

STAFF SYSTEM Newsletter

September
(Correction)
2008

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Welcome to our September Newsletter – a correction

1. Overview

This Newsletter contains more information about the new version of the STAFF System and the details of the PAYE changes for next month.

Please note that this Newsletter contains a correction – see section 3 A. We neglected to include the change to the PAYE band in the previous Newsletter. If you have already made the changes from the original Newsletter then just make the additional change to the PAYE band as given in section 3 A.

2. STAFF version 3.0

We are now beginning to demonstrate the new version to existing users, so we will be contacting everyone over the next few weeks to arrange a suitable date for us to visit. These will start in September.

The system shown will be fairly complete but it will be an opportunity for you to make any suggestions for additional or variations to the facilities in this initial version. However we cannot promise to include any specific functions or it may be that we feel that they will be chargeable, we would discuss any special requirements that you have already or for the future.

We will provide a fuller description of the new system when we arrange the visit.

3. PAYE changes for September (Extra Personal Allowances)

Following the adjustments that HMC&E introduced to deal with the removal of the 10% PAYE tax band there are changes to the PAYE basic Personal Allowance (single person tax code) and all with 'L' tax codes. These changes must be applied in time for payrolls dated on or after the

7th. September

A) Default tax Code and PAYE band change

We have given the amended tables for both weekly and monthly paid branches on the following page.

In addition the PAYE band needs to be changed (from 36,000 to 34,800)

We have highlighted the Default and Single Person Tax Code fields and PAYE band that needs to be changed for September 08.

B) Personal allowance changes

In addition there is a change for all with an L suffix, this is simply a bulk tax code change_ (as is usually carried out at Year End). Using the SUPER system, 02 PAYROLL, 03 BULK TAX CODE CHANGES the tax codes need to be changed as shown below. It is necessary to do this in each of the Branches set up in your system. These changes apply for payrolls dated on or after 7th. September 08

L codes up by 60

CHANGES TO TAX AND NI DETAILS FOR USE ON OR AFTER 7th. September 2008

Before your first payroll calculation for a date on or after 7th. September 2008 the TAX and NI details need to be changed as shown below using the SUPER system, 03 SYSTEM UTILITIES then 06 PAYE & NI BASE RATES and entering 0000 for Branch ID.

It will be necessary to make these changes **in each of the Branches** set up in your system. The same changes apply in Monthly Payroll Branches, see later.

FOR WEEKLY PAID BRANCHES

| WEEKLY | PAYROLL HEADER DETAILS | | | | <u>AFTER CHANGES</u> | | | |
|--------------------------|-------------------------------|-------------------|----------------|---------|----------------------|---------|---------|--|
| PAYE Rates:% PAYE | NATIONAL INSURANCE DETAILS: | | | | | | | |
| Bands: | Pay | Std | Reduced | Std out | Empl | Empl | out | |
| 1 [20] | | | | | | | | |
| 2 [40] 1 [34800] | [90.00] | [0.00] | [0.00] | [0.00] | [0.00] | [0.00] | [0.00] | |
| 3 [40] 2 [99999] | [105.00] | [11.00] | [4.85] | [9.40] | [12.80] | [9.10] | | |
| 4 [40] 3 [99999] | [770.00] | [1.00] | [1.00] | [1.00] | [12.80] | [9.10] | | |
| 5 [40] 4 [99999] | [0000.00] | [0.00] | [0.00] | [0.00] | [0.00] | [0.00] | | |
| 6 [40] 5 [99999] | [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: [] | EMPL 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: [603L] | PERMITTED SUFFIXES: [LPVTJY] | | | | | | | |
| DEFAULT TAX CODE: [603L] | 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 | | | | <u>AFTER CHANGES</u> | | | |
|--------------------------|-------------------------------|-------------------|----------------|---------|----------------------|---------|---------|--|
| PAYE Rates:% PAYE | NATIONAL INSURANCE DETAILS: | | | | | | | |
| Bands: | Pay | Std | Reduced | Std out | Empl | Empl | out | |
| 1 [20] | | | | | | | | |
| 2 [40] 1 [34800] | [390.00] | [0.00] | [0.00] | [0.00] | [0.00] | [0.00] | [0.00] | |
| 3 [40] 2 [99999] | [453.00] | [11.00] | [4.85] | [9.40] | [12.80] | [9.10] | | |
| 4 [40] 3 [99999] | [3337.00] | [1.00] | [1.00] | [1.00] | [12.80] | [9.10] | | |
| 5 [40] 4 [99999] | [0000.00] | [0.00] | [0.00] | [0.00] | [0.00] | [0.00] | | |
| 6 [40] 5 [99999] | [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: [] | EMPL 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: [603L] | PERMITTED SUFFIXES: [LPVTJY] | | | | | | | |
| DEFAULT TAX CODE: [603L] | TAX DISTRICT: [*****] | PAYE REF: [*****] | | | | | | |

or [BR] if you prefer

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