## Automation Features:

- For small 'Director only'/'**no change**' payrolls the following automation is available:
    - Payroll Run Initiation – this is mandatory for payrolls in vPA
    - DPS changes check – For Payrolls (excluding CIS) where there are no DPS changes indicated the check stage will 'pass' and further automation steps will proceed. Where changes are indicated, auto-processing will pause and a manual step will be created automatically for processing in IPP. Once this is completed in IPP further automation steps will process.
    - Calculate all – these are basic calculations - <u>Gross to Net, Tax and NI only.</u> This step checks for unsupported elements, so if it is applied to a payroll with more than those specified the step will fail, you will then need to manually perform the task in IPP and re-run the step in vPA.
    - Backup (mid-process if required)
    - Create Report – creates individual PDFs of selected reports, which are added to the myePayWindows outbox using the Default Contact set up under myePayWindow.
    - Create FPS – to be used for basic calculations - <u>Gross to Net, Tax, NI, Student and Postgraduates loans, Non-Banded Pension Schemes, Banded Pension Schemes, Auto Enrolment, Attachment of Earnings Order only</u>, include Final Submission setting when last period of tax year for a single frequency data file. This step checks for unsupported elements, so if it is applied to a payroll with more than those specified the step will fail, you will then need to manually perform the task in IPP and re-run the step in vPA.
    - Send FPS – please note that if the Employer is Opted in to EVC, when this step is performed via vPA the data is NOT sent to EVC.
    - Upload payslips, documents, branch changes, department changes, cost centre changes, CIS statements, anonymise employee, employee changes and p45s to myePayWindow (at specified day/time). Separate publish dates for payslips, cis statements, documents and P45s.
    - Close Period & Backup – to be used for basic calculations - <u>Gross to Net, Tax, NI, Student and Postgraduate Loans, Non-Banded Pension Schemes, Banded Pension Schemes, Auto Enrolment, Attachment of earnings only, and Auto Enrolment Dashboard completed</u>, adds manual step for Close year when last period of tax year. This step checks for unsupported elements, so if it is applied to a payroll with more than those specified, or the Auto enrolment dashboard has not been completed the step will fail, you will need to manually perform the task in IPP and re-run the step in vPA.
    - Open Period – this step also updates the Group/Client period number and tax year (mandatory)
    - Create next process & tasks for next period – all payrolls (mandatory)
- For all other Payroll types:
    - Payroll Run Initiation – This is mandatory for payrolls in vPA
    - DPS changes check – For Payrolls (excluding CIS) where there are no DPS changes indicated the check stage will 'pass' and further automation steps will proceed. Where changes are indicated, auto-processing will pause and a manual step will be created automatically for processing in IPP. Once this is completed in IPP further automation steps will process.
    - Backup (mid-process if required)
    - Create Report – creates individual PDFs of selected reports, which are added to the myePayWindows outbox using the Default Contact set up under myePayWindow.
    - Send FPS – FPS will need to have been created previously, vPA can submit when required. Please note that if the Employer is Opted in to EVC, when this step is performed via vPA the data is NOT sent to EVC.
    - Upload payslips, documents, branch changes, department changes, cost centre changes, CIS statements, anonymise employee, employee changes and p45s to myePayWindow (at

specified day/time). Separate publish dates for payslips, cis statements, documents and P45s.

- o Open period – this step also updates the Group/Client period number and tax year (mandatory)
- o Create next process & tasks for next period – all payrolls (mandatory)

## Teams

vPA allows payroll operators to be grouped into processing teams as follows:
* Set up teams and assign payroll operative users to each team as required.
* Assign a team to each vPA client Group as required.
* Ensure only users from the team for the client group can be assigned to manual tasks and internal approvals for that group and associated 'processes'

## Task/Step Management features:

* vPA uses pre-configured 'best-practice' processing Templates with pre-defined manual and automated tasks/steps. When templates are updated with new functionality, ability to update Group Processes based on the updated template. The steps in a template can be amended once a template has been attached to a processing client group. The following pre-defined templates are provided:
  * Director only – includes automated steps
  * Monthly – configurable for changes/no-changes and with internal/client approval steps
  * Weekly – configurable for changes/no-changes and with internal/client approval steps
  * Four Weekly – configurable for changes/no-changes and with internal/client approval steps
* Task / Step customisation (once template is applied to a client process group):
  * Mark steps as 'Not applicable' – allows steps to be ignored for specified clients
  * Add additional manual steps
  * Re-order manual step sequence
  * Edit manual step start date and completion due (in days before pay day) for manual steps (and certain automated steps)
* Task / Step Global assignment – Manual processing steps can be assigned to a designated Payroll user as per the following assignment levels (level 1 overrides level 2, level 2 overrides level 3 etc):
  * Per Group (Client Group)
  * Per Client
  * Per Group Process (Group Template)
  * Per Group Process Step (Group Step)
  * Per Client Process (Client Template)
  * Per Client Step (Client Step)
* Task / Step Global Re-assignments at Group/Client/Process/Step levels (dependent on Role)
  * Any reassignments made after work is initiated/created are applied when the current processing steps have been completed
* Task / Step Reassignment for active workload (dependent on Role)
  * Re-assign manual tasks to other members of the payroll team
  * Re-assignment actions available for individual or multiple steps to support staff planned and unplanned absence
* Day-to-day Task / Step Management (dependent on Role)
  * Rerun steps
  * Cancel Process (and all associated steps)
  * Pause & restart Process (and all associated steps)
  * Run steps early
* Emergency Manual override for failed automation steps (dependent on Role) – e.g. DPS check failure due to HMRC website availability
* Task Approval (Internal)
  * By assigned Payroll operative
  * Override internal approval step (dependent on Role)
* Client Approval (External)
  * Approvals sent to myePayWindow and specified client ('Employer users')

      o   Override client approval step (dependent on Role)

## Processing Oversight:

The vPA Dashboards provide full oversight on all client payroll processing for both the simple fully automated clients/tasks and the more complex semi-automated/manual payrolls with more complex manual processing tasks. The number of tasks for Low/Medium/High colour coding is configurable via Admin Settings. Dashboards are dynamically refreshed every 30 seconds and each dashboard contains graphical 'dashboard' widgets as below:

- **My Work Dashboard** (personalised to each payroll user and with 'drill-through' to details)
  - Pie chart for work today in IPP – by status (Scheduled/Done/Overdue)
  - Pie chart for internal approval tasks (Scheduled/Done/Overdue)
  - Calendar view with number of tasks per day (Low/Med/High/Planned/Created)
  - My Task-listing – with overall process view and sign-off facility
  - Can be filtered by team
- **Automation Dashboard**
  - Charts for Failures, Warnings, Completion and Scheduled automation viewable by last/next hour, day, week, month
  - Action required listing – a list of the currently open automation failures that need to be handled – drill through to action (e.g. Rerun or Override)
  - Can be filtered by team
- **Overview Dashboard** – viewable by Task #s/Client #s
  - Today's Work Breakdown chart per Payroll Operative – drill through to details
  - Today's Work Pie chart – Totals and by status
  - Weekly Work Breakdown – Scrollable 7 day view by day with workload per person drill through to details per person
  - Work Calendar – Scrollable by Month to view workload per day (# tasks/clients) for created and scheduled work – colour coding indicates Low/Medium/High workload days
  - Can be filtered by Team
- **Client Approvals Dashboard**
  - Approval Calendar Scrollable by Month to view approvals per day (# tasks/clients) – colour coding indicates Low/Medium/High workload days
  - Action Required – Rejected client approvals requiring follow-up action
  - Today's Breakdown – List of approvals in priority order – overdue/today/Due in next 7 days
  - Today's Approvals Pie Chart – Totals and by status
  - Can be filtered by Team

## vPA Roles:

In vPA, Payroll team users can be assigned to one of 3 roles. This role assignment is managed via the myePayWindow Payroll Department settings for users:

- Payroll Department Admin – this is for the main vPA admin for the Bureau
- vPA Supervisor – this is a Payroll Manager or Team Leader role
- vPA Operator – this is a Payroll operative role

Based on the role assigned a user has access to the following actions:

| Action | Payroll Department Admin | vPA Supervisor | vPA Operator |
|---|---|---|---|
| Edit Group | Yes | No | No |
| View Group only | No | Yes | Yes |
| Add Group | Yes | No | No |
| Delete Group | Yes | No | No |
| Disable/Enable Group | Yes | No | No |
| Pause/Resume | Yes | Yes | Yes |
| Cancel | Yes | Yes | No |
| Rerun | Yes | Yes | No |
| Sign Off (manual tasks) | Yes | Yes | Yes (only if assigned to them) |
| Run Early | Yes | Yes | Yes |
| Check Status (Client Approval) | Yes | Yes | Yes |
| Respond (Internal Approval) | Yes | Yes | Yes (only if assigned to them) |
| Bureau Override (Client Approval) | Yes | Yes | No |
| Edit Step | Yes | Yes | No (unless a rejected internal approval) |
| Check Submission (FPS Send) | Yes | Yes | Yes |
| Reassign (Manual Tasks, single and multi-action) | Yes | Yes | No |
| Team page | Yes | Yes | No |
| Add Team | Yes | No | No |
| Edit Team | Yes | No | No |
| Delete Team | Yes | No | No |
| View Team Only | No | Yes | No |
| Clients page | Yes | Yes | No |
| Groups page | Yes | Yes | a) Groups that have no Team assignment. b) Groups assigned to the team that the user belongs to |
| Process Progress page | Yes | Yes | a) Processes that have no Team assignment. b) Processes assigned to the team that the user belongs to |
| Step Progress page | Yes | Yes | a) Steps that have no Team assignment. b) Steps assigned to the team that the user belongs to |

| Action | Payroll Department Admin | vPA Supervisor | vPA Operator |
|---|---|---|---|
| **Planned Processes page** | Yes | Yes | a) Planned Processes that have no Team assignment.<br>b) Planned Processes assigned to the team that the user belongs to |
| **Planned Steps page** | Yes | Yes | a) Planned Steps that have no Team assignment.<br>b) Planned Steps assigned to the team that the user belongs to |
| **Schedule checking for vPA Updates** | Yes | No | No |
| **Schedule installing vPA Updates** | Yes | No | No |
| **Schedule a vPA Engine Shutdown** | Yes | No | No |
| **Restart vPA services** | Yes | Yes | Yes |
| **Admin Settings** | Yes | No | No |
| **User Settings** | Yes | Yes | Yes |

## vPA Updates:

vPA is scheduled to automatically check for updates available on our FTP site ftp://downloads.star-payroll.com/vPA on a Tuesday at 10am. Alternatively, you can schedule to check for an update.
When a user logs into vPA website they will be informed if an update is available, only a user with the role Payroll Department Admin can then schedule the installation of the update at a specified date and time. The update will then automatically be installed at the specified date and time.

## vPA Server Restart:

To allow for maintenance to be performed on your server, such as the server needing to be restarted or program updates to be installed, you are now able to schedule in vPA when you need to restart the server. This is to ensure vPA closes cleanly without any process steps running which could leave payrolls in an incorrect state if they were in the middle of being performed, one example is Calculations shutting down midway through this process will leave incorrect data and likely corruptions. When the scheduled Server restart time is reached vPA will shut down as soon as the current process step is complete, so this may be after the server restart time scheduled depending on how long it takes to complete.

## vPA Alerts:

At the top of each webpage, an alert will be shown to the user to inform them of the following:
- Scheduling Engine Service is not running
- Payroll Resource Server Service is not running
- Engine Shutdown has been scheduled today (Server Restart)
For the two services go to the Service status panel and select Start.

## Automated Step – Calculate – Unsupported Elements

For the Calculate step we only support basic calculations for:

- Gross to net
- Tax
- National Insurance

The following checks are now performed to ensure it is not used for more than it is designed for:

- Additional NI Periods
- Attachment of Earnings
- Auto enrolment
- Backdate NIC
- Benefit in Kind – Cars
- Expat settings – EPM6 Override, Er NI Exempt, Tax Exempt %age
- Foreign Tax Credits
- Gross to net calculations - Employer pays employees NICs
- Holiday Schemes
- Negative Net Pay
- Pay component types – Termination and Sporting, Flexible drawdown, Pension Death benefit and Serious ill health, Pension (General) and Pension (Disability), Trivial Commutation
- Pay components marked as - Benefits in Kind, Gross up, Reducing balance
- Pay spines
- Payment After Leaving/Death
- Pensions – Banded, Non banded
- Prior Period Adjustment
- Round Net Pay
- Split Net Pay
- Standard Holiday pay
- Statutory Absence
- Student and Postgraduate Loans
- Sub contractors
- Tax advance

## Automated Step – Create FPS – Unsupported Elements

For the Create FPS step we only support basic calculations for:

- Gross to net
- Tax
- National Insurance
- Student and Postgraduate loans
- Attachment of Earnings orders
- Non-Banded Pension Schemes
- Banded Pensions Schemes
- Auto enrolment

The following checks are now performed to ensure it is not used for more than it is designed for:

- Additional NI Periods
- Backdate NIC
- Benefit in Kind – Cars
- Employee Level settings - Aggregated Earnings, Employee Reference change, Foreign country, Irregular Employment, Off Payroll Worker, Payment to a non individual
- Excluded from FPS – Absent, Suspended, On Holiday, Omit from RTI, Sub Contractors
- Expat settings – EPM6 Override, Er NI Exempt, Tax Exempt %age
- Foreign Tax Credits
- Gross to net calculations - Employer pays employees NICs
- Holiday Schemes
- Individual Calculation settings - Late Reason, On Strike, Payment Date, Unpaid Absence
- Leavers from previous run
- Leavers in current run
- Negative Net Pay
- Override
- Pay component types – Termination and Sporting, Flexible drawdown, Pension Death benefit and Serious ill health, Pension (General) and Pension (Disability), Trivial Commutation
- Pay components marked as - Benefits in Kind, Gross up, Reducing balance
- Pay spines
- Payment After Leaving/Death
- Prior Period Adjustment
- Round Net Pay
- Split Net Pay
- Standard Holiday pay
- Starters in the current run
- Statutory Absence
- Tax advance

## Automated Step – Close Run – Unsupported Elements

For the Close Run step we only support basic calculations for:

- Gross to net
- Tax
- National Insurance
- Student and Postgraduate Loans
- Attachment of Earnings
- Non-Banded Pension Schemes
- Banded Pensions Schemes
- Auto enrolment
- Auto enrolment dashboard

The following checks are now performed to ensure it is not used for more than it is designed for:

- Additional NI Periods
- Apprenticeship levy
- Backdate NIC
- Benefit in Kind – Cars
- Calculation Status – Absent, Suspended and On Holiday
- Cost splits
- Expat settings – EPM6 Override, Er NI Exempt, Tax exempt %age
- Foreign Tax Credits
- Gross to net calculations – Employer pays employees NICs
- Holiday Schemes
- Leavers in current run
- Negative Net
- Override
- Pay Component – Groups
- Pay Component types – Flexible drawdown, Pension death benefit, Serious ill health, Pension (General) and Pension (Disability), Termination and Sporting, Trivial commutation
- Pay Components – Foreign Currencies, Global Rates, Pay Grades, Pro Rata Starters and Leavers
- Pay components marked as - Benefit in Kind, Gross Up, Reducing Balance
- Pay Spines
- Payment after leaving/death
- Prior Period Adjustment
- Round net pay
- Split net pay
- Standard holiday pay
- Starters in current run
- Statutory Absence
- Sub contractors
- Tax Advance

## List of available reports

| Report | Type | Description |
|---|---|---|
| PARUN7\PSRUN7 | Payroll Run | Cross cast employee payroll run details for this period. Grouped by Department within Branch. |
| PARUN6\PSRUN6 | Payroll Run | Cross cast employee payroll run details for this period. |
| PARUNT3\PSRUNT3 | Payroll Run | Payroll run totals only for this period, one page. |
| PARUNT7\PSRUNT7 | Payroll Run | Department within branch payroll totals for this period, one page per department with branch, one page per branch and an overall total. Grouped by Department within Branch. |
| PAPEN1\PSPEN1 | Payroll Run | Employee pension contributions this period broken down by scheme. Grouped by Pension Scheme Name. |
| PAPEN1BD\PSPEN1BD | Payroll Run | Employee pension contributions this period broken down by scheme. Grouped by Pension Scheme Name within Department within Branch. |
| PACSTPRD\PSCSTPRD | Payroll Run | Basic payroll run details for this period. Grouped by Cost Centre. |
| PACST4\PSCST4 | Payroll Run | Cost centre totals for this period, one page per cost centre and an overall total. Grouped by Cost Centre. |
| PAPEN1C\PSPEN1C | Payroll Run | Employee pension contributions this period broken down by scheme. Grouped by Pension Scheme Name within Cost Centre. |
| PARUNT9\PSRUNT9 | Payroll Run | Cost centre employee pay component values for this period and year to date. Excludes previous period leavers. Grouped by Cost Centre within Pay Component ID. |
| PARUNT5\PSRUNT5 | Payroll Run | Departmental employee payroll run pay component values this period and year to date. Excludes previous period leavers. Grouped by Department within Pay Component ID. |
| PARUNT8\PSRUNT8 | Payroll Run | Department within branch employee pay component values for this period and year to date. Excludes previous period leavers. Grouped by Department within Branch within Pay Component ID. |