



Infor System21 UK Payroll

Product Guide

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About this guide

The purpose of this document is to describe the functions that can be used within the UK Payroll Module.

Intended audience

The guide is intended for any users of the PY UK Payroll business module.

Related documents

You can find the documents in the product documentation section of the Infor Support Portal, as described in "Contacting Infor" on page 17.

Contacting Infor

If you have questions about Infor products, go to Infor Concierge at <https://concierge.infor.com/> and create a support incident.

The latest documentation is available from docs.infor.com.

If you have comments about Infor documentation, contact documentation@infor.com.

Chapter 1 Overview

Introduction

Payroll operates either independently or as an integrated part of other System21 applications and is designed to record all payroll transactions for a business, whether it is operating in a multi-company or single company environment.

A payroll profile defines the specific processing requirements and characteristics of each payroll set up within the company structure.

Each profile holds such details as payroll frequency, payment methods permitted, etc.

Where System Manager is installed, security is provided by:

- Restricting access to certain functions as appropriate to each operator
- Creating tailor-made menus for each operator

By adopting either approach, operators can be restricted from accessing specific functions, or information belonging to specific companies and payrolls profiles.

Where a multi-site operation is in use, the printing location can be specified by function; management reports at head office, payment reports to a specified regional office, etc. This facility can be further extended to cope with a multi-site, multi-company situation, without enhancement to the software.

Structure

Payroll consists of a number of different hierarchical levels:

1 - Company

The highest organisational level

In addition to name and address details, information such as bank and tax office details can be maintained.

2 - Payroll Profile

The operational level within the application

Essentially, a payroll profile consists of a grouping of employees who share certain functional characteristics and processing requirements such as:

The parameters are set up and maintained within the payroll profile.

3 - Employee

The individual organisational level within the system

All information pertaining to individual employees is stored.

Each employee can be allocated to up to three costing/reporting levels.

These have user-defined descriptions so that each payroll profile uses the terminology appropriate to the company.

4 - Cost Centre

A six-character code that can be used for report sequencing and/or General Ledger costing

5 - Department

A six-character code that can be used for report sequencing and/or General Ledger costing

6 - Paypoint

A five-character code that can be used for report sequencing and/or General Ledger costing

Payroll Maintenance

Each payroll profile is defined with pay frequency, payment methods and tax office information.

It also includes allowances (hourly-paid and cash-paid allowance) which can be defined as liable for income tax, NI, pension and holiday; similarly, deductions can be set up as post/pre tax or NI

Group update options enable mass update of details which affect all employees, for example, government changes of rates and bands.

Employees are maintained with basic details such as name/address, NI number/category, tax code/regime/ basis, payment method. Employees permanent hourly-paid allowances, cash allowances, deductions and attachments, pay rates and pensions together are also defined. Year to date details can be added/maintained. Pension and holiday scheme details may also be added.

Payroll Processing

Transactions

All transactions affecting the payroll can be input directly, with extensive validation facilities to ensure the accuracy of the data.

Payroll provides facilities for transaction processing either on an exception basis (adjustments to default payments) or on a mandatory entry basis (positive intervention).

A salaried payroll would typically be paid by default. An hourly-paid wages payroll, on the other hand, may pay employees based on clock cards or returns submitted from regional offices. In this example, a mandatory entry payroll may be preferred.

The Batch Transaction Entry task provides a powerful feature for volume transaction entry in a format and presentation sequence that is easily defined.

Holiday accrual and payment transactions can be globally generated using calculation options with comprehensive employee selection controls.

Processing

Multiple gross-to-net calculations can be performed with flexible options available for payroll re-starts by, for example, employee, employee range and cost centre.

Multiple gross-to-net submissions can provide significant time benefits in a payroll environment processing a high volume of transactions.

Each payroll within the application can be processed totally independently, so that you may be entering employee details into one payroll whilst another payroll is processing gross-to-net.

Any statutory payments added in the Statutory Payments menu are automatically included in gross pay. Details from the payroll profile also automatically maintain average pay calculations and year-to-date payment details needed for statutory payment calculations

An interface is provided to EigerPay Gateway to give BACSTEL-IP functionality.

Supplementary Processing

Payroll addresses the exceptional processing requirements frequently encountered in a payroll environment:

- Future period processing
- An employee leaver to be paid ahead of the normal payroll run

- Prior period processing (re-banking/adjustments)
- Additional payments or adjustments to be made to an employee's pay in a prior period, for example re-bankings or payment of an additional bonus
- Cancelled payments
- Payments made to an employee in a prior period and reclaimed in full (typically where an employee has been paid in advance but in fact left employment during the period)

Each option effectively provides an individual gross-to-net calculation and can be used either as a simulation or as a discrete processing run with full reporting and auditing control and file update.

Reports

A gross-to-net report, exceptions report, adjustments audit report and payroll reconciliation report are automatically produced as part of the calculation run.

Additional reports such as payslips, coin analysis, cheques, pension details, BACS pre-transmission summary, NIC analysis etc., can be selected as part of the calculation run or are available as a full re-print option.

Other reports cover holiday schemes and attachments of earnings.

You can choose the report sequence for the principal payroll reports.

Many payroll reports can also be re-printed from the history files for any prior period held on file.

Period End Close

The Period End Close task performs all updates for the period processed and opens the next period for processing.

Details are displayed of any employees not paid in the current period but for whom payment is expected or scheduled.

Provision is made for an automatic security save to a save file (*SAVF) of all relevant data for the payroll being processed. This means that in the rare event that a payroll needs to be recovered and rerun, only the data pertinent to an individual payroll needs to be restored.

BACS

Payroll produces BACS transactions for employees with BACS defined as their payment method as part of the make payments function.

Additionally P32 payments maybe made via BACS.

Submissions may be consolidated by BACS user number and sent as a single item using a multi-processing day file.

Statutory Payments

Payroll provides function for the calculation, payment and reporting of statutory payments including

- Statutory Sick Pay (SSP)
- Statutory Maternity Pay (SMP)
- Statutory Adoption Pay (SAP)
- Ordinary Statutory Paternity Pay (Birth & Adoption) (OSPP)
- Shared Parental Leave & Shared Paternity Pay (SPL & ShPP)
- Statutory Parental Bereavement Pay (SPBP)

For each, a control file, with parameters, enables you to maintain rates and application constants such as maximum entitlement, number of days etc.

Direct entry provides full provision for amendment of calculated average pay, qualifying days, etc.

The facility to offset payments to a user-defined payment code, such as salary, is also available at entry time where applicable

All statutory payments are automatically included in gross pay and reports

Enquiries/Reports

Payroll enquiry tasks enable you to review an employee's payroll details and payroll history. Full audit trails are produced automatically whenever file changes or transactions take place and standard reports are available detailing payroll transactions

Holiday Accruals and Payments

Multiple holiday scheme profiles can be maintained, which may be hourly or cash based. Accruals can be also be calculated.

Implementation Considerations

There are no prerequisites for the installation of Payroll, unless you wish to:

- Post to GL

In this case, you will need General Ledger installed, with a chart of accounts to which you can post.

- Post to Cash Management

In this case, you will need both General Ledger and Cash Management installed, and Payroll must be set up to post to General Ledger.

If you wish to make use of Personnel, this can be installed after you have installed Payroll.

Data Set-up

When creating payroll companies and payrolls these tasks are used to maintain the information which has to be created before you can start using the application.

It is not changed during normal use, and only rarely requires amendment, for example at the tax year-end.

The information includes:

- Company profile
- Payroll user profiles
- Payroll profile
- National Insurance contribution rates
- Income tax rates and thresholds
- Statutory payment rates and constants
- Attachment and arrestment rates
- Student and Postgraduate Loan rates and constants
- Cost centres, departments and paypoints
- Hourly and cash payment codes
- Deduction codes
- Pension schemes (pre-tax and net pay)
- Holiday scheme details
- Global descriptions
- Report sequencing
- Batch entry selection

Please refer to the relevant sections in the product guide for further details

Chapter 2 Maintenance

Costing/Report Codes [1/PYM]

This task provides a facility for maintenance of the codes and descriptions for the three costing/report levels available.

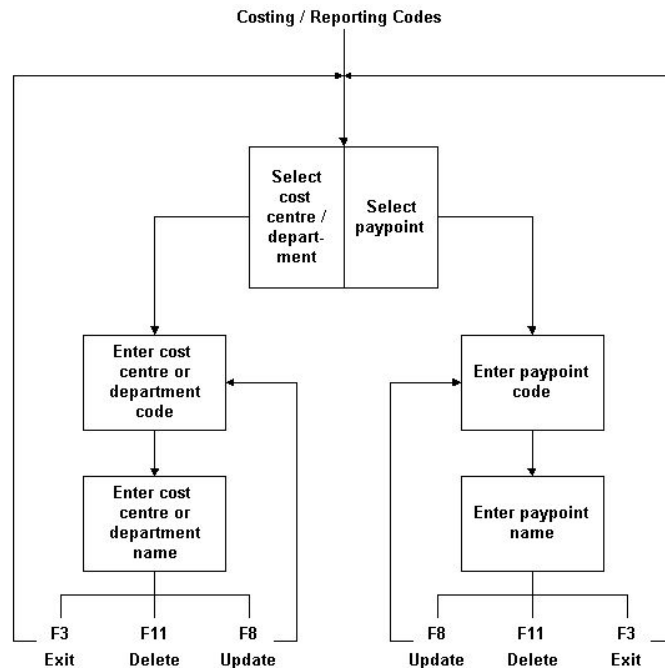
Note: The narrative used to describe these levels is maintained on the payroll profile.

For the examples illustrated the following descriptions have been set up on the payroll profile:

- Level 1 - Cost centre
- Level 2 - Department
- Level 3 - Paypoint

Note: Level 1 is mandatory; levels 2 and 3 are optional.

The following diagram illustrates the options available when you are editing or setting up these codes:



Costing/Report Level Codes Selection Window

To display this window, select the Maintain Costing/Report Codes task.

Options

Select

Use this to select the level you wish to maintain.

Select a level to display the Costing/Report Level Codes Entry window.

Costing/Report Level Codes Entry Window

To display this window, select a level on the Costing/Report Level Codes Selection window.

Fields

Cost Centre

Enter the six-character cost centre code.

Department

Leave this field blank when you are defining a cost centre. Otherwise, enter the six-character department code.

Select OK to display the Costing/Report Level Codes window.

Costing/Report Level Codes Window

To display this window, select OK on the Costing/Report Level Codes Entry window.

Existing cost centres and department codes have their descriptions displayed for amendment; otherwise these fields are blank.

Fields

Level 1 Name

If you are setting up a level 1 code, enter or amend the name of the level 1 code.

Level 2 Name

If you are setting up a level 2 code, enter or amend the name of the level 2 code.

Note: *You cannot set up level 2 codes (e.g. department) without first entering a level 1 code (e.g. cost centre).*

Continue entering level 1 and 2 codes in this way.

Tip: If the General Ledger is linked, the next window displayed may be the Level 1 Posting Codes window for the entry of the GL codes which correspond to the payroll profile codes just entered or amended. See the General Ledger Interface chapter for more details.

If level 3 codes are to be maintained, select the appropriate level on the first window.

Paypoint

Enter the five-character paypoint code.

Description

Enter the appropriate description. For an existing code, the current data will be displayed for amendment.

Continue entering level 3 codes in this way. Select Update (F8) to update the data.

Functions

Update (F8)

When you have completed the definition of a level, use this to update the data and return to the previous window. Here you can choose either to enter another level 1 definition, or a level 2 definition for an existing level 1.

Delete (F11)

Use this to delete a definition. If the code has already been assigned to an employee you will not be able to delete it.

Tip: It is recommended that once a code has been used in a payroll run it should not be deleted. Doing so will cause its description to appear as blanks on any history reports and in the Enquire on Employee Payroll History task.

When you have entered all your level 1 and 2 codes, select Exit (F3) to return to the Costing/Report Level Codes Selection window and enter level 3 codes if you require them, or select Exit (F3) again to leave the task.

Hourly Paid Allowances [2/PYM]

This task provides a facility for maintenance of the hourly paid allowances to be used within the payroll profile (i.e. payments that are to be made as hours against a rate). A maximum of 200 hourly paid allowances can be set up per profile.

Hourly Paid Allowances Selection Window

To display this window, select the Hourly Paid Allowances task.

Fields

Code

For each hourly paid allowance, enter the two-character code.

Description

Enter the payment description, using up to 25 characters.

Mult. Fact.

This is the factor by which any entered hours will be multiplied, for a given hours code.

Note: For example, suppose the window shows three overtime allowances (codes TH, DT and PR) with a multiplication factor of 1.5, 2 and 2.3333 respectively. The application will multiply the number of hours entered against these respective codes by these values and calculate the employee's pay by multiplying the total hours calculated by the appropriate hourly rate of pay.

Rate Code

Enter the default employee hourly rate code to be used for this allowance.

The system will default to employee rate code 1.

Pay Freq

Enter one of the following:

W - Weekly

A weekly payment will be multiplied by the number of weeks being paid.

This is valid only for a weekly-based payroll profile.

P - Periodic

A single payment will be made, regardless of the number of weeks or months being paid.

M - Monthly

This is similar to weekly, but valid only for monthly payroll profiles.

S - Suspended

No further payments will be made against this code.

Calc. Code

This field is for future development and should be left blank.

Liable For

Enter Y or N as appropriate in the following fields:

TX - Income tax

NI - National Insurance

PN - Pension

HL - Holiday accrual

Note: Using these indicators, the application will accumulate, for an employee, values of pay to be passed to the tax, National Insurance, pension and holiday accrual calculations.

The following two codes are for future development:

BN - Bonus

GE - Guaranteed minimum earnings

Tip: To delete a code, blank out the code no longer required and then select Update (F8) to update. Care is required because, if the code deleted was pre-set against an employee, during processing the pre-set value will be ignored (i.e. not processed). The code, however, will remain as a pre-setting the employee until you remove it.

Tip: It is recommended that once a code has been used in a payroll run it should not be deleted. Doing so will cause its description to appear as blanks on any history reports and in the Enquire on Employee Payroll History task.

Note: If the General Ledger is linked to Payroll, you may see a Posting Codes window for entry of GL codes corresponding to the hourly paid allowances, i.e. if you are entering a new hourly-paid code.

When you have entered all the required details, select Update (F8) to update the data and leave the task.

Cash Paid Allowances [3/PYM]

This task enables you to maintain the cash paid allowances to be used within the payroll profile (i.e. payments that are to be made as monetary values rather than hours against a rate). A maximum of 200 cash paid allowances can be set up per payroll profile.

Note: It is important to set up payment codes for statutory sick pay (SSP), statutory maternity pay (SMP), statutory paternity pay (SPP), statutory adoption pay (SAP) and SSP offset (if used) here. They must correspond to the codes identified in the payroll profile.

Cash Paid Allowances Selection Window

To display this window, select the Maintain Cash Paid Allowances task.

Fields

Code

For each cash-paid allowance, enter the two-character code.

Description

Enter the payment description, using up to 25 characters.

Pay Freq

Enter one of the following:

W - Weekly

A weekly payment will be multiplied by the number of weeks being paid.

This is valid only for a weekly payroll profile.

P - Periodic

A single payment will be made, regardless of the number of weeks or months being paid.

M - Monthly

This is similar to weekly, but valid only for monthly payroll profiles.

S - Suspended

No further payments will be made against this code.

Liable For

Enter Y or N as appropriate in the following fields:

TX - Income tax

NI - National Insurance

PN - Pension

HL - Holiday accrual

Note: Using these indicators, the application will accumulate, for an employee, values of pay to be passed to the tax, National Insurance, pension and holiday accrual calculations.

The following two codes are for future development:

BN - Bonus

GE - Guaranteed minimum earnings

Taxable Not Paid

Y in this field indicates a payment of a taxable benefit. Any value entered against this code for an employee will be added to the employee's taxable pay for tax calculation purposes, but the value will not be included in the employee's gross pay.

Tip: To delete a code, blank out the code no longer required and select Update (F8) to update. Care is required because, if the code deleted was pre-set against an employee, during processing the pre-set value will be ignored (i.e. not processed). The code, however, will remain as a pre-setting for the employee until you remove it.

Tip: It is recommended that once a code has been used in a payroll run it should not be deleted. Doing so will cause its description to appear as blanks on any history reports and in the Enquire on Employee Payroll History task.

Note: If the General Ledger is linked to Payroll, you may see a Posting Codes window for entry of GL codes corresponding to the cash allowances.

When you have entered all the required details, select Update (F8) to update the data and leave the task.

Deductions [4/PYM]

This task enables you to set up a maximum of 200 codes per payroll profile to represent voluntary deductions.

Note: Deduction codes do not have to be set up for pension contributions, attachments of earnings or statutory deductions such as income tax and National Insurance contributions, as these are handled separately.

Deductions Selection Window

To display this window, select the Maintain Deductions task.

Fields

Code

For each deduction, enter the two-character code.

Description

Enter the deduction description, using up to 25 characters.

Ded Type

Enter one of the following:

C - Cumulative

R - Reducing balance

Ded Freq

Enter one of the following:

W - Weekly

A weekly payment will be multiplied by the number of weeks being paid.

This is valid only for a weekly payroll profile.

P - Periodic

A single payment will be made, regardless of the number of weeks or months being paid.

M - Monthly

This is similar to weekly, but valid only for monthly payroll profiles.

S - Suspended

No further payments will be made against this code.

Pre Tax

Enter one of the following to specify whether the deduction is a pre-tax deduction such as a Give-As-You-Earn deduction:

Y - To deduct from taxable pay

N - To deduct from net pay

Pre NIC

Enter one of the following to specify whether the deduction is a pre-NIC deduction such as a Partnership Share deduction:

Y - To deduct from NICable pay

N - To deduct from net pay

Max Pre-Tax/NIC In YTD

Enter the maximum value that is allowable as a pre-tax and/or pre-NIC deduction in the tax year (if required).

Max Pre-Tax/NIC In Per

Enter the maximum value that is allowable as a pre-tax and/or pre-NIC deduction in each pay period (if required).

Max Pre-Tax/NIC % Per

Enter the maximum percentage of NICable pay that is allowable as a pretax and/or pre-NIC deduction in each pay period (if required).

Y/E Per

If the year-to-date cumulative value of the deduction on the Employee Master file is to be set to zero in a specific pay period, enter the period number here.

Note: For pre-tax deductions, this field must match the final period of the year (12 for monthly, 52 or 53 for weekly).

Tip: To delete a code, blank out the code no longer required and select Update (F8) to update. Care is required because, if the code deleted was pre-set against an employee, during processing the pre-set value will be ignored (i.e. not processed). The code, however, will remain as a pre-setting for the employee until you remove it.

Tip: It is recommended that once a code has been used in a payroll run it should not be deleted. Doing so will cause its description to appear as blanks on any history reports and in the Enquire on Employee Payroll History task.

Note: If the General Ledger is linked to Payroll, you may see a Posting Codes window for entry of GL codes corresponding to the deduction codes.

When you have entered all the required details, select Update (F8) to update. If the General Ledger is linked to Payroll the Posting Code Maintenance – Deductions Window will be shown

Bank File [5/PYM]

This task enables you to enter and maintain bank details. However, this task is also called, if appropriate, when you are setting up employee details and during company and payroll profile maintenance. The details are needed when the BACS, Autopay or credit transfer pay methods are used.

Note: *The Bank file is available to all companies and payroll profiles.*

Bank File Maintenance Selection Window

To display this window, select the Maintain Bank File task.

Fields

Bank Sort Code

Enter the sort code you want to maintain.

Select OK to display the Bank File Maintenance window.

Bank File Maintenance Window

To display this window, select OK on the Bank File Maintenance Selection window.

Fields

Name

This field displays the bank name indicated by the sort code. If a bank name is not displayed, the sort code is new to the system and you must enter a bank name.

Branch

Enter the bank branch.

Address

You can optionally enter four address lines.

Post Code

You can optionally enter the bank's postcode.

Tel. Number

You can optionally enter the bank's telephone number.

Select Update (F8) to update the data and return to the Bank File Maintenance Selection window.

Pensions [6/PYM]

This task provides a maintenance facility for pension scheme details.

Up to 99 pension schemes may be set up within a payroll profile, and an employee can belong to any three of the defined schemes.

Pension Code Selection Window

To display this window, select the **Maintain Pension File** task.

Fields

Pension Code

Enter a pension code.

Select **OK** to display the Pension File Maintenance window.

Pension File Maintenance Window

To display this window, select OK on the Pension Code Selection window.

Fields

Scheme Name

Enter the name of the pension scheme.

Scheme Number

Enter the number issued to the pension scheme.

Scheme Type

Select one of the following:

Before Tax (B) - If the pension scheme is to have employee contributions deducted before the tax calculation

After Tax (A) - If the pension scheme is to have employee contributions deducted after the tax calculation

Note: Care must be taken to set this parameter correctly before the first payroll run in which pension contributions are deducted.

Year End Date/Period

Enter or select the date of the pension year-end and enter the tax period in which this date falls. Year-to-date contribution details for the pension year will be automatically cleared down during period end processing for the appropriate tax period.

Note: For a weekly payroll profile, if a week 53 is processed, this field must be changed to 53 before closing week 52.

Fiscal year-to-date contribution details will be retained. These details will be cleared down by the tax year-end processing procedure.

Contribution Type

Select one of the following to specify whether the standard scheme contributions are percentages or flat rate values:

- A - Employee percentage + employer percentage
- B - Employee value + employer percentage
- C - Employee value + employer value
- D - Employee percentage + employer value

Standard Contributions

Enter the standard contributions appropriate to the pension scheme.

Standard percentage contributions will be calculated on pensionable pay.

Employee % + employer % cannot be greater than 100%.

If there is no standard contribution (i.e. each employee attached to the scheme makes a different contribution) a zero value may be entered here.

Note: If pension contributions are based on National Insurance (NI) limits, details of standard contribution values may be entered as follows. Entry of standard contributions and NI limit contributions are mutually exclusive.

LEL %

Enter employee and employer contribution based on earnings below the National Insurance Lower Earnings Limit (LEL). Enter zero if no contribution is to be made on these earnings.

LEL - UEL %

Enter the employee and employer contribution based on earnings between the NI LEL and Upper Earnings Limit (UEL).

Earnings Above UEL

Enter the employee and employer contribution based on earnings above the NI UEL. Enter zero if no contribution is to be made on these earnings.

Note: Any combination of employee and employer contributions may be made on the various earnings limits.

COMP Rebate %

If the scheme is a Contracted Out Money Purchase scheme (COMP) you may enter the employee and employer minimum contribution percentages.

GL B/S Accounts

EES Pension

Enter the GL account code to be used for employee's contributions to this pension scheme or leave this field blank to use the employee's pension account from the Payroll Posting Codes task.

EES AVC

Enter the GL account code to be used for employee's AVC contributions to this pension scheme or leave this field blank to use the employee's AVC account from the Payroll Posting Codes task.

ERs Pension

Enter the balance sheet GL account code to be used for employer's contributions to this pension scheme or leave this field blank to use the employer's pension account from the Payroll Posting Codes task.

GL Exp Account/Ext Code

ERS Pen (Acc)

Enter the expense GL account element to be used for employer's contributions to this pension scheme or leave this field blank to use the employer's pension expense account element from the Payroll Posting Codes task.

ERS Pen (Ext)

If extension codes are in operation on the relevant ledger, the required extension code element should be entered here.

Select **Update (F8)** to update the data and return to the Pension Code Selection window.

NI Contribution Rates [7/PYM]

Warning: It is recommended that payroll profile overrides are only used when absolutely necessary, e.g. during a transitional period where more than one set of attachment tables may be in force.

This task may be selected from Utilities (12/PYU) (to maintain Payroll application defaults) or from Maintenance (7/PYM) (to enter override values for a specific payroll profile).

See NI Contribution Rates (12/PYU) for details

Tax Percentages/Thresholds (Standard) [8/PYM]

Warning: It is recommended that payroll profile overrides are only used when absolutely necessary, e.g. during a transitional period where more than one set of attachment tables may be in force.

This task may be selected from Utilities (13/PYU) (to maintain Payroll application defaults) or from Maintenance (8/PYM) (to enter override values for a specific payroll profile).

See Tax percentages/Thresholds (Standards) (13/PYU) for details

Attachment Tables [9/PYM]

Warning: It is recommended that payroll profile overrides are only used when absolutely necessary, e.g. during a transitional period where more than one set of attachment tables may be in force.

This task may be selected from Utilities (10/PYU) (to maintain Payroll application defaults) or from Maintenance (9/PYM) (to enter override values for a specific payroll profile).

See Attachment Tables (10/PYU) for details

Arrestment Tables [10/PYM]

Warning: It is recommended that payroll profile overrides are only used when absolutely necessary, e.g. during a transitional period where more than one set of attachment tables may be in force.

This task may be selected from Utilities (11/PYU) (to maintain Payroll application defaults) or from Maintenance (10/PYM) (to enter override values for a specific payroll profile).

See Arrestment Tables (11/PYU) for details

Student Loan Rates/Constants [11/PYM]

Warning: It is recommended that payroll profile overrides are only used when absolutely necessary, e.g. during a transitional period where more than one set of attachment tables may be in force.

This task may be selected from Utilities (17/PYU) (to maintain Payroll application defaults) or from Maintenance (11/PYM) (to enter override values for a specific payroll profile).

See Student Loan Rates/Constants (17/PYU) for details

Postgraduate Loan Rates [12/PYM]

Warning: It is recommended that payroll profile overrides are only used when absolutely necessary, e.g. during a transitional period where more than one set of attachment tables may be in force.

This task may be selected from Utilities (20/PYU) (to maintain Payroll application defaults) or from Maintenance (12/PYM) (to enter override values for a specific payroll profile).

See Postgraduate Loan Rates (20/PYU) for details

Pension Thresholds [13/PYM]

Warning: It is recommended that payroll profile overrides are only used when absolutely necessary, e.g. during a transitional period where more than one set of attachment tables may be in force.

This task may be selected from Utilities (14/PYU) (to maintain Payroll application defaults) or from Maintenance (13/PYM) (to enter override values for a specific payroll profile).

See Pension Thresholds (14/PYU) for details

Employee Car Details [14/PYM]

Use this function to maintain employee car and fuel benefit details that are submitted to HMRC via the FPS. Details are included for all existing cars on the first FPS of the year and for changes only on subsequent FPS

Select Employee

To display this window, select the Employee Car Details Task

Specify the employee number or search on employee name prior to entering car details to display the Select Car Details or Maintain Car Details

Select Car Details

To display this window, select an employee with existing car details

Options

Enquire (1)

Use this option to enquire upon the details of an existing car

Maintain (2)

Use this option to maintain the details of an existing car

Functions

Add (F10)

Use this function to add a new vehicle to the employees list of available vehicles.

Reselect (F15)

Use this function to return to the employee selection panel without updating the employee car details master file.

Maintain Employee Car Details

Use this window to enter the details for an employee car to be reported on FPS

Fields

175 Make and Model of car

Enter the make and model of car used by the employee. This field is mandatory

214 Date first registered

Enter the date of registration of the car

176 CO2 emissions

Enter the CO2 emissions rate of the vehicle between 0 and 999 or 'X' if not applicable. This field is mandatory.

211 Zero emissions mileage

Enter the approved zero emissions mileage figure for the car.

This is only required where the car has CO2 emissions falling in the range 1-50g/km

177 Fuel Type

Enter the fuel type of the vehicle. This field is mandatory, validates and prompts against Global Description Code table "FUEL".

178 Car Identifier

Enter a car identifier. HMRC recommend the vehicle registration number is used. Although this field is optional on the FPS it is designed to be a unique reference and therefore should be completed.

179 Amendment indicator

This field is output only. 'N' will be displayed if no car details yet exist or those details have not yet been submitted to HMRC via a FPS. If changes are made to the details and they have previously been submitted to HMRC this flag will change to 'Y'.

180 Calculated Price

Enter the list price of the vehicle including accessories after deducting any capital contributions made by the employee. This field is mandatory.

181 Date car was available from

Enter the earliest date in the current tax year the vehicle was available for use. This field is mandatory.

182 Cash equivalent of car

Enter the value of the benefit to the employee in the current tax year of using the vehicle. This field is mandatory

183 Date car was available to

Enter the date the employee ceased to use the specified vehicle. This field is optional but if filled should be within the current tax year.

184 Date Free Fuel provided

Enter the earliest date from which free fuel was provided to the employee in the current tax year. This field is optional.

185 Cash Equivalent of Fuel

Enter the value of the fuel benefit to the employee in the current tax year. This field is mandatory if a "Date Free Fuel provided" has been entered.

186 Date Free Fuel was Withdrawn

Enter the date in the current tax year when the provision of free fuel was withdrawn. This field is optional but can only be present if a "Date Free Fuel Provided" is specified

Functions**Update (F8)**

Use this function to update the employee car details master file.

Delete (F11)

Use this function to delete the employee car details master file record. This function is not available if car details have already been submitted to HMRC by a FPS in the current tax year.

Reselect (F15)

Use this function to return to the employee selection panel without updating the employee car details master file.

Employee Master File [16/PYM]

This task enables you to enter and maintain the information on each employee which enables Payroll to function. There are multiple windows, each holding information of a particular kind e.g. basic details, bank details, allowances, deductions etc.

The following functions are used throughout this task and are not described for each window:

Functions**Exit (F3)**

Use this to leave the task without updating the current employee.

Update (F8)

Use this to update the current window (and any other windows you have amended thus far) and return to the Employee Master File Maintenance Selection window.

Reselect (F15)

Use this to re-select an employee (any amendments you have made will not be updated to the payroll files).

Employee Master File Maintenance Selection Window

To display this window select the Employee Master File Maintenance task

Fields**Employee Number**

Enter the employee number.

Name Search

Enter the surname, or the first letter or first few letters of the surname, of the employee whose number you wish to know and then select **OK** to start the search.

Note: Use upper or lower case as appropriate to achieve a match.

Transaction Type

Depending on the transaction type you select, different windows will be displayed. Only if you enter **D** (Data Entry), will all the windows listed be displayed.

You can use the prompt facility on this field to select from the Transaction Types pop-up.

The following transaction types are available:

D - Data entry

This permits entry of employee details.

L - Leaver

Two options are available for dealing with leavers:

- Flag as Left to exclude the employee from any future payroll processing
- Flag as being a leaver in the current payroll run to process the employee through the payroll and then amend to Left

Note: *In both cases, details are stored for year-end tax returns.*

A - Adoption Leave

This flags an employee as being on adoption leave. The statutory adoption pay (SAP) module can only be used for SAP payment calculation for employees with this status.

B - Paternity Leave (birth)

This flags an employee as being on paternity leave following a birth. The statutory paternity pay (SPP) module can only be used for SPP payment calculation for employees with this status.

C - Paternity Leave (adoption)

This flags an employee as being on paternity leave following an adoption. The statutory paternity pay (SPP) module can only be used for SPP payment calculation for employees with this status.

M - Maternity Leave

This flags an employee as being on maternity leave. The statutory maternity pay (SMP) module can only be used for SMP payment calculation for employees with this status.

E – Return

Use this where an employee returns from statutory leave

F – Parental Bereavement

This flags an employee as being on parental bereavement leave. The statutory parental bereavement pay (SPBP) module can only be used for SPBP payment calculation for employees with this status.

P - P45 Entry/Amendment

This displays a window in P45 format to enable quick entry of details from the P45 form handed in by the new employee.

S - Suspend

This indicates that the employee has been temporarily suspended and therefore will not be included automatically in any payroll processing until reinstatement.

R - Reinstate

This reinstates employees from a suspended status.

T - Transfer

This enables the employee to be transferred to a new employee number within the existing payroll profile, or to another payroll profile within this or any other company defined to the system.

Next Screen Number

Enter the number of the window you wish to work on next. The Basic Details window is displayed as a default.

You can use the prompt facility on this field to select from the Screen Options pop-up.

Make the required entries and then select **OK** to display the next window.

Screen Options Pop-up

To display this pop-up, use the prompt facility on the Next Screen Number field on the Employee Master File Maintenance Selection window or on the Next Screen field on any other window in this task.

Options

Select

Use this to select the required window.

Select the next window you wish to display.

If you are entering details for a new employee, the system will display the Basic Details window irrespective of the window you select here. After completing the employee's basic details, you may then select any of the other windows to continue.

If you are entering details for an existing employee, the system will display in turn each window which has information on it. It will omit any window which has no information. If you wish to see such a window, you must enter its number.

Employee Master File – Basic Details Window

To display this window, enter **01** in the Next Screen field on any window in this task and then select **OK**. Alternatively, select **Basic Details** on the Screen Options pop-up.

Fields

Note: *The following field appears on this and all subsequent windows and is not described apart from in this section:*

Next Screen

Enter the number of the window you wish to be displayed after you have amended any details on the current window.

Alternatively, use the prompt facility to select from the Screen Options pop-up.

Cost Centre

This is the first of the three standard or 'home' costing/reporting levels to which an employee can be allocated. The field title is not system-defined and you can change it to reflect your company's structure. The title of the prompt pop-up also changes accordingly.

You can use the prompt facility on this field to select from the Select Cost Centre pop-up.

Department

This is the second of the three standard or 'home' costing/reporting levels to which an employee can be allocated. The field title is not system defined and you can change it to reflect your company's structure. The title of the prompt pop-up also changes accordingly.

You can use the prompt facility on this field to select from the Select Department pop-up.

Paypoint

This is the third of the three standard or 'home' costing/reporting levels to which an employee can be allocated. The field title is not system-defined and you can change it to reflect your company's structure. The title of the prompt pop-up also changes accordingly.

You can use the prompt facility on this field to select from the Select Paypoint pop-up.

Surname

Enter the employee's surname.

Initials

Enter the employee's initials.

Forenames

Enter up to two employee forenames.

Gender/Title

Enter either **M** or **F** and the employee's title.

N.I. Number

Enter the employee's National Insurance number.

Tax code/Basis/Regime

Enter the employee's tax code and regime.

If the employee is subject to Scottish Income tax the code sent by HMRC will start with S. Enter S in the Regime and the remainder of the code in the Tax code.

e.g. tax code received S1100L. Enter 1100L in Tax code and S in Regime so 1100L/ /S

If the employee is subject to Welsh Income tax the code sent by HMRC will start with C. Enter C in the Regime and the remainder of the code in the Tax code.

e.g. tax code received C1100L. Enter 1100L in Tax code and C in Regime so 1100L/ /C

The basis will be one of the following:

0 - For normal cumulative operation of the tax code

1 - If the employee is to be taxed on a week one or month one basis

Last Tax Period

Enter the last tax period in which the employee has been paid.

***Tip:** When setting up a new payroll prior to a new tax year, leave this field blank for all employees.*

***Note:** After you have set up a new employee's details on this window, this parameter is maintained automatically by the application. It is used to determine whether an employee is to be included in the current payroll run. For example, if the current tax week is 35 and the value here is 37, the employee will not be included.*

NI Category Code

Enter a valid NI category. A prompt is available

Payment Method

Enter one of the following:

Blank - Cash

C - Cheque

T - Credit transfer

B - BACS

A – Autopay

***Note:** The payment method here must have already been set up as a valid method of payment for this payroll profile.*

Select **OK** to display the next window.

Off-payroll worker

Enter Y if the employee is flagged as an off-payroll worker.

***Note:** Off-payroll workers are not entitled to statutory payments, or pension contributions or student loan repayments*

Select OK to display the next window.

Employee Master File – Personal Details Window

To display this window, enter **02** in the Next Screen field on any window in this task and then select **OK**. Alternatively, select **Personal Details** on the Screen Options pop-up.

Use this window to enter personal details.

Fields

Address

Enter the employee's home address

Post Code

Enter the employee's postcode.

Telephone Number

Enter the employee's home telephone number.

Passport Number

Enter the employee's passport number

Country of issue

Enter the employee's passport country of issue

Next of Kin

Enter the name of the person to be contacted in the event of an emergency.

Date of Birth

Enter or select a date (format DD/MM/YY).

Maiden Name

Enter the employee's maiden name (if applicable). You can optionally enter or select the date of marriage in the date field alongside.

Marital Status

Enter one of the following:

S - Single

M - Married

D - Divorced

W - Widowed

X - Separated

Blank – Unspecified

The date of marriage may also be entered

Annual Salary

Enter the employee's salary.

Note: *This is a memorandum field and is not used for calculations of any kind.*

Standard hours worked

Enter the employee's standard weekly hours worked. This is mandatory.

Guaranteed Earnings

Enter the employee's guaranteed minimum earnings.

Note: *This is a memorandum field and is not used for calculations of any kind.*

Irregular Employee

Set to N/Y as applicable for casual workers

Note: *HMRC will delete Employees from their Employer's records if they do not receive an FPS in a specified period of time. To avoid this, the Irregular Employee indicator should be set when an employee is not going to be paid regularly.*

Director Indicator

Enter D if the employee is a director of the company and you wish to use the cumulative method for National Insurance calculations.

Date Appointed

If the employee is specified as a director you must enter or select the date on which they were appointed, as this is required to determine whether annual or pro-rata earnings limits are used in the cumulative NIC calculation.

Pensioner Indicator

Enter P if the employee is a pensioner.

Note: *This is a memorandum field. You must change the NI category manually.*

Functions**Starter Details (F16)**

Use this function to enter starter details for the employee

Select OK to display the next window

Employee Master File Starter Details Maintenance Window

Use this display to enter and amend the employees starting date, declaration, student loan and secondment information.

To display this window select Starter Details (F16) from the Personal Details Window

Fields**Start Date**

Enter a valid date indicating when the employee started in this employment.

Starting Declaration

Enter a valid code identifying the employee's starting declaration or use the prompt to select from a list of valid codes.

Student Loan

Set this field to Y where the employee has student loan details; details will need to be entered in the Employee Master File Student Loans window

Seconded to UK

Enter a code to identify whether the employee has been seconded to work in UK or use the prompt to select from a list of valid codes

EEC/Commonwealth

Use this checkbox to indicate whether the employee is seconded from the European Union or Commonwealth.

EPM6 Scheme

Use this checkbox to indicate whether the seconded employee from the European Economic Area (EEA) is under an EPM6 scheme.

Postgraduate Loan

Set this field to Y if the employee has a postgraduate loan.

Loan recovery details will need to be added as an attachment of earnings type P in the Attachment of Earnings window

This field is also visible from Employee Payroll Details Enquiry (1/PYE).

Press ENTER to validate the entered data and return to the previous screen.

Note: Ensure F8=Update is used within Employee Master File Maintenance to commit the changes to the database

Employee Master File Student Loans Window

Use this window to enter student loan plans applicable for an employee

Fields**Sel**

Use this checkbox to select all plans applicable for this employee

Additional Personal Details Window

To display this window, enter **03** in the Next Screen field on any window in this task and then select **OK**. Alternatively, select **Addtn Personal Details** on the Screen Options pop-up.

Use this window to enter additional personal details.

Fields**Holiday Entitlement**

Enter the employee's holiday entitlement, in days.

Holiday Taken

Enter the amount of holiday taken, in days.

Note: Both the Holiday Entitlement and Holiday Taken fields are for memorandum only.

Pager No

Enter the employee's pager number.

Pager Tel No

Enter the employee's pager telephone number.

Car Telephone No

Enter the employee's mobile phone number.

Pay Award Group

Enter the employee's pay award group.

Grade Scale

Enter the relevant grade scale.

Present Grade

Enter the employee's present grade.

Increment Date

Enter or select the date on which the pay is to be incremented.

Regrade Date

Enter or select the date on which the employee is to be re-graded.

Previous Grade

Enter the employee's previous grade.

Permanent/Casual

Enter one of the following:

P - If the employee is permanent

C - If the employee is casual

%

Enter the percentage to apply for casual workers.

Analysis Levels

Enter up to 3 analysis levels.

Note: *These may be used for selection in user-defined reports, queries etc.*

Select OK to display the next window.

Cost Allocation Window

To display this window, enter **04** in the Next Screen field on any window in this task and then select **OK**. Alternatively, select **Cost Allocation** on the Screen Options pop-up.

Note: *This window is only available for employees where no cost allocation has been set up using the Cost Allocation Maintenance task in the General Ledger Interface.*

Use this window to enter cost allocation details.

Fields

Cost Centre (C/C)

Enter the appropriate level 1 code to which costs for the employee should be allocated.

You can use the prompt facility on this field to select from the Select Cost Centre pop-up.

Dept

Enter the appropriate level 2 code to which costs for the employee should be allocated.

You can use the prompt facility on this field to select from the Select Department pop-up.

Paypoint

Enter the appropriate level 3 code to which costs for the employee should be allocated.

You can use the prompt facility on this field to select from the Select Paypoint pop-up.

Allocation %

Enter the percentage of the employee costs to be allocated against the entered code(s).

Note: *The employee's costs can be allocated proportionally for GL posting purposes over up to five separate costing level combinations on a permanent basis. Total percentages must add up to 100%. This cost apportionment is not used within payroll reports.*

Note: *The system will by default allocate all costs to the 'home' costing levels. Postings to other costing levels may be specified either via the Batch Transaction Entry or Employee Transaction Entry.*

Select OK to display the next window.

Payment Bank Details Window

To display this window, enter **05** in the Next Screen field on any window in this task and then select **OK**. Alternatively, select **Payment Bank Details** on the Screen Options pop-up.

Use this window to enter bank details.

Note: *Payment bank details for your selected employee must be entered if the employee is paid via credit transfer, autopay or BACS.*

Fields

Bank Sort Code

Enter the employee's bank sort code.

Note: *If bank details already exist for the sort code entered, these details from the Bank file will be displayed. If they do not already exist, the application will call the Maintain Bank File task to enable the new bank information to be set up.*

Account Name

This field defaults to the employee's initials and surname but it can be overridden if necessary (a maximum of 30 characters is allowed).

Account Number

Enter the destination account number to which payment is to be directed, typically the employee's account number. A maximum of 10 characters is available.

Note: *A zero account number will be accepted as a valid entry if payment is to be directed to a building society account.*

Account Type

Enter the account type.

Note: *The default is 0 (Current Account). If payment is made via BACS and the designated account is not a current account, enter the appropriate account type.*

B.A.C.S. Account No

Enter the BACS account number.

Note: *Because the account number required by BACS is restricted to 8 digits, bank account numbers that have more than or fewer than 8 digits need to be converted to a standard format. The conventions to be used are detailed in the BACS user manual.*

Building Soc. Name

If payment is to be made to a building society, enter its name here.

Branch

Enter the building society branch.

Roll Number

Enter the building society roll account number to which payment is to be directed.

Note: *Where payment is to be directed by BACS to a building society account, the sort code and account number previously entered must represent details of the clearing bank, or the building society that has clearing authority. Payment will subsequently be directed into the employee's account via the building society roll number.*

Select **OK** to display the next window.

SAYE Details Window

To display this window, enter **06** in the Next Screen field on any window in this task and then select **OK**. Alternatively, select **SAYE Details** on the Screen Options pop-up.

Provision has been made for future development of multiple SAYE schemes, including a facility for maintaining bank and building society details against each scheme. The flexible design approach has made provision for up to ten separate SAYE schemes.

Use this window to enter employee SAYE details

Fields

Scheme No

Enter the SAYE scheme number.

Year

Enter the SAYE year number.

Contract Term

Enter the contract term length.

Date Commenced

Enter the commencement date of the term.

Date Completed

Enter the completion date of the term.

Standing Amount

Enter the standing amount to be deducted.

Cumulative Saving

Enter the cumulative amount saved.

Functions

Details (F20)

Use this to display the SAYE Bank Details window for the selected SAYE scheme.

Select **Details (F20)** to see the SAYE Bank Details window.

SAYE Bank Details Window

To display this window, select **Details (F20)** on the SAYE Details window.

Use this window to enter SAYE Bank Details.

Fields

Bank Sort Code

Enter the employee's bank sort code.

Note: *If bank details already exist for the sort code entered, they will be displayed. If not, the system calls the Maintain Bank File task to enable the new bank information to be set up.*

Account Name

This field defaults to the employee's initials and surname but it can be overridden if necessary (a maximum of 30 characters is allowed).

Account Number

Enter the destination account number to which the SAYE deduction is to be directed. A maximum of 10 characters is available.

Note: *A zero account number will be accepted as a valid entry if payment is to be directed to a building society account.*

BACS Account No

Enter the BACS account number.

Note: *Because the account number required by BACS is restricted to 8 digits, bank account numbers that have more than or fewer than 8 digits need to be converted to a standard format. The conventions to be used are detailed in the BACS user manual.*

Account Type

Enter the account type.

Note: *The default is 0 (Current Account). If payment is made via BACS and the designated account is not a current account, enter the appropriate account type.*

Building Soc. Name

If payment is to be made to a building society, enter its name here.

Branch

Enter the building society branch.

Roll Number

Enter the building society roll account number to which the SAYE deduction is to be directed.

Note: *Where payment is to be directed by BACS to a building society account, the sort code and account number previously entered must represent details of the clearing bank or the building society that has clearing authority. Payment will subsequently be directed into the employee's account via the building society roll number.*

Select OK to display the next window.

Hourly Allowances Window

To display this window, enter **07** in the Next Screen field on any window in this task and then select **OK**. Alternatively, select **Hourly Allowances** on the Screen Options pop-up.

Use this window to enter permanent employee hourly allowances.

This window displays optional entries enabling you to set up permanent hourly allowances for an employee which will then be applied automatically every payroll run (default payrolls only). However, within each run you may choose to override these allowances temporarily.

Not all employees, of course, need to have hourly paid allowances set up; an example would be employees on a monthly payroll. However, you may apply temporary hourly allowances through payroll processing during a payroll run.

Fields

Hourly Rates

Enter up to 4 hourly rates which are specific to the employee. These can be used in addition to the group rates specified on the payroll profile.

Code

Enter the required hourly allowance code.

Alternatively, use the prompt facility to select from the Hour Code Selection pop-up.

Hours

Enter the standard number of hours to be created against this code. A basic pay code, for example, might be B1 and equal 37.5 hours.

Rate Code

Enter the employee rate code (1-4) to be applied against this code.

***Note:** If, on the Hourly-paid Allowance file, the code carries a default rate, this will automatically be brought through. However, this can be changed if necessary.*

Group Rate

Enter the group rate code (1-4) to be applied against this code.

***Note:** For each permanent hourly allowance set up, you must enter a number of standard hours and either a group rate **or** an employee rate.*

***Note:** Up to 20 permanent hourly allowances can be set up.*

***Note:** If you wish to delete an allowance, simply blank out the entire line and then select **OK**.*

Select OK to display the next window.

Cash Allowances Window

To display this window, enter **08** in the Next Screen field on any window in this task and then select **OK**. Alternatively, select Cash Allowances on the Screen Options pop-up.

Use this window to set up standing cash allowances for an employee. Like hourly allowances, these can be overridden within each payroll run.

Fields

Code

Enter the required cash allowance code.

Alternatively, use the prompt facility to select from the Allowance Code Selection pop-up.

Amount

Enter the cash value to be paid (using a maximum of 7 digits, including 2 decimal places).

Note: For each permanent cash allowance set up, you must enter a standing amount to be paid.

Note: Up to 20 permanent cash allowances can be set up.

Note: If you wish to delete an allowance, simply blank out the entire line and then select **OK**.

Select **OK** to display the next window.

Deductions Window

To display this window, enter **09** in the Next Screen field on any window in this task and then select **OK**. Alternatively, select **Deductions** on the Screen Options pop-up.

Use this window to enter permanent employee cash deductions. These will be deducted from the employee's pay during each pay run as long as there is sufficient pay to do so.

Note: Any deductions not made or only partially made (to deduct to zero pay) will be reported on the Payroll Exceptions report.

Tip: Cash deductions may be overridden within each payroll run.

Note: Do not enter attachments of earnings or court orders as cash deductions. These have special rules and must be specified separately on the Attachments of Earnings window.

Fields

Code

Enter the required cash deduction code.

Alternatively, use the prompt facility to select from the Deduction Code Selection pop-up.

Standing Value

Enter the standing value to be deducted (using a maximum of 7 digits, including 2 decimal places).

Total YTD

Enter the year-to-date amount deducted when first setting up the cash deduction (if required).

Note: *This value will be maintained by the system thereafter.*

Pre-Tax YTD

Enter the year-to-date amount deducted from taxable pay when first setting up the cash deduction (if required).

Note: *This value will be maintained by the system thereafter.*

Pre-NIC YTD

Enter the year-to-date amount deducted from NICable pay when first setting up the cash deduction (if required).

Note: *This value will be maintained by the system thereafter.*

Balance Due

Enter the outstanding balance if the deduction is a reducing balance type (i.e. if Deduction Type in Cash Deductions Maintenance is **R**).

Note: *This value will be maintained by the system thereafter. The deduction will cease once the balance becomes zero.*

Prt Bal

Enter **Y** to print the outstanding balance of the deduction on the payslip. Otherwise, leave this field blank.

Note: *Up to 20 permanent cas deductions can be set up.*

Note: *If you wish to delete a deduction, simply blank out the entire line and then select **OK**.*

Select **OK** to display the next window.

Attachment of Earnings Windows

To display this window, enter **10** in the Next Screen field on any window in this task and then select **OK**. Alternatively, select **Attachment of Earnings** on the Screen Options pop-up.

Use this window to enter up to 20 employee attachments of earnings.

Fields**Sel**

Use this field to maintain an existing attachment, the attachment type will determine what screen is displayed

Functions**Add (F10)**

Use this to add a new attachment. The EATY prompt will be displayed to allow selection of the attachment type. This type will determine what screen is displayed:

Attachment of Earnings Type A (Direct Earnings Attachment)

Fields**Sequence Number**

Enter the sequence number for this attachment

Issuing Body

Enter the name of the issuing body for the attachment

Description

Enter a brief description of the attachment

Employee Reference

Enter any employee reference for the attachment

Attachment Table or Fixed Value

Enter either the number of the attachment rates table to be used to determine the attachment rate or the fixed value of the attachment

Protected Earnings %

Enter the percentage of protected earnings

Balance

You must enter the current outstanding balance when you are first setting up the attachment.

Note: *This value will be maintained by the system thereafter.*

Print Balance

Enter one of the following:

Y - To print the current outstanding balance on the payslip

N - Not to print the current outstanding balance on the payslip

Admin Charge

Enter the administration charge to be deducted whenever the attachment is taken, if applicable

Date of Completion

Enter the date of completion for the attachment.

Note: *Once a completion date is entered, the attachment will no longer be deducted.*

Functions

Delete (F11)

Use this to mark the attachment for deletion. Deletion actually occurs when you select **Update (F8)**. You will be required to select **Delete (F11)** again to confirm deletion.

Select OK to display the next window.

Attachment of Earnings Type P (Postgraduate Loan)

To display this window, enter **P** in the Type field (or **check** the Opt field against a type P attachment) and then select **OK** on the Attachment of Earnings window.

Use a type P attachment for a Postgraduate Loan Deduction when either a Start Notice (PL1) or a P45 containing **Y** in the Postgraduate Loan box is received for an employee.

Fields

Sequence Number

Enter the sequence number for this attachment

Note: *Postgraduate loans should be deducted before student loans*

Issuing Body

Enter the name of the issuing body for the loan

Description

Enter a brief description of the loan

Protected Earnings

Enter any protected earnings

To Date

Enter the amount of the loan

Date of Completion

For any completed loans enter the date of completion

Functions

Delete (F11)

Use this to mark the attachment for deletion. Deletion actually occurs when you select **Update (F8)**. You will be required to select **Delete (F11)** again to confirm deletion.

Select OK to display the next window.

Attachment of Earnings Type 1 (Priority Order/CSA (Pre-March 2003)) Window

To display this window, enter 1 in the Type field (or check the Opt field against a type 1 attachment) and then select OK on the Attachment of Earnings window.

Use a type 1 attachment for 1971 Act Priority Orders and Child Support Agency orders (pre-March 2003).

Fields

Issuing Body

Enter the name of the body which issued the attachment.

Description

Enter the attachment description to appear on the payslip.

Attachment

Enter the amount to be deducted each pay period.

Protected Earnings

Enter the figure representing the value of protected earnings for the employee before the attachment will be deducted.

***Note:** If earnings fall below this figure, no deduction will be made, but its value will be carried forward and deducted at a future date when the employee has sufficient funds. The value carried forward will be displayed in the Arrears field.*

Arrears

This field displays the value of priority attachment order payments missed because the employee pay fell below the protected earnings figure. The system will maintain this figure but you enter it when you are first setting up the payroll.

Prot Earnings C/f

This field displays the value by which the employee's pay fell short of the protected earnings set above. You may need to enter this when you are first setting up payroll, but the system maintains it.

Admin Charge

Enter the administration charge to be deducted whenever the attachment is taken.

Note: This is an optional entry, but you can only enter a value here if a cash deduction code has been specified for administration charges on the payroll profile.

Date of Completion

Enter the date of completion for the attachment.

Note: Once a completion date is entered, the attachment will no longer be deducted.

To Date

When you are setting up the payroll, enter the amount deducted to date under this attachment order.

Note: This value will be maintained by the system thereafter.

Balance

If the attachment is a reducing balance type (see Type below), enter the current outstanding balance when you are first setting up the attachment.

Note: This value will be maintained by the system thereafter.

Print Balance

Enter one of the following:

Y - To print the current outstanding balance on the payslip

N - Not to print the current outstanding balance on the payslip

Type

Enter one of the following:

C - If the attachment is cumulative with no associated balance

R - If the attachment has a reducing balance and no further deduction will be made once the balance becomes zero

Functions

Delete (F11)

Use this to mark the attachment for deletion. Deletion actually occurs when you select **Update (F8)**. You will be required to select **Delete (F11)** again to confirm deletion.

Select OK to display the next window.

Attachment of Earnings Type 2 (Non-Priority Order) Window

To display this window, enter **2** in the Type field (or **check** the Opt field against a type 2 attachment) and then select **OK** on the Attachment of Earnings window.

Use a type 2 attachment for 1971 Act Non-Priority Orders.

Fields**Issuing Body**

Enter the name of the body which issued the attachment.

Description

Enter the attachment description to appear on the payslip.

Attachment

Enter the amount to be deducted each pay period.

Protected Earnings

Enter the figure representing the value of protected earnings for the employee before the attachment will be deducted.

Note: *If earnings fall below this figure, no deduction will be made.*

Admin Charge

Enter the administration charge to be deducted whenever the attachment is taken.

Note: *This is an optional entry, but you can only enter a value here if a cash deduction code has been specified for administration charges on the payroll profile.*

Date of Completion

Enter the date of completion for the attachment.

Note: *Once a completion date is entered, the attachment will no longer be deducted.*

To Date

Enter the amount deducted to date under this attachment order.

Note: *This value will be maintained by the system thereafter.*

Balance

If the attachment is a reducing balance type (see Type below), enter the current outstanding balance when you are first setting up the attachment.

Note: *This value will be maintained by the system thereafter.*

Print Balance

Enter one of the following:

Y - To print the current outstanding balance on the payslip

N - Not to print the current outstanding balance on the payslip

Type

Enter one of the following:

C - If the attachment is cumulative with no associated balance

R - If the attachment has a reducing balance and no further deductions will be made once the balance becomes zero

Functions

Delete (F11)

Use this to mark the attachment for deletion. Deletion actually occurs when you select **Update (F8)**. You will be required to select **Delete (F11)** again to confirm deletion.

Select **OK** to display the next window.

Attachment of Earnings Type 3 (Earnings Attachment (England and Wales)) Window

To display this window, enter **3** in the Type field (or **check** the Opt field against a type 3 attachment) and then select **OK** on the Attachment of Earnings window.

Use a type 3 attachment for earnings attachments which are to be deducted using a table of percentage rates based upon employee net earnings, e.g. council tax attachments issued in England and Wales.

Fields

Issuing Body

Enter the name of the body which issued the attachment.

Description

Enter the attachment description to appear on the payslip.

Attachment

Enter the total attachment amount to be deducted (as stated on the attachment order).

***Note:** Type 3 attachments have no regular period deduction; a percentage of net pay is deducted.*

Table Number

Enter the number of the attachment rates table to be used to determine the attachment rate.

***Note:** A check will be made that the number entered represents a valid table.*

Admin Charge

Enter the administration charge to be deducted whenever the attachment is taken.

***Note:** This is an optional entry, but you can only enter a value here if a cash deduction code has been specified for administration charges on the payroll profile.*

Date of Completion

Enter the date of completion for the attachment.

***Note:** Once a completion date is entered, the attachment will no longer be deducted.*

To Date

Enter to amount deducted to date under this attachment order.

Note: *This value will be maintained by the system thereafter.*

Balance

You must enter the current outstanding balance when you are first setting up the attachment.

Note: *This value will be maintained by the system thereafter.*

Print Balance

Enter one of the following:

Y - To print the current outstanding balance on the payslip

N - Not to print the current outstanding balance on the payslip

Functions**Delete (F11)**

Use this to mark the attachment for deletion. Deletion actually occurs when you select **Update (F8)**. You will be required to select **Delete (F11)** again to confirm deletion.

Select **OK** to display the next window

Attachment of Earnings Type 4 (Earnings Arrestment (pre-2010)) Window

To display this window, enter **4** in the Type field (or **check** the Opt field against a type 4 attachment) and then select **OK** on the Attachment of Earnings window.

Use a type 4 arrestment for Scottish earnings arrestments, which are to be deducted using a table of cash values based upon employee net earnings, e.g. council tax attachments.

Fields**Issuing Body**

Enter the name of the body which issued the arrestment.

Description

Enter the arrestment description to appear on the payslip.

Attachment

Enter the total arrestment amount to be deducted (as stated on the arrestment order).

Type 4 arrestments have no regular period deduction; a fixed cash value is deducted which is dependent on the employee's net earnings.

Table Number

Enter the number of the arrestment rates table to be used to determine the arrestment value.

Note: A check will be made that the number entered represents a valid table.

Admin Charge

Enter the administration charge to be deducted whenever the arrestment is taken.

You can only enter a value here if a cash deduction code has been specified for administration charges on the payroll profile.

Date of Completion

Enter the date of completion for the arrestment.

Note: Once a completion date is entered, the arrestment will no longer be deducted.

To Date

Enter the amount deducted to date under this arrestment order.

Note: This value will be maintained by the system thereafter.

Balance

You must enter the current outstanding balance when you are first setting up the arrestment.

Note: This value will be maintained by the system thereafter.

Print Balance

Enter one of the following:

Y - To print the current outstanding balance on the payslip

N - Not to print the current outstanding balance on the payslip

Functions

Delete (F11)

Use this to mark the attachment for deletion. Deletion actually occurs when you select **Update (F8)**. You will be required to select **Delete (F11)** again to confirm deletion.

Select **OK** to display the next window.

Attachment of Earnings Type 5 (Maintenance Arrestment)

To display this window, enter **5** in the Type field (or **check** the Opt field against a type 5 attachment) and then select **OK** on the Attachment of Earnings window.

Use a type 5 arrestment for a maintenance arrestment issued by a Scottish court.

Fields

Issuing Body

Enter the name of the body which issued the arrestment.

Description

Enter the arrestment description to appear on the payslip.

Arrestment

Enter the amount to be deducted each pay period.

Protected Earnings

Enter the figure representing the value of protected earnings for the employee before the arrestment will be deducted.

Note: *If earnings fall below this figure, no deduction will be made.*

Admin Charge

Enter the administration charge to be deducted whenever the arrestment is taken.

Note: *This is an optional entry, but you can only enter a value here if a cash deduction code has been specified for administration charges on the payroll profile.*

Date of Completion

Enter the date of completion for the arrestment.

Note: *Once a completion date is entered, the arrestment will no longer be deducted.*

To Date

Enter to amount deducted to date under this arrestment order.

Note: *This value will be maintained by the system thereafter.*

Balance

If the arrestment is a reducing balance type (see Type below), enter the current outstanding balance when you are first setting up the arrestment.

Note: *This value will be maintained by the system thereafter.*

Print Balance

Enter one of the following:

Y - To print the current outstanding balance on the payslip

N - Not to print the current outstanding balance on the payslip

Type

Enter one of the following:

C - If the arrestment is cumulative with no associated balance

R - If the arrestment has a reducing balance and no further deductions will be made once the balance becomes zero

Functions

Delete (F11)

Use this to mark the attachment for deletion. Deletion actually occurs when you select **Update (F8)**. You will be required to select **Delete (F11)** again to confirm deletion.

Select OK to display the next window.

Attachment of Earnings Type 6 (Student Loan)

To display this window, enter **6** in the Type field (or **check** the Opt field against a type 6 attachment) and then select **OK** on the Attachment of Earnings window.

Use a type 6 attachment for a Student Loan Deduction when either a Start Notice (SL1) or a P45 containing **Y** in the Student Loan box is received for an employee.

Fields

Issuing Body

Enter the name of the body which issued the Student Loan Recovery attachment.

Tip: Normally this will be the HMRC, but you may wish to record that the notification came via a P45.

Description

Enter the attachment description to appear on the payslip.

Plan type

Use this to enter the plan type applicable for this loan; a prompt is available

Protected Earnings

Enter the figure representing the value of protected earnings for the employee before the attachment will be deducted.

Note: Unless the employee has an existing priority order with protected earnings, this value will be zero. If the employee has such an order, enter that order's protected earnings here.

To Date

Enter to amount deducted to date under this attachment order.

Note: This value will be maintained by the system thereafter.

Date of Completion

Enter the date of completion for the attachment.

Tip: This will normally be indicated by a Stop Notice issued by the HMRC.

Note: Once a completion date is entered, the deduction will no longer be applied.

Functions

Delete (F11)

Use this to mark the attachment for deletion. Deletion actually occurs when you select **Update (F8)**. You will be required to select **Delete (F11)** again to confirm deletion.

Select OK to display the next window.

Attachment of Earnings Type 7 (CSA Order (from March 2003))

To display this window, enter **7** in the Type field (or **check** the Opt field against a type 7 attachment) and then select **OK** on the Attachment of Earnings window.

Use a type 7 attachment for a Child Support Agency order (from March 2003).

Fields

Issuing Body

Enter the name of the body which issued the attachment.

Description

Enter the attachment description to appear on the payslip.

Attachment

Enter the amount to be deducted on each pay period.

Protected Earnings

Enter the figure representing the value of protected earnings for the employee before the attachment will be deducted.

Note: *If earnings fall below this figure, no deduction will be made, but its value will be carried forward and deducted at a future date when the employee has sufficient funds. The value carried forward will be displayed in the Arrears field.*

Arrears

This field displays the value of priority attachment order payments missed because the employee pay fell below the protected earnings figure. The system will maintain this figure but you enter it when you are first setting up the payroll.

Admin Charge

Enter the administration charge to be deducted whenever the attachment is taken.

Note: *This is an optional entry, but you can only enter a value here if a cash deduction code has been specified for administration charges on the payroll profile.*

Date of Completion

Enter the date of completion for the attachment.

Note: *Once a completion date is entered, the attachment will no longer be deducted.*

To Date

Enter to amount deducted to date under this attachment order.

Note: *This value will be maintained by the system thereafter.*

Balance

If the attachment is a reducing balance type (see Type below), enter the current outstanding balance when you are first setting up the attachment.

Note: *This value will be maintained by the system thereafter.*

Print Balance

Enter one of the following:

Y - To print the current outstanding balance on the payslip

N - Not to print the current outstanding balance on the payslip

Type

Enter one of the following:

C - If the attachment is cumulative with no associated balance

R - If the attachment has a reducing balance and no further deductions will be made once the balance becomes zero

Functions

Delete (F11)

Use this to mark the attachment for deletion. Deletion actually occurs when you select **Update (F8)**. You will be required to select **Delete (F11)** again to confirm deletion.

Select **OK** to display the next window.

Attachment of Earnings Type 8 (Earnings Arrestment (from April 2010))

To display this window, enter **8** in the Type field (or **check** the Opt field against a type 8 attachment) and then select **OK** on the Attachment of Earnings window.

Use a type 8 attachment for an earnings arrestment (from April 2010).

Fields

Issuing Body

Enter the name of the body which issued the arrestment.

Description

Enter the arrestment description to appear on the payslip.

Arrestment

Enter the amount to be deducted on each pay period.

To Date

Enter to amount deducted to date under this arrestment order.

Note: *This value will be maintained by the system thereafter.*

Table Number

Enter the number of the arrestment rates table to be used to determine the arrestment value.

Note: *A check will be made that the number entered represents a valid table.*

Balance

Enter the current outstanding balance when you are first setting up the arrestment.

Note: *This value will be maintained by the system thereafter.*

Print Balance

Enter one of the following:

Y - To print the current outstanding balance on the payslip

N - Not to print the current outstanding balance on the payslip

Admin Charge

Enter the administration charge to be deducted whenever the arrestment is taken.

Note: *This is an optional entry, but you can only enter a value here if a cash deduction code has been specified for administration charges on the payroll profile.*

Date of Completion

Enter the date of completion for the arrestment.

Note: *Once a completion date is entered, the arrestment will no longer be deducted.*

Functions**Delete (F11)**

Use this to mark the attachment for deletion. Deletion actually occurs when you select **Update (F8)**. You will be required to select **Delete (F11)** again to confirm deletion.

Select **OK** to display the next window.

Attachment of Earnings Type 9 (Deductions from Earnings Order (CMEC))

To display this window, enter **9** in the Type field (or **check** the Opt field against a type 9 attachment) and then select **OK** on the Attachment of Earnings window.

Use a type 9 attachment for a Child Maintenance and Enforcement Group direct earnings attachment

Fields

Issuing Body

Enter the name of the body which issued the attachment.

Description

Enter the attachment description to appear on the payslip.

Employee Reference

Enter any employee reference for the attachment. This is mandatory.

Enter the Scheme Client Identification Number or Employees Personal Identifier (PID) or the NST Reference number as provided by the Child Maintenance Commission

Attachment

Enter the amount to be deducted each pay period.

Protected Earnings

Enter the figure representing the value of protected earnings for the employee before the attachment will be deducted.

Note: *If earnings fall below this figure, no deduction will be made, but its value will be carried forward and deducted at a future date when the employee has sufficient funds. The value carried forward will be displayed in the Arrears field.*

Protected Earnings %

Enter the percentage of protected earnings

Arrears

This field displays the value of priority attachment order payments missed because the employee pay fell below the protected earnings figure. The system will maintain this figure but you enter it when you are first setting up the payroll.

Admin Charge

Enter the administration charge to be deducted whenever the attachment is taken.

Note: *This is an optional entry, but you can only enter a value here if a cash deduction code has been specified for administration charges on the payroll profile.*

Date of Completion

Enter the date of completion for the attachment.

Note: *Once a completion date is entered, the attachment will no longer be deducted.*

To Date

When you are setting up the payroll, enter the amount deducted to date under this attachment order.

Note: This value will be maintained by the system thereafter.

Balance

If the attachment is a reducing balance type (see Type below), enter the current outstanding balance when you are first setting up the attachment.

Note: This value will be maintained by the system thereafter.

Print Balance

Enter one of the following:

Y - To print the current outstanding balance on the payslip

N - Not to print the current outstanding balance on the payslip

Type

Enter one of the following:

C - If the attachment is cumulative with no associated balance

R - If the attachment has a reducing balance and no further deduction will be made once the balance becomes zero

Functions

Delete (F11)

Use this to mark the attachment for deletion. Deletion actually occurs when you select **Update (F8)**. You will be required to select **Delete (F11)** again to confirm deletion.

Select OK to display the next window.

Pensions Window

To display this window, enter **11** in the Next Screen field on any window in this task and then select **OK**. Alternatively, select **Pensions** on the Screen Options pop-up.

Use this window to enter employee pension details.

Within the payroll, employees can be attached to as many as three separate pension schemes. Provision has also been made for additional voluntary contributions (AVCs).

Note: Before employees can be assigned to a pension scheme, scheme details must have been previously set up on the system

Fields

Opt

Check this to select a particular scheme for maintenance. The scheme number and name will be displayed on the Pension Details window.

Pension Code

Enter the code for the pension scheme to be assigned to this employee.

Fiscal YTD Employee/Fiscal YTD Employer

Enter any tax year-to-date contributions against both employee and employer when you are first setting up the record.

Note: *The system will maintain these fields thereafter.*

If the employee is to receive the correct income tax benefits on pension contributions, it is essential that when you are setting up the payroll part way through the tax year the employee fiscal year-to-date contributions are entered.

Pension YTD Employee/Pension YTD Employer

Enter any pension year-to-date contributions against both employee and employer when you are first setting up the record.

Note: *The system will maintain these fields thereafter.*

Date Joined

You can optionally enter or select the date on which the employee joined the scheme (DD/MM/YY format).

Note: *Payroll processing will only deduct pension from the payroll period in which this date falls. It is advisable to set this to the start of a pay period so that the calculation of part-period contributions are not necessary. Any part-period contributions will need to be calculated manually and input using the payroll adjustment option.*

Date Left

If an employee ceases to contribute to a pension scheme within the tax year, enter or select the date of leaving the scheme (DD/MM/YY format).

Pension transaction details will cease to be created for subsequent payroll runs if a date has been entered. If a refund is due this can be entered using the payroll adjustment option and the date will be set automatically once the payroll period end is complete

Additional Voluntary Contributions

To set up or maintain additional voluntary contributions (AVCs) for an employee against a pension scheme, type the pension scheme number in the Pension Code field in this section.

You can then enter any employees/employers contributions for the fiscal and pension year (as required).

Note: *Employee AVC details are set up in exactly the same fashion as company pension details. Normally an AVC contribution will have a contribution type C (Value) and scheme default contributions will be set to N.*

Tip: *If an employee leaves a pension scheme during a tax year **do not** delete the pension record until the end of the tax year. If the record is deleted, the pension contributions will not be*

considered in the tax calculation. The system will attempt to recoup the apparently unpaid tax in the next processing run.

Note: The pension year year-to-date contribution details will be zeroised during period end close if the pension year ends in the period being processed.

Tip: To delete a pension record, blank out the appropriate line and update the employee record.

Check the Opt field against a scheme to display the Pension Details window.

Pension Details Window

To display this window, **check** the Opt field against a scheme on the Pensions window.

Fields

Employee Scheme No

Enter the employee reference number for the pension scheme.

Contribution Type

The contribution type as defined on the Pension Master file will be displayed as a default but may be overridden for the employee.

Valid entries are:

- A - Employee % + employer %
- B - Employee value + employer %
- C - Employee value + employer value
- D - Employee % + employer value

Scheme Default Contributions

Enter **Y** if the employee and employer are making the standard contributions as defined on the Pension Master file. The standard values will be then displayed for information only.

Note: Enter **N** if non-standard contributions are to be made.

Select OK to display the Contribution Details window.

Contribution Details Window

To display this window, select **OK** on the Pension Details window.

The information on this window can only be amended if non-standard contributions are to be made, so if you entered **Y** in the Scheme Default Contributions field on the Pension Details window, you will not be able to amend this information.

Fields

Standard Contributions

Enter the employee and employer contributions.

The contribution type will determine whether the standard values are percentages or flat rate values.

LEL %

Enter the employee and employer contribution based on earnings below the National Insurance lower earnings limit (LEL).

Enter zero if no contribution is to be made on these earnings.

LEL - UEL %

Enter the employee and employer contribution based on earnings between the NI LEL and upper earnings limit (UEL).

Earnings Above UEL

Enter the employee and employer contribution based on earnings above the NI UEL.

Enter **0** if no contribution is to be made on these earnings.

***Tip:** Any combination of employee and employer contributions can be made on the various earnings limits.*

***Note:** You cannot enter a combination of standard contributions and NI limit contributions.*

Pensionable Pay

If a pre-determined value of pay (e.g based on previous year's pensionable earnings) is to be used in the pension calculation, enter the value to be used.

The value entered must be the value appropriate to a single pay period i.e one week for a weekly payroll, one month for a monthly payroll.

Select OK to display the next window.

Employee Master File - Year to Date Details Window

To display this window, enter **12** in the Next Screen field on any window in this task and then select **OK**. Alternatively, select **Year to Date Details** on the Screen Options pop-up.

Use this window to enter employee year-to-date cumulative values.

The year-to-date details will need to be set up for each new employee but thereafter will be maintained automatically by the system.

Fields**Gross Pay**

Enter the total value of payments received by the employee, including any non-taxable items of pay, such as expenses etc.

Gross Taxable Pay

Enter the total value of payments received that have been flagged as liable for income tax.

Note: *The gross taxable pay will only differ from the gross pay if non-taxable payments have been made.*

Net Taxable Pay

The system will subtract any tax-free deductions, such as pension/AVC contributions, charitable donations etc., from gross taxable pay to arrive at a net taxable pay value for tax calculation. The figure is displayed here for information.

Note: *Under the net pay arrangements, all statutory returns will print the required value by subtracting tax-deductible deductions from gross taxable pay.*

Tax Paid

Enter the total tax paid in the year to date.

Note: *The year to date values must include the value from any previous employment*

Tip: *When you are entering pay and tax details from a P45, you need only enter the values under the Previous Employment headings and select then **OK**. The values will automatically be added into the Year to Date values.*

Pensionable Pay

If an employee is contributing to a pension scheme, this is the pensionable pay for the pension year to date.

Note: *This value will be zeroised at the end of the pension year.*

SSP

This field displays the total SSP paid in the year to date.

SMP/OSPP/ShPP

This field displays the total SMP or OSPP(birth) or ShPP paid in the year to date.

SAP

This field displays the total SAP paid in the year to date.

OSPP (adoption)

This field displays the total OSPP following an adoption paid in the year to date.

SPBP (Parental Bereavement)

This field displays the total SPBP paid in the year to date

Tip: If you need to set up or adjust the statutory payment cumulative values, use the *Maintain Statutory Payments Control File* task.

Gross Pay Earnings Last Year

Enter the total gross pay in the previous tax year.

Note: This value is updated by the *Tax Year End Cleardown* task.

Gross Pay Tax Week 53 (54 if Fortnightly, 56 if Four-Weekly)

Enter the gross pay paid in week 53 (if applicable).

Note: This value will be updated by the pay period end if a week 53/54/56 is processed.

Tax Paid Tax Week 53 (54 if Fortnightly, 56 if Four-Weekly)

Enter the tax paid in week 53 (if applicable).

This value will be updated by the pay period end if a week 53/54/56 is processed.

Advance for Rounding Net Pay

Enter the rounding advance which needs to be applied for cash-paid employees.

Once set up, rounding will be automatically maintained by the system.

Select **OK** to display the next window.

NI Analysis Window

To display this window, enter **13** in the Next Screen field on any window in this task and then select **OK**. Alternatively, select **N.I. Analysis** on the Screen Options pop-up.

Use this window to enter employee NIC analysis by NI category.

All details on this window are maintained by the system but may need to be entered when you are first setting up a payroll.

Fields

NI Cat

Enter the relevant category or enter **Y** for Class 1A contributions or **P** for NI holiday details.

Employee Contribution

Enter the year-to-date value of NIC contributions made by the employee against the NI category entered.

Employer Contribution

Enter the year-to-date value of NIC contributions made by the employer against the NI category entered. This can be a negative amount.

<LEL

Enter the sum of the Lower Earnings Limits (LEL) for pay periods where the employee's earnings have reached the LEL. For employees whose earnings have never reached the LEL, leave this field blank.

LEL-PT

Enter the sum of earnings up to the ceiling of the Primary Threshold (PT) less the Lower Earnings Limits (LEL) for pay periods where the employee's earnings have exceeded the LEL.

PT-UEL

Enter the sum of earnings NI earnings up to the ceiling of the Upper Earnings Limit (UEL) less the Primary Threshold (PT)

Functions**Directors NI Analysis (F14)**

This function will be enabled if the employee is a director (the Director Indicator on the Personal Details window is set to **D**).

Use this to display the Director's N.I. Analysis window.

Select **OK** to display the next window

Director's N.I. Analysis Window

To display this window, select **Directors NI Analysis (F14)** on the N.I. Analysis window.

All details on this window are maintained by the system but may need to be entered when you are first setting up a director's payroll record.

NI Cat

Enter the relevant category or enter **Y** for Class 1A contributions or **P** for NI holiday details.

Employee Contribution

Enter the year-to-date value of NIC contributions made by the employee against the NI category entered.

Employer Contribution

Enter the year-to-date value of NIC contributions made by the employer against the NI category entered. This can be a negative amount.

<LEL

Enter the sum of the Lower Earnings Limits (LEL) for pay periods where the employee's earnings have reached the LEL. For employees whose earnings have never reached the LEL, leave this field blank.

LEL-PT

Enter the sum of earnings up to the ceiling of the Primary Threshold (PT) less the Lower Earnings Limits (LEL) for pay periods where the employee's earnings have exceeded the LEL.

PT-UEL

Enter the sum of earnings NI earnings up to the ceiling of the Upper Earnings Limit (UEL) less the Primary Threshold (PT)

Select **OK** to display the next window

Holiday Schemes Window

To display this window, enter **14** in the Next Screen field on any window in this task and then select **OK**. Alternatively, select **Holiday Scheme** on the Screen Options pop-up.

Use this window to enter employee holiday schemes.

Within the payroll, employees can be attached to up to five separate holiday schemes.

Note: Before employees can be assigned to a holiday scheme, scheme details must have been previously set up using the Holiday Scheme Profile task.

Fields**Code**

For new schemes, enter a valid code.

Alternatively, use the prompt facility to select from the Holiday Scheme Selection pop-up.

Options**Select**

Use this to select an existing record.

Tip: To delete a holiday record, blank out the code on the appropriate line and then select **OK**.

Enter a new scheme or select an existing scheme to display the Holiday Schemes Details window. The actual window displayed will depend on whether the scheme is cash-based or hourly-based.

Holiday Schemes Details Window (Types 1 and 3 – Cash based)

To display this window, enter or select a holiday scheme of type 1 or type 3 on the Holiday Schemes window.

Fields**Employee Active**

Use this checkbox as follows:

Checked - If the employee is currently active in the scheme

Unchecked - If the employee is not currently active in the scheme

Note: *If an employee leaves a scheme during the holiday year, uncheck this field to stop further processing. You do not need to delete the employee's holiday record.*

Employee Accrual

This will default from the scheme profile when the employee holiday record is first set up but can be overridden if necessary.

If the holiday scheme is type 1, enter the percentage of holidayable pay to be accrued.

If the holiday scheme is type 3, enter the fixed cash value to be accrued.

Note: *The cumulative values are maintained by the system for both the current holiday year and the previous holiday year. You may need to enter them when you are first setting up a payroll or a holiday scheme.*

Holidayable Pay (Current Year/Previous Year)

Enter the cumulative amount of pay which is flagged as holidayable.

Accrued Pay (Current Year/Previous Year)

Enter the cumulative holiday pay accrued.

Holiday Pay (Current Year/Previous Year)

Enter the cumulative holiday pay paid.

Select OK to display the next window.

Holiday Scheme Types 2 and 4 (Hourly Based)

To display this window, enter or select a holiday scheme of type 2 or type 4 on the Holiday Schemes window.

Fields**Employee Active**

Use this checkbox as follows:

Checked - If the employee is currently active in the scheme

Unchecked - If the employee is not currently active in the scheme

Note: *If an employee leaves a scheme during the holiday year, uncheck this field to stop further processing. You do not need to delete the employee's holiday record.*

Employee Accrual

This will default from the scheme profile when the employee holiday record is first set up but can be overridden if necessary.

If the holiday scheme is type 2, enter the percentage of holidayable hours to be accrued.

If the holiday scheme is type 4, enter the fixed number of hours to be accrued.

Employee Select – Adoption

To display this window select the Employee Master File Maintenance task, enter an employee number and select the Adoption transaction type (A)

Fields

Adoption Leave Date

Enter or select the date on which leave started

Transfer to SAP Entry

Select to transfer to the SAP maintenance function to generate payments

Note: *This will not occur if there is a Payroll currently active*

Press Update (F8) to add the details; if Transfer to SAP is set to Y then the Employee SAP Details will be displayed otherwise the Employee Master File Maintenance Selection will be displayed

Employee Select – Paternity Leave (Birth)

To display this window select the Employee Master File Maintenance task, enter an employee number and select the Paternity Leave (Birth) transaction type (B)

Fields

Paternity Leave Date

Enter or select the date on which leave started

Transfer to OSPP Entry

Select to transfer to the OSPP (Birth) maintenance function to generate payments

Note: *This will not occur if there is a Payroll currently active*

Transfer to ShPP Entry

Select to transfer to the ShPP maintenance function to generate payments

Note: *This will not occur if there is a Payroll currently active*

Press Update (F8) to add the details; if, Transfer to ShPP is set to Y then the Employee SPL/ShPP Details will be displayed or if the Transfer to OSPP is set to Y then the Employee OSPP (Birth)

Details will be displayed otherwise the Employee Master File Maintenance Selection will be displayed

Employee Select – Paternity Leave (Adoption)

To display this window select the Employee Master File Maintenance task, enter an employee number and select the Paternity Leave (Adoption) transaction type (C)

Fields

Paternity Leave Date

Enter or select the date on which leave started

Transfer to OSPP Entry

Select to transfer to the OSPP (Adoption) maintenance function to generate payments

Note: *This will not occur if there is a Payroll currently active*

Transfer to ShPP Entry

Select to transfer to the ShPP maintenance function to generate payments

Note: *This will not occur if there is a Payroll currently active*

Press Update (F8) to add the details; if, Transfer to ShPP is set to Y then the Employee SPL/ShPP Details will be displayed or if the Transfer to OSPP is set to Y then the Employee OSPP (Adoption) Details will be displayed otherwise the Employee Master File Maintenance Selection will be displayed

Employee Select – Return

To display this window select the Employee Master File Maintenance task, enter an employee number and select the Return transaction type (E).

This is only valid for employees receiving statutory payments so with status A (adoption), B (Birth), Parental Bereavement (F) and Maternity (M)

Fields

Date Returned

Enter or select the date on which the employee returned

Press Update (F8) to add the details and return to the Employee Master File Maintenance Selection

Employee Select – Parental Bereavement

To display this window select the Employee Master File Maintenance task, enter an employee number and select the Parental Bereavement transaction type (F)

Fields

Bereavement Leave Date

Enter or select the date on which leave started

Note: *the start date of the leave may be different to the start date of the bereavement pay*

Transfer to SPBP Entry

Select to transfer to the SPBP maintenance function to generate payments

Note: *This will not occur if there is a Payroll currently active*

Press Update (F8) to add the details; if Transfer to SPBP is set to Y then the Employee SPBP Notification will be displayed otherwise the Employee Master File Maintenance Selection will be displayed

Employee Select – Leaver

To display this window select the Employee Master File Maintenance task, enter an employee number and select the Leaver transaction type (L).

If an employee leaves the payroll profile or the company before the end of the tax year, they will not be included automatically in future payroll processing but their details do nonetheless need to be kept on the files for tax year end purposes.

Fields

Leaving Date

Enter or select the date on which the employee is leaving

Leaver This Pay Period

Enter one of the following:

Y - For the system to put a status of **X** against the employee and process him or her in the next payroll run .

If the employee is paid in cash, the Rounding Pay flag will be set, if appropriate, to **N** (No). Any rounding owed to the company will be recovered. At the end of the payroll run, the status flag will be set to **L** to indicate the employee has left the payroll and should not be processed in any subsequent payroll runs.

N - If the employee is to be put on file with a status of **L** immediately and is not to be processed in the next payroll run

When N (No) is selected, the leaver is not paid but details are sent to HMRC on the FPS for the next period processed. A late reason code of "H" now also sent.

Note: It is important that employees are set to leaver status before the Start New Period task is run. If leaver status is set for an employee who is not to be paid this period and the period is in progress, you must use Employee Transaction Entry to delete the employee from the pay run.

P45 Print Required

Enter one of the following:

Y - For a P45 to be printed immediately if Leaver this Pay Period is set to N

A P45 will be printed as part of the period-end routine if Leaver this Pay Period is set to Y.

N - If no P45 is to be printed

Deceased

Enter Y if the employee is deceased

Press Update (F8) to add the details and return to the Employee Master File Maintenance Selection

Note: If you wish to reinstate a leaver, use the reinstate option (transaction type R).

Employee Select – Maternity

To display this window select the Employee Master File Maintenance task, enter an employee number and select the Maternity transaction type (M)

Fields

Maternity Leave Date

Enter or select the date on which leave started

Transfer to SMP Entry

Select to transfer to the SMP maintenance function to generate payments

Note: This will not occur if there is a Payroll currently active

Press Update (F8) to add the details; if Transfer to SMP is set to Y then the Employee SMP Details will be displayed otherwise the Employee Master File Maintenance Selection will be displayed

Tip: Once an employee has received all SMP due, it is recommended that she be changed from maternity status to one of the following (as applicable):

S - Employee returning to work at later date

L - Employee not returning to work

Blank - Employee has returned to work

Employee Select – P45 Entry/Amend Window

To display this window select the Employee Master File Maintenance task, enter an employee number and select the P45 Entry/Amend transaction type (P)

Note: *If the employee details have previously been entered, you must select Amend (F9) if you wish to change any values. Update the changes made by selecting Update (F8).*

Fields

Previous Tax Reference

Enter the previous employer's tax reference for the employee

N.I. Number

Enter the National Insurance number.

Category

Enter the NI category

This field will default to A for standard rate contributions but can be amended if necessary.

Surname

Enter the surname.

Title

Enter the employee's preferred title.

Initials

Enter the initials.

Forenames

Enter the forenames.

Leaving date

Enter the employee's leaving date

Student Loan

Set this field to Y where the employee has student loan details; details will be entered in the Employee Master File Student Loans window when the P45 is amended, or maybe entered via the Starter Details

P45 Tax code/Basis/Regime

Enter the employee's tax code and regime.

Postgraduate Loan

Set this field to Y if the employee has a postgraduate loan.

Last Tax Period

Enter the last tax period.

Week/month type

Enter the week/month type i.e. W or M

P45 Gross Pay

Enter this from the P45.

P45 Tax

Enter this from the P45.

Start Date

You can optionally enter or select the employment start date.

Not paid before 5th April

Enter this from the P45. This will be 'P' here if employee was not paid before the end of the tax year

New Tax code/Basis/Regime

Enter the employee's tax code and regime.

P11 tax

Enter the P11 (the Payroll record/Deductions Working Sheet) tax from the P45

Job title

Enter the employee's job title

Address

You can optionally enter the employee's address.

Functions**Amend (F9)**

Use this to amend existing details. The Update (F8) function will be enabled for update of amendments.

Select Update (F8) to update or select Exit (F3) to leave the task without updating.

Employee Select – Reinstatement

To display this window select the Employee Master File Maintenance task, enter an employee number and select the Reinstatement transaction type (R).

Note: Only suspended employees can be reinstated.

Fields**Date Reinstated**

Enter or select the date on which the employee is reinstated

Press Update (F8) to add the details and return to the Employee Master File Maintenance Selection

Note: *If the employee is to be included in the next payroll run, they must be reinstated before you start the pay period. If the period has already been started, the employee will not be selected for processing. You may include the employee via Employee Transaction Entry. Select the employee, amend the pay details as required and update by selecting Update (F8).*

Employee Select – Suspend

To display this window select the Employee Master File Maintenance task, enter an employee number and select the Suspend transaction type (S).

At times it may be necessary to flag an employee as being temporarily suspended, for example, for disciplinary reasons. The employee will not be included in future payroll profile processing until reinstatement.

Fields

Date Suspended

Enter or select the date on which the employee is suspended

Press Update (F8) to add the details and return to the Employee Master File Maintenance Selection

Note: *If the employee is to be excluded from the next payroll run, suspension must occur prior to starting the pay period. If the period has already been started, you must delete the employee from the payroll run using Delete (F11) in Employee Transaction Entry.*

Note: *If you wish to reinstate a suspended employee, use the reinstate option (transaction type R).*

Employee Select – Transfer

To display this window select the Employee Master File Maintenance task, enter an employee number and select the Transfer transaction type (T).

Use this window to transfer an employee to another employee number within the same payroll, to another payroll, or to another company.

When you select Update (F8), you will transfer the employee's details (including history) to the new employee number/payroll/company (as applicable).

If the employee has been transferred to a different payroll profile, it may be necessary to amend the employee details in the new payroll profile.

If, for example, the employee was paid weekly but the new payroll is a monthly payroll, it will be necessary to change the last tax period paid to the appropriate month number.

Other areas which may need attention include the following:

Basic Details

Check costing, report level categories, last tax period and the payment method.

Cost Allocation

Cost apportionment may require revision.

Bank Details

If the payment method has been changed, bank details may need adding.

Hourly Paid Allowances

Different allowances or rates might be required.

Cash Paid Allowances

Different allowances might be required.

Deductions

Different types of deduction might be required.

Attachments of Earnings

Different attachment values might be required (types 1, 2 and 5).

Pensions

Different pension scheme details might be required.

Holiday Schemes

Different holiday scheme details might be required.

Note: *Employee transfers may only be carried out when both the current payroll and target payroll are closed.*

Fields**Company**

Enter the target company. This may be the same as the company in which the employee is already entered.

Payroll

Enter the payroll profile to which the employee is to be transferred. This may be the same as the payroll profile in which the employee is already entered.

Employee No

If the employee is not changing payroll profile and/or company, a new employee number must be assigned.

If the employee is changing payroll profile, the original employee number can be kept, as long as it is unique within the new payroll profile. This number will then be free for re-use in the original payroll profile.

Press Update (F8) to add the details and return to the Employee Master File Maintenance Selection

Tax Codes [20/PYM]

Use this function to perform a global update on the value element of an employees' tax code where the tax code suffix is a specified character.

The list of tax code suffix letters eligible for amendment using this function is held in the Global Description Code table "TAXC" (18/PYU).

A report is provided listing employees whose tax codes have been amended giving the original and updated values.

Employee Hourly Rates [21/PYM]

This task enables you to make global changes to employee hourly rates of pay.

Amend Employee Hourly Rates Window

To display this window, select the Maintain Employee Hourly Rates task.

Fields

For each of the four hourly rates of pay available, entries may be made as follows.

Current Rate

If you only wish to amend those employees with a specific existing rate, enter the value of the current rate to be amended.

Note: *If you enter a current rate, you must enter a new rate.*

New Rate

If a current rate has been entered which is to be replaced by a new rate, enter that new value here.

Note: *This field cannot be used if the % Uplift field is used. If this field is used, a current rate must be entered.*

% Uplift

Enter the percentage uplift or decrease to be applied.

Note: *The maximum uplift is 100%.*

If no current rate has been entered, the uplift will be applied to the appropriate rate for all employees.

Note: *This field cannot be used if the Current Rate and New Rate fields are used.*

Select Update (F8) to submit the batch job for processing and leave the task.

An audit report will be produced automatically, showing the changes made and the employees affected.

Employee Allowances [22/PYM]

This task enables you to make global changes to employee cash-paid allowances. Enter a payment to be changed, and the change is made to each employee flagged with that code.

Maintain Employee Allowances Selection Window

To display this window, select the Maintain Employee Allowances task.

Fields

Code

Enter the cash allowance code to be updated.

A prompt is available. The Allowance Code Selection pop-up is displayed.

Select a payment code or enter a payment code and then select OK to display the Maintain Employee Allowances window.

Maintain Employee Allowances Window

To display this window, select a payment code or enter a payment code and then select OK on the Maintain Employee Allowances Selection window.

Fields

Current Rate

If you only wish to amend those employees with a specific existing allowance value, enter the current value of the allowance to be amended.

Note: *If you enter a current rate, you must enter a new rate.*

New Rate

If a current allowance value has been entered which is to be replaced by a new allowance value, enter that new value here.

Note: *This field cannot be used if the % Uplift field is used. If this field is used, a current rate must be entered.*

% Uplift

Enter the percentage uplift or decrease to be applied.

Note: *The maximum uplift is 100%.*

If no current rate has been entered, the uplift will be applied to the appropriate rate for all employees.

Note: *This field cannot be used if the Current Rate and New Rate fields are used.*

Select Update (F8) to update the data.

An audit report will be produced automatically, showing the changes made and the employees affected

Employee Deductions [23/PYM]

This task enables you to make global changes to employee deductions.

When you enter a deduction code, the change is made automatically to each employee flagged with this code.

Maintain Employee Deductions Selection Window

To display this window, select the Maintain Employee Deductions task.

Fields

Code

Enter the deduction code to be updated.

A prompt is available. The Deduction Code Selection pop-up is displayed.

Select a deduction code or enter a deduction code and then select OK to display the Maintain Employee Deductions window.

Maintain Employee Deductions Window

To display this window, select a deduction code or enter a deduction code and then select OK on the Maintain Employee Deductions Selection window.

Fields**Current Rate**

If you only wish to amend those employees with a specific existing deduction value, enter the current value of the deduction to be amended.

Note: *If you enter a current rate, you must enter a new rate.*

New Rate

If a current deduction value has been entered which is to be replaced by a new deduction value, enter that new value here.

Note: *This field cannot be used if the % Uplift field is used. If this field is used, a current rate must be entered.*

% Uplift

Enter the percentage uplift or decrease to be applied.

Note: *The maximum uplift is 100%.*

If no current rate has been entered, the uplift will be applied to the appropriate rate for all employees.

Note: *This field cannot be used if the Current Rate and New Rate fields are used.*

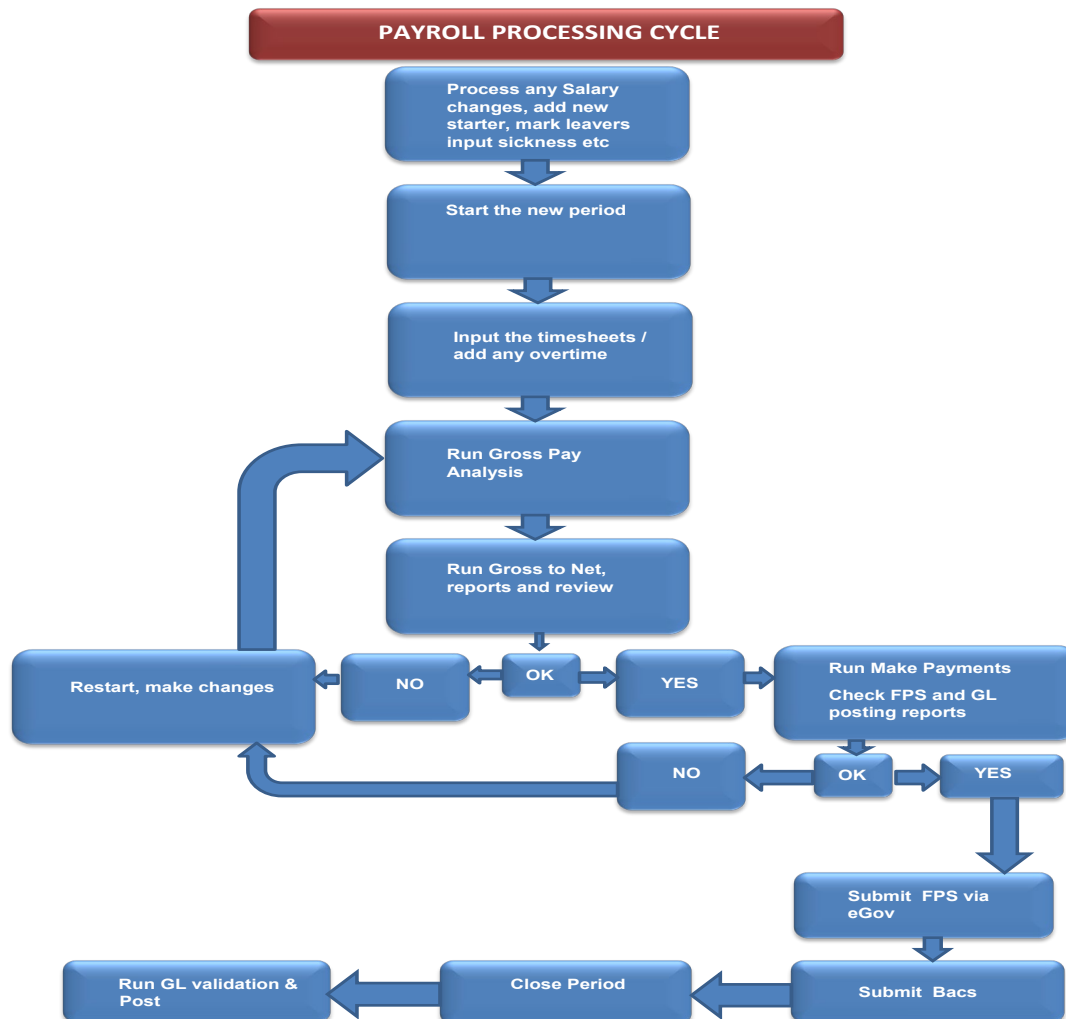
Select Update (F8) to update the data.

An audit report will be produced automatically, showing the changes made and the employees affected.

Chapter 3 Processing

Introduction

The basic stages in the cycle are shown below:



Other tasks give you additional flexibility in setting up, amending, reviewing and re-running the payroll run.

Note: *Most of the processing tasks are only available after you have selected the **Start New Period** task. Although all Payroll facilities, including maintenance, are still available for use, a warning message displayed after the selection of each task will indicate that the payroll cycle has been started.*

Transactions

Three tasks are provided for entering and amending payroll transactions:

Batch Transaction Entry

This provides a method for volume transaction entry in either a simple undefined sequence or user-defined format.

Employee Transaction Entry

Existing transactions can be viewed and amended for an individual employee.

Payroll Adjustments

This provides a facility for adjusting, or overriding program-calculated values of tax, National Insurance, pension contributions and attachments of earnings.

Tip: *All of the above transaction entry facilities can be used within the payroll cycle as often as required and each task produces an audit report of the amendments made.*

Future and Prior Period Processing

Three supplementary processing tasks address the exceptional processing requirements frequently encountered in a payroll environment:

Future Period Processing

Example

An employee leaver is to be paid ahead of the normal payroll run. This task can be used either as a simulation or as a discrete processing run with full reporting and auditing control and file update.

Prior Period Processing (Rebankings/Adjustments)

Example

Additional payments or adjustments are to be made to an employee's pay in a prior pay period, for example re-bankings or payment of an additional bonus. Typically this task would be used to make supplementary payments to an employee who left the payroll in a prior period.

This task can be used either as a simulation, or as a discrete processing run with full reporting and auditing control and file update.

Because **Prior Period Processing** references history files, the task will only be available if payroll history information exists.

Cancelled Payments

Example

Payments made to an employee in a prior period have been reclaimed in full. This would typically be used where an employee has been paid in advance but in fact left employment during the period.

Because **Cancelled Payments** references history files, the task will only be available if payroll history information exists.

***Note:** Because of the considerable amount of background processing required by these tasks there may be some delay before the first window is displayed.*

Start Payroll Period [1/PYP]

This task has three principal functions:

Start a New Period

If the previous pay period has been successfully closed, this task will ask you to enter the new period details: current tax period, period end date etc. It will then create payroll profile transactions for employees whose payment is due this pay period. Employees will not be included in the run if they are suspended, have left the payroll profile, or if they have already been taxed up to the current period.

Although all the facilities of the payroll profile are still available for use during this process, a message displayed when you select a task will warn that the payroll profile cycle has started.

Payroll profile transactions will only be created if the payroll profile has been set up as a default. If the payroll profile has been defined as mandatory entry, transactions will be created by the transaction entry tasks.

Amend Existing Period Details

If payroll processing for a period is currently in progress, selecting the **Start New Period** task will display the previously entered details for amendment of the BACS processing date, or the payslip message text, for example.

You cannot change the current tax period because of its implications on current transaction processing.

Restart Period

If payroll processing is in progress for the current period, the **Start New Period** task enables all transaction information to be deleted and the period to be completely re-started. This may be necessary if, for example, processing has been initiated for the wrong pay period.

EigerPAY Gateway

The Start New Period task processes data on EigerPAY Gateway BACSTEL-IP Interface File 1 as follows:

- When a new pay period is started, the file member for the current payroll profile is cleared. If no file member is found and BACS is an allowed payment method, a new member is created.
- When an open pay period is abandoned (by selecting Delete (F11)), the file member for the current payroll profile is cleared.
- When the BACS processing date on an open pay period is changed, the change will be applied to the processing date of any records existing on the file member for the current payroll profile.

Electronic Payments

The Start New Period task carries out a test to see if any adjustment records exist for the current payroll profile. Any matching records are deleted when **Update (F8)** is selected.

Start Payroll Period Window

To display this window select the Start Payroll Period task. Use this display to start a new payroll period.

Fields

Current Tax Period

Enter the new tax period to be processed.

Note: *Employees will be automatically processed only if the last tax period in employee maintenance is before the current processing period.*

Contractual Payment Date

Enter the contractual or regular payday. This is used to check the tax liability period and is reported on the RTI FPS returns. It will be shown on other reports and documents as the "Period End Date". It is also the date used in the EPS extract.

Note: *If monthly paid employees are paid on the 28th of the month, but are paid for the whole month, The 28th must be entered here. If the 28th falls on a Sunday they are likely to be actually paid on Friday 25th. The 28th must still be entered here. This complies with HMRC guidance where an Employee's payday falls on a non-working day.*

Cheque Date/BACS Processing Date

The application will check the payroll profile for the valid payment method that have been set up for this payroll profile.

The processing dates appropriate to the payment methods defined will need to be entered.

The system will ensure that any dates entered are within a reasonable range of the period end date.

Note: If payments are being made via BACS you must ensure that the date entered is a valid BACS processing day. The BACS processing date is normally the day **before** the payment arrives in the employee's bank account.

Bank A/C for Payments

This field is not displayed if the Cash Management interface is inactive.

If the interface to Cash Management is active, enter the bank account into which the payroll postings are to be made. If General Ledger extension codes are in operation, the Extension Code Entry pop-up will be displayed you select **Update (F8)**.

Note: Summary postings will be made for BACS payments, cash payments, autopay and credit transfers when the **Period End Close** task is selected. Detail postings will be made for each cheque payment made.

Functions

Message Text (F24)

Use this to display a free-format line for entry of up to 60 characters of text to print on the employee payslips. The Message Text Window will be displayed

Select Update (F8) to update

Message Text Window

Use this to window to enter free-format text to print on employee payslips

Fields

Payslip Message Text

Use this to enter free-format text to print on employee payslips

Note: For the first payroll period of 2022-2023 enter the required HMRC message relating to the increase in NI to support NHS, health and social care in the payslip message field. This will then be stored for inclusion in subsequent payroll periods in 2022-2023. When this message is no longer required set it to blank or change the message.

The suggested HMRC message is "1.25% uplift in NICs funds NHS, health & social care".

Press Previous (F12) to return to the Start Payroll Period or Exit (F3) to exit

Prior Period Exception Window

This window will be displayed when the Start Payroll Period task is selected but there are still errors in the prior period.

It is recommended these should be corrected first using Supplementary Processing

Press Exit (F3) to correct the errors first or Continue (ENTER) to ignore these errors and open a new period regardless

Batch Transaction Entry 2/PYP]

Batch Transaction Entry is only available if the payroll is in progress for the current period (i.e. if the Start New Period task has been run).

This task has two versions.

- The first version is designed for employees paid by the hour, whose number of hours is irregular. As the number of hours needs to be entered manually for each employee, this task provides you with a single window on which you can list your employees and enter the number of hours alongside each one.
- The second version presents employees individually for batch entry in the order defined in the Batch Entry Selection task. You can enter hours, cash payments and cash deductions against the codes selected.

Batch Transaction Initial Window

To display this window, select the **Batch Transaction Entry** task.

If the Batch Entry Selection task has not previously been run, the following window is displayed.

Fields

Emp. No.

Enter the employee number.

Code

Enter either an hourly allowance code or a cash allowance code.

If you enter an hourly allowance code, you must enter a number of hours in the Hours field. You must also specify a rate code unless you wish to use the default.

If you enter a cash allowance code, you must enter a cash value in the Value field.

Hours

Enter the number of hours to be paid, using up to 7 digits including 2 decimal places.

If you enter a number of hours against a valid hour code, any hours that existed against that code/rate on the Hourly Transaction file will be replaced by the entered hours for this payroll run. However, cash values entered will not be overridden, but will be considered an addition to any value on the Hourly Transaction file. Therefore, hours are substituted; cash is added.

Rate

Enter the employee hourly rate code to be used.

Note: You can leave this field blank if you wish to use the default rate code.

Value

Enter the cash value to be paid, using up to 7 digits including 2 decimal places.

Cst/C, Dept, Paypoint

If you leave these fields blank, they will default to the employee's standard cost centre, department and paypoint as defined in the Maintain Employee Master File task. You can override these if you wish, and enter a different cost centre, department or paypoint for this run.

Select Update (F8) to update.

An audit report will be produced automatically showing the all batch transactions entered and the results of the validations carried out. No invalid entries will be updated into the current payroll run.

Batch Transaction Entry Selection Window

To display this window, select the Batch Transaction Entry task.

If the Batch Entry Selection task has been run, and you have chosen to select employees by report level, or enter batch totals, the following window will be displayed.

Fields**Cost Centre**

Enter the required cost centre code.

Alternatively, use the prompt facility to select from the Select Cost Centre pop-up.

Department

Enter the required department.

Alternatively, use the prompt facility to select from the Select Department pop-up.

Paypoint

Enter the required paypoint.

Alternatively, use the prompt facility to select from the Select Paypoint pop-up.

Batch Total Input

Enter the total hours and the total value of cash payments and deductions to be entered in the batch.

Select **OK** and the first employee in the selected cost centre, department and paypoint will be displayed for transaction entry.

Note: *Employees will not be displayed if they are suspended, have left the payroll, or have already been taxed up to the current period.*

Batch Transaction Entry Window

To display this window, select OK on the Batch Transaction Entry Selection window.

Entry will be available against any, or all, of the hourly-paid allowance codes, cash payment codes, deduction codes and holiday schemes as previously defined in the Batch Entry Selection task. Additional payments and deductions can be made against an employee by entering the appropriate additional entry type code and the required payment/deduction/holiday code.

Fields

Rate

Enter the rate at which an hourly payment is to be made.

Hours

Enter the number of hours to be paid at the hourly rate.

Value

Enter the cash value to be paid.

Cst C/Department/Paypoint

Enter the override reporting level (if applicable).

Accrual

Enter the current period holiday accrual (if an override to default is required).

C/P

For holiday payments, enter **C** for a payment from the current holiday year, or **P** for the previous year.

If you wish to make a payment/deduction using a code not defined in the Batch Entry Selection task, add it to the window by entering the type and code in the fields below

Additional Entry

Type

Select one of the following:

Hourly payments (1)

Cash payments (2)

Cash deductions (3)

Holiday accruals and payments (4)

Code

Enter the required payment, deduction or holiday scheme code.

Alternatively, use the prompt facility to select from the Code Selection pop-up.

After all the employees in the selected sequence have been presented for entry, the Batch Totals window will be displayed to show the calculated batch totals and differences.

Batch Totals Window

To display this window, complete the details for all employees in the selected sequence on the Batch Transaction Entry window.

Functions**Accept (F8)**

Use this to accept the current batch for update and re-display the selection window for entry of the next cost centre, department and paypoint.

Review (F9)

Use this to review the current batch for further amendment.

Delete (F11)

Use this to delete the current batch without update.

Select Review (F9) if you want to review the batch for further amendment. Alternatively, select Accept (F8) to accept the batch and re-display the Batch Transaction Entry Selection window for entry of the next cost centre. When all the entries have been completed, the system will create or amend existing transactions as appropriate.

An audit report will be produced automatically, showing the all batch transactions entered and the results of the validations carried out. No invalid entries will be updated into the current payroll run.

Note: *Entered hours will replace any previously held values; cash payments and deductions will be added to any previously held values.*

Employee Transaction Entry [3/PYP]

This task enables you to review and amend an employee's payments and deduction transaction details individually.

Warning: Any amendments made will apply to the current period only and will not affect the employee's permanent details.

This task is only available if the payroll is in progress for the current period.

Employee Transaction Entry Selection Window

To display this window, select the Employee Transaction Entry task.

Fields

Employee Number

Enter the employee whose details you wish to review or amend.

Name Search

Enter the surname or the first letter/few letters of the surname of the employee whose number you wish to know and then select OK to start the search.

***Note:** Use upper or lower case as appropriate to achieve a match.*

Default Screen Option

Use this field to specify the initial window for this employee and subsequent employees in the run.

Enter one of the following:

01 - Hourly-paid allowances

02 - Cash paid allowances

03 - Cash deductions

04 - Pension details

05 - Attachments of earnings

06 - Holiday accruals and payments (if active for the payroll profile)

07 – FPS flags

Select OK to display the next window.

If the selected employee has not been automatically included within this payroll run, for example has a status of Suspended or Left, or has previously been paid in the current tax period, the Employee Not Selected window is displayed otherwise the selected window is displayed

Employee Not Selected Window

When an employee is suspended or on leave, payroll processing control may not select the employee for payment, the user however, may pay them by exception.

In this situation the user may select whether to include their default pay or not. Select the employee and the Employee Not Selected window will be shown

Fields**Derive default pay**

If set to yes (Y) the employee's salary, deductions, pension scheme contribution etc. will be included. If set to no (N) no salary is included. A manual entry of exceptional pay such as expenses, bonuses etc. is expected to be entered by the user.

If you wish to include such an employee in the current payroll run, select OK. The default pay and deductions will be displayed from the Employee Master file for review and amendment.

Select OK to include the employee for payment or select Reselect (F15) to return to the Employee Transaction Entry Selection window.

Note: *If the employee has already been processed through the Gross to Net Calculation task, a message will be displayed. You will be able to review, but not amend, the employee's transaction details. If you need to process further transactions, the employee must be processed through the Restart Payroll task.*

Hourly-paid Allowances Window

To display this window, enter 01 in the Default Screen Option field and then select OK on the Employee Transaction Entry Selection window.

If transactions have not previously been entered for this employee, Payroll will, in the case of a default payroll, retrieve and display any permanent hourly-paid allowances from the Employee Master file.

Fields**Rounded Pay**

Enter **Y** to use rounded pay.

Code

Enter the appropriate hourly-paid allowance code.

Note: *The payment description will be displayed when you select*

OK.

Hours

Enter the number of hours to be paid against the specified rate and costing levels.

Emp/Grp/Temp

Enter one of the following:

An employee rate (1 - 4)

A group rate (1 - 4 - from the payroll profile)

A temporary rate

Costing Levels

Payroll will allocate, as a default, all costs to the employee's 'home' costing levels as set up on the Employee Master file.

Note: *If you wish to enter hours against a different cost centre, department or paypoint, enter the required codes to override the default.*

To delete a transaction, blank out the entire line.

Note: *If the employee is in an hourly-based holiday scheme, you must not enter holiday hours against the pre-defined hour code on this window. Enter holiday hours on the Holiday window.*

Select Update (F8) to update the employee record.

Cash Payments Window

To display this window, enter 02 in the Default Screen Option field and then select OK on the Employee Transaction Entry Selection window.

If transactions have not previously been entered for this employee, the system will retrieve and display any permanent cash allowances from the Employee Master file.

Fields

Code

Enter the appropriate cash-paid allowance code.

Note: *The payment description will be displayed when you select OK.*

Amount

Enter the cash value to be paid against the specified costing levels.

Costing Levels

Payroll will allocate as a default all costs to the employee's 'home' costing levels as set up on the Employee Master file.

Note: *If you wish to enter cash values against a different cost centre, department or paypoint, enter the required codes to override the default.*

To delete a transaction, blank out the entire line.

Note: *If the employee is in a cash-based holiday scheme, you must not enter holiday pay against the pre-defined hour code here. Enter holiday pay on the Holiday window.*

Select Update (F8) to update the employee record.

Deductions Window

To display this window, enter 03 in the Default Screen Option field and then select OK on the Employee Transaction Entry Selection window.

If transactions have not previously been entered for this employee, the system will retrieve and display any permanent deductions from the Employee Master file.

Fields

Advance

Income Tax/National Ins/Pension/AVC

If the employee is taking holiday, the system makes provision to advance income tax, NI, pension, AVC contributions and deductions by the number of weeks entered against each.

Enter the required number of advance weeks.

Note: *An advance entered against a deduction cannot exceed the tax advance value.*

If a tax advance has been entered but an individual deduction is not to be advanced, the advance value should be left blank.

If a tax advance has been applied, Payroll will automatically increment the value of any hours, payments or deductions defined with a non-periodic frequency, by the number of periods for which payment is being made.

Example

Take a weekly payroll and a standard union deduction of £3.50 a week.

The employee is tax advanced two weeks (i.e. the employee is being paid for three weeks in total). The payroll will process a deduction of:

$$£3.50 \times 3 = £10.50$$

Code

Enter the appropriate cash deduction code. A deduction code cannot be entered more than once on this window.

Note: *The deduction description will be displayed when you select OK.*

Amount

Enter the amount to be deducted this period.

Note: *To delete a transaction, blank out the entire line.*

Select Update (F8) to update the employee record.

Pensions Window

To display this window, enter 04 in the Default Screen Option field and then select OK on the Employee Transaction Entry Selection window.

If the employee is making contributions to a pension scheme, the following window is displayed:

Fields

Standard Contributions

The employees and/or employers standard contributions can be amended, if necessary, for this payroll run.

If a tax advance has been applied, Payroll will automatically increment the value of any fixed pension contributions, by the number of periods for which payment is being made.

Or

LEL %/LEL - UEL %/ Earnings Above UEL

The employees' and/or employers' percentage contributions for each earnings band can be amended, if necessary, for this payroll run.

If the employee is a member of more than one scheme, or makes additional voluntary contributions, select OK to display additional windows. Alternatively, select Update (F8) to update the employee record.

Attachment of Earnings Windows

If an employee has one or more attachment of earnings, windows will be displayed showing the details of each attachment. The windows vary according to attachment type.

The following attachment types may be used:

- A Direct Earnings Attachment (DEA)
- P Postgraduate Loan
- 1 Priority Order / CSA (Pre March 2003)
- 2 Non-Priority Order
- 3 Earnings Attachment (England and Wales)
- 4 Earnings Arrestment (pre-April 2010)
- 5 Maintenance Arrestment
- 7 CSA Order (From March 2003)
- 8 Earnings Arrestment (April 2010 onwards)
- 9 New Deduction of Earnings Order (CMEC)

On these windows, you can amend the administrations charge for the attachment and in some cases the advance period.

Note: *Advances do not apply to type 4 and type 5 attachments and cannot be entered.*

Note: *Administration charges do not apply to type 6 attachments and cannot be entered.*

Note: Attachments of earnings values are system-calculated and do not normally require amendment. If you need to make an adjustment, for example, if an advance was omitted in a previous period, you must use the Attachment of Earnings window in the Payroll Adjustments task.

Student Loan Deduction Window

To display this window, enter 05 in the Default Screen Option field and then select OK on the Employee Transaction Entry Selection window. This window will only be displayed if the employee has an attachment of this type and attachments will be displayed in the order shown in the Attachment of Earnings Windows section.

Fields

Note: Administration charges do not apply to type 6 attachments and cannot be entered on this window.

Advance

Enter a value between 0 and 9 representing the number of advance periods.

If the employee has further attachments, select OK to display additional windows. Alternatively, select Update (F8) to update the employee record.

Direct Earnings Attachment Window

To display this window, enter 05 in the Default Screen Option field and then select OK on the Employee Transaction Entry Selection window. This window will only be displayed if the employee has an attachment of this type and attachments will be displayed in the order shown in the Attachment of Earnings Windows section.

Fields

Admin Charge

Enter the administration charge to be deducted whenever the attachment is taken.

Note: This is an optional entry, but you can only enter a value here if a cash deduction code has been specified for administration charges on the payroll profile.

Advance

Enter a value between 0 and 9 representing the number of advance periods.

If the employee has further attachments, select OK to display additional windows. Alternatively, select Update (F8) to update the employee record.

Priority Order/CSA (Pre March 2003) Window

To display this window, enter 05 in the Default Screen Option field and then select OK on the Employee Transaction Entry Selection window. This window will only be displayed if the employee has an attachment of this type and attachments will be displayed in the order shown in the Attachment of Earnings Windows section.

Fields

Admin Charge

Enter the administration charge to be deducted whenever the attachment is taken.

Note: *This is an optional entry, but you can only enter a value here if a cash deduction code has been specified for administration charges on the payroll profile.*

Advance

Enter a value between 0 and 9 representing the number of advance periods.

If the employee has further attachments, select OK to display additional windows. Alternatively, select Update (F8) to update the employee record.

Non-Priority Order Window

To display this window, enter 05 in the Default Screen Option field and then select OK on the Employee Transaction Entry Selection window. This window will only be displayed if the employee has an attachment of this type and attachments will be displayed in the order shown in the Attachment of Earnings Windows section.

Fields

Admin Charge

Enter the administration charge to be deducted whenever the attachment is taken.

Note: *This is an optional entry, but you can only enter a value here if a cash deduction code has been specified for administration charges on the payroll profile.*

Advance

Enter a value between 0 and 9 representing the number of advance periods.

If the employee has further attachments, select OK to display additional windows. Alternatively, select Update (F8) to update the employee record.

Council Tax Attachment Window

To display this window, enter 05 in the Default Screen Option field and then select OK on the Employee Transaction Entry Selection window. This window will only be displayed if the employee has an attachment of this type and attachments will be displayed in the order shown in the Attachment of Earnings Windows section.

Fields**Admin Charge**

Enter the administration charge to be deducted whenever the attachment is taken.

Note: *This is an optional entry, but you can only enter a value here if a cash deduction code has been specified for administration charges on the payroll profile.*

Advance

Enter a value between 0 and 9 representing the number of advance periods.

If the employee has further attachments, select OK to display additional windows. Alternatively, select Update (F8) to update the employee record.

Earnings Arrestment (pre-April 2010) Window

To display this window, enter 05 in the Default Screen Option field and then select OK on the Employee Transaction Entry Selection window. This window will only be displayed if the employee has an attachment of this type and attachments will be displayed in the order shown in the Attachment of Earnings Windows section.

Fields**Admin Charge**

Enter the administration charge to be deducted whenever the attachment is taken.

Note: *This is an optional entry, but you can only enter a value here if a cash deduction code has been specified for administration charges on the payroll profile.*

Note: *Advances do not apply to type 4 and type 5 attachments and cannot be entered on this window.*

If the employee has further attachments, select OK to display additional windows. Alternatively, select Update (F8) to update the employee record.

Maintenance Arrestment Window

To display this window, enter 05 in the Default Screen Option field and then select OK on the Employee Transaction Entry Selection window. This window will only be displayed if the employee has an attachment of this type and attachments will be displayed in the order shown in the Attachment of Earnings Windows section.

Fields**Admin Charge**

Enter the administration charge to be deducted whenever the attachment is taken.

Note: This is an optional entry, but you can only enter a value here if a cash deduction code has been specified for administration charges on the payroll profile.

Note: Advances do not apply to type 4 and type 5 attachments and cannot be entered on this window.

If the employee has further attachments, select OK to display additional windows. Alternatively, select Update (F8) to update the employee record.

Priority Order/CSA (From March 2003) Window

To display this window, enter 05 in the Default Screen Option field and then select OK on the Employee Transaction Entry Selection window. This window will only be displayed if the employee has an attachment of this type and attachments will be displayed in the order shown in the Attachment of Earnings Windows section.

Fields

Admin Charge

Enter the administration charge to be deducted whenever the attachment is taken.

Note: This is an optional entry, but you can only enter a value here if a cash deduction code has been specified for administration charges on the payroll profile.

Advance

Enter a value between 0 and 9 representing the number of advance periods.

Select OK to display further windows. Alternatively, select Update (F8) to update the employee record.

Earnings Arrestment (April 2010 onwards) Window

To display this window, enter 05 in the Default Screen Option field and then select OK on the Employee Transaction Entry Selection window. This window will only be displayed if the employee has an attachment of this type and attachments will be displayed in the order shown in the Attachment of Earnings Windows section.

Fields

Admin Charge

Enter the administration charge to be deducted whenever the attachment is taken.

Note: This is an optional entry, but you can only enter a value here if a cash deduction code has been specified for administration charges on the payroll profile.

Note: Advances do not apply to type 4 and type 5 attachments and cannot be entered on this window.

If the employee has further attachments, select OK to display additional windows. Alternatively, select Update (F8) to update the employee record.

New Deductions of Earnings Order (CMEC) Window

To display this window, enter 05 in the Default Screen Option field and then select OK on the Employee Transaction Entry Selection window. This window will only be displayed if the employee has an attachment of this type and attachments will be displayed in the order shown in the Attachment of Earnings Windows section.

Fields

Admin Charge

Enter the administration charge to be deducted whenever the attachment is taken.

Note: *This is an optional entry, but you can only enter a value here if a cash deduction code has been specified for administration charges on the payroll profile.*

Advance

Enter a value between 0 and 9 representing the number of advance periods.

Select OK to display further windows. Alternatively, select Update (F8) to update the employee record.

Holiday Schemes Windows

If an employee is in one or more holiday schemes, a window will be displayed for each scheme, showing the current pay period holiday accruals and payments from the transaction file.

The windows vary according to the holiday scheme type (whether it is hourly-based or cash-based).

Cash-based Holiday Schemes Window

To display this window, enter 06 in the Default Screen Option field and then select OK on the Employee Transaction Entry Selection window. This version of the window will be displayed if a scheme is cash-based.

Fields

Current Year

Accrued Pay

Enter the period cash accrual value.

Note: *The system-calculated accrual will be displayed as the default if the Holiday Accrual Calculation task has been run.*

Holiday Pay

Enter the period holiday pay from the current holiday year.

You can only enter holiday pay in excess of the current balance if the Allow Negatives field in the holiday profile is set to Yes.

Previous Year**Holiday Pay**

Enter the period holiday pay from the previous holiday year.

Tip: All the above entries can be created globally across selected employee ranges using the Holiday Payment Calculation task.

Select Update (F8) to update cash allowance transactions for holiday payments.

Hourly-based Holiday Schemes Window

To display this window, enter 06 in the Default Screen Option field and then select OK on the Employee Transaction Entry Selection window. This version of the window will be displayed if a scheme is hourly-based.

Fields**Current Year****Accrued Hours**

Enter the period hourly accrual value.

Note: The system-calculated accrual will be displayed as the default if the Holiday Accrual Calculation task has been run.

Holiday Hours

Enter the period holiday hours from the current holiday year.

You can only enter holiday hours in excess of the current balance if the Allow Negatives field is set to Yes in the holiday profile.

Group Rate/Employee Rate/Rate Used

Enter one of the following to be used as the holiday rate for the current holiday year:

- An employee rate (1 - 4)
- A group rate (1 - 4 - from the payroll profile)
- A temporary rate

Previous Year**Holiday Hours**

Enter the period holiday hours from the previous holiday year.

Group Rate/Employee Rate/Rate Used

Enter one of the following to be used as the holiday rate for the previous holiday year:

- An employee rate (1 - 4)
- A group rate (1 - 4 - from the payroll profile)
- A temporary rate

Tip: All the above entries can be created globally across selected employee ranges using the Holiday Payment Calculation task.

Select Update (F8) to update hourly allowance transactions for holiday payments.

RTI FPS Details window

Use this window to enter tax advance and new information required for RTI.

Fields**Unpaid Absence**

Set this to Y if there required if the pay has been reduced in the current period due to absence which is unpaid.

Strike

Set this to Y if there required if the pay has been reduced in the current period due to strike action.

Select Update (F8) to update the employee details

Payroll Adjustments [4/PYP]

This task enables you to adjust or override the following system-calculated values for the current processing run:

- Income tax
- Employee and employer NI contributions (together with NICable earnings) for the current employee contribution category
- Tax credits
- Employee and employer pension contributions
- Attachments of earnings

In each case, you can specify that you wish to adjust a system-calculated value by an amount (either positive or negative) or override it altogether to a value of your choice.

This task is only available if the payroll is in progress for the current period.

The Payroll Adjustments task can be used to enter adjustment records for a pay period which has not already been started. Any adjustments entered will be used by the prior period and future period processing tasks but are deleted either by these tasks or when the next pay period is started, to ensure they are not accidentally re-used in the main payroll processing cycle.

Any adjustments to be used in the main payroll processing cycle must be entered after processing the Start New Period task.

Payroll Adjustments Selection Window

To display this window, select the Payroll Adjustments task.

Fields

Employee Number

Enter the employee whose details you wish to review or amend.

Name Search

Enter the surname or the first letter/few letters of the surname of the employee whose number you wish to know and then select OK to start the search.

Note: Use upper or lower case as appropriate to achieve a match.

Enter an employee number and then select OK or use the name search facility to display the Tax/National Insurance window.

Tax/National Insurance Window

To display this window, enter an employee number and then select OK or use the name search facility on the Payroll Adjustments Selection window.

Tip: If the employee has already been processed via the Gross to Net Calculation task, a message will be displayed. You will be able to review but not amend any existing adjustments. If you need to process further adjustments the employee must be processed via the Restart Payroll task.

Fields

Income Tax

You can optionally enter any adjustment/override to income tax.

Employee N.I. Total

You can optionally enter any adjustment/override to the total employee NI contribution.

NI'able Earnings (Total)

You can optionally enter any adjustment/override to the total NICable earnings.

NI'able Earnings (Up to LEL)

You can optionally enter any adjustment/override to the NICable earnings up to the Lower Earnings Limit (LEL).

NI'able Earnings (LEL to PT)

You can optionally enter any adjustment/override to the NICable earnings above the Lower Earnings Limit (LEL) and up to the Primary Threshold (PT).

NI'able Earnings (PT to UEL)

You can optionally enter any adjustment/override to the NICable earnings above the Primary Threshold (PT) and up to the Upper Earnings Limit (UEL).

Employer N.I. Total

You can optionally enter any adjustment/override to the employer NI contribution.

Select OK to display the Pensions window.

Pensions Window

To display this window, select OK on the Tax/National Insurance window.

Fields**Code**

Enter the code representing the pension scheme.

Note: Payroll will validate that the employee is currently a member of the pension scheme.

Employee Value/Employer Value

You can optionally enter any adjustment/override to the employee/employer pension contribution.

Employee Type/Employer Type

Select one of the following:

O Override

A Adjustment

R Full Refund

If a value is entered in either of the value fields, A (Adjustment) or O (Override) must be selected. If an override is selected, Payroll will, irrespective of the system-calculated value, replace that value with the value entered on this window.

If an adjustment is selected, Payroll will add the entered value to the system-calculated value (or subtract in the case of a negative entry).

If a R (refund) is selected no values should be entered. Payroll will refund all contributions paid to date. This should be used where an employee has been enrolled in a Pension scheme in error or if they have opted out and are due a refund of all contributions.

Note: AVC's are not refundable. This function is provided for NEST scheme auto-enrolment opt-out situations.

Leaving Date

This is optional and maybe used to indicate that an Employee has now left the Pension scheme. It may be used in conjunction with an override, adjustment or refund and will stop any future pension deductions. It will update the employee's records at the period end.

Note: The leaving date will not affect the calculation of the pension refund. It merely sets the Pension record on the employee to left so that no future deductions are made.

Additional Voluntary Contributions

You can optionally enter any adjustment/override for AVCs using the same fields as those described above.

Select OK to display the Attachment of Earnings window is displayed.

Attachment of Earnings Window

To display this window, select OK on the Pensions window.

Fields

Code

Enter the attachment number on the employee record.

Note: Do not enter the attachment type (an employee can have more than one attachment of a specific type).

Note: Payroll will validate that the employee currently has an attachment against this number.

Value

You can optionally enter any adjustment/override to the attachment.

Adj/Override

If a value is entered in the previous field, it must be specified as either an adjustment or override value by entering A (Adjustment) or O (Override) in the corresponding Adj/Override field.

If an override is entered, Payroll will, irrespective of the system-calculated value, replace that value with the value entered on this window.

If an adjustment is selected, Payroll will add the entered value to the system-calculated value (or subtract in the case of a negative entry).

Functions**Update (F8)**

Use this to update the employee adjustment record.

Delete (F11)

Use this to delete all adjustments entered for the employee

Reselect (F15)

Use this to return to the Payroll Adjustments Selection window without updating the adjustments for this employee.

Select the function you require to complete the process.

Gross to Net & Reports [5/PYP]

This task is only available if the payroll profile run is in progress for the current period.

Warning: *During processing, this task requires exclusive use of the particular payroll profile selected. No further processing will be permitted on this payroll profile until the job has completed.*

The task takes the transactions created for each employee and performs the gross to net calculation on them. It then updates the transactions with the calculated values of gross pay, tax, National Insurance, etc.

Note: *Only employees who have not previously been processed via this task will be included.*

No further transaction entry will be permitted for an employee processed through this task. If you find you need to make additional amendments which affect the calculations for this period, e.g. incorrect tax code applied, incorrect payments made etc., the employee will need to be restarted via the Restart Payroll task.

Note: *The following reports will always be printed as a default:*

- *Gross to Net Report*

This is available by user-selection in either summary (one line per employee) or detailed (two employees per page) format.

- *Gross to Net Total Report*

This is a report of all employee pay and deduction elements totalled according to the current reporting sequence selection, e.g. department within cost centre.

- *List of Payroll Adjustments*

This lists any adjustments or overrides that have been applied to tax, National Insurance, pensions, adjustments, etc.

- *Exception Report*

This reports payroll exceptions such as:

- *Zero or negative net pay*
- *Payments to leavers, suspended employees*
- *Tax refunds made*
- *Gross pay below or above defined limits*
- *Deductions not taken or partly taken*
- *Payroll Reconciliation*

This reports the brought forward, this run and carried forward totals of pay and deductions.

- *FPS Validation*

This contains all errors found in the data in line with the HMRC validation rules

Gross to Net Submission Window

Use this display to submit the gross to net calculation

Fields

Gross to Net Summary/Detail

Select either Summary (S) or Detail (D) to determine which level of detail is included in the report

Additional Reports to Print

Select Yes (Y) to print additional reports. The Report Selection window will be displayed

The reports available will be determined by the payment methods set up for this payroll profile.

The sequencing of each report is determined by the report sequencing options specified.

Select OK. If you checked the Additional Reports to Print field, the pop-up will be displayed.

Report Selection Window

To display this window, select the to print additional reports in Gross to Net or Make Payments tasks

Fields

Select (untitled)

Use the checkboxes to select which reports you wish to print

Functions

Select All (F21)

Use this to print all the reports listed.

Note: The reports produced will only include those employees processed by the current run of this task. If you wish to print reports including all employees, select the Report Reprint task

Select OK or Select All (F21) to produce the required reports.

Restart Payroll [6/PYP]

This task is used when you need to re-submit an employee through the Gross to Net Calculation task. It enables you to adjust transactions and then re-run the calculation.

This task is only available if the payroll profile is in progress for the current period.

EigerPAY Gateway

The Payroll Restart task deletes any records found on the EigerPAY Gateway BACSTEL-IP Interface File 1 member for the current payroll profile that match the employee number or range of employee numbers re-started.

Note: Employees can be re-started individually by employee number range. Alternatively, employees can be re-started for a specific cost centre/department.

Restart Payroll Selection Window

To display this window, select the Restart Payroll task.

Fields

Employee Number/Range

To re-start an individual employee, enter the employee number to be re-started in the first field. Select OK to display the employee name for confirmation.

To re-start a range of employees, enter the starting and ending numbers of the employees to be re-started.

To re-start all employees, enter a range of 1-999999.

Cost Centre

If employees within a specific cost centre are to be re-started, enter the appropriate centre.

Alternatively, use the prompt facility to select from the Select Cost Centre pop-up.

Department

If employees within a specific cost centre/department combination are to be re-started, enter the appropriate department.

Alternatively, use the prompt facility to select from the Select Department pop-up.

Select Update (F8) to submit the batch job.

Make Payments [7/PYP]

Use this option when all the gross to net processing is complete to make the payments to the employees and generate the FPS file.

It will also optionally produce the GL validation report.

It will do the following:

- Produce the relevant Payment Reports
- Print any Cheques required
- Optionally print other “final” reports
- Create the BACS file and generate a hash value
- Generate the FPS file (including the hash cross reference)
- Print GL Validation Report
- Allow the user to enter final submission questions & answers.

Note: *The hash cross reference is only generated if a BACS user id is set in the Payroll Profile.*

Make Payments Submission Window

To display this window, select the Make Payments task

Functions

Select Reports (F21)

Use this to select/change the reports that are required. The Report Selection window will be displayed

The FPS Submission Questions window will also be shown.

Select Update (F8) to submit the batch job.

FPS Submission Questions Window

Use this only if this is the final submission for the paye scheme for the current tax year or if it is the final submission because the paye scheme has ceased.

Fields

Final submission for PAYE scheme

Use this checkbox if the PAYE scheme is ending and this is the final submission

Date PAYE scheme ceased

Enter the date the scheme ceased if applicable

Final submission for the year

Use this checkbox if this is the final submission for the year

Questions and Declarations:**Did you make any free of tax payments to an employee?**

Use this checkbox to indicate free of tax payments were made to an employee

Did anyone else pay expenses, vouchers or benefits to your employees?

Use this checkbox to indicate expenses, vouchers or benefits were paid to employees

Did anyone employed outside the UK work for you in the UK for >=30 days?

Use this checkbox to indicate you employed workers from outside the UK

Have you paid any of an employees pay to someone other than the employee?

Use this checkbox to indicate you paid employee pay to someone other than the employee

Completed forms P11D and P11D(b) are due.

Use this checkbox to indicate P11D and P11D(b) are due

Are you a Service Company?

Use this checkbox to indicate you are a service company

Press Submit (F8) to submit the batch job, a confirmation will be required

Period End Close [8/PYP]

This task will close processing for the current tax period. It will prevent any further transaction processing, or reporting, within the current run of this tax period. It is necessary to ensure therefore that:

- Payslips have been successfully produced.
- Cheques have been successfully produced.
- BACS submission has been accepted, etc.

If for any reason this is not the case and the period has been closed, the following options are available:

- Restore from the pre-Period End Close security backup (if the Security Save Required field is set to Y in the payroll profile).
- Generate the additional reports required from the history files using the Report Reprint (History) task.

- Adjust employees using Prior Period Processing.

The Period End Close task submits a batch job which performs the following functions:

Security Save

If the Security Save Required field in the payroll profile has been set to Y, all transaction and static data for the payroll profile being processed will be saved to a disk save file or external medium.

Master File Update

All employee-related master files will be updated to reflect the new year-to-date cumulative totals.

Exception Report

Any payroll profile exceptions will be reported.

Print P45s

P45s are produced if the employee is marked as leaving in this period and a P45 required.

History File Update

The employee history data will be updated with period and cumulative totals.

Deductions Working Sheet (P11) History

The P11 history file will be updated with period and cumulative totals. The file will also be updated with any employee tax code and NI category code changes applied in the current period.

Statutory Master File Update

These files will be updated to reflect any statutory payments made. The earnings history will also be updated for average earnings calculations.

Clear Pension Year Year-to-Date Contribution Details

Pension year year-to-date details will be zeroised for any pension schemes with a pension year-end within the period being processed.

Clear Deduction Year-to-Date Contribution Details

Deduction year-to-date details will be zeroised for any deduction codes with a year-end period in the period being processed. Exceptions to this are codes with a year-end period in the final period of the payroll year; such deductions are zeroised by the Tax Year End Cleardown task.

Holiday Scheme Year End Processing

In holiday scheme year-end periods, the current year values will be transferred to the previous year values.

Create General Ledger Postings

General Ledger session and transaction files will be created if the GL interface has been activated in the payroll profile.

The posting files can then be validated and posted using the appropriate GL tasks.

Clear Payroll Transaction Files

All payroll transaction information for the current period will be cleared in readiness for the start of the next tax period.

Period End Close Submission Window

To display this window, select the Period End Close task.

Warnings are given if Make Payments has not been run or if it has, but the FPS file for the current period has not been sent.

Press Submit (F8) to submit the batch job to close the period; if there are exceptions these will be displayed in the Period End Exceptions window

Period End Exceptions Window

This window will be shown when employees have been included in the payroll but do not appear in the FPS file

Press Submit (F8) to submit the batch job to close the period regardless or Exit (F3) to correct the errors before running this option again

If the period is closed regardless then Supplementary Processing should be used to correct the errors before the next period is started

Batch Entry Selection [12/PYP]

This task defines the format to be used for batch transaction entry.

The batch entry selection format can be modified whenever it is necessary to change either the selections sequence defined or the payment codes.

Generate Employee List Window

To display this window, select the Batch Entry Selection task.

Fields

Generate Employee List

Define the employee sequence required for transaction input against the available costing levels.

Define the highest level required by entering a 1, the next level by 2, etc.

Note: If no entries are made, employees will be in employee number sequence.

Select OK to display the Charging Override window.

Charging Override Window

To display this window, select OK on the Generate Employee List window.

Fields

Charging Override

If you wish to allocate costs across different costing levels, enter 1 against the costing level you wish to override in batch transaction entry.

Select OK to display the Hour Codes Selection window.

Hour Codes Selection Window

To display this window, select OK on the Charging Override window.

Fields

Hour Code (Untitled)

Enter the hourly-paid allowance codes that you require for transaction input.

Alternatively, use the prompt facility to select from the Hour Code Selection pop-up.

Note: Additional hourly allowance codes may be entered, if required, in the Batch Transaction Entry task.

Select OK to display the Allowance Codes Selection window.

Allowance Codes Selection Window

To display this window, select OK on the Hour Codes Selection window.

Fields

Allowance Code (Untitled)

Enter the cash allowance code that you require for transaction input.

Alternatively, use the prompt facility to select from the Allowance Code Selection pop-up.

Note: Additional cash allowance codes may be entered, if required, in the Batch Transaction Entry task.

Select OK to display the Batch Totals window.

Tip: Only enter the hourly and cash allowance codes which you use regularly; otherwise, you may make the Batch Transaction Entry window complicated and difficult to use.

Batch Totals Window

To display this window, select OK on the Allowance Codes Selection window.

Fields

Calculate

Enter Y if batch totals are to be calculated by the batch entry program.

Input

Enter Y if batch totals are to be input.

Select OK to display the Rates window.

Rates Window

To display this window, select OK on the Batch Totals window.

Fields

Employee

Enter 1 in this field if an employee rate is to be used. Otherwise, leave this field blank.

Group Rate

Enter 1 in this field if a group rate is to be used. Otherwise, leave this field blank.

Override

Enter 1 in this field to allow a rate to be entered at transaction entry time.

Otherwise, leave this field blank.

Note: Only one of the fields above may be set to 1. The others must be left blank.

Select OK to display the Deduction Codes Selection window.

Deduction Codes Selection Window

To display this window, select OK on the Rates window.

Fields**Deduction Code (Untitled)**

Enter the cash deduction code that you require for transaction input.

Alternatively, use the prompt facility to select from the Deduction Code Selection pop-up.

Note: *Additional cash deduction codes may be entered, if required, in the Batch Transaction Entry task.*

Select OK to display the Holiday Rates window.

Holiday Rates Window

To display this window, select OK on the Rates window.

This window will only be displayed if holiday accruals and payments are active for the payroll profile.

Fields**Employee**

Check this field if an employee rate is to be used.

Group Rate

Check this field if a group rate is to be used.

Override

Check this field to allow a rate to be entered at transaction entry time.

Note: *Only one of the fields above may be checked.*

Select OK to display the Holiday Schemes window.

Holiday Schemes Window

To display this window, select OK on the Holiday Rates window.

Fields**Holiday Scheme (Untitled)**

Enter additional holiday schemes, if required.

Alternatively, use the prompt facility to select from the Holiday Schemes Selection pop-up.

Select Update (F8) to update the data and leave the task.

Report Sequencing [13/PYP]

This task enables you to define the sequence in which the principal Payroll reports are to be generated and, if appropriate to the individual report, the levels at which sub-totals are produced.

This task may be selected from Utilities (16/PYU) (to maintain Payroll defaults) or from Processing (13/PYP) (to enter override values for a specific payroll profile).

See Report Sequencing (16/PYU) for details

Gross Pay Analysis [14/PYP]

This task lists all pay elements making up an employee's gross pay and is therefore an extremely valuable report for verifying that the correct payments have been made and that all eligible employees have been included for processing.

Note: *The report will only include those employees that have not currently been processed through the Gross to Net Calculation task.*

The report sequence is determined by the report sequencing options specified.

No parameters are required. Select this task to submit a batch job to produce the report.

Report Reprint [15/PYP]

This task from provides a full report re-print facility of all the Gross to Net reports.

The sequence of these reports, and the levels of sub-totalling provided, will be determined by the report sequencing options previously specified.

The reports available will be determined by the payment methods set up for this payroll.

Report Reprint Selection Window

To display this window, select the Report Reprint task.

This window displays all of the reports available for re-print

Fields

First/Last Employee

To re-print reports for a range of employees, enter the starting and ending numbers of the employees.

To re-print reports for all employees, enter a range of 1-999999.

Leave these fields blank to re-print reports for all employees.

Select (Untitled)

Individual reports can be selected by checking this field. Alternatively, Select All (F21) can be used to select all reports.

Note: *The reports will only include those employees that have currently been processed through the Gross to Net Calculation task.*

Select OK or Select All (F21) to submit the job to produce the required reports.

GL Posting Report [16/PYP]

If the interface to the General Ledger is active, this task generates a working report for validation and verification of the General Ledger posting details.

This task provides a means of checking the payroll transactions against the General Ledger before creating the actual General Ledger files.

Tip: *It is strongly recommended that this task be run in each pay period to avoid the possibility of creating error transactions which can be time-consuming to correct.*

Note: *The General Ledger posting files are themselves created as part of the Period End Close task.*

Note: *The report will only include those employees that have been processed through the Gross to Net Calculation task.*

No parameters are required and no window is displayed. Select this task to submit a batch job to produce the report.

Once this has been run from the menu option or as part of make payments, this option can be used to enquire on any errors or resubmit the validation report.

Note: *No corrections can be done at this stage. If there is a posting in error, the GL codes should be corrected via /PYG or set up in the GL chart of accounts.*

Select Current Period window

To display this window, select the GL Posting Report task when a report has been produced for a payroll period.

Use this window to enquire or resubmit the report

Fields**Enquiry or Resubmit Report**

E=Enquiry

R=Submit Report

If the Submit Report is selected, press Re-submit Report (F8) or if Enquiry, press Ok to display the GL Posting Report Transactions window

GL Posting Report Transactions window

This window lists the lines on the journal. Lines with invalid account codes on them are highlighted and an indicator is shown in the right-hand column. From here you can select a line and enquire on the employee transactions which make up the posting transaction.

Fields**Sel**

Use this option to display employee transactions within the selected posting. The Employee Transactions window will be displayed

Functions**Errors (F13)**

Use this toggle to display only the journal postings in error. These are shown in reverse image

Employee Transactions window

This window lists the employee transactions which make up the posting line. To display this window select a line in the GL Posting Report Transaction window

It is not possible to amend the transactions; they must be corrected in /PYG or set up in the chart of accounts

Period End Exceptions [17/PYP]

This task can be used to identify any exceptions that exist prior to running the Period End Close task.

The following exception conditions can be identified:

Expected payment has not been made

No transactions exist for an employee for whom payments are expected within the current tax period, i.e. a 'live' employee who has not already been taxed up to the current tax period.

Verify whether payment is to be made this period. If payment is required, enter transactions and process the employee through the Gross to Net Calculation task.

If payment is not required, no further action is necessary.

Employee not processed through gross-to-net

Transaction information exists for this employee but the status indicates she/he has not been processed through the Gross to Net Calculation task.

If payment is required, select the Gross to Net Calculation task to process the employee.

If payment is **not** required, delete the employee from the transaction files using the Employee Transactions Entry task.

Note: *The above payroll exceptions will also be displayed interactively on the Period End Close Confirmation window.*

No parameters are required and no window is displayed. Select this task to submit a batch job to produce the report.

FPS Enquiry & Reports [20/PYP]

This task enables you to enquire on the RTI FPS submission files for the payroll.

It provides information about each submission, the user who created it, when it was submitted and the current status. From the list of submissions a list of employees can be displayed, and a full set of details printed. If the file has been submitted to HMRC you can also enquire on any submission errors that were reported. From this enquiry you can also see a full set of FPS submission files for the PAYE scheme, if you are also authorised to those payrolls.

Note: *All FPS file generation & validation is performed during payroll processing.*

FPS Submission List

Use this window to view the list of FPS submissions. It presents a list of submissions in descending submission number sequence.

Fields

Number

This is system generate submission number.

Period

This is the payroll period related to this submission.

Note: *If Supplementary processing is used, there may be more than one submission for each period.*

Type

This shows detail the company/payroll which this submission is for

User

This shows the user id of the user who generated the submission. i.e. the user who ran the “make payments” option. For supplementary submissions this will be SUPPLEMENT

Created

This shows the date the submission file was created.

Submitted

The shows the date the file was submitted.

Note: *if it was submitted several times, this will show the final date on which it was submitted.*

Status

This shows the current status of the submission file:

Validated = This file has not been submitted yet

Error = This file has been submitted but was rejected as it is in error

Submitted = This file has been submitted but no detail is available about whether it was received or not

Received = This file has been received and accepted by HMRC

Cancelled = This file is from a cancelled payroll run

Extracted = Payroll is in Progress but make payments hasn't been run.

Options**1=Select**

Use this to display a detailed list of employees included in this submission file. The Employee List window will be displayed

2=Submission

Use this to display the RTI Submission Enquiry window for this submission number, allowing you to drill down to the detail of the messages received from HMRC.

3=Report

Use this produce a printed list of the details sent for each employee. The Report Options pop-up will be displayed

5=Resubmit/Force Submission

Use this to force send or resubmit an FPS. This will set the status to “validated”. It can then be sent using the eGov submission software. It can only be used for submissions which have a status on “in Error” or “Submitted”

Caution: This option should only be used under the guidance of Infor support or HMRC.

Functions

PAYE scheme/Current Payroll (F21)

This will toggle between the list include all submissions files for the PAYE scheme or only those in the current payroll

Note: It will only show the payrolls to which the user is authorised.

RTI Submission Enquiry Window

Use this window to view the details for each submission made to HMRC for selected submission.

Options

1=Details

Use this to display details of the selected submission. The RTI Submission Enquiry Details window will be shown

2=Messages

Use this to display the submission messages for the selected submission. The RTI Submission Messages window will be shown

RTI Submission Enquiry Details Window

Use this window to view the submission details for selected submission.

Functions

Messages (F7)

Use this to display the messages for the selected submission. The RTI Submission Messages window will be displayed

RTI Submission Messages Window

Use this window to view the submission messages for selected submission.

Options

Se1 (1)

Use this to display the full message details for the selected message

RTI Submission Message Details window

Use this window to display the full message details for a selected RTI message

Press Previous to return to the previous screen or Exit to exit the option

Employee List

Use this window to view the list of employee included in this submission. It presents a list in the sequence they were sent HMRC so that any submission errors can be traced back to the related employee record.

Fields

Seq

This is the sequence number of the record on the submission file. It can be useful when trying to resolve HMRC errors on submissions as it the business errors if related to employee details will quote this number.

Emp.No

This is the employee number.

Surname/Initials

This is the employee surname and initials.

Details Included

These flags indicate the type of detail which is included in the submission.

Options

Report (3)

Use this produce a printed list of the details sent for this employee. The Reports Options pup-up is shown

Functions

Submitted Jobs (F14)

Use this to display the reports submission details after the print job has been submitted. The job is called "FPSENQ_RPT"

Submission (F15)

Use this to display the RTI Submission Enquiry window

Report (F21)

Use this produce a printed list of the details sent for each employee the Reports Options pop-up is shown

Reports Options Pop-up

Use this to select the reports to be printed for the employee(s)

Select the required reports and press Submit to produce the selected reports and return to the Employee List

Chapter 4 Payroll Enquiries

Enquire on Employee Payroll Details [1/PYE]

This enquiry displays employee information in the same format as that in which it is entered in the Maintain Employee Master File task.

8/PYP Selection Window

To display this window, select the Enquire on Employee Payroll Details task.

Fields

Employee Number

Enter the number of the employee about whom you wish to enquire.

Name Search

Enter the surname, or the first letter or first few letters of the surname, of the employee whose number you wish to know and then select OK to start the search.

Note: Use upper or lower case as appropriate to achieve a match.

Next Screen Number

Enter the number of the window you wish to work on next. The Basic Details window is displayed as a default.

You can use the prompt facility on this field to select from the Screen Options pop-up.

Make the required entries and then select OK to display the next window.

For further details refer to the Maintain Employee Master File section in the Employee Maintenance section of this product guide. All the windows are described in that section, the only difference being that in this task the fields are not input-capable.

Enquire on Employee Payroll History [2/PYE]

This task displays an employee's pay and deduction details for a specified income tax year and period. All relevant pay information is displayed, including period and cumulative details. The task effectively provides an employee payslip enquiry.

The history details are updated when:

- The Period End Close task is run
- One of the supplementary processing tasks is run

History information can be stored indefinitely, but a separate task is provided to allow you to clear down history files to a specified tax year/period.

Employee Selection Window

To display this window, select the Enquire on Employee Payroll History task.

Fields

Employee Number

Enter the number of the employee about whom you wish to enquire.

Name

The name search facility will display the Employee Selection window, listing all employees whose surnames meet the selection criteria you enter.

Tax Year/Period

Enter either the specific tax year/period required, or alternatively enter only the tax year to display the following window detailing gross pay, income tax, employee/employer National Insurance and net pay for each period in the tax year held on file.

Note: *The tax year entered should be the beginning tax year, e.g. for the tax year 2022-2023, enter 2022.*

Enter an employee or use the name search facility. Enter a tax year but no tax period to display the Tax Period Selection window or enter both the tax year and period to display the Basic Details window.

Tax Period Selection Window

To display this window, enter a tax year but no tax period on the Employee Selection window.

Options

Select

Use this to select the required pay period.

Select a pay period to display the Basic Details window.

Basic Details

To display this window, select a pay period from the Tax Period Selection window or enter a tax year and period on the Employee Selection window.

Select OK to see the Hourly Allowances window.

Hourly Allowances Window

To display this window, select OK on the Basic Details window.

Select OK to see the Cash Allowances window.

Cash Allowances Window

To display this window, select OK on the Hourly Allowances window.

Select OK to see the Deductions window.

Deductions Window

To display this window, select OK on the Cash Allowances window.

Select OK to see the Attachment of Earnings window.

Attachment of Earnings

To display this window, select OK on the Deductions window.

You will not see any Attachments of Earnings windows if no records exist for the employee.

If records exist, you may see windows for different types of attachments.

Once all attachments have been viewed, select OK to display the Cash-based Holiday Schemes window.

Cash-based Holiday Schemes Window

To display this window, select OK on the last Attachment of Earnings window.

Select OK to see the Hourly-based Holiday Schemes window.

Hourly-based Holiday Schemes Window

To display this window, select OK on the Cash-based Holiday Schemes window.

Select OK to see the Pensions window.

Pensions Window

To display this window, select OK on the Hourly-based Holiday Schemes window.

Select OK to see the NI Analysis window.

NI Analysis Window

To display this window, select OK on the Pensions window.

Select OK to see the Total Pay Details window.

Total Pay Details

To display this window, select OK on the NI Analysis window.

Select Exit (F3) to leave the task, Previous (F12) to return to the previous window or Reselect (F15) to select another employee.

Chapter 5 Payroll Reports

Employee Record Sheets [1/PYR]

Employee payroll record sheets provide a report of employee's basic information and cumulative pay and deduction details.

The report can be selected for an individual employee, an employee range or all employees.

Employee Record Sheet Selection Window

To display this window, select the Employee Record Sheets task.

Fields

Employee Number/Range

If an individual record sheet is required, enter the employee number in the first field.

To select an employee range, enter the starting and ending employee numbers.

If record sheets are required for all employees, leave both fields blank.

Select Update (F8) to submit a batch job to print the record sheets.

Deductions Reports [2/PYR]

This task enables you to prepare a deduction analysis for a specified tax year and range of tax periods.

Deduction Reports Selection Window

To display this window, select the Deduction Reports task.

Fields

Tax Year

Enter the tax year required.

Note: *The tax year entered should be the beginning tax year, e.g. for the tax year 2022-2023, enter 2022.*

Tax Periods

Enter the range of tax periods required.

Employee Number/Range

To select an individual employee, enter the employee number in the first field.

To select an employee range, enter the starting and ending employee numbers.

If all employees are required, leave these fields blank.

Include Records From

If you have carried out employee transfers from weekly payroll to monthly payroll, you can choose whether to include or exclude records from the weekly payroll when running the monthly report (as these may have been previously reported).

Select one of the following:

Both (B) - To include records from both frequencies

Monthly (M) - To include records from monthly payroll only

Weekly (W) - To include records from weekly payroll only

Select

Select the deductions on which to report by checking against the appropriate codes.

Select Update (F8) to submit a batch job to print the Deductions report.

Payments Reports [3/PYR]

This task enables you to prepare a cash payments analysis for a specified tax year and range of tax periods.

Payment Reports Selection Window

To display this window, select the Payment Reports task.

Fields

Tax Year

Enter the tax year required.

Note: The tax year entered should be the beginning tax year, e.g. for the tax year 2022-2023, enter 2022.

Tax Periods

Enter the range of tax periods required.

Employee Number/Range

To select an individual employee, enter the employee number in the first field.

To select an employee range, enter the starting and ending employee numbers.

If all employees are required, leave these fields blank.

Include Records From

If you have carried out employee transfers from weekly payroll to monthly payroll, you can choose whether to include or exclude records from the weekly payroll when running the monthly report (as these may have been previously reported).

Select one of the following:

Both (B) - To include records from both frequencies

Monthly (M) - To include records from monthly payroll only

Weekly (W) - To include records from weekly payroll only

Select

Select the cash allowances to be reported by checking against the appropriate codes.

Select **Update (F8)** to submit a batch job to print the Payments report.

Hourly Paid Allowances Report [4/PYR]

This task enables you to prepare an hourly payments analysis for a specified tax year and range of tax periods.

Hourly Paid Allowances Report Selection Window

To display this window, select the Hourly Paid Allowances Report task.

Fields

Tax Year

Enter the tax year required.

Note: The tax year entered should be the beginning tax year, e.g. for the tax year 2022-2023, enter 2022.

Tax Periods

Enter the range of tax periods required.

Employee Number/Range

To select an individual employee, enter the employee number in the first field.

To select an employee range, enter the starting and ending employee numbers.

If all employees are required, leave these fields blank.

Include Records From

If you have carried out employee transfers from weekly payroll to monthly payroll, you can choose whether to include or exclude records from the weekly payroll when running the monthly report (as these may have been previously reported).

Select one of the following:

Both (B) - To include records from both frequencies

Monthly (M) - To include records from monthly payroll only

Weekly (W) - To include records from weekly payroll only

Select

Check this field against the hourly allowances to be reported.

Select Update (F8) to submit a batch job to print the Hourly Paid Allowances report.

Cumulative Payroll Report [5/PYR]

This task enables you to prepare a cumulative payroll report for all employees in the current tax year.

Note: The sequence in which the report will be produced will be determined by the sequencing specified in the Report Sequencing task.

The report details cumulative values of gross taxable pay, net taxable pay, tax paid, employee's/employer's NICs, pension contributions and pensionable pay for each employee on the payroll profile.

When you select the task, a batch job will be submitted to generate the report.

Cumulative Pensions Report [6/PYR]

This task enables you to prepare a cumulative pension analysis for all contributing employees.

The report is produced in pension scheme sequence and details employees and employers contributions (including AVCs) in both the pension year and the tax year.

When you select the task, a batch job will be submitted to generate the report.

Employee Cumulative Attachments Report [7/PYR]

This task enables you to prepare a cumulative analysis of all employee attachments of earnings currently held on file.

Comprehensive report selection criteria include specific cost centre, department and paypoint. The report can be produced for an individual employee, employee range or all employees.

Employee Cumulative Attachments Report Selection Window

To display this window, select the Employee Cumulative Attachments Report task

Fields

Cost Centre

Enter the required cost centre code.

Alternatively, use the prompt facility to select from the Select Cost Centre pop-up.

Leave this field blank for all cost centres.

Department

Enter the required department.

Alternatively, use the prompt facility to select from the Select Department pop-up

Leave this field blank for all departments.

Paypoint

Enter the required paypoint code.

Alternatively, use the prompt facility to select from the Select Paypoint pop-up

Leave this field blank for all paypoints.

Employee Number/Range

To select an individual employee, enter the employee number in the first field.

To select an employee range, enter the starting and ending employee numbers.

If all employees are required, leave these fields blank.

Attachment Type

Select the attachment type. A prompt is available

Select OK to validate your entries and then select Update (F8) to submit a batch job to print the Cumulative Attachments report or select Exit (F3) to leave the task without submitting the print job.

Note: *The sequence in which the report will be produced will be determined by the sequencing specified in the Report Sequencing task.*

P45 [8/PYR]

This task enables you to print P45 certificates, for an individual employee, a range of employees, or if necessary, all employees.

Irrespective of the selection entered, only those employees with status of Left will be reported.

Note: *P45s can also be selected when an employee is given Leaver status in the Maintain Employee Master File task.*

P45 Print Selection Window

To display this window, select the P45 Print task.

Fields**Employee Number/Range**

To select an individual employee, enter the employee number in the first field.

To select an employee range, enter the starting and ending employee numbers.

If all employees are required, leave these fields blank.

Select Update (F8) to submit a batch job to generate P45s for the employees selected.

DEO Attachment Report [9/PYR]

This task enables you to produce an attachment report and .csv file for the new Child Maintenance Orders payments in a format required by the Child Maintenance Commission. It will produce a report for the selected payroll periods for all selected payrolls with a common CMEC employer's reference. This report should reconcile with payment made to the Child Maintenance Commission.

Report Selection Window

To display this window, select the DEO Attachment Report task.

Fields

CMEC Employers Reference

This is the reference quoted in the payroll profile.

Tax Year

Enter the tax year required. This defaults to the current tax year.

Tax Periods

Enter the range of tax periods required.

A popup will appear asking the user to confirm which payrolls are to be included in the report. The list will include all those which the same CMEC employers reference as the current payroll.

Report

Select if a printed report is required.

CSV File

Select if a file is required in CSV format.

Press Update (F8) to produce a file and report for attachment types 1,7 & 9.

Note: *The report uses the history files so all periods required must be closed. It will not produce accurate results if the payroll history or leavers have been purged. The date range is the earliest period end date to the latest period end date for the payrolls selected. The report and .CSV file layout, content and sequence is produced as per the rules issued by CMEC. Reason codes are not included, these are optional.*

This report should reconcile with payments made to the Child Maintenance Commission.

FPS Reconciliation Report [10/PYR]

Use this task to reconcile the Payroll and FPS data; this will highlight any differences with the payroll files and the FPS reported data

FPS Reconciliation Selection Window

To display this window select the FPS Reconciliation Report task

Fields

Employee Number/Range

Enter the range of employees to be included on the report. Leave blank to report on all employees

Select OK to validate your entries and then select Update (F8) to submit a batch job to print the report or select Exit (F3) to leave the task without submitting the print job

Direct Earnings Attachment Report [11/PYR]

This task enables you to produce an attachment report which can be sent to DWP. It will produce a report for the pay periods which fall with the tax month selected. This report should reconcile with the payment made to the DWP.

Note: *The DEA requires the employers to submit payments before the 19th of the month in which the deduction has been made. System21 will select all deductions made for pay periods which fall within the tax month as defined by HMRC (6th of month-5th of the month).*

Note: *You may have more than one PAYE scheme and a number of payrolls operating within a single System21 company. The DWP has no visibility of PAYE scheme so this schedule can be produced for single payroll or for all payrolls within the System21 Company.*

Note: *The DWP require employers to report any non-payment of a DEA on the schedule which is sent when a payment is remitted to the DWP. Any casual employees or those on long term sick etc. will have to be manually added to the schedule.*

Direct Earnings Attachment Selection Window

To display this window select the Direct Earnings Attachment Report task

Fields

Tax Year

Enter the tax year required. This defaults to the current tax year.

Tax Period (HMRC tax month)

Enter the tax period required. This defaults to the current tax period.

Options

Select

Select the payrolls to include in the report. The list will include all active payrolls for the company.

The submitted job produces a report for DEA attachment type A.

It uses the history files so all periods required must be closed. It will not produce accurate results if the payroll history or leavers have been purged. The date range is the earliest period end date to the latest period end date within the tax period selected.

The report content is produced as per the rules issued by the DWP. If a deduction was not made in all of the periods being printed, the reason is listed as "Insufficient Net Earnings".

This report should reconcile with payments made to the DWP.

The DWP address will be printed on this report if set up in the Global descriptions file type DEA.

Employees by NI Category [12/PYR]

This task enables you to review the NI categories for employees.

Employees by NI Category Selection Window

To display this window select the Employees by NI Category task

Fields

Employee Number/Range

Enter the range of employees to be included on the report. Leave blank to report on all employees

Include Invalid Records

Select one of the following:

Yes (Y) – to include invalid NI codes

No (N) – to exclude invalid NI codes

Sel

Select the NI codes on which to report, checking against the appropriate codes

Select Submit (F8) to submit a batch job to print the Employees by NI Category report

Report Reprint (History) [13/PYR]

This task enables you to re-print, from the History files, any of the principal payroll processing reports for a selected tax year and period.

The following reports are available:

- Gross to Net Summary report
- Gross to Net Detail report
- Gross to Net Totals report
- N.I. Analysis report
- Payslips
- Pension Analysis report
- Holiday Details report
- Attachments report

Report Reprint from History Window

To display this window, select the Report Reprint (History) task.

Fields

Tax Year/Period

Enter the tax year and period for which the reports are required.

Note: *The tax year entered should be the beginning tax year, e.g. for the tax year 2022-2023, enter 2022.*

First/Last Employee

Enter the range of employees for which the history report(s) is to be produced.

Note: *Leave these fields blank to include all employees.*

Select Reports

Select the reports required by checking those required. Alternatively, use

Select All (F21) to select all reports.

Select **Update (F8)** to submit a batch job to produce the reports selected.

P60 History Reprint [14/PYR]

Use this task to print P60s for earlier tax years

P60 History Report Selection Window

To display this window, select the P60 History Reprint task.

Fields

Report Sequence

You can optionally check either the Alphabetic or Employee Number field to indicate the required sequence.

Report Selection

Tax Year Start

You can amend the starting tax year.

Employee Number/Range

Specify an employee number or range of employees or leave these fields blank for all employees.

Select Update (F8). A batch program will be submitted to generate the report as requested.

At the appropriate time, the task will request that the special P60 stationery be loaded on the printer.

Payroll Analysis (History) [15/PYR]

This report is to allow users to analyse payroll details

Note: *Because this report is printed in condensed print format, the report can only be printed on printers capable of handling 15 characters per inch (15 cpi) print.*

Payroll Analysis (History) Selection Window

To display this window, select the Payroll Analysis (History) task.

Fields

Employee Number/Range

To select an individual employee, enter the employee number in the first field.

To select an employee range, enter the starting and ending employee numbers.

If all employees are required, leave these fields blank.

Select Update (F8) to submit a batch job to produce the report for the range selected.

Chapter 6 RTI/Year End Processing

P60 Print [2/PYY]

Use this task to produce P60s for your employees

P60 Print Selection Window

To display this window, select the P60 Print task.

Fields

Report Sequence

You can optionally check either the Alphabetic or Employee Number field to indicate the required sequence.

Include

Current/Leavers/All

Select one of the following to indicate the employee type for which you wish to print the report:

Current

Leavers

All

Note: P60s must be produced for all employees who have received a payment during the tax year. The purpose of this selection is to allow you to print P60s in the most convenient sequence for distribution.

Select Update (F8). A batch program will be submitted to generate the report as requested.

At the appropriate time, the task will request that the special P60 stationery be loaded on the printer.

Tax Year End Cleardown [5/PYY]

This task will clear down all fiscal year-to-date figures from the Employee Master files, ready for the start of processing for the new tax year.

- Tax year end cleardown performs the following:
- It increments the tax year in the payroll profile.
- It re-sets the last tax period in the Employee Master file to zero.
- It re-sets the tax basis to zero for all employees with a suffixed tax code and tax basis of week/month 1.
- It clears all fiscal year-to-date figures of gross pay, tax, National Insurance etc.
- It re-sets fiscal year-to-date employee and employer pension contributions (pension year year-to-date contributions will not be zeroised unless the pension year is the same as the fiscal year).
- It clears year-to-date values of employee voluntary deductions which have the year-end period set to the final pay period of the tax year.

Note: Deductions with a Deduction Type of S (SAYE) will not be zeroised.

Note: This task requires exclusive use of the selected payroll. No further processing will be permitted on this payroll until the job has completed.

Tax Year End Cleardown Confirmation Window

To display this window, select the Tax Year End Cleardown task.

Use this window to confirm the task selected.

Select Update (F8) to confirm the tax year-end clear down. A batch program will be submitted to process the tax year-end functions.

Alternatively, select Exit (F3) to leave the task.

Remove Leavers [6/PYY]

This task enables you to remove all details of leavers from the system for the selected payroll. Payroll retains details of leavers on file until they are selectively removed via this task.

PAYE and National Insurance records have to be retained for a minimum of three years. It is recommended that leavers be only removed after this period has expired. If this not possible (e.g. if employee numbers are to be re-used), you must ensure that full archived records of the leavers are kept.

Note: Leavers within the current tax year must not be removed until appropriate end of year returns have been prepared.

Note: Leavers in previous tax years will not be included in tax year end reporting unless they are processed in the current tax year.

Note: This task requires exclusive use of the selected payroll. No further processing will be permitted on this payroll until the program has completed.

Remove Leavers Selection Window

To display this window, select the Remove Leavers task.

Fields

Required Date

Enter the date up to and including leavers should be removed

All employees with a leaving date up to and including the entered date will be removed from the Payroll files.

Select Update (F8) to confirm the removal of leavers. A batch job will be submitted to remove the leaver details.

An audit report will be printed detailing the employees deleted.

Clear Payroll history [7/PYY]

This task enables you to remove all history details from the selected payroll up to and including the tax year/period specified. Payroll retains history details on file until selectively removed via this task.

Note: Historical reporting and enquiries will cease to be available for the periods cleared from the files. It is recommended that a minimum of three years payroll history be retained.

Note: This task requires exclusive use of the selected payroll. No further processing will be permitted on this payroll until the job has completed.

Clear Payroll History Selection Window

To display this window, select the Clear Payroll History task.

Fields

Tax Year/Period

Enter the tax year and period in the form 2020 - 2021 / 01.

All payroll history up to and including the entered tax year and period will be removed from the payroll files.

Select Update (F8) to confirm the history clear-down. A batch job will be submitted to clear the payroll history.

Employer Payment Summary [11/PYY]

Use this to produce a report of statutory payments made for each PAYE reference.

An EPS is required to be sent to claim compensation of statutory payments made to employees or small employer's relief of NI.

Note: *Although the EPS should be sent on a monthly basis, the amounts of compensation claimed are cumulative.*

It can also be used to inform HMRC of the following:

- Periods of inactivity
- A company is ceasing trading or a PAYE scheme is closing.
- End of year declarations.

Note: *Flagging an EPS submission as complete will generate any General Ledger interfaces of Apprenticeship Levy charges if required. These can be posted using the "Validate and post outstanding GL sessions" function (13/PYG).*

Note: *A P32 payment cannot be made until the EPS for the same period has been flagged as complete.*

Prepare Employer Payment Summary Select

To display this window select the Employer Payment Summary task.

Use this window to select an Employer PAYE Reference for which to enter EPS details

Options

Sel

Select an Employers PAYE Reference for EPS preparation

Press ENTER to enter details for the selected employer

When enter is taken, all active payrolls are examined for the current tax year. Any which have been processed (and completed) since the start of the year are considered for inclusion in the submission.

Note: All payroll runs for the current year are considered so that any cancelled payments adjustments etc can be considered retrospectively, even if they were made after the last EPS was submitted to HMRC.

Note: If there is an EPS for a PAYE scheme currently unprocessed and the user selects the PAYE scheme, it will warn the user and allow them to abort or to regenerate the EPS. Similarly if there is a payroll open which falls into the current tax period.

If an unclosed EPS already exists the Open EPS Completion pop-up will be shown otherwise the Prepare Employer Summary window will be shown

Open EPS Completion Pop-up

This pop-up will be displayed when an existing open EPS is selected for preparation (and the user is authorized to task 5037 – Override EPS Cutoff date)

Fields

Do you wish to close?

Select (Y) to close the EPS or leave as (N) to maintain the existing details and display Prepare Employer Payment Summary window

Prepare Employer Payment Summary Window

Use this window to enter/amend details for the EPS report

Fields

Including payrolls upto

Enter the date upto which the report is being prepared

This defaults to the end of the current tax period due based on today's date. i.e. If selected between the 6th and 19th of the month it will show the 5th of the current month. This may be overridden for testing or with guidance from HMRC. All payroll periods run with a contractual payment date up to this date in the current year will be selected for processing.

Note: The date can only be overridden if the user is authorised to task 5037.

Extract Report Summary/Detail

Enter the report type:

D = Employee details

S = Total of payments by each PAYE scheme.

No employees paid in the period

Use this checkbox if no employees were paid during the period

No payment dates from/to

Enter the range of dates no payments were made

Period of inactivity from/to

Enter the range of dates the employer was inactive

Final submission for PAYE scheme

Use this checkbox to indicate if this is the final submission for the screen

Date PAYE scheme ceased

Enter the date the scheme ceased, if applicable

This is the final submission for the year

Use this checkbox to indicate this is the final submission for the year

Employment Allowance indicator

Select the employment allowance indicator

Business Sectors

Use this to select the business sector(s) applicable for the employer.

At least one must be selected if the Employment Allowance Indicator is on

Functions**Maintain YTD Values (F13)**

Use this to display the EPS YTD values

Bank Details (F14)

Use this to enter the bank details

Press ENTER to validate the details and Submit (F8) to submit the report

EPS YTD Values Window

This panel is displayed when YTD Values (F13) is taken from the Prepare Employer Payment Summary.

Use this function to manually maintain statutory payment or apprenticeship levy values to be reported on the EPS.

Note: Data entered will not alter the calculated General Ledger interface or PAYE P32 values. Resubmission of an EPS will override any Apprenticeship Levy value entered manually.

Fields**Statutory Maternity Pay**

Use these fields to amend YTD values for SMP

Ordinary Statutory Paternity Pay

Use these fields to amend YTD values for OSPP

Statutory Adoption Pay

Use these fields to amend YTD values for SAP

Shared Parenting Pay

Use these fields to amend YTD values for ShPP

Statutory Parental Bereavement Pay

Use these fields to amend YTD values for SPBP

Apprenticeship Levy Paid

Enter the cumulative YTD amount of Apprenticeship Levy to be paid for the selected HMRC employer reference (including the current EPS period).

This value must be whole £'s and cannot be negative.

Annual Apprenticeship Levy Allowance

Enter the annual Apprenticeship Levy Allowance associated with the selected HMRC employer reference.

This value cannot be negative or greater than the annual allowance specified in the Apprenticeship Levy constants (19/PYU).

Press update (F8) to update the YTD and return to the selection screen

Bank Details Window

Use this window to enter RTI repayment bank details if required

Enter the required details and select Update (F8) to return to the EPS summary

Earlier Year Update [12/PYY]

Use this function to correct the final FPS submission for the previous tax year.

(The year must have been closed and the last FPS for that year submitted and the first period of the new year must be open)

Select Earlier Year

Use this window to select the earlier year update for which an update is required

Fields

Enter Tax Year

Enter the earlier payroll year for which an update is required

Select a year and press ENTER to display the Select Employee screen

Select Employee

Use this window to select the employee for which an earlier year update is required

Fields

Employee Number

Enter the employee number.

Name Search

Enter the surname, or the first letter or first few letters of the surname, of the employee whose number you wish to know and then select **OK** to start the search.

Note: Use upper or lower case as appropriate to achieve a match.

Select an employee and press ENTER to display the Detail Corrections – Year to Date Values screen

Detail Corrections – Year to Date Values

Use this window to enter amended Year to Date tax, statutory payments and loan deduction details relating to the previous tax year for the selected employee.

Enter the corrected amounts and press ENTER to display the Detail Corrections – National Insurance YTD values screen

Details Corrections – National Insurance YTD values

Use this window to display National Insurance year to date values and select details for correction or add new details

Options

Select (1)

Use this to display the Maintain EYU National Insurance details and enter corrected amounts

Delete (4)

Functions

Update (F8)

Use this to update details entered and return to the employee selection

Add (F10)

Use this to display the Add EYU National Insurance details and enter additional NI amounts

Reselect (F10)

Use this to return to the Select Employee window

Maintain EYU National Insurance details

Use this window to correct National Insurance details

Enter corrected amounts and press ENTER to return to the Detail Corrections – National Insurance YTD values screen

Real Time Information Enquiry [15/PYY]

This task enables you to enquire on the RTI submissions files for the payroll.

RTI Submission Enquiry Window

Use this window to view the details for each submission made to HMRC

Options

1=Details

Use this to display details of the selected submission. The RTI Submission Enquiry Details window will be shown

2=Messages

Use this to display the submission messages for the selected submission. The RTI Submission Messages window will be shown

RTI Submission Enquiry Details Window

Use this window to view the submission details for selected submission.

Functions

Messages (F7)

Use this to display the messages for the selected submission. The RTI Submission Messages window will be displayed

RTI Submission Messages Window

Use this window to view the submission messages for selected submission.

Options

Sel (1)

Use this to display the full message details for the selected message

RTI Submission Message Details window

Use this window to display the full message details for a selected RTI message

Press Previous to return to the previous screen or Exit to exit the option

Employer Payment Summary - Enquiry [16/PYY]

Use this task to enquire upon Employer Payment Summary made for a PAYE reference.

Employer Payment Summary Select PAYE Reference

To display this window select the Employer Payment Summary - Enquiry task.

Use this window to select an Employer PAYE Reference for which to display the EPS details

Options

Sel (1)

Select an Employers PAYE Reference for enquiry

Press ENTER to display the Employment Payment Summary List for the selected employer

Employer Payment Summary List

To display this window select a PAYE reference from the Employer Payment Summary Select PAYE Reference window.

Use this window to select an Employer Payment Summary for enquiry

Options

Sel

Use this checkbox to select an EPS for enquiry

Press ENTER to display the Employer Payment Summary Details window

Employer Payment Summary Details Window

Use this window to display details for the Employer Payment Summary

Functions

YTD Values (F13)

Use this to display the Employer Payment Summary YTD values window

Employee (F15)

Use this to display the Employee Employer Payment Summary values window

Appr. Levy (F16)

Use this to display the Appr. Levy window

Employer Payment Summary YTD Values

This panel is displayed when YTD Values (F13) is taken from the Employer Payment Details window

Press Previous (F12) to return to the Employer Payment Summary Details

Employee Employer Payment Summary Values

This panel is displayed when Employee (F15) is taken from the Employer Payment Summary Details window

Functions

NIC Comp/Stat. Payments Recovered (F13)

Use this to toggle between the NIC Compensation and Statutory Payments Recovered

Press Previous (F12) to return to the Employer Payment Summary Details

Appr. Levy

This panel is displayed when Appr. Levy (F16) is taken from the Employer Payment Summary Details window

It displays the values calculated for inclusion in the appropriate tax month EPS. Where multiple payrolls exist for the same PAYE reference it is apportioned according to the payroll paybill to date.

Fields

Submission Number

Internally generated unique number associated with the selected EPS extract.

Tax Year Ending

The closing date of the tax year being reported.

To Period Ending

The cut-off date for payrolls included in the selected EPS. This will always be 5th of a calendar month.

Pay Bill YTD

The gross payroll cost for the tax year to date for all payrolls included in the selected HMRC employer reference. This only includes payroll periods which have been closed.

Basic Levy YTD

Apprenticeship Levy due so far this year before taking the allowance into account (i.e. pay bill YTD * apprenticeship levy % rate).

Levy Allowance YTD

Proportion of the annual Apprenticeship Levy Allowance for the selected HMRC employer reference that has been used so far this year.

Levy Due YTD

The cumulative Apprenticeship Levy due so far this year.

Levy Paid YTD

Value of Apprenticeship Levy paid so far this year. This does not include the value of any Apprenticeship Levy due in the period being viewed until the EPS is flagged as complete.

Levy Payable for Period

The Apprenticeship Levy due for the period selected. If this is displayed as a negative value the Apprenticeship Levy has been overpaid in previous periods and refund is due. As the Apprenticeship Levy is recalculated each period based on the cumulative pay bill to date the amount of levy due in each period may vary.

Co/Payroll/Pay Bill YTD/Due this Period

Individual payrolls included in the selected HMRC employer reference are listed together with their contribution to the gross pay bill YTD and their apportionment of the Apprenticeship Levy due in the selected period. The “due this period” value corresponds to the value that will be posted to the General Ledger if the interface is active and the amount that will be included in the PAYE P32 payment.

Press Previous (F12) to return to the Employer Payment Summary Details

Chapter 7 Statutory Payments

Statutory Payments Control File [1/PYS]

Warning: It is recommended that payroll profile overrides are only used when absolutely necessary, e.g. during a transitional period where more than one set of attachment tables may be in force.

This task may be selected from Utilities (15/PYU) (to maintain Payroll application defaults) or from Statutory Payments (1/PYS) (to enter override values for a specific payroll profile).

See Statutory Payments Control File (15/PYU) for details

Statutory Payments Master File [2/PYS]

This task can be used to amend SSP defaults, such as qualifying days, etc., or to set up and amend year-to-date details of payments made, gross pay (NICable) etc. Payment and earnings details will be maintained automatically by the application but may need to be entered in situations where the payroll software is being initially set up, or when a new employee joins the payroll with an SSP leaver's statement.

Note: This is prevented for an off-payroll worker

Employee Selection Window

To display this window, select the Maintain Statutory Payments Master File task.

Fields

Employee Number

Enter the required employee number.

Enter an employee number and then select **OK** to display the Gross Pay window.

Gross Pay Window

To display this window, select an employee on the Employee Selection Window

Fields

Gross Pay (Previous 8)

Up to eight previous NICable gross payments are displayed.

The number of payments displayed will depend on the payroll frequency as set up on the payroll profile.

- Weekly - 8 payments
- Fortnightly - 4 payments
- Four-weekly - 2 payments
- Monthly based - 2 payments

Note: *These figures are used for calculation of average pay so that the system will use the appropriate SSP rate band. Note that these figures are thereafter updated automatically by the Period End Close task.*

SSP Liable

This field will be checked by default. However, in cases where an employee is not liable for SSP (for example, a pensioner) this field should be left unchecked. In this case, the entry of SSP will be disallowed for this employee.

Qualifying Days (Default)

These are set to Monday through to Friday by default but can be changed for individual employees as required.

SSP Paid

Current Period of Liability (Weeks)

Enter the amount of SSP paid (in weeks) in the current period of liability.

Note: *This value can extend over a tax year up to a maximum liability of three years.*

Current Period of Liability (Value)

Enter the amount of SSP paid (value) in the current period of liability.

Note: *This value can extend over a tax year up to a maximum liability of three years.*

Year to Date (Weeks)

Enter the amount of SSP paid (in weeks) in the tax year to date.

Note: *SSP Weeks YTD is set to zero by the Tax Year End Cleardown task.*

Year to Date (Value)

Enter the amount of SSP paid (value) in the tax year to date.

Note: SSP Paid YTD is set to zero by the Tax Year End Cleardown task.

PIW End Date from Leaver's Statement

For a new employee joining the payroll who has an SSP leaver's statement from previous employment, enter the appropriate date as shown on the statement.

Balance of Waiting Days

The balance of waiting days is maintained by the system and should only be adjusted if any amendment of previously entered PIWs has been made or as indicated on the leaving statement.

Select OK to display the Statutory Pay window.

Statutory Pay Window

To display this window, select OK on the Gross Pay window

Fields

SMP, OSPP (Birth), ShPP, SAP, OSPP (Adoption), SPBP

For each statutory payment applicable enter:

YTD

Enter the value of any paid in the tax year to date.

Recovered

Enter the value of any recovered in the tax year to date.

NI Comp

Enter the value of any NI compensation in the tax year to date.

Select Update (F8) to update.

Employee Sickness History File [3/PYS]

This task is used to rectify the PIW history file for any amendments or adjustments which need to be made to previously entered sickness details, or to reconcile any differences between the SSP master file and PIW history file, or to alter incorrectly entered PIWs.

Note: This is prevented for an off-payroll worker

Employee/Date Selection Window

To display this window, select the Maintain Employee History File task.

Fields

Employee Number

Enter the number of the employee whose SSP details you wish to set up or maintain.

From Day/Date

Enter the relevant PIW from day and date, for example: MON 13/06/22.

To Day/Date

Enter the relevant PIW to day and date, for example: FRI 24/06/22.

Note: *The SSP system will check if the details entered constitute a new period of SSP. If so, you will be prompted to enter the number of linking periods. If the employee does not qualify for SSP or the details entered overlap an existing SSP period, a warning message will be displayed and no further entries will be allowed. The system will tell you whether the period entered is a new or linked PIW.*

Select OK to display the Linking Period window.

Linking Period Window

To display this window, select OK on the Employee/Date Selection window.

Fields

Linking Period

Enter the linking period in weeks.

Select OK to display the SSP Payments window.

SSP Payments Window

To display this window, select OK on the Linking Period window.

Fields

COVID-19 Sickness?

Note: *From year start 6th April 2023 this field has been removed*

Use this to indicate whether the sickness being entered is related to COVID-19.

If this is set then SSP will be calculated ignoring the number of waiting days defined in the SSP Constants as SSP can be claimed from day 1

Note: This was only relevant for sickness starting before 25th March 2022. It should not be used for sickness starting after that date

SSP Value Paid

Enter the value of SSP paid in the PIW.

No. of Qualifying Days in PIW

Enter the number of SSP qualifying days in the PIW.

Average Weekly Pay

Enter the employee's average weekly pay applicable to the PIW.

Qualifying Days

These are set to Monday through to Friday as a default, but can be changed for individual employees as required.

SSP Weekly Rate

Enter the weekly SSP rate applicable to the PIW entered.

SSP Weekly Band

Enter the band number from the SSP Control file for the above rate.

Functions**Delete (F11)**

Use this to delete the PIW from the SSP file.

Tip: You cannot adjust the days entered for a previous PIW. If days have been entered incorrectly, delete the incorrect record and insert a new record with the correct dates.

Select Update (F8) to update.

Note: The PIW History file does not update the employee's SSP Master record. You must use the Maintain Statutory Payments Master File task to correct SSP paid (weeks and value) in the year to date and current period of liability following any adjustments using PIW History file.

Employee Sickness Details [4/PYS]

This task enables you to enter employee sickness details. The dates entered will be used to calculate SSP automatically. This value will be used in the next pay processing run.

Entry is prohibited for sickness details of employees on paternity (birth), adoption and paternity (adoption) leave.

Note: This is prevented for an off-payroll worker

Employee Selection Window

To display this window, select the Employee Sickness Details task.

Fields

Employee Number

Enter the required employee number.

Enter an employee number and then select **OK** to display the Employee Sickness Details Window

Employee Sickness Details Window

To display this window, select OK on the Employee Selection window.

Fields

Last 8 Payments

The employee's previous pay details will be displayed. The number of payments depends on the payroll frequency as explained in the Maintain Statutory Payments Master File section. These can be amended if necessary.

No. Pay Periods

If an employee has been tax advanced, the pay periods will reflect the appropriate number of payments made. This field is maintained automatically by the system, although it can be amended for the selected employee.

Average Weekly Pay

This is displayed even if the employee is paid monthly; SSP is paid weekly regardless of the frequency of the employee's pay.

Note: *This figure is used to assign the correct SSP band and rate.*

SSP Offset

Enter Y if you wish to create an additional transaction to offset the SSP payments. A negative cash payment will be generated against the SSP Offset Code set up in the payroll profile.

Qualifying Days

These are set to Monday through to Friday, unless this employee has been amended through the Maintain Statutory Payments Master File task.

Note: *Any amendments made here will also update the Statutory Payments Master file.*

Select OK. The system will re-calculate the average pay and re-display the window. Select OK again to display the Sickness Periods window.

Employee Sickness Periods Window

To display this window, select OK on the Employee Sickness Details window.

Fields

SSP Paid

Tax Year Weeks/Value

These fields display the SSP weeks and value paid in the tax year to date.

This Entitlement Weeks/Value

These fields display the SSP weeks and value paid in the current entitlement.

PIW History

Last/Previous/Previous

The last three PIWs, including sickness dates, SSP days paid and the SSP value paid, are displayed.

Enter Sickness

Enter the From Date and To Date as in the following example:

SAT 04 06 22 FRI 10 06 22

COVID-19 Sickness?

Note: From year start 6th April 2023 this field has been removed

Use this to indicate whether the sickness being entered is related to COVID-19.

If this is set then SSP will be calculated ignoring the number of waiting days defined in the SSP Constants as SSP can be claimed from day 1

Note: This was only relevant for sickness starting prior to 25th March 2022. It should not be used for sickness starting after that date

Select OK to display the qualifying days, average pay, SSP weekly rate and the amount of SSP due. The system will tell you whether the SSP entered is stand-alone or a linked period. If the employee is approaching the end of SSP entitlement, a warning message will be displayed.

Select Update (F8) to update the data and return to the Employee Selection window.

An audit report will be produced automatically, detailing all SSP entered.

Note: Any SSP entered will be automatically paid in the next pay processing run using the appropriate SSP allowance code as set up on the payroll profile.

Employee SMP Details [5/PYS]

This task enables you to create and maintain SMP records for employees, including a fully automated payments schedule.

You can either select this task and enter the employee, or set an employee to SMP status (M) using the Maintain Employee Master File task and set the Transfer to SMP Entry field to Y.

Note: This is prevented for an off-payroll worker

Employee Selection Window

To display this window, select the Employee SMP Details task.

Fields

Employee Number

Enter the required employee number.

Name Search

Enter the first few characters of the name for which you wish to search.

Enter an employee number and then select **OK** or use the name search facility to display the Employee SMP Details window.

Employee SMP Details Window

To display this window, enter an employee number and then select OK or use the name search facility on the Employee Selection window.

Fields

SMP Qualified

You must enter one of the following:

Y - If the employee is entitled to SMP

N - If the employee is not entitled to SMP

In this case, when you select OK, the Non-entitlement to SMP pop-up will allow selection of a reason why this employee is not entitled to SMP. You do not have to select a reason.

SMP 1 Issued

You can optionally enter or select the date on which the form SMP1 was issued.

Note: This cannot be entered if the employee is entitled to SMP.

Medical Evidence

You can optionally enter the medical evidence the employee has provided.

Note: *This will default to Mat B1.*

Date

You can optionally enter or select the date on which the medical evidence was provided by the employee.

Pregnancy Related Absence Start Date

You can enter or select the start date of a pregnancy-related illness if it occurs within the number of trigger weeks before the EWC.

Expected Week of Confinement

Enter or select the date of the EWC. This must be a Sunday and is used to calculate the qualifying week.

Each time this date is changed, the window will be re-displayed to allow the qualifying week to be seen.

Note: *This is an optional entry unless the employee has been set to maternity status and is SMP qualified.*

Actual Date of Confinement

You can optionally enter or select the actual date of confinement if premature confinement occurs before the start of the maternity pay period, because the revised date can change the earnings period used to calculate average weekly earnings and will change the start of the maternity pay period.

Maternity Leave Notice Received

You can optionally enter or select the date on which the maternity leave notice was received.

Start of Maternity Leave

You can optionally enter or select the date of commencement of the employee's maternity leave.

Start of Maternity Pay Period

Enter the start date of the MPP. This can be any date from the start of maternity leave date and can only be entered if the expected week of confinement has been set. It may be later than the start of maternity leave date if a woman chooses to take annual leave. However, in the case of an early birth or pregnancy-related absence within the last 4 weeks of pregnancy, it is automatically calculated as the following day after this occurs.

Note: *This is an optional entry unless the employee has been set to maternity status and is SMP qualified.*

Tip: *The earliest and latest dates allowed are normally based on the expected week of confinement, less the number of weeks defined in the Statutory Payments Control file.*

Functions

The functions on this window are identical to those on the Employee SMP Further Details window and are described below.

Select the required function or select OK. The Employee SMP Further Details window is displayed if the SMP Qualified field is set to Y.

Employee SMP Further Details Window

To display this window, select OK on the Employee SMP Details window if the SMP Qualified field is set to Y

Fields

Automatic Payment

Enter one of the following:

Y - If automatic payment is required

N - If automatic payment is not required

In this case, no payments schedule will be produced.

Lump Sum Payment

Enter one of the following:

Y - If a lump sum payment is required

In this case, all the maternity pay will be combined into one payment.

N (default) - If a lump sum payment is not required

SMP Offset

Enter one of the following:

Y - If SMP is to be offset

In this case, each time the payments schedule is calculated, the SMP Offset will equal the SMP due for each payment still to be processed.

N (default) - If SMP is not to be offset

Flat Weekly Rate

New Rate/Start Date

The current rate will be displayed as defined in the Statutory Payments Control file. To use a new lower weekly rate for any payments, enter the new rate and the start date from which the new rate is effective.

Note: You should use this if the maternity pay period covers a rate change. These entries are optional but if a rate is entered, a start date must be entered.

Earnings Related Percentage

New Rate/Start Date

The current percentage will be displayed as defined in the Statutory Payments Control file. To use a new percentage for any payments, enter the new percentage and the start date from which the new percentage is effective.

Note: *You should use this if the maternity pay period covers a higher rate percentage change. These entries are optional but if a rate is entered, a start date must be entered.*

Functions

Notice to end (F6)

Use this to enter details when your employee notifies you of their intention to curtail their maternity leave. The Notice to End window is displayed

Update (F8)

Use this to update the employee SMP record. The update will select the employee for processing this period only if all of the following are true:

- It is a mandatory payroll.
- Some SMP is due for the payroll period which is being processed.
- The employee has not previously been selected.

The update generates the cash allowance transactions for SMP and SMP offset due for the payroll period being processed if all the following are true:

- The employee has been selected for processing this payroll.
- The employee has not been processed through gross to net.
- The employee has not had any SMP transactions previously generated for this period.

Delete (F11)

Use this to delete the employee SMP record. Select Delete (F11) again to confirm the deletion.

Reselect (F15)

Use this to re-select an employee.

Schedule (F18)

Use this to display the Schedule of Payments window.

This is only available when the employee is set to maternity status and the average earnings have been confirmed.

History (F20)

Use this to display the SMP Payments History window.

Note: *History (F20) is not available unless automatic payments have been made and updated by the Period End Close task.*

Earnings (F22)

Use this to display the Earnings History window.

Addn Text (F24)

Use this to display the Additional Text window.

Note: *The windows displayed by these functions are described later in this chapter. When initially setting up a record, you should select the functions in the following order:*

Earnings (F22)

Schedule (F18)

Addn Text (F24)

History (F20)

Select **Update (F8)** to update the data and return to the Employee Selection window.

Employee OSPP (Birth) Details [6/PYS]

This task enables you to create and maintain OSPP (birth) records for employees, including a fully automated payments schedule.

You can either select this task from Statutory Payments and enter the employee, or set an employee to OSPP status (B) using the Maintain Employee Master File task and set the Transfer to OSPP Entry to **Y**.

Note: *This is prevented for an off-payroll worker*

Employee Selection Window

To display this window, select the Employee OSPP (Birth) Details task.

Fields

Employee Number

Enter the required employee number.

Name Search

Enter the first few characters of the name for which you wish to search.

Enter an employee number and then select **OK** or use the name search facility to display the Employee OSPP (Birth) Details window.

Employee OSPP (Birth) Details Window

To display this window, enter an employee number and then select OK or use the name search facility on the Employee Selection window.

Fields

OSPP Qualified

You must enter one of the following:

Y - If the employee is entitled to OSPP

N - If the employee is not entitled to OSPP

In this case, the Non-entitlement to OSPP (Birth) pop-up will allow selection of a reason why this employee is not entitled to OSPP. You do not have to select a reason.

OSPP 1 Issued

You can optionally enter or select the date on which the form OSPP1 was issued.

Self-certificate

You can optionally enter the medical evidence the employee has provided.

Note: *This will default to SC3.*

Date

You can optionally enter the date on which the self-certification was provided by the employee.

Number of Weeks Leave

You can enter the number of weeks' leave to be taken.

Expected Week of Confinement/Qualifying Week

Enter the date of the EWC. This must be a Sunday and is used to calculate the qualifying week.

Note: *This is an optional entry unless the employee has been set to paternity status and is OSPP qualified.*

Actual Date of Confinement

You can optionally enter or select the actual date of confinement if premature confinement occurs before the start of the paternity pay period, because the revised date can change the earnings period used to calculate average weekly earnings and will change the start of the paternity pay period.

Paternity Leave Notice Received

You can optionally enter or select the date on which the paternity leave notice was received.

Functions

The functions for this window are identical to those on the Employee OSPP (Birth) Further Details window and are described below.

Select the required function or select OK.

The Employee OSPP (Birth) Start Date window is displayed if the OSPP Qualified field is set to Y and the date of confinement is before 7th April 2024

The Employee OSPP (Birth) Weeks window is displayed if the OSPP Qualified field is set to Y and the date of confinement is on or after 7th April 2024

Employee OSPP (Birth) Start Date Window

To display this window, press OK from the Employee OSPP (Birth) Details window and the confinement date is before 7th April 2024

Fields

Start Of Paternity Leave

Enter the date the leave starts

Enter a valid date and select OK. The Employee OSPP (Birth) Further Details window is displayed

Tip: The earliest and latest dates allowed are normally based on the expected week of confinement, less the number of weeks defined in statutory control file maintenance.

Employee OSPP (Birth) Weeks Window

To display this window, press OK from the Employee OSPP (Birth) Details window and the confinement date is on or after 7th April 2024

Fields

Week 1 Start Date/End Date and Week 2 Start Date/End Date

Enter the range of dates for the leave to be taken

Enter a valid date and select OK. The Employee OSPP (Birth) Further Details window is displayed

Tip: The earliest and latest dates allowed are normally based on the expected week of confinement, less the number of weeks defined in statutory control file maintenance.

Employee OSPP (Birth) Further Details Window

To display this window, select OK on the Employee OSPP (Birth) Details window if the OSPP Qualified field is set to Y.

Fields

Automatic Payment

Enter one of the following:

Y - If automatic payment is required

N - If automatic payment is not required

In this case, no payments schedule will be produced.

Lump Sum Payment

Enter one of the following:

Y - If a lump sum payment is required

In this case, all the paternity pay will be combined into one payment.

N (default) - If no lump sum payment is required

OSPP Offset

Enter one of the following:

Y - If OSPP is to be offset

In this case, each time the payments schedule is calculated the OSPP Offset will equal the OSPP due for each payment still to be processed.

N (default) - If OSPP is not to be offset

Flat Weekly Rate

The current rate will be displayed as defined in the Statutory Payments Control file. To use a new lower weekly rate for any payments, enter the new rate and the start date from which the new rate is effective.

Note: *You should use this if the paternity pay period covers a rate change. These entries are optional but if a rate is entered, a start date must be entered.*

Earnings Related Percentage

The current percentage will be displayed as defined in the Statutory Payments Control file. To use a new percentage for any payments, enter the new percentage and the start date from which the new percentage is effective.

Note: *You should use this if the paternity pay period covers a higher rate percentage change. These entries are optional but if a rate is entered, a start date must be entered.*

Functions

Update (F8)

Use this to update the employee OSPP record.

The update will select the employee for processing this period only if all of the following are true:

- It is a mandatory payroll.

- Some OSPP is due for the payroll period which is being processed.
- The employee has not previously been selected.

The update generates the cash allowance transactions for OSPP and OSPP offset due for the payroll period being processed if all the following are true:

- The employee has been selected for processing this payroll.
- The employee has not been processed through gross to net.
- The employee has not had any OSPP transactions previously generated for this period.

Delete (F11)

Use this to delete the employee OSPP record. Select Delete (F11) again to confirm the deletion.

Reselect (F15)

Use this to re-select an employee.

Schedule (F18)

Use this to display the Schedule of Payments window.

This is only available when the employee is set to paternity status and the average earnings have been confirmed.

History (F20)

Use this to display the Payments History window.

Note: History (F20) is not available unless automatic payments have been made and updated by the Period End Close task.

Earnings (F22)

Use this to display the Earnings History window.

Addn Text (F24)

Use this to display the Additional Text window.

Note: The windows displayed by these functions are described later in this chapter. When initially setting up a record, you should select the functions in the following order:

Earnings (F22)

Schedule (F18)

Addn Text (F24)

History (F20)

Select Update (F8) to update the data and return to the Employee Selection window.

Employee SAP Details [7/PYS]

This task enables you to create and maintain SAP records for employees, including a fully automated payments schedule.

You can either select this task from Statutory Payments and enter the employee, or set an employee to SAP status (A) using the Maintain Employee Master File task and set the Transfer to SAP Entry to **Y**.

Note: This is prevented for an off-payroll worker

Employee Selection Window

To display this window, select the Employee SAP Details task.

Fields

Employee Number

Enter the required employee number.

Name Search

Enter the first few characters of the name for which you wish to search.

Enter an employee number and then select **OK** or use the name search facility to display the Employee SAP Details window.

Employee SAP Details Window

To display this window, enter an employee number and then select OK or use the name search facility on the Employee Selection window.

Fields

Adoption Type

Enter or select one of the following if it applies:

S - If the employee is an intended parent in a surrogacy case.

P - If the employee is prospective adopter in a fostering for adoption case.

O – Overseas adoption

SAP Qualified

You must enter one of the following:

Y - If the employee is entitled to SAP

N - If the employee is not entitled to SAP

In this case, the Non-entitlement to SAP pop-up will allow selection of a reason why this employee is not entitled to SAP. You do not have to select a reason.

SAP 1 Issued

You can optionally enter or select the date on which the form SAP1 was issued.

Note: This field must be left blank if the employee is entitled to SAP.

Matching Certificate

Enter the number of the matching certificate.

Matching Week

Enter or select the date of the Sunday before the matching certificate was issued.

Expected Week of Placement

Enter or select the date of the Sunday of the week in which placement is expected to take place.

Actual Date of Placement

You can optionally enter or select the actual date of placement if it is before the start of the adoption pay period, because the revised date can change the earnings period used to calculate average weekly earnings and will change the start of the adoption pay period.

Adoption Leave Notice Received

You can optionally enter or select the date on which the adoption leave notice was received.

Start of Adoption Leave

You can optionally enter or select the date of commencement of the employee's adoption leave.

If the adoption type is overseas, the start of adoption leave cannot be before the child arrives in the UK. If the adoption type is set to surrogacy the start of adoption leave cannot be before the expected or actual date of placement.

Date of Entry to UK (Child)

Enter a date here if the adoption type is overseas adoption.

Functions

The functions for this window are identical to those on the Employee SAP Further Details window and are described below.

Tip: The earliest and latest dates allowed are normally based on the expected week of placement, less the number of weeks defined in the Statutory Payments Control file.

Select the required function or select OK. The Employee SAP Further Details window is displayed if the SAP Qualified field is set to Y.

Employee SAP Further Details Window

To display this window, select OK on the Employee SAP Details window if the SAP Qualified field is set to Y.

Fields

Automatic Payment

Enter one of the following:

Y - If automatic payment is required

N - If automatic payment is not required

In this case, no payments schedule will be produced.

Lump Sum Payment

Enter one of the following:

Y - If a lump sum payment is required

In this case, all the paternity pay will be combined into one payment.

N (default) - If no lump sum payment is required

SAP Offset

Enter one of the following:

Y - If SAP is to be offset

Each time the payments schedule is calculated the SAP Offset will equal the SAP due for each payment still to be processed.

N (default) - If SAP is not to be offset

Flat Weekly Rate

The current rate will be displayed as defined in the Statutory Payments Control file. To use a new lower weekly rate for any payments enter the new rate and the start date from which the new rate is effective.

Note: *You should use this if the adoption pay period covers a rate change. These entries are optional but if a rate is entered, a start date must be entered.*

Earnings Related Percentage

The current percentage will be displayed as defined in the Statutory Payments Control file. To use a new percentage for any payments, enter the new percentage and the start date from which the new percentage is effective.

Note: *You should use this if the paternity pay period covers a higher rate percentage change. These entries are optional but if a rate is entered, a start date must be entered.*

Functions

Notice to end (F6)

Use this to enter details when your employee notifies you of their intention to curtail their adoption leave. The Notice to End window is displayed

Update (F8)

Use this to update the employee SAP record.

The update will select the employee for processing this period only if all of the following are true:

- It is a mandatory payroll.
- Some SAP is due for the payroll period which is being processed.
- The employee has not previously been selected.

The update generates the cash allowance transactions for SAP and SAP offset due for the payroll period being processed if all the following are true:

- The employee has been selected for processing this payroll.
- The employee has not been processed through gross to net.
- The employee has not had any SAP transactions previously generated for this period.

Delete (F11)

Use this to delete the employee SAP record. Select Delete (F11) again to confirm the deletion.

Reselect (F15)

Use this to re-select an employee.

Schedule (F18)

Use this to display the Schedule of Payments window.

This is only available when the employee is set to adoption status and the average earnings have been confirmed.

History (F20)

Use this to display the Payments History window.

Note: *History (F20) is not available unless automatic payments have been made and updated by the Period End Close task.*

Earnings (F22)

Use this to display the Earnings History window.

Addn Text (F24)

Use this to display the Additional Text window.

Note: *The windows displayed by these functions are described later in this chapter. When initially setting up a record, you should select the functions in the following order:*

Earnings (F22)

Schedule (F18)**Addn Text (F24)****History (F20)**

Select Update (F8) to update the data and return to the Employee Selection window.

Employee OSPP(Adoption) Details [8/PYS]

This task enables you to create and maintain OSPP (Adoption) records for employees, including a fully automated payments schedule.

You can either select this task from Statutory Payments and enter the employee, or set an employee to OSPP (Adoption) status (C) using the Maintain Employee Master File task and set the Transfer to OSPP Entry to Y.

Note: This is prevented for an off-payroll worker

Employee Selection Window

To display this window, select the Employee SAP Details task.

Fields**Employee Number**

Enter the required employee number.

Name Search

Enter the first few characters of the name for which you wish to search.

Enter an employee number and then select **OK** or use the name search facility to display the Employee OSPP (Adoption) Details window.

Employee OSPP (Adoption) Details Window

To display this window, enter an employee number and then select OK or use the name search facility on the Employee Selection window.

Fields**OSPP (Adoption) Qualified**

You must enter one of the following:

Y - If the employee is entitled to OSPP

N - If the employee is not entitled to OSPP

In this case, the Non-entitlement to OSPP (Adoption) pop-up will allow selection of a reason why this employee is not entitled to OSPP. You do not have to select a reason.

OSPP 1 Issued

You can optionally enter or select the date on which the form OSPP1 was issued.

Note: This field must be left blank if the employee is entitled to OSPP.

Self-certificate Provided

You can optionally enter the medical evidence the employee has provided.

Date

You can optionally enter or select the date on which the self-certification was provided by the employee.

Number of Weeks Leave

You can enter the number of weeks' leave to be taken.

Matching Week

Enter or select the date of the Sunday before the matching certificate is issued to the adopter.

Expected Week of Placement

Enter or select the date of the Sunday of the week in which placement is expected to take place.

Note: This is an optional entry unless the employee has been set to paternity status and is SPP qualified.

Actual Date of Placement

You can optionally enter or select the actual date of placement if it occurs before the start of the paternity pay period, because the revised date can change the earnings period used to calculate average weekly earnings and will change the start of the paternity pay period.

Paternity Leave Notice Received

You can optionally enter or select the date on which the paternity leave notice was received.

Functions

The functions for this window are identical to those on the Employee OSPP (Adoption) Further Details window and are described below.

Select the required function or select OK.

The Employee OSPP (Adoption) Start Date window is displayed if the OSPP (adoption) Qualified field is set to Y and the date of placement is before 7th April 2024

The Employee OSPP (Adoption) Weeks window is displayed if the OSPP (adoption) Qualified field is set to Y and the date of placement is on or after 7th April 2024

Employee OSPP (Adoption) Start Date Window

To display this window, press OK from the Employee OSPP (Adoption) Details window and the placement date is before 7th April 2024

Fields

Start Of Paternity Leave

Enter the date the leave starts

Enter a valid date and select OK. The Employee OSPP (Adoption) Further Details window is displayed

Tip: The earliest and latest dates allowed are normally based on the expected week of placement, less the number of weeks defined in the Statutory Payments Control file.

Employee OSPP (Adoption) Weeks Window

To display this window, press OK from the Employee OSPP (Adoption) Details window and the placement date is on or after 7th April 2024

Fields

Week 1 Start Date/End Date and Week 2 Start Date/End Date

Enter the range of dates for the leave to be taken

Enter a valid date and select OK. The Employee OSPP (Adoption) Further Details window is displayed

Tip: The earliest and latest dates allowed are normally based on the expected week of placement, less the number of weeks defined in the Statutory Payments Control file.

Employee OSPP (Adoption) Further Details Window

To display this window, select OK on the Employee OSPP (Adoption) Details window if the OSPP Qualified field is set to Y.

Fields

Automatic Payment

Enter one of the following:

Y - If automatic payment is required

N - If automatic payment is not required

In this case, no payments schedule will be produced.

Lump Sum Payment

Enter one of the following:

Y - If a lump sum payment is required

In this case, all the paternity pay will be combined into one payment.

N (default) - If no lump sum payment is required

SPP Offset

Enter one of the following:

Y - If OSPP is to be offset

In this case, each time the payments schedule is calculated the OSPP Offset will equal the OSPP due for each payment still to be processed.

N (default) - If OSPP is not to be offset

Flat Weekly Rate

The current rate will be displayed as defined in the Statutory Payments Control file. To use a new lower weekly rate for any payments, enter the new rate and the start date from which the new rate is effective.

Note: You should use this if the paternity pay period covers a rate change. These entries are optional but if a rate is entered, a start date must be entered.

Earnings Related Percentage

The current percentage will be displayed as defined in the Statutory Payments Control file. To use a new percentage for any payments, enter the new percentage and the start date from which the new percentage is effective.

Note: You should use this if the paternity pay period covers a higher rate percentage change. These entries are optional but if a rate is entered, a start date must be entered.

Functions

Update (F8)

Use this to update the employee OSPP record.

The update will select the employee for processing this period only if all of the following are true:

- It is a mandatory payroll.
- Some OSPP is due for the payroll period which is being processed.
- The employee has not previously been selected.

The update generates the cash allowance transactions for OSPP and OSPP offset due for the payroll period being processed if all the following are true:

- The employee has been selected for processing this payroll.
- The employee has not been processed through gross to net.
- The employee has not had any OSPP transactions previously generated for this period.

Delete (F11)

Use this to delete the employee OSPP record. Select Delete (F11) again to confirm the deletion.

Reselect (F15)

Use this to re-select an employee.

Schedule (F18)

Use this to display the Schedule of Payments window.

This is only available when the employee is set to OSPP (adoption) status and the average earnings have been confirmed.

History (F20)

Use this to display the Payments History window.

Note: *History (F20) is not available unless automatic payments have been made and updated by the Period End Close task.*

Earnings (F22)

Use this to display the Earnings History window.

Addn Text (F24)

Use this to display the Additional Text window.

Note: *The windows displayed by these functions are described later in this chapter. When initially setting up a record, you should select the functions in the following order:*

Earnings (F22)

Schedule (F18)

Addn Text (F24)

History (F20)

Select Update (F8) to update the data and return to the Employee Selection window.

Employee SPL/ShPP Details [11/PYS]

This task allows you to enter SPL & ShPP notification details for an employee. This includes details from the Mother's entitlement notice and/or both Partners' declaration.

These details will be used to ensure that the parent is being paid or only taking leave they are entitled to. Entry of this information is optional but if this information has not been entered, the system will allow ShPP to be paid (Or SPL to be recorded) without any validation checks and the detail of payments and associated dates will not be held historically in the Statutory payments enquiry, although they will be available for enquiry via 2/PYE.

Note: *This is prevented for an off-payroll worker*

Employee Selection Window

To display this window, select the Employee SPL/ShPP Details task.

Fields

Employee Number

Enter the required employee number.

Name Search

Enter the first few characters of the name for which you wish to search.

Enter an employee number and then select **OK** or use the name search facility to display the Employee SPL/ShPP Details window.

Employee SPL/ShPP window

This window displays any details set up previously.

Note: Legislation has made it possible to have an entitlement to more than 1 set of SPL/SHPP at the same time. For example, an adoption and a birth would entitlement you to 2 payments of SHPP.

Options

Select

Use this to maintain any details set up previously.

Functions

Add (F6)

Use this to add a new record.

Either select a record for maintenance or add a new one to display the Notification of Entitlement window

Notification of Entitlement window

To display this window select to add or maintain details in the Employee SPL/ShPP window

Fields

Status

This is initially blank or active. If the notification is revoke this can be updated. Warnings will be issued if a payment of SPL/ShPP is paid to the employee and this is not set to "Active". These codes are held on the Payroll descriptions file against table SPST.

Employee Type

Select M (or A) or P to indicate whether the employee is the mother (or adopter) or the partner.

Date Received

Enter the date this notification was received. This must be 8 weeks or more before the 1st SPL start date. It will be used to validate an entry of ShPP or SPL in transaction entry.

Childs expected week of birth or expected week of placement

Enter the details from the notification received from your employee.

Childs DOB or placement date

Enter the details from the notification received from your employee. The placement date will be used to ensure that ShPP or SPL is only taken before the Childs 1st birthday or anniversary of the child's placement for adopted children.

Maternity/Adoption Total Weeks

Enter the details from the notification received from your employee. This will be used to ensure that ShPP or SPL is only taken for the remainder of the entitlement.

Maternity/Adoption Leave Dates

Enter the details from the notification received from your employee.

Binding

Enter the details from the notification received from your employee. Set this if binding notification has been given that this will be the end date SML/SAL finishes. SPL/ShPP can then be taken by the partner before the end date has been reached.

Maternity/Adoption Pay Dates

Enter the details from the notification received from your employee.

SPL/ShPP available & M/P split

Enter the details from the notification received from your employee. The number of weeks must equal or less than the balance available. e.g. Currently 39 weeks of pay are available in total and 52 weeks of leave. If the total leave weeks available plus the weeks taken exceeds the maximum an error message is issued.

Declaration rec'd

Enter the details from the notification received from your employee. Both parents should give their respective employer's and their partner's employer's a declaration confirming eligibility and consent.

Functions**Delete (F11)**

Use this to delete the SPL/ShPP details.

Booking notifications (F16)

Use this to maintain the SPL/ShPP booking notifications.

Partner information (F23)

Use this to maintain partner information.

History (F20)

Use this to display the SPL/ShPP history.

Text (F24)

Use this to maintain the SPL/ShPP notification text. This functions the same way as other statutory payment types.

Select Update (F8) to update the data and return to the Employee Selection window.

SPL/ShPP Booking Notifications

This window is displayed when taking Booking Notifications (F16) from the Notification of Entitlement window

Use this display to existing notification details

Options

Select

Use this to maintain any details set up previously.

Functions

Add (F6)

Use this to add a new record.

Either select a record for maintenance or add a new one to display the SPL/ShPP Booking Notification Details pop-up

SPL/ShPP Booking Notification Details Pop-up

Use this pop-up to enter or amend any date notifications received from the employee.

Fields

Number

This is generated by the system. Currently a maximum of 3 notifications are normally allowed but the employer may choose to accept more.

Note: *When notifications are 1st received, these are just provisional. They may be changed later.*

Received

Enter the date the notification was received.

SPL Dates

Enter the details from the notification received from your employee. This must not exceed their entitlement in total.

Continuous

Check this box if the leave is continuous.

Partner Consent

Check this box if partner consent has been given for all dates.

Status

If a period of leave is changed, going through an approval process or cancelled this can be updated. Enter or select the status from the list of codes. These codes are held on the Payroll descriptions file against table ShST.

Select Update (F8) to update the data and return to the SPL/ShPP Booking Notifications Window

Employee SPBP Details [12/PYS]

This task allows you to enter SPBP details for an employee. This includes details of the notification and the pay being taken

Note: *This is prevented for an off-payroll worker*

This will display the Employee Selection Window.

Employee Selection Window

Use this window to select the employee for which details are to be maintained

Fields**Employee number**

Enter the employee number for which details are being maintained

Name Search

Enter the first few characters of the name for which you wish to search.

Enter an employee number and then select OK or use the name search facility to display the Employee SPBP Notification window or the Employee SPBP Entitlements window where details have been set up previously

Employee SPBP Entitlements

Options

Select

Use this to maintain any existing details

Functions

Add (F6)

Use this to add a new record

Either select an existing record or add a new one to display the Employee SPBP Notification window

Employee SPBP Notification

Use this window to enter details of the SPBP notification

Fields

Date notification received

Enter the date the notification was received

Certificate Date

Enter the date the certificate

Date of bereavement

Enter the date of the bereavement

Statutory Bereavement Leave Week 1 Start/End Date and Week 2 Start/End Date

Enter the range of dates being applied for the SPBP.

The end date must be after the start date

The dates must be no longer than a week

The dates should not overlap

Functions

The functions for this window are identical to those on the Employee SPBP Details window and are described below.

Select the required function or select OK. The Employee SPBP Details window is displayed

Employee SPBP Details

Use this screen to enter the details of the bereavement pay being given:

Functions

Update (F8)

Use this to complete the maintenance and update the SPBP for the employee

Delete (F11)

Use this to delete the employee SPBP record

Reselect (F15)

Use this to reselect and employee

Schedule (F18)

Use this to display the Schedule of Payments window; this is only available when earnings have been updated

History (F20)

Use this to display the Payments History window

This is only available once payments have been made and updated by the period end close task

Earnings (F22)

Use this to display the earnings history

Addn Text (F24)

Use this to display the Additional Text window

Note: *The windows displayed by these functions are described later in this chapter. When initially setting up a record, you should select the functions in the following order:*

Earnings (F22)

Schedule (F18)

Addn Text (F24)

History (F20)

Select Update (F8) to update the data and return to the Employee Selection window.

Notice to End Window

To display this window, select Notice to End (F6) on any window on which it is available.

Use this new window to enter details when your employee notifies you of their intention to curtail their adoption/maternity leave. No statutory payments will be made after this date.

This window displays any details set up previously.

Options

Select

Use this to maintain any details set up previously.

Functions

Add (F6)

Use this to add a new record.

Either select a record for maintenance or add a new one to display the Enter/Maintain Notice to End Dates window

Enter/Maintain Notice to End Dates Window

Use this pop-up to enter or amend any date notifications received from the employee.

Fields

Received

Enter the date the notification was received.

End Day

Enter the end date from the notification received from your employee.

Binding

Check this box if the notification is binding.

Status

Select the status if a notice is revoked. Enter or select the status from the list of codes. These codes are held on the Payroll descriptions file against table NEST.

Select Update (F8) to update the data and return to the Notice to End Window

Schedule of Payments Window

To display this window, select Schedule (F18) on any window on which it is available.

The title of this window will change according to the task you are running. This window is not available until the employee has been set to maternity/paternity/adoption/bereavement status and the average weekly earnings have been confirmed. The payments schedule is calculated automatically and will be re-calculated whenever details change:

Tip: *If statutory payment offset is used and you do not want the default values, you must enter the required values when changes are made.*

Note: Although regulations state that split week payments may be made by employers, System21 does not support the ability to split a single week's SMP over 2 pay periods.

Fields

Statutory Payment Offset

You can optionally enter the amount to be offset against the statutory payment.

Note: This cannot exceed payment amount

Status

If you wish to cancel the payment enter the appropriate status code.

Alternatively, use the prompt facility to select from the Select Status Code pop-up.

Select Exit (F3) to leave the task or select Previous (F12) to return to the previous window.

Payments History Window

To display this window, select History (F20) on any window on which it is available.

The title of this window will change according to the task you are running.

This window shows a breakdown of statutory payments history by week, including the pay period in which the payment was paid.

Select Exit (F3) to leave the task or select Previous (F12) to return to the previous window

Earnings History Window

To display this window, select Earnings (F22) on any window on which it is available.

The title of the window will change according to the task you are currently running.

Before the employee status has been changed to maternity/paternity/adoption/bereavement status, this window displays the last 13 payments together with the period end dates. When the employee status is changed to maternity/paternity/adoption/bereavement status, the average weekly earnings must be confirmed before update is allowed, and if any details are changed after this, it must be confirmed again

The average weekly earnings will be calculated automatically when the window is first displayed for confirmation, or when any payments or period end dates shown on the window have been changed. The average weekly earnings can be entered, or the earnings history used in the calculation can be changed if the history is insufficient or the period end dates do not match those expected for the payment frequency of the payroll being processed; however no changes are allowed until Amend (F9) is selected.

Fields

Average Weekly Earnings

This must be greater than zero and is an optional entry only if it has been automatically calculated.

Note: *If it has been automatically calculated, the earnings period used will be displayed.*

Select Amend (F9) to amend, Exit (F3) to leave the task or select Previous (F12) to return to the previous window.

Additional Text Window

To display this window, select Addn Text (F24) on any window on which it is available.

The title of this window will change according to the task you are running.

This window enables the entry of up to 9999 lines of text allowing you to record details of notification, extra text to explain reasons for exclusion, details of HMRC advice etc.

Select OK to update the text and then select Exit (F3) to leave the task or select Previous (F12) to return to the previous window.

Partner Information Window

To display this window, select Partner Information (F23) on any window on which it is available

Use this new window to enter further details about the employee's partner as supplied on the claim form.

Fields

N.I. Number

Enter the Partners N.I. number if known.

Surname

Enter the Partners Surname. This is a mandatory field.

Initials

Enter the Partners Initials if their full Forenames are not known. This is a mandatory field if no forenames are entered.

Forenames (2)

Enter the Partners full Forename/s if known.

Select Update (F8) to update the Partner information or Previous (F12) to return to the ASSP details window without updating any changes to the Partner Information

Employee Stat. Payments Enquiry [13/PYS]

Statutory Payments Enquiry

This task enables you to enquire on employee statutory payment records, including payments schedule, payments history, earnings history and additional text.

Select an enquiry from the list shown and the Employee Selection window will be shown

Employee Selection Window

Use this window to select the employee for which details are to be enquired upon

Fields

Employee number

Enter the employee number for which details are being enquired upon

Name Search

Enter the first few characters of the name for which you wish to search.

Enter an employee number and then select OK this is display the enquiry details as selected previously.

Details are displayed as for maintenance, except in enquiry mode. Refer to the maintenance options for details of the specific screens//fields

Employee Sickness Report [18/PYS]

The SSP system maintains full details of all PIWs (period of incapacity for work), including qualifying days, rate band, number of days SSP paid and SSP value paid in accordance with Inland Revenue requirements.

Employee Sickness Report Selection Window

To display this window, select the Employee Sickness Report task

Fields

Full List Required?

Check this field to select a full listing of all employees in the payroll.

Employee Number

If you do not require a listing of all employees, enter a specific employee number.

Start Date From

Enter the start PIW date for the specific employee.

End Date From

Enter the end PIW date for the specific employee.

Select Update (F8) to submit the print job.

Employee SMP Report [19/PYS]

Use this task to produce a listing of SMP Details for an employee or range of employees.

SMP Report Selection Window

To display this window, select the Employee SMP Report task.

Fields

Employee Number/Range

Enter a specific employee number or a range of employees.

If a single employee is selected, the employee must exist on the payroll, be female and have some SMP details to print. If no details are selected, the fields are set to 1 and 999,999 and re-displayed for confirmation.

Note: *The print will contain details of all pregnancies for the employee(s) selected but will only print the relevant details for each pregnancy. The earnings history will not be printed unless the average weekly earnings have been set. Payments history and additional text headings will not be printed unless required and some details will not be printed if the SMP Qualified field is set to N.*

Select Update (F8) to submit the print job.

Employee OSPP(Birth) Report [20/PYS]

Use this task to produce a listing of OSPP (Birth) Details for an employee or range of employees.

OSPP(Birth) Report Selection Window

To display this window, select the Employee OSPP(Birth) Report task.

Fields

Employee Number/Range

Enter a specific employee number or a range of employees.

If a single employee is selected, the employee must exist on the payroll, and have some OSPP(Birth) details to print. If no details are selected, the fields are set to 1 and 999,999 and re-displayed for confirmation.

Select Update (F8) to submit the print job.

Employee SAP Report [21/PYS]

Use this task to produce a listing of SAP Details for an employee or range of employees.

SAP Report Selection Window

To display this window, select the Employee SAP Report task.

Fields

Employee Number/Range

Enter a specific employee number or a range of employees.

If a single employee is selected, the employee must exist on the payroll, and have some SAP details to print. If no details are selected, the fields are set to 1 and 999,999 and re-displayed for confirmation.

Select Update (F8) to submit the print job.

Employee OSPP(Adoption) Report [22/PYS]

Use this task to produce a listing of OSPP (Adoption) Details for an employee or range of employees.

OSPP(Adoption) Report Selection Window

To display this window, select the Employee OSPP(Adoption) Report task.

Fields

Employee Number/Range

Enter a specific employee number or a range of employees.

If a single employee is selected, the employee must exist on the payroll, and have some OSPP(Adoption) details to print. If no details are selected, the fields are set to 1 and 999,999 and re-displayed for confirmation.

Select Update (F8) to submit the print job.

Employee SPL/ShPP Report [25/PYS]

Use this task to produce a listing of SPL/ShPP Details for an employee or range of employees.

SPL/ShPP Report Selection Window

To display this window, select the Employee SPL/ShPP Report task.

Fields

Employee Number/Range

Enter a specific employee number or a range of employees.

If a single employee is selected, the employee must exist on the payroll, and have some SPL/ShPP details to print. If no details are selected, the fields are set to 1 and 999,999 and re-displayed for confirmation.

Select Update (F8) to submit the print job.

Employee SPBP Report [26/PYS]

This task enables you to report on the SPBP details for employees

SPBP Report Selection Window

To display this window, select the Employee SPBP Report task

Fields

Employee Number/Range

Enter a specific employee number or a range of employees.

Select Update (F8) to submit the print job.

Chapter 8 General Ledger Interface

General Ledger Control File [1/PYG]

This task enables you to relate the structure of the various levels defined for payroll costing and reporting, for example, cost centre, department etc., to the General Ledger posting code structure required.

Note: *The remaining General Ledger Interface tasks will not be available for use until the posting code structure has been established through this task.*

General Ledger Control File Maintenance Window

To display this window, select the General Ledger Control File task.

Fields

G/L Posting Company

Prior to setting up the posting code hierarchy, enter the General Ledger company to which payroll transactions are to be posted.

Select OK.

Note: *If the interface to the General Ledger is active, the entered company code will be validated against the General Ledger and the company name will be displayed.*

Note: *The fields below will allow input after OK has been selected.*

Profit & Loss A/Cs - Posting Code Structure

Level Req'd

Specify the payroll levels relevant to generation of the GL posting code by entering Y against the appropriate levels, cost centre, pay code (expense), etc.

Length

Specify the length of each selected level within the General Ledger posting code.

Note: The maximum total length of the General Ledger posting code that can be structured is 12 characters.

Start Pos

Specify the position of each selected level within the General Ledger posting code.

Note: The task will check that the posting code to be generated is contiguous and that there is no contention or overlapping of start positions or ranges of the various levels.

Profit & Loss A/Cs - Extension Code Structure

Note: The extension code entry fields will only be visible if the General Ledger posting company specified allows the specification of extension codes.

Level Req'd

Specify the payroll levels relevant to generation of the GL extension code by entering Y against the appropriate levels, cost centre, pay code (expense), etc.

Length

Specify the length of each selected level within the General Ledger extension code.

Note: The maximum total length of the General Ledger extension code that can be structured is 30 characters

Start Pos

Specify the position of each selected level within the General Ledger extension code.

Note: The task will check that the extension code to be generated is contiguous and that there is no contention or overlapping of start positions or ranges of the various levels.

Tip: Each payroll level can be used in conjunction with, or independently of, any other level.

Note: Each time the payroll processes a payment for an employee, the General Ledger interface will build up a Profit & Loss posting code (and if active, an extension code) for each transaction by referencing the control file and retrieving the posting elements for the relevant pay code and employee cost centre, department, paypoint, etc.

Balance Sheet A/Cs - Posting Code Structure**Length**

Specify the length of the posting codes to be generated for Balance Sheet accounts.

Note: The maximum length of the General Ledger posting code that can be entered is 12 characters.

Balance Sheet A/Cs - Extension Code Structure**Length**

Specify the length of the extension codes to be generated for Balance Sheet accounts.

Note: Unlike Profit & Loss transactions, which build up a posting code based on the pay element, employee's cost centre for example, posting of liabilities to Balance Sheet accounts is achieved by retrieving the appropriate control account (and if active, an extension code).

Select Update (F8) to update the General Ledger Control file.

GL Posting Periods [2/PYG]

This task enables you to set up the General Ledger posting periods against the corresponding tax periods for your selected payroll.

GL Posting Periods Window

To display this window, select the GL Posting Periods task.

Note: Depending on the payroll frequency (weekly, fortnightly, monthly, etc.), the task will display the appropriate calendar. The window displayed above is based on a weekly payroll, where up to 53 tax periods exist. A monthly payroll would only display 12 tax periods.

Fields

Posting Period

Enter the General Ledger year and period to correspond to each payroll tax period, using the form YYPP, where YY is the fiscal year and PP is the fiscal period.

Note: The table must be revised annually (before the start of each tax year).

Select Update (F8) to update the posting periods.

Costing/Report Codes [3/PYG]

After defining the posting code hierarchy through the General Ledger Control File task, you can use this task to specify the General Ledger codes appropriate to the payroll costing/report levels set up.

Up to three levels can be used for costing or payroll reporting. Within the product information, the three levels are described as follows:

- Level 1 - Cost centre
- Level 2 - Department
- Level 3 - Paypoint

The actual terms used to describe these levels are defined by you in the payroll profile. The descriptions used throughout this product guide (and those of the prompt pop-ups on which you can select them) are for illustration only.

Note: For General Ledger costing, any of the above levels can be used in conjunction with, or independently of, any other level.

Costing/Report Codes Window

To display this window, select the Costing/Report Codes task. If both a cost centre/department level and paypoint have been specified as General Ledger levels on the General Ledger Control file, this window is displayed for selection of the appropriate level.

Select the level required.

Cost Centre Codes Window

To display this window, select the Cost Centre/Department level on the Costing/Report Codes window.

If the cost centre has been specified as a required General Ledger level, this window will display the cost centres set up within the payroll.

Note: *In our example, cost centre has been specified as a required level, occupying positions 1 and 2 of the General Ledger posting code.*

Fields

Select (Sel)

Enter 1 to maintain department codes for a cost centre.

Posting Code

Enter the required portion of the General Ledger posting code for each cost centre displayed.

Extension Code

Enter the required portion of the General Ledger extension code for each cost centre displayed.

Note: *If department has also been specified as a required General Ledger level, an option to select departments will be offered in order to maintain posting codes for departments within a cost centre.*

Select Update (F8) to update the cost centre posting codes.

Alternatively, enter 1 against a cost centre to display the Department Codes window.

Department Codes Window

To display this window, enter 1 against a cost centre code and then select OK on the Cost Centre Codes window.

Note: *In our example, department has been specified as a required level, occupying positions 3 and 4 of the General Ledger posting code.*

Fields

Posting Code

Enter the required portion of the General Ledger posting code for each department displayed.

Extension Code

Enter the required portion of the General Ledger extension code for each department displayed.

Select Update (F8) to update the department posting codes.

Paypoint Codes Window

To display this window, select the Paypoint level on the Costing/Report Codes window.

If paypoint has been specified as a required General Ledger level, this window displays the codes set up within the payroll.

Fields

Posting Code

Enter the required portion of the General Ledger posting code for each paypoint displayed.

Extension Code

Enter the required portion of the General Ledger extension code for each paypoint displayed.

Select Update (F8) to update the paypoint posting codes.

Payroll Posting Codes [4/PYG]

Use this task to set up the expense element of the posting code for hourly-paid allowances and cash payments and Balance Sheet account codes for deductions and control accounts such as, income tax, National Insurance contributions, wages control etc.

Posting Code Maintenance – Hourly-Paid Allowances Window

To display this window select the Payroll Posting Codes task.

Use this window to enter account details for hourly paid allowances

Fields

Posting Code

Use this to enter the fiscal account to be used

Extension

Use this to enter the account extension to be used

Press Update (F8) to update the account details and return to the menu or press OK to display the Posting Code Maintenance – Cash Allowances Window

Posting Code Maintenance – Cash Allowances Window

Use this window to enter account details for cash allowances

Fields**Posting Code**

Use this to enter the fiscal account to be used

Extension

Use this to enter the account extension to be used

Press Update (F8) to update the account details and return to the menu or press OK to display the Posting Code Maintenance – Deductions Window

Posting Code Maintenance – Deductions Window

Use this window to enter account details for deductions allowances

Fields**Posting Code**

Use this to enter the fiscal account to be used

Extension

Use this to enter the account extension to be used

Press Update (F8) to update the account details and return to the menu or press OK to display the Posting Code Maintenance – Posting Codes Window

Posting Code Maintenance – Posting Codes Window

Use this window to enter account details for postings

Fields**Posting Code**

Use this to enter the fiscal account to be used

Extension

Use this to enter the account extension to be used

Functions

Earnings Attachment Codes (F13)

Use this to enter account codes for earnings attachments and display the Posting Code Maintenance - Earnings Attachments Codes Window

Press Update (F8) to update the account details and return to the menu

Posting Code Maintenance – Earnings Attachments Codes Window

Use this window to enter account details for earnings attachments

Fields

Posting Code

Use this to enter the fiscal account to be used

Extension

Use this to enter the account extension to be used

Note: *If any account codes are left blank on this window, the posting code on the previous panel will be used as a default.*

Press Update (F8) to update the account details and return to the Posting Code Maintenance – Posting Codes Window

Cost Allocation [5/PYG]

This task enables you to define an employee as having a cost allocation split, using the costing levels defined for the GL interface.

The number of levels allowed is not restricted.

Employee Selection Window

To display this window, select the Cost Allocation Maintenance task.

Fields**Employee Number**

Enter the employee number, if known.

Name Search

Enter the first few characters of the employee name to use the name search.

Enter an employee number and then select OK or use the name search facility to display the Employee Cost Allocation window.

Employee Cost Allocation Window

To display this window, enter an employee number and then select OK or use the name search facility on the Employee Selection window.

Fields**Cost Centre**

Enter the cost centre to which you wish to apportion the employee costs.

Department

Enter the department to which you wish to apportion the employee costs.

Paypoint

Enter the paypoint to which you wish to apportion the employee costs.

Extension Code

Enter the extension code to which you wish to apportion the employee costs.

Allocation %

Enter the percentage of the employee costs to be allocated against the entered codes.

Note: You cannot enter a cost allocation here if one has already been entered using the Cost Allocation window in the Maintain Employee Master File task.

Select Update (F8) to update the employee cost allocation. Alternatively, select Delete (F11) to delete the allocation, Reselect (F15) to select another employee without updating or Exit (F3) to leave the task without updating.

CS Posting Periods [6/PYG]

This task enables you to set up the Cash Management posting periods against the corresponding tax periods for your selected payroll.

CS Posting Periods Window

To display this window, select the CS Posting Periods task.

Note: Depending on the payroll frequency (weekly, fortnightly, monthly, etc.), the task will display the appropriate calendar. The window displayed above is based on a weekly payroll, where up to 53 tax periods exist. A monthly payroll would only display 12 tax periods.

Fields

Posting Period

Enter the Cash Management year and period for each payroll tax period, using the form YYPP, where YY is the fiscal year and PP is the fiscal period.

Note: The table must be revised annually (before the start of each tax year).

Select Update (F8) to update the posting periods.

Validate Posting File [13/PYG]

When the payroll period end is run, the GL postings are generated. This option now allows you to validate, correct any errors and post the journals to GL.

Note: Access to this option is allowed for any user authorised to the menu option and the related GL company. Access to view the employee details is only allowed if the user is authorised to task PY A3 7015 and the relevant payroll.

List of Sessions

This window shows details of the payroll journals by session number together with details of which payroll and period they relate to and the status of the posting.

Use this window to select a session for validation. Once validated, they may be posted if they have no errors.

Options

Maintain (1)

Use this to maintain the journal line so the errors can be corrected.

Validate (2)

Validating a GL interface session will check whether the GL period is open and active before continuing with the validation. If the period is invalid the Posting Period Amend window will be presented allowing the posting period to be changed and validation continued.

On continuation, a validation job is submitted and the print queue displayed so the interface report can be viewed

Post (3)

This will post a valid journal to GL via the background processor.

Select an option and press OK to maintain/validate/post the session

List of Postings

This window shows details of the payroll journal in the selected session.

Use this window to maintain journal like details or display the employees which make up the posting line

Options

Maintain (1)

Use this to amend the account code on the line. This uses the GL Interface – Amend Account Code pop up window to which allows you to select a valid GL account code.

Employees (2)

Use this to view the Employee Transactions window

Once all codes have been corrected, the session may be validated again and then posted if no further errors are found.

Note: Access to view the employee details is only allowed if the user is authorised to task PY A3 7015 and the relevant payroll.

GL Interface – Amend Account Code

Use this display to amend the account code on the selected journal line.

Fields

Account Code

Use this field to amend the account code for lines in error. A prompt is available

Press OK to validate the account entered and display the extension code if applicable

Employee Transactions window

This window lists the employee transactions which make up the posting line. To display this window select a line in the GL Posting Report Transaction window

Press Exit (F3) to return to the menu or Previous (F12) to return to the previous screen

GL Interface - Posting Period Error Window

This window is displayed during validation when the posting period of the session is invalid. Use this window to amend the posting period to a valid period

Fields

Interface Posting Period

Enter the GL posting period the session is to be posted to. This must be a valid GL period

Press Update (F8) to return to amend the posting period and continue the validation process

GL Posting Report – History [20/PYG]

Use this option can be used to report or enquire on journals once they have been posted to the GL.

Select Period window

To display this window, select the GL Posting Report - History task

Fields

Enquiry or Report

E=Enquiry

R=Report

If the Submit Report is selected, press Report (F8) or if Enquiry, press OK to display the GL Posting Report Transactions window

GL Posting Report Transactions window

This window lists the lines on the journal. From here you can select a line and enquire on the employee transactions which make up the posting transaction.

Fields**Sel**

Use this option to display employee transactions within the selected posting. The Employee Transactions window will be displayed

Functions**Errors (F13)**

Use this toggle to display only the journal postings in error. These are shown in reverse image

Employee Transactions window

This window lists the employee transactions which make up the posting line. To display this window select a line in the GL Posting Report Transaction window

Chapter 9 Supplementary Processing

Future Period Processing [1/PYL]

This task enables you to process an employee's pay ahead of the normal pay run, for example, in the case of a leaver who is to be paid immediately. Both simulation and update options are available.

This task has the facility to process adjustment records during its gross-to net option, where these have been entered using the Payroll Adjustments task. Payroll adjustments can be used to adjust or override system calculated values of tax, NICs, pensions, attachments of earnings and tax credits.

Future Period Processing Selection Window

To display this window, select the Future Period Processing task

Fields

Employee Number

Enter the employee you wish to process.

Name Search

Enter the surname or the first letter/few letters of the surname of the employee whose number you wish to know and then select OK to start the search.

Note: Use upper or lower case as appropriate to achieve a match.

If a payroll is not currently in progress, both simulation and full update processing will be available.

If, however, a payroll is in progress, this task will only be available for simulation. In this situation the system would expect any processing for the selected employee to be accomplished within the normal pay run for the period.

Enter an employee number and then select OK or use the name search facility to display the Future Period Processing Basic Details window.

Future Period Processing Basic Details Window

To display this window, enter an employee number and then select OK or use the name search facility on the Future Period Processing Selection window.

Note: *You cannot change an employee's details on this window. Any changes that need to be made, to the employee's status or payment method for example, must be made via the Maintain Employee Master File task before running this task.*

When you select OK on this window, further windows will be displayed for the entry and amendment of hourly-paid allowances, cash payments, deductions, attachments of earnings, pension contributions and holiday details. Initially, the task will display details of any permanent payments and deductions from the Employee Master file. These details can be amended as required if a payroll is not currently in progress. For further information on transaction processing, see the Employee Transaction Entry section.

Fields

Tax Period

This field defaults to the next expected pay period for this payroll, but can be amended if necessary.

Select OK to display the next window.

Future Period Processing Hourly-paid Allowances Window

To display this window, select OK on the Future Period Processing Basic Details window.

Permanent hourly-paid allowances details are displayed and can be amended as required.

Select OK to display the next window or select Calculate (F8) to display the Future Period Processing Total Pay Details window.

Future Period Processing Cash Allowances Window

To display this window, select OK on the Future Period Processing Hourly-Paid Allowances window.

Permanent cash allowances details are displayed and can be amended as required.

Select OK to display the next window or select Calculate (F8) to display the Future Period Processing Total Pay Details window.

Future Period Processing Deductions Window

To display this window, select OK on the Future Period Processing Cash Allowances window.

Permanent deduction details are displayed and can be amended as required.

Select OK to display the next window or select Calculate (F8) to display the Future Period Processing Total Pay Details window.

Future Period Processing Pensions Window

To display this window, select OK on the Future Period Processing Deductions window.

Pension details are displayed and can be amended as required.

Select OK to display the next window or select Calculate (F8) to display the Future Period Processing Total Pay Details window.

Future Period Processing Earning Attachments Windows

To display this window, select OK on the Future Period Processing Pensions window.

One window will be displayed for each attachment of earnings set up against the selected employee. The window formats will vary according to the type of attachment. For full details of these windows, see the Employee Transaction Entry section.

Permanent attachment of earnings details are displayed and can be amended as required.

Select OK to display the next window or select Calculate (F8) to display the Future Period Processing Total Pay Details window.

Future Processing Cash-based Holiday Accruals/Payments Window

To display this window, select OK on the last Future Period Processing Attachment of Earnings window.

Cash-based holiday scheme details for the future period are displayed and can be amended as required.

Select OK to display the next window or select Calculate (F8) to display the Future Period Processing Total Pay Details window.

Future Period Processing Hourly-based Holiday Accruals/Payments Window

To display this window, select OK on the Future Period Processing Cash-based Holiday Accruals/Payments window.

Hourly-based holiday scheme details for the future period are displayed and can be amended as required.

Select OK to display the next window or select Calculate (F8) to display the Future Period Processing Total Pay Details window.

Future Period Processing Total Pay Details Update Window

To display this window, select Calculate (F8) on any window where it is available within this task. Press Update (F8) to display the Future Period Processing Tax Period Details window.

Future Period Processing Tax Period Details Window

To display this window, select Update (F8) on the Future Period Processing Total Pay Details window.

Fields

Payment Date

Enter the payment date to be used

Report Options

The task will automatically produce the Gross to Net Detail report.

Enter Y in this field if any additional reports are required within this update run. When you select Update (F8), a pop-up will be displayed listing the report options available.

Generate FPS

Enter "Y" and an FPS submission will be generated. You then need to send this to HMRC immediately.

The default is Y. If an FPS is not generated an audit record is written to the employee audit file. This payment will be reported to HMRC as part of the next FPS submission.

Select Update (F8). If you entered Y in the Report Options field, the Future Period Processing Report Selection pop-up will be displayed to allow selection of the reports to be processed before the payment is processed

Future Period Processing Report Selection Pop-up

To display this pop-up, enter Y in the Report Options field and then select Update (F8) on the Future Period Processing Tax Period Details window.

Options

Select

Use this to select one of the available reports.

The reports displayed, will depend on, amongst other things, the employee status and payment method.

The update option will perform the following tasks:

- Update the employee master record with the re-calculated cumulative year-to-date details.
- Update the history files with the new period and year-to-date details.
- Print a Gross to Net Detail report.
- Produce any of the additionally selected report and update options.

Select any report required or select OK or use Select All (F21) to select all report options.

Change Reason Code Pop up

This Pop up appears only if an FPS is not generated an audit record is written to the employee audit file.

Use this window to specify the reason for the change/payment.

Reason Code

This is validated against the new codes on the descriptions file type LPRR.

Note: *Not all the standard HRMC reason codes will be applicable to this transaction.*

Prior Period Processing [2/PYL]

This task enables you to amend an employee's pay in the period in which he/she was last processed, for example, to correct errors ahead of the next payroll run. Both simulation and update options are available.

As with Future Period Processing, the options available for simulation and update will be conditioned on whether a payroll profile run is currently in progress. The payroll profile status will be displayed on the window.

This task has the facility to process adjustment records during its gross-to-net option, where these have been entered using the Payroll Adjustments task. Payroll adjustments can be used to adjust or override system-calculated values of tax, NICs, pensions, attachments of earnings and tax credits.

If a prior period change is resulting in a further payment to an employee an FPS can be generated

If a change is to correct an error and no payment is being made, an FPS can also be generated. Alternatively, the change will be audited. The FPS from the next payroll run, will then include this employee's details regardless of whether they are being paid or not during the period. This will report the adjusted year to date figures to HMRC.

Caution: *Prior period changes should be carried out with care if an EPS has already been sent. If there is a change to the recoverable statutory payments, this will be reflected in the next EPS generated. Prior Period processing will generate an FPS.*

A reason code for this reporting must be provided.

Prior Period Processing Selection Window

To display this window, select the Prior Period Processing task.

Fields

Employee Number

Enter the employee you wish to process.

Name Search

Enter the surname or the first letter/few letters of the surname of the employee whose number you wish to know and then select OK to start the search.

Note: *Use upper or lower case as appropriate to achieve a match.*

If a payroll is not currently in progress, both simulation and full update processing will be available.

If, however, a payroll is in progress, this task will only be available for simulation. In this situation the system would expect any processing for the selected employee to be accomplished within the normal pay run for the period.

Enter an employee number and then select OK or use the name search facility to display the Prior Period Processing Basic Details window.

Prior Period Processing Basic Details Window

To display this window, enter an employee number and then select OK or use the name search facility on the Prior Period Processing Selection window.

Note: *You cannot change an employee's details on this window. Any changes that need to be made, to the employee's status or payment method for example, must be made via the Maintain Employee Master File task before running this task.*

When you select OK on this window, further windows will be displayed for the entry and amendment of hourly-paid allowances, cash payments, deductions, attachments of earnings, pension contributions and holiday details. Initially, the task will display details of any permanent payments and deductions from the Employee Master file. These details can be amended as required if a payroll is not currently in progress. For further information on transaction processing, see the Employee Transaction Entry section.

Select OK to display the next window.

Prior Period Processing Hourly-paid Allowances Window

To display this window, select OK on the Prior Period Processing Basic Details window.

Hourly-paid allowances details for the prior period are displayed and can be amended as required.

Select OK to display the next window or select Calculate (F8) to display the Prior Period Processing Total Pay Details window.

Prior Period Processing Cash Payments Window

To display this window, select OK on the Prior Period Processing Hourly-paid Allowances window.

Cash payments details for the prior period are displayed and can be amended as required.

Select OK to display the next window or select Calculate (F8) to display the Prior Period Processing Total Pay Details window.

Prior Period Processing Deductions Window

To display this window, select OK on the Prior Period Processing Cash Payments window.

Deduction details for the prior period are displayed and can be amended as required.

Select OK to display the next window or select Calculate (F8) to display the Prior Period Processing Total Pay Details window.

Prior Period Processing Pensions Window

To display this window, select OK on the Prior Period Processing Deductions window.

Pension contribution details for the prior period are displayed and can be amended as required.

AVCs may also be displayed on this window when you select OK.

Select OK to display the next window or select Calculate (F8) to display the Prior Period Processing Total Pay Details window.

Prior Period Processing Attachment of Earnings Window

To display this window, select OK on the last Prior Period Processing Pensions window.

One window will be displayed for each attachment of earnings set up against the selected employee. The window formats will vary according to the type of attachment. For full details of these windows, see the Employee Transaction Entry section.

Permanent attachment of earnings details are displayed and can be amended as required.

Select OK to display the next window or select Calculate (F8) to display the Prior Period Processing Total Pay Details window.

Prior Period Processing Cash-based Holiday Accruals/Payments Window

To display this window, select OK on the last Prior Period Processing Attachment of Earnings window.

Cash-based holiday scheme details for the prior period are displayed and can be amended as required.

Select OK to display the next window or select Calculate (F8) to display the Prior Period Processing Total Pay Details window.

Prior Period Processing Hourly-based Holiday Accruals/Payments Window

To display this window, select OK on the Prior Period Processing Cash-based Holiday Accruals/Payments window.

Hourly-based holiday scheme details for the prior period are displayed and can be amended as required.

Select OK to display the next window or select Calculate (F8) to display the Prior Period Processing Total Pay Details window.

Prior Period Processing Total Pay Details Window

To display this window, select Calculate (F8) on any window where it is available within this task.

Select Previous (F12) to return to transaction entry to allow further amendments and re-calculation. This process can be repeated as often as required.

Providing a payroll is not currently in progress, you can select Update (F8) to display the Prior Period Processing Tax Period Details window.

Prior Period Processing Tax Period Details Window

To display this window, select Update (F8) on the Prior Period Processing Total Pay Details window.

Fields

Payment Date

This field will have a default value but can be overridden if necessary. The payment date will be printed on any cheques or credit transfers produced.

Report Options

The task will automatically produce the Gross to Net Detail report.

Enter Y in this field if any additional reports are required within this update run. When you select Update (F8), a pop-up will be displayed listing the report options available.

Create FPS

If a payment is being made to the employee, enter "Y" and an FPS will be generated. You then need to send this to HMRC immediately.

If "N" is selected an audit record is also written to the employee audit file instead. This will then make a change to the year to date figures will be reported to HMRC as part of the next FPS submission

Note: *If this adjustment is for the last period of the year e.g. Month 12, the option to generate an FPS should be taken. Otherwise an earlier year update FPS submission will be required to notify HMRC of the changes to last year's year to date figures.*

Select Update (F8). If you entered Y in the Report Options field, the Prior Period Processing Report Selection pop-up will be displayed.

Prior Period Processing Report Selection Pop-up

To display this pop-up, enter Y in the Report Options field and then select Update (F8) on the Prior Period Processing Tax Period Details window.

Options

Select

Use this to select one of the available reports.

The reports displayed, will depend on, amongst other things, the employee status and payment method.

Note: *Although the Employee Master files and History files will be updated to effectively reflect the differences between the original and re-calculated payment details, the reports produced will show the new period details and should replace any previous prints.*

Note: *General Ledger transactions will not be generated and therefore manual journals will need to be entered to reflect the amendments to the employee history record.*

The update option will perform the following tasks:

- Update the employee master record with the re-calculated cumulative year-to-date details.
- Update the history files with the new period and year-to-date details.
- Print a Gross to Net Detail report.
- Produce any of the additionally selected report and update options.

Select any report required or select OK or use Select All (F21) to select all report options.

Change Reason Code Pop up

This Pop up appears only if an FPS is not generated an audit record is written to the employee audit file.

Use this window to specify the reason for the change/payment.

Reason Code

This is validated against the new codes on the descriptions file type LPRR.

Note: *Not all the standard HRMC reason codes will be applicable to this transaction.*

Cancelled Payments [3/PYL]

This task enables you to amend an employee's pay in the period in which he/she was last processed, for example, to correct errors ahead of the next payroll run. Both simulation and update options are available.

As with Future Period Processing, the options available for simulation and update will be conditioned on whether a payroll profile run is currently in progress. The payroll profile status will be displayed on the window.

This task has the facility to process adjustment records during its gross-to-net option, where these have been entered using the Payroll Adjustments task. Payroll adjustments can be used to adjust or override system-calculated values of tax, NICs, pensions, attachments of earnings and tax credits. To meet HMRC's reporting requirements, cancelled payments are audited. The FPS from the next payroll run will then include this employee regardless of whether they are being paid or not during the period. This will report the adjusted year to date figures to HMRC.

Note: *If this adjustment is for the last period of the year e.g. Month 12, an earlier year update FPS submission must be made to notify HMRC of the changes to last year's figures.*

Caution: *Cancelled payments should be carried out with care if an EPS has already been sent. If there is a change to the recoverable statutory payments, this will be reflected in the next EPS generated.*

Cancelled Payments Selection Window

To display this window, select the Cancelled Payments task.

Fields

Employee Number

Enter the employee you wish to process.

Name Search

Enter the surname or the first letter/few letters of the surname of the employee whose number you wish to know and then select OK to start the search.

Note: *Use upper or lower case as appropriate to achieve a match.*

Enter an employee number and then select OK or use the name search facility to display the Cancelled Payments Basic Details window.

Cancelled Payments Basic Details Window

To display this window, enter an employee number and then select OK or use the name search facility on the Cancelled Payments Selection window.

Note: *You cannot change an employee's details on this window. Any changes that need to be made, to the employee's status or payment method for example, must be made via the Maintain Employee Master File task before running this task.*

When you select OK on this window, further windows will be displayed for the entry and amendment of hourly-paid allowances, cash payments, deductions, attachments of earnings, pension contributions and holiday details. Initially, the task will display details of any permanent payments and deductions from the Employee Master file. These details can be amended as required if a payroll is not currently in progress. For further information on transaction processing, see the Employee Transaction Entry section.

Fields

Tax Period

This field defaults to the last pay period for this payroll, but can be amended if necessary.

Select OK to display a series of windows with details of the hourly-paid allowances, cash payments, deductions, attachments of earnings, pension contributions and holiday details paid in the period.

Cancelled Payments Total Pay Details Window

To display this window, select OK on the last of the series of windows showing details of the hourly-paid allowances, cash payments, deductions, attachments of earnings, pension contributions and holiday details paid in the period in this task.

The update option will perform the following tasks:

- Cumulative year-to-date details on the Employee Master files will be updated to reflect the cancelled payment.
- Transaction details for the period will be deleted from the history files.
- An audit report of the cancelled payments will be printed.
- An audit record is written to the employee audit file when you cancel a payment

The FPS for the next payroll run will include this employee's details regardless of whether they are being paid or not during the period. This will report the adjusted year to date figures to HMRC.

Note: *For future auditing and reconciliation, all payroll reports previously printed for the period should be adjusted to reflect the cancelled payment, or a reconciliation log should be maintained.*

General Ledger transactions will not be generated to reflect any cancelled payments and therefore manual journals will need to be entered if these transactions have been posted to the General Ledger.

Select Update (F8) to cancel the payments. The reason code pop up will appear.

Change Reason Code Pop up

This Pop up appears only if an FPS is not generated an audit record is written to the employee audit file.

Use this window to specify the reason for the change/payment.

Reason Code

This is validated against the new codes on the descriptions file type LPRR.

Note: *Not all the standard HRMC reason codes will be applicable to this transaction*

Chapter 10 EigerPay Gateway Interface

Interface to EigerPAY Gateway (Employee) [2/PYC]

This task transfers employee payment data from members on Interface File 1 either to an equivalent member or to a consolidation member on Interface File 2. It converts the data into a format suitable for importing into EigerPAY Gateway. The BACS data is then copied into a file in the EigerPAY database ready for importing into EigerPAY Gateway.

In the case of consolidated BACS payrolls, the task displays all payroll profiles in the current company which have BACS payments ready for interface and allows you to enter a consolidation date. The required payrolls can then be selected for processing by entering 1 alongside the profile number/name and then selecting Process (F8) to process the transfer.

Process All (F21) is available to select all available payrolls for interface.

The interface task combines the payment records for profiles with a BACS processing date which matches the consolidation date into a consolidation member on Interface File 2 and creates a single BACS contra record for the consolidated transmission. Any existing data in the consolidation member will be overwritten. Any payrolls with a processing date other than the consolidation date are treated as non-consolidated payrolls.

If BACS consolidation is not in use for the current company, only the current payroll will be presented for transfer.

The interface procedure copies the file member for the current payroll profile to an equivalent file member on Interface File 2.

For both consolidated and non-consolidated payrolls, the payroll profile name and processing date are displayed for confirmation before either Process (F8) or Process All (F21) is taken to process the transfer.

Interface to EigerPAY Gateway (Employee Payments) Window

To display this window, select the Interface to EigerPAY Gateway task from the EigerPAY Gateway Interface.

Fields

Option (Opt)

Enter 1 against a payroll to select it for processing.

Functions

Process (F8)

Use this to process the transfer.

Process All (F21)

Use this to select all available payrolls for interface.

P32 BACS File Extract [3/PYC]

The purpose of this task is to allow a range of payroll profiles and pay periods to be selected for transmission of PAYE/NICs data to the Inland Revenue by BACS.

Note: A P32 payment cannot be made until the EPS for the same period has been flagged as complete.

This task processes data on Interface File 1 as follows:

P32 BACS File Extract Window

To display this window, select the BACS File Extract task from the EigerPAY Gateway Interface.

Fields

Payment Type

Select one of the following:

- PAYE
- NICs

BACS Processing Date

Enter or select a valid BACS processing date. This should be a future date

Including Payrolls Up to

Use this to enter a cutoff date; this will be used to derive the tax month being processed (i.e. cut-off of 5th May means period being processed is tax month 01). A check is made that an EPS exists for that period

Select OK; if the payment type and BACS processing date are valid, the system will check whether multiple electronic IR payments in a payroll company are allowed, i.e. the Electronic IR Payments flag on the company profile is Y.

If so, a list of available payroll profiles within the current company will be presented for selection. Such payrolls will have an exact match of P32 payment parameters (i.e. source and destination bank details) on the company and payroll profiles. If multiple payments are not allowed, only the current payroll profile will be displayed.

Press Update (F8) to submit a batch job to populate the BACS file with PAYE or NICs data (as selected). An audit report will also be produced detailing the values written to the BACS file.

Note: *Re-running the P32 BACS File Extract task will overwrite the P32 records on the BACS file (but not employee wage payment records). Therefore the correct procedure for processing both a PAYE and a NICs payment to the Inland Revenue is as follows:*

Process the P32 BACS File Extract for PAYE data

Check the contents of the audit report for validity of the PAYE data Transmit the PAYE BACS file

Process the P32 BACS File Extract for NICs data

Check the contents of the audit report for validity of the NICs data Transmit the NICs BACS file

Interface to EigerPAY Gateway (P32 Payments) [4/PYC]

This task is very similar to the Interface to EigerPAY Gateway task for processing employee wage payments.

It transfers P32 data from Interface File 1 to Interface File 2. This procedure converts the data into a format suitable for importing into EigerPAY Gateway. The BACS data is then copied into a file in the EigerPAY database ready for importing into EigerPAY Gateway.

Interface to EigerPAY Gateway (P32 Payments) Window

To display this window, select the Interface to EigerPAY Gateway (P32 Payments) task.

Select Process (F8) to process the transfer or select Exit (F3) to leave the task without processing.

Start/Stop EigerPAY Subsystem [5/PYC]

The Start/Stop EigerPAY Gateway Subsystem task allows control of the EigerPAY Gateway subsystem from within the Payroll application.

The purpose of this task is to allow a payroll user to stop the subsystem temporarily in order to allow an update to the EigerPAY bank file database.

It is a requirement of the bank file update that the subsystem be halted whilst an update to the bank files is downloaded and installed.

Following a successful update, the subsystem is re-started and will then utilise the updated bank file database.

EigerPAY Subsystem Inactive Window

To display this window, select the Start/Stop EigerPAY Subsystem task if the subsystem is currently inactive.

Functions

Refresh (F5)

Use this to refresh the window.

Start Sub-system (F10)

Use this to start the subsystem.

Select Start Sub-system (F10) to start the EigerPAY subsystem.

EigerPAY Subsystem Active Window

To display this window, select the Start/Stop EigerPAY Subsystem task if the subsystem is currently active.

Functions

Refresh (F5)

Use this to refresh the window.

End Sub-system (F11)

Use this to end the subsystem.

Display Sub-system (F18)

Use this to display the EigerPAY Gateway subsystem.

Select Display Sub-system (F18) to display the EigerPAY Subsystem Jobs window.

EigerPAY Subsystem Jobs Window

To display this window, select Display Sub-system (F18) on the EigerPAY Subsystem Active window.

Select Cancel (F12) to return to the previous window.

Chapter 11 Holiday Payments & Accruals

Holiday Scheme Profile [1/PYH]

This task provides a maintenance facility for holiday scheme details.

Multiple holiday schemes may be set up within a payroll profile, and an employee can belong to any five of the defined schemes.

Holiday Scheme Selection Window

To display this window, select the Holiday Scheme Profile Maintenance task.

Fields

Scheme Code

Enter the scheme code you wish to maintain or enter a new code for a new scheme.

You can use the prompt facility on this field to select from the Holiday Scheme Selection pop-up.

Select OK to display the Holiday Scheme Maintenance window.

Holiday Scheme Maintenance Accruals Window

To display this window, enter or select a scheme code and then select OK on the Holiday Scheme Selection window.

Fields

Scheme Name

Enter the name of the holiday scheme.

Scheme Active

Select one of the following:

Yes (Y) - If the holiday scheme is active

No (N) - If the holiday scheme is not active

Note: A scheme can be switched off temporarily as required, e.g. during initial set-up.

Allow Negatives

Select one of the following:

Yes (Y) - If employees can receive holiday pay/hours in excess of their current accrual

No (N) - If employees cannot receive holiday pay/hours in excess of their current accrual

Accrual Type

Enter one of the following:

1 - Percentage of holidayable pay (cash-based pay)

2 - Percentage of holidayable hours (hourly-based pay)

3 - Fixed accrued pay (cash-based pay)

4 - Fixed accrued hours (hourly-based pay)

Default Accrual Value

Enter the default accrual value. This may be either a percentage of holidayable pay/hours or a fixed value depending on the scheme type.

Note: The default value can be overridden at employee level.

Accrual Periods/To

Enter the From and To pay period numbers for which accruals are to be made, e.g. 1 to 26 if the accrual is to occur for only the first half of the tax year. To accrue holiday in all pay periods, leave both fields blank.

Holiday Year End Period

Enter the pay period in which the holiday scheme ends.

Pay Balance

Select one of the following:

Yes (Y) - If any holiday pay/hours which are outstanding in the final holiday pay period are to be automatically paid to the employee

No (No) - If any holiday pay/hours which are outstanding in the final holiday pay period are to be transferred into the previous year

Clear Prev Year Period

Enter the pay period in which any remaining holiday pay not taken from the previous year is to be cleared down.

Pay Balance

Select one of the following:

Yes (Y) - If, when the clear previous year period is reached, the previous year holiday pay/hours are to be automatically paid to the employee

No (N) - If, when the clear previous year period is reached, the previous year holiday pay/hours are cleared down and lost by the employee

Tip: *If you have chosen to pay the outstanding balance for the current or previous year you must action the payment using the Holiday Payment Calculation task when processing the appropriate pay period(s).*

Print Current Accrued

Select Yes to print the holiday pay/hours currently accrued on the employee's payslip.

Print Previous Accrued

Select Yes to print the holiday pay/hours currently left over from last year on the employee's payslip.

Accruals Posting Code

Enter the Balance Sheet GL account to which accruals are to be posted.

Select OK to display the Holiday Scheme Maintenance window.

Holiday Scheme Maintenance Window

To display this window, select OK on the Holiday Scheme Maintenance Accruals window.

Fields

Current Year Pay Code

Enter the code the system is to use to generate current year holiday pay/hours.

Alternatively, use the prompt facility to select from the Allowance Code Selection pop-up.

Note: *Enter a cash allowance code for cash-based schemes (types 1 and 3.)*

Note: *Enter an hourly allowance code for hourly-based schemes (types 2 and 4).*

Previous Year Pay Code

Enter the code the system is to use to generate previous year holiday pay/hours.

Alternatively, use the prompt facility to select from the Allowance Code Selection pop-up.

Note: *Enter a cash allowance code for cash-based schemes (types 1 and 3).*

Note: *Enter an hourly allowance code for hourly-based schemes (types 2 and 4).*

Types Table

You may enter up to ten regular holiday payment types each with an associated percentage of holiday pay. These may be entered in the Holiday Payment Calculation task as a fast holiday pay retrieval facility.

Code

Enter a code to identify the holiday payment type.

Description

Enter a description of the holiday payment type.

Percent

Enter the percentage of holiday pay accrued associated with the holiday type.

Print Hol Pay Paid

Select Yes to print the cumulative of holiday pay/hours paid on the employee's payslip.

Holiday Pay Expense Code

Enter the Profit and Loss GL account to which accruals are to be posted.

Hol Pay Extension Code

Enter the GL account extension code to which accruals are to be posted (if applicable).

Select Update (F8) to update the data and return to the Holiday Scheme Selection window.

An audit report will be produced automatically showing the changes made to the holiday scheme profile.

Cumulative Holiday Report [11/PYH]

This task enables you to prepare a cumulative holiday accruals and payments analysis for all employees currently in a holiday scheme. An option is available to include current pay period values if the payroll is in progress.

Comprehensive report selection criteria include specific cost centre, department, paypoint and holiday scheme.

Cumulative Holiday Report Selection Window

To display this window, select the Cumulative Holiday Report task.

Fields**Cost Centre**

Enter the required cost centre code.

Alternatively, use the prompt facility to select from the Select Cost Centre pop-up.

Leave this field blank for all cost centres.

Department

Enter the required department.

Alternatively, use the prompt facility to select from the Select Department pop-up

Leave this field blank for all departments.

Paypoint

Enter the required paypoint code.

Alternatively, use the prompt facility to select from the Select Paypoint pop-up

Leave this field blank for all paypoints.

Employee Number/Range

To select an individual employee, enter the employee number in the first field.

To select an employee range, enter the starting and ending employee numbers.

If all employees are required, leave these fields blank.

Scheme Number

Enter the required holiday scheme number.

Alternatively, use the prompt facility to select from the Holiday Scheme Selection pop-up.

Leave this field blank for all schemes.

Include Current Period

Enter Y if you wish to include holiday accruals and payments from the current pay period (if in progress).

Enter N if you do not wish to include the current period.

Select OK to validate your entries and then select Submit (F8) to submit a batch job to print the cumulative holiday report.

Note: *The sequence in which the report will be produced will be determined by the sequencing specified in the Report Sequencing task.*

Holiday Accrual Calculation [20/PYH]

This task enables you to create accruals globally in the current pay period for employees who are enrolled in a holiday scheme or schemes.

Percentage-based accruals will be calculated upon the current employee holidayable pay (or hours).

The task can be run as many times as required, as each employee's current period accrual value will be overwritten whenever the task is run.

Tip: Only employees who are not currently processed via the Gross to Net Calculation task will be updated. If you need to process holiday accruals, employees must be processed via the Restart Payroll task.

Note: If you need to adjust an individual employee's holiday accrual, use the Holiday Schemes windows in the Employee Transaction Entry task.

Holiday Accruals Calculation Window

To display this window, select the Holiday Accrual Calculation task.

Fields

Scheme Code

You can optionally enter the holiday scheme you wish to process.

Alternatively, use the prompt facility to select from the Holiday Scheme Selection pop-up.

Note: If all holiday schemes are to be processed, leave this field blank.

Cost Centre

You can optionally enter a cost centre, if you wish to process only employees in a specific cost centre.

Alternatively, use the prompt facility to select from the Select Cost Centre pop-up.

Note: If all cost centres are to be processed, leave this field blank.

Department

You can optionally enter a department, if you wish to process employees in a specific department.

Alternatively, use the prompt facility to select from the Select Department pop-up.

Note: If all departments are to be processed, leave this field blank.

Paypoint

If you wish to process employees with a specific paypoint enter it here.

Alternatively, use the prompt facility to select from the Select Paypoint pop-up.

Note: If all paypoints are to be processed, leave this field blank.

Employee Range/To

Enter the range of employees you wish to process, or leave these fields blank to process all employees.

Print Holiday Report

Select Y to print a report of all employees processed.

Functions

Cancel Accruals (F11)

Use this to cancel the holiday accruals for the selected employees.

Note: *It is not necessary to cancel holiday accruals prior to a re-run of this task; existing values will be overwritten.*

Select Update (F8) to submit the job for processing.

Holiday Payment Calculation [21/PYH]

This task enables you to create holiday payments globally in the current pay period for employees who are enrolled in a holiday scheme or schemes.

The task can be run as many times as required, as each employee's current period holiday pay will be overwritten whenever the task is run.

Tip: *Only employees who are not currently processed via the Gross to Net Calculation task will be updated. If you need to process holiday payments, employees must be processed through the Restart Payroll task.*

Note: *If you need to adjust an individual employee's holiday pay, use the Holiday Schemes windows in the Employee Transaction Entry task.*

Tip: *If the current pay period is the holiday year end period, or clear-down period and outstanding balances are to be paid, you must action the payments by processing Holiday Payment Calculation for the holiday scheme profile. You need only enter the scheme code and select OK. A warning message indicating the payment type to be made will be displayed.*

Holiday Schemes Window

To display this window, select the Holiday Payment Calculation task.

Holiday Payment details are displayed for the current and previous years.

The option to print a holiday report is available.

The fields you can use depend on whether the scheme is cash-based or hourly-based.

Fields

Scheme Code

You must enter the code for the holiday scheme you wish to process.

Alternatively, use the prompt facility to select from the Holiday Scheme Selection pop-up.

Cost Centre

You can optionally enter a cost centre, if you wish to process only employees in a specific cost centre.

Alternatively, use the prompt facility to select from the Select Cost Centre pop-up.

Note: *If all cost centres are to be processed, leave this field blank.*

Department

You can optionally enter a department, if you wish to process employees in a specific department.

Alternatively, use the prompt facility to select from the Select Department pop-up.

Note: *If all departments are to be processed, leave this field blank.*

Paypoint

If you wish to process employees with a specific paypoint enter it here.

Alternatively, use the prompt facility to select from the Select Paypoint pop-up.

Note: *If all paypoints are to be processed, leave this field blank.*

Employee Range/To

Enter the range of employees you wish to process, or leave these fields blank to process all employees.

Reason

Note: *This field is valid for cash-based holiday schemes (types 1 and 3) and can be used to generate holiday pay from the current or previous holiday year as required.*

You can optionally enter the holiday reason code from the scheme profile.

The associated percentage of holiday pay will be displayed in the Value field below but can be overridden if necessary.

Value

Note: *This field is valid for cash-based holiday schemes (types 1 and 3) and can be used to generate holiday pay from the current or previous holiday year as required.*

Enter a percentage of accrued holiday pay to be paid, or a cash value (as required).

Type

Note: *This field is valid for cash-based holiday schemes (types 1 and 3) and can be used to generate holiday pay from the current or previous holiday year as required.*

Enter one of the following:

P - If the holiday payment is a percentage of accrued holiday pay

V - If the holiday payment is a fixed cash value

Hours

Note: *This field is valid for hourly-based holiday schemes (types 2 and 4) and can be used to generate holiday hours from the current or previous holiday year as required.*

Enter the number of holiday hours to be paid.

Group Rate/Emp Rate

Note: *These fields are valid for hourly-based holiday schemes (types 2 and 4) and can be used to generate holiday hours from the current or previous holiday year as required.*

Enter either a group rate (from the payroll profile) or an employee rate at which the holiday hours are to be paid.

Factor

Note: *This field is valid for hourly-based holiday schemes (types 2 and 4) and can be used to generate holiday hours from the current or previous holiday year as required.*

Enter a multiplication factor for the holiday hours paid (if necessary).

Print Holiday Report

Select Y to print a report of all employees processed.

Functions

Delete (F11)

Use this to cancel the holiday pay/hours for the selected employees.

Note: *It is not necessary to cancel holiday pay/hours prior to a rerun of the holiday payments calculation - existing values will be overwritten.*

Select Update (F8) to update the holiday pay/hours for the selected employees.

A batch job will be submitted, which will validate the holiday pay/hours selected for each employee against the current accrual value and create transactions subject to sufficient holiday credits being available.

Chapter 12 Utilities

Payroll Company [1/PYU]

For each company within Payroll, a company profile needs to be set up. The company profile holds default information such as:

- Business name and address
- Bank account details
- Tax office details
- Costing/reporting details
- BACS information

Note: *The company profile data is carried through as default information to each payroll profile. The payroll is the effective operational level within the application, so all company defaults can be overridden at this level*

Company Maintenance Selection Window

To display this window, select the Company Maintenance task.

Use this window to select the company you want to maintain.

Options

Amend

Use this to select the company you want to maintain.

Select a company with to display the Company Maintenance Address window.

Company Maintenance Address Window

To display this window, select a company on the Company Maintenance Selection task.

Fields

Company Name

Enter or amend the company name.

Address

Enter or amend the company address.

Post Code

Enter or amend the post code.

Select **Update (F8)** to update the details and leave this task; alternatively, select OK to display the Bank Details window.

Bank Details Window

To display this window, select OK on the Company Maintenance Address window.

Fields

Bank Sort Code

Enter the sort code of the bank branch at which the payment account number is held.

Note: *If the sort code exists on the system, details of the bank name, branch, address, post code and telephone number are displayed*

Note: *If the sort code is new, you must enter these details, except for the bank name, which the system will know from the sort code itself. A table of current bank sort codes is shown in the Maintain Bank File section for reference.*

Name

Enter the name of the bank.

Branch

Enter the branch of the bank

Address/Post Code

Enter the address and post code of the bank

Tel. Number

Enter the telephone number of the bank

Account Name

Enter the name of the nominated account

Account Number

Enter the account number of the nominated bank account. Provision is made for an account number of up to 10 characters.

BACS Consolidation

Enter **Y** if multi-file BACS processing is required. This will enable a number of selected payrolls to be processed with the same BACS user number.

BACS Account Number

If the account number previously entered is eight characters long, it will automatically appear here.

Note: BACS restricts account numbers to 8 digits, so any bank account number with more than or fewer than 8 digits must be converted to a standard format. The conventions to be used are detailed in the BACS user manual.

BACS User Number

Enter the BACS user number under which you wish the consolidated BACS submission to be made.

Note: When the BACS file is created, all currently processed payroll profiles using the same BACS user number and processing date will be displayed for selection.

Select **Update (F8)** to update the details and leave the task. Alternatively, select **OK** to display the Tax Office Details window for entry of tax office details.

Tax Office Details Window

To display this window, select OK on Bank Details window.

Fields**Company Name**

Enter or amend the company name.

Tax Year: 6th April/to 5th April

Enter the start and end years for the tax year being processed. For example, for the tax year ending on 5th April 2023, enter **2022** and **2023**.

Tax District Number

Enter the tax office number assigned by the HMRC.

Employers Ref. Number

Enter the reference number for the above tax district.

Accounts Office Reference

Enter the accounts office reference number for the employer ref.

Corporation Tax Reference

Enter the corporation tax reference for the company

Electronic HMRC Payments

Enter one of the following:

Y - If end of year returns are to be made electronically

N - If end of year returns are not to be made electronically.

Child Maintenance – Employers Reference

Enter the Employers Reference for child maintenance

Select **Update (F8)** to update the details and leave the task. Alternatively, select **OK** to display the next window.

If you have set the Electronic HMRC Payments field to **Y**, the Electronic HMRC Payments pop-up is displayed; otherwise the Costing/Report Levels window is displayed.

Electronic HMRC Payments pop-up

To display this pop-up, set the Electronic HMRC Payments field to **Y** and press OK on the Tax Office Details window.

Fields

Employer Bank Sort Code

Enter the sort code of the bank account from which payments are to be made to the HMRC.

Employer Bank Account Number

Enter the account number of the bank account from which payments are to be made to the HMRC.

Employer Account Name

Enter the name of the bank account from which payments are to be made to the HMRC.

HMRC Bank Sort Code

Enter the sort code of the HMRC bank account.

HMRC Bank Account Number

Enter the account number of the HMRC bank account.

HMRC Account Name

Enter the name of the HMRC bank account.

HMRC PAYE Reference

Enter your payroll company's PAYE reference.

HMRC NIC Reference

Enter your payroll company's NIC reference.

Select **OK** to display the Costing/Report Levels window.

Costing/Report Levels Window

To display this window, select **OK** on the Electronic HMRC Payments pop-up (if you set the Electronic HMRC Payments field on the Tax Office Details window to **Y**) or on the Tax Office Details window (if you set the Electronic HMRC Payments field on the Tax Office Details window to **N**).

An employee can be assigned to up to three levels for payroll reporting and/or General Ledger costing.

Note: *The field descriptions on this window are system defaults, which you can change to reflect your company's terminology. For example, Cost Centre could be changed to Branch, and Department to Retail Outlet.*

Fields**Description**

For each of the three possible levels, enter the description required.

Note: *The description you enter will be used on windows and in reports.*

Short Description

Enter the abbreviated description to be used for each of the above levels.

Note: *The abbreviated description will be used on windows and in reports in cases where the full description cannot be accommodated.*

Select **Update (F8)** to update the details and leave the task.

Payroll Profile [2/PYU]

This task enables you to set up details for the payroll profile code, which you attached to a user ID via the Payroll User Profiles task

Profile Selection Window

To display this window, select the Payroll Profile task

Options

Select

Use this to select the payroll profile you want to maintain.

Select a payroll profile to display the Bank Details window

Bank Details Window

To display this window, select a payroll profile on the Profile Selection window

This is the first of six profile definition windows. Default information such as payment bank details and tax office details may be displayed from the company profile.

- When creating a profile, you process each window in turn and each time, you select OK to display the next window until the final window has been completed, when you must select Update (F8) to update.
- For an existing profile you can update any window as required and then select Update (F8) to update the data and leave the task. There is no need to display all the windows in this case

Fields

Payroll Name

Enter or amend the payroll profile name. The profile name and company name will be displayed on all entry windows and printed on all reports.

Bank Sort Code

Enter the sort code of the bank branch at which the payment account number is held. If the system recognises the code, it will automatically display the name, branch, address, postcode and telephone number.

***Note:** If the system does not recognise the sort code, it will display a pop-up on which you can enter the details.*

Account Name

Enter the name of the nominated account held at the above bank branch.

Account Number

Enter the account number of the nominated bank account.

Functions

Deactivate/Activate (F14)

This will change the status of the payroll to active/inactive.

Select **OK** to display the Payment Details window

Payment Details Window

To display this window, select OK on the Bank Details window

Fields

Payroll Frequency

Enter one of the following:

W - Weekly

F - Fortnightly

4 - Four-weekly

M - Monthly

Q - Quarterly

B - Half-yearly

A - Annually

Note: The tax calendar appropriate to the payroll frequency is displayed. For weekly, fortnightly and four-weekly payrolls, the weekly tax calendar is displayed. The monthly tax calendar is displayed for the remaining payroll frequencies.

Payment Methods

Enter **Y** against the payment methods required. For payment methods not required, **N** should be entered.

Group Pay Rates 1-4

Four group pay rates can be used to set up standard payment rates applicable to the whole payroll profile and in addition to employees' individual pay rates.

Note: If BACS has been specified as a method of payment, the following information must be entered. Default details from the company profile will be displayed if BACS consolidation has been specified.

BACS Account No

Enter the originating account number to be used during creation of the BACS file.

Note: If the bank account number entered on the previous window is a standard eight-digit number, it will be displayed here as a default.

Note: Because the BACS submission format requires expansion or truncation of a non-standard account number, it must be separately entered if the account number is non-standard.

User No

Enter the BACS user number appropriate to this payroll. At submission time, multiple payments can be processed for the same user number (i.e. multi-file processing).

Coin Breakdown

These fields are only displayed if cash has been specified as a method of payment.

The coinage breakdown can be controlled by entering figures under the Minimum heading. If these fields are left blank, the application will choose the maximum number of notes for each employee, starting with the highest value.

Note: *The highest denomination note to be used can be controlled by entering 999 against the appropriate note.*

Example

If £20 notes are to be used but £50 notes are not, **999** should be entered against the £20.

Rounding

Enter the rounded net pay value for cash-paid employees.

Example

If a value of **.50** is entered, net pay for a cash-paid employee will be rounded up to the nearest 50p.

Min Pay Limit

This is used for exception reporting. Payroll will warn of any employee whose pay is below the specified limit.

Max Pay Limit

This is used for exception reporting. Payroll will warn of any employee whose pay is above the specified limit.

Select **OK** to display the Control Details window.

Control Details Window

To display this window, select OK on the Payment Details window

Fields**Default Hours/Mandatory Entry**

Enter one of the following:

D - Default

A default payroll will automatically pass an employee's permanent payment and deductions details to the transaction files each pay period.

E - Mandatory entry

A mandatory entry payroll requires entry of transactions each pay period for those employees to be paid.

Automatic Leaver P45 Print

Enter one of the following:

Y - To print a P45 automatically for any leaver

N - Not to produce a P45 automatically for a leaver

Deduct from Non-taxable Pay

Enter one of the following:

Y - If employee deductions will be made from non-taxable pay where taxable pay has been exhausted, e.g. expenses

N - If employee deductions will be made only from taxable pay

Deduction Codes

Admin Chg

Enter the deduction code which is to be used for attachment of earnings administration charges.

You might wish to deduct administration charges from an employee who is set up as having an attachment or arrestment of earnings. The charge is to be made whenever the attachment/arrestment is made. To do this, you must first set up a deduction code to be used for this deduction type.

You must then enter that code in this field and enter the value of the charge on the employee's arrestment/attachment details (via the Maintain Employee Master File task). When the system deducts an attachment/arrestment for an employee, it will additionally deduct the administration charge specified.

Allowance Codes

These control and process specific types of payment:

Min Earnings

This is not currently used. It is intended for future development of guaranteed minimum earnings calculations.

SSP

Enter the two-character cash payment code that is to identify and process statutory sick payments.

Stat Offset

If a value is entered in this field and SSP offset is specified, the SSP system will automatically create a negative payment to the value of the SSP calculated against this code.

Note: *The same code will be used to offset other statutory payments (if required).*

SMP

Enter the two-character cash payment code that is to identify and process statutory maternity payments.

SMP Adjust

Enter the allowance code to be specified for the generation of SMP adjustment transactions. Where entered, this code must be a valid cash allowance code which has not been specified for any other statutory payment.

OSPP (Birth)

Enter the two-character cash payment code that is to identify and process statutory paternity payments following a birth.

SPL/ShPP

Enter the two-character cash payment code that is to identify and process shared paternity payments.

SAP

Enter the two-character cash payment code that is to identify and process statutory adoption payments.

OSPP (Adoption)

Enter the two-character cash payment code that is to identify and process statutory paternity payments following an adoption.

SPBP

This is the allowance code for Statutory Parental Bereavement Pay

TAST

This is the allowance code for termination awards and sporting testimonials that are subject to tax and employers NI. When defining the allowance code, ensure the 'Liable to NI' flag is set to N to ensure no employee NI is calculated.

This code should be used for the portion of the payment ABOVE the threshold. The system will not attempt to apply any threshold itself

Select **OK** to display the Interfaces Active window

Interfaces Active

To display this window, select OK on the Control Details window

Fields**General Ledger**

Enter one of the following:

Y - If Payroll is to generate postings in the General Ledger

N - If Payroll is not to generate postings in the General Ledger

Cash Book

Enter one of the following:

Y - If Payroll is to generate Cash Management postings. The GL interface must also be active in this case.

N - If Payroll is not to generate Cash Management postings

Cash Book Company

Enter the Cash Management company to which Payroll is to post. This need not be the same as the Payroll company, but must be the same as the GL company (as specified in the General Ledger Control File task).

Default Bank A/C

Enter the default Cash Management bank account which is to pay the payroll values. This can be overridden at period level.

Holiday Scheme

Enter one of the following:

Y - If you wish to make use of the holiday scheme function, which enables you to accrue and pay out holiday pay

N - If you do not wish to use the holiday scheme function In this case, the holiday windows will be disabled.

Select **OK** to display the Tax Office Details window. If you are using extension codes, the Select Fiscal Account Extension Code pop-up will be displayed first.

Tax Office Details Window

To display this window, select OK on the Interfaces Active window.

Fields

Tax Year: 6th April/to 5th April

Enter the start and end years for the tax year being processed. For example, for the tax year ending on 5th April 2023, enter **2022** and **2023**.

Tax District Number

Enter the tax office number assigned by the HMRC.

Employers Ref. Number

Enter the reference number for the above tax district.

Accounts Office Reference

Enter the accounts office reference number for the employer ref.

Corporation Tax Reference

Enter the corporation tax reference for the company

Electronic HMRC Payments

Enter one of the following:

Y - If end of year returns are to be made electronically

N - If end of year returns are not to be made electronically.

Child Maintenance – Employers Reference

Enter the Employers Reference for child maintenance

Select **Update (F8)** to update the details and leave the task. Alternatively, select **OK** to display the next window.

If you have set the Electronic HMRC Payments field to **Y**, the Electronic HMRC Payments pop-up is displayed; otherwise the Costing/Report Levels window is displayed.

Electronic HMRC Payments pop-up

To display this pop-up, set the Electronic HMRC Payments field to **Y** and press OK on the Tax Office Details window.

Fields

Employer Bank Sort Code

Enter the sort code of the bank account from which payments are to be made to the HMRC.

Employer Bank Account Number

Enter the account number of the bank account from which payments are to be made to the HMRC.

Employer Account Name

Enter the name of the bank account from which payments are to be made to the HMRC.

HMRC Bank Sort Code

Enter the sort code of the HMRC bank account.

HMRC Bank Account Number

Enter the account number of the HMRC bank account.

HMRC Account Name

Enter the name of the HMRC bank account.

HMRC PAYE Reference

Enter your payroll company's PAYE reference.

HMRC NIC Reference

Enter your payroll company's NIC reference.

Select **OK** to display the Costing/Report Levels window.

Costing/Report Levels Window

To display this window, select **OK** on the Electronic HMRC Payments pop-up (if you set the Electronic HMRC Payments field on the Tax Office Details window to **Y**) or on the Tax Office Details window (if you set the Electronic HMRC Payments field on the Tax Office Details window to **N**).

An employee can be assigned to up to three levels for payroll reporting and/or General Ledger costing.

Note: *The field descriptions on this window are system defaults, which you can change to reflect your company's terminology. For example, Cost Centre could be changed to Branch, and Department to Retail Outlet.*

Fields**Description**

For each of the three possible levels, enter the description required.

Note: *The description you enter will be used on windows and in reports.*

Short Description

Enter the abbreviated description to be used for each of the above levels.

Note: *The abbreviated description will be used on windows and in reports in cases where the full description cannot be accommodated.*

Select **Update (F8)** to update the details and leave the task.

Payroll Profile [3/PYU]

Application Manager controls the level of system or company exclusivity during the running of tasks within Payroll. This is set up within Maintain Tasks in Application Manager.

Possible exclusivity values are:

S - Exclusive to system (i.e. Payroll)

C - Exclusive use of company

N - None

Blank - Shared use of company

Further exclusivity is required to individual payroll level within company. This is achieved via this task.

Payroll Exclusivity Maintenance Window

To display this window, select the **Payroll Exclusivity Maintenance** task. The window shows current payroll tasks and their associated exclusivity.

***Note:** The Payroll Exclusivity file includes the customer code in the key. When running the program for standard tasks, the customer code must be blanks. Only such tasks will be presented for maintenance. Similarly, when running for bespoke tasks, only they will be presented and must be in the standard range for bespoke tasks.*

Warning: Do not amend the exclusivity of standard Payroll tasks without first discussing the implications with your software supplier.

Fields

Payroll Exclusivity

Possible values are:

E - Exclusive use of payroll

P - Exclusive use of payroll and Start New Period must have been run

S - Shared use of payroll

C - Shared use of payroll and warning if Start New Period has been run

T - Shared use of payroll and Start New Period must have been run

Blank - No exclusivity

Within the types, further requirement that payroll processing should be at a certain stage in the cycle can be specified.

Select **Update (F8)** to update the Payroll Exclusivity file.

Payroll User Profiles [4/PYU]

For each payroll within your company, a payroll profile needs to be established. The payroll profile holds the rules which govern the operation of Payroll.

This task attaches payroll profiles to user IDs.

Maintain Payroll User Profiles Selection Window

To display this window, select the **Maintain Payroll User Profiles** task.

Use this window to enter the user ID of the person to be authorised. You can, if you wish, base the payroll user profile on an existing one.

Fields

Enter User Profile to be Maintained

Enter the user Id of the person to be authorised.

If New Optionally Enter Base On User

If required, enter a user profile on which the new profile is to be based.

Select **OK** and all the payroll profiles you are authorised to will be listed for selection.

Maintain Payroll User Profiles List Window

To display this window, select OK on the Maintain Payroll User Profiles Selection window.

Fields

Company Code

To add or delete a record, enter the relevant company.

Note: *Your user ID must already be authorised to the company in System Manager.*

Payroll No

To add or delete a record, enter the 3-figure number which is to represent the payroll profile.

Tip: *To remove authorisation from a user, key in the company and payroll profile combination at the bottom of the window and then select **Delete (F11)**. The authorisation will be removed from the list.*

If you are adding a new profile, select **OK**. The new profile will be added to the list of available profiles. If the payroll profile is a new one, the message "No records exist" will be displayed alongside it; otherwise you will see the payroll profile description.

Select **Exit (F3)** to leave the task.

Restore Payroll Files [6/PYU]

This task enables you to restore the payroll files for the current payroll profile to the stage immediately before the last Period End Close.

Note: *This task is only available if the Security Save Required field in the Payroll Profile is set to Y.*

Warning: The restore function will delete data from the live files for the selected payroll prior to recovering the saved files from the appropriate medium, i.e. any work carried out on the selected payroll since the last period end will be lost.

Note: Restore Payroll Files provides a recovery task (which will not impact upon other payroll profiles) in the event of a major payroll error, for example, running the Period End Close before transmitting the BACS file.

Restore Payroll Files Window

To display this window, select the Restore Payroll Files task.

Use this window to confirmation the restore.

Note: This task runs interactively and may take considerable time to complete (especially if the payroll is weekly). The workstation will not be available until the task completes.

Select Update (F8) to restore the files.

Copy Payroll [8/PYU]

This task enables you to make a copy of an existing payroll. The copy will automatically include all parameter and master file data for the copied payroll. Tasks are available to include history file and/or transaction file data. As part of the copy procedures, all payroll users with authorisation to the copied payroll will be automatically authorised to the new payroll

Caution: If copied payrolls, are activated and ongoing processing is undertaken, System21 will report the change in employee id (as it contains the payroll number as part of the id.) to HMRC on the next FPS sent.

Note: If you have been given a new PAYE scheme reference HMRC require you to report all employees as leavers and enter them as new starters. A new payroll must be set up in these circumstances.

Company/Payroll Selection Window

To display this window, select the Copy Payroll task.

Fields

FROM

Company Code/Payroll No

Enter the company code and profile number of the payroll profile you wish to copy.

Note: You must be authorised to the payroll profile.

TO

Company Code/Payroll No

Enter the company code and profile number of the payroll profile to which you wish to copy the payroll.

Note: You must be authorised to the company and the selected payroll profile must not currently exist.

The name of the From payroll profile will be displayed as the name for the new payroll. You can change the name if necessary.

Select OK to validate your entries and display the Copy Selection window.

Copy Selection Window

To display this window, select OK on the Company/Payroll Selection window.

Fields

Copy Employees

Use this checkbox as follows:

Checked - If you wish to copy employee records for the selected payroll

Unchecked - If employee records are not to be copied

Copy Transactions

Use this checkbox as follows:

Checked - If you wish to copy employee transaction data for the selected payroll (if it is in progress)

Unchecked - If transaction data is not to be copied

Copy History

Use this checkbox as follows:

Checked - If you wish to copy employee history data for the selected payroll

Unchecked - If history data is not to be copied

Activate New Payroll

Use this checkbox as follows:

Checked - If you wish to activate the new payroll

Unchecked – If you wish to deactivate the new payroll

Select OK to validate your entries. Select Copy (F8) to submit the batch job to create the copy and then select Copy (F8) again to confirm. Alternatively, select Exit (F3) to leave the task without creating the copy.

Note: *This task may take some time to complete and requires exclusive use of the payroll.*

Delete Payroll [9/PYU]

This task enables you to delete a payroll which is no longer required.

Examples may include test payrolls, or redundant payrolls which have been archived and are no longer needed online.

This task deletes any existing file members for the payroll profile selected for deletion in the BACS file. It also deletes FPS submission data.

Warning: *Before running this task, please ensure you have backed up the Payroll files. The delete task does not remove the save file created during the payroll period end. However, to restore a deleted payroll using the Restore Payroll Files task, it would first be necessary to re-create the payroll profile and all user authorisations.*

Delete Payroll Selection Window

To display this window, select the Delete Payroll task.

Fields

Company Code/Payroll No

Enter the company code and profile number of the payroll profile you wish to delete.

Note: *You must be authorised to the payroll profile.*

Select OK to validate your entries. Select Delete (F11) to submit a batch job to delete the selected payroll and then select Delete (F11) again to confirm.

Alternatively, select Exit (F3) to leave the task without deleting the payroll.

Note: *This task may take some time to complete and requires exclusive use of the payroll.*

Attachment Tables [10/PYU & 9/PYM]

In England and Wales, attachments of earnings are orders served upon an employer requiring deductions to be made from an employee's pay and passed to a court or local authority.

There are various types of attachment defined in the Global Description EATY:

- A Direct Earnings Attachment (DEA)
- P Post Graduate Loan
- 1 Priority Order/CSA (Pre March 2003)
- 2 Non-priority Order
- 3 Earnings Attachment (England and Wales)
- 4 Earnings Arrestment (Scotland)
- 5 Maintenance Arrestment (Scotland)
- 6 Student Loan Deduction
- 7 CSA Order (From March 2003)
- 8 Earnings Arrestment (April 2010 onwards)
- 9 New Deduction of Earnings Order (CMEC)

Types 1, 2, 5, 7 and 9 are fully specified in the Maintain Employee Master File task

Types 3, 4, 8 and A require tables setting up for them in this option

Type 6 has its own maintenance of rates/constants (17/PYU)

Type P has its own maintenance of rates/constants (20/PYU)

Note: *Direct Earnings Attachment has a basic and higher rate table. As such it may require two tables to be maintained from April 2016 if any employee has a higher rate direct earnings attachment*

The attachment tables maintain the percentage-based attachment rates for council orders, and are copied from council forms. Tables exist for both weekly and monthly payroll frequencies. Multiple tables are available to cater for transitional periods where more than one set of rates is in use.

This task may be selected from Utilities (10/PYU) (to maintain Payroll application defaults) or from Maintenance (9/PYM) (to enter override values for a specific payroll profile).

Warning: It is recommended that payroll profile overrides are only used when absolutely necessary, e.g. over a payroll year end when one payroll must be opened in the new tax year but others are not yet completed in the previous year.

The advantage of using the application defaults is that there is no need to update the tables for each payroll, thereby reducing the possibility of keying errors or of omitting a payroll and using the previous year's rates

Attachment of Earnings Tables Selection Window

To display this window, select the **Maintain Attachment Table** task.

Fields

Payroll Frequency

Select one of the following:

Weekly

Monthly

Table Number

Select a valid number (from 1-9).

Select OK to display the Attachment of Earnings Tables Maintenance window.

Attachment of Earnings Tables Maintenance Window

To display this window, select **OK** on the Attachment of Earnings Tables Selection window.

The window title varies according to the selections you made on the Attachment of Earnings Tables Selection window.

Fields

Net Earnings

Enter the current statutory net earnings bands to which each attachment rate will apply.

Attachment Rate

Enter the percentage of the net earnings to be deducted.

Up to 33 lines of attachments can be entered: use **Page Down** to go on to another page.

Functions

Amend (F9)

***Note:** This function is only available when you are running the maintenance version of this task and not from the utilities version.*

Use this to amend details. This will also enable **Update (F8)** so that you can update your amendments for the current payroll profile.

Select **Update (F8)** to update the data and return to the Attachment of Earnings

Tables Selection window.

Arrestment Tables [11/PYU & 10/PYM]

In Scotland, arrestments of earnings are orders served upon an employer requiring deductions to be made from an employee's pay and passed to a court or local authority.

In England and Wales a different system, known as attachment of earnings, operates (see the previous section). The method of deduction is broadly similar.

There are various types of attachment defined in the Global Description EATY:

- A** Direct Earnings Attachment (DEA)
- P** Post Graduate Loan
- 1** Priority Order/CSA (Pre March 2003)
- 2** Non-priority Order
- 3** Earnings Attachment (England and Wales)
- 4** Earnings Arrestment (Scotland)
- 5** Maintenance Arrestment (Scotland)
- 6** Student Loan Deduction
- 7** CSA Order (From March 2003)
- 8** Earnings Arrestment (April 2010 onwards)
- 9** New Deduction of Earnings Order (CMEC)

Types 1, 2, 5, 7 and 9 are fully specified in the Maintain Employee Master File task

Types 3, 4, 8 and A require tables setting up for them in this option

Type 6 has its own maintenance of rates/constants (17/PYU)

Type P has its own maintenance of rates/constants (20/PYU)

The arrestment tables maintain the arrestment rates for council orders, and are copied from council forms. Tables exist for both weekly and monthly payroll frequencies. Multiple tables are available to cater for transitional periods where more than one set of rates is in use.

This task may be selected from Utilities (11/PYU) (to maintain Payroll application defaults) or from Maintenance (10/PYM) (to enter override values for a specific payroll profile).

Warning: It is recommended that payroll profile overrides are only used when absolutely necessary, e.g. over a payroll year end when one payroll must be opened in the new tax year but others are not yet completed in the previous year.

The advantage of using the application defaults is that there is no need to update the tables for each payroll, thereby reducing the possibility of keying errors or of omitting a payroll and using the previous year's rates

Arrestment of Earnings Tables Selection Window

To display this window, select the Maintain Arrestment Table task.

Fields

Payroll Frequency

Select one of the following:

Weekly

Monthly

Table Number

Select a valid number (from 1-9)

Select OK to display the Arrestment of Earnings Tables Maintenance Window.

Arrestment of Earnings Tables Maintenance Window

To display this window, select OK on the Arrestment of Earnings Tables Selection window.

The window title varies according to the selections you made on the Arrestment of Earnings Tables Selection window.

Fields

Net Earnings

Enter the current statutory net earnings bands to which each arrestment rate will apply.

Arrestment

Enter the cash value to be deducted.

Up to 33 lines of arrestments can be entered: use **Page Down** to go on to another page.

Functions

Amend (F9)

***Note:** This function is only available when you are running the maintenance version of this task and not from the utilities version.*

Use this to amend details. This will also enable **Update (F8)** so that you can update your amendments for the current payroll profile.

Select **Update (F8)** to update the data and return to the Attachment of Earnings Tables Selection window.

NI Contribution Rates [12/PYU]

This task enables you to maintain the National Insurance contribution rates for each current NI category.

This task may be selected from Utilities (12/PYU) (to maintain Payroll application defaults) or from Maintenance (7/PYM) (to enter override values for a specific payroll profile).

Warning: It is recommended that payroll profile overrides are only used when absolutely necessary, e.g. over a payroll year end when one payroll must be opened in the new tax year but others are not yet completed in the previous year.

The advantage of using the application defaults is that there is no need to update the tables for each payroll, thereby reducing the possibility of keying errors or of omitting a payroll and using the previous year's rates.

Note: *Category X does not need to be set up via this task.*

Select NI Rate Table

To display this window, select the NI Contribution Rates task

Fields

N.I. Calendar

Enter the payroll frequency to be maintained (i.e. W=Weekly, F=Fortnightly, 4=Lunar Month, M=Monthly, A=Annual). If NI thresholds are to be maintained at payroll level (7/PYM) this field is input prohibited and defaults to the payroll frequency of the current payroll.

N.I. Table

Enter the National Insurance table code to be maintained

Director Rates

Use this flag to indicate the table is for directors

Note: *This should only be used for annual rates as published by HMRC*

Select the NI table for which rates are being maintained and press ENTER to display the NI Effective Dates window

NI Effective Dates window

To display this window, select OK on the Select NI Rate Table Selection window

Options

Sel

Use this to select a record for maintenance

Functions

Add (F10)

Use this function to add a new record

Select an NI record for which rates are to be maintained or Add a new record to display the NI Contribution Limits & Rates Maintenance window

NI Contribution Limits & Rates Maintenance Window

To display this window, select a record or add a new record on the NI Effective Dates window

Fields

Effective Date

Use this field to enter the date from which the table is effective.

This is only open for entry for a new record; it should not duplicate an existing record

Lower Earnings Limit (LEL)

Enter the Lower Earnings Limit (LEL) in force for the selected payroll frequency.

Primary Threshold (PT)

Enter the Primary Threshold and rate applicable for the selected payroll frequency

Secondary Threshold (ST)

Enter the Secondary Threshold and rate applicable for the selected payroll frequency

Upper Secondary Threshold (UST)

Enter the threshold above which secondary NI contributions are required and the rate applicable

Apprentice Upper Secondary Threshold (AUST)

This is only displayed for category H.

Enter the threshold above which secondary NI contributions are required for Apprentices and the rate applicable

Freeport & Investment Zone Upper Secondary Threshold (FUST)

This is only displayed for categories used for freeport employees (F, S, I and L) or investment zone employees (N, E, K and D).

Enter the threshold above which secondary NI contributions are required for freeport/investment zone employees

Veteran Upper Secondary Threshold (VUST)

This is only displayed for category V used for veterans.

Enter the threshold above which secondary NI contributions are required for Veterans and the rate applicable

Upper Earnings Limit (UEL)

Enter the Upper Earnings Limit and the rates applicable

Above Upper Earnings Limited

Enter the rates applicable above the Upper Earnings Limit

Functions

Amend (F9)

Note: *This function is only available when you are running the maintenance version of this task and not from the utilities version.*

Use this to amend details. This will also enable **Update (F8)** so that you can update your amendments for the current payroll profile.

Select Update (F8) to update the data and return to the NI Effective Dates window.

Tax Percentages/Thresholds (Standard) [13/PYU]

Use this task to maintain the prevailing tax percentages, income thresholds and threshold tax values used for Income Tax calculations for all the UK tax regimes:

- Wales (Cymru)
- Scotland
- Rest of UK

This task may be selected from Utilities (13/PYU) (to maintain Payroll application defaults) or from Maintenance (8/PYM) (to enter override values for a specific payroll profile).

Warning: It is recommended that payroll profile overrides are only used when absolutely necessary, e.g. over a payroll year end when one payroll must be opened in the new tax year but others are not yet completed in the previous year.

The advantage of using the application defaults is that there is no need to update the tables for each payroll, thereby reducing the possibility of keying errors or of omitting a payroll and using the previous year's rates

Tax Percentage/Threshold – Select Regime

Use this window to select the tax regime for which the rates and thresholds are being maintained

Fields

Tax Regime

Enter the tax regime applicable to the rates/thresholds that are being maintained.

This can be C (Wales), S (Scotland) or leave blank from the rest of the UK

Tax Percentage/Threshold File Maintenance Window

To display this window, select a Tax Regime from the Tax Percentages/Threshold – Select Regime window

Fields

Tax Percentages

Enter up to five digits, including two decimal places.

Income Thresholds

Enter up to seven digits, including two decimal places.

Threshold Tax Values

This is up to seven digits, including two decimal places and is calculated by the system

Tax Suffix Upper Limit

Enter the limit of manual tax tables for suffixed tax codes, as advised by the HMRC.

Note: *The tax suffix upper limit plays an integral part in the tax calculation and should not be changed unless you are aware of the implications.*

Tax Refund Limit for New Starter

Enter the limit of tax refund for new starters, as advised by the HMRC

Over-riding Regulatory Limit %age

Enter the current value, as advised by the HMRC. This represents a limit, as a prescribed percentage of pay, which will restrict the amount of tax deducted under any tax code.

Note: *The rates illustrated above may not represent those currently in force.*

Government changes to tax percentages and thresholds need to be applied before the first payroll run following the date on which the changes come into effect.

Functions

Amend (F9)

Use this function to amend details. This will also enable Update (F8) so that you can update your amendments for the current payroll profile.

Note: *This function is only available when you are running the maintenance version of this task and not from the utilities version.*

Select Update (F8) to update the data and return to the Select Regime window

Pension Thresholds [14/PYU]

This task enables you to set up the DWP Earnings Thresholds which may be used in the calculation of pensions as the NI thresholds are no longer the same so cannot be used

This task may be selected from Utilities (14/PYU) (to maintain Payroll application defaults) or from Maintenance (13/PYM) (to enter override values for a specific payroll profile).

Warning: It is recommended that payroll profile overrides are only used when absolutely necessary, e.g. over a payroll year end when one payroll must be opened in the new tax year but others are not yet completed in the previous year.

The advantage of using the application defaults is that there is no need to update the tables for each payroll, thereby reducing the possibility of keying errors or of omitting a payroll

Payroll Frequency Selection

To display this window, select the Pension Thresholds Maintenance task.

Fields

Payroll Frequency

Use this to select payroll frequency for which pension thresholds are to be maintained.

Select a frequency and press OK to display the Pension Thresholds by Date window

Payroll Thresholds by Date Window

To display this window, select a payroll frequency on the Payroll Frequency Selection window

Options

Sel

Use this to select a record for maintenance

Functions

Add (F6)

Use this function to add a new record

Either select an existing record or add a new one (F6) to display the Payroll Thresholds window

Payroll Thresholds Window

To display this window, select an existing record or add a new one on the Payroll Thresholds by Date window

Use this screen to maintain the threshold details

Fields

Effective Date

Use this to enter the date applicable for the limits being entered

Lower Earnings Limit (LEL)

Enter the lower level of qualifying earnings applicable.

Upper Earnings Limit (UEL)

Enter the upper level of qualifying earnings applicable

Enter the required details and press Update (F8) to update the details and return to the Payroll Thresholds by Date Window

Statutory Payments Control File [15/PYU & 1/PYS]

This task enables you to set up the prevailing weekly earnings bands, NI compensation percentage, SSP, SMP, SPP (birth), SAP, SPP (adoption), SPL/ShPP and SPBP rates and various additional parameters relevant to statutory payment entitlement and calculation.

This task can be selected from Utilities (15/PYU) (to maintain Payroll Application defaults) or from Statutory Payments (1/PYS) (to enter override values for a specific payroll profile).

Warning: It is recommended that payroll profile overrides are only used when absolutely necessary, e.g. over a payroll year end when one payroll must be opened in the new tax year but others are not yet completed in the previous year.

The advantage of using the application defaults is that there is no need to update the tables for each payroll, thereby reducing the possibility of keying errors or of omitting a payroll and using the previous year's rates.

Statutory Payments Date Selection Window

To display this window, select the Maintain Statutory Payments Control File task.

Options

Sel

Use this to select the effective date for which statutory payment rates are maintained.

Select an effective date to display the Statutory Payments Controls File Maintenance window

Statutory Payment Controls File Maintenance Window

To display this window, select date from the Statutory Payments Date Selection window.

Fields

SSP Upper Earnings Limit

Enter the current SSP earnings bands in ascending order.

Note: Enter weekly earnings bands even if you are maintaining a monthly payroll.

SSP Weekly Rate

Enter the associated weekly SSP rate for each earnings band entered above.

In the lower part of the window, enter the following information for SSP, SMP, SPP (birth), SAP, SPP(adoption), SPL/ShPP and SPBP

Flat Weekly Rate

Enter the current flat weekly rate for the statutory payment in question.

Earnings %

Enter the current earnings percentage rate for the statutory payment in question.

NIC Compensation %

Enter the current employer's NIC compensation percentage rate for the statutory payment in question.

Recovery Rate %

Enter the current percentage of the statutory payment in question which may be recovered by the employer.

Note: All the above need to be set up and maintained in accordance with legislation. Changes will normally come into effect at the start of the fiscal year. However, changes can be made at any time through the year if directed by HMRC.

Functions

Amend (F9)

Note: This function is only available when you are running the maintenance version of this task and not from the utilities version.

Use this to amend details. This will also enable **Update (F8)** so that you can update your amendments for the current payroll profile.

Select **OK** to display the SSP Constants window.

SSP Constants window

To display this window press OK on the Statutory Payment Controls File Maintenance window

All details should be set in accordance with the HMRC published details for the given tax year

Fields

Maximum Number of Weeks SSP Entitlement in PIW

Enter the maximum number of SSP weeks which may be paid in a single period of entitlement.

Time Limit of Employers Liability (Years)

Enter the maximum period over which a period of SSP entitlement may currently extend.

Number of Waiting Days before SSP is Payable

Enter the number of qualifying days in any new period of SSP entitlement which are waiting days and not eligible for SSP.

Minimum Number of Days that Constitute a PIW

Enter the minimum number of consecutive sickness days (irrespective of whether they are qualifying days or non-qualifying days) for a period of incapacity for work (PIW).

Maximum Number of Weeks between Linking PIWs

Enter the maximum number of weeks between linking PIWs. PIWs separated by a longer period will be treated separately.

Number of Weeks Notice of SSP Limit Approaching

Enter the number of weeks' notice to be given to the employee that their SSP entitlement limit is approaching.

Number Weeks without PIW before SSP Entitlement Restored

Enter the number of weeks without a PIW before the employee's entitlement to SSP is restored.

Functions

Amend (F9)

Note: *This function is only available when you are running the maintenance version of this task and not from the utilities version.*

Use this to amend details. This will also enable Update (F8) so that you can update your amendments for the current payroll profile.

Select OK to display the SMP Constants window.

SMP Constants Window

To display this window, select **OK** on the SSP Constants window.

All details should be set in accordance with the HMRC published details for the given tax year

Fields

Maximum Number of Weeks SMP Entitlement

Enter the maximum number of weeks for which SMP is payable in a single period of entitlement.

Maximum Number of Weeks Higher Rate SMP

Enter the number of weeks at which SMP is paid at the higher rate for qualifying employees.

Qualifying Week (QW) before Expected Week of Confinement (EWC)

Enter the number of weeks before the expected week of confinement (EWC) which represents the qualifying week (QW) for SMP.

Earliest Week for Start of Maternity Pay Period (MPP)

Enter the earliest week before the EWC that the employee can start her MPP and claim SMP.

Latest Week for Start of Maternity Pay Period (MPP)

Enter the latest week before the EWC that the employee can start her MPP and claim SMP.

Earliest Maternity Leave Week for Full SMP Entitlement

Enter the earliest week in which the employee can start her maternity leave and receive full SMP entitlement.

Latest Maternity Leave Week for Full SMP Entitlement

Enter the latest week in which the employee can start her maternity leave and receive full SMP entitlement.

Pregnancy Related Trigger Weeks

Enter the number of weeks prior to the EWC during which a pregnancy related illness will trigger the MPP.

Functions

Amend (F9)

Note: *This function is only available when you are running the maintenance version of this task and not from the utilities version.*

Use this to amend details. This will also enable Update (F8) so that you can update your amendments for the current payroll profile.

Select OK to display the SPP (Birth) Constants window.

SPP (Births) Constants Window

To display this window, select **OK** on the SMP Constants window.

All details should be set in accordance with the HMRC published details for the given tax year

Fields**Maximum Number of Weeks OSPP Entitlement**

Enter the maximum number of weeks for which OSPP is payable in a single period of entitlement.

Continuous Employment up to Qualifying Week (QW)

Enter the number of weeks' continuous employment up to the qualifying week (QW) required for entitlement.

Qualifying Week (QW) before Expected Week of Confinement (EWC)

Enter the number of weeks before the expected week of confinement (EWC) which represents the qualifying week (QW) for SPP.

Maximum number of weeks entitlement to be taken within

Enter the maximum number of weeks the entitlement must be taken within

Functions**Amend (F9)**

Note: *This function is only available when you are running the maintenance version of this task and not from the utilities version.*

Use this to amend details. This will also enable Update (F8) so that you can update your amendments for the current payroll profile.

Select OK to display the SAP Constants window.

SAP Constants Window

To display this window, select **OK** on the SSP (Births) Constants window.

All details should be set in accordance with the HMRC published details for the given tax year

Fields**Maximum Number of Weeks SAP Entitlement**

Enter the maximum number of weeks for which SAP is payable in a single period of entitlement.

Maximum Number of Weeks at Higher Rate

Enter the maximum number of weeks for which SAP is payable at the higher rate

Continuous Employment up to Matching Week (MW)

Enter the number of weeks' continuous employment up to the matching week (MW) required for entitlement.

Earliest Days for Start of Adoption Pay Period (APP)

Enter the earliest number of days before the matching date that the employee can start their APP and claim SAP.

Latest Days for Start of Adoption Pay Period (APP)

Enter the latest number of days before the matching date that the employee can start their APP and claim SAP.

Functions**Amend (F9)**

Note: *This function is only available when you are running the maintenance version of this task and not from the utilities version.*

Use this to amend details. This will also enable Update (F8) so that you can update your amendments for the current payroll profile.

Select OK to display the SPP (Adoption) Constants window.

SPP (Adoption) Constants Window

To display this window, select **OK** on the SAP Constants window.

All details should be set in accordance with the HMRC published details for the given tax year

Fields**Maximum Number of Weeks OSPP Entitlement**

Enter the maximum number of weeks for which OSPP is payable in a single period of entitlement.

Continuous Employment up to Qualifying Week (QW)

Enter the number of weeks' continuous employment up to the qualifying week (QW) required for entitlement.

Maximum number of weeks entitlement to be taken within

Enter the maximum number of weeks the entitlement must be taken within

Functions**Amend (F9)**

Note: *This function is only available when you are running the maintenance version of this task and not from the utilities version.*

Use this to amend details. This will also enable Update (F8) so that you can update your amendments for the current payroll profile.

Select OK to display the SPL/ShPP Constants window.

SPL/ShPP Constants Window

To display this window, select **OK** on the SPP (Adoption) Constants window.

All details should be set in accordance with the HMRC published details for the given tax year

Fields

Maximum Number of Weeks SPL Entitlement

Enter the maximum number of weeks for which SPL is payable in a single period of entitlement.

Maximum Number of Weeks ShPP Entitlement

Enter the maximum number of weeks for which ShPP is payable in a single period of entitlement

Latest SPL Week

Enter the maximum number of weeks the entitlement must be taken within

Functions

Amend (F9)

Note: *This function is only available when you are running the maintenance version of this task and not from the utilities version.*

Use this to amend details. This will also enable Update (F8) so that you can update your amendments for the current payroll profile.

Select OK to display the SPBP Constants window.

SPBP Constants

To display this window, select **OK** on the SPL/ShPP Constants window.

All details should be set in accordance with the HMRC published details for the given tax year

Fields

Maximum number of weeks SPBP entitlement

Enter the maximum number of weeks for which SPBP is payable in a single period of entitlement.

Continuous weeks employment for SPBP entitlement

Enter the number of weeks requirement for continuous employment

Maximum number of weeks entitlement to be taken within

Enter the maximum number of weeks the entitlement must be taken within

Functions

Amend (F9)

Note: *This function is only available when you are running the maintenance version of this task and not from the utilities version.*

Use this to amend details. This will also enable Update (F8) so that you can update your amendments for the current payroll profile.

Select OK to return to the Statutory Payments Controls File Maintenance window

Report Sequencing [16/PYU & 13/PYP]

This task enables you to define the sequence in which the principal Payroll reports are to be generated and, if appropriate to the individual report, the levels at which sub-totals are produced.

This task may be selected from Utilities (16/PYU) (to maintain Payroll defaults) or from Processing (13/PYP) (to enter override values for a specific payroll profile).

Maintain Report Sequence Selection Window

To display this window, select the Report Sequencing task.

Use this window to define the report sequencing required against the list of available reports.

Note: *When you are maintaining the reports sequence, Payroll is reserved as the highest available level. Similarly Employee is reserved as the lowest level. If more detailed sequencing is required, the appropriate levels may be specified in descending order. Sub totals will also be produced at each of these levels.*

Note: *The option for sequencing the Coin Analysis, Cheque List and BACS List will only be available if cash, cheque and BACS have been defined as valid payment methods for the payroll profile.*

Functions

Amend (F9)

Note: *This function is only available when Report Sequencing is accessed from Processing and not from Utilities.*

Use this to amend details. This will also enable Update (F8) so that you can update your amendments for the current payroll profile.

Select Update (F8) to update the data.

Student Loan Rates/Constants [17/PYU & 11/PYM]

This task enables you to set up and maintain Student Loan rates and constants for use in the calculation of Student Loan Recovery attachments (attachment type 6).

These consist of an annual earnings threshold and the Student Loan Recovery Rate. Tables are available for rates/constants applicable in England/Wales and in Scotland. Each table applies to all payroll frequencies.

This task may be selected from Utilities (17/PYU) (to maintain Payroll application defaults) or from Maintenance (12/PYM) (to enter override values for a specific payroll profile).

Warning: It is recommended that payroll profile overrides are only used when absolutely necessary, e.g. during a transitional period where more than one set of attachment tables may be in force.

The advantage of using the application defaults is that there is no need to update the tables for each payroll, thereby reducing the possibility of keying errors or of omitting a payroll and using the incorrect rates.

Student Loan Rates & Constants Selection Window

To display this window select the Student Loan Rates/Constants function

Fields

Plan Type

Select the plan type for which rates are to be maintained. A prompt is available

Press ENTER to Maintain Threshold and Rate for the selected plan type

Maintain Student Loan Threshold and Rate

To display this window select a plan type in the Select Plan Type window

Fields

Annual Threshold

Enter the threshold applicable for this plan type

Recovery Rate

Enter the recovery rate applicable for this plan type

Press Update (F8) to update the rate and threshold for the plan type

Global Descriptions Codes [18/PYU]

Payroll uses the Descriptions file to define various code values for use by the application.

Parameters are fields (major types) which hold codes (sub-types) for further parameterisation of payroll.

The system creates some parameter codes with its sub-types. Others may be user-defined

Payroll Global Descriptions window

To display this window, select the Global Descriptions Code task. Use this window to select a global description for maintenance

Options

Sel

Use this checkbox to select a global description for maintenance

Select a description to display the Payroll Global Descriptions Maintenance window

Note: *System defined codes cannot be maintained or deleted.*

Payroll Global Descriptions Maintenance window

To display this window, select a description from the Payroll Global Descriptions window. Use this window to amend the global description

Options

Enquiry (1)

Select the code you want to enquire on. The Global Description Enquiry window will be displayed

Maintain (2)

Select the code you want to maintain. The Global Description Add/Amend window will be shown

Delete (4)

Select the code you want to delete. The Global Description Delete window will be shown

Note: *System defined codes cannot be maintained or deleted.*

Functions

Add (F10)

Use this to add a sub-code to the description. The Global Description Add/Amend window will be displayed

Global Description Add/Amend Window

To display this window select to add/amend a code to the global description

Fields

Code

Enter the new code (for amend, this will be output only)

Description

Enter the description for the code

Add details and press Update (F8) to add the code and return to the Payroll Global Descriptions Maintenance window

Note: *Additional fields may be displayed depending on the code being maintained*

Global Description Enquiry Window

To display this window select to enquire upon a code within the global description

Press Previous (F12) to return to the Payroll Global Descriptions Maintenance window

Global Description Delete Window

To display this window select to delete a code within the global description

Press Delete (F11) to confirm the deletion and return to the Payroll Global Descriptions Maintenance window

Parameters List of Major Types

The following types are system defined:

| | |
|------|---------------------------------|
| AUDF | Audit Files |
| ATYP | Adoption Type |
| CHSB | RTI Character Set B(MIG) G(INT) |
| CHSC | RTI Character Set C(MIG) H(INT) |
| CHSD | RTI Character set D(MIG) D(INT) |
| CHSE | RTI Character Set E(MIG) B(INT) |
| CHSF | HMRC Character Set F |

| | |
|------|---|
| CTRY | Country Code |
| EATY | Attachment of Earnings Types |
| ETXC | Excluded Tax Codes |
| ETYP | Employee Type |
| EYU | Valid EYU tax years |
| FILE | Files to be saved/restored |
| FUEL | Fuel type |
| GMRP | Gross to Net Output Control |
| HWRK | Standard Hours Worked per week |
| LPRR | RTI Late Submission Reason Code |
| NEST | Statutory Payment Notification Status |
| NICD | NI Categories |
| NINO | National Insurance Number valid prefix |
| PADJ | Pension Adjustment Type |
| PHDS | Current payroll run status descriptions |
| PPYF | Payroll Frequency |
| PYRP | Payment Output Control |
| P60H | P60 History program |
| RTI | Real Time Interface |
| RTIS | RTI Submission status |
| R510 | Report headings for PY510 |
| SEMP | Seconded employee |
| SHST | SPL/ShPP Notification Status |
| SLPN | Student Loan Plan Type |
| SOPT | Screen Options |
| SPEN | Statutory Payments Enquiries |
| SPST | Shared Parenting Status |
| STCC | System21 Employee Change Codes |
| STDS | Starting Declaration |
| TAXC | Tax Code |
| TRAN | Employee Maintenance Transaction Type |
| TXRG | Tax Regime |

Note: Enter the message to be printed on payslips during 2022/23 relating to the Health and Social Levy addition to NI in the description field of table DFLT element LEVYMSG.

Note: Codes GNRP & PYRP control the Reports which are available from Gross to net and Make Payments functions. Use this to add a bespoke or user report to the list of reports produced.

The following types are user defined:

| | |
|------|--------------------------------------|
| DEA | Direct Earnings Attachments metadata |
| JRNL | SQL file journal definitions |
| NIEA | NI Employment Allowance |
| P45O | P45 Overlay Offset settings |
| P60O | P60 Overlay Offset settings |
| QATR | Qualifying Triggers |

Apprenticeship Levy Rates/Constants [19/PYU]

Use this task to enter the Apprenticeship Levy rates and constants

In order to fund apprentices, the government requires that some employers pay the apprenticeship levy. Eligibility depends on the employer's annual pay bill; additionally, an annual allowance by employer is offered.

The annual pay bill is all of those employee earnings liable to class 1 secondary NICs whether above the threshold or not.

Ideally rates and constants would apply for a payroll company (unique tax district/employers reference/accounts office reference) but since it is possible not all payrolls are run within System21 or various different set-ups exist it is possible to also set these at specific tax district/employers reference/accounts office reference. If using lower level constants ensure they are compliant with HMRC requirements overall and that the correct levels are applied to each as these will need to be reported on the EPS submitted for the employer.

Apprenticeship Levy Rates/Constants Dates Window

Use this window to select the date from which the Apprenticeship Levy Rates/Constants are being maintained

Fields

Sel (1)

Use this to add maintain details for a date

Functions

Add (F10)

Use this to add new details for a date

Select a record or add new details to display the Apprenticeship Levy Rates/Constants window

Apprenticeship Levy Rates/Constants Window

Use this function to add or amend the global apprenticeship levy constants for a given effective date.

Fields

Effective Date

Enter/Displays the date for which the rates/thresholds apply. It is anticipated that the effective date will be the commencement of a tax year but can be any valid date.

Employer Pay Bill Threshold

Enter the threshold above which the apprenticeship levy is applicable; this will be applied against the prior year pay bill

Rate %

Enter the rate applied to the employer pay bill to calculate the levy

Employer Allowance

Enter the annual allowance applicable for offset against the levy

Functions

Update (F8)

Use this function key confirm saving the apprenticeship levy data entered on the screen.

Rates by Employer Reference (F13)

Use this function key to override the rates and constants for a particular employer reference (Tax District Number/Employers Ref. Number/Accounts Office Reference) and display the Apprenticeship Levy Rates/Constants Select Employer Reference window

Apprenticeship Levy Rates/Constants Select Employer Reference Window

Use this screen to select a specific employer reference for which rates/constants are to be maintained

Select the HMRC reference for which rates are to be maintained. This will display the Apprenticeship Levy Rates/Constants by Employer Reference screen

Apprenticeship Levy Rates/Constants by Employer Reference Window

Use this screen to enter apprenticeship levy rates/constants for a specific employer reference.

This maybe applicable where you run payrolls outside System21 and the threshold/allowances need to be split to a lower level

Fields

Employer Pay Bill Threshold

Enter the threshold above which the apprenticeship levy is applicable; this will be applied against the prior year pay bill

Rate %

Enter the rate applied to the employer pay bill to calculate the levy

Employer Allowance

Enter the annual allowance applicable for offset against the levy

Functions

Update (F8)

Use this function to confirm saving the apprenticeship levy data for the selected employer reference.

Postgraduate Loan Rates [20/PYU & 12/PYM]

This task enables you to set up and maintain Postgraduate Loan rates and constants for use in the calculation of Postgraduate Loan Recovery attachments (attachment type **P**).

These consist of an annual earnings threshold and the Postgraduate Loan Recovery Rate. The table applies to all payroll frequencies.

This task may be selected from Utilities (20/PYU) (to maintain Payroll application defaults) or from Maintenance (12/PYM) (to enter override values for a specific payroll profile).

Warning: It is recommended that payroll profile overrides are only used when absolutely necessary, e.g. during a transitional period where more than one set of attachment tables may be in force.

The advantage of using the application defaults is that there is no need to update the tables for each payroll, thereby reducing the possibility of keying errors or of omitting a payroll and using the incorrect rates.

Maintain Postgraduate Loan Threshold and Rate

To display this window select a plan type in the Select Plan Type window

Fields

Annual Threshold

Enter the threshold applicable for this plan type

Recovery Rate

Enter the recovery rate applicable for this plan type

Press Update (F8) to update the rate and threshold for the plan type