

RTI Payroll Standard User Guide 2016-17

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Note: A minimum screen resolution of 1024 x 768 is required to view some payroll screens

HMRC provide the following RTI information:

Reporting Requirements <https://www.gov.uk/what-payroll-information-to-report-to-hmrc>

When to Report <https://www.gov.uk/running-payroll/reporting-to-hmrc>

Opening the Application

Highlight the RTI Payroll desktop icon and press enter to start the application.

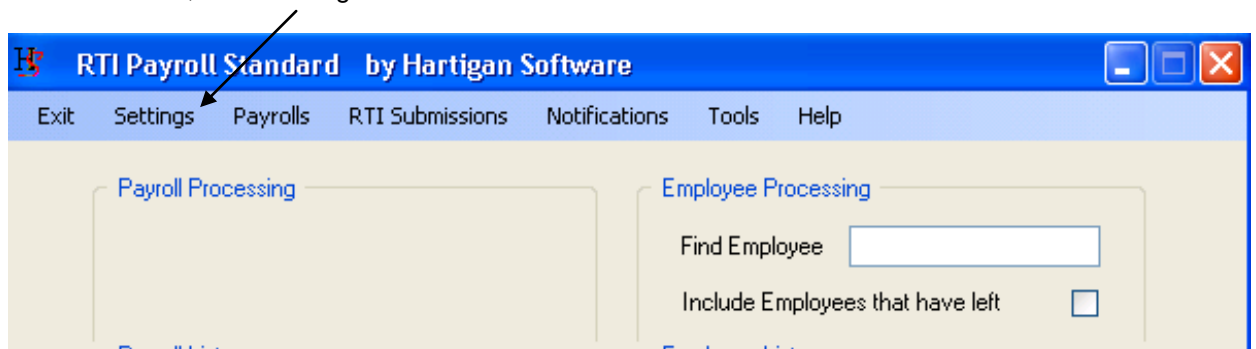


The RTI Payroll Main Window is displayed

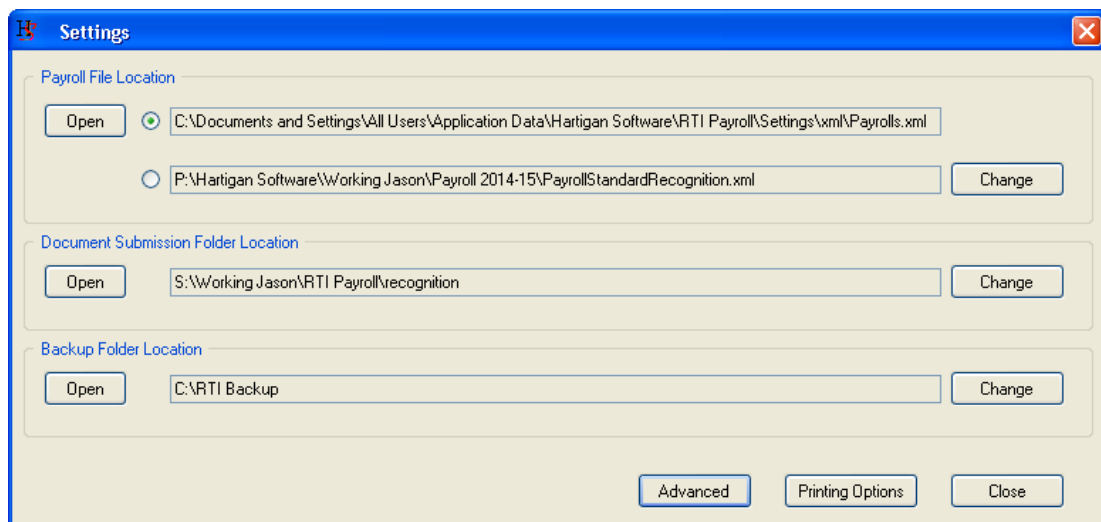
Settings and Folder Locations

First time use: Changing the location of the folders (if required).

If this is the first time the application has been run and you wish to change the document folder locations, click 'Settings'.



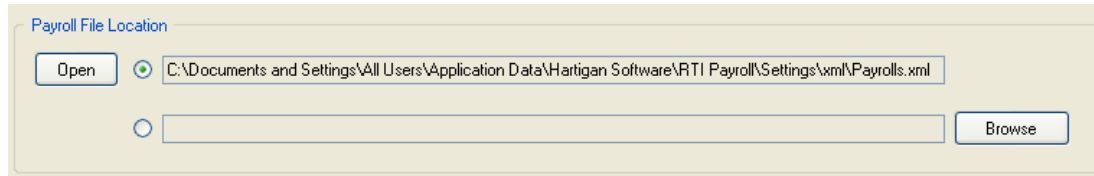
The settings window is displayed.



Settings and Folder Locations

Payroll File Location

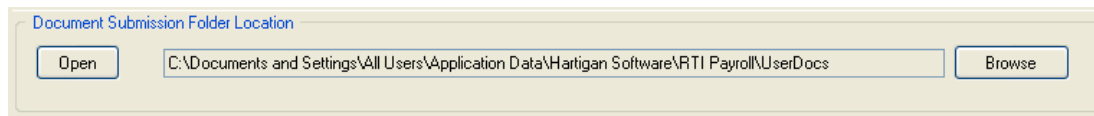
The payroll file stores all of the payroll and employee data. The file is stored on the local drive of the PC by default but the location can be changed by pressing the 'Browse' button. In a multi user environment, the 'Browse' button can be used to point the application to an existing Payroll data file.



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

Document Submission Folder Location

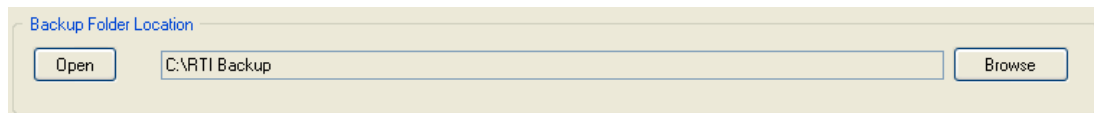
The Document Submission folder stores all of the files used to submit the returns to HMRC along with the receipts from HMRC. The files are stored on the local drive of the PC by default but the location can be changed by pressing the 'Browse' button. In a multi user environment, the 'Browse' button can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

Printing Options

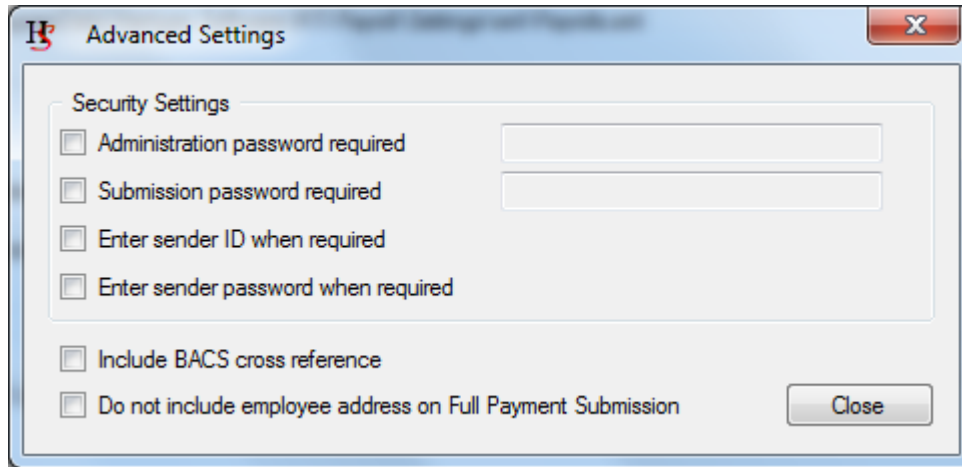
The [Printing Options] screen is displayed when the [Printing Options] button is pressed on the bottom of the [Settings] screen.

Advanced Settings

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

Settings and Folder Locations

Advanced Settings



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.

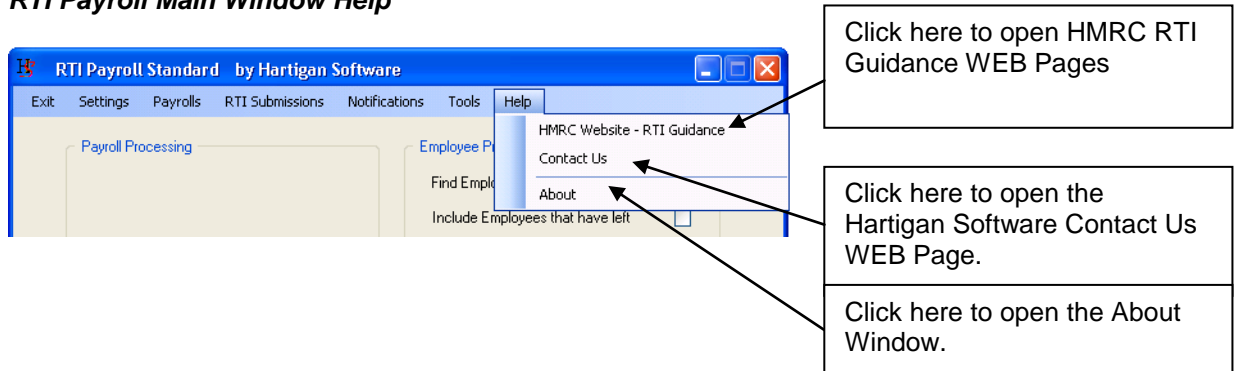
If the **[Enter sender password when required]** option is set, the application will request that the Government Gateway password be entered before submissions are made.

Include BACS cross reference. 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

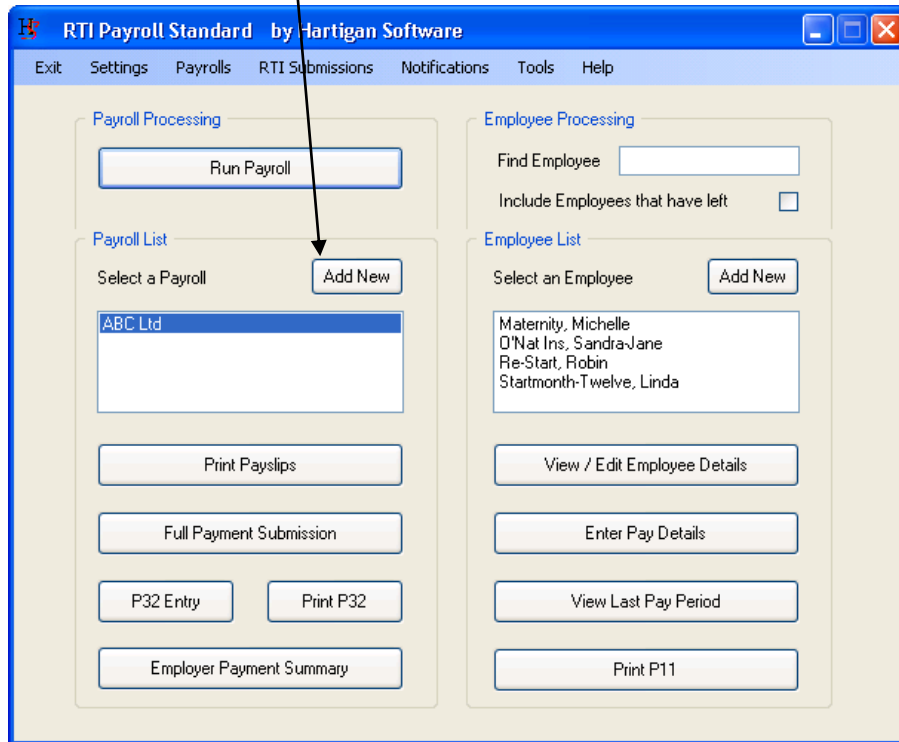
If this option is selected, the address will only be submitted to HMRC along with a new starter record. If the option is not selected, the employee address will be included on all submissions.

RTI Payroll Main Window Help



Add Payroll Employer Information

Click the *Payroll List* 'Add New' button to enter payroll names and references.



Add Payroll Employer Information

Ensure all required information is available and follow the instructions below.

This list will contain the names of all payrolls previously entered. Click the name to load the selected payroll details.

A descriptive name of your choosing for example Monthly Salaries or Weekly Pay.

The name of your local tax office.

This is the first part of your employer PAYE reference and is three digits. You will find this number on a P6/P9 notice of coding or your Annual/Budget letter.

This is the second part of your employer PAYE reference after the slash. You will find this number on a P6/P9 notice of coding or your Annual/Budget letter.

This reference number can be found on your P30BC 'Payment booklet' or P30B 'Paying electronically'. It will be in the format 123PA00012345.

Only required IF you operate an occupational contracted-out scheme. This number is your ECON from your contracting-out certificate. You must show your current ECON if **any** employee has been in a contracted-out scheme at any time during the tax year.

If applicable:
for example, if you are an employer who is a sole proprietor or a partnership.

If applicable:
for example, if you are a limited company. If you have more than one COTAX reference, enter the reference for the company that holds the employment contracts.

The screenshot shows the 'Payrolls' application window. On the left, the 'Payroll List' contains a table with the following data:

| Name |
|------|
| Test |

The 'Payroll Details' form on the right contains the following fields and values:

- Payroll Name: Test
- HMRC Office Name: Test
- Employer PAYE reference: Office number: 564, Reference number: A564
- Employer Accounts Office Reference: 123PZ12345678
- Employer's contracted-out number (ECON): E3567891A
- Self Assessment Unique Tax Reference: (empty)
- Corporation Tax Reference: (empty)
- Sender Type: Employer
- Sender ID: ISV564
- Sender Password: testing1
- Current Payroll Date: 31/03/2015
- Current Tax Year End Date: 05/04/2014

Add Payroll Employer Information

The screenshot shows the 'Payrolls' application window. At the top, there is a 'Payroll List' table with columns for 'Name' and 'PAYE Ref'. Below this is the 'Payroll Details' form, which is divided into several sections: 'Contact', 'Employer Information', and 'Sender Information'. The 'Contact' section includes fields for Title, Forenames, Surname, and Telephone Number. The 'Employer Information' section includes fields for Office number, Reference number, Employer Name, Employer Address, and Employer Postcode. The 'Sender Information' section includes a dropdown for Sender Type, and fields for Sender ID, Sender Password, Current Payroll Date, and Current Tax Year End Date. At the bottom right, there are 'Save', 'Delete', and 'Close' buttons. An 'Add New' button is located at the top right of the window.

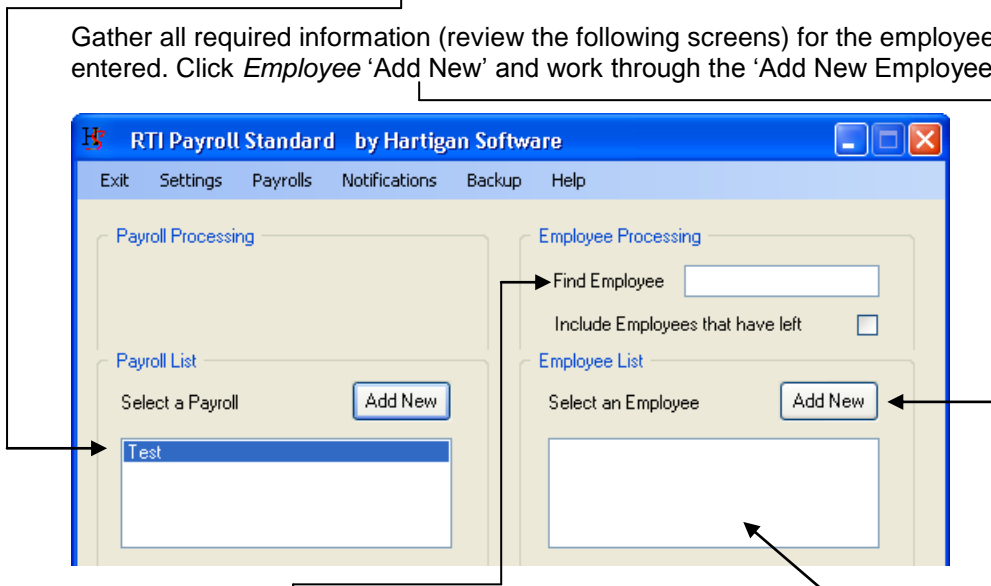
Callout boxes provide the following instructions:

- Click 'Add New' to clear currently displayed data from the window and enter new payroll details.** (Points to the 'Add New' button)
- Enter payroll manager contact details.** (Points to the 'Contact' section fields)
- Enter Employer Name, Address and Postcode.** (Points to the 'Employer Information' section fields)
- Enter your Government Gateway User ID.** (Points to the 'Sender ID' field)
- Enter your Government Gateway Password.** (Points to the 'Sender Password' field)
- Normally set to 'Employer'.** (Points to the 'Sender Type' dropdown menu)
- Data Entry Aid: Last entered payroll processing date.** (Points to the 'Current Payroll Date' field)
- Enter the final day of the tax year that is currently being processed.** (Points to the 'Current Tax Year End Date' field)
- Click 'Save' to save the payroll data entered.** (Points to the 'Save' button)
- Click 'Delete' to remove the currently displayed payroll and all associated employee information.** (Points to the 'Delete' button)

Employee Information Entry

Once payroll names have been created employee information can be added to the appropriate payroll. Select a payroll.

Gather all required information (review the following screens) for the employees to be entered. Click *Employee* 'Add New' and work through the 'Add New Employee' wizard.



Using the 'Find Employee' Field

Employees are selected by clicking on the required name in the **Employee List**.

As employees are entered they will appear in the **Employee List**. As the number of employees in the list grows selection of a specific employee may require scrolling through the list, an alternative to this is to enter the first one or two characters of the employee's surname in the **Find Employee** field which will limit the list to only those employees whose surname begins with the characters entered.

Clear the **Find Employee** field to see all employees for the selected payroll.

Add New Employee Wizard

The 'Add New Employee' wizard dialog box contains the following fields and options:

- Title: [Text Box]
- Forenames *: [Text Box] [Text Box]
- or Initials: [Text Box] (If forename not known)
- Surname *: [Text Box]
- Gender *: Male Female
- Date Of Birth *: [Text Box]
- NI Number: [Text Box]
- Works Number: [Text Box]
- Passport Number: [Text Box]
- Address: [Text Box]
- [Text Box]
- [Text Box]
- UK Post code or Non UK Country: [Text Box]
- Buttons: Cancel, Next >

* denotes a required field

Employee Information Entry

Select all of the following:

- a pay period from the list
- the most appropriate hours worked range from the standard hours worked dropdown list
- one of the four starting form options
- starting date (not mandatory for existing employees)

The screenshot shows the 'Add New Employee' dialog box with the following fields and options:

- Employee Pay Period ***: A dropdown menu with options: Weekly, Two Weekly, Four Weekly, Monthly, Quarterly, Six Monthly, Annually, One-off, Irregular.
- Standard hours worked per week ***: A dropdown menu.
- Regular Hours Worked**: [text box] **Gross Per Hour**: [text box]
- Regular Days Worked**: [text box] **Gross Per Day**: [text box]
- Regular Gross Amount**: [text box] **Gross Per Hour**: [text box] 0.00
- Starting Date**: [text box]
- Starting Form ***:
 - P45 Part 3 (New Employee with form P45)
 - P46 (New Employee without form P45)
 - P46 (Expat) (Employee seconded to work in the UK)
 - Existing Employee

Buttons: Cancel, < Back, Next >

For new employees with a P45

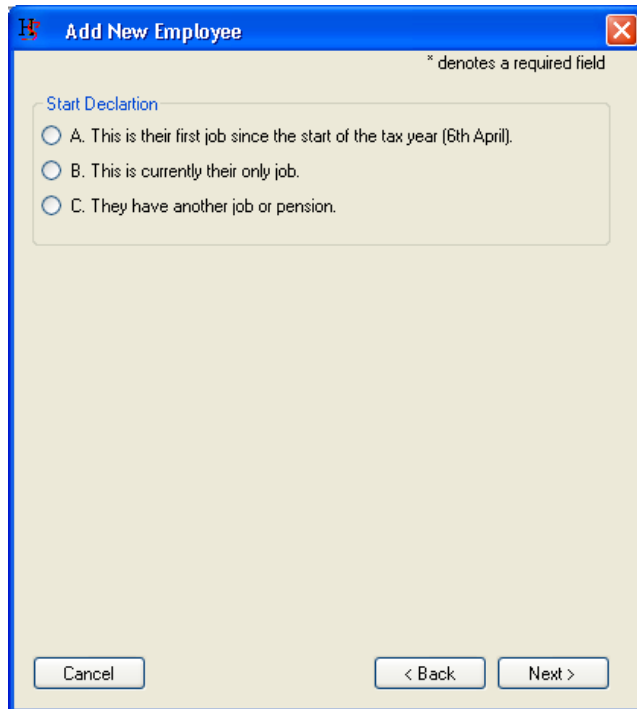
The screenshot shows the 'Add New Employee' dialog box with the following fields and options:

- Start Declaration**:
 - A. This is their first job since the start of the tax year (6th April).
 - B. This is currently their only job.
 - C. They have another job or pension.
- P45 Details**:
 - Date of leaving ***: [text box]
 - Tax code at date of leaving ***: [text box]
 - Was this on a week 1 / month 1 basis? ***:
 - Yes
 - No
 - Total pay to date ***: [text box]
 - Total tax to date ***: [text box]

Buttons: Cancel, < Back, Next >

Employee Information Entry

For new employee without P45

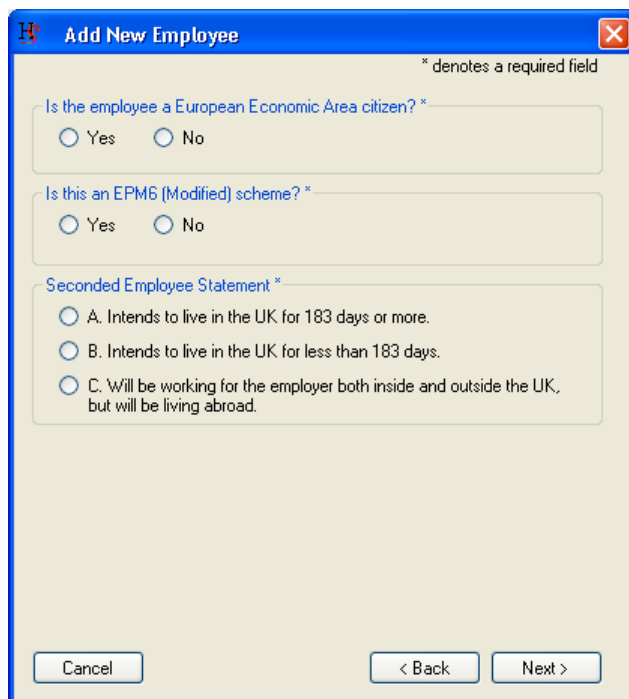


The screenshot shows a dialog box titled "Add New Employee" with a close button in the top right corner. A note in the top right corner states "* denotes a required field". The main content area is titled "Start Declaration" and contains three radio button options:

- A. This is their first job since the start of the tax year (6th April).
- B. This is currently their only job.
- C. They have another job or pension.

At the bottom of the dialog box, there are three buttons: "Cancel", "< Back", and "Next >".

Employee seconded to work in the UK

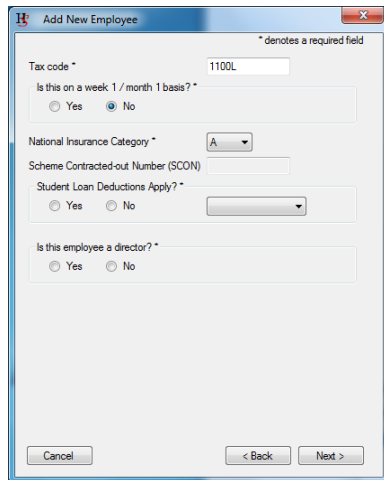


The screenshot shows a dialog box titled "Add New Employee" with a close button in the top right corner. A note in the top right corner states "* denotes a required field". The main content area contains three sections:

- Is the employee a European Economic Area citizen? ***
 Yes No
- Is this an EPMS (Modified) scheme? ***
 Yes No
- Seconded Employee Statement ***
 - A. Intends to live in the UK for 183 days or more.
 - B. Intends to live in the UK for less than 183 days.
 - C. Will be working for the employer both inside and outside the UK, but will be living abroad.

At the bottom of the dialog box, there are three buttons: "Cancel", "< Back", and "Next >".

Employee Information Entry

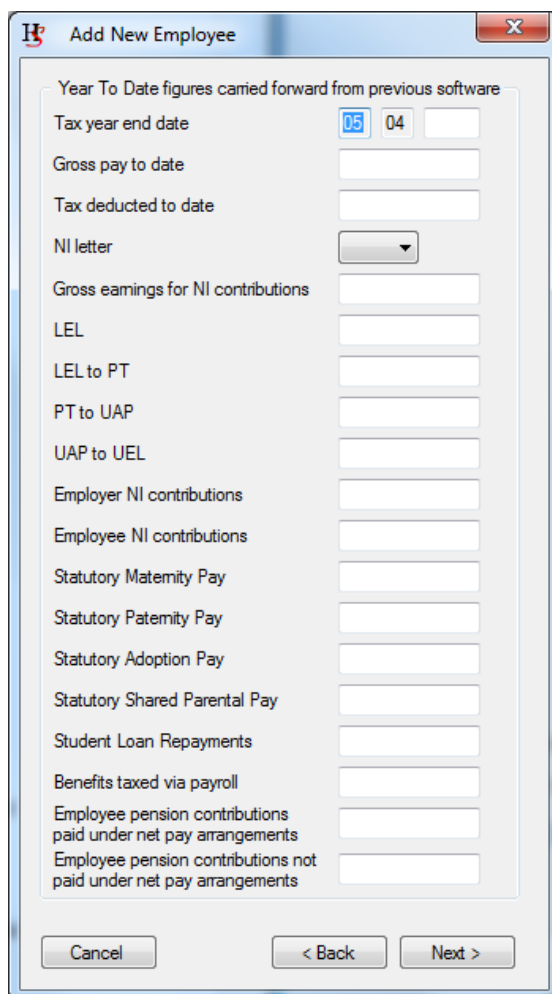


The screenshot shows a dialog box titled "Add New Employee" with a close button (X) in the top right corner. A note at the top right states "* denotes a required field". The form contains the following fields and options:

- Tax code *: 1100L
- Is this on a week 1 / month 1 basis? *: Radio buttons for Yes and No, with No selected.
- National Insurance Category *: A dropdown menu showing 'A'.
- Scheme Contracted-out Number (SCON): An empty text input field.
- Student Loan Deductions Apply? *: Radio buttons for Yes and No, with a dropdown menu to the right.
- Is this employee a director? *: Radio buttons for Yes and No.

At the bottom of the dialog are three buttons: "Cancel", "< Back", and "Next >".

If an existing employee is being added, the following screen is displayed in order to carry over year to date figures from previous payroll software:



The screenshot shows the same "Add New Employee" dialog box, but with a section titled "Year To Date figures carried forward from previous software" expanded. This section contains the following fields:

- Tax year end date: 05 04
- Gross pay to date: Empty text input field
- Tax deducted to date: Empty text input field
- NI letter: A dropdown menu
- Gross earnings for NI contributions: Empty text input field
- LEL: Empty text input field
- LEL to PT: Empty text input field
- PT to UAP: Empty text input field
- UAP to UEL: Empty text input field
- Employer NI contributions: Empty text input field
- Employee NI contributions: Empty text input field
- Statutory Maternity Pay: Empty text input field
- Statutory Paternity Pay: Empty text input field
- Statutory Adoption Pay: Empty text input field
- Statutory Shared Parental Pay: Empty text input field
- Student Loan Repayments: Empty text input field
- Benefits taxed via payroll: Empty text input field
- Employee pension contributions paid under net pay arrangements: Empty text input field
- Employee pension contributions not paid under net pay arrangements: Empty text input field

At the bottom of the dialog are three buttons: "Cancel", "< Back", and "Next >".

Employee Information Entry

The following screen is displayed in order to capture work based pension scheme contributions:

Auto Enrolment Details

Worker Category
 Eligible Jobholder Non eligible Jobholder Entitled Worker

Enrolment Status
 Opted In Opted Out N/A
Enrolment Date:
Opt Out Date:
 Notice to opt out of pension saving form submitted by member within allowed opt-out period
Notice to opt out reference number:

Employee Calculation Basis
 Fixed Amount All Pay Basic Pay Only Qualifying Earnings N/A
Employee Contribution Percent: %
Employee Contribution Amount:

Tax Relief
 Relief at Source Net Pay Arrangement No Tax Relief

Employer Calculation Basis
 Fixed Amount All Pay Basic Pay Only Qualifying Earnings N/A
Employer Contribution Percent: %
Employee Contribution Amount:

Close

Worker Category

Select whether the worker is an eligible jobholder, non eligible jobholder or entitled worker. The following link provides guidance on assessing the workforce and the different category of workers: <http://www.thepensionsregulator.gov.uk/doc-library/automatic-enrolment-detailed-guidance.aspx#s11494>

Enrolment Status

Select whether the employee is opted in, opted out, or if the status is not applicable e.g. if they are a non eligible jobholder and have not opted in.

Employee Calculation basis

Select the employee's earnings upon which the employee pension contributions are to be calculated. Qualifying Earnings are the earnings used to calculate minimum contributions to a pension scheme. For the 2014/15 tax year qualifying earnings are those between £5,772 and £41,865. Employers can choose to calculate contributions on another definition of earnings and the RTI Payroll software supports 'all pay', 'basic pay only', and 'fixed amount' options in addition to qualifying earnings.

Employee Information Entry

Tax Relief

Select the option that corresponds with how the tax relief is dealt with under the scheme. NEST schemes should be set as [Relief at Source].

Employer Calculation basis

Select the employee's earnings upon which the employer pension contributions are to be calculated. Qualifying Earnings are the earnings used to calculate minimum contributions to a pension scheme. For the 2014/15 tax year qualifying earnings are those between £5,772 and £41,865. Employers can choose to calculate contributions on another definition of earnings and the RTI Payroll software supports 'all pay', 'basic pay only', and 'fixed amount' options in addition to qualifying earnings.

Click 'Next' to complete the Add New Employee wizard. The name of the employee entered is now displayed in the employee list.

View / Edit Employee Details

To view or edit employee details select the employee and click 'View / Edit Employee Details'

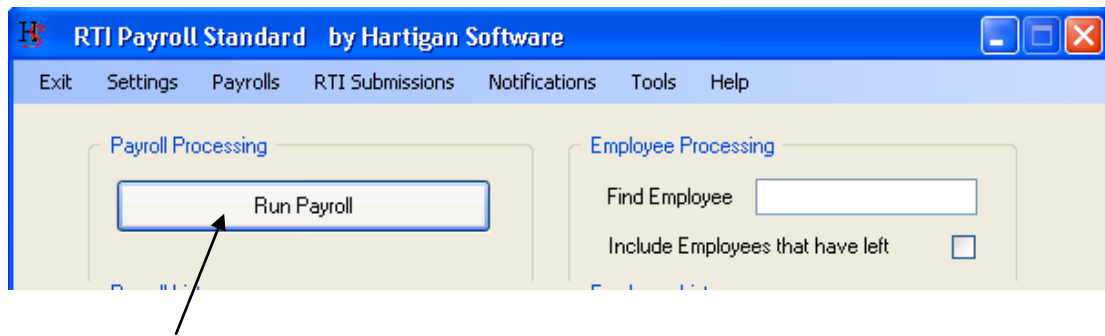
Make any changes required then click 'Close', the changes will be saved and the window closed. If you wish to discard any changes made you must click 'Undo Changes' before clicking 'Close'.

The screenshot shows a software window titled "Employee Details" with a close button in the top right corner. The window is divided into several sections for data entry:

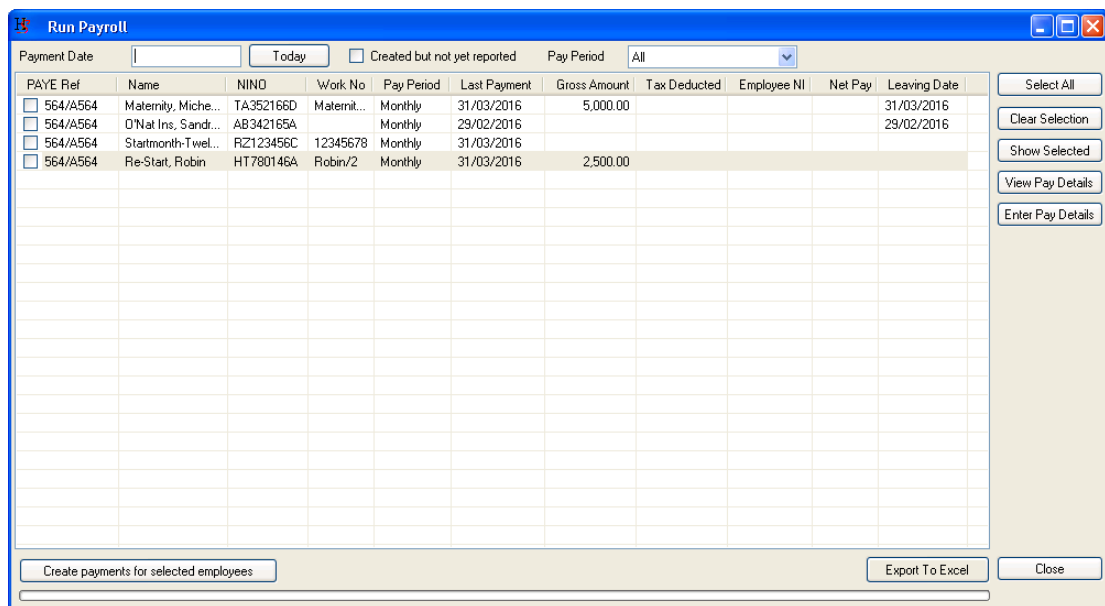
- Personal Information:** Title, Initials, Forenames (Hary), Surname (Drummond), Gender (Male selected), Date Of Birth (05/07/1981), NI Number (AB123456C), Works Number, Passport Number, Address, UK Post code or Non UK Country, and Notes.
- Tax and NI Information:** Tax Code (1100L), NI Category (A), Scheme Contracted-out Number (SCON), Student Loan Deductions (No), Employee Pay Period (Monthly), Standard hours worked per week (Up to 15.99), Regular Pay Amount (2500.00), Direct Earnings Attachment (No), and DEA Rate.
- Employment Details:** Period of Employment (Start Date, Leaving Date), Employed as a director (No), Director's NI Calc Method, and Director Appointment Date.

At the bottom of the window, there are several buttons: Partner Details, Statutory Payments, Auto Enrolment, Undo Changes, Delete, and Close. A "Calculate Gross" button is also present next to the Regular Pay Amount field.

Run Payroll



Click the [Run Payroll] button to begin the process.



A batch of payments can be generated by entering the payment date, selecting the employees from the list and pressing the [Create payments for selected employees] button. The payments can only be generated this way if the regular payment amount has been entered on the employee details screen.

Enter Pay Details

Add Pay Details

Employee: Drummond, Harry

Works Number: []

Payment Date: 14/04/2016 [Today]

Basic Pay: 2,500.00 [Calculate Basic & Overtime Pay]

Overtime Pay: []

Bonus Pay: []

Gross pay this period (excluding statutory payments): 2,500.00

Pay Period: Monthly

Number of earnings periods covered by this payment: 1

The employee is being paid statutory payments in this period.

The employee has deductions from gross pay in this period that are not subject to tax and/or national insurance contributions.

The employee has benefits taxed via payroll in this period.

The employee's pay in this period has been reduced due to them being on strike.

The employee's pay in this period has been reduced due to them being on unpaid absence.

[Cancel] [Continue]

Enter or confirm the payment date. Enter the basic pay, overtime pay, and bonus pay for the period. Tick any boxes that are appropriate. Click 'Continue', if any of the first three boxes above are ticked the window below is displayed.

The basic pay and overtime pay can be calculated by pressing the [Calculate Basic & Overtime Pay] button.

Gross Pay Calculation Basis

Hours Worked

| | | | | | |
|---|-----|-----------------|-----|-------|-----|
| <input type="checkbox"/> Regular Hours Worked | [] | Gross Per Hour | [] | TOTAL | [] |
| Overtime Hours Worked | [] | Overtime Rate % | [] | | [] |
| Overtime Hours Worked (Alternative Rate) | [] | Overtime Rate % | [] | | [] |
| | | TOTAL | | | [] |

Days Worked

| | | | | | |
|--|-----|---------------|-----|-------|-----|
| <input type="checkbox"/> Regular Days Worked | [] | Gross Per Day | [] | TOTAL | [] |
|--|-----|---------------|-----|-------|-----|

[Close]

Enter Pay Details: Statutory Payments

Employee:

Works Number:

Value of benefits taxed via payroll in pay period:

Value of payment not subject to tax or NICs in pay period:

Statutory Payments

Total SSP this period:

Total SMP this period:

Total SAP this period:

Total SPP this period:

Total ShPP this period:

Total ASPP this period:

Deductions from Gross Pay

Value of employee pension contributions paid under "net pay arrangements" in pay period:

Items subject to Class 1 NIC but not taxed under PAYE regulations excluding pension contributions in pay period:

Any statutory payment should be set up before being paid. Please refer to the relevant procedures in this document for guidance in setting up the statutory payments.

Once the statutory payments have been set up, pressing the [Calculate] button next to the appropriate box will display the following screen listing the schedule of statutory payments:

Please select the SMP payments that are to be made in this pay period.

| Pay date of SMP entitlement | SMP due to employee |
|---|---------------------|
| <input checked="" type="checkbox"/> 01/11/2013 - 07/11/2013 | 726.93 |
| <input checked="" type="checkbox"/> 08/11/2013 - 14/11/2013 | 726.93 |
| <input checked="" type="checkbox"/> 15/11/2013 - 21/11/2013 | 726.93 |
| <input checked="" type="checkbox"/> 22/11/2013 - 28/11/2013 | 726.93 |
| <input type="checkbox"/> 29/11/2013 - 05/12/2013 | 726.93 |
| <input type="checkbox"/> 06/12/2013 - 12/12/2013 | 726.93 |
| <input type="checkbox"/> 13/12/2013 - 19/12/2013 | 136.78 |
| <input type="checkbox"/> 20/12/2013 - 26/12/2013 | 136.78 |
| <input type="checkbox"/> 27/12/2013 - 02/01/2014 | 136.78 |
| <input type="checkbox"/> 03/01/2014 - 09/01/2014 | 136.78 |
| <input type="checkbox"/> 10/01/2014 - 16/01/2014 | 136.78 |
| <input type="checkbox"/> 17/01/2014 - 23/01/2014 | 136.78 |
| <input type="checkbox"/> 24/01/2014 - 30/01/2014 | 136.78 |
| <input type="checkbox"/> 31/01/2014 - 06/02/2014 | 136.78 |
| <input type="checkbox"/> 07/02/2014 - 13/02/2014 | 136.78 |
| <input type="checkbox"/> 14/02/2014 - 20/02/2014 | 136.78 |
| <input type="checkbox"/> 21/02/2014 - 27/02/2014 | 136.78 |
| <input type="checkbox"/> 28/02/2014 - 06/03/2014 | 136.78 |

Select the statutory payments to be paid in this pay period by 'ticking' the boxes and press the [Close] button.

Enter Pay Details: Review Payment

Review details of the payment to be made (Payment Details).

The screenshot shows the 'Pay Details' window for employee Drummond, Harry. The window is divided into several sections:

- Employee:** Drummond, Harry
- Payment Date:** 14/04/2016, **Month No:** 1
- Pay Period:** Monthly, **Full Payment Submission Complete:**
- Tax Code:** 1100L, **Week 1/Month 1:**
- Hours Worked:** Up to 15.99, **Periods Covered:** 1
- Basic Pay:** 2,500.00, **Overtime Pay:** (empty), **Bonus Pay:** (empty)
- Calculate Basic & Overtime Pay:** (button)
- Summary:**
 - Taxable Pay in this pay period: 2,500.00
 - Value of tax deducted or refunded from this payment: 316.40
 - Employee NI Contributions: 219.36
 - Gross pay this period (excluding statutory payments): 2,500.00
 - Value of employee pension contributions paid under "net pay arrangements" in pay period: 0.00
 - Value of payment not subject to tax or NICs in pay period: 0.00
 - Value of benefits taxed via the payroll in period: 0.00
 - Items subject to Class 1 NIC but not taxed under PAYE regulations excluding pension contributions in pay period: 0.00
- Deductions from Net Pay:**
 - Value of student loan deductions in this period: 0.00
 - Value of employee pension contributions that are not paid under "net payment arrangement" in pay period: 0.00
 - Value of Direct Earnings Attachments in pay period: 0.00
 - Value of other deductions from net pay in period: 0.00
- Pay after all deductions:** 1,964.24
- Reduction Reasons:**
 - The employee's pay in this period has been reduced due to unpaid absence.
 - The employee's pay in this period has been reduced due to them being on strike.

At the bottom, there are buttons for 'Payment Details', 'NI & Statutory Payments', 'Auto Enrolment', and 'Close'.

Click the 'NI & Statutory Payments' and 'Auto Enrolment' buttons to review the NI & Statutory Payment and Auto Enrolment details respectively. Click close to close the window.

Review details of the payment to be made (NI & Statutory Payments)

The screenshot shows the 'Pay Details' window with the 'NI & Statutory Payments' tab selected. The window displays the following information:

- Employee:** Drummond, Harry
- Pay Period:** Monthly, **Full Payment Submission Complete:**
- Hours Worked:** Up to 15.99, **Periods Covered:** 1
- Gross pay For NIC:** 2,500.00, **NI Category Letter:** A
- Statutory Payments:**
 - 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
 - Total ASPP this period: Calculate 0.00
- National Insurance:**
 - Values of earnings at the lower earnings limit: 486.00
 - Value of earnings above the lower earning limits, up to and including the primary threshold: 186.00
 - Value of earnings above the primary threshold, up to and including the upper accrual point: 4.00
 - Value of earnings above the upper accrual point, up to and including the upper earnings limit: 1,824.00
 - Employees NI contributions due in pay period: 219.36
 - Employers NI contributions due in pay period: 251.71
 - Total of employee and employer contributions: 471.07
 - Scheme Contracted-out Number (SCON): (empty)

At the bottom, there are buttons for 'Payment Details', 'NI & Statutory Payments', 'Auto Enrolment', and 'Close'.

Click the 'Payment Details' and 'Auto Enrolment' buttons to review the Payment and Auto Enrolment details respectively. Click close to close the window.

Enter Pay Details: Review Payment

Review details of the payment to be made (Auto Enrolment).

The pension contributions will be calculated automatically based on the values entered on the [Auto Enrolment] screen for the employee (see above). The auto enrolment values for each pay period are displayed when the [Auto Enrolment] button is pressed on the [Pay Details] screen:

The screenshot shows the 'Pay Details' window with the following data and settings:

- Employee:** C, C
- Payment Date:** 15/10/2015
- Week No:** 28
- Pay Period:** Two Weekly
- Hours Worked:** 16-23.99 hrs
- Periods Covered:** 1
- Full Payment Submission Complete:**
- Basic Pay:** 1,000.00
- Overtime Pay:** 1,000.00
- Bonus Pay:** 555.00
- Gross pay this period (excluding statutory payments):** 2,555.00
- Auto Enrolment:**
 - Worker Category:** Eligible Jobholder
 - Enrolment Status:** Opted In, Opted Out, N/A
- Employee Calculation Basis:** Basic Pay Only
- Employee Contribution Percent:** 2 %
- Tax Relief:** Net Pay Arrangement
- Employer Calculation Basis:** N/A
- Pension contribution for this earnings period:**
 - Pensionable Earnings:** 1,000.00
 - Employee pension contributions deducted from salary:** 20.00

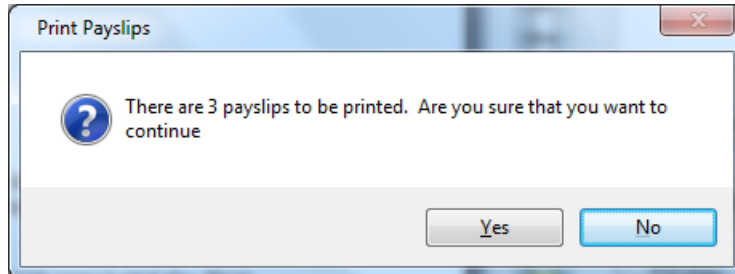
Buttons at the bottom: Payment Details, NI & Statutory Payments, Auto Enrolment, Close.

The values for each pay period can be amended on this screen. If contributions are reduced or not paid in this pay period, the [Reason for partial or non-payment of contributions] drop down box should be selected.

Click the 'NI & Statutory Payments' and 'Payment Details' buttons to review the NI & Statutory Payment and payment details respectively. Click close to close the window.

Print Payslips

When all employee payment details have been entered for the current period, click the 'Print Payslips' button. The number of payslips to be printed will be displayed, ensure the required printer is connected and is ready then click 'Yes' to continue and print the payslips.

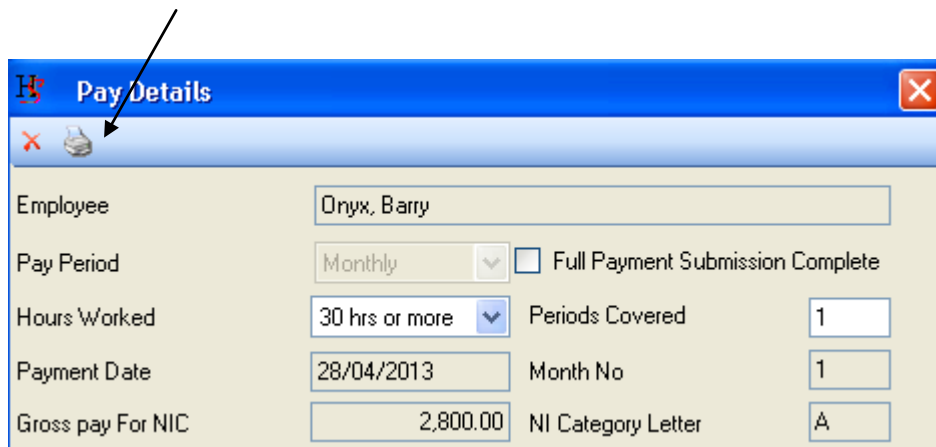


Review the payslips to ensure all required employees are included and being paid the appropriate amounts. Once you are satisfied all is correct click the 'Full Payment Submission' button to begin the submission process.

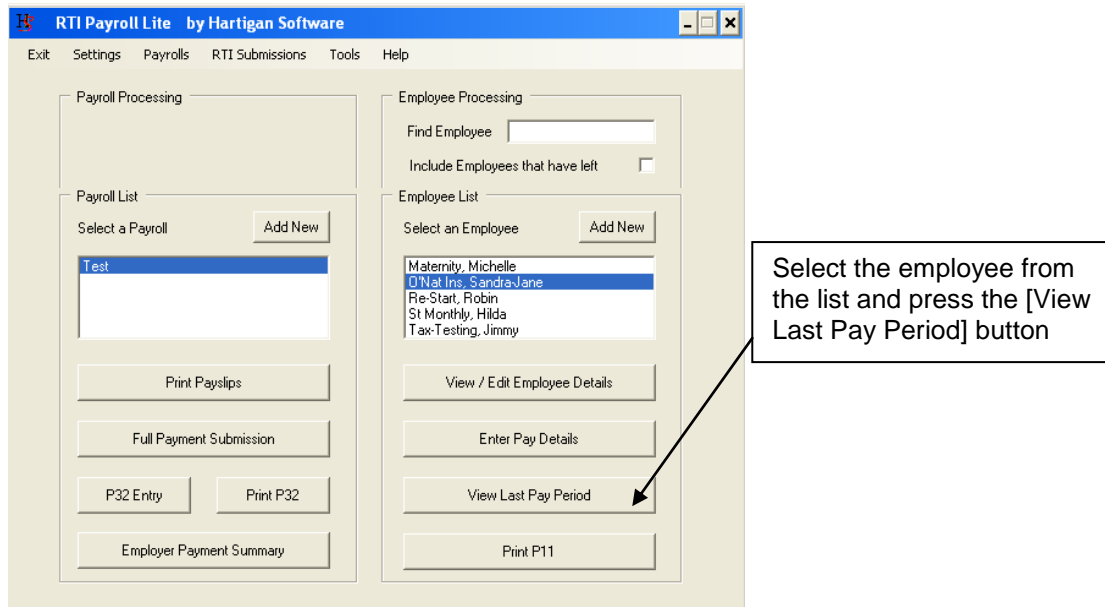
Note:

Individual payslips can be printed as follows:

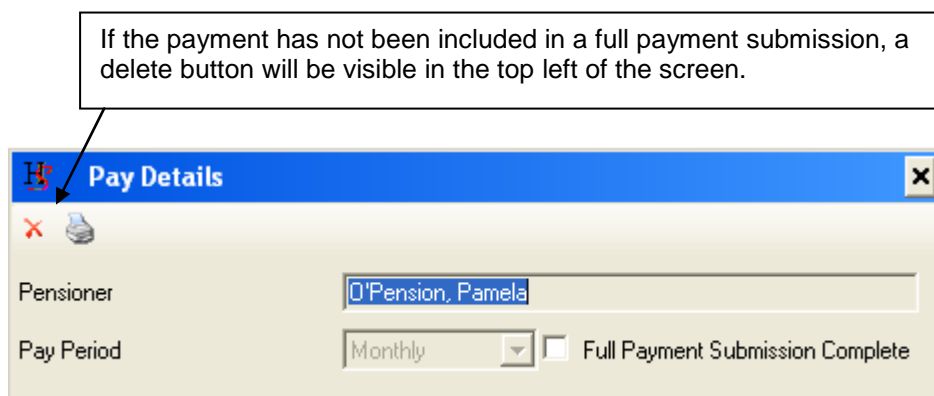
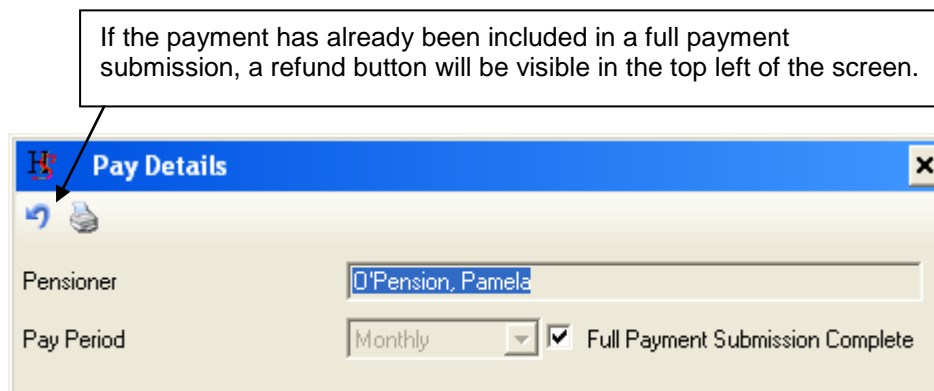
- Select an employee
- Click the 'View Last Pay Period' button on the main window.
- Click the printer icon at the top of the window.



Delete or Refund Payments

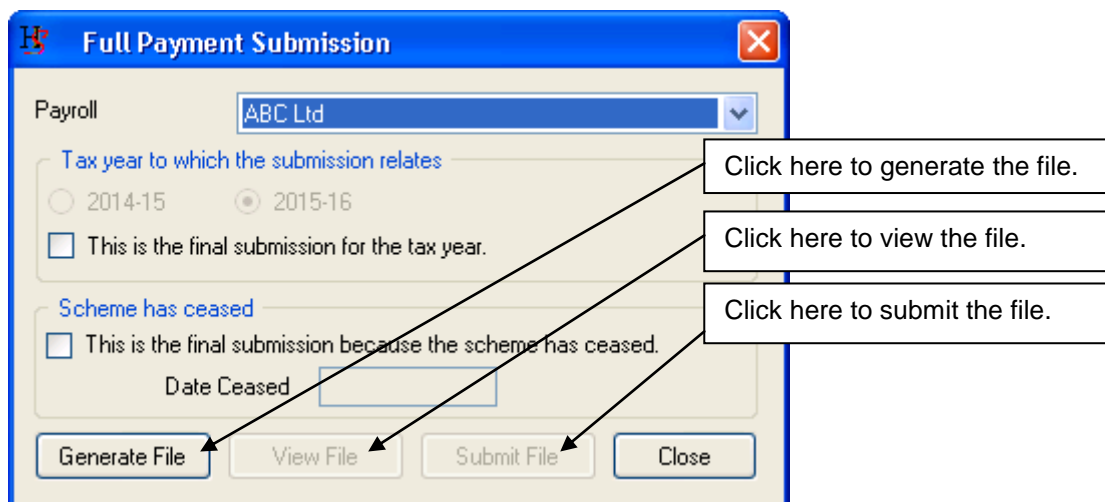
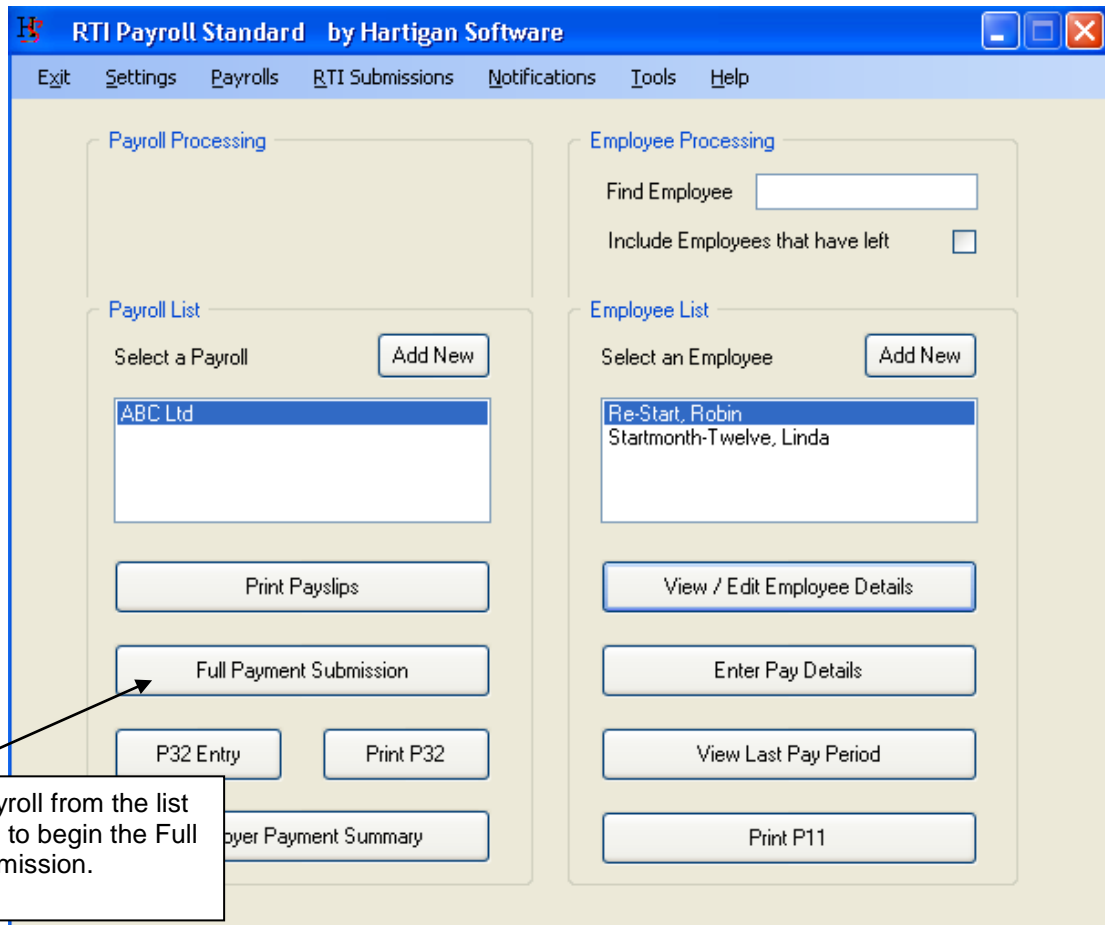


The Pay Details screen will be displayed.



Use this option if adjustments to previously entered information for the current period are required and the Full Payment Submission has not been run.

Full Payment Submission

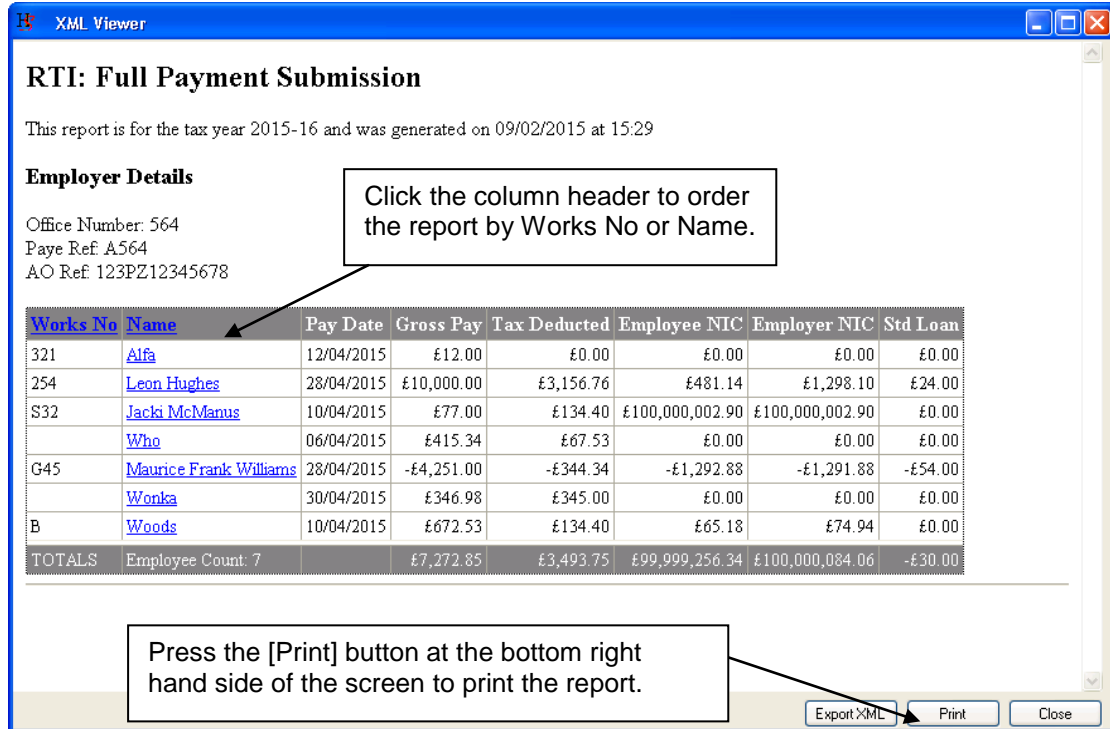


NOTE: When processing the last payment for the tax year, ensure that the final submission box is ticked.

Full Payment Submission

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.



RTI: Full Payment Submission

This report is for the tax year 2015-16 and was generated on 09/02/2015 at 15:29

Employer Details

Office Number: 564
 Paye Ref: A564
 AO Ref: 123PZ12345678

| Works No | Name | Pay Date | Gross Pay | Tax Deducted | Employee NIC | Employer NIC | Std Loan |
|---------------|--|------------|------------|--------------|-----------------|-----------------|----------|
| 321 | Alfa | 12/04/2015 | £12.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| 254 | Leon Hughes | 28/04/2015 | £10,000.00 | £3,156.76 | £481.14 | £1,298.10 | £24.00 |
| S32 | Jacki McManus | 10/04/2015 | £77.00 | £134.40 | £100,000,002.90 | £100,000,002.90 | £0.00 |
| | Who | 06/04/2015 | £415.34 | £67.53 | £0.00 | £0.00 | £0.00 |
| G45 | Maurice Frank Williams | 28/04/2015 | -£4,251.00 | -£344.34 | -£1,292.88 | -£1,291.88 | -£54.00 |
| | Wonka | 30/04/2015 | £346.98 | £345.00 | £0.00 | £0.00 | £0.00 |
| B | Woods | 10/04/2015 | £672.53 | £134.40 | £65.18 | £74.94 | £0.00 |
| TOTALS | Employee Count: 7 | | £7,272.85 | £3,493.75 | £99,999,256.34 | £100,000,084.06 | -£30.00 |

Press the [Print] button at the bottom right hand side of the screen to print the report.

Clicking on an employee's name in the list will display the full reporting information relating to that employee:

| Works No | Name | Pay Date | Gross Pay | Tax Deducted | Employee NIC | Employer NIC | Std Loan |
|----------|-----------------------------|------------|------------|--------------|--------------|--------------|----------|
| 321 | Alfa | 12/04/2014 | £12.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| 254 | Leon Hughes | 28/04/2014 | £10,000.00 | £3,156.76 | £478.92 | £1,295.88 | £24.00 |

| | |
|-------------------------------|-------------------------------------|
| Title: | Mr |
| Forename(s): | Leon |
| Surname: | Hughes |
| Payroll ID: | 254 |
| Birth Date: | 12/12/1964 |
| NI Number: | ZX123456C |
| Address: | 12 Ripon Road Bedford LU4 3WS |
| Gender: | Male |
| Passport Number: | 84120474 |
| Director's NIC: | AN: Annual or pro-rata annual |
| Tax Week Of Appt Of Director: | 53 |
| Start Date: | 07/04/2012 |
| Starting Declaration: | C: have another job or pension |
| Payment Date: | 28/04/2014 |
| Late Reason: | A: Payment to Expat by third party |
| Payment Frequency: | Irregular |
| Month No: | 1 |
| Periods Covered: | 1 |
| Associated Earnings: | vac |

Confirm the Full Payment Submission extract contains information for all the expected employees. Once content checks have been completed close the FPS extract window.

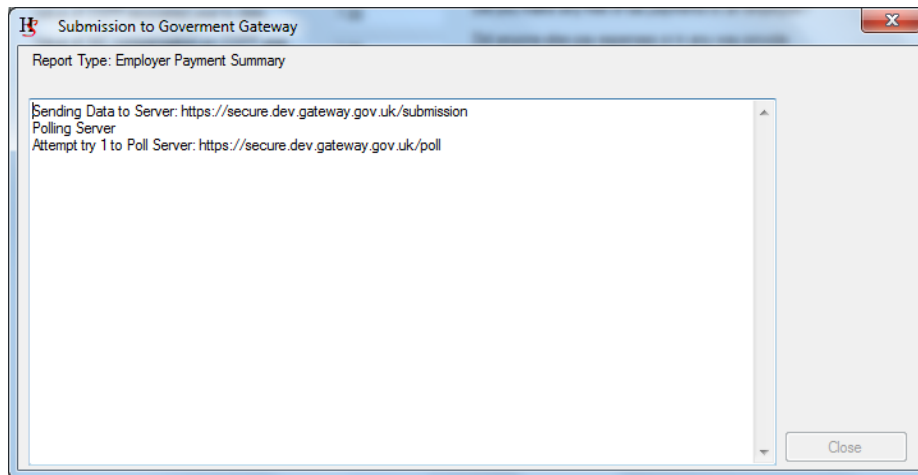
Full Payment Submission

Submit Data

Ensure you are able to connect to the internet then click 'Submit File' on the Full Payment Submission window to connect to the HMRC site and transmit your data.

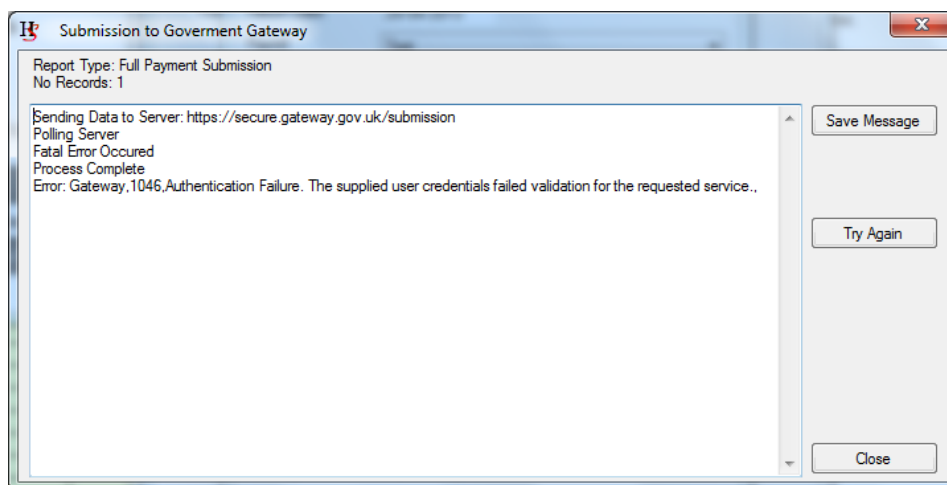
A transmission progress window will be displayed. The time taken to transmit your data will depend on how much data you have to transmit, how busy the HMRC site is and the speed of your internet connection.

Transmission progress window:



The window above shows where a file submission request has been made and a connection to the HMRC site has been established.

The window below shows a rejected connection due to incorrect or otherwise invalid payroll header information having been entered when the payroll was set up. Save the message and close the window. Click 'Payrolls' on the RTI Pro Main Window, select the payroll giving the error, review the HMRC payroll references and sender information, correct any discrepancies and 'Save' the record.



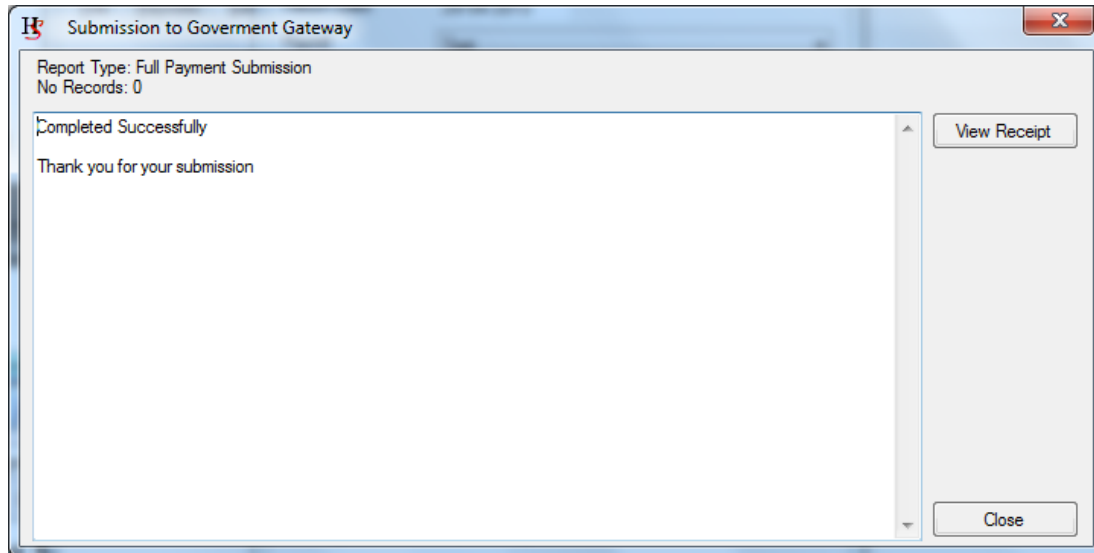
Full Payment Submission

Submit Data

Begin the submission process again commencing with **Data Validation**.

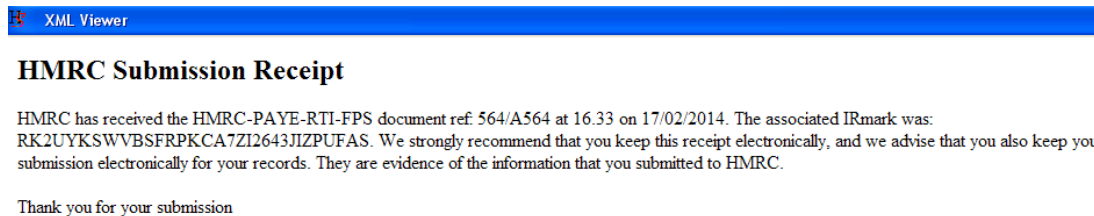
NOTE: If the failure relates to a data issue correct the data then run the validation.

A successful submission is shown in the window below:



Submission Receipt

Click 'View Receipt' to display the HMRC receipt shown below:



A copy of the Full Payment Submission and the Submission Receipt will be stored in the **Document Submission Folder**.

Employer Payment Summary

Data Entry & Submission

This submission is required to enable HMRC to calculate employer liability.

An Employer Payment Summary should be sent if:

- no payments are made to any employees in a tax month
- or you wish to recover statutory payments, NICs compensation on statutory payments, Construction Industry Scheme (CIS) deductions suffered (limited companies only) or an amount under the Regional National Insurance Contributions Holiday for New Businesses
- to notify HMRC of the eligibility to claim the new annual £2,000 employment allowance
- to notify HMRC of the bank details to which any repayment is to be sent.

The screenshot shows the 'RTI Payroll Standard' software interface by Hartigan Software. The window title bar includes the software name and standard Windows window controls. The menu bar contains 'Exit', 'Settings', 'Payrolls', 'RTI Submissions', 'Notifications', 'Tools', and 'Help'. The main interface is divided into two columns: 'Payroll Processing' on the left and 'Employee Processing' on the right. Under 'Payroll Processing', there is a 'Payroll List' section with a dropdown menu showing 'ABC Ltd' and an 'Add New' button. Below this are buttons for 'Print Payslips', 'Full Payment Submission', 'P32 Entry', 'Print P32', and 'Employer Payment Summary'. Under 'Employee Processing', there is an 'Employee List' section with a dropdown menu showing 'Re-Start, Robin' and 'Startmonth-Twelve, Linda', and an 'Add New' button. Below this are buttons for 'View / Edit Employee Details', 'Enter Pay Details', 'View Last Pay Period', and 'Print P11'. An arrow points from a text box below to the 'Employer Payment Summary' button.

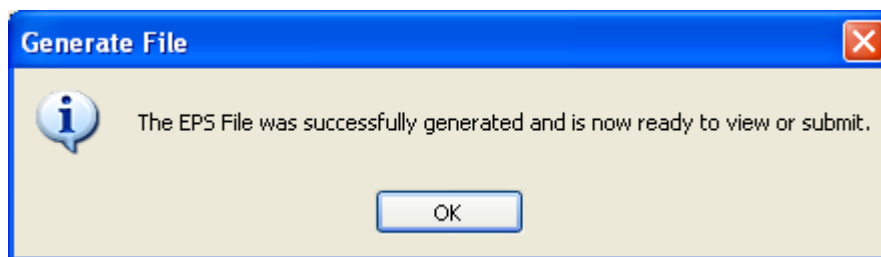
Select the Payroll from the list and click here to begin the Employer Payment Summary.

Employer Payment Summary

The screenshot shows the 'Employer Payment Summary' window. At the top, the payroll is set to 'ABC Ltd'. The 'Period to which the submission relates' section includes 'Tax Year' (2015-16 selected, 2016-17 unselected), 'Tax Month End Date' (05/04/2016), and 'Month No.' (12). There are checkboxes for 'This is the final submission for the tax year.' and 'Scheme has ceased'. The 'Period of inactivity' section has two sub-sections, each with 'From date' and 'To date' fields and explanatory text. The 'Payment Values' section on the right contains ten input fields for various recovery and compensation values. The 'Employment Allowance Indicator' section has radio buttons for 'Yes', 'No', and 'N/A' (selected), with a note about the £2,000 allowance. At the bottom, there are fields for 'Bank account details' (Name of Account Holder(s), Sort Code, Account Number, Building Society Reference) and a note about when to enter these details. At the very bottom are buttons for 'Generate File', 'View File', 'Submit File', and 'Cancel'.

Select the tax year, enter the month end date, select the relevant payroll and enter all required data values.

Click 'Generate File', the following window should be displayed:



Click 'Ok' to close the EPS file creation confirmation window.

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

Employer Payment Summary

View File

Click 'View File' to review the submission file content:

RTI: Employer Payment Summary

This report is for the tax year 2014-15 and was generated on 17/02/2014 at 16:48

Employer Details

Office Number: 564
Paye Ref: A564
AO Ref: 564PA00133378

Recoverable Amounts

| | |
|--|-------|
| SMP Recovered Year To Date: | £1.00 |
| NIC Compensation On SMP Year To Date: | £2.00 |
| OSPP Recovered Year To Date: | £3.00 |
| NIC Compensation On OSPP Year To Date: | £4.00 |
| SAP Recovered Year To Date: | £5.00 |
| NIC Compensation On SAP Year To Date: | £6.00 |
| ASPP Recovered Year To Date: | £7.00 |
| NIC Compensation On ASPP Year To Date: | £8.00 |
| CIS Deductions Suffered Year To Date: | £9.00 |

Press the [Print] button at the bottom right hand side of the screen to print the report.

Print Close

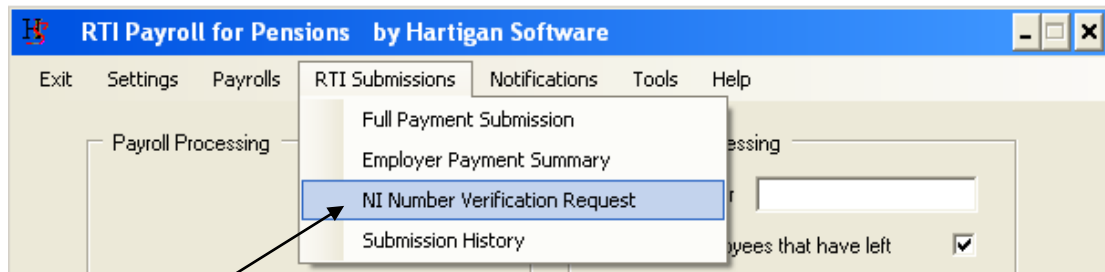
Submit Data

Ensure you are able to connect to the internet then click 'Submit File' on the Employer Payment Submission window to connect to the HMRC site and transmit your data.

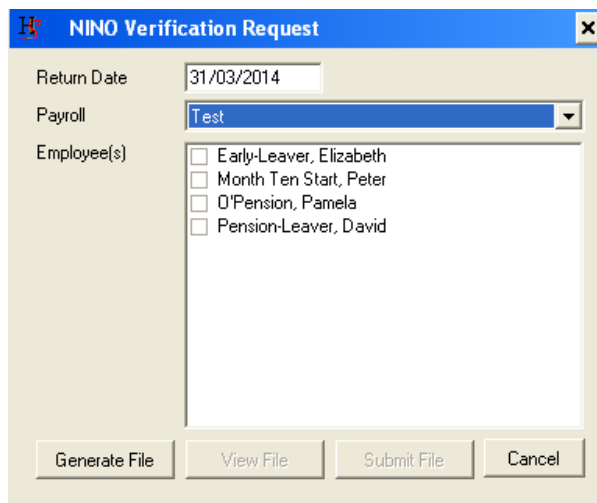
NI Number Verification Request

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 this document 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.

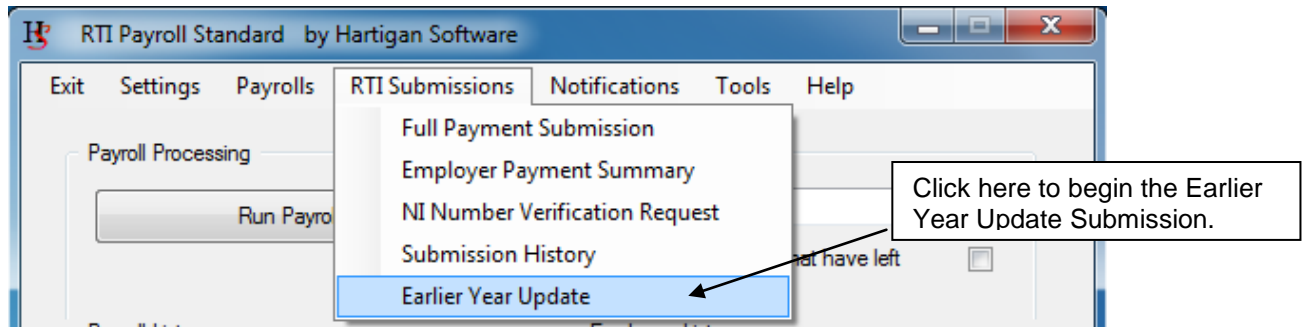
Click the [View File] button to view the NI Number Verification Request.

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

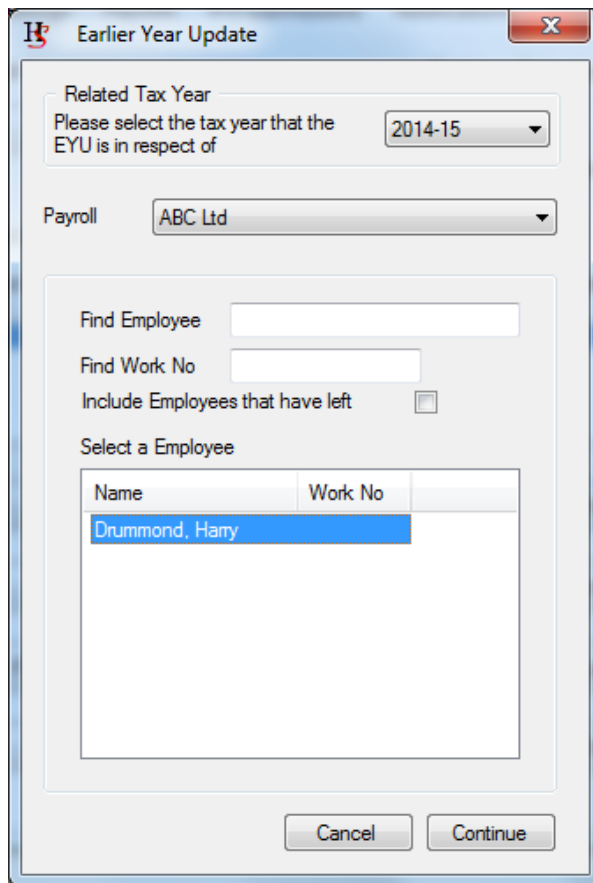
Earlier Year Update

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 20th 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

The screenshot shows a software window titled "Earlier Year Update: Employee Details". It contains several input fields and a checkbox. The fields are: Title (empty), Forenames * (containing "Harry"), Surname * (containing "Drummond"), Gender * (radio buttons for "Male" and "Female", with "Male" selected), Date Of Birth * (containing "05/07/1981"), NI Number (containing "AB123456C"), Works Number (empty), Passport Number (empty), Address (three empty lines), UK Post code or Non UK Country (empty). A checkbox labeled "Payment to a non individual" is unchecked. A note at the top right says "* denotes a required field". At the bottom are "Cancel" and "Next >" buttons.

Enter the employee details on the first screen.

The screenshot shows a software window titled "Earlier Year Update: Pay and Deductions". It displays the employee name "Drummond, Harry" and "Works Number" field. There is a "Final Tax Code" field and a question "Was this on a week 1/month 1 basis?" with "Yes" and "No" radio buttons. A text box explains: "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." Below this is a table with four columns: "Previously Submitted Amount", "Correct Amount", and "Adjustment". The rows are: Taxable Pay, Tax Deducted, Benefits Taxed via Payroll, Employee pension contributions paid via "net pay arrangements", Employee pension contributions not paid via "net pay arrangements", and Student Loan Repayments. Each row has three empty input fields. At the bottom are "Cancel", "< Back", and "Next >" buttons.

| | Previously Submitted Amount | Correct Amount | Adjustment |
|--|-----------------------------|----------------|------------|
| Taxable Pay | | | |
| Tax Deducted | | | |
| Benefits Taxed via Payroll | | | |
| Employee pension contributions paid via "net pay arrangements" | | | |
| Employee pension contributions not paid via "net pay arrangements" | | | |
| Student Loan Repayments | | | |

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 Drummond, Harry Works Number

NI Letters And Values

< > 1 of 1 NI Letters

NI Letter

SCON

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 | | | |
| Earnings at lower earnings limit (LEL) | | | |
| Earnings above LEL | | | |
| Earnings from Primary Threshold to Upper Accrual Point | | | |
| Earnings from Upper Accrual Point to Upper Earnings Limit | | | |
| Employers NI Contributions | | | |
| Employee contributions due on earnings | | | |

NIC refund

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

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"/> |
| Ordinary Statutory Paternity Pay (OSPP) | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Statutory Adoption Pay (SAP) | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Additional Statutory Paternity Pay (ASPP) | <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 with the following 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.

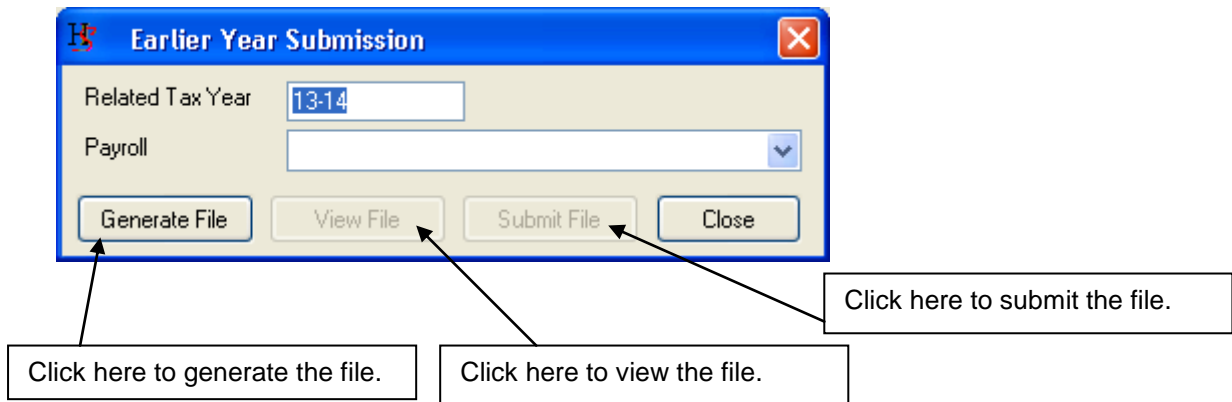
The screenshot shows a dialog box titled "Earlier Year Update: Starter Details". At the top, there are two input fields: "Employee" containing "Drummond, Harry" and "Works Number" which is empty. Below these is a text box with the following instructions: "Please only enter the fields that require an 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?" label followed by 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.

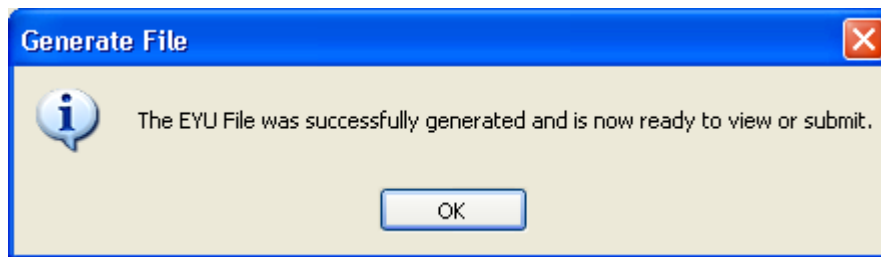
Earlier Year Update

Generate File

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



Click '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

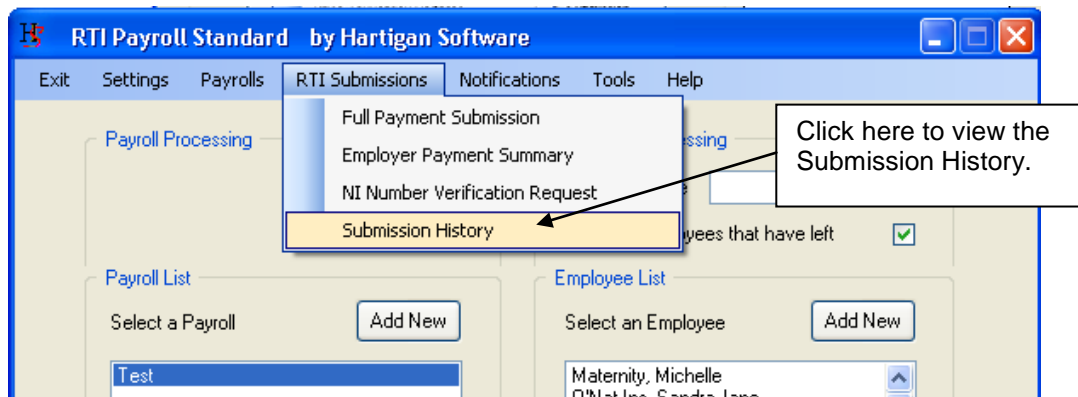
Click 'View File' to review the submission file content. The report provides a list of all employees with information being submitted to HMRC.

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

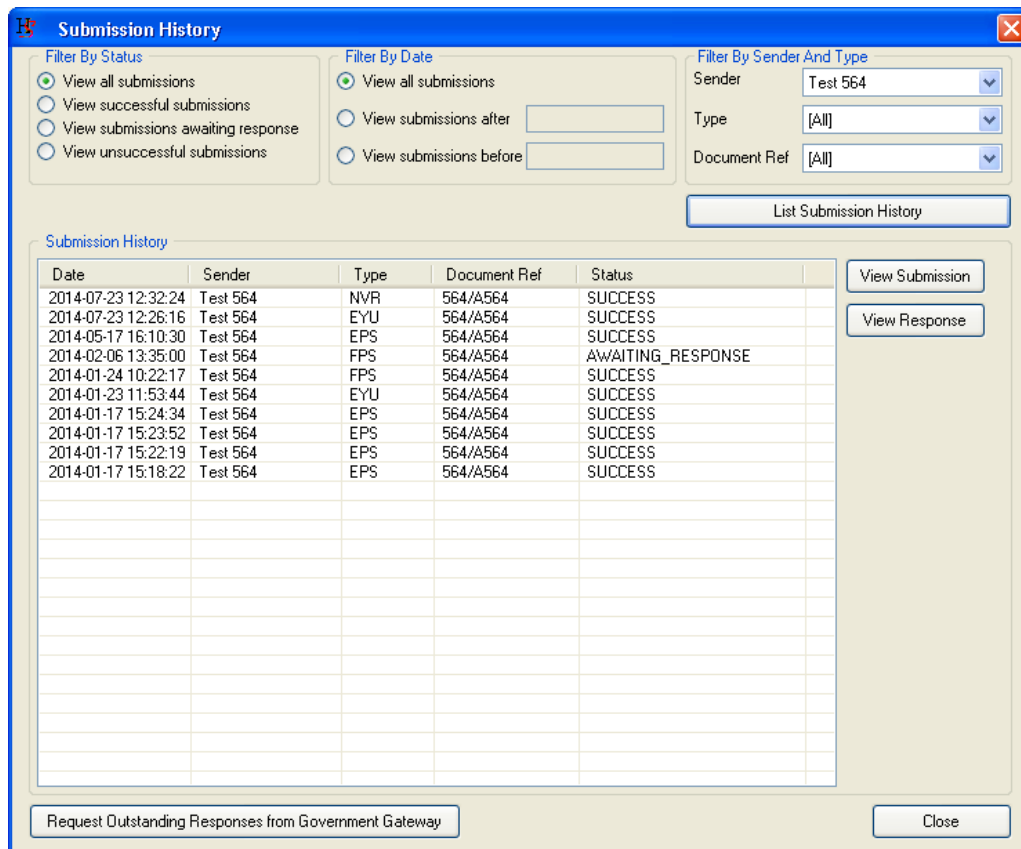
Submit Data

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

View Submission History



The following screen is displayed:

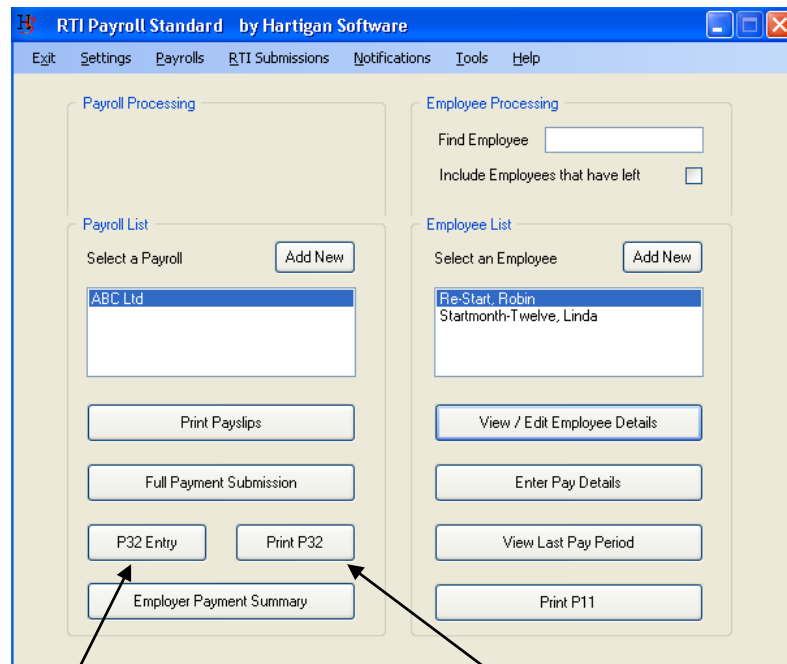


Select the appropriate filters from the selection at the top of the screen and press the [List Submission History] button. Please note that the history will not include submissions that were made prior to installing the 2014-15 version of the software.

The original submission or response can be viewed by clicking on the submission in the list and pressing the [View Submission] or [View Response] button.

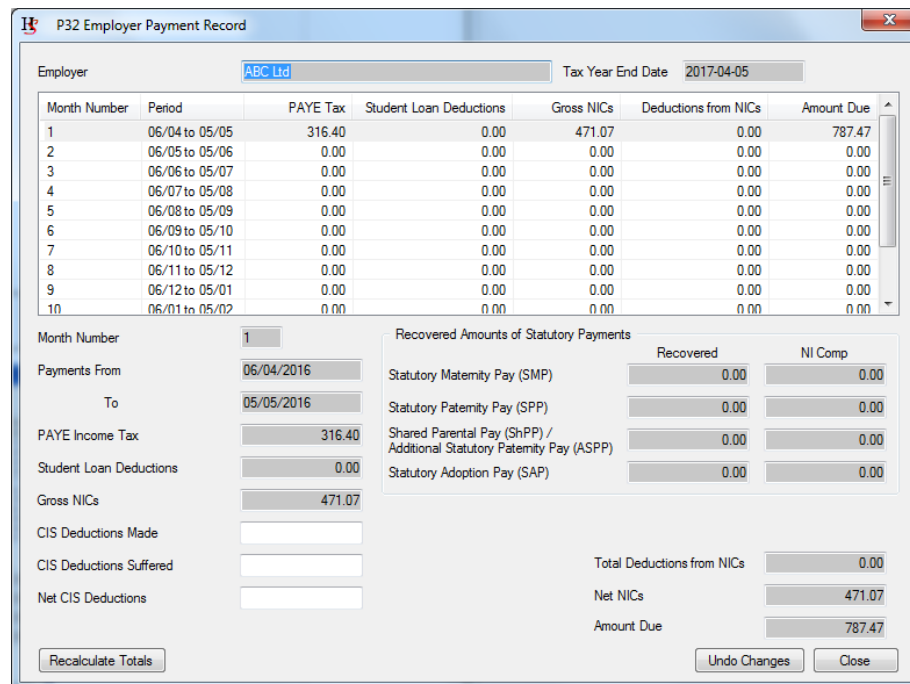
If a response was not received from the Government Gateway when the original submission took place, the status of the submission will be displayed as AWAITING_RESPONSE. The response can be retrieved from the Government Gateway by pressing the [Request Outstanding Responses from Government Gateway] button at the bottom of the screen.

P32 Entry



Select the Payroll from the list and click here for P32 Data Entry

Select the Payroll from the list and click here to print the P32



The Income Tax Subcontractor Deductions will need to be entered manually but the rest of the P32 data will be calculated automatically for previous tax months.

To calculate the totals for the current tax month, select the month from the list and press the [Recalculate Totals] button.

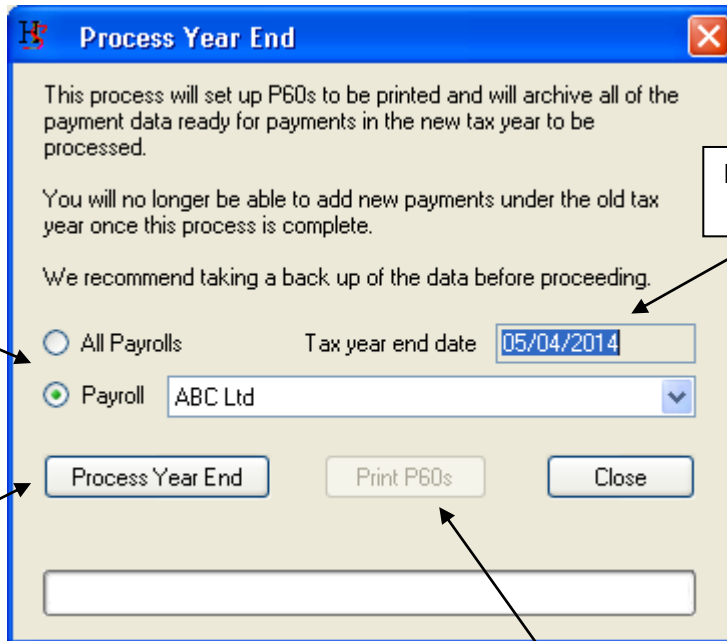
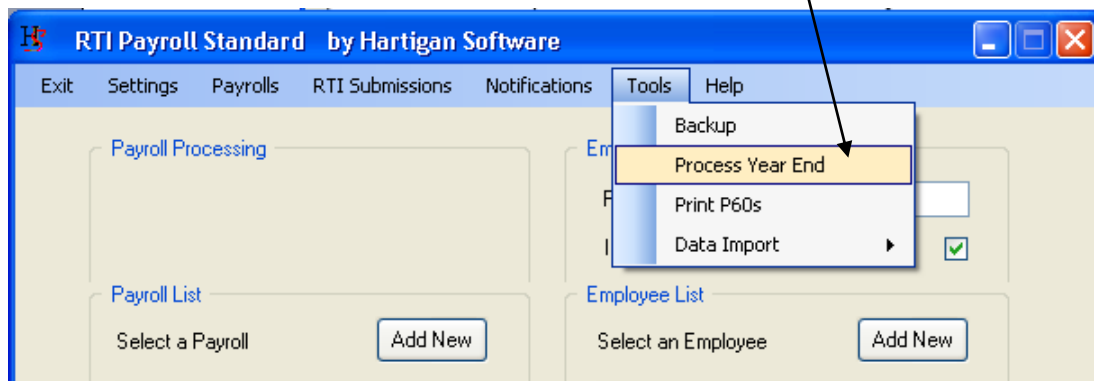
Year End Process

This process will set up P60s to be printed and will archive all of the payment data ready for payments in the new tax to be processed. Please note that payments under the old tax year can no longer be added once this process has been completed.

Either a Full Payment Submission or Employer Payment Summary should be submitted with the [Final Submission for the tax year] indicator before the year end process is run.

We recommend taking a backup copy of the data before proceeding. Please refer to the Backup section of this document for guidance on how this can be done.

Selecting the [Process Year End] menu under the [Tools] menu will display the following screen



Select the payroll to be processed or the [All Payrolls] option

Enter the tax year end date

Click the [Process Year End] button

The [Print P60s] button will be enabled after the [Process Year End] button has been pressed and the process has completed. Please refer to the following page for the P60 printing process.

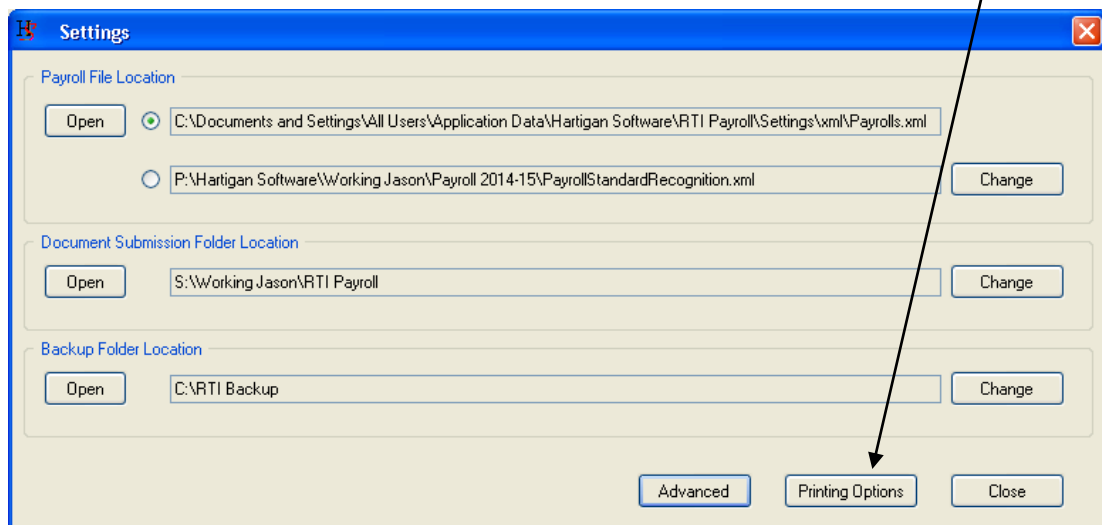
P60 Printing

P60s are printed on either plain paper or using pre-printed P60 (SingleSheet/Shortened) stationery. They can be ordered online from the HMRC website via the following link:

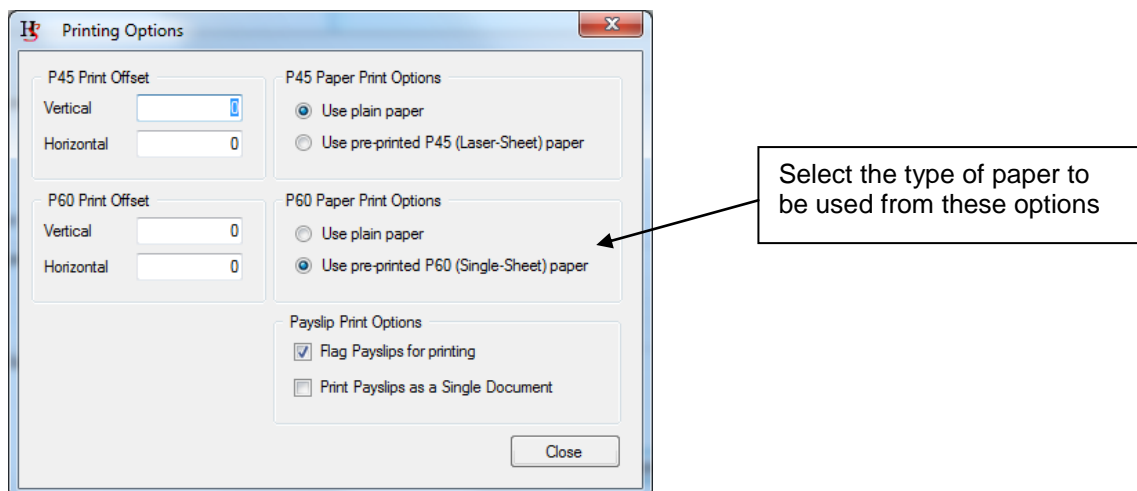
<http://www.hmrc.gov.uk/payerti/forms-updates/forms-publications/onlineorder.htm#1x1>

The type of paper to be used for printing the P60s can be selected by pressing the [Printing Options] button at the bottom of the Setting screen.

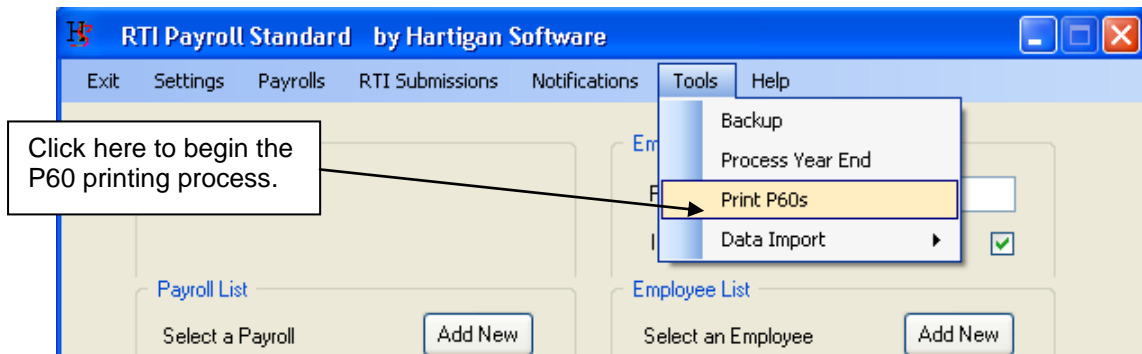
The printing coordinates might need to be updated so that they are aligned with the pre-printed boxes. It is therefore a good idea to print a test P60 to check the printing coordinates before printing the entire batch of P60s. The coordinates can be updated via the [Printing Options] button at the bottom of the Setting screen.



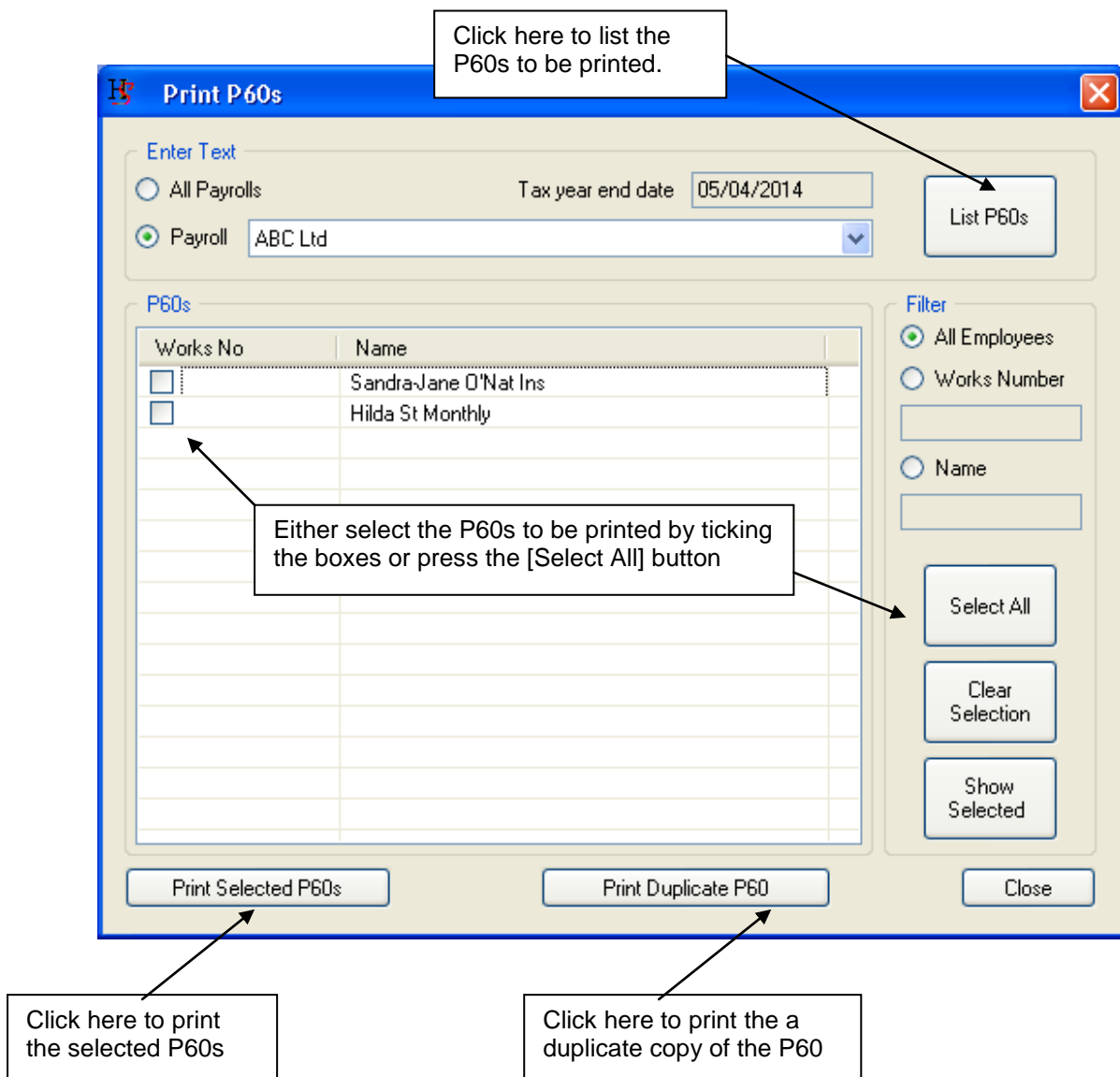
The P60 Print Offset values will move the printing coordinates down or right by the number of millimetres entered in the text boxes. In the example below, the coordinates will be moved 10mm down and 5.5mm to the right. Negative values can be entered if the coordinates need to be moved up or left.



P60 Printing



The following screen is displayed:

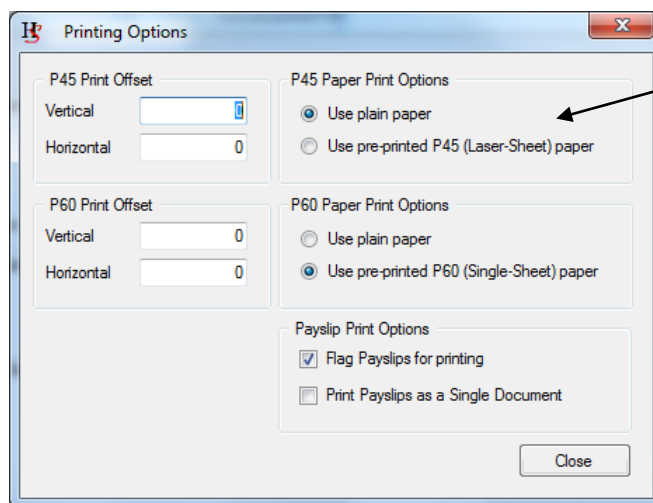
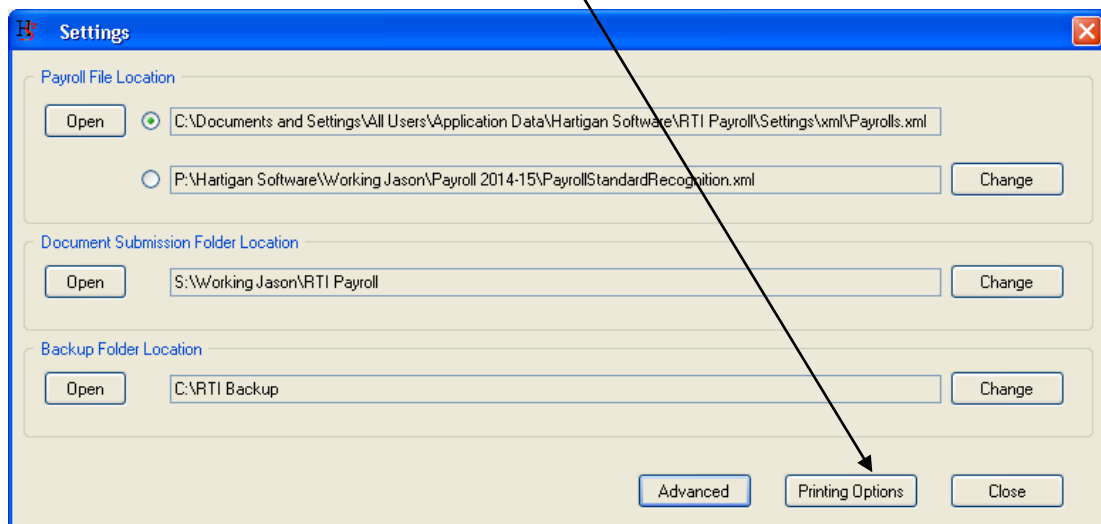


P45 Printing

P45s are printed on either plain paper or using the pre-printed P45 (Laser Sheet) - 3 part stationery. They can be ordered online from the HMRC website via the following link:

<http://www.hmrc.gov.uk/payerti/forms-updates/forms-publications/onlineorder.htm#1x1>

The type of paper to be used for printing the P45 can be selected by pressing the [Printing Options] button at the bottom of the Setting screen.



Select the type of paper to be used from these options

If printing on pre-printed P45 paper, the printing coordinates might need to be updated so that they are aligned with the pre-printed boxes.

The P45 Print Offset values will move the printing coordinates down or right by the number of millimetres entered in the text boxes. In the example above, the coordinates will be moved 10mm down and 5.5mm to the right. Negative values can be entered if the coordinates need to be moved up or left.

P45 Printing

RTI Payroll Standard by Hartigan Software

Exit Settings Payrolls RTI Submissions Notifications Tools Help

Payroll Processing

Employee Processing

Find Employee

Include Employees that have left

Payroll List

Select a Payroll

Print Payslips

Full Payment Submission

Employee List

Select an Employee

Startmonth-Twelve, Linda

View / Edit Employee Details

Enter Pay Details

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

Employee Details

Title Initials

Forenames

Surname

Gender Male Female

Date Of Birth

NI Number

Works Number

Passport Number

Address

UK Post code or

Tax Code

Week 1 / Month 1

NI Category

Scheme Contracted-out Number (SCON)

Student Loan Deductions

Employee Pay Period

Standard hours worked per week

Regular Pay Amount

Direct Earnings Attachment

DEA Rate

Period of Employment

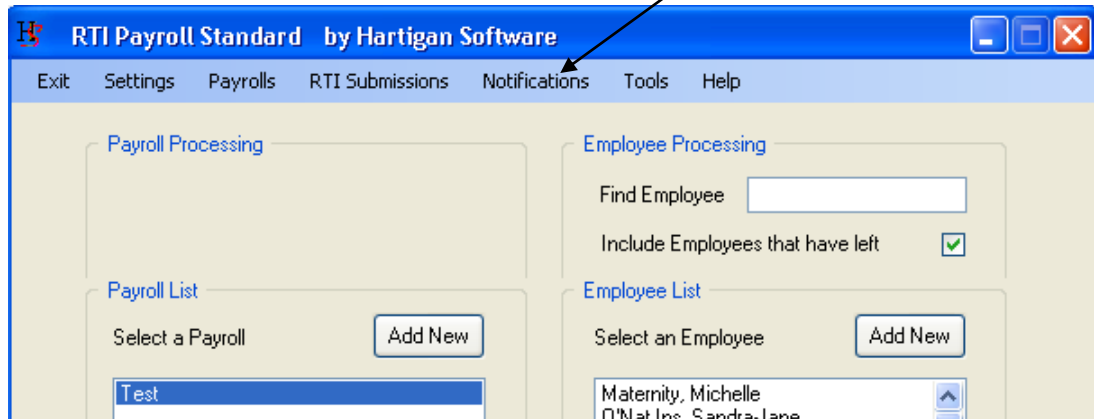
Start Date

Leaving Date

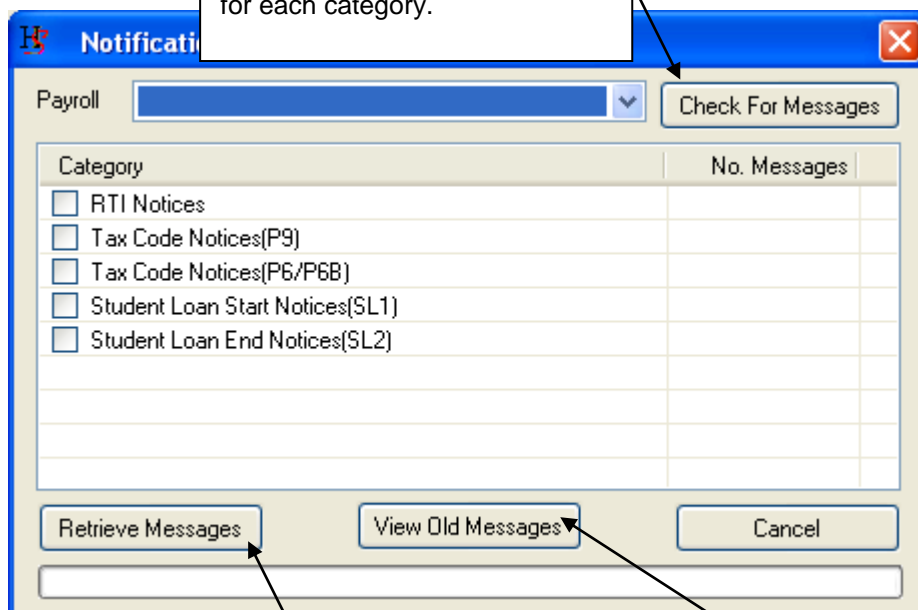
Enter the leaving date and press the [Print P45] button.

Receiving Notifications from HMRC

Clicking the [Notifications] menu will display the following screen



The [Check for Messages] button will connect to HMRC and update the list with the number of new messages to be retrieved for each category.

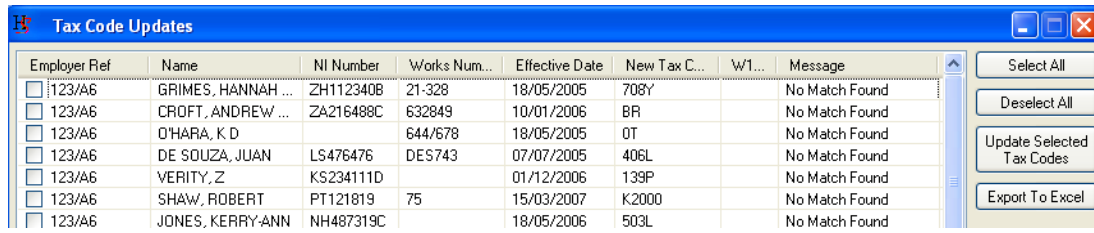


The [Retrieve Messages] button will retrieve the notifications and display them in the user's default internet browser.

The [View Old Messages] button can be used to display previously received notifications.

Receiving Notifications from HMRC

Apply Tax Code Updates



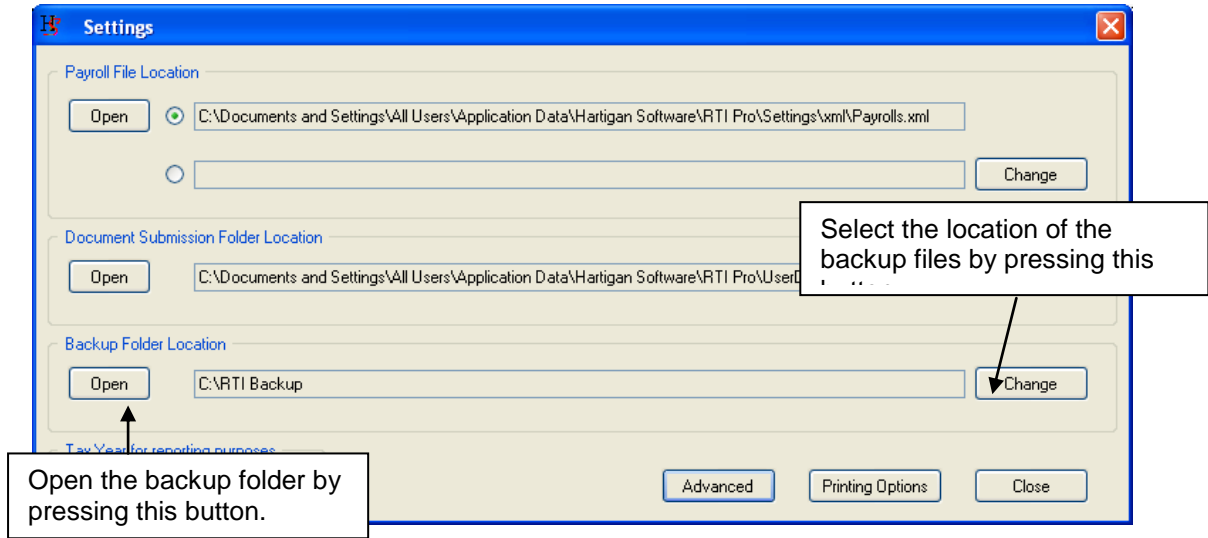
| Employer Ref | Name | NI Number | Works Num... | Effective Date | New Tax C... | W1... | Message |
|---------------------------------|--------------------|-----------|--------------|----------------|--------------|-------|----------------|
| <input type="checkbox"/> 123/A6 | GRIMES, HANNAH ... | ZH112340B | 21-328 | 18/05/2005 | 708Y | | No Match Found |
| <input type="checkbox"/> 123/A6 | CROFT, ANDREW ... | ZA216488C | 632849 | 10/01/2006 | BR | | No Match Found |
| <input type="checkbox"/> 123/A6 | O'HARA, K D | | 644/678 | 18/05/2005 | 0T | | No Match Found |
| <input type="checkbox"/> 123/A6 | DE SOUZA, JUAN | LS476476 | DES743 | 07/07/2005 | 406L | | No Match Found |
| <input type="checkbox"/> 123/A6 | VERITY, Z | KS234111D | | 01/12/2006 | 139P | | No Match Found |
| <input type="checkbox"/> 123/A6 | SHAW, ROBERT | PT121819 | 75 | 15/03/2007 | K2000 | | No Match Found |
| <input type="checkbox"/> 123/A6 | JONES, KERRY-ANN | NH487319C | | 18/05/2006 | 503L | | No Match Found |

Employee records are matched to the notification messages based on the employer ref, NI Number and Works Number.

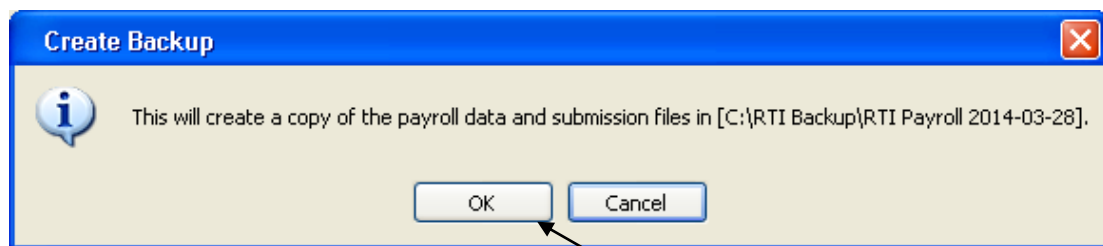
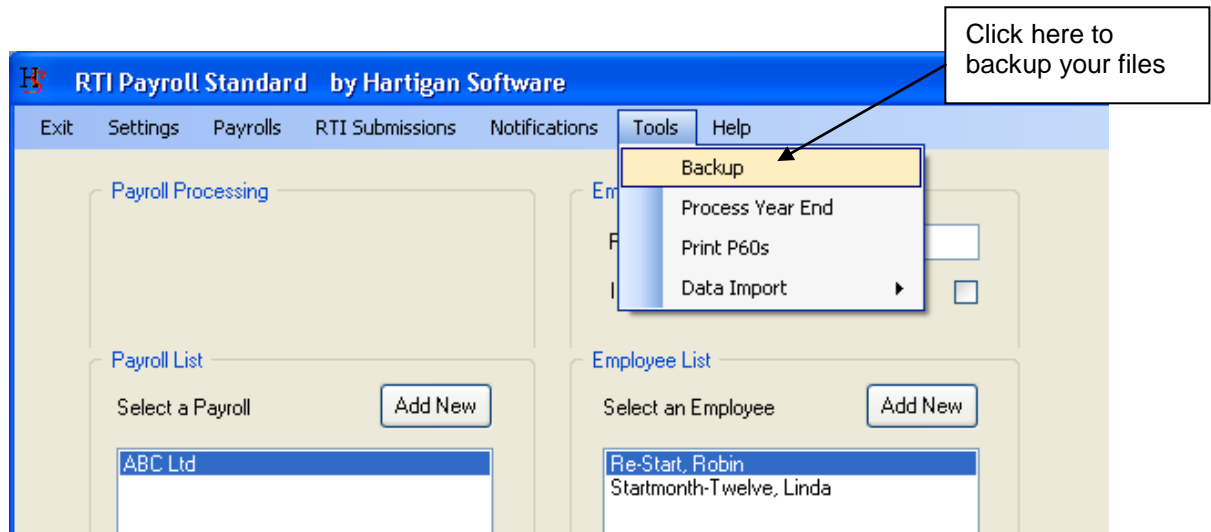
Select the records to be updated by ticking the boxes in the first column or pressing the [Select All] button. Press the [Update Selected Tax Codes] button to update all of the selected records.

Data and Submission File Backup

The location of the backup files can be changed from the [Settings] screen. The location should ideally be a folder that is included in your own backup procedures.

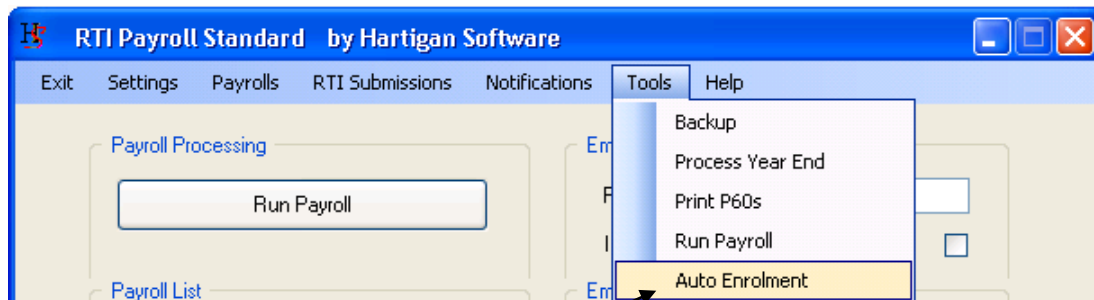


Backup copies of your Payroll Data and submission files can be made by pressing the [Backup] menu under the [Tools] menu at the top of the main screen.



Workplace Pension Auto Enrolment

Set up RTI Payroll Auto Enrolment parameters for a Payroll Scheme



Select the [Tools \ Auto Enrolment] menu item to set the auto enrolment parameters. The following screen will be displayed:

A screenshot of the 'Auto Enrolment' dialog box. The 'Payroll' field contains 'ABC Ltd'. There are buttons for 'Generate NEST File' and 'Export Generic Report'. Under 'Pension Scheme Details', 'Provider Name' is 'Nest', 'Provider Type' has 'NEST' selected, 'Nest Employer Reference Number' is 'EMP123456789', 'Payment Source' is 'Standard', and 'Contribution Schedule' is 'Monthly'. Under 'Tax Relief', 'Net Pay Arrangement' is selected. Under 'Calculation Basis', 'Basic Pay Only' is selected. 'Cancel' and 'OK' buttons are at the bottom.

Currently only NEST Pension Scheme payroll contribution reporting functionality is provided.

If 'Other' Provider Type is selected a generic report can be exported.

Note: The Pension Scheme Details, Tax Relief and Calculation Basis options selected will be used as default values for all new employees.

Workplace Pension Auto Enrolment

Enter the Provider Name then select the Provider Type

If NEST is selected:

- NEST employer reference number. This is the unique employer identifier given to you by NEST when setting up your employer record. It is 12 characters long and is displayed on most screens when you are logged into your NEST account. E.G. EMP123456789. The reference is case sensitive so make sure that you use capital letters where required – ‘EMP’ not ‘emp’.
- Payment Source. This is the worker’s payment source. Payment sources are created when you set up your pension scheme. All enrolled workers are assigned to a payment source. The payment source text is case sensitive so ensure the text entered exactly matches your NEST record.
- Contribution Schedule – The frequency of payments for each contribution schedule is set up when your pension scheme is set up. The frequency is displayed in the NEST contribution schedule.

Tax Relief

Select the option that corresponds with how the tax relief is dealt with under the pension scheme. NEST schemes should be set as **Relief at Source**.

Calculation Basis

Select the employee earnings basis on which the pension contributions are to be calculated. Qualifying Earnings are the earnings used to calculate minimum contributions to a pension scheme. For the 2014/15 tax year qualifying earnings are those between £5,772 and £41,865. Employers can choose to calculate contributions on another definition of earnings and the RTI Payroll software supports ‘all pay’ and ‘basic pay only’ options in addition to qualifying earnings.

Workplace Pension Auto Enrolment

Set up RTI Payroll Auto Enrolment parameters for an Employee

The screenshot shows the 'RTI Payroll Standard by Hartigan Software' application window. The menu bar includes 'Exit', 'Settings', 'Payrolls', 'RTI Submissions', 'Notifications', 'Tools', and 'Help'. The main interface is divided into two columns: 'Payroll Processing' and 'Employee Processing'.
In the 'Payroll Processing' column, there is a 'Run Payroll' button. Below it is the 'Payroll List' section, which includes a 'Select a Payroll' dropdown menu (currently showing 'ABC Ltd') and an 'Add New' button. At the bottom of this column is a 'Print Payslips' button.
In the 'Employee Processing' column, there is a 'Find Employee' search box and an 'Include Employees that have left' checkbox. Below this is the 'Employee List' section, which includes a 'Select an Employee' dropdown menu (showing 'Apple, Alice', 'Beetroot, Brian', and 'Carrot, Charles') and an 'Add New' button. At the bottom of this column is a 'View / Edit Employee Details' button.

Select the Employee from the list and press the [View / Edit Employee Details] button. The following screen is displayed:

The screenshot shows the 'Employee Details' form. It is a complex form with various fields and sections:
- **Title:** Mrs, Initials: []
- **Forenames:** Alice, []
- **Surname:** Apple
- **Gender:** Male (selected), Female
- **Date Of Birth:** 01/05/1980
- **NI Number:** AB123456C
- **Works Number:** a1
- **Passport Number:** []
- **Address:** 10 The Lannocks, Godmanchester, [], []
- **UK Post code or Non UK Country:** GQ1 2SD, []
- **Notes:** []
- **Tax Code:** BR
- **NI Category:** A
- **Scheme Contracted-out Number (SCON):** []
- **Student Loan Deductions:** Yes, Plan Type 1
- **Employee Pay Period:** Monthly
- **Standard hours worked per week:** 24-29.99 hrs
- **Regular Pay Amount:** 5000.00, Calculate Gross button
- **Direct Earnings Attachment:** Yes
- **DEA Rate:** Standard
- **Period of Employment:** Start Date [], Leaving Date [], View Start Details button, Print P45 button
- **Employed as a director:** No
- **Directors NI Calc Method:** []
- **Director Appointment Date:** []
At the bottom of the form are several buttons: Partner Details, Statutory Payments, Auto Enrolment, Undo Changes, Delete, and Close.

Press the [Auto Enrolment] button on the bottom of the screen. The following screen is displayed:

Workplace Pension Auto Enrolment

Auto Enrolment Details

Worker Category

Eligible Jobholder Non eligible Jobholder Entitled Worker

Enrolment Status

Opted In Opted Out N/A

Enrolment Date

Opt Out Date

Notice to opt out of pension saving form submitted by member within allowed opt-out period

Notice to opt out reference number

Employee Calculation Basis

Fixed Amount All Pay Basic Pay Only Qualifying Earnings N/A

Employee Contribution Percent %

Employee Contribution Amount

Tax Relief

Relief at Source Net Pay Arrangement No Tax Relief

Employer Calculation Basis

Fixed Amount All Pay Basic Pay Only Qualifying Earnings N/A

Employer Contribution Percent %

Employee Contribution Amount

Close

Worker Category

Select whether the worker is an eligible jobholder, non eligible jobholder or entitled worker. The following link provides guidance on assessing the workforce and the different category of workers: <http://www.thepensionsregulator.gov.uk/doc-library/automatic-enrolment-detailed-guidance.aspx#s11494>

Enrolment Status

Select whether the employee is opted in, opted out, or if the status is not applicable e.g. if they are a non eligible jobholder and have not opted in.

Employee Calculation basis

Select the employee's earnings upon which the employee pension contributions are to be calculated. Qualifying Earnings are the earnings used to calculate minimum contributions to a pension scheme. For the 2014/15 tax year qualifying earnings are those between £5,772 and £41,865. Employers can choose to calculate contributions on another definition of earnings and the RTI Payroll software supports 'all pay', 'basic pay only', and 'fixed amount' options in addition to qualifying earnings.

Workplace Pension Auto Enrolment

Tax Relief

Select the option that corresponds with how the tax relief is dealt with under the scheme. NEST schemes should be set as [Relief at Source].

Employer Calculation basis

Select the employee's earnings upon which the employer pension contributions are to be calculated. Qualifying Earnings are the earnings used to calculate minimum contributions to a pension scheme. For the 2014/15 tax year qualifying earnings are those between £5,772 and £41,865. Employers can choose to calculate contributions on another definition of earnings and the RTI Payroll software supports 'all pay', 'basic pay only', and 'fixed amount' options in addition to qualifying earnings.

Workplace Pension Auto Enrolment

Calculate pension contributions for each pay period

The pension contributions will be calculated automatically based on the values entered on the [Auto Enrolment] screen for the employee (see above). The auto enrolment values for each pay period are displayed when the [Auto Enrolment] button is pressed on the [Pay Details] screen:

The screenshot shows the 'Pay Details' window with the following fields and values:

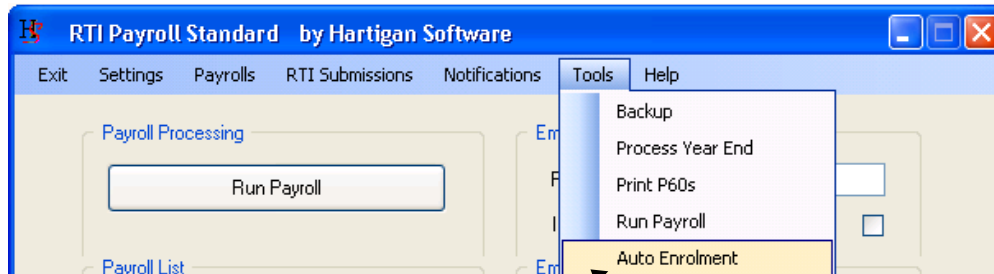
- Employee: C, C
- Payment Date: 15/10/2015
- Week No: 28
- Pay Period: Two Weekly
- Full Payment Submission Complete:
- Hours Worked: 16-23.99 hrs
- Periods Covered: 1
- Basic Pay: 1,000.00
- Overtime Pay: 1,000.00
- Bonus Pay: 555.00
- Gross pay this period (excluding statutory payments): 2,555.00
- Auto Enrolment: Eligible Jobholder (selected)
- Enrolment Status: N/A (selected)
- Enrolment Date: [Empty]
- Opt Out Date: [Empty]
- Reason for partial or non-payment of contributions: [Dropdown]
- Employee Calculation Basis: Basic Pay Only (selected)
- Employee Contribution Percent: 2 %
- Employee Contribution Amount: [Empty]
- Tax Relief: Net Pay Arrangement (selected)
- Employer Calculation Basis: N/A (selected)
- Employer Contribution Percent: [Empty] %
- Employer Contribution Amount: [Empty]
- Pension contribution for this earnings period:
 - Pensionable Earnings: 1,000.00
 - Employee pension contributions deducted from salary: 20.00
 - Employer pension contributions: [Empty]
 - Date contributions paid to pension scheme: [Empty]

Buttons at the bottom: Payment Details, NI & Statutory Payments, Auto Enrolment, Close.

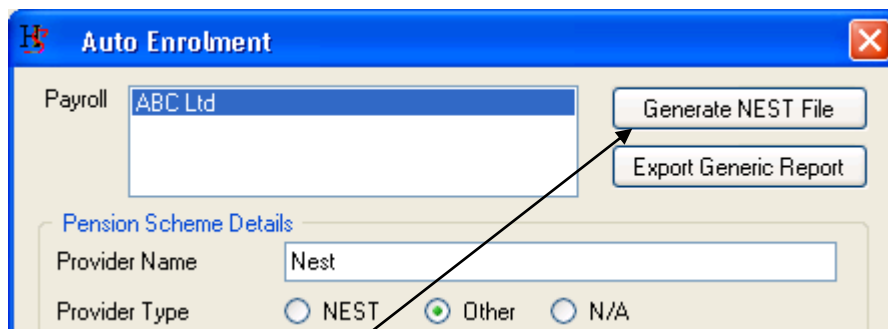
The values for each pay period can be amended on this screen. If contributions are reduced or not paid in this pay period, the [Reason for partial or non-payment of contributions] drop down box should be selected.

Workplace Pension Auto Enrolment

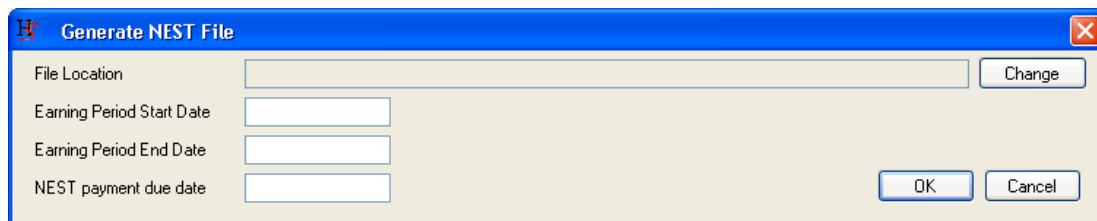
Generate the NEST input file



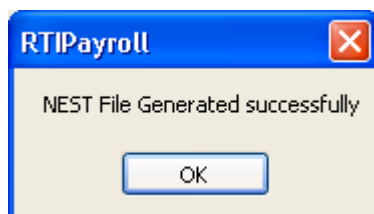
Select the [Tools / Auto Enrolment] menu. The following screen will be displayed:



Press the [Generate NEST file] button. The following screen is displayed:



Press the [Change] button to select the location and name for saving the file. Enter the start and end dates of the earnings period that is to be reported to NEST along with the NEST payment due date and press the [OK] button to generate the file. The following message will be displayed when the file has been generated:



The file can now be uploaded onto the NEST website from the location that it was saved to.

Create Statutory Payment Schedules

Employee Details

Title: Miss Initials: [] Tax Code: D0
 Forenames: Michelle Mary Week 1 / Month 1
 Surname: Maternity NI Category: A
 Gender: Male Female Scheme Contracted-out Number (SCON): []
 Date Of Birth: 15/04/1989 Student Loan Deductions: Yes
 NI Number: TA352166D Employee Pay Period: Monthly
 Works Number: Maternity1 Standard hours worked per week: 16-23.99 hrs
 Passport Number: [] Regular Pay Amount: 5000.00 Calculate Gross
 Address: 22 Duff Street Employed as a director: No
 PAYE Town Directors NI Calc Method: []
 Director Appointment Date: []
 UK Post code or Non UK Country: PA4 6XK
 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:

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

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 Earnings for NI in relevant period: 7,000.00

Employee Pay Period: Monthly

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.

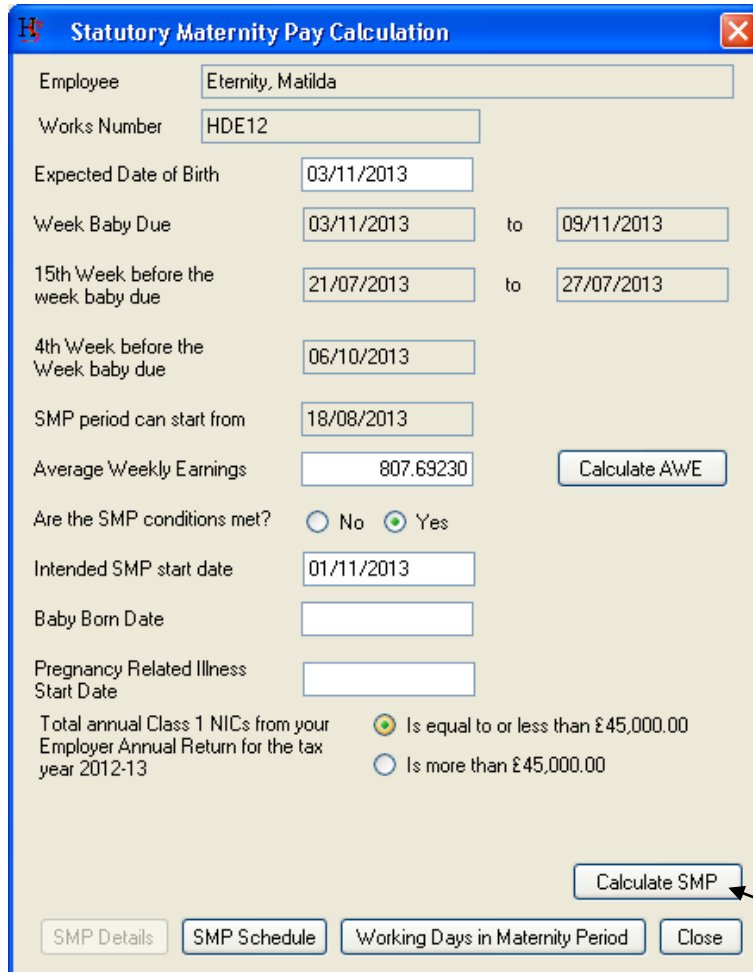
Statutory Maternity Pay

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]



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

- 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 (with a "Calculate AWE" button)
- Are the SMP conditions met?: No Yes
- Intended SMP start date: 01/11/2013
- Baby Born Date: (empty field)
- Pregnancy Related Illness Start Date: (empty field)
- 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
- Buttons: "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

The screenshot shows a software window titled "Statutory Maternity Pay Calculation". At the top, there are input fields for "Employee" (Maternity, Michelle Mary) and "Works Number" (Maternity1). Below these is a table with three columns: "Paid" (checkboxes), "Pay date of SMP entitlement" (date ranges), and "SMP due to employee" (amounts). To the right of the table are buttons for "Export To Excel", "Add", "Edit", and "Delete". At the bottom of the window are buttons for "SMP Details", "SMP Schedule", "Working Days in Maternity Period", and "Close".

| 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 |
|-------------|---------|
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

Add New

Delete

Date Worked:

Save

SMP Details SMP Schedule Working Days in Maternity Period Close

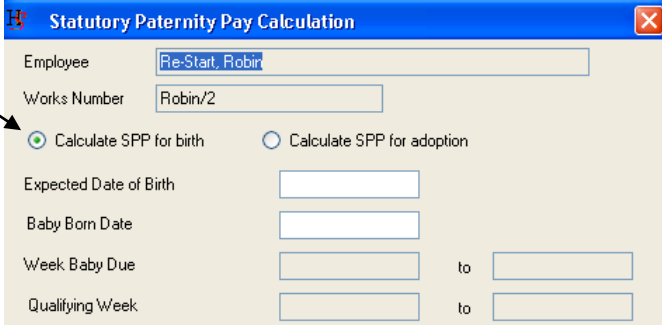
Press the [Add New] button, enter the [Date Worked] and press the [Save] button to record a working day in the maternity pay period.

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

Statutory Paternity Pay

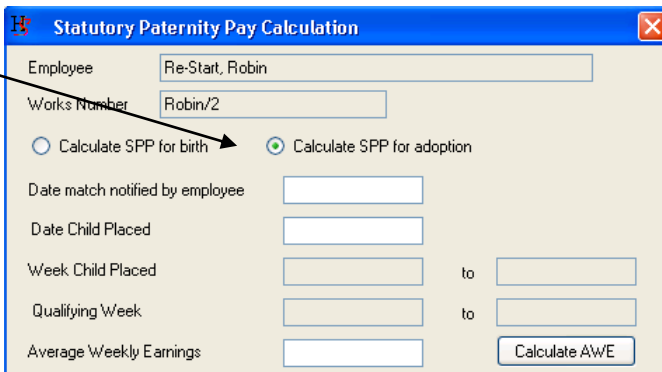
Creating an SPP Payment Schedule

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). An arrow points from the text above to the 'Calculate SPP for birth' radio button.

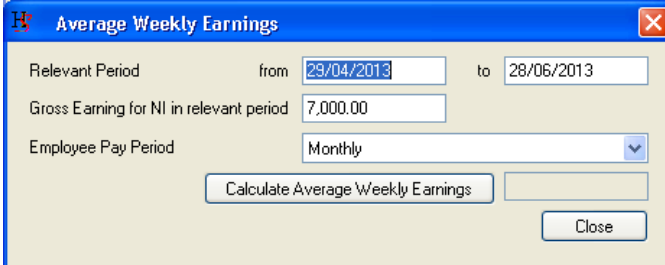
For Adoption: Select the [Calculate SPP for adoption] option button and enter the [Date match notified by employee] and [Date Child Placed].



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). An arrow points from the text above to the 'Calculate SPP for adoption' radio 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 set 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 is a 'Calculate Average Weekly Earnings' button and a 'Close' button. An arrow points from the text above to the 'Calculate AWE' button in the previous screenshot.

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]

Statutory Paternity Pay Calculation

Employee: Re-Start, Robin

Works Number: Robin/2

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

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

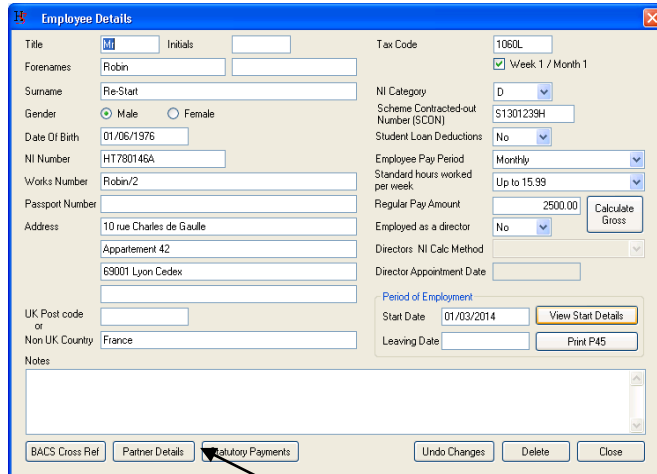
Pressing the [Calculate SPP] button will create an SPP payment schedule.

Shared Parental Pay

Creating an ShPP Payment Schedule

Entering Partner Details

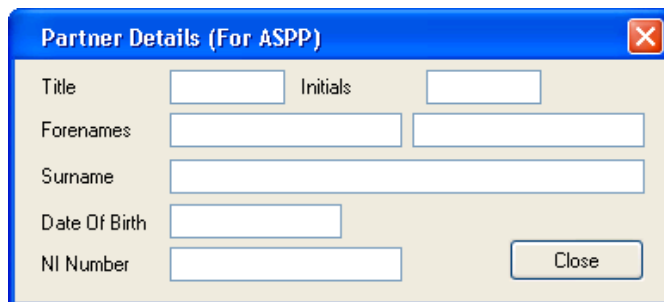
NOTE: The partner details need to be entered on the [Employee Details] screen before ShPP can be paid.



The 'Employee Details' form contains the following fields and controls:

- Title: Initials:
- Forenames:
- Surname:
- Gender: Male Female
- Date Of Birth:
- NI Number:
- Works Number:
- Passport Number:
- Address:
- UK Post code or Non UK Country:
- Notes:
- Tax Code:
- Week 1 / Month 1:
- NI Category:
- Scheme Contracted-out Number (SCON):
- Student Loan Deductions:
- Employee Pay Period:
- Standard hours worked per week:
- Regular Pay Amount:
- Employed as a director:
- Directors NI Calc Method:
- Director Appointment Date:
- Period of Employment: Start Date: Leaving Date:
- Buttons: BACS Cross Ref, Partner Details, Statutory Payments, Undo Changes, Delete, Close

A callout box with the text "Enter the partner details here." points to the "Partner Details" button.



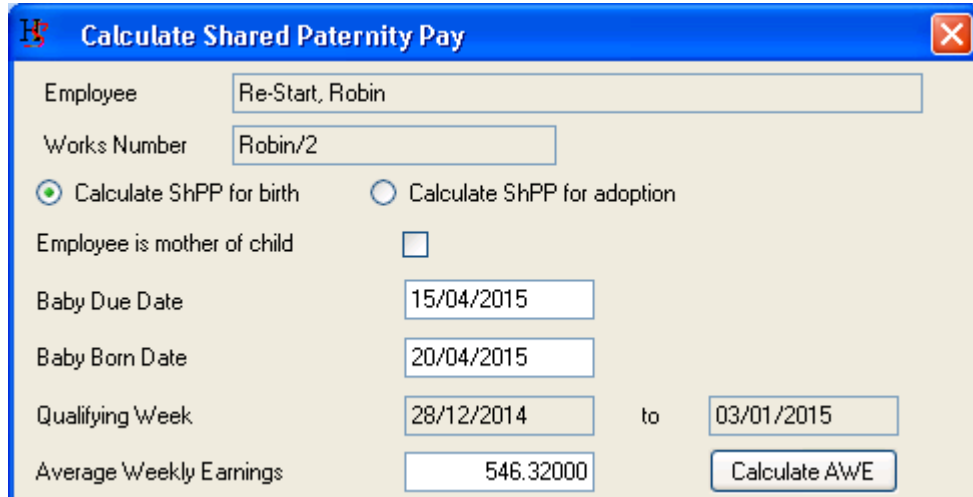
The 'Partner Details (For ASPP)' form contains the following fields and controls:

- Title: Initials:
- Forenames:
- Surname:
- Date Of Birth:
- NI Number:
- Close:

Shared Parental Pay

Creating an ShPP Payment Schedule

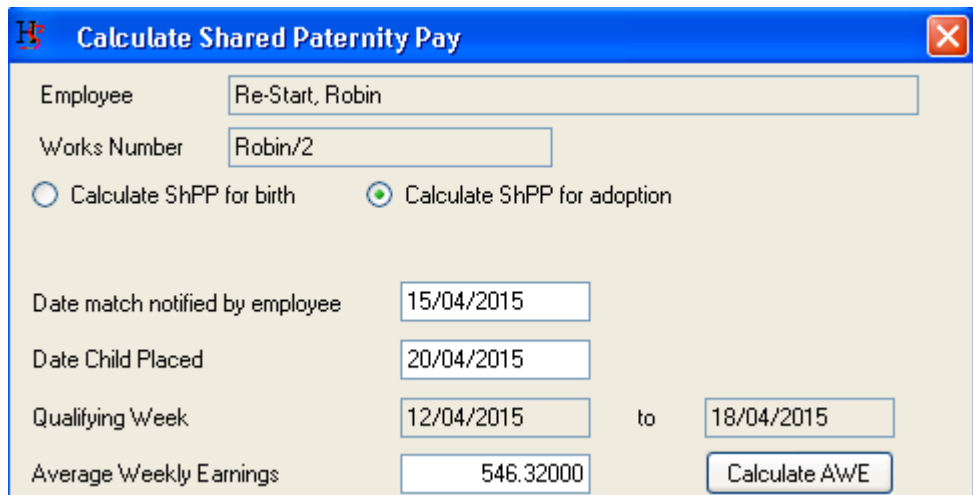
For Birth: Select the [Calculate ShPP for birth] option button and enter the [Baby Due Date] and [Baby Born Date].



The screenshot shows a dialog box titled "Calculate Shared Paternity Pay" with a close button (X) in the top right corner. The form 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
- Calculate AWE button

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



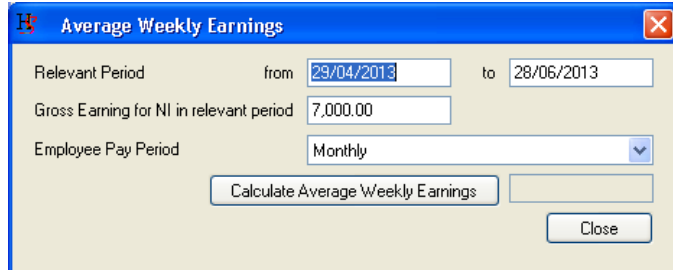
The screenshot shows the same "Calculate Shared Paternity Pay" dialog box, but with the "Calculate ShPP for adoption" radio button selected. The form contains the following fields and options:

- Employee: Re-Start, Robin
- Works Number: Robin/2
- 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
- Calculate AWE button

Shared Parental Pay

Calculating Average Weekly Earnings

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



The screenshot shows a dialog box titled "Average Weekly Earnings". It has a blue header bar with a close button. The main area is light beige and contains the following fields and controls:

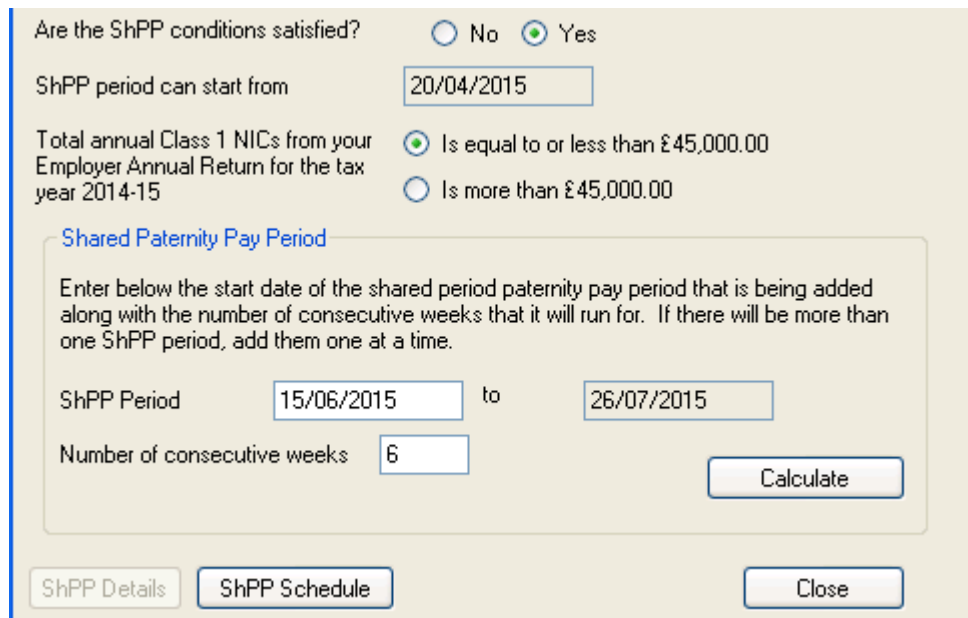
- "Relevant Period" with a "from" date of 29/04/2013 and a "to" date of 28/06/2013.
- "Gross Earning for NI in relevant period" with a text box containing 7,000.00.
- "Employee Pay Period" with a dropdown menu set to "Monthly".
- A "Calculate Average Weekly Earnings" button.
- A "Close" button.

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]



The screenshot shows a dialog box for "Shared Paternity Pay Period". It has a light beige background and a blue border. The content includes:

- A question "Are the ShPP conditions satisfied?" with radio buttons for "No" and "Yes" (selected).
- "ShPP period can start from" with a text box containing 20/04/2015.
- "Total annual Class 1 NICs from your Employer Annual Return for the tax year 2014-15" with radio buttons for "Is equal to or less than £45,000.00" (selected) and "Is more than £45,000.00".
- A section titled "Shared Paternity Pay Period" with instructions: "Enter below the start date of the shared period paternity pay period that is being added along with the number of consecutive weeks that it will run for. If there will be more than one ShPP period, add them one at a time."
- "ShPP Period" with text boxes for start date (15/06/2015) and end date (26/07/2015), separated by "to".
- "Number of consecutive weeks" with a text box containing 6.
- A "Calculate" button.
- At the bottom, buttons for "ShPP Details", "ShPP Schedule", and "Close".

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.

Shared Parental Pay

Viewing the ShPP Payment Schedule

| Paid | Pay date of ShPP entitlement | ShPP due to employee |
|--------------------------|------------------------------|----------------------|
| <input type="checkbox"/> | 15/06/2015 - 21/06/2015 | 139.58 |
| <input type="checkbox"/> | 22/06/2015 - 28/06/2015 | 139.58 |
| <input type="checkbox"/> | 29/06/2015 - 05/07/2015 | 139.58 |
| <input type="checkbox"/> | 06/07/2015 - 12/07/2015 | 139.58 |
| <input type="checkbox"/> | 13/07/2015 - 19/07/2015 | 139.58 |
| <input type="checkbox"/> | 20/07/2015 - 26/07/2015 | 139.58 |

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

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

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

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:

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 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]

Statutory Adoption Pay Calculation

Employee: Onyx, Barry

Works Number: [Empty]

Date match notified by employee: 13/01/2014

Date Child Placed: 18/01/2014

Qualifying Week: 12/01/2014 to 18/01/2014

Average Weekly Earnings: 764.43000 [Calculate AWE]

Are the SAP conditions satisfied? No Yes

Date SAP can start from: 04/01/2014

SAP start date: 04/01/2014

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]

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: [Empty]

Working Days

| Date Worked | KIT Day |
|-------------|---------|
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

Date Worked: [Empty] 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.

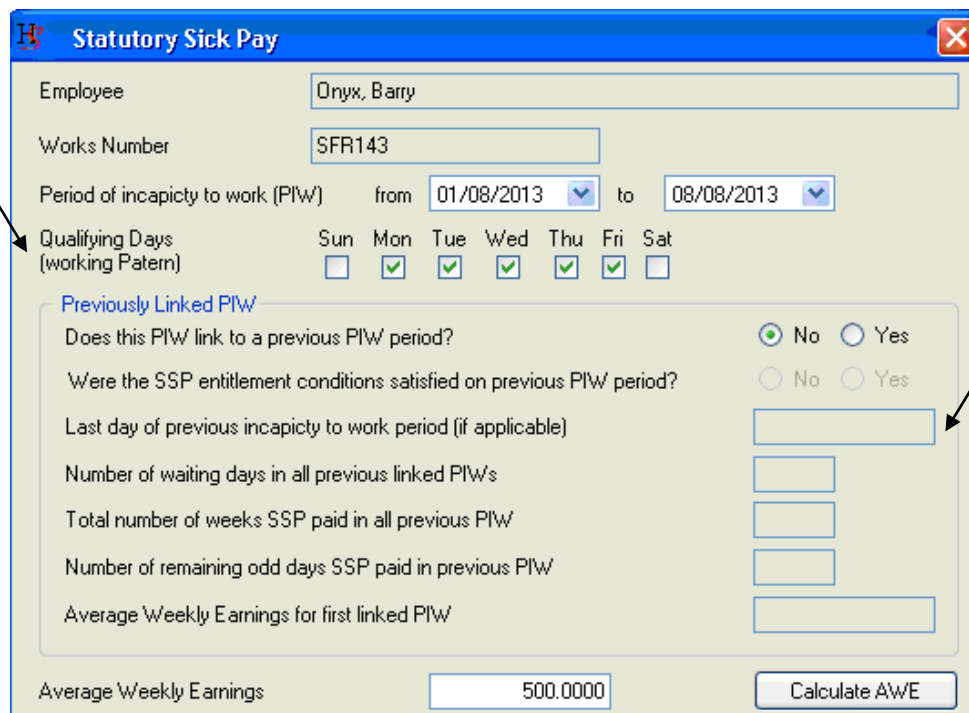
Statutory Sick Pay

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.

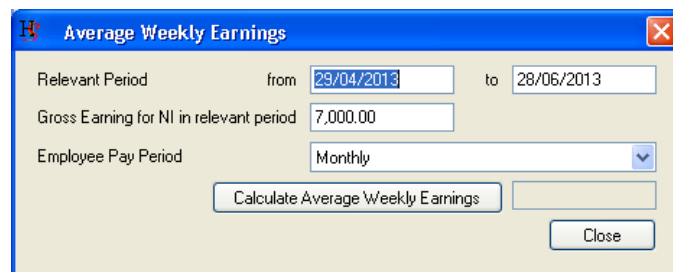
If this PIW links to a previous PIW period that has not been entered into the software, the [Previously Linked PIW] should be entered manually.



The screenshot shows the 'Statutory Sick Pay' form. The 'Employee' field is 'Dnyx, Barry' and 'Works Number' is 'SFR143'. The 'Period of incapity to work (PIW)' is from '01/08/2013' to '08/08/2013'. The 'Qualifying Days (working Patern)' are checked for Mon, Tue, Wed, Thu, and Fri. The 'Previously Linked PIW' section has radio buttons for 'No' (selected) and 'Yes'. Below this are several empty text boxes for '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', and 'Average Weekly Earnings for first linked PIW'. At the bottom, 'Average Weekly Earnings' is '500.0000' and there is 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' form. The 'Relevant Period' is 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 'Monthly'. There is a 'Calculate Average Weekly Earnings' button and a 'Close' button.

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

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.

