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6.	Set up payroll records for employees starting in the new tax year. Their records must be set up before running the first payroll calculation.	<input type="checkbox"/>
7.	Existing employee details may need to be amended. For example, for Tax, NI and taxpayer status and company car details.  Open the <b>Payroll - Processing</b> form to review employee records: <ul style="list-style-type: none"> <li>1. For Scottish Income Tax payers, select 'Scottish' in the <b>Taxpayer</b> box.</li> <li>2. For Welsh Income Tax payers, select 'Welsh' in the <b>Taxpayer</b> box.</li> <li>3. On the <b>Additional Details</b> tab of the <b>Details &amp; Bank</b> form: <ul style="list-style-type: none"> <li>o Check everyone's number of hours worked. The hours entered will be automatically allocated to the bands for the 2019-20 tax year.</li> <li>o Review the student loan and post graduate loan options for employees repaying loans.</li> </ul> </li> </ul> <p><b>Tip:</b> You can update multiple employees' taxpayer status using the <b>Payroll - Global Changes - Tax Code Changes</b> screen.</p>	<input type="checkbox"/>
8.	To understand which age bands your employees are in, run the new <b>Employee Age List</b> report to see the employees whose ages cross over the National Minimum and Living Wage ages.	<input type="checkbox"/>
9.	Update all employees with the new tax free allowances using the <b>Payroll - Global Changes - Tax Code Changes</b> form. <ul style="list-style-type: none"> <li>1. Enter the tax code uplift for L (+95), M (+71) and N (+59) codes.</li> <li>2. Apply new tax codes for employees who have tax code notices from HMRC.</li> </ul>	<input type="checkbox"/>

## Payrolling company car benefit

10.	Where you have applied to HMRC to payroll company cars in the 2019-20 tax year: <ul style="list-style-type: none"> <li>1. Enter the car details for each relevant employee from the <b>Payroll - Processing - Payrolling Benefits</b> menu.</li> <li>2. Set up a 'Benefit in Kind' Payment Profile for the car benefit.</li> <li>3. Apply the profile to each employee with a company car on the <b>Payroll - Processing - Payment &amp; Deductions</b> form, and enter the relevant value for the benefit in the <b>Perm. Value</b> column.</li> </ul> <p><b>FOR THOSE EMPLOYEES WHO ALREADY HAVE COMPANY CARS, YOU MUST REVIEW AND IF NECESSARY AMEND THE FUEL TYPES AS CHANGES WILL BE INTRODUCED IN THE 2019-20 TAX YEAR.</b></p>	<input type="checkbox"/>
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## Auto enrolment contributions

11.	From 06/04/2019 the total minimum Auto Enrolment contributions is 8% - with the employer contributing at least 3%.  If you need to update the contribution rates, use the new <b>Change Contribution form</b> on the <b>Action</b> menu of the <b>Payroll - Maintenance - Pensions</b> form.	<input type="checkbox"/>
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End of Guide