



Release Notes 2023 Update 2 August 2023

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Program Changes

HMRC Notifications (aka DPS)

We have made changes to the HMRC notification process to enable us in a future release to remove the use of Microsoft WSE 2.0 SP3 and replace with newer technology.

In this release, we have split the download and matching process. Whilst working on these changes the following improvements have been made:

- Auto check facility which was a count of new notices available to download has been changed to Auto download which will automatically download any new notices and automatically match to employees where possible. If you have payrolls already set up to automatically check the count of new notices available, they will now automatically download the notices.
- New tables added so that when you download notices multiple times duplicate notice details are not saved.
- NINO notices have been added to the HMRC DPS Notices Apply Wizard.
- New facility has been added to view and match employee notices.

Data Migration

When you open each data file in this release a data file upgrade is performed which is adding new table and fields required for these DPS changes, including migrating the existing downloaded notice records where the download was completed successfully to new tables.

Existing Tables	New tables	Comments
IF_Notify_SL IF_Notify_PGSL	IF_Notify_SL_2023	Individual notice records, if the same notice has been downloaded multiple times will only be saved once in this table.
	IF_Notify_Notifications_SL	High level download notice information linking to notice details under the table IF_Notify_SL_2023.
IF_Notify_P6P9	IF_Notify_P6P9_2023	Individual notice records, if the same notice has been downloaded multiple times will only be saved once in this table.
	IF_Notify_Notifications_P6P9	High level notice information linking to notice details under the table IF_Notify_P6P9_2023.
IF_Notify_RTI_NINO	IF_Notify_RTI_NINO_2023	Individual notice records, if the same notice has been downloaded multiple times will only be saved once in this table.
	IF_Notify_Notifications_RTI_NINO	High level notice information linking to notice details under the table IF_Notify_RTI_NINO_2023.

Auto Download

The areas of the program that previously performed the automatic count of new notices checks have been updated to automatically download new notices issued since the previous download.

Employer Details

Under Data \Employer select the Tax tab:

Employer Details (Edit)			×
OK Cancel Connect with m	yePayWindow Quick Repo	rt Print Form	
Employer	Tax		
Address	Tax References Tax district :		
National Insurance	Employers tay ref	Code Er Reference	
Tax	Employers tax ref .	123 1733400	
Banks	Details Required for BACS Pa Account :	syments	
Payroll Parameters	Branch :	##-##	
Calculation Paramete	Collectors fer .		
Provelies	Sub Contractors		
Paysiips	Contractors ref :		
Notes	Contractors UTR :		
Evente	UTR		
	Self Assessment UTR	•	
Extra Details	HMRC Notifications		
Diary	Auto download HMRC notif	ications : 🔽	
Pension Duties			

You will see under the section HMRC Notifications this has been changed to Auto download HMRC notifications.

When you tick the box **Auto download HMRC notifications**, if this payroll data file has not had any notices downloaded before you will see the following message:



The reason for this message is that as there are no records of previous downloads, which means that if you select Yes when the download is performed all notices available from HMRC will be downloaded, this could be several years.

Therefore, unless this is a new company, we recommend that you select **No** to this message, and perform the first download via **Utilities\HMRC Notifications\View Previous Downloads** then select **Add**, click on **Next** until you are on the **Download Options** page then choose to **Retrieve Notices from given Date** enter the date to download them from and complete the download wizard.

Once you have completed the first download successfully, then go back to **Data\Employer\Tax** tab tick the box **Auto download HMRC notifications** to automatically download new notifications issued since the previous download.

Active File Home Page – HMRC notification widget

In addition to enabling Auto download HMRC notifications under Employer\Tax tab, to automatically download notices you must also have selected Show HMRC notification widget on active home page under Personal Preferences\Home Page:

Preferences Display Display Miscellaneous Home Pages Employee Search Reporting Display Reporting Displ	Home Pages Bureau View Close bureau home page on data file load : Show link buttons on bureau home page : Show Button	
Display Miscellaneous Home Pages Employee Search Reporting Forwards Reagts	Bureau View Close bureau home page on data file load : Show link buttons on bureau home page : Button Button	
Miscellaneous Home Pages Employee Search Reporting Ensurate Reports	Close bureau home page on data file load : Show link buttons on bureau home page : Button Button	
Home Pages Home Pages Kepolyee Search Reporting Francisco Resorts	Show link buttons on bureau home page :	
 Employee Search Reporting Envoyute Reports 	Show Button	
Reporting		
Envourite Penerte	New Payroll	
	Open Payroll	
	Print Group Reporting Macros	
ravounte cinployees	BMS Link	
Recent Employees	Find Employees Across all Payrolls	
Favourite Datafiles	Find Employers Across all Payrolls	
👫 Recent Datafiles	Use large link buttons on bureau home page :	
	Show data files on bureau home page :	
	Show BMS on bureau home page :	
	Show Twitter feed on bureau home page :	
	Active Data File	
	Show link buttons on active home page :	
	Show Button	
	Update Employees	
	V New Employee	
	Run General Reports	
	Importing	
	Download HMRC Notifications	
	View Ee Notices and Match	
	Use large link buttons on active home page :	
	Show employee list on active home page :	
	Show HMRC notification widget on active home page :	
	Show FPS/EPS status widget on active home page :	

The widget will be displayed on the Active File Home Page screen which is displayed when you open a payroll data file:



You will see the widget called HMRC Notifications:



The Status icon will show as 🔮 whilst downloading the notices.



When the download has finished, the icon will change to \checkmark when all types of downloads are successful, \checkmark when one or more types fail, and \land when all types fail (these errors are usually caused by privileges,

authentication, or connection issues).

HMRC Notifications	
Status	
	P9 Notifications :
View Ee Notices and Match	74 Notice(s) downloaded. 0 Notice(s) auto matched with employees.
View Notifications	P6 and P6b Notifications :
	74 Notice(s) downloaded. 0 Notice(s) auto matched with employees.
FPS/EPS Submission Status	
	Student Loan Start Notifications :
FPS Submission Status	30 Notice(s) downloaded. 0 Notice(s) auto matched with employees.
	Student Loan Stop Notifications :
No EPS Submissions	30 Notice(s) downloaded. 0 Notice(s) auto matched with employees.
Last updated: 04 Aug 2023 11:08:32	RTI Notifications :
	29 Notice(s) downloaded. 0 Notice(s) auto matched with employees.
	Annual Reminders :
	45 Notice(s) downloaded.
	General Notifications :
	37 Notice(s) downloaded.
	Postgraduate Student Loan Start Notifications :
	30 Notice(s) downloaded. 0 Notice(s) auto matched with employees.
UB 201	Postgraduate Student Loan Stop Notifications :
	30 Notice(s) downloaded. 0 Notice(s) auto matched with employees.

Place your cursor over the **Status** icon to see a list of downloaded notices by type, including errors, with a breakdown for the employee notices:

- Number of notices downloaded.
- Number of notices auto matched.



Once the download is complete, View Ee Notices and Match icon will be overlayed with when there are new employee notices downloaded which require manual matching. Place your cursor over the icon to see the number of notices waiting to be manually matched. You can click on the icon to open the View Ee and Match Notices screen.

HMRC Notifications	
Status	
View Ee Notices and Match	8
View Notifications	2
	82 notifications were downloade

Once the download is complete, View Notifications icon will be overlayed with We when new employer notices have been downloaded. Place your cursor over the icon to see the number of new notices downloaded. Click on the icon to open the View Notifications screen.

Status Bar

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After you open the payroll data file and the program has finished automatically downloading new notifications the status bar will show the number of notices downloaded.

	P9 Notifications :	
	74 Notice(s) downloaded. 0 Notice(s) auto matched with employees.	
	P6 and P6b Notifications :	
	74 Notice(s) downloaded. 0 Notice(s) auto matched with employees.	
	Student Loan Start Notifications :	
	30 Notice(s) downloaded. 0 Notice(s) auto matched with employees.	
	Student Loan Stop Notifications :	
	30 Notice(s) downloaded. 0 Notice(s) auto matched with employees.	
	RTI Notifications :	
	29 Notice(s) downloaded. 0 Notice(s) auto matched with employees.	
	Annual Reminders :	
	45 Notice(s) downloaded.	
	General Notifications :	
	37 Notice(s) downloaded.	
	Postgraduate Student Loan Start Notifications :	
	30 Notice(s) downloaded. 0 Notice(s) auto matched with employees.	
HMRC M		
	Postgraduate Student Loan Stop Notifications :	
	30 Notice(s) downloaded. 0 Notice(s) auto matched with employees.	

Place your cursor over **HMRC Notifications** to see a list of downloaded notices by type, including errors, with a breakdown for the employee notices:

- Number of notices downloaded.
- Number of notices auto matched.

You can double click on HMRC Notifications in the Status bar to open the View Ee and Match Notices screen.

Closing the data file

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When you close a payroll using any method (e.g. File\Close) and the automatic download of notices is still in progress, you will see the following message:



Wait for the download to finish then close the payroll.

Manual Download

Manually Download All Notices

There are several ways to download all notifications, you only need to use one:

• If under Personal Preferences Home Pages you have got Download HMRC Notifications button ticked then under Active File Home Page:

Active File Home Page Quick Links	•				
Update Employees	New Employee	Run General Reports	Importing	Download HMRC Notifications	View Ee Notices and Match

• Utilities\HMRC Notifications\Download HMRC Notifications:



• Open run tab then HMRC Notifications\Download HMRC Notifications (New - changed to a drop down):



• Outlook bar under Payroll Run then Download HMRC Notifications (New):



Outlook bar under Employees then Download HMRC Notifications:



 Utilities\HMRC Notifications\View Previous Downloads, select Add and under the Notification Type select All:



The same screen opens whichever one you choose.

Download Wizard

HMR Dow Payr	C DPS Notific nloading Noti oll Professiona	cation Request Creation ifications al is downloading the app	n Wizard - propriate n	(Test) bifications				×
Dow T	nload Details ype : ptions :	All Available Notification Retrieve New Notices	ons					
Dow	nload Type		Status	Details				
•	P9 Notificatio	ns		0 Notice(s) downloaded.				
	P6 and P6b No	otifications		0 Notice(s) downloaded.				
	Student Loan S	Start Notifications		36 Notice(s) downloaded.				
	Student Loan S	Stop Notifications	↓					
	RTI Notificatio	ons	0					
	Annual Remin	ders	0					
	General Notifi	cations	0					
	Postgraduate	Student Loan Start No	0					
	Postgraduate	Student Loan Stop Not.	0					
					< Back	Next >	Ca	ncel

When all the notifications have been downloaded the Status icon will change to 📿 , click Next.

нм	RC DPS Notific	ation Download Wizar	d - (Test)				×
Do Pay	ownloading Notifications ayroll Professional is downloading the appropriate notifications						\sim
Do	Jownload Details						
	Type :	All Available Notificatio	ns				
	Options :	Retrieve New Notices					
Do	wnload Type		Status	Details			
Þ	P9 Notificatio	ns		74 Notice(s) downloaded.			
	P6 and P6b No	tifications		74 Notice(s) downloaded.			
	Student Loan S	Start Notifications		30 Notice(s) downloaded.			
	Student Loan S	Stop Notifications		30 Notice(s) downloaded.			
	RTI Notificatio	ns		29 Notice(s) downloaded.			
	Annual Remino	ders		45 Notice(s) downloaded.			
	General Notific	cations		37 Notice(s) downloaded.			
	Postgraduate S	Student Loan Start No		30 Notice(s) downloaded.			
	Postgraduate \$	Student Loan Stop Not	\checkmark	30 Notice(s) downloaded.			
				< Back	ext >	Can	cel

If you see A, it means there are errors. Place your cursor over A to see the details of the error, these can be due to privileges, connection issues or authentication errors.

Click Next, you will then be shown any notifications which are not specifically for an employee - RTI Notifications, Generic Notifications, Annual Reminders, and CIS Notifications. These can be viewed after completing the download under Utilities\View Notifications:

Download Type	A	Details					
Annual Reminders		45 Annual Rem	inders.				
HMRC ID	Y	Form Type	V Liability 1 5	7 Liability 2	V Issue Date V	Tax Year 🛛 🖓	Due Date
	30,000	AR2mn	Income Tax PAYE		10 Nov 2011	2,010	19
	30,001	AR2mn			10 Nov 2011	2,011	
	30,002	AR2mn			10 Nov 2011	2,011	
	30,003	AR2mn	Income Tax PAYE		10 Nov 2011	2,011	19
	30,004	AR2mn	Income Tax PAYE		10 Nov 2011	2,011	19
	30,005	AR2mn			10 Nov 2011	2,011	
	30,006	AR2mn			10 Nov 2011	2,011	
	30,007	AR2mn	Income Tax PAYE		10 Nov 2011	2,011	19
	30,008	AR2mn	123456789		10 Nov 2011	2,011	19
	30,009	AR1mn	Income Tax PAYE		10 Nov 2011	2,010	19
	30,010	AR1mn			10 Nov 2011	2,011	
	30,011	AR1mn			10 Nov 2011	2,011	
	30,012	AR1mn	Income Tax PAYE		10 Nov 2011	2,011	19
	30,013	AR1mn	Income Tax PAYE		10 Nov 2011	2,011	19
	30,014	AR1mn			10 Nov 2011	2,011	
	30,015	AR1mn			10 Nov 2011	2,011	
	30,016	AR1mn	Income Tax PAYE		10 Nov 2011	2,011	19
	30,017	AR1mn	123456789		10 Nov 2011	2,011	19
	30,018	AR1n	Income Tax PAYE		10 Apr 2011	2,010	19
	30,019	AR1n			10 Apr 2011	2,010	
	30,020	AR1n			10 Apr 2011	2,010	
	30,021	AR1n	Income Tax PAYE		10 Apr 2011	2,010	
	30,022	AR1n	Income Tax PAYE.		10 Apr 2011	2,010	19
	30,023	AR1n			10 Apr 2011	2,010	
	30,024	AR1n			10 Apr 2011	2,010	
	30,025	AR1n	Income Tax PAYE.		10 Apr 2011	2,010	19
	30,026	AR1n	123456789		10 Apr 2011	2,010	19
	30,027	AR2n	Income Tax PAYE		10 Apr 2011	2,010	19

Once you have reviewed these notifications, click Next.

HMRC DPS Notification Down			\times	
	Completing the HMRC DPS Notification Download Wizard - (Test)			
	You have successfully completed the wizard.			
	To close this wizard click Finish.			
	- Park	Finish	Carr	al
	< DOLK	rinari	Canc	

In the final screen select **Finish**, if there are any employee notices that need to be manually matched you will see the following message:



Click Yes to go to the View Ee Notices and Match screen, or No to close the download wizard.



To download each type of notice individually, or from a specific date, under the **Utilities** tab select **HMRC Notifications\View Previous Downloads**.

MRC DPS Notifications - ((Test)						8	ļ
🛛 Add 🕜 Edit 🧱 Quick Ri	eport 🟟 Done Tax Year :							
Iter								
Show previous tax years :	Show failed/ cancelled :	Show	count checks :	1				
Tax Year ∆								
wnload Type	☑ Download Option	∇ Download	led 🛛	Download By				
Tax Year : 2021 (24 items)								
All Available Notifications	New Notices	04	Aug 2023 13:47:14	IAS/Maria.Newson	Successful	379		
All Available Notifications	New Notices	04	Aug 2023 13:30:25	IAS/Maria.Newson	Successful	379		
All Available Notifications	New Notices	04	Aug 2023 11:08:33	IAS/Maria.Newson	Successful	379		
All Available Notifications	New Notices	03	Aug 2023 16:35:00	IAS/Maria.Newson	Successful	379		
All Available Notifications	New Notices	03	Aug 2023 16:34:46	IAS/Maria.Newson	Successful	379		
All Available Notifications	New Notices	03	Aug 2023 16:31:42	IAS/Maria.Newson	Successful	379		
All Available Notifications	New Notices	03	Aug 2023 15:39:25	IAS/Maria.Newson	Successful	130		
All Available Notifications	New Notices	03	Aug 2023 15:39:18	IAS/Maria.Newson	Successful	50		
All Available Notifications	New Notices	31	Jul 2023 15:39:33	IAS/Maria.Newson	Submitted	0		
All Available Notifications	New Notices	31	Jul 2023 15:38:21	IAS/Maria.Newson	Successful	0		
All Available Notifications	New Notices	31	Jul 2023 15:37:34	IAS/Maria.Newson	Successful	2		
All Available Notifications	New Notices	31	Jul 2023 15:34:51	IAS/Maria.Newson	Successful	23		
All Available Notifications	New Notices	31	Jul 2023 15:05:21	IAS/Maria.Newson	Successful	170		
All Available Notifications	New Notices	31	Jul 2023 15:05:10	IAS/Maria.Newson	Successful	60		
All Available Notifications	New Notices	31	Jul 2023 15:04:50	IAS/Maria.Newson	Successful	20		
All Available Notifications	New Notices	31	Jul 2023 14:46:35	IAS/Maria.Newson	Successful	10		
All Available Notifications	New Notices	31	Jul 2023 14:46:06	IAS/Maria.Newson	Successful	60		
All Available Notifications	New Notices	31	Jul 2023 14:43:37	IAS/Maria.Newson	Successful	0		
All Available Notifications	New Notices	31	Jul 2023 14:40:38	IAS/Maria.Newson	Successful	10		
All Available Notifications	New Notices	31	Jul 2023 13:41:25	IAS/Maria.Newson	Successful	60		
All Available Notifications	New Notices	31	Jul 2023 11:39:52	IAS/Maria.Newson	Successful	75		
All Available Notifications	New Notices	27	Jun 2023 10:02:45	IAS/Maria.Newson	Successful	305		
All Available Notifications	New Notices	13	Jun 2023 11:25:19	IAS/Maria.Newson	Successful	266		
All Available Notifications	New Notices	13	Nov 2020 10:40:40	IAS/Maria.Newson	Submitted	695		

Now select the Add button, and Next to the Welcome screen.

HMRC DPS Notification Download Wizard - (Test)					\times
Notification Type					
Select the appropriate notification type					
Notification Types					
All Available Notifications					
O P9 Notifications					
O P6 and P6b Notifications					
O Student Loan Start Notifications					
Student Loan Stop Notifications					
O RTI Notifications					
O Annual Reminders					
O General Notifications					
O Postgraduate Student Loan Start Notifications					
O Postgraduate Student Loan Stop Notifications					
				_	
	< B	ack N	ext >	C	ancel

Under the Notification Type screen either choose All or an individual notification type, select Next.

HMRC DPS Notification Download Wizard - (Test)	— 🗆 X
Download Options	
Select the appropriate download options	
Options	
Retrieve New Notices	
O Retrieve Notices from given Date	
04 Aug 2023 - 🔀	
O Retrieve Count of New Notices	
O Retrieve Count of Notices from given Date	
04 Aug 2023 - 🔀	
	< Back Next > Cancel

Now choose one of the options to retrieve:

- new notifications or
- notifications from a specific date or
- a count of the new notifications (how many notifications are waiting to be dealt with) or
- a count from a specific date (how many notifications made since that date)

Once you have made your selection click **Next** to continue.

IMRC DPS Notifi	cation Download Wiz	ard - (Test)		— 🗆
Downloading No	tifications			
Payroll Profession	al is downloading the a	ppropriate n	ifications	
Download Details	1			
Type :	P6 and P6b Notificati	ions		
Options :	Retrieve Notices from	solutions solut		
Download Type		Status	Details	
P6 and P6b	Notifications		74 Notice(s) downloaded.	
				Rack Next > Cance
				Next > Cance

You will see the type of notification you chose to download, and the option selected, select Next.

The rest of the wizard is the same as downloading all.

New Notices – RTI, Generic, CIS and Annual Reminders

After downloading notices either automatically or manually, if there are new RTI, Generic, CIS notices or Annual

reminders under Utilities tab the HMRC Notifications and View Notifications icon will be overlayed with



Unmatched Employee Notices

During the download process, automatic or manual download, employee notices are automatically matched to an employee record using the following information:

- Tax Code notices Employee Reference and NI Number.
- Student and postgraduate loan notices Employee Reference and NI Number.
- NINO notices Forename, Surname, NI Number, and Employee Reference if included in HMRC notice.

If there are any new employee notices that require manual matching the View Ee Notices and Match icon will be

overlayed with 💛 in the following locations:

• If under Personal Preferences \Home Pages you have got View Ee Notices and Match button ticked then under Active File Home Page:



Under Utilities tab HMRC Notifications and View Ee Notices and Match



• Outlook bar under Employees then View Ee Notices and Match:



• Outlook bar under Payroll Run then View Ee Notices and Match:

Payroll Run	~
Actions	
🔯 Unselected	
Monthly	
Download HMRC Notifications	
Wiew Ee Notices and Match	
🧞 Apply Ee Notices	
🐻 Import	
Gamma Batch Input	
Calculations	
😪 BACS	
	•
Home	
Е вм5	
Clients	
Employees	

View Employee Notices and Match

There are several ways to open the View Ee Notices and Match facility:

• If under Personal Preferences \Home Pages you have got View Ee Notices and Match button ticked then under Active File Home Page:



• Utilities tab then HMRC Notifications\View Ee Notices and Match:



• Open run tab then HMRC Notifications\View Ee Notices and Match:



• If you have got Auto check for HMRC notifications under Employer and Show HMRC notifications widget on active home page enabled, then double click on the HMRC Notifications in the Status Bar:

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• Outlook bar under Payroll Run then View Ee Notices and Match:



• Outlook bar under Employees then View Ee Notices and Match:



The same screen opens whichever one you choose.

View Ee Notices and Match

Go to Utilities\HMRC Notifications\View Ee Notices and Match to open the following screen, which groups the notices by Form type:

	Employee No	tices				6	2
v Suppre	ess Unsuppres	s Quick Report	Issue Date : Done				
ltor notioon l	hu I	Antohing Required	-				
iter notices i	uy.	Matching Required	· · · · · · · · · · · · · · · · · · ·	NULO - 16-10 - 15			
ax code notic	ces: V S	tudent and postgradua	ite Ioan notices : V	NINO notices :			
Form Tume	A.						
	Tax Year	∑ Issue Date ⊽ ₹	Effective Date V	Ref	7 Title 5	Surname V	7 Fo
orm Type : P	6 and P6b Notific	ation (24 items)				Gurmanio	
574	2023	25 Apr 2023	25 Apr 2023	730-N8S-24	MR	EeBals PrevEmpVal NonCum	Siz
573	2023	25 Apr 2023	25 Apr 2023	6774HE-23	MR	EeBals PrevEmpVal NonCum	Si
572	2023	25 Apr 2023	25 Apr 2023	665-AT9-22	Mr	EeBals PrevEmpVal NonCum	Siz
571	2023	25 Apr 2023	25 Apr 2023	65GD8D-21	MRS	EeBals PrevEmpVal NonCum	Si
570	2023	25 Apr 2023	25 Apr 2023	6473FD-20	Mr	EeBals PrevEmpVal NonCum	Si
569	2023	25 Apr 2023	25 Apr 2023	567-001-19	MISS	EeBals PrevEmpVal NonCum	Si
568	2023	25 Apr 2023	25 Apr 2023	558-NSH-18	PROF	EeBals PrevEmpVal NonCum	Si
567	2023	25 Apr 2023	25 Apr 2023	547&3HS-17	MS	EeBals PrevEmpVal NonCum	Si
566	2023	25 Apr 2023	25 Apr 2023	543!21T-16	MRS	EeBals PrevEmpVal Cum	Si
565	2023	25 Apr 2023	25 Apr 2023	537'59J-15	MRS	EeBals PrevEmpVal Cum	Si
564	2023	25 Apr 2023	25 Apr 2023	472-NDI-14	MRS	EeBals PrevEmpVal Cum	Si
563	2023	25 Apr 2023	25 Apr 2023	465-AT9-13	MR	EeBals PrevEmpVal Cum	Si
562	2023	25 Apr 2023	25 Apr 2023	445-IYU-12	MRS	EeBals PrevEmpVal Cum	Si
561	2023	25 Apr 2023	25 Apr 2023	401-4GO-11	LORD	EeBals PrevEmpVal Cum	Siz
560	2023	25 Apr 2023	25 Apr 2023	333'P49-10	Mr	EeBals PrevEmpVal Cum	Si
559	2023	25 Apr 2023	25 Apr 2023	19G-87H-9	PROF	EeBals PrevEmpVal Cum	Si
558	2023	25 Apr 2023	25 Apr 2023	185JFP-8	MISS	EeBals PrevEmpZero NonCum	Si
557	2023	25 Apr 2023	25 Apr 2023	163-MZP-7	MISS	EeBals PrevEmpZero NonCum	Si
556	2023	25 Apr 2023	25 Apr 2023	156-UYT-6	MS	EeBals PrevEmpZero NonCum	Siz
555	2023	25 Apr 2023	25 Apr 2023	143 A8A-5	MR	EeBals PrevEmpZero NonCum	Si
554	2023	25 Apr 2023	25 Apr 2023	130-FNT-4	MISS	EeBals PrevEmpZero Cum	Si
004	2023	25 Apr 2023	25 Apr 2023	12N-H57-3	LADY	EeBals PrevEmpZero Cum	Si
553		25 Apr 2023	25 Apr 2023	11M FDJ-2	MRS	EeBals PrevEmpZero Cum	Si
553	2023						

By default, Filter notices by is set as Matching Required and all notices selected:

🖏 HMRC DPS Employee N	otices
View Suppress Unsuppre	ess Quick Report Done
Films and and have	Matabian Despired
Finter notices by :	
l ax code notices : V	Matching Required
	Matched
Form Type 🛆	Unmatchable
HMRC ID 7 Tax Year	Suppressed Ref

Using the drop down for Filter notices by you can also choose:

- All shows all employee notices that have been downloaded.
- Matched will show employee notices that have been matched automatically or manually.
- Unmatchable shows notices that cannot be matched, for example tax codes for a previous tax year as they can no longer be applied.
- **Suppressed** shows notices that a user has marked as Suppressed, and unmatched notices migrated from the old DPS tables to the new DPS tables have been marked as Suppressed.

🖏 HMRC DPS Employee N	otices			
🔍 🗙 🗸	issue Da	ate :		
View Suppress Unsuppre	ess Quick Report Done			
Filter notices by :	Matching Required	٣		
Tax code notices : 🔽	Student and postgraduate loan notices :		NINO notices :	
F				

If required, you can choose the notice types that you want to see by selecting and de-selecting:

- Tax code notices
- Student and postgraduate loan notices
- NINO notices

	S Employee No	tices				6	P x
ew Supp	press Unsuppres	s Quick Report	Issue Date : Done				
Filter notice	es by :	Matching Required	-				
Tax code no	Image: Source in the second						
Form Type	۵ 🛆						
RC ID		∇ Issue Date ∇ ∇	Effective Date 7	Ref	∀ Title	∑ Surname 5	7 For
orm Type :	P6 and P6b Notific	ation (24 items)					
574	2023	25 Apr 2023	25 Apr 2023	730-N8S-24	MR	EeBals PrevEmpVal NonCum	Six
573	2023	25 Apr 2023	25 Apr 2023	6774HE-23	MR	EeBals PrevEmpVal NonCum	Six
572	2023	25 Apr 2023	25 Apr 2023	665-AT9-22	Mr	EeBals PrevEmpVal NonCum	Six
571	2023	25 Apr 2023	25 Apr 2023	65GD8D-21	MRS	EeBals PrevEmpVal NonCum	Six
570	2023	25 Apr 2023	25 Apr 2023	6473FD-20	Mr	EeBals PrevEmpVal NonCum	Six
569	2023	25 Apr 2023	25 Apr 2023	567-001-19	MISS	EeBals PrevEmpVal NonCum	Six
568	2023	25 Apr 2023	25 Apr 2023	558-NSH-18	PROF	EeBals PrevEmpVal NonCum	Six
567	2023	25 Apr 2023	25 Apr 2023	547&3HS-17	MS	EeBals PrevEmpVal NonCum	Six
566	2023	25 Apr 2023	25 Apr 2023	543!21T-16	MRS	EeBals PrevEmpVal Cum	Six
565	2023	25 Apr 2023	25 Apr 2023	537'59J-15	MRS	EeBals PrevEmpVal Cum	Six
564	2023	25 Apr 2023	25 Apr 2023	472-NDI-14	MRS	EeBals PrevEmpVal Cum	Six
563	2023	25 Apr 2023	25 Apr 2023	465-AT9-13	MR	EeBals PrevEmpVal Cum	Six
562	2023	25 Apr 2023	25 Apr 2023	445-IYU-12	MRS	EeBals PrevEmpVal Cum	Six
561	2023	25 Apr 2023	25 Apr 2023	401-4GO-11	LORD	EeBals PrevEmpVal Cum	Six
560	2023	25 Apr 2023	25 Apr 2023	333'P49-10	Mr	EeBals PrevEmpVal Cum	Six
559	2023	25 Apr 2023	25 Apr 2023	19G-87H-9	PROF	EeBals PrevEmpVal Cum	Six
558	2023	25 Apr 2023	25 Apr 2023	185JFP-8	MISS	EeBals PrevEmpZero NonCum	Six
557	2023	25 Apr 2023	25 Apr 2023	163-MZP-7	MISS	EeBals PrevEmpZero NonCum	Six
556	2023	25 Apr 2023	25 Apr 2023	156-UYT-6	MS	EeBals PrevEmpZero NonCum	Six
555	2023	25 Apr 2023	25 Apr 2023	143 A8A-5	MR	EeBals PrevEmpZero NonCum	Six
554	2023	25 Apr 2023	25 Apr 2023	130-FNT-4	MISS	EeBals PrevEmpZero Cum	Six
	2023	25 Apr 2023	25 Apr 2023	12N-H57-3	LADY	EeBals PrevEmpZero Cum	Six
553		25 Apr 2023	25 Apr 2023	11M FDJ-2	MRS	EeBals PrevEmpZero Cum	Six
553 552	2023	201012020					

To manually match a notification, either highlight the row for the employee and select **View** or double click on the row. You will see the following screen which includes details of the notice:

rev Next Select	The second secon		
neral Details			
HMRC ID :	574	Form type :	P6 and P6b Notification
ssue date :	25 Apr 2023	Employer ref :	123/BST2
Tax year :	2023	Download date :	24 July 2023 17:30:30
form type code :	P6	Downloaded by :	IAS/Maria.Newson
In the Date of			
ployee Match Details			
Suppressed :		Matched :	
lotice title :	MR	Matched Ee title :	
Notice forename :	Six PrevEmpZero NonCum	Matched Ee forename :	
Notice surname :	EeBals PrevEmpVal NonCum	Matched Ee surname :	
Notice NINO :	JT000024A	Matched Ee NINO :	
Notice works number :	730-N8S-24	Matched Ee ref :	
Auto matched :		Matched Ee ID :	
Manually matched date :		Manually matched by :	
and P9 Details			
Effective date :	25 Apr 2023	Has previous pay and tax :	
Tax code :	SD1	Total previous pay :	
Veek 1/ Month 1		Total previous tax :	

Click on Match to open the matching screen:

💋 н	IMRC DPS Emplo	oyee Notice (Match)						×
OK	Cancel Ma	itch Employee Delete Mat	ch Print Form	Ref: 101	-ASP			
Emple	oyee Match Detai	ls						
Not	tice title :	MR		Matched	Fe title :		7	
		Sin Den Erre Zere Man	C	Marchael	- /			_
NO	tice torename :	Six PrevempZero Non	Cum	Matched	Le forename :			
Not	tice surname :	EeBals PrevEmpVal N	onCum	Matched I	Ee surname :			
Not	tice NINO :	JT000024A		Matched	Ee NINO :			
Net		720 NIRC 24		Matabad			Ξ.	
INOI	uce works numbe	r: /30-1103-24		matched	Le rer :			
Ref	$\land \lor$	Surname	7 Forename	V	Title		Y	-
• 1	101-ASP	EeBals PrevEmpZero Cur	n Six PrevEmp	Match Cum	Mr	JT000001A		
1	1M FDJ	EeBals PrevEmpZero Cum	Six PrevEmpM	ore Cum	MRS	JT000002A		
1	2N-H57	EeBals PrevEmpZero Cum	Six PrevEmpM	latch NonCu	LADY	JT000003A		
1	30-FNT	EeBals PrevEmpZero Cum	Six PrevEmpM	ore NonCum	MISS	JT000004A		
1	43 A8A	EeBals PrevEmpZero Non.	Six PrevEmpM	atch Cum	MR	JT000005A		
1	56-UYT	EeBals PrevEmpZero Non.	Six PrevEmpM	ore Cum	MS	JT000006A		
1	63-MZP	EeBals PrevEmpZero Non.	Six PrevEmpM	latch NonCu	MISS	JT000007A		
1	85JFP	EeBals PrevEmpZero Non.	Six PrevEmpM	ore NonCum	MISS	JT000008A		
1	9G-87H	EeBals PrevEmpVal Cum	Six PrevEmpM	atch Cum	PROF	JT000009A		
3	33'P49	EeBals PrevEmpVal Cum	Six PrevEmpM	ore Cum	Mr	JT000010A		
4	01-4GO	EeBals PrevEmpVal Cum	Six PrevEmpLe	ess Cum	LORD	JT000011A		
4	45-IYU	EeBals PrevEmpVal Cum	Six PrevEmpZ	ero Cum	MRS	JT000012A		
4	65-AT9	EeBals PrevEmpVal Cum	Six PrevEmpM	latch NonCu	MR	JT000013A		
4	72-NDI	EeBals PrevEmpVal Cum	Six PrevEmpM	ore NonCum	MRS	JT000014A		
5	37'59J	EeBals PrevEmpVal Cum	Six PrevEmpLe	ess NonCum	MRS	JT000015A		
5	43!21T	EeBals PrevEmpVal Cum	Six PrevEmpZ	ero NonCum	MRS	JT000016A		
5	47&3HS	EeBals PrevEmpVal NonC.	Six PrevEmpM	atch Cum	MS	JT000017A		
5	58-NSH	EeBals PrevEmpVal NonC.	Six PrevEmpM	ore Cum	PROF	JT000018A		
5	67-001	EeBals PrevEmpVal NonC.	Six PrevEmple	ess Cum	MISS	JT000019A		
6	473ED	EeBals PrevEmpVal NonC	Six PrevEmpZ	ero Cum	Mr	JT000020A		L
6	5GD8D	EeBals PrevEmpVal NonC.	Six PrevEmpM	latch NonCu	MRS	JT000021A		
6	65-AT9	EeBals PrevEmpVal NonC	Six PrevEmpM	ore NonCum	Mr	JT000022A		
	774115	EaPala PrayEmp\/al NonC	Six PrevEmpla	NonCum	MR	1T000022A		

Under **Employee Match Details** section, the left side shows the employee information from the Notice and the right side will show the Employee you select to match the notification to.

Select the Employee in the list you want to match the notification to by either double clicking on the Employee in the list or highlighting the Employee and click on Match Employee.

HMRC DPS E	mployee N	Notice (Match)								×
	Match E	Dalata Mat	Drint Form	Ref : 730)-N8S					
mplovee Match	Detaile	mpioyee Delete Mat	n Philippin							
March and	Detailo	MD								
Notice title :		MR		Matched	Le title :	IVI	1			
Notice forenam	e:	Six PrevEmpZero Non	Cum	Matched	Ee forename :	Si	<pre> PrevEmpZerc</pre>	NonC	lum	
Notice surname		EeBals PrevEmpVal No	nCum	Matched	Ee surname :	Ee	Bals PrevEmp	Val No	nCum	
Notice NINO :		JT000024A		Matched	Ee NINO :	JT	000024A			
Matter		720 NIPS 24		Matcheod		72	0 NOC	Ξ.		
NOTICE WORKS IN	umber:	/30-1103-24		Matched	ce ret :	/3	C-1403			
lef	∆ 7 Surn	ame 5	Forename	Y	Title	Y	NINumber	Y		
12N-H57	EeBa	als PrevEmpZero Cum	Six PrevEmpM	latch NonCu	LADY		JT000003A			
130-FNT	EeBa	als PrevEmpZero Cum	Six PrevEmpM	ore NonCum	MISS		JT000004A			
143 A8A	EeBa	als PrevEmpZero Non	Six PrevEmpM	atch Cum	MR		JT000005A			-
156-UYT	EeBa	als PrevEmpZero Non	Six PrevEmpM	ore Cum	MS		JT000006A			
163-MZP	EeBa	als PrevEmpZero Non	Six PrevEmpM	latch NonCu	MISS		JT000007A			
185JFP	EeBa	als PrevEmpZero Non	Six PrevEmpM	ore NonCum	MISS		JT000008A			
19G-87H	EeBa	als PrevEmpVal Cum	Six PrevEmpM	atch Cum	PROF		JT000009A			
333'P49	EeBa	als PrevEmpVal Cum	Six PrevEmpM	ore Cum	Mr		JT000010A			
401-4GO	EeBa	als PrevEmpVal Cum	Six PrevEmpLe	ess Cum	LORD		JT000011A			
445-IYU	EeBa	als PrevEmpVal Cum	Six PrevEmpZe	ero Cum	MRS		JT000012A			
465-AT9	EeBa	als PrevEmpVal Cum	Six PrevEmpM	latch NonCu	MR		JT000013A			
472-NDI	EeBa	als PrevEmpVal Cum	Six PrevEmpM	ore NonCum	MRS		JT000014A			
537'59J	EeBa	als PrevEmpVal Cum	Six PrevEmpLe	ess NonCum	MRS		JT000015A			
543!21T	EeBa	als PrevEmpVal Cum	Six PrevEmpZe	ero NonCum	MRS		JT000016A			
547&3HS	EeBa	als PrevEmpVal NonC	Six PrevEmpM	atch Cum	MS		JT000017A			
558-NSH	EeBa	als PrevEmpVal NonC	Six PrevEmpM	ore Cum	PROF		JT000018A			
567-001	EeBa	als PrevEmpVal NonC	Six PrevEmpLe	ess Cum	MISS		JT000019A			
6473FD	EeBa	als PrevEmpVal NonC	Six PrevEmpZe	ero Cum	Mr		JT000020A			
65GD8D	EeBa	als PrevEmpVal NonC	Six PrevEmpM	latch NonCu	MRS		JT000021A			
665-AT9	EeBa	als PrevEmpVal NonC	Six PrevEmpM	ore NonCum	Mr		JT000022A			
6774HE	EeBa	als PrevEmpVal NonC	Six PrevEmpLe	ess NonCum	MR		JT000023A			
730-N8S	EeB	als PrevEmpVal Non	Six PrevEmp	Zero NonCum	MR		JT000024A			

Click on OK to the HMRC DPS Employee Notice (Match) screen.

Prev Next Select	K Cancel Match Print Form		
ieneral Details			
HMRC ID :	574	Form type :	P6 and P6b Notification
Issue date :	25 Apr 2023	Employer ref :	123/BST2
Tax year :	2023	Download date :	24 July 2023 17:30:30
Form type code :	P6	Downloaded by :	IAS/Maria.Newson
mployee Match Details			
Suppressed :		Matched :	
Notice title :	MR	Matched Ee title :	MR
Notice forename :	Six PrevEmpZero NonCum	Matched Ee forename :	Six PrevEmpZero NonCum
Notice surname :	EeBals PrevEmpVal NonCum	Matched Ee surname :	EeBals PrevEmpVal NonCum
Notice NINO :	JT000024A	Matched Ee NINO :	JT000024A
Notice works number :	730-N8S-24	Matched Ee ref :	730-N8S
Auto matched :		Matched Ee ID :	24
Manually matched date :	04 August 2023 17:01:41	Manually matched by :	IAS/Maria.Newson
6 and P9 Details			
Effective date :	25 Apr 2023	Has previous pay and tax :	
Tax code :	SD1	Total previous pay :	
Week 1/ Month 1 :		Total previous tax :	

Important Note: Before you click on OK or select another employee by using Next/Prev or Select, ensure the record matches, once you leave this notice record the matching cannot be changed. If you need to change the matching before leaving the form, select Match and then Delete Match to re-select a different employee.

Once you have matched the notice to the correct employee, then choose another employee to match by clicking on **Select** or use **Next** and **Previous** to move to another employee. Select **OK** to save the changes.

If you try to Match a notice for an employee that has already been Matched, marked as Suppressed or is Unmatchable, you will see a similar message to the following:



Tax Code Notice - Previous Employment Pay and Tax

When you manually match an employee tax code notice that includes Previous Employment Pay and Tax values, where a later notice has already been applied, and the Previous Employment values in the Tax Code notices are different to those recorded under the Employee record, when saving the employee match by clicking on **OK** to the **HMRC DPS Employee Notice** or using **Prev/Next** or **Select** to move to another record, a similar message to the following will appear:

8 HMRC DPS Employee	Notice	×
Prev Next Select	Cancel Match Print Form	1
Prev Next Select OK Cancel Match Print Form General Details HMRC ID : 554 Issue date : 25 Apr 2023 Tax year : 2023 Form type code : P6 Employee Match Details Suppressed :	Payroll Professional × This notice is superseded by a later notice that has already been applied, this notice includes previous pay and tax figures. Current previous employment figures: Tax = 0.00 Notice previous employment figures: Tax = 0.00 Notice previous employment figures: Tax = 0.00 Tax = 0.01.67 Tax = 15.76	
Notice torename : Notice surname : Notice NINO : Notice works number : Auto matched : Manually matched date :	SIX PrevEmpMore NonCum EeBals PrevEmpZero Cum JT00004A 130-FNT-4 07 August 2023 10:13:22	Do you wish to apply these changes now? Note - If the employee is calculated in the current run you will need to select Refresh Bfwd in their Individual Calculation screen and re-calculate them for the changes to take effect. Yes No
P6 and P9 Details		
Effective date : Tax code : Week 1/ Month 1 :	25 Apr 2023 SBR	Has previous pay and tax : Total previous pay : Total previous tax : 15.76

The message includes details of the Previous pay and tax from the Tax Code notice, and the employees current Previous pay and tax under their employee record, for you to decide whether to update their employment record.

Select Yes to update the employees record with the Previous pay and tax from the Tax code notice, or No to leave the Previous pay and tax as per their employee record.

Suppress

We have given you an option to Suppress an employee notice that appears under Matching Required:

NH 🖉	ARC DPS	Employee N	lotices				8	x
View	w Supp	ress Unsuppr	ess Quick Report	Done Issue Date :	25/04/2023 00:00:00			
Fi	ilter notices	iby:	Matching Required	▼ ate loan notices : ▼	NINO notices · V			
E	ormType	A						
HMF	RCID	☑ Tax Year		Effective Date 7	Ref 7	Title 🛛	Surname V	Fore
E Fo	orm Type : I	P6 and P6b Notif	fication (24 items)					
	574	2023	25 Apr 2023	25 Apr 2023	730-N8S-24	MR	EeBals PrevEmpVal NonCum	Six P
•	573	2023	25 Apr 2023	25 Apr 2023	6774HE-23	MR	EeBals PrevEmpVal NonCum	Six F
	572	2023	25 Apr 2023	25 Apr 2023	665-AT9-22	Mr	EeBals PrevEmpVal NonCum	Six P
						1100		-

This allows you to remove employee notices that either aren't applicable to this payroll, for example where you have separate payroll data files for processing different frequencies for the same company, or the employee has left so the notice cannot be applied.

Highlight the row for the employee notice that you want to Suppress, then click on **Suppress**. The following message will appear:



If you want to proceed then click on **Yes**, this will then remove the employee notice from Filter notices by **Matching Required** list and will appear under **Suppressed**:

TIMING DF 5 Ellipioye	e Notices				8 ×
View Suppress Unsu	opress Quick Report	Issue Date : Done	25/04/2023 00:00:0	00	
Filter notices by :	Suppressed	•			
Tax code notices : 🔍	Student and postgrad	duate Ioan notices : 🗸	NINO notices :	V	
Form Type \triangle					
Form Type 🛆	ear ♡ Issue Date ♡	♥ Effective Date ♥	Ref	∀ Title	∀ Fore
Form Type △ IMRC ID ♡ Tax Y Form Type : P6 and P6b N	ear ♡ Issue Date ♡	♥ Effective Date ♥	Ref	∀ Title	∀ Fore

If you have marked the record as Suppress by mistake, then highlight the employee notice and select Unsuppress, the following message will appear:

Payroll P	ofessional	\times
?	Are you sure you wish to unsuppress the 'P6 and P6b Notification' with the HMRC ID of 573?	
	Yes No	

Click Yes if you want to proceed, the employee notice will then appear under Filter notices by Matching Required.

Quick Report



The Quick Report button will produce the report defined via Reporting\Define Quick Reports under the form HMRC Employee Notices:

¢	5	Update Quick Reports			×	<
	Į	Edit 🥖 Edit SQL				
	Fo	m V	Tab 🛛	Report 7	SQL Report	7
		Tax Tables	Not Applicable	PATXTBL	PSTXTBL	
		Pay Grades	Not Applicable	PAPCGRAD	PSPCGRAD	
		Pension	Not Applicable	PAPENPOL	PSPENPOL	
		Employer	Not Applicable	PAERDETL	PSERDETL	
		AEO Tables	Not Applicable	PAAEOTBL	PSAEOTBL	
		Pension Rates	Not Applicable	PAPENTAB	PSPENTAB	
_	_	Holiday Schemes	Not Applicable	PAHOLSCH	PSHOLSCH	
		HMRC Employee Notices	Not Applicable	PAEENOTS	PSEENOTS	
4	_	Student Loan Rates	Not Applicable	PASLPARA	PSSLPARA	1
		Leavers From Previous	Not Applicable	PAEEPYL	PSEEPYL	
		HMRC General Notificati	Not Applicable	PANOTIFA	PSNOTIFA	
		BIK Tables	Not Applicable	PABIKPAR	PSBIKPAR	
		P11D Employee Details	List	PAP11DEE	PSP11DEE	
		P11D Employee Details	Address	PAP11DEE	PSP11DEE	
		P11D Employee Details	Analysis	PAP11DEE	PSP11DEE	
		P11D Employee Details	NI	PAP11DEE	PSP11DEE	
		P11D Employee Details	Benefits in Kind	PAP11DEE	PSP11DEE	
						,
	4		111			
				ОК	Cancel	

The **Report** and **SQL Report** have been updated to a new report called **PAEENOTS\PSEENOTS** which is a list of employee notices downloaded grouped by notice type.

Apply Employee Notices

Tax Code, Student Loan, Postgraduate Loan and NINO Notifications are all applied when you are in a payroll run.

Tax Code notices are based on them being for the current tax year, with an effective date on or before the current periods pay date. If there is more than one notice for an employee, then the notice with the latest effective date and then issue date is applied. If the effective dates and issue dates are the same the latest HMRCID.

Student Loan start and stop notices are applied together based on the start date and stop date being on or before the end of the current tax year. If there is more than one notice for an employee, then latest issue date, if the issue dates are the same then by form type, if the issue date and the form types are the same then HMRCID order.

Postgraduate Loan start and stop notices are applied together based on the start date and stop date being on or before the end of the current tax year. If there is more than one notice for an employee, then latest issue date, if the issue dates are the same then by form type, if the issue date and the form types are the same then HMRCID order.

When you go into the Payroll Run and there are notifications waiting to be applied you will see the following welcome screen. Click Next to continue.	HIRE: D25 Notices Apply Witht Image: Data in the indication of the indica	- D X
You can choose to apply Tax Code, Student and Postgraduate Loan, NINO notifications for a specific Department, Branch or Cost Centre. Once you have made your selection(s) click Next to continue.	HMRC DPS Notices Apply Wizard Employee Fibe Select the appropriate filters on which to view the notices Filters Branch: Cost certe: -ALL- Department: -ALL- V	- C X
If there are any Tax Code changes the Employees names will be listed here, showing the number of notices and in the main row the notice details that would be applied. Click on Expand All to see all notice details. If you want to only apply some of the employee Tax Code changes tick the Apply box for the relevant Employee(s). If after viewing all the Employee Tax Code changes using the scroll bar, you want to apply all of them select the button I have reviewed ALL changes then select Apply All. Click Next to continue.	HMRC DPS Notices Apply Wizard Expand AI Expand None Paper Do not Apply Linux reviewed ALL changes Apply AI Apply None Expand AI Expand None Paper Do not Apply Linux reviewed ALL changes Apply AI Apply None Expand AI Expand None Paper Do not Apply Linux reviewed ALL changes Apply AI Apply None Exect Notes Bitelite Exect Notes Markings Changes V Notes	

Student and Postgraduate Loan	HMRC DPS No	tices Apply Wizard		_				- 0
Notifications will show in this screen,	+		X		- Ka 🔞	6		
showing the number of notices and in	Student and P	Expand None Appl Postgraduate Loan Noti	ly Do not Apply	have reviewed ALL cha	anges Apply All Apply	None		
the main row the notice details that	Select the stude	ent and postgraduate los	an notices to apply					2
would be applied. Click on Expand All to	Apply	⊽ Ref	∇ Surname 5	Forename ⊽ NII	Number V Notices	⊽ Start Date ⊽	Stop Date 🛛 🕅	Plan Type
would be applied. Click off Expand All to		10M FDJ 110-FNT	MultiStart Sam_ MultiStop Samel.	AllAuto PlanOne JT	T000002A T000004A	1 06 Apr 2023	18 May 2023	Plan 1
see all notice details.	B 2	123 A8A	MixStartStop Dif.	AllAuto PlanOne JTI	T000005A	1 1 07 May 2023	06 Apr 2023	Plan 1
	8 2	185JFP	MixStopStart Sa.	AllAuto PlanOne JTI	F000008A	1 27 Mar 2023		Plan 1
If you want to only apply some of the	⊕ <u></u>	19G-87H 333'P49	MultiStart Diffiss MultiStart Same.	AllMan PlanOne JTI AllMan PlanOne JTI	F000009A F000010A	1 26 Apr 2023 1 06 Apr 2023		Plan 1 Plan 1
Student and Postgraduate Loan	 ⊕ ₩ 	445-IYU 465-AT9	MultiStop Samel. MixStartStop Dif.	AllMan PlanOne JTI AllMan PlanOne JTI	F000012A F000013A	1	18 May 2023 06 Apr 2023	
Notifications tick the Apply box for the	8	537'59J	MixStopStart Dif.	AllMan PlanOne JTI	T000015A	1 07 May 2023		Plan 1
relevent Employee(a)	8 E	543211 54783HS	MultiStart Difflss	NewAuto OldMa. JTI	F000017A	1 26 Apr 2023		Plan 1
relevant Employee(s).	8 E	558-NSH 6473FD	MultiStart Same. MultiStop Samel.	NewAuto OldMa. JTI NewAuto OldMa. JTI	F000018A. F000020A	1 06 Apr 2023	18 May 2023	Plan 1
If often viewing all the Englaves	· ·	64GD8D	MixStartStop Dif. MixStopStart Dif.	NewAuto OldMa. JTI NewAuto OldMa. JTI	F000021A	1 1 07 May 2023	06 Apr 2023	Plan 1
If after viewing all the Employee		740-N8S	MixStopStart Sa.	NewAuto OldMa. JTI	T000024A	1 27 Mar 2023		Plan 1
Student and Postgraduate Loan	• E	74NCVX 768798	MultiStart Difflas MultiStart Same	NewMan OldAut. JTI NewMan OldAut. JTI	T000025A T000026A	1 26 Apr 2023 1 06 Apr 2023		Plan 1 Plan 1
Notifications using the scroll har you	8 2	789-A7C 7HH110	MultiStop Samel. MixStartStop Dif	NewMan OldAut. JTI NewMan OldAut. JTI	T000028A	1	18 May 2023 06 Apr 2023	
went to evely all of them calest the	* 2	821-091	MixStopStart Dif.	NewMan OldAut. JTI	T000031A	1 07 May 2023		Plan 1
want to apply all of them select the	8 2	833-HHH	MultiStart Difflss	AllAuto PlanTwo JTI	F000033A	1 26 Apr 2023		Plan 2
button I have reviewed ALL changes	B 2	84HD92 874-009	MultiStart Same. MultiStop Samel.	AllAuto PlanTwo JTI AllAuto PlanTwo JTI	F000034A F000036A	1 06 Apr 2023	18 May 2023	Plan 2
then select Apply All	æ 🖭	876-JAX	MixStartStop Dif.	AllAuto PlanTwo JT	F000037A	1	06 Apr 2023	
Click on Next to continue.	HMRC DPS No	tices Apply Wizard					< Back	Next > Cance
Click on Next to continue.	HMRC DPS No	tices Apply Wizard	ly Do not Apply	have reviewed ALL cha	anges Apply All Apply	None	< Back	Next > Cance
Click on Next to continue. NINO Notifications will show in this screen, showing the number of notices	HMRC DPS No Expand All NINO Notices Select the NINC	tices Apply Wizard	y Do not Apply	have reviewed ALL cha	anges Apply All Apply	None	< Back	Next > Cance
Click on Next to continue. NINO Notifications will show in this screen, showing the number of notices and in the main row the notice details	HMRC DPS No Expand All NINO Notices Select the NINC	tices Apply Wizard Expand None Appl notices to apply 7 Ref	V Surname V	have reviewed ALL cha	anges Apply All Apply V Current NI Hamber	None	< Back	Next> Cance
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The **ePayslip** action which produced the HR Payslip export has been removed from this section.

Privileges

There are separate privileges for each type of notification, this means you can control which members of staff can download them.

rivilege Roles	Privileges Staff			
 Default Payrolls Administrators Any Assigned None Test 	Admin Menu Auto Enrolment Module BMS Data Menu Advanced Data Menu Basic Education Returms Employee Details erpayalips File Menu Group Reporting Menu Help Menu Misc myePayWindow Open Run Menu P11D Reports Menu Run Menu Utilities Menu	P45s and P46s CIS Verification CIS Return Active IF Submissions P6 P9 Notifications Student Loan Notifications RTI Notifications Annual Reminders General Notifications CIS Notifications End of Year Validation Checker HMRC Status Search Web Links Nom Exp Configure Queries	Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes	

New Standard Reports

Report	Status	Туре	Description
PAEENINO\PSEENINO\ PXEENINO	New	Employee	List of employee NI number notices downloaded and matched to an employee, shows whether it has been applied, when, user, old and new NI number.

Report	Status	Туре	Description
PARNNINO\PSRNNINO	New	Payroll Run	List of employee NI number notices applied in the current run.
PAEENOTS\PSEENOTS	New	Misc	Downloaded employee notices which includes Tax Codes, Student Loan Start and Stop Dates, Postgraduate Loan Start and Stop Dates, NI Numbers. Designed to be used as a Quick report under View Ee Notices and Match.

Standard Report Changes

Report	Status	Туре	Description
PAEEP9P6\PSEEP9P6\ PXEEP9P6	Amended	Employee	 Changed to landscape, added the following information: Form Type HMRCID Frequency Applied Pay Day Applied Has Previous Pay and Tax
PAEESL\PSEESL\PXEESL	Amended	Employee	Changed to landscape, added the following information: • Form Type • HMRCID • Frequency Applied • Pay Day Appliedy Applied • Pay Day Applied
PANOTIFA\PSNOTIFA	Amended	Misc	Updated to use the new tables. Added Matched EeRef, removed notice Title.
PANOTIFS\PSNOTIFS	Amended	Misc	Updated to use the new tables. Added Matched EeRef, removed notice Title.
PARNP9P6\PSRNP9P6	Amended	Payroll Run	Changed to landscape, added the following information: • Form Type • HMRCID • Issue Date • Effective Date

Report	Status	Туре	Description
			 New W1/M1 New Prev Pay New Prev Tax Old W1/M1 Old Prev Pay Old Prev Tax
PARNSL\PSRNSL	Amended	Payroll Run	Changed to landscape, added the following information: • Form Type • HMRCID • Issue Date • Old Start Date • Old Stop Date

New Tables for Reporting

Database	Table	Description
Dempay.mdb	EeEffectiveNINO	Matched NI number notices, includes details of whether they have been applied.
Dempay.mdb	IF_Notify_P6P9_2023	Downloaded tax code notices and matching information
Dempay.mdb	IF_Notify_RTI_NINO_2023	Downloaded NI number notices and matching information
Dempay.mdb	IF_Notify_RTI_SL_2023	Downloaded Student and postgraduate notices and matching information
Dempay.mdb	IF_Notify_Notifications_P6P9	Download tax code records, high level information linking to the individual notice details under the table IF_Notify_P6P9_2023.
Dempay.mdb	IF_Notify_Notifications_SL	Download student and postgraduate loan records, high level information linking to the individual notice details under the table IF_Notify_SL_2023.
Dempay.mdb	IF_Notify_Notifications_RTI_NINO	Download NI number records, high level information linking to the individual notice details under the table IF_Notify_NINO_2023.

New Fields for Reporting

Database	Table	Field Name	Description
Dempay.mdb	EeEffectiveStudentLoan	PYear	Tax Year
		Applied_Week1Month1_Old	W1/M1 setting before notice applied
		Applied_TotalPreviousPay_Old	Previous Pay before notice applied
		Applied_TotalPreviousTax_Old	Previous Tax before notice applied
Dempay.mdb	EeEffectiveTaxCode	PYear	Tax Year
		Applied_StartDate_Old	Start date of plan before notice applied
		Applied_StopDate_Old	Stop date of plan before notice applied

Virtual Payroll Assistant (vPA) – Task List

For those clients using vPA, when signing off tasks in IPP the following changes have been made:

- Internal Approval when setting as Approved the text box is no longer mandatory.
- Next task not assigned to the current user a message will appear if the next task is not assigned to the user signing off the current task or when it is an automated step, example:

Payroll Pr	ofessional	×
1	Please note: the next step in this vPA process is an automated step.	
	ОК	

Fixes

Web ID	Area	Description of bug
2023006	Reports	PAPAM\PSPAM - under the column Estimated Weekly Rate the weeks 7 to 39 for tax year 2023/24 are currently showing 0.00 instead of the rate.
2023009	Miscellaneous	Pay Run Import - when a pay component is suspended either at pay component or employee level, and its rate is calculated using a pay component via basic or advanced linking which is included in the pay run import, and you are not ticking the option Ignore linked components, the calculated value for the suspended pay component is being populated. This does not effect the employees calculation or payslips, it is included where pay breakdown is shown such as reports, PRE and Nominal export for the current run, closed runs are correct.
2023007	Miscellaneous	NI Letter validation messages - additional messages are appearing when they are not relevant, under the Calculation screen for age 25 when the employee is not on NI letter H, and under the Employee Edit screen for employees turning state pension age during the tax year where the NI letter is valid. These additional messages do not stop you from using the correct NI letter to process the payroll.
	Internet Submissions	In IPP and vPA, when using BMS Offices to override the HMRC login details used for submissions, the Sender Type was picking up the default from the P2Admin instead of the one set under BMS Offices.
	Auto Enrolment Dashboard	We have increased the timeout for SQL payroll data files, to help mitigate issues some clients were experiencing with large data files when generating notices and feeds as their SQL server was timing out.

On-line Help File

Remember the on-line help contains all the latest information regarding the program.

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Support

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