

# The STAFF SYSTEM

END OF TAX YEAR

09/10

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## **CHECKLIST FOR END OF TAX YEAR PROCESSING**

Please read the following notes **BEFORE** you begin Year End processing and contact us if you have any queries. The changes to the weekly-paid NI bands are on page 3 and the monthly-paid NI bands are on page 4. Note that these are to be applied on the 6th. April.

**Note that there is an update package for this year's Year End processing which must be downloaded from the web site before starting the Year End processing ([www.olympic.co.uk](http://www.olympic.co.uk) and follow the 'user area' link) or supplied by email.**

**Note that this document describes the procedures only, make sure you also read our March Newsletter which gives details of the extra validations available and for on-line filing please read "Guideline - End of Year processing - on-line filing" which gives greater details about the steps involved and how to deal with validation errors.**

Ensure you carry out all of the points listed below in the order given and please contact us when indicated.

**1) Make sure that all payments** to be made in the old tax year have been completed and all required P45s have been printed. **No payroll for the new tax year can be run until End of Year Processing has been completed.**

**2) BACKUP** - it is best to backup twice in case of any problems, we suggest that you keep one of the backups so that you can refer back to the previous tax year if necessary. (If you have a 'data files only' and a 'full folder/directory' backup options, please select the full option.)

**3) Please call support** to advise us that you are about to start your Year End.

**Install the EOY 2010 update package which includes the updated NI Number checker program.**

**Validations.** Please run the NI Number checker (CHKTMP) and make any corrections before you start the Year End processing

**4) Before End of Tax Year processing is started** there are three reports which must be printed from the STAFF system.

**NOTE: THESE REPORTS WILL NOT BE AVAILABLE FOR THE COMPLETED TAX YEAR ONCE END OF YEAR PROCESSING HAS COMMENCED.** You may therefore wish to print a number of copies.

Reports to be printed :

All the reports are on the STAFF PAY menu and must be printed for ALL BRANCHES in which payroll is run:

1. PAY TO DATE SUMMARY (Menu 4, option 13)
2. LIST P45d TEMPS (Menu 4, option 15) (report for year 2010)
3. INLAND REVENUE SUMMARY (Menu 4, option 16)

- for the complete tax year i.e. All periods to 5th April this year.

Add together the total PAYE, Employers NI and Temps NI from the Pay to Date Summary and the P45d List and these figures should equal the gross totals for PAYE and NI on the Inland Revenue Summary and, when later produced, the P35 List.

**NOTE: PLEASE COMPLETE THIS RECONCILIATION BEFORE CONTINUING.** Ring for support if you encounter any difficulties.

**5) END OF YEAR PROCESSING** is in the SUPER system and must be run when there are no other users in the system. Go into SUPER and for ALL branches in which payroll is run:

a) **PREPARE DEAD TEMPS P14s (Menu 2, option 4)**

b) **PREPARE CURRENT TEMPS P14s (Menu 2, option 5)**

It will be necessary to carefully control when the transaction to Prepare Current Temps P14s is run as it not only writes the end of year payroll figures to the P14 file but it also zeroes all previous and current pay figures on each current temp's payroll record and changes the Week One flag from 'Y' to 'N' wherever necessary. This program must therefore be run after ALL pay has been completed for the last week of the tax year and before ANY pay is calculated for the first week of the new tax year. It is very important to BACKUP your files before running this program as recommended above (see 2).

**6) Print P35 List (Menu 2, option 8).** The Print P35 List transaction provides the facility to print, on plain paper, a list of the temps who have paid tax and/or NI, in the same sequence as the P14s, showing tax paid and refunded during the tax year and the total of Employers and Employees National Insurance. Column totals are printed and the number of temps for whom P14s have been printed but who are not included on the P35, i.e. temps you have paid but for whom there is no tax or NI to report, is given. The P35 list can be reprinted as many times as you require.

You may select totals per page or totals per branch. You must enter the correct tax year (2010).

**7) Print the P14 Sequence List (Menu 2, option 6).** This will list everyone who will have a P14 printed. It is in reference number order and also gives the leaving date for the temps who have been P45d. It is useful if you need to reprint P14s later. You must enter the correct tax year (2010).

**8a) Prepare On-line submission file (Menu 2, option 9)**

If you have chosen to make your Year End return on-line you must now generate the file that will be submitted to the Inland Revenue's web site.

Use the Prepare For On-line Filing transaction. You must enter the correct tax year (2010).

The file that this program produces should be processed through the HMR&C Desktop Validation tool to identify any errors; and then correct those errors before uploading. You must make any correction before you print the P60s to ensure that the printed P60s are consistent with the upload. This requires further software and details of this are provided separately, see "Guideline - End of Year processing - on-line filing".

**8b) PRINT P14/P60s (Menu 2, option 7).** The Print P14s transaction provides the facility to print the P14/60s from the P14 file which has previously been prepared in step (5).

NOTE: even if you are submitting your Year End return on-line you must still print P60s for your temps/employees and you may wish to print a copy for your files.

When you enter this transaction details of the number of P14 records for each branch and the number as yet unprinted are displayed so that you can decide how many P14/60s you would like printed in each run. You are then asked to press RETURN to continue or enter 'X' to exit.

If you press RETURN to continue you will then be given the option of Normal Printing, enter 'N', which will allow printing to start with the first P14 record on file not yet printed, or Reprinting, enter 'R', which will allow for the re-printing of previously printed P14s if this should be necessary. Both options will allow you to specify the number of P14s you wish to print in one run, which is entered on the next screen. Just press return if you wish them all to be printed. If there are more than 1000 to be printed you will need to enter a number here so that printing will stop in time for you to change the stationery. Note that for each branch you will be asked to enter the Tax Office name before printing begins. You must enter the correct tax year (2010) where requested.

If you are re-printing you will be asked to enter the tax year (2010), the branch code and the first and last sequence numbers for the P14s you wish to be reprinted.

**9) Change the NI bands and default tax code** in EACH BRANCH as per details on page 3.

NOTE: We have also enclosed details for monthly paid branches, if you have one, on page 4.

**10) There is no bulk tax code change** for this year

**11) Backup**

**12) Call Support** to advise them that you have finished your Year End.

**PLEASE NOTE:** The changes here relate to the additional PAYE band and rate to the lowest NI band (there are no bulk tax code change this year) which apply on the 6<sup>th</sup> April. Note that these changes include the Income Tax band changes which are often not changed until May; this year they must be changed for the 6<sup>th</sup>. April.

**CHANGES TO TAX AND NI DETAILS FROM 6th. APRIL 2010**

Before your first payroll calculation for a date on or after 6 April 2010 the TAX and NI details need to be changed as shown in the 'before and after' audit below using the SUPER system, 03 SYSTEM UTILITIES then 06 PAYE & NI BASE RATES and entering 0000 for Branch ID.

These changes relate to the PAYE rate and bands and the lowest NI band .

It will be necessary to make these changes **in each of the Branches** set up in your system. The same percentages apply in any Monthly Payroll Branch, but the bands are different, see page 4.

**FOR WEEKLY PAID BRANCHES**

**PAYROLL HEADER DETAILS**

**BEFORE CHANGES**

PAYE Rates:% PAYE		NATIONAL INSURANCE DETAILS:					
Bands:	Pay	Std	Reduced	Std out	Empl	Empl out	
1 [20]							
2 [40]	1 [ 37400]	[ 95.00]	[ 0.00]	[ 0.00]	[ 0.00]	[ 0.00]	
3 [40]	2 [ 99999]	[ 110.00]	[11.00]	[ 4.85]	[ 9.40]	[12.80]	
4 [40]	3 [ 99999]	[ 770.00]	[11.00]	[ 4.85]	[11.00]	[12.80]	
5 [40]	4 [ 99999]	[ 844.00]	[ 1.00]	[ 1.00]	[ 1.00]	[12.80]	
6 [40]	5 [ 99999]	[0000.00]	[ 0.00]	[ 0.00]	[ 0.00]	[00.00]	

Other Details: SMP NIC [00000] SMP BACK [092] SSP BACK [000]  
 RATE FOR 714's [\*\*] SSP COMPENSATION: [ ] EMPLOYERS PENSION:[ ]  
 TAX FREE MAX: [999] LAST PAYROLL DATE: [\*\*\*\*\*] T/S DATE: [\*\*\*\*\*]  
 RATE FOR BR: [20] Payroll Tax week is Payroll Day is  
 SINGLE PERSON T/S-PAY DAYS DIFF: [\*]  
 CODE: [647L] PERMITTED SUFFIXES: [LPVTY ]  
 DEFAULT TAX CODE: [647L] TAX DISTRICT: [\*\*\*\*\*] PAYE REF: [\*\*\*\*\*]

or [ BR] if you prefer

**PAYROLL HEADER DETAILS**

**AFTER CHANGES**

PAYE Rates:% PAYE		NATIONAL INSURANCE DETAILS:					
Bands:	Pay	Std	Reduced	Std out	Empl	Empl out	
1 [20]							
2 [40]	1 [ 37400]	[ 97.00]	[ 0.00]	[ 0.00]	[ 0.00]	[ 0.00]	
3 [50]	2 [150000]	[ 110.00]	[11.00]	[ 4.85]	[ 9.40]	[12.80]	
4 [50]	3 [999999]	[ 770.00]	[11.00]	[ 4.85]	[11.00]	[12.80]	
5 [50]	4 [999999]	[ 844.00]	[ 1.00]	[ 1.00]	[ 1.00]	[12.80]	
6 [50]	5 [999999]	[0000.00]	[ 0.00]	[ 0.00]	[ 0.00]	[00.00]	

Other Details: SMP NIC [00000] SMP BACK [092] SSP BACK [000]  
 RATE FOR 714's [\*\*] SSP COMPENSATION: [ ] EMPLOYERS PENSION:[ ]  
 TAX FREE MAX: [999] LAST PAYROLL DATE: [\*\*\*\*\*] T/S DATE: [\*\*\*\*\*]  
 RATE FOR BR: [20] Payroll Tax week is Payroll Day is  
 SINGLE PERSON T/S-PAY DAYS DIFF: [\*]  
 CODE: [647L] PERMITTED SUFFIXES: [LPVTY ]  
 DEFAULT TAX CODE: [647L] TAX DISTRICT: [\*\*\*\*\*] PAYE REF: [\*\*\*\*\*]

or [ BR] if you prefer

N.B. Asterisked figures (\*\*) - do not change, leave with your own values!

**FOR MONTHLY PAID BRANCHES**

MONTHLY

PAYROLL HEADER DETAILS

**AFTER CHANGES**

PAYE Rates:%		PAYE		NATIONAL INSURANCE DETAILS:					
Bands:		Pay		Std	Reduced	Std out	Empl	Empl	out
1	[20]								
2	[40]	1	[ 37400] [ 421.00]	[ 0.00]	[ 0.00]	[ 0.00]	[ 0.00]	[ 0.00]	[ 0.00]
3	[50]	2	[150000] [ 476.00]	[11.00]	[ 4.85]	[ 9.40]	[12.80]	[ 9.10]	
4	[50]	3	[999999] [3337.00]	[11.00]	[ 4.85]	[11.00]	[12.80]	[ 9.10]	
5	[50]	4	[999999] [3656.00]	[ 1.00]	[ 1.00]	[ 1.00]	[12.80]	[ 9.10]	
6	[50]	5	[999999] [0000.00]	[ 0.00]	[ 0.00]	[ 0.00]	[ 0.00]	[ 0.00]	

Other Details: SMP NIC [00000] SMP BACK [092] SSP BACK [000]  
 RATE FOR 714's [\*\*] SSP COMPENSATION: [ ] EMPLOYERS PENSION:[ ]  
 TAX FREE MAX: [999] LAST PAYROLL DATE: [\*\*\*\*\*] T/S DATE: [\*\*\*\*\*]  
 RATE FOR BR: [20] Payroll Tax week is Payroll Day is  
 SINGLE PERSON T/S-PAY DAYS DIFF: [\*]  
 CODE: [647L] PERMITTED SUFFIXES: [LPVTY ]  
 DEFAULT TAX CODE: [647L] TAX DISTRICT: [\*\*\*\*\*] PAYE REF: [\*\*\*\*\*]

or [ BR] if you prefer

N.B. Asterisked figures (\*\*) - do not change, leave with your own values!

**BULK CHANGES TO TAX CODES**

There is no bulk tax code change this year.