



Reference Manual

Revision 12.2

Documentation and Software by FARMdata, a Division of Landmark  
Systems Ltd.

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## **PREFACE**

The following document is a user guide for PAYdata, the Payroll Calculation and Management system produced by Farmdata. This manual is not designed to teach a novice how to manage a payroll system, rather it is designed to assist someone familiar with operating a payroll in using a computerised system. The system as described is implemented under the Windows Operating Systems.

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## I.1 Introduction

---

PAYdata is designed to perform wages calculations equivalent to a manual system. The main difference is that all data regarding employees' pay is stored on file so that only the minimum number of entries are required to actually produce the calculated wage.

All PAYE and National Insurance deductions are calculated by the system based on tables stored in the system. These are accessible to you, the user, as required. All cumulative totals are stored, as are the records for leavers, for the production of end of tax year documents. A certain amount of personnel management is available, such as the recording of holidays taken and sick leave. The system enables employees' wages costs to be allocated to "cost centres".

PAYdata is designed to be as flexible as possible, several different payrolls may be run independently by the same system. Separate payrolls must be run when there are different payment frequencies e.g. monthly and weekly paid staff.

As far as possible, the system is self-explanatory in its actual operation. Sufficient information on what the system is doing or what it requires as input is given on the display at all times.

To safeguard the confidentiality of information held on the PAYdata system, a separate password may be allocated to each payroll.

### **NOTE:**

Employers are responsible for registering their application under the requirements of the Data Protection Act if eligible. For further details contact:

The Information Commissioner's Office (ICO)  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Telephone 0303 123 1113

The program is written in "Microsoft Visual .Net" to run in the "Microsoft Windows" operating system. This gives it all the flexibility and function now available with this type of programming. It is designed to be used with the mouse and to have the minimum of keyboard input.

Clicking into one option on the screen will often take you to another screen with further options. You may need to take time at first to find out where everything is. If you go into the wrong option, simply exit out again and you will be back to the previous stage.

Within a screen you should use the Tab Key to move between data fields, not the return key. Shift + Tab goes back through the fields.

If a field has a box with a down arrow at the end, it has a predefined list from which to pick. Once in the field you can scroll down the list and select the required item. Alternatively type the first letter of the item you wish; this will give you the first item with this initial letter. Press the same letter again to move to the next item on the list with that initial letter.

## I.2 If you get stuck

---

Something somewhere is sure to catch you out. It is often just a matter of taking a step back to the previous section and starting again.

Switching the machine off is never a good option but it is unlikely that you would cause real damage if you did. You are likely to lose any unsaved entries which will have to be re-entered.

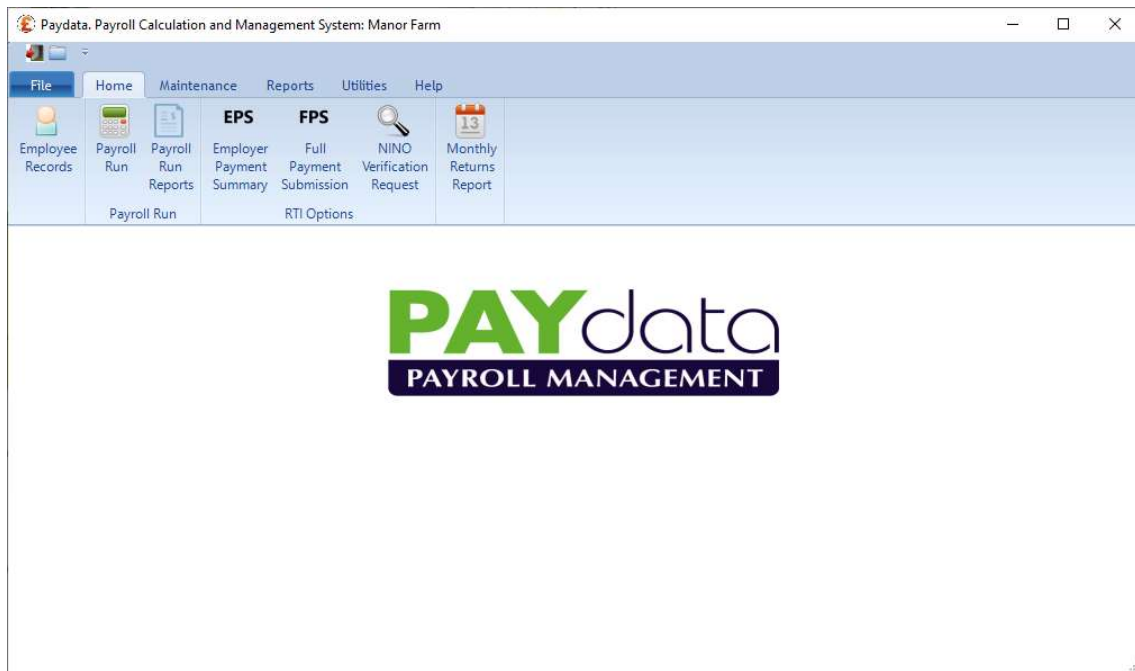
Should you get totally stuck you can call up Farmdata's help line which is manned during office hours for assistance.

It is absolutely necessary that you take regular backups of your work. (See Appendix A for more information on backup routines). You should keep at least three sets of backups and use them in rotation. Set A should be used on Day 1, Set B on Day 2, Set C on Day 3 and on day 4 you should return to Set A. For server-based systems the assumption is that the server will have a backup system in place. Should all else fail Farmdata can resurrect your system from your backup if it is correctly done.

## I 3 Using this Manual

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Each of the sections shown in the screen below is explained in an individual chapter.



They are headed:

- Chapter 1.     File, Utilities, Help**
- Chapter 2.     Maintenance**
- Chapter 3.     Home – Employee Records**
- Chapter 4.     Home – Payroll Run**
- Chapter 5.     Home – RTI Options**
- Chapter 6.     Reports**

Each of these sections can contain a number of further options, each of these is described in a numbered section within the chapter. Each option available within a section is described in the order in which it appears. Each option is listed then its operation described.



- A      File
- (i)      New Business  
This option allows the creation of a new payroll on the system. You are required to enter the payroll parameters. Click on **Save** and you will then be returned to the main menu of the new Business.
  - (ii)      Change Business  
This option allows you to change from one payroll to another. A list of available payrolls is displayed from which you choose the one that you require and then click OK to confirm your choice. Each payroll is unique with no connection to any other payroll.
  - (iii)      Delete Business  
If you have accidentally created a new payroll or wish to remove a payroll completely use this option. You will be asked twice to confirm the deletion.  
**Once deleted a payroll cannot be reinstated except from a backup.**
  - (iv)      Setup  
Folder for Common Files. Used to identify the location of the common business files on your system.
  - (v)      Copy Data  
Allows you to copy the all the data from this business to a new business. Can be used before running the year end routine to create a reserve copy on your machine.
  - (vi)      Backup Data  
This accesses the backup routines for saving your data. Please refer to Appendix A for further details. May not be available on server-based systems.
  - (vii)      Restore Data  
This accesses the restore facility if you need to take your data back from disk. Please refer to Appendix A for further details. May not be available on server-based systems.
  - (viii)      Exit  
This takes you out of the program.
- B      Utilities
- (i)      Regenerate Banking Files  
Used to recreates Bank transfer files if changes have been made.
  - (ii)      Regenerate Pension Files

Used to recreates third party Pension files if changes have been made.

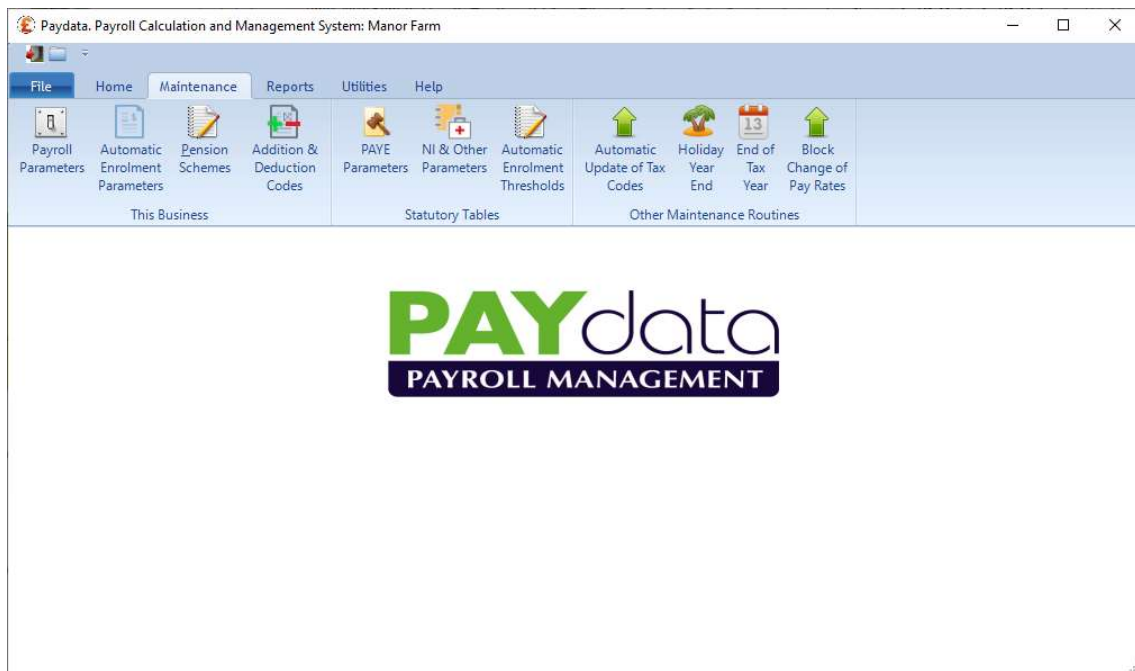
- (iii) Set Employee Records to mixed case  
Should you wish to change entries in employee records form all capitals to mixed case. Please check all records after running this to ensure all is correct.
- (iv) Reset Tax & NI Tables.  
Resets the Tax and NI Tables to the default values issued by Farmdata.
- (v) Reset Form Size.  
Resets all window sizes to the default.
- (vi) Run  
Used by Farmdata to run diagnostics.

## C Help

- (i) Contents  
This offers the usual windows help facilities and the on line help facilities for Paydata.
- (ii) Search  
Lets you search for specific topics in the help file.
- (ii) Contact Details  
Where to obtain support if you have a problem.
- (iv) Check for Latest Update  
This option will check on the Farmdata web site if you are running the latest version of the program. If you are not you will be asked if you wish to download and install the latest version. A password is required. This can be obtained from Farmdata.
- (v) Activation  
Used to enter the Activation Key from your Farmdata Certificate of Authenticity. Without this you will not be able to access the program after 60 days have elapsed from date of installation. You will not have an Activation Key if you have an evaluation copy of the program.
- (vi) About Paydata  
This gives details of the Serial Number and Version Number of the program.
- (vii) Use Legacy Menu  
Changes back to the old Windows folder menu presentation

**The images used in this manual have been generated on Windows 10, earlier versions may appear differently on the screen, but the operation and function will be exactly the same.**

## Chapter 2 Maintenance Routines



When setting up the first or subsequent payrolls the General Parameters must be filled in. The first payroll is created the first time the system is used, subsequent payrolls can added by selecting "File" and "New Business". The operation is identical in either case.

## 2.1 Payroll Parameters

---

The following parameters are required to allow a payroll to function within the system. These items may be altered later by opening Payroll Parameters in the “Maintenance” section.

### 2.1.1 General Parameters

---

Paydata. Payroll Parameters: Manor Farm

General Parameters Nominal Ledger Codes Employer Details Bank Details Tax Details

Payroll Name: \* Manor Farm

Frequency: \* Monthly

No of Hourly Rates: 3

Highest Cash Note: \* £50

Holiday Year End Month: \* December

Tax Year in Progress: \* 2021

Last Pay Month: \* 3 (June)

Last Pay Date: \* 30/06/2020

Agency Holiday Accrual Rate: 0

Password:

☒ Enable Sick Note Recording

\* Required Items: ☒ Details Verified:

Save Exit Help

#### Payroll Name

Up to 28 characters of text are required to identify the payroll within the system. This is not checked for uniqueness. This name will appear on the top of the pay-slip and all reports generated from this payroll.

#### Pay Frequency

The frequency of the payroll, which must be one of the following:

- Weekly
- Fortnightly
- 4 Weekly
- Monthly
- Quarterly

Only one type can be operated within each payroll. If a business has both weekly and monthly payments these must be catered for in separate payrolls.

#### Highest Cash Note

The highest denomination of bank note for cash paid employees, either 5, 10, 20 or 50. The system uses this in working out the 'coinage' analysis for employees paid in cash. Even if

no employees are paid in cash a value must be specified.

**Holiday Year End Month**

The month, from January to December, which is the end of the holiday year. This is only relevant if you are recording employees' holiday dates.

**Tax Year in Progress**

The full year number in which the current pay year ends, eg 2020 for the 2019/2020 tax year. This is used to verify the PAYE and NI tables are set correctly and printed on the P60 and P35 prints.

**Last Pay Period**

The period the payroll was last run. For weekly, fortnightly or four weekly this is 0 - 53. Fortnightly and Monthly should always be even months. For monthly or quarterly, this is 0 - 12.

**Last Pay Date**

The date of the most recent payroll run.

**Agency Holiday Accrual Rate**

Used to set the number of holidays an employee accrues for each week worked.

**Password**

A password may be specified so that access to the payroll may be controlled. A password may be, up to, 8 characters in length. If this facility is used, please take care to keep the password safe, and remember it.

**Enable Sick Note Recording**

When selected the operator may enter sick note details in an employee's record and the system will calculate the appropriate sick pay for the period.

**Enable Pay Run Data Import Option**

When selected data for the pay run for each employee may be imported from a pre-populated spreadsheet.

**Nominal Ledger for Wages Analysis**

Where an associate nominal ledger is being run with Farmdata's Accountsdata the wages analysis can be transferred direct to that system. The available ledgers in Accountsdata are listed in the drop down for selection.

**Details Verified**

Must be ticked before RTI returns can be sent.

## 2.1.2 Nominal Ledger Codes

Nominated Code Description	Nominal Code
Bank Account	BANK
Income Tax	I.T.
National Insurance Contributions	NIC
Student Loan Repayments	I.T.
Recoverable SSP	SSP
Recoverable SMP	SMP
Recoverable SPP	SPP
Recoverable ShPP	ASPP
Recoverable SAP	SAP
Recoverable SPBP	SMP

\* All Codes are Required Items.

☒ Details Verified:

Save Exit Help

These following cost codes will appear as part of the payroll analysis produced at the end of a payroll run.

- Bank Account
- Income Tax
- National Insurance Contributions
- Student Loan Repayments
- Recoverable Statutory Sick Pay Payments
- Recoverable Statutory Maternity Pay Payments
- Recoverable Statutory Paternity Pay Payments
- Recoverable Additional Shared Paternity Pay Payments
- Recoverable Statutory Adoption Pay Payments
- Recoverable Share Parental Bereavement Pay

Each may be up to 11 characters long. You may use free text as Nominal Code where no accounting ledger is associated

If you are using a computerised accounts system then these should be the appropriate codes from it. Alternatively, descriptive text should be entered.

Where the payroll is associated with a nominal ledger in Accountsdata the Ledger codes and descriptions will be displayed.

### Details Verified

Must be ticked before RTI returns can be sent.

### 2.1.3 Employer Details

Paydata, Payroll Parameters: Manor Farm

General Parameters Nominal Ledger Codes **Employer Details** Bank Details Tax Details

Employer Name: \* Manor Fams

Address: \* Estate Office  
Manor Fams  
Upton  
KL01 0TH

Telephone:

Contact Title: \* Mr

Contact Forename: \* Ian

Contact Surname: \* Hendry

Small Employers' Relief Applies: ☐ Yes

Report CIS Deductions in EPS: ☐ Yes

\* Required Items: ☒ Details Verified:

Save Exit Help

#### Employers Name

Up to 28 characters of text for the exact name of the Employer. This and the next three items are required for the production of the End of Year Documents.

#### Employers Address

Up to three lines each of up to 28 characters for the Employers Address. One line for postcode.

#### Contact Details

The name of the responsible individual in the company with regards to HMRC.

#### Small Employer's Relief Applies.

Tick if you can claim as a small employer. You can usually reclaim 92% of employees' Statutory Maternity (SMP), Paternity, Adoption, Parental Bereavement and Shared Parental Pay. You can reclaim 103% if your business qualifies for Small Employers' Relief. You get this if you paid £45,000 or less in Class 1 National Insurance (ignoring any reductions like Employment Allowance) in the last complete tax year before the event happens. There are specific definitions on the "last complete year" for each event.

#### Report CIS Deductions in EPS:

Tick if you have CIS deductions to enter in the EPS. This adds the appropriate columns to the EPS data entry screen.

## 2.1.4 Bank Details

Paydata. Payroll Parameters: Manor Farm

General Parameters Nominal Ledger Codes Employer Details Bank Details Tax Details

Bank Name: \* Barclays Bank PLC

Bank Branch: \* Upton High Street

Sort Code: \* 002200

Account Number: \* 00123516

Account Name: \* Manor Farm

Type of Bank Transfer Output: Auto-Pay Text File

Directory for Bank Files: C:\FARMDATA\PAYROLL32\BANK\

Extension for Bank Files: txt

Banking Package supports RTI Cross Ref: ☐ Yes

BACS User ID:

\* Required Items: ☒ Details Verified:

Save Exit Help

### Bank Name

Up to 28 characters of text for the name of the Bank used by the Employer to make payments.

### Bank Branch

Up to 28 characters of text for the name of the Bank Branch.

### Sort Code

The six character sort code for your bank branch.

### Account Number

The eight character bank account number.

### Account Name

Up to 40 characters of text for the Bank Account.

### Type of Bank Transfer Output

This indicates what type of special output is required to handle employees paid by Bank Transfer. There are 3 options:

1. None - no special lists
2. Auto-Pay list - a listing suitable for Automatic Credit Transfer Systems is provided.



3. Auto-Pay Text File – in addition to a list (2 above) the data is dumped to a text file which may be imported into a home/office banking system.

**Directory for Bank Files**

Where the Type of Bank Transfer Output has been set to 3 above this sets the directory where they will be created.

**Extension for Bank Files**

Some banking software requires that the files created have a specific extension on the file name. Enter this here.

**Banking Package Supports RTI Cross Ref.**

Where your payments to employees are made through the BACS system HMRC can cross reference the RTI returns to the BACS payments made. In effect HMRC check what you paid through the bank to the employee is the same as the net pay from the RTI return.

Ticking this option flags in the RTI return indicates that you are paying through a BACS system.

**BACS User ID**

Where you have ticked Yes to Banking Package Supports RTI Cross Ref. enter your BACS User ID here. This is given to you by your BACS operator.

**Details Verified**

Once all the required entries on the page are correct tick the Details Verified box in the bottom right corner. Online submissions to HMRC will not be available unless all the Payroll Parameter pages have the Details Verified ticked.

## 2.1.5 Tax Details

Paydata. Payroll Parameters: Manor Farm

General Parameters | Nominal Ledger Codes | Employer Details | Bank Details | Tax Details

Bank Name: \* Barclays Bank PLC

Bank Branch: \* Upton High Street

Sort Code: \* 002200

Account Number: \* 00123516

Account Name: \* Manor Farm

Type of Bank Transfer Output: Auto-Pay Text File

Directory for Bank Files: C:\FARMDATA\PAYROLL32\BANK\

Extension for Bank Files: txt

Banking Package supports RTI Cross Ref: ☐ Yes

BACS User ID:

\* Required Items: ☒ Details Verified:

Save Exit Help

### Tax Office Name

The name of the Tax Office, eg CENTRE 1.

### Tax Office Number

The 3 digit number of the Tax Office.

### Tax Reference Number

Up to 10 characters of text for the Employers Tax Reference Number.

### Accounts Office Reference.

This is the full HMRC reference No.

### SA UTR Number

Self-Assessment Unique Tax Reference No. Applies if the employer is sole trader or partnership. This is the number issued to you, the employer or partnership, when you register for self-assessment.

### COTAX Reference

Corporation Tax Reference No. Applies to limited companies. This is the tax reference number issued to you as a company.

### Directory for Submission

The directory where a copy of the RTI submission file will be deposited.

**Last Year's Payroll**

This selects the copy of last year payroll from those available. This is needed in order to find the previous period payments for calculating Holiday Pay and Sick Pay.

**Last Block Change of Tax Codes**

Records the last Tax Year in which the Automatic Update of Tax Codes routine was used.

This prevents the routine from being run more than once in a tax year.

Should it be necessary to run a second time in a tax year you will be notified by Farmdata with appropriate guidance.

**Details Verified**

Once all the required entries on the page are correct tick the Details Verified box in the bottom right corner. Online submissions to HMRC will not be available unless all the Payroll Parameter pages have the Details Verified ticked.

## 2.2 Auto Enrolment Parameters

Paydata. Auto Enrolment Parameters: Manor Farm

☒ Enable Auto Enrolment:

Latest Payment Date: 30/06/2020

Staging Date: 01/04/2015

Latest Pay Reference Period Start Date: 01/06/2020 to: 30/06/2020

Direct Benefit / Hybrid Scheme Exists: No

End Date for Direct Benefit / Hybrid Scheme:

Next Cyclical Automatic Re-Enrolment Date: 01/04/2021

Automatically Postpone new Eligible Jobholders: Yes

Apply Max Postponement to new Eligible Jobholders: Yes

Default Pension Scheme for Auto Enrolment: 2 NEST Add

Directory for Auto Enrolment Files: C:\FARMDATA\PAYROLL32\AE\ Browse

Save Exit Help

### Staging Date (also referred to as 'Employers Duty Start Date')

This date is set for each Employer by the DWP. While this date is blank the AE processes in the payroll in question are dormant. After the date is filled in the AE processes only become fully active in the first payroll run that contains the Staging Date. Thus, the Staging Date can be entered as soon as it is available.

### Latest Pay Reference Period Start Date

The AE documentation takes great pains to describe the Pay Reference Period (PRP). In the majority of situations, it will equate to an Employer's pay period. The length of a PRP will certainly equal a pay period so the only question is when it starts. Once started, it will increment by the length of the pay period for each new payroll run. The first time this field is accessed the system will offer its estimate of what the latest PRP start date might be based on the payroll frequency and latest payment date. For example, the first of the current month for a monthly payroll or 6 days before the current payment date for a weekly payroll. Users must adjust this to match their own situation. Note that for monthly payrolls it may be more appropriate to use the 6<sup>th</sup> of the month rather than the 1<sup>st</sup>, to align with tax periods.

### Direct Benefit / Hybrid Scheme Exists

Where an Employer has an Occupational Defined Benefit (DB) or Occupational Hybrid Pension Scheme in place, they are permitted to delay AE for an initial period under specified conditions. Setting this to 'No' will remove that capability so that cannot be applied in error.

**End Date for Direct Benefit / Hybrid Scheme**

The end date for such a scheme is 30/09/2017 and comes into play when the above flag is set at 'Yes'.

**Next Cyclical Automatic Re-Enrolment Date (CARED)**

This is within a +/- 3 month window of the 3 year anniversary of the Staging Date. Essentially, employees who have opted out or left a scheme more than 12 months before this date will be re-enrolled automatically if they meet the Eligible Jobholder criteria at that point. There are considerations an employer must evaluate when setting this date. With the first Paydata AE users starting in 2014, the 1<sup>st</sup> cycle will be in 2017 and the next in 2020. The maintenance of this field will be adjusted before 2020.

**Automatically Postpone New Eligible Jobholders**

An Eligible Jobholder (EJ) is the category of employee that will be subject to AE. The first time an employee achieves EJ status an employer is allowed to postpone the AE process for that employee. When this flag is set at 'Yes', the first time an employee gains EJ status that employee will be flagged for EJ Postponement with an expiry date set to the end of the current PRP. Once the flag is set at 'Yes', the expiry date can be adjusted manually in the employee record.

If an employee does not have EJ status after their EJ Postponement expires they can be flagged for postponement again the next time they do achieve EJ status. Note that there are specific duties for an employer if they flag an employee for postponement.

**Apply Max Postponement to new Eligible Jobholders**

When this is set to 'Yes', new Eligible Jobholders will have their End Date for EJ Postponement set to the end of the PRP immediately preceding the 3 month anniversary of their EJ Date. When set at 'No', the End Date for EJ Postponement is the end of the PRP in which the Employee attains EJ status.

**Default Pension Scheme for Auto Enrolment**

When an employee gains EJ status and they are not already contributing to a Qualifying Pension Scheme, employers must enrol that employee in their AE scheme and commence making contributions. This field identifies which Pension Scheme to use for such employees. With the new flags in the employee record it is possible to pre-allocate a specific scheme to an employee with active contributions switched off until EJ is achieved.

This field can be left blank temporarily until a suitable scheme is defined in Pension Scheme Maintenance. However, a payroll run cannot be started until this field is defined even if that payroll run is still in advance of the Staging Date.

We would expect the default scheme to be a Percent Deduction Type. If it is not and the AE process results in a new EJ being processed with no employee contribution, that employee will not be allowed to be paid.

**Directory for Auto Enrolment Files**

During the payroll run an Action List for the AE process is produced. Text (csv) files containing basic employee data for each of the action list sections are produced. These can be used as data sources for mail merge processes if required. This field defines the path where these files will be placed.

## 2.3. Pension Schemes

Paydata, Pension Schemes: Manor Farm

Scheme More Details

1 of 2

Scheme Selector: 1 : Manor Farms

Number: 1

Scheme Name: Manor Farms

Stakeholder Scheme: Yes

After Tax Deduction Scheme: Yes

Employees Contribution Type: Declared in Employee's Record

Use AE Thresholds for Pensionable Pay: No

Pensionable Pay Source: Total Gross Pay

Use AE Minimum Percentages: No

Percentage Deducted: 0 %

Adjust Employee Cnts for BR Tax Allowance: No

Adjust Employee AVCs for BR Tax Allowance: No

Employers Contribution Type: As a Percentage of Employee's Contributions

Employers Percentage: 100 %

Save Exit Help

Each payroll may have a number of pension schemes in effect, but an employee can only be a member of one scheme at a time. You must create a scheme before Employees can be allocated to it. Click the + sign to add a new scheme. The following items describe a scheme.

### **Scheme Selector**

Drop down of the available schemes in this payroll.

### **Scheme Number**

Each pension scheme within a payroll must be identified by a number.

### **Scheme Name**

Up to 20 characters of text are available for identification purposes.

### **Stakeholder Scheme**

Yes/No option indicates whether the scheme is of the Stakeholder type.

### **After Tax Deduction Scheme**

This indicates whether Pension contributions are deducted Before or After Tax. This must be 'No' if Pension contributions are to be deducted from the Gross Pay to give the Taxable Gross Pay. It must be set to 'Yes' if the Gross Pay alone is the Taxable Gross Pay. Stakeholder schemes, by definition, are After Tax therefore the option will set to Yes.

### **Employee Contribution Type**

Declared in Employee's Record or Percentage of Pensionable Pay. When there is no simple relationship between employee and employer contribution it may be easier to simply declare the value in each employees' record. This enables the facility. When enabled the next item is not available. If a fixed amount of money is to be deducted every pay day then Declared in Employee's Record is selected. The actual amount to be deducted is entered in the individual employee record. Alternatively, if a Percentage of employee's gross pay is to be deducted, Percentage is selected.

### **Use Auto Enrolment Thresholds for Pensionable Pay**

This only applies for Percent Deduction Schemes. Previously, percentage-based schemes would use an Employee's Gross Pay as their Pensionable Pay (with a possible deduction of the NI lower limit using the existing flag). The AE processes introduce the concepts of Lower and Upper Thresholds (along with a trigger for actual AE). With this flag set at 'Yes', an Employee's Pensionable Pay will be the lesser of their Gross Pay or the Qualifying Earnings Upper Threshold minus the Qualifying Earnings Lower Threshold. It will be zero if their Gross Pay is less than the lower threshold.

### **Pensionable Pay Source**

Only available if AE Thresholds are not used. Sets the value the pension is calculated on, Total Gross Pay, Basic Pay Only or Basic Pay + Hours 1.

### **Use AE Minimum Percentage.**

Only applies if a pension scheme is defined as an AE scheme. This will apply the minimum percentages in force on the payroll date. These minimum percentages are set by HMRC and set in the program.

### **Percentage Deducted**

This only applies if the Employee Contribution is set a Percentage and Use AE Minimum Percentage is set to No. This percentage will be applied to the employee's pensionable pay on any pay day and will be their pension contribution.

### **Adjust Employee Contribution / AVCs for BR Tax Allowance**

This is only available for After Tax, Percentage Deduction Schemes. The premise being that pension providers quote a percentage and then reduce contributions by the value of the basic rate of tax on those contributions as they are able to reclaim that portion on the Employee's behalf from HMRC. With this set at 'Yes', the system will calculate the initial contribution using the declared rate and then reduce it by the value of the current Basic Rate in effect applied to the initial contribution. For example, using the deduction rate of 3% and the current BR of 20%, a pensionable pay of £200 will result in an actual EE contribution of £4.80 ( $£200 \times 3\% = £6$ ,  $£6 - 20\% = £4.80$ ).

### **Employer's Contribution Type**

a. As a percentage of employee's contribution.

This figure is used to calculate the employer's contribution to the scheme. It is expressed as



a percentage of the employee's contribution. For example, if the employer matches the employee's contribution, then the percentage would be 100. If the employee's contribution was 5% of gross pay and the employer's 7.5%, the figure would be 150 ( $7.5/5 \times 100$ ). It may be zero, if the employer does not contribute or if the value is not to be calculated by the system.

b. Straight Percentage of Pensionable Pay.

This sets the percentage of pay the employer contributes.

c. Declared in the employee's record.

Where the employer contributes a set value this should be selected and the value set in the employee's record.

### Employer's Percentage

Where the above is set to Percentage this is the percentage applied.

## 2.3.1 Pension Schemes – More Details

---

The screenshot shows a software window titled "Paydata. Pension Schemes: Manor Farm". It has two tabs: "Scheme" and "More Details", with "More Details" currently selected. The form contains the following fields and values:

- Number: 1 Manor Farm
- Cost Codes for Contributions:
  - Employee: ZZ8150
  - Employer: ZZ8150
- Provider Payment Point: Day Number of Month after Payroll Run (dropdown menu)
- Day Number of Month: 15
- Known Provider: Other (dropdown menu)
- Provider Account No./Ref: (empty text box)
- Worker Group/Scheme Code: (empty text box)
- Payment Source/Pay Code: (empty text box)

At the bottom of the window are three buttons: "Save", "Exit", and "Help".

### Cost Code for Employee's Contributions

Up to 11 characters are available for a cost code to be used for the wages analysis.

### Cost Code for Employer's Contributions

As above, but for the Employer's contributions. It is quite permissible that this be the same code as above.

### Provider Payment Point

This sets the date when payments to the Pension Provider are to be made.

Option 1, Day Number of Month after Payroll Run. Where payments are made once a month this sets the date in the month they are due.

Option 2, Number of Days after Payroll Run. Where payments are due in a set time scale after each pay run this sets the interval.

### **Known Provider Reference**

There are 2 pension providers in common use for AE Schemes, namely NEST and The Peoples Pension (TPP). It is almost certain that Farmdata users will use one or other of these for their AE provisions. Particularly as NEST are obliged to service any employer that wants to sign up with them. To that end, we have introduced a parameter to indicate the actual provider of a Pension Scheme. Possible values are:

- i. Other (This will be used for existing Pension Schemes)
- ii. ii. NEST
- iii. iii. The Peoples Pension
- iv. iv NOW:Pensions
- v. Standard Life
- vi. vi. Smart Pensions
- vii. vii. Scottish Widows Basic and Full.

It may be that others will be added in the future.

The provider is significant as it dictates the format of files and the number of files that the system produces for uploading to the providers systems.

NEST requires a separate file of new members each pay day in advance of a file with all members and their contributions for that pay day. The regular file contains members who have left employment or have opted out in the pay period as well as members who have not worked or who have not earned enough to make contributions.

TPP require only 1 file each pay day only containing members making contributions. All employee details (address, etc.) are present so that TPP's records are maintained via the submission. Leavers and Opt Outs must be notified to TPP directly in this case

### **Provider Account No/Ref**

This is mandatory for NEST or TPP.

### **Worker Group**

Also mandatory for NEST or TPP.

### **Payment Source**

Mandatory for NEST

## 2.4 Allowance and Deduction Codes

These tables are used to set up any additional payments and deductions which may be added to an employee's payment, over and above the basic pay and overtime hours, during a payroll run.

Code	Before Tax Addition Description	Subject to NI	Pensionable	Cost Code *	Qualifying Gross Pay
1	Bonus	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>
2	Other Pay	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
3	Car Mileage	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
*		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>

\* Leave Cost Code Blank to use Gross Pay Wages Analysis

This section is divided into five sections. Four addition and deduction sections each with its own table of codes. The Fifth section defines what is included in Qualifying Gross Pay.

1. Before Tax Additions. These are amounts which are to be added to the gross wages before any tax calculation is performed. Tax is therefore calculated on the gross pay **Plus** these values.
2. After Tax Additions. These amounts are added to the net wage after any tax calculation is performed. Tax is therefore calculated on the gross pay and these values are added after.
3. Before Tax Deductions. These are amounts which are to be deducted from the gross pay before any tax calculation is performed. Tax is therefore calculated on the gross pay **Less** these values.
4. After Tax Deductions. These amounts are deducted from the net wage after the tax calculation is performed. Tax is therefore calculated on the gross pay and these values are deducted after.

There is an NI status for each code in each section. This is described as the **Subject to NI** flag. When selected payments/deductions increase/decrease the NI liability. Under normal circumstances Before Tax Additions/Deductions codes have the flag set at Y and

After Tax codes have the flag set to N. There are very few types of additions/deductions which are taxable but not NI liable or which are NI liable but not taxable.

Pensionable – When selected these values will be added to the calculation for pension deductions. Only applies to % pension schemes.

Cost Codes are used to allocate the values entered under these codes to the desired section of the payroll analysis. Where the system is linked to an accounting system these will be the appropriate nominal codes.

Allowance/Deduction Codes do not demand to have a cost code entered. This is used where you wish to allocate the value to different cost codes for different employees or different costs codes in different payroll runs. If the code is left blank you will be asked to enter one during the payroll run.

### **Qualifying Gross Pay**

This primarily provide to assist in the calculation of holiday pay.

Within the Before Tax options you can also flag up if this item is to be include in the Qualifying Gross Pay calculation. This is available in Reports -> Payroll Reports -> Selected Gross Pay.

The Qualifying Gross Pay tab give the option to select which standard items from the payroll run are to be included in the Qualifying Gross Pay calculation.

## 2.5 PAYE Parameters

This section maintains the information required to calculate PAYE. It should only be changed following instruction from the Inland Revenue. Farmdata will issue notice of change to members of the User Club in line with Inland Revenue instruction.

On entering this section, you will be warned of when the last changes were made.

Farmdata provides a set of master table entries for the current Tax Year. If the table in the system do not match those of the current year you will be prompted if you wish to update the tables to the current. This provides an automatic means of updating the tables at the start of a new year.

### 2.5.1 Tax Rates

Paydata. PAYE Parameters: Manor Farm

Tax Rates Tax Bands Flags and Loans Parameters

[Rest of UK](#) [Scottish](#) [Welsh](#)

No of Rates:

	Rest of UK Rates (%)	Scottish Rates (%)	Welsh Rates (%)
▶ Rate 1	10.00	19.00	10.00
Rate 2	20.00	20.00	20.00
Rate 3	40.00	21.00	40.00
Rate 4	45.00	41.00	45.00
Rate 5	0.00	46.00	0.00
Rate 6	0.00	0.00	0.00
Rate 7	0.00	0.00	0.00
Rate 8	0.00	0.00	0.00
Rate 9	0.00	0.00	0.00

'G' (Basic Rate) Pointers:

OK Cancel Help

This section maintains the % tax rates for Rest Of UK, Scottish and Welsh should the Scottish and Welsh Variable Rates be applied.

'G' (Basic Rate) Pointers. Used to indicate which is the standard rate of tax.

The rates can be changed clicking in required box, changing and clicking save.

## 2.5.2 Tax Bands

These are the cumulative Pay and Tax for each of the bands in which the rates above apply.

Paydata. PAYE Parameters: Manor Farm

Tax Rates Tax Bands Flags and Loans Parameters

[Rest of UK](#) [Scottish](#) [Welsh](#)

No of Bands:

		rUK Cumulative Bands	rUK Cumulative Annual Tax	Scottish Cumulative Bands	Scottish Cumulative Annual Tax	Welsh Cumulative Bands	Welsh Cumulative Annual Tax
►	Band 1	£0.00	£0.00	£2,049.00	£389.31	£0.00	£0.00
	Band 2	£37,500.00	£7,500.00	£12,444.00	£2,468.31	£37,500.00	£7,500.00
	Band 3	£150,000.00	£52,500.00	£30,930.00	£6,350.37	£150,000.00	£52,500.00
	Band 4	£0.00	£0.00	£150,000.00	£55,169.07	£0.00	£0.00
	Band 5	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Band 6	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Band 7	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Band 8	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Band 9	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

OK Cancel Help

The number of active bands is dictated by the number of tax rates set in the Tax Rates section.

The values can be changed clicking in required box, changing and clicking save.

## 2.5.3 Flags & Loans Parameters

The screenshot shows a software window titled "Paydata. PAYE Parameters: Manor Farm". It has three tabs: "Tax Rates", "Tax Bands", and "Flags and Loans Parameters". The "Flags and Loans Parameters" tab is active. It contains the following fields:

- "Overriding Regulatory Limit (%):" with a text box containing "50" and a "%" symbol.
- "Maximum Tax Code covered by Tables:" with a text box containing "500".
- A section titled "Collection of Student Loans:" containing a table with three columns: "Plan Type:", "Threshold (£):", and "Rate (%):".

Plan Type:	Threshold (£):	Rate (%):
1:	£19,300.00	9 %
2:	£26,575.00	9 %
Postgraduate:	£21,000.00	6 %
- "Date PAYE Parameters last changed officially:" with a dropdown menu showing "06/04/2020".

At the bottom of the dialog are three buttons: "OK", "Cancel", and "Help".

### Over-riding Regulatory Limit (%) (K codes only)

An employee with a K prefix may only have, up to, this percentage of their pay deducted in tax.

### Maximum Tax Code covered by Tables

### Collection of Student Loans

The Threshold over which student loan repayments will be deducted and the Percentage Rate which will apply.

There are currently 2 Plan Types for student loans. You will be informed by HMRC which plan is to be used for an employee.

Postgraduate is an additional loan available for post graduate studies.

### Date PAYE parameters last changed officially

This is displayed at the start of each pay run for verification.

## 2.6 NI & Other Parameter

---

This section maintains the information required to calculate National Insurance Contributions and Statutory Sick Pay. It should only be changed following instruction from the Inland Revenue. Farmdata will issue notice of change to members of the User Club in line with Inland Revenue instruction.

On entering this section you will be warned of when the last changes were made.

Farmdata provides a set of master table entries for the current Tax Year. If the table in the system do not match those of the current year you will be prompted if you wish to update the tables to the current. This provides an automatic means of updating the tables at the start of a new year.

### 2.6.1 Earnings Limits & Thresholds

---

The screenshot shows a Windows-style dialog box titled "Paydata, NI and Other Parameters: Manor Farm". It has three tabs: "Earnings Limits and Thresholds" (selected), "Percentage Rates", and "Other Parameters". The "Earnings Limits and Thresholds" tab contains a list of parameters with corresponding input boxes. A blue link labeled "Annual" is positioned above the input boxes. The parameters and their values are:

Parameter	Value
Lower Earnings Limit (LEL):	£6,240.00
Primary Threshold (PT, ie EE Threshold):	£9,500.00
Secondary Threshold (ST, ie ER Threshold):	£8,788.00
Upper Earnings Limit (UEL):	£50,000.00
Upper Secondary Threshold (UST)	£50,000.00
Apprentice Upper Secondary Threshold (AUST):	£50,000.00

At the bottom of the dialog box are three buttons: "OK", "Cancel", and "Help".

This screen details the Lower Earnings Limits, Primary & Secondary Threshold, Upper Earnings & Secondary Threshold and Apprenticeship Upper Secondary Threshold for NI Deductions.

The values can be changed clicking in required box, changing and clicking save.



## 2.6.2 Percentage Rates

The screenshot shows a dialog box titled 'Paydata, NI and Other Parameters: Manor Farm'. It has three tabs: 'Earnings Limits and Thresholds', 'Percentage Rates', and 'Other Parameters'. The 'Percentage Rates' tab is selected. Inside the tab, there is a section titled 'Percentages' with a blue link. Below this, there are five rows of input fields with percentage values:

Parameter	Value	Unit
Employee's Rate:	12	%
Employee's Reduced Rate:	5.85	%
Employee's Deferred Rate:	2	%
Employee's Rate above UEL:	2	%
Employer's Rate:	13.8	%

At the bottom of the dialog box are three buttons: 'OK', 'Cancel', and 'Help'.

This screen details the various percentage rates which apply for National Insurance.

## 2.6.3 Other Parameters

The screenshot shows the same dialog box as above, but with the 'Other Parameters' tab selected. It has two sections: 'Average Weekly Earnings' and 'Weekly Rate of SSP'. The 'Average Weekly Earnings' section has two input fields: '£120.00 or more:' and 'Less than £120.00:'. The 'Weekly Rate of SSP' section has two input fields: '£95.85' and '£0.00'. Below these, there are several rows of input fields with percentage values:

Parameter	Value	Unit
SSP Recovery Rate Percentage:	0	%
SMP, SPP, ShPP, SAP and SPBP Recovery Rate - Non SER:	92	%
SMP, SPP, ShPP, SAP and SPBP Recovery Rate - SER Applies:	103	%
Apprenticeship Levy Percentage Rate:	0.5	%
Annual Apprenticeship Levy Allowance:	£15,000.00	
Date NI, SSP Parameters last changed officially:	06/04/2020	

At the bottom of the dialog box are three buttons: 'OK', 'Cancel', and 'Help'.

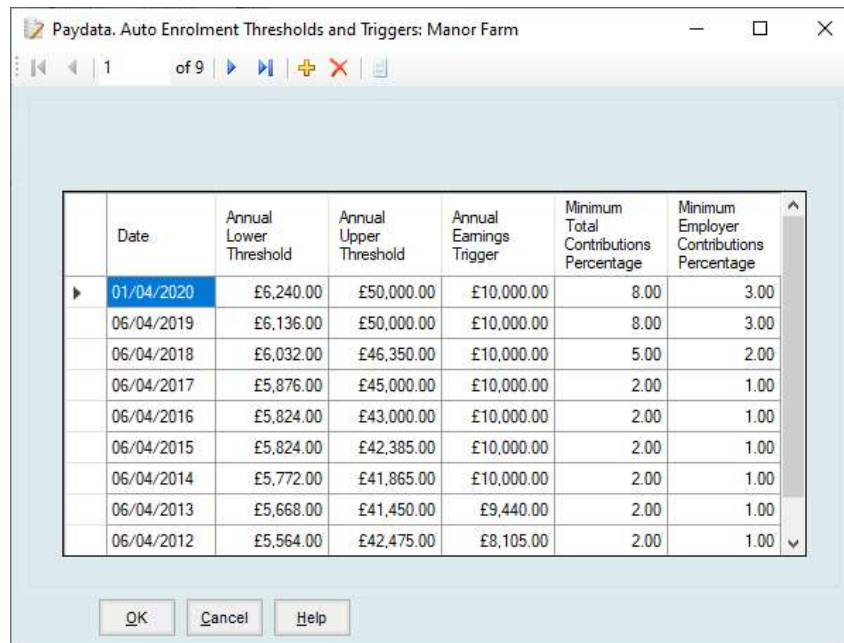
This screen details the average weekly earnings bands and appropriate weekly rate of SSP.

Recovery Rate Percentages are the rates at which these can be reclaimed.

SER (Small Employers Relief) You can claim at the higher rate if you deducted less than £45000 of National Insurance in the previous 12 months.

Apprenticeship levy rate and allowance is set here.

## 2.7 Auto Enrolment Thresholds and Triggers



	Date	Annual Lower Threshold	Annual Upper Threshold	Annual Earnings Trigger	Minimum Total Contributions Percentage	Minimum Employer Contributions Percentage
▶	01/04/2020	£6,240.00	£50,000.00	£10,000.00	8.00	3.00
	06/04/2019	£6,136.00	£50,000.00	£10,000.00	8.00	3.00
	06/04/2018	£6,032.00	£46,350.00	£10,000.00	5.00	2.00
	06/04/2017	£5,876.00	£45,000.00	£10,000.00	2.00	1.00
	06/04/2016	£5,824.00	£43,000.00	£10,000.00	2.00	1.00
	06/04/2015	£5,824.00	£42,385.00	£10,000.00	2.00	1.00
	06/04/2014	£5,772.00	£41,865.00	£10,000.00	2.00	1.00
	06/04/2013	£5,668.00	£41,450.00	£9,440.00	2.00	1.00
	06/04/2012	£5,564.00	£42,475.00	£8,105.00	2.00	1.00

The Table of Auto Enrolment Thresholds and Triggers sets the figures which are required for Auto Enrolment pension schemes.

Any changes to this will be notified with NI and Tax table changes.

## 2.8 Automatic Update of Tax Codes

This routine allows an automatic update of tax codes for employees with tax letters. Currently the allowable letters are L, M, N, P, or Y.

The updates figures are issued by HMRC, currently this is on form p9x.

Paydata. Automatic Update of Tax Codes: Manor Farm

Enter the Increment for each Letter (-ve to decrease, 0 for no change)

No	Tax Letter	Increment
1	L	0
2	M	0
3	N	0
4	P	0
5	Y	0

☒ Clear any 'Month 1' markings

☒ Display/Print Tax Code Changes Report

Start Exit Help

You must enter the value to be added to or subtracted from each of the codes, e.g. for 1100L changing to 1200L the value would be 50. Zero is acceptable as are negative values.

M1 and W1 indicators on individual's tax codes should normally be removed at a year end.

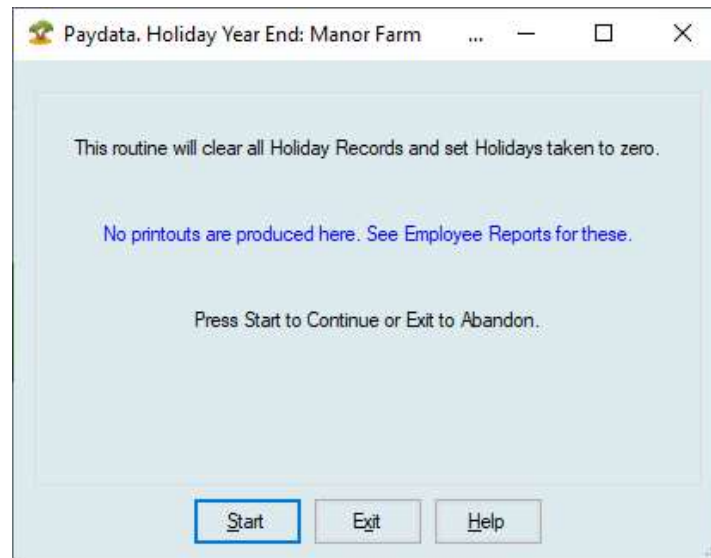
A listing may then be printed showing the old and new codes. Employees who have left are not affected.

Each payroll on the system must be updated individually.

Individual adjustments notified on P9T forms should be made in the employee's record.

## 2.9 Holiday Year End

---



There is no automatic clear out of holiday records in the system.

You must select this clear out option.

Before you run it you should take a report from Report - Employee Report - Holiday Records.

This option may only be run in the last month of the current holiday year or the first month of the new holiday year.

All holiday records are cleared, and holidays taken set to zero for each employee.

## 2.10 End of Tax Year

---

### 2.10.1 Introduction

---

This section deals with the production of end of pay year documents, the zeroing of all cumulative values in the employee's records and the removal of all leavers.

The routine will create a duplicate of the data on your PC.

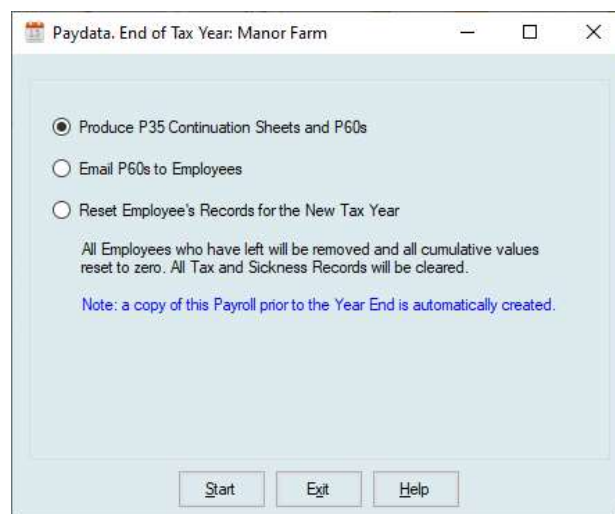
**However, before you commence, we recommend you have printed out all details you require for the past pay year. You should also take a backup before you run this routine. This backup should be kept out of the normal backup routine and not reused.**

We recommend you take the following prints:

Employee Cumulatives	- Reports – Employee Reports – Option 3
Payment Details	- Reports – Payroll Reports – Option3
Detailed Employees	- Reports – Employee Reports – Option 2
Monthly Returns	- Reports – Payroll Reports – Option 1
Sickness Records	- Reports – Employee Report – Option 9

### 2.10.2 End of Tax Year Option

---



When you enter the routine, you are reminded of the consequences of what is to follow.

When you elect to proceed:

1. Leavers records are removed.
2. Employee's records are reset for the new year with their cumulative set to 0.
3. The Tax Year is moved forward and the pay period reset to the first for the new year.
4. A copy of the closed year is created as the last business on your list of businesses.

No Tax code changes or updates are made automatically.

Farmdata will notify you of any changes which are required to rates and thresholds for the new year. These should be updated before the first payroll run of the new year.

Individual Employee's tax code may also require updating. Detail of the general upgrade to L codes can be found on the HMRC website – Form p9x. Specific employee changes will be notified direct to you by HMRC.

### **P35 Continuation Sheets**

These are produced on plain paper. These are for information only however we recommend you print a copy for your records

### **P60 Forms**

Each employee still in employment with you at the year-end should be given a copy of their p60. If employees are receiving their pay slip by email you may also email their p60.

### **2.10.3 Reset Employee Records for the New Year**

---

The final part of the end of the pay year end section does not produce any printed output. All the employee records are processed. All cumulative values are zeroed for the new year. Employees with a leaving date are removed.

## 2.11 Block Change of Pay Rates

Allows you to amend all wages rate in one entry.

Paydata. Update of Pay Rates: Manor Farm

☐ By Department    Start:     End:     ☐ New Page for each Department

☐ Monetary Change    ☒ Percentage Change    Decimal Places for Hourly Rates:

Enter the Increment for each Rate (-ve to decrease, 0 for no change)

No	Rate	Increment
0	Basic Pay	0
1	Hourly Rate 1	0
2	Hourly Rate 2	0
3	Hourly Rate 3	0

You may select a single or range of departments if required.

Monetary change: Enter a specific value to apply as the change.

Percentage change: Enter a percentage to apply.

Where Percentage is applied you can specify the number of decimal places to round to. Normally 2 but 3 maybe an option if hourly rates are set as such.

It may be desirable to mix the above, apply a Percentage to basic and then a Value to the hourly rates.

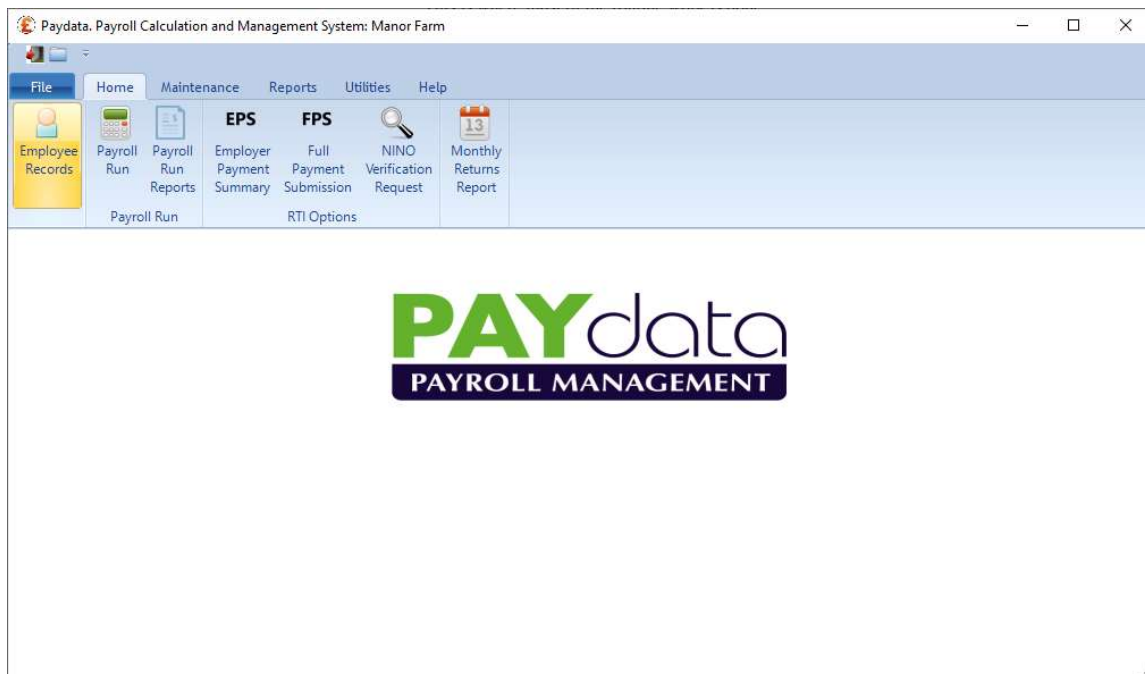
### 3.1 Introduction

---

This is where most of the routine work is done.

It includes the employee records, payroll run and associated reporting options.

When you start using the system and later, when employees arrive, you must enter their employee details. The routines for entering and maintaining these details are within the 'Employee Records' option on the home menu. Leaver Records are maintained within this option but in a separate section.



When you start using the system and later, when employees arrive, you must enter their employee details. The routines for entering and maintaining these details are within the 'Employee Records' option on the home menu. Leaver Records are maintained within this option but in a separate section.

The next section describes the various items which appear in an Employee Record. Current and Leaver records are the same.

When creating new employees (use the add employee button) all items should be entered if available. If the information does not apply or is not known, you may usually enter a zero or leave as appropriate to the item type. Such items may be entered at a later time.



## 3.2 Employee Records

If it is the first employee to be entered in the system right click on the Employee Records and click the Add Employee button



on the top ribbon.

### 3.2.1 Employee

Paydata. Current Employees: Manor Farm

Employee Details Payment Pension Costings Cumulatives/Previous Employ NI Cumulatives Additions/Deductions Holidays

Employee Number: D005

Surname: Kendall

Forenames: Steven

Title: Mr

Date of Birth: 28/09/1978 Sex: Male

NI Number: AS230145B

Citizenship:

From a Country in the European Economic Area: ☐ Yes:

Passport Number:

Address: Cottage No. 2

Manor Farm

Upton

ML01 0LW

Tel Number:

Starting Date: 04/10/2009

Save Exit Print Delete Help

#### Employee Number

You must allocate a number to each employee you enter onto the system. This number may be up to 10 characters. Numbers already in use are unavailable. Leavers returning within the same year must be given a new number.

#### Employee Name

This has three parts, Surname and two forenames, each of up to 15 characters.

#### Title

Select as required

#### Date of Birth

In the form DD/MM/YYYY, e.g., 02/09/1960.

#### Sex

Select male or female.

**N I Number.**

Only valid formats are allowed, e.g. ZZ999999Z. May not be left blank and must be valid.

**Citizenship**

Employee's country.

**From a Country in the European Economic Area**

Should be ticked if the employee's citizenship is in the European economic area.

**Passport No.**

Employee's Passport No.

**Employee Address**

Four lines are available for the employee's address and Post Code. You must fill in at least two lines.

**Telephone Number**

Up to 20 characters.

**Starting Date**

In the standard format, the date this employment started.

The following are only available after an employee has been declared as a leaver.

**Leaving Date**

In the standard format, the date this employment ended.

**Leaver Notified to Inland Revenue**

Will be ticked once the p45 has been processed.

## Reinstate this Leaver as a new Starter

Use this to bring the leaver back into employment. It will bring them back with a new number, usually with an extra character as a suffix but you may use any free number. The Leaver record remains as it is and a new record is created with the basic leaver details retained but all pay details set to 0.



Paydata. Reinstate Leaver: Manor Farm

Employee: 0020

New Employee Number: 0020A

Please note that this will create a NEW Record for this Employee:

OK Cancel Help

Blanking the leaver date will allow you to reinstate an employee if they have been removed by mistake. It is not a means to officially re-employ the leaver.

### 3.2.2 Details

Paydata. Non-Current Employees: Manor Farm

Employee: 0020 Androvic, Hector

Email Address: hector@hisemailaddress.com

Email Payslip: ☒ Yes:

Password for Email Payslip:

Payment Method: Bank Transfer

Bank Name: Barclays Bank

Bank Branch: Upton

Bank Sort Code: 00-00-00

Bank Account Number: 00009999

AutoPay Number: 0020

Job Title: General Worker

Director NI Rules Apply: ☐ Yes:

First Pay Month as a Director: 0

Record Partner Details for ShPP: ☐ Yes:

Partners Surname:

Partners Forenames:

Partners NI Number:

Save Exit Print Delete Help

#### Email Address

Can be used to send payslips and other documents by email instead of printing.

#### Email Payslips / Password for Email Payslips

Tick if payslips are to be emailed to this employee. All email payslips have a password set. This password can be set here. If no password is set then the National Insurance Number of the employee is used.

#### Payment Method

Sets how the employee is paid. Cash, Cheque or Bank Transfer.

#### Bank Details

Enter the employee's bank information if payments are to be made by bank transfer. Sort code and account number must be entered. Some banks require an Autopay number.

#### Job Title,

#### Directors NI Rules Apply Flag

There are different rules in the calculation of NI for individual employees who are directors of the company, see CA44 (NI35). If such an employee is never paid a bonus then they can be usually be treated as other employees. When one off payments occur during the year, which take pay on any single pay day over the Upper Limit, then treatment as standard employees cannot occur.

Currently, this implementation of the rules in PAYdata **cannot** handle all possibilities. Specifically it will not operate properly for an employee whose NI status changes, ie whose NI letter needs to change in the course of a pay year. Also, if NI rates change during a pay year. The latter has not occurred for a long time, all changes currently come into effect at the start of a pay year.

The flag simply indicates whether the employee is to be treated as a director for NI calculations. For directors, NI liability is calculated on Gross Pay to date, on an annual basis, each pay day. The actual contributions on a pay day is the difference between the calculated liability and the contributions to date. Thus, a director will have no contributions at all until their pay to date passes the annual lower limit and again after it passes the upper limit.

#### **First Pay Period as a Director**

This is necessary for a new employee appointed as a director during the pay year. Such an employee's liability must be assessed on a pro-rata basis. For existing directors this should be 1.

#### **Record Partners Details for ShPP**

Where ShPP is to be paid the employee's partner's details have to be entered. This should be the partner's Names and NI Number.

### 3.2.3 Payment

Paydata. Non-Current Employees: Manor Farm

Employee: 0020 Androvic, Hector

Tax Code: 11250L

Last Pay Month: 3 (June)

Irregular Payment Pattern: ☒ Yes

Qualifying Apprenticeship: ☐ Yes

Student Loan Deduction Plan: N/A

Postgraduate Loan Deduction Active: ☐ Yes

Cash Payment: £0.00

Last Review Date: 28/04/2020

Basic Pay: £0.00

Hourly Rates:

No	Rate
1	£9.2000
2	£12.8000
3	£0.0000

Hours Normally Worked: 40

Save Exit Print Delete Help

**Tax Code.** Valid tax letters are D & K as prefixes and L, M, N, P, T, Y as suffixes and BR (Basic Rate) or NT (for No Tax). Scottish residents will have a prefix of S. Welsh residents have a prefix of C.

#### Week/Month 1 Basis

If the employee is to be taxed on a Week 1 or Month 1 basis then W1 or M1 should be entered at the end of the Tax Code (i.e.1250LM1). Tax will then be calculated on the current period only without taking into account previous payments. If the Week 1/Month1 basis is subsequently removed tax will be then be recalculated at the next pay period on a cumulative basis for the year to date.

Note that BR, Basic Rate, is only on a week 1 basis if selected above. Otherwise, it is on a cumulative basis.

#### Last Pay Period

The period in which the employee was last paid. For weekly, fortnightly or four weekly this is 0-56, for monthly or quarterly 0-12

#### Irregular Payment Pattern

The Inland Revenue will assume an employee has left if they have not been paid for a

number of periods. Tick this if the employee is paid at irregular intervals during the year such as a casual employee.

**Qualifying Apprentice**

If the employee is a qualifying apprentice this should be selected.

**Student Loan Deduction Plan**

If Student Loan Repayments apply to this employee select the appropriate Plan Type. HMRC will advise which it is.

**Postgraduate Loan Deduction Active**

Select this if you are instructed by HMRC to make this deduction.

**Cash Payment**

Employees paid by bank transfer or cheque may have this amount paid in cash on each pay day. The cheque or bank transfer value will be reduced by this amount.

**Last Review Date**

This is provided to record the last date the employees wage rates were reviewed. It is printed on the wages review listings.

**Basic Pay**

The basic pay payed on each pay day regardless of hours worked. This should be zero if the employee is purely hourly paid.

**Hourly Rates**

Up to five hourly rates of pay may be specified. These may be entered to 4 decimal places, i.e. tenths of a penny.

**Hours Normally Worked**

Set this to the number of hours this employee normally works in a week. This may be used in the calculation of some Benefit schemes.

### 3.2.4 Pension

The detail shown in an employee's pension screen is dictated by the set-up of the scheme chosen. The following is the set-up with a standard NEST pension scheme.

If a new employee is to enter the Auto Enrollment scheme leave this section blank. The system will make all the necessary entries.

Paydata. Non-Current Employees: Manor Farm

Employee: 0020 Androvic, Hector

Pension Scheme: 2 NEST Add

Plan Number:

Date Joined: 01/04/2015

Contributions Active: Yes

Date Terminated:

Employee Pension Cont: £0.00

Employer Pension Cont: £0.00

AVC Type: % of Pensionable Pay

Additional Vol Cont: 0.00

AC Type: % of Pensionable Pay

Additional Contribution: 0.00

Worker Subject to Postponement: No

End Date for Worker Postponement:

Eligible JH Subject to Postponement: No

End Date for Eligible JH Postponement:

DB/Hybrid Transition Applies: No

Date Opt-out Notice Received:

Opt-out Reference No:

Refund Required: No

Date Pension Notice Received:

Date to Start - Worker Joined:

Eligible JobHolder Status: Yes

Date EJ 1st Attained: 01/04/2015

Date EJ Regained after Postponement:

Non Eligible JobHolder Status: No

Date JobHolder 1st Attained:

Entitled Worker Status: No

Date Entitled Worker 1st Attained:

Auto Enrolment Date: 01/04/2015

Opt-in Enrolment Date:

Date Contributions Commenced: 01/04/2015

Opt-out Refund Date:

EJ Status at Deferral Date: No

Date for Above:

Worker Status at Pension Notice Date: N/A

Date Job Holder Opt-in can Apply:

Save Exit Print Delete Help

#### Plan Number

Some pension schemes have a plan number associated. Enter it here.

#### Date Joined

Should be the date the employee joined their current Pension Scheme. For existing members of existing schemes for which a Date Joined is not known, the official documentation suggests using the day before the payroll's Staging Date.

#### Contributions Active

This is a Yes/No flag. When set at 'No' contributions are not processed in the payroll run. It can be used to suspend contributions or to pre-allocate a scheme for an employee who will become subject to AE in preference to the default scheme. However, once the AE process is active this flag will be set to 'Yes' for any employee that the system evaluates as expected to make contributions unless a Date Terminated or Date Opt-out received is present.

#### Date Terminated

The date active membership of the scheme was terminated by the employee. Once set,



along with the above flag set at 'No', although the AE status of the employee will continue to be evaluated, the employee will not be automatically enrolled at this time. On each Cyclical Automatic Re-enrolment date (CARED), if Date Terminated and Opt-Out Date occurred more than 12 months before the CARED, the employee will be re-enrolled if they still attain EJ status.

**Employee & Employer Pension Contributions.**

Where a scheme is set to have contributions set as "Declared in Employee's Record" this is where the values of contribution should be set.

**AVC Type (made by employee)**

Where an Additional Voluntary Contribution is to be made then select the type. Options are Amount of Money, Percentage of Total Gross Pay or Percentage of Pensionable Pay.

**Additional Vol. Cont.**

Set the value as an amount or percentage depending on the above setting.

**AC Type (made by employer)**

Where an Additional Contribution is to be made then select the type. Options are Amount of Money, Percentage of Total Gross Pay or Percentage of Pensionable Pay.

**Additional Cont.**

Set the value as an amount or percentage depending on the above setting.

**Worker Subject to Postponement**

This is a Yes/No flag to indicate whether Worker Postponement is to apply to the employee. It is only available while the employee is not allocated to a Pension Scheme and not subject to other postponement flags.

**End Date for Worker Postponement**

This is required when the above is set at 'Yes'. It indicates when the Worker Postponement expires.

**Eligible Jobholder Subject to Postponement**

This is a Yes/No flag to indicate whether EJ Postponement is to be applied to the employee. It is only available while the employee is not allocated to a Pension Scheme, is not subject to other postponement flags and has gained EJ status. In practical terms this means the flag will only be available to be adjusted if the 'Automatic Postpone' flag in the Auto-Enrolment parameters is set to 'Yes'.

**End Date for EJ Postponement**

This is required when the above is set to 'Yes'. It indicates when EJ Postponement expires.

**DB/hybrid transition applies**

This is a Yes/No flag to indicate whether the postponement allowed when DB/hybrid Pension Schemes exist is to be applied. It is only available while the employee is not

allocated to a scheme, is not subject to other postponement flags and it has been indicated that DB/hybrid schemes exist in the Auto-Enrolment Parameters.

#### **Date Opt-out received**

Used to record when the employer received an opt-out notice from the employee. Only available when the employee is allocated to a scheme and Contributions Active is 'No'. See Date Terminated above, regarding CARED.

#### **Refund Required**

A Yes/No flag to indicate whether all pension contributions are to be refunded to the employee (as shown on page 5 of the employee's record). Only available when the above date is present.

Whether a refund is actually allowed depends on when the opt-out was received and the conditions that apply to the actual scheme. Thus, the user must evaluate whether they believe a refund is permitted and set the flag accordingly.

When set at 'Yes' the system will give back ALL pension contributions shown on page 5 in the next payroll run. After the run is complete page 5 will then show 0 contributions to date.

Note that the pay year end process zeroes the contributions on page 5. Thus, if a refund is required across a year end a manual intervention will be required. That is to say, the contributions last year and this year will need to be added together and edited into page 5.

Employers can avoid such complications by postponing employees who would normally require AE in the last month of the pay year.

#### **Date Pension Notice Received**

Workers with EJ or JH status, not already members of a scheme, can request to join/opt-in to a scheme. This provides a field to record when such a request was received.

#### **Date to start – Worker Joined**

Workers other than those with EJ or JH (Non Eligible Jobholder) status have rights to join AE schemes. This field provides for the recording of when contributions are to start.

The remaining fields are informational only and are re-evaluated during each payroll run:

Eligible Jobholder Status – Yes or  
No/blank

Entitled Worker (EW) Status – Yes or  
No/blank

Date EJ 1<sup>st</sup> Attained

Date Entitled Worker 1<sup>st</sup> Attained

Date EJ Regained after Postponement

Auto Enrolment Date

Non Eligible Jobholder (JH) Status – Yes or  
No/blank

Opt-in Enrolment Date

Date Contributions Commenced

Date Jobholder 1<sup>st</sup> Attained

Opt-out Refund Date

Worker Status at Pension Notice Date

EJ status at Deferral Date - Yes or  
No/blank

Date Jobholder Opt-in can apply

Date for above - the date the above was  
last evaluated

### 3.2.5 Costings

Paydata. Non-Current Employees: Manor Farm

Employee: 0020 Androvic, Hector

Department Code:

Cost Centres:

No	Cost Code	%age
1	YY4000	100.00
2		0.00
3		0.00

Charity Contribution: £0.00

Charity Cost Code:

Save Exit Print Delete Help

#### Department Code

This allows for the allocation of employees to departments. An alternative wages summary is available, listing employees paid and sub-totals, by department.

#### Cost Centre Allocation

This may be used when an employee's gross wage is to be allocated on a permanent basis to specific codes, for costing purposes in your accounts. You may specify up to three cost centre analysis codes and the percentages to apply to each.

If an employee works all of the time for one cost centre then you enter that cost centre code and a percentage of 100. Codes may be specified without % to aid analysis in the payroll run. If any % is specified, they must add up to 100. Care must be taken to use the same code list throughout. For example, using CROP for one employee and CROPS for another is seen by the system as two separate cost centres. If an employee's wages cannot be permanently allocated leave the cost centre codes blank. You are then required to enter an analysis each time the employee is paid.

#### Charity Contribution

The amount of money, if any, being contributed on each pay day by the employee to an approved charity. If not applicable, this entry must be zero.

#### Charity Cost Code

A cost centre code can be allocated for charity contributions. If not applicable, leave blank.

### 3.2.6 Cumulative & Previous Employment Details

Paydata. Non-Current Employees: Manor Farm

Employee: 0020 Androvic, Hector

Attendance Days to Date:	1	Gross Pay this Employ:	£6,147.20
Total Hours Worked:	584	Tax this Employment:	£603.80
Sick Days to Date:	0	Week 53 Pay:	£0.00
SSP Weeks to Date:	0	Week 53 Tax:	£0.00
SSP to Date:	£0.00	Employees Pension to Date:	£167.49
SMP to Date:	£0.00	Employers Pension to Date:	£125.62
SPP to Date:	£0.00	Total AVCs to Date:	£83.74
ShPP to Date:	£0.00	Total ACs to Date:	£41.87
SAP to Date:	£0.00	Charity Conts. to Date:	£0.00
SPBP to Date:	£0.00	Student Loan Repayments:	£0.00
		Postgraduate Loan Repayments:	£0.00

[Previous Employment:](#)

Starter Type: Existing Employee

Starter Declaration: A - this is their 1st Job since the Start of the Tax Year

Pay Prev Employ: £0.00

Tax Prev Employ: £0.00

☒ Starter Notified to Inland Revenue

Save Exit Print Delete Help

#### Attendance Days To Date

Within the payroll you may record the total number of days an employee has worked in the particular pay period. This is the total of these for the current pay year.

#### Total Hours Worked

Where an employee has been paid by the hour this is the total of the hours entered.

The following three items are automatically maintained by the input or maintenance of sickness records and will not normally require manual adjustment through the employee records.

#### Sick Days to Date

Total days sick leave to date in the current pay year.

#### SSP Weeks To Date

The above expressed in weeks.

#### SSP To Date

Total Sick Pay to date in the current pay year.

#### SMP To Date

Total Maternity Pay to date in the current pay year.

**SPP To Date**

Total of Statutory Paternity Pay to date in the current year.

**ShPP To Date**

Total of Shared Statutory Paternity Pay to date in the current year.

**SAP To Date**

Total Adoption Pay to data in the current year.

**SPBP To Date**

Total Statutory Parental Bereavement Pay to date in the current year.

**Gross Pay this Employ**

Total Gross Pay to date, for the current pay year, in current employment, including before tax Pension Contributions. For new starters this will be zero.

**Tax this Employ**

Total Income Tax deducted to date, in the current pay year, in the current employment. For new starters this will be zero. Refunds are indicated by negative values.

**Week 53 Pay**

Gross Pay in week 53 of the current pay year. Zero if not applicable.

**Week 53 Tax**

Income Tax deducted in week 53 of the current pay year. Zero if not applicable.

**Employee's Pension to Date**

Total of employee's pension contributions to date, in the current pay year.

**Employer's Pension to Date**

Total employer's pension contributions in the current pay year.

**Total AVC's to Date**

Total Additional Voluntary Contributions to date in the current pay year.

**Total AC's to Date**

Total Additional Contributions to date in the current pay year.

**Charity Conts. To Date**

This is the total charity contributions to date in the current pay year.

**Student Loan Repayments**

Total of Student Loan Repayments in this Pay Year.

**Post Graduate Loan Repayments**

Total of Graduate Loan Repayments in this Pay Year.

## Previous Employment

### Starter Type

This has three options however only 2 and 3 should be used for new starters.

1. Existing Employee. This is used for employees who have continued from the previous year.
2. Starter with a p45. Used for new starters who have come with a p45 issued in the current pay year.
3. Starter without a p45. Used for starters without a p45 from the current pay year.

### Starter Declaration

Three options are available.

A. This is their 1<sup>st</sup> Job since the Start of the Tax Year. They have not worked in the current tax year and have no pension.

B. This currently their only job. They may have worked in the current tax year but this is now their only job.

C. They have another Job or Pension. They currently have another job or are in receipt of a pension.

If Starter Type is set to '**Starter with a p45**' the following detail has to be entered which should all be available from the p45.

### Pay Prev Employ

Gross Taxable Pay in total for the current pay year from previous employ. Zero if not applicable.

### Tax Previous Employ

Total Income Tax deducted related to the above figure. Zero if not applicable.

### Starter Notified to Inland Revenue

This should be left blank. The box will be ticked by when the details have been transmitted to the Inland Revenue by either of the above methods.

### 3.2.7 NI Cumulatives

Paydata, Non-Current Employees: Manor Farm

Employee: 0020 Androvic, Hector

LEL = Lower Earnings Limit  
PT = Primary Threshold  
UEL = Upper Earnings Limit

[Formally Change this Employee's NI Letter:](#)

	NI Letter	Current	Director	Gross Pay for NI	Earnings at LEL	Earnings LEL to PT	Earnings PT to UEL	Earnings Above UEL	Employees Contributions	Employers Contributions
▶	A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	£5,747.20	£1,560.00	£816.00	£3,371.20	£0.00	£404.54	£490.06

NI Category Letters:  
A - All Employees apart from those in groups B, C, J, H, M, Z or X below  
B - Married women and widows entitled to pay reduced NI  
C - Employees over State Pension Age  
J - Employees who can defer NI because they are already paying it in another job  
H - Apprentice under 25  
M - Employees under 21  
Z - Employees under 21 who can defer NI because they are already paying it in another job  
X - Employees who do not have to pay NI, under 16 for example

Save Exit Print Delete Help

Each line shows the year to date values which relate to National Insurance calculated at the NI letter specified (displayed at the left of the row). Usually an employee only has one NI letter during a pay year and therefore only one line will be in the record.

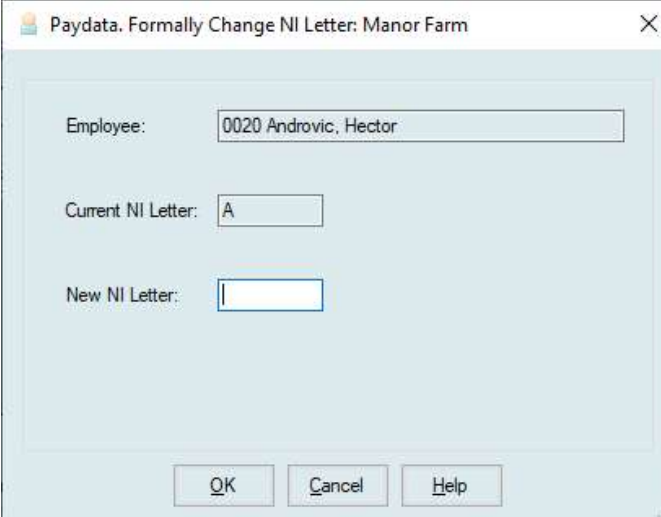
Where an employee changes letter during a pay year two lines will then be available.



### 3.2.7a Formally Change the Employee's NI Letter

---

This is the option used to change from one NI Letter to another. For example, when an employee reaches state pension age.



The screenshot shows a Windows-style dialog box titled "Paydata. Formally Change NI Letter: Manor Farm". It contains three text input fields: "Employee:" with the value "0020 Androvic, Hector", "Current NI Letter:" with the value "A", and "New NI Letter:" which is currently empty. At the bottom of the dialog are three buttons: "OK", "Cancel", and "Help".

Enter the new NI Letter and click OK.

A new line will be added to the record. Subsequent payments will be accumulated on this new line.

### 3.2.8 Additions/Deductions

Paydata. Non-Current Employees: Manor Farm

Employee: 0020 Androvic, Hector

Before Tax Addition | After Tax Addition | Before Tax Deduction | After Tax Deduction

After Tax Deduction Item	Value	Cost Code	Start Date	End Date
Board & Lodging	£120.00	Farm		

Save Exit Print Delete Help

This section is used to set up additional payments or deductions outwith normal pay and overtime which will be applied at every pay run. These are divided into:

- Before Tax Addition – Such as bonuses. This will be added to the gross pay before any tax is calculated – tax is therefore deducted on this value.
- After Tax Addition – Such as reimbursement of expenses. This will be added to the net pay after tax is calculated – no tax is therefore deducted from this value.
- Before Tax Deduction – Such as Board & Lodgings where it is an agreed part of the wage. This will be deducted from the gross pay before any tax is calculated
- After Tax Deduction – Such as payment for goods supplied by the company to the employee. This will be deducted from the net pay after tax is calculated.

These will be applied in each pay period the employee is paid. For each code you select, you must enter an amount to be added, or deducted, each time the employee is paid. The amount can be 0.

Start and End Dates may be set if required.

## Adding a Permanent Addition/Deduction

Select the type of addition/deduction you wish to add. Click into the first available blank line and a list of available items will be displayed.

Before Tax Addition Item	Value	Cost Code *	Start Date	End Date
Bonus	£0.00			
(None)				
Bonus				
Car Mileage				
Other Pay				

Enter the Value and the Cost Code. Start and End dates may be set if required. Leaving dates blank will apply the values immediately .

The value in an entry may be changed during a payroll run, this will not affect the retained value in the table.

New entries can be added to the list by clicking the Cog Button.

Code	Before Tax Addition Description	Subject to NI	Pension-able	Cost Code *	Qualifying Gross Pay
1	Bonus	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
2	Other Pay	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
3	Car Mileage	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
*		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>

\* Leave Cost Code Blank to use Gross Pay Wages Analysis

### 3.2.9. Holidays

Paydata. Non-Current Employees: Manor Farm

Details Payment Pension Costings Cumulatives/Previous Employ NI Cumulatives Additions/Deductions **Holidays** Sicknes

Employee: 0020 Androvic, Hector

Holiday Entitlement: 29

Holidays to Date: 1

Holidays Remaining: 28

	Start Date	End Date	Number of Days	Paid in Lieu
▶	06/05/2020	06/05/2020	1	<input type="checkbox"/>
*				<input type="checkbox"/>

Save Exit Print Delete Help

This section is normally updated by the Holiday Dates entered within the payroll run.

New entries can be added here if required by clicking the + button on the top ribbon.

Existing entries can be edited by clicking into the line and over-typing.

An entry can be deleted by selecting the red X on the top ribbon.

3.2.10 Sickness Records

Where Sick Notes are not Activated

This section maintains the sickness records of the employee.

Paydata. Current Employees: Manor Farm

Payment Pension Costings Cumulatives/Previous Employ NI Cumulatives Additions/Deductions Holidays Sickness Avera

Employee: 0021 Campbell, Janet

Sick Pay Calculations

1 of 1

PIW = Period of Incapacity for Work  
SSP = Statutory Sick Pay

	Start Date	End Date	No of Days	PIW Days	Qualifyin Days	Waiting Days	SSP Days this Period	SSP this Period	Average Earnings
▶	08/05/2019	21/05/2019	14.00	14.00	10.00	3.00	7.00	£131.95	£391.56
*									

< >

Save Exit Print Delete Help

This section is normally updated by the Statutory Sick Pay routine within the payroll run.

New entries can be added here if required by clicking the + button on the top ribbon.

Existing entries can be edited by clicking into the line and over-typing.

An entry can be deleted by selecting the red X on the top ribbon.

## Where Sick Notes are Active

Sick note details when received should be entered in the employee's record.

The screenshot shows the 'Paydata. Current Employees: Manor Farm' window. The 'Sick Notes' tab is active, displaying a table with columns: Start Date, End Date, Reason, and Comment. The first row shows a sick note from 08/05/2020 to 21/05/2020 with the reason 'Doctors Line'. A dropdown menu is open for the 'Reason' column, showing options: (none), Doctors Line, and Self Certify. The 'Doctors Line' option is selected. The 'Qualifying Days' section shows checkboxes for days of the week: Mon, Tue, Wed, Thur, Fri, Sat, Sun. The 'Mon' through 'Fri' checkboxes are checked. The 'Save', 'Exit', 'Print', 'Delete', and 'Help' buttons are at the bottom.

Start Date	End Date	Reason	Comment
08/05/2020	21/05/2020	Doctors Line	
*		(none)	
		Doctors Line	
		Self Certify	

Qualifying Days – The days of the week this employee normally works should be selected.

Enter the Start Date and End Date from the Sick Note.

Reason is either Doctors Line or Self-Certify.

Comment is free text.

In the Payroll Run the system will automatically calculate the sick pay due on any days being paid within the sick note date range. The resulting calculation is saved in the Sick Pay Calculation tab.

### 3.2.11 Average Earnings

This section maintains the Average Earnings for an employee over the last 8 periods for Statutory Sick Pay purposes.

Paydata. Current Employees: Manor Farm

Costings Cumulatives/Previous Employ NI Cumulatives Additions/Deductions Holidays Sickness **Average Earnings**

Employee: 0021 Campbell, Janet

Pay Period	Amount
Latest	£2,500.00
Latest (-1)	£1,900.00
Latest (-2)	£2,050.00
Latest (-3)	£1,700.00
Latest (-4)	£1,693.50
Latest (-5)	£1,600.00
Latest (-6)	£1,600.00
Latest (-7)	£1,600.00

Average Earnings over Latest 2 Payments £2,200.00

Equivalent Weekly Average Earnings £507.69

Save Exit Print Delete Help

This section is update by the payroll run but amendments can be made by simply clicking into the appropriate box and changing.

### 3.3 Change of NI Letters

Always **take a backup** before changing letters, changes are irreversible once completed.

If, during the course of a pay year, an employee's NI contribution letter changes, for example an employee reaching retiring age or the age of 21, this has to be done in the NI Cumulatives section of the employee record.

Use the "Formally Change the Employee's NI Letter" option. This will add a new line in the record where any future pay run figures will be added.

For directors changing NI letters please discuss the matter with FARMdata.

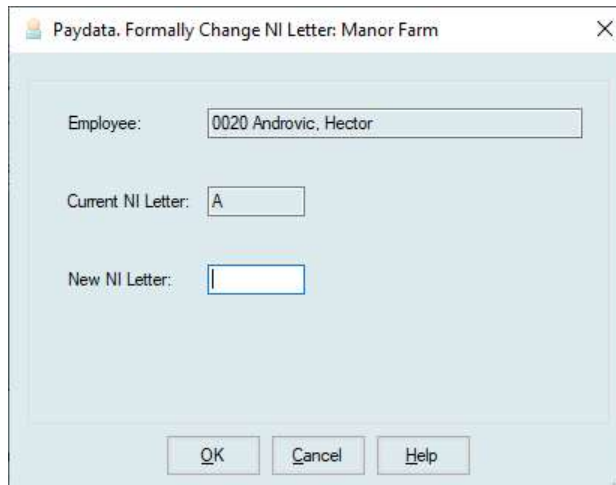
### 3.4 Reinstating Employees who have left

---

There are two types of reinstatement, where an employee has left and later returns or where an employee has been mistakenly entered as a Leaver.

Where an employee has left during the current pay year and is returning HMRC require that they are entered as an entirely new employee with a new employee number. Do not reuse the old employee record by amending it.

There is an option in a Leavers Record to **“Reinstate this leaver as a new starter”**



Paydata. Formally Change NI Letter: Manor Farm

Employee: 0020 Androvic, Hector

Current NI Letter: A

New NI Letter:

OK Cancel Help

You may enter a new number or accept the suggested number.

If an employee has been recorded as a leaver by mistake and not reported as such in an RTI return you may blank out the Leaver date in the employee's record and save, this will reinstate the leaver as before.

All normal starter information must be entered for a reinstated leaver before first pay run.



## Chapter 4 Payroll Run

### 4.1 Preliminary

Upon selecting the Payroll Run, the last completed pay period number is displayed and you are presented with the new pay period and date to be worked on. If this is correct click OK to continue.

If you wish to change this you may enter a revised period number. All related dates below will move to those which should be correct for the period selected. This is the date that will appear on pay-slips and on printouts from the run. It is also the date the RTI submission must be done.

This may be used to enter more payments at the previous number where someone was missed or someone is to be paid more. Doing this will simply add to the figures already processed for that date. Only those employees selected for payment in this second run will be included in the calculation and have payslips printed.

Where an Auto Enrolment Pension Scheme is in operation the pay reference period dates will also be displayed.

Messages to be printed on the bottom of the payslips may be added in the two available lines.

Paydata, Payroll Run: Manor Farm

Tables were last changed officially:

Income Tax: 06/04/2020      National Insurance: 06/04/2020

Last Payroll Run:

Previous Tax Month: 3 (June)

Payment Date: 30/06/2020

Current Payroll Run:

This Tax Month will be: 4 (July)

Payment Date: 31/07/2020

Pay Reference Period: 01/07/2020 to: 31/07/2020

Import Wages Details: ☐ Yes:

Message for Payslips 1:

Message for Payslips 2:

OK Cancel Help

Import Wages Details is only available on Payroll Versions with it enabled. You will be warned of any employee on the wrong NI code at this point. This is usually due to the attainment of an age threshold such as reaching State Pension Age. You cannot pay any such employees until the problem is rectified.

## 4.2 Entering Wages Details

Paydata. Wages Details: Manor Farm

**Employees**

No	Name	Paid
0002	Fraser, Wilma	No
0004	Turner, Alexander	No
0005	Kendall, Steven	No
0010	Hendry, Ian	No
0021	Campbell, Janet	No

**Current Employee**

0002 : Fraser, Wilma

Tax Code: 1250L Last Month: 3 This Month: 4 Months: 1

**Hours**

No	Hours	Rate	Pay
1	0	8.9000	£0.00
2	0	0.0000	£0.00
3	0	0.0000	£0.00

**Additions / Deductions**

Before Tax Additions After Tax Additions Before Tax Deductions After Tax Deductions

0 of 0

Before Tax Addition Item	Value	Cost Code *	Subject to NI	Pension-able
*			<input type="checkbox"/>	<input type="checkbox"/>

\* Leave Cost Code Blank to use Gross Pay Wages Analysis

**Employee Record**

**Summary**

Basic Pay: £1,180.00

Sick Pay: £0.00

Maternity Pay: £0.00

Paternity Pay: £0.00

Shared Parental Pay: £0.00

Adoption Pay: £0.00

Parental Bereavment Pay: £0.00

Hourly Pay: £0.00

Before Tax Additions: £0.00

Before Tax Deductions: £0.00

Gross Pay: £0.00

National Insurance: £0.00

Employees Pension: £0.00

Employers Pension: £0.00

Charity: £0.00

Income Tax: £0.00

Student Loan: £0.00

Postgraduate Loan: £0.00

After Tax Additions: £0.00

After Tax Deductions: £0.00

Net Pay: £0.00

Attendance Days: 0

Holidays: 0

Leaving:

Cost Centres

Save Delete Reports Suspend Complete Help Calculate

The **Employees** box in the top left corner shows your list of current employees. Each is set as **No** under the paid column. Once you have entered their detail and saved this changes to **Yes**.

Having selected an employee in the top left box their tax code and last pay period are displayed. If the Employee was previously selected and the page saved then the previous values are presented.

The Basic Pay as set in the employee's record is entered automatically; this can only be changed by amending the **Employee's Record**. The only entries which have to be made are the overtime hours; exceptions, additions & deduction and attendance days if required.

Items which are highlighted and underlined in **blue** are 'live'. Clicking on these will activate that feature and lead to further input. Each is described later in this chapter.

## To Pay an Individual

Highlight the name in the Employees box.

This will bring their detail into the main screen. Any entries in their Employee Record will be automatically entered. These may include:

Basic Pay

Sick Pay (When a Sick Note has been entered in the employee's record).

Hourly Rates

Permanent additions and deductions

Pension Contributions

**You should then enter on the screen any of the following which are required:**

**Any Exceptions (highlighted blue) such as**

[This Week/Month, Sick Pay, Holidays, Leaving, Cost Centres](#) Can be clicked in and detail entered. (see below for individual detail)

Entries for Maternity Pay, Paternity Pay, Shared Paternity Pay and Adoption Pay can be entered directly into the box in the right-hand column

## Any Hours to be Paid

Hourly pay is calculated by the entry of numbers of hours and hourly rates. If an employee has pre-set rates in their record these are displayed. A rate is only required at this stage if there is not one already set in the employee's record. Up to ten sets of hourly pay may be entered if they have been set, zero must be used if any are not applicable.

## Any one-off Additions & Deductions

The Payroll system allows you to maintain a list of Before Tax Addition or Deduction and After Tax Addition or Deduction codes. These are used to make amendments to the pay outwith normal basic and hourly pay.

The system will display, and apply, any permanent additions or deductions which are set in the employee's record. You may, however, amend these pre-set adjustments by clicking into it and changing it. Such amendments do not change the stored values.

One-off additions and deductions may be added.

Select the type of addition/deduction required and click into the first available description. If you know the description, type it in. If you are unsure type the first letter and enter, a list will be displayed.

### **Attendance Days**

Attendance days may be recorded, i.e. the number of days worked in the pay period. These will be added into the employee's record.

As you make entries the Summary down the right will calculate figures accordingly, i.e. Income Tax and National Insurance. If Student Loan Repayments apply it will be calculated and applied and the Net Pay displayed.

**Once all entries for this employee are made click Save.**

**Then select your next employee in the list and continue.**

At any point you can check what has been entered by clicking on **Reports** at the bottom.

If you need to stop entries and leave the program click **Suspend** at the bottom. This allows you to leave the payroll system but saves all your entered detail. You may then come back at a later time to continue.

Once all the employees to be paid have been recorded click the **Complete** button at the bottom.

This will record the entries you have made.

You will now go to the Wages Reports screen where the required reports can be printed.

You must print and retain the **Statutory Recording of NI Contribution**.

Other reports can be printed and filed if required.

## 4.3 Entry of Exceptions

This is a menu of the exceptional cases which you may need to inform the system of **BEFORE** you enter their main wages detail in Option 8. They are:

1. Employees with **Statutory Sick Pay** (No Sick Note Entered)
2. Employees being paid other than at *period n* Click on **This Week/Month**
3. Employees **Leaving**
4. Employees **Holiday** Dates
5. **Cost Centre** Allocation

To make an entry click on the required exception.

The following sections describe each option. When all exceptions are entered, you will proceed to enter Employees' Wages Details, i.e. hours worked etc.

### 4.3.1 Employees with Statutory Sick Pay

You will be warned if you have already recorded SSP in the run for a selected employee. Unlike SMP, multiple selections are cumulative, i.e. previous entries are added to, not overwritten.

	Start Date	End Date	This Period	No of Days	PIW Days	Qualifying Days	Waiting Days	SSP Days	Qualifying Days per Week	SSP this Period	Average Earnings
▶	06/07/2020	20/07/2020	<input checked="" type="checkbox"/>	14	14	10	3	7	5	£134.19	£385.45
*			<input type="checkbox"/>								

If you select to record any sickness against an employee:

All previous sickness records will be displayed.

Start and End dates of the period of sickness

The number of days of sickness – these are not checked against the above.

Only periods of four or more days are eligible for Statutory Sick Pay (SSP) purposes. For

periods of less than four days, or where SSP liability has ceased, the following should be entered as zero, except the last, and the SSP calculation ignored.

Number of PIW (Period of Incapacity for Work) days. The number of days within this period when the employee was incapable of working.

Number of Qualifying days. The number of days the employee should have worked but didn't within this range.

Number of Waiting days. Three days at the start of each period of sickness are discounted and described as waiting days.

Number of SSP days. This is the number of Qualifying days less the number of Waiting days. The number of days SSP that will be paid.

Number of Qualifying days per week - for this employee. The number of days this employee would normally work in a week.

From the above, SSP will be calculated by finding the appropriate SSP weekly rate from the employee's average earnings, this is then multiplied by the number of SSP days divided by the Qualifying days per week.

This amount of SSP will then be automatically added to the employee's basic pay in the payroll run. If you still pay basic wages during sickness, then to adjust back to the normal weekly pay use a 'Before Tax Deduction' which should be often called "Adjust SSP" (set as code 1), to subtract the amount of SSP paid from the Gross Pay. This ensures the employee receives his usual pay, but the SSP part of it has been recorded by the system in order that it may be reclaimed. For example, usual basic pay of , 254, SSP of , 44.22

Basic Pay	, 254.00
+SSP	, 44.22
-Before Tax Deduction	, 44.22
	-----
Gross Pay	, 254.00

Where PIWs are linked, the average earning rate to be applied is the average of the eight weeks prior to the commencement of the first linked PIW. Similarly, on second and subsequent pay-days of a continuous PIW the average earnings rate to be applied is the average of the eight weeks prior to the commencement of the PIW. In each of these cases the SSP as calculated by the system may require amendment.

The system displays its calculation and you may make amendments as required or abandon the entry for the employee by clicking cancel. Click save to accept the entry.

Employers liability for SSP stops after twenty-eight weeks. If the SSP weeks to date displayed

are over this period then the SSP days should be reduced until twenty-eight weeks is reached.

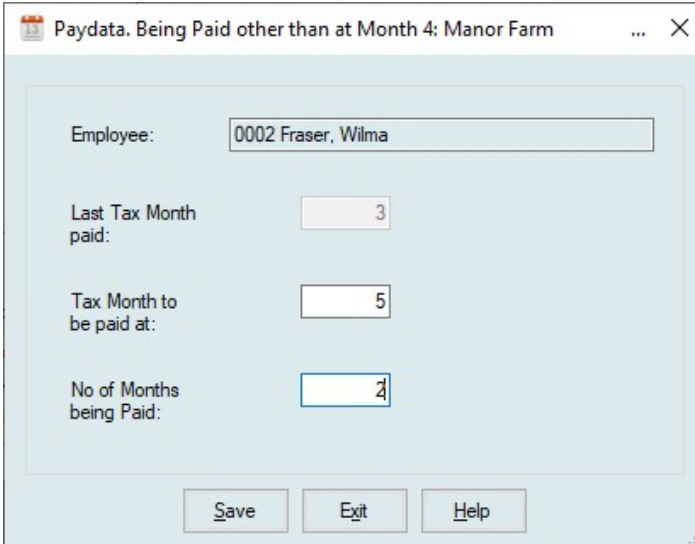
If your system has been running less than eight weeks, then the average earnings for employees will be incorrect and you will have to override the systems value.

#### 4.3.2 Employees being paid other than at this period

---

This section is recording employees being paid at other than the normal period. You would, for example, use this routine if you were paying any employees holiday pay in advance.

For each employee you nominate, you must enter the revised tax period and the number of weeks/months to be paid. These values are stored for use later in the tax and pay calculations.



Paydata. Being Paid other than at Month 4: Manor Farm

Employee: 0002 Fraser, Wilma

Last Tax Month paid: 3

Tax Month to be paid at: 5

No of Months being Paid: 2

Save Exit Help

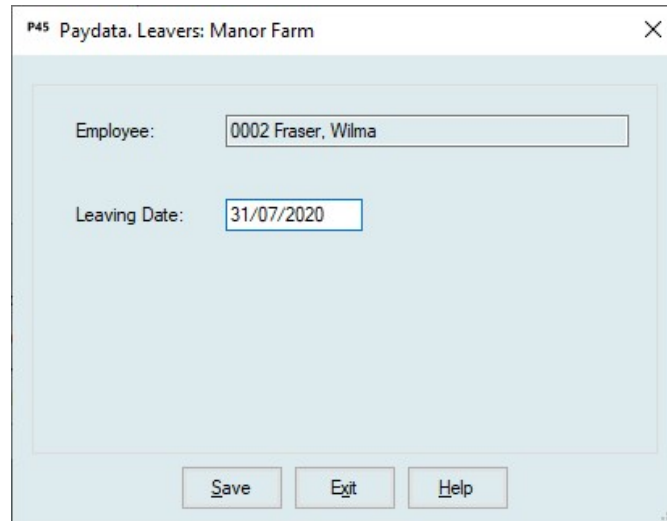
For example, at period 5, a weekly paid employee with a basic rate of , 200 per week and , 10 pension is taking two weeks holidays and is to be paid in advance. You would enter a tax period two more than the current one, i.e. 7, and you would be paying three weeks wages. Thus, the employee will receive , 600 basic, have , 30 pension deducted and be taxed at period 7.

You will be reminded during pay runs at week 6 & 7 that this employee has already been paid at these weeks.

### 4.3.3 Employees Leaving

---

This section is for recording employees who are leaving at the end of, or during, the period being processed. For each employee you enter, you must record their leaving date.



The screenshot shows a dialog box titled "P45 Paydata. Leavers: Manor Farm" with a close button (X) in the top right corner. Inside the dialog, there are two input fields: "Employee:" with the text "0002 Fraser, Wilma" and "Leaving Date:" with the date "31/07/2020". At the bottom of the dialog, there are three buttons: "Save", "Exit", and "Help".

On the payroll analysis, at the end of the run, a list of the leavers is printed. P45's can then be printed from Reports and P45 Reports.

A record will be created in the file of employees who have left.

All records for leavers are kept on file until the beginning of the year end. Their records will be deleted by the year end routine and their numbers may be re-used.

If any employee is recorded in error and the RTI return recording them as leaving has not been made, you may Reinststate the employee in their employee record in order to be able to pay them again.



#### 4.3.4 Employees Holiday Dates

The recording of holidays taken is entirely optional. This section allows you to record the dates and duration of holidays taken by employees. These need bear no relation to the pay period in progress or the payment date. For each employee selected you must enter:

The screenshot shows a software window titled "Paydata. Holidays: Manor Farm". At the top, there are navigation icons and a status bar indicating "5 of 5" records. The main area contains fields for "Employee:" (0002 Fraser, Wilma), "Holiday Entitlement:" (29.00), "Holidays this Period:" (2), "Holidays to Date:" (17.00), and "Holidays Remaining:" (10.00). Below these fields is a table with columns: Start Date, End Date, Number of Days, and Paid in Lieu. The table lists several holiday periods, with the last one (30/07/2020 to 31/07/2020) highlighted in blue. At the bottom of the window are buttons for "Save", "Exit", and "Help".

	Start Date	End Date	Number of Days	Paid in Lieu
	01/01/2020	01/01/2020	1	<input type="checkbox"/>
	09/02/2020	18/02/2020	5	<input type="checkbox"/>
	06/05/2020	06/05/2020	1	<input type="checkbox"/>
	07/06/2020	30/06/2020	10	<input type="checkbox"/>
▶	30/07/2020	31/07/2020	2	<input checked="" type="checkbox"/>
*				<input type="checkbox"/>

The Start and End dates of the holiday.

The number of working days being taken, the system will accept part days, eg.0.5 for a half day.

This data is stored in the holiday files and the number of days taken added into the employees' records.

### 4.3.5 Additions & Deductions

---

The Payroll system allows you to maintain a list of Before Tax Addition or Deduction and After Tax Addition or Deduction codes. These are used to make amendments to the pay outwith normal basic and hourly pay.

The system will display, and apply, any permanent additions or deductions which are set in the employee's record. You may, however, amend the preset adjustments by selecting the value and changing it. Such amendments do not change the stored values.

To add an addition or deduction click into the description field and the dropdown list of available code is displayed. Select the code from the list and click OK.

A new code may be added by clicking the cog button.

Enter the Value and Cost Code if required. If no cost code is entered the value will be allocated to the gross pay code for this employee.

Before Tax Addition Item	Value	Cost Code	Start Date	End Date
Bonus	£0.00			
(None)				
Bonus				
Car Mileage				
Other Pay				

Click Save and the values will be added.

### 4.3.6 Cost Centre Allocation

---

Cost Centres can be allocated on a permanent basis in an employee's record. However where an employee has no cost centre entered the allocation must be done during the payroll run.

Employees with permanent allocation may be varied by using this option. It will not change the permanent allocation.

Paydata. Wages Analysis: Manor Farm

Employee: 0002 Fraser, Wilma

	Cost Code	Hours	Percentage
	YY4000	78.00	66.10
▶	YY4001	40.00	33.90
*			

Total Hours: 118.00

OK Cancel Help

If an employee works all of the time for one cost centre then you enter all the hours to that cost centre code and a percentage of 100 will be allocated.

In the above entry hours have been entered between two cost centres so the percentages have been worked out as shown.

Care must be taken to use the same code list throughout. For example, using Farm for one employee and FARM for another is seen by the system as two separate cost centres.

Where the Payroll is linked to a Nominal Ledger in an accounting system only valid nominal codes will be accepted.

### 4.3.7 Attendance Days

Attendance days may be recorded, i.e. the number of days worked in the pay period. These will be added into the employee's record.

**Once all entries are made click Save**

The statutory deductions are calculated, i.e., Income Tax and National Insurance. If Student Loan Repayments apply or a Tax Credit is in operation, these are calculated and applied and the Net Pay displayed.

Auto Enrollment Pension Scheme eligibility and contributions are calculated.

Paydata. Wages Details: Manor Farm

Employees

No	Name	Paid
0002	Fraser, Wilma	No
0004	Turner, Alexander	No
0005	Kendall, Steven	No
0010	Hendry, Ian	No
0021	Campbell, Janet	No

Current Employee

0005 : Kendall, Steven Howard

Tax Code: 1250L Last Month: 3 This Month: 4 Months: 1

Hours

No	Hours	Rate	Pay
1	16	10.5000	£168.00
2	0	0.0000	£0.00
3	0	0.0000	£0.00

Additions / Deductions

Before Tax Additions After Tax Additions Before Tax Deductions After Tax Deductions

Attendance Days: 0 Holidays: 0 Leaving: Cost Centres

\* Leave Cost Code Blank to use Gross Pay Wages Analysis

Employee Record Summary

Basic Pay: £1,905.00

Sick Pay: £0.00

Maternity Pay: £0.00

Paternity Pay: £0.00

Shared Parental Pay: £0.00

Adoption Pay: £0.00

Parental Bereavement Pay: £0.00

Hourly Pay: £168.00

Before Tax Additions: £0.00

Before Tax Deductions: £0.00

Gross Pay: £2,073.00

National Insurance: £153.72

Employees Pension: £75.25

Employers Pension: £75.25

Charity: £0.00

Income Tax: £206.00

Student Loan: £0.00

Postgraduate Loan: £0.00

After Tax Additions: £0.00

After Tax Deductions: £0.00

Net Pay: £1,638.03

Calculate

Save Delete Reports Suspend Complete Help

You can then move to the next employee.

You may "pay" an employee as often as you wish in a run, the most recent entry is the only one in effect.

After you have finished entering details for each employee to be paid you have to options.

1. **Complete** will proceed with the process to the next stage of updating the records.
2. **Suspend** allows you to leave the payroll system but saves all your entered detail. You may then come back at a later time to continue.

## 4.4 Wages Summary

At any time you may click on Reports and see a Summary of the entries made so far.

**This should be examined as a check that all is well before completing the run.**

Basic Pay	Hours Worked	Hourly Pay	SSP	SMP etc	BTA	BTD	Gross Pay	Pension EE's	ER's	Tax	NI EE's	NI ER's	ATA	ATD PGLRs	Net Pay	Days Sick	Tot Days	Att Days
1	2	3																
0002 Fraser, Wilma				1250L														
1180.00	0.00	0.00	0.00	0.00	0.00	0.00	1180.00	0.00	0.00	27.60	0.00	61.82	0.00	0.00	1152.40	0	0	0
0004 Turner, Alexander				1250L														
540.00	54.00	0.00	0.00	0.00	0.00	0.00	1020.60	0.00	0.00	0.00	0.00	39.83	0.00	0.00	1020.60	0	0	0
0005 Kendall, Steven				1250L														
1905.00	16.00	0.00	0.00	0.00	0.00	0.00	2073.00	75.25	75.25	206.00	153.72	185.06	0.00	0.00	1638.03	0	0	0
0010 Hendry, Ian (Director)				549L														
4500.00	0.00	0.00	0.00	0.00	0.00	0.00	4500.00	145.88	109.41	991.40	540.00	621.00	0.00	0.00	2822.72	0	0	0
0021 Campbell, Janet				1250L														
1900.00	0.00	0.00	0.00	0.00	0.00	0.00	1900.00	0.00	0.00	171.60	132.96	0.00	0.00	0.00	1569.44	0	0	0
Overall Totals: 5 Employees.																		
10025.00	70.00	0.00	0.00	0.00	0.00	0.00	10673.60	221.13	194.66	1396.60	826.68	907.71	0.00	0.00	8203.19	0	0	0

### Summary Wages Print by Department

As above, but employees are listed by department and sub-totals are given.

### Detailed Wages Print

Virtually a re-production of all the pay-slip details

### Auto Enrollment Action List

A listing of any Auto Enrollment events happening in this payroll run. For example, an employee becoming eligible to be enrolled.

### Statutory Recording

A Listing showing all the information required to be recorded for statutory purposes.

If your entries are correct, you should elect to 'Complete' the Wages Run. Otherwise you may Re-enter Employees wages details or, if insufficient information is available to complete the wages run, temporarily 'Suspend' the run and come back to it later.

## 4.5 Payroll Reports

---

You should produce at least a Statutory Recording Report before you can exit.

The screenshot shows a software window titled "Paydata. Wages Reports: Manor Farm". It contains two main sections: "Reports" and "Limits".

**Reports Section:**

- ☒ Summary Wages
- ☐ Detailed Wages
- ☐ Auto Enrolment Action List
- ☐ AutoPay List
- ☐ Statutory Recording of NI Contributions
- ☐ Wages Analysis
- ☐ Wages Analysis by Employee
- ☐ Wages Analysis by Cost Code
- ☐ Re-Generate Analysis
- ☐ Payslips
- ☒ Omit Employees with Email Addresses
- ☒ Launch Payslip Email Dispatcher

**Limits Section:**

- Payroll Run: 3. 30/06/2020 - Month 3 (dropdown menu)
- ☐ Department: Start: [dropdown] End: [dropdown]
- ☐ List Employees Alphabetically

At the bottom are four buttons: Display, Print, Exit, and Help.

### 4.5.1 Summary Wages

---

See above 4.4

### 4.5.2 Detailed Wages

---

A more detailed list than the summary showing all headings.

### 4.5.3 Auto Enrolment Action List

---

A listing of any employees qualifying in various categories of the scheme in the current period.

### 4.5.4 Autopay List

---

The Autopay List is printed showing each employee to be paid, by Bank Transfer, along with their bank details, autopay reference number and the amount to be paid.

### 4.5.5 Statutory Recording of NI Contributions

---

This printout meets the requirement for a record of the earnings on which standard rate contributions are payable, and an equivalent value for contracted out employees. You must retain this, with your copy pay-slips, for possible inspection by the DSS.

#### 4.5.6 The Wages Analysis Printout

---

This is a printout of employees to be paid, leavers and cost analysis. The following describes each section.

##### 4.5.6.1 Cash Analysis

---

This is a list of all employees who require payment in cash. A "coinage" analysis for each is given and the total cash required is also printed. The highest cash note is as defined in the payroll parameters

##### 4.5.6.2 Cheque Analysis

---

This is a list of all employees requiring payment by cheque, along with the amounts.

##### 4.5.6.3 Bank Transfer Analysis

---

This is a list of all employees requiring payment by Bank Transfer. The bank sort code, name, branch and account of each employee is given along with the amount.

##### 4.5.6.4 Leaver Analysis

---

Each employee entered as having left in the run is listed along with the details required for the completion of their P45.

##### 4.5.6.5 Wages Cost Analysis

---

This is in three sections:

Control Codes  
Gross Costs  
After Tax Adjustment

This is a summary of all entries to the cost codes in each section. This part of the report may be used as an input document for the wages analysis to your accounting system.

#### **Control Codes**

This the breakdown of where the cost of employment is allocated to in the business. These costs are analysed as per the cost centres in the employee's records or as entered in Section 4.3.6.

#### **Gross Costs**

This is the analysis of Gross Pay plus Employer's NI and pension contributions but excluding

SSP and SMP.

The above analyses are debited to the appropriate cost codes. Income Tax, NI and Pension costs are credited to their appropriate codes. SSP and SMP are debited to their codes and the balance credited to the Net Wages Control code, i.e. Bank Account.

### **After Tax Adjustments**

After Tax Additions and Deductions are debited or credited, as appropriate, to the cost centres specified in the table of allowance/deduction codes, which is accessed through the payroll utilities. If there is no cost centre in the table for an allowance, or a deduction, then you will be asked for one every time the system comes across that particular allowance or deduction code. Again, see Section 4.5.

The total of the above is credited or debited to the Net Wages Control Code, i.e. Bank Account.

#### **4.5.6.6 Pension Scheme Contributions**

---

For each Pension Scheme in effect, this shows each employee's contribution, plus any additional voluntary contributions, and the employer's contribution. Totals for each Scheme and an overall Grand Total are produced.

#### **4.5.7 Wages Analysis by Employee**

---

This breaks down the Wages/Cost analysis by employee

#### **4.5.8 Wages Analysis by Cost Code**

---

This breaks down the Wages Cost Analysis by Cost Centre.

#### **4.5.9 Payslips**

---

Payslips are printed.

The option to exclude employees with email addresses can be selected. The assumption then is that the payslip will be emailed to the employee.

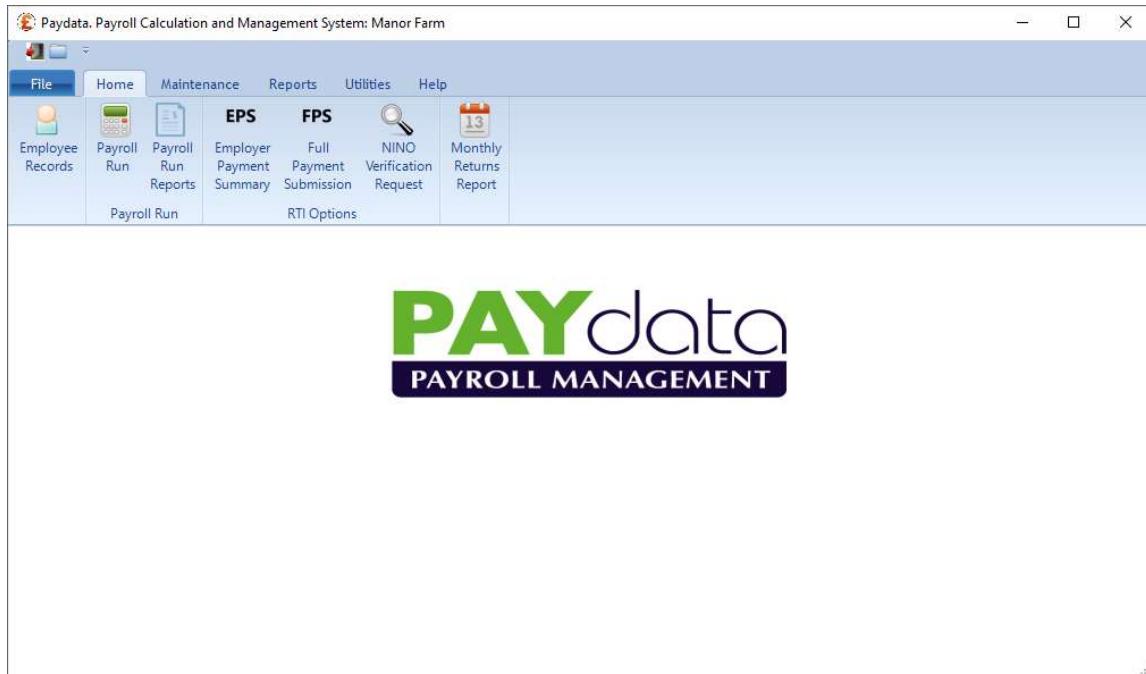
Selecting Launch Payslip Email Dispatcher can be selected and those employees nominated for email payslips can be selected and the payslip sent.



## Chapter 5 RTI Options

---

The section controls the transfer of data to HMRC. It communicates direct with their systems.



Before Submissions can be made there are two sections which have to be checked and completed.

a. In the Maintenance Routines -> Payroll Parameters:

Check that all sections have the required items entered and have Details Verified ticked in the bottom right corner of each section.

b. In the Employee Record Section.

Each employee record should be examined to ensure their record is as complete as possible. Employees must have at least two lines of address entered. For starters, b, the Cum/Prev Employ section should be checked. Starters should not have a tick in the "Starter Notified to Inland Revenue" box. The system does this on first submission.

## 5.1 EPS - Employer Payment Summary

This section is used to report values withheld from payment in a particular pay month. For example, SMP deductions. A tax month can only be accessed and reported after the end of that tax month, i.e. figures for 6th April to 5th May cannot be sent before 6th May.

Click on View/Amend Recoverable Amounts.

Paydata, RTI Submissions: Manor Farm

Submission

Type: Employer Payment Summary

URL: https://transaction-engine.tax.service.gov.uk/submission

Details

Tax Month: 1. 06/04/2020 - 05/05/2020 (To be Submitted)

[View/Amend Reportable Amounts](#)

☐ No Employees were Paid during this Tax Month

☒ Claim Employment Allowance

Employer State Aid Sector Declaration: ☐ State Aid rules do not apply

☒ Agriculture ☐ Road Transport

☐ Fisheries and Aquaculture ☐ Industrial

☐ Report Apprenticeship Levy

Annual Apprenticeship Levy Allowance: £15,000.00

☐ Final Submission for the Tax Year

☐ Ceased as an Employer

Date Ceased: 13/04/2020

Next Previous Cancel Exit Help

Enter any recoverable values min the appropriate box.

Paydata, Reportable Amounts Tax Year: 2020-2021, Manor Farm

1 of 13

Tax Month	Period	SMP Recovered	SPP Recovered	ShPP Recovered	SAP Recovered	SPBP Recovered	Details Verified	Submission Complete
1	06/04/2020 - 05/05/2020	£0.00	£0.00	£0.00	£0.00	£0.00	<input type="checkbox"/>	<input type="checkbox"/>
2	06/05/2020 - 05/06/2020	£0.00	£0.00	£0.00	£0.00	£0.00	<input type="checkbox"/>	<input type="checkbox"/>
3	06/06/2020 - 05/07/2020	£0.00	£0.00	£0.00	£0.00	£0.00	<input type="checkbox"/>	<input type="checkbox"/>
4	06/07/2020 - 05/08/2020	£0.00	£0.00	£0.00	£0.00	£0.00	<input type="checkbox"/>	<input type="checkbox"/>
5	06/08/2020 - 05/09/2020	£0.00	£0.00	£0.00	£0.00	£0.00	<input type="checkbox"/>	<input type="checkbox"/>
6	06/09/2020 - 05/10/2020	£0.00	£0.00	£0.00	£0.00	£0.00	<input type="checkbox"/>	<input type="checkbox"/>
7	06/10/2020 - 05/11/2020	£0.00	£0.00	£0.00	£0.00	£0.00	<input type="checkbox"/>	<input type="checkbox"/>
8	06/11/2020 - 05/12/2020	£0.00	£0.00	£0.00	£0.00	£0.00	<input type="checkbox"/>	<input type="checkbox"/>
9	06/12/2020 - 05/01/2021	£0.00	£0.00	£0.00	£0.00	£0.00	<input type="checkbox"/>	<input type="checkbox"/>
10	06/01/2021 - 05/02/2021	£0.00	£0.00	£0.00	£0.00	£0.00	<input type="checkbox"/>	<input type="checkbox"/>
11	06/02/2021 - 05/03/2021	£0.00	£0.00	£0.00	£0.00	£0.00	<input type="checkbox"/>	<input type="checkbox"/>
12	06/03/2021 - 05/04/2021	£0.00	£0.00	£0.00	£0.00	£0.00	<input type="checkbox"/>	<input type="checkbox"/>
13	Totals	£0.00	£0.00	£0.00	£0.00	£0.00	<input type="checkbox"/>	<input type="checkbox"/>

Save Exit Help

Some columns may be omitted.

CIS deductions will not be displayed if "Report CIS Deduction in EPS" is not ticked in the Payroll Parameters – Employer Details.

Apprenticeship Levy entries will not be displayed the option is not ticked in this section.

Tick the Details Verified checkbox for the period.

Click Save. Submit in the usual way.

### **Other Options**

**No Employees Paid During the Tax Period.** If you make no payments to any employees within a Tax Month (from the 6<sup>th</sup> of a month to the 5<sup>th</sup> of the following month) you must inform HMRC. If you don't HMRC assume payments and may charge late payment penalties.

Go into View/Amend Recoverable Amounts. Tick the Details Verified box for the appropriate period. Save.

Select the Tax Month

Tick No Employees were Paid during the Period and Submit in the usual way.

**Claim Employment Allowance.** Use this to indicate that you wish to claim the Employment Allowance. **Leave this ticked in all submissions if you wish to maintain the claim.**

### **Report Apprenticeship Levy**

Where the business falls into the range for Apprenticeship Levy deductions this should be ticked. The allowance value will be displayed.

**Final Submission for the Year** can be used when you did not include this in the last Full Payment Submission of the Year.

Tick the Box, Go into View/Amend Questions and Declarations and fill in as required. Save. Submit in the usual way.

**Ceased as an Employer,** along with the date of cessation, can be submitted when you did not include this in the last Full Payment Submission.

## 5.2 Full Payment Submission

---

This must be done after **every** payroll run.

Paydata, RTI Submissions: Manor Farm

Submission

Type: Full Payment Submission

URL: https://transaction-engine.tax.service.gov.uk/submission

Details

Payroll Run: 3. 30/06/2020 - Month 3 (To be Submitted)

☐ Submission is late (ie after your Employees received their Pay)

Reason: A. Notional payment: Payment to Expat by third party or overseas employer

☐ Final Submission for the Tax Year

☐ Ceased as an Employer

Date Ceased: 13/04/2020

Next Previous Cancel Exit Help

Select the Payroll Run that is to be reported. This last run processed is displayed. You may choose an earlier one if it has not previously been submitted.

If more than one run has been processed at the same pay period these will be shown as separate entries and have to be submitted independently.

**Submission is Late.** If you are making a submission on later than the date on the Payroll Run selected you will have to tick this option. You will also have to select a reason.

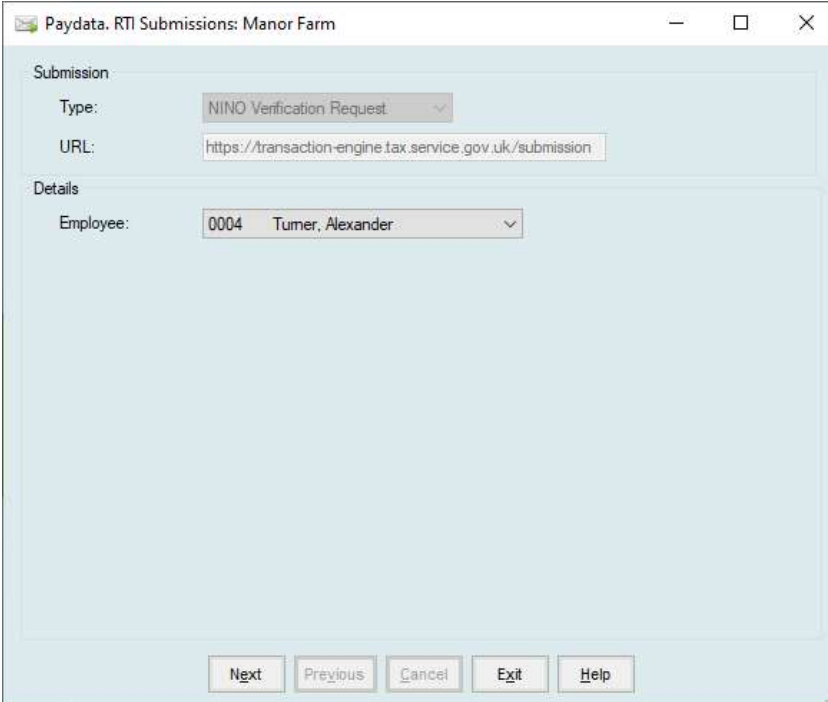
**Final Submission for the Year** can be used if this is the last Full Payment Submission of the Year and you have no deduction to report in an EPS.

**Ceased as an Employer,** along with the date of cessation, to be used when all employees have been marked as leavers and the business is ceasing to be an employer.

### 5.3 NINO Verification Request

---

This can be used to verify the National Insurance Number (NINO) of a particular employee.



The screenshot shows a software window titled "Paydata. RTI Submissions: Manor Farm". The window contains a form with two main sections: "Submission" and "Details".

- Submission Section:**
  - Type:** A dropdown menu with "NINO Verification Request" selected.
  - URL:** A text field containing the URL "https://transaction-engine.tax.service.gov.uk/submission".
- Details Section:**
  - Employee:** A dropdown menu with "0004 Turner, Alexander" selected.

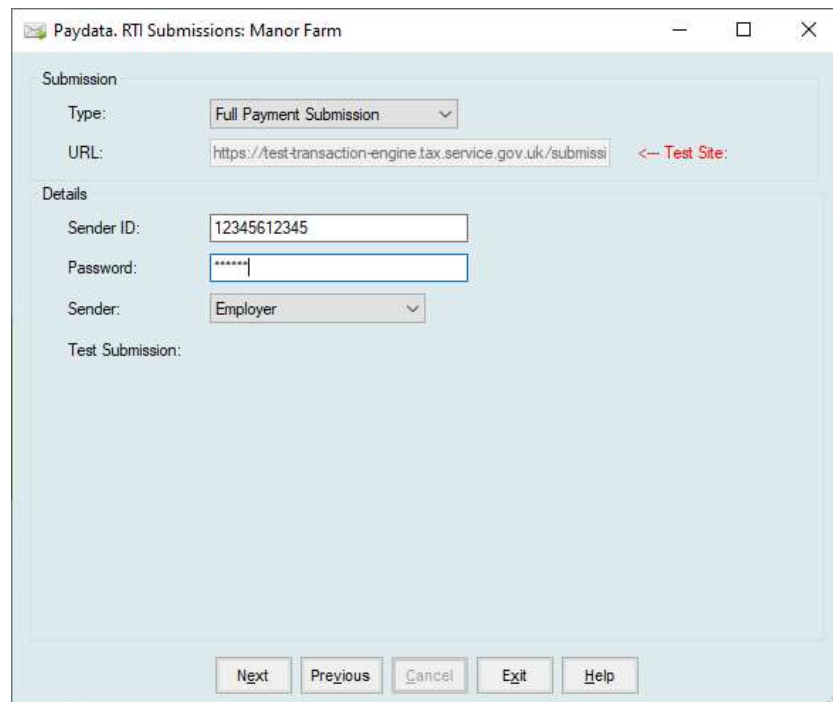
At the bottom of the window, there are five buttons: "Next", "Previous", "Cancel", "Exit", and "Help".

The Employee's name, address, date of birth and gender are sent up. The NINO for that individual is then reported back.

## 5.4 Submission Routine

---

All the options in this section follow a common submission routine. Once you have selected and entered the required information on the first screen click Next. The routine below is then followed.



Paydata, RTI Submissions: Manor Farm

Submission:

Type: Full Payment Submission

URL: https://test-transaction-engine.tax.service.gov.uk/submissi <--- Test Site:

Details:

Sender ID: 12345612345

Password: \*\*\*\*\*

Sender: Employer

Test Submission:

Next Previous Cancel Exit Help

### Type

Is set by the type of submission you are doing.

### URL

Is the address for the submission. This is preset by Farmdata.

### Sender ID

This is your User ID for the Government Gateway.

### Password

This is your Password for the Government Gateway.

### Sender

Select the category of sender that applies to you.

When completed click Next and the following screen appears.

Paydata, RTI Submissions: Manor Farm

Submission

Type: Full Payment Submission

URL: https://test-transaction-engine.tax.service.gov.uk/submissi <--- Test Site:

Details

ID	Time	Request	Response	HTTP Text	CorrelationID
----	------	---------	----------	-----------	---------------

Submit Previous Cancel Exit Help

Click Submit and the system will then go through a series of submissions and acknowledgements as it sends and receives data.

Paydata, RTI Submissions: Manor Farm

Submission

Type: Full Payment Submission

URL: https://test-transaction-engine.tax.service.gov.uk/submissi <--- Test Site:

Details

ID	Time	Request	Response	HTTP Text	CorrelationID
0	11:18:24	submit_request	submit_acknowledgement	200 OK	B1D91761812B
1	11:18:35	submit_poll	submit_response	200 OK	B1D91761812B
2	11:18:45	delete_request	delete_response	200 OK	B1D91761812B

< >

Submit Previous Cancel Exit Help

If the above messages are received the process is now complete and the information has been successfully transmitted.

You may encounter errors in the submission as indicated on the screen below.

ID	Time	Request	Response	HTTP Text	CorrelationID
0	11:29:02	submit_request	submit_acknowledgement	200 OK	74ED9A235645
1	11:29:13	submit_poll	submit_error	200 OK	74ED9A235645

This means that part of the data you are sending has failed validation and is incorrect. To investigate double click on the submit\_error line. Click on the Response tab to get the error messages.

In the case below the Error indicates that there is an error in the leaving date entered in an employee's record. Unfortunately, it does not always indicate which has the error. If you encounter errors you have to find and correct them in the Individual Employee Records and re-run the test routine until you get an error free submission.

```
<messageCount>1</messageCount>
</Application>
- <Error>
  <RaisedBy>CHRIS</RaisedBy>
  <Number>7831</Number>
  <Type>business</Type>
  <Text>The [LEAVINGDATE] cannot be a
    future date more than thirty days from
    today. Please check</Text>
  <Location>/hd:GovTalkMessage
    [1]/hd:Body[1]/fps:IRenvelope
    [1]/fps:FullPaymentSubmission
    [1]/fps:Employee[5]/fps:Employment
    [1]/fps:LeavingDate[1]</Location>
</Error>
</ErrorResponse>
</Body>
```



## Chapter 6 Reports

### 6.1 Email Options

All the options in this section follow a common submission routine. Once you have selected This section allows for the emailing of documents to employees. Currently payslips and p60's can be emailed.



Before any emails can be sent the Email Settings have to be completed.

### 6.1.1 Email Settings

---

These are the details of the server which the emails are going to be relayed through.

Paydata, Email Settings: Manor Farm

☒ Allow Emailing of Documents:

SMTP Mail Server: 192.168.7.22

☒ Server Requires Authentication:

Username: georgep

Password: \*\*\*\*\*

Server Port Numbers:

Outgoing Server (SMTP): 25

Sender Email Address: accounts@famdata.co.uk

Carbon Copy Address:

Default Password for Documents: Date of Birth (ddmmyy)

Save Exit Help

Please consult Farmdata if you are unsure of your smtp mail server settings.

## 6.1.2 Email Documents

Once the email settings are correct you can email payslips and p60's to employees. Those employees who have agreed to receive documents by email must have a valid email address in their employee record and have the 'Email Payslip' check box ticked.

Paydata, Email Documents: Manor Farm

Document

Type: Payslip

Employees

Payroll Run: 3. 30/06/2020 - Month 3

Selected: 3 Available: 0 Total: 3

Number	Surname	First Name	NI Number	Email Address
0004	Turner	Alexander	AA930241D	aturner@hisemail.com
0005	Kendall	Steven	AS230145B	skendall@hisemail.com
0010	Hendry	Ian	AS902312D	ihendry@hisemail.com

Send Select All Refresh Exit Help

To email documents:

Select the Type.

This can be Payslip, P45 or P60.

Select the Payroll Run from which the documents are to be sent.

The employees who have any documents in that period and are set for email will be displayed.

Click Select to highlight them and click Send.

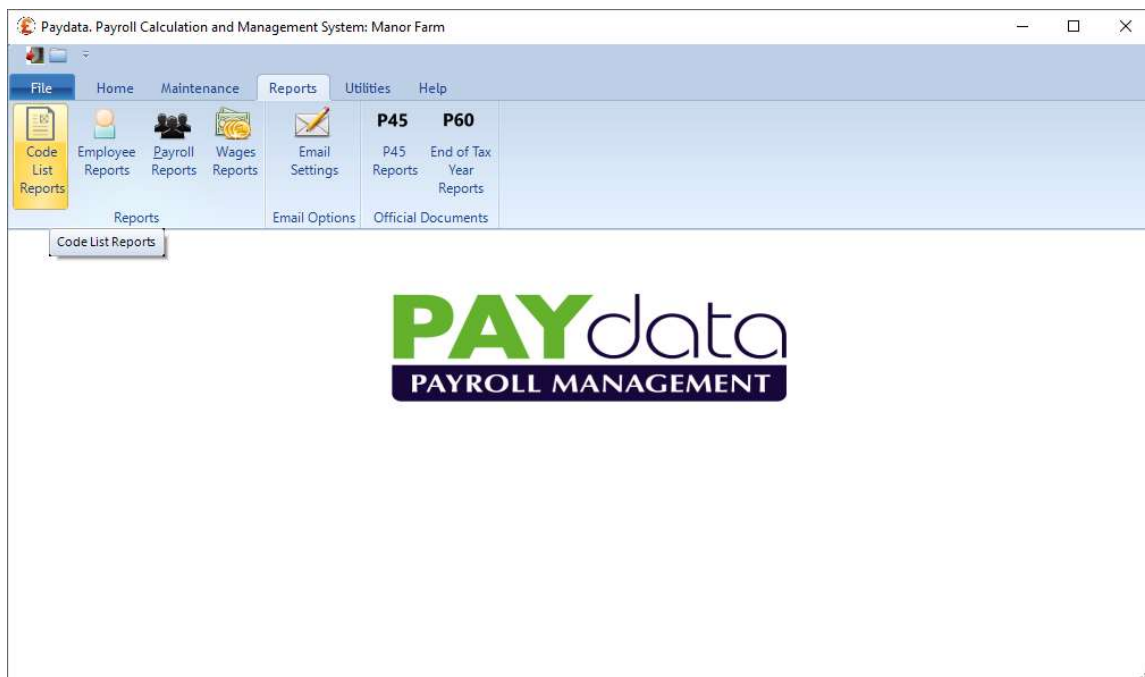
## 6.2 Reports

---

Reporting is split into four sections.

- 1 Code List Reports
- 2 Employee Reports. Containing information about individual employees and their records.
- 3 Payroll Reports. Containing information from the completed Payroll runs.
- 4 Wages Reports. Gives the facility to reprint information from the last completed payroll run.

All reports are viewable on the screen by selecting Display. Print will send direct to printer





Common to all Screen reports are some Button Controls on the Screen Display.

From left to right

The Export button exports the displayed report to file. This may then be imported into other applications.

The Printer button sends the displayed report to the printer.

The Refresh button redraws the report with any new data.

The Copy Button allows the content any highlighted report to be copied.

Next are start and end page buttons, inside these are page forward and back buttons.

Next is shown the number of pages in the report and which page is on the screen.

The Binocular is for searching. For example, it can be used for searching for an employee on the report. Click on the Binoculars button, enter the required characters or text in the box and click find next. The first item containing the characters chosen will be outlined, click again and the next item containing those characters will be shown.

The magnification factor, this is usually set at 100% but can be changed to magnify or compress what is shown on the screen or printer, or it can be made to fit the page width or the whole page.

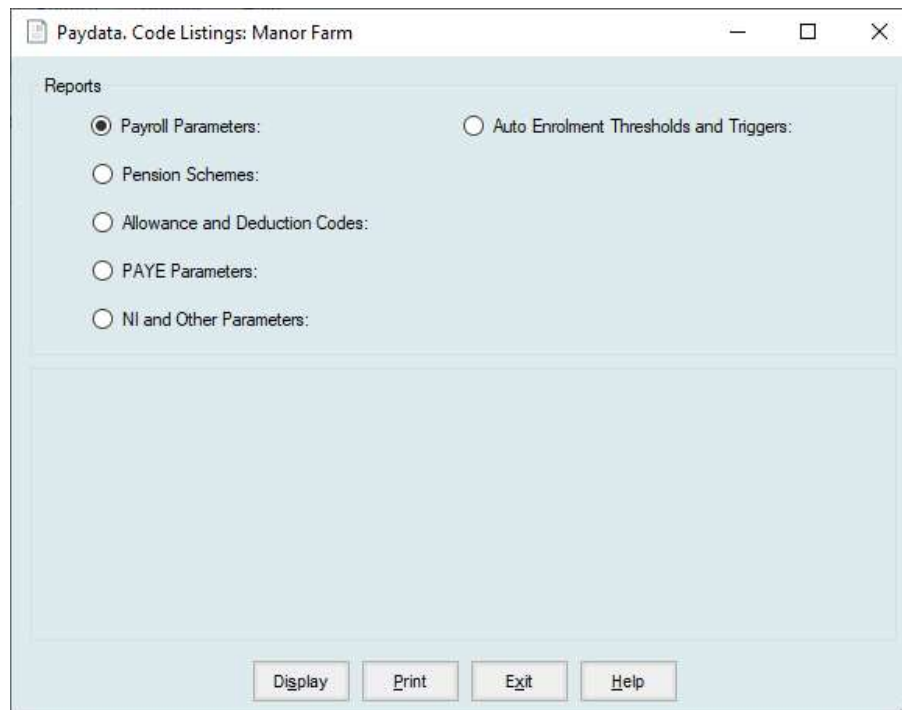
The side scroll bar allows you to scroll up and down the report and the bottom scroll bar from side to side.

The screen displays are exactly the same as the printed reports. Printed reports can be created directly from the screen display.

## 6.2.1 Code List Reports

---

This section lets you display or print the basic payroll settings.



### **Payroll Parameters**

Listing of the basic system settings

### **Pension Schemes**

A listing of the Pension Scheme details as set in the Maintenance, Payroll Parameters Section.

### **Allowance & Deduction Codes**

A listing of the allowance and deduction codes as set in Maintenance, Allowance and Deduction Codes.

### **PAYE Parameters**

A listing of the PAYE parameters currently set in the Maintenance, PAYE Parameters Section.

### **NI & SSP Parameters**

A listing of the National Insurance parameters currently set in the Maintenance, NI & SSP Parameters Section.

### **Auto Enrolment Thresholds & Triggers**

A Listing of the Values set in the Auto Enrolment thresholds and triggers

## 6.2.2 Employee Reports

This section allows you to list the employee file in various ways.

Paydata. Employee Reports: Manor Farm

Reports

☒ Employee Summary ☐ Names and Addresses

☐ Detailed Employees ☐ Employees Cost Centres

☐ Employees Cumulatives ☐ Personnel Listing

☐ Wages Review Sheet ☐ Sickness Records

☐ Permanent Additions and Deductions ☐ Holiday Records

Limits

☐ Include Leavers

☐ List Employees Alphabetically

☐ New Page for each Employee

☐ Employee: Start: 0002 Fraser, Wilma End: 0021 Campbell, Janet

☐ Department: Start: End: ☐ New Page for each Department

Display Print Exit Help

### 6.2.2a Employee Summary

Produces a simple list of employees.

Employee Summary

Manor Farm Employee Summary

Date: 13/04/2020  
Page 1 of 1

Current Employees only

Number	Name	Dept	Last Pay Period	Date of Birth	Leaving Date	SPA Date
0002	Fraser, Wilma		3	02/03/1949		02/03/2009
0004	Turner, Alexander		3	08/03/1947		08/03/2012
0005	Kendall, Steven		3	28/09/1978		28/09/2046
0010	Hendry, Ian (Director)		3	04/06/1985		04/06/2053
0021	Campbell, Janet		3	05/04/2000		05/04/2068

Total of 5 Employees Listed.

Current Page No.: 1 Total Page No.: 1 Zoom Factor: 100%

## 6.2.2b Detailed Employees

A listing of each employee showing all the entries in their record.

## 6.2.2c Employees Cumulatives

Employees Cumulatives

Manor Farm  
Summary of Employees Cumulatives

Date: 13/04/2020  
Page 1 of 1

Current Employees only

	Gross Pay	Pension Employee	Pension Employer	Tax	Employee	Employer	Total	SMP/SPP/ShPP/SAP/SSP SPBP	Charity	SLRs/PGLRs/	P45 Pay	P45 Tax	Last Pay Period	Leaving Date
0002	Fraser, Wilma													
	4743.10	0.00	0.00	323.00	0.00	1250L 282.50	282.50	0.00	£0.00	0.00	0.00	0.00	0.00	3
0004	Turner, Alexander													
	2647.70	0.00	0.00	0.00	0.00	1250L 55.79	55.79	0.00	£0.00	0.00	0.00	0.00	0.00	3
0005	Kendall, Steven													
	6771.50	225.75	225.75	728.80	467.46	1250L 562.41	1029.87	0.00	£0.00	0.00	0.00	0.00	0.00	3
0010	Hendry, Ian (Director)													
	14500.00	0.00	328.23	3375.00	480.00	549L 650.26	1130.26	0.00	£0.00	0.00	0.00	0.00	0.00	3
0021	Campbell, Janet													
	6300.00	0.00	0.00	634.40	398.88	1250L M	398.88	134.19	£0.00	0.00	78.00	0.00	0.00	3
Overall Totals: 5 Employees.														
	34962.30	663.39	553.98	5061.20	1346.34	1550.96	2897.30	134.19	£0.00	0.00	78.00	0.00	0.00	

Current Page No.: 1  
Total Page No.: 1  
Zoom Factor: 100%

## 6.2.2d Wages Review Print

This is a listing of all current employees with their basic pay and hourly rates. Space is provided against each employee so that you may write notes for reviewing rates.

## 6.2.2e Permanent Additions/Deductions

This is a printout of all employees detailing their permanently set Additions or Deductions.

## 6.2.2f Names and Addresses

This is a listing of all employees with their names and addresses.

## 6.2.2g Employees Cost Centres

This printout shows the cost centre and percentage, if set up, for each employee. For example,

0001 Bloggs, Fred      PIGS 80%, ARABLE 20%.



## 6.2.2h Personnel Listing

This lists various items relating to Personnel details for the selected employees:

Number	Name	Dept	Born	Age	Basic Pay	Start Date	Years Service	NI Letter
0002	Fraser, Wilma		02/03/1949	71	1180.00	04/06/1993	26	C
0004	Turner, Alexander		08/03/1947	73	540.00	10/04/2014	6	C
0005	Kendall, Steven		28/09/1978	41	1905.00	04/10/2009	10	A
0010	Hendry, Ian (Director)		04/06/1965	34	4500.00	01/02/2007	13	A
0021	Campbell, Janet		05/04/2000	20	1900.00	01/05/2018	1	M

Total of 5 Employees Listed.

Employee Number, Name, Department, Date of Birth, Age, Basic Pay, Start Date, Years of service, NI Number

## 6.2.2i Sickness Record

A listing of each individual's sickness record within the current pay year.

## 6.2.2j Holiday Record

A listing of each individual's holiday record within the current holiday year.

Start	End	No of Days	Entitlement	Days Taken	Days Remaining
01/01/2020	01/01/2020	1.00	29	17.00	12.00
09/02/2020	18/02/2020	5.00			
06/05/2020	06/05/2020	1.00			
07/06/2020	30/06/2020	10.00			
01/01/2020	06/01/2020	4.00	29	15.00	14.00
06/05/2020	06/05/2020	1.00			
15/07/2020	28/07/2020	10.00			
01/01/2020	02/01/2020	2.00	29	5.00	24.00
22/03/2020	25/03/2020	2.00			
06/05/2020	06/05/2020	1.00			
01/01/2020	02/01/2020	2.00	29	8.00	21.00
16/03/2020	24/03/2020	5.00			
06/05/2020	06/05/2020	1.00			
22/02/2020	28/02/2020	5.00	29	11.00	18.00
23/04/2020	30/04/2020	6.00			

Total of 5 Employees Listed.

## 6.3 Payroll Reports

This section is used to retrieve information generated from payroll runs. Useful in finding information for Income Tax and Pension payments.

Paydata. Payroll Reports: Manor Farm

Reports

☒ Monthly Returns
 ☐ Pension Payments
 ☐ Payroll Worksheet
 ☐ Average Earnings
 ☐ Payment Details
 ☐ Agency Holiday Details
 ☐ Hourly Pay Details
 ☐ Selected Gross Pay Details

Limits

☐ Include Leavers  
☐ List Employees Alphabetically  
☐ Employee: Start: 0002 Fraser, Wilma End: 0021 Campbell, Janet  
☐ Department: Start: End: ☐ New Page for each Department  
 Earliest Pay Month to List: 1  
 Latest Pay Month to List: 3  
 No of Months to List: 3  
 Annual Apprenticeship Levy Allowance: £15,000.00

### 6.3.1 Monthly Returns

This gives details of Tax, NI, Recoverable amounts and Apprenticeship Levy for a specified period with totals printed for each at the end. You must enter the end week or month numbers of the period you require.

Monthly Returns

Manor Farm  
Monthly Returns

Date: 13/04/2020  
Page 1 of 1

Months: 1 to 3

Pay Payment	National Insurance		Total		Recoverable						Apprenticeship Levy Cumulative				Levy	Total
Per Date	Tax	Employee	Employer	Total	SL/PGLR	SMP	SPP	ShPP	SAP	SPBP	Pay Bill	Pay Bill Calculation	Allowance	Levy Due	be Paid	Total
Month 1 (06/04/2020 to 05/05/2020)																
1 30/04/2020	1615.40	421.52	440.93	862.45	26.00	0.00	0.00	0.00	0.00	0.00	12429.10	12429.10	62.00	1250.00	0.00	£2,503.85
Month 2 (06/05/2020 to 05/06/2020)																
2 31/05/2020	1619.20	417.05	472.42	889.47	26.00	0.00	0.00	0.00	0.00	0.00	12480.80	24909.90	124.00	2500.00	0.00	£2,534.67
Month 3 (06/06/2020 to 05/07/2020)																
3 30/06/2020	2430.40	912.31	1127.67	2039.98	26.00	0.00	0.00	0.00	0.00	0.00	12999.60	37909.50	189.00	3750.00	0.00	£4,496.38
Overall Totals	5665.00	1750.88	2041.02	3791.90	78.00	0.00	0.00	0.00	0.00	0.00	37909.50	37909.50	189.00	3750.00	0.00	£9,534.90

\* If you are claiming Employment Allowance then this figure can be reduced by the amount of Employers NI until the allowance is used up.

Current Page No.: 1 Total Page No.: 1 Zoom Factor: 100%

### 6.3.2 Payroll Work Sheet

This is simply a list of all employees and their last pay period with empty boxes beside each. It can be useful as an input document for recording overtime hours, holidays etc.

### 6.3.3 Payment Details

A listing of all payments made to each employee.

Pay Per	No of Mth	Code	NI Let	Gross Pay	To LEL	LEL to PT	PT to UEL	Gross Pay for NI	National Insurance Employee	Pension EE	ER	Taxable Pay	Tax	SLRs/ PGLRs	ATA	ATD	Net Pay
<b>0002 Fraser, Wilma</b>																	
1	1	1250L	C	1402.50	520.00	272.00	810.50	1402.50	0.00	92.53	0.00	1402.50	72.00	0.00	0.00	0.00	1330.50
2	1	1250L	C	1455.90	520.00	272.00	863.90	1455.90	0.00	99.90	0.00	1455.90	82.60	0.00	0.00	0.00	1373.30
3	1	1250L	C	1884.70	520.00	272.00	892.70	1384.70	0.00	90.07	0.00	1884.70	168.40	0.00	0.00	0.00	1716.30
<b>Employee Totals</b>				<b>4743.10</b>	<b>1560.00</b>	<b>816.00</b>	<b>1867.10</b>	<b>4243.10</b>	<b>0.00</b>	<b>282.50</b>	<b>0.00</b>	<b>4743.10</b>	<b>323.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4420.10</b>
<b>0004 Turner, Alexander</b>																	
1	1	1250L	C	637.90	520.00	117.90	0.00	637.90	0.00	0.00	0.00	637.90	0.00	0.00	0.00	0.00	637.90
2	1	1250L	C	673.50	520.00	153.50	0.00	673.50	0.00	0.00	0.00	673.50	0.00	0.00	0.00	0.00	673.50
3	1	1250L	C	1336.30	520.00	272.00	344.30	1136.30	0.00	55.79	0.00	1336.30	0.00	0.00	0.00	0.00	1336.30
<b>Employee Totals</b>				<b>2647.70</b>	<b>1560.00</b>	<b>543.40</b>	<b>344.30</b>	<b>2447.70</b>	<b>0.00</b>	<b>55.79</b>	<b>0.00</b>	<b>2647.70</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2647.70</b>
<b>0005 Kendall, Steven</b>																	
1	1	1250L	A	2125.50	520.00	272.00	1333.50	2125.50	160.02	192.30	75.25	2125.50	216.60	0.00	0.00	0.00	1673.63
2	1	1250L	A	1905.00	520.00	272.00	1113.00	1905.00	133.56	161.87	75.25	1905.00	172.40	0.00	0.00	0.00	1523.79
3	1	1250L	A	2741.00	520.00	272.00	1449.00	2241.00	173.88	208.24	75.25	2741.00	339.80	0.00	0.00	0.00	2152.07
<b>Employee Totals</b>				<b>6771.50</b>	<b>1560.00</b>	<b>816.00</b>	<b>3895.50</b>	<b>6271.50</b>	<b>467.46</b>	<b>562.41</b>	<b>225.75</b>	<b>6771.50</b>	<b>728.80</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5349.49</b>
<b>0010 Hendry, Ian (Director)</b>																	
1	1	549L	A	4500.00	0.00	0.00	0.00	4500.00	0.00	0.00	145.88	109.41	4500.00	991.40	0.00	0.00	3362.72
2	1	549L	A	4500.00	6240.00	2760.00	0.00	9000.00	0.00	29.26	145.88	109.41	4500.00	991.80	0.00	0.00	3362.32
3	1	549L	A	5500.00	6240.00	3260.00	4000.00	13500.00	480.00	621.00	145.88	109.41	5500.00	1391.80	0.00	0.00	3482.32
<b>Employee Totals</b>				<b>14500.00</b>	<b>6240.00</b>	<b>3260.00</b>	<b>4000.00</b>	<b>13500.00</b>	<b>480.00</b>	<b>650.26</b>	<b>437.64</b>	<b>328.23</b>	<b>14500.00</b>	<b>3375.00</b>	<b>0.00</b>	<b>0.00</b>	<b>10207.36</b>
<b>0021 Campbell, Janet</b>																	
1	1	1250L	M	1900.00	520.00	272.00	1108.00	1900.00	132.96	0.00	0.00	1900.00	171.40	26.00	0.00	0.00	1559.64
2	1	1250L	M	1900.00	520.00	272.00	1108.00	1900.00	132.96	0.00	0.00	1900.00	171.60	26.00	0.00	0.00	1559.44
3	1	1250L	M	2500.00	520.00	272.00	1108.00	1900.00	132.96	0.00	0.00	2500.00	291.40	26.00	0.00	0.00	2049.64
<b>Employee Totals</b>				<b>6300.00</b>	<b>1560.00</b>	<b>816.00</b>	<b>3324.00</b>	<b>5700.00</b>	<b>398.88</b>	<b>0.00</b>	<b>0.00</b>	<b>6300.00</b>	<b>634.40</b>	<b>78.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5188.72</b>
<b>Overall Totals</b>				<b>34962.30</b>				<b>32162.30</b>	<b>1346.34</b>	<b>1550.96</b>	<b>663.39</b>	<b>553.98</b>	<b>34962.30</b>	<b>5061.20</b>	<b>78.00</b>	<b>0.00</b>	<b>27813.37</b>

### 6.3.4 Hourly Pay Details

Similar to Payment details in 7.2.3 but displaying the hours and hourly rates for each pay period.

### 6.3.5 Pension Payments

Over a selected range of periods, for the employees selected, the following totals are produced:

Total Employee Pension Contributions

Total Employee AVC's

Total Employer Pension Contributions

### 6.3.6 Average Earnings

Lists employee average earnings over the last 8 pay periods.

### 6.3.7 Agency Holiday Details

Gives the accrued holiday detail for employees based on attendance days.

### 6.3.8 Selected Gross Pay Details

Gives a summary of the Gross Pay over the last 12 weeks payments or 3 months payments. Use the Setup button to select what is to be included in Gross Pay.

Manor Farm Selected Gross Pay										
Date: 13/04/2020 Page 1 of 2										
All Employees										
EE No	Employee Name		Dept							
0002	Fraser, Wilma									
Mon Date	Tax Code	NI Let	Basic Pay	Hours 1	Hrs 2, 3	Selected Gross	Other Gross	Actual Gross	Attendance Days	Holidays
3 30/06/2020	1250L	C	1,180.00	204.70		1,384.70	500.00	1,884.70		
2 31/05/2020	1250L	C	1,180.00	275.90		1,455.90		1,455.90		
1 30/04/2020	1250L	C	1,180.00	222.50		1,402.50		1,402.50		
Employee Totals:			3,540.00	703.10		4,243.10	500.00	4,743.10		
Av. 3 Payment Months:			1,180.00	234.37		1,414.37	166.67	1,581.03		
0004	Turner, Alexander									
Mon Date	Tax Code	NI Let	Basic Pay	Hours 1	Hrs 2, 3	Selected Gross	Other Gross	Actual Gross	Attendance Days	Holidays
3 30/06/2020	1250L	C	540.00	596.30		1,136.30	200.00	1,336.30		
2 31/05/2020	1250L	C	540.00	133.50		673.50		673.50		
1 30/04/2020	1250L	C	540.00	97.90		637.90		637.90		
Employee Totals:			1,620.00	827.70		2,447.70	200.00	2,647.70		
Av. 3 Payment Months:			540.00	275.90		815.90	66.67	882.57		
0005	Kendall, Steven									
Mon Date	Tax Code	NI Let	Basic Pay	Hours 1	Hrs 2, 3	Selected Gross	Other Gross	Actual Gross	Attendance Days	Holidays
3 30/06/2020	1250L	A	1,905.00	336.00		2,241.00	500.00	2,741.00		
2 31/05/2020	1250L	A	1,905.00			1,905.00		1,905.00		
1 30/04/2020	1250L	A	1,905.00	220.50		2,125.50		2,125.50		
Employee Totals:			5,715.00	556.50		6,271.50	500.00	6,771.50		
Av. 3 Payment Months:			1,905.00	185.50		2,090.50	166.67	2,257.17		
0010	Hendry, Ian (Director)									
Mon Date	Tax Code	NI Let	Basic Pay	Hours 1	Hrs 2, 3	Selected Gross	Other Gross	Actual Gross	Attendance Days	Holidays
3 30/06/2020	549L	A	4,500.00			4,500.00	1,000.00	5,500.00		
2 31/05/2020	549L	A	4,500.00			4,500.00		4,500.00		
1 30/04/2020	549L	A	4,500.00			4,500.00		4,500.00		
Employee Totals:			13,500.00			13,500.00	1,000.00	14,500.00		
Av. 3 Payment Months:			4,500.00			4,500.00	333.33	4,833.33		

Current Page No.: 1

Total Page No.: 2

Zoom Factor: 100%

### 6.4 Wages Reports

Allows you to reprint any of the reports from previous Payroll Runs.

Paydata. Wages Reports: Manor Farm

Reports

☒ Summary Wages

☐ Detailed Wages

☐ Auto Enrolment Action List

☐ AutoPay List

☐ Statutory Recording of NI Contributions

☐ Wages Analysis

☐ Wages Analysis by Employee

☐ Wages Analysis by Cost Code

☐ Re-Generate Analysis

☐ Payslips

☒ Omit Employees with Email Addresses

☒ Launch Payslip Email Dispatcher

Limits

Payroll Run:

6. 29/09/2017 - Month 6

5. 29/08/2017 - Month 5

4. 29/07/2017 - Month 4

3. 29/06/2017 - Month 3

2. 29/05/2017 - Month 2

1. 29/04/2017 - Month 1

☐ Department

Start:

End:

☐ List Employees Alphabetically

Display

Print

Exit

Help

## 6.5. Official Documents

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### 6.5.1 P45 Reports

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Employees leaving require printed p45 documentation to give to their next employer. These documents can be printed here.

P45 Paydata, P45 Reports: Manor Farm

Reports

☒ All Parts (1A, 2 and 3):

☐ Part 1A - for Employee:

☐ Part 2 - for new Employer:

☐ Part 3 - for new Employer:

Limits

☒ Employee: Start: 0020 Androvic, Hector End: 0020 Androvic, Hector

☐ Date Range: Start: 13/04/2020 End: 13/04/2020

Display Print Exit Help

Limits can be set on name or date of leaving.

## 6.5.2 End of Year Reports

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Allows you to print the p60's for employees at the year end.

p35 reports are also available for your information.

**P60 Paydata, End of Year Reports: Manor Farm**

**Reports**

- ☒ P60 End of Year Certificate
- ☐ P35 Continuation Sheet
- ☐ P35 Summary

**Limits**

☐ Employee: Start: Androvic, Hector End: Turner, Alexander John

☐ Department: Start: End:

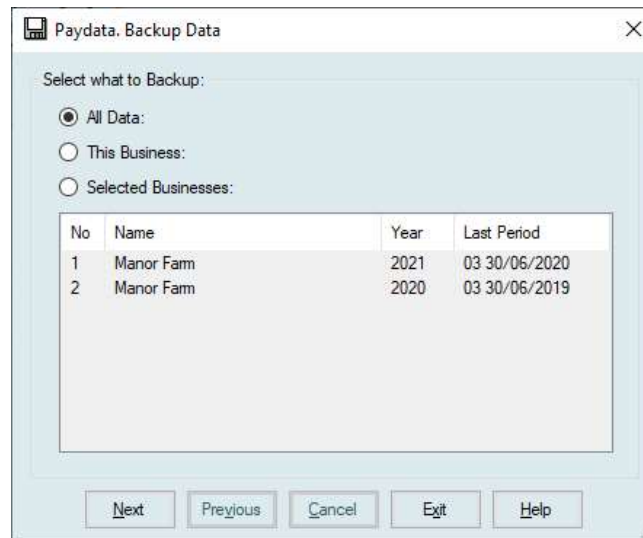
☒ Omit Employees with Email Addresses

☒ Omit Leavers

Display Print Exit Help

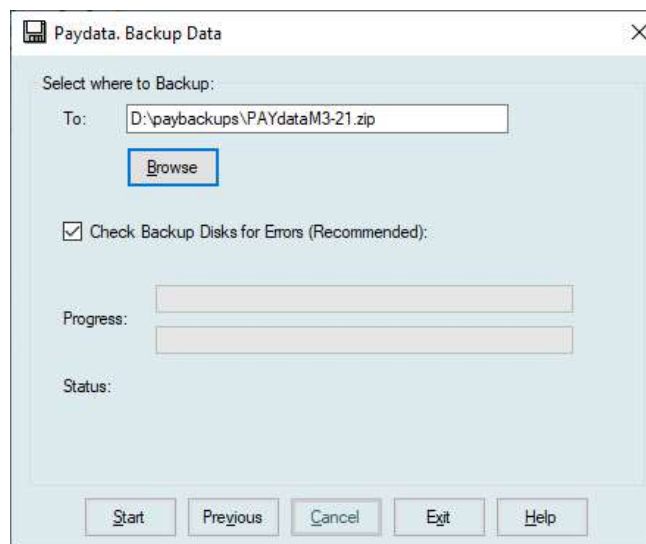
## Appendix A Backup & Restore Routines

You are strongly advised to make backup copies of your data. To do a backup you can use the utility supplied with the program which is located under the File menu.



You may select to backup all data, in which case all businesses within the system will be saved, this business which saves only the business in which you are currently working or selected business. If you choose selected businesses you must highlight those you wish to save by clicking on the list.

Click Next and you will be asked where you wish to put the backup. The default is A:\PAYdata.zip, if you want to change the location you can click the browse button and select your location.

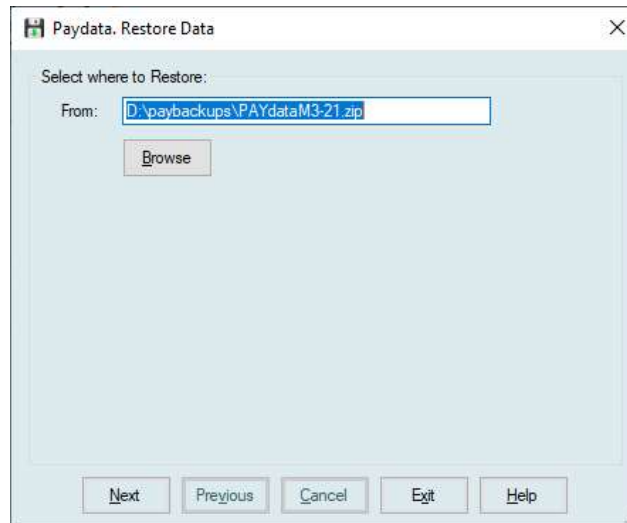




Click next and the backup will begin.

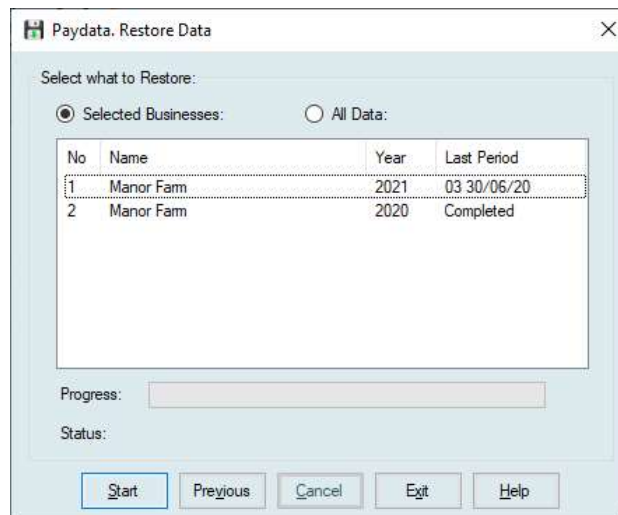
To restore data from a backup created by the above routine use the utility supplied with the program which is located under the File menu. If you are restoring data it is advisable to do take a backup of the current data first.

Click on Restore Data



The default will be set to the last backup destination. If your backup file is located elsewhere you can use the browse button to locate it.

Click Next to start to restore.



Select the businesses you wish to restore by clicking on them. Click Start to begin the restore.