

RTI Payroll Standard Quick Start Guide

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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.

The screenshot shows the 'RTI Payroll Standard' software interface. The window title is 'RTI Payroll Standard by Hartigan Software'. The menu bar includes 'Exit', 'Settings', 'Payrolls', 'RTI Submissions', 'Notifications', 'Tools', and 'Help'. The interface is divided into two main columns: 'Payroll Processing' and 'Employee Processing'.
In the 'Payroll Processing' column, there are input fields for 'Payroll Name' and 'PAYE Ref', and a checkbox for 'Include inactive Payrolls'. Below this is the 'Payroll List' section, which has a 'Select a Payroll' dropdown menu containing 'Test' and an 'Add New' button. Below the list are buttons for 'Run Payroll', 'Print Payslips', 'Full Payment Submission', 'P32 Entry', 'Print P32', and 'Employer Payment Summary'.
In the 'Employee Processing' column, there are input fields for 'Surname', 'NI Number', and 'Works Number', and a checkbox for 'Include Employees that have left'. Below this is the 'Employee List' section, which has a 'Select an Employee' dropdown menu containing 'Jones, John', 'Maternity, Michelle Mary', 'O'Nat Ins-SRIT, Sandra-Jane', 'St Monthly, Hilda', and 'Tax-Testing, Jimmy', and an 'Add New' button. Below the list are buttons for 'View / Edit Employee Details', 'Enter Pay Details', 'View Last Pay Period', 'Pay History', and 'Print P11'.
An arrow points from the text above to the 'Add New' button in the 'Payroll List' section.

Add Payroll Employer Information

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

The screenshot shows the 'Payroll List' form with the following fields and callouts:

- Payroll Name:** Test. Callout: "A descriptive name of your choosing for example Monthly Salaries or Weekly Pay."
- HMRC Office Name:** Test. Callout: "The name of your local tax office."
- Employer PAYE reference:** 564 / A564. Callout: "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."
- Employer Accounts Office Reference:** 123PZ12345678. Callout: "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."
- Employer's contracted-out number (ECON):** (Empty). Callout: "This reference number can be found on your P30BC 'Payment booklet' or P30B 'Paying electronically'. It will be in the format 123PA00012345."
- Sender Type:** Employer. Callout: "Only required if you operate an occupational contracted-out scheme"
- Sender ID:** 15V564. Callout: "If applicable: for example, if you are an employer who is a sole proprietor or a partnership."
- Sender Password:** testing1. Callout: "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."

Other fields include: PAYE Ref, Exclude Ceased Scheme, Payroll Details, Corporation Tax Reference, Date Scheme Ceased, Small employer statutory payment recovery rate, Current Payroll Date (30/04/2017), Current Tax Year End Date (05/04/2018), and buttons for Import Payrolls, Save, Delete, and Close.

Add Payroll Employer Information

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

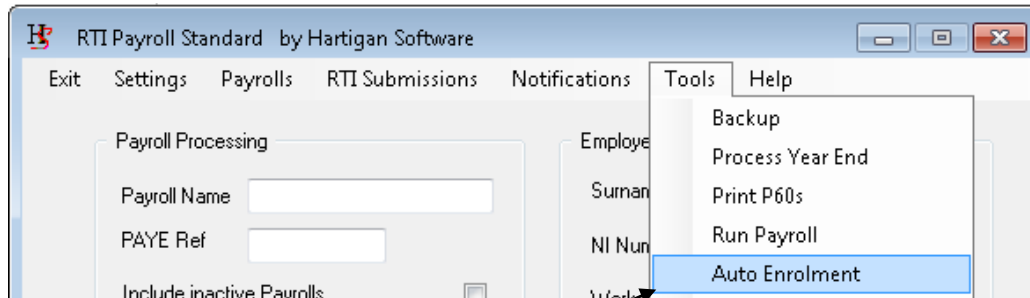
The screenshot shows the 'Payrolls' application window. It is divided into several sections:

- Payroll List:** Contains fields for 'Payroll Name' and 'PAYE Ref', a 'Find' button, and an 'Add New' button.
- Payroll Details:** Contains fields for 'Name' (Test), 'Office number' (564), and 'Reference number' (A564). It also includes a 'Find' button and a checkbox for 'Exclude Ceased Scheme'.
- Contact:** Fields for 'Title', 'Forenames', 'Surname', and 'Telephone Number'.
- Employer's contracted out (PSA):** Fields for 'Employer Name' and 'Employer Address'.
- Employer Postcode:** A field for the employer's postcode.
- Sender Information:** Fields for 'Sender Type' (set to 'Employer'), 'Sender ID' (ISV564), and 'Sender Password' (testing1). It also includes checkboxes for 'Scheme Ceased' and 'Small employer statutory payment recovery rate'.
- Annual NICs Employment Allowance:** Two dropdown menus for 'Annual NICs Employment Allowance applicable' and 'Annual NICs Employment Allowance claimed'.
- Apprenticeship Levy:** A checkbox for 'Not required to report Apprenticeship Levy' and a field for 'Apprenticeship Levy Connected Company Levy Allowance'.
- Current Payroll Date:** A date field set to 30/04/2017.
- Current Tax Year End Date:** A date field set to 05/04/2018.
- Buttons:** 'Import Payrolls', 'Save', 'Delete', and 'Close'.

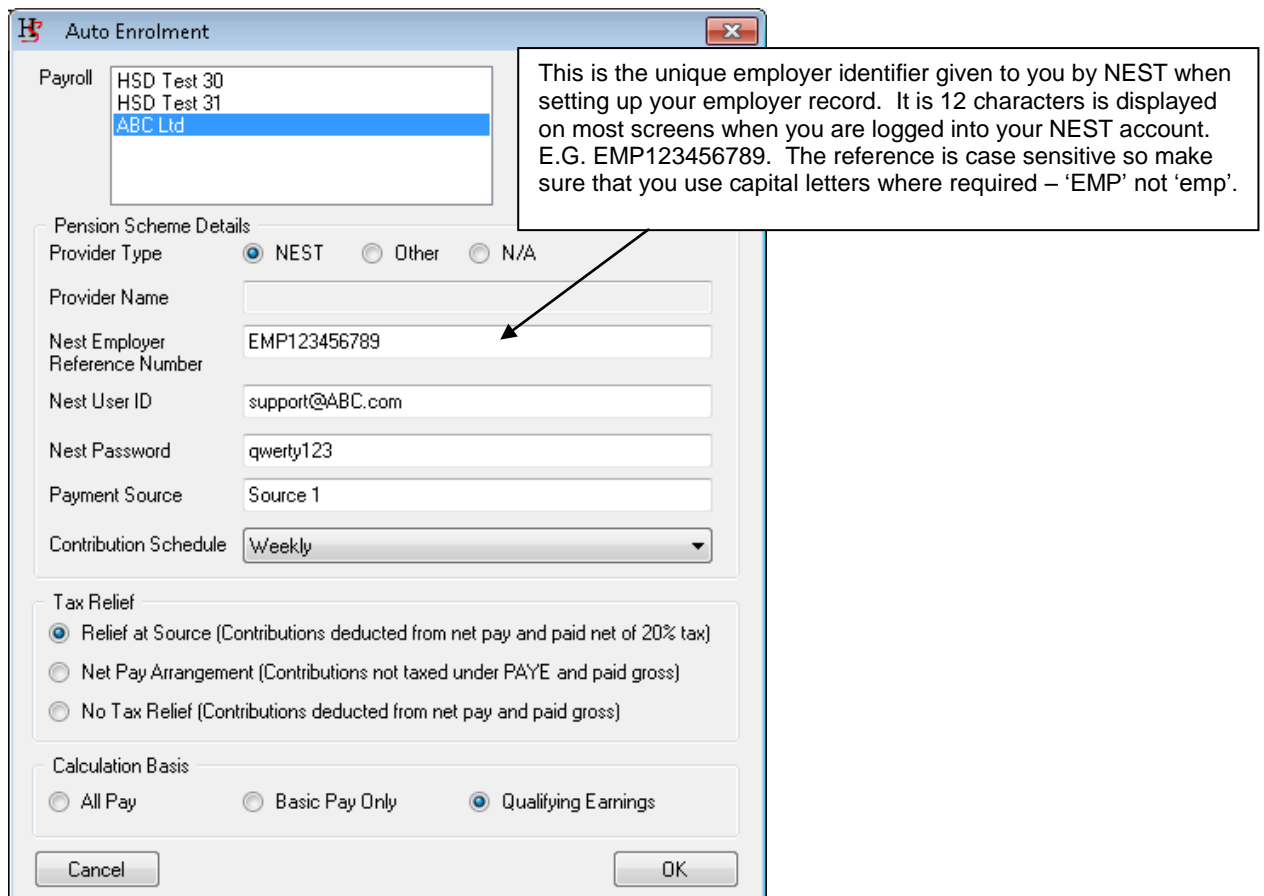
Callout boxes provide the following instructions:

- Normally set to 'Employer':** Points to the 'Sender Type' dropdown.
- Enter your Government Gateway User ID:** Points to the 'Sender ID' field.
- Enter your Government Gateway Password:** Points to the 'Sender Password' field.
- Enter payroll manager contact details:** Points to the 'Contact' fields.
- Enter Employer Name, Address and Postcode:** Points to the 'Employer Name', 'Employer Address', and 'Employer Postcode' fields.
- 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.

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:



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.

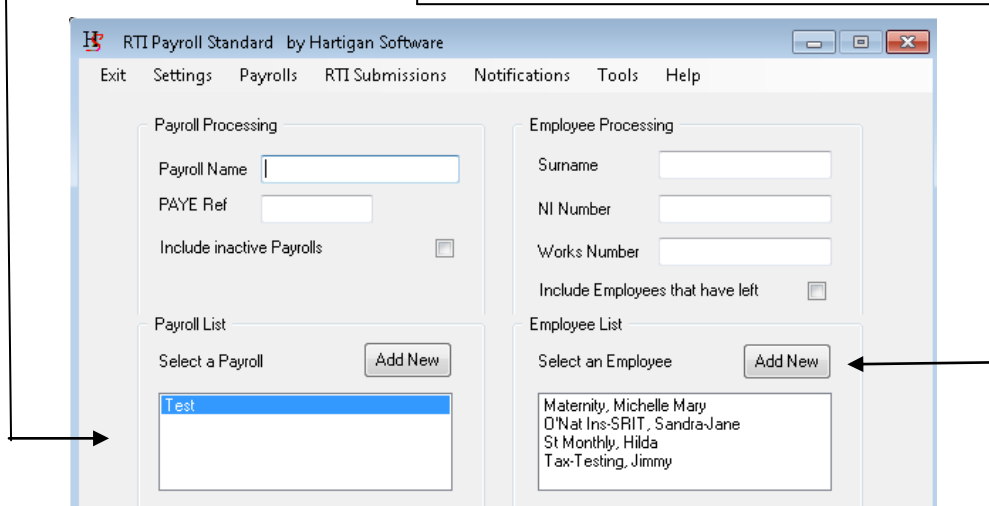
Calculation Basis

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

The 'Add New Employee' wizard form contains the following fields and controls:

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

* denotes a required field

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)

Add New Employee * denotes a required field

Employee Pay Period *
Weekly
Two Weekly
Four Weekly
Monthly
Quaterly
Six Monthly
Annually
One-off
Irregular

Standard hours worked per week *

Regular Hours Worked Gross Per Hour

Regular Days Worked Gross Per Day

Regular Gross Amount

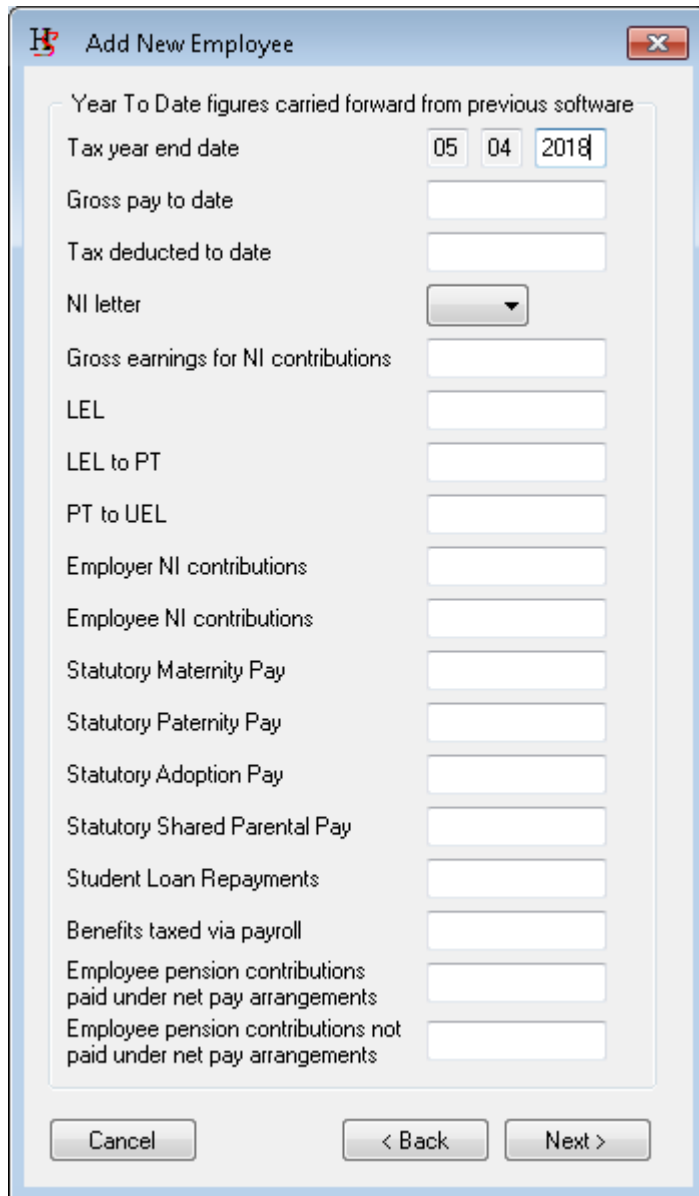
Starting Date

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

Cancel < Back Next >

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.



The screenshot shows a dialog box titled "Add New Employee" with a close button in the top right corner. The main content area is titled "Year To Date figures carried forward from previous software" and contains the following fields:

Tax year end date	05 04 2018
Gross pay to date	<input type="text"/>
Tax deducted to date	<input type="text"/>
NI letter	<input type="text"/>
Gross earnings for NI contributions	<input type="text"/>
LEL	<input type="text"/>
LEL to PT	<input type="text"/>
PT to UEL	<input type="text"/>
Employer NI contributions	<input type="text"/>
Employee NI contributions	<input type="text"/>
Statutory Maternity Pay	<input type="text"/>
Statutory Paternity Pay	<input type="text"/>
Statutory Adoption Pay	<input type="text"/>
Statutory Shared Parental Pay	<input type="text"/>
Student Loan Repayments	<input type="text"/>
Benefits taxed via payroll	<input type="text"/>
Employee pension contributions paid under net pay arrangements	<input type="text"/>
Employee pension contributions not paid under net pay arrangements	<input type="text"/>

At the bottom of the dialog box, there 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

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 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

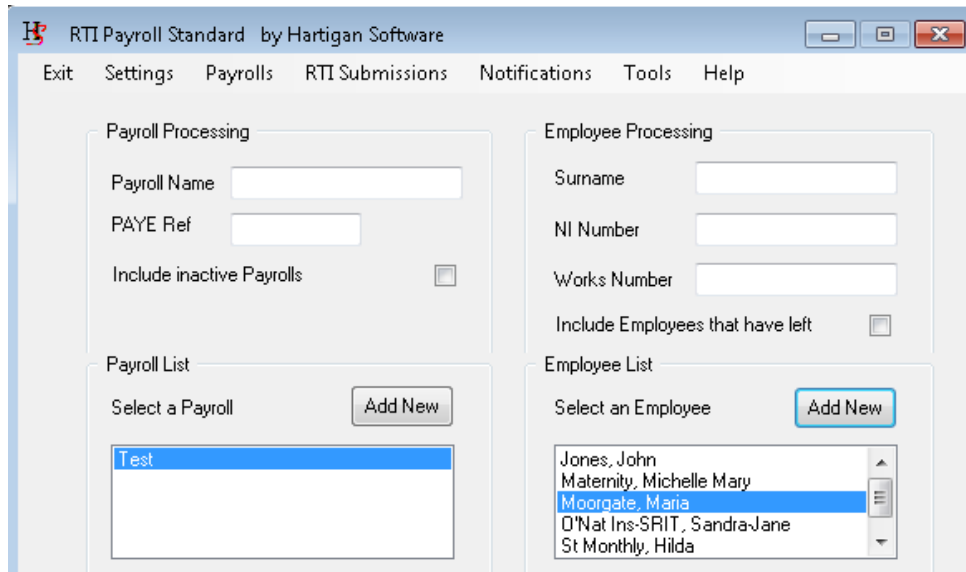
Select the option that corresponds with how the tax relief is dealt with under the scheme. NEST schemes should be set as 'Relief at Source'.

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.

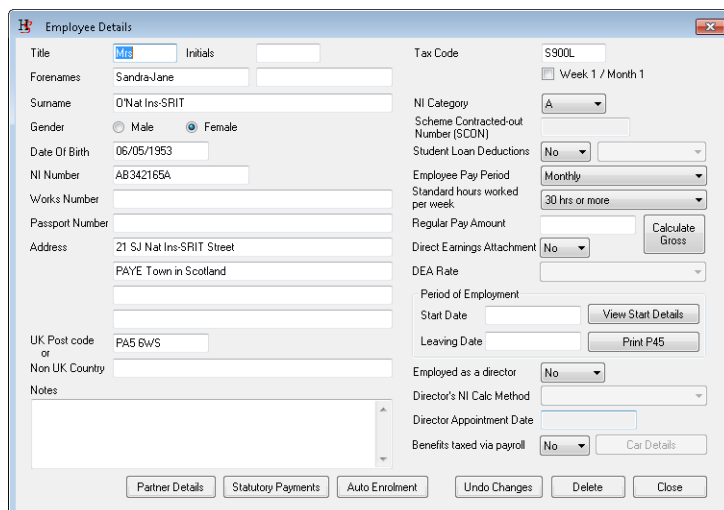


The screenshot shows the 'RTI Payroll Standard' software window. It has a menu bar with 'Exit', 'Settings', 'Payrolls', 'RTI Submissions', 'Notifications', 'Tools', and 'Help'. The main area is divided into two columns: 'Payroll Processing' and 'Employee Processing'. The 'Payroll Processing' column contains fields for 'Payroll Name', 'PAYE Ref', and 'Include inactive Payrolls' (checkbox). Below these is a 'Payroll List' with a 'Select a Payroll' dropdown (showing 'Test') and an 'Add New' button. The 'Employee Processing' column contains fields for 'Surname', 'NI Number', and 'Works Number', along with 'Include Employees that have left' (checkbox). Below these is an 'Employee List' with a 'Select an Employee' dropdown (showing 'Moorgate, Maria') and an 'Add New' button. The dropdown lists several names: 'Jones, John', 'Maternity, Michelle Mary', 'Moorgate, Maria', 'O'Nat Ins-SRIT, Sandra-Jane', and 'St Monthly, Hilda'.

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]



The screenshot shows the 'Employee Details' dialog box. It contains various fields for employee information: 'Title' (Mrs), 'Forenames' (Sandra-Jane), 'Surname' (O'Nat Ins-SRIT), 'Gender' (Female), 'Date Of Birth' (06/05/1953), 'NI Number' (AB342165A), 'Works Number', 'Passport Number', 'Address' (21 SJ Nat Ins-SRIT Street, PAYE Town in Scotland), 'UK Post code' (PA5 6WS), 'Notes', 'Tax Code' (S900L), 'NI Category' (A), 'Scheme Contracted-out Number (SCDN)', 'Student Loan Deductions' (No), 'Employee Pay Period' (Monthly), 'Standard hours worked per week' (30 hrs or more), 'Regular Pay Amount', 'Direct Earnings Attachment' (No), 'DEA Rate', 'Period of Employment' (Start Date, Leaving Date), 'Employed as a director' (No), 'Director's NI Calc Method', 'Director Appointment Date', and 'Benefits taxed via payroll' (No). There are also buttons for 'View Start Details', 'Print P45', 'Calculate Gross', 'Partner Details', 'Statutory Payments', 'Auto Enrolment', 'Undo Changes', 'Delete', and 'Close'.

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

The screenshot shows the 'RTI Payroll Standard' window by Hartigan Software. It features a menu bar with 'Exit', 'Settings', 'Payrolls', 'RTI Submissions', 'Notifications', 'Tools', and 'Help'. The main area is divided into four sections: 'Payroll Processing' with fields for 'Payroll Name', 'PAYE Ref', and a checkbox for 'Include inactive Payrolls'; 'Employee Processing' with fields for 'Surname', 'NI Number', 'Works Number', and a checkbox for 'Include Employees that have left'; 'Payroll List' with a dropdown for 'Select a Payroll' (showing 'ABC Ltd') and an 'Add New' button; and 'Employee List' with a dropdown for 'Select an Employee' (showing 'Jones, John', 'Maternity, Michelle Mary', 'Moorgate, Maria', 'O'Nat Ins-SRIT, Sandra-Jane', and 'St Monthly, Hilda') and an 'Add New' button. At the bottom, there are two buttons: 'Run Payroll' (highlighted with an arrow) and 'View / Edit Employee Details'.

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

The 'Run Payroll' dialog box displays a table of payment data. The table has the following columns: PAYE Ref, Name, NINO, Work No, Pay Period, Last Payment, Gross Amount, Tax Deducted, Employee NI, Net Pay, and Leaving Date. The data is as follows:

PAYE Ref	Name	NINO	Work No	Pay Period	Last Payment	Gross Amount	Tax Deducted	Employee NI	Net Pay	Leaving Date
<input type="checkbox"/> 564/A564	Tax-Testing, Jim...	WA489444C	TAX1	Monthly	30/11/2016	0.00	0.00	0.00	0.00	
<input type="checkbox"/> 564/A564	Maternity, Miche...	AB999905C	SMP1	Monthly		5,000.00	2,000.00	377.66	2,254.78	
<input type="checkbox"/> 564/A564	O'Nat Ins-SRIT, ...	AB342165A		Monthly		500.00	0.00	0.00	500.00	
<input type="checkbox"/> 564/A564	St Monthly, Hilda	SC342166B		Monthly		400.00				
<input type="checkbox"/> 564/A564	Jones, John	AB342511C		Monthly						
<input type="checkbox"/> 564/A564	Moorgate, Maria	AB867598C		Monthly						

At the bottom of the dialog, there are buttons for 'Create payments for selected employees', 'Export To Excel', and 'Close'. On the right side, there are buttons for 'Select All', 'Clear Selection', 'Show Selected', 'View Pay Details', and 'Enter Pay Details'.

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:

Works Number:

Payment Date:

Basic Pay:

Overtime Pay:

Bonus Pay:

Gross pay this period (excluding statutory payments):

Pay Period:

Number of earnings periods covered by this payment:

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.

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.

Gross Pay Calculation Basis

Hours Worked

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

Days Worked

		TOTAL
<input type="checkbox"/> Regular Days Worked	<input type="text"/>	Gross Per Day
		<input type="text"/>

Enter Pay Details: Review Payment

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

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

Employee	Maternity, Michelle Mary	Payment Date	30/03/2017	Month No	12	
Pay Period	Monthly	<input checked="" type="checkbox"/> Full Payment Submission Complete	Tax Code	D0	Week 1/Month 1	<input type="checkbox"/>
Hours Worked	24-29.99 hrs	Periods Covered	1	Taxable Pay in this pay period	8,115.41	
Basic Pay	5,000.00	<input type="button" value="Calculate Basic & Overtime Pay"/>	Value of tax deducted or refunded from this payment	3,246.00		
Overtime Pay			Employee NI Contributions	439.97		
Bonus Pay			Deductions from Net Pay			
Gross pay this period (excluding statutory payments)	5,000.00		Value of student loan deductions in this period	599.00		
Value of employee pension contributions paid under "net pay arrangements" in pay period	0.00		Value of employee pension contributions that are not paid under "net payment arrangement" in pay period.	49.56		
Value of payment not subject to tax or NICs in pay period	0.00		Value of Direct Earnings Attachments in pay period	0.00		
Value of benefits taxed via the payroll in period	0.00		Value of other deductions from net pay in period	0.00		
Items subject to Class 1 NIC but not taxed under PAYE regulations excluding pension contributions in pay period	0.00		Pay after all deductions	3,780.88		

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 following data:

Employee	Maternity, Michelle Mary	National Insurance			
Pay Period	Monthly	<input checked="" type="checkbox"/> Full Payment Submission Complete	Values of earnings at the lower earnings limit.	486.00	
Hours Worked	24-29.99 hrs	Periods Covered	1	Value of earnings above the lower earning limits, up to and including the primary threshold.	186.00
Gross pay For NIC	8,115.41	NI Category Letter	A	Value of earnings above the primary threshold, up to and including the upper earnings limit.	2,911.00
Statutory Payments			Employees NI contributions due in pay period	439.97	
Total SSP this period	<input type="button" value="Calculate"/>	0.00	Employers NI contributions due in pay period	1,026.64	
Total SMP this period	<input type="button" value="Calculate"/>	3,115.41	Total of employee and employer contributions	1,466.61	
Total SAP this period	<input type="button" value="Calculate"/>	0.00			
Total SPP this period	<input type="button" value="Calculate"/>	0.00			
Total SHPP this period	<input type="button" value="Calculate"/>	0.00			

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. The auto enrolment values for each pay period are displayed when the [Auto Enrolment] button is pressed on the [Pay Details] screen:

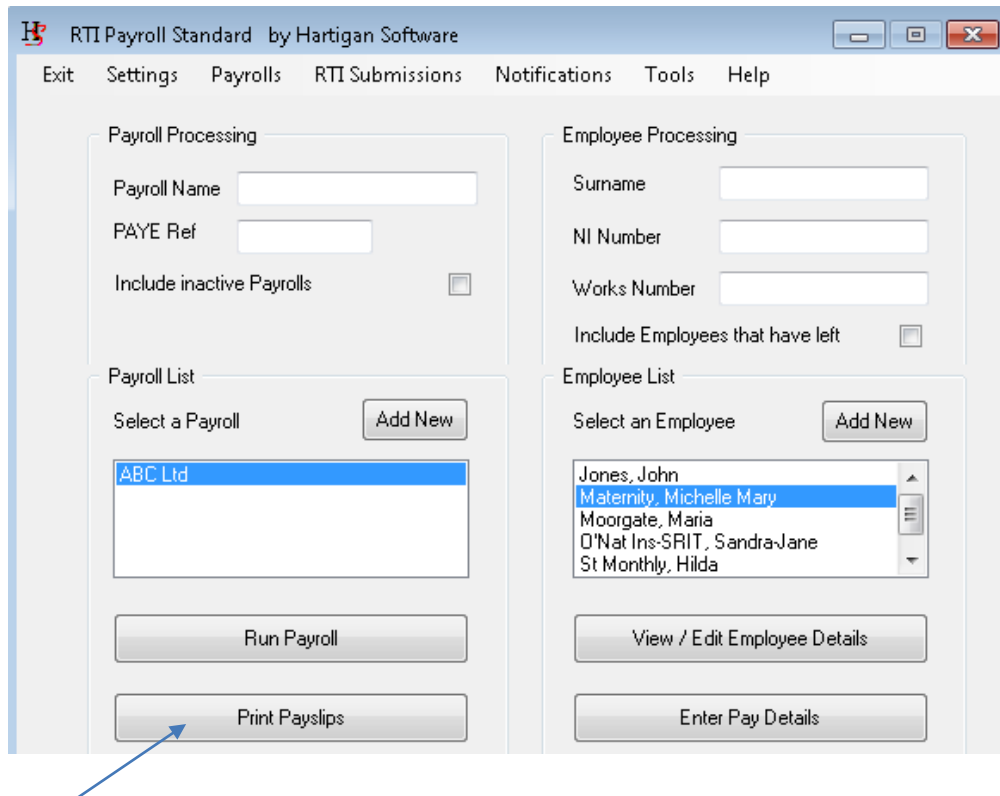
The screenshot shows the 'Pay Details' window with the following data:

Field	Value
Employee	Maternity, Michelle Mary
Payment Date	30/03/2017
Month No	12
Pay Period	Monthly
Hours Worked	24-29.99 hrs
Periods Covered	1
Basic Pay	5,000.00
Overtime Pay	
Bonus Pay	
Gross pay this period (excluding statutory payments)	5,000.00
Auto Enrolment Worker Category	Non eligible Jobholder
Enrolment Status	Opted In
Enrolment Date	01/01/2016
Employer Calculation Basis	Qualifying Earnings
Employer Contribution Percent	2 %
Employer Contribution Amount	
Pensionable Earnings	3,097.00
Employee pension contributions deducted from salary	49.56
Employer pension contributions	61.94
Date contributions paid to pension scheme	

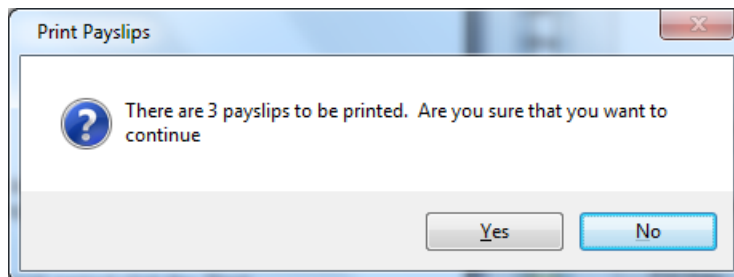
The values for each pay period can be amended on this screen. If contributions are reduced or not paid in this pay period, the [Reason for partial or non-payment of contributions] drop down box should be selected.

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.

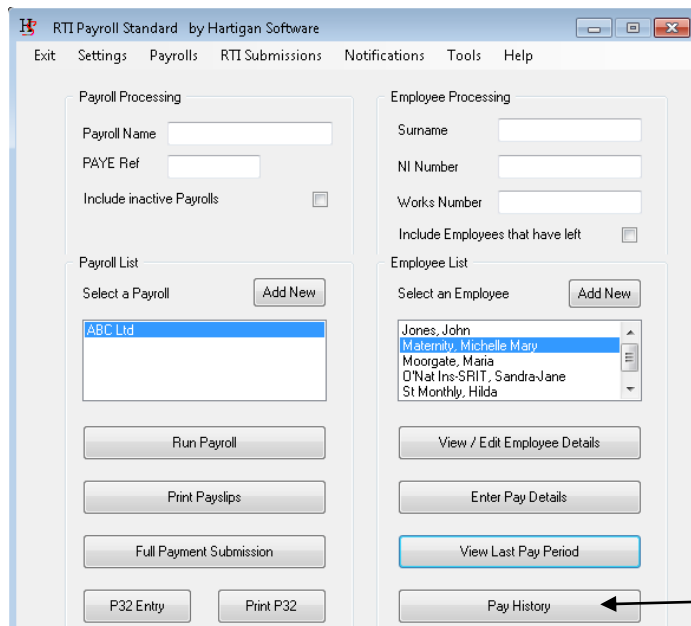
Note: Individual payslips can be printed as follows:

- 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

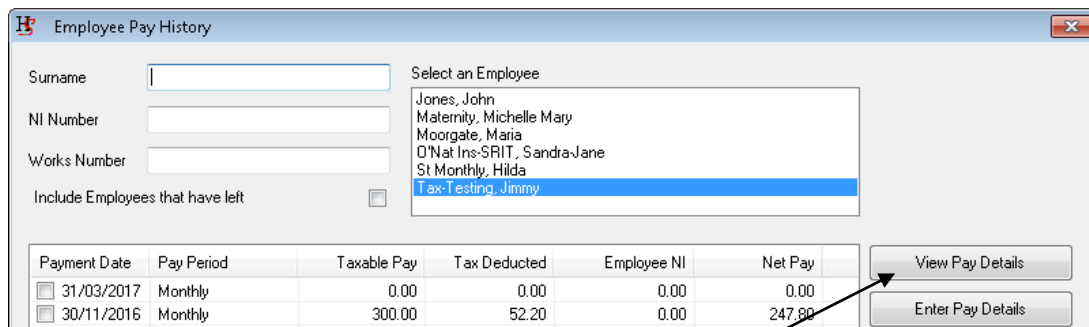
- Select an employee
- Click the [Pay History] button on the main window.
- Select the payment(s) on the screen and press the [Print Selected Payslips] button at the bottom of the screen.

Delete or Refund Payments



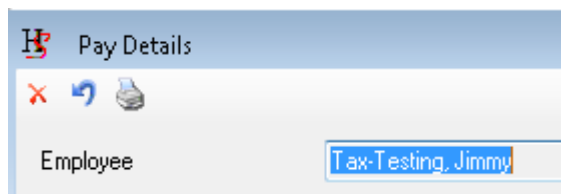
Select the employee from the list and press the [Pay History] button



The [Employee Pay History] screen will be displayed.



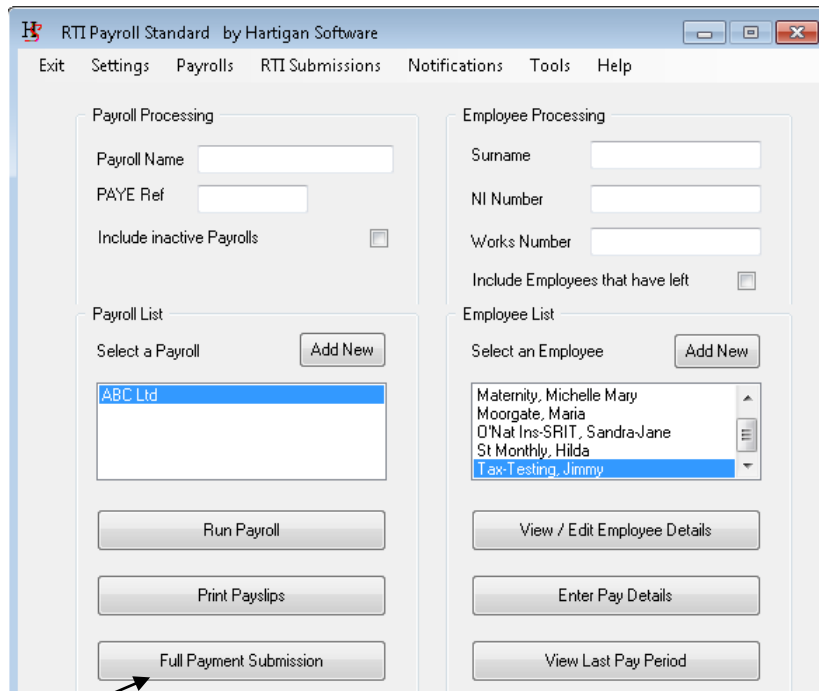
Select the payment from the list and press the [View Pay Details] button

The [Pay Details] screen will be displayed:

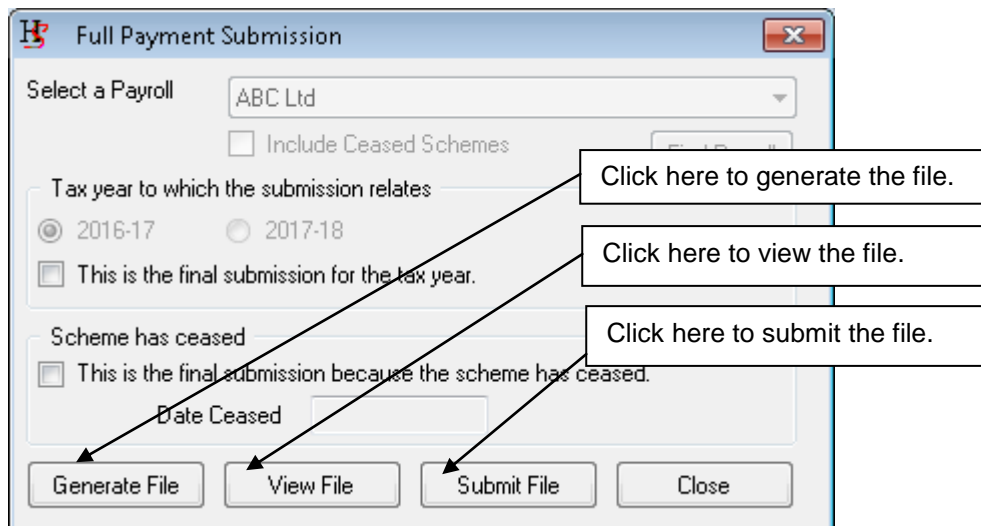


Click the  button in the top left corner of the screen to refund the payment or the  button to delete the payment.

Full Payment Submission



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

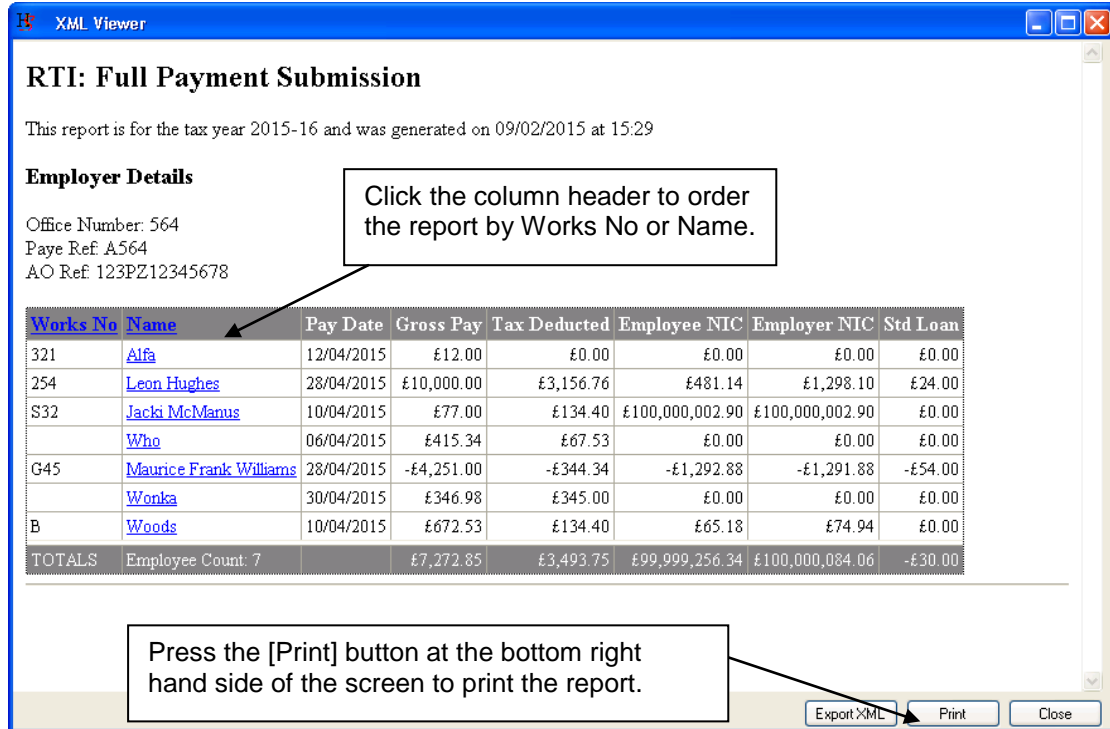


NOTE: When processing the last payment for the tax year, ensure that the final submission box is ticked.

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.

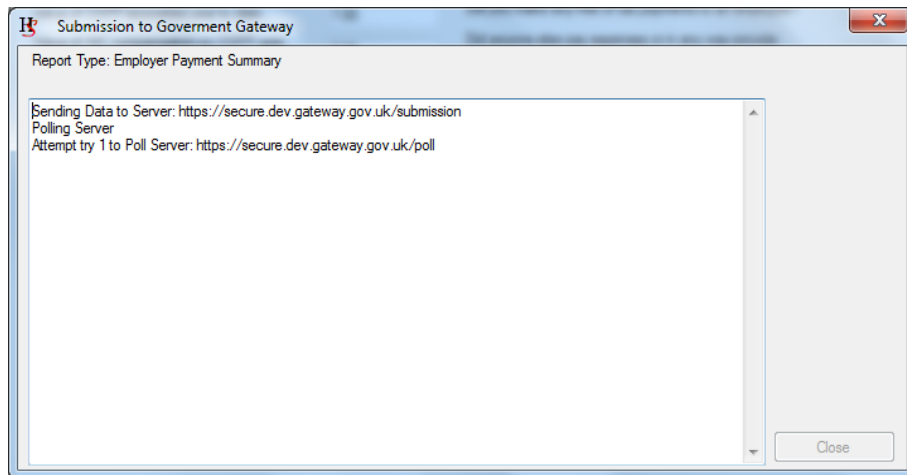
Full Payment Submission

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.

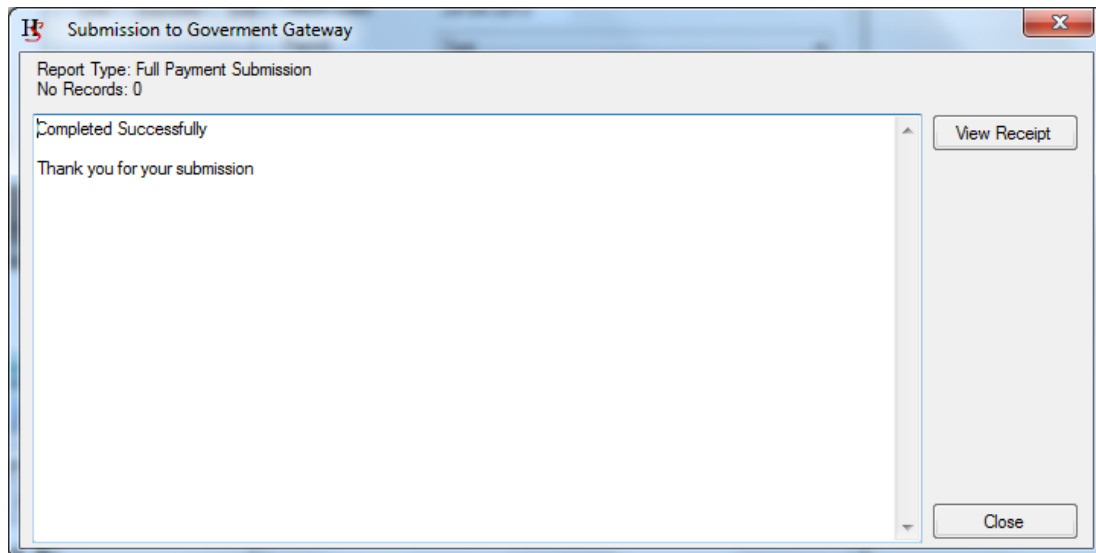
A transmission progress window will be displayed. The time taken to transmit your data will depend on how much data you have to transmit, how busy the HMRC site is and the speed of your internet connection.

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.

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.

The screenshot shows the 'RTI Payroll Standard' software interface by Hartigan Software. The window title is 'RTI Payroll Standard by Hartigan Software'. The menu bar includes 'Exit', 'Settings', 'Payrolls', 'RTI Submissions', 'Notifications', 'Tools', and 'Help'. The interface is divided into two main columns: 'Payroll Processing' and 'Employee Processing'.
Under 'Payroll Processing', there are fields for 'Payroll Name', 'PAYE Ref', and a checkbox for 'Include inactive Payrolls'.
Under 'Employee Processing', there are fields for 'Surname', 'NI Number', 'Works Number', and a checkbox for 'Include Employees that have left'.
Below these are two lists: 'Payroll List' and 'Employee List'. The 'Payroll List' shows 'ABC Ltd' selected. The 'Employee List' shows several names, with 'Tax-Testing, Jimmy' selected.
At the bottom of the 'Payroll List' section, there is a button labeled 'Employer Payment Summary' which is highlighted with a blue border. An arrow points from a text box below to this button.

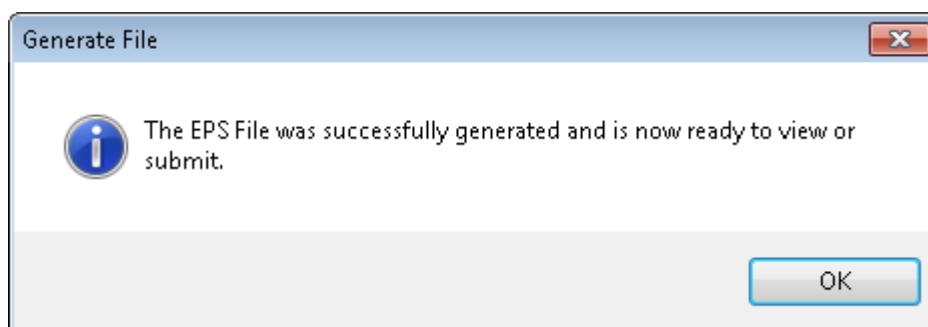
Select the Payroll from the list and click here to begin the Employer Payment Summary.

Employer Payment Summary

The screenshot shows the 'Employer Payment Summary' window. At the top, there is a 'Select a Payroll' dropdown menu with 'ABC Ltd' selected and a 'Find Payroll' button. Below this is a checkbox for 'Include Ceased Schemes'. The 'Period to which the submission relates' section includes 'Tax Year' (radio buttons for 2016-17 and 2017-18, with 2017-18 selected), 'Tax Month End Date' (05/05/2017), and 'Month No.' (1). There is also a checkbox for 'This is the final submission for the tax year.'. The 'Period of inactivity' section has two checkboxes: 'No payments were made to employees or directors for a period of one or more complete tax months and there was no FPS made.' and 'No FPS will be due for future period(s) as no employees or directors will be paid in the future period(s)'. Each has 'From date' and 'To date' fields with instructions. The 'Employment Allowance Indicator' section has radio buttons for 'Yes', 'No', and 'N/A' (selected), with a note that it should only be submitted when the claim is originally made or when the allowance is ceased. The 'Bank account details' section has fields for 'Name of Account Holder(s)', 'Sort Code', 'Account Number', and 'Building Society Reference'. The 'Scheme has ceased' section has a checkbox for 'This is the final submission because the scheme has ceased.' and a 'Date Ceased' field. At the bottom, there 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:



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:

The screenshot shows a window titled 'XML Viewer' displaying an RTI: Employer Payment Summary report. The report content is as follows:

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

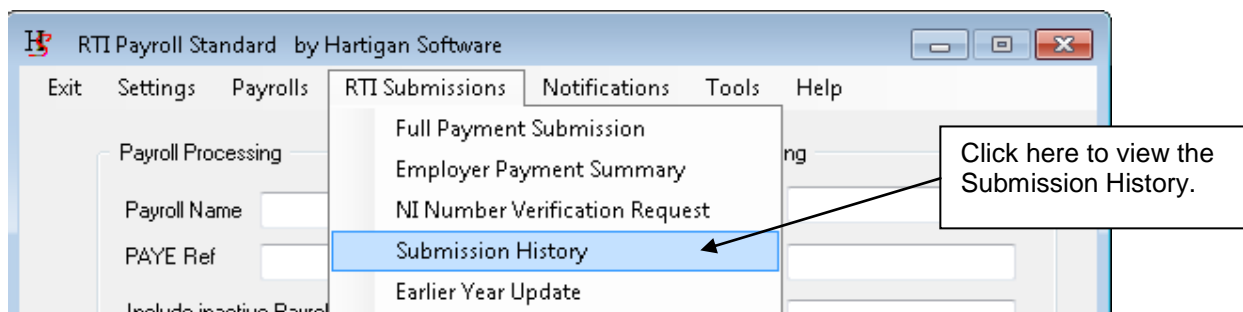
SMP Recovered Year To Date:	£1.00
NIC Compensation On SMP Year To Date:	£2.00
OSPP Recovered Year To Date:	£3.00
NIC Compensation On OSPP Year To Date:	£4.00
SAP Recovered Year To Date:	£5.00
NIC Compensation On SAP Year To Date:	£6.00
ASPP Recovered Year To Date:	£7.00
NIC Compensation On ASPP Year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

At the bottom right of the window, there are two buttons: 'Print' and 'Close'. A callout box with an arrow points to the 'Print' button, containing the text: 'Press the [Print] button at the bottom right hand side of the screen to print the report.'

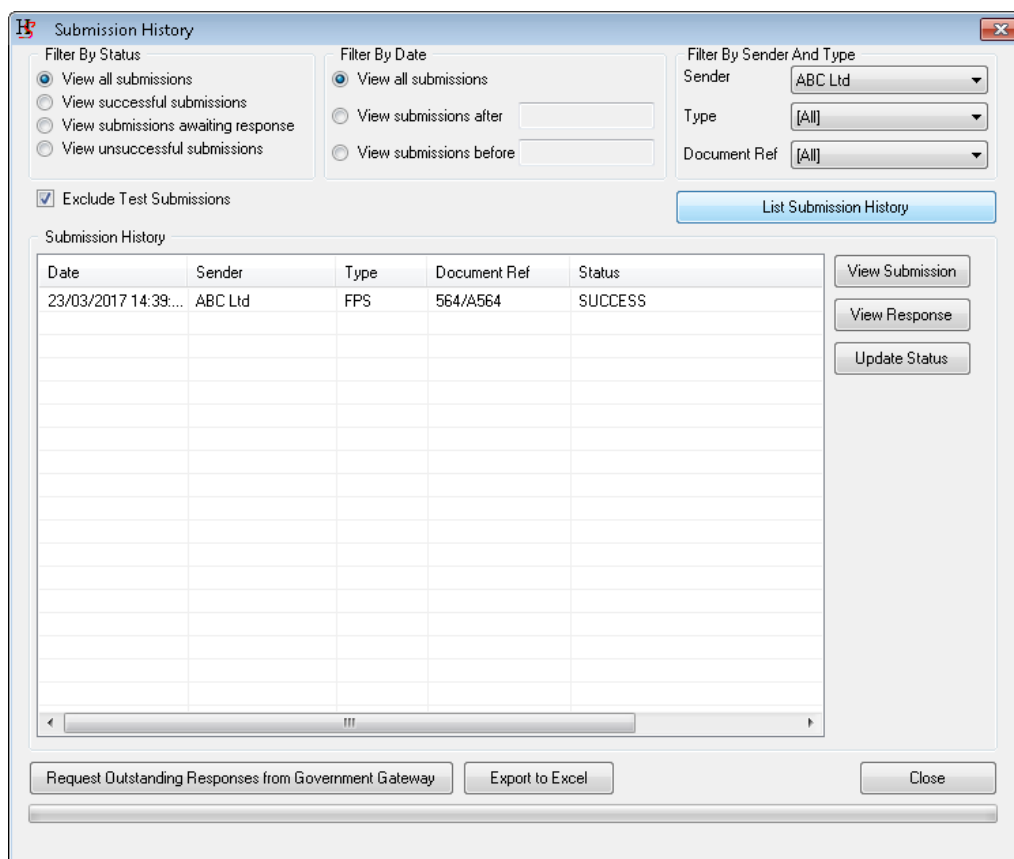
Submit Data

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

The screenshot shows the 'RTI Payroll Standard' software interface. It is divided into two main sections: 'Payroll Processing' and 'Employee Processing'.
 In the 'Payroll Processing' section, there are fields for 'Payroll Name' and 'PAYE Ref', and a checkbox for 'Include inactive Payrolls'. Below this is a 'Payroll List' with a dropdown menu showing 'ABC Ltd' selected. Buttons include 'Add New', 'Run Payroll', 'Print Payslips', 'Full Payment Submission', 'P32 Entry', 'Print P32', and 'Employer Payment Summary'.
 In the 'Employee Processing' section, there are fields for 'Surname', 'NI Number', and 'Works Number', and a checkbox for 'Include Employees that have left'. Below this is an 'Employee List' with a dropdown menu showing 'Jones, John' selected. Buttons include 'Add New', 'View / Edit Employee Details', 'Enter Pay Details', 'View Last Pay Period', 'Pay History', and 'Print P11'.
 Two arrows point from callout boxes below to the 'P32 Entry' and 'Print P32' buttons.

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 screenshot shows the 'P32 Employer Payment Record' window. At the top, it displays the Employer as 'ABC Ltd' and the Tax Year End Date as '2018-04-05'.
 Below this is a table with the following columns: Month, Period, PAYE Tax, Student Loan Deds, Gross NICs, Deds from NICs, Amount Due, Net CIS Deds, and Apprenticeship Levy. The table contains 10 rows of data, all with zero values.
 Below the table are several sections for entering details:
 - 'Recovered Amounts of Statutory Payments' with fields for Statutory Maternity Pay (SMP), Statutory Paternity Pay (SPP), Shared Parental Pay (ShPP) / Additional Statutory Paternity Pay (ASPP), and Statutory Adoption Pay (SAP).
 - 'Apprenticeship Levy' with fields for Relevant total pay bill to date, Annual levy allowance amount to date, Apprenticeship Levy due to date, Apprenticeship Levy previously paid, and Apprenticeship Levy due this month.
 - A 'Recovered' section with fields for NI Comp and Month Number.
 - A 'Payments From' section with fields for Payments From, To, PAYE Income Tax, Student Loan Deductions, Gross NICs, Total Deductions from NICs, Net NICs, CIS Deductions Made, CIS Deductions Suffered, Net CIS Deductions, and Amount Due.
 At the bottom, there are buttons for 'Enter Details Manually', 'Export to Excel', 'Undo Changes', and 'Close'.

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.

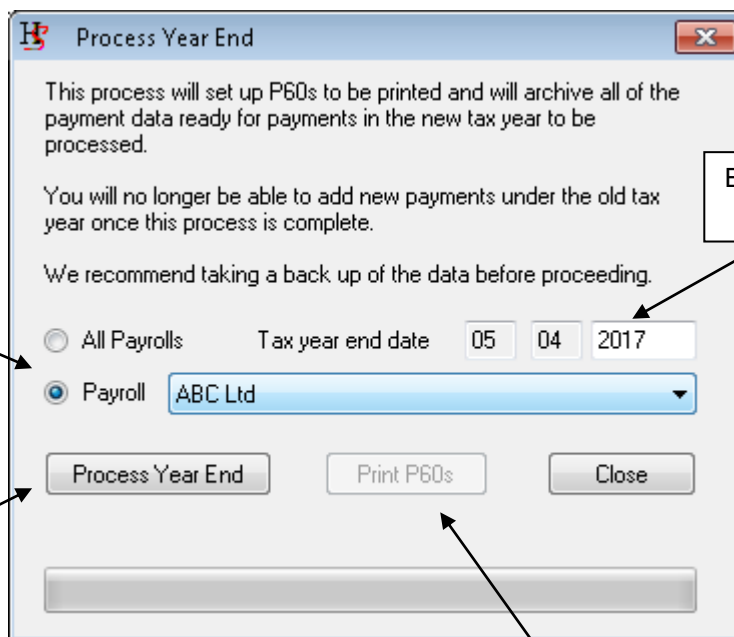
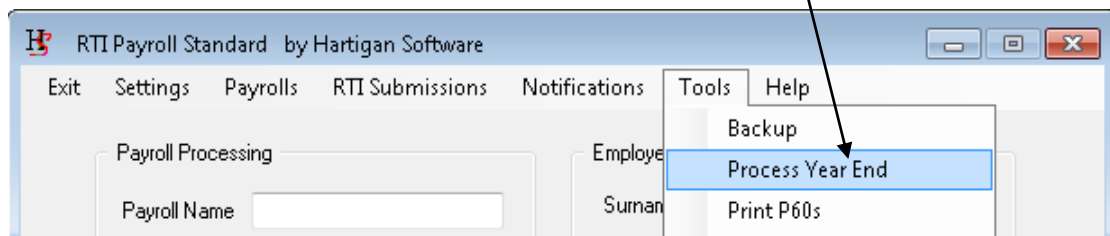
Year End Process

This process will set up P60s to be printed and will archive all of the payment data ready for payments in the new tax year 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.

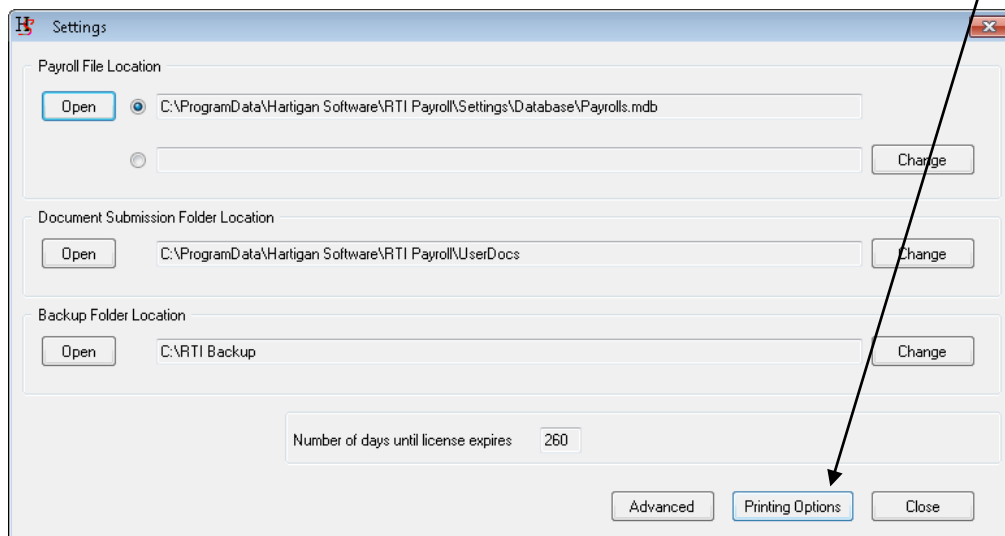
P60 Printing

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:

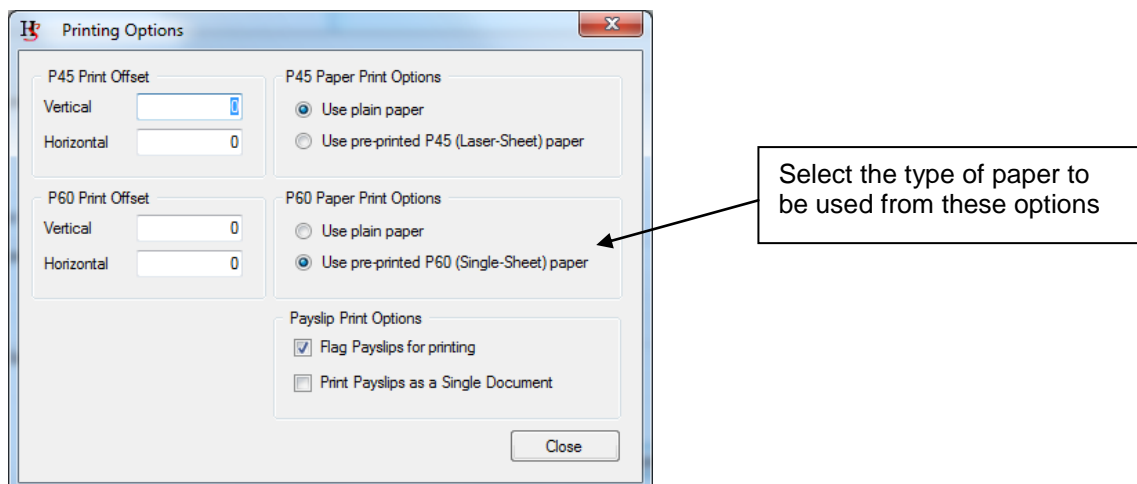
<http://www.hmrc.gov.uk/payerti/forms-updates/forms-publications/onlineorder.htm#1x1>

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 Settings screen.

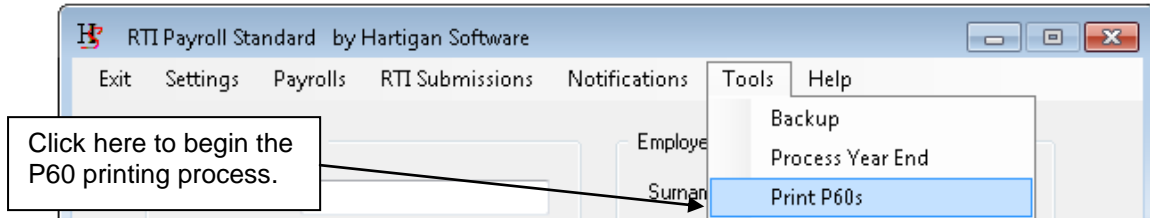
The printing coordinates might need to be updated so that they are aligned with the pre-printed boxes. It is therefore a good idea to print a test P60 to check the printing coordinates before printing the entire batch of P60s. The coordinates can be updated via the [Printing Options] button at the bottom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



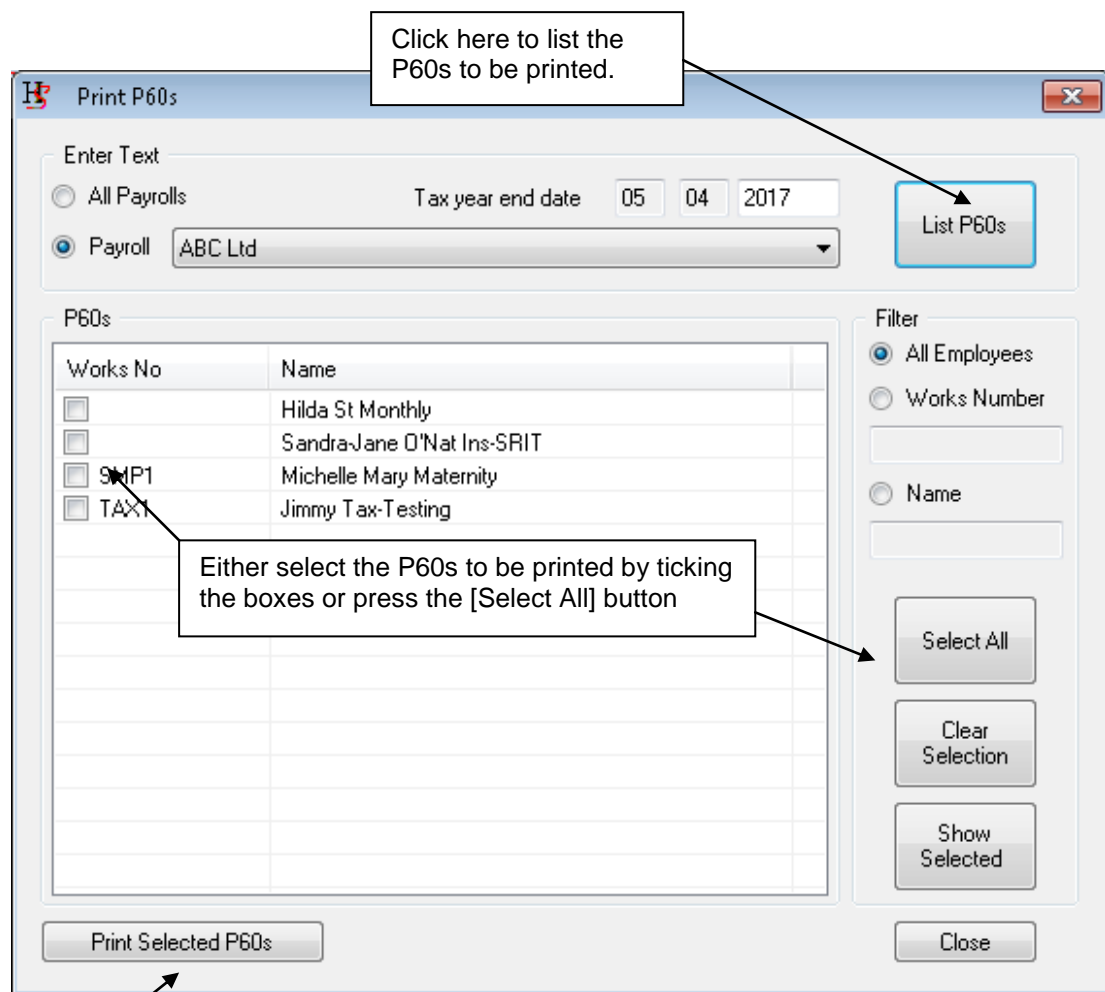
The P60 Print Offset values will move the printing coordinates down or right by the number of millimetres entered in the text boxes. In the example below, the coordinates will be moved 10mm down and 5.5mm to the right. Negative values can be entered if the coordinates need to be moved up or left.



P60 Printing



The following screen is displayed:



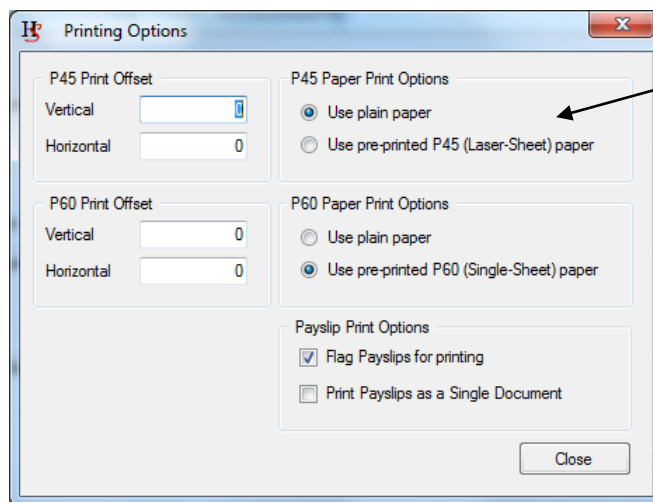
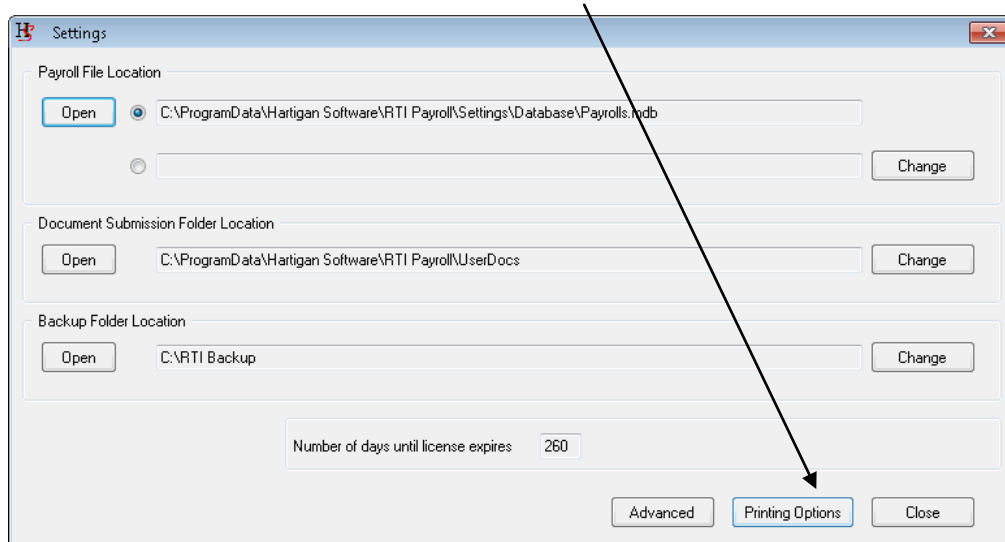
Click here to print the selected P60s

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 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

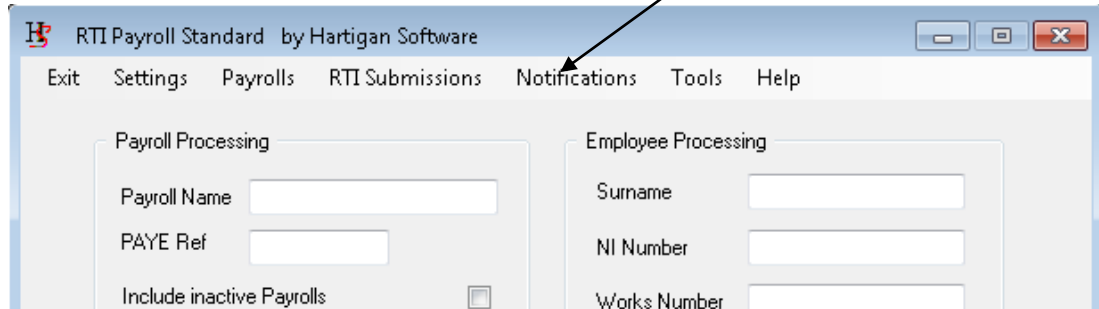
The screenshot shows the 'RTI Payroll Standard' software interface. It is divided into two main sections: 'Payroll Processing' and 'Employee Processing'.
In the 'Payroll Processing' section, there are fields for 'Payroll Name', 'PAYE Ref', and a checkbox for 'Include inactive Payrolls'. Below these is a 'Payroll List' with a dropdown menu showing 'ABC Ltd' selected and an 'Add New' button. At the bottom of this section is a 'Run Payroll' button.
In the 'Employee Processing' section, there are fields for 'Surname', 'NI Number', and 'Works Number'. There is also a checkbox for 'Include Employees that have left'. Below these is an 'Employee List' with a dropdown menu showing a list of names: 'Jones, John', 'Maternity, Michelle Mary', 'Moorgate, Maria', 'O'Nat Ins-SRIT, Sandra-Jane', and 'St Monthly, Hilda'. An 'Add New' button is next to the list. At the bottom of this section is a 'View / Edit Employee Details' button.
A callout box with an arrow pointing to the 'View / Edit Employee Details' button contains the text: 'Select the employee from the list and press the [View / Edit Employee Details] button.'

The screenshot shows the 'Employee Details' form. It contains various fields for employee information:
- Title: [] Initials: []
- Forenames: Harry []
- Surname: Drummond []
- Gender: Male Female
- Date Of Birth: 05/07/1981 []
- NI Number: AB123456C []
- Works Number: []
- Passport Number: []
- Address: []
- UK Post code or: []
- Tax Code: 1100L []
- Week 1 / Month 1
- 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 [] Calculate Gross []
- Direct Earnings Attachment: No []
- DEA Rate: []
- Period of Employment:
- Start Date: [] View Start Details []
- Leaving Date: [] Print P45 []

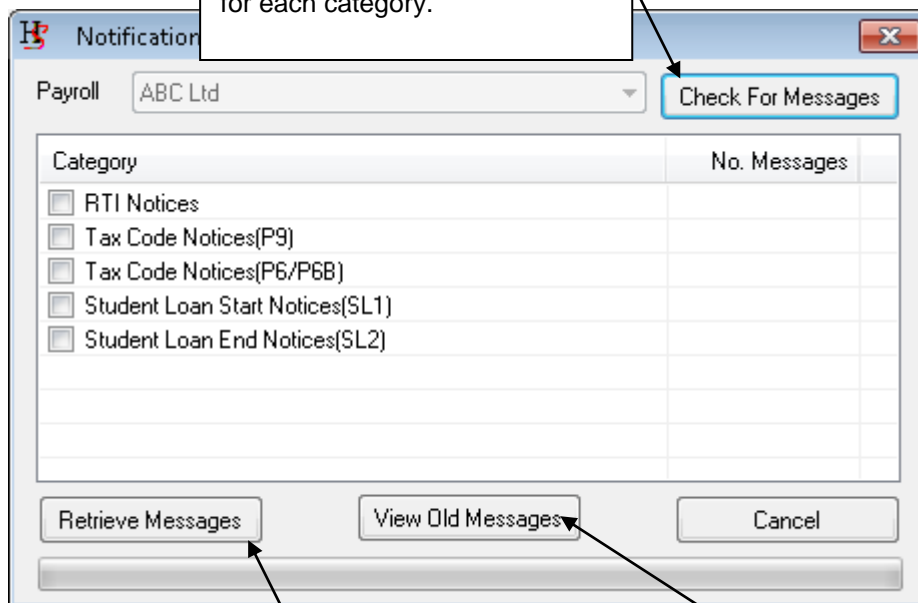
Enter the leaving date and press the [Print P45] button.

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.

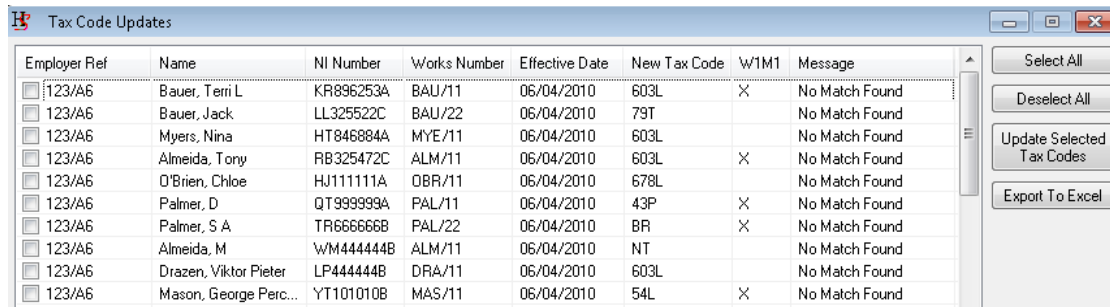


The [Retrieve Messages] button will retrieve the notifications and display them in the user's default internet browser.

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

Receiving Notifications from HMRC

Apply Tax Code Updates



The screenshot shows a window titled "Tax Code Updates" with a table of employee records. The table has columns for Employer Ref, Name, NI Number, Works Number, Effective Date, New Tax Code, W1M1, and Message. To the right of the table are four buttons: "Select All", "Deselect All", "Update Selected Tax Codes", and "Export To Excel".

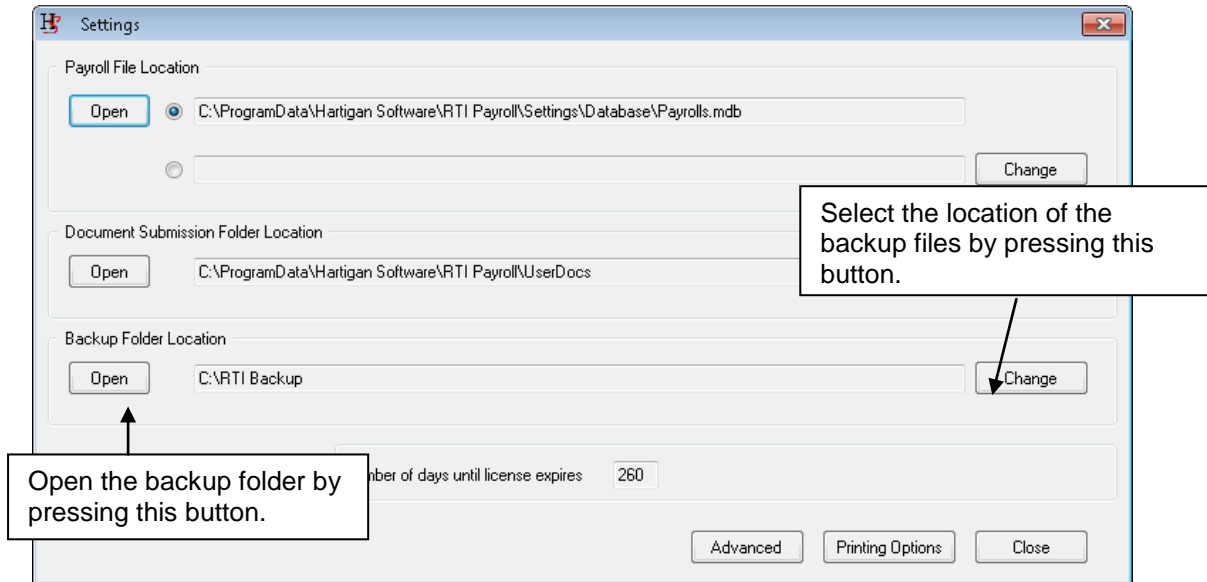
Employer Ref	Name	NI Number	Works Number	Effective Date	New Tax Code	W1M1	Message
<input type="checkbox"/> 123/A6	Bauer, Terri L	KR896253A	BAU/11	06/04/2010	603L	X	No Match Found
<input type="checkbox"/> 123/A6	Bauer, Jack	LL325522C	BAU/22	06/04/2010	79T		No Match Found
<input type="checkbox"/> 123/A6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

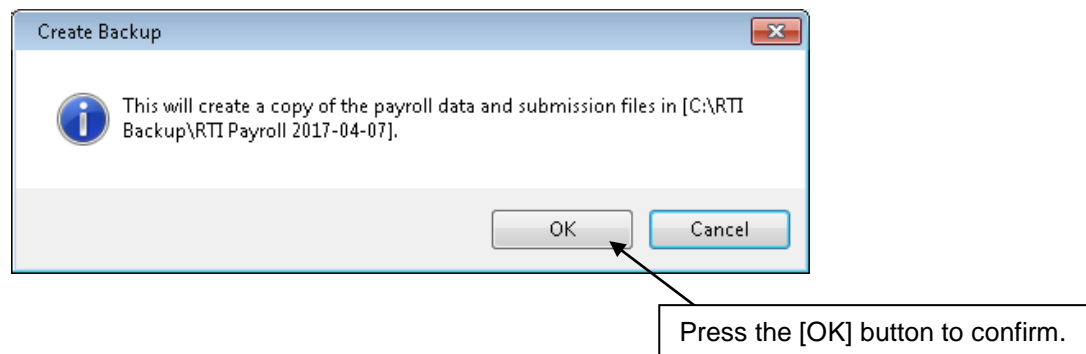
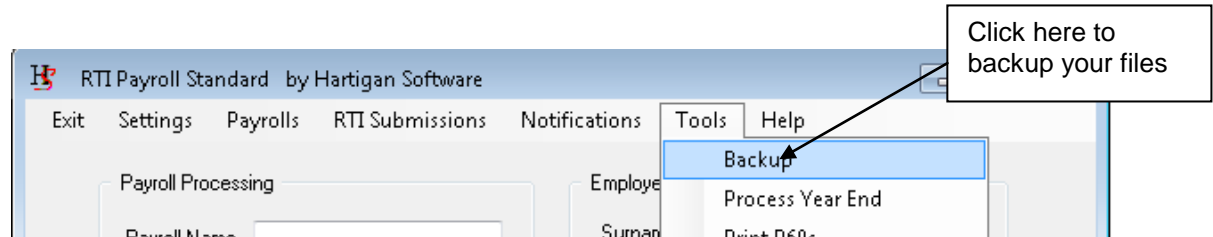
Select the records to be updated by ticking the boxes in the first column or pressing the [Select All] button. Press the [Update Selected Tax Codes] button to update all of the selected records.

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.

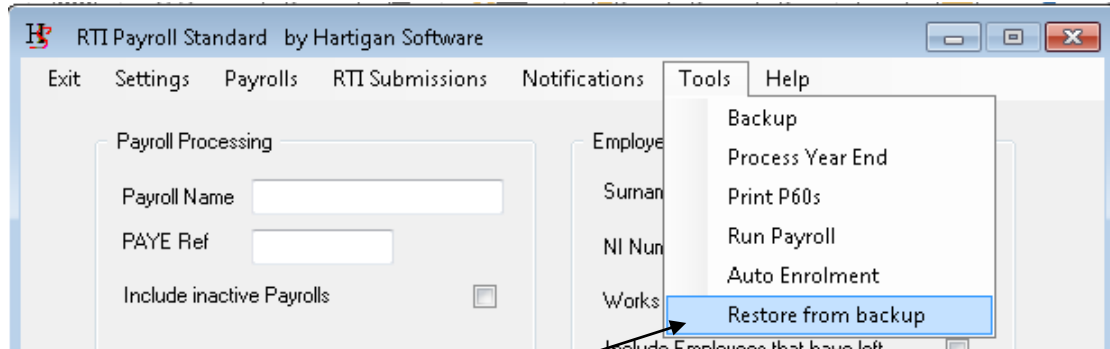


Backup copies of your Payroll Data and submission files can be made by pressing the [Backup] menu under the [Tools] menu at the top of the main screen.



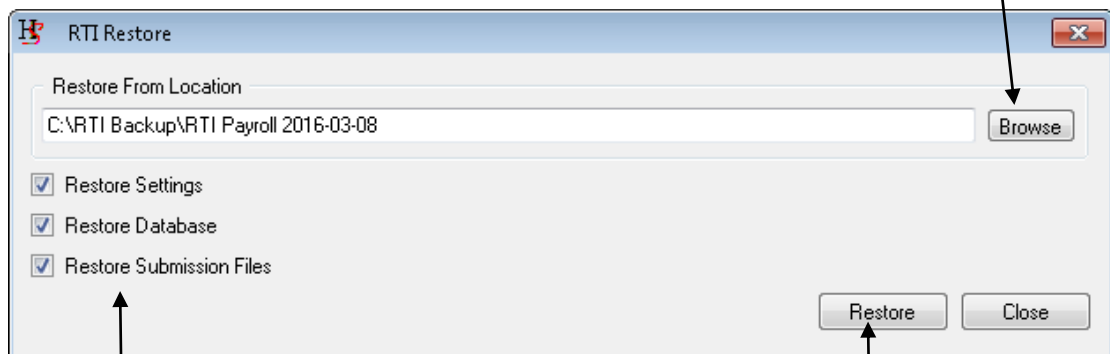
Restore Data and Submission File from Backup

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.