IRIS Bureau Payroll

Release Notes – April 2014

18/02/2014

Dear Customer,

Welcome to your software update for April 2014.

This update of the software includes some new features and enhancements. These notes provide information on all the improvements, which include:

If you encounter any difficulties please visit **www.iris.co.uk/contactsupport**

To view **Release Notes** for previous releases, click **here**

Direct Earnings Attachment

Following the **Welfare Reform Act 2012**, you may be asked to take deductions directly from an employee's earnings by DWP Debt Management. A new **Direct Earnings Attachment (DEA)** has been added to the software under the **Attachment of Earnings** type list. These will calculated in the background as a percentage using the relevant tables.

A **Direct Earnings Attachment** will not be deducted if the employee is only receiving one of the following:

- SMP
- OSPP
- ASPP
- SAP

Restore Leaver from Previous Year

The facility to restore a leaver from a previous tax year is now available. You can **only** use this function if you need to make a **Payment after Leaving**. The **Payment after Leaving** flag will be included in the next FPS and the payroll calculation for the individual will be based on 0T week 1/month 1 tax code basis.

Normal Hours Worked Per Week

For the 2014/15 tax year, HMRC are introducing changes to the bandwidths for **Normal Hours Worked Per Week** including a new option. The bands from tax year 2014/15 are as follows:

- **A – Up to 15.99 hrs**
- **B – 16.00–23.99 hrs**
- **C – 24.00–29.99 hrs**
- **D – 30.00 hrs or more**
- **E – Other**

When you create a new employee in 2014/15, **Normal Hours Worked Per Week** will default to **E – Other**.

The bands will be updated when you move into the 2014/15 tax year. However, if you have employees whose **Normal Hours Worked Per Week** in the 2013/14 tax year fell between 24.00 and 29.99 hours, you need to manually amend the band via **Employee Details | Personal** and choose **C – 24.00 – 29.99 hrs**.

Reason for Late Reporting

On the **Full Payment Submission** screen under the section **Submission**, we have added **Reason for Late Reporting**. This is an optional field allowing you to decide if the FPS is late, and if so, what reason to select.

The reasons available for late submission are as follows:

- **None** (selected by default)
- **A – Notional Payment: Payment to Expat by third party to overseas employer**
- **B – Notional Payment: Employment related security**
- **C – Notional Payment: Other**
- **D – Payment subject to Class1 NICs but P11D/P9D for tax**
- **E – Micro Employer using temporary "on or before" relaxation**
- **F – No working sheet required; Impractical to report**
- **G – Reasonable excuse**
- **H – Correction to earlier submission**

If the late reporting applies to an individual as opposed to the whole submission, you will need to submit the FPS for the relevant employee only.

Please Note: From April 2014, failure to submit your FPS on or before the payroll date can result in fines from HMRC. If you are submitting an FPS after the payroll date, or maybe didn't include a leave date for an employee who left in the previous period, a **Reason for Late Reporting** must be sent to prevent any fines.

Student Loan

The **Student Loan** threshold is increasing to £16,910.

Starter Declaration

The default statement for **Starting Declaration | P46 not completed** will now be **Statement C** for **FPS** reporting purposes.

RTI BACS

A new RTI BACS report; **Clydesdale/Yorkshire/Co-op bank (RTI)** has been added to the software. To select this report go to the **Reports | Report Manager | BACS/Payments**. This new layout will include the RTI random number.

Earlier Year Update (EYU)

A new **Sundry** screen has been added to the **Earlier Year Update** facility allowing you to report to HMRC on the following:

- **Pension**: Gross pension deductions; net pension deductions and Trivial Commutation Payment
- **Benefits**: Benefits taxed in payroll

Employer Payment Summary (EPS)

HMRC now allow you to submit an EPS in the current month where:

- **No Employees paid in Current Month**

The following fields on the EPS have been added or renamed:

- **No employees paid (no Tax & NIC Liability)** to **No Employees paid in Current Month**
- **No Tax & NIC Payment is due to HMRC this month** to **No Employees paid in Current Month**
- **No Employees will be paid in Future Months** added to the EPS confirmation screen and EPS confirmation report
- **Are you a service company?** to **Are you a Service Company and have operated the Intermediaries legislation (sometimes known as IR35) or the Managed Service Companies legislation?**

The EPS can now include Company Bank Details; HMRC will use this information if a refund is due. To include this information tick the option **Use in EPS** via **Company | Company Details | Bank Details**.

SSP Recovery & NIC Holiday

In line with HMRC changes, from the 2014/15 tax year **SSP Recovery** and **NIC Holiday** have been removed. SSP should still be recorded and paid through the payroll.

P60 Plain Paper

The **P60 Plain Paper** and the **Duplicate Plain Paper P60** layouts have been updated in line with HMRC specifications.

Publish P60s

If you have the **OpenPayslips** module you will now have the opportunity to publish **E-P60s**. For further information contact our sales team or get details from our website at **http://www.iris.co.uk/cloud-solutions/iris-openpayslips/**

Company Details

The field **Company Tax Reference** in the **Tax Reference** section of **Company Details** has been renamed **Corporation Tax Reference**.

Email Address

The **Email** field in **Employee Details | Personal** has been extended.

Employment Allowance

The EPS screen also now has the option to add **Employment Allowance**

- The **Employment Allowance** indicator allows employers to claim up to £2000 for all businesses, charities and Community Amateur Sports Clubs which is to be offset against their Class 1 Secondary NICs
- **Employment Allowance** is per business, not PAYE Reference
- The money is not claimed from HMRC, it is simply not paid over to HMRC with your normal liability at the end of the month
- If you believe you are eligible, tick the box **Employment Allowance** in **Company | Company Details | HMRC**
- If you select this option you **must** send an EPS to inform HMRC even if the other EPS values are zero
- The selection will remain in place and does not need to be resubmitted at each new Tax Year
- The Year End Restart process will reset the **Employment Allowance**

You may need to redo month end processing if you make changes using Rollback to a month and have already processed further months.

For example:

- Process month end for month 1, 2 and 3 and reach the £2000 allowance
- Using Rollback pay an employee in month 2 that you originally missed
- Redo month end for month 2 but this then takes the **Employment Allowance** over £2000
- You will need to redo month end processing for month 3 to recalculate **Employment Allowance**
- Payments to HMRC will need to be adjusted accordingly

The **Employment Allowance** field should only be edited if you start using the software mid-year and have received some or all of your **Employment Allowance.** This field should show the amount remaining for the tax year

RTI Notifications

The ability to print **RTI Notifications** received from HMRC has been added to the software.

Accounts Link

The Accounts Link options now include Kashflow accounts.

Getting Started Tab

The guides that were located under the **Getting Started** tab are now accessed via the **Help** tab.

Conversion

Following the introduction of **RTI** and **Workplace Pension Reform,** new fields have been added to the conversion program.

Correcting a Leaving Date on an FPS

If you submit an incorrect **Leaving Date** for an employee on an FPS you can correct this by restoring the employee and re-issuing the P45 with the correct leave date. HMRC will use the original leave date submitted for their records, not the amended date.

1. Highlight the relevant employee
2. Click **Restore Leaver**
3. Click **OK**
4. Then select **P45 Leaver**
5. Enter correct leave date
6. Click **OK**

Pension Changes

The following fields have been renamed:

- In **Pension | Configure Auto Enrolment | Pension**

  - **Deferral Period** has been renamed **Postponement Period**
  - **No deferral** has been renamed **No postponement**

- **In Employee Details | Pay Elements | Pensions**

  - **Postponement Date** has been renamed **Deferral Date**
  - **Opt-in Date** has been renamed **Opt-in/Join Date**
  - **NEST** tab has been renamed **Pension Refs**

Reports have been amended to reflect the renamed fields.

Contributions Ceased Date

A new field, **Contributions Ceased Date** has been added to **Employee Details | Pay Elements |Pensions**. This function has been added to accommodate instances where the ceased contributions indicator is required in the output file.

Deferral Date

When using a **Postponement Period**, **Deferral Dates** will be assigned to all employees at **Staging Date,** irrespective of **Worker Status**.

We have added a new postponement option, **Start of Second Pay Period**. This allows you to set the **Deferral Date** to be the first day of the pay reference period after the next pay reference period.

For example:

Start Date	Period Start Date	Period End Date	Deferral Setting	Deferral Date
20/12/2013	01/12/2013	31/12/2013	Start of next pay period	01/01/2014
20/12/2013	01/12/2013	31/12/2013	Start of next pay period + 1 pay period	01/02/2014

SCON Number

The field **SCON No.** has been added to two areas of the software:

- **Employee Details | Tax & NI** | **NI Information**
- **Pension** | **Configure Pension Fund** then **Add New** or **Edit**

A SCON number is mandatory for employees on NI Rate D, E or L for all Full Payment Submissions from 6th April 2014.

If the **SCON No.** field in the **Employee Details** screen is blank and one exists in **Configure Pension Fund Details**, this will be automatically included in the FPS.

The following Auto Enrolment standard output pension export files have been added to the software:

- Aviva
- Friends Life
- Now Pensions
- Peoples Pension
- Scottish Widows

These funds appear in the **Configure Pension Fund Details | Output Files | File Output** dropdown. To select employees to include in the output file, click on the dropdown box and choose either **All Employees**; **This fund only** or **This fund + no fund**.

A new field **Unique ID** has also been added to **Pension | Configure Pension Fund Details**. This is initially for Peoples Pension and Now Pensions and will be supplied by the pension provider.

The following new fields have also been added to **Employee Details | Pay Elements | Pension Refs** allowing you to enter the relevant information, if required:

- **Friends Life/Now Pensions – Category**
- **Peoples Pension – Worker Group ID**
- **Scottish Widows – Pay Group**

System Requirements

To view the minimum system requirements please click **here**

IRIS

Software available from IRIS

IRIS Payroll Basics
Free, RTI compliant payroll software for companies with fewer than 10 employees

IRIS Payroll Business
Intelligent, easy to use payroll software for smaller businesses

IRIS Payroll Professional
Flexible payroll software for medium sized businesses

IRIS Bureau Payroll
Intelligent management for multiple payrolls

IRIS OpenPayroll
Cloud-based UK payroll software – accessible from anywhere on PC, Mac or tablet

IRIS P11D
The easy way to complete employee expenses and benefits returns

IRIS HR Manager
The easy way to keep employee data up-to-date

IRIS OpenPayslips
A secure web based solution that allows your employees to access, and download their e-payslips via an online portal

Stationery order line

0844 815 5656

HMRC online service helpdesk

Tel: 0300 200 3600
Fax: 0844 366 7828
Email: helpdesk@ir-efile.gov.uk

HMRC employer helpline

Tel: 0300 200 3200

HMRC employer helpline** (for new business)

Tel: 0300 200 3211

Support

Tel: 0844 815 5661 (option 5)
Fax: 0844 815 5665
Email: ipsupport@iris.co.uk

Call **0844 815 5656**, or visit **iris.co.uk** to find out more