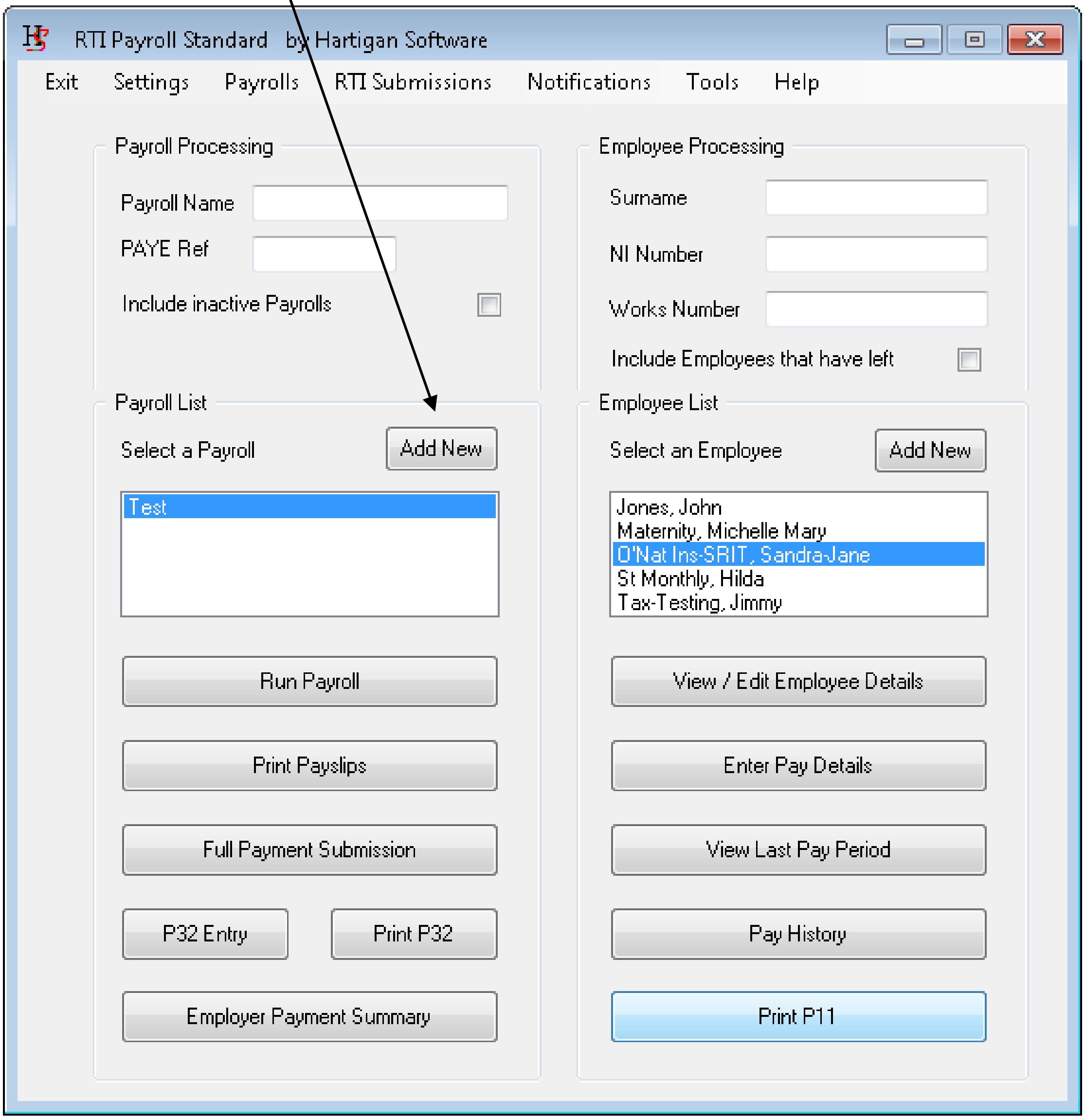
RTI Payroll Standard Quick Start Guide

Contents	***Page Number***

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

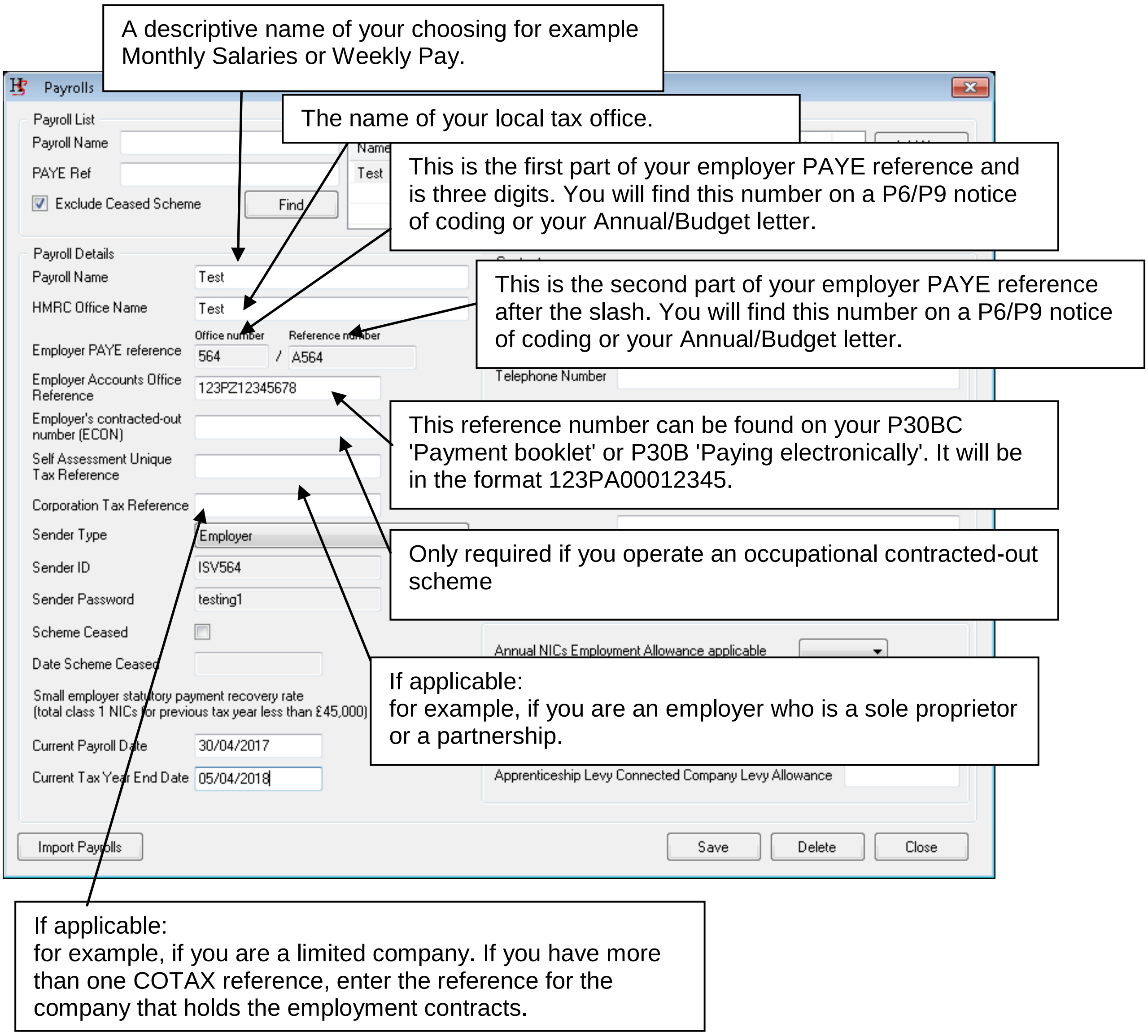
Add Payroll Employer Information

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.



Add Payroll Employer Information

Click [Add New] to clear currently displayed data from the window and enter new payroll details.

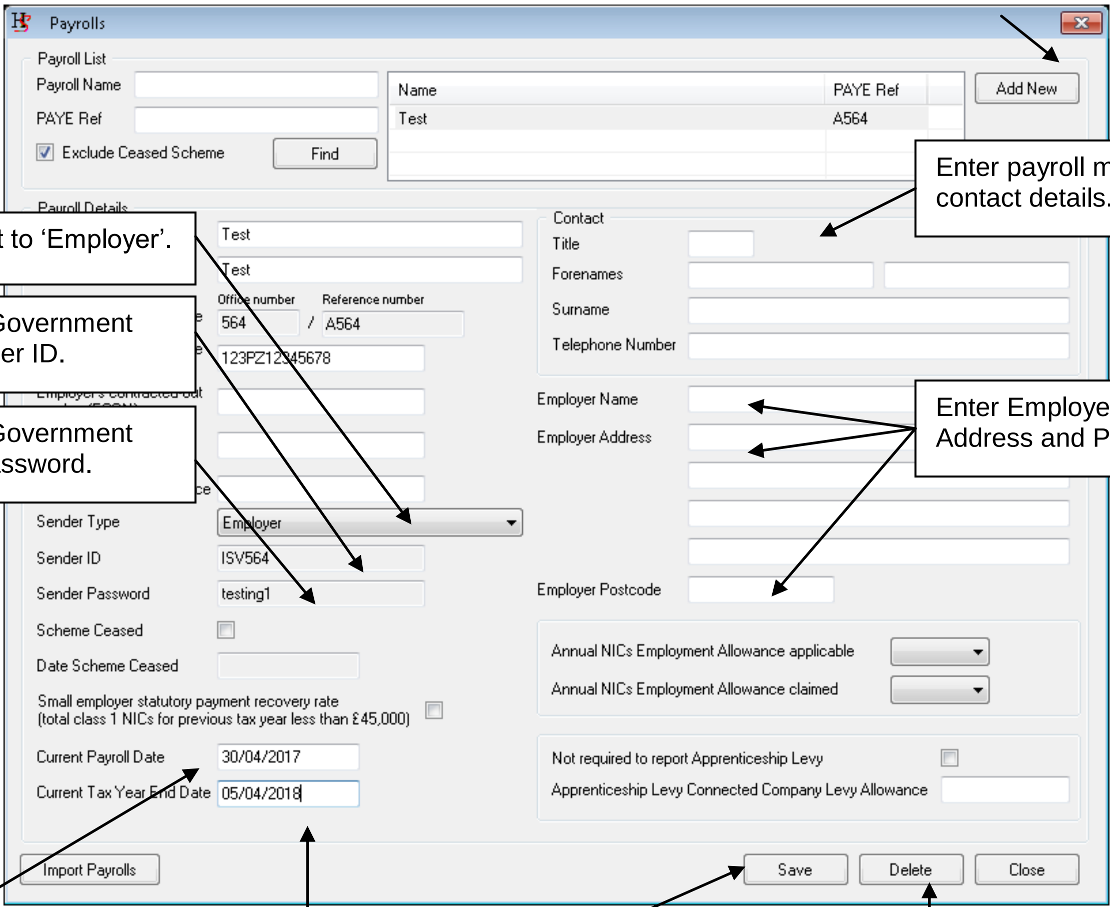
Enter payroll manager contact details.

Normally set to ‘Employer’.

Enter your Government Gateway User ID.

Enter your Government Gateway Password.

Enter Employer Name, Address and Postcode.



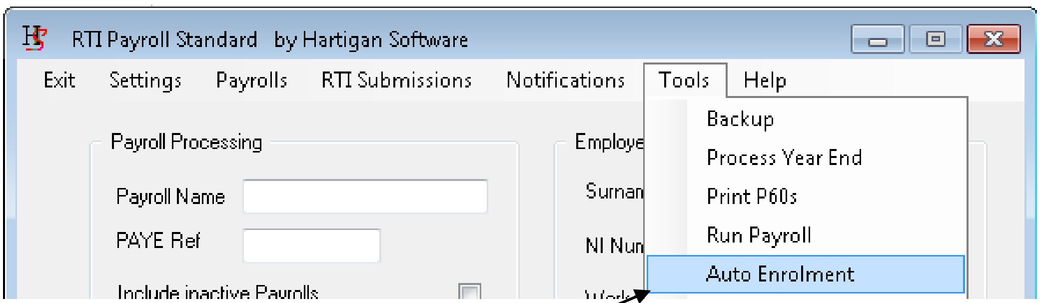
Data Entry Aid: Last entered payroll processing date.

Enter the final day of the tax year that is currently being processed.

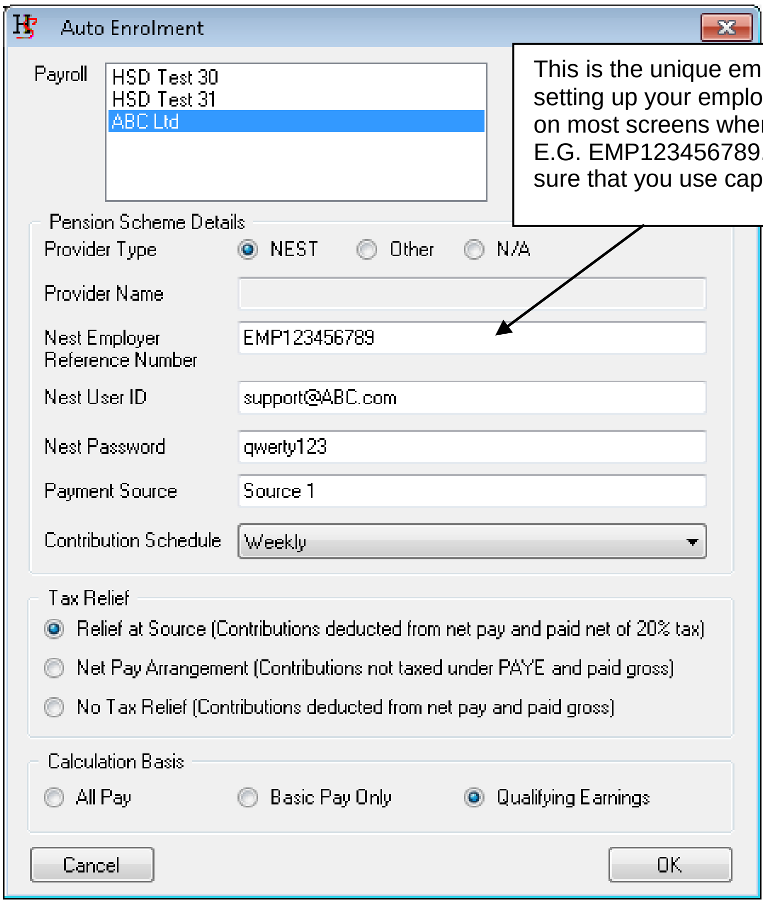
Click [Save] to save the payroll data entered.

Click [Delete] to remove the currently displayed payroll and all associated employee information.

Set up Auto Enrolment parameters for Payroll Scheme



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



This is the unique employer identifier given to you by NEST when setting up your employer record. It is 12 characters 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'.

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**.

Set up Auto Enrolment parameters for Payroll Scheme

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.

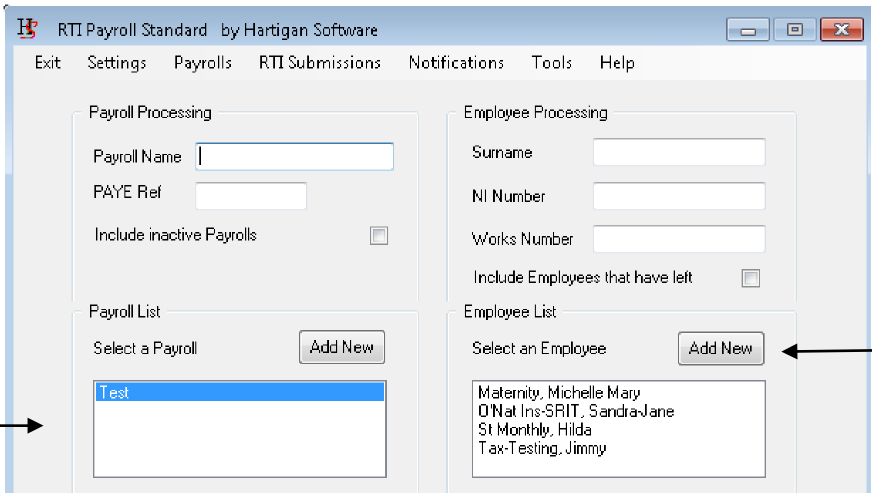
Calculation Basis

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 2017/18 tax year qualifying earnings are those between £5,876 and £45,000. 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.

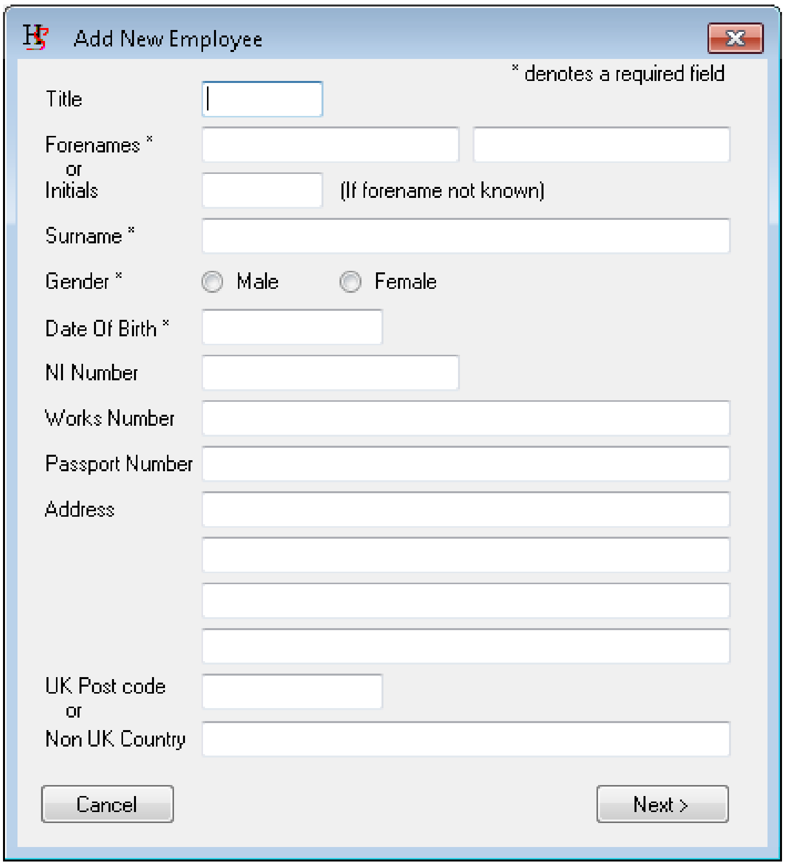
Employee Information Entry

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.



Add New Employee Wizard

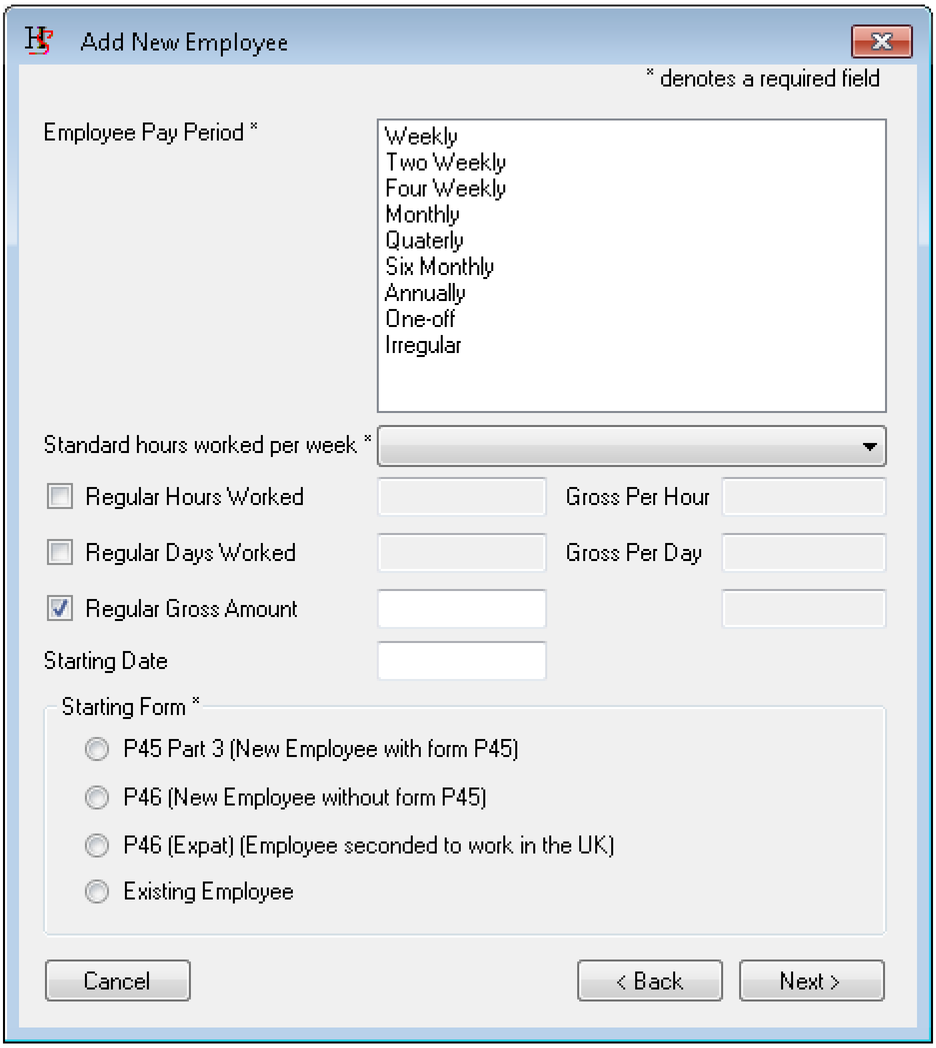


Enter the information on the screen and press the [Next >] button. Fields marked with an asterisk are mandatory.

Employee Information Entry

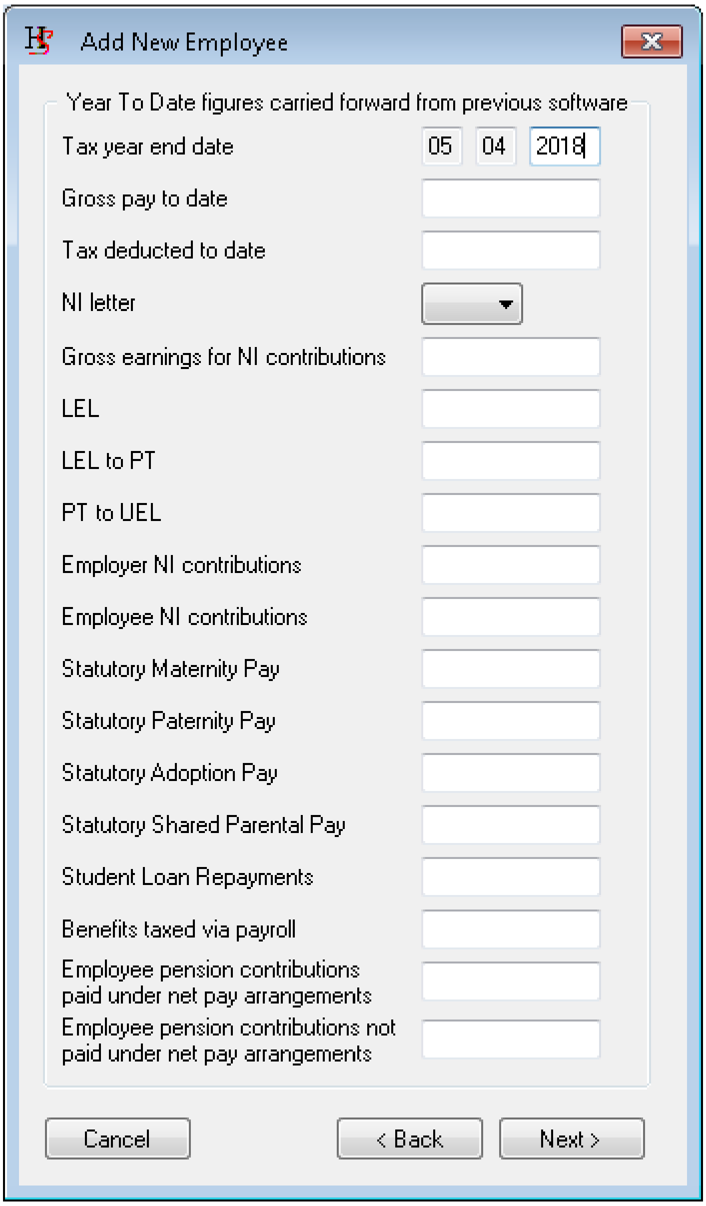
Select all of the following:

- 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)



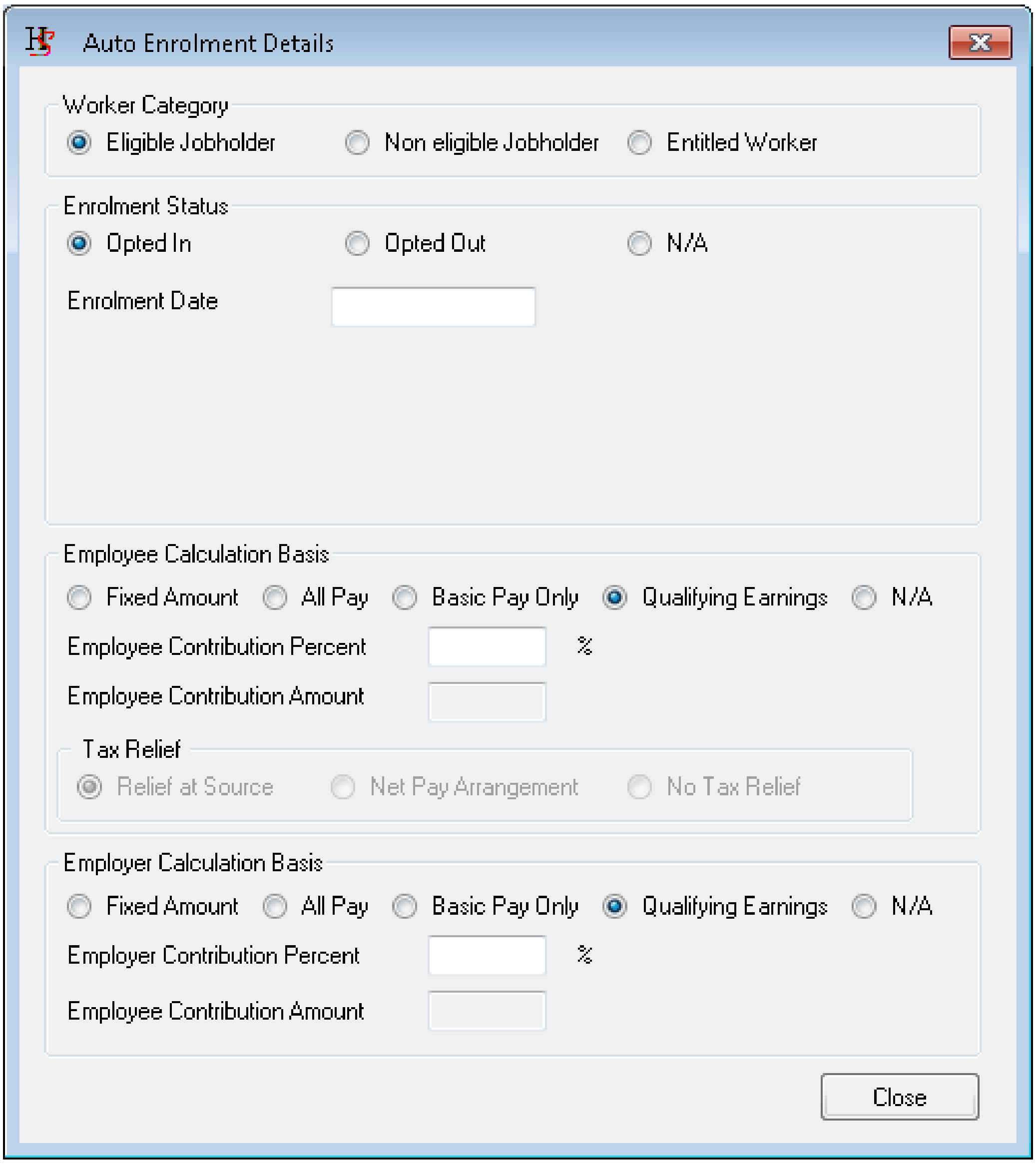
Employee Information Entry

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. This information does not need to be entered if starting a new tax year.



Employee Information Entry

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



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 Information Entry

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 2017/18 tax year qualifying earnings are those between £5,876 and £45,000. 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.

Tax Relief

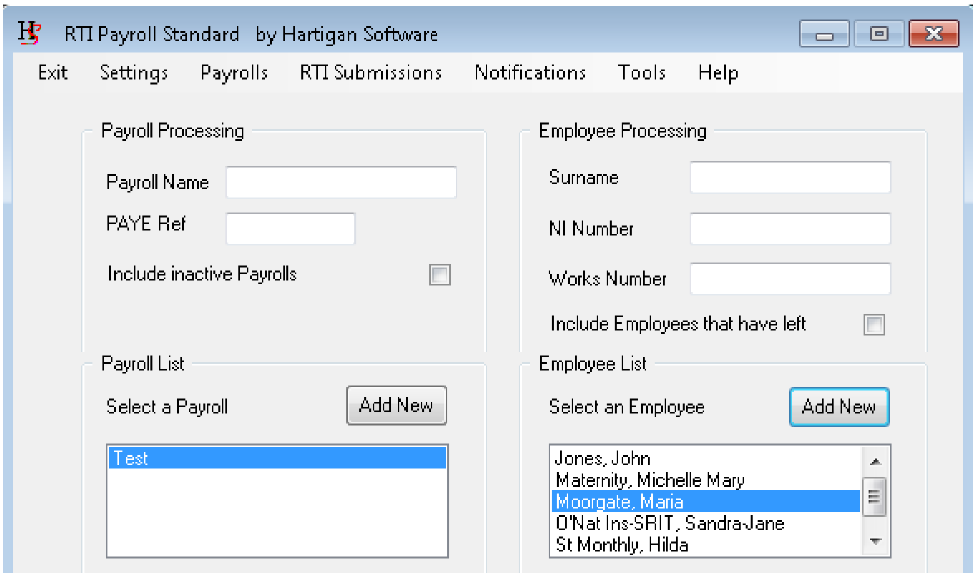
Select the option that corresponds with how the tax relief is dealt with under the scheme. NEST schemes should be set as 'Relief at Source'.

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. 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.

View / Edit Employee Details

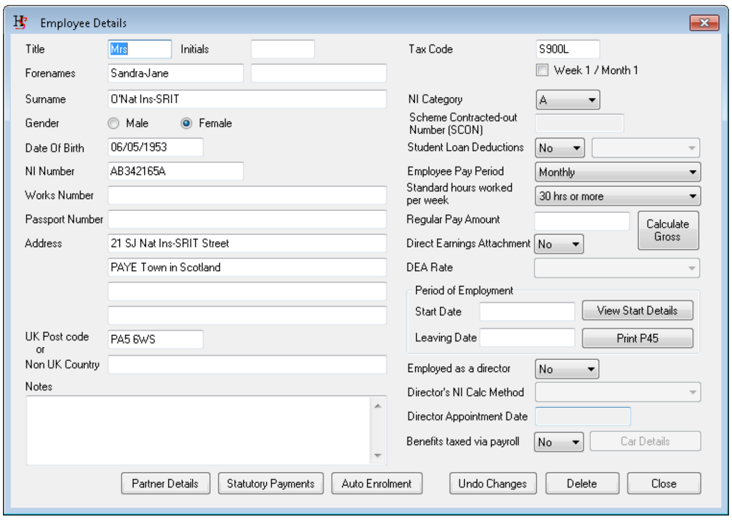
Employees are selected by clicking on the required name in the Employee List.



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 NI Number, Works Number, or the first one or two characters of the employee's surname in the search fields which will limit the list to only those employees who match the criteria entered.

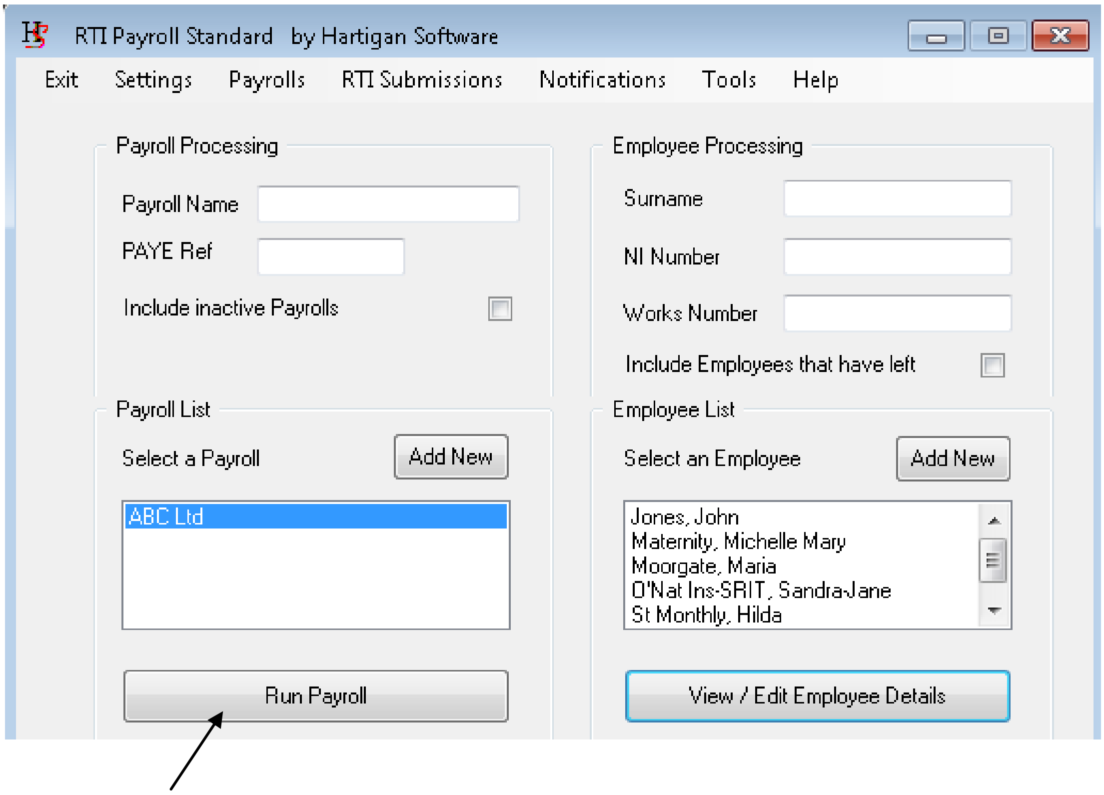
Clear the search fields to see all employees for the selected payroll.

To view or edit employee details select the employee from the list and click [View / Edit Employee Details]

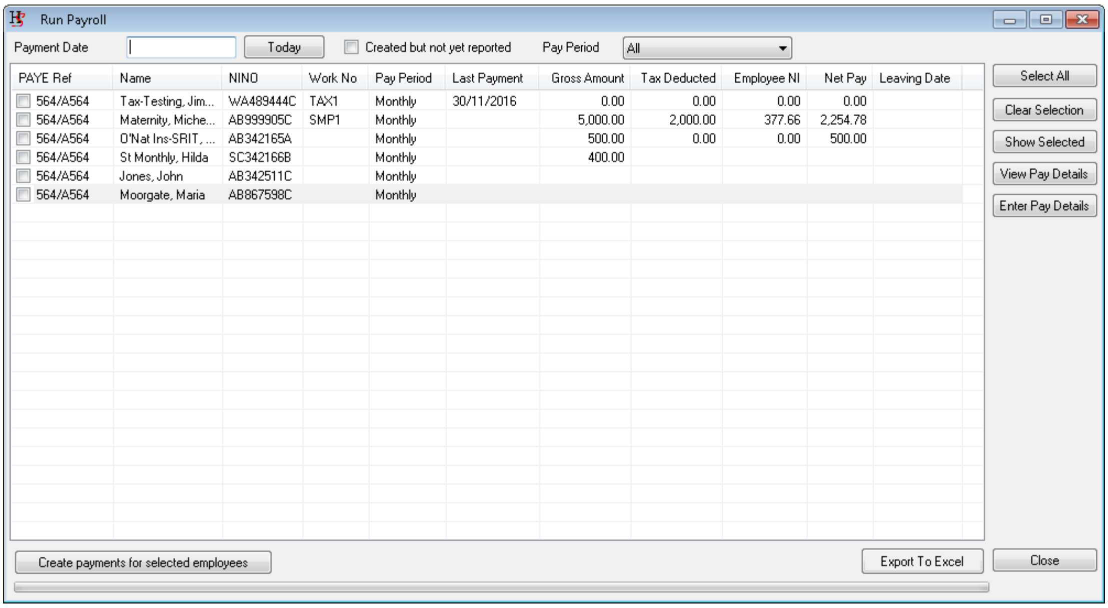


Make any changes required then click [Close], the changes will be saved and the window closed. If you wish to discard any changes made you must click [Undo Changes] before clicking [Close].

Run Payroll

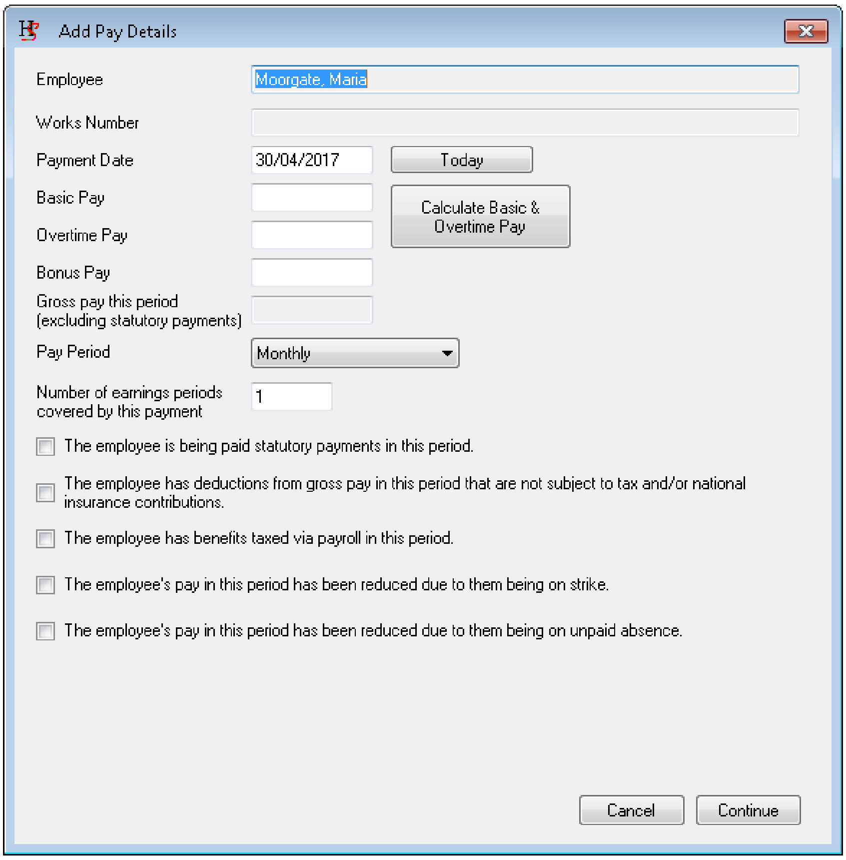


Click the [Run Payroll] button to begin the process.



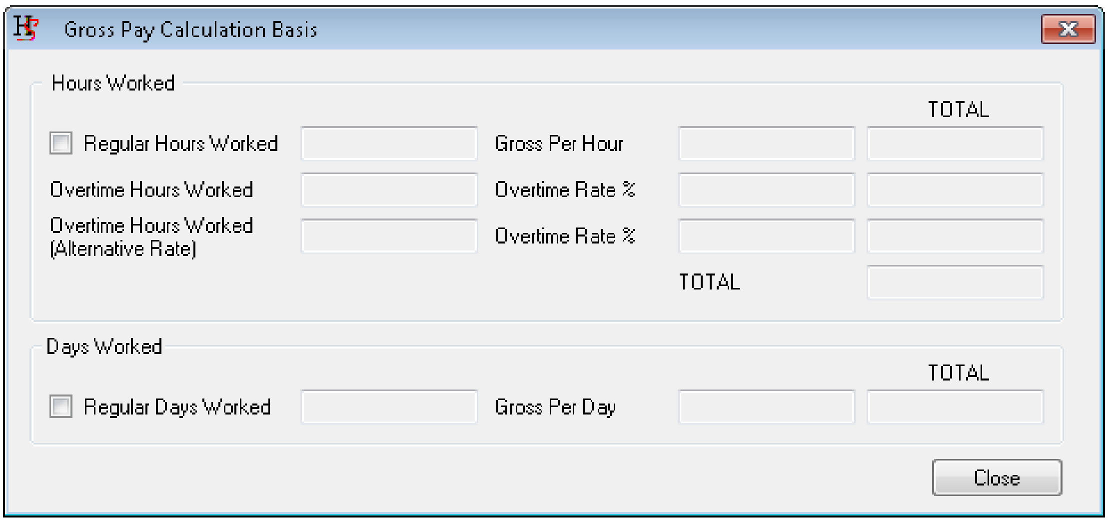
A batch of payments can be generated by entering the payment date, selecting the employees from the list and pressing the [Create payments for selected employees] button. The payments can only be generated this way if the regular payment amount has been entered on the Employee Details screen.

Enter Pay Details



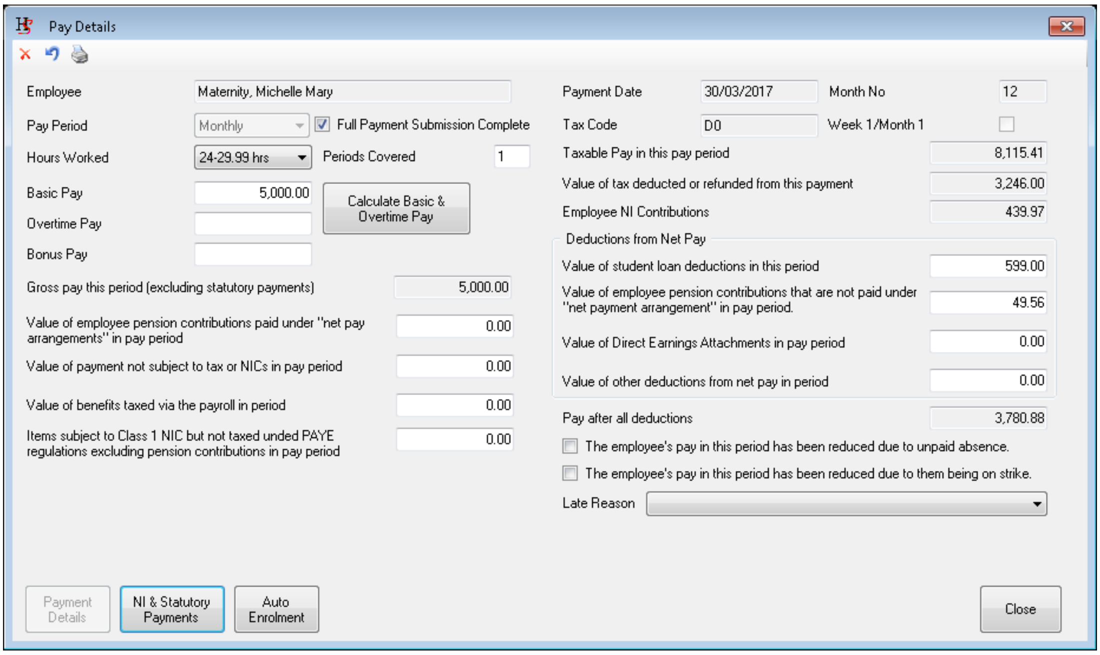
Enter or confirm the payment date. Enter the basic pay, overtime pay, and bonus pay for the period. Tick any boxes that are appropriate.

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



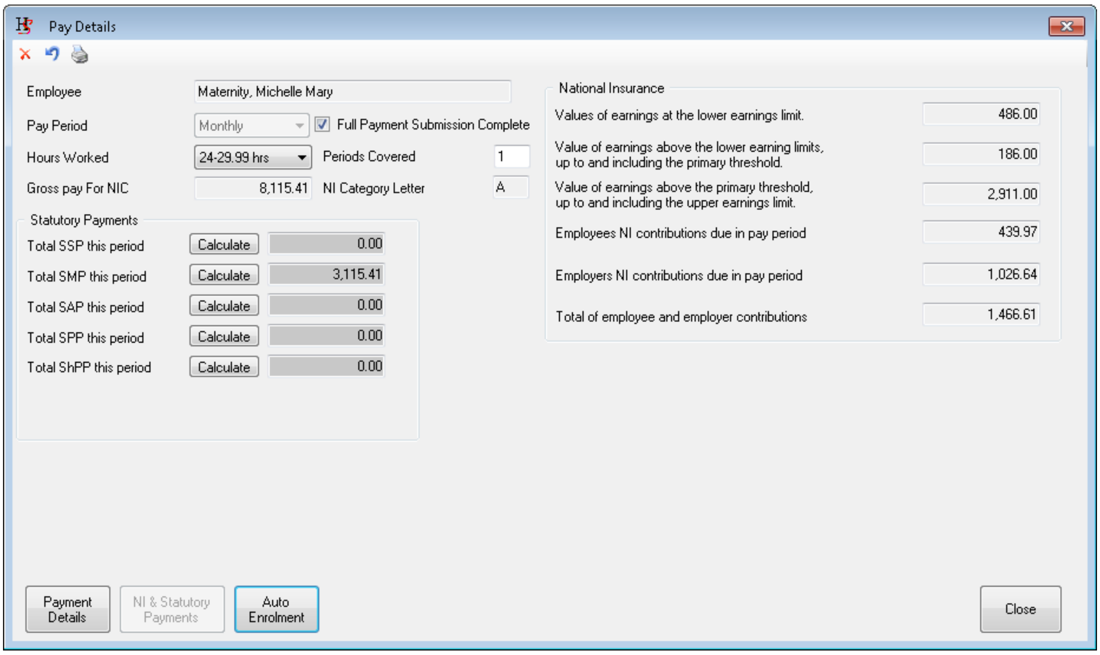
Enter Pay Details: Review Payment

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



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)

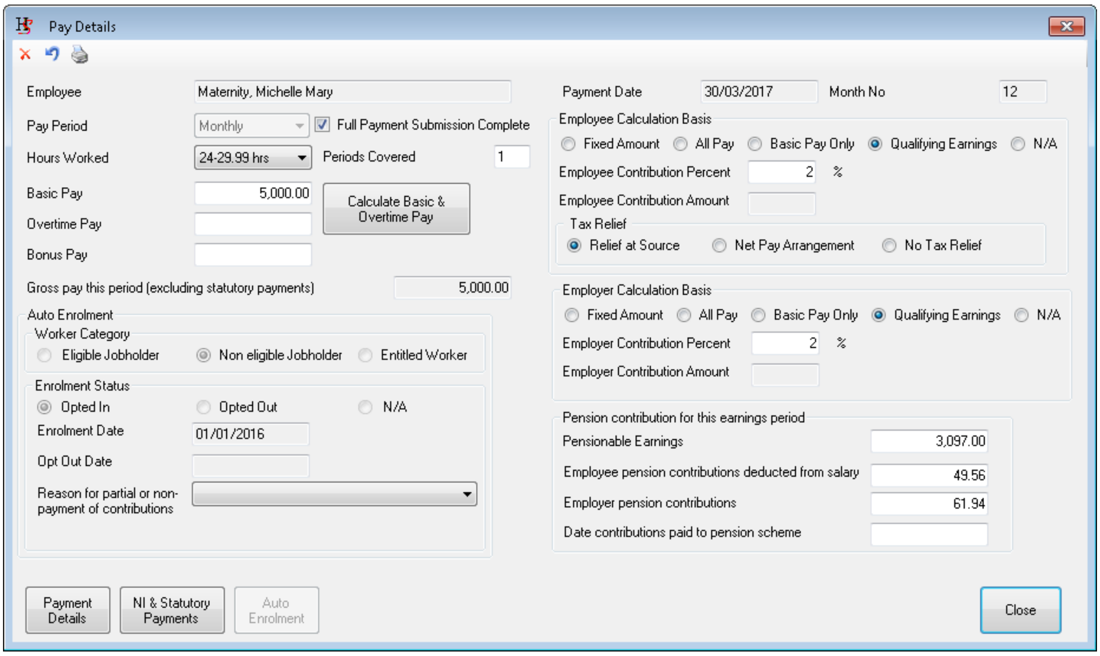


Click the [Payment Details] and [Auto Enrolment] buttons to review the Payment and Auto Enrolment details respectively. Click close to close the window.

Enter Pay Details: Review Payment

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

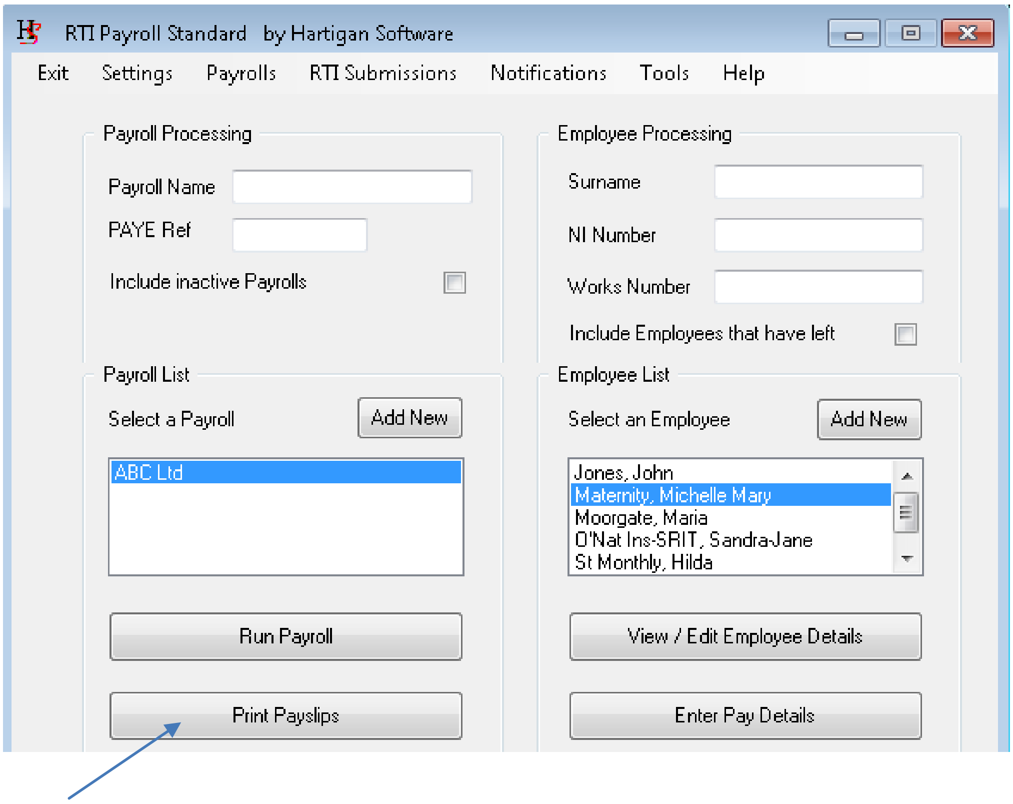
The pension contributions will be calculated automatically based on the values entered on the Auto Enrolment screen for the employee. The auto enrolment values for each pay period are displayed when the [Auto Enrolment] button is pressed on the [Pay Details] screen:



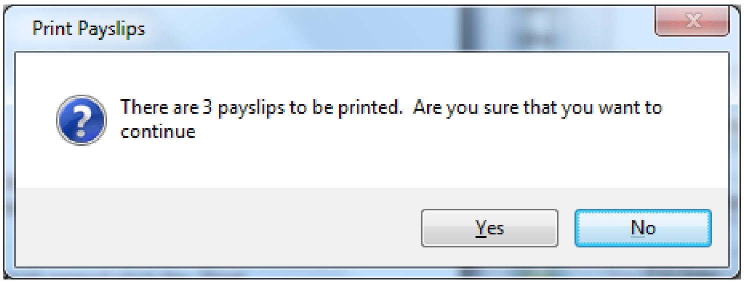
The values for each pay period can be amended on this screen. If contributions are reduced or not paid in this pay period, the [Reason for partial or non-payment of contributions] drop down box should be selected.

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.

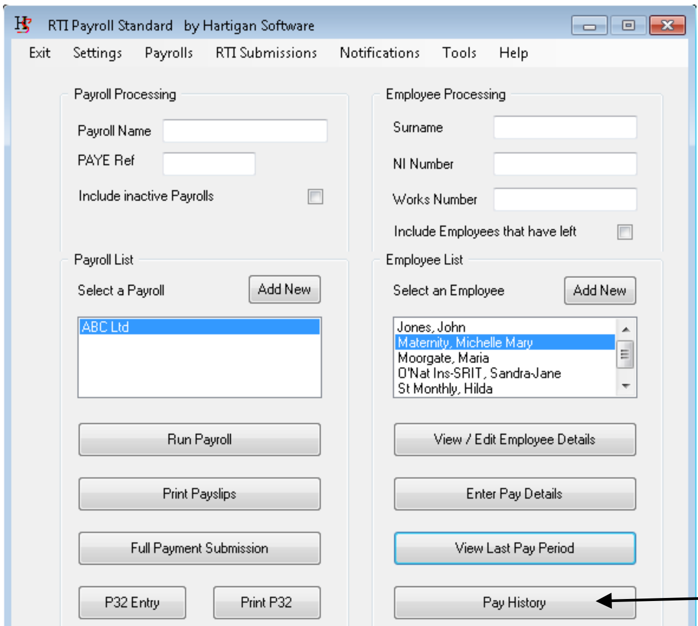
Note: Individual payslips can be printed as follows:

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

or

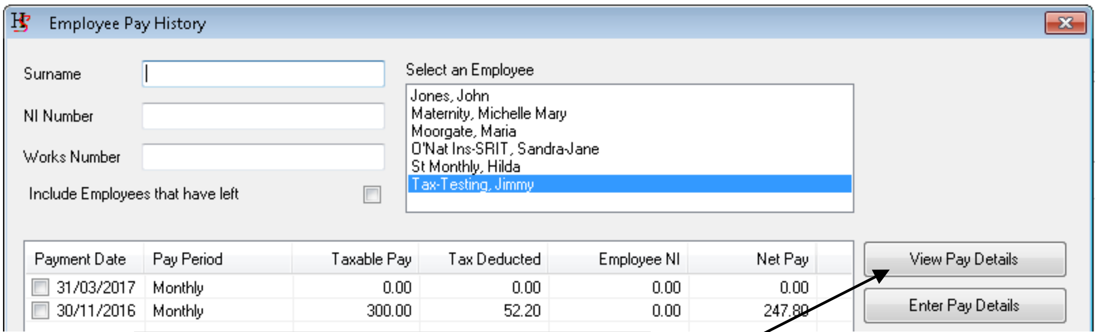
- Select an employee
- Click the [Pay History] button on the main window.
- Select the payment(s) on the screen and press the [Print Selected Payslips] button at the bottom of the screen.

Delete or Refund Payments



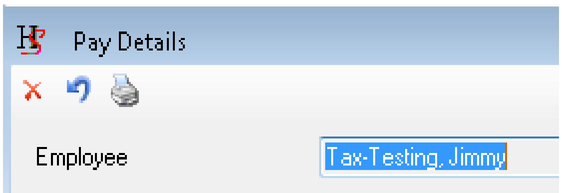
Select the employee from the list and press the [Pay History] button

The [Employee Pay History] screen will be displayed.



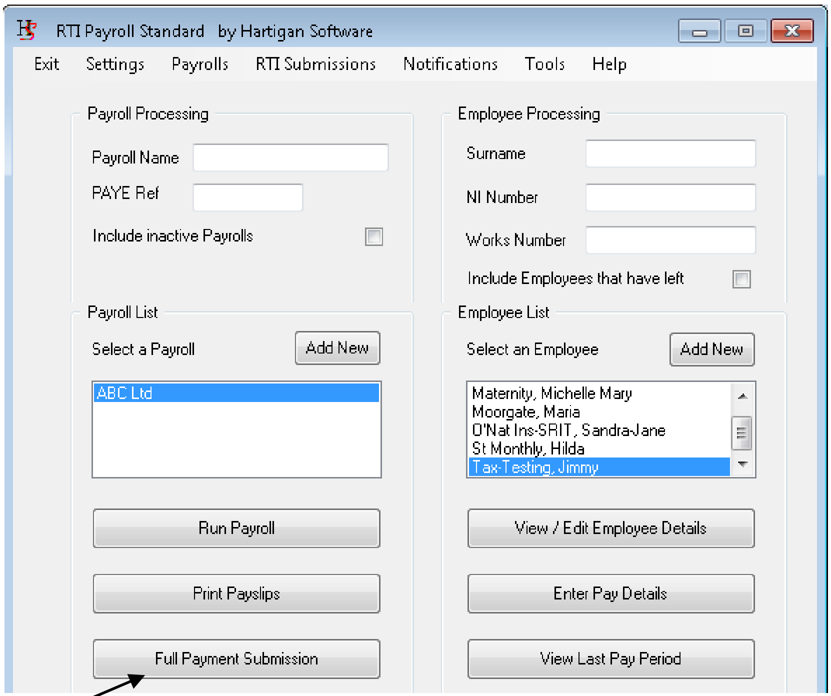
Select the payment from the list and press the [View Pay Details] button

The [Pay Details] screen will be displayed:

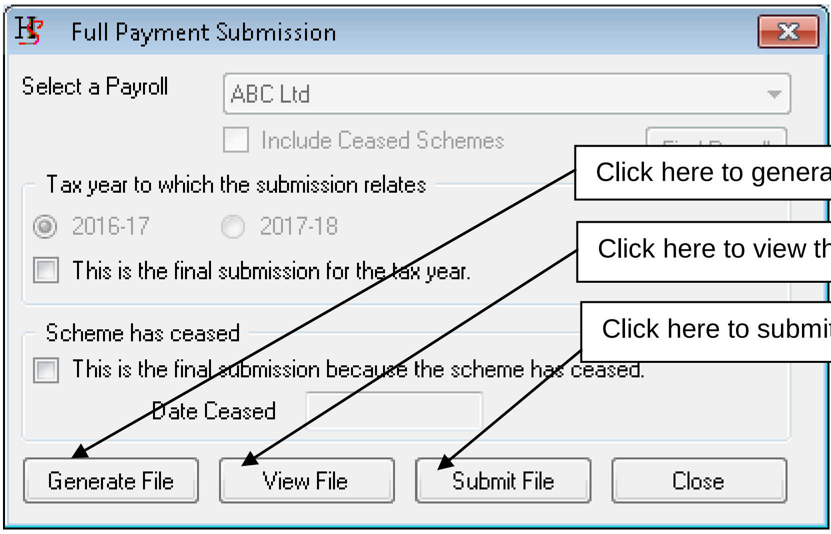


Click the button in the top left corner of the screen to refund the payment or the button to delete the payment.

Full Payment Submission



Select the Payroll from the list and click here to begin the Full Payment Submission.



Click here to generate the file.

Click here to view the file.

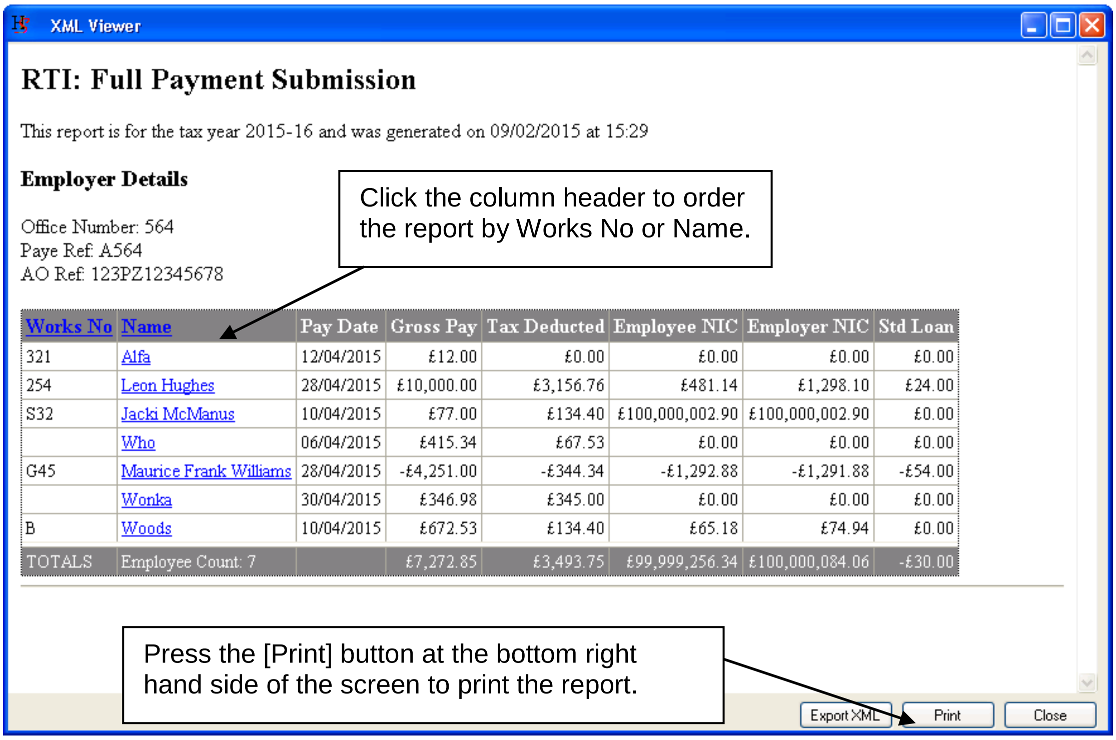
Click here to submit the file.

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

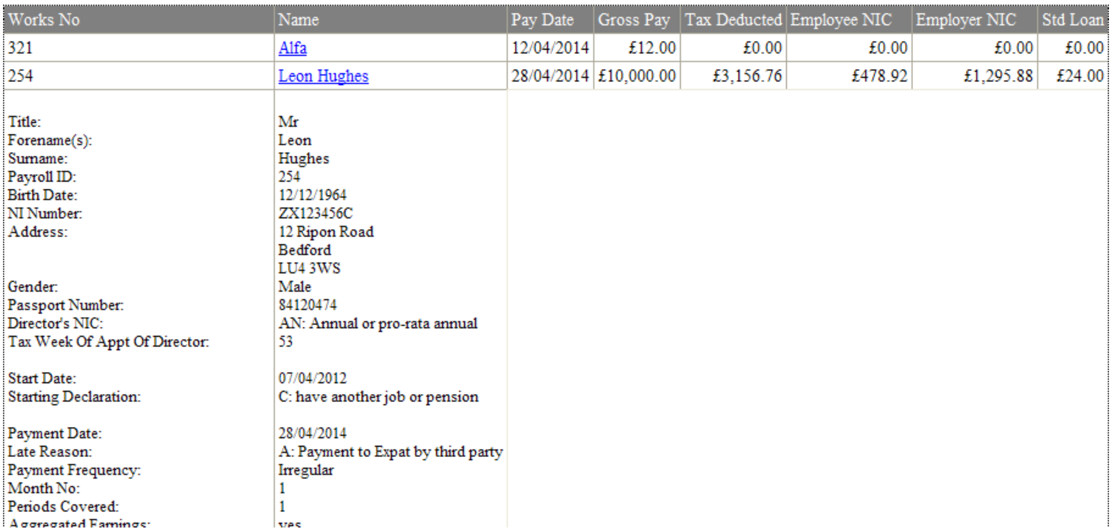
This report is for the tax year 2015-16 and was generated on 09/02/2015 at 15:29

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

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
Aggregated Earnings:	yes

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

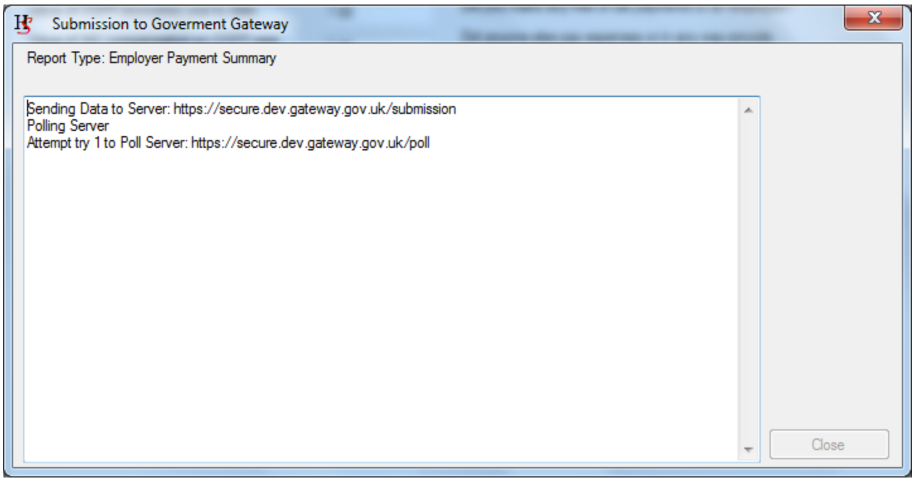
Full Payment Submission

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.

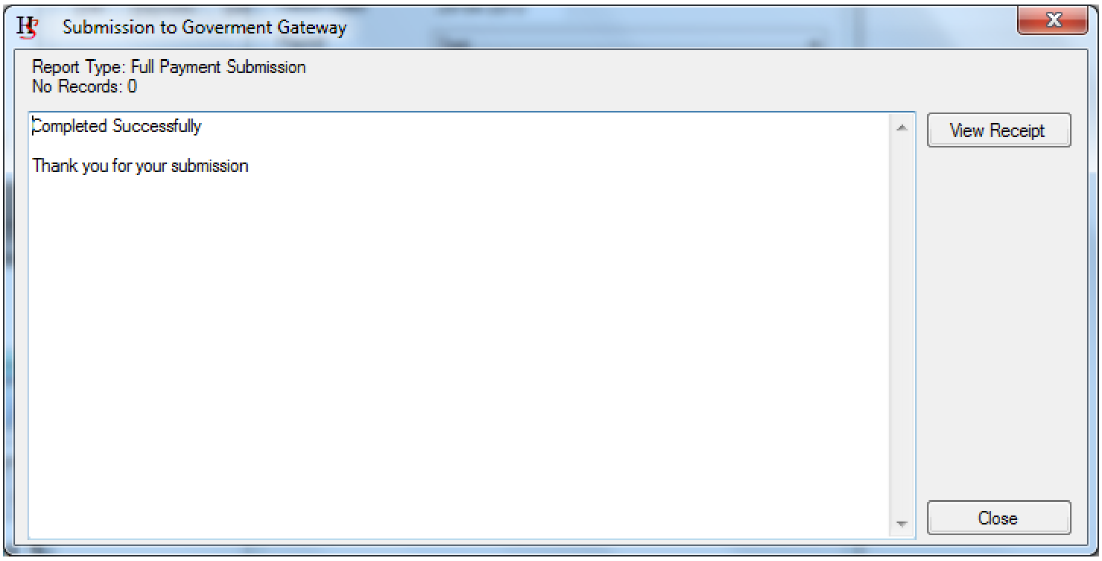
A transmission progress window will be displayed. The time taken to transmit your data will depend on how much data you have to transmit, how busy the HMRC site is and the speed of your internet connection.

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.

A successful submission is shown in the window below:



A copy of the Full Payment Submission and the Submission Receipt will be stored in the Document Submission Folder (refer to the Settings screen for the location of the folder).

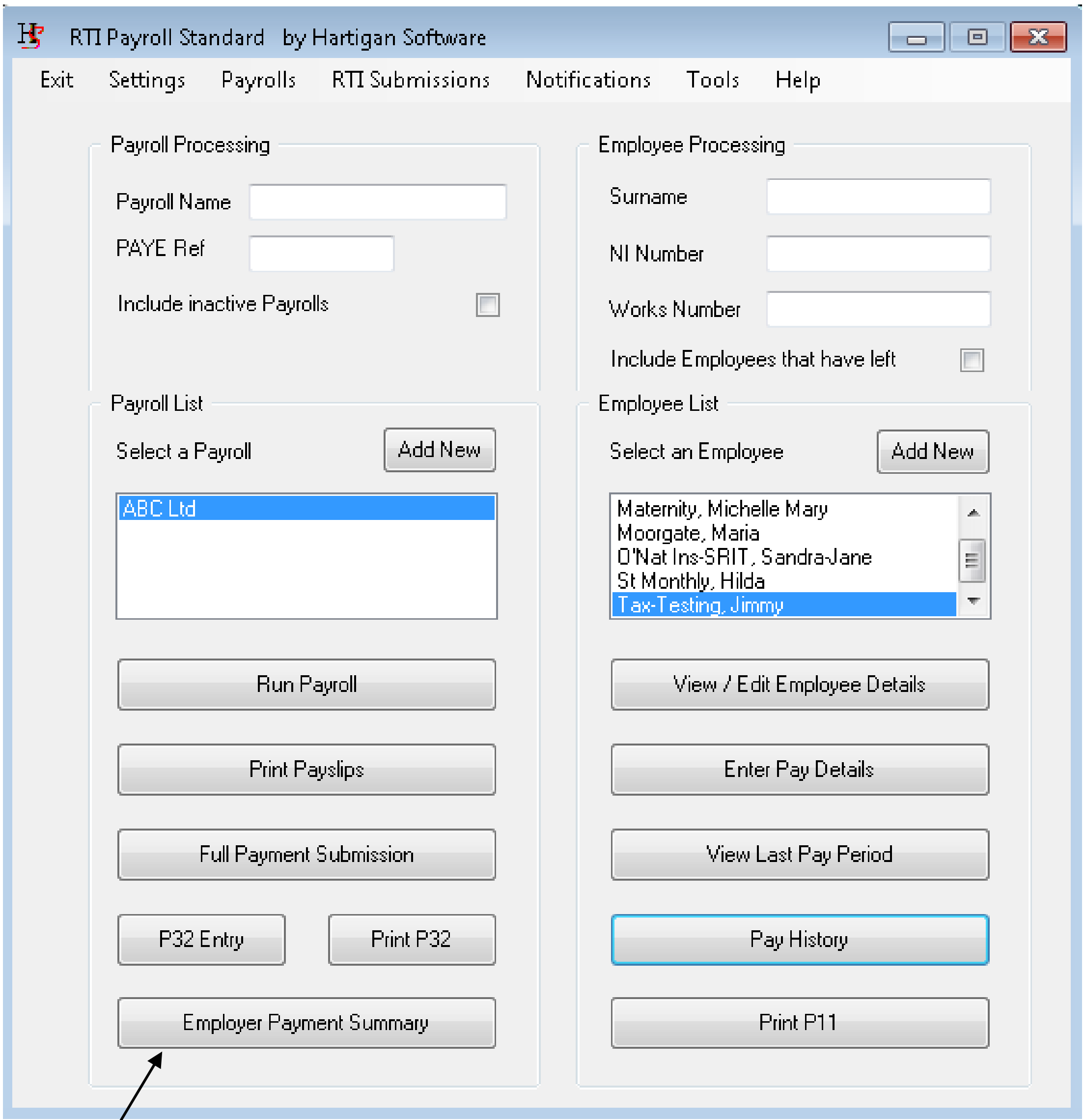
Employer Payment Summary

Data Entry & Submission

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

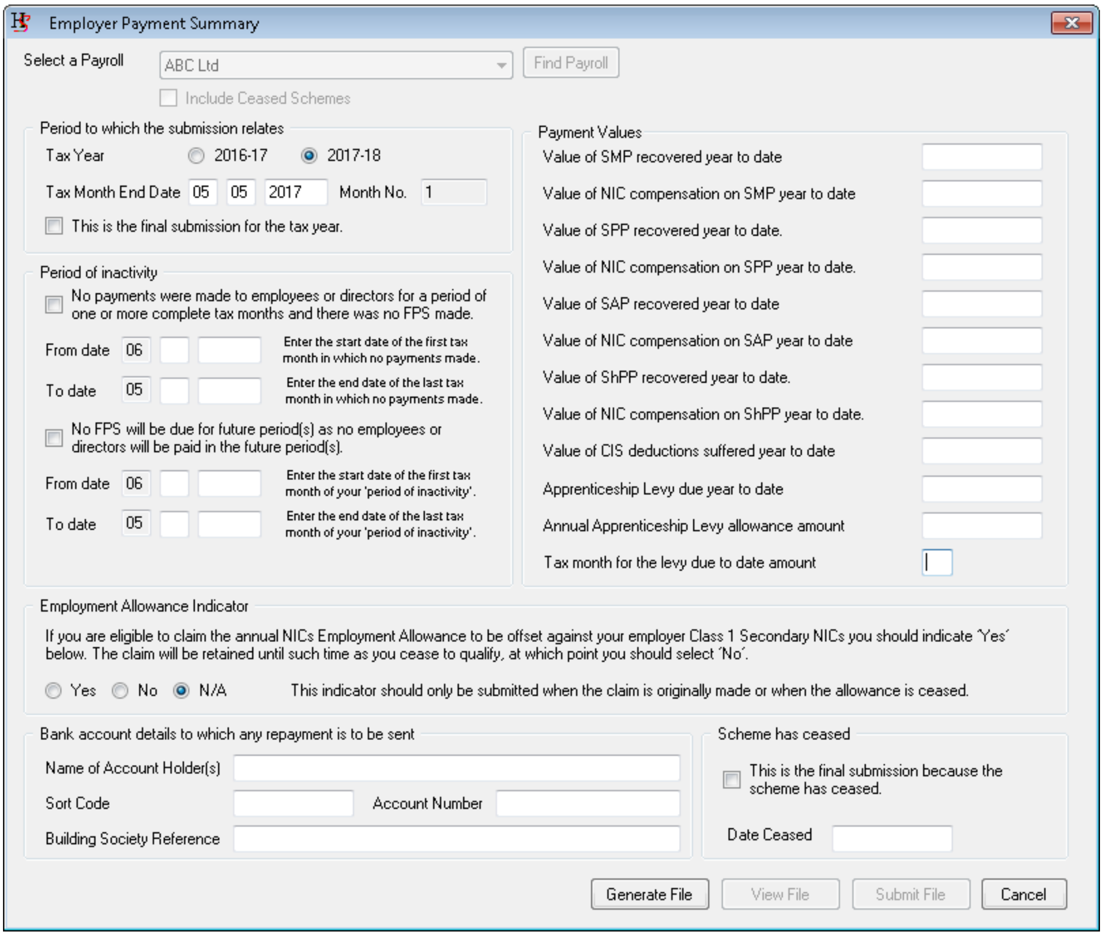
An Employer Payment Summary should be sent if:

- 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 report Apprenticeship Levy amounts.
- to notify HMRC of the eligibility to claim the annual NICs employment allowance
- to notify HMRC of the bank details to which any repayment is to be sent.



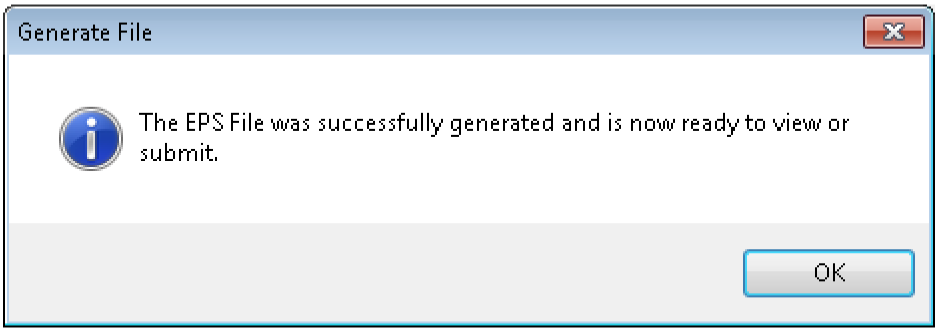
Select the Payroll from the list and click here to begin the Employer Payment Summary.

Employer Payment Summary



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:

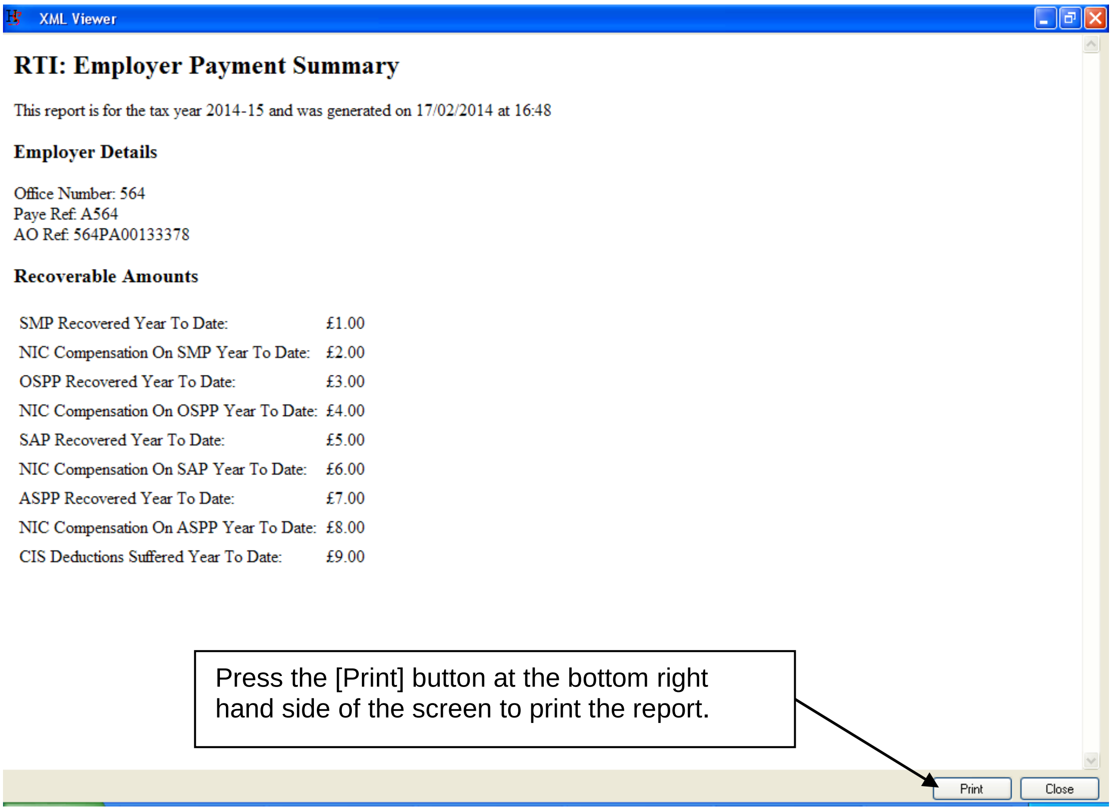


After successfully generating a submission file the [View File] and [Submit File] buttons are enabled.

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

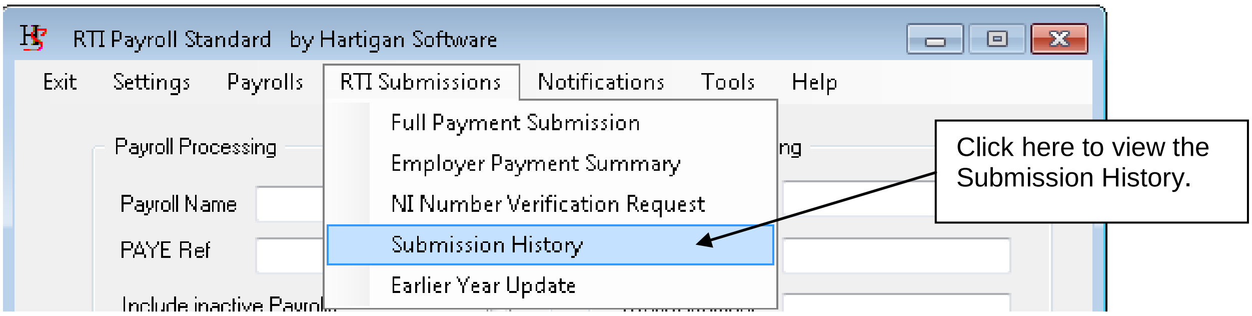
Recoverable Amounts

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

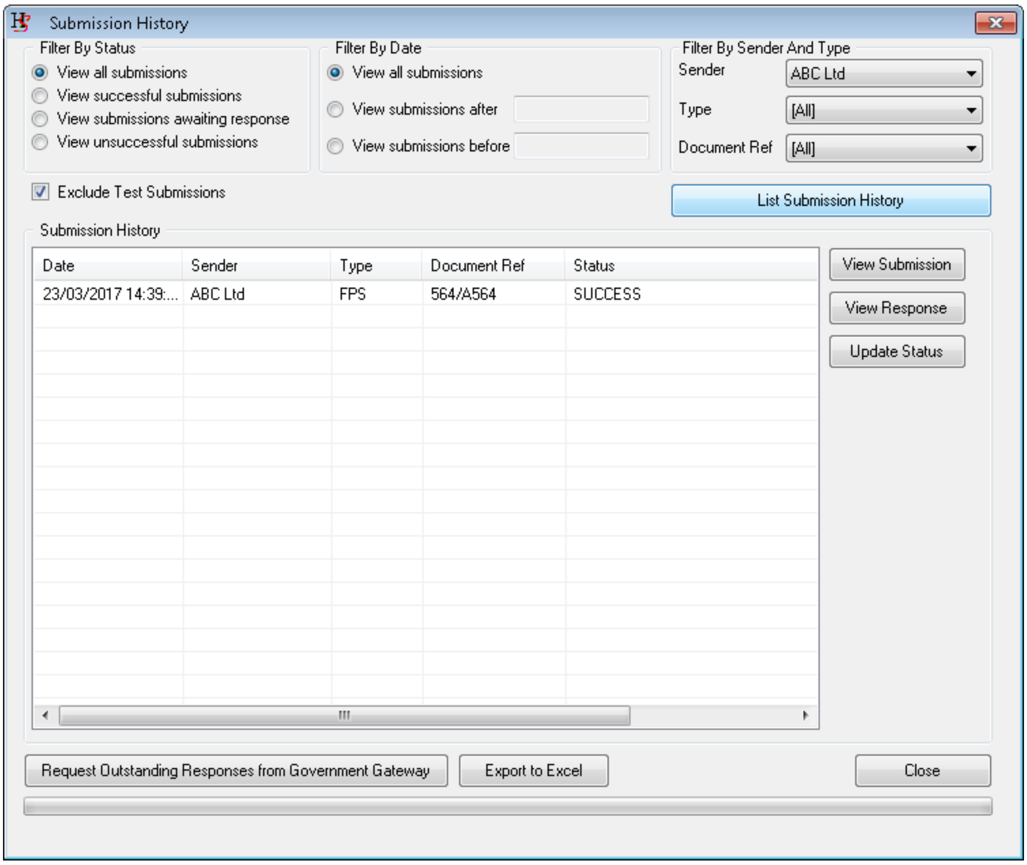
Submit Data

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.

View Submission History



The following screen is displayed:

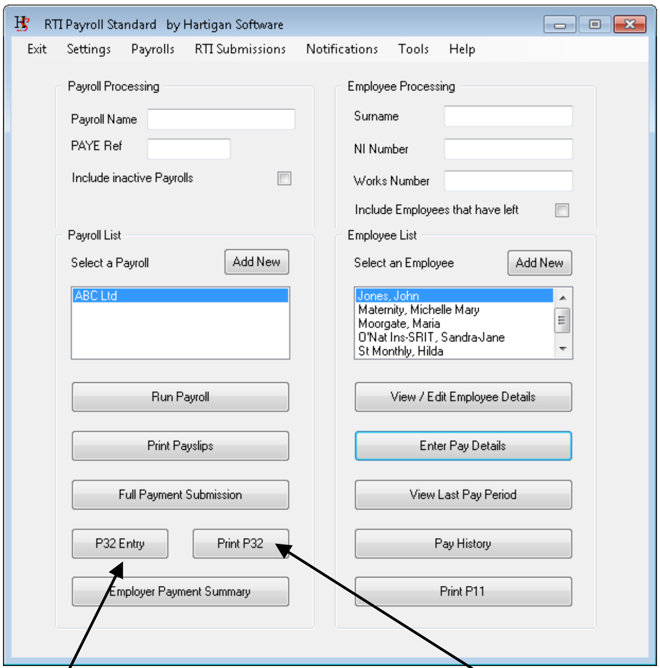


Select the appropriate filters from the selection at the top of the screen and press the [List Submission History] button. Please note that the history will not include submissions that were made prior to installing the 2014-15 version of the software.

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.

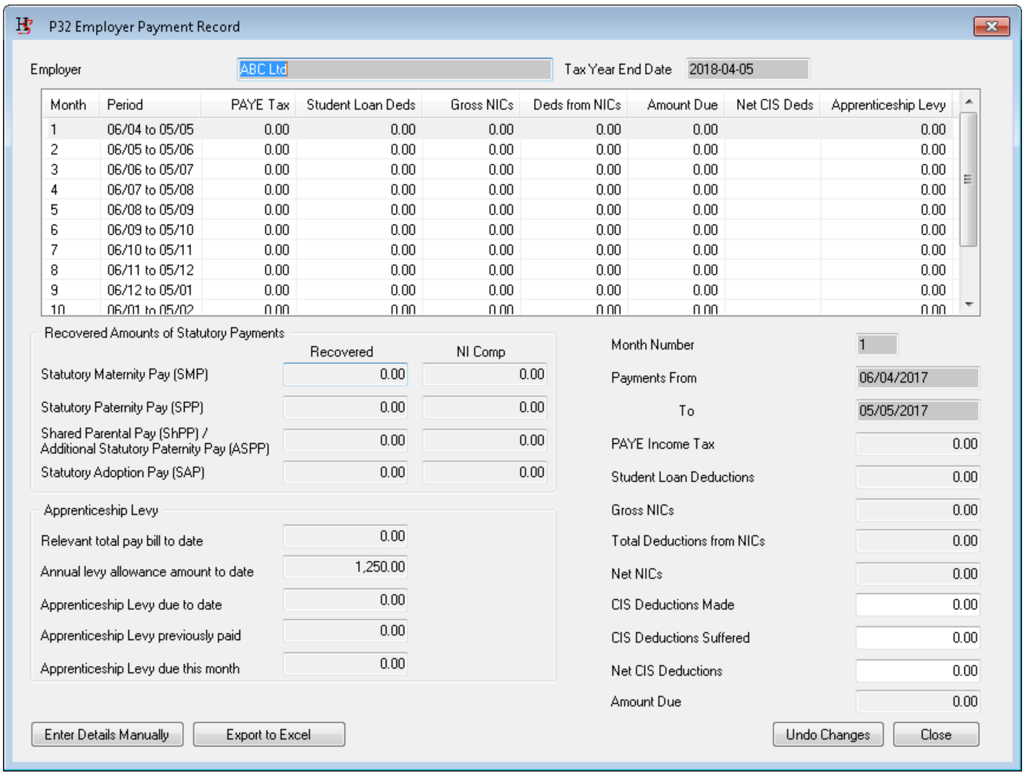
If a response was not received from the Government Gateway when the original submission took place, the status of the submission will be displayed as AWAITING_RESPONSE. The response can be retrieved from the Government Gateway by pressing the [Request Outstanding Responses from Government Gateway] button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

To enter the totals manually for a particular tax month, select the month from the list and press the [Enter Details Manually] button.

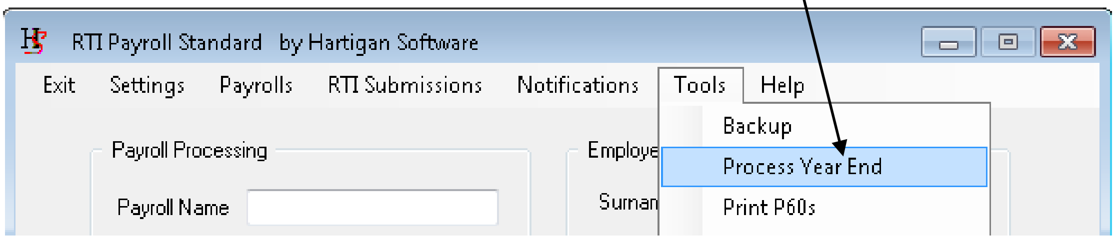
Year End Process

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.

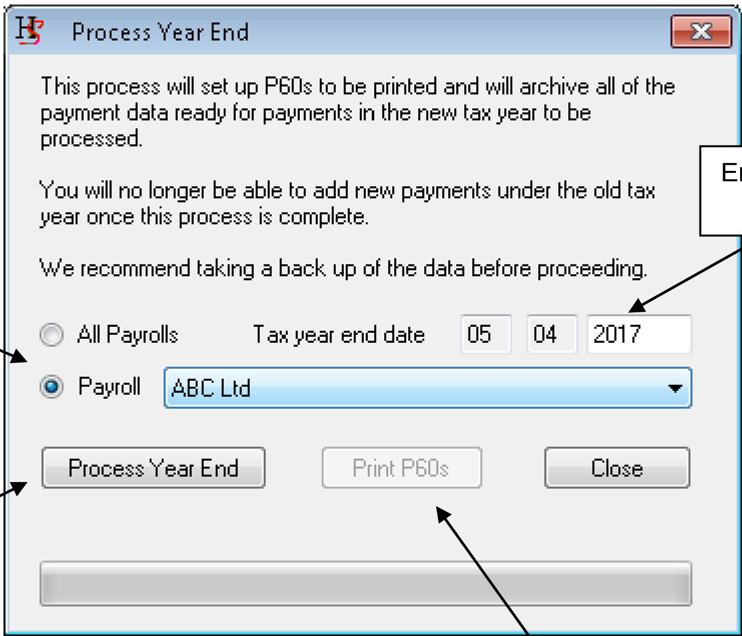
Selecting the [Process Year End] menu under the [Tools] menu will display the following screen



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.

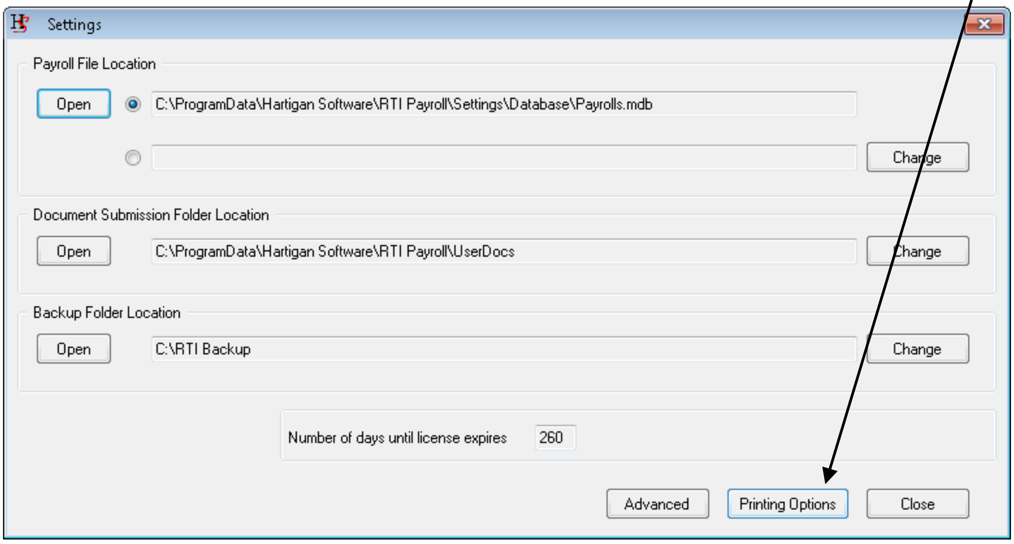
P60 Printing

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

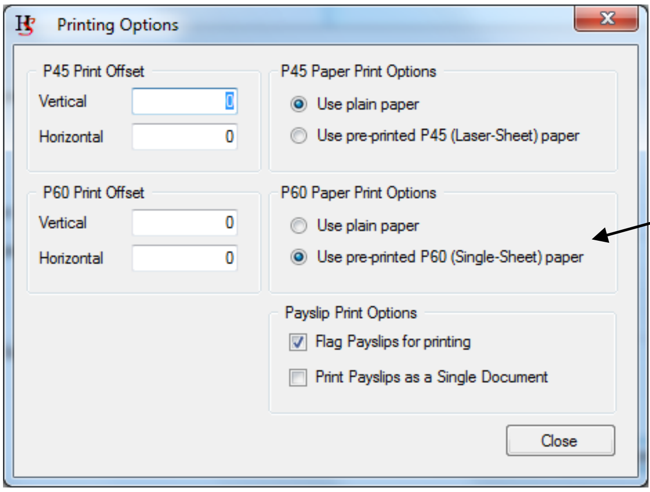
http://www.hmrc.gov.uk/payerti/forms-updates/forms-publications/onlineorder.htm#1x1

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

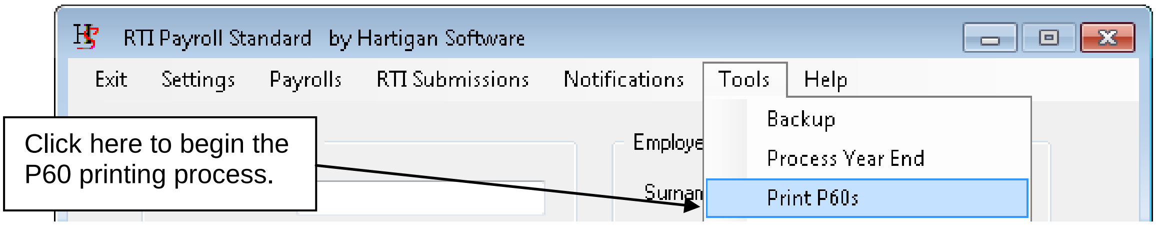


The P60 Print Offset values will move the printing coordinates down or right by the number of millimetres entered in the text boxes. In the example below, the coordinates will be moved 10mm down and 5.5mm to the right. Negative values can be entered if the coordinates need to be moved up or left.

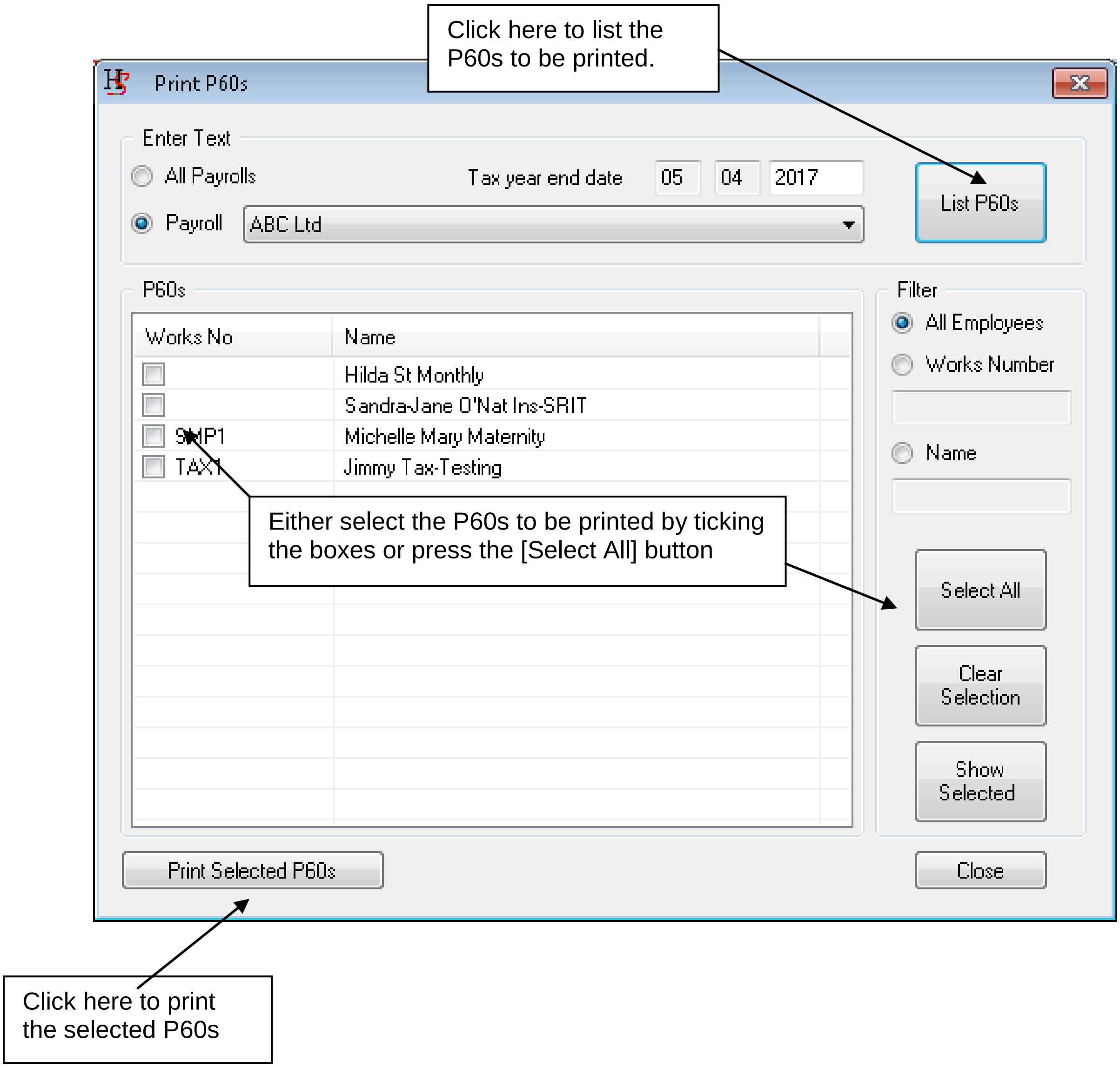


Select the type of paper to be used from these options

P60 Printing



The following screen is displayed:

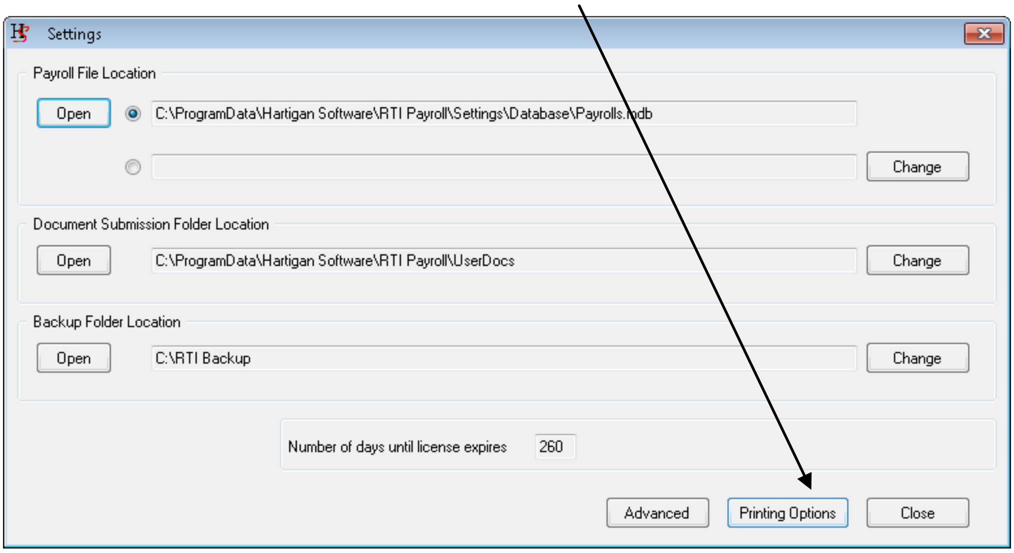


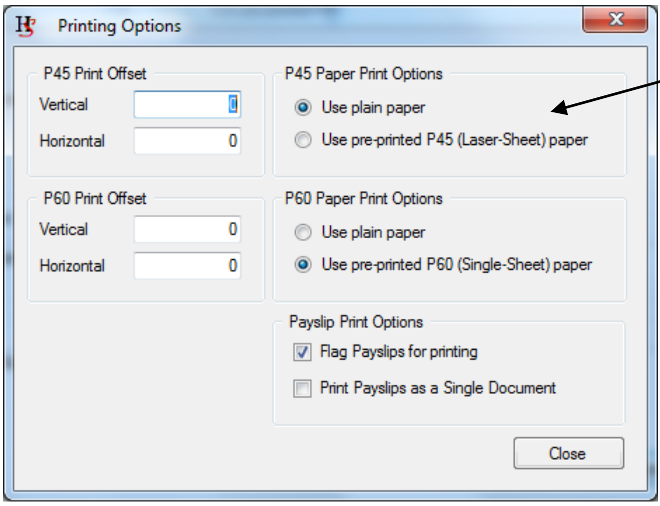
P45 Printing

P45s are printed on either plain paper or using the pre-printed P45 (Laser Sheet) - 3 part stationery. The 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 be pressing the [Printing Options] button at the bottom of the Settings screen.



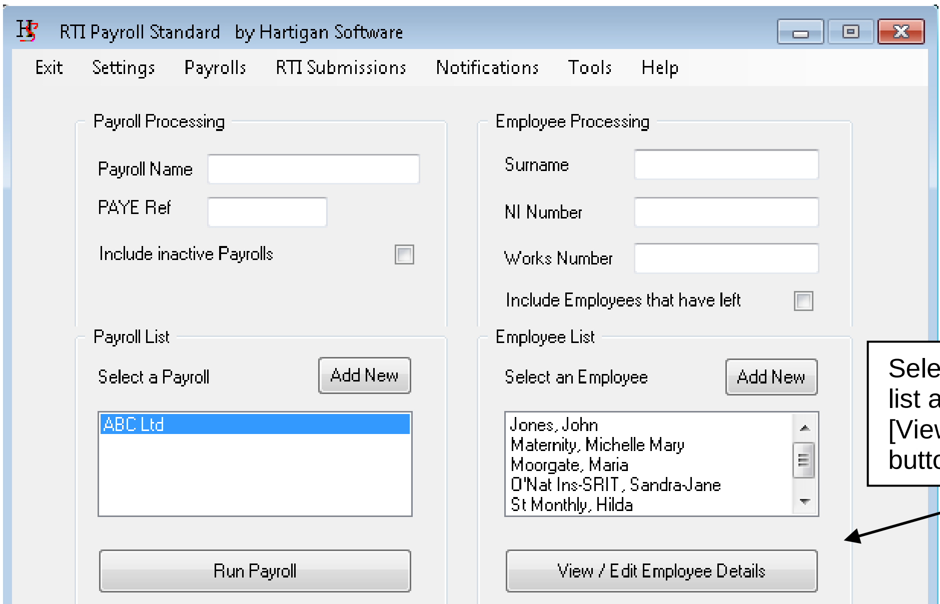


Select the type of paper to be used from these options

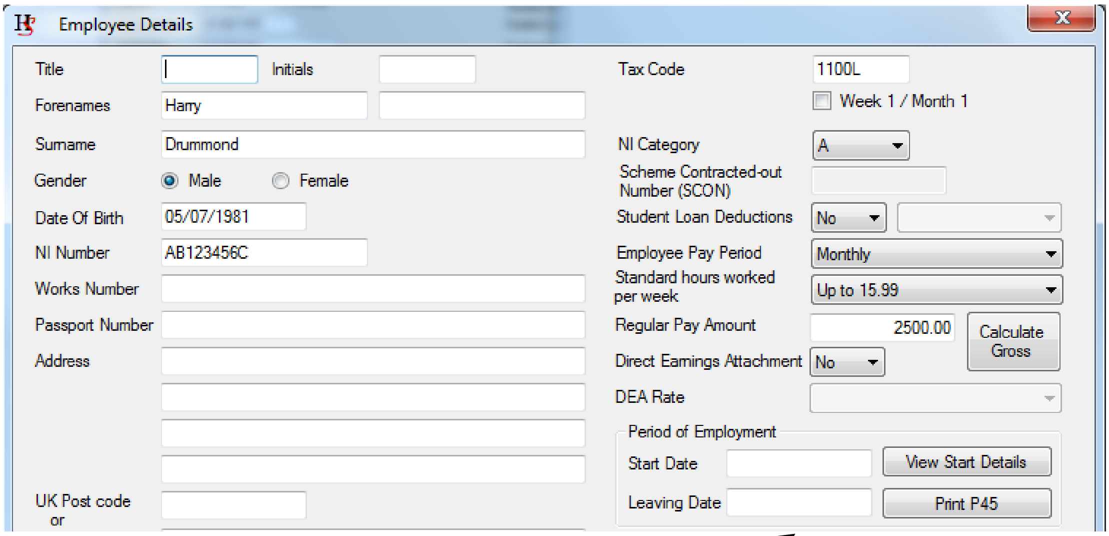
If printing on pre-printed P45 paper, the printing coordinates might need to be updated so that they are aligned with the pre-printed boxes.

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



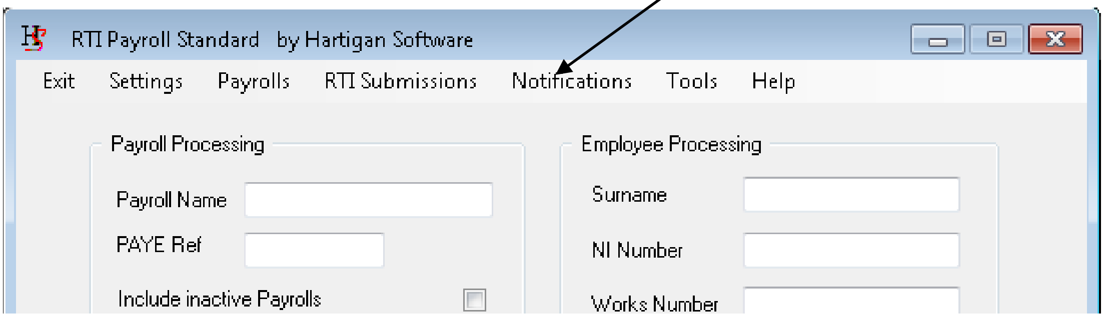
Select the employee from the list and press the [View / Edit Employee Details] button.



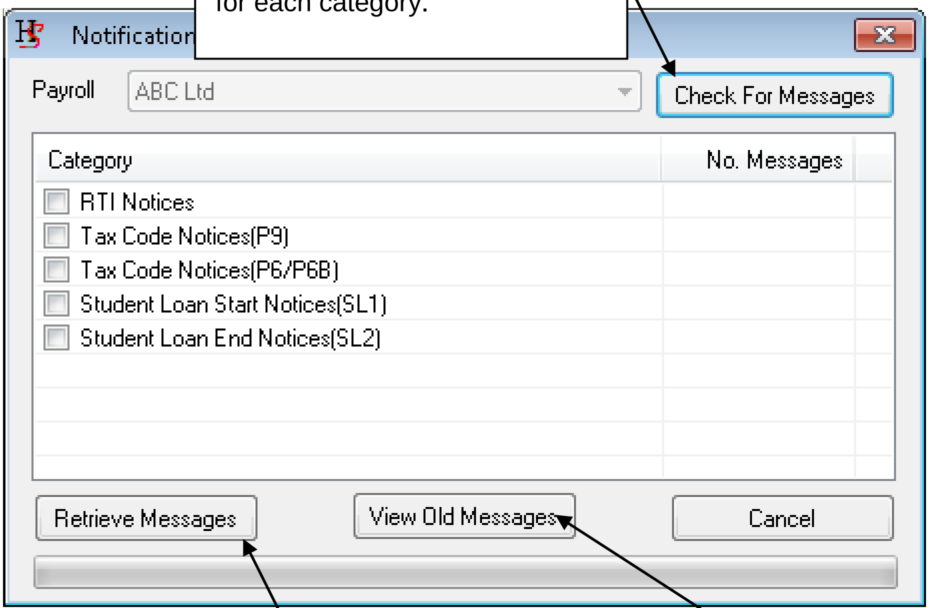
Enter the leaving date and press the [Print P45] button.

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.

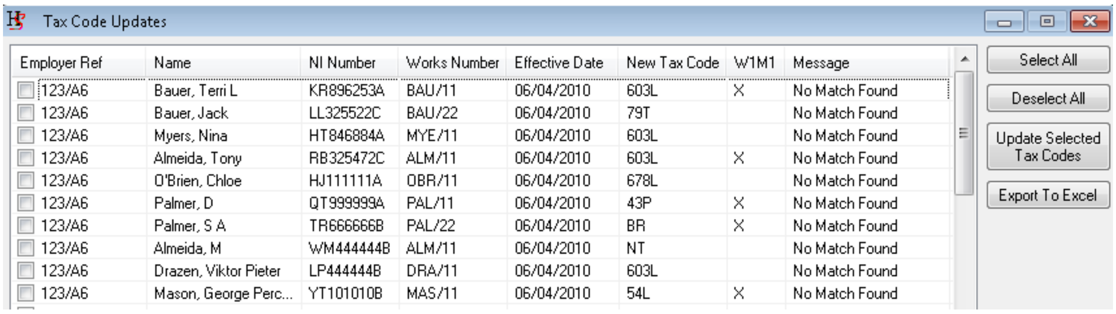


The [Retrieve Messages] button will retrieve the notifications and display them in the user's default internet browser.

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

Receiving Notifications from HMRC

Apply Tax Code Updates



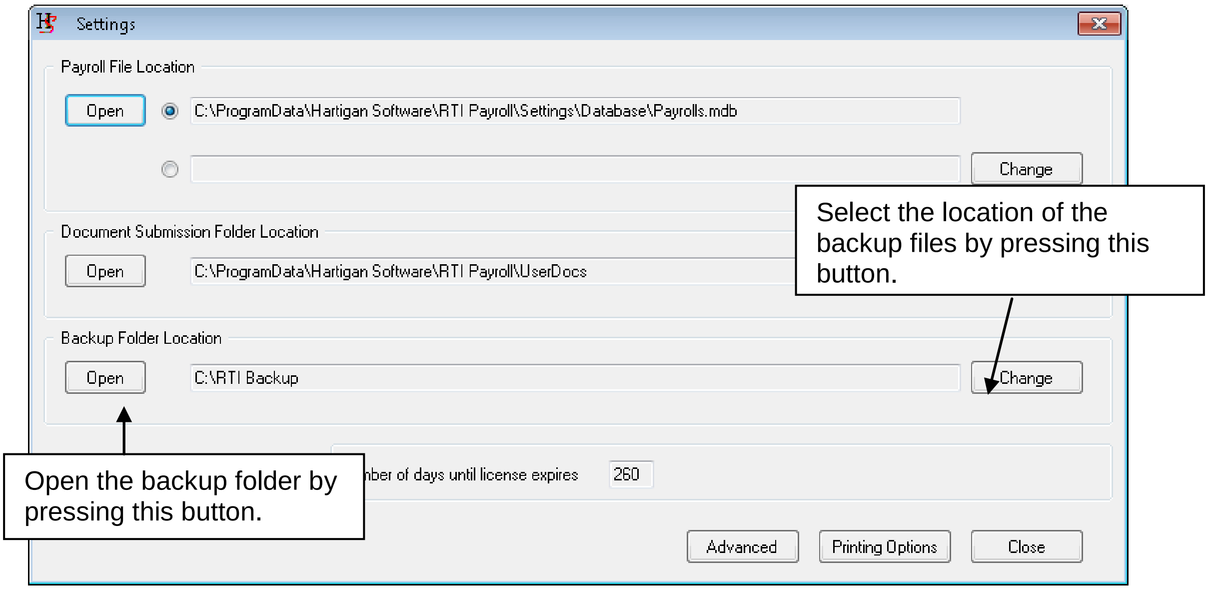
Employer Ref	Name	NI Number	Works Number	Effective Date	New Tax Code	W1M1	Message
123/A6	Bauer, Terri L	KR896253A	BAU/11	06/04/2010	603L	X	No Match Found
123/A6	Bauer, Jack	LL325522C	BAU/22	06/04/2010	79T		No Match Found
123/A6	Myers, Nina	HT846884A	MYE/11	06/04/2010	603L		No Match Found
123/A6	Almeida, Tony	RB325472C	ALM/11	06/04/2010	603L	X	No Match Found
123/A6	O'Brien, Chloe	HJ111111A	OBR/11	06/04/2010	678L		No Match Found
123/A6	Palmer, D	QT999999A	PAL/11	06/04/2010	43P	X	No Match Found
123/A6	Palmer, S A	TR666666B	PAL/22	06/04/2010	BR	X	No Match Found
123/A6	Almeida, M	WM444444B	ALM/11	06/04/2010	NT		No Match Found
123/A6	Drazen, Viktor Pieter	LP444444B	DRA/11	06/04/2010	603L		No Match Found
123/A6	Mason, George Perc...	YT101010B	MAS/11	06/04/2010	54L	X	No Match Found

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

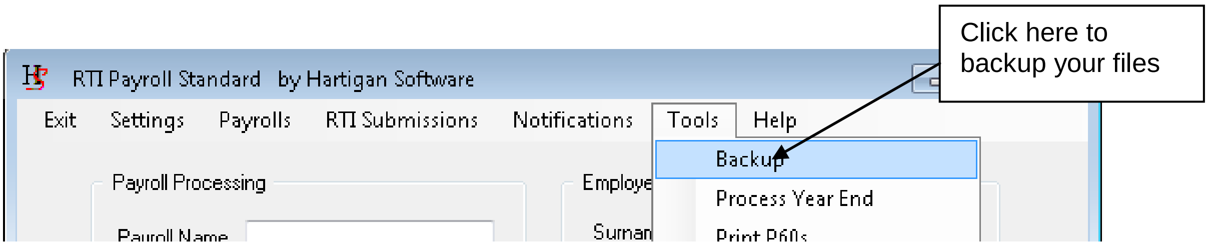
Select the records to be updated by ticking the boxes in the first column or pressing the [Select All] button. Press the [Update Selected Tax Codes] button to update all of the selected records.

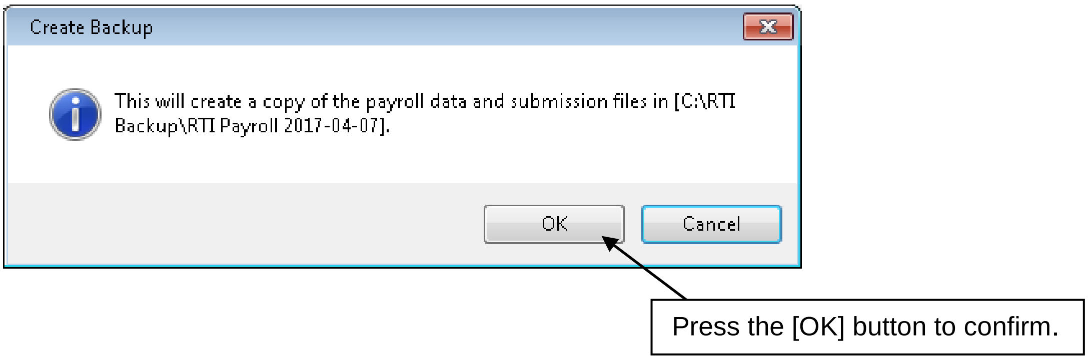
Data and Submission File Backup

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.



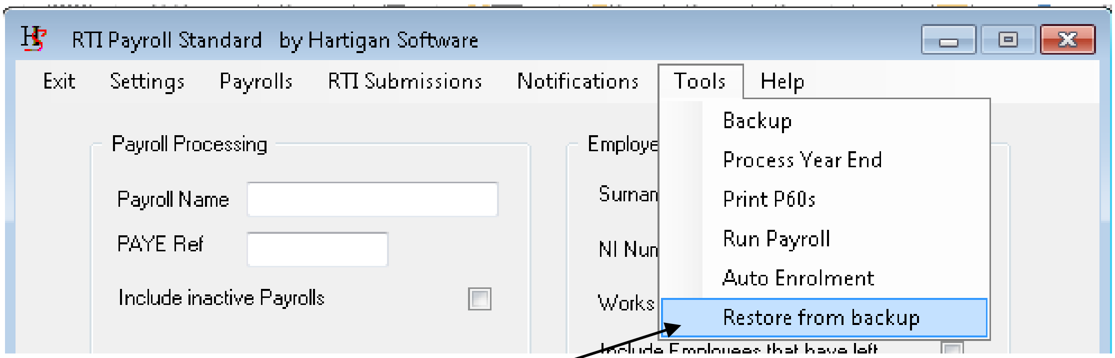
Backup copies of your Payroll Data and submission files can be made by pressing the [Backup] menu under the [Tools] menu at the top of the main screen.





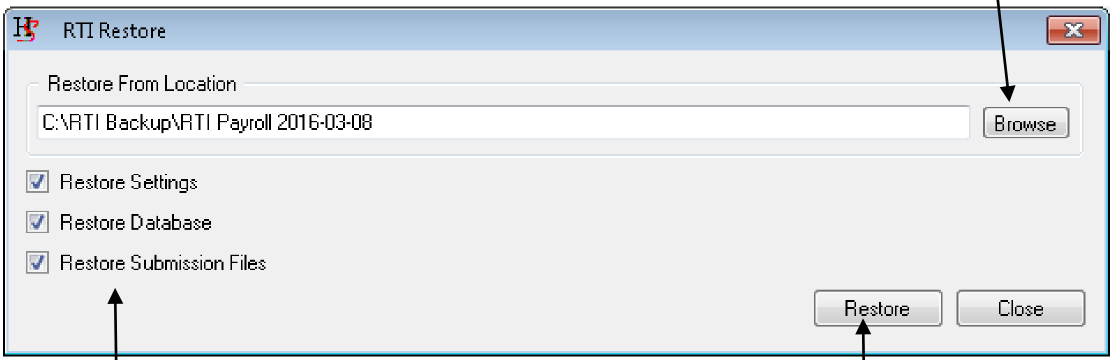
Restore Data and Submission File from Backup

Please note that this process will overwrite your current files and therefore it would be sensible to back up your current files before proceeding.



Click here to restore your files from a previously taken backup.

Click here to select the location of the backup files that you wish to restore.



Select the files that you wish to restore.

Click here to restore the files.