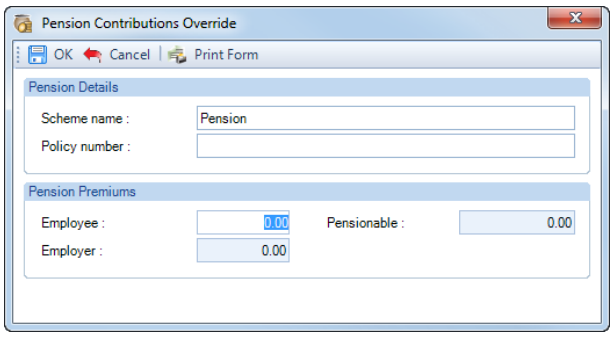
You will then see **NI Additional Periods** in red.



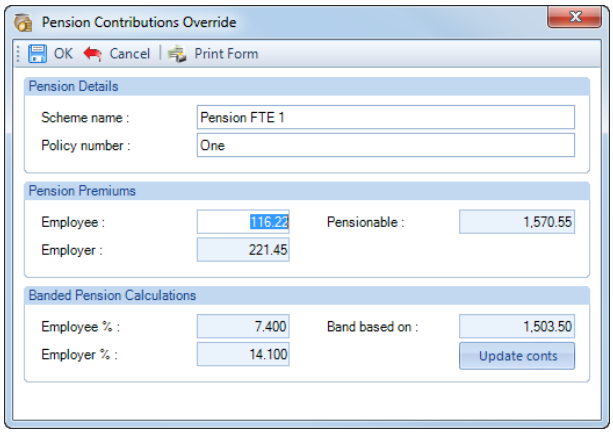

- **Edit Pension Contributions**

Select this if you need to edit the contributions for the current payroll run. When you Calculate the employee, you will see the Edit Pension Contributions screen, one for each Pension Policy attached to the employee showing the calculated figures for this period.

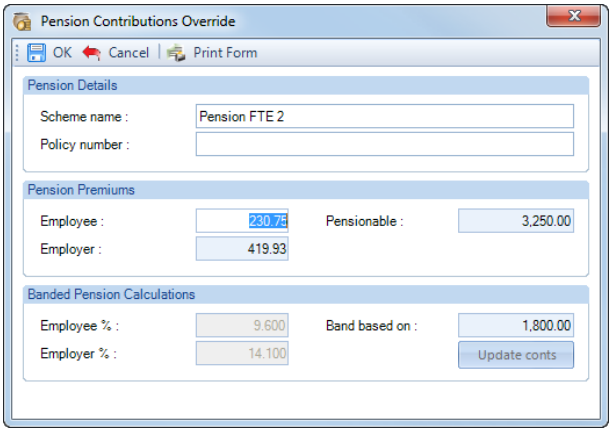
The below is an example of the Pension Contributions Override screen for pension policies not marked as Use percentage pension bands.




The below is an example of the Pension Contributions Override screen for pension policies marked as **Use percentage pension bands** and **% band calculation type** set as **Calculate using one band**. You can change the **Pensionable**, **Employee %** and/or the **Employer %** then select the **Update conts** button for the Employee and Employer contributions to be re-calculated using the new values.

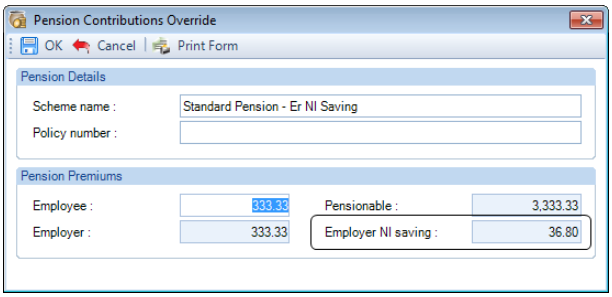


The below is an example of the Pension Contributions Override screen for pension policies marked as **Use percentage pension bands** and **% band calculation type** set as **Calculate across multiple bands**.




You can overwrite the values for this period only.

An extra field will be available if the pension scheme is Salary Sacrifice and the setting Add Er NI Saving to Er Contribution is enabled:

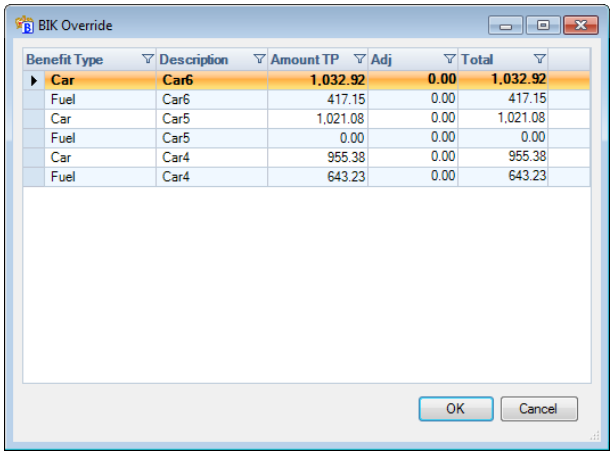



Remember, if you use re-set components, refresh brought forward or re-calculate this employee, any manual changes made will be lost and need to be re-keyed.

- **Edit benefits in kind**

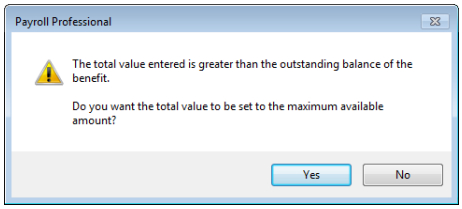
This option is available from tax year 2017/18 when an employee has a Benefit in kind record set up via the Benefits in Kind tab under the Employee (Edit) form.

Select this option if you need to edit the benefit amount being payrolled for the current payroll run. When you Calculate the employee, you will see the BIK Override screen, this contains a grid for all the current benefits set up for the employee showing the calculated figures for this period under the column Amount TP:




You can overwrite the values for this period only, using the Adj or Total column.

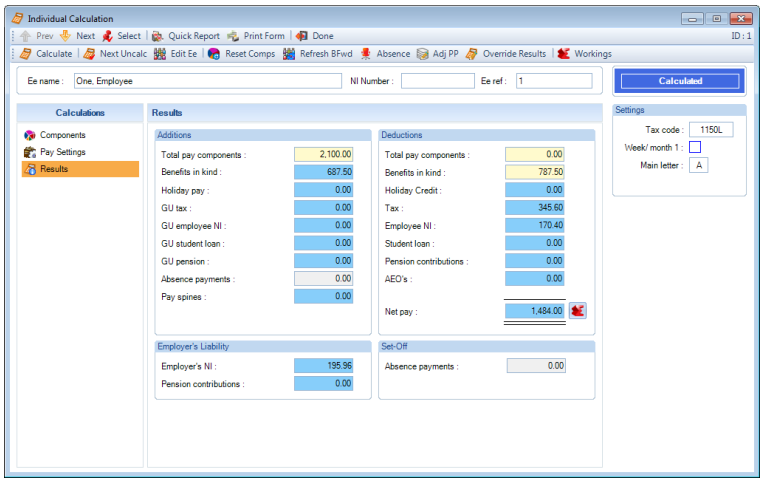
The figures are validated to ensure they do not exceed the annual amount of the benefit less the amount of the benefit already payrolled. You will see the following message if the figure does exceed the benefit outstanding:




Remember, if you use re-set components, refresh brought forward or re-calculate this employee, any manual changes made will be lost and need to be re-keyed.

## Results tab

This tab has four sections of the calculation results for the current employee.




**Additions** – Anything that is an addition to the employee's pay is shown in this section. The total pay components field will include all Pay Components marked as an Addition.

**Deductions** – Anything that is a deduction from the employee's pay is shown in this section. The total pay components field will include all pay components marked as a Deduction.

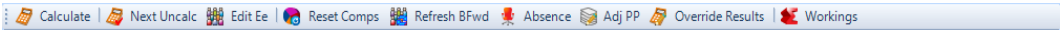
**Employer's Liability** – The employer's NIC and pension contributions are displayed in this section.

**Set-off** – Any absence payments which are set-off (record only) will display here.
SSP/SMP/SAP/OSPP/ShPP/SPBP/SNCP actually paid to the employee will be displayed under Additions.

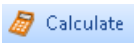
Clicking on some of the value fields will display a breakdown. As you pass the mouse over the values in this screen, the cursor will change to if this is applicable.

Some of the fields are - Employee and Employer Pensions, and Attachment of Earnings, Split Net Pay, Pay Spines, GU Student Loans, Student Loans e.t.c.

## Bottom Toolbar




### Calculate button



Select this button to calculate the Employee you have open. When the calculation is done, the display will show the **Results** tab and the Status will change to **Calculated**.

### Next Uncalc button

Use this button to move to the next uncalculated employee.

### Edit Employee button

This button opens the **Employee (Edit)** screen for the current Employee.

### Reset Comps button

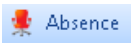
Using this button will re-set all pay components for this employee to the values as set up in the Employee (Edit) screen and will change their status to Uncalculated. Any temporary Pay Component input for this employee is lost and will need to be re-entered if required.

### Refresh Bfwd button

This button will refresh all static information, such as year to dates, Tax Codes, NI Letters e.t.c. and will change their status to Uncalculated. This is particularly useful if a previously calculated employee has had, for example, changed Previous Employment figures which need to be used in the current run.

If you have used the Prior Period Adjustment this period you will also be prompted whether you wish to Refresh this information as well. If you select Yes, the Adjust Prior Period will be cancelled.

### Absence Rec button



Select this button to enter statutory Absence information and other absence records.

For more information see the section on Absence Recording.

## Adj Prior Period button

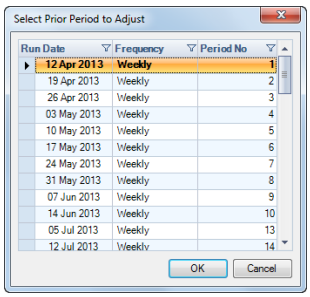
This facility allows you to make an adjusting transaction for an Employee (not sub-contractors) in the current payroll run that relates to a previous periods payroll run calculation in the same tax year.

As the HMRC instructions relating to changes state that 'amendments should be made in the period in which they are discovered', then this will **NOT** change the previous calculation but will generate an additional record in the current period which can be allied to the old record.

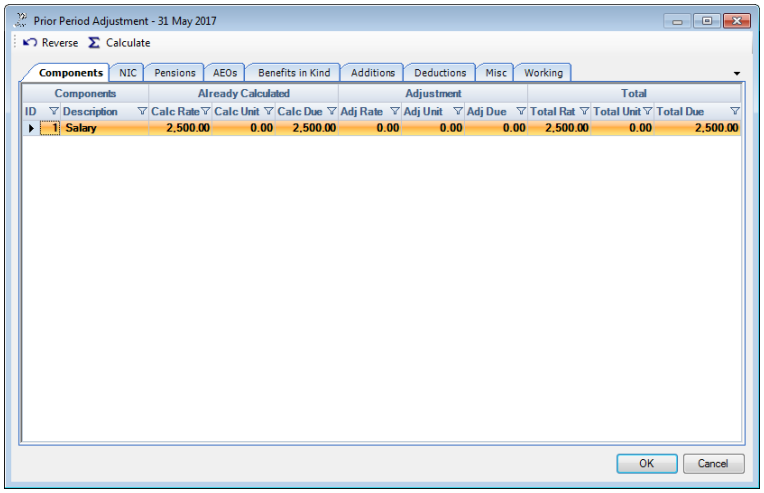
Only one prior period adjustment can be made for an Employee in the current payroll run.

- **Making an amendment**

  Once the employee has been calculated at least once, and that payroll run has been closed, then click on the Adj Prior Period button to see a list of prior periods that can be adjusted.




Highlight the Run Date that needs adjusting and click on **OK** to see the details of that period's calculation. Select the tab(s) where the adjustment(s) is/are to be made.




Each of the tabs show the values for that section of the calculation record. Three sections (each containing three columns) are displayed showing:

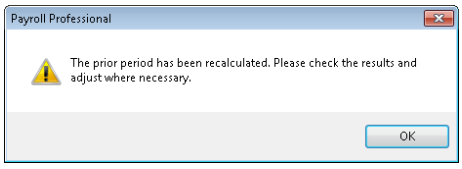
**Already Calculated** - Values used in the previous periods calculation.

**Adjustment** – Enter the amount to adjust that element by, this can be an addition or deduction.

**Total** - Displays the new value for that element and includes your adjustment.

**Note:** No edits are possible on the **Already Calculated** columns, these are for reference only. And if a Pay Component is Unit based you can only edit either the Units or Rate, not both.

For the system to calculate the changes, make any edits required on **Components, Pensions, Benefits In Kind, Student Loans** and **AEOs**, ensure you tab to another field to update the Adjusted and Totals columns. Then click on the **Calculate** button, you will get a message telling you the calculation has been done.

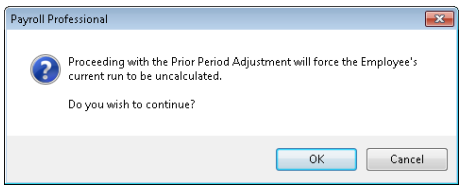



We recommend that you check each tab, on each tab you will see the adjusting figures required for Tax, NIC, Taxable Pay, NICable Pay, Pensionable Pay etc.

If further adjustments are required you can manually adjust the available fields on the individual tabs, ensure you tab to another field to update the Adjusted and Totals columns. Remember if you adjust the

figures in this way, using the **Calculate** button will **remove** your manual adjustments.

When all edits are complete, click on the **OK** button, you will see the following message.



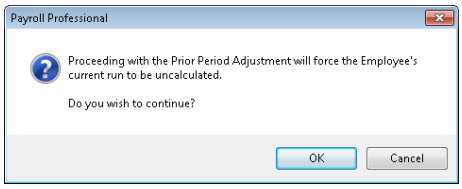

Click on **Cancel** to stay in the **Prior Period Adjustment** screen or click **OK** to continue.

You can now deal with the employee's current period record. When the employee is then Calculated, the results will include the values generated from the prior period adjustment.

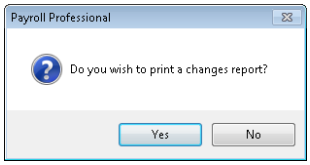
- **Making an amendment – Reversing an incorrect payment completely**

If you need to reverse the whole calculation for the previous period then simply click on the **Reverse** button at the top of the screen. This will generate an exact reversal of all amounts calculated in the original record.

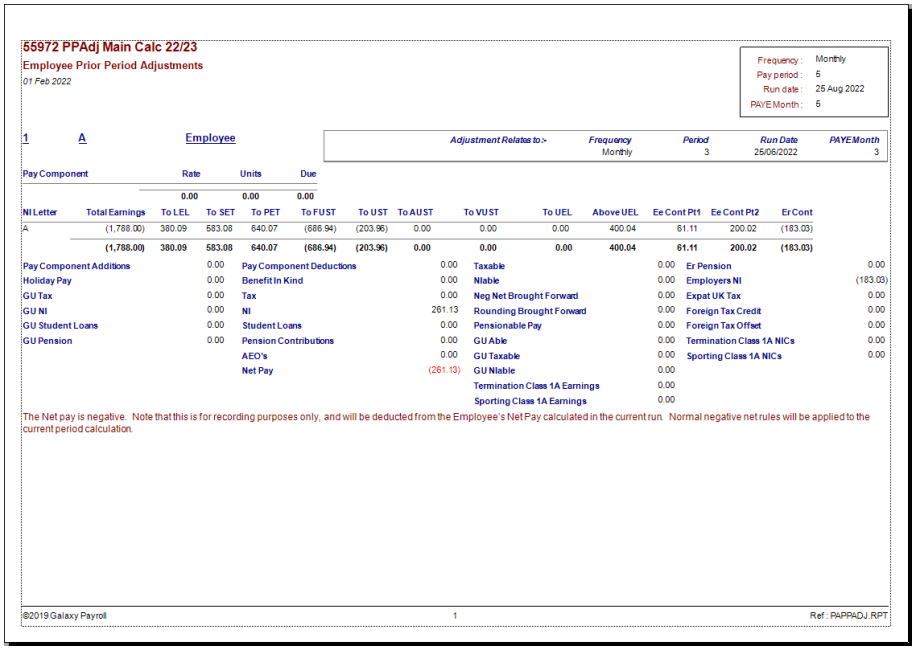
We recommend checking each tab to check the figures and the resulting balance of zeroes everywhere. Click on the **OK** button, you will see the following message.




To save the adjustment, click on **OK** and the Employee will be Uncalculated.
You will now be given the option to print a report detailing the Prior Period Adjustment record, we strongly recommend that you click on **Yes** to produce a report. You will be prompted to select the Printer.




Example of the report is below:



55972 PPAdj Main Calc 22/23
Employee Prior Period Adjustments
01 Feb 2022

Frequency : Monthly
Pay period : 5
Run date : 25 Aug 2022
PAYE Month : 5

1 A Employee

| Adjustment Relates to :- | Frequency | Period | Run Date | PAYE Month |
|---|---|---|---|---|
| | Monthly | 3 | 25/06/2022 | 3 |

| Pay Component | Rate | Units | Due |
|---|---|---|---|
| | 0.00 | 0.00 | 0.00 |

| NI Letter | Total Earnings | To LEL | To SET | To PET | To FUST | To UST | To AUST | To VUST | To UEL | Above UEL | Ee Cont Pt1 | Ee Cont Pt2 | Er Cont |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| A | (1,788.00) | 380.09 | 583.08 | 640.07 | (686.94) | (203.96) | 0.00 | 0.00 | 0.00 | 400.04 | 61.11 | 200.02 | (183.03) |
| | (1,788.00) | 380.09 | 583.08 | 640.07 | (686.94) | (203.96) | 0.00 | 0.00 | 0.00 | 400.04 | 61.11 | 200.02 | (183.03) |

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| Pay Component Additions | 0.00 | Pay Component Deductions | 0.00 | Taxable | 0.00 | Er Pension | 0.00 |
| Holiday Pay | 0.00 | Benefit In Kind | 0.00 | Niable | 0.00 | Employers NI | (183.03) |
| GU Tax | 0.00 | Tax | 0.00 | Neg Net Brought Forward | 0.00 | Expat UK Tax | 0.00 |
| GU NI | 0.00 | NI | 261.13 | Rounding Brought Forward | 0.00 | Foreign Tax Credit | 0.00 |
| GU Student Loans | 0.00 | Student Loans | 0.00 | Pensionable Pay | 0.00 | Foreign Tax Offset | 0.00 |
| GU Pension | 0.00 | Pension Contributions | 0.00 | GU Able | 0.00 | Termination Class 1A NICs | 0.00 |
| | | AEO's | 0.00 | GU Taxable | 0.00 | Sporting Class 1A NICs | 0.00 |
| | | Net Pay | (261.13) | GU Niable | 0.00 | | |
| | | | | Termination Class 1A Earnings | 0.00 | | |
| | | | | Sporting Class 1A Earnings | 0.00 | | |

The Net pay is negative. Note that this is for recording purposes only, and will be deducted from the Employee's Net Pay calculated in the current run. Normal negative net rules will be applied to the current period calculation.

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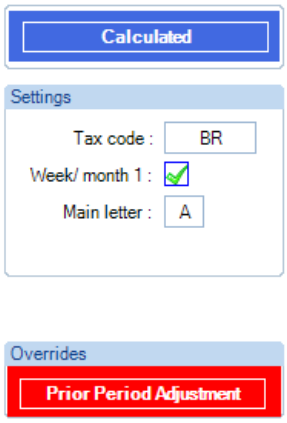
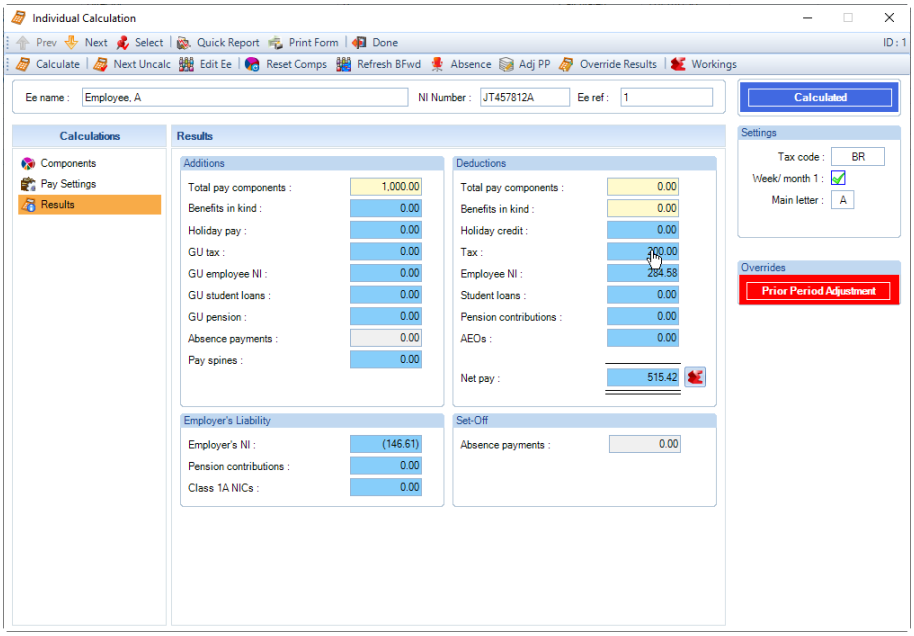
Once the Adjust Prior Period has been performed you will then see Prior Period Adjustment in red.



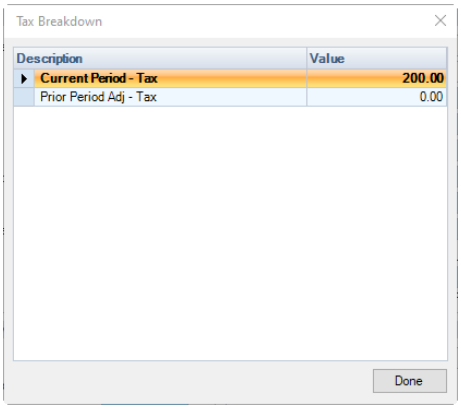

If this is a reversal of a previous period and the Employee is not receiving any pay for the current payroll run, you need zero any current period values and ensure that an amount which will equate to the net pay being reversed is entered into a post tax addition pay component – cancelling the negative net carried forward.

You can use the **Overrides** button for the current payroll run after entering an Adjust Prior Period, if necessary.

When you have Calculated the Employee the **Results** tab will show the overall total of This Periods figures and the Adjust Prior Period figures. If you put your cursor over any of the boxes the cursor will change to a hand.




Click on the box to see the split between these figures.

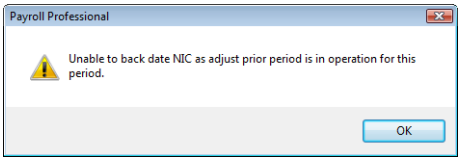



When you produce a payslip it will show the overall totals of the current period and adjust prior period figures, under the column This Period.

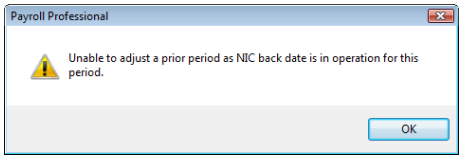
- **Notes for Back Date NIC and Adjust Prior Period**

**1.** It is not possible to process Back Date NIC and Adjust Prior Period in the same period.

If you try to set up Back Date NIC after you have entered an Adjust Prior Period you will see the following message:




And if you have entered Back Date NIC information and try to enter an Adjust Prior Period you will see the following message:



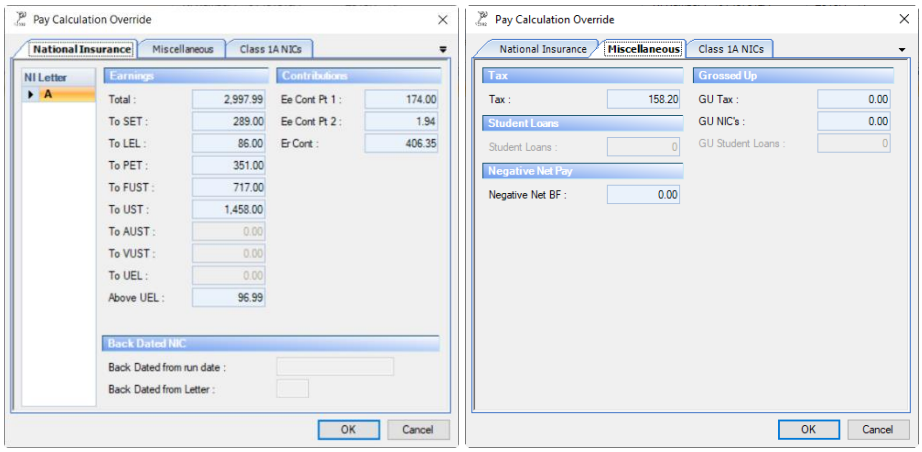

And when NIC has been backdated, the period(s) that where reversed and re-calculated will not be available to select when you click on Adjust Prior Period.

**2.** With Bonus Runs enabled Adjust Prior Period can only be performed in the Main Run.

**3.** Once the Employee has an Adjust Prior Period record for a specific period you cannot use the facility again to adjust the same period.

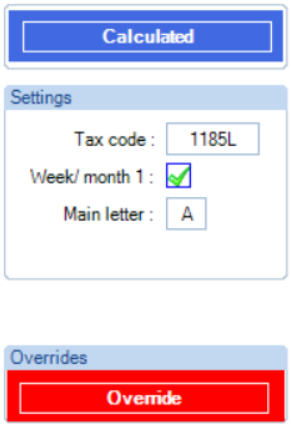
## Override Results button

There will be some occasions when you will need to make a manual adjustment to a calculated value for an employee in the current payroll run. Click on the **Override Results** button to see the fields it is possible to change.




You will see several tabs that are appropriate to the current periods calculation – **National Insurance**, **Miscellaneous**, **Class 1A NICs**, **Student Loans** each displaying the current periods values that can be manually adjusted if necessary.

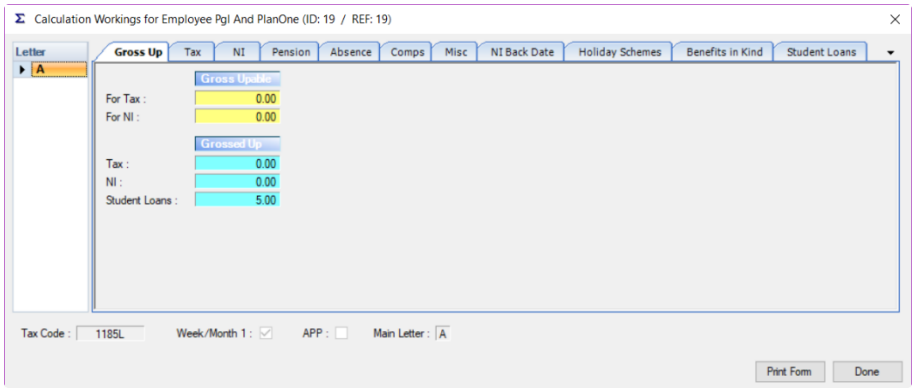
Override any values that need to be changed and click on **OK**. You will now see the word **Override** displayed in red.




Remember, if you re-calculate this employee, any Overrides will be lost and need to be re-entered.

### Workings button

Use this button to see a breakdown of the figures for the current payroll run under a number of tab. None of these values can be edited here they are purely for reference.




**Gross Up** – Showing the values generated for any gross up calculation.

**Tax** – Showing brought forward and this period figures for taxable pay and tax, also free pay and any tax-exempt values and refund details.

**NI** – Showing the earnings, contributions and rebates splits. Also brought forward NIable and Class 1A NICs, where applicable.

**Pensions** – Showing details of pensionable pay, pension deductions, percentages and value used to determine the % Pension Band that the pension falls in, if applicable, plus the Employer NI Saving amount and percentage, if applicable.

**Absence** – Showing add to gross and offset values for SSP, SMP, SAP, OSPP, SPBP, SNCP and ShPP.

**Comps** – If your pay components have been allocated to groups then this will display the group totals for this employee.

**Misc** – Showing negative net brought forward and carried forward as well as roundings and holiday accruals.

**NI Back Date** – this shows any back dated NIC calculations in the current period for the Employee.

At the bottom of the screen you can see the Tax Code and NI letter being used in the calculation.

You are able to print any of the details by selecting the tab and click on **Print Form**, you will be prompted to select the printer.

**Holiday Schemes** – this shows any holiday schemes being calculated in the current period for the employee.

**Benefits in Kind** – this shows benefits in kind being calculated in the current period for the employee.

**Student Loans** - this shows a breakdown of the Student Loans being calculated in the current period for the employee, includes the Deduction and Grossed up values by Plan type.

## Messages – Reminders and Warnings

When calculating an employee various messages appear some are warnings and others reminders.

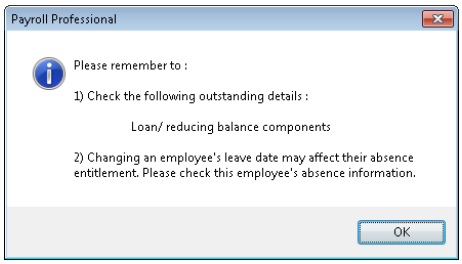
### Age related

These messages appear in the period before the employee turns a certain age, and the actual period they become the age that the message relates too. These include:

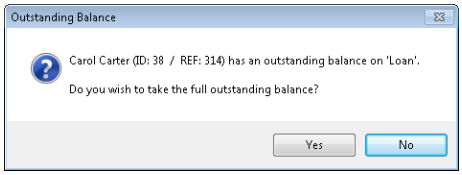
- National minimum wage – age 18 and 21 from 1st April 2017, age 18 from 1st April 2024
- National living wage – age 25 from 1st April 2017, age 23 from 1st April 2021, age 21 from 1st April 2024
- National Insurance letter – age 16, 21, 25 if on apprenticeship NI Letter, State pension age
- National Insurance contributions – under age 16
- Freeport NI Letter – over three years from start date
- Investment Zone NI Letter – over three years from start date
- Veterans NI Letter – over 12 months from Date of veterans first civilian employment
- Working in a Freeport – over three years from start date
- Working in an Investment Zone – over three years from start date

### Leaver and Outstanding Residual (Loan) Balance

When you mark an Employee as a Leaver in the **Employee (Edit)** screen you see a warning message if they have an outstanding balance:




If you only entered a Leave date and the Employee is due a final payment. When you open the Employees **Individual Calculation** screen you will see the following message:



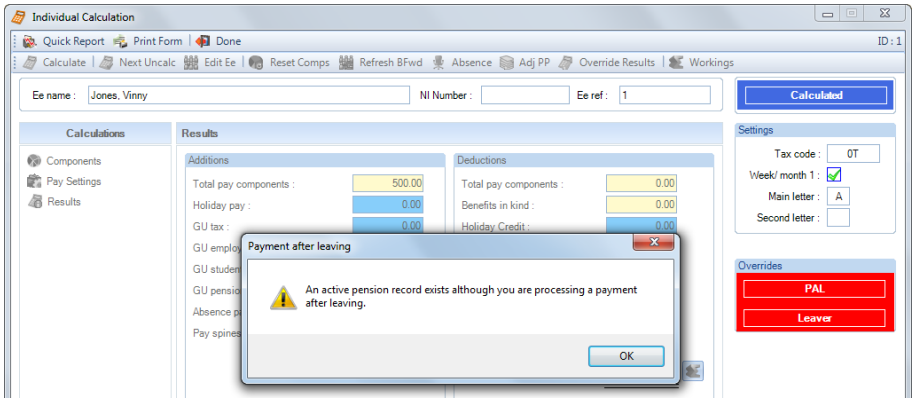

Click **Yes** to take the full outstanding balance, or **No** to take the normal deduction.

If you need to see the message again as you selected the wrong option, then select the **Reset Comps** button.

**Remember:** Reset Components removes any variable pay component information entered.

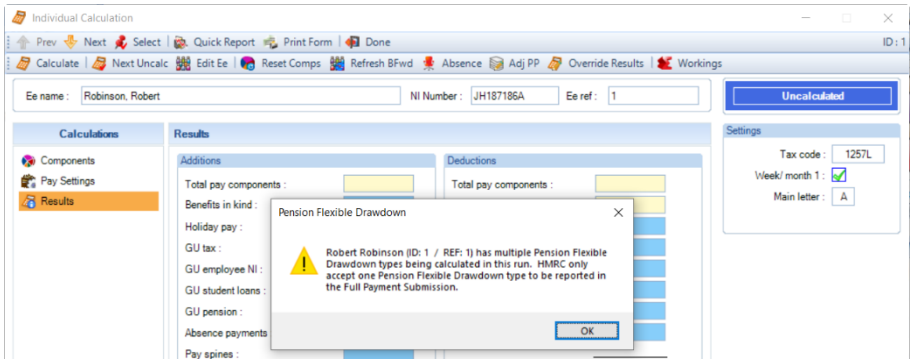
### Payment After and Pensions

A warning message will be displayed if an active pension exists for an Employee being calculated with Payment After record:




## Pension Flexible Drawdown

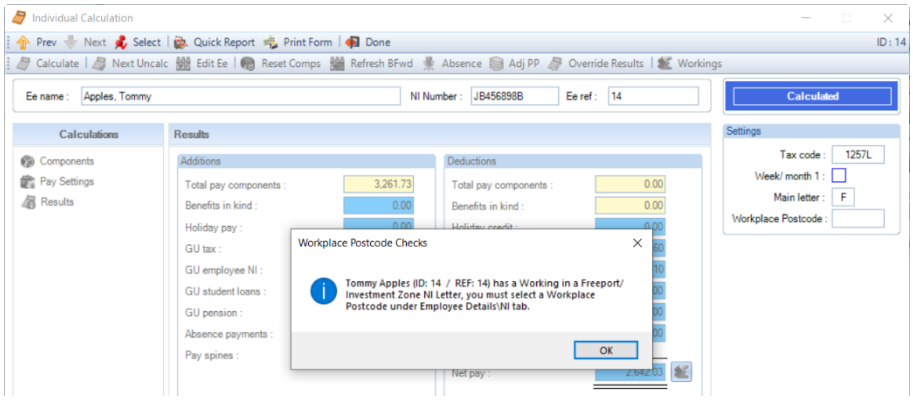
The FPS includes the total of all Flexible Drawdown pay component types split into Taxable and Non Taxable this period values, as well as flags showing which types are included. From tax year 2025/26, only one type can be included in an FPS submission for each employee. Validation is performed from tax year, to ensure only one type is included in the calculation:




The employee will remain un-calculated until only one Pension Flexible Drawdown type is included in the calculation.

## Workplace Postcode

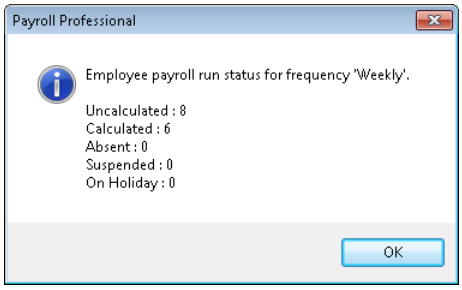
The following message is displayed when an employee with a Freeport or Investment Zone NI Letter does not have a Workplace Postcode, which is a mandatory requirement from 2025/26.



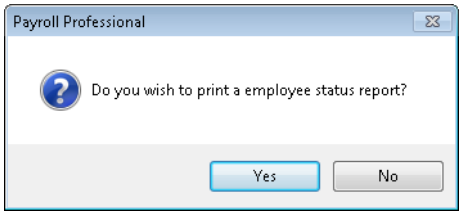

The employee will remain un-calculated until a Workplace postcode is selected.

## Uncalculated Check

Use this button to check whether all employees are calculated. If there are any un-calculated employees, you will get a message telling you the number of employees – calculated, un-calculated, on holiday, absent and suspended.



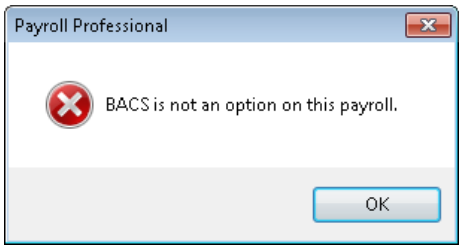

When you click on **OK** you will be asked if you would like the Calculation Status report printed (PACALCST\PSCALCST).



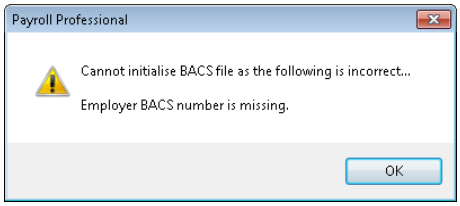

Select **Yes** if you require the report.

## BACS

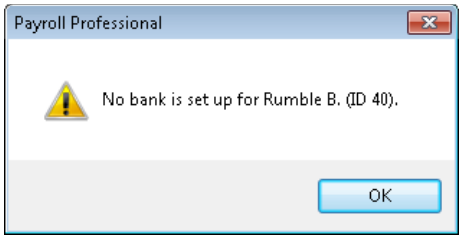
Click on the BACS button to create the file. If BACS is not enabled in Employer details then you will see the following message.




Similarly, if any Employer bank informat is not completed which is required for BACS you will see a similar message as follows.




Whilst the BACS file is being produced you will see similar messages if any employees bank information is missing.

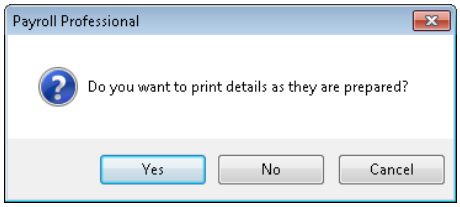



Payroll Professional can produce two types of BACS files. These are single files for each client or a generic file to which you can add multiple sets of client data. For more information please refer to the BACS payments section.

### Diskette file

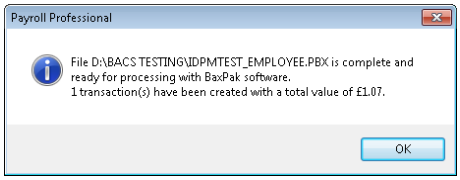
The diskette option for BACS will produce a single file including all the employee payments. The file name will be made up from the client file name (the name of the MCP file) with a suffix of .PBX.

When you click on the **BACS** button, you will be asked if you want to print a list of the BACS payment details, as they are prepared.



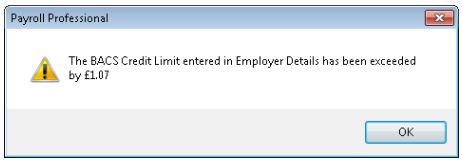

Click on **Yes** or **No** as required. Click on **Cancel** to stop creating the BACS file.

The next message you will see is that showing name of the file, the total of payments to be made and the number of employees.




Click **OK** to carry on and the file is created, ready for transmission by your BACS software.

**Note:** If you have set a credit limit for BACS in Employer details and the files total is greater than that limit; you will get a warning message to that effect.




Select **OK**, remember that this is only a warning, it will not stop the BACS file being created.

## Modem

Using the Modem option will produce a BACS file that you can add more than one set of client data. Click on the **BACS** button, to see the BACS preparation screen.

**Processing** – This section shows what type of transactions are being created. Employees, PAYE Due, Pensions or AEOs.

**BACS File** – Choose whether you are creating a new file, add to an existing one or ending a file already created.

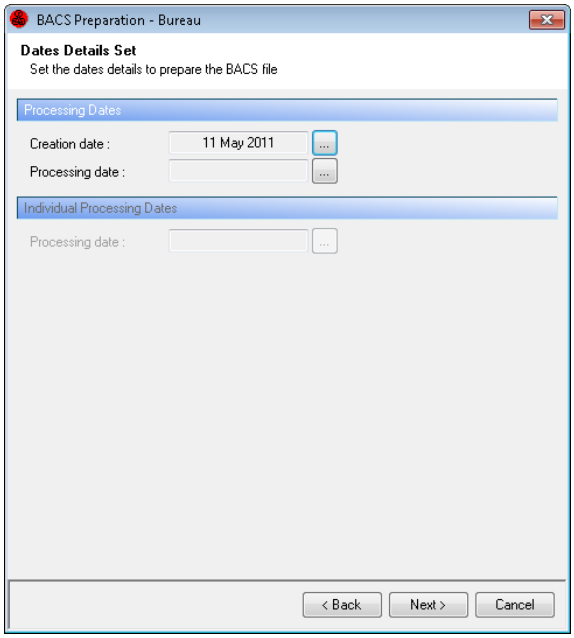
**Existing File** – This section will show the location and dates of any file currently in operation. Click on the View button to see the details contained in the current file.

**Options - Allow multiple processing dates** - When creating a new file or adding to an existing file, if you need a process date (for the payments being added) other than the default dates of the current file, check this box.

**Options - Print transactions as they are created** – Check this box if you want to print the details of the new set of payments as they are prepared.

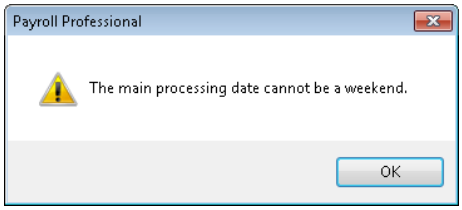
Click on **Next**.

With the setting Create new file checked, the next screen you will see is this.




**Dates Details - Processing Dates** – The Creation Date will default to the system date, change this if required. When you click on the ellipsis (three dot) button to select the Processing Date, it will default to the day following the creation date. If this is not acceptable then input the date required for the contents of this file.

**Note:** if the file is being prepared on a Friday then the process date must be changed as BACS processing is not done at weekends.

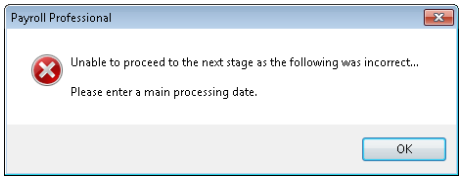



If you get a message to that effect, click on the **OK** button and re-select the process date for the following Monday.

**Dates Details - Individual Processing Dates** – This field will only be available if you have chosen the option to **Allow Multiple Processing Dates** from the previous screen.

If this is the case, input the processing date required for the transactions being prepared. If this date box is needed but not available, click on **Back**, switch on the box required and click on **Next** to return to this screen.

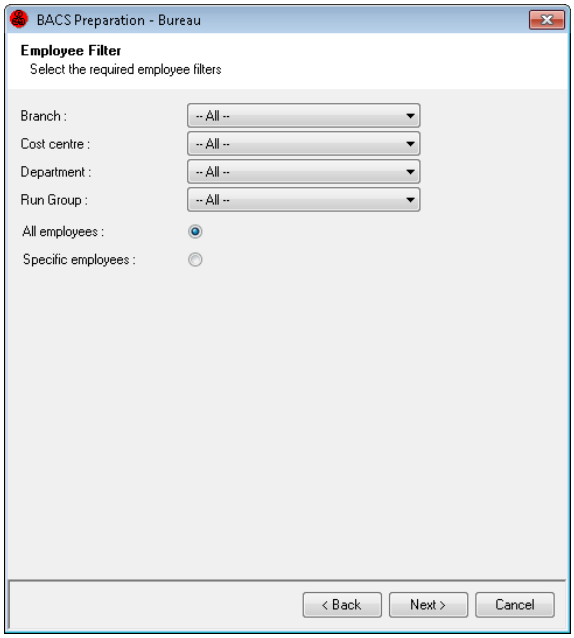
When all dates have been input correctly, click on **Next** to move to the following screen. If any dates have been missed, you will get an appropriate message.




Click on the **OK** button to return to the Dates screen. Input the missing date(s) and click on **Next** to move to the following screen.

Any employee/r BACS or bank information missing will generate an appropriate message and file creation will be aborted. You must input the missing information and re-start the file.

This next screen allows the user to choose which employees are to be paid.



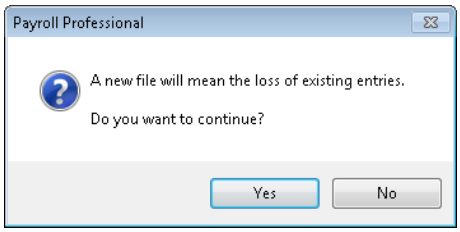

**All Employees** – This is the default setting, click **Next** will move to the final screen to select **Finish**.

**Specific Employees** – When this setting is used, click on **Next** to see a list to select which Employees to pay.

**Specific Group** – Choose a branch, department, cost centre or run group for payment. When you click on **Next** you will then see a list to select which Employees to pay.

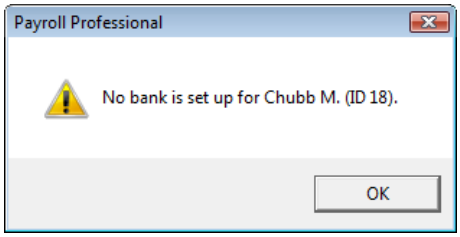
When all selections have been made, click on **Next** then **Finish** button to complete the procedure.

Since BACS details are held in a generic file called BAXSUBF.txt you will be warned when you get to this point that you are creating a new file which will over-write any existing file.



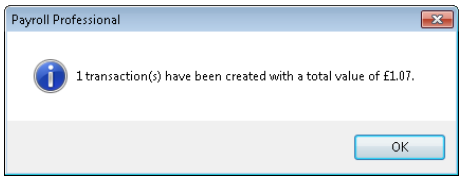

Click on **Yes** if you wish to continue with producing this file. If you are at all unsure then click on **No** and **View Existing File** to see what is still there.

At this point, as the file is being prepared, if any information is missing such as bank account numbers or names, you will be warned of the first piece of information that is missing.

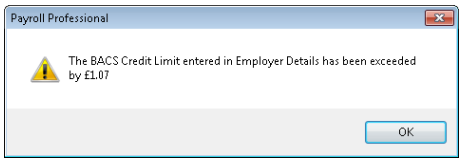



When you click on **OK** to the message, you will be returned to the first input screen. You need to click on **Cancel** to leave BACS; check out and complete the missing details and start the BACS file creation again.

When you have completed the missing details and get back to the point where you are being warned of the implications of starting a new file, if you choose **Yes**, you will get a message telling you how many transactions have been created with their total value.

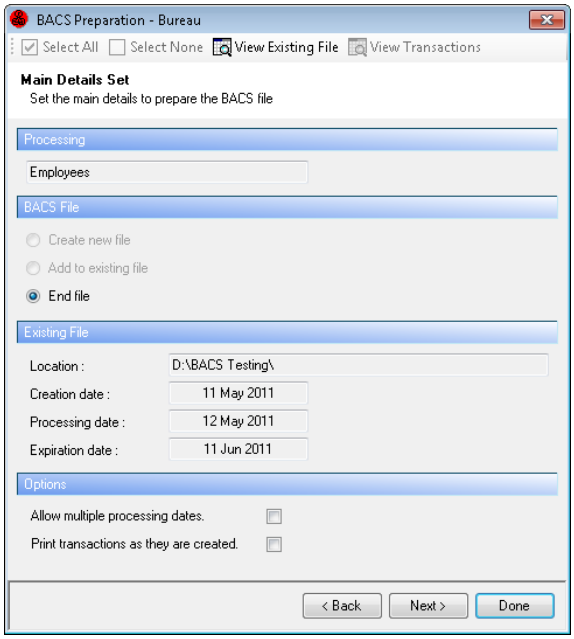



Click on **OK** to complete the procedure. If this file has exceeded the credit limit set in Employer details, then you will see an appropriate message.



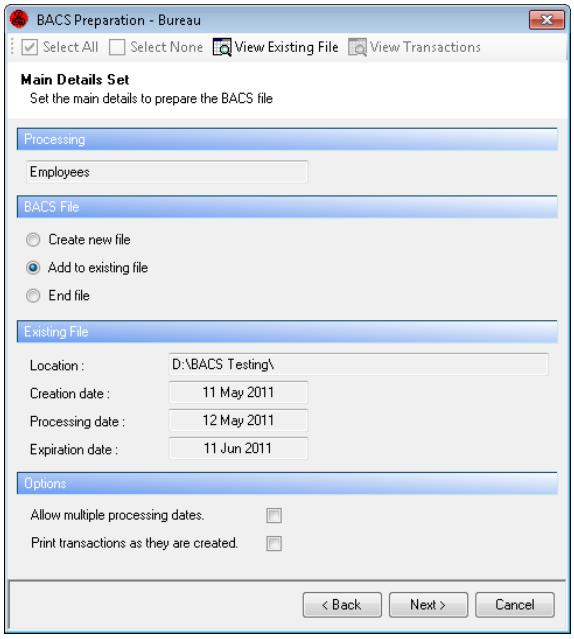

This will not stop the file being produced; it is simply a reminder that the figure has been exceeded. Click on **OK** to complete the procedure.

You are now returned to the first screen. If this is the only set of data for this file then click on **Next** then **Finish** and the BACS file will be 'completed' ready to transmit with your BACS software.




If, however, you want to add further transactions to the file before sending, then simply click on the **Done** button to leave the file open for later additions.

Add another set of data by closing this data file, open the next client for BACS payment and follow the same procedure except at the first screen where the selection needs to be **Add to existing file** (check the box print transactions as they are created if necessary).




To add another set of data with a different process data, make sure the settings for **Add To Existing File** and **Allow Multiple Processing Date** are switched on and click on **Next**. Input the processing date required and move through the subsequent screens to complete the procedure.

When the last set of data for the file has been added, enable **End File** and then click on **Next** and **Finish** and the BACS file will be 'completed' ready to transmit with your BACS software.

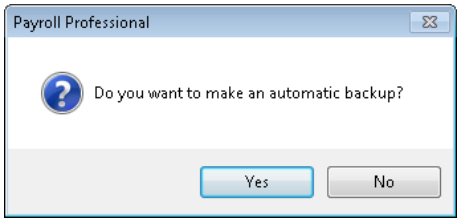
**Note:** If you try to add the same client to a file twice, **Payroll Professional** will check the contents of the data to be added with the existing contents of the file. If the second set of data is IDENTICAL then the addition will not be allowed. Any difference between the two sets of data, however small, will mean the addition is allowed.

## Close Bonus Run & Close Tax Period

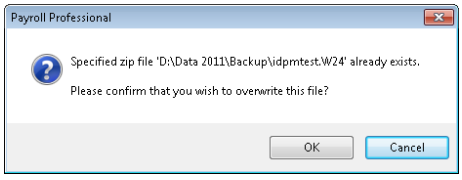
If you have Bonus Runs enabled for this frequency, use this button to close the Bonus Run. For more information see the section on Bonus Runs.

Use this button to close the Tax Period.

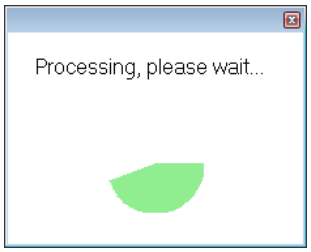
When you select this button and you have got the **Backup** settings on called **Automatic Backup** and **Prompt for backup**, then the first message you will see is your reminder about backing up.



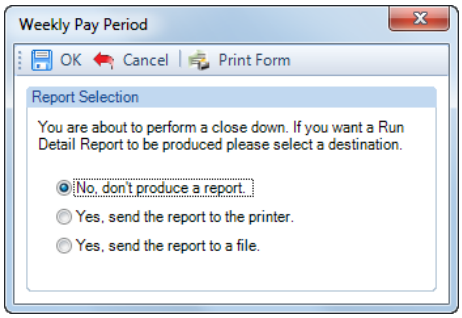

Click on **Yes** to create the backup. If a backup for the same period number already exists you will see the following message:



Select **OK** to overwrite the file and the backup will start, you will see the processing screen:



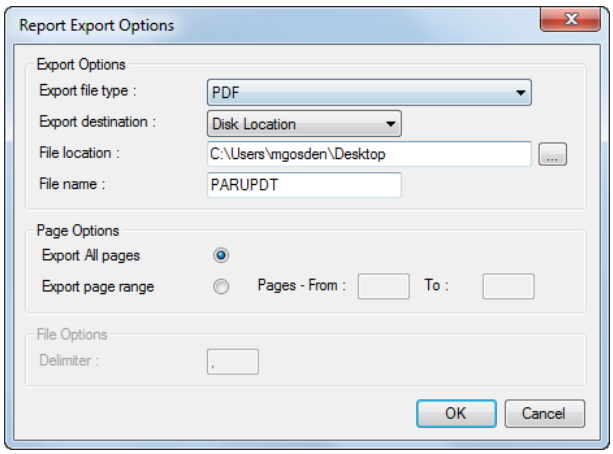

When the backup is complete, you will see the following screen:




Select **Yes** or **No** to produce the period close report. Whichever one you select the payroll run is closed when you click on **OK**.

If you need to stop the payroll run close procedure, click on **Cancel**.

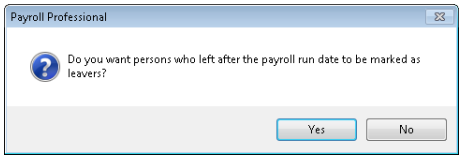
Select **Yes, send the report to a file** and when you select **OK** you will see the following screen, which is the same export options that you see when exporting a report to file.



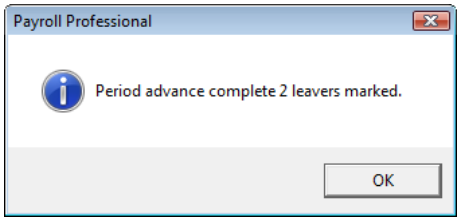

Choose the **File Type**, **Destination**, **File Location**, **File Name** (this defaults to the name of the report) then select **OK**. The file name will be the default for all frequencies in all payrolls, so if you want to keep the reports for each client, you will need to rename it with something relating to the client and the period being closed.

If any employees are uncalculated, you will see a warning message and the Close Tax Period process is cancelled. You must ensure that all employees are either Calculated, Suspended or Absent to close the tax period.

If any employee has a leave date that is **after** the period end date; such as the period end date is the 25th of the month and the employees leave date is the 31st of the month; then you will see this message.




Click on the **Yes** button if you want to mark them as leavers. Remember that if you have an employee with a leave date set in the future, then this employee will also be marked as a leaver.




The Period Start and End Dates can be determined by going to the Data tab select Employer and under the Payroll Parameters tab selecting Period End. If these details are not completed then the Period End Date will be the Payroll Run Date.

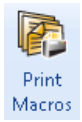
When the Close Tax Period is finished you will see the completion message, above is an example where there are leavers in the period, click **OK** to continue.

## Run General Reports

Use this button to open the Run General Reports screen. The Report Type will default to Payroll Run.

For more information see the section on Reporting.

## Print Macros



Use this button to open the Print Macro Wizard.

For more information see the section on Print Macros.

# Bulk Status Change

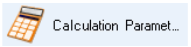
You have an option to change the status (normal, absent or suspend) for a number of employees using the facility on the **Individual Calculations** toolbar, rather than change them individually.

The Bulk Status change facility has been included in the software for payrolls that have a large number of employees but only pay a small percentage of them. By entering variable input via the individual calculation screen or pay run import, for pay component units (e.g. hours/days) each pay period.

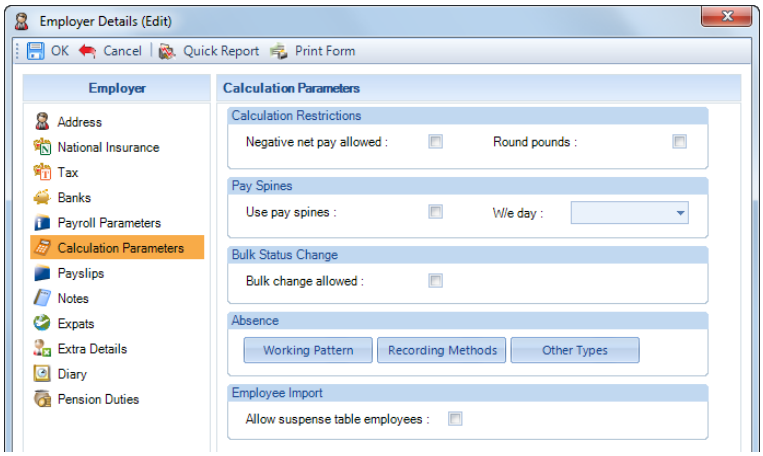
If an employee's pay components are only set up in the permanent details (with no variable input) care must be taken using this facility.

## Employer Details

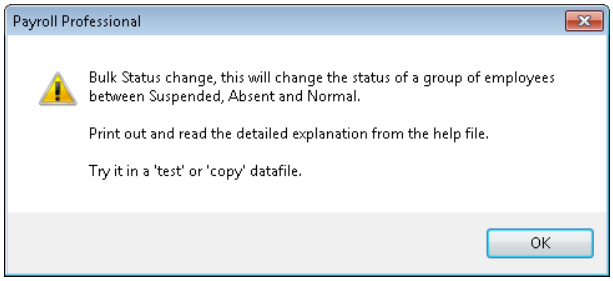
This option will need to be enabled for each payroll data file where the facility would prove useful, under the **Data** tab select **Employer**.



Click on the **Calculation Parameters** tab. Under the **Bulk Status Change** section, set a tick in the box for **Bulk change allowed**.




When you tick the box you will be presented with a warning message.

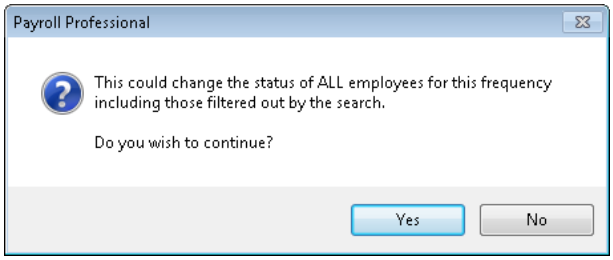



After reading the message, click **OK** to exit the message screen and then click **OK** to leave Employer Details.

## Payroll Run

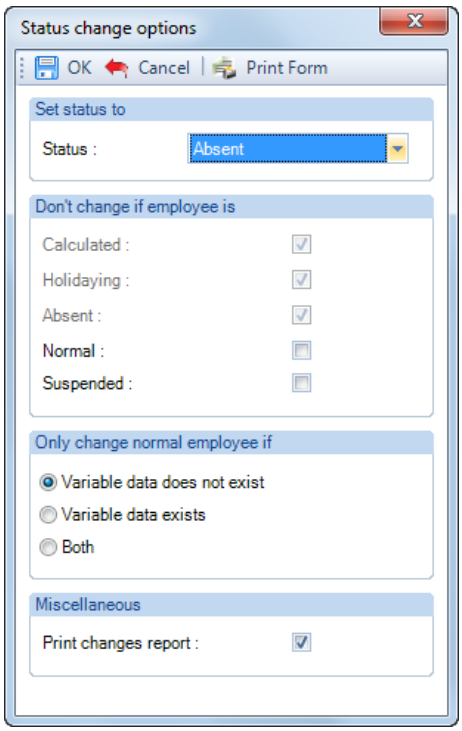
To use the bulk suspend facility click on the **Calculations** button in the **Open Run** tab. Then select the **Bulk Status** button on the **Individual Calculation** toolbar.

You will then see the following message, select **Yes** to continue.




You will then see the status change details screen, where you can choose the status change to make and the criteria to apply.

### Set Status To




The drop down menu gives the options to choose **Absent, Normal** or **Suspended**. Selections made here apply to all employees except those detailed below.

### Don't change if employee is

The options available here will vary depending on options chosen in **Set Status To**.

Any employee who is on holiday or has already been calculated will not be affected,Calculated and Holidaying will always remain greyed out.

### Only change normal employee if

As the facility has been designed to be flexible, the options you choose here will depend on your administration procedures, see examples below.

### Print Changes Report

Tick here for a report of all employees, whose status has changed, showing the ID, Reference Number, Name, Department, Old and New Status. Click on the **OK** button when you have completed your selections.

And the settings you select in this screen are saved for when you next use this facility.

## Using Bulk Status Change in practice

Changing employee status using this method can be processed at anytime during a payroll run, thus giving you the flexibility as to how you build the option into your payroll run procedures.

Detailed below, two examples of how the bulk suspend facility may be used. You may wish to do a practice run in a copy payroll before using in live data!

### Example 1

Starting with all the employees status set as **Normal**.

- Run the status change, setting all employees to **Absent** with the **Only change normal employee if** set to **Both.**
- Set the status to **Normal** for all employees with variable input. This will need to be done individually using the Status option on the **Overrides** tab.
- Calculate all employees.
- On closing the period, all employees will revert to **Normal**.

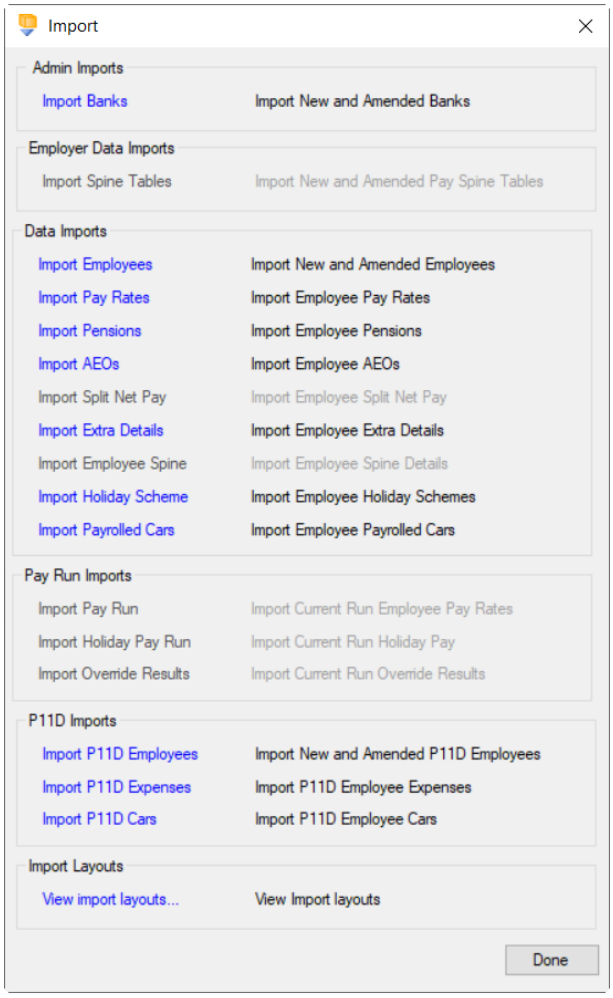
### Example 2

- Starting with all the employees as status Normal.
- Input the variable data for the relevant employees.
- Run the status change, set for **Absent**
- Set the **Only change normal employee if** to **Variable data does not exist.**
- Calculate All employees.
- On closing the period, all employees will revert to **Normal**.

Both the above options could also be run setting the status to **Suspend** instead of **Absent**. The difference would be that on closing the period the employee's status would remain as **Suspended** instead of reverting to normal.

# Importing

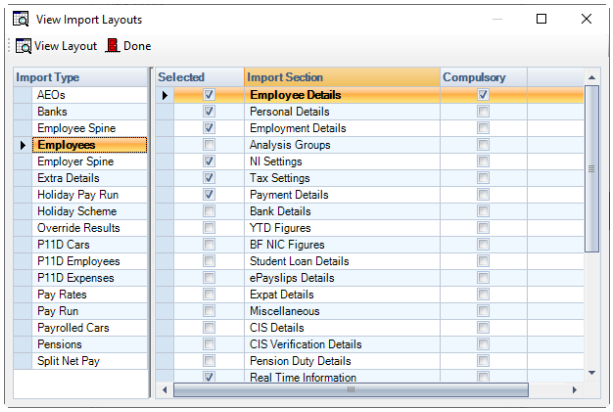
## View Layout




There is an option to **View Import Layouts**.

Click on this option to see a list of all the import routines and the section they comprise.

These will show the sections and format based on the tax year that the payroll data file is in, if you have one open, otherwise it will be based on the tax year that your computers date falls in.




Highlight the type of import and tick the sections to be imported.

Click on **View Layout** to see a list of the fields for those sections.

The printable list also explains the type of field and whether they are required, or not, for adding new or amending existing records.

Note that the employee import has two separate sections for CIS details allowing for import of PAYE or CIS separately.

Payrolled Cars is only available for tax year 2022/23 onwards.

## Employee Details

This option is only available if you are licensed for the Import module.

Employee import allows you to create and maintain employee records by reading information from an appropriately formatted text file, which can be produced from another program, such as an old Payroll. The import can also be used on a regular basis to bring information in from your client's Personnel database for example.

### Creating an Export File

Go to the **Utilities** tab and select the **Query Manager**, under **Pre-Defined Queries** there is a query for exporting employee details in the correct format (for re-importing).

It would not be possible to create queries for every possible combination of section groups, the query supplied has been written to produce an output containing all groups. However to make it easier to produce outputs for different combinations the query has been segmented.

Each query is created with the fields for each group kept together and displayed as fifteen clearly defined statements (there are twelve sections but the last three statements are the linking information).

To amend the query, simply locate the statement(s) for any groups not required and delete these sections from the query.

**Please note:** To amend the query you must remove whole groups only.

The first and last three blocks in the query must be retained. The first block contains the Employee Details group, which is compulsory, and the last three blocks contain all the table links and filters for gathering the information.

This is an example of what the complete query for all sections, excluding AE BFwd, looks like for 2025/26 onwards:

```
SELECT [EeRef] AS [Reference], IIf([Female]=True,'F','M') AS Gender, [EeDetails].[Title], [Forename], [Surname]

, [EeAddr1] AS [Address 1], [EeAddr2] AS [Address 2], [EeAddr3] AS [Address 3], [EeAddr4] AS [Address 4],
[EeDetails].[Postcode], [EeDetails].[Country], Mid$('USMDWC', IIF(IsNull([MaritalStatus]),1,
[MaritalStatus]+1),1)  AS [Marital Status], [EeDetails].[BirthDate] AS [Birth Date]

, Mid$('EHCN', IIF(IsNull([EmentStatus]),1, [EmentStatus]+1),1)  AS [Employment Status], [StartDate] AS [Start
Date], [EeDetails].[LeaveDate] AS [Leave Date], Iif([EeDetails].[Leaver]=True,'Y','N') AS [Leaver], IIF((SELECT
COUNT(*) FROM [EeLeaver] WHERE [EeLeaver].[EeID] = [EeDetails].[EeID])=0, 'N', 'Y') AS [P45_1_IF_Required],
Iif([EmentStatus]>1, Iif(IsNull([DirStartDate]),'01/01/1990',Format([DirStartDate],'dd/mm/yyyy')),'') AS
[Directorship Start Date]

, [BranchName] AS [Branch], [CostCentreName] AS [Cost Centre], [DeptName] AS [Department],
[RunGroupName] AS [Run Group], [CostSplits].[Description] AS [Default Cost Split]

, [NINumber], [EeBals].[NILetter], Iif([EeBals].[Working_In_Freeport]=False Or
IsNull([EeBals].[Working_In_Freeport]),'N','Y') AS [Working in a Freeport]
, Iif([EeBals].[Working_In_Investment_Zone]=False Or IsNull([EeBals].[Working_In_Investment_Zone]),'N','Y')
AS [Working in an Investment Zone]
, [Er_Workplace_Postcode].[Workplace_Postcode] AS [Workplace Postcode]
, [Veterans_First_Civilian_Employment]

, [EeBals].[TaxCode] AS [Tax Code], Iif([EeBals].[Week1]=False Or IsNull([EeBals].[Week1]),'N','Y') AS [Week
1/Month 1]

,Choose(Iif(IsNull([TaxCodeChangeTypeID]),0,[TaxCodeChangeTypeID])+1,'UNKNOWN','UPLIFT','PAPERP6','PA
PERP9','P453','P46','HMRC','DPSP6','DPSP9','P46(Pen)','P46(Expat)') AS [Tax Code Change Type], [Frequency],
Choose(Iif(IsNull([PayMethod]),1,[PayMethod]),'BACS','Giro','Cheque','Cash') AS [Payment Method]

, [BankAcNo] AS [Bank Account No], [BankAcName] AS [Bank Account Name], [BankCode] AS [Sort Code],
[SecondName] AS [Bank Name], [City] AS [Bank Branch], [BldgSocRef] AS [Building Society Ref],
[BankAutoPayRef] AS [Autopay Ref]

, [PrevP45Pay] AS [Taxable Pay Previous Employment], [PayTDThisEmt] AS [Taxable Pay This Employment],
[PrevP45Tax] AS [Tax Previous Employment],
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```
Ccur(Choose(IIF(IsNull([SCStatus]),1,IIF([SCStatus]=0,1,2)),IIF(IsNull([TaxTDThisEmt]),0,[TaxTDThisEmt]),IIF(IsN
ull([SCTaxYTD]),0,[SCTaxYTD]))) AS [Tax This Employment], [NetPayTD] AS [Net Pay To Date], [DirNIErngs] AS
[Directors Earnings To Date]


, [Letter] AS [BF NI Letter], IIF(IsNull([Letter]), '', Mid$('ENC', IIF(IsNull([CalculationType]),1,
[CalculationType]+1),1))  AS [BF NI Calculation Basis]
, [TotalEarnings] AS [BF Total Earnings]
, [EarningsPETToSET] AS [BF Earnings To SET]
, [EarningsToLEL] AS [BF Earnings To LEL]
, [EarningsLELToPET] AS [BF Earnings To PET]
, [EarningsToFUST] AS [BF Earnings To FUST]
, [EarningsSETToUST] AS [BF Earnings To UST]
, [EarningsAboveUEL] AS [BF Earnings Above UEL]
, [EeContributionsSplit1] AS [BF Ee Contributions Pt1]
, [EeContributionsSplit2] AS [BF Ee Contributions Pt2]
, [ErContributions] AS [BF Er Contributions]

, IIF(([EeBals_Student_LoansOpen].[StudentLoanRepaymentPlan]) > 0,
[EeBals_Student_LoansOpen].[StudentLoanRepaymentPlan],
  SWITCH
  ([EeBals_Student_Loans_Closed_Count].[PlanCount] = 1,
    (Select MAX([EeBals_Student_Loans].[PlanType]) FROM [EeBals_Student_Loans] WHERE
     [EeBals_Student_Loans].[StopDate] IS NOT NULL AND [EeBals_Student_Loans].[PlanType] <> 3 AND
[EeBals_Student_Loans].[EeID] = [Balances].[EeID] AND [EeBals_Student_Loans].[PYear] =
[Balances].[PYear]),
    [EeBals_Student_Loans_Closed_Count].[PlanCount] > 1,
    (Select TOP 1 [EeBals_Student_Loans].[PlanType] FROM [EeBals_Student_Loans] WHERE
     [EeBals_Student_Loans].[StopDate] IS NOT NULL AND [EeBals_Student_Loans].[PlanType] <> 3 AND
[EeBals_Student_Loans].[EeID] = [Balances].[EeID] AND [EeBals_Student_Loans].[PYear] =
[Balances].[PYear] ORDER BY [EeBals_Student_Loans].[StopDate] DESC
  ))) AS [StudentLoanRepaymentPlan]
, IIF(([EeBals_Student_LoansOpen].[StudentLoanRepaymentPlan]) > 0,
[EeBals_Student_LoansOpen].[StudentLoanFromDate],
  SWITCH
  ([EeBals_Student_Loans_Closed_Count].[PlanCount] = 1,
    (Select MAX([EeBals_Student_Loans].[StartDate]) FROM [EeBals_Student_Loans] WHERE
     [EeBals_Student_Loans].[StopDate] IS NOT NULL AND [EeBals_Student_Loans].[PlanType] <> 3 AND
[EeBals_Student_Loans].[EeID] = [Balances].[EeID] AND [EeBals_Student_Loans].[PYear] =
[Balances].[PYear]),
    [EeBals_Student_Loans_Closed_Count].[PlanCount] > 1,
    (Select TOP 1 [EeBals_Student_Loans].[StartDate] FROM [EeBals_Student_Loans] WHERE
     [EeBals_Student_Loans].[StopDate] IS NOT NULL AND [EeBals_Student_Loans].[PlanType] <> 3 AND
[EeBals_Student_Loans].[EeID] = [Balances].[EeID] AND [EeBals_Student_Loans].[PYear] =
[Balances].[PYear] ORDER BY [EeBals_Student_Loans].[StopDate] DESC
  ))) AS [StudentLoanFromDate]
, IIF(([EeBals_Student_LoansOpen].[StudentLoanRepaymentPlan]) > 0,
[EeBals_Student_LoansOpen].[StudentLoanToDate],
  SWITCH
  ([EeBals_Student_Loans_Closed_Count].[PlanCount] = 1,
    (Select MAX([EeBals_Student_Loans].[StopDate]) FROM [EeBals_Student_Loans] WHERE
     [EeBals_Student_Loans].[StopDate] IS NOT NULL AND [EeBals_Student_Loans].[PlanType] <> 3 AND
[EeBals_Student_Loans].[EeID] = [Balances].[EeID] AND [EeBals_Student_Loans].[PYear] =
[Balances].[PYear]),
    [EeBals_Student_Loans_Closed_Count].[PlanCount] > 1,
    (Select TOP 1 [EeBals_Student_Loans].[StopDate] FROM [EeBals_Student_Loans] WHERE
```

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    [EeBals_Student_Loans].[StopDate] IS NOT NULL AND [EeBals_Student_Loans].[PlanType] <> 3 AND
[EeBals_Student_Loans].[EeID] = [Balances].[EeID] AND [EeBals_Student_Loans].[PYear] =
[Balances].[PYear] ORDER BY [EeBals_Student_Loans].[StopDate] DESC
  ))) AS [StudentLoanToDate]
, IIF(([EeBals_Student_LoansOpen].[StudentLoanRepaymentPlan]) > 0,
[EeBals_Student_LoansOpen].[StudentLoanDeducted],
  SWITCH
  ([EeBals_Student_Loans_Closed_Count].[PlanCount] = 1,
    (Select MAX([EeBals_Student_Loans].[Deducted]) FROM [EeBals_Student_Loans] WHERE
    [EeBals_Student_Loans].[StopDate] IS NOT NULL AND [EeBals_Student_Loans].[PlanType] <> 3 AND
[EeBals_Student_Loans].[EeID] = [Balances].[EeID] AND [EeBals_Student_Loans].[PYear] =
[Balances].[PYear]),
    [EeBals_Student_Loans_Closed_Count].[PlanCount] > 1,
    (Select TOP 1 [EeBals_Student_Loans].[Deducted] FROM [EeBals_Student_Loans] WHERE
    [EeBals_Student_Loans].[StopDate] IS NOT NULL AND [EeBals_Student_Loans].[PlanType] <> 3 AND
[EeBals_Student_Loans].[EeID] = [Balances].[EeID] AND [EeBals_Student_Loans].[PYear] =
[Balances].[PYear] ORDER BY [EeBals_Student_Loans].[StopDate] DESC
  ))) AS [StudentLoanDeducted]

, [EeDetails].[Email]

, [EeBals].[EeNIPdByErTD], Iif([EeBals].[ExPatExempt]=False Or IsNull([EeBals].[ExPatExempt]),'N','Y') AS
[ExPatExempt], '' AS [DateOfArrival]
, [EeBals].[TaxExemptPcnt], [EeBals].[TaxExemptIncomeTD], [EeBals].[TaxExemptGUIncomeTD]
, Iif([EeGUOverride].[EeID]>0,'Y','N') AS [EeGUOverride]
, Iif([EeGUOverride].[EeID]>0, IIF([EeGUOverride].[CalcEeGrossToNetFirst]=False Or
IsNull([EeGUOverride].[CalcEeGrossToNetFirst]),'N','Y'), '') AS [CalcEeGrossToNetFirst]
, Iif([EeGUOverride].[EeID]>0, Iif([EeGUOverride].[NoNIGU]=False Or IsNull([EeGUOverride].[NoNIGU]),'N','Y'),
'') AS [NoNIGU]
, Iif([EeGUOverride].[EeID]>0, Iif([EeGUOverride].[GrossUpPensionContribs]=False Or
IsNull([EeGUOverride].[GrossUpPensionContribs]),'N','Y'), '') AS [GrossUpPensionContribs]
, Iif([EeGUOverride].[EeID]>0, Iif([EeGUOverride].[GUStudentLoan]=False Or
IsNull([EeGUOverride].[GUStudentLoan]),'N','Y'), '') AS [GUStudentLoan]
, Iif([EeBals].[Expat_Double_Tax_Agreement]=False Or IsNull([EeBals].[Expat_Double_Tax_Agreement]),'N','Y')
AS [Double tax agreement]
, Iif([EeBals].[Expat_Foreign_Tax_Credit]=False Or IsNull([EeBals].[Expat_Foreign_Tax_Credit]),'N','Y') AS
[Foreign tax credit]
, [EeBals].[Expat_UK_Tax_YTD] AS [UK Tax YTD]
, [EeBals].[Expat_Foreign_Tax_YTD] AS [Foreign Tax YTD]
, [EeBals].[Expat_Foreign_Offset_YTD] AS [Foreign Tax Offset YTD]
, Iif([EeDetails].[EPM6_Override] = False Or IsNull([EeDetails].[EPM6_Override]),'N','Y') AS [EPM6 Override]
, Iif([EeGUOverride].[EeID]>0, Iif([EeGUOverride].[GUPostgraduateLoan]=False Or
IsNull([EeGUOverride].[GUPostgraduateLoan]),'N','Y'), '') AS [GUPostgraduateLoan]

, [TransferDate], (SELECT MAX([EeComponents].[StandardHours]) FROM [EeComponents] WHERE
[EeComponents].[EeID] = [EeDetails].[EeID]) AS [Standard Hours]

, IIF([EePension_Duty].[Worker_Subject_To_Deferral] = True, 'Y', 'N') AS [Worker Subject to Postponement
Period]
, [EePension_Duty].[Worker_Subject_To_Deferral_End] AS [Postponement End Date]
, IIF([EePension_Duty].[Worker_Subject_To_Deferral_Part_Period] = True, 'Y', 'N') AS [Postponement Period
Part Periods Allowed]
, [EePension_Duty].[Jobholder_OptIn_Notice] AS [Jobholder Opt In Notice Received]
, [EePension_Duty].[NonEligible_Membership_Start_Date] AS [Entitled Worker Active Membership Start]

, [EeDetails].[Passport_Number] AS [Passport Number]
```

```
, Choose(Iif(IsNull([EeDetails].[StartingDeclaration]),0,[EeDetails].[StartingDeclaration])+1,'N','F','O','A') AS
[Starting Declaration]
, IIF([EeDetails].[IrregularEmployment] = True, 'Y', 'N') AS [Irregular Employment]
, IIF([EeDetails].[OmitfromRTI] = True, 'Y', 'N') AS [Omit from RTI]
, IIF([EeDetails].[PaymentToANonIndividual] = True, 'Y', 'N') AS [Payment to a Non Individual]
, [EeDetails].[OldRTIEeRef] AS [Old RTI Ee Reference]
, IIF([EeDetails].[OffPayrollWorker] = True, 'Y', 'N') AS [Off Payroll Worker]

, IIF([EeStarter].[SelectedForm] = 2, [EeStarter].[TaxOfficeNumber], '') AS [P45 (3) Tax Office Number]
, IIF([EeStarter].[SelectedForm] = 2, [EeStarter].[TaxOfficeRef], '') AS [P45 (3) Tax Office Reference]
, IIF([EeStarter].[SelectedForm] = 2, [EeStarter].[LeaveDate], '') AS [P45 (3) Leave Date]
, IIF([EeStarter].[SelectedForm] = 2, [EeStarter].[TaxCode], '') AS [P45 (3) Tax Code]
, IIF([EeStarter].[SelectedForm] = 2, IIF([EeStarter].[Week1] = True, 'Y', 'N'), '') AS [P45 (3) Week 1 Month 1]
, IIF([EeStarter].[SelectedForm] = 2, [EeStarter].[WeekMonthIndicator], '') AS [P45 (3) Tax Period - Monthly/
Weekly]
, IIF([EeStarter].[SelectedForm] = 2, [EeStarter].[PeriodNumber], '') AS [P45 (3) Tax Period - Period Number]
, IIF([EeStarter].[SelectedForm] = 2, [EeStarter].[OrigPrevTaxYear], '') AS [P45 (3) Previous Tax Year]
, IIF([EeStarter].[SelectedForm] = 2, [EeStarter].[OrigPrevPay], '') AS [P45 (3) Previous Pay]
, IIF([EeStarter].[SelectedForm] = 2, [EeStarter].[OrigPrevTax], '') AS [P45 (3) Previous Tax]
, IIF([EeStarter].[SelectedForm] = 2, IIF([EeStarter].[StudentLoan] = True, 'Y', 'N'), '') AS [P45 (3) Student Loan]
, IIF([EeStarter].[SelectedForm] = 2, IIF([EeStarter].[StudentLoan] = True,  [EeStarter].[PlanType], ''), '') AS [P45
(3) Student Loan Repayment Plan]
, IIF([EeStarter].[SelectedForm] = 2, IIF([EeStarter].[PostgradLoan] = True, 'Y', 'N'), '') AS [P45 (3) Postgraduate
Loan Indicator]

, IIF([EeStarter].[SelectedForm] = 1, IIF([EeStarter].[P46Class] = 1 OR [EeStarter].[P46Class] = 8, 'A',
IIF([EeStarter].[P46Class] = 2 OR [EeStarter].[P46Class] = 9, 'B', IIF([EeStarter].[P46Class] = 3 OR
[EeStarter].[P46Class] = 10, 'C', ''))), '') AS [P46 Statement A, B or C]
, IIF([EeStarter].[SelectedForm] = 1, IIF([EeStarter].[P46Class] >= 7, 'Y', 'N'), '') AS [P46 Student Loans Indicator]
, IIF([EeStarter].[SelectedForm] = 1, IIF([EeStarter].[P46Class] >= 7, [EeStarter].[PlanType], ''), '') as [P46
Student Loan Repayment Plan]
, IIF([EeStarter].[SelectedForm] = 1, IIF([EeStarter].[PostgradLoan] = True, 'Y', 'N'), '') AS [P46 Postgraduate
Loan Indicator]
, IIF([EeStarter].[SelectedForm] = 3, [EeStarter].[TaxOfficeNumber], '') AS [P46 (Pen) Tax Office Number]
, IIF([EeStarter].[SelectedForm] = 3, [EeStarter].[TaxOfficeRef], '') AS [P46 (Pen) Tax Office Reference]
, IIF([EeStarter].[SelectedForm] = 3, [EeStarter].[LeaveDate], '') AS [P46 (Pen) Leave Date]
, IIF([EeStarter].[SelectedForm] = 3, [EeStarter].[TaxCode], '') AS [P46 (Pen) Tax Code]
, IIF([EeStarter].[SelectedForm] = 3, IIF([EeStarter].[Week1] = True, 'Y', 'N'), '') AS [P46 (Pen) Week 1 Month 1]
, IIF([EeStarter].[SelectedForm] = 3, [EeStarter].[WeekMonthIndicator], '') AS [P46 (Pen) Tax Period - Monthly/
Weekly]
, IIF([EeStarter].[SelectedForm] = 3, [EeStarter].[PeriodNumber], '') AS [P46 (Pen) Tax Period - Period Number]
, IIF([EeStarter].[SelectedForm] = 3, [EeStarter].[OrigPrevTaxYear], '') AS [P46 (Pen) Previous Tax Year]
, IIF([EeStarter].[SelectedForm] = 3, [EeStarter].[OrigPrevPay], '') AS [P46 (Pen) Previous Pay]
, IIF([EeStarter].[SelectedForm] = 3, [EeStarter].[OrigPrevTax], '') AS [P46 (Pen) Previous Tax]
, IIF([EeStarter].[SelectedForm] = 3, [EeStarter].[AnnualPension], '') AS [P46 (Pen) Annual Pension]
, IIF([EeStarter].[SelectedForm] = 3, IIF([EeStarter].[IsRecentlyBereaved] = True, 'Y', 'N'), '') AS [P46 (Pen) Is
Recently Bereaved]

, IIF([EeStarter].[SelectedForm] = 4, IIF([EeStarter].[P46Expat_Class] = 1, 'A', IIF([EeStarter].[P46Expat_Class] =
2, 'B', IIF([EeStarter].[P46Expat_Class] = 3, 'C', ''))), '') AS [P46 (Expat) Statement A, B or C]
, IIF([EeStarter].[SelectedForm] = 4, IIF([EeStarter].[StudentLoan] = True, 'Y', 'N'), '') AS [P46 (Expat) Student
Loan Indicator]
, IIF([EeStarter].[SelectedForm] = 4, IIF([EeStarter].[StudentLoan] = True,  [EeStarter].[PlanType], ''), '') AS [P46
(Expat)  Student Loan Repayment Plan]

, IIF([EeStarter].[SelectedForm] = 4, IIF([EeStarter].[P46Expat_EEOCitizen] = True, 'Y', 'N'), '') AS [P46 (Expat)
EEA or Commonwealth Citizen]
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, IIF([EeStarter].[SelectedForm] = 4, IIF([EeStarter].[P46Expat_EPM6Scheme] = True, 'Y', 'N'), '') AS [P46 (Expat) EPM6 Scheme]
, IIF([EeStarter].[SelectedForm] = 4, IIF([EeStarter].[PostgradLoan] = True, 'Y', 'N'), '') AS [P46 (Expat) Postgrad Loan Indicator]
, [Class1A].[Termination_Class_1A_Earnings], [Class1A].[Termination_Class_1A_NICS],
[Class1A].[Sporting_Class_1A_Earnings], [Class1A].[Sporting_Class_1A_NICS]

, [Ee_Bals_Postgrad_Loan].[Postgraduate Loan Start Date], [Ee_Bals_Postgrad_Loan].[Postgraduate Loan Stop Date], [Ee_Bals_Postgrad_Loan].[Postgraduate Loan Deducted YTD]

FROM ((((((((((((EeDetails INNER JOIN (SELECT [EeBals].*, [Letter], [TotalEarnings], [EarningsToLEL],
[EarningsLELToPET], [EarningsPETToSET], [EarningsSETToUST] , [EarningsToAUST], [EarningsToFUST],
[EarningsToVUST], [EarningsSETToUEL], [EarningsUAPToUEL], [EarningsAboveUEL], [EeContributionsSplit1],
[EeContributionsSplit2], [ErContributions], [EeRebate], [ErRebate], [EeReduction], [CalculationType],
[SecondBFNILetter], [SecondBFCalculationType], [SecondBFEarningsToLEL], [SecondBFEarningsLELToPET],
[SecondBFEarningsSETToUAP], [SecondBFEarningsUAPToUEL], [SecondBFEarningsAboveUEL],
[SecondBFEeContributionsSplit1], [SecondBFEeContributionsSplit2], [SecondBFErContributions],
[SecondBFEeRebate], [SecondBFErRebate], [SecondBFEeReduction],
[Class1A].[Termination_Class_1A_Earnings], [Class1A].[Termination_Class_1A_NICS],
[Class1A].[Sporting_Class_1A_Earnings], [Class1A].[Sporting_Class_1A_NICS]
FROM (([EeBals]
LEFT JOIN (SELECT [NICs].* FROM [NICs] INNER JOIN (SELECT [EeID], [Pyear], [Type], MIN(Letter) AS
[FirstLetter] FROM [NICs] WHERE Type=1 GROUP BY [EeID], [Pyear],[Type]) AS [Filter] ON
([NICs].[EeID]=[Filter].[EeID] AND [NICs].[Pyear]=[Filter].[Pyear] AND [NICs].[Type]=[Filter].[Type] AND
[NICs].[Letter]=[Filter].[FirstLetter])) AS [NI] ON ([EeBals].[Pyear]=[NI].[Pyear] AND [EeBals].[EeID]=[NI].[EeID]))
LEFT JOIN (SELECT [NICsTwo].[EeID], [NICsTwo].[Pyear], [NICsTwo].[Letter] AS [SecondBFNILetter]
, [NICsTwo].[CalculationType] AS [SecondBFCalculationType]
, [NICSTWO].[TotalEarnings] AS [SecondTotalEarnings]
, [NICsTwo].[EarningsToLEL] AS [SecondBFEarningsToLEL]
, [NICsTwo].[EarningsLELToPET] AS [SecondBFEarningsLELToPET]
, [NICsTwo].[EarningsSETToUST] AS [SecondBFEarningsSETToUST]
, [NICsTwo].[EarningsSETToUEL] AS [SecondBFEarningsSETToUAP]
, [NICsTwo].[EarningsUAPToUEL] AS [SecondBFEarningsUAPToUEL]
, [NICsTwo].[EarningsAboveUEL] AS [SecondBFEarningsAboveUEL]
, [NICsTwo].[EeContributionsSplit1] AS [SecondBFEeContributionsSplit1]
, [NICsTwo].[EeContributionsSplit2] AS [SecondBFEeContributionsSplit2]
, [NICsTwo].[ErContributions] AS [SecondBFErContributions]
, [NICsTwo].[EeRebate] AS [SecondBFEeRebate]
, [NICsTwo].[ErRebate] AS [SecondBFErRebate]
, [NICsTwo].[EeReduction] AS [SecondBFEeReduction]

FROM [NICs] AS [NICsTwo] INNER JOIN (SELECT [EeID], [Pyear], [Type], MAX(Letter) AS [LastLetter] FROM
[NICs]  WHERE Type=1 AND CalculationType=3 GROUP BY [EeID], [Pyear],[Type]) AS [FilterTwo] ON
([NICsTwo].[EeID]=[FilterTwo].[EeID] AND [NICsTwo].[Pyear]=[FilterTwo].[Pyear] AND
[NICsTwo].[Type]=[FilterTwo].[Type] AND [NICsTwo].[Letter]=[FilterTwo].[LastLetter])) AS [NITwo] ON
([EeBals].[Pyear]=[NITwo].[Pyear] AND [EeBals].[EeID]=[NITwo].[EeID]))
LEFT JOIN (SELECT [EeRun_Class_1A].[EeID], [EeRun_Class_1A].[PYear],
[EeRun_Class_1A].[Termination_Class_1A_Earnings], [EeRun_Class_1A].[Termination_Class_1A_NICS],
[EeRun_Class_1A].[Sporting_Class_1A_Earnings], [EeRun_Class_1A].[Sporting_Class_1A_NICS] FROM
[EeRun_Class_1A] WHERE [RunID] = 0) AS [Class1A] ON [EeBals].[EeID] = [Class1A].[EeID] AND [EeBals].[PYear]
= [Class1A].[PYear]
WHERE {RS}[EeBals].[Pyear]={RE}) AS Balances ON [EeDetails].[EeID] = [Balances].[EeID]) LEFT JOIN [Branchs]
ON [EeDetails].[BranchID] = [Branchs].[BranchID]) LEFT JOIN [CostCentres] ON [EeDetails].[CostCentreID] =
[CostCentres].[CostCentreID]) LEFT JOIN [Depts] ON [EeDetails].[DeptID] = [Depts].[DeptID]) LEFT JOIN
[RunGroups] ON [EeDetails].[RunGroupID] = [RunGroups].[RunGroupID]) LEFT JOIN [CostSplits] ON
[EeDetails].[DefaultSplitID] = [CostSplits].[SplitID]) LEFT JOIN [{T2}].[tblContacts] ON [EeDetails].[BankCode] =
[tblContacts].[FirstName])
```

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LEFT JOIN [EeCIS] ON [EeDetails].[EeID] = [EeCIS].[EeID]) LEFT JOIN [EeGUOverride] ON [EeDetails].[EeID] =
[EeGUOverride].[EeID])
 LEFT JOIN [EePension_Duty] ON [EeDetails].[EeID] = [EePension_Duty].[EeID])
 LEFT JOIN [EeStarter] ON [EeDetails].[EeID] = [EeStarter].[EeID])
 LEFT JOIN [Er_Workplace_Postcode] ON [Balances].[Workplace_Postcode_ID] =
[Er_Workplace_Postcode].[Workplace_Postcode_ID])
 LEFT JOIN (SELECT [EeBals_Student_Loans].[EeID], [EeBals_Student_Loans].[PYear],
[EeBals_Student_Loans].[PlanType] As [StudentLoanRepaymentPlan], [EeBals_Student_Loans].[StartDate] As
[StudentLoanFromDate], [EeBals_Student_Loans].[StopDate] As [StudentLoanToDate],
[EeBals_Student_Loans].[Deducted] As [StudentLoanDeducted]  FROM [EeBals_Student_Loans] WHERE
[EeBals_Student_Loans].[StopDate] IS NULL AND [EeBals_Student_Loans].[PlanType] <> 3) AS
[EeBals_Student_LoansOpen] ON [Balances].[EeID] = [EeBals_Student_LoansOpen].[EeID] AND
[Balances].[PYear] = [EeBals_Student_LoansOpen].[PYear])

LEFT JOIN (SELECT
[EeBals_Student_Loans].[EeID],
[EeBals_Student_Loans].[PYear],
Count([EeBals_Student_Loans].[PlanType]) AS [PlanCount]
FROM [EeBals_Student_Loans]
WHERE
[EeBals_Student_Loans].[StopDate] IS NOT NULL
AND
[EeBals_Student_Loans].[PlanType] <> 3
GROUP BY [EeBals_Student_Loans].[EeID], [EeBals_Student_Loans].[PYear]) AS
[EeBals_Student_Loans_Closed_Count] ON [Balances].[EeID] = [EeBals_Student_Loans_Closed_Count].[EeID]
AND [Balances].[PYear] = [EeBals_Student_Loans_Closed_Count].[PYear])

LEFT JOIN (SELECT [EeBals_Student_Loans].[EeID], [EeBals_Student_Loans].[PYear],
[EeBals_Student_Loans].[StartDate] As [Postgraduate Loan Start Date], [EeBals_Student_Loans].[StopDate] As
[Postgraduate Loan Stop Date], [EeBals_Student_Loans].[Deducted] As [Postgraduate Loan Deducted YTD]
FROM [EeBals_Student_Loans] WHERE [EeBals_Student_Loans].[PlanType] = 3) AS [Ee_Bals_Postgrad_Loan]
ON [Balances].[EeID] = [Ee_Bals_Postgrad_Loan].[EeID] AND [Balances].[PYear] =
[Ee_Bals_Postgrad_Loan].[PYear]

WHERE [EeDetails].[EeNotCurrent]=False AND (SCStatus =0 OR SCStatus IS NULL)
ORDER BY [EeDetails].[EeRef]
```

The following is the complete group/field list for the Employee Details import format for tax year 2025/26 onwards: -

| Section | Fields to be imported |
|---|---|
| Employee Details | Employee Reference<br>Gender<br>Title<br>Forename<br>Surname |
| Personal Details | Address Line 1<br>Address Line 2<br>Address Line 3<br>Address Line 4<br>Postcode<br>Country<br>Marital Status<br>Date Of Birth |

| | |
|---|---|
| Employment Details | Employment Status<br>Start Date<br>Leave Date<br>Leaver<br>P45 1 IF Required<br>Directorship Start Date |
| Analysis Groups | Branch<br>Cost Centre<br>Department<br>Run Group<br>Default Cost Split |
| NI Settings | NI Number<br>NI Letter<br>Working in a Freeport<br>Working in an Investment Zone<br>Workplace Postcode<br>Date of Veteran's First Civilian Employment |
| Tax Settings | Tax Code<br>Week1/Month1<br>Tax Code Change Type Description |
| Payment Details | Frequency<br>Pay Method |
| Bank Details | Bank Account No<br>Bank Account Name<br>Sort Code<br>Bank Name<br>Branch Name<br>Building Society Reference<br>Autopay Reference |
| YTD Figures | Taxable Pay Previous Employment<br>Taxable Pay This Employment<br>Tax Previous Employment<br>Tax This Employment<br>Net Pay To Date<br>Directors Earnings To Date |
| BF NIC Figures | BF NI Letter<br>BF NI Calculation Basis<br>BF NI Total Earnings<br>BF NI Earnings To SET<br>BF NI Earnings To LEL<br>BF NI Earnings To PET<br>BF NI Earnings To FUST<br>BF NI Earnings To UST<br>BF NI Earnings Above UEL<br>BF Ee NI Contributions Pt1<br>BF Ee NI Contributions Pt2<br>BF Er NI Contributions |

| | |
|---|---|
| Student Loan Details | Repayment Plan<br>Start Date<br>End Date<br>Deducted Year To Date |
| ePayslips Details | Email |
| Expat Details | Ee NI Paid By Er TD<br>Er NI Exempt<br>Date of Arrival<br>Tax Exempt Percent<br>Tax Exempt Income TD<br>Tax Exempt GU Income TD<br>Use Ee GU Settings<br>Calculate GTN Elements First<br>Ee Pays Own NIC<br>Er Pays Ees Pension<br>Er Pays Ees Student Loan<br>Double Tax Agreement<br>Foreign Tax Credit<br>UK Tax YTD<br>Foreign Tax YTD<br>Foreign Tax Offset YTD<br>EPM6 Override<br>Er Pays Ees Postgraduate Loan |
| Miscellaneous | Transfer Date<br>Standard Hours |
| CIS Details | Type<br>UTR<br>Business Type<br>Trading Name<br>Company Reg Number<br>Partnership UTR<br>Partnership Name |
| CIS Verification Details | Status<br>Type<br>Ref Number |
| Pension Duty Details | Worker Subject to Postponement Period<br>Postponement End Date<br>Postponement Period Part Periods Allowed<br>Jobholder Opt In Notice Received<br>Entitled Worker Active Membership Start |
| Real Time Information | Passport Number<br>Starting Declaration<br>Irregular Employment<br>Omit from RTI<br>Payment to a Non Individual<br>Old RTI Ee Reference<br>Off Payroll Worker |

| | |
|---|---|
| P45(3) | P45(3) Tax Office Number<br>P45(3) Tax Office Reference<br>P45(3) Leave Date<br>P45(3) Tax Code<br>P45(3) Week 1 Month 1<br>P45(3) Tax Period – Monthly/Weekly<br>P45(3) Tax Period – Period Number<br>P45(3) Previous Tax Year<br>P45(3) Previous Pay<br>P45(3) Previous Tax<br>P45(3) Student Loan Indicator<br>P45(3) Student Loan Repayment Plan<br>P45(3) Postgraduate Loan Indicator |
| P46 | P46 Statement A, B or C<br>P46 Student Loans (Box D)<br>P46 Student Loans Repayment Plan<br>P46 Postgraduate Loan Indicator |
| P46(Pen) | P46(Pen) Tax Office Number<br>P46(Pen) Tax Office Reference<br>P46(Pen) Leave Date<br>P46(Pen) Tax Code<br>P46(Pen) Week 1 Month 1<br>P46(Pen) Tax Period – Monthly/Weekly<br>P46(Pen) Previous Tax Year<br>P46(Pen) Previous Pay<br>P46(Pen) Previous Tax<br>P46(Pen) Annual Pension<br>P46(Pen) Is Recently Bereaved |
| P46(Expat) | P46(Expat) Statement A, B or C<br>P46(Expat) Student Loan Indicator<br>P46(Expat) Student Loan Repayment Plan<br>P46(Expat) EEA or Commonwealth Citizen<br>P46(Expat) EMP6 Scheme |
| AE BFwd | Eligible Jobholder<br>Non-Eligible Jobholder<br>Non-reform Worker<br>Existing Member Scheme Name<br>Existing Member date<br>Auto enrolled Scheme Name<br>Auto enrolled date<br>Opted in Scheme Name<br>Opted in date<br>Opted out Scheme Name<br>Opted out date<br>Active membership start Scheme Name<br>Active membership start date<br>Auto Re-Enrolment scheme name<br>Auto Re-Enrolment date<br>Eligible Postponement Latest Start Date<br>Eligible Postponement Applied |

| | |
|---|---|
| BF Class 1A NICS | Termination Earnings<br>Termination NICs<br>Sporting Earnings<br>Sporting NICs |
| Postgraduate Loan | Postgraduate Loan Start Date<br>Postgraduate Loan Stop Date<br>Postgraduate Loan Deducted YTD |

### Importing the File

When the records are imported, **Payroll Professional** checks the employee reference of the record being imported, and if it finds that reference is already in the payroll, instead of creating a new employee record, the information is used to update the existing employee record where information has changed.

A double check is performed if there is no employee reference match, for any existing employees with the same NI Number. If this is so then you will be asked if a new record is to be created or should the record with the NINO match be updated.

You are only able to import one starter form per employee. If the import file contains more than one starter form for an employee, that line will be rejected.

If any of the starter forms have been submitted online to HMRC then the form information you are importing will not overwrite the existing starter form. So if they haven't been submitted online then the import will overwrite the existing form.

If you have Pension Reform enabled then a pension record is added to each new employee. If the pension policy uses bands, the **% Band Calculation Type** will be set to the default selection made under the Pension Policy.

**Important Note** – Importing the starter forms will not update the Employees current Tax Code, Week 1/Month 1 indicator, Previous Pay and Tax, or set the Student Loan start date and plan type.

### Import File Validation

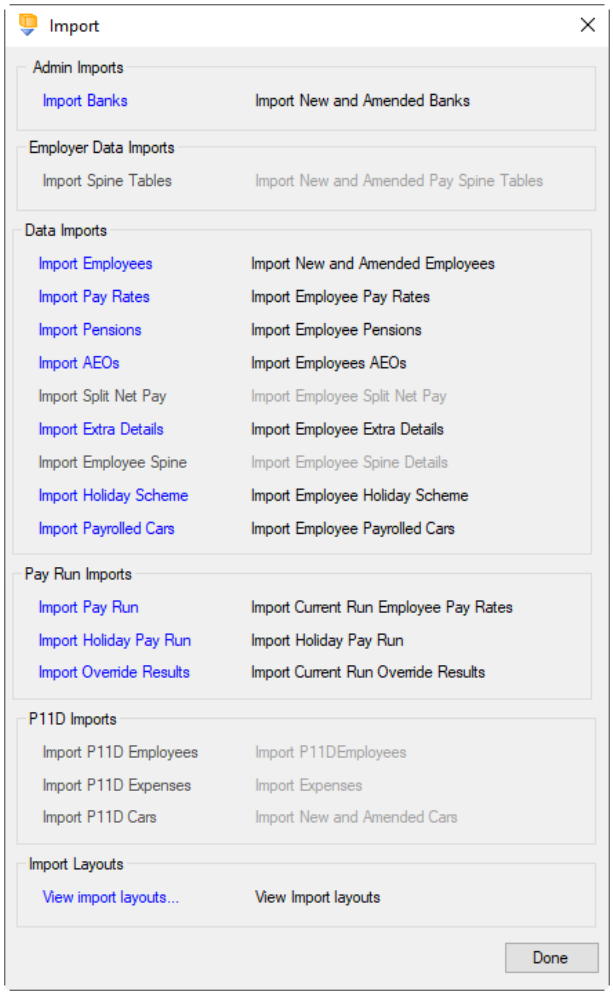
The following validation is performed:

- **Frequency** – if the frequency is not enabled in Employer Details it will show as an Error and you will not be able to import the employee.
- **Frequency** – if you change the employees frequency using the employee import, and the employee is in an open payroll run and calculated, the calculation will be cancelled. This is the same process that occurs when changing the employees frequency via the Employee (Edit) screen.
- **Pay Method** – if the pay method is not enabled in Employer Details it will show as an Error and you will not be able to import the employee.
- **Employee Start Date** – if this is left blank in the import file it will show as a warning message.
- **Leaver** and **Leave Date** – once an Employee has either of these entered in their Employee record the Employee Import will not remove them, it will show as an Error and you will not be able to import the employee.
- **Student Loan Repayment plan and Student loan start date –** from April 2016 it will be necessary to include the repayment plan when importing the student loan start date, if the plan type is left blank when a start date is imported a warning message will appear.
- **RTI Starter Declaration** – if this column is left blank and it is a brand new payroll data file that has no payroll runs or funding, it will be imported as None Made. If it is an existing payroll data file then it will show as an Error in the validation screen and must be completed.
- **Employee Reference** - if more than one line contains the same Employees Reference a warning message will be displayed, but it will not stop the import. You cannot use the same Employee Reference for different employees, however it is possible that you have two lines for the same employee in the import file e.g. where you are importing more than one NI brought forward record.

- **NI Letter** – if this column is left blank for a new employee it will be imported as NI Letter A or M depending on the employees age using the employees date of birth and the computers date.
- **NI Letter** – this is validated using the tax year start and end date, employees date of birth, gender, marital status, start date, Working in a Freeport, Working in an Investment Zone and Date of veterans first civilian employment. Freeport, Investment Zone and Mariner NI Letters can only be imported if they have been set as allowed under Employer Details.
- **Leaver** – if this column is entered as Y for Yes and you have RTI enabled you must also complete the Leave Date, if the Leave Date is blank it will show as an Error and you will not be able to import the employee.
- **NI Number** and **Address Lines** - if RTI is enabled and the NI Number column is blank, you will be required to have the columns Address Line 1 and Address Line 2 completed in the import file, if this is not the case it will show as an Error and you will not be able to import the employee.
- **BF NI Total Earnings** – If BF NI Total Earnings has no value imported, the sum total of NI Earnings will be entered into the Total Earnings in the employee record.
- **BF NI Letter** – this is validated using the tax year start and end date, employees date of birth, gender, martial status, start date, Working in a Freeport, Working in an Investment Zone and Date of veterans first civilian employment. Freeport, Investment Zone and Mariner NI Letters can only be imported if they have been set as allowed under Employer Details.
- **BF Ee Cont Pt 1 and 2** – where BF NI Letter is C, K, W or S, no values greater than zero can be imported
- **BF Total Earnings** - minimum -99,999,999.99 and maximum 99,999,999.99
- **BF Total Earnings** - cannot be less than the total of all NI bands
- **BF To LEL** - minimum -9,999.99 and maximum 9,999.99
- **BF To SET** - minimum -9,999.99 and maximum 9,999.99
- **BF To PET** - minimum -9,999.99 and maximum 9,999.99
- **BF To FUST** - minimum -99,999.99 and maximum 99,999.99
- **BF To UST** - minimum -99,999.99 and maximum 99,999.99
- **BF Above UEL** - minimum -99,999,999.99 and maximum 99,999,999.99
- **BF Employee Contributions Pt 1** - minimum -99,999,999.99 and maximum 99,999,999.99
- **BF Employee Contributions Pt 2** - minimum -99,999,999.99 and maximum 99,999,999.99
- **BF Employer Contributions** - minimum -99,999,999.99 and maximum 99,999,999.99
- **CIS** – if you are importing sub-contractors we have added a warning message if no CIS Pay Components exist in the payroll data file.
- **Sub Contractor Type** – if an incorrect value is within this column it will show as an Error and the sub contractor will not be imported.
- **Auto enrolment scheme name and auto enrolment date** – if these columns are entered with a scheme name and date the column Eligible jobholder must be entered as Y for Yes
- **Opt in scheme name and Opt in date** – if these columns are entered with a scheme name and date the column Eligible jobholder or Non-Eligible jobholder must be entered as Y for Yes
- **Opt out scheme name and Opt out date** – if these columns are entered with a scheme name and date a scheme name and date must be entered for either auto enrolment or opt in.
- **Active membership start scheme name and active membership start date** – if these columns are entered with a scheme name and date the column Eligible jobholder must be entered as Y for Yes
- **Eligible postponement latest start date and Eligible postponement applied** – if these columns are entered the Eligible jobholder must be entered as Y for Yes.

- **Working in a Freeport** – can only be imported if Freeport has been set as allowed under Employer Details.
- **Working in an Investment Zone** – can only be imported if Investment Zone has been set as allowed under Employer Details.
- **Workplace Postcode** – mandatory if the NI Letter is for Freeport or Investment Zone.

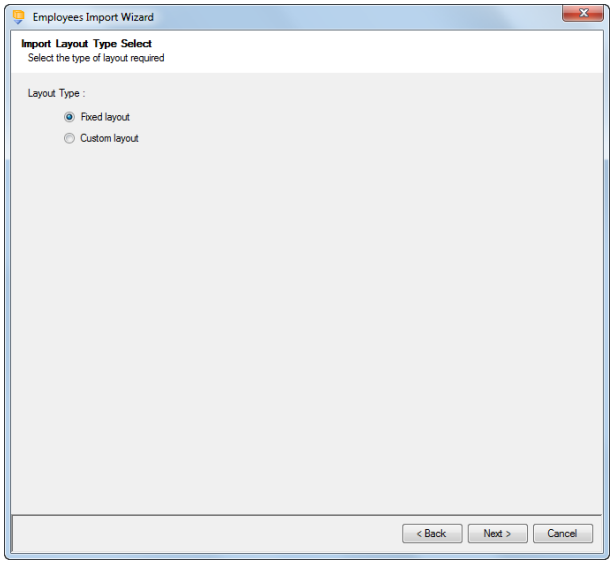
Select **Import** under the **Data** tab.




Click on the blue link for **Import Employees**.

At the welcome screen click **Next**.

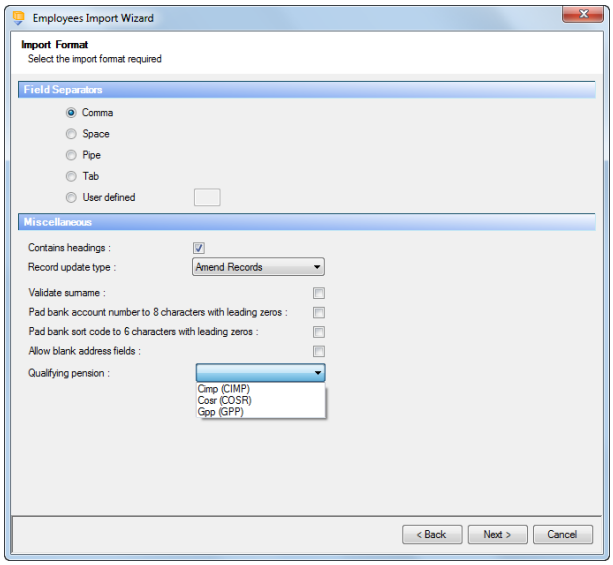
Choose Fixed or Custom and click **Next** to continue.




## Fixed Layout

If the fixed layout is selected, then you must now set these details:

- Field Separator
- Headings
- Type of update
- Validate Surname




The two options both pad the relevant field – Sort codes and/or account numbers with leading zeros to make the fields equal six and eight numerals respectively.

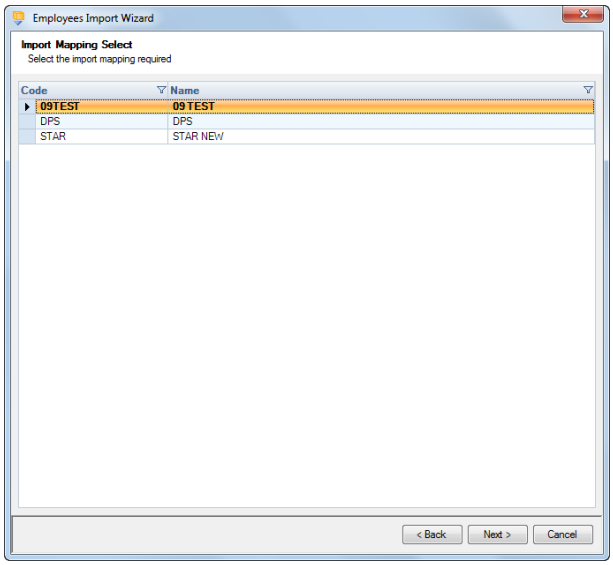
**Note:** This cannot be applied to the employee reference as it is entirely feasible that a datafile may contain two employees with very similar references, the only difference being the leading zero.

We would recommend any spreadsheet used to generate import files has the reference column set as text fields rather than numeric fields.

**Allow Blank Address Fields** – with this option ticked, if an address field is blank in the file you are importing then the current information in the same address line will be removed. Without this option ticked the current information in the address line will not change.

Qualifying Pension scheme will appear if the Employer Pension Duties are enabled, and is for you to select what pension to add to new employees.

Click **Next** to continue.

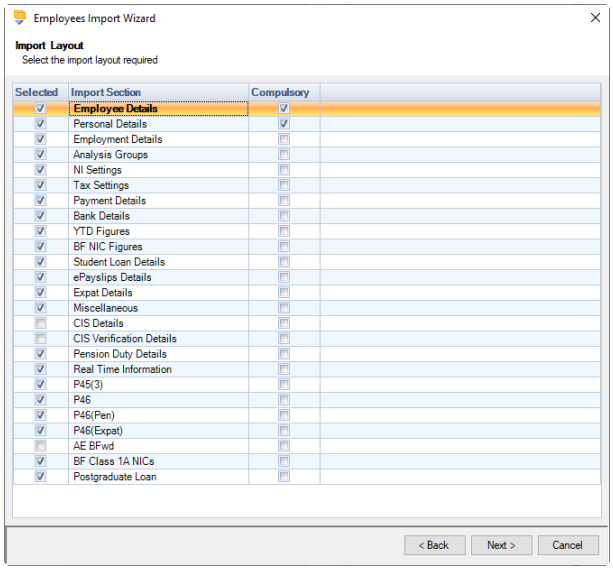



## Custom Layout

If the custom layout is selected then you can now choose which layout is being imported.

You can view the layout of the fields selected by right-clicking anywhere on the body of the screen and select View Layout.

Click **Next** to continue.




## Fixed Layout

For the fixed layout only, you must now choose the sections that are to be imported.

Be aware that some of these Import Sections are based on what is included your license.

You can view the layout of the fields selected by right-clicking anywhere on the body of the screen and select View Layout.

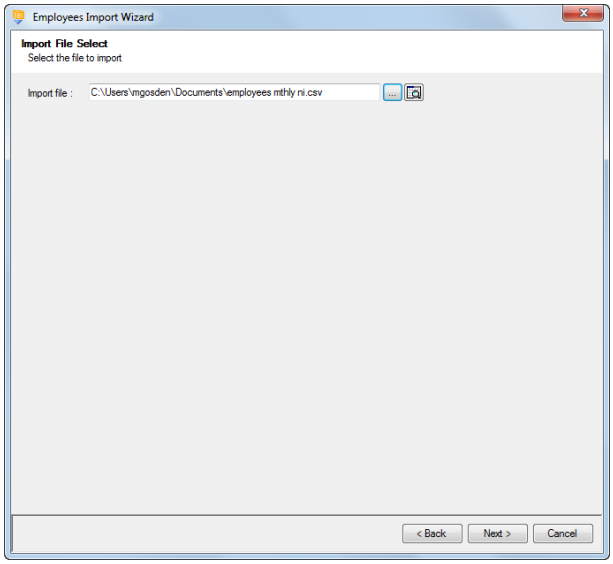
Click **Next** to continue.

On the next screen you need to select the file to be imported either by typing the name or clicking on the Browse button.

This option will allow the user to view the currently selected import file in Notepad.

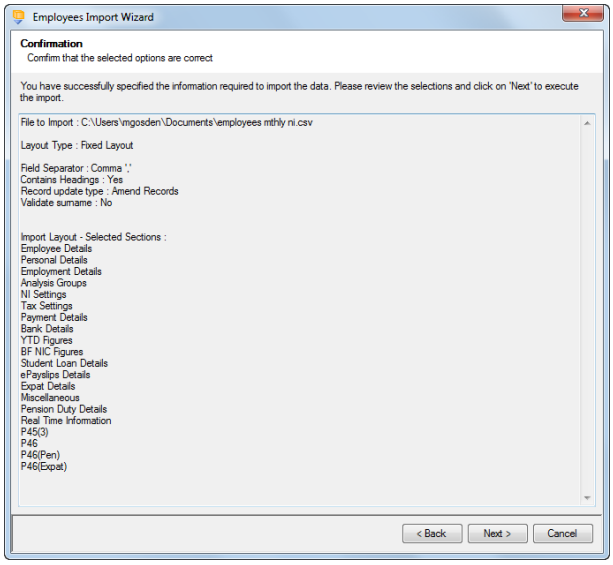
Edits can be made to the CSV file here and saved before importing.

Click **Next** to continue.




For both layouts you are now presented with a confirmation screen showing all the details regarding the file being imported.

Click on the **Next** button to validate the file before importing.

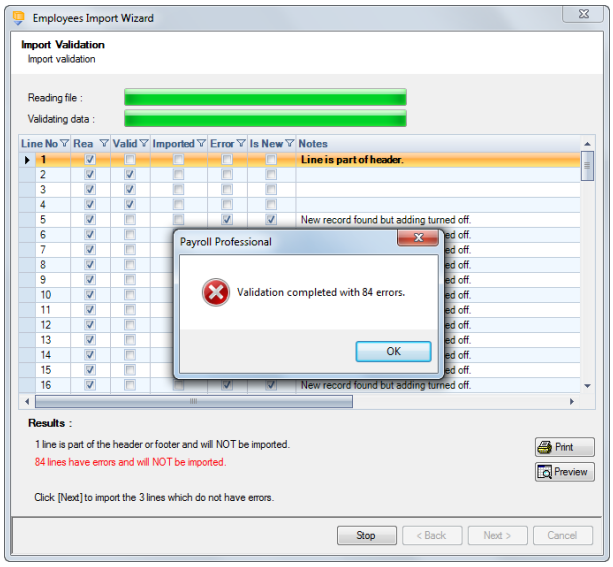



The uppermost message on the screen will be whether the file has passed validation or how many errors it contains.

Click **OK** to remove the message and you can see the details of any rejections.

The results section at the bottom of the screen shows how many lines failed and will **not** be imported. As well as the number of lines which passed and will import should you choose to continue.

You can right mouse click on the grid to export the information, or use the **Print** or **Preview** buttons will produce a landscape flat text report showing the information currently displayed, based on the filters you have selected.

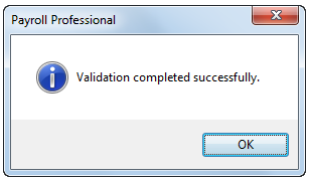


If you want to view only those lines rejected, use the Filter icon on the **Error** column and select true. The report printed or previewed will only contain the rejected records.

To interrupt the checking process use the **Stop** button.

Click **Back** to change any options.

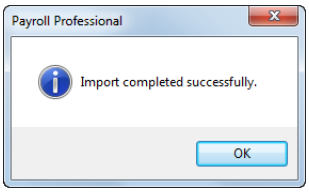
When the file passes the tests you will see the following message.

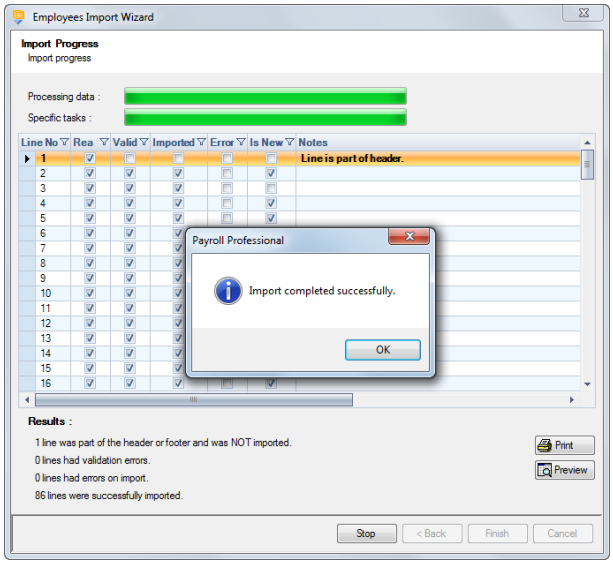



If you want to import the records that have passed validation click **Next** to continue.

You will now see the final message as to what has imported successfully.

Click on **OK** then **Finish** to end the process.




### Audit trail

Details of changes made to new and existing employees, will be recorded in the audit trail. This is a useful way of tracing changes made to employee records that had not been anticipated.

## New Employee Into Suspense Table

This option is only available if you are licensed for the Import module. In **Employer Details\Advanced Parameters** tab ticked **Allow Suspense Employees**.

It allows you to import partial records for New Employees in to a Suspense table. This is primarily where you are using HR software that can export details for importing into Payroll. The record from HR will not hold all of the necessary details for payroll so the import routine hold the information until the activated using the New Employee Set up.

The file format is the same as for the normal Employee Details import.

Existing Employees all the relevant fields are imported, but for New Employees only the following fields are imported into the Suspense table:

- Employee Ref
- Forename
- Surname

- Title
- Address Line 1
- Address Line 2
- Address Line 3
- Address Line 4
- Post Code
- Country
- Department
- Cost Centre
- Branch
- Gender
- Start Date
- Date of Birth
- Marital Status
- Email Address

There are three further fields which record the date the record has been created, who did it and the employee ID generated.

### Importing the File

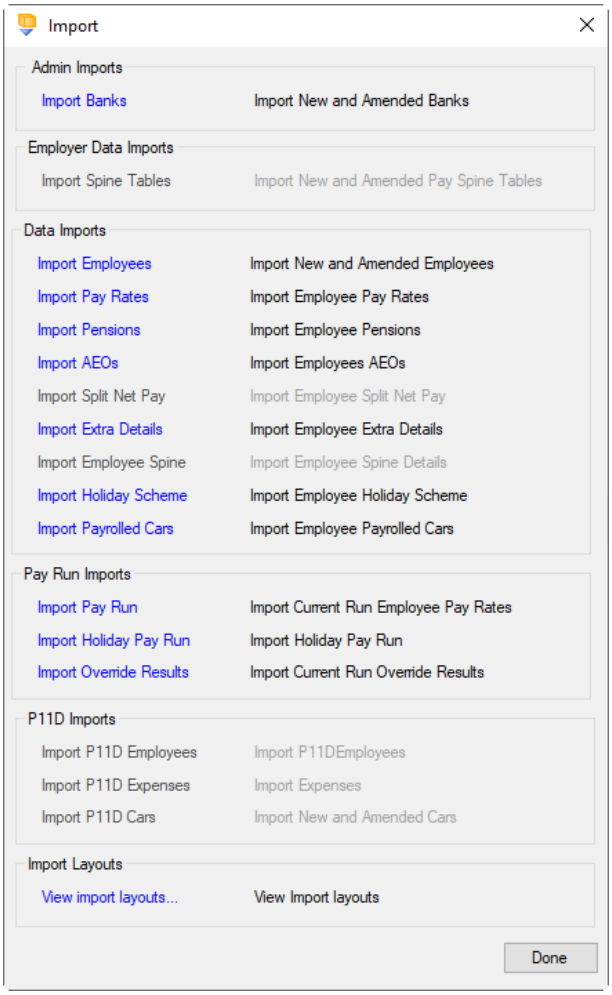
When the records are imported, **Payroll Professional** checks the employee reference of the record being imported, and if it finds that reference is already in the payroll, instead of creating a new employee record, the information is used to update the existing employee record where information has changed.

A double check is performed if there is no employee reference match, for any existing employees with the same NI Number. If this is so then you will be asked if a new record is to be created or should the record with the NINO match be updated.

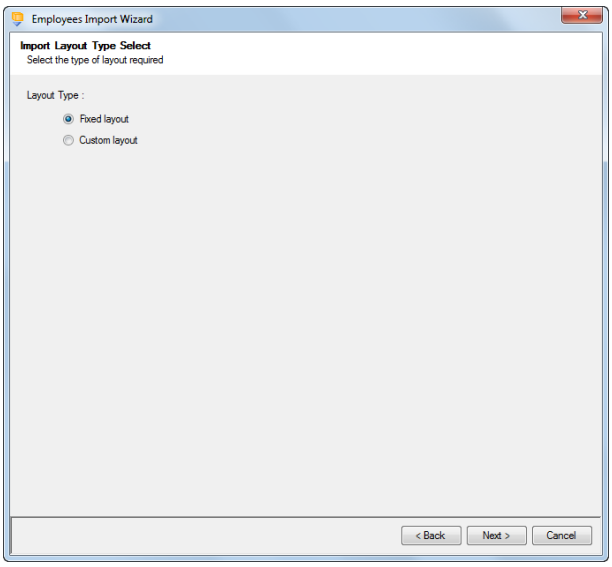
Select **Import** under the **Data** tab.

Click on the blue link for **Import Employees**.

At the Welcome screen click **Next**.



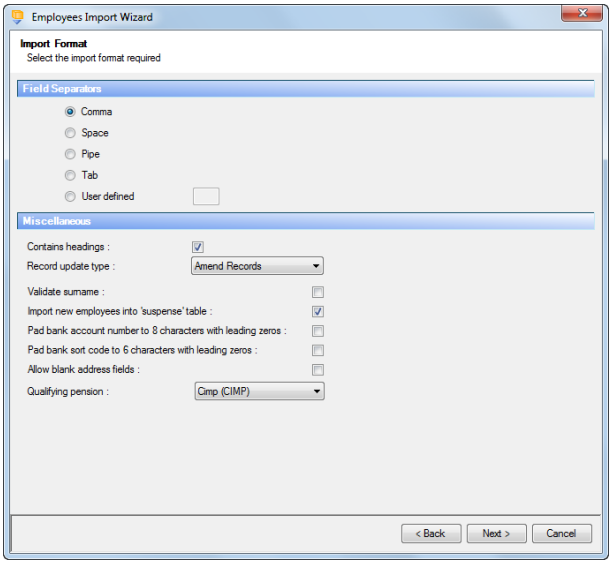

Choose Fixed or Custom and click **Next** to continue.



### Fixed Layout

If the fixed layout is selected, then you must now set these details:

- Field Separator
- Headings
- Type of update
- Validate Surname




The two options both pad the relevant field – Sort codes and/or account numbers with leading zeroes to make the fields equal six and eight numerals respectively.

**Note:** This cannot be applied to the employee reference as it is entirely feasible that a datafile may contain two employees with very similar references, the only difference being the leading zero.

We would recommend any spreadsheet used to generate import files has the reference column set as text fields rather than numeric fields.

Select **Import new employees into 'suspense' table.** All New Employees will imported into the 'suspense' table until activated from the new employee screen.

Click **Next** to continue.

### Fixed Layout

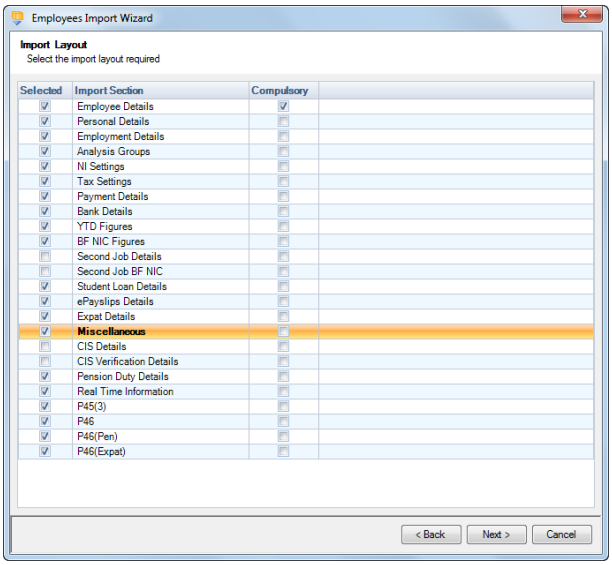
For the fixed layout only, you must now choose the sections that are to be imported.

Be aware that some of these Import Sections are based on what is included your license.

You can view the layout of the fields selected by right-clicking anywhere on the body of the screen and select View Layout.

Remember not all of these are imported for new employees.

Click **Next** to continue.

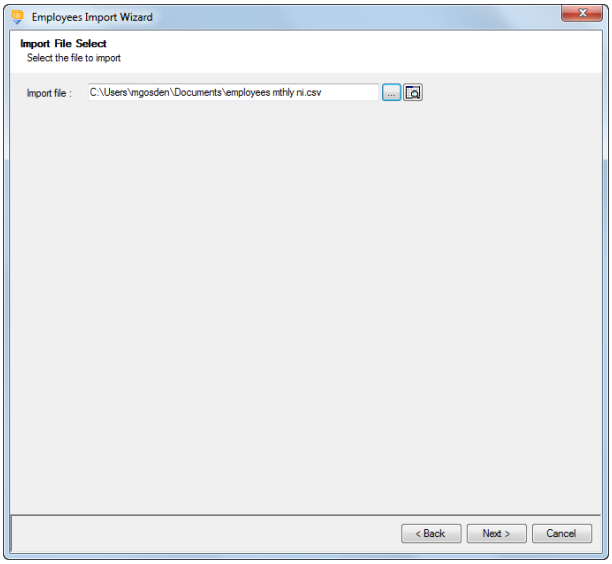


On the next screen you need to select the file to be imported either by typing the name or clicking on the Browse button.

This option will allow the user to view the currently selected import file in Notepad.

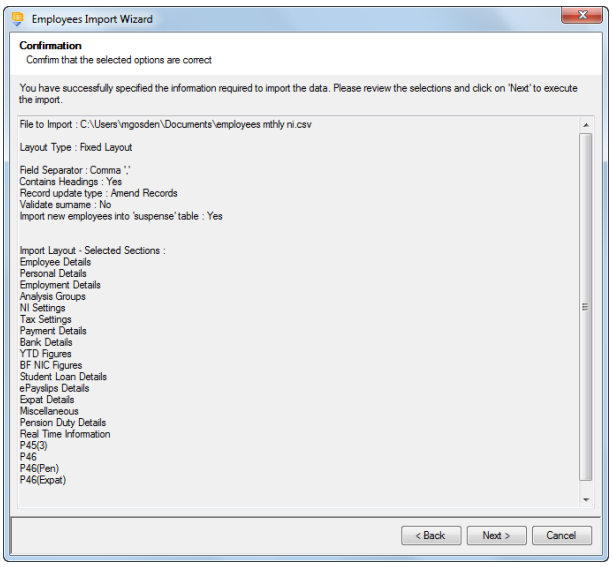
Edits can be made to the CSV file here and saved before importing.

Click **Next** to continue.




For both layouts you are now presented with a confirmation screen showing all the details regarding the file being imported.

Click on the **Next** button to validate the file before importing.

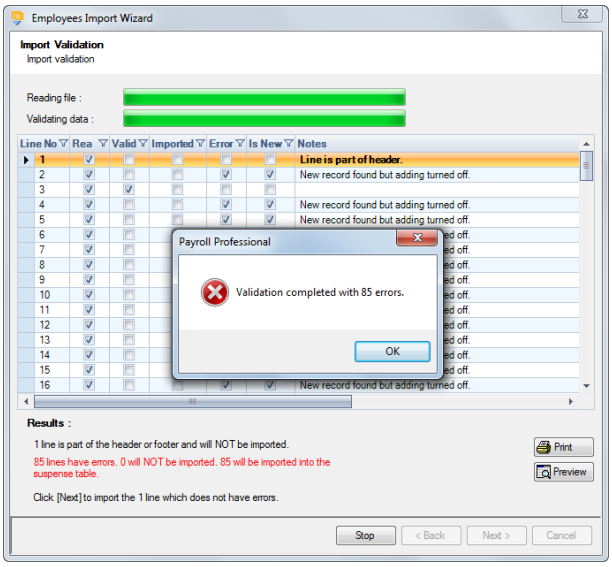



The uppermost message on the screen will be whether the file has passed validation or how many errors it contains.

Click **OK** to remove the message and you can see the details of any rejections.

The results section at the bottom of the screen shows how many lines failed and will **not** be imported. As well as the number of lines which passed and will import should you choose to continue. This will also show how many employees have been imported into the **suspense table**.

You can right mouse click on the grid to export the information, or use the **Print** or **Preview** buttons will produce a landscape flat text report



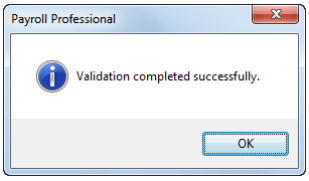
showing the information currently displayed, based on the filters you have selected.

If you want to view only those lines rejected, use the Filter icon on the **Error** column and select true. The report printed or previewed will only contain the rejected records.

To interrupt the checking process use the **Stop** button.

Click **Back** to change any options.

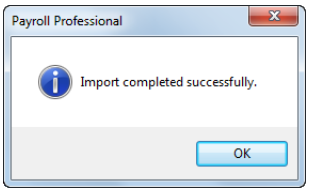
When the file passes the tests you will see the following message.

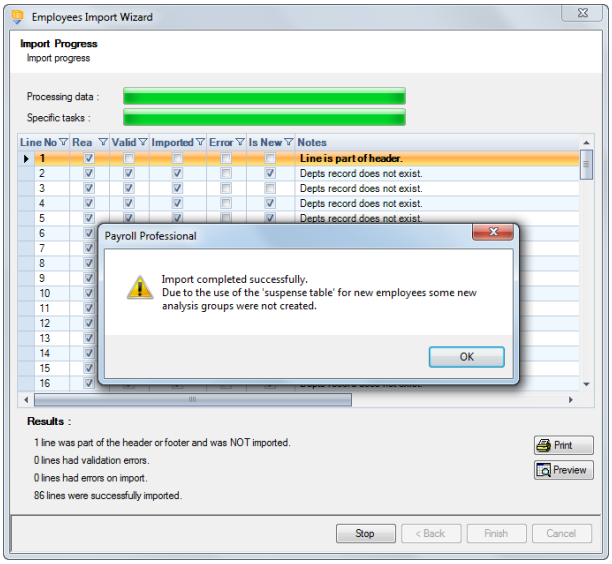



If you want to import the records that have passed validation click **Next** to continue.

You will now see the final message as to what has imported successfully.

Click on **OK** then **Finish** to end the process.




### Audit trail

Details of changes made to existing employees, will be recorded in the audit trail. This is a useful way of tracing changes made to employee records that had not been anticipated.

## Pay Rates

This option is only available if you are licensed for Import Employees module.

Employee pay rates import allows you to create and maintain employee pay rates by reading information from an appropriately formatted text file, which can be produced from another program, such as an old Payroll program. The import can also be used on a regular basis to bring information in from your own spreadsheet.

The first field, the Employee Reference, controls the import routine. This can be substituted with the Employee ID or NI number.

### Creating an Export File

Go to the **Utilities** tab select **Query Manager** and under **Pre-Defined Queries** there are two queries for exporting pay rates in the correct format (for re-importing) for all employees.

If year to dates balances or the miscellaneous sections are not required the query needs to be amended by removing those sections.

```
SELECT [EeRef] As [Employee Reference], [Surname] as [Employee Surname],[PCDescr] AS [Pay Component Description], IIF(IsNull([ECRate]),0,[ECRate]) AS [Rate], IIF(IsNull([ECUnits]),0,[ECUnits]) AS [Units]

, IIF(IsNull([ECAccBal]),0,[ECAccBal]) AS [AccountYearBal], IIF(IsNull([ECPayYrBal]),0,[ECPayYrBal]) AS [PAYEYearBal], IIF(IsNull([AccYrUnits]),0,[AccYrUnits]) AS [AccountYearUnits], IIF(IsNull([PayeYrUnits]),0,[PayeYrUnits]) AS [PAYEYearUnits]

, IIF([EeComponents].[IsContractual] = True, 'Y', 'N') AS [Is Contractual]

FROM (([EeComponents] LEFT JOIN [EeDetails] ON [EeComponents].[EeID] = [EeDetails].[EeID]) INNER JOIN [PayComponents] ON [PayComponents].[PCompID]=[EeComponents].[PCompID])
WHERE [EeDetails].[Leaver] = False
AND ([EeComponents].[Suspended]=False OR [EeComponents].[Suspended] IS NULL)
AND {RS}[PayComponents].[PCDescr] IN {RE}
AND [EeDetails].[EeNotCurrent]=False
ORDER BY [EeRef], [PCDescr], [EeComponents].[PCompID]
```

This is the complete group/field list for the Pay Rates import format: -

| Section | Fields to be imported |
|---|---|
| Pay Rate Details | Employee Reference<br>Surname<br>Pay Component Description<br>Rate<br>Units |
| YTD Totals | Accounting Year Balance<br>PAYE Year Balance<br>Accounting Year Units<br>PAYE Year Units |
| Salary History | Authorised by<br>Date of Change |
| Miscellaneous | Is Contractual |

### Importing the File

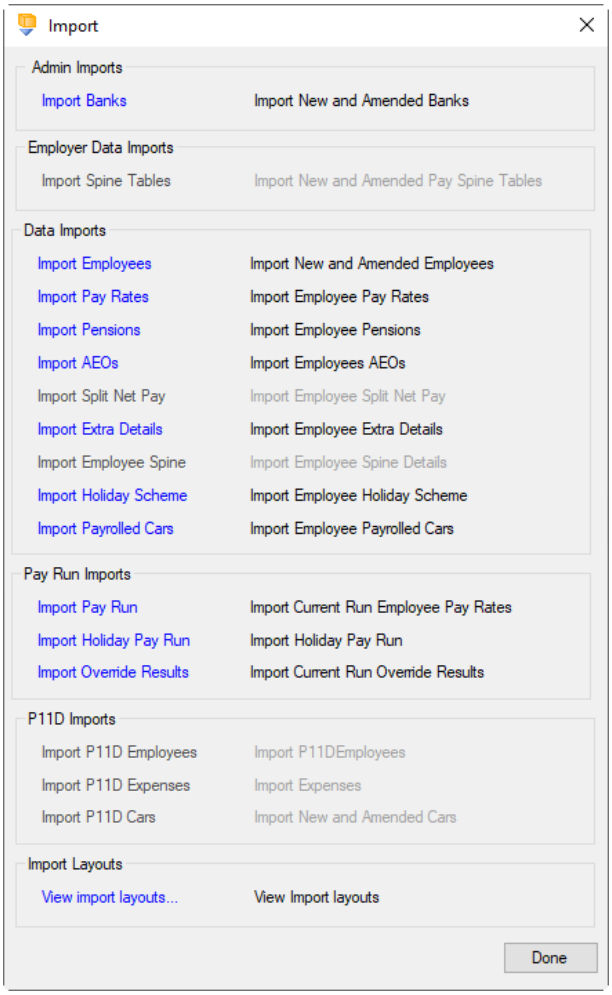
If the pay component is not set up on the employee record, then the import will create the pay component for that employee. All linked rates will also be updated.

Zeros in Units and/or Rates columns will be imported.

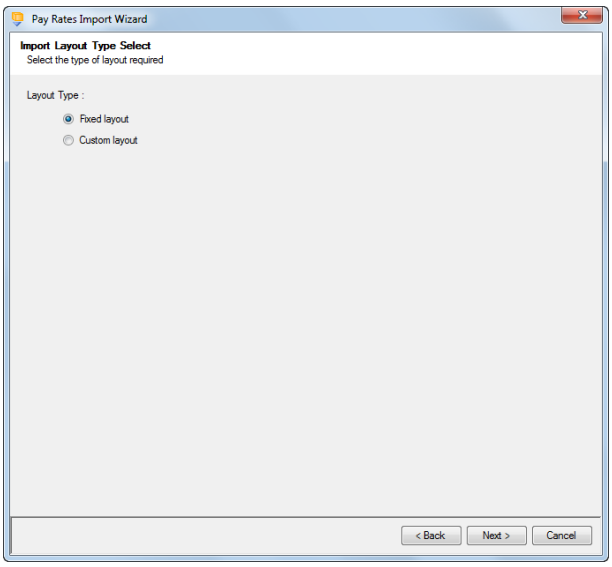
Select **Import** under the **Data** tab.

Click on the blue link for **Import Pay Rates**

At the Welcome screen click **Next**.




Choose Fixed or Custom and click **Next** to continue.

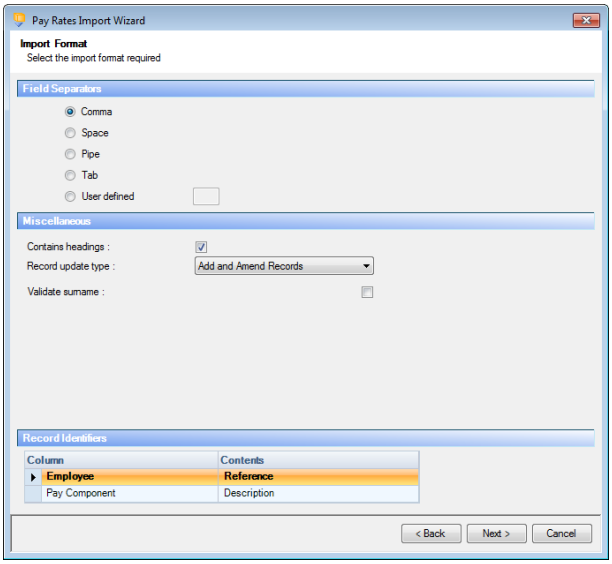


### Fixed Layout

If the fixed layout is selected, then you must now set these details:

- Field Separator
- Headings
- Type of update
- Validate Surname
- Record Identifiers

Click **Next** to continue.

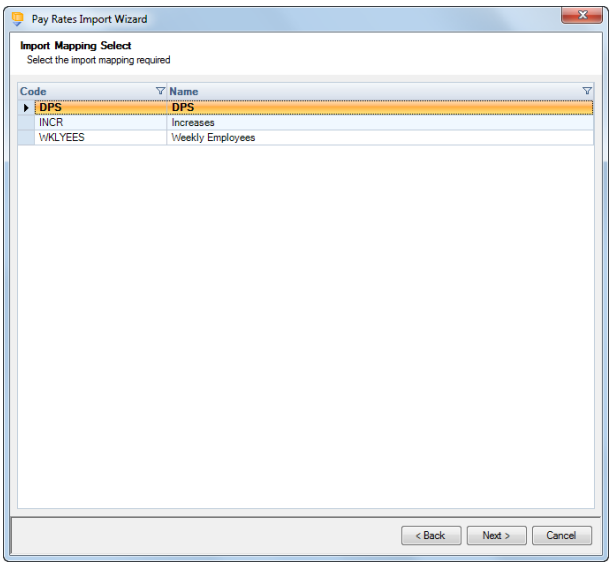



### Custom Layout

If the custom layout is selected then you can now choose which layout is being imported.

You can view the layout of the fields selected by right-clicking anywhere on the body of the screen and select View Layout.

Click **Next** to continue.

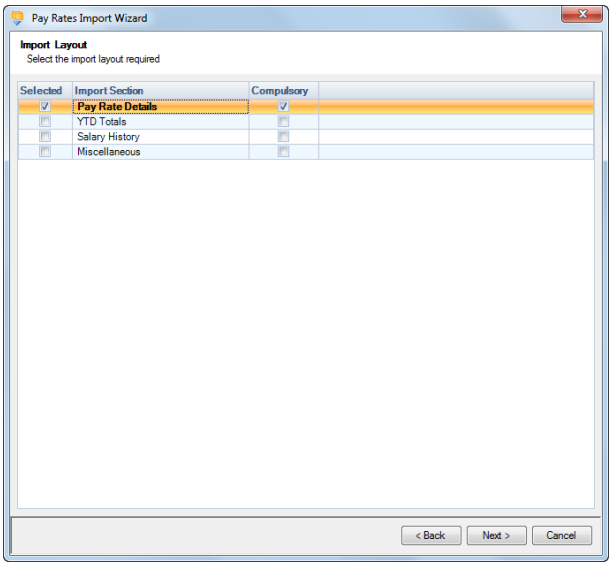



### Fixed Layout

For the fixed layout only, you must now choose the sections that are to be imported.

You can view the layout of the fields selected by right-clicking anywhere on the body of the screen and select View Layout.

Click **Next** to continue.

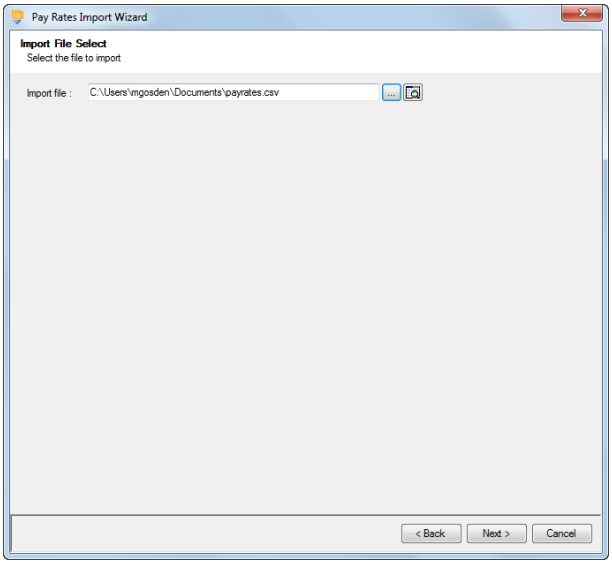


On the next screen you need to select the file to be imported either by typing the name or clicking on the Browse button.

This option will allow the user to view the currently selected import file in Notepad.

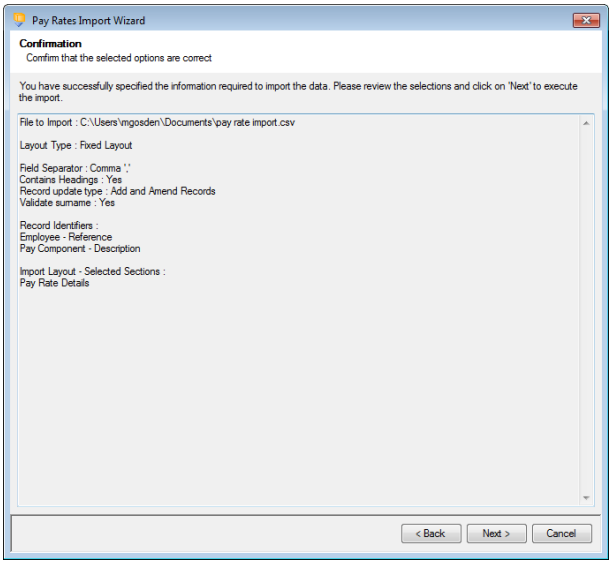
Edits can be made to the CSV file here and saved before importing.

Click **Next** to continue.




For both layouts you are now presented with a confirmation screen showing all the details regarding the file being imported.

Click on the **Next** button to validate the file before importing.

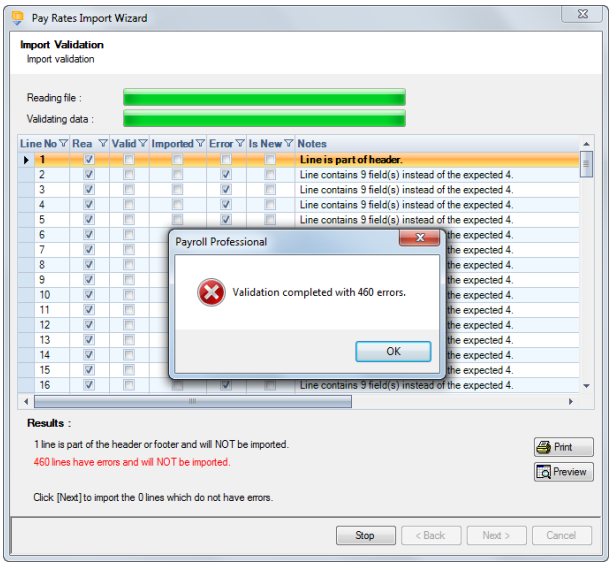



The uppermost message on the screen will be whether the file has passed validation or how many errors it contains.

Click **OK** to remove the message and you can see the details of any rejections.

The results section at the bottom of the screen shows how many lines failed and will **not** be imported. As well as the number of lines which passed and will import should you choose to continue.

You can right mouse click on the grid to export the information, or use the **Print** or **Preview** buttons will produce a landscape flat text report



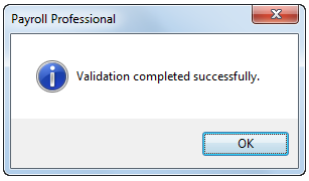
showing the information currently displayed, based on the filters you have selected.

If you want to view only those lines rejected, use the Filter icon on the **Error** column and select true. The report printed or previewed will only contain the rejected records.

To interrupt the checking process use the **Stop** button.

Click **Back** to change any options.

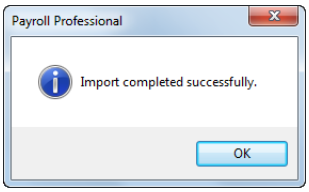
When the file passes the tests you will see the following message.

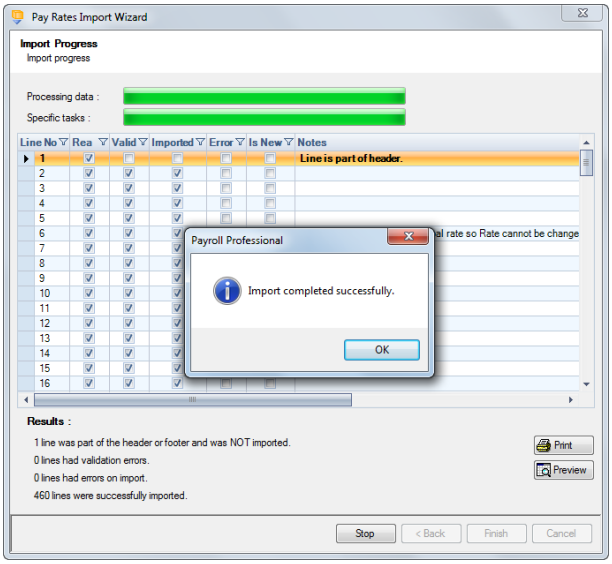



If you want to import the records that have passed validation click **Next** to continue.

You will now see the final message as to what has imported successfully.

Click on **OK** then **Finish** to end the process.




### Audit trail

Details of the component changes made will be recorded in the audit trail. This is a useful way of tracing changes made to employee records that had not been anticipated.

### Salary History

If this is switched on, component changes will also be recorded in the salary history.

## Pensions

This option is only available if you are licensed for the Import module.

Employee Pension import allows you to create and maintain employee pensions by reading information from an appropriately formatted text file, which can be produced from another program, such as an old Payroll program. The import can also be used on a regular basis to bring information in from your own spreadsheet.

### Creating an Export File

Under the **Utilities** tab select **Query Manager** and under **Pre-Defined Queries** there is a query for exporting details in the correct format (for re-importing).

The query is created with the fields for each group kept together and displayed as five clearly defined statements (there are four sections but five statements as the fifth statement is the linking information).

To amend the query, simply locate the statement(s) for any groups not required and delete these sections from the query.

**Please note:** To amend the query you must remove whole groups only.

The first and last blocks in the query must be retained. The first block contains the Policy Details group, which is compulsory, and the last block contains all the table links and filters for gathering information.

This is an example of what the complete query for all sections looks like:

```
SELECT [EeDetails].[EeRef] AS [Employee Reference], [EeDetails].[Surname], [EePensions].[PolicyID] AS [Pension Policy ID], [PensionPolicies].[SchemeName] AS [Scheme Name]

, [EePensions].[PolicyNumber] AS [Pension Policy Number], [EePensions].[Join date], [EePensions].[LeaveDate] AS [Leave Date]

, [EePensions].[FixedEePension] AS [Fixed Ee Pension], [EePensions].[FixedErPension] AS [Fixed Er Pension], [EePensions].[VariableEePension] AS [Variable % Ee Deduction], [EePensions].[VariableErPension] AS [Variable % Er Deduction], [EePensions].[MaxEePension] AS [Maximum Ee Pension], [EePensions].[MaxErPension] AS [Maximum Er Pension]

, [EePensions].[PercentCalculatedOn] AS [% Based On], [EePensions].[LELDeduction] AS [LEL deduction rate]
, [EePensions].[AnnualNominalPensionablePay] AS [Annual Nominal Pensionable Pay]

, [EePensions].[PercentBandDeterminedBy] AS [Determine % Band], [EePensions].[AnnualPensionablePay] AS [Annual Pensionable Pay]

, [EePensions].[TaxYTDEe] AS [Ee's Tax Year TD], [EePensions].[TaxYTDEr] AS [Er's Tax Year TD], [EePensions].[PenYTDEe] AS [Ee's Pension YTD], [EePensions].[PenYTDEr] AS [Er's Pension YTD], [EePensions].[PercentPensionable_YTD] AS [Ee's Percentage Pensionable YTD]

, IIF([EePensions].[Duty_Jobholder_Deferral_Period_Set] = True, 'Y', 'N') AS [Jobholder Subject to Postponement Period], [EePensions].[Duty_Jobholder_Deferral_Period_Value] AS [Duty Jobholder Deferral Period Value], CHOOSE(IIF(ISNULL([EePensions].[Duty_Jobholder_Deferral_Period_Type]), '1', [EePensions].[Duty_Jobholder_Deferral_Period_Type] + 1),'D','W','M') AS [Duty Jobholder Deferral Period Type], IIF([EePensions].[Duty_Jobholder_Deferral_Period_Part_Period] = True,'Y','N') AS [Postponement Period Part Periods Allowed], [EePensions].[Duty_Valid_OptOut_Notice] AS [Valid Opt Out Notice Given]
, [EePensions].[Duty_Qualifying_Pension_Terminated] AS [Active Membership Terminated]

, [EePensions].[EePension_ID]

, [EePensions].[OverrideErNISaving] AS [Override Er NI Saving], [EePensions].[VariableErNISaving] AS [% Er NI Saving]

FROM ([EePensions] INNER JOIN [EeDetails] ON [EePensions].[EeID] = [EeDetails].[EeID]) INNER JOIN [PensionPolicies] ON [EePensions].[PolicyID] = [PensionPolicies].[PolicyID] WHERE [EePensions].[LeaveDate] IS NULL AND [EeDetails].[EeNotCurrent]=0 ORDER BY [EeDetails].[EeRef]
```

This is the complete group/field list for the Pension Details import format for tax year 2013/14 onwards: -

| Section | Fields to be imported |
|---|---|
| Basic Details | Employee ID<br>Employee Surname<br>Pension Policy ID<br>Scheme Name |

| | |
|---|---|
| Policy Details | Employee Policy No<br>Join Date<br>Leave Date |
| Contribution Details | Fixed Ee Deduction<br>Fixed Er Deduction<br>Variable % Ee Deduction<br>Variable % Er Deduction<br>Maximum Ee Deduction<br>Maximum Er Deduction |
| Variable Details | % Based On<br>LEL Deduction Rate<br>Annual Nominal Pensionable Pay |
| Banded % Contributions | Determine % Band<br>Annual Pensionable Pay |
| YTD Figures | Ee's Tax Year YTD<br>Er's Tax Year YTD<br>Ee's Pension Year YTD<br>Er's Pension Year YTD<br>Ee's Percent Pensionable YTD |
| Pension Duty Details | Jobholder Subject to Postponement Period<br>Postponement End Period Value<br>Postponement End Period Timespan<br>Postponement Part Periods Allowed<br>Valid Opt Out Notice Given<br>Active Membership Terminated |
| Ee Pension ID | Ee Pension Policy ID |
| Employer NI Saving | Override Er NI Saving<br>% Er NI Saving |

The last section **Ee Pension ID** is for Two Letter NI and Pay Spines where an Employee can have the same pension policy added twice. This is also used for the Pension Reform re-enrolment. If this section is not included in the import file the program will update the latest Employee Pension record.

### Importing the File

For new records enter 0 (zero) in the Ee Pension Policy ID column.

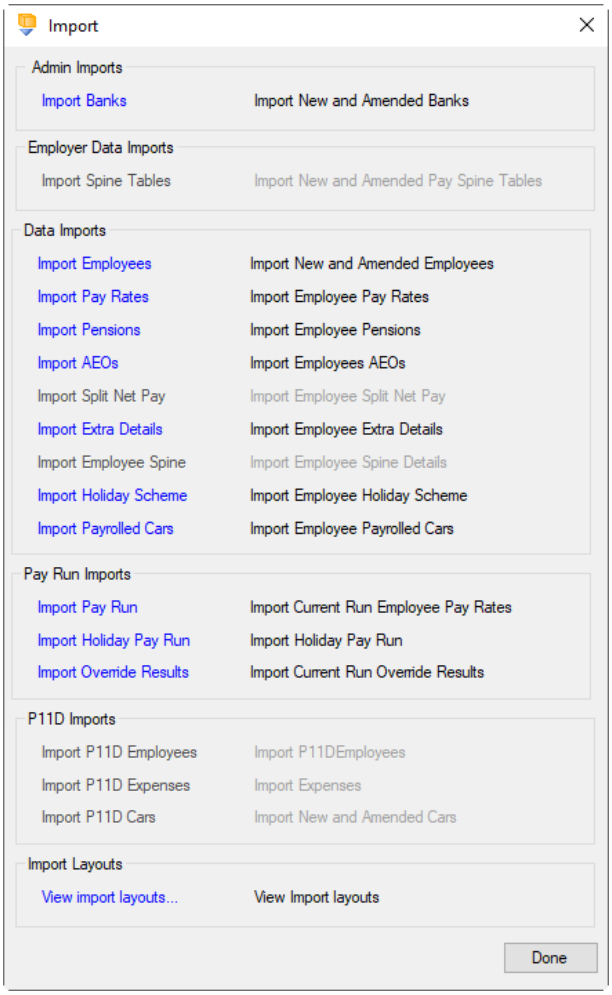
When you have **Pension Reform** enabled under **Employer**, and a **Pension Policy** where under the **Pension Duty Details** tab is marked as **Auto Enrolment**, you can import employees into a pension policy leaving the **Pension Scheme Join Date** blank.

For new records the **% Band Calculation Type** will be set to the default selection made under the Pension Policy.

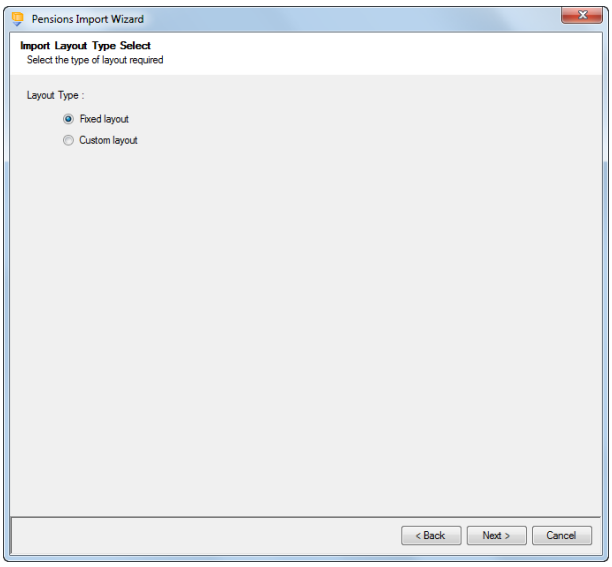
Select **Import** under the **Data** tab.

Click on the blue link for **Import Pensions**

At the Welcome screen click **Next**.



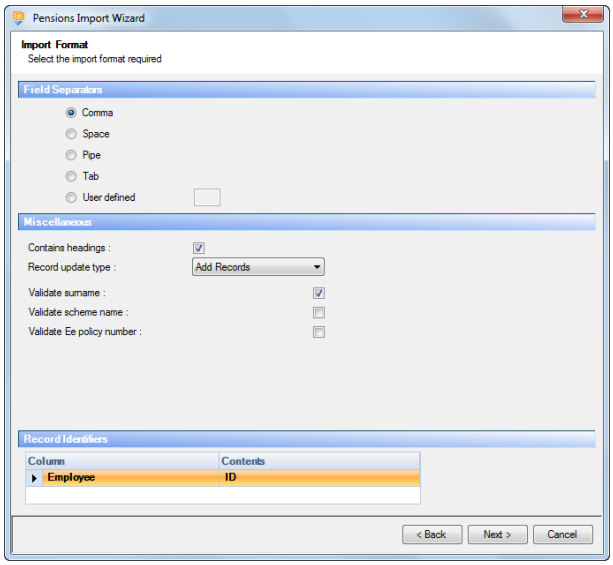

Choose Fixed or Custom and click **Next** to continue.



### Fixed Layout

If the fixed layout is selected, then you must now set these details:

- Field Separator
- Headings
- Type of update
- Validate Surname
- Validate Ee Policy Number
- Validate Scheme Name
- Record Identifiers



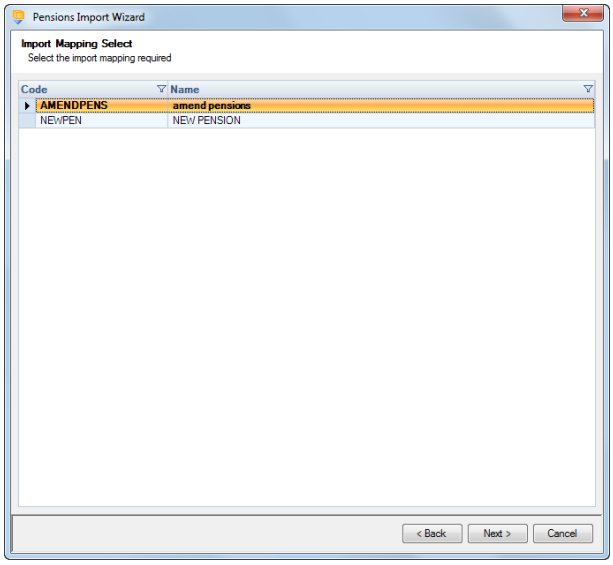

Click **Next** to continue.

### Custom Layout

If the custom layout is selected then you can now choose which layout is being imported.

You can view the layout of the fields selected by right-clicking anywhere on the body of the screen and select View Layout.

Click **Next** to continue.

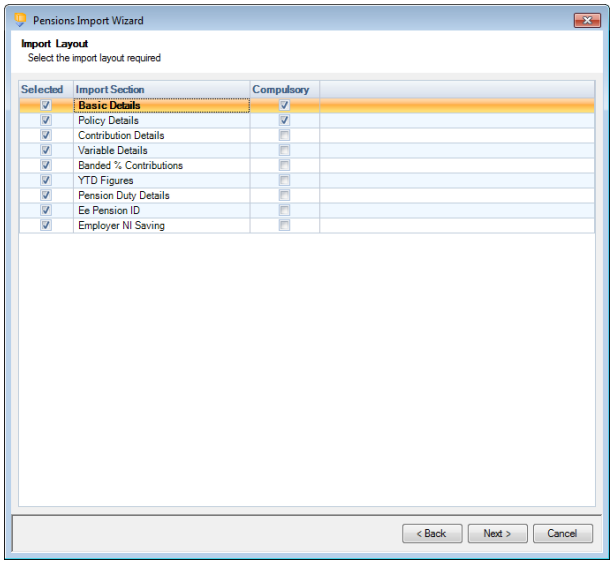


## Fixed Layout

For the fixed layout only, you must now choose the sections that are to be imported.

You can view the layout of the fields selected by right-clicking anywhere on the body of the screen and select View Layout.

Click **Next** to continue.

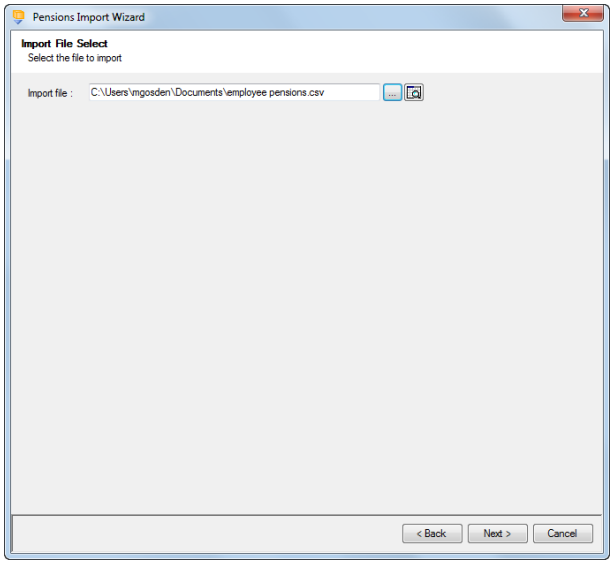



On the next screen you need to select the file to be imported either by typing the name or clicking on the Browse button.

This option will allow the user to view the currently selected import file in Notepad.

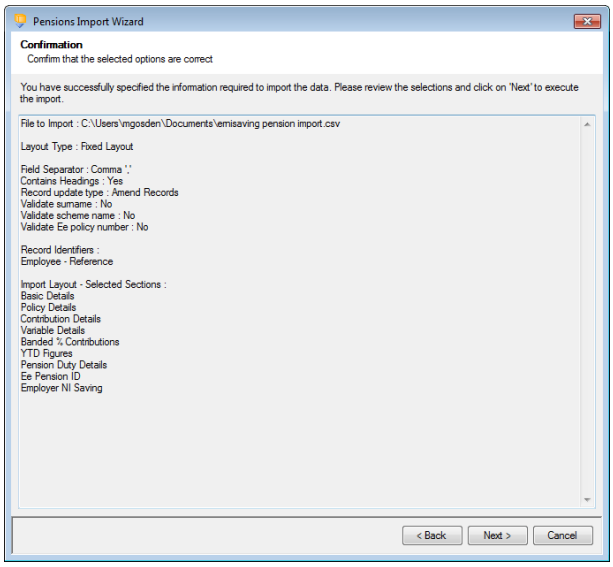
Edits can be made to the CSV file here and saved before importing.

Click **Next** to continue.



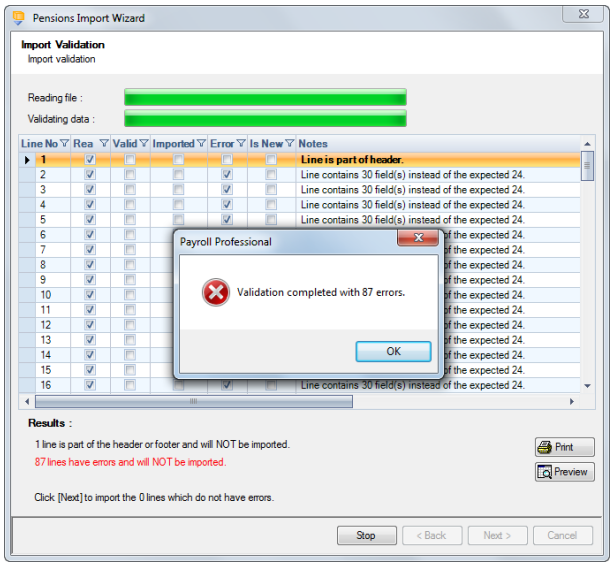

For both layouts you are now presented with a confirmation screen showing all the details regarding the file being imported.

Click on the **Next** button to validate the file before importing.



The uppermost message on the screen will be whether the file has passed validation or how many errors it contains.

Click **OK** to remove the message and you can see the details of any rejections.




The results section at the bottom of the screen shows how many lines failed and will **not** be imported. As well as the number of lines which passed and will import should you choose to continue.

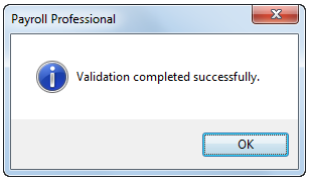
You can right mouse click on the grid to export the information, or use the **Print** or **Preview** buttons will produce a landscape flat text report showing the information currently displayed, based on the filters you have selected.

If you want to view only those lines rejected, use the Filter icon on the **Error** column and select true. The report printed or previewed will only contain the rejected records.

To interrupt the checking process use the **Stop** button.

Click **Back** to change any options.

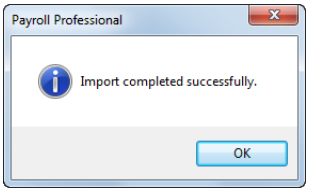
When the file passes the tests you will see the following message.

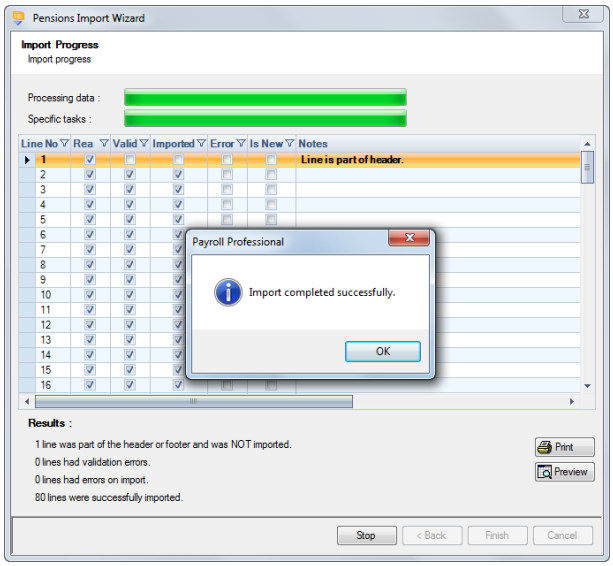



If you want to import the records that have passed validation click **Next** to continue.

You will now see the final message as to what has imported successfully.

Click on **OK** then **Finish** to end the process.



## Attachment of Earnings Orders

This option is only available if you are licensed for the Import module.

The AEO Import facility enables you to import AEO information by reading information from an appropriately formatted text file, which can be produced from a spreadsheet.

### Creating an Export File

Go to the **Utilities** tab and select **Query Manager** under **Pre-Defined Queries** there is a query for exporting details in the correct format (for re-importing).

This is what the complete query looks like:

```
SELECT [EeAEOs].[EeID], [EeDetails].[Surname], [EeAEOs].[AEOID], [EeAEOs].[Reference],
Choose(IIf(IsNull([CountryID]),1,[CountryID]),'E','N','S') AS [Country], [EeAEOs].[AEOType] AS [AEO Type],
[EeAEOs].[AuthorisingBody] AS [Authorising Body], [EeAEOs].[StartDate] AS [Start Date], [EeAEOs].[TotalToPay]
As [Total to Pay], [EeAEOs].[ProtectedNetPay] As [Protected Net Pay],
Choose(Iif(IsNull([ProtectedFrequency]),0,[ProtectedFrequency]) + 1,'D','M','W','P') AS [Protected Net Pay
Frequency], [EeAEOs].[Deduction] As [Deduction],
Choose(Iif(IsNull([DeductionFrequency]),0,[DeductionFrequency]) + 1,'D','M','W') AS [Deduction Frequency],
Iif([EeAEOs].[AdminCharge]=False Or IsNull([EeAEOs].[AdminCharge]),'N','Y') AS [Admin Charge],
Choose(Iif(IsNull([EeAEOs].[PayMethod]),1,[EeAEOs].[PayMethod]),'BACS','AUTO','CHEQUE') AS [Pay Method],
[EeAEOs].[BankCode] AS [Bank Code], [EeAEOs].[BankAcNo] AS [Account Number], [EeAEOs].[BankAcName] AS
[Account Name], [EeAEOs].[BldgSocRef] AS [Account Ref],
Choose(Iif(IsNull([PaymentFrequency]),0,[PaymentFrequency]) + 1,'M','W','P') AS [Payment Frequency]

, [EeAEOs].[PaidToDate] AS [Deducted to Date], [EeAEOs].[PaymentYTD] AS [Deducted YTD],
[EeAEOs].[ProtectedBF] AS [Protected Net BF], [EeAEOs].[DeductionBF] AS [Deduction BF],
Iif([EeAEOs].[Unactioned]=False Or IsNull([EeAEOs].[Unactioned]),'N','Y') AS [Unactioned],
Iif([EeAEOs].[Discharged]=False Or IsNull([EeAEOs].[Discharged]),'N','Y') AS [Discharged],
[EeAEOs].[DischargedDate] AS [Discharged Date]

FROM [EeAEOs] INNER JOIN [EeDetails] ON [EeAEOs].[EeID] = [EeDetails].[EeID] WHERE
[EeDetails].[EeNotCurrent]=False ORDER BY [EeAEOs].[EeID]
```

This is the complete group/field list for the AEOs import format: -

| Section | Fields to be imported |
|---|---|

| | |
|---|---|
| Basic Details | EeID<br>Surname<br>AEOID<br>Reference<br>Country<br>AEO Type<br>Authorising Body<br>Start Date<br>Total to Pay<br>Protected Net Pay<br>Protected Net Pay Frequency<br>Deduction<br>Deduction Frequency<br>Admin Charge<br>Pay Method<br>Bank Code<br>Account Number<br>Account Name<br>Account Reference<br>Payment Frequency |
| YTD Figures | Deducted to Date<br>Deducted YTD<br>Protected Net BF<br>Deduction BF<br>Unactioned<br>Discharged<br>Discharged Date |

### Importing the File

For new records enter 0 (zero) in the AEOID column.

### Import File Validation

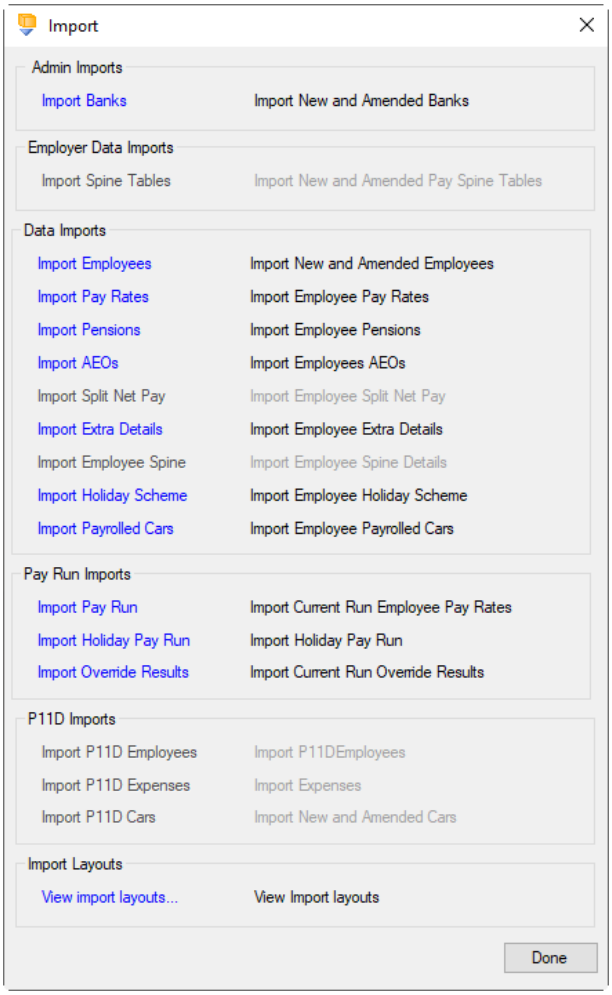
The following checks and changes have made to the **Import File Validation**:

- **Start date** – this needs to be on or after the employees start date or the order type table date.
- **Country** and **AEO type** – these cannot be changed for existing attachment of earnings records.
- **AEO type defaults** – where specific order types have default values and settings for the fields Total to Pay, Protected Net Pay, Protected Net Pay Frequency, Deduction and Deduction Frequency, the information for these fields in the import file will not be imported and a message will be displayed informing the user.

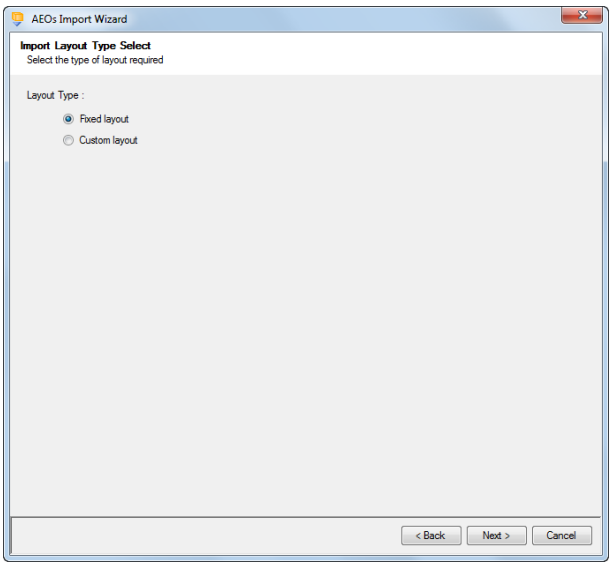
Select **Import** under the **Data** tab.

Click on the blue link for **Import AEOs**

At the Welcome screen click **Next**.




Choose Fixed or Custom and click **Next** to continue.

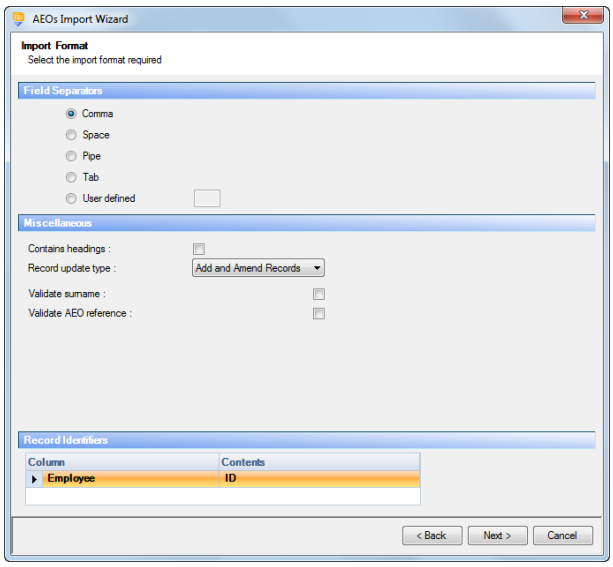


### Fixed Layout

If the fixed layout is selected, then you must now set these details:

- Field Separator
- Headings
- Type of update
- Validate Surname
- Validate AEO Reference
- Record Identifiers

Click **Next** to continue.

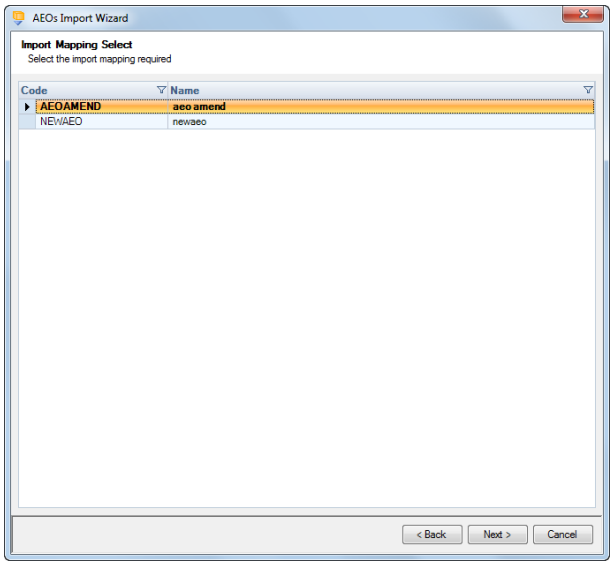



### Custom Layout

If the custom layout is selected then you can now choose which layout is being imported.

You can view the layout of the fields selected by right-clicking anywhere on the body of the screen and select View Layout.

Click **Next** to continue.

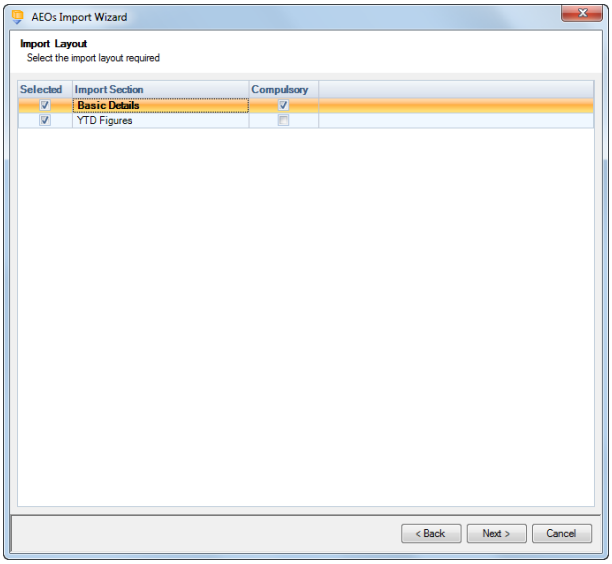


### Fixed Layout

For the fixed layout only, you must now choose the sections that are to be imported.

You can view the layout of the fields selected by right-clicking anywhere on the body of the screen and select View Layout.

Click **Next** to continue.

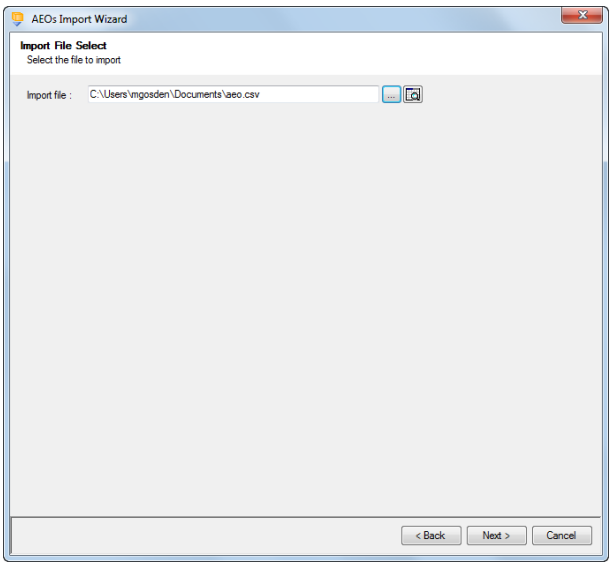



On the next screen you need to select the file to be imported either by typing the name or clicking on the Browse button.

This option will allow the user to view the currently selected import file in Notepad.

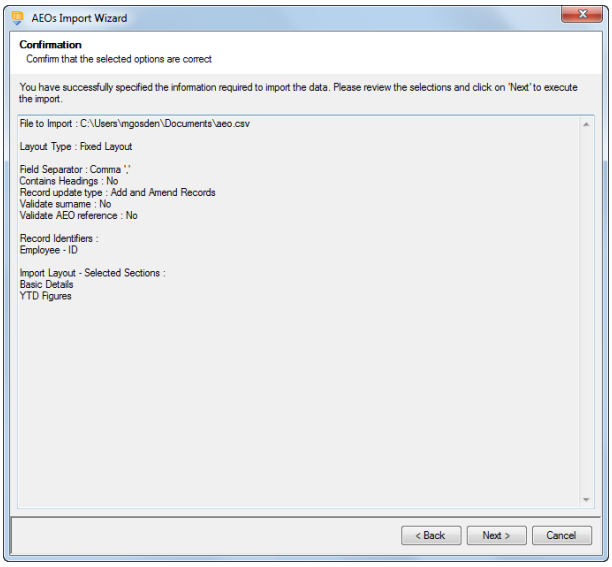
Edits can be made to the CSV file here and saved before importing.

Click **Next** to continue.



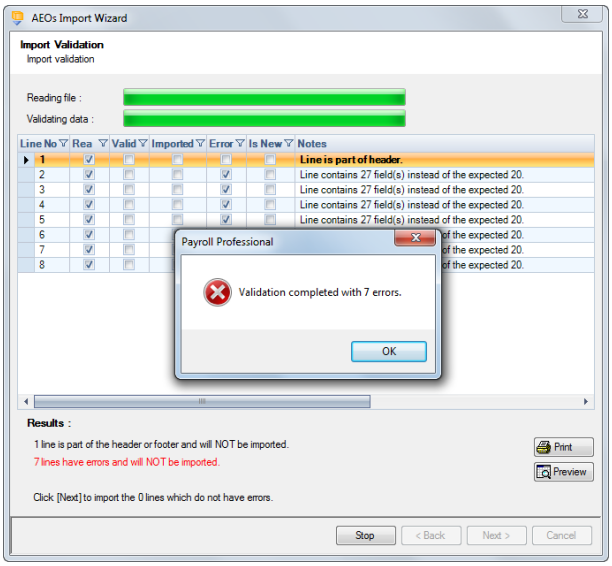

For both layouts you are now presented with a confirmation screen showing all the details regarding the file being imported.

Click on the **Next** button to validate the file before importing.



The uppermost message on the screen will be whether the file has passed validation or how many errors it contains.

Click **OK** to remove the message and you can see the details of any rejections.




The results section at the bottom of the screen shows how many lines failed and will not be imported. As well as the number of lines which passed and will import should you choose to continue.

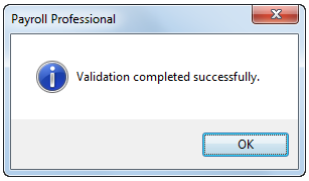
You can right mouse click on the grid to export the information, or use the **Print** or **Preview** buttons will produce a landscape flat text report showing the information currently displayed, based on the filters you have selected.

If you want to view only those lines rejected, use the **Filter** icon on the **Error** column and select true. The report printed or previewed will only contain the rejected records.

To interrupt the checking process use the **Stop** button.

Click **Back** to change any options.

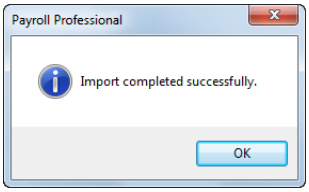
When the file passes the tests you will see the following message.

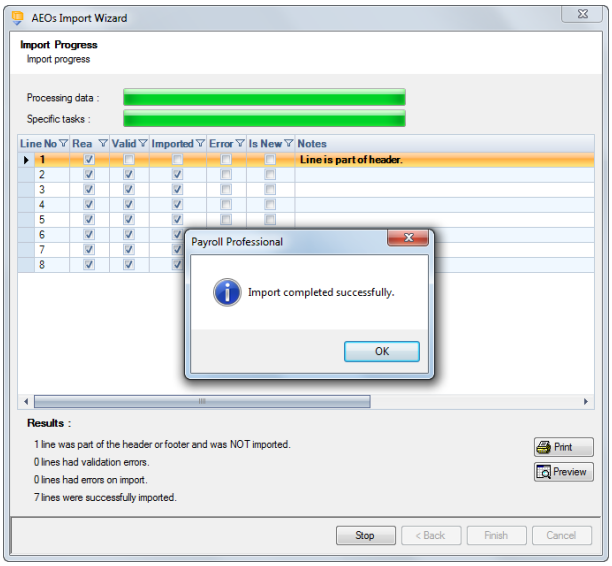



If you want to import the records that have passed validation click **Next** to continue.

You will now see the final message as to what has imported successfully.

Click on **OK** then **Finish** to end the process.



## Split Net Pay

This option is only available if you are licensed for the Import and Split Net Pay modules.

The Split Net Pay Import facility enables you to import Split Net Pay information by reading information from an appropriately formatted text file, which can be produced from a spreadsheet.

### Creating an Export File

Go to the Utilities tab select Query Manager and under Pre-Defined Queries there is a query for exporting details in the correct format (for re-importing).

This is what the complete query looks like:

```
SELECT [EeNetPaySplits].[EeID], [EeDetails].[Surname], [EeNetPaySplits].[EeNetPaySplitsID],
[EeNetPaySplits].[Description], [Currencies].[CurrencyName],
Choose(IIf(IsNull([SplitTypeID]),1,[SplitTypeID]),'P','F','C','T','R') AS [Split Type],
Choose(IIf(IsNull([SplitTypeID]),1,[SplitTypeID]),[EeNetPaySplits].[Percentage],[EeNetPaySplits].[Amount],0,0,0)
AS [Amount], [PayComponents].[PCDescr],
Choose(IIf(IsNull([EeNetPaySplits].[PayMethod]),1,[EeNetPaySplits].[PayMethod]),'BACS','AUTO') AS [Pay
Method], [EeNetPaySplits].[BankCode], [EeNetPaySplits].[BankAcNo], [EeNetPaySplits].[BankAcName],
[EeNetPaySplits].[BankAcRef], IIf([EeNetPaySplits].[Suspended]=False Or
IsNull([EeNetPaySplits].[Suspended]),'N','Y') AS [Suspended], IIf([EeNetPaySplits].[Remove]=False Or
IsNull([EeNetPaySplits].[Remove]),'N','Y') AS [Remove]

FROM (([EeNetPaySplits] INNER JOIN [EeDetails] ON [EeNetPaySplits].[EeID] = [EeDetails].[EeID]) LEFT JOIN
[Currencies] ON [EeNetPaySplits].[CcyID] = [Currencies].[CcyID]) LEFT JOIN [PayComponents] ON
[EeNetPaySplits].[PCompID] = [PayComponents].[PCompID] WHERE [EeDetails].[EeNotCurrent]=False ORDER
BY [EeNetPaySplits].[EeID]
```

This is the complete group/field list for the Banks import format: -

| Section | Fields to be imported |
|---|---|
| Split Net Pay | EeID<br>Surname<br>EeNetPaySplitIID<br>Description<br>CurrencyName<br>Split Type<br>Amount<br>Pay Component Description<br>Pay Method<br>Sort Code<br>Account Number<br>Account Name<br>Account Reference<br>Suspended<br>Remove |

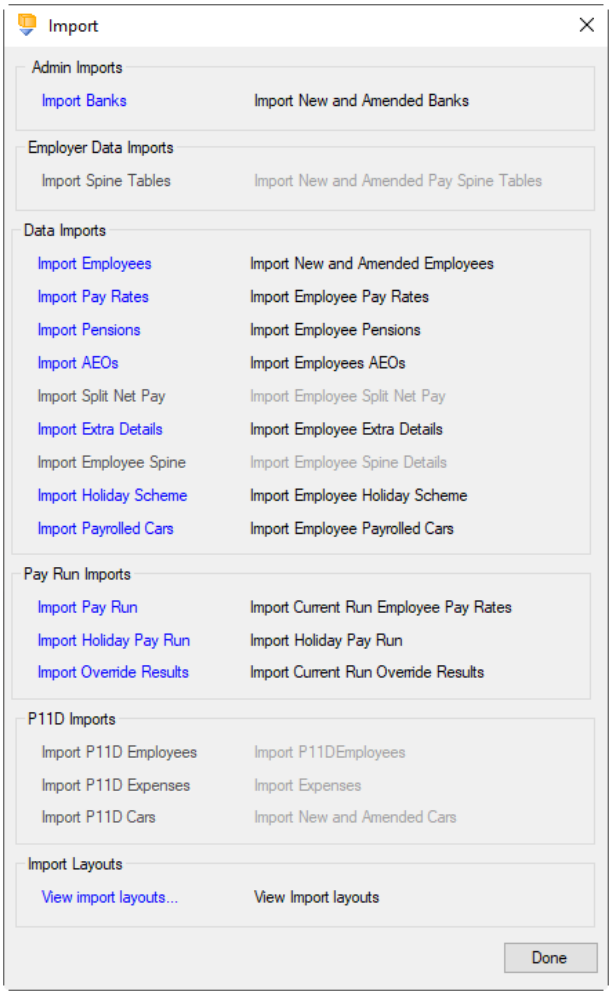
### Importing the File

For new records enter 0 (zero) in the EeNetPaySplitIID column.

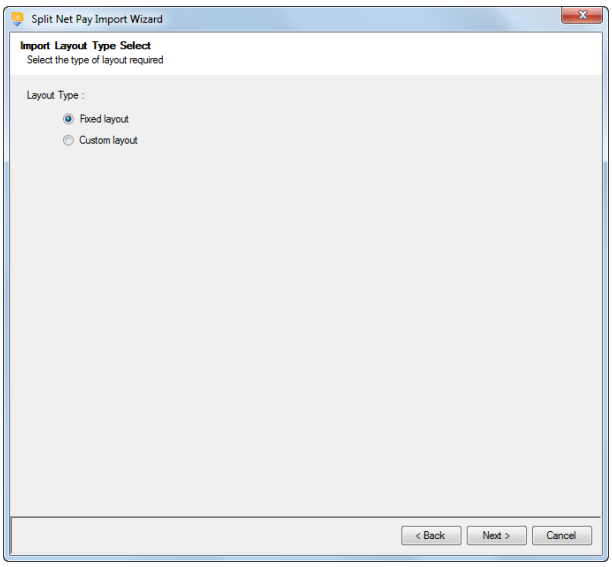
Select **Import** under the **Data** tab.

Click on the blue link for **Import Split Net Pay**

At the Welcome screen click **Next**.




Choose Fixed or Custom and click **Next** to continue.

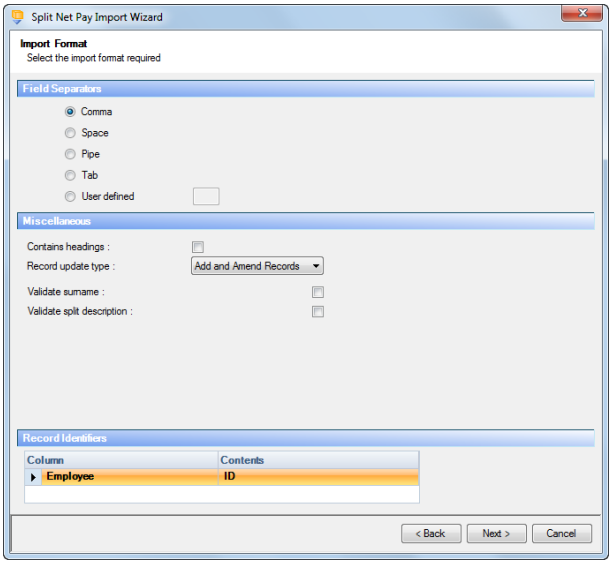


### Fixed Layout

If the fixed layout is selected, then you must now set these details:

- Field Separator
- Headings
- Type of update
- Validate Surname
- Validate Split Description

Click **Next** to continue.

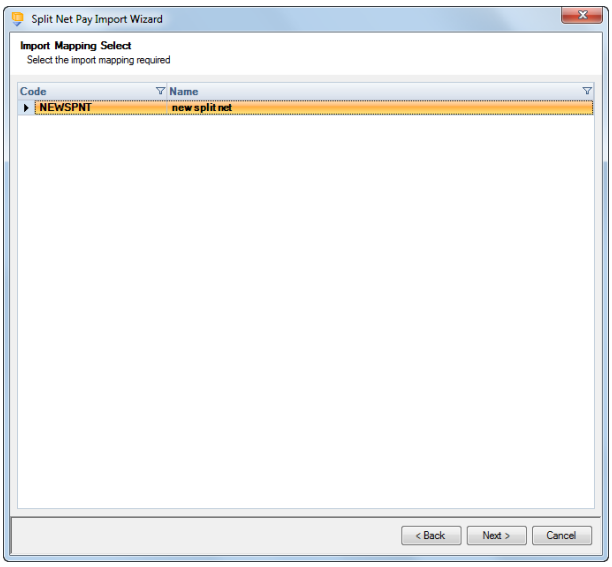



### Custom Layout

If the custom layout is selected then you can now choose which layout is being imported.

You can view the layout of the fields selected by right-clicking anywhere on the body of the screen and select View Layout.

Click **Next** to continue.

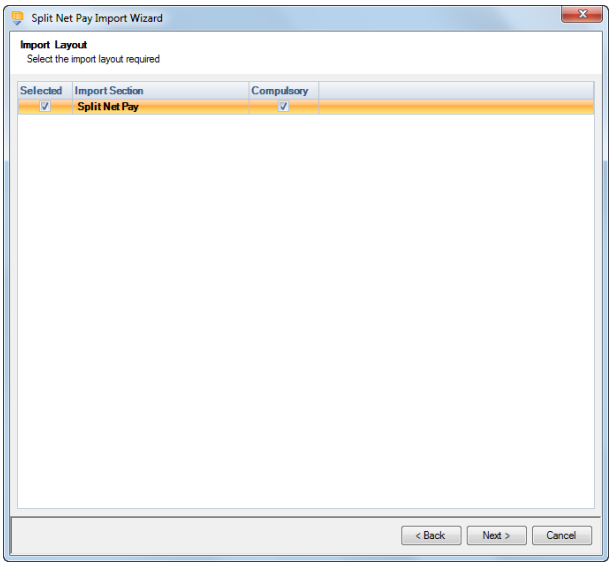



### Fixed Layout

For the fixed layout only, you must now choose the sections that are to be imported.

You can view the layout of the fields selected by right-clicking anywhere on the body of the screen and select View Layout.

Click **Next** to continue.

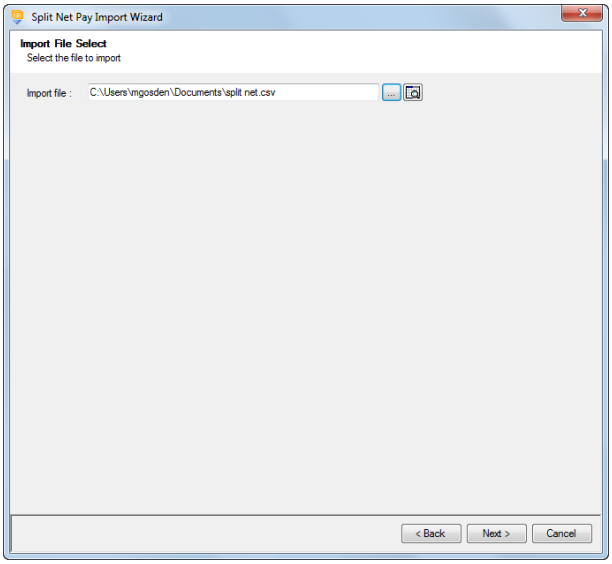


On the next screen you need to select the file to be imported either by typing the name or clicking on the Browse button.

This option will allow the user to view the currently selected import file in Notepad.

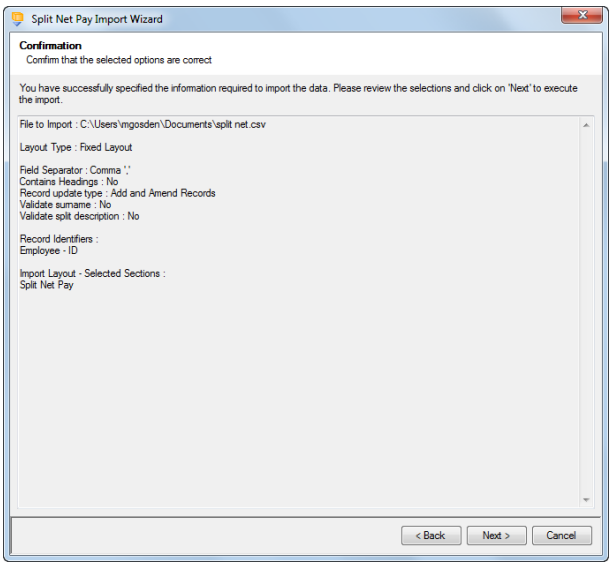
Edits can be made to the CSV file here and saved before importing.

Click **Next** to continue.




For both layouts you are now presented with a confirmation screen showing all the details regarding the file being imported.

Click on the **Next** button to validate the file before importing.



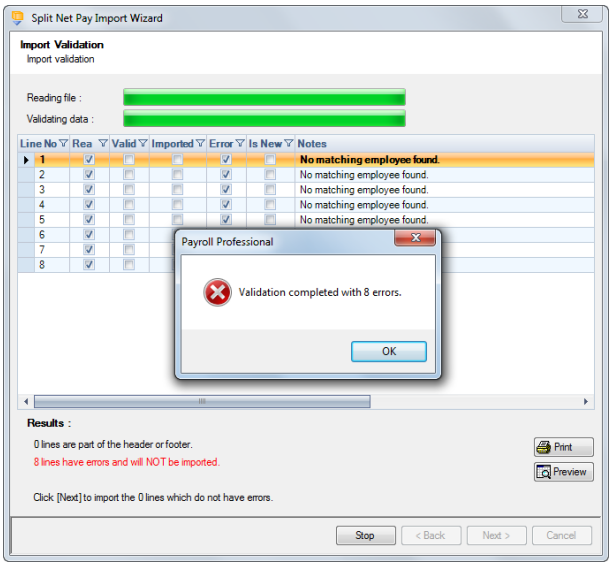

The uppermost message on the screen will be whether the file has passed validation or how many errors it contains.

Click **OK** to remove the message and you can see the details of any rejections.

The results section at the bottom of the screen shows how many lines failed and will **not** be imported. As well as the number of lines which passed and will import should you choose to continue.

This includes a check to ensure that any percentages are not greater than 100%.

You can right mouse click on the grid to export the information, or use the **Print** or **Preview**



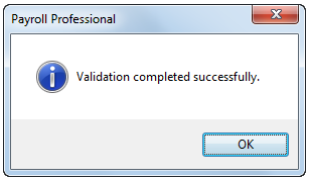
buttons will produce a landscape flat text report showing the information currently displayed, based on the filters you have selected.

If you want to view only those lines rejected, use the Filter icon on the **Error** column and select true. The report printed or previewed will only contain the rejected records.

To interrupt the checking process use the **Stop** button.

Click **Back** to change any options.

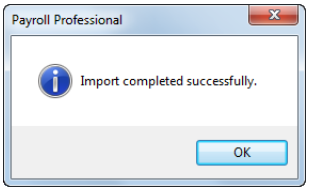
When the file passes the tests you will see the following message.

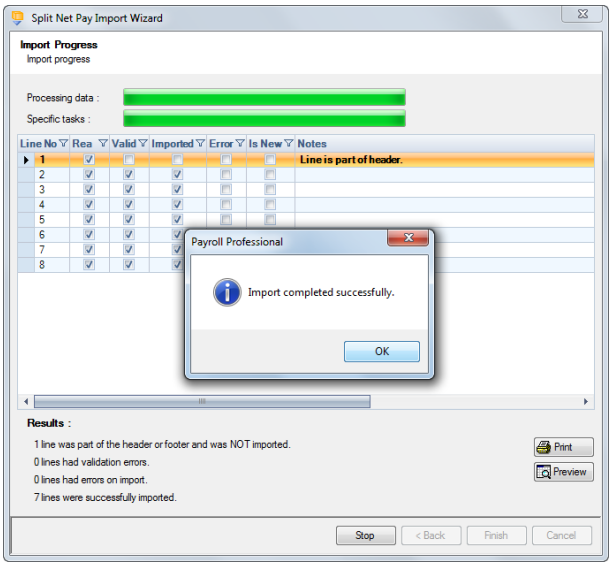



If you want to import the records that have passed validation click **Next** to continue.

You will now see the final message as to what has imported successfully.

Click on **OK** then **Finish** to end the process.




## Employee Extra Details

This option is only available if you are licensed for the Import module.

The Extra Details Import facility enables you to import Employee Extra Details information by reading information from an appropriately formatted text file, which can be produced from a spreadsheet.

### Creating an Export File

You will need to create your own query by going to the **Utilities** tab and select **Query Manager** to export the existing information, as Extra details are custom tables created by yourselves.

This is the basic group/field list for the Extra Details import format: -

| Section | Fields to be imported |
|---|---|

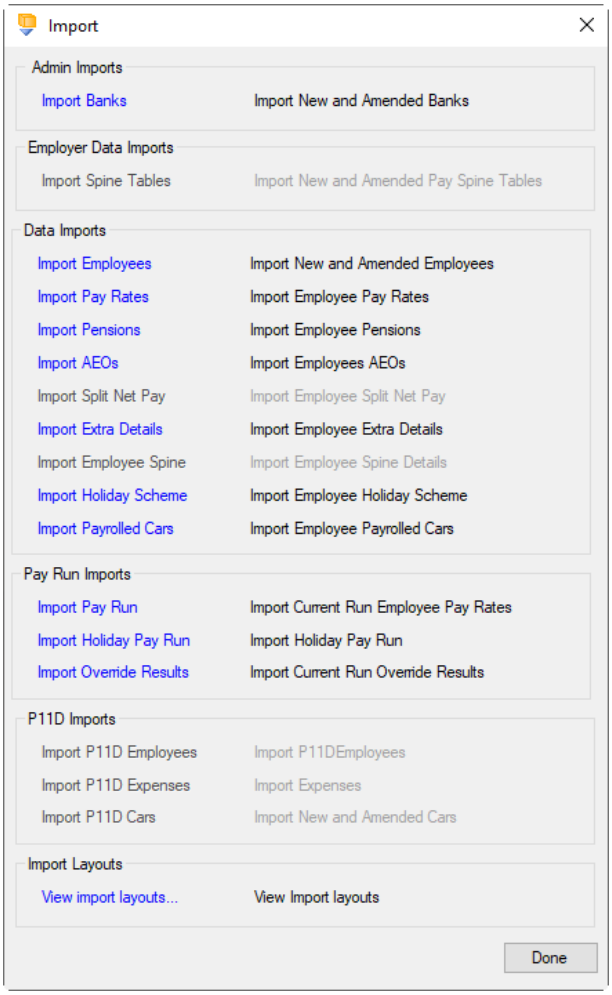
| | |
|---|---|
| Employee Details | Employee ID<br>Surname |
| Extra Details | These will be the exact Field Names you have created under the **Data** tab select **Ee Extra Details\Definitions**, to be shown as the column Headings. |

The validation of the file includes a check on the number of columns as well as the content.

If you are including headers in the import file, ensure the header description for the Employees Surname column is just **Surname**.

### Importing the File

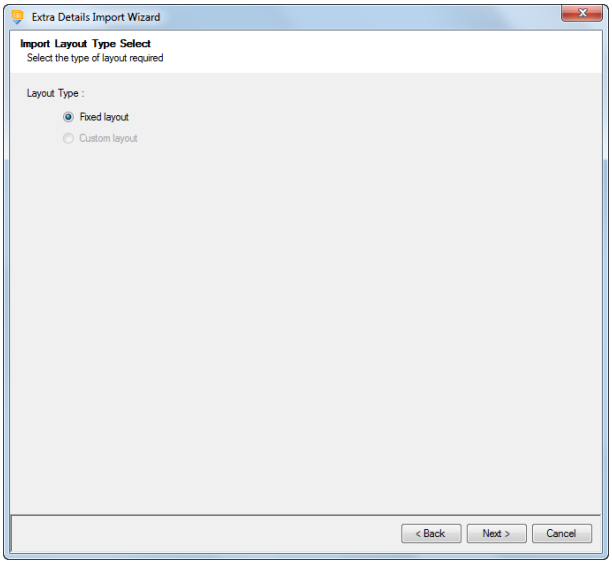
Select **Import** under the **Data** tab.




Click on the blue link for **Import Extra Details**

At the Welcome screen click **Next**.

Choose **Fixed** and click **Next** to continue.

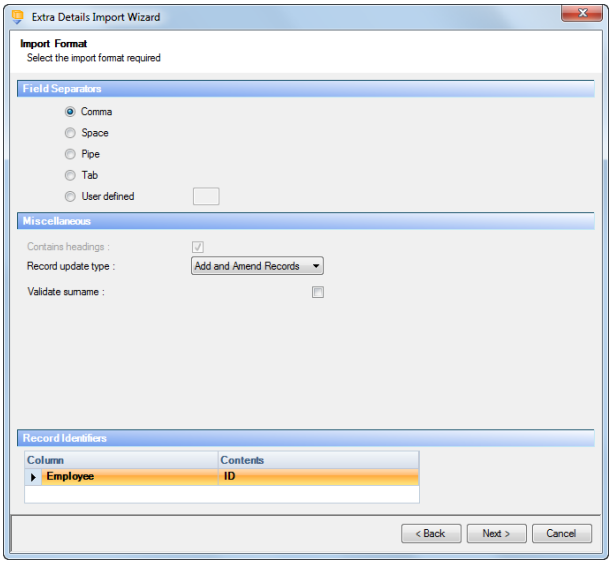



## Fixed Layout

If the fixed layout is selected, then you must now set these details:

- Field Separator
- Headings
- Type of update
- Validate Surname
- Record Identifiers

Click **Next** to continue.

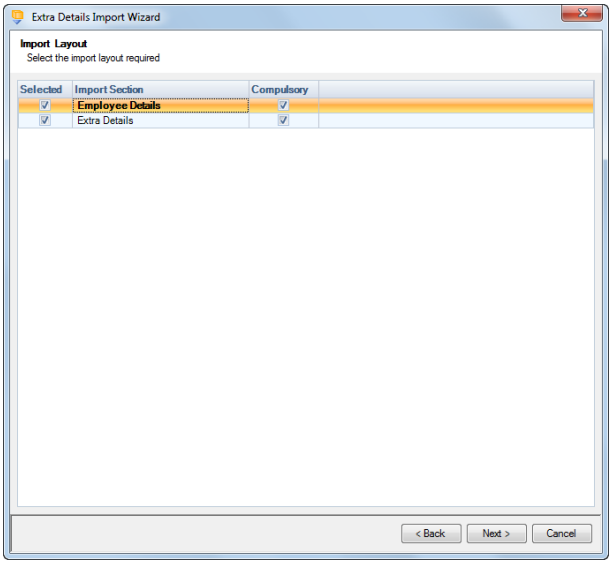


### Fixed Layout

For the fixed layout all sections are compulsory.

You can view the layout of the fields selected by right-clicking anywhere on the body of the screen and select View Layout.

Click **Next** to continue.

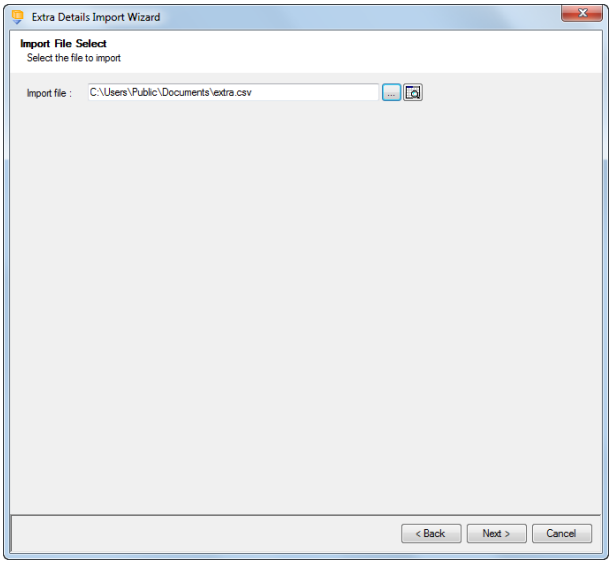



On the next screen you need to select the file to be imported either by typing the name or clicking on the Browse button.

This option will allow the user to view the currently selected import file in Notepad.

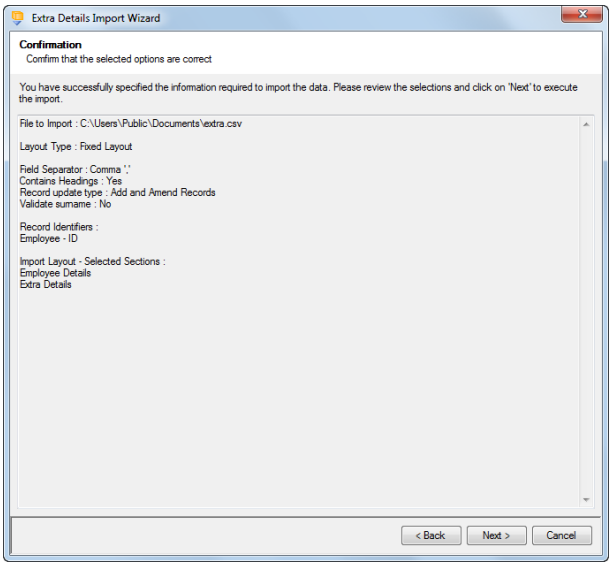
Edits can be made to the CSV file here and saved before importing.

Click **Next** to continue.



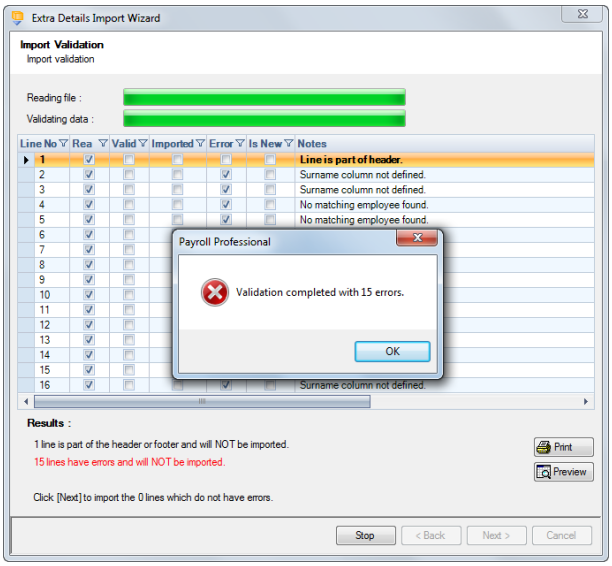

For both layouts you are now presented with a confirmation screen showing all the details regarding the file being imported.

Click on the **Next** button to validate the file before importing.



The uppermost message on the screen will be whether the file has passed validation or how many errors it contains.

Click **OK** to remove the message and you can see the details of any rejections.




The results section at the bottom of the screen shows how many lines failed and will **not** be imported. As well as the number of lines which passed and will import should you choose to continue.

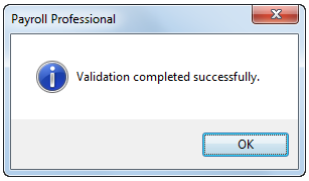
You can right mouse click on the grid to export the information, or use the **Print** or **Preview** buttons will produce a landscape flat text report showing the information currently displayed, based on the filters you have selected.

If you want to view only those lines rejected, use the Filter icon on the **Error** column and select true. The report printed or previewed will only contain the rejected records.

To interrupt the checking process use the **Stop** button.

Click **Back** to change any options.

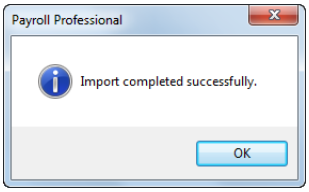
When the file passes the tests you will see the following message.

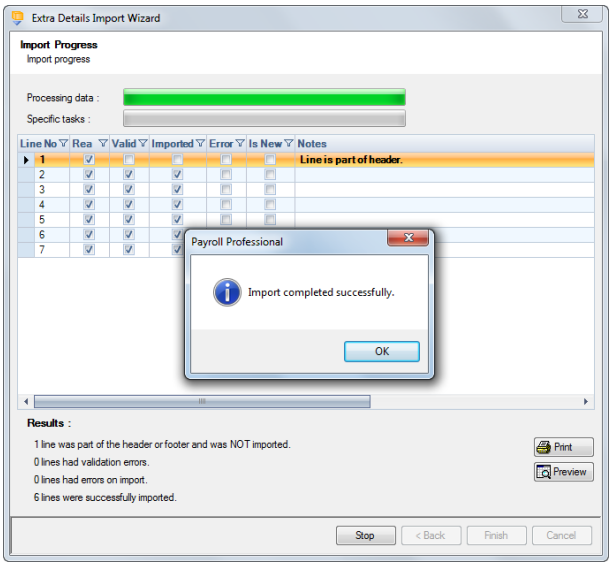



If you want to import the records that have passed validation click **Next** to continue.

You will now see the final message as to what has imported successfully.

Click on **OK** then **Finish** to end the process.



## Employee Pay Spine

This option is only available if you are licensed for the Import and Pay Spine modules. If you would like to purchase these modules, please contact Payroll Professional Support and we will send you details.

You then need to enable Pay Spines for the payroll data file under **Data\Employer\Calculation Parameters** to be able to import this information.

Employee Pay Spine import allows you to create and maintain Employee Pay Spine details by reading information from an appropriately formatted text file. The import can also be used on a regular basis to bring information in from your own spreadsheet.

The first field, the Employee ID, determines which Employee you are importing information for, this can be substituted with the Employees Reference or NI Number.

### Creating an Export File

Go to the **Utilities** tab select **Query Manager** and under **Pre-Defined Queries** there is a query for exporting Employee Spine Import in the correct format (for re-importing) for Employee Pay Spine details.

```
SELECT EeDetails.EeRef, EeDetails.Surname, PaySpine.Name as [Pay Spine Name], PaySpine_Job.Job_Name as [Pay Spine Job Name], PaySpine_Grade.Description as [Grade Name]

,EeSpine.Payslip_Description, EeSpine.EePension_ID, EeSpine.Pension_PolicyID, EeSpine.YTDCalc as [Paid YTD], EeSpine.YTDRetrospect as [Retro YTD], Iif([EeSpine].[Suspended]=True,'Y','N') AS [Suspended], EeSpine.Member_Ref_Number as [Member Reference No], [EeSpine].[LocalAuthorityNumber] AS [Local Authority Number], [EeSpine].[EstablishmentTypeNumber] AS [Establishment Type Number], [EeSpine].[Role_Identifier] AS [Role Identifier]

,EeSpine.AdHocIncrementalDate as [Ad Hoc Incremental], EeSpine.AnnualIncrementalDate as [Annual Incremental], EeSpine.FinishDate as [Leave Spine]

,EePoints.Date as [Point Date], EePoints.Point, EePoints.FTE_Actual_Weeks, EePoints.FTE_Working_Percentage, EePoints.PayHours

,EeSpine.Contract_No, EeSpine.Contract_Descr as [Contract Description], Iif([EeSpine].[Override_Nominal_Settings]=True,'Y','N') as [Override Job Settings], Branchs.BranchName as [Branch], CostCentres.CostCentreName as [Cost Centre], Depts.DeptName as [Department], EeSpine.NomCode as [Nominal Code]

FROM (((((((([EeDetails] INNER JOIN [EeSpine] ON [EeDetails].[EeID] = [EeSpine].[EeID]) INNER JOIN [EePoints] ON [EeDetails].[EeID] = [EePoints].[EeID] AND [EeSpine].[NEGBodyID] = [EePoints].[NEGBodyID] AND [EeSpine].[PaySpine_JobID] = [EePoints].[PaySpine_JobID]) INNER JOIN [PaySpine] ON [EeSpine].[NEGBodyID] = [PaySpine].[PaySpine_ID]) INNER JOIN [PaySpine_Job] ON [PaySpine_Job].[PaySpine_ID] = [PaySpine].[PaySpine_ID] AND [EeSpine].[PaySpine_JobID] = [PaySpine_Job].[PaySpine_Job_ID]) LEFT JOIN [PaySpine_Grade] ON [EeSpine].[GradeID] = [PaySpine_Grade].[PaySpine_Grade_ID]) LEFT JOIN [Branchs] ON [EeSpine].[Branch_ID] = [Branchs].[BranchID]) LEFT JOIN [Depts] ON [EeSpine].[Department_ID] = [Depts].[DeptID]) LEFT JOIN [CostCentres] ON [EeSpine].[Cost_Centre_ID] = [CostCentres].[CostCentreID] WHERE [EePoints].[EePtID] IN (SELECT MAX([EePtID]) FROM [EePoints] AS [Pt2] WHERE [Pt2].[EeID] = [EeDetails].[EeID] AND [Pt2].[NEGBodyID] = [EeSpine].[NEGBodyID] AND [Pt2].[PaySpine_JobID] = [EeSpine].[PaySpine_JobID]) AND [EeDetails].[EeNotCurrent] = 0 AND ([EeSpine].[Suspended] = 0 OR [EeSpine].[Suspended] IS NULL) AND ([EeSpine].[FinishDate] IS NULL OR [EeSpine].[FinishDate] > NOW) ORDER BY [EeDetails].[EeRef], [PaySpine].[Name], [PaySpine_Job].[Job_Name]
```

This is the complete group/field list for the Employee Spine import format: -

| Section | Fields to be imported |
|---|---|

| | |
|---|---|
| Employee Spine | Employee ID<br>Employee Surname<br>Pay Spine Name<br>Pay Spine Job Name<br>Grade Name |
| Employee Spine Basic | Payslip Description<br>Ee Pension ID<br>Pension ID<br>Paid YTD<br>Retro YTD<br>Suspended<br>Member Reference No<br>Local Authority Number<br>Establishment Type Number<br>Role Identifier |
| Employee Spine Ad Hoc Dates | Ad Hoc Incremental<br>Annual Incremental<br>Leave Spine |
| Point Details | Point Date<br>Point<br>FTE Actual Weeks<br>FTE Working %<br>Pay Hours |
| Nominal Export | Contract No<br>Contract Description<br>Override Job Settings<br>Branch<br>Cost Centre<br>Department<br>Nominal Code |

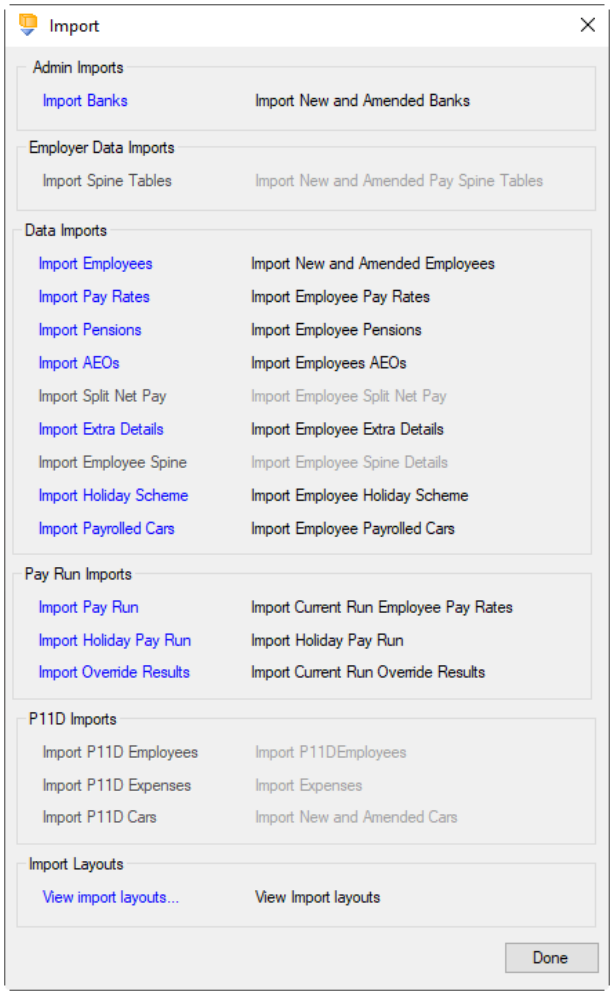
### Importing the File

- **Leave Spine** – if you have entered a date in this field the Point must be -1, with the Point Date the same as the Leave Spine date.
- **Suspended** – if this is "Y"es then the the Point must be -1 and the Point Date must be the date you want it suspended from.

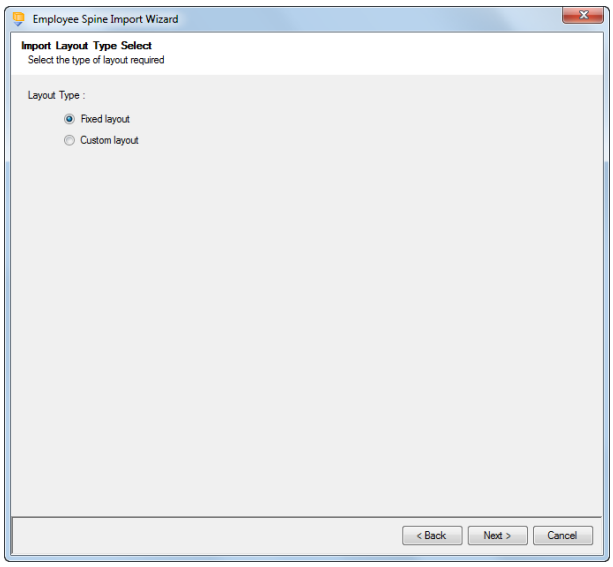
Select **Import** under the **Data** tab.

Click on the blue link for **Import Employee Spine**

At the Welcome screen click **Next**.




Choose Fixed or Custom and click **Next** to continue.

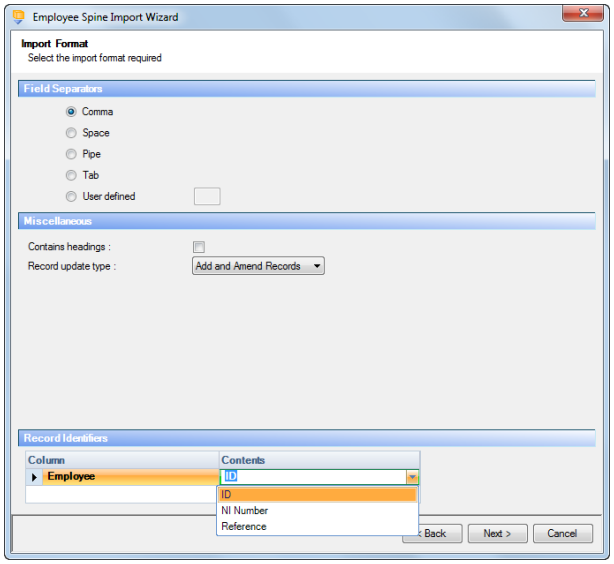


### Fixed Layout

If the fixed layout is selected, then you must now set these details:

- Field Separator
- Contains headings
- Record update type
- Record Identifiers

Click **Next** to continue.

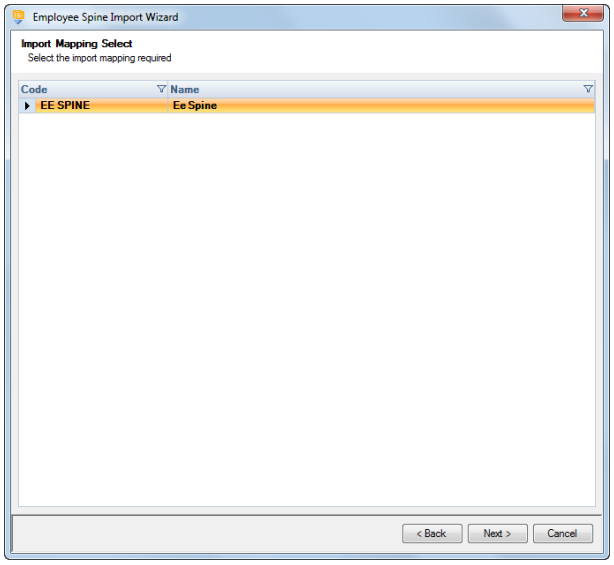



### Custom Layout

If the custom layout is selected then you can now choose which layout is being imported.

You can view the layout of the fields selected by right-clicking anywhere on the body of the screen and select View Layout.

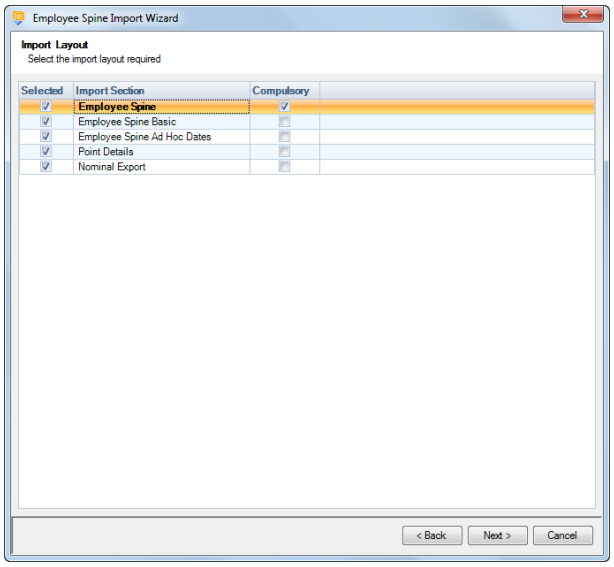
Click **Next** to continue.




### Fixed Layout

You can view the layout of the fields selected by right-clicking anywhere on the body of the screen and select View Layout.

Click **Next** to continue.

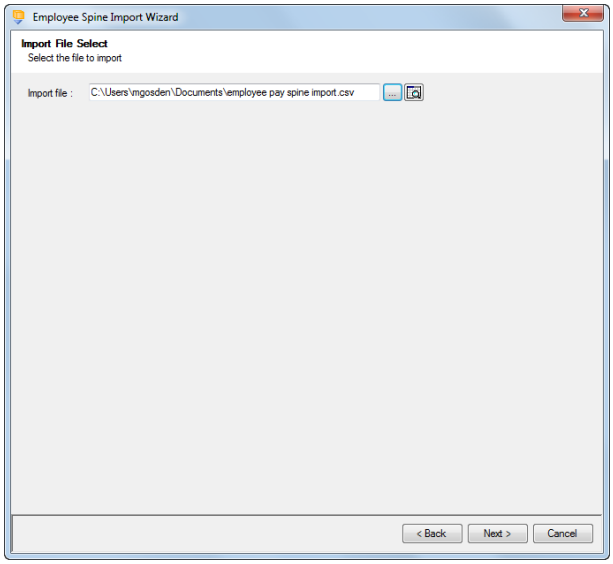


On the next screen you need to select the file to be imported either by typing the name or clicking on the Browse button.

This option will allow the user to view the currently selected import file in Notepad.

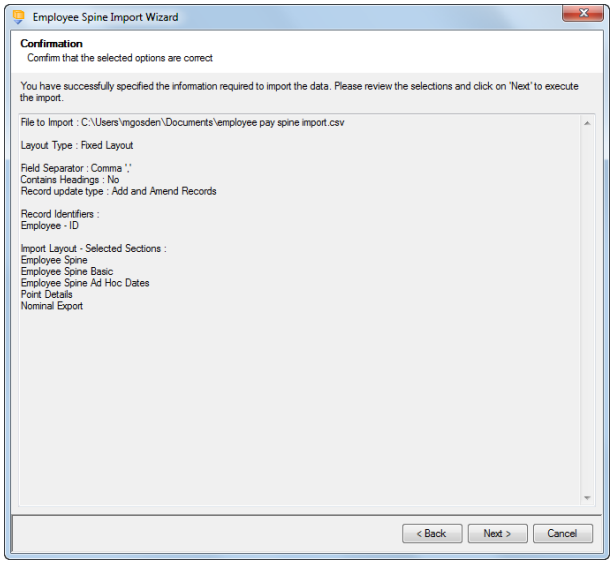
Edits can be made to the CSV file here and saved before importing.

Click **Next** to continue.




For both layouts you are now presented with a confirmation screen showing all the details regarding the file being imported.

Click on the **Next** button to validate the file before importing.

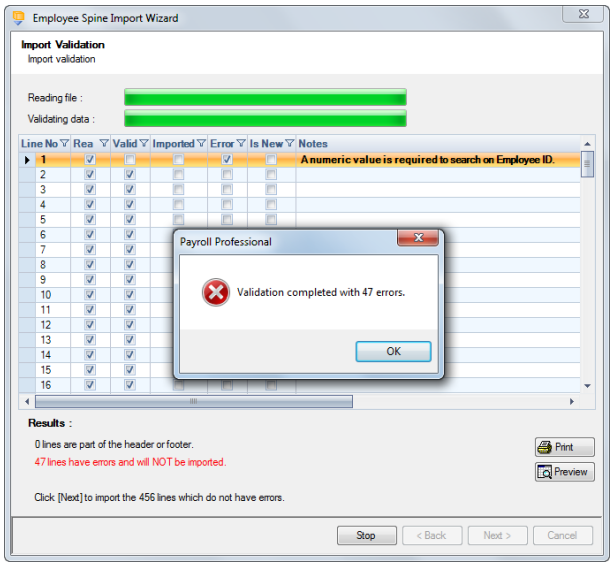



The uppermost message on the screen will be whether the file has passed validation or how many errors it contains.

Click **OK** to remove the message and you can see the details of any rejections.

The results section at the bottom of the screen shows how many lines failed and will **not** be imported. As well as the number of lines which passed and will import should you choose to continue.

You can right mouse click on the grid to export the information, or use the **Print** or **Preview** buttons will produce reports as requested based on the filters selected using the headings.

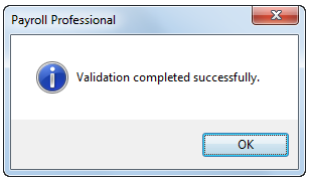


If you want to view only those lines rejected, use the Filter icon on the **Error** column and select true. The report printed or previewed will only contain the rejected records.

To interrupt the checking process, use the **Stop** button.

Click **Back** to change any options.

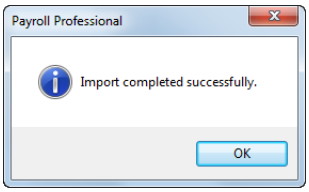
When the file passes the tests you will see the following message.

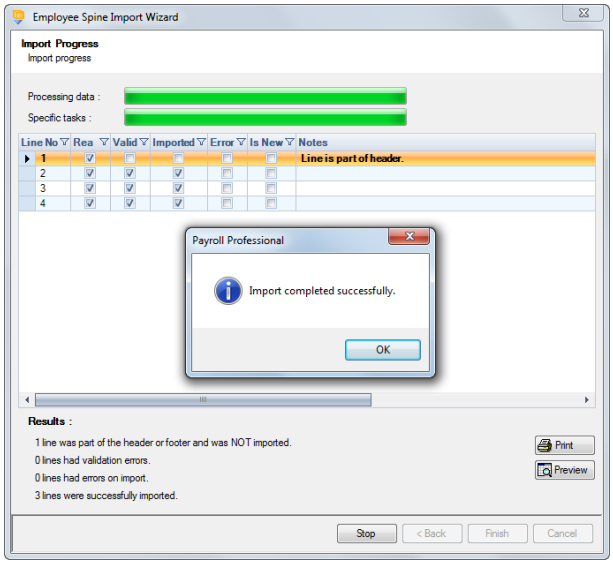



If you want to import the records that have passed validation click **Next** to continue.

You will now see the final message as to what has imported successfully.

Click on **OK** then **Finish** to end the process.




### Audit trail

Details of the Employee Pay Spine changes made will be recorded in the audit trail. This is a useful way of tracing changes made to records that had not been anticipated.

## Employee Holiday Schemes

This option is only available if you are licensed for the Import module. If you would like to purchase this module, please contact Payroll Professional Support and we will send you details.

Employee Holiday Schemes import allows you to create and maintain Employee Holiday Scheme details by reading information from an appropriately formatted text file. The import can also be used on a regular basis to bring information in from your own spreadsheet.

The first field, the Employee ID, determines which Employee you are importing information for, this can be substituted with the Employees Reference or NI Number.

### Creating an Export File

Go to the **Utilities** tab select **Query Manager** and under **Pre-Defined Queries** there is a query for exporting Employee Holiday Import in the correct format (for re-importing).

```
SELECT [EeHolidaySchemes].[EeID] AS [Employee ID], [EeDetails].[Surname] AS [Employee Surname],
[Holiday_Scheme].[SchemeName] AS [Scheme Name],
```

IIF([EeHolidaySchemes].[Suspended]=True,'Y','N') AS [Suspended],

IIF([EeHolidaySchemes].[Override_Numbers_Enabled]=True,'Y','N') AS [Override Numbers], [EeHolidaySchemes].[N_EntitlementPAWeekDays] AS [Entitlement PA Week Days], [EeHolidaySchemes].[N_EntitlementPAHours] AS [Entitlement PA Hours], [EeHolidaySchemes].[N_ExtraEntitlementPAWeekDays] AS [Extra Entitlement PA Week Days], [EeHolidaySchemes].[N_ExtraEntitlementPAHours] AS [Extra Entitlement PA Hours], [EeHolidaySchemes].[N_Serv_Before_Hol_Taken_Qty] AS [Service Before Hol Taken Qty], Choose([EeHolidaySchemes].[N_Accru_TypeID], [EeHolidaySchemes].[N_Accru_PercentageRate], [EeHolidaySchemes].[N_Accru_AverageRate], [EeHolidaySchemes].[N_Accru_AverageRate], [EeHolidaySchemes].[N_Accru_FixedRate], [EeHolidaySchemes].[N_Accru_FixedRate], 0) AS [Accrual Rate],

IIF([EeHolidaySchemes].[Override_Switches_Enabled]=True,'Y','N') AS [Override Switches], IIF([EeHolidaySchemes].[S_HolPay_AccrueIn_InitialPeriod]=True,'Y','N') AS [Holiday Pay Accrued In Initial Period], IIF([EeHolidaySchemes].[S_AccruTransferable_To_Next_Period]=True,'Y','N') AS [Accrual Transferable To Next Period],

[EeHolidaySchemes].[Carried_Forward_Pay] AS [Carried Forward Pay], [EeHolidaySchemes].[Carried_Forward_Days] AS [Carried Forward Days], [EeHolidaySchemes].[Carried_Forward_Weeks] AS [Carried Forward Weeks], [EeHolidaySchemes].[Carried_Forward_Hours] AS [Carried Forward Hours], [EeHolidaySchemes].[AccumPay] AS [Accumulated Pay], [EeHolidaySchemes].[AccumDays] AS [Accumulated Days], [EeHolidaySchemes].[AccumWeeks] AS [Accumulated Weeks], [EeHolidaySchemes].[AccumHours] AS [Accumulated Hours], [EeHolidaySchemes].[PayTaken] AS [Pay Taken], [EeHolidaySchemes].[DaysTaken] AS [Days Taken], [EeHolidaySchemes].[WeeksTaken] AS [Weeks Taken], [EeHolidaySchemes].[HoursTaken] AS [Hours Taken]

FROM [Holiday_Scheme] INNER JOIN ([EeDetails] INNER JOIN [EeHolidaySchemes] ON [EeDetails].[EeID] = [EeHolidaySchemes].[EeID]) ON [Holiday_Scheme].[SchemeID] = [EeHolidaySchemes].[SchemeID] WHERE [EeHolidaySchemes].[Active] = -1 AND (([EeDetails].[Leaver]=0 AND [EeDetails].[LeaveDate] Is Null) OR [EeDetails].[EeNotCurrent]=0);

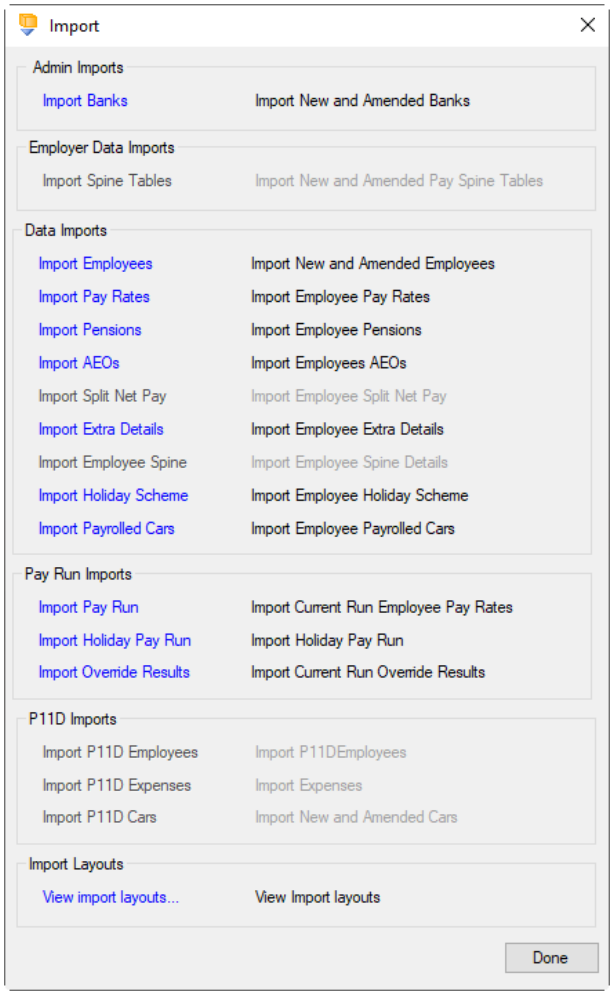
This is the complete group/field list for the Employee Holiday import format: -

| Section | Fields to be imported |
|---|---|
| Holiday Scheme | Employee ID<br>Employee Surname<br>Scheme Name |
| Scheme Dates | Suspended |
| Override Numbers | Override Numbers<br>Entitlement PA Week Days<br>Entitlement PA Hours<br>Extra Entitlement PA Week Days<br>Extra Entitlement PA Hours<br>Service Before Hol Taken Qty<br>Accrual Rate |
| Override Switches | Override Switches<br>Holiday Pay Accrued In Initial Period<br>Accrual Transferable To Next Period |

| | |
|---|---|
| Brought Forwards | Carried Forward Pay<br>Carried Forward Days<br>Carried Forward Weeks<br>Carried Forward Hours<br>Accumulated Pay<br>Accumulated Days<br>Accumulated Weeks<br>Accumulated Hours<br>Pay Taken<br>Days Taken<br>Weeks Taken<br>Hours Taken |

### Importing the File

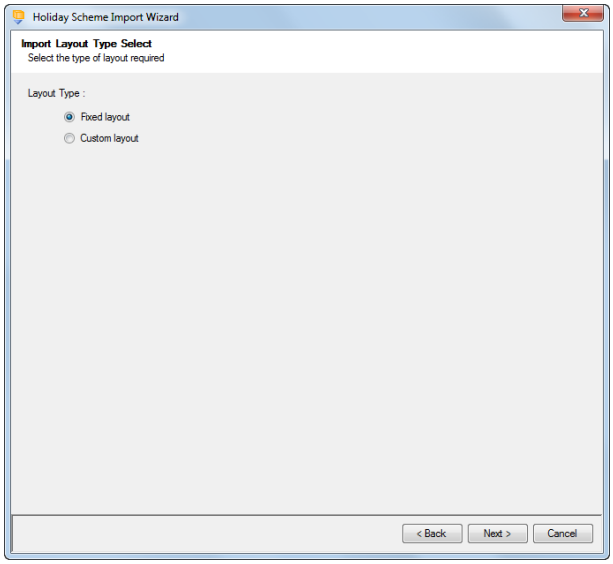
Select **Import** under the **Data** tab.




Click on the blue link for **Import Holiday Scheme**

At the Welcome screen click **Next**.

Choose Fixed or Custom and click **Next** to continue.

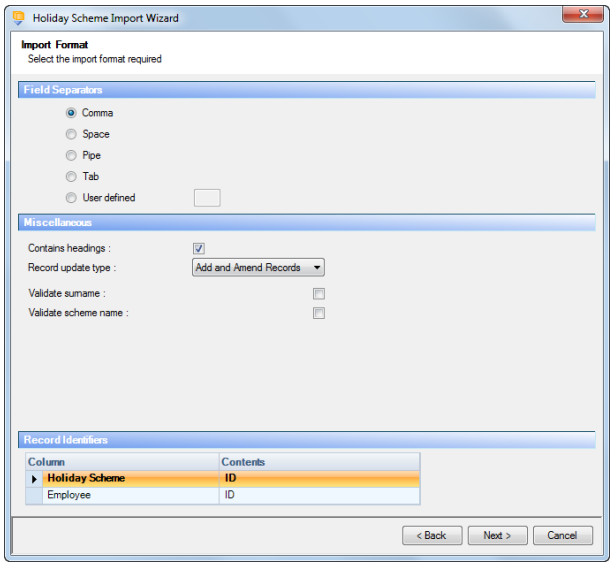



## Fixed Layout

If the fixed layout is selected, then you must now set these details:

- Field Separator
- Contains headings
- Record update type
- Validate surname
- Validate scheme name
- Record Identifiers

Click **Next** to continue.

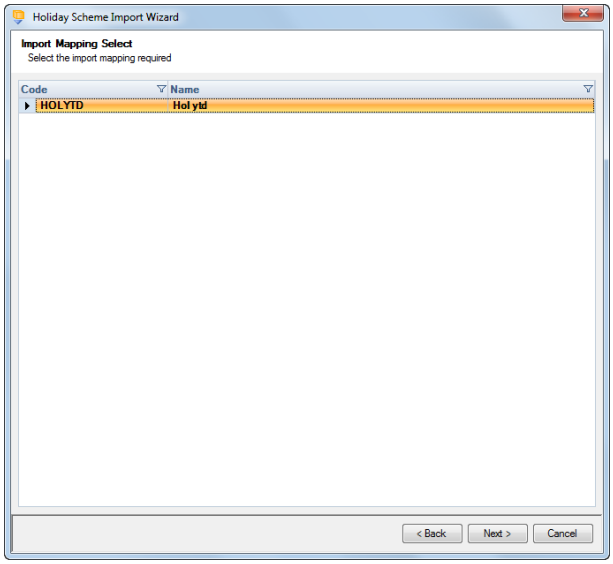


### Custom Layout

If the custom layout is selected then you can now choose which layout is being imported.

You can view the layout of the fields selected by right-clicking anywhere on the body of the screen and select View Layout.

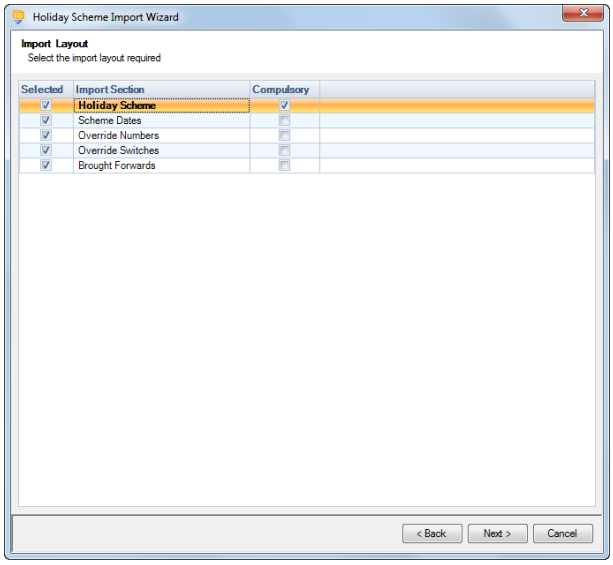
Click **Next** to continue.




### Fixed Layout

You can view the layout of the fields selected by right-clicking anywhere on the body of the screen and select View Layout.

Click **Next** to continue.

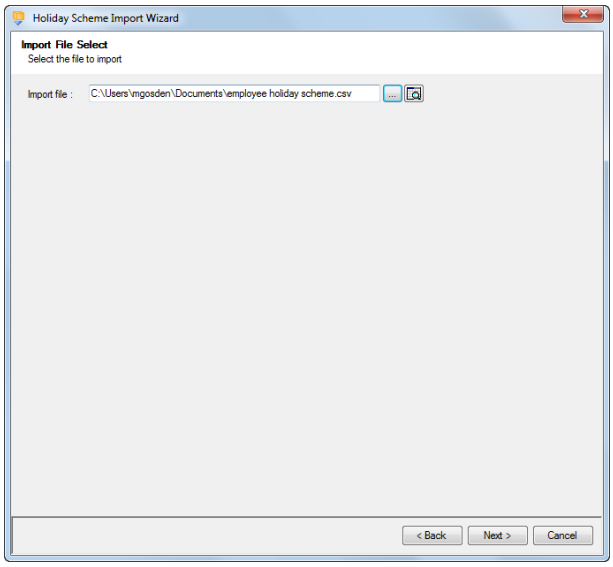



On the next screen you need to select the file to be imported either by typing the name or clicking on the Browse button.

This option will allow the user to view the currently selected import file in Notepad.

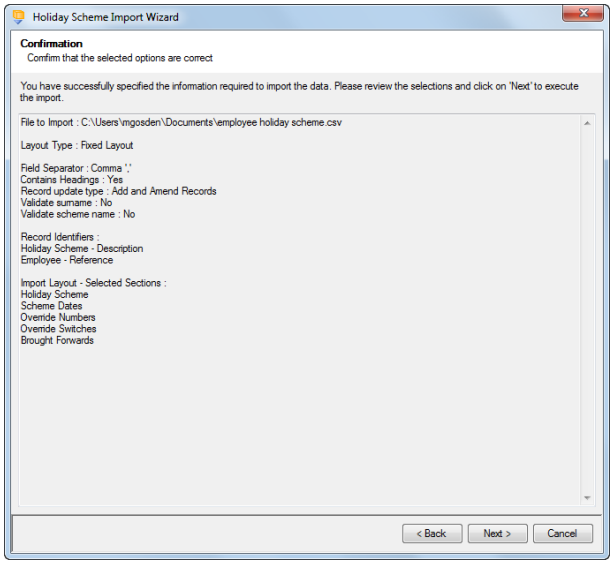
Edits can be made to the CSV file here and saved before importing.

Click **Next** to continue.



For both layouts you are now presented with a confirmation screen showing all the details regarding the file being imported.

Click on the **Next** button to validate the file before importing.




The uppermost message on the screen will be whether the file has passed validation or how many errors it contains.

Click **OK** to remove the message and you can see the details of any rejections.

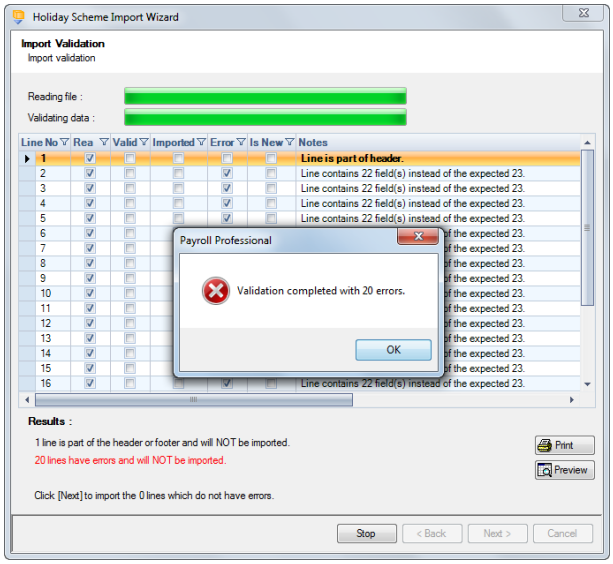
The results section at the bottom of the screen shows how many lines failed and will **not** be imported. As well as the number of lines which passed and will import should you choose to continue.

You can right mouse click on the grid to export the information, or use the **Print** or **Preview** buttons will produce reports as requested based on the filters selected using the headings.

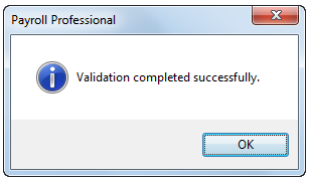
If you want to view only those lines rejected, use the Filter icon on the **Error** column and select true. The report printed or previewed will only contain the rejected records.

To interrupt the checking process, use the **Stop** button.

Click **Back** to change any options.



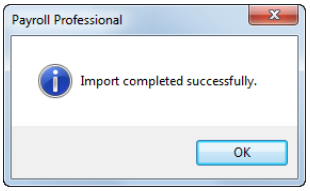
When the file passes the tests you will see the following message.

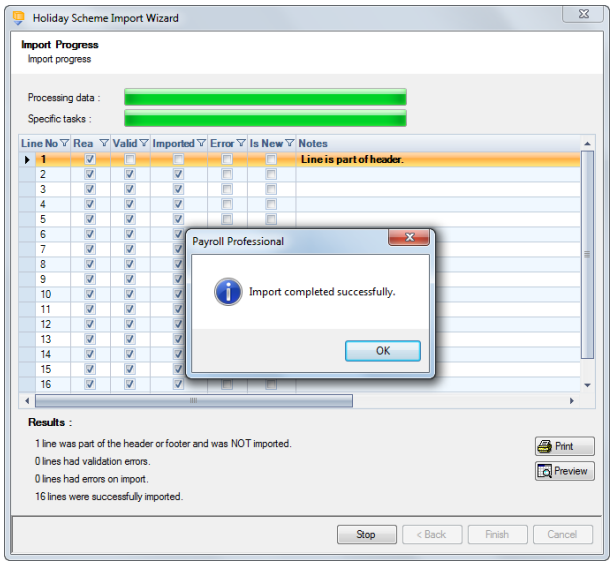



If you want to import the records that have passed validation click **Next** to continue.

You will now see the final message as to what has imported successfully.

Click on **OK** then **Finish** to end the process.




### Audit trail

Details of the Employee Holiday Scheme changes made will be recorded in the audit trail. This is a useful way of tracing changes made to records that had not been anticipated.

## Payrolled Cars

This option is only available if you are licensed for the Import module.

The Employee Payrolled Cars Import facility enables you to import Car and Fuel information by reading information from an appropriately formatted text file, which can be produced from a spreadsheet.

### Creating an Export File

Go to the **Utilities** tab and select **Query Manager** under **Pre-Defined Queries** there is a query called **Payrolled Cars Import Information** for exporting details in the correct format (for re-importing).

This is what the complete query looks like:

```
SELECT [EeDetails].[EeID]
, [EeDetails].[Surname]
, [EeBIK_Car].[EeBIK_Car_ID]
, [EeBIK_Car].[Registration_Number]
, [EeBIK_Car].[Make_And_Model]

, [EeBIK_Car].[Engine_Size]
, [EeBIK_Car].[Car_First_Registered]
, [EeBIK_Car].[List_Price]
, [EeBIK_Car].[Accessories]
, [EeBIK_Car].[Capital_Contribution]
, IIF([EeBIK_Car].[Approved_CO2_Emissions]=False OR IsNULL([EeBIK_Car].[Approved_CO2_Emissions]),'N','Y')
AS [Approved CO2 Emissions]
, [EeBIK_Car].[Approved_CO2_Emissions_g_km]
```

```
, CHOOSE(IIF(IsNULL([EeBIK_Car].[Fuel_Type]),0,[EeBIK_Car].[Fuel_Type]),'D','A','F') AS [Fuel Type]
,[EeBIK_Car].[Electric_Mileage]

, [EeBals_BIK_Car].[Payment_For_Private_Use]
, [EeBals_BIK_Car].[Car_Available_From]
, [EeBals_BIK_Car].[Car_Available_To]
, [EeBals_BIK_Car].[Number_Days_Unavailable]
, IIF([EeBals_BIK_Car].[Car_OPRA]=False OR IsNULL([EeBals_BIK_Car].[Car_OPRA]),'N','Y') AS [Car OPRA]
, [EeBals_BIK_Car].[Car_Amount_Foregone]

, IIF([EeBals_BIK_Car].[Free_Fuel]=False OR IsNULL([EeBals_BIK_Car].[Free_Fuel]),'N','Y') AS [Free Fuel]
, [EeBals_BIK_Car].[Free_Fuel_Available_From]
, [EeBals_BIK_Car].[Free_Fuel_Withdrawn]
, IIF([EeBals_BIK_Car].[Free_Fuel_Reinstated]=False OR
IsNULL([EeBals_BIK_Car].[Free_Fuel_Reinstated]),'N','Y') AS [Free Fuel Reinstated]
, IIF([EeBals_BIK_Car].[Fuel_OPRA]=False OR IsNULL([EeBals_BIK_Car].[Fuel_OPRA]),'N','Y') AS [Fuel OPRA]
, [EeBals_BIK_Car].[Fuel_Amount_Foregone]

, [EeBals_BIK_Car].[Car_Cash_Equivalent_Payrolled_TD]
, [EeBals_BIK_Car].[Free_Fuel_Cash_Equivalent_Payrolled_TD]

FROM (([EeDetails] INNER JOIN [EeBIK] ON [EeDetails].[EeID] = [EeBIK].[EeID]) INNER JOIN [EeBIK_Car] ON
[EeBIK].[EeID] = [EeBIK_Car].[EeID] AND [EeBIK].[EeBIK_Specific_ID] = [EeBIK_Car].[EeBIK_Car_ID]) INNER JOIN
[EeBals_BIK_Car] ON [EeBIK_Car].[EeBIK_Car_ID] = [EeBals_BIK_Car].[EeBIK_Car_ID] AND [EeBIK].[PYear] =
[EeBals_BIK_Car].[PYear] WHERE {RS}[EeBIK].[PYear] ={RE} AND [EeBIK].[Calculation_Type] = 0 AND
[EeBIK].[BIK_Type_ID] = 1
```

This is the complete group/field list for the Payrolled Cars Import format: -

| Section | Fields to be imported |
|---|---|
| Company Car Details | EeID<br>Surname<br>Ee BIK Car ID<br>Registration Number<br>Make and Model |
| Basic Details | Engine Size<br>Registration Date<br>List Price of Car<br>Accessories<br>Capital Contribution<br>Approved CO2 Emissions<br>Emissions g/km<br>Fuel Type<br>Electric Mileage |

| | |
|---|---|
| Car Information | Payment For Private Use<br>Availability From<br>Availability To<br>Days Unavailable<br>Car OPRA (Salary Sacrifice)<br>Car Amount Foregone |
| Fuel Information | Free Fuel<br>Free Fuel Available From<br>Free Fuel Withdrawn<br>Free Fuel Reinstated<br>Fuel OPRA (Salary Sacrifice)<br>Fuel Amount Foregone |
| YTD Figures | Car Payrolled YTD<br>Free Fuel Payrolled YTD |

### Importing the File

For new records enter 0 (zero) in the Ee BIK Car ID column.

### Import File Validation

The following validations are performed:

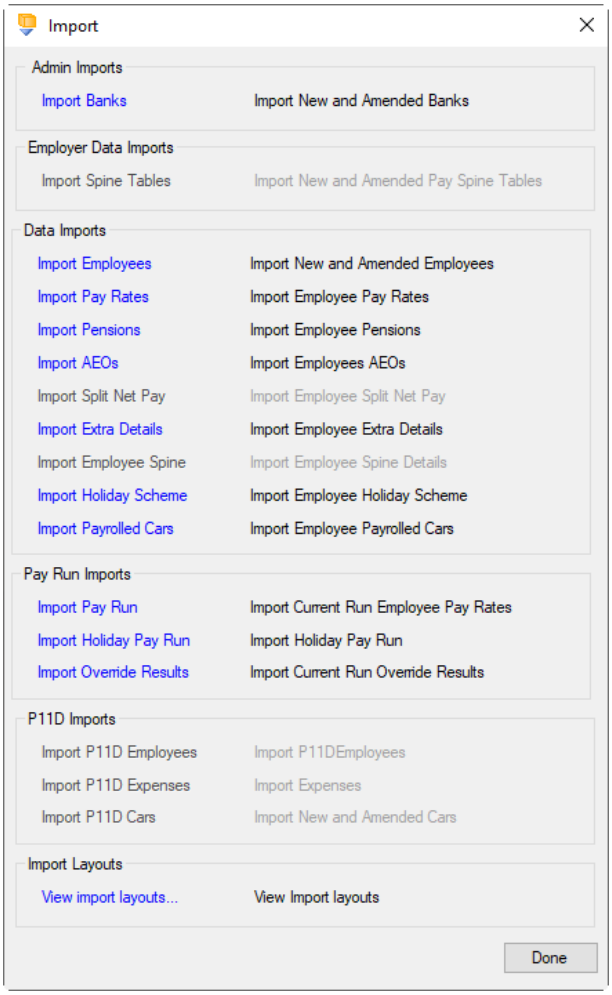
- **Registration Number** - must be completed. Unique for each record in the Payroll tax year, to ensure an Employee can only have one car record per Car Registration number in the same payroll year. Restricted to maximum10 characters, letters numbers and space are accepted.
- **Make and Model** - must be completed, maximum 35 characters
- **Engine Size** - must be completed if the Registration date is before 1st January 1998, or when the registration date is after and an approved CO2 emissions is not entered. Maximum 9999
- **Registration Date** - must be completed, not before 1st January 1904 and no later than todays date or the end of the current tax year
- **List price of car** - must be completed, minimum 1000.00 and maximum 9,999,999.99
- **Accessories** - minimum 0 and maximum 999,999.99
- **Capital contributions** – minimum 0 and maximum 5000.00
- **Approved CO2 Emissions** - must be Y/N, if blank or an invalid character then treated as N
- **Emissions g/km** - must only be completed when Approved CO2 Emissions is Y, minimum 0 and maximum 999
- **Fuel Type** - must be D, F or A, when F then Registration Date must be on or after 1st Sept 2017
- **Electric Mileage** – minimum 0 and maximum 9999. Must only be completed when the Approved CO2 K/gm is from 1 to and including 50.
- **Payment for Private use** – minimum 0 and maximum 9,999,999.99
- **Available From** - must be before the last day of the current tax year, and on or after the Registration Date, on or before the employees leave date
- **Available To** - can be blank, if completed must be within the current tax year, on or after Available from, on or before the employees leave date

- **Days unavailable** - must not exceed the days available within Available From and Available To dates
- **Car OPRA** - must be Y/N, cannot be Y when Emissions is 75 or less, if blank or an invalid character then treated as N
- **Car - Amount foregone** – minimum 0 and maximum 9,999,999.99
- **Free Fuel** - must be Y/N, if blank or an invalid character then treated as N
- **Free Fuel Available From** - only to be completed if Free Fuel is Y, must be on or after the Available From date, before the last day of the current tax year or employees leave date
- **Free Fuel Withdrawn** - only to be completed if Free Fuel is Y, can be blank, must be on or after Free Fuel Available From, before last day of the current tax year or employees leave date
- **Free Fuel Reinstated** - can only be completed if Free Fuel Withdrawn has been completed, Y/N, if blank or an invalid character then treated as N
- **Free Fuel OPRA** - must be Y/N, if blank or an invalid character then treated as N
- **Fuel - Amount foregone** – must only be completed when Free Fuel OPRA is Y, minimum 0 and maximum 9,999,999.99
- **Car - Payrolled** - minimum 0 and maximum 99,999,999.99
- **Fuel - Payrolled** - minimum 0 and maximum 99,999,999.99

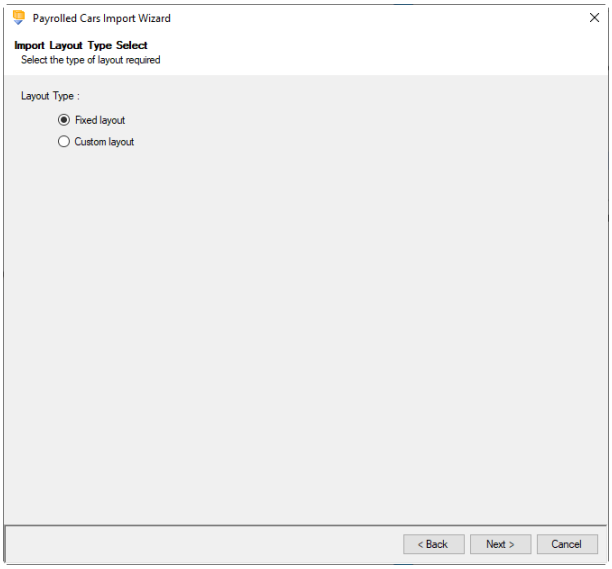
Select **Import** under the **Data** tab.

Click on the blue link for **Import Payrolled Cars**

At the Welcome screen click **Next**.



Choose Fixed or Custom and click **Next** to continue.

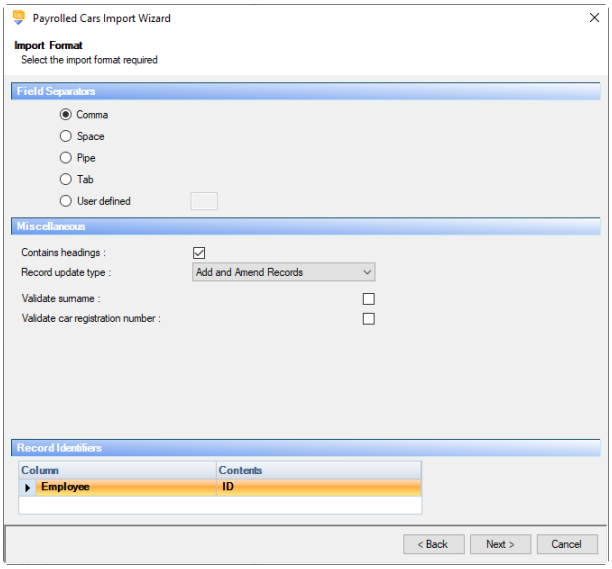



## Fixed Layout

If the fixed layout is selected, then you must now set these details:

- Field Separator
- Headings
- Type of update
- Validate surname
- Validate car registration number
- Record Identifiers

Click **Next** to continue.

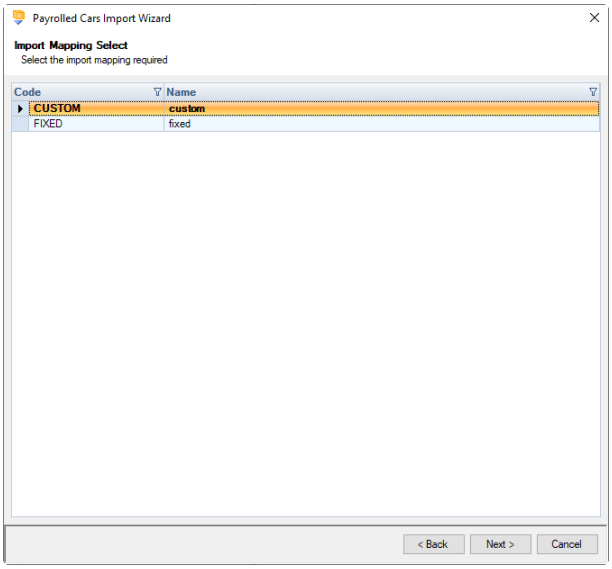


### Custom Layout

If the custom layout is selected then you can now choose which layout is being imported.

You can view the layout of the fields selected by right-clicking anywhere on the body of the screen and select View Layout.

Click **Next** to continue.

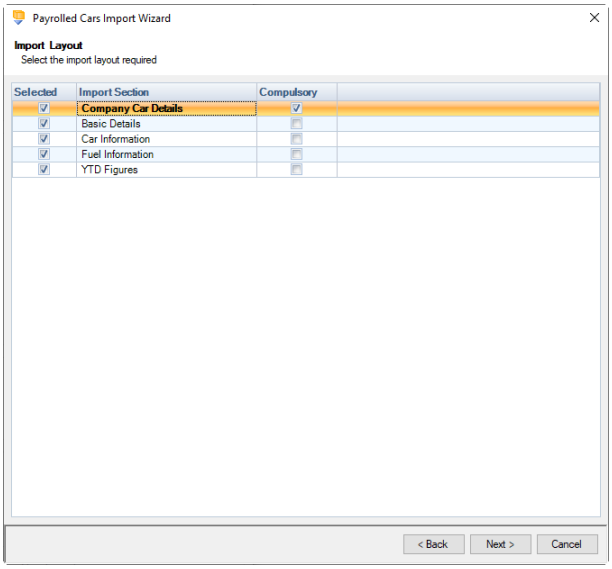



### Fixed Layout

For the fixed layout only, you must now choose the sections that are to be imported.

You can view the layout of the fields selected by right-clicking anywhere on the body of the screen and select View Layout.

Click **Next** to continue.

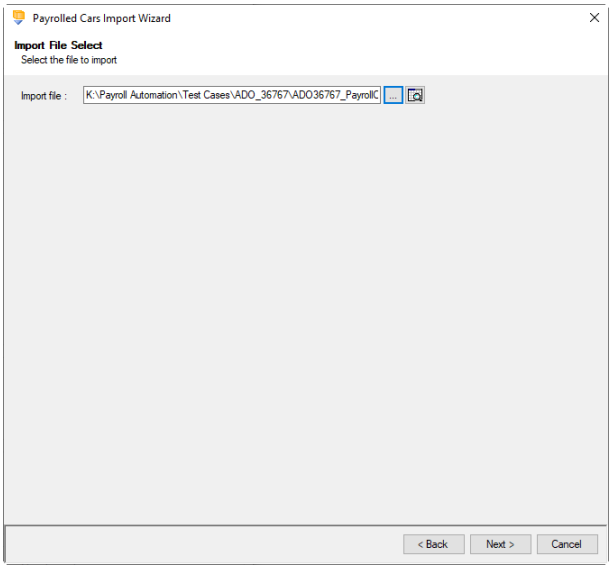


On the next screen you need to select the file to be imported either by typing the name or clicking on the Browse button.

This option will allow the user to view the currently selected import file in Notepad.

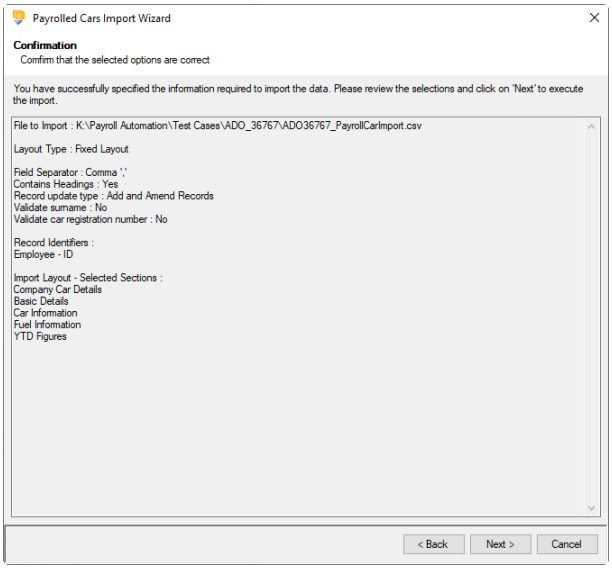
Edits can be made to the CSV file here and saved before importing.

Click **Next** to continue.



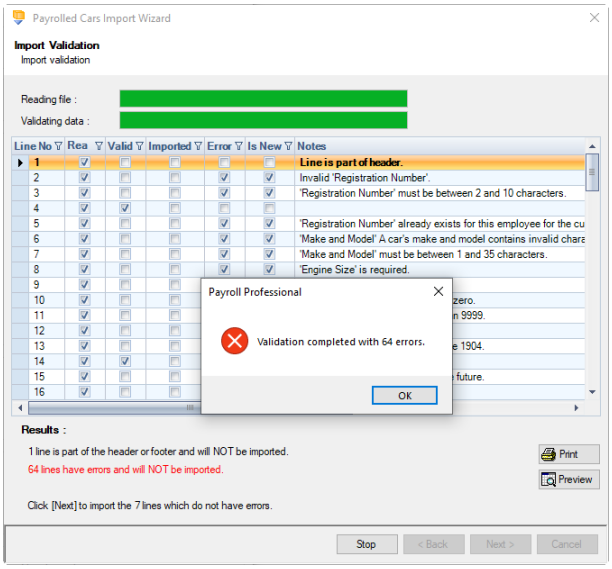

For both layouts you are now presented with a confirmation screen showing all the details regarding the file being imported.

Click on the **Next** button to validate the file before importing.



The uppermost message on the screen will be whether the file has passed validation or how many errors it contains.

Click **OK** to remove the message and you can see the details of any rejections.




The results section at the bottom of the screen shows how many lines failed and will not be imported. As well as the number of lines which passed and will import should you choose to continue.

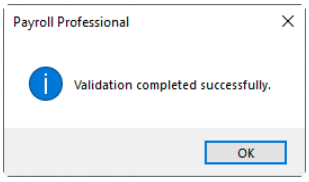
You can right mouse click on the grid to export the information, or use the **Print** or **Preview** buttons will produce a landscape flat text report showing the information currently displayed, based on the filters you have selected.

If you want to view only those lines rejected, use the **Filter** icon on the **Error** column and select true. The report printed or previewed will only contain the rejected records.

To interrupt the checking process use the **Stop** button.

Click **Back** to change any options.

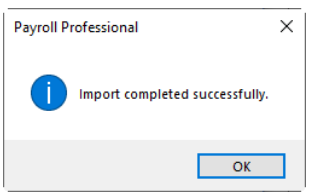
When the file passes the tests you will see the following message.

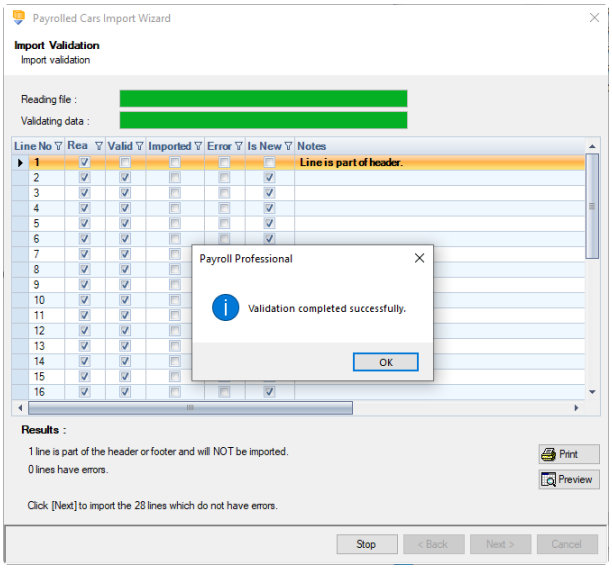



If you want to import the records that have passed validation click **Next** to continue.

You will now see the final message as to what has imported successfully.

Click on **OK** then **Finish** to end the process.

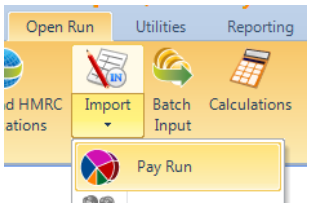



## Audit trail

Details of changes made to new and existing payrolled cars, are recorded in the audit trail. This is a useful way of tracing changes made to payrolled car records that had not been anticipated.

## Payroll Run – Variable Data




The Pay Run Import facility enables you to import temporary pay component data by reading information from an appropriately formatted text file, which can be produced from a spreadsheet.

### Creating an Export File

Under the **Utilities** tab select **Query Manager** and under **Pre-Defined Queries** there is a query for exporting details in the correct format (for re-importing). All you will need to do prior to importing the file is in the first row enter the Payroll Run Date.

This is what the complete query looks like:

```
SELECT [EeRef] As [Employee Reference], [Surname] AS [Employee Surname], [PCDescr] AS [Pay Component Description], IIF(IsNull([ECRate]),0,[ECRate]) AS [Rate], IIF(IsNull([ECUnits]),0,[ECUnits]) AS [Units]

FROM (([EeComponents] LEFT JOIN [EeDetails] ON [EeComponents].[EeID] = [EeDetails].[EeID]) INNER JOIN [PayComponents] ON [PayComponents].[PCompID]=[EeComponents].[PCompID]) WHERE [Leaver] = False AND ([EeComponents].[Suspended]=False OR [EeComponents].[Suspended] IS NULL) AND [PayComponents].[Suspended]<>True AND {RS}[EeDetails].[Frequency]={RE} AND [EeDetails].[EeNotCurrent]=False ORDER BY [Surname], [EeRef], [PCDescr], [EeComponents].[PCompID]
```

This is the complete group/field list for the Pay Run import format: -

| Section | Fields to be imported |
|---|---|
| Pay Run Details | Employee Reference<br>Employee Surname<br>Pay Component Description<br>Rate<br>Units |

### Importing the File

### Zeros in Units and/or Rates

**Units** – zeros in this column will be imported, and if blank will import as a zero.

**Rates** – if the pay component is units based, and this column is zero or blank then the rate entered under Employee Details Pay Component tab is used. If the pay component is not units based then zero in this column will be imported. If the pay component is Global or Foreign then the Rate column is ignored.

**Pay Components linked to Pay Spines** - **Rate** - whether the pay component is units based or not, and this column is zero or blank then the rate will be the rate set by the pay spine. If a rate is entered in the import file, this rate will be imported.

**Pay Grade** - Rate values on the import file will be ignored if the pay component belongs to a grade and the rate is set by the grade. If the component (in the grade) is set to **Use Ee Rate** then the value will be imported.

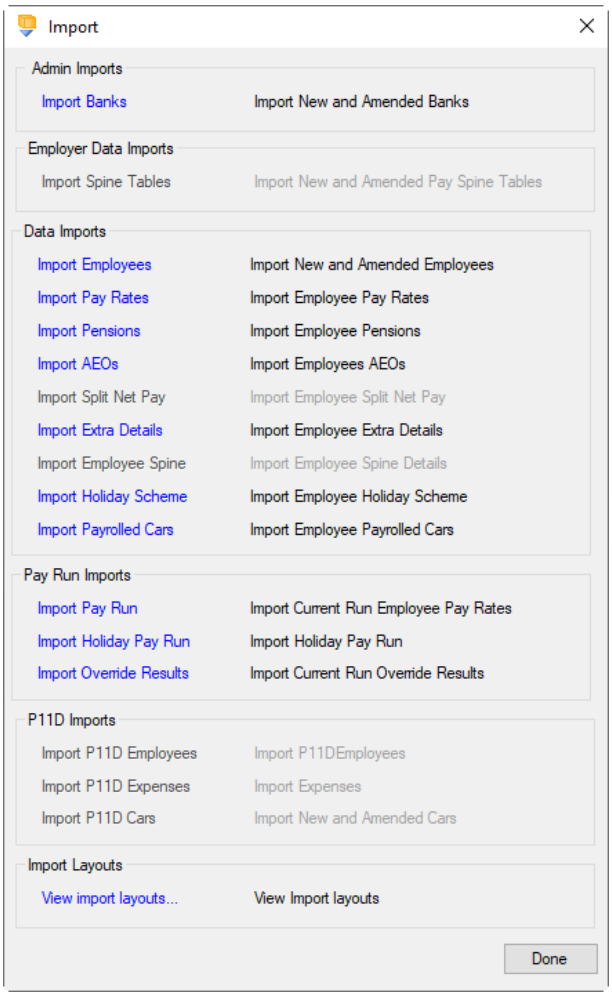
### Linked Pay Components

If you import the pay component value that any pay components are linked to using standard or advanced linking, then rates are re-generated for this period only, using the linked settings and the current periods pay component value.

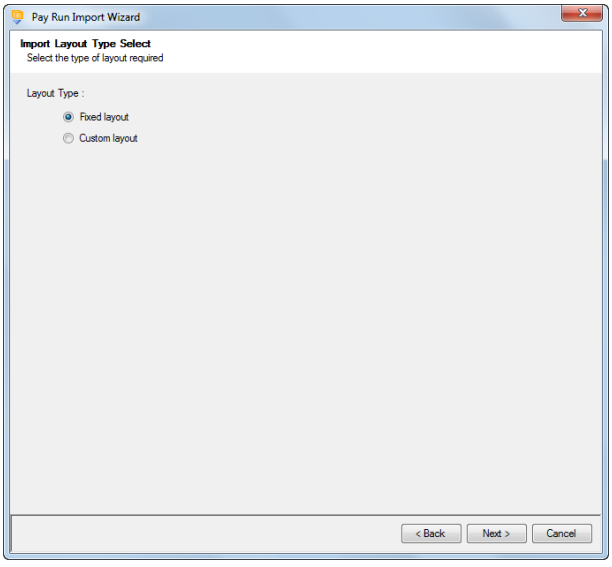
Under the **Open Run** tab select the **Import** button or under the **Data** tab select **Import\Import Pay Run**.

Click on the blue link for **Import Pay Run**

At the Welcome screen click **Next**.

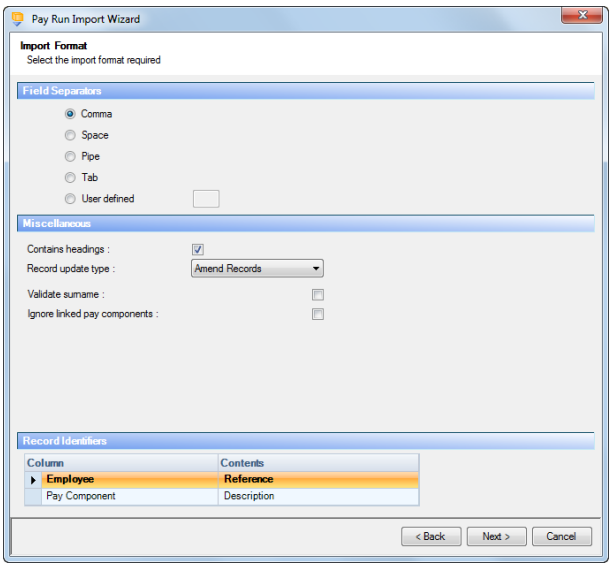



Choose Fixed or Custom and click **Next** to continue.



### Fixed Layout

If the fixed layout is selected, then you must now set these details:




- Field Separator
- Headings
- Type of update
- Validate Surname
- Ignore linked pay components – with this option selected and in the import file the Rate column is not blank or zero, the Rate will be changed to the one in the import file.
- Record Identifiers

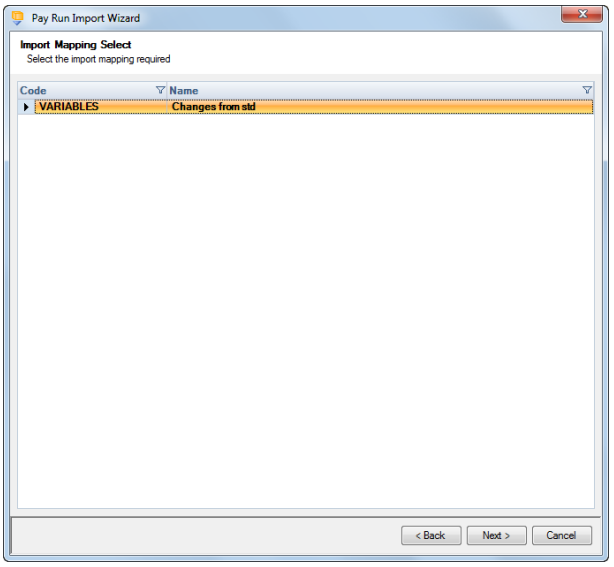
Click **Next** to continue.

### Custom Layout

If the custom layout is selected then you can now choose which layout is being imported.

You can view the layout of the fields selected by right-clicking anywhere on the body of the screen and select View Layout.

Click **Next** to continue.

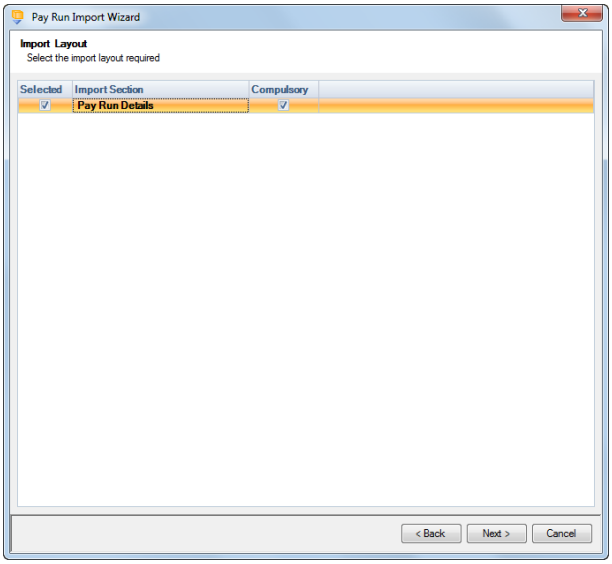


### Fixed Layout

For the fixed layout only, you must now choose the sections that are to be imported.

You can view the layout of the fields selected by right-clicking anywhere on the body of the screen and select View Layout.

Click **Next** to continue.

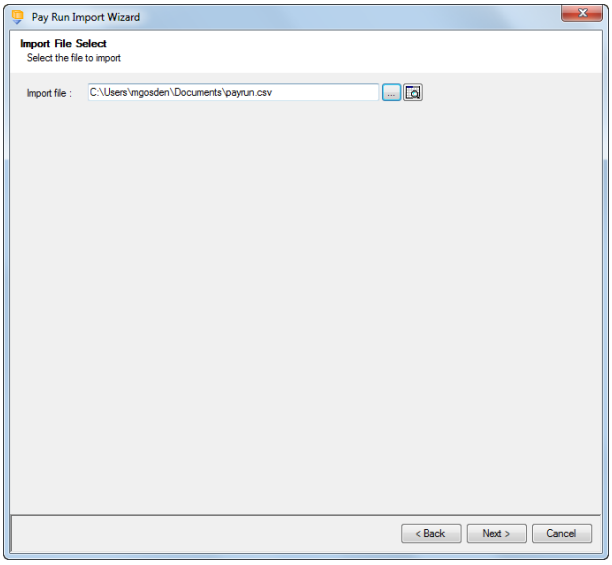



On the next screen you need to select the file to be imported either by typing the name or clicking on the Browse button.

This option will allow the user to view the currently selected import file in Notepad.

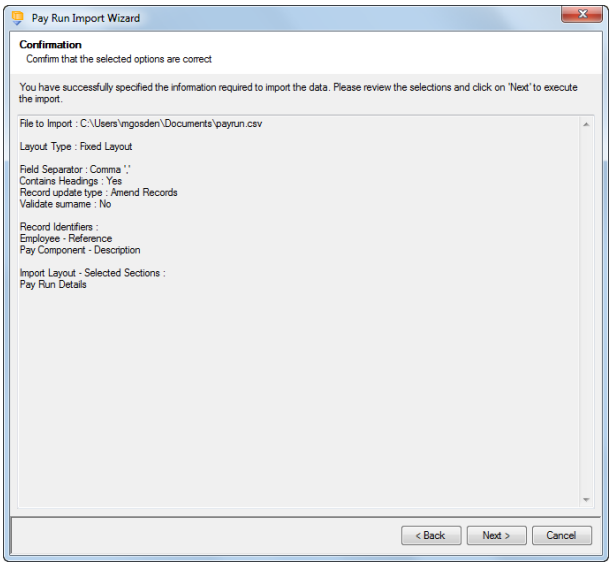
Edits can be made to the CSV file here and saved before importing.

Click **Next** to continue.



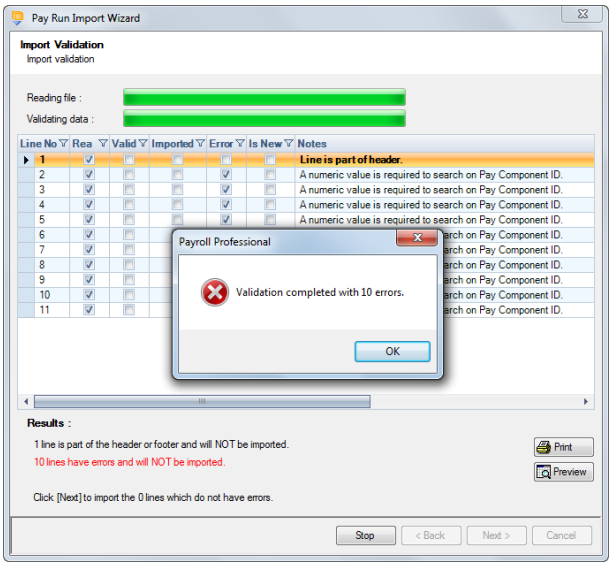

For both layouts you are now presented with a confirmation screen showing all the details regarding the file being imported.

Click on the **Next** button to validate the file before importing.



The uppermost message on the screen will be whether the file has passed validation or how many errors it contains.

Click **OK** to remove the message and you can see the details of any rejections.




The results section at the bottom of the screen shows how many lines failed and will **not** be imported. As well as the number of lines which passed and will import should you choose to continue.

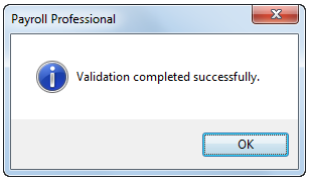
You can right mouse click on the grid to export the information, or use the **Print** or **Preview** buttons will produce a landscape flat text report showing the information currently displayed, based on the filters you have selected.

If you want to view only those lines rejected, use the Filter icon on the **Error** column and select true. The report printed or previewed will only contain the rejected records.

To interrupt the checking process use the **Stop** button.

Click **Back** to change any options.

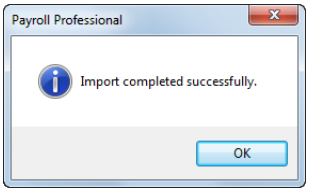
When the file passes the tests you will see the following message.

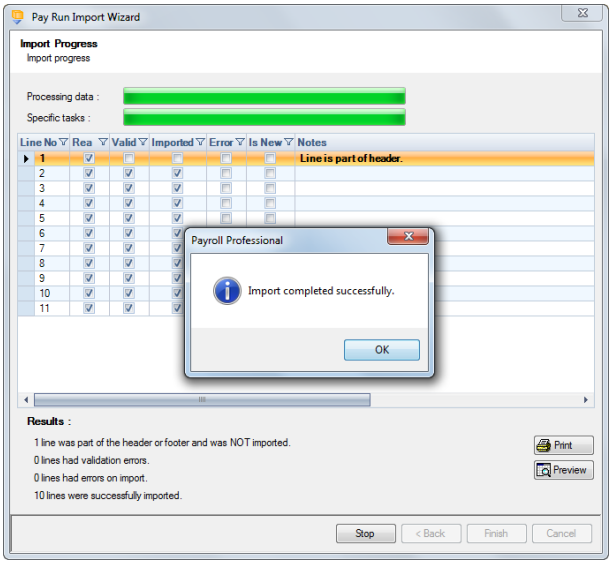



If you want to import the records that have passed validation click **Next** to continue.

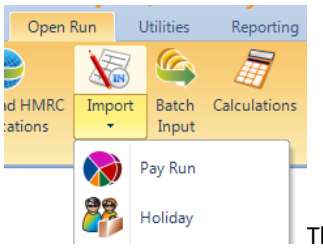
You will now see the final message as to what has imported successfully.

Click on **OK** then **Finish** to end the process.



## Payroll Run – Employee Holiday Schemes




This option is only available if you are licensed for the Import module. If you would like to purchase this module, please contact Payroll Professional Support and we will send you details.

Import Holiday Pay Run allows you to import holiday to be taken in the currently open payroll run by reading information from an appropriately formatted text file. The import can also be used on a regular basis to bring information in from your own spreadsheet.

The first field, the Employee ID, determines which Employee you are importing information for, this can be substituted with the Employees Reference or NI Number.

### Creating an Export File

Go to the **Utilities** tab select **Query Manager** and under **Pre-Defined Queries** there is a query for exporting Holiday Pay Run in the correct format (for re-importing).

```
SELECT [EeRunBals].[EeID] AS [Employee ID], [EeDetails].[Surname] AS [Employee Surname],
[EeHolidaySchemes].[EeHolidayScheme_ID] AS [Employee Holiday Scheme ID],
[Holiday_Scheme].[SchemeName] AS [Scheme Name],

CHOOSE(IIF(ISNULL([EeRunBals].[Hol_Allocation_Pay]),2,[EeRunBals].[Hol_Allocation_Pay])+1,'N','S','P','M') AS
[Pay Allocation], [EeRunBals].[HolidayPay] AS [Pay Taken TP], [EeRunBals].[HolDaysTaken] AS [Days Taken TP],
[EeRunBals].[HolWeeksTaken] AS [Weeks Taken TP], [EeRunBals].[HolHoursTaken] AS [Hours Taken TP],

IIF([Holiday_Scheme].[Accru_Ee_Deduct_Before_Tax_and_NI]=True AND
[Holiday_Scheme].[Accru_Ee_Deduct_After_Tax_and_NI]=False, [EeRunBals].[HolCredNetPay],
[EeRunBals].[HolCredGrossPay]) AS [Credit Taken TP]

FROM ((([EeDetails] INNER JOIN [EeHolidaySchemes] ON [EeDetails].[EeID] = [EeHolidaySchemes].[EeID])
INNER JOIN [EeRunBals] ON [EeHolidaySchemes].[EeID] = [EeRunBals].[EeID]) INNER JOIN [Holiday_Scheme]
ON [EeHolidaySchemes].[SchemeID] = [Holiday_Scheme].[SchemeID]) INNER JOIN [PayrollRuns] ON
[EeRunBals].[RunID] = [PayrollRuns].[RunID] WHERE [PayrollRuns].[IsRun_Closed]=False AND
{RS}[PayrollRuns].[Frequency]={RE} AND [EeHolidaySchemes].[Active]=True;
```

This is the complete group/field list for the Import Holiday Pay Run format: -

| Section | Fields to be imported |
|---|---|
| Holiday Pay Run | Employee ID<br>Employee Surname<br>Employee Holiday Scheme<br>Scheme Name |
| Taken TP | Pay Allocation<br>Pay Taken TP<br>Days Taken TP<br>Weeks Taken TP<br>Hours Taken TP |

| | |
|---|---|
| Credit Taken TP | Credit Pay Taken TP |

### Important Notes:

You can include all of the sections in the Holiday Pay Run import, if the holiday scheme is employer funded then anything entered in the Credit Taken TP section will be ignored. And if the holiday scheme is employee funded then anything entered in the Taken TP section will be ignored.

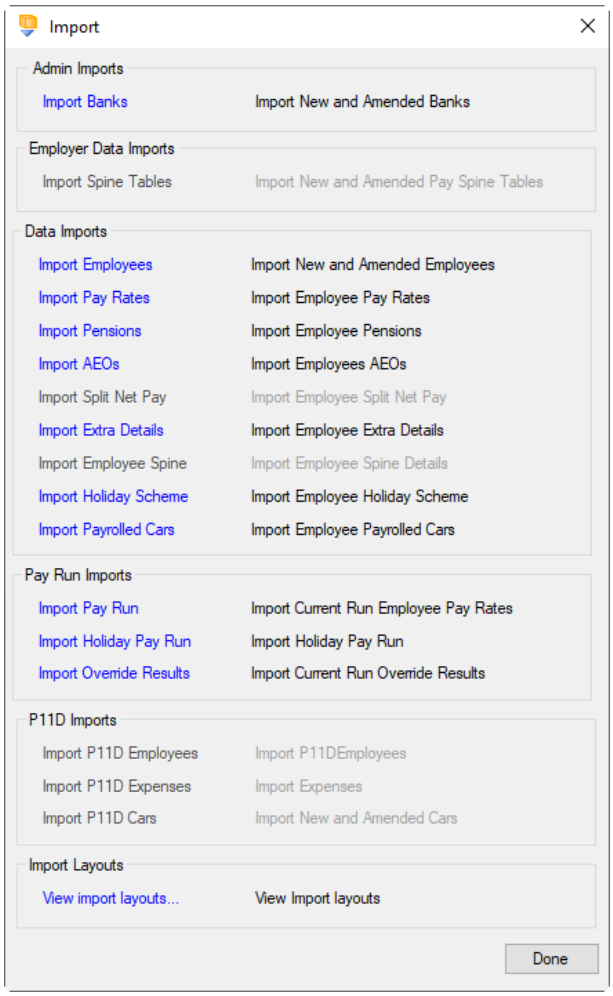
If the holiday scheme type is **Rolled up Holiday Pay** the record is not imported, as the values are calculated using the current periods holidayable pay or average when they have statutory absence values recorded in the current run.

### Importing the File

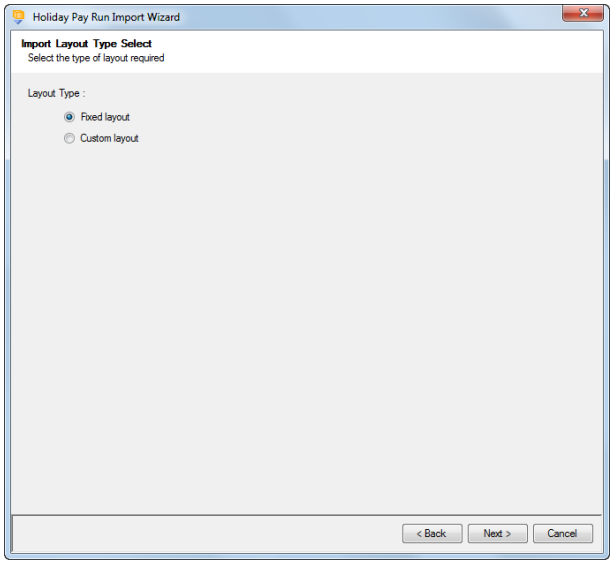
First go to the **Open Run** tab and select **Calculations**. Then select **Import** under the **Data** tab.

Click on the blue link for **Import Holiday Pay Run**

At the Welcome screen click **Next**.



Choose Fixed or Custom and click **Next** to continue.

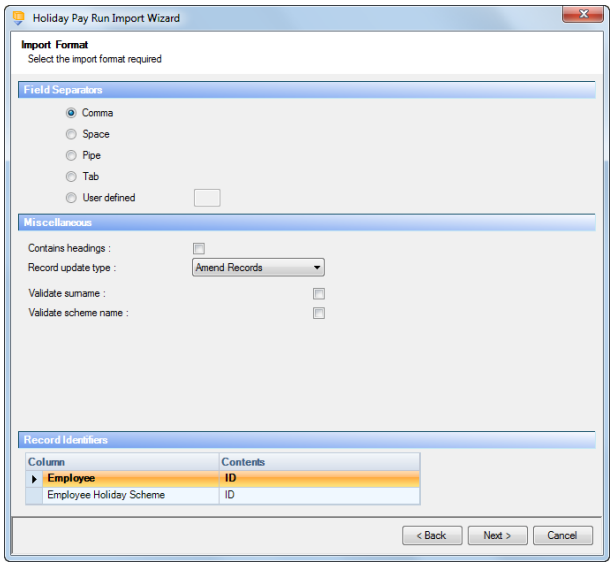



## Fixed Layout

If the fixed layout is selected, then you must now set these details:

- Field Separator
- Contains headings
- Record update type
- Validate surname
- Validate scheme name
- Record Identifiers

Click **Next** to continue.

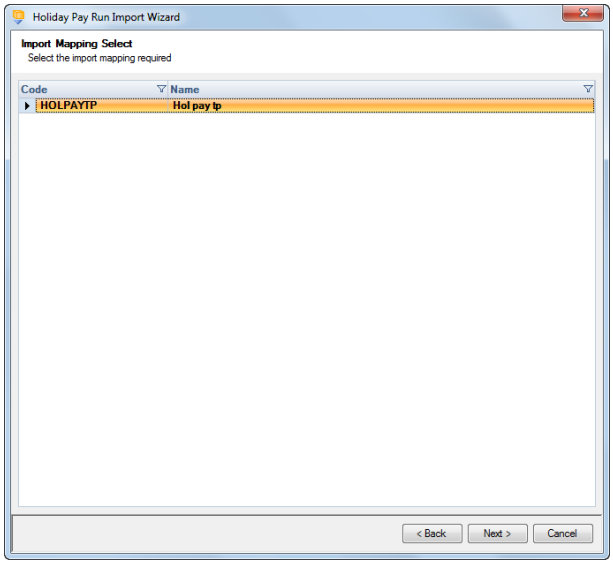


### Custom Layout

If the custom layout is selected then you can now choose which layout is being imported.

You can view the layout of the fields selected by right-clicking anywhere on the body of the screen and select View Layout.

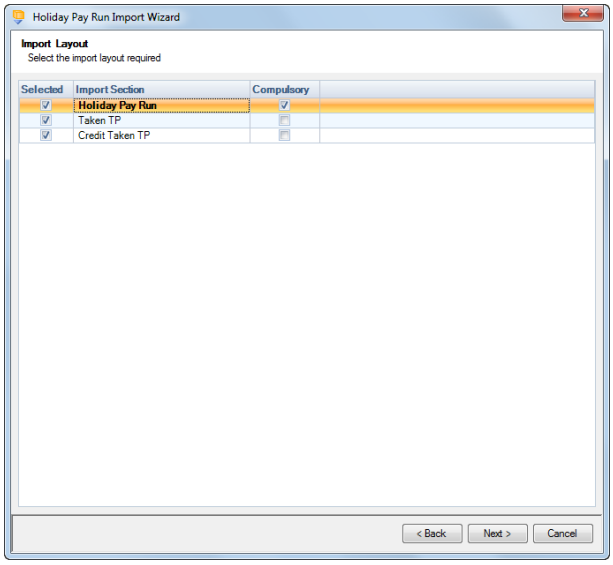
Click **Next** to continue.




### Fixed Layout

You can view the layout of the fields selected by right-clicking anywhere on the body of the screen and select View Layout.

Click **Next** to continue.

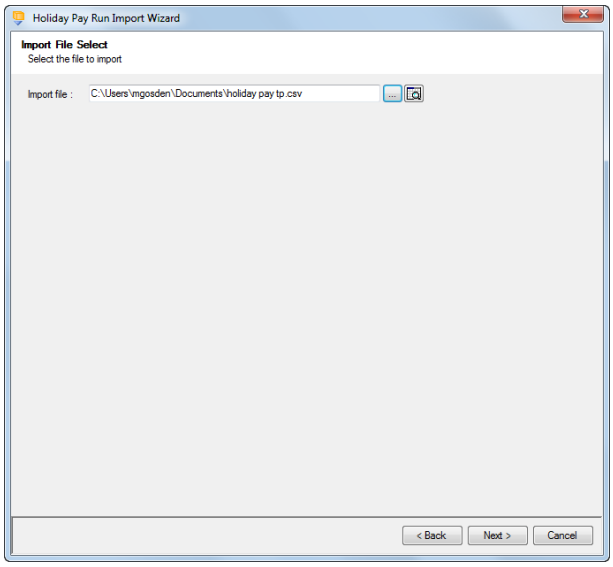



On the next screen you need to select the file to be imported either by typing the name or clicking on the Browse button.

This option will allow the user to view the currently selected import file in Notepad.

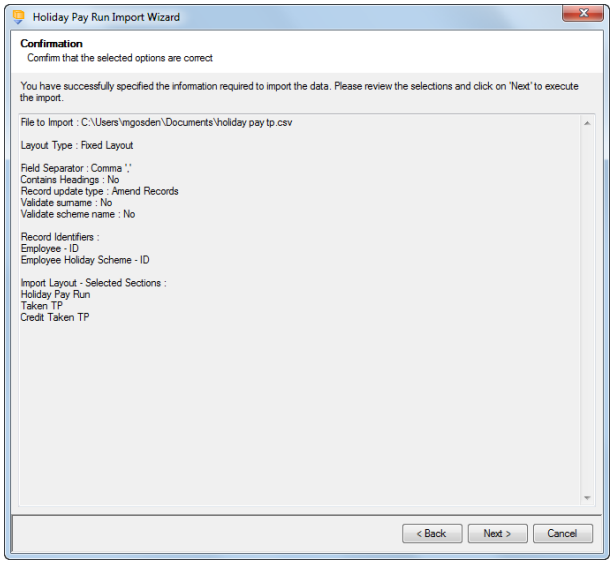
Edits can be made to the CSV file here and saved before importing.

Click **Next** to continue.



For both layouts you are now presented with a confirmation screen showing all the details regarding the file being imported.

Click on the **Next** button to validate the file before importing.




The uppermost message on the screen will be whether the file has passed validation or how many errors it contains.

Click **OK** to remove the message and you can see the details of any rejections.

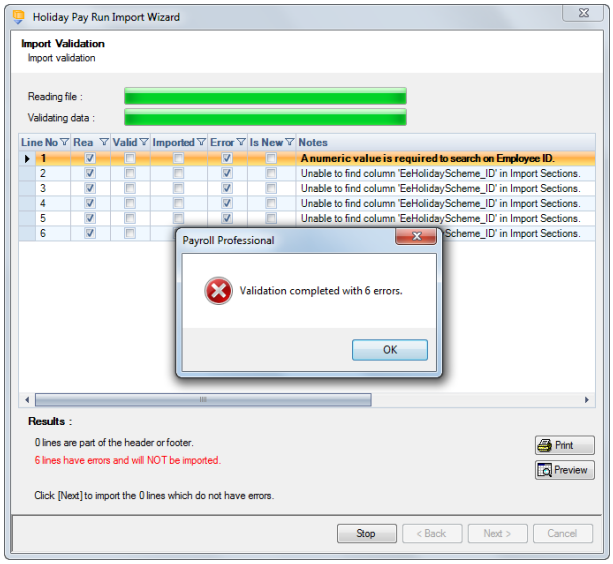
The results section at the bottom of the screen shows how many lines failed and will **not** be imported. As well as the number of lines which passed and will import should you choose to continue.

You can right mouse click on the grid to export the information, or use the **Print** or **Preview** buttons will produce reports as requested based on the filters selected using the headings.

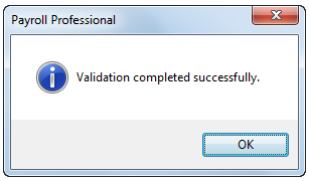
If you want to view only those lines rejected, use the Filter icon on the **Error** column and select true. The report printed or previewed will only contain the rejected records.

To interrupt the checking process, use the **Stop** button.

Click **Back** to change any options.



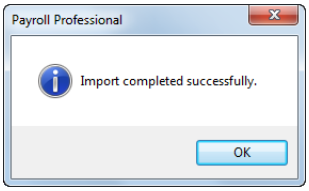
When the file passes the tests you will see the following message.

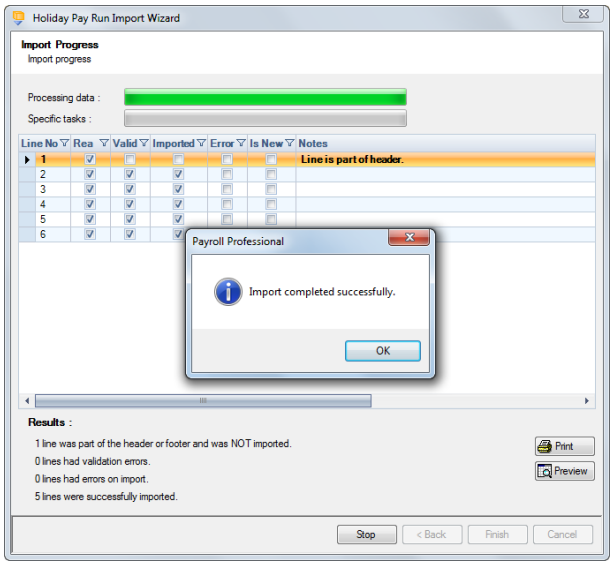



If you want to import the records that have passed validation click **Next** to continue.

You will now see the final message as to what has imported successfully.

Click on **OK** then **Finish** to end the process.

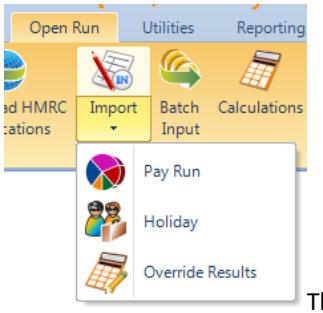



### Audit trail

Details of the Holiday Pay Run changes made will be recorded in the audit trail. This is a useful way of tracing changes made to records that had not been anticipated.

## Payroll Run – Override Results




This option is only available if you are licensed for the Import module. If you would like to purchase this module, please contact Payroll Professional Support and we will send you details.

Import Override Results allows you to import the override figures for the currently open payroll run for calculated employees by reading information from an appropriately formatted text file. The import can also be used on a regular basis to bring information in from your own spreadsheet.

The first field, the Employee ID, determines which Employee you are importing information for, this can be substituted with the Employees Reference or NI Number.

### Creating an Export File

Go to the **Utilities** tab select **Query Manager** and under **Pre-Defined Queries** there are queries for exporting in the correct format (for re-importing):

- Override Pay Run (2016) – for tax year 2016/17
- Override Pay Run (2019) – for tax year 2019/20
- Override Pay Run (2021) – for tax year 2021/22

- Override Pay Run (2022) – for tax year 2022/23 onwards
- Override Pay Run (2025) – for tax year 2025/26 onwards

This is an example of the complete query including all sections for 2025/26 onwards:

```
SELECT
 MAX([EeRef]) As [Employee Reference]
, MAX([Surname]) AS [Employee Surname]
, MAX([Letter]) AS [NI Letter]
, SUM([TotalEarnings]) AS [Total Earnings]
, SUM([EarningsPETToSET]) AS [To SET]
, SUM([EarningsToLEL] )AS [To LEL]
, SUM([EarningsLELToPET]) AS [To PET]
, SUM([EarningsToFUST]) AS [To FUST]
, SUM([EarningsSETToUST]) AS [To UST]
, SUM([EarningsAboveUEL]) AS [Above UEL]
, SUM([EeContributionsSplit1]) AS [Ee Cont Pt1]
, SUM([EeContributionsSplit2]) AS [Ee Cont Pt2]
, SUM([ErContributions]) AS [Er Cont]
, Max([EeRunBals].[Tax]) AS [Tax]
, Max([EeRunBals].[NegNetBF]) AS [Negative Net BF]
, Max([EeRunBals].[GrossedUpTaxThisRun]) AS [Gross Up Tax]
, Max([EeRunBals].[EeNIPdByEr]) AS [Gross Up Ee NIC]
, Max([EeRun_Class_1A].[Termination_Class_1A_NICS]) AS [Termination NIC]
, Max([EeRun_Class_1A].[Sporting_Class_1A_NICS]) AS [Sporting NIC]
, Max([EeRun_Student_Loan_2019_P1].[Deduction]) AS [Plan 1 Student Loan]
, Max([EeRun_Student_Loan_2019_P1].[GrossedUp]) AS [Plan 1 Gross Up Student Loan]
, Max([EeRun_Student_Loan_2019_P2].[Deduction]) AS [Plan 2 Student Loan]
, Max([EeRun_Student_Loan_2019_P2].[GrossedUp]) AS [Plan 2 Gross Up Student Loan]
, Max([EeRun_Student_Loan_2019_PG].[Deduction]) AS [Postgraduate Student Loan]
, Max([EeRun_Student_Loan_2019_PG].[GrossedUp]) AS [Postgraduate Gross Up Student Loan]
, Max([EeRun_Student_Loan_2019_P4].[Deduction]) AS [Plan 4 Student Loan]
, Max([EeRun_Student_Loan_2019_P4].[GrossedUp]) AS [Plan 4 Gross Up Student Loan]
FROM (((((((   [PayrollRuns] INNER JOIN [EeRunBals] ON [PayrollRuns].[RunID] = [EeRunBals].[RunID]) INNER
JOIN [NICs] ON
([EeRunBals].[RunID] = [NICs].[RunID]) AND ([EeRunBals].[EeID] = [NICs].[EeID])) INNER JOIN [EeDetails] ON
[EeRunBals].[EeID] = [EeDetails].[EeID])
INNER JOIN [EeRun_Class_1A] ON ([EeRunBals].[RunID] = [EeRun_Class_1A].[RunID]) AND ([EeRunBals].[EeID]
= [EeRun_Class_1A].[EeID]))
LEFT JOIN (SELECT [EeRun_Student_Loan_2019].[EeID], [EeRun_Student_Loan_2019].[RunID],
[EeRun_Student_Loan_2019].[Deduction], [EeRun_Student_Loan_2019].[GrossedUp] FROM
```

[EeRun_Student_Loan_2019] WHERE [EeRun_Student_Loan_2019].[PlanType] = 1) AS [EeRun_Student_Loan_2019_P1] ON ([EeRunBals].[RunID] = [EeRun_Student_Loan_2019_P1].[RunID]) AND ([EeRunBals].[EeID] = [EeRun_Student_Loan_2019_P1].[EeID]))

LEFT JOIN (SELECT [EeRun_Student_Loan_2019].[EeID], [EeRun_Student_Loan_2019].[RunID], [EeRun_Student_Loan_2019].[Deduction], [EeRun_Student_Loan_2019].[GrossedUp] FROM [EeRun_Student_Loan_2019] WHERE [EeRun_Student_Loan_2019].[PlanType] = 2) AS [EeRun_Student_Loan_2019_P2] ON ([EeRunBals].[RunID] = [EeRun_Student_Loan_2019_P2].[RunID]) AND ([EeRunBals].[EeID] = [EeRun_Student_Loan_2019_P2].[EeID]))

LEFT JOIN (SELECT [EeRun_Student_Loan_2019].[EeID], [EeRun_Student_Loan_2019].[RunID], [EeRun_Student_Loan_2019].[Deduction], [EeRun_Student_Loan_2019].[GrossedUp] FROM [EeRun_Student_Loan_2019] WHERE [EeRun_Student_Loan_2019].[PlanType] = 4) AS [EeRun_Student_Loan_2019_P4] ON ([EeRunBals].[RunID] = [EeRun_Student_Loan_2019_P4].[RunID]) AND ([EeRunBals].[EeID] = [EeRun_Student_Loan_2019_P4].[EeID]))

LEFT JOIN (SELECT [EeRun_Student_Loan_2019].[EeID], [EeRun_Student_Loan_2019].[RunID], [EeRun_Student_Loan_2019].[Deduction], [EeRun_Student_Loan_2019].[GrossedUp] FROM [EeRun_Student_Loan_2019] WHERE [EeRun_Student_Loan_2019].[PlanType] = 3) AS [EeRun_Student_Loan_2019_PG] ON ([EeRunBals].[RunID] = [EeRun_Student_Loan_2019_PG].[RunID]) AND ([EeRunBals].[EeID] = [EeRun_Student_Loan_2019_PG].[EeID])

WHERE

{RS}[EeDetails].[Frequency]={RE} AND

[EeRunBals].[Status] = 1 AND ([PayrollRuns].[IsRun_Closed]=0 OR [PayrollRuns].[IsRun_Closed] IS NULL ) AND ([NICS].[Closed]=0 OR [NICS].[Closed] IS NULL) AND ([EeDetails].[SCStatus] =0 OR [EeDetails].[SCStatus] IS NULL)

group by [Letter], [EeRef], [Surname]

ORDER BY [Surname], [EeRef]

This is the complete group/field list for the Import Override Results format for 2025/26 onwards: -

| Section | Fields to be imported |
|---|---|
| Override Details | Employee ID<br>Employee Surname |
| National Insurance | NI Letter<br>Total Earnings<br>To SET<br>To LEL<br>To PET<br>To FUST<br>To UST<br>Above UEL<br>Ee Cont Pt 1<br>Ee Cont Pt 2<br>Er Cont |

| | |
|---|---|
| Miscellaneous | Tax<br>Negative Net BF<br>Gross Up Tax<br>Gross Up Ee NIC |
| Class 1A NICs | Termination<br>Sporting |
| Student Loans | Plan 1 Student Loan<br>Plan 1 Gross Up Student Loan<br>Plan 2 Student Loan<br>Plan 2 Gross Up Student Loan<br>Postgraduate Student Loan<br>Postgraduate Gross Up Student Loan<br>Plan 4 Student Loan<br>Plan 4 Gross Up Student Loan |

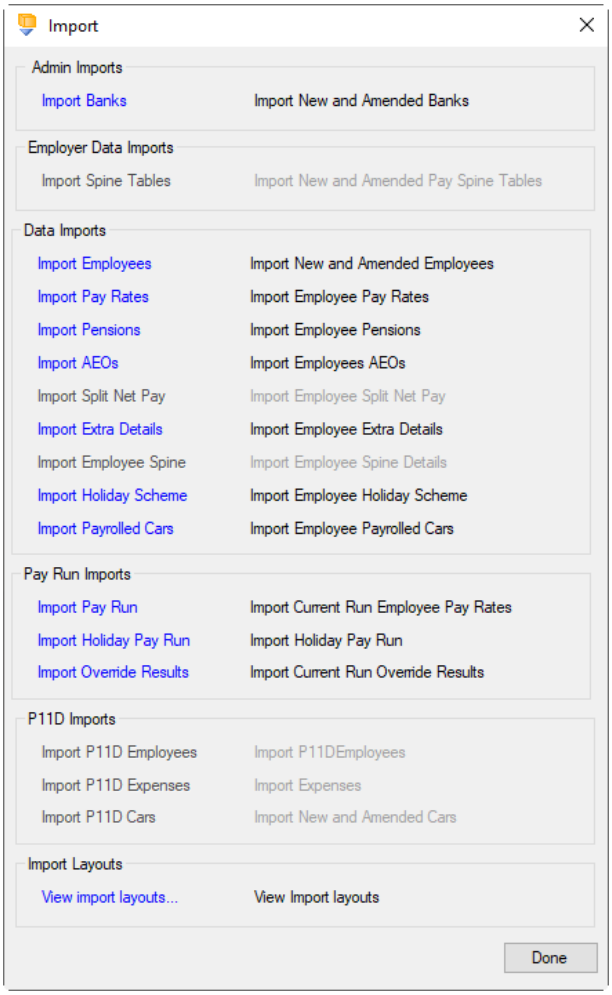
**Important Notes:**

- Any values entered for NI Letter X will not be imported.
- Employees with Split Net Pay will not be imported.
- Employees where the imported figures result in a Negative Net will not be imported.
- Employees with a Prior Period Adjustment will not be imported.
- Employees with Foreign Tax Credits allowed enabled will not be imported.
- Employees with Backdated NIC being calculated in the open run will not be imported.
- Employees with multiple rows in the import file, only the first row will be imported.
- Sub-contractors will not be imported.
- NI Letter is C, K, W or S, no values can be imported for Ee Cont Pt 1 or 2
- Total Earnings - minimum -99,999,999.99 and maximum 99,999,999.99
- Total Earnings - cannot be less than the total of all NI bands
- To LEL - minimum -9,999.99 and maximum 9,999.99
- To SET - minimum -9,999.99 and maximum 9,999.99
- To PET - minimum -9,999.99 and maximum 9,999.99
- To FUST - minimum -99,999.99 and maximum 99,999.99
- To UST - minimum -99,999.99 and maximum 99,999.99
- Above UEL - minimum -99,999,999.99 and maximum 99,999,999.99
- Employee Contributions Pt 1 - minimum -99,999,999.99 and maximum 99,999,999.99
- Employee Contributions Pt 2 - minimum -99,999,999.99 and maximum 99,999,999.99
- Employer Contributions - minimum -99,999,999.99 and maximum 99,999,999.99

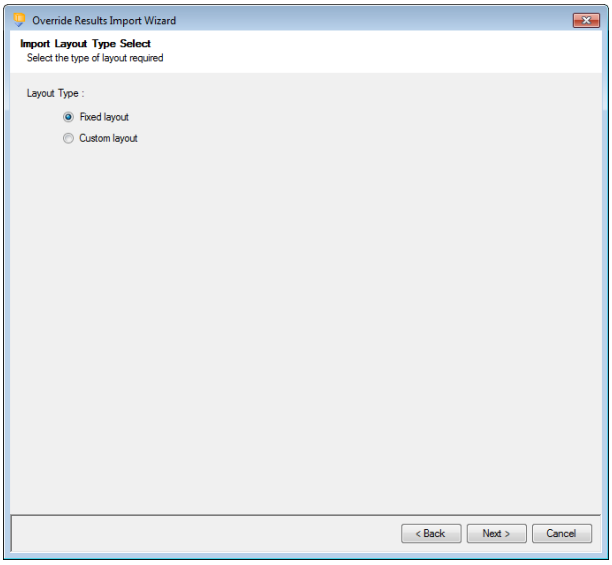
Under the **Open Run** tab select the **Import\Override Results** or under the **Data** tab select **Import\Import Override Results**.

Click on the blue link for **Import Override Results**

At the Welcome screen click **Next**.




Choose Fixed or Custom and click **Next** to continue.

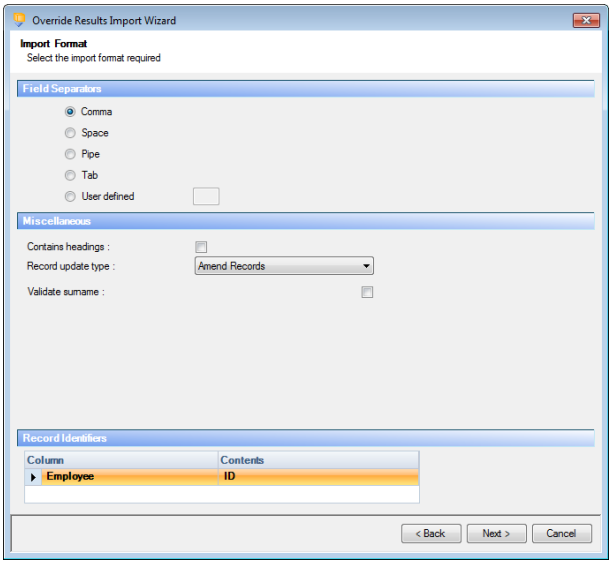


## Fixed Layout

If the fixed layout is selected, then you must now set these details:

- Field Separator
- Headings
- Type of update
- Validate surname
- Record Identifiers

Click **Next** to continue.

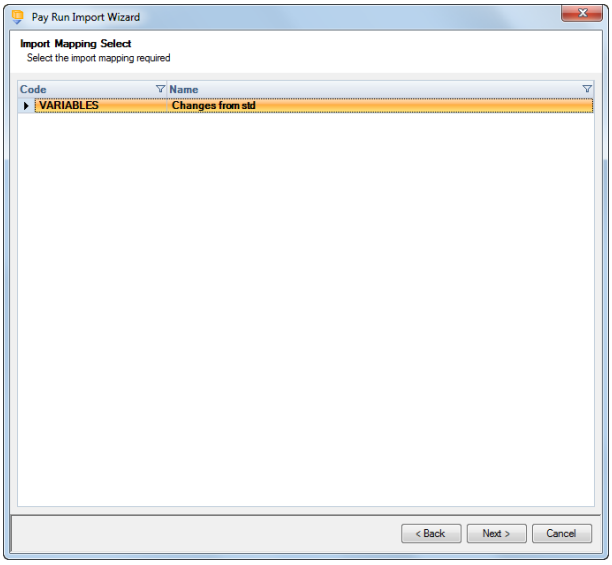



## Custom Layout

If the custom layout is selected then you can now choose which layout is being imported.

You can view the layout of the fields selected by right-clicking anywhere on the body of the screen and select View Layout.

Click **Next** to continue.

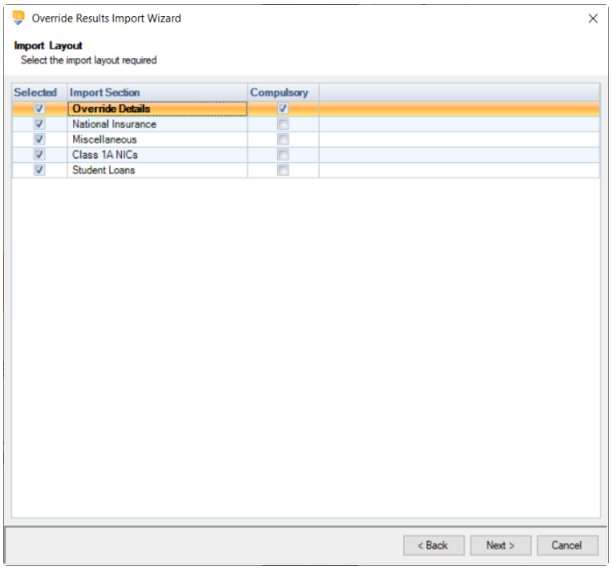


### Fixed Layout

For the fixed layout only, you must now choose the sections that are to be imported.

You can view the layout of the fields selected by right-clicking anywhere on the body of the screen and select View Layout.

Click **Next** to continue.

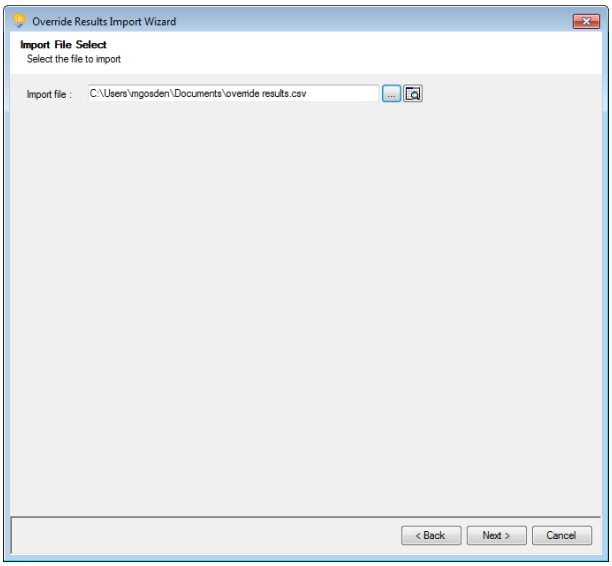



On the next screen you need to select the file to be imported either by typing the name or clicking on the Browse button.

This option will allow the user to view the currently selected import file in Notepad.

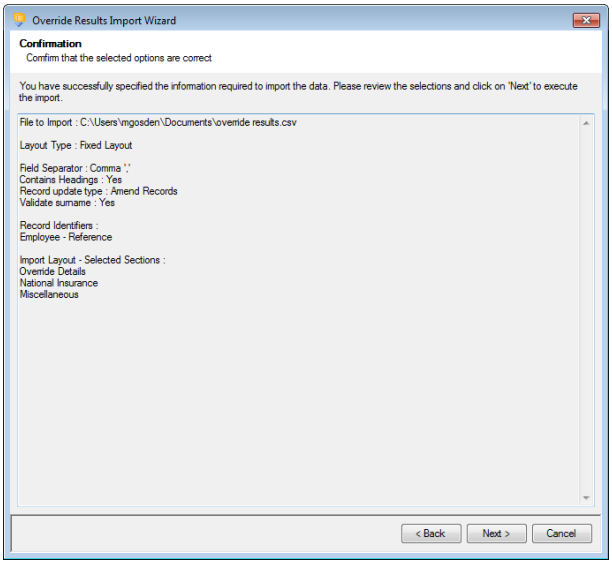
Edits can be made to the CSV file here and saved before importing.

Click **Next** to continue.



For both layouts you are now presented with a confirmation screen showing all the details regarding the file being imported.

Click on the **Next** button to validate the file before importing.




The uppermost message on the screen will be whether the file has passed validation or how many errors it contains.

Click **OK** to remove the message and you can see the details of any rejections.

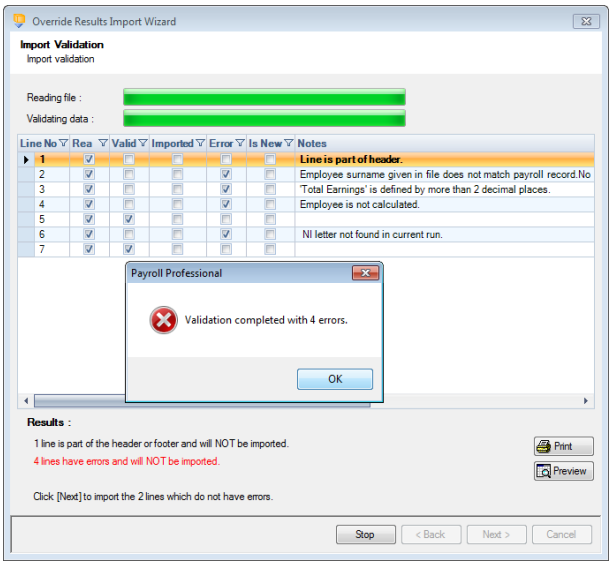
The results section at the bottom of the screen shows how many lines failed and will **not** be imported. As well as the number of lines which passed and will import should you choose to continue.

You can right mouse click on the grid to export the information, or use the **Print** or **Preview** buttons will produce a landscape flat text report showing the information currently displayed, based on the filters you have selected.

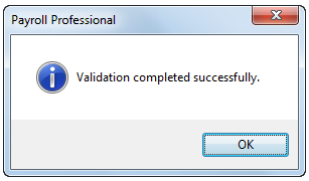
If you want to view only those lines rejected, use the Filter icon on the **Error** column and select true. The report printed or previewed will only contain the rejected records.

To interrupt the checking process use the **Stop** button.

Click **Back** to change any options.



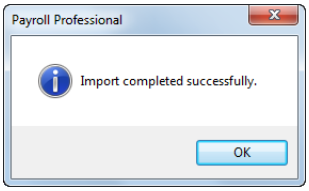
When the file passes the tests you will see the following message.

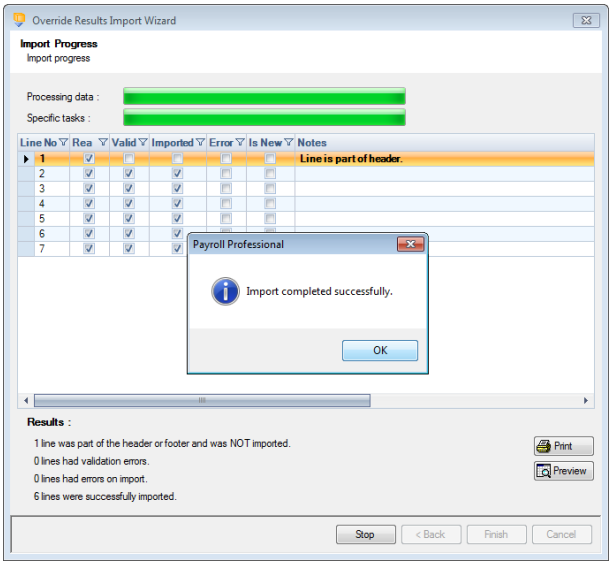



If you want to import the records that have passed validation click **Next** to continue.

You will now see the final message as to what has imported successfully.

Click on **OK** then **Finish** to end the process.




## Banks

This option is only available if you are licensed for the Import module.

The Bank Import facility enables you to import Bank Sort Codes information by reading information from an appropriately formatted text file, which can be produced from a spreadsheet.

### Creating Export Files

Go to the **Utilities** tab and select **Query Manager** under **Pre-Defined Queries** there is a query for exporting details in the correct format (for re-importing).

This is what the complete query looks like:

```
SELECT [FirstName] AS [Sort Code], [SecondName] AS [Bank Name], [City] AS [Branch],
[AddressDetail] AS [Address], [County] , [PostCode]
FROM [{T2}].[tblContacts] ORDER BY [SecondName], [FirstName]
```

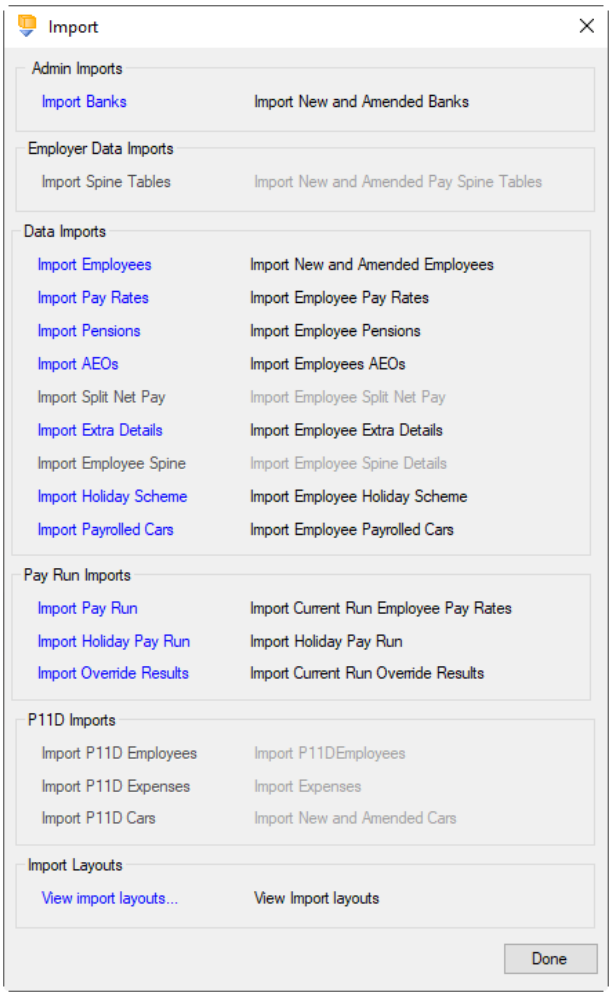
This is the complete group/field list for the Banks import format: -

| Section | Fields to be imported |
|---|---|
| Bank Details | Sort Code<br>Bank Name<br>Bank Branch |

| | |
|---|---|
| Address Details | Address<br>County<br>Post Code |

### Importing the File

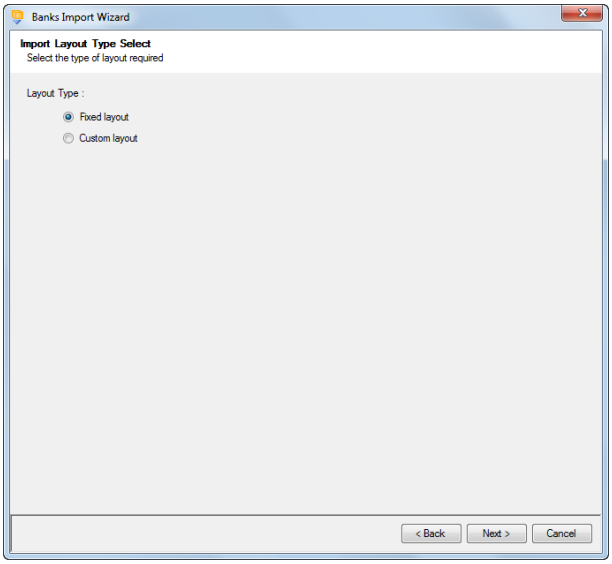
Select **Import** under the **Data** tab.




Click on the blue link for **Import Banks**

At the Welcome screen click **Next**.

Choose Fixed or Custom and click **Next** to continue.

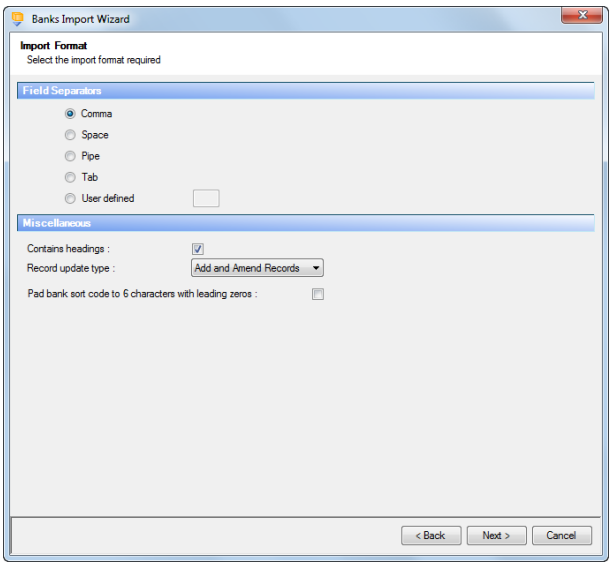



## Fixed Layout

If the fixed layout is selected, then you must now set these details:

- Field Separator
- Headings
- Type of update

Click **Next** to continue.

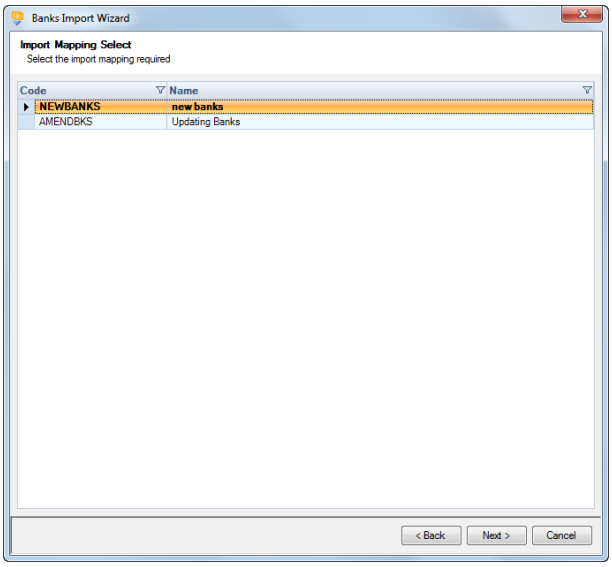



## Custom Layout

If the custom layout is selected then you can now choose which layout is being imported.

You can view the layout of the fields selected by right-clicking anywhere on the body of the screen and select View Layout.

Click **Next** to continue.

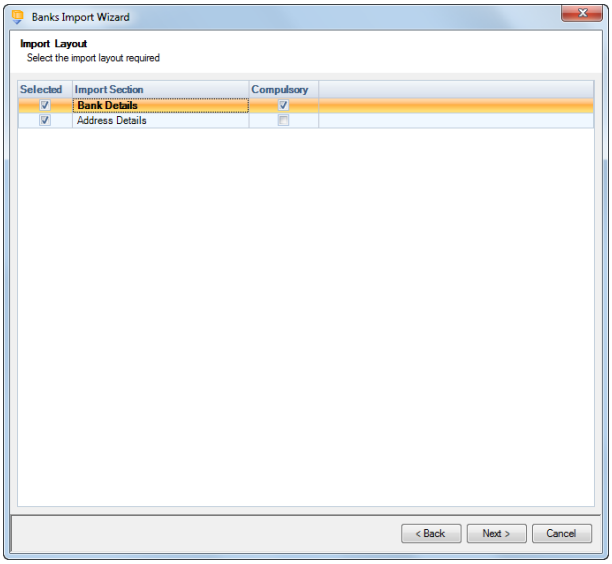


### Fixed Layout

For the fixed layout only, you must now choose the sections that are to be imported.

You can view the layout of the fields selected by right-clicking anywhere on the body of the screen and select View Layout.

Click **Next** to continue.

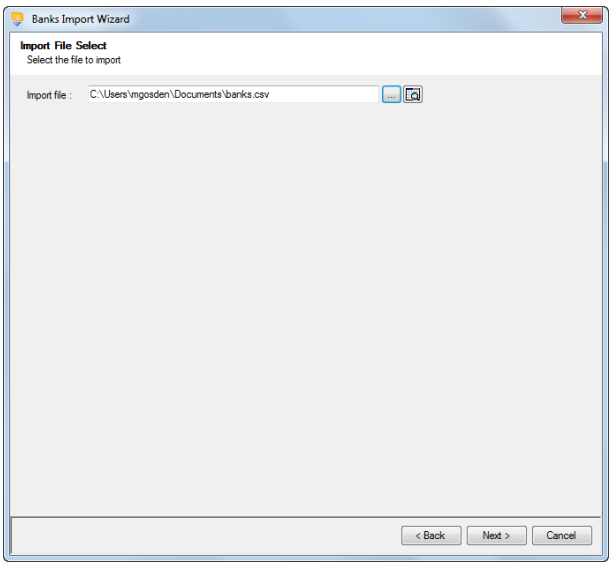



On the next screen you need to select the file to be imported either by typing the name or clicking on the Browse button.

This option will allow the user to view the currently selected import file in Notepad.

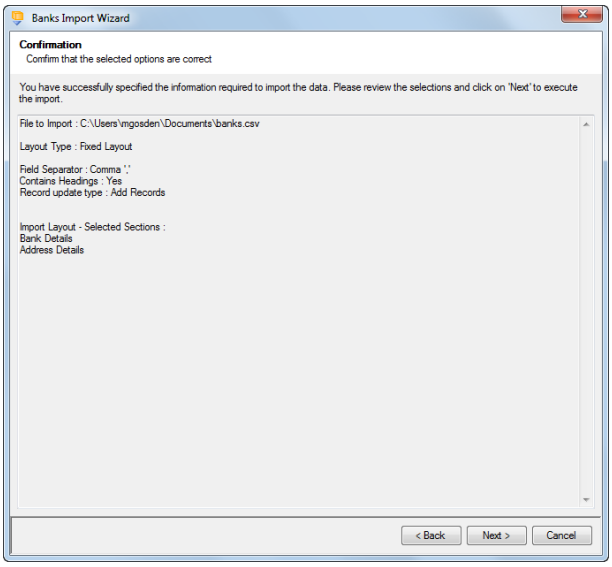
Edits can be made to the CSV file here and saved before importing.

Click **Next** to continue.



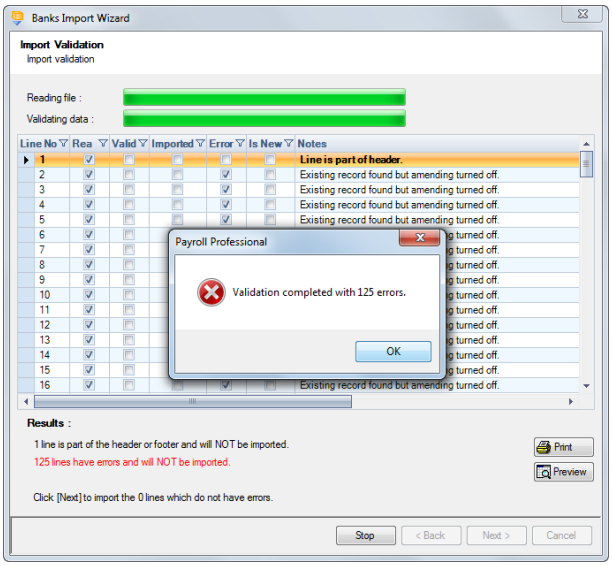

For both layouts you are now presented with a confirmation screen showing all the details regarding the file being imported.

Click on the **Next** button to validate the file before importing.



The uppermost message on the screen will be whether the file has passed validation or how many errors it contains.

Click **OK** to remove the message and you can see the details of any rejections.




The results section at the bottom of the screen shows how many lines failed and will **not** be imported. As well as the number of lines which passed and will import should you choose to continue.

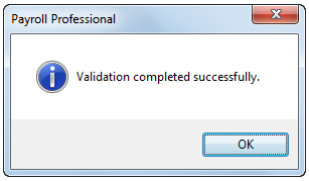
You can right mouse click on the grid to export the information, or use the **Print** or **Preview** buttons will produce a landscape flat text report showing the information currently displayed, based on the filters you have selected.

If you want to view only those lines rejected, use the Filter icon on the **Error** column and select true. The report printed or previewed will only contain the rejected records.

To interrupt the checking process use the **Stop** button.

Click **Back** to change any options.

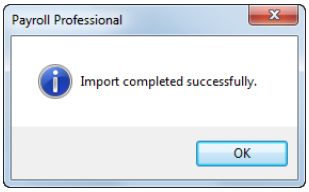
When the file passes the tests you will see the following message.

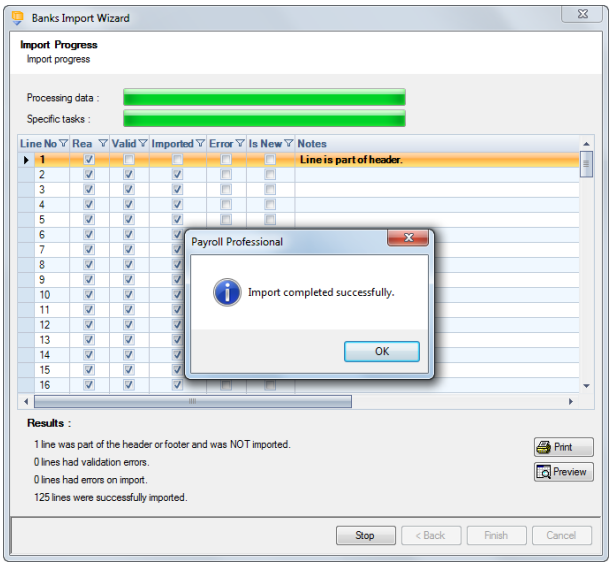



If you want to import the records that have passed validation click **Next** to continue.

You will now see the final message as to what has imported successfully.

Click on **OK** then **Finish** to end the process.



## Employer Pay Spines Tables

This option is only available if you are licensed for the Import and Pay Spine modules. If you would like to purchase these modules, please contact Payroll Professional Support and we will send you details.

You then need to enable Pay Spines for the payroll data file under **Data\Employer\Calculation Parameters** to be able to import this information.

Employer Import Spine Tables allows you to create and maintain Pay Spine Points table by reading information from an appropriately formatted text file. The import can also be used on a regular basis to bring information in from your own spreadsheet.

The first field, the Employer Spine, determines which Pay Spine you are importing Points table information for, this can be substituted with the Pay Spine ID or Description.

### Creating an Export File

Go to the **Utilities** tab select **Query Manager** and under **Pre-Defined Queries** there is a query for exporting **Employer Pay Spine Import** in the correct format (for re-importing) for all Pay Spine Point Tables.

```
SELECT PaySpine.Name as [Employer Spine], PaySpine_Table.DateFrom as [Effective Date],
PaySpine_Table_Point.Point, PaySpine_Table_Point.Salary

FROM (PaySpine RIGHT JOIN PaySpine_Table ON PaySpine.PaySpine_ID = PaySpine_Table.PaySpine_ID) RIGHT
JOIN PaySpine_Table_Point ON PaySpine_Table.PaySpine_Table_ID =
PaySpine_Table_Point.PaySpine_Table_ID

WHERE {RS}[PaySpine_Table].[DateFrom] >= {RE} ;
```

This is the complete group/field list for the Employer Import Spine Tables format: -

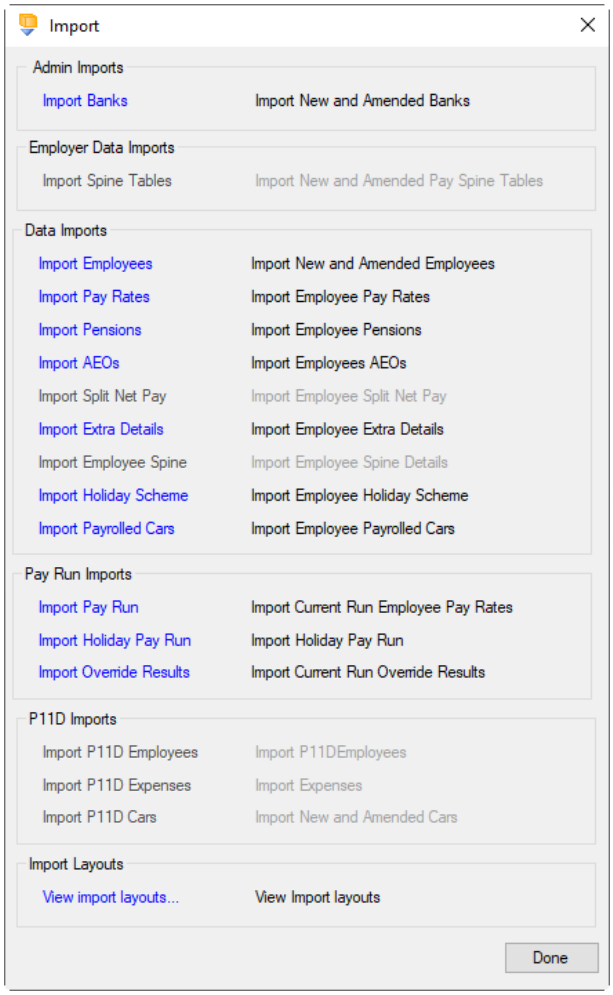
| Section | Fields to be imported |
|---|---|
| Employer Spine Information | Employer Spine<br>Effective Date<br>Point<br>Salary |

### Importing the File

If the **Effective Date** does not already exist, then the import will create a new record under the Pay Spine in the Points table.

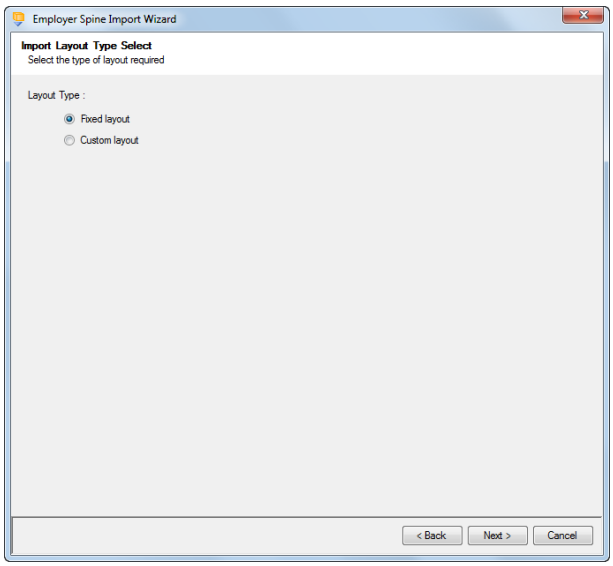
Select **Import** under the **Data** tab.

Click on the blue link for **Import Spine Tables**




At the Welcome screen click **Next**.

Choose Fixed or Custom and click **Next** to continue.

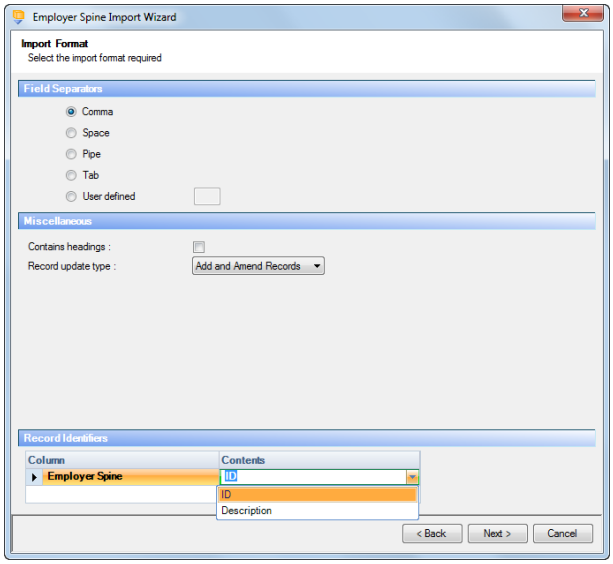


### Fixed Layout

If the fixed layout is selected, then you must now set these details:

- Field Separator
- Contains headings
- Record update type
- Record Identifiers

Click **Next** to continue.

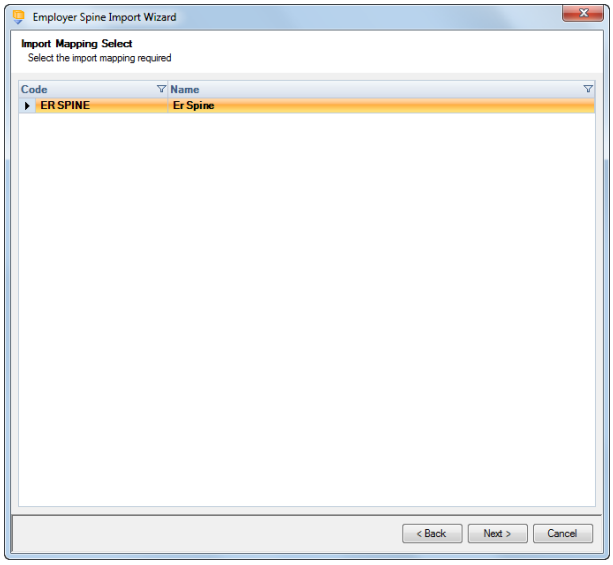



### Custom Layout

If the custom layout is selected then you can now choose which layout is being imported.

You can view the layout of the fields selected by right-clicking anywhere on the body of the screen and select View Layout.

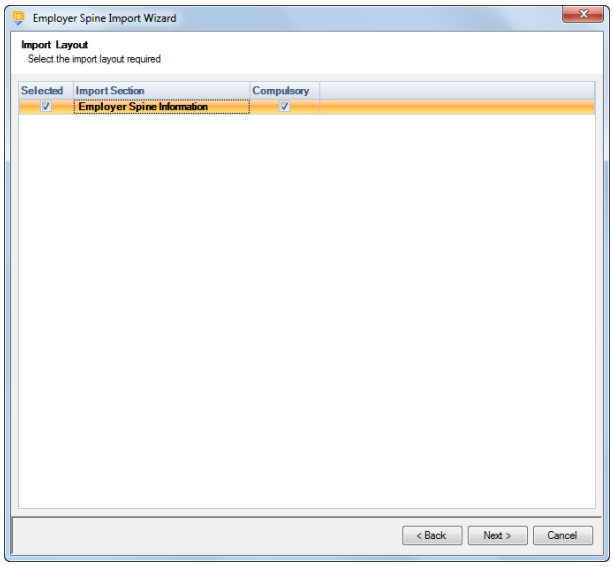
Click **Next** to continue.




### Fixed Layout

You can view the layout of the fields selected by right-clicking anywhere on the body of the screen and select View Layout.

Click **Next** to continue.

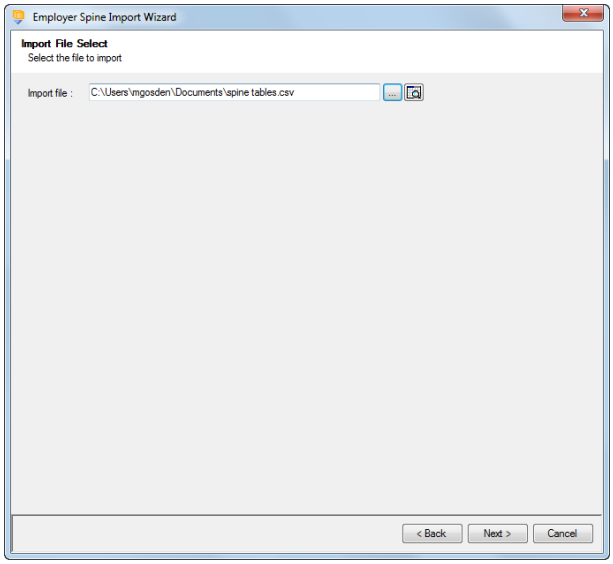


On the next screen you need to select the file to be imported either by typing the name or clicking on the Browse button.

This option will allow the user to view the currently selected import file in Notepad.

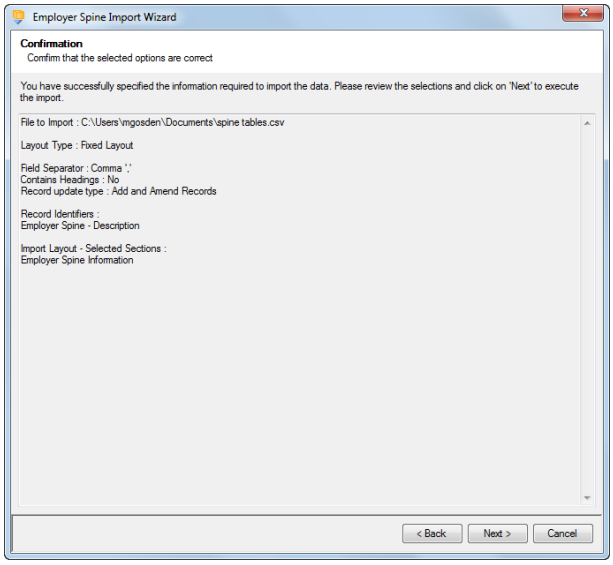
Edits can be made to the CSV file here and saved before importing.

Click **Next** to continue.




For both layouts you are now presented with a confirmation screen showing all the details regarding the file being imported.

Click on the **Next** button to validate the file before importing.

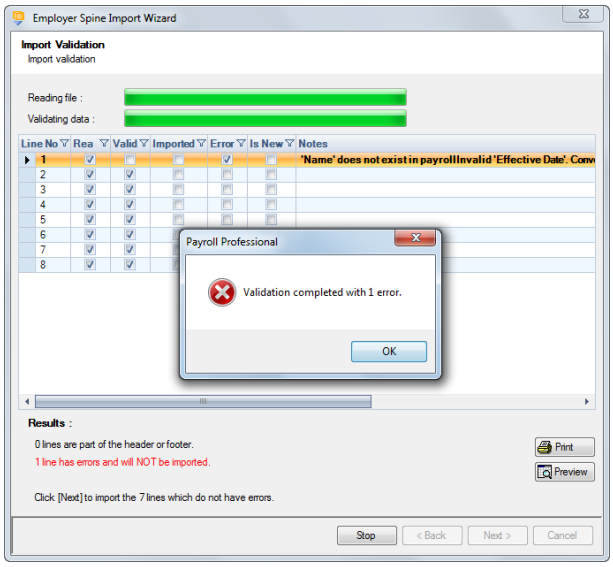



The uppermost message on the screen will be whether the file has passed validation or how many errors it contains.

Click **OK** to remove the message and you can see the details of any rejections.

The results section at the bottom of the screen shows how many lines failed and will **not** be imported. As well as the number of lines which passed and will import should you choose to continue.

You can right mouse click on the grid to export the information, or use the **Print** or **Preview** buttons will produce reports as requested based on the filters selected using the headings.

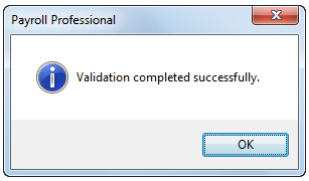


If you want to view only those lines rejected, use the Filter icon on the **Error** column and select true. The report printed or previewed will only contain the rejected records.

To interrupt the checking process, select the **Stop** button.

Click **Back** to change any options.

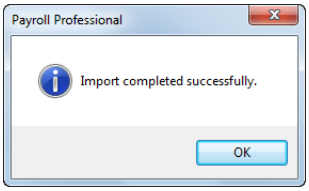
When the file passes the tests you will see the following message.

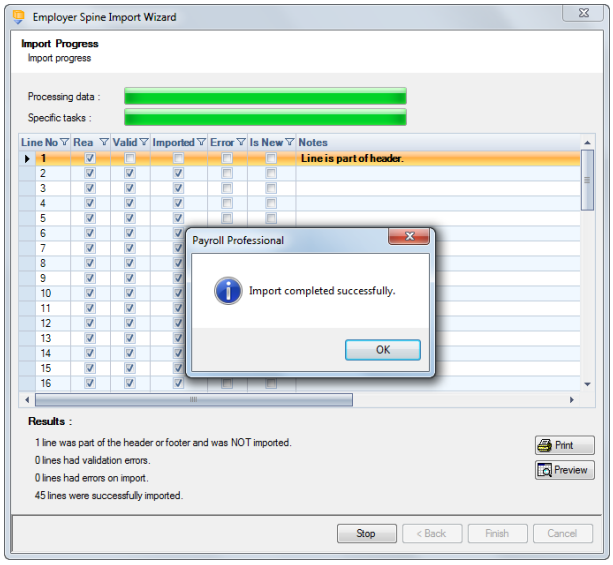



If you want to import the records that have passed validation click **Next** to continue.

You will now see the final message as to what has imported successfully.

Click on **OK** then **Finish** to end the process.




### Audit trail

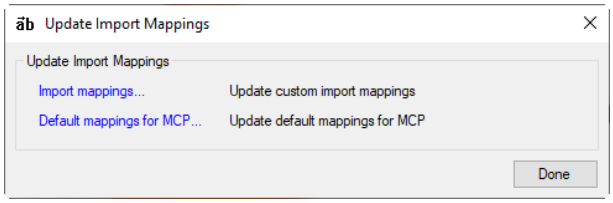
Details of the Pay Spine Point Table changes made will be recorded in the audit trail. This is a useful way of tracing changes made to records that had not been anticipated.

## Customise Import Layout(s)

This option is only available if you are licensed for the Import module.

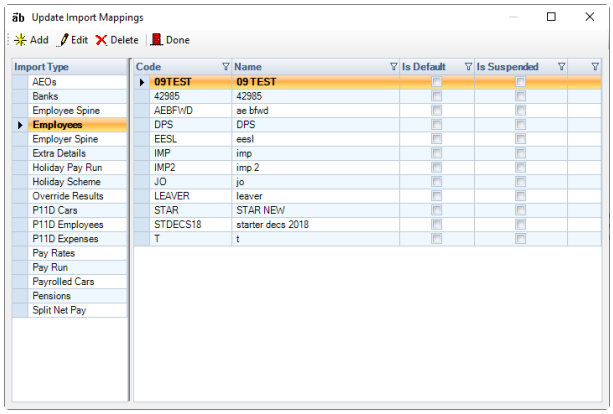
We have a facility for creating bespoke **Import Mappings**. You can determine how the import layout should be and set a default layout for a particular client.

Under the **Admin** tab select **Import Mappings** to see the following screen.




Select Import Mappings to create or amend a mapping layout for each import routine. You now see the list of imports that can be defined by the user.

You can create as many import mappings as you needed – generic ones for the bulk of your clients or specials for a particular client or group of clients. You can also create different mappings for different procedures, such as importing just employee banks details or as in this example we will look at, re-allocating employees to different branches and departments.




Highlight the import where you wish to create a map and click on **Add** (or right click in the grey space on the right of the screen and select **Add**).

Use the **Edit** and **Delete** buttons at the top of the screen to make changes to existing mappings or remove any that are no longer needed.

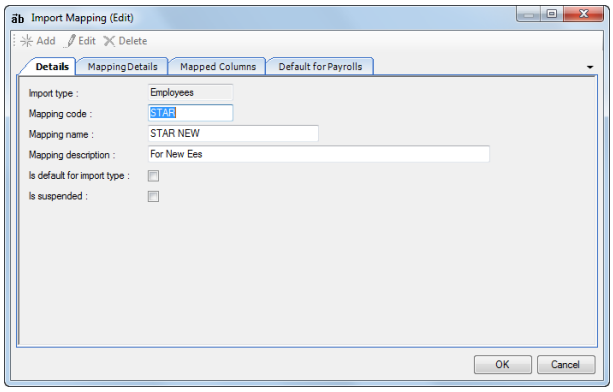
**Note:** As with all functionality within Payroll Professional, you can, if required, set a privilege level for Import Mapping. The user can be given rights to edit the mapping facility or view only. Each of the import routines can also be made available – or not – to users.

The Administrator privilege settings allows the user access to all areas of the program.

In this **Import Mapping (Edit)** screen, the fields on the various tabs allow you to customise the layout and description of your import file.

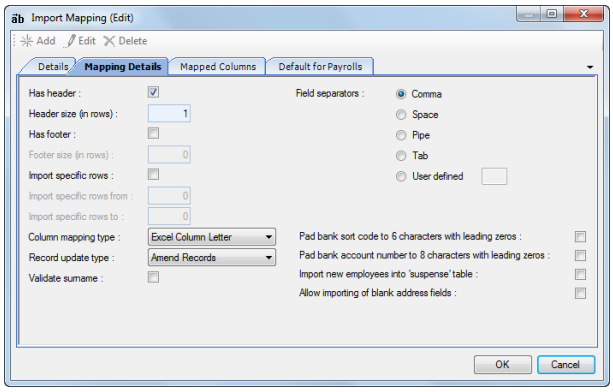
You can specify for each Import Map if it is to be treated as a default for all or some clients.

### Details tab




- **Import type** - displaying which type of import mapping you are dealing with.
- **Mapping code** - input a useful shorthand code for this import map.
- **Mapping name** - input your name for this import map.
- **Mapping description** - full description for map – reminds you what this one does!
- **Is default for import type** - check this box if this import layout is to become the default Employee Import for all clients. This setting can be removed at any time.
- **Is suspended** - check if no longer required. If this box is checked users won't be able to see or access this import map. This setting can be removed at any time.

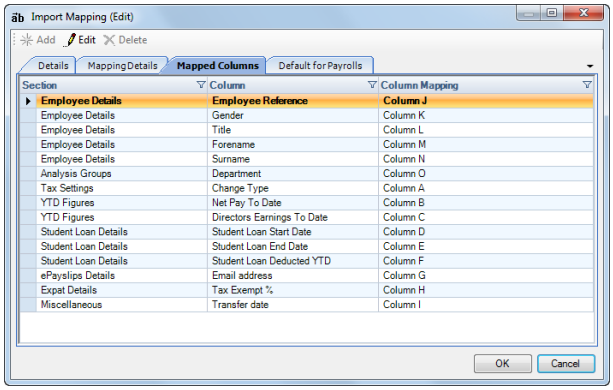
### Mapping Details tab



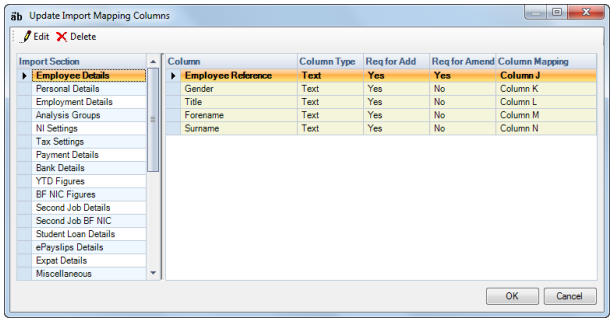

- **Has header** - does your import file have a header?
- **Header size (in rows)** - if you have checked the box above, how many header rows need to be ignored at the top of the import file?
- **Has footer** - does your import file have a footer?
- **Footer size (in rows)** - if you have checked the box above, how many footer rows need to be ignored at the bottom of the import file?
- **Import specific rows** - do you want to specify the rows to be imported from the file?
- **Import specific rows from** - if you have checked the box above, what is the first row in your file to be imported?
- **Import specific rows to** - if you have checked the specific rows box, what is the last row in your file to be imported?
- **Column mapping type** - how are the columns identified in your file? Do you have Names for each column, numbers or do you use the Excel default lettering?
- **Record update type** - Do you want to Add new records from the file, deal only with amendments to existing records or do both (add new and amend existing)?
- **Validate surname** - when the import is done each record will be validated on employee reference. You can choose here to do additional validation on the employee surname. If this setting is On, the file must include the Surname field.
- **Field separators** - specify here which character is used in your file to separate the field values. The default setting here is CSV (comma separated).
- **Pad bank sort code to 6 characters with leading zeros** - tick this box if required.
- **Pad bank account number to 8 characters with leading zeros** - tick this box if required.
- **Import new employees into suspense table** - if you have this enabled, when creating New Employees using the New Employee Wizard select Suspense Employees and when you click Next you will see a list of those Employees.
- **Allow importing of blank address fields** – tick this box if required.

**Note:** Remember some of the settings quoted are relevant only in the example shown.

### Mapped columns tab



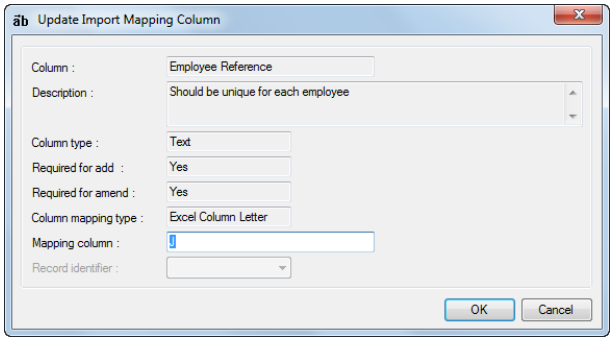

Click on **Edit** (or right click in the body of the tab and select Edit) to access the screen where you can choose the import fields.




Highlight the **Section** on the left then select the **Column** (import field) on the right.

The details for each column specify the **Type** of field it is and whether it is a necessary field when you are **Add**ing records or simply **Amend**ing records.

The last section refers to how this column is referenced in your import file. Double click on the line or highlight and click **Edit** to see the following screen with the specific details for this column (field).

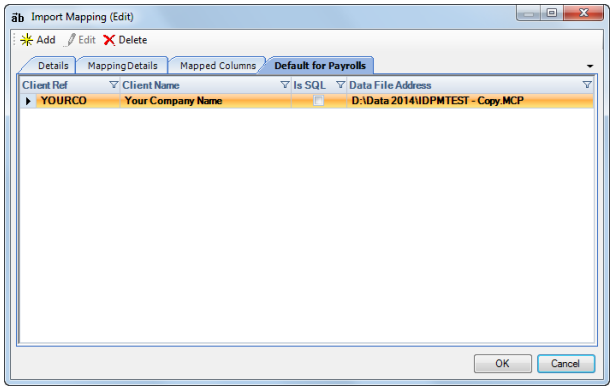



The various boxes in this screen show information already created about this field and in particular the **Column Mapping Type**.

In the **Mapping Column** box below you need to input the **Header Column Name** (as in this example) the **Column Letter** or **Excel Column Letter** identifying the field.

Click on **OK** to save the Changes and repeat the procedure for each field being mapped.

### Default for Payrolls tab

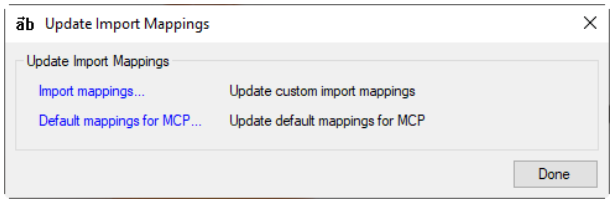



On this last tab choose which clients are to have this Mapping set as the default for the Import Type specified on the Details tab.

Click the **Add** button (or right click in the grey space of the screen and select **Add**). Highlight the required client (multi select by holding down the **CTRL** key) and click **OK** to select. Click **OK** to complete the process and **Done** to leave the mapping screen.

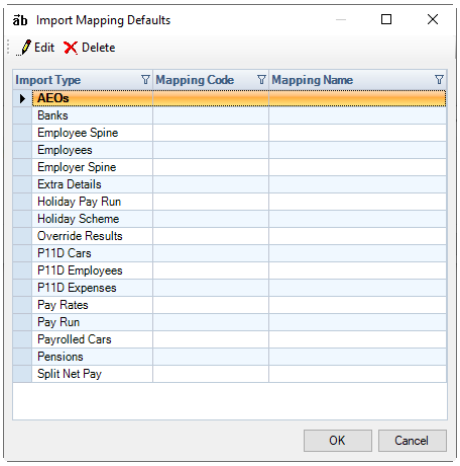
### Import Defaults

If you have a number of customised import mappings created, the **Admin\Import\Import Mappings** screen has a further option which allows you to set the default mapping for each of the Import Routines **for this Client.**



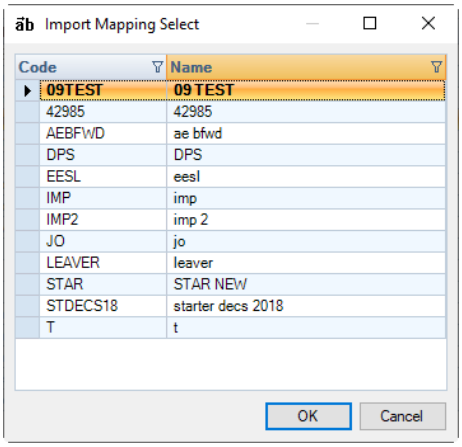

Select **Default mappings for MCP** to see the following screen.

Highlight the **Import Type** to be set and click on **Edit**.



Highlight the mapping required, click **OK** and this mapping is now set as the default for the import type for this client.

Repeat the procedure as required for any other import types where a default is to be set.




**Important Notes:**

- The NI and Student Loan fields available under the Import Type **Employees** and **Override Results** will be based on the tax year of the payroll data file you currently have open or the computers system date, if you do not have a payroll data file open. You would therefore need to update an import mapping for the new tax year where the fields have changed.
- If you are importing new employees using the Employee import and include one NI Band field under the Bfwd NIC section you will need to include all NI Band fields, BF NI Letter and Calculation Basis in the import mapping.
- If you are importing new employees using the Employee import and include one NI contribution field under the Bfwd NIC section you will need to include all NI Contribution field, BF NI Letter and Calculation Basis in the import mapping.
- If you are importing NI values using the Override Results import, you must include all fields in the National Insurance section in the import mapping.
- If you are importing the AE Bfwd section for the Employee import you will need to include all fields in that section in the import mapping.

## P11D Module

If you are licenced for the P11D Module there are three import types available. More details on these import facilities are within the P11D Module document.

# Import File Converter

This facility enables you to convert Excel spreadsheets and CSV files containing payroll run pay component values into a format that can be imported using the standard Pay Run Import.

## Licensing

To be able to use IFC you will need to purchase a license.

You are able to Evaluate this facility for 7 days.

When you select **IFC** under the **Utilities** tab within Payroll Professional, you will be prompted to enter your license details, once you have entered the details click on OK to save.

## Prerequisites

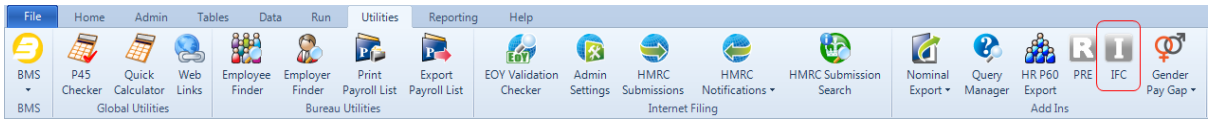
To use this facility you must have the Microsoft Access 2010 drivers installed.

If you experience an error running the program relating to a file called Microsoft.ACE.OLEDB.12.0 then you need to install **2007 Office System Driver: Data Connectivity Components**. You can use the link below:

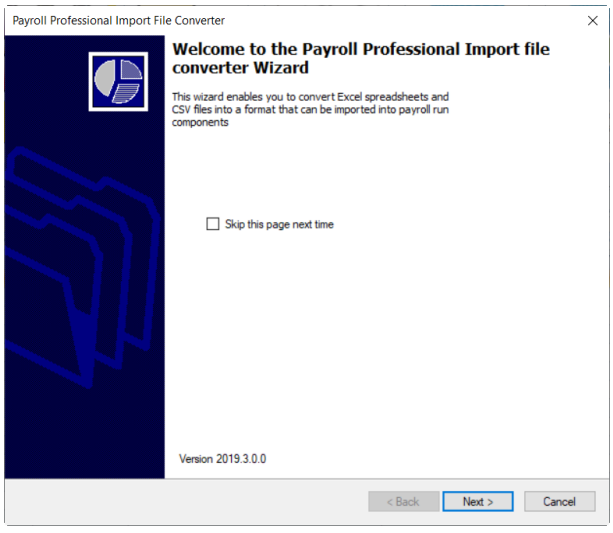
http://www.microsoft.com/en-us/download/details.aspx?id=23734

## Running

With a payroll data file open, select the **IFC** button under the **Utilities** tab:




The process to convert a file is a wizard.

| | |
|---|---|
| On the **Welcome** screen click **Next**.<br><br>If you want to stop this screen appearing when you run the program, then tick the box **Skip this page next time**. |  |

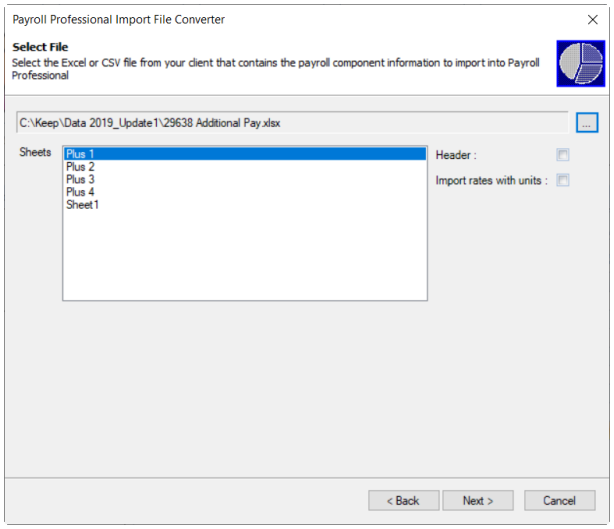
### Select File

Click on the ellipsis button to select the file to convert, either Excel or CSV. With Excel if there are multiple work sheets then you will need to select which one is to be converted, and Named Ranges will also be listed for you to select.

Enable **Header** if the first row contains column headings. If this is not enabled the program may use the first row for column headings if it is logical.

Enable **Import Rates with Units** if those pay components have the rate to be applied, and/or permanent rates are not in Payroll Professional. If this is not enabled the permanent rate entered in Payroll Professional will be used.

Click **Next**.



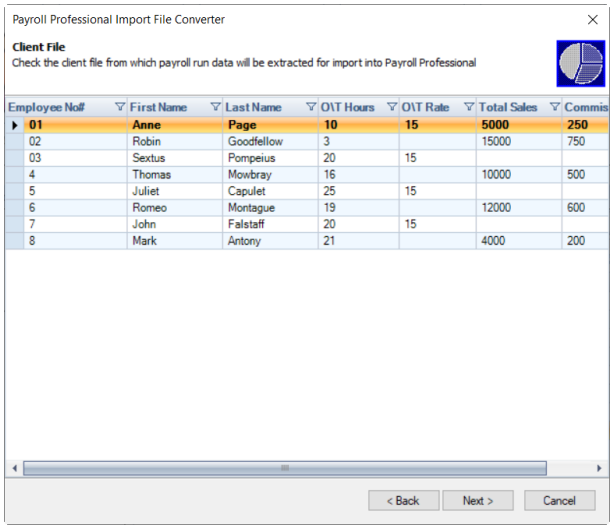

### Client File

In this screen you can view the information in the file that you selected.

It is possible to delete lines so they are not converted. Highlight the line and then press the Delete button on your keyboard. This will not change the file only remove them from the conversion process.

If an Excel spreadsheet has been continuously used and information removed, there may be lots of blank lines. In this situation we recommend creating a **Named Range.** Please refer to Excel's online help for further information.

Click **Next**.



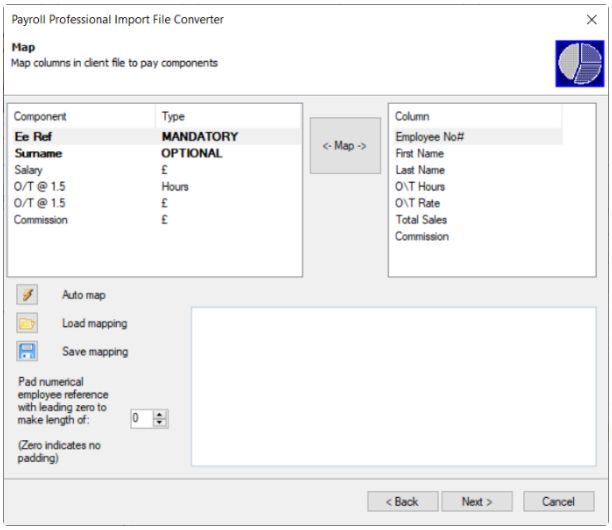
## Map

In this screen you need to map the columns in your import file to the ones that are required for importing.

Select this icon for the program to attempt to automatically map the fields by name.

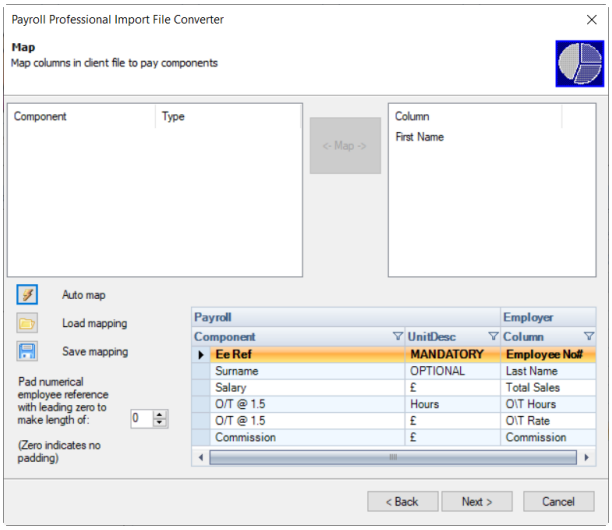
If any fields are not automatically mapped, you will then need to map them manually using the Map button. Highlight the matching rows in the left and right sections, and then click on Map. Alternatively, drag the row from the left section to the matching row on the right.

The mapped rows will appear in the bottom section of the screen




### Ee Ref – NI Number

If the file you are converting contains the Employees NI number instead of Ee Ref then map the NI Number to Ee Ref. You will be informed that the NI Numbers cannot be found, but you can ignore the message as the import file will be formatted correctly. Remember to indicate NI Number being used when you do the import.




### Numerical Ee Ref

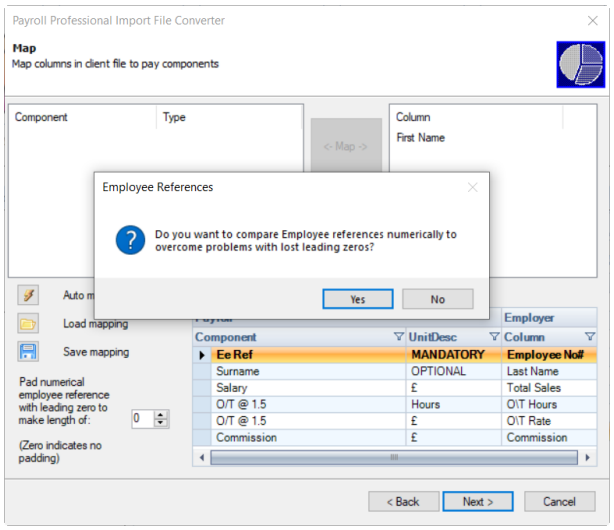
The Employee Reference field is a text field which means it can contain numbers and letters.

When entering numbers in the Employee Reference prefixed with a zero, the zero may be removed, for example if you open a spread sheet in Excel.

You will see the description **Pad numerical employee reference with leading zero to make length of**. In this box enter the length of the Employee Reference field you are using, for example if you are entering all employee reference as six numbers 000001, 000002 etc then enter 6.

Alternatively, leave the **Pad numerical employee reference with leading zero to make length of** as **zero**. If your import file contains only numerical Employee References **and** your payroll data file only contains numerical references, when you click **Next** to the Map screen you will see this message.

Select **Yes** to match the Employee References between the import file and payroll data file ignoring any zero prefixes. Or select **No** if you want to match the employees with exactly the same Employee Reference in the import file and payroll data file.




### Save Mappings

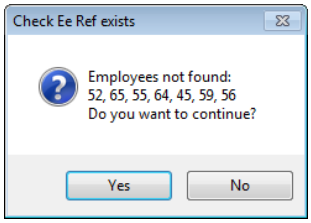
Click on this button to save your mapping, you will be prompted to enter a file name and choose where to save the file.

Select this button to restore a previously saved mapping.

The saved mappings will have a **.rmap** extension.

Click **Next**.

After clicking **Next**, the program will check that the Employees exist in the payroll data file. If any do not exist you will see the following:



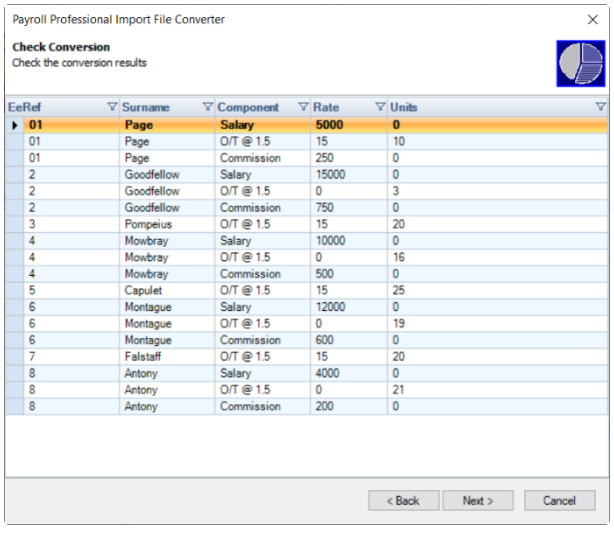

Remember, if you continue, this will mean that when the file is imported into Payroll Professional, these employees will not be imported.

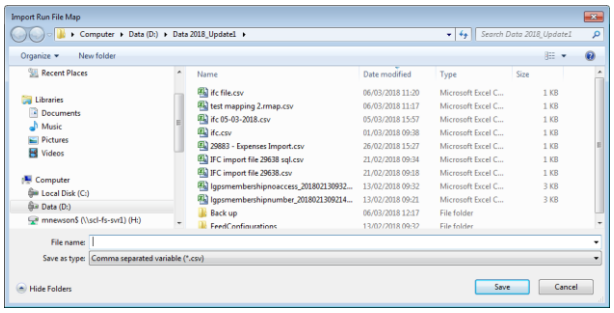
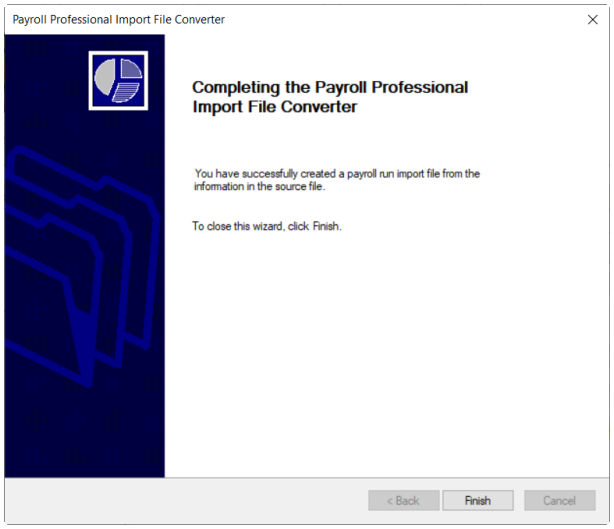
### Check Conversion

This screen displays the information extracted from your file to produce a file for importing.

If you need to delete any rows, then highlight the row and select the **Delete** button on your keyboard.

Click **Next**.



| | |
|---|---|
| **Save**<br><br>You will now be prompted to save the file to be used for the Pay Run Import.<br><br>Enter a file name, select the location to save the file and then click on **Save**.<br><br>The default file name will be the payroll file name plus **_prr.csv**. |  |
| **Completion**<br><br>This screen tells you that you have finished.<br><br>Click on **Finish**.<br><br>The saved file is now ready to be imported.<br><br>Importing instructions are available in the on-line help within Payroll Professional. |  |

## Important Information

If you experience any issues converting a file that includes Employee References with a mixture of numbers and letters, please contact support, as there is a registry file that you may need to run to resolve the issue.

# Reporting

All **Payroll Professional** reports have been created using Crystal Reports. This is a separate piece of software and is a very powerful program that enables you to produce a wide range of reports.

**Payroll Professional** currently includes over 400 reports as standard. Additional reports may be readily designed by anyone familiar with Crystal Reports.

By using the appropriate settings a report may be:

- Previewed on your screen
- Sent directly to your printer
- Saved as a file in one of several file formats
- Sorted into a particular order
- You are also able to choose the printer to use and select specific sets of information – for the appropriate reports.

Reports are grouped into several Types (e.g. Employers, Payroll Run, Payslip History etc.). Making sure a report is in the correct type can be very important to the correct running of the report. Running a payslip for example as the wrong type will result in incorrect information. Similarly, Year-End type reports, P60 etc, will not run properly unless they are set as the correct type.

It will not be possible to discuss all reports in detail as there are just too many. More in-depth analysis of reporting and report design principles are covered in training courses, details of which are available from Payroll Professional Support.

We recommend that you print out the report from the Miscellaneous Section (Type) called Payroll Professional Reports. This will list all the reports on your system and give a brief explanation of the contents of each.

## Generating Reports

There are two ways to access the **Run Reports** screen:

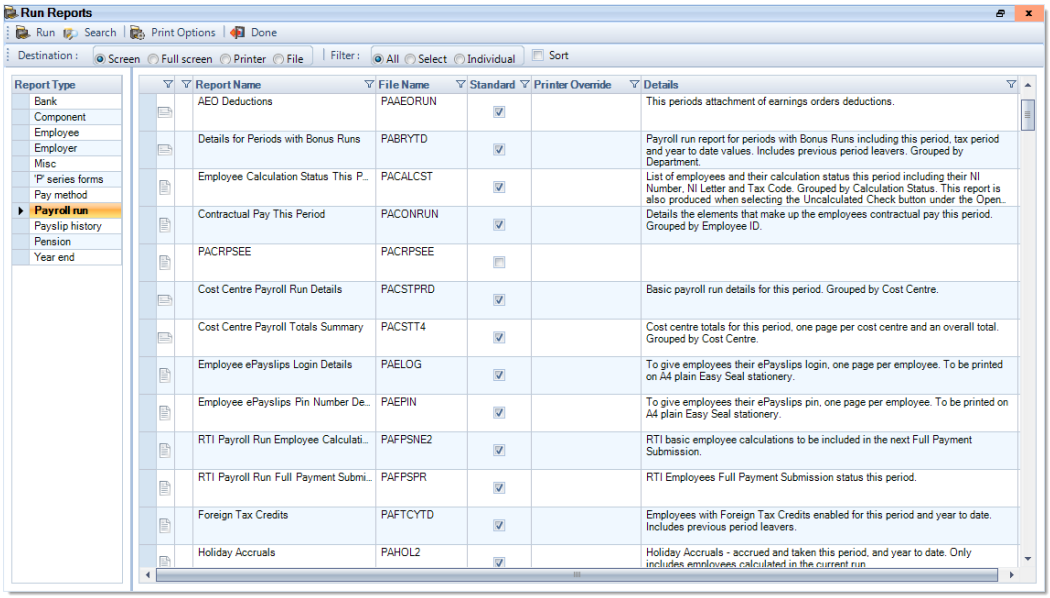
- Click on the

button on the toolbar and then select the Type of report you require on the left-hand side of the screen.
- Click on the **Reporting** tab, then select

button and select the Type of report you require.

You are now in the **Run Reports** screen.

We will now look at the Run Reports screen in more detail.




### Changing the Order

Click on the Headings such as the Report Name or File Name to change the Order of the Reports.

### Report Type

Select the type of report you want to run.

### Orientation

This column shows the report orientation.

### Favourites

This column shows the reports marked as favourite.

### Report Name

This is the descriptive title of the report (not necessarily the same as the title on the printed item). This cannot be changed on a Standard report but can be changed on any report you have created yourself. See the section on Report Management for more information.

### File Name

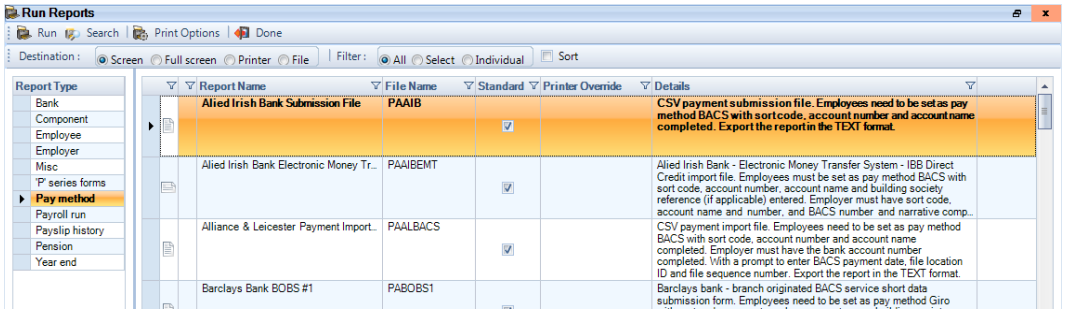
This is the actual file name that you would see in Windows Explorer. These file names are only eight characters long (this also applies to any new reports you create) and will have a file extension of .RPT, which doesn't display here.

### Standard

This is whether the report is a Standard report issued by Payroll Professional. If this box is not ticked then the report is a custom report.

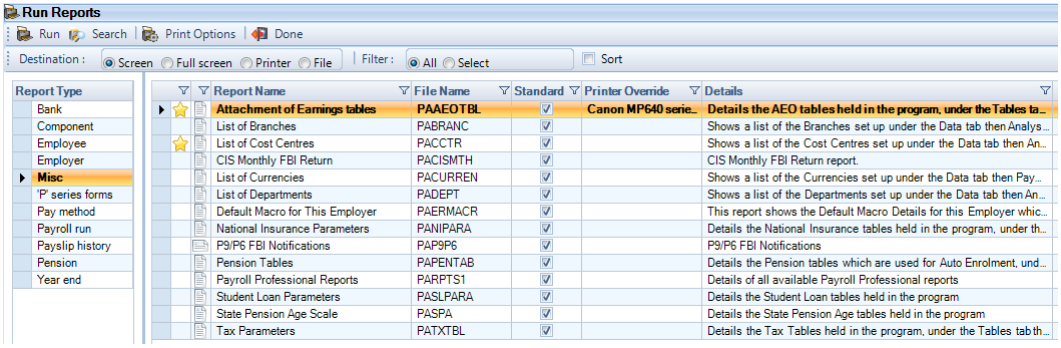
### Details

The Details column shows any information that has been set up in the Details section of the report under Report Management.



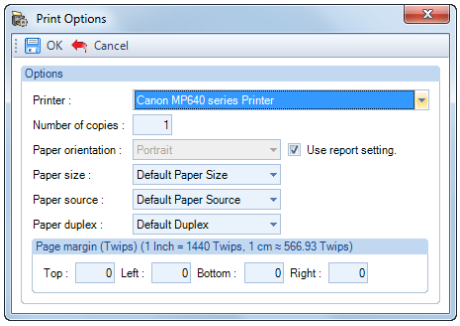

## Printer Override

This column shows if a **Printer Override** has been set against a report under **Report Management**.




## Print Options

The reports will automatically be sent to your Windows Default Printer. This button will allow you to choose another printer, when the report is sent directly to print, simply click on the button and use the drop arrow to the right of the Printer box and select the required printer. You are also able to select other print options:

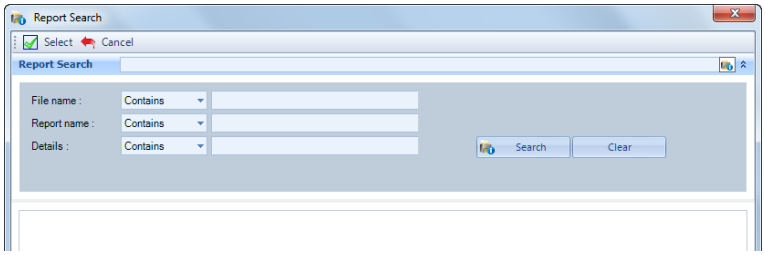



## Run button

Once all the correct settings have been made, click on the Run button to produce the report to print, preview, or file as selected.

## Search Button

If you are unsure where to find your required report (i.e. the correct type) click on the **Search** button, you can either type in the File Name or a particular word, or search a particular field.




You can input the data you wish to use for the search in any one or more of the search fields. The Search fields are:

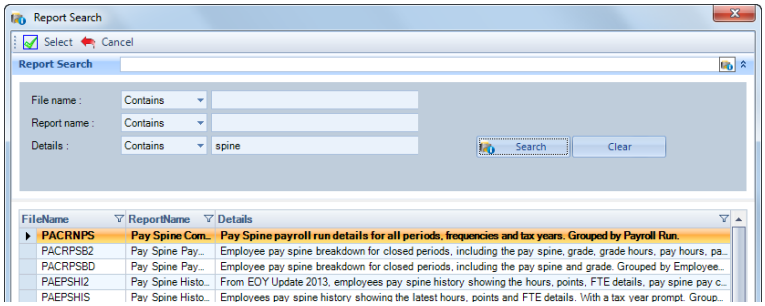
- **File name** – this is the eight-character file name without the .rpt extension
- **Report name**
- **Details**

Now choose the type of search criteria to use. Each of the fields can use the following search criteria:

- **Equal to**
- **Starts with**
- **Ends with**
- **Contains**

Remember if you use **Equal to**, the data will have to be an exact match.

When you have input your selection, click on the **Search** button. The results are displayed at the bottom of the window.




If your search finds the report, simply double click on the line, or highlight the report and click on **Select**, you will then be taken to the report in the Run Reports screen, or click on the **Cancel** button to exit.

If your search produced no results, there will not be any reports displayed in the bottom section of the screen.

Click on the **Cancel** button to return to the Run Reports screen. If you are sure the report exists, try searching again. Otherwise, check if the report needs to re-scanned. See the Report Management section for more information.

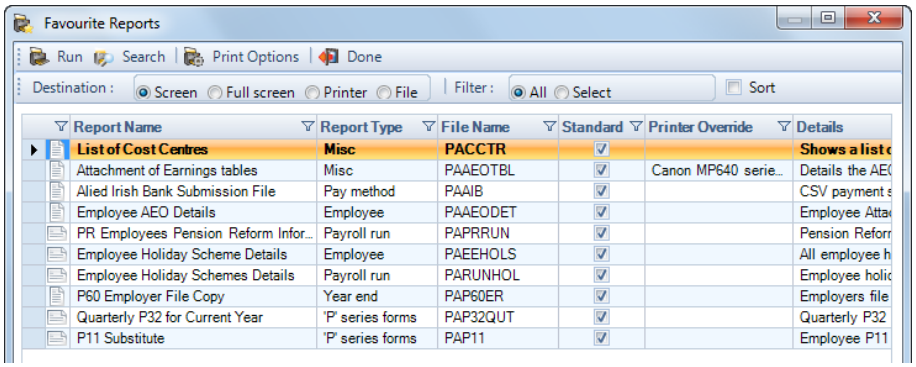
### Done button

Click on the **Done** button to leave the Run Reports screen.

## Favourites

Under the **Reporting** tab select the Favourites button to see a list of the reports that have been marked as Favourites.

You will see the following screen:




This screen has the same options available as **Run General Reports**.

To run a report highlight it in the list and click on the **Run** button, or double click on the report.

## Report Preview Screen

### Preview Options

**Drill**– You can drill down on your data, to show the data behind individual groups, using the Drill-down cursor double click on the field.

**Group Tree** – lists the Groups and any sub group names on the left of the preview screen.

**Search** – enables you to search for text in the report.

**Close** – closes sub-reports and/or drill downs.

Export **Export** – for exporting the report.

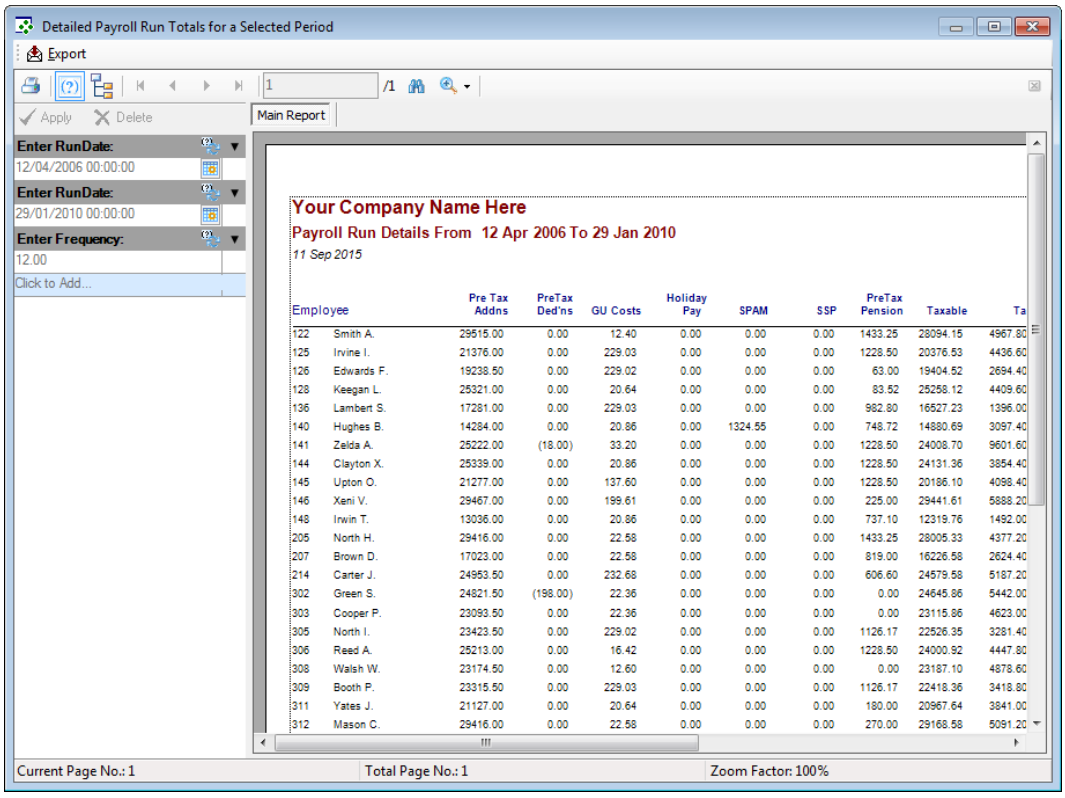
**Zoom** – this allows you to zoom in and out of the report, using either the wheel on your mouse or the drop-down selection list.

1 /1+ **Go to** button – allows you to enter the page number you want to see.

### Parameters

Reports using parameters can be changed in the preview screen. A good example of this is the **Detailed Report for a selected Period – PARUNSL2/PSRUNSL2**.

When the report is run you need to input the start and finish date for the records required. Once the report is in preview there is a **Parameters** button.




When the button is clicked **ON** a new panel appears to the left displaying the parameter fields.

Click on this icon to change the original parameter selection box.

Now click on this icon to see the parameter selection and change as required.

or

Click on the calendar icon in one of the parameters to see a new box for re-selecting a value for that parameter.

When the new selections have been made, click on **Apply** at the top left to refresh the report.

## Sort

For the majority of reports the order in which records appear can be set at run time.

To set the order of the records in your report, click in the **Sort** box. When you select the **Run** button, you will now see the **Report Filters** screen. On this screen, select the **Sort** tab.

**Important Note:** You can change existing Sort settings but are not able to add new sort settings.

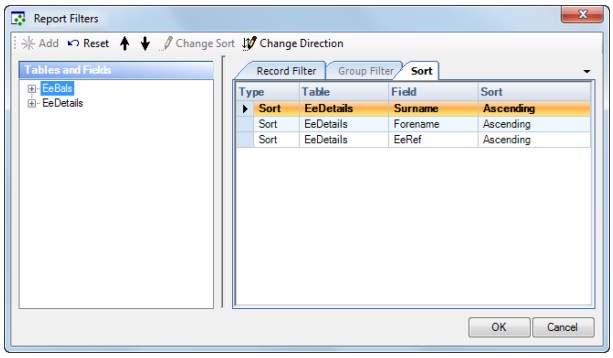
### Tables and Fields

The data in Payroll Professional is held in several tables. Each table holds the relevant fields relating to the data held. As you get more familiar with the software, you will become accustomed to what fields are held in each of the various Payroll Tables. The sophistication of the selections that you make will grow with the depth of your knowledge of the Payroll Tables and Fields.

Example - To produce a list of employees sorted in Surname then Forename order - select the Employee type report PAEDTLS/PSEDTLS. Click on **Sort** and click on **Run** to start the report. Make sure you are in the Sort tab:

- On the right-hand side of the screen select the first one in the list that is Type Sort.
- On the left-hand side of the screen select the table EeDetails
- Underneath select the field Surname
- Click on the Change Sort button
- On the right-hand side select the next one in the list that is Type Sort
- On the left-hand side of the screen select the field Forename
- Click on the Change Sort button

Please note that you cannot have two sorts the same, if you have then the report will not run. And it is not possible to change the Sort line where it says Group under Type.




Alternatively, if the fields you want to sort by are showing in the list on the right-hand side of the screen but not in the correct order. Simply highlight the sort row to be moved and click on the Up or Down Arrow to move that sort into the required position. In the example shown, with **EeRef** highlighted, two clicks on the Up Arrow will change this report to sort by Ref, followed by Surname followed by Initials.

You can change the Direction of the Sort order by highlighting the line of sort and select Change Direction.

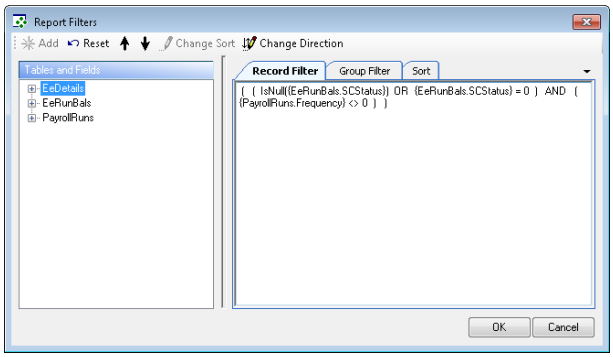
Reset button will change the Sort to the original settings.

The **Cancel** button will stop any sorting and return you to the **Run Reports** screen

## Select Options

When running a report with the **Select** option enabled the left panel of the screen shows only those tables included in the report. Each of the tabs on the right shows any pre-set filtering or sorting built into the report.

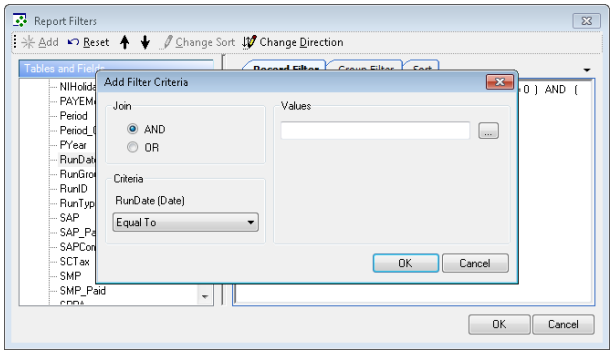
This is the screen result for **PACRN1/PSCRN1** – **Combined Payroll Run** report. The **Record Filter** tab shows the selections to exclude inappropriate records.




The **Group Filter** tab is empty and the **Sort** tab shows the sort sequence built into the report.

To make any further selections, select the **Record Filter** tab and then simply click on the + symbol alongside the required Table on the left panel, and select the field where the filter should apply.

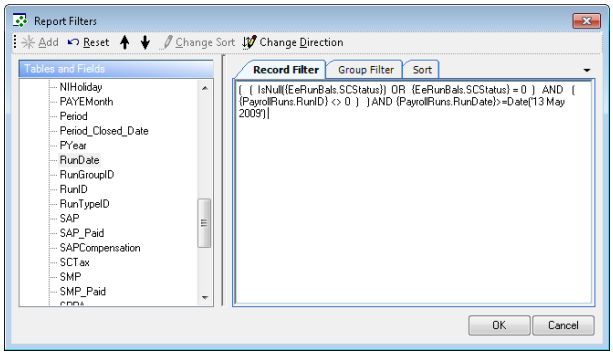
To select the information for a sequence of payroll runs, go to the **PayrollRuns** table and double click on **RunDate**.




The default setting for the **Join** is **AND** as this is the most used – meaning you want the selection criteria already in operation to be true **AND** those being added to be true.

To obtain records for a period of say between 13th May and 22nd July then choose the RunDate criteria on the bottom left as **Greater Than or Equal To**, this will ensure that the date selected will be included in the final report.

Now select the value on the right, by clicking on the ellipsis (three dots) button and choosing the date required (our example would 13th May) click on **OK** to select the date and click on **OK** in the next screen to add the details to the Record Filter displayed.




Simply follow the same procedure to select the end date, this time use the selection criteria of **Less Than or Equal To** ensuring that the date selected will be included in the final report.

When all selections are made, click on **OK** to run the report, for only the required records.

## Destination

When producing a report, you can choose to where to send it. The choices are:

### Screen

Sending a report to Screen will generate the report to a medium sized preview screen.

### Full Screen

Sending a report to Full Screen does precisely that. The preview window takes over the full screen.

### Printer

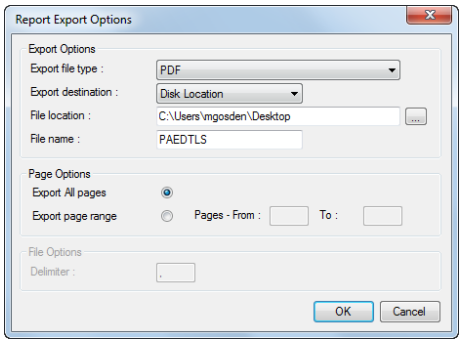
Your report is sent directly to the printer.

### File

You will be prompted to select the format of the file and its destination.

## Report Export

Exporting a report can still be done by selecting the **File** option from the Run Reports screen or using the Export button in the preview screen. An example of the export options screen is below.




The **Export File Types** include PDF, Word, Crystal, Rich Text, HTML, Excel (or Excel just data) Text or CSV.

**Export Destinations** are **Disk Location, Application** or **Email**. Remember email is only available for use with Microsoft Outlook (not Outlook Express) and Outlook must be open before generating the export.

**File Location** needs to be selected if the displayed location is different for this report. Click on the ... ellipsis button to see a browse window to select the report destination.

Please note there is also a **New Folder** button on the bottom left of this window should it be needed.

**File Name** will default to that of the report but can be overwritten where necessary.

**Page Options** and **Delimiter Options** will be available as appropriate.

## P45 Reports

If you have a leaver in the current period, you need to input the leaving date in Employee Details (do not tick the leaver box). Calculate the payroll. Now run the Payroll Run reports and include the appropriate P45 report.

There is no need to do any selection on the report. When a payroll run P45 report is run, the system looks for an employee with a leave date set, no leaver tick and current period calculations.

There are two P45 reports on the system to choose from for a current period leaver.

| NAME | TYPE | DETAILS |
|---|---|---|
| PAP45A4R\PSP45A4R | Payroll Run | Prints on the HMRC A4 pre printed laser stationery |
| PAP45DTR\PSP45DTR | Payroll Run | One page of P45 information for file copy |

| | | |
|---|---|---|
| PARUNP45\PSRUNP45 | Payroll Run | Plain Paper P45 |

**Bonus Runs Note:** When you have Bonus Runs enabled, you must ensure you have paid them in the Main Run.

To produce a P45 for an employee who has left in a previous period, then you have a further two P45 reports.

| NAME | TYPE | DETAILS |
|---|---|---|
| PAP45A4E\PSP45A4E | Employee | Prints on the HMRC A4 pre printed laser stationery |
| PAP45DTE\PSP45DTE | Employee | One page of P45 information for file copy |
| PACRNP45\PSCRNP45 | Employee | Plain Paper P45 |

**Note:** When you use the previous period leaver P45s you will need to select the employee or preview the report and choose which pages to print.

To produce a P45 for an employee who has left in the previous tax year and is not showing in Employee Details, ie if you are in 2009/10 it will give you leavers in 2008/09, then you have a further two P45 reports.

If you are in April and found an Employee left in March, no further pay is due. Then you need to enter in Employee Details the **Leaver tick** and **Leaving Date** then click on the **Delete** button. Ensure you have closed the previous tax year i.e. not left the previous tax year open whilst in the current tax year. Then you can then use the below P45 reports.

| NAME | TYPE | DETAILS |
|---|---|---|
| PAP45A4P/PSP45A4P | Employee | Prints on the HMRC A4 pre printed laser stationery |
| PAP45DTP/PSP45DTP | Employee | One page of P45 information for file copy |

**Note:** When you use the previous tax year leaver P45s you will need to select the employee or preview the report and choose which pages to print.

To produce a P45 on plain paper for an employee who's P45 has been filed online successfully there are further P45 reports.

| NAME | TYPE | DETAILS |
|---|---|---|
| PAP45RTI/PSP45RTI | Employee | Approved HMRC report prints on plain A4 paper. For employees submitted via RTI, shows the information reported to HMRC the first time they are reported as a Leaver. |

**Note:** When you use this report you will be prompted for the internet submission date of the P45.

## Payment Reports

### EFT (electronic funds transfer) Reports

Each of the major banks has its own electronic funds transfer system akin to BACS. Some require the figures to be transmitted via a modem using their own software; others require the information by a file. In all cases, the information must be generated in a specified format. Some of the reports currently provided by Payroll Professional are for:

- Barclays Business Master
- Barclays Business Lite
- HSBC Hexagon
- Lloyds Link PC Pay

- Nat West PayAway
- Royal Bank of Scotland Royline

If you require an export file for another bank please let Payroll Professional Support have the details of the file format, which will be a specification document obtainable from the bank requiring the report, and we will be pleased to help. Each of the reports has information in the Details column as to what payment method needs to be used and how the file should be exported.

## Child Support Order (DEO) Report

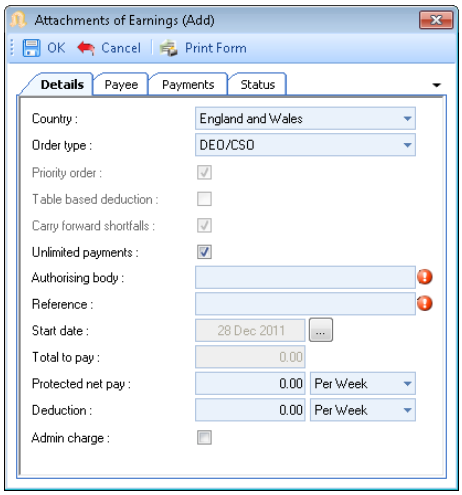
The Child Maintenance and Enforcement Commission are introducing a new Child Maintenance Service in 2011. As a result, they have asked that we create a report based on their format.

There will be a new employer self-service website for you or the Employer to upload the report.

The Commission has asked that we implement this new report in time for their release early 2012, however if we wish to implement this early, then the Child Support Agency is happy to accept the new report.

The new report is under Type Payroll Run called **PARUNDEO/PSRUNDEO**.

You need to ensure that you have set up the AEOs correctly for each Employee, as any Employee with a **Order Type** - **DEO/CSO** and **DEO/CMS** will appear on this report. And that the Reference has been entered in the correct field:




If the order is fairly recent the the **Reference** must contain the Employees NI Number, if it is an older order then this must be completed with the Employees Personal Identifier (PID) number supplied by the CSA.

When you run the report it will pick up the Employer information, current payroll run information, Employees Name and Deduction. The Reason fields are not populated. You can enter these after exporting the report but they are not mandatory fields.

When you run the report you will be prompted to enter:

- Employer Reference – supplied by the CSA
- Your Reference – your own reference, if not required then leave blank

The report is to be exported as a Text file, when you export the report you need to change the file name to the format required by the CSA, unfortunately we are not able to control this for you.

- Tax Year
- Pay Period
- Pay Frequency
- Employer Reference Number
- Extension .CSV

The report format is available on the Child Support Agency website:

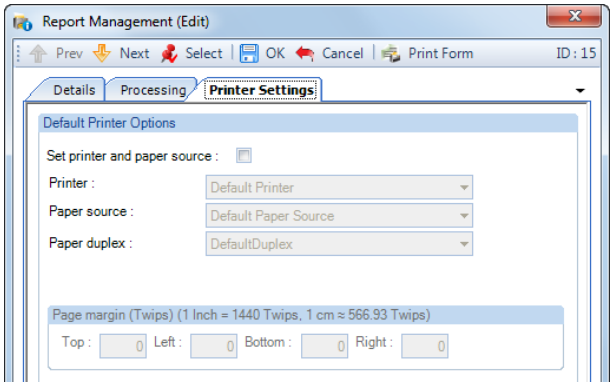
www.csa.gov.uk/payrollsoftware

## Printer Settings

For any report, you can set a specific printer, tray and duplex for when the report is sent directly to print (not from a preview screen).

Under the **Reporting** tab select **Report Management** then double click on your report (or highlight report and click the **Details** button). Click on the **Printer Settings** tab.

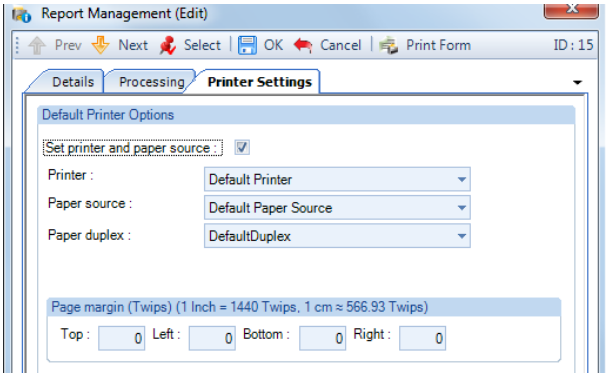
Unless you make a change here, the report will be sent to your Windows Default Printer with its default paper source.




If you need this report to go to a specific printer for **All Users** check the box for **Set Printer and Paper Source**. Now select the **Printer, Paper Source, Paper duplex** and **Margins** if necessary, for this report and click on **OK**.

This setting is ONLY for reports sent direct to print.

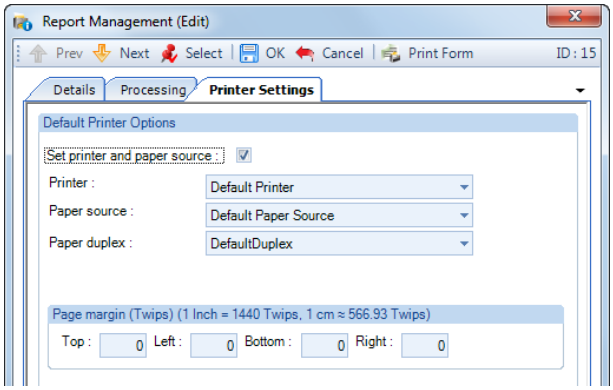
If you preview the report and select the printer icon, the report will be sent to the Windows Default Printer.




## Lining Up Reports

We have added a facility for you to enter **Margins** for situations where your reports do not line up, such as the P45, P60 or payslip.

Under the **Reporting** tab select **Report Management** and double click on the report that is not lining up. Select the **Printer Settings** tab. These settings are only used when the report is sent direct to print, not when printing from a preview screen.




You will need to tick the box **Set Printer and Paper source**. Then select the **Printer**, **Paper Source** and then enter the **Page Margins**. Select **OK** to save the changes.

You may need to change the **Page Margins** several times until you get it right. If nothing is changing, then it is likely that your printer has fixed margins which cannot be changed.

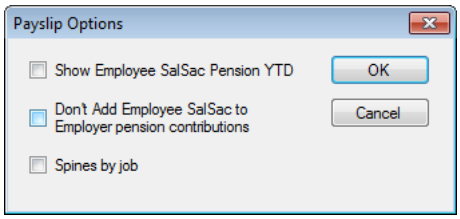
**Note**: These report settings are for all users, so if each user uses a different printer for the same report, then you will not be able to use these settings.

# Exporting Payslip and P60 Data from Payroll Professional to external HR software.

## Creating Payslip Export File

Whilst in Payroll Professional, open the payroll data file then go to **Run\Pay Run** select the payroll frequency. Ensure all of the employees are calculated in the open run, then click on the **HR Payslip Export** button:

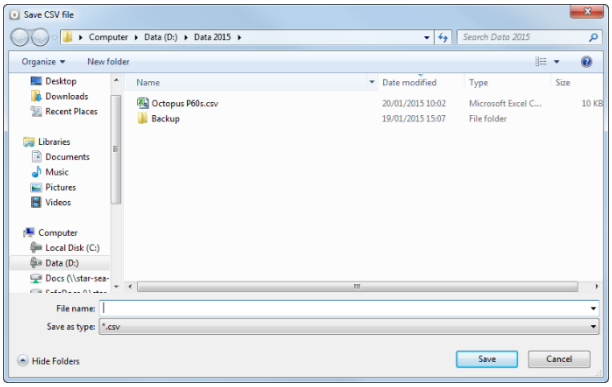
If the payroll data file contains Salary Sacrifice pension schemes or Pay Spines, you will see the following screen to make your selections:




- **Show Employee Salsac Pension YTD –** with this ticked the employee pension contributions for Salary Sacrifice pension policies are included in the employee pension year to date field.
- **Don't Add Employee SalSac to Employer pension contributions** – with this not ticked the Employee pension contributions for Salary Sacrifice pension policies are added to the employer pension contributions.
- **Spines by job**

After making your selections click on the **OK** button.

You will then be prompted to name the file and select a location to save the file, then select **Save**.




The resulting csv file is then available to import into the HR software. Currently the file produced is in the format suitable for

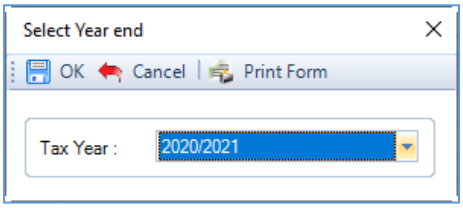
- Octopus HR.

## Creating P60 Export File

**Important Note:** Before generating the P60 information using this facility, we recommend within Payroll Professional you run the EOY Checker under the Utilities tab or run a P14/P60 report under Type Year End. This will run a validation check to ensure the information in the data file is correct for the employees.

Whilst in Payroll Professional, open the payroll data file then go to **Utilities** tab and select the **HR P60 Export** button:

You will then be prompted to select the tax year:

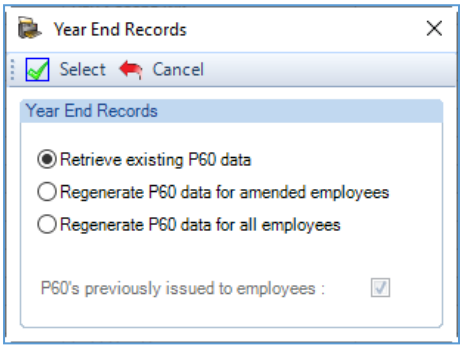



Select the tax year and click on **OK**.

The normal year end checks will be performed and the standard prompts will appear.

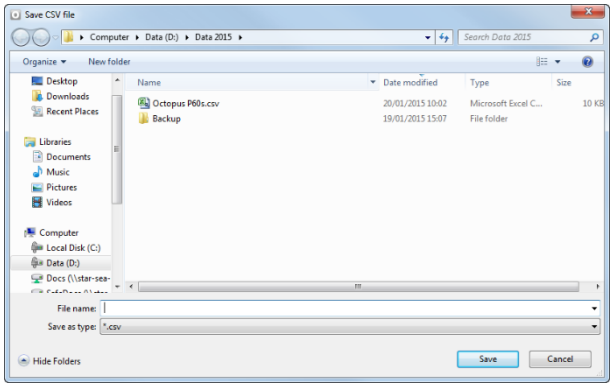
If there are no P60 records recorded for the selected tax year, then you will be taken directly to the screen to save the file.

If there are existing P60 records you will see the standard screen below:




Choose the option you require then click on **Select**.

You will then be prompted to enter a name for the file and select a location to save the file, then select **Save**.




The resulting csv file is then available to import into the HR software. Currently the file produced is in the format suitable for

- Octopus HR.

# Print Macros

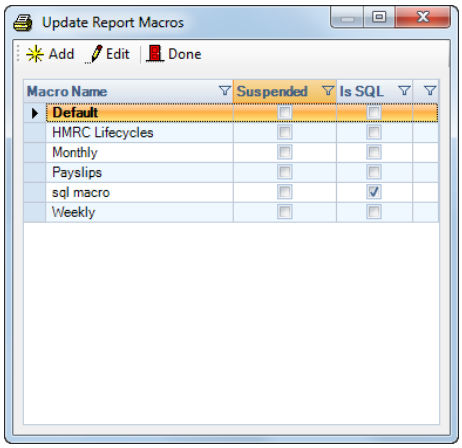
You may find that you are producing a standardised pattern of reports for each pay run for some clients. **Payroll Professional** allows the printing of a set of reports using the **Print Macro** facility.

You are also able to add specific reports for particular data files to a standard macro and each data file can have a default macro set.

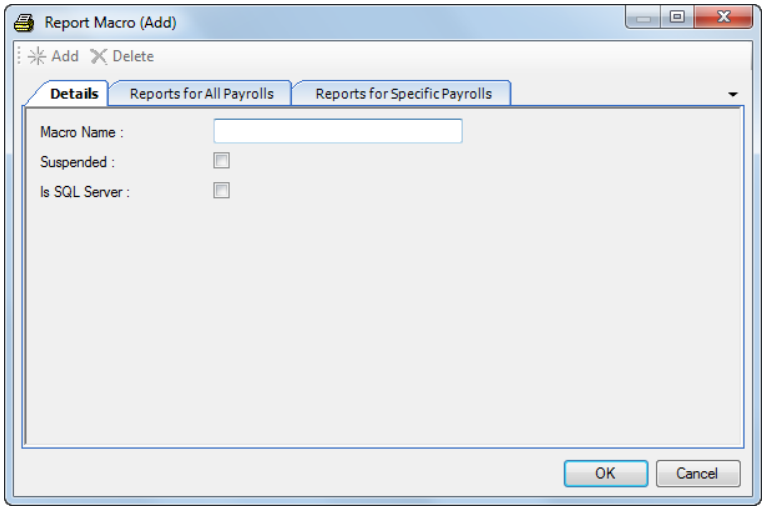
Once a macro has been set up, it can be deleted using the **Payroll Professional Maintenance Wizard** facility or it can be suspended. Extra reports can be added to a macro and may also be removed.

## Define a Macro

From the **Reporting** tab, select **Define Macros**. **Payroll Professional** creates a macro called Default that can be used.




To create a new macro click on the **Add** button on the top left of the Update Report Macros screen. Enter the new macro name under the **Details** tab.

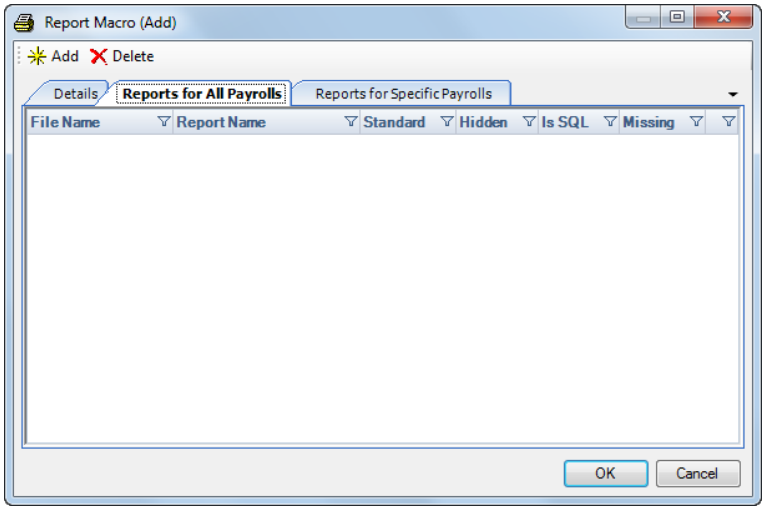



### Adding/removing reports to/from a macro

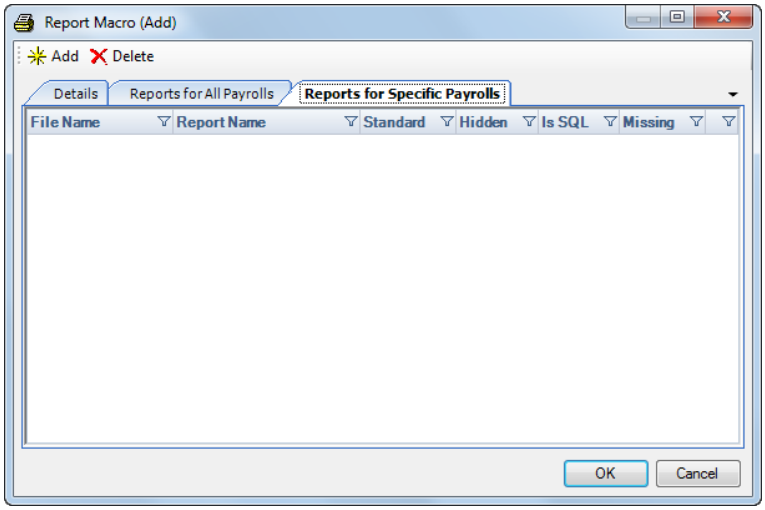
To amend the report list for a macro, you **MUST** select the name of the macro in the list and click on the **Edit** button.

Now that you have selected your macro, you can decide which reports should be added. There are two tabs on the right for adding reports.

Adding a report in the **Reports for All Payrolls** tab will mean that the report will be generated when the macro is run in **ANY** data file.




Adding a report in the **Reports for Specific Payrolls** tab will mean that the report will be generated **ONLY** when the macro is run for this data file.




**Example:**

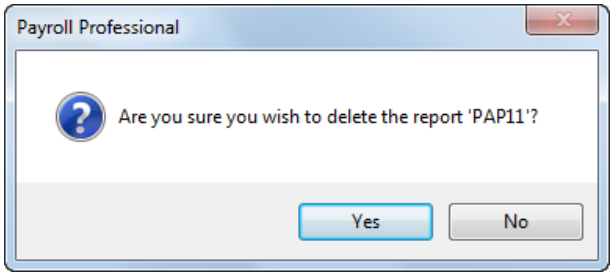
- A macro is created called Monthly.
- 4 standard reports are added in **Reports for All Payrolls** tab
- Open the data file for Client A and add a further report in the **Reports for Specific Payrolls** tab
- Open client B and add two different reports in the **Reports for Specific Payrolls** tab

**Result:**

- When the macro is run for any client they will get the 4 standard reports
- Client A will get 5 reports – 4 standard plus their own specific report
- Client B will get 6 reports - 4 standard plus their own 2 specific report

Click on the appropriate **Add** button and select the required report. Repeat the procedure for each report required.

To remove a report from a macro, simply highlight the report line and select the **Delete** button. You will get a deletion message.

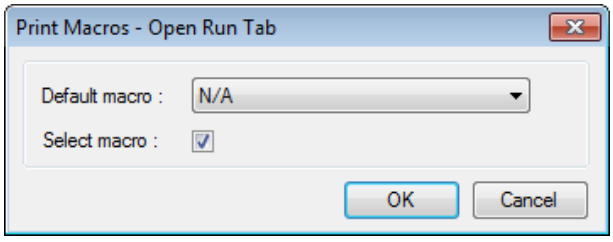



Click **Yes** to complete the deletion, click **No** to cancel the deletion procedure.

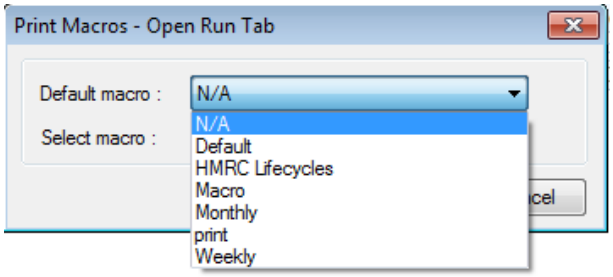
**Note:** that Hidden reports cannot be added to a Macro.

## Macro Defaults

You can set a macro default for any client when Print Macros is accessed via the Open Run tab, to set a default macro for a data file select **Macro Defaults** from the **Reporting** tab.




Click on the **Default Macro** drop down list to select the required macro.




How this facility runs is affected by the setting below.

### Select Macro

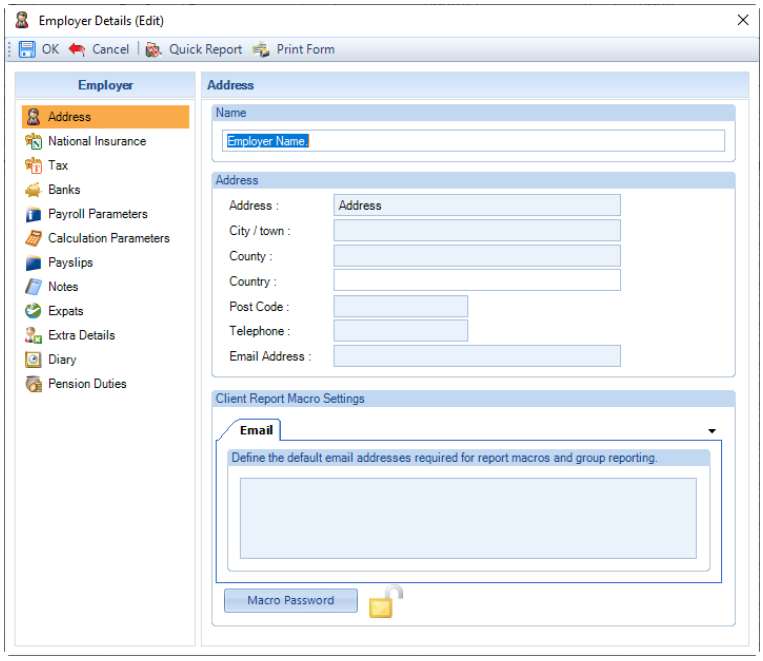
If Select Macro is **not** ticked, whenever you use the Print Macro button under the Open Run tab, your default macro will automatically be selected, and you will be taken to the Reports Select screen.

If this option **is** ticked, you will be shown a list of Macros to select the one to print.

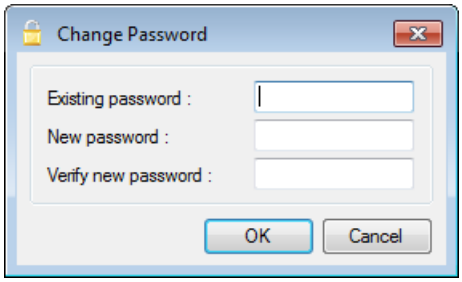
Click on the **OK** button to complete the procedure.

## Employer Details – Macro Password

Under the **Address** tab you will see within the **Client Report Macro Emails** section a button called **Macro Password**:

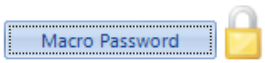



Click on the Macro Password button, you will then be prompted to enter the password:




If you have not set a password before, leave the **Existing password** box blank and enter the new password under **New password** and **Verify new password**. Then click on **OK** to save the password, this will be validated to ensure the **New password** and **Verify new password** match.

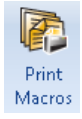
You will then see that the padlock icon will show as closed, indicating that a password has been set:




To **change** the password you would need to complete the **Existing password**, **New password** and **Verify new password.**

To **remove** the password complete the **Existing password** field and leave the **New password** and **Verify new password** blank.

## Printing and Exporting Macros

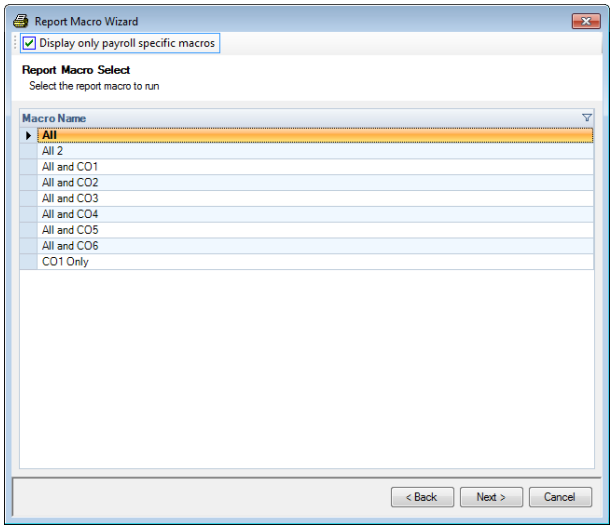



To run Macros, use the **Print Macros** button under the **Open Run** tab.

If you did not tick Select Macro in the Macro Default screen, then you will be taken to the **Reports Select** screen after the **Welcome** screen.

If you ticked Select Macro in the Macro Default screen, you will be presented with the **Report Macro Select** screen after the **Welcome** screen.

If you select the **Print Macros** button under the **Reporting** tab you will be presented with the **Report Macros** screen after the Welcome screen, whether Select Macro was ticked or not.




At the top of this screen is an option called Display only payroll specific macros. The setting is picked up from Personal Preferences under the Reporting tab.

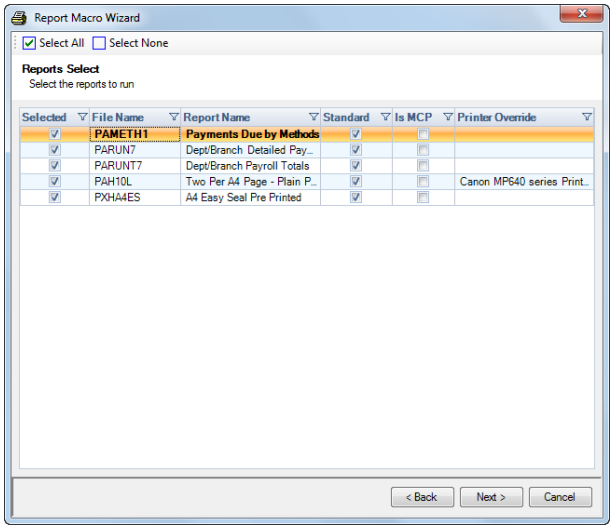
When the option is selected only the following Macros will appear:

- Macros containing reports for All Payrolls
- Macros containing reports for All Payrolls and Specific Payrolls
- Macros containing reports for Specific Payrolls only – which are for the currently open data file

Click on the required macro and select the **Next**.

You will now be presented with a list of the reports contained in the selected macro.

### Reports screen




You can choose to run a single report from your Macro, all of them or a selected few.

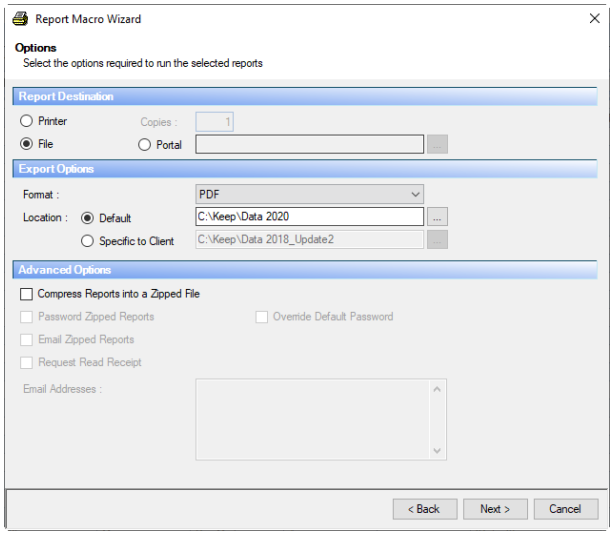
**Print one report** - Click on the **Select None** button and then tick the **Selected** box next to the report. Click on the **Next** button.

**Print all reports** - Click on the **Next** button.

**Print a selection of reports** – Click on the **Select None** button and then tick the **Selected** box next to the required reports. Click on the **Next** button.

### Options screen

This screen allows you to choose where your reports are to go. Any settings selected in this screen (other than destination) are remembered as the default values until they are changed by the user.




**Report Destination -** Choose here to send the report to a **Printer** and number of **copies,** or to **File**. For **File** other options become available.

**Export Options -** Choose the **Format** for the report(s), version number if applicable (Excel etc) and **Location** where the files are to be saved. You are able to set a **Default** location or a **Specific to Client** location.

### Advanced Options

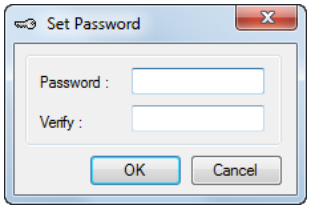
Tick the appropriate boxes:

- Do you want the reports to be **Compressed into a Zip file**?
- Do you want the zip to be **Passworded**?
- Do you want to **Override Default Password** entered under Employer Details?
- Do you want to **Email the zipped reports** (using Outlook – not Outlook Express)?
- Do you want a **Read Receipt** on the delivered email (this needs to be enabled in Outlook first)?
- **Email Address** If you have set an email address in Employer Details then it will appear here, but you can also overtype it if necessary. To set a default email address for a client go to the **Data** tab select the **Employer** button. You can enter more than one email address by separating them with a semi colon and a space e.g. anon@anon@iris.co.uk ; anon_anon@iris.co.uk

If you are sending the macro to an email, make sure that Outlook is open before completing the procedure.

Click on **Next** and then **Finish** to produce the macro.

If you have chosen to password the files and there isn't a Macro Password entered under Employer Details, you will see the following screen to input your password (and repeat for verification). This password will be needed by anyone trying extract the reports from the zip file.

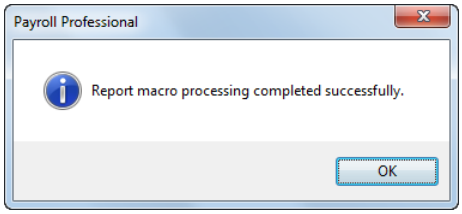



You will also see the above screen when a Macro Password has been entered under Employer Details and you have selected Override Default Password. If you click on Cancel to this screen, the Macro Password entered under Employer Details will be applied to the zip file.

If your data file contains more than one frequency, you are now asked which frequency to report on.

Once the frequency is selected, the macro will start to be produced.

When in has completed you will see the following message and just click on **OK**.




Please note that when sending macros to email for one or more clients the emails will be created and left open to allow for appropriate salutations, messages etc to be added.

The zip file name will be made up as follows:

- **Macro Name** (as it appears in the macro set up screen)
- **Reps** (signifying Reports)
- **Client Reference** (reference as it appears in the **By Name** screen)
- **DataID** (unique reference for the data file)
- **Today's Date** (in the format YYYYMMDD)
- **Time** (in the format HHMMSS)

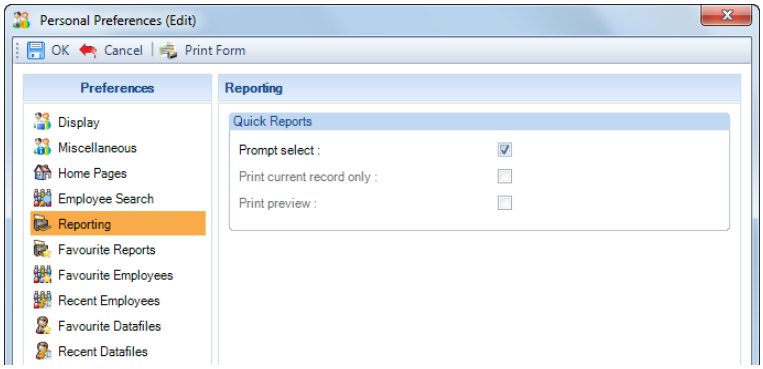
**Example** – Monthlies_Reps_SMITHS_101_20190219_140510.zip

# Quick Reports

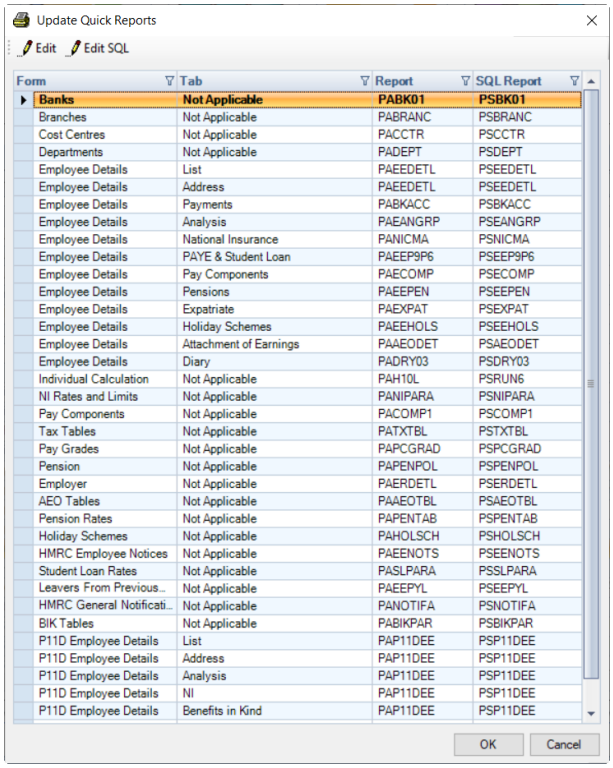
The Quick Reports functionality within the program allows the users to produce a particular report for the section of the program currently being viewed. By using the **Quick Report** button on the toolbar of the screen you have open.

This facility also allows you to specify which report is produced when the Quick Report button is used in particular screens.

Under the **Admin** tab select **Personal Preferences**, under the **Reporting** tab you are able to choose whether the report is produced for the currently displayed record or all records and whether the report is to be previewed to screen or sent directly to printer.



To set up a quick report for a particular screen go to the **Reporting** tab and select **Define Quick Reports.**



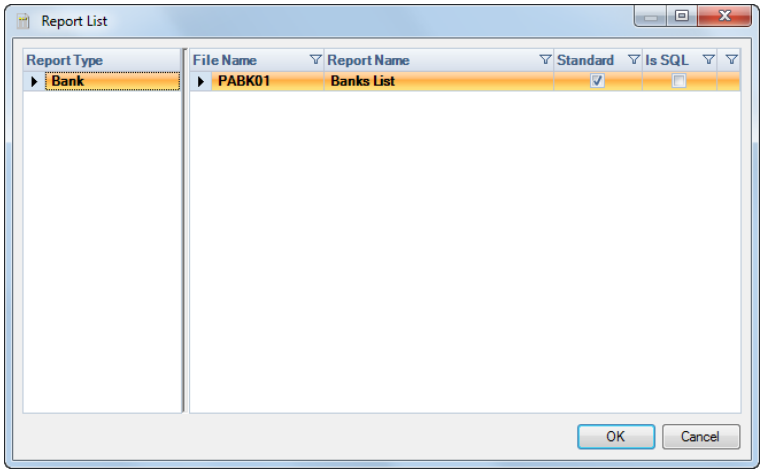

There are several forms on this screen where you can choose your quick report. These are system settings and will apply to all users.

All the **Employee Details** tabs listed can have an **Employee** type report or a **P Series** type report whilst the **Individual Calculation** screen can have a **Payroll Run**, **Pay Method** or **Payslip History** type report.

**Form** - The first column lists the forms (screens) where a report can be specified.

**Tab** – The second column shows, where applicable, the individual tab where a report can be set. These are primarily the tabs of Employee Details.

**Report** – To set the report to be produced for a particular screen, highlight the line in the list and then click on the **Edit** button. You will then be presented with the below screen showing Report Type on the left and available reports on the right for that Type. Highlight the report and click on **OK**.




Click on **OK** to save the changes. These settings can be changed at any time.

# Group Reporting

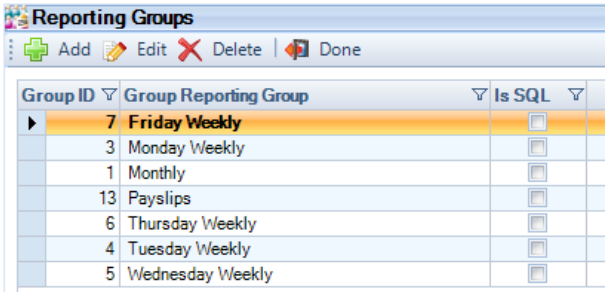
This option is only available if you are licensed for **Group Reporting**Error! Bookmark not defined..

Group reporting allows you to print reports for a selection of data files at the same time, using Print Macros. Once these have been set up, you will be able to choose any or all of the clients from a group and any or all of the reports from a macro.

Before using groups, you will need to ensure that the Print Macros are set up. Under the **Reporting** tab select **Define Macros.**

## Set up Groups

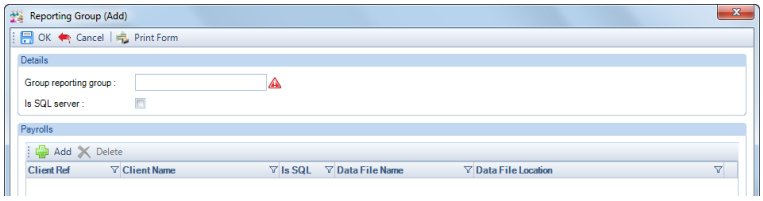
To set up the payroll groups under the **Reporting** tab select **Groups**.




Click on the **Add** button to create new Groups and **Edit** button to change the details of an Existing Group. You can also remove Groups by highlight the Group and clicking on the **Delete** button.

## Payrolls in Group

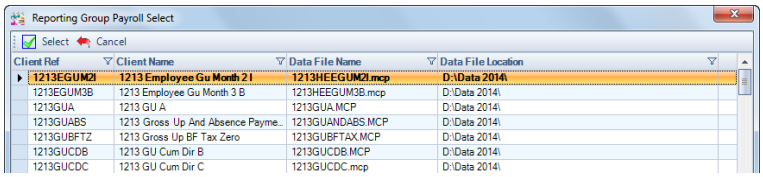
Under **Group Reporting Group** enter the description of the group.




Leave is SQL Server un-ticked unless you are licensed for SQL server and the payroll data files are SQL.

You now need to decide which data files you want in each group.

To add Payrolls click on the **Add** button. If this is an existing group then you will see a list of the Payrolls already in the Group, to add more select the **Add** button.

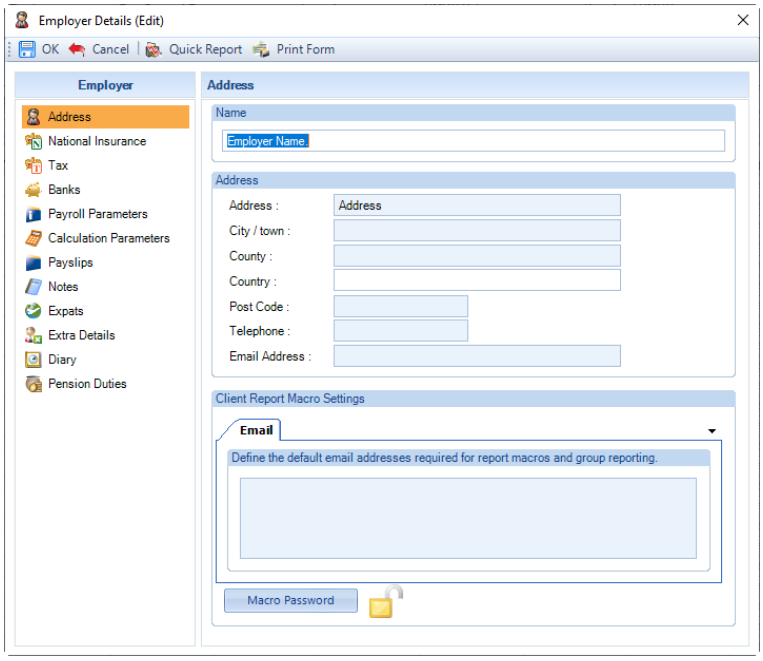



Then highlight the payroll you want to add, if more than one then hold down the **Ctrl** key whilst highlighting all of the payrolls you want to add. Once you have made your selections click on **Select**.

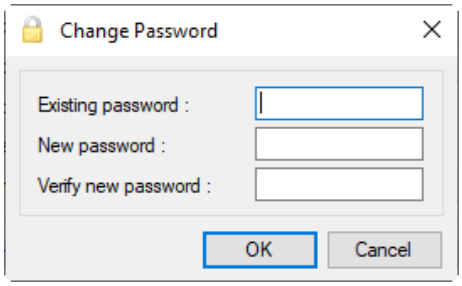
Repeat the procedure, if required, for subsequent groups.

## Employer Details – Macro Password

Under the **Address** tab you will see within the **Client Report Macro Emails** section a button called **Macro Password**:




Click on the Macro Password button, you will then be prompted to enter the password:




If you have not set a password before, leave the **Existing password** box blank and enter the new password under **New password** and **Verify new password**. Then click on **OK** to save the password, this will be validated to ensure the **New password** and **Verify new password** match.

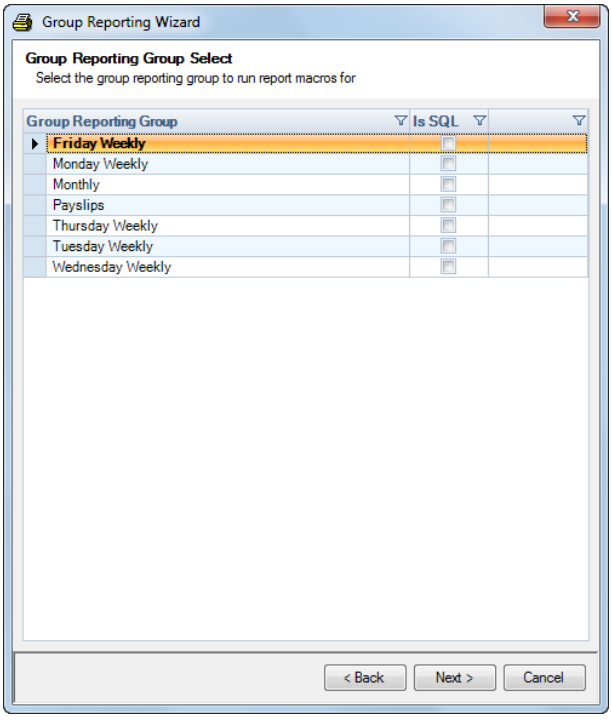
You will then see that the padlock icon will show as closed, indicating that a password has been set:

To **change** the password you would need to complete the **Existing password**, **New password** and **Verify new password.**

To **remove** the password complete the **Existing password** field and leave the **New password** and **Verify new password** blank.

## Print Macros

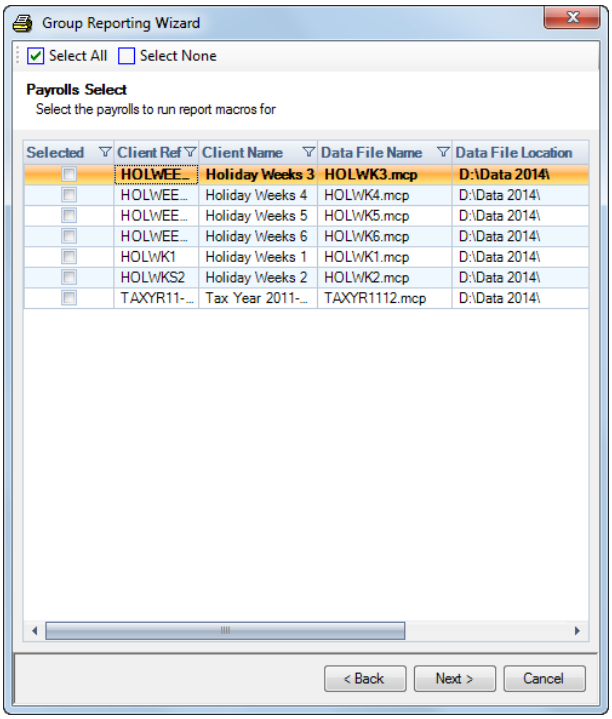
You are now in a position to run Print Macros for your Payroll Group. Under the **Reporting** tab in the **Group Reporting** section select the **Print Macros** button.

| | |
|---|---|
| **Welcome** screen<br>Select **Next** | |
| **Group Reporting Group Select** screen<br>Now select the Group of clients.<br>Click **Next**. |  |

**Payrolls Select** screen

Either click on the **Select All** button for **all** payrolls or tick the **Selected** box for specific payrolls.

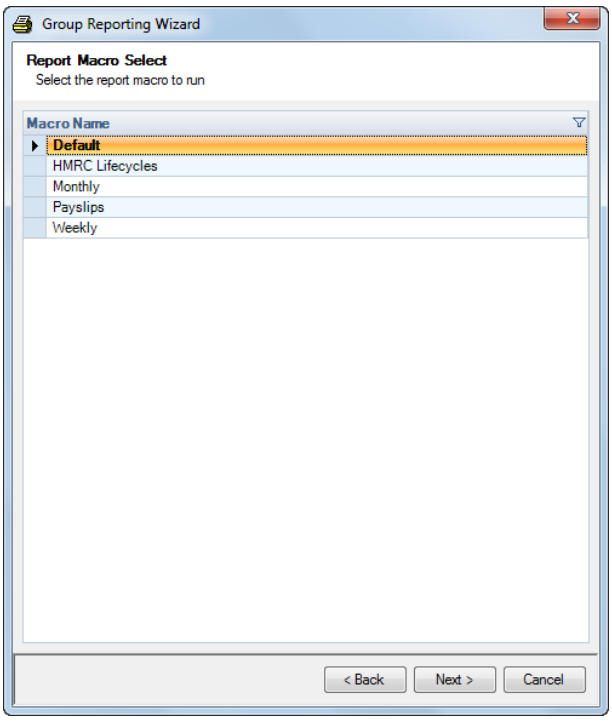
Click **Next**.




**Report Macro Select** screen

Highlight the Macro that you want to run.

Click **Next**.



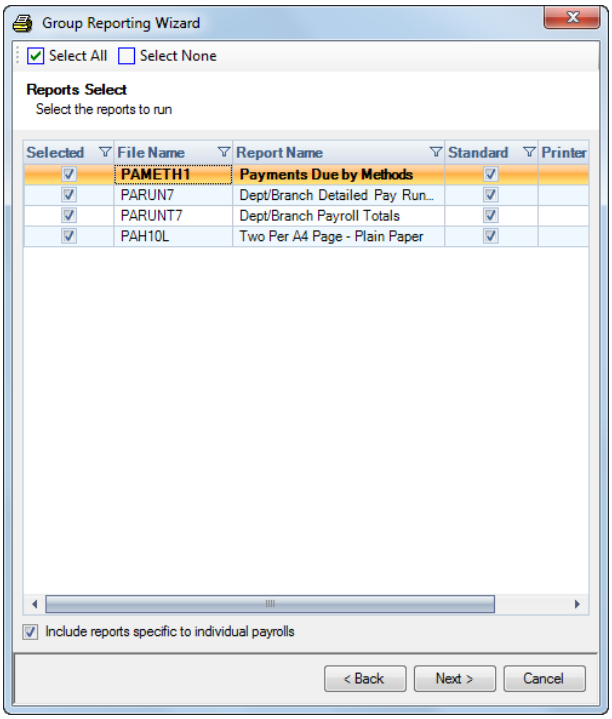
**Reports Select** screen

If you want to run all the reports just click on **Next**.

Otherwise click on the **Select None** button and tick the **Selected** box for the reports you require.

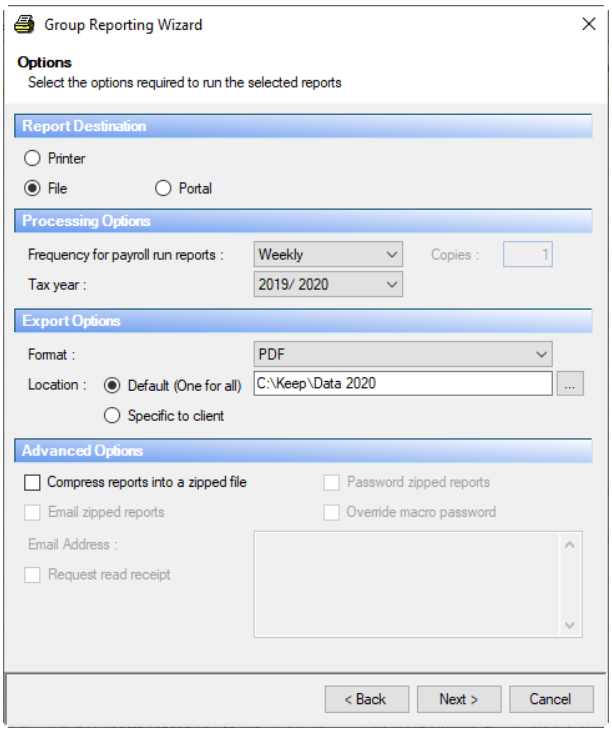
At the bottom of the screen choose whether to also **Include report specific to the individual payrolls**.

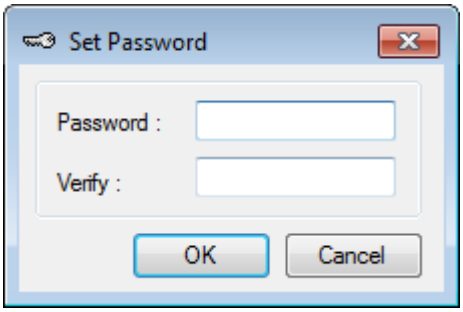
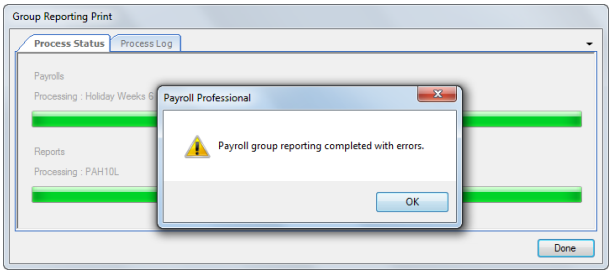
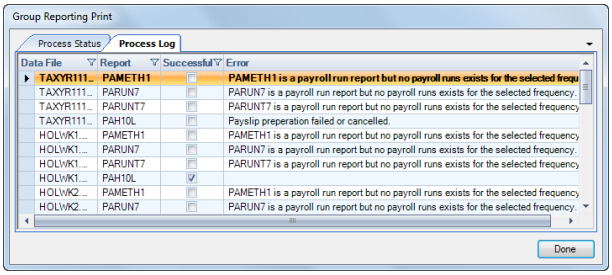
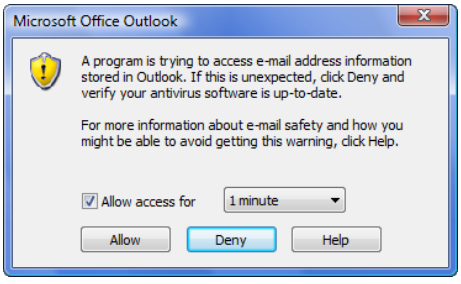
Click **Next**.




**Options** screen

- **Report Destination** – File or Printer
- **Processing Options** – Frequency, Tax Year (only two will be available - current tax year based on the system date plus the previous tax year) and number of Copies if Printer was selected above.
- **Export Options** – if sending to File you need to select the Format and then the location of files to be saved.
  **Note Emailing Reports:** Selecting the **Location** as **Default** will create one email with a single zip file containing the reports for all payrolls. Selecting the **Location** as **Specific to Client** creates separate emails for each Client with a zip file only containing the reports for that Client.
- **Advanced Options** – again if sending to File, Compress Reports into a Zipped File, Password Zipped Reports, Email Zipped Reports, Request Read Receipt if Email Zipped Reports selected, Email Address if Email Zipped Reports selected. If you enable Override macro password the password entered in the prompt will be used for all report zip



| | |
|---|---|
| files, including those with a Macro Password entered under Employer Details.<br><br>Lastly, click on **Next** and then **Finish** for the procedure to start. | |
| If you have selected Password zipped reports you will be prompted to enter a password, this will be used for data files that do not have a password entered under Employer Details and when you enable Override macro password.<br><br>When you select **Cancel** to this screen then the password entered under Employer Details will be applied to the zip file, and for those data files that do not have a password entered under Employer Details there will be no password applied. |  |
| You should then see either a complete message, or the following showing it completed but with errors.<br><br>Click on **OK**. |  |
| If there were errors you will automatically be taken to the **Process Log** tab.<br><br>Click on **Done**. |  |
| Remember Outlook will want permission for Payroll to access the program, make sure you set it for enough time if you have lots of emails being created. |  |

# Payslips

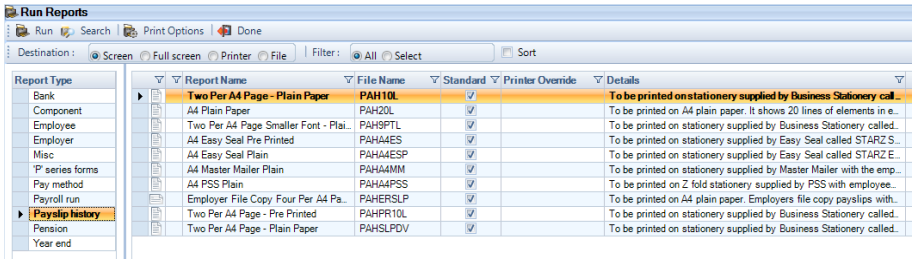
**Payroll Professional** supplies, as standard, in a number of payslip formats but you can produce a custom payslip that meets your client's requirements using the report writing program **Crystal Reports**.

If you are using the Automatic payslip setting under Employer Details\Payslip Settings, then payslips are recorded when an Employee is Calculated. Otherwise they are recorded when the payslips are either previewed, printed or exported. Payslips can then be re-produced at a later date.

**Note:** Subcontractor records do not create a payslip(s), there are Subcontractor Statement reports under Type Payroll Run and Employee which are to be used them instead.

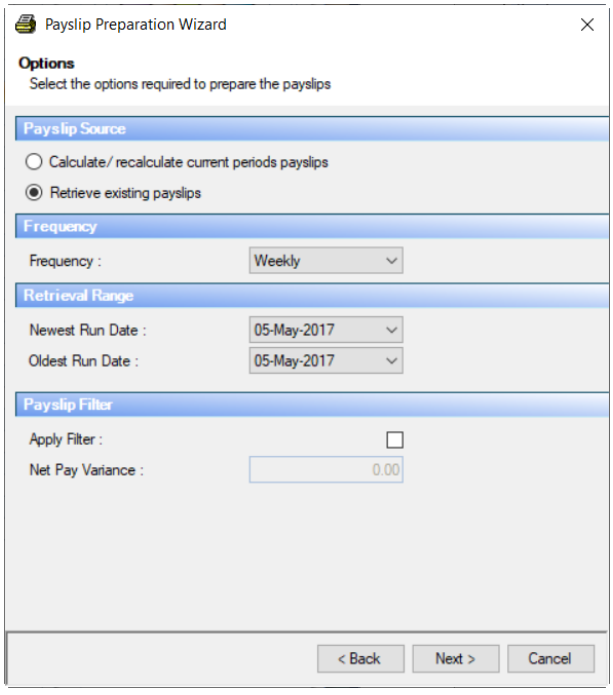
To produce payslips go to the **Reporting** tab then **Run General Reports**, now select Type **Payslip History**.

You will then see a list of the Payslip reports available. Payslips can be re-created as often as required whilst the Pay Run is open.




Highlight the report you require, choose the destination and click on the **Run** button to produce your payslips.

Click **Next** to the Welcome screen, then you will see a selection screen to choose whether you want to **Calculate/recalculate current period payslips** or to **Retrieve existing payslips** (including current period where you are using Automatic Payslips).




## Payslip Source

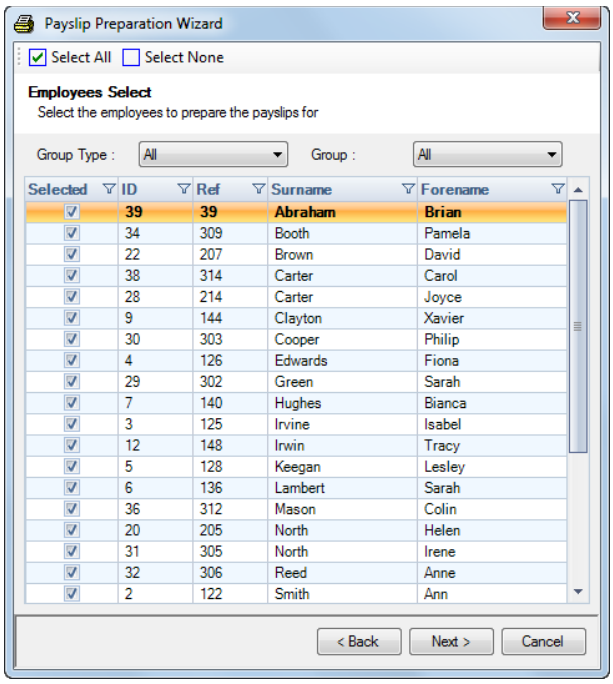
If you have Automatic Payslips turned on, then leave the setting on **Retrieve existing payslips.**

## Frequency

If your Payroll Run toolbar is still open that the frequency will be automatically selected, otherwise choose the frequency required.

### Payslip filter

**Selecting Apply filter will mean that** payslips for an employee will only be produced if the net pay differs from the previous payslips by an amount equal to or greater than the amount entered under **Net Pay Variance.** If the payslip filter is applied the following screen, **Employee selection,** will not appear. Payslip filter is only available when generating payslips for a single payrun and if bonus runs are activated on the payroll then only for main runs.

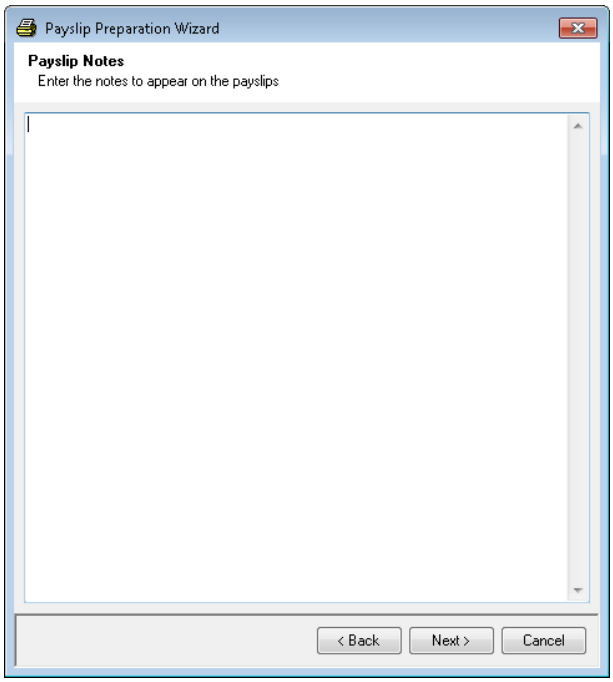



### Employee Selection

To produce payslips for the entire payroll leave this with the default setting of **Select All.**

For one or more employees, click on **Select None** then tick the Selected box for the Employee required. For a group of employees, click on the drop down list Group Type and choose whether it is a Department, Cost Centre Branch or Run Group, then select the appropriate Group.

Now click on **Next** to get to the Payslip Notes screen.



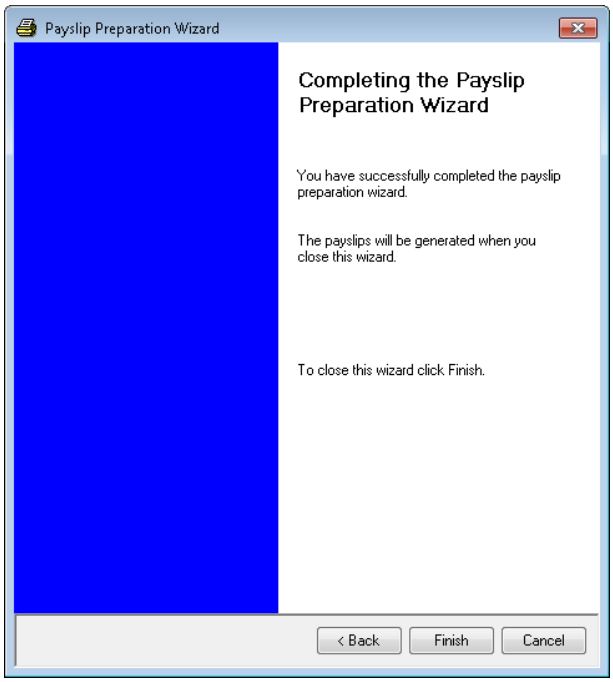
### Note

If you want to print a note on all payslips for this run, type in your message here. Try to be concise, remember the space on the paper is limited.

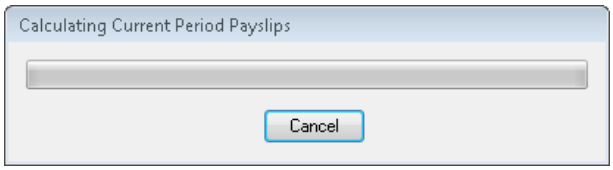
Remember, if you need to print a message for just one employee, this can be done from the notes box on the Override Tab of the Individual calculation screen. This only shows on certain Payslip reports check the details of the report.

**N.B.** This screen will not appear if you are **Retrieve existing payslips** for previous periods that have been closed.

Click on the **Finish** button to start the payslip production.




You will see two messages about calculations and savings calculations.

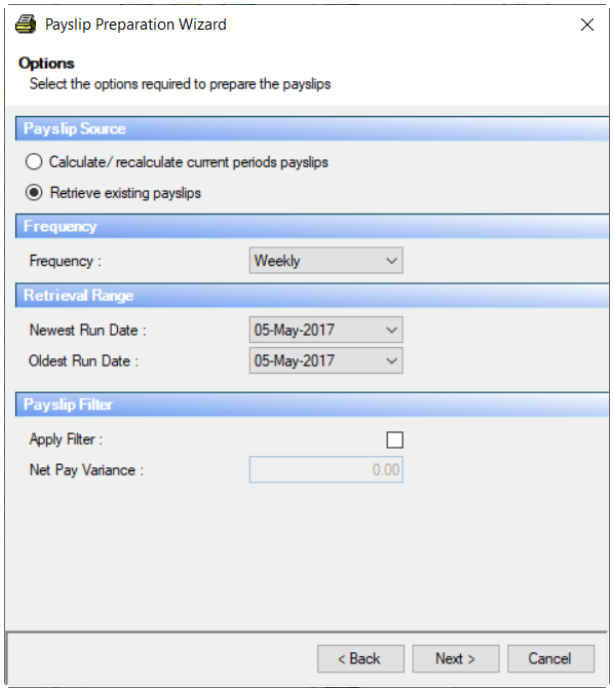



Remember if you are not using Automatic Payslips and are calculating a payroll where you do not need to physically print payslips, it is still necessary to run the report, as this is what stores the payslip history.

## Retrieving previous period payslips

To print payslips from a previous period, highlight the report required and click on **Run**.

You will now see the same screens as before but you need to select **Retrieve existing payslips.** Further information is now required.




### Frequency

Choose the frequency of the period to retrieve.

### Retrieval Range

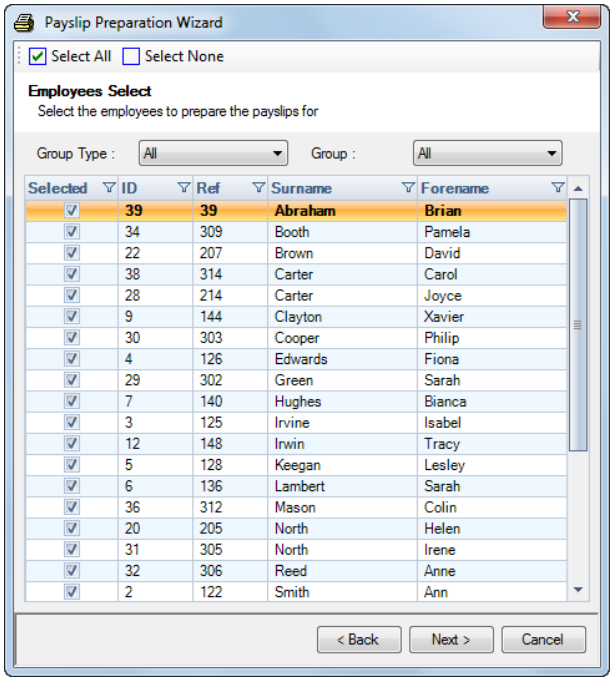
Pick the newest and oldest run date to be retrieved. Click on **Next**.

### Payslip filter

**Selecting Apply filter will mean that** payslips for an employee will only be produced if the net pay differs from the previous payslip by an amount equal to or greater than the amount entered under **Net Pay Variance.** If the payslip filter is applied the following screen, **Employee selection,** will not appear. Payslip filter is only available when generating payslips for a single payoll run and if bonus runs are enabled on the payroll then only for main runs.

### Employee Selection

You now have the same opportunity for employee selection as before, All Employees, Specific Employees or Specific Group of Employees.




Make your choice and click on **Finish** to produce the required payslips.

## Automatic Payslip Settings

You can turn **Automatic Payslip Settings** on, which will mean that there is no pre-processing when you go to run Payslip reports. This is especially useful for payrolls where you upload payslips to myePayWindow.

This means that the Payslips are recorded when the Employees are calculated.

To use this option you will need to make changes to the payslip report settings in the **Payslip Settings** tab of **Employer details**.

For New payrolls Automatic Payslips will be on by default.

### Current Payslip Report Settings

In order to generate payslip data, the current settings under Report Management for a payslip show:

Whether the 2 blocks of pay components made up of Additions/Deductions, or Pre/Post tax elements?

The maximum number of pay components to put in each block for this report.

### Automatic Payslip Settings

To get Payroll Professional to generate Payslip data when the Employee is calculated, the option must be turned on.  Do this as follows:

Open

Employer details

Select

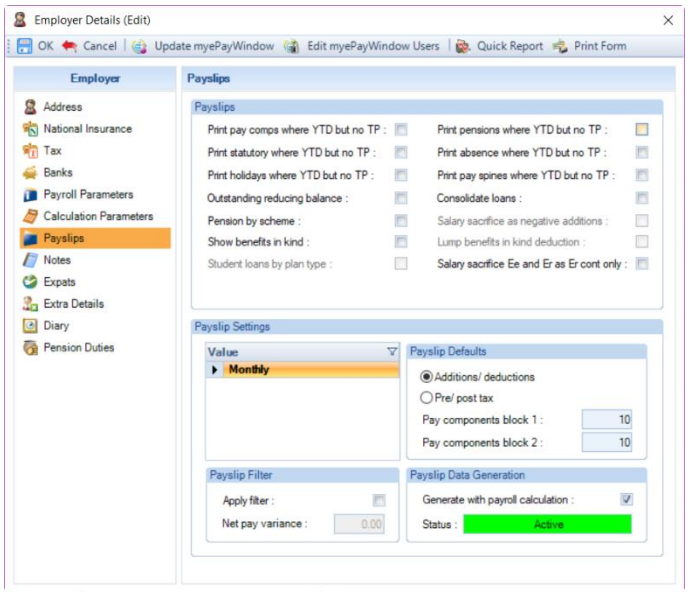
Payslips tab

**Payslip Settings** section is displayed on the right.

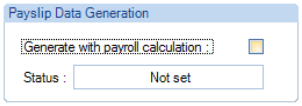
Notice that there are separate settings for each frequency.

Most settings are the same as the payslip report settings. The maximum number of Pay Components in each block is 20.

**Important Note:** If you record 20 but then use a payslip only showing 10, then any elements over 10 will not appear on the payslip.

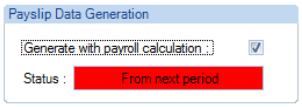



To have payslip data generated with the payroll calculation, then tick

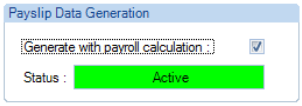



. This will set the Status to **From next period** (See below)

### Status

Turning on this switch while a payroll run is open will set the status as 

. This means that automatic payslip generation will only be Active from the next pay period.

Where the status is **From next period** at the period close, after completion you will see 

displayed as the status. This means that as expected, payslip data is generated with the calculation.

### Payslip Filter

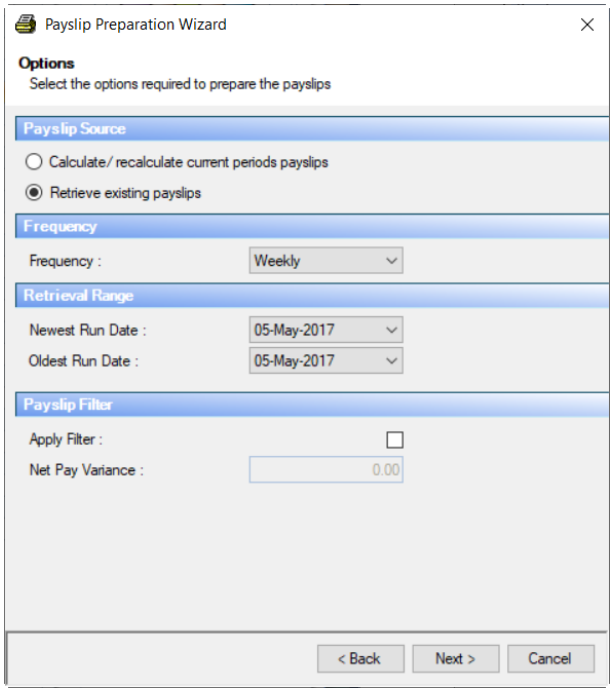
**Selecting Apply filter will mean that** payslips for an employee will only be produced if the net pay differs from the previous payslips by an amount equal to or greater than the amount entered under **Net Pay Variance.**

Payslip filter is only available when generating payslips for a single payroll run and if bonus runs are enabled on the payroll then only for main runs.

If the payslip filter is applied the following screen, **Employee selection,** will not appear.

### Printing Payslips

When you print payslips you are presented with the Payslips selection Wizard as follows:




If formatted payslip data is created with the payroll calculation then leave the

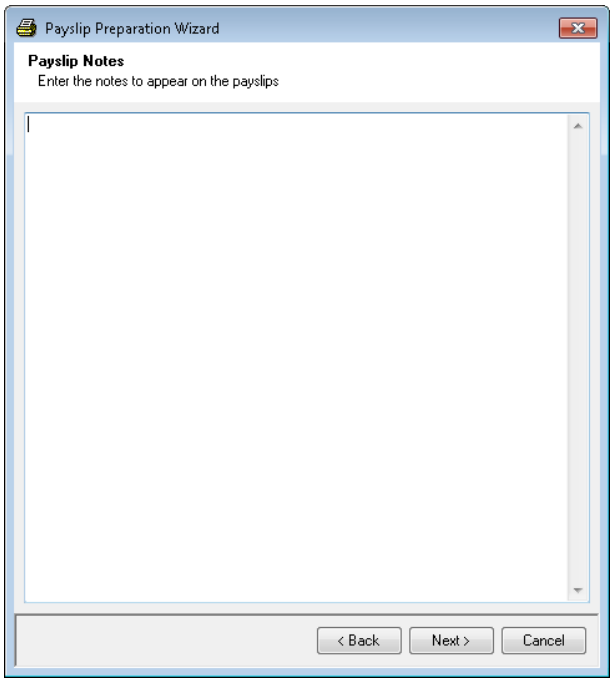
⊙ **Retrieve existing payslips** option set.

○ **Calculate/recalculate current period payslips** option is not required with automatic payslips turned on.

If a frequency is selected that has payslip data generated with pay calculation then the **Retrieve existing payslips** option will automatically be set.

### Payslip Note

This can be entered in the last screen of the Payslip wizard.



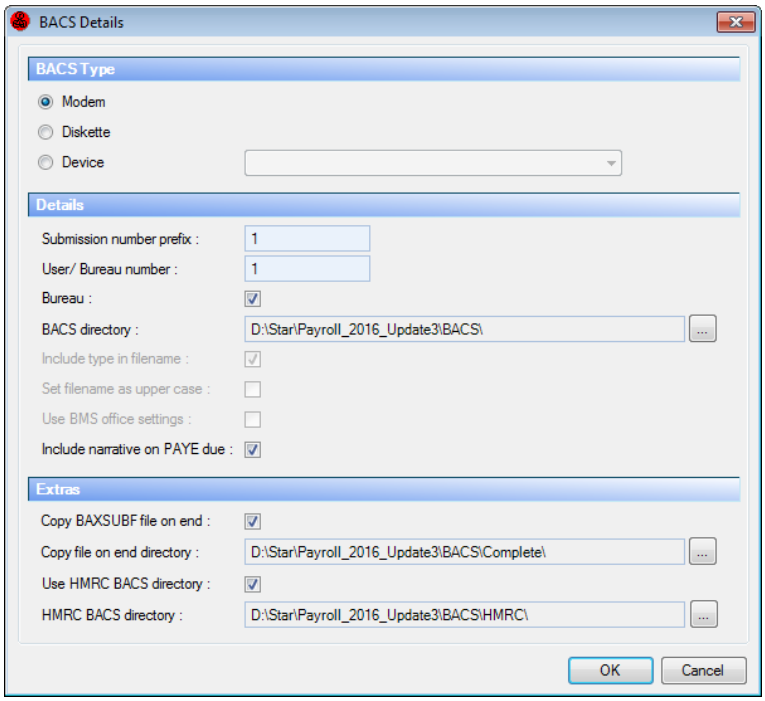

**Note:** Remember if you change static data in employee details such as Address, NI Number, Dept, Branch etc, you will get a warning message. You will need to re-calculate this employee via the Individual Calculation screen if you need the changes to appear on the payslip.

# BACS Payments

**Payroll Professional** produces BACS-ready standard files for transmission with your chosen third party BACS software. There are different types of file formats available depending on whether you are a BACS bureau or are producing a file on behalf of a client for independent transmission.

## Setting Up

To customise **Payroll Professional** for your choice of BACS output, under the **Admin** tab select **BACS\BACS Details**.




You now need to select the file type you require and complete the other information needed.

### Modem (for BACS Bureau)

Use this option if you are a registered BACS bureau.

If you are set up to produce Modem BACS files then you will produce **one** file, which may contain more than one of your clients' payment schedules. These multiple sets of transactions are then transmitted as a single file.

The file produced is **BAXSUBF.txt**, which contains the details of the payments to be made along with the resulting contra entry for the deduction from the employer's bank account. There is a second file created **BACSDET.txt**, containing header information, which may or may not be required by your BACS software.

**Note:** Remember that the file name is constant for this option. A completed BACS modem file needs to be transmitted before a new file can be started. Failure to do so could result in the existing file being over-written.

### Diskette (non-BACS bureau users)

Selecting a diskette type file allows you to produce a separate file for each data file with a file name related to the name of the data file. Non-BACS bureau users, who need to transmit files on behalf of clients, will use this option.

The name of the file produced will be made up of the payroll file name (that part of the file name which appears before the .MCP) plus an extension of **PBX**. Thus, a client with a data file name MASTERS.MCP will produce a file called MASTERS.PBX.

### Device

This option allows BaxPak users to specify the device to which the BACS file will be generated. This will be the same type of file as the diskette option.

### Details section

- **Submission number prefix -** 4 alpha/numeric reference characters
- **User/Bureau number -** Bureau – B followed by 5 numbers or User – 5 numbers only
- **Bureau -** Needs to be ticked if you are a bureau
- **BACS Directory** – click on the ellipsis button and choose the where you want the files saved.
- **Include Type in File Name** (only available for Diskette) – tick this box to have the Type of BACs file included in the file name. Without this ticked the files for paying the HMRC, Pay Components, Pension Providers, and AEOs would have the same file name for the same client.
- **Set File Name as Uppercase** (only available for Diskette) – tick this box if you need to ensure that the file name of the BACS file is always in uppercase.
- **Use BMS Office Settings** – this will only be available if you have the BMS program.
- **Include Narrative on PAYE Due** - with this option enabled when you create a BACS submission via **Run\PAYE Due** the **Bank Statement Narrative** that is entered under the **Data** tab then **Employer\Banks** will be added to the standard description PAYE.

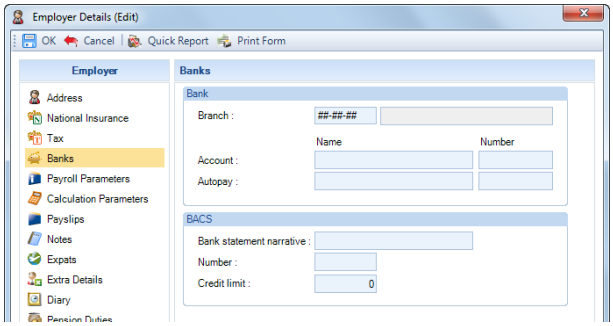
**Extras section**

These settings are only available when Modem is selected:

- **Copy BAXSUBF file on end** – tick this option if you want the completed bacs file to be saved to a different folder.
- **Copy file on end directory** – enter the directory where you want the completed bacs file saved.
- **Use HMRC BACS directory** – tick this option if you want the BACS file created under Run\PAYE Due saved to a different folder.
- **HMRC BACS directory** - enter the directory where you want the HMRC bacs file saved.

## Employer Details

Once the type of file required has been set up, there are some details to be entered in **Employer details** on the **Banks** tab.



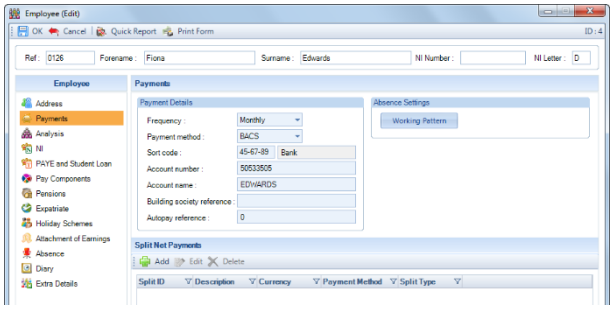

Input the Employer account information :

- Branch Sort Code
- Account Name
- Account Number
- Bank Statement Narrative
- BACS Number – this field is validated to ensure all six numbers have been entered.
- Credit Limit

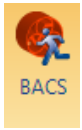
**Note:** The credit limit will not stop the file being produced but will generate a warning message if the limit is exceeded.

## Employee Details

Those employees to be paid by BACS need to have their bank details entered under the **Payments** tab in **Employee Details**, and the Pay Method set to **BACS**.




## Processing

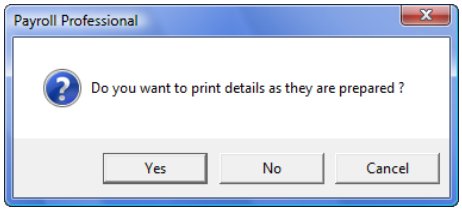



To produce a BACS file after the payroll has been calculated; click on the **BACS** button on the **Open Run** tab.

Any of the required details missing will give messages at this point telling you what is required. These details must be completed before file preparation can carry on.

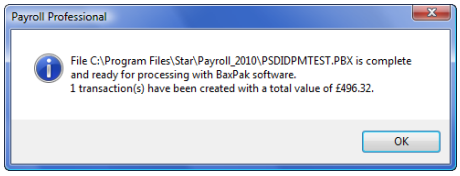
### Diskette & Device

If your system is set for diskette or device then the first part of the BACS file preparation procedure generates a question box.




Click on **Yes** to send a listing of the transactions to your default printer and then carry on with the procedure. Click on **No** to carry on with the procedure without the print and the **Cancel** button will take out of BACS preparation altogether.

The next message box will tell you the name of the file that has been created, the number of transactions included and the total amount of money.

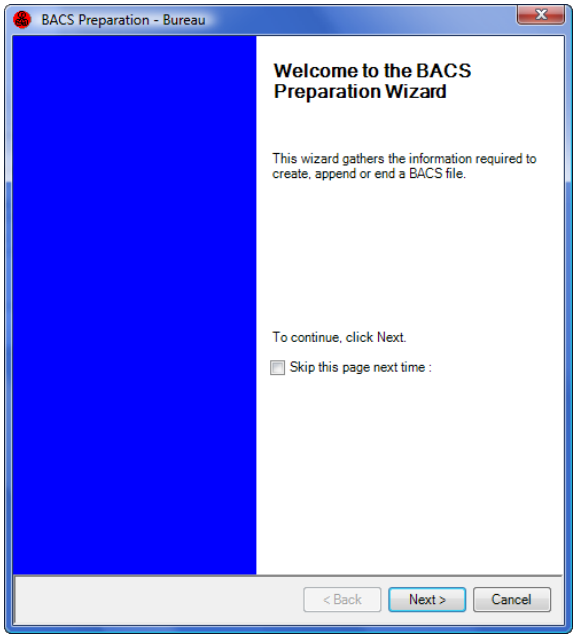


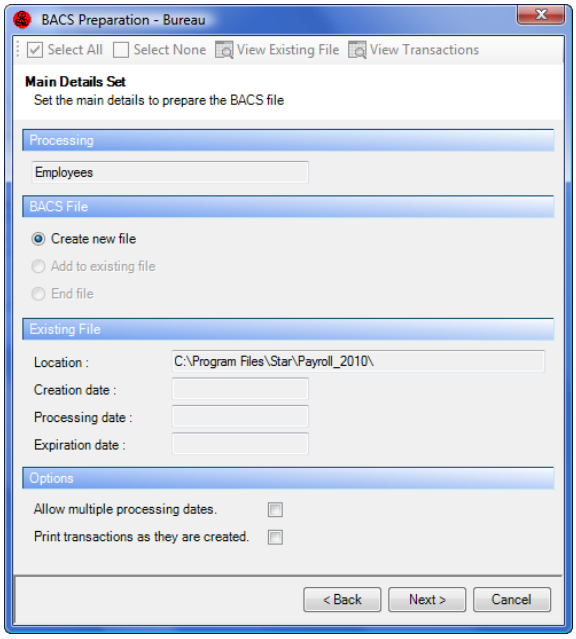

Click on the **OK** button to proceed. Your BACS file is now ready for transmission to BACS with your third party software.

**IMPORTANT NOTE:** With all the payments by BACS routines with Diskette file type enabled, if under **BACS Details** the setting **Include Type in File Name** is **not** selected. Then the file created will be given the name of the data file with a PBX extension. Thus if you have created the BACS file for paying Pensions, HMRC or AEOs, you must ensure that it is transmitted or at least copied to a safe place before the employee payments BACS file is created, as the employee payments file will be created with the **same name**.

### Modem

If you are set up as Modem, then you will produce BACS files, to which you can add more than one set of client data. Click on the **BACS** button, to see the BACS preparation screen.




**Processing** – This section shows what type of transactions are being created. Employees, PAYE Due, Pensions or AEOs.

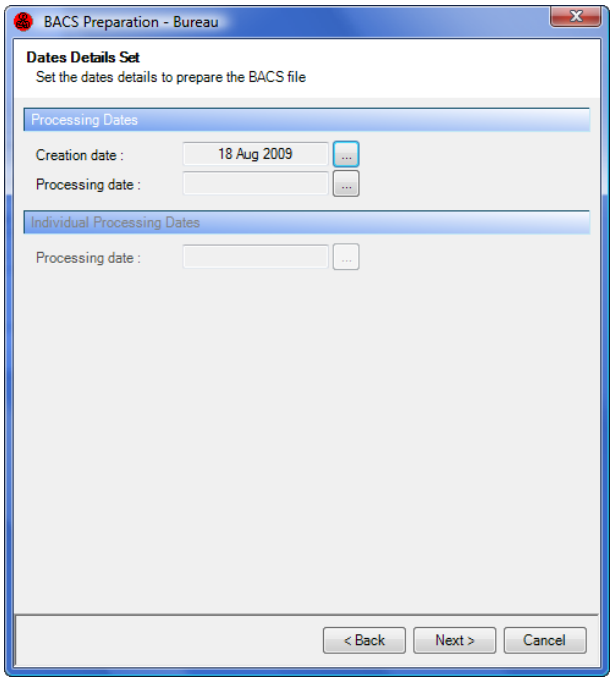
**BACS File** – Choose whether you are creating a new file, add to an existing one or ending a file already created.

**View Existing File** – This section will show the location and dates of any file currently in operation. Click on the **View Existing File** button to see the details contained in the current file.

**Options, Allow multiple processing dates** - When creating a new file or adding to an existing file, if you need a process date (for the payments being added) other than the default dates of the current file, check this box.

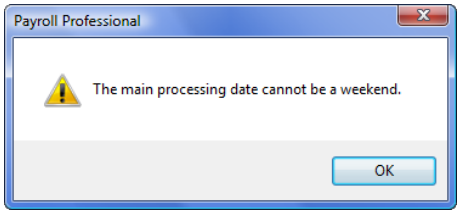
**Options, Print transactions as they are created** – Check this box if you want to print the details of the new set of payments as they are prepared. Click on **Next** to move on.

With the setting Create new file checked, the next screen you will see is this.




**Dates Details, Processing Dates** – The Creation Date will default to the system date, change this if required. When you click on the ellipsis (three dots) button to select the Processing Date, it will default to the day following the creation date. If this is not acceptable then input the date required for the contents of this file.

**Note:** if the file is being prepared on a Friday then the process date must be changed as BACS processing is not done at weekends.

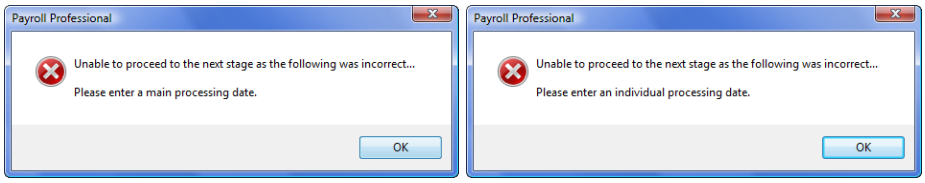



If you get the above message, click on the **OK** button and re-select the processing date for the following Monday.

**Dates Details, Individual Processing Dates** – This field will only be available if you have chosen the option to **Allow Multiple Processing Dates** from the previous screen.

If this is the case, input the processing date required for the transactions being prepared. If this date box is needed but not available, click on **Back**, switch on the box required and click on **Next** to return to this screen.

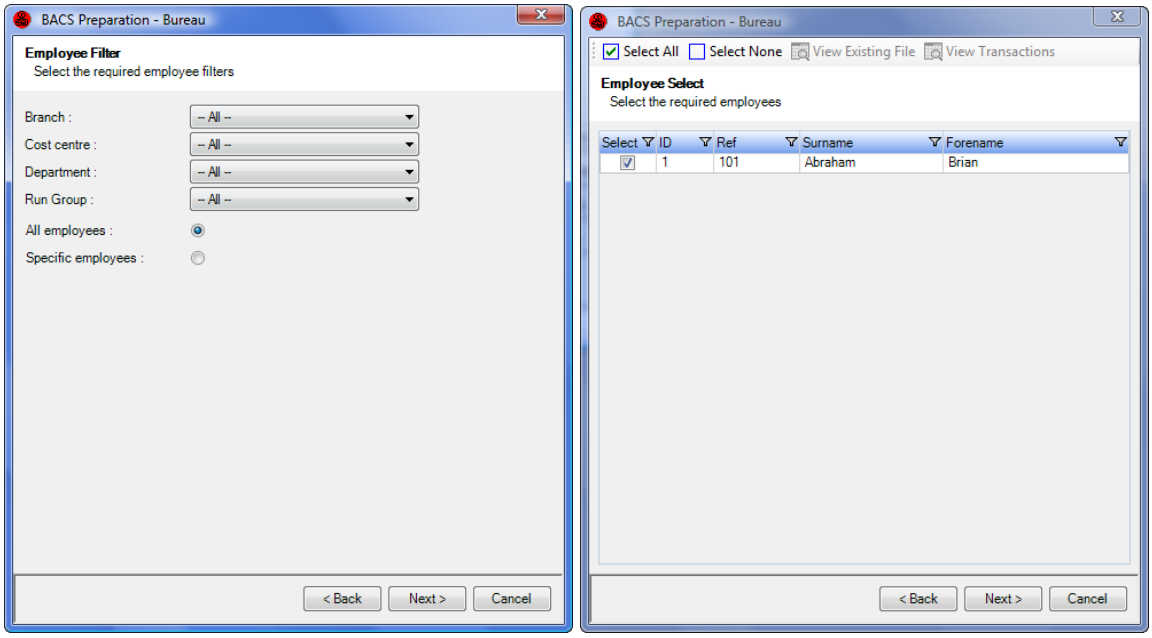
When all dates have been input correctly, click on **Next** to move to the following screen. If any dates have been missed, you will get an appropriate message.




Click on the **OK** button to return to the Dates screen. Input the missing date(s) and click on **Next** to move to the following screen.

Any employee/r BACS or bank information missing will generate an appropriate message and file creation will be aborted. You must input the missing information and re-start the file.

This next screen allows the user to choose which employees are to be paid.



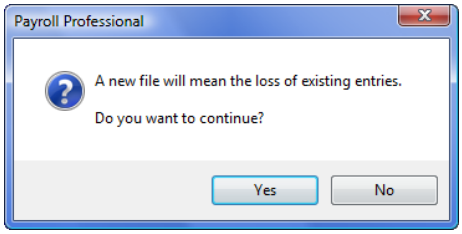

**All Employees** – This is the default setting, click **Next** to be taken to the **Finish** screen.

**Specific Employees** – When this setting is used, click on **Next** to see a list to select which Employees to pay.

**Specific Group** – Choose a branch, department, cost centre or run group for payment. When you click on **Next** you will then see a list to select which Employees to pay.

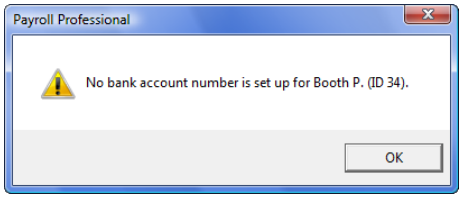
When all selections have been made, click on **Next** then **Finish** button to complete the procedure.

Since BACS details are held in a generic file called BAXSUBF.txt you will be warned when you get to this point that you are creating a new file which will over-write any existing file.



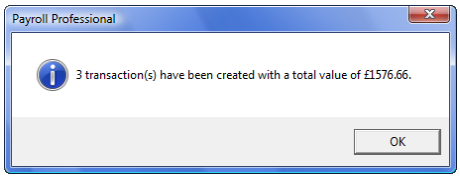

Click on **Yes** if you wish to continue with producing this file. If you are at all unsure then click on **No** and **View Existing File** to see what is still there.

At this point, as the file is being prepared, if any information is missing such as bank account numbers or names, you will be warned of the first piece of information that is missing.

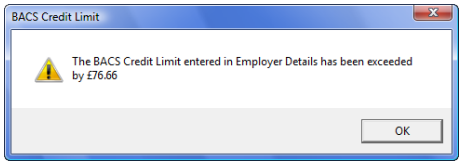



When you click on **OK** to the message, you will be returned to the first input screen. You need to click on **Cancel** to leave BACS; check out and complete the missing details and start the BACS file procedure again.

When you have completed the missing details and get back to the point where you are being warned of the implications of starting a new file, if you choose **Yes**, you will get a message telling you how many transactions have been created with their total value.




Click on **OK** to complete the procedure. If this file has exceeded the credit limit set in Employer Details, then you will see an appropriate message.

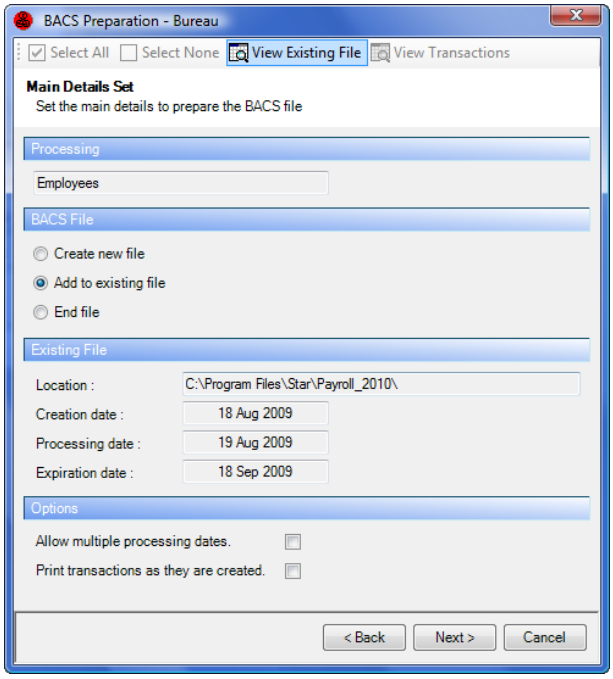



This will not stop the file being produced; it is simply a reminder that the figure has been exceeded. Click on **OK** to complete the procedure.

You are now returned to the first screen. If this is the only set of data for this file then click on **Next** then **Finish** and the BACS file will be 'completed' ready to transmit with your BACS software.

If, however, you want to add further transactions to the file before sending, then simply click on the **Done** button to leave the file open for later additions.

Add another set of data by closing this data file, open the next client for BACS payment and follow the same procedure except at the first screen where the selection needs to be **Add to existing file** (check the box print transactions as they are created if necessary).




If you have more details to add to this file, click on **Done** to leave the file open.

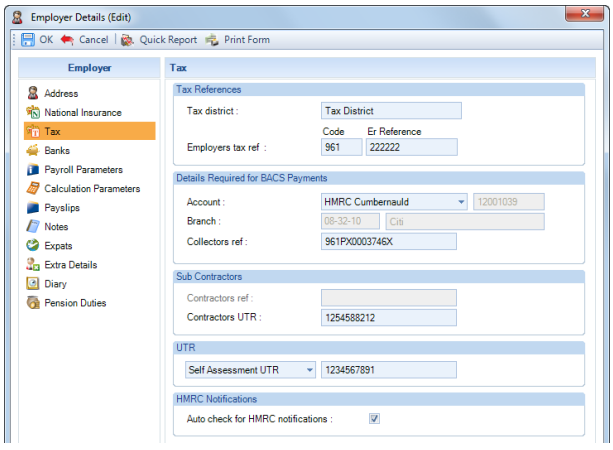
To add another set of data with a different process data, make sure the settings for **Add To Existing File** and **Allow Multiple Processing Date** are switched on and click on **Next**. Input the processing date required and move through the subsequent screens to complete the procedure.

When the last set of data for the file has been added, enable **End File** and then click on **Next** and **Finish** and the BACS file will be 'completed' ready to transmit with your BACS software.

**Note:** If you try to add the same client to a file twice, **Payroll Professional** will check the contents of the data to be added with the existing contents of the file. If the second set of data is IDENTICAL then the addition will not be allowed. Any difference between the two sets of data, however small, will mean the addition is allowed.

## HMRC

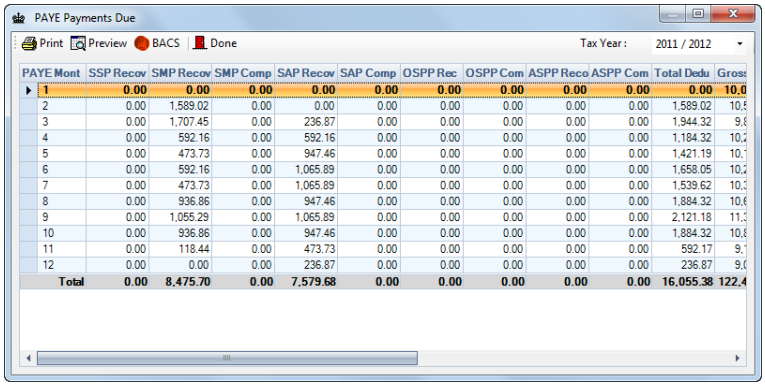
Before any payments can be made to the HMRC by BACS, some details need to be set up in **Employer Details** on the **Tax** tab.




The **Details Required for BACS Payments** section needs to be completed with the bank account details for the **HMRC** and the client's PAYE collection reference.

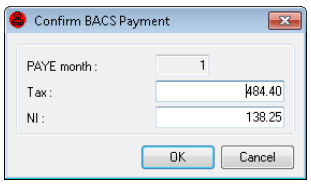
### Making Payment

To create the payment transaction for the HMRC, under the **Run** tab select **PAYE Due.**



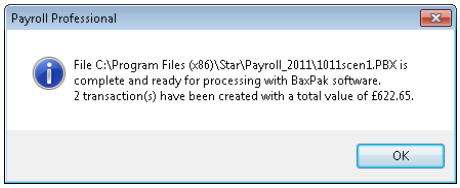

| PAYE Mont | SSP Recov | SMP Recov | SMP Comp | SAP Recov | SAP Comp | OSPP Rec | OSPP Com | ASPP Reco | ASPP Com | Total Dedu | Gross |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 10.0 |
| 2 | 0.00 | 1,589.02 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,589.02 | 10.5 |
| 3 | 0.00 | 1,707.45 | 0.00 | 236.87 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,944.32 | 9.8 |
| 4 | 0.00 | 592.16 | 0.00 | 592.16 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,184.32 | 10.2 |
| 5 | 0.00 | 473.73 | 0.00 | 947.46 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,421.19 | 10.1 |
| 6 | 0.00 | 592.16 | 0.00 | 1,065.89 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,658.05 | 10.2 |
| 7 | 0.00 | 473.73 | 0.00 | 1,065.89 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,539.62 | 10.3 |
| 8 | 0.00 | 936.86 | 0.00 | 947.46 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,884.32 | 10.6 |
| 9 | 0.00 | 1,055.29 | 0.00 | 1,065.89 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2,121.18 | 11.3 |
| 10 | 0.00 | 936.86 | 0.00 | 947.46 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,884.32 | 10.8 |
| 11 | 0.00 | 118.44 | 0.00 | 473.73 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 592.17 | 9.1 |
| 12 | 0.00 | 0.00 | 0.00 | 236.87 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 236.87 | 9.0 |
| Total | 0.00 | 8,475.70 | 0.00 | 7,579.68 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 16,055.38 | 122.4 |

Click on the line of the tax month you wish to pay and click on the **BACS** button.




A Confirm BACS Payment window will now show the period number, the Tax and NIC totals due. These figures can be over-written if required.

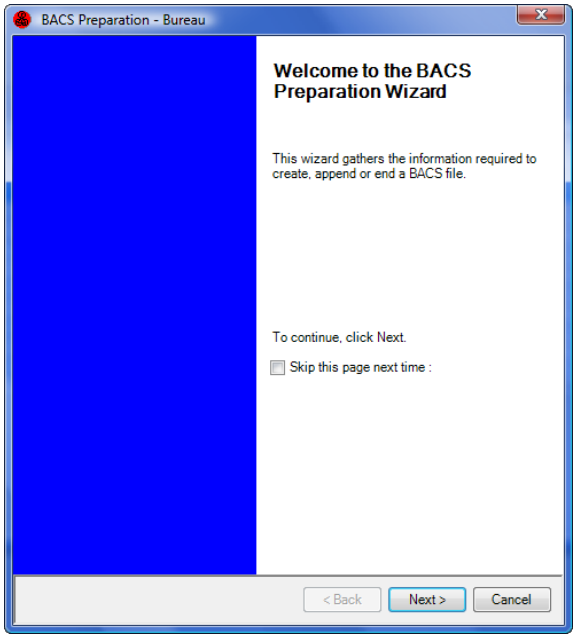
Clicking on the **OK** button will activate a normal BACS payment screen message if this client is set up for diskette or device.

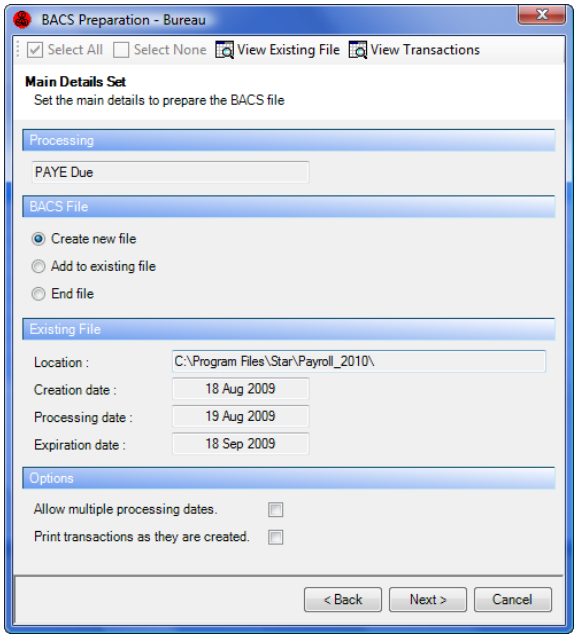



Click on the **OK** button to proceed. Your BACS file is now ready for transmission to BACS with your third party software.

**IMPORTANT NOTE:** All payments by BACS routines with Diskette type enabled will create a file using the name of the data file and a PBX extension. If you have **not** ticked the setting **Include Type In File Name** then if you have created the BACS file for paying Employees, Pensions, or AEOs, you must ensure it is transmitted or at least copied to a safe place before the HMRC BACS file is created, as the HMRC BACS file will be created with the **same name**.

If the client is set up for modem, a BACS preparation window will appear.



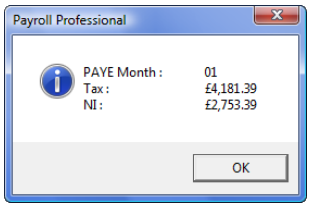




If there is a currently active file, the revenue payments can be added in the normal manner by clicking on the **Add To Existing File** button.

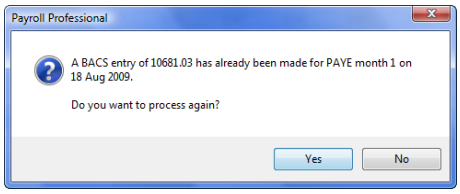
Otherwise, click on the **Create New File** button to start a new BACS file with the HMRC amounts as the first transactions.

When the two HMRC amounts are added to the file, they will have the correct references appended denoting Tax or NIC and to which period they refer.

You will notice there is an additional **View Transactions** button. These are the amounts you have just selected to pay. Click on the button and you will see a display of the remittance amounts.




If you attempt to pay the same month twice, you will see a message reminding you that a BACS entry for this period has already been made.

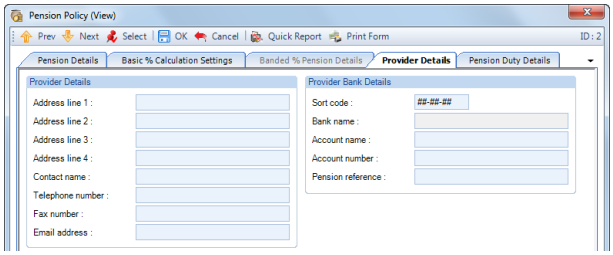



You have the opportunity to carry on or cancel the transaction preparation.

When the transaction has been completed, the amounts will also be recorded automatically in the Tax and NI Payments listing.

## Pensions

To pay pensions deducted to the pension provider, the provider's bank information has to be set up. Do this in the Pension Policies screen, then select the **Provider Details** tab.

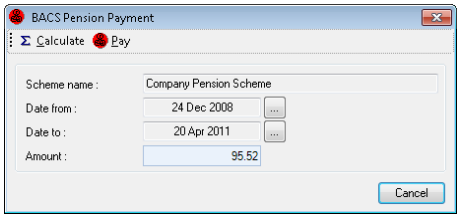



Enter the Provider's bank information and the Policy reference. Payment cannot be made without a reference being entered.

## Making Payment

To create the pension deductions transactions, under the Data tab select **Pensions\BACS**. The next screen displays a list of the Pension schemes with bank details entered.

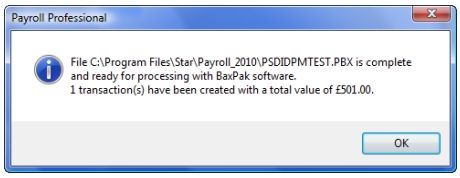
Highlight the Pension Policy you want to create a BACs for and click on **Select**.




Click on the ellipsis (three dots) button at the Date from box and select the start date of the period the payment is to cover. Now click the button at the Date to box and set the end date of the period.

Now click on the **Calculate** button for the calculation of the total of pension deductions between those dates. This figure can be manually adjusted, if required.

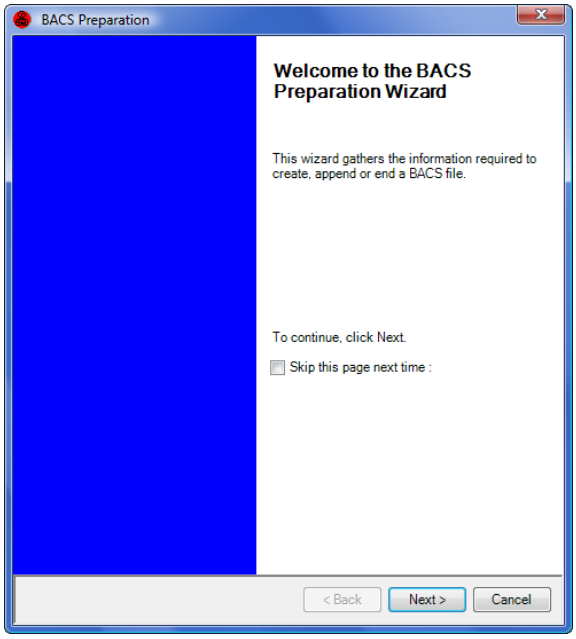
Clicking on the **Pay** button will activate a BACS payment screen message if this client is set up for diskette or device.

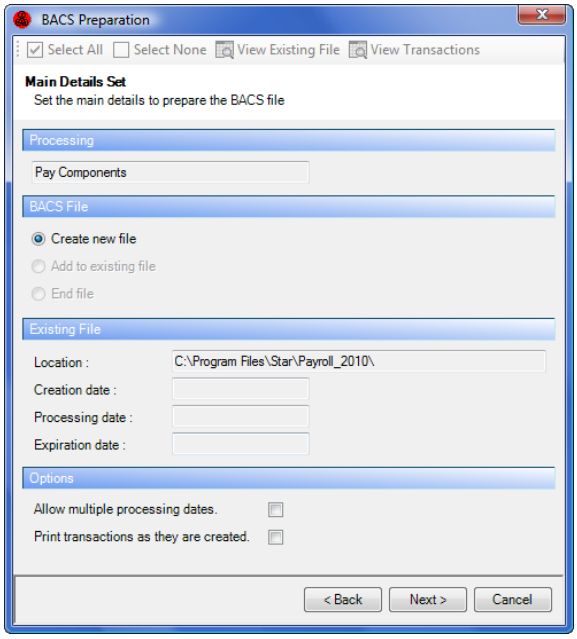



Click on the **OK** button to proceed. Your BACS file is now ready for transmission to BACS with your third party software.

**IMPORTANT NOTE:** With all the payments by BACS routines with Diskette file type enabled, the file created will be given the name of the data file with a PBX extension. If you have **not** ticked **Include Type In File Name** then if you have created a BACS file for paying Employees, HMRC or AEOs, you must ensure it is transmitted or at least copied to a safe place before a Pensions BACS file is created, as the Pensions BACS file will be created with the **same name**.

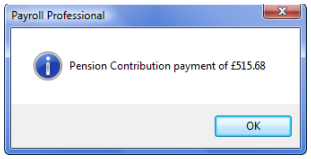
If the client is set for modem, select payment dates as described and calculate the total payment, click the **Pay** button and the normal BACS window appears.



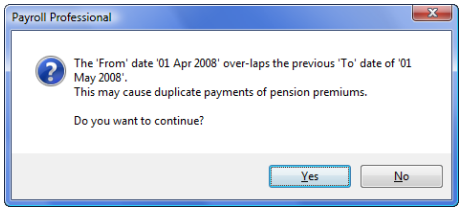




If there is a currently active file, the pension payments can be added in the normal manner by clicking on the **Add To Existing File** button. Otherwise, click on the **Create New File** button to start a new BACS file with the Pension amounts as the first transactions.

You will notice there is an additional **View Transactions** button. This is the amount you have just selected to pay. Click on the button to see a display of the pension remittance total.



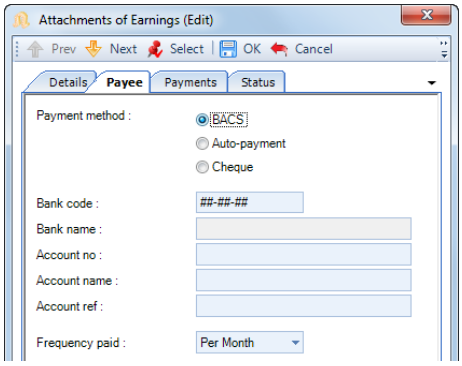

If you attempt to pay the same period twice, you will see a message reminding you that a BACS entry for this period has already been made.




You have the opportunity to carry on or cancel the transaction preparation.

## Attachment of Earnings

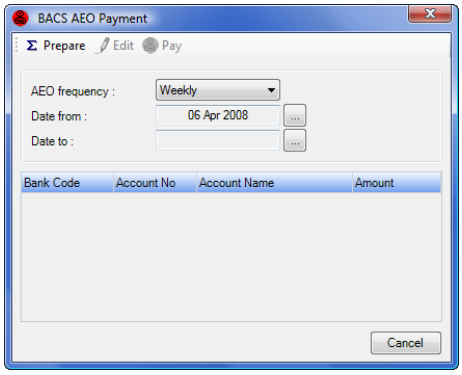
To pay AEO deduction amounts to the courts (Authorising Body), that body's bank information has to be set up on **Payee** tab of the **AEO** screen in **Employee details**.



Enter the authorising body's bank information and the order reference. Payment cannot be made without a reference being entered.

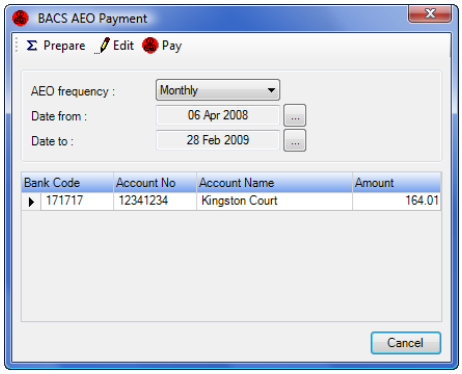
### Making Payment

To create the AEO deductions transactions, select **AEO BACS** under the **Run** tab.



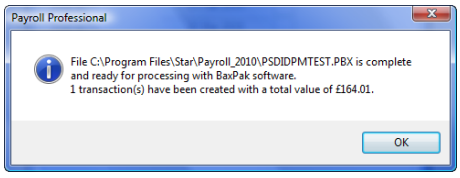

Select the AEO frequency you want to pay - weekly or monthly. Click on the ellipsis (three-dot) button at the From box and select the start date for the period of payments to be included in this BACS payment. Click on the ellipsis button at the To box and set the date for the end of the period to be covered.

Now click on the **Prepare** button.




You will now see a list of the amounts to be paid and the relevant bank account details. If you need to change any one of the amounts for whatever reason, highlight the line and click on the edit button (or double click on the line). You can now overwrite the amount to pay.

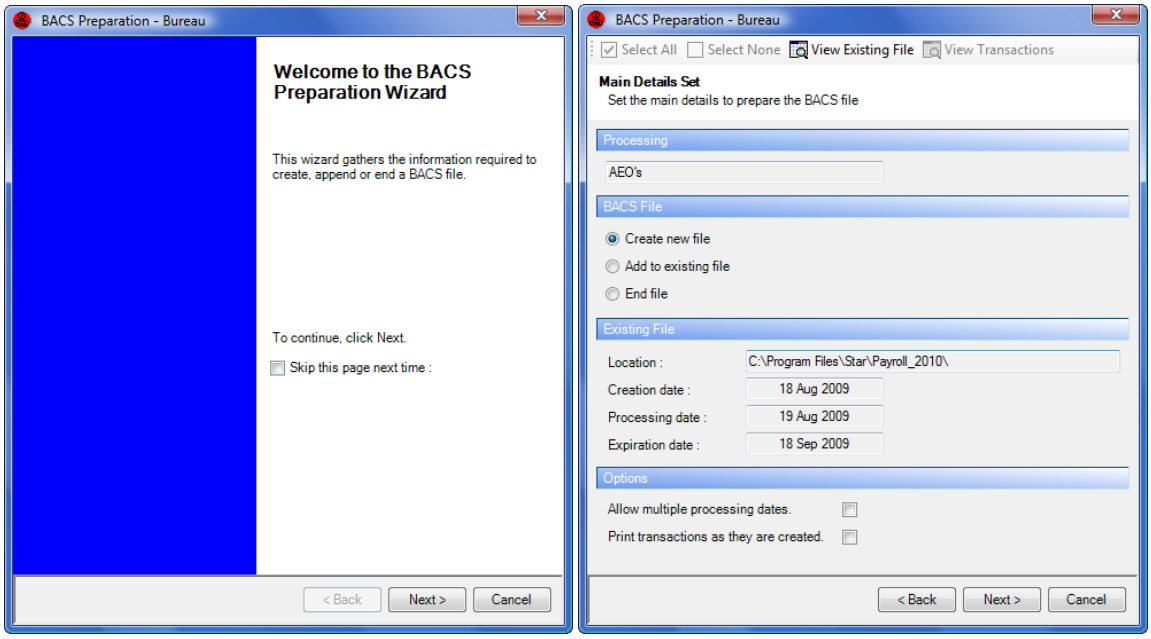
When the correct amounts are showing, clicking on the **PAY** button will activate a BACS payment screen message if this client is set up for diskette or device.




Click on the **OK** button to proceed. Your BACS file is now ready for transmission to BACS with your third party software.

**IMPORTANT NOTE:** With all the payments by BACS routines with Diskette file type enabled, the file created will be given the name of the data file with a PBX extension. If you have **not** ticked **Include Type In File Name** then if you have created the BACS file for paying the Employees, Pensions or HMRC, you must ensure that it is transmitted or at least copied to a safe place before the AEO BACS file is created, as the AEO BACS file will be created with the **same name**.

If the client is set up for modem, the normal BACS window will appear.

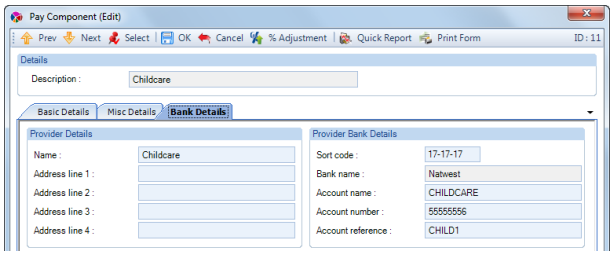



If there is a currently active file, the AEO payments can be added in the normal manner by clicking on the **Add To Existing File** button. Otherwise, click on the **Create New File** button to start a new BACS file with the AEO amounts as the first transactions.

If you attempt to pay the same period twice, you will not be allowed to input dates for a period that has already been paid.

## Pay Components

To Bacs a pay component amount for example Union deductions or Childcare vouchers the bank information has to be set up on the **Bank Details** tab of the Pay Components screen.

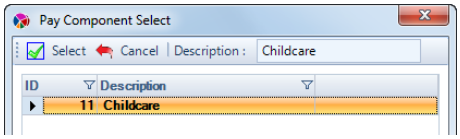



Enter the bank information and the account reference.

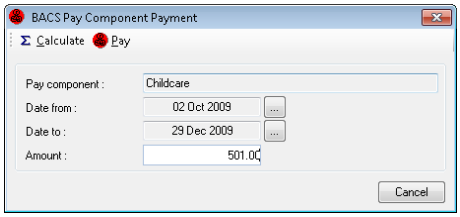
### Making Payment

To create the Pay Component transaction, select **Pay Components\BACS** from the **Data** tab.

Highlight the component and click on **Select** to continue.

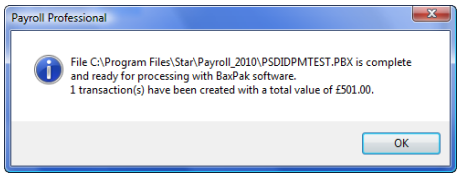



Select the start and finish date of the period for payment and click on **Calculate** to generate the totals.



If you need to you are also able to edit the amount to pay.

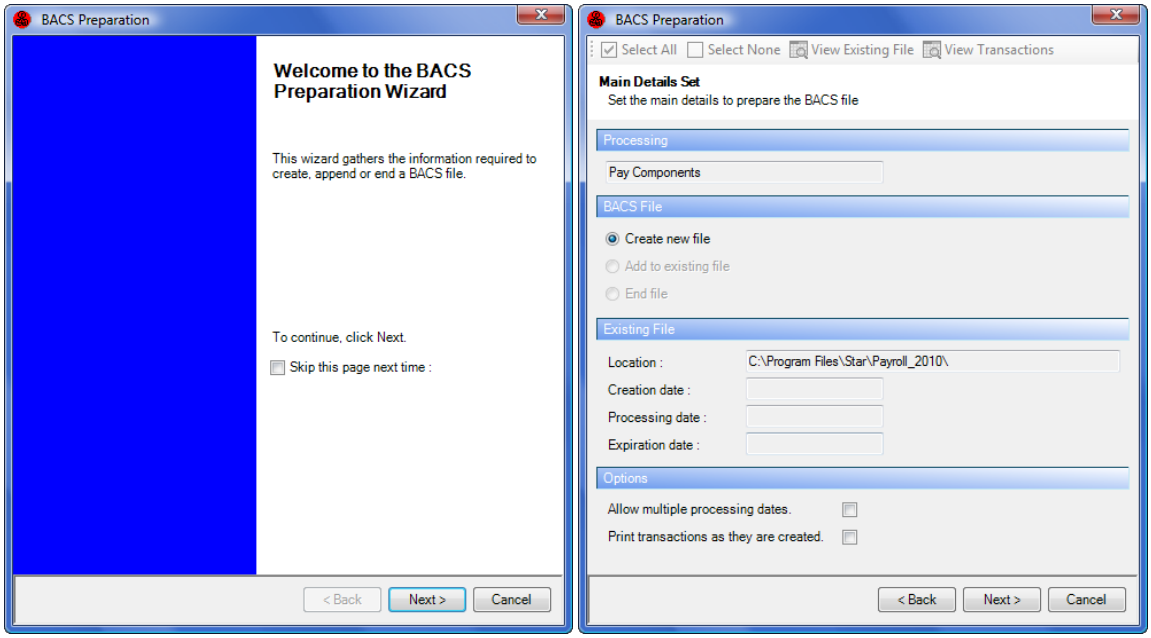
When the correct amounts are showing, clicking on the **Pay** button will activate a BACS payment screen message if this client is set up for diskette or device.




Click on the **OK** button to proceed. Your BACS file is now ready for transmission to BACS with your third party software.

**IMPORTANT NOTE:** With all the payments by BACS routines with Diskette file type enabled, the file created will be given the name of the data file with a PBX extension. If you have **not** ticked **Include Type in File Name** then if you have created the BACS file for paying the Employees, Pensions or HMRC, you must ensure that it is transmitted or at least copied to a safe place before the Pay Component BACS file is created, as the Pay Component BACS file will be created with the **same name**.

If the client is set up for modem, the normal BACS window will appear.




If there is a currently active file, the Pay Component payments can be added in the normal manner by clicking on the **Add To Existing File** button. Otherwise, click on the **Create New File** button to start a new BACS file with the Pay Component amounts as the first transactions.

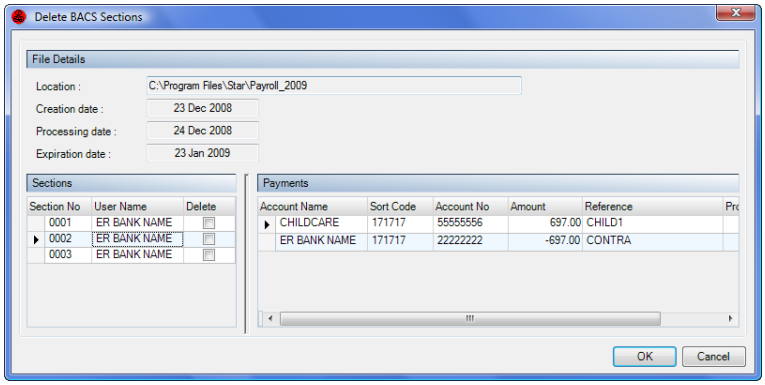
If you attempt to pay the same period twice, you will not be allowed to input dates for a period that has already been paid.

## Deleting Section From A Modem Format BACS File

If a set of data has been added to a multi-client BACS file in error it can be extracted. This is only be viable whilst the file is still 'open', once the file has been 'Ended' you are no longer able to make any amendments, you must simply start the file again if there is a problem with the content.

To see the content of an existing file go to the **Admin** tab and select **BACS\Delete BACS Sections**.

You will now see a screen displaying the data in the current 'live' BACS file.




The top left of this window shows the details of the file, its location and dates. On the left you will see the information about the various sections that make up the file.

Choose the section number on the left to see the details of the payments belonging to that section.

To delete the payments of this section, simply tick the Delete box and click on **OK**. The section is now deleted.

A permanent record of deleted sections is recorded in a file called BACSaudit.txt. This file is created in the same folder as that holding your BAXSUBF.txt file.

```
--------------------------------------------------------------------------------
System Date : 23 Dec 2008 12:42:55
User ID : 2
User Name : Maria Gosden
File No : 7


HDR1A235689S  1B12345PREF0700010001       08358 09023 000000
HDR2F0180000100                             00
UHL1 08359999999    000000001 DAILY  001
1717171212121109917171722222222     0000051568ER BANK NAME      GPSCOT            SCOTTISHWIDOWS
1717172222222201717171722222222     0000051568PENSION           CONTRA            ER BANK NAME
EOF1A235689S  1B12345PREF0700010001       08358 09023 000000
EOF2F0180000100                             00
UTL10000000051568000000005156800000010000001
```

The file will record the time, date and user details of the items deleted as well as the actual records themselves.

## BACS Creation – Modem Format

Locking has been added so that when creating a BACS file, each section/bacs creation has a unique number.

Previously, if two users created the BACS at the same time both would have the same file number, which means that any reports using the BACS tables would group them together as one submission. The BACS submission file itself would show them as two separate submissions.

# Employment Allowance

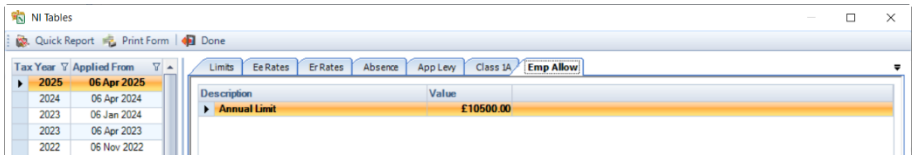
This document details how to record the employment allowance indicator to include in an EPS submission and the values to recover for each PAYE month, if applicable.

The Employment allowance can be claimed against the Employer National Insurance calculated for employees, up to the maximum allowance set by HMRC for each tax year.

From tax year 2021/22, the Employer National Insurance used to offset the Employment allowance against, excludes employees marked as Off Payroll Workers.

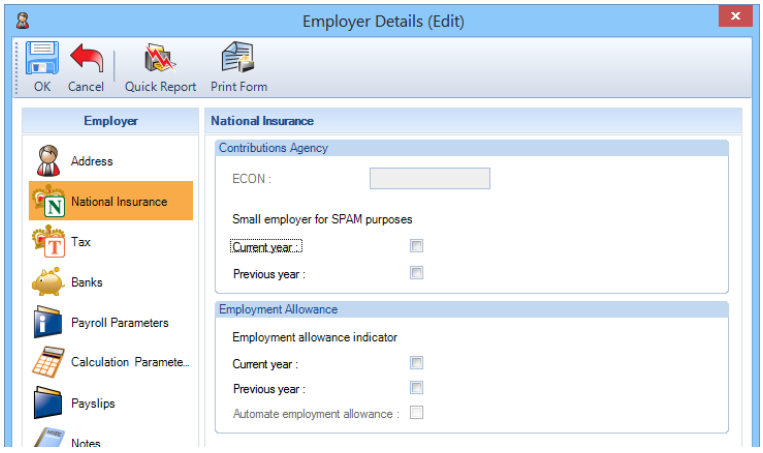
## Tables

The amount of employment allowance that can be claimed each tax year, is shown under **Tables\National Insurance** then select the **Emp Allow** tab:




## Employer Details

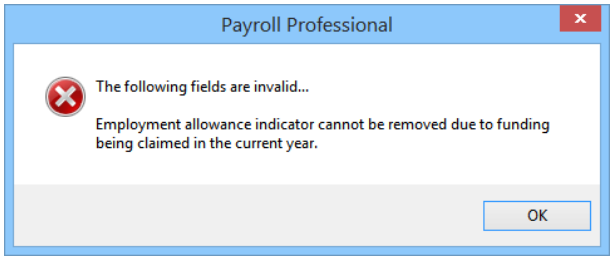
Under the **National Insurance** tab there are two fields for Employment Allowance:




- **Current Year** – select this box if you are claiming Employment Allowance in the current tax year.
- **Previous Year** – select this box if you claimed Employment Allowance in the previous tax year. This box will automatically be updated by the program when you close the tax year.
- **Automate Employment allowance** – select this box if you want the amount of Employment Allowance that can be claimed to be calculated automatically when you either enter the PAYE due screen or run a P32 report.

If you submitted the Employment Allowance indicator in your EPS submission, when you open the payroll data file in the latest version the Current Year will automatically be updated.

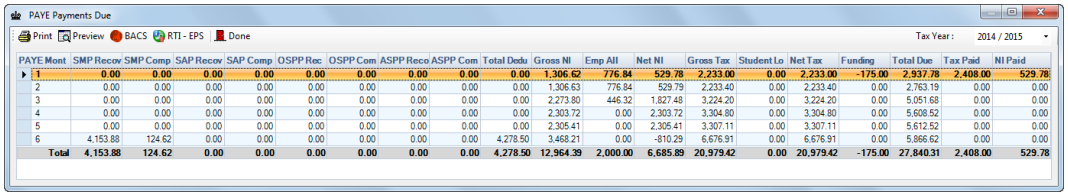
If Employment allowance has been claimed in the current year and the balance of employment allowance is not zero then it is not possible to unselect Employment allowance. The following message will appear:




If funding has been claimed in error, the funding amounts need to either be deleted or a negative amount needs to be entered to bring the balance to zero before the employment allowance indicator can be un-ticked.

## PAYE Due

The PAYE Due screen under the **Run** tab has a separate column for the Employment Allowance called **Emp All**.




| PAYE Mont | SMP Recov | SMP Comp | SAP Recov | SAP Comp | OSPP Rec | OSPP Com | ASPP Reco | ASPP Com | Total Dedu | Gross NI | Emp All | 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 | 1,306.62 | 776.84 | 529.78 | 2,233.00 | 0.00 | 2,233.00 | -175.00 | 2,937.78 | 2,408.00 | 529.78 |
| 2 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,306.63 | 776.84 | 529.79 | 2,233.40 | 0.00 | 2,233.40 | 0.00 | 2,763.19 | 0.00 | 0.00 |
| 3 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2,273.80 | 446.32 | 1,827.48 | 3,224.20 | 0.00 | 3,224.20 | 0.00 | 5,051.68 | 0.00 | 0.00 |
| 4 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2,303.72 | 0.00 | 2,303.72 | 3,304.80 | 0.00 | 3,304.80 | 0.00 | 5,608.52 | 0.00 | 0.00 |
| 5 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2,305.41 | 0.00 | 2,305.41 | 3,307.11 | 0.00 | 3,307.11 | 0.00 | 5,612.52 | 0.00 | 0.00 |
| 6 | 4,153.88 | 124.62 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 4,278.50 | 3,468.21 | 0.00 | -810.29 | 6,676.91 | 0.00 | 6,676.91 | 0.00 | 5,866.62 | 0.00 | 0.00 |
| Total | 4,153.88 | 124.62 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 4,278.50 | 12,964.39 | 2,000.00 | 6,685.89 | 20,979.42 | 0.00 | 20,979.42 | -175.00 | 27,840.31 | 2,408.00 | 529.78 |

And the report that is produced when you click on **Print** also shows the Employment Allowance in a separate column also called **Emp All**:

PAYE Due Report

Printed : 24 July 2014 11:30 Page : 1

Summary

Client/ Datafile : 14/15 Recognition Scenario
Collectors Ref : 049PQ11214673
PAYE Year : 2014 / 2015

Details

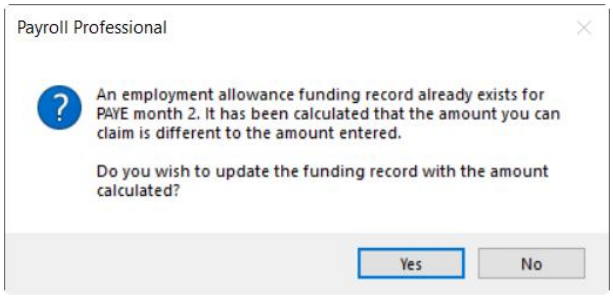
| PAYE Mn | SMP R | SMP C | SAP R | SAP C | OSPP R | OSPP C | ASPP R | ASPP C | Gross NI | Emp All | Net NI | Gross Tax | Std Loans | Net Tax | Funding | Total Due |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1306.62 | 776.84 | 529.78 | 2233.00 | 0.00 | 2233.00 | -175.00 | 2937.78 |
| 2 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1306.63 | 776.84 | 529.79 | 2233.40 | 0.00 | 2233.40 | 0.00 | 2763.19 |
| 3 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2273.80 | 446.32 | 1827.48 | 3224.20 | 0.00 | 3224.20 | 0.00 | 5051.68 |
| 4 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2303.72 | 0.00 | 2303.72 | 3304.80 | 0.00 | 3304.80 | 0.00 | 5608.52 |
| 5 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2305.41 | 0.00 | 2305.41 | 3307.11 | 0.00 | 3307.11 | 0.00 | 5612.52 |
| 6 | 4153.88 | 124.62 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 3468.21 | 0.00 | -810.29 | 6676.91 | 0.00 | 6676.91 | 0.00 | 5866.62 |
| Total | 4153.88 | 124.62 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 12964.39 | 2000.00 | 6685.89 | 20979.42 | 0.00 | 20979.42 | -175.00 | 27840.31 |

If **Automate employment allowance** is selected then when entering the PAYE Due screen, or running a P32 report, the amount of employment allowance which can be claimed in the current period will be calculated.

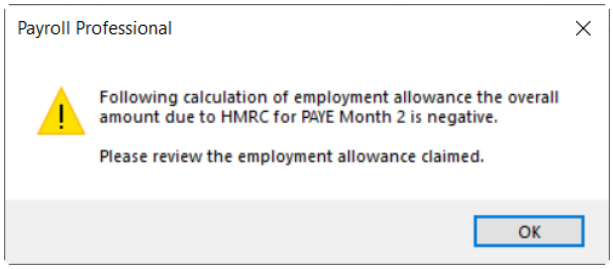
The amount is calculated as Total Employer's NIC Year to date minus Total Employment allowance claimed Year to date.

The amount is restricted to the annual employment allowance limit for the current tax year.

If an employment allowance amount has already been recorded for the current PAYE month which is different to the amount calculated, for example, if an employee's pay has been increased or decreased, the following message will appear:



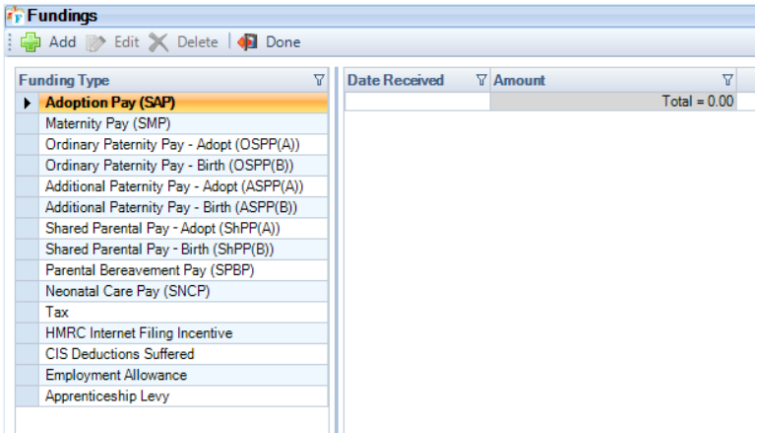

If you select Yes the amount of Employment allowance for the PAYE month is updated and the amount of PAYE due will be adjusted accordingly, if you select No the amount will not be changed in the current PAYE month but will be taken into consideration in the calculation in the following PAYE month. If the Total Due for the PAYE month is negative as a result of the existing or re-calculated employment allowance value recorded the following message will appear:



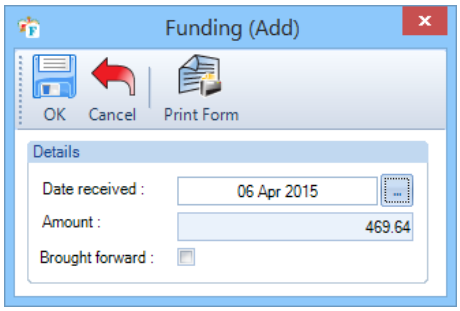

You will need to review the Employment Allowance recorded under Run\Funding and update as required.

## Funding

To manually record the values recovered for Employment Allowance, select **Funding** under the **Run** tab.

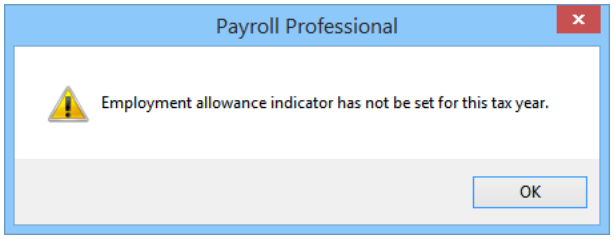



Highlight **Employment Allowance** and click on **Add**:

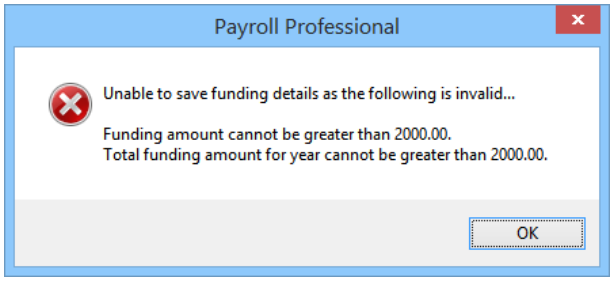



The amount will be automatically populated with the amount of Employment allowance that can be claimed based in the PAYE Month that the Date received falls in.

You will not be able to enter an amount to recover for Employment Allowance if the **Current Year** is not ticked under **Employer Details****National Insurance** tab. You will see the following message if the **Current Year** is not ticked.




An additional message if you try to enter more than the amount that can be claimed for the tax year.




**Note:** If you re-calculate an employee that changes the Employer National Insurance, after entering the Employment Allowance under Funding. You will need to edit the Funding record and change the figure manually or delete the Funding record for that PAYE Month and Add the record again.

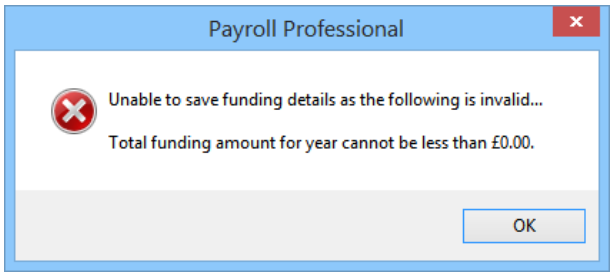
### Brought forward amounts

You can add a brought forward funding record by selecting 'Brought Forward' when adding an employment allowance funding record. This indicates that an amount has already been claimed before processing in Payroll Professional. This can used if you take over a payroll part way through the year to prevent the same amount being claimed twice.

### Negative amounts

It is possible to add negative amounts of funding. If an amount has been overclaimed in a previous period, or the amount of employment allowance has reduced due to the recalculation of directors pay, then it is possible to enter a negative amount to correct the overall total.

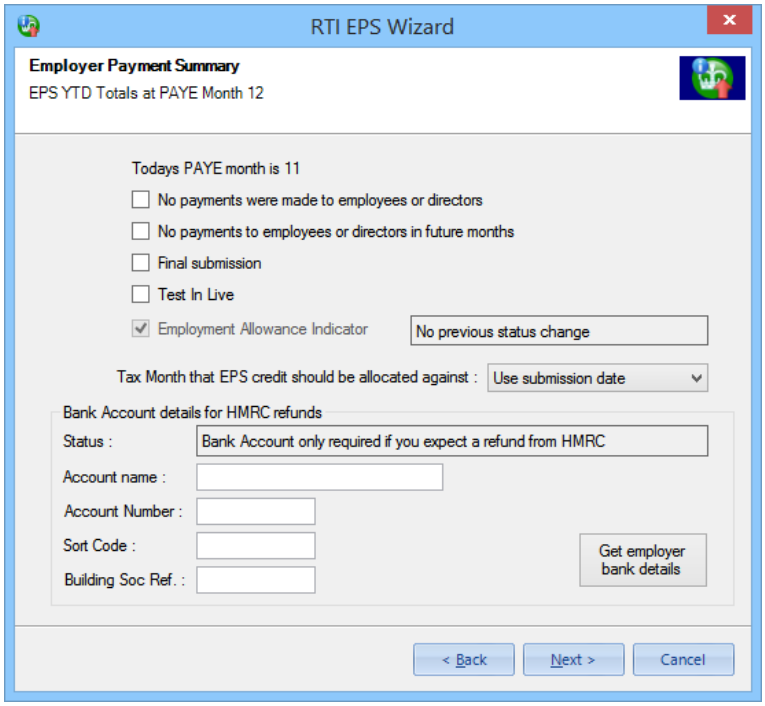
It is not possible for the overall total claimed to be negative. If an amount is entered which wil make the overall total negative the following message will be shown.




## RTI EPS

As you are aware, you need to submit an EPS to inform the HMRC that you are claiming the Employment Allowance.

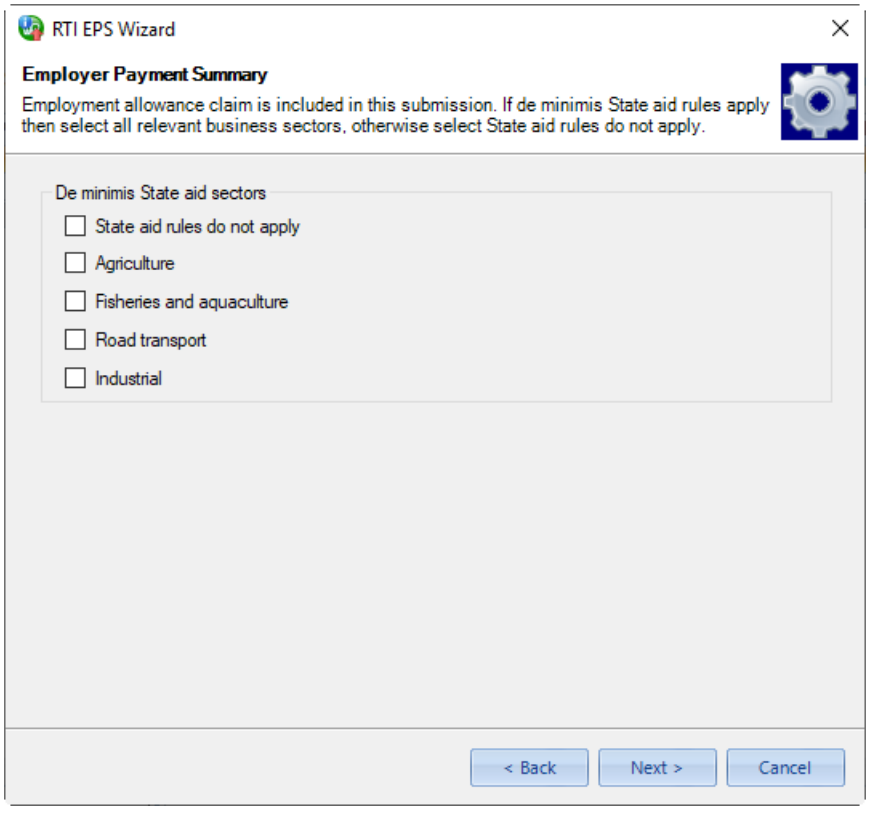
The Employment Allowance will be picked up from the new settings under **Employer Details****National Insurance** tab, and cannot be changed within the EPS wizard.




If you have not already sent an EPS with the flag set, then you will need to enable the **Current Year** setting under **Employer Details****National Insurance** tab, before creating the EPS which will then pick the setting up to include in the submission.

If you have claimed Employment Allowance and should not have, you will need to delete all of the Employment Allowance claimed under **Run****Funding** and then un-tick the **Current Year** box in **Employer Details****National Insurance** tab. Then submit an EPS which will include the change of Employment Allowance.

From tax year 2020/21, you need to claim the employment allowance each tax year and now requires additional information. When you have got Employment Allowance – Current Year enabled, and it is the first time of claiming during the year the EPS wizard includes a new screen:

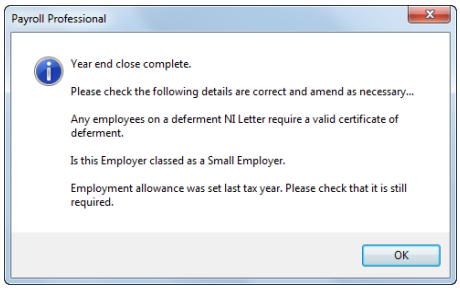


Tick the applicable box(s) then click on Next.

## Year End Close

When you close the Tax Year the Current Year setting under Employer Details\National Insurance tab will be copied to the Previous Year. The Current Year will not be changed, so if it was enabled then after you close the year it will still be enabled and viceversa.

There is a reminder in the Year End Close Complete message, reminding you to check whether it should continue to be claimed:




When closing tax year 2019/20 onwards the Employment Allowance – Current Year setting will not be carried over to the next tax year, so if the Employer can claim it for the new tax year after closing the year, you will need to go to Employer Details and tick the Current year box for Employment Allowance.

# PAYE Due

There are two places in **Payroll Professional** where you can see the totals of Tax and NIC due to the HMRC.

Under the **Run** tab select **PAYE Due**. This will display the amounts of Tax, NIC, SMP etc due to the HMRC, displayed by PAYE month which is determined by the Run Date.

| PAYE Month | SMP Recov | SMP Comp | SAP Recov | SAP Comp | OSPP Rec | OSPP Com | ShPP Reco | ShPP Com | SPBP Reco | SPBP Com | SNCP Rec | SNCP Com | Total Deds | 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 |
| Total | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 25,678.30 | 770.36 | 26,448.66 | 56,246.96 | 0.00 | 0.00 | 0.00 | 29,798.30 | 124,666.61 | 0.00 | 124,666.61 | 0.00 | 154,464.91 | 0.00 | 0.00 |

If you need to see figures for a previous year, simply select the appropriate year on the top right corner of the screen.

Use this screen to generate HMRC payments by BACS. Making payments by BACS is covered in detail in the BACS section of the Help file.

The **Print** button produces a flat text report:

**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 |
| Total | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 26448.66 | 56246.96 | 0.00 | 0.00 | 0.00 | 29798.30 | 124666.61 | 0.00 | 124666.61 | 0.00 | 154464.91 |

## P32

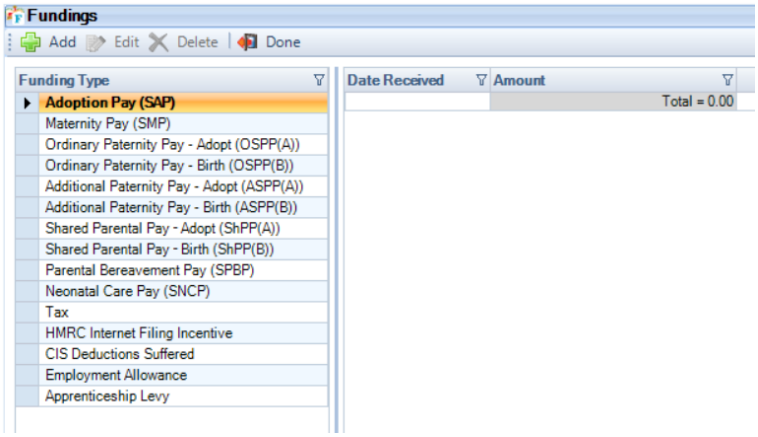
The other place to see the totals due for the HMRC are the P32 reports (P Series type report). There are several versions of the P32 report showing the monthly or quarterly totals.

We strongly recommended that the P32 is printed to obtain the figures to pay over to the HMRC.

## Funding

If your client has received funding for any reason from the HMRC, then you must record these amounts. Go to the **Run** tab and select **Funding**.

This also includes Employment Allowance, HMRC Incentives, CIS Deductions suffered and Apprenticeship Levy.




Choose the **Funding Type** on the left side then click on the **Add** button, select the date received (this will default to the system date), input the amount and click on the **OK**.

**Apprenticeship Levy** – this will be available from tax year 2017/18 when it is enabled under Employer\National Insurance tab and a brought forward NIC record has been created. This is for entering a brought forward amount that has already been paid to the HMRC, when taking over a payroll part way through the year.

The following funding types increase the payment to the HMRC, as they include amounts you have received to help pay employees:

- Adoption Pay (SAP)
- Maternity Pay (SMP)
- Ordinary Paternity Pay – Adopt (OSPP(A))
- Ordinary Paternity Pay – Birth (OSPP(B))
- Shared Parental Pay – Adopt (ShPP(A))
- Shared Parental Pay – Birth (ShPP(B))
- Parental Bereavement Pay (SPBP) (from 2020/21)
- Neonatal Care Pay (SNCP) (from 2025/26)
- Tax
- Apprenticeship Levy

The following funding types decrease the payment to the HMRC:

- HMRC Internet Filing Incentive
- CIS Deductions Suffered
- Employment Allowance

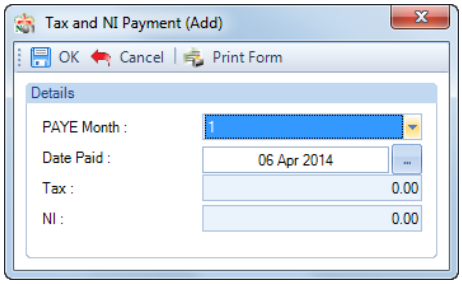
These funding amounts are picked up on the P32 reports.

## Tax and NI Payments

To record the amount paid to the HMRC each month, go to the **Run** tab and select **Tax and NI Payments**.

The Tax Year will default to the year you are in, but if you need to enter a payment for Month 12 of the previous tax year then change the year by clicking on the drop down box.

Then click on the **Add** button, choose the PAYE Month, Date paid (this will default to the system date), input the amount paid and click on the **OK** button.




There is a report showing just the payment records – PAP32PD/PSP32PD under Type P series. They also appear on the P32 reports.

# Nominal Export

The Nominal Ledger Export functionality in Payroll Professional is designed to allow the user to specify a layout for nominal codes, sub codes, whether analysis groups are used and whether the analysis goes down to component level and/or individual pension policy.

The user can also determine an export format for saving the information in an appropriate format to be imported into an accounting system.

Once this information has been created it can be saved and recalled for use with another data file. Nominal codes are not affected; this is purely to copy the structure of the layout.

## Configure

Firstly, you need to configure the Nominal Export to set the Analysis Groups, and Nominal Codes against various sections of the program.

Whilst in the client data file in Payroll Professional under the **Utilities** tab select **Nominal Export\Configure**.

There are three tabs of details that can be completed for this section. In the **Nominal ledger description** field, you can name the layout for easier recall (e.g. the accounts package or the client name).

This field is not mandatory but is necessary if you use the **Export Config** option once you have completed the settings. Similarly, at this point you can use **Import Config** to recall a previously saved layout.

### Nominal Codes – Options section

Settings here will determine how the file is to be exported.

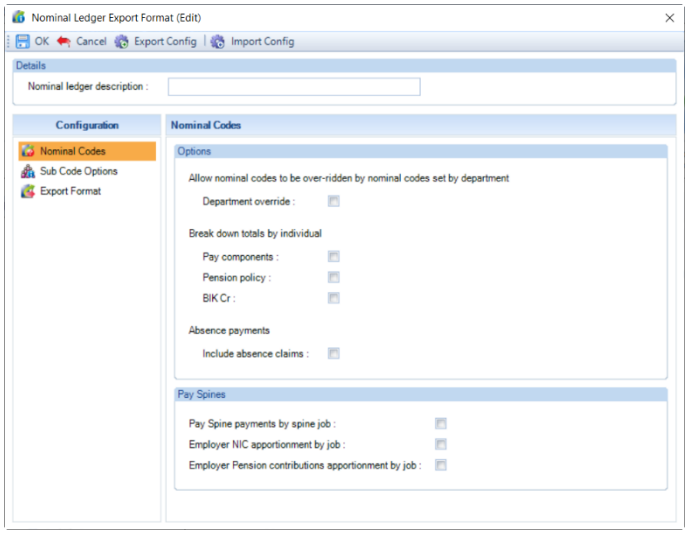
The first setting allows for a code set at **Department** level to take precedence.

Tick the second and third settings if the file will contain details of individual **Pay Components**, **Pensions** and **BIK Cr**.

Otherwise the file will contain overall Addition and Deduction Pay Component Totals as well as Employee and Employer Pension Totals.

Lastly, if you want the statutory absence recovery values in the export, tick the box **Include absence claims**.

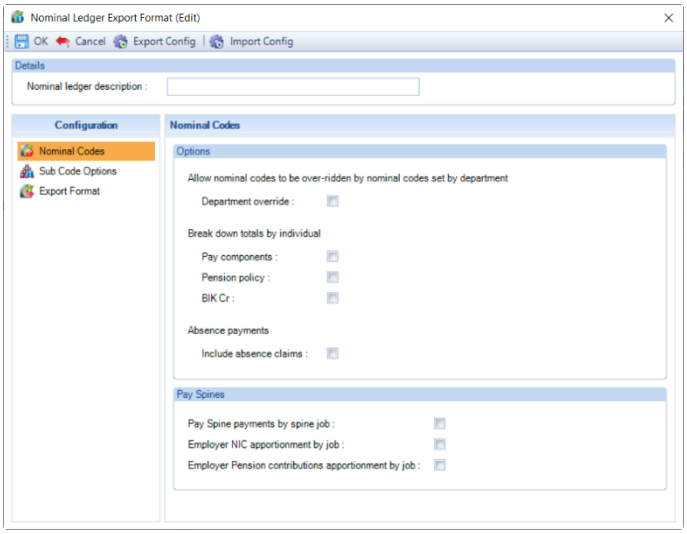
**Important Note:** The absence recovery values may differ to the actual recovery figures you can claim from the HMRC. For the nominal export these are calculated for a single run, whereas the HMRC rules are to calculate the recovery for a whole PAYE month.



### Nominal Codes - Pay Spines section

If you have pay spines set up in the payroll data file then the Pay Spines section will be available.

- **Pay Spine payments by spine job** – select this option to breakdown the pay spine and retro values by job
- **Employer NIC apportionment by job** – this option will only be available if **Pay Spine payments by spine job** is selected. Select this option to breakdown the Employers NIC by Job. This is calculated by getting the total Niable Pay from all jobs, the following elements of pay are excluded from this value - Pay Components that are not linked to a Pay Spine Job, Add to gross Statutory Absence Payments and Holiday Pay. Then the total Ers NI is divided by Total Niable Pay from all Jobs multiplied by Total Niable Pay in each Job.
- **Employer Pension contributions apportionment by job** – this option will only be available if **Pay Spine payments by spine job** is selected. Select this option to breakdown the Employers Pension by Pay Spine Job. Each pension scheme is dealt with separately using Pensionable Pay. This is calculated by using the jobs that the pension is linked to. Pensionable Pay for a Pay Spine Job is calculated by adding the Pay Spine plus the Retrospective pay plus any pay components added to the Job that are marked as Pensionable (under Data\Pay Components). Then the total Ers Pension is divided by Total Pensionable Pay from all Jobs multiplied by Total Pensionable Pay in this Job.



### Sub-Code Options

The default option here is that Sub-Codes are not required.

If they are then select **By Employee** or **By Grouping**.

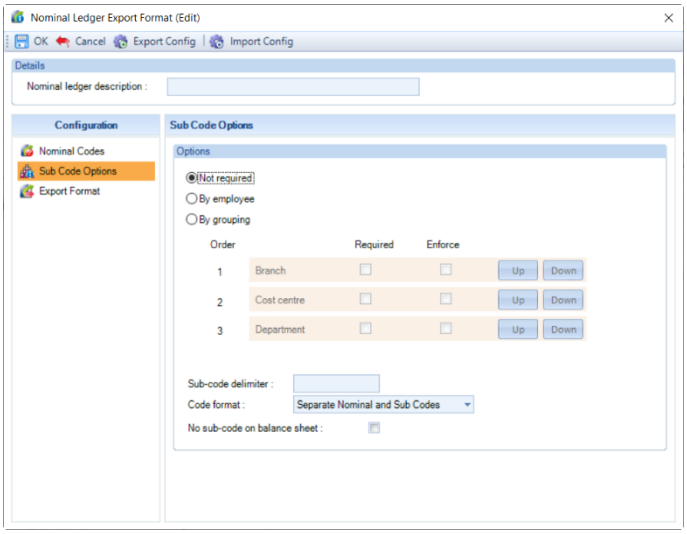
When **By Grouping** is selected choose which of the Analysis Groups is **Required** and whether it should be **Enforced**.

Use the **Up** and **Down** buttons to move the groups to the order you require.

Enter a **Sub-Code delimiter** if required.

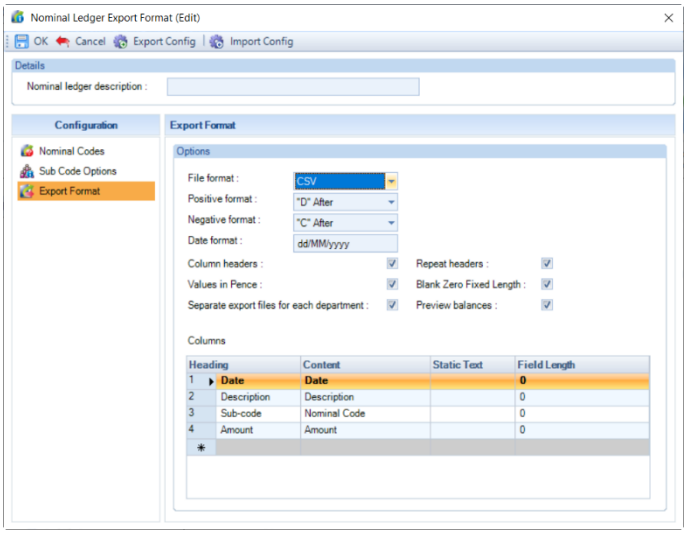
Then choose how you want the **Codes** and **Sub-Codes** displayed.

Lastly, select **No sub-code on balance sheet**, if required. With this option enabled, under **Utilities\Nominal Export\Nominal Codes** you can mark which fields are balance sheet items.




### Export Format

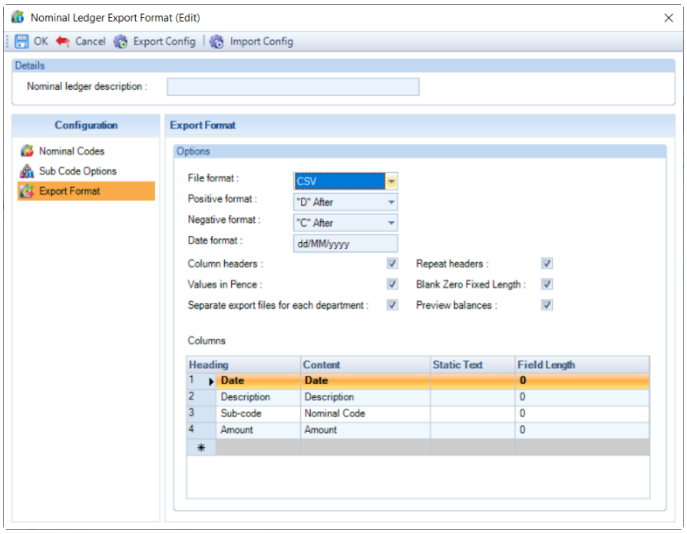
- Do you want to produce a **CSV** file or **Fixed Length Field**
- Should the fille contain **Column Headers** and should the headers **Repeat** on each section
- Will Positive Format amounts have **"D" before** or **"D" after** or **None**
- Will Negative Format amounts have **Brackets** or **"-" before** or **"-" after** or **"C" before** or **"C" after** or **Make Positive**
- Enter a **Date Format**
- Do you want a **Seperate Export File for Each Department**
- Choose whether you want to **Preview Balances** when you click on the Export button
- Do you require **Values in Pence.** This will not show a decimal point.
- If you have Cr and Dr columns, and for example, the Dr column has a value do you want to **Blank Zero Fixed Length** so the Cr column is blank rather than 00000000



### Columns section of Export Format

Under **Columns** you must enter specific settings for the columns of the export file. Each row will need to be set with information for each column.

- **Heading – enter the title for the column**
- **Content – the options here define the column content. Choose from Date; Nominal Code; Sub-code; Amount; Debit Amount; Credit Amount; Description; Text as Specified; Text as Prompted; Branch Name; Department Name; Cost Centre Name; JD or JC; or Empty.**
- **StaticText – this will be used in the two text options in the Content field. Either displaying the actual text (Text as Specified) or asking a question if set (Text as prompted).**
- **FieldLength** – If your File format is set to Fixed Length then enter the Number of characters




Once all settings are complete save the Export format by selecting **Export Config** button, this can then be used for another data file. When you click on the **Export Config** button you will see a standard Windows Explorer Save As screen, select the location and a name for the file then select **Save**. The file name will be saved with a suffix of SPNXC.

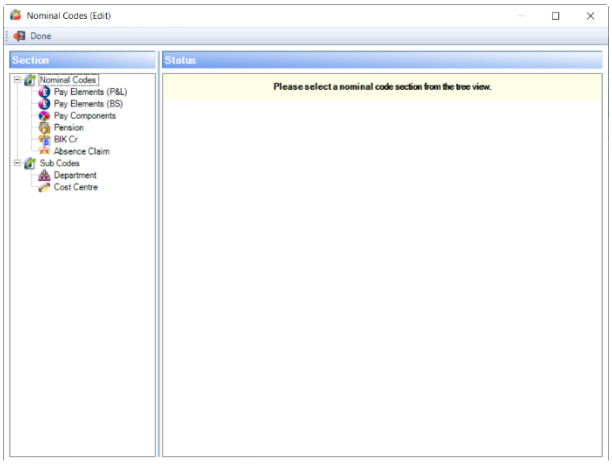
Use the **Import Config** button to then select a previously saved Export Config file for the data file you are in. This will bring in the layout, no nominal codes will be imported.

Otherwise click on the **OK** button to save the settings.

## Nominal Codes

Now you need to enter the Nominal Codes.

Under the **Utilities** tab select **Nominal Export\Nominal Codes**.



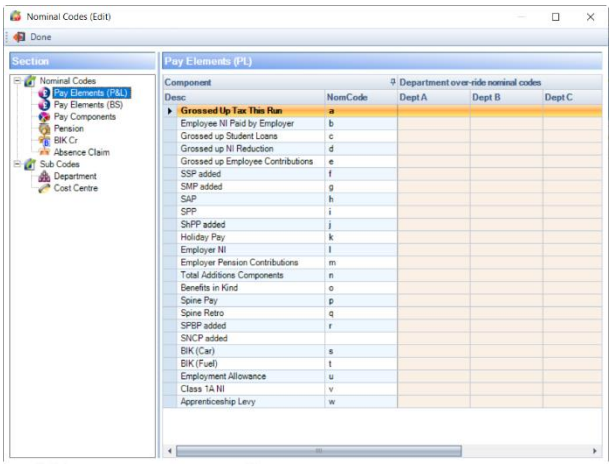

There are four sections of details that can be input in the Nominal Codes section.

### Pay Elements (P & L)

Input nominal codes against each of the fields displayed.

If you chose Department Override under the Configure section, you will see additional columns. One for each department so that you can enter specific departmental codes.

Note – for Employment Allowance and Apprenticeship Levy, you are not able to enter Department Override nominal codes.

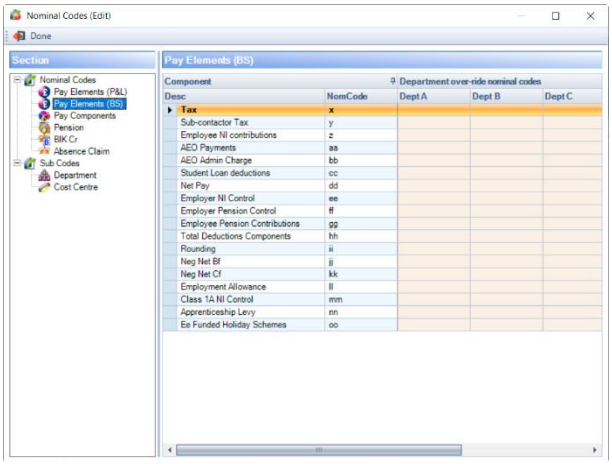



### Pay Elements (BS)

Input nominal codes against each of the fields displayed.

If you chose Department Override under the Configure section, you will see additional columns. One for each department so that you can enter specific departmental codes.

Note – for Employment Allowance and Apprenticeship Levy, you are not able to enter Department Override nominal codes.



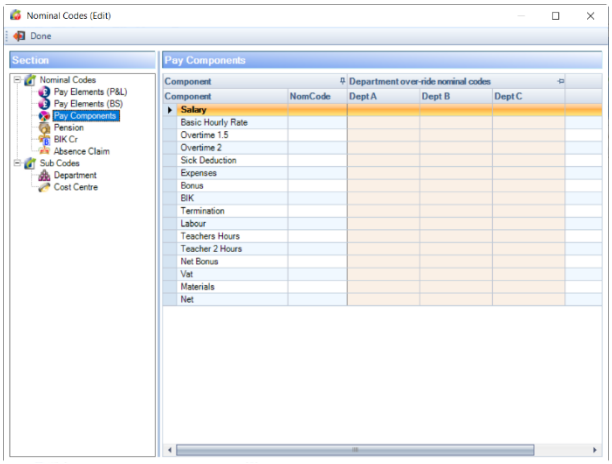

### Pay Components

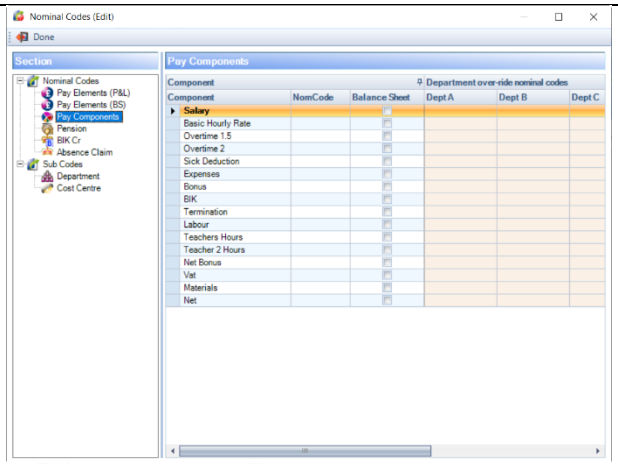
Input nominal codes against each of the fields displayed.

Any Nominal Codes which have been entered under the **Data** tab then **Pay Components\Pay Components** screen will be displayed here.

If you chose Department Override under the Configure section, you will see additional columns. One for each department so that you can enter specific departmental codes.

And, if you have enabled **No sub-code balance sheet**, you will see a Balance Sheet column where you can mark pay components as balance sheet items.



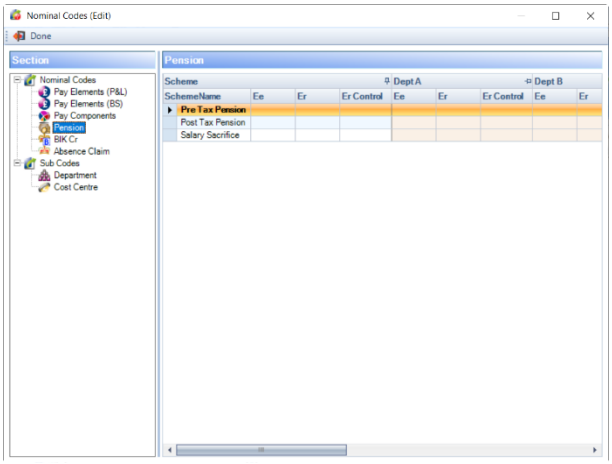



## Pension

Input nominal codes against each of the fields displayed.

Any Nominal Codes which have been entered under the **Data** tab then **Pensions\Pensions** screen will be displayed under **Ee** column.

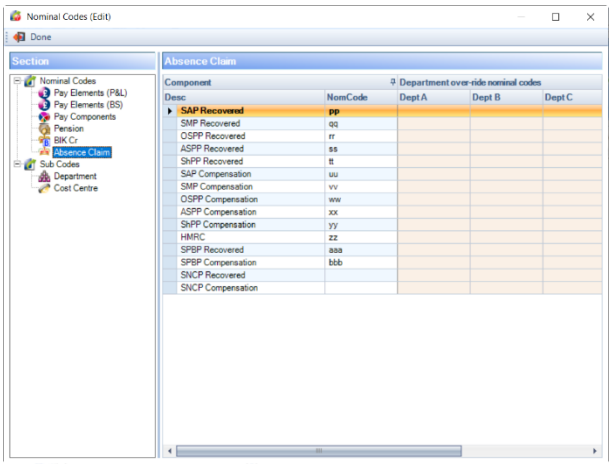
If you chose Department Override under the Configure section, you will see additional columns. One for each department so that you can enter specific departmental codes.




## Absence claim

Input nominal codes against each of the fields displayed.

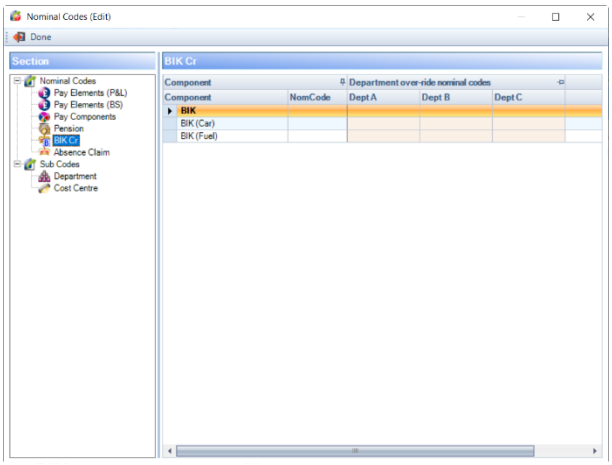
If you chose Department Override under the Configure section, you will see additional columns. One for each department so that you can enter specific departmental codes.



### BIK Cr

Input nominal codes against each of the fields displayed.

If you chose Department Override under the Configure section, you will see additional columns. One for each department so that you can enter specific departmental codes.

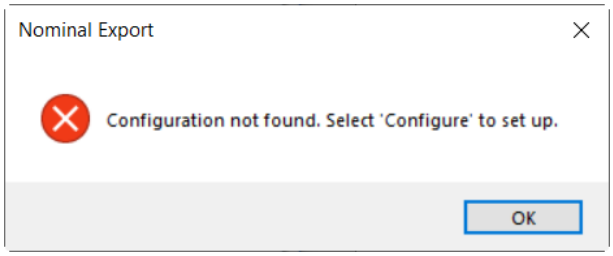



Once you have finished entering the Nominal Codes click on the **Exit** button.

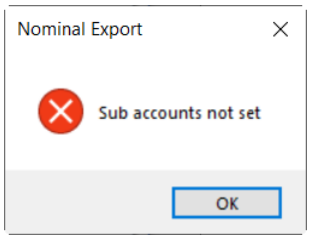
## Export

Now you have completed the **Configure** and **Nominal Codes** sections you are ready to Export the file. Under the **Utilities** tab select **Nominal Export\Export**.

If you have not completed the Configure and Nominal Codes sections you will see the following message:

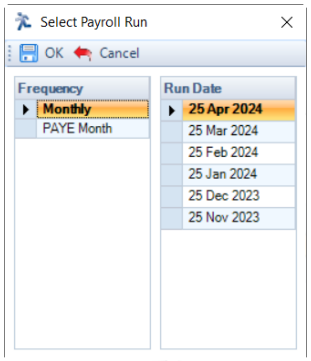



If Sub codes are missing, you will see the following message:




### Selecting Details

**Click on Select Run button to choose the Payroll Run Date or the PAYE Month.**

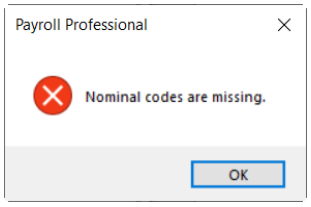



On the left you will see all the frequencies that are enabled on this payroll. On the right all the Payroll Run Dates will be displayed for the last twelve months for the frequency highlighted.

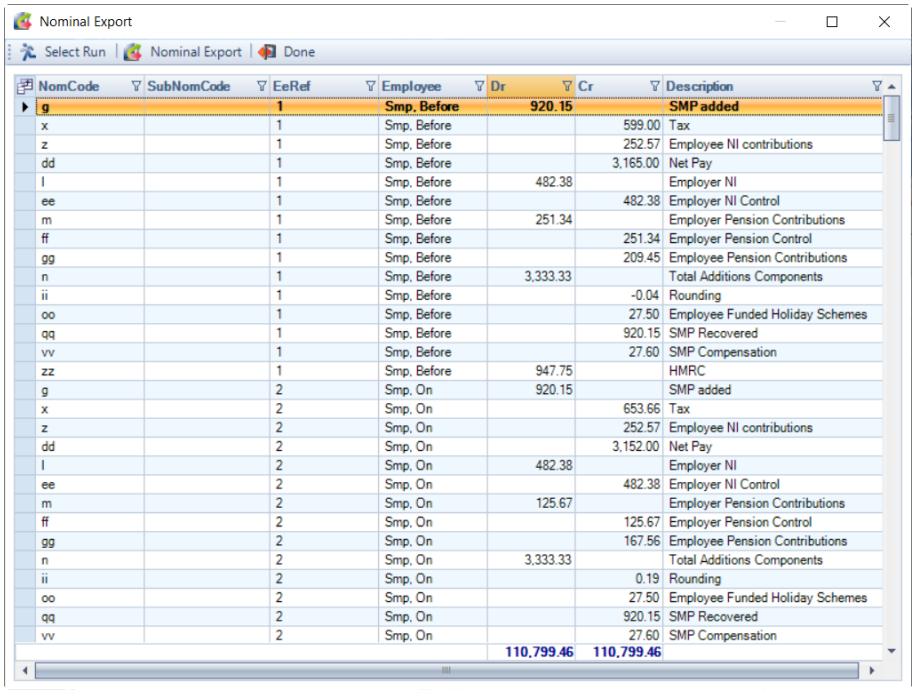
On the left hand side of the screen you will also see PAYE Month, which is used for Employment Allowance and Apprenticeship Levy. When you highlight PAYE month the tax year and month numbers available will be shown on the right for you to choose which month to include.

You can include more than one frequency, run date and PAYE month, if required, by clicking on **Select Run** again.

If no nominal codes have been created or some have not been completed for this data file you will be reminded of that when you click on **OK**.




The resulting screen shows the list of employees in the selected frequency/frequencies with the appropriate nominal codes (if you they have been entered) and the values against each of the categories of costing.

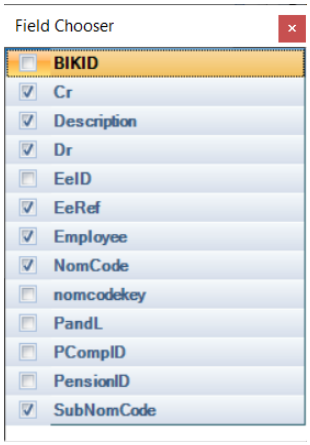



| NomCode | SubNomCode | EeRef | Employee | Dr | Cr | Description |
|---|---|---|---|---|---|---|
| g | | 1 | Smp, Before | 920.15 | | SMP added |
| x | | 1 | Smp, Before | | 599.00 | Tax |
| z | | 1 | Smp, Before | | 252.57 | Employee NI contributions |
| dd | | 1 | Smp, Before | | 3,165.00 | Net Pay |
| 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 |
| | | | | 110,799.46 | 110,799.46 | |

This is a display for one frequency and one run date. You can add more by clicking on Select Run and choose another frequency (if required) and another run date (if required). In this way you can build up the information needed for a specific period.

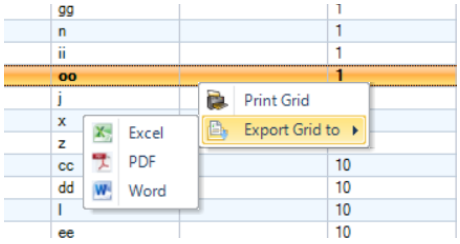
To change the sort sequence of the display screen, simply click on the column header.

Click on this icon to determine what is displayed. Check each line that needs to be shown on the results screen.




This can be changed at any time.

Right mouse click on the grid to see the available options:




When the **Nominal Export** button is selected, the settings in Export Format of the configuration screen will be used.

Summary values in the export file will be grouped by Nominal and Sub-Codes. If there is a Details column then totals will be further grouped by the Detail created.

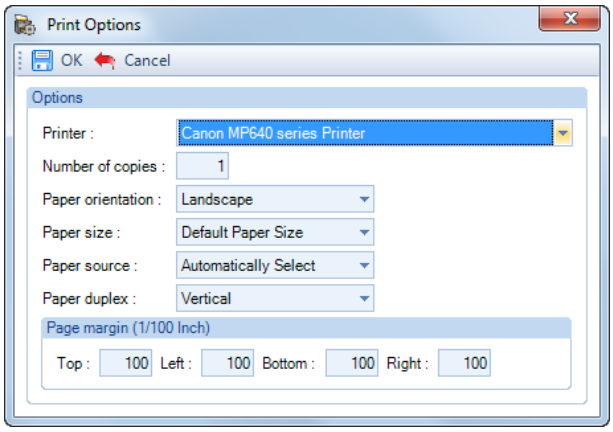
Where the Export file is to create a seperate file for each Department, the exported files will be generated in the format **FileName.DepartmentName.SPNXC**.

Click on **Exit** to leave the **Export** screen.

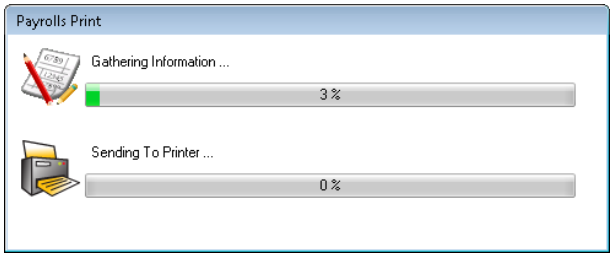
# Print Payroll List

**Payroll Professional** has a very useful utility called **Print Payroll List**. This is a accessed from the **Utilities** tab.

You will be prompted to select the printer, select the printer and then **OK**.




A status bar will display the progress as the list is generated.




The list shows the following details for each data file:

| | |
|---|---|
| **File** | **The file name as seen in the data directory.** |
| **Employer** | The name from the Client record in the T2Data.mdb. This is the client record to which the data file is attached. |
| **PAYE Ref** | Shows the Employers tax reference. |
| **Is SQL** | Shows whether the payroll data file is a SQL database. |
| **Last Access** | This date is the last time the datafile was opened. |
| **Version** | The program version under which the datafile was last opened. This is particularly useful at year end when a major program update will upgrade the datafile. |
| **Is Payroll** | Whether the data file has Payroll enabled. |
| **PYear** | This is the current payroll tax year of the data file. 2019 represents tax year 2019/20; 2020 signifies tax year 2020/21. |
| **Ees** | Number of current payroll employees. |
| **Is P11D** | Whether the data file has P11D enabled. |

| | |
|---|---|
| **P11D Year** | The current P11D year of the data file. 2019 represents tax year 2019/20; 2020 signifies tax year 2020/21. |
| **P11D Ees** | Number of current P11D employees. |

This information is particularly useful at year end when you can see at a glance which payrolls have been carried forward into the New Year.

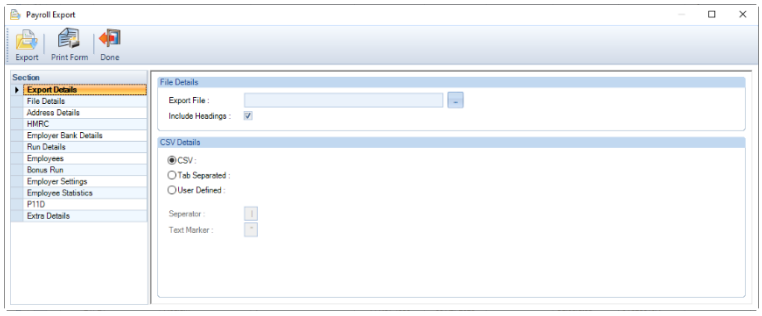
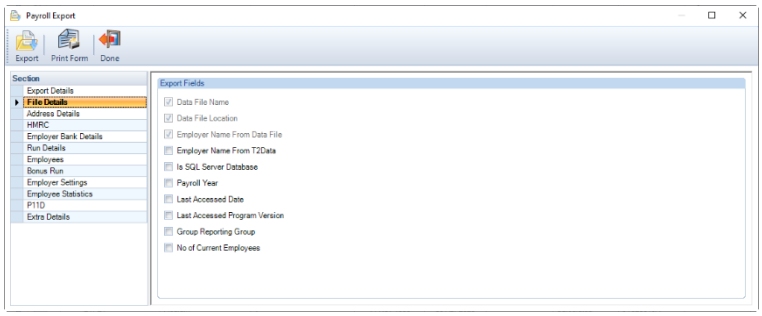
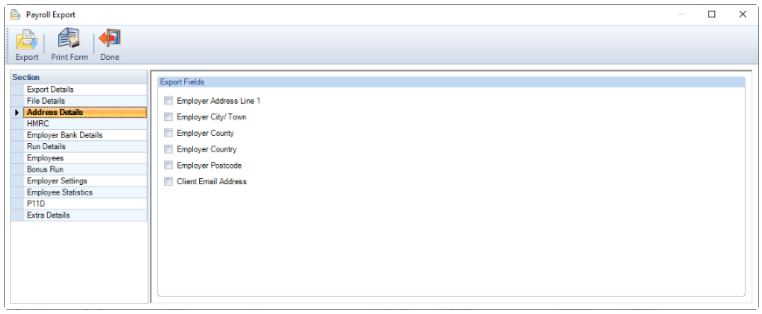
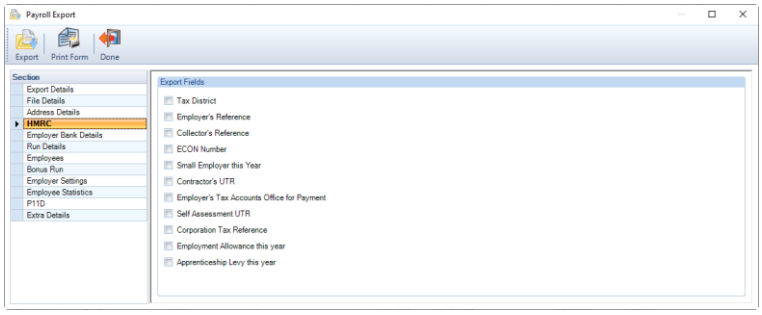
The list is also useful if you have just upgraded your version of Payroll Professional and there is a major program change that needs to be dealt with when the data file is opened. Again, you can see at a glance which files have been used with the new version.

If you have any errors in linking the data files to client records, compare this list with the report PAERDET2/PSERDET2, which shows the client information of all linked data files.

# Export Payroll List

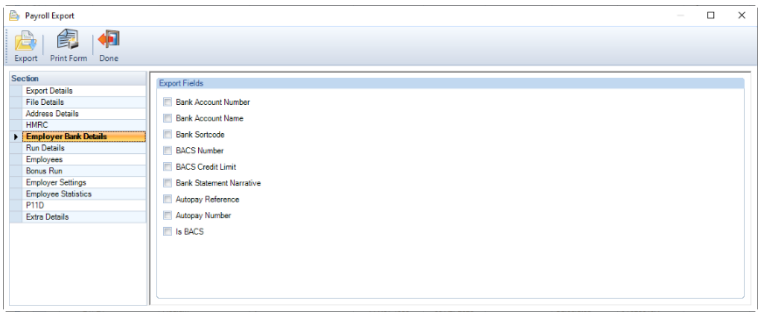
The existing **Print Payroll List** will produce a simple list of linked payrolls straight to a printer. This facility gives the user more flexibility in the choice of data relating to the status of the data file and the last run to be included in the file.

From the **Utilities** tab select **Export Payroll List**. You now have nine tabs of information which can be selected for inclusion in the report.

| | |
|---|---|
| **Export Details**<br><br>Select the destination for the file.<br><br>Specify whether it is to include Headings and what separator is to be used.<br><br>The default setting is for a CSV file containing headings. |  |
| **File Details**<br><br>The **Data file Name, Location** and **Employer name** (from the Data file) are selected and greyed-out as these are mandatory fields for inclusion in the file.<br><br>Select the other fields required for the file. |  |
| **Address Details**<br><br>Select which (if any) of the Employer Address Details are to be included. |  |
| **HMRC**<br><br>Select which (if any) of the HMRC fields are to be included. |  |

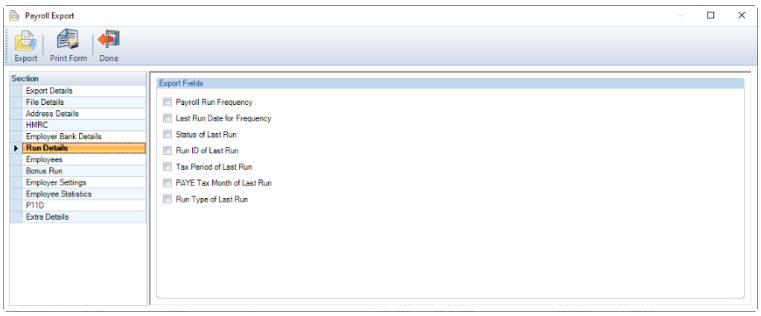
### Employer Bank Details

Select the Bank details (if any) to be included in the file.




### Run Details

Select the Run details (if any) to be included in the file.

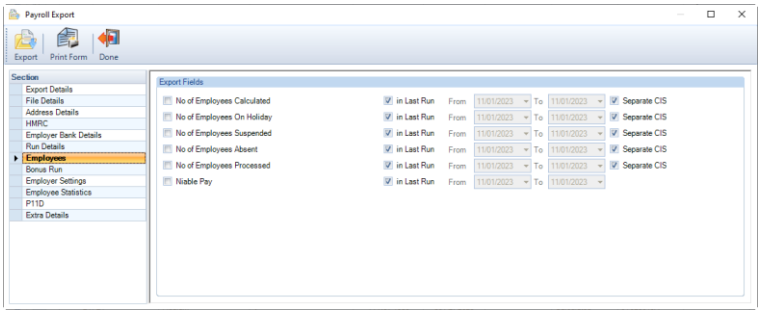



### Employees

Select the employee numbers from the last run to be included in the file. Or untick the in Last run box and select a date range.

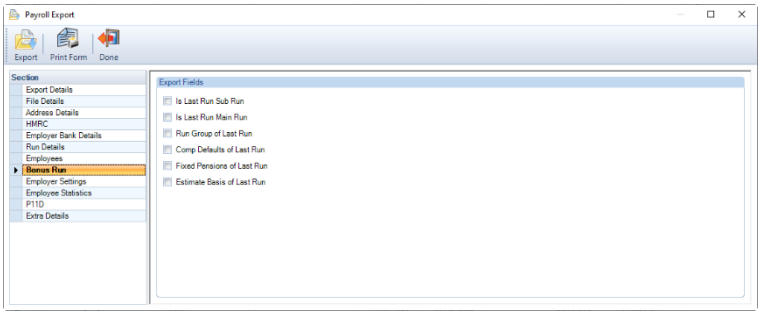
If you select Separate CIS, these records are shown in a separate column.

NIable Pay will show the total for all employees based on either Last run or the date range selected, this excludes NI Letter X.



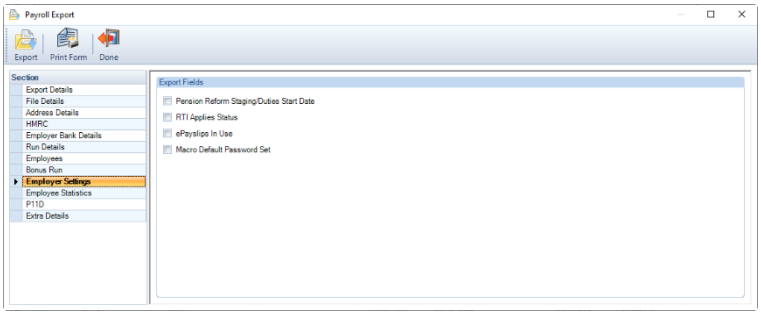

### Bonus Run

If you have Bonus Runs enabled on any data file, you can choose to display the type of run and settings last used.



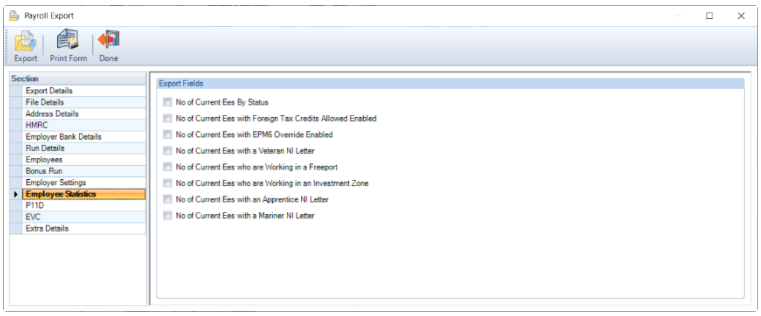

### Employer Settings

Select the Employer Settings that you want included in the exported file.



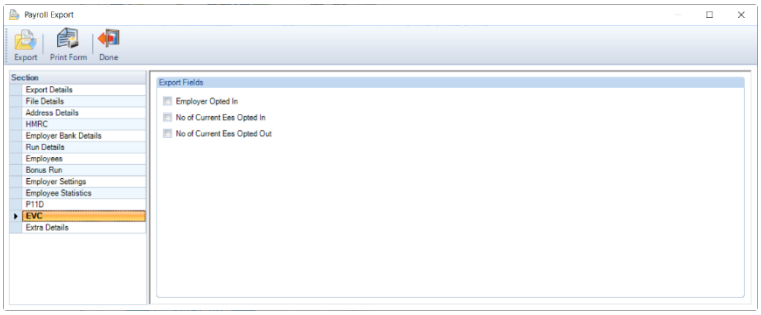
### Employee Statistics

Select the Employee statistics that you want included in the exported file.




### EVC

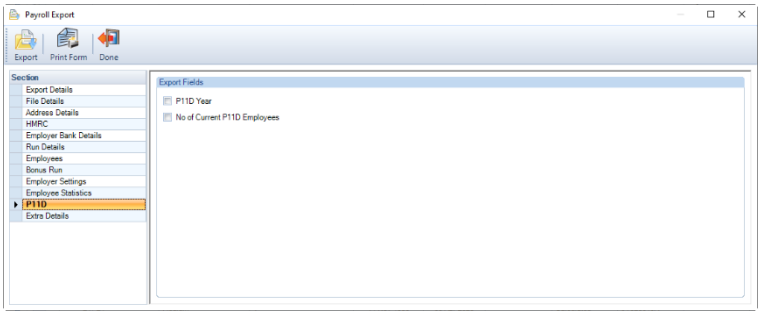
Select the EVC information that you want included in the exported file.




### P11D

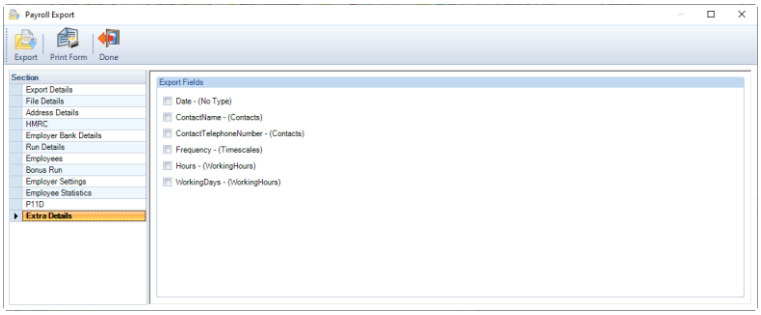
This section is only available if you are licenced for P11D module.

Choose whether you want to see the current P11D Year the data file has open and the number of P11D employees.




### Extra Details

If you have Employer Extra Details set up, you can choose to display those details.




Click on the **Export** button to create the file.

# Year End Close Guidelines

## Balancing End of Year Figures

There are several reports and queries you can run to check the figures:

Compare the **Tax** and **Gross NIC** figures on the reports **PAP32TOT/PSP32TOT** (under Type P Series) if you still have the tax year open, if not then **PAP32OLD/PSP32OLD** against the report **PAP35/PSP35** (under Type Year End). The Statutory Absence figures will be different as the P32 shows the recovered values whereas the P35 shows the amounts paid to the Employees.

Remember all periods must be closed before the **PAP35/PSP35** report includes all of the figures.

Run the report called **PAYTDDIF/PSYTDDIF** (under Type Employee) which shows any differences (except NIC) between P60 figures and calculation records to help you track down the differences. You can also compare the Statutory Absence figures against the report **PAP35/PSP35** (under Type Year End). If you transferred the payroll part way through the year then the difference should balance to the brought forward entries that were entered.

For NIC differences then run the report **PANICMA/PSNICMA** (under Type P Series). This report shows any manual edits of the Employees NIC. If the NIC was overridden in the Individual Calculation screen then it will be included in the calculated values that are shown on the P32 report. However if the edits were done via Employee Details for a Brought Forward record or Manual Amendment then these will not be included on the P32. You therefore need to add these to the P32 figures to then balance to the P35. If you transferred the payroll part way through the year then the Brought Forward records should balance to the brought forward entries that were entered.

There is also a query that can be run by go to the **Utilities** tab then **Query Manager** under **Predefined** Queries double click on **EOY P35 Check for Manual Adjustments (2010)**. Highlight the tax year and click on **Select**. The resulting query shows Employee totals of the figures that have been calculated through the program, those that are shown on the P11. Compare this report to the **PAP35/PSP35** (under Type Year End) the differences will be manual adjustments.

If you want to see what user and when manual edits where performed you can do this by running the **Audit Trail** from the **Reporting** tab.

## Directors

The majority of Fatal errors are to do with Non Cumulative Directors where they start part way through the year, leave during the year and transferred during the year.

You can run the report **PADIRS/PSDIRS** under Type Employee to then check the Directors figures using the HMRC booklet **CA44**.

You **only** Pro Rata the NIC for a Director if they **Started** part way through the year, **NOT** when they leave part way through the year.

Non Cumulative Directors **must** always be re-calculated on a **Cumulative** basis by the end of the tax year.

## Closing the Tax Year

The year-end close procedure is done for one payroll data file at a time. This means that you can have payrolls still in the old tax year and others finished and moved into the new year.

We recommend that before you close the year that you have balanced your End of Year, corrected any Fatal errors that appear on the EOY Validation Checker and completed missing information.

### Leavers

If an Employee only has the Leaver box ticked but no Leave Date entered they will be cleared down during the Year End Close, so they will not appear in the next tax year.

### Freeport and Investment Zones – Workplace Postcode

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.

## Year End Backup

If you have the automatic backup switched on when you close the year a backup of the data file is created. If you need to restore a file to make amendments, you can choose the appropriate point to restore, pre-period close or pre-year end close.

**Note:** Remember that as with restoring any period backup, you are restoring the **ENTIRE** data file to that point in time and **any** work done since the backup date in **any** frequency will need to be re-done.

To set up automatic backups, under the **Admin** tab select **Backup Setup**, choose the **Automatic** option and check the box for **Compress** to create a zipped version of the data file. Un-tick **Prompt for Backup** if you do not require a message asking if you want a backup. You must also specify the **Backup Directory** as the automatic location for the compressed file.

The Year End backup file will have a file extension of **Ynn** where **nn** is the year being closed. So on closing 19/20, the extension will be **Y19**.

## Closing the Tax Year and Leaving Year End Open

As you close one tax year and open the next, any tax code uplifts and the new rates will be implemented.

### Closing Complete Tax Years

To close a payroll where you have processed a whole year, **all Pay Frequencies** for the data file must be calculated for the last pay period and this last period for each frequency must be closed.

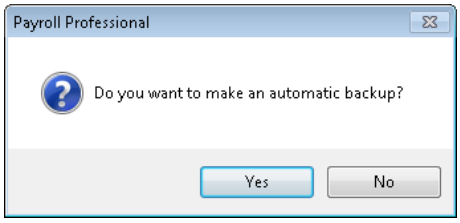
### Closing Incomplete Tax Years

If you have a payroll where an employer has ceased trading, you should close the last period but **not** the Tax Year so that you can enter the Ceased trading date. You can now run the Year End reports and create the EOY Submission.

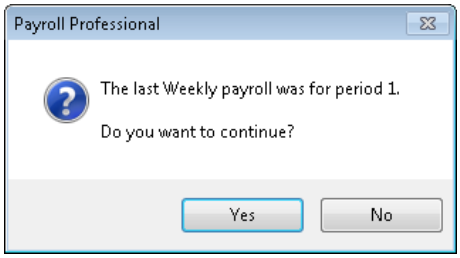
### Closing a Payroll for the Year

Click on the **Close Year** button under the **Run** tab.

Select **Yes** if you are prompted to make a backup.

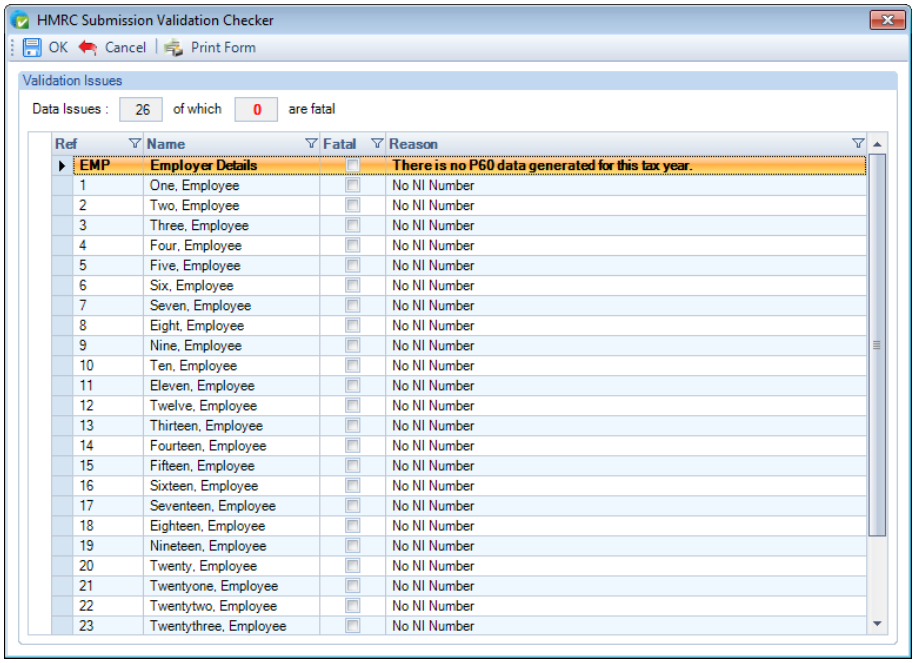



If a frequency has not been processed until the end of the year a reminder message will appear:

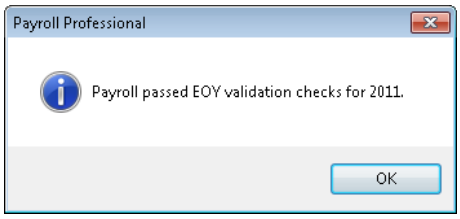



Select **Yes** to close the year or **No** to cancel.

The **HMRC EOY Validation Checker** is now automatically run and will display any Fatal and Non Fatal errors.




You can preview or send the results of the HMRC EOY Validation Checker to Excel. If there are no Fatal errors click on **OK**.

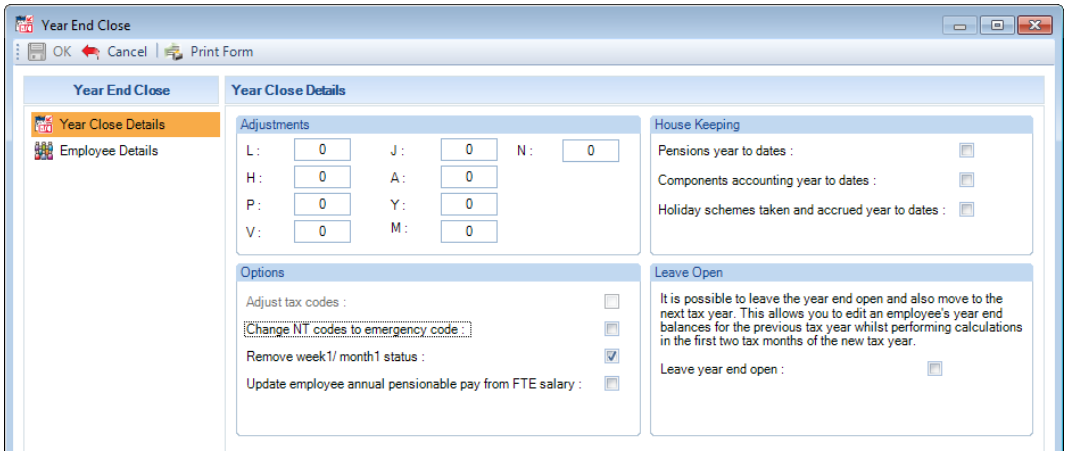



Then select **OK** to the passed message.

## Year End Close screen

## Year Close Details tab

This tab under **Adjustments** shows any HMRC tax code increases which Payroll Professional will automatically implement. The suffixes M and N will only be used when closing tax year 2015/16 or later.




Under the **Options** section contains Tax Code change settings for you to choose to be performed.

- **Adjust Tax Codes** is on by default and implements the increases on the Adjustments tab.
- **Change NT Codes to Emergency** code is off by default. If you tick the box any employee with an NT tax code will be changed to the Emergency tax code applicable for the new tax year.

- **Remove Week1/Month1** is on by default and changes the Employees tax code to cumulative.

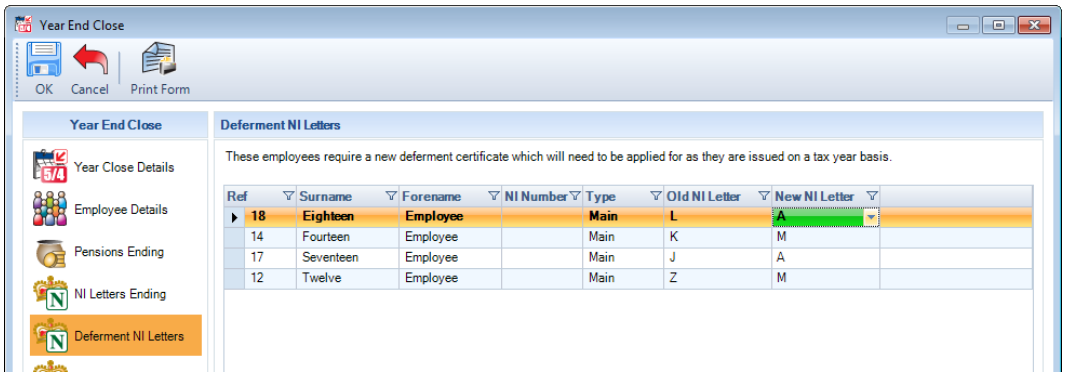
The **House Keeping** section is for you to choose whether to clear down the values for all Pensions year to dates, all Components accounting year to dates and all Holiday scheme taken and accrued year to dates.

The **Leave Open** section is for you to choose to **Leave Year End Open**.

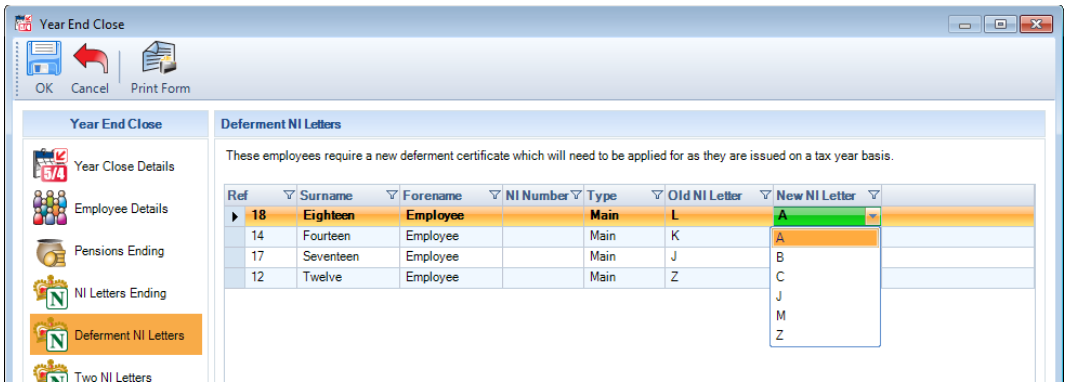
This is automatically selected if there are **Fatal** errors on the **EOY Validation Checker**.

## Deferment NI Letters tab

This tab lists Employees who have NI letters J, Z, L, D, Q, or P, as they require a certificate from the HMRC each tax year.




Therefore when closing the year they should revert to their standard rate equivalent letter, until a certificate is received for the new tax year.




If you have already received the Deferment Certificate then you can select the NI Letter by clicking into the New NI Letter field and select the NI Letter using the drop down box.

## Benefits in Kind – Cars and Fuel

When closing tax year 2017/18 onwards, any records that do not contain a Available To date will be carried over to the next tax year with new records created for that tax year.

The only changes that you will need to make are any that affect the calculation of the benefit for the next tax year, such as payment for private use, days unavailable etc.

## Active Diary Alarms

Currently when an Employee is made a leaver the program turns off any active diary alarms.

However some clients still have active diary alarms for leavers.

So we have made a change to the program so that when you close the Tax Year if there are any active diary alarms for leavers they will be turned off.

## Aggregated Earnings

When you close the tax year the Aggregated earnings setting for employees will be copied from the current tax year to the new tax year.

### Restriction

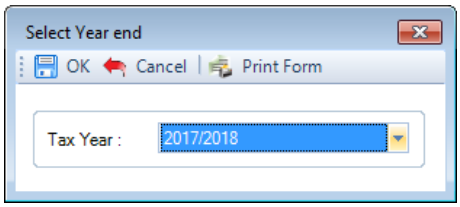
You are not able to close a tax year if the next tax years tables for Tax and NI are not available.

**Remember** to produce End of Year reports, you only need to close the last period for each frequency that has been opened.

# End of Year Reports

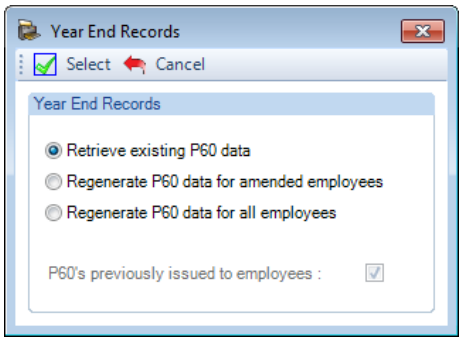
Only a few Employers are still able to file paper returns. The reports you need are under Type Year End.

You will be prompted to select which tax year you want to run the report for:




The HMRC Validation checker will then be run, select OK once completed and there are no Fatal issues.

If you have previously generated a year end report for the selected tax year you will also be given four options regarding the generation of the year end data:




- **Retrieve existing P60 data** – this will not update the employee's details so will not include any changes
- **Regenerate P60 data for amended employees** – this will update the details of only those employees whose records have been changed
- **Regenerate P60 data for all employees** – this will update the details for all employee regardless of whether their records have been changed or not.
- **P60's previously issued to employees** – this is only available when selecting either of the Regenerate options, and if it is un-ticked the P60's will be treated as though they are P60's to be issued to the employees for the first time and therefore none will be marked as **Replacement**.

Any employees where the following information was changed after the original information was created, or have had an EYU or FPS YTD submitted will be marked as a **Replacement:**

- Previous pay and/or tax
- This employment pay and/or tax
- Tax code (including week1/month1 status)
- National Insurance contributions
- Foreign tax credit year to date and/or foreign tax offset year to date
- Student loan start date, end date and/or year to date deductions.

A check has been added so that when you run a year end report for the current tax year, and you have a payroll run open in the current tax year you will not be able to produce the report, as all pay periods must be closed prior to running the report.

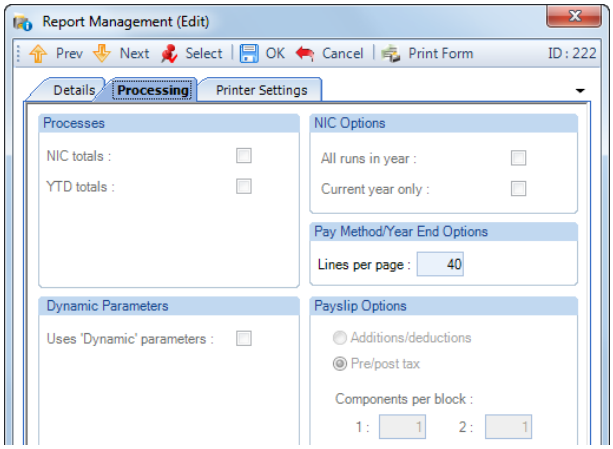
## P35

The substitute continuation sheet is produced by the report **PAP35/PSP35**. It is printed on plain paper and was used to accompany the official form P35.

Before running the report you need to ensure the last period has been closed for it to contain all the values.

If the report does not print properly you will need to change the number of lines per page.

Go to **Reporting** tab and select **Report Management**, double click on the report **PAP35/PSP35**. Select the **Processing tab** and change the Lines per page on the right side of the screen, then click on **OK**.




## P60 Reports

These reports we have created line up exactly on the forms supplied by HMRC and stationery suppliers using a standard laser printer.

If the standard report does not line up correctly, under Report Management amend the Page Margins. Only if the Page Margins do not have any affect and you do not have Crystal reports, email us a printed example and we will amend the report for you.

**PAP60ER/PSP60ER** - File copy P60 which prints four sets of details on one sheet of A4, includes leavers.

**PAP60P**/PSP60P**** - HMRC Approved substitute P60 to be printed on plain paper.

**PAP60H**/PSP60H**** - For the HMRC pre printed single sheet P60.

**PAEP60**PSEP60**** - For use with EasySeal (Knight Business Systems) pre printed P60 stationery.

**PAKP60**PSEP60**** - For use with Knight Business Systems (Easy Seal) pre printed P60 stationery.

**PAMP60**/PSMP60**** - For use with Mastermailer pre printed P60 stationery.

** Relates to the tax year, so for 2021/22 this will be 22.

# RTI - Full Payment Submission Year to Date (FPS YTD)

This facility is to amend employees year to date figures submitted for a previous years Full Payment Submission, for tax year 2020/21 onwards.

Rather than submitting the difference between what was submitted and what should have been submitted as was the case with the EYU, in the FPS YTD you include all the year to date values that should have been reported for an employee.

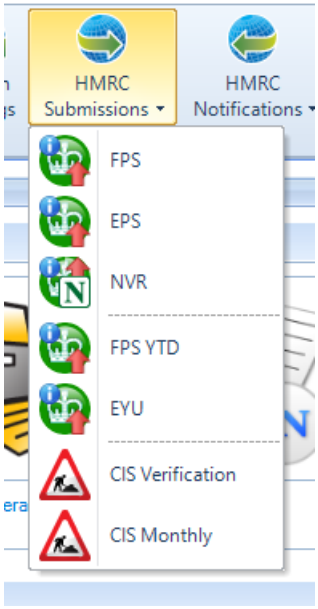
You can add new employees and submit a leave date.

## Important Note

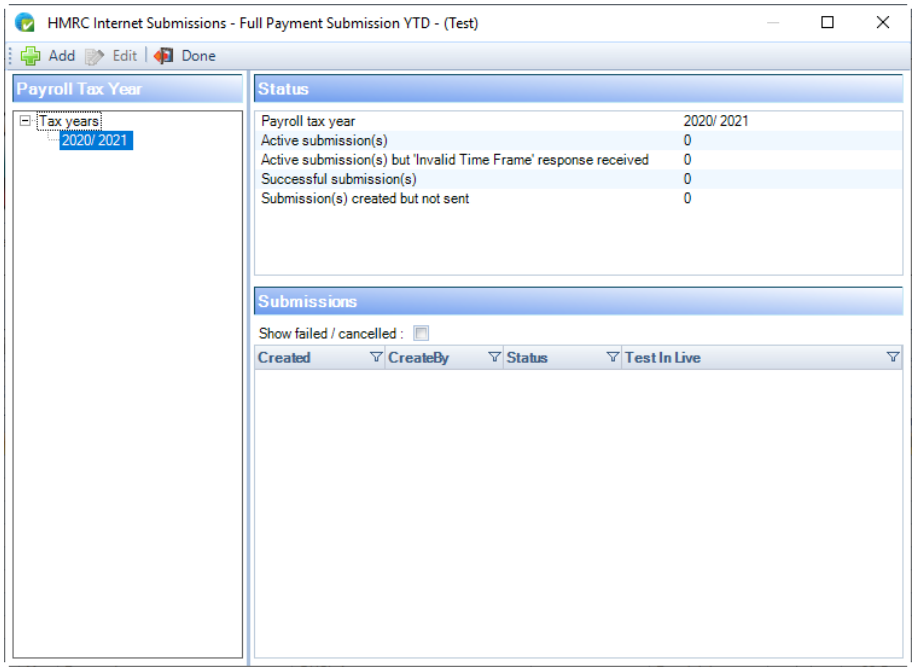
Before you start, you must ensure you have all the employees information to submit to the HMRC, pay particular attention to all of their year to date values, as any values left as zero will overwrite and update those previously reported to the HMRC.

## Creating an FPS YTD

Under the **Utilities** tab select **HMRC Submissions\FPS YTD** from the drop down menu:



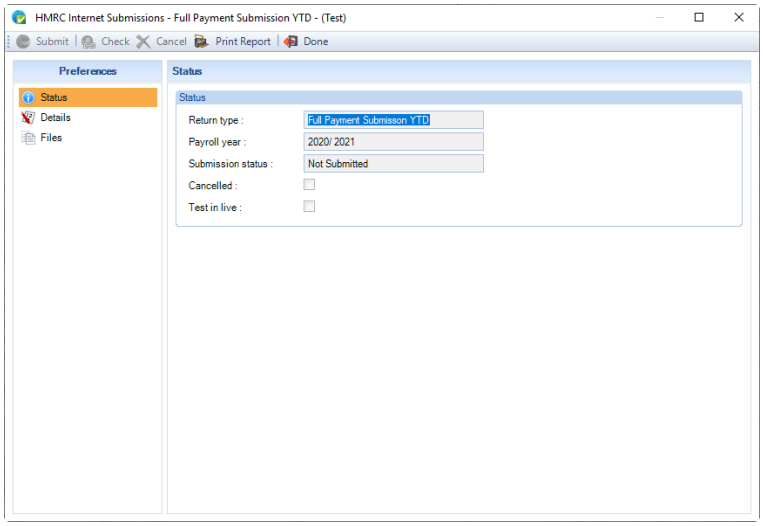

The following screen will appear:



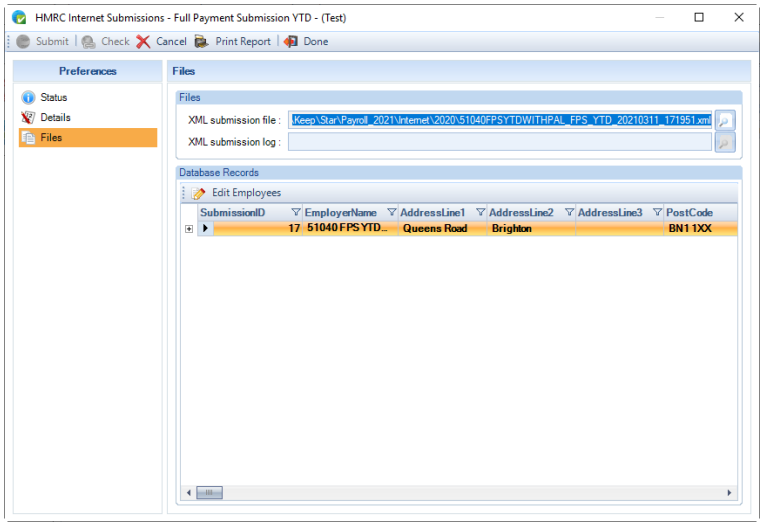

Highlight the tax year then click on **Add**, the following Employer information is validated to ensure it has been completed and meets the HMRC validation rules:

- Employer Name
- Employer Address
- Tax Office Code
- Tax Reference
- Accounts Office Reference/Collectors Reference

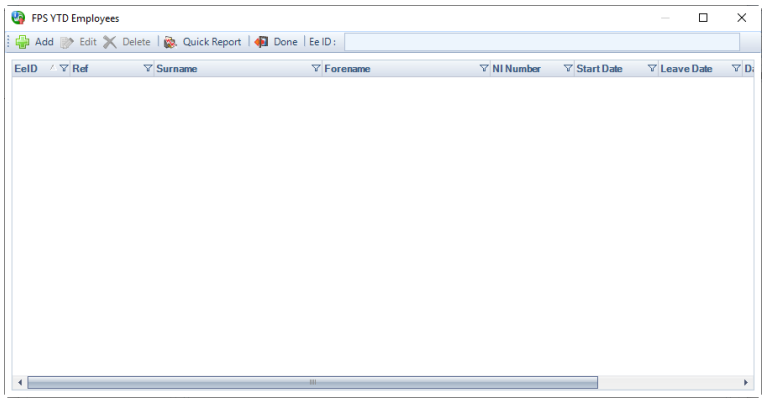
If the validation screen appears and there are none that are Fatal, click on **OK** and the following screen will appear:



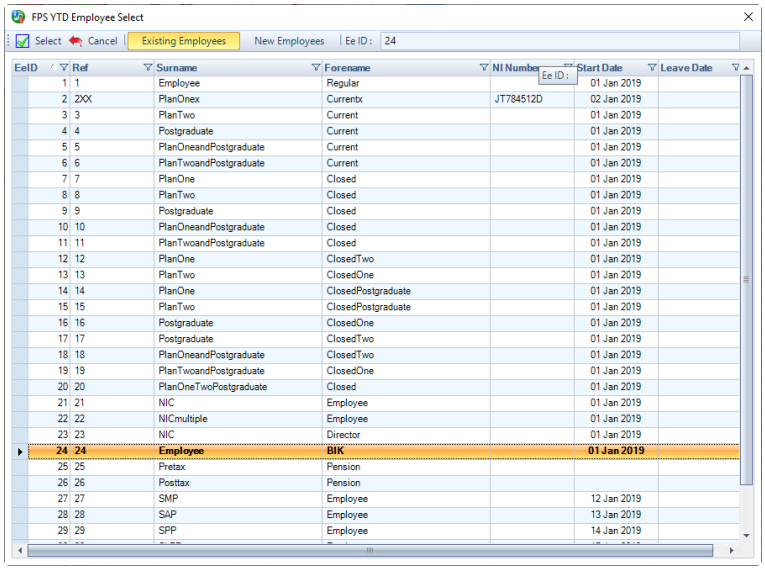

Select the **Files** tab:




Click on **Edit Employees**, if this is submission that has already been created but not submitted you will see a list of employees already added to the FPS YTD:




Click on **Add**:




There are two options **Existing Employees** and **New Employees**:

- **Existing Employees** – select this option to see a list of employees where they have had an FPS submitted successfully in the tax year that you are creating the FPS YTD submission for.

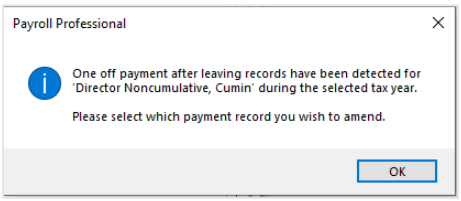
- **New Employees** – select this option to see a list of employees where they have not had an FPS submitted successfully in the tax year that you are creating the FPS YTD submission for, but their start date is within or before that tax year.

Both options exclude the following records:

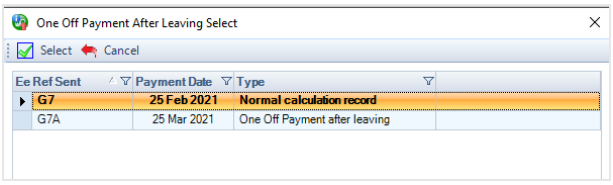
- Sub contractors
- Omit from RTI

Highlight the employee you want to submit an FPS YTD, then click on **Select**.

If the employee had a one off payment after leaving processed during the tax year selected for the FPS YTD, you will see an additional prompt to choose which of the employees records you want to submit an FPS YTD:

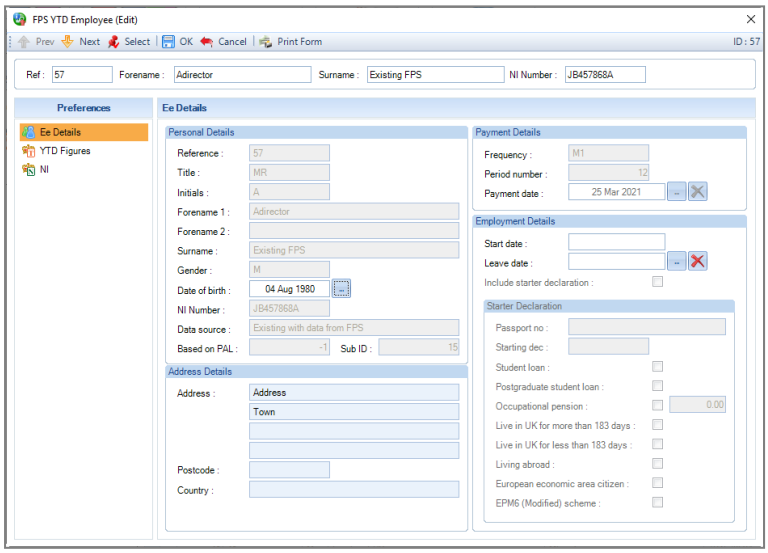



Click on **OK** the following screen will then appear for you to choose the employee record:




Highlight the record then click on **Select**.

## FPS YTD Employee Edit screen




This screen has three tabs for you to complete:

- Ee Details
- YTD Figures
- NI

As you can see under the **Ee Details** tab in the section **Personal Details** there are the following fields:

- **Data source** – this describes the type of employee which determines where the data for all of the tabs is retrieved from

- **Based on PAL** – if the record selected has a One Off payment after leaving record, will show that records ID number
- **Sub ID** – if the information has been picked up from an FPS or FPSYTD will show the Submission ID

## Data Source

There are ten different scenarios to obtain the employees data to pre-populate the FPS YTD Employee Edit screen, which is displayed in the **Data Source** field:

- Existing employee with an FPS
- Existing employee with an FPS and an FPS_YTD
- Existing employee with no FPS
- Existing employee with no FPS but with an FPS_YTD
- New employee with no FPS_YTD
- New employee With an FPS_YTD
- One_Off_PAL with an FPS
- One_Off_PAL With an FPS and an FPS_YTD
- Existing With FPS Recorded under alignment tables
- One Off PAL with alignment

### Data Retrieval for Ee Details tab

| Section | Field | New and existing employees without an FPS or FPS YTD | Employees with an FPS or FPSYTD | Notes |
|---|---|---|---|---|
| **Personal Details** | EeID | EeDetails.EeID | IF_RTI_FPS.EeID | |
| | Employee Reference | EeDetails.EeRef | IF_RTI_FPS.Employee_Reference | |
| | Title | EeDetails.Title | IF_RTI_FPS.Title | |
| | Initials | EeDetails.Initials | IF_RTI_FPS.Initials | |
| | Forename 1 | EeDetails.Forename | IF_RTI_FPS.Forename_1 | |
| | Forename 2 | EeDetails.Forename | IF_RTI_FPS.Forename_2 | |
| | Surname | EeDetails.Surname | IF_RTI_FPS.Surname | |
| | Gender | EeDetails.Female | IF_RTI_FPS.Gender | |
| | Date of Birth | EeDetails.BirthDate | IF_RTI_FPS.Birth_Date | |
| | NI Number | EeDetails.NINumber | IF_RTI_FPS.NINumber | |
| **Address** | Address Line 1 | EeDetails.EeAddr1 | IF_RTI_FPS.Address_Line_1 | |
| | Address Line 2 | EeDetails.EeAddr2 | IF_RTI_FPS.Address_Line_2 | |
| | Address Line 3 | EeDetails.EeAddr3 | IF_RTI_FPS.Address_Line_3 | |
| | Address Line 4 | EeDetails.EeAddr4 | IF_RTI_FPS.Address_Line_4 | |
| | Postcode | EeDetails.Postcode | IF_RTI_FPS.UK_Post_Code | |
| | Foreign Country | EeDetails.Country | IF_RTI_FPS.Foreign_Country | |
| **Employment Details** | Include Starter Declaration | Enable | Disable | User chooses whether to include |
| | Start Date | EeDetails.StartDate | Not required | |

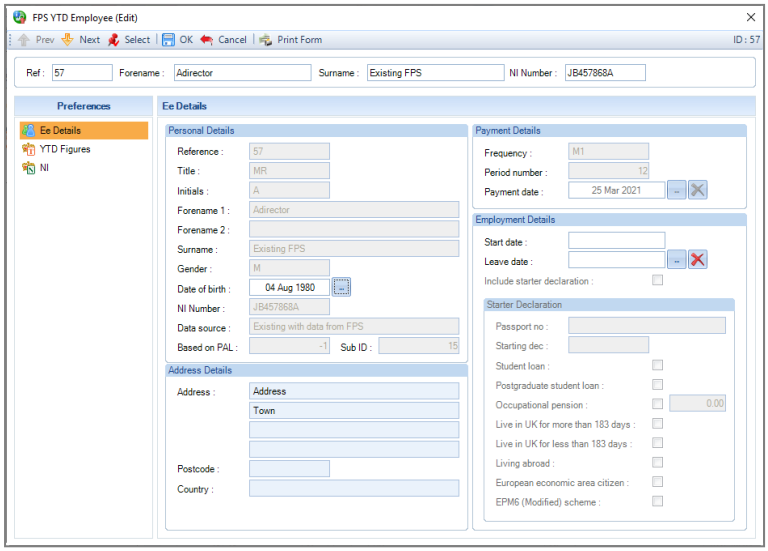
| Section | Field | New and existing employees without an FPS or FPS YTD | Employees with an FPS or FPSYTD | Notes |
|---|---|---|---|---|
| | Leave Date | EeDetails.LeaveDate | IF_RTI_FPS.Leave_Date | |
| **Payment Details** | Frequency | EeDetails.Frequency | IF_RTI_FPS.Pay_Frequency | |
| | Period Number | Program determines using payment date entered and frequency | IF_RTI_FPS.Week_Number or IF_RTI_FPS.Month_Number | |
| | Payment Date | User must enter date within FPS YTD tax year | IF_RTI_FPS.Payment_Date | |

## Data Retrieval for YTD Figures and NI Tab

| Section | Field | New employee | Existing No FPS | Existing FPS or EYFPS | Notes |
|---|---|---|---|---|---|
| **Tax** | Tax Code | Left blank | EeBals.TaxCode | IF_RTI_FPS.Tax_Code | |
| | Week1/Month1 | Default to False | EeBals.Week1 | IF_RTI_FPS.Tax_Code_Non_Cumulative | |
| | Taxable Pay | Default as 0.00 | EeBals.PayTDThisEmt | IF_RTI_FPS.Taxable_Pay_This_Employment_YTD | |
| | Tax | Default as 0.00 | EeBals.TaxTDThisEmt | IF_RTI_FPS.Tax_This_Employment_YTD | |
| | Benefits taxed via Payroll | Default as 0.00 | Sum of EeRun_Components_Totals.Benefit_In_Kind_Taxable_Payment+<br>EeBals_BIK_Car.Car_Cash_Equivalent_Payrolled_TD+<br>EeBals_BIK_Car.Free_Fuel_Cash_Equivalent_Payrolled_TD | IF_RTI_FPS.Benefits_Taxed_Via_Payroll_YTD | |
| | Student Loans | Default as 0.00 | EeBals_Student_Loans.Deducted for PlanType 1 and 2 | IF_RTI_FPS.Student_Loan_YTD | |
| | Postgraduate Loans | Default as 0.00 | EeBals_Student_Loans.Deducted for PlanType 3 | IF_RTI_FPS.Postgrad_Loan_YTD | |
| **Pensions** | Employee Pre tax pension contributions | Default as 0.00 | EeBals.PenPreTaxEeYTD-<br>EeBals.Pen_Pre_NI_Ee_YTD | IF_RTI_FPS.Ee_PreTax_PensionContributions_YTD | |
| | Employee Post tax pension contributions | Default as 0.00 | EeBals.PenPostTaxEeYTD | IF_RTI_FPS.Ee_PostTax_PensionContributions_YTD | |
| **Statutory Absence** | Statutory Maternity Pay | Default as 0.00 | EeBals.AddSMPYTD+<br>EeBals.OffsetSMPYTD | IF_RTI_FPS.Statutory_Maternity_Pay_YTD | Only for Females |

| Section | Field | New employee | Existing No FPS | Existing FPS or EYFPS | Notes |
|---|---|---|---|---|---|
| | Statutory Adoption Pay | Default as 0.00 | EeBals.AddSAPYTD+<br>EeBals.OffsetSAPYTD | IF_RTI_FPS.Statutory_Adoption_Pay_YTD | |
| | Statutory Paternity Pay | Default as 0.00 | EeBals.AddSPPAYTD+<br>EeBals.OffsetSPPAYTD+<br>EeBals.AddSPPBYTD+<br>EeBals.OffsetSPPBYTD | IF_RTI_FPS.Statutory_Paternity_Pay_YTD | |
| | Shared Parental Pay | Default as 0.00 | EeBals.Add_ShPP_A_YTD+<br>EeBals.Offset_ShPP_A_YTD+<br>EeBals.Add_ShPP_B_YTD+<br>EeBals.Offset_ShPP_B_YTD | IF_RTI_FPS.Shared_Parental_Pay_YTD | If value entered for ShPP user must enter Partners details |
| | Statutory Bereavement Pay | Default as 0.00 | EeBals.Add_SPBP_YTD+<br>EeBals.Offset_SPBP_YTD | IF_RTI_FPS.Statutory_Parental_Bereavement_Pay_YTD | |
| **National Insurance (allows up to four NI Letter records):** | Class 1A NICs | Default as 0.00 | EeBals.TotalClass1A | IF_RTI_FPS.Class_1A_NIC_Termination_YTD | |
| | NI Letter | Left blank for user to add an NI record. | NICs.Letter | IF_RTI_FPS_NIC.NIletter | |
| | Gross Earnings for NIC | | NICs.TotalEarnings | IF_RTI_FPS_NIC.Gross_Earnings_For_NICs_YTD | |
| | At LEL | | NICs.EarningsToLEL | IF_RTI_FPS_NIC.At_LEL_YTD | |
| | LEL to PT | | NICs.EarningsLELToPET+<br>NICS.EarningsPETToSET | IF_RTI_FPS_NIC.LEL_To_PT_YTD | |
| | PT to UEL | | NICs.EarningsSETToUST+<br>NICs.EarningsToAUST+<br>NICs.EarningsUAPToUEL | IF_RTI_FPS_NIC.PT_To_UEL_YTD | |
| | Ees NI Contributions | | NICs.EeContributionsSplit1+<br>NICS.EeContributionsSplit2 | IF_RTI_FPS_NIC.Total_Employees_NIC_YTD | |
| | Ers NI Contributions | | NICs.ErContributions | IF_RTI_FPS_NIC.Total_Employers_NIC_YTD | |

## Ee Details tab




The **Ee Details** tab is split into four sections:

- **Personal Details** – this section is not editable, the information is pre-populated, depending on the data source. The Date of Birth field is editable if the employee was included in a successful FPS or FPS YTD for the FPS YTD selected tax year.
- **Address Details** – this section is pre-populated. If the address is retrieved from the employees last FPS submission then it is editable. When you are adding a new employee which means the address is retrieved from Employee Details, it is not editable, you will need to update the address in Employee Details before adding the employee to the FPS YTD.
- **Payment Details** – **Payment date** - When you enter the Payment date the period number is automatically generated using the Frequency and the Payment date. If the employee has previously had a successful FPS or FPS YTD for the selected tax year, the Payment date can only be changed to the same date or later within the tax year.
- **Employment Details** – the **Leave date** is not editable if the FPS YTD is to amend a One off payment after leaving record. The **Include starter declaration** tick box is only editable if the employee is new and has not previously been submitted successfully via an FPS or FPS YTD for the tax year selected.

### Validation and Extra Information

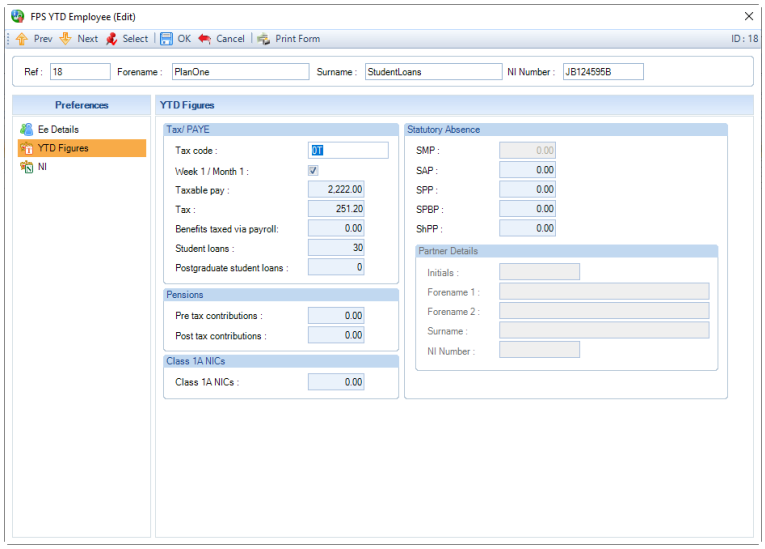
The following validation is applied:

- **Payment Date** – Must be in the selected tax year (from 6th April to 5th April). Mandatory field.
- **Leave Date** – Cannot be later than thirty days after today. Must also be within the tax year, on/after the start date and after the birth date. Must be entered as the same date as that entered in Employee Details if previously submitted to HMRC, validates to ensure Leaver box is also ticked in EeDetails.

Additional information:

- **Starter Declaration - Occupational pension tick box** – this is the indicator for Bereaved
- **Starter Declaration** – for new employees this information is saved in the IF_RTI_FPS tables and when the tick box Include Starter Declaration is selected is saved in the field Include_Starter_Declaration which determines whether they are included in the FPS YTD

## YTD Figures tab




The YTD Figures tab will be pre-populated based on the data source, but all fields are editable for you to complete. Enter the employees final tax code for the tax year and all their year to date values that should be reported to the HMRC.

Remember if you change or leave a value as zero, it will be included in the FPS YTD which will overwrite and update those previously reported to the HMRC.

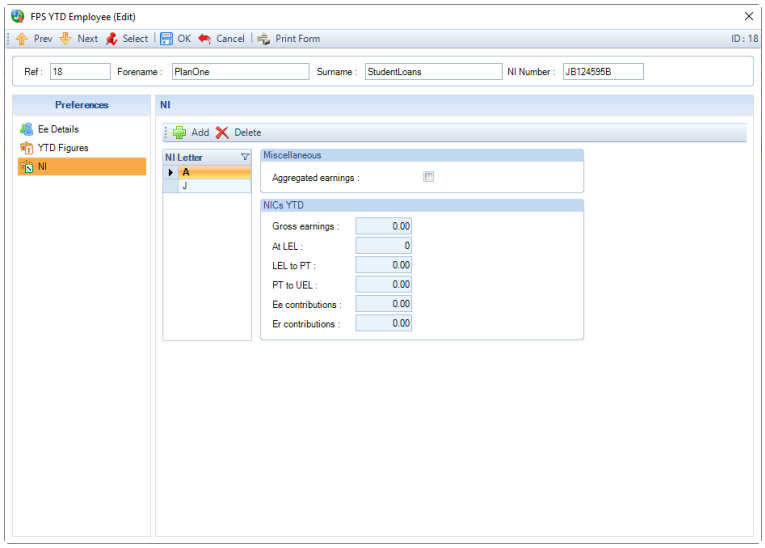
### Validation

The following validation is applied to the fields on this tab:

- **Tax Code** – Can only be set to a valid tax code (include being prefixed with S (Scottish) and C (Welsh)). Mandatory field.
- **Taxable Pay** – Must be between 0 and 999999999.99.
- **Tax** – Must be between -999999999.99 and 999999999.99. Cannot be greater than the value for Taxable Pay.
- **Benefits Taxed Via Payroll** – Must be between 0 and 999999999.99.
- **Student Loans** – Must be between 0 and 99999. Must be a whole number.
- **Postgraduate Student Loans** – Must be between 0 and 99999. Must be a whole number.
- **Pre Tax Contributions** – Must be between 0 and 999999999.99.
- **Post Tax Contributions** – Must be between 0 and 999999999.99.
- **Class 1A NICs** – Must be between 0 and 999999999.99.
- **SMP** – Must be between 0 and 999999.99. Only available for females.
- **SAP** – Must be between 0 and 999999.99.
- **SPP** – Must be between 0 and 999999.99.
- **SPBP** – Must be between 0 and 999999.99.
- **ShPP** – Must be between 0 and 999999.99.
- **Partner Details - Initials** – this field is read only and generated automatically using the Partners Forename 1 & 2 fields. Only mandatory if ShPP has a value greater than 0.

- **Partner Details - Forename 1 & 2, Surname** – Validation is the same as those for employees forename/surname fields. Only editable/saves if ShPP has a value greater than 0, then Forename 1 and Surname are mandatory fields.
- **Partner Details - NI Number** – must be a valid NI Number. Only mandatory if ShPP has a value greater than 0.

## NI tab




The NI tab will be pre-populated based on the data source, but all fields are editable for you to complete. You are able to amend the year to date values for the NI Letter records, **Add** a new NI Letter record and **Delete** an existing NI Letter record.

Ensure you include all NI Letter records that should be reported for the tax year selected. If an NI Letter record was previously reported via an FPS or FPS YTD for the tax year, and the employee should not have been on that NI Letter, you need to include the NI Letter record in the FPS YTD and enter all the values as zero.

Remember if you change or leave a value as zero, it will be included in the FPS YTD which will overwrite and update those previously reported to the HMRC.

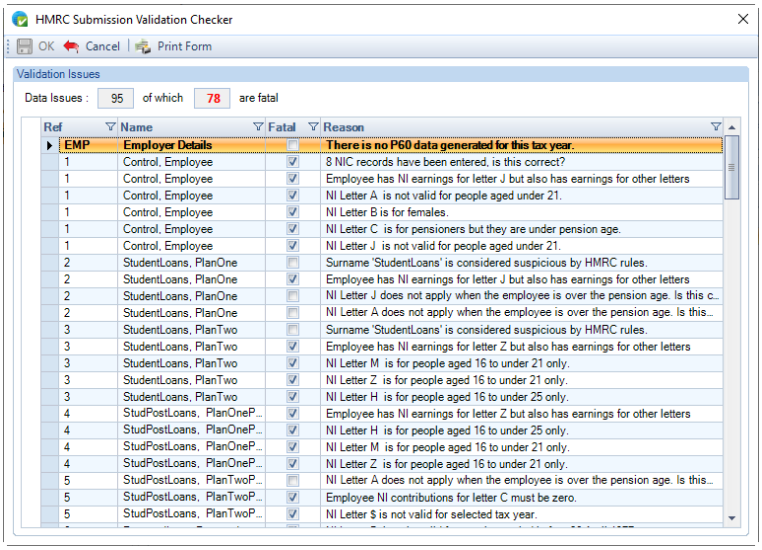
Tick or un-tick the Aggregated earnings, as appropriate for the employee.

### Validation

The following validation is applied to the fields on this tab:

- **Gross Earnings** – Must be equal to or greater than the total of At LEL, LEL to PT and LEL to PT. Must be between 0 and 999999999.99.
- **At LEL** – Must be between 0 and 9999. Whole pounds only.
- **LEL to PT** – Must be between 0 and 9999.99.
- **PT to UEL** – Must be between 0 and 99999.9.
- **Ee Contributions** – Must be less than Gross Earnings. Must be between 0 and 999999999.99.
- **Er Contributions** – Must be less than Gross Earnings. Must be between 0 and 999999999.99.

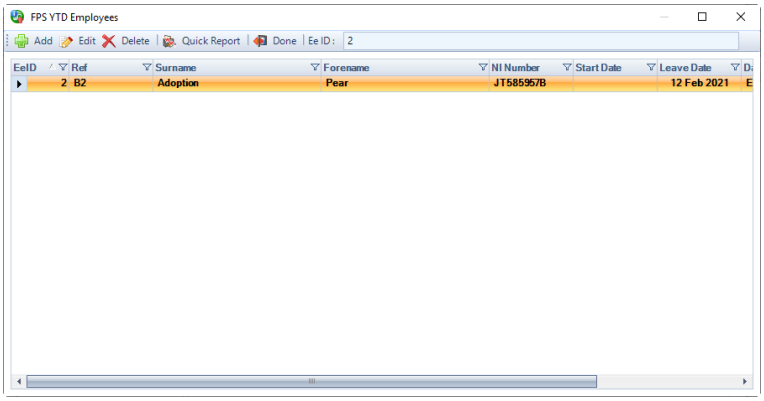
Further validation is performed via the HMRC Submission Validation checker for the NI Letters based on the employees Date of Birth and Gender, Gross Earnings and Bands when the FPS YTD submission is created, example validation checker below:




## Completing FPS YTD Employee Edit screen

Once you have completed entering all the information under each tab, click on **OK**. This will save the information you have entered. Validation will be performed to ensure all the information has been completed in the form correctly.

You then see the **FPS YTD Employees** screen, which shows a list of the employees you have added to the current FPS YTD.

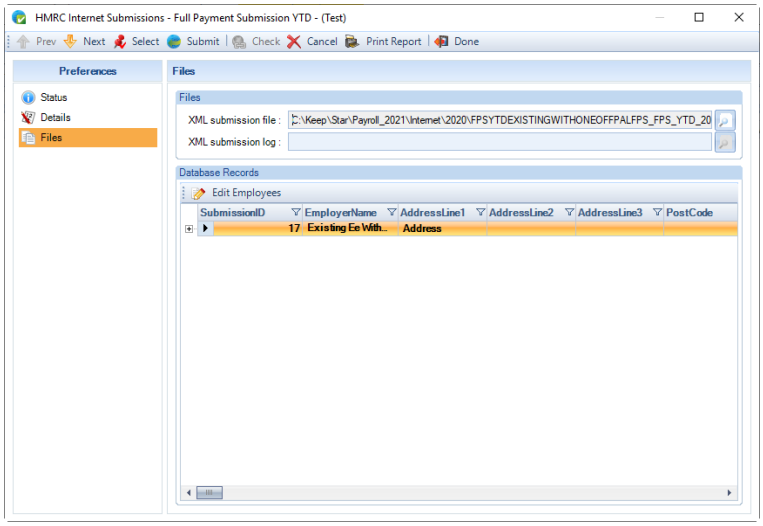



Click on **Add** to include more employees, click on **Edit** to change information already entered for employees previously added to the FPS YTD, or click on **Delete** to remove an employee.

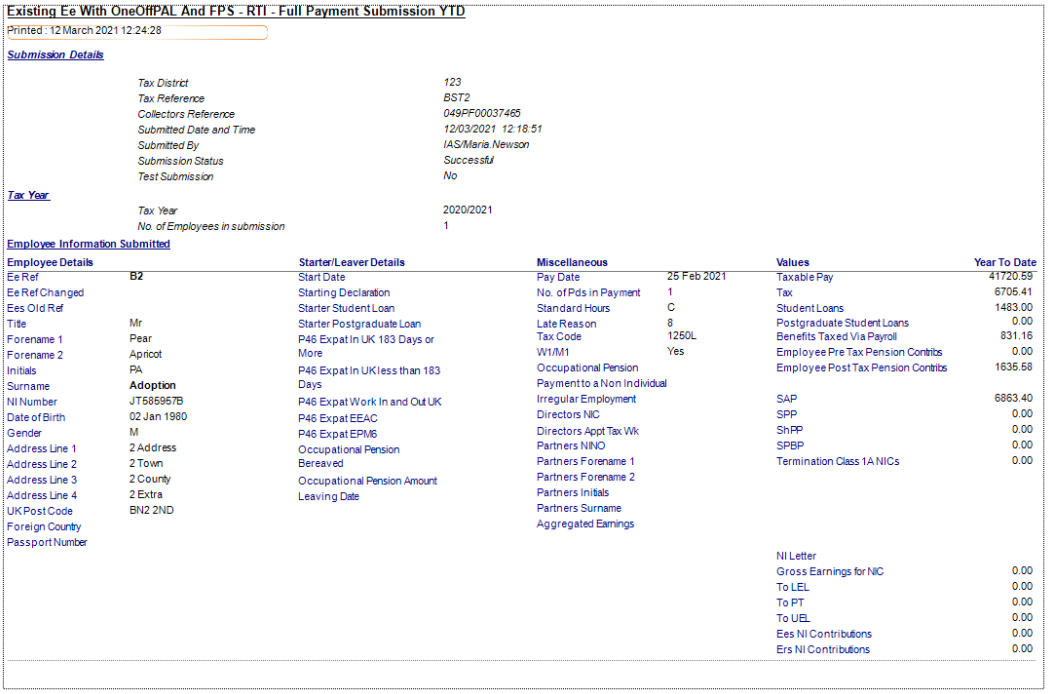
Once you have completed the information you want to submit for each employee, click on **Done**.

The submission will then be created and validation will be performed during this process, if there are any non fatal or fatal issues you will see the HMRC Submission Validation checker. All Fatal issues will need to be resolved before the submission can be created.

When the submission is created you will see the below screen, you are able to **Edit Employees** until the submission has been submitted to the HMRC:




You can then produce a report by clicking on Print Report, this includes the details of all employees and their information that is included in the FPS YTD submission, example below:



Existing Ee With OneOffPAL And FPS - RTI - Full Payment Submission YTD

Printed : 12 March 2021 12:24:28

**Submission Details**

| | |
|---|---|
| Tax District | 123 |
| Tax Reference | BST2 |
| Collectors Reference | 049/PF00037465 |
| Submitted Date and Time | 12/03/2021 12:18:51 |
| Submitted By | IAS/Maria.Newson |
| Submission Status | Successful |
| Test Submission | No |

**Tax Year**

| | |
|---|---|
| Tax Year | 2020/2021 |
| No. of Employees in submission | 1 |

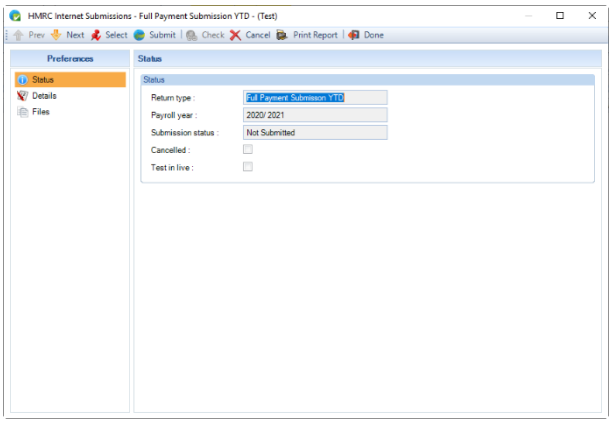
**Employee Information Submitted**

| Employee Details | | Starter/Leaver Details | Miscellaneous | | Values | Year To Date |
|---|---|---|---|---|---|---|
| Ee Ref | B2 | Start Date | Pay Date | 25 Feb 2021 | Taxable Pay | 41720.59 |
| Ee Ref Changed | | Starting Declaration | No. of Pds in Payment | 1 | Tax | 6705.41 |
| Ees Old Ref | | Starter Student Loan | Standard Hours | C | Student Loans | 1483.00 |
| Title | Mr | Starter Postgraduate Loan | Late Reason | 8 | Postgraduate Student Loans | 0.00 |
| Forename 1 | Pear | P46 Expat In UK 183 Days or More | Tax Code | 1250L | Benefits Taxed Via Payroll | 831.16 |
| Forename 2 | Apricot | | W1/M1 | Yes | Employee Pre Tax Pension Contribs | 0.00 |
| Initials | PA | P46 Expat In UK less than 183 Days | Occupational Pension | | Employee Post Tax Pension Contribs | 1635.58 |
| Surname | Adoption | | Payment to a Non Individual | | | |
| NI Number | JT585957B | P46 Expat Work In and Out UK | Irregular Employment | | SAP | 6863.40 |
| Date of Birth | 02 Jan 1980 | P46 Expat EEAC | Directors NIC | | SPP | 0.00 |
| Gender | M | P46 Expat EPM6 | Directors Appt Tax Wk | | ShPP | 0.00 |
| Address Line 1 | 2 Address | Occupational Pension | Partners NINO | | SPBP | 0.00 |
| Address Line 2 | 2 Town | Bereaved | Partners Forename 1 | | Termination Class 1A NICs | 0.00 |
| Address Line 3 | 2 County | Occupational Pension Amount | Partners Forename 2 | | | |
| Address Line 4 | 2 Extra | Leaving Date | Partners Initials | | | |
| UK Post Code | BN2 2ND | | Partners Surname | | | |
| Foreign Country | | | Aggregated Earnings | | | |
| Passport Number | | | | | | |
| | | | | | NI Letter | |
| | | | | | Gross Earnings for NIC | 0.00 |
| | | | | | To LEL | 0.00 |
| | | | | | To PT | 0.00 |
| | | | | | To UEL | 0.00 |
| | | | | | Ees NI Contributions | 0.00 |
| | | | | | Ers NI Contributions | 0.00 |

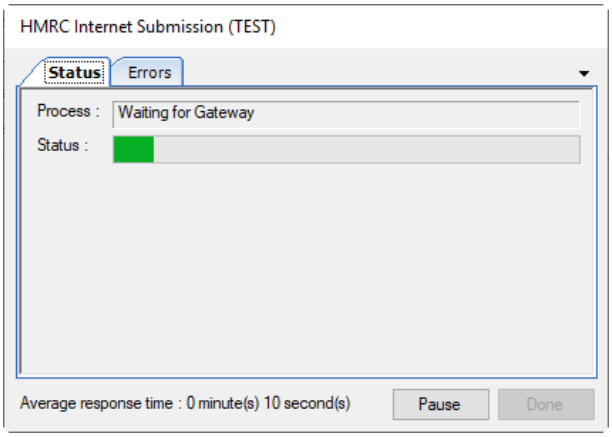
This report can be produced before the FPS YTD has been submitted and after.

## Submit FPS YTD

Once you have created all the employee records for the FPS YTD, whilst in the Full Payment Submission YTD screen click on **Submit**.

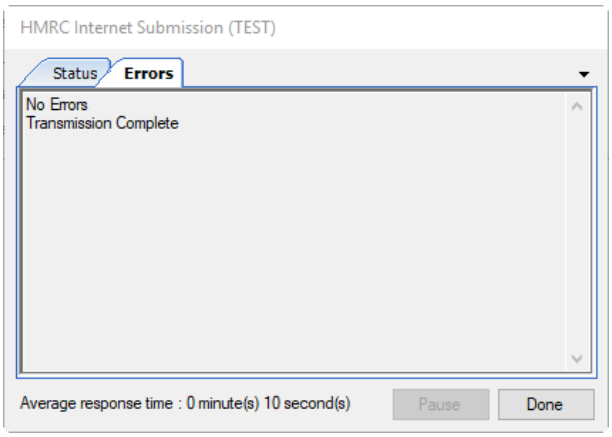



You will see the submission screen.




Once the submission is completed with no errors, you will see the following screen.

Click on **Done**.




When the submission has been successful:

- any new employees where you have chosen to include their starter declaration, their Starter record will be updated with the Submission details
- for new employees submitted as a Director with a Directorship start date during the tax year, the Submission ID will be recorded
- any employee you have entered a leaving date will update their Leaver record with the Submission details
- if the submission included an EeReference change, the Submission ID will be recorded

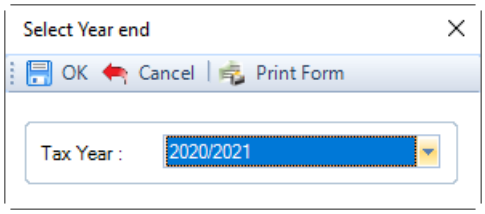
## Reports

| Report | Status | Type | Description |
|---|---|---|---|
| **PAFPSEEB\PSFPSEEB** | Amended | Employer | Amended to exclude FPS YTD submissions in the list of available Submitted dates |
| **PAFPSEEF\PSFPSEEF** | Amended | Employer | Amended to exclude FPS YTD submissions in the list of available Submitted dates |
| **PAFPSSUM\PSFPSSUM** | Amended | Employer | Amended to exclude FPS YTD submissions in the list of available Submitted dates |
| **PAFPSYTD\PSFPSYTD** | New | Employer | Employee information submitted under the FPS YTD, with a prompt to select the Tax Year. |

## P60s

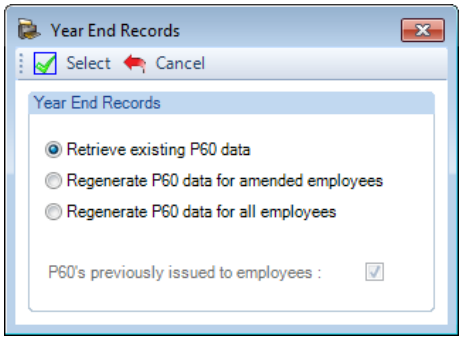
Once the FPS YTD Submission has been successfully submitted to the HMRC, you are able to generate a P60 for the employees that have been included in the submission.

When you run a P60 report or HR P60 Export, you will be prompted to select which tax year you want to run the report for:




The HMRC Validation checker will then be run, select **OK** once completed and there are no Fatal issues.

If you have previously generated a year end report for the selected tax year you will also be given four options regarding the generation of the year end data:




Select either of the Regenerate P60 options, leave the box ticked **P60's previously issued to employees** if you have already given them to the employees, so that the P60 is marked as a **Replacement**.

For the employees who have had an FPS YTD Submitted successfully, their P60 information will be populated with the information from their latest FPS YTD.

If you submit an FPS YTD for a new employee who doesn't have a record in the tax year that you submitted the FPS YTD, a P60 will be generated with the values from the FPS YTD.

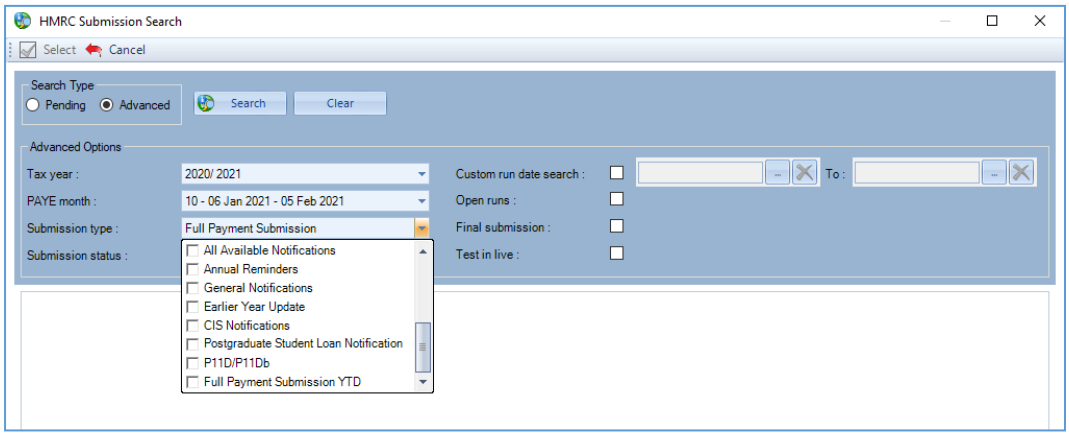
This effects the P60 information for P60 reports, HR P60 Export and myePayWindow.

## HMRC Submission Search

The Full Payment Submission YTD will be available to search for under **Utilities\HMRC Submission Search**:

When you search with **Pending** selected under Search Type this will include submissions that have been Submitted (paused) and Created but not sent (parked).

You are also able to use the **Advanced** option to search for the Full Payment Submission YTDs:

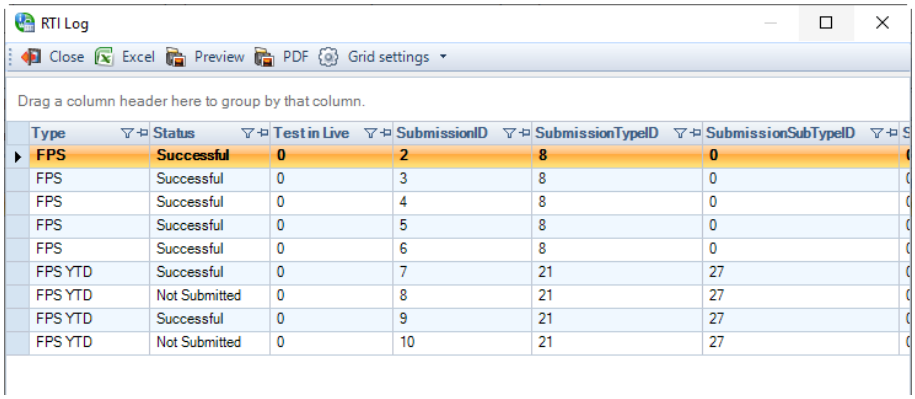



Using the drop down for **Submission type** select **Full Payment Submission YTD**, note that as these submissions are not related to a specific payroll run, you will need to search using the **Tax year**, the same as Earlier Year Updates.

## RTI Log

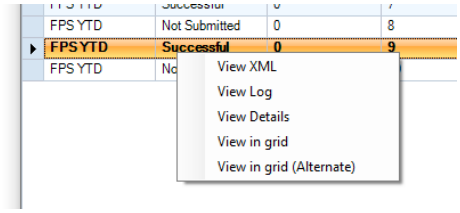
You can see the details of Full Payment Submission YTD that have been sent via the RTI Log.

Under the **Utilities** tab select **RTI Log**.



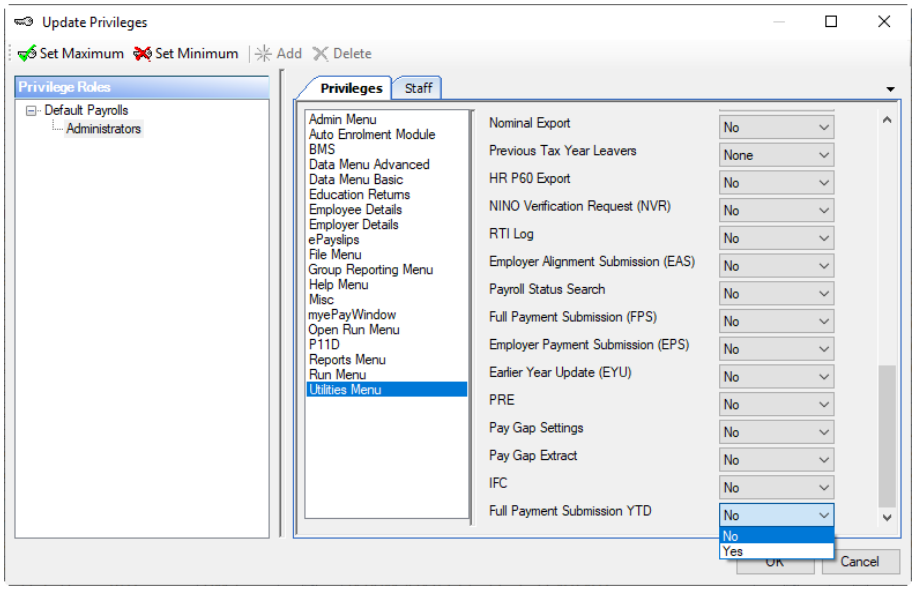

| Type | Status | Test in Live | SubmissionID | SubmissionTypeID | SubmissionSubTypeID |
|---|---|---|---|---|---|
| **FPS** | **Successful** | **0** | **2** | **8** | **0** |
| FPS | Successful | 0 | 3 | 8 | 0 |
| FPS | Successful | 0 | 4 | 8 | 0 |
| FPS | Successful | 0 | 5 | 8 | 0 |
| FPS | Successful | 0 | 6 | 8 | 0 |
| FPS YTD | Successful | 0 | 7 | 21 | 27 |
| FPS YTD | Not Submitted | 0 | 8 | 21 | 27 |
| FPS YTD | Successful | 0 | 9 | 21 | 27 |
| FPS YTD | Not Submitted | 0 | 10 | 21 | 27 |

**Right mouse click on the FPS YTD submission that has a Status of Successful, you will see the same options are available as for the type FPS:**




## Privileges

A privilege is available for the **Full Payment Submission YTD** under the Utilities menu:


Update Privileges
Set Maximum
Set Minimum
Add
Delete
Privilege Roles
Default Payrolls
Administrators
Privileges
Staff
Admin Menu
Auto Enrolment Module
BMS
Data Menu Advanced
Data Menu Basic
Education Returns
Employee Details
Employer Details
ePayslips
File Menu
Group Reporting Menu
Help Menu
Misc
myePayWindow
Open Run Menu
P11D
Reports Menu
Run Menu
Utilities Menu
Nominal Export
Previous Tax Year Leavers
HR P60 Export
NINO Verification Request (NVR)
RTI Log
Employer Alignment Submission (EAS)
Payroll Status Search
Full Payment Submission (FPS)
Employer Payment Submission (EPS)
Earlier Year Update (EYU)
PRE
Pay Gap Settings
Pay Gap Extract
IFC
Full Payment Submission YTD
No
None
No
Yes
OK
Cancel

# RTI Earlier Year Update (EYU)

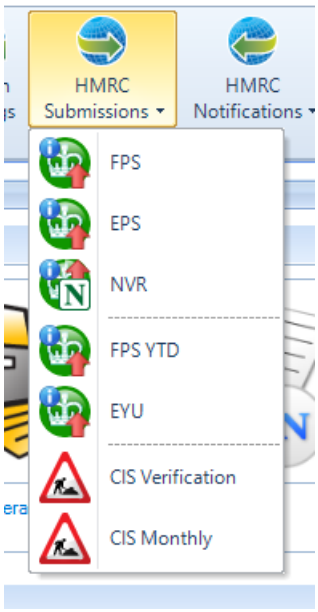
Use facility is to amend employees figures submitted for a previous years Full Payment Submission for tax years 2013/14 up to and including 2019/20. To make changes to employees for tax year 2020/21 onwards you must use the FPS YTD facility.

The payroll data file must have had an FPS submitted successfully for the tax year that you need to amend the employees figures via EYU.

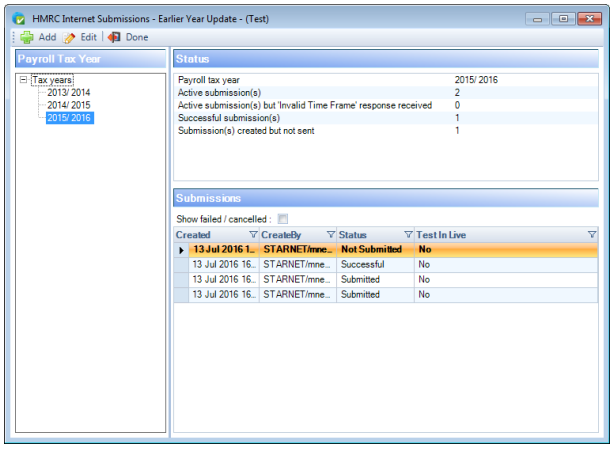
You are also able to add new employees and submit a leave date.

## Creating an EYU

Under the **Utilities** tab select **HMRC Submissions\EYU** from the drop down menu:

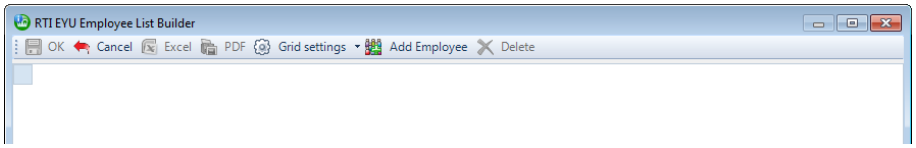



The following screen will appear:

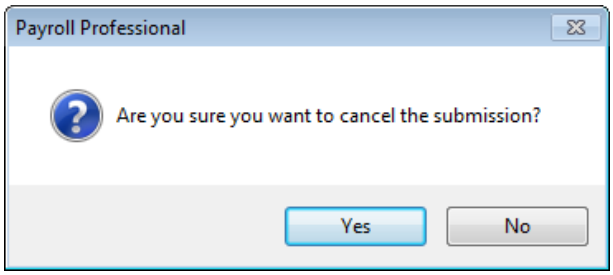



Highlight the tax year that you want to create a new EYU submission for then click on **Add**.

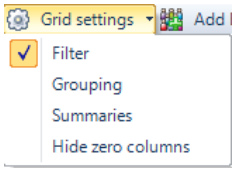
You will then see the following screen:



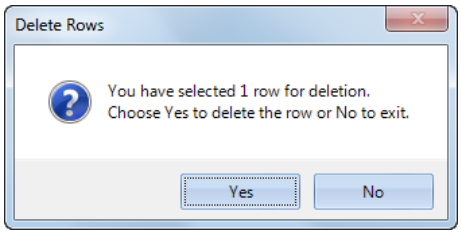
- **OK** – this will allow you to save the EYU records you have created for employees. You are able to edit the saved submission which will be in a Not submitted state, to add more employees at a later time.
- **Cancel** – will exit the EYU screen, you will see the following message:




- **Excel** – will export the grid to excel.
- **PDF** – will export the grid to pdf.
- **Grid Settings** – gives the following options, to change the view of the grid.




- **Add Employee** – select this button to choose an employee to create an EYU record to submit to the HMRC.
- **Delete** – this option allows you to delete an employee in the grid, that you have created an EYU record. Highlight the employee in the grid and select Delete:




- **Field Chooser** – this allows you to choose which columns are to be displayed in the grid.

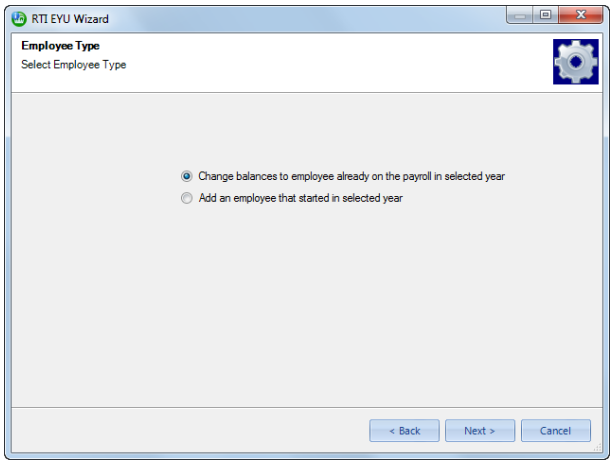
## Add Employee

| | |
|---|---|
| Click on Add Employee you will then see the Welcome page of the wizard.<br><br>Select **Next**. | |

There are two options:

- Change balances to employee already on the payroll in selected year – choose this option for an employee that had an FPS submitted for the PAYE year selected.
- Add an employee that started in selected year – choose this option if the employee did not have an FPS submitted for the PAYE selected. You will need to create the employee record within the current tax year, for them to appear in this list.

Click **Next**.



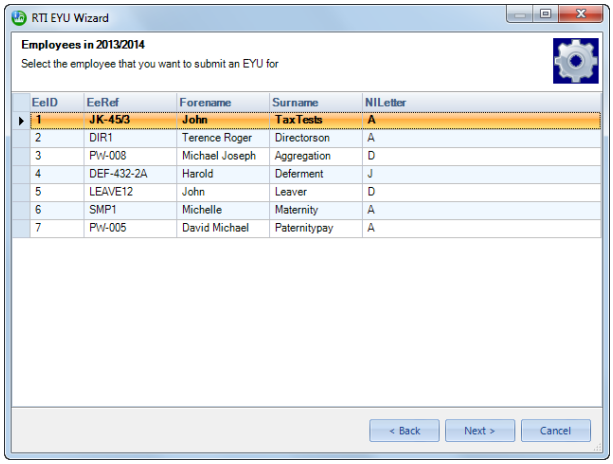

## Change balances to employee already on the payroll in selected year

### Employees in

When you have selected Next after choosing this option, you will then see a list of employees.

Highlight the employee that you want to amend via EYU.

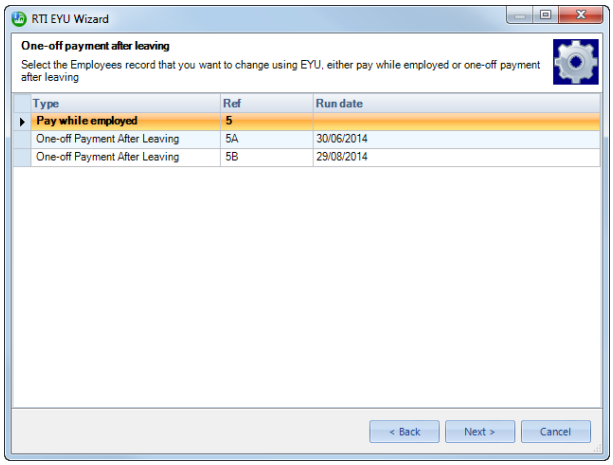
Click **Next**.




### Employees with One Off Payment After

If any of the employees have a one off payment after record you will see an additional screen with a list of the available records for the employee for you to amend.

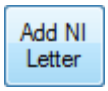
Highlight the record you would like to amend and click on **Next.**



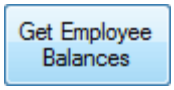
### Employee details in the selected year

This screen shows the values that can be edited via EYU.

You can either enter the actual figures under the Adjustment column, or amend the Total column and the program will work out the Adjustment.

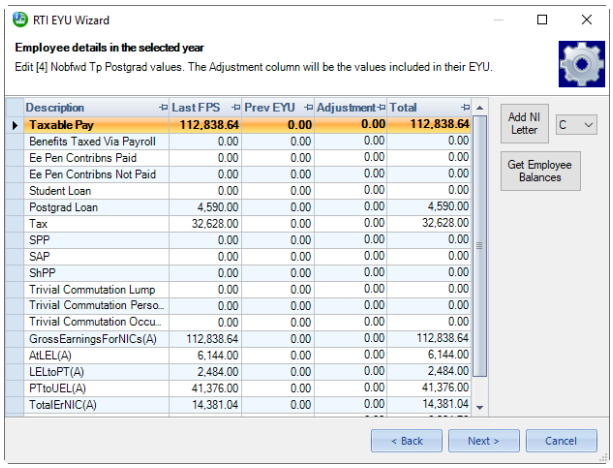



To add an NI letter record to an employee, select the NI Letter in the drop down list then click on the button **Add NI Letter**.




If you select this button the program will work out the Adjustment, this will be the difference between the Employees Year To Date balances and their Last FPS.

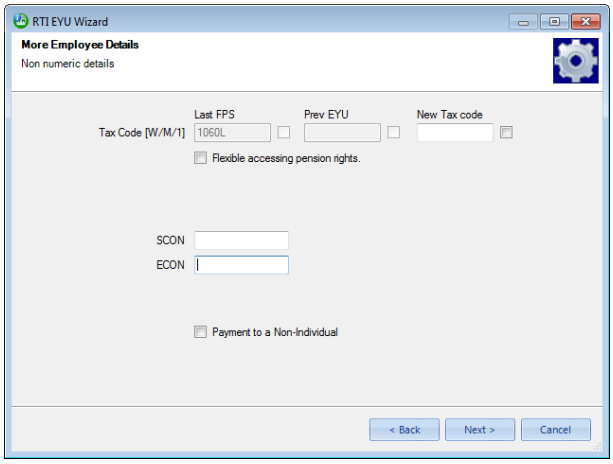
Click **Next**.




### More Employee Details

This screen will allow you to enter other information, this includes:

- Tax Code
- Week 1/Month 1
- SCON (removed from 2016/17)
- ECON (removed from 2016/17)
- Payment to a Non Individual (note that this is only included in a submission when it is selected, so if you un-tick the box it will not be included in the submission)
- NI Refund - if the Employees NI Contributions have been reduced, you need to tick this box if the employee has been paid the refund
- Flexibly Accessing Pension Rights, only available when submitting changes for tax year 2015/16 (note that this is only included in a submission when it is selected, so if you un-tick the box it will not be included in the submission)
- Pension Death Benefit, available from 2016/17
- Non Taxable and Taxable payment fields to report Flexibly Accessing pension



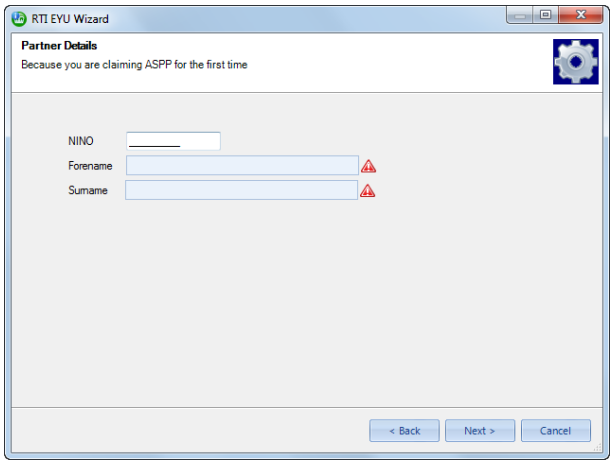
rights and Pension Death benefit, available from 2016/17

Click **Next**.

### Partner Details

You will see this screen if you have entered a value in ASPP or ShPP, and it is the first time the employee has received ASPP or ShPP.

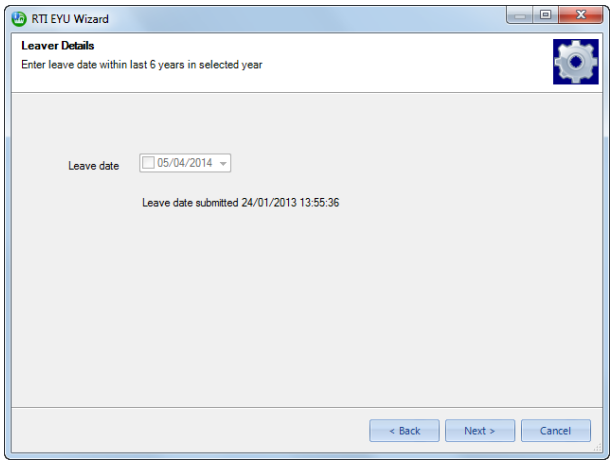
Click **Next**.




### Leaver Details

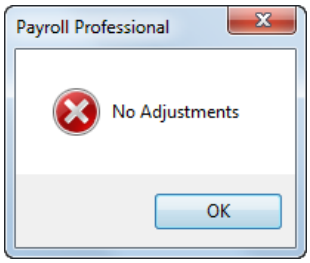
You will see this screen if the employee does not have any calculation records in the current tax year. It will be greyed out if the employee already had a leave date submitted via FPS.

Click **Next**.

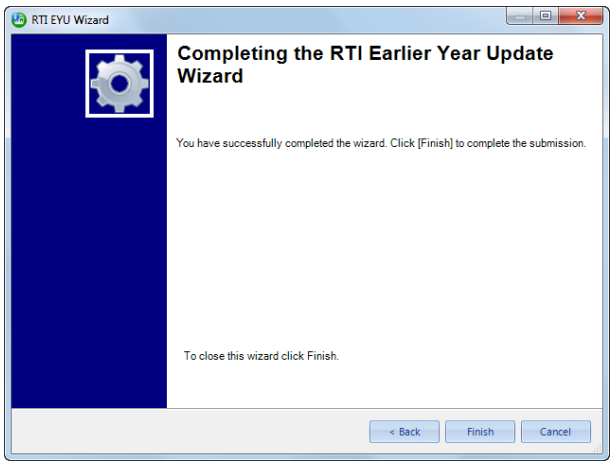



### Complete

You will see the below message if no changes have been made, click Back to make the changes.



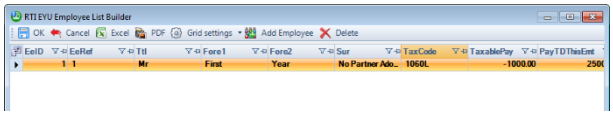

Click on Finish to exit the wizard.




You will now be back at the main EYU builder screen, and the employee will appear in the grid.

To add more employees click on Add Employee.

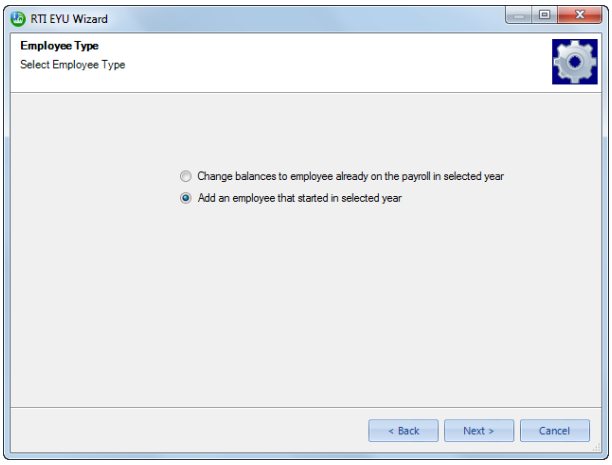
Click on OK to save the employee records.



## Add an employee that started in selected year

If you select this option, the employees must have been created in the current tax year.

Click **Next**.

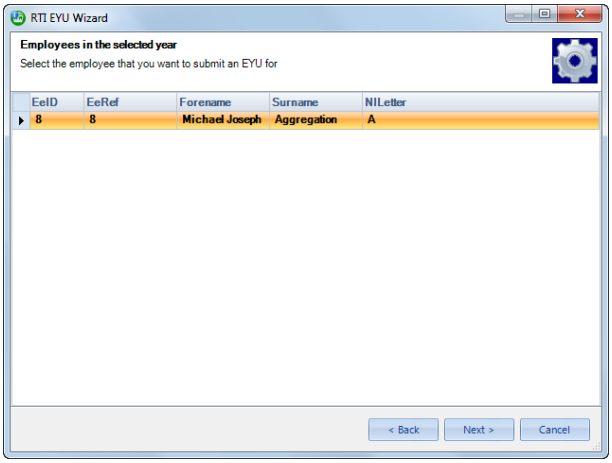



### Employees in the selected year

You will see a list of any new employees who were not submitted via FPS for the selected PAYE year.

Highlight the employee that you want to amend via EYU.

Click **Next**.

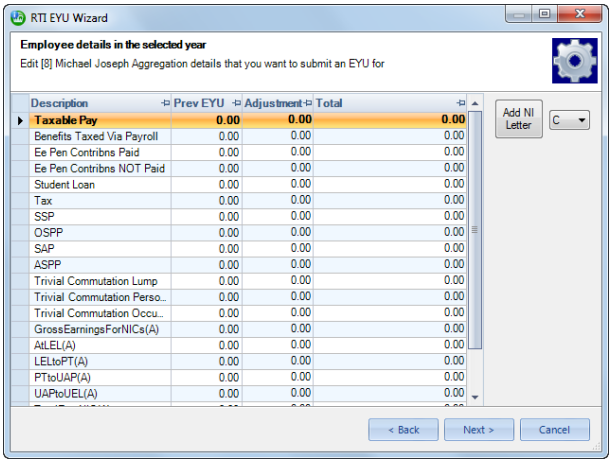



### Employee details in the selected year

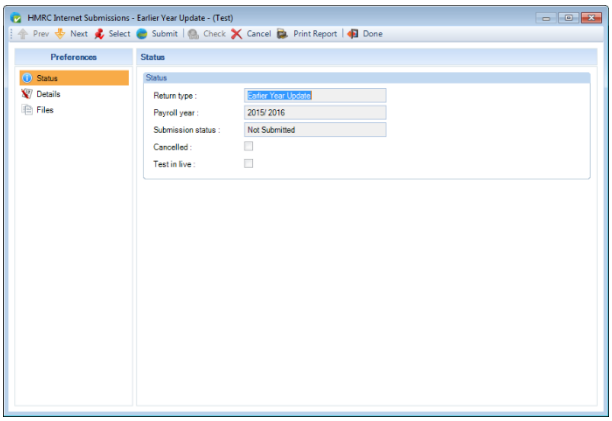
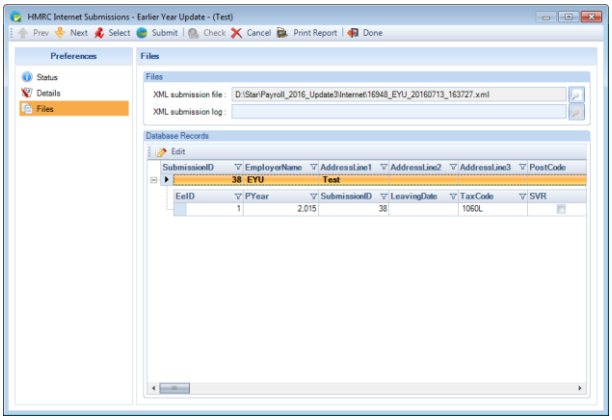
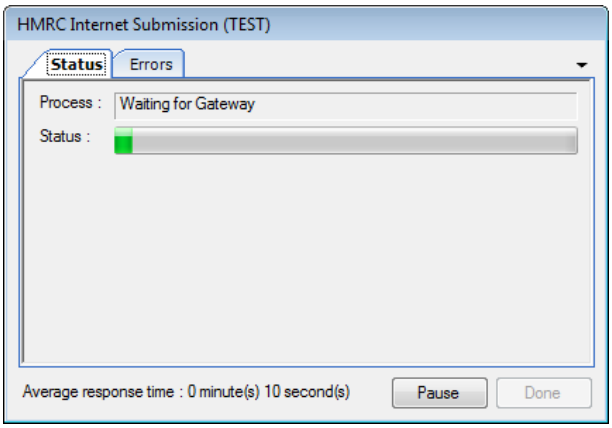
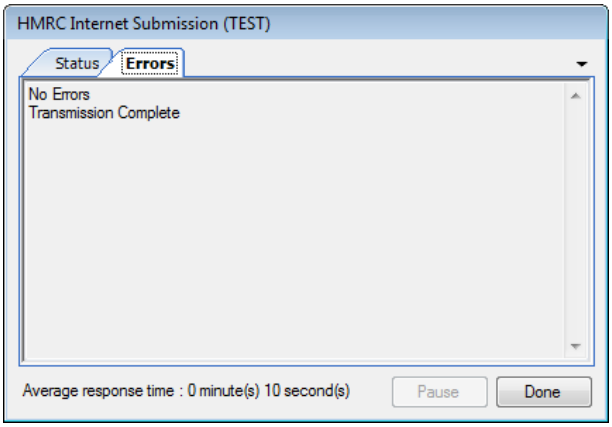
The differences in this screen are:

- Prev FPS column is not displayed, as the employee does not have any FPS records for the selected PAYE Year.
- Get Employee Balances button is not available as the employee does not have a year to date record for the selected tax year.

The rest of the Wizard is the same as **Change balances to employee already on the payroll in selected year.**




## Submit EYU

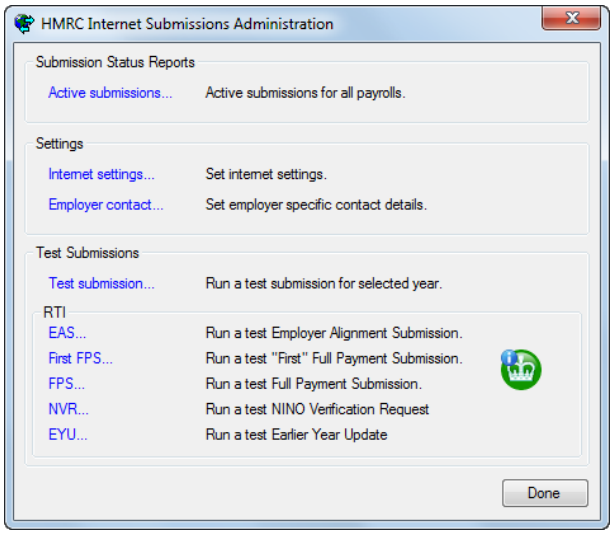
| | |
|---|---|
| Once you have created all the EYU records for the Employees, after clicking on OK to the EYU builder screen you will see this screen. |  |
| With the Submission status showing Not Submitted, if you want to make changes to the saved employee records then select the Files tab and under the Database records section click on Edit.<br><br>The EYU builder screen will appear.<br><br>If no further changes are required, then click on the Submit button to send the submission. |  |
| You will see the submission screen. |  |
| Once the submission is completed with no errors, you will see the following screen.<br><br>Click on **Done**. |  |

## Reports

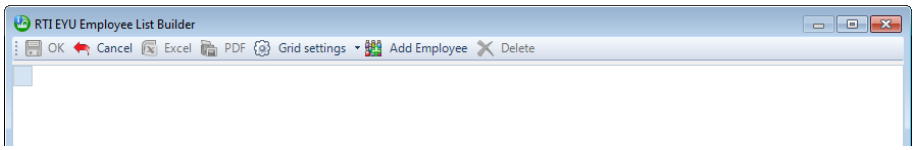
- **PAEYU\PSEYU** – Type Employer – all employee information submitted to the HMRC – from 2016 Update 2.

## Test Submissions

To send a Test Submission for EYU, select the **Admin Settings** button under the **Utilities** tab.




Then select **EYU** under the RTI section.

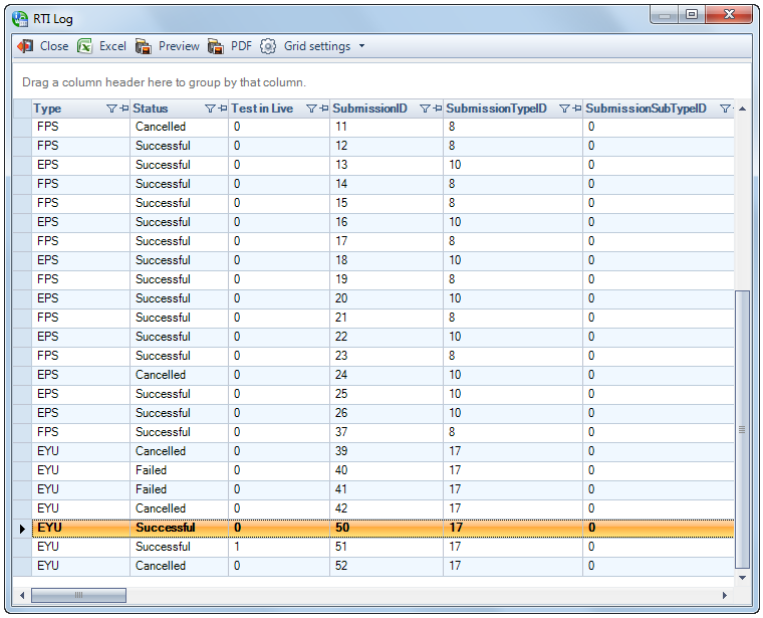



You will then see the same screen that is used for live submissions, the whole process of creating the employee records is exactly the same.

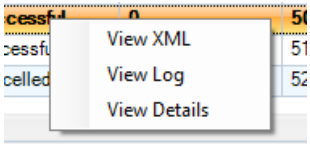
## RTI Log

For submissions sent prior to installing Payroll Professional 2016 Update 2, you can see the details of EYU submissions that have been sent via the RTI Log.

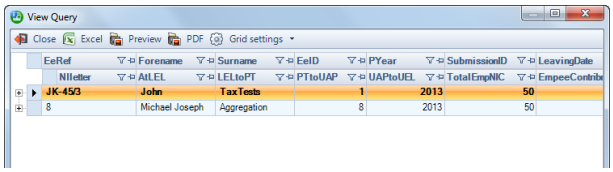
Under the **Utilities** tab select **RTI Log**.




**Right mouse click on the EYU submission and select View Details:**




This opens up the View Query screen and shows the submission information in a grid.



# Employee Verification Connector (EVC)

You have been sent communication from IRIS regarding the EVC facility to support Experian and Equifax.

By default, a Client is Opted in, and employee information is generated when you create a Full Payment Submission or Full Payment Submission Alignment, and then uploaded to EVC after the submission is successful. If required, clients can be opted out.

## EVC Dashboard

The **EVC Dashboard** under the **Utilities** menu gives you the ability to opt a Client out from EVC, and if they previously opted out you can opt them back in to EVC.

When you opt a Client out from EVC all employees data that has been uploaded is deleted.

### Prerequisites

To be able to opt a client out or in to EVC the payroll data file must be up to date i.e. has been opened in the latest version of IPP.

For the opt in/opt out request and for any information submitted to the EVC platform, the IRIS domain api.iris.co.uk will be used. This domain will need to be permitted via your firewall by your IT team.

If a payroll data file has a Microsoft Access password set, you must ensure that it has been opened in IPP and the password entered before you are able to perform the opt in/out process, otherwise when the opt in/out process is performed it will be unsuccessful.

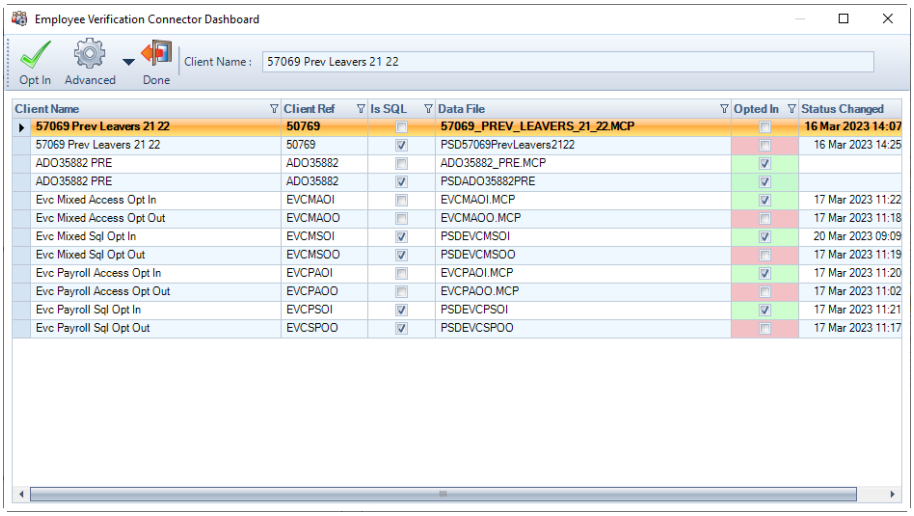
When using the individual client **opt in/opt out** functionality under the **EVC Dashboard**, if the payroll data file requires a password to open in IPP (either access to the payroll set up in IPP under Data\Passwords\Access to Payroll, or a SQL database password), you will be prompted to enter the password to perform the opt in/out process successfully.

You are not able to use the **Bulk opt in/opt out** facility under **EVC Dashboard\Advanced** for any payroll data file that requires a password to be entered to be able to open them in IPP (either access to the payroll set up in IPP under Data\Passwords\Access to Payroll, or SQL database password).

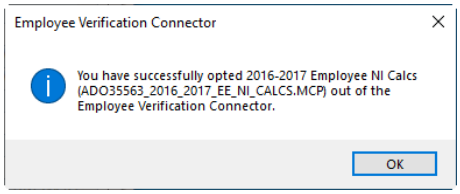
### How to opt a Client out from EVC

Go to **Utilities** tab and select **Dashboard** within the **EVC** section.

If you have a payroll data file open, you will be prompted to close it before the following screen will appear:




Highlight the Client then select **Opt Out** when the process is successful the following screen appears:




Click **OK**, you will see the **Opted In** and **Status Changed** columns are updated.

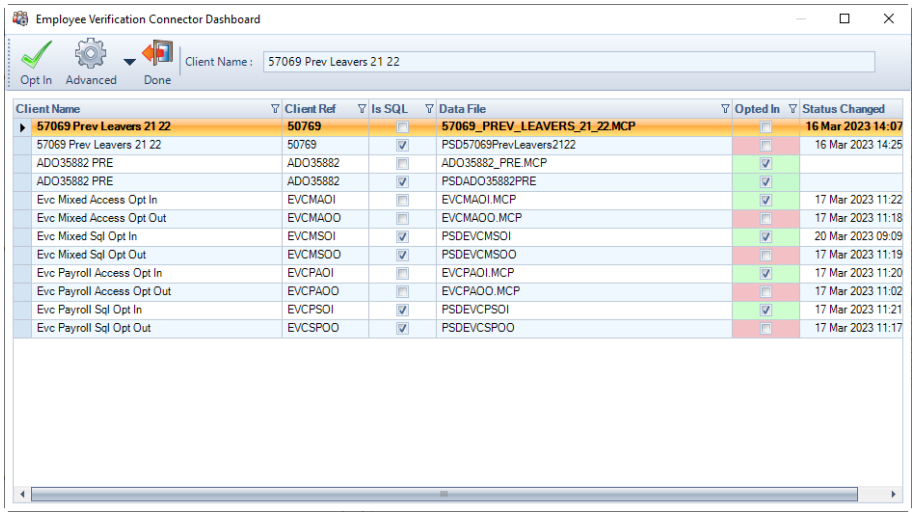
You can repeat the process for further Clients.

If the opt out process was unsuccessful the Client will continue to be opted in.

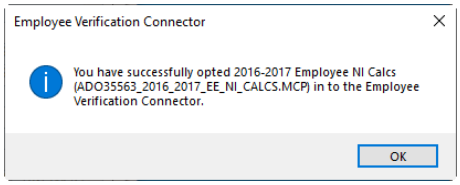
## How to opt a Client in to EVC

Go to **Utilities** tab and select **Dashboard** within the **EVC** section.

If you have a payroll data file open, you will be prompted to close it before the following screen will appear:




Highlight the Client then select **Opt In** when the process is successful the following screen appears:



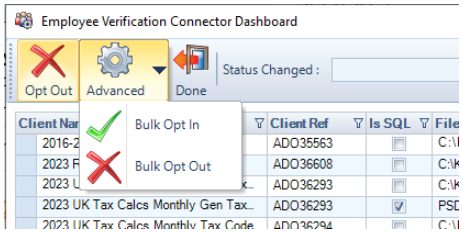

Click **OK**, you will see the **Opted In** and **Status Changed** columns are updated.

You can repeat the process for further Clients.

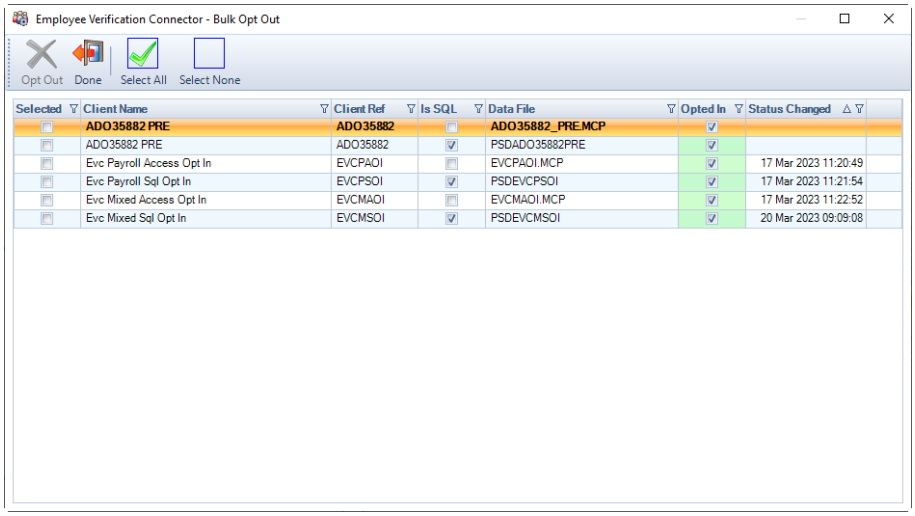
If the opt in process was unsuccessful the Client will continue to be opted out.

## How to opt out multiple clients from EVC

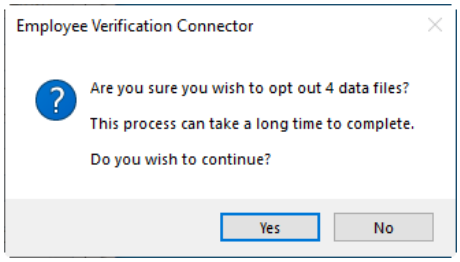
Go to **Utilities** menu and select the **EVC Dashboard**, under the **Advanced** menu select **Bulk Opt Out**.



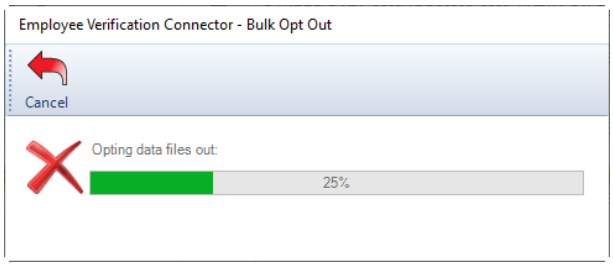

The following screen appears, which includes Clients that are currently opted in to EVC:



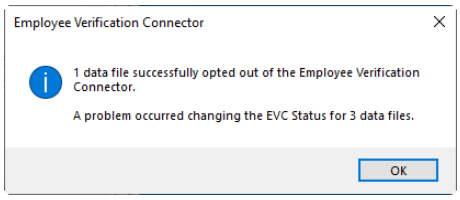

Tick the **Selected** box for each Client that you want to opt out, then click **Opt Out**. The following message appears, which includes the number of Client payroll data files you have selected:




To continue to Opt the Clients out of EVC, click **Yes**, a progress bar appears:




Once the process is complete, a message appears informing you how many Client payroll data files were successfully opted out and how many were unsuccessful:




Click on **OK**.

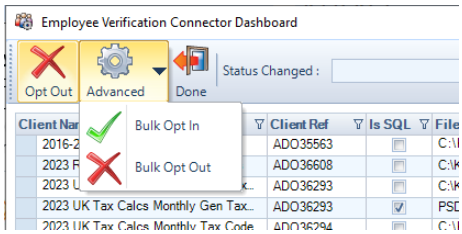
The Client payroll data files successfully opted out will no longer appear in the **Bulk Opt Out** screen.

The unsuccessful Client payroll data files will continue to appear in the **Bulk Opt Out** screen, you will need check whether:

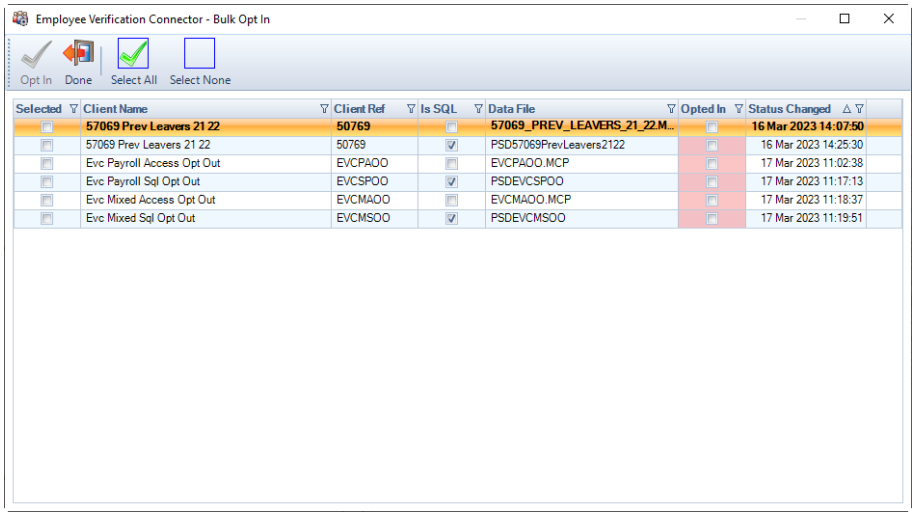
- the payroll data is up to date, if it is not up to date then open in IPP and retry the Opt in/Opt out process
- if the payroll data file requires a password to open in IPP then use the Opt in/Opt out process via the EVC Dashboard

## How to opt in multiple clients to EVC

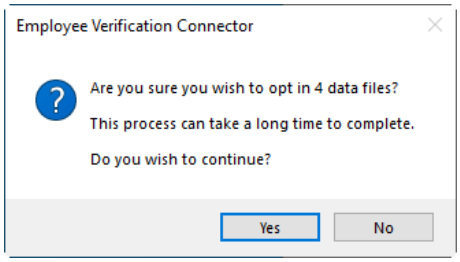
Go to **Utilities** menu and select the **EVC Dashboard**, under the **Advanced** menu select **Bulk Opt In**.



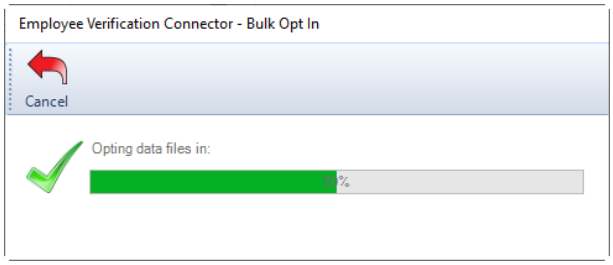

The following screen appears, which includes Clients that are currently opted out of EVC:



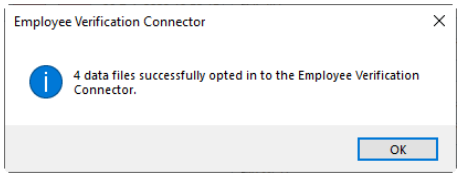

Tick the **Selected** box for each Client that you want to opt in, then click **Opt In**. The following message appears, which includes the number of Client payroll data files you have selected:




To continue to Opt the Clients in to EVC, click **Yes**, a progress bar appears:




Once the process is complete, a message appears informing you how many Client payroll data files were successfully opted in and how many were unsuccessful:



Click on **OK**.

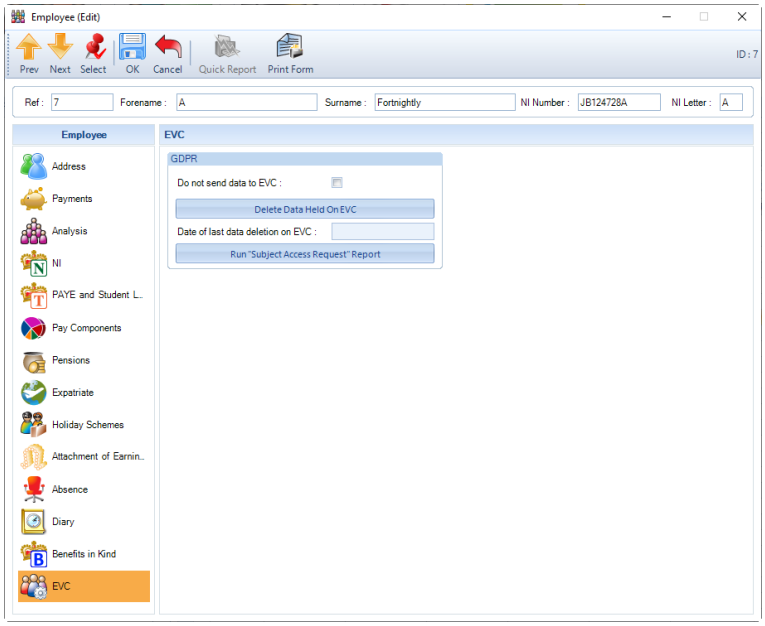
The Client payroll data files successfully opted in will no longer appear in the **Bulk Opt In** screen.

The unsuccessful Client payroll data files will continue to appear in the **Bulk Opt In** screen and will still be opted in to EVC, you will need check whether:

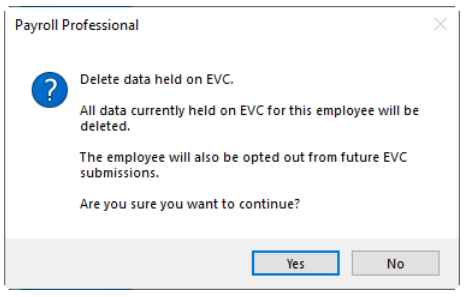
- the payroll data is up to date, if it is not up to date then open in IPP and retry the Opt in/Opt out process
- if the payroll data file requires a password to open in IPP then use the Opt in/Opt out process via the EVC Dashboard

## Employee Details

When a Client is **opted in** to EVC, an **EVC** tab becomes available under **Employee Details**:

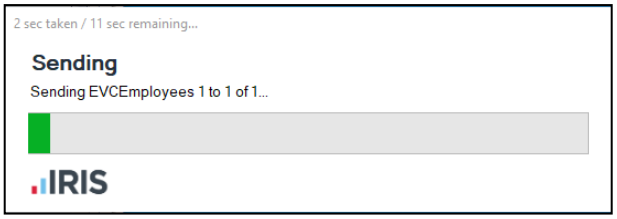



- **Do not send data to EVC** – if an employee requests for their data to not be sent to EVC, then tick the box.
- **Delete Data Held On EVC** – if the employee has requested for their data to be deleted from EVC, select this button, the following message appears:

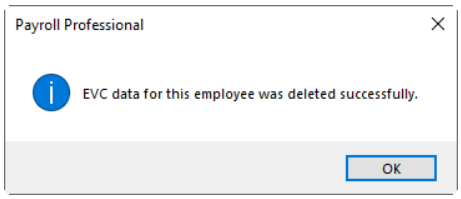



The message informs you that this process will also tick the box **Do not send data to EVC**.

To continue to delete the employees data from EVC click **Yes**. A progress bar is then shown:

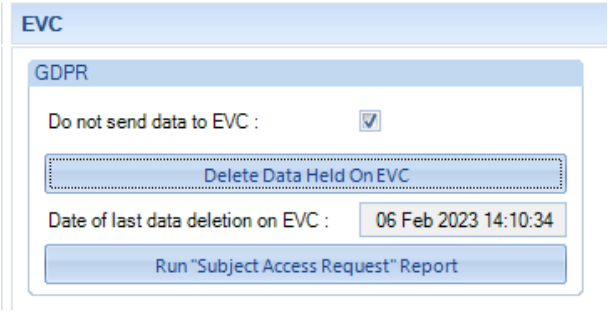



A message is then displayed informing you whether the process was successful:

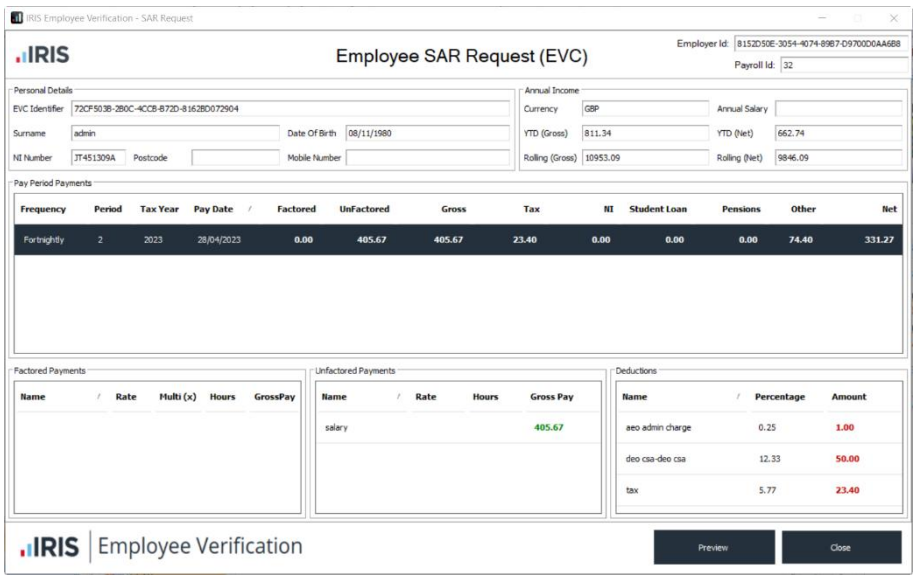



Click **OK**.

You will see that the **Date of last data deletion on EVC** is updated with the date and time the process was performed:




- **Run "Subject Access Request" Report** – employees have the right to access their personal information that is being held on EVC. When an employee requests this information, select this option to display the following screen, example below:




Click on the **Preview** button to produce a report which can be printed or saved to a file, to give to the employee, example of report below:

Employee Verification
Subject Access Request

Date: 11 May 2023
Page No: Page 2 of 2
Surname: admin
Payroll Id: 32

Week 2 2023/2024

Frequency: Fortnightly
Period Start Date: 15/04/2023
Period Pay Date: 28/04/2023

Standard Earnings

| | |
|---|---|
| Fixed Earnings: | £405.67 |
| Variable Earnings: | £0.00 |
| Taxable Earnings: | £405.67 |
| Total Earnings: | £405.67 |
| Net Earnings: | £331.27 |
| Reimbursement Allowance: | £0.00 |

Standard Deductions

| | |
|---|---|
| Tax: | £23.40 |
| National Insurance: | £0.00 |
| Student Loan: | £0.00 |
| Pensions: | £0.00 |
| Total Deductions: | £74.40 |

Other Earnings

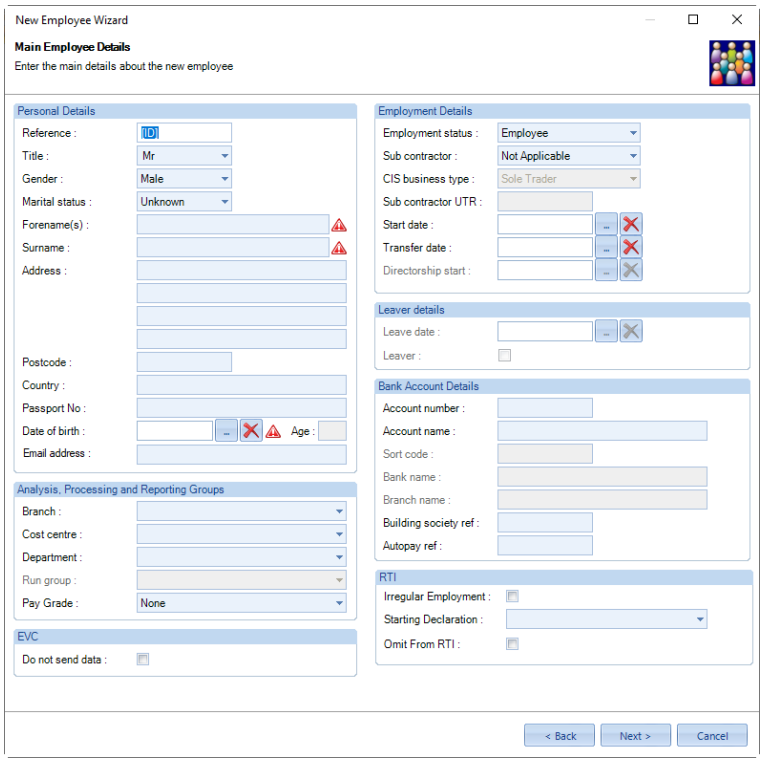
| Name | Multiplier | Hourly Rate | Hours | Gross Pay |
|---|---|---|---|---|
| salary | | | | £405.67 |

Other Deductions

| Name | Percentage | Amount |
|---|---|---|
| tax | 5.77 | £23.40 |
| aeo admin charge | 0.25 | £1.00 |
| deo csa-deo csa | 12.33 | £50.00 |

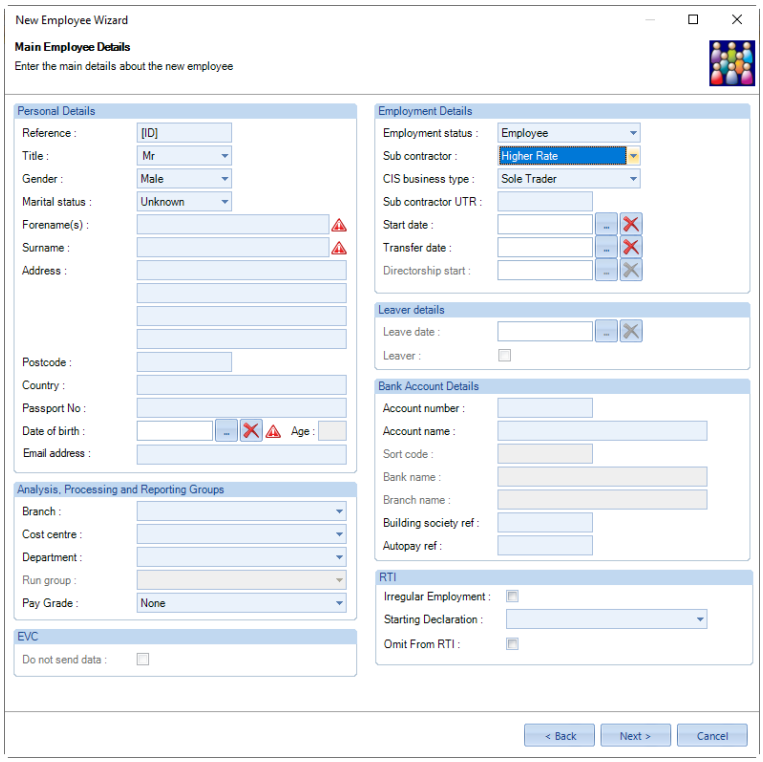
## New Employee Wizard

When a Client is **opted in** to EVC, in the **New Employee Wizard** under the **Main Employee Details** screen there is a section called **EVC** which includes the setting **Do not send data**:



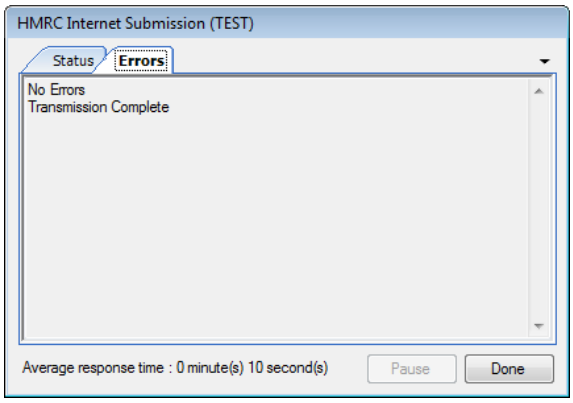

If the employee has requested for their data to not be sent to EVC, then tick the box **Do not send data**. Continue the New employee wizard as normal.

The EVC section is disabled when the record you are setting up is a **sub contractor**, as it only applies to employees.




## Full Payment Submission

The information will be sent to EVC after the FPS has been successfully received by the HMRC, when you click Done to the following screen.



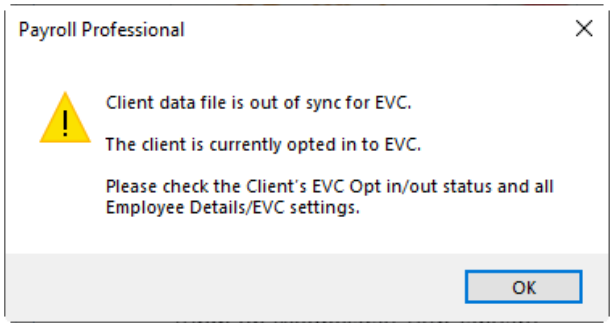

You may see a progress screen after clicking on Done to the above whilst the information is being sent to EVC.

Where an Employer has opted out, the Employer information only and the Employers Opt Out status is submitted to EVC, no employee PII information is submitted.

Where an Employer has opted in, the Employer and Employees information is submitted to EVC, only employees where **Do not send data to EVC** is not selected are submitted to EVC.

## Out of Sync

When opening a Clients payroll data file in IPP if the Employers EVC information is out of sync, for example if a payroll data file has been restored, you will see a message similar to below:

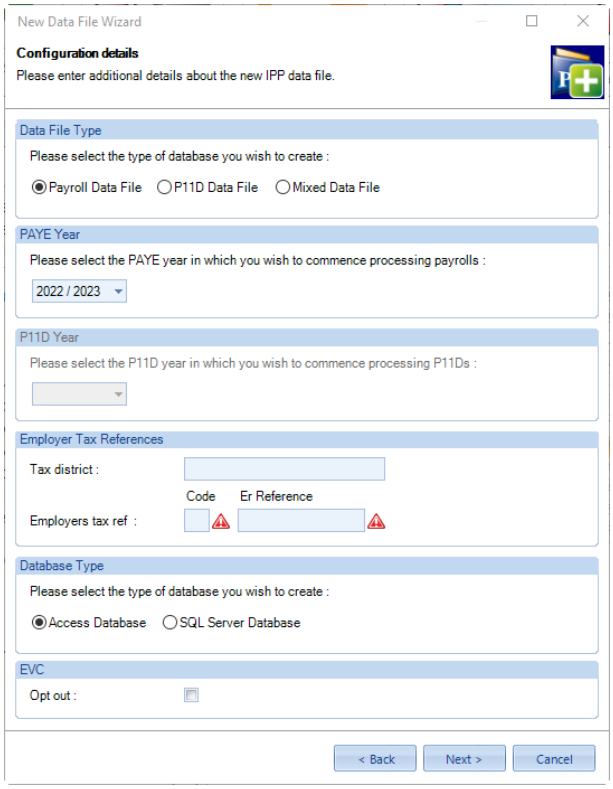



You will need to review the Client to ensure their EVC Opt in/Opt Out status is correct, if it is not correct then follow the Opt In/Opt Out process.

And if the Client is opted in to EVC, ensure that all employees EVC settings in Employee Details are up to date.

## New Payroll Wizard

When creating a new **Payroll Data File** or **Mixed Data File** in IPP via **File\New** under the **Configuration details** page you will see a section for **EVC**:

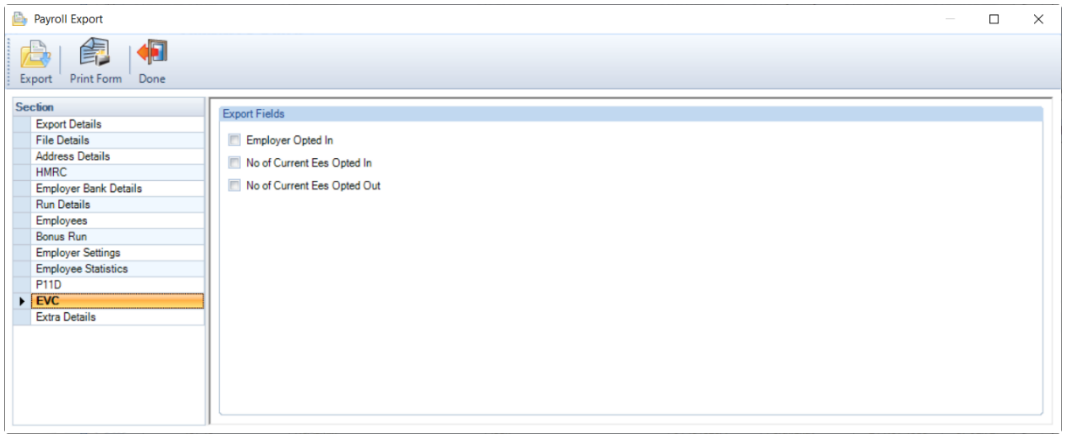



Leave the **Opt out** box un-ticked if the Employer is to be Opted in to EVC, otherwise tick the box to opt the Employer out of EVC.

## Export Payroll List

There is a section called **EVC** in the Export Payroll List, with the following options:

- **Employer Opted In** – will show whether the Employer is opted into EVC.
- **No of Current Ees Opted In** – these are current employees where Do not send data to EVC is not ticked.
- **No of Current Ees Opted Out** – these are current employees where Do not send data to EVC is ticked.



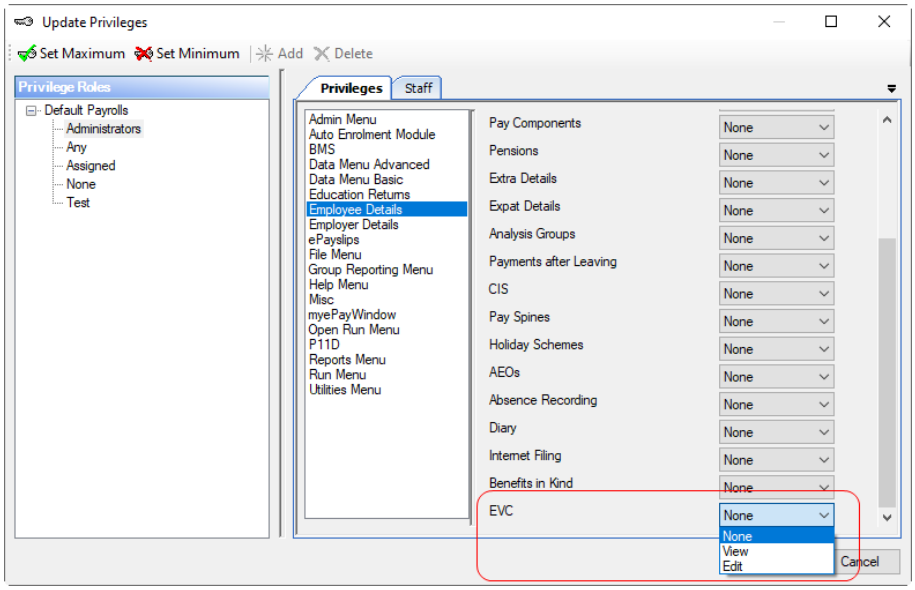

When these columns are selected and exported, all data files will be searched, and the information shown under the relevant column headers:

- Employer Opted Into EVC
- No Current Ees Opted Into EVC
- No Current Ees Opted Out Of EVC

## Privileges

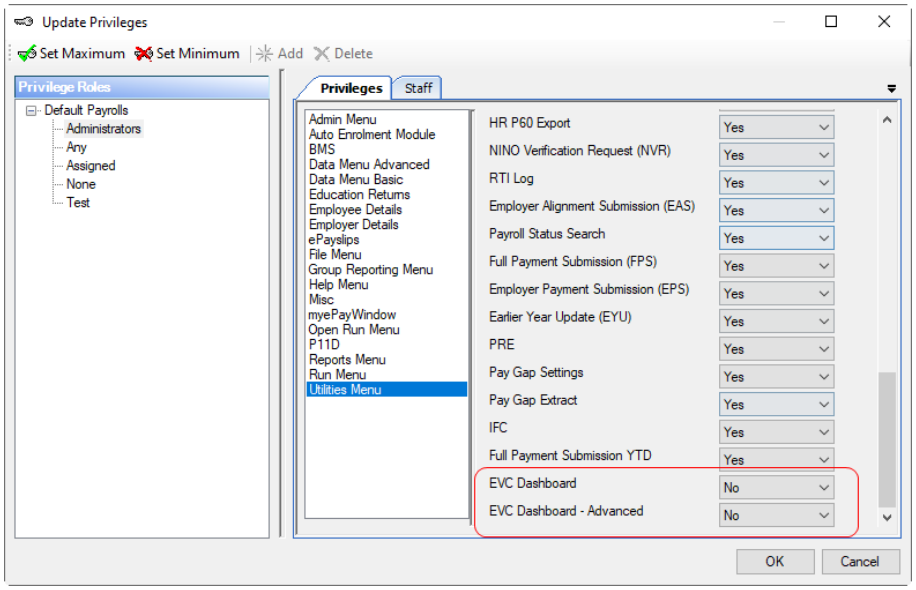
### Employee Details

You can set privileges to restrict users access to the **EVC** tab in **Employee Details**:




### EVC Dashboard

You can set privileges for which users have access to the **EVC Dashboard** and the **Advanced** tab:


Update Privileges
Set Maximum
Set Minimum
Add
Delete
Privilege Roles
Default Payrolls
Administrators
Any
Assigned
None
Test
Privileges
Staff
Admin Menu
Auto Enrolment Module
BMS
Data Menu Advanced
Data Menu Basic
Education Returns
Employee Details
Employer Details
ePayslips
File Menu
Group Reporting Menu
Help Menu
Misc
myePayWindow
Open Run Menu
P11D
Reports Menu
Run Menu
Utilities Menu
HR P60 Export Yes
NINO Verification Request (NVR) Yes
RTI Log Yes
Employer Alignment Submission (EAS) Yes
Payroll Status Search Yes
Full Payment Submission (FPS) Yes
Employer Payment Submission (EPS) Yes
Earlier Year Update (EYU) Yes
PRE Yes
Pay Gap Settings Yes
Pay Gap Extract Yes
IFC Yes
Full Payment Submission YTD Yes
EVC Dashboard No
EVC Dashboard - Advanced No
OK
Cancel

# P11D Module

This facility is available in Payroll Professional if you are licensed for **P11Ds**.

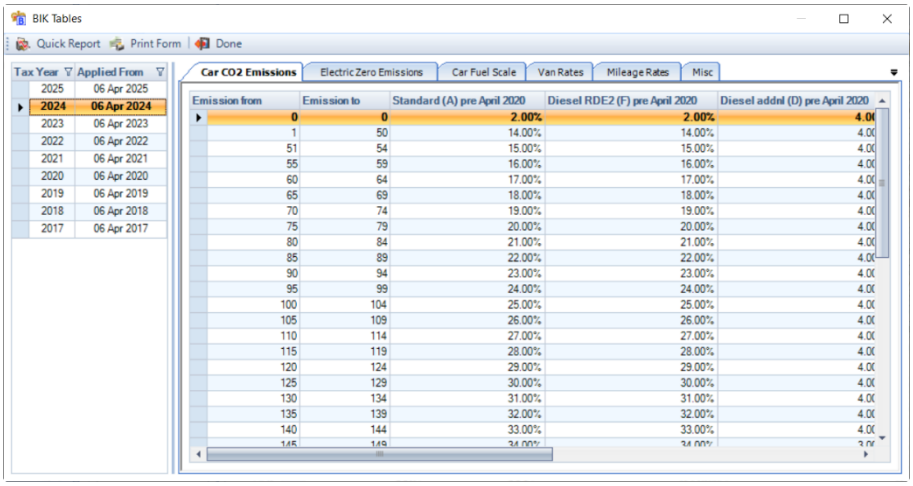
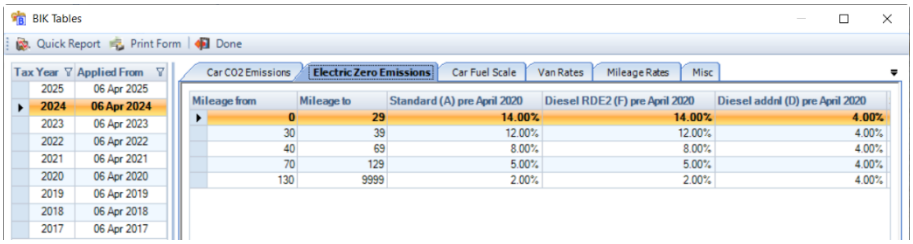
Within the P11D module you can enter the following benefits for employees to produce a P11D for each employee, P11D and P11Db online submissions, and P11Db only online submissions:

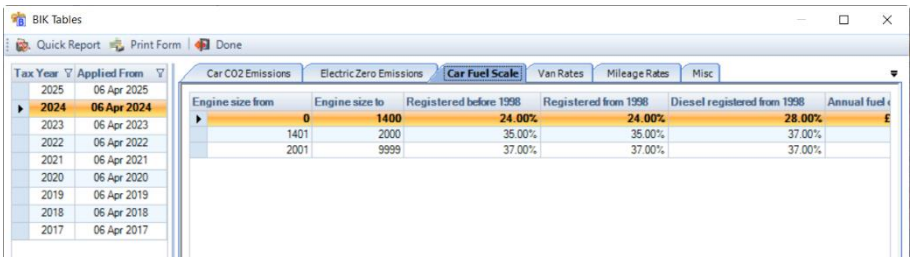
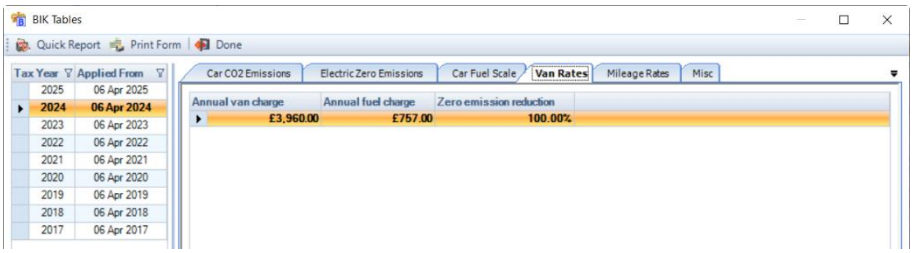
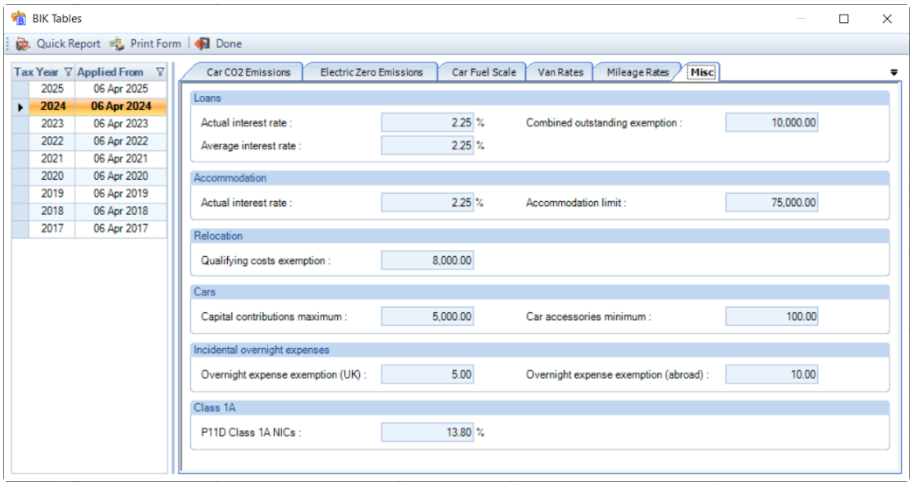
- Car and Fuel
- General Expenses
- Incidental Overnight Expenses
- Other Items
- Relocation (Qualifying)
- Accommodation
- Assets
- Loans
- Mileage
- Van and Fuel

This facility is designed to calculate and produce P11D information for tax year 2024/25.

## Tables

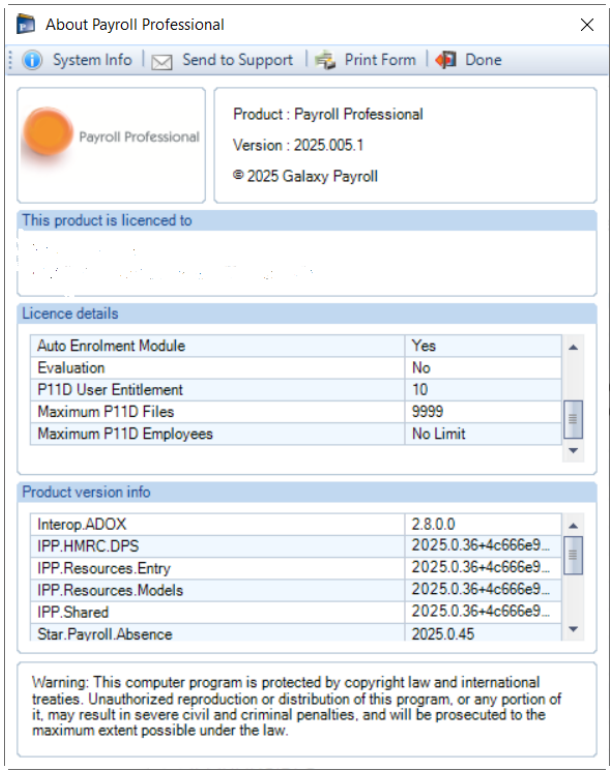
Under the **Tables** tab select **Benefits in Kind**, to see the tables for the P11D Years:

| | |
|---|---|
| Car CO2 Emissions: |  |
| Electric Zero Emissions: |  |

| | |
|---|---|
| Car Fuel Scale: |  |
| Van Rates: |  |
| Mileage Rates: | |
| Misc: |  |

## P11D Licence

Your P11D license details will be shown under the **Help\About** screen:




## Data Files

When you are licensed for the P11D module you can create new data files containing the following:

- Payroll only
- P11D only
- Payroll and P11D

When a data file is P11D only various menu items relating to payroll are disabled.

When a data file is Payroll only the P11D tab items are disabled.

If the data file is a single type (Payroll only or P11D only) you can activate either Payroll or P11D to make it a mixed data file, if required.

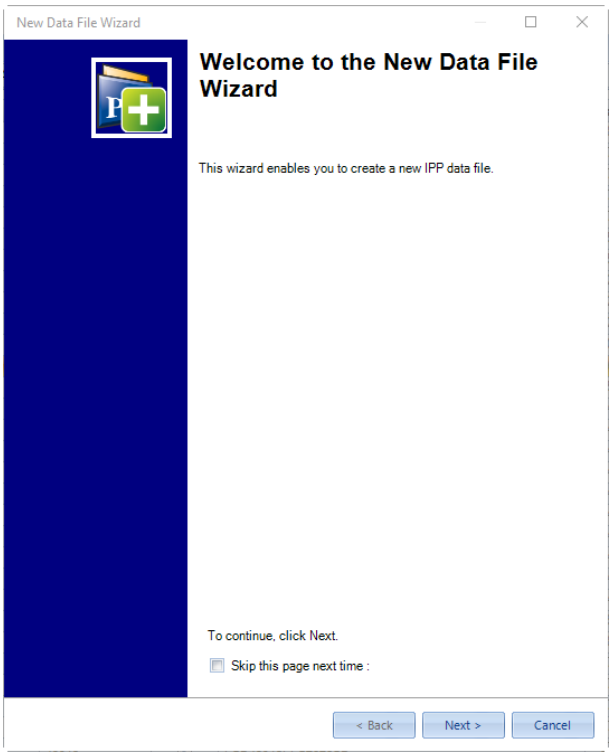
### New Data File

When creating a new data file and you have a P11D license you will see additional options in the New Data File wizard to create a P11D only or a Mixed data file (Payroll and P11D).

Having selected **New** under the **Home** tab you will be presented with the **New Data File Wizard:**

You will see the **Welcome** screen.

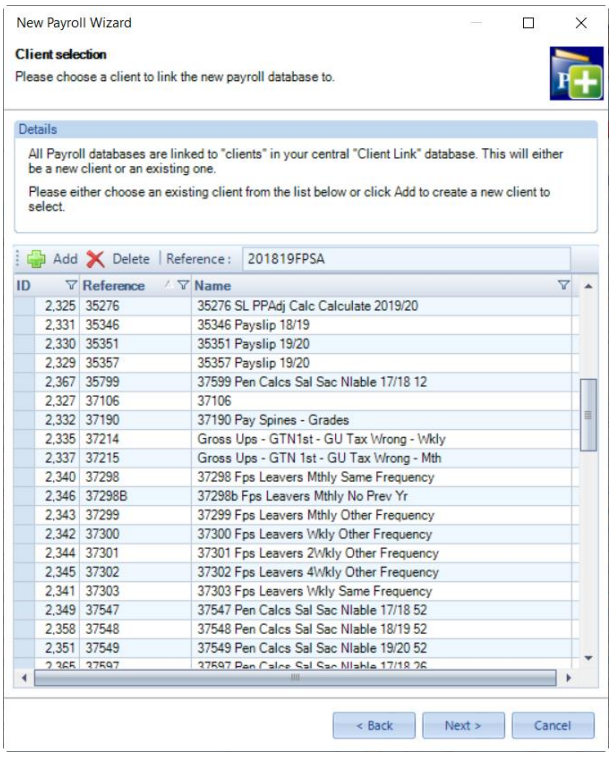
Click **Next**.




**Client Selection** screen

Either select an existing client from the list then click **Next**. You will then see the **Configuration Details** screen.

Or click on the **Add** button to create a new client.



**Client Details screen**

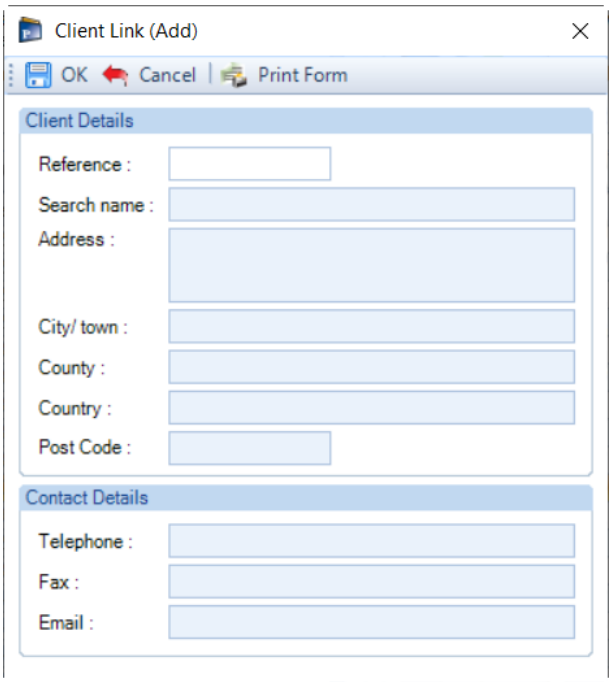
After selecting **Add** you will see the following screen.

The minimum information you need to complete is the **Reference**, **Search Name** (Employer Name) and **Address**.

The **Reference** must be unique for the new client and can be alpha and/or numeric. The reference will be offered as the basis of the file name for the data file.

All fields can be edited at a later stage if required.

Select **OK** to save the Client Details.




**Configuration Details** screen

**Data File Type**

Select the type of data file that you which to create.

**PAYE Year**

Select the PAYE year if this is a Payroll. The system will default to the current PAYE year based on your system date.

**P11D Year**

Select the P11D year if this is a P11D data file. The system will default to the latest P11D year based on your system date, this is a year behind the PAYE year for Payroll.

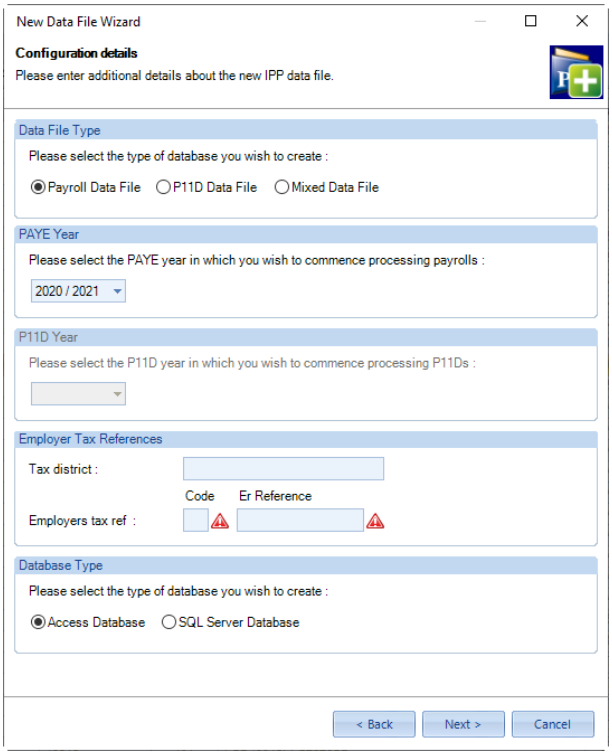
**Employer Tax References**

To be able to create the payroll the Tax Reference **Code** and **Er Reference** must be completed.

**Database Type**

Leave this as **Access Database**, unless you are licensed for SQL Server.

Click **Next**.



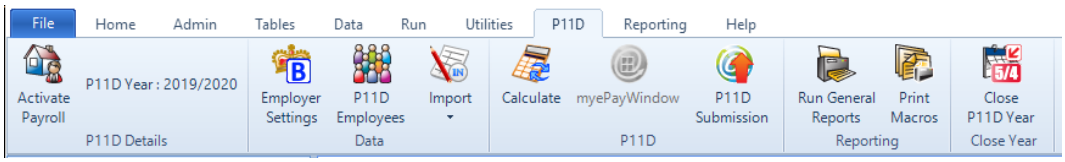

If the data file you are creating is P11D only then you will not see the Copy from existing data file screen in the New data file wizard.

The rest of the New data file wizard is the same.

## Employer Details

Information under **Data\Employer** will be used for the P11Ds, this includes the **Address** and **Tax** tabs.

## P11D tab




### P11D Details section

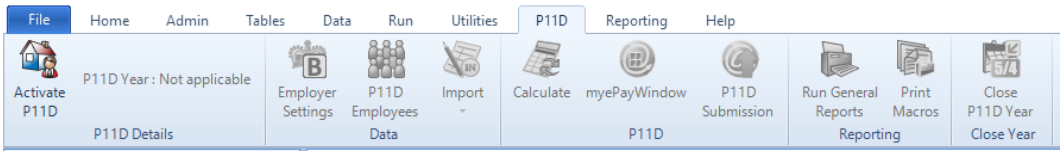
This shows the current P11D tax year.

### Activate Payroll/P11D

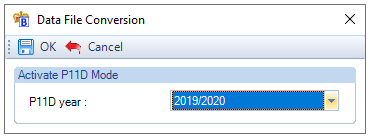
Where a data file is Payroll only or P11D only you can convert this to a mixed file.

### Payroll Only File

To activate the P11D function, go to the **P11D** tab.




Select **Activate P11D** and a Data File Conversion screen will appear.



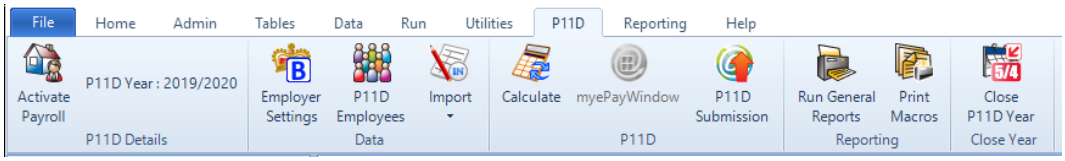

Select the P11D year for this data file. The system will default to the latest P11D year currently available in the system (this is usually one year behind the latest payroll tax year available).

Click **OK** and the P11D functionality will be enabled.

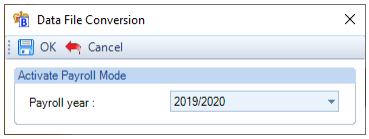
After a data file has been converted to a mixed file, it cannot be reverted to a single file type. In a mixed file, the Activate button is disabled.

### P11D Only File

To activate the Payroll function, go to the **P11D** tab




Select **Activate Payroll** and a Data File conversion screen will appear.




Select the Payroll year for this data file. The system will default to the current Payroll year based on your system date.

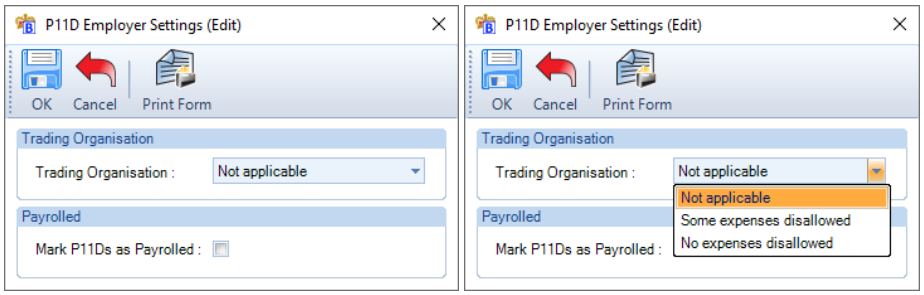
Click **OK** and the Payroll functionality will be enabled.

After a data file has been converted to a mixed file, it cannot be reverted to a single file type. In a mixed file, the Activate button is disabled.

## Data section

### Employer Settings

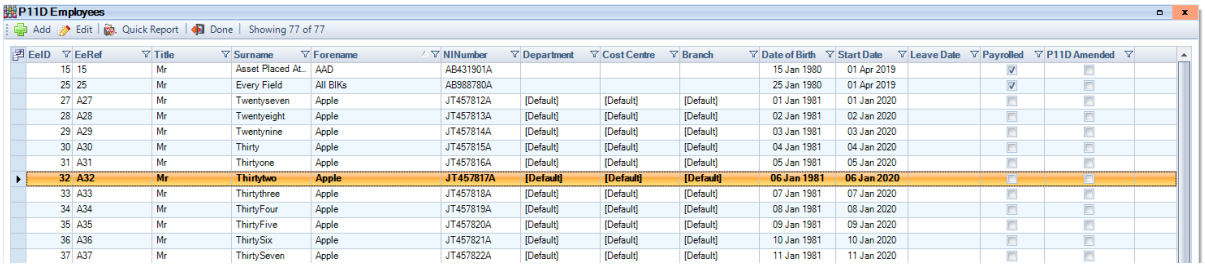
This screen allows you to select the appropriate options for this client.




- Trading Organisation – must be selected from the drop down:
    - Not applicable.
    - Some expenses disallowed.
    - No expenses disallowed.
- Mark P11Ds as Payrolled – if the employer has not registered with the HMRC to payroll benefits but has agreed with HMRC to informally payroll benefits then this box must be ticked. It marks the P11D reports with the word Payrolled.

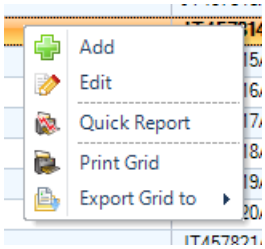
### P11D Employees

When you click on **P11D Employees** you will see a list of employees:




This list is like the payroll employees list, but excludes payroll specific information from the column chooser:

The standard right mouse menu items are available:




This list of employees will include the following:

- Employees from the payroll employee list based on their start and leave dates.
- P11D only employees based their start and leave dates.
- Sub-contractors are excluded.
- Off Payroll workers are excluded.

Most of the columns are self-explanatory, the following two columns need further explanation:

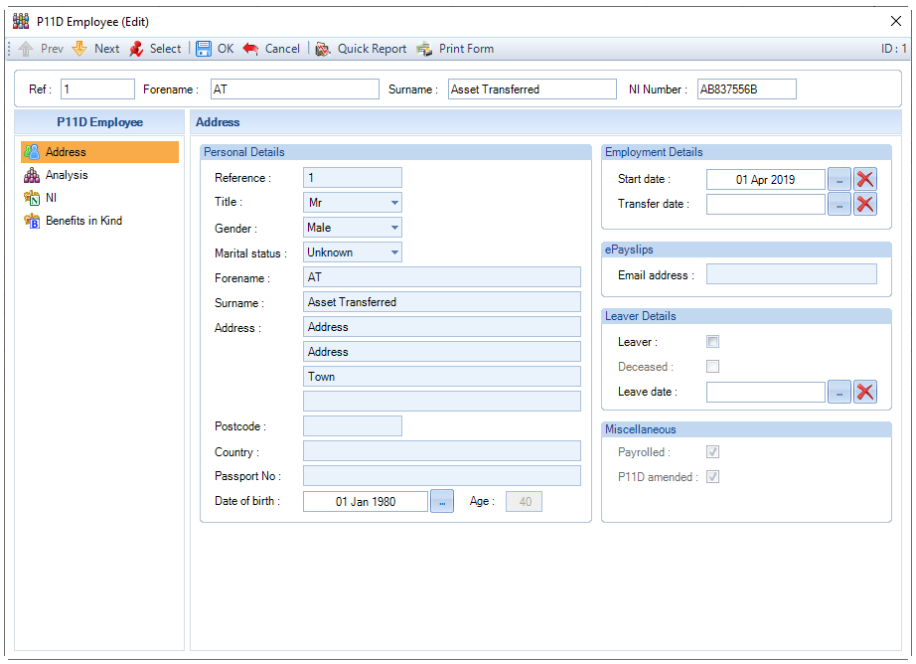
- **Payrolled** – when this setting is ticked it means that the employee is also processed as a payroll employee in this data file. When it is un-ticked it means they are a P11D only employee.
- **Amended** – when this setting is ticked it means that they previously had a P11D calculated for the current P11D year, but their P11D employee information or their Benefit in Kind records have been changed or deleted and therefore their P11D needs to be re-calculated.

## P11D Employee (Edit) form

When you edit an employee via **P11D Employees** you will see that the **P11D Employee (Edit)** form is like the payroll Employee (Edit) form. It excludes tabs that relate to payroll e.g PAYE and Student Loan, Pay Components etc

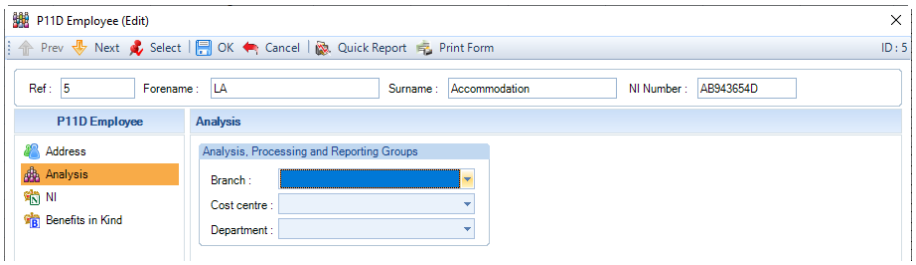
Remember, for a payroll employee shown under Data\Employees their basic information is held in the same table and record that is used for P11D employees under P11D\P11D Employees, this table is called EeDetails. Therefore, if you change their information under the P11D Employee (Edit) screen it is reflected in their payroll record, and vice versa.

## Address tab



- **Reference** – this is a text field so you can enter letters and/or numbers. Maximum of 10 characters. This will be validated against existing employee records and payment after leaving records to ensure it has not already been used.
- **Title** – there are four standard titles that you can select – Mr, Mrs, Miss and Ms. If required, you can overtype the title, maximum of 35 characters.
- **Gender** – select either Male or Female.
- **Marital Status** – there are six standard marital statuses that you can select – Unknown, Single, Married, Divorced, Widowed and Civil Partner.
- **Forename** – enter in this field all the forenames separated by a space, maximum of 71 characters.
- **Surname** – enter the employees surname, maximum of 35 characters.
- **Address** – the four address lines allow a maximum of 25 characters each. Address lines 1 and 2 are mandatory.
- **Post code** – this field is validated to ensure it is a valid UK post code.
- **Country –** if you complete this field ensure it is a country, as it is used for RTI. Maximum of 25 characters.
- **Passport Number –** this field is validated to ensure it is a valid format for a passport number.
- **Date of Birth –** ensure you enter the employees true date of birth, not a dummy date of birth. As this is included in internet submissions. The employees age in years is shown to the right of the Date of Birth, this is calculated using your computers date.
- **Start Date** – this is the Employees original date.
- **Transfer Date** – if the company was taken over under TUPE then enter the date of Transfer, this must be after the Start Date.
- **ePayslips** - enter the employees email address this will be used for myePayWindow.
- **Leaver box –** only tick this box if the employee has left. Is not editable for employees who are Payrolled.
- **Deceased –** only tick this box if the employee has died. Is not editable for employees who are Payrolled.
- **Leave Date –** enter the date the employee left, maximum date that can be entered is the earliest of 3 months from today or the end of the current P11D Year. Is not editable for employees who are Payrolled.
- **Payrolled –** read only as determined by the program - this shows as ticked if the employee is included in the payroll. When it is not ticked, they are a P11D only employee.
- **P11D amended –** read only as determined by the program – if this is ticked the employees record has been changed since their P11D record was calculated and therefore needs to be re-calculated, this could be any of their information and/or benefit in kind details.

## Analysis tab



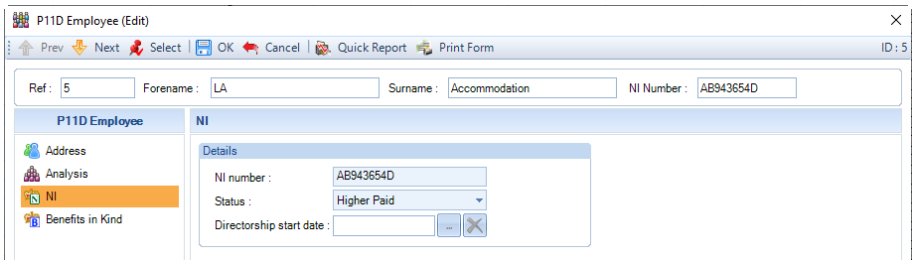

Under this tab, record the employees Branch, Cost Centre, Department.

You can allocate (or re-allocate) the employee to one or all of these using the drop-down box for each one. Simply click on the arrow to the right of the box and select the new item from the list.

This is one of the very few places in **Payroll Professional** where you are allowed a blank field.

If you want to remove any of these then click on the arrow and select the blank record at the top of the list.

## NI tab

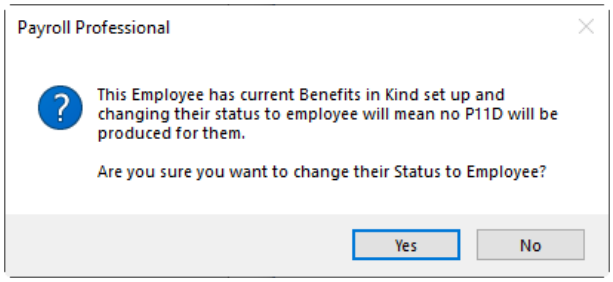



This tab contains the employees NI Number, Status and Directorship start date (if applicable).

- **NI Number** – the format is checked as well as the prefix and suffixes using the HMRC validation rules.
- **Status** – using the drop down box you can set the Status as Employee, Higher Paid, Director Cum or Director Non-Cum. P11Ds will only be generated for P11D Employees when their Status is set as Higher Paid, Director Cum or Director Non Cum.

  **Warning:** If this is a Payrolled employee changing the status will affect the payroll calculations, as they use the same employee record.

  If you change the Status from Higher Paid, Director Cum or Director Non Cum to Employee you will see the following warning message:

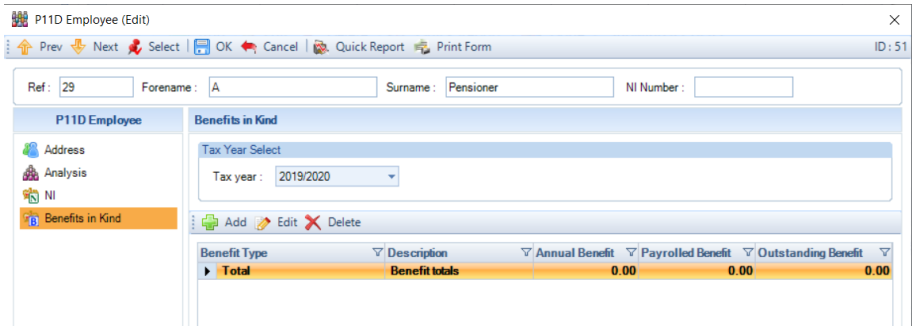



  Select Yes if you do not want a P11D produced for the employee and continue to change their Status to Employee, or select No to not make the change.

- **Directorship Start Date** – this will only be available if the Status is set to Director Cum or Director Non Cum. The minimum date is the employees Start Date, maximum date that can be entered is the earliest of todays date plus 2 months or the end of the current P11D year or the employees Leave date.

  If they are a **Payrolled** employee, we recommend changing their Directorship start date via **Data\Employees**.

## Benefits in Kind tab



Where a P11D employees **Status** is set as **Higher Paid, Director Cum or Director Non-Cum** you can **Add**, **Edit** and **Delete** records for the following Benefit in Kinds for the current P11D tax year:

- Cars and Fuel
- General Expense
- Incidental Overnight Expense
- Other Items (Income Tax)
- Relocation (Qualifying)
- Accommodation
- Asset
- Loan
- Mileage (Car or Van)
- Mileage (Motorbike)
- Mileage (Bicycle)
- Vans and Fuel

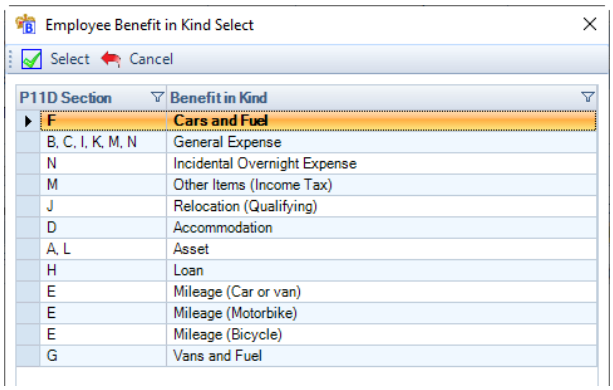
You can also view previous P11D tax years using the Tax Year drop down box to view the information (if available).

If a P11D employees **Status** is set as **Employee** you are not able to enter Benefit in Kind records, the Add, Edit and Delete buttons are disabled.

The Add, Edit and Delete buttons:

- **Add** button – this will create a new record.
- **Edit** button – use this to edit an existing record.
- **Delete** button – use this to delete an existing record.

Click on the **Add** button to create a new record, you will then be prompted to select the Benefit in Kind to enter:

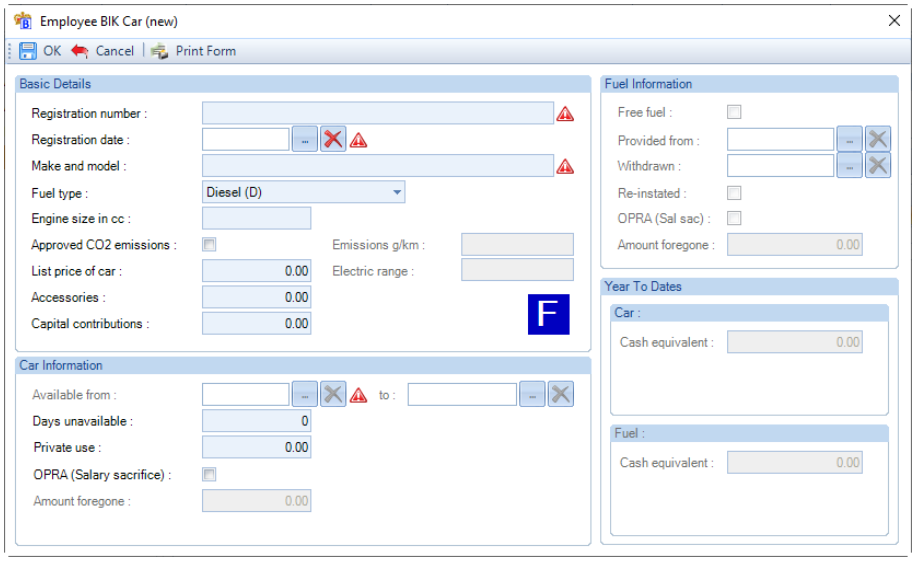



Highlight which Benefit in Kind you require and click **Select**.

Any benefits that you enter via **P11D Employee (Edit)** form will not appear under payroll **Employee (Edit)** form, vice versa.

## Cars and Fuel

Highlight the Benefit in Kind called **Cars and Fuel** and click **Select**, the following screen will then appear:




Please see the HMRCs P11D Guide and 480 booklets for further information on Company Cars.

The red symbols show the mandatory fields that must be completed:

## Basic Details section

- **Registration number** – enter the car registration number or a reference. The entry is uppercased automatically, maximum characters is 10. When an employee has multiple car records, each record must have a unique Registration number.
- **Registration date** – enter the registration date. If this date is changed then the Car available from and to dates, as well as the Fuel provided and Withdrawn will be removed.
- **Make and model** - enter the make and model of the car. Maximum number of characters is 35, first letter of each word is automatically uppercased.
- **Engine size in cc** – this field must be completed if the registration date is before 1st Jan 1998, or when the registration date is after 1st Jan 1998 and an approved CO2 emission is not entered, maximum 9999.
- **Fuel type** – select the Fuel type using the drop down, the options are Diesel (D), Other (A) or Diesel RDE2 Compliant (F).
- **Approved CO2 Emissions** – if you have this information tick the box and complete the **Emissions g/km** box.
- **Electric range** – must be completed when Approved CO2 Emissions is ticked and the Emissions g/km is from 1 to 50, minimum 0 and maximum 9999.
- **List price of car** – enter the list price of the car, minimum 1000.00 and maximum 9,999,999.99.
- **Accessories** – enter the total of all accessories and optional extras, minimum 0 and maximum 999,999.99.
- **Capital contributions** – enter the total of all contributions the employee has made towards the cost of the car, minimum 0 and maximum £5000.

## Car Information section

- **Available from and to** – enter the dates that the car was available to the employee. The available to date must be within the current P11D year.
- **Days unavailable** – enter the number of days that the car was unavailable to the employee within the available from and to dates. You can only enter whole numbers, and this is validated to ensure it does not exceed the days within Available from and to dates.
- **Private use** – enter the total of payments from the employee for private use of the car, minimum 0 and maximum 9,999,999.99.

- **OPRA (Salary Sacrifice)** – if applicable, tick the box and enter the Amount foregone. This is not applicable to cars with emissions of 75 or less, minimum 0 and maximum 9,999,999.99.

### Fuel Information

- **Free fuel** – if this was provided to the employee tick the box, then the other fields will be available to complete.
- **Provided from** – enter the date fuel was provided from.
- **Withdrawn** – enter the date that fuel was withdrawn, this date must be within the current P11D year.
- **Re-instated** – tick this box if the fuel was re-instated after it was withdrawn. This field will not be editable of the Withdrawn date is not complete.
- **OPRA (Sal Sac)** – if applicable, tick the box and enter the Amount foregone, minimum 0 and maximum 9,999,999.99.

### Year to dates

This shows the Car and Fuel figures separately.

- **Cash equivalent** – these are calculated by the program, using the HMRC rules, when you select Calculate under the P11D tab

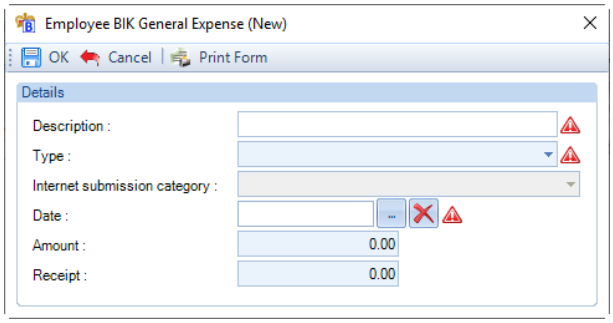
### Leavers

If an employee has a Car and Fuel record that does not have a Car Available to Fuel Withdrawn dates entered, when you enter the Leave date for the P11D employee the Car Available to and Fuel Withdrawn dates are completed with the employees leave date.

If necessary, you can amend these dates by going to the Benefits in Kind tab and editing the record(s).

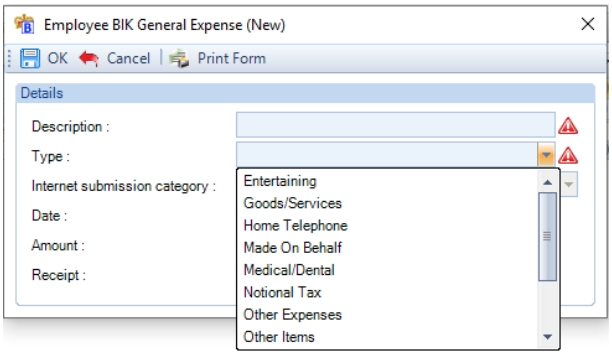
### General Expense

Highlight the Benefit in Kind called **General Expense** and click on **Select**, the following screen will then appear:

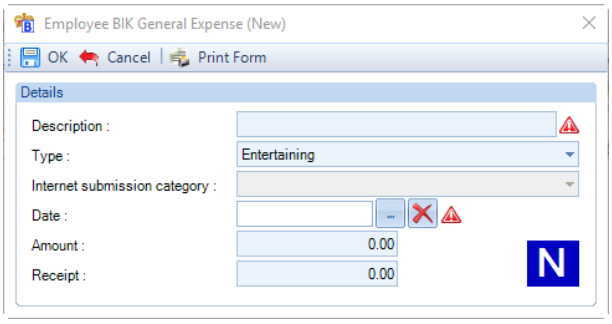



Complete the following:

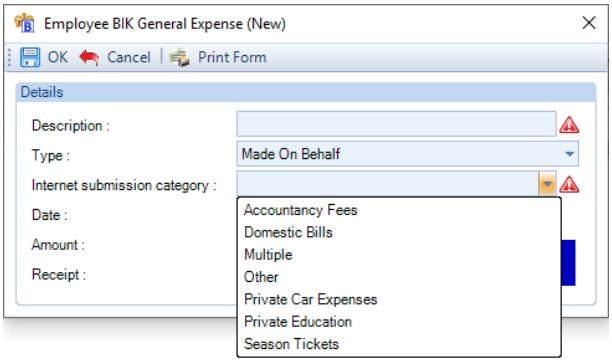
- **Description** – must be completed, maximum number of characters is 50.
- **Type** – must be selected from the drop-down list:

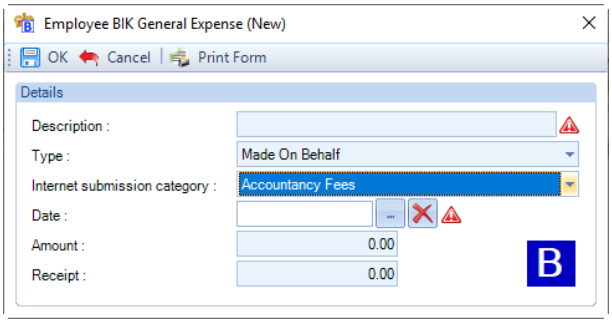


When you select the Type the P11D Letter will be displayed:




- **Internet submission category** – depending on what Type you have selected, you may then also need to select an **Internet submission category** using the drop down, example below is when the type is selected as **Made on Behalf**:

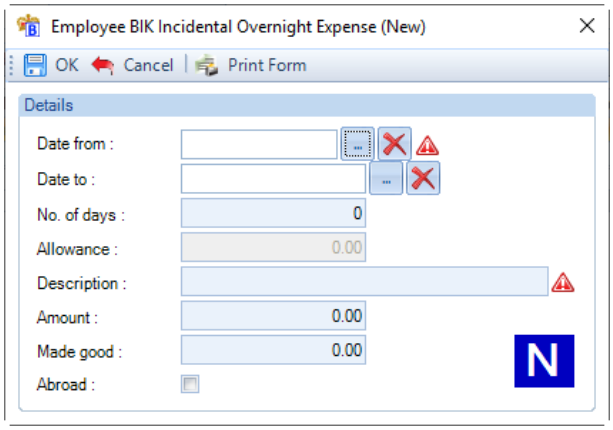



- **Date** – must be within the current P11D year, and on or after the employees start date and on or before the employees leave date.
- **Amount** - enter the value, minimum is 0 and maximum is 9,999,999.99. Must be greater than or equal to Receipt.
- **Receipt** - enter the value, minimum is 0 and maximum is 9,999,999.99. Must be less than or equal to Amount.

## Incidental Overnight Expense

Highlight the Benefit in Kind called **Incidental Overnight Expense** and click on **Select**, the following screen will then appear:

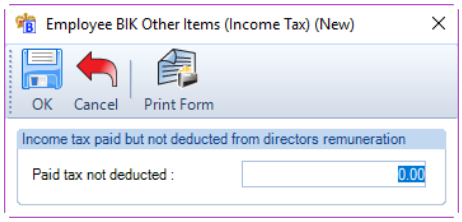



Complete the following:

- **Date from** – must be within the current P11D year, and on or after the employees start date.
- **Date to** – must be within the current P11D year, and on or before the employees leave date.
- **No. of days** – enter the number of days, if the Date from is entered the Date to will automatically be populated. If the Date from and to are entered this field will be automatically calculated.
- **Allowance** – read only as calculated based on the number of days and statutory rate.
- **Description** – must be completed, maximum number of characters is 50.
- **Amount** - enter the value, minimum is 0 and maximum is 9,999,999.99. Must be greater than or equal to Made good.
- **Made good** - enter the value, minimum is 0 and maximum is 9,999,999.99. Must be less than or equal to Amount.
- **Abroad** – tick the box, if applicable, this affects the allowance calculated based on the number of days.

### Other Items (Income Tax)

Highlight the Benefit in Kind called **Other Items (Income Tax)** and click on **Select**, the following screen will then appear:

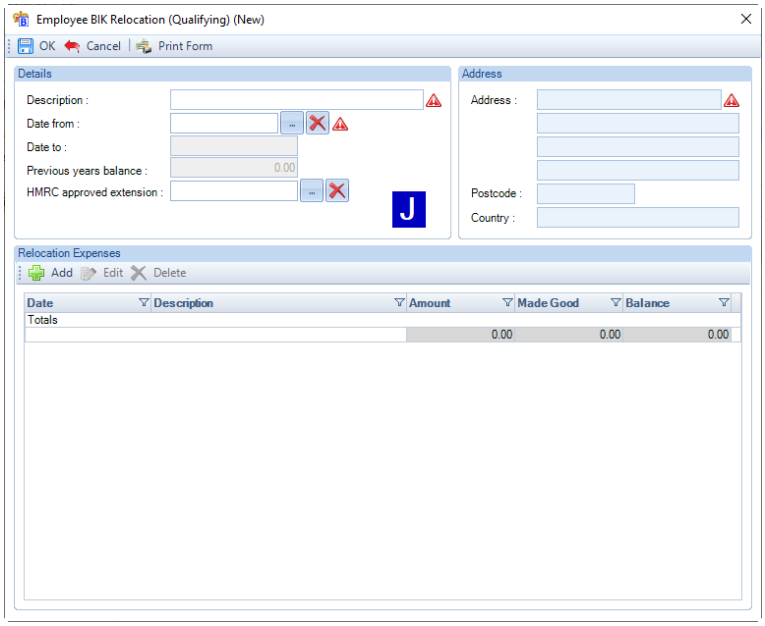



Enter the value, minimum is 0 and maximum is 9,999,999.99.

You are only able to create one record for this type of benefit each P11D year.

### Relocation (Qualifying)

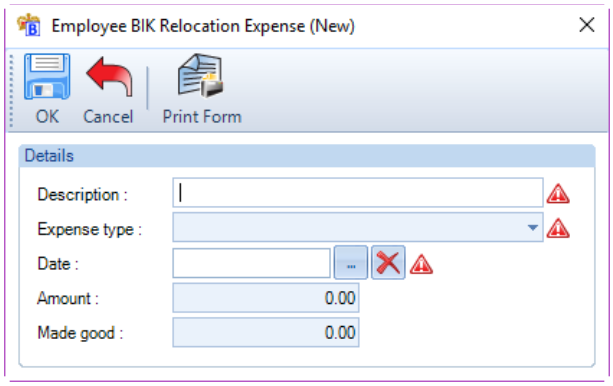
Highlight the Benefit in Kind called **Relocation (Qualifying)** and click on **Select**, the following screen will then appear:




Complete the following:

- **Description** – must be completed, maximum number of characters is 50.
- **Date from** – enter the date of the first expense, must be before the end of the current P11D year or the employees leave date if earlier, and on or greater than the employees start date. Is used to validate the date entered for the Relocation Expenses.
- **Previous years balance** – enter the previous years total balance. Only available to enter a value when the **Date from** is before the start of the current P11D year.
- **HMRC approved extension** – only needs to be completed when you have applied to HMRC to extend the time to report relocation expenses and it has been approved by them. This allows you to extend the time frame by two tax years, in addition to the standard length of time which is the current and next tax year from the first expense.
- **Address** – enter the address, maximum number of characters per line is 25. One line of the address must be completed.
- **Postcode** – enter a valid UK postcode, this is validated when the record is saved.
- **Country** – enter the address, maximum number of characters is 25.

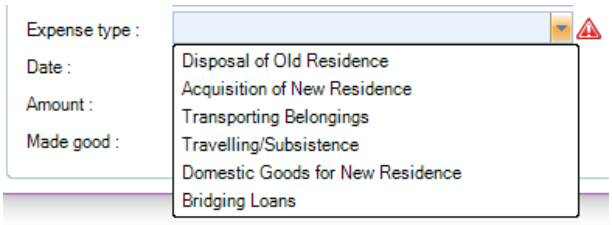
Under the Relocation Expenses section click on **Add** to enter an expense, you will then see the following form:




Complete the following:

- **Description** – must be completed, maximum number of characters is 50.

- **Expense type** – must be selected from the drop-down list:



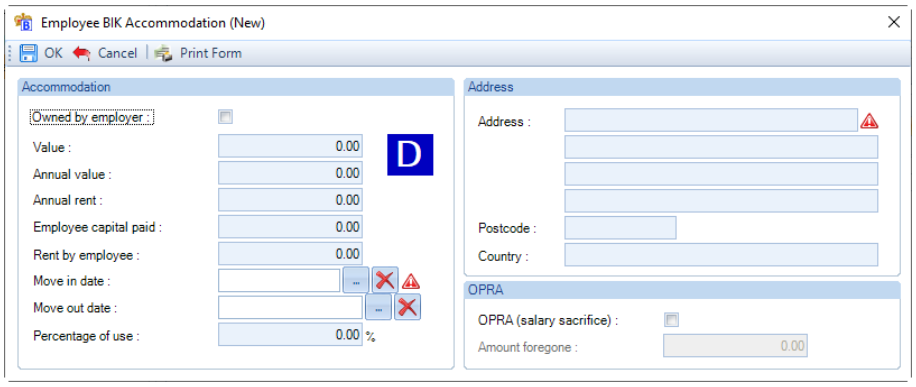

- **Date** – must be within the current P11D year, and on or after the employees start date and on or before the employees leave date.
- **Amount** - enter the value, must be greater than 0 and maximum is 9,999,999.99. Must be greater or equal to Made good.
- **Made good** - enter the value, minimum is 0 and maximum is 9,999,999.99. Must be less than or equal to Amount.

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

You can enter more expenses by clicking on the add button. Use the edit button to change an existing expense record, and the delete button to remove an expense record.

### Accommodation

Highlight the Benefit in Kind called **Accommodation** and click on **Select**, the following screen will then appear:



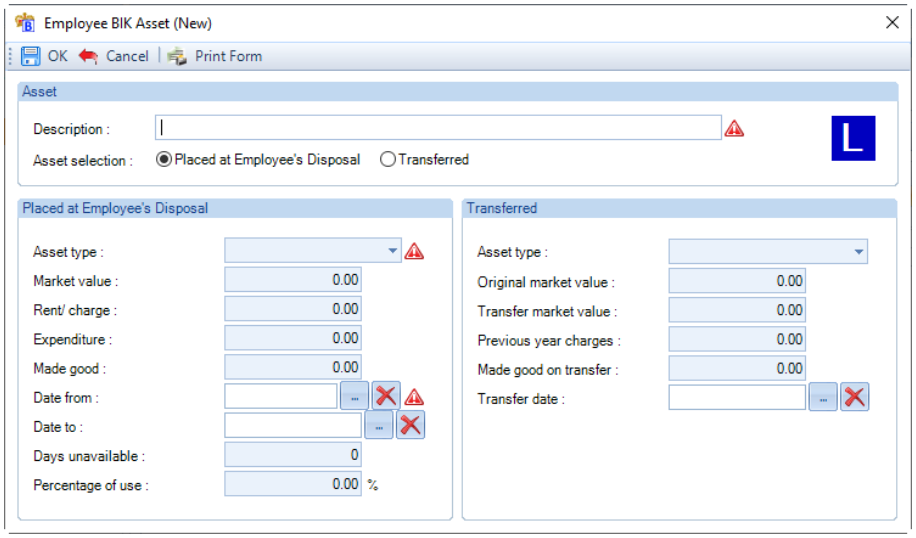

Complete the following:

- **Owned by employer** – tick this box if the accommodation is owned by the employer.
- **Value** – enter the value, minimum is 0 and maximum is 9,999,999.99.
- **Annual value** – enter the value, minimum is 0 and maximum is 9,999,999.99.
- **Annual rent** – only available when Owned by employer is not ticked, enter the value, minimum is 0 and maximum is 9,999,999.99.
- **Employee capital paid** – enter the value, minimum is 0 and maximum is 9,999,999.99.
- **Rent by employee** – enter the value, minimum is 0 and maximum is 9,999,999.99.
- **Move in date** – must be on or after the employees start date, up to the end of the current P11D year, or the employees leave date, if earlier. If the employee has no start date, then it must be within the current P11D year.
- **Move out date** – must be within the current P11D year, and on or before the employees leave date.
- **Percentage of use** – enter the percentage, this must be more than zero, maximum is 100.
- **Address** – enter the address, maximum number of characters per line is 25.

- **Postcode** – enter a valid UK postcode, this is validated when the record is saved.
- **Country** – enter the address, maximum number of characters is 25.
- **OPRA (salary sacrifice)** – if the accommodation has been provided under an Optional Remuneration Arrangement, then tick this box and complete the **Amount foregone.**

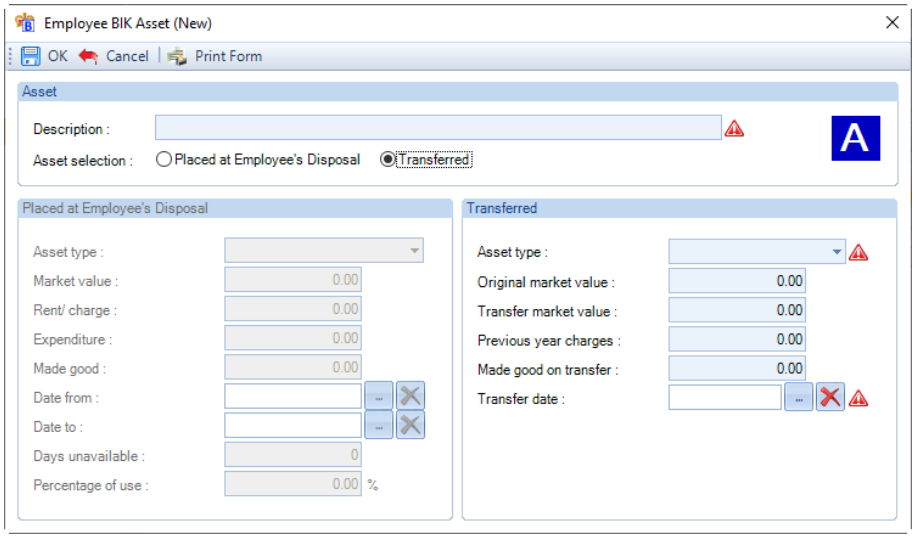
## Asset

Highlight the Benefit in Kind called **Asset** and click on **Select**, the following screen will then appear:




Complete the following when entering asset **Placed at employee's disposal**:

- **Description** – must be completed, maximum of 50 characters.
- **Asset selection** – enable Placed at Employee's Disposal.
- **Asset type** – must be completed, select the type using the drop-down list.
- **Market value** – enter the value, minimum is 0 and maximum is 9,999,999.99.
- **Rent/ charge** – enter the value, minimum is 0 and maximum is 9,999,999.99.
- **Expenditure** – enter the value, minimum is 0 and maximum is 9,999,999.99.
- **Made good** – enter the value, minimum is 0 and maximum is 9,999,999.99.
- **Date from** – must be within the current P11D year, and on or after the employees start date.
- **Date to** – must be within the current P11D year, and on or before the employees leave date.
- **Days unavailable** – minimum 0 and maximum 364.
- **Percentage of use** – enter the percentage, this must be more than zero, maximum is 100.

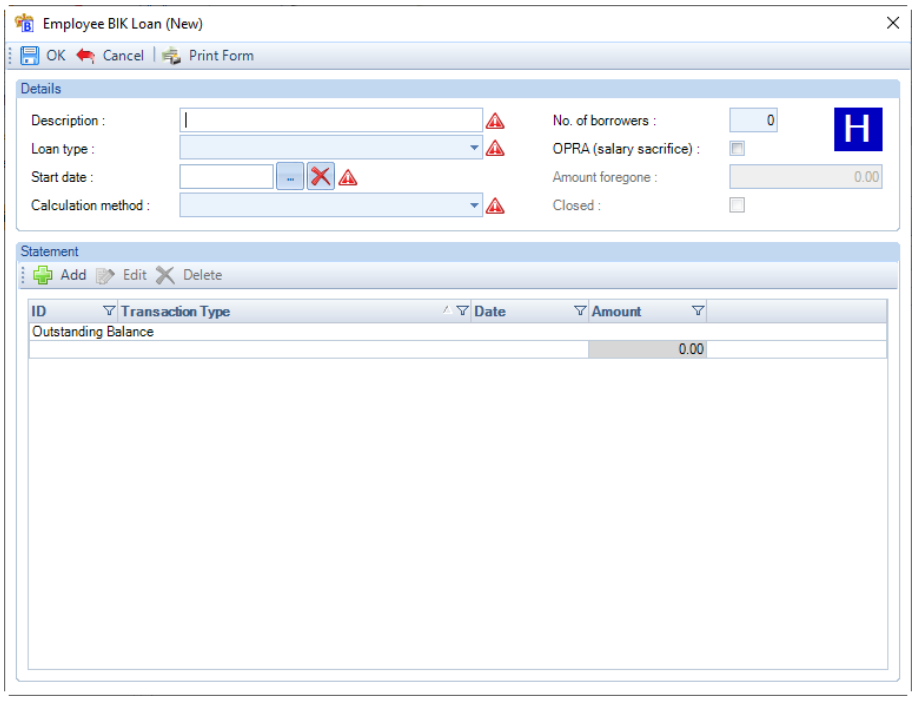



Complete the following when entering asset **Transferred**:

- **Description** – must be completed, maximum of 50 characters.
- **Asset selection** – enable Transferred.
- **Asset type** – must be completed, select the type using the drop-down list.
- **Transfer market value** – enter the value, minimum is 0 and maximum is 9,999,999.99.
- **Previous year charges** – enter the value, minimum is 0 and maximum is 9,999,999.99.
- **Made good on transfer** – enter the value, minimum is 0 and maximum is 9,999,999.99.
- **Transfer date** – must be completed, must be within the current P11D year, and on or after the employees start date and on or before the employees leave date.

## Loan

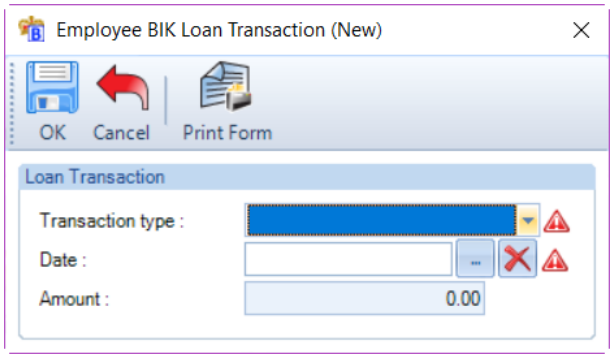
Highlight the Benefit in Kind called **Loan** and click on **Select**, the following screen will then appear:




Complete the following under the Details section:

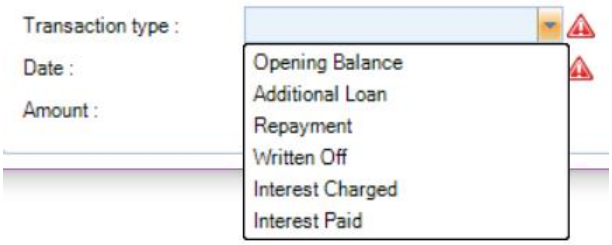
- **Description** – must be completed, maximum number of characters 50.
- **Loan type** – must be completed, select either Qualifying or Non qualifying.
- **Start date** – must be completed, enter the start date of the loan. Minimum date is the employees start date, maximum date is the end of the current P11D year or the employees leave date, if earlier.
- **Calculation method** – must be completed, select from Average (Standard), Precise (Alternative) or Most beneficial.
- **No. of borrowers** – must be completed, minimum 1 and maximum 999.
- **OPRA (salary sacrifice)** – if the Loan has been provided under an Optional Remuneration Arrangement, then tick this box and complete the **Amount foregone.**
- **Closed** – only available to tick when the outstanding balance of the loan is zero, tick the box to finish the Loan record so that no further changes can be made. Once ticked, none of the Loan information can be changed. This **must** be ticked when the Loan has finished and been repaid or written off as extra information is included in the P11D report and submission to inform HMRC it has finished.

Under the Statement section click on Add to enter a new record, the following screen will appear:




Complete the following:

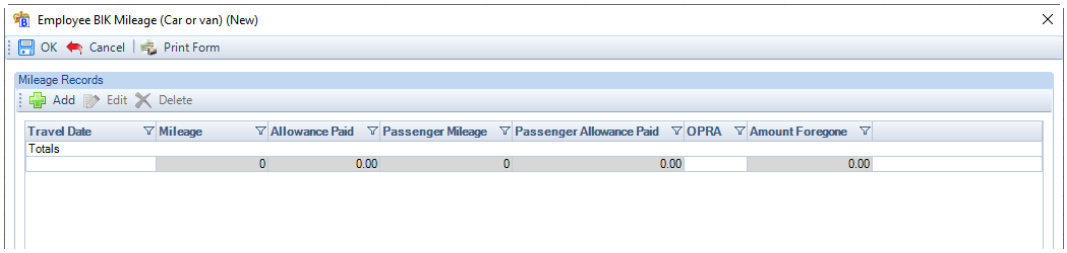
- **Transaction type** – the first record will be an **Opening Balance** if the Start Date of the Loan is within the current P11D year. If the Start Date is before the current P11D year the first record a **Balance B/F** and the second record an **Interest B/F**, if required. Thereafter, select one of Additional Loan, Repayment, Written Off, Interest Charged or Interest Paid:



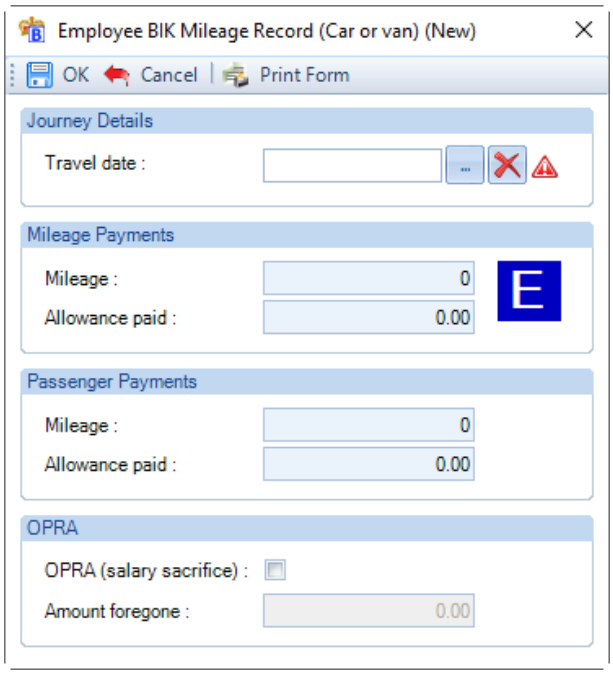

- **Date** – For Opening Balance, Balance B/F and Interest B/F, the date is automatically set. For all other records enter the date, must be within the current P11D year and on or before the employees leave date.
- **Amount** – enter the value, minimum is 0 and maximum is 9,999,999.99.

### Mileage (Car or van)

Highlight the Benefit in Kind called **Mileage (Car or Van)** and click on **Select**, the following screen will then appear:




Under the Mileage Records section click on **Add** to enter a new record, the following screen will appear:



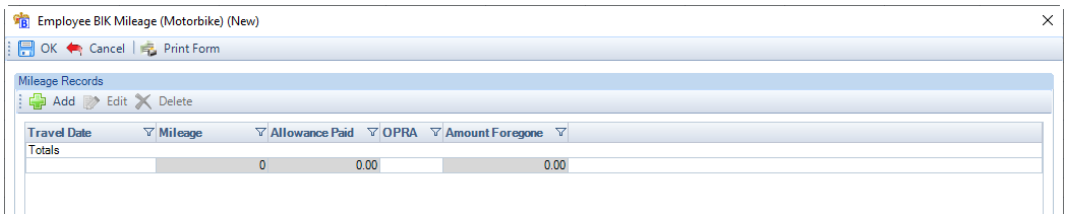

Complete the following:

- **Travel Date** – must be completed, must be within the current P11D year, and on or after the employees start date and on or before the employees leave date.
- **Mileage** – one of the two mileage fields must be completed, minimum 1 and maximum 9,999,999.
- **Allowance paid** – enter the value, minimum is 0 and maximum is 9,999,999.99.
- **OPRA (salary sacrifice)** – if the mileage has been provided under an Optional Remuneration Arrangement, then tick this box and complete the **Amount foregone.**

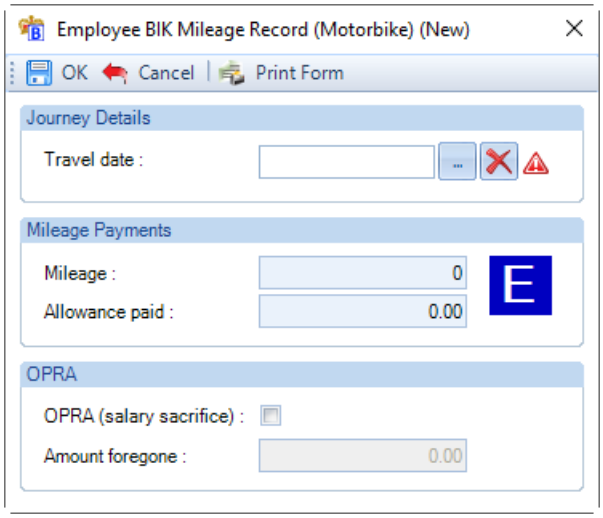
**Only one Mileage (Car or Van) benefit in kind record can be created, record all the mileage details for these types of vehicles within this record.**

## Mileage (Motorbike)

Highlight the Benefit in Kind called **Mileage (Motorbike)** and click on **Select**, the following screen will then appear:




Under the Mileage Records section click on **Add** to enter a new record, the following screen will appear:



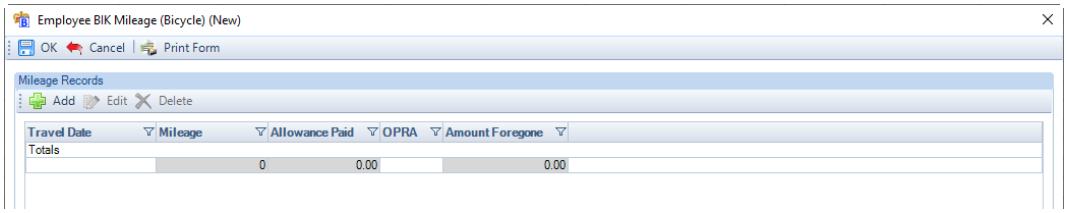

Complete the following:

- **Travel Date** – must be completed, must be within the current P11D year, and on or after the employees start date and on or before the employees leave date.
- **Mileage** – must be completed, minimum 1 and maximum 9,999,999.
- **Allowance paid** – enter the value, minimum is 0 and maximum is 9,999,999.99.
- **OPRA (salary sacrifice)** – if the mileage has been provided under an Optional Remuneration Arrangement, then tick this box and complete the **Amount foregone.**

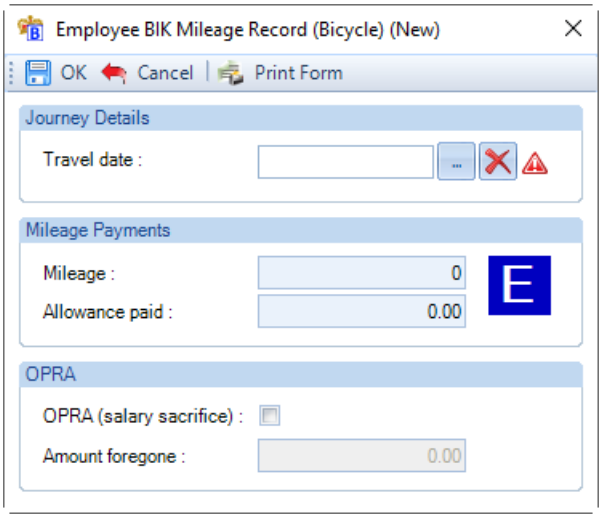
**Only one Mileage (Motorbike) benefit in kind record can be created, record all the mileage details for this type of vehicle within this record.**

## Mileage (Bicycle)

Highlight the Benefit in Kind called **Mileage (Bicycle)** and click on **Select**, the following screen will then appear:




Under the Mileage Records section click on **Add** to enter a new record, the following screen will appear:



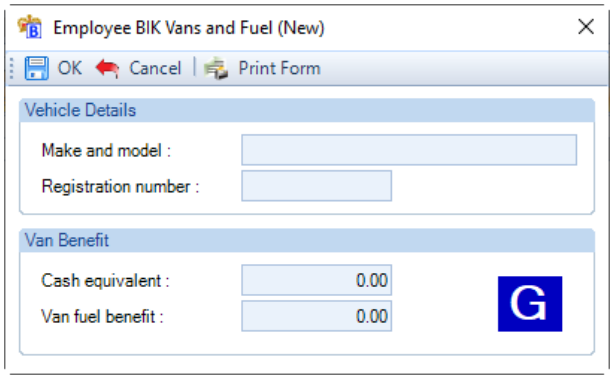
Complete the following:

- **Travel Date** – must be completed, must be within the current P11D year, and on or after the employees start date and on or before the employees leave date.
- **Mileage** – must be completed, minimum 1 and maximum 9,999,999.
- **Allowance paid** – enter the value, minimum is 0 and maximum is 9,999,999.99.
- **OPRA (salary sacrifice)** – if the mileage has been provided under an Optional Remuneration Arrangement, then tick this box and complete the **Amount foregone.**

**Only one Mileage (Bicycle) benefit in kind record can be created, record all the mileage details for this type of vehicle within this record.**

### Vans and Fuel

Highlight the Benefit in Kind called **Vans and Fuel** and click on **Select**, the following screen will then appear:




Complete the following:

- **Make and model** – must be completed, maximum number of characters is 35.
- **Registration number** – must be completed, maximum number of characters is 10.
- **Cash equivalent** – must be completed, enter the value, minimum is 1 and maximum is 9,999,999.99.
- **Van fuel benefit** – enter the value, minimum is 0 and maximum is 9,999,999.99.

## P11D New Employees

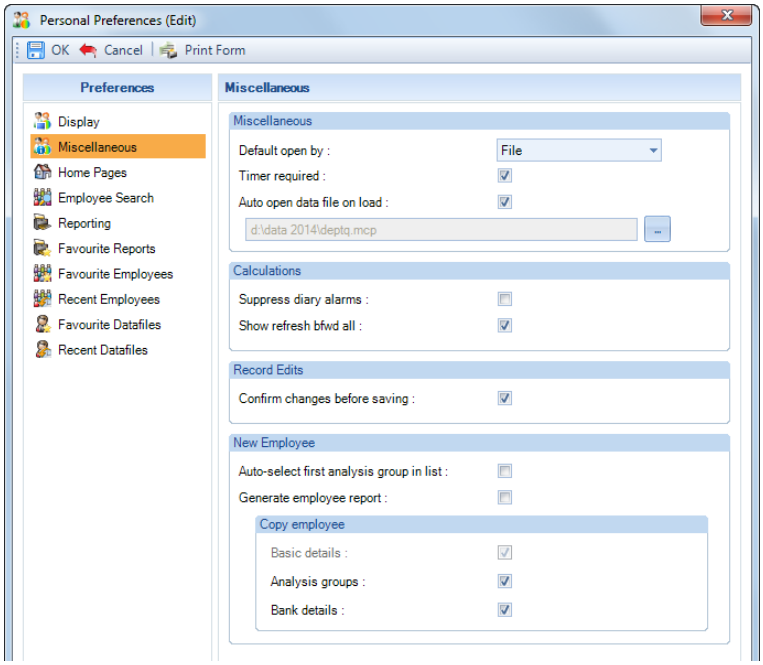
On selecting the **P11D Employees** button under the **P11D** tab, if there are no existing P11D employees, you will be taken straight to the **New P11D Employee** screen. If there are P11D employees, then you will need to click on the **Add** button.

## Personal Preferences

The fields with a drop box signifying a selection is available will use the first (default) value unless you choose otherwise.

The exceptions to this are the analysis groups (branches, departments etc.)

Under the **Admin** tab select **Personal Preferences** and the **Miscellaneous** tab.




Under the **New Employee** section there are several options, this is also used for **New P11D Employees**.

### Auto select first group in list

There are four possible analysis groups to be allocated to each employee. They are Branches, Cost Centres and Departments . This screen allows you to simplify selection of these categories when creating new payroll employees and P11D employees.

Ticking this box will automatically select the first of each of these categories for the employee.

If you use this facility, please remember that when a new data file is created, each of these categories has a generic first entry called **Default**. As you create your own entries you should replace this initial description with one of your own.

Any employee not allocated a specific category would then show as **Default**. Similarly, if you have used departments but not branches then all employees will show as **Default** against branches.

If you do not like default appearing in unused categories, then simply leave this box un-ticked. Choose the required categories for each employee and those without selections will stay blank.

### Generate employee report

Tick this box for an automatic report when the employees record is created.

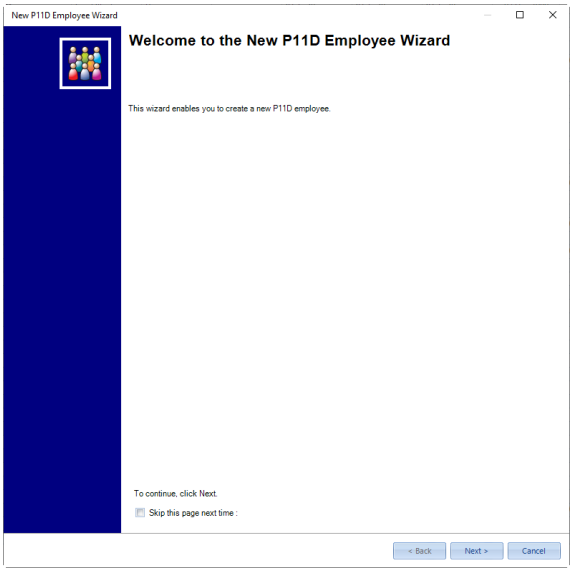
### Copy Employee

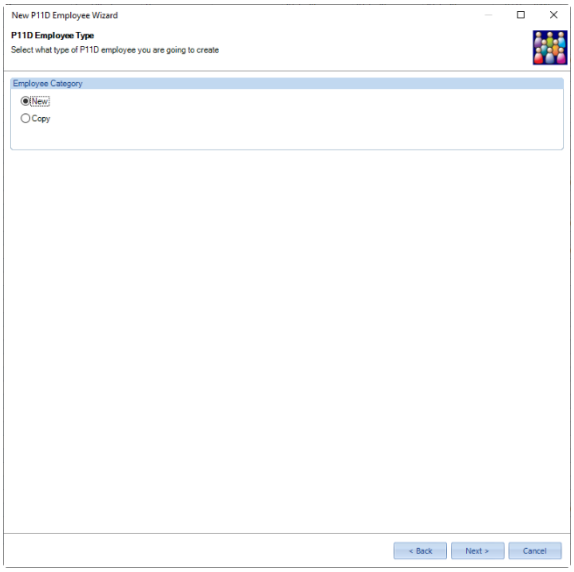
- **Analysis Groups** – with this on when you create a new employee and select copy will copy the Analysis Groups (Department, Branch etc.) to the new employee record.

## New P11D Employee Wizard

The **New P11D Employees** screen is designed to allow you to set up P11D employees as quickly as possible.

There are two categories of P11D Employee – **New** and **Copy**.




## P11D Employee – Copy

When you create a new P11D employee record, there are three options:

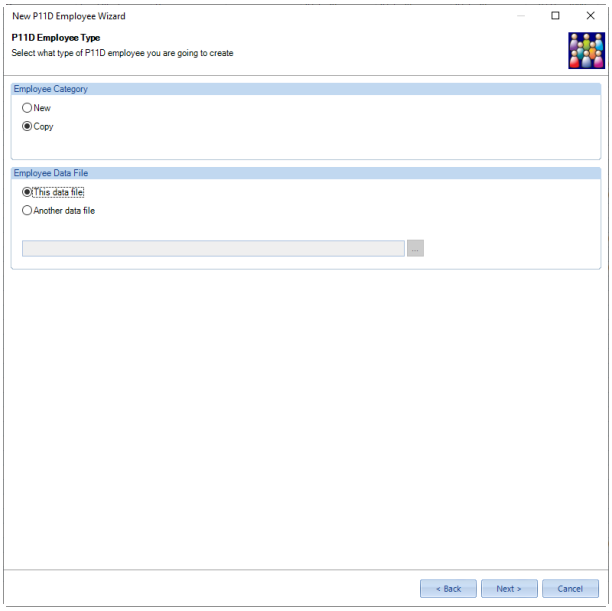
**New** – Set up a new P11D employee for this client for the current P11D year, with a Start date within the P11D year - 6th April to 5th April.

**Copy** – Allows the user to copy an existing record.

With **Copy** selected, choose whether the employee to be copied is in **This data file** or **Another data file**.

If the employee is in another data file, click on the ellipsis button and select the clients data file.

Click **Next**.



You are now presented with the list of employees.

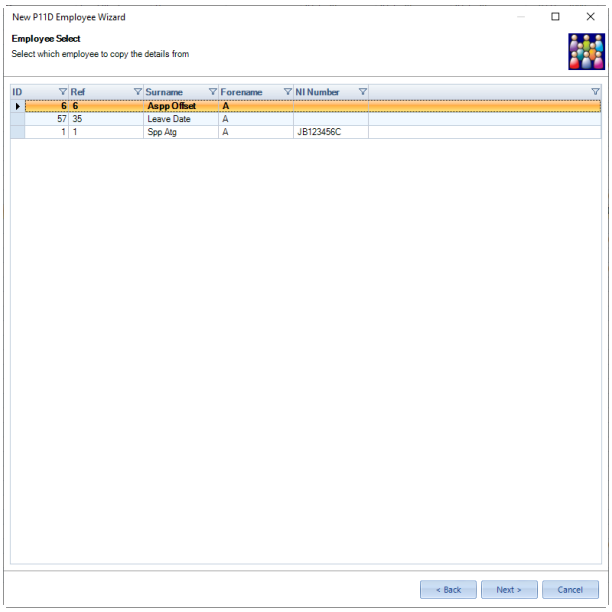
If you have chosen to copy from **This data file**, you will only see leavers. All leavers are displayed that exist in the data file, no matter how old.

If you have chosen to copy from **Another data file**, you will see all employee records for that client, not just current records.

To change the viewed sequence of the records, click on the column header.

Select the employee to copy.

Click **Next**.




This next screen is the first of the normal P11D employee set up screens. The following fields will be competed with the information from the copied record.

**Title**

**Forename**

**Surname**

**Address**

**Passport Number**

**Date of birth**

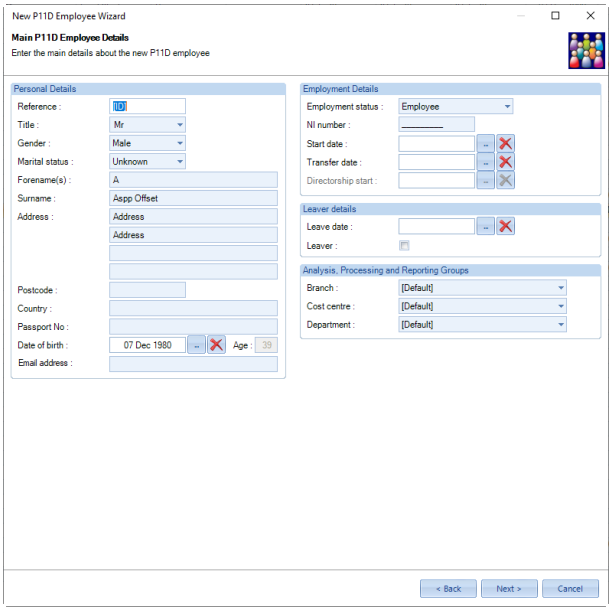
**Marital status**

**NINO** (on subsequent screen)

Please remember to input the employee reference on this first screen.

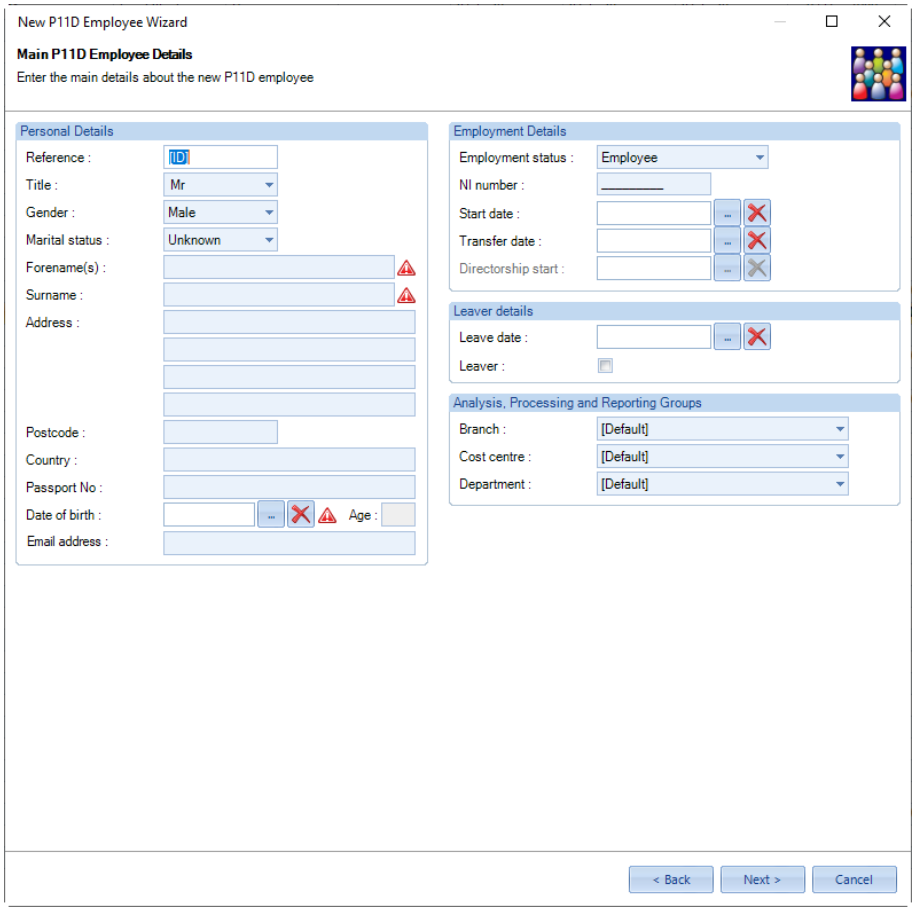
The Analysis Groups will also be copied if enabled under Personal Preferences.

Click **Next** and **Finish** to create the P11D employee.

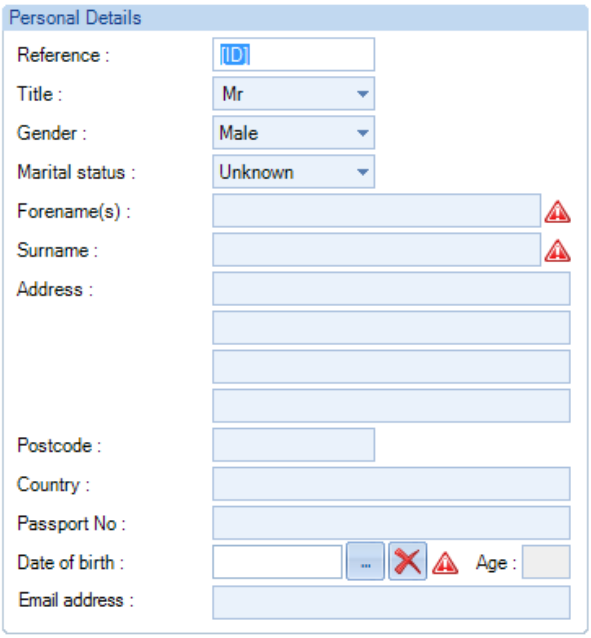



## P11D Employee – New

After selecting **New** and clicking **Next** you will see the following screen:




## Personal Details




**Reference -** Two fields, **ID** and **Reference** identify each employee. The computer sets the ID and it is a numeric sequence (starting at 1) given to each record created. The ID cannot be edited or re-used.

The user, however, creates the Reference. It can be alpha, numeric, or both. If you choose not to enter a specific set of reference number, then the system will replicate the ID as the reference when you create the record.

The Reference will be validated against existing records to ensure it has not already been used.

**Important Note:** As the Reference is a Text Field if you want to use numbers and have them appear in number order, then you need to prefix them with zeros. For example, if the maximum reference will be 999, then for 1 enter 001 and 2 enter 002 etc.

**Title -** There are four system defaults in the Title field – **Mr**, **Mrs**, **Miss** and **Ms**. Each of which will automatically set the correct gender. You are also able to over-write the field with different titles, such as **Dr**, **Lady** or **Sir**. If anything, other than defaults are used you must also ensure the correct gender is set.

Maximum number of characters is 35 or it can be left blank.

**Gender -** If you have used one of the four defaults for the title, then tab past this field, as the gender will already be entered. Otherwise select the appropriate value and tab to next field.

**Marital Status -** Select as appropriate or leave the default of Unknown.

**Forename -** Input the full first name/s. It is not necessary to use initials as **Payroll Professional** creates a separate field for initials in case they are required for reporting purposes.

Notice as you type, the system will automatically change the case of the first letter to a capital. If you type in a forename and then space to create a second forename, the system assumes this is the case and 'capitalises' the first letter of the second word.

Maximum number of characters is 71, all HMRC submissions only include the first two forenames.

**Surname -** Input the surname, the 'capital' effect also works here.

Maximum number of characters is 35.

**Address -** Input the Address – tab between the different lines of the address.

**Postcode -** Input the Postcode – data will automatically be in capitals and will be validated to ensure it is a valid postcode.

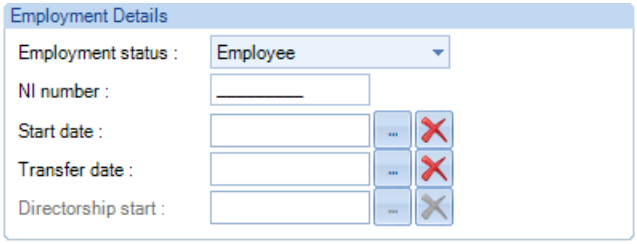
**Country -** Input the Country.

**Passport No -** Input the Passport Number – allows you to enter up to 35 characters.

**Date of Birth -** Input P11D employee's date of birth.

**Email Address -** Input the P11D employees email address, this will be used for myePayWindow.

## Employment Details




**Employment Status -** using the drop-down box you can select Employee, Higher Paid, Director Cum or Director Non Cum. P11Ds will only be generated for P11D Employees when their Status is set as Higher Paid, Director Cum or Director Non-Cum.

**NI Number -** input the NI number in its constituent parts, two letters, six digits and a single letter – either A, B, C, D or space. The first two NI number letters are validated against the HMRC valid NI Number prefixes.

**Start Date -** Input the original employment start date.

**Transfer Date -** Input the TUPE date, this is when the new company took over.

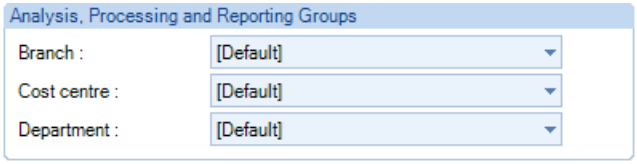
**Directorship Start Date -** If this record is for a director you **must** enter a directorship start date.

## Leaver Details

**Leave Date -** enter the date the P11D employee left employment.

**Leaver -** tick this box if the P11D employee has left employment.

## Analysis, Processing and Reporting Groups




**Branch -** Select the branch for this P11D employee.

**Cost Centre -** Select the cost centre for this P11D employee.

**Department -** Select the department for this P11D employee.

If you previously chose **Auto-Select first group in list** in **Personal Preferences** then these fields will be displaying the first in the list of each category.

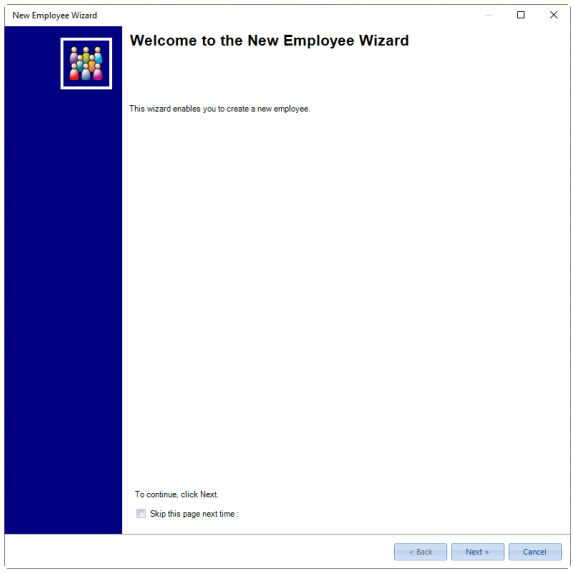
If you did not make the Auto-select choice each of these fields will show as blank.

## New Employee Wizard

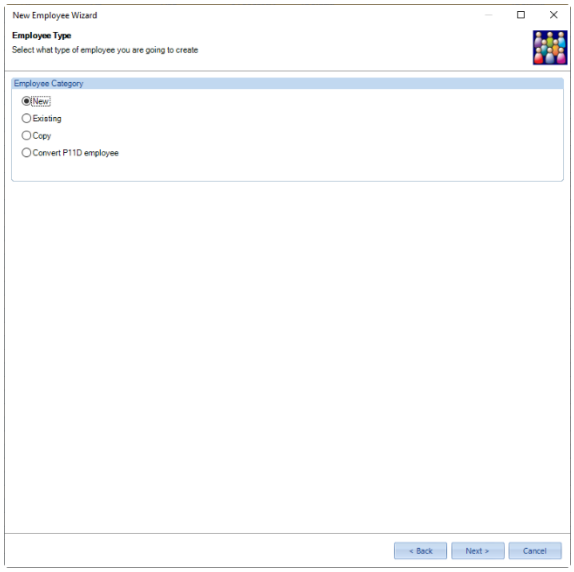
## Convert P11D Employee to a Payroll Employee

If the data file is a mixed file and you have a P11D employee who has only been set up for P11D and therefore not shown under Data\Employees, you can convert the P11D employee to a Payroll Employee using the New Employee Wizard.

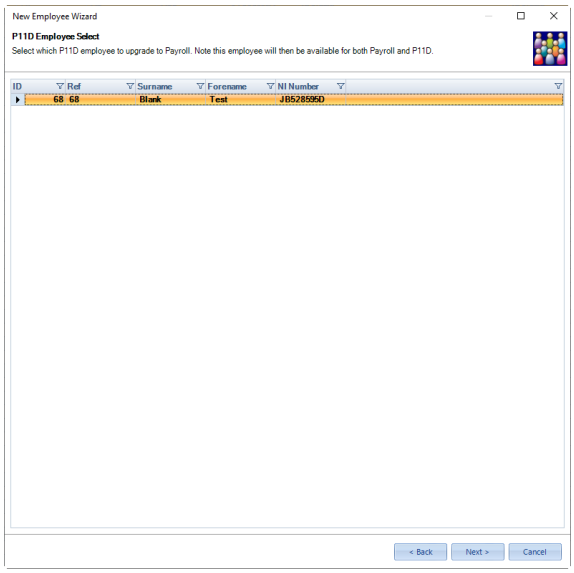
Go to **Data\Employees** then click on **Add**:



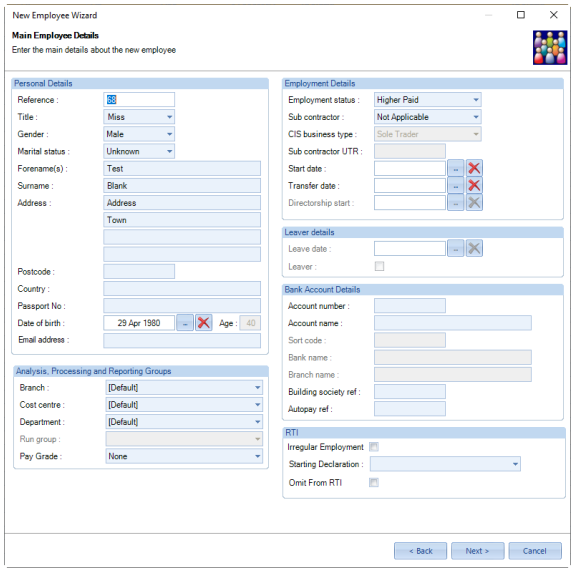

Click on **Next** and you will see the following screen with an option called **Convert P11D employee**:




Select **Convert P11D employee** then click on **Next** and a list of P11D only employees will appear:




Highlight the P11D employee that you want to convert to a Payroll employee then click on **Next**:



The rest of the wizard is the same as normal, it will be prepopulated with information that was entered under the P11D employee record. You need to complete the rest of the New employee wizard as normal.

The same Employee record will be used for both P11D and Payroll, which is held under the table EeDetails. This means that they will show with the same EeID and Employee Reference.

Remember that anything you change in the employees record via **Data\Employees** will be reflected in their record shown under **P11D\P11D Employees**.

### Un-calculate P11D

There are two scenarios that automatically un-calculate employees P11D's that have been calculated:

- Marking the employee as a leaver.
- Changing their Status from Higher Paid, Cum Director or Non-Cum Director to Employee.

The P11Db values are automatically re-calculated when the P11Ds for these scenarios are un-calculated.

### Importing

We have added three import facilities for P11D, under the **P11D** tab select the **Import** drop down menu, these are not available if you do not have a P11D licence:

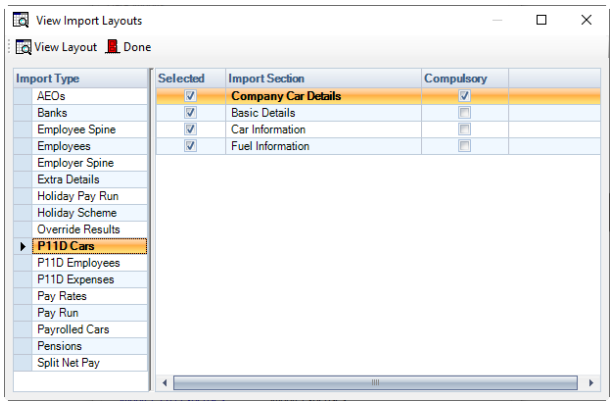
- P11D Employees
- P11D Expenses
- P11D Cars

## View Layout

There is an option to **View Import Layouts**.

Click on this option to see the three P11D imports and their sections.

These will show the format based on the P11D year that the data file is in, if you have one open, otherwise it will be based on the P11D year that your computers date falls in.




Highlight the type of import and tick the sections to be imported.

Click on **View Layout** to see a list of the fields for those sections.

The printable list also explains the type of field and whether they are required, or not, for adding new or amending existing records.

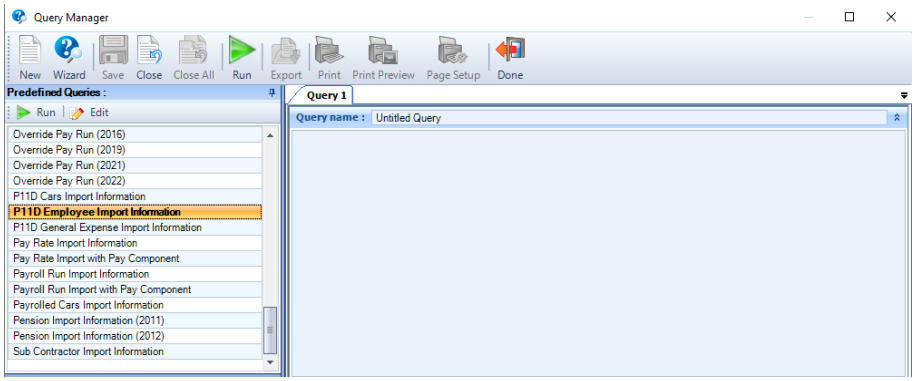
## P11D Employees

P11D Employee import allows you to create and maintain P11D only employee records by reading information from an appropriately formatted text file, which can be produced from another program.

If the employee record is Payroll and P11D, you can only use the P11D Employee import to update their record if they left in the previous tax year and are therefore not accessible via Data\Employees.

## Creating an Export File

Go to the **Utilities** tab and select the **Query Manager**, under **Predefined Queries** there is a query for exporting P11D employee details in the correct format (for re-importing) called P11D Employee Import Information:




The following is the complete group/field list for the P11D Employee import format for P11D year 2019/20 onwards: -

| Section | Fields to be imported |
|---|---|
| Employee Details | Employee Reference<br>Gender<br>Title<br>Forename<br>Surname |
| Personal Details | Address Line 1<br>Address Line 2<br>Address Line 3<br>Address Line 4<br>Postcode<br>Country<br>Marital Status<br>Date Of Birth<br>NI Number<br>Email address |
| Employment Details | Employment Status<br>Start Date<br>Leave Date<br>Leaver<br>Directorship Start Date |
| Analysis Groups | Branch<br>Cost Centre<br>Department |

## Importing the File

When the records are imported, **Payroll Professional** checks the employee reference of the record being imported, and if it finds that reference has already been used, instead of creating a new P11D employee record, if the record is P11D only then the information is used to update the existing P11D employee record where information has changed.

A double check is performed if there is no employee reference match, for any existing payroll and P11D employees with the same NI Number. If this is so, then you will be asked if a new record is to be created or should the record with the NINO match be updated. Remember if it is a payroll record the information will not be imported.

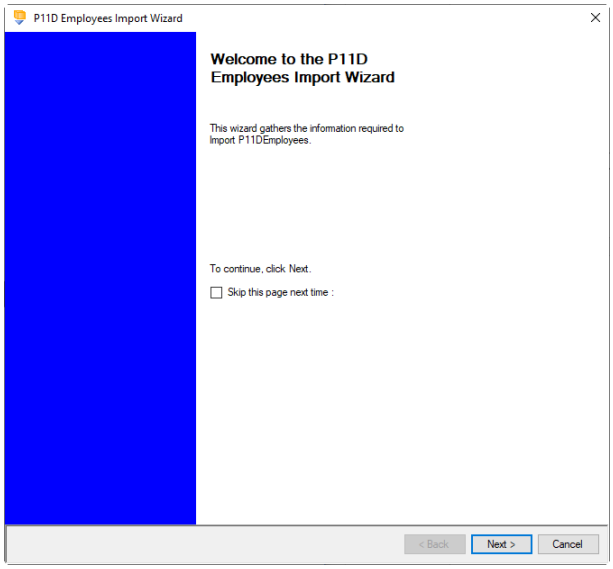
### Import File Validation

The following checks and changes have made to the **Import File Validation**:

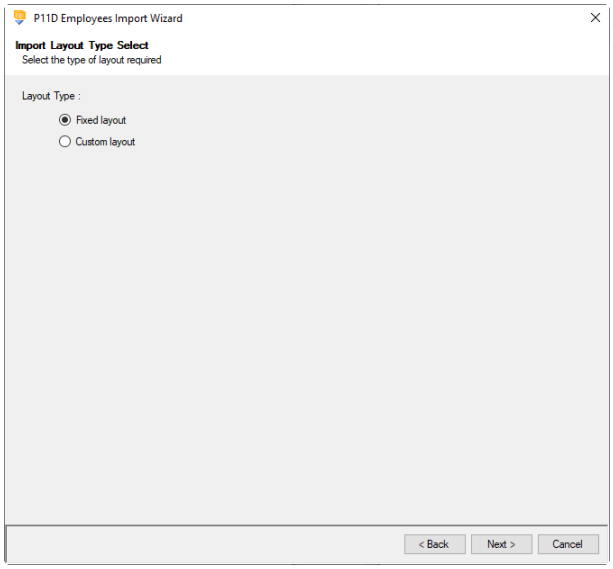
- **Employee Start Date** – if this is left blank in the import file it will show as a warning message.
- **Address Lines 1 and 2** – mandatory for new P11D employees.
- **Gender** – must be either M for Male or F for Female, if blank or an invalid character will default to Male.
- **Leaver** and **Leave Date** – once an Employee has either of these entered in their Employee record the Employee Import will not remove them, it will show as an Error and you will not be able to import the employee.
- **Leave Date** – if the leave date is before the start of the current P11D year, the record will not be imported. You will need to enter their leave date under P11D Employee.
- **Employee Reference** - if more than one line contains the same Employees Reference a warning message will be displayed, but it will not stop the import. You cannot use the same Employee Reference for different payroll or P11D employees.
- **Leaver** – if this column is entered as Y for Yes and you must also complete the Leave Date, if the Leave Date is blank it will show as an Error and you will not be able to import the employee. Must be either Y for Yes or N for No, if blank or an invalid character will default to No.

Select **Import\P11D Employees** under the **P11D** tab.

At the welcome screen click **Next**.



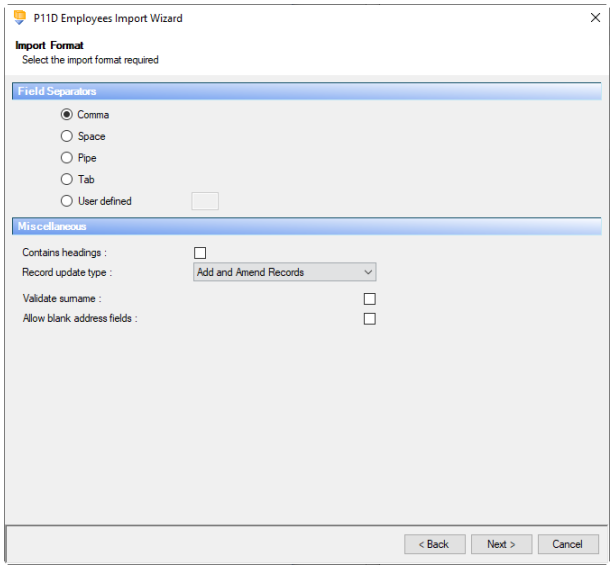
Choose **Fixed layout** and click **Next** to continue.




## Fixed Layout

You must now set these details:

- Field Separator
- Headings
- Type of update
- Validate Surname




We would recommend any spreadsheet used to generate import files has the reference column set as text fields rather than numeric fields.

**Allow Blank Address Fields** – with this option ticked, if an address field is blank in the file you are importing then the current information in the same address line will be removed. Without this option ticked the current information in the address line will not change.

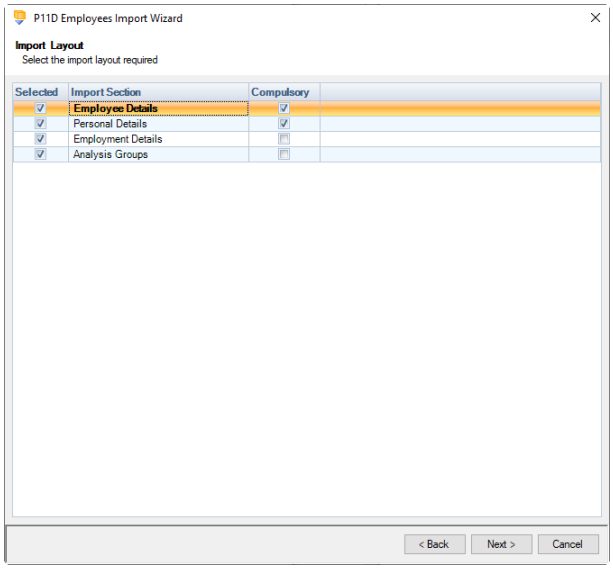
Click **Next** to continue.

### Fixed Layout

For the fixed layout only, you must now choose the sections that are to be imported.

You can view the layout of the fields selected by right-clicking anywhere on the body of the screen and select View Layout.

Click **Next** to continue.

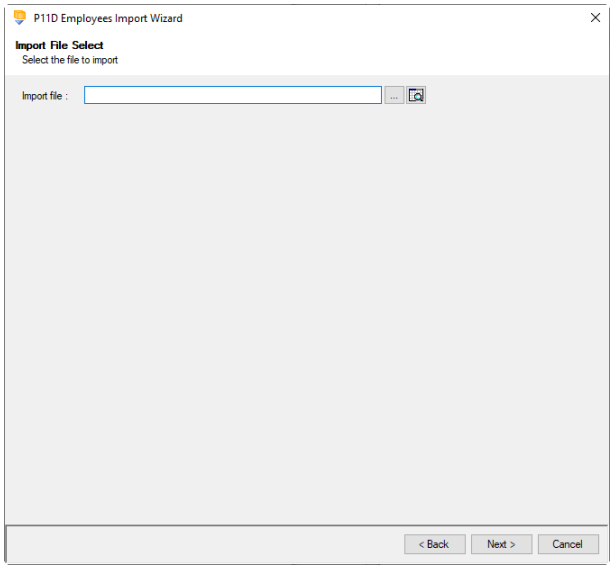



On the next screen you need to select the file to be imported either by typing the name or clicking on the Browse button.

This option will allow the user to view the currently selected import file in Notepad.

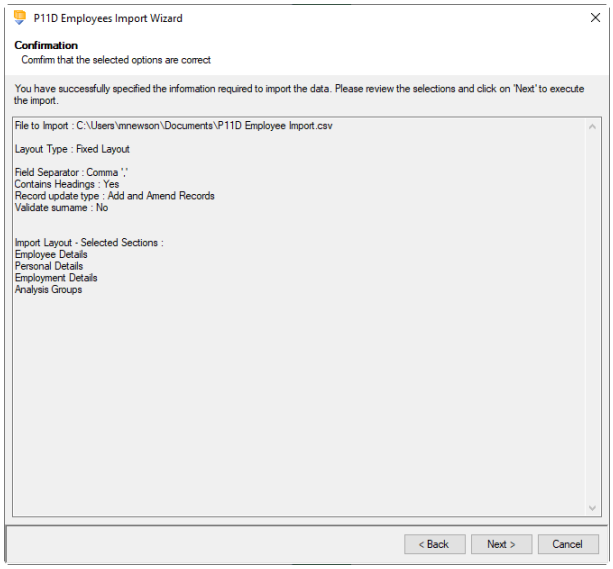
Edits can be made to the CSV file here and saved before importing.

Click **Next** to continue.




For both layouts you are now presented with a confirmation screen showing all the details regarding the file being imported**.**

**Click on the Next button to validate the file before importing**.



The uppermost message on the screen will be whether the file has passed validation or how many errors it contains.

Click **OK** to remove the message and you can see the details of any rejections under the Notes column.

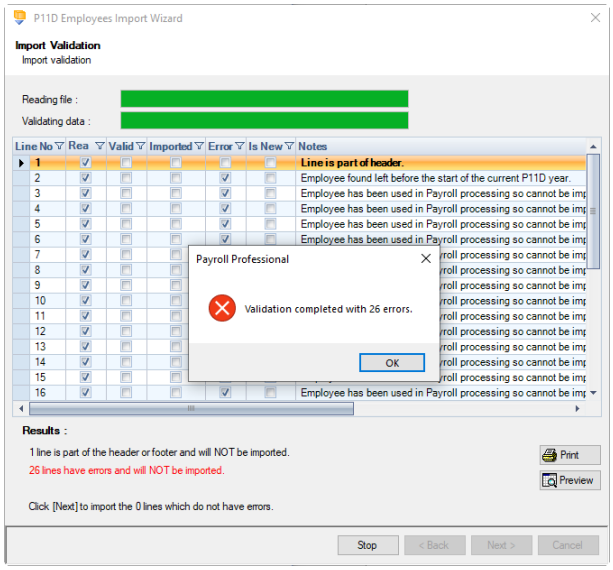
The results section at the bottom of the screen shows how many lines failed and will **not** be imported. As well as the number of lines which passed and will import should you choose to continue.

You can right mouse click on the grid to export the information, or use the **Print** or **Preview** buttons will produce a landscape flat text report showing the information currently displayed, based on the filters you have selected.

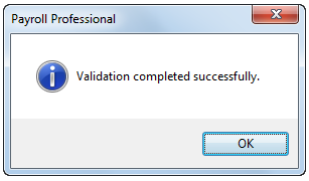
If you want to view only those lines rejected, use the Filter icon on the **Error** column and select true. The report printed or previewed will only contain the rejected records.

To interrupt the checking process, use the **Stop** button.

Click **Back** to change any options.



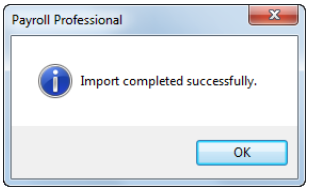

When the file passes the tests, you will see the following message.

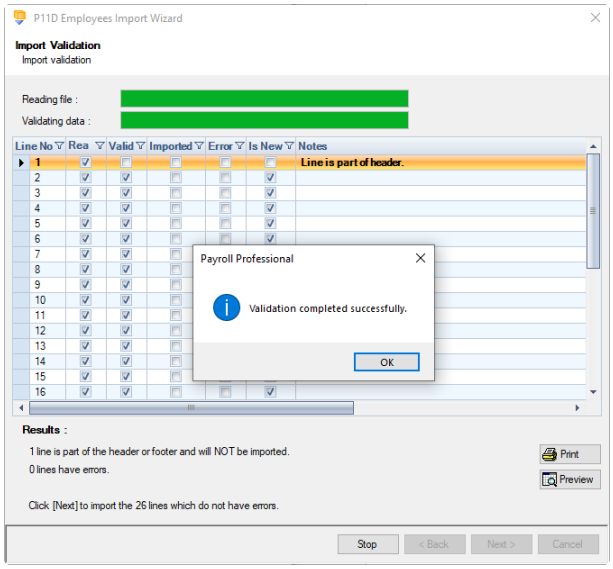



If you want to import the records that have passed validation, click **Next** to continue.

You will now see the final message as to what has imported successfully.

Click on **OK** then **Finish** to end the process.




### Audit trail

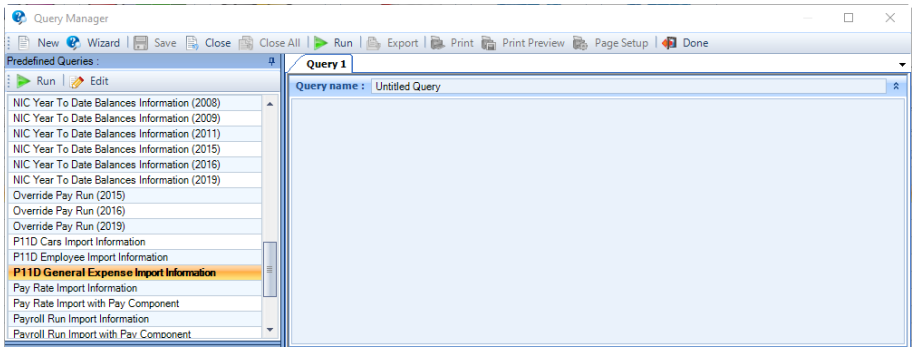
Details of changes made to P11D employees, will be recorded in the audit trail.

## P11D General Expenses

P11D General Expense import allows you to import new and amend existing records for the current P11D year by reading information from an appropriately formatted text file, which can be produced from a spreadsheet.

### Creating an Export File

Go to the **Utilities** tab and select the **Query Manager**, under **Predefined Queries** there is a query for exporting P11D Expenses details in the correct format (for re-importing) called P11D General Expense Import Information:




The following is the complete group/field list for the P11D Expense import format: -

| Section | Fields to be imported |
|---|---|
| Expense Details | Employee ID<br>Surname<br>Expense ID<br>Date<br>Description<br>Amounts<br>Receipts<br>Expense Type ID<br>Submission Category ID |
| Delete Expense | Delete Expense |

### Importing the File

### For new records enter 0 (zero) in the Expense ID column.

### Import File Validation

The following checks are performed:

- **Employment Status** – is either Higher paid, Director Cum or Director Non Cum.
- **Date** – is within the current P11D year.
- **Amount** – greater than zero.
- **Receipt** – less than or equal to the Amount, cannot be negative.
- **Delete Expense** – if this is populated with Y, ensures the Employee ID and Expense ID match a record in the current P11D year. This field is ignored when importing new records.
- **Submission Category** – if the Expense Type requires the Submission Category, then this field must be completed.

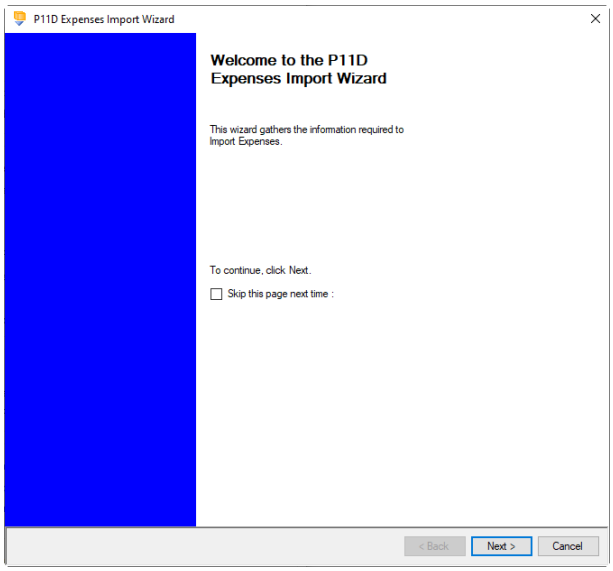
| Expense Type ID | Expense Type | Submission Category ID | Submission Category |
|---|---|---|---|
| 1 | Made On Behalf | | |
| | | 13 | Accountancy Fees |
| | | 14 | Domestic Bills |
| | | 15 | Multiple |

| Expense Type ID | Expense Type | Submission Category ID | Submission Category |
|---|---|---|---|
| | | 16 | Other |
| | | 17 | Private Car Expenses |
| | | 18 | Private Education |
| | | 19 | Season Tickets |
| 2 | Vouchers/Credit Cards | | |
| 3 | Medical/Dental | | |
| 4 | Relocation (Non-Qualifying) | | |
| 5 | Goods/Services | | |
| 7 | Travelling/Subsistence | | |
| 8 | Entertaining | | |
| 10 | Home Telephone | | |
| 11 | Other Items | | |
| | | 20 | Educational Assistance |
| | | 21 | Loans Written or Waived |
| | | 22 | Multiple |
| | | 23 | Nursery Places |
| | | 24 | Other |
| | | 25 | Subs and Professional Fees |
| 12 | Other Expenses | | |
| | | 26 | Multiple |
| | | 27 | Other |
| | | 28 | Personal Incidental Expenses |
| | | 29 | Telephone Calls |
| | | 30 | Telephone Rental |
| | | 31 | Work Done at Home |
| 13 | Other Items – C1A | | |

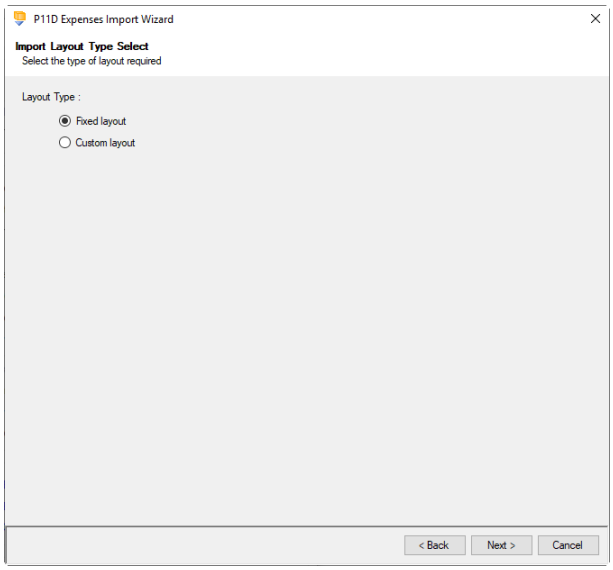
| Expense Type ID | Expense Type | Submission Category ID | Submission Category |
|---|---|---|---|
| | | 32 | Educational Assistance |
| | | 33 | Multiple |
| | | 34 | Non_Qualifying Relocation Benefit |
| | | 35 | Other |
| | | 36 | Stop Loss Charges |
| | | 37 | Subscriptions and Fees |
| 14 | Notional Tax | | |

Select **Import\General Expenses** under the **P11D** tab.

At the welcome screen click **Next**.




Choose **Fixed layout** and click **Next** to continue.

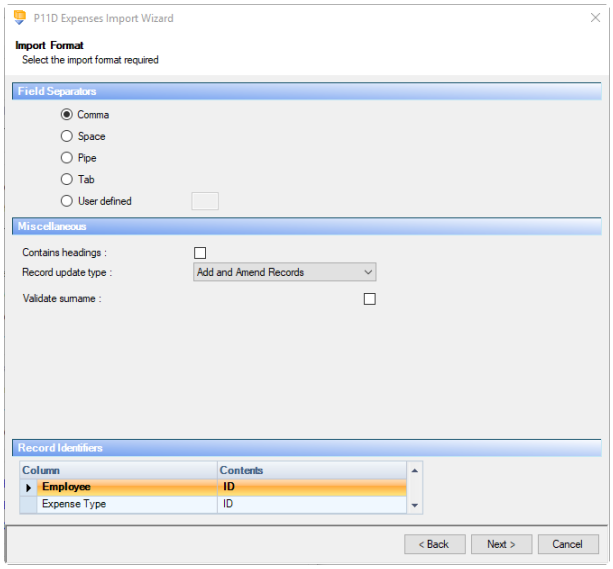


### Fixed Layout

You must now set these details:

- Field Separator
- Headings
- Type of update
- Validate Surname
- Record Identifiers

Click **Next** to continue.

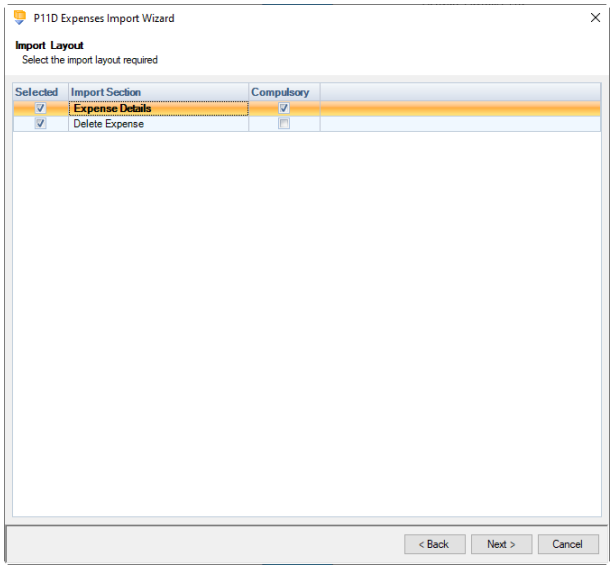



### Fixed Layout

For the fixed layout only, you must now choose the sections that are to be imported**.**

You can view the layout of the fields selected by right-clicking anywhere on the body of the screen and select View Layout.

Click **Next** to continue.

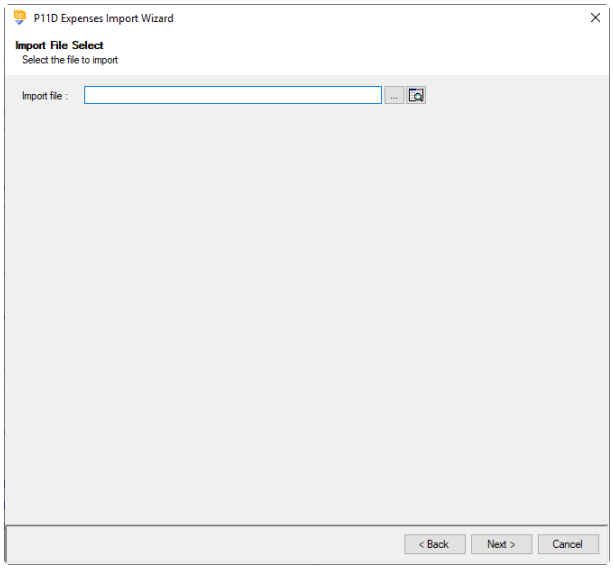



On the next screen you need to select the file to be imported either by typing the name or clicking on the Browse button.

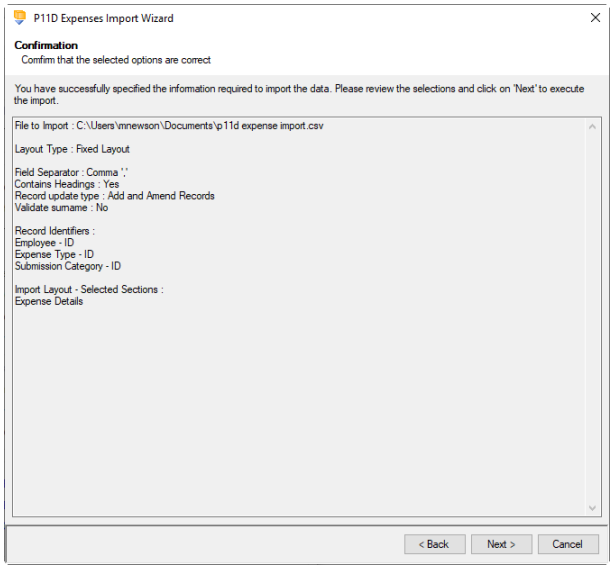
This option will allow the user to view the currently selected import file in Notepad.

Edits can be made to the CSV file here and saved before importing.

Click **Next** to continue.



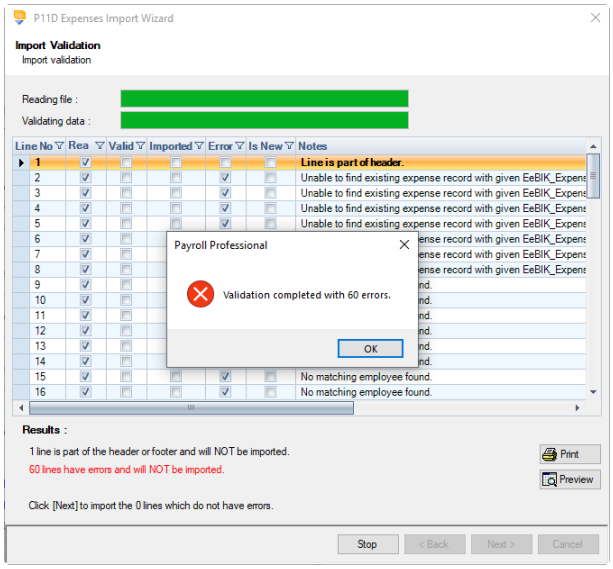
For both layouts you are now presented with a confirmation screen showing all the details regarding the file being imported**.**




**Click on the Next button to validate the file before importing**.

The uppermost message on the screen will be whether the file has passed validation or how many errors it contains.

Click **OK** to remove the message and you can see the details of any rejections and warnings under the **Notes** column.




The results section at the bottom of the screen shows how many lines failed and will **not** be imported. As well as the number of lines which passed and will import should you choose to continue.

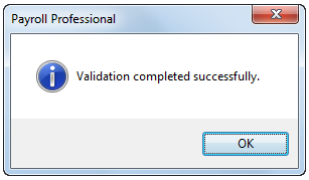
You can right mouse click on the grid to export the information, or use the **Print** or **Preview** buttons will produce a landscape flat text report showing the information currently displayed, based on the filters you have selected.

If you want to view only those lines rejected, use the Filter icon on the **Error** column and select true. The report printed or previewed will only contain the rejected records.

To interrupt the checking process, use the **Stop** button.

Click **Back** to change any options.

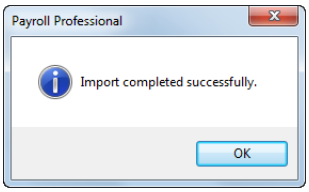
When the file passes the tests, you will see the following message.

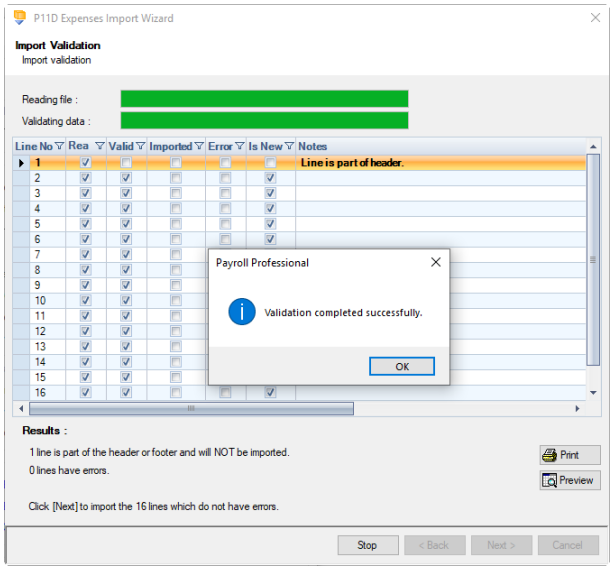



If you want to import the records that have passed validation, click **Next** to continue.

You will now see the final message as to what has imported successfully.

Click on **OK** then **Finish** to end the process.




## Audit trail

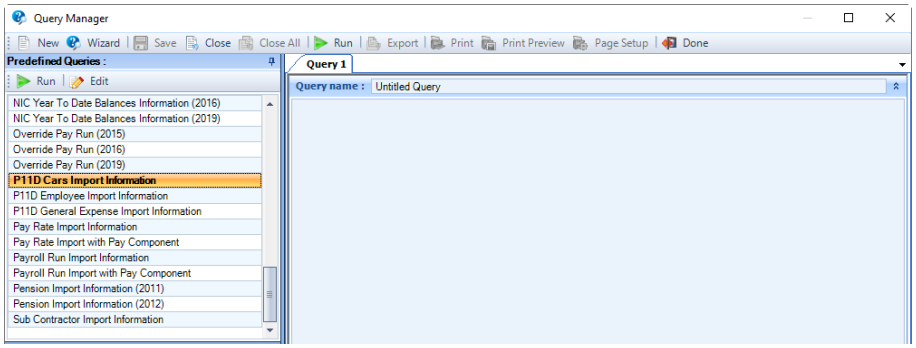
Details of changes made to P11D employee general expenses will be recorded in the audit trail.

## P11D Cars

P11D Cars import allows you to import new and amend existing P11D Car and Fuel records for the current P11D year by reading information from an appropriately formatted text file, which can be produced from a spreadsheet.

### Creating an Export File

Go to the **Utilities** tab and select the **Query Manager**, under **Predefined Queries** there is a query for exporting P11D Cars details in the correct format (for re-importing) called P11D Cars Import Information:




The following is the complete group/field list for the P11D Cars import format for P11D year 2019/20 onwards:

| Section | Fields to be imported |
|---|---|
| Company Car Details | Employee ID<br>Surname<br>Ee BIK Car ID<br>Registration Number<br>Make and Model |
| Basic Details | Engine Size<br>Registration Date |

| | |
|---|---|
| | List Price<br>Accessories<br>Capital Contributions<br>Approved CO2 Emissions<br>Approved CO2 Emissions Amount<br>Fuel Type<br>Electric Range |
| Car Information | Payment for Private Use<br>Availability Start<br>Availability End<br>Days Unavailable<br>Car OPRA<br>Car Amount Foregone |
| Fuel Information | Free Fuel<br>Free Fuel Available From<br>Free Fuel Withdrawn<br>Free Fuel Reinstated<br>Fuel OPRA<br>Fuel Amount Foregone |

### Importing the File

**For new records enter 0 (zero) in the Ee BIK Car ID column.**

### Import File Validation

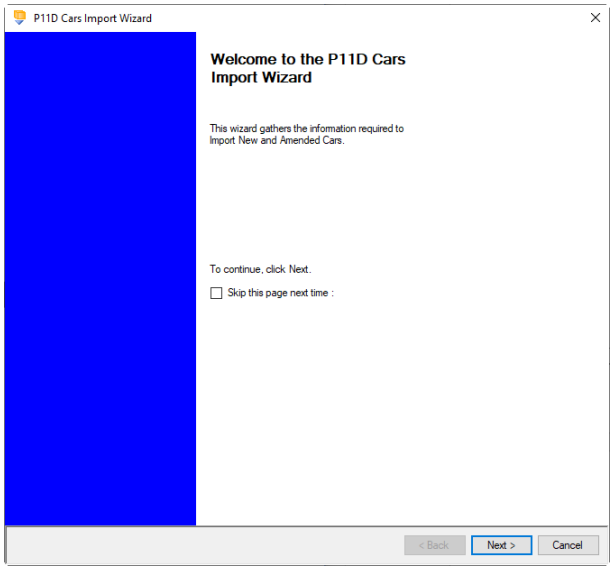
The validation checks are the same as those when you manually set up and edit a Benefit in Kind record for Car and Fuel via P11D Employee (Edit) screen:

- **Employment Status** – is either Higher paid, Director Cum or Director Non Cum.
- **Registration Number** - must be completed. Unique for each record in the P11D year, to ensure an Employee can only have one car record per Car Registration number in the same P11D year. Restricted to maximum10 characters, letters numbers and space are accepted.
- **Make and Model** - must be completed, maximum 35 characters
- **Engine Size** - must be completed if the Registration date is before 1st January 1998, or when the registration date is after and an approved CO2 emissions is not entered. Maximum 9999
- **Registration Date** - must be completed, not before 1st January 1904 and no later than today's date or the end of the current P11D year
- **List price of car** - must be completed, minimum 1000.00 and maximum 9,999,999.99
- **Accessories** - minimum 0 and maximum 999,999.99
- **Capital contributions** – minimum 0 and maximum 5000.00
- **Approved CO2 Emissions** - must be Y/N, if blank or an invalid character then treated as N
- **Emissions g/km** - must only be completed when Approved CO2 Emissions is Y, minimum 0 and maximum 999
- **Fuel Type** - must be D, F or A, when F then Registration Date must be on or after 1st Sept 2017
- **Electric Mileage** – minimum 0 and maximum 9999. Must only be completed when the Approved CO2 K/gm is from 1 to and including 50.
- **Payment for Private use** – minimum 0 and maximum 9,999,999.99
- **Available From** - must be before the last day of the current P11D year, and on or after the Registration Date, on or before the employees leave date

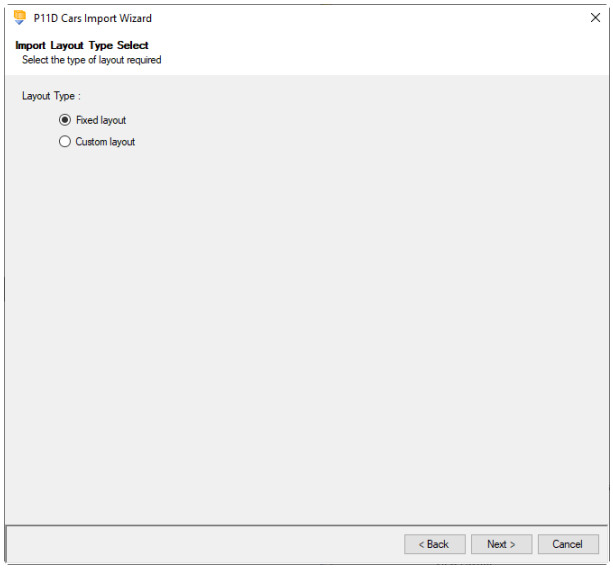
- **Available To** - can be blank, if completed must be within the current P11D year, on or after Available from, on or before the employees leave date
- **Days unavailable** - must not exceed the days available within Available From and Available To dates
- **Car OPRA** - must be Y/N, cannot be Y when Emissions is 75 or less, if blank or an invalid character then treated as N
- **Car - Amount foregone** – minimum 0 and maximum 9,999,999.99
- **Free Fuel** - must be Y/N, if blank or an invalid character then treated as N
- **Free Fuel Available From** - only to be completed if Free Fuel is Y, must be on or after the Available From date, before the last day of the current P11D year or employees leave date
- **Free Fuel Withdrawn** - only to be completed if Free Fuel is Y, can be blank, must be on or after Free Fuel Available From, before last day of the current P11D year or employees leave date
- **Free Fuel Reinstated** - can only be completed if Free Fuel Withdrawn has been completed, Y/N, if blank or an invalid character then treated as N
- **Free Fuel OPRA** - must be Y/N, if blank or an invalid character then treated as N
- **Fuel - Amount foregone** – must only be completed when Free Fuel OPRA is Y, minimum 0 and maximum 9,999,999.99

Select **Import\P11D Cars** under the **P11D** tab.

At the welcome screen click **Next**.



Choose Fixed and click **Next** to continue.

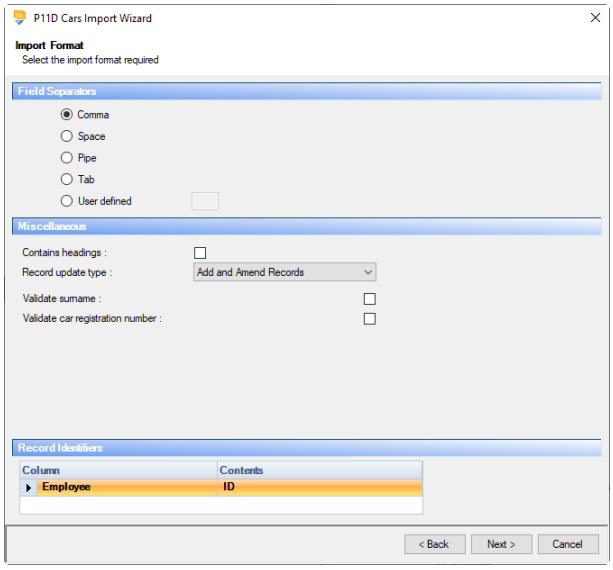



### Fixed Layout

You must now set these details:

- Field Separator.
- Headings.
- Type of update.
- Validate Surname.
- Validate car registration number.
- Record Identifiers.

Click **Next** to continue.

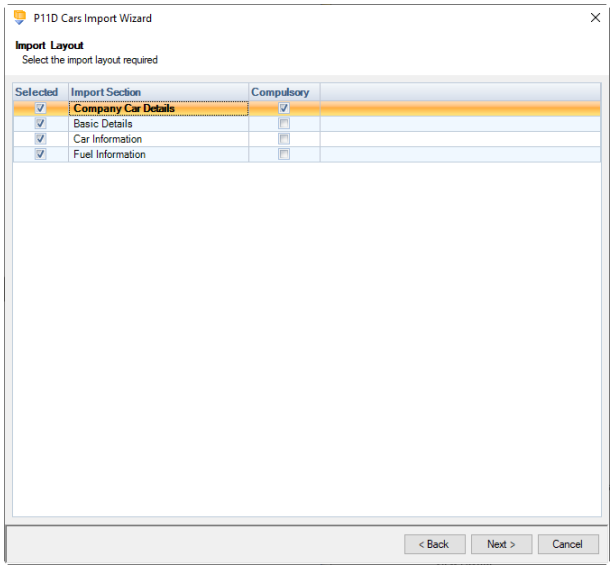



### Fixed Layout

For the fixed layout only, you must now choose the sections that are to be imported**.**

You can view the layout of the fields selected by right-clicking anywhere on the body of the screen and select View Layout.

Click **Next** to continue.

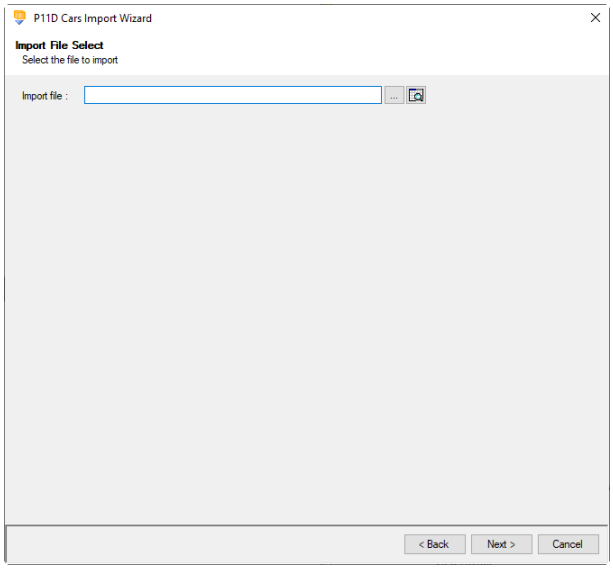


On the next screen you need to select the file to be imported either by typing the name or clicking on the Browse button.

This option will allow the user to view the currently selected import file in Notepad.

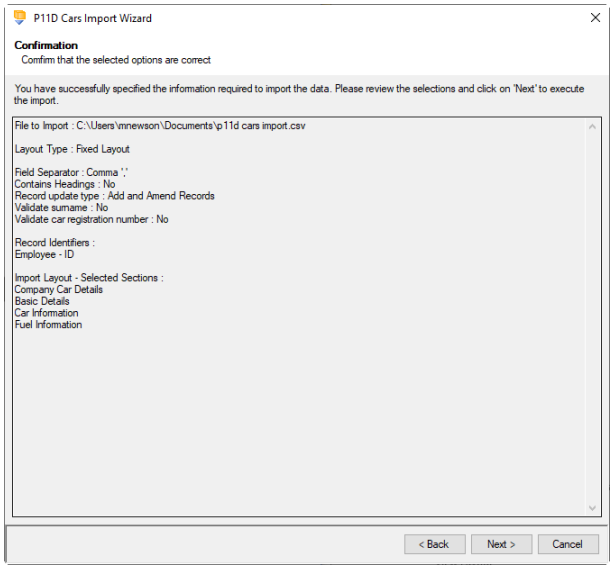
Edits can be made to the CSV file here and saved before importing.

Click **Next** to continue.




For both layouts you are now presented with a confirmation screen showing all the details regarding the file being imported**.**

**Click on the Next button to validate the file before importing**.



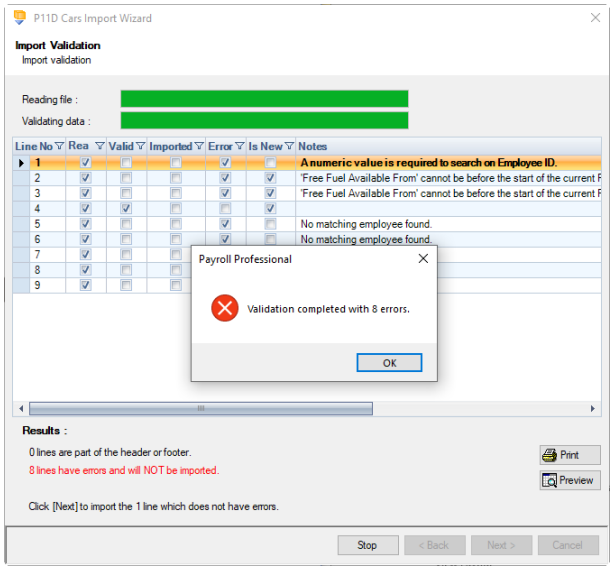

The uppermost message on the screen will be whether the file has passed validation or how many errors it contains.

Click **OK** to remove the message and you can see the details of any rejections.

The results section at the bottom of the screen shows how many lines failed and will **not** be imported. As well as the number of lines which passed and will import should you choose to continue.

You can right mouse click on the grid to export the information, or use the **Print** or **Preview** buttons will produce a landscape flat text report showing the information currently displayed, based on the filters you have selected.

If you want to view only those lines rejected, use the Filter icon on the **Error** column and select true. The

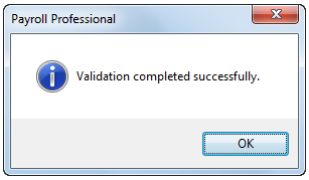


report printed or previewed will only contain the rejected records.

To interrupt the checking process, use the **Stop** button.

Click **Back** to change any options.

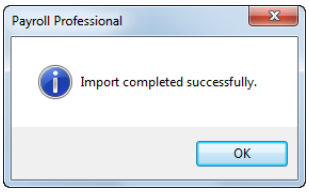
When the file passes the tests, you will see the following message.

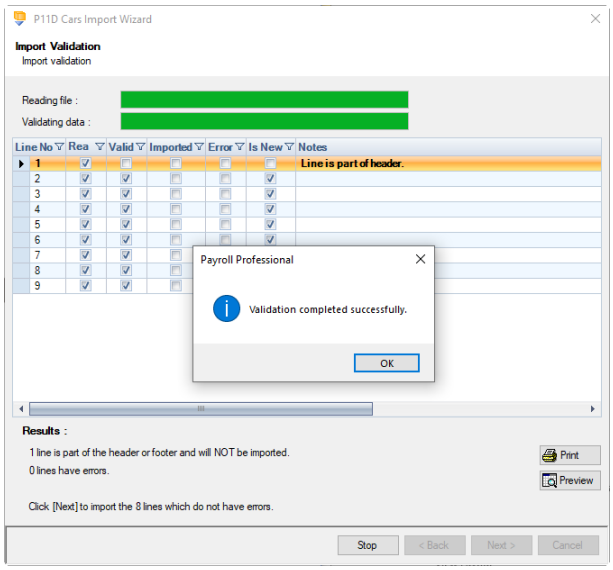



If you want to import the records that have passed validation, click **Next** to continue.

You will now see the final message as to what has imported successfully.

Click on **OK** then **Finish** to end the process.



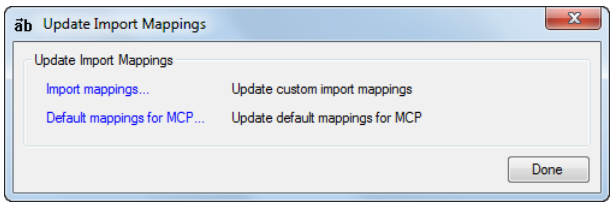

## Audit trail

Details of changes made to P11D employee general expenses will be recorded in the audit trail.

## Customise Import Layout(s)

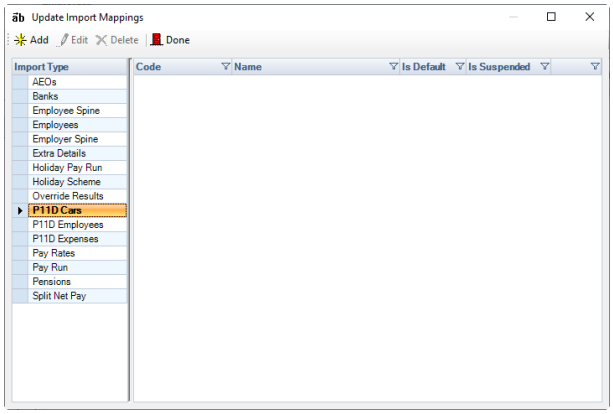
We have a facility for creating bespoke **Import Mappings**, which is available for the P11D import types. You can determine how the import layout should be and set a default layout for a particular client.

Under the **Admin** tab select **Import Mappings** to see the following screen.




Select **Import Mappings** to create or amend a mapping layout for each import routine. You now see the list of imports that can be defined by the user.

You can create as many import mappings as you needed – generic ones for the bulk of your clients or specials for a particular client or group of clients.




Highlight the import where you wish to create a map and click on **Add** (or right click in the grey space on the right of the screen and select **Add**).

Use the **Edit** and **Delete** buttons at the top of the screen to make changes to existing mappings or remove any that are no longer needed.

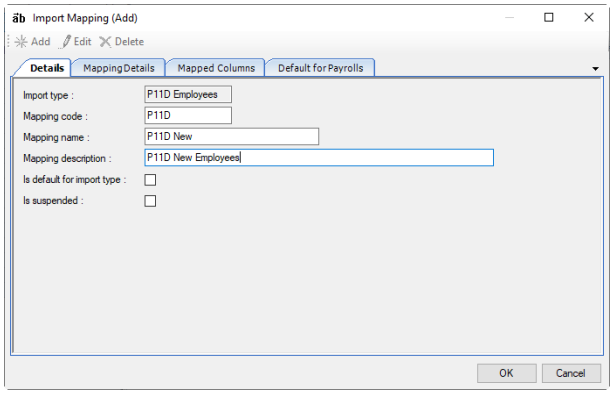
**Note:** As with all functionality within Payroll Professional, you can, if required, set a privilege level for Import Mapping. The user can be given rights to edit the mapping facility or view only. Each of the import routines can also be made available – or not – to users.

The Administrator privilege settings allows the user access to all areas of the program.

In this **Import Mapping (Edit)** screen, the fields on the various tabs allow you to customise the layout and description of your import file.

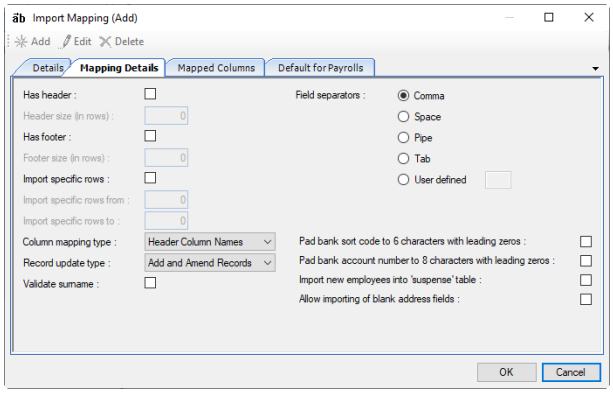
You can specify for each Import Map if it is to be treated as a default for all or some clients.

### Details tab




- **Import type** - displaying which type of import mapping you are dealing with.
- **Mapping code** - input a useful shorthand code for this import map.
- **Mapping name** - input your name for this import map.
- **Mapping description** - full description for map – reminds you what it is for.
- **Is default for import type** - check this box if this import layout is to become the default Employee Import for all clients. This setting can be removed at any time.
- **Is suspended** - check if no longer required. If this box is checked users will not be able to see or access this import map. This setting can be removed at any time.

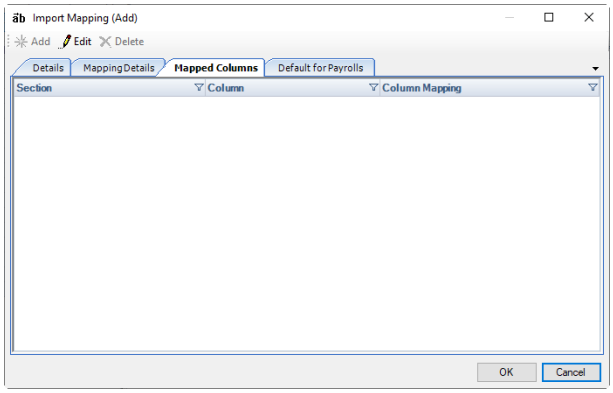
### Mapping Details tab



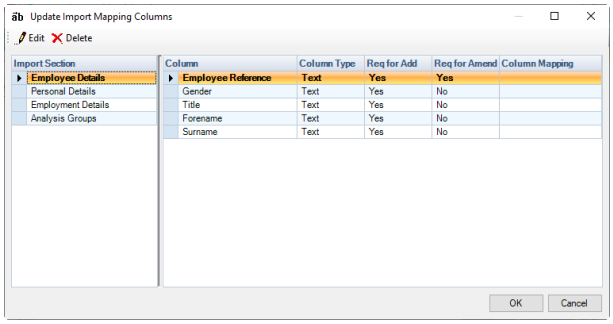

- **Has header** - does your import file have a header?
- **Header size (in rows)** - if you have checked the box above, how many header rows need to be ignored at the top of the import file?
- **Has footer** - does your import file have a footer?
- **Footer size (in rows)** - if you have checked the box above, how many footer rows need to be ignored at the bottom of the import file?
- **Import specific rows** - do you want to specify the rows to be imported from the file?
- **Import specific rows from** - if you have checked the box above, what is the first row in your file to be imported?
- **Import specific rows to** - if you have checked the specific rows box, what is the last row in your file to be imported?
- **Column mapping type** - how are the columns identified in your file? Do you have Names for each column, numbers or do you use the Excel default lettering?
- **Record update type** - Do you want to Add new records from the file, deal only with amendments to existing records or do both (add new and amend existing)?
- **Validate surname** - when the import is done each record will be validated on employee reference. You can choose here to do additional validation on the employee surname. If this setting is On, the file must include the Surname field.
- **Field separators** - specify here which character is used in your file to separate the field values. The default setting here is CSV (comma separated).

**Note:** Remember some of the settings quoted are relevant only in certain import types.

### Mapped columns tab



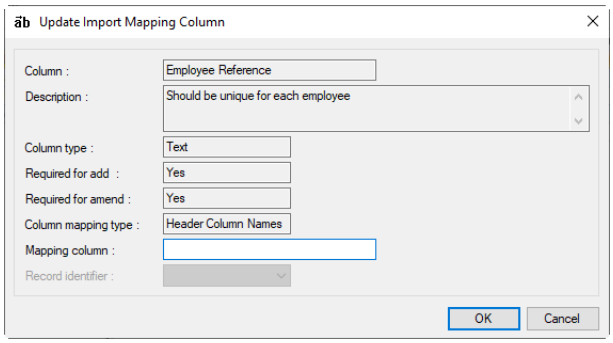

Click on **Edit** (or right click in the body of the tab and select Edit) to access the screen where you can choose the import fields.




Highlight the **Section** on the left then select the **Column** (import field) on the right.

The details for each column specify the **Type** of field it is and whether it is a necessary field when you are **Add**ing records or simply **Amend**ing records.

The last section refers to how this column is referenced in your import file. Double click on the line or highlight and click **Edit** to see the following screen with the specific details for this column (field).

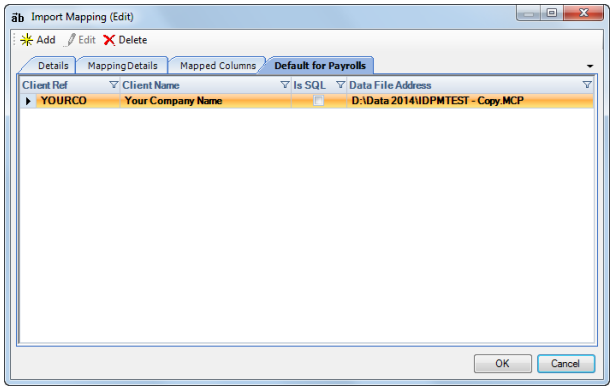



The various boxes in this screen show information already created about this field and in particular the **Column Mapping Type**.

In the **Mapping Column** box below, you need to input the **Header Column Name** (as in this example) the **Column Letter** or **Excel Column Letter** identifying the field.

Click on **OK** to save the Changes and repeat the procedure for each field being mapped.

### Default for Payrolls tab

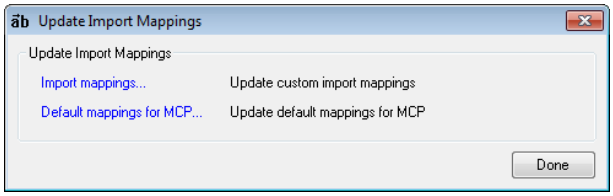



On this last tab choose which clients are to have this Mapping set as the default for the Import Type specified on the Details tab.

Click the **Add** button (or right click in the grey space of the screen and select **Add**). Highlight the required client (multi select by holding down the **CTRL** key) and click **OK** to select. Click **OK** to complete the process and **Done** to leave the mapping screen.

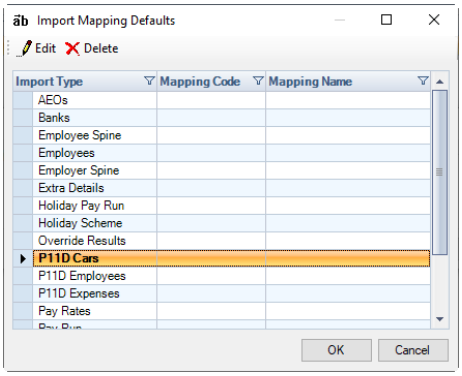
### Import Defaults

If you have a number of customised import mappings created, the **Admin\Import\Import Mappings** screen has a further option which allows you to set the default mapping for each of the Import Routines **for this Client.**



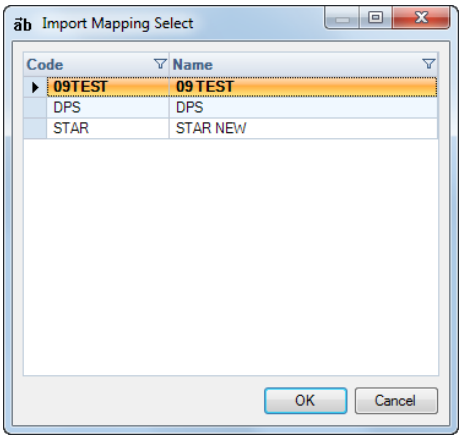

Select **Default mappings for MCP** to see the following screen.

Highlight the **Import Type** to be set and click on **Edit**.




Highlight the mapping required, click **OK** and this mapping is now set as the default for the import type for this client.

Repeat the procedure as required for any other import types where a default is to be set.

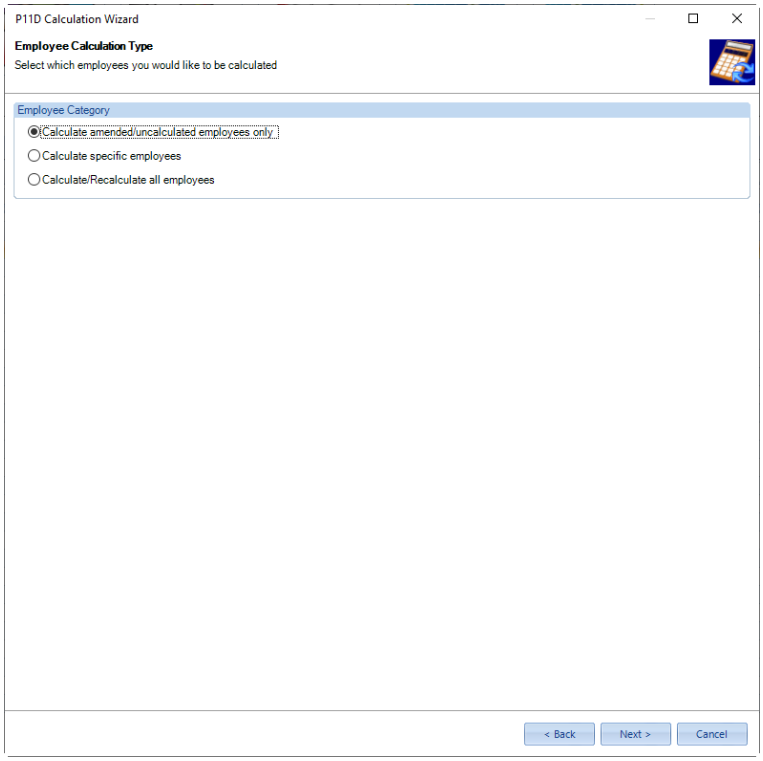



## P11D section

### Calculate

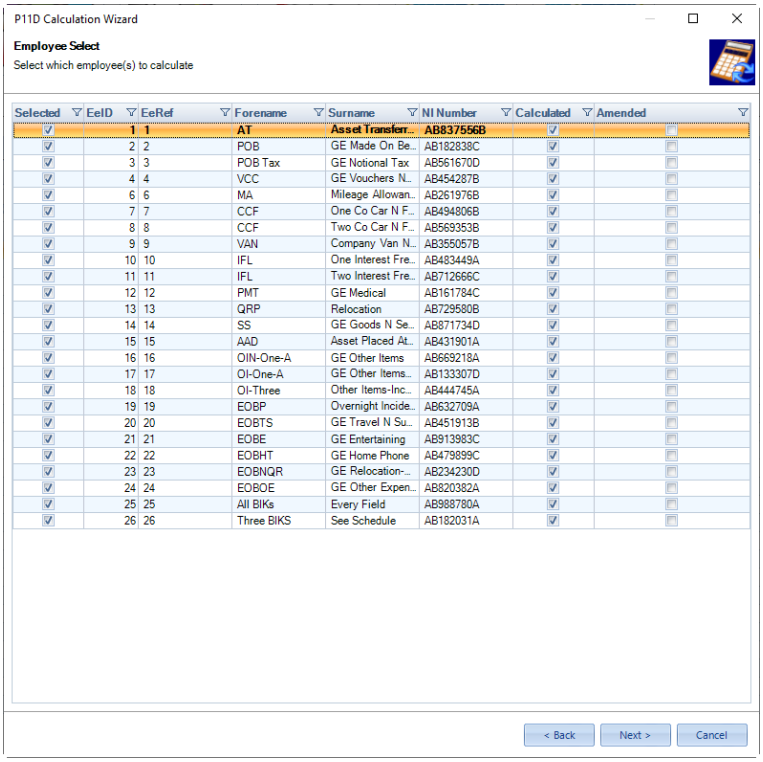
Once you have entered all the P11D employees benefit in kind details select the Calculate button to calculate and generate the P11D information.

When you select **Calculate** under the **P11D** tab, you will see the following screen after you have selected **Next** to the **Welcome** screen:



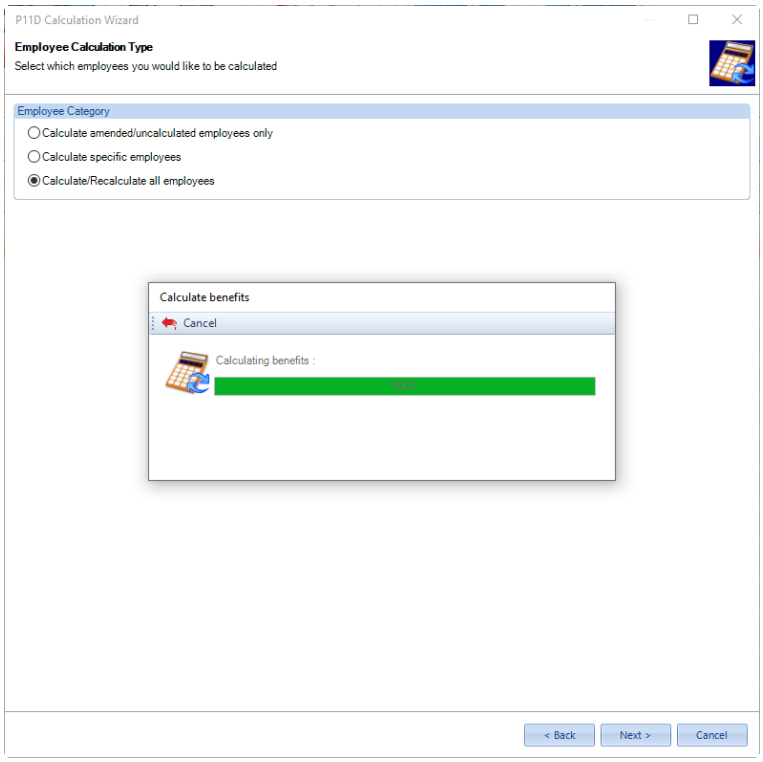

There are three options:

- **Calculate amended/uncalculated employees only** – select this if you only want to calculate employees where the benefit in kind or employee information has been changed so they are shown as **Amended** under the P11D Employee list and under P11D Employee (Edit) form, or they have not got an existing calculated P11D records.
- **Calculate specific employees** – select this option if you want to choose which P11D employees are to be calculated. When you select **Next** a screen will be shown for you to select the employees:

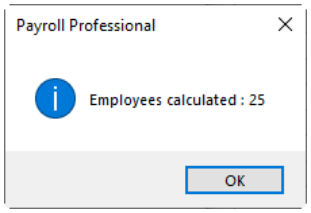


- **Calculate/Recalculate all employees** – choose this option to recalculate all employees P11Ds.

Once you have selected the option click on **Next** for the calculations to be performed:




Once the calculations are complete the following screen will appear showing how many employees have been calculated:




The calculation process generates all the figures for the P11Ds and P11Db. For the P11Ds the Cost/Amount Foregone, Made Good and Cash Equivalent values are rounded to whole pounds, in the same manner as EBS.

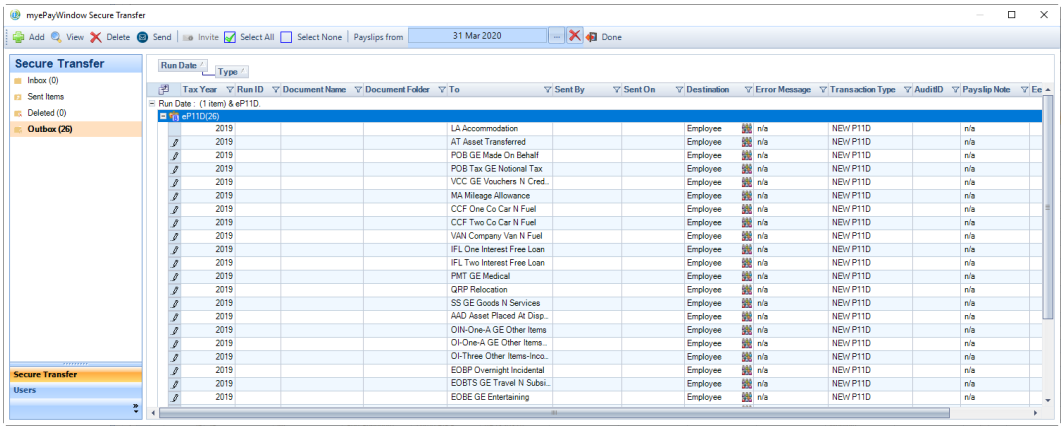
Now you have calculated the P11D and P11Db figures, you can:

- Run reports under type P11D.
- Upload the P11Ds to myePayWindow.
- Produce the P11D/P11Db submissions.

## myePayWindow

Once you have calculated the P11Ds and the data file is connected to myePayWindow you can upload the P11Ds to myePayWindow.

Under the **P11D** tab click on **myePayWindow** to open the Outbox:




Then click on **Send** to upload the P11Ds to myePayWindow.

Employees P11Ds can then be viewed by logging into myePayWindow in the normal manner.

## P11D/P11Db Submissions

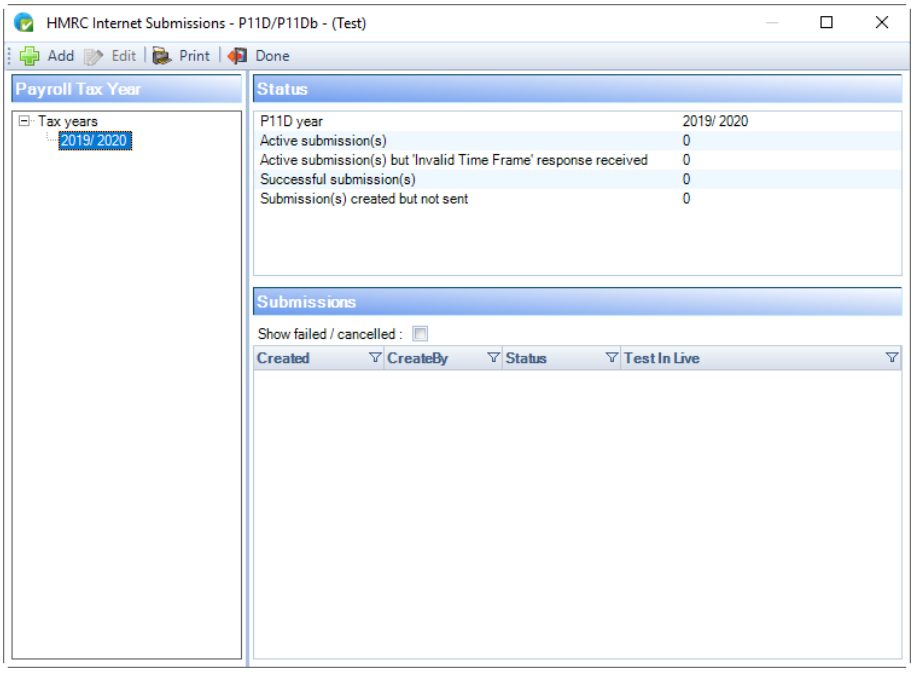
You can send a submission for the **P11Db only** or **P11Ds and P11Db**.

If you are going to submit P11Ds and P11Db, then you must calculate the P11D employees first.

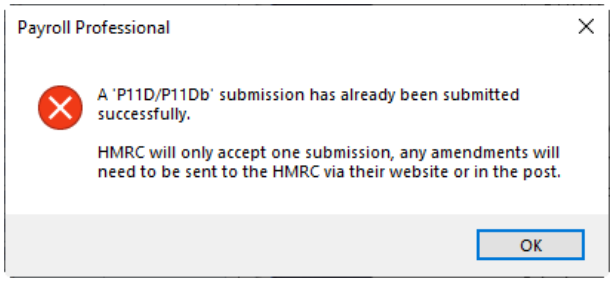
The P11D/P11Db submissions use the **Internet settings** entered within Payroll Professional under **Utilities\Internet settings** and **Employer Contact** (if applicable).

### Creating P11Db only submission

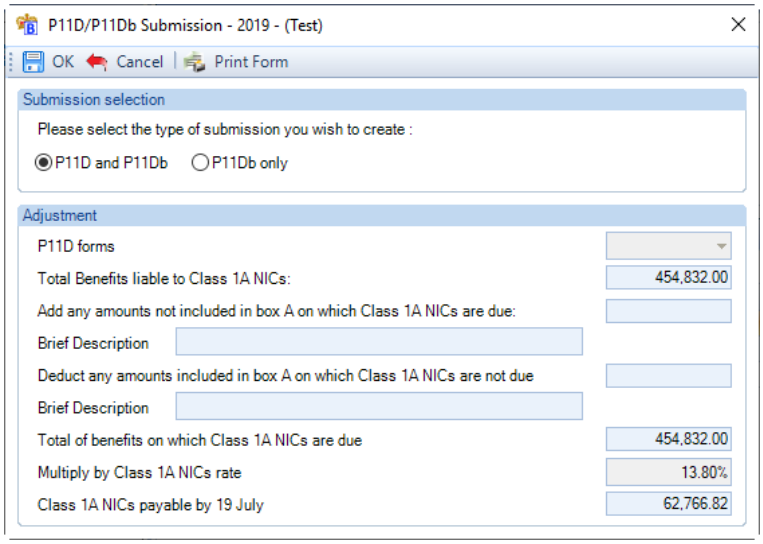
Under the **P11D** tab select **P11D Submission**, the following screen will appear:



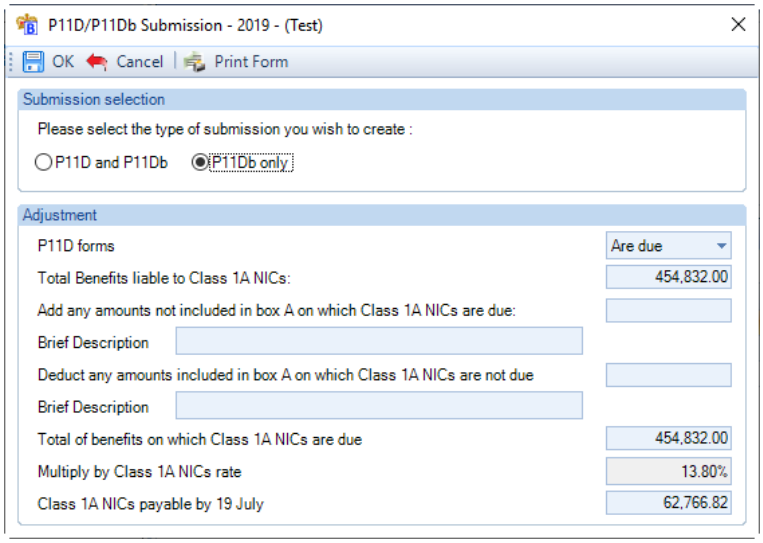

Highlight the current **P11D Year** then click on **Add**. If you have previously submitted a successful submission for the current P11D year the following message will appear, as HMRC will only accept one submission:




If you have not already submitted a successful submission for the current P11D year, then the following screen will appear:



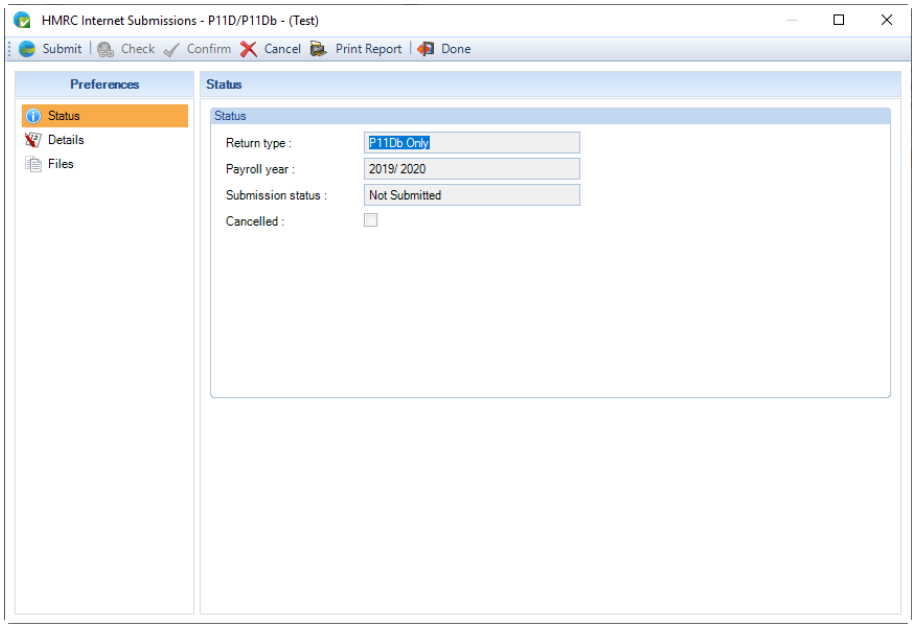

Select the submission type **P11D only**:



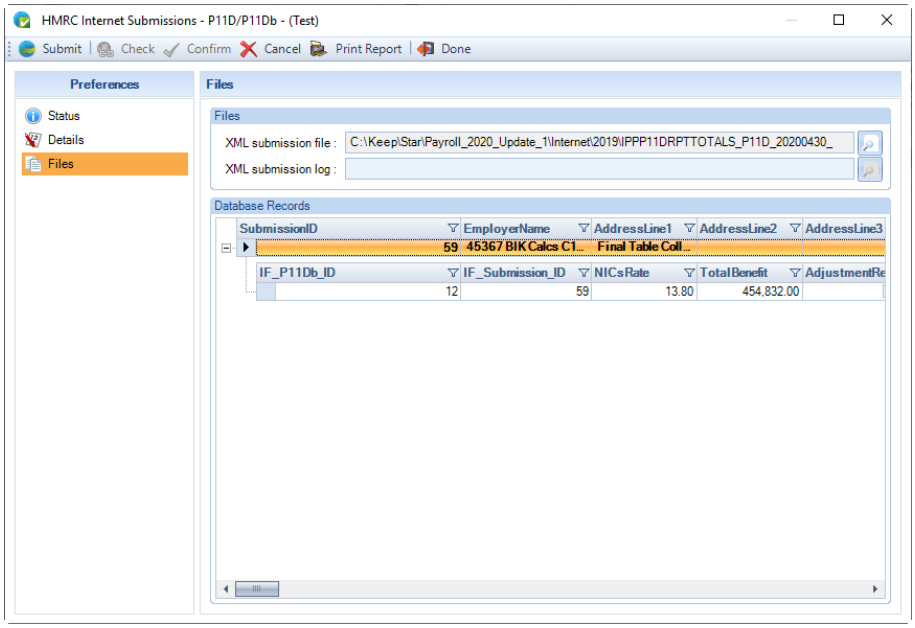

You can now make any adjustments required to the P11Db information. Once you have made your changes click on **OK** validation is then performed to ensure the values entered add up correctly and that the Class 1A NICs is the Total benefits multiplied by the Class 1A NICs rate, if this validation passes the submission will be created.

Before the submission file is created the format is validated and the validation checker runs, if there are any Fatal validation messages these will need to be dealt with before you will be able to create the submission. We would also recommend that you check any non-fatal messages for employees that appear in the validation checker to ensure the record is correct.

Once it passes the format and validation checker, you will then see the following screen:




You can select the **Print Report** button to produce a report (PAEXPSUM\PSEXPSUM) showing a summary of the contents of the submission. Or select the **Files** tab and view the information via the **Database records** or viewing the **XML submission file**:



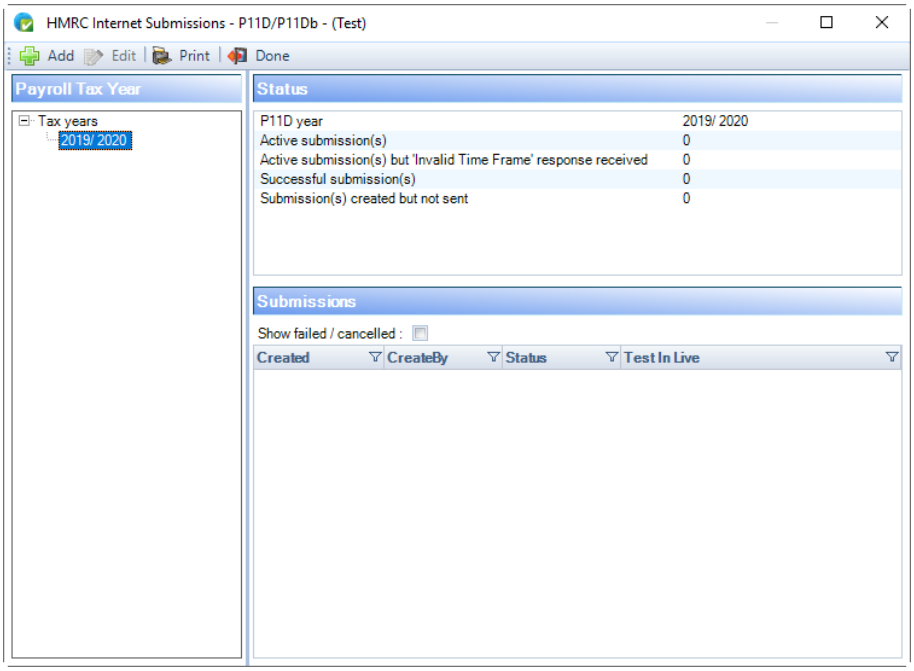

If you are happy with the contents of the submission, then you can click on the **Submit** button to send the submission to the HMRC.

Or if you need to make changes select **Cancel**.

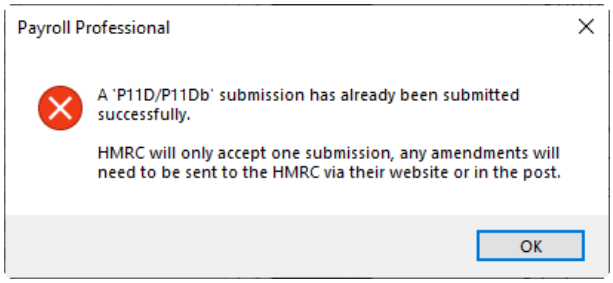
After clicking on the **Submit** button you can Pause the submission, see the section Pausing a submission.

## Creating a P11D and P11Db submission

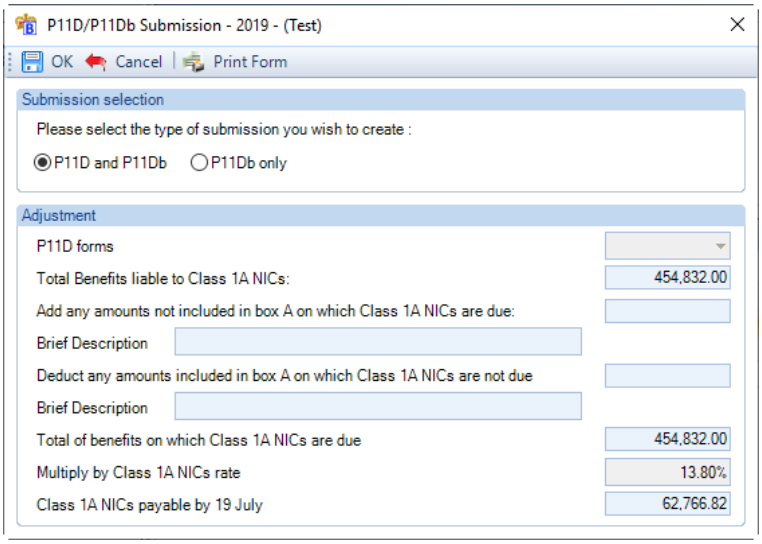
Under the **P11D** tab select **P11D Submission**, the following screen will appear:




Highlight the current **P11D Year** then click on **Add**. If you have previously submitted a successful submission for the current P11D year the following message will appear, as HMRC will only accept one submission:




If you have not already submitted a successful submission for the current P11D year, then the following screen will appear:

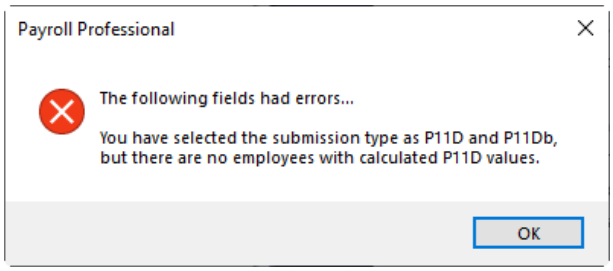



The submission type will automatically be selected as **P11D** and **P11Db**. You can now make any adjustments required to the P11Db information. Once you have made your changes click on **OK.**

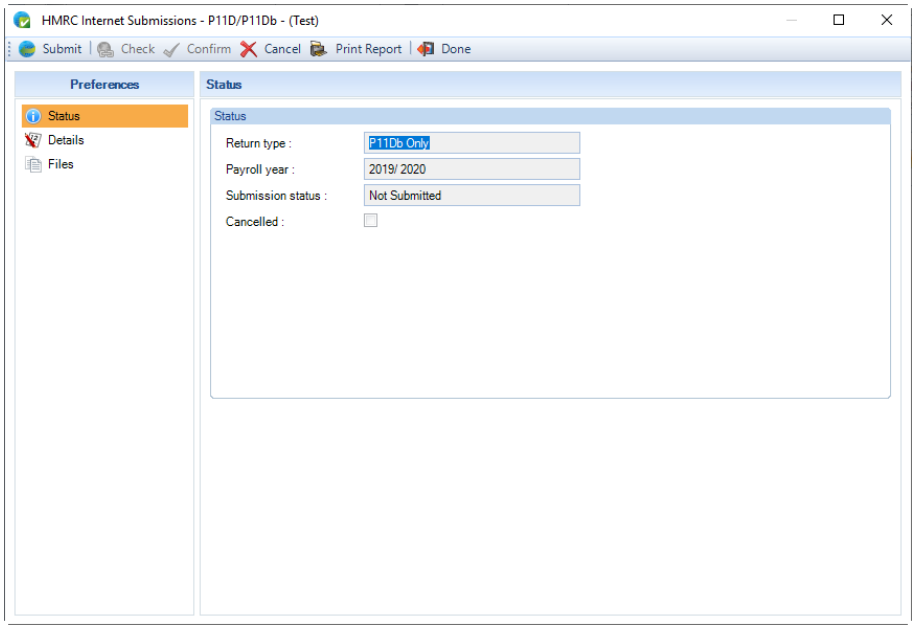
Before the submission file is created the format is validated and the validation checker runs, if there are any Fatal validation messages these will need to be dealt with before you will be able to create the submission. We would

also recommend that you check any non-fatal messages for employees that appear in the validation checker to ensure the record is correct.

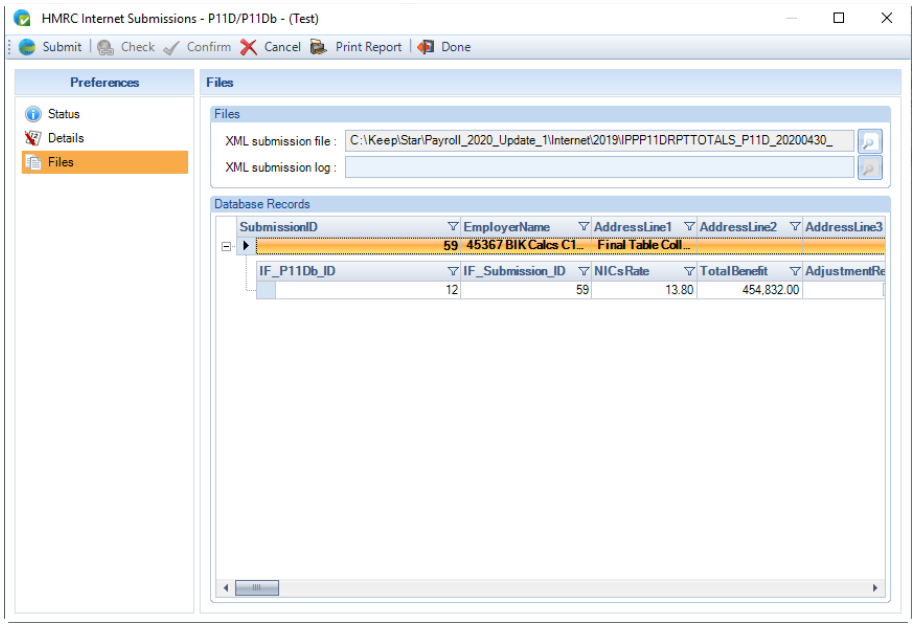
The following message will appear if you do not have any calculated P11D employees to include in the Submission:




Once it passes the format and validation checker, and you do have calculated P11D employees to include in the submission, you will see the following screen:




You can select the **Print Report** button to produce a report (PAEXPSUM\PSEXPSUM) showing a summary of the contents of the submission. Or select the **Files** tab and view the information via the **Database records** or viewing the **XML submission file**:



For a P11D and P11Db submission there is a report under Type **Employer** called **PAEXBEEF\PSEXBEEF** which shows the Employee P11D information included in the submission.

If you are happy with the contents of the submission, then you can click on the **Submit** button to send the submission to the HMRC.

Or if you need to make changes select **Cancel**.

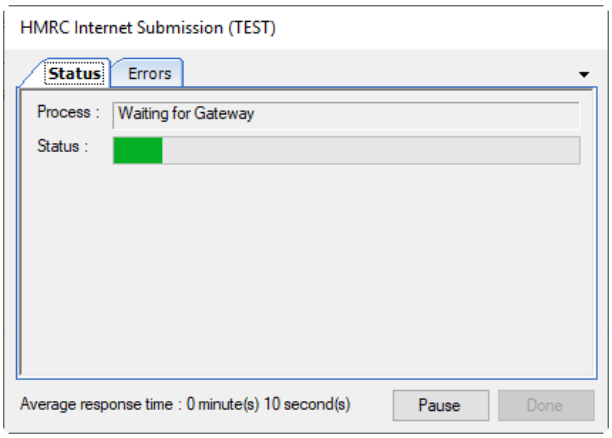
After clicking on the **Submit** button you can Pause the submission.

## Pausing a Submission

### Pausing a Submission

Once your file has been created and is in the process of transmitting, the file has been submitted and you are just waiting for a response from the HMRC.

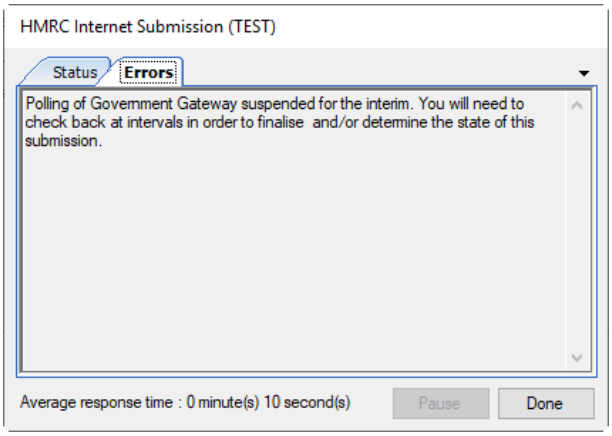
If this response is taking a while you can click on **Pause** which will pause receiving the response from the HMRC as to whether the file passed their validations.




When the file has been paused you will see this message.

You are warned that polling has been suspended and you must check back to complete the submission.

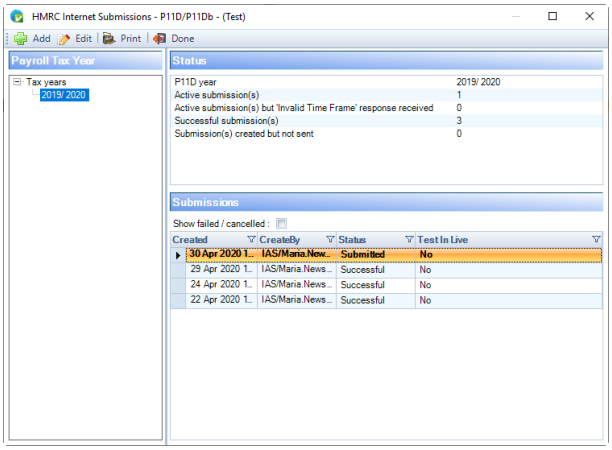
Click **Done**.

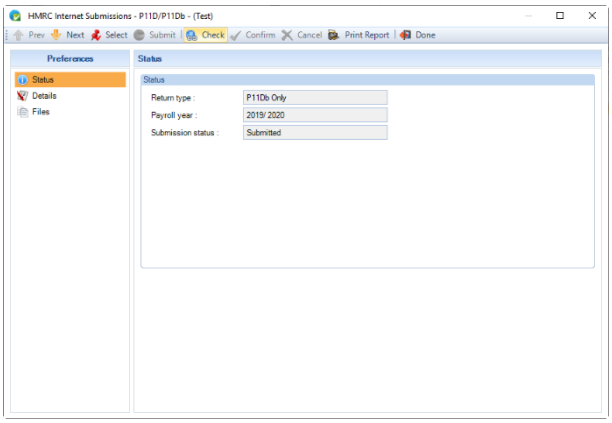



Once a submission has been paused, under the P11D tab select P11D submission then highlight the relevant P11D year you will see the status of submissions.

Click on

.



| | |
|---|---|
| Now select Check to complete the submission. |  |

## Failed submission

If your P11D submission failed or was rejected by the HMRC, you can create a new submission.

## Successful submission

The HMRC will not accept a second P11D submission once a submission has been sent successfully.

If you try to create another submission an appropriate message will be displayed to inform you.

If you need to make changes after you have successfully sent a submission to the HMRC then you will need to provide the changes to the HMRC via their website.

## Internet Filing URL

Below is the site that the Internet filing accesses, this is for reference, in case your company changes your Internet access or uses a Proxy Server.

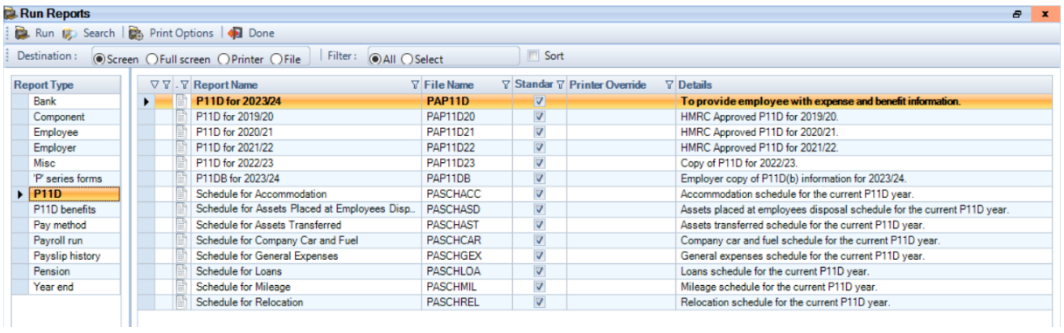
Pass this information onto your IT Department.

https://transaction-engine.tax.service.gov.uk

## Reporting section

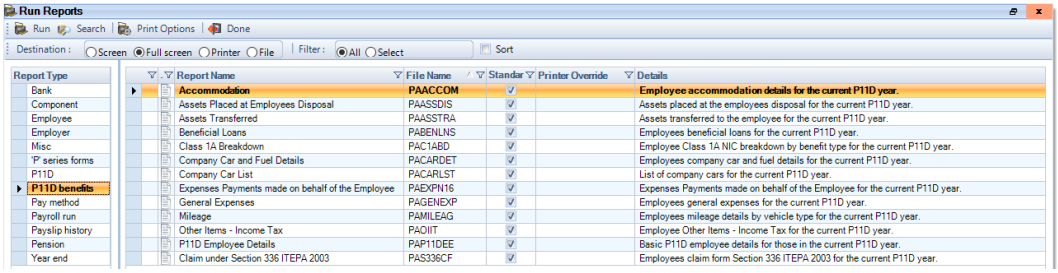
## Run General Reports

Under the **P11D** tab click on **Run General Reports**, the **Run Reports** screen will appear with the report type **P11D** selected:



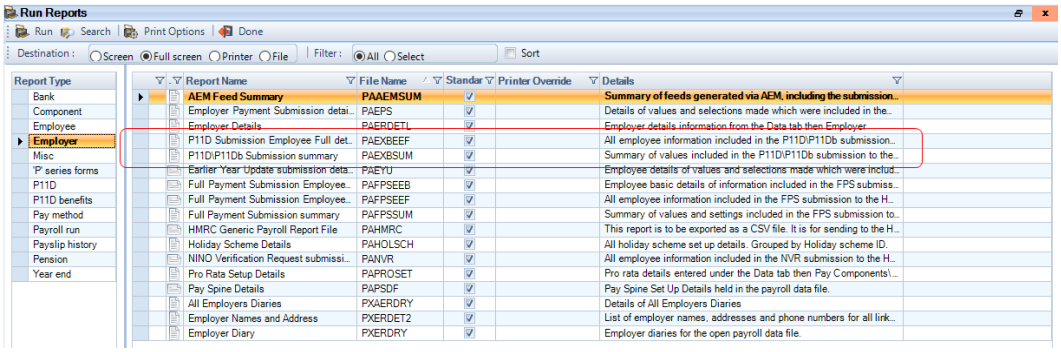

The **P11D** type reports require the employees P11D calculations to have been performed before they can be run.

You will also see the report type **P11D benefits**:



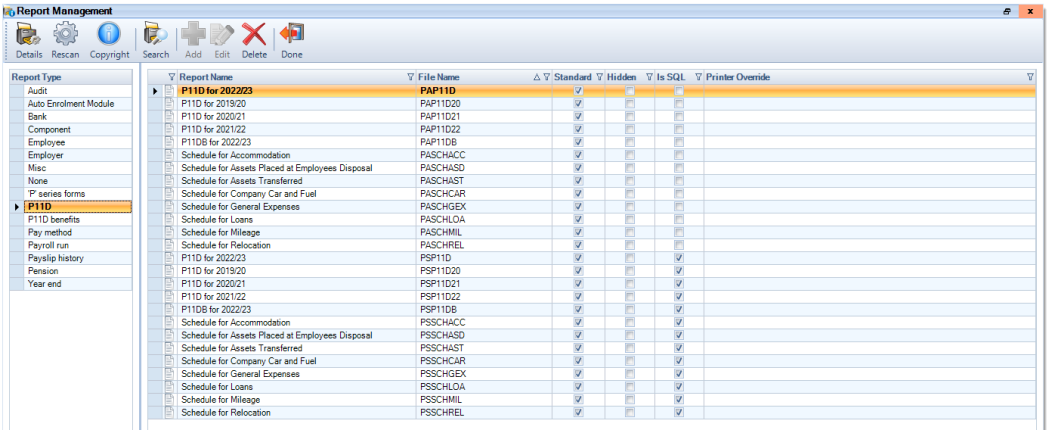

The **P11D benefit** type reports show the benefit in kind information that has been entered for each employee.

Under the report type **Employer** there are two reports showing the P11D Submissions information:

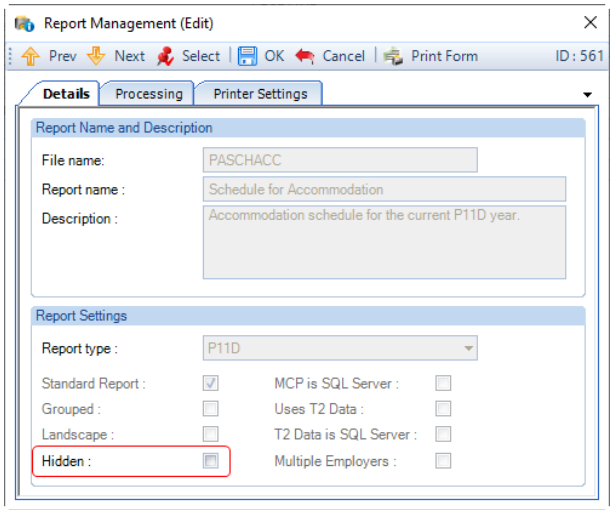



## Report Management

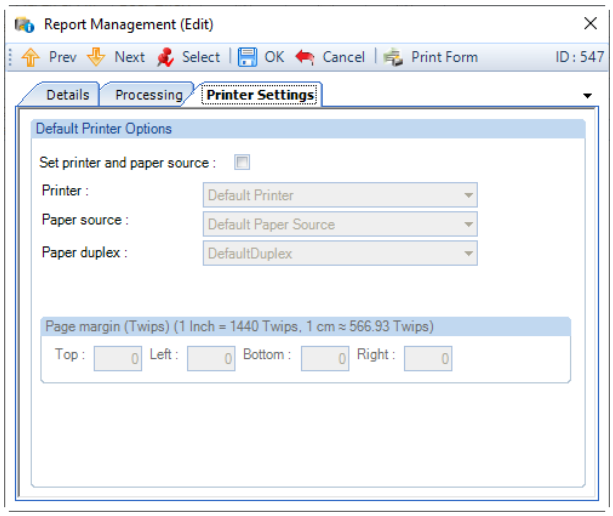
The report types and these reports appear in **Report Management** under **Reporting\Report Management**:




With the ability to hide individual reports:



And enter specific printer details:



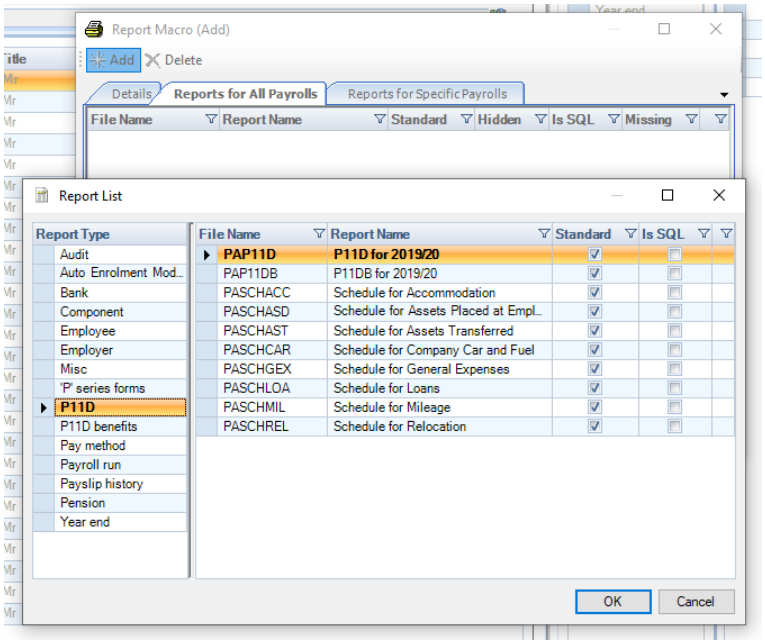

## Standard Reports

| Report | Type | Description |
|---|---|---|
| PAEXBSUM\PSEXBSUM | Employer | P11D\P11Db submission summary |
| PAEXBEEF\PSEXBEEF | Employer | Employee information included in the P11D submission |
| PAP11D\PSP11D | P11D | P11D to provide employee(s) with expense and benefit information for 2024/25 |
| PAP11D20\PSP11D20 | P11D | HMRC Approved P11D for 2019/20 |
| PAP11D21\PSP11D21 | P11D | HMRC Approved P11D for 2020/21 |
| PAP11D22\PSP11D22 | P11D | HMRC Approved P11D for 2021/22 |
| PAP11D23\PSP11D23 | P11D | HMRC Approved P11D for 2022/23 |
| PAP11D24\PSP11D24 | P11D | Employee P11D information for 2023/24 |
| PAP11DB\PSP11DB | P11D | P11D(b) information for 2024/25, includes Signature block. |
| PASCHACC\PSSCHACC | P11D | Accommodation schedule for the current P11D year |
| PASCHASD\PSSCHASD | P11D | Assets placed at the employee's disposal schedule for the current P11D year |
| PASCHAST\PSSCHAST | P11D | Assets transferred schedule for the current P11D year |
| PASCHCAR\PSSCHCAR | P11D | Company car and fuel schedule for the current P11D year |

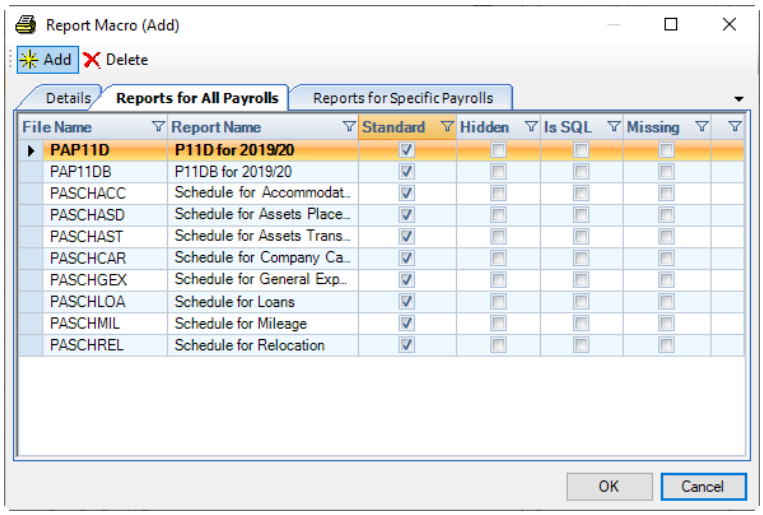
| Report | Type | Description |
|---|---|---|
| PASCHGEX\PSSCHGEX | P11D | General expenses schedule for the current P11D year |
| PASCHLOA\PSSCHLOA | P11D | Loans schedule for the current P11D year |
| PASCHMIL\PSSCHMIL | P11D | Mileage schedule for the current P11D year |
| PASCHREL\PSSCHREL | P11D | Relocation schedule for the current P11D year |
| PAACCOM\PSACCOM | P11D benefits | Employee accommodation details for the current P11D year |
| PAASSDIS\PSASSDIS | P11D benefits | Assets placed at the employee's disposal for the current P11D year |
| PAASSTRA\PSASSTRA | P11D benefits | Assets transferred to the employee for the current P11D year |
| PABENLNS\PSBENLNS | P11D benefits | Employee beneficial loans for the current P11D year |
| PAC1ABD\PSC1ABD | P11D benefits | Employee Class 1A NIC breakdown by benefit type for the current P11D year |
| PACARDET\PSCARDET | P11D benefits | Employees company car and fuel details for the current P11D year |
| PACARLST\PSCARLST | P11D benefits | List of company cars for the current P11D year |
| PAEXPN16\PSEXPN16 | P11D benefits | Expenses payments made on behalf of the employee for the current P11D year |
| PAGENEXP\PSGENEXP | P11D benefits | Employees general expenses for the current P11D year |
| PAMILEAG\PSMILEAG | P11D benefits | Employees mileage details by vehicle type for the current P11D year |
| PAOIIT\PSOIIT | P11D benefits | Employee other items – income tax for the current P11D year |
| PAS336CF\PSS336CF | P11D benefits | Employees claim form Section 336 ITEPA 2003 for the current P11D year |

### Print Macros

You can add the reports for the P11D module to be used in **Print Macros**, you will need to define a macro and add these reports via **Reporting\Define Macros**:

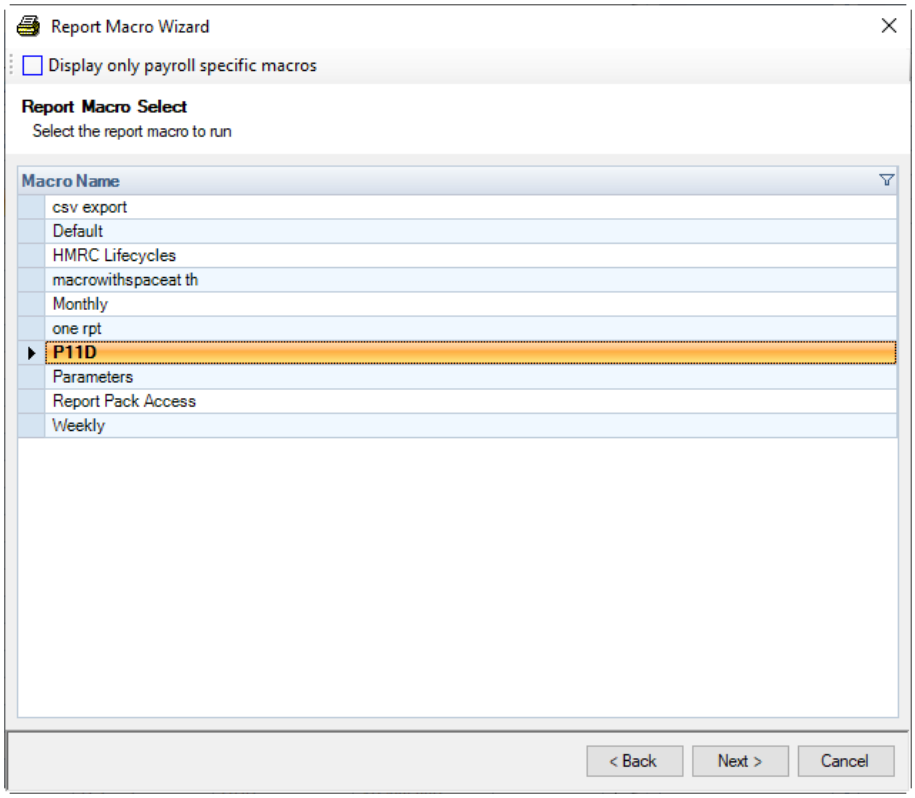



Add the required P11D reports to the Macro:

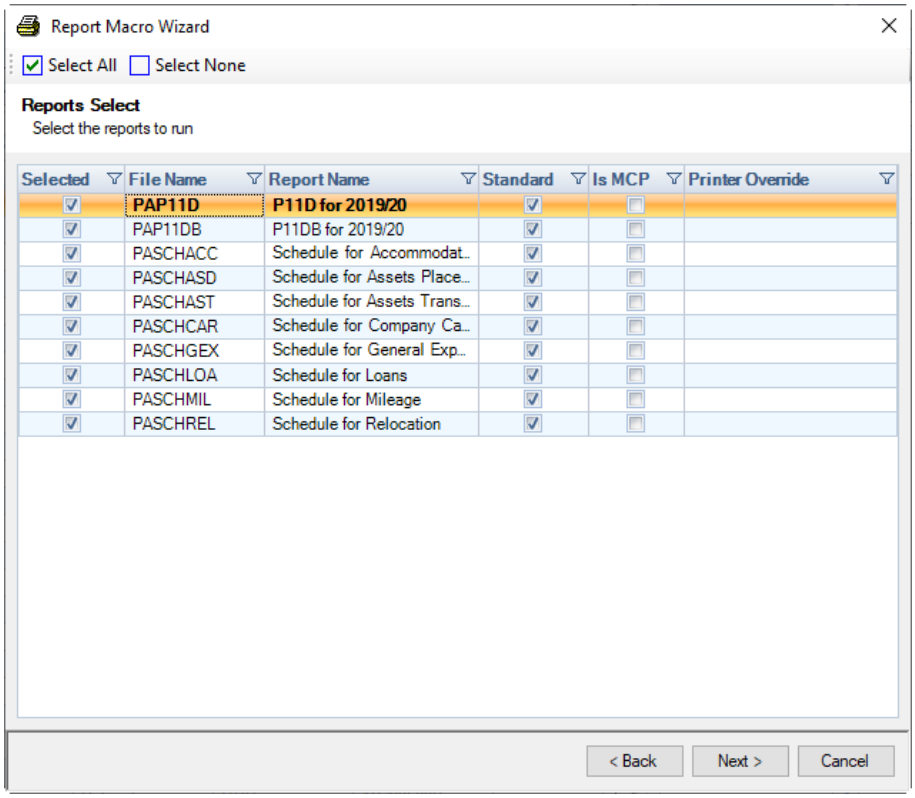



Click on **OK** to save the Macro.

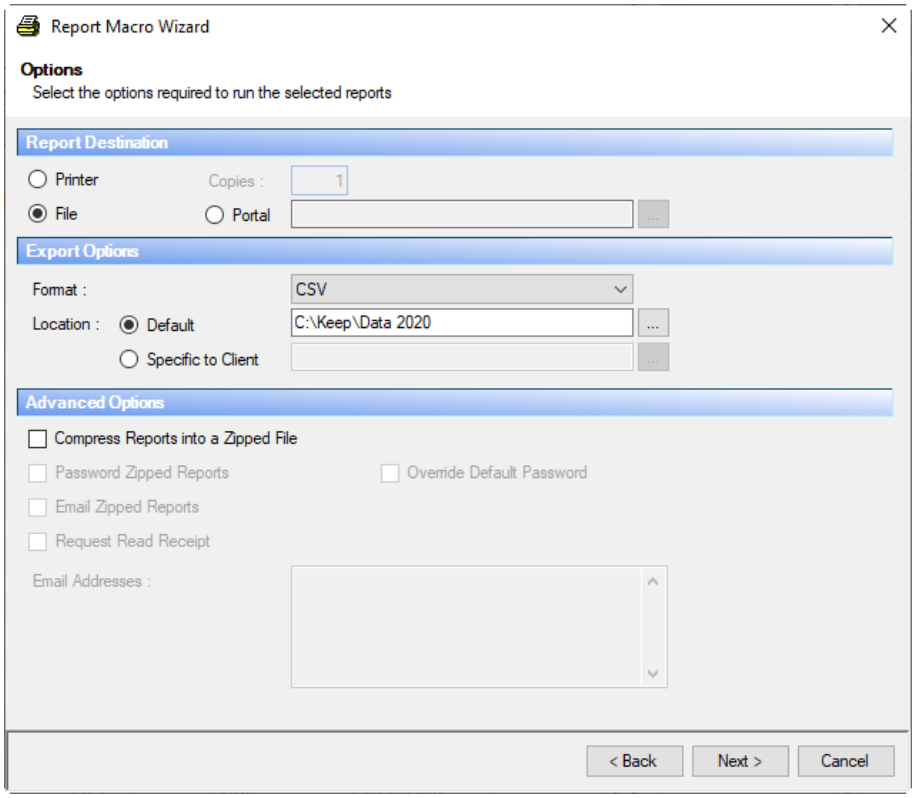
Then under the **P11D** tab select **Print Macro** and select the new macro containing the P11D reports (will show the name you gave your macro):




Click **Next** to see the reports within the Macro:




Click **Next** to select how you want to produce the report in the macro:




## Group Reporting

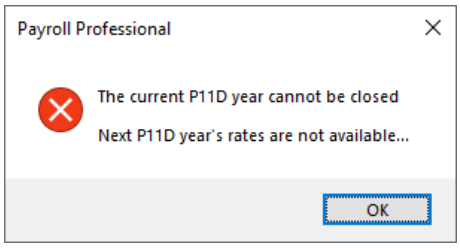
As you can include the P11D reports in a Macro, this macro can then be used in Group reporting to produce the P11D reports for multiple clients.

Just remember if you are using the P11D type reports the P11Ds must be calculated before you run the reports through Group reporting.

## Close Year section

### Close P11D Year

If the following P11D year is not available and you select **Close P11D Year,** the following message will be displayed:




The process is then cancelled.

When in the P11D year 2021/22 and you select **Close P11D Year** if you have automatic backups set up, a back up will be taken during the close P11D year process with the suffix of **.P21**. This back up can be restore using the normal method.

The close year process will carry over to the new P11D year the following records:

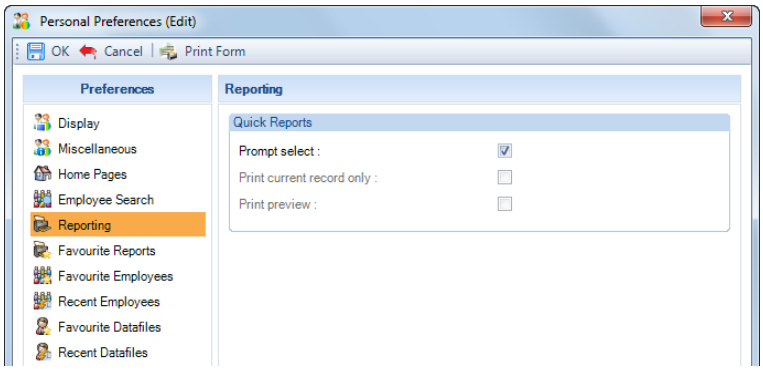
- **Cars and Fuel** – where there is no Available to date for the car.
- **Loans** – where they have not been marked as closed.
- **Accommodation** – where they do not have a moved-out date.
- **Relocation** – where the HMRC approved extension date is after the P11D year being closed.

## Quick Reports

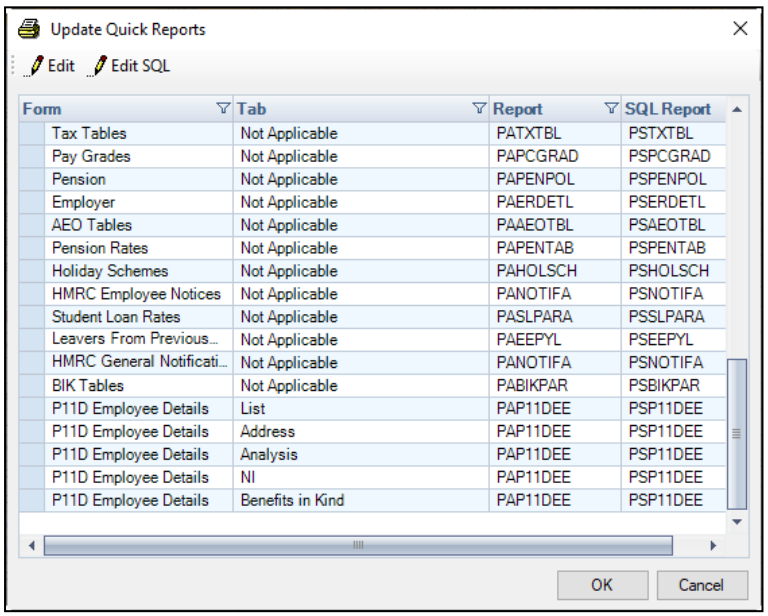
The Quick Reports functionality is available under P11D Employee and P11D Employee (Edit).

You can specify which report is produced when the Quick Report button is used some screens.

Under the **Admin** tab select **Personal Preferences**, under the **Reporting** tab you can choose whether the report is produced for the currently displayed record or all records and whether the report is to be previewed to screen or sent directly to printer.



To set up a quick report for a particular screen go to the **Reporting** tab and select **Define Quick Reports,** scroll down to see the form **P11D Employee Details:**



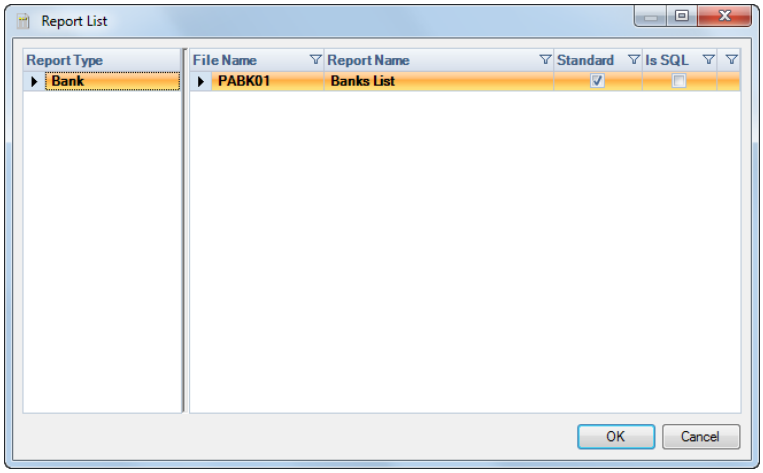

There are several forms on this screen where you can choose your quick report. These are system settings and will apply to all users.

All the **P11D Employee Details** tabs listed can have an **Employee** type report.

**Form** - The first column lists the forms (screens) where a report can be specified.

**Tab** – The second column shows, where applicable, the individual tab where a report can be set.

**Report** – To set the report to be produced for a particular screen, highlight the line in the list and then click on the **Edit** button. You will then be presented with the below screen showing Report Type on the left and available reports on the right for that Type. Highlight the report and click on **OK**.

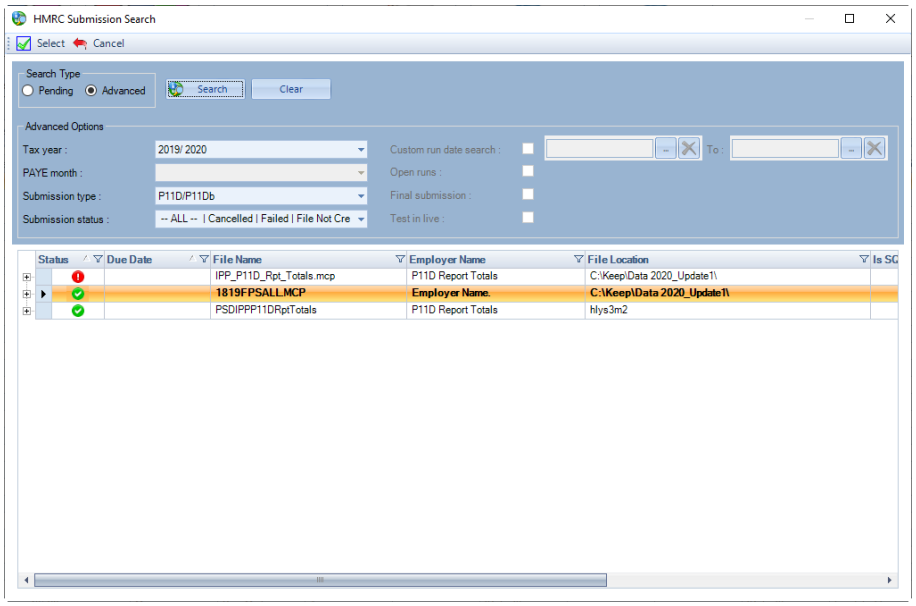



Click on **OK** to save the changes. These settings can be changed at any time.

## HMRC Submission Search

The HMRC Submission Search will include the P11D/P11Db in the Pending search for submissions that have been Submitted (paused) and Created but not sent (parked).

You are also able to use the Advanced search option to search for the Submission type P11D/P11Db:




## Print Payroll List

When licensed for P11Ds you will see three columns relating to P11D:

- Is P11D – whether P11D is enabled.
- P11D Year – current P11D year.
- P11D Eees – number of P11D Employees for the current P11D year.

List Of Linked Payrolls

Printed : 29 April 2020 15:16

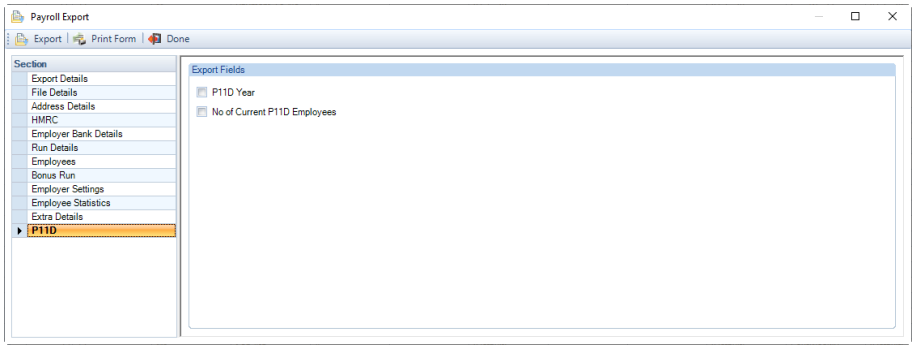
Page : 1

| File | Employer | PAYE Ref | Is SQL | Last Access | Version | Is Payroll | PYear | Ees | Is P11D | P11D Year | P11D Ees |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 2020U1.mcp | 2020 Update 1 | 123/BST2 | No | 22 Apr 2020 | 2020.116 | Yes | 2020 | 0 | No | | |
| PSDTEST2020u1 | Teste | 123/BST2 | Yes | 26 Feb 2020 | 2020.112 | Yes | 2019 | 0 | Yes | | |
| TEST#1.mcp | Test #1 | 123/BST2 | No | 10 Feb 2020 | 2020.111 | Yes | 2019 | 0 | Yes | | |
| 42810_SPBP_EPS.mcp | 42810 SPBP EPS | 213/123213... | No | 26 Feb 2020 | 2020.112 | Yes | 2020 | 49 | No | | |
| 42864.mcp | 42864 Class 1A | 123/BST2 | No | 26 Feb 2020 | 2020.112 | Yes | 2020 | 7 | No | | |

We have had to remove some columns from this facility to include the P11D columns, however the information that has been removed can be obtained using the Export Payroll List.

## Export Payroll List

There is a new section for **P11D** added to the **Export Payroll List** under **Utilities**:

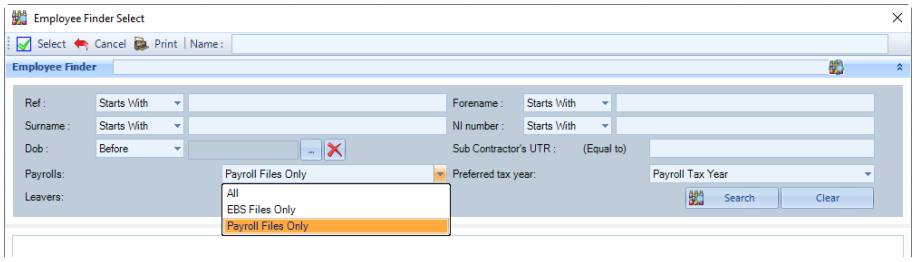


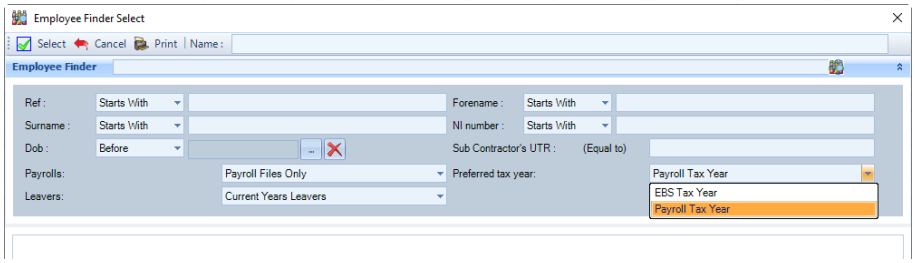

This contains:

- **P11D Year** – current P11D year
- **No of Current P11D Employees** – number of P11D employees for the current P11D year

## Employee Finder

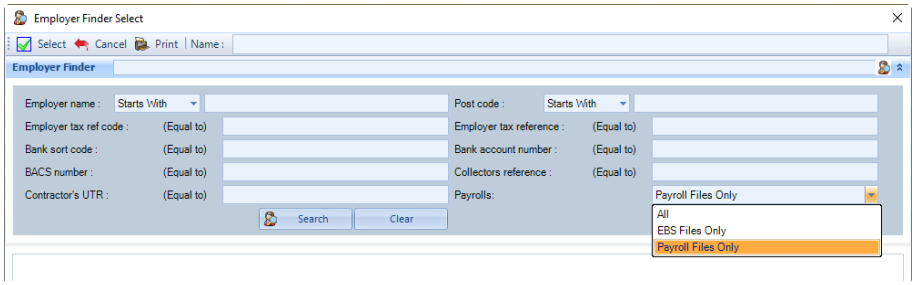
You can use the **Employee Finder** under **Utilities** to search for P11D Employees using the EBS options in the drop downs for **Payrolls** and **Preferred tax year**:



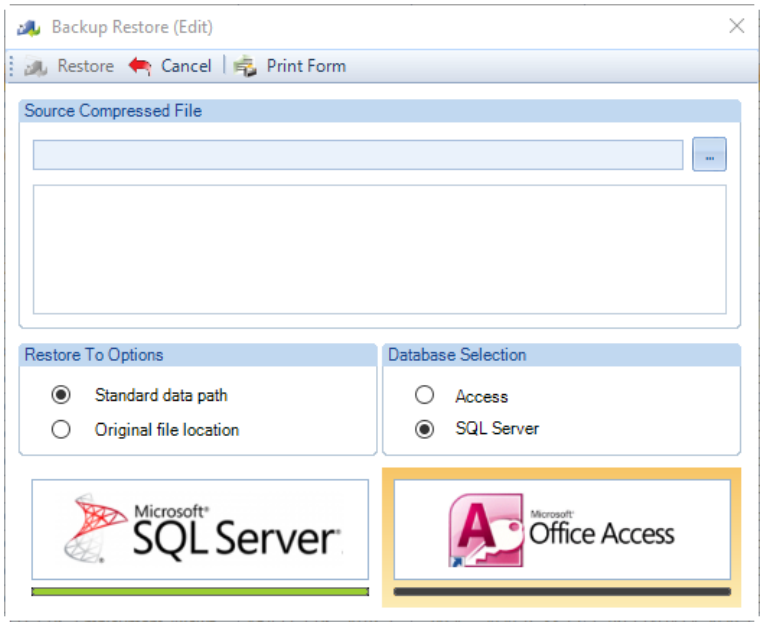

## Employer Finder

You can use the **Employer Finder** under **Utilities** to search for P11D only data files using the EBS option in the drop down for **Payrolls**:

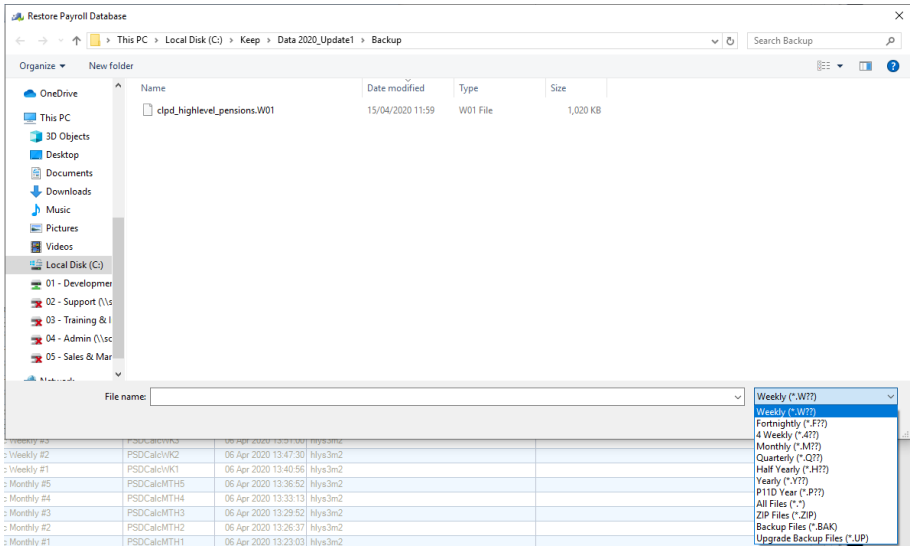



## Restoring P11D Data files

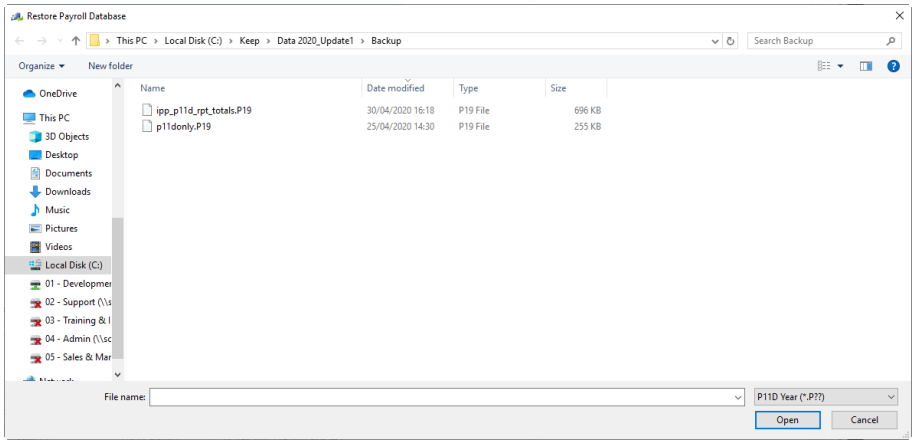
To restore a P11D close year back up, go to **File\Restore**:



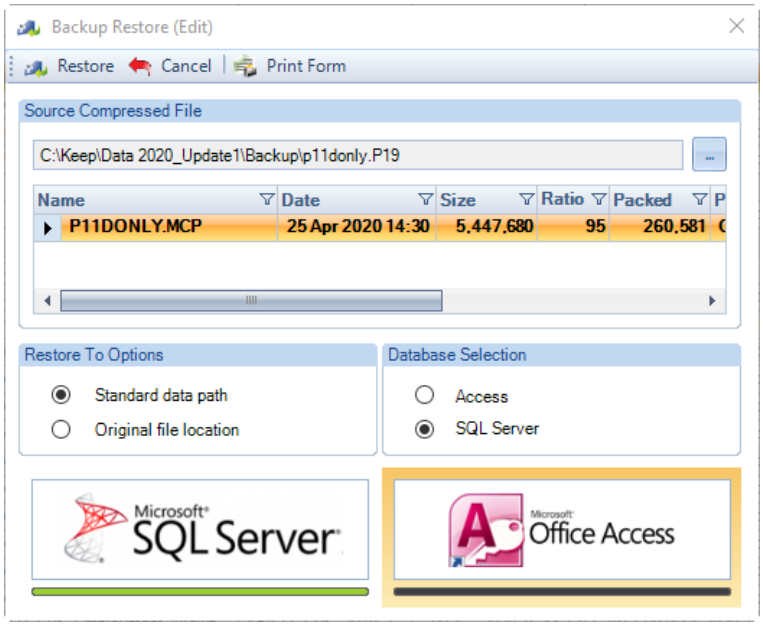

Choose the **Database selection** then click on the ellipsis button:




Using the drop-down list select **P11D Year**, the files will then be filtered to show those back ups:




Highlight the file to restore then select **Open**:

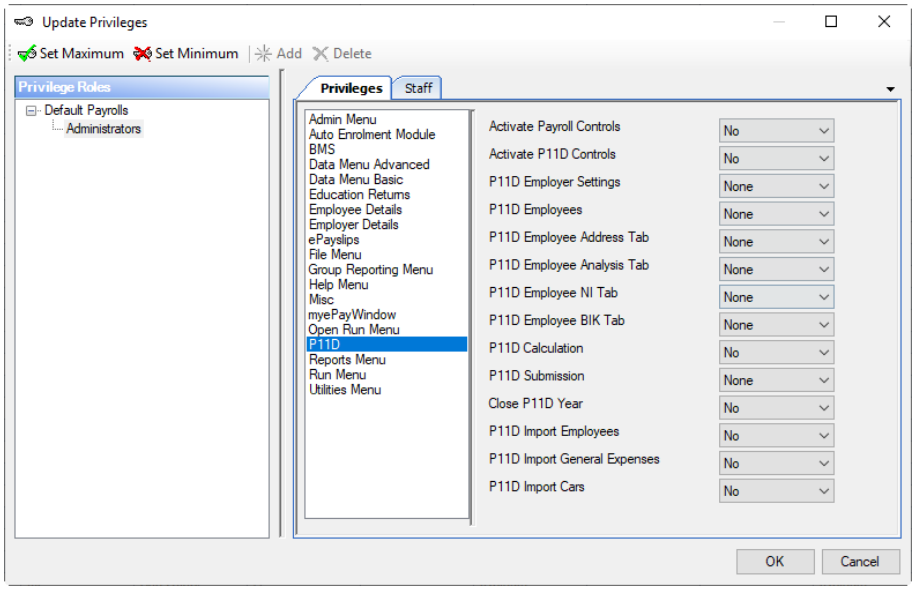



Now click on **Restore**, **OK** to the Restore directory then **Yes** to overwrite this file.

**Important Note:** if this data file is payroll and P11D, when you restore the P11D backup you are also restoring payroll to the point in time the back up was taken.

## Privileges

The privileges have a new section for **P11D**, which you can change to restrict users' access to this facility:



# Pay Gap Extract

The Pay Gap Extract Utility in Payroll Professional has been designed to extract the data to be used in the preparation of the Gender Pay Gap and Executive Pay Ratio reporting requirements, it will not create the reports for you.

The utility can only extract data that is held within the payroll data file and whether an employee should be included will need to be decided on a case-by-case basis by the person who is preparing the Gender pay gap or Executive pay ratio reports.

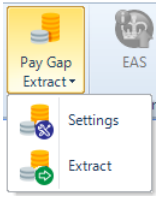
You can specify which pay components to include in the extracts to assist you with the calculations and are able to include other elements such as Statutory Maternity Pay to help you to determine which employees are full-pay relevant employees to include in the gender pay gap figures.

Please note that if you have separate data files for the same employer, you will need to extract the information from each payroll data file and merge the files together before you prepare the reports.

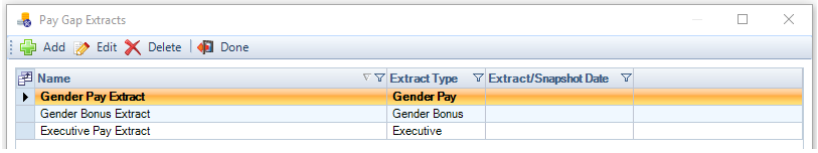
For Gender pay gap reports, the extracts will include employees, off-payroll workers, and sub-contractors. For Executive pay ratio reports, the extracts will exclude off-payroll workers and sub-contractors.

## Settings

Before you are able to extract any data you need to configure the settings. With a payroll data file open go to **Utilities** tab then select **Pay Gap Extract\Settings.**

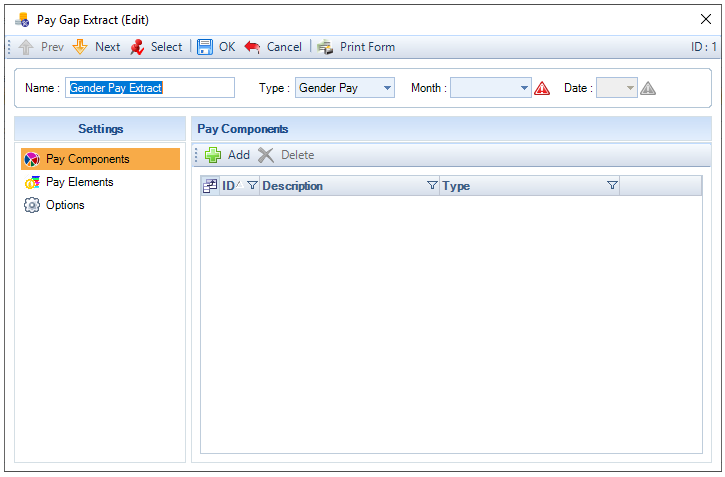



There are three default extracts set up, which can be edited, deleted and renamed.




- **Gender Pay Extract** - will collate the data for the payroll run(s) that includes the Extract/Snapshot date, this is determined using the Process Period Start and End Dates. It will include all frequencies that have been processed within the payroll data file and will only pick up closed periods.
- **Gender Bonus Extract** - will collate the data for the preceding 12 months ending on the Extract/Snapshot date, this is determined using the Run Dates. It will include all frequencies that have been processed within the payroll data file and will only pick up closed periods.
- **Executive Pay Extract** - will collate the data for the preceding 12 months ending on the Extract/Snapshot date, this is determined using the Run Dates. It will include all frequencies that have been processed within the payroll data file and will only pick up closed periods.

Click on **Add** to create a new extract record or **Edit** to amend the settings of an existing extract record. The following screen will then appear:



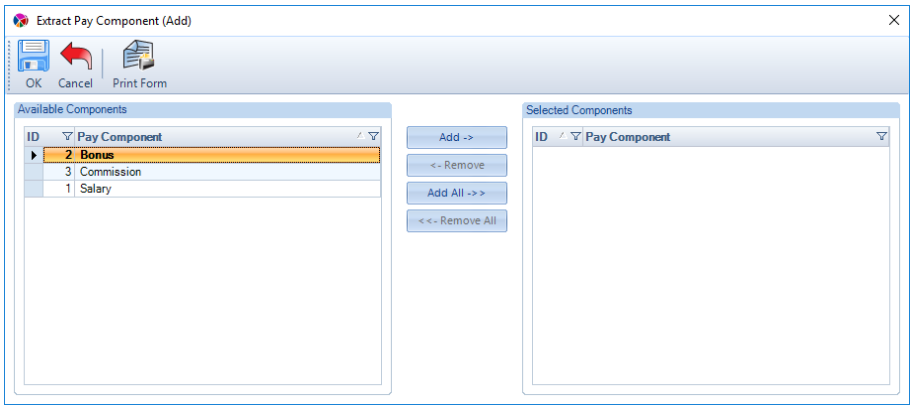

At the top there are three fields to be completed:

- **Name** – enter a name for the extract.
- **Type** – Select from the three options: Gender Pay; Gender Bonus; or Executive
- **Extract/Snapshot Date** – Use the dropdown to select the month and date. For Gender reports, the snapshot date is restricted to either be March 31st (public sector) or April 5th (private and charities).

On the left side of the screen there are three tabs for configuration: **Pay Components**; **Pay Elements**; & **Options**

## Pay Components

Click on **Add** to select the Pay Components to include in the extract. The following screen will appear with a list of valid pay components on the left that can be included in the extract:




For Gender Pay/Bonus, the list of pay components available, will only include the following:

- Type – General Component
- Type – CIS Labour Charges
- Type – Sporting Testimonial Payment

The list of pay components available, will exclude the following:

- Any pay component that is marked as a Benefit In Kind
- Type – Business Expense
- Type – CIS VAT
- Type – CIS Materials
- Type – CIS Net
- Type - Pension (Disability)

- Type – Pension (General)
- Type – Trivial Commutation (Lump Sum)
- Type – Trivial Commutation (Personal Pension)
- Type – Trivial Commutation (Occupational Pension)
- Type – Flexibly Accessing Pension
- Type – Pension Death Benefit
- Type – Serious Ill Health Lump Sum
- Type – Termination Payment
- Type – Pension Commencement Excess Lump Sum
- Type – Pension Stand Alone Lump Sum
- Suspended

For Executive type reports, the list of pay components available, will only include the following:

- Type – General Component
- Type – Sporting Testimonial Payment
- Type - Pension (Disability)
- Type – Pension (General)
- Type – Trivial Commutation (Lump Sum)
- Type – Trivial Commutation (Personal Pension)
- Type – Trivial Commutation (Occupational Pension)
- Type – Flexibly Accessing Pension
- Type – Pension Death Benefit
- Type – Serious Ill Health Lump Sum
- Type – Termination Payment
- Type – Pension Commencement Excess Lump Sum
- Type – Pension Stand Alone Lump Sum
- Any pay component that is marked as a Benefit In Kind

The list of pay components available, will exclude the following:

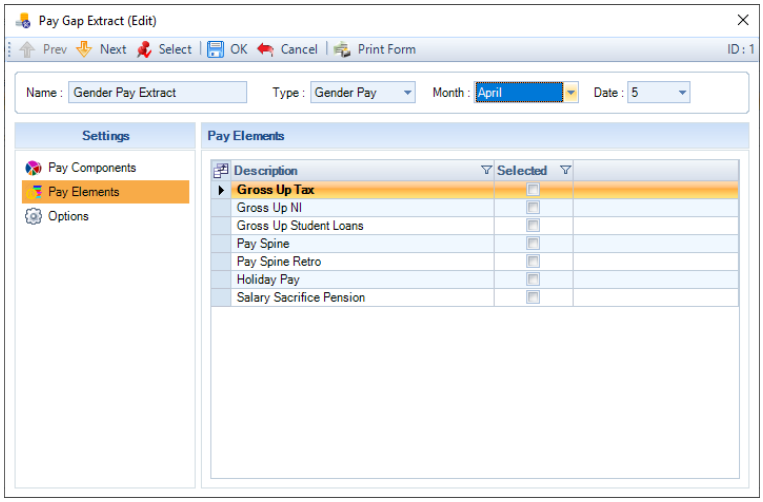
- Type – Business Expense
- Type – CIS Labour Charges
- Type – CIS VAT
- Type – CIS Materials
- Type – CIS Net
- Suspended

Highlight the pay component on the left hand side of the screen and click on the **Add** button in the middle of the screen. If you require a number of components, you can hold down **Shift** button on your keyboard to select consecutive pay components shown in the list or hold down **Ctrl** button on your keyboard to select a non-consecutive range of pay components. Click **Add All** to move the full list of available pay components into the Selected components box.

If a pay component has been selected in error, highlight the pay component on the right hand side of the screen, then click the Remove button in the middle of the screen. Remove all button will move them all back to the Available components box.

## Pay Elements

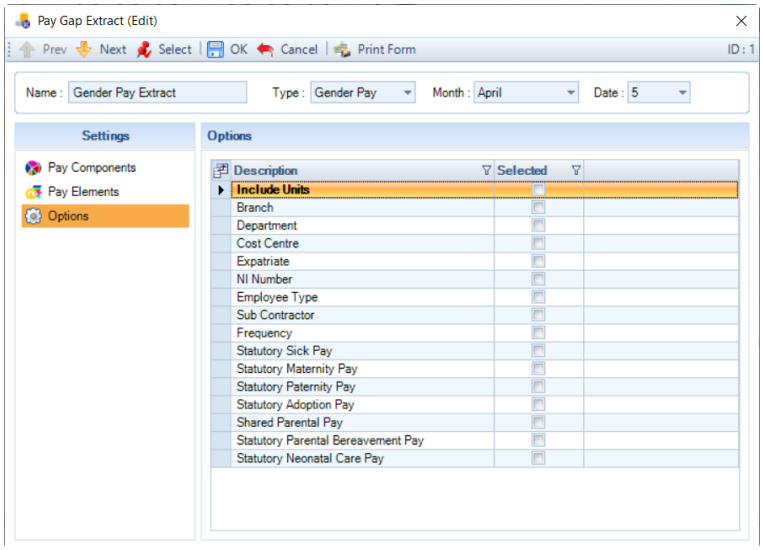
On this tab, Gross up and other pay elements can be selected to include in the extract, if required. These are a defined list depedning on the report type and any elements that are required in the report can be selected by ticking the box to the right of the element.




## Options

Additional information such as pay frequency, department, employee type and statutory absence payments can be selected to aid you with producing the gender pay gap report and for further analysis, if required.

To include any of the listed options in the extract, tick the select box to the right of the option.




Once all settings are configured, click on the **OK** button to save the settings.

The following fields are picked up from the payslip tables and their payroll run record for the period where the Extract/Snapshot date falls, if there is no record then they will be picked up from the employees current Employee Details record:

- Branch
- Department

- Cost Centre
- Standard Hours
- Sub Contractor
- Employment Type
- Frequency

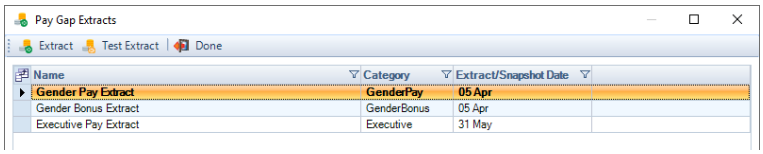
The following fields come from the employees current Employee Details record:

- NI Number
- Expatriate

## Extract

To run the extracts once they are configured and saved, under the **Utilities** tab select **Gender Pay Gap\Extract**.

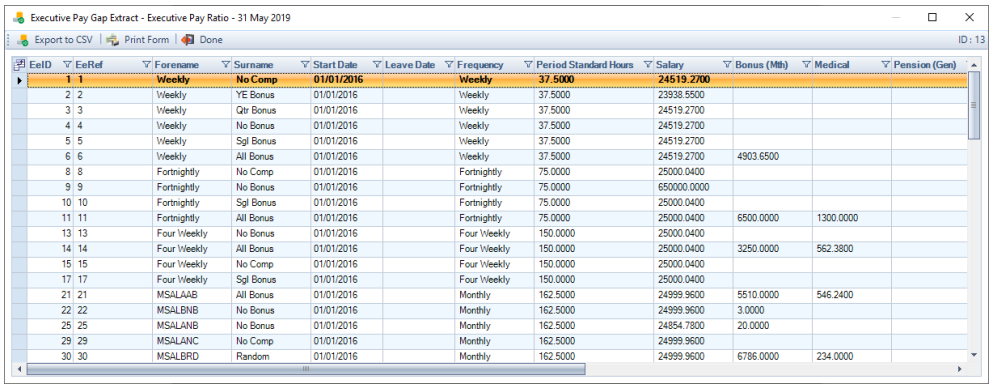
The list of saved extract records will be shown in the following screen:



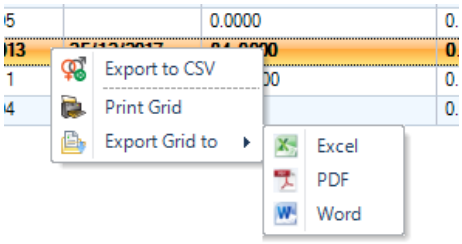

In the top left there are options to run either an **Extract** or a **Test Extract.**

- **Extract** - will apply the Extract/Snapshot date configured to that extract, using the most recent occurance of that month and day.
- **Test Extract** – when you select this button you will be prompted to enter a Extract/Snapshot date to apply to the extract, this can be any date. You can use this to perform a test run of an extract or to compare any changes in the statistics.

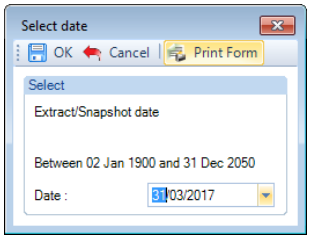
To generate the extract, highlight an extract in the list, then click on **Extract**, the results will then be shown in the screen below:



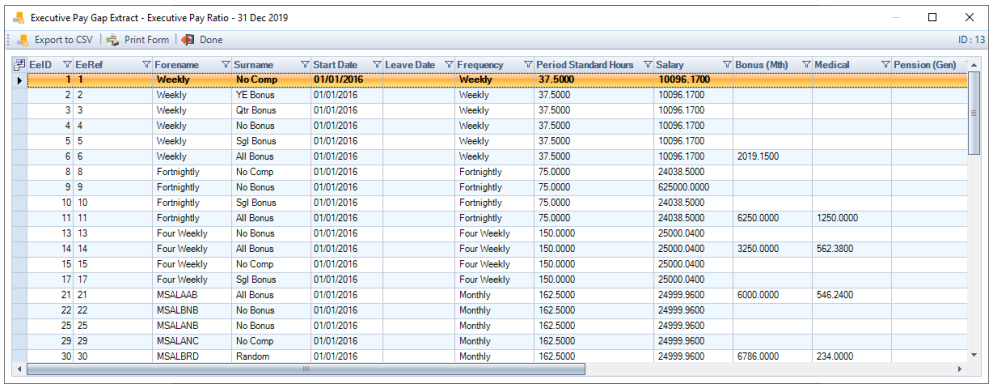

You can then select Export to CSV or you can right mouse click on the grid to Export the results by any of the following methods:




If you choose the **Test Extract**, you will see the following screen before the results are displayed:



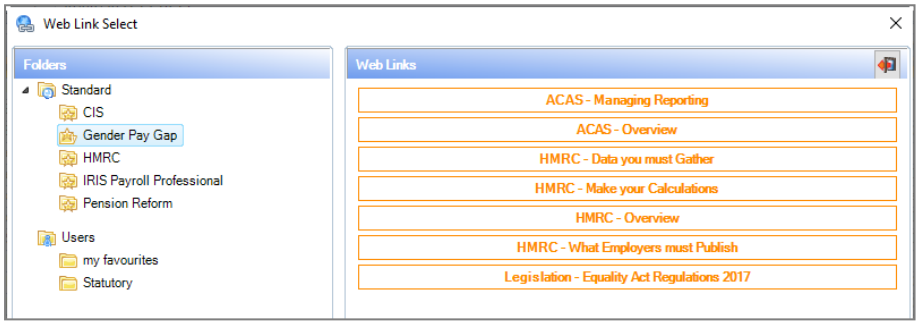

Enter the date you want to use for the extract and click on **OK**, the results grid will appear showing the chosen date at the top of the screen:




| EeID | EeRef | Forename | Surname | Start Date | Leave Date | Frequency | Period Standard Hours | Salary | Bonus (Mth) | Medical | Pension (Gen) |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 1 | Weekly | No Comp | 01/01/2016 | | Weekly | 37.5000 | 10096.1700 | | | |
| 2 | 2 | Weekly | YE Bonus | 01/01/2016 | | Weekly | 37.5000 | 10096.1700 | | | |
| 3 | 3 | Weekly | Qtr Bonus | 01/01/2016 | | Weekly | 37.5000 | 10096.1700 | | | |
| 4 | 4 | Weekly | No Bonus | 01/01/2016 | | Weekly | 37.5000 | 10096.1700 | | | |
| 5 | 5 | Weekly | Sgl Bonus | 01/01/2016 | | Weekly | 37.5000 | 10096.1700 | | | |
| 6 | 6 | Weekly | All Bonus | 01/01/2016 | | Weekly | 37.5000 | 10096.1700 | 2019.1500 | | |
| 8 | 8 | Fortnightly | No Comp | 01/01/2016 | | Fortnightly | 75.0000 | 24038.5000 | | | |
| 9 | 9 | Fortnightly | No Bonus | 01/01/2016 | | Fortnightly | 75.0000 | 625000.0000 | | | |
| 10 | 10 | Fortnightly | Sgl Bonus | 01/01/2016 | | Fortnightly | 75.0000 | 24038.5000 | | | |
| 11 | 11 | Fortnightly | All Bonus | 01/01/2016 | | Fortnightly | 75.0000 | 24038.5000 | 6250.0000 | 1250.0000 | |
| 13 | 13 | Four Weekly | No Bonus | 01/01/2016 | | Four Weekly | 150.0000 | 25000.0400 | | | |
| 14 | 14 | Four Weekly | All Bonus | 01/01/2016 | | Four Weekly | 150.0000 | 25000.0400 | 3250.0000 | 562.3800 | |
| 15 | 15 | Four Weekly | No Comp | 01/01/2016 | | Four Weekly | 150.0000 | 25000.0400 | | | |
| 17 | 17 | Four Weekly | Sgl Bonus | 01/01/2016 | | Four Weekly | 150.0000 | 25000.0400 | | | |
| 21 | 21 | MSALAAB | All Bonus | 01/01/2016 | | Monthly | 162.5000 | 24999.9600 | 6000.0000 | 546.2400 | |
| 22 | 22 | MSALBNB | No Bonus | 01/01/2016 | | Monthly | 162.5000 | 24999.9600 | | | |
| 25 | 25 | MSALANB | No Bonus | 01/01/2016 | | Monthly | 162.5000 | 24999.9600 | | | |
| 29 | 29 | MSALANC | No Comp | 01/01/2016 | | Monthly | 162.5000 | 24999.9600 | | | |
| 30 | 30 | MSALBRD | Random | 01/01/2016 | | Monthly | 162.5000 | 24999.9600 | 6786.0000 | 234.0000 | |

## Web Links

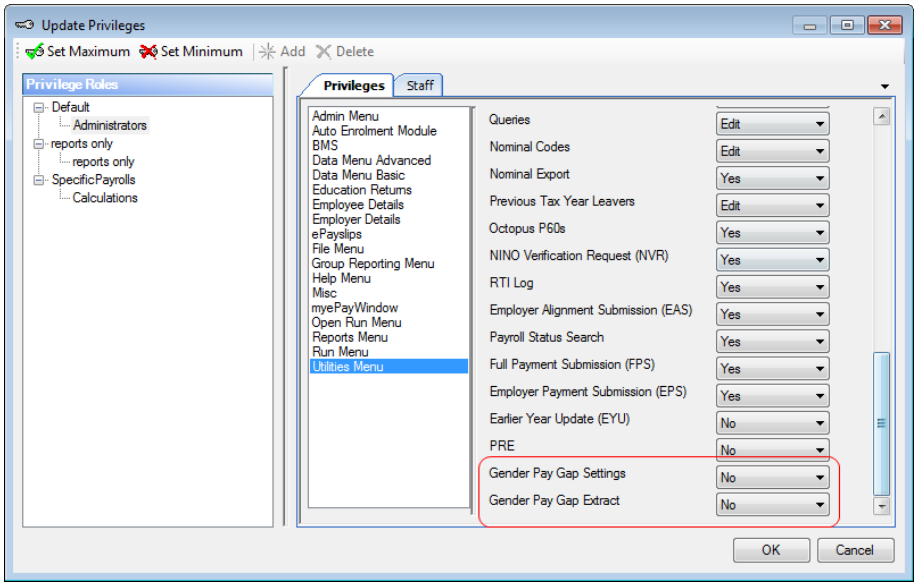
Web Links have been added for further information on gender pay gap legislation. These can be accessed under the **Utilities** tab and select **Web Links**. The following screen will appear:




On the left hand side under Folders select Gender Pay Gap to see the web links on the right hand side, there are links to Gov.uk, ACAS and Legislation.

## Privileges

We have added two privilege options under the **Utilities** menu for the Gender pay gap settings and extract, so that you are able to control who has access to this facility:


Update Privileges
Set Maximum
Set Minimum
Add
Delete
Privilege Roles
Default
Administrators
reports only
reports only
SpecificPayrolls
Calculations
Privileges
Staff
Admin Menu
Auto Enrolment Module
BMS
Data Menu Advanced
Data Menu Basic
Education Returns
Employee Details
Employer Details
ePayslips
File Menu
Group Reporting Menu
Help Menu
Misc
myePayWindow
Open Run Menu
Reports Menu
Run Menu
Utilities Menu
Queries
Edit
Nominal Codes
Edit
Nominal Export
Yes
Previous Tax Year Leavers
Edit
Octopus P60s
Yes
NINO Verification Request (NVR)
Yes
RTI Log
Yes
Employer Alignment Submission (EAS)
Yes
Payroll Status Search
Yes
Full Payment Submission (FPS)
Yes
Employer Payment Submission (EPS)
Yes
Earlier Year Update (EYU)
No
PRE
No
Gender Pay Gap Settings
No
Gender Pay Gap Extract
No
OK
Cancel

# House Keeping

There are house keeping routines built into **Payroll Professional** to help keep your data files in good order.

Some of them relate to physically deleting data from the file and should be used with great care. The timing of any of these changes is also important as any information relating to currently open period will not be included. For example if you are trying to clear down balances at the end of the calendar year, the December payroll will need to be completed and period-closed before the clear down is started.

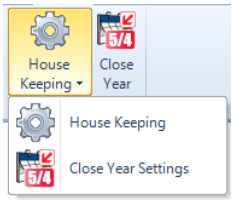
There are three types of data cleardown:

- Accounting Year component information
- Pension Year information
- Holiday Year information

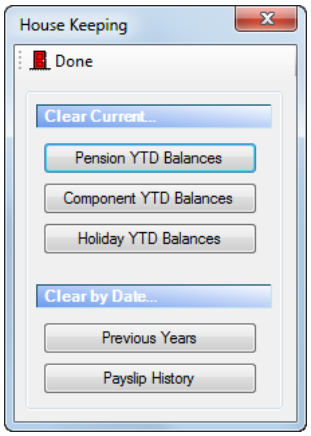
There is also a facility to delete previous years. Whilst it is good practice to cleardown year to date balances on components and pensions, in practice we do not recommend that any of the other options are used unless the datafile is becoming very large and slow to process and to comply with GDPR.

Once you have decided that data cleardown is necessary, please remember that you are physically deleting these records.

## Clear down



To access the clear down options select the **Run** tab then select **House Keeping\House Keeping**, whichever cleardown you choose the program will create a backup of the data file first.




### Accounting year or Pension year information

These are not related to the statutory tax year records. The values held are year-to-date balances that **SHOULD** be cleared down each year. In this case, you are re-setting the total to zero to allow for the next year of accumulation. The cleardown for the accounting year or pension year can be down at any time during the year and the balances will start to re-accumulate from the next pay period. Pension year-to-date balances are cleared by scheme.

### Tax year information

Using the cleardown procedures for tax year figures is an actual deletion of records. You can remove tax year information by whole years.

It is not necessary to delete old information. Indeed, one of the benefits of **Payroll Professional** is that the system holds six years history plus the current tax year data. Deletion is really only necessary if the data file is becoming too large or there are hardware restrictions (speed of access on your network or hard disk space), and to comply with the GDPR.

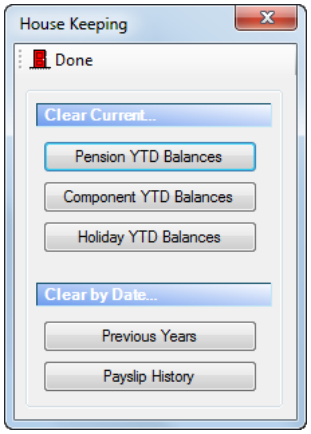
**Important Note:** Pay Components with Delete With Housekeeping ticked.

With this ticked when an update or housekeeping is done the following will happen:

- If an Employee has a pay component with no history (RunTransactions table) records, and it not being used in the current period, the Pay Component is deleted from the Employee (EeComponents table). This occurs even if it is set as **On All Employees**.
- If the Pay Component is not attached to an Employee (EeComponents) and there is no historical records (RunTransactions) for the Pay Component the actual Pay Component will be deleted (PayComponents)

So if you do not want this process to occur you need to make sure Delete With Housekeeping is not ticked, from the **Data** tab select **Pay Components\Pay Components**.

### Process



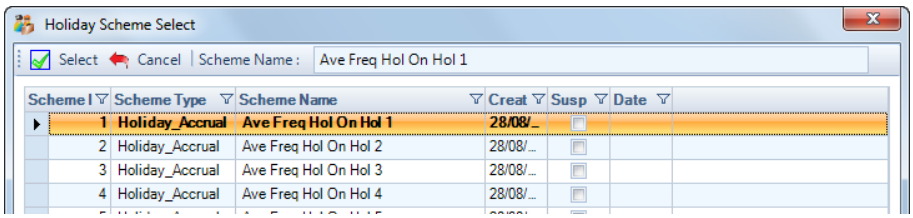

Under the **Run** tab select **House Keeping**, the options are:

### Clear all current…

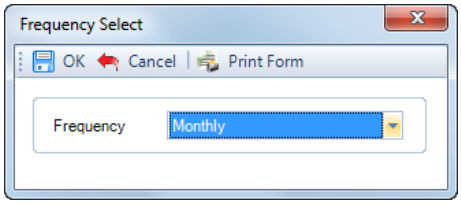
- **Pension YTD balances** - Sets all Pension year to date accumulating totals to zero. Cleardown is done by each individual pension scheme.
- **Component YTD balances** - Sets all accounts year to date accumulating totals to zero.
- **Holiday YTD balances** – Sets the Accrued and Taken year to date values to zero.

  When you select the **Holiday YTD Balances**, you will then be prompted to choose which Holiday Scheme to clear down.

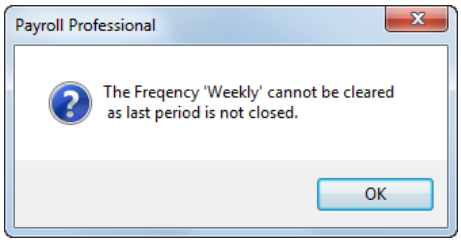
  Highlight the **Holiday Scheme** and then click on **Select**.



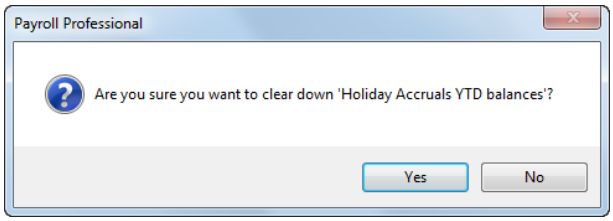

  You will now be prompted for the Frequency:



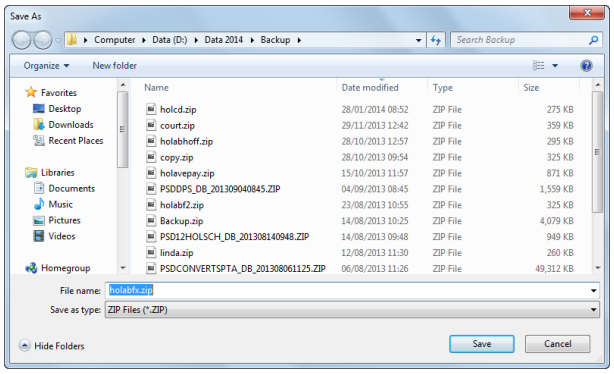

Select the **Frequency** then click on **OK**. If the Frequency is still open you will see a similar message to the below and will not be able to clear down.




If the Frequency is closed, you will then see the following:




Select **Yes** if you want to clear down the figures. You will then be prompted with where to save a backup of the data file prior to the clear down:




Choose the location then select **Save**.

### Clear by Date…

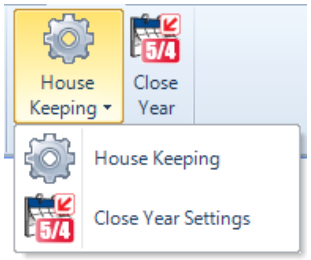
Records can only be cleared from the datafile where they do no impact on the current year's information, for example statutory absence records span tax years so the minimum number of years that must be kept are two closed tax years plus the current tax year. Therefore, if the payroll has never been through a year-end, there will be no records that do **not** apply to the current year, and the buttons will be disabled.

- **Previous year** - You will be offered the oldest year in the data to clear. If accepted then all records relating to that year will be deleted.
- **Payslip History** - You are able to enter a Run Date that will remove Payslip History up to and including the date you enter.

Press **Done** when finished.

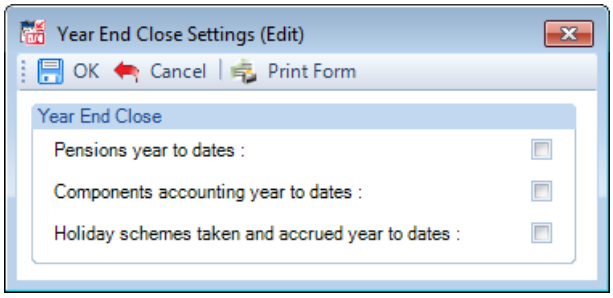
**Note:** When any of these procedures have been done, you are recommended to compress the datafile under the **Admin** tab select **Maintenance\Compact and Repair**.

## Close Year Settings




To access the close year settings options select the **Run** tab then select **House Keeping\Close Year Settings.**

You will then see the following screen:




These options will then be used to clear down these year to dates when the tax year is closed via **Run\Close Year**.

The tax year to date values are automatically cleared down when the tax year is closed.

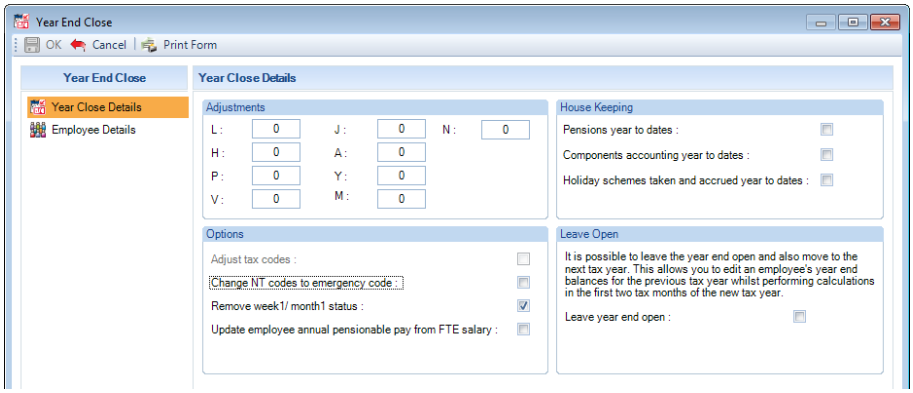
These options give you the ability to choose to clear down the values as part of the tax year close process:

- **Pension year to dates** – this setting will clear down the pension year values for all pension schemes attached to employees.
- **Components accounting year to dates** – this setting will clear down all employees pay components accounting year values.
- **Holiday schemes taken and accrued year to dates** – this setting will clear down all employees holiday schemes accrued and taken values, irrelevant of the Holiday Year Start date.

  **Important Note:** Holiday schemes taken and accrued year to dates are automatically cleared down during the period close process based on the Holiday Scheme Start Date selected. If you are not sure whether you should select this option, please speak to a member of the support team.

## Closing the year

When you close the tax year under the Year End Close form the first tab called Year Close Details has a section called House Keeping:



The settings will automatically be ticked, based on the settings entered under **Run\House Keeping\Close Year Settings**.

You are able to change these settings within the Year End Close screen, if required, as long as you have privileges to House Keeping.

## Deleting old employees

They will be deleted if they left in a year you are deleting via Previous Years through Housekeeping, as well as any other associated record.

## Deleting old staff

Old staff records can be deleted by going to the **Admin** tab and select **Staff**. The list of Staff will be displayed highlight the Staff record to remove and select the **Delete** button.

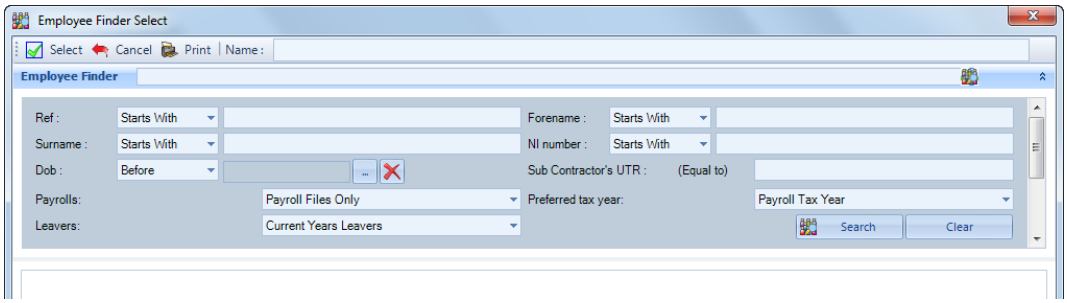
## Deleting/changing user passwords

Any user who wishes to change their logon password can go to the **Admin** tab and select **Change Password.** This screen allows the currently logged on user to change their private password. They will need to input the existing password, then the new password twice to ensure it has been typed in correctly.

# Employee Finder

Employee Finder is useful in situations where a piece of information has been received about an employee with no indication as to their Employer.

The Employee Finder is accessed from the **Utilities** tab and searches across all types of data files linked to **Payroll Professional** for an employee. This is the screen you will normally see when running Employee Finder.




## Search

You can input the data you wish to use for the search in any one or more of the search fields. The Search fields are:

- **Reference**
- **Forename**
- **Surname**
- **Date of Birth**
- **NI Number**
- **Sub Contractors UTR**

Now choose the type of search criteria to use. Each of the fields except Date of Birth can use the following search criteria:

- **Equal to**
- **Starts with**
- **Ends with**
- **Contains**

Remember if you use **Equal to**, the data will have to be an exact match.

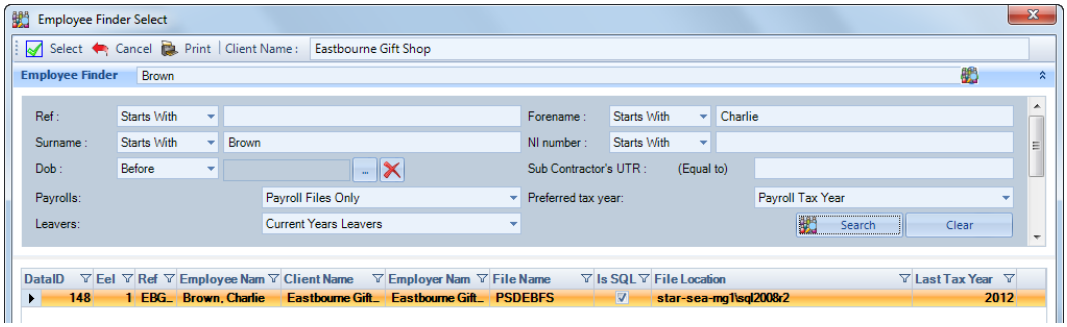
**Date of Birth** uses **Equal to**, and also has **Before** and **After** selections. There is the standard ellipsis button to access the calendar and the button to clear the field.

## Restrictions

There are three drop-down boxes:

- **Payrolls** - use this to select which set of datafiles you wish to search. It will automatically default to **Payroll Files Only** but you can choose only **ALL** files or **EBS Files Only (P11D)**.
- **Preferred Tax Year** – select here whether to search employees included in the payroll tax year or the EBS (P11D) tax year (which may be a year behind).
- **Leavers** – search including or excluding all leavers or only current year leavers.

When you have input your selection, click on the **Search** button. The results are displayed at the bottom of the window.

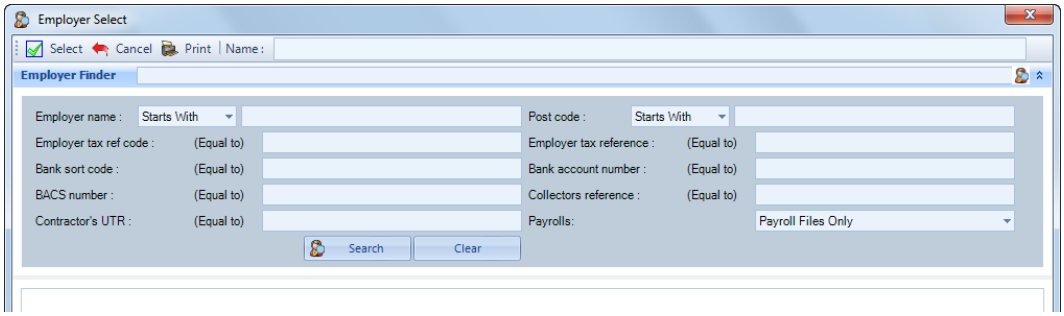



When you click on the **Print** button the results will be previewed to screen from here you can select the printer icon to print the results to your default windows printer.

If your search finds the employee, simply double click on the line to access the employee record in the appropriate data file, or highlight the line and click on **Select**, or click on the **Cancel** button to exit.

# Employer Finder

Since HMRC are in the habit of sending details with only the Employer Reference for guidance, we have a search facility to help track down specific data files. Go to the **Utilities** tab and select **Employer Finder** and input your search criteria.




Using the search fields for **Employer Name** or **Post Code**, you can use the following criteria:

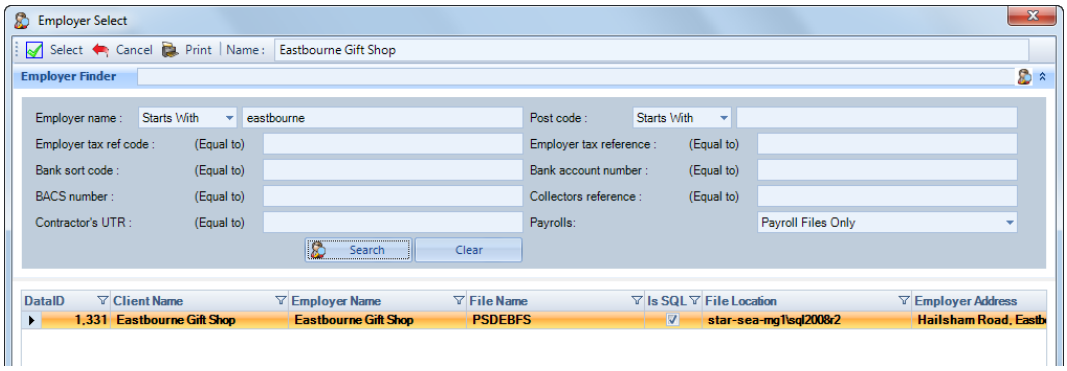
- **Equal to -** values entered must match exactly
- **Starts with -** first part of the field must match exactly
- **Ends with -** end of the field must match exactly
- **Contains -** value entered must match some part of the field exactly

If any of the other fields are used to search on, the input value must be exactly as it appears in Employer Details for the match to be made.

The field **Payrolls** allows the search to be made on **Payroll File Only, EBS Files Only** (P11D) or **All** files.

Once you have entered the criteria, click on the **Search** button to find the required data file.

The search results will show at the bottom of the screen.

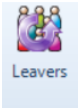



If the client you require is in the list, double-click on the line required to open that data file.

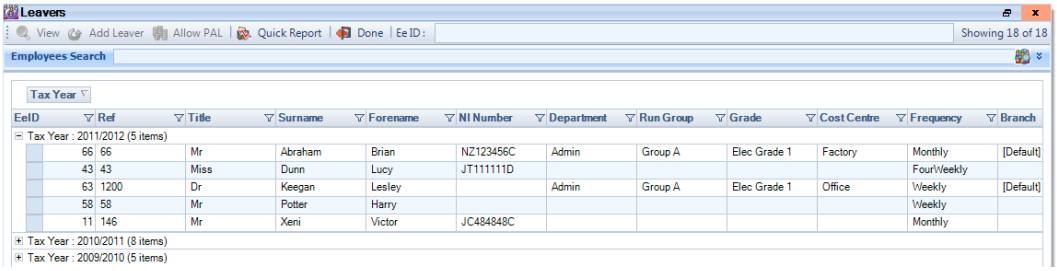
Use the **Cancel** button to leave the screen. When you click on the **Print** button the results will be previewed to screen from here you can select the printer icon to print the results to your default windows printer.

# Leavers – Previous Tax Years

Under the **Data** tab there is a button called **Leavers.**



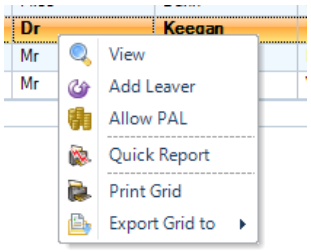

Select the **Leavers** button to see a list of the previous tax year's leavers:




The leavers are grouped by tax year, with the latest year showing at the top and expanded. The leaver will appear in the last tax year they were active.

Click on the plus symbol to the left of the tax year to expand the details.

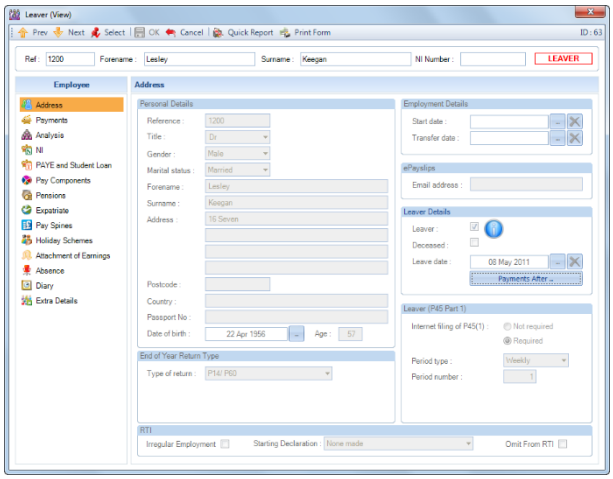
All the below options can also be accessed by a right click on the grid:

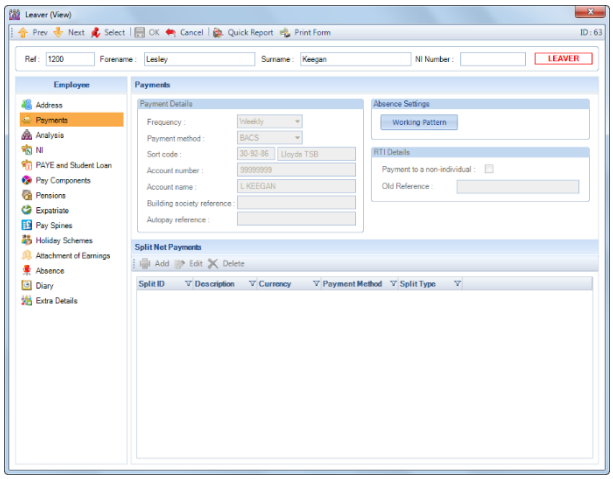


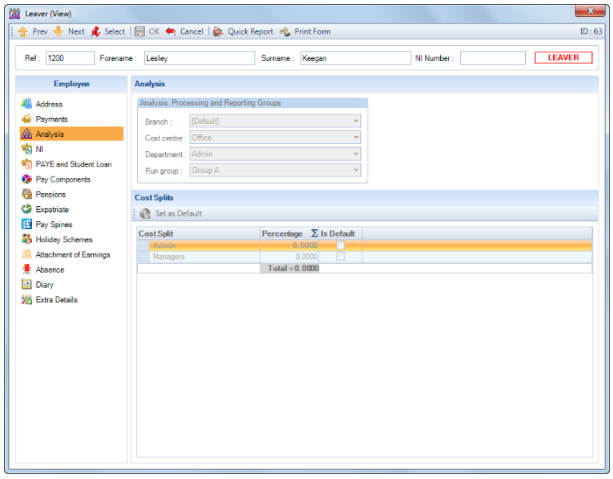

## View

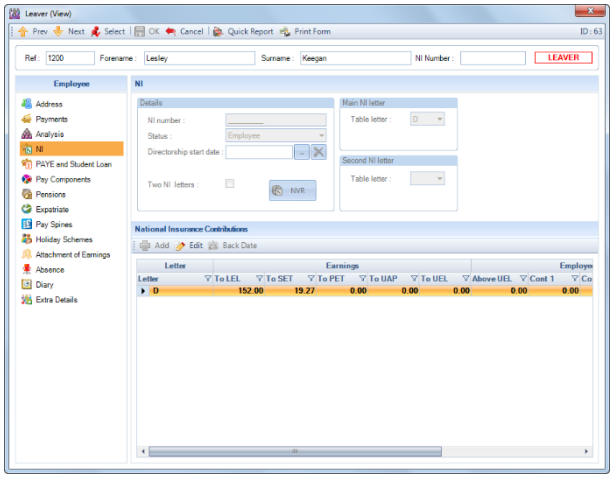
This button will only be enabled when an Employee has been highlighted. Highlight an Employee and then click on **View** or double click on the Employee in the list. This will open the **Leaver (view)** screen, which is like the **Employee (Edit)** screen.

You can access and view each tab, and as you can see, in the examples below, the information is greyed out as it cannot be edited. Some sections you can click on the **Edit** button to see further information, but you are not able to change the information within, for example Pensions, Pay Components, AEOs etc.

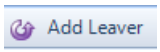








## Add Leaver

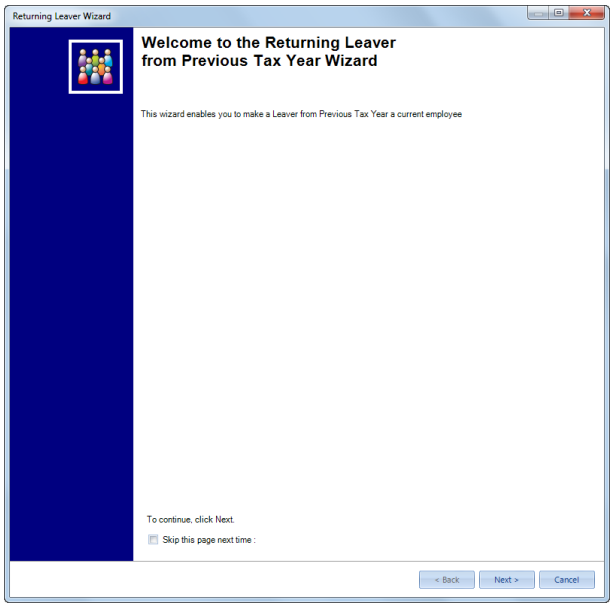



This button will only be available when an Employee has been highlighted.

This facility will add the Employee to the payroll data file with a new record, like Copy in the New Employee Wizard.

When you click on the **Add Leaver** button it will open the **Returning Leaver from Previous Tax Year** Wizard.

Click **Next**



The following fields will be completed with the information from the leaver's record.

**Title**

**Forename**

**Surname**

**Address**

**Passport Number**

**Date of birth**

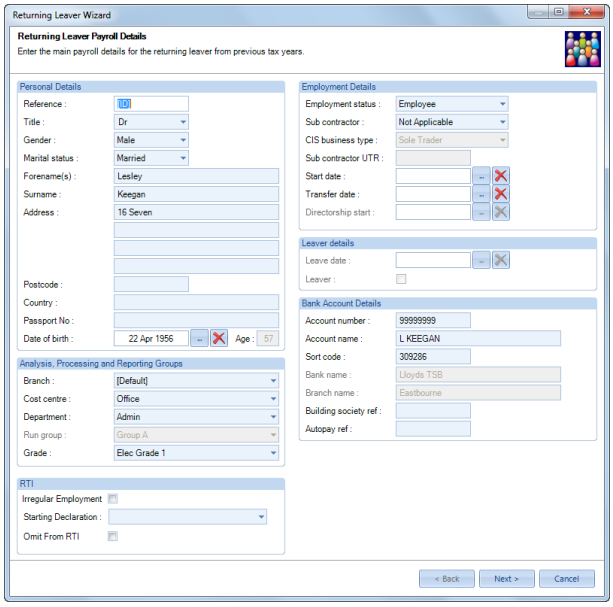
**Marital status**

**NINO** (on subsequent screen)

Please remember to input the employee **Reference** on this first screen. And if RTI is enabled the **Starter Declaration**.

The Analysis Groups and/or Bank Account Details will also be copied if enabled under Personal Preferences.

Click **Next** and complete the rest of the screens as you would in the New Employee Wizard.



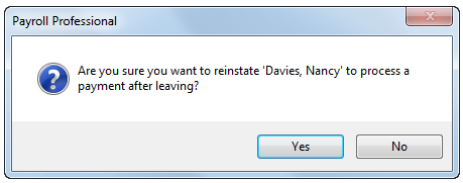

The employee's previous year's leaver record will remain in the list of Leavers and a new record created in the current tax year, so they will now appear under **Data\Employees**.

## Allow PAL

This button will only be available when an Employee has been highlighted.

Highlight the Employee then click on the **Allow PAL** button, you will see this message.

Select **Yes** to reinstate the Employees record to be able to process a Payment After.

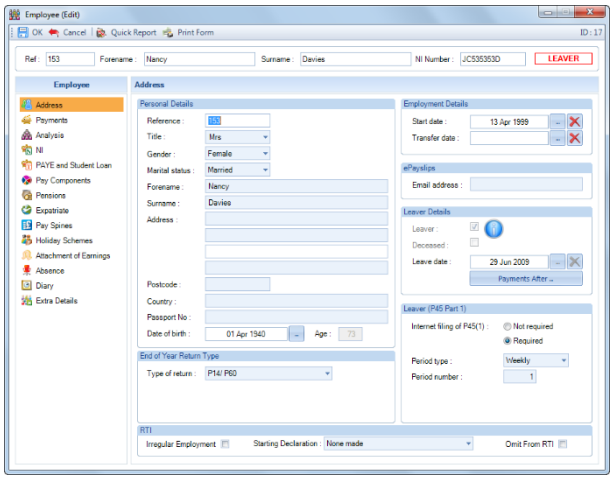



The **Employee (Edit)** screen will open for you to enter a Payment After record.

The Employee will now also show under the **Data** tab then **Employees**.

Clicking Cancel to the Employee (Edit) screen will not undo the reinstating of the employee. If you should not have reinstated the Employee, go to **Data\Employees** then highlight the Employee and select the **Delete** button.

Click on the **Payment After** button to create the record to include them in the current/next payroll run.



In the **Employees (Edit)** record their **Tax Code** will be changed to 0T W1/M1 and **NI Letter** A.

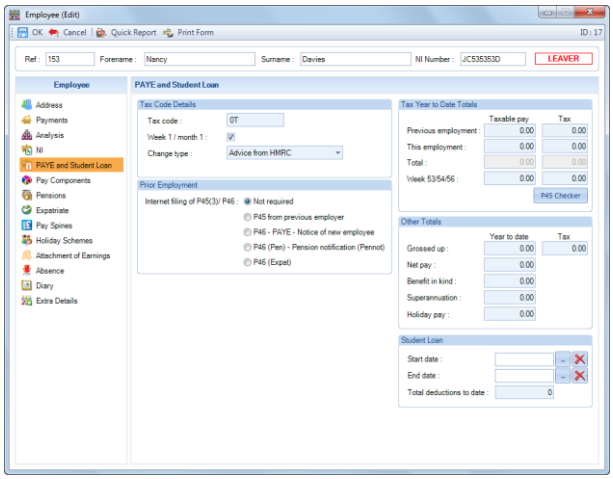
If the leavers previous tax code was UK then it will be changed to 0T W1/M1, if Scottish then it will be changed to S0T W1/M1, if Welsh then it will be changed to C0T W1/M1

Any Attachment of Earnings that have not been marked as Discharged/Finished will be included in the calculation.

And if they were a Director then this information will also be re-instated.

The Employee will no longer appear under the list of Previous Years Leavers screen.

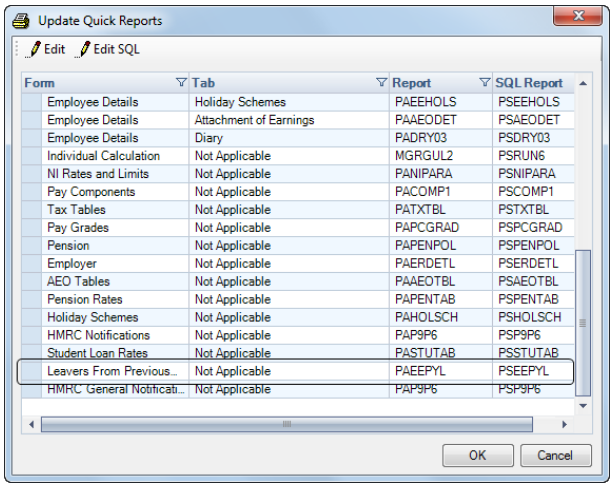
Process their calculation as normal.




## Quick Report

Quick Report This has been set to a report designed for previous years leavers called PAEEPYL\PSEEPYL. If the employee(s) left in the previous tax year and that tax year is still open the report will be blank.

You are able to change the Quick Report to use another report if required via the **Reporting** tab then **Define Quick Reports**, under **Form** highlight **Leavers From Previous** and select **Edit**.



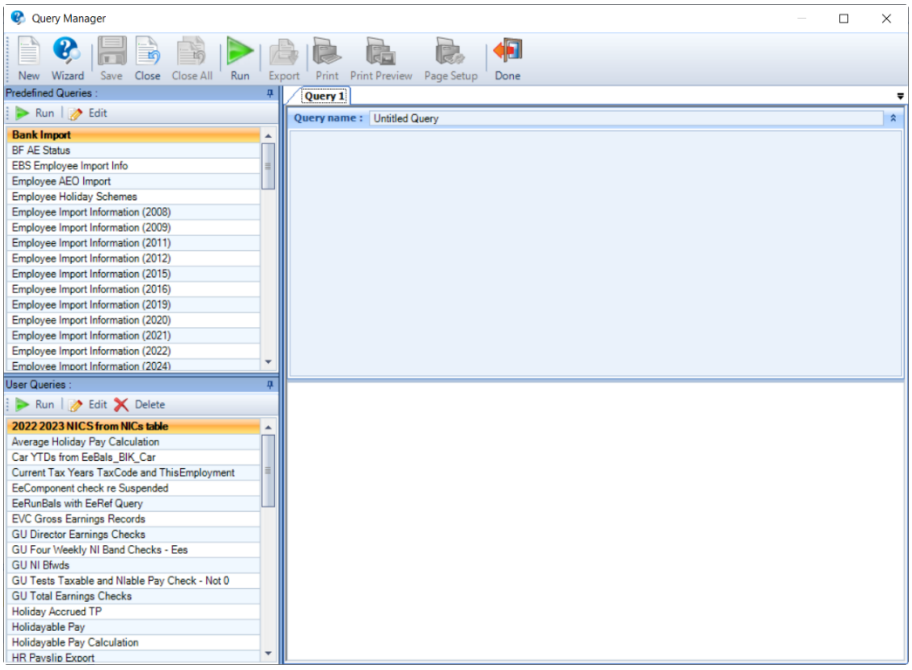
# Query Manager

The Query Manager facility is a method of extracting information from your data files and generating a basic report from the results. Whilst not as flexible as Crystal, an experienced SQL statement writer will be capable of displaying a wide range of information.

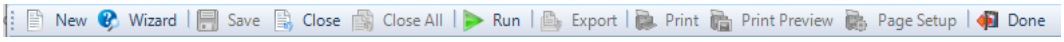
Crystal Reports is still recommended for creating reports that will be used on a regular basis for producing presentable information for a client. However, the Query Manager is useful for generating basic ad-hoc reports that are not necessarily needed in a formatted manner.

Custom queries are saved in the T2DATA database under a table called tblRptSelection, therefore all users can run them.

To open the Query Manager go to the **Utilities** tab and select **Query Manager** you will then see the following screen.



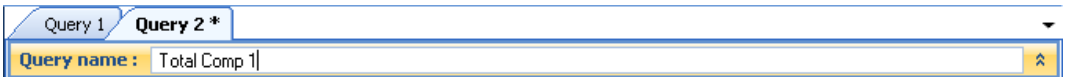

## Toolbar



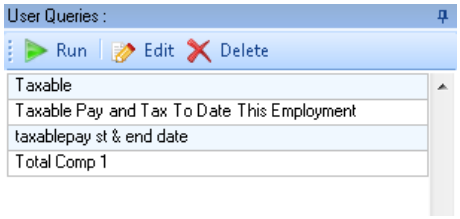
Creates a blank query ready for you to type in your query. When you open up the Query Manager a blank query is already open for you.

Starts the **Query Wizard** which takes you through pre defined pick lists of information. A detailed section on the Wizard is later in this document.

Allows you to save a query you have created so that you can run it again. Enter a **Query Name**:




Now click on the **Save** button, your Query Name will now appear under **User Queries**.

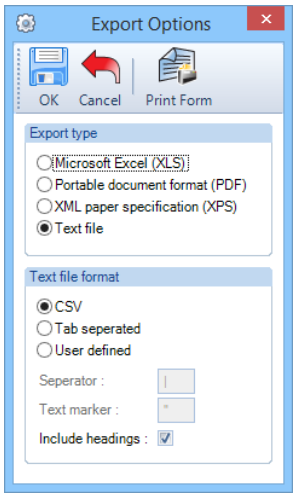


This closes the current query that you have open.

Closes all queries that are open.

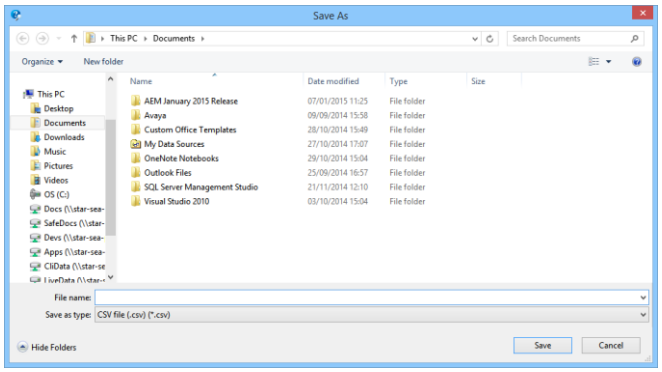
Use this to run the query that you have created, or to re-run the query you have open. Any prompts for information will be displayed again. Alternatively press F5 button on your keyboard to run your query.

Is for exporting the results to a file such as Excel, PDF, XPS and a Text file.



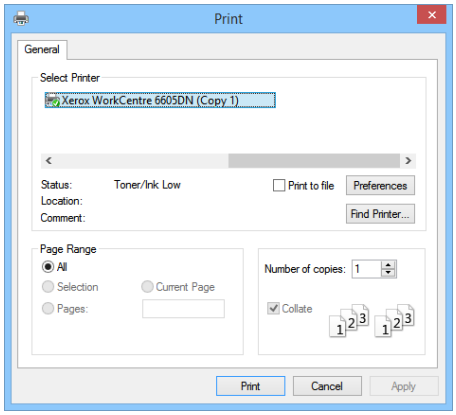

When you enable **Text file** the **Text File Format** section is then available for you to choose from CSV, Tab separated or User defined. There is a further option for you to **Include Headings** in the export as well..

Once you have made your selections click on **OK** and you will then be prompted to choose where to save the file and to enter a file name:

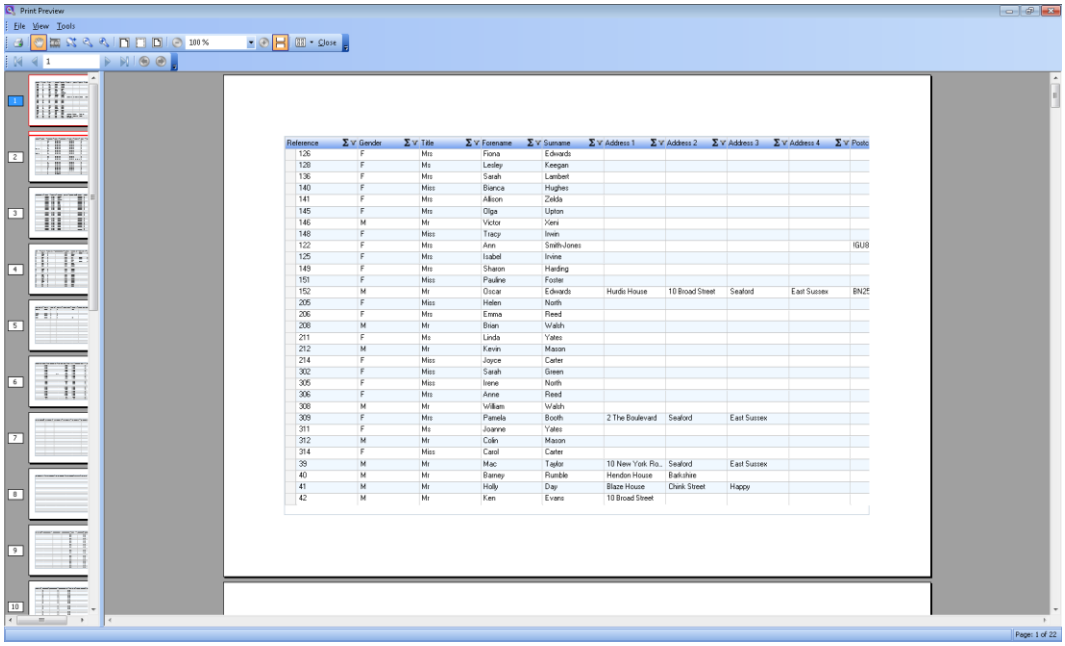



When you have entered a file name and selected where to save the file, click on **Save**.

Allows you to select the printer, when you click on **Print** the current query results are printed.

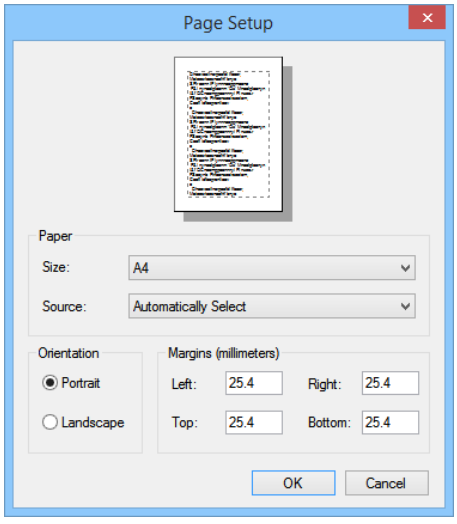


Previews the current query results before printing, so that you can see what it will look like.




Using the menus at the top of the Preview screen you can change the page layout including the margins and print the results based on the changes.

Allows you to set a default paper size, tray, orientation and margins. These are used when Previewing or Printing the query results.



Exits the Query Manager.

## Predefined Queries

This section gives a list of standard queries we supply with the program, majority of them are for importing based on our fixed layout formats which you can then use as templates.

| Bank Import |
|---|
| BF AE Status |
| EBS Employee Import Info |
| Employee AEO Import |
| Employee Holiday Schemes |
| Employee Import Information (2008) |
| Employee Import Information (2009) |
| Employee Import Information (2011) |
| Employee Import Information (2012) |
| Employee Import Information (2015) |
| Employee Import Information (2016) |
| Employee Import Information (2019) |
| Employee Import Information (2020) |
| Employee Import Information (2021) |
| Employee Import Information (2022) |
| Employee Import Information (2024) |
| Employee Import Information (2025) |
| Employee Spine Import (2013) |
| Employee Split Net Pay Import |
| Employees not paid for over 3 months as of today |
| Employer Pay Spine Import (2013) |
| EOY P35 Check For Manual Adjustments (2009) |
| EOY P35 Check For Manual Adjustments (2010) |
| Holiday Pay Run |
| Last payroll run date |
| NIC Year To Date Balances Information (2008) |
| NIC Year To Date Balances Information (2009) |
| NIC Year To Date Balances Information (2011) |
| NIC Year To Date Balances Information (2015) |
| NIC Year To Date Balances Information (2016) |
| NIC Year To Date Balances Information (2019) |
| NIC Year To Date Balances Information (2022) |
| NIC Year To Date Balances Information (2025) |
| Override Pay Run (2015) |
| Override Pay Run (2016) |
| Override Pay Run (2019) |
| Override Pay Run (2021) |
| Override Pay Run (2022) |
| Override Pay Run (2025) |
| P11D Cars Import Information |
| P11D Employee Import Information |
| P11D General Expense Import Information |
| Pay Rate Import Information |
| Pay Rate Import with Pay Component |
| Payroll Run Import Information |
| Payroll Run Import with Pay Component |
| Payrolled Cars Import Information |
| Pension Import Information (2011) |
| Pension Import Information (2012) |
| Sub Contractor Import Information |

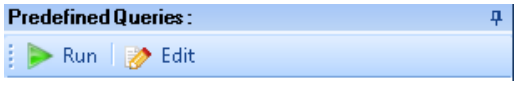
| | |
|---|---|
| **Bank Import** | Exports bank details in the correct format for re-importing. In sections as per the bank import. |
| **BF AE Status** | Exports employee brought forward pension records in the correct format for re-importing. |
| **EBS Employee Import Info** | Exports employee information for importing into EBS. |
| **Employee AEO Import** | Exports AEO details in the correct format for re-importing. |

| | |
|---|---|
| **Employee Holiday Schemes** | Exports employee holiday scheme information in the correct format for re-importing. |
| **Employee Import Information (2008)** | Exports employee details in the correct format for re-importing. In sections as per the employee import. Note: NIC details are b/f records only. To be used for tax year 2008/09. |
| **Employee Import Information (2009)** | Exports employee details in the correct format for re-importing. In sections as per the employee import. Note: NIC details are b/f records only. To be used for tax year 2009/10 and 2010/11. |
| **Employee Import Information (2011)** | Exports employee details in the correct format for re-importing. In sections as per the employee import. Note: NIC details are b/f records only. To be used for tax year 2011/12. |
| **Employee Import Information (2012)** | Exports employee details in the correct format for re-importing. In sections as per the employee import. Note: NIC details are b/f records only. To be used for tax year 2012/13 to 2014/15. |
| **Employee Import Information (2015)** | Exports employee details in the correct format for re-importing. In sections as per the employee import. Note: NIC details are b/f records only. To be used for tax year 2015/16. |
| **Employee Import Information (2016)** | Exports employee details in the correct format for re-importing. In sections as per the employee import. Note: NIC details are b/f records only. To be used for tax year 2016/17 to 2018/19. |
| **Employee Import Information (2019)** | Exports employee details in the correct format for re-importing. In sections as per the employee import. Note: NIC details are b/f records only. To be used for tax year 2019/20. |
| **Employee Import Information (2020)** | Exports employee details in the correct format for re-importing. In sections as per the employee import. Note: NIC details are b/f records only. To be used for tax year 2020/21. |
| **Employee Import Information (2021)** | Exports employee details in the correct format for re-importing. In sections as per the employee import. Note: NIC details are b/f records only. To be used for tax year 2021/22. |
| **Employee Import Information (2022)** | Exports employee details in the correct format for re-importing. In sections as per the employee import. Note: NIC details are b/f records only. To be used for tax year 2022/23 to 2023/24. |
| **Employee Import Information (2024)** | Exports employee details in the correct format for re-importing. In sections as per the employee import. Note: NIC details are b/f records only. To be used for tax year 2024/25. |
| **Employee Import Information (2025)** | Exports employee details in the correct format for re-importing. In sections as per the employee import. Note: NIC details are b/f records only. To be used for tax year 2025/26 onwards. |
| **Employee Spine Import (2013)** | Exports employee pay spine details in the correct format for re-importing. In sections as per the employee spine import. To be used for tax year 2013/14 onwards. |

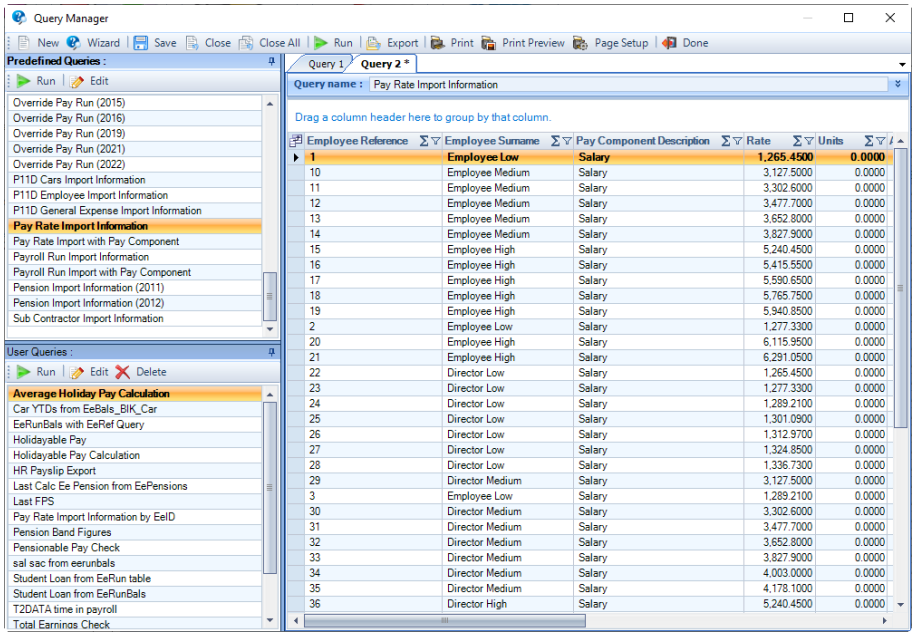
| | |
|---|---|
| **Employee Split Net Pay Import** | Exports Employee Split Net Pay details in the correct format for re-importing. |
| **Employees not paid for over 3 months as of today** | List of employees not included in a payroll for three months as of today. |
| **Employer Pay Spine Import (2013)** | Exports employer pay spine details in the correct format for re-importing. In sections as per the employer pay spine import. To be used for tax year 2013/14 onwards. |
| **EOY P35 Check for Manual Adjustments (2009)** | List of employee end of year figures taken from same source as P32 and displayed in same format as P35. To be used for tax year 2009/10. |
| **EOY P35 Check for Manual Adjustments (2010)** | List of employee end of year figures taken from same source as P32 and displayed in same format as P35. To be used for tax year 2010/11 onwards. |
| **Holiday Pay Run** | Exports employees holiday scheme pay run information in the correct format for editing an re-importing for the current run. |
| **Last payroll run date** | List of employees and their last payroll run date. |
| **NIC Year to Date Balances Information (2008)** | List of employees and their NIC year to date balances. For Tax year 2008/09. |
| **NIC Year to Date Balances Information (2009)** | List of employees and their NIC year to date balances. For Tax Year 2009/10 and 2010/11. |
| **NIC Year to Date Balances Information (2011)** | List of employees and their NIC year to date balances. For Tax Year 2011/12 to 2014/15. |
| **NIC Year to Date Balances Information (2015)** | List of employees and their NIC year to date balances. For Tax Year 2015/16. |
| **NIC Year to Date Balances Information (2016)** | List of employees and their NIC year to date balances. For Tax Year 2016/17 to 2018/19. |
| **NIC Year to Date Balances Information (2019)** | List of employees and their NIC year to date balances. For Tax Year 2019/20 to 2021/22. |
| **NIC Year to Date Balances Information (2022)** | List of employees and their NIC year to date balances. For Tax Year 2022/23 to 2024/25. |
| **NIC Year to Date Balances Information (2025)** | List of employees and their NIC year to date balances. For Tax Year 2025/26 onwards. |
| **Override Pay Run (2015)** | Exports Override Pay Run details for calculated employees in the open run in the correct format for re-importing. To be used for tax year 2015/16. |
| **Override Pay Run (2016)** | Exports Override Pay Run details for calculated employees in the open run in the correct format for re-importing. To be used for tax year 2016/17 to 2018/19. |

| | |
|---|---|
| **Override Pay Run (2019)** | Exports Override Pay Run details for calculated employees in the open run in the correct format for re-importing. To be used for tax year 2019/20 to 2020/21. |
| **Override Pay Run (2021)** | Exports Override Pay Run details for calculated employees in the open run in the correct format for re-importing. To be used for tax year 2021/22. |
| **Override Pay Run (2022)** | Exports Override Pay Run details for calculated employees in the open run in the correct format for re-importing. To be used for tax year 2022/23 to 2024/25. |
| **Override Pay Run (2025)** | Exports Override Pay Run details for calculated employees in the open run in the correct format for re-importing. To be used for tax year 2025/26 onwards. |
| **P11D Cars Import Information** | For the licenced P11D module, exports company car a fuel information for the current P11D year for re-importing. |
| **P11D Employee Import Information** | For the licenced P11D module, exports P11D employee information for the current P11D year for re-importing. |
| **P11D General Expense Import Information** | For the licenced P11D module, exports general expense information for the current P11D year for re-importing. |
| **Payrolled Cars Information** | Exports employee payrolled company car information in the correct format for re-importing. |
| **Pay Rate Import Information** | Exports pay rate details in the correct format for re-importing. In sections as per the pay rate import. |
| **Pay Rate Import Information with Pay Component** | Exports pay rate details in the correct format for re-importing. In sections as per the pay rate import. With pay component selection, to select more than one form hold down CTRL key as selections are made. |
| **Payroll Run Import Information** | Exports pay run pay component details in the correct format for re-importing. |
| **Payroll Run Import Information with Pay Component** | Exports pay run pay component details in the correct format for re-importing. With pay component selection, to select more than one form hold down CTRL key as selections are made. |
| **Pension Import Information (2011)** | Exports pension details in the correct format for re-importing. In sections as per the pension import. For Tax Year 2011/12. |
| **Pension Import Information (2012)** | Exports pension details in the correct format for re-importing. In sections as per the pension import. For Tax Year 2012/13 onwards. |
| **Sub Contractor Import Information** | Exports Employee/CIS details in the correct format for re-importing. In sections as per the Employee import. |

Highlight the query you want to run then click on **Run** under the Predefined Queries heading or double click on the query.

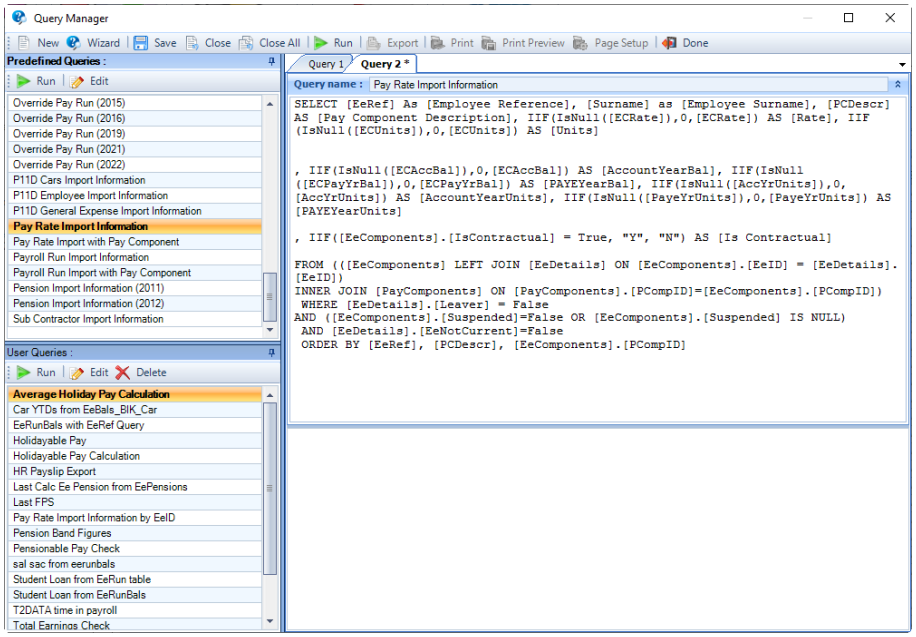



The results will then be shown on the right hand side of the screen for you to Filter, Export or Print.

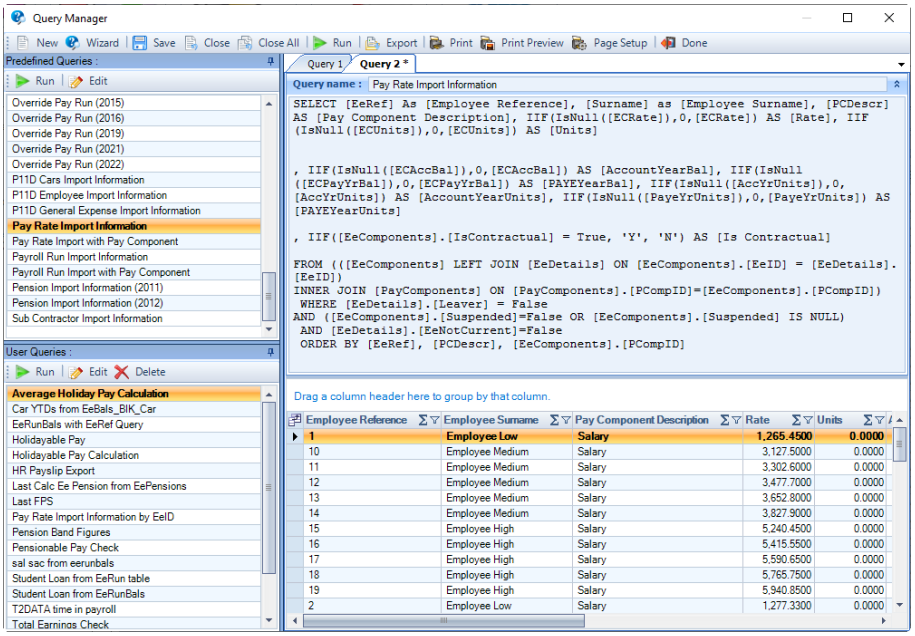



If you want to amend the query before it is run for example removing a section from the Employee Import then highlight the query and click on **Edit** instead of Run.

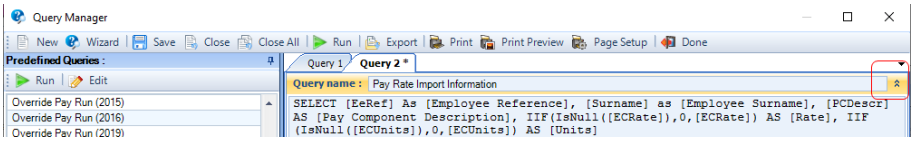
The query will then be displayed on the right hand of the screen with no results.




Amend the query and then click on **Run** on the toolbar.



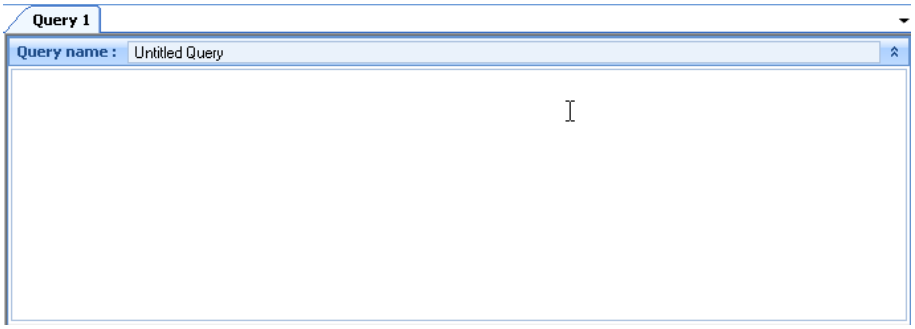

If you want to minimize the query to see more of the results click on the up arrow to the right of the Query Name.




You can make further amendments to the query, once they have been made just select **Run** on the toolbar.

## Query section

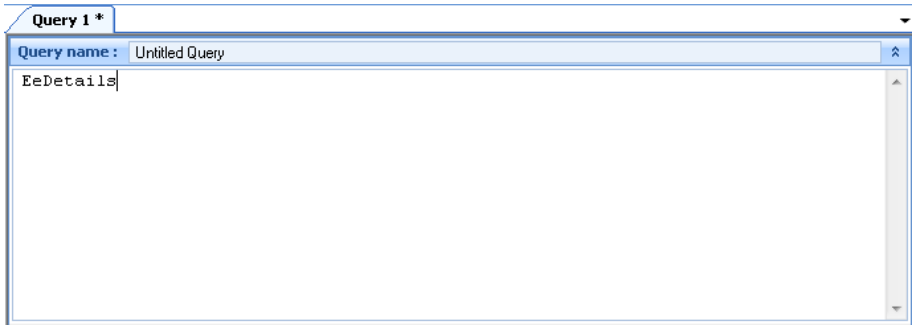
The Query section is where you can type in a query.



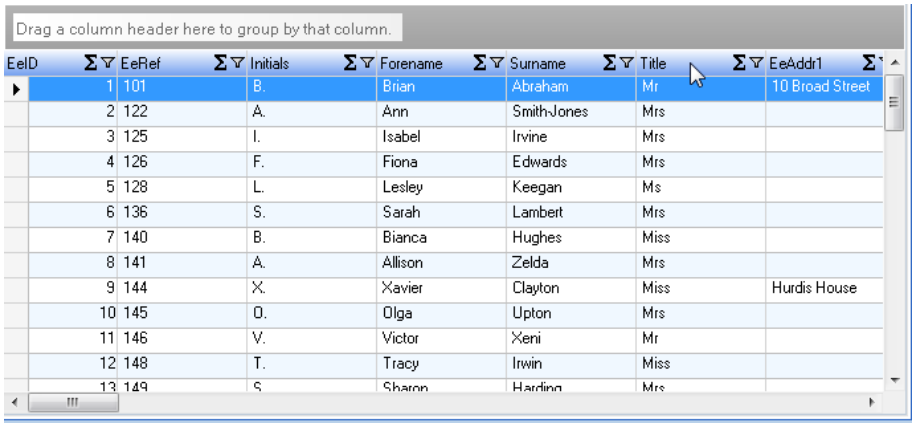

You can just type in a table name, Tables contain information in your payroll data file. You can see the tables and field names by using **File\Print Tables**.

## Example 1

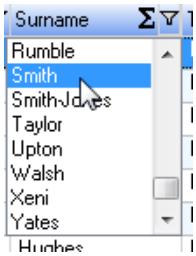
A very basic query would be to type in **EeDetails** which holds basic information for all current and old Employees such as Name, Address, NI Number, Analysis groups etc.

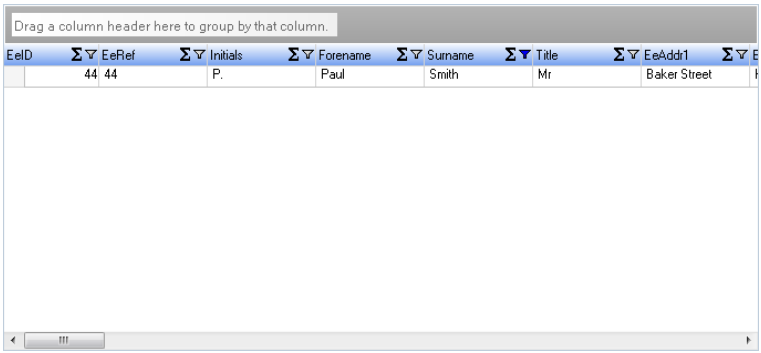



Now click on **Run** on the toolbar to see the results.

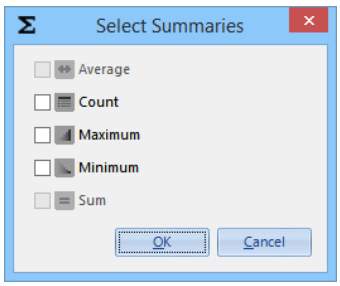



You can use the **Filter** button that is in in each column heading to reduce the records being displayed. In the example below we have used the Filter to see all Employees with a Surname of Smith.



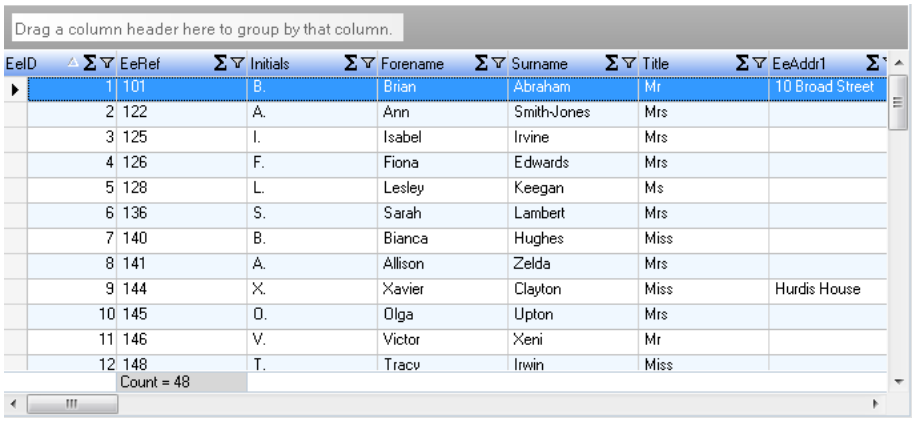




To the left of the Filter button you also have a **Summary** button.



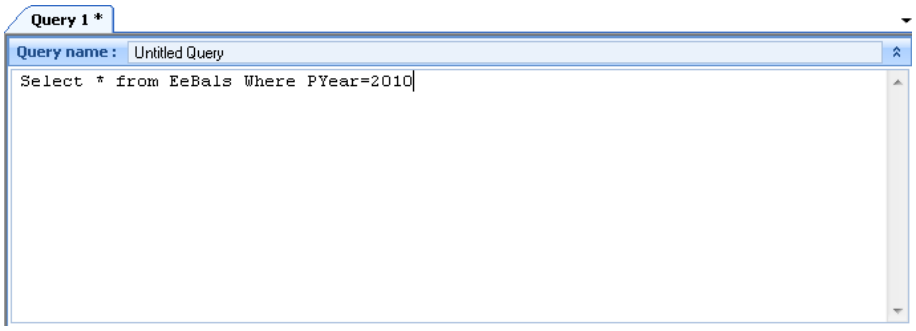

As you can see you can choose between Average, Count, Maximum, Minimum and Sum. The Sum and Average options are only available on a numeric field. Just select which one you want to use and click on **OK**.

In the below example we selected **Count** on the **EeRef** field, the result is displayed at the bottom of the screen. This information is included if you export to XLS, PDF and XPS, and when printed.

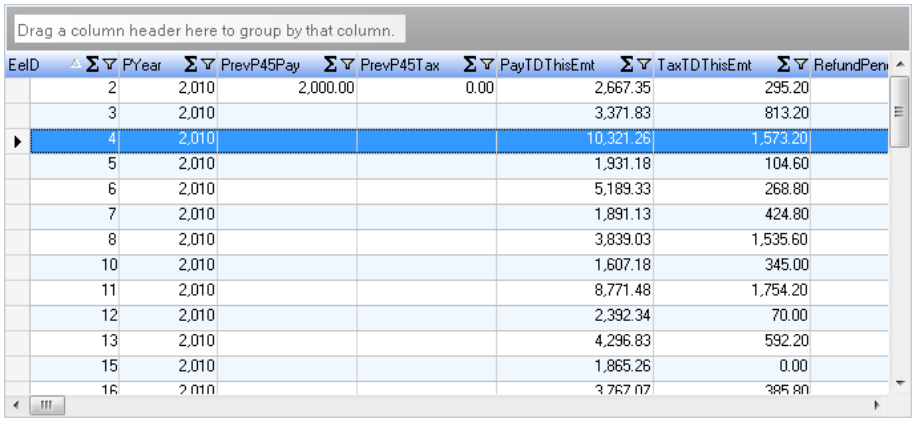



## Example 2

An example of another basic query to try is to filter on the Tax Year for the Employees Year to Date table called EeBals. You can use this type of filter on other tables and fields as well. The * after Select means all fields in the table.



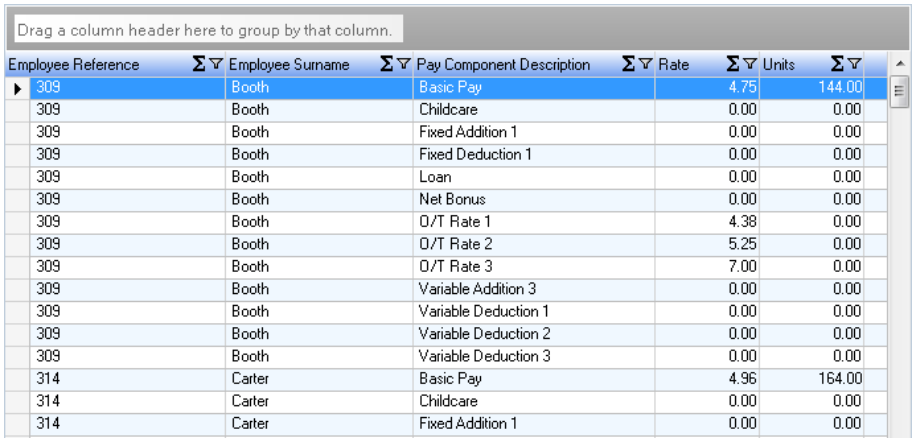

Then click on **Run** on the toolbar to see the results.



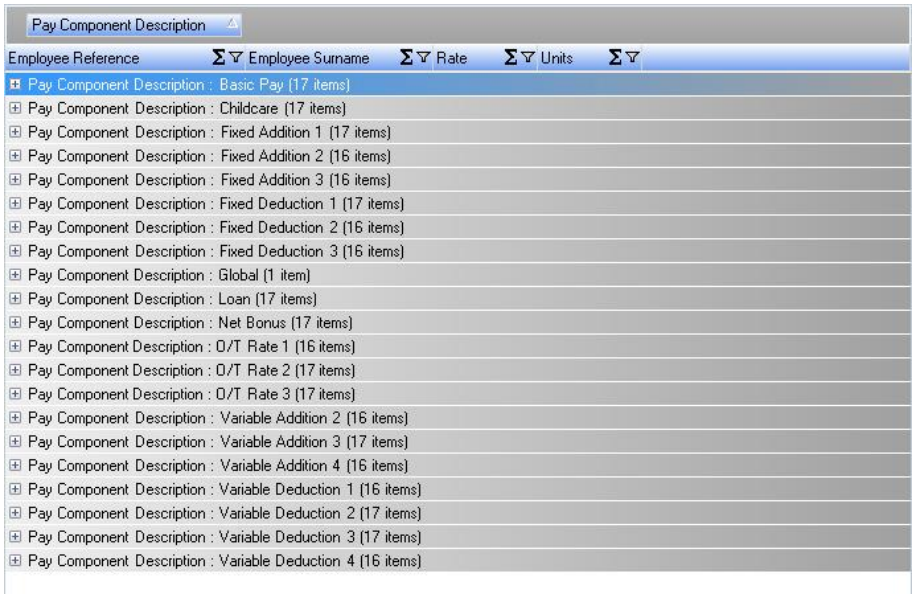

You can also click on the field name headings to **Sort** the column. If you have done this you will see a small triangle as you can see above in the **EeID** column heading.

## Example 3

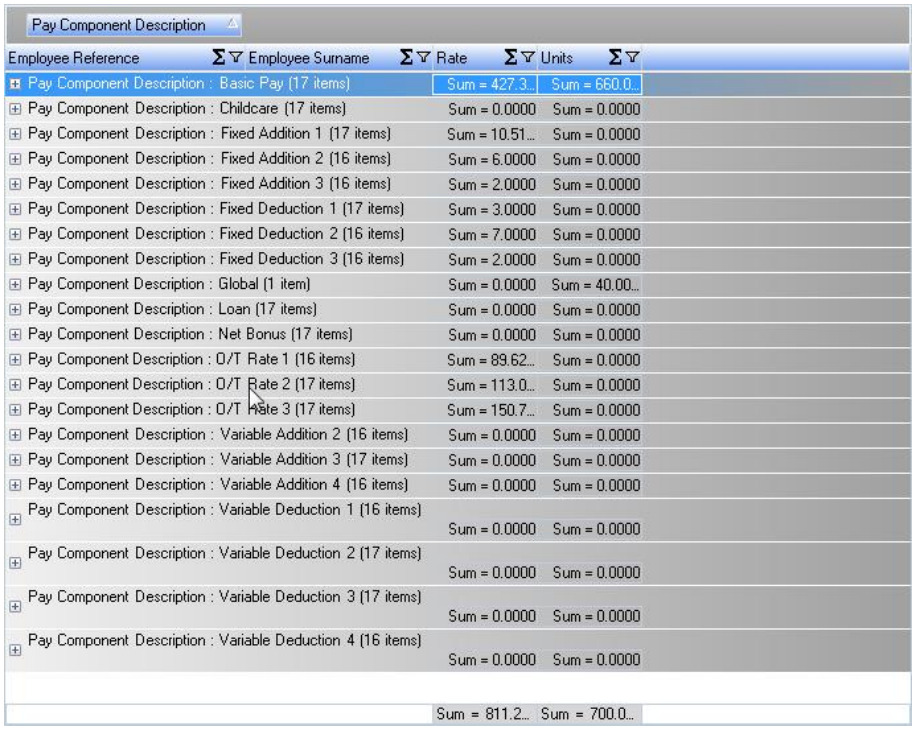
There is also an option at the top of the Results to **Group** by a Column. In the below example we have run the Predefined query **Pay Run Import Information**.



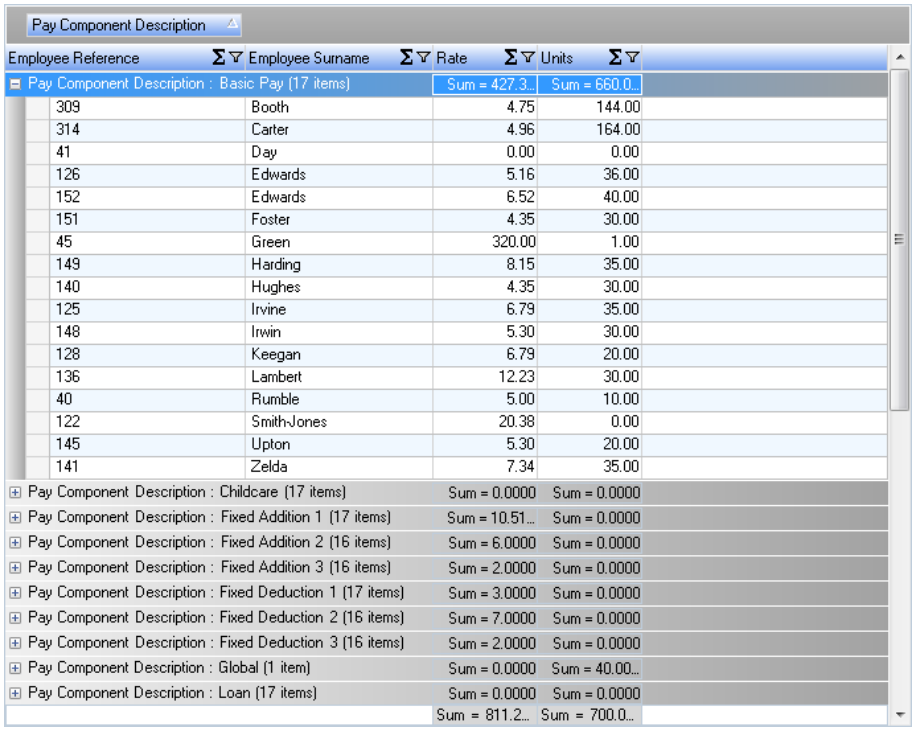

Then click on the column heading **Pay Component Description** and dragged it into the grey box.




Then added a **Summary** to **Sum** the **Rate** and **Units** columns.




You can expand the information by clicking on the plus sign on the left hand side.




## Run Time Selection Criteria

Run time selection criteria can be used with a fully written SQL query but not just with the table name method of creating a query as shown above. This then prompts you with list for you to select from which is then used to filter the results.

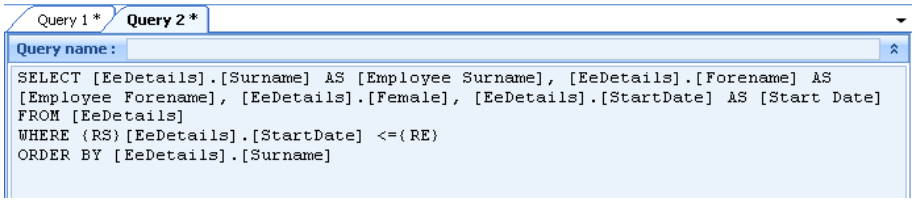
The start and end of the selection needs to be marked with **{RS}** and **{RE}** respectively e.g.

**{RS}[Branchs].[BranchName] ={RE}**

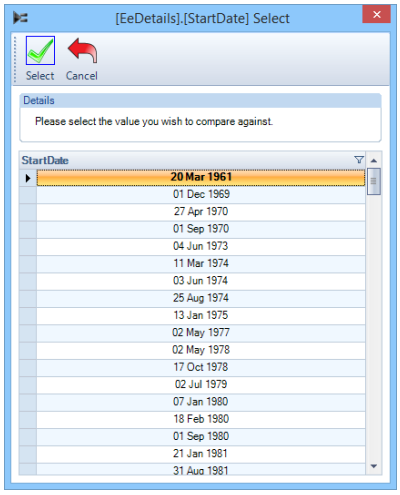
This needs to be part of the WHERE statement and should be selecting on a field which is included in the query.

## Example 4

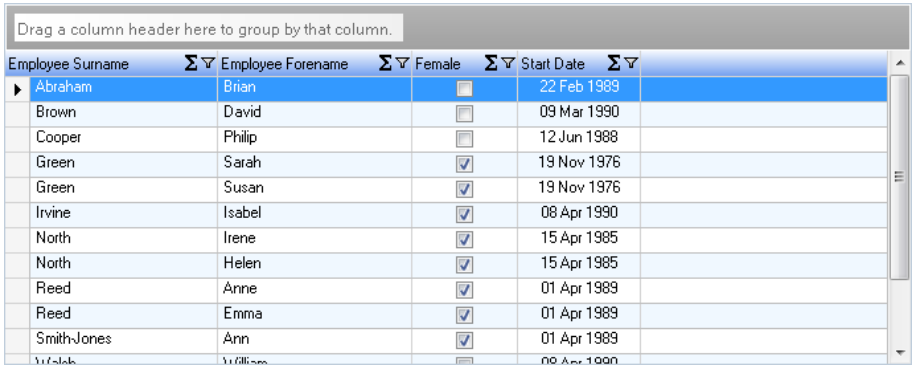
The below example is picking specific fields from the table EeDetails, and has a run time selection on the Start Date being less than of Equal to the date that you will be prompted to select.




So when you click on **Run** for this query you will be prompted with a list of all start dates from the EeDetails table.




Highlight a date and click on **Select** to see the results.




## Other Databases

Should you wish to view a table from a database other than your payroll data file, you can prefix the table name with the short name for the database.

The short names for each data base are as follows: -

| Data File | Short Name |
|---|---|
| Current Payroll Data file | {P2} |
| T2DATA | {T2} |
| MCPTEMP | {TEMP} |
| MCPGLOSS | {GLOSS} |

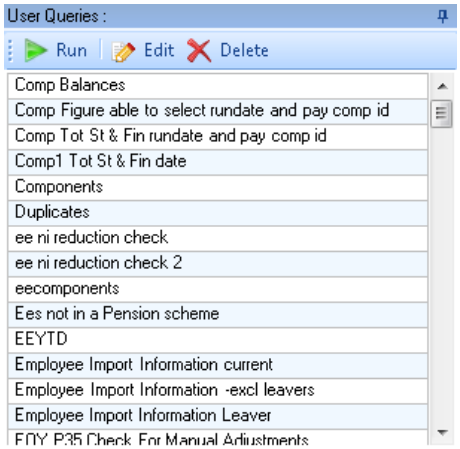
| | |
|---|---|
| TAX&NI | {TANI} |
| P2ADMIN | {ADMIN} |

Try typing in **[{GLOSS}].[tblReports]** and click on **Run** on the toolbar, the results will show the report details from the MCPGLOSS database.

If you are writing a query that gets information from a SQL database and an Access database, or two SQL databases then you need to ensure in FROM and any JOIN sections that you include the prefixes for every table and enclosed in square brackets.

## User Queries

These are a list of all the queries users have created and saved in the program. The below list are ones that I have created and saved.




To run any of the queries one of your colleagues or you have created, highlight the query name and click on the **Run** button under the heading User Queries or double click on the query name.

The results will then be shown on the right hand side of the screen for you to Filter, Export or Print.

# Wizard

This opens the Query Wizard. The Query Wizard is a set of step-by-step stages, which allows you to extract basic details from your payroll data file.

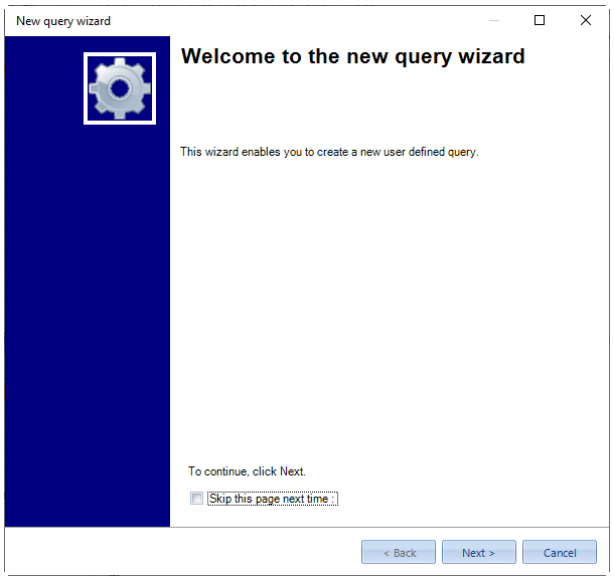
The Wizard shows field names that should be more readily understood than the actual database field names. Once a query is run using the Wizard, the real database field names are automatically inserted into the query statement.

All of the queries generated by the wizard check for null values and turn them into zeros, so that the correct information is reported.

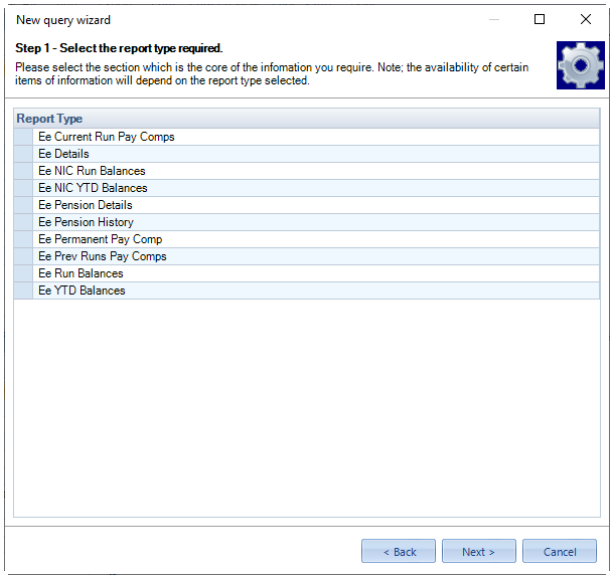
### Step by Step

Click on Wizard you will then see the Welcome screen.

Click **Next**.

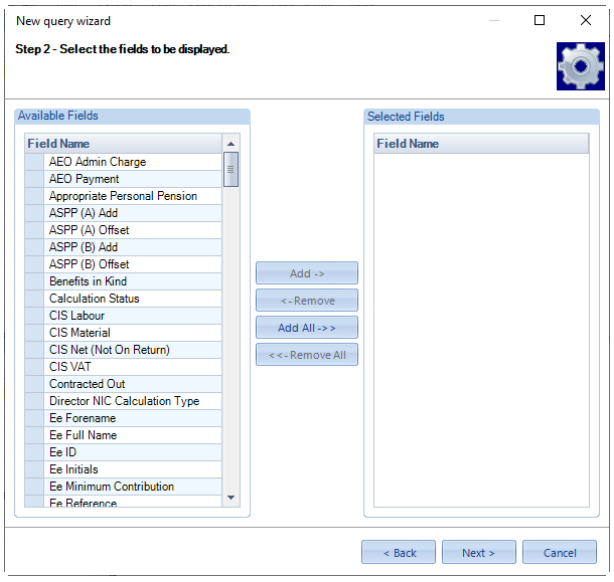



**Step 1** – highlight the **Report Type** that you wish to create and select **Next**.



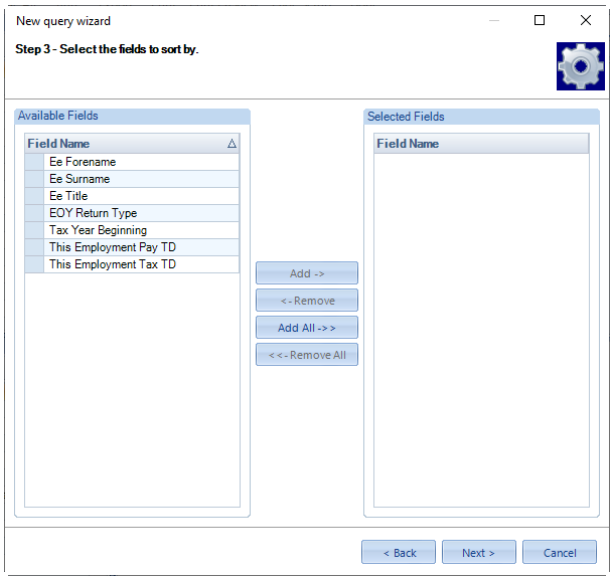

**Step 2** – Select the fields in the order that you want to see them in the query. Highlight the **Field Name** under Available Fields then use the **Add** button to include in Selected Fields. To remove a Selected Field highlight the **Field Name** then click on the **Remove** button.

Once you have selected all the fields you require click **Next.**

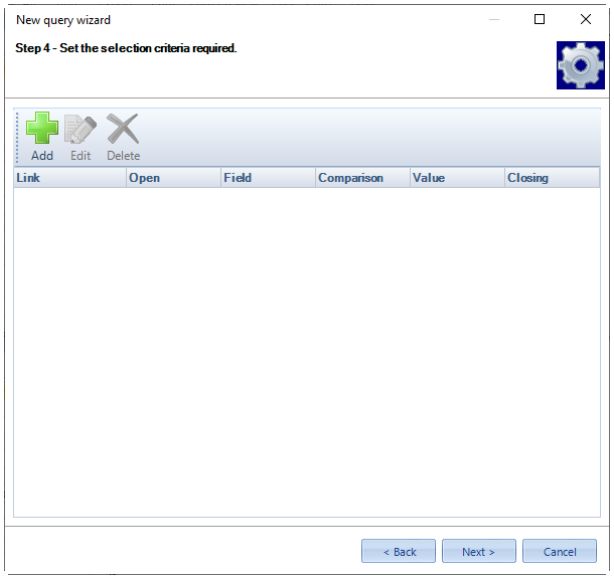


**Step 3** – Select the fields that you want to sort the results by and in the order you want them sorted.

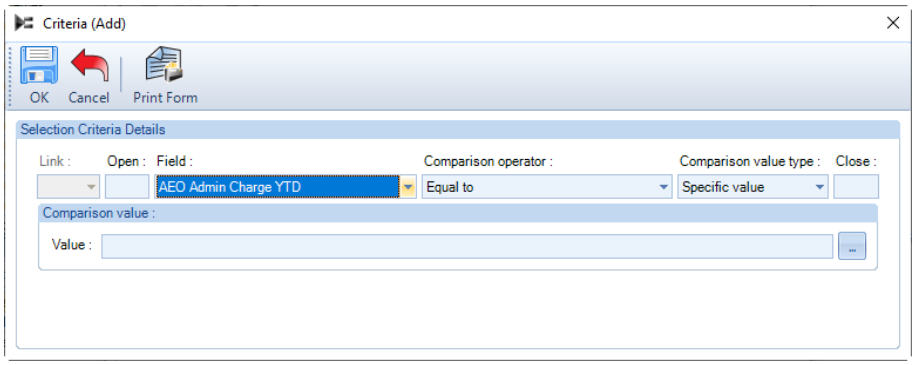
Once you have selected the fields to sort by, click **Next.**




**Step 4** – This section is to filter the records, so if you do not want to filter them click on **Next**.




Otherwise click on **Add**, you will then see the following screen.




**Link** – This is to select And/Or, it is only available when you create the second or further Criteria Selections.

**Open** and **Close** – These are for you to enter brackets to control the way the Criteria Selections are treated. Again it is only available when you create the second or further Criteria Selections.

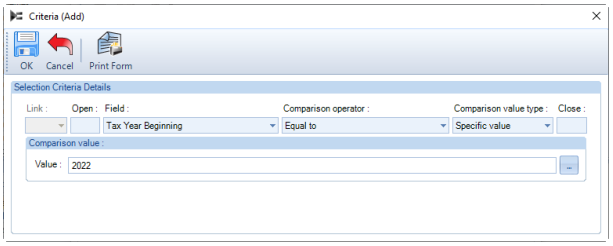
**Field** – This is the field against which the comparison is to be made. The drop down list contains <u>all</u> the fields available for the template in alphabetical order.

**Comparison Operator** – Drop down containing a list of the comparisons that can be performed e.g. Equal to, Greater than, Less than, Between, etc. What is selected here may change what you need to enter under Comparison Value.

**Comparison Value Type** – Is a drop down list of options that allow you to choose what to compare the field against - **Specific Value**, **Another Field** or **Select When Run**.

**Value** – Either Type the Value in or click on the elipsis button to bring up a list of existing values to make your selection.

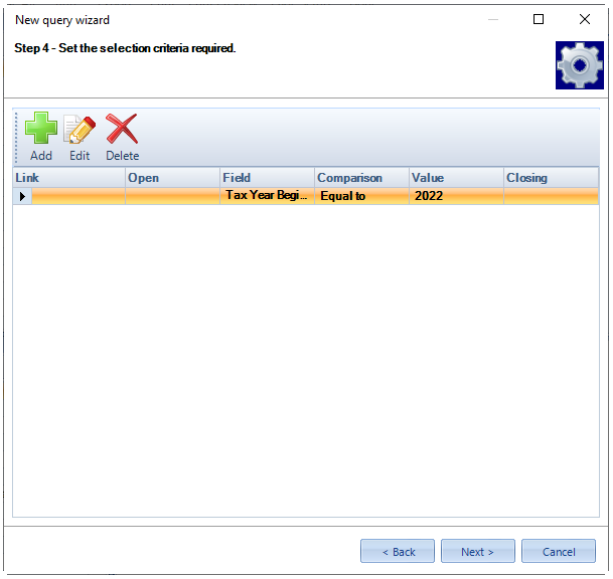
Once you have completed the Criteria screen click on **OK**.




You can use **Add** to create another Selection Criteria, or **Edit** to change an existing Selection Criteria, or **Delete** to remove one.

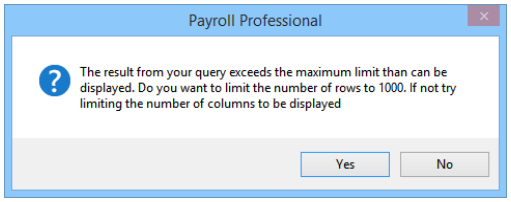
Once you have created all of your Selection Criteria click on **Next** then **Finish**.

You will now see the results on the right hand side of the screen for you to Filter, Export or Print.




## Important Note - Query Results

When running a query where there are lots of records and columns, Payroll Professional will show the following message, if there are too many records to display:




If you select **Yes**, it will limit the results to the show the first 1000 records. If you select No the query will stop for you to make changes your query.

## Support

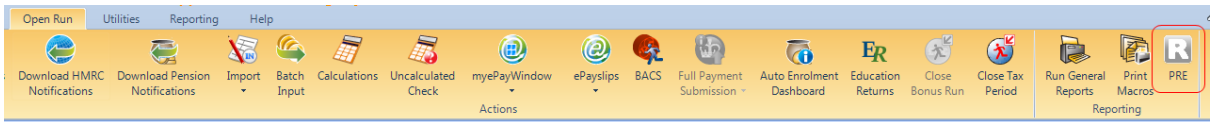
If you have created a query statement that appears to be correct but which will not run, then it would be a simple matter to copy the statement and send it to Payroll Professional Support. We may then be able to advise you how to amend the query.

# Payroll Run Export (PRE)

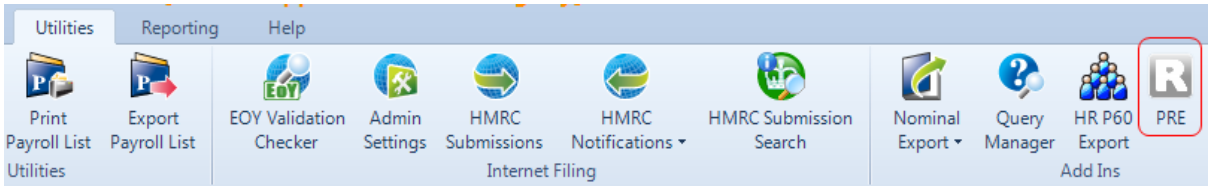
This facility requires a license.

Payroll Run Export (PRE) is accessed via Payroll Professional, under the following locations:

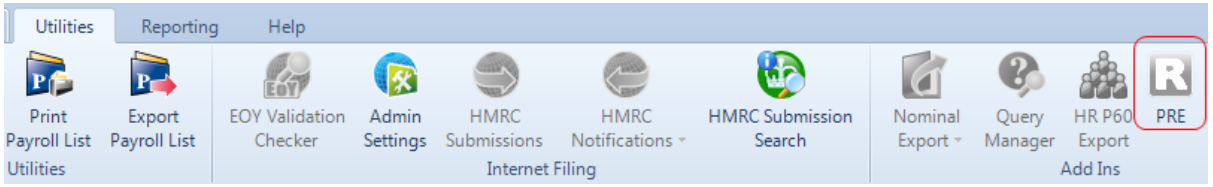
**Open Run** tab:




**Utilities** tab with a data file open:

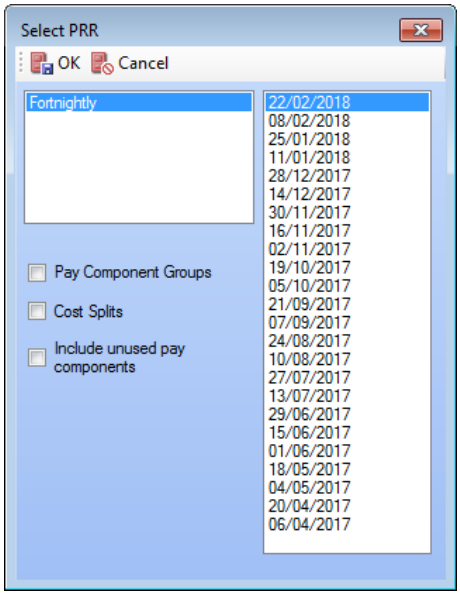



**Utilities** tab without a data file open:

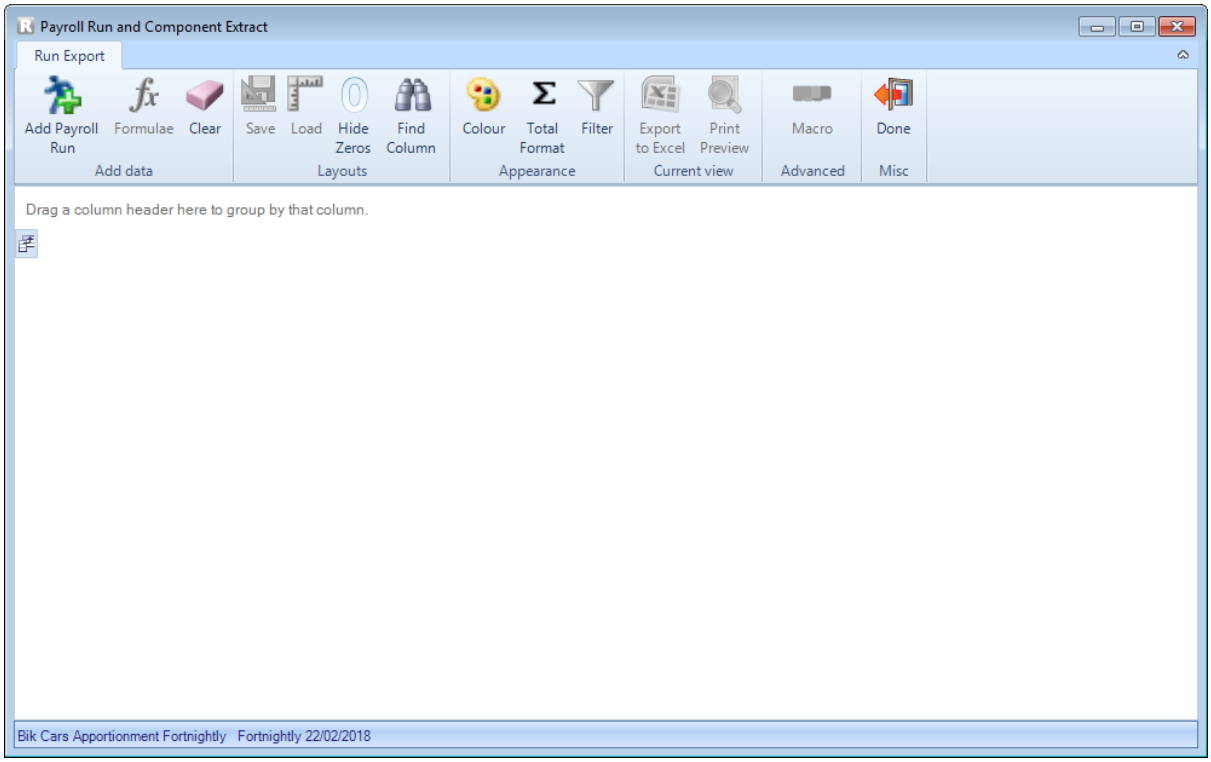



This facility enables you to generate an export of payroll run information. This fully customisable display and output can include a detailed breakdown of pay components, pensions and attachments of earnings.

When you have a data file open, when you click on **PRE** you will see the following prompt:




Once you have made your selections the following screen appears:



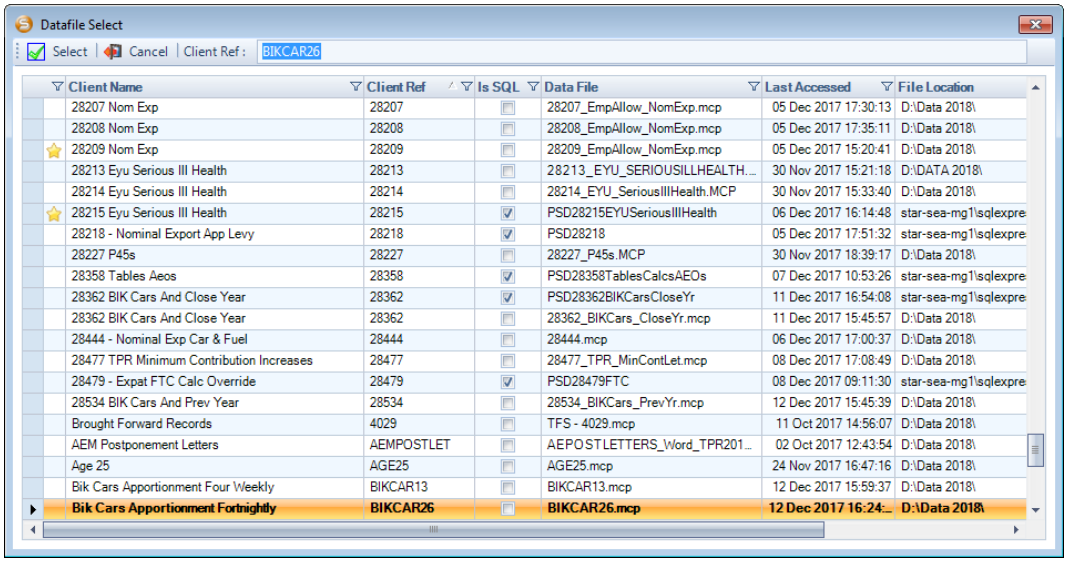

Which enables you to:

- Add further runs
- Create formula fields
- Selecting Fields
- Group Fields
- Change the appearance
- Change the totals display
- Save the layout
- Export to Excel
- Print Preview

## Selecting a Payroll

This will only be available when you select PRE within Payroll Professional without a data file open.

When you select **PRE** under the **Utilities** tab without a data file open, you will be prompted to select the Payroll data file:



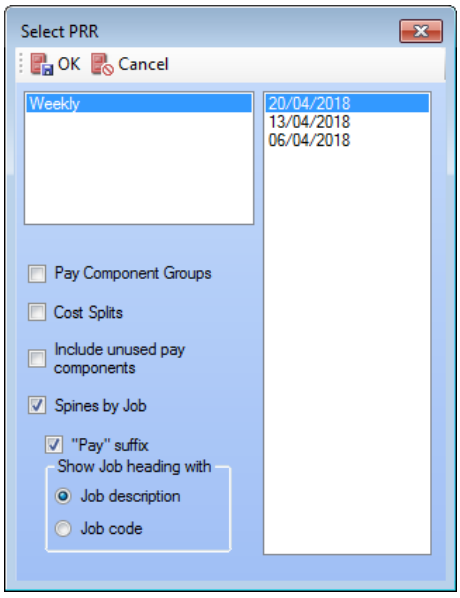

You can sort the columns by clicking on the headers, this is similar to the open by name screen.

Highlight the payroll and click on **Select**, the **Select PRR** screen will then appear.

Within the PRE screen, the **Select Payroll** button will be available to select a different data file.

## Select PRR (payroll run)

In the following screen select the Frequency and the Run Date:




There are several different options that can also be selected, if required:

- **Include Unused Pay Components** – select the box if you want to include unused pay components so that all pay components are included in the layout
- **Cost Splits –** select this box to include cost splits, that have been set up within the payroll data file. If the employee is in multiple Cost Splits they will show in multiple rows with their balances split by the Cost split percentage.
- **Pay Component Groups –** select this box to include more than the five standard groups, this will then show the pay components groups and only components that are not attached to a group under separate columns.
- **Spines by Job –** this option will only be available if the payroll selected has pay spines set up. Select this option if you want the spine pay and retro split by job. The Job and Spine description will be included in

the heading. Additional options are also available when this is selected:

**Pay suffix** – select this option if you would like Pay included in the heading, to differentiate between the Spine Pay and Retro columns.

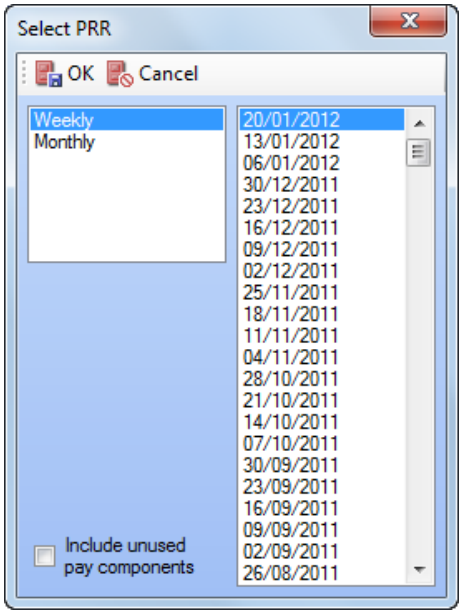
**Job description** or **Job code** – choose whether the heading is to include the Job Code or Job Description.

If however there are a large number of pay components, this option will be disabled, as there is a limit on the number of columns that the grid can handle. You can select which pay components to display via the Column Chooser screen.

Then highlight the **Frequency** on the left hand side of the screen and all the available Run Dates for that frequency will be shown on the right. Now highlight the Run Date you require and click on **OK**.

## Adding Runs

To add a run to the existing run being displayed, select the **Add Payroll Run** button. You will then see the Select PRR screen:



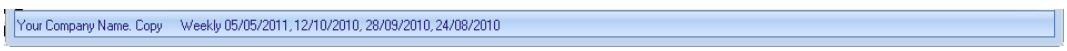

Tick the box called **Include Unused Pay Components** if you want to include unused pay components so that all pay components are included in the layout.

If however there are a large number of pay components, this option will be disabled, as there is a limit on the number of columns that the grid can handle. You can select which pay components to display via the Column Chooser screen.

Then highlight the **Frequency**, then the **Run Date** and click on **OK**.

If you want to add more than one run hold down the Ctrl button on your keyboard whilst highlighting the Run Dates.

At the bottom of the screen you will see the Frequency and Run Dates that are included:

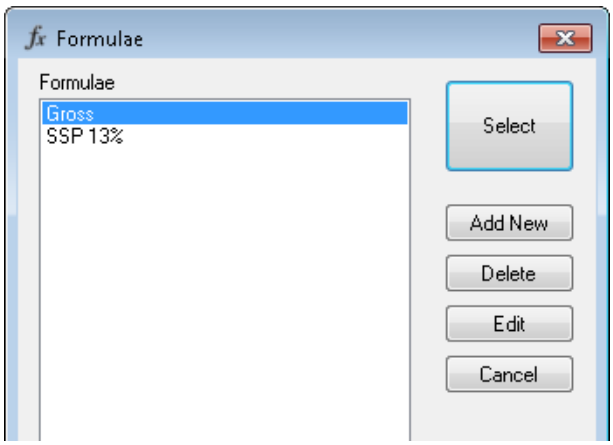



You are able to add runs from different frequencies.

## Formulas

You are able to create formulas to be displayed on the report. This can combine values from several elements.

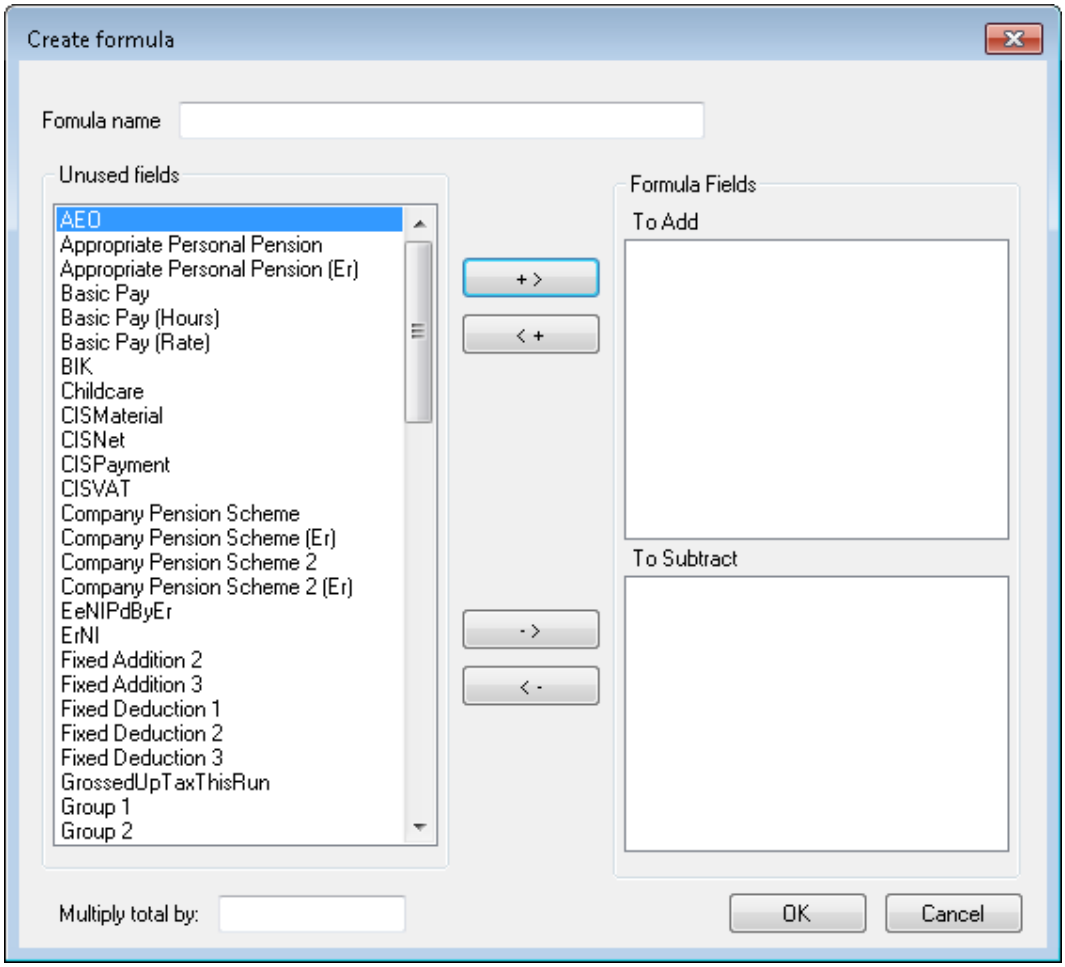
After clicking on the **Formulae** button you will see the following screen.




The Formulae box will be blank if you have no formulas created.

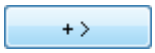
- **Select** button – this will add the highlighted formulae to the report
- **Add New** button – for creating new formulae
- **Delete** button – will delete the highlighted formulae
- **Edit** button – allows you to view or change the highlighted formula
- **Cancel** button – will exit the screen

To create a formula click on **Add New**, you will see the following screen:




Under **Formula Name** enter a name for the formula.

The buttons in the middle of the screen are for moving the fields to the location you require:



Moves a highlighted field from **Unused fields** to **Formula Fields - To Add**.

Moves a highlighted field from **Formula Fields - To Add** to **Unused Fields**.

Moves a highlighted field from **Unused fields** to **Formula Fields - To Subtract**.

Moves a highlighted field from **Formula Fields - To Subtract** to **Unused Fields**.

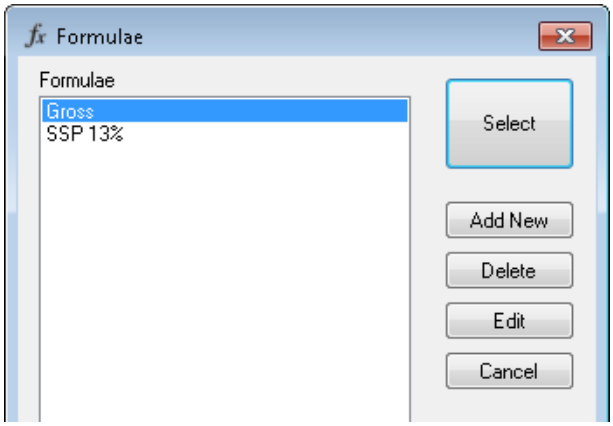
On the left side of the screen under **Unused fields** highlight the field and then click on the appropriate button, to move it to either **To Add** or **To Subtract**.

Repeat the process for any additional fields you want to use in the formula.

If the overall total requires a factor applied, then complete the **Multiply total by** box in the bottom left hand corner of the screen.

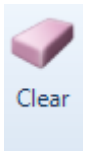
Click **OK** to save the formula.

There is no limit to the number of formulas you can create.




Now click on the **Select** button to add the highlighted formula to the report.

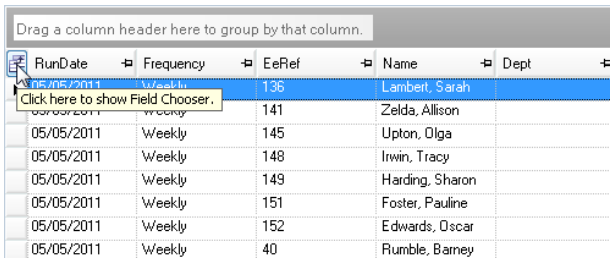
## Clear



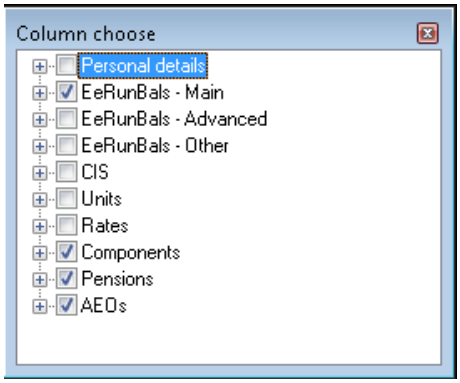
Select this button to clear any loaded data. Click on **Select payroll** to open a different payroll data file, or **Add Payroll Run** to select a different run.

## Selecting Fields

Select this button to choose the fields to include in the report layout.

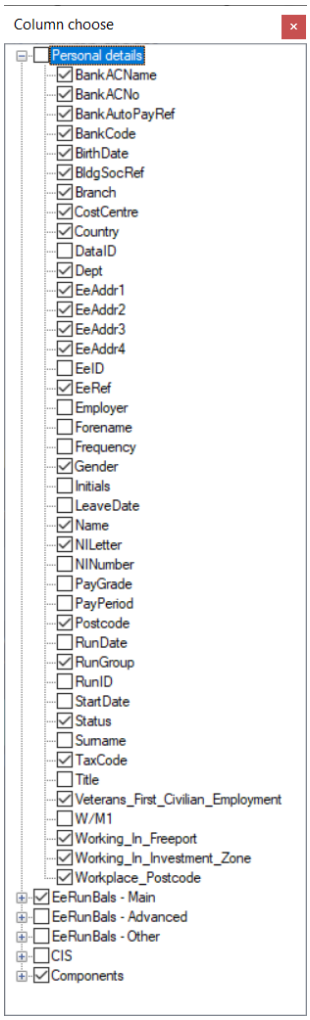



After clicking on this button you will see the **Column Chooser** screen:




The fields that can be included are grouped into sections, if you tick the box against the section heading all of the fields within that section will be included.

To select specific fields 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.

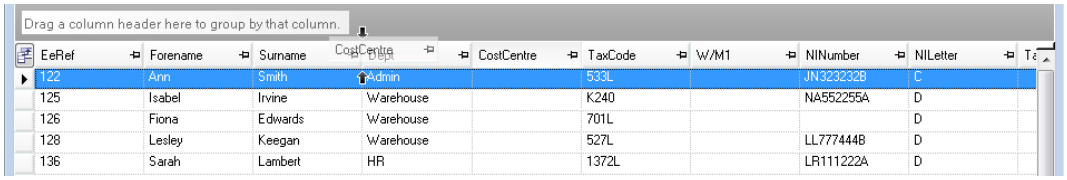
Click anywhere off the **Column Choose** window or on the red button with a cross to close this window.

More information on what each section and field contains is at the end of this document.

## Column Order

Once you have selected all the fields to include in the report, you can now change the order that they appear in.

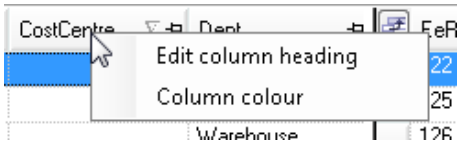
Click on the column header, whilst holding down the button on your mouse drag it to where you want the column to appear, in the below example we are moving Cost Centre to before Dept:




When you see the small black arrows then release the button on your mouse.

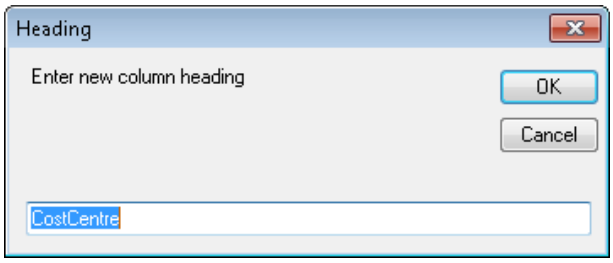
Repeat the process for any other columns that you want to move.

## Renaming Column Headers incl Column Colour



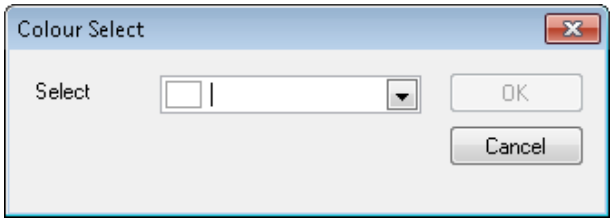

Right mouse click on the columns header and you will see two options.

When you select Edit column heading it allows you to change the name of the heading:

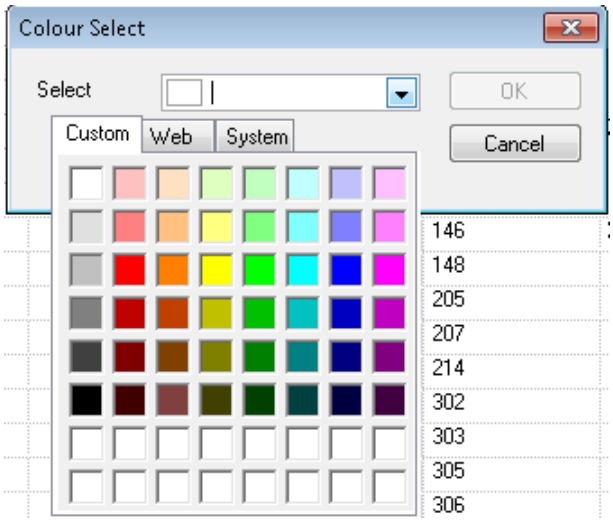



Type in the new description and select OK.

If you select Column colour you will see the following screen:




Click on the drop down arrow to select another colour:

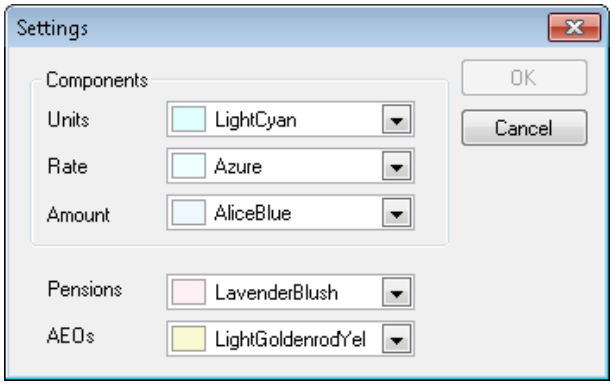



Select the colour and then OK to save.

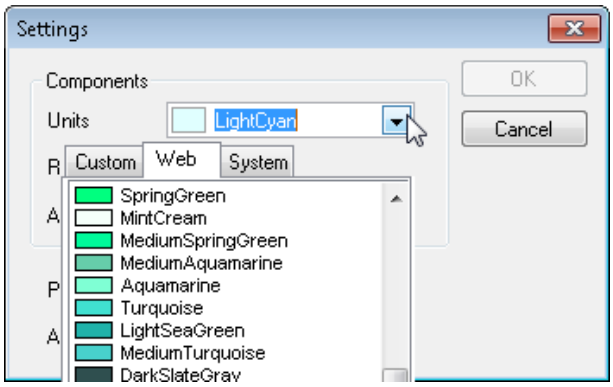
## Colour

You are able to change the background column colours for Pay Components – Units, Rate and Amount, also for Pensions and AEOs (attachment of earnings orders).

When you click on the **Colour** button you will see the **Settings** screen:



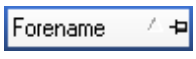

Use the drop down box to select a different colour:




Once you have selected your colours, click on the **OK** button to save them.

## Sorting Rows

To sort the rows by one of the columns, click on the column header that you want to sort by and it will sort in ascending order. If you click on the same column header again it will change the order to descending. You will see a small triangle appear on the column header:




The triangle will point up for ascending and down for descending.

To sort by multiple columns you will need to click on the colums in the sequence that you want to sort by. So click on the first column header, then hold down the Shift button on your keyboard and then click on the other column headers in the sequence that you want to sort by.

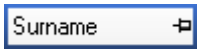
For example if **Branch** is first then **Dept** then **Surname** then **Forename** you will get an alphabetic list of employees in each department within each branch.

You will see the small triangle on each of the column headers.

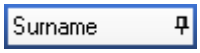
## Locking Columns

Similar to Excel you can lock columns on the letft of the screen.

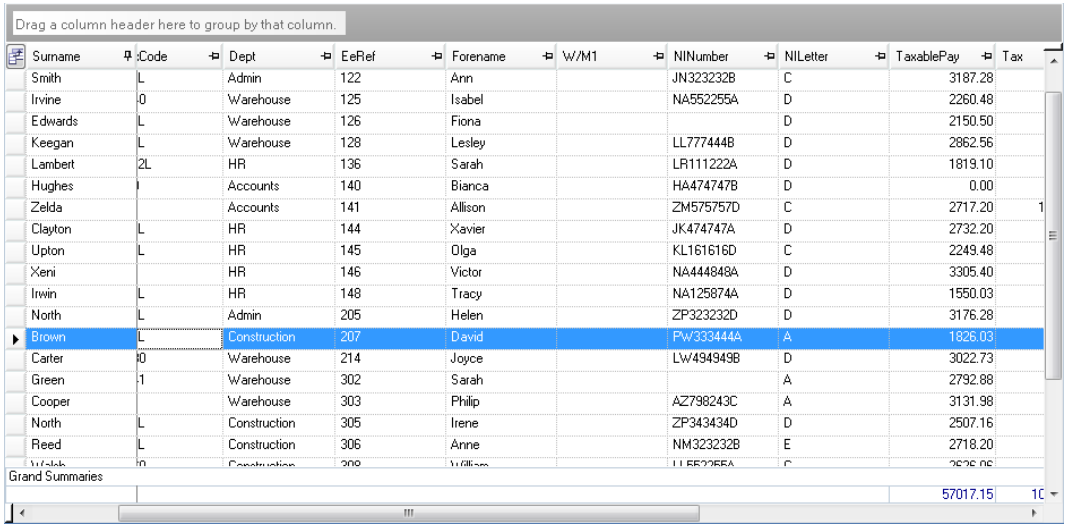
There is a pin button to the right of each column heading, example below:




When you click on this pin button it will move the column to the left hand side of the screen and change to the below:




You will then see a black line to the right of the column and when you move the toolbar at the bottom of the screen the locked column will stay in place and the other columns will move.

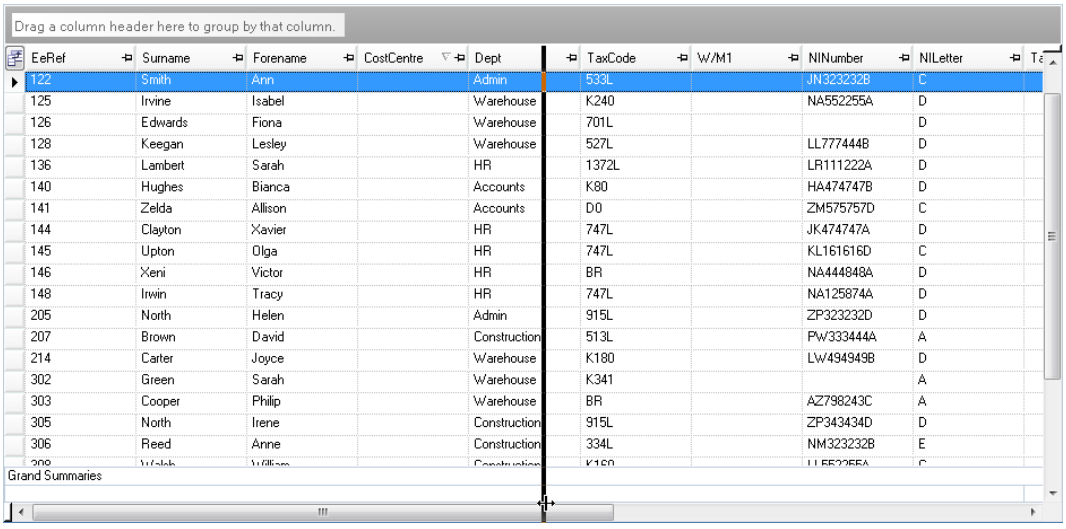



You are able to lock more than one column by clicking on the pin button on the additional column headers, these will also then be moved to the left of the screen.

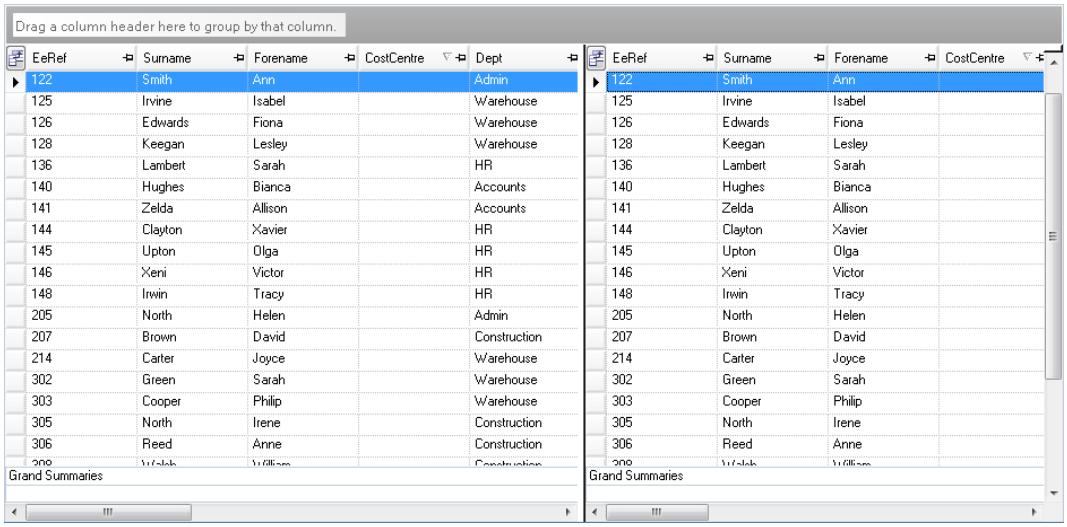
## Grid Splitter

In the bottom left hand corner of the screen, put your mouse to the left of the toolbar arrow and the mouse will change to the below example:

Hold down your mouse button and then drag the black line that appears to the right of the last column where you want to split.




When you let the mouse button go the screen will be split as follows:



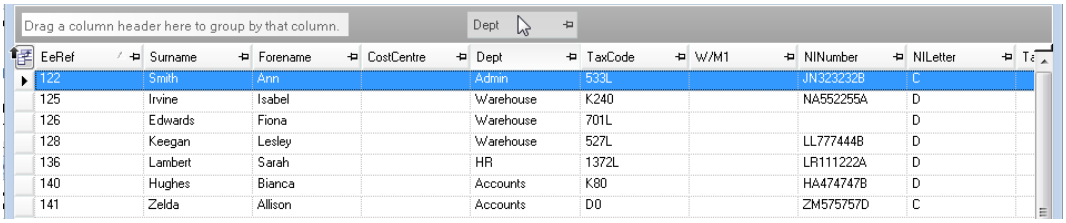

You can use the toolbars under each of the splits to move the columns separately.

The grid can also be split vertically in the same way using the toolbar on the right hand side of the screen, in the top corner.

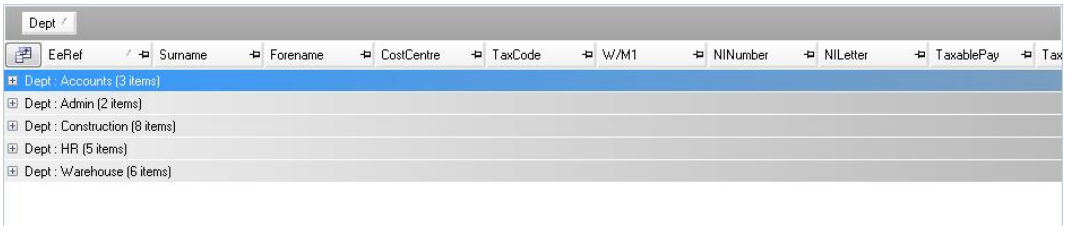
## Grouping

To group the results drag the column header into the **group by** area above the columns.

Group by Dept, for example, drag the **Branch** column header up to the 'group by' area.

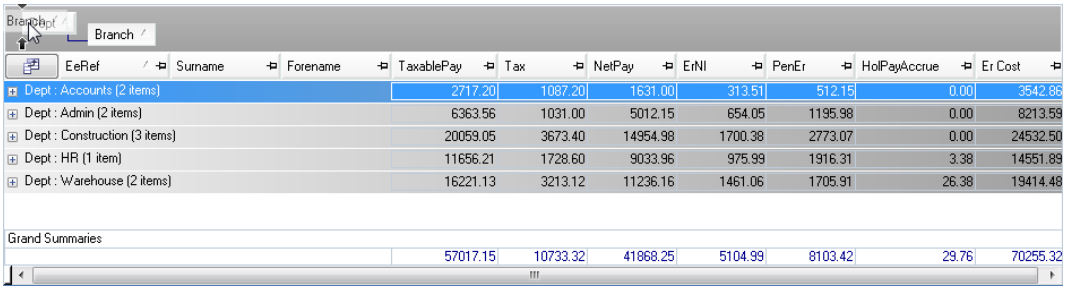



This now results in the following display.




You can add more groupings if required, using the same process of dragging the column header into the group by section.

It is also possible to change the order of the groupings. Below is an example of moving Branches to before Depts:

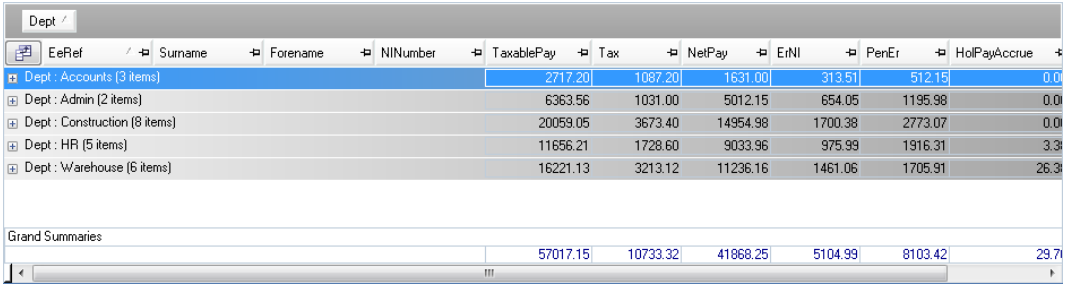



Click on Branch in the **group by** section, whilst holding the mouse button down drag it to before Dept and you will see small black arrows to the left of Dept, then release the mouse button.

## Total Format

After grouping the results you can change the way the totals are displayed.

For example, to display the totals for each of the departments, click on the **Total Format** button and they will be displayed as follows:




Click on the plus sign to see the Employees within the Departments:

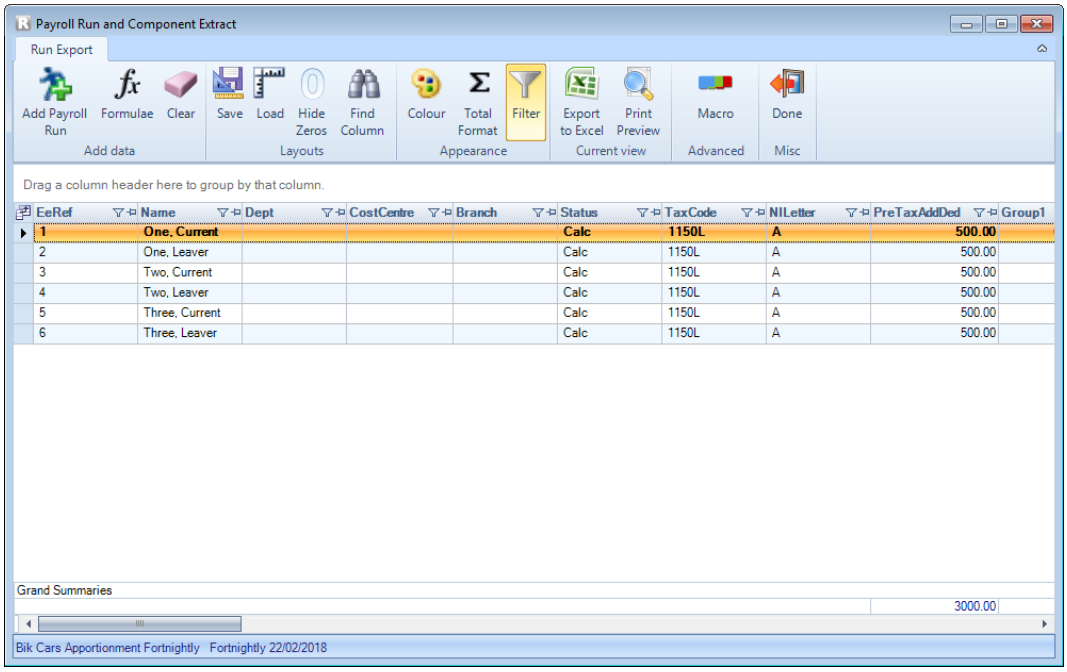
| Dept | EeRef | Surname | Forename | TaxablePay | Tax | NetPay | ErNI | PenEr | HolPayAccrue | Er Cost |
|---|---|---|---|---|---|---|---|---|---|---|
| Dept : Accounts (3 items) | | | | 2717.20 | 1087.20 | 1631.00 | 313.51 | 512.15 | 0.00 | 3542.86 |
| | 140 | Hughes | Bianca | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | 141 | Zelda | Allison | 2717.20 | 1087.20 | 1631.00 | 313.51 | 512.15 | 0.00 | 3542.86 |
| | 39 | Jones | John | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Dept : Admin (2 items) | | | | 6363.56 | 1031.00 | 5012.15 | 654.05 | 1195.98 | 0.00 | 8213.59 |
| Dept : Construction (8 items) | | | | 20059.05 | 3673.40 | 14954.98 | 1700.38 | 2773.07 | 0.00 | 24532.50 |
| Dept : HR (5 items) | | | | 11656.21 | 1728.60 | 9033.96 | 975.99 | 1916.31 | 3.38 | 14551.89 |
| Dept : Warehouse (6 items) | | | | 16221.13 | 3213.12 | 11236.16 | 1461.06 | 1705.91 | 26.38 | 19414.48 |
| Grand Summaries | | | | 57017.15 | 10733.32 | 41868.25 | 5104.99 | 8103.42 | 29.76 | 70255.32 |

If you have multiple groupings click on the plus sign to the left of the screen to see the other groupings totals as well as the employees:

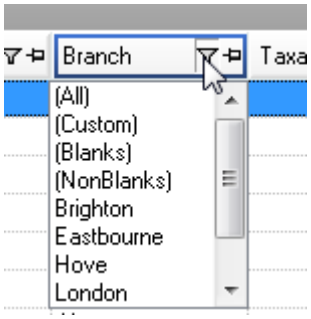
| Branch / Dept | EeRef | Surname | Forename | TaxablePay | Tax | NetPay | ErNI | PenEr | HolPayAccrue | Er Cost |
|---|---|---|---|---|---|---|---|---|---|---|
| Branch : Brighton (3 items) | | | | 14843.49 | 2277.00 | 11638.84 | 1357.33 | 2514.74 | 3.38 | 18718.94 |
| Dept : Accounts (1 item) | | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Dept : Admin (1 item) | | | | 3187.28 | 548.40 | 2604.88 | 381.34 | 598.43 | 0.00 | 4167.05 |
| Dept : HR (5 items) | | | | 11656.21 | 1728.60 | 9033.96 | 975.99 | 1916.31 | 3.38 | 14551.89 |
| Branch : Eastbourne (2 items) | | | | 16183.94 | 3039.60 | 12007.02 | 1364.00 | 2044.75 | 0.00 | 19592.69 |
| Branch : Hove (1 item) | | | | 2717.20 | 1087.20 | 1631.00 | 313.51 | 512.15 | 0.00 | 3542.86 |
| Branch : London (1 item) | | | | 1826.03 | 279.60 | 1289.84 | 183.77 | 343.03 | 0.00 | 2352.83 |
| Branch : Seaford (1 item) | | | | 7273.54 | 1289.80 | 5414.36 | 555.79 | 881.85 | 0.00 | 8711.18 |
| Branch : Swindon (2 items) | | | | 14172.95 | 2760.12 | 9887.19 | 1330.59 | 1806.90 | 26.38 | 17336.82 |
| Grand Summaries | | | | 57017.15 | 10733.32 | 41868.25 | 5104.99 | 8103.42 | 29.76 | 70255.32 |

## Filter

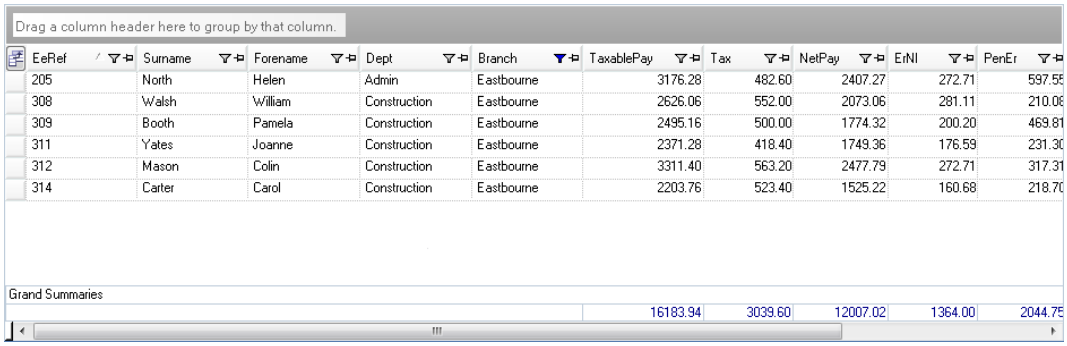
The results can be filtered by a value in a specific column. Click on the **Filter** button and then in each column header you will see a filter button appear:



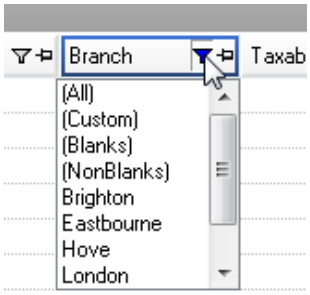

On the column header click on the filter button and choose the value to filter on:




In the example below we have selected Eastbourne and as you can see the filter button has changed to blue.




To remove the filter, click on the blue filter button and select **(All)**.




## Layouts

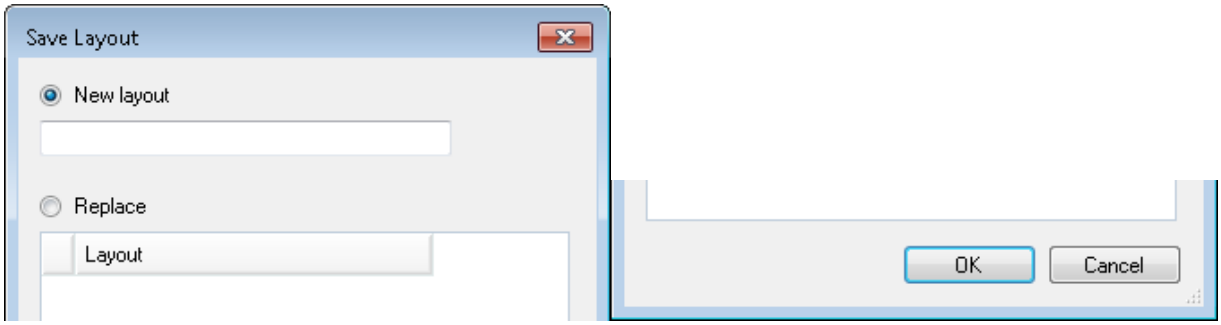
Layouts are specific to the current payroll data file and cannot be transferred to other payroll data files.

If a layout was saved before adding a new pay component, the new pay component will automatically appear in the grid. It may not be in the location you require, so you can move the column to where you want it to show and then re-save the layout.

### Save

Use this button to save the layout that you have just created or amended. This means that you can Load this layout to use with a different frequency or run date later without having to set it all up again. The layouts are saved in the payroll data file.

Click on the Save button and you will see the following screen:




Enter a name for the new layout, or if you are replacing an existing layout highlight the one you are replacing, then click on **OK**.

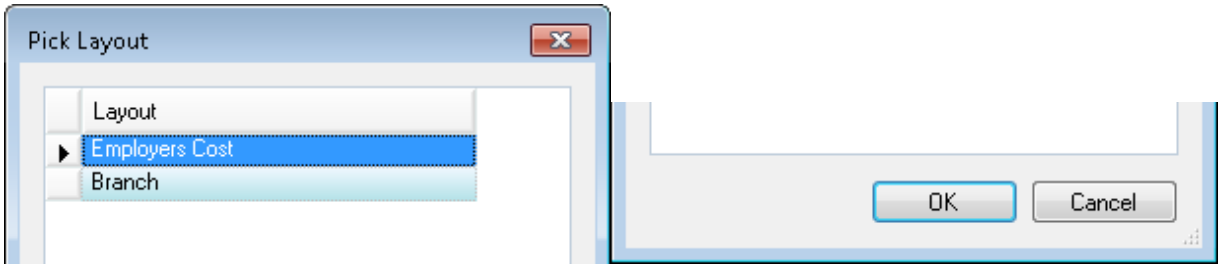
You can save as many layouts as you require.

## Load

When you click on the Loan button it will show you a list of all the saved layouts for this payroll data file.

If you have only saved one layout then the layout will automatically be used when you select the frequency and run date. And if you make changes to the layout and then select Restore it will change the layout back to the saved layout.

If you have more than one layout then you will see the following screen to select the saved layout:




Highlight the layout you require and select **OK**.

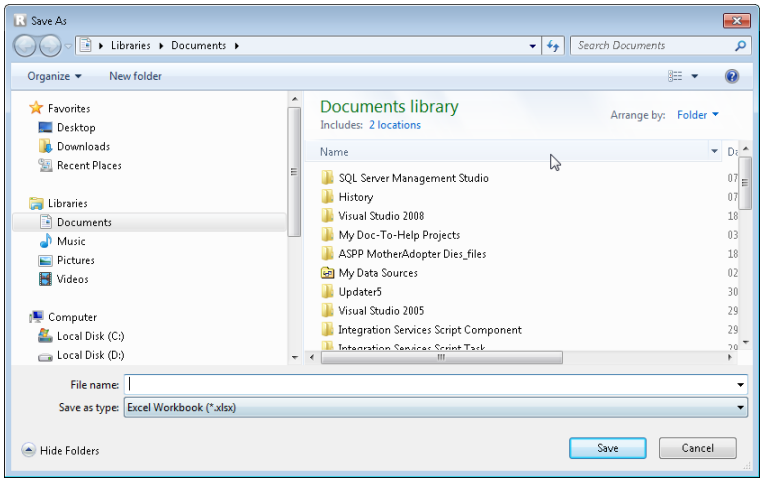
## Hide Zeros

With this button selected any columns where the total is zero will be hidden.

## Export to Excel

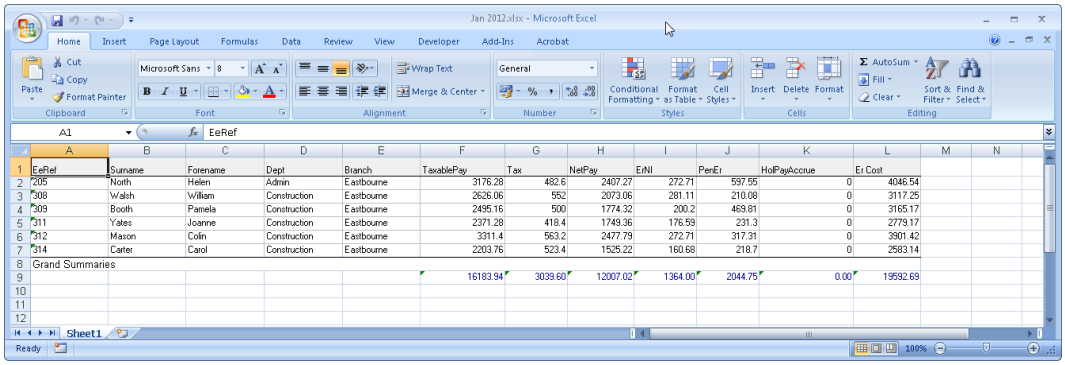
Now you have created your report you can export the results to Excel.

Click on the **Export to Excel** button and you will then see the **Save As** screen:




Enter a **File Name** and select where you want to save the file, then click on **Save**.

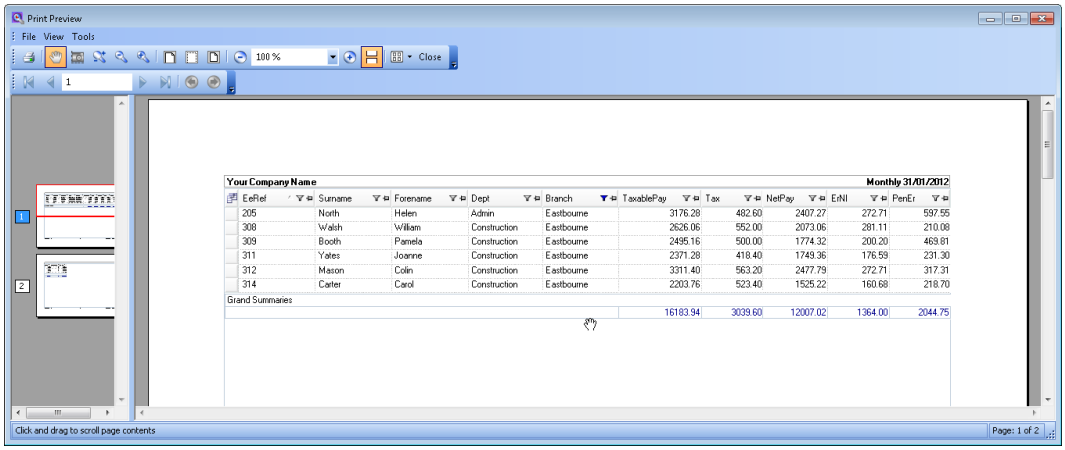
The exported report will then open up in Excel.




| | EeRef | Surname | Forename | Dept | Branch | TaxablePay | Tax | NetPay | ErNI | PenEr | HolPayAccrue | Er Cost |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 2 | 205 | North | Helen | Admin | Eastbourne | 3176.28 | 482.6 | 2407.27 | 272.71 | 597.55 | 0 | 4046.54 |
| 3 | 308 | Walsh | William | Construction | Eastbourne | 2626.06 | 552 | 2073.06 | 281.11 | 210.08 | 0 | 3117.25 |
| 4 | 309 | Booth | Pamela | Construction | Eastbourne | 2495.16 | 500 | 1774.32 | 200.2 | 469.61 | 0 | 3165.17 |
| 5 | 311 | Yates | Joanne | Construction | Eastbourne | 2371.28 | 418.4 | 1749.36 | 176.59 | 231.3 | 0 | 2779.17 |
| 6 | 312 | Mason | Colin | Construction | Eastbourne | 3311.4 | 563.2 | 2477.79 | 272.71 | 317.31 | 0 | 3901.42 |
| 7 | 314 | Carter | Carol | Construction | Eastbourne | 2203.76 | 523.4 | 1525.22 | 160.68 | 218.7 | 0 | 2583.14 |
| 8 | Grand Summaries | | | | | | | | | | | |
| 9 | | | | | | 16183.94 | 3039.60 | 12007.02 | 1364.00 | 2044.75 | 0.00 | 19592.69 |

## Print Preview

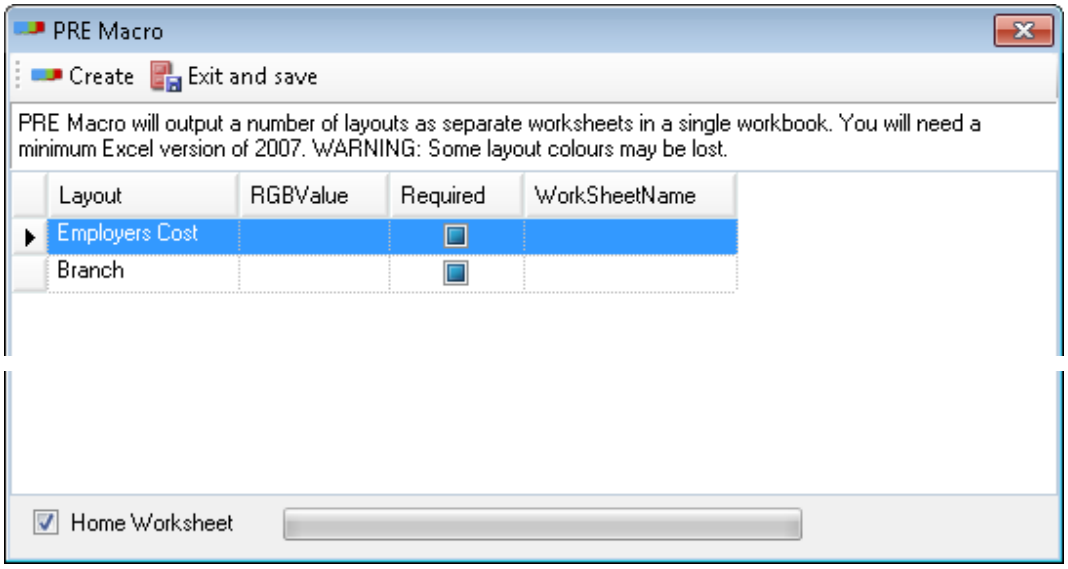
Click on the **Print Preview** button to see the report before using the **Print** button in this screen to print the actual results:




## Macros

To use this facility, you will need to have Microsoft Excel version 2007 or higher installed on your computer.

This button allows you to export multiple PRE layouts to one Excel file, with each layout under separate work sheets.




Tick the box **Required** and enter the **WorkSheetName**, if you want something different to the layout name, for each layout that you want to export. If required choose the tab colour under **RGBValue**.

If you select **Home Worksheet** the first worksheet will contain the Employer and payroll run details, as well as links to the other tabs.

## Payroll Run Export Field List

| Section | Field Name | Contains |
|---|---|---|
| Personal Details | BankACName | Employees current bank account name |
| | BankACNo | Employees current bank account number |
| | BankAutoPayRef | Employees current auto payment reference |
| | BankCode | Employees current bank sort code |
| | BirthDate | Employees current date of birth |
| | BldgSocRef | Employees current bank building society reference |
| | Branch | Employees Branch Description |
| | Cost Centre | Employees Cost Centre Description |
| | Country | Employees current address |
| | Cost Split | Only available when in the Select PRR screen, Cost Splits are selected. Shows the Cost Split description |
| | DataID | Data files ID |
| | Dept | Employees Department Description |
| | EeAddr1 | Employees current address |
| | EeAddr2 | Employees current address |
| | EeAddr3 | Employees current address |
| | EeAddr4 | Employees current address |
| | EeID | Employees program generated ID number |
| | EeRef | User defined reference |
| | Employer | Employers Name |
| | Forename | Employees forenames |
| | Frequency | Employees Frequency this period |
| | Gender | Employees current gender |
| | Initials | First letter of all forenames |
| | LeaveDate | Employment leave date |

| Section | Field Name | Contains |
|---|---|---|
| | Name | Employees surname then comma and forename |
| | NILetter | National Insurance Letter used this period |
| | NINumber | Employees National Insurance Number |
| | PayGrade | Employees Pay Grade Description |
| | PayPeriod | Tax year followed by Period Number |
| | Percentage | Only available when in the Select PRR screen, Cost Splits are selected. Shows the cost split percentage |
| | Postcode | Employees current address |
| | RunDate | Payroll run date for this period |
| | RunGroup | Employees Run Group description |
| | RunID | Program generated ID for this period |
| | SplitGroup | Only available when in the Select PRR screen, Cost Splits are selected. Shows the Cost Split Group description. |
| | StartDate | Employment start date |
| | Status | Calculated, On Holiday, Absent or Suspended |
| | Surname | Employees surname |
| | TaxCode | Tax Code used this period |
| | Title | Employees Title |
| | Veterans_First_Civilian_Employment | Date entered under employee details |
| | W/M1 | Whether the tax code is a W1/M1 basis |
| | Working_In_Freeport | Whether the employee is marked as working in a freeport in the current period |
| | Working_In_Investment_Zone | Whether the employee is marked as working in an investment zone in the current period |
| | Workplace_Postcode | Employees Workplace Postcode for this period |

| Section | Field Name | Contains |
|---|---|---|
| **EeRunBals – Main** | AEO | Total Attachment of Earnings Orders deducted this period, including the admin charge |
| | ASPPA | ASPP Adoption add to gross this period |
| | ASPPB | ASPP Birth add to gross this period |
| | BIK | Total of pay components marked as a Benefit in Kind |
| | EeNIPdByEr | Grossed up employees national insurance this period |
| | ErNI | Employer National Insurance this period |
| | GrossedUpTaxThisRun | Grossed up tax this period |
| | Group 1<br>[Group 1 Description] | Total of Pay Components that are under Group 1 |
| | Group 2<br>[Group 2 Description] | Total of Pay Components that are under Group 2 |
| | Group3<br>[Group 3 Description] | Total of Pay Components that are under Group 3 |
| | Group4<br>[Group 4 Description] | Total of Pay Components that are under Group 4 |
| | Group5<br>[Group 5 Description] | Total of Pay Components that are under Group 5 |
| | GUNIReduction | Grossed up NI reduction this period |
| | GUStudentLoans | Gross up student loans this period, Plan 1, 2, 4 and Postgraduate |
| | HolidayPay | Amount of holiday pay this period |
| | NetPay | Net Pay this period |
| | NI | Employees National Insurance this period |
| | PenEr | Total of employer pension contributions this period |
| | PenPreTaxEe | Total of employee pension contributions deducted before tax, this period |
| | PenPreTaxEeGU | Total of pre tax pension contributions grossed up this period |

| Section | Field Name | Contains |
|---|---|---|
| | PostTaxAddDed | Total of pay components that are not marked as taxable this period |
| | PostTaxPension | Total of employee pension contributions deducted after tax, this period |
| | PreTaxAddDed | Total of pay components marked as taxable this period |
| | SAP | Amount of add to gross statutory adoption pay this period |
| | ShPPA | ShPP Adoption add to gross this period |
| | ShPPB | ShPP Birth add to gross this period |
| | SMP | Amount of add to gross statutory maternity pay this period |
| | SNCP | Amount of add to gross statutory neonatal care pay this period |
| | SPPA | Amount of add to gross ordinary statutory paternity pay adoption this period |
| | SPPB | Amount of add to gross ordinary statutory paternity pay birth this period |
| | SPBP | Amount of add to gross statutory parental bereavement pay this period |
| | SSP | Amount of add to gross statutory sick pay this period |
| | StudentLoans | Student loans deducted this period, Plan 1, 2, 4 and Postgraduate |
| | Tax | Tax deducted this period |
| | TaxablePay | Taxable Pay this period |
| | TotalAbsencePay | Total add to gross statutory absence pay this period – SPP, SAP, SMP, SPP(B), SPP(A), ASPP(B), ASPP(A), ShPP(A), ShPP(B) |
| | TotalGrossUp | Total Gross Up Pay Components and Gross Up Costs - Tax, NI, Student Loan and Pension, this period. |
| | TotalNICs | Total of Employee and Employer NIC Contributions for this period |

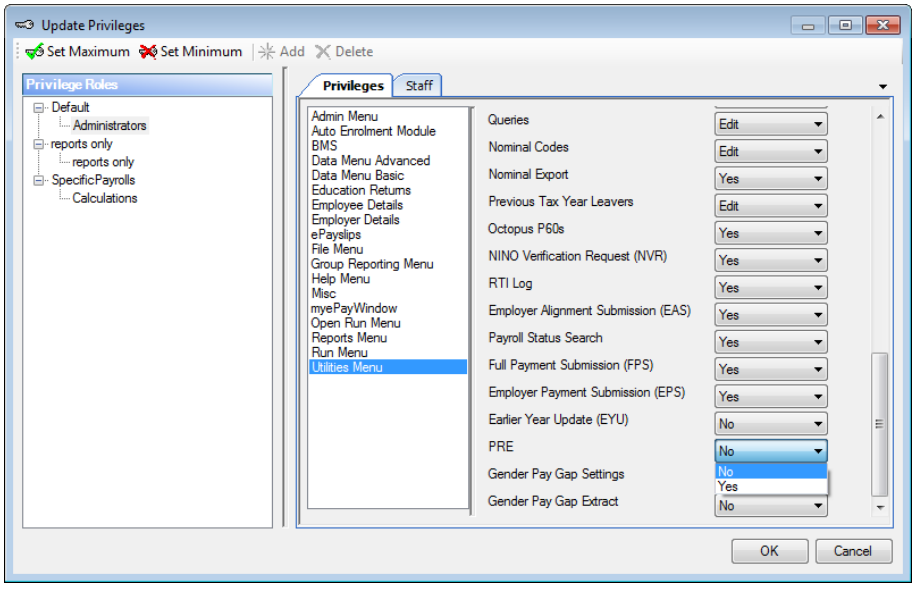
| Section | Field Name | Contains |
|---|---|---|
| EeRunBals – Advanced | TotalPens | Total of Employee and Employer Pension Contributions for all pension schemes for this period |
| | EmentStatus | Employee, Higher Paid, Director Cumulative or Director Non Cumulative |
| | ExPatExempt | Employer NI exempt – Yes/No |
| | NegNetBF | Negative net pay that was brought forward from the last period |
| | NegNetCF | Negative net pay that is carried forward to the next period |
| | NiableTP | NIable Pay this period |
| | OffsetASPPA | ASPP Adoption offset this period |
| | OffsetASPPB | ASPP Birth offset this period |
| | OffsetSAP | Amount of offset statutory adoption pay this period |
| | OffsetShPPA | ShPP Adoption offset this period |
| | OffsetShPPB | ShPP Birth offset this period |
| | OffsetSMP | Amount of offset statutory maternity pay this period |
| | OffsetSNCP | Amount of offset statutory neonatal care pay this period |
| | OffsetSPPA | Amount of offset ordinary statutory paternity pay adoption |
| | OffsetSPPB | Amount of offset ordinary statutory paternity pay birth |
| | OffsetSPBP | Amount of offset statutory parental bereavement pay |
| | OffsetSSP | Amount of offset statutory sick pay this period |
| | Override | Indicates whether any of the figures have been overridden this period – Yes/No |
| | TaxExemptGUIncome | Tax exempt gross up income this period |
| | TaxExemptIncome | Tax exempt income this period |

| Section | Field Name | Contains |
|---|---|---|
| EeRunBals – Other | TaxExemptPcnt | Tax exempt percentage used in the current period |
| | Sporting_Class_1A_NICs | Class 1A NICs calculated on pay component type Sporting Testimonial Payments |
| | Termination_Class_1A_NICs | Class 1A NICs calculated on pay component type Termination Payments |
| | HolDaysAccrue | Number of days holiday accrued this period |
| | HolDaysTaken | Number of days holiday taken this period |
| | HolPayAccrue | Amount of holiday pay accrued in this period |
| | MinContribEe | Employee Minimum Contribution |
| | MinContribEr | Employer Minimum Contribution |
| | RndgBF | Rounding net pau value that was brought forward from the last period |
| | RndgCF | Rounding net pay value that is carried forward to the next period |
| | SpinePay | Pay Spine pay this period |
| | SpineRetro | Pay Spine retrospective pay this period |
| CIS | CISMaterial | Total of Pay Components set as Materials |
| | CISNet | Total of Pay Components set as Net |
| | CISPayment | Total of Pay Components set as Labour |
| | CISVAT | Total of Pay Components set as VAT |
| | SCStatus | Verified, Unverified or Failed Verification |
| | SCTax | Sub Contractor tax deducted |
| Units | [Pay Component Description] | Column showing the units for each unit based pay component |
| Rates | [Pay Component Description] | Column showing the rate for each unit based pay component |
| Components | [Pay Component Description] | Column for each pay components calculated value |
| Pensions | [Scheme Name] | Column for each pension scheme:<br>• Employee Contribution (Ee) |

| Section | Field Name | Contains |
|---|---|---|
| | | • Employer Contribution (Er)<br>• Employee Percentage (Ee%age)<br>• Employer Percentage (Er%age)<br>• Pensionable Pay (PensionablePay)<br>• Er NI Saving (ErNISaving) |
| **Formula** | [Formula Name] | Column for each formula |

## Privileges

Under the **Utilities** section of Privileges, there is an option to restrict staff members access to PRE:



# Custom Reports

This is a facility for you to create basic reports, based on templates provided by Payroll Professional.

Once you have created custom reports using this facility, you are then able to create new custom reports based on them as well.

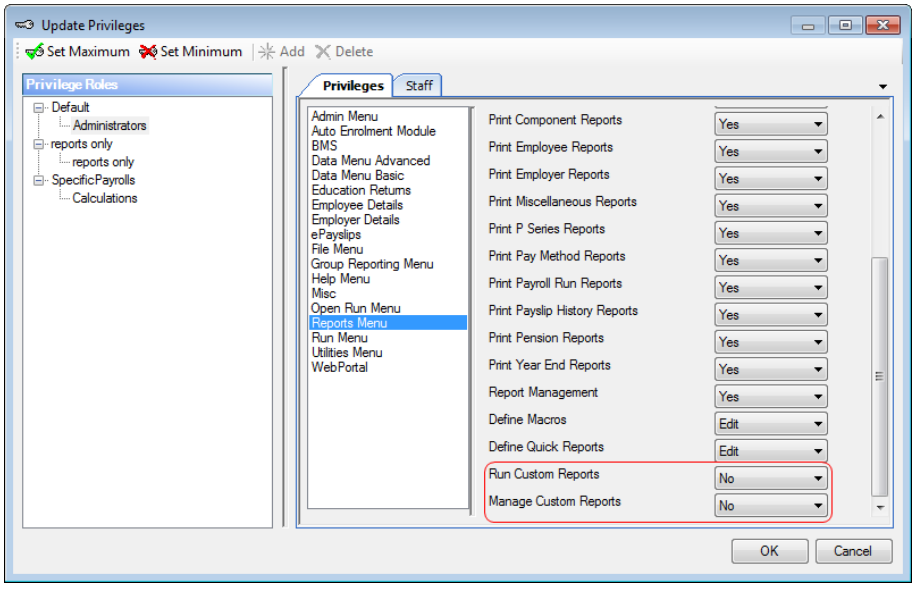
**Important Note:** Please be aware this facility is not Crystal Reports, it is an in-house custom report writer and generation facility. It is therefore not possible to open or edit Standard reports which are created using Crystal Reports.

## Prerequisites

Before you can use this facility you must install Microsoft Report Viewer 2012 Runtime (ReportViewer.msi) and Microsoft System CLR Types for SQL Server 2012 (x64) (SQLSysClrTypes.msi).

## Privileges

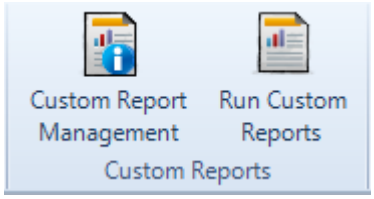
To enable users access to either **Run Custom Reports** or **Manage Custom Reports**, there are two privileges under the **Reports** menu:




If you require a user to be able to access either of these menu items, they need to be set as Yes appropriately.

## Reporting tab

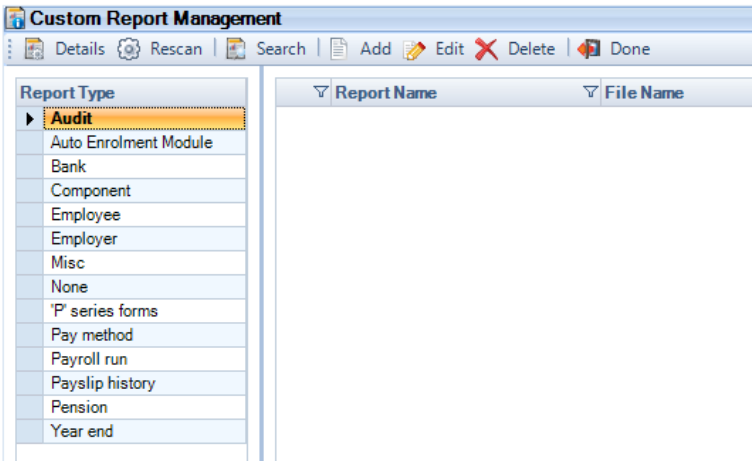
Open a payroll data file, then select the **Reporting** tab you see a new section called **Custom Reports** with two options:




- **Custom Report Management** – within this screen you are able to see custom reports by report type, add and edit custom reports and rescan reports.
- **Run Custom Reports** – when you select this button you are able to run any custom reports that have been created and saved.

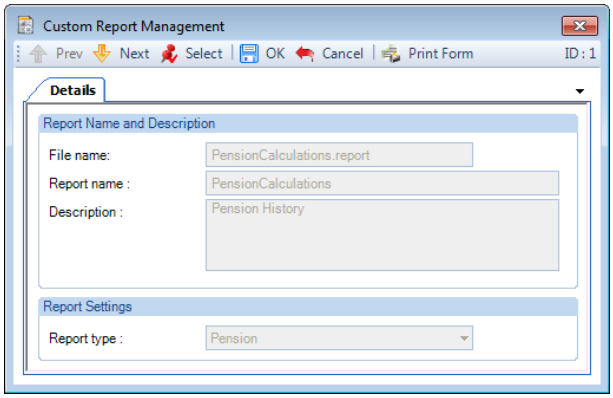
## Custom Report Management

A table under the P2ADMIN called tblCustomReports, stores a list of custom reports that you create and save, which is then used when you select **Run Custom Reports,** the structure is the same as the one for Crystal reports.



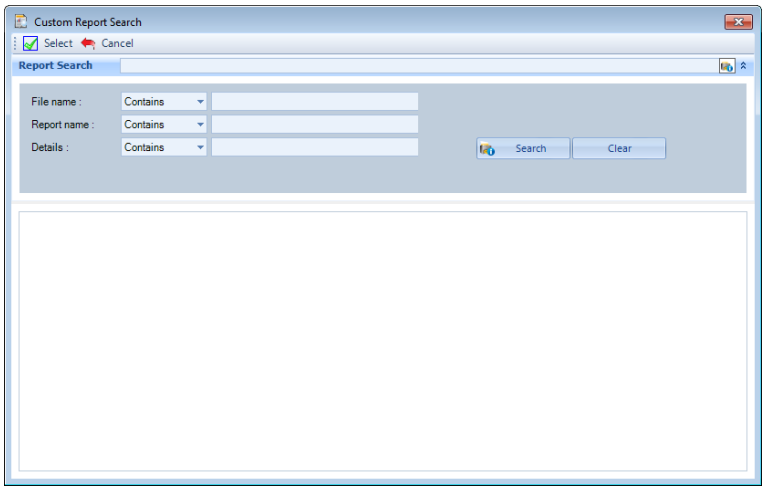

As this is a central database, these custom reports will then be available to all users who have the appropriate privileges.

- **Details** – this shows the details of the highlighted report. The Description and Report type are saved under Settings within the Custom Report design and are therefore read only in this screen:



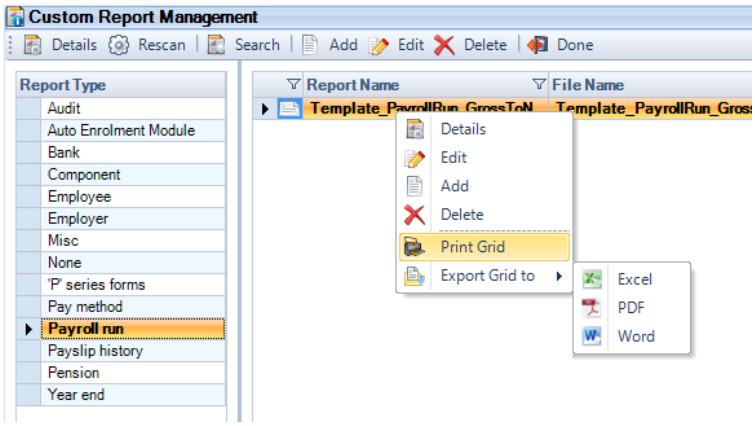

- **Rescan** – this is to import new custom reports into Payroll Professional so that they appear in Custom Report Management and under Run Custom Reports. For further details please see the section on Rescanning.

- **Search** – use this option to search for a particular report either by File name, Report name or Details:

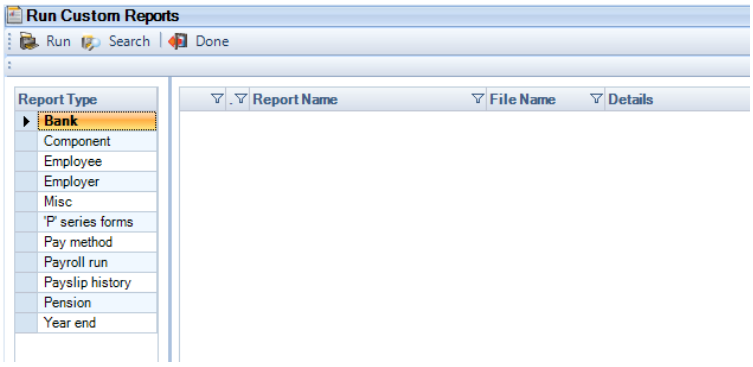


- **Add** – select this button to create a new custom report based on a template. For further details please see the section Creating a custom report.
- **Edit** – when you click on this button, the highlighted report will be opened in the Custom Report designer, to enable you to edit the design of the report.
- **Delete** – selecting this button will delete the highlighted report, a message will appear to confirm whether you want to proceed.
- **Done** – clicking on this button will close the Custom Report Management screen.

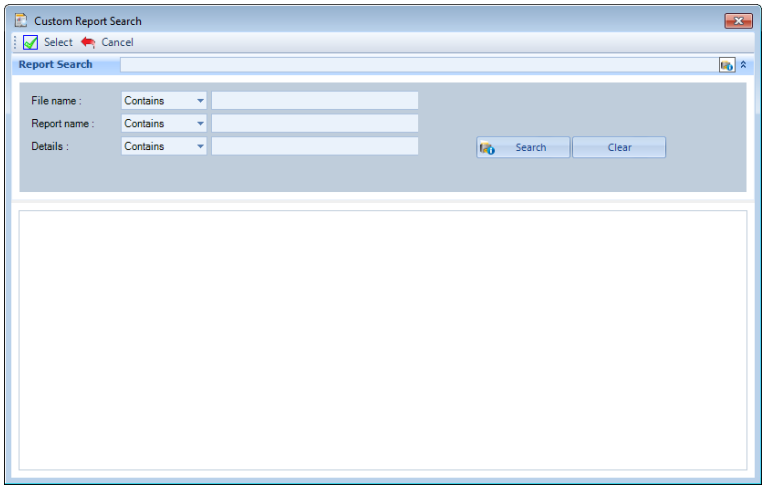
All of the above options are also available when you right click on a highlighted report:




## Run Custom Reports

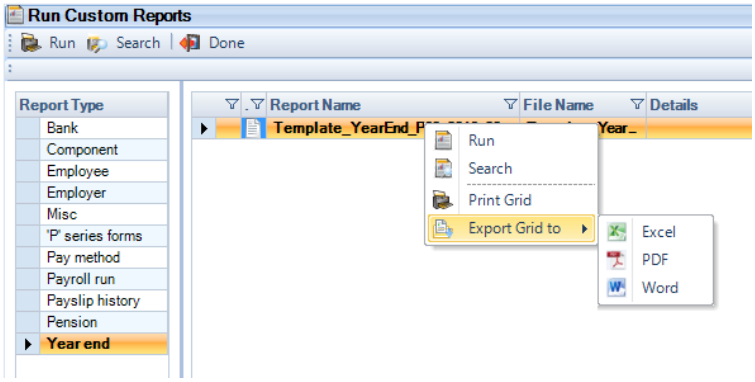



- **Run** – selecting this button will run the highlighted report to a Preview screen.
- **Search** – use this option to search for a particular report either by File name, Report name or Details:



- **Done** – clicking on this button will close the Run Custom Report screen.

All of the above options are also available when you right click on a highlighted report:




## Custom Report Locations

The template reports that IPP provide are in the **Templates** folder located within your **Reports** path shown under **Help\Paths & Files**.

Any custom reports that you create and save are in the **Custom** folder located within your **Reports** path shown under **Help\Paths & Files**.

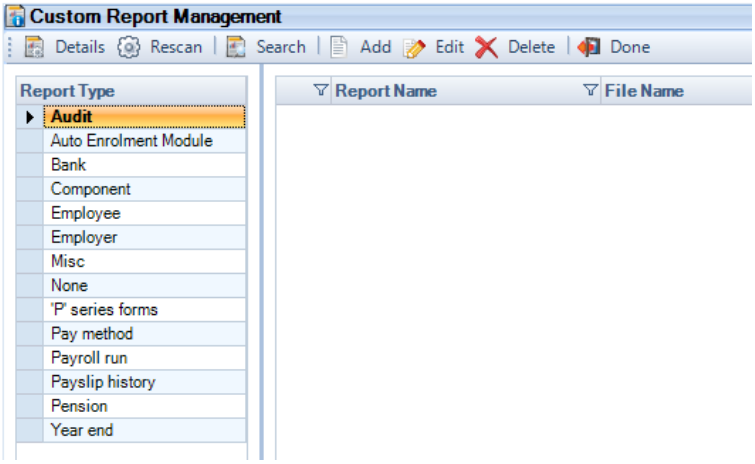
## Template Custom Reports

| Report Type | Template Name |
|---|---|
| **Component** | Template_Component_Free-Form.report.rptx |
| **Component** | Template_Component_Tabular.report.rptx |
| **Employee** | Template_Employee_Basic.report.rptx |
| **Employee** | Template_Employee_CombinedGrossToNet_Free-Form.report.rptx |
| **Employee** | Template_Employee_CombinedGrossToNet_Tabular.report.rptx |
| **Employee** | Template_Employee_PayCompHistory.report.rptx |
| **Employer** | Template_Employer_Details.report.rptx |
| **Employer** | Template_Employer_FPSBasicDetails_Free-Form.report.rptx |
| **Employer** | Template_Employer_FPSBasicDetails_Tabular.report.rptx |
| **Misc** | Template_Misc_AnalysisGroups.report.rptx |
| **Misc** | Template_Misc_PensionPolicies.report.rptx |
| **Payroll Run** | Template_Payroll Run_GrossToNet_Free-Form.report.rptx |
| **Payroll Run** | Template_Payroll Run_GrossToNet_Tabular.report.rptx |
| **Payroll Run** | Template_Payroll Run_Pension_Free-Form.report.rptx |
| **Payroll Run** | Template_Payroll Run_Pension_Tabular.report.rptx |

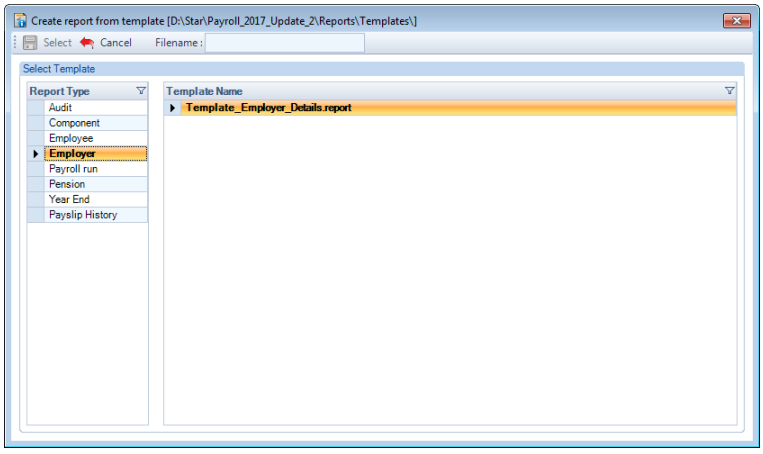
| | |
|---|---|
| **Payslip History** | Template_Payslip History_PlainPaper.report.rptx |
| **Pension** | Template_Pension_History_Free-Form.report.rptx |
| **Pension** | Template_Pension_History_Tabular.report.rptx |
| **Year End** | Template_Year_End_P60_2022_2023.report.rptx |
| **Year End** | Template_Year_End_P60_2023_2024.report.rptx |
| **Year End** | Template_Year_End_P60_2024_2025.report.rptx |

## Creating a custom report from a template

Open a payroll data file, select the **Reporting** tab and click on **Custom Report Management**.

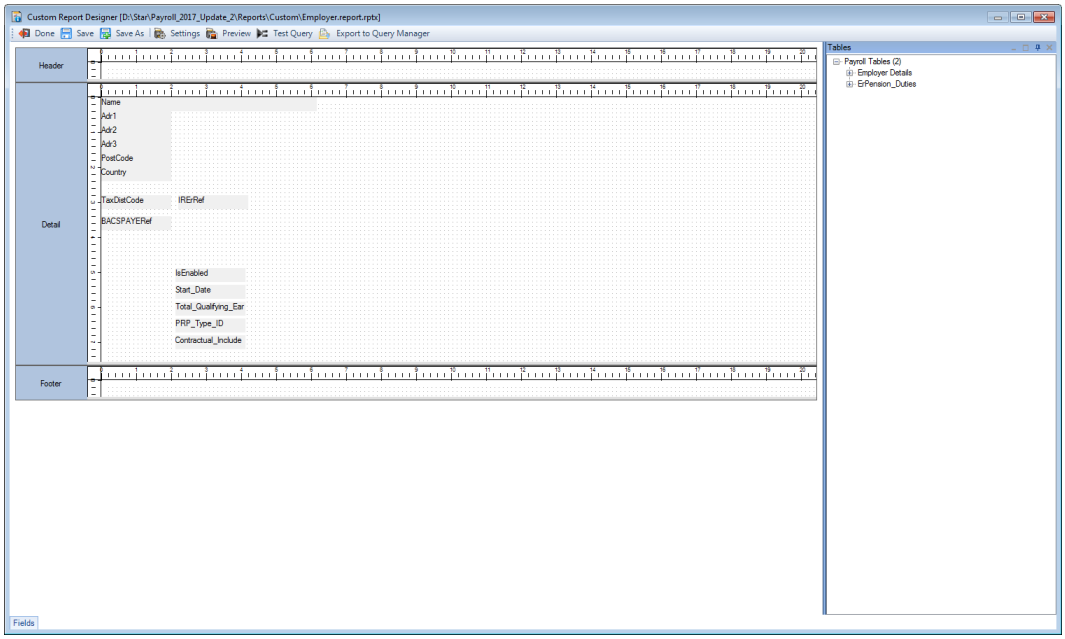



Now click on **Add**, the following screen will appear:

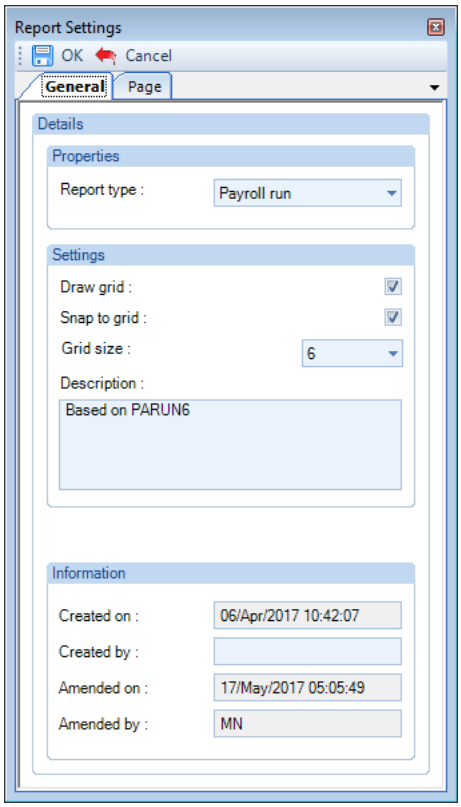



Highlight the **Report Type** on the left of the screen, on the right hand side highlight the **Template** that you want to base the report on, then enter a **File name**, now click on **Select**.

The Custom report designer screen will then appear:




- **Done** – clicking on this button will close the Custom Report Designer screen.
- **Save** – selecting this will save any custom report changes you have made.
- **Save as** – selecting this button will give you the option to save the custom report with a different name. Afterwards you will need to Rescan the report for it to appear in the program.
- **Settings** – this allows you to select various options for the report, some are for output and others design:



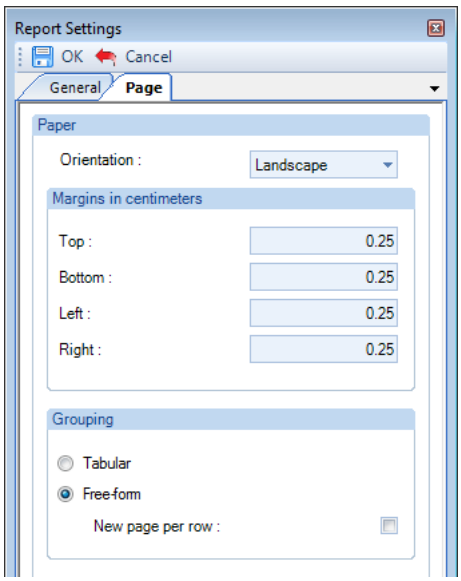

**Report type** – this determines the type that the report appears in.

**Draw grid** – with this enabled it shows a grid of dots in squares to assist with lining up fields.

**Snap to grid** – with this enabled when using your mouse (click on the field and drag to where you want it to be shown) to move fields it lines them up to a grid vertically and horizontally.

**Grid size** – this is used for Draw grid and Snap to grid, it is the size of the grid.

**Description** – if you enter a description here, it will be displayed in Payroll Professional under the Custom Reports.




**Orientation** – choose either Landscape or Portrait.

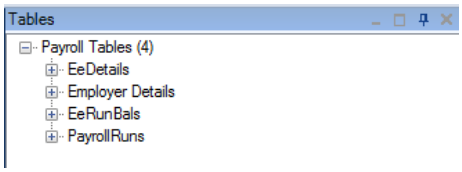
**Margins** – enter the margin size around each page.

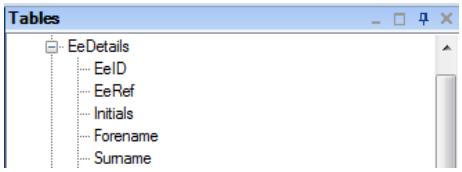
**Grouping** – these settings define the layout of the report.

**Tabular** means that the end report is similar to a table, which includes the same number of columns in header, footer and details section. The values in the details section can then be summarised in the tabular footer. This is the type of layout used from gross to net reports such as our standard Crystal report called PARUN6\PSRUN6.

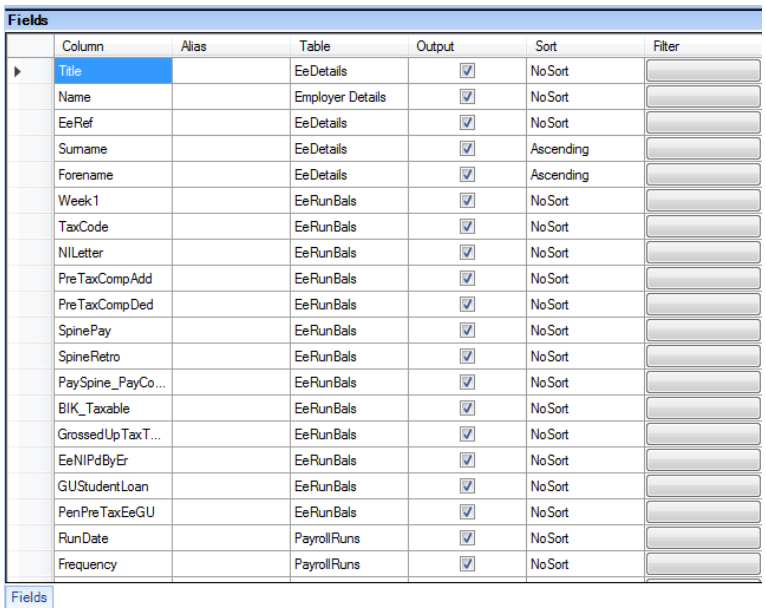
**Free-form** is a way to design the report without the need for the same number of columns to appear in the header, footer and details sections. This is the type of layout used for payslips, letters, employee details information etc. For this design type the option New page per row is available to enable, when this is enabled each details section is shown on separate pages.

- **Preview** – when you select this button it previews the report to screen for printing and exporting. The report must be saved before it can be previewed. If there are any incorrect formulas in the report or fields, an error will appear with the Text field name.
- **Test Query** – when you select this button it opens up a window containing a table showing all the fields used in the report, the Details in separate rows. If there are any incorrect formulas in the report or fields, an error will appear with the Text field name.
- **Export to Query Manager** – when you select this button it generates a query that is saved into Query Managers – User queries, to be able to preview and export the report information.
- **Tables** – this section shows the tables and their fields available to use in the report, click on the plus symbol to expand the information.




- **Fields** – this section shows a list of fields used in the report. Including Sorting and Filtering information.




## Report Sections

A report comprises several distinct sections on the printed page. The **Header** contains items like the page number and column headings that appear at the top of every page, while the **Footer** contains items to appear at the bottom of every page, such as the date printed and the report file name.

The bulk of a typical report page is filled with the individual records, commonly arranged in rows according to the layout defined for the **Details** section. This section layout is used repeatedly until the end of the page is reached, or the last record has been printed.

**Free-Form** has **Header**, **Footer** and **Details** sections.

**Tabular** has **Header**, **Footer** and Details sections, but also has two additional sections called **Table Header** and **Table Footer**. The **Table Header** is where to enter the column headings for the fields in the **Details** sections, instead of the **Header**. The **Table Footer** is where to enter the column totals for the fields in the **Details** sections, instead of the **Footer**.

The records in the report will be ordered via the settings under **Fields**.

## Fields – Inserting, Delete or Change

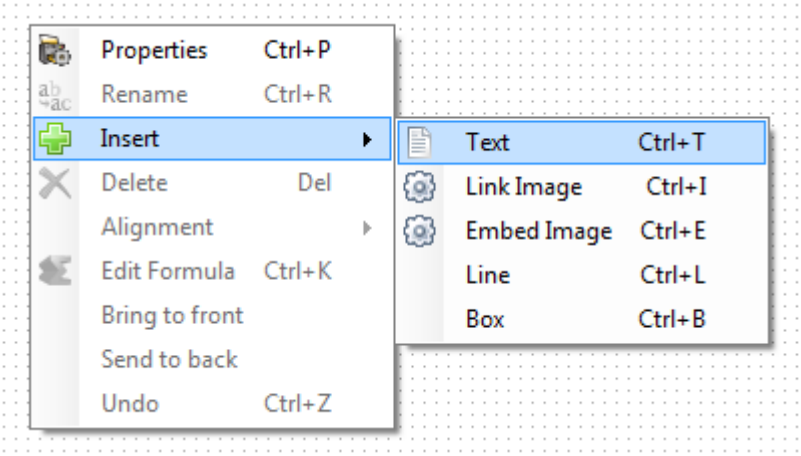
## Text Fields

These are where you enter fixed information you want to show for example a description for the report or a heading for a column. It is also possible to insert a formula as part of the text.

### Insert

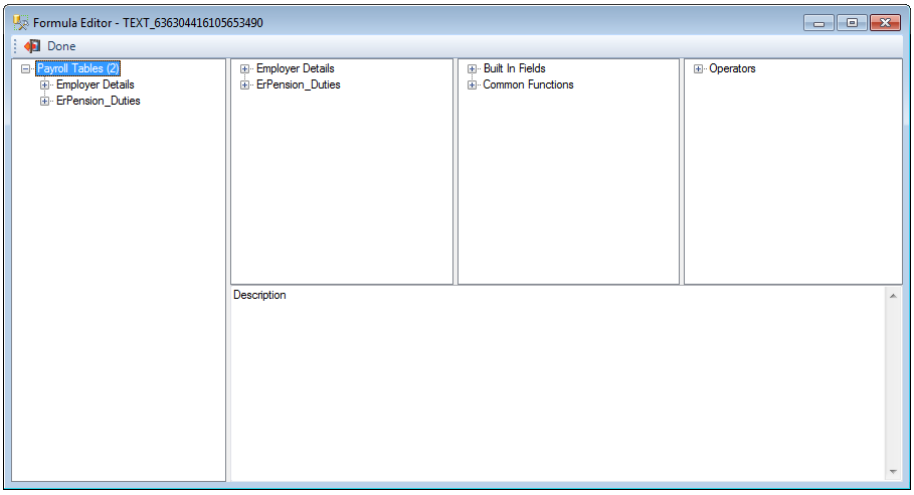
To add a new Text box to a report:

- Right click in the section of the report that you want to add the text box



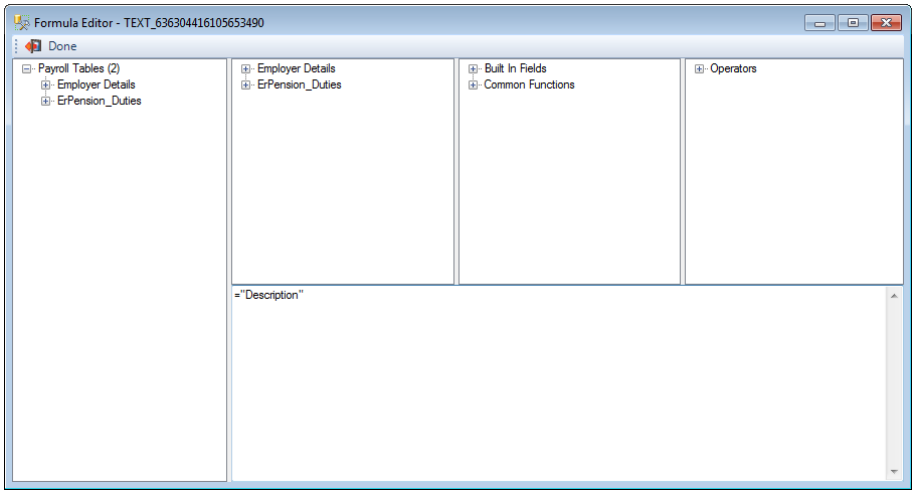

- Select **Insert\Text**
- Click on the text box
- Now right click
- Select **Edit Formula**
- Enter the following replacing Description with the text/information you want to show

  Description




- Alternatively, enter the following replacing Description with the text/information you want to show

  ="Description"




- Click on **Done** to save the information

### Change

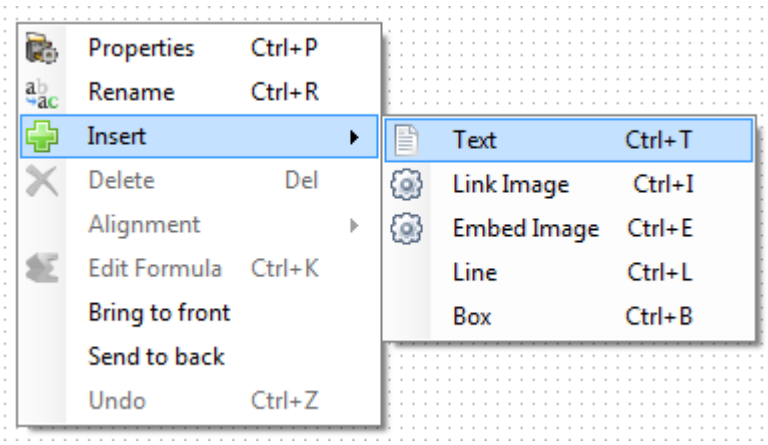
To change the details in an existing Text box:

- Click on the Text box
- Right click
- Select **Edit Formula**
- Now you can change the text/description
- Click on **Done** to save the changes

### Delete

To remove a Text box from a report:

- Just click on the Text box and select **Delete** on your keyboard
- Or right click on the Text box and select **Delete**



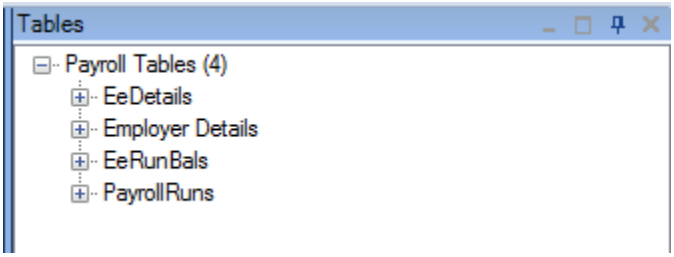

## Database Fields

These are **Fields** within **Tables** that are in the report. When you see these in a formula or on the report they will display in the format Fields!Surname or Fields!EeDetails_x_Surname. For the second field exampled the first part before _x_ is EeDetails which is the Table and the second part after _x_ is the Field.

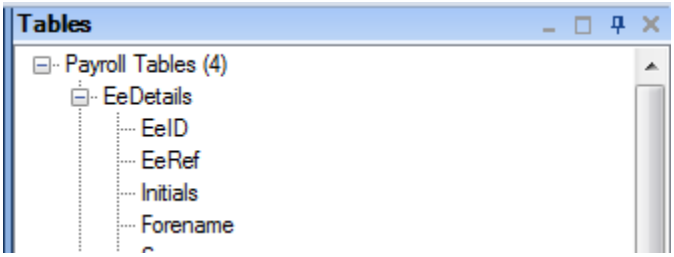
### Insert

To add a new Field to a report

- On the right hand side of the screen you will see Tables




- Click on the plus sign to the left of the table name to see what Fields it contains




- Left click on the Field, then drag and drop the field where you want it to show on the report
- Release the left mouse button to place the Field

### Change

You cannot change a Database Field, you would need to delete the field and insert the one you require.

### Delete

To remove a Database Field from a report

- Just click on the Database Field and select **Delete** on your keyboard
- Or Right click on the Database Field and select **Delete**

## Formulas – Text, Number, Combination or Calculations

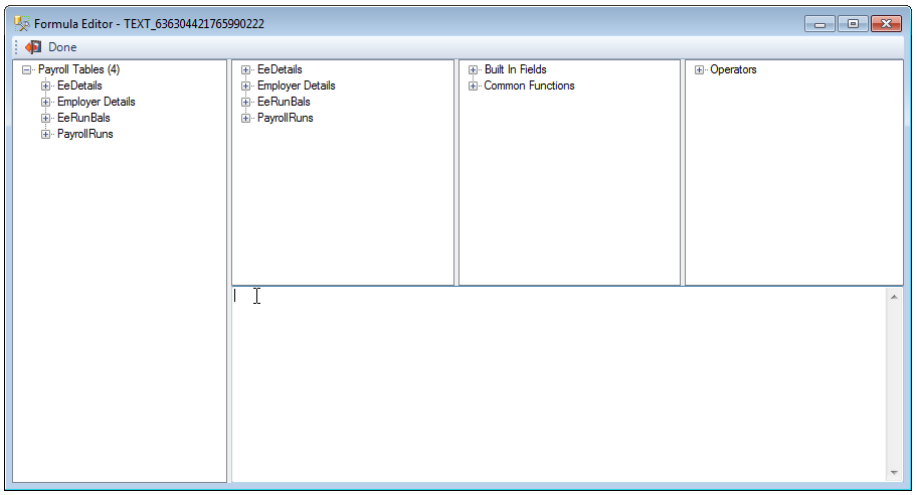
Formulas are required where you want to add more than one field together, change the format of a field, perform a calculation etc.

### New Formula

To create a new formula:-

- Right click in the section of the report that you want to add a new formula
- Click on **Insert\Text**
- Click on the field
- Right click and select **Edit Formula**

- You will be taken to the **Formula Editor** screen:

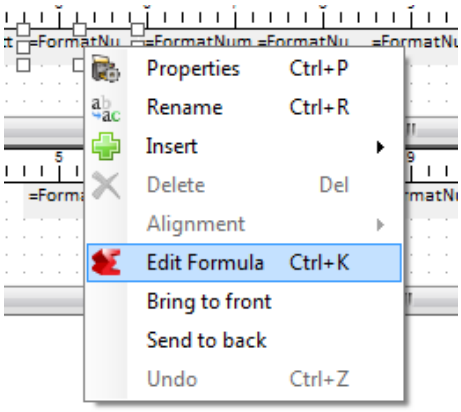



- In the middle of the screen where the cursor is located is where you would enter your formula

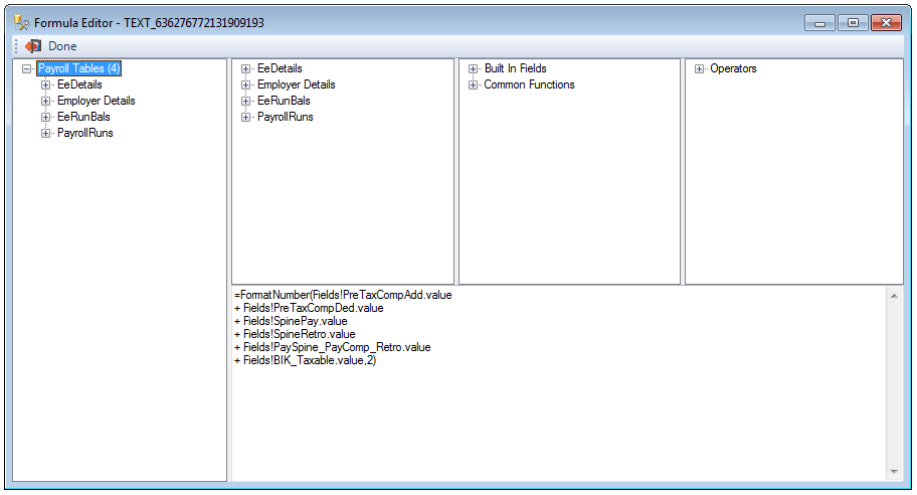
## Edit Existing Formula

To edit an existing formula:-

- Click on the formula shown on the report design
- Right click and select **Edit Formula**



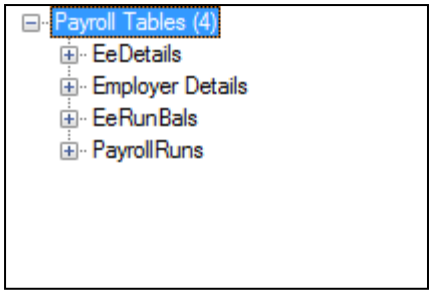

- You will now be in the **Formula Editor** screen where you can see the formula in the middle, which you can now edit.



## Formula Editor screen

The Formula Workshop screen has five main sections:-

### Payroll Tables



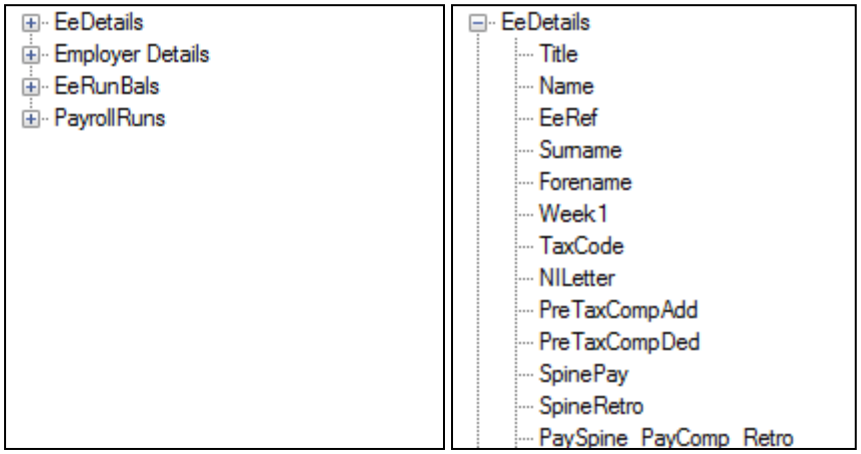

The tables within the report are displayed here.

If you click on the plus sign to the left of a table name you will then see a list of all the fields that are available.

Double click on the field to insert it into the formula. If you want the field in a specific place in the formula then click into the Formula Text box where you want the field added, then double click on the field.

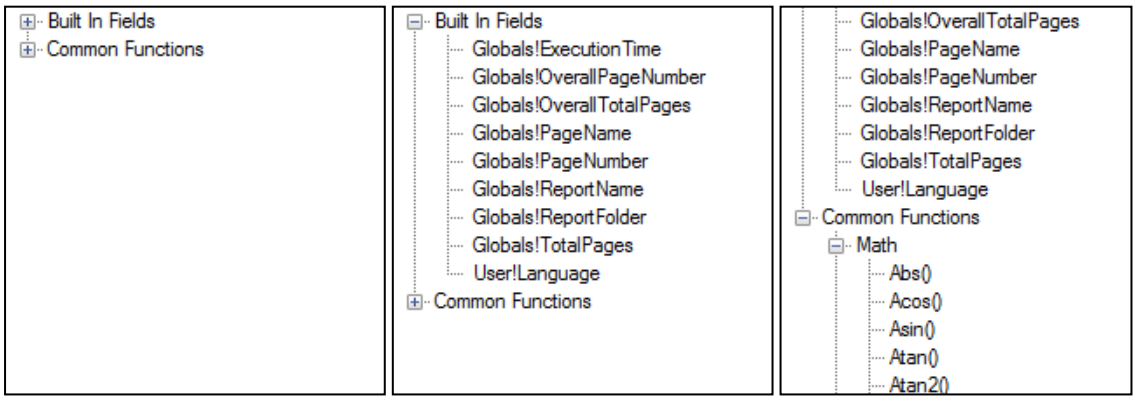
### Fields in report

Click on the plus signs to expand the tables to see the fields already used in the custom report.




### Functions Box

Click on the plus signs to expand the details of the available Functions.




Functions are built-in procedures or subroutines used to perform calculations such as average, sum, count, round etc.

When you specify a function, the program performs the set of operations built into the function without you having to specify each operation separately. In this way, a function is a kind of shorthand that makes it easier and less time consuming for you to create reports.

All functions available are listed, arranged by their use. The characters in the brackets () indicate the “arguments type” that must be provided for the function to work.

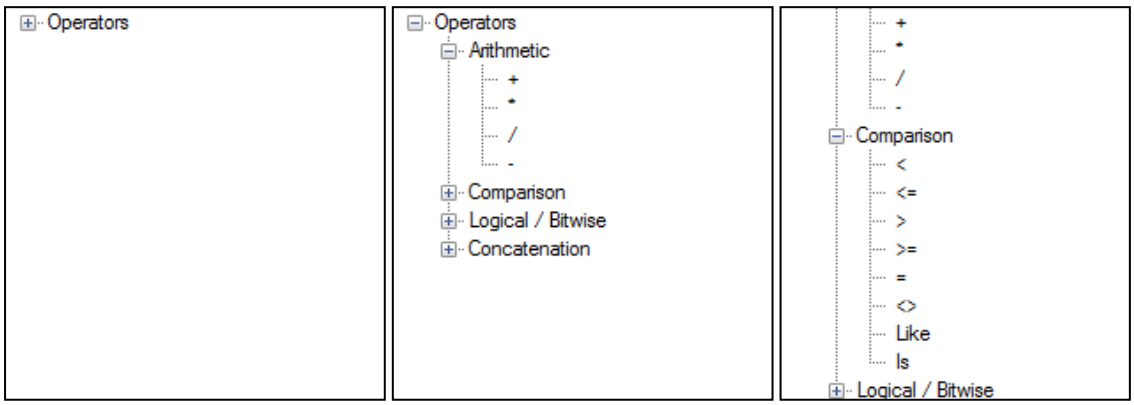
The “arguments type” is either a database field, a fixed value such as a number(s) or character(s), formula field etc.

Some examples of functions are:-

- Page Numbers
- Record Numbers
- Formatting Dates

### Operators Box

Click on the plus signs to expand the details of the available Operators.



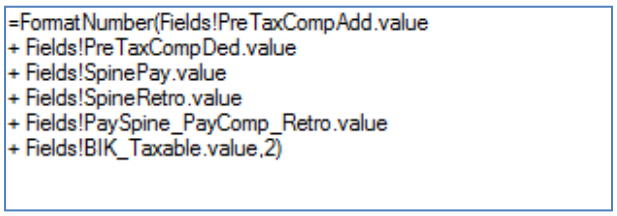

Many operators are listed for use in formulas. Operators are the "action verbs" you use in formulas. They describe an operation or an action to take place between two or more Fields, for example - add, subtract, less than, and greater than.

Some examples of operators are:-

- Arithmetic
- Comparison
- Logical/Bitwise
- Concatenation

### Formula Box

This is where the formula is created:




**Fields**, **Function** and **Operators** will appear at the position of the cursor as you double click on them in the boxes above.

Once you have created your formula click on **Done** to save the formula.

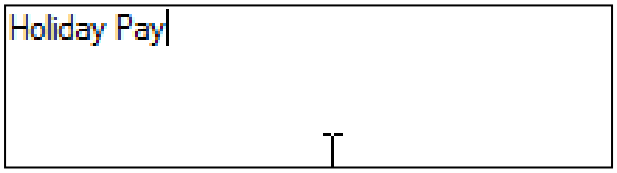
## Delete a Formula

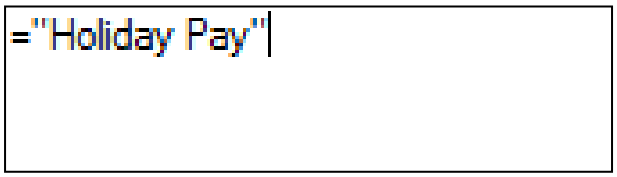
To delete an existing formula:-

- Right click on the formula field and select **Delete**
- Alternatively, click on the formula field in the report and press **delete** on your keyboard

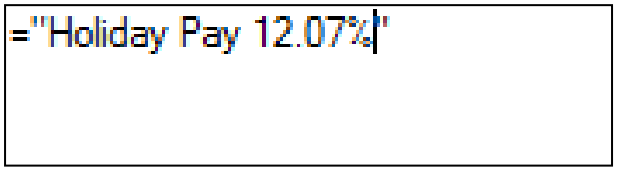
## Text Formula

For just Text, in the Formula Text box can just enter the text to appear, or enter equal sign followed by a speech mark followed by the text then end with another speech mark:-




The text can contain numbers:-

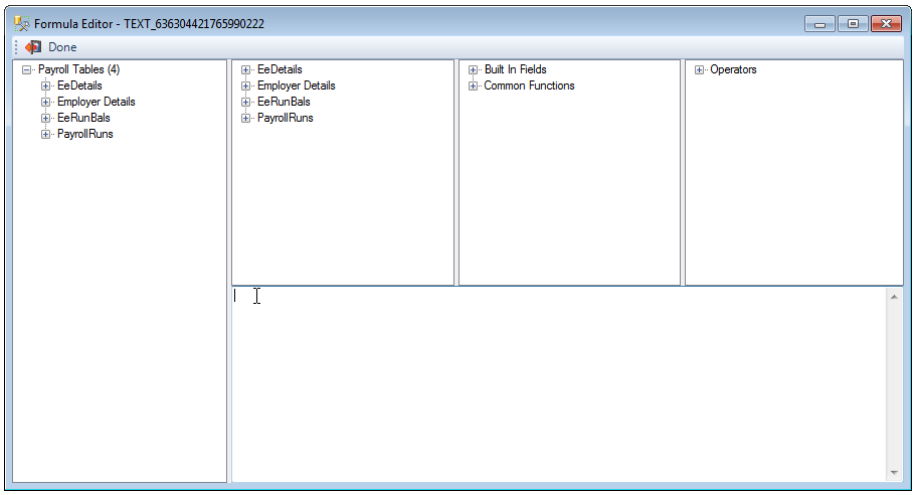



## Number Formulas

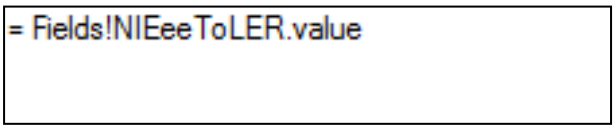
You can add/subtract/times or divide numeric fields using the normal symbols + - * / between the Fields.

Create a new formula as follows:-

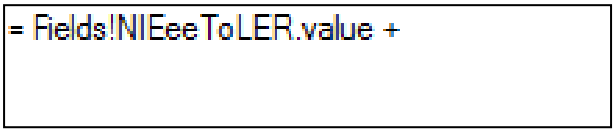
- Right click in the section of the report that you want to add a new formula
- Click on **Insert\Text**
- Click on the field
- Right click and select **Edit Formula**
- You will be taken to the **Formula Editor** screen:



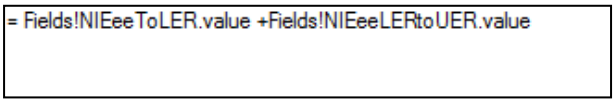
- In the middle of the screen where the cursor is located is where you would enter your formula
- This example is to create a formula for the Employees NI due this period
- On the left hand side of the screen
- Click on the plus symbol next to EeRunBals
- Double click on the field NIEeeToUER
- The formula box should then show :




- Place your cursor at the end and add a plus sign

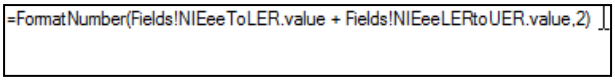



- On the left hand side of the screen under EeRunBals
- Double click on the field NIEeeLERtoUER




- Click on **Done** to save the formula
- Click on **Preview** to see the field populated
- You will see that this then returns four decimal places
- We therefore need to add some formatting to the formula
- Right click on the Formula
- Select **Edit formula**
- Change the formula to:

  =FormatNumber(Fields!NIEeeToLER.value + Fields!NIEeeLERtoUER.value,2)




- Click on **Done** to save the formula
- Click on **Preview** to see the field populated
- You will now see it shows two decimal places

## Text and Number Formula

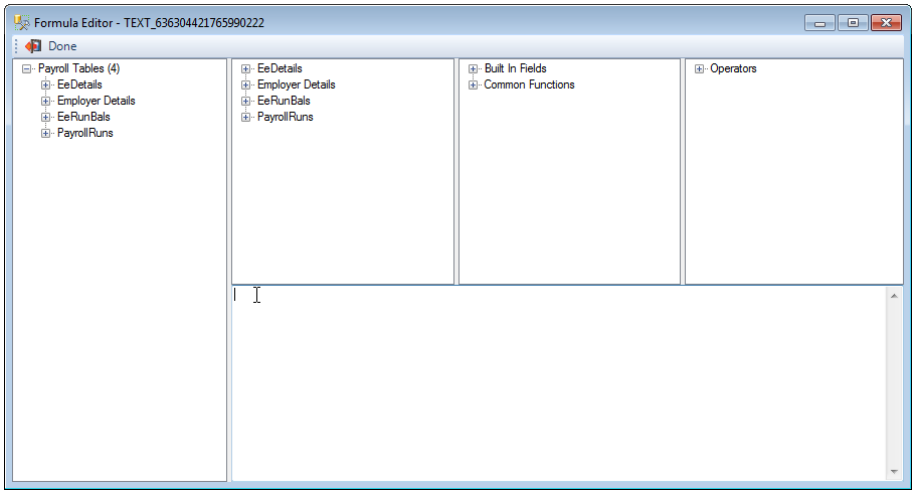
We want to achieve the description of the report with the tax year:-

**Payroll Run Details for Tax Year 2017/2018**

Create the formula as follows:-

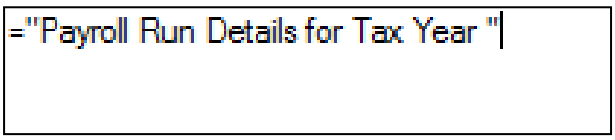
- Right click in the section of the report that you want to add a new formula
- Click on **Insert\Text**

- Click on the field
- Right click and select **Edit Formula**
- You will be taken to the **Formula Editor** screen:

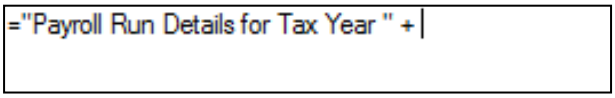



- In the middle of the screen where the cursor is located is where you would enter your formula
- Enter the following for the text:

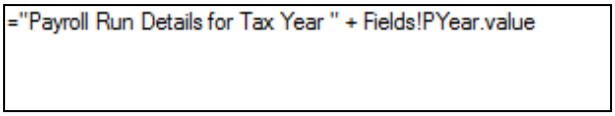
  =”Payroll Run Details for Tax Year “




- Now add a plus sign to the end of the formula:

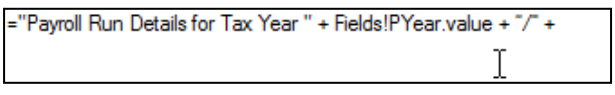



- On the left hand side of the screen click on the plus symbol next to PayrollRuns
- Now double click on PYear

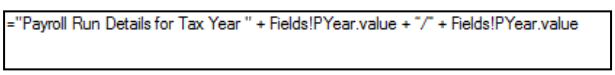



- At the end of the formula add the following:

  + “/” +

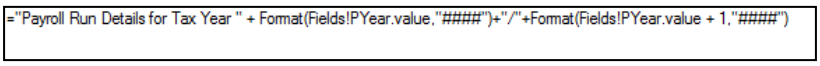



- Leave your cursor at the end of the formula
- On the left hand side of the screen click on the plus symbol next to PayrollRuns
- Now double click on PYear



- Now we need to add some formatting for the PYear fields to display correctly on the report, including the correct year
- So change the formula as follows:

  ="Payroll Run Details for Tax Year " + Format(Fields!PYear.value,"####")+"/"+Format(Fields!PYear.value + 1,"####")

- Click on **Done** to save the formula
- When you click on **Preview** the formula will return the information in the correct format as follows

  Payroll Run Details for Tax Year 2017/18

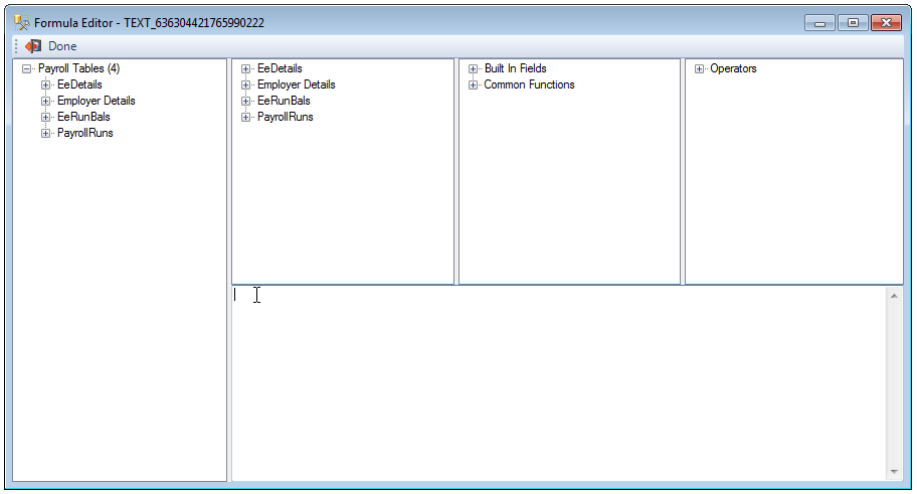
## Text and Dates Formulas

We want to achieve the description of the report with the Payroll Run Date:-

**Payroll Run Details for Period Ending Friday 26 June 2017**

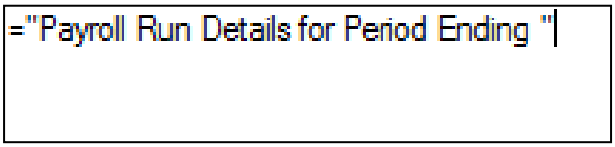
Create the formula as follows:-

- Right click in the section of the report that you want to add a new formula
- Click on **Insert\Text**
- Click on the field
- Right click and select **Edit Formula**
- You will be taken to the Formula Editor screen:




- In the middle of the screen where the cursor is located is where you would enter your formula
- Enter the following for the text:

  =”Payroll Run Details for Period Ending “

- Add a plus symbol at the end of the formula

```
="Payroll Run Details for Period Ending " +
```

- Leave your cursor at the end of the formula
- On the left hand side of the screen click on the plus symbol next to PayrollRuns
- Now double click on RunDate

```
="Payroll Run Details for Period Ending " + Fields!RunDate.value
```

- We now need to add some formatting for the RunDate field to display correctly on the report
- So change the formula as follows:

  ="Payroll Run Details for Period Ending " + Format(Fields!RunDate.value, "dddd dd MMMM yyyy")

```
="Payroll Run Details for Period Ending " + Format(Fields!RunDate.value, "dddd dd MMMM yyyy")
```

- Click on **Done** to save the formula
- When you click on **Preview** the formula will return the information in the correct format as follows

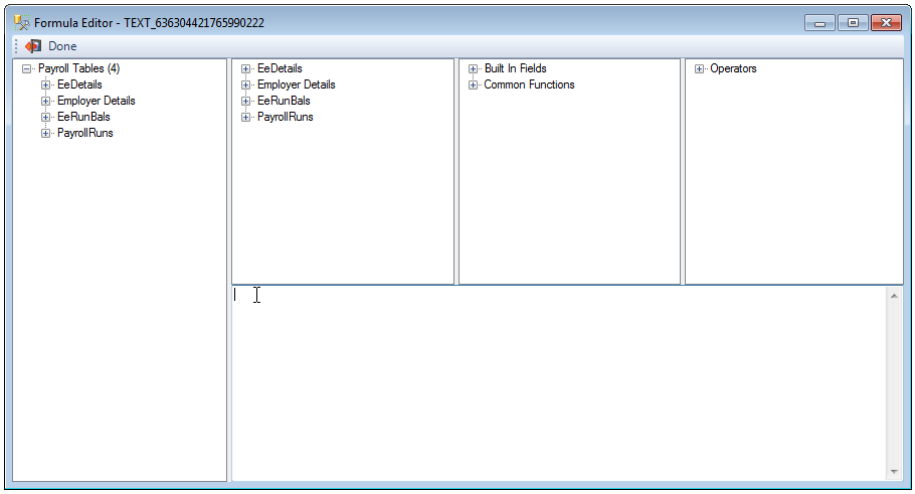
  Payroll Run Details for Period Ending Friday 26 June 2017

## IF Formulas

These formulas can be used for changing a true or false field into text.

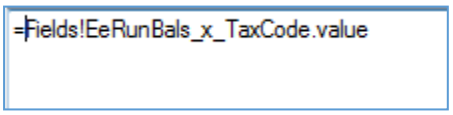
Create a new formula as follows:-

- Right click in the section of the report that you want to add a new formula
- Click on **Insert\Text**
- Click on the field
- Right click and select **Edit Formula**
- You will be taken to the **Formula Editor** screen:

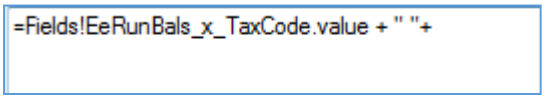



- In the middle of the screen where the cursor is located is where you would enter your formula

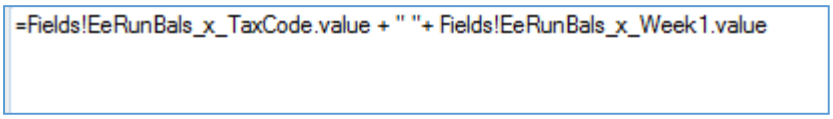
- This example is to create a formula for the Employees Tax Code including the Week1/Month1 flag
- On the left hand side of the screen
- Click on the plus symbol next to EeRunBals
- Double click on the field TaxCode
- The formula box should then show :




- Place your cursor at the end and add a plus sign followed by a speech mark, space, speech mark and a plus sign

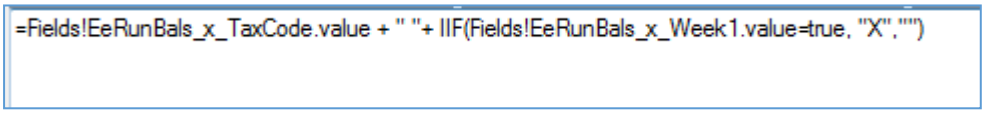



- On the left hand side of the screen under EeRunBals
- Double click on the field Week1




- We now need to change the Week1 value so that when it is true it is displayed as X
- Change the formula as follows:

=Fields!EeRunBals_x_TaxCode.value + " "+ IIF(Fields!EeRunBals_x_Week1.value=true, "X","")



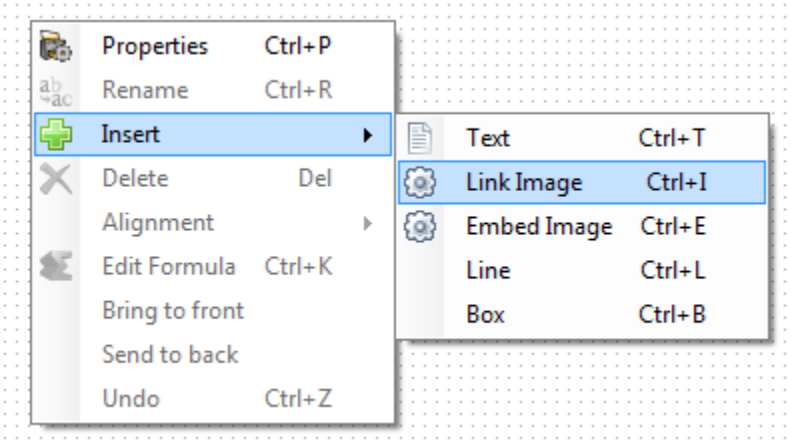

- Click on **Done** to save the formula
- Click on **Preview** to see the field populated
- You will see that when the tax code is Week1/Month1 the X will be shown after the tax code with a space inbetween e.g.

  1050L X

## Inserting a picture

There are two options for inserting a picture:

- **Link Image** – using this option will point to the location of an image that you want included in the report. We recommend the size is limited to maximum 1mb.
- **Embed Image** – using this option will import and save the image as part of the report. The size restriction is 64kb.



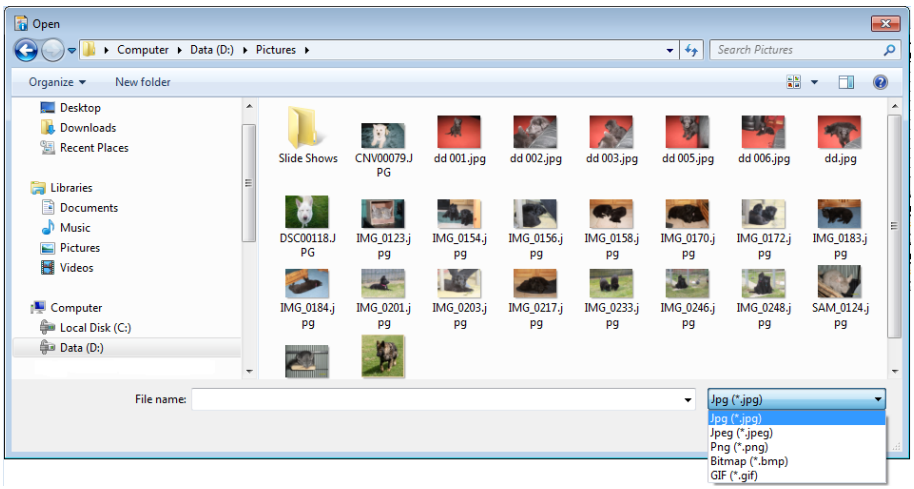

**Free-form layout** – you are able to insert pictures into the **Header**, **Details** and **Footer** sections.

**Tabular layout** – you are only able to insert pictures into the **Header** and **Footer** sections.

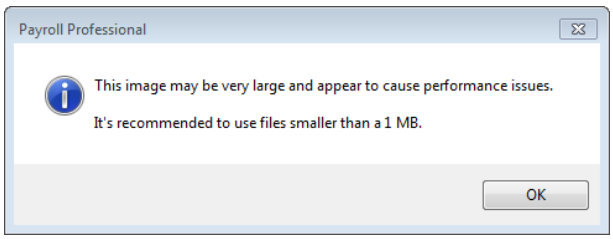
## Link Image

To insert a Link image:

- Right click in the section that you want to display the image
- Click on **Link image**
- The following screen will appear for you to select the image:

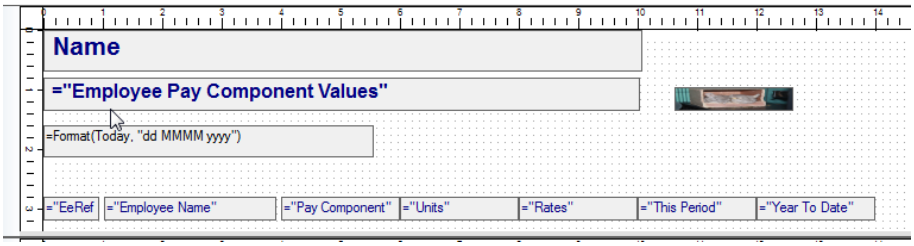



- The image types that you can link to are – jpg, jpeg, png, bmp and gif
- Highlight the image and click on **Open**
- If the size of the image is greater than 1mb you will see the following warning:

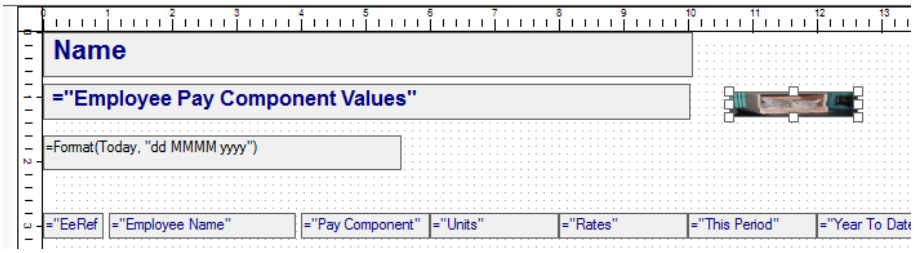



- Click on **OK**

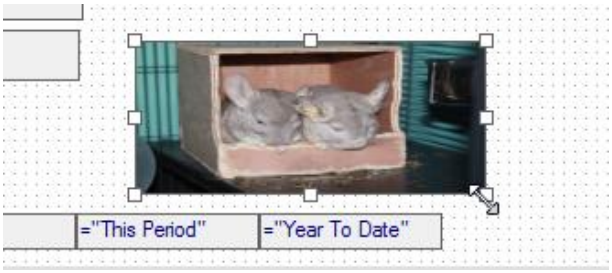
- You are then able to resize and relocate the picture in the report:




- Click on the picture:

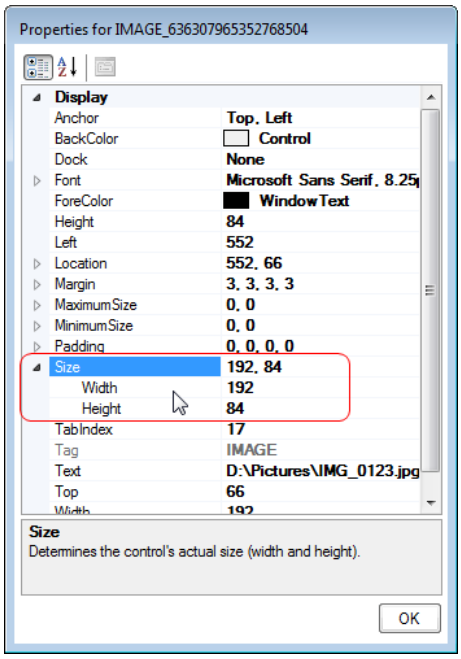



- You can move the image using by clicking on the field and dragging it to where you want it displayed, or use the cursor keys on your keyboard
- To resize the image, you can click on the square boxes that appear around the field and drag them to make the field bigger or smaller:




- Alternatively, right click on the field and select **Properties**:

- Within the properties screen you are able to change the size, under the highlighted section:

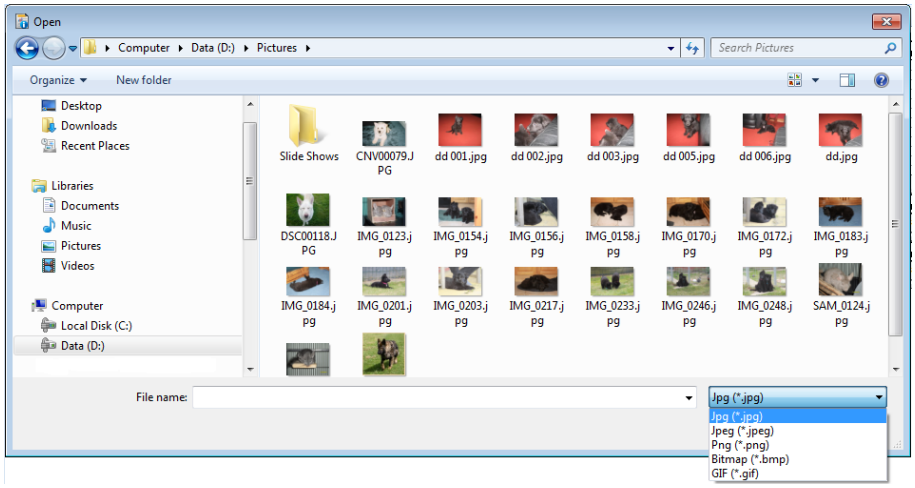



- Once you have made the changes, click on **OK**.

## Embed Image

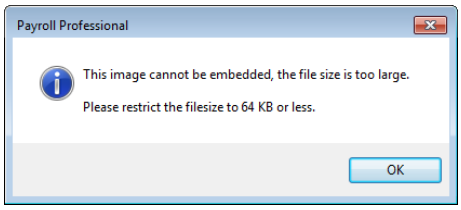
To insert an Embed image:

- Right click in the section that you want to display the image
- Click on **Embed image**
- The following screen will appear for you to select the image:

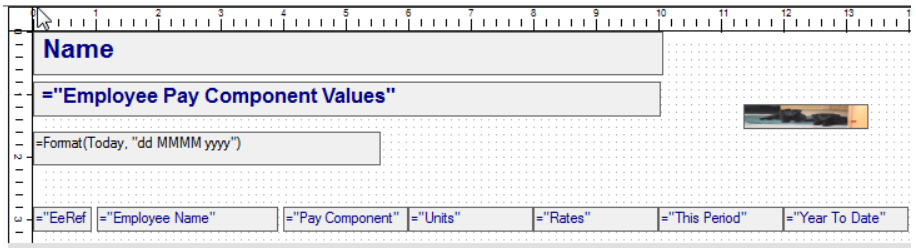



- The image types that you can link to are – jpg, jpeg, png, bmp and gif
- Highlight the image and click on **Open**

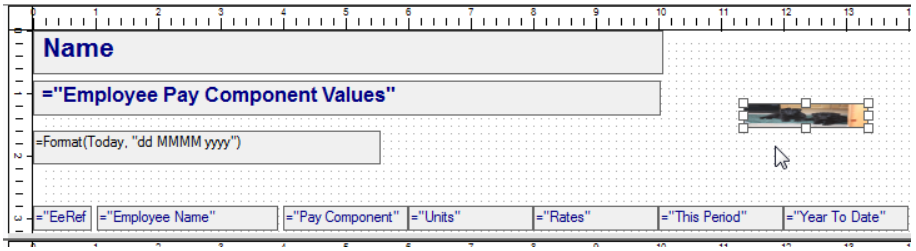
- If the size of the image is greater than 64 kb you will see the following message:




- Click on **OK** and choose a smaller image.
- You are then able to resize and relocate the picture in the report:

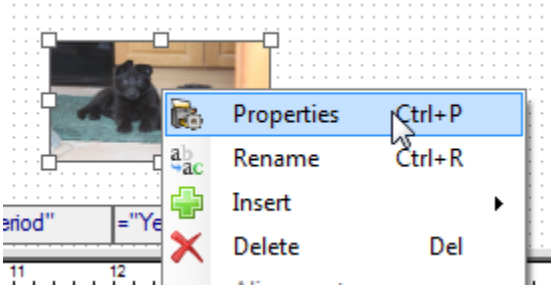



- Click on the picture:

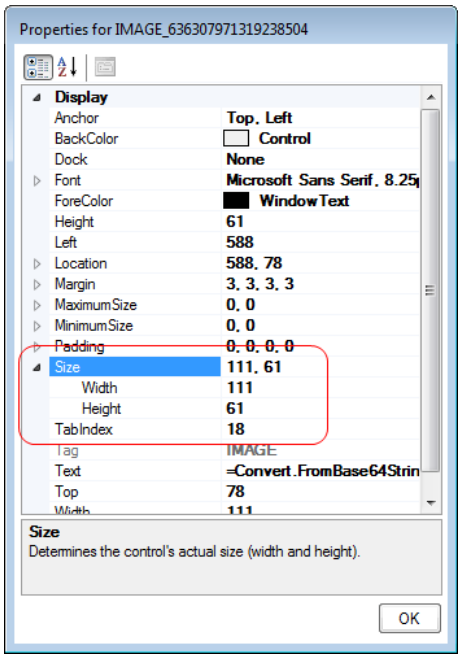



- You can move the image using by clicking on the field and dragging it to where you want it displayed, or use the cursor keys on your keyboard
- To resize the image, you can click on the square boxes that appear around the field and drag them to make the field bigger or smaller:

- Alternatively, right click on the field and select **Properties**:



- Within the properties screen you are able to change the size, under the highlighted section:




- Once you have made the changes, click on **OK**.

## Summary/Totals

The way you create totals, depends on the design of the report, whether the total is based on a formula field, as well as the layout of the report.

## Free-form Layout

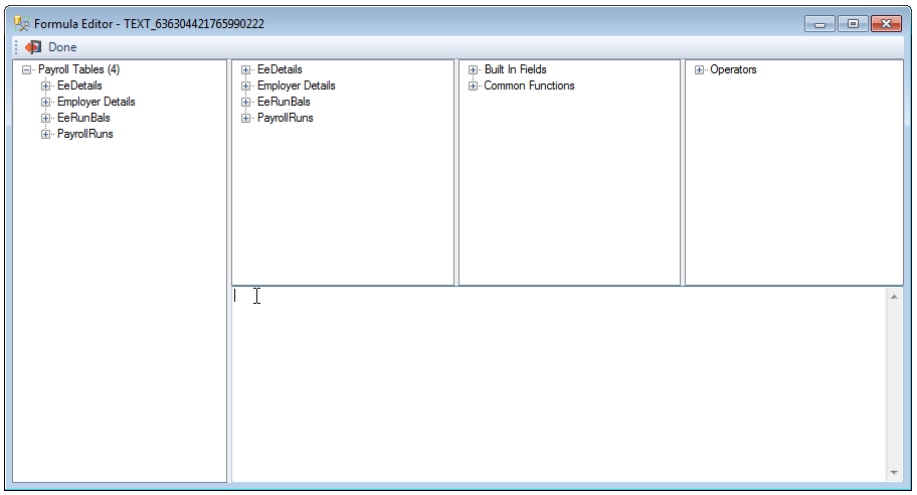
When using this layout, you will need to manually create a formula to produce the total in the Footer using StarReportingData.

### Single Field

Create a total formula as follows:-

- Right click in the Footer section of the report
- Click on **Insert\Text**
- Click on the field
- Right click and select **Edit Formula**

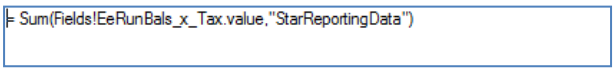
- You will be taken to the Formula Editor screen:




- In the middle of the screen where the cursor is located is where you would enter your formula
- This example is to create a Total for the Employees Tax this period
- On the left hand side of the screen
- Click on the plus symbol next to EeRunBals
- Double click on the field Tax
- The formula box should then show :

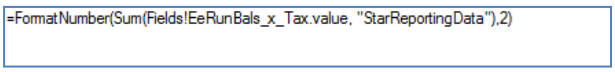
- Change the formula to the following to total the Tax field for all records in the report:

  = Sum(Fields!EeRunBals_x_Tax.value, "StarReportingData")




- Now we need to add formatting to show only two decimal places:

  =FormatNumber(Sum(Fields!EeRunBals_x_Tax.value, "StarReportingData"),2)



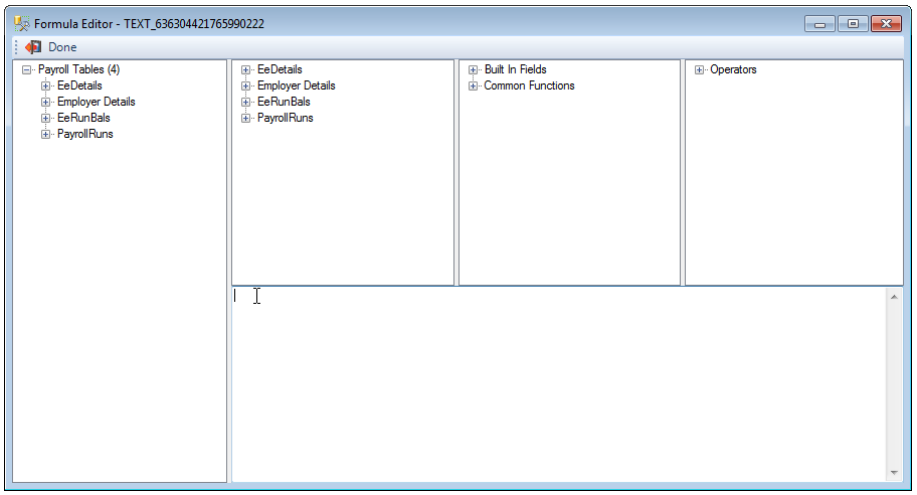

- Click on **Done** to save the formula
- Click on **Preview** to see the field populated

## Multiple Fields

Create a total formula as follows:-

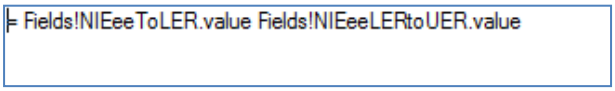
- Right click in the Footer section of the report
- Click on **Insert\Text**
- Click on the field
- Right click and select **Edit Formula**

- You will be taken to the Formula Editor screen:



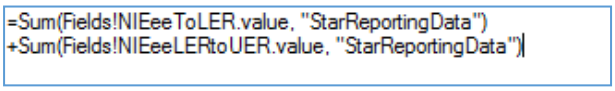

- In the middle of the screen where the cursor is located is where you would enter your formula
- This example is to create a Total for the Employees National Insurance this period
- On the left hand side of the screen
- Click on the plus symbol next to EeRunBals
- Double click on the field NIEeeToLER
- The formula box should then show :

- On the left hand side of the screen under EeRunBals
- Double click on the field NIEeeLERtoUER
- The formula box should then show:



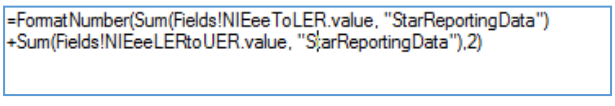

- Change the formula to the following to total the Employee National Insurance fields for all records in the report:

  =Sum(Fields!NIEeeToLER.value, "StarReportingData")
  +Sum(Fields!NIEeeLERtoUER.value, "StarReportingData")




- Now we need to add formatting to show only two decimal places:

  =FormatNumber(Sum(Fields!NIEeeToLER.value, "StarReportingData")
  +Sum(Fields!NIEeeLERtoUER.value, "StarReportingData"),2)




- Click on **Done** to save the formula

- Click on **Preview** to see the field populated

### Tabular Layout

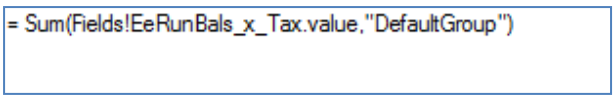
When using this layout, for single fields the total formula is automatically created for you when you add the field via the list of tables shown on the right hand side of the screen.

For formula fields, you will need to manually create a formula to produce the total in the Table Footer using DefaultGroup.

### Single Field – Automatically

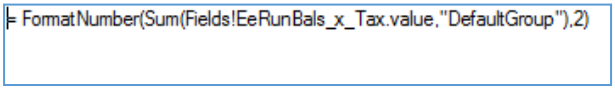
Create a total formula as follows:-

- On the right hand side of the screen
- Click on the plus symbol to expand the table to see the fields
- Click on a field for example Tax under the Table EeRunBals
- Drag and drop into the Details section
- The Header and Footer fields are created automatically
- Right click on the field in the Footer section of the report
- Click on **Edit Formula**
- The formula will be shown as follows:




- Now we need to add formatting to show only two decimal places:

  = FormatNumber(Sum(Fields!EeRunBals_x_Tax.value,"DefaultGroup"),2)



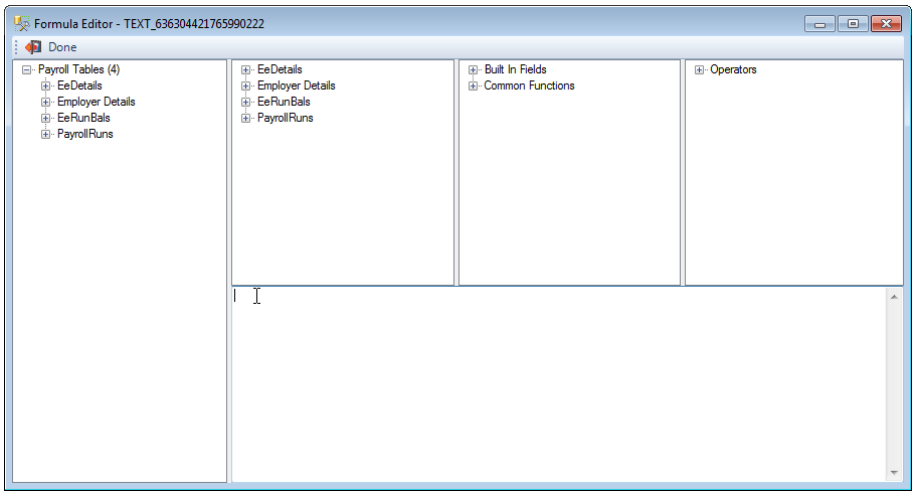

- Click on **Done** to save the formula
- Click on **Preview** to see the field populated

### Single Field - Manually

Create a total formula as follows:-

- Right click in the Table Footer section of the report
- Click on **Insert\Text**
- Click on the field
- Right click and select **Edit Formula**

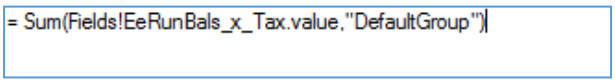
- You will be taken to the Formula Editor screen:




- In the middle of the screen where the cursor is located is where you would enter your formula
- This example is to create a Total for the Employees Tax this period
- On the left hand side of the screen
- Click on the plus symbol next to EeRunBals
- Double click on the field Tax
- The formula box should then show :

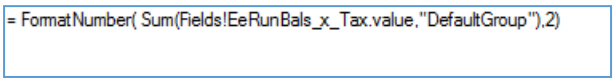
- Change the formula to the following to total the Tax field for all records in the report:

  = Sum(Fields!EeRunBals_x_Tax.value, "DefaultGroup")




- Now we need to add formatting to show only two decimal places:

  =FormatNumber(Sum(Fields!EeRunBals_x_Tax.value, "DefaultGroup"),2)



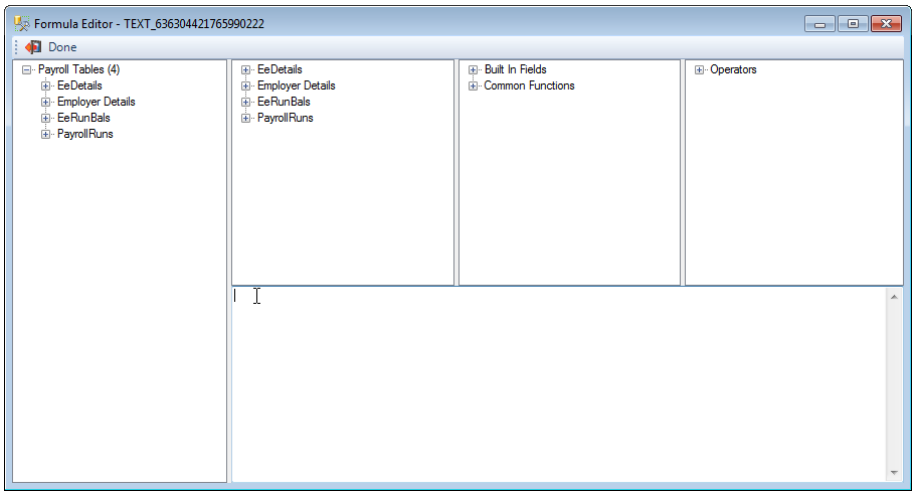

- Click on **Done** to save the formula
- Click on **Preview** to see the field populated

## Multiple Fields

Create a total formula as follows:-

- If a field has been created in the Table Footer section that links to the Details section, then right click on the field and select **Edit Formula**
- Otherwise, right click in the Table Footer section of the report
- Click on **Insert\Text**
- Click on the field

- Right click and select **Edit Formula**
- You will be taken to the Formula Editor screen:




- In the middle of the screen where the cursor is located is where you would enter your formula
- This example is to create a Total for the Employees National Insurance this period
- On the left hand side of the screen
- Click on the plus symbol next to EeRunBals
- Double click on the field NIEeeToLER
- The formula box should then show :

```
= Fields!NIEeeToLER.value
```

- On the left hand side of the screen under EeRunBals
- Double click on the field NIEeeLERtoUER
- The formula box should then show:

```
= Fields!NIEeeToLER.value Fields!NIEeeLERtoUER.value
```

- Change the formula to the following to total the Employee National Insurance fields for all records in the report:

  =Sum(Fields!NIEeeToLER.value, "DefaultGroup")
  +Sum(Fields!NIEeeLERtoUER.value, "DefaultGroup")

```
=Sum(Fields!NIEeeToLER.value, "DefaultGroup")
+Sum(Fields!NIEeeLERtoUER.value, "DefaultGroup")
```

- Now we need to add formatting to show only two decimal places:

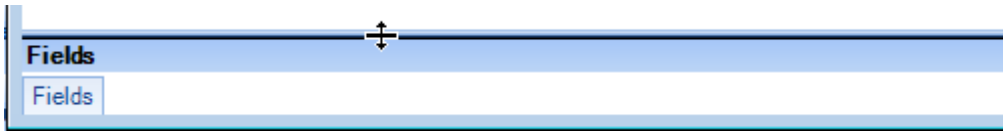
  =FormatNumber(Sum(Fields!NIEeeToLER.value, "DefaultGroup")
  +Sum(Fields!NIEeeLERtoUER.value, "DefaultGroup"),2)

```
=FormatNumber(Sum(Fields!NIEeeToLER.value, "DefaultGroup")
+Sum(Fields!NIEeeLERtoUER.value, "DefaultGroup"),2)
```

- Click on **Done** to save the formula
- Click on **Preview** to see the field populated

## Fields Section

To expand the Fields screen, click on **Fields**, then move your cursor over the line so that it is displayed as below, then click and drag the line upwards.




You will then see a similar screen to the below, which includes all the fields used in the report:

**Fields**

| | Column | Alias | Table | Output | Sort | Filter |
|---|---|---|---|---|---|---|
| ▶ | Surname | | EeDetails | ☑ | Ascending | |
| | Forename | | EeDetails | ☑ | Ascending | |
| | EeRef | | EeDetails | ☑ | Ascending | |
| | Title | | EeDetails | ☑ | NoSort | |
| | Week1 | | EeRunBals | ☑ | NoSort | |
| | TaxCode | | EeRunBals | ☑ | NoSort | |
| | NILetter | | EeRunBals | ☑ | NoSort | |
| | PreTaxCompAdd | | EeRunBals | ☑ | NoSort | |
| | PreTaxCompDed | | EeRunBals | ☑ | NoSort | |
| | SpinePay | | EeRunBals | ☑ | NoSort | |
| | SpineRetro | | EeRunBals | ☑ | NoSort | |
| | PaySpine_PayCo... | | EeRunBals | ☑ | NoSort | |
| | BIK_Taxable | | EeRunBals | ☑ | NoSort | |
| | GrossedUpTaxT... | | EeRunBals | ☑ | NoSort | |
| | EeNIPdByEr | | EeRunBals | ☑ | NoSort | |
| | GUStudentLoan | | EeRunBals | ☑ | NoSort | |
| | PenPreTaxEeGU | | EeRunBals | ☑ | NoSort | |
| | RunDate | | PayrollRuns | ☑ | NoSort | |
| | Frequency | | PayrollRuns | ☑ | NoSort | |
| | Period | | PayrollRuns | ☑ | NoSort | |
| | PAYEMonth_Ru... | | PayrollRuns | ☑ | NoSort | |
| | PYear | | PayrollRuns | ☑ | NoSort | |
| | IsRun_Closed | | PayrollRuns | ☑ | NoSort | = 0 |
| | AddSAP | | EeRunBals | ☑ | NoSort | |
| | AddSMP | | EeRunBals | ☑ | NoSort | |
| | AddSPPA | | EeRunBals | ☑ | NoSort | |
| | AddSPPB | | EeRunBals | ☑ | NoSort | |
| | AddSSP | | EeRunBals | ☑ | NoSort | |

You need to ensure that all fields used in the report are shown within this screen.

This is done automatically when a new field is added to the report via **Design** and **Edit Formula**.

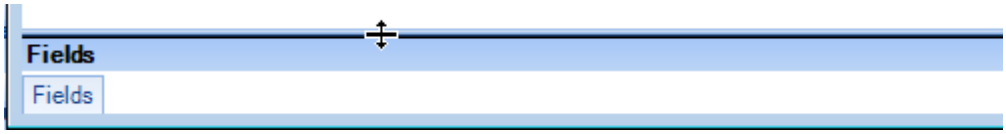
However, if you have manually typed the field into the **Edit Formula** screen, then it is not added automatically.

You can add the field to this screen, however it is adviseable to re-write the formula and double click on the Field under the Tables to add it to the formula.

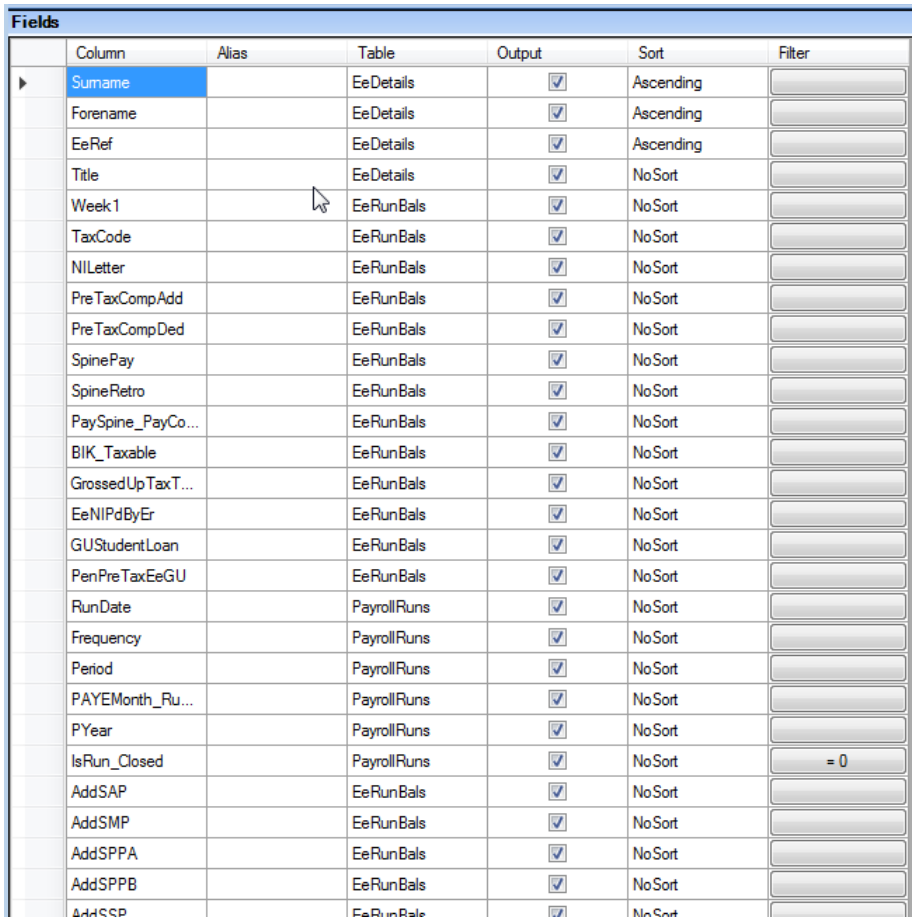
## Filtering

To filter reports this is done via **Fields** at the bottom of the design screen.

To expand the Fields screen, click on **Fields**, then move your cursor over the line so that it is displayed as below, then click and drag the line upwards.

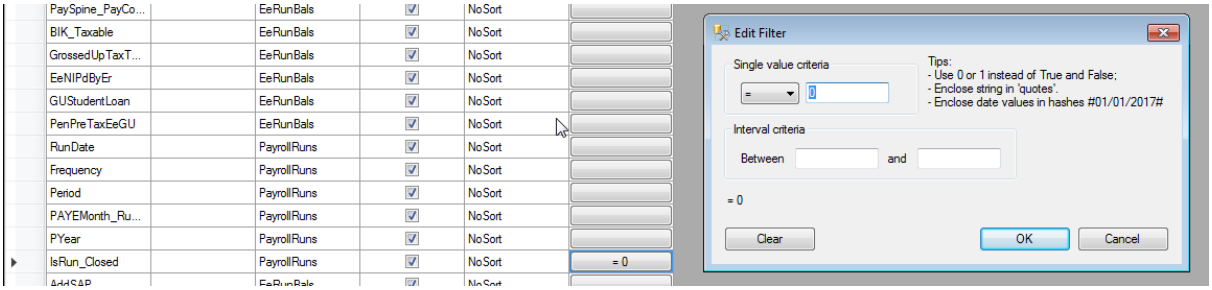



You will then see a similar screen to the below, which includes all the fields used in the report:

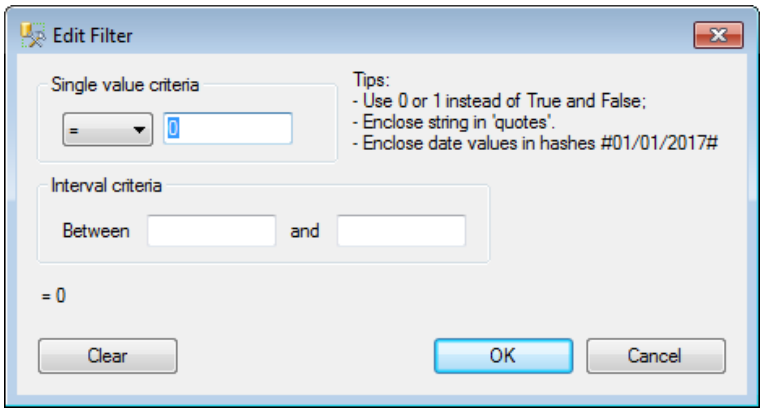



As you can see there is a column called **Filter** against each field.

- Click on the **Filter** button against a field that you want to filter on, the below screen will then appear:



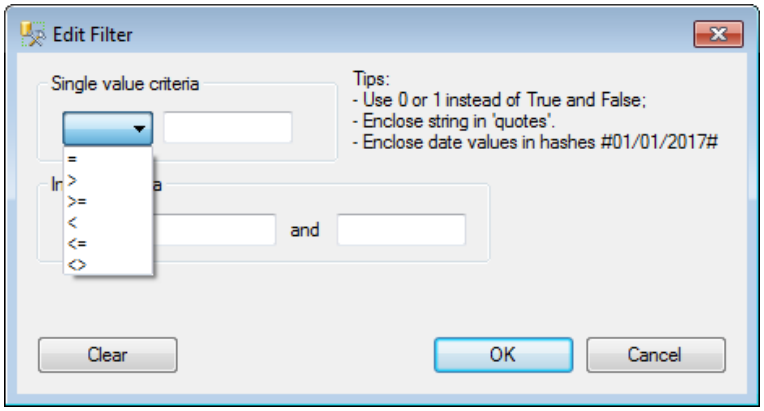
- This is an example of filtering on a specific field, to only produce the report for open runs:



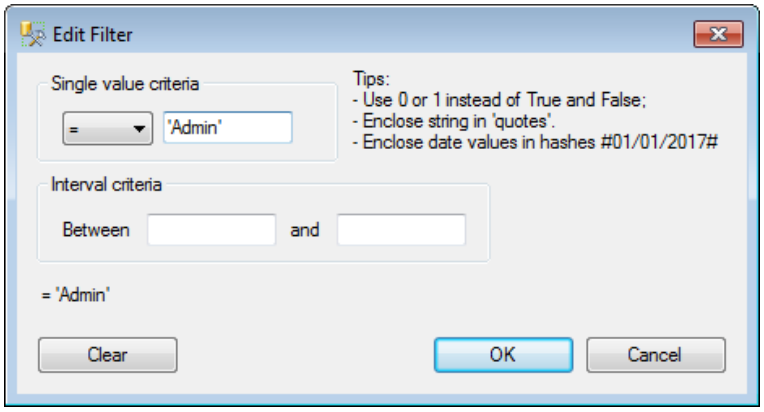

- You can only use either the Single value criteria or Interval criteria

## Single value criteria

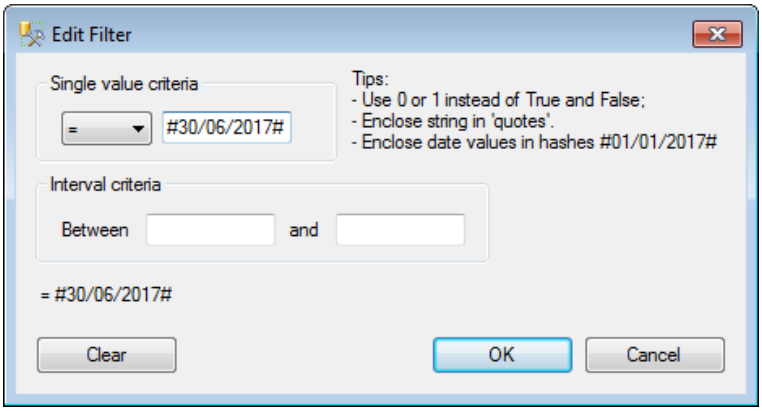
- Under Single value criteria click on the drop down box:




- Select how you want to filter the records
- In the box to the right enter the value
- Example below is filtering on the Department Name field, which means the report will then only include the department called Admin:



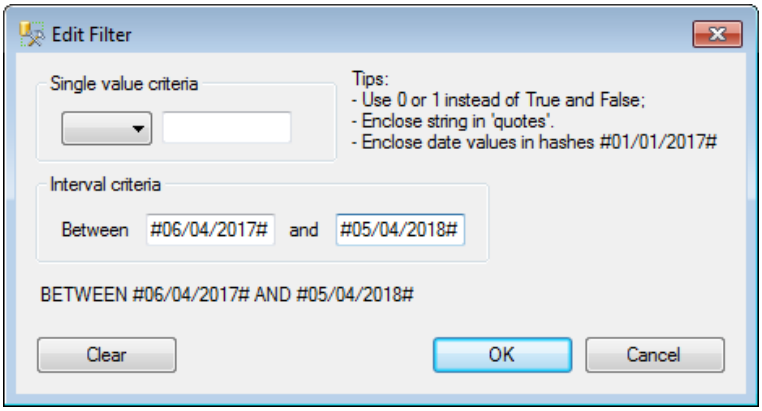

- Example below is filtering on the Run Date field, which would mean only payroll runs dated 30th June 2017 will be included:




- Click on **OK** to save

## Interval criteria

- Using Interval criteria means that it will include a range of records
- Leave the Single value criteria blank, or click on **Clear** to remove any entries
- Complete the **Between** and **and** information
- Example below is to include in the report a range of payroll run dates:

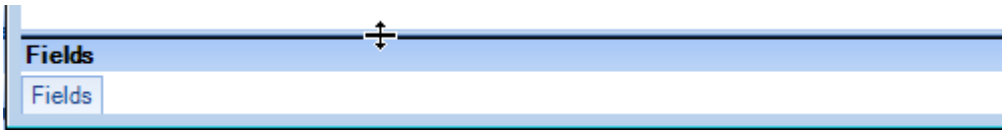



- Click on **OK** to save

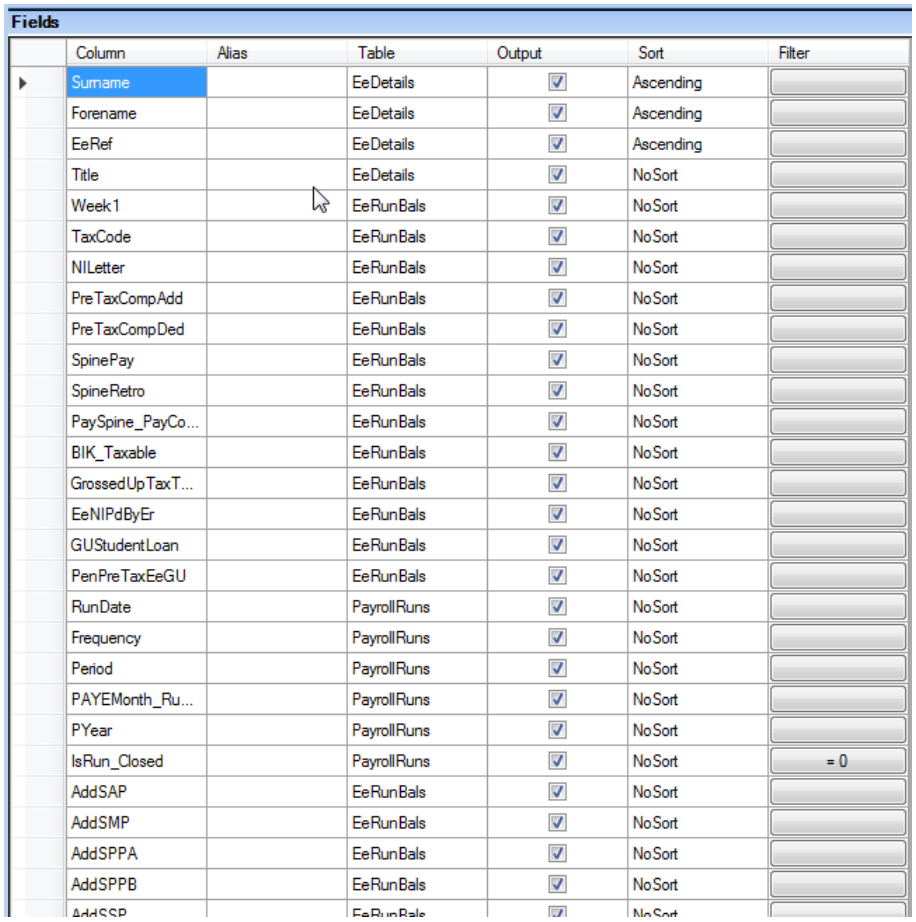
## Sorting

To Sort the records in reports is done via **Fields** at the bottom of the design screen.

To expand the Fields screen, click on **Fields**, then move your cursor over the line so that it is displayed as below, then click and drag the line upwards.




You will then see a similar screen to the below, which includes all the fields used in the report:

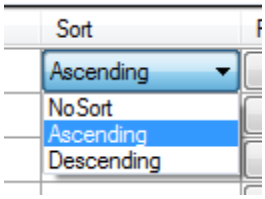



As you can see there is a column called **Sort** against each field.

You need to ensure that the Column is shown in the order that you want to sort them by, so in this example you can see the order is Surname, Forename and EeRef.

To move the columns into this order, on the left hand side of the screen click on a row containing the field that you want to sort by, then drag and drop it into the order that you require. Repeat this for each row.

Now under the **Sort** column click into the field for the row, to see the available options:

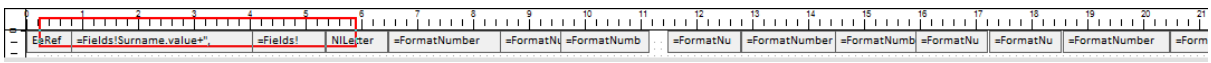



Highlight the sort order, repeat for each row that you want to sort by.

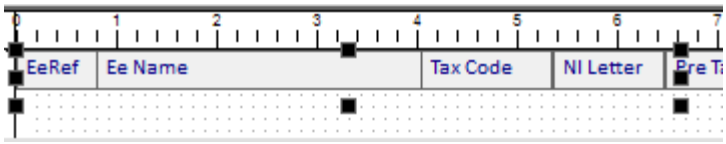
## Fields - Highlighting Multiple

It is possible to highlight multiple fields and change the size, font, move etc.

To highlight multiple fields hold down the **Shift** button on your keyboard. Now click to the top left of the first field that you want to highlight, then move your mouse to cover the other fields. You will see a red box covering the fields:




Release the **Shift** key, when the red line covers all the fields that you want to be highlighted, you will then see the below:

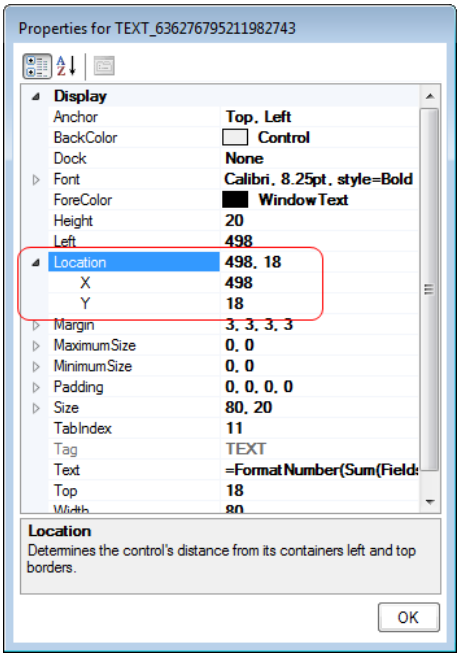



Click on the black boxes, to change the size of all highlighted fields, or right click and select **Properties**.

## Fields - Moving fields

You are able to move fields in the following ways:

- Click on the field then user your cursor keys to move the field
- Or, click on the field then drag and drop using your mouse
- Or, highlight the field then click on **Properties**, then change the **Location**:



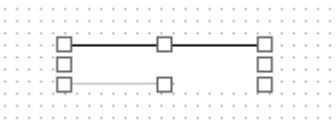

- Or, highlight multiple fields and use the above methods

## Fields – Sizes

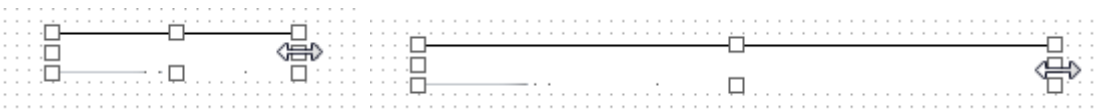
To change the size of the fields there are several options:

### Individually via Design

- Click on the field, you will then see square boxes surrounding the field:



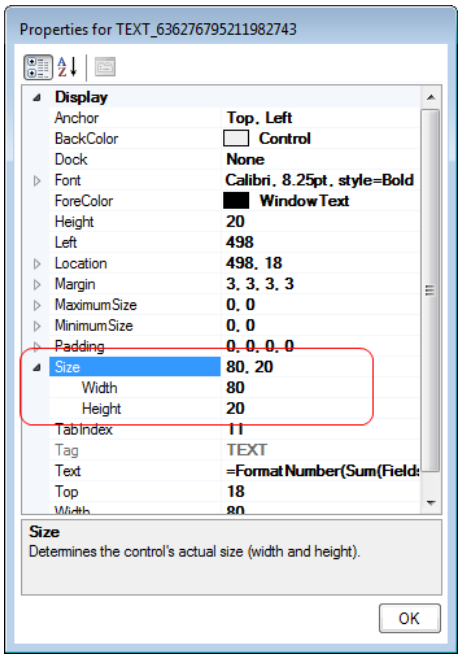
- Place your cursor over one of the boxes
- Click on the field and drag to increase the size:



### Properties

- Right click on the field

- Select **Properties**
- Change the size Width and Height




- Click on **OK** to save

## Multiple fields

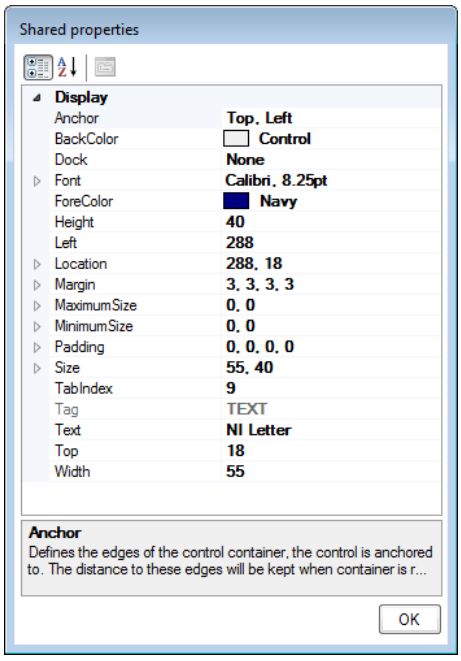
It is also possible to highlight multiple fields and change the size using the above methods.

## Fonts and Colours

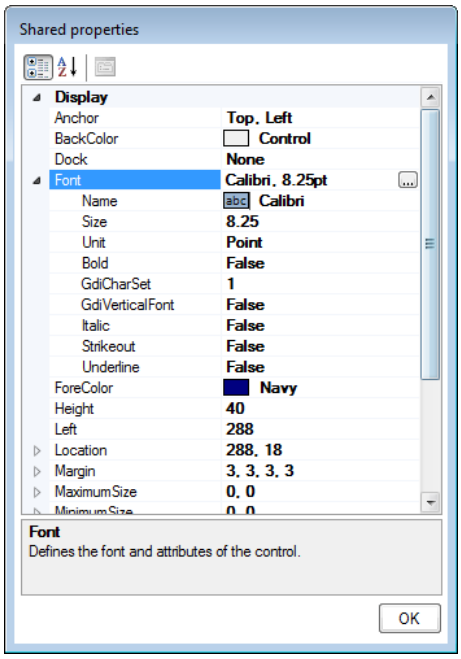
To change the font style, size and colour this needs to be done via the **Properties** screen.

You are able to either do this for an individual field, or highlight multiple fields.

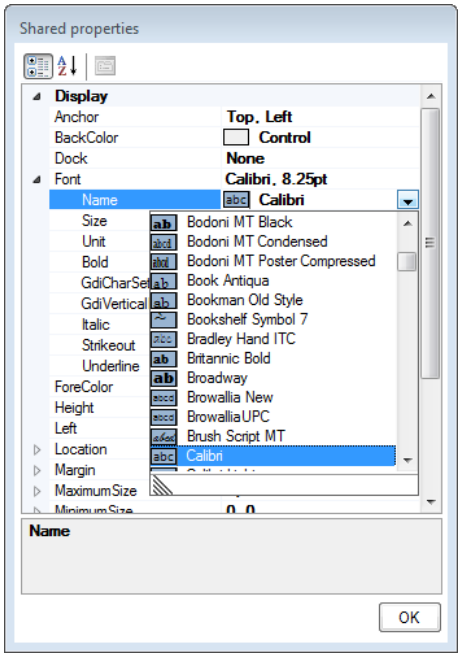
- Right click on the field
- Select **Properties**



- Click on the arrow symbol to the left of Font

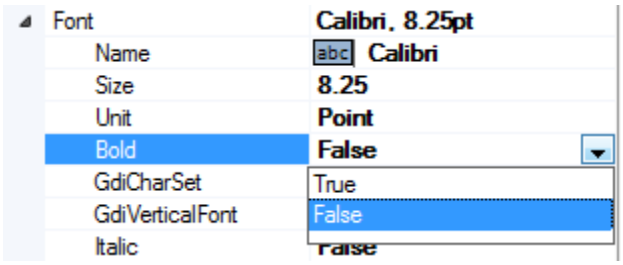



- To change any of these fields, click on the description, for example Calibri next to **Name**:

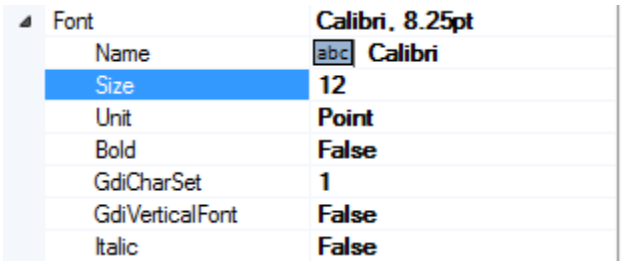



- You will then see a list of available Fonts to select from
- Highlight the one you require and the drop down will disappear for you to choose another option

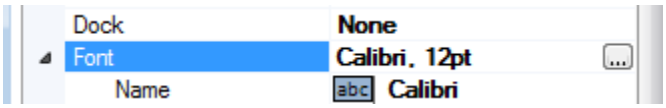
- Example below is Bold:



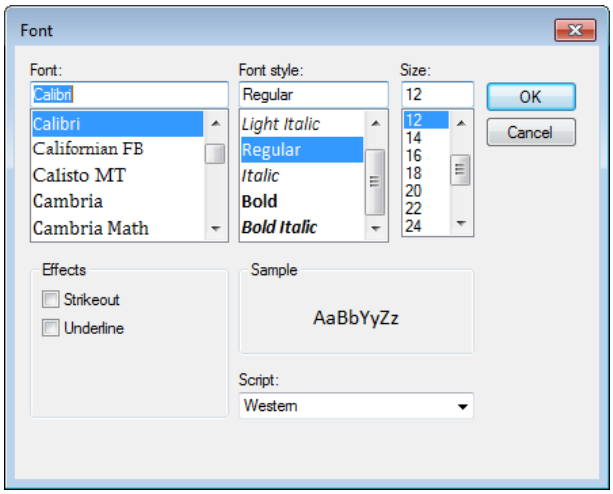

- For Size, you can type in the value:



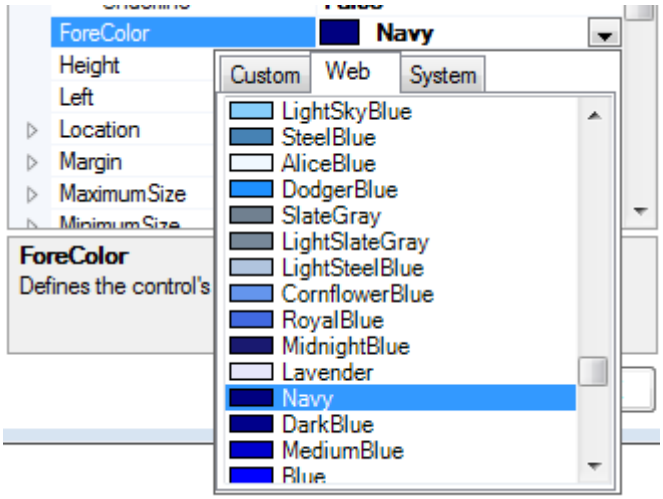

- You can also change the Font, Style and Size by clicking on the ellipsis button next to Font:



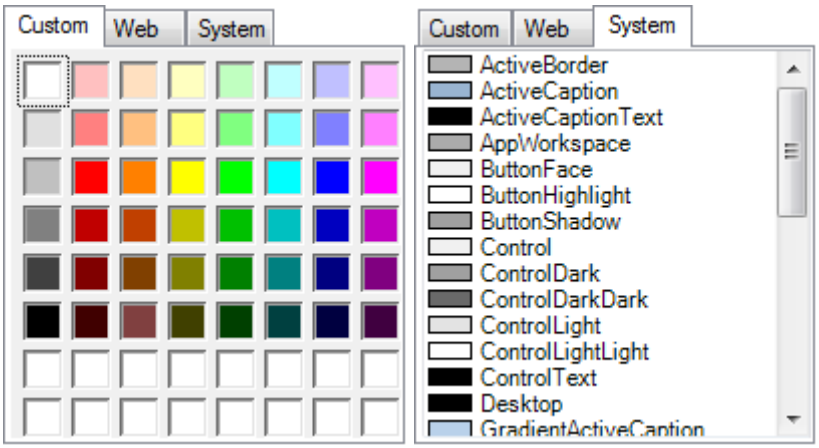

- Which then opens the following screen:



- To change the colour of the text, click on the drop down next to ForeColor:



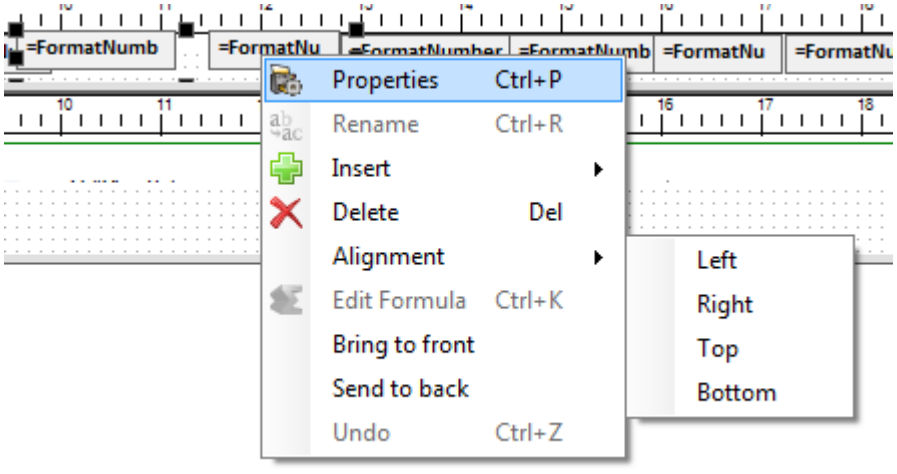

- As you can see there are three tabs to pick the colour from:




- Once you have made your selections, click on **OK**

## Lining up

Under the right click menu you will see there is an Alignment option:



This option is only available when you highlight multiple fields, as you can see you are able to align the highlighted fields Left, Right, Top or Bottom.

You are also able to move fields individually to line them up.

With the **Grid options** enabled under **Settings**, which includes **snap to grid**, these will help line the fields up.

### Tabular Layout

For this layout there are some additional options to help line up the fields, as there must be the same number of fields in the sections **Table Header**, **Table Footer** and **Details**.

#### Automatic

When you insert a field from the tables into the **Details** section you will see that a **Text** field is automatically added to the **Table Header** and **Table Footer**.

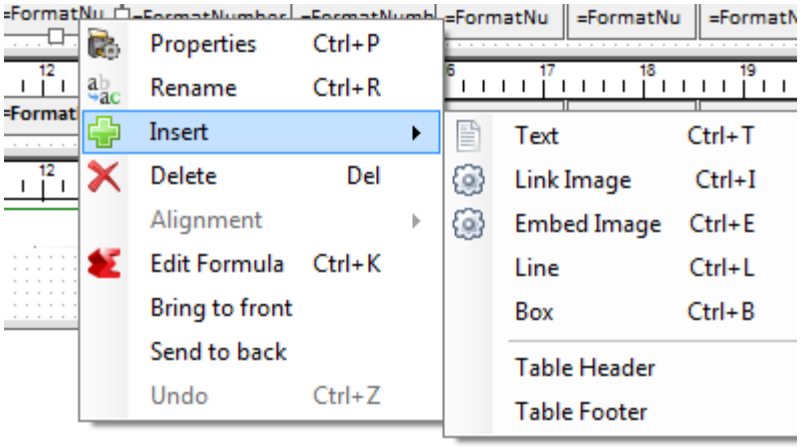
The text field in the **Table Header** will be populated with the field name. And the text field in the **Footer** will be populated with a totals formula, if it is a currency field.

When the fields are added in this manner, you will see that if you move one of the fields left or right the others follow, to keep them aligned.

#### Manual

If you use the right click option to insert a text field into the **Details** section, which could be a formula for example, a field is not automatically added to the Table Header and Table Footer.

Right click on the field in the **Details** section:

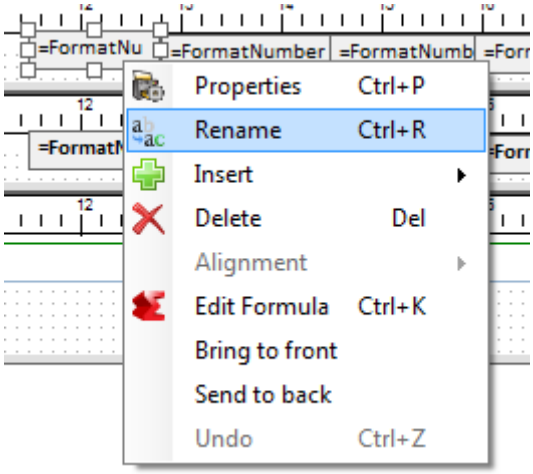



You will see under **Insert** there is **Table Header** and Table Footer, when you select these options they will add a text field to the one selected.

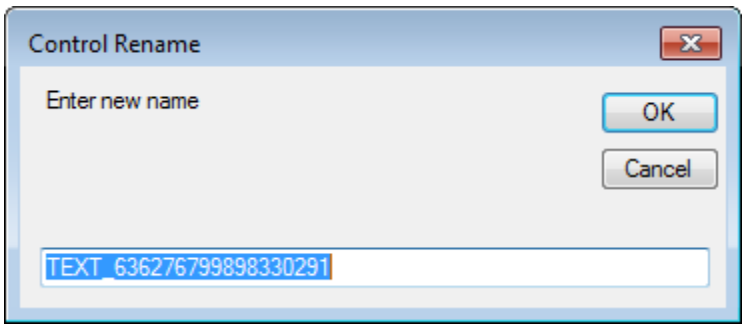
These fields will then be linked to the **Details** field, so that if you move any of them left or right they stay aligned.

#### Rename

If you have individually added the fields to the **Table Header**, **Table Footer** and **Details** sections using right click **Insert\Text** then you have the ability to **Rename** the fields so that they are linked and move together.




Right click on a field, then select **Rename**:




Type in a Name for the field, this must not include spaces, then click on **OK**.

Ensure that you rename the fields in the **Table Header**, **Table Footer** and **Details** with exactly the same name, that you want linked.

After you have renamed them with the same name, when you move one of the fields left or right the others will follow.

## Lines

You are able to insert lines into the report, and format the thickness and colour of the lines.

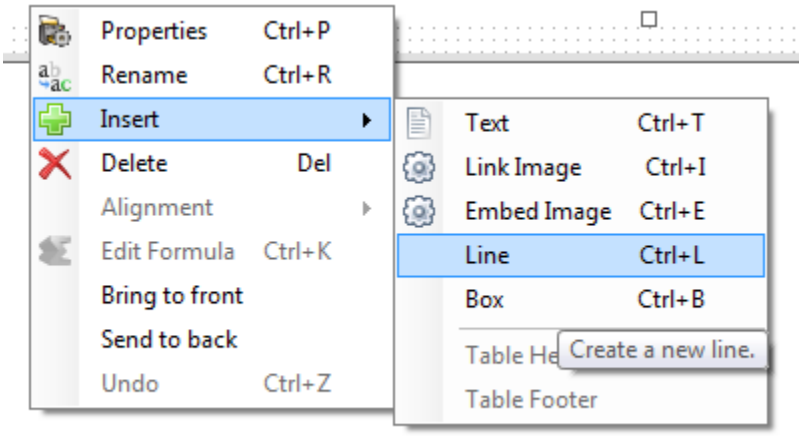
**Free-form layout** – you are able to include lines in the **Header**, **Details** and **Footer** sections.

**Tabular layout** – you are able to include lines only in the **Header** and **Footer** sections.

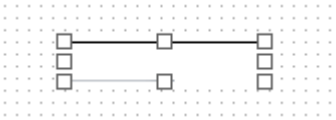
To insert a line as follows:

- Right click on the section that you want to insert a line

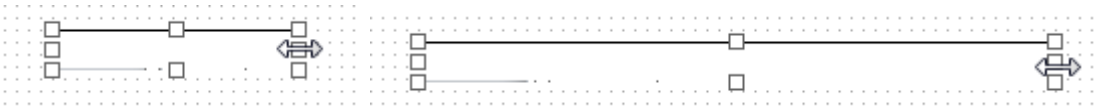
- Click on **Insert\Line**



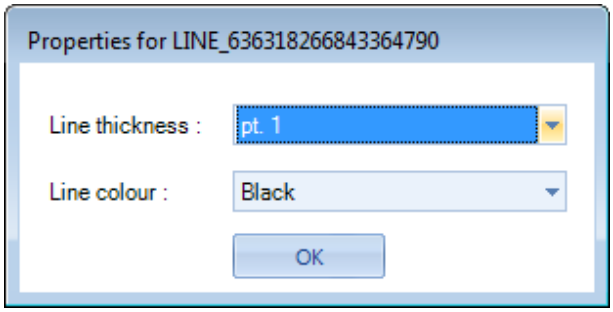

- You will then need to move the field to where you want it to be shown
- To change the size of the line
- Click on the field, you will then see square boxes surrounding the field:



- Place your cursor over the middle right hand box
- Click on the field and drag to increase the size:



- To change the line colour and line thickness
- Right click on the field and select **Properties**
- The following screen will appear:




- Click on the drop down boxes to change the line thickness and line colour
- Click on **OK**

## Boxes

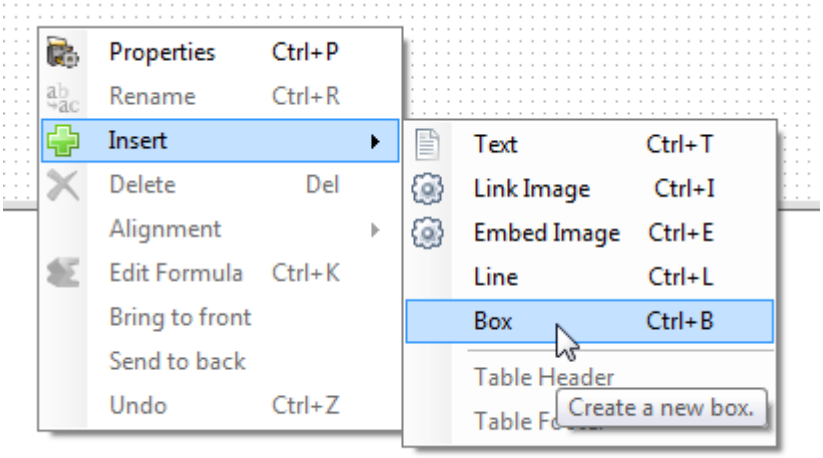
You are able to insert boxes into the report, and format the line thickness and colour of the box, as well as the fill colour of the box.

**Free-form layout** – you are able to include Boxes in the **Header**, **Details** and **Footer** sections.

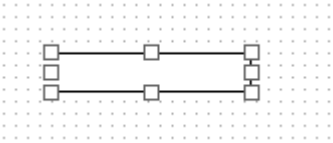
**Tabular layout** – you are able to include boxes only in the **Header** and **Footer** sections.

To insert a box as follows:

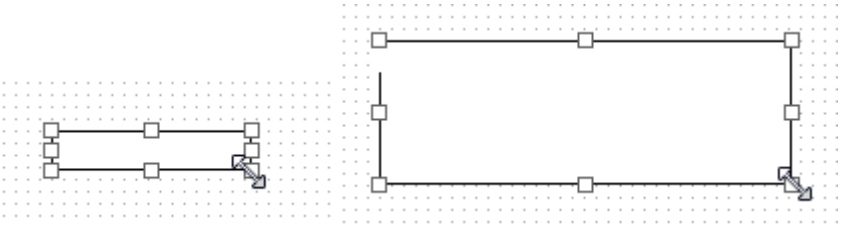
- Right click on the section that you want to insert a box
- Click on **Insert\Box**




- You will then need to move the field to where you want it to be shown
- To change the size of the box
- Click on the field, you will then see square boxes surrounding the field:

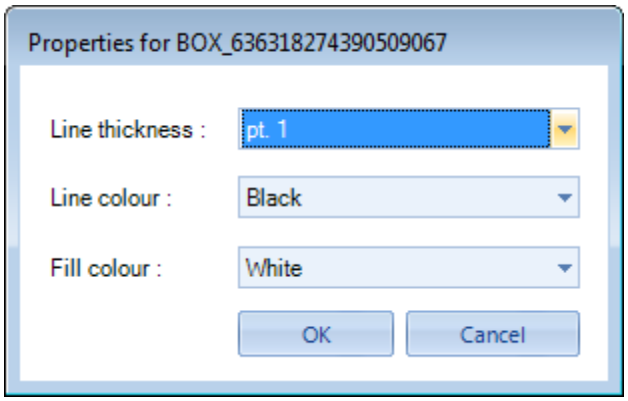


- Place your cursor over the bottom right hand box
- Click on the field and drag to increase the size:



- To change the line thickness, line colour and fill colour
- Right click on the field and select **Properties**

- The following screen will appear:




- Click on the drop down boxes to change the line thickness, line colour and fill colour
- Click on **OK**

## Employer Details fields

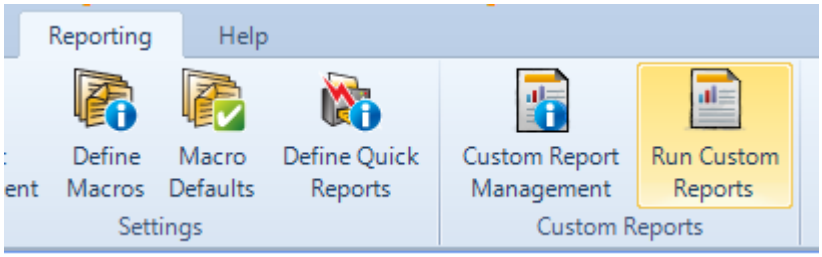
The following fields can be used to display employer information in a custom report:

| Field Name | Contents |
|---|---|
| **Variables!Employer_Details_Name.value** | Employer Name |
| **Variables!Employer_Details_Adr1.value** | Employer Address Line 1 |
| **Variables!Employer_Details_Adr2.value** | Employer Address Line 2 |
| **Variables!Employer_Details_Adr3.value** | Employer Address Line 3 |
| **Variables!Employer_Details_PostCode.value** | Employer Post Code |
| **Variables!Employer_Details_TaxDist.value** | Employer Tax District |
| **Variables!Employer_Details_TaxDistCode.value** | Employer Tax District Code |
| **Variables!Employer_Details_IRErRef.value** | Employer Tax Reference |
| **Variables!Employer_Details_PAYEBankCode.value** | Employers PAYE Sort Code |
| **Variables!Employer_Details_PAYEAcName.value** | Employers PAYE Account Name |
| **Variables!Employer_Details_PAYEAcNum.value** | Employers PAYE Account Number |
| **Variables!Employer_Details_BACSPAYERef.value** | Employers Collectors Reference |
| **Variables!Employer_Details_SCTaxRef.value** | Employers Sub Contractors Tax Reference |
| **Variables!Employer_Details_SCUUniqueTaxRef.value** | Employers Sub Contractors UTR |
| **Variables!Employer_Details_UTR.value** | Employers UTR |

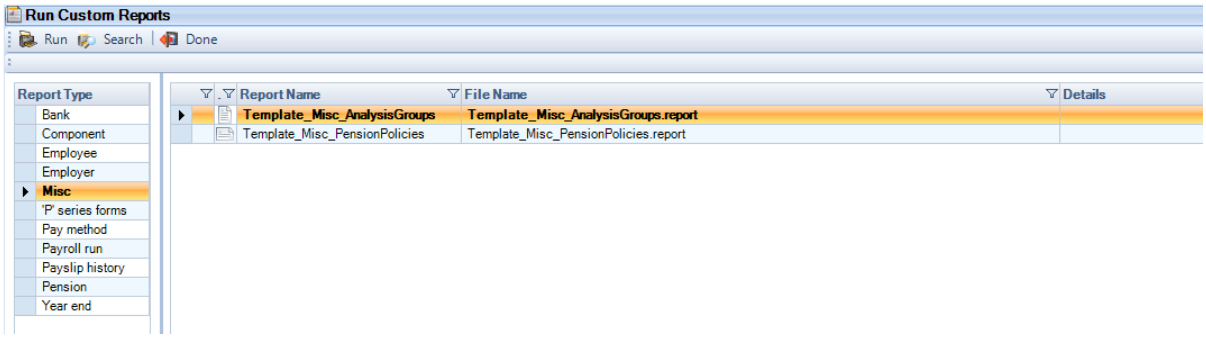
You must ensure when including these fields in formulas, the text matches the above formats for them to work as they are case sensitive.

## Running Custom Reports

To run a custom report go to **Reporting\Run Custom Reports**:

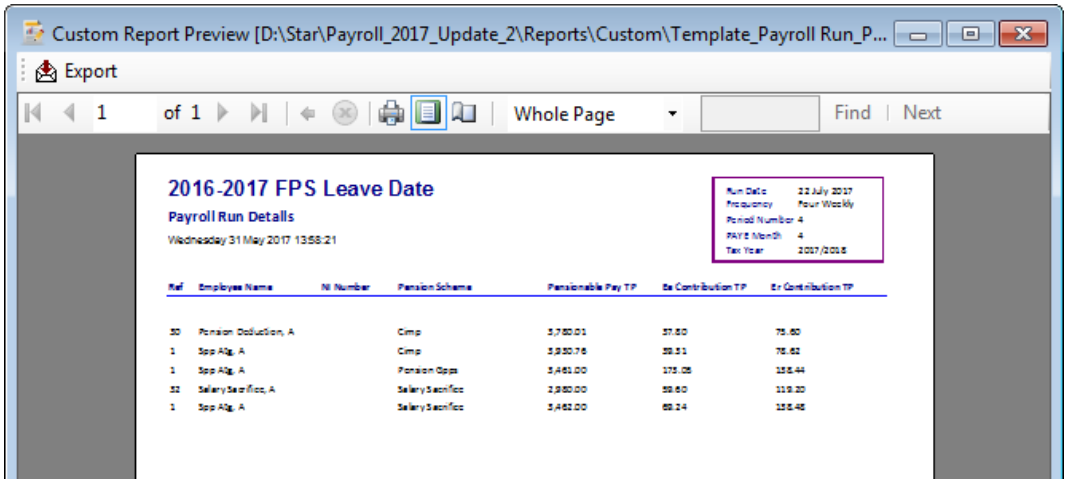



On the left hand side of the screen highlight the report type:

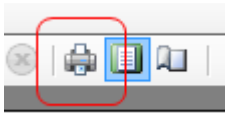


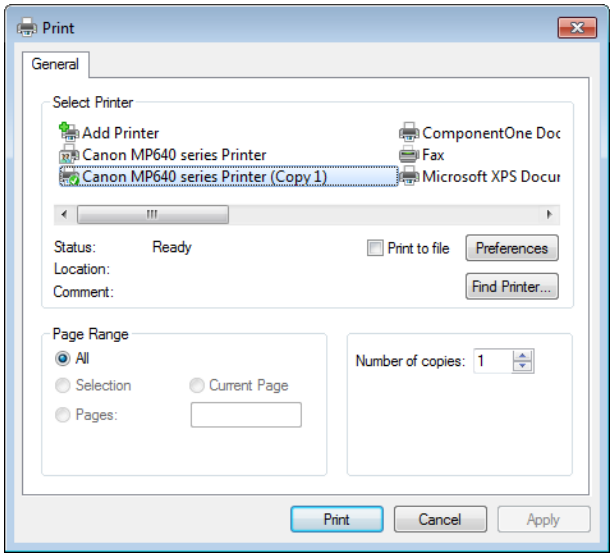

Now double click on the report on the right hand side of the screen, or highlight the report and select Run.

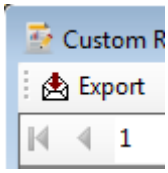
This will preview the report to screen:



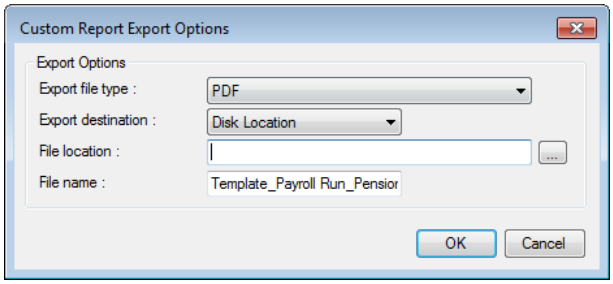

From this preview screen:

-  Select the **printer icon** to open up the following screen to select the printer to print the report:

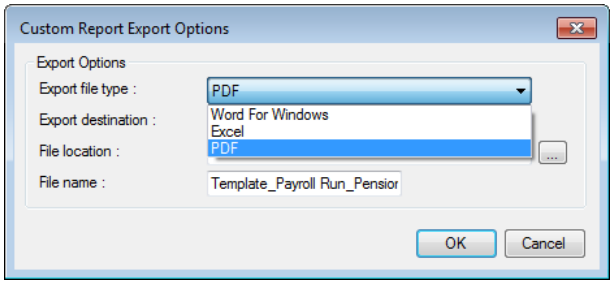



- 

Select the **Export** button to export the report to Word\Excel\PDF




Choose the **Export file type** using the drop down:




Select the **File location** using the elipsis button and enter a **File Name**.

## Custom Report filters

The standard filters produced by the software which feed into the crystal reports also feed into the Custom reports, for the following types:

- **Year End** – if the report contains P60, P14, P35 then the year end process screen appears for you to select the tax year and the report then only shows the information for that tax year.
- **Payroll Run** – any report under this type is filtered to show the current period only, if there is more than one frequency then a prompt is also displayed to select which frequency.

- **Pay Method** - any report under this type is filtered to show the current period only, if there is more than one frequency then a prompt is also displayed to select which frequency.
- **Payslip History** – any report run under this type displays the payslip wizard, to select which employees to include and what period(s) to produce the report for, these filters are then passed down to the report.

## Rescanning Custom Reports into Payroll Professional

**Payroll Professional** holds information as to the paths and settings of your custom reports. If a new custom report is added to the Custom folder within your report directory, it is necessary to use the Rescan facility to add the details of the new custom report(s) to the system database.

These new custom reports will be those you have created or on special occasions where the **Payroll Professional** Support Team have adjusted custom reports for you.

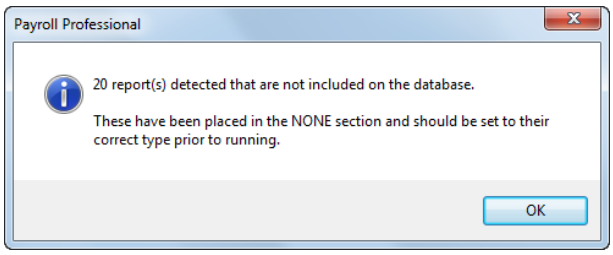
Whilst in **Payroll Professional** go to the **Help** tab and select **Paths and Files** and note down the **Reports** path. Save the new custom report into the Custom folder located within your **Reports** folder.

**Reports\Custom** folder contains the custom reports you have created using Payroll Professional.

Now that the new custom report is in the Reports\Custom folder you are ready to **Rescan** into the program.

- Go to the **Reporting** tab and select **Custom Report Management.**
- Click on the

button.
- You will now see a message saying how many **new** custom reports are detected in the Reports\Custom folder. Click on **OK**.




## Design Hints and Tips

- Fields are specific to each section of the report, so a field created in one section cannot be moved to a different section.
- If you require a report to be exported to Excel, then use Tabular layout. As this requires the same number of columns in the Table header, Table footer and Details section.
- If you are designing a report to export to Word, you will need to increase the height of the fields to ensure they are exported correctly.
- Ensure when placing fields in sections, that the section is made larger to accommodate the fields.
- Deleting fields from the report design can be achieved by either highlighting the field and selecting Delete on your keyboard or right click on the field and select Delete.
- To delete a field from the Fields section, click on the row twice then press Delete on your keyboard.
- When exporting to Excel the Footer is not exported
- For more advanced details of formulas and formatting, please use the following link:

  https://msdn.microsoft.com/en-us/library/ms252080(v=vs.80).aspx

  https://msdn.microsoft.com/en-us/library/fbxft59x(v=vs.80).aspx

# Report Management

Crystal Reports allow you to create your own bespoke reports.

Each report is an individual file with a file extension of **.RPT.** All Access report files are held in a sub directory of the **Payroll Professional** directory called **Reports**, and SQL report files are held in a sub directory of Reports called **SQL**.

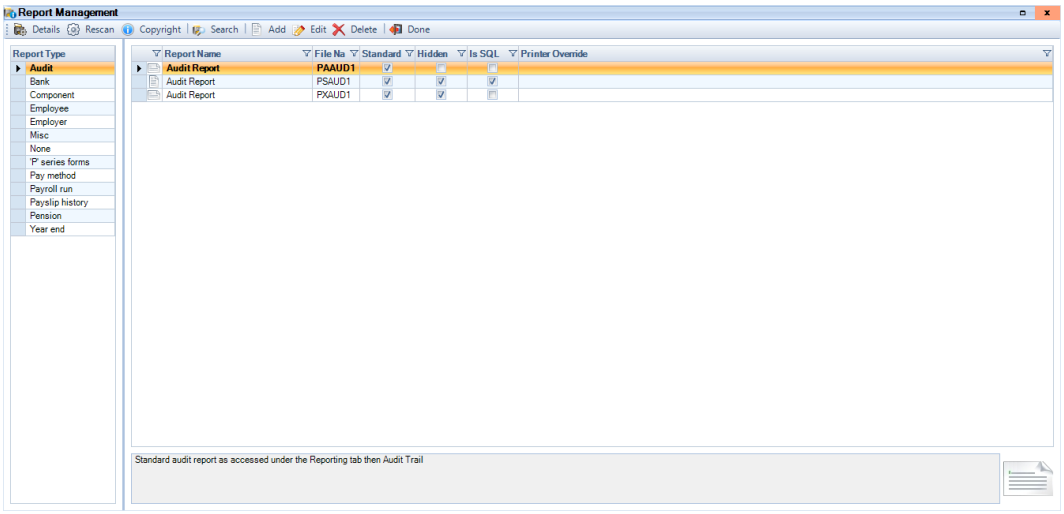
When you design a report, it needs to be attached to a payroll datafile. For Access reports there is a generic system file **Dempay.mdb**, provided in the **Reports** directory for this purpose. You **must** use this file for Access reports, this will ensure that all reports created will run with any datafile. Existing Access reports will already be linked to this datafile, but if you are setting up a new Access report from scratch then you will need to attach the report to the datafile yourself. For details of how to do this, refer to your Crystal Reports manual received when you attended Crystal training.

For SQL reports you will need to attach them to a SQL datafile.

In order that you can see realistic data whilst designing Access reports, you can save a copy of any datafile as Dempay. With the required datafile open in **Payroll Professional** go to the drop down menu File select **Save As\Report Demo File**. Please note saving a file as Dempay is not possible for SQL, you will therefore need to use a live SQL datafile.

This is particularly important if you are creating a report that uses any Extra Details. As these fields are datafile specific the only way to see them for Access reports in Crystal is to save a copy of that datafile as **Dempay**.

Report management can be accessed from the **Reporting** tab then **Report Management.**




From here, you can manage the information used to describe various features of reports, and if you have the Crystal Reports program installed you can access existing reports for modification, or create your own New reports.

**Note:** The **Edit** button in this screen will allow you to open the highlighted report in Crystal Reports from **Payroll Professional.** If the button is greyed out, you will need to go to the **Help** tab and select **Paths and Files**. Select the ellipsis (three dots) button alongside the empty Crystal path, and select the path for your Crystal Reports installation. When the path is entered correctly the **Edit** button will be available.

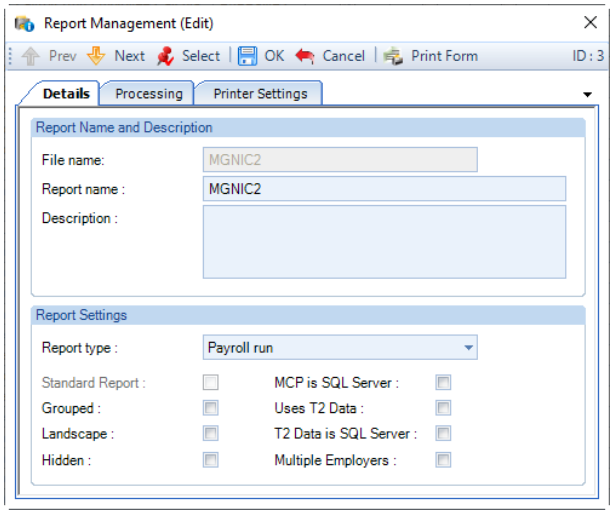
## Types

To help you to find reports they are divided into types. The report type will also determine whether certain things happen within the program; for instance, Payslip information only needs to be prepared for that type of report. It is important the Type is set correctly for each report, but it is **ESSENTIAL** for payslips, payroll run reports, pay method reports and year-end reports.

## Details tab

**Payroll Professional** holds details for reports to help both you and the program to know how to handle them.

When reports are selected then if available the detailed description will appear on the same line as the report under the column Details. To change the details of the report, click on the **Details** button.




### Report Name

This is the name of the report, as it will appear in the list.

### Description

Further information on reports that will appear in the **Details** column. This may include information such as your firm's policy as to when the report is used, or the format to be used when exporting.

### Report Type

Move your report to another section by changing the type here.

### Standard Report

**Payroll Professional** reports provided as standard by IPP.

### Grouped

Grouped reports are those designed to have sub-totals. If you are making selections when you run the report then you have additional options if the report is grouped, to allow you to select groups.

### Landscape

Select box if the report is to be previewed and printed Landscape. If this box is not ticked the report will be treated as Portrait.

### Hidden

Check this box if you do not wish to see this report in the normal reports screen.

### MCP is SQL Server

Check this box if the report is for SQL client data files.

### Uses T2 Data

Check this box if the report contains tables from T2Data.

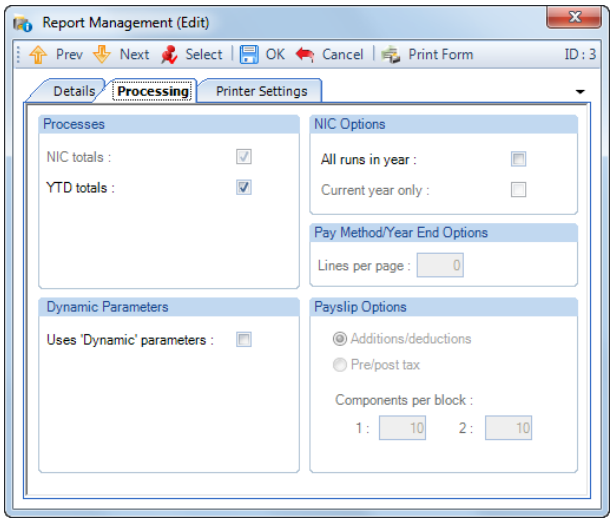
### T2 Data is SQL Server

Check this box if the report contains tables from a SQL T2 Data.

### Multiple Employers

If the report contains multiple employer information then tick this box.

## Processing tab




The **Processes** and **NIC Option** settings need to be used when the report has been based on tables from the mcptemp.mdb database as this requires pre-processing, they will not effect reports based on just the dempay.mdb.

**YTD Totals** - The YTD is required if you want your report to include leavers.

**NIC Totals** – with this switch on, your NIC report will generate current run details and can also generate Year to date totals, which will include the current run. This switch also needs to be ON to access the other two switches.

**All Runs in Year** – with this switch and the NIC total switch ON you can generate figures for each run in the selected year (and year to date totals), which you will be prompted for when the report is run.

**Current Year** – with this switch, NIC totals and All Runs in Year switches on, you can generate figures for each run in the year (and year to date totals) for current year only.

**Pay Method/Year End Options** - For the report types of Year End and Pay Method, this setting allows you to specify the number lines per page on a report.

**Payslip Options** - this will only appear if the report type is set to payslip.

Payslips are reports in the same way as any other report except for the fact that the information for them needs to be specially prepared. To prepare the information, **Payroll Professional** needs to know which report format you are using, and which pay frequency is required.

Payslip report details include some information that is not relevant to normal reports. This detail assumes that the bulk of the payslip is divided into 2 blocks of pay element information.

These blocks divide the information into either, **Additions and Deductions**, or **Pre and Post tax** elements.

It is necessary to specify the maximum **Components Per Block** so that if more are used than space allows in the report format, the surplus can be added together as the last item in the block. The number of items in each block must be in the range 1 to 10 but can be as many as 20 if you are using an appropriate report.

**Uses Dynamic Parameters** – The type of report that gives the user an input choice, such as a date range, when running a report is using a parameter.

When you run a report designed to use Dynamic parameters and this setting is **ON** you will have available the values in that field that exist in the datafile that you currently have open.

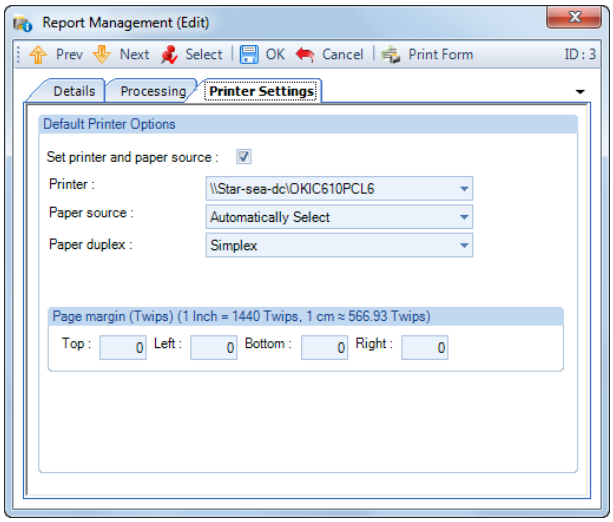
For example if you need to select a run date for the report and the client has only had three monthly runs done you will only see those three dates.

## Printer Settings tab

This tab allows you to select a specific printer, paper source etc for an individual report.

Unless you make a change here, the setting for the report will be to send it to your Windows Default Printer with its default paper source – tray setting.

If you need this report to go to a specific printer for **All Users** click on the check box for **Set Printer and Paper Source.** Now select the Printer, Paper Source, duplex and margins if necessary, for this report and click on **OK**.




These settings are now set and that report will always go to the selected printer/tray whenever it is sent direct to print, not from a preview screen.

## Rescanning Reports

**Payroll Professional** holds information as to the paths and settings of all your payroll reports. If a new report is added to the report directory, it is necessary to use the Rescan facility to add the details of the new report(s) to the system database.

These new reports will be those you have created or on special occasions where the **Payroll Professional** Support Team have adjusted reports for you.

Whilst in **Payroll Professional** go to the **Help** tab and select **Paths and Files** and note down the **Reports** path. Save the new report into the **Reports** folder.

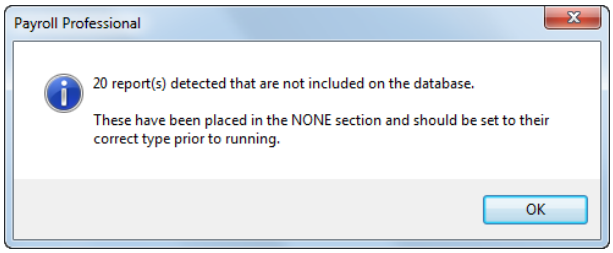
**Reports** folder contains all the reports for Access data files (.RPT Files).

**Reports\SQL** folder contains all the reports for SQL data files (.RPT files).

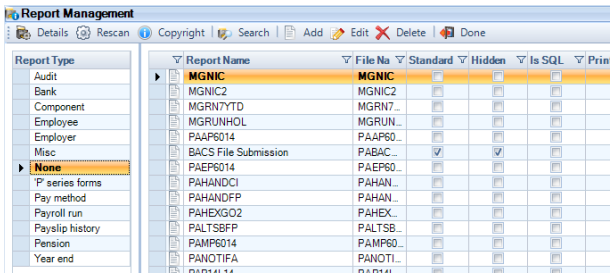
Now that the new report is in the Reports folder you are ready to **Rescan** into the program.

- Go to the **Reporting** tab and select **Report Management.**
- Click on the

button.
- You will now see a message saying how many **new** reports are detected in the Reports folder, and they have been set to Type **None**. Click on **OK**.

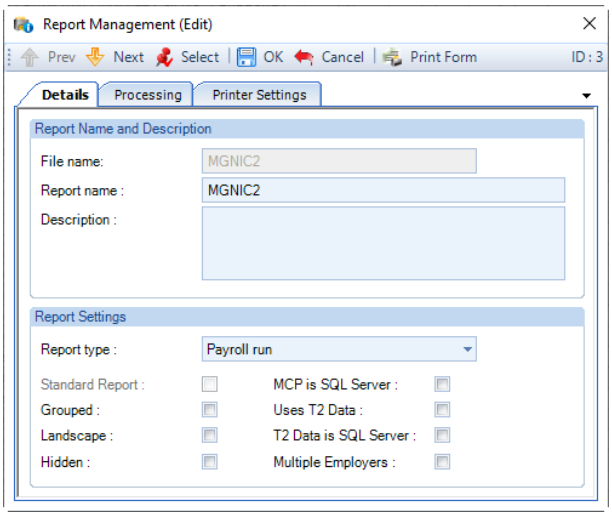



- Under the column Report Type click on **None**.



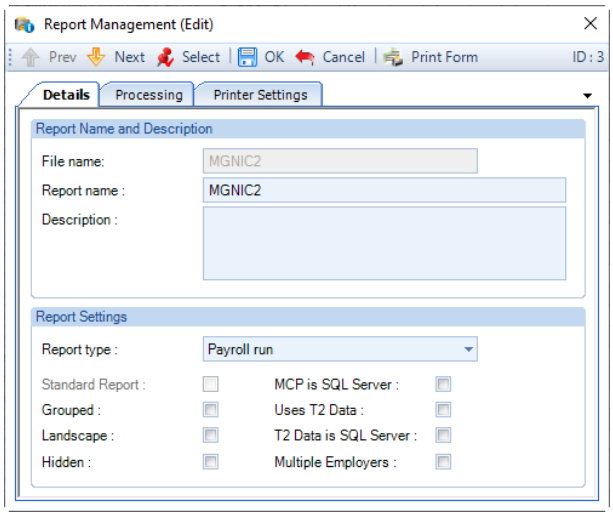

- On the right hand side of the screen you will see a list of all report under Type **None** including your new report(s), double click on your new report.

- A screen will appear called **Report Details** screen for the new report:



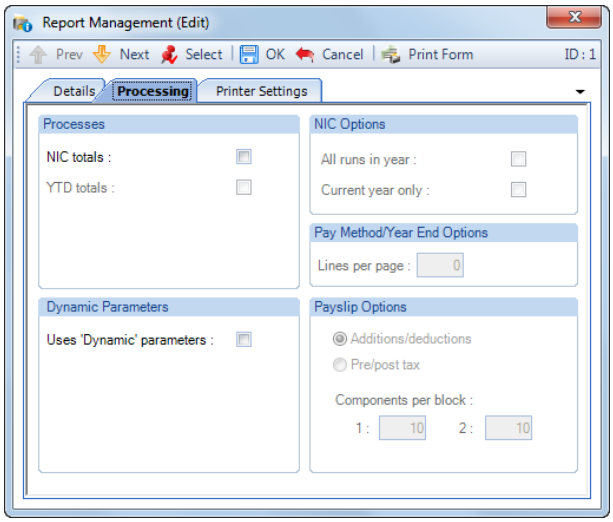

There are three tabs – **Details**, **Processing** and **Printer Settings**. The Details and Processing tabs need to be changed for the report to run correctly.

## Details tab




- Ensure you select the correct **Report Type**.
- All reports are Portrait unless **Landscape** is ticked.
- If the report has been written for a SQL payroll data file then tick the **MCP is SQL Server** box.
- If your report contains the **T2Data** database, then you need to tick **Uses T2 Data**.
- If the T2Data database is SQL Server then tick **T2Data is SQL Server** box.
- If the report contains multiple employer information then tick the box **Multiple Employers.**

## Processing tab

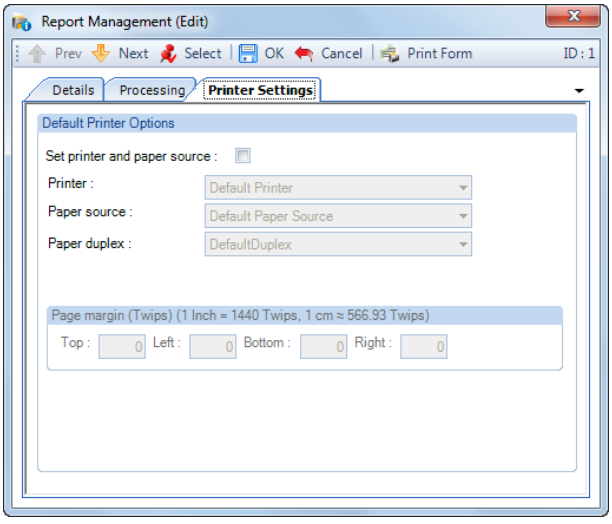



- **Processes and NIC Options** – Tick these settings as appropriate for the type of NIC details in your report and YTD settings for leaver inclusion, when you are using tables and fields from mcptemp.mdb in the report.
- **Pay Method/Year End Options** - *Lines Per Page* should be set if this is a Type **Pay Method** report (E.G Natwest Autopay Form, BOBS Payment Form) to ensure the layout is printed correctly. The number of lines will depend on which bank report you are producing. This is also used for the number of lines on the Type **Year End** report PAP35/PSP35.
- **Payslip Options –** Choose the settings if this is a payslip report. Do you want payslip format to be Additions and Deductions or Pre and Post tax elements. You will also need to set the number of lines for each half of the payslip – Components in block. Most of the standard payslips have 10 lines in each but it is possible to have as many as 20 lines in each section. A payroll data file that needs more than the specified number of lines (e.g. 10) in any half of a payslip, will display with the tenth and subsequent sets of information incorporated into one line as the last line.
- **Dynamic Parameters –** Tick this box if your report contains Crystal Dynamic Parameters.

## Printer Settings tab

This tab allows you to set the printer, paper source etc.

Unless you make a change here, the report will be to sent to your Windows Default Printer with its default paper source – tray setting.

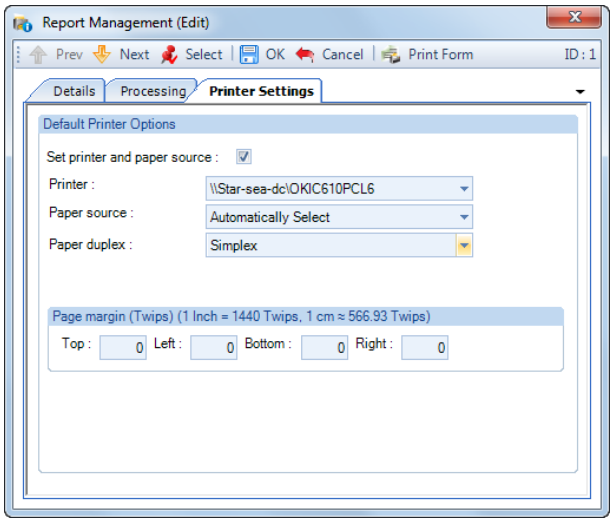


If you need this report to go to a specific printer for **ALL USERS** check the box for **Set Printer and Paper Source.** Now select the **Printer, Paper Source** and **Paper duplex** if necessary. Finally enter margins, if necessary, for this report

Click on **OK.**

This setting is ONLY for reports sent direct to print.

If you preview the report and select the printer icon, the report will be sent to the Windows Default Printer.




When you have enabled the settings you require, click on **OK**, then **Done** to the **Report Management** screen.

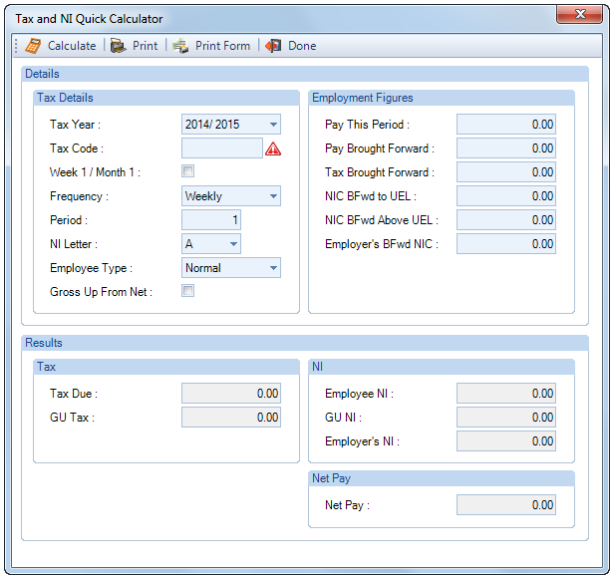
When you select **Run General Reports** you will now see your report under the **Type** you have selected.

Please ensure that your reports are set with the correct Type, as this will affect the way the report is generated. If the report is not under the correct Type it will not run correctly. This is particularly important with payslips, payroll run, pay method and year-end reports.

# Quick Calculator

Ad-hoc calculations can always be done for an individual employee in the currently open period and re-calculated as often as required (or indeed in a test data file). However, if you need to do a calculation without an employee record set up, there is a separate facility to do this.

Under the **Utilities** tab select **Quick Calculator** and input the details for your calculation.




There are two sections Details and Results. The Details section is split into areas **Tax Details** and **Employment Figures.** Values are input into these areas and then the calculated values will show in the Results section when the **Calculate** button is selected, the last day of the tax period is used to determine the Tax and NI tables to apply based on the Frequency and Period number.

The **Print** button will prompt you to select the printer for the report; click the **Done** button to leave the screen.

## Details section

### Tax Details

**Tax Year** will default to the tax year of the open payroll data file, if you do not have a payroll open it will be based on your computers date, prior years can be selected, if required.

Input the **Tax Code** and **Week One** indicator. For Emergency tax code for that year, simply type **E** and the correct Wk 1 code will be completed.

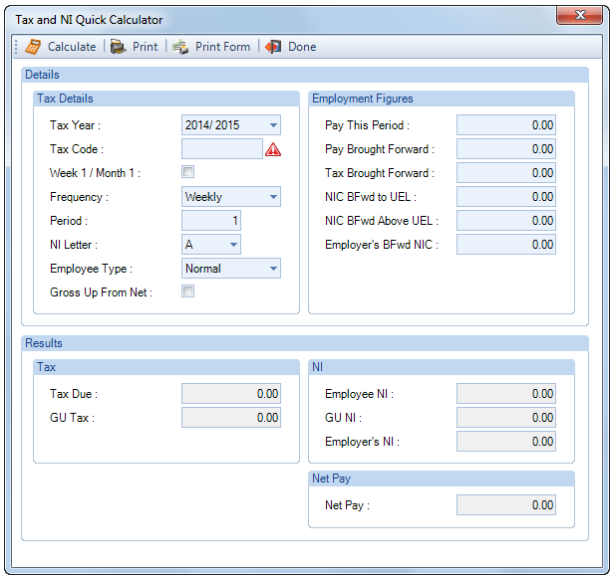
Choose the **Frequency** (all seven normal frequencies are available); **Tax Period** and **Employee Type** (Normal or Director Cumulative or Non-Cumulative).

The last setting in this section is **Gross to Net**, defaulted to **ON**. If you require a Gross Up calculation un-tick the box next to Gross to Net.

### Employment Figures

Input the value to be paid in **Pay this Period** (Net Pay if you are doing a Gross Up calculation) and any year to date balances in the **Brought Forward** boxes (NIC will be needed if this is a Director).

## Results section




Click on the **Calculate** button to see the calculated Net Pay with Tax and NI due for the Employee in the Results section. Employers NI will also be displayed and if a gross up calculation has been done, the Gross Up Tax and NI will appear on the screen under the relevant section.

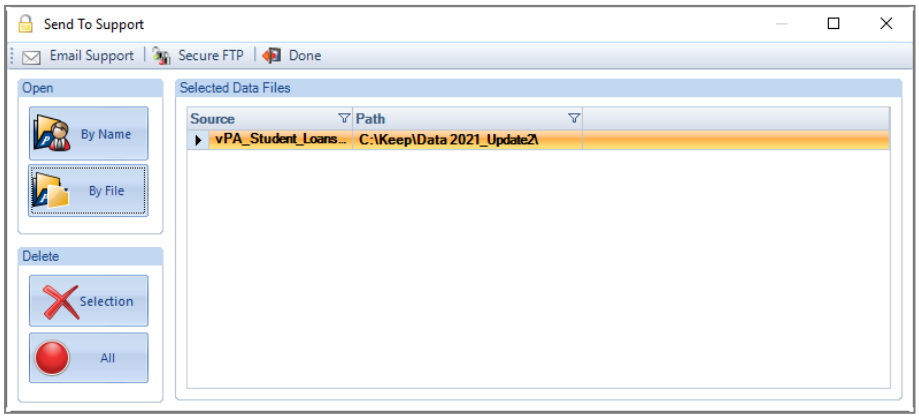
Click the **Print** button for a hard copy of your results (you will be prompted to select the printer) and click the **Done** button to leave the Quick Calculator.

# Zip Datafile

Zip Datafile allows users to zip a file to send to Payroll Professional Support via email, and also allow you to select a button to open Payroll Professional's Secure FTP site to upload the files.

## Email Support

Go to **Help\Zip Datafile**, if you currently have a Client data file open the Selected Data Files will already be populated with that payroll data files information. Otherwise the screen will be blank for you to complete.

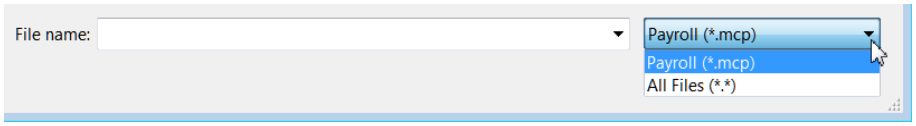



All the zip file names will include a date and time stamp.

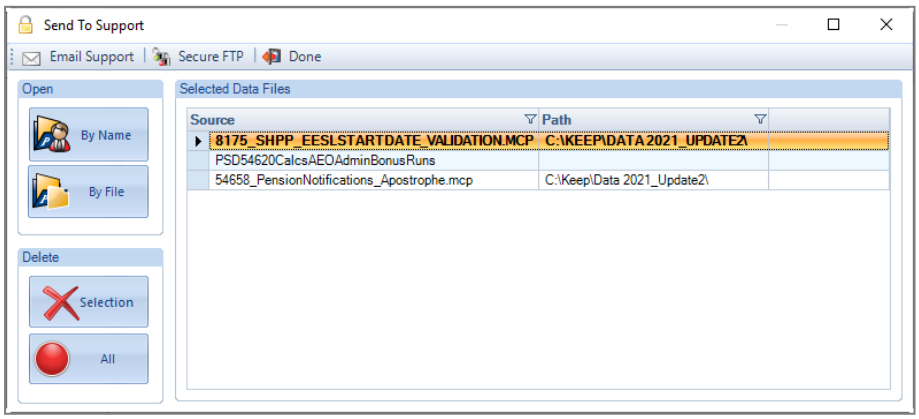
If the screen is blank, click on **By Name** or **By File** and select the file that you need to send. You are able to email more than one file, if required, by clicking on By Name or By File to select another file.

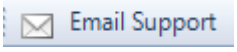
It is also possible to email other files not just payroll data files. Such as, a Word document or an Excel spread sheet which contains information that Payroll Professional support will require.

To select another type of file select **By File**, change the file type at the bottom right hand corner of the screen, browse for and highlight the file, then click on **Open**.



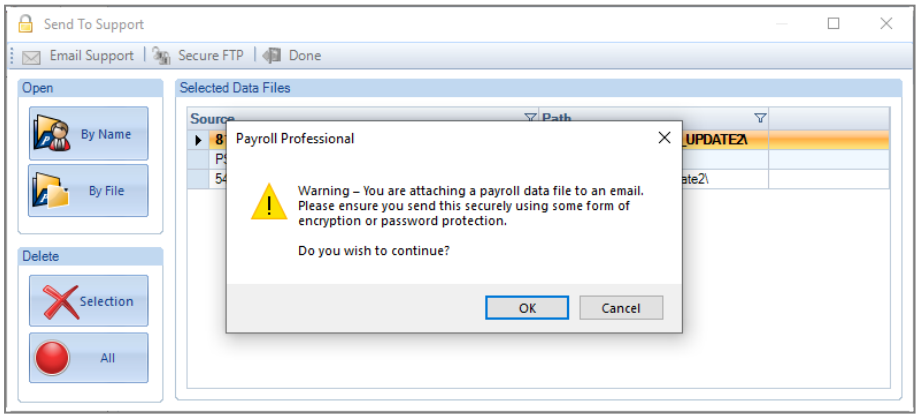

To remove files from the list, highlight the one that you want to remove, then under **Delete** click on **Selection**. If you want to delete all of the files in the list then under **Delete** click on **All**.




After you have selected the file(s) to email click on 

which creates an email to send to Payroll Professional Support. This may take a little while if you are sending large files.

You will see the following warning, reminding you to send the files securely:

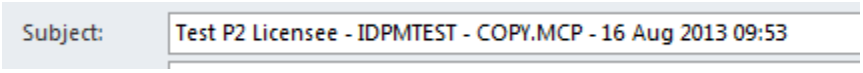



Click on **OK** to proceed, or **Cancel** to stop the process.

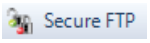
Enter information in the email for Payroll Professional support, such as contact name, telephone number, and company name etc. Then click on **Send**, in Payroll Professional you will then see a completion message, select **OK** and click on **Done** to leave the screen.

The Subject of the email will show the following information:

- Licensee Name
- MCP Datafile Name
- Date and Time




## Secure FTP




Select this button to open up IRIS Payroll Professionals website https://sftp.iris.co.uk/login for you to upload files requested by Payroll Professional support.

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| 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) | 0344 815 5555 | payroll-support@iris.co.uk |

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