

STAFF System User Guide

P45 part1, P45 part3 and P46 processing

0. Document

This is the first version, v 1.0, of the document, it describes the new facility for processing and uploading P45 information for leavers and P45 and P46 information for joiners.

1. Overview

These facilities are provided by a new set of programs, based on the new Staff System v3, they comprise a pair of programs to deal with P45 part 1 (leavers) and two further programs to handle P45 part 3 and P46 (joiners).

The P45 part1 facilities take the data from the existing STAFF data files and send these to the HMR&C; whereas the P45 part3 and P46 facilities simply provide a convenient method to enter data to be uploaded to the HMR&C but these do not interact with the current STAFF data files.

In STAFF v3 all of these features will be an integral part of the Temp/Employee maintenance facility.

2. Installation

The full details of the installation procedures are given in the appendix. After you have completed the installation there will be a number of new entries in your WINDOWS Start menu. For a full installation, under the heading 'the STAFF System' there will be entries for:

- P45 server

- P45 part1 upload

- P45 part3 upload

- P46 upload

Although as discussed in the Installation appendix, the P45 Server entry is only required on your STAFF server computer.

3. Running the applications

3.1 P45 part 1 (leavers)

The P45 Server

You must first run the P45 server (the STAFF System->P45 server) on your STAFF server computer, this will load a DOS window which will hold a log of activities, in particular it records the Temps that are being requested by the client and can be useful to diagnose any failures. In normal usage you would minimise this window but for example, where the P45 Client fails to find a Temp, you can refer to this window to see the details of any responses.

It's better to only load the P45 server when you want to use the P45 Client because there may be some conflict with the normal STAFF system if they try to access the same data simultaneously.

To shut down the server, simply close the window.

The P45 Client

Note that you must have already P45'd the Temp from the STAFF System before you attempt to upload the P45 data.

The client (the STAFF System->P45 part1 upload) first loads a welcome screen, click on Action, and select P45 part1, this will give you the Temp Name entry screen.

Extracts P45 details for the given Temp
and prepares the file for on-line submission

Temp Name : ...

Reference :

Tax Year : 2010

Branch :

P45 server name :

cancel accept

NOTES:

1. enter the Temp Name as recorded in the STAFF system, capitals, surname first etc.
2. the Temp Reference as recorded in the STAFF System
3. the Tax Year (for tax year 2009/10, enter 2010)
4. the Branch code is the two-character Branch ID from the STAFF System
5. the P45 server name is the computer name running the P45 server program
6. Please note that the search button ('...') is not implemented in the current version.

Then press 'accept' to begin the processing. Close the window to terminate the application.

When you press 'accept', the client will try to contact the server and request details of the requested Temp, a summary of the details is then presented on another form for you to confirm that it is the required Temp and you should press the accept-upload button, or 'cancel' the process.

CONFIRM form – sample t.b.s.

The program will then give you an indication of the progress of the upload reporting the success, or otherwise.

When the data has been submitted successfully a copy of the submitted XML file is retained as well as the response from the HMR&C, the files are stored in the [C:\STAFF32](#) directory and are named:

p45pt1BBTREF99-00.xml

p45pt1BBTREF99-00-response.xml

where

BB – is the branch code (B1, B2 etc.)

TREF99 – is the Temp reference number (T12345 etc.)

00 – is the employment number in that year (00 first, 01 second etc.)

When you run the program, initially a DOS window will appear and then the actual program form. In the current version the DOS window contains trace information and this may be removed in the future, you should ignore this window and it will close when you close down the main form.

3.2 P45 part 3 (joiners)

This program (the STAFF System->P45 part3 upload) will take the data that you enter, and is contained on the paper P45 part3 brought by the Temp, and send that to the HMR&C

p45pt3 _ □ ×

note fields marked by * are mandatory temp in branch *

this employment

surname *	<input type="text" value="surname"/>	given name *	<input type="text" value="forename"/>
address *	<input type="text"/>		
*	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		
reference :	<input type="text"/>	NI number :	<input type="text"/>
date of birth *	<input type="text" value="ccyy-mm-dd"/>	gender *	<input type="text" value="M"/>
starting date *	<input type="text" value="ccyy-mm-dd"/>	job title :	<input type="text"/>
tax code :	<input type="text"/>	week 1 ? :	<input type="checkbox"/>

previous employment

tax office number *	<input type="text"/>	reference *	<input type="text"/>
tax code at leaving *	<input type="text"/>	week 1 at leaving? :	<input type="checkbox"/>
leaving date *	<input type="text" value="ccyy-mm-dd"/>	student loan :	<input type="checkbox"/>

pay and tax in previous employment - only complete if Tax Code at leaving was cumulative

pay :	<input type="text"/>	tax :	<input type="text"/>
final period :	<input type="text"/>	week/month	<input type="text" value="month"/>

status : waiting for user action

NOTES:

1. enter dates in the format ccyy-mm-dd, e.g. 2009-08-03 for 3rd. August 2009
2. You must enter the STAFF branch code in which this Temp will be created
3. You must enter Temp Reference as recorded on the STAFF System
4. You have to click on the gender field to actually select M or F
5. Tax Office Number and Reference are the HMR&C number and reference as on the P45 part 3, section 1 "Previous PAYE Reference"
6. 'final period' is the final pay period, P45 part 3 section 7, week or month number
7. you must select either 'week' or 'month' to indicate whether the final period was related to weekly or monthly payrolls

You should just complete the form with as much information as you have available, note that some fields are optional, e.g. the Temp may not have an NI number, if not leave the field blank.

When you press 'accept' the fields are validated and if there are no errors the data is sent to the HMR&C, the program reports the progress at the bottom of the form, together with reporting success, or any errors. If there are any errors you may have to stretch the form downwards a little to reveal the details.

When the data has been submitted successfully a copy of the submitted XML file is retained as well as the response from the HMR&C, the files are stored in the <C:\STAFF32> directory and are named:

p45pt3BBTREF99-00.xml

p45pt3BBTREF99-00-response.xml

where

BB – is the branch code (B1, B2 etc.)

TREF99 – is the Temp reference number (T12345 etc.)

When the submission has been successful the form is refreshed and you can submit further P45s.

When you run the program, initially a DOS window will appear and then the actual program form. In the current version the DOS window contains trace information and this may be removed in the future, you should ignore this window and it will close when you close down the main form.

3.3 P46 (joiners)

This program (the STAFF System->P46 upload) will take the data that you enter, and is contained on the paper P46 completed by the Temp, and send that to the HMR&C

The screenshot shows a window titled 'p46' with a standard Windows-style title bar. Inside the window, there is a note: 'note fields marked by * are mandatory'. To the right, there is a field labeled 'temp in branch *' with a small input box. Below this is a section titled 'this employment' which contains a form with the following fields:

- surname * (text input)
- given name * (text input)
- address * (text input)
- * (text input)
- reference : (text input)
- NI number : (text input)
- date of birth * (text input with format ccyy-mm-dd)
- gender * (dropdown menu showing 'M')
- starting date * (text input with format ccyy-mm-dd)
- job title : (text input)
- tax code * (text input)
- week 1 ? : (checkbox)
- student loan : (checkbox)
- statement * (dropdown menu with options: 'This is my first job', 'This is my only job')

At the bottom of the form area are two buttons: 'accept' and 'cancel'. Below the buttons, the status is shown as 'status : waiting for user action'.

NOTES:

1. enter dates in the format ccyy-mm-dd, e.g. 2009-08-03 for 3rd. August 2009
8. You must enter the STAFF branch code in which this Temp will be created
2. You must enter Temp Reference as recorded on the STAFF System
3. You have to click on the gender and statement fields to actually make a selection

You should just complete the form with as much information as you have available, note that some fields are optional, e.g. The Temp may not have an NI number, if not leave the field blank.

When you press 'accept' the fields are validated and if there are no errors the data is sent to the HMR&C, the program reports the progress at the bottom of the form, together with reporting success, or any errors. If there are any errors you may have to stretch the form downwards a little to reveal the details.

When the data has been submitted successfully a copy of the submitted XML file is retained as well as the response from the HMR&C, the files are stored in the [C:\STAFF32](#) directory and are named:

p46BBTREF99-00.xml

p46BBTREF99-00-response.xml

where

BB – is the branch code (B1, B2 etc.)

TREF99 – is the Temp reference number (T12345 etc.)

When the submission has been successful the form is refreshed and you can submit further P46s.

When you run the program, initially a DOS window will appear and then the actual program form. In the current version the DOS window contains trace information and this may be removed in the future, you should ignore this window and it will close when you close down the main form.

Appendix

Installation

The packages are provided on our web site (<http://www.olympic.co.uk->user area->STAFF System software downloads>), you will need to install all five packages, they are all self-installing .EXE files, so you can run them from the web site (if allowed) or download them to your computer and run them from there.

These programs do need Java installations (which are available from the sun.com website), so please call us before you begin the installation.

Please run the installations in the following order:

1. install the 'P45 part1 server package' on the machine where your STAFF data files are held, you must install into the directory containing the data files, usually [C:\STAFF32](#)
2. install the 'P45 part1 client package' onto any machine on your network from where you want to upload P45 data to the HMRC website, this can also be the STAFF server machine that you installed onto in (1) above. You must install into the [C:\STAFF32](#) directory
3. install the 'client XML templates', following the instruction in (2) above. These templates must be amended, see instructions later
4. install the 'P45 part3 package' and 'P46 package' onto any machine on your network from where you want to upload data to the HMR&C website, this can also be the STAFF server machine that you installed onto in (1) above. You must not install into the [C:\STAFF32](#) directory, and you should use separate directories, by default these packages will use [C:\STAFF32-P45](#) and [C:\STAFF32-P46](#) .

Note that there may be issues with your intranet and internet firewall setup: the 'client' package needs to communicate with the 'server' package; and the 'client' and 'p45pt3' and 'p46' packages need to access the internet. We will discuss these issues when you set up the system the first time; usually that is all that is necessary but the settings should be remembered when any changes to the firewall are made.

Amending the client XML templates

The template is supplied as:

B1p45(1)_template.tmp

you need to edit this and create as many files as you need (changing the .tmp to .xml), one for each branch in your STAFF data, so for example you might create --

B1p45(1)_template.xml - for branch B1

B2p45(1)_template.xml - for branch B2

F1p45(1)_template.xml - for branch F1

In these files you need to add your own values for:

- your HMRC user name (SenderID)
- and HMRC password (value)
- your tax office numer (TaxOfficeNumber) (in two places)
- your tax office reference (TaxOfficeReference) (in two places)
- your company name (EmployerName)

This sets up the values for all subsequent runs of the programs and once set should not require amendment. These files are used by all of the P45 and P46 programs.

Please call to set these up.

Amending batch files

There are two batch files to start the P45pt1 client and server programs which need to be edited to reflect the way that Java is installed on your particular machines.

Please call to set these up.