

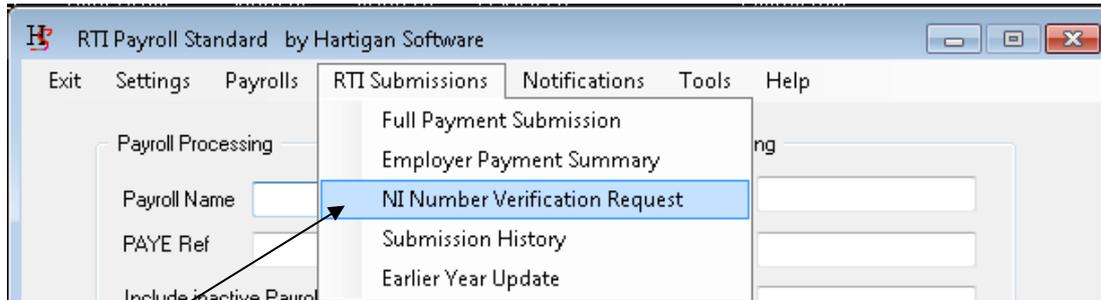
## RTI Payroll Standard EYU, SPP and other Guides

<b>Contents</b>	<b>Page Number</b>
<b>RTI Submissions</b>	
NI Number Verification Request	2
Earlier Year Update	3
<b>Reporting</b>	
Payrolled Cars	9
Apprenticeship Levy	12
<b>Statutory Payments</b>	
Statutory Payment Processing	15
Creating Statutory Payment Schedules	18
Statutory Maternity Pay	19
Statutory Paternity Pay	23
Shared Parental Pay	26
Statutory Adoption Pay	30
Statutory Sick Pay	34
<b>Settings</b>	
Settings and Folder Locations	37
Advanced Settings	38

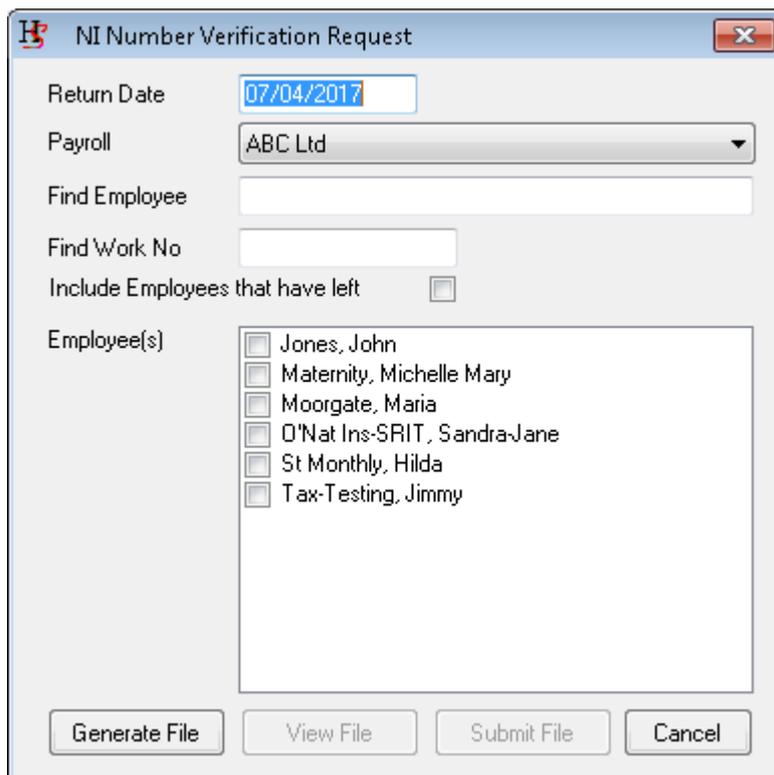
## NI Number Verification Request

This submission allows you to either confirm that the National Insurance number you hold is correct, or will attempt to provide you with the correct National Insurance number based on the information you have provided.

The response to the NI Number Verification Request will be received via the HMRC notification service (see the Receiving Notifications from HMRC section of the RTI Payroll Standard Quick Start Guide for further details).



Selecting the [NI Number Verification Request] menu under the [RTI Submissions] menu will display the following screen



Select the employees that you would like to send an NI Number Verification Request in respect of.

Click the [Generate File] button to generate the NI Number Verification Request.

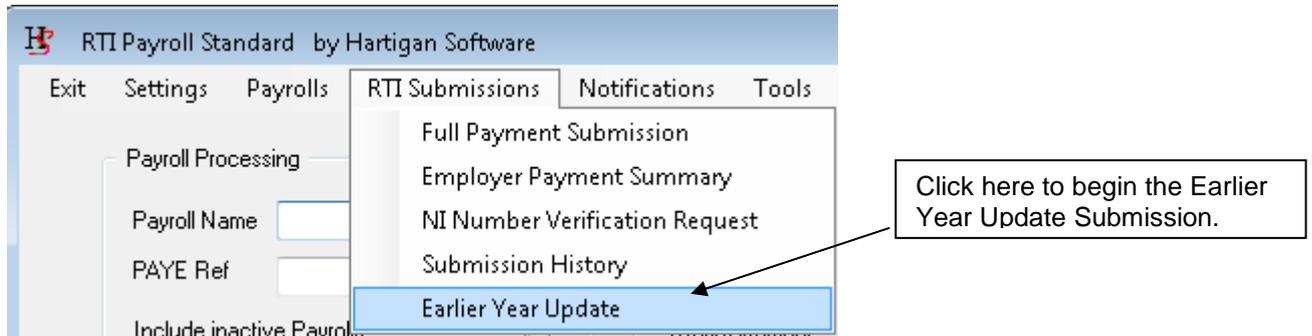
Click the [View File] button to view the NI Number Verification Request.

Click the [Submit File] button to submit the NI Number Verification Request.

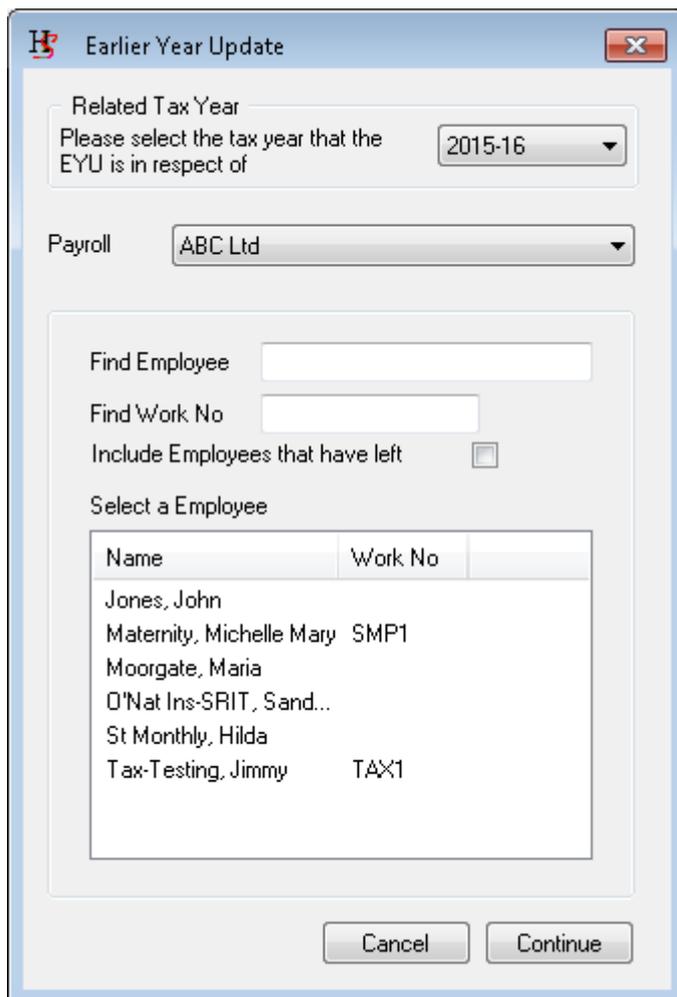
## Earlier Year Update

An Earlier Year Update (EYU) return is required for any employee whose payroll data needs to be corrected for a previous tax year. An EYU must only contain the differences between the values that had previously been submitted on the last submission for the year and the correct values.

An EYU cannot be sent until 20<sup>th</sup> April following the end of the tax year that it is in respect of. If the correction is made before this date it can be done via a Full Payment Submission.



Begin the process by selecting the tax year, the payroll and employee that the earlier year update is in respect of:



## Earlier Year Update

**Earlier Year Update: Employee Details**

\* denotes a required field

Title   Payment to a non individual

Forenames \*

or Initials  (If forename not known)

Surname \*

Gender \*  Male  Female

Date Of Birth \*

NI Number

Works Number

Passport Number

Address

UK Post code or Non UK Country

Enter the employee details on the first screen.

**Earlier Year Update: Pay and Deductions**

Employee  Works Number

Final Tax Code

Scottish Tax Regime

Was this on a week 1/month 1 basis?  
 Yes  No

Please enter the adjustment amount for any figures that need to be updated.  
 The adjustment amount will be calculated automatically if the previously submitted and correct amounts are entered.  
 Please only enter the values for the fields that require an adjustment and leave the other fields blank.

	Previously Submitted Amount	Correct Amount	Adjustment
Taxable Pay	<input type="text"/>	<input type="text"/>	<input type="text"/>
Tax Deducted	<input type="text"/>	<input type="text"/>	<input type="text"/>
Benefits Taxed via Payroll	<input type="text"/>	<input type="text"/>	<input type="text"/>
Employee pension contributions paid via "net pay arrangements"	<input type="text"/>	<input type="text"/>	<input type="text"/>
Employee pension contributions not paid via "net pay arrangements"	<input type="text"/>	<input type="text"/>	<input type="text"/>
Student Loan Repayments	<input type="text"/>	<input type="text"/>	<input type="text"/>

Enter the final tax code and the values of the pay and deduction fields that require an adjustment.

The [Adjustment] amount will be automatically calculated if the [Previously Submitted Amount] and [Correct Amount] are entered. Please note that the [Adjustment] amount is the only field that is reported on the Earlier Year Update. The [Previously Submitted Amount] and [Correct Amount] are used to help calculate the [Adjustment] amount and are not mandatory.

Only enter the values of the fields that require an adjustment and leave the other fields blank.

## Earlier Year Update

Employee: Tax-Testing, Jimmy      Works Number: TAX1

NI Letters And Values

< > 1 of 1 NI Letters

NI Letter: [Dropdown]

Please enter the adjustment amount for any figures that need to be updated.  
 The adjustment amount will be calculated automatically if the previously submitted and correct amounts are entered.  
 Please only enter the values for the fields that require an adjustment and leave the other fields blank.

	Previously Submitted Amount	Correct Amount	Adjustment
Gross Earnings for NIC	[Text Box]	[Text Box]	[Text Box]
Earnings at lower earnings limit (LEL)	[Text Box]	[Text Box]	[Text Box]
Earnings above LEL up to Primary Threshold	[Text Box]	[Text Box]	[Text Box]
Earnings from Primary Threshold to Upper Earnings Limit	[Text Box]	[Text Box]	[Text Box]
Employers NI Contributions	[Text Box]	[Text Box]	[Text Box]
Employee contributions due on earnings	[Text Box]	[Text Box]	[Text Box]

NIC refund: [Dropdown]

Indicate 'Yes' if there is an overpayment of employee's NICs and the refund has been paid to the employee. Otherwise indicate 'No'.

Buttons: Cancel, Skip, < Back, Next >

If any adjustments need to be made to the National Insurance contributions, select the appropriate NI Letter from the drop down box and the values of the fields that require an adjustment.

The [Adjustment] amount will be automatically calculated if the [Previously Submitted Amount] and [Correct Amount] are entered. Please note that the [Adjustment] amount is the only field that is reported on the Earlier Year Update. The [Previously Submitted Amount] and [Correct Amount] are used to help calculate the [Adjustment] amount and are not mandatory.

Only enter the values of the fields that require an adjustment and leave the other fields blank.

If adjustments needs to be reported on more than one NI Letter, press the [>] button on the top left of the screen to create a further NI Letter.

## Earlier Year Update

	Previously Submitted Amount	Correct Amount	Adjustment
Statutory Maternity Pay (SMP)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Statutory Paternity Pay (SPP)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Statutory Adoption Pay (SAP)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Shared Parental Pay (ShPP)	<input type="text"/>	<input type="text"/>	<input type="text"/>

Enter the values of the Statutory Payment fields that require an adjustment.

The [Adjustment] amount will be automatically calculated if the [Previously Submitted Amount] and [Correct Amount] are entered. Please note that the [Adjustment] amount is the only field that is reported on the Earlier Year Update. The [Previously Submitted Amount] and [Correct Amount] are used to help calculate the [Adjustment] amount and are not mandatory.

Only enter the values of the fields that require an adjustment and leave the other fields blank.

## Earlier Year Update

The screenshot shows a dialog box titled "Earlier Year Update: Pension and Leaving Details". At the top, there are two input fields: "Employee" containing "Drummond, Harry" and "Works Number" which is empty. Below these is a text box containing the instructions: "Please enter the adjustment amount for any figures that need to be updated. Please only enter values for the fields that require an adjustment and leave the other fields blank." Underneath the text box is a "Leaving Date" label followed by an empty date input field. At the bottom of the dialog, there are four buttons: "Cancel", "Skip", "< Back", and "Next >".

Enter the leaving date on this screen.

Only enter the values of the fields that require an adjustment and leave the other fields blank.

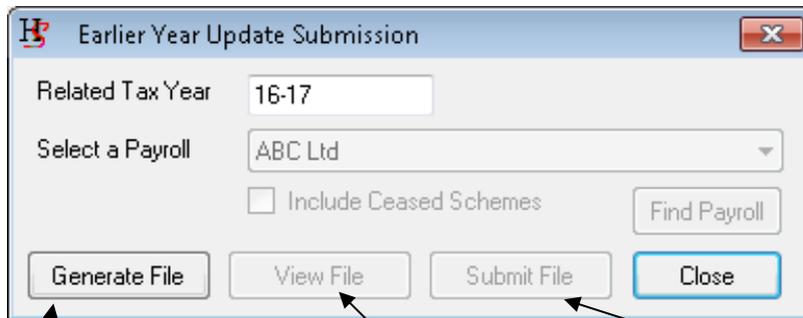
The screenshot shows a dialog box titled "Earlier Year Update: Starter Details". At the top, there are two input fields: "Employee" containing "Drummond, Harry" and "Works Number" which is empty. Below these is a text box containing the instructions: "Please only enter the fields that require an adjustment and leave the other fields blank." Underneath the text box are three radio button options: "Existing Employee", "New Employee from the UK" (which is selected), and "New Employee seconded to work in the UK". Below the radio buttons is a "Starting Date" label followed by an empty date input field. Underneath the date field is a "Starter Declaration" section with three radio button options: "A. This is their first job since the start of the tax year (6th April)", "B. This is currently their only job.", and "C. They have another job or pension.". Below the declaration section is a "Student Loan Deductions Apply?" section with two radio button options: "Yes" and "No". At the bottom of the dialog, there are four buttons: "Cancel", "Skip", "< Back", and "Next >".

Enter the starter details on this screen if an adjustment needs to be made. Only enter the values of the fields that require an adjustment and leave the other fields blank.

## Earlier Year Update

### Generate File

The **Earlier Year Submission** window is displayed:

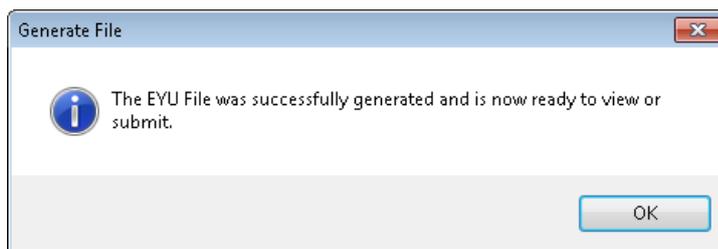


Click here to generate the file.

Click here to view the file.

Click here to submit the file.

Click [Generate File], the following window should be displayed:



Click [Ok] to close the window.

After successfully generating a submission file the [View File] and [Submit File] buttons are enabled.

### View File

Click [View File] to review the submission file content. The report provides a list of all employees with information being submitted to HMRC.

Confirm the EYU extract contains information for all the expected employees. Once content checks have been completed close the EYU extract window.

### Submit Data

Ensure you are able to connect to the internet then click [Submit File] to connect to the HMRC site and transmit your data.

## Reporting Payrolled Cars

RTI Payroll Standard by Hartigan Software

Exit Settings Payrolls RTI Submissions Notifications Tools Help

Payroll Processing

Payroll Name

PAYE Ref

Include inactive Payrolls

Employee Processing

Surname

NI Number

Works Number

Include Employees that have left

Payroll List

Select a Payroll

ABC Ltd

Run Payroll

Employee List

Select an Employee

Jones, John  
Maternity, Michelle Mary  
Moorgate, Maria  
O'Nat Ins-SRIT, Sandra-Jane  
St Monthly, Hilda

View / Edit Employee Details

Select the employee from the list and press the [View / Edit Employee Details] button

Employee Details

Title  Initials

Forenames  John

Surname  Jones

Gender  Male  Female

Date Of Birth  03/03/1979

NI Number  AB342511C

Works Number

Passport Number

Address  15 Low Street  
 Hitchin

UK Post code or Non UK Country  SG5 2DD

Notes

Tax Code  1050L

Week 1 / Month 1

NI Category  A

Scheme Contracted-out Number (SCDN)

Student Loan Deductions  No

Employee Pay Period  Monthly

Standard hours worked per week  24-29.99 hrs

Regular Pay Amount

Direct Earnings Attachment  No

DEA Rate

Period of Employment

Start Date  01/02/2017

Leaving Date

Employed as a director  No

Director's NI Calc Method

Director Appointment Date

Benefits taxed via payroll  Yes

Set [Benefits taxed via payroll] to 'Yes' and click the [Car Details] button.

## Reporting Payrolled Cars

Employee Jones, John

Works Number

Make and model	Car Identifier	Date available from

View

Add

Close

Click the [Add] button to add a new car or select a car from the list and click the [View] button to view or update the details.

Employee Jones, John

Works Number  Full Payment Submission Complete

Make and model of car

CO2 Emission

Fuel Type

Car Identifier

Calculated Price

Date car available from

Cash equivalent of car

Date car available to

Date free fuel provided

Cash equivalent of fuel

Date free fuel withdrawn

Cancel Close

**Make and Model of car** – Enter the make and model of the car provided.

**Co2 emissions** - You should enter the approved Co2 emissions figure or 'X' for cars that do not have a Co2 emissions figure.

**Fuel Type** - You should select either 'Diesel' or 'All other cars'.

**Car identifier** -This field helps identify which car you have allocated to an employee, for instance where same models are provided. We recommend you use the car registration number. The same information is held within HMRC systems.

## Reporting Payrolled Cars

**Calculated price** – The Calculated price is: List price of the car added to price of any qualifying accessories less any capital contribution paid by the employee. Please note that payments for private use or amounts ‘made good’ are not required in this field.

**Date Car available from** – The date that the car was made available to the employee. If the car was made available from the start of the tax year, 6th April should be entered.

**Cash equivalent** – Complete this field with the ‘expected’ cash equivalent when sending information for the first time for a new/changed car. If the ‘cash equivalent’ changes, update the field with the new amount.

**Car Available to** - This field needs to be completed when a car is no longer made available. Note; if a car is no longer made available after sending the last FPS for a tax year, there is no requirement to send an amended FPS for Car data in the next tax year.

**Date free fuel provided** - This field needs to be completed with either the 6th April if fuel is provided from the start of a tax year or the date you actually provided it.

**Cash equivalent of fuel** - Complete this field with the ‘expected’ cash equivalent of fuel when sending information about a car made available to an employee with fuel. If the ‘cash equivalent’ changes, update the field with the new amount.

**Date free fuel withdrawn**- This needs to be completed with the date free fuel provided is withdrawn. If free fuel was withdrawn at the end of the previous tax year after the last FPS this field does not require completion in the first FPS.

### Amendments and corrections to previously reported data.

If you need to update any of the figures, simply update the record on the screen and the payrolled car record will be included in the next FPS. If incorrect car data is discovered after the last FPS for the tax year, you should send the correct details in the first FPS in the new tax year if you continue to provide a car. There is no facility to report car data amendments on an EYU.

If you have sent car data information in error for an employee who did not have a car you should set the cash equivalent to zero and the “Car available to” date equal to the “Car available from” date. If you only discover this after the last FPS has been sent for a tax year, do nothing but ensure you do not carry forward the car data into the next tax year.

If you stop payrolling a car, you should enter the “Car available to” date.

## Apprenticeship Levy

From 6 April 2017 some employers will be required to pay the new apprenticeship levy.

The levy will be charged at a rate of 0.5% of an employer's pay bill but there is an annual allowance of £15,000 to offset against this. So, in practical terms **only employers with annual pay bills greater than £3 million will pay the levy.**

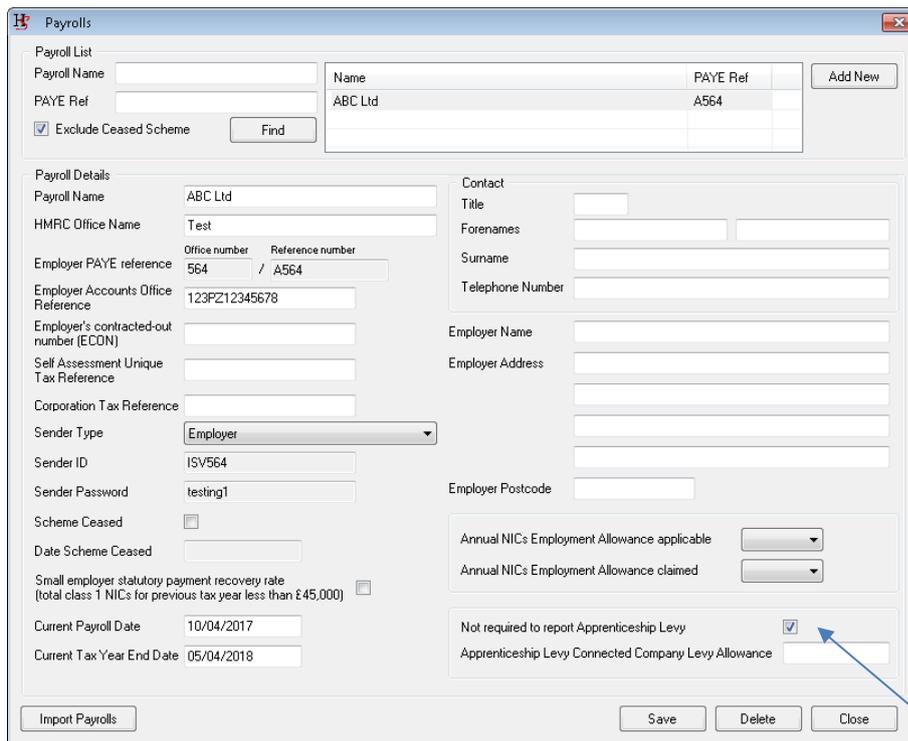
Employers will **only** need to report the apprenticeship levy to HMRC where they are likely to have a liability to pay the apprenticeship levy. It will be reported as part of the normal payroll process using the Employment Payment Summary (EPS).

### **Updating software so that Apprenticeship Levy is not reported**

If your employer pay bill is unlikely to exceed £3 million, the payroll record can be updated so that the apprenticeship levy is not reported.



Click the [Payrolls] menu to open the following screen:



Payroll Name	Name	PAYE Ref	Add New
	ABC Ltd	A564	

Payroll Details

Payroll Name: ABC Ltd  
HMRC Office Name: Test  
Employer PAYE reference: 564 / A564  
Employer Accounts Office Reference: 123PZ12345678  
Employer's contracted-out number (ECON):  
Self Assessment Unique Tax Reference:  
Corporation Tax Reference:  
Sender Type: Employer  
Sender ID: ISV564  
Sender Password: testing1  
Scheme Ceased:   
Date Scheme Ceased:  
Small employer statutory payment recovery rate (total class 1 NICs for previous tax year less than £45,000):   
Current Payroll Date: 10/04/2017  
Current Tax Year End Date: 05/04/2018

Contact

Title:  
Forenames:  
Surname:  
Telephone Number:  
Employer Name:  
Employer Address:  
Employer Postcode:

Annual NICs Employment Allowance applicable:   
Annual NICs Employment Allowance claimed:

Not required to report Apprenticeship Levy:   
Apprenticeship Levy Connected Company Levy Allowance:

Buttons: Import Payrolls, Save, Delete, Close

Select the Payroll from the list and select the [Not required to report Apprenticeship Levy] check box.

Click the [Save] button.

## Apprenticeship Levy

### Calculating and reporting the Apprenticeship Levy

The Apprentice Levy for each month is calculated via the P32 screen and reported on the Employer Payment Summary.

Month	Period	PAYE Tax	Student Loan Deds	Gross NICs	Deds from NICs	Amount Due	Net CIS Deds	Apprenticeship Levy
1	06/04 to 05/05	599,399.60	134,969.00	237,045.83	0.00	978,263.43	0.00	6,249.00
2	06/05 to 05/06	199,999.80	0.00	158,199.40	0.00	361,949.20	0.00	3,750.00
3	06/06 to 05/07	445,535.70	0.00	158,199.40	0.00	607,485.10	0.00	3,750.00
4	06/07 to 05/08	0.00	0.00	0.00	0.00	-1,250.00	0.00	-1,250.00
5	06/08 to 05/09	0.00	0.00	0.00	0.00	-1,250.00	0.00	-1,250.00
6	06/09 to 05/10	0.00	0.00	0.00	0.00	-1,250.00	0.00	-1,250.00
7	06/10 to 05/11	0.00	0.00	0.00	0.00	-1,250.00	0.00	-1,250.00
8	06/11 to 05/12	0.00	0.00	0.00	0.00	-1,250.00	0.00	-1,250.00
9	06/12 to 05/01	0.00	0.00	0.00	0.00	-1,250.00	0.00	-1,250.00
10	06/01 to 05/02	0.00	0.00	0.00	0.00	-1,250.00	0.00	-1,250.00

The 0.5% rate is applied to this relevant total pay bill to date to calculate the levy liability for that tax month, before the pro-rated cumulative monthly allowance is applied. The cumulative monthly allowance is offset against the cumulative monthly levy liability in order to calculate the apprenticeship levy payable for each tax month.

The Employer Payment Summary can be submitted once the Apprentice levy due for the month has been calculated on the P32 screen

## Apprenticeship Levy

### Connected companies and charities

Connected companies or charities are able to share the levy allowance between them, rather than stipulating that just one employer out of a group of employers will receive it. If this applies, each employer will claim their portion of the allowance against their levy liability due, but no more than £15000 in total can be claimed by the employers involved in sharing the allowance

In a similar way, an employer with more than one PAYE scheme will have the option to split the allowance as they choose across their PAYE schemes. This will enable the employer to divide the allowance they have between their multiple PAYE schemes (but not exceed the total £15,000 annual levy allowance) and calculate the levy due accordingly.

The split of the allowance must be agreed at the beginning of the tax year and fixed for that year. Employers who are part of a connected group will not be able to change the amount of levy allowance in year.

The relevant connected company levy allowance can be entered onto the Payrolls screen (see below):

The screenshot shows the 'Payrolls' application window. It contains several sections for data entry:

- Payroll List:** Includes fields for 'Payroll Name', 'PAYE Ref', and a table with columns 'Name' and 'PAYE Ref'. The table contains one entry: 'ABC Ltd' with 'PAYE Ref' 'A564'. There is an 'Add New' button.
- Payroll Details:** A large section with multiple fields for company and contact information, including 'HMRC Office Name', 'Employer PAYE reference', 'Employer Accounts Office Reference', 'Employer's contracted-out number (ECON)', 'Self Assessment Unique Tax Reference', 'Corporation Tax Reference', 'Sender Type' (set to 'Employer'), 'Sender ID', 'Sender Password', 'Scheme Ceased', 'Date Scheme Ceased', 'Small employer statutory payment recovery rate', 'Current Payroll Date', and 'Current Tax Year End Date'.
- Contact:** Fields for 'Title', 'Forenames', 'Surname', and 'Telephone Number'.
- Employer Information:** Fields for 'Employer Name', 'Employer Address', and 'Employer Postcode'.
- Levy Allowance Section:** Contains two dropdown menus for 'Annual NICs Employment Allowance applicable' and 'Annual NICs Employment Allowance claimed'. Below these are two checkboxes: 'Not required to report Apprenticeship Levy' (checked) and 'Apprenticeship Levy Connected Company Levy Allowance' (with an empty text input field next to it).

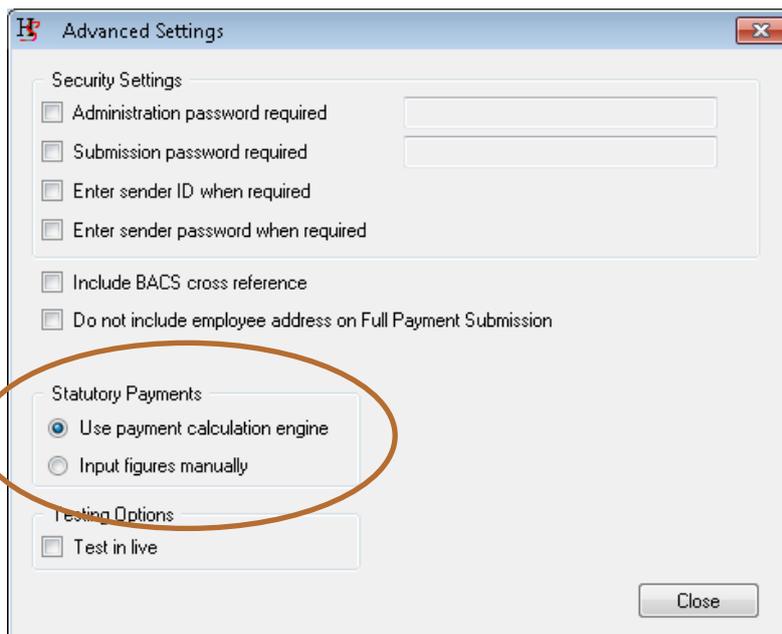
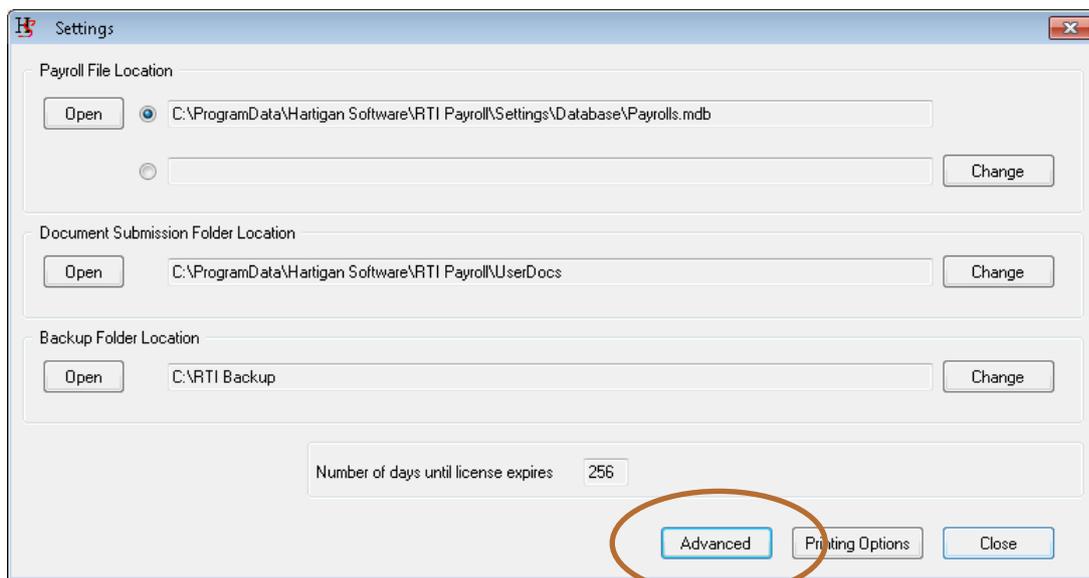
The 'Apprenticeship Levy Connected Company Levy Allowance' field and its associated checkbox are circled in orange in the original image.

## Statutory Payment Processing

There are two ways of processing statutory payments:

- the RTI Payroll Standard software can calculate the payments and set up payment schedules. The statutory payments are then selected from the schedules when making payments.
- or
- the statutory payments can be calculated manually and the amounts input into the software when making payments.

The default option is to use the payment calculation engine provided by the software but this can be changed via the Advanced Settings screen:



## Statutory Payment Processing

### Inputting details manually

If the total class 1 NICs for the previous tax year were less than £45,000, the [Small employer statutory payment recovery rate] should be selected on the Payrolls screen (see below).

Payrolls

Payroll List

Payroll Name: [ ]

PAYE Ref: [ ]

Exclude Ceased Scheme

Find

Name	PAYE Ref
ABC Ltd	A564

Add New

Payroll Details

Payroll Name: ABC Ltd

HMRC Office Name: Test

Office number: 564 / Reference number: A564

Employer PAYE reference: 564 / A564

Employer Accounts Office Reference: 123FZ12345678

Employer's contracted-out number (ECON): [ ]

Self Assessment Unique Tax Reference: [ ]

Corporation Tax Reference: [ ]

Sender Type: Employer

Sender ID: ISV564

Sender Password: testing1

Scheme Ceased:

Date Scheme Ceased: [ ]

Small employer statutory payment recovery rate (total class 1 NICs for previous tax year less than £45,000)

Current Payroll Date: 10/04/2017

Current Tax Year End Date: 05/04/2018

Contact

Title: [ ]

Forenames: [ ]

Surname: [ ]

Telephone Number: [ ]

Employer Name: [ ]

Employer Address: [ ]

Employer Postcode: [ ]

Annual NICs Employment Allowance applicable: [ ]

Annual NICs Employment Allowance claimed: [ ]

Not required to report Apprenticeship Levy:

Apprenticeship Levy Connected Company Levy Allowance: [ ]

Import Payrolls Save Delete Close

After adding the payment click the [NI & Statutory Payments] button at the bottom of the Pay Details screen and enter the statutory payment amount(s) in the relevant boxes on the screen:

Pay Details

Employee: Jones, John

Pay Period: Monthly  Full Payment Submission Complete

Hours Worked: 24:29:99 hrs / Periods Covered: 1

Gross pay For NIC: 1,500.00 / NI Category Letter: A

Statutory Payments

Total SSP this period: 0.00

Total SMP this period: 0.00

Total SAP this period: 0.00

Total SPP this period: 0.00

Total ShPP this period: 0.00

Small employer statutory payment recovery rate (total class 1 NICs for previous tax year less than £45,000)

National Insurance

Values of earnings at the lower earnings limit: 490.00

Value of earnings above the lower earning limits, up to and including the primary threshold: 190.00

Value of earnings above the primary threshold, up to and including the upper earnings limit: 820.00

Employees NI contributions due in pay period: 98.40

Employers NI contributions due in pay period: 113.16

Total of employee and employer contributions: 211.56

Payment Details NI & Statutory Payments Auto Enrolment Close

The [Small employer statutory payment recovery rate] will be pre-set based on its value from the Payrolls screen but can be changed on this screen if necessary.

## Statutory Payment Processing

### Selecting statutory payments from a calculated payment schedule

The statutory payment schedules will need to be created by the software before they can be selected for payment. Please refer to the next section for guidance on how to create the schedules.

After adding the payment click the [NI & Statutory Payments] button at the bottom of the Pay Details screen and press the [Calculate] button next to in the relevant boxes on the screen:

The screenshot shows the 'Pay Details' window for employee 'Maternity, Michelle Mary'. The 'Statutory Payments' section is circled in orange and contains the following items:

- Total SSP this period: Calculate 0.00
- Total SMP this period: Calculate 0.00
- Total SAP this period: Calculate 0.00
- Total SPP this period: Calculate 0.00
- Total SHPP this period: Calculate 0.00

The 'National Insurance' section shows the following values:

- Values of earnings at the lower earnings limit: 490.00
- Value of earnings above the lower earning limits, up to and including the primary threshold: 190.00
- Value of earnings above the primary threshold, up to and including the upper earnings limit: 3,070.00
- Employees NI contributions due in pay period: 393.40
- Employers NI contributions due in pay period: 596.16
- Total of employee and employer contributions: 989.56

Buttons at the bottom include 'Payment Details', 'NI & Statutory Payments', 'Auto Enrolment', and 'Close'.

A screen similar to the following will be displayed:

The screenshot shows the 'SMP payments' window with the instruction: 'Please select the SMP payments that are to be made in this pay period.' The window contains a table with the following data:

Pay date of SMP entitlement	SMP due to employee
<input checked="" type="checkbox"/> 31/08/2016 - 06/09/2016	1,038.47
<input checked="" type="checkbox"/> 07/09/2016 - 13/09/2016	1,038.47
<input checked="" type="checkbox"/> 14/09/2016 - 20/09/2016	1,038.47
<input checked="" type="checkbox"/> 21/09/2016 - 27/09/2016	1,038.47
<input type="checkbox"/> 28/09/2016 - 04/10/2016	1,038.47
<input type="checkbox"/> 05/10/2016 - 11/10/2016	1,038.47
<input type="checkbox"/> 12/10/2016 - 18/10/2016	139.58
<input type="checkbox"/> 19/10/2016 - 25/10/2016	139.58
<input type="checkbox"/> 26/10/2016 - 01/11/2016	139.58
<input type="checkbox"/> 07/12/2016 - 13/12/2016	139.58
<input type="checkbox"/> 14/12/2016 - 20/12/2016	139.58
<input type="checkbox"/> 21/12/2016 - 27/12/2016	139.58
<input type="checkbox"/> 28/12/2016 - 03/01/2017	139.58
<input type="checkbox"/> 04/01/2017 - 10/01/2017	139.58
<input type="checkbox"/> 11/01/2017 - 17/01/2017	139.58
<input type="checkbox"/> 18/01/2017 - 24/01/2017	139.58
<input type="checkbox"/> 25/01/2017 - 31/01/2017	139.58
<input type="checkbox"/> 01/02/2017 - 07/02/2017	139.58

A 'Close' button is located at the bottom right of the window.

Select the payments that will be included in this pay period by 'ticking' the appropriate boxes and click the [Close] button.

## Creating Statutory Payment Schedules

**Employee Details**

Title: Miss Initials: [ ] Tax Code: D0 [ ] Week 1 / Month 1

Forenames: Michelle Mary

Surname: Maternity

Gender:  Male  Female

Date Of Birth: 15/04/1989

NI Number: TA352166D

Works Number: Maternity1

Passport Number: [ ]

Address: 22 Duff Street  
PAYE Town

UK Post code or Non UK Country: PA4 6XK

NI Category: A

Scheme Contracted-out Number (SCON): [ ]

Student Loan Deductions: Yes

Employee Pay Period: Monthly

Standard hours worked per week: 16-23.99 hrs

Regular Pay Amount: 5000.00 [Calculate Gross]

Employed as a director: No

Directors NI Calc Method: [ ]

Director Appointment Date: [ ]

Period of Employment

Start Date: 01/01/2000 [View Start Details]

Leaving Date: 31/03/2016 [Print P45]

Notes: [ ]

[BACS Cross Ref] [Partner Details] [Statutory Payments] [Undo Changes] [Delete] [Close]

Pressing the [Statutory Payments] button at the bottom of the Employee Details screen will display the following screen:

**Statutory Payments**

Employee: Maternity, Michelle Mary

Works Number: Maternity1

Statutory Maternity Pay (SMP)  Statutory Adoption Pay (SAP)

Statutory Paternity Pay (SPP)  Shared Parental Pay (ShPP)

Statutory Sick Pay (SSP)  Additional Statutory Paternity Pay (ASPP)

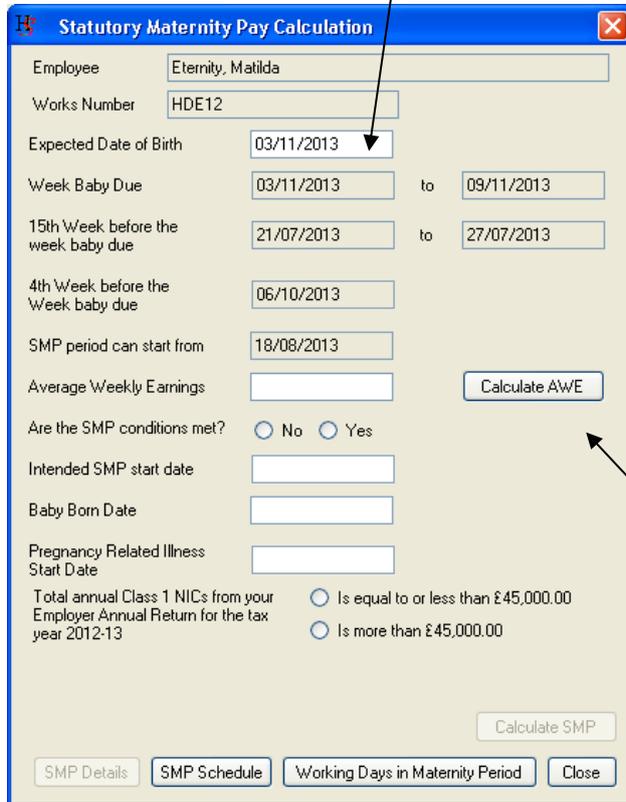
Start Date	Expected Date of Birth	
02/09/2015	18/10/2015	[View]
		[Add]
		[Delete]
		[Close]

Select the option that corresponds with the statutory payment that you would like to calculate. Press the [Add] button on the right of the screen to perform a new calculation or the [View] button to view/update a previous calculation.

## Statutory Maternity Pay

### Creating an SMP Payment Schedule

Enter the Expected Date of Birth.



Statutory Maternity Pay Calculation

Employee: Eternity, Matilda

Works Number: HDE12

Expected Date of Birth: 03/11/2013

Week Baby Due: 03/11/2013 to 09/11/2013

15th Week before the week baby due: 21/07/2013 to 27/07/2013

4th Week before the Week baby due: 06/10/2013

SMP period can start from: 18/08/2013

Average Weekly Earnings:  Calculate AWE

Are the SMP conditions met?  No  Yes

Intended SMP start date:

Baby Born Date:

Pregnancy Related Illness Start Date:

Total annual Class 1 NICs from your Employer Annual Return for the tax year 2012-13:  Is equal to or less than £45,000.00  Is more than £45,000.00

Calculate SMP

SMP Details SMP Schedule Working Days in Maternity Period Close

### Calculating Average Weekly Earnings

Pressing the [Calculate AWE] button will display the following screen:



Average Weekly Earnings

Relevant Period from: 29/04/2013 to: 28/06/2013

Gross Earning for NI in relevant period: 7,000.00

Employee Pay Period: Monthly

Calculate Average Weekly Earnings

Close

The application will calculate the relevant period if the appropriate salary payments have recorded on the software. If the relevant period is not pre-populated, the Gross Earnings for NI in relevant period will need to be calculated manually and entered into the text box.

Press the [Calculate Average Weekly Earnings] when all of the relevant data has been entered.

## Statutory Maternity Pay

Confirm whether or not the SMP conditions have been met.

Enter at least one of:

- Intended SMP Start Date
- Baby Born Date
- Pregnancy Related Illness Start Date

Select the appropriate value for Total annual Class 1 NICs from your employer annual return.

Statutory Maternity Pay Calculation

Employee: Eternity, Matilda  
Works Number: HDE12  
Expected Date of Birth: 03/11/2013  
Week Baby Due: 03/11/2013 to 09/11/2013  
15th Week before the week baby due: 21/07/2013 to 27/07/2013  
4th Week before the Week baby due: 06/10/2013  
SMP period can start from: 18/08/2013  
Average Weekly Earnings: 807.69230 [Calculate AWE]  
Are the SMP conditions met?  No  Yes  
Intended SMP start date: 01/11/2013  
Baby Born Date:   
Pregnancy Related Illness Start Date:   
Total annual Class 1 NICs from your Employer Annual Return for the tax year 2012-13:  Is equal to or less than £45,000.00  Is more than £45,000.00  
[Calculate SMP]  
[SMP Details] [SMP Schedule] [Working Days in Maternity Period] [Close]

Pressing the [Calculate SMP] button will create an SMP payment schedule.

## Statutory Maternity Pay

### Viewing the SMP Payment Schedule

Paid	Pay date of SMP entitlement	SMP due to employee
<input checked="" type="checkbox"/>	03/09/2014 - 09/09/2014	1,038.47
<input checked="" type="checkbox"/>	10/09/2014 - 16/09/2014	1,038.47
<input checked="" type="checkbox"/>	17/09/2014 - 23/09/2014	1,038.47
<input checked="" type="checkbox"/>	24/09/2014 - 30/09/2014	1,038.47
<input checked="" type="checkbox"/>	01/10/2014 - 07/10/2014	1,038.47
<input checked="" type="checkbox"/>	08/10/2014 - 14/10/2014	1,038.47
<input checked="" type="checkbox"/>	15/10/2014 - 21/10/2014	138.18
<input checked="" type="checkbox"/>	22/10/2014 - 28/10/2014	138.18
<input checked="" type="checkbox"/>	29/10/2014 - 04/11/2014	138.18
<input checked="" type="checkbox"/>	05/11/2014 - 11/11/2014	138.18
<input checked="" type="checkbox"/>	12/11/2014 - 18/11/2014	138.18
<input checked="" type="checkbox"/>	19/11/2014 - 25/11/2014	138.18
<input checked="" type="checkbox"/>	26/11/2014 - 02/12/2014	138.18
<input checked="" type="checkbox"/>	03/12/2014 - 09/12/2014	138.18
<input checked="" type="checkbox"/>	10/12/2014 - 16/12/2014	138.18
<input checked="" type="checkbox"/>	17/12/2014 - 23/12/2014	138.18
<input checked="" type="checkbox"/>	24/12/2014 - 30/12/2014	138.18
<input checked="" type="checkbox"/>	31/12/2014 - 06/01/2015	138.18
<input checked="" type="checkbox"/>	07/01/2015 - 13/01/2015	138.18
<input checked="" type="checkbox"/>	14/01/2015 - 20/01/2015	138.18
<input checked="" type="checkbox"/>	21/01/2015 - 27/01/2015	138.18
<input checked="" type="checkbox"/>	28/01/2015 - 03/02/2015	138.18
<input checked="" type="checkbox"/>	04/02/2015 - 10/02/2015	138.18
<input checked="" type="checkbox"/>	11/02/2015 - 17/02/2015	138.18

The SMP schedule can be viewed by pressing the [SMP Schedule] button at the bottom of the screen.

The SMP schedule can be exported to Excel by pressing the [Export To Excel] button on the right hand side of the screen.

The SMP Details from the previous page can be displayed by pressing the [SMP Details] button at the bottom of the screen.

## Statutory Maternity Pay

### Recording Working Days in the SMP Period

Working days in the SMP period can be recorded by pressing the [Working Days in Maternity Period] button on the bottom of the screen.

Statutory Maternity Pay Calculation

Employee: Eternity, Matilda

Works Number: HDE12

Working Days

Date Worked	KIT Day

Date Worked:  Save

SMP Details SMP Schedule Working Days in Maternity Period Close

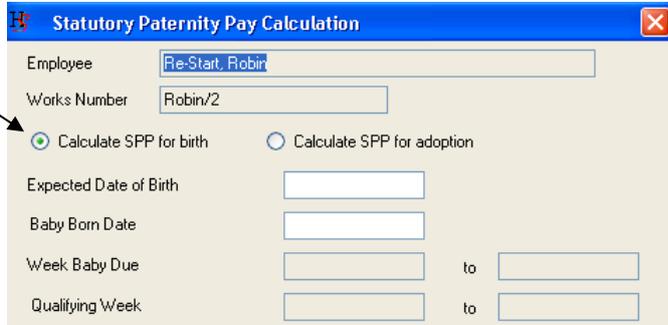
Press the [Add New] button, enter the [Date Worked] and press the [Save] button to record a working day in the maternity pay period.

The first 10 working days in the SMP period are flagged as KIT (Keeping in Touch) days.

## Statutory Paternity Pay

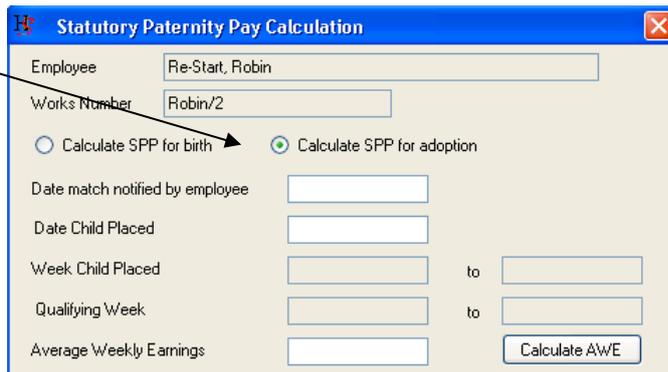
### Creating an SPP Payment Schedule

**For Birth:** Select the [Calculate SPP for birth] option button and enter the [Expected Date of Birth] and [Baby Born Date].



The screenshot shows the 'Statutory Paternity Pay Calculation' dialog box. The 'Employee' field contains 'Re-Start, Robin' and the 'Works Number' field contains 'Robin/2'. The 'Calculate SPP for birth' radio button is selected, while 'Calculate SPP for adoption' is unselected. Below these are input fields for 'Expected Date of Birth', 'Baby Born Date', 'Week Baby Due' (with a 'to' field), and 'Qualifying Week' (with a 'to' field).

**For Adoption:** Select the [Calculate SPP for adoption] option button and enter the [Date match notified by employee] and [Date Child Placed].



The screenshot shows the 'Statutory Paternity Pay Calculation' dialog box. The 'Employee' field contains 'Re-Start, Robin' and the 'Works Number' field contains 'Robin/2'. The 'Calculate SPP for adoption' radio button is selected, while 'Calculate SPP for birth' is unselected. Below these are input fields for 'Date match notified by employee', 'Date Child Placed', 'Week Child Placed' (with a 'to' field), 'Qualifying Week' (with a 'to' field'), and 'Average Weekly Earnings' (with a 'Calculate AWE' button).

### Calculating Average Weekly Earnings

Pressing the [Calculate AWE] button will display the following screen:



The screenshot shows the 'Average Weekly Earnings' dialog box. The 'Relevant Period' is shown as 'from 29/04/2013 to 28/06/2013'. The 'Gross Earning for NI in relevant period' is '7,000.00'. The 'Employee Pay Period' is set to 'Monthly'. There are buttons for 'Calculate Average Weekly Earnings' and 'Close'.

The application will calculate the relevant period if the appropriate salary payments have recorded on the software. If the relevant period is not pre-populated, the Gross Earnings for NI in relevant period will need to be calculated manually and entered into the text box.

Press the [Calculate Average Weekly Earnings] when all of the relevant data has been entered.

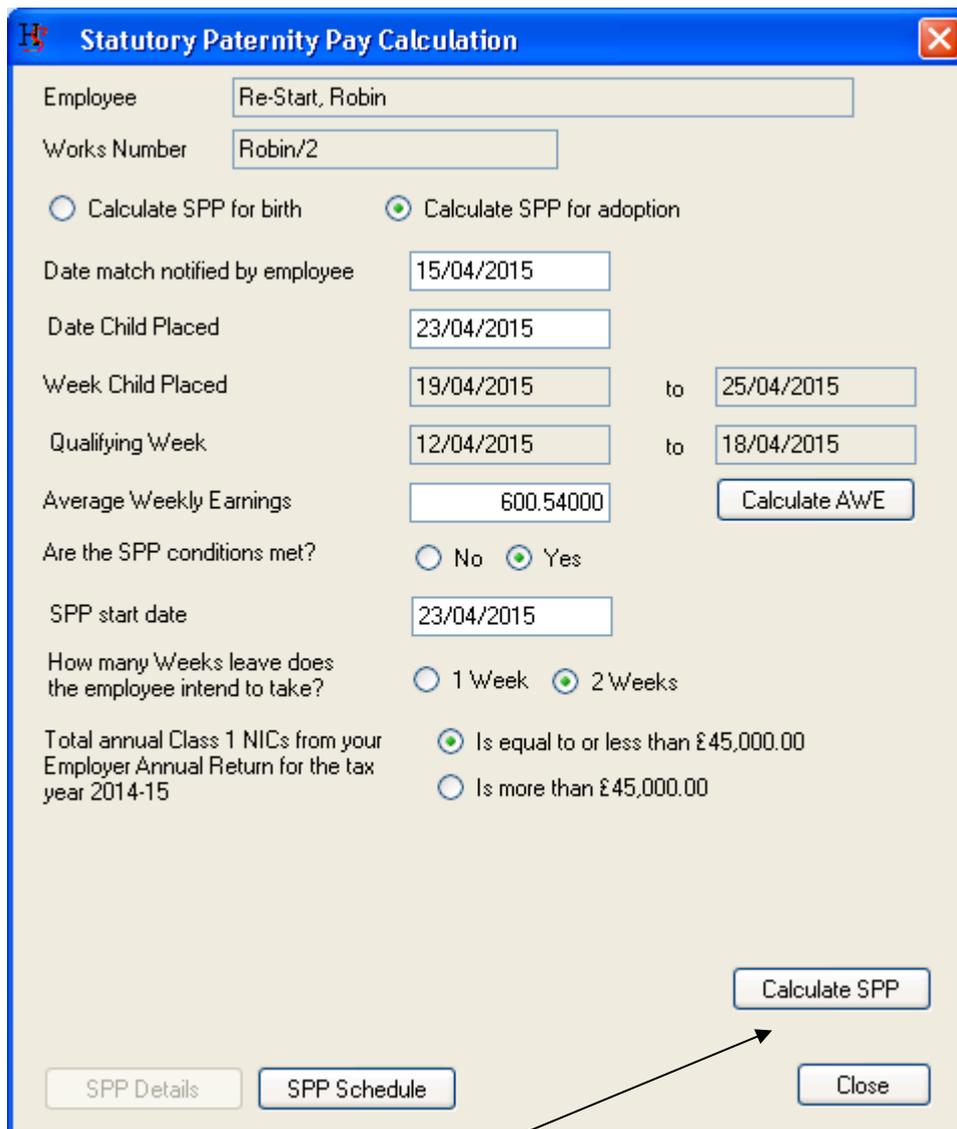
## Statutory Paternity Pay

### Creating an SPP Payment Schedule

Confirm whether or not the SPP conditions have been met.

Enter the SPP Start Date and select how many weeks the SPP will be paid.

Select the appropriate value for Total annual Class 1 NICs from your employer annual return.



The screenshot shows a software window titled "Statutory Paternity Pay Calculation". The window contains the following fields and options:

- Employee: Re-Start, Robin
- Works Number: Robin/2
- Radio buttons:  Calculate SPP for birth,  Calculate SPP for adoption
- Date match notified by employee: 15/04/2015
- Date Child Placed: 23/04/2015
- Week Child Placed: 19/04/2015 to 25/04/2015
- Qualifying Week: 12/04/2015 to 18/04/2015
- Average Weekly Earnings: 600.54000, with a "Calculate AWE" button
- Are the SPP conditions met?:  No,  Yes
- SPP start date: 23/04/2015
- How many Weeks leave does the employee intend to take?:  1 Week,  2 Weeks
- Total annual Class 1 NICs from your Employer Annual Return for the tax year 2014-15:  Is equal to or less than £45,000.00,  Is more than £45,000.00

At the bottom of the window, there are three buttons: "SPP Details", "SPP Schedule", and "Calculate SPP". An arrow points from the text below to the "Calculate SPP" button. There is also a "Close" button in the bottom right corner.

Pressing the [Calculate SPP] button will create an SPP payment schedule.



## Shared Parental Pay

### Creating an ShPP Payment Schedule

#### Entering Partner Details

**NOTE:** The partner details need to be entered on the Employee Details screen before ShPP can be paid.

Employee Details

Title: [M] Initials: [ ] Tax Code: 1060L

Forenames: Robin [ ] [ ]  Week 1 / Month 1

Surname: Re-Start NI Category: D

Gender:  Male  Female Scheme Contracted-out Number (SCON): S1301239H

Date of Birth: 01/06/1976 Student Loan Deductions: No

NI Number: HT780146A Employee Pay Period: Monthly

Works Number: Robin/2 Standard hours worked per week: Up to 15.99

Passport Number: [ ] Regular Pay Amount: 2500.00

Address: 10 rue Charles de Gaulle Employed as a director: No

Appartement 42 Directors NI Calc Method: [ ]

69001 Lyon Cedex Director Appointment Date: [ ]

UK Post code or Non UK Country: France

Notes: [ ]

Period of Employment

Start Date: 01/03/2014

Leaving Date: [ ]

Enter the partner details here.

Partner Details (for shared parental pay)

Title: [ ] Initials: [ ]

Forenames: Charles [ ] Robert [ ]

Surname: Sh-Parental [ ]

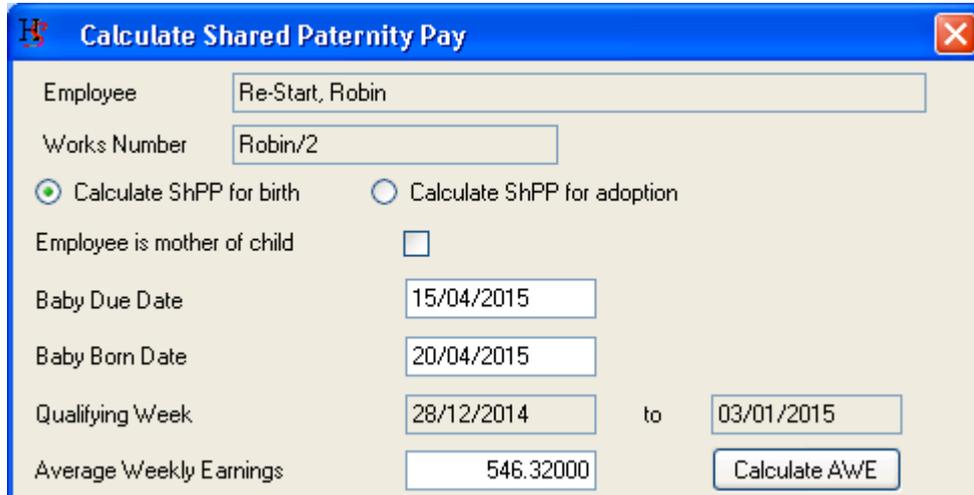
Date of Birth: [ ]

NI Number: AB111111A

## Shared Parental Pay

### Creating an ShPP Payment Schedule

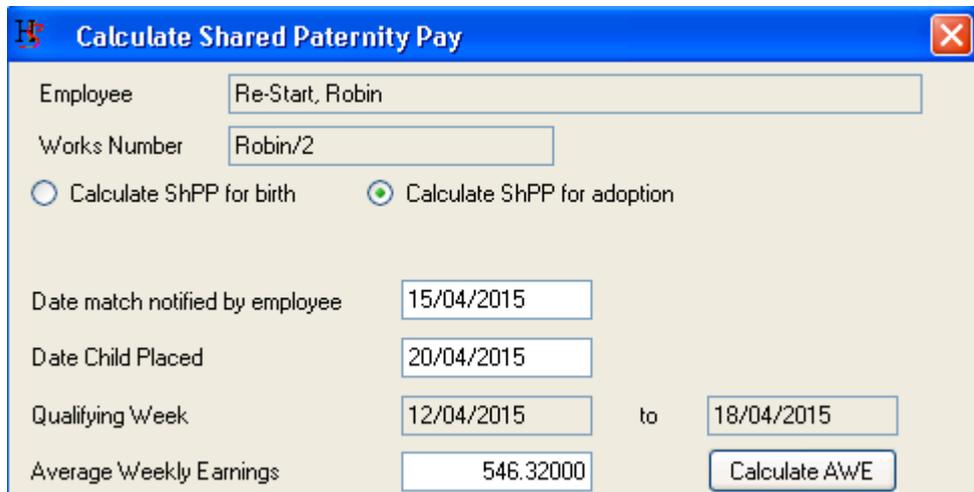
**For Birth:** Select the [Calculate ShPP for birth] option button and enter the [Baby Due Date] and [Baby Born Date].



The screenshot shows a software window titled "Calculate Shared Paternity Pay". It contains the following fields and options:

- Employee: Re-Start, Robin
- Works Number: Robin/2
- Radio buttons:  Calculate ShPP for birth,  Calculate ShPP for adoption
- Employee is mother of child:
- Baby Due Date: 15/04/2015
- Baby Born Date: 20/04/2015
- Qualifying Week: 28/12/2014 to 03/01/2015
- Average Weekly Earnings: 546.32000
- Buttons: Calculate AWE

**For Adoption:** Select the [Calculate ShPP for adoption] option button and enter the [Date Match notified by employee] and [Date Child Placed].



The screenshot shows the same software window, but with the following changes:

- Radio buttons:  Calculate ShPP for birth,  Calculate ShPP for adoption
- Date match notified by employee: 15/04/2015
- Date Child Placed: 20/04/2015
- Qualifying Week: 12/04/2015 to 18/04/2015
- Average Weekly Earnings: 546.32000
- Buttons: Calculate AWE

## Shared Parental Pay

### Calculating Average Weekly Earnings

Pressing the [Calculate AWE] button will display the following screen:

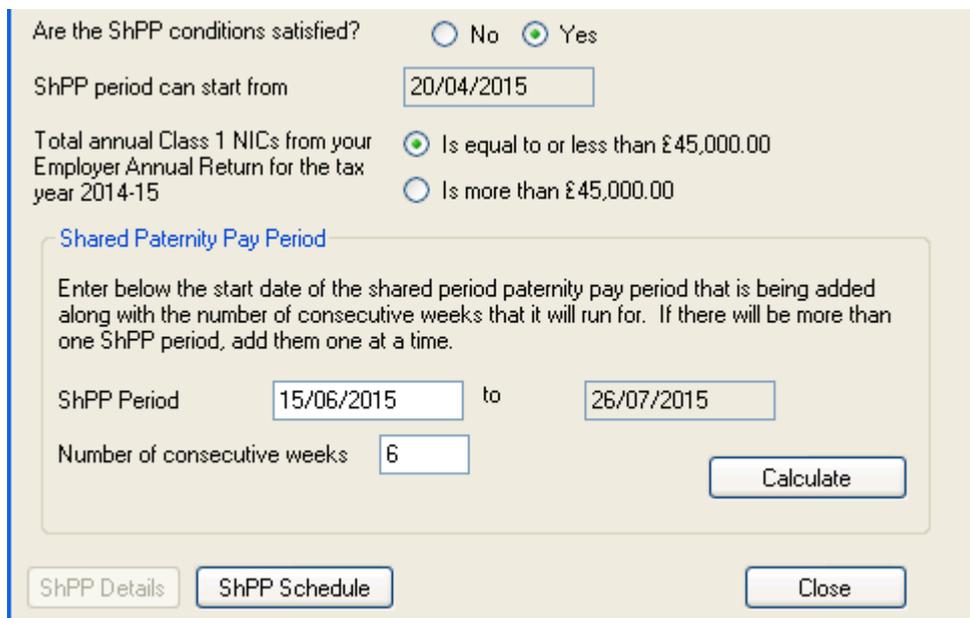


The application will calculate the relevant period if the appropriate salary payments have recorded on the software. If the relevant period is not pre-populated, the Gross Earnings for NI in relevant period will need to be calculated manually and entered into the text box.

Press the [Calculate Average Weekly Earnings] when all of the relevant data has been entered.

### Creating an ShPP Payment Schedule

Confirm whether or not the ShPP conditions have been met, enter the start date and end date of the selected ShPP period, and select the appropriate value for Total annual Class 1 NICs from your employer annual return.



Enter the ShPP period start date and the number of consecutive weeks that the ShPP period will run for.

Pressing the [Calculate] button will create an ShPP payment schedule.



## Statutory Adoption Pay

### Creating an SAP Payment Schedule

Enter the [Date match notified by employee] and [Date Child Placed].

Employee: Eternity, Matilda  
Works Number: HDE12  
Date match notified by employee:   
Date Child Placed:   
Qualifying Week:  to   
Average Weekly Earnings:  Calculate AWE  
Are the SAP conditions satisfied?  No  Yes  
Date SAP can start from:   
SAP start date:   
Total annual Class 1 NICs from your Employer Annual Return for the tax year 2012-13:  Is equal to or less than £45,000.00  Is more than £45,000.00  
Calculate SAP  
SAP Details SAP Schedule Working Days in SAP Period Close

### Calculating Average Weekly Earnings

Pressing the [Calculate AWE] button will display the following screen:

Relevant Period from 29/04/2013 to 28/06/2013  
Gross Earning for NI in relevant period: 7,000.00  
Employee Pay Period: Monthly  
Calculate Average Weekly Earnings  
Close

The application will calculate the relevant period if the appropriate salary payments have recorded on the software. If the relevant period is not pre-populated, the Gross Earnings for NI in relevant period will need to be calculated manually and entered into the text box.

Press the [Calculate Average Weekly Earnings] when all of the relevant data has been entered.

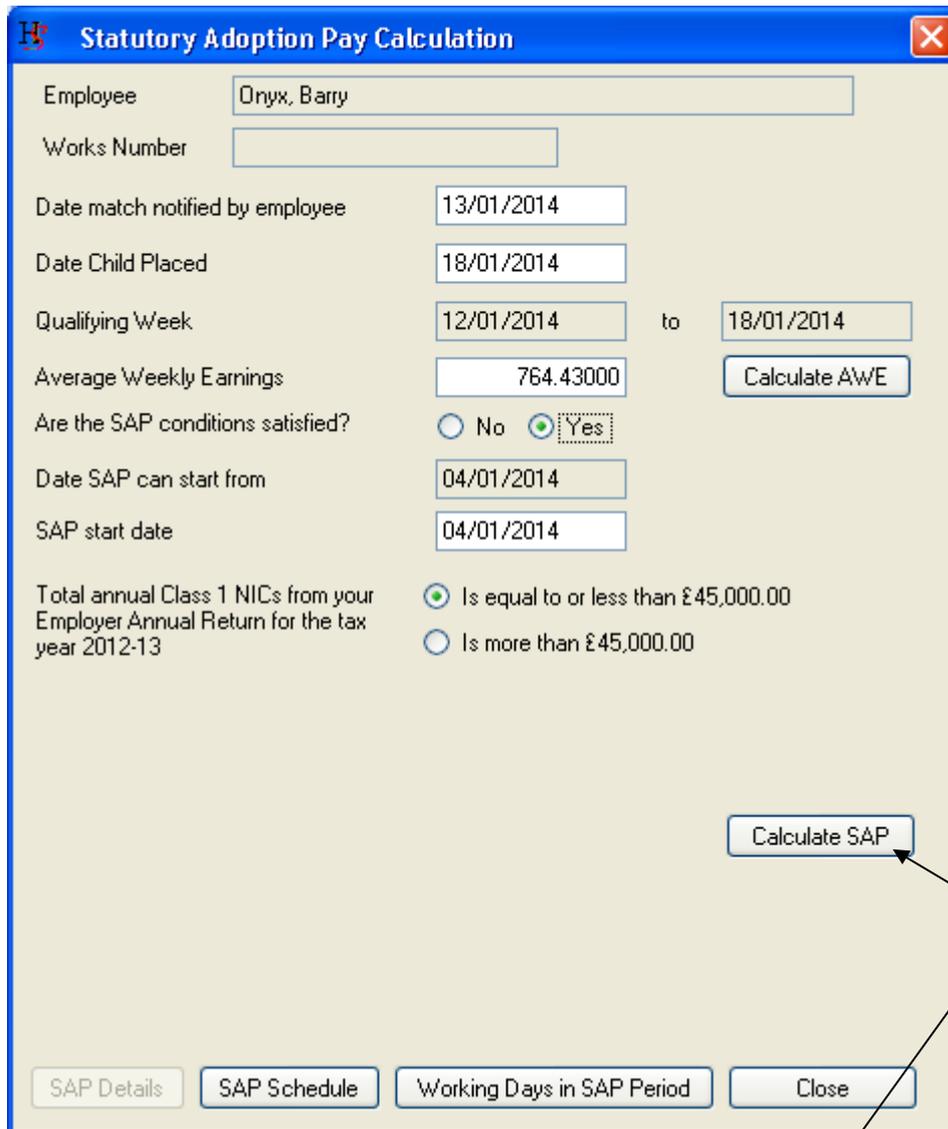
## Statutory Adoption Pay

### Creating an SAP Payment Schedule

Confirm whether or not the SAP conditions have been satisfied.

Enter the SAP Start Date

Select the appropriate value for Total annual Class 1 NICs from your employer annual return.



The screenshot shows a software dialog box titled "Statutory Adoption Pay Calculation". It contains several input fields and radio buttons. The "Employee" field is filled with "Onyx, Barry". The "Works Number" field is empty. The "Date match notified by employee" is "13/01/2014", and the "Date Child Placed" is "18/01/2014". The "Qualifying Week" is "12/01/2014" to "18/01/2014". The "Average Weekly Earnings" is "764.43000", with a "Calculate AWE" button next to it. The "Are the SAP conditions satisfied?" question has "Yes" selected. The "Date SAP can start from" and "SAP start date" are both "04/01/2014". For "Total annual Class 1 NICs from your Employer Annual Return for the tax year 2012-13", the option "Is equal to or less than £45,000.00" is selected. A "Calculate SAP" button is located in the lower right area, with an arrow pointing to it from the text below. At the bottom of the dialog are four buttons: "SAP Details", "SAP Schedule", "Working Days in SAP Period", and "Close".

Pressing the [Calculate SAP] button will create an SAP payment schedule.

## Statutory Adoption Pay

### Viewing the SAP Payment Schedule

Paid	Pay date of SAP entitlement	SAP due to employee
<input type="checkbox"/>	04/01/2014 - 10/01/2014	136.78
<input type="checkbox"/>	11/01/2014 - 17/01/2014	136.78
<input type="checkbox"/>	18/01/2014 - 24/01/2014	136.78
<input type="checkbox"/>	25/01/2014 - 31/01/2014	136.78
<input type="checkbox"/>	01/02/2014 - 07/02/2014	136.78
<input type="checkbox"/>	08/02/2014 - 14/02/2014	136.78
<input type="checkbox"/>	15/02/2014 - 21/02/2014	136.78
<input type="checkbox"/>	22/02/2014 - 28/02/2014	136.78
<input type="checkbox"/>	01/03/2014 - 07/03/2014	136.78
<input type="checkbox"/>	08/03/2014 - 14/03/2014	136.78
<input type="checkbox"/>	15/03/2014 - 21/03/2014	136.78
<input type="checkbox"/>	22/03/2014 - 28/03/2014	136.78
<input type="checkbox"/>	29/03/2014 - 04/04/2014	136.78
<input type="checkbox"/>	05/04/2014 - 11/04/2014	136.78
<input type="checkbox"/>	12/04/2014 - 18/04/2014	138.18
<input type="checkbox"/>	19/04/2014 - 25/04/2014	138.18
<input type="checkbox"/>	26/04/2014 - 02/05/2014	138.18
<input type="checkbox"/>	03/05/2014 - 09/05/2014	138.18
<input type="checkbox"/>	10/05/2014 - 16/05/2014	138.18
<input type="checkbox"/>	17/05/2014 - 23/05/2014	138.18
<input type="checkbox"/>	24/05/2014 - 30/05/2014	138.18
<input type="checkbox"/>	31/05/2014 - 06/06/2014	138.18
<input type="checkbox"/>	07/06/2014 - 13/06/2014	138.18
<input type="checkbox"/>	14/06/2014 - 20/06/2014	138.18

The SAP schedule can be viewed by pressing the [SAP Schedule] button at the bottom of the screen.

The SAP schedule can be exported to Excel by pressing the [Export To Excel] button on the right hand side of the screen.

The SAP Details from the previous page can be displayed by pressing the [SAP Details] button at the bottom of the screen.

## Statutory Adoption Pay

### Recording Working Days in SAP Period

Working days in the SAP period can be recorded by pressing the [Working Days in SAP Period] button on the bottom of the screen.

Statutory Adoption Pay Calculation

Employee: Onyx, Barry

Works Number:

Working Days

Date Worked	KIT Day

Add New

Delete

Date Worked:

Save

SAP Details   SAP Schedule   Working Days in SAP Period   Close

Press the [Add New] button, enter the [Date Worked] and press the [Save] button to record a working day in the SAP period.

The first 10 working days in the SAP period are flagged as KIT (Keeping in Touch) days.

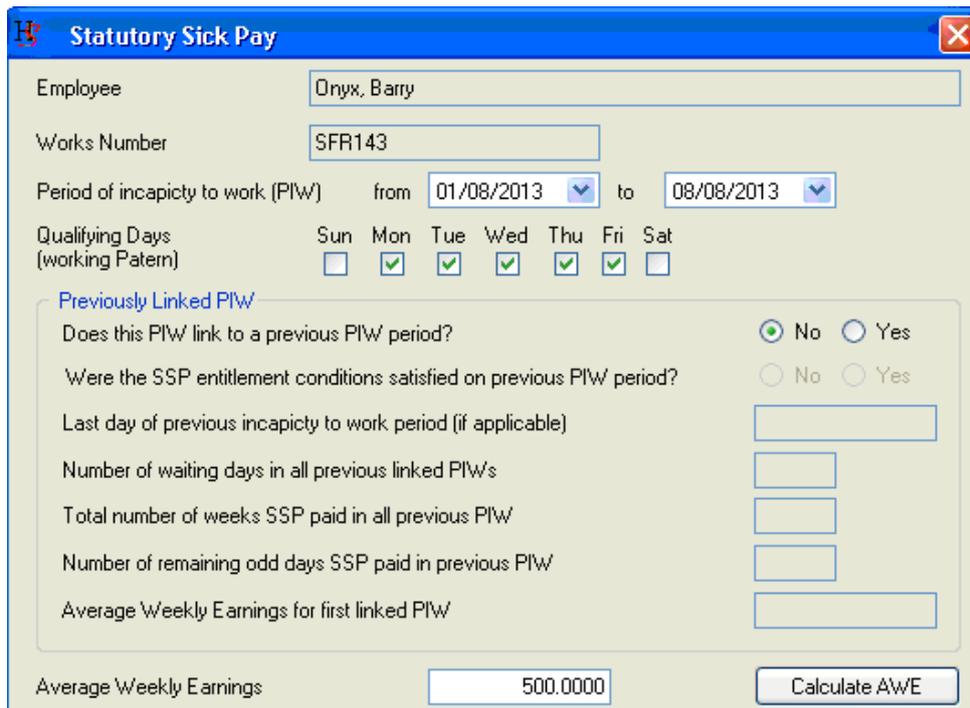
## Statutory Sick Pay

### Creating an SSP Payment Schedule

Enter the Period of incapacity to work (PIW) dates and select the qualifying days (normal working pattern) for the employee.

If this PIW links to a previous PIW period that has been entered into the software, the [Previously Linked PIW] details will be automatically pre filled.

If this PIW links to a previous PIW period that has not been entered into the software, the [Previously Linked PIW] should be entered manually.



The screenshot shows a software window titled "Statutory Sick Pay". It contains the following fields and options:

- Employee: Onyx, Barry
- Works Number: SFR143
- Period of incapacity to work (PIW): from 01/08/2013 to 08/08/2013
- Qualifying Days (working Pattern): Sun (unchecked), Mon (checked), Tue (checked), Wed (checked), Thu (checked), Fri (checked), Sat (unchecked)
- Previously Linked PIW section:
  - Does this PIW link to a previous PIW period? (Radio buttons: No selected, Yes unselected)
  - Were the SSP entitlement conditions satisfied on previous PIW period? (Radio buttons: No unselected, Yes unselected)
  - Last day of previous incapacity to work period (if applicable): [Empty text box]
  - Number of waiting days in all previous linked PIW's: [Empty text box]
  - Total number of weeks SSP paid in all previous PIW: [Empty text box]
  - Number of remaining odd days SSP paid in previous PIW: [Empty text box]
  - Average Weekly Earnings for first linked PIW: [Empty text box]
- Average Weekly Earnings: 500.0000
- Buttons: Calculate AWE

### Calculating Average Weekly Earnings

Pressing the [Calculate AWE] button will display the following screen:



The screenshot shows a software window titled "Average Weekly Earnings". It contains the following fields and options:

- Relevant Period: from 29/04/2013 to 28/06/2013
- Gross Earning for NI in relevant period: 7,000.00
- Employee Pay Period: Monthly
- Buttons: Calculate Average Weekly Earnings, Close

The application will calculate the relevant period if the appropriate salary payments have recorded on the software. If the relevant period is not pre-populated, the Gross Earnings for NI in relevant period will need to be calculated manually and entered into the text box.

Press the [Calculate Average Weekly Earnings] when all of the relevant data has been entered.

## Statutory Sick Pay

### Creating an SSP Payment Schedule

**Statutory Sick Pay**

Employee: Onyx, Barry

Works Number: SFR143

Period of incapity to work (PIW) from: 01/08/2013 to: 08/08/2013

Qualifying Days (working Patern): Sun  Mon  Tue  Wed  Thu  Fri  Sat

**Previously Linked PIW**

Does this PIW link to a previous PIW period?  No  Yes

Were the SSP entitlement conditions satisfied on previous PIW period?  No  Yes

Last day of previous incapity to work period (if applicable):

Number of waiting days in all previous linked PIW's:

Total number of weeks SSP paid in all previous PIW:

Number of remaining odd days SSP paid in previous PIW:

Average Weekly Earnings for first linked PIW:

Average Weekly Earnings: 500.0000

Are the SSP entitlement conditions met?  No  Yes

Number of qualifying day in PIW:

Number of waiting days in PIW:

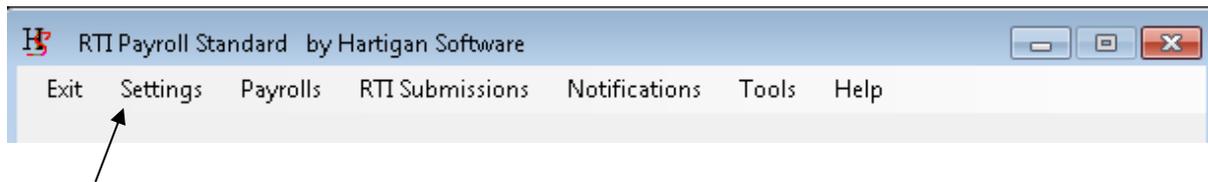
Number of weeks in PIW:

Number of odd days in PIW:

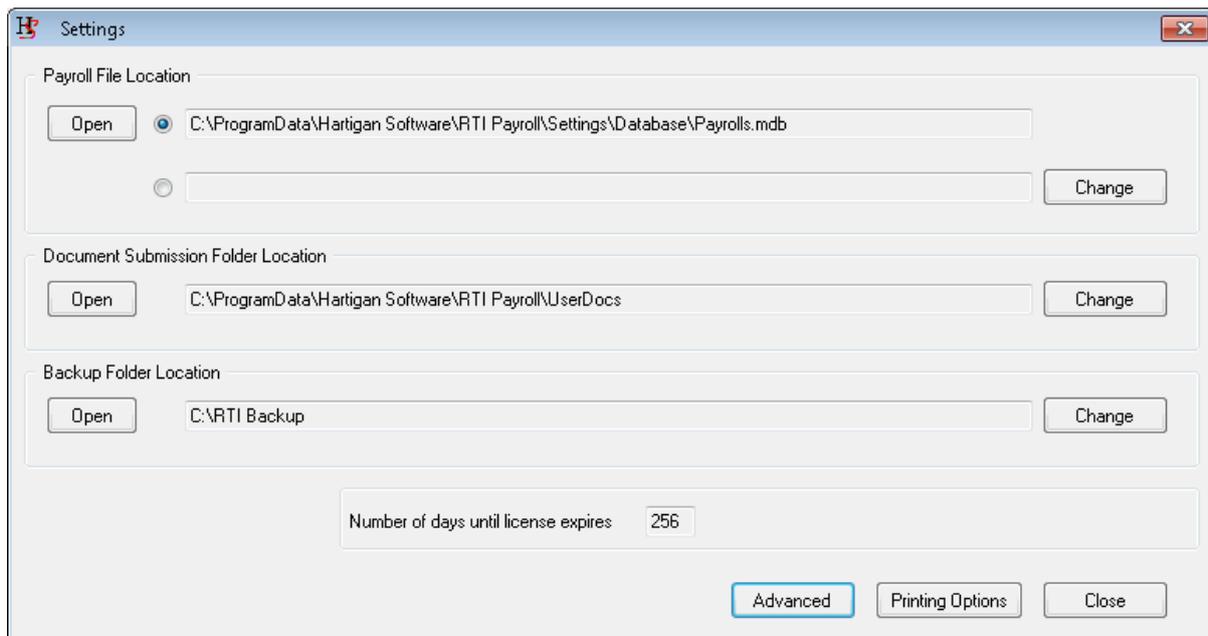
Confirm whether or not the SSP entitlement conditions have been met and press the [Calculate SSP] button.



## Settings and Folder Locations



Click the [Settings] menu to display the following screen:



### ***Payroll File Location***

The payroll file stores all of the payroll and employee data. The file is stored on the local drive of the PC by default but the location can be changed by pressing the [Browse] button. In a multi user environment, the [Browse] button can be used to point the application to an existing Payroll data file.

The [Open] button will open the folder that contains the Payroll data file.

### ***Document Submission Folder Location***

The Document Submission folder stores all of the files used to submit the returns to HMRC along with the receipts from HMRC. The files are stored on the local drive of the PC by default but the location can be changed by pressing the [Browse] button. In a multi user environment, the [Browse] button can be used to point to an existing Document Submission folder.

The [Open] button will open the Document Submission folder.

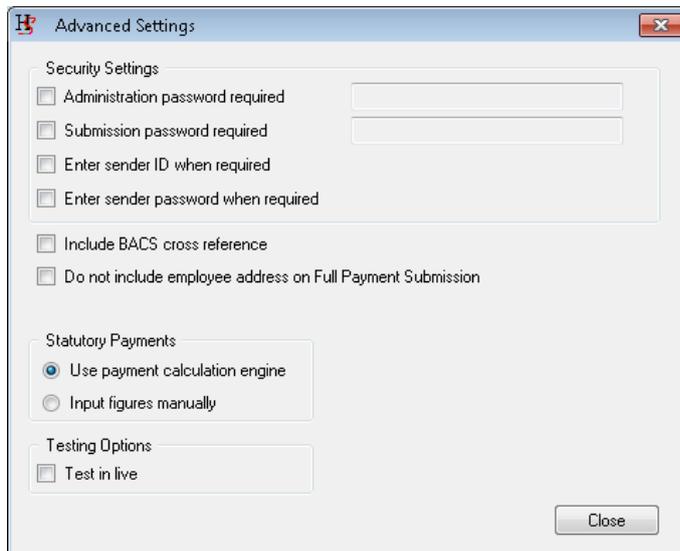
### ***Backup Folder Location***

The Backup folder stores the backup files. The files are stored on the local drive of the PC by default but the location can be changed by pressing the [Browse] button. In a multi user environment, the [Browse] button can be used to point to an existing Backup folder.

The [Open] button will open the backup folder.

## Advanced Settings

The Advanced Settings screen is displayed when the [Advanced Settings] button is pressed on the bottom of the Settings screen.



The screenshot shows a window titled "Advanced Settings" with a close button in the top right corner. The window is divided into three main sections:

- Security Settings:** Contains four checkboxes: "Administration password required", "Submission password required", "Enter sender ID when required", and "Enter sender password when required". To the right of the first two checkboxes are empty text input fields.
- Statutory Payments:** Contains two radio buttons: "Use payment calculation engine" (which is selected) and "Input figures manually".
- Testing Options:** Contains one checkbox: "Test in live".

A "Close" button is located at the bottom right of the dialog box.

### Security Settings

If the **[Administrator password required]** option is set, the application will require the password to be entered before the user can access the Settings or the Payrolls screens.

If the **[Submission password required]** option is set, the application will request that a password be entered before submissions are made.

If the **[Enter sender ID when required]** option is set, the application will request that the Government Gateway user ID be entered before submissions are made.

If the **[Enter sender password when required]** option is set, the application will request that the Government Gateway password be entered before submissions are made.

### ***Include BACS cross reference setting***

This option will allow a BACS cross reference to be submitted on the Full Payment Submission. The inputs to the BACS cross reference can be set by pressing the [BACS Cross Ref] button on the employee details screen.

### ***Do not include employee address on Full Payment Submission setting***

If this option is selected, the address will only be submitted to HMRC along with a new starter record. If the option is not selected, the employee address will be included on all submissions.

### ***Statutory Payment Options***

There are two ways of processing statutory payments: the RTI Payroll Standard software can calculate the payments and set up payment schedules or the statutory payments can be calculated manually and the amounts input into the software when making payments.

### ***Testing Options***

Use this option to set the 'test in live' flag when submitting to the Government Gateway Live server. This is for testing purposes and the submissions will not be processed by HMRC if this flag is set.