

# virtual @PayrollAssistant

# Release Notes EOY 2024

March 2024

**IRIS. Look forward** 

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## **Important Information**

This update of vPA requires:

- IRIS Payroll Professional 2024 EOY Update or later installed.
- All payroll data files for clients attached to active Groups in vPA to be opened in IRIS Payroll Professional 2024 EOY Update, to ensure they are updated to the latest structure.

## vPA Update

Since vPA version 2.2, vPA will automatically check for updates every Tuesday at 10am.

If you want to check for the update earlier, a user with the role Payroll Department Admin can schedule to check for an update now or at a specific date and time.

Whilst in vPA website click on the burger icon in the top right-hand corner of the page:

.ıIRIS ≡	The PayrollPro Bureau						🛛 Pat Ternity 👻 📃
⑦ vPA Dashboard			Automated		Overview		Client Approvals
virtual Payroll Assistant	My Tasks For Today	2	My Approvals For Today (Task)	2	My Work Calendar (Task)		2
Teams 요 Clients	28				د Mon Tue 27 28	January 2022     Wed   Thu   Fri     29   30   30	31 1 2

Then select the information icon, which will then show the page with the versions:

				$oldsymbol{\Theta}$ Pat Ternity $ {ullstress}  \equiv $		
(?) {	9	<u>(</u> )	Φ			
Compon	ent \	/ersion	Numbers	2 Refresh		
SPA Current:	2.4.5	.0		vPA Resource Server Current: 2.4.4.0		
vPA Sched Current:	_	-		Payroll Resource Server Current: 2.4.36.0		
vPA Auto Current:						
Check Fo	or Up	dates	0			
Last Check	c					
Tue, Aj	pr 19	, 2022	10:00 AM			
Next Chec	k:					
Tue, Aj	pr 26	, 2022	10:00 AM	Save X Cancel		
View Las	st Upo	date Log	1			

Click on the date and time shown within the **Next Check** box:

Mon, Apr 25, 2022 12:26 PM 🗸 Save 🗙								
2022 Mon 25 Apr 12:26								
←			uil or			$\rightarrow$	07	21
<u> </u>		Ар	oril 20	122		$\rightarrow$	08	22
Sun	Mon	Tue	Wed	Thu	Fri	Sat	09	23
							10	24
					1	2	11	25
з	4	5	6	7	8	9	12	26
	11	12		14	4.5	16	13	27
		12	15	14	15		14	28
17	18	19	20	21	22	23	15	29
24	25	26	27	28	29	30	16	30
2.16		20	21	40	29	30	17	31

Click on Now or select a specific date and time, once selected click Save:

Mon, Apr 25, 2022 1:28 PM	Save X Cance
Mon, Apr 25, 2022 1:28 PM	Save 🛪 Canc

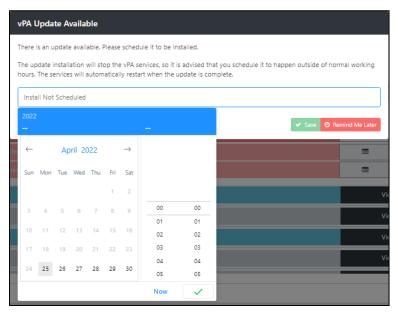
vPA will check for any available updates at the date and time specified.

#### Schedule installation of the update

When a user with the role Payroll Department Admin logs into the vPA website, and an update is available, the user will be shown the following message informing them an update is available. This message includes the ability to schedule the update:

vPA Update Available	
There is an update available. Please schedule it to be installed.	
The update installation will stop the vPA services, so it is advised that you schedule it to happe hours. The services will automatically restart when the update is complete.	en outside of normal working
Install Not Scheduled	
	Save 2 Remind Me Later

Click in the box Install Not Scheduled, you will then be shown a calendar to select Now or a specified date and time:



Once you have selected the date and time, click Save:

vPA Update Available	
There is an update available. Please schedule it to be installed.	
The update installation will stop the vPA services, so it is advised that you sche hours. The services will automatically restart when the update is complete.	dule it to happen outside of normal working
Mon, Apr 25, 2022 12:28 PM	×
	Save O Remind Me Later

Once a Payroll Department Admin has scheduled the installation of the update, vPA will then install the update automatically at the specified date and time.

After the update is installed, when users log into the vPA website, if required, the user will be prompted to refresh the page by selecting F5.

## vPA Statutory Changes

### 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
А	F	Ν	R	Age 21 to under state pension age
В	I	E	Т	Reduced, females only, age 21 to under state pension age
С	S	к	W	Over state pension age
н			G	Apprentice, age 16 to under 25
J	L	D	Q	Deferment, age 21 to under state pension age
м			Y	Age 16 to under 21
V				Veteran, within 12 months of their first civilian employment date, age 21 to under state pension age
х				No NI
Z			Р	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
В	0	0	0	1.85	1.85	1.85	1.85	1.85	2
С	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
н	0	0	0	8	8	8	8	8	2
1	0	0	0	1.85	1.85	1.85	1.85	1.85	2
1	0	0	0	2	2	2	2	2	2
к	0	0	0	0	0	0	0	0	0
L	0	0	0	2	2	2	2	2	2
М	0	0	0	8	8	8	8	8	2
Ν	0	0	0	8	8	8	8	8	2
Р	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
т	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 N	Employer NI % Rates								
NI Letter	To LEL	To SET	To PET	To FUST\ IZUST	To UST	To AUST	To VUST	To UEL	Above UEL
Α	0	0	13.8	13.8	13.8	13.8	13.8	13.8	13.8
В	0	0	13.8	13.8	13.8	13.8	13.8	13.8	13.8
С	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
н	0	0	0	0	0	0	13.8	13.8	13.8
1	0	0	0	0	13.8	13.8	13.8	13.8	13.8
1	0	0	13.8	13.8	13.8	13.8	13.8	13.8	13.8
К	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
м	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
Р	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
т	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
γ	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

## **Automated step – Create FPS**

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 removed the requirement to generate the BACS Hash and this no longer needs to be included in the Full Payment Submission or BACS files. Therefore, the following unsupported item has been removed - Pay Method Bacs without Bank BACs ticked.

## **vPA Website**

#### All step checks

#### **Payroll data file**

Minimum version number check for payroll data file has been updated to ensure it has been opened in IPP 2024 EOY, to implement all structural changes for statutory changes.

If the payroll data file has not been opened in IPP 2024 EOY the step(s) will fail.

Open the payroll data file in IPP 2024 EOY, then in vPA re-run the failed step.

#### **New Group Wizard**

When adding clients via the New Group Wizard, for each selected client a minimum version check is performed to ensure the payroll data file has been opened in IPP 2024 EOY.

If any of the selected clients have not been opened in IPP 2024 EOY, the New group is not created and a message is displayed showing the list of clients that need to be updated.

Open the affected client(s) in IPP 2024 EOY, then create the New Group in vPA.

#### **Editing Groups**

#### Clients

When adding clients to an existing group, for each selected client a minimum version check is performed to ensure the payroll data file has been opened in IPP 2024 EOY.

If any of the selected clients have not been opened in IPP 2024 EOY, none of them are added to the group and a message is displayed showing the list of clients that need to be updated.

Open the affected client(s) in IPP 2024 EOY, then in vPA add the clients to the existing group.

#### myePayWindow

When checking whether a client has been connected to myePayWindow via Group\Edit\Clients and selecting Refresh next to Connected to myePayWindow, a minimum version check is performed to ensure the payroll data file has been opened in IPP 2024 EOY.

If the client has not been opened in IPP 2024 EOY, a message is displayed that the payroll data file needs to be updated.

Open the client payroll data file in IPP 2024 EOY, then in vPA you will be able to select the Refresh button for Connected to myePayWindow.

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## **Useful numbers**

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

# 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