Infor Infinium International HCM Payroll Guide to Processing

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About This Guide

This section contains information about the:

- Intended audience
- Purpose of this guide
- Conventions used in this guide

Intended Audience

The *Infinium Payroll Guide to Processing* is written for the following users of Infinium PY:

- Those who perform Infinium PY processing activities
- Human Resources and Payroll managers
- System administrators that provide technical support to Infinium PY users

Purpose of This Guide

The purpose of this guide is to provide you with an in-depth explanation of how to use Infinium PY to complete specific payroll processing tasks. This guide is intended to be used as a textbook during classroom training and as a reference guide after training is complete.

This guide will not teach you about standard payroll practices and management concepts.

Organisation of This Guide

This guide is task-oriented. Related tasks are grouped into topics. Topics are grouped into parts. The topics are presented in the order in which the Infinium PY application training course is taught. Each topic contains overview information and step-by-step instructions to lead you through the tasks. Most topics also contain workshop exercises for you to practice what you learn.

Conventions Used in This Guide

This section describes the following conventions we use in this guide:

- Font and Wording Conventions
- Prompt and Selection Screens
- Promptable fields
- Infinium applications and abbreviations

Font and Wording Conventions

Convention	Description	Example
Italic typeface	Menu options and field names The guide uses the same abbreviations as the screen.	*Master Files* Use *Max Lnth* to specify the maximum length of alpha user fields.
Bold standard typeface	Used for notes, cautions and warnings	**Caution:** You must ensure that all Infinium PY users are signed off before reorganizing and purging. If there are jobs in the queue, those files will not be reorganized.
Bold monospaced typeface	Characters that you type and messages that are displayed	Type **Infinium PY** in the *System* field. The following message is displayed: **Company not found**
F2 through F24	Keyboard function keys used to perform a variety of commands.	Press F2 to display a list of available function keys.
F13 through F24	Function keys higher than F12 require you to hold down the Shift key and press the key that has the number you require minus 12.	Press F16 to update the journal.

Convention	Description	Example
Select	Choose a menu option or choose a record or field value after prompting.	Select *Employer Controls.* Select a record. From the *List* menu, select *Display*.
Press Enter	Provide information on a screen and when you have finished, press Enter to save your entries and continue.	Press Enter to save your changes and continue.
Exit	Exit a screen or function, usually to return to a prior selection list or menu. May require exiting multiple screens in sequence.	Press F3 to return to the main menu.
Cancel	Cancel the work at the current screen or dialog box, usually to return to the prior screen.	Press F12 to cancel your entries.
Help	To access online help for the current context (menu option, screen or field), press Help (or the function key mapped for help). To move through the other applicable levels of help, press Enter at each help screen. To return directly to the screen from which you accessed help, exit the help screen by clicking Exit or by pressing F3.	Press Help for more information about the current field.

Convention	Description	Example
[Quick Access Code]	Quick access codes provide direct access to functions. Most quick access codes in Infinium Payroll consist of the first letter of each word of the menu option name.	Select *Update Employer Controls* [UCO].
	Quick access codes are listed on the Menu Tree and in the path for each task next to the executable function.	
Publication and course titles	Unless otherwise stated, titles refer to Infinium applications and use standard name and abbreviations.	*Infinium Training Administration Guide to Setup and Processing* is referred to as *Infinium TR Guide to Setup and Processing.*

Function Keys

Infinium AM function keys and universal Infinium PY function keys for the System i are described in the following table. All Infinium PY function keys are identified at the bottom of each screen.

Function Key	Name	Description
F1	Help	Displays help text
F2	Function keys	Displays window of valid function keys
F3	Exit	Returns you to the main menu
F4	Prompt	Displays a list of values from which you can select a valid entry
F10	Quick Access	Enables you to access another function from any screen
F12	Cancel	Returns you to the previous screen

Function Key	Name	Description
F22	Delete	Deletes selected item(s)
F24	More keys	Displays additional function keys at the bottom of the screen

Character Based vs. Graphical Interface

The sample screens in this guide may be either character-based or graphical-based. Samples of both are included below.

```
 8/30/1995  16:38:00        Purchasing Controls         PLGVEM6    PLDVEM6
_____
 Vendor. . . . . . . . . . . . . . :          45
 Vendor name . . . . . . . . . . . :  Office Supplies Unlimited
 Buy from address type code  . . . :  BUY

 Restrict to purchasing company  . .  COMP1   +  THE PROCESSING COMPANY
 or purchasing company group . . . .  _____    +

 Purchasing currency . . . . . . . .  USD  +  US Dollars
 Free on board . . . . . . . . . . .  ____  +
 Ship via  . . . . . . . . . . . . .  ____   +

 Purchasing group  . . . . . . . . .  _____
 Buyer ID  . . . . . . . . . . . . .  _____
 Minimum value . . . . . . . . . . .  _____.00
 Maximum value . . . . . . . . . . .  _____.00
 Backorder allowed . . . . . . . . .  0      1=Yes, 0=No
 Vendor performance flag . . . . . .  1      1=Yes, 0=No
 Hazardous materials?  . . . . . . .  0      1=Yes, 0=No


_____
 F3=Exit  F4=Prompt  F10=Quick access  F12=Cancel  F15=First  F18=Message line
                                                                            _
```

Figure 1:   Sample character-based screen

Figure 2: Sample graphical-based screen for Infinium HR suite

Prompt and Selection Screens

A prompt screen, similar to Figure 3, is the screen in which you type information to access a record or a subset of records in a file.

A selection screen, similar to Figure 4, is the screen from which you select a record or records to perform an action.

When we first explain a task in this guide, we fully document how you access a prompt and selection screen. If a related task uses that prompt or selection screen, we include the prompt and selection steps in that task. However, we do not include the screen(s) again.
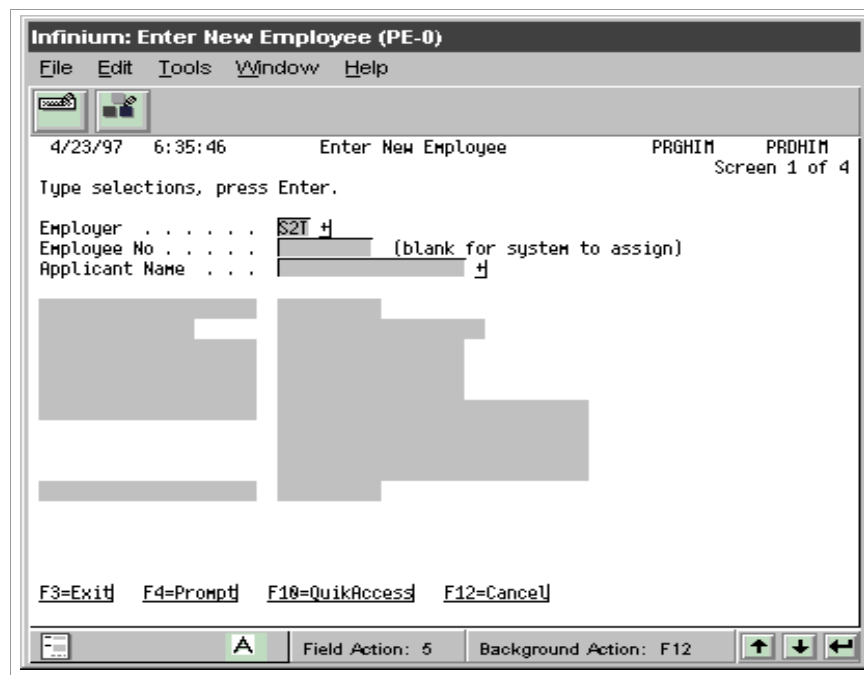
Figure 3: Enter New Employee prompt screen

```
Infinium: Enter New Employee (PE-0)
 File   Edit   Tools   Window   Help

 [icon] [icon]

  5/09/97   6:15:45            Applicants           PEGDAP    PEDDAP

 Locate . .  [_____]        (Highlighted applicant denotes Unemployed)

 Opt Er# Applicant Name          Term  Appl. Date Action NI no.        Sex
 □ S2T Bonds,Sam                        9/04/1997
 □ S2T Davidson,Roman                  10/01/1996 LET1                   F
 □ S2T Harris,Michael John              1/01/1996 LET1                   F
 □ S2T Haynes,Margaret                 20/06/1996 LET1                   F
 □ S2T Henley,Susan                    12/11/1996
 □ S2T Jones,Davey                      7/01/1997                        F
 □ S2T Smythe,James                     7/01/1997 LET1                   M
 □ S2T Young,Moira                     10/06/1996 LET1                   F




 F3=Exit   F10=QuikAccess   F12=Cancel   F13=Sort by N.I. number
 [□]              Field Action: 5   Background Action: F12   [↑][↓][↵]
```

Figure 4: Applicant selection screen

Promptable Fields

A plus sign displayed next to a field indicates that you can choose your entry from a list of possible values. Place the cursor in the field and press F4 to display a list of values.

To select an entry perform one of the following:

- Position the cursor at the desired value, type **1** and press Enter.
- Type the value in the appropriate field.

Infinium Applications and Abbreviations

The following table lists Infinium names and the corresponding product abbreviations that are associated with this product.

Application	Abbreviation
Infinium Application Manager	Infinium AM
Infinium Application Manager Extended	Infinium AM/X
Infinium Query	Infinium QY
Infinium Query Extended	Infinium QY/X
Infinium Financial Management Suite	**Infinium FM**

Application	Abbreviation
Infinium General Ledger	Infinium GL
Infinium Payables Ledger	Infinium PL
Infinium Project Accounting	Infinium PA
Infinium Human Resources Suite	**Infinium HR**
Infinium Flexible Benefits	Infinium FB
Infinium Human Resources	Infinium HR
Infinium Human Resources/Payroll	Infinium HR/PY
Infinium Payroll	Infinium PY
Infinium Training Administration	Infinium TR
Infinium International Human Capital Management Suite	**Infinium IHCM**
Infinium International Human Resources	Infinium IHR
Infinium International Human Capital Management	Infinium IHCM
Infinium Intrnational Payroll	Infinium IPY
Infinium International Training Administration	Infinium ITR

Related Documentation

For further information about Infinium PY, refer to the following related documentation:

- *Infinium Payroll (International) Guide to Controls*

- *Infinium Human Resources Reports*

- *Infinium Human Resources Employer Codes Workbook*

About Training

Infinium software offers the Infinium PY training courses listed below at our regional training centres and on-site at your location.

- UK Tax Year End Training
- UK IMP/HR Infinium HR Implementors Training
- UK-PE1 Personnel Basics Application Training
- UK-PE2 Personnel Advanced Application Training
- UK-PY1 Infinium PY Basic Operations Application Training
- UK-PY2 Infinium PY Advanced Operations Application Training
- UK-QYHR Infinium QY for Human Resources Training
- UK-TR1 Infinium Tr Basic Application Training
- UK-TR2 Infinium TR Advanced Application Training

Chapter 1 Overview of Infinium HR/PY

Infinium PY provides you with the ability to customize your system to meet your payroll processing needs as follows:

- Through control file functions, you define system-wide and company-specific parameters that help you manage and process your payroll.

- You can update, enter and maintain employee information either through Infinium PY or through Infinium HR.

- Through Infinium PY's various grouping functions you can:

- Establish incomes and deductions for employees

- Group employees that have pay similarities

- During cycle processing, the system gathers employee groups you specify and processes their pay.

The chapter consists of the following topics:

Understanding Infinium HR/PY

The diagram on the following page illustrates an overview of the Infinium HR/PY system and shows areas where Infinium PY and Infinium HR share information.

Infinium HR and Infinium PY Overview

```
   ┌─────────────┐                        ┌─────────────┐
   │ Infinium HR │────────────┬───────────│ Infinium PY │
   └─────────────┘            │           └─────────────┘
                       ┌──────────────┐
                       │Entity Control│────────┐
                       └──────────────┘   ┌──────────────────┐
                              │           │  General Ledger  │
                       ┌──────────────┐   │     Controls     │
                       │  Employer    │   └──────────────────┘
                       │  Controls    │
                       └──────────────┘
                              │
                       ┌──────────────┐
                       │   Employer   │
                       │    Codes     │
                       └──────────────┘
                              │
                       ┌──────────────┐
                       │Level Controls│
                       └──────────────┘
                              │
                  ┌───────────┴───────────┐
          ┌──────────────┐          ┌──────────────┐
          │Salary Ranges │          │Cycle Controls│
          └──────────────┘          └──────────────┘
                  │                         │
          ┌──────────────┐          ┌──────────────┐
          │Job Evaluation│          │Bank Accounts │
          │   Groups     │          └──────────────┘
          └──────────────┘                 │
                  │                 ┌──────────────┐
          ┌──────────────┐          │ Income Summ  │
          │  Job Code    │          │Codes&Controls│
          │  Controls    │          └──────────────┘
          └──────────────┘                 │
                  │                 ┌──────────────┐
          ┌──────────────┐ ┌──────┐ │ Ded. Summ    │
          │  Position    │─│ Hire │ │Codes&Controls│
          │  Controls    │ │Employ│ └──────────────┘
          └──────────────┘ └──────┘        │
                  │                 ┌──────────────┐
                  │                 │    Group     │
                  │                 │  Processing  │
                  │                 └──────────────┘
                  └───────┐ ┌──────────────┐      │
                          └─│Employee Basic│──────┘
                            │    Data      │
                            └──────────────┘
                  ┌────────────┴──────────┐
          ┌──────────────┐         ┌──────────────┐
          │   Human      │         │Payroll Master│
          │  Resources   │         │    Record    │
          │Master Record │         └──────────────┘
          └──────────────┘                │
                  │                 ┌──────────────┐
          ┌──────────────┐          │ Employee Inc/│
          │Benefit Enroll│          │  Ded. Auth.  │
          │   Records    │          │    Record    │
          └──────────────┘          └──────────────┘
                                           │
                                    ┌──────────────┐
                                    │Cycle Operat. │
                                    └──────────────┘
```

Terminology and Concepts

This section contains Infinium Software and Infinium PY terminology you should understand before you continue to the detailed parts. The instructor uses these concepts throughout the entire system and course.

Help and Function Keys

You can use Help to learn more about some fields within Infinium Payroll. For example, within your system you set up many controls by using a number to indicate how you want information processed. Press Help within the field and the system provides you with a description of the field and a list of valid values.

Many keyboards do not show a separate Help key or may require pressing a combination of keys for help. However, throughout Infinium PY and HR, you can press F1 for Help.

You can use a variety of function keys within the Infinium PY system. For a list of keys and their functions refer to the bottom of any screen throughout the system. **Note:** The exception is F1, which always functions as the Help key.

The function key you use most frequently is F4. When you set up your system, you specify values for the code types that you use. When you need to type one of these codes in a field, you can press F4 to bring up a list from which to choose. You can prompt the system for choices only when a field has a plus sign (+) to the right of it.

More Information Symbol +

Many functions and lists within your system contain more information than you can view on one screen. If there is additional information to display, you see a small plus sign (+) in the bottom right corner of that screen. Press Shift and Roll Up to view the next screen of information.

Display

The display feature allows you to view data directly on your computer monitor. The display functions do not allow you to update fields.

List

The list feature allows you to generate system reports. You cannot display or update data through any of the list functions.

Cycle

In Infinium PY, a cycle is a means of processing payroll for groups of employees. You can restrict cycles by pay type (for example, hourly or salary), pay frequency (for example, weekly or monthly) or even by levels.

Entity

The Entity Control contains high-level information and controls that are applicable to the entire Infinium Human Resources/Payroll system. For example, you can use the Entity Control to specify how you assign numbers to employees.

Because this control is at the highest level of system controls, all companies will use the same method unless you override this decision when you set up each employer. You define only one Entity Control record for your Infinium Human Resources system, regardless of the number of employers you define.

Default

A default is a value automatically assigned or an action automatically taken unless another is specified. Default values can be system or user-defined.

Employer

Each employer controls various processing and reporting features. Typically, you create one employer for each tax reference number assigned to your organization.

Code Types and Code Values

A code type is a three-character designator defined by the system. For each code type, you assign a list of values; these values are called code values. You use code types and code values to establish pre-defined values that the system uses to validate information the user enters throughout the Infinium PY system. For example, you can use code type **CNT** to define the counties where employees within your organization live. You define code values for this code type, such as **AVON** for Avon and **BERKS** for Berkshire.

Levels

You define the structure of your organization by creating level controls. For example, an organization can group its employees geographically, by department, by cost center or by reporting group.

You can define a minimum of one level and up to a maximum of four levels within each employer.

Incomes

Incomes are the general name used to cover all types of employee payments, earnings and allowances. You define all the incomes that can exist within your organisation and establish their calculation rules and parameters. You then authorise employees to potentially receive one or more of these incomes during payroll processing.

Deductions

You define all the types of deductions or withholdings that exist within your organisation and establish their calculation rules and parameters. Deductions can be voluntary, such as for savings schemes, or involuntary such as taxes, attachments of earnings or loan repayments. You then authorise employees to their appropriate individual deductions.

Chapter 2 Using Alternative Methods of Entering Time

2

In this chapter you are introduced to one of several alternative methods you can use to enter timesheet information into the system. Enter Timesheet Data, the standard method of entering timesheet information, is to be documented at a future date.

The alternative method of entering time discussed in the chapter is the *Create Employee Timesheet* option.

The chapter consists of the following topics:

Overview of the Methods of Entering Time

Objective

Through the study and use of this chapter you should be familiar with the Create Employee Timesheet method of entering time.

In addition to the Create Employee Timesheet method, Infinium Payroll offers other time entry methods. These methods are to be documented at a future date.

- Enter Timesheet Data

- Batch Timesheet Entry

- Daily Time

The following information summarises the different time entry methods while highlighting the benefits of each method.

Using Enter Timesheet Data

The benefits of the Enter Timesheet Data method of entering time are as follows:

- The system generates auto pay transactions.

- The system provides interactive edits for data entered.

- The system provides edits for invalid General Ledger accounts.

- The look-up or prompt feature is available for applicable fields.

- The multiple distribution feature is available.

Using Batch Timesheet Entry

Batch Timesheet Entry is a rapid method of entering time that allows several users to type timesheet information into a cycle simultaneously. The system does not perform interactive edits.

Using Daily Time

You can use this method of entering time:

- In conjunction with a time clock interface

- By entering time on a daily basis

The benefits of this method include:

- The system builds a work file. If, for any reason, you cancel a cycle, the system retains the time entered in the work file. The information remains in the work file until you purge the data.

- You can have more than one person entering timesheet data at any one time.

Using Create Employee Timesheet

Create Employee Timesheet provides you with a display of up to five auto-generated incomes for groups of employees.

Entering Time by Using Create Employee Timesheet

The *Create Employee Timesheet* option allows the user to enter employee timesheet and absence data rapidly without having to type specific income code information for each employee.

Additional advantages of this method of time entry include the following:

- The system configures a user-defined screen based on the income reporting group information.

- The user can select employees individually for time entry or can define the sequence by which the system lists employees for time entry.

- The system transfers data directly to the daily time file and to the absence file, but not to the cycle.

- The system automatically adjusts the paid-time-off taken balance for any PTO-related absence.

You can use this option only to create data. You cannot update previously entered data. To change or correct previously entered data, use *Enter/Update Daily Summary Data* in Infinium PY or *Update Employee Absences in* Infinium HR.

Using the *Create Employee Timesheet* Option

Follow the steps below to create an employee timesheet.

1 From the Infinium PY main menu select *Daily Time*.

2 Select *Create Employee Timesheet*. The system displays the Create Employee Timesheet selection screen similar to the one shown in Figure 2-1.

Figure 2-1: Create Employee Timesheet selection screen

3 Use the following information to complete the fields on this screen. The system gives you the option of creating employee timesheets by selecting levels, payroll cycles, or individual employees.

Employer

Type the value that identifies the employer of the employee for whom you are creating the timesheet.

Press F4 to display a list from which you can select a valid entry.

Effective Date

The system uses the current date as the default value for this field. You can override this value with another effective date.

Level 1, 2, 3, 4

Type the levels of the employees for whom you want to create timesheet records.

Press F4 to display a list from which you can select a valid entry.

The system automatically presents a timesheet entry screen for each employee in the selected levels. Leave these fields blank to create timesheet records for all employees under this employer.

Payroll Cycle

Use this field to select a group of employees who share the same payroll cycle. Type the code that specifies the payroll cycle for employees whose timesheet records you want to create. The system automatically presents a timesheet entry screen for each employee in the selected cycle.

Press F4 to display a list from which you can select a valid entry.

Leave this field blank to include selected employees from all cycles.

Employee

Type the number of a specific employee for whom you are creating a timesheet record.

If you know the employee's name but not his or her number, type the employee's name in the field to the right of the employee number field.

Press F4 to display a list from which you can select a valid entry.

Income Group #1

Use this required field to select a group of incomes as defined in the income reporting group (IRG). The system uses this field to build the timesheet entry screen with a column for each income in the reporting group to which the employee is authorised.

Press F4 to display a list from which you can select a valid entry.

Employee Sequence

Use this field to indicate what type of sequential order the system uses to present the employee timesheet records. Valid values are:

0   List employees by employee number within the specified level.

1   List employees by name within the specified level.

4 Press Enter. The system displays the Create Employee Timesheet screen similar to the one shown in Figure 2-2.

Figure 2-2:   Create Employee Timesheet screen

5 Use the following information to complete the fields on this screen.

User-defined incomes from an income reporting group

Based on the income reporting group selected on the prior screen, the system presents the entry screen with columns for up to twelve incomes. The system allows you to enter information for only those incomes to which the employee is authorised.

You can enter up to four other income codes, not in the income reporting group, for the employee. Use the *Other Income #1, 2, 3, 4* fields for this purpose. The employee must be authorised to these other incomes.

Type a value in this field that represents the applicable work units associated with this income type.

Use the field to the right of each user-defined field to define the information in the user-defined field. The system uses the value in this field to determine which income field to update on the daily time record PYPWK file.

Valid values are:

A or blank	Amount, which updates the WKAMT field.
H	Hours, which update the WKHRS field.

R   Rate, which updates the WKRATE field.

U   Units, which update the WKUNIT field.

You can control the default values that appear in this field for a particular income by including the income in one of the income reporting groups listed below. These income reporting groups are not the same as the income reporting groups you use on the first screen.

Income reporting group	Default value
*TSA	**A**
*TSU	**U**
*TSR	**R**
Any income reporting group other than *TSA, *TSU, *TSR	**H**
*TSP	The system prevents the entry of a value. For use with an income that contains a flat amount that is not an hours type.

For example, if you enter on the first screen an income reporting group named WEEK, which contains income codes INC01, INC02, and INC03, and if INC01 is also defined in income group *TSA, the system displays **INC01** and **A** in the user-defined fields on the second screen. If INC02 is defined in income group *TSU, the system displays **INC02** and **U** in the user-defined fields. Similarly, if INC03 is defined in income group *TSR, the system displays **INC03** and **R** in the user-defined fields.

If you do not want the user to be able to change this value within the timesheet, you should define the income in income reporting group *TSP.

If the income INC01 from the WEEK income group is also in both *TSA and *TSP income groups, the system displays **A** in the user-defined field, and the user cannot change it.

Other Income #1, 2, 3, 4

Use these fields to include up to four additional income types with this timesheet record. The employee must be authorised to these other incomes.

Press F4 to display a list from which you can select a valid entry.

Job Code

Type the job code for this employee. The system uses the job code value from the employee's basic data record as the default value. You can override this value if the job code associated with the timesheet data on this record is different from the value on the employee's basic data record.

Press F4 to display a list from which you can select a valid entry.

Where Worked

Type the level that indicates where the employee works. The system uses the level value(s) from the employee's basic data record as the default value. You can override this value if the level associated with the timesheet data on this record is different from the value on the employee's basic data record.

Press F4 to display a list from which you can select a valid entry.

Labour Account

Type the general ledger number you want the system to charge for the labour expense associated with this income. The system uses the labour account from the income control as the default value.

Press F4 to display a list from which you can select a valid entry.

Absence Period #1, 2, 3 From Date

Type the beginning date for this absence.

Absence Period #1, 2, 3 To Date

Type the end date for this absence.

Absence Period #1, 2, 3 Type

Type a code value to indicate the absence type that applies to this employee.

Press F4 to display a list from which you can select a valid entry.

Note: The system uses any absence data you type in these fields to create absence records for the employee. For absence types linked to PTO accruals, such as employee vacation or leave, the system automatically updates the employee's PTO taken balance when the absence records are created.

Schedule

Type a value in this field that represents the employee's work schedule for each day of the week of the appropriate absence period. Valid values are:

0   Non-qualifying day

1   Qualifying day and workday

2   Qualifying day and non-workday

3   Non-qualifying and workday

Note: A qualifying day is a day for which an employee is eligible to receive statutory sick pay.

Leaving Date

Use this field to indicate the date on which an employee is leaving his or her job.

Reason

Use this field to specify the reason why an employee is leaving his or her job. Use code type TRM to define values for this field.

Press F4 to display a list from which you can select a valid entry.

Note: If you type values in the *Leaving Date* and *Reason* fields, the system creates an unprocessed end of employment transaction when you exit from the timesheet.

Pay After

Use this field to indicate whether an employee is eligible to receive pay after leaving his or her job. Valid values are:

N   No. This employee is not eligible to receive pay after leaving the job.

Y   Yes. This employee is eligible to receive pay after leaving the job.

6 Press Enter. The system saves the employee's timesheet information to the daily time file and to the absence file.

Chapter 3 Updating Employee Data

3

This chapter of the guide describes how to update employee data using the functions on the *Employees* menu other than the enquiry and reporting functions.

Note: This chapter of the guide is under development. It provides a summary overview of each Infinium PY *Employees* function. It provides details only for the *Update Employee Tax Deductions* function.

The chapter consists of the following topics:

Overview of the *Employees* Update Functions

The Employees menu provides the following functions other than the enquiry and reporting functions:

- *Update Employee Data*

  Use to update a wide range of information about an employee, including personal details, address and telephone, and information about the employee's job, position, performance reviews, employment, pay, scheduled hours, part time off (PTO) accruals, and other miscellaneous information.

  This function is similar to the Infinium HR *Update Employee Data* function. Refer to the *Infinium HR Guide to Processing*.

- *Employee Locate*

  Use to display a list of all employees by employer code, last name, first name, employee number and level assignment, and to limit the list by a wide range of criteria to identify a particular employee and the employer for which the employee works.

  When you have limited by list by specified selection criteria, you can use a series of options to sort the search results, facilitating the search for the employee.

  This function is the same as the Infinium HR *Employee Locate* function. Refer to the *Infinium HR Guide to Processing* for details.

- *Enter New Employee*

  Use to define information about a newly hired employee. This is the same function as in Infinium HR. Refer to the *Infinium HR Guide to Processing* for details.

- *Update Employee Basic Data*

  Use to update basic data in an employee's records. This is the same as the Infinium HR *Update Employee Basic Data* function. Refer to the *Infinium HR Guide to Processing* for details.

- *Update Employee Payroll Data*

  Use to update basic payroll information for a specified employee.

- *Update Employee Income Data*

Use to update types of income that an employee may earn. In most cases, the default income information from the level or employer applies. Use *Update Employee Income Data* for exceptions.

The processing is similar to the processing of income information in *Enter New Employee*. Refer to the *Infinium HR Guide to Processing* for details.

- *Update Employee Deduction Data*

Use to update deduction information that applies to an employee.

Update Employee Deduction Data provides an additional Update Employee BACS Data page if both of the following apply:

- You are creating or updating an employee deduction specifying a deduction code that was defined through the *Update Deduction BACS Data.*

- The *Update Deduction BACS Data* definition for this deduction code includes a **1** or **2** in the *Employee BACS Data Required* field.

  Use this additional page to specify the employee's bank account information for the B.A.C.S. transfer process for this deduction. Information you specify here overrides the definition in *Update Deduction BACS Data* for this employee.

Update Employee Deduction Data processing is similar to the processing of deduction information in *Enter New Employee*. Refer to the *Infinium HR Guide to Processing* for details.

Processing of the Update Employee BACS Data page information is similar to processing the B.A.C.S. definition in *Update Deduction BACS Data*. Refer to the *Infinium PY Guide to Controls* for details.

- *Update Employee Tax Deductions*

Use to create control information about a specified tax that applies to a specified employee, such as whether the tax basis is cumulative, and how much payment is tax free in the case of this tax.

Update Employee Tax Deductions is for use with *Update Global Tax Deductions* to enable Infinium PY processing in locations where local tax calculations are not automatically provided. This function is therefore not for use in the UK.

- *Update Employee Tax Code*

Use to update tax code details for a unique combination of employer, employee identifier (either National Insurance number or employee number) and the tax code/basis to update (current year or next year).

When you display the Update Employee Tax Codes details page for this combination, you can specify the National Insurance number, new tax code, SVR Indicator (**S** if the Scottish Variable Rate of taxation applies in this case and otherwise blank), and whether the tax basis is cumulative (**0**) or week1/month1 (**1**).

■ *Update Multiple Distributions*

Use to add, change, or delete information in an employee's basic payroll information record to track standard exceptions to the distribution of the employee's earnings. The specified standard exceptions are generated each time the employee's pay is calculated.

When you enter the code for an income, the Update Multiple Distributions details page allows entry of additional information that applies to that income such as proration factor, organisational levels, a job code, a project code, and a labour expense account.

The proration factor is a digit such as 30 representing a percentage such as 30%. If you don't specify this factor, the value from the income controls applies. The proration factor distributes the portion of income to the appropriate income type for more than one job code, project code, or level code.

Example: An employee works 10 hours in the warehouse and 30 hours in shipping. He usually receives 40 hours of regular income. To distribute this income to multiple expense accounts, first specify a proration factor of 10 and the expense account for the warehouse. Then as a second entry specify a proration factor of 30 and the shipping expense account.

Any values you leave blank on this page remain the default values taken from elsewhere in Infinium HR.

The page also lists existing entries you can change or delete.

■ *Update Job Authorisations*

Use to authorise payment to an employee for a specific job. You can add, change, or delete authorisations. Using *Update Job Authorisations* allows payment based on a job rather than on an income type.

When you specify a job code at the Update Employee Job Authorisations page and continue, the page displays additional labels to prompt you for related information. When you provide the relevant information and continue, the new entry appears on the bottom half of the page.

You can select any listed authorisation for change or deletion.

Specifying **J** in *Pay Basis* indicates payment by job rather than by income type. The *Job Basis* values are blank (the employee's job rate is determined by the job control) and **I** (the employee's pay rate is from the value in *Job Rate*). If the job has a specific pay rate, specify the rate in *Job Rate*. If the job's rate is derived from a matrix, specify the column reference code in *Job Column*.

Time sheet entry processing includes validation of this information.

- *Update User-Defined Emp Data*

  Use to complete information defined for tracking by your organisation that is not otherwise tracked in Infinium HR/PY (I). Your organisation defines the up to ten *Update User-Defined Emp Data* fields in Infinium HR function *Maintain Employer Titles* using code types UC1 through UC9 and UCX.

  You can use only fields for which descriptions are defined and only the code fields for which code values are also defined.

  This function is the same as Infinium HR function *Update User-Defined Emp. Data*.

- *Update Employee Pay Messages*

  Use to specify and maintain messages that are to appear on an employee's payments. You can maintain multiple payments and specify the priority of each message. This allows you to specify the order in which these messages appear on the payment, although other kinds of messages can appear before these.

  You can change or delete existing messages.

Updating Employee Tax Deductions

Overview

Use *Update Employee Tax Deductions* to:

- Associate an employee with a global tax deduction control that you defined in *Update Global Tax Deductions*. The global controls are for a combination of employer, deduction type, and optionally a tax table, such as the taxes for a single employee with no dependants.

- Define tax deduction control information for a specific combination of employee and deduction code.

If you specify a tax table code in *Update Employee Tax Deductions*, the system uses the global tax deduction control that was set up for that type of tax table for that deduction code in *Update Global Tax Deductions*. Settings in the individual employee record such as the free pay amounts, however, override the corresponding settings in the global tables.

Used in conjunction with *Update Global Tax Deductions*, *Update Employee Tax Deductions* lets you implement Infinium Payroll in countries for which Infinium Payroll does not provide standard localised tax calculations. It does not apply in localities such as the United Kingdom, Australia, and New Zealand.

Prerequisites

Before using *Update Employee Tax Deductions*, you must have:

- If applicable, defined global tax table type codes as employer codes using code type TAB

- Defined the tax deductions in *Update Deduction Controls*, specifying type 5 (custom) and custom program PYGCGT10

- Set up the global tax controls in *Update Global Tax Deductions*

For more about *Update Global Tax Deductions*, refer to the "Defining Deduction Controls" chapter of the *Infinium PY (I) Guide to Controls*.

Path

  ▸ Infinium PY

  ▸ *Employees*

    ▾   *Update Employee Tax Deductions* [UETD]

Update Employee Tax Deductions Prompt Page

About This Page

On the Update Employees Tax Deductions prompt page, you can specify the combination of employer, employee, and tax deduction type for which you are defining an employee's tax deduction controls.

Field Information

Employer

Specify the employer for which the employee works.

Employee

Specify the employee's employee number. The system supplies the corresponding name in the following field.

Deduction Code

Specify the code for the type of deduction with which you are working for this employee. You can display a list of codes and access the codes' Display Deduction Controls pages before selecting a code for this field.

How do I...

Display the Create Employee Tax Control page	Press Enter.
Exit to the menu	Press F3.

Create Employee Tax Control Page

About This Page

On the Create Employee Tax Control page, you can specify basic tax deduction controls that apply to this employee and additional control information that applies to the current year such as the tax table code for a single employee with no dependents.

These controls override for this employee any corresponding generic controls defined in *Update Global Tax Deductions.*

Field Information

Tax Basis

Specify whether the tax basis is cumulative (**1**) or not cumulative (**0**).

Tax Table Code

Specify a tax table code such as a code indicating a married employee with two incomes or a code for a single employee with no dependents.

Tax Free Pay Amount

If an amount of pay is excluded from the taxable total, specify how much pay is excluded from being taxed in the case of this deduction. For example, if the first 1000 is untaxed, specify **1000**.

Other Free Pay #1 and *#2*

Specify separate amounts for any other free pay allowances.

Tax Free Pay %

If a percentage of pay is excluded from the taxable amount, specify that percentage here instead of specifying an amount in *Tax Free Pay Amount.*

Tax Credit Amount

Specify the amount of any tax credit to be subtracted from the calculated tax amount.

Reduce Calculated Tax By %

Specify any percentage amount to be subtracted from the calculated tax amount.

Previous Taxable Pay

If this employee had a prior employer during this tax year, specify the total taxable pay received for the year to date from that employer. Since the system does not automatically reset this value at year end, you may need to manually update this field at the end of year.

Previous Tax Paid

If this employee had a prior employer during the tax year, specify the total tax already deducted for the year to date by that employer. Since the system does not automatically reset this value at year end, you may need to manually update this field at the end of the year.

How do I...

Exit to the prompt page saving your changes	Press F3 and specify saving.

Notes

Chapter 4 Processing BACS Bank Transfers

<div style="text-align: right;">

4

</div>

This chapter of the guide describes how to process transfers to banks through the Bankers' Automated Clearing System (BACS). You must first have defined the controls specified in the overview to this chapter.

Note: This chapter of the guide provides a summary overview of each Infinium PY function on the *BACS - Bank Transfer Functions* menu. It provides details only for the *Extract Contributions for BACS* function.

The chapter consists of the following topics:

Overview of the *BACS - Bank Transfer Functions*

Controls To Define for Using the BACS Transfer Functions

BACS Transfer Bank Account Control

Use *Controls / Bank Account Controls / Update Bank Account Controls* to define a BACS transfer account control table entry.

The account code for a direct deposit account must be either ***DD** or begin with ***DD** followed by at least two additional characters, such as ***DD01**.

To avoid printing double copies of cheques or pay advices (pay slips), ensure that you never use the same cheque format printing program for a regular bank account and a direct deposit account. A direct deposit program prints advices and a regular bank account program prints advices and cheques.

For more information, refer to the "Creating Bank Account Controls" chapter of the *Infinium PY Guide to Controls*.

BACS Control Tables

Use the following Infinium PY functions to define the controls that allow you to process BACS transfers:

BACS Control Table

Controls / BACS Control Tables / Update BACS Control Table or Load BACS Control Table - Tape

The load alternative allows you to load BACS table UK bank sort code information directly from a tape provided by your bank rather than manually entering the information for banks.

The control table includes for each bank the bank's identifying sort code, name, and one or two lines of street address.

BACS Originator Table

Controls / BACS Control Tables / Update BACS Originator Table

The originator table lists for each employer's originating bank from which amounts are debited: the six-digit bank code and bank name, account number and type, serial number of the tape used, current transfer file number and status, and other reference information.

The file number is automatically increased by one each time a new BACS file is created. This file is used for both net pay and deductions to be transferred.

The file status can be:

▪ Blank (you can extract net pay or deductions)

   Ensure that you carefully schedule net pay and deduction contribution extracts so that these extracts are run in sequence, not simultaneously.

▪ **X** (you have extracted net pay for this cycle but not performed a BACSTEL transmission or transferred the information to tape; you can still correct the information)

▪ **C** (you have corrected an extract but not transmitted the information or created a tape)

▪ **T** (you have created a tape for the cycle and can perform the net pay extract for the next pay period cycle)

   If you do not use tape, you must manually update this value in the originator table before you can extract for the next period)

Refer to the "Defining BACS Controls" chapter of the *Infinium PY Guide to Controls* for details.

The control menu provides display and print options for a BACS control table and originator table. Infinium PY also provides *Employees / Employee Reporting / Print Employee BACS Data* for listing employee-specific BACS information.

BACS Deduction Controls

Infinium PY allows BACS credit transfer payments for any deduction, not just net pay deductions. You can use BACS processing for credit transfer BACS payments of deductions such as pension contributions, employee saving contributions and so forth as well as for employer BACS payments of statutory tax deductions such as P.A.Y.E. and National Insurance payments.

Working with BACS deductions other than net pay direct deposit deductions includes using the following functions:

Deduction BACS Data

Update Deduction BACS Data

Use to specify the details for the deduction type such as pension contributions and, if you want to combine deductions in a single credit transfer, to specify a deduction reporting group and an income reporting group to be referenced during the extract process. For example, you can use this procedure to net off the National Insurance rebate amount from the main National Insurance contributions.

Refer to the "Defining Deduction Controls" chapter of the *Infinium PY Guide to Controls* for details.

Employee Deduction Data

Update Employee Deduction Data

Use to define the deduction for a specific employee. If the *Update Deduction BACS Data* definition for this deduction includes a **1** or **2** in the *Employee BACS Data Required* field, the system displays an additional Update Employee Deductions page for entering the employee's bank account information for the BACS process.

After defining the tables and deduction controls, you can use *Extract Contributions for BACS* to extract any deduction.

If you specified deduction and income reporting groups within *Update Deduction BACS Data*, the system adds the totals of the employee's incomes or deductions in a pay period to the main deduction amounts so that you can include multiple deductions in the BACS transfer.

Employee Net Payment Method Setting and Deduction Information

To pay an employee by BACS credit transfer of net pay, you must use one of the following methods to ensure that the employee is authorized to receive a BACS type deduction:

- Assign the employee to a payroll authorisation group that contains a BACS deduction

- Add the BACS deduction to the employee's deductions record

You must then also set the *Payment Method* value in the employee's payroll data record to **1**.

Overview of *BACS - Bank Transfer Functions*

The *BACS - Bank Transfer Functions* menu provides the functions described in this topic.

Extract Contributions for BACS

Use *Extract Contributions for BACS* in conjunction with *Update Deduction BACS Data* and the BACS information page in *Update Employee Deduction Data* to extract individual or multiple deduction contributions for transfer. This complements the use of *Extract Net Payments for BACS*, which is only for net payment transfer.

Refer to the details later in this chapter of the guide.

Extract Net Payments for BACS

Use *Extract Net Payments for BACS* to build a file with an extract of net payment information for electronic transfer on behalf of your employees. Note that this function outputs information to the same extract file as the *Extract Contributions for BACS* function (file PYPBACT). These two functions must therefore not be run concurrently.

You cannot normally run this extract more than once for the same pay cycle/period end dates since the system updates a flag in the employees' BACS deduction history to indicate that the extract has been performed. This prevents accidental double extracts. When there is a genuine need to rerun the extract, you can do so by use of *Enable BACS Reextract* as described later in this section.

Submission Page Information

At the Extract Net Payments for BACS submission page, specify the originating organisation and employer (or blank for all), the file date (or blank for a multi-day file), current file number specified in your BACS originator table, and whether the file is a multi-day file.

Submission for Multiple Processing Days

The maximum period that you can include in a multi-processing-day file is 40 calendar days. The system extracts all unextracted payments.

You cannot use multi-processing-day files if you are using tape rather than BACSTEL. This restriction does not apply to UK customers since only BACSTEL transmission is now possible for these customers.

File Date

The file date is the processing date (the date the BACS transmission is sent and processed).

The file date must represent a valid BACS processing day (not a Saturday, Sunday, Bank Holiday, or other non-processing day for BACS). The date must also be no earlier (and no more than 31 days later) than the BACS processing day of the current BACS processing cycle.

File Number

You must specify the file number. The system validates the number you type against the current file number in the originator table and increments the number in that table automatically each time you perform an extract.

Validation of Offset Days

When you specify a BACS processing date in the *File Date* field at the submission page, the process ensures that the date matches the calculated date implied by the cycle controls' *BACS Processing Begin Date Offset Days* value.

This value indicates the number of days from the cycle begin date that should be the BACS processing date for the cycle, such as **23** for a monthly cycle. If the dates are not consistent, or you left the date blank, the process displays a window with the calculated processing date for you to accept or change.

Warnings

If unposted cycles exist, you can override the warning to continue. If the file number is out of sequence, you can override the warning to continue.

Corrections to an Extract

If you need to change extracted information, use *Correct BACS Extracted Data* as described next in this section before you transmit the information or save the information to tape.

Correct BACS Extracted Data

Use *Correct BACS Extracted Data* with extreme caution. You can use *Correct BACS Extracted Data* to change the extracted information before transmitting the information or saving the information to tape, but the changes are not recorded in employee history. When you make the corrections, you automatically receive an audit report for your records.

Specifying the Item To Be Corrected at the Correct BACS Tape Information Prompt Page

At the Correct BACS Tape Information prompt page, you can specify an employer, employee, deduction code, cheque date and, in the case of multiple cheques, the cheque number identifying the payment amount to be corrected. For example, if the employee received one regular pay cheque and a separate holiday cheque, you may need to correct only the holiday pay cheque by entering that cheque's number here.

These corrections do not affect the employee BACS data used for future pay periods. Consequently, if this is a permanent change you must also use *Update Employee Deduction Data*.

Corrections Possible at the Correct BACS Tape Information Page

On the Correct BACS Tape Information page you can change the following information:

- The deposit amount

- The sort code identifying the destination bank

- The employee's destination bank account number

- The account type

After specifying the corrected information, press F3 to update the work file (PYPDW) that the system uses to create the actual extract file and to return to the Correct BACS Tape Information prompt page.

Creating the Corrected Extract File from the Work File

Before submitting the corrected information for BACSTEL transmission, or, outside the UK, before saving the BACS information to tape, you must create a corrected extract file (PYPBACT) from the updated work file (PYPDW).

To create the updated extract file, press F13 at the Correct BACS Tape Information prompt page to display the Correct BACS Extracted Data file specifications page. The file specifications page prompts you to accept or update the default originator, employer, file date, and multi-day-file settings. Press Enter to confirm the settings, to submit a batch job that creates the corrected extract file, and to exit to the menu.

Save BACS Data to Tape

Save BACS Data to Tape applies only outside of the UK. In the UK, you must use BACSTEL rather than magnetic tape for transfer of the information through the clearing system to the relevant banks.

If you use magnetic tape, Infinium recommends that you review the procedure with your information technology department prior to saving BACS information to the tape. You must ensure that a blank tape is loaded on the specified device, and that you have made any necessary corrections to the information before saving the information to tape.

At the submission page, you specify the originator (organisation initiating the electronic funds transfer), employer, and tape device such as TAP01. Do not save multi-processing-day files to tape.

For the file number, the system adds 1 to the file number currently listed in the originator table.

BACSTEL File Transmission

Use *BACSTEL File Transmission* to transmit electronic funds transfer information to the applicable banks through the automated clearing system.

At the submission page, specify a transmission password, number, type, your choice of summary or detailed report, a newsletter number, and protocol identity.

Password and Submission Number

The password can be blank for transmission type E. Otherwise use a valid password issued by BACS Refer to the BACS user manual for information about valid submission numbers.

Submission Type

The submission type can be **S** (Send), **E** (Enquire), **R** (Restart), **P** (Print), **H** (History report), or **N** (Request for newsletter).

Report

The summary report contains only file totals. The detailed report includes each record transmitted followed by the file totals.

Newsletter

If the submission type is **N**, also specify a valid newsletter number. Avoid requesting newsletters during peak periods.

Protocol

Identify the protocol allocated by BACS on the current connection details form.

Last Accepted Record

If transmission was interrupted, specify the number of the last accepted record.

Enabling Re-Extracts

Infinium PY provides *Supervisor's Functions / * Cycle Support Functions / Enable BACS Re-Extract* to allow re-extracting information for electronic transfer prior to transmission.

This function should be used only when there has been a major problem with the original extract, such as the job being cancelled in the middle of processing or when another BACS extract is run before the previous extract has been successfully transmitted. This function resets the *Extract* flag on the selected deduction history records so they can be extracted again.

The Enable Re-Extract for BACS submission page allows the supervisor to specify an employer, cycle, the cycle's period ending date and payment date and deduction code.

If the supervisor specifies a deduction code at the *Enable BACS Re-Extract* selection page, only that deduction is enabled for re-extract. If no deduction code is specified, all net pay BACS deductions for the cycle and period ending date are enabled for re-extract.

Extracting Contributions for BACS

Overview

Use *Extract Contributions For BACS* in conjunction with *Update Deduction BACS Data* and the BACS information page in *Update Employee Deduction Data* function to extract individual or multiple deduction contributions for BACS transfer.

You can transfer BACS payments of deductions such as pension contributions, employee saving contributions and so forth as well as for employer BACS payments of statutory tax deductions such as P.A.Y.E. and National Insurance payments.

This complements the use of *Extract Net Payments for BACS*, which is only for net payment transfer.

Prerequisites

Before using *Extract Contributions For BACS*, you must have defined:

- The relevant BACS control table and originator table

- The BACS deduction control details for the deduction type such as pension contribution in *Update Deduction BACS Data*; if you want to combine multiple deductions in a single transfer, you must also have included the relevant deduction and income reporting groups

- The employee-specific BACS banking details in *Update Employee Deduction Data*

Re-Extract of Deduction Amounts

To enable re-extract of a previously extracted deduction amount, have your supervisor use *Supervisor's Functions / * Cycle Support Functions / Enable BACS Re-Extract* specifying the applicable deduction code.

Path

▸ Infinium PY

▸ *Payroll Processing*

▸ *BACS - Bank Transfer Functions*

▾ *Extract Contributions for BACS* [ECBB]

Extract Contributions for BACS Submission Page

About This Page

On the Extract Contributions for BACS submission page you specify information required for creation of the transfer file: originator, employer, file date, file number and deduction code or, for extracting multiple deductions, deduction group.

You can leave blank values to include all employers, deduction groups, and deduction codes.

Field Information

Originator

Specify the code that identifies the organisation initiating the electronic funds transfer.

Employer

Specify the employer by whom the employees are paid, or leave blank to include employees for all employers.

File Date

Type the date of the file that is to receive the extracted information. This is the processing date (the date the BACS transmission is sent and processed).

This date must represent a valid BACS processing day, that is, not a Saturday, Sunday, Bank Holiday, or other non-processing day for BACS. This date must be neither prior to nor more than 31 days later than the BACS processing day of the current BACS processing cycle.

File Number

You must specify the file number. The system validates the number you type against the current file number in the originator table and increments the number in that table automatically each time you perform an extract.

The file status in the originator table must be blank (the information is available for extract) or **T** (the information is already transmitted or copied to tape and you can perform the extract for the next period).

Deduction Group

To extract multiple deductions, specify a deduction group's code.

If you specified deduction and income reporting groups within *Update Deduction BACS Data* and specify a group here, the process adds the totals of the employee's incomes or deductions in a pay period to the main deduction amounts.

Deduction Code

To extract amounts for a single type of deduction, specify the deduction code. Otherwise leave blank.

How do I...

Submit the extract process and return to the menu	Press Enter.
Exit to the menu without extracting the information	Press F3.

Chapter 5 Processing Statutory Parental Leave Pay

<div style="text-align: right;">5</div>

This chapter discusses the setup requirements and processing steps for statutory parental leave pay including statutory maternity pay, statutory adoption pay, statutory paternity pay, and statutory parental bereavement pay. The chapter consists of the following topics:

Displaying Active SHPP Employees   5-73

Overview

The statutory requirements, both in operational and recording terms, which relate to parental leave for Statutory Maternity Pay (SMP), Statutory Adoption Pay (SAP), Statutory Paternity Pay (SPP), Additional Statutory Paternity Pay (ASPP), and Statutory Parental Bereavement Pay (SPBP) are fully provided within Infinium HR/PY. The user should have an understanding of the following:

- The concept of SMP, SAP, SPP, ASPP, and SPBP

- Current parental leave rules

- Employer controls, level controls, employer codes, income controls and cycle processing

- Infinium Application Manager

Because absence tracking is a personnel function and employee pay is a payroll function, you use both Infinium HR and Infinium PY to process statutory parental leave pay within the Infinium HR/PY system. For more information about absence tracking, refer to the *Infinium Human Resources International Guide to Processing*.

Statutory Pay Setup Steps

Before you can begin processing statutory parental leave pay for employees through Infinium HR/PY, you must perform these setup steps:

1 Define a statutory parental leave pay income summarization code.

2 Set up the following income codes for statutory pay:

- *SMP for statutory maternity pay

- *SAP for statutory adoption pay

- *SPP for statutory paternity pay

- *ASPP for additional paternity pay

- *SHPP for shared parental leave pay

- *SPBP for statutory parental bereavement pay

3 Set up an SMP control information record to define requirements employees must meet to qualify for statutory pay.

Each of these steps is described in detail in this chapter.

Statutory Pay Processing Steps

To process statutory parental leave pay for an employee through Infinium HR/PY, you perform these steps:

1 Use one of the following functions to enter statutory data for each qualifying employee:

- *Enter Employee SMP Information* for employees qualifying for statutory maternity pay

- *Update Employee *SAP Data* for employees qualifying for statutory adoption pay

- *Update Employee *SPP Data* for employees qualifying for statutory paternity pay

- *Update Employee *ASPP Data* for employees qualifying for additional statutory paternity pay

- *Update Employee *SHPP Data* for employees qualifying for statutory shared parental leave pay

- *Update Employee *SPBP Data* for employees qualifying for statutory parental bereavement pay

2 Deactivate each employee's normal pay for the duration of the statutory parental leave.

3 Run the payroll cycles to which the employees belong.

4 Correct statutory pay payments, as appropriate.

5 Generate statutory pay reports, as appropriate.

Each of these steps is described in detail in this chapter.

Income Summarisation Codes

To pay statutory parental leave pay to an employee through Infinium HR/PY, you must define a statutory parental leave pay income summarization code.

You use income summarisation codes to group together specific incomes and print them under one heading on the payslip. You can establish an income summarisation code for use in reporting the parental leave payments on the payslip prior to defining the actual SMP, SAP, SPP, or SPBP income control record.

Follow the steps below.

1   From the Infinium PY main menu select *Controls*.

2   Select *Income Summarisation Codes*.

3   Select *Update Income Summarisation Code* [UISC].

4   In the *Summarisation Code* field specify the code value that represents statutory parental leave pay. The system displays the Income Summarisation Codes screen similar to Figure 5-1.

```
   1/10/03  10:14:57        Income Summarisation Codes        PYGMIS      PYDMIS

   Employer . . . . . . . :  S2T     Infinium Software
   Summarisation Code . :   06

   Enter Summarisation Code Description Name.

   Payslip Name . . . . .   SMP_____






   F3=Exit   F10=QuikAccess   F12=Cancel   F22=Delete
```
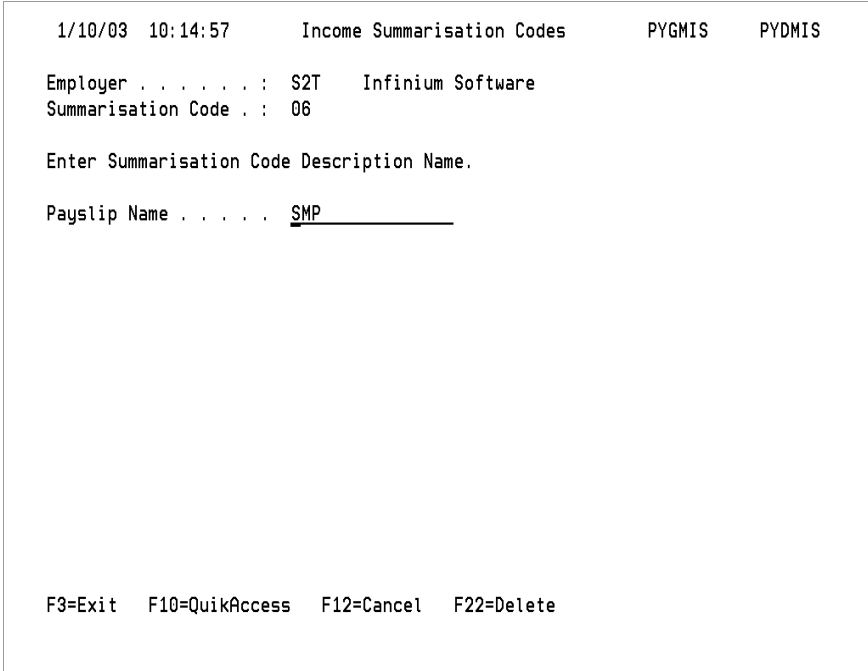
Figure 5-1: Income Summarisation Codes screen

5 Use the information below to complete this screen.

Payslip Name

Type a description of the income summarization code such as **SMP**.

6 Press Enter to save the income summarization code.

Income Controls

To activate established statutory parental leave system routines, you must establish the appropriate income code:

- *SMP for statutory maternity pay

- *SAP for statutory adoption pay

- *SPP for statutory paternity pay

- *ASPP for additional paternity pay

- *SHPP for statutory shared parental leave pay

- *SPBP for statutory parental bereavement pay

Follow the steps below.

1 From the Infinium PY main menu select *Controls*.

2 Select *Income Controls*.

3 Select *Update Income Controls* [UIC]. The system displays the Income Control prompt screen shown in Figure 5-2.

```
   1/10/03  10:51:20         Update Income Controls        PYGMIC    PYDMIC


   Type selections, press Enter.

   Employer . . . . . .   S2T +
   Income Code  . . . .   _____ +
   Income Method  . . .   _      0 - Accumulator
                                 1 - Flat Amount
                                 2 - Hours Extension
                                 3 - Amount Extension
                                 4 - Base Hours Extension
                                 5 - Base Amount Extension
                                 6 - Custom Calculation
                                 7 - Units Extension
                                 8 - Average Wage Calculation
                                 9 - Flat Amount Proration




   F3=Exit   F4=Prompt   F10=QuikAccess   F12=Cancel
```

Figure 5-2: Income Codes prompt screen

4 Use the information below to complete this screen.

Income Code

Specify the appropriate income code for the parental leave you processing. Valid values are:

***SMP**   Statutory maternity pay

***SAP**   Statutory adoption pay

***SPP**   Statutory paternity pay

***ASPP**   Additional statutory paternity pay

***SHPP**   Statutory shared parental leave pay

***SPBP**   Statutory parental bereavement pay

Income Method

Type **1** for a flat amount income method.

5 Press Enter. The system displays the Update Income Controls screen similar to Figure 5-3.

```
 1/12/07  09:38:47          Update Income Controls         PYGMIC    PYDMIC

 Employer  . :  SAY    Say it with Flowers Plc
 Income Code :  *SMP                   Income Method :  1 - Flat Amount


 Processing Controls
 Description .  SMP_____    Priority            650
 Summ. Code  .  FC + SMP           Frequency . . . . .  8
 Beginning Date _____0            Ending Date . . . .  _____0
 Effect on Pay  1 (1/2/3)          Category  . . . . .  R
 Segments Required?  0
 Labour Expense Acct .  SA .*****.3003.******            +
 Capture Labour Dist .  0  (0/1)     Pay Message . . . .  1  (0/1)


 Calculation Controls
 YTD Limit . .  _____.00
 Income Basis   _        Income Amount _____  Income Factor   _____
 Income Matrix  _____  +   Matrix Column _____  +   Matrix Row . .  _____  +


 Accrual Controls
                 Holiday   _       Sick     _       Personal    _

 F3=Exit   F4=Prompt   F10=QuikAccess   F12=Cancel   F22=Delete
```

Figure 5-3: Update Income Controls screen

6 Use the information below to complete this screen.

Frequency

Type **8** to indicate the income may be paid in all pay periods.

Summ Code

Specify the appropriate income summarization code.

Beginning Date, Ending Date

Leave these fields blank.

Category

Type **R** for regular pay.

Calculation Controls

Leave these fields blank.

7 Complete the remaining fields as you normally would.

8 Press Enter. The system displays the second Update Income Controls screen shown in Figure 5-4.

```
   1/10/03  10:59:34         Update Income Controls          PYGMIC     PYDMIC


   Employer  . :  S2T  Infinium Software
   Income Code :  *SMP                   Income Method :   1 - Flat Amount


   Accumulator Controls


      Acc.     +/-H/A      Max.      Accum.       Acc.   +/-H/A       Max.       Accum.
      Code     Op Op     Amt/Hrs  Percentage      Code   Op Op      Amt/Hrs   Percentage
   1 ANIC  + +  _          .00      .0000   2 ATAX  + +   _          .00        .0000
   3 APENS + +  _          .00      .0000   4 ____   +    _  _       .00        .0000
   5 ____   +  _  _        .00      .0000   6 ____   +    _  _       .00        .0000
   7 ____   +  _  _        .00      .0000   8 ____   +    _  _       .00        .0000
   9 ____   +  _  _        .00      .0000  10 ____   +    _  _       .00        .0000
  11 ____   +  _  _        .00      .0000  12 ____   +    _  _       .00        .0000


   Level Restrictions
    Region       _____ + Division     _____ + Department _____ + Section      _____ +


   Special Reports
     Cycle Report  .  _____ +   Monthly Report   _____ +   Quarterly Report _____ +
     Annual Report .  _____ +   Demand Report .  _____ +
   F3=Exit   F4=Prompt   F10=QuikAccess   F12=Cancel
```

Figure 5-4: Update Income Controls screen

9 Use the information below to complete this screen.

Accumulator Controls

Statutory parental leave pay, SMP, SAP, SPP, ASPP, SHPP, or SPBP is treated as earnings. It is subject to deductions for tax and national insurance contributions. Define the appropriate accumulator controls for the correct processing of the appropriate statutory pay. You can only process one statutory leave pay.

Special Reports

To generate special reports for this income control, specify the values that represent the reports in the *Special Reports* section of the screen as applicable.

Parental Leave Control Information

Before you can process statutory parental leave on the Infinium PY system, an SMP control information record must exist. This effective-dated record defines payment rate, qualifying requirements, higher rate requirements, and various miscellaneous data. For existing customers, an SMP control record for the appropriate tax year is automatically installed when you install the annual tax release. If you are a new customer implementing Infinium PY, use the *Update SMP Control Information* function to define parental leave rules for a specific time period by use of an *Effective Date*. The SMP control information record is not employer specific.

Complete the steps below to set up an SMP control information record.

1 From the Infinium PY main menu select *SSP & SMP*.

2 Select *Employee SMP Information*.

3 Select *Update SMP Control Information* [USMPC]*.*

4 In the *Effective Date* field specify the date this SMP record is in effect.

5 Press Enter. The system displays the second Update SMP Controls screen similar to Figure 5-5.

```
  1/17/03  15:44:47            Update SMP Controls        PYGMPM    PYDMPM
                                                                  Page 2 of 2

  Effective Date  . . . . . . . :   6/04/2003


  Qualifying Requirements

  Qualifying Wk(Before EWC) . . .  15
  Minimum Employment Weeks  . . .  26
  Minimum Earnings Amount . . . .      77.00
  Minimum SMP Start Week  . . . .  11


  Miscellaneous Information

  Number of Weeks to Average  . .   8
  Percent of Avg.Earnings . . . .  90.0000
  SMP Rate Amount . . . . . . . .     100.00
  Rebate Percentage . . . . . . .  92.0000




  F3=Exit   F10=QuikAccess   F12=Cancel
```

Figure 5-5: Update SMP Controls screen

6 Use the information below to complete this screen.

Qualifying Requirements

Qualifying Wk (Before EWC)

Specify the qualifying week (QW) for this SMP control.

Minimum Employment Weeks

Specify the number of weeks for which an employee must have been continuously employed to be eligible to receive statutory pay.

Minimum Earnings Amount

Specify the amount that an employee's average earnings must not fall below to enable qualifying for statutory pay. This figure must not be less than the lower earnings limit (LEL) for the payment of national insurance contributions.

Minimum SMP Start Week

Specify the number of the earliest week from which statutory pay may begin before the expected first week of leave.

Miscellaneous Information

Number of Weeks to Average

Specify the number of weeks to use to calculate average earnings. The system uses this number for the automatic calculation of average earnings.

The system uses the employee's average weekly earnings for the number of weeks specified here and ending with the last pay day immediately before the end of the qualifying week to calculate the employee's average pay. The system uses the average pay amount to determine the employee's higher rate of statutory parental pay.

Percent of Avg. Earnings

Specify the percent of average earnings for this employee. The system uses this figure to calculate the earnings-related rate of statutory parental pay. For example, if you type **90** (90%), the employee's earnings-related rate is 90% of average earnings. As of 6 April 2003, the actual rate of parental pay payable is the lesser of the earning-related rate or the SMP standard rate. Refer to the *SMP Rate Amount* field description for information about the SMP standard rate.

SMP Rate Amount

Specify the standard rate of SMP that an employee may receive each week. As of 6 April 2003, the actual rate of payable parental pay is the lesser of the earnings-related rate or the SMP standard rate. Refer to the *Percent of Avg. Earnings* field description for information about the earnings-related rate.

Rebate Percentage

This field is informational only. This field is used to record the rebate percentage that may be claimed each month for the employer's share of the National Insurance contributions.

Entering Employee SMP Information

After you set up SMP control information, you must perform the steps below to process employee-specific SMP information.

1 From the Infinium PY main menu select *SSP & SMP*.

2 Select *Employee SMP Information*.

3 Select *Enter Employee SMP Information* [EESI]*.*

4 Specify the employer, employee and anticipated date of childbirth.

The system uses the date you enter in the *Expected Childbirth Date* field to calculate the Expected Week of Confinement (EWC) start date, the Qualifying Week (QW) week start date, the first week in which SMP can begin, and the latest week SMP can begin if the employee is to receive her full SMP entitlement. These dates are automatically calculated and displayed on the next screen according to the regulations detailed on the SMP control information record.

If the *Expected Childbirth Date* field is left blank, the system retrieves the latest record for the employee if one exists.

5 Press Enter. The system displays the second Update SMP Controls screen similar to Figure 5-6.

The system verifies the employee's gender from the employee's basic data record. The system also performs the average earnings and employment period test, based on the information entered in the SMP control information record.

Figure 5-6: Update Employee SMP Data screen

6 Use the information below to complete this screen.

Expected Childbirth Date, Date of Employment, EWC Starting Date, Qualif. week start

The system displays the employee's date of employment, expected confinement date as entered on the previous screen, EWC starting date and QW starting date.

Average Earnings

The system calculates average earnings. If the employee's average earnings amount is less than the LEL found on the SMP control information, *Minimum Earnings Amount* field, the system displays **2** in the *Exclusion Code* field to indicate the employee is excluded from SMP because her average earnings are too low.

If an employee does not have the required number of weeks pay history to produce an earnings average automatically, this field is blank, and you must establish an *Average Earnings Override* amount.

Average Earnings Override

Specify an override amount for average earnings if the average earnings are different from those calculated by the system. The system uses this amount to calculate the amount due an employee for SMP.

Notification Date

Specify the date the employee provided notification of her pregnancy.

Mat B1 - Equiv. Received

Specify the date the employee produced the MATB1 certificate or other equivalent notification. This date must be no more than 20 weeks prior to the EWC. This date should be no later than the third week of the employee's MPP.

SMP Start Date (W/C*)*

Specify the beginning date of the week the employee started receiving SMP. The system checks this date to verify that it is not earlier than the date derived from the number of weeks specified in the *Minimum SMP Start Week Date* field prior to the date in the *Expected Date of Confinement* field on the SMP control information record.

SMP End Date (W/C*)*

Specify the SMP end date. The system checks to verify that the maximum SMP allowance has not been exceeded. If this field is blank, the system calculates the SMP end date from the SMP start date previously entered.

KIT days worked

The system displays the total number of KIT days worked for this SMP period. This is calculated from the number of KIT day records associated with this SMP period.

Stop Work Date

Specify the date that the employee stops work and commences her maternity leave.

If this date is earlier than the date in the *First SMP May Start Date* field, the system starts to pay SMP to the employee when the date in the *First SMP May Start Date* field is reached.

You must enter a stop work date for payroll cycle process to pay the SMP amount.

Fair Dismissal Date

If the employee has been fairly dismissed, specify the date this occurred. The system calculates the employee's average earnings prior to this date.

Actual Childbirth Date

Specify the date of the baby's birth. The system uses this date to determine when an employee must return to work.

Return to Work Date

Specify when the employee must return to work, thus ending her maternity leave. The return to work date prevents the system from paying SMP to the employee once the date is reached.

Date of Stillbirth

Specify the date if the child was stillborn.

SMP-1 Date Sent

If form SMP1 applies to the employee, specify the date the form was issued.

Curtail Notice Recv Date

Curtailing statutory maternity leave can create entitlement to Statutory Shared Parental leave and pay (SHPP).

Employees who intend to take SHPL/SHPP are required to notify their employer of the intended date by way of a curtailment notice. Use this field to enter the date that the curtailment notice was received.

Curtailment Revoked Date

If a SMP curtailment notice has been received, then in certain circumstances the employee is allowed to later revoke the curtailment.

Use this field to enter the date the curtailment was revoked.

Curtailment Date

Curtailing statutory maternity leave can create entitlement to Statutory Shared Parental leave and pay (SHPP).

Employees who intend to take SHPL/SHPP are required to notify their employer of the intended date. Use this field to enter the curtailment date.

If you enter a curtailment date you can request the system to remove any scheduled SMP payments beyond the curtailment date.

Exclusion Code

If an employee is excluded from SMP, specify the appropriate code value. Valid values are:

1	Employment period not long enough
2	Average earnings too low
3	Insufficient evidence
4	Insufficient evidence
5	Outside EC
6	In legal custody
7	Other

Exclusion Date

If an exclusion code was specified in the *Exclusion Code* field, specify the date from which the employee became excluded.

Comments

Type appropriate comments.

7 Press Enter. The system calculates and displays a screen similar to Figure 5-7 showing an SMP payment schedule for the employee.

```
_ 1/29/07  11:35:09        Update Employee SMP Data        PYGSMM     PYDSMM


  Employer  . . . . . . . :  SAY          Say it with Flowers Plc
  Employee  . . . . . . . :      100233  Tina Walker
  Expected Childbirth Date:  15/04/2007
  Date of Employment  . . :  28/11/1998


  Press Enter for remaining schedule                   Adjustment  Adjustment
       Date Due    Amount Due   Date Paid   Amount Paid  Amount Due  Last Paid on
  1   21/04/2007     675.00                        .00        .00
  2   28/04/2007     675.00                        .00        .00
  3    5/05/2007     675.00                        .00        .00
  4   12/05/2007     675.00                        .00        .00
  5   19/05/2007     675.00                        .00        .00
  6   26/05/2007     675.00                        .00        .00
  7    2/06/2007     112.75                        .00        .00
  8    9/06/2007     112.75                        .00        .00
  9   16/06/2007     112.75                        .00        .00
  10  23/06/2007     112.75                        .00        .00
  11  30/06/2007     112.75                        .00        .00
  12   7/07/2007     112.75                        .00        .00


  F3=Exit   F10=QuikAccess   F12=Cancel   F22=Delete
```

Figure 5-7: Update Employee SMP Data screen

The system displays the Update Employee SMP Data screen showing one week's information on each line. The information includes the date SMP payments are due, amounts due, the date payments are made, and the amounts that are paid. The system adds the date and amount paid to the screen when you post the cycle.

If an employee's SMP payment amounts due change, for example, due to a backdated pay increase, giving rise to increased average earnings, when you update the employee's record the system calculates and shows any adjustments in the Adjustment Amount Due column.

8 Press Enter. The system displays another Update SMP Data screen listing additional weeks of payment information.

Updating Employee Keeping In Touch (KIT) Days

You are limited to the number of KIT days an employee can use. If you enter information for more than the limit, the system displays a message that indicates that you exceeded the limit and asks if you want to override the message and enter the record.

Follow the steps below to update an employee's keeping in touch days.

9 From the Update Employee SMP screen, press F8. The system displays the Update Employee KIT Days screen similar to Figure 5-8. This screen shows the existing KIT day records for that SMP period.

```
  1/29/07  11:36:11       Update Employee KIT Days         PYGKTM10   PYDKTM10


 Employer  . . . . . . . :  SAY            Say it with Flowers Plc
 Employee  . . . . . . . :     100233    Walker,Tina
 Expected Childbirth Date:  15/04/2007
 SMP Start Date  . . . . :  15/04/2007   SMP End Date  . . . . . :   6/01/2008
 Total KIT Days  . . . . :  12
 Type options, press Enter.
   2=Change    4=Delete


 Sel   KIT Date   Description        Comments
  _      7/10/2007 hand over         No smp due for this week
  _      3/10/2007 cover
  _     20/09/2007 Cover             Authorised by DW
  _     11/09/2007 Sales meeting     Tina can only make the morning session
  _      2/09/2007 cover
  _     28/06/2007 testing
  _     24/06/2007 test
  _     11/06/2007 Sales conf.
  _     10/06/2007 cover
  _      6/06/2007 cover                                                  +


  F3=Exit   F6=Create KIT Day     F12=Cancel
```

Figure 5-8: Update Employee KIT Days selection screen

On this screen you can:

- Update an existing KIT record by typing **2** next to the record

- Delete an existing KIT record by typing **4** next to the record

- Create a new KIT record by pressing F6

10 Press F6 to create a new record. The system displays the Update Employee KIT Days screen similar to Figure 5-9.

```
   1/29/07  11:36:34       Update Employee KIT Days        PYGKTM10   PYDKTM10


   Employer  . . . . . . . :  SAY          Say it with Flowers Plc
   Employee  . . . . . . . :     100233   Walker,Tina
   Expected Childbirth Date:  15/04/2007
   SMP Start Date  . . . . :  15/04/2007   SMP End Date  . . . . . :   6/01/2008

   Keeping In Touch Date . .  _      0

   Description . . . . . . .  _____

   Comments  . . . . . . . .  _____











     F3=Exit    F10=QuikAccess    F12=Cancel
```

Figure 5-9: Update Employee KIT Days screen

11 Use the information below to complete this screen.

Keeping In Touch Date

Specify the date of the KIT day

Description

Type a description of the KIT day.

Comments

Type additional information about the KIT day.

12 Press Enter. The system displays the Update Employee KIT Days selection screen.

13 Create another KIT day or press F3 twice to exit to the Update Employee SMP Data prompt screen.

14 Enter SMP data for another employee or press F3 to exit to the main menu.

Displaying Employee SMP Information

Use the *Display Employee SMP Information* function to view information that you have set up for each employee by using the *Enter Employee's SMP Information* function.

Each time a change occurs to an employee's SMP payment schedule, the system keeps track of the changes in the SMP History audit file, by date. Press F15, history audit log, to view the detail of these changes

Printing Employee SMP Information

Use the *Print Employee SMP Information* function to print information that you have set up for each employee by using the *Enter Employee's SMP Information* function.

When you use the *Print SMP Information* function, the system generates separate reports listing recipients of SMP, SAP, SPP, ASPP, and SMP employees with salary changes in the SMP period.

Entering Employee SAP Information

After you set up the control information for statutory pay, you must perform the steps below to process employee-specific SAP information for statutory adoption pay. You can pay statutory adoption pay to a male or female employee.

1 From the Infinium PY main menu select *SSP & SMP*.

2 Select *Update Employee *SAP Data* [ADOPTUPD].

3 Specify the employer, employee and the matching certificate date.

4 Press Enter. The system displays the second Update Employee Adoption Pay Data screen similar to Figure 5-10.

The system also performs the average earnings and employment period test, based on the information entered in the SMP control information record.

Figure 5-10: Update Employee Adoption Pay Data screen

5 Use the information below to complete this screen.

Matching Certificate Date, Date of Employment

The system displays the employee's matching certificate date as entered on the previous screen and date of employment.

Entitlement to statutory adoption pay (SAP) is established by the matching certificate date. The system uses the date you enter in the *Expected Placement Date* field to calculate the first week in which SAP can begin and the latest week SAP can begin if the employee is to receive full SAP entitlement.

Expected Placement Date

Specify the date that the child is expected to be placed for adoption with the employee. This date may be on the matching certificate.

Notified Start Leave Date

Specify the date that the employee intends to start the adoption leave period. You can leave this field blank if the employee notifies the employer that the employee intends to work until the placement date.

This date cannot be earlier than two weeks prior to the expected placement date.

Child Placement Date

Specify the date that the child is actually placed for adoption with the employee.

Calculated APP Start Date

This is the system-calculated adoption pay period (APP) start date. If the date in the *Child Placement Date* field is blank or is after the date in the *Notified Start Leave Date* field, this date is the same as the date in the *Notified Start Leave Date* field. If the date in the *Child Placement Date* field is prior to the date in the *Notified Leave Start Date* field, this date is the first whole day of absence on or after the date in the *Child Placement Date* field.

Actual APP Start Date

Specify the actual APP starting date. If the *Child Placement Date* field is blank or if the date in the *Child Placement Date* field is after the date in the *Notified Start Leave Date* field, this date is the same as the date in the *Notified Start Leave Date* field. If the date in the *Child Placement Date* field is prior to the date in the *Notified Start Leave Date* field, this date is the first whole day of absence on or after the date in the *Child Placement Date* field.

The system uses this date to create and calculate the SAP payment schedule.

Stop Work Date

Specify the date the employee stops work. Normally, this date is the same as the date in the *Actual APP Start Date* field. You must specify a date here to ensure the system uses the SAP pay schedule for payment of SAP in Infinium PY.

APP Ending Date

This is the date when APP payments end, as calculated by the system.

Average Earnings

The system calculates average earnings per week for the employee. If the employee's average earnings amount is less than the LEL found in the *Minimum Earnings Amount* field on the SMP control information record, the system inserts **2** in the *Exclusion Code* field to indicate that the employee is excluded from SAP because the employee's average earnings are too low. If an employee does not have the required number of weeks pay history to produce an earnings average automatically, the system leaves this field blank, and you must type an amount in the *Average Earnings Override* field.

Average Earnings Override

Type an average wage if the system-calculated average wage amount is incorrect. The average wage amount could be incorrect if the pay history is incorrect or does not exist.

APP Entitlement Stop Date

Specify the date prior to the normal APP ending date that the system should stop SAP payment. The system should stop SAP payment at the following times:

- In the week after the employee dies
- In the week that the employee is taken into legal custody
- In the week after the adopted child's 18th birthday
- In the eighth week after the adoption placement has ended or the employee knows it will end

The system removes any SAP scheduled payments after this date from the payment schedule.

Return to Work Date

Specify the date when the SAP period ends. You cannot create another SAP record for an employee if an SAP record exists for that employee and the record has no date in the *Return To Work Date* field.

Curtail Notice Recv Date.

Curtailing statutory adoption leave can create entitlement to Statutory Shared Parental leave and pay (SHPP).

Employees who intend to take SHPL/SHPP are required to notify their employer of the intended date by way of a curtailment notice. Use this field to enter the date that the curtailment notice was received.

Curtailment Revoked Date

If a SAP curtailment notice has been received, then in certain circumstances the employee is allowed to later revoke the curtailment.

Use this field to enter the date the curtailment was revoked.

Curtailment Date

Curtailing statutory adoption leave can create entitlement to Statutory Shared Parental leave and pay (SHPP).

Employees who intend to take SHPP are required to notify their employer of the intended date. Use this field to enter the curtailment date.

If you enter a curtailment date you can request the system to remove any scheduled SMP payments beyond the curtailment date.

KIT days worked

The system displays the total number of KIT days worked for this SAP period. This is calculated from the number of KIT day records associated with this SAP period.

Exclusion Code

Specify the value for the exclusion code that describes the reason this employee cannot receive SAP. Valid values are:

1	Employment period not long enough
2	Average earnings too low
3	Insufficient notice

4	Insufficient evidence
5	Outside EC
6	Legal custody
7	Other

Exclusion Date

Specify the date when exclusion from SAP begins. You must enter a date in this field if you enter an exclusion code in the *Exclusion Code* field.

Comments

Type any comments about SAP for this employee.

6 Press Enter. The system calculates SAP payment information and displays a screen similar to Figure 5-11 showing an SAP payment schedule for the employee.

```
_ 1/30/07  11:38:30    Update Employee Adoption Pay Data    PYGONM10   PYDONM10


  Employer  . . . . . . . :  SAY           Say it with Flowers Plc
  Employee  . . . . . . . :    101186  Wood,David John
  Matching Certificate Date    5/05/2007



  Press Enter for remaining schedule
  Payment Schedule    Date Due    Amount Due    Date Paid    Amount Paid
                 1    12/07/2007      112.75                       .00
                 2    19/07/2007      112.75                       .00
                 3    26/07/2007      112.75                       .00
                 4     2/08/2007      112.75                       .00
                 5     9/08/2007      112.75                       .00
                 6    16/08/2007      112.75                       .00
                 7    23/08/2007      112.75                       .00
                 8    30/08/2007      112.75                       .00
                 9     6/09/2007      112.75                       .00
                10    13/09/2007      112.75                       .00
                11    20/09/2007      112.75                       .00
                12    27/09/2007      112.75                       .00


  F3=Exit    F10=QuikAccess    F12=Cancel    F22=Delete
```

Figure 5-11: Update Employee Adoption Pay Data screen

The system displays the Update Employee Adoption Pay Data screen showing one week on each line. The information includes the date SAP payments are due, the amounts due, the date payments are made and the amounts that are paid. The system adds the date and amount paid to the screen when you post the cycle.

The system uses the rate information from the SMP Control record to calculate the SAP amounts due.

7 Press Enter. The system displays the Update Employee Adoption Pay Data screen, which lists additional weeks of SAP.

8 Press Enter. Specify that you want to save the record. The system returns you to the Infinium PY main menu.

Updating Employee Keeping In Touch (KIT) Days

You are limited to the number of KIT days an employee can use. If you enter information for more than the limit, the system displays a message that indicates that you exceeded the limit and asks if you want to override the message and enter the record.

Follow the steps below to update an employee's keeping in touch days.

1 From the Update Employee SAP screen, press F8. The system displays the Update Employee KIT Days screen similar to Figure 5-12. This screen shows the existing KIT day records for that SAP period.

```
 1/30/07  11:43:26        Update Employee KIT Days          PYGKTM10   PYDKTM10


 Employer  . . . . . . . :  SAY              Say it with Flowers Plc
 Employee  . . . . . . . :    101186     Wood,David John
 Matching Certificate Date    5/05/2007
 APP Start Date . . . . :   6/07/2007   APP End Date  . . . . . :    3/04/2008
 Total KIT Days . . . . :   1
 Type options, press Enter.
   2=Change   4=Delete


 Sel   KIT Date   Description      Comments
  _       7/07/2007 TOUCH BASE




     F3=Exit   F6=Create KIT Day    F12=Cancel
```

Figure 5-12: Update Employee KIT Days selection screen

On this screen you can:

- Update an existing KIT record by typing **2** next to the record

- Delete an existing KIT record by typing **4** next to the record

- Create a new KIT record by pressing F6

2 Press F6 to create a new record. The system displays the Update Employee KIT Days screen similar to Figure 5-13.

```
  1/30/07  11:43:52        Update Employee KIT Days         PYGKTM10   PYDKTM10


  Employer  . . . . . . . :  SAY            Say it with Flowers Plc
  Employee  . . . . . . . :    101186     Wood,David John
  Matching Certificate Date   5/05/2007
  APP Start Date  . . . . :   6/07/2007   APP End Date  . . . . . :   3/04/2008


  Keeping In Touch Date . .  _____0


  Description . . . . . . .  _____


  Comments  . . . . . . . .  _____








    F3=Exit    F10=QuikAccess    F12=Cancel
```

Figure 5-13: Update Employee KIT Days screen

3 Use the information below to complete this screen.

Keeping In Touch Date

Specify the date of the KIT day

Description

Type a description of the KIT day.

Comments

Type additional information about the KIT day.

4 Press Enter. The system displays the Update Employee KIT Days selection screen.

5 Create another KIT day or press F3 twice to exit to the Update Employee SAP Data prompt screen.

6 Enter SAP data for another employee or press F3 to exit to the main menu.

Displaying Employee SAP Information

Use the *Display *SAP Employees* function to view information that you set up for each employee by using the *Update Employee's SAP Data* function.

Printing Employee SAP Information

Use the *Print SMP Information* function to print information that you set up for each employee by using the *Update Employee's SAP Data* function.

When you use the *Print SMP Information* function, the system generates separate reports listing recipients of SMP, SAP and SPP.

Entering Employee SPP Information

After you set up the control information for statutory pay, you must perform the steps below to process employee-specific SPP information for statutory paternity pay. Both male and female employees are entitled to SPP. When a married couple is adopting a child jointly, one parent can elect to receive SAP and the other parent can elect to receive SPP.

1 From the Infinium PY main menu select *SSP & SMP*.

2 Select *Update Employee *SPP Data* [PATERNITYU]. The system displays the Update Employee Paternity Pay (SPP) employee selection screen similar to Figure 5-14.
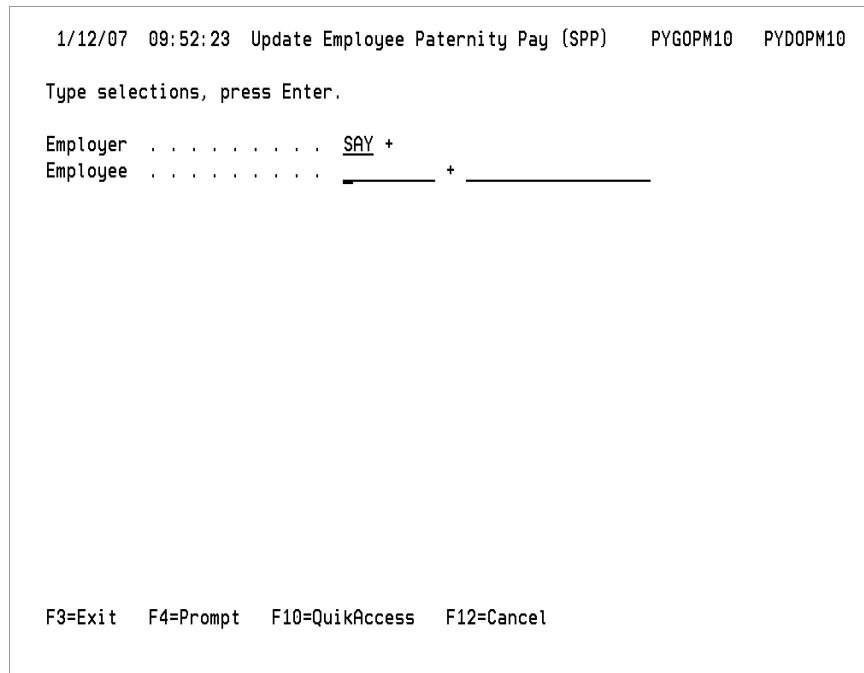
```
  1/12/07  09:52:23  Update Employee Paternity Pay (SPP)    PYGOPM10   PYDOPM10

  Type selections, press Enter.

  Employer  . . . . . . . . .  SAY +
  Employee  . . . . . . . . .  _____ +  _____



















  F3=Exit   F4=Prompt   F10=QuikAccess   F12=Cancel
```

Figure 5-14: Update Employee Paternity Pay (SPP) employee selection screen

3 Use the information below to complete this screen.

Employer

Specify the employer for whom you are processing statutory paternity pay (SPP).

Employee

Specify the employee who is to receive SPP.

4 Press Enter. The system displays the Update Employee Paternity Pay (SPP) screen similar to Figure 5-15.

```
   1/12/07   10:19:54   Update Employee Paternity Pay (SPP)      PYGOPM10    PYDOPM10


   Employer  . . . . . . . . :  SAY            Say it with Flowers Plc
   Employee  . . . . . . . . :      102102    O'brien,Peter John


   Type options, press Enter.
     2=Change    4=Delete
                   Notified Start  Baby Due Date/  SPP Start   Stop      Return to
   Sel  SPP Type  Leave Date       Matching Cert    Date      Work      Work
    _   Adoption    1/01/2006         1/01/2006     1/01/2006 2/02/2006 2/02/2006
    _   Birth       1/01/2007         1/01/2007     1/01/2007 1/01/2007
```

```
   F3=Exit    F6=Create SPP(Birth)    F7=Create SPP(Adoption)    F12=Cancel
```

Figure 5-15: Update Employee Paternity Pay (SPP) screen

5 Use this screen to specify whether to set up an employee's SPP for a childbirth or adoption event.

- Press F6 to set up the employee's SPP for a childbirth event. The system displays the Update Employee Paternity Pay Data for a childbirth event screen similar to Figure 5-16.

- Press F7 to set up the employee's SPP for an adoption event. The system displays the Update Employee Paternity Pay Data for an adoption event screen similar to Figure 5-17.

You can also use this screen to change or delete an employee's existing SPP record for a childbirth or adoption event.

- Type **2** in the *Sel* column next to the record that you want to change and then press Enter.

- Type **4** in the *Sel* column next to the record that you want to delete and then press Enter. Then, type **1** in the Confirm Deletion window and press Enter.

Setting Up SPP for a Childbirth Event

When you press F6 on the Update Employee Paternity Pay (SPP) screen to set up SPP for a childbirth event, the system displays the Update Employee Paternity Pay Data screen for childbirth similar to Figure 5-16.

```
  1/12/07  10:21:32   Update Employee Paternity Pay Data    PYGOPM10   PYDOPM10


  Employer  . . . . . . . :  SAY           Say it with Flowers Plc
  Employee  . . . . . . . :     102102     O'brien,Peter John
  Date of Employment  . . :  2/11/1996
  Baby Due Date . . . . . .   1012007

  Notified Start Leave Date   1012007
  Baby Born Date  . . . . .   1012007
  Stillbirth? . . . . . . .   0  (0=No, 1=Yes)
  Actual SPP Start Date . .   1012007
  Stop Work Date  . . . . .   1012007
  SPP Ending Date . . . . .  14012007
  Average Earnings  . . . :      59.39
  Average Earnings Override     500.00

  SPP Entitlement Stop Date        0
  Return to Work Date . . :        0
  Exclusion Code  . . . . .   _           Exclusion Date . .        0
  Comments  . . . . . . . .   _____


                              _____

  F3=Exit   F10=QuikAccess   F12=Cancel
```

Figure 5-16: Update Employee Paternity Pay Data for a childbirth event screen

Use the information below to complete this screen.

Baby Due Date

Specify the date on which the baby is due to be born. The employee can supply this date. The MAT B1 form is not required.

Notified Start Leave Date

Specify the date that the employee intends to start the paternity leave period. Leave this field blank if the employee notifies the employer that he intends to work until the baby is born. This date cannot be earlier than the date when the baby is due or the date when the baby is born.

Baby Born Date

Specify the date when the baby was born.

Stillbirth?

Specify **Yes** if the baby was stillborn. If the baby is stillborn before the 25th week of pregnancy or 16 weeks before the baby's due date, the employee is not entitled to receive SPP. If the baby survives the birth for only an instant, the birth is considered a live birth, not a stillbirth.

Actual SPP Start Date

Specify the date when the employee's SPP leave starts. This date should be the same as the date in the *Notified Start Leave Date* field. If the *Notified Start Leave Date* field is blank, the actual SPP start date is the first whole day of absence on or after the *Baby Born Date*. The system uses this date to set up and calculate the SPP payment schedule.

Stop Work Date

Specify the date when the employee stops work to begin the SPP leave period. Normally, this date is the same as the date in the *Actual SPP Start Date* field. You must specify a date here to ensure that Infinium PY uses the SPP pay schedule to pay the employee the SPP payments.

SPP Ending Date

This system-calculated date is the date when SPP payments end.

Average Earnings

This system-calculated amount represents the employee's average SPP weekly earnings.

When you press Enter on this screen, the system calculates the average weekly earnings for the employee. If this is below the minimum earnings level as defined on the SMP control information control record, the system updates the *Exclusion Code* field with a value of **2** and requires you to type a value in the *Exclusion Date* field. The system also verifies that the employee has the required duration of continuous employment as defined on the SMP control information record. If not, the system updates the *Exclusion Code* field with a value of **1**.

Average Earnings Override

Specify an average wage if the system-calculated average wage amount is incorrect. The average wage amount could be incorrect if the pay history is incorrect or does not exist.

SPP Entitlement Stop Date

Specify the date when the system should stop paying SPP prior to the normal SPP ending date for the following times:

- In the week after the employee dies

- In the week that the employee is taken into legal custody

The system removes any SPP scheduled payments after this date from the payment schedule.

Return to Work Date

Specify the date when the SPP period ends. You cannot set up another SPP record for an employee if an SPP record exists for that employee and the record has no date in the *Return To Work Date* field.

Exclusion Code

Specify the value for the exclusion code that describes the reason this employee cannot receive SPP. Valid values are:

1	Employment period not long enough
2	Average earnings too low
3	Insufficient notice
4	Insufficient evidence
5	Outside EC
6	In legal custody
7	Other

Exclusion Date

Specify the date when exclusion from SPP begins. You must enter a date in this field if you enter an exclusion code in the *Exclusion Code* field.

Comments

Type any comments about SPP for this employee.

Setting Up SPP for an Adoption Event

When you press F7 on the Update Employee Paternity Pay (SPP) screen to set up SPP for an adoption event, the system displays the Update Employee Paternity Pay Data screen for adoption similar to Figure 5-17.

```
   1/12/07  10:21:49   Update Employee Paternity Pay Data    PYGOPM10   PYDOPM10


   Employer  . . . . . . . . :  SAY            Say it with Flowers Plc
   Employee  . . . . . . . . :     102102   O'brien,Peter John
   Date of Employment  . . :   2/11/1996


   Matching Certificate Date   1012006
   Expected Placement Date :   1012006
   Notified Start Leave Date   1012006
   Child Placement Date   . :   1012006
   Actual SPP Start Date . .   1012006
   Stop Work Date  . . . . .   2022006
   SPP Ending Date . . . . .  14012006
   Average Earnings  . . . :       59.39
   Average Earnings Override      500.00


   SPP Entitlement Stop Date   2022006
   Return to Work Date . . :   2022006
   Exclusion Code  . . . . .  _            Exclusion Date . .  _____0
   Comments  . . . . . . . .  _____
                              _____


    F3=Exit   F10=QuikAccess   F12=Cancel
```

Figure 5-17: Update Employee Paternity Pay Data screen for adoption

Use the information below to complete this screen.

Matching Certificate Date

Specify the date of the employee's matching certificate.

Expected Placement Date

Specify the date that the child is expected to be placed for adoption with the employee. This date may be on the matching certificate.

Notified Start Leave Date

Specify the date that the employee intends to start the adoption leave period. Leave this field blank if the employee notifies the employer that the employee intends to work until the placement date.

This date cannot be earlier than two weeks prior to the expected placement date or the actual child placement date and cannot be later than 49 days after the actual child placement date.

Child Placement Date

Specify the date that the child is actually placed for adoption with the employee.

Actual SPP Start Date

Specify the SPP starting date. This is normally the same as the value in the *Notified Start Leave Date* field. If the *Notified Start Leave Date* field is blank, the actual SPP start date is the first whole day of absence on or after the date in the *Child Placement Date* field.

The system uses this date to set up and calculate the SPP payment schedule.

Stop Work Date

Specify the date when the employee stops work to begin the SPP leave period. Normally, this date is one working day prior to the date in the *Actual SPP Start Date* field. You must specify a date here to ensure that Infinium PY uses the SPP pay schedule to pay the employee his SPP payments.

SPP Ending Date

This is the date when SPP payments end, as calculated by the system.

Average Earnings

These are the average SSP earnings for this employee, as calculated by the system.

When you press Enter on this screen, the system calculates the average weekly earnings for the employee. If this is below the minimum earnings level as defined on the SMP control information control record, the system updates the *Exclusion Code* field with a value of **2** and requires you to type a value in the *Exclusion Date* field. The system also verifies that the employee has the required duration of continuous employment as defined on the SMP control information record. If not, the system updates the *Exclusion Code* field with a value of **1**.

Average Earnings Override

Type an average wage if the system-calculated average wage amount is incorrect. The average wage amount could be incorrect if the pay history is incorrect or does not exist.

SPP Entitlement Stop Date

Specify the date prior to the normal SPP ending date that the system should stop SPP payment. The system should stop SPP payment at the following times:

- In the week after the employee dies
- In the week that the employee is taken into legal custody

- In the week after the adopted child's 18th birthday
- At the end of the paternity pay period week before the child placement date plus eight weeks

The system removes any SPP scheduled payments after this date from the payment schedule.

Return to Work Date

Specify the date when the SPP period ends. You cannot create another SPP record for an employee if an SPP record exists for that employee and the record has no date in the *Return To Work Date* field.

Exclusion Code

Specify the value for the exclusion code that describes the reason this employee cannot receive SPP. Valid values are:

1	Employment period not long enough
2	Average earnings too low
3	Insufficient notice
4	Insufficient evidence
5	Outside EC
6	Legal custody
7	Other

Exclusion Date

Specify the date when exclusion from SPP begins. You must enter a date in this field if you enter an exclusion code in the *Exclusion Code* field.

Comments

Type any comments about SPP for this employee.

Displaying SPP Payment Schedules

6 From the completed Update Employee Paternity Pay Data screen for a childbirth event or for an adoption event, press Enter. The system calculates

SPP payment information and displays a screen similar to Figure 5-18 showing an SPP payment schedule for the employee.

```
 _ 1/12/07  10:22:18  Update Employee Paternity Pay Data     PYGOPM10   PYDOPM10


   Employer  . . . . . . . :  SAY           Say it with Flowers Plc
   Employee  . . . . . . . :     102102  O'brien,Peter John
   Matching Certificate Date   1/01/2006



   Payment Schedule   Date Due     Amount Due    Date Paid   Amount Paid
                 1    7/01/2006      106.00                        .00
                 2   14/01/2006      106.00                        .00

                      Total Due      212.00   Total Paid           .00








   F3=Exit   F10=QuikAccess   F12=Cancel

```

Figure 5-18: Update Employee Paternity Pay Data payment schedule screen

The system displays the Update Employee Paternity Pay Data payment schedule screen showing one week's information on each line.

The system uses the rate information from the SMP Control record to calculate the SPP amounts due.

If you are displaying payment schedules for a childbirth event, the screen includes the *Baby Due Date* field. If you are displaying payment schedules for an adoption event, the screen includes the *Matching Certificate Date* field.

Additional information includes the date the SPP payments are due, the amounts due, the date payments are made and the amounts that are paid. The system adds the date and amount paid to the screen when you post the cycle.

7 Press Enter. Indicate you want to save the record. The system displays the Update Employee Paternity Pay (SPP) screen.

8 Press Enter. The system returns you to the Infinium PY main menu.

Displaying Employee SPP Information

Use the *Display *SPP Employees* function to view information that you set up for each employee by using the *Update Employee's SPP Data* function.

Printing Employee SPP Information

Use the *Print SMP Information* function to print information that you set up for each employee by using the *Update Employee's SPP Data* function.

When you use the *Print SMP Information* function, the system generates separate reports listing recipients of SMP, SAP, SPP, and SMP employees with salary changes in the SMP period

Entering Employee Additional SPP Information

After you set up the control information for statutory pay, you must perform the steps below to process employee-specific ASPP information for additional statutory paternity pay.

1 From the Infinium PY main menu select *SSP & SMP*.

2 Select *Update Employee *ASPP Data* [ADDLSPPU].

3 Specify the employer, employee, and the baby due date.

4 Press Enter. The system displays the second Update Employee *ASPP Data screen similar to Figure 5-19.

Figure 5-19: Update Employee ASPP Data screen 1

The system also performs the average earnings and employment period test, based on the information entered in the SMP control information record.

5 Use the information below to complete this screen.

Date Notified Employer

Specify the date that the employee notified the employer of the intention to start the additional paternity leave period. The *Date Notified Employer* must be at least 56 days prior to the ASPP leave start date.

Baby Born Date

Specify the date when the baby was born. When you enter a date here and press Enter, you trigger the calculation of the *ASPP payment schedule.

Mother's SMP Start Date

Specify the date that the baby's mother began her SMP leave period.

Mother's SMP End Date

Specify the date that the baby's mother ended her SMP leave period.

ASPP Start Date

Specify the date that the employee intends to start the paternity leave period. This date cannot be earlier than 20 weeks after the *Baby Born Date* and must be later than the mother's SMP end date.

ASPP End Date

Specify the date that the employee intends to end the additional paternity leave period. This date cannot be later than 39 weeks after the mother's SMP start date. If you leave this field blank the system calculates and inserts the latest possible end date.

In event that the employee's ASPP entitlement stops due to one of the following circumstances, you must change this date accordingly to recalculate and remove scheduled payments after this date from the payment schedule.

- The week after the employee dies

- The week in which the employee is taken into legal custody

- The week after the baby dies

- The 11th day if the employee works more than 10 KIT days in the period

Latest ASPP Start Date

For information purposes, the system automatically calculates and displays the latest date that the employee can start the ASPP period, based on the mother's SMP start date.

Average Earnings

The system calculates average earnings per week for the employee. If the employee's average earnings amount is less than the LEL found in the *Minimum Earnings Amount* field on the SMP control information record, the system inserts **2** in the *Exclusion Code* field to indicate that the employee is excluded from ASPP because the employee's average earnings are too low. If an employee does not have the required number of weeks pay history to

produce an earnings average automatically, the system leaves this field blank, and you must type an amount in the *Average Earnings Override* field.

Average Earnings Override

Type an average wage if the system-calculated average wage amount is incorrect. The average wage amount could be incorrect if the pay history is incorrect or does not exist.

Return to Work Date

Specify the date when the employee returns to work following the end of the ASPP period. You cannot create another ASPP record for an employee if an ASPP record exists for that employee and the record has no date in the *Return to Work Date* field.

Total KIT days

The system displays the total number of KIT days worked for this ASPP period. This is calculated from the number of KIT day records associated with this ASPP period.

Exclusion Code

Specify the value for the exclusion code that describes the reason this employee cannot receive ASPP. Valid values are:

1	Employment period not long enough
2	Average earnings too low
3	Insufficient notice
4	Insufficient evidence
5	Outside EC
6	Legal custody
7	Other

Exclusion Date

Specify the date when exclusion from ASPP begins. You must enter a date in this field if you enter an exclusion code in the *Exclusion Code* field.

Comments

Type any comments about ASPP for this employee.

6 Press Enter. If you enter a *Baby Born Date*, the system calculates ASPP payment information and displays a screen similar to showing an ASPP payment schedule for the employee.

UPDATE EMPLOYEE ASPP DATA

| ◄ | ► | × | Actions | | | | IHCM PY 12.0.3 Prod 920 | |

Employer	MOU	Mountain Bikers PLC
Employee	105904	Adlam,Brian
Baby Due Date	4/04/2011	

Press Enter for remaining schedule

Payment Schedule		Date Due	Amount Due	Date Paid	Amount Paid
	1	13/09/2011	128.73		.00
	2	20/09/2011	128.73		.00
	3	27/09/2011	128.73		.00
	4	4/10/2011	128.73		.00
	5	11/10/2011	128.73		.00
	6	18/10/2011	128.73		.00
	7	25/10/2011	128.73		.00
	8	1/11/2011	128.73		.00
	9	8/11/2011	128.73		.00
	10	15/11/2011	128.73		.00
	11	22/11/2011	128.73		.00
	12	29/11/2011	128.73		.00

Figure 5-20: Update Employee ASPP Data screen 1

The system displays the Update Employee Additional Paternity Pay screen, showing one week on each line. The information includes the dates when the ASPP payments are due, the amounts due, the date payments are made and the amounts that are paid. The system adds the date and amount paid to the screen when you post the cycle.

The system uses the rate information from the SMP Control record to calculate the ASPP amounts due.

If the ASPP end date is not a whole number of weeks after the ASPP start date, then the payment for the final week is calculated as a part week payment. For example, if the ASPP begin date is on a Monday and the ASPP end date is on a Thursday, then the final payment is calculated as 4/7ths of the weekly rate.

7 Press Enter. The system displays the Update Employee Additional Paternity Pay Data screen, which lists additional weeks of ASPP.

8 Press Enter. Specify that you want to save the record. The system returns you to the Infinium PY main menu.

Displaying Employee ASPP Data

Use the *Display *ASPP Employees* function to view information that you set up for each employee by using the *Update Employee's *ASPP Data* function.

Printing Employee ASPP Information

Use the *Print SMP Information* function to print information that you set up for each employee by using the *Update Employee's ASSP Data* function.

When you use the *Print SMP Information* function, the system generates separate reports listing recipients of SMP, SAP, SPP, ASPP, and SHPP.

Entering Employee Shared Parental Pay Data (SHPP)

After you set up the control information for *SHPP income, you must perform the steps below to process employee-specific SHPP information.

1   From the Infinium PY main menu select *SSP & SMP*.

2   Select *Update Employee *SHPP Data* [SHPPUPD].

3   Specify the employer, employee, and the baby due date or adoption matching certificate date.

4   Press Enter. The system displays the second Update Employee *SHPP Data screen similar to the screen shown below.

Figure 5-21: Update Employee SHPP Data screen 1

The system also performs the average earnings and an employment period test, based on the information entered in the SMP control information record.

5 Use the information below to complete this screen.

Baby Born/Placement Date

Specify the date when the baby was born, or in the case of an adoption, specify the date that the child is expected to be placed for adoption with the employee. This date may be on the matching certificate.

Birth or Adoption

Specify if this SHPP concerns a birth or an adoption. Valid values are:

B	Birth
A	Adoption

SMP/SAP Start Date

Enter the start date of the related S.M.P. or S.A.P. period.

Mother/Adopter or Father/Partner

Specify if this SHPP record concerns the mother (SMP) or adopter (SAP) or is for the father or partner. Valid values are:

M	Mother
A	Adopter
F	Father
P	Partner

SMP/SAP End Date

Enter the end date of the related S.M.P. or S.A.P. period.

Birth/Match Cert Requested?

Indicate if a birth certificate or matching certificate has been requested. Valid values are:

1	Yes
0	No

SHPL Leave Start Date

Enter the date that the SHPP started.

Birth/Match Cert Provided

Indicate if a birth certificate or matching certificate has been provided. Valid values are:

1   Yes

0   No

SMP/SAP Weeks Paid

Specify the number of weeks in the related SMP or SAP period that have already been paid.

SHPP Weeks Already Taken

Specify the number of SHPP weeks that has already been taken and paid to the other spouse/partner.

Partner Last Name

Specify the partner's last name.

Partner First Name

Specify the partner's first name.

Partner Middle Name

Specify the partner's middle name.

Partner Nat Ins No

Specify the partner's NI number.

SHPP Weeks Available

Specify the number of SHPP weeks that are available to be paid.

This would normally be 39 weeks less the SMP/SAP already taken (minimum of 2 weeks) and then less any SHPP to be taken by the spouse/partner.

SHPP Weeks Planned

Specify the number of SHPP weeks planned to be taken by this person.

Declaration Date M or A.

Enter the date of the SHPP declaration form from the mother or adopter entitled to SMP or SAP.

Partner Employer Requested?

Indicate if the spouse/partner's employer name and address was requested. Valid values are:

1   Requested

0   Not requested

Partner Declaration Date

Enter the date of the SHPP declaration form from the partner or spouse entitled to SMP or SAP.

Partner Employer

Specify the name and address, if provided, of the partner's/spouse's employer.

Exclusion Code

Specify the value for the exclusion code that describes the reason this employee cannot receive ASPP. Valid values are:

1   Employment period not long enough

2   Average earnings too low

3   Insufficient notice

4   Insufficient evidence

5   Outside EC

6   Legal custody

7   Other

Exclusion Date

Specify the date when exclusion from ASPP begins. You must enter a date in this field if you enter an exclusion code in the *Exclusion Code* field.

Comments

Type any comments about ASPP for this employee.

F11 = SHPP dates

The purpose of SHPP is to allow the leave and pay entitlement to be shared between the spouses and/or partners. The shared SHPP does not have to be taken in contiguous periods, so for example SHPP could be for every other week or every other month. The start and end dates must be entered for the actual SHPP periods required by the employee concerned. Use F11 to access the SHPP period dates. The following screen is displayed.

Figure 5-22: Update Employee SHPP Periods screen

Any existing requested SHPP periods are displayed. To enter an additional SHPP period, use F6=Create. The following screen is displayed:

Figure 5-23: Update Employee SHPP Periods –create screen

The SHPP periods must be entered in blocks of 1 or more weeks. Enter the begin and end date of each period. Use F3 to exit/update the record.

6 Once you have entered the requested SHPP periods you can create the SHPP payment schedule by using F9=Pay Schedule. The system calculates SHPP payment information and displays a screen similar to the one below showing an SHPP payment schedule for the employee.
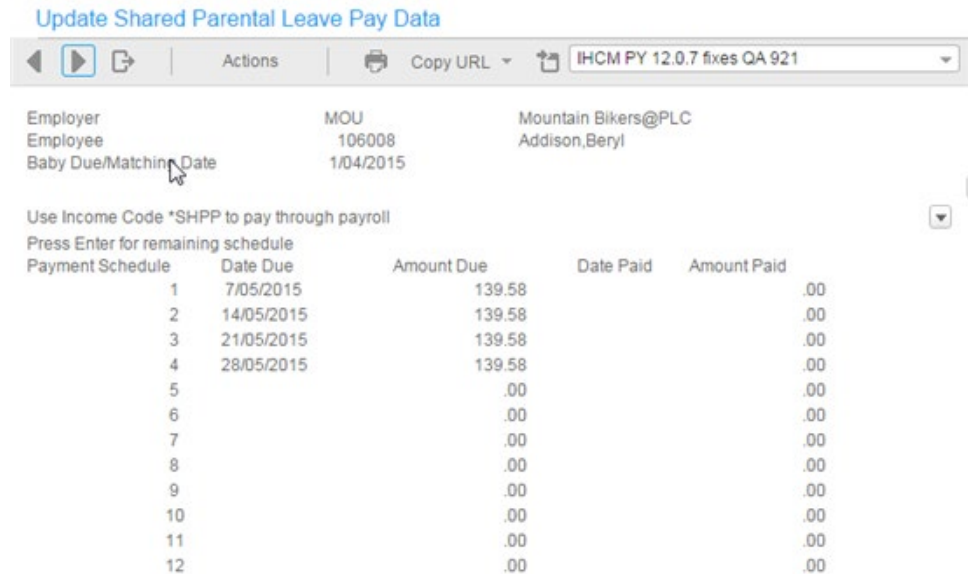

Figure 5-24: Update Shared Parental Leave Pay Data screen

The system displays the Update Employee Shared Parental Scheduled Pay screen, showing one week on each line. The information includes the dates when the SHPP payments are due, the amounts due, the date payments are made and the amounts that are paid. The system updates the date and amount paid fields when you post the cycle.

The system uses the rate information from the SMP Control record to calculate the SHPP amounts due.

7 Press Enter. The system displays the Update Employee SHPP Pay Data screen, which lists any additional weeks of SHPP.

8 Press Enter. Specify that you want to save the record. The system returns you to the Infinium PY main menu.

Entering Employee Statutory Parental Bereavement Pay and Leave (SPBP)

Bereavement Pay Control Information

Before you can process statutory parental bereavement leave on the Infinium PY system, an SPBP control information record must exist. This effective-dated record defines the payment rate, qualifying requirements, higher rate requirements, and various miscellaneous data.

If you are an existing customer, an SPBP control record for the appropriate tax year is automatically installed when you install the annual tax release.

If you are a new customer implementing Infinium PY, use the *Update SPBP Control Information* function to define parental bereavement leave rules for a specific time period by use of an *Effective Date*. The SPBP control information record is not employer specific.

Complete the steps below to set up an SPBP control information record.

1 From the Infinium PY main menu select *SSP & SMP*.

2 Select *Employee SPBP Information*.

3 Select *Update SPBP Control Information.*

4 In the *Effective Date* field, specify the date this SPBP record is in effect.

5 Press Enter. The second Update SPBP Controls screen is displayed.

```
  2/18/20  17:10:15           Update SPBP Control          PYGMBP    PYDMBP
                                                             Page 2 of 2

   Effective Date  . . . . . . . . :    5/04/2020


   Qualifying Requirements

   Minimum Employment Weeks  . . .   26
   Minimum Earnings Amount . . . .       118.00
   Maximum Age of child  . . . . .   18


   Miscellaneous Information

   Number of Weeks to Average  . .    8
   Percent of Avg.Earnings . . . .   90.0000
   Rebate Percentage . .             92.0000
   SPBP Rate Amount. . . . . . . :       151.20




   F3=Exit   F10=QuikAccess   F12=Cancel
```

Figure 5-25: Update SPBP Controls screen 2 of 2

6 Use the information below to complete this screen.

Qualifying Requirements

Minimum Employment Weeks

Specify the number of weeks for which an employee must have been continuously employed to be eligible to receive statutory parental bereavement pay and leave.

Minimum Earnings Amount

Specify the amount that an employee's average earnings must not fall below to enable qualifying for statutory parental bereavement pay and leave. This figure must not be less than the lower earnings limit (LEL) for the payment of national insurance contributions.

Maximum Age of Child

Specify the maximum age of the child for taking this statutory parental bereavement pay and leave.

Miscellaneous Information

Number of Weeks to Average

Specify the number of weeks to use to calculate average earnings. The system uses this number for the automatic calculation of average earnings.

The system uses the employee's average weekly earnings for the number of weeks specified here and ending with the last pay day immediately before the end of the relevant week to calculate the employee's average pay. The system uses the average pay amount to determine the employee's higher rate of statutory parental bereavement pay.

Percent of Avg. Earnings

Specify the percent of average earnings for this employee. The system uses this figure to calculate the earnings-related rate of statutory parental bereavement pay. For example, if you type **90** (90%), the employee's earnings-related rate is 90% of average earnings. Refer to the *SPBP Rate Amount* field description for information about the SPBP standard rate.

Rebate Percentage

This field is informational only. This field is used to record the rebate percentage that may be claimed each month for the employer's share of the National Insurance contributions.

SPBP Rate Amount

Specify the standard rate of SPBP that an employee may receive each week. The Actual rate of payable parental bereavement pay is the lesser of the earnings-related rate or the SPBP standard rate. Refer to the *Percent of Avg. Earnings* field description for information about the earnings-related rate.

Entering Employee SPBP Information

After you set up the control information for statutory pay, you must perform the steps below to process employee specific SPBP information for statutory parental bereavement pay. Both male and female employees are entitled to SPBP.

The Parental Bereavement (Leave and Pay) Act 2018 introduces a new employment right to Parental Bereavement Leave (PBL) and an entitlement to Statutory Parental Bereavement Pay (SPBP) for any qualifying parent who loses a child (under the age of 18) or who suffers a still-birth from 24 weeks of pregnancy. The qualifying parent will be entitled to at least two weeks of

paid parental bereavement leave from 06th April 2020. SPBP can be taken as a single block of two weeks or as two separate blocks of one week each. The entitlement must be taken within 56 weeks, starting with the date of the child's death.

In the case of a stillbirth, the "date of death" should be read as the date of birth of the stillborn child.

1 From the Infinium PY main menu select *SSP & SMP*.

2 Select *Enter Employee SPBP Information.* The Update Parental Bereavement Pay (SPBP) employee selection screen is displayed.

```
 2/18/20 17:14:42  Update Parental Bereavement Pay (SPBP)   PYGBPM10    PYDBPM10


  Type selections, press Enter.


  Employer  . . . . . . . . .  __  +
  Employee  . . . . . . . . .  _____  +  _____









  F3=Exit   F4=Prompt   F10=QuikAccess   F12=Cancel
```
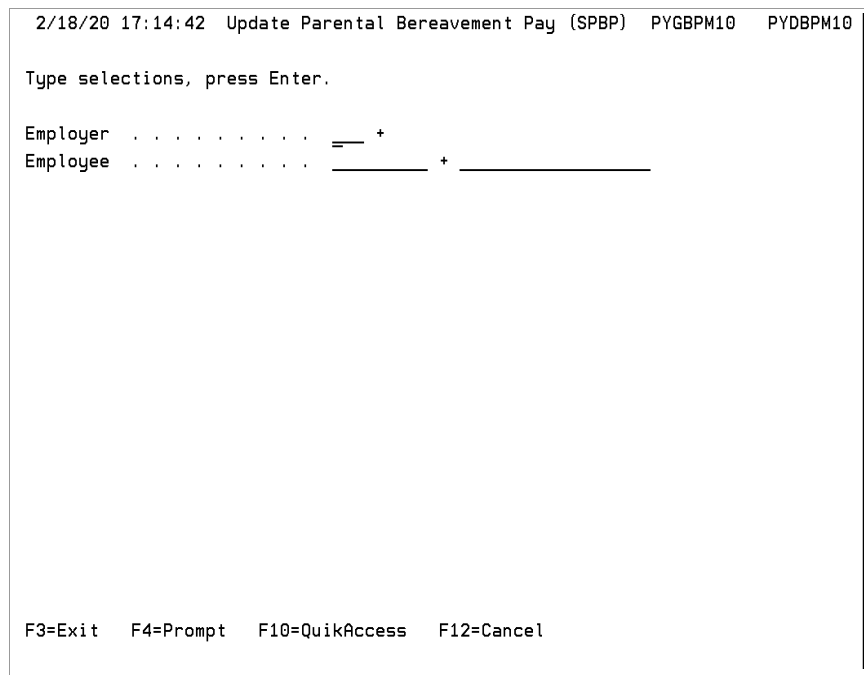
Figure 5-26: Update Employee Parental Bereavement Pay (SPBP) employee selection screen

3 Use the information below to complete this screen.

Employer

Specify the employer for whom you are processing statutory parental bereavement pay (SPBP).

Employee

Specify the employee who is to receive SPBP.

4 Press Enter. The Update Employee Parental Bereavement Pay (SPBP) screen is displayed.

```
 2/18/20 17:16:21  Update Parental Bereavement Pay (SPBP)  PYGBPM10   PYDBPM10


Employer  . . . . . . . :  MOU          Mountain&Bikers@PLC
Employee  . . . . . . . :       401     YX,X


Type Options, press Enter.
  2=Change   4=Delete
      Still Birth/    Child       Bereavement Leave     Stop        Return to
Sel  Death Date     Birth Date  Start Date  End Date    Work        Work


  =      1/08/2019     1/01/2018   1/08/2019   14/08/2019  1/08/2019 15/08/2019
```

Figure 5-27: Update Employee Parental Bereavement Pay (SPBP) screen

To create a SPBP record for the period, the record should not exist already for the same period for other statutory pay (*SMP/*SAP, *SPP, *ASPP, or *SHPP).

You can also use this screen to change or delete an employee's existing SPBP record.

- Type **2** in the *Sel* column next to the record that you want to change and then press Enter.

- Type **4** in the *Sel* column next to the record that you want to delete and then press Enter. Then, type **1** in the Confirm Deletion window and press Enter.

Setting Up SPBP for a Loss of Child/Stillbirth Event

5 Press F6 on the Update Employee Parental Bereavement Pay (SPBP) screen to set up SPBP for a loss of Child/Stillbirth. The Update Employee Parental Bereavement Pay (SPBP) data screen is displayed.

```
 2/18/20        Update Employee Parental Bereavement Pay (SPBP)      PYGBPM10
17:24:59                                                             PYDBPM10


Employer  . . . . . . . :  MOU         Mountain&Bikers@PLC
Employee  . . . . . . . :         401    YX,X
Date of Employment  . . :  1/01/2019
Child Birth Date. . . . .   1012018


Notified Start Leave Date   1082019
Stillbirth? . . . . . . .   0  (0=No, 1=Yes)
Stillbirth/Death Date . .   1082019
Stop Work Date  . . . . .   1082019
Actual SPBP Start Date. .   1082019
Actual SPBP End Date. . .   14082019
Return to Work Date . . :   15082019
Average Earnings  . . . :      787.50
Average Earnings Override  _____.00


Exclusion Code  . . . . .  _            Exclusion Date . .  _____0
Comments  . . . . . . . .  _____
                           _____


F3=Exit   F10=QuikAccess   F12=Cancel
```

Figure 5-28: Update Employee Parental Bereavement Pay (SPBP) data screen

6 Use the information below to complete this screen.

Child Birth Date

Specify the date on which the baby was born. The child's age must be within 18 years to take this SPBP pay. The employee can supply this date.

Notified Start Leave Date

Specify the date on which the employee intends to start the bereavement leave period. This date cannot be earlier than the child's stillbirth/death date.

Stillbirth?

Specify **Yes** if the baby was a stillborn. Stillborn is considered from 24 weeks of pregnancy.

Stillbirth/Death Date

Specify the date of the stillbirth or death of the child.

Stop Work Date

Specify the date when the employee stops work to begin the SPBP leave period. Normally, this date is the same as the date in the *Actual SPBP Start Date* field. You must specify a date here to ensure that Infinium PY uses the SPBP pay schedule to pay the employee the SPBP payments.

Actual SPBP Start Date

Specify the date when the employee's SPBP leave starts. This date should be the same as the date in the *Notified Start Leave Date* field. If the *Notified Start Leave Date* field is blank, the actual SPBP start date is the first whole day of absence on or after the *Death Date*. The system uses this date to set up and calculate the SPBP payment schedule. You cannot set up another SPBP record for an employee if an SPBP start date is mentioned before the SPBP end date of the previous record.

Actual SPBP End Date

Specify the date when the SPBP period ends.

Return to Work Date

Specify the date when the employee returns to work following the end of the SPBP period.

Average Earnings

This system-calculated amount represents the employee's average SPBP weekly earnings.

When you press Enter on this screen, the system calculates the average weekly earnings for the employee. If this is below the minimum earnings level as defined on the SPBP control information control record, the system updates the *Exclusion Code* field with a value of **2** and requires you to type a value in the *Exclusion Date* field. The system also verifies that the employee has the required duration of continuous employment as defined on the SPBP control information record. If not, the system updates the *Exclusion Code* field with a value of **1**.

Average Earnings Override

Specify an average wage if the system-calculated average wage amount is incorrect. The average wage amount could be incorrect if the pay history is incorrect or does not exist.

Exclusion Code

Specify the value for the exclusion code that describes the reason this employee cannot receive SPBP. Valid values are:

1   Employment period not long enough

2   Average earnings too low

Exclusion Date

Specify the date when exclusion from SPBP begins. You must enter a date in this field if you enter an exclusion code in the *Exclusion Code* field.

Comments

Type any comments about SPBP for this employee.

Displaying SPBP Payment Schedules

From the completed Update Employee Parental Bereavement Pay data screen for a loss of a child (under the age of 18) or who suffers a still-birth from 24 weeks of pregnancy, press Enter. The SPBP payment information is calculated, and a screen similar that shows an SPBP payment schedule for the employee is displayed.

```
_ 2/18/20        Update Employee Parental Bereavement Pay (SPBP)        PYGBPM10
 17:25:34                                                                PYDBPM10


 Employer  . . . . . . . . :   MOU        Mountain&Bikers@PLC
 Employee  . . . . . . . . :       401  YX,X




 Payment Schedule    Date Due    Amount Due    Date Paid    Amount Paid
                1     7/08/2019      151.20                          .00
                2    14/08/2019      151.20                          .00


                     Total Due      302.40    Total Paid            .00













 F3=Exit   F10=QuikAccess   F12=Cancel
```

Figure 5-29: Update Employee Parental Bereavement Pay (SPBP) payment schedule screen

The Update Employee Parental Bereavement Pay (SPBP) payment schedule screen shows one week's information on each line.

The system uses the rate information from the SPBP control record to calculate the SPBP amounts due.

Additional information includes the date the SPBP payments are due, the amounts due, the date payments are made, and the amounts that are paid.

The system adds the date and amount paid to the screen when you post the cycle.

7   Press Enter. Indicate that you want to save the record. The system displays the Update Employee Parental Bereavement Pay (SPBP) screen.

8   Press Enter. The system returns you to the Infinium PY main menu.

Use the *Display Employee SPBP Details* function to view information that you set up for each employee by using the *Enter Employee SPBP Information* function.

Printing Employee SPBP Information

Use the *Print Employee SPBP Information* function to print information that you have set up for each employee by using the *Enter Employee SPBP Information* function.

Correcting Employee *SPBP Payment Information

If you authorized to supervisor functions, you can use the *Correct Employee *SPBP Payments* function to correct processed SPBP payment schedule information including the date due, amount due, date paid, and amount paid for a given period in the schedule.

Updating Employee Income Data

To ensure that an employee does not receive SMP, SAP, SPP, ASPP, SHPP, or SPBP in addition to the employee's normal pay, you must prevent the system from paying the normal income(s) during the employee's statutory leave. You must access each income and temporarily deactivate it by use of an end date. This end date should be the same date that you enter in the *Stop Work Date* field on the employee's SMP, SAP, SPP, or SPBP data record or the day before the ASPP start date on the ASPP record or the SHPP start date on the SHPP record.

You must use the *Update Employee Income Data* function to deactivate the *SMP/*SAP/*SPP/*ASPP/*SHPP/*SPBP income control and to reactivate normal incomes for the employee when the statutory pay comes to an end.

The system generates a warning message on the trial register during cycle processing if the employee receives SMP, SAP, SPP, ASPP, SHPP, or SPBP in combination with another income.

Cycle Operations

When you use the *Begin Payroll* function to process a payroll cycle, the system automatically includes any SMP, SAP, SPP, ASPP, SHPP, or SPBP payments due in that period into the payroll cycle.

It is important therefore that you enter and update SPBP information or other statutory information such as SMP, SAP, SPP, ASPP, and SHPP in the system before you begin any of the payroll cycle operations.

Beginning Cycle Operations

The system automatically generates *SMP, *SAP *SPP, *ASPP, *SHPP, and SPBP income records based on the following criteria:

- The date in the *Stop Work Date* field on the employee's SMP, SAP, SPP, or SPBP data record is before the cycle period ending date and the date in the *Return to Work Date* field is blank or is after the cycle period ending date

- The date in the *ASPP Start Date* field on the employee's ASPP data record is before the cycle period ending date and the date in the *Return to Work Date* field is blank or is after the cycle period ending date

- The date in the SHPP *Start Date* field on the employee's SHPP data record is before the cycle period ending date

- The payment due date is before the cycle period ending date

- The payment due date is after the date in the *Stop Work Date* field for SMP/SAP/SPP/SPBP and after the ASPP start date for ASPP

For employees paid weekly, the system creates one record. For employees paid monthly, the system creates four or five records depending on the number of weeks that occur before the cycle period ending date.

The system reports new SMP, SAP, SPP, ASPP, SHPP, and SPBP employees on the SMP/SAP/SPP/ASPP/SHPP/SPBP register as part of the begin payroll process. You should check this report carefully for accuracy. If you need to make changes, you can enter them during the *Enter Timesheet Data* stage of cycle processing. If the system finds that a new SMP, SAP, SPP, or SPBP payment is due but there is no stop work date on the employee's record, the system prints a warning on the register but does not make the payment.

Entering Timesheet Data

If you find inaccuracies on the SMP/SAP/SPP/ASPP/SHPP/SPBP employee register, you can correct them when you use the *Enter Timesheet Data* function during cycle processing.

Releasing Timesheet Input to Cycle

During cycle processing, if an employee should receive *SMP, *SAP, *SPP, *ASPP, *SHPP, or *SPBP income in combination with any other income, the system generates a warning message, which is printed on the trial register. These warnings do not prevent you from posting the cycle. To make adjustments after you post the cycle, you can use the *Update Cheques* function.

Posting Cycles and Printing Cheques

As you post the cycle, the system completes the spaces on statutory pay schedules *(Date Paid, Amount Paid)* with data for paid parental leave for those employees who receive the *SMP, *SAP, *SPP, *ASPP, *SHPP, or *SPBP income.

If you make an entry manually for statutory pay (not system generated using the *Begin Payroll* function) the system updates the paid week that corresponds with the cycle period ending date.

The calculation starts checking with the final week of statutory entitlement and works backwards. The first paid date reached causes the checking to stop. If you enter payments manually, you must be sure to use the appropriate date. You can correct this information by using one of the following Infinium PY supervisor's functions:

- *Correct Employee *SMP Payments*
- *Correct Employee *SAP Payments*
- *Correct Employee *SPP Payments*
- *Correct Employee *ASPP Payments*
- *Correct Employee *SHPP Payments*
- *Correct Employee *SPBP Payments*

The system includes a report as part of the payroll posting process. The report lists the employees receiving *SMP, *SAP, *SPP, *ASPP, *SHPP, or *SPBP; the beginning and ending dates of the pay; and the balance remaining of statutory pay. When the balance remaining is equal to zero or when the ending date is reached, the system updates the employee's*SMP, *SAP, *SPP, *ASPP, *SHPP, or *SPBP income record with an ending date.

Correcting Employee *SMP, *SAP, *SPP, *ASPP, or *SPBP Payments

Keeping In Touch (KIT) Days

From 1 April 2007 an employee is allowed to work up to ten days for her employer during the SMP or SAP period without losing her entitlement to SMP/SAP pay. These are known as Keeping In Touch days or KIT days and are designed to allow an employee to keep in contact with her job. From 3rd April 2011 this also applies to employees with ASPP.

For SHPP, the employee is entitled to 20 keeping in touch days within the SHPP periods.

When to Correct *SMP Payments

If an employee works more than ten days (KIT days) during her MPP, she is not entitled to receive SMP for those weeks during which she works. Her SMP entitlement is reduced by one week for each week in which she works, even if she works only one day during a week. If the employee is eligible to receive SMP at the higher rate, she always receives her full entitlement to this rate and loses the weeks from the lower rate. You must alter her payment schedule manually to stop the appropriate payments.

When to Correct *SAP, *SPP, *ASPP, or *SHPP Payments

If an employee works more than ten days (KIT days) during the APP/SPP/ASPP period, the employee is not entitled to receive SAP/SPP/ASPP for those weeks during which the employee works, even if the employee works only one day during a week. The SAP/ASPP entitlement is reduced by one week for each week in which the employee works. You must alter the employee's payment schedule manually to stop the SAP or ASPP.

What Function to Use to Correct a Payment

When you use the functions below, the system displays the employee's payment schedule. You use these functions to correct the required information for the selected employee.

- *Correct Employee *SMP Payments*

- *Correct Employee *SAP Payments*

- *Correct Employee *SPP Payments*

- *Correct Employee *ASPP Payments*

- *Correct Employee *SHPP Payments*

- *Correct Employee *SPBP Payments*

The system generates an audit report whenever you make a correction to SMP, SAP, SPP, ASPP, or SPBP. The audit report lists the before and after values.

Printing SMP Reminders

Use the *Print SMP Reminders* function to produce a report detailing all employees connected with SMP who meet the selection criteria.

You can generate several types of reminders. These include:

- Cease work reminder
- MAT B1/Equivalent reminder
- SMP completion reminder
- Return to work reminder
- Excluded without SMP1 sent reminder
- Fewer than 18 weeks reminder

The report includes employees who have been excluded from SMP so that the SMP1 form may be sent.

To print SMP reminders, complete the steps below.

1 From the Infinium PY main menu select *SSP & SMP*.

2 Select *Employee SMP Information*.

3 Select *Print SMP Reminders* [PSMR]*. The system displays the Print SMP Reminders screen similar to Figure 5-30.

```
3/10/94  15:14:10              Print SMP Reminders        PYGSMPRS   PYDSMPRS

Employer  . . . . . . . . . .  __ +   (Leave blank for all)

Level 1 . . . . . . . . . . .  ____  +
Level 2 . . . . . . . . . . .  ____  +
Level 3 . . . . . . . . . . .  ____  +
Level 4 . . . . . . . . . . .  ____  +

Report Date . . . . . . . .    _____

Cease Work Reminder . . . . .  __0 Days before SMP Start
Mat B-1/Equivalent Reminder .  __0 Days before SMP Start
SMP Completion Reminder . . .  __0 Days Before SMP Ceases
Return to Work Reminder . . .  __0 Days before Return to Work

Select the Reminders to Process with this Report
Cease Work Reminder . . . . .  _ (0/1)  Excluded without SMP-1 Sent .  _ (0/1)
Less than 18 Weeks Reminder .  _ (0/1)  SMP Completion Reminder . . .  _ (0/1)
MAT B-1/Equiv. Reminder . . .  _ (0/1)  Return to Work Reminder . . .  _ (0/1)



F3=Exit   F4=Prompt   F10=QuikAccess   F12=Cancel
```

Figure 5-30: Print SMP Reminders screen

4 Use the information below to complete this screen.

Employer

Specify the employer for whom you are generating reminders. Leave blank to include all employers.

Level 1, 2, 3, 4

Specify the level for which you are generating reminders. Leave blank to include all levels within the employer or the previous level.

Report Date

Specify the date for this report.

Cease Work Reminder

Specify the number of days prior to the latest SMP start date if no entry has been made in the *Stop Work Date* field on the employee's Update Employee SMP Data record.

Mat B-1/Equivalent Reminder

Specify the number of days prior to the stop work date for the submission of Mat B-1/equivalent.

SMP Completion reminder

Specify the number of days prior to the SMP completion date.

Return to Work Reminder

Specify the number of days prior to the return to work date.

Cease Work Reminder

Specify the cease work reminder. Valid values are:

    0   Exclude the reminder on the report.

    1   Include a reminder that the employee has not ceased work by a user-defined number of days.

If you leave this field blank, the system uses **1** as the default value.

Excluded without SMP-1 Sent

Specify whether a reminder that the employee did not receive an SMP-1 form is needed. Valid values are:

    0   Exclude the reminder on the report.

    1   Include a reminder that the employee has not received an SMP-1 form.

If you leave this field blank, the system uses **1** as the default value.

Less than 18 Weeks Reminder

Specify whether to include an 18 weeks reminder on the report.

    0   Exclude the reminder on the report.

    1   Include a reminder that the employee has not ceased work, and therefore does not receive 18 weeks SMP.

If you leave this field blank, the system uses **1** as the default value.

SMP Completion Reminder

Specify whether to include a reminder that the employee's SMP entitlement is exhausted after a specified number of days. Valid values are:

    0   Exclude the reminder on the report.

1	Include a reminder that the employee's SMP entitlement is exhausted after a user-defined number of days.

If you leave this field blank, the system uses **1** as the default value.

MAT B-1/Equiv. Reminder

Specify whether to include a reminder that the employee has not submitted a Mat B-1/Equivalent within a specified number of days. Valid values are:

0	Exclude the reminder on the report.
1	Include on the report a reminder that the employee has not submitted a Mat B-1/Equivalent within a specified number of days.

If you leave this field blank, the system uses **1** as the default value.

Return to Work Reminder

Specify whether to include a reminder that the employee has not returned to work. Valid values are:

0	Exclude the reminder.
1	Include a reminder that the employee has not returned to work within a specified number of days.

If you leave this field blank, the system uses **1** as the default value.

Displaying Excluded SMP Employees

The *Display Excluded Employees* function displays all employees who are excluded from SMP. It displays the employee number, the employer name, the exclusion date, the date on which the SMP-1 was sent and the exclusion code reason.

```
3/10/94  15:15:35      Display Excluded SMP Employees    PYGSMDEX    PYDSMDEX

Employer  . . . . . . . . . . :  111     Software 2000 Limited
Beginning Date . . . . . . . :  10101990


                                     Exclusion     Date    Exclusion
Employee  Employee Name                Date     SMP-1 Sent Code Reason
       166 Elbtach,Victoria Elisabeth    12/05/1991             1 Employment Dt

















F3=Exit    F10=QuikAccess   F12=Cancel
```

Figure 5-31: Display Excluded SMP Employees

Displaying Active SMP Employees

The *Display Active SMP Employees* function displays all employees actively receiving SMP. It displays the employee number, the employee name, the start SMP date, the stop work date and the notification date by beginning date.

```
 3/10/94  15:16:20      Display Active SMP Employees      PYGSMDA    PYDSMDA

 Employer  . . . . . . . . . :  111     Software 2000 Limited
 Begin Date . . . . . . . . . :  10101993

 Employee  Employee Name                  Start SMP   Stop Work Notif.Date
       023 Carrington,Kathyrn Melvina       3/04/1994            18/02/1994
       146 Baldwin,Lorraine Louise         14/08/1994 20/09/1994 16/02/1994
       211 Ambler,Suzanne Sarah                                  10/10/1994
       105 Collins,Amanda Jane             24/07/1994  8/08/1994 21/07/1994
       121 Chapman,Tracy Elizabeth         14/08/1994  1/10/1994 30/05/1994















 F3=Exit   F10=QuikAccess   F12=Cancel   F21=More information
```

Figure 5-32: Display Active SMP Employees screen

Displaying Active SHPP Employees

The *Display Active SHPP Employees* function displays all employees actively receiving SHPP. Enter an employer code and optionally a beginning date to limit the display to SHPP records with start dates after that date.

You can then select an employee to display the detail of the SHPP.

Figure 5-33: Display Active SHPP Employees screen

Notes

Chapter 6 Using Workplace Pension Reform – Auto-enrolment

6

This chapter discusses the setup requirements and processing steps for Workplace Pension Reform (WPR) and auto-enrolment.

The chapter consists of the following topics:

Overview

- Workspace Pension Reform (WPR) involves statutory changes to UK employee pensions.

- For auto-enrolment, employers are required to automatically enrol eligible employees into a defined contributions pension scheme and deduct contributions through payroll, without reference to the employee.

- Who must participate? All employees aged between 22 and retirement age, earning more than £9432 per annum (in 2013), who are not already in an eligible pension scheme.

- WPR also applies to employees aged between 16 and 75 who have specifically opted in to the pension scheme.

- Regulations require that as soon as an eligible employee's earnings exceed the trigger threshold value in a pay period, the employee must be automatically enrolled into the pension scheme and have the pension amount calculated and deducted at that time. This would include the current pay period.

- WPR is being phased in over four years, starting Oct 2012 for the largest employers.

Setting Up and Processing WPR Auto-enrolment

To set up WPR auto-enrolment, you complete these tasks:

1 Use the *Update W.P.R. Controls* function to define the settings for each employer need to control the WPR processing.

2 Use the *Update W.P.R. Employee Data* function to update WPR data relevant to specific employees.

   To process WPR auto-enrolment, you run the *Release Timesheet Input to Cycle.*

3 If you have a high volume of employees choosing to opt-out after the introduction of WPR, you can use the *Load Employee WPR Data* function to mass create employee WPR opt-outs using data that you supply in a PYPPU workfile.

   Each task is described in detail in this chapter.

Updating the W.P.R. Table

The *Update W.P.R. Table* function contains the statutory threshold values and auto-enrolment trigger amounts needed for WPR processing. These records are effective dated and are shipped as part of a release. There should be no need for users to create or update these records; however, the functionality to do so is provided in case it should become necessary.

To update the WPR table:

1 From the Infinium PY main menu select *Controls*.

2 Select *Workplace Pension Reform*.

3 Select *Update W.P.R. Table* [UPDWPRTABL]. The system displays the Update W.P.R. Table screen similar to the screen shown below.
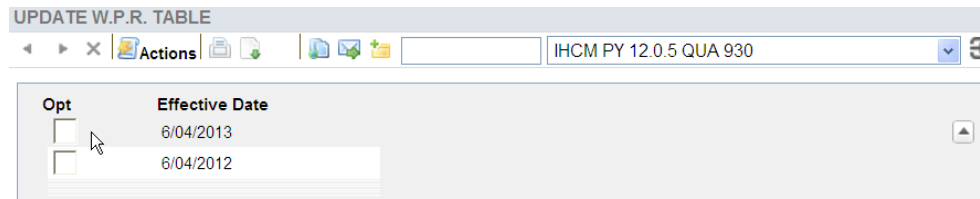
Figure 6-1: Update W.P.R. Table screen

On this screen you can:

- Create a record by pressing F6.

- Update a record by specifying **2** in the *Opt* field.

- Delete a record by specifying **4** in the *Opt* field

4 Select a WPR record with option 2.

The system displays the Update Workspace Pension Reform Table screen similar to the screen shown below.

Figure 6-2: Update Workplace Pension Reform Table screen

The *Auto-enrollment Trigger* Amount value is the earnings amount in a payroll that triggers auto-enrolment.

The *Upper Threshold* is the limit amount up to which the employer must contribute an appropriate percentage of earnings to the employee's pension.

5 Press F3 to exit and save your changes.

Updating W.P.R. Controls

Use the *Update W.P.R. Controls* function to define the settings for each employer needed to control WPR processing, including:

- The employer staging date

- The postponement period end date

- The existing pensions deduction reporting group

- The new pension deduction code

- The qualifying earnings income reporting group

- The number of postponement days for assessing employee eligibility

To update the WPR controls:

1 From the Infinium PY main menu select *Controls.*

2 Select *Workplace Pension Reform.*

3 Select *Update W.P.R. Controls* [UWPR]. The system displays the Update W.P.R. Employer Controls employer selection screen.

4 Select an employer and press Enter. The system displays the Update W.P.R. Employer Controls screen similar to the screen shown below.

Figure 6-3: Update WPR Employer Controls screen

5 Use the information below to complete this screen.

Staging Date

Specify the date the employer's WPR duties commence based on the number of employees.

Postponement End Date

Specify the postponement end date.

Employers can opt to postpone the start date for auto-enrolment for up to three months from the staging date to allow the effective date for auto-enrolment to be aligned with the start date of the pay reference period so that employee earnings do not need to be prorated when calculating eligible earnings.

Infinium WPR functionality assumes that the employer uses this postponement period to postpone and align the auto-enrolment dates with the first day of the pay period for each pay cycle.

Note: This is a critical entry in the WPR controls as payroll cycles will only perform auto-enrolment processing if the cycle begin date is equal to or in the future of this postponement end date.

Cyclical Re-enrolment Date

This field allows you to specify the date on which automatic, cyclical re-enrolment assessment should be made. Employers may choose this date from any date that falls within a six-month window, starting three months before the third anniversary of their original staging date and ending three months after that anniversary.

Infinium WPR functionality expects that the employer chooses a cyclical re-enrolment date that aligns the re-enrolment date with the first day of a pay period for the main pay cycle, in order to avoid part pay period calculations. If a cyclical re-enrolment date is entered, the re-enrolment process occurs when the date falls within the payroll cycle begin and end dates, that is, within the relevant pay reference period. Refer to the "Cyclical Re-enrolment" section in this chapter for more information

Include Prev 12mth Opt-outs?   Yes/no

For cyclical re-enrolment, the employer has the option to include or exclude from the assessment, employees who opted out of auto-enrolment or ceased active membership of a qualifying scheme, within the 12-month period prior to the re-enrolment date. This field is used to indicate which option is to be used.

Pension Deductions Group

Specify the deductions reporting group code that identifies the set of pension deduction codes for your employer's eligible pension schemes under WPR. When the system checks an employee's eligibility to be auto-enrolled in a pension scheme, it first checks if the employee already has a pension deduction that is part of this pension deduction group. If so, the employee is considered to be already enrolled in an eligible pension scheme and so does not need to be auto-enrolled.

Qualifying Earnings IRG

Enter the income reporting group code that identifies the set of income codes to be used when determining employees qualifying earnings.

Incomes to be used would include:

- Salary
- Wages
- Commission

- Bonus
- Overtime
- Statutory sick pay
- Statutory maternity pay
- Statutory paternity pay (ordinary or additional)
- Statutory adoption pay

Enable Auto-enrollment?

Use this field to activate or deactivate auto-enrollment processing. Valid values are:

1   Yes. If you specify yes in this field and the payroll cycle beginning date is after the staging date, the system starts to auto-enrol eligible employees during the Release stage of Payroll by automatically assigning the employees to the pension deduction and creating the pension deduction workfile records in the pay cycle so that the pension contribution amounts are calculated and taken.

0   No. If you specify no in this field, auto-enrolment processing is bypassed, but the report of eligible employees is still produced.

Pension Deduction Code

Specify the default pension deduction code for your eligible pension scheme. This is the deduction code that is used to auto-enrol eligible employees. However, you can specify a different pension code for an employee auto-enrolment by using the *Update W.P.R. Employee Data* function.

Postponement Days - AE

For employees whose earnings have previously been below the auto-enrolment trigger threshold (status BT on the employee WPR data) and where their earnings in the current pay period exceed the trigger threshold and qualify them to be auto-enrolled, you can use this field to specify that the system should apply a postponement date to these employees. This is designed to handle the situation where the auto-enrolment may have been caused by a spike in the employee's earnings and where the employee's usual earnings are below the trigger amount.

Use this field to define the number of days to be used for the postponement period. The system will calculate the postponement date as the cycle beginning date plus the number of days defined. This postponement date will be updated on employee WPR data, with a status of AP, and assessment will

be postponed until that date. At the next assessment, if the employee's earnings are still above the trigger, then the employee would be auto-enrolled. If no days are defined here, no postponement will occur.

Postponement Days - NE

Use this field to define the number of days for postponing the assessment of new employees. The system will calculate the postponement date as the date of employment plus the number of days defined. This postponement date will be updated on employee WPR data at the Post and Print stage of payroll cycle processing, and assessment will be postponed until that date falls within a payroll cycle period.

If zero days are defined here then the system will by default calculate the postponement date as the beginning date of the next payroll cycle after the date of employment.

Postponement Days - 22

Use this field to define the number of days for postponing the assessment of eligible employees who reach their 22nd birthday within the payroll cycle period. The system will calculate the postponement date as the date of the 22nd birthday plus the number of days defined. This postponement date will be updated on employee WPR data, and reassessment will be postponed until that date falls within a payroll cycle period.

If zero days are defined here, then the system will by default calculate the postponement date as the beginning date of the next payroll cycle.

Create Benefit Enrollments?

Use this field to control the link with benefits processing. Valid values are:

1   Yes. If you specify yes in this field, when the system performs auto-enrolment of employees, a benefit enrolment record is created in the benefits administration module.

0   No. Specify no in this field if you do not require benefit enrollments to be created.

Benefit ID & Plan

Specify the benefit ID and plan code to be used when creating the benefit enrolment records in the benefits administration module. Leave blank if you do not require benefit enrollments to be created.

6 Press F3 to exit and save your changes.

Updating W.P.R. Employee Data

Most employee WPR data is automatically created and updated by the system as part of auto-enrolment processing during the payroll cycle. However, you can also use the *Update W.P.R. Employee Data* function to enter WPR data that requires manual entry for certain employees, for example details of:

- Opt-out dates

- Opt-in dates

- Individual postponement period end dates

- Refund contributions indicators

Auto-enrolment processing tracks WPR events and status by updating the employee WPR record with the relevant data and updating the record status. Examples of WPR events and status are:

- Auto-enrolled into WPR scheme

- 22 in payroll cycle – postponement applied

- New starter employee in the pay period – postponement applied

- Existing pension scheme member

- Reached state pension age

- Earnings below trigger amount

- Under 22 in pay period

Auto-enrolment processing produces separate reports for each of the above WPR status changes.

The system records a separate audit history log of all changes made to employee WPR data. You access this log by pressing F15 from screen 1 of the *Update Employee WPR Data* function*.*

To update the WPR employee data:

1 From the Infinium PY main menu select *Employees.*

2 Select *Update W.P.R. Employee Data* [UPDWPRDATA]*.*

3 On the Update Employee WPR Data selection screen, specify an employer and employee and press Enter. The system displays the Update Employee WPR Data screen similar to the screen shown below.

Figure 6-4: Update Employee WPR Data screen

4 Use the information below to complete this screen.

Job Holder Status

Specify the WPR status of the employee. Valid values are:

E	Eligible jobholder
N	Non-eligible jobholder
O	Other/Entitled worker

Auto-enrolment Date

Use this field to record the date the employee was auto-enrolled into the WPR pension scheme.

The system automatically populates this field during payroll cycle processing after identifying that the employee qualifies for auto-enrolment into WPR and creates and calculates the WPR pension deduction.

Qualifying Earnings

Use this field to record the qualifying earnings amount of the employee in the pay reference period.

The system automatically populates this field during payroll cycle processing.

Pay Reference Pd Started

Specify a pay reference period start date for an employee.

Postponement Pd End Date

Use this field to apply an eligible jobholder postponement period to an employee. The employee is excluded from auto-enrolment until after the postponement period. Use this in situations where you do not want the employee to be auto-enrolled, for example if the employee is a temporary worker on a short-term contract of less than three months, or for an employee whose normal earnings are below the trigger amount but who will receive a one-off payment that would push earnings above the trigger amount and cause auto-enrolment.

Postponement Type

Use this field to define the type of postponement date being applied.

Valid postponement types are:

NE	New employee
22	Employee reached 22nd birthday during the pay cycle
AP	Employee postponed (earning previous below trigger amount)

The system automatically updates this field when it applies a postponement date to employees in these categories during auto-enrolment processing within the pay cycle.

Postponement Notice Date

Use this field to record the date the postponement notice was sent to the employee.

Opt-out Received Date

If you receive a valid opt-out notice from an employee, specify the date the opt-out notice is received. The system does not auto-enrol an employee who has an opt-out received date.

Refund Contributions?

If you receive a valid opt-out notice from an employee and the employee had pension contributions deducted in payroll, use this field to indicate that the total contributions amount should be refunded in the next payroll. The system creates a pension deduction work record in the employee's next pay cycle with a negative value equal to the contributions taken.

Refund Date

The system automatically updates this field when a refund of contributions is requested via the REFUND CONTRIBUTIONS indicator and the refund is processed by the system in payroll. However, if you process the refund manually, you can use this field to enter the date of the refund.

Pension Termination Date

If you receive an opt-out notice or notification from the employee to terminate from the eligible pension scheme after the allowed 30 day opt-out period, specify the pension termination date in this field.

The system does not automatically deactivate the employee pension code. You must do this manually.

Deduction Code

Override the default pension deduction code in the employer WPR control to enrol the employee under a different pension deduction code.

Benefit ID & Plan

Specify the benefit ID and plan code to be used when creating the benefit enrolment records in the benefits administration module. Leave blank if you do not require benefit enrollments to be created.

Opt-in Received Date

If you receive a valid opt-in request from an employee, specify the date the opt-in notice is received. The system does not auto-enrol an employee who has an opt-in received date. You must enrol the employee manually.

State Pension Date

If the employee has reached state pension age and is therefore not eligible for auto-enrolment you can record the date in this field.

The system will automatically update this field when it determines during auto-enrolment processing within the pay cycle that the employee has reached the state pension age and is not eligible.

Record Status

Use this field to define the status of the current record. The system automatically updates this field after auto-enrolment processing in the pay cycle.

Valid values are:

AE	Auto-enrolled in latest pay period
NE	New employee, postponement applied
22	22nd birthday in the pay cycle, postponement applied
AP	Employee assessment postponed
SP	State pension age reached
U2	16 to 21 years old
BT	Earnings below trigger
QP	Existing member of qualifying pension scheme
EP	Existing member of WPR scheme
OO	Opt-out notice received
PT	Pension termination received
OI	Opt-in notice received
OT	Other
RE	Re-enrolled

Comments

Include any additional relevant information for this employee record.

5 Press F3 to exit and save your changes.

Accessing WPR Data from Update Employee Enrolments

You can access employee WPR data from the *Update Employee Enrollments* function.

To display WPR employee data from the *Update Employee Enrollments* function:

1 From the Infinium HR main menu select *Benefits*.

2 Select *Benefit Enrollments*.

3 Select *Update Employee Enrollments* [UEE].

4 On the Update Employee Enrollments selection screen, specify an employer and employee and press Enter.

5 On the Update Employee Enrollments benefit group screen, specify a benefit group and press Enter. The system displays the Update Employee Benefit Enrollments screen similar to the screen shown below.
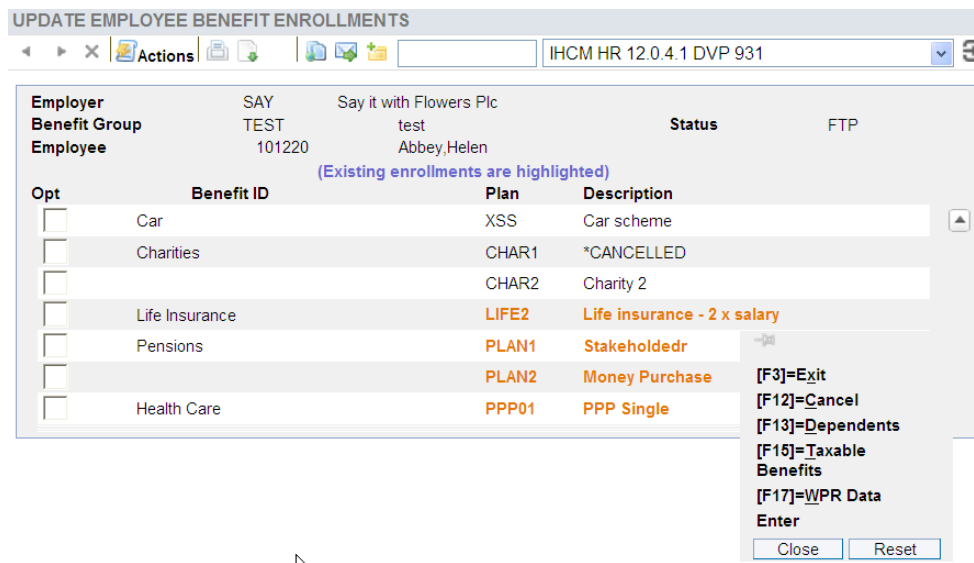

Figure 6-5: Update Employee Benefit Enrollments screen

6 Press F17 to access employee WPR data.

7 Press F3 to return to the Update Employee Benefit Enrollments screen.

Processing WPR Auto-enrolment - Releasing the Timesheet Input to Cycle

WPR auto-enrolment processing takes place during the *Release Timesheet Input to Cycle* stage of the payroll cycle. See the *Payroll Guide to Running a Pay Cycle* for information on using the *Release Timesheet Input to Cycle* function.

The functionality:

- Identifies and calculates employee eligibility for auto-enrolment based on age, earnings, existing pension deductions and opt-out data. Employees with opt-out dates are ignored.

- Auto-enrolls eligible employees by creating the employee pension deduction and calculating the pension contribution, within the same pay cycle.

- Excludes employees who reach their 22nd birthday within the cycle dates from auto-enrolment in this cycle. The employees' assessment will be postponed. The postponement date will be either the employee's 22nd birthday plus the value of *Postponement days -22* in the WPR control, or if this is zero, then the first day of the next pay cycle.

- Excludes employees who were hired within the cycle dates from auto-enrolment in this cycle. The employees' assessment will be postponed. The postponement date will be either the employee's employment date plus the value of *Postponement days - NE* in the WPR control, or if this is zero, then the first day of the next pay cycle.

- Excludes employees, whose earnings were below the trigger amount in the previous payroll (and so are status BT in their WPR record) and with earnings above the trigger in the current payroll, from auto-enrolment if there is a value in the *Postponement Days - AE* on the WPR control. The postponement date will be the cycle begin date plus the number of days in the *Postponment Days - AE* field. If there is no value in the *Postponement Days - AE* field, then the employee is auto-enrolled.

- Processes refunds of employee contributions of pension deductions following employee opt-outs, when the refund indicator is set to **1**.

- Creates benefit enrollments for the pension scheme if set up to do so on the WPR controls.

- Produces reports of all auto-enrolment activity.

- Produces a separate report of refunded contributions, PYTRL77R.

Note: The WPR report must be approved by the payroll supervisor.

Reassessing auto-enrolments

When you use the *Print Trial Register* function, press 8=Reassess Auto-enrolments to reassess employees for auto-enrolment following any adjustments made to employee earnings in the *Update Cheques* function. Employees previously auto-enrolled at the Release stage and whose earnings are now below the trigger amount, will have the auto-enrolment reversed. Similarly, employees previously not auto-enrolled and whose earnings now exceed the trigger amount, will be auto-enrolled. This option produces the same WPR reports as in the Release stage. This reassessment of individual employees also takes places within the *Update Cheques function*, but with no reports produced.

Processing Logic for WPR Processing in the Release Stage of Payroll

If no WPR control exists or if the cycle begin date is earlier than the postponement end date, then the program does not process.

After gross pay has been calculated for an employee but before deductions calculations have been performed, the function checks:

1 Was the employee terminated prior to the cycle P/E date? If so, the employee is ignored the next employee is processed.

2 Does the employee have a WPR record with an opt-out date, a refund indicator of **1**, and a blank refund date? If so, a refund of year-to-date contributions is processed and the employee is reported on the contributions refund report PYTRL77R.

3 Does the employee have a WPR record with an opt-out date or a pension termination date? If so, the employee is ignored and the next employee is processed.

4 Does the employee have a WPR record with a postponement end date after the cycle period end date? If so, the employee is ignored and the next employee is processed.

5 Is the employee already in an eligible active pension scheme, based on the employee having an active deduction in the deduction reporting group on the

WRP controls? If so, the employee is ignored and the next employee is processed.

6 Age testing of the employee:

   a Did the employee reach 22 during the cycle period? If so, the employee is excluded from auto-enrolment in this cycle on the basis that the jobholder postponement option has been used.

   b Was the employee hired during the cycle period? If so, the employee is excluded from auto-enrolment in this cycle on the basis that the jobholder postponement option has been used.

   c Is the employee 67 or older? If so, the employee is ignored and the next employee is processed.

      ▪ Males between 22 to 64 are always included (except for 22 in this cycle).

      ▪ Females between 22 to 60 are always included (except for 22 in this cycle).

   d For other employees, their state pension date is calculated based on their date of birth and if the cycle P/E date is after the state pension date, the employee is excluded.

7 The qualifying earnings for the employee are calculated based on the incomes in the WPR income reporting group. If earnings are less than the trigger amount, the employee is excluded.

8 If the employee is not excluded, the employee is auto-enrolled by creating the employee deduction record (PYPDE) and also the cycle deduction work record (PYPTD) so that when the release completes, the pension deduction will have been calculated.

Cyclical Re-enrolment

One of the WPR duties is that an employer must put their jobholder employees back into pension saving if the employees have previously opted out or ceased pension membership. This must be done at least on a three-yearly cyclical basis. Just as with automatic enrolment, it is the employer's responsibility to make arrangements to establish active membership of the pension scheme again. The process of automatically putting workers back into pension saving is known as 'automatic re-enrolment'.

With cyclical automatic re-enrolment, an employer must put their eligible jobholders who are no longer in pension saving back into an automatic enrolment scheme on a three-yearly cycle.

As WPR staging dates commenced in 2013 for Infor Infinium customers, the three-yearly cyclical re-enrolment process needs to take place as from 2016.

We added cyclical re-enrolment processing to the Release stage of payroll. This processing is similar to, but independent of, the normal automatic enrolment assessment process. It has been included as part of the Release stage of payroll as the assessment requires access to current payroll cycle data to fully determine the employees' qualifying earnings.

If the cyclical re-enrolment date on the WPR employer control falls within the pay cycle begin and end dates, then re-enrolment processing occurs. Employees who have an opt-out date or a pension termination date present in their WPR record, where the date is prior to the cyclical re-enrolment date, will be assessed for re-enrolment. These employees would be excluded from normal automatic enrolment assessment.

There are two reports for re-enrolment:

PYTRL77Y - This report lists the employees who have been assessed for re-enrolment but have been excluded on the basis of either insufficient earnings, they reached state pension age, or are aged under 22 or are already in a qualifying pension scheme. The exclusion reason is listed on the report.

PYTRL77X - This report lists the employees who have been assessed for re-enrolment and have been re-enrolled.

The re-enrolment process for an employee is similar to that for automatic enrolment, where the employee pension deduction is created or reactivated

and calculated in the cycle and at Posting the benefit enrolment is actioned. Part pay period calculations are not supported.

With re-enrolment, the employee's WPR record is updated with a new status of **RE**, and the opt-out date, refund/processing date, and pension termination date are cleared down.

After re-enrolment, if the employee should opt-out again or cease pension membership again, then because the new opt-out date or pension termination date will be after the cyclical re-enrolment date, the employee will be excluded from further re-enrolment processing.

Loading Employee WPR Data

With potentially large numbers of employees opting out at the commencement of auto-enrolment and with the timescales involved in the payroll cycle, it may not be practical to key in the employee WPR opt-out data manually.
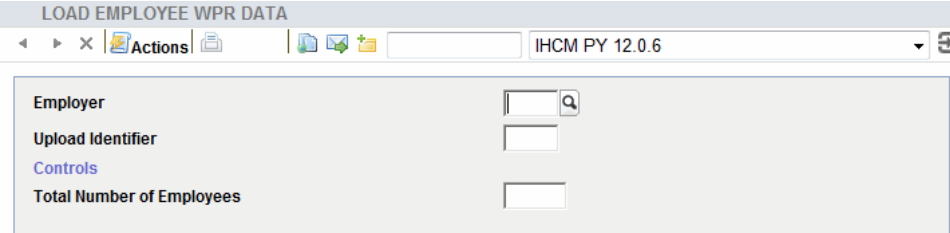
You can use the *Trial Load Employee WPR Data* and *Load Employee WPR Data* functions to mass create the employee WPR opt-outs using data supplied in the PYPPU workfile. The workfile must be populated by customers from a pension data source such as a spreadsheet.

Use the *Trial Load Employee WPR Data* [LOADTRIAL] function to run first in trial mode to validate the data. The trial mode does not upload the employee WPR data. The report includes this information:

- Employer
- Upload ID
- Number of employees reported
- Employee name
- Employee's National Insurance Number
- Employee's date of birth
- Employee's opt-out date
- Employee's opt-in date
- Employee's postponement period
- Total records processed
- Total records with errors
- Total records loaded

To load employee WPR data:

1 From the Infinium HR main menu select *Employees*.

2 Select *Load Employee WPR Data* [LOADEEWPR]. The system displays the Load Employee WPR Data screen similar to the screen shown below.

Figure 6-6: Load Employee WPR Data screen

3 Use this information to complete the fields on this screen:

Employer

Specify an employer code.

If the data load file PYPPU does not have employer codes (in field PUER), the employer code that you enter here is used with the employee numbers in PYPPU to validate the employees.

Upload Identifier

Specify an upload identifier value to be used to select records from the data load file PYPPU with a matching value (in field PUUID).

This is an optional field. If you leave this field blank, all records in the data load file PYPPU are selected for processing. Any records in the file with a blank upload identifier are always selected for processing.

Total Number of Employees

Specify the number of employee records that you expect to be processed in the data load.

The report prints a warning message if the number of records processed does not match this value.

4 Press Enter to upload the employee WPR data.

Notes

Chapter 7 Reporting Real Time Information

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This chapter discusses the setup requirements and processing steps for Real Time Information (RTI) reporting.

The chapter consists of the following topics:

Overview

HM Revenue & Customs (HMRC) is introducing a new way of reporting: Real Time Information or RTI.

"Real Time Information" means that employers and pension providers inform HMRC about pay, tax, national insurance, and other relevant data at the time the payments are made as part of the payroll process. Infor Infinium payroll software collects the necessary information and enables employers to send the information to HMRC via EDI transmission.

Employers submit information about earnings, PAYE tax amounts deducted, NIC and student loans deductions, and other statutory payments such as SSP, SMP, SAP, OSPP and ASPP, throughout the year at the time payments are made, as part of the payroll process, rather than at the end of the year.

RTI affects only the submission of payroll information. Payment arrangements between employers and HMRC remain unchanged.

The statutory requirements, both in operational and recording terms, that relate to Real Time reporting are fully provided within Infor Infinium IHCM. The following RTI submission types are supported:

- Employer Alignment Submission
- Full Payment Submission
- Employer Payment Summary

Employer Alignment Submission (EAS)

The *Employer Alignment Submission* function is a one-time only function so that employers and HMRC can align their employee records prior to commencing RTI reporting. Run this function first in trial mode to validate the data to ensure compliance with the HMRC data requirements, for example, valid NINOs, tax codes, and invalid characters, and print a list of any errors. The trial mode does not create the EDI file. The *Employer Alignment Submission* function also supports the *NP60 cycle group that can be used to exclude reporting of any non-employees in the database.

To align employee records prior to commencing RTI reporting:

1 From the Infinium PY main menu select *Payroll Processing*.

2 Select *Real Time Information*.

3 Select *Employer Alignment Submission* [RTISENDEAS]. The system displays the Employer Alignment Submission screen similar to the screen shown below.

Figure 7-1: Employer Alignment Submission screen

4 Use the information below to complete this screen.

Employer

Specify the employer code.

Tax Year Beginning Date

Specify the tax year beginning date. Only employees who employed after the beginning of the tax year are reported, including those employees who left after the start of tax year.

Trial Mode (Print Report Only)

Specify whether you are running the *Employer Alignment Submission* function in trial mode. Valid values are:

1   Specify **1** if this is a trial run and you want only a report of the data that would be sent. The data is validated and any errors are indicated on the report.

0   Specify **0** if you want both the report and the EDI file to be produced.

HMRC Test Submission?

Specify whether you are submitting test data or live data. Valid values are:

1   Specify **1** if this is test data.

0   Specify **0** if you are sending live data.

5   Press Enter.

Full Payment Submission (FPS) Processing

Processing the Full Payment Submission (FPS) requires completion of the tasks described below.

General Full Payment Submission (FPS) Processing

1   When you run the *Release Timesheet Input to Cycle* function, a report is produced that warns of any invalid data that would be used in FPS records, for example invalid or missing national insurance numbers.

2   When you run the *Post Cycles and Print Cheques* function, the FPS transaction records are created.

3   You can review the FPS records with option 6 from the *Display Employee Pay History* function.

4   Run the *Extract BACS Net Payments* function to create the employees' BACS records. The BACs records are updated with the random code value used in the employee FPS records.

5   Run the *Full Payment Submission* (FPS) function to submit the FPS submission file to HMRC via EDI transmission.

6   Optionally, use the *Enable FPS Resend* function to enable the FPS for a pay cycle to be resent for EDI transmission.

Initial Full Payment Submission Processing

1   Use the *Test Full Payment Submission* function to submit FPS test submissions.

2   Use the *PFS – Unpaid Employees* function to submit FPS for unpaid employees in the first pay period.

End-of-Year Full Payment Submission Processing

Use the *Final Submission for Year FPS* function to submit the final FPS for the tax year.

Caution: Only one final FPS for the tax year is required. If you run both weekly and monthly cycles, you must not submit a final FPS for each frequency, just for the last cycle run.

Testing the Full Payment Submission

The *Test Full Payment Submission* function works in the same way as the *Full Payment Submission* function except that the data extracted in the EDI transmission file is marked as test data. The test transmission is still sent to HMRC, but it is treated by HMRC as test data and not live data.

Understanding Full Payment Submission (FPS)

The Full Payment Submission (FPS) is the main RTI submission, normally consisting only of the payments and deductions made for payees in that payroll cycle paid in that pay period. The requirement under RTI is to advise HMRC details of the employees, payments, and deductions at the time of, or before, the net payment is made to the employee. If the pay frequency is weekly, there is a requirement to advise HMRC this information on a weekly basis; if the pay frequency is monthly, the requirement is also monthly, and so on. HMRC uses the data totals from the FPS submissions to update their records of employees' National Insurance, Student Loan, and PAYE income tax. In addition, the information on the FPS identifies for HMRC the monthly and quarterly tax and NICs liability that it can expect to receive from employers as a remittance.

Note that employee address details are updated only for new starters. Following that, the address information is used for matching to employee records. Employees must be informed that when changing an address, they must advise HMRC via the e-form on the HMRC Web site.

Setting Up Full Payment Submission

Although many of the payroll fields required on the FPS can be derived directly from specific income and deduction codes, such as *PAYE, *NIC, *SLN, *SSP, *SMP, *SSP, *SAP, and *ASPP, the FPS contains several subtotal fields whose values must be calculated from potential sets of

employee's incomes paid and deductions taken in the pay cycle, and also the year-to-date values. For example, there is a field for reporting the value of any payments not subject to income tax or NICs in the pay period, such as expenses or a season ticket loan advance. Another example is employee pension contributions made under "net pay arrangements" with HMRC, where the pension contribution is deducted from taxable pay.

To calculate these values we use income reporting groups (IRGs) and deduction reporting groups (DRGs) in Infinium payroll to define the set of incomes or deductions in each required category.

To simplify the setup for these, we use system code values for the names of the IRGs and DRGs. These system code values are based on the FPS data item number or identifier in the FPS specification and are prefixed with *RT. For example, the data item identifier for employee pension contributions made under "net pay arrangements" with HMRC is 61, so we use DRG code *RT61 to specify and identify these pension deductions.

This table lists the IRGs and DRGs that you must set up prior to running the FPS functions:

FPS data item	Description	DRG code	IRG code
61	The value of employee pension contributions paid under "net pay arrangements" in the pay period	*RT61	
65	The value of employee pension contributions not paid under "net pay arrangements" in the pay period	*RT65	
58A	The value of payments not subject to tax or NICs in the pay period		*RT58
62	The value of payments included in gross earnings when assessing Class 1 NICs but not taxed under PAYE regulations		*RT62
62	Charitable deductions ('payroll giving')	*RT62	
60	The value of benefits in kind on which PAYE has been operated, via the payroll in this pay period.(benefits can be taxed in this way only with the prior agreement of HMRC)		*RT60

You must first create employer codes, using code type IRG, for code values *RT58, *RT62, and *RT60. Then, use the *Update Income Reporting Groups*

function to define the set of incomes, (if any) for the *RT58, *RT62 and *RT60 IRG codes.

You must first create employer codes, using code type DRG, for code values *RT61, *RT62, and *RT65. Then, use the *Update Deduction Reporting Group* function to define the set of pension deductions for the *RT61,*RT62, and/or the *RT65 DRG codes.

If, in future, you create a new income type or deduction type on the system, check if it should belong to these RTI reporting groups and if so define it so that it belongs to the appropriate group.

Scheme Contracted Out Numbers (SCON)

If you operate a Contracted-out Salary Related Scheme (COSR), you should have a Scheme Contracted Out Number (SCON). As in previous tax year processing, these SCONs should be entered in the Identification Number field on the pension deduction controls. SCON numbers must be reported on the FPS for employees with National Insurance D, E, or L. The FPS will be rejected if the SCON is missing.

For the system to identify the pension deductions with SCON numbers and report the SCON number on the employee FPS, use deduction reporting group code **SCON**.

*NP60 Cycle Group to Exclude from P60 Reporting

In tax year reporting processing prior to 2013, we supported the use of cycle group *NP60 to identify any "employees" in the database who should not be reported for P60 end of year reporting purposes, such as contractors. Such "employees" were given a cycle code that was defined within the cycle group code *NP60.

RTI continues to support this *NP60 cycle group. Any employees with a cycle defined in cycle group *NP60 are identified as being excluded on the Employer Alignment Submission report.

Setting Up Data Items Required for FPS

Data items required for FPS reporting include:

- The employer's accounts office reference number

  This number is provided by HMRC to the employer. You enter this number in the *Accounts Office Reference No* field on page 3 of the *Update Employer Controls* function (PY version).

The format of the accounts office reference number must be nnnPannnnnnnn or nnnPannnnnnnX. For example: 123PQ87654321.

- The pension payroll employer

If you set up an employer to pay pensions to pensioners, you must set the *Pension Payroll Employer?* field to **1** on page 3 of the *Update Employer Controls* (PY version) so that the system indicates on the FPS that a payment is a pension payment.

Updating Employee Payroll Data

You can use page 3 of the *Update Employee Payroll Data* function to maintain these RTI data items, if applicable:

- Seconded to UK

- Irregular Employment

- Normal Weekly Hours

To maintain the RTI data items:

1 From the Infinium PY main menu select *Employees*.

2 Select *Update Employee Payroll Data* [UEPD].

3 Specify an employer and employee and press Enter.

4 Complete screens 1 and 2 as you normally would and press Enter. The system displays the Update Payroll Data screen similar to the screen shown below.

Figure 7-2: Update Payroll Data screen

5 Use the information below to complete this screen.

Seconded to UK

Use this optional indicator to define the status of employees seconded to work in the UK. Valid values are:

0 or **No**	No. If your employee has not been seconded to work in the UK, specify **No**. This is the default value.
1 or **6mths+**	More than six months. If your employee has been seconded to work in the UK and intends to live in the UK for more than six months, specify **6mths +**.
2 or **Less**	Less than six months. If your employee has been seconded to work in the UK and intends to live in the UK for less than six months, **Less**.
3 or **Lives Abroad**	Lives Abroad. If your employee has been seconded to work in the UK and works for you both inside and outside the UK but lives abroad, specify **Lives Abroad**.

If you specify **1**, **2**, or **3** in this field, the employee is reported in the FPS as a "seconded to the UK" employee.

Irregular Employment

Specify yes if your employee is paid on an irregular basis.

Examples include casual or seasonal employees whose employment contract continues or employees on maternity leave, long term sick leave, or on leave of absence and who are not paid for a period of three months or more but whom you still regard as employees.

The default value is **0** or **No**.

Normal Weekly Hours

Specify the number of hours you expect the employee to work in a normal work week. Valid values are:

A - up to 15:99

B - 16 to 23.99

C - 24 to 29.99

D - 30+

E - Other

This field is automatically updated from the existing per pay period hours field but can be changed here.

6 Press F3 to exit and save your changes.

Maintaining Employee Statement A, B, or C Information

On the P45 Part 3 Additional Details window, you maintain information for the employee Statement A, B, or C. The P45 Part 3 Additional Details window is displayed at the end of the *Enter New Employee* function.

Alternatively, to access the P45 Part 3 Additional Details window:

1 From the Infinium PY main menu select *Employees*.

2 Select *Update Employee Payroll Data* [UEPD]*.*

3 Specify an employer and employee and press Enter.

4 Press F14 from Update Payroll Data page 1 The system displays the P45 Part 3 Additional Details window similar to the window shown below.

Figure 7-3: P45 Part 3 Additional Details screen

5 Use the information below to complete this window.

Statement A Signed

Specify yes if the employee indicates that this is their first job since the start of the tax year.

Statement B Signed

Specify yes if the employee indicates that this is currently their only job.

Statement C Signed

Specify yes if the employee indicates that the employee has another job or is receiving a pension.

If the employee does not provide you with a declaration of statement A, B, or C, specify yes in the *Statement C Signed* field and use tax code 0000T on a week1/month1 basis.

6 Press Enter.

Error message with Statement C when tax code is not 0000T or BR

If you specify yes in the *Statement C Signed* field and an error message is displayed when the employee's tax code in payroll data is not 0000T or BR, you can press F11 from the window to change the employee's tax code on payroll data screen to 0000T.

Processing RTI for Starter and Leavers

The processing for defining starters and leavers for RTI reporting purposes is the same as it was prior to RTI. At the end of the *Enter New Employee* function, the P45_3/P46 window is displayed where you enter the additional payroll information. A starter record for type P45_3 or P46 is created in the EDI transactions (PYPEE). You can also press F14 from page 1 of *Update Employee Payroll Data* function to access the window and update the information.

As previously, for leavers, the P45_1 EDI transaction records are created by the system when you run the *Print P45 Forms* function or press F13 from page 1 of *Update Employee Payroll Data* to print a P45.

The FPS processing uses these EDI starter and leaver transactions to create the starter and leaver details within the FPS transmission file. The number of starters and leavers in the FPS is shown on the FPS report.

Validating FPS Data

When you run the *Release Timesheet Input to Cycle* function, an error/warning report, PYTRTI40, reports these conditions so that you can validate the data used to create the Full Payment Submission records:

- Missing *NIC record

- Missing *PAYE record

- Invalid postcode

- Missing NINO

- Invalid NINO

- Invalid tax code

- Invalid characters in names and addresses

- Missing address line 1 or city/town

- Missing SCON number for NI letters D, E, or L

Generating FPS Transaction Records

FPS transaction records are automatically generated from the *Post Cycles and Print Cheques* function, using the current period and year-to-date payroll history of incomes and deductions and the IRGs and DRGs described in the "Setting Up Full Payment Submission" section above.

The main FPS data is output to the PYPFS file, and the NI data for FPS is output to the PYPFSN file. These FPS transaction records are used by the FPS functions described later in this chapter to generate the FPS EDI transmission file. The records remain in the system as history records.

You can view these FPS history records in *Payroll Enquiry* by using Option 6= RTI FPS against a payment. The following screens are displayed:

Back	Employee	103231		Barbara Taylor	
Bank Account		*DD	**Cheque/Payslip No.**		000017937
Cycle Code		MODEM	**Period Ending Date**	30/09/2012	
National Ins Number		YL105394A	**Pay Date**		30092012
Student Loan			**Pay Frequency**	W1	
Tax Week/Month.		6	**Paid After Leaving**		
Tax Code		0437L	**Week1/Month1**	0	
Taxable Pay to Date		8991.00	**Total Tax Paid To Date**		1360.20
Taxable Pay This Pd.		3750.00	**Tax Paid This Period**		750.00
***SLN to Date**			***SLN This Period**		
***SSP to Date**			***SMP to Date**		
***SPP to Date**			***SAP to Date**		
***ASPP to Date**			**Earnings Periods**	1	
Non-Tax or NIC Pay.			**Class 1 NIC but no Tax**		
Pension Under Net			**Pensions Under Net YTD**		
Pension Not Under Net			**Pension Not Under Net YTD**		
Deductions From Net		25.00	**Pay After Statutory Deds**		2925.00
Benefits Taxed			**Benefits Taxed YTD**		
BACS Hash		45384C5D6F428DCD3E0D5068C4F59F6D0289936CD0191E33F059B9CEC4A95AA3			
Random String		/T0T			

Figure 7-4: FPS History Record screen 1

Employee	103231	Barbara Taylor
National Insurance		
NI Letter		A
SCON		
NI Pay YTD	8991.00	
NI Pay This Period	3750.00	
UP To LEL YTD		464.00
LEL To PT YTD		170.00
PT To UAP YTD		2703.00
UAP To UEL YTD		203.00
Employer NIC This PD.		517.50
Employer NIC YTD		1154.64
Employee NIC This PD.		75.00
Employee NIC YTD		457.74

Figure 7-5: FPS History Record screen 2

Employee	103231	Barbara Taylor	
Address 1	26 Ashmead Rd		
Address 2			
Address 3			
Address 4	Cheltenham		
Postcode	GL51 0DE		
Country			
Title	Ms.		
Gender	F		
Date of Birth	1031949		
Passport			
Date Employed			
Leaving Date			
Starting Declaration		Seconded to UK	0
Irregular Employment	0		
EEA Citizen		EPMS	
Normal Hours Worked	C		
Recently Bereaved Spouse			
Annual Pension			
Director Tax Week Appointed	00		

Figure 7-6: FPS History Record screen 3

Cross Checking the BACS Hash

For employees paid by direct deposit BACS, a 64-character hash cross-reference field is generated and recorded in the FPS transaction. This hash field is generated from the employee's bank sort code, bank account number, the amount of the BACs payment, and a four-character random string. The random string is updated on the employee BACs payment record (positions 32-35) when you perform the *Extract BACS Net Payments* function. This allows HMRC to cross check the hash value sent on the FPS submissions with the fields on the received BACS payment records.

Using EDI Connect

For employers who use EDI Connect, the Full Payment Submission, Employer Payment Summary, Earlier Year Update, and Employer Alignment

Submission EDI files are automatically passed to the TBT/400 communications software for transmission to HMRC.

For employers who do not have EDI Connect, the Full Payment Submission, Employer Payment Summary, Earlier Year Update, and Employer Alignment Submission EDI files are output as database files. The file names are:

- FPSnnnnnn – where nnnnnn is the job number

- EPSnnnnnn – where nnnnnn is the job number

- EASnnnnnn – where nnnnnn is the job number

- EYUnnnnnn – where nnnnnn is the job number

A message is also sent to the user with the name of the file created.

Running the Full Payment Submission (FPS)

Use the *Full Payment Submission - FPS* function to make a "real time" return to HMRC via an EDI file of the employees' PAYE tax status, NIC, SLN, and statutory payments, including current pay period and year-to date balances. The *Full Payment Submission - FPS* function also includes the reporting of leavers and new starters and other HR related data. This function is linked to the payroll cycles so that the FPS submission is made for each main payroll cycle. On-demand payments are also shown separately, and each must be submitted as a FPS.

Use this FPS function to submit the FPS via EDI after the BACS Payment file has been extracted and processed.

To run the FPS:

1 From the Infinium PY main menu select *Payroll Processing*.

2 Select *Real Time Information*.

3 Select *Full Payment Submission - FPS* [RTISENDFPS]*.* The system displays the Full Payment Submission - FPS screen similar to the screen shown below.

Figure 7-7: Full Payment Submission - FPS screen

4   You can optionally enter a Late Reporting Reason code (the field at the top of the list). This is included in FPS submissions for pay dates after 6 April 2014.

5   Select the FPS from the list and press Enter. The system displays the Full Payment Submission - FPS confirmation screen.

6   Confirm the selection and press Enter.

Creating and Submitting an FPS for Unpaid Employees

When commencing RTI reporting, the "first" FPS submissions must also include details of any employees who have not yet been paid in the tax year. This includes employees on unpaid leave of absence or unpaid maternity leave, or those on irregular pay periods but who are still considered employees. Because the main FPS reporting is linked to the pay cycle for paid employees, you use this separate *FPS - Unpaid Employees* function to create and report a special FPS via EDI for these unpaid employees. You must identify and key in the employees concerned.

To create and report an FPS for unpaid employees:

1   From the Infinium PY main menu select *Payroll Processing*.

2   Select *Real Time Information*.

3   Select *FPS - Unpaid Employees* [RTINPAYFPS]. The system displays the FPS – Unpaid Employees screen similar to the screen shown below.

Figure 7-8: FPS – Unpaid Employees screen

4 Use the information below to complete this screen.

Employer

Specify the employer of the employees for whom you are submitting the FPS.

Tax Year Beginning Date

Specify the beginning date of the tax year of the FPS you are submitting.

HMRC Test Submission?

Specify yes if this is a test transmission to HMRC. The transmission is still sent but is treated by HMRC as test data and not live data.

Specify no if this is a transmission of live data.

Employee

Specify the employee to include in the FPS.

5 Press Enter.

Submitting the Final FPS for the Year

For the final FPS submission of the tax year, in additional to the normal FPS reported data, you must include a special section of yes/no employer responses to declarations/questions in the return, similar to the section on

the P35. Because this involves an additional screen to the normal cycle selection screen, you use a separate *Final Submission for Year FPS* function for this submission.

Caution: Only one final FPS for the tax year is required. If you run both weekly and monthly cycles, you must not submit a final FPS for each cycle frequency, just for the last cycle run.

To submit the final FPS for the year:

1 From the Infinium PY main menu select *Payroll Processing*.

2 Select *Real Time Information*.

3 Select *Final Submission for Year FPS* [RTIEOYFPS]. The system displays the Final Submission for Year FPS selection screen similar to the screen shown below.

FINAL SUBMISSION FOR YEAR FPS

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Only use this function if this is the final submission of the tax year

Opt	Co#	Cycle	Description	Period End	Pay Date	Seq	Tax Wk/	Mo
	MOU	MODEM	Monthly On Demand Payroll	31/10/2012	7/09/2012	3 0		6
	MOU	MODEM	Monthly On Demand Payroll	30/09/2012	30/09/2012	1 0		6
	PET	MONTH	Monthly Paid	30/09/2012	30/09/2012	0 0		6
	PET	WODEM	Weekly On Demand Payroll	7/08/2012	7/08/2012	6 0		18
	PET	MODEM	Monthly On Demand Payroll	31/05/2012	31/05/2012	1 0		2
	PET	MODEM	Monthly On Demand Payroll	31/05/2012	31/05/2012	3 0		2
	PET	MODEM	Monthly On Demand Payroll	31/05/2012	31/05/2012	4 0		2
	PET	MODEM	Monthly On Demand Payroll	31/05/2012	31/05/2012	5 0		2
	PET	MODEM	Monthly On Demand Payroll	30/04/2012	30/04/2012	7 0		1
	PET	MODEM	Monthly On Demand Payroll	30/04/2012	30/04/2012	9 0		1
	PET	MODEM	Monthly On Demand Payroll	30/04/2012	30/04/2012	10 0		1
	PET	MODEM	Monthly On Demand Payroll	30/04/2012	30/04/2012	11 0		1
	PET	MODEM	Monthly On Demand Payroll	30/04/2012	30/04/2012	13 0		1

Figure 7-9: Final Submission for Year FPS screen

4 Select one or more FPS's from the list and press Enter. The system displays the Final Submission for Year FPS confirmation screen.

5 Confirm the selection and press Enter. The system displays the Final Submission for Year FPS screen similar to the screen shown below.

Figure 7-10: Final Submission for Year FPS screen

6 Enter responses to all questions on the screen.

7 Press Enter.

Enabling a Pay Cycle to Resend the FPS

When you select a payroll cycle for FPS and the file is sent for EDI transmission, the payroll cycle history record is updated as "FPS sent" and is no longer included in the display list of cycles available for FPS. In the event of a failure or error within the FPS job or transmission where the FPS must be resent, you can use the *Enable FPS Resend* function to select a pay cycle to be enabled for resend.

To enable a pay cycle to be resent:

1 From the Infinium PY main menu select *Payroll Processing*.

2 Select *Real Time Information*.

3 Select *Enable FPS Resend* [RTIRSNDFPS]. The system displays the Enable FPS Resend selection screen similar to the screen shown below.

Figure 7-11: Enable FPS Resend screen

4 Specify an employer code and cycle code of the cycle to enable for resend.

The system displays a list of all cycles previously sent, sorted with the most recently sent cycle listed first.

Figure 7-12: Enable FPS Resend screen

5 Select a cycle and press Enter.

6 Press Enter to confirm the selected cycle.

The cycle is enabled for a resend. To resend the cycle, use the *Full Payment Submission* function where the cycle/period end date is now available for selection.

Employer Payment Summary (EPS) Processing

Processing the Employer Payment Summary (EPS) requires completion of the tasks described below.

1 Use the *Create Employer Payment Summary* function to create the Employer Payment Summary (EPS).

2 Use the *Update Employer Payment Summary* function to review and update information on the Employer Payment Summary.

3 Use the *Send Employer Payment Summary* function to submit an EDI file of the Employer Payment Summary to HMRC.

4 Use the *Test Employer Payment Summary* function to submit EPS test data.

5 Use the *Final Employer Payment Summary* function to submit the final EPS submission of the tax year.

Working with the Employer Payment Summary (EPS)

The Employer Payment Summary is a function of RTI reporting that allows an employer to make a periodic, usually monthly, submission via EDI of the year-to-date totals for the recovery of statutory payments (SMP, SAP, OSPP, and ASPP) and any NIC compensation amounts. The Employer Payment Summary operates in these stages:

- *Create Employer Payment Summary*

  Use this function to submit a job to batch to create an employer payment summary record with the year-to-date totals for the recovered amounts of statutory payments, as of the date the function is run, by processing all employees. Each record is by employer and effective date.

- *Update Employer Payment Summary*
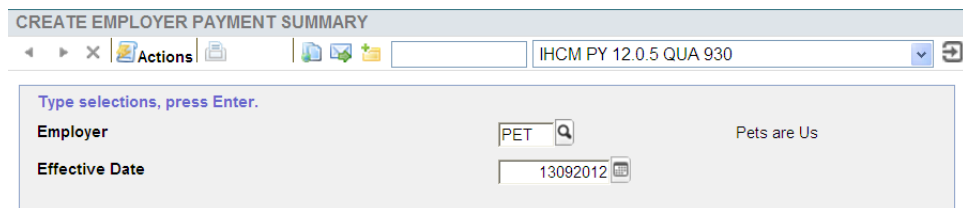
  Use this function to view the year-to-date statutory payments' recovered balances on the records created by the *Create Employer Payment Summary* function and to adjust, update, or delete the records. The *Update Employer Payment Summary* function also indicates if the record is pending or has been sent to HMRC.

These functions are described in detail below.

Creating the Employer Payment Summary

To create the employer payment summary:

1 From the Infinium PY main menu select *Payroll Processing*.

2 Select *Real Time Information*.

3 Select *Create Employer Payment Summary* [RTICRTEPS]. The system displays the Create Employer Payment Summary screen similar to the screen shown below.

Figure 7-13: Create Employer Payment Summary screen

4 Specify an employer and the effective date and press Enter.

The EPS record is created in a submitted job using the year-to-date values at the date and time the function is run. It does not calculate the values "up to" a date if pay cycles have been run after that date. The function should be run at the end of each monthly reporting period with the effective date of the end of the period.

Updating the Employer Payment Summary

To update the employer payment summary:

1 From the Infinium PY main menu select *Payroll Processing*.

2 Select *Real Time Information*.

3 Select *Update Employer Payment Summary* [RTIUPDEPS]. The system displays the Update Employer Payment Summary selection screen similar to the screen shown below.

Figure 7-14: Update Employer Payment Summary screen

4 Specify an employer and press Enter. The system displays a list of all the existing EPS records as shown below.
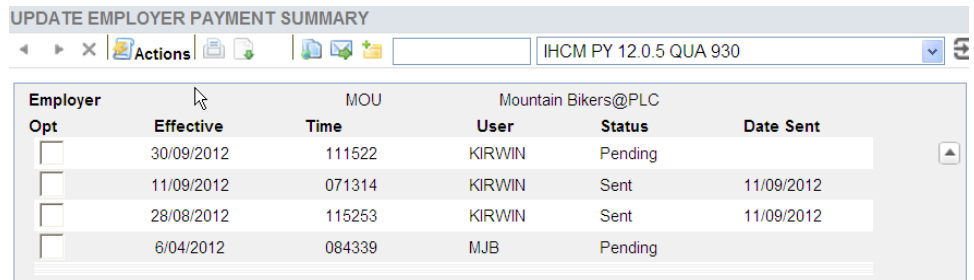
Figure 7-15: Update Employer Payment Summary screen

The status indicates whether the EPS is pending or has been sent.

You can select an EPS record to view and update the detail, or you can delete an EPS record.

5 Specify **2** (Change) in the *Opt* column next to the record to update and press Enter. The system displays the EPS record.

Figure 7-16: Update Employer Payment Summary screen

For Employment Payment Summaries after 6 April 2014:

Figure 7-17: Update Employer Payment Summary screen

For Employment Payment Summaries after 6 April 2015:

Figure 7-18: Update Employer Payment Summary screen

From 6th April 2015 there is the ability to report on the EPS:

- The start and end dates of a 'no payment period', when there have been no payments made to employees for a period of one or more complete tax months and so no FPSs were sent.

- The start and end dates of a future period of inactivity when it is expected there will be no payments made and no FPSs will be sent.

Enter these start and end dates on the EPS page.

The year-to-date amounts to be recovered are displayed. You can update the amounts if they are incorrect.
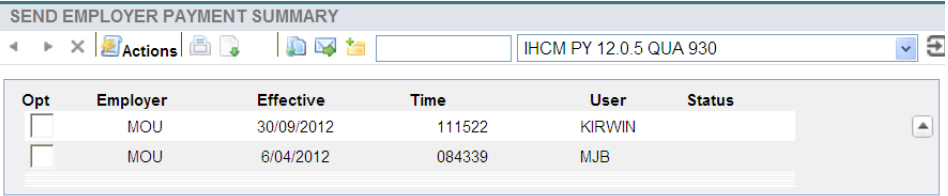
6 Press F3 to exit and save your changes.

Sending the Employer Payment Summary

Use the *Send Employer Payment Summary* function to select an Employer Payment Summary record and to create and submit the EDI file. The system displays a list of all EPS records pending.

To send the employer payment summary:

1 From the Infinium PY main menu select *Payroll Processing*.

2 Select *Real Time Information*.

3 Select *Send Employer Payment Summary* [RTISENDEPS]. The system displays the Send Employer Payment Summary selection screen similar to the screen shown below.

Figure 7-19: Send Employer Payment Summary screen

4 Select an EPS record and press Enter. The system displays the Send Employer Payment Summary confirmation screen.

5 Press Enter to confirm the selected EPS cycle. The EDI file is created and submitted for transmission.

Submitting the Final Employer Payment Summary

For the final EPS submission of the tax year, in additional to the normal year-to-date balances of recovered statutory payments, a special section of yes/no employer responses to declarations/questions must be included in the return, similar to the section on the P35. Because this involves an additional screen to the normal employer payment summary selection screen, you use a separate *Final Employer Payment Summary* function for this submission.

To submit the final Employer Payment Summary:

1 From the Infinium PY main menu select *Payroll Processing*.

2 Select *Real Time Information*.

3 Select *Final Employer Payment Summary* [RTIEOYEPS]. The system displays the Final Employer Payment Summary selection screen similar to the screen shown below.
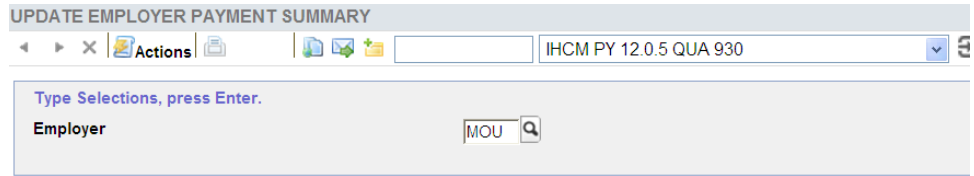

Figure 7-20: Final Employer Payment Summary screen

4 Select the EPS from the list and press Enter. The system displays the Final Employer Payment Summary confirmation screen.

5 Confirm the selection and press Enter. The system displays the Final Employer Payment Summary screen similar to the screen shown below.

Figure 7-21: Final Employer Payment Summary screen

6 Enter responses to all questions on the screen and press Enter.

Testing the Employer Payment Summary

The *Test Employer Payment Summary* [RTITESTEPS] function works in the same way as the *Send Employer Payment Summary* function except that the data extracted in the EDI transmission file is marked as test data. The test transmission is still sent to HMRC, but it is treated by HMRC as test data and not live data.

Earlier Year Update (EYU) Processing

The Earlier Year Update (EYU14) message is one of a suite of messages that supports the Real Time Information reporting by employers. It is used to send data which enables HMRC to update employee's payments for the previous tax year.

For EYU monetary values you must enter the difference between the year-to-date figure originally submitted on the employee's final FPS for the year and what the figure should be.

For example:

> Enter **500.00** if you recorded £500.00 too little pay on the employee's payroll record.

> Enter **-200.00** if you recorded £200.00 too much pay on the employee's payroll record.

The EYU14 can be submitted from 20 April 2014, and the data correction relates to the previous tax year. For example, an EYU14 submitted on 20 April 2014 would relate to tax year 06 April 2013 to 05 April 2014.

Processing the Earlier Year Update (EYU) requires completion of the tasks described below.

1   Access the *Earlier Year Update* function and enter an employer code.

1   Use the F6 key to create a tax year header record for the Earlier Year Update (EYU).

2   Use the **6=Employees** option to specify the employees on the EYU.

3   From the EYU employees list use F6 to create an employee EYU record or option **2** to change an existing employee EYU record.

4   When all employees EYU entries are completed, use option **8** from the main EYU header list to submit the EYU submission, or use option **9** to submit a test EYU submission.

Working with the Earlier Year Update (EYU)

Note: Effective 6 April 2021, FPS for the previous year cannot be done via EYU. Use the *Amend Earlier Year Payroll Data* function to correct FPS for the previous year. See the "Working with Amend Earlier Year Payroll Data (XMLFEYFPS)" section in this chapter for details.

The *Earlier Year Update* is a function of RTI reporting that allows an employer to submit adjustments to HMRC for employee data reported in the last FPS in the previous tax year.

Use the *Earlier Year Update* function to:

- Create the EYU header data. This defines the tax year for the EYU and assigns a unique sequence number for the submission.

- Define the employee or employees required on the EYU and enter the EYU adjustment amounts, for the fields required.

- Submit the EYU.

These tasks are described in detail below.

Creating the EYU header

To create the EYU header:

1 From the Infinium PY main menu select *Payroll Processing*.

2 Select *Real Time Information*.

3 Select *Earlier Year Update* [RTIEYU]. The system displays the EYU screen similar to the screen shown below.

Earlier Year Updates (EYU)

◀ ▶ ⏏ | Actions ▾ | 🖨 Copy URL ▾ | 📑 IHCM PY 12.0.7 QUA 936

Type Selections, press Enter.

Employer   MOU 🔍   Mountain Bikers@PLC
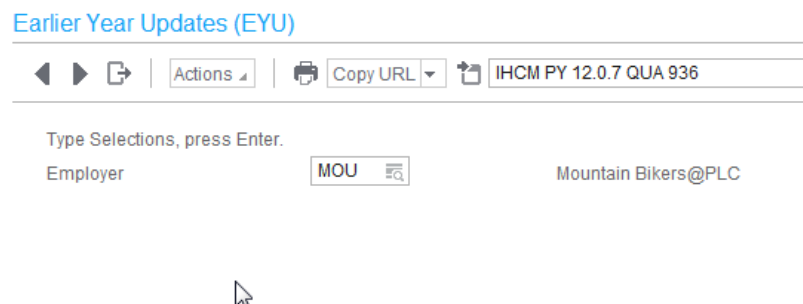
Figure 7-22: Earlier Year Updates (EYU) employer selection screen

4 Specify an employer code and press Enter.

The system displays a list of existing EYU submissions in descending date order with most recent listed first.

Figure 7-23: Earlier Year Updates (EYU) screen

5 To create a new EYU submission header, press or select F6.

Figure 7-24: Earlier Year Update - Header screen

6 Complete the information on the page.

For Tax Year

Specify a tax year. The EYU is for prior tax year.

EYU Reference No

This number is automatically assigned when you create the record.

Status

The default is **0** for pending when first created and is updated by the system to **1** when the EYU is sent.

7 Press F3 to exit and save your changes.

8 To update the status on an existing EYU submission header, use option **2** from the list of existing EYU submissions.

Defining the employees required on the EYU and entering EYU adjustment amounts

9 To add or update employee data for the EYU, select option **6=employees** from the list of EYU submissions.

Figure 7-25: Earlier Year Updates (EYU) screen

10 To add an employee to the EYU press F6 to create the record or, to update the EYU data on an existing record, specify **2=Change** in the *Opt* field. The screen below is displayed.

Figure 7-26: Earlier Year Update - Detail screen

The system displays in the second column the last reported values in an FPS for the employee.

11 Enter the difference amount between the value in the field on the last reported FPS and what the amount should have been. Enter with a negative sign if the amount must be reduced by that amount or a positive value if it needs to be increased by that amount.

For example, if taxable pay reported on FPS was too little by 50.00, enter **-50.00** in the field.

12 Enter a starting date and starting declaration only if for some reason the employee start date was not reported on the last FPS.

Similarly, enter the leaving date, tax code, and tax basis.

13 To enter EYU adjustments for National Insurance, press or select F6. The system displays the screen below.

Earlier Year Update - National Ins

| ◀ ▶ ➡ | Actions ⌄ | 🖨 Copy URL ▾ | 🕙 IHCM PY 12.0.7 QUA 936 | ▾ | |

Employer	MOU	Mountain Bikers@PLC		
For Tax Year	2014	EYU Reference No	10	
Employee Number	103315	Box		

Enter the + or - difference amount.
The values from the last FPS are shown.

NI Letter	A	A		
SCON				
NI Pay YTD	.00	5,725.00	.00	.00
Up To LEL YTD	.00	473.00	.00	.00
LEL To PT YTD	.00	173.00	.00	.00
PT To UAP YTD	.00	2,691.00	.00	.00
UAP To UEL YTD	.00	117.00	.00	.00
Employer NIC YTD	.00	701.60	.00	.00
Employee NIC YTD	.00	382.38	.00	.00

Figure 7-27: Earlier Year Update – National Ins screen

The system displays in the second column the last reported values for the NI letter in an FPS for the employee.

If the employee has balances for a second Nat Ins letter in the year, these balances are displayed in the fourth column.

14 Enter the difference amount between the value in the field on the last reported FPS and what the amount should have been. Enter with a negative sign if the amount must be reduced by that amount or a positive value if it must be increased by that amount.

15 If the employee has balances for a more than two Nat Ins letters in the tax year, press or select F6 for an additional screen.

16 Press F3 to exit and save your changes

Submitting the EYU

17 To submit an EYU, specify option **8** against an EYU on the list of EYU submissions.

18 To submit a test version of the EYU, specify option **9** against an EYU on the list of EYU submissions.

For customers with EDI Connect, the EYU is sent and processed by TBT/400.

For customers not using EDI Connect, the system creates the EYU GFF extract file and sends a message to the user "**EYUnnnnnn GFF file has been created**" where nnnnnn is the job number.

Working with Amend Earlier Year Payroll Data (XMLFEYFPS)

Beginning 6 April 2021, use the *Amend Earlier Year Payroll Data* function to correct FPS for the previous year. You can continue to use the *Earlier Year Update* function but only to correct data before 6 April 2021.

The *Amend Earlier Year Payroll Data* function uses the FPS schema instead of the EYU schema.

The *Amend Earlier Year Payroll Data* function generates the amount value only for the year-to-date figures from the previous FPS file. The *Amend Earlier Year Payroll Data* function generates only amounts that are mandatory for this period, populated with a **0** amount. Amounts that are optional for this period are not included. The later reason code will always be **H**, and the payment date will be same as that of previous year FPS.

You can use the *Amend Earlier Year Payroll Data* function to:

- Create the Earlier Tax Year-FPS header data. This defines the tax year for the Earlier Tax Year-FPS and assigns a unique sequence number for the submission.

- Define the employee or employees required on the Earlier Tax Year-FPS and enter the Earlier Tax Year-FPS adjustment amounts, for the fields required.

- Submit the Earlier Tax Year-FPS.

These tasks are described in detail below.

Creating the Earlier Tax Year-FPS header

To create the Earlier Tax Year-FPS header:

1 From the Infinium PY main menu select *Payroll Processing*.

2 Select *Real Time Information*.

3 Select *Amend Earlier Year Payroll Data* [XMLFEYFPS]. The system displays the Amend YTD for Earlier Tax Year-FPS screen.

4 Specify an employer code and press Enter.

5 To create a new Earlier Tax Year-FPS submission header, press F6 to display the Amend YTD for Earlier Tax Year-FPS page.

6 Complete the information on the page.

For Tax Year

Specify a tax year. The Earlier Tax Year-FPS is for prior tax year.

EYU Reference No

This number is automatically assigned when you create the record.

Status

The default is **0** for pending when first created and is updated by the system to **1** when the Amend FPS is sent.

7 Press F3 to exit and save your changes.

8 To update the status on an existing Earlier Tax Year-FPS submission header, use option **2** from the list of existing Earlier Tax Year-FPS submissions.

Defining the employees required on the Earlier Tax Year-FPS and entering Earlier Tax Year-FPS adjustment amounts

9 To add or update employee data for the Earlier Tax Year-FPS, select option **6=employees** from the list of Earlier Tax Year-FPS submissions.

10 To add an employee to the Earlier Tax Year-FPS, press F6 to create the record or, to update the Earlier Tax Year-FPS data on an existing record, specify **2=Change** in the *Opt* field. The Amend YTD for Earlier Tax Year-Detail screen is displayed.

   The system displays in the second column the last reported values in an FPS for the employee.

11 Enter the corrected amount in the field. The last reported FPS amount is displayed in the Last FPS Values column.

12 Enter a starting date and starting declaration only if for some reason the employee start date was not reported on the last FPS.

   Similarly, enter the leaving date, tax code, and tax basis.

13 To enter Earlier Tax Year-FPS adjustments for National Insurance, press F6. The Amend Earlier Tax Year - NI page is displayed.

14 Enter the correction amount in the field.

15 If the employee has balances for a more than two Nat Ins letters in the tax year, press or select F6 for an additional screen.

16 Press F3 to exit and save your changes

Submitting the Earlier Tax Year-FPS

17 To submit an Earlier Tax Year-FPS, specify option **8** against an Earlier Tax Year-FPS on the list of Earlier Tax Year-FPS submissions.

18 To submit a test version of the Earlier Tax Year-FPS, specify option **9** against an Earlier Tax Year-FPS on the list of Earlier Tax Year-FPS submissions.

The system generates the XML file for the Ament Earlier Tax Year- FPS in PYPXMLP. The job name submitted is EYUxxxyyyy, where xxx is the employer code and yyyy is the reference number.

Chapter 8 XML Reporting

8

This chapter discusses the steps for generating XML documents that you use for:

- Real Time Information (RTI) reporting
- EDI PAYE Forms - Inland Revenue reporting

The chapter consists of the following topics:

Overview

Use the functions described in this chapter to generate XML documents, which you can then sent to HMRC for reporting requirements.

Note: Customers are responsible for the transmission of incoming XML documents to HMRC, including submission poll and delete request documents, and also for uploading outgoing XML documents, such as tax code updates, from HMRC to the IBM i machine. Infinium does not do any transmission of data to or from HMRC. Refer to the "Work with XML Documents" section in this chapter for more information about creating submission poll and delete requests.

Security for IFS folders

You must ensure your users have the proper authority to the INFINIUM/IHCM and the default folder for XML documents. The INFINIUM/IHCM folder is included in the IHCM 12.0.11 installation. The default folder for XML documents is created the first time you create an XML document by using the *Create XML/Import XML Updates* function. The default name for this folder is PYUXML. Refer to the *Infor Infinium International Human Resources/Payroll International Technical Guide* for details.

Payroll Processing functions

You can use the functions under the *Payroll Processing > Real Time Information - XML* menu to create XML documents that you can then submit to HMRC.

Full Payment Submission – XML

Use the *Full Payment Submission – XML* function to make a "real time" return to HMRC via an XML file of the employees' PAYE tax status, NIC, SLN, and statutory payments, including current pay period and year-to date balances.

This function also includes the reporting of leavers and new starters and other HR related data. This function is linked to the payroll cycles so that the FPS submission is made for each main payroll cycle. On-demand payments are also shown separately, and each must be submitted as a FPS. Use this function to create the FPS via XML after the BACS Payment file has been extracted and processed.

1   From the Infinium PY main menu select *Payroll Processing*.

2   Select *Real Time Information - XML*.

3   Select *Full Payment Submission - XML* [XMLFPS]. The system displays the Full Payment Submission – XML selection screen.

```
 9/18/17  16:06:04     Full Payment Submission - XML     PYGXPS40   PYDXPS40

  Type options, press Enter              Late Reporting Reason _
   1=Select
                                                                   Tax
Opt Co# Cycle Description                 Period End  Pay Date  Seq Wk/ Mc
 _  SAY REG   regular cycle               29/07/2017  28/07/2017   0  17
 _  MOU MVOID Monthly Payroll Void        30/06/2017  30/06/2017   0   3
 _  MOU QACYC QA testing cycle            30/06/2017  30/06/2017   0   3
 _  EM3 WEEKS Weekly payroll              24/06/2017  24/06/2017   0  25
 _  MOU QATSM Test SMP                    23/06/2017  24/06/2017   0  12
 _  SAY MODEM Monthly On Demand Payroll   23/06/2017  30/06/2017   4   3
 _  SAY MODEM Monthly On Demand Payroll   23/06/2017  28/06/2017   7   3
 _  SAY MODEM Monthly On Demand Payroll   23/06/2017  23/06/2017  12   3
 _  EM3 WEEKS Weekly payroll              19/06/2017  19/06/2017   0  28
 _  EM3 WEEKS Weekly payroll              17/06/2017  17/06/2017   0  24
 _  MOU QATSM Test SMP                    16/06/2017  17/06/2017   0  11
 _  MOU WVOID Weekly Payroll Void         16/06/2017  17/06/2017   0  11
 _  EM3 WEEKS Weekly payroll              10/06/2017  10/06/2017   0  23
 _  AL1 WEEK  Weekly payroll               9/06/2017   9/06/2017   0  10
 _  EM9 MONTH Monthly                      4/06/2017   4/06/2017   0  12
 _  EM3 WEEKS Weekly payroll               3/06/2017   3/06/2017   0  22 +
F3=Exit   F10=QuikAccess   F12=Cancel
```

Figure 8-1: Full Payment Submission – XML selection screen

You use this screen to select an employer payroll cycles for which you want to generate the FPS XML documents that you will send to HMRC.

4 Use the information below to complete this screen.

Late Reporting Reason

Specify the reason for late reporting:

A	Notional payment: Payment to Expat by third party or overseas employer
B	Notional payment: Employment-related security
C	Notional payment: Other
D	Payment subject to Class 1 NICs but P11D/P9D for tax
E	Not currently used - for future use by HMRC
F	Impractical to report work done on the day
G	Reasonable excuse
H	Correction to earlier submission

This *Late Reporting Reason* will only be included in FPSs for pay dates after 6th April 2014.

Opt

Select one or more payroll cycles for which you are creating the FPS XML documents.

5 Press Enter. The system displays the Full Payment Submission – XML confirmation screen.

```
   9/18/17  16:09:50      Full Payment Submission - XML      PYGXPS40    PYDXPS40


   Press Enter to confirm selected cycles       Late Reporting Reason


                                                                       Tax
Opt Co# Cycle Description                   Period End   Pay Date   Seq Wk/ Mc
    EM3 WEEKS Weekly payroll                19/06/2017   19/06/2017   0  28
    MOU WVOID Weekly Payroll Void           16/06/2017   17/06/2017   0  11
    AL1 WEEK  Weekly payroll                 9/06/2017    9/06/2017   0  10
    EM9 MONTH Monthly                        4/06/2017    4/06/2017   0  12
















   F3=Exit    F10=QuikAccess    F12=Cancel
```

Figure 8-2: Full Payment Submission – XML confirmation screen

6 Confirm the selections. You can return to the selection screen if changes are required.

7 Press Enter to generate the XML documents.

Final FPS Submission – XML

For the final FPS submission of the tax year, in additional to the normal FPS reported data, you must include a special section of yes/no employer responses to declarations/questions in the return, similar to the section on the P35.

Because this involves an additional screen to the normal cycle selection screen, you use this separate *Final Submission for Year FPS* function for this submission.

> **Caution:** Only one final FPS for the tax year is required. If you run both weekly and monthly cycles, you must not submit a final FPS for each cycle frequency, just for the last cycle run.

1 From the Infinium PY main menu select *Payroll Processing*.

2 Select *Real Time Information - XML*.

3 Select *Final FPS Submission - XML* [XFUFPS]. The system displays the Final FPS Submission – XML selection screen.

```
9/18/17   17:04:19        Final FPS Submission - XML      PYGXPS40   PYDXPS40
    Only use this function if this is the final submission of the tax yea
Type options, press Enter                    Late Reporting Reason _
  1=Select
                                                                    Tax
Opt Co# Cycle Description                    Period End  Pay Date  Seq Wk/ Mc
 _  SAY REG   regular cycle                  29/07/2017  28/07/2017  0  17
 _  MOU MVOID Monthly Payroll Void           30/06/2017  30/06/2017  0   3
 _  MOU QACYC QA testing cycle               30/06/2017  30/06/2017  0   3
 _  EM3 WEEKS Weekly payroll                 24/06/2017  24/06/2017  0  25
 _  MOU QATSM Test SMP                       23/06/2017  24/06/2017  0  12
 _  SAY MODEM Monthly On Demand Payroll      23/06/2017  30/06/2017  4   3
 _  SAY MODEM Monthly On Demand Payroll      23/06/2017  28/06/2017  7   3
 _  SAY MODEM Monthly On Demand Payroll      23/06/2017  23/06/2017 12   3
 _  EM3 WEEKS Weekly payroll                 19/06/2017  19/06/2017  0  28
 _  EM3 WEEKS Weekly payroll                 17/06/2017  17/06/2017  0  24
 _  MOU QATSM Test SMP                       16/06/2017  17/06/2017  0  11
 _  MOU WVOID Weekly Payroll Void            16/06/2017  17/06/2017  0  11
 _  EM3 WEEKS Weekly payroll                 10/06/2017  10/06/2017  0  23
 _  AL1 WEEK  Weekly payroll                  9/06/2017   9/06/2017  0  10
 _  EM9 MONTH Monthly                         4/06/2017   4/06/2017  0  12
 _  EM3 WEEKS Weekly payroll                  3/06/2017   3/06/2017  0  22 +
F3=Exit   F10=QuikAccess   F12=Cancel
```

Figure 8-3: Final FPS Submission – XML selection screen

You use this screen to select an employer payroll cycles for which you want to generate the FPS XML documents that you will send to HMRC.

4 Use the information below to complete this screen.

Late Reporting Reason

Specify the reason for late reporting:

> **A**   Notional payment: Payment to Expat by third party or overseas employer

B   Notional payment: Employment-related security

C   Notional payment: Other

D   Payment subject to Class 1 NICs but P11D/P9D for tax

E   Not currently used - for future use by HMRC

F   Impractical to report work done on the day

G   Reasonable excuse

H   Correction to earlier submission

This *Late Reporting Reason* will only be included in FPSs for pay dates after 6th April 2014.

Opt

Select one or more payroll cycles for which you are creating the FPS XML documents.

5   Press Enter. The system displays the Final FPS Submission– XML confirmation screen.

```
 9/18/17  17:05:03       Final FPS Submission - XML       PYGXPS40    PYDXPS40


  Press Enter to confirm selected cycles       Late Reporting Reason


                                                                      Tax
 Opt Co# Cycle Description                    Period End   Pay Date  Seq Wk/ Mc
     EM3 WEEKS Weekly payroll                 19/06/2017  19/06/2017   0   28
     MOU WVOID Weekly Payroll Void            16/06/2017  17/06/2017   0   11
     EM9 MONTH Monthly                         4/06/2017   4/06/2017   0   12
     EM3 WEEKS Weekly payroll                  3/06/2017   3/06/2017   0   22











  F3=Exit   F10=QuikAccess   F12=Cancel
```

Figure 8-4: Final FPS Submission – XML confirmation screen

6 Confirm the selections. You can return to the selection screen if changes are required.

7 Press Enter. The system displays the Final FPS Submission– XML Questions and Declarations screen.

```
9/29/17  14:49:01        Final FPS Submission - XML      PYGXPS40   PYDXPS40

  Press Enter to proceed

  Questions and Declarations

  1. Did you make any Free of Tax payments to an employee?  . . _   (0=No, 1=Yes)

  2. Did anyone else pay expenses or provide benefits to
     any of your employees whilst they were employed by you?  . _   (0=No, 1=Yes)

  3. Did anyone employed by a person or company outside of the
     UK work for you in the UK for 30 or more days in a row?  . _   (0=No, 1=Yes)

  4. Have you paid any of the employees pay to someone other
     than the employee? (e.g. to a school)  . . . . . . . . . . _   (0=No, 1=Yes)

  5. Forms P11D and P11D(b) are due.  . . . . . . . . . . . . . _   (0=No, 1=Yes)

  6. Are you a service company and have operated the
     Intermediaries legislation sometimes known as IR35?  . . . _   (0=No, 1=Yes)

   F10=QuikAccess    F12=Cancel
```

Figure 8-5: Final FPS Submission – XML Questions and Declarations screen

8 Specify yes or no for each question or declaration and press Enter to generate the XML documents.

FPS - Unpaid Employees – XML

When you start RTI reporting, the "first" FPS submissions must include details of any employees who have not yet been paid in the tax year. This includes employees on unpaid leave of absence or unpaid maternity leave, or those on irregular pay periods but who are still considered employees.

Because the main FPS reporting is linked to the pay cycle for paid employees, you use this separate *FPS - Unpaid Employees - XML* function to create and report a special FPS via XML for these unpaid employees. You must identify and include the employees concerned.

1 From the Infinium PY main menu select *Payroll Processing*.

2 Select *Real Time Information - XML*.

3 Select *FPS - Unpaid Employees - XML* [XUNFPS]. The system displays the FPS - Unpaid Employees - XML cycle selection screen.

```
 9/18/17 17:08:57          FPS - Unpaid Employees - XML     PYGXED51    PYDXED51


   Use this function to display a list of employees who have not yet been paid
   within the tax year, for example those on unpaid or maternity leave.

 Type selections, press Enter.



 Employer  . . . . . . . . . .  SAY +  Say it with Flowers Plc

 Tax Year Beginning Date . . . .  _____

 Payroll Cycle . . . . . . . . .  _____ +  (Blank for all)

 HMRC Test Submission? . . . . .  0  (0=No, 1=Yes)






 F3=Exit   F4=Prompt   F10=QuikAccess   F12=Cancel
```

Figure 8-6: FPS - Unpaid Employees - XML cycle selection screen

4 Use the information below to complete this screen.

Employer

Specify the employer.

Tax Year Beginning Date

Specify the tax year beginning date.

Payroll Cycle

Specify a payroll cycle to select unpaid employees with this cycle code, or leave blank to select all unpaid employees.

HMRC Test Submission

Specify yes if this is for a test for HMRC. This will be treated by HMRC as test data and not live data.

Specify no if this is for live data.

5 Press Enter. The system displays the FPS - Unpaid Employees - XML cycle screen.

```
9/18/17  17:17:05          FPS - Unpaid Employees - XML     PYGXED51   PYDXED51


  This screen displays current active employees who have not yet been paid in
  the current tax year.
  Use F15 to submit a FPS for the selected employees.
Employer . . . . . . . . . . .  SAY      Cycle . . . . . . . . .
Tax Year Beginning Date . . . .  1012017  HMRC Test Submission? . . . . .


 4=Delete from list
Sel Employee  Name                Last Payment Date  Title
 1   1212111  Beevers,Pauline     Not Paid    KIMON Charghand Shift 2
 1    106895  Bell,Margaret       Not Paid    KIMON Administrator
 1    106796  Berry,Holly         Not Paid    KIMON Packing Nights A2
 1    106900  Blankenship,Niles   Not Paid    KIMON Administrator
 1    106904  Brown,Emily         Not Paid    KIMON H.R. Exeutive
 1    106913  Brown,Emily         Not Paid    KIMON Secretary
 1    106902  Brown,Thomas        Not Paid    KIMON Sales Admin
 1    106957  Chiles,Susan        Not Paid    KIMON Business Manager
 1    106942  Dawson,Fred         Not Paid    KIMON Chargehand Painter
 1    106847  Decker,Todd         Not Paid    KIMON B&C Sales Team Member
 1    106928  Dune,Charles        Not Paid    KIMON Chargehand Shift 3
                                                              MORE...

F3=Exit    F10=QuikAccess    F12=Cancel    F15=Submit FPS
```

Figure 8-7: FPS - Unpaid Employees - XML cycle screen

6 Review the list of employees who have not yet been paid in the current tax year. Delete any employees, as required.

7 Press F15 to generate the XML document.

Enable FPS Re-create – XML

When you select a payroll cycle for FPS and the file is sent as an XML document to HMRC, the payroll cycle history record is updated as "FPS sent" and is no longer included in the display list of cycles available for FPS.

In the event of a failure or error within the FPS job/document, you use the *Enable FPS Recreate- XML* function to enable a pay cycle to be processed through the FPS submission - XML again.

1 From the Infinium PY main menu select *Payroll Processing*.

2 Select *Real Time Information - XML*.

3 Select *Enable FPS ReCreate - XML* [XENFPS]. The system displays the Enable FPS ReCreate - XML cycle selection screen.

```
 9/29/17  14:53:00          Enable FPS ReCreate - XML     PYGXMLR1    PYDXML1

 Type selections, press Enter.

 Employer  . . . . . .   SAY +   Say it with Flowers Plc

 Cycle Code  . . . . .   _____  +
















 F3=Exit   F4=Prompt   F12=Cancel
```

Figure 8-8: Enable FPS ReCreate - XML cycle selection screen

4 Use the information below to complete this screen.

Employer

Specify the employer.

Cycle Code

Specify the cycle to be enabled for resubmission.

5 Press Enter. The system displays the Enable FPS ReCreate - XML pay period screen.

```
   9/29/17  14:54:27         Enable FPS ReCreate - XML     PYGXMLR2   PYDXML2


   Type options, press Enter.
    1=Select
                                                                    Tax
 Opt Co# Cycle Description              Period End  Pay Date   Seq Wk/ Mc
   _   SAY MONTH Monthly Payroll        30/07/2017  30/07/2017  0   5
   _   SAY MONTH Monthly Payroll        30/06/2017  30/06/2017  0   4




















   F3=Exit    F10=QuikAccess    F12=Cancel
```

Figure 8-9: Enable FPS ReCreate - XML pay period screen

6 Select the pay periods to be enabled for resubmission.

7 Press Enter. The system displays the Enable FPS ReCreate - XML confirmation screen.

```
   9/29/17  14:56:19         Enable FPS ReCreate - XML     PYGXMLR2   PYDXML2


   Press Enter to confirm selected cycles
   You must now use the Full Payment Submission function to resend the FPS
                                                                    Tax
 Opt Co# Cycle Description              Period End  Pay Date   Seq Wk/ Mc
     SAY MONTH Monthly Payroll          30/07/2017  30/07/2017  0   5

















   F3=Exit    F10=QuikAccess    F12=Cancel
```

Figure 8-10: Enable FPS ReCreate - XML confirmation screen

8   Review the selected pay periods. You can return to the pay period selection screen if changes are required.

9   Press Enter to enable a pay periods to be processed through the FPS submission - XML again.

Test FPS – XML

The *Test FPS – XML* function works in the same way as the *Full Payment Submission* function except that the data extracted in the XML document file is marked as test data. You can still send the test document to HMRC, but it is treated by HMRC as test data and not live data.

1   From the Infinium PY main menu select *Payroll Processing*.

2   Select *Real Time Information - XML*.

3   Select *Test FPS - SML* [XTSPFS]. The system displays the Test FPS – XML selection screen.

```
 9/29/17  15:00:05              Test FPS - XML           PYGXPS40   PYDXPS40
    This function will transmit the data as a TEST transmission of the FPS
 Type options, press Enter                   Late Reporting Reason _
   1=Select
                                                                         Tax
 Opt Co# Cycle Description                 Period End  Pay Date   Seq Wk/ Mc
     _  SAY MODEM Monthly On Demand Payroll    23/09/2017  23/09/2017   1   6
     _  SAY MONTH Monthly Payroll             30/07/2017  30/07/2017   0   5
     _  SAY REG   regular cycle               29/07/2017  28/07/2017   0  17
     _  MOU MVOID Monthly Payroll Void        30/06/2017  30/06/2017   0   3
     _  MOU QACYC QA testing cycle            30/06/2017  30/06/2017   0   3
     _  SAY MONTH Monthly Payroll             30/06/2017  30/06/2017   0   4
     _  EM3 WEEKS Weekly payroll              24/06/2017  24/06/2017   0  25
     _  MOU QATSM Test SMP                    23/06/2017  24/06/2017   0  12
     _  SAY MODEM Monthly On Demand Payroll   23/06/2017  30/06/2017   4   3
     _  SAY MODEM Monthly On Demand Payroll   23/06/2017  28/06/2017   7   3
     _  SAY MODEM Monthly On Demand Payroll   23/06/2017  23/06/2017  12   3
     _  EM3 WEEKS Weekly payroll              19/06/2017  19/06/2017   0  28
     _  EM3 WEEKS Weekly payroll              17/06/2017  17/06/2017   0  24
     _  MOU QATSM Test SMP                    16/06/2017  17/06/2017   0  11
     _  MOU WVOID Weekly Payroll Void         16/06/2017  17/06/2017   0  11
     _  EM3 WEEKS Weekly payroll              10/06/2017  10/06/2017   0  23 +
 F3=Exit   F10=QuikAccess   F12=Cancel
```

Figure 8-11: Test FPS – XML selection screen

You use this screen to select an employer payroll cycles for which you want to generate the FPS test XML documents that you will send to HMRC.

4   Use the information below to complete this screen.

Late Reporting Reason

Specify the reason for late reporting:

A	Notional payment: Payment to Expat by third party or overseas employer
B	Notional payment: Employment-related security
C	Notional payment: Other
D	Payment subject to Class 1 NICs but P11D/P9D for tax
E	Not currently used - for future use by HMRC
F	Impractical to report work done on the day
G	Reasonable excuse
H	Correction to earlier submission

This *Late Reporting Reason* will only be included in FPSs for pay dates after 6th April 2014.

Opt

Select one or more payroll cycles for which you are creating the FPS test XML documents.

5 Press Enter. The system displays the Test FPS – XML confirmation screen.

```
9/29/17  15:29:42              Test FPS - XML              PYGXPS40    PYDXPS40
    This function will transmit the data as a TEST transmission of the FPS
  Press Enter to confirm selected cycles      Late Reporting Reason


                                                                        Tax
Opt Co# Cycle Description                  Period End   Pay Date   Seq Wk/ Mc
    EM3 MONTH Monthly                      31/05/2017   31/05/2017   0    2
















  F3=Exit   F10=QuikAccess   F12=Cancel
```

Figure 8-12: Test FPS – XML confirmation screen

6 Confirm the selections. You can return to the selection screen if changes are required.

7 Press Enter. The system displays the Final FPS Submission– XML Questions and Declarations screen.

```
9/29/17  15:03:31              Test FPS - XML          PYGXPS40   PYDXPS40

Press Enter to proceed

Questions and Declarations

1. Did you make any Free of Tax payments to an employee?  . . _  (0=No, 1=Yes)

2. Did anyone else pay expenses or provide benefits to
   any of your employees whilst they were employed by you?  . _  (0=No, 1=Yes)

3. Did anyone employed by a person or company outside of the
   UK work for you in the UK for 30 or more days in a row?  . _  (0=No, 1=Yes)

4. Have you paid any of the employees pay to someone other
   than the employee? (e.g. to a school) . . . . . . . . . . _  (0=No, 1=Yes)

5. Forms P11D and P11D(b) are due. . . . . . . . . . . . . . _  (0=No, 1=Yes)

6. Are you a service company and have operated the
   Intermediaries legislation sometimes known as IR35? . . . _  (0=No, 1=Yes)

 F10=QuikAccess   F12=Cancel
```

Figure 8-13: Test FPS – XML Questions and Declarations screen

8 Specify yes or no for each question or declaration and press Enter to generate the test XML documents.

Extract Employer Payment Summary

Use the *Extract Employer Payment Summary* function to submit a job to batch to create an employer payment summary record with the year-to-date totals for the recovered amounts of statutory payments, as of the date the function is run, by processing all employees. Each record is by employer and effective date.

1 From the Infinium PY main menu select *Payroll Processing*.

2 Select *Real Time Information - XML*.

3 Select *Extract Employer Payment Summary* [XMLEXTEPS]. The system displays the Extract Employer Payment Summary screen.

```
 9/29/17 15:06:10     Extract Employer Payment Summary      PYGXED51   PYDXED51

 Type Selections, press Enter.

 Employer  . . . . . . . . . . .  SAY +  Say it with Flowers Plc

 Employer Group  . . . . . . . .  _____ +  (same PAYE tax reference)

 Effective Date  . . . . . . . .  1012017






 F3=Exit   F4=Prompt   F10=QuikAccess   F12=Cancel
```

Figure 8-14: Extract Employer Payment Summary screen

4 Use the information below to complete this screen.

Employer

Specify an employer.

Employer Group

Specify an employer group if you have multiple employers with the same PAYE tax reference. The system includes employees from all employers defined in the group.

When you select an employer group, you must also enter a single employer code in the *Employer* field. This employer is used for the employer-specific data that is reported in the header of the file, such as name of employer, tax district and tax reference.

If the employer has a unique PAYE tax reference, do not enter an employer group.

Effective Date

Specify an effective date for the Employer Payment Summary. The year-to-date data for the employer payment summary is taken as of the date the function is run.

5 Press Enter.

Update Employer Payment Summary

Use the *Update Employer Payment Summary* function to view the year-to-date statutory payments' recovered balances on the records created by the *Create Employer Payment Summary* function and to adjust, update, or delete the records. The *Update Employer Payment Summary* function also indicates if the record is pending or has been sent to HMRC.

1 From the Infinium PY main menu select *Payroll Processing*.

2 Select *Real Time Information - XML*.

3 Select *Update Employer Payment Summary* [XMPUPDEPS]. The system displays the Update Employer Payment Summary employer selection screen.

4 Select an employer and press Enter. The system displays the Update Employer Payment Summary selection screen.


```
  9/29/17  15:10:18    Update Employer Payment Summary  PYGEPXM2    PYDEPXM2


  Employer . . . . . . :   SAY      Say it with Flowers Plc


  Type options, press Enter.
    2=Change  4=Delete
  Opt     Effective    Time      User       Status      Date Sent
   _      21/08/2017   083012    JCP        Sent        21/09/2017
   _       3/08/2017   092206    PNATARAJAN Sent         1/09/2017
   _       2/08/2017   055020    PNATARAJAN Sent         1/08/2017
   _      30/07/2017   082732    PNATARAJAN Sent         3/08/2017
   _      27/07/2017   091038    BAHAMED    Sent        28/07/2017
   _      17/07/2017   084411    JCP        Sent         7/08/2017
   _       5/04/2017   023015    AJAYACHAND Pending




                                                              BOTTOM

  F3=Exit   F10=QuikAccess   F12=Cancel
```

Figure 8-15: Update Employer Payment Summary selection screen

5 On this screen, you can select to update or delete records in the Employer Payment Summary.

Type **2** next to a record to change a record and press Enter. The system displays the Update Employer Payment Summary details screen similar to the screen shown below.

Type **4** next to a record to delete a record. Press Enter and confirm the deletion.

```
 9/29/17  15:12:47    Update Employer Payment Summary      PYGEPXM3   PYDEPXM3


 Employer  . . . . . . . . . . . . . : SAY Say it with Flowers Plc
 Effective Date  . . . . . . . . . . : 21/08/2017
 Statutory Payments Recovered                 Apprenticeship YTD Payments
 SMP Recovered YTD . . . . . . . . . . _____500.00  Levy .: _____5,285.00
 NIC Compensation on SMP YTD . . . . . _____.00  Allowance. : _____.00
 OSPP Recovered YTD  . . . . . . . . . _____.00
 NIC Compensation on OSPP YTD. . . . . _____.00
 SAP Recovered YTD . . . . . . . . . . _____.00
 NIC Compensation on SAP YTD . . . . . _____.00
 SHPP Recovered YTD  . . . . . . . . . _____.00
 NIC Compensation on SHPP YTD  . . . . _____.00
 Total Statutory Payments Recovered  .      500.00
 CIS Deductions suffered . . . . . . .         .00
 No Payment for Period (no FPS). . . . Start Date _____  End Date _____
 Future period of inactivity (no pay). Start Date _____  End Date _____
 Employment Allowance  . . . . . . . . 0 (0=No, 1=Yes)
 Account Name  . . . . . . . . . . . . Infor Global Inc
 Account Number  . . . . . . . . . . . 68767868
 Sort Code     . . . . . . . . . . . . 309697
 Building Society Reference  . . . . . BSOC18071
 F3=Exit/Update   F10=QuikAcess    F12=Cancel    F16=Last Update
```

Figure 8-16: Update Employer Payment Summary details screen

You can update this information reported on the EPS:

■ The start and end dates of a 'no payment period', when there have been no payments made to employees for a period of one or more complete tax months and so no FPSs were sent.

■ The start and end dates of a future period of inactivity when it is expected there will be no payments made and no FPSs will be sent. Enter these start and end dates on the EPS page.

The year-to-date amounts to be recovered are displayed. You can update the amounts if they are incorrect.

6 Press F3 to update the EPS and exit the function.

Create Employer Payment Summary

Use the *Create Employer Payment Summary* function to select an Employer Payment Summary record and to create the XML document. The system displays a list of all EPS records pending.

1 From the Infinium PY main menu select *Payroll Processing*.

2 Select *Real Time Information - XML*.

3 Select *Create Employer Payment Summary* [XMLCRTEPS]*.* The system displays the Create Employer Payment Summary selection screen.

```
 9/29/17  15:17:09     Create Employer Payment Summary          PYDPSX45


Type options, press Enter.
  1=Select


Opt  Employer   Effective   Time       User      Status
  _      AL1     10/10/2017  092817     PNATARAJAN
  _      AL1     10/08/2017  092653     PNATARAJAN
  _      EMX      5/08/2017  082448     EHUGHES
  _      EMX      5/05/2017  062731     PNATARAJAN
  _      EMX      5/04/2017  030516     AJAYACHAND
  _      EMX      5/04/2015  030535     AJAYACHAND
  _      EM0      6/04/2017  093103     NAHAMED
  _      EM2      5/05/2017  100044     EHUGHES
  _      EM4      6/04/2017  084853     NAHAMED
  _      EM7      5/04/2018  022826     AJAYACHAND
  _      MOU      5/04/2015  041413     PNATARAJAN
  _      MOU      7/08/2009  055040     NAHAMED
  _      SAY      5/04/2017  023015     AJAYACHAND


                                                               BOTTOM


 F3=Exit    F10=QuikAccess    F12=Cancel
```

Figure 8-17: Create Employer Payment Summary selection screen

4 Select the Employer Payment Summary records for which you want to create XML documents.

5 Press Enter. The system displays the Create Employer Payment Summary confirmation screen.

```
 9/29/17  15:28:06     Create Employer Payment Summary          PYDPSX45

    Press Enter to confirm selected Payment Summary


 Opt  Employer   Effective   Time        User      Status
        EMX        5/08/2017  082448     EHUGHES






                                                              BOTTOM


 F3=Exit   F10=QuikAccess   F12=Cancel
```

Figure 8-18: Create Employer Payment Summary confirmation screen

6   Confirm the selections. You can return to the selection screen if changes are required.

7   Press Enter to create the XML documents.

Final Employer Payment Summary

For the final EPS submission of the tax year, in additional to the normal year-to-date balances of recovered statutory payments, a special section of yes/no employer responses to declarations/questions must be included in the return, similar to the section on the P35.

Because this involves an additional screen to the normal employer payment summary selection screen, you use this separate *Final Employer Payment Summary* function for generating the XML documents.

1   From the Infinium PY main menu select *Payroll Processing*.

2   Select *Real Time Information - XML*.

3   Select *Final Employer Payment Summary* [XMLFULEPS]. The system displays the Final Employer Payment Summary selection screen.

```
9/29/17  15:19:44      Final Employer Payment Summary          PYDPSX45
    Only use this function if this is the final submission of the tax year
Type options, press Enter.
  1=Select

Opt  Employer    Effective    Time        User      Status
  _    AL1       10/10/2017   092817     PNATARAJAN
  _    AL1       10/08/2017   092653     PNATARAJAN
  _    EMX        5/08/2017   082448     EHUGHES
  _    EMX        5/05/2017   062731     PNATARAJAN
  _    EMX        5/04/2017   030516     AJAYACHAND
  _    EMX        5/04/2015   030535     AJAYACHAND
  _    EM0        6/04/2017   093103     NAHAMED
  _    EM2        5/05/2017   100044     EHUGHES
  _    EM4        6/04/2017   084853     NAHAMED
  _    EM7        5/04/2018   022826     AJAYACHAND
  _    MOU        5/04/2015   041413     PNATARAJAN
  _    MOU        7/08/2009   055040     NAHAMED
  _    SAY        5/04/2017   023015     AJAYACHAND

                                                              BOTTOM


F3=Exit   F10=QuikAccess   F12=Cancel
```

Figure 8-19: Final Employer Payment Summary selection screen

4 Select the Employer Payment Summary records for which you want to create XML documents.

5 Press Enter. The system displays the Final Employer Payment Summary confirmation screen.

```
 9/29/17  15:27:35       Final Employer Payment Summary          PYDPSX45


   Press Enter to confirm selected Payment Summary



 Opt  Employer    Effective   Time        User       Status
         EMX         5/08/2017  082448      EHUGHES















                                                                 BOTTOM

 F3=Exit   F10=QuikAccess   F12=Cancel
```

Figure 8-20: Final Employer Payment Summary confirmation screen

6 Confirm the selections. You can return to the selection screen if changes are required.

7 Press Enter. The system displays the Final Employer Payment Summary Questions and Declarations screen.

```
9/29/17  15:21:24      Final Employer Payment Summary    PYGPSX45    PYDPSX45

Press Enter to proceed

Questions and Declarations

1. Did you make any Free of Tax payments to an employee?  . . _   (0=No, 1=Yes)

2. Did anyone else pay expenses or provide benefits to
   any of your employees whilst they were employed by you?  . _   (0=No, 1=Yes)

3. Did anyone employed by a person or company outside of the
   UK work for you in the UK for 30 or more days in a row?  . _   (0=No, 1=Yes)

4. Have you paid any of the employees pay to someone other
   than the employee? (e.g. to a school)  . . . . . . . . . . _   (0=No, 1=Yes)

5. Forms P11D and P11D(b) are due.  . . . . . . . . . . . . . _   (0=No, 1=Yes)

6. Are you a service company and have operated the
   Intermediaries legislation sometimes known as IR35?  . . . _   (0=No, 1=Yes)

 F10=QuikAccess    F12=Cancel
```

Figure 8-21: Final Employer Payment Summary Questions and Declarations screen

8 Specify yes or no for each question or declaration and press Enter to generate the XML documents.

Test Employer Payment Summary

The *Test Employer Payment Summary* function works in the same way as the *Send Employer Payment Summary* function except that the data extracted in the XML document file is marked as test data. You can still send the test document to HMRC, but it is treated by HMRC as test data and not live data.

1 From the Infinium PY main menu select *Payroll Processing*.

2 Select *Real Time Information - XML*.

3 Select *Test Employer Payment Summary* [XMLTSTEPS]. The system displays the Test Employer Payment Summary selection screen.

```
9/29/17  15:26:05      Test Employer Payment Summary           PYDPSX45
     This function will transmit the data as a TEST transmission of the EPS
Type options, press Enter.
  1=Select


Opt   Employer   Effective   Time         User       Status
  _     AL1       10/10/2017  092817     PNATARAJAN
  _     AL1       10/08/2017  092653     PNATARAJAN
  _     EMX        5/08/2017  082448     EHUGHES
  _     EMX        5/05/2017  062731     PNATARAJAN
  _     EMX        5/04/2017  030516     AJAYACHAND
  _     EMX        5/04/2015  030535     AJAYACHAND
  _     EM0        6/04/2017  093103     NAHAMED
  _     EM2        5/05/2017  100044     EHUGHES
  _     EM4        6/04/2017  084853     NAHAMED
  _     EM7        5/04/2018  022826     AJAYACHAND
  _     MOU        5/04/2015  041413     PNATARAJAN
  _     MOU        7/08/2009  055040     NAHAMED
  _     SAY        5/04/2017  023015     AJAYACHAND



                                                 —          BOTTOM



F3=Exit   F10=QuikAccess   F12=Cancel
```

Figure 8-22: Test Employer Payment Summary selection screen

You use this screen to select an employer record for which you want to
generate the EPS test XML documents that you will send to HMRC.

4 Select one or more records for which you are creating the EPS test XML
documents.

5 Press Enter. The system displays the Test Employer Payment Summary
confirmation screen.

```
 9/29/17  15:26:52      Test Employer Payment Summary           PYDPSX45


   Press Enter to confirm selected Payment Summary



 Opt  Employer   Effective   Time         User      Status
       EMX        5/08/2017  082448      EHUGHES








                                                              BOTTOM

 F3=Exit   F10=QuikAccess   F12=Cancel
```

Figure 8-23: Test Employer Payment Summary confirmation screen

6 Confirm the selections. You can return to the selection screen if changes are required.

7 Press Enter. The system displays the Test Employer Payment Summary Questions and Declarations screen.

```
9/29/17  15:27:13      Test Employer Payment Summary      PYGPSX45    PYDPSX45

 Press Enter to proceed

 Questions and Declarations

 1. Did you make any Free of Tax payments to an employee?  . . _   (0=No, 1=Yes)

 2. Did anyone else pay expenses or provide benefits to
    any of your employees whilst they were employed by you?  . _   (0=No, 1=Yes)

 3. Did anyone employed by a person or company outside of the
    UK work for you in the UK for 30 or more days in a row?  . _   (0=No, 1=Yes)

 4. Have you paid any of the employees pay to someone other
    than the employee? (e.g. to a school)  . . . . . . . . . . _   (0=No, 1=Yes)

 5. Forms P11D and P11D(b) are due.  . . . . . . . . . . . . . _   (0=No, 1=Yes)

 6. Are you a service company and have operated the
    Intermediaries legislation sometimes known as IR35?  . . . _   (0=No, 1=Yes)

  F10=QuikAccess    F12=Cancel
```

Figure 8-24: Test Employer Payment Summary Questions and Declarations screen

8 Specify yes or no for each question or declaration and press Enter to generate the test XML documents.

Earlier Year Updates

The *Earlier Year Update* is a function of RTI reporting that allows an employer to generate XML documents that can then be submitted as adjustments to HMRC for employee data reported in the last FPS in the previous tax year.

Use the *Earlier Year Update* function to:

■ Create the EYU header data. This defines the tax year for the EYU and assigns a unique sequence number for the submission.

■ Define the employee or employees required on the EYU and enter the EYU adjustment amounts, for the fields required.

■ Generate an XML document of the EYU.

These tasks are described in detail below.

Creating the EYU header

To create the EYU header:

1 From the Infinium PY main menu select *Payroll Processing*.

2 Select *Real Time Information - XML*.

3 Select *Earlier Year Updates* [XMLCRTEYU]. The system displays the Earlier Year Updates (EYU) employer selection screen.

4 Select an employer and press Enter. The system displays the Earlier Year Updates (EYU) selection screen.

```
 9/29/17  15:38:16     Earlier Year Updates (EYU)     PYGXHM10    PYDXHM10


Employer . . . . . . :   SAY      Say it with Flowers Plc


Type options, press Enter.
  2=Change  4=Delete  6=Employees  7=Display  8=Submit EYU  9=Test Submit EYU
Opt  Tax Year Reference  Last Update Time    User        Status      Date Sent
 _      2017   000071     29/09/2017  153719 JH          Pending
 _      2017   000070     29/09/2017  143534 JH          Sent        29/09/2017
 _      2017   000069     29/09/2017  142957 JH          Sent        20/09/2017













                                                                    BOTTOM
 F3=Exit     F6=Create    F10=QuikAccess    F12=Cancel
```

Figure 8-25: Earlier Year Updates (EYU) selection screen

A list of existing EYU records in descending date order with most recent listed first is displayed.

5 To create a new EYU XML document header, press F6. The system displays the Earlier Year Updates (EYU) - Header screen.

```
 9/29/17  15:40:05    Earlier Year Update - Header      PYGXHM20   PYDXHM20

 Employer . . . . . :  SAY Say it with Flowers Plc

 For Tax Year . . . .  2017

 EYU Reference No . .            (Reference number will be assigned)

 Status . . . . . . .  0











 F3=Exit   F4=Prompt   F10=QuikAccess   F12=Cancel
```

Figure 8-26: Earlier Year Updates (EYU) - Header screen

6 Use the information below to complete this screen.

For Tax Year

Specify a tax year. The EYU is for prior tax year.

EYU Reference No

This number is automatically assigned when you create the record.

Status

The default is **0** for pending when first created and is updated by the system to **1** when the EYU XML document is generated.

7 Press F3 to exit and save your changes.

8 To update the status on an existing EYU submission header, use option **2** from the list of existing EYU submissions.

Defining the employees required on the EYU and entering EYU adjustment amounts

9 To add or update employee data for the EYU, select option **6=employees** from the list of EYU submissions and press Enter. The system displays the Earlier Year Updates (EYU) employee screen.

```
 9/29/17  15:43:11    Earlier Year Updates (EYU)    PYGXUM10    PYDXUM10


 Employer . . . . . :    SAY      Say it with Flowers Plc
 EYU Tax Year . . . . :   2017     EYU Reference . :     71
 Type options, press Enter
   2=Change  4=Delete
 Opt   Employee   Name                          Last Updated    User


















 F3=Exit   F6=Create   F10=QuikAccess   F12=Cancel
```

Figure 8-27: Earlier Year Updates (EYU) employee screen

10 To add an employee to the EYU press F6 to create the record or, to update the EYU data on an existing record, specify **2=Change** in the *Opt* field. The Earlier Year Update – Detail screen is displayed.


```
 9/29/17  15:44:11    Earlier Year Update - Detail    PYGXUM20    PYDXUM20


 Employer . . . . . . : SAY  Say it with Flowers Plc
 For Tax Year . . . : 2017        EYU Reference No . :     71


 Employee Number  . . _____  +  _____
 Enter the + or - difference amount    Last FPS Values
 Taxable Pay YTD  . . _____.00          .00
 Tax Paid YTD . . . . _____.00          .00
 Student Loan YTD . . _____.00          .00
 *SMP YTD . . . . . . _____.00          .00
 *SAP YTD . . . . . . _____.00          .00
 *SPP YTD . . . . . . _____.00          .00
 *SHPP YTD  . . . . . _____.00          .00
 Pensions NET YTD . . _____.00          .00
 Pensions not NET YTD _____.00          .00
 Benefits Taxed YTD . _____.00          .00
 Annual Occup Pension _____.00          .00
 Only enter a starting or leaving date if it was NOT previously reported on FPS
 Starting Date  . . . _____       Starting Declaration .   _
 Leaving Date . . . . _____       Tax Code . . . . . . . _ _____ Tax Basis _


 F3=Exit   F6=Nat Ins   F10=QuikAccess   F12=Cancel
```

Figure 8-28: Earlier Year Update – Detail screen

The system displays in the second column the last reported values in an FPS for the employee.

11 Enter the difference amount between the value in the field on the last reported FPS and what the amount should have been. Enter with a negative sign if the amount must be reduced by that amount or a positive value if it needs to be increased by that amount.

For example, if taxable pay reported on FPS was too little by 50.00, enter **-50.00** in the field.

12 Enter a starting date and starting declaration only if for some reason the employee start date was not reported on the last FPS.

Similarly, enter the leaving date, tax code, and tax basis.

13 To enter EYU adjustments for National Insurance, press or select F6. The system displays the Earlier Year Update – National Ins screen.

```
 9/29/17  15:45:58    Earlier Year Update - National Ins PYGXUM20   PYDXUM20
Employer . . . . . : SAY  Say it with Flowers Plc
For Tax Year . . . : 2017        EYU Reference No . :    71
Employee Number  . .    107158 + halper


Enter the + or - difference amount
The values from the last FPS are shown
NI Letter . . . .        _                              _


NI Pay YTD  . . . _____.00         .00           _____.00         .00
Up To LEL YTD   :  _____.00          .00           _____.00           .00
LEL To PT YTD   :  _____.00          .00           _____.00           .00
PT To UEL YTD   :  _____.00          .00           _____.00           .00


Employer NIC YTD: _____.00         .00           _____.00         .00
Employee NIC YTD: _____.00         .00           _____.00         .00







   F3=Exit   F6=More Nat Ins   F10=QuikAccess   F12=Cancel
```

Figure 8-29: Earlier Year Update – National Ins screen

The system displays in the second column the last reported values for the NI letter in an FPS for the employee.

If the employee has balances for a second Nat Ins letter in the year, these balances are displayed in the fourth column.

14 Enter the difference amount between the value in the field on the last reported FPS and what the amount should have been. Enter with a negative sign if the amount must be reduced by that amount or a positive value if it must be increased by that amount.

15 If the employee has balances for a more than two Nat Ins letters in the tax year, press or select F6 for an additional screen.

16 Press F3 to exit and save your changes

Generating the EYU XML document

17 To generate XML document of an EYU, specify option **8** against an EYU on the list of EYU submissions.

18 To generate a test version of the XML document of the EYU, specify option **9** against an EYU on the list of EYU submissions.

The system creates the EYU GFF extract file and sends a message to the user "EYUnnnnnn GFF file has been created" where nnnnnn is the job number.

EDI PAYE Forms - Inland Revenue functions

Use the functions under the *EDI PAYE Forms - Inland Revenue* **>** *XML Functions* menu to create XML document data for Real Time Information (FPS, EPS, and EYU) and for P46 (Car), and P11D, which is written to an intermediate database file, PYPXMLP.

Update XML Default Data

Use the *Update XML Default Data* function to store the data for the GovTalk message that is required in the XML documents.

To update XML default data:

1 From the Infinium PY main menu select *EDI PAYE Forms - Inland Revenue*.

2 Select *XML Functions*.

3 Select *Update XML Default Data* [UXML]. The system displays the Update XML Default Data screen.

```
 9/29/17  15:49:52        Update XML Default Data      PYGMXD     PYDMXD




Employer . . . . . . . . ___ +   -or-  Employer Group . . . . . _____ +



Default Directory for XML Documents
/PYUKXML/_____












 F3=Exit  F4=Prompt  F10=Quick Access
```
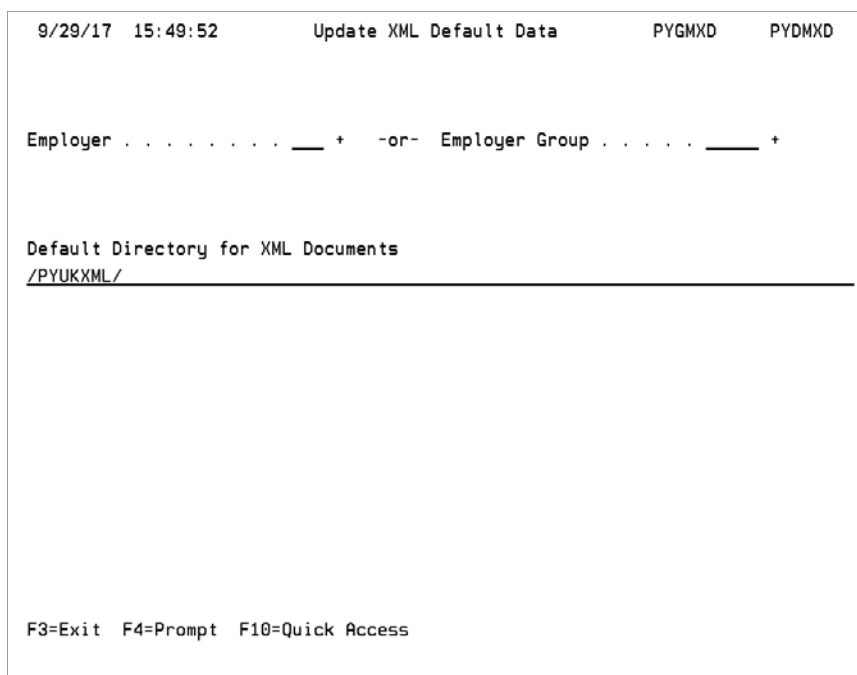
Figure 8-30: Update XML Default Data screen

4 Use the information below to complete this screen.

Employer

Specify an employer. Leave blank if you specify an employer group.

Employer Group

Specify an employer group. Leave blank if you specify an employer.

Default Directory for XML Documents

Specify the default directory in the IFS (Integrated File System) to place XML documents when you run *Create XML/Import XML Update*s. The system also uses this directory for documents that you download from the Government Gateway in this directory. The system uses a default directory name of PYUKXML. You can change this name if you want to place the XML documents in a different directory. The directory name you specify must exist in the IFS on the IBM i.

5 Press Enter. The Update XML Default Data selection screen is displayed.

```
   9/29/17  15:50:22        Update XML Default Data        PYGMXD      PYDMXD


 Employer . . . . . . . . . . :  SAY Say it with Flowers Plc



   2=Change   4=Delete   5=Display

 Opt Document Type

  _    Employer Payment Summary
  _    Earlier Year Update
  _    Full Payment Submission
  _    P11D
  _    P46(Car)








 F3=Exit   F6=Create   F10=QuikAccess   F12=Previous
```

Figure 8-31: Update XML Default Data selection screen

From this screen, you can select to create, update, delete, or display these XML default data document types for the employer or employer group:

- Employer Payment Summary
- Earlier Year Update

- Full Payment Submission

- P11d

- P46 (Car)

6 Press F6 to create a document type or specify **2** in the *Opt* field next to a document type to update it. The Update XML Default Data document type screen is displayed.

```
 2/21/18  16:55:43          Update XML Default Data        PYGMXD     PYDMXD


 Employer . . . . . . . . . . : SAY   Say it with Flowers Plc
 Document Type  . . . . . . . : ___
 Email Address  . . . . . . .
 _____
 Sender ID  . . . . . . . . .  _____ Type _____
 Password Method  . . . . . .  MD5
 Organisation . . . . . . . .
 IR_____
 Vendor ID. . . . . . . . . .  5022
 Product  . . . . . . . . . .  Infinium Payroll
 Version  . . . . . . . . . .  12.0.12
 Keys:
              Key Type                          Value

 _____         _____
 _____         _____
 _____         _____
 _____         _____
 _____         _____
 _____         _____
 _____         _____
 F3=Exit  F8=Password  F10=Quick Access  F12=Previous
```

Figure 8-32: Update XML Default Data document type screen

From this screen, you can press F8 to access a screen where you enter and confirm a password, which is stored in the XML default data file, PYPXD. The password is for the Sender ID that is registered with the Government Gateway and is used to validate users who access the *Create XML/Import XML Updates* function.

7 Use the information below to complete this screen.

Document Type

Specify the document type for which you are creating XML default data. Valid values are:

FPS   Full Payment Submission

EPS   Employer Payment Summary

EYU	Earlier Year Updates
P46	P46 (Car)
P11D	P11D

Email Address

Specify the email address to use for XML documents. Leave blank to use the email address registered with the Government Gateway.

Sender ID

Specify the sender ID registered with the Government Gateway.

Type

Specify the sender type. Valid values are:

- **Individual**
- **Company**
- **Agent**
- **Bureau**
- **Partnership**
- **Trust**
- **Employer**
- **Government**
- **Acting in Capacity**
- **Other**

Organisation

Specify the organisation or department to which the XML document is to be sent; for example, IR.

Key Type

Specify a key type for up to 7 key values to be included in the XML file. For PAYE forms, the required values are:

- **TaxOfficeNumber**
- **TaxOfficeReference**

Key Value

Specify the key value for the associated key type.

8 Press F3 to exit and save your changes.

Create P46 (Car) Returns

Use the *Create P46 (Car) Returns* function to create XML documents for reporting employee company car changes. This function uses the same selection criteria and processing as the standard *Print P46 Forms* function and prints copies of the P46 form. As with the *Print P46 Forms* function, use the *P46(Car) Returns - XML* function on a period basis, such as quarterly.

To create P46 (Car) returns:

1 From the Infinium PY main menu select *EDI PAYE Forms - Inland Revenue*.

2 Select *XML Functions*.

3 Select *Create P45 (Car) Returns* [XMLCARP46]. The system displays the Create P46 (Car) Returns screen.

```
 9/29/17 15:55:32     Create XML P46(Car) Returns        PYGXM50    PYDXM50


 Type selections, press Enter.


 Employer  . . . . . . . . . . .   SAY + Say it with Flowers Plc


 Employee  . . . . . . . . . . .   _____  + _____
    Or
 Region      . . . . . . . .       _____  +
 Area        . . . . . . . .       _____  +
 Office      . . . . . . . .       _____  +
 Department  . . . . . . . .       _____  +


 Car changes from date . . . . .   1012017
 Car changes to date . . . . . .   2022017


 Tax Office Description  . . . .   _____
 HMRC Test Submission. . . . . .   0  (0=No, 1=Yes)


 Trial Mode (Print Report Only).  0  (0=No, 1=Yes)



 F3=Exit   F4=Prompt   F10=QuikAccess   F12=Cancel
```

Figure 8-33: Create P46 (Car) Returns screen

4 Use the information below to complete this screen.

Employer

Specify an employer.

Employee

Select an employee to create P46 (Car) returns by employee.

Level 1-4

Select the appropriate level to create P46 (Car) returns by level.

Car changes from date

Select to create P46 (Car) returns by a date range start date.

Car changes to date

Select to create P46 (Car) returns by a date range end date.

Tax Office Description

Specify a tax office description.

HMRC Test Submission

Specify yes it you are generating XML documents for a test transmission with Inland Revenue.

Specify no it you are generating XML documents for a live transmission with Inland Revenue.

Trial Mode (Print Report Only)

Specify yes to run this function in trial mode. In trial mode, the P46(Car) substitute forms are created, but the XML document is not created.

Specify no to create the P46(Car) XML document.

5 Press Enter.

Create P11D

Use the *Create P11D* function to create an XML document of your P11D return. Before you can use this function, you must first create the P11D reporting files for the required tax year end date. These are the P11D reporting files that are created when you run the *P11D Substitute Report* function with the *Update P11D Reporting files?* option selected.

To create the P11D XML document:

1 From the Infinium PY main menu select *EDI PAYE Forms - Inland Revenue*.

2 Select *XML Functions*.

3 Select *Create P11D* [XMLCRTP11]. The system displays the Create P11D XML File screen.

```
 9/29/17 15:57:00       Create P11D XML File              PYGPX40    PYDPX40


 Type selections, press Enter.


 Employer  . . . . . . . . . . .  SAY + Say it with Flowers Plc
 Tax Year End Date . . . . . . .   5042018
 Tax Office Name . . . . . . . .  _____
 Submitter Reference Number  . .  _____

 Create XML P11D Return  . . . .  _   (0=No, 1=Yes)



 HMRC Test Submission  . . . . .  _   (0=No, 1=Yes)






 F3=Exit   F4=Prompt   F10=QuikAccess     F12=Cancel

```

Figure 8-34: Create P11D XML File screen

4 Use the information below to complete this screen.

Employer

Specify an employer.

Tax Year End Date

Specify the tax year end date in ddmmyyyy format.

Tax Office Name

Specify the tax office name.

Submitter Reference Number

Specify the submitter reference number.

Create XML P11D Return

Specify yes if the P11D data is to be created in XML format. Otherwise, specify no.

HMRC Test Submission

Specify yes to generate the XML document for a test transmission to Inland Revenue.

Specify no to generate the XML document for a live transmission to Inland Revenue.

5 Press Enter.

Create XML/Import XML Updates

The *Create XML/Import XML Updates* function writes the XML data from the intermediate file PYPXMLP to the IFS, or it receives the data into the Infinium database from the IFS (customers must manually upload the file to the IFS and specify the XML file name).

To create or import XML updates:

1 From the Infinium PY main menu select *EDI PAYE Forms - Inland Revenue*.

2 Select *XML Functions*.

3 Select *Create XML/Import XML Updates* [CXML]. The system displays the Create XML/Import XML Updates screen.

```
 2/22/18 16:27:51        Create XML/Import XML Updates     PYGXD50     PYDXD50

Type selections, press Enter.

Employer  . . . . . . . . . . .  SAY + Say it with Flowers Plc

Document Name . . . . . . . . .  ____

Document Type . . . . . . . . .  1 (1=Create XML)
                                   (2=Import Only)
                                   (3=Import and Process)

Tax Code Changes Effective To .  _____0

XML Document Name
_____




F3=Exit  F4=Prompt  F10=Access
```

Figure 8-35: Create XML/Import XML Updates screen

4 Use the information below to complete this screen.

Employer

Enter the employer for which you are creating an XML document. If you are creating an XML document and you leave the *XML Document Name* field blank, the system assigns a name of XXX-YYY-nnnnnnnnnnnnnn to the XML document, with XXX being the employer you select, YYY being the document type, and nnnnnnnnnnnnnnn being the date in YYMMDD format and the time you create the document.

If you are importing a document, leave this field blank (the system does not use the *Employer* field for imports).

Document Name

Specify the document name for which you are creating the XML document. Valid values are:

FPS	Full Payment Submission
EPS	Employer Payment Summary
EYU	Earlier Year Updates
P46	P46 (Car)

P11D   P11D

Document Type

Specify the document type. Valid values are:

1   Create XML

Create an XML document for the last function you ran (RTI, P46 (Car), or P11D). After selecting option 1, you must manually upload the XML document to the Government Gateway.

2   Import Only

Receive an XML document from the IFS (Integrated File System) for GEN (Generic Notification), NVREP (NINO Verification Response), P6/P6B/P9 tax code updates, SL1 or SL2 (student loan) notices, or submission acknowledgments, submission responses, or delete responses sent back by the Government Gateway for a previous transmission. The transactions will be marked as pending and must be processed using the *Work with XML Documents* function.

3   Import and Process

Receive an XML document from the IFS (Integrated File System) for GEN (Generic Notification), NVREP (NINO Verification Response), P6/P6B/P9 tax code updates, SL1 or SL2 (student loan) notices, or submission acknowledgments, submission responses, or delete responses sent back by the Government Gateway for a previous transmission. The transactions will be processed immediately and the permanent employee files will be updated with the changes.

A report will be produced containing the name of the XML document that was created or imported.

The XML document name is required when you select option 2 or 3. If you are importing a document, this document must exist in the IFS (Integrated File System) on the IBM i in the default directory you specified using *Update XML Default Data*.

Tax Code Changes Effective To

Tax code changes sent by Inland Revenue have effective from dates, which may vary by employee. For effective dates in the future it may not be

appropriate to apply the tax code changes to the employee's payroll data until the date has arrived.

Use this field to control when the tax code updates are applied. For example, if tax code changes received include an effective date of 01/06/2017 and it is now 15/05/2017 and you have not run your monthly payroll for May, then you could enter a *Tax Code Update To Date* of **29/05/2017**. This would apply tax code changes with effective dates up and including 29/05/2017 but would exclude those after that date. These excluded tax code changes are saved and treated as 'pending' and are reprocessed each time you run this function until their effective date is met.

XML Document Name

Specify the name of the XML document you want to create if you select to create an XML document, or the name of the XML document you want to receive into the Infinium PY database if you select to import an XML document.

If you are importing a document, this XML document must exist in the IFS (integrated file system) on the IBM i in the default directory you specified using *Update XML Default Data*.

If you are creating a document, you can leave this field blank, and the system assigns a name of XXX-YYY-nnnnnnnnnnnnnnnn, with XXX being the employer you selected, YYY being the document type, and nnnnnnnnnnnnnnnn being the date in YYMMDD format and the time you create the document.

5 Press Enter.

6 If you chose to create an XML document, enter the Sender ID password registered with the Government Gateway and press Enter.

Work with XML Documents

The *Work with XML Documents* function enables users to process incoming documents, similar to the *Work with EDI Interchanges* option, and create the GovTalk messages to check for acknowledgments coming back from the Government Gateway.

To work with XML documents:

1 From the Infinium PY main menu select *EDI PAYE Forms - Inland Revenue*.

2 Select *XML Functions*.

3 Select *Work with XML Documents* [WXML]. The system displays the Work with XML Documents screen.

```
9/29/17  16:01:25      Work with XML Documents      PYGEXD15   PYDEXD15


                    Search . . . . _____
 Type options, press Enter.
      1=Process       2=Submission Poll 4=Delete Request 5=Display Employees
      6=Spooled Files 9=Display XML
 Opt Sts Document Date     Time   Type    Form    Count Test
   _   1   29/09/2017   14:35:36  EYU17   EYU       1
   _   1   29/09/2017   13:48:57  FPS18   FPS       1
   _   1   29/09/2017   13:48:56  FPS18   FPS       1
   _   1   28/09/2017    9:34:24  EPS18   EPS       1
   _   1   28/09/2017    8:59:04  P11D17  P11D      7   1
   _   1   28/09/2017    8:55:08  POLL    POLL      1   0
   _   1   28/09/2017    8:54:58  ACK     ACK       1   0
   _   1   28/09/2017    8:32:32  EPS18   EPS       1
   _   1   28/09/2017    3:26:04  POLL    POLL      1   0
   _   1   28/09/2017    3:26:00  ACK     ACK       1   0
   _   1   28/09/2017    2:38:06  EPS18   EPS       1
   _   1   25/09/2017    9:53:58  POLL    POLL      1   0
   _   1   25/09/2017    9:50:55  ACK     ACK       1   0
   _   1   25/09/2017    8:55:48  EPS18   EPS       1
                                                        MORE...
 F3=Exit  F5=XML File Name  F10=QuikAccess   F12=Cancel
```

Figure 8-36: Work with XML Documents screen

4 Specify a value in the *Opt* column next to the XML document with which you want to work.

Value	Description
1	Use to process an XML file you have downloaded from the Government Gateway. The processing takes place interactively as follows:

- For form data, the data in the file is converted to Infinium payroll transactions. These transactions are then validated, and the valid transactions are used to update the employee payroll master, or employee incomes or deductions, depending on the form. Separate validation and update detail reports are produced.

- For submission acknowledgements, submission responses, or delete responses that have been downloaded from the Government Gateway, there is no need to process these, as they are marked as processed when the *Create XML/Import XML Updates* function is run.

Note: Before selecting option 1, you must first do the following:

- Download the XML file from the Government Gateway and place it in the IFS (Integrated File System) in the default directory you specified in *Update XML Default Data*.

- Run *Create XML/Import XML Updates* to bring the XML document into the Infinium database.

Value	Description
2	Use to create a submission poll request for a submission that has been sent to the Government Gateway. This option is valid only with document type ACK (acknowledgement file that has been sent back by the Government Gateway). The Government Gateway then sends another submission acknowledgement if the document has not been accepted yet, or either an error response (ERS) if there are any errors in the submission, or business response (BRS) if there are no errors. You can use option 9 to view the XML document to see the errors.
4	Use to create a delete request after the document has been processed. This option is valid only with document types ERS and BRS. This option creates a document type of DRQ, and the Government Gateway then responds with a delete response (document type DRS) after the delete request XML document is manually uploaded to the Government Gateway.

Note: After selecting option 2 or 4, you must manually upload the XML document to the Government Gateway.

Value	Description
5	Use to display the individual employee transactions for incoming documents.
6	Use to view the reports for incoming documents.

Value	Description
9	Use to view the XML document.

5 Press Enter.

Update Employee XML Transactions

The *Update Employee XML Transactions* function enables users to update data in the EDI/XML Document Header file, PYPDHX, and the Employee EDI/XML Transactions file, PYPXE.

These files are initially output to when *Create XML/Import XML Updates* is run, similar to *Send/Receive EDI Updates*. The *Update Employee XML Details* enables users to update the data in those files after *Create XML/Import XML Updates* is run.

To update employee XML transactions:

1 From the Infinium PY main menu select *EDI PAYE Forms - Inland Revenue*.

2 Select *XML Functions*.

3 Select U*pdate Employee XML Transactions* [UEMTRN]*.* The system displays the Update Employee XML Transactions selection screen.

```
 9/29/17  16:09:15    Update Employee XML Transactions    PYGEXM10   PYDEXM10


 Type selections, press Enter.


 Employer  . . . . . . . . . . . EMX +      TEST XML EMPLOYER
 Employee  . . . . . . . . . . . _____  + _____


 Or
 National Insurance No . . . . . _____










 F3=Exit   F4=Prompt   F10=QuikAccess   F12=Cancel
```

Figure 8-37: Update Employee XML Transactions selection screen

4 Use the information below to complete this screen.

Employer

Specify an employer.

Employee

Specify an employee. Alternatively, you can select a *National Insurance No.*

National Insurance No

Specify a National Insurance number to display the XML transactions for persons with that NI number. Note that this NI number does not have to exist in the HR database so, for example, you could use this function to work with transactions received with a unrecognised NI number.

5 Press Enter. The system displays the Update Employee XML Transactions screen.

```
 9/29/17  16:09:48     Update Employee XML Transactions    PYGEXM20   PYDEXM20

 Employer . . . . . . . . EMX        TEST XML EMPLOYER
 Employee . . . . . . . .      9    Dean,David
 National Insurance No. .
 Type options, press Enter.
   4=Delete  5=Display  6=Deactivate
      Form
 Opt  Type   Issue Date  Effective   Stop Date   Tax Code        Status
   _   P46                                        CAR      SENT




                                                                      BOTTOM



 F3=Exit   F10=QuikAccess   F12=Cancel
```

Figure 8-38: Update Employee XML Transactions screen

Use this screen to delete, display, or deactivate an employee XML transaction.

- To delete a transaction, specify **4** next to the transaction and press Enter.

- To display a transaction, specify **5** next to the transaction and press Enter.

- To deactivate a transaction, specify **6** next to the transaction and press Enter.

Display Employee XML Details

The *Display Employee XML Details* function enables you to display data in the EDI/XML Document Header file, PYPDHX, and the Employee EDI/XML Transactions file, PYPXE.

These files are initially output to when *Create XML/Import XML Updates* is run, similar to *Send/Receive EDI Updates*. The *Display Employee XML Details* enables you to display the data in those files after *Create XML/Import XML Updates* is run.

To display employee XML details:

1 From the Infinium PY main menu select *EDI PAYE Forms - Inland Revenue*.

2 Select *XML Functions.*

3 Select *Display Employee XML Details* [VEMXML]*.* The system displays the
Display Employee EML Details employee selection screen.

```
  9/29/17  16:06:53    Display Employee XML Details        PYGEXD     PYDEXD

 Type selections, press Enter.

 Employer  . . . . . . . . . . .  EMX +      TEST XML EMPLOYER
 Employee  . . . . . . . . . . .  _____  + _____










 F3=Exit   F4=Prompt   F10=QuikAccess   F12=Cancel
```
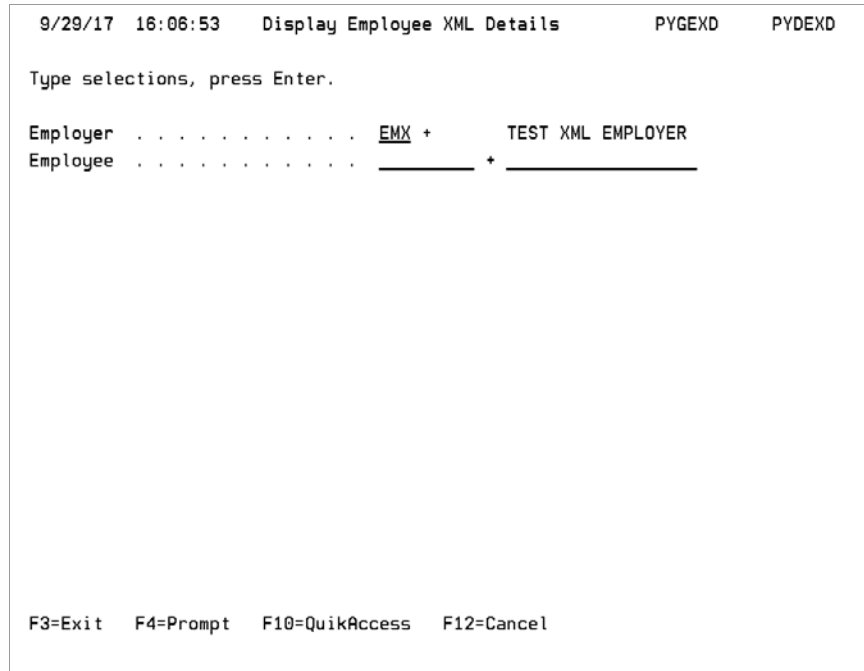
Figure 8-39: Display Employee EML Details employee selection screen

4 Specify an employer and employee and press Enter. The system displays the
Display Employee EML Details selection screen.

```
 9/29/17  16:07:22    Display Employee XML Details      PYGEXD10   PYDEXD10

Employer  . . . . . . . . . . :  EMX     TEST XML EMPLOYER
Employee  . . . . . . . . . . :         9 Dean,David


Type any character and press Enter for detail.
     Form     Issue       Effective
Opt  Type     Date        Date        Stop Date   Tax Code        Status
 _   P46                                           CAR      SENT










                                                                   BOTTOM



F3=Exit   F10=QuikAccess   F12=Cancel
```

Figure 8-40: Display Employee EML Details selection screen

5 Select the form to display and press Enter. The system displays the Display Employee XML Details screen.

```
 9/29/17  16:08:00      Display XML Details - P46     PYGEXD50   PYDEXD50

Employer  . . . . . . . . . . :  EMX     TEST XML EMPLOYER
Employee  . . . . . . . . . . :         9 Dean,David

Form Type - P46    SENT

Start Date  . . . . . . . . . :
Tax Code  . . . . . . . . . . :     CAR
Tax Basis . . . . . . . . . . :
Statement A Signed  . . . . . :
Statement B Signed  . . . . . :
Statement C Signed  . . . . . :
Statement D Signed  . . . . . :
Statement Not Signed  . . . . :

Last Updated
Date  . . . . . . . . . . . . :  2017/07/28
Time  . . . . . . . . . . . . :  13:53:16
User  . . . . . . . . . . . . :  JCP
Workstation . . . . . . . . . :  XMLCARP46

F3=Exit   F10=QuikAccess   F12=Cancel
```

Figure 8-41: Display Employee XML Details screen

6 Press F3 to exit.