

[illegible]

**Members' Weekender 2013**  
Manchester 17-18 May  
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# Carrying out payroll; what you need to know now

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# Real Time Information

- Progress so far
- Key points you need to know



# RTI and new starters

- In date P45 received
  - Employer selects starter statement
- Old P45 received
  - Must obtain full starter declaration
- No P45 received
  - Must obtain full starter declaration

# RTI and adjustments

- I notice a mistake and the FPS has gone
- The employee left but I didn't know about it and the FPS has gone
- New PAYE scheme but no reference received
- No National Insurance Number known

# RTI and adjustments

- What and when do I use Earlier Year Updates?
- Adjustments of tax; in-year or end of year?
- Excess CIS deductions; can I have a refund?
- What date of leaving should be shown?
- I don't have payroll software?

# RTI and leavers

- How do I tell HMRC?
- Do I still issue a P45?
- What if I put the wrong leaving date on the FPS?
- Hire, resign and re-hire process?

# RTI easements

- Payments must be reported on or before pay day, however there are some exceptions:
  - Ad-hoc payments made outside of the regular payroll?
  - Casual employees working less than 1 week and under LEL



# Small employer easements

- On or before
  - Pay weekly monthly?
  - October deadline

# Childcare vouchers

- Income Tax rate reduced to 45% 6 April 2013
  - Additional rate for CCVs increased from £22pw to £25pw
- New Scheme announced
  - October 2015
  - Is this the end of salary sacrifice?

# Beneficial loans

- Budget 2013 announced limit to rise from £5,000pa to £10,000pa



# Employment Allowance

- Employer National Insurance reduction of £2,000pa
  - Offset from NI liability
  - Reported through real time information returns

# Student Loans

2012/2013	2013/2014
£15795pa	£16,365pa
£1316.25pm	£1363.75pm
£303.75pw	£314.71pw

# HMRC news

- P38(S) scrapped
- P38A scrapped
- iP11D available
- Payrolling benefits; online notification
- No return of P11DB online notification
- Percentage Threshold Scheme to go

# Direct Earnings Attachments

- 8 April 2013
  - Overpayment of benefits
  - Implications for software

# Direct Earnings Attachments

- How will they work?
  - Similar to DEOs
  - 60% Protected Earnings
  - Table for amounts
  - Priority but after all other priority; sort of
  - Payslip must record deductions
  - Schedule required
  - Continue until told to stop



# Direct Earnings Attachments

- Manual calculation likely
  - What if orders already in system?
  - Each pay day assessment will be needed
  - Software??????

# Shared parental leave

## Government Proposals

- Dads can attend 2 antenatal appointments
- Maternity leave and pay remains at 52 weeks and 39 weeks
- Additional Paternity Leave to be abolished
- Shared leave and pay possible

# Shared parental leave

## Government Proposals

- Abolition of 26 weeks for Adoption leave
- Statutory Adoption pay will mirror SMP
- Surrogacy rules change

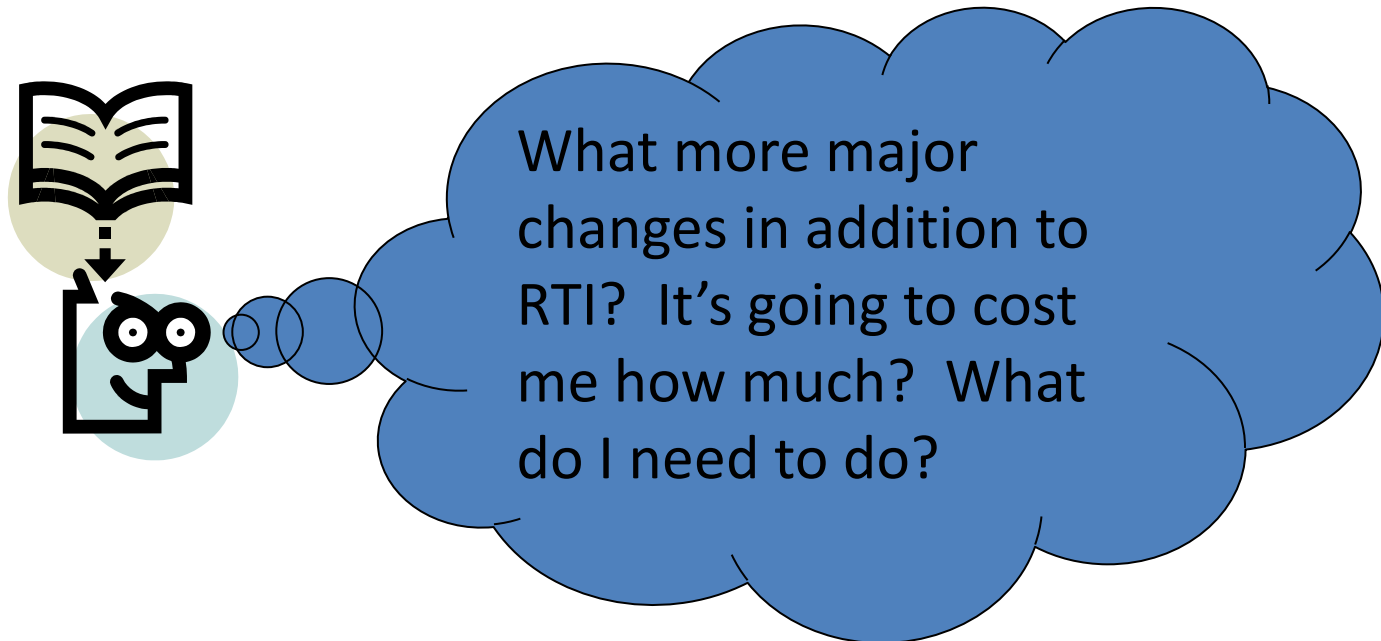
# Shared parental leave

- Shared leave – devil is in the detail....
  - Parents could both take leave at the same time
  - Leave could be broken up into two or more periods
  - No absolute right to flexibility
  - Default position in case of disagreement is one continuous leave period
  - Self - certification

# Unpaid parental leave

- 8 March 2013
  - extends from 13 weeks to 18 weeks
  - For parents of children - up to 5<sup>th</sup> birthday
  - For parents of each adopted child - up to their 18<sup>th</sup> birthday or the 5<sup>th</sup> anniversary of adoption (whichever happens first).
  - For parents of children who qualify for Disability Living Allowance, 18 weeks up to their 18<sup>th</sup> birthday.

# Automatic enrolment



# Employers

- Know their staging date
- Decide on a scheme
- Assess the workforce
- Monitor employee eligibility
- Process opt outs and opt ins
- Re-enrol

# Research tells us Employers

- Staging date readiness
- Workforce assessment
- Qualifying schemes
- Opt in / Opt out process



# Research tells us Employers

- Financial impact
- Postponement
- Project team
- Discussions with software provider

# Research tells us Software providers

- Awareness
- Discussions with customers
- Triggers
- Tools
- Charges

# Research tells us

## Payroll service providers/agents

- Awareness
- Software
- Clients



# Research tells us Pension providers

- Service offerings
- Service Level Agreements
- Communicating with clients

# Key findings

- Complexity
- The Pensions Regulator
- Administrative Burdens

# But what of the future.....

Automatic enrolment  
technical  
amendments

Digital by default

Payroll Giving

Payrolling of benefits?

Regulation 72





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Any questions?

