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To learn how to use Help, press F1

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Contents

File - Open Company

This option, available for bureau users, will allow you to select the company that you wish to use.

Click the area of interest that you want to learn more about on the picture below.
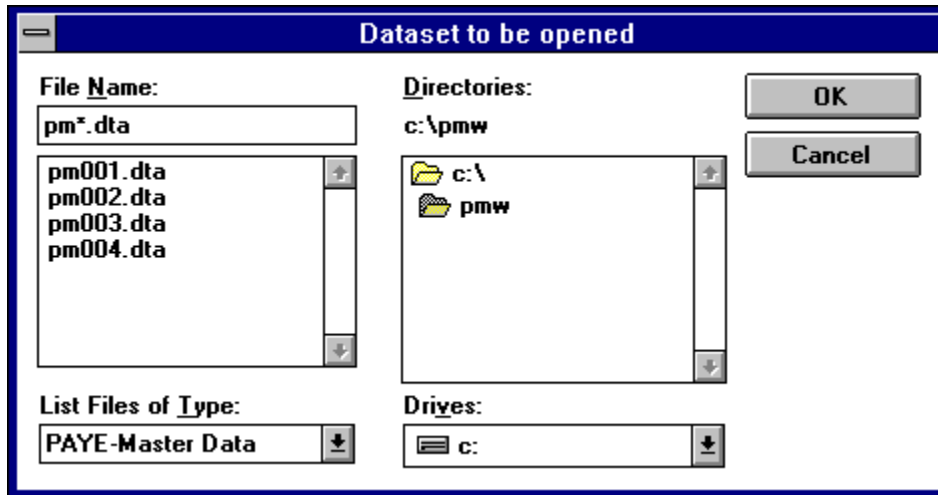
File Name

In the File Name box, select the data file (the company) you want to open.   You can type in the file name or choose from the list below.

Select File Name

Select the data file (the company) you wish to open from this list.   If the data file is not listed here, make sure that the correct drive and the correct directory are selected.

List Files Of Type

PAYE-Master for Windows can only access data files created by itself.   Therefore it should not be necessary to change this box.

Drives

Select the drive that contains the data file (the company) you want to access.   This is usually drive C, but if you have chosen to have your data on a drive other than C, click on the drive drop down list box and chose the appropriate drive.

You can select drive A to read (**read only**) information on a disk that **PAYE-Master** has backed up.   You must not amend the information on a backup disk as this will not change the information in your present data.

Directories

Select the directory where the data file (the company) you want to access is located.

File Name

This is the data file that **PAYE-Master** is going to create for the new company.   If you overtype this file name, **PAYE-Master** will still create the data file using the original file name.

File Name

In the File Name box, select the data file (the company) you want to **Delete**.   You can type in the file name or choose from the list below.
Take Care - Think Twice !!

Select File Name

Select the data file (the company) you wish to **Delete** from this list.   If the data file isnt listed here, make sure that the correct drive and the correct directory are selected.
Take Care - Think Twice !!

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File - New Company

This option allows to create a new company.

If you do not have a <u>multi company bureau licence</u> then the new files will overwrite your original files and any information will be lost.

If you are a licenced multi company user then this will create a new company, using the next available number up to a maximum of 999 companies in total.

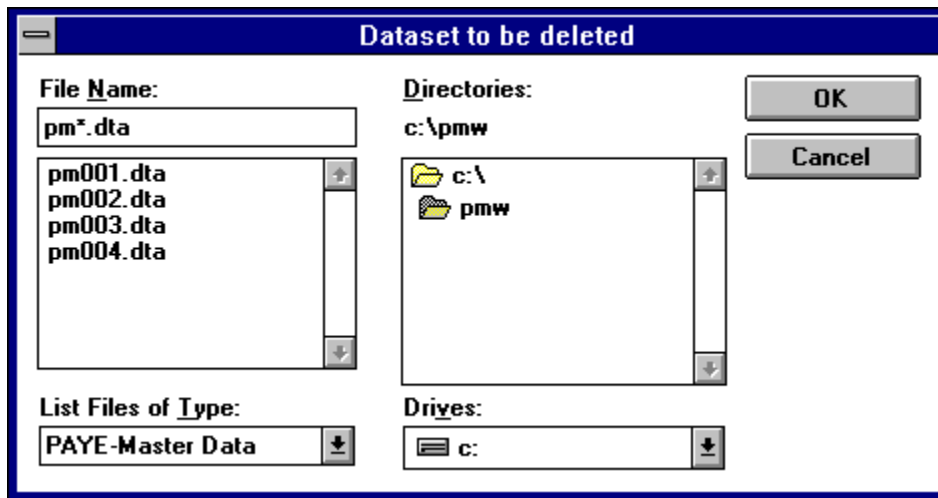Click the area of interest that you want to learn more about on the picture below.

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File - Delete Company

This option allows multi company users to delete a company that is no longer required. **Take Care - Think Twice !!**

Click the area of interest that you want to learn more about on the picture below.

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File - Back Up Data

This option will allow you to back up your data file.   Backing up your data is important.   When you back up your data, you create duplicate data on a second disk, usually a floppy disk.   That way, should anything ever happen to your computer or its hard drive, you can recover quickly by using the backup copy.

Always watch for error messages when you back up your data.   Support contract holders who experience problems should contact **Freeway** Technical Support.

A common approach is to rotate three floppy disks   i.e. week one on disk one, week two on disk two, week three on disk three and week four on disk one again.

From the **File menu**, choose **Back Up Data**, or alternatively click on the backup button on the toolbar.   This will open the Backup destination dialog box.

We recommend backing up just before you finalise and update.   In the event of an error being discovered, then the only work involved will be the correction in question and not the whole payroll for that period.

Should you choose to backup your data outside of PAYE-Master, the files you need to backup are **PM001.DTA** and **CF001.DTA**, or for a bureau **PM00n.DTA** and **CF00n.DTA.**

Click the area of interest that you want to learn more about on the picture below.

File Name

This is the file that you are about to back up, to the destination that you specify in this dialog box.

Drives

Select the back up destination drive.

Directories

Select the back up destination directory.

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File - Restore Data

This option will allow you to restore your data file.   If, for instance, you make a mistake and need to go back to a point before that mistake was made, then you can restore from a backup, correct your mistake and bring the payroll up to date.

From the **File menu**, choose **Restore Data**.   This will open the File to be restored dialog box.   Select the drive you wish to restore from.

On restoring your data file you should always check the status of the payroll to ensure that you have restored to the correct period.

If you chose to backup outside PAYE-Master, then you will need to restore your data from outside PAYE-Master using a restore method to compliment the backup method you used.

Click the area of interest that you want to learn more about on the picture below.
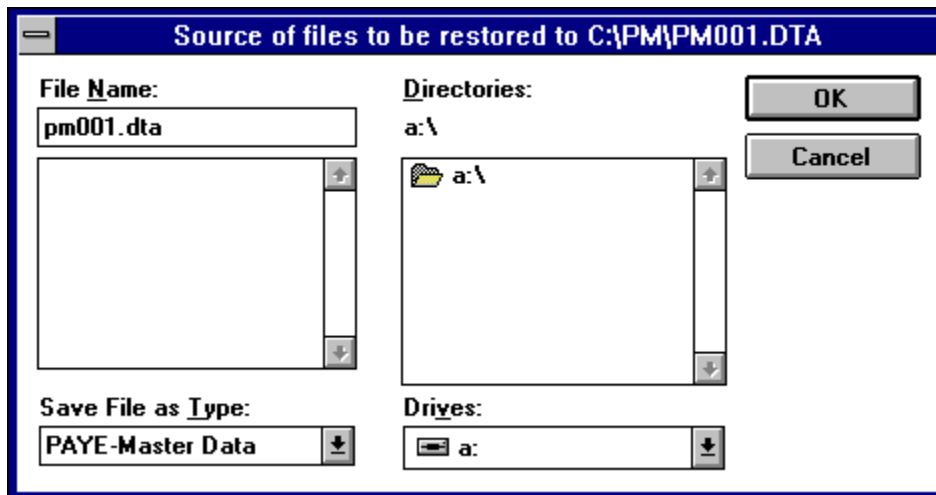
File Name

This is the file that you are about to restore, from the destination that you specify in this dialog box.

Drives

Select the drive that contains the disk that you are going to restore from.

Directories

Select the directory that contains the disk that you are going to restore from.

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File - Exit

Click on the **Exit** button.

Or from the **File menu**, choose **Exit** when you have finished using **PAYE-Master**.

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You are strongly advised to Backup your data regularly.

Multi Company Bureau Licence

A **Multi Company Bureau Licence** is available from **Freeway**.   This allows you to process the wages for up to 999 companies.

OK Button

Choose the OK button to accept the options displayed in the dialog box.

Save Button

Choose this button to save your work.   Save your work frequently, especially when you are interrupted, or you have finished.

Close Button
Choose this button to close this window, but remain in **PAYE-Master**.

Cancel Button
Choose this button to abandon this process and close this window but remain in **PAYE-Master.**

Undo Button

Choose this button to abandon the work you have already done on this record but   remain within the process you are using.

Close Button

Choose this button to close the process you are currently using.   If you have not already saved your work prior to choosing to close, then you will be asked to confirm if you want to abandon or save changes to the current record.

Print Button

Choose this button to print the table contents that are currently visible on screen.

This will only work on printers that can print graphics.

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Common Tools - Toolbar Buttons

Using the mouse allows you to use buttons for quick access to commonly used commands.   These buttons are all grouped together at the top of the screen underneath the menu bar.   When you point to the toolbar button with the mouse, **PAYE-Master** displays its function in a yellow Bubble help.
Note:
The toolbar can be toggled on or off by choosing **Options** on the **Utilities** drop down menu.

Main Toolbar

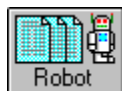Sets the processing date, if you do not want to use todays date.

Open the employee record window

Open the company window.

Open the pay processing toolbar.

Open the report robot window.

Open the Government Legislation toolbar
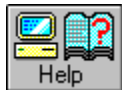

Open the back up dialog box.

Print an order form.

Open up the support contract window.

Take you to the PAYE-Master Help contents.

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Exits PAYE-Master.

Payroll Processing Toolbar

Open the variations window.

Calculate pay for the period.

Print payslips.

Print reports.
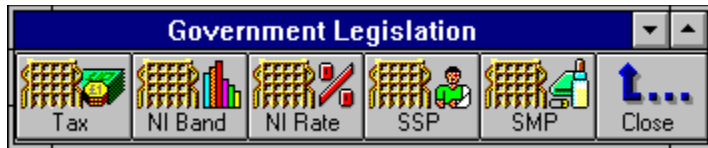

Finalise and Update the period.

Government Toolbar

Government Legislation

Displays the current tax bands.

Displays the current NI bands.

Displays the current NI rates.

Displays the current SSP rates.

Displays the current SMP rates.

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Common Tools - General Buttons

These buttons are found throughout PAYE-Master and always have the following meaning:

OK ✔

Choose the OK button to accept the choices on the current screen.

Save ✔

Choose the save button when you have finished entering data, or if you break off during a process, save what you have done so far.

Undo ✘

Should you enter wrong details, you can clear the screen and start again by choosing the undo button.

Close ↰

Choose the close button to leave this process.

Cancel ✘

Should you find yourself in the wrong place   e.g. calculate routine by accident, you can cancel the action with the cancel button.

Print 🖶

Choose the print button to print the table currently on screen.

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Common Tools - Moving Between Employees

On the employee details form you can select an employee using any of the following:

Employee No 1

Enter the employee number and press **tab** to display the employee details.

If you click on the **search button** you can select from a list of employees in a variety of sequences.
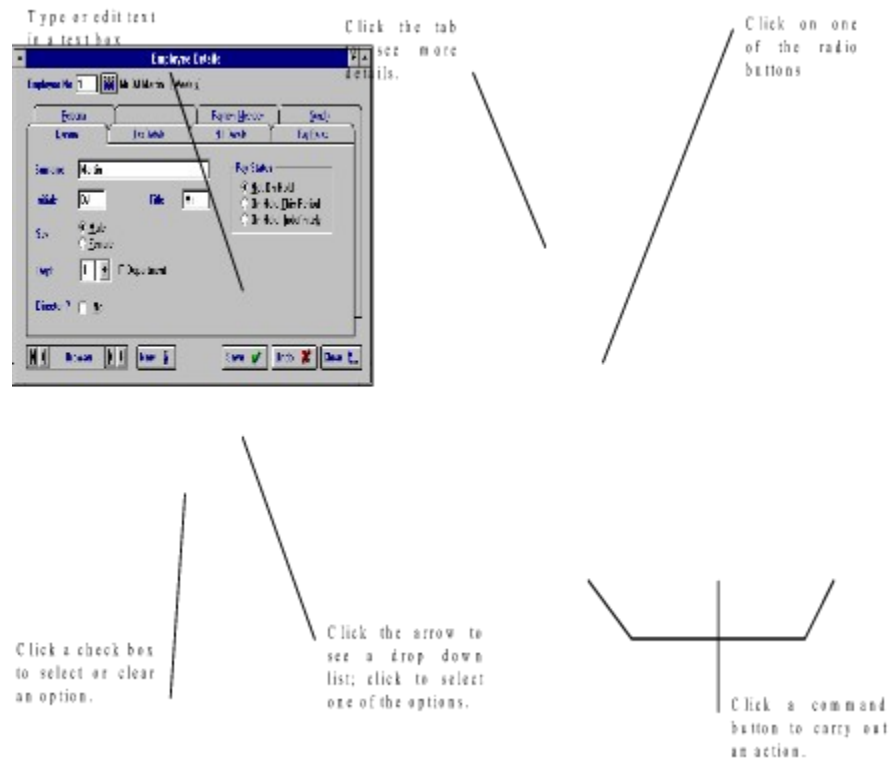
Browser

If you choose the **browser bar**, you can browse through the employees in order using the inner arrows or you can jump to the first or last record using the outer arrows.

New

To create a **new employee**, click on the **new button**.

Common Tools - Using Screen Commands

This sample screen shows examples of the different components used in PAYE-Master.

Type or edit text in a text box

Click the tab to see more details.

Click on one of the radio buttons

Click a check box to select or clear an option.

Click the arrow to see a drop down list; click to select one of the options.

Click a command button to carry out an action.

Common Tools - Symbols

Though out the Help File you will find the following symbols.   Look out for them - they may save you lots of time in the long run.

A Hint Or Tip To Save You Time

Look out for this symbol, it is a useful tip designed to make running your payroll easier and more efficient.

A Point To Remember

This symbol highlights a useful reminder to ensure you do not forget important points.

A Warning

This symbol warns you of a mistake that is very easily made and advises you of alternatives.

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First Steps - Installation

Freeway recommend that you install **PAYE-Master** in the following order:

Preliminary Steps

- Obtain supplies of PAYE-Master stationery from Freeway.
- Make copies of your disks.
- Follow the Install routine.
- Read the First Steps section of the manual.
- Unless you are starting PAYE-Master from week 1, balance your existing payroll records to any summary totals which you may have.

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First Steps - First Steps

You may find it helpful to work through the following steps to become familiar with the system.   You may wish to refer to the more detailed instructions provided under each option and then return to **First Steps.**   There is a Checklist which you can use on completion of this section.

Step 1

Make sure that your address and tax district details are entered correctly in the Company Details.   It is helpful to Print The Company Details now.   This will allow you to collate the necessary information before you start entering data.   The Company Details should be printed and filed away as a record.

Create any Department Names you may require.

You may also wish to create your own Additions and Deductions and define their treatment for Tax and NI purposes.

Step 2

Print All The Tables.   Confirm that the tax bandwidths and rates and national insurance figures are up to date. Users with support contracts will be provided with revised tables whenever they change.

Contact **Freeway** for details of how to arrange your support contract.

Step 3

Set up your Employee Defaults .   This will simplify and speed up the creation of new employees.   Information common to many employees - perhaps rates of pay and pay frequencies, can be created as default fields.   These will be used automatically.

Now create an Create Employee Record for each of your employees.   Employee number one contains sample information and should be amended for use as a genuine employee.

If you are "going live" part way through the tax-year then you will need to both create the employee records **and** enter the year to date values of pay, tax and national insurance.

Step 4

Confirm that the opening payroll totals are correct.

Having entered the employee year to date values, you should print a Payroll Summary report and compare the values shown with those from your original records.   Mark the report "Opening Values" and keep it.

You should also print the NI report.   This report includes the NI earnings field values for each employee. Keep it !

Please note:

Check that Gross Pay and Total Taxable Pay values have been entered correctly.   Total Taxable Pay is **Not** the gross pay having deducted free pay.

Check also that the NI'able Pay has been entered.   This is normally the same as Total Pay.

Take particular care that the 1a Earnings and (when contracted-out) 1d Earnings and 1e Contribution values have been determined from your previous records and are correctly entered and shown on this report.

Step 5

BackUp Your Data Files.   You may feel that you have no information to back up at this point but consider the time that you have spent in the program up to now.   Would you want to do it again?

This completes the First Steps section and you can now proceed with your first pay run.

You may wish to go through the CheckList and ensure that you have entered all the necessary information.

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First Steps - Checklist

Freeway recommend the following list be worked through when starting to use PAYE-Master:

(✔)

Preliminary Steps

❑   Obtain supplies of PAYE-Master stationery from Freeway.

❑   Make copies of your disks .

❑   Follow the Install routine.   Select **Run** from the **File Menu** in **Program Manager**.   Run **A:\SETUP.EXE**.

❑   Read the introduction section of the manual.

❑   Unless you are starting PAYE-Master from week 1, balance your existing payroll records to any summary totals which you may have.

❑   Check the **Company Details** and change them when necessary.

❑   Check that the rates and bandwidths are those currently in force.

Entering Year to Date Totals

❑   Create **employee records** including the year to date totals of pay, tax and NI.

❑   On completion of the above, print out a P35 listing.   Check the totals shown against your source information.

❑   Print an NI Report.   Check the values.

❑   Now take a copy of your data file before proceeding further.

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First Steps - Routine Use

This section should assist you to routinely run PAYE-Master.   First Steps covers the preliminary steps when going live for the **first** time.

Confirm Payroll Status

Whenever you access the payroll, you must confirm the status of the payroll.   This can be done by displaying the record of an employee who was paid in the last pay cycle.

Compare the year to date value of gross pay with the values shown on the last payslip.   If the figures are identical, then you are clear to commence processing the next pay cycle.   This proves that you have Finalised and Updated the previous cycle.

If the payslip gross pay year to date figure exceeds the figure displayed then you have not yet **Finalised and Updated** the previous weeks pay cycle.   Do so before proceeding further.   The status of the payroll is also displayed everytime you choose the calculate pay option.

File Amendments

Before processing commences you should ensure that all amendments to employee records have been completed.

- Create new employees.
- Amend tax code changes etc.
- Set leavers by entering a leave date.   Put on **On-Hold this period** if they have already left and no further payslips are required.

Process Pay

The normal cycle of processing is in a logical sequence, following the options shown on the Routine Processing toolbar.

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One exception to this is that you may wish to leave the **Finalise and Update** until the following week, thus giving you time to respond to any errors which may come to light.   In other words, **Finalise and Update** may become the **first** operation of the following week.

Pay Variation Entry

Enter any amended pay data *e g.   holidays, SSP, bonus and overtime*.   Entries in the **Temporary** column apply for one pay period only.   Entries in the standard column will be kept and included each pay period - unless deleted or placed on hold.

See Also Pay Variations

Calculate Pay

Calculate pay for the appropriate pay cycle, Weekly, Fortnightly, Fourweekly or Monthly.   Each pay cycle operates independently from the others.

See Also Calculate Pay

Print Payslips

- Check the entries to the source pay information.
- Correct any errors and recalculate pay.
- When completely satisfied proceed to the reports.

See also <u>Print Payslips</u>.

Reports

Some of the reports are optional and may not be needed by you.   Always print Payslips, the Company/Department Totals and the NI report.   These reports are part of your audit requirements and may also be required by the DSS to answer enquiries.   We have also provided an NI report to print all of the values associated with NI since these are also frequently referred to in completing benefit forms for the DSS.

Print out as required:
- Payslips.
- Company/Department Totals.
- National Insurance report.
- Giros/Autopay/BOBS List.
- Cheques and Cheque List.
- Payroll Summary.
- Receipt List.
- P45 Certificates.
- Holiday List.

To meet minimum statutory audit requirements, copy payslips attached to the Company/Department Totals and an NI report are necessary.   The other reports are optional, depending on the needs or preferences of the user.

Back Up your Data

Details of the data backing up procedure are contained in <u>Backup Data</u>

Finalise and Update

Conclude the pay cycle by running the **Finalise and Update** routine.   (Unless you wish to leave the system open for possible amendments).

Printing After Finalise And Update

Since the system is subject to amendment at any time until the **Finalise and Update** routine has been run, there is a danger of changes to stored values.   The PAYE Remittance Report can only be printed and the report totals cleared, if produced after completion of the **Finalise and Update** routine.

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First Steps - Welcome

Welcome to **Freeway Software**.   Our products include:

Freeway LedgerMaster (for DOS)

Fully integrated accounting system.   Sales, Purchase, Nominal Ledger with Invoice Production and Stock Control included.   Complies with EC93 VAT regulations.   A multi company bureau facility is available.

Freeway CashMaster (for DOS)

Cashbook with integrated VAT accounting, income and expenditure report.   A bank reconciliation facility is included.   A multi company bureau facility is available.

Freeway PAYE-Master (for DOS)

Comprehensive payroll with optional pension management features and multi company bureau facility.

Support Services

Support with the initial installation of the programs is free **but is chargeable thereafter**.   An annual support contract at modest cost provides for telephone helpline support together with free upgrades to cover statutory changes and operational enhancements.

Only Support Contract Holders are entitled to assistance and advice via our telephone helplines.

We hope you enjoy using the programs.

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First Steps - Introduction

Freeway PAYE-Master for Windows has been designed to provide a flexible and speedy approach to payroll processing.

▪   All the details relating to the company, and the "company   wide" standards are assembled together.

▪   Each employee is allocated a number.   A record of all pay details for that person is created.   This is called an "employee record."

▪   The record contains such details as the rate per hour and the number of hours normally worked.   The employee pay variations record can also include details of standard work patterns, deductions, and additions to pay - including overtime payments.

▪   Standard pay elements are included automatically.   You only need enter those pay temporary pay details that have changed.   Usually these take the form of additional overtime payments, reduced hours, holiday pay etc.

▪   Calculation of pay and deductions is very flexible permitting the pay cycle to be easily re-done, at anytime until the   Finalise and Update is carried out, should errors come to light.   For maximum flexibility, we recommend that this simple procedure be left until the commencement of the following pay cycle.

▪   A flexible arrangement is provided for additions and deductions such as overtime rates.   These may be entered expressed in hours and the appropriate multiple of basic rate entered.

▪   Pay may be calculated in weekly, two-weekly, four-weekly, or monthly cycles.

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Contents

Employee - Print

From the Employee drop down menu, choose print.   This will allow you to print the <u>Employee Record</u> to the output of your choice.

The employee details are printed on a single page (for each employee) and include the personal details together with his pay, NI, tax and sundry details.

Click the area of interest that you want to learn more about on the picture below.

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Employee - Record

The employee record has all the employee details stored on it.   You can <u>Print</u> an employee record.

You can also <u>Set Up Defaults</u> to speed up data entry.

When you select the employee record, a dialog box will appear.   This dialog box provides a set of options, each on a separate tab.   Use the mouse to click on the tab name and bring this set of options to the front.

Click on the **tab** that you want to learn more about on the picture below.

Employee - General Details

Click the area of interest that you want to learn more about on the picture below.

Employee - Personal Details

Click the area of interest that you want to learn more about on the picture below.

	Employee Details	
Employee No 15 [888] Mr DJ Martin [Monthly]		

General	Tax Details	N.I. Details	Pay Rates
Personal		Payment Methods	Sundry

Address

Rose Cottage
Country Lane
Pretty Village
Near Town
Postcode AA1 BB2

Birthdate 10-09-65

Tel 01234 567890

|◀ ◀ **Browser** ▶ ▶| **New** 👤 | **Save** ✔ | **Undo** ✖ | **Close** ⬆ |

Employee - Tax Details

Click the area of interest that you want to learn more about on the picture below.

See also <u>More Tax Information</u>

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Employee - NI Details

Click the area of interest that you want to learn more about on the picture below.

See also More NI Information

Employee - Pay Rates

Click the area of interest that you want to learn more about on the picture below.

Employee Details

Employee No **15** [icon] **Mr DJ Martin   [Monthly]**

| Personal | | Payment Methods | Sundry |
| General | Tax Details | N.I. Details | Pay Rates |

Pay Frequency   Monthly ▼

Rate Indicator   Hourly ▼

HOURLY Rate   £3.050

Hours per YEAR   2,080.00

MONTHLY Basic   £528.67

|◀ ◀   **Browser**   ▶ ▶| **New** 👤   **Save** ✔   **Undo** ✖   **Close** �..

Employee - Payment Methods

Click the area of interest that you want to learn more about on the picture below.

Employee - Sundry Details

Click the area of interest that you want to learn more about on the picture below.

| Employee Details |

Employee No 15 | Mrs DJ Martin [Weekly]

| General | Tax Details | N.I. Details | Pay Rates |
| Personal | | Payment Methods | Sundry |

| Join Date | __-__-__ | Days Hol Allowed | 25.00 |
| Leave Date | 13-09-95 | Days Hol Taken | 15.00 |

Total SSP	£0.00
Exclusion Code		End Date	__-__-__
Total SMP	£0.00

Browser | New | Save | Undo | Close

-

Employee - Defaults

Choose defaults from the employee drop down menu and you can define your own <u>defaults</u> for creating an <u>employee record</u>.

For instance if most of your employees are women, you can set your default to female so every time that you set up a new record, it will automatically say female and you do not need to spend time on this field.

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Careful use of the defaults can make data entry a much faster job.

For further details on the individual fields, see <u>Employee - Record.</u>

Employee Record

An employee record is a document that contains all the details relating to a specific employee.

Default

A choice which appears automatically and is the choice that you normally use.   It can be accepted easily, usually by simply pressing tab.   If the default choice is not the one you want then you can simply edit the field.

Pay Status

Click on one of the radio buttons.

Not on Hold, to allow the system to calculate pay in the **normal way**.

On Hold This Period, to withhold all pay for this employee for **this period only**.

On Hold Indefinitely, to withhold pay **until you change it.**

Employee Number

-

If you know the number of the employee, you can simply type in the number and press tab to display the details.

-

If you click on the **search** button you can request a list of all employees in a variety of sequences.

-

If you choose the **browser bar**, you can browse through the employees in order using the inner arrows or you can jump to the first or last record using the outer arrows.

-

To create a **new employee** record, simply click on the New button or tab down to the New button and press enter. This will create a new employee record using the next available number.

Search Button

-

If you click on the **search** button you can request a list of all employees in a variety of sequences.

-

If you know the number of the employee, you can simply type in the number and press tab to display the details.

-

If you choose the **browser bar**, you can browse through the employees in order using the inner arrows or you can jump to the first or last record using the outer arrows.

-

To create a **new employee** record, simply click on the New button or tab down to the New button and press enter. This will create a new employee record using the next available number.

Browser Bar

-

If you choose the **browser bar**, you can browse through the employees in order using the inner arrows or you can jump to the first or last record using the outer arrows.

-

If you click on the **search** button you can request a list of all employees in a variety of sequences.

-

If you know the number of the employee, you can simply type in the number and press tab to display the details.

-

To create a **new employee** record, simply click on the New button or tab down to the New button and press enter. This will create a new employee record using the next available number.

New Employee

-

To create a **new employee** record, simply click on the New button or tab down to the New button and press enter. This will create a new employee record using the next available number.

-

If you choose the **browser bar**, you can browse through the employees in order using the inner arrows or you can jump to the first or last record using the outer arrows.

-

If you click on the **search** button you can request a list of all employees in a variety of sequences.

-

If you know the number of the employee, you can simply type in the number and press tab to display the details.

Surname

Enter the employees surname.   Maximum number of characters is 25.

Initials

Enter the employees initials.

Title

Enter the title.   Title can be Mr., Mrs., Miss, Ms, Lord, Sir, Prof, Dr., Rev

Sex

Click on the appropriate radio button, or tab down and type M for male or F for female.

Birthdate

Enter the employees date of birth, if known, in the format **ddmmyy**.   This information is a statutory requirement.

Address

Enter the employees address and post code.   This information is a statutory requirement. Maximum number of characters is 25 per line with the exception of the postcode.

Telephone Number

Enter the employees telephone number.

Department Name

Enter the department code number.   The number is attached to the employee record.   In default use 1.

Departments may be given names which will be printed on reports.   To name the departments, click on the company button on the toolbar.   This will open the company dialog box.   Choose the department option and click on the description field next to the department number. Maximum number of characters is 25.

Whenever a Department Summary is requested, usually following the production of payslips, a Company Summary is produced, totalling all the departments.

Director

Click if a director.   (The field toggles between yes and no.)   There are special rules relating to the calculation of National Insurance for directors.   This is quite a complex area and there is a full explanation in Directors NI Special Rules.

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Directors NI Special Rules

It is recommended that you print this topic.   It is several pages long and the contents are quite complex.

Why are directors treated differently ?

Directors frequently have lump sum payments in respect of directors remuneration and bonuses, voted at Annual General Meetings.

A situation where monthly payments were under the NI limit for most of the year (small or zero salary) boosted by large bonuses, would result in the monthly upper limit coming into play on the large bonus, preventing most of it from attracting NIC.   To cope with this, the law requires that all pay to Directors be computed **based cumulatively on the annual NI upper and lower limits.**

See also   Example Calculation

For a full explanation, your attention is drawn to the leaflet**, National Insurance for Company Directors (NI35/April 1990)** available from the DSS.

Take care in any situation that is unusually complex.   An examination of leaflet NI 35 shows that this can be an area of great complexity. **For help, support contract holders can refer to Freeway Support Department.**

Common Complications

Directors joining from other employment with pay from previous employment.

You may enter these Directors quite normally showing pay from previous employment.   The Directors NI rules are based on Annual Earnings in **This Employment**.   Consult Freeway for guidance on these pro-rata situations.

Employees entered as director status in error

The standard **non-director** method of calculating NI is based on each separate pay cycle and is not cumulative.   It is simply not possible to automatically recalculate back periods.   The procedure in these circumstances is :

- ▪   Manually recalculate the correct NI liability.
- ▪   Print out the employee record after the end processing update has been completed.
- ▪   Amend the NI values to reflect the correct position.
- ▪   Note the difference in the total liability and amend the values manually on the next Remittance Report to the Collector of Taxes.

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Example Calculation

An example of the calculation in operation:

Director with NI letter A

In this example, a Director receives a monthly salary of £2,000.00 plus a bonus of £3,000.00 paid in month three - a total pay amount of £9,000.00

Note !!   Values shown are illustrative only and may have changed since publication.

Month 1
- Pay this month £2,000.00, year to date £2,000.00.
- Has pay reached ALEL of £3,016.00 yet ?
- No, contributions are therefore not payable this time.
- Has pay reached AUEL of £22880.00 yet ?
- No

Month 2
- Pay this month £2,000.00, year to date £4,000.00.
- Has pay reached the ALEL of £3,016.00 yet ?
- Yes, therefore calculate NIC
- Has pay reached AUEL of £22880.00 yet ?
- No

£4,000 = Annual Earnings bracket B.

EmployEE		**EmployER**	
3016 x 2.00% =	60.32		
__984__ x 10.00% =	__98.40__		
4000	158.72	4000 x 3.00% =	120.00
Previous NIC YTD	__0.00__		__0.00__
NIC this period	__158.72__		__120.00__

Month3
- Pay this month £5,000.00, year to date £9,000.00.
- Has pay reached the ALEL of £3,016.00 yet ?
- Yes, therefore calculate NIC
- Has pay reached AUEL of £22880.00 yet ?
- No

£9,000 = Annual Earnings bracket D.

EmployEE		**EmployER**	
3016 x 2.00% =	60.32		
__5984__ x 10.00% =	__598.40__		
9000	658.72	9000 x 7.00% =	630.00
Previous NIC YTD	__158.72__		__120.00__
NIC this period	__500.00__		__510.00__

Pro-Rata Example Calculation

An example of the calculation in operation:

Director with NI letter A

In this example he will be considered a director for 7 months up to the end of the next tax year.   Thereafter he will be recognised as a full annual director and no longer be pro-rata.

First, determine the pro-rata Earnings Brackets for 7 months.   These values will be calculated each pay cycle, but remain constant based on a 7 month pro-rata period. i.e. it doesn't become 6 then 5 then 4 periods as the year progresses.

Earnings Brackets Monthly Values

A	0	x 7	=	0
B	252	x 7	=	1764
C	455	x 7	=	3185
D	650	x 7	=	4550
E	889	x 7	=	6223
F	1907	x 7	=	13349

Pro-Rata LEL =   1764 (3016 x 7/12)
Pro-Rata UEL = 13349 (22880 x 7/12)

Note !!   Values shown are illustrative only and may have changed since publication.

An example of the computation follows, adopting these pro-rata earnings brackets.

Month 6   The first pay cycle for this pro-rata director
- Pay this month £3500.00, year to date £3500.00
- Has pay reached *pro-rata* ALEL of *£1764.00* yet ?
- Yes, therefore calculate NIC
- Has pay reached pro-rata AUEL of £13349.00 yet ?
- No

£3500 = Annual (Pro-Rata) Earnings bracket C

EmployEE

1764 x 2.00% =	35.28	
1736 x 10.00% =	173.60	
3500	208.88	

Previous NIC YTD   0.00

NIC this period   208.88

EmployER

3500 x 5.00% =   175.00

Previous NIC YTD   0.00

NIC this period   175.00

Month 7 The second pay cycle for this pro-rata director
- Pay this month £1500.00, year to date £5000.00
- Has pay reached pro-rata ALEL of £1764.00 yet ?
- Yes, therefore calculate NIC
- Has pay reached pro-rata AUEL of £13349.00 yet ?
- No

£5000 = Annual (pro-rata) Earnings bracket D

EmployEE   **EmployER**

1764 x 2.00% =	35.28
3236 x 10.00% =	323.60
5000	358.88	5000 x 7.00% =	350.00

Previous NIC YTD   208.88   175.00

NIC this period   150.00   175.00

Month 8 The third pay cycle for this pro-rata director (pay levels now extend above the pro-rata AUEL)

▪   Pay this month £8500.00, year to date £13500.00
▪   Has pay reached pro-rata ALEL of £1764.00 yet ?
▪   Yes, therefore calculate NIC
▪   Has pay reached pro-rata AUEL of £13349.00 yet ?
▪   Yes - take care !!

£13349 = Annual (pro-rata) Earnings bracket F

EmployEE   **EmployER**

1764 x 2.00% =	35.28
11585 x 10.00% =	1158.50
13349	1193.78	13500 x 10.20% =	1377.00

Previous NIC YTD   358.88   350.00

NIC this period   834.90   1027.00

This Employment

In this column, enter the appropriate year to date values as per the row descriptions, for **this employment.**

Previous Employment

In this column, enter the appropriate year to date values as per the row descriptions, for **Previous employment.**

Total Pay - This Employment

Enter the total pay earned in **this** employment.   Pay from previous employment should be entered in Taxable Pay - Previous Employment (From P45).

Taxable Pay

Enter the total taxable pay, this will be the total pay **less a**ny non-taxable additions.

Do not confuse this with net Taxable Pay shown in the Tax Tables.   Those are the values after applying Free Pay and they do not have any relevance here.

Taxable Pay - This Employment

Enter the total taxable pay in **this** employment, this will be the total pay **less:**

1. any non-taxable additions to pay.
2. any deductions from pay which have tax relief.

Do not confuse this with Net Taxable Pay shown in the Tax Tables.   Those are the values after applying Free Pay and they do not have any relevance here.

Tax

Enter the total tax deducted during the year to date.

Tax - This Employment

Enter the total tax deducted in **this** employment during the year to date.

Tax deducted in previous employments (advised to you on an incoming P45) should be entered in **Tax - Previous Employment (From P45).**

A net refund should be entered as a negative value.

Taxable Pay - Previous Employment

Enter the appropriate year to date values of taxable pay in **TaxablePay - Previous Employment (from P45)**.   A P45 will give the total taxable pay and the tax paid in previous employment.

Tax - Previous Employment

Enter the appropriate year to date values of tax in **Tax - Previous Employment (from P45)**. A P45 will give the total taxable pay and the tax paid in previous employment.

Tax Code

All valid codes including BR and NT are acceptable.
Example tax codes are 352L, 0T, 516H and K300.

See also <u>Tax Code</u>

■

Tax Code

Enter the employee's tax code number.   All valid codes including BR and NT codes are acceptable.   If tax is to be deducted on a week/month 1 basis, enter the code normally, and click on the week/month 1 basis radio button.

BR = Basic Rate
NT = No Tax
0T = Zero Tax Relief
549L = Free Pay Allowance of £5499.00 p.a.
K300 = Notional "Additional Pay" of £3009.00 p.a.

If tax is to be deducted on a normal cumulative basis then click on the Standard Basis radio button.   Should you be advised by the tax office to apply a code on a week or month 1 basis, click on the Week 1 basis radio button.   Once entered, this field may be changed by simply clicking on the appropriate radio button at any time.   If your employee changes from a week 1 tax basis to a cumulative tax basis, this will recalculate the tax liability for the year to date, possibly giving a refund of tax.

■

You are reminded not to pay refunds in excess of £200.00 without specific authority from the tax office, where the refund involves a new employee.

Tax Basis

If tax is to be deducted on a normal cumulative basis then simply click on the radio button next to Standard Basis. Should you be advised by the tax office to apply a code on a Week or Month 1 basis, click on the radio button next to Week 1 Basis.   Once entered, this field may be changed by simply clicking on the appropriate radio button at any time.   If you change the user from a Week 1 tax basis to a cumulative tax basis, this will recalculate the tax liability for the year to date, possibly giving a refund of tax.

.

You are reminded not to pay refunds in excess of £200.00 without specific authority from the tax office, where the refund involves a new employee.

▪

More Tax Information

The following points can be confusing and therefore you may benefit from an explanation:

Year To Date Figures

1. This Employment Y.T.D
2. Previous Employment Y.T.D (from P45)

▪

Do not add them together !

PAYE-Master will add them together to provide combined year to date totals, wherever these are required.

The Meaning of Taxable Pay

▪

Ignore the Free Pay Tables.

Total Taxable Pay is **not** the same as **Net Taxable Pay** as shown in the Pay Adjustment Tables. **Net Taxable Pay** is calculated automatically, you do not need to determine the free pay values. **Taxable Pay** is the total pay **which is subject to Tax**.

More precisely it is **Total Pay Less** any non-taxable additions included in **Total Pay**.

NI Number

Enter the employee's National Insurance number.   This should be in the format:
> **AB123456X**

Should the employee's number not be known, enter the temporary number designated for this purpose as follows:
> TN290145M   for a male employee born on 29.01.45
> TN290145F   for a female employee born on 29.01.45

> ▪

Please note that the last digit of the employee NI number is not the NI table letter.

Once the table letter has been determined and entered on the employee record, it will be printed on the payslips after the NI number.
> e.g.   BC123765F - A   is table A.

See also <u>More NI Information</u>

NI'able Pay

This means pay which is subject to National Insurance.

Pay may comprise elements which are:
Taxable (but not subject to National Insurance)
NI'able (but not subject to Tax)
or both Taxable and NI'able.

In most cases Gross Taxable Pay and NI'able Pay values will be the same.

Note: NI'able pay relates to the values in "This" employment only.

The values are incremented with each pay cycle and do not stop once the NI upper earnings limit has been reached.

See also NI Information

NI Table Letter - Current

Enter the employee's National Insurance Letter - **A,B,C,D, E or X**

Please note that the last digit of the employees NI number is not the table letter.

The table letters should be applied as follows :

A   Standard rate applicable to most adults.
B   Married women electing to pay at the reduced rate.
C   Retired persons holding a certificate of exemption.
D   Contracted-Out employees.
E   Contracted-Out employees paying at the reduced rate.
X   Person under 16 not subject to NI.

NI Table Letter - Current
Enter the employee's **current** National Insurance Letter - **A,B,C,D, E or X**

Please note that the last digit of the employees NI number **is not the table letter** !

The table letters should be applied as follows :
A	Standard rate applicable to most adults.
B	Married women electing to pay at the reduced rate.
C	Retired persons holding a certificate of exemption.
D	Contracted-Out employees.
E	Contracted-Out employees paying at the reduced rate.
X	Person under 16 not subject to NI.

NI Table Letter - Previous

If an employee changes NI table letter during the tax year, e.g. on retirement, the current i.e. original table letter and associated values need to be copied to the column headed previous.   The current column should then be amended to reflect the **new** table letter and all the values below amended to zero.

The instructions for the values are identical to those in the current column **but** the figures in this column apply only to employees that have changed their NI table letter **during the present tax year**.

NI Table Letter - Oldest

If an employee changes NI table letter **twice** during the tax year, e.g. changes from standard letter A to D when contracting out, then retiring and changing to table letter C, then the previous table letter and associated values need to be copied to the column headed oldest, then the current table letter and associates values need to be copied to the column headed previous.   The current column should then be amended to reflect the new table letter and all the values below amended to zero.

The instructions for the values are identical to those in the current column **but** the figures in this column apply only to employees that have changed their NI table letter **twice during the present tax year**.

.

NI Information
NI'able Pay
This means pay which is subject to National Insurance.   (Not to be confused with the 1A Earnings figure, see below)

Note: NI'able pay relates to the values in "This" employment only and does not stop at the Upper Earnings Limit.

Pay may comprise elements which are:
       Taxable (but not subject to NI)
       NI'able (but not subject to Tax)
       Both Taxable and NI'able.

In most cases Gross Taxable Pay and NI'able Pay values will be the same.

The values are incremented with each pay cycle and do not stop once the NI upper earnings limit has been reached.

NI Letter
Enter the employee's National Insurance Letter - **A,B,C,D,E or X**.

Please note that the last digit of the employees NI number is not the table letter.

The table letters should be applied as follows :
    A   Standard rate applicable to most adults.
    B   Married women electing to pay at the reduced rate.
    C   Retired person holding a certificate of exemption.
    D   Contracted-Out employee.
    E   Contracted-Out employee paying at the reduced rate.
    X   Person under 16 not subject to NI.

NI Letter Previous
If an employee changes NI table letter during the tax year, e.g. on retirement, the current i.e. original table letter and associates values need to be copied to the column headed previous.   The current column should then be amended to reflect the **new** table letter and all the values below amended to zero.

NI Letter Oldest
If an employee changes NI table letter **twice** during the tax year,   e.g. changes from standard letter A to D when contracting out, then retiring and changing to table letter C, the previous table letter and associated values need to be copied to the column headed oldest, then the current table letter and associates values need to be copied to the column headed previous.   The current column should then be amended to reflect the new table letter and all the values below amended to zero.

Employees Total
If going live part way through the tax year, enter the total of the employee's NI contributions for the year to date.   If the employee has changed table letters during the year, split the values between the current and previous columns. The current table letter and associated values should appear in the column under Current.   Any previous values should appear in the columns under Previous, or Oldest if more than one.

Employers Total
If going live part way through the tax year, enter the total of the Employer's NI contributions for the year to date.   If the employee has changed table letters during the year, split the values between current and previous.   The current

table letter and associated values should appear under Current.   Any previous values should appear in the columns under Previous, or Oldest if more than one.

1a Earnings
This field accumulates the total of earnings on which NI has been calculated at the standard rate.   This is equivalent to the total of column 1a on the manual P11 deduction card.   The values are accumulated based on earnings to date plus:

Pay for this period (ignoring pence) between the LEL and UEL (Lower Earnings Limit and Upper Earnings Limit)

1d Contracted out Earnings
This line accumulates the total of earnings on which NI has been calculated at the contracted-out rate.   This is equivalent to the total of column 1d on the manual P11 deduction card.   It applies only to employees with NI contribution letter D or E.

1e Contracted-Out Contributions
This accumulates the total of contributions made at the contracted out rate.   This is equivalent to column 1e on the manual P11 deduction card.   Applies only to NI table letters D and E.

NI Table Letter changes during the tax year.
If an employee changes NI table letter during the tax year, e.g. on retirement, the current i.e. original table letter and associates values need to be copied to the column headed previous.   The current column should then be amended to reflect the **new** table letter and all the values below amended to zero.

Employee Total

If going live part way through the tax year, enter the total of the employee's NI contributions for the year to date.   If the employee has changed table letters during the year, split the values between the current and previous columns. The current table letter and associated values should appear in the column under Current.   Any previous values should appear in the columns under Previous, or Oldest if more than one.

Employer Total

If going live part way through the tax year, enter the total of the Employer's NI contributions for the year to date.   If the employee has changed table letters during the year, split the values between current and previous.   The current table letter and associated values should appear under Current.   Any   previous values should appear in the columns under Previous, or Oldest if more than one.

1a Earnings

This field accumulates the total of earnings on which NI has been calculated at the standard rate.   This is equivalent to the total of column 1a on the manual P11 deduction card.   The values are accumulated based on earnings to date plus:

Pay for this period (ignoring pence) between the LEL and UEL (Lower Earnings Limit and Upper Earnings Limit)

1d C-Out Earnings

This line accumulates the total of earnings on which NI has been calculated at the contracted-out rate.   This is equivalent to the total of column 1d on the manual P11 deduction card.   It applies only to employees with NI contribution letter D or E.

1e C-Out Contribs

This accumulates the total of contributions made at the contracted out rate.   This is equivalent to column 1e on the manual P11 deduction card.   Applies only to NI table letters D and E.

NI Year To Date (Current) Employment Figures

This column stores the year to date figures of NI for the current table letter as per the row heading.   e.g.   Employee Total contains the year to date figure that the employee has paid, for the current table letter.

See also NI Information

NI Year To Date (Previous) Employment Figures

The instructions are identical to those in the Current column **but** the figures in this column apply only to employees that have changed their NI table letter **during the present tax year.**

If an employee changes NI table letter during the tax year, e.g. on retirement, the current i.e. original table letter and associates values need to be copied to the column headed previous.   The current column should then be amended to reflect the **new** table letter and all the values below amended to zero.

NI Year To Date (Oldest) Employment Figures

The instructions are identical to those in the Current column **but** the figured in this column apply only to employees that have changed their NI table letter **Twice during the present tax year.**

If an employee changes NI table letter **twice** during the tax year, e.g.   changes from standard letter A to D when contracting out, then retiring and changing to table letter C, then the previous table letter and associated values need to be copied to the column headed oldest, then the current table letter and associates values need to be copied to the column headed previous.   The current column should then be amended to reflect the new table letter and all the values below amended to zero.

NI On Cars

This field accumulates any NI on Benefits entered via the Pay Variations routine.   For more detailed information regarding NI on Benefits.

See also <u>NI On Benefits (Class 1A Contributions)</u>

NI On Benefits (Class 1A Contributions)

A director or higher paid employee having private use of a company car is considered to have received a benefit in kind.   The employer must pay NI contributions on the benefit value.   The figure is determined by reference to tables supplied by DSS (NI280).   The calculation is as follows:

Benefit Value X Employers NIC Rate = Liability Due

e.g.

Benefit Value 7500 X 10.2% = 765

The Employers Class 1a liability of 765.00 would be entered using the **Pay Variations Routine** and **not** directly entered onto the employee record.

The entry is made only once a year, in the pay-day preceding 5th June.

Refer to DSS publication NI 280 Cars and Fuel for more detailed guidance.

The Class 1A liability for leavers can be entered at the date of leaving rather than delay until May of the following year.   This avoids the need to keep a record in the following to enter the Class 1A liability.

Contracted Out DSS Reference

This field is rarely used.   It is reserved for a personal SCON number advised by the DSS which should be used instead of the normal SCON number which will apply to most employees on a Contracted Out Pension Scheme.

The normal numbers are adopted in default so there is no need to enter anything here under normal circumstances. For more detailed guidance refer to the Pensions Management section and in particular to the section on Default Group Pension Scheme References.

Pay Frequency

Enter one of the following:

> W   if paid Weekly.
> 2   if paid Fortnightly.
> 4   if paid Four weekly.
> M   if paid Monthly.

or click on the arrow to the right of the field and choose the appropriate frequency from the drop down menu.   The frequencies operate independently of each other.

All the fields on this tab need to be considered together.   The help bar, which appears at the foot of the screen, prompts you for the information that the field needs depending upon what has been entered in the other fields.   The bottom field displays the pay resulting from the entries made and cannot be directly modified.

Rate Indicator

An employee's pay rate may be entered as a rate per hour, per week, or per annum.   Click on the arrow to the right of the field and choose the appropriate indicator.

The employees **basic pay** values need to be entered, even if a nominal value is used.   Remember that you can always **vary** the pay/hours using the pay variation routine.   The rate indicator/pay rate/ hours worked fields are inter- related.   e.g. If you choose the rate indicator as hourly, you will be required to enter the rate of pay per hour. If the rate indicator selected is annual, you will need to enter the annual hours.   The resultant weekly/monthly value of basic pay will be calculated automatically.

See also Casual Employees With Irregular Hours

Rate Of Pay

Enter the rate of pay appropriate to the Rate Indicator.

Hours

Enter the hours per period as prompted by the help bar at the foot of the screen.
Example   40 hours per week = 2080 hours per year.

Casual workers with irregular hours

Employees are normally excluded from a pay cycle by placing them on *Hold Pay.*

Employees are excluded from a particular pay cycle by amending their records to with-hold pay.   This can be done for one pay period only, or indefinitely until the hold is removed.

See also <u>Employee record</u>

Basic Pay

This field contains the pay resulting from the entered settings..   The program calculates this figure, based on the information you enter in the other fields on this screen.   You cannot amend this field.   If you wish to change the gross pay, you will need to change the appropriate fields.

Payment Type

Each employee's record indicates whether they are paid either in cash, by cheque or by bank giro.   Select from the drop down list:

   C   if Cash.
   Q   if Cheque.
   G   if Bank Giro
   B   if BOBS (Barclays Bank Originated BACS System)
   A   if Autopay (National Westminster)

Click on the arrow to the right of the field and choose the appropriate payment type.

Bank Code

If you propose to make payments via the Bank Giro, Autopay or BOBS systems enter the six digit bank sort-code number of your employees bank.

Enter in 123456 format.

Bank Name

Enter the name of the bank. Maximum number of characters is 20.

Bank Branch

Enter the branch name.   Maximum number of characters is 20.

Account Number

Enter the employees bank account number.   This is to a standard 8 digit format.   Building Society Roll Numbers are recorded elsewhere.

BOBS / Autopay Reference

When the Pay Method has been defined as Autopay or BOBS enter the NatWest Autopay or Barclays BOBS employee reference number as appropriate.

If payment is made to a building society account, enter the building society roll number here.   The bank code and account number must also be entered.   Maximum number of characters is 8.

Building Society Account Number

Enter the employees building society account number.   Maximum number of characters is 20.

Days Holiday Allowed

You may enter the number of days annual holiday entitlement, expressed in days.

When entering holiday pay in the pay variation routine you are asked the number of days holiday being taken.   This value will be recorded as days taken.

A report can be produced scheduling outstanding entitlements.

-

The year-end routine does not clear these totals.   At **your** year-end amend the values.

Days Holiday Taken

Enter the holidays already taken, in days.

The days taken will be updated automatically as they are entered in the Pay Variations.

Join Date

Enter the date the employee joined your employment as an internal record.

Leave Date

Enter the date the employee left your employment.

See also Leave Date - More Information

Leave Date - More Information

The leave date should be entered at the start of the pay run in which the employee is to receive his final pay.   This will allow the production of a final payslip, together with a P45 leaving certificate.

On completion of the pay period, following Finalise and Update processing, the employee will be automatically excluded from all further pay calculations.

If the leave date has **not** been entered prior to running Finalise and Update, it will be necessary to place the employee On Hold This Period.   The record will stay on file until year-end, being cleared by the year-end Update.

Leavers are included in the year-end documentation.

Leaver Returning

Normally you should not remove the leave date to allow continuation of pay calculations for an employee who has left and returned, if a P45 was issued.   You should treat the employee as a new starter.

If, however, your original P45 is returned to you then you can remove the date and re-use the same record.

To remove a leave date, with the focus in the leave date field, press the space bar once.

Total SSP

The total amount of **SSP** is recorded here and will be automatically updated whenever payments are made.

When starting to use **PAYE-Master** part way through a tax year, ensure that the **SSP** paid to date has been entered here since the total is required on the P60 certificate.

In addition to this running total, the dates, amounts and tax weeks of any payment of **SSP** are stored by the system and may be printed.

See also   SSP Information

Exclusion Code

The DSS may determine that an employee is not eligible for SSP.   They may issue an Exclusion Notice with a specific exclusion code.   Enter this here.

Presence of an exclusion code will prevent any attempt to enter SSP as a **Pay Variation.**

End Date

The DSS may determine that an employee is not eligible for SSP.   You may have been advised of a date at which the exclusion ceases.   Enter this here.

Presence of an exclusion code will prevent any attempt to enter SSP as a **Pay Variation.**

Total SMP

The total amount of **SMP** is recorded here and will be automatically updated whenever payments are made.

When starting to use **PAYE-Master** part way through a year, ensure that the **SMP** paid to date has been entered here since the total is required on the P60 certificate.

In addition to this running total, the dates, amounts and tax weeks of any payment of **SMP** are stored by the system and may be printed.

See also   SMP Information

▪

Contents

■

Company - Details

This section contains basic Employer information such as the company name and address, tax office reference, bank details etc.   This information is arranged in groups which you can tab through.   Use the mouse to click on the tab name and bring this tab to the front.   Department names can also be created.

These Company Details can be Printed.

Click the area of interest that you want to learn more about on the picture below.

□	Company Details	▼ ▲

Departments	Additions/Deductions	
General Information	Bank Details	Sundry

Save ✔   Undo ✘   Close ↥…

Company - Print

From the Company drop down menu, choose print.   This will allow you to print the Company Details.   to the output of your choice.

The company details are printed on a single page and include the address, tax reference, bank and sundry details.

Click the area of interest that you want to learn more about on the picture below.

Company Details - General Information

Enter the Company name and address together with the Tax District and PAYE scheme reference number.   All this information is compulsory as it will appear on year-end documentation such as the P60 and P14 certificates.

If you amend the default password   **you must remember your new one.**

■

If you do not need a unique password, then you are advised to leave the password unchanged.   The default password is **PAYROLL**.

Click the area of interest that you want to learn more about on the picture below.

■

Company Details - Bank Details

Bank Name etc.

Enter your Company bank name, branch and sort code.

This information is required if cheques, bank giros, Autopay or BOBS lists are to be produced.

Autopay Details

Users making payments by NatWest Autopay or Barclays BOBS should enter the scheme reference and account number from which funds will be withdrawn.   (Often your normal bank account number.)

Click the area of interest that you want to learn more about on the picture below.

■

Company Details - Sundry

Click the area of interest that you want to learn more about on the picture below.

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Company Details - Departments

You can create up to 99 departments and give them names.   Each employee can belong to **one** department.
Department Summaries can be produced.   These are also totalled to prove a Company Summary.

Click the area of interest that you want to learn more about on the picture below.

Company Details - Additions/Deductions

PAYE-Master includes as standard, the normal elements of pay required by all businesses   i.e.   Basic pay, Overtime pay

These codes can be either attached to employee records with a recurring pay value, or used through the Pay Variation Routine.

See also   Additions and Deductions

Click the area of interest that you want to learn more about on the picture below.

Company Details

This contains all the details relating to the company.   You can also set the company standards here   i.e. overtime rates.

Company Name

Enter your company name as you would like to see it appear on your payslips and all your reports.   You can use upper or lower case and punctuation marks if you wish.   Maximum number of characters is 35.

Company Address

Enter your company address and postcode.   This will appear on your year-end documentation.   Maximum number of characters is 30 per line with the exception of the postcode.

Tax Reference

Enter the combined tax district and PAYE scheme reference number.   Maximum number of characters is 15.

An example tax reference would be 732/P2634

Password

The initial password following installation is **PAYROLL**.

Enter the password of your choice.   Maximum number of characters is 7.

Once changed, only the new password will work so please - **do remember the revised password !!**

Bank Name

Enter your bank name as you would like to see it appear on your printouts. You can use upper or lower case and punctuation marks if you wish.   Maximum number of characters is 30.

Bank Branch

Enter your bank branch as you would like to see it appear on your printouts. You can use upper or lower case and punctuation marks if you wish.   Maximum number of characters is 30.

Bank Code

Enter your bank sort code number.

This is requires if cheques, bank giros, Autopay or BOBS lists are to be produced.

BOBS and Autopay

Barclays Bank provide a service whereby you can produce a payroll schedule listing employee names and net pay values.   Barclays will debit your account and credit employee accounts with the appropriate sums at any bank and branch.   This system is referred to as **BOBS** (Branch Originated BACS Service).

National Westminster Bank operate a similar scheme which they refer to as Autopay.

The system must be established with Barclays or NatWest before use and special reference numbers allocated.

Both BOBS and Autopay are very simple and effective schemes for the direct crediting of employees' pay to their bank accounts.   Neither the company nor the employee need bank with NatWest or Barclays in order to use this method of payment.   Ask your local branch for details.

Autopay Reference

Enter the reference for Autopay or the BOBS application number.

See also <u>BOBS and Autopay.</u>

Autopay Account

Enter the originating account number for NatWest Autopay or the Barclays BOBS system.

There is provision on each employee record card to note the employee Autopay/BOBS recipient account number.

Department Number
This is a two digit number from 1 to 99.

Use the scroll bars to see more.

Department Name

This column allows you to enter a description up to 25 characters long.

e.g.
```
  Dept   Name
     1    IT Department
     2    Design and Planning
     3    Fabrication
          ..etc.
```

Many reports may be produced "by department" giving totals for each.   The   Company/Depart. Totals Report produces departmental totals of the cost of   the payroll.

Net Pay Rounding

Net pay may be rounded down to whole pounds or indeed any value.   Leave as 0.00 if rounding is not to be used, in which case pay will be calculated to the nearest penny.

The rounding is down and any deduction for rounding is added to the following period's pay and shown as Rounding B/F.

Leavers will automatically be paid to the nearest penny.

Holiday Pay Factor

Some businesses pay holiday pay at an increased rate beyond basic pay rates.

For most businesses this will not apply and the indicator should be left as 1.

If entered as 1.50 then any holiday hours keyed in as Pay Variations will be paid at basic rates of pay   x 1.50

SER Relief

The SER (Small Employers Relief) status button is used to determine which employers can claim SMP compensation and also the SMP percentage reclaimable.

If your combined Employee and Employer contributions for the previous tax year (excluding Class 1a NI on car benefit etc.) is **less** than a specified value then you are entitled to Small Employers Relief.   You should check this.

The reclaimable values will be shown by way of offset against NI due, on the Inland Revenue Remittance Report.

Additions/Deductions Number

This is a two digit number from 1 to 99.   Numbers **1 to 10** are reserved for use by PAYE-Master.

Use the scroll bars to see more.

Additions/Deductions Description

Enter a brief description of the addition or deduction.   This will appear on the payslip and the maximum number of characters is 15.

▪

Additions/Deductions

PAYE-Master includes as standard, the normal elements of pay required by all businesses.

These are:
     Basic pay
     Net To Gross
     Holiday pay
     Statutory Sick Pay
     Statutory Maternity Pay
     ER's NI on Cars

This routine allows you to define extra ones.   These may be either additions or deductions.   Each may be defined as to whether it is subject to **Tax or NI.**   If a deduction is flagged as subject to Tax or NI, this means that it will obtain tax **relief** or NI **relief** accordingly.

Using the pay variation routine, these codes can be attached to an employee record either as a standard recurring payment, or as a temporary entry applicable for one period only.

Each of these user-definable pay elements can be defined to be:
     An addition (Add)   or   a deduction (Ded)
     Subject to tax   or   tax relief
     Subject to NI   or   NI relief

Following the calculation of pay each pay cycle, a list will be stored ready to print, showing employee names and the amounts added to or deducted from pay by means of these user defined codes.

For additions :

Enter   ☒   if the item is Taxable or leave an empty box if the item is non-taxable.

Enter   ▪   if the item is subject to National Insurance or leave an empty box if the item is not subject to National Insurance.

For deductions :

Enter ▪ if the item is subject to relief from Tax or leave an empty box if the item is not subject to relief from Tax.

Enter ▪ if the item is subject to National Insurance or leave an empty box if the item is not subject to National Insurance.

Clearing an existing code for re-use.

▪

These codes can be attached to employee records, together with an amount and then automatically included in pay. Care should be taken to check that codes are not in use before deleting them.

To Delete

Select the field, enter a space and press Enter.   A dialog box will ask you to confirm that you wish to delete this line.

Add/Ded

Click on the down arrow to the right of the box and choose Add for an addition to pay or Ded for a deduction from pay.

Tax

Click here and click again to toggle between:

☐

- no tax or no tax relief

yes charge tax or allow tax relief

NI

Click here and click again to toggle between:

- no NI or no NI relief

- yes charge NI or allow NI relief

Multiple

Additions and deductions can automatically be paid at the individual employees **basic pay** rate *or* as a **multiple** thereof.   To pay at **Time and a third** enter as 1.333   When pay is entered as hours, this multiple will be adopted.

This feature applies to both additions and deductions.

Leave blank to use the basic pay rate.

▪

Contents

Support Contract

Freeway provide an annual Support and Upgrade service to include all of these changes and general product enhancements, to comply with statutory changes.

■

Government - Tables

Click on the ■ button and a toolbar will appear, alternatively you can choose a table from the Government drop down menu.

■

Statutory changes, announced in the Budget, rarely affect tax and NI rates and bandwidths only.   Usually, there are changes which are beyond normal user amendment.

See also   Support Contract

Click the area of interest that you want to learn more about on the picture below.

Government - Tax Bands

This table records all data relating to the current tax rates and bandwidths.

Tax Tables

Effective from 6 Apr 95

Bandwidth	From	To	Rate
3200	0.01	3200	20.00%
21100	3200.01	24300	25.00%
Excess	24300.01	Excess	40.00%

D Code	Rate
0	40.00%
1	0.00%
2	0.00%
3	0.00%
4	0.00%

Basic Rate 25.00%

K Code Limit 50.00%

Emergency Code 352L

Print   Close

Government - NI Bands

This option displays all data relating to the current Earnings Bandwidths.

NI Bands

Effective from 6 Apr 95

Band	WEEKLY From	WEEKLY To	MONTHLY From	MONTHLY To
A	£0.00	£57.99	£0.00	£251.99
B	£58.00	£104.99	£252.00	£454.99
C	£105.00	£149.99	£455.00	£649.99
D	£150.00	£204.99	£650.00	£888.99
E	£205.00	£440.00	£889.00	£1,907.00
F	£440.01	Excess	£1,907.01	Excess

Print   Close

.

Government - NI Rates

These are the current National Insurance rates.   First click the drop down list box and choose the table letter that you wish to display the NI rates for.

NI Category A ± **Normal**

The current National Insurance rates for your chosen table letter will then be displayed in the grid.

NI Rates

Effective from 6 Apr 95

NI Category A ± **Normal**

Band	From	To	EMPLOYER		EMPLOYEE	
			< Min	> Min	< Min	> Min
A	£0.00	£57.99	0.00%	0.00%	0.00%	0.00%
B	£58.00	£104.99	3.00%	3.00%	2.00%	10.00%
C	£105.00	£149.99	5.00%	5.00%	2.00%	10.00%
D	£150.00	£204.99	7.00%	7.00%	2.00%	10.00%
E	£205.00	£440.00	10.20%	10.20%	2.00%	10.00%
F	£440.01	Excess	10.20%	10.20%	2.00%	10.00%

Print 🖨   Close 🡹...

Government - SSP Rates

This table displays the current entitlements to Statutory Sick Pay and also the applicable recovery rates.

SSP is always entered as a Pay Variation and is computed semi-automatically.   A full explanation is provided in SSP General Information

■

Government - SMP Rates

This table displays the current Statutory Maternity Pay entitlements and employers reclaim scales.

The reclaim amount depends on whether the Employer is entitled to Small Employers Relief.   This is based on the total NI (EE + ER) paid in the previous tax year.   (Your P35 list from the previous tax year is the best source of this information.)   Take care to exclude any Class 1a NI on company cars from the NI paid total.

The Small Employers qualification level is announced in the Budget each year.

The SER Status indicator may be changed by selecting the Sundry tab from the Company menu.

See also SMP General Information

SSP General Information

Determination and entry of Statutory Sick Pay entitlement

Handling SSP involves 2 stages:

1. Determining the entitlement to SSP
2. Entering the number of days of entitlement as a Pay Variation

Determining entitlement to SSP

Manually complete a Statutory Sick Pay record sheet (form SSP2) supplied by the DSS, in the manner explained thereon, in respect of days of absence, entering Waiting Days and   Qualifying Days.

Determine the actual number of days of entitlement.   Number these as recommended by the DSS
e.g.

Mon.	Tue.	Wed	Thu.	Fri.	Sat	Sun	Mon.	Tue.	Wed	Thu.
W	W	W	1	2	-	-	3	4	5	Returns

Entering the number of days of entitlement

Select Variations from the Pay drop down menu or click on ▪ the Payroll Processing toolbar.   Select the employee.   Click on the SSP varicode button.   Enter either the **amount or the number of days of entitlement**.

Confirm the number of days in a normal week.   The SSP value will be displayed.

▪

You must now consider whether Basic Pay needs to be amended, either to zero, or to a revised Basic Pay value such that Basic Pay + SSP = Normal Pay.   Amend Basic Pay as required.   SSP should not be paid in addition to normal pay !

SSP Audit Trails

The DSS require audit trails to check the amounts paid to each employee.   The Department/Company Summary schedules SSP payments for the current pay period.

Recovery of SSP

From April 6th 1995 SSP is, generally, not recoverable by offset against NI irrespective of the size of the business. However, to protect any business against paying exceptional amounts of SSP, the following safeguards apply:

SSP paid during the tax month   =   A
Monthly NI total (EE + ER) x 13%   =   B∗

Reclaimable excess of A over B (if any) =   C

∗ Exclude from the ER NI total any Class 1A NI on Cars etc.

Implications - Inland Revenue Remittance

Determination of the amount recoverable is conditional and recovery is uncommon.   The remittance report must be produced every tax month, for the above values to be assessed, and the report values zeroised thereafter.

The calculation shown above, to determine whether any SSP may be reclaimed, should be performed manually.   If any excess SSP is reclaimable, the NI liability should be reduced accordingly, by hand.

SMP General Information

For detailed guidance on Statutory Maternity Pay you should refer to the DSS Manual. This help section provides guidance on the general approach.

The effective rates of SMP and the employer's reclaim position can be examined by displaying the tables. Having determined the amount of SMP payable to the employee, simply enter the value via Pay Variations.

This does not automatically amend basic pay, which should be accessed via the Pay Varicode Window and held by clicking on the hold box.

Employer's Reclaim and Compensation

The Company Details section contains an indicator :

        SER Status   No

If your company is entitled to Small Employers Relief, then click on this field to change the status to Yes (Yes). This will ensure that the correct proportion of SMP paid is reclaimed by set-off against your NI contributions, together with any compensation (depending upon prevailing rates).

The amounts reclaimed can be seen when printing the Inland Revenue Remittance Report.

SMP Audit Report

A schedule of the SMP payments may be printed by choosing the reports selector from the reports menu. This shows both the amount paid and any compensation.

■

Contents

■

Pay - Variations

Click the area of interest that you want to learn more about on the picture below.

The pay variations routine allows you to:

- Enter pay values onto an employee record for inclusion each pay period.
- Enter revised values to apply in future or for the current pay period only.
- Suspend inclusion of a particular pay element using the hold facility.
- Delete an inclusion which is no longer required.
- Enter pay values either as a money value or expressed as hours.

See also   More About Pay Variations   or   More About Basic Pay

More About Pay Variations

Basic pay and basic hours are stored on the employee main record and will be adopted automatically, whilst allowing you to amend them if required through the Pay Variations routine as a temporary adjustment applicable for one pay period.   Permanent changes to Basic Pay are made by amending the employee record.

Basic pay is unique in this respect, all other pay elements are capable of changes to the standard or temporary values in the pay variation routine.

A number of pay codes are provided as standard features because they have a special function   e.g. Statutory Sick Pay or Holiday Pay.   These pay codes usually require a dialog box to allow you to answer associated questions.   You can create your own pay elements   e.g. for Overtime or Loan Repayments, via the Company Details routine.

The general approach to Pay Variation entry

You can enter pay codes and values as **standard** inclusions to be paid each pay cycle.   Even so, these items can be **varied** in subsequent periods by entering values in the **temporary** amount column.   Temporary codes and values are automatically deleted when you run the finalise and update routine.   Standard values remain.   Items can also be placed on **hold** as an alternative to deleting them.   This approach allows regular patterns of pay to be accommodated whilst retaining maximum flexibility to allow for fluctuations in hours worked, or amounts payable.

Entering pay values expressed as hours.

Pay elements entered as hours can be calculated either at the basic pay rate or in any **multiple** of the basic rate   i.e. Time plus one third is shown as a **multiple** entry of 1.333.   A special **multiple** column is provided to achieve this.

If the required value is not basic rate or a multiple of basic rate then the value must be entered as a monetary value rather than hours.

How to enter pay values

Select the employee, either by entering the employee number or by **browsing**.   This scans through each employee record in numerical sequence.   When you have selected the employee which you require, their pay record will be displayed.

To add a pay item to the employee record.

Click onto the required Paycode.   Position the focus on the next available line and click.   This will allow you to add an item to the record.   Enter the **standard** value (if any) or **temporary** value if payable for only **one** pay cycle.   Temporary values will be deleted automatically when running the Finalise and Update.

The use of Additions and Deductions permits access to a whole range of additional user defined payments and deductions.

To choose from the Additions/Deductions paycode table, click on the next available line, then click again to see the paycodes which you have already created through **company details.**

See also Company Details - Additions And Deductions.

To amend a pay item

Simply click onto the field requiring amendment.   Pay codes which involve the use of a dialog box   e.g. SSP and Holiday Pay should be amended by re-selecting them from the Pay Code Menu.   This allows the dialog box responses to be amended if required.

To delete a pay item

Simply click onto the line containing the entry to be deleted.   Press the space bar or delete key.   The entry will be deleted.

▪

When **amending** existing pay codes on an employee record:
1. Click on the **field** requiring amendment.
2. To **delete** an entry, click on the **No.** column and press the space bar.
3. To leave a dialog box and return to the main screen, click on the next Paycode you require.

▪

If the employee record is showing Holiday Pay information, then when the browser button is pressed holiday Pay details will be displayed for each employee in turn.

Importing Pay Data

Data may be imported in CSV (Comma Separated Variable) format.

See also   Data Import

▪

More About Basic Pay

Entry of Basic Pay or hours.   The standard particulars are entered on each employee record.   They are important because in addition to ensuring that basic pay is paid correctly, when pay expressed in **hours** is entered using other pay codes, the rate of pay can be expressed as a **multiple** of basic rate.

On the Basic Pay entry screen, click on the field you wish to type figures into.

▪   Click on the box in the hours column and click again to toggle between an empty box and a Cross.   An empty box means that the previous figure is to be used as a value in money and a Cross means that the previous figure is to be used as hours.

The Temporary Values are not cumulative.   Simply enter a new value to correct a previous entry, or use a zero. You may enter a space to clear the field entirely.

Pay Variations - Pay Table

This is the main pay entry screen which also allows the entry of Additions And Deductions permiting access to a whole range of additional user defined payments and deductions.

See also Pay Variations - Additions/Deductions

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Pay Variations - Pay Table

The use of Additions And Deductions permits access to a whole range of additional user defined payments and deductions.

No	Description	Type	Standard Amount	Hours	Temporary Amount	Hours	Mult O'Ride	Hold
1	Basic Pay	Add	528.67	☐		☐		☐
11	Union	Ded	20.00	☐		☐		☐
12	Loan Repayment	Ded	50.00	☐		☐		☐

On the pay entry screen, click on the No. field and type the number relating to the addition or deduction, or click a second time for a drop down list listing all the codes available.

The screen shown above will allow you to enter the addition/deduction number and the amount required.

See also Company Details - Additions And Deductions

Any pay elements entered in the standard amount field will apply indefinitely, whereas the pay elements entered in the temporary amount field will apply for one pay period only.

The temporary values are not cumulative.   Simply enter a new value to correct a previous entry, or use a zero.   You may enter a space to clear the field entirely.

Pay Variations - Net To Gross

This facility allows you to specify **net pay**.   PAYE-Master will calculate the gross pay for you, allowing for tax, NI and any standard additions or deductions.

See also <u>Pay Variations - Net To Gross</u>

■

Pay Variation - Net To Gross
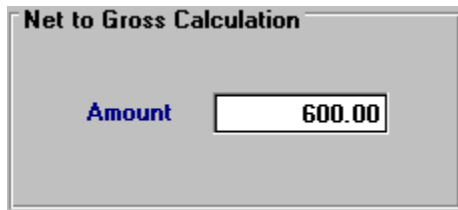
This facility allows you to specify **net pay**.   PAYE-Master will calculate the gross pay for you, allowing for tax, NI and any standard additions or deductions.

After clicking on Net to Gross, enter the net pay as required, to two decimal places.

Press tab and a summary will appear outlining the Gross Pay, all deductions and the specified Net Pay.

Choose OK to accept the calculations.

Click the area of interest that you want to learn more about on the picture below.

Net to Gross Calculation

Amount   600.00

Pay Variations - SSP

This facility permits the entry of amounts payable under the Statutory Sick Pay Scheme.

See also Pay Variations - SSP
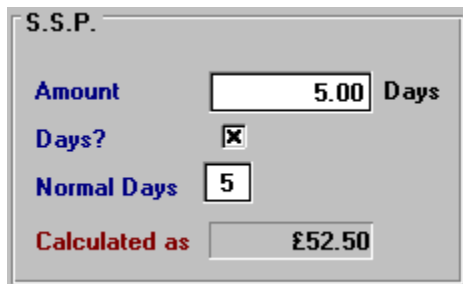
.

Pay Variations - SSP

This facility permits the entry of amounts payable under the Statutory Sick Pay Scheme.

SSP is a   complex subject, therefore full instructions are contained in <u>More About SSP</u>.

For employees entitled to SSP, a dialog box will request information and will then display the calculated value.

Click the area of interest that you want to learn more about on the picture below.

Entry of SSP will **not** automatically amend the basic pay value since the required value depends on the policy of the employer.   Some employers make the pay up to normal pay, others pay SSP only during absenses.

If you wish the payslip to reflect SSP only, then amend the basic pay, via pay variations, to zero.   If you wish the payslip to reflect part SSP and part basic pay, then amend the basic pay, again via pay variations, accordingly.

SSP paid will appear in various summaries and in a separate column of the Inland Revenue Remittance Report.

For current rates see Display SSP Rates

Pay Variations - SMP

This facility permits the entry of amounts payable under the Statutory Maternity Pay Scheme.

See also Pay Variations - SMP

Pay Variations - SMP

This facility permits the entry of amounts payable under the Statutory Maternity Pay Scheme.

To determine the entitlement, compare the normal pay figure with the current rates in force. These are shown in Display SMP Rates

Entry of the calculated value of any SMP entitlement using this code will ensure that the system can reclaim the correct amount, as well as including the item on payslips.

Entry of SMP does not automatically reduce the Basic Pay value.   This should be amended to zero in the employee record.

SMP paid will appear in various summaries and in a separate column of the Inland Revenue Remittance Report.

A schedule of amounts of SMP paid to employees during the Tax Year may be obtained by printing the SMP Payment Schedule.

The reclaimable SMP is shown on the PAYE Remittance Report.

See also More About SMP.

Click the area of interest that you want to learn more about on the picture below.

Pay Variations - Holiday Pay

This is where you enter amounts payable for holiday pay.

Holiday pay can have complex implications.

See also <u>Pay Variations - Holiday Pay</u>

▪

Pay Variations - Holiday Pay

Holiday pay can have complex implications.

Click the area of interest that you want to learn more about on the picture below.

An employee in receipt of, for example, two weeks holiday pay will wish to have the benefit of advancing the free pay values by two weeks, in order to avoid an excessive tax and NI deduction.

This is achieved by means of a dialog box which appears when holiday pay is entered.

Advancing an individual's tax period also has the following effect.
▪   Puts him on **On-Hold This Period** until his return, to ensure he is not paid while he is away.
▪   Increases NI upper and lower limits to avoid incorrect computations.

From the above you can see that **it is important not to advance the tax week if the employee is to be in receipt of further pay** whilst technically on holiday.

In view of the varied needs of a large user base, it is not possible for standard deductions such as union dues to be automatically increased.

You may of course key the increased figure in as a **Pay Variation**.

Holiday pay can have complex implications:
▪   Should the tax week be advanced to obtain free pay for the holiday weeks ?
▪   Will the employee continue to work whilst in receipt of holiday pay, preventing the tax weeks from being advanced ?
▪   Are additions and deductions from pay such as union subscriptions to be varied ?
These are easily overcome with the use of a dialog box, which displays a series of options for you to choose from.

Amount/Hours

Holiday pay may be entered as a cash value or as a number of hours.

Should you wish to pay two weeks holiday pay when the employee normally works 39 hours per week, simply enter holiday pay as 78 and click on the hours box until a Cross appears.

Holiday pay may be entered in addition to any standard inclusions and of course basic pay etc.

If you wish holiday pay alone to appear on the payslip, then the basic pay and any standard inclusions will have to be set to zero by pay variation entry.

Tax weeks
In the Tax Weeks Box, enter the number of weeks to be advanced.

This permits the use of free pay values for the weeks ahead, covering the holiday absence automatically and also multiplies upper and lower NI limits..   It also suppresses further payslips during the holiday absence.

Days taken
In the days taken box, enter the number of days taken.   This will have the effect of decreasing the entitlement remaining.

Working whilst in receipt of holiday pay
Do not advance the tax period for any employee who may also require further pay during the holiday period. Entering the tax period advance will prevent further payslips being produced for those weeks of presumed absence. Advance by zero weeks instead.

Amending standard inclusions and deductions
You may have to amend standard inclusions and deductions such as union subscriptions.   This can be done using the appropriate pay variation button.

Tax week advanced in error
When the tax week has been advanced, attempts to produce further payslips may be met with a refusal - with the message **Employee on Holiday**.

This arises because employees marked as being on holiday are withheld from the anticipated pay cycle for the specified number of weeks of intended absence.   The Finalise and Update routine is the mechanism which normally permits their return to the pay cycle.   When no payroll calculation and corresponding Finalise and Update takes place, they remain locked out.

Individual employees on holiday hold:-
If at anytime a tax week advance has been entered in error **for an individual employee** rather than the whole work force, then it is possible to release the automatic hold placed on future pay cycles.

An employee for whom the tax week has been entered in error may be restored to the payroll by:
- Selecting pay variations.
- Enter the employees number.
- Click on Holiday Pay.
- Enter zero holiday pay and zero tax weeks to be advanced.

Period-End Processing and Holiday Pay
An employee on holiday for 2 weeks will be placed on hold for two pay cycles.   The Finalise and Update routine has the effect of reducing the number of weeks of **On-Hold This Period** by 1 week, each time it is run.

In certain circumstances where the whole work force in one pay cycle is on holiday, and **all** the individual pay records have been advanced for holiday purposes see below.

The reason is that PAYE-Master expects a Finalise and Update for each week, which triggers the release of the hold placed on the pay record of those employees previously in receipt of holiday pay.

You can release **individual** employees by re-entering the Pay Variations, then selecting holiday pay and entering a zero value and zero tax week advance. **You will need to calculate pay to bring the change into effect**.

When the whole workforce is on holiday e.g.   Christmas

Due to the effects described above, when the whole workforce is advanced individually, the payroll would not be in use for the weeks of holiday absence.   The trigger to release the **holiday** advance cannot function.   To overcome this:

- Calculate pay (for the first missing pay-period).
- Attempt to produce payslips (there should not be any).
- Finalise and Update.

If necessary, repeat this cycle of events for any subsequent holiday weeks.

Pay Variations - NI on Cars

This is where you enter amounts payable for Class 1A NI Contributions.

See also <u>Pay Variations - NI On Cars</u>

·

Pay Variations - NI On Cars

Directors and higher paid employees who have use of a car, or are provided with fuel for private use, are deemed to have received a benefit.   This is subject to NI contributions payable by the **employer** but **not** the **employee**.

It is computed as a percentage of the benefit and accounted for once per year and in arrears, (e.g.   the liability arising in the 1995/6 tax year is included in the pay calculations on the last pay day prior to 5th June 1996).   The sum due is remitted to the Collector of Taxes by the 19th June as usual, by inclusion in the normal NI liability figure on the PAYE remittance slip.

Your attention is drawn to publications issued by the DSS in this connection and in particular NI 269 Supplement sent to all employers in April 1992.

Preliminary Steps :

▪   Determine the scale charge benefits by reference to the tables and literature supplied by the DSS.   Most employers will determine this whilst completing forms P11D - Return of benefits - directors and higher paid employees.

▪   Multiply the benefit value by the current percentage to determine the Class 1A contribution.   Alternatively, a table of the contribution due for each class of vehicle is provided by the DSS.

Within PAYE-Master :

Click the area of interest that you want to learn more about on the picture below.

▪   Enter the contribution value in the payroll system by means of a Pay Variation entry.
▪   Select Car NI.
▪   Enter the amount of the contribution as previously determined.

Effects :

The amount will automatically be included in the **Employers NI Total (year to date)** on payslips and in the summaries.

Once the **Finalise and Update** has been run, the value will be included in the Gross NI shown on the PAYE Remittance Report, to be remitted normally.   The payslip will show an asterisk against the Employers National Insurance Year to Date Figure.   It will also be shown on the employee record - under NI on Cars, below the normal NI particulars.

Error Correction :

Although it would be unusual to enter Class 1A values more than once per employee per year, you can do so with any underpayment.   Overpayments however cannot.   They should be adjusted by amendments to the employee record.   In this case the PAYE remittance report should be adjusted manually also.

-

Finally, please note that 1a) Earnings have no connection with Class 1A NI.

Pay Variations - Zap

This option will Zap **ALL** the pay variations for this employee, allowing only the standard values to be used or variations to be re-entered.   The year to date values are not affected.

Addition/Deduction Number

Enter the payment or deduction code (or leave blank to delete a line).   Click again to obtain a drop down list of available codes.

See also   Company Details - Additions And Deductions.

Addition/Deduction Description
The description you entered when you created this code will appear automatically.

See also Company Details - Additions And Deductions.

Addition/Deduction Type

The description you entered when you created this code will appear automatically.

See also <u>Company Details - Additions And Deductions</u>.

Addition/Deduction Standard Amount

Enter the standard value for the payment or deduction.   Any pay elements entered in the standard amount field will apply indefinitely, whereas the pay elements entered in the temporary amount field will apply for one pay period only.

See also   Company Details - Additions And Deductions.

Addition/Deduction Standard Hours

Click here to toggle between a cross and an empty box.   A cross means that the value in the standard amount column is in hours and an empty box means that this value is in money.

Addition/Deduction Temporary Amount

Enter any temporary pay adjustments.   These temporary pay adjustments will apply to **this pay period only**.   Once the finalise and update is run they will be cleared.

See also   Company Details - Additions And Deductions.

Addition/Deduction Temporary hours

Click here to toggle between a cross and an empty box.   A cross means that the value in the Temporary Adjustment column is in hours and an empty box means that this value is in money.

Addition/Deduction Multiple Override

If this pay element is not at the standard rate of pay, as per the employee record card, enter here a multiple of the basic rate (e.g. for time and a third enter 1.333)

Addition/Deduction Hold

Click here to toggle between:

- allow this pay element to be processed

- hold this pay element

Net To Gross Amount

Enter the net pay as required, to two decimal places.

SSP Amount

Enter the Statutory Sick Pay or the number of qualifying days.

SSP Days

Click here to toggle between:

- the figure in amount is a value of money

- the figure in amount is in days

SSP Normal Days

Enter the number of days worked in a normal week.

SSP Payable

This field contains the SSP resulting from the entered settings..   The program calculates this figure, based on the information you enter in the other fields on this screen.   You cannot amend this field.   If you wish to change the SSP, you will need to change the appropriate fields.

SMP Amount

Enter the amount of SMP that you wish to pay this employee.

Holiday Pay Amount

Enter the holiday pay either as a value of money or the number of hours taken.

Holiday Pay Hours

Click here to toggle between:

- the figure in amount is a value of money

- the figure in amount is in hours

Holiday Pay Tax Weeks

Enter the number of weeks to advance the tax by.

Holiday Pay Days Taken

Enter the number of days holiday taken.
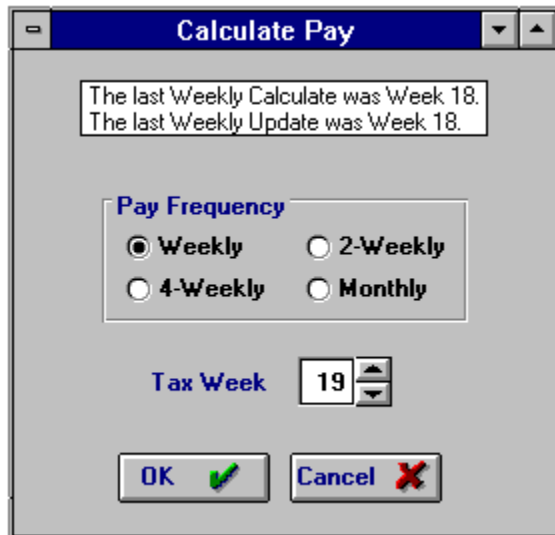
e.g. five and a half days would be 5.50

NI On Cars

Enter the employers NI Liability, as calculated from the P11D.

■

Pay - Calculate Pay

Click the area of interest that you want to learn more about on the picture below.

This option automatically calculates pay, tax and NI.

Before calculating pay you should have:
1. Finalised the previous pay cycle.
2. Created or amended employee records.
3. Entered the variations in pay or hours for those employees who are not being paid a standard wage.

See also   <u>More About Calculate Pay</u>

▪

More About Calculate Pay

Pay Variations may be entered for all employees on the payroll irrespective of whether you are currently preparing the payslips for just one pay frequency.

Pay calculations for the weekly, fortnightly, four weekly and monthly cycles, are independent of each other.

▪

Before calculating pay for the next period, you should ensure that you have a backup and that the previous period has been Finalised and Updated.   Warning messages are given to remind you.

Each pay frequency may be run at any time, fully independently from the others.   Only employees on the selected frequency will be included in the calculation.

Select the frequency which you require.

The status of the chosen pay cycle is displayed in respect of the tax period last used in a calculation of pay for that pay frequency.
i.e. 1 - 53 for Weekly paid employees
         1 - 12 for Monthly paid employees

Normally, you would enter the next tax week/month unless repeating a calculation.

Repeating a Calculation

If you have not yet updated the pay cycle and simply wish to recalculate for the current cycle (having perhaps entered some new values and wishing to bring these into the calculation), re-enter the period number required in the calculation.   Calculate takes only seconds and a message is displayed on the screen when it is complete.

Proceeding with a new Pay Cycle

▪

You are reminded that before proceeding with a new pay cycle, you must have fully completed the old cycle by running the Finalise and Update.   This treats the calculated values as permanent and adds the values to the existing year to date totals shown on the employee record cards.

Attempts to calculate using a period number inconsistent with the existing calculate / period-end periods will sometimes be met by a warning to investigate and confirm that the entry is intentional.

▪

If you are unsure about the status of the payroll refer to <u>Routine Use</u>

Anomalies Lists

The Anomalies list will report any employee whose pay is withheld.

This may be because:

- net pay is zero or negative.
- the employee has left the company.
- the employee is on holiday.
- the Withhold Pay indicator has been set.
  ...or there may be another reason.

You should not **Finalise and Update** the payroll whilst an employee has negative net pay.   The situation must be corrected first.

See also <u>Print/Display Payslips</u>

Calculate Pay - Information Box

This displays information about the last calculate and the last finalise and update.

Pay Frequency

Click on the radio buttons to choose the pay cycle you want to calculate pay for.

Tax Week

Click on the up or down spin button to choose the Tax Week you want to calculate pay for.

■

Pay - Essential Reports

You are strongly advised to print the following reports every pay period.   The information contained on these reports is statutory information that you are requires to keep.

Click the area of interest that you want to learn more about on the picture below.
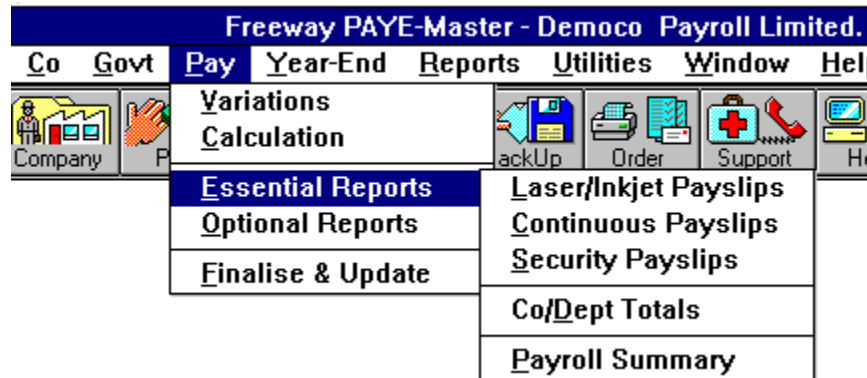
See also General Print Adjustments

.

General Print Adjustments

Throughout the reporting section the following windows will often be available.   The general print window allows you to select the pay frequency you are printing for, along with the sort order and output destination you require.

Click on the margins button to display the margin adjustment window.   This window allows you to set margins to replace your default windows printer margins.

.

Entering 0 here, tells PAYE-Master to use your printer default margins.   It **does not** use margins of 0.   To print using no margin at all, set the margin to 0.001.

Click on the select button to display the printer selection window.   This window allows you to configure your printouts.

Print Payslips [Laser/InkJet]

Print Selection

Select

All ⦿

Pages ◯ From 0   To 0

Employees ◯ From 0   To 0

Copies 1

OK ✔

▪

Fonts

▪

Please remember that for continuous pre-printed forms you **need** to set the page length from within the paper size tab, in printer setup, in the control panel.   For continuous and security payslips, bank giros, cheques, year-end forms and P45s you need 8.5 inches by 12 inches.
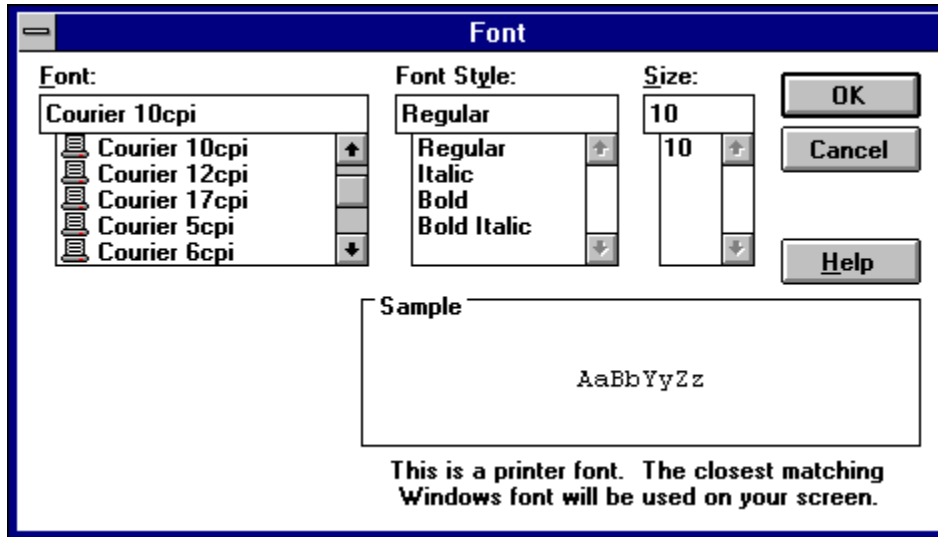
If you choose a font that is resident in your printer as a printer font, ie, the ones with a picture of a printer in front of them, this may speed up your print operations.

▪

Any changes you make in this dialog box are **not** saved on exit.   If you find a setting that you are happy with you will need to make a note of it and reset it the next time you use PAYE-Master.

Reports - Print/Display Payslips
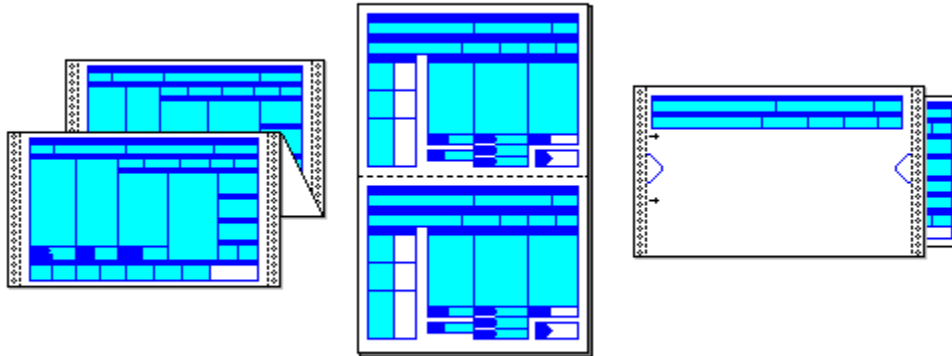
Freeway can supply purpose designed forms as follows:

Laser single sheet payslips (2 per page) for use with laser and inkjet printers.

Continuous 2 part NCR payslips, for use with dot matrix printers.

Security payslips permitting insertion of a cheque (or other documents).   For use with dot matrix printers.

Freeway will be happy to provide sample payslips.

Following your selection, you can choose to produce the payslips to the Screen, Printer or File.

Narrative on Payslips
Subject to adequate space being available on the payslip, a one line narrative may be included.   This will be printed on all payslips included in this particular selection.

Laser Payslip Line Up
The fine tuning of the positioning of text on laser/inkjet payslips is achieved by adjustment of the top and left margins.   Adjust these and print sample payslips until you obtain a satisfactory result.

See also General Print Adjustment

Message on Payslips
The additions and deductions appearing on payslips may contain a suffix

	e.g.	Holstamp	130.56T
		Travel	15.00I
		Overall	5.00B

where:

        T   = Subject to Tax (or Tax Relief if a deduction)

        I   = Subject to NI (or NI Relief if a deduction)

        B   = Subject to both Tax and NI

also: R   = Refund of Tax

Payslip not printed for an individual

If an employee appears on the Anomalies List, this will be because an error has arisen.

By displaying the individual payslip you can examine it.

If the reason for the omission is other than negative net pay then the screen will display one of the following messages:

        Left the Company

           or

        On Hold

           or

        On Holiday

The usual circumstances are:

- The employee has had a leave date inserted on the record and is excluded thereafter from further payments.
- Employee has pay withheld.
- Employee is still considered to be on holiday (having advanced the tax week previously)
- A change in the tax code or figures from an incoming P45 has resulted in deductions in excess of that week's pay.

If the anomaly is because of amended tax figures then consult your tax office.   Usually you will be instructed to operate on a **Week 1** basis until advised further.

■

Reports - Company/Department Totals

This routine produces summary information.   The department summary includes the department totals, whereas the company summary gives similar information for the whole company.

■

If you wish, you can use a **Department** as a cost centre, since the **cost of payroll** figures are shown on this summary.

■

The summary should be produced each pay cycle.   The copy payslips should be attached to the summary and both carefully filed as part of the statutory audit requirement.

You may print the **Company Summary** without the individual departments.

■
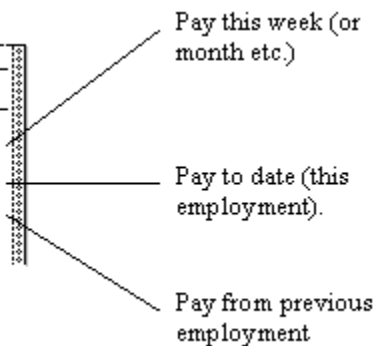
The Company Summaries for each pay cycle should be kept and filed in week order.   They are used to check the monthly remittance values **and** provide the payroll control totals to be entered in your accounting system.

■

Reports - Payroll Summary

This report should be printed as a record of the pay entries made for the current cycle, but also incorporating year to date figures.   A separate report dealing with the National Insurance information is available.

The headings are quite clear but some of the figures require an explanation.


```
Employee          No      Gross Pay

Martin DJ         15        928.67
TN100965M A   352L         2780.05
Previous Empt:             6000.00
```

Pay this week (or month etc.)

Pay to date (this employment).

Pay from previous employment

The final total of the Payroll Summary shows the Company Total.   This provides the year to date value of Employee Tax and NI together with Employer NI contributions.

■

By producing this document each month, the previous year to date values may be examined and deducted from the new year to date totals.   This can provide you with confirmation of the values due to be remitted as shown on the PAYE remittance report.

A separate list of the Tax and NIC values produced on the Company/Department Totals may also be used to validate the totals produced.

.

Pay - Optional Reports

This contains a selection of optional reports that can be printed to assist in the smooth running of your payroll.

Click the area of interest that you want to learn more about on the picture below.
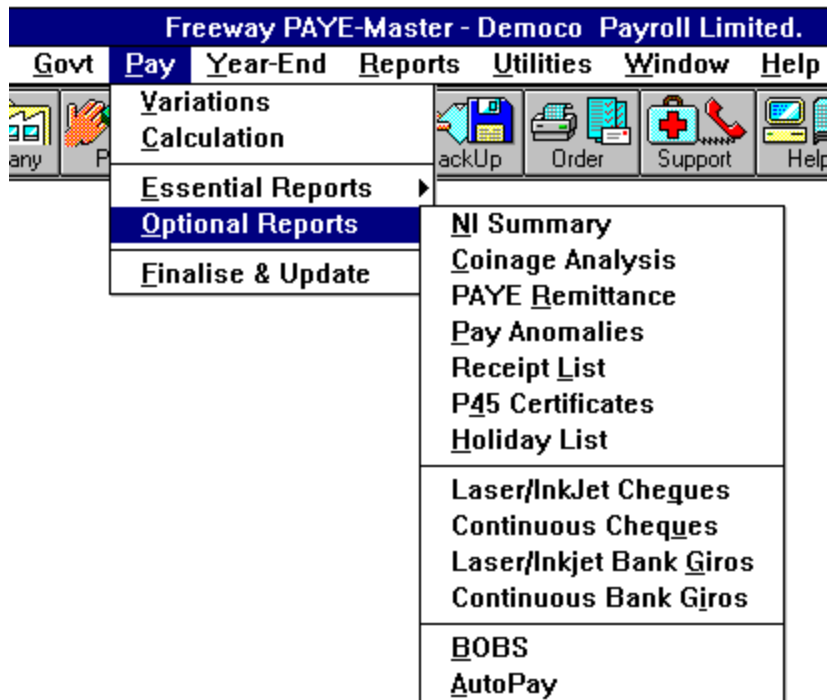
See also <u>General Print Adjustments</u>

Reports - NI Summary

The NI Reports contain all the values and statistics connected with national insurance.

The NI report should be retained for audit purposes along with the copy payslips.

■

Reports - Coinage Analysis

This report gives a break down of the individual employee coinage values by department and for the whole company.

■

Reports - PAYE Remittance

The remittance report schedules the amount of Tax and NI due to be remitted to the Collector of Taxes, including allowance for SMP compensation.

The report is produced for each pay cycle in turn.

At the end of the fiscal month **and after having completed the Finalise and Update routine,** the values shown on the report may be cleared or zeroised.

See also <u>SSP recovery</u>   and   <u>SMP recovery</u>

PAYE Remittance Values - Confirmation

The final total of the Payroll Summary shows the Company Total.   This provides the year to date value of Employee Tax and NI together with Employer NI contributions.

By producing this document each month, the previous year to date values may be examined and deducted from the new year to date totals.   This can provide you with confirmation of the values due to be remitted as shown on the PAYE remittance report.

A separate list of the Tax and NIC values produced on the Company/Department Totals may also be used to validate the totals produced.

▪

Reports - Pay Anomalies

The Anomalies list will report any employee whose pay is withheld.

This may be because:
- net pay is zero or negative.
- the employee has left the company.
- the employee is on holiday.
- the Withhold Pay indicator has been set.

...or there may be another reason.

You should not **Finalise and Update** the payroll whilst an employee has negative net pay.   The situation must be corrected first.

See also <u>Print/Display Payslips</u>

Reports - Receipt List

This report lists those employees for whom a payslip has been produced, optionally with the net pay shown.   It is used to gain the signature of employees to acknowledge receipt of pay.

■

Reports - Variations Report

This very useful report allows a printout of all, or selected additions or deductions   e.g. Overtime paid during the current pay cycle.

■

It is particularly useful in producing a list of union subscriptions or similar deductions since the list includes a total.

The analysis must be produced **before** running the period-end update for the pay cycle.

Reports - P45 Certificates

This option allows the printing of P45 Certificates for all employees who have had a leave date entered at the commencement this pay period.

P45 forms are available **only** from the Inland Revenue (the Inland Revenue do not permit anyone else to supply them).   They may be obtained direct from your local tax office and are **only** available for dot matrix printers.

Reports - Holiday List

This report allows you to print details of employee holiday entitlement either:

1. the summary for the year, including the annual allowance, the number of days taken this period, the number of days taken so far this year and the number of days remaining.
2. the holidays this period including the employee name and the number of days taken.

Reports - Cheques

Continuous and Laser/Inkjet pre-printed cheques with a specific layout are required for this function.   **Freeway** can arrange suitable cheque stationery.

Only the employees flagged to be paid by cheque are included in the cheque printing cycle.

As an alternative to the printing of cheques, a straightforward list of employee names and amounts may be produced, again for those defined to be paid by cheque.

Reports - Bank Giros

Pre-printed continuous and laser format bank giros are available from **Freeway**. Freeway will be happy to send sample bank giros.

Reports - BOBS

Barclays Bank provide a BOBS (Branch Originated BACS Service) scheme whereby a list can be handed to them, your account debited and transfers carried out to employees accounts from information supplied on the BOBS List.

BOBS listings are produced on standard listing paper.   The list shows payments in bank and branch order, and gives totals for each bank.

The head of the list should include your own bank name and address.   If your bank name and address does not appear then you have not entered the details in the Company Details section of the program.

Reports - Autopay

National Westminster Bank offer an Autopay scheme whereby a list can be handed to them, your account debited and transfers carried out to employees accounts from information supplied on the Autopay List.

Autopay listings are produced on standard listing paper.

▪

Pay - Finalise and Update

Freeway PAYE-Master is very flexible.   During routine processing of pay data it is possible to re-enter pay details, recalculate pay and produce revised reports.

When you are satisfied that the payroll is **in all respects** complete for that pay cycle, the **Finalise and Update** routine can be run.   This increments the year to date values of pay and tax permitting you to proceed to the next pay period.

▪

It is perfectly acceptable to leave this routine until immediately before running the next pay cycle.   This gives maximum flexibility, enabling you to re-run the payroll if necessary.

Effects of the Finalise and Update procedure

▪   The current period's pay values are added onto the previous year to date figures shown on the employee record cards.

▪   Any employee having been marked as on **Hold** for one pay cycle only will automatically be brought back in.

▪   An employee in receipt of holiday pay may well have had the tax weeks advanced by the number of weeks of intended absence.   This places a block on further payments until the expected date of return.   The Finalise and Update procedure reduces the "hold" by one period, each time it is run.

▪   An employee with a leave date entered can receive a payslip for the last week of employment.   Once a leave date is entered, the update permanently places the record on hold until the year-end routine has been completed.

Before running the Finalise and Update

Please refer to Routine Processing Checklist before running the Finalise and Update procedure.

On entering the **Finalise and Update** procedure you are offered the option of backing up your data files.

The update may be run either on completion of the pay cycle or at the beginning of the following cycle, leaving the records open for amendment for as long as possible.

If you are in doubt about whether an update has been performed, a full explanation is given at the start of Routine Processing Checklist entitled Confirm the status of your data before commencing.

■

Contents

Help - Menu Options

These menu options allow you to access PAYE-Masters help facilities.

Click the area of interest that you want to learn more about on the picture below.

Contents

To get an overview of whats in Help, choose **Contents** from the **Help menu**, and then click the topic you want to read about.   The topics are arranged in a logical order to match the menu bar options.

Search For Help On...

The fastest way to get Help on a topic is to use the search feature.   Choose **Search For Help On** from the **Help menu** to open the Search dialog box.

About PAYE-Master...
Displays information, in a dialog box, about **PAYE-Master**.

▪

Contents

·

Report - Selector

The report selector lists **all** the reports that **PAYE-Master** can print.   Click on a line to select a report.

The reports that appear in capital letters are **essential reports**, reports that you should print every pay period as they are required by your accounting system.

Click the area of interest that you want to learn more about on the picture below.

Report Selector
All Reports
Anomalies Report
BOBS Report
Bulk Tax Code Changes
Cheques [Continuous]
Cheques [Laser/InkJet]
Company Details
COMPANY/DEPT TOTALS
Employee List
Employee Record
Freeway Order Form
Giros [Continuous]

OK ✔   Cancel ✗
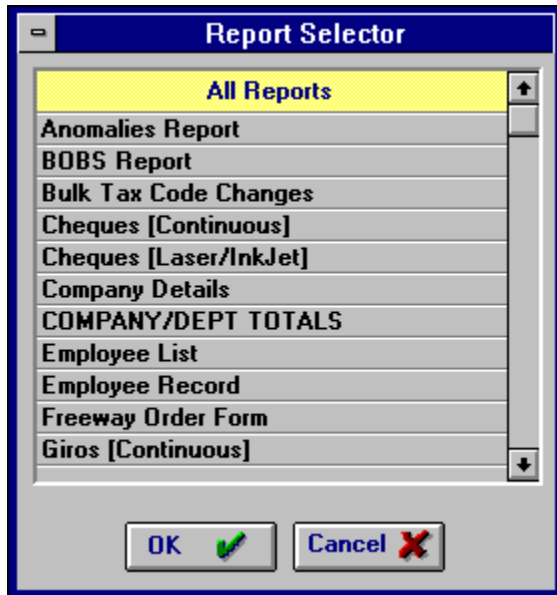
See also   Essential Reports   or   Optional Reports

All Reports

Click on the report that you would like to print.   You can scroll down to see more reports.   Once you have chosen the report, click on OK to print.

.

Report - Robot

The **report robot** allows you to build a list of reports, in a specific order, that you want to print every pay period.

See also   More Robot Information

.

The best way to learn how to use the robot is to play with it.   Nothing is printed until you click on **Start Me Up.**

Click the area of interest that you want to learn more about on the picture below.

Choose From

The Choose From box lists **all** the reports that **PAYE-Master** can print.

The reports that appear in capital letters are **essential reports**, reports that you should print every pay period as they are statutory requirements.

Click to select the report that you would like to **Add** or **Insert** into the **Report Schedule**.   You can scroll down to see more reports.

Add Button

Once you have selected the report that you wish to **Add** to the report schedule, click on the **Add** button - this report will be **added** to the **end** of your list.

Insert Button

Once you have selected the report that you wish to **Insert** into the report schedule, click on the **Insert** button - this report will then be **inserted** into your report schedule list, above the selected line.

Remove Button

In the report schedule, select the report that you wish to **remove** from your list, click on the **remove** button - this report will then be **removed** from your report schedule list.

Start Me Up

Once you have completed your report schedule list and you are ready to print the reports, simply click on the **Start Me Up** Robot button and the Robot will print all your reports whilst you retire for a cup of tea.

Report Schedule - Title

The **report schedule** allows you to build a list of reports that you want to print regularly.

You can **add, insert** or **remove** reports from this list **before** you send them to print.

Once the list is complete, simply click on **Start Me Up**.

Report Schedule - Frequency

You need to make sure that the report you have chosen is printed for the correct **frequency**.

To change the **frequency**, click in the **frequency** column, in the cell you wish to change, click on the arrow to see the drop down list and choose the **frequency** you require.

Report Schedule - Sort Order

You need to make sure that the report you have chosen is printed in the correct **sort order.**

To change the **sort order**, click in the **sort order** column, in the cell you wish to change, click on the arrow to see the drop down list and choose the **sort order** you require.

-

More Robot Information

This very handy facility automates all your payroll printing needs.   Instead of sitting in front of your computer, sending each individual report to the printer, one at a time, you can let the robot do it all for you.

Start by building a list.   List the reports you want the robot to print in the report schedule.
1. Click to select the report that you would like to **Add** or **Insert** to the **Report Schedule**.   You can scroll down to see more reports.
2. Click on the **Add** button - this report will be **added** to the **end** of your list.
3. Click on the **Insert** button - this report will then be **inserted** in your report schedule list, above the selected line.
4. Click on the **remove** button - this report will then be **removed** from your report schedule list.

Check the pay **frequency** of the report. To change the **frequency**, click in the **frequency** column, in the cell you wish to change, click on the arrow to see the drop down list and choose the **frequency** you require.

Check the **sort order** of the report. To change the **sort order**, click in the **sort order** column, in the cell you wish to change, click on the arrow to see the drop down list and choose the **sort order** you require.

When you are happy that your **report schedule** is complete, **Save It**, then simply click **Start Me Up**.

-

If you have asked the robot to print reports that require pre-printed stationery, then will have to be ready to load the correct stationery when a printed request is produced and also to re-load plain stationery again when a request is printed.

-

The best way to learn how to use the robot is to play with it.   Nothing is printed until you click on **Start Me Up.**

■

Contents

Window - Menu Options

These menu options allow you to adjust your work area.

Click the area of interest that you want to learn more about on the picture below.
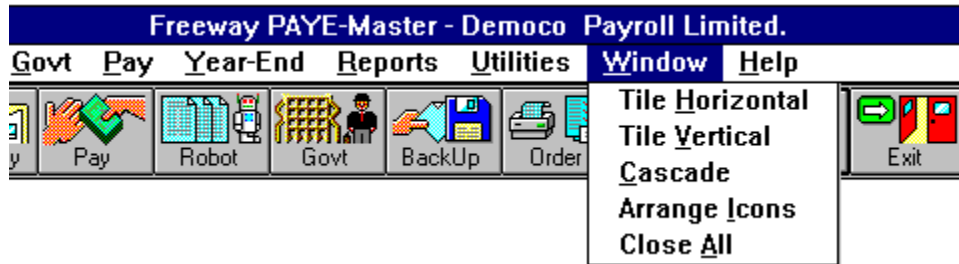
Tile Horizontal/Vertical/Cascade

Arranges **PAYE-Masters** open windows.   These options are useful to see windows that may be hidden or to organise the windows on the screen.

Arrange Icons

Arranges **PAYE-Master** <u>icons</u> inthe main **PAYE-Master** window in rows starting in the bottom left hand corner.
You can shrink a window to an icon by minimising it.

Icons

A picture representing a window or object   - for example, the calculate box, the report robot, the pay variation table - that has been minimised and is easily identified for you to select or maximise.

For Example

Calculate Pay   Report Robot   Pay Variations

Close All

Closes all the windows that **PAYE-Master** has open with one command.

▪

This option does not Close and Exit **PAYE-Master**.

-

Contents

Year-End - Print

Click the area of interest that you want to learn more about on the picture below.

-
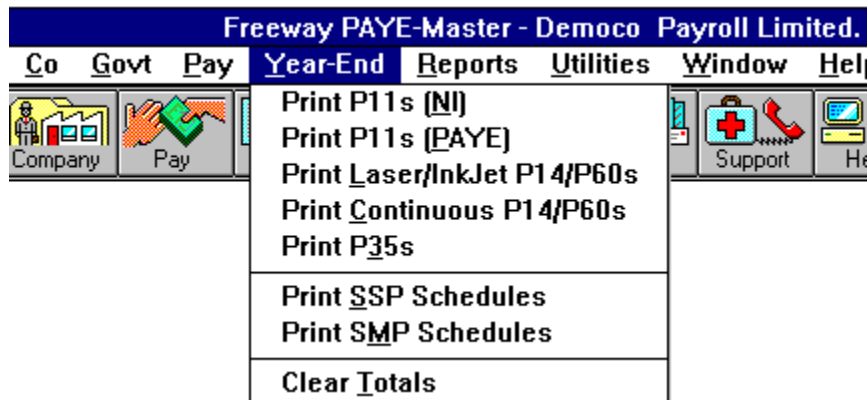
Year-End - P11s

Print P11s (NI)

This will print the NI Deductions Working Sheet **P11**.

It is advisable to print them at the end of the year and file them away along with your copy P14s, P35 and backup disk.

-

Should you get a request for employee information from the DSS this report will give you a break down of the national insurance information for a specific employee.

Print P11s (PAYE Income Tax)

This will print the PAYE Income Tax Deductions Working Sheet **P11**.

It is advisable to print them at the end of the year and file them away along with your copy P14s, P35 and backup disk.

-

Should you get a request for employee information from the Inland Revenue this report will give you a break down of the PAYE Income Tax information for a specific employee.

■

Year-End - P14/P60s

Print Continuous or Laser/Inkjet P14/P60s

This will print you the year-end forms that you are required to print at the end of each tax year.

Freeway can supply purpose designed forms as follows:

Laser single sheet year-end forms, for use with laser and inkjet printers.

Continuous 2 part NCR year-end forms, for use with dot matrix printers.

Freeway will be happy to provide sample year-end forms.

Each year-end form consists of **3 P14s**, a DSS copy, an Inland Revenue copy and an office copy, and a **P60** for the employee.   A continuous year-end form is a **four** part form.   A laser year-end form has **two** A4 sheets with two **P14** on one A4 sheet and a **P14** and a **P60** on the second A4 sheet.

-

Year-End - P35s

This will print you a **P35** listing, on plain listing paper, which you can attach to the **P35** form you send to the Inland Revenue.

-

This report can be printed at any time and it will save you a lot of time at the year-end if you balance your payroll more frequently i.e. quarterly.

■

Year-End - SSP Schedules

The **SSP** payment schedule is not a statutory document but may be a useful report for reference purposes and for DSS control visits.

■

This report can be printed at any time and it will save you a lot of time at the year-end if you balance your payroll more frequently i.e. quarterly.

-

Year-End - SMP Schedules

The **SMP** payment schedule is not a statutory document but may be a useful report for reference purposes and for DSS control visits.

-

This report can be printed at any time and it will save you a lot of time at the year-end if you balance your payroll more frequently i.e. quarterly.

■

Year-End - More About Reports

At the end of the tax year, the 5th of April, you need to produce a variety of forms to satisfy the DSS and the Inland Revenue.   You will also need to clear the year to date totals ready to start the new tax year.

■

Before starting the year end procedure you need to have backed up your data, **Finalised and Updated** the last period of the year and taken an additional back up **after** the **Finalise and Update**.   This additional back up should be filed away along with your copy Year-End documentation and stored for the same length of time.

The procedure at the **end** of the financial year is as follows:

- Complete routine processing including the normal Finalise and Update.
- Take a copy of the data files.
- Produce year-end documentation.
- Run the year-end clear totals.

■

The P14/60 forms require special stationery obtainable from **Freeway Software**.   Continuous or laser forms are available.

The SSP and SMP Payments schedule provide an option to print for the whole payroll or for selected employees.   It is not a statutory document but may prove useful for internal reference purposes and for DSS control visits.

■

This routine may be used **during** the course of the tax year, to produce year to date summary totals.

Year-End Documentation Consists Of:

P11 deduction working sheets
P14/P60 certificates
P35 listing
SSP schedule
SMP Schedule

-

Year-End - Clear Totals

The year-end file update may be run independently for each pay cycle.   We recommend that you follow the sequence shown on the menu.

Additional Effects of the Year-End Clear Totals Routine

-

Leavers - employee records containing a leave date will be deleted from file.

Week 1 or Month 1

There is an option for these employees to have their codes amended to a normal cumulative tax basis.   Care should be exercised to re-instate to a **W1** or **M1** basis any employees for whom a **W1** or **M1** basis has been specifically instructed on form P6.

▪

Contents

Utilities - Run Date

Click the area of interest that you want to learn more about on the picture below.

Allows you to enter a run date.   If you would like the processing date, (the date that is printed on all the documentation), to be different to your system date (todays date) then enter your new date here.

| | | | Run Date | | | ▼ ▲ |

September 1995

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OK ✔   Cancel ✖
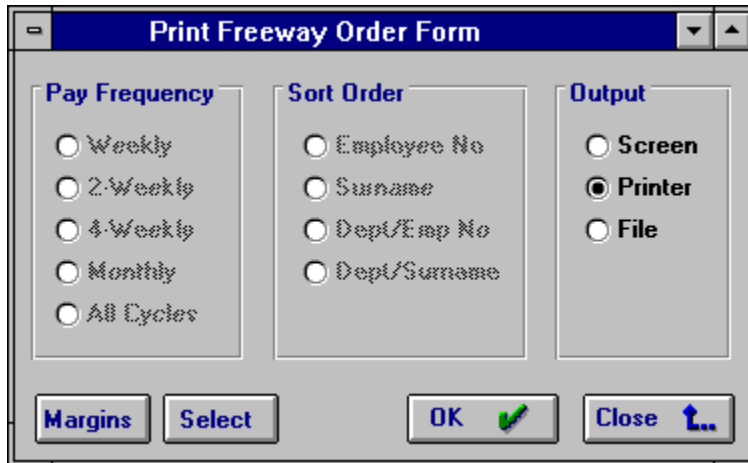
Run Date Browser

Browse backwards or forwards through the months until you arrive at your chosen date.

Run Date Calendar

Click on the date you require.   Use the browser bar to select the month.

■

Utilities - Print A Freeway Order Form

Click the area of interest that you want to learn more about on the picture below.

Prints a stationery order form.   For current prices, please contact **(01257) 472006**.

Output

Click on the appropriate radio button to choose the destination output for the form.

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Utilities - Support Contract Details

Click the area of interest that you want to learn more about on the picture below.

Users with an annual support contract are supplied with a unique number which they need to quote whenever calling the support department.

Any alterations to PAYE announced in the Budget will be available by means of an upgrade to the program.

Support Contract holders will receive upgrades automatically as per the terms of the contract.

Users without a support contract, will receive a letter informing them that an upgrade is available and give details on the price etc.

Use this option to store and display the details so that the number is handy whenever you need help.

PAYE-Master will remind you on this screen when your contract has expired.

Margins

Click on the margins button to display the margin adjustment window.   This window allows you to set margins to replace your default windows printer margins.

See also   General Print Adjustments

Select

Click on the select button to display the printer selection window.   This window allows you to configure your printouts.

See also   General Print Adjustments

Contract Number

Enter your current support contract number here.

Contract Expiry Date
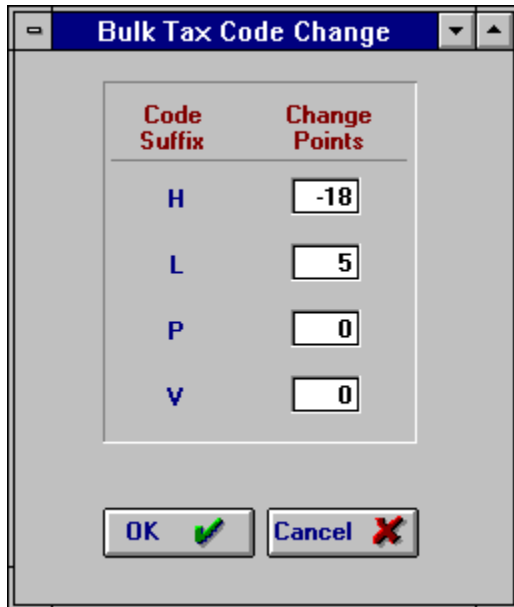
Enter the expiry date of your current support contract.

Contract Order Form

This button will allow you to print a **Freeway** order form to order or renew your **support contract**.   By completing this order form you will be assured that you have given us sufficent information to setup your **support and upgrade contract**.

Utilities - Bulk Tax Code Change

Click the area of interest that you want to learn more about on the picture below.

The Budget often contains a general change in personal tax allowances.

The Inland Revenue will then notify employers of the number of points by which each tax code suffix should be changed.

The **bulk tax code change facility** changes all the personal tax codes on file.   This saves you having to amend each employee by hand.

Do all the bulk tax code changes first **before** you do the individual tax code changes.

Simply enter for each suffix letter, the number of points by which it has changed, prefixing the number with a minus (-) sign if the change is a decrease.

On completion, a printout of the employees together with the original and new code number will be stored as a report for you to print at your leisure.

Code Suffix H

Enter for suffix letter H, the number of points by which it has changed, prefixing the number with a minus (-) sign if the change is a decrease.

Code Suffix L

Enter for suffix letter L, the number of points by which it has changed, prefixing the number with a minus (-) sign if the change is a decrease.

Code Suffix P

Enter for suffix letter P, the number of points by which it has changed, prefixing the number with a minus (-) sign if the change is a decrease.

Code suffix V

Enter for suffix letter V, the number of points by which it has changed, prefixing the number with a minus (-) sign if the change is a decrease.

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Utilities - New Employee Form

Click the area of interest that you want to learn more about on the picture below.
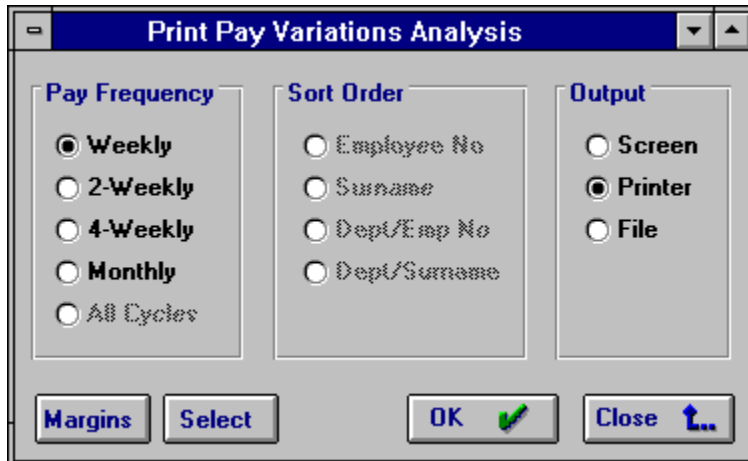
A blank form containing all the information required for a new starter.   This is a handy form for bureau users to pass on to their clients to ensure complete and correct information is provided for new starters.

Utilities - Pay Variation Form

Click the area of interest that you want to learn more about on the picture below.

Another useful form to accumulate data for entry into PAYE-Master.   A form is provided for all employees on the payroll, upon which you may enter details of this periods pay for entry into the system as **pay variations**.
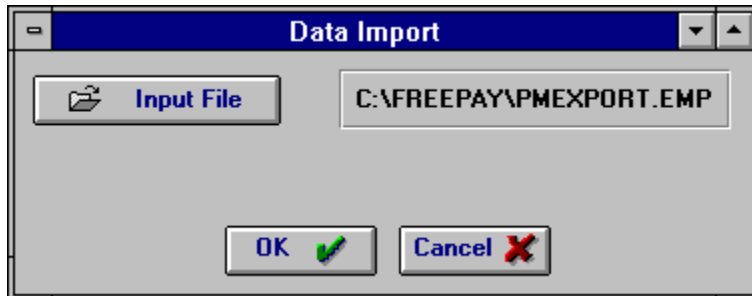
Pay Frequency

Click on the radio button to select the frequency cycle you would like to appear on the printout.

Sort Order

Click on the radio button to select the sort order you would like to appear on the printout.

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Utilities - Data Import
Click the area of interest that you want to learn more about on the picture below.

This facility will import a file that has been exported from **PAYE-Master** for DOS.   The file must be named **PMEXPORT.EMP** and is selected using a file dialog box.

When creating your **PAYE-Master** for DOS export file (using option 7.6), you need to export the employee record details in CSV with quotes format and include a header record.   On completion you will see a message displayed informing you of the number of records exported and the number of fields per record.   This will allow you to check the imported records against the exported records.

Input File

Click here to open a dialog box, allowing you to choose the file you wish to import information from.

Import File

This box displays the path and filename of the file you are going to import information from.   If you wish to change this file, choose the Input button.

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Utilities - Data Export

To use the data export facility:

1. Select the report you require

2. Print it to screen

3. Press the export button

Click the area of interest that you want to learn more about on the picture below.
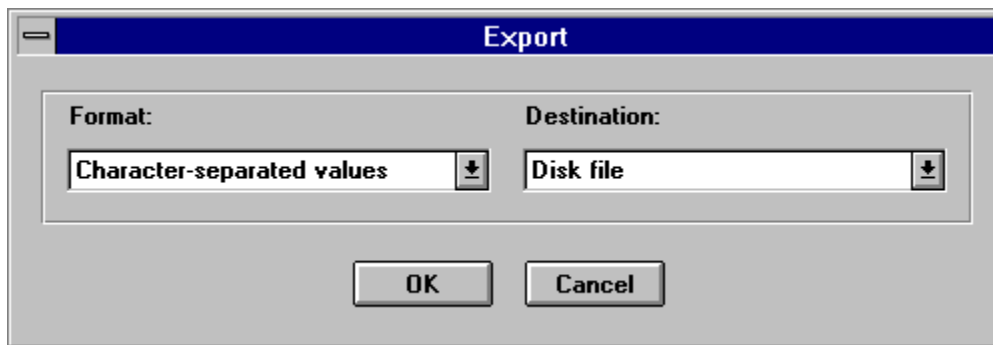
Once you have chosen your export format, you may be requested to complete further dialog boxes relating to your chosen format.
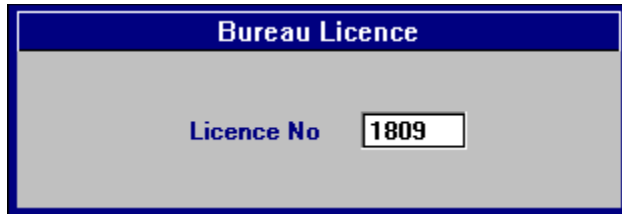
Format

Click on the drop down list box and choose the format for your export from the displayed list.

Destination

Click on the drop down list box and choose the media for your export from the displayed list.

Utilities - Bureau Licence

This option will allow you to enter a **Multi Company Bureau Licence** number, obtainable from **Freeway Software** - for an additional charge.

The **Multi Company Bureau Licence** number allows data to be set up for separate businesses.   It can be used by accountants providing a payroll service or in a multi company environment.   A bureau licence permits you to process up to 999 different companies, selecting the company from a menu.

Simply enter the appropriate licence number advised to you by Freeway.

See also   New Company or Open Company   or   Select A Company

Licence Number

Simply enter the appropriate licence number advised to you by **Freeway**.

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Utilities - Select A Company

Click the area of interest that you want to learn more about on the picture below.

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You must have a **Multi Company Bureau Licence** to use this facility.   Select which of your data sets you wish to process.

Users without a **Multi Company Bureau Licence** may purchase one by telephoning Freeway Sales on **(01257) 472006** or by fax on **(01257) 426671**.

See also Open Company

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Utilities - Options

Click the area of interest that you want to learn more about on the picture below.
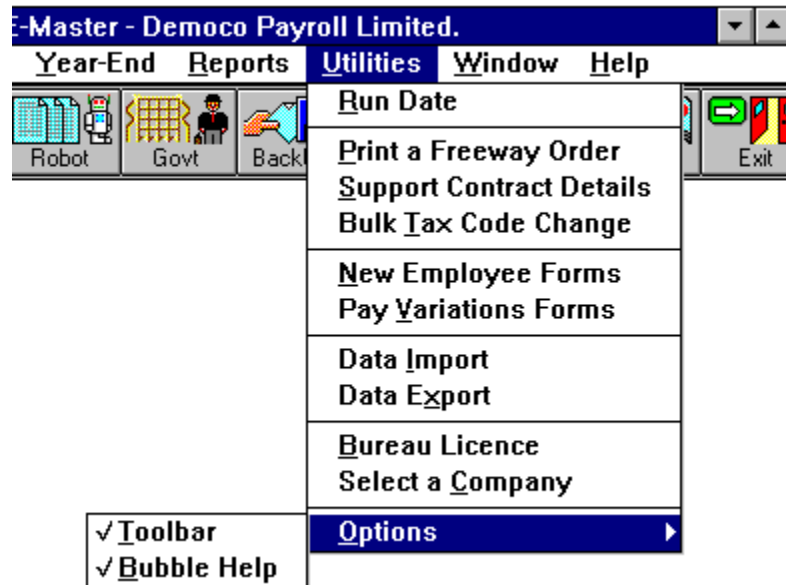
Bubble Help

Click on Bubble help to toggle between displaying the yellow Bubble help or not.   A tick will appear alongside Bubble help if it is set to display.

Toolbar

Click on Toolbar to toggle between displaying the bar at the top of the screen or not.   A tick will appear alongside Toolbar if it is set to display.

Print

Windows handles all of the print from PAYE-Master.   If you find that a report is not printing as you would expect it to, you need to refer to configuring your printer in the documentation that you received with Windows.

Windows may be using a Print Manager to handle the printing.   For more information about the Print Manager see your windows documentation.

PAYE-Master reports appear in Print Manager under the name of Crystal Reports.   You may have several occurances of Crystal Reports in Print Manager if you are using the Report Robot.

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Out Of Memory

If you get this error message you have overloaded your computers memory.   You should not have done any damage to your program.

Your computer has a limited amount of memory.   Every time you open a program or a window you are using your memory, even if you minimise the program or window.

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Close all programs when you have finished using them.   It is very easy to forget just how many you have open in the background.   Similarly, close all windows that you are not using.

Given time and practice you will realise how much your computer can do before you overload it.