



Earnie™

Release Notes & Patches

April 2020

IRIS. Look forward

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Enhanced Holiday Pay Module

We have added the following new **Settings** to the Enhanced Holiday Pay Module. These are on the **Company | Holiday Set-up | Holiday Calculation** screen:

Furlough

We have added an option which allows you to **Exclude periods on Furlough**. On the **Show Pay** tab for an employee's Holiday Detail, tick **Display excluded periods** to see the **Reason Period Excluded**, for instance **Furlough** Pay. Government guidance can on Furlough and holiday pay can be found here:

<https://www.gov.uk/holiday-entitlement-rights/workers-on-temporary-leave-furlough>

<https://www.gov.uk/holiday-entitlement-rights/holiday-pay-the-basics>

Zero Paid Periods

We have added an option, **Exclude zero paid periods**. This enables you to exclude periods where an employee has no gross pay but has net pay greater than zero, for instance, they may have received a tax rebate. On the **Show Pay** tab for an employee's Holiday Detail, tick **Display excluded periods** to see the **Reason Period Excluded**, for instance **Zero Pay**.

Earnie™ April 2020 Patch Release – Version 1.34.137

Coronavirus Job Retention Scheme & Furlough Payment Reclaim

HMRC have made further changes to the Coronavirus Job Retention Scheme. We have added further functionality to the software to assist you with the changes. The changes include up and coming reductions to the reclaim values.

For further information with regards to the changes and the new functionality, please see the guide [here](#).

Earnie™ April 2020 Patch Release – Version 1.34.136

Furlough

A few minor issues were reported with regards to Furlough reclaim, these have been resolved in this release.

- Issue with furlough for employees on NI rates H, M and Z is resolved
- Furlough Reclaim Report no longer shows salary as furlough for expired furlough claimants
- Pension reclaim under Qualifying Earnings Limited for part pay period is now being apportioned correctly

Earnie™ April 2020 Patch Release – Version 1.34.135

Coronavirus Job Retention Scheme & Furlough Payment Reclaim

Following the introduction of the Coronavirus Job Retention Scheme, we have added functionality to the payroll software to assist you when making a claim.

For further information with regards to using the new functionality and making a Furlough reclaim, please see the guide [here](#).

Updated Income Tax Bands – Scotland Only

The new Scottish Income Tax bands, effective from May 11th 2020, have been added to the software.

Rate Type	Taxable Earnings Banding (£)	Percentage Rate
Starter Rate	1-2,085	19
Basic Rate	2,086 – 12,658	20
Intermediate Rate	12,659 – 30,930	21
Higher Rate	30,931 – 150,000	41
Top Rate	>150,000	46

Pensions

- Teacher's Pension Tiers have been updated for 2020/2021
- LGPS Bands for England/Wales and Scotland have been updated for 2020/2021

Earnie™ April 2020 Release – Version 1.34.132

Release Notes

Welcome to your software update for April 2020. This update of the software includes some new features and enhancements, together with any necessary legislative changes. These notes provide information on all the improvements to the software. For detailed information on legislative changes, click [here](#). If you encounter any difficulties, please visit:

www.iris.co.uk/contactus

PAYE Legislation Changes

- The rates and bands in the software for tax, National Insurance, Statutory Payments, Student Loans, Minimum Wage etc., have been updated for 2020/2021
- During the Year-end Restart, if applicable, the software will uplift tax codes
- P60 forms have been updated to report for year end 2019/2020

Statutory Parental Bereavement Pay

Following the introduction of the Parental Bereavement (Leave and Pay) Act 2018, employees will be entitled to two weeks' leave following the death of a child, which subject to meeting the relevant criteria, will be paid at the statutory rate. This new act comes into effect from April 6th, 2020 (Tax Year 2020/2021).

Bereaved parents will be entitled to at least two weeks' leave following the death of a child under the age of 18, or if they suffer a stillbirth from 24 weeks of pregnancy. The leave must be taken within 56 weeks and whereas statutory sick pay has qualifying days, these do not apply to statutory parental bereavement leave.

Points

- 26 weeks continuous service required
- Rate is the same as statutory paternity and shared parental pay £151.20 per week
- Leave can be taken in one block or in two separate blocks of one week
- Leave must be taken within a 56-week window following the child's death – this allows the parent to take statutory leave for things such as anniversaries. Notice requirements will be flexible in order that leave can be taken without prior notice
- A copy of the death certificate is not required by employers as evidence

SPBP Calculation

Under **Employee | Statutory Payments**, a new **SPBP** tab has been added to allow SPBP calculation.

This tab contains the following fields:

- Date of Child's Death
- Average Weekly Earnings
- Employed for more than 26 weeks
- First Leave Start Date (date cannot result in payment/leave extending beyond 56 weeks from the Date of Child's Death)
- Number of Weeks SPBP
- Second Leave Start Date – this field will be disabled if number of weeks SPBP is 2. (date cannot result in payment/leave extending beyond 56 weeks from the Date of Child's Death; date cannot be within 7 days of Date of Child's Death or within 7 days of First Leave Start Date)
- Number of weeks already processed

At the top of the screen, the section **SPBP Periods** shows any periods that already exist for an employee.

Using the SPBP fields you can:

- Pay 2 SPBP weeks together
- Pay 1 week SPBP now and 1 week in the future
- Transfer an employee to Earnie where 1 week has already been paid and 1 week is still to be paid

To pay 2 weeks together

1. Go to **Employee | Statutory Payments**
2. Select the individual
3. On the **SPBP** tab, click **Add New** and enter the **Date of Child's Death**
4. **Average Weekly Earnings** will display the calculated average earnings
5. **Employed for more than 26 weeks** will be ticked if the employee has 26 weeks or more pay history
6. Enter the **First Leave Start Date** – this will default to the **Date of Child's Death**
7. Check the **Number of weeks SPBP** is set to 2 (this is the default for a new record)
8. Click **Save**
9. Then **OK**

To Pay 1 week now and 1 in the future

1. Go to **Employee | Statutory Payments**

2. Select the individual
3. On the **SPBP** tab, click **Add New** and enter the **Date of Child's Death**
4. **Average Weekly Earnings** will display the calculated average earnings
5. **Employed for more than 26 weeks** will be ticked if the employee has 26 weeks or more pay history
6. Enter the **First Leave Start Date** – this will default to the **Date of Child's Death**
7. Check the **Number of weeks SPBP** is set to 1
8. Click **Save**, then **OK**

Then, when you are ready to pay the second week

9. Go to **Employee | Statutory Payments**
10. Select the individual
11. On the **SPBP** tab, click **Edit**
12. Enter the **Second Leave Start Date** – this must be over 7 days from the **First Leave Start Date** and the leave/payment cannot extend beyond 56 weeks from the **Date of Child's Death**
13. Check the **Number of Weeks Already Processed** is set to 1
14. Click **Save**, then **OK**

Transfer employee to Earnie where 1 week has already been paid and 1 week is still to be paid

1. Go to **Employee | Statutory Payments**
2. Select the individual
3. On the **SPBP** tab, click **Add New**
4. Enter the **Date of Child's Death**
5. **Average Weekly Earnings** will display the calculated average earnings – overwrite this, if required
6. **Employed for more than 26 weeks** will be ticked if the employee has 26 weeks or more pay history – tick this if required
7. Enter the **Second Leave Start Date**
8. Check the **Number of Weeks Already Processed** is set to 1 and click **Save** then **OK**

Employee Details – To-Date

On the **Employee | Alter Current Employee | To-Date** tab, under the **Statutory Payments** section a new **SPBP** field has been added.

Pensionable Earnings

On the **Pension | Configure Earnings | Salary** screen, **Statutory Parental Bereavement Pay** has been added to the **Qualifying Earnings** and **Pensionable Earnings** columns. Under **Qualifying Earnings**, **Statutory Parental Bereavement Pay** will be ticked and disabled and under **Pensionable Earnings** the **Statutory Parental Bereavement Pay** field will be unticked by default.

Auto Enrolment Configuration Tool

Pension | Auto Enrolment Configuration, Step 7 – Qualifying Earnings and Pensionable Earnings includes the new **Pay Element, Statutory Parental Bereavement Pay**.

Reports

All necessary reports have been updated to include SPBP.

If you have bespoke payslips or summary reports, following the introduction of SPBP, these may require changes. SPBP payments will be included in the totals fields as standard. If you require changes to your bespoke reports, please contact us.

Month end Processing

As with other statutory payments, if necessary, the month-end processing will calculate any **SPBP Total**, **SPBP Recovered** and **SPBP Compensation**.

Quick Report Writer

SPBP (TP) and **SPBP (YTD)** have been added as fields in the Quick Report Writer.

SPBP has been added to the following sections:

- **This Period**
- **To-date**
- **Formula Variables (SPBP CM)**
- **Formula Variables (SPBP TP)**
- **Formula Variables (SPBP YTD)**

Diary

In the **Employee | Absence Diary**, Statutory Parental Bereavement Leave is recorded as **Statutory Leave**.

Company Options

Under **Company | Alter Company Options | Company**, on the drop-down list for **Automatic Contra SMP, SAP, SPP & ShPP** has been amended to **SMP/SAP/SPP/ShPP/SPBP**.

Company Payments & Deductions

We have added to **Company | Alter Payments & Deductions | Formulas**, a new **SPBP This Period** variable, along with **SPBP Basic Rate**. **SPBP Basic Rate** will use the current tax year rate when calculating a formula with this variable selected.

Holiday Set-up

On the **Company | Holiday Set-up | Accrual Rate** tab, Statutory Payments now includes **SPBP**.

Enhanced Holiday Pay Module

The **Company | Holiday Set-Up | Configure Earnings, General** section now includes **Statutory Parental Bereavement Pay**. You can select/deselect this, as required.

Configure Account Groups

Under **Company | Accounts Link**, references to **SMP / SAP/ SPP/ ShPP** and **SMP / SAP / SPP / ShPP Recovered** have been amended to include **SPBP**.

Import Data

The **File | Import Data**, import structure **Field List** now includes **SPBP To-date** and **Initial SPBP YTD**.

Export Data

The **File | Export Data**, export structure **Field List** now includes **SPBP Current Month**, **SPBP Paid This Period** and **SPBP To-date**.

Off-Payroll Working

Off-payroll working rules are more commonly known as IR35. This is legislation allowing HMRC to collect additional payments, where a worker provides their services through an intermediary to another person or entity. The intermediary in this case is another individual, a partnership, an unincorporated association or a company. Off-payroll working rules are changing from 6th April 2020.

Following the last-minute announcement by the Government, in light of the recent Covid-19 outbreak, the legislation for implementation of the Off-Payroll Working (IR35) in the private sector will be delayed until April 2021

From 6th April 2020, all public sector clients and medium or large private sector clients will be responsible for deciding a worker's employment status. The private sector includes third sector organisations, such as some charities.

If the off-payroll working rules apply, the fee payer (the public authority, agency or other third party who is responsible for paying the worker's intermediary) must:

- Calculate a deemed direct payment to account for employment taxes associated with the contract
- Deduct those taxes from the payment to the worker's intermediary
- Report taxes deducted to HMRC through RTI, Full Payment Submission (FPS)
- Pay the relevant employer's NICs

Here are some useful links with further HMRC guidance with regards to Off-payroll working:

- [Understanding-off-payroll-working-ir35](#)
- [Fee-payer-responsibilities-under-the-off-payroll-working-rules](#)
- [Private sector off-payroll working for intermediaries](#)
- [Public sector off-payroll working for clients](#)
- [Preparing-for-changes-to-the-off-payroll-working-rules-ir35](#)

Deemed Direct Payment

The deemed direct payment is the amount paid to the worker that should be treated as earnings for the purposes of the off-payroll rules.

To calculate the deemed direct payment, you must:

1. Work out the value of the payment to the worker's intermediary, having deducted any VAT due
2. Deduct the direct costs of materials that have, or will be used in providing their services
3. Deduct expenses met by the intermediary, that would have been deductible from taxable earnings if the worker was employed
4. The result is the deemed direct payment. If this is nil or negative, there is no deemed direct payment

Employee Details

We have added 2 new tick boxes on the **Employee | Alter Current Employee | Period** screen; **Off-payroll Worker** and **Worker Pays ER's NI**. This is to cater for the Off-payroll Worker changes and enables you to identify an individual as an Off-payroll Worker. The **Worker Pays ER's NI** option is only for use when a worker pays the ER's NI, deducted from their invoice.

With **Off-payroll Worker** selected, the individual needs to be set to **Exclude from Auto Enrolment**. If there are automatic enrolment details, they will need to be removed for the individual. If the employee has values in Student Loan/Postgraduate Loan fields, these also must be cleared prior to saving, along with any Statutory Payment details. If any of this information is present in the employee record, a warning message will be displayed accordingly. Off-payroll Workers are not your employees and as such, they do not need to be auto enrolled and any entitlement to statutory payments come from their primary employment. Student Loans are also not processed through your payroll.

Employment Allowance

Off-payroll Workers' NI Liability cannot be offset against employment allowance. For instance:

- Company has 10 workers who are all off-payroll workers. The NI liability is £3,500. Employment Allowance claimed would be zero
- Company has 10 workers where 5 are off-payroll workers and 5 are employees. The NI liability is £3,500 - £2,000 from off-payroll workers and £1,500 from employees. The Employment Allowance in this instance would be £1,500

Employee Record Card Report

The **Reports | Print Other Reports | Employee Record Card** will now include the new **Off-payroll Worker** and **Workers Pays ER's NI** fields.

Quick Report Writer

The **Reports | Quick Report Writer | Fields** list now includes the **Off-payroll Worker** and **Worker Pays ER's NI** fields. These are also available on the **Selection | SQL selection | Fields** list.

Import

The Import structure will now include the **Off-payroll Worker** and **Worker Pays ER's NI** fields.

Export

The export structure will now include the **Off-payroll Worker** and **Worker Pays ER's NI** fields.

NI Adjustment

Employee | Overrule Figures | NI Adjustment | Summary will be available if an Off-payroll Worker has the **Worker Pays ER's NI** option set, or if it has been used during the year. From the **Summary** screen you can change the NI Rate and Earnings details. If you make changes, you must manually calculate the new NI value and override in the next pay period using the **Tax/NI Override** function.

HR Integration

The **Company | Send to HR; Get from HR; View HR Data; Validate** and **Import** processes will include the new **Off-payroll Worker** indicator.

Conversion

The conversion process from IRIS Payroll or IRIS PAYE-Master to Earnie will convert the **Off-Payroll Worker** status and the **Worker Pays ER's NI** flag.

The conversion will also include the new **Company | Configure Company Car Details | Zero Emissions** field.

Configure Company Car Details

Under **Company | Configure Company Car Details | Car Details** screen, we have added a new **Zero Emissions** field. To the right of this field, the text **Mileage** will be displayed. This field will be disabled unless CO₂ Emissions has a value between 1 and 50. For cars with 1 – 50g/km CO₂ emissions, you need to complete the **Zero Emissions** field. The default is 0 miles, i.e. less than 30, with a cash equivalent of 14%. If the CO₂ Emission value is over 50, the **Zero Emissions** field will be blank.

Calculating Cash Equivalent

The new **Company | Configure Company Car Details | Zero Emissions** field value will be used when CO₂ Emissions are in the range 1-50 g/km.

The NEDC table for CO₂ emissions will be used to calculate the cash equivalent for cars registered prior to 6th April 2020. For cars registered after the 6th April 2020, the new WLPT table will be used.

Examples

Registered before 6th April 2020

CO2 (g/km)	Zero Emissions	List Price/£	Fuel Type	%	Days Available	Cash Equivalent
0	N/A	23,000	Not Diesel	0	365	0
1-50	135	23,000	Not Diesel	2	365	460
1-50	129	23,000	Not Diesel	5	365	1,150
1-50	15	23,000	Not Diesel	14	365	3,220
54	N/A	23,000	Not Diesel	15	365	3,450
110	N/A	36,000	Diesel	31	335	11,160

Registered after 6th April 2020

CO2 (g/km)	Zero Emissions	List Price/£	Fuel Type	%	Days Available	Cash Equivalent
0	N/A	23,000	Not Diesel	0	365	0
1-50	135	23,000	Not Diesel	0	365	0
1-50	129	23,000	Not Diesel	3	365	690
1-50	15	23,000	Not Diesel	12	365	2,760
54	N/A	23,000	Not Diesel	13	365	2,990
110	N/A	36,000	Diesel	29	335	10,440

Year-end Restart

After installing the April 2020 update, if you use the **Configure Company Car Details** in the software, we would advise you take the following steps, prior to running the Year-end Restart.

1. After installing the April update go to **Company | Configure Company Car Details**
2. For each car with CO₂ emissions of 1-50 g/km, enter Zero emissions, where appropriate
3. Run **Year-end | Year-end Restart**
4. This will assign any new cash equivalent values to employees' benefit payment/deductions

Holiday Pay Module

The Government announced that the period for calculating Average Weekly Earnings for holiday pay is increasing from 12 weeks to 52 weeks from April 2020. To cater for this, the following changes have been made to the software:

In **Company | Holiday Setup | Holiday Calculation** the text **3 Monthly pay periods equate to** has been changed to **12 Monthly pay periods equate to**.

Reports

The **Average Weekly Earnings report** will now cater for 52 weeks calculation. It lists all periods used to calculate the Average Weekly Earnings for an employee: for instance, weekly paid employee – 52 weeks, monthly paid employee 12 months.

Employment Allowance

Employment Allowance allows certain businesses in the UK, who employ workers, to reduce their annual National Insurance Contributions by up to £4,000.

Following Employment Allowance reforms, from 2020/2021 it will be limited to businesses and charities with an Employer National Insurance Contributions bill below £100,000 in the previous tax year.

There are some restrictions, regardless of the size of the company. You cannot claim Employment Allowance if:

- You are the director and the only employee paid above the Secondary Threshold (ST)
- You employ someone for personal, household or domestic work, unless they are a care or support worker
- You are a public body or business doing more than half your work in the public sector, unless you are a charity
- You are a service company working under 'IR35 rules' and your only income is the earnings of the intermediary (such as your personal service company, limited company or partnership)

Company Details

From tax year 2020/2021, if a company is already claiming Employment Allowance (selected in **Company | Alter Company Options | Company | Employment Allowance**), during the year-end process you will now be required to confirm if you are continuing to claim Employment Allowance.

Please Note: From 2020/2021, an EPS **must** now be sent in month 1 to notify HMRC you are claiming Employment Allowance or that your status has changed

Year-end Restart

When you select **Year-end | Year-end Restart**, and you have Employment Allowance selected, follow these steps:

1. Select **Year-end | Year-end Restart**
2. If **Company | Alter Company Options | Company | Employment Allowance** is set, an information screen will be displayed (when moving from 2019/2020 to 2020/2021 only) detailing the changes to Employment Allowance, click **Next**
3. From the **Year-end Restart Employment Allowance** screen, select from the options:
 - **Claim Employment Allowance**
Continue to claim Employment Allowance. My Employer's NI bill for 2019/2020 was below £100,000
 - **Do not claim Employment Allowance**
Stop claiming Employment Allowance
4. If you have selected **Continue to claim Employment Allowance**, select the relevant **De minimis state aid** option from:
 - De minimis state aid does not apply
 - Agriculture
 - Fisheries and Aquaculture
 - Road Transport
 - Industrial

If de minimis state aid rules apply to your business, you must make sure that receipt of the full £4,000 allowance in the claim year (when added to any other de minimis State aid already received or allocated in the claim tax year and the previous 2 years) would not result in you exceeding the de minimis state aid threshold for your trade sector(s)

5. Click **Next**
6. The Year-end Restart process will continue (**Cancel** will return you to the Employment Allowance selection screen and the **Continue to claim Employment Allowance** tick box will be deselected)

Company Options

On the **Company | Alter Company Options | Company** tab, a new **State Aid** button has been added. This button will be enabled if **Employment Allowance** is ticked. Click **State Aid** to open the **Company Options – State Aid** screen. From this screen you can select the relevant **De minimis state aid** option from:

- De minimis state aid does not apply
- Agriculture
- Fisheries and Aquaculture
- Road Transport
- Industrial

Termination Payments & Sporting Testimonials

Termination payments

From April 2020 employers are required to pay Class 1A NICs on any part of a termination payment exceeding the £30,000 threshold, reported via the Full Payment Submission. (Payments in lieu of notice (PILONs), however, are now all taxable and subject to Class 1 NICs.)

Sporting Testimonial Payments

From April 2020, HMRC has introduced new rules applicable to the treatment of sporting testimonial income.

Income Tax is due on income from all sporting testimonial and benefit match events. The Government has agreed a one-off tax-exempt amount and therefore Tax and Class 1A is due on income over £100,000.

A sportsman could qualify for a one-off tax exemption amount of £100,000 on the income received if:

- They are an employed sportsperson
- They are a previously employed sportsperson and the testimonial relates to that employment
- The testimonial or benefit match is non-contractual or non-customary
- The events are held during a single testimonial or testimonial year
- The events are organised or controlled by an independent person (normally a testimonial committee)
- There has been no previous testimonial income to which the exemption is applied

For further information on Sporting Testimonial Income please see the **HMRC Guidance**.

System Parameters

We have added the Termination payment and Sporting Testimonial thresholds for tax and NI to the system parameters. The thresholds for 2020/2021 are:

- Termination Payments £30,000
- Sporting Testimonials £100,000

Payments & Deductions

Under **Company | Alter Payments / Deductions**, you can find two new categories for **Sporting Testimonial** and **Termination**. Create and use the **Category** of **Termination**, or **Sporting Testimonial** to make sure that tax and NI are calculated correctly on the amounts above the threshold.

Employee Details

On the **Employee Details | To Date** tab, the new fields **Termination** and **Sporting Test.** can be found in a new frame called **Termination Payments**. A new field has also been added for **Class 1A**.

The field is visible if the to date value is greater than zero, or if **Employee Details | Pay/Deds** contains a **Payment/Deduction** of category **Termination** or **Sporting Testimonial** i.e. the payment/deduction appears on the **Pay/Deds** tab when editing the employee.

The fields are not year to-date fields. They are the value of Termination Pay/Sporting Testimonial for the employee, which could include payments from a previous year.

These payments can be entered manually; however, they will usually be updated during payroll run.

Month End Processing

Class 1A NI due to HMRC is part of month-end summary/processing.

Class 1A on reports

We have added Employer Class 1A NI to the following reports:

- Payroll Summary page 2
- Company Costs
- Payroll Analysis
- P30 Summary
- Employer Annual Summary
- Company Totals
- Year to Date Summaries
- History Summary
- P11 Working Sheet

If you have already selected these reports from the library, the new versions of the reports will automatically overwrite the old when you install the update.

Conversion

The conversion from IRIS Payroll Business to Earnie will now include the following:

- Payment/deduction category of Termination and/or Sporting Testimonial
- The fields Termination and Sporting Test to Employee Details
- Class 1A This Period value
- Class 1A To-date value

Student Loan Thresholds

The annual thresholds have been updated in line with legislation for 2020/2021.

- Plan Type 1 increased from £18,935 to £19,390
- Plan Type 2 increased from £25,725 to £26,575
- Postgraduate Student Loans remains at £21,000

RTI

EPS Changes for 2019/2020

We have updated the EPS schema for submissions relating to tax year 2020/2021.

On the **Online Services | Send Employer Payment Summary | EPS Values** screen, we have added the following new fields:

- **SPBP Rec**
- **SPBP Comp**

As with **SMP Comp**, if **Company | Alter Company Options | Company | Small Employer Relief** is not selected, the **SPBP Comp** field will be disabled.

On the **Online Services | Send Employer Payment Summary | EPS Confirmation** screen, we have added:

- **SPBP Recovered**
- **SBPB Compensation**

EPS Reports

EPS reports have been updated to include SPBP Received and SPBP Compensation.

Employment Allowance – EPS

From 2020/2021, if **Company | Alter Company Options | Company | Employment Allowance** is selected you are now required to send the first EPS of the tax year.

EYU - Changes for 2019/2020

- The EYU schema has been updated for tax year 2019/2020
- Postgraduate Loans and Welsh Tax Codes can now be included in an EYU. Changes have been made allowing the submission of an EYU for tax year 2019/2020 corrections

FPS - Changes for 2020/2021

- The FPS schema has been updated for tax year 2020/2021

Online Filing

We have increased the **Online Services | Configure | Login Details | Password** field from 23 characters to 128.

Pensions

- AE Thresholds have been updated for 2020/2021
- LGPS Bands for England/Wales and Scotland have been updated for 2020/2021

Bureau Efficiency

Bureau Dashboard – All Clients

Changes have been made to the Bureau Dashboard to prevent companies being displayed for users who do not have access. Therefore, if in **System | Admin | Operators/Groups | Alter Operators/Groups**, the user does not have **Can Access Company** selected they will not be able to see any of these companies in the following areas on the Bureau Dashboard.

- Bureau Structure | Assign Clients
- Bureau Structure | Unassign Clients
- Configure Groups
- Client Config
- Variance | Apply to Clients
- Report Packs | Apply to Clients
- Checklist | Apply to Clients
- Batch Processing
- Client List

The **HMRC Message Log** screen, along with **Errors & Warnings Log**, **Task Log** and **Task List** will also only display companies that the user has access to.

Other Improvements

MS Word Format

On the **Print Selection** and **Print Preview** screens, when clicking **Export**, the option to export Payslips and Multi Period Payslips to **MS Word 2007 (.docx)** and **MS Word 97 (.doc)** has been removed.

Bureau Efficiency | Configure Report Packs | Output Format no longer has the Microsoft Word option for payslips. This has also been removed from **Bureau Efficiency | Client Config Edit Report Packs | Output Format**.

If you have a Report packs where the **Type** is set to **Payslips** and the **Output Format** to **MS Word**, the format will be changed to Adobe PDF when you open the software, after installing the April 2020 update.

Apprenticeship Start Date

On the **Employee | Alter Current Employee | Tax/NI** tab we have added a new field **Apprent. Start**. Here you can enter the Apprenticeship Start Date and the field will enable the software to perform checks against the NI Rate, National Minimum Wage and National Living Wage. For example, if **Apprent. Start** is populated, **Apprent. End** is blank, the employee is under 25 and is on NI Rate A, a warning will be displayed advising that they should be on NI Rate H and asking if you want to change this. **Company Options | Payroll | National Minimum Wage Warnings** will need to be enabled for checks to be made against the employee based on age, Apprenticeship Start Date and National Minimum Wage/National Living Wage.

Audit Log

The Log, located in the Admin side of the software, will record any changes to the **Apprent. Start** field.

May Bank Holiday

Due to the Government changing the May Day Bank Holiday for the 75th Anniversary of VE Day, the software has been updated to take this into account. The May Day Bank Holiday has been moved from 4th May 2020 to Friday 8th May 2020.

Pay HMRC by BACS

On the **Company** menu, a link has been added to the **Pay HMRC by BACS Guide**.

Standard Life WPH Payments File

We have updated the Standard Life WPH Payments File in line with their requirements. Included in this update is the format of the value field which has changed from whole numbers to 2 decimal places.

Useful numbers

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

Contact Sales (including stationery sales)

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

Contact Support

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

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