



Payroll Professional

Release Notes EOY 2024

March 2024

IRIS. Look forward

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Statutory Rate Changes 2023/24

Benefits in Kind

Van Rates

Annual van charge	Annual fuel charge	Zero emission reduction
£3960.00	£757.00	100%

Mileage Rates

Vehicle type	Mileage threshold	Higher rate	Lower rate	Passenger rate
Car or Van	10,000	£0.45	£0.25	£0.05
Motorbike			£0.24	
Bicycle			£0.20	

Miscellaneous

Benefit Type	Description	Value
Loans	Actual interest rate	2.25%
	Average interest rate	TBC
	Combined outstanding exemption	£10,000.00
Accommodation	Actual interest rate	2.25%
	Accommodation limit	£75,000.00
Relocation	Qualifying costs exemption	£8,000.00
Cars	Capital contributions maximum	£5,000.00
	Car accessories minimum	£100.00
Incidental overnight expenses	Overnight expense exemption (UK)	£5.00
	Overnight expense exemption (abroad)	£10.00
Class 1A	P11D Class 1A NICs	13.8%

Statutory Rate Changes 2024/25

Tax Codes

The emergency tax code from 6th April 2024 is 1257L.

When you close the Tax Year 2023/24, there are no tax code uplifts.

Tax Bands

UK Rates

Rate	Bandwidth
20%	1 – 37,700
40%	37,701 – 125,140
45%	Over 125,140

Scottish Rates

Rate	Bandwidths
19%	1 – 2,306
20%	2,307 – 13,991
21%	13,992 – 31,092
42%	31,093 – 62,430
45%	62,431 – 125,140
48%	Over 125,140

Welsh Rates

Rate	Bandwidths
20%	1 – 37,700
40%	37,701 – 125,140
45%	Over 125,140

National Insurance Letters

Standard	Freeport	Investment Zone	Mariner	Description
A	F	N	R	Age 21 to under state pension age
B	I	E	T	Reduced, females only, age 21 to under state pension age
C	S	K	W	Over state pension age
H			G	Apprentice, age 16 to under 25
J	L	D	Q	Deferment, age 21 to under state pension age
M			Y	Age 16 to under 21
V				Veteran, within 12 months of their first civilian employment date, age 21 to under state pension age
X				No NI
Z			P	Deferment, age 16 to under 21

National Insurance Bands and Contributions

Bands	Weekly	Monthly	Yearly
To LEL	123	533	6396
To SET	175	758	9100
To PET	242	1048	12570
To FUST	481	2083	25000
To UST	967	4189	50270
To AUST	967	4189	50270
To VUST	967	4189	50270
To UEL	967	4189	50270

Employee NI % Rates									
NI Letter	To LEL	To SET	To PET	To FUST\IZUST	To UST	To AUST	To VUST	To UEL	Above UEL
A	0	0	0	8	8	8	8	8	2

Employee NI % Rates									
NI Letter	To LEL	To SET	To PET	To FUST\IZUST	To UST	To AUST	To VUST	To UEL	Above UEL
B	0	0	0	1.85	1.85	1.85	1.85	1.85	2
C	0	0	0	0	0	0	0	0	0
D	0	0	0	2	2	2	2	2	2
E	0	0	0	1.85	1.85	1.85	1.85	1.85	2
F	0	0	0	8	8	8	8	8	2
G	0	0	0	8	8	8	8	8	2
H	0	0	0	8	8	8	8	8	2
I	0	0	0	1.85	1.85	1.85	1.85	1.85	2
J	0	0	0	2	2	2	2	2	2
K	0	0	0	0	0	0	0	0	0
L	0	0	0	2	2	2	2	2	2
M	0	0	0	8	8	8	8	8	2
N	0	0	0	8	8	8	8	8	2
P	0	0	0	2	2	2	2	2	2
Q	0	0	0	2	2	2	2	2	2
R	0	0	0	8	8	8	8	8	2
S	0	0	0	0	0	0	0	0	0
T	0	0	0	1.85	1.85	1.85	1.85	1.85	2
V	0	0	0	8	8	8	8	8	2
W	0	0	0	0	0	0	0	0	0
X	0	0	0	0	0	0	0	0	0
Y	0	0	0	8	8	8	8	8	2
Z	0	0	0	2	2	2	2	2	2

Employer NI % Rates									
NI Letter	To LEL	To SET	To PET	To FUST\IZUST	To UST	To AUST	To VUST	To UEL	Above UEL
A	0	0	13.8	13.8	13.8	13.8	13.8	13.8	13.8
B	0	0	13.8	13.8	13.8	13.8	13.8	13.8	13.8
C	0	0	13.8	13.8	13.8	13.8	13.8	13.8	13.8
D	0	0	0	0	13.8	13.8	13.8	13.8	13.8
E	0	0	0	0	13.8	13.8	13.8	13.8	13.8
F	0	0	0	0	13.8	13.8	13.8	13.8	13.8
G	0	0	0	0	0	0	13.3	13.3	13.3
H	0	0	0	0	0	0	13.8	13.8	13.8
I	0	0	0	0	13.8	13.8	13.8	13.8	13.8
J	0	0	13.8	13.8	13.8	13.8	13.8	13.8	13.8
K	0	0	0	0	13.8	13.8	13.8	13.8	13.8
L	0	0	0	0	13.8	13.8	13.8	13.8	13.8
M	0	0	0	0	0	13.8	13.8	13.8	13.8
N	0	0	0	0	13.8	13.8	13.8	13.8	13.8
P	0	0	0	0	0	13.3	13.3	13.3	13.3
Q	0	0	13.3	13.3	13.3	13.3	13.3	13.3	13.3
R	0	0	13.3	13.3	13.3	13.3	13.3	13.3	13.3
S	0	0	0	0	13.8	13.8	13.8	13.8	13.8
T	0	0	13.3	13.3	13.3	13.3	13.3	13.3	13.3
V	0	0	0	0	0	0	0	13.8	13.8
W	0	0	13.3	13.3	13.3	13.3	13.3	13.3	13.3
X	0	0	0	0	0	0	0	0	0
Y	0	0	0	0	0	13.3	13.3	13.3	13.3
Z	0	0	0	0	0	13.8	13.8	13.8	13.8

Statutory Absence Rates

For SSP the new rate applies from 6th April 2024. For all other absence types the new weekly rate applies for full payment weeks beginning on or after the first Sunday in April which is 7th April 2024.

Type	Rate
Sick Pay	116.75
Maternity Pay	184.03
Adoption Pay	184.03
Paternity Pay Adoption	184.03
Paternity Pay Birth	184.03
Shared Paternity Pay Adoption	184.03
Shared Paternity Pay Birth	184.03
Parental Bereavement Pay	184.03

Student and Postgraduate Loans

Plan	Annual Threshold	Rate
Plan 1	£24,990.00	9%
Plan 2	£27,295.00	9%
Plan 4	£31,395.00	9%
Postgraduate	£21,000.00	6%

Class 1A NICs

For Termination and Sporting payments, the rate is 13.8%.

Employment Allowance

The annual Employment Allowance is £5,000.00.

Apprenticeship Levy

The annual Apprenticeship Levy allowance is £15,000 and the rate is 0.5%.

Pension Reform

These bands were released 6th February 2024.

Frequency	Qualifying Earnings Lower	Auto Enrolment Trigger	Qualifying Earnings Upper
Weekly	120	192	967
Fortnightly	240	384	1934
Four Weekly	480	768	3867
Monthly	520	833	4189
Quarterly	1560	2499	12568
Half Yearly	3120	4998	25135
Yearly	6240	10000	50270

Benefits in Kind

Car CO2 Emissions

Emission from	Emission to	Pre April 2020	Pre April 2020	Pre April 2020	From April 2020	From April 2020	From April 2020
		Standard (A)	Diesel RDE2 (F)	Diesel Additional (D)	Standard (A)	Diesel RDE2 (F)	Diesel Additional (D)
0	0	2	2	4	2	2	4
1	50	14	14	4	14	14	4
51	54	15	15	4	15	15	4
55	59	16	16	4	16	16	4
60	64	17	17	4	17	17	4
65	69	18	18	4	18	18	4
70	74	19	19	4	19	19	4
75	79	20	20	4	20	20	4
80	84	21	21	4	21	21	4
85	89	22	22	4	22	22	4
90	94	23	23	4	23	23	4
95	99	24	24	4	24	24	4

Emission from	Emission to	Pre April 2020 Standard (A)	Pre April 2020 Diesel RDE2 (F)	Pre April 2020 Diesel Additional (D)	From April 2020 Standard (A)	From April 2020 Diesel RDE2 (F)	From April 2020 Diesel Additional (D)
100	104	25	25	4	25	25	4
105	109	26	26	4	26	26	4
110	114	27	27	4	27	27	4
115	119	28	28	4	28	28	4
120	124	29	29	4	29	29	4
125	129	30	30	4	30	30	4
130	134	31	31	4	31	31	4
135	139	32	32	4	32	32	4
140	144	33	33	4	33	33	4
145	149	34	34	3	34	34	3
150	154	35	35	2	35	35	2
155	159	36	36	1	36	36	1
160	164	37	37	0	37	37	0
165	169	37	37	0	37	37	0
170	174	37	37	0	37	37	0
175	9999	37	37	0	37	37	0

Electric Mileage Range

Mileage from	Mileage to	Pre April 2020 Standard (A)	Pre April 2020 Diesel RDE2 (F)	Pre April 2020 Diesel Additional (D)	From April 2020 Standard (A)	From April 2020 Diesel RDE2 (F)	From April 2020 Diesel Additional (D)
0	29	14	14	4	14	14	4
30	39	12	12	4	12	12	4
40	69	8	8	4	8	8	4
70	129	5	5	4	5	5	4
130	9999	2	2	4	2	2	4

Car Fuel Scale

Engine size from	Engine size to	Registered before 1998	Registered from 1998	Diesel registered from 1998	Annual fuel charge
0	1400	24	24	28	27800
1401	2000	35	35	37	27800
2001	9999	37	37	37	27800

Statutory Program Changes

P60's

IPP has been updated to produce P60s for tax year 2023/24, new reports have been added.

P60 Approval

For tax year 2023/24, the P60 substitute forms have been updated to meet the HMRC's specification RD1 P60 guidance, for the following:

- Report PAP60P24\PSP60P24
- Portal eP60s

HR P60 Export

This facility has been updated to export the P60 information for tax year 2023/24.

Custom Reporting

A new P60 template has been added for tax year 2023/24, called Template_Year_End_P60_2023_2024.report.

Standard Report Changes

Report	Status	Type	Description
PAEP6024\PSEP6024	New	Year End	New P60 report for 2023/24.
PAKP6024\PSKP6024	New	Year End	New P60 report for 2023/24.
PAMP6024\PSMP6024	New	Year End	New P60 report for 2023/24.
PAP14P24\PSP14P24	New	Year End	New P60 report for 2023/24.
PAP60H24\PSP60H24	New	Year End	New P60 report for 2023/24.
PAP60P24\PSP60P24	New	Year End	New P60 report for 2023/24.
PAP60ER\PSP60ER	Amended	Year End	Updated for 2023/24.

National Minimum and Living Wage

From 1st April 2024, the national minimum and living wage rates are changing, including age 21 and over are entitled to the national living wage:

- Age 21 and over - £11.44
- Age 18 to 20 - £8.60
- Age under 18 - £6.40
- Apprentice - £6.40

The Calculation messages for National Minimum and Living wage have been updated to use the appropriate age based on the Pay Day.

The standard reports have also been updated to deal with the changes, as they cover before and from 1st April 2024, you will be prompted for both age 21 and 23 rates.

Standard Report Changes

Report	Status	Type	Description
PAMNHRA1\ PSMNHRA1	Amended	Employee	Updated to include apprentice NI Letter G for Mariners
PAMNHRA2\ PSMNHRA2	Amended	Employee	Updated to include apprentice NI Letter G for Mariners
PAMNHRCK\ PSMNHRCK	Amended	Employee	Updated the report to show the appropriate ages for NMW and NLW from 1 st April 2024
PAMNHRC2\ PSMNHRC2	Amended	Employee	Updated the report to show the appropriate ages for NMW and NLW from 1 st April 2024
PARUNMW\ PSRUNMW	Amended	Payroll Run	Updated the report to show the appropriate ages for NMW and NLW from 1 st April 2024, and to include apprentice NI Letter G for Mariners.

National Insurance Letters

Investment Zones

From 6th April 2024, there are four new NI Letters for employees working in an Investment Zone.

Investment Zone background

As part of the government's work to 'level up' and boost economic activity across the UK, the refocused Investment Zones programme is designed to grow the economy, whilst empowering local places and supporting levelling up, by building knowledge-intensive clusters which build on areas' existing strengths.

The package of tax reliefs available in Investment Zones has been carefully designed to bring forward new investment by reducing the cost of doing business. Local government and research institutions will be able to select from a flexible menu of interventions, including the tax offer, when designing their Investment Zone proposal.

The government has announced that Employer National Insurance Contributions (NICs) is to be included in the wider Investment Zone initiative and a reduction in the rate of Employer NIC's will be applied for all Investment Zone tax site-based businesses i.e., employers located within a prescribed geographic area and only for employees who are working in that area. This change in rate would see all employers based within and employing people working within the Investment Zone geographic area, apply a zero-secondary rate of employer NICs for such employees' earnings above the secondary threshold up to and including the Investment Zone Upper Secondary Threshold (IZUST), this threshold is the same as the Freeport Upper Secondary Threshold (FUST) and both will be kept concurrent so there is no requirement to introduce a new NI band.

For an employer to be eligible they must have business premises in the Investment Zone tax site.

The employee must be a new hire from 6th April 2022 and cannot have worked for that employer (or connected to the employer) in the previous 24 months. The employee must spend 60% of their working time in the Investment Zone tax site.

There is no limit on the number of employees an employer can claim for.

Eligibility to claim will expire 36 months from the employee's start date of their employment.

The new Investment Zone NI letters are the equivalent of the existing NI letters – A, B, C and J. Note that there are no equivalent Investment Zone NI Letters for M, H or Z, these will still apply. Where several different NI Letters could be applied, the employer has discretion to choose the NI Letter which provides most benefit, an example is NI Letter V for a veteran who is also Working in an Investment Zone, NI Letter V would provide more benefit to the employer than NI Letter N.

If an employer has an employee for which they would use a different NI Letter such as Mariners, they will be able to contact HMRC at the end of the tax year and a manual process will be in place to enable overpaid employer NICs to be claimed back.

Investment Zone NI Letters

Four new NI Letters:

Investment Zone NI Letter	Description
N	21 to under State Pension Age
E	Reduced rate, for Married\Widowed\Civil Partner, Date of Birth before 6 th April 1961, Female only, 21 to under State Pension Age
K	State Pension Age
D	Deferment, 21 to under State Pension Age

Foreign-going Mariners and Deep-Sea Fishermen (Mariners)

From tax year 2024/25 onwards, we have added NI letters for Mariners. These can be applied to employees only, Directors Cumulative and Non-Cumulative are not supported.

Mariner NI Letters

Seven new NI Letters:

Mariner NI Letter	Description
R	21 to under State Pension Age
T	Reduced rate, for Married\Widowed\Civil Partner, Date of Birth before 6 th April 1961, Female only, 21 to under State Pension Age
W	State Pension Age
G	Apprentices, under 25
Q	Deferment, 21 to under State Pension Age
Y	Under 21
P	Deferment, under 21

NI Tables

The new NI Letters for Investment Zones and Mariners have been added to the NI Tables under **Ee Rates** and **Er Rates** tabs for tax year 2024/25:

NI Letter	LEL to ET	To FUST	To UST	To AUST	To VUST	To UEL	Above UEL
Rate A	0.00%	8.00%	8.00%	8.00%	8.00%	8.00%	2.00%
Rate B	0.00%	1.85%	1.85%	1.85%	1.85%	1.85%	2.00%
Rate C	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Rate D	0.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
Rate E	0.00%	1.85%	1.85%	1.85%	1.85%	1.85%	2.00%
Rate F	0.00%	8.00%	8.00%	8.00%	8.00%	8.00%	2.00%
Rate G	0.00%	8.00%	8.00%	8.00%	8.00%	8.00%	2.00%
Rate H	0.00%	8.00%	8.00%	8.00%	8.00%	8.00%	2.00%
Rate I	0.00%	1.85%	1.85%	1.85%	1.85%	1.85%	2.00%
Rate J	0.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
Rate K	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Rate L	0.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
Rate M	0.00%	8.00%	8.00%	8.00%	8.00%	8.00%	2.00%
Rate N	0.00%	8.00%	8.00%	8.00%	8.00%	8.00%	2.00%
Rate P	0.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
Rate Q	0.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
Rate R	0.00%	8.00%	8.00%	8.00%	8.00%	8.00%	2.00%
Rate S	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Rate T	0.00%	1.85%	1.85%	1.85%	1.85%	1.85%	2.00%
Rate V	0.00%	8.00%	8.00%	8.00%	8.00%	8.00%	2.00%
Rate V/	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Rate Y	0.00%	8.00%	8.00%	8.00%	8.00%	8.00%	2.00%
Rate Z	0.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%

NI Letter	LEL to ET	To FUST	To UST	To AUST	To VUST	To UEL	Above UEL
Rate A	0.00%	13.80%	13.80%	13.80%	13.80%	13.80%	13.80%
Rate B	0.00%	13.80%	13.80%	13.80%	13.80%	13.80%	13.80%
Rate C	0.00%	13.80%	13.80%	13.80%	13.80%	13.80%	13.80%
Rate D	0.00%	0.00%	13.80%	13.80%	13.80%	13.80%	13.80%
Rate E	0.00%	0.00%	13.80%	13.80%	13.80%	13.80%	13.80%
Rate F	0.00%	0.00%	13.80%	13.80%	13.80%	13.80%	13.80%
Rate G	0.00%	0.00%	0.00%	0.00%	13.30%	13.30%	13.30%
Rate H	0.00%	0.00%	0.00%	0.00%	13.80%	13.80%	13.80%
Rate I	0.00%	0.00%	13.80%	13.80%	13.80%	13.80%	13.80%
Rate J	0.00%	13.80%	13.80%	13.80%	13.80%	13.80%	13.80%
Rate K	0.00%	0.00%	13.80%	13.80%	13.80%	13.80%	13.80%
Rate L	0.00%	0.00%	13.80%	13.80%	13.80%	13.80%	13.80%
Rate M	0.00%	0.00%	0.00%	13.80%	13.80%	13.80%	13.80%
Rate N	0.00%	0.00%	13.80%	13.80%	13.80%	13.80%	13.80%
Rate P	0.00%	0.00%	0.00%	13.30%	13.30%	13.30%	13.30%
Rate Q	0.00%	13.30%	13.30%	13.30%	13.30%	13.30%	13.30%
Rate R	0.00%	13.30%	13.30%	13.30%	13.30%	13.30%	13.30%
Rate S	0.00%	0.00%	13.80%	13.80%	13.80%	13.80%	13.80%
Rate T	0.00%	13.30%	13.30%	13.30%	13.30%	13.30%	13.30%
Rate V	0.00%	0.00%	0.00%	0.00%	13.80%	13.80%	13.80%
Rate W	0.00%	13.30%	13.30%	13.30%	13.30%	13.30%	13.30%
Rate Y	0.00%	0.00%	0.00%	13.30%	13.30%	13.30%	13.30%
Rate Z	0.00%	0.00%	0.00%	13.80%	13.80%	13.80%	13.80%

Employer Details

From tax year 2024/25, there are now twenty-four NI letters to choose from. To make processing your payrolls easier we have therefore added options to choose whether **Freeport**, **Investment Zones** and/or **Mariners** are allowed for this payroll under **Employer Details\National Insurance** tab within a new section called **Allow NI Letters and Settings**:

The screenshot shows the 'Employer Details (Edit)' window with the 'National Insurance' tab selected. The 'Allow NI Letters and Settings' section is visible at the bottom, containing three checkboxes: 'Freeport', 'Investment Zone', and 'Mariner', all of which are currently unchecked.

The standard NI letters A, B, C, H, J, M, V, Z and X are always available to select and use, when setting up and editing employee records.

You will need to tick the applicable box to allow you to select and use the NI letters and Settings for the following:

- **Freeport** – NI Letters F, I, S and L, Working in a Freeport
- **Investment Zone** – NI Letters N, E, K and D, Working in an Investment Zone
- **Mariner** – NI Letters R, T, W, G, Q, Y and P

With and without these options ticked changes whether NI letters, Working in a Freeport and Working in an Investment Zone settings are also available to select and use in the following areas:

- New Employee Wizard under Employee Payroll Details form
- New Employee Wizard under Brought Forward NIC Totals form
- Employee Details\NI tab under main form
- Employee Details\NI tab under Add
- Employee Details\NI tab under Back Date
- Employee Import under NI Settings section – validated during import
- Employee Import under BF NIC Figures – validated during import

Data file upgrade

When an existing payroll data file is opened in IPP EOY 2024, during the upgrade process the program will automatically set **Freeport** under **Employer\National Insurance** tab if there are any employees in the current tax year who have previously been calculated using a Freeport NI Letter or currently have a Freeport NI Letter under Employee (Edit)\NI tab or Working in a Freeport is ticked.

New payroll

When you create a new payroll, under **Employer Details** all the options under **Allow NI Letters and Settings** will be un-ticked. Therefore, only the standard NI letters will be available when setting up and editing employee records.

Employees Grid



When you select the **Employees** button under the **Home** or **Data** tab you are presented with a list of the Employees.

EeID	Ref	Title	Surname	Forename	NI Number	Department	Run Group	Pay Grade	Cost Centre	Frequency	Branch	Is CIS	CIS Name
24	209	Mrs	Booth	Laura	JG52525C	Admin				Weekly	Swindon	<input type="checkbox"/>	
34	309	Mrs	Booth	Pamela	JG52525C	Construction				Monthly	Eastbourne	<input type="checkbox"/>	
22	207	Mr	Brown	David	PV333444A	Construction				Monthly	London	<input type="checkbox"/>	
38	314	Miss	Carter	Carol	LV494949B	Construction				Monthly	Eastbourne	<input type="checkbox"/>	
28	214	Miss	Carter	Joyce	LV494949B	Warehouse				Monthly	Swindon	<input type="checkbox"/>	
9	144	Miss	Clayton	Xavier	JK474747A	HR				Monthly	Brighton	<input type="checkbox"/>	
30	303	Mr	Cooper	Philip	AZ788243C	Warehouse				Monthly	Swindon	<input type="checkbox"/>	
17	153	Mrs	Davies	Nancy	JC535353D	Warehouse				Weekly	Seaford	<input type="checkbox"/>	
4	126	Mrs	Edwards	Fiona		Warehouse				Monthly	Seaford	<input type="checkbox"/>	
16	152	Mr	Edwards	Oscar	OES25252A	Construction				Weekly	London	<input type="checkbox"/>	
15	151	Miss	Foster	Pauline	NA515151B	Construction				Weekly	London	<input type="checkbox"/>	
29	302	Miss	Green	Sarah		Warehouse				Monthly	Swindon	<input type="checkbox"/>	



Click on this button, you will see **Investment Zone** (Working in an Investment Zone) has been added to the Columns available to show under the Employee grid:

Field Chooser

- Branch
- CIS Name
- Cost Centre
- Date of Birth
- Department
- Directorship Start Date
- Email Address
- Favourites
- Freeport
- Frequency
- Investment Zone
- Irregular Employment
- Is CIS
- Is Leaver
- Leave Date
- NI Letter
- NI Number
- NI Status
- Off Payroll Worker
- Omit from RTI
- Pay Grade
- Pay Method
- Run Group
- Standard Hours
- Start Date
- Tax Code
- Title
- Transfer Date
- Veterans First Civilian Employment
- Week/Month 1

You will also see that **Working in a Freeport** has been renamed **Freeport**.

Tick the box for the information that you want to show in the columns and un-tick the ones you do not want to show. Once you have made your selections click on the button.

This column selection is saved for the user.

Validation – NI Letters, Working in a Freeport and Working in an Investment Zone

Additional validation has been added to cover the new NI Letters, Working in a Freeport and Working in an Investment Zone.

The following areas use the start and end of the current tax year for validation:

- New Employee Wizard\Employee Payroll Details – NI Details section
- New Employee Wizard\Employee Brought Forward NIC Totals
- Employee (Edit)\NI tab – Main NI Letter section
- Employee (Edit)\NI tab – Add
- Employee Import – NI Settings section
- Employee Import – BF NIC Figures section

The following areas use the Pay Date for the Open run for validation:

- Individual Calculation - Calculate
- Calculate All

The validations added for these areas are as follows:

- Investment Zone NI Letters N, E, K and D
 - employees start date must be on or after 6th April 2022
 - must be less than three years after the employees start date
- Working in a Freeport tick box for Mariner NI Letters
 - employees start date must be on or after 6th April 2022
 - must be less than three years after the employees start date
- Working in an Investment Zone tick box for NI Letters H, M, Z, V and Mariners
 - employees start date must be on or after 6th April 2022
 - must be less than three years after the employees start date
- NI Letters E and T
 - Gender must be Female
 - Date of birth must be before 6th April 1961
 - Marital status must be either Married, Widower or Civil Partner
- NI Letters D, Q and P - reminder that you must have a valid Deferment certificate, and that the NI Letter is for a complete tax year
- NI Letters K and W – when a user selects the NI Letter the employee must be over state pension age

New Employee Wizard

New/Copy/Existing

With a payroll open in tax year 2024/25, within the **New Employee Wizard** the NI Letters available in the **NI Letter** drop-down list will include standard NI letters and those set as allowed under **Employer\National Insurance** tab, the NI letters are shown in alphabetical order:

The screenshot shows the 'New Employee Wizard' window with the 'Employee Payroll Details' tab selected. The interface is divided into several sections:

- Prior Employment:** Includes radio buttons for 'Internet filing of P45(3)/ P46' with options: 'Not required' (selected), 'P45 from previous employer', 'P46 - PAYE - Notice of new employee', 'P46 (Pen) - Pension notification (Pennot)', and 'P46 (Expat)'.
- Leaver (P45 Part 1):** Includes radio buttons for 'Internet filing of P45(1)' with options: 'Not required' (selected) and 'Required'.
- Initial Absence Details:** A text box for 'Initial AVE' with the value '0.00'.
- Tax Details:** Includes fields for 'Tax code', 'Week 1 / month 1', and a dropdown for 'Change type' set to 'Unknown'.
- NI Details:** Includes a text box for 'NI number', a dropdown for 'NI letter' (with a list of letters A through L visible), a checkbox for 'Working in a Freeport', and a date field for 'Date of veteran's first civilian employment'.
- Payment Details:** Includes dropdowns for 'Pay method' and 'Frequency', a dropdown for 'Basic component' set to 'Salary', and text boxes for 'Basic rate of pay', 'Rate per annum', and 'Standard hours' (set to '0.00').
- Taxable Pay and Tax YTD Totals:** A table with columns 'Taxable Pay' and 'Tax'.

	Taxable Pay	Tax
Prior employment :	0.00	0.00
This employment :	0.00	0.00

At the bottom of the window are buttons for '< Back', 'Next >', and 'Cancel'.

Mariner NI Letters are only applicable to employees, therefore if you select a Mariners NI letter their **Employment Status** must be either **Employee** or **Higher Paid**.

Working in a Freeport is automatically ticked when one of the Freeport NI Letters F, I, S or L are selected. If Freeport is set to be allowed under Employer\National Insurance tab, then for NI letters M, Z, H and V, **Working in a Freeport** will be available for you to tick, if applicable. If both Freeport and Mariner are set to be allowed under Employer\National Insurance tab, then for Mariner NI Letters the setting Working in a Freeport will also be available for you to tick, if applicable.

Working in an Investment Zone is automatically ticked when one of the Investment Zone NI Letters N, E, K or D are selected. If Investment Zone is set to be allowed under Employer\National Insurance tab, then for NI letters M, Z, H and V, **Working in an Investment Zone** will be available for you to tick, if applicable. If both Investment Zone and Mariner are set to be allowed under Employer\National Insurance tab, then for Mariner NI Letters, Working in an Investment Zone will also be available for you to tick, if applicable.

Note: If both Freeport and Investment Zone are set to be allowed under Employer\National Insurance tab, you cannot tick both Working in a Freeport and Working in an Investment Zone.

Existing

With a payroll open in tax year 2024/25, within the **New Employee Wizard** when you select **Existing** the NI Letters available under the **Employee Brought Forward NIC Totals** screen will include standard NI letters and those set as allowed under **Employer\National Insurance** tab, the NI letters are shown in alphabetical order.

BF Totals	
Basis :	Normal Employee

Earnings	
Total :	0.00
To LEL :	0.00
To SET :	0.00
To PET :	0.00
To FUST :	0.00
To UST :	0.00
To AUST :	0.00
To VUST :	0.00
To UEL :	0.00
Above UEL :	0.00

Contributions	
Ee Cont Pt 1 :	0.00
Ee Cont Pt 2 :	0.00
Er Cont :	0.00

Mariner NI Letters are only applicable to employees, therefore if you enter values for a Mariners NI letter the **Basis** must be **Normal Employee**.

Employee (Edit) screen – NI tab

National Insurance tab

With a payroll open in tax year 2024/25, the new NI Letters for Investment Zones and Mariners will be available under **Table letter** if they are set as allowed under **Employer\National Insurance tab**:

The screenshot shows the 'Employee (Edit)' window with the 'NI' tab selected. The 'Main NI letter' section is expanded, showing a dropdown menu for 'Table letter' with options A through H. The 'Status' is set to 'Employee'. Below this is a table of National Insurance Contributions.

Letter	Total Earnings	To LEL	To SET	To PET	To FUST	To UST	To AUST
A	4,093.26	1,599.00	675.00	870.00	949.26	0.00	0.00

Below the table is the 'Class 1A NICs' section with a table of Termination Earnings and NICs.

Termination Earnings	Termination NICs	Sporting Earnings	Sporting NICs
0.00	0.00	0.00	0.00

If you select a Mariners NI Letter the Status must be either Employee or Higher Paid.

There is a new field under the **Main NI Letter** section:

The close-up shows the 'Main NI letter' section with the following fields:

- Table letter: A (dropdown menu)
- Working in a Freeport:
- Working in an Investment Zone:
- Date of veteran's first civilian employment: [text box]

- **Working in an Investment Zone** – this box is automatically ticked when you select any of the Working in an Investment Zone NI letters N, E, K or D. When you select NI letters M, Z, H, V and Mariners then Working in an Investment Zone will be available for you to tick, if applicable.

National Insurance Contributions

With a payroll open in tax year 2024/25, the **National Insurance Contributions** section has been updated to include the new NI Letters.

Add button

When you select **Add** within the **National Insurance Contributions** grid, the new NI Letters for Investment Zones and Mariners will be available under **NI Letter** if they are set as allowed under **Employer\National Insurance tab**:

NI Brought Forward

NI Letter : A

Calculation Basis : Normal Employee

Earnings

Total :

To LEL :

To SET :

To PET :

To FUST :

To UST :

To AUST :

To VUST :

To UEL :

Above UEL :

Contributions

Employee Contributions Pt 1 :

Employee Contributions Pt 2 :

Employer Contributions :

OK Cancel

If you select a Mariners NI Letter the Calculation Basis must be set as Normal Employee.

Edit button

NI Overrides

Letter 'A'

Run Date	Frequency	Type
25 Apr 2024	Monthly	Current Calculation
25 May 2024	Monthly	Current Calculation
25 Jun 2024	Monthly	Current Calculation

General Settings

Calculation Basis : Normal Employee

Earnings

Total : 1,364.42

To LEL : 533.00

To SET : 225.00

To PET : 290.00

To FUST : 316.42

To UST : 0.00

To AUST : 0.00

To VUST : 0.00

To UEL : 0.00

Above UEL : 0.00

Contributions

Ee Cont Pt 1 : 37.97

Ee Cont Pt 2 : 0.00

Er Cont : 83.68

Back Dated NIC

Re Calc run date :

Re Calc Letter :

Back Dated from run date :

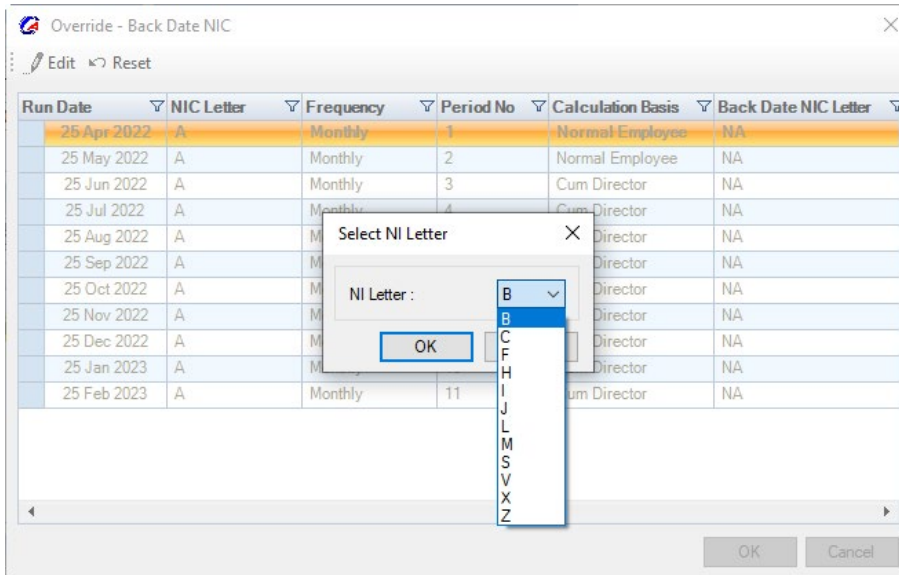
Back Dated from Letter :

OK Cancel

For Mariner NI Letters the Calculation Basis cannot be changed, it must be set as Normal Employee.

Backdate button

When you select **Backdate** within the **National Insurance Contributions** grid, the new NI Letters for Investment Zones and Mariners will be available under **NI Letter** if they are set as allowed under **Employer\National Insurance** tab:



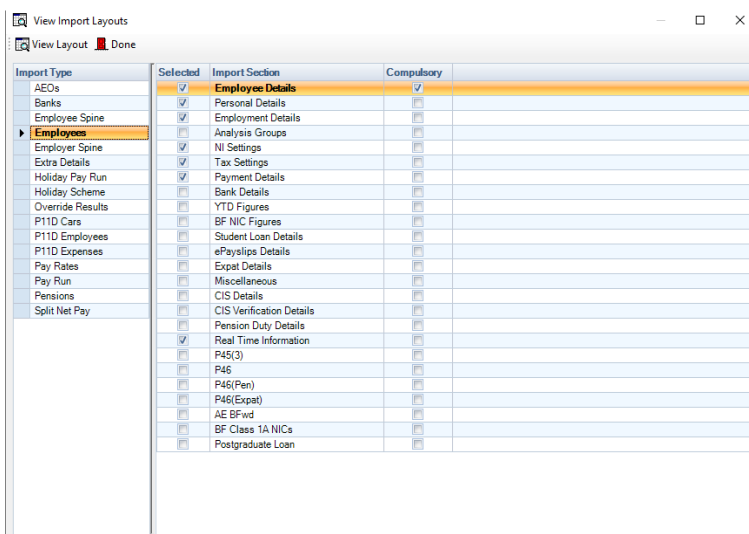
Employee Import

For tax year 2024/25, changes have been made to the **NI Settings** and **BF NIC Figures** sections:

- **NI Settings** – added a new column for **Working in an Investment Zone**. Updated **Comments** for **Working in a Freeport** and **NI Letter** to include the new letters for Investment Zones and Mariners.
- **BF NIC Figures** – updated **Comments** for **BF NI Letter** to include the new NI Letters for Investment Zones and Mariners.

View Layout

With a payroll open in tax year 2024/25, or without a payroll open and your computers date falls in tax year 2024/25, you can see the new layout under **Data\Import\View import layouts** then highlight the Import type **Employees**:



The import sections that have changed are as follows, see the highlighted rows:

NI Settings:

Column No	Section	Description	Type	Length	Required	Comment
A 1	Employee Data	Employee Reference	Text	10	Yes	Should be unique for each employee
B 2	Employee Details	Gender	Text	1	Default	"M" male or "F" female. If blank the default is Male.
C 3	Employee Details	Title	Text	35	Default	If blank then the default is "Mr" for male and "Ms" for female.
D 4	Employee Details	Forename	Text	71	Yes	
E 5	Employee Details	Surname	Text	35	Yes	
F 6	Personal Details	Address Line 1	Text	25	No	Required for new employees.
G 7	Personal Details	Address Line 2	Text	25	No	
H 8	Personal Details	Address Line 3	Text	25	No	
I 9	Personal Details	Address Line 4	Text	25	No	
J 10	Personal Details	Postcode	Text	9	No	
K 11	Personal Details	Country	Text	25	No	
L 12	Personal Details	Marital Status	Text	1	Default	"U" unknown, "S" single, "M" married, "D" divorced, "W" widowed, or "C" civil Partnership. If blank then the default is Unknown.
M 13	Personal Details	Date Of Birth	Date	No	No	Required for new employees or if NI number is blank.
N 14	Employment De.	Employment Status	Text	1	Default	"E" Employee, "H" Higher Paid, "C" Cum Director, "N" Non-Cum Director. If blank then the default is Employee.
O 15	Employment De.	Start Date	Date	No	No	
P 16	Employment De.	Leave Date	Date	No	No	
Q 17	Employment De.	Leaver	Text	1	Default	"Yes" or "No". If blank the default is No.
R 18	Employment De.	P45(1) Internet Filing Requir.	Text	1	Default	"Yes" or "No". If blank ignored.
S 19	Employment De.	Directorship Start Date	Date	Depends	Depends	Only required if employee is a director.
T 20	NI Settings	NI Number	Text	9	No	Must be in the format AA999999A. Required for new employees or if date of birth is blank.
U 21	NI Settings	NI Letter	Text	1	Default	"A", "B", "C", "D", "E", "F", "G", "H", "I", "J", "K", "L", "M", "N", "P", "Q", "R", "S", "T", "V", "W", "Y", "Z", "X". If blank the default is A or M depending on the employee's age. For sub-contractors only letter X will be accepted.
V 22	NI Settings	Working in a Freeport	Text	1	No	"Yes" or "No". Only imported for NI Letters M, Z, H, V, R, T, W, G, Q, Y and P. Will automatically be set as Yes for NI Letters P, I, S and L.
W 23	NI Settings	Working in an Investment Zo.	Text	1	No	"Yes" or "No". Only imported for NI Letters M, Z, H, V, R, T, W, G, Q, Y and P. Will automatically be set as Yes for NI Letters N, E, K and D.
X 24	NI Settings	Veteran's First Civilian Empl.	Date	Depends	Depends	Must be completed for NI Letter V.
Y 25	Tax Settings	Tax Code	Text	6	Default	Must be a valid tax code. If invalid or blank the emergency code "E" will be used. For sub-contractors only NT will be accepted.
Z 26	Tax Settings	Week 1 Month 1	Text	1	Default	"Yes" or "No". If blank the default is No. For sub-contractors only No will be accepted.

BF NIC Figures:

Column No	Section	Description	Type	Length	Required	Comment
A 1	Employee Data	Employee Reference	Text	10	Yes	Should be unique for each employee
B 2	Employee Details	Gender	Text	1	Default	"M" male or "F" female. If blank the default is Male.
C 3	Employee Details	Title	Text	35	Default	If blank then the default is "Mr" for male and "Ms" for female.
D 4	Employee Details	Forename	Text	71	Yes	
E 5	Employee Details	Surname	Text	35	Yes	
F 6	Personal Details	Address Line 1	Text	25	No	Required for new employees.
G 7	Personal Details	Address Line 2	Text	25	No	
H 8	Personal Details	Address Line 3	Text	25	No	
I 9	Personal Details	Address Line 4	Text	25	No	
J 10	Personal Details	Postcode	Text	9	No	
K 11	Personal Details	Country	Text	25	No	
L 12	Personal Details	Marital Status	Text	1	Default	"U" unknown, "S" single, "M" married, "D" divorced, "W" widowed, or "C" civil Partnership. If blank then the default is Unknown.
M 13	Personal Details	Date Of Birth	Date	No	No	Required for new employees or if NI number is blank.
N 14	Employment De.	Employment Status	Text	1	Default	"E" Employee, "H" Higher Paid, "C" Cum Director, "N" Non-Cum Director. If blank then the default is Employee.
O 15	Employment De.	Start Date	Date	No	No	
P 16	Employment De.	Leave Date	Date	No	No	
Q 17	Employment De.	Leaver	Text	1	Default	"Yes" or "No". If blank the default is No.
R 18	Employment De.	P45(1) Internet Filing Requir.	Text	1	Default	"Yes" or "No". If blank ignored.
S 19	Employment De.	Directorship Start Date	Date	Depends	Depends	Only required if employee is a director.
T 20	BF NIC Figures	BF NI Letter	Text	1	Default	"A", "B", "C", "D", "E", "F", "G", "H", "I", "J", "K", "L", "M", "N", "P", "Q", "R", "S", "T", "V", "W", "Y", "Z", "X". If invalid or blank all subsequent fields will be ignored and left unprocessed.
U 21	BF NIC Figures	BF NI Calculation Basis	Text	1	Default	"E" Employee, "C" Cum Director, "N" Non-Cum Director. If blank then the default is Employee.
V 22	BF NIC Figures	BF NI Total Earnings	Numeric	No	No	If blank it will be populated with the total of all the BF NI Earnings bands. If completed it will be validated against the total of all the BF NI Earnings bands.
W 23	BF NIC Figures	BF NI Earnings To LEL	Numeric	Depends	Depends	If blank the default for new records is 0 else it is ignored.
X 24	BF NIC Figures	BF NI Earnings To SET	Numeric	Depends	Depends	If blank the default for new records is 0 else it is ignored.

Predefined Query

Under **Utilities\Query Manager** you can see a new Predefined Queries called **Employee Import Information (2024)**:

Predefined Queries :
Run Edit
Bank Import
BF AE Status
EBS Employee Import Info
Employee AEO Import
Employee Holiday Schemes
Employee Import Information (2008)
Employee Import Information (2009)
Employee Import Information (2011)
Employee Import Information (2012)
Employee Import Information (2015)
Employee Import Information (2016)
Employee Import Information (2019)
Employee Import Information (2020)
Employee Import Information (2021)
Employee Import Information (2022)
Employee Import Information (2024)
Employee Spine Import (2013)
Employee Split Net Pay Import
Employees not paid for over 3 months as of today
Employer Pay Spine Import (2013)

The query is designed to be used from tax year 2024/25 and includes the new column for Working in an Investment Zone under the NI Settings section.

Employee Import Wizard

Wizard

When using the **Fixed** import layout under the **Import Layout** screen you will see the changes:

Selected	Import Section	Compulsory
<input checked="" type="checkbox"/>	Employee Details	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Personal Details	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Employment Details	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Analysis Groups	<input type="checkbox"/>
<input checked="" type="checkbox"/>	NI Settings	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Tax Settings	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Payment Details	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Bank Details	<input type="checkbox"/>
<input checked="" type="checkbox"/>	YTD Figures	<input type="checkbox"/>
<input checked="" type="checkbox"/>	BF NIC Figures	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Student Loan Details	<input type="checkbox"/>
<input checked="" type="checkbox"/>	ePayslips Details	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Expat Details	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Miscellaneous	<input type="checkbox"/>
<input type="checkbox"/>	CIS Details	<input type="checkbox"/>
<input type="checkbox"/>	CIS Verification Details	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Pension Duty Details	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Real Time Information	<input type="checkbox"/>
<input checked="" type="checkbox"/>	P45(3)	<input type="checkbox"/>
<input checked="" type="checkbox"/>	P46	<input type="checkbox"/>
<input checked="" type="checkbox"/>	P46(Pen)	<input type="checkbox"/>
<input checked="" type="checkbox"/>	P46(Expat)	<input type="checkbox"/>
<input type="checkbox"/>	AE BFwd	<input type="checkbox"/>
<input checked="" type="checkbox"/>	BF Class 1A NICs	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Postgraduate Loan	<input type="checkbox"/>

Right click on the grid and select **View Layout** will show the changes to the existing section **NI Settings**.

Validations

When importing employees either using Fixed or Import Mappings, validation has been added for the following:

- New NI Letters for Investment Zones and Mariners
- Working in an Investment Zone
- Only able to import NI Letters that are set as allowed under Employer Details\National Insurance tab
- Only able to import Working in a Freeport if Freeport is set as allowed under Employer Details\National Insurance tab
- Only able to import Working in an Investment Zone if Investment Zone is set as allowed under Employer Details

Validation added for NI Settings section, uses tax year start and end date for validation:

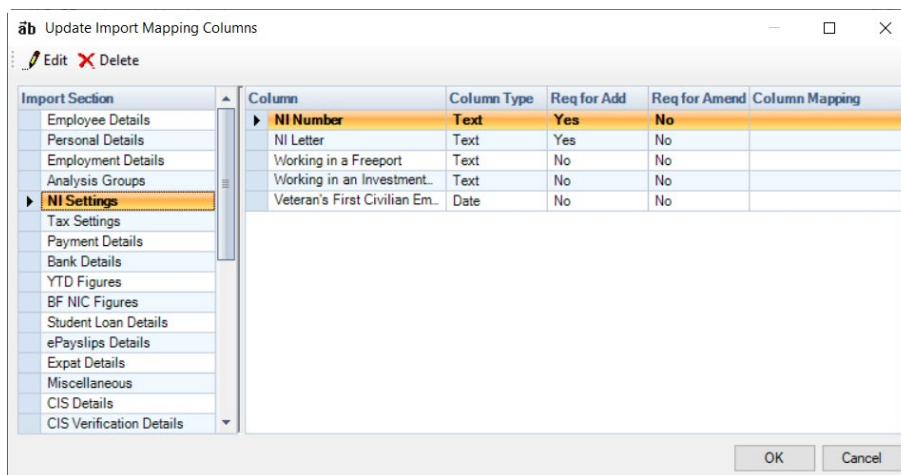
- NI Letter E, T – Gender must be Female, Date of birth must be before 6th April 1961, Marital Status must be either Married, Widower or Civil Partner.
- NI Letter K, W – must be over State pension age.
- NI Letters N, E, K or D – Start Date must be on or after 6th April 2022.
- NI Letters N, E, K or D – Start Date must be less than three years ago.
- NI Letters for Mariners, M, Z, H and V and Working in an Investment Zone set as Yes – Start date must be on or after 6th April 2022.
- NI Letters for Mariners and Working in a Freeport set as Yes – Start date must be on or after 6th April 2022.
- NI Letter D, P, Q – Deferment NI Letter message is displayed, like NI Letter J.

Validation added for BF NIC Figures section, uses tax year start and end date for validation:

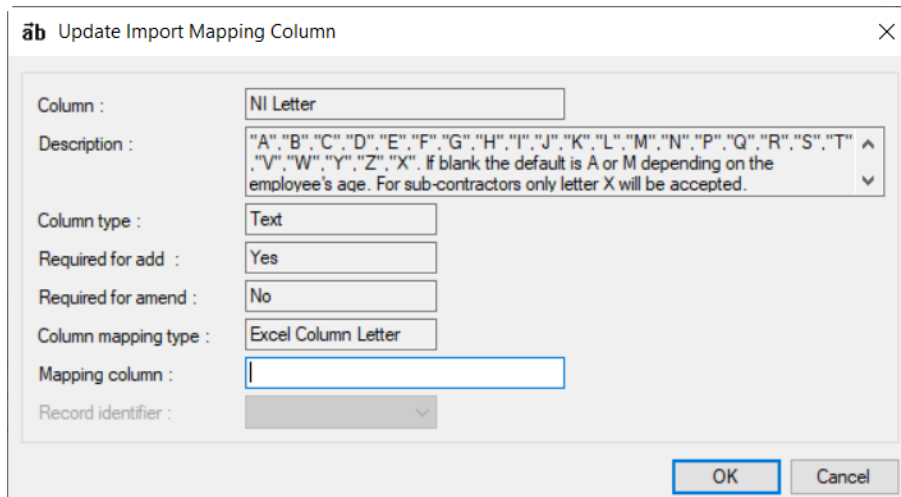
- NI Letter E, T – Gender must be Female, Date of birth must be before 6th April 1961, Marital Status must be either Married, Widower or Civil Partner.
- NI Letter K, W – must be over State pension age.
- NI Letters N, E, K or D – Start Date must be on or after 6th April 2022.
- NI Letters N, E, K or D – Start Date must be less than three years ago.
- NI Letter D, P, Q – Deferment NI Letter message is displayed, like NI Letter J.

Custom Import Mappings

With a payroll open in tax year 2024/25, or without a data file open and your computers date falls in tax year 2024/25, within the custom mappings screen accessed via [Admin\Import Mappings\Import Mappings\Employees](#) using either **Edit** or **Add**, you will see the changes to the existing section **NI Settings**:



Import Section	Column	Column Type	Req for Add	Req for Amend	Column Mapping
Employee Details	NI Number	Text	Yes	No	
Personal Details	NI Letter	Text	Yes	No	
Employment Details	Working in a Freeport	Text	No	No	
Analysis Groups	Working in an Investment...	Text	No	No	
NI Settings	Veteran's First Civilian Em...	Date	No	No	
Tax Settings					
Payment Details					
Bank Details					
YTD Figures					
BF NIC Figures					
Student Loan Details					
ePayslips Details					
Expat Details					
Miscellaneous					
CIS Details					
CIS Verification Details					



Column : NI Letter

Description : "A","B","C","D","E","F","G","H","I","J","K","L","M","N","P","Q","R","S","T","V","W","Y","Z","X". If blank the default is A or M depending on the employee's age. For sub-contractors only letter X will be accepted.

Column type : Text

Required for add : Yes

Required for amend : No

Column mapping type : Excel Column Letter

Mapping column : |

Record identifier : ▾

And the **BF NIC Figures** section:

Update Import Mapping Columns

Edit Delete

Import Section	Column	Column Type	Req for Add	Req for Amend	Column Mapping
Employee Details	BF NI Letter	Text	No	No	
Personal Details	BF NI Calculation Basis	Text	No	No	
Employment Details	BF NI Total Earnings	Numeric	No	No	
Analysis Groups	BF NI Earnings To LEL	Numeric	No	No	
NI Settings	BF NI Earnings To SET	Numeric	No	No	
Tax Settings	BF NI Earnings To PET	Numeric	No	No	
Payment Details	BF NI Earnings To FUST	Numeric	No	No	
Bank Details	BF NI Earnings To UST	Numeric	No	No	
YTD Figures	BF NI Earnings Above UEL	Numeric	No	No	
BF NIC Figures	BF Ee NI Contributions Pt1	Numeric	No	No	
Student Loan Details	BF Ee NI Contributions Pt2	Numeric	No	No	
ePayslips Details	BF Er NI Contributions	Numeric	No	No	
Expat Details					
Miscellaneous					
CIS Details					
CIS Verification Details					

OK Cancel

Update Import Mapping Column

Column : BF NI Letter

Description : "A","B","C","D","E","F","G","H","I","J","K","L","M","N","P","Q","R","S","T","V","W","Y","Z","X". If invalid or blank all subsequent fields will be ignored and left unprocessed.

Column type : Text

Required for add : No

Required for amend : No

Column mapping type : Excel Column Letter

Mapping column :

Record identifier :

OK Cancel

Important Notes:

- Any existing custom import mappings will need to be updated to include Working in an Investment Zone before any Investment Zone NI Letters can be import in tax year 2024/25.

Calculations Grid



When you select the **Calculations** button, a list of the Employees will appear:

Individual Calculation

Calc Ee Next Uncalc Calc All Cancel All Refresh Bfwd All Bulk Status Quick Report Done Surname: Booth Showing 21 of 21

Employees Search

Ref	Surname	Forename	Status	NI Number	Department	Run Group	Pay Grade	Cost Centre	Branch	Is CIS	CIS Name	Tax Code
34 309	Booth	Pamela	Uncalculated	JG525252C	Construction				Eastbourne			1006L
22 207	Brown	David	Uncalculated	FR233444A	Construction				London			710L
38 314	Carter	Carol	Uncalculated	LV494949B	Construction				Eastbourne			K495
28 214	Carter	Joyce	Uncalculated	LV494959B	Warehouse				Swindon			K180
9 144	Clayton	Xavier	Uncalculated	JK474747A	HR				Brighton			944L
30 303	Cooper	Philip	Uncalculated	AZ798243C	Warehouse				Swindon			BR
4 126	Edwards	Fiona	Uncalculated		Warehouse				Seaford			858L
29 302	Green	Sarah	Uncalculated		Warehouse				Swindon			K341
7 140	Hughes	Bianca	Uncalculated	HA474747B	Accounts				Hove			K20
3 125	Irvine	Isabel	Uncalculated	NA552555A	Warehouse				Seaford			K240
12 148	Irvin	Tracy	Uncalculated	NA125874A	HR				Brighton			944L
5 128	Keegan	Lesley	Uncalculated	LL77545B	Warehouse				Seaford			724L
6 136	Lambert	Sarah	Uncalculated	LR111222A	HR				Brighton			1563L
36 312	Mason	Colin	Uncalculated	FR234959B	Construction				Eastbourne			791L
20 205	North	Helen	Uncalculated	ZP923232D	Admin				Eastbourne			1112L
31 305	North	Irene	Uncalculated	ZP943434D	Construction				Swindon			1112L
32 306	Reed	Anne	Uncalculated	NM323232B	Construction				Swindon			531L
2 122	Smith	Ann	Uncalculated	JN323232B	Admin				Brighton			730L
10 145	Upton	Olga	Uncalculated	KL161616D	HR				Brighton			944L
11 146	Xeni	Victor	Uncalculated	NA444949A	HR				Brighton			BR
35 311	Yates	Joanne	Uncalculated	LL777444B	Construction				Eastbourne			531L




Click on this button to see **Investment Zone** (Working in an Investment Zone) has been added to the Columns available to show under the Calculation grid:

Field Chooser

<input type="checkbox"/>	Branch
<input type="checkbox"/>	CIS Name
<input type="checkbox"/>	Cost Centre
<input checked="" type="checkbox"/>	Date of Birth
<input checked="" type="checkbox"/>	Department
<input checked="" type="checkbox"/>	Directorship Start Date
<input checked="" type="checkbox"/>	Email Address
<input checked="" type="checkbox"/>	Favourites
<input checked="" type="checkbox"/>	Freeport
<input checked="" type="checkbox"/>	Investment Zone
<input type="checkbox"/>	Irregular Employment
<input type="checkbox"/>	Is CIS
<input checked="" type="checkbox"/>	Leave Date
<input checked="" type="checkbox"/>	NI Letter
<input checked="" type="checkbox"/>	NI Number
<input checked="" type="checkbox"/>	NI Status
<input type="checkbox"/>	Off Payroll Worker
<input type="checkbox"/>	Pay Grade
<input checked="" type="checkbox"/>	Pay Method
<input type="checkbox"/>	Run Group
<input checked="" type="checkbox"/>	Standard Hours
<input checked="" type="checkbox"/>	Start Date
<input checked="" type="checkbox"/>	Status
<input checked="" type="checkbox"/>	Tax Code
<input checked="" type="checkbox"/>	Veterans First Civilian Employment
<input checked="" type="checkbox"/>	Week/Month 1

You will also see that **Working in a Freeport** has been renamed **Freeport**.

Tick the box for the information that you want to show in the columns and un-tick the ones you do not want to show. Once you have made your selections click on the  button.

This column selection is saved for the user logged into IPP.

Calculations

For tax year 2024/25 onwards, the following calculations have been checked and updated to ensure they deal with the new NI Letters for Investment Zones and Mariners:

- Employee NI Calculations
- Directors NI Calculations (excludes Mariners NI Letters)
- Gross Ups
- Bonus Runs
- Additional NI Periods
- Tax Advance
- Backdate NIC
- Prior Period Adjustment
- Payments after leaving and death
- Holiday schemes – where the accrual is based on Niable pay
- Auto enrolment/Pension reform – where the Qualifying earnings is based on Niable Pay
- Pension schemes – where the % calculated on is based on Niable pay, and Er NI Saving based on the NI Letter to determine the %age

- Student and Postgraduate Loans – these are based on Nlable pay
- Quick Calculator

Individual Calculation screen

Calculation Messages

In addition to the existing messages, the following have been added when calculating employees via the individual calculation screen and calculate all. The pay date for the current run is used for the validation, currently messages appear in the period before and during the period that the NI Letter needs to be changed, based on the Pay Day.

From tax year 2024/25, the following calculation messages will appear:

- Age 21 or over – Current NI Letters P, Y
- Age 25 or over – Current NI Letter G
- State Pension Age or over – Current NI Letter N, E, D, R, T and Q
- Investment Zone NI Letters - more than 3 years from the employees Start date.

In the period that the NI Letter needs to be changed, the employee will be left uncalculated until the NI Letter is changed by a user, except State Pension Age where you can continue calculating on the existing NI Letter until you have proof of their date of birth.

Tax Advance

When tax advancing an employee, the check performed to determine if an employee should change NI letter within the periods that they are being tax advanced into, now includes the Mariner and Investment Zone NI Letters based on the employees age, as well as the three year limit for Investment Zone NI Letters.

Payment After Leaving

When you enter a **Payment after leaving** record under the **Address** tab in **Employee (Edit)** form, the NI Letter used for the calculation is based on the employees age at the Pay date, whether they have Working in an Investment Zone or Working in a Freeport ticked, and their Start Date.

Working in an Investment Zone ticked where their current NI Letter is either M, Z, H, Y, P or G

- if under 21 will remain on current NI Letter, except for apprenticeship NI Letters H and G:
 - a. current NI Letter H then apply NI Letter M
 - b. current NI Letter G then apply NI Letter Y
- if over 21 and less than three years from the employees start date to the current pay day:
 - a. current NI Letter M or Y or H or G then apply NI Letter N
 - b. current NI Letter Z or P then apply NI Letter D
- if over 21 and more than three years from the employees start date to the current pay day:
 - a. current NI Letter M then apply NI Letter A
 - b. current NI Letter Z then apply NI Letter J
 - c. current NI Letter Y then apply NI Letter R
 - d. current NI Letter P then apply NI Letter Q
 - e. current NI Letter H then apply NI Letter A
 - f. current NI Letter G then apply NI Letter R

Working in an Investment Zone and Working in a Freeport not ticked where their current NI Letter is either M, Z, H, Y, P or G

- if under 21 will remain on current NI Letter, except for apprenticeship NI Letters H and G:
 - a. current NI Letter H then apply NI Letter M
 - b. current NI Letter G then apply NI Letter Y
- if over 21:
 - a. current NI Letter M then apply NI Letter A
 - b. current NI Letter Z then apply NI Letter J
 - c. current NI Letter Y then apply NI Letter R
 - d. current NI Letter P then apply NI Letter Q
 - e. current NI Letter H then apply NI Letter A
 - f. current NI Letter G then apply NI Letter R

Working in a Freeport ticked where their current NI Letter is either Y, P or G

- if under 21 will remain on current NI Letter, except for apprenticeship NI Letters G:
 - a. current NI Letter G then apply NI Letter Y
- if over 21 and less than three years from the employees start date to the current pay day:
 - a. current NI Letter Y or G then apply NI Letter F
 - b. current NI Letter P then apply NI Letter L
- if over 21 and more than three years from the employees start date to the current pay day:
 - a. current NI Letter Y then apply NI Letter R
 - b. current NI Letter P then apply NI Letter Q
 - c. current NI Letter G then apply NI Letter R

For Investment Zone where their current NI Letter is either N, E, K and D:

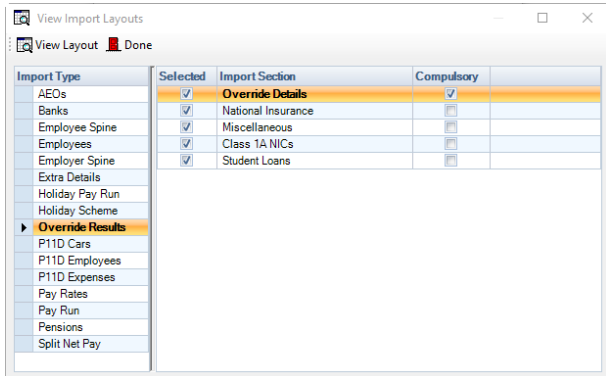
- if it is less than three years from their start date to the current pay date, their current NI Letter to the payment after leaving calculation.
- if it is three years or more from their start date to the current pay date, then apply NI Letter based on their age:
 - a. current NI Letter N then apply NI Letter A
 - b. current NI Letter E then apply NI Letter B
 - c. current NI Letter K then apply NI Letter C
 - d. current NI Letter D then apply NI Letter J

Override Results Import

For tax year 2024/25 onwards, the new NI letters have been added to View Layout for the Override Results import, there are no layout changes.

View Layout

With a payroll open in tax year 2024/25, or without a payroll open and your computers date falls in tax year 2024/25, go to **Data\Import\View import layouts** then highlight the Import type **Override Results**:



Under the **National Insurance** section, you will see the **Comments** have been updated for **NI Letter** to include the new NI Letters for Investment Zone and Mariners:

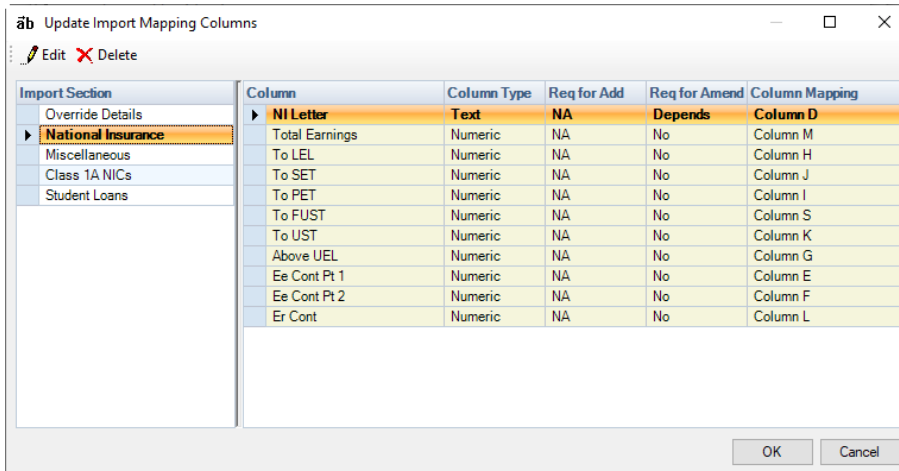
Column	No	Section	Description	Type	Length	Required	Comment
A	1	Override Details	Employee ID	Numeric		Yes	Employee to update
B	2	Override Details	Surname	Text	35	No	Employee Surname
C	3	National Insuran...	NI Letter	Text	1	Default	"A","B","C","D","E","F","G","H","I","J","K","L","M","N","P","Q","R","S","T","V","W","Y","Z"; must match an NI record included in the open run, if blank the rest of the NI fields will be ignored.
D	4	National Insuran...	Total Earnings	Numeric		Default	If blank ignore
E	5	National Insuran...	To LEL	Numeric		Default	If blank ignore
F	6	National Insuran...	To SET	Numeric		Default	If blank ignore
G	7	National Insuran...	To PET	Numeric		Default	If blank ignore
H	8	National Insuran...	To FUST	Numeric		Default	If blank ignore
I	9	National Insuran...	To UST	Numeric		Default	If blank ignore
J	10	National Insuran...	Above UEL	Numeric		Default	If blank ignore
K	11	National Insuran...	Ee Cont Pt 1	Numeric		Default	If blank ignore
L	12	National Insuran...	Ee Cont Pt 2	Numeric		Default	If blank ignore
M	13	National Insuran...	Er Cont	Numeric		Default	If blank ignore
N	14	Miscellaneous	Tax	Numeric		Default	If blank ignore
O	15	Miscellaneous	Negative Net BF	Numeric		Default	If blank ignore
P	16	Miscellaneous	Gross Up Tax	Numeric		Default	If blank ignore
Q	17	Miscellaneous	Gross Up Ee NIC	Numeric		Default	If blank ignore
R	18	Class 1A NICs	Termination	Numeric		Default	If blank ignore
S	19	Class 1A NICs	Sporting	Numeric		Default	If blank ignore
T	20	Student Loans	Plan 1 Student Loan	Numeric		Default	If blank ignore, whole pounds only
U	21	Student Loans	Plan 1 Gross Up Student Lo...	Numeric		Default	If blank ignore, whole pounds only
V	22	Student Loans	Plan 2 Student Loan	Numeric		Default	If blank ignore, whole pounds only
W	23	Student Loans	Plan 2 Gross Up Student Lo...	Numeric		Default	If blank ignore, whole pounds only
X	24	Student Loans	Postgraduate Student Loan	Numeric		Default	If blank ignore, whole pounds only
Y	25	Student Loans	Postgraduate Gross Up Stud...	Numeric		Default	If blank ignore, whole pounds only
Z	26	Student Loans	Plan 4 Student Loan	Numeric		Default	If blank ignore, whole pounds only
AA	27	Student Loans	Plan 4 Gross Up Student Lo...	Numeric		Default	If blank ignore, whole pounds only

Override Import

Validation for NI Letters K and W has been added to ensure no value can be imported for Ee Cont Pt 1 or 2, in the same manner as NI Letters C and S.

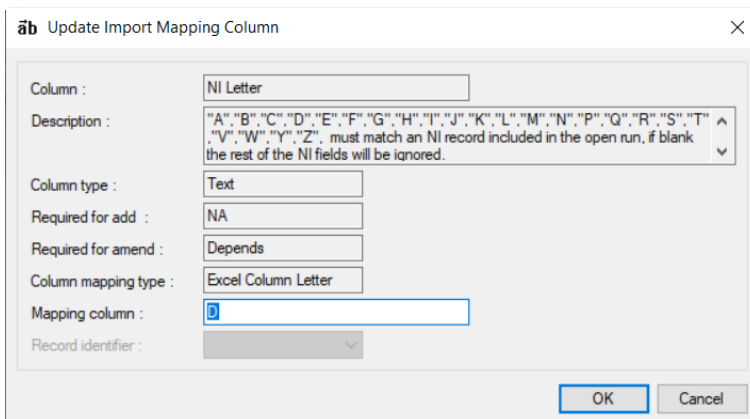
Custom Import Mappings

With a payroll open in tax year 2024/25, or without a data file open and your computers date falls in tax year 2024/25, within the custom mappings screen accessed via **Admin\Import Mappings\Import Mappings\Override Results** select either **Edit** or **Add**:



Import Section	Column	Column Type	Req for Add	Req for Amend	Column Mapping
National Insurance	NI Letter	Text	NA	Depends	Column D
	Total Earnings	Numeric	NA	No	Column M
	To LEL	Numeric	NA	No	Column H
	To SET	Numeric	NA	No	Column J
	To PET	Numeric	NA	No	Column I
	To FUST	Numeric	NA	No	Column S
	To UST	Numeric	NA	No	Column K
	Above UEL	Numeric	NA	No	Column G
	Ee Cont Pt 1	Numeric	NA	No	Column E
	Ee Cont Pt 2	Numeric	NA	No	Column F
	Er Cont	Numeric	NA	No	Column L

Under the section **National Insurance** double click on **NI Letter** you will see the **Description** has been updated to include the new NI Letters for Investment Zones and Mariners:



Column : NI Letter

Description : "A","B","C","D","E","F","G","H","I","J","K","L","M","N","P","Q","R","S","T","V","W","Y","Z", must match an NI record included in the open run, if blank the rest of the NI fields will be ignored.

Column type : Text

Required for add : NA

Required for amend : Depends

Column mapping type : Excel Column Letter

Mapping column : D

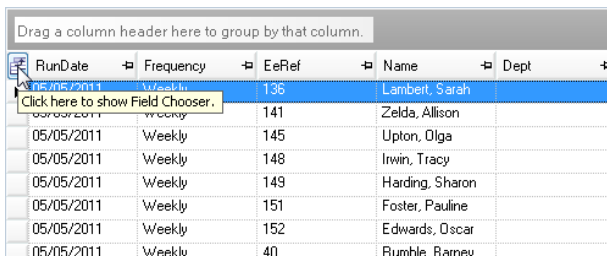
Record identifier :

Payroll Run Export (PRE)

Under the **Personal Details** section we have added the field **Working_In_Investment_Zone**. Where there is no saved layout, this field is automatically included. For saved layouts you need open the saved layout and then choose the column for it to be included, ensure you save the layout so it is included in future.

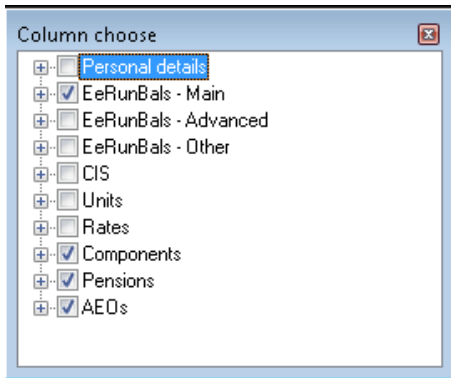


Whilst in PRE, select this button to choose the columns to include in the report layout.

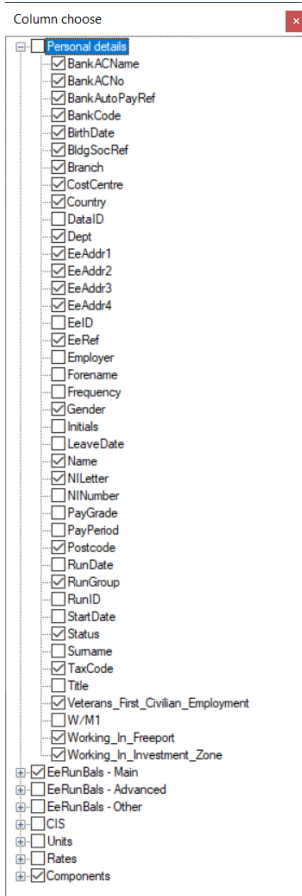


RunDate	Frequency	EeRef	Name	Dept
05/05/2011	Weekly	136	Lambert, Sarah	
05/05/2011	Weekly	141	Zelda, Allison	
05/05/2011	Weekly	145	Upton, Olga	
05/05/2011	Weekly	148	Irwin, Tracy	
05/05/2011	Weekly	149	Harding, Sharon	
05/05/2011	Weekly	151	Foster, Pauline	
05/05/2011	Weekly	152	Edwards, Oscar	
05/05/2011	Weekly	40	Rumble, Barney	

You will see the Column Choose screen:



To select specific columns, click on the plus sign to the left of the section:



Then tick the box against the fields that you want to include in the report. Un-tick to remove them.

Query Manager – Wizard

New query wizard

Step 1 - Select the report type required.

Please select the section which is the core of the information you require. Note: the availability of certain items of information will depend on the report type selected.

Report Type

- Ee Current Run Pay Comps
- Ee Details
- Ee NIC Run Balances
- Ee NIC YTD Balances
- Ee Pension Details
- Ee Pension History
- Ee Permanent Pay Comp
- Ee Prev Runs Pay Comps
- Ee Run Balances
- Ee YTD Balances

< Back Next > Cancel

Working in an Investment Zone has been added to the following Report Types, so that they can be included in the query:

- Ee Details
- Ee Run Balances
- Ee YTD Balances

Export Payroll List

The following have been added to the **Employee Statistics** section of the Export Payroll List:

- **No of Current Ees who are Working in an Investment Zone** – these are current employees with Working in an Investment Zone ticked under Employee Details\NI tab
- **No of Current Ees with a Mariner NI Letter** – these are current employees with a Mariner NI Letter set under Employee Details\NI tab

Payroll Export

Export Print Form Done

Section

- Export Details
- File Details
- Address Details
- HMRC
- Employer Bank Details
- Run Details
- Employees
- Bonus Run
- Employer Settings
- ▶ **Employee Statistics**
- P11D
- EVC
- Extra Details

Export Fields

- No of Current Ees By Status
- No of Current Ees with Foreign Tax Credits Allowed Enabled
- No of Current Ees with EPMS Override Enabled
- No of Current Ees with a Veteran NI Letter
- No of Current Ees who are Working in a Freeport
- No of Current Ees who are Working in an Investment Zone
- No of Current Ees with an Apprentice NI Letter
- No of Current Ees with a Mariner NI Letter

When these columns are selected and exported, all data files will be searched, and the number of employees shown under the relevant column headers:

- No Current Working in an Investment Zone
- No Current Mariner NI Letter

New Reports

Report	Status	Type	Description
PAMARINE\PSMARINE	New	Employee	List of employees with a Mariners NI Letter.
PAINVEST\PSINVEST	New	Employee	List of employees who have got Working in an Investment Zone ticked.

Standard Report Changes

Report	Status	Type	Description
PABRYTD\PSBRYTD	Amended	Payroll Run	Verified against latest DB structure, due to tblNICsYTD table changes.
PAPRDYTD\PSPRDYTD	Amended	Payroll Run	Verified against latest DB structure, due to tblNICsYTD table changes.
PARGUL1\PSRGUL1	Amended	Payroll Run	Verified against latest DB structure, due to tblNICsYTD table changes.
PARN6YTD\PSRN6YTD	Amended	Payroll Run	Verified against latest DB structure, due to tblNICsYTD table changes.
PARN7YTD\PSRN7YTD	Amended	Payroll Run	Verified against latest DB structure, due to tblNICsYTD table changes.
PARNCST4\PSRNCST4	Amended	Payroll Run	Verified against latest DB structure, due to tblNICsYTD table changes.
PARNCYTD\PSRNCYTD	Amended	Payroll Run	Verified against latest DB structure, due to tblNICsYTD table changes.
PARNIDTD\PSRNIDTD	Amended	Payroll Run	Verified against latest DB structure, due to tblNICsYTD table changes.
PARNIYTD\PSRNIYTD	Amended	Payroll Run	Verified against latest DB structure, due to tblNICsYTD table changes.
PARNPSTD\PSRNPSTD	Amended	Payroll Run	Verified against latest DB structure, due to tblNICsYTD table changes.
PARUN1\PSRUN1	Amended	Payroll Run	Verified against latest DB structure, due to tblNICsYTD table changes.

Report	Status	Type	Description
PARUN2\PSRUN2	Amended	Payroll Run	Verified against latest DB structure, due to tblNICsYTD table changes.
PARUN3\PSRUN3	Amended	Payroll Run	Verified against latest DB structure, due to tblNICsYTD table changes.
PARUN4\PSRUN4	Amended	Payroll Run	Verified against latest DB structure, due to tblNICsYTD table changes.
PARUNYTD\PSRUNYTD	Amended	Payroll Run	Verified against latest DB structure, due to tblNICsYTD table changes.
PASUMM1\PSSUMM1	Amended	Payroll Run	Verified against latest DB structure, due to tblNICsYTD table changes.
PASUMM2\PSSUMM2	Amended	Payroll Run	Verified against latest DB structure, due to tblNICsYTD table changes.
PASUMM3\PSSUMM3	Amended	Payroll Run	Verified against latest DB structure, due to tblNICsYTD table changes.
PAEEDETL\PSEEDETL	Amended	Employee	Added the new field Working in an Investment Zone to the section Employee Details from tax year 2024/25.
PAEEPYL\PSEEPYL	Amended	Employee	Added the new field Working in an Investment Zone to the section Employee Details from tax year 2024/25.
PANIPARA\PSNIPARA	Amended	Misc	From tax year 2024/25, added the Mariner and Investment Zone NI letters with their Employee and Employer Rates.

New Fields for Reporting

Database	Table	Field Name	Description
Dempay.mdb	Employer Details	Allow_Mariner_NI_Letters	Allow Mariner NI Letters
Dempay.mdb	Employer Details	Allow_Freeport_NI_Letters	Allow Freeport NI Letters and Working in a Freeport
Dempay.mdb	Employer Details	Allow_Investment_Zone_NI_Letters	Allow Investment Zone NI Letters and Working in an Investment Zone
Dempay.mdb	EeBals	Working_In_Investment_Zone	Working in an Investment Zone

Database	Table	Field Name	Description
Dempay.mdb	EeRunBals	Working_In_Investment_Zone	Working in an Investment Zone
Dempay.mdb	tblPayslips_Ext	Working_In_Investment_Zone	Working in an Investment Zone

Deleted Fields for Reporting

Due to the number of NI Letters, we have removed individual NI Letter records from tblINICsYTD which is in the database called MCPTemp.mdb, this table was used solely for reports. If you have any custom reports using this table, you will need to verify the reports in Crystal against the new structure and update formulas to use the table INICs instead.

Database	Table	Field Name	Description
MCPTemp.mdb	tblINICsYTD	AToLEL	NI Letter A Earnings to LEL
MCPTemp.mdb	tblINICsYTD	ALELToPET	NI Letter A Earnings to PET
MCPTemp.mdb	tblINICsYTD	APETToSET	NI Letter A Earnings to SET
MCPTemp.mdb	tblINICsYTD	ASETToUEL	NI Letter A Earnings To UEL
MCPTemp.mdb	tblINICsYTD	AToUST	NI Letter A Earnings to UST
MCPTemp.mdb	tblINICsYTD	AUAPToUEL	NI Letter A Earnings to UEL
MCPTemp.mdb	tblINICsYTD	AAboveUEL	NI Letter A Earnings Above UEL
MCPTemp.mdb	tblINICsYTD	AEeCont1	NI Letter A Employee Contributions Part 1
MCPTemp.mdb	tblINICsYTD	AEeCont2	NI Letter A Employee Contributions Part 2
MCPTemp.mdb	tblINICsYTD	AErCont	NI Letter A Employer Contributions
MCPTemp.mdb	tblINICsYTD	BToLEL	NI Letter B Earnings to LEL
MCPTemp.mdb	tblINICsYTD	BLELToPET	NI Letter B Earnings to PET
MCPTemp.mdb	tblINICsYTD	BPETToSET	NI Letter B Earnings to SET
MCPTemp.mdb	tblINICsYTD	BSETToUEL	NI Letter B Earnings To UEL
MCPTemp.mdb	tblINICsYTD	BToUST	NI Letter B Earnings to UST
MCPTemp.mdb	tblINICsYTD	BUAPToUEL	NI Letter B Earnings to UEL
MCPTemp.mdb	tblINICsYTD	BAboveUEL	NI Letter B Earnings Above UEL
MCPTemp.mdb	tblINICsYTD	BEeCont1	NI Letter B Employee Contributions Part 1

Database	Table	Field Name	Description
MCPTemp.mdb	tbINICsYTD	BEeCont2	NI Letter B Employee Contributions Part 2
MCPTemp.mdb	tbINICsYTD	BErCont	NI Letter B Employer Contributions
MCPTemp.mdb	tbINICsYTD	CToLEL	NI Letter C Earnings to LEL
MCPTemp.mdb	tbINICsYTD	CLELToPET	NI Letter C Earnings to PET
MCPTemp.mdb	tbINICsYTD	CPETToSET	NI Letter C Earnings to SET
MCPTemp.mdb	tbINICsYTD	CSETToUEL	NI Letter C Earnings To UEL
MCPTemp.mdb	tbINICsYTD	CToUST	NI Letter C Earnings to UST
MCPTemp.mdb	tbINICsYTD	CUAPToUEL	NI Letter C Earnings to UEL
MCPTemp.mdb	tbINICsYTD	CAboveUEL	NI Letter C Earnings Above UEL
MCPTemp.mdb	tbINICsYTD	CEeCont1	NI Letter C Employee Contributions Part 1
MCPTemp.mdb	tbINICsYTD	CEeCont2	NI Letter C Employee Contributions Part 2
MCPTemp.mdb	tbINICsYTD	CErCont	NI Letter C Employer Contributions
MCPTemp.mdb	tbINICsYTD	FToLEL	NI Letter F Earnings to LEL
MCPTemp.mdb	tbINICsYTD	FLELToPET	NI Letter F Earnings to PET
MCPTemp.mdb	tbINICsYTD	FPETToSET	NI Letter F Earnings to SET
MCPTemp.mdb	tbINICsYTD	FSETToUEL	NI Letter F Earnings To UEL
MCPTemp.mdb	tbINICsYTD	FToUST	NI Letter F Earnings to UST
MCPTemp.mdb	tbINICsYTD	FUAPToUEL	NI Letter F Earnings to UEL
MCPTemp.mdb	tbINICsYTD	FAboveUEL	NI Letter F Earnings Above UEL
MCPTemp.mdb	tbINICsYTD	FEeCont1	NI Letter F Employee Contributions Part 1
MCPTemp.mdb	tbINICsYTD	FEeCont2	NI Letter F Employee Contributions Part 2
MCPTemp.mdb	tbINICsYTD	FErCont	NI Letter F Employer Contributions
MCPTemp.mdb	tbINICsYTD	JToLEL	NI Letter J Earnings to LEL
MCPTemp.mdb	tbINICsYTD	JLELToPET	NI Letter J Earnings to PET
MCPTemp.mdb	tbINICsYTD	JPETToSET	NI Letter J Earnings to SET

Database	Table	Field Name	Description
MCPTemp.mdb	tbINICsYTD	JSETToUEL	NI Letter J Earnings To UEL
MCPTemp.mdb	tbINICsYTD	JToUST	NI Letter J Earnings to UST
MCPTemp.mdb	tbINICsYTD	JUAPToUEL	NI Letter J Earnings to UEL
MCPTemp.mdb	tbINICsYTD	JAboveUEL	NI Letter J Earnings Above UEL
MCPTemp.mdb	tbINICsYTD	JEeCont1	NI Letter J Employee Contributions Part 1
MCPTemp.mdb	tbINICsYTD	JEeCont2	NI Letter J Employee Contributions Part 2
MCPTemp.mdb	tbINICsYTD	JErCont	NI Letter J Employer Contributions
MCPTemp.mdb	tbINICsYTD	LToLEL	NI Letter L Earnings to LEL
MCPTemp.mdb	tbINICsYTD	LLELToPET	NI Letter L Earnings to PET
MCPTemp.mdb	tbINICsYTD	LPETToSET	NI Letter L Earnings to SET
MCPTemp.mdb	tbINICsYTD	LSETToUEL	NI Letter L Earnings To UEL
MCPTemp.mdb	tbINICsYTD	LToUST	NI Letter L Earnings to UST
MCPTemp.mdb	tbINICsYTD	LUAPToUEL	NI Letter L Earnings to UEL
MCPTemp.mdb	tbINICsYTD	LAboveUEL	NI Letter L Earnings Above UEL
MCPTemp.mdb	tbINICsYTD	LEeCont1	NI Letter L Employee Contributions Part 1
MCPTemp.mdb	tbINICsYTD	LEeCont2	NI Letter L Employee Contributions Part 2
MCPTemp.mdb	tbINICsYTD	LErCont	NI Letter L Employer Contributions
MCPTemp.mdb	tbINICsYTD	SToLEL	NI Letter S Earnings to LEL
MCPTemp.mdb	tbINICsYTD	SLELToPET	NI Letter S Earnings to PET
MCPTemp.mdb	tbINICsYTD	SPETToSET	NI Letter S Earnings to SET
MCPTemp.mdb	tbINICsYTD	SSETToUEL	NI Letter S Earnings To UEL
MCPTemp.mdb	tbINICsYTD	SToUST	NI Letter S Earnings to UST
MCPTemp.mdb	tbINICsYTD	SUAPToUEL	NI Letter S Earnings to UEL
MCPTemp.mdb	tbINICsYTD	SAboveUEL	NI Letter S Earnings Above UEL
MCPTemp.mdb	tbINICsYTD	SEeCont1	NI Letter S Employee Contributions Part 1

Database	Table	Field Name	Description
MCPTemp.mdb	tbINICsYTD	SEeCont2	NI Letter S Employee Contributions Part 2
MCPTemp.mdb	tbINICsYTD	SErCont	NI Letter S Employer Contributions
MCPTemp.mdb	tbINICsYTD	XToLEL	NI Letter X Earnings to LEL
MCPTemp.mdb	tbINICsYTD	XLELToPET	NI Letter X Earnings to PET
MCPTemp.mdb	tbINICsYTD	XPETToSET	NI Letter X Earnings to SET
MCPTemp.mdb	tbINICsYTD	XSETToUEL	NI Letter X Earnings To UEL
MCPTemp.mdb	tbINICsYTD	XToUST	NI Letter X Earnings to UST
MCPTemp.mdb	tbINICsYTD	XUAPToUEL	NI Letter X Earnings to UEL
MCPTemp.mdb	tbINICsYTD	XAboveUEL	NI Letter X Earnings Above UEL
MCPTemp.mdb	tbINICsYTD	XEeCont1	NI Letter X Employee Contributions Part 1
MCPTemp.mdb	tbINICsYTD	XEeCont2	NI Letter X Employee Contributions Part 2
MCPTemp.mdb	tbINICsYTD	XErCont	NI Letter X Employer Contributions
MCPTemp.mdb	tbINICsYTD	MToLEL	NI Letter M Earnings to LEL
MCPTemp.mdb	tbINICsYTD	MLELToPET	NI Letter M Earnings to PET
MCPTemp.mdb	tbINICsYTD	MPETToSET	NI Letter M Earnings to SET
MCPTemp.mdb	tbINICsYTD	MSETToUEL	NI Letter M Earnings To UEL
MCPTemp.mdb	tbINICsYTD	MToUST	NI Letter M Earnings to UST
MCPTemp.mdb	tbINICsYTD	MUAPToUEL	NI Letter M Earnings to UEL
MCPTemp.mdb	tbINICsYTD	MAboveUEL	NI Letter M Earnings Above UEL
MCPTemp.mdb	tbINICsYTD	MEeCont1	NI Letter M Employee Contributions Part 1
MCPTemp.mdb	tbINICsYTD	MEeCont2	NI Letter M Employee Contributions Part 2
MCPTemp.mdb	tbINICsYTD	MErCont	NI Letter M Employer Contributions
MCPTemp.mdb	tbINICsYTD	ZToLEL	NI Letter Z Earnings to LEL
MCPTemp.mdb	tbINICsYTD	ZLELToPET	NI Letter Z Earnings to PET
MCPTemp.mdb	tbINICsYTD	ZPETToSET	NI Letter Z Earnings to SET

Database	Table	Field Name	Description
MCPTemp.mdb	tbINICsYTD	ZSETToUEL	NI Letter Z Earnings To UEL
MCPTemp.mdb	tbINICsYTD	ZToUST	NI Letter Z Earnings to UST
MCPTemp.mdb	tbINICsYTD	ZUAPToUEL	NI Letter Z Earnings to UEL
MCPTemp.mdb	tbINICsYTD	ZAboveUEL	NI Letter Z Earnings Above UEL
MCPTemp.mdb	tbINICsYTD	ZEECont1	NI Letter Z Employee Contributions Part 1
MCPTemp.mdb	tbINICsYTD	ZEECont2	NI Letter Z Employee Contributions Part 2
MCPTemp.mdb	tbINICsYTD	ZErCont	NI Letter Z Employer Contributions
MCPTemp.mdb	tbINICsYTD	IToLEL	NI Letter I Earnings to LEL
MCPTemp.mdb	tbINICsYTD	ILELToPET	NI Letter I Earnings to PET
MCPTemp.mdb	tbINICsYTD	IPETToSET	NI Letter I Earnings to SET
MCPTemp.mdb	tbINICsYTD	ISSETToUEL	NI Letter I Earnings To UEL
MCPTemp.mdb	tbINICsYTD	IToUST	NI Letter I Earnings to UST
MCPTemp.mdb	tbINICsYTD	IUAPToUEL	NI Letter I Earnings to UEL
MCPTemp.mdb	tbINICsYTD	IAboveUEL	NI Letter I Earnings Above UEL
MCPTemp.mdb	tbINICsYTD	IEECont1	NI Letter I Employee Contributions Part 1
MCPTemp.mdb	tbINICsYTD	IEECont2	NI Letter I Employee Contributions Part 2
MCPTemp.mdb	tbINICsYTD	IErCont	NI Letter I Employer Contributions
MCPTemp.mdb	tbINICsYTD	AToAUST	NI Letter A Earnings To AUST
MCPTemp.mdb	tbINICsYTD	BToAUST	NI Letter B Earnings To AUST
MCPTemp.mdb	tbINICsYTD	CToAUST	NI Letter C Earnings To AUST
MCPTemp.mdb	tbINICsYTD	JToAUST	NI Letter J Earnings To AUST
MCPTemp.mdb	tbINICsYTD	XToAUST	NI Letter X Earnings To AUST
MCPTemp.mdb	tbINICsYTD	MToAUST	NI Letter M Earnings To AUST
MCPTemp.mdb	tbINICsYTD	ZToAUST	NI Letter Z Earnings To AUST
MCPTemp.mdb	tbINICsYTD	HToAUST	NI Letter H Earnings To AUST

Database	Table	Field Name	Description
MCPTemp.mdb	tbINICsYTD	HToLEL	NI Letter H Earnings To LEL
MCPTemp.mdb	tbINICsYTD	HLELToPET	NI Letter H Earnings To PET
MCPTemp.mdb	tbINICsYTD	HPETToSET	NI Letter H Earnings To SET
MCPTemp.mdb	tbINICsYTD	HSETToUEL	NI Letter H Earnings To UEL
MCPTemp.mdb	tbINICsYTD	HToUST	NI Letter H Earnings To UST
MCPTemp.mdb	tbINICsYTD	HUAPToUEL	NI Letter H Earnings To UEL
MCPTemp.mdb	tbINICsYTD	HAboveUEL	NI Letter H Earnings Above UEL
MCPTemp.mdb	tbINICsYTD	HEeCont1	NI Letter H Employee Contributions Part 1
MCPTemp.mdb	tbINICsYTD	HEeCont2	NI Letter H Employee Contributions Part 2
MCPTemp.mdb	tbINICsYTD	HErCont	NI Letter H Employer Contributions
MCPTemp.mdb	tbINICsYTD	FToAUST	NI Letter F Earnings To AUST
MCPTemp.mdb	tbINICsYTD	IToAUST	NI Letter I Earnings To AUST
MCPTemp.mdb	tbINICsYTD	LToAUST	NI Letter L Earnings To AUST
MCPTemp.mdb	tbINICsYTD	SToAUST	NI Letter S Earnings To AUST
MCPTemp.mdb	tbINICsYTD	VToLEL	NI Letter V Earnings To LEL
MCPTemp.mdb	tbINICsYTD	VLELToPET	NI Letter V Earnings To PET
MCPTemp.mdb	tbINICsYTD	VPETToSET	NI Letter V Earnings To SET
MCPTemp.mdb	tbINICsYTD	VSETToUEL	NI Letter V Earnings To UEL
MCPTemp.mdb	tbINICsYTD	VToUST	NI Letter V Earnings To UST
MCPTemp.mdb	tbINICsYTD	VToAUST	NI Letter V Earnings To AUST
MCPTemp.mdb	tbINICsYTD	VUAPToUEL	NI Letter V Earnings To UEL
MCPTemp.mdb	tbINICsYTD	VAboveUEL	NI Letter V Earnings Above UEL
MCPTemp.mdb	tbINICsYTD	VEeCont1	NI Letter V Employee Contributions Part 1
MCPTemp.mdb	tbINICsYTD	VEeCont2	NI Letter V Employee Contributions Part 2
MCPTemp.mdb	tbINICsYTD	VErCont	NI Letter V Employer Contributions

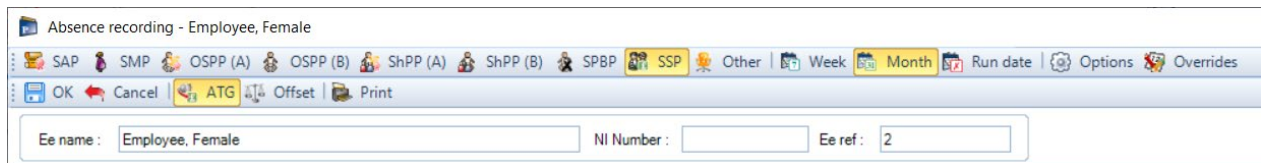
Database	Table	Field Name	Description
MCPTemp.mdb	tbINICsYTD	AToFUST	NI Letter A Earnings To FUST
MCPTemp.mdb	tbINICsYTD	BToFUST	NI Letter B Earnings To FUST
MCPTemp.mdb	tbINICsYTD	CToFUST	NI Letter C Earnings To FUST
MCPTemp.mdb	tbINICsYTD	FToFUST	NI Letter F Earnings To FUST
MCPTemp.mdb	tbINICsYTD	IToFUST	NI Letter I Earnings To FUST
MCPTemp.mdb	tbINICsYTD	LToFUST	NI Letter L Earnings To FUST
MCPTemp.mdb	tbINICsYTD	SToFUST	NI Letter S Earnings To FUST
MCPTemp.mdb	tbINICsYTD	XToFUST	NI Letter X Earnings To FUST
MCPTemp.mdb	tbINICsYTD	VToFUST	NI Letter V Earnings To FUST
MCPTemp.mdb	tbINICsYTD	AToVUST	NI Letter A Earnings To VUST
MCPTemp.mdb	tbINICsYTD	BToVUST	NI Letter B Earnings To VUST
MCPTemp.mdb	tbINICsYTD	CToVUST	NI Letter C Earnings To VUST
MCPTemp.mdb	tbINICsYTD	FToVUST	NI Letter F Earnings To VUST
MCPTemp.mdb	tbINICsYTD	IToVUST	NI Letter I Earnings To VUST
MCPTemp.mdb	tbINICsYTD	LToVUST	NI Letter L Earnings To VUST
MCPTemp.mdb	tbINICsYTD	SToVUST	NI Letter S Earnings To VUST
MCPTemp.mdb	tbINICsYTD	XToVUST	NI Letter X Earnings To VUST
MCPTemp.mdb	tbINICsYTD	VToVUST	NI Letter V Earnings To VUST
MCPTemp.mdb	tbINICsYTD	HToFUST	NI Letter H Earnings To FUST
MCPTemp.mdb	tbINICsYTD	HToVUST	NI Letter H Earnings To VUST
MCPTemp.mdb	tbINICsYTD	JToFUST	NI Letter J Earnings To FUST
MCPTemp.mdb	tbINICsYTD	JToVUST	NI Letter J Earnings To VUST
MCPTemp.mdb	tbINICsYTD	MToFUST	NI Letter M Earnings To FUST
MCPTemp.mdb	tbINICsYTD	MToVUST	NI Letter M Earnings To VUST
MCPTemp.mdb	tbINICsYTD	ZToFUST	NI Letter Z Earnings To FUST

Database	Table	Field Name	Description
MCPTemp.mdb	tbINICsYTD	ZToVUST	NI Letter Z Earnings To VUST

Statutory Absence

Additional Shared Parental Pay – ASPP(A) and (B)

From tax year 2023/24, we have removed ASPP(A) and ASPP(B) buttons from the Absence recording toolbar:



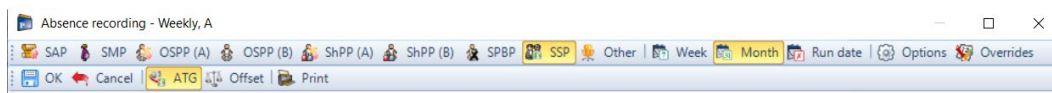
This absence type was replaced with Shared Parental Pay (ShPP) for babies due or child placed for adoption on or after 5th April 2015.

Statutory Maternity Pay

From tax year 2024/25, you can set up and pay statutory maternity to an employee where their Gender is set as Male, they can receive SMP if they are the person carrying and delivering the child, provided they meet all other eligibility criteria:

- earn on average at least £123 a week.
- give the correct notice and proof you're pregnant.
- have worked for your employer continuously for at least 26 weeks continuing into the 'qualifying week' - the 15th week before the expected week of childbirth.

Therefore, in tax year 2024/25 onwards under the Absence Recording screen the SMP button is now available when the employees' gender is set as Male:



Statutory Paternity Pay (SPP)

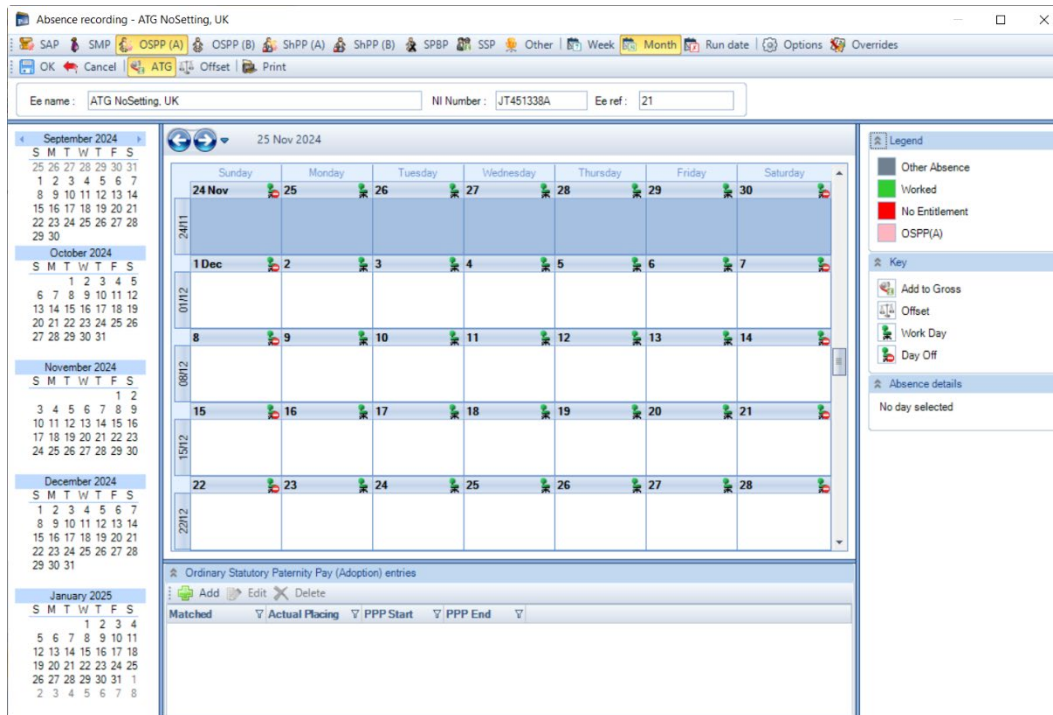
New rules apply for:

- SPP (Birth) - where the Baby Due date is on or after 7th April 2024, employees can choose to take 2 non-consecutive weeks or a single period of either 1 or 2 weeks within 52 weeks after the later of Baby Born date or Sunday of EWC if the Baby Born date is before the EWC.
- SPP (Adoption) - where the Expected Placement is on or after 6th April 2024, employees can choose to take 2 non-consecutive weeks or a single period of either 1 or 2 weeks within 52 weeks of the Actual Placing date.

These new rules apply to Great Britain excluding Northern Ireland. For Northern Ireland the existing rules apply.

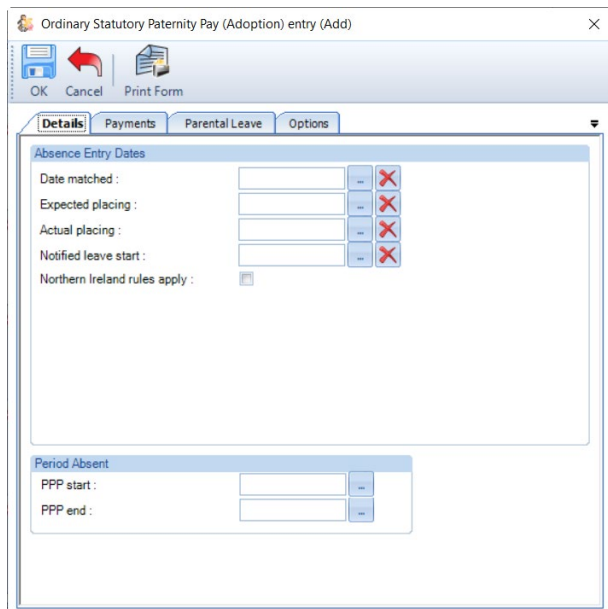
Statutory Paternity Pay (Adoption)

Within Absence Recording highlight **OSPP(A)** on the toolbar click on the **Add** button under **Ordinary Statutory Paternity Pay (Adoption) Entries**.



Details tab

You will then see the **Details** tab of the Entries record:

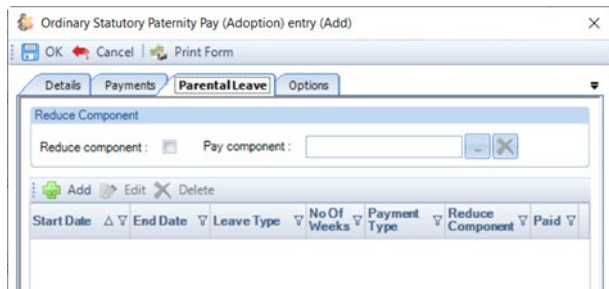


Under **Absence Entry Dates** section there is a new option called **Northern Ireland rules apply**, this box if applicable.

When the Expected Placing date is before 6th April 2024, or Northern Ireland rules apply is ticked, enter the PPP Start and PPP End dates that the employee is taking leave, either 1 or 2 consecutive weeks. When the Expected Placing date is on or after 6th April 2024, the PPP Start date is automatically completed and cannot be changed, the PPP End date is automatically completed with 52 weeks after the Actual Placing date, this can be changed if required.

Parental Leave tab

Now select the **Parental Leave** tab to record leave that the employee is taking:



Click on the **Add** button, the following screen will appear:

- **Start Date** – enter the first day of this period of absence for OSPP(A)
- **Number of weeks** – enter the number of weeks the employee is taking from the start date, the program will then automatically calculate and populate the End date. Maximum of 2 weeks.
- **Payment type** – click on the drop down to select either Add to Gross or Offset for this period of absence.

You need to create records within this tab for each period of absence for OSPP(A).

The program will validate the records when you select **OK** to ensure no more than 2 weeks are exceeded, none of the periods of absence overlap and are within the PPP Start and PPP End dates.

You can use the **Edit** button to change existing records that have been created, even if they have already been processed.

And you can use the **Delete** button to remove an existing record, again even if it has already been processed.

If you **Edit** or **Delete** a Parental Leave record the program will re-calculate the absence records and adjust appropriately.

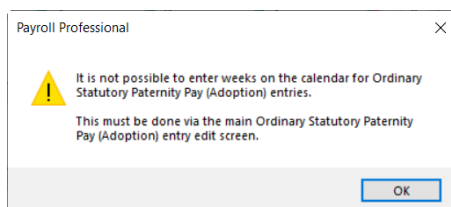
Options tab

Under the **Options** tab choose a payment option:

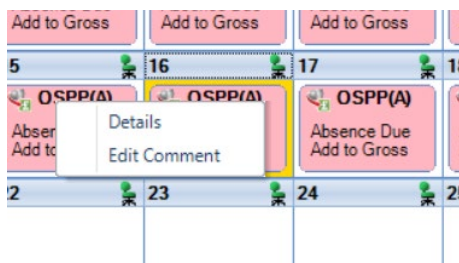
- **Auto Payment** – the program automatically highlights the Absence Calendar with whole weeks from the Employees PPP Start Date up to but not spanning the Payroll Run Date for the records entered under the Parental Leave tab and includes the values in the current period.
- **Lump Payment** – the program automatically highlights the Absence Calendar with all the records entered under the Parental Leave tab and includes the values in the current period.
- **Auto Payment (Exact Period)** – the program automatically highlights the Absence Calendar for the records entered under the Parental Leave tab based on the below selections and includes the values in the current period.
 - a. **Calendar Month** – pays the number of days in the Calendar Month which is being paid.
 - b. **Run Date** - pays the number of days from the day after the last Payroll Run Date up to and including the current Payroll Run Date.
 - c. **Run Date, plus or minus** – as above, with +/- a specified number of days.

Highlighting the Calendar

With the changes to SPP, you are no longer able to manually highlight a week in the calendar. If you double click on a week in the calendar you will see the following message:



And if you right click on a day in the calendar, you will see that the options to highlight weeks are not available:



Whichever **Payment** option you have chosen you cannot highlight the Absence Calendar manually. The program will perform this task using the periods of absence recorded in the Entries record under the Parental Leave tab.

When an employee is calculated via the Individual Calculation screen the program will automatically highlight the weeks.

The appropriate **Key** and **Legend** will be displayed in the Absence Calendar.

The screenshot shows the 'Absence recording - ATG AutoPay, UK' window. The calendar is set to 09 Oct 2024. The calendar grid shows dates from 6 Oct to 9 Nov. Several dates (6 Oct, 7 Oct, 8 Oct, 9 Oct, 10 Oct, 11 Oct, 12 Oct, 13 Oct, 14 Oct, 15 Oct, 16 Oct, 17 Oct, 18 Oct, 19 Oct, 20 Oct, 21 Oct, 22 Oct, 23 Oct, 24 Oct, 25 Oct, 26 Oct, 27 Oct, 28 Oct, 29 Oct, 30 Oct, 31 Oct) are marked with a pink box containing 'OSPP(A) Absence Due Add to Gross'. The legend on the right shows 'OSPP(A)' as a pink box. The key section shows 'Add to Gross' as a pink box with a plus sign, 'Offset' as a blue box with a minus sign, 'Work Day' as a green box with a person icon, and 'Day Off' as a red box with a person icon. The 'Absence details' section shows 'OSPP(A) - 09 Oct 2024' as 'Ordinary Statutory Paternity Pay (Adoption) Absence Due Add to Gross Work Day'. Below the calendar, there is a section for 'Ordinary Statutory Paternity Pay (Adoption) entries' with a table showing dates from 06 Apr 2024 to 07 Apr 2025.

Statutory Paternity Pay (Birth)

Within Absence Recording highlight **OSPP(B)** on the toolbar click on the **Add** button under **Ordinary Statutory Paternity Pay (Birth) Entries**.

The screenshot shows the 'Absence recording - Smp, On' window. The calendar is set to 25 Apr 2024. The calendar grid shows dates from 21 Apr to 25 May. Several dates (21 Apr, 22 Apr, 23 Apr, 24 Apr, 25 Apr, 26 Apr, 27 Apr, 28 Apr, 29 Apr, 30 Apr, 1 May, 2 May, 3 May, 4 May, 5 May, 6 May, 7 May, 8 May, 9 May, 10 May, 11 May, 12 May, 13 May, 14 May, 15 May, 16 May, 17 May, 18 May, 19 May, 20 May, 21 May, 22 May, 23 May, 24 May, 25 May) are marked with a pink box containing 'OSPP(B) Absence Due Add to Gross'. The legend on the right shows 'OSPP(B)' as a pink box. The key section shows 'Add to Gross' as a pink box with a plus sign, 'Offset' as a blue box with a minus sign, 'Work Day' as a green box with a person icon, and 'Day Off' as a red box with a person icon. The 'Absence details' section shows 'No day selected'. Below the calendar, there is a section for 'Ordinary Statutory Paternity Pay (Birth) entries' with a table showing dates from Birth Due to EWC, PPP Start, and PPP End.

Details tab

You will then see the **Details** tab of the Entries record:

The screenshot shows the 'Ordinary Statutory Paternity Pay (Birth) entry (Add)' window with the 'Details' tab selected. The window has a title bar with 'OK', 'Cancel', and 'Print Form' buttons. Below the title bar are tabs for 'Details', 'Payments', 'Parental Leave', and 'Options'. The 'Absence Entry Dates' section contains the following fields: 'Birth due' (text box with '-' and 'X' buttons), 'Expected week of confinement' (text box), 'Notified leave start' (text box with '-' and 'X' buttons), 'Baby born' (text box with '-' and 'X' buttons), 'Still born' (checkbox), and 'Northern Ireland rules apply' (checkbox). The 'Period Absent' section contains 'PPP start' and 'PPP end' (text boxes with '-' buttons).

Under **Absence Entry Dates** section there is a new option called **Northern Ireland rules apply**, tick this box if applicable.

When the Birth Due date is before 7th April 2024, or Northern Ireland rules apply is ticked, enter the PPP Start and PPP End dates that the employee is taking leave, either 1 or 2 consecutive weeks. When the Birth Due date is on or after 7th April 2024, the PPP Start date is automatically completed and cannot be changed, the PPP End date is automatically completed with 52 weeks after the later of the Baby born or Sunday of EWC, this can be changed if required.

Parental Leave tab

Now select the **Parental Leave** tab to record leave that the employee is taking:

The screenshot shows the 'Ordinary Statutory Paternity Pay (Birth) entry (Add)' window with the 'Parental Leave' tab selected. The window has a title bar with 'OK', 'Cancel', and 'Print Form' buttons. Below the title bar are tabs for 'Details', 'Payments', 'Parental Leave', and 'Options'. The 'Reduce Component' section contains 'Reduce component' (checkbox) and 'Pay component' (text box with '-' and 'X' buttons). Below this is a toolbar with 'Add', 'Edit', and 'Delete' buttons. A table with the following columns is visible: 'Start Date', 'End Date', 'Leave Type', 'No Of Weeks', 'Payment Type', 'Reduce Component', and 'Paid'.

Click on the **Add** button, the following screen will appear:

The screenshot shows the 'Parental leave (Add)' window with the 'Details' tab selected. The window has a title bar with 'OK', 'Cancel', and 'Print Form' buttons. The 'Details' section contains the following fields: 'Start date' (text box with a calendar icon), 'End date' (text box), 'Leave type' (dropdown menu with 'Absence Due' selected), 'Number of weeks' (text box with '0'), 'Payment type' (dropdown menu with 'Add to Gross' selected), and 'Reduce component' (checkbox).

- **Start Date** – enter the first day of this period of absence for OSPP(B)

- **Number of weeks** – enter the number of weeks the employee is taking from the start date, the program will then automatically calculate and populate the End date. Maximum of 2 weeks.
- **Payment type** – click on the drop down to select either Add to Gross or Offset for this period of absence.

You need to create records within this tab for each period of absence for OSPP(B).

The program will validate the records when you select **OK** to ensure no more than 2 weeks are exceeded, none of the periods of absence overlap and are within the PPP Start and PPP End dates.

You can use the **Edit** button to change existing records that have been created, even if they have already been processed.

And you can use the **Delete** button to remove an existing record, again even if it has already been processed.

If you **Edit** or **Delete** a Parental Leave record the program will re-calculate the absence records and adjust appropriately.

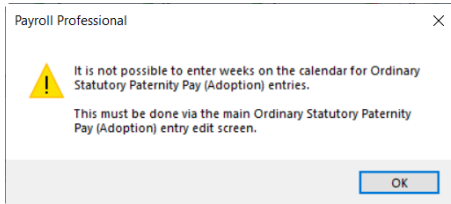
Options tab

Under the **Options** tab choose a payment option:

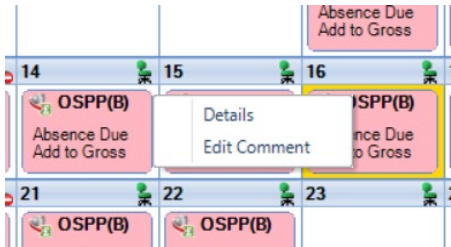
- **Auto Payment** – the program automatically highlights the Absence Calendar with whole weeks from the Employees PPP Start Date up to but not spanning the Payroll Run Date for the records entered under the Parental Leave tab and includes the values in the current period.
- **Lump Payment** – the program automatically highlights the Absence Calendar with all the records entered under the Parental Leave tab and includes the values in the current period.
- **Auto Payment (Exact Period)** – the program automatically highlights the Absence Calendar for the records entered under the Parental Leave tab based on the below selections and includes the values in the current period.
 - a. **Calendar Month** – pays the number of days in the Calendar Month which is being paid.
 - b. **Run Date** - pays the number of days from the day after the last Payroll Run Date up to and including the current Payroll Run Date.
 - c. **Run Date, plus or minus** – as above, with +/- a specified number of days.

Highlighting the Calendar

With the changes to SPP, you are no longer able to manually highlight a week in the calendar. If you double click on a week in the calendar you will see the following message:



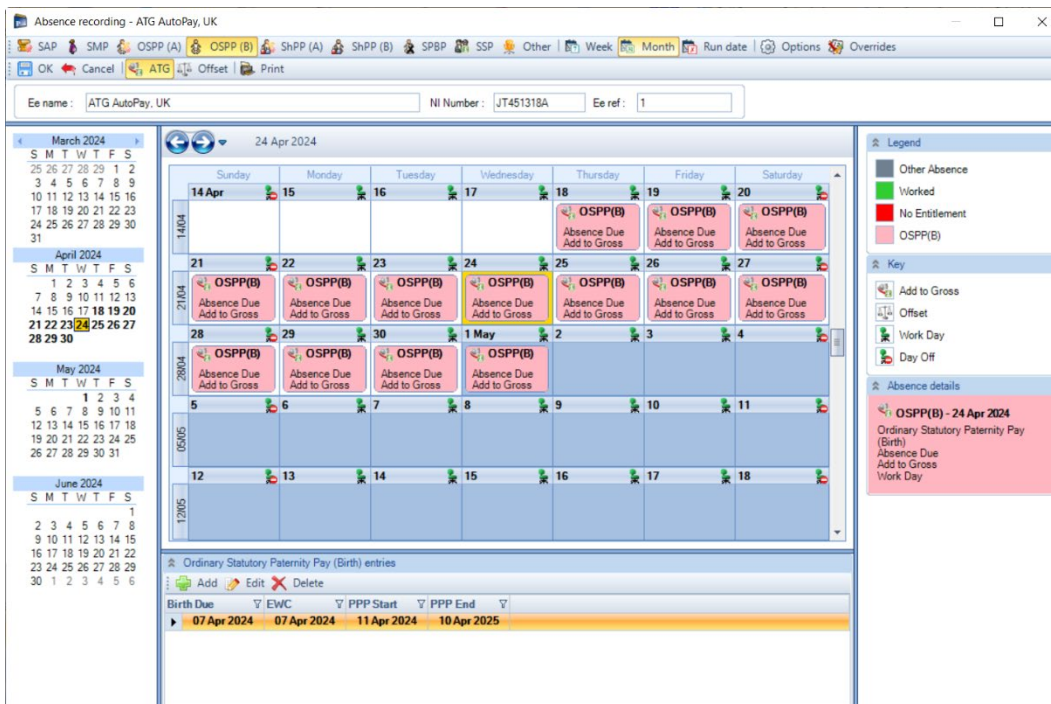
And if you right click on a day in the calendar, you will see that the options to highlight weeks are not available:



Whichever **Payment** option you have chosen you cannot highlight the Absence Calendar manually. The program will perform this task using the periods of absence recorded in the Entries record under the Parental Leave tab.

When an employee is calculated via the Individual Calculation screen the program will automatically highlight the weeks.

The appropriate **Key** and **Legend** will be displayed in the Absence Calendar.



Shared Parental Pay and Statutory Parental Bereavement Pay

As part of the changes to SPP, we have made changes to ShPP and SPBP.

Working Weeks

For the following absence types, for new and existing records calculated in the current run, the weeks from the start to the end of the absence period will no longer be marked as Working in the absence calendar, this allows Statutory Sick Pay to be recorded:

- Shared Parental Pay (Birth)
- Shared Parental Pay (Adoption)
- Statutory Parental Bereavement Pay

Lump Payment

For ShPP(A), ShPP(B) and SPBP, when you select Lump Payment under the Options tab of the Entries record the program will now pay all weeks recorded under the Parental Leave tab for ShPP and Bereavement Leave tab for SPBP in the current run.

Database upgrade

When you open a payroll data file in the EOY 2024 Update which contains existing SPP records, the weeks recorded in the absence calendar will automatically be recorded under the Parental Leave tab within the Entries record, including the Payment type.

Standard Report Changes

Report	Status	Type	Description
PAPAM\PSPAM	Amended	Employee	To include more information from the Entries record for each absence type, including the changes to OSPP.

Real Time Information

NINO Verification Request

There are no changes to the schema this year.

DPS Notifications

Standard

There are no changes to these downloads for tax year 2024/25.

CIS

There are no changes to the existing downloads for CIS notifications.

Employer Payment Summary

There is a new schema in place for tax year 2024/25.

There are no changes to the fields included in the submission.

Full Payment Submission

As usual, there is a new schema in place for tax year 2024/25.

There are no changes to the fields included in the submission.

HMRC have changed the FPS Schema validation to allow SMP to be reported for employees where the Gender is set as Male from tax year 2024/25.

BACS Hash

HMRC have removed the requirement to generate the BACS Hash and this no longer needs to be included in the Full Payment Submission or BACS files.

Employer Details

The screenshot shows the 'Employer Details (Edit)' window. The left sidebar contains a tree view with 'Payroll Parameters' selected. The main area is divided into three sections: 'Frequency', 'Pay Methods', and 'Misc'. In the 'Pay Methods' section, the 'BACS' checkbox is unchecked, while 'Cheque' is checked. In the 'Misc' section, the 'BACS' checkbox is also unchecked. The 'RTI Applies' dropdown is set to 'Payroll aligned and RTI applies'.

Section	Option	Checked
Frequency	Weekly	<input type="checkbox"/>
	Monthly	<input checked="" type="checkbox"/>
	Quarterly	<input type="checkbox"/>
	Yearly	<input type="checkbox"/>
	Fortnightly	<input type="checkbox"/>
	4 Weekly	<input type="checkbox"/>
Pay Methods	BACS	<input type="checkbox"/>
	Cheque	<input checked="" type="checkbox"/>
	Giro	<input type="checkbox"/>
Misc	Salary history	<input type="checkbox"/>
	Calc comp check	<input type="checkbox"/>
	Bonus runs	<input type="checkbox"/>
	Multi user	<input type="checkbox"/>
	Two NI letters	<input type="checkbox"/>
	Check calc on reporting	<input type="checkbox"/>
	Auto set "Higher paid"	<input type="checkbox"/>
	Split net pay	<input type="checkbox"/>
Print employee changes	<input type="checkbox"/>	

Under **Payroll Parameters** the setting **Bank BACS** has been removed from the **Misc** section.

BACS files

When you create the BACS files for BACS Types **Modem** and **Diskette**, neither will generate the BACS Hash or be included in the BACS files created.

You can create the BACS file before or after creating the Full Payment Submission.

Full Payment Submission

The BACS Hash will no longer be included in the Full Payment Submission file.

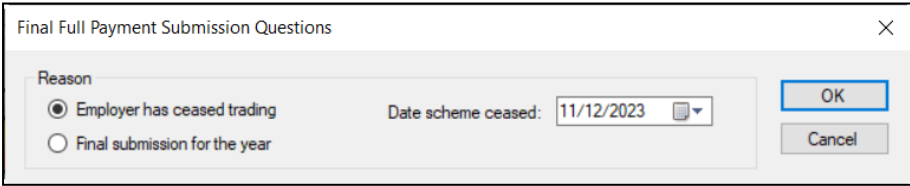
Validation checker will no longer perform the checks to ensure that the BACS file has been created before the Full Payment Submission, which means you can create the Full Payment Submission before or after creating the BACS file.

Standard Report Changes

Report	Status	Type	Description
PAFPSNE2\PSFPSNE2	Amended	Payroll Run	Removed BACS status
PAFPSPR\PSFPSPR	Amended	Payroll Run	Removed BACS status
PAERDETL\PSERDETL	Amended	Employer	Removed Bank BACS

Date Scheme Ceased

At the HMRCs request, we have restricted the date that can be entered as today's date or earlier, minimum is the start of the tax year, and maximum is the end of the tax year when today's date is after the end of the tax year.



Final Full Payment Submission Questions

Reason

Employer has ceased trading Date scheme ceased: 11/12/2023

Final submission for the year

OK Cancel

Validation checker

Employee Pension Contributions YTD

At the HMRCs request, the validation checker will now show the following fields as Fatal if either are negative:

- EmpeePenContribnsPaidYTD
- EmpeePenContribnsNotPaidYTD

To resolve the issue, ensure the employee pension contribution year to date values including this period are not negative.

Starter Declaration

At the HMRCs request, when a form P46(Pen) is selected and has Annual Pension set as 0, where a Pay Component with the Type set as General has been used to pay the pension rather than a Pay Component with the Type set as Pension, this will now appear as Fatal in the Validation checker.

To resolve the issue, under the P46(Pen) enter a value greater than 0 under the Annual Pension.

NI Letters

For tax year 2024/2025, the validations have been updated to include the new NI Letters for Mariners and Investment Zones when you create the Full Payment Submission:

- Accepted NI Letters for tax year 2024/25
- Same validation for the new NI Letters E and T, as NI Letter B
- Add to existing validation for Employee Contributions This Period which is performed for NI Letter C, the same validation for the new NI Letter K and W
- Add to existing validation for Employee Contributions YTD which is performed for NI Letter C, the same validation for the new NI Letter K and W
- Add to existing valid combination of Deferment NI Letters D and J, P and Q, Q and J, Q and L, Q and D are allowed in the same tax year
- Allow Deferment NI Letter Q, D and K, W, C, S to be applicable in the same tax year

RTI Log

There are no changes to this facility.

Full Payment Submission Year To Date

A new schema has been added for tax year 2023/24.

P11D Module

In this release you can close the P11D year 2022/23, and process P11Ds for year 2023/24 including online submissions.

Please be aware that we are awaiting the Average Interest Rate, once confirmed we may need to release a further update. This impacts Loans using the Calculation methods Most Beneficial and Actual.

Remember HMRC no longer accept paper returns, the P11D and P11DB reports within the software are for internal use only and to provide employees with details of their benefits.

P11D Loans

After discussions with the HMRC, Interest B/F will be treated in the same way as Balance B/F, Interest charged will be treated in the same way as Additional Loan, and Interest Paid will be treated in the same way as Repayment, when calculating the maximum outstanding at the beginning and end of the tax year, and the maximum outstanding during the year.

P11D Submissions

New schema is in place for P11D year 2023/24.

Standard Report Changes

Report	Status	Type	Description
PAP11D\PSP11D	Amended	P11D	P11D for P11D year 2023/24. Only includes calculated records. To provide information to employees only.
PAP11DB\PSP11DB	Amended	P11D	P11DB for P11D year 2023/24, layout changed to remove references to paper returns, for internal use only.
PAP11D23\PSP11D23	New	P11D	P11D for P11D year 2022/23. To be produced for P11D year 2022/23 only.
PASCHMIL\PSSCHMIL	Amended	P11D	Updated Benefit figures when OPRA is applied.
PAGENEXP\PSGENEXP	Amended	P11D Benefits	Added sort order by date and benefit type.
PASCHGEX\PSSCHGEX	Amended	P11D	Added sort order by date and benefit type.
PAS336CF\PSS336CF	Amended	P11D Benefits	Amended to ensure all relevant employees included.

Enhancements

Auto Enrolment Module

We have made a change to how the auto enrolment module obtains pay component values to help clients where they have payrolls with unusually large number of pay components with most of them attached to all employees and only a small number used in the current run.

This change will help those clients where their computers ran out of memory to be able to generate the information.

Fixes

Web ID	Area	Description of bug
2022008	Miscellaneous	Employee Details Editing NI Records - if you Edit the Calculated NI record where for the same period a Prior Period Adjustment has been performed the override is saved but not reflected on the screen.
2023011	Miscellaneous	When using Export Payroll List and selecting the option ePayslips in use under Employer Settings, the export is not giving the correct information as the fields used to determine whether ePayslips is in use are no longer populated.
2023013	Reports	SQL DPS Reports - some clients are experiencing the error ' Unable to connect: incorrect logon parameters' when running the following reports: PSEENOTS PSEENINO PSNOTIFS PSNOTIFA PSRNP9P6 PSEEP9P6 PSRNSL PSEESL
2023014	Internet Downloads & Submissions	Quick Report under View Previous Downloads - this is currently using the Quick report defined under the Form type HMRC Employee Notices instead of HMRC General Notifications, in addition the Filter is not being applied when running via View Previous Downloads.
2023015	Reports	DPS Reports for Access payroll file and SQL T2Data - some clients are experiencing the error ' Unable to connect: incorrect logon parameters' when running the following reports: PXEENINO PXEEP9P6 PXEESL
2023016	Miscellaneous	Pay Gap Extract - if you have a large number of pay components, when you Edit an extract and click on Add button to add more pay components you may experience the error 'Cannot open anymore tables'.

All Report Changes

Report	Status	Type	Description
PACRNTB\PSCRNTB	Amended	Employee	Updated to include the new Scottish tax band
PAEEDETL\PSEEDETL	Amended	Employee	Added the new field Working in an Investment Zone to the section Employee Details from tax year 2024/25.
PAEOPYL\PSEOPYL	Amended	Employee	Added the new field Working in an Investment Zone to the section Employee Details from tax year 2024/25.
PAMNHRA1\PSMNHRA1	Amended	Employee	Updated to include apprentice NI Letter G for Mariners
PAMNHRA2\PSMNHRA2	Amended	Employee	Updated to include apprentice NI Letter G for Mariners
PAMNHRC2\PSMNHRC2	Amended	Employee	Updated the report to show the appropriate ages for NMW and NLW from 1 st April 2024
PAMNHRCK\PSMNHRCK	Amended	Employee	Updated the report to show the appropriate ages for NMW and NLW from 1 st April 2024
PAP45RTI\PSP45RTI	Amended	Employee	Tidied layout for numbers and updated HMRC reference.
PAP46S\PSP46S	Amended	Employee	Updated layout to HMRC's latest format.
PAPAM\PSPAM	Amended	Employee	To include more information from the Entries record for each absence type, including the changes to OSPP. Updated to show the new Weekly rate for tax year 2024/25.
PAINVEST\PSINVEST	New	Employee	List of employees who have got Working in an Investment Zone ticked.
PAMARINE\PSMARINE	New	Employee	List of employees with a Mariners NI Letter.
PAAEOTBL\PSAEOTBL	Amended	Misc	Verified against latest DB structure.
PABIKPAR\PSBIKPAR	Amended	Misc	Verified against latest DB structure.
PANIPARA\PSNIPARA	Amended	Misc	From tax year 2024/25, added the Mariner and Investment Zone NI letters with their Employee and Employer Rates.
PAPENTAB\PSPENTAB	Amended	Misc	Verified against latest DB structure.
PASLARA\PSSLARA	Amended	Misc	Verified against latest DB structure.

Report	Status	Type	Description
PASPA\PSSPA	Amended	Misc	Verified against latest DB structure.
PATXTBL\PSTXTBL	Amended	Misc	Verified against latest DB structure.
PATXTBLS\PSTXTBLS	Amended	Misc	Updated to include the new Scottish tax band.
PAERNIPM\PSEARNIPM	Amended	P Series	Verified against latest DB structure.
PAP11\PSP11	Amended	P Series	Updated Total field for ShPP.
PAP32AL\PSP32AL	Amended	P Series	Verified against latest DB structure.
PAP32LET\PSP32LET	Amended	P Series	Verified against latest DB structure.
PAP32OLD\PSP32OLD	Amended	P Series	Verified against latest DB structure.
PAP32QSL\PSP32QSL	Amended	P Series	Verified against latest DB structure.
PAP32QUT\PSP32QUT	Amended	P Series	Verified against latest DB structure.
PAP32TOT\PSP32TOT	Amended	P Series	Verified against latest DB structure.
PAP32TSL\PSP32TSL	Amended	P Series	Verified against latest DB structure.
PASPAMSY\PSSPAMSY	Amended	P Series	Verified against latest DB structure.
PAP11D\PSP11D	Amended	P11D	P11D for P11D year 2023/24. Only includes calculated records. To provide information to employees only.
PAP11DB\PSP11DB	Amended	P11D	P11DB for P11D year 2023/24, layout changed to remove references to paper returns, for internal use only.
PASCHGEX\PSSCHGEX	Amended	P11D	Added sort order by date and benefit type.
PASCHMIL\PSSCHMIL	Amended	P11D	Updated Benefit figures when OPRA is applied.
PAP11D23\PSP11D23	New	P11D	P11D for P11D year 2022/23. To be produced for P11D year 2022/23 only.
PAGENEXP\PSGENEXP	Amended	P11D Benefits	Added sort order by date and benefit type.
PAS336CF\PSS336CF	Amended	P11D Benefits	Amended to ensure all relevant employees included.
PABRYTD\PSEBRYTD	Amended	Payroll Run	Verified against latest DB structure, due to tblNICsYTD table changes.

Report	Status	Type	Description
PAPRDYTD\PSPRDYTD	Amended	Payroll Run	Verified against latest DB structure, due to tblNICsYTD table changes.
PARGUL1\PSRGUL1	Amended	Payroll Run	Verified against latest DB structure, due to tblNICsYTD table changes.
PARN6YTD\PSRN6YTD	Amended	Payroll Run	Verified against latest DB structure, due to tblNICsYTD table changes.
PARN7YTD\PSRN7YTD	Amended	Payroll Run	Verified against latest DB structure, due to tblNICsYTD table changes.
PARNCST4\PSRNCST4	Amended	Payroll Run	Verified against latest DB structure, due to tblNICsYTD table changes.
PARNCYTD\PSRNCYTD	Amended	Payroll Run	Verified against latest DB structure, due to tblNICsYTD table changes.
PARNIDTD\PSRNIDTD	Amended	Payroll Run	Verified against latest DB structure, due to tblNICsYTD table changes.
PARNIYTD\PSRNIYTD	Amended	Payroll Run	Verified against latest DB structure, due to tblNICsYTD table changes.
PARNPSTD\PSRNPSTD	Amended	Payroll Run	Verified against latest DB structure, due to tblNICsYTD table changes.
PARUN1\PSRUN1	Amended	Payroll Run	Verified against latest DB structure, due to tblNICsYTD table changes.
PARUN2\PSRUN2	Amended	Payroll Run	Verified against latest DB structure, due to tblNICsYTD table changes.
PARUN3\PSRUN3	Amended	Payroll Run	Verified against latest DB structure, due to tblNICsYTD table changes.
PARUN4\PSRUN4	Amended	Payroll Run	Verified against latest DB structure, due to tblNICsYTD table changes.
PARUNMW\ PSRUNMW	Amended	Payroll Run	Updated the report to show the appropriate ages for NMW and NLW from 1 st April 2024, and to include apprentice NI Letter G for Mariners.
PARUNYTD\PSRUNYTD	Amended	Payroll Run	Verified against latest DB structure, due to tblNICsYTD table changes.
PASUMM1\PSSUMM1	Amended	Payroll Run	Verified against latest DB structure, due to tblNICsYTD table changes.

Report	Status	Type	Description
PASUMM2\PSSUMM2	Amended	Payroll Run	Verified against latest DB structure, due to tblNICsYTD table changes.
PASUMM3\PSSUMM3	Amended	Payroll Run	Verified against latest DB structure, due to tblNICsYTD table changes.
PAP35\PSP35	Amended	Year End	Removed ASPP, added SPBP.
PAP35L\PSP35L	Amended	Year End	Removed ASPP, added SPBP.
PAP60ER\PSP60ER	Amended	Year End	Updated for 2023/24.
PAEP6024\PSEP6024	New	Year End	New P60 report for 2023/24.
PAKP6024\PSPK6024	New	Year End	New P60 report for 2023/24.
PAMP6024\PSPMP6024	New	Year End	New P60 report for 2023/24.
PAP14P24\PSP14P24	New	Year End	New P60 report for 2023/24.
PAP60H24\PSP60H24	New	Year End	New P60 report for 2023/24.
PAP60P24\PSP60P24	New	Year End	New P60 report for 2023/24.

Custom Reports

As there are numerous changes this year to fields in a several tables, we recommend that you verify your custom reports in Crystal.

Remember that new fields will not automatically be added to your custom reports, you will need to amend your custom report in crystal to add the new fields that you require. Similarly, deleted fields will not automatically be removed from your custom reports.

Database Structure Changes

Throughout the document we have detailed the reportable table and field changes, for those of you who write your own reports to make it easier. Alternatively, go to [File\Print Tables](#) to see all the changes.

On-line Help File

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

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Useful numbers

HMRC online service helpdesk	HMRC employer helpline
Tel: 0300 200 3600	Tel: 0300 200 3200
Fax: 0844 366 7828	Tel: 0300 200 3211 (new business)
Email: helpdesk@ir-efile.gov.uk	

Contact Sales (including stationery sales)

For IRIS Payrolls	For Earnie Payrolls	For IRIS Payroll Professional
Tel: 0344 815 5656	Tel: 0344 815 5676	Tel: 0345 057 3708
Email: sales@iris.co.uk	Email: earniesales@iris.co.uk	Email: payrollsales@iris.co.uk

Contact Support

Your Product	Phone	E-mail
IRIS PAYE-Master	0344 815 5661	payroll@iris.co.uk
IRIS Payroll Business	0344 815 5661	ipsupport@iris.co.uk
IRIS Bureau Payroll	0344 815 5661	ipsupport@iris.co.uk
IRIS GP Payroll	0344 815 5681	gpsupport@iris.co.uk
IRIS GP Accounts	0344 815 5681	gpaccsupport@iris.co.uk
Earnie or Earnie IQ	0344 815 5671	earniesupport@iris.co.uk
IRIS Payroll Professional (formerly Star)	01273 715300	payroll-support@iris.co.uk

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