

Payroll

2016/2017

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Contents

	Page
Introduction	1
Budget 2016	1
Updating Your Registration Number	1
How to Update Your Programs	2
First Access of Payroll after Update	4
Audit of Payroll Files	4
Select P60 Document	4
Final Submissions for 15/16	5
End of Year Employee P60	7
Year End Procedure	8
Creating a History Company	8
PAYE, NI and Statutory Payment Updates	9
Update Employee Tax Codes	11
Update Student Loan Plans	11
Update Employee NI Categories	11
Confirm First Pay Date in New Tax Year	12
Update P11 Report Layouts	12
Payroll 2016/17	13
Student Loan Repayments	13
Scottish Rate of Income Tax	14
Company Pension Schemes – Salary Sacrifice	14
Company Pension Schemes – Pension Refund	15
Benefits in Kind	16
Common Questions	17

Introduction

The payroll update contains new programs to cater for changes in payroll legislation for the tax year 2016/17.

These changes include:

- Support for PAYE Tax from 6th April 2016 including Scottish Tax Codes
- Support for National Insurance band/rate changes from 6th April 2016 including the changes to NI Categories for Apprentices under 25
- Support for new Benefits in Kind with additional Pension options.
- P60 Layout (tax year 2015/16)
- Support for Filing of End-of-Year Returns over the Internet (2015/16)
- Support for Filing Real Time Returns over the Internet (2016/17)

The update should be installed prior running the payroll year-end.

Budget 2016

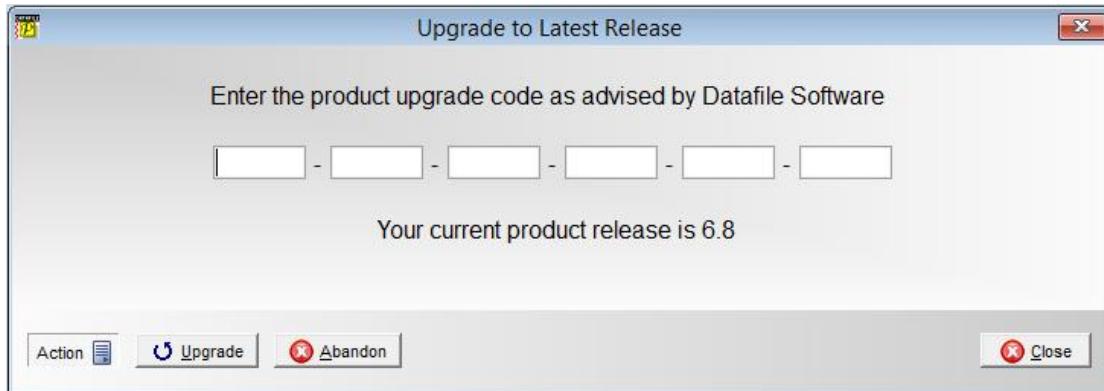
These programs are being sent out prior to any changes announced in the Budget for 2016 to enable you to be ready for the new tax year starting April 6th 2016. The Budget this year takes place on 16th March 2016 and any changes announced will be available later on after this point.

Updating Your Registration Number

The software version for this payroll update remains Release 6.9 (as originally release late last year). If that earlier update has not been installed then do not proceed with the update until the upgrade key has been entered or you will not be able to access the Datafile system after the upgrade without a valid security file.

If not already updated to Release 6.9 you need to enter the upgrade key as supplied.

Sign on with the SLAVE user-id and password and select the option ‘Upgrade to Latest Release’



The upgrade key is 24 characters split into six groups of four, you need to press <Enter> or <Tab> after each part. Once the key has been entered press UPGRADE to update to the current release.

If the key is not accepted re-check that you have entered the key as supplied. If the key is still not accepted ask your Datafile reseller to arrange an update of the security file.

NB: If 'Your current product release is 6.9' is displayed then no upgrade key is required.

How to Update Programs

Before you start, certain details are required:

- Is Datafile installed on a network, if so are the programs run from the network or the local terminal?
- Where are the Datafile programs held?
- Have you downloaded the "PAYUPD-V6-2016.EXE" or the "PAYUPD-V20-2016.EXE" as appropriate for your software version? If not, download from the website now.

Once these details are known you can begin the upgrade.

- a) All users must exit Datafile Software completely. Users should select 'Quit' on the main menu and then 'Quit/Exit Datafile' from the sign-on screen. Users should also close Microsoft Word / Outlook programs.
- b) Double-click the downloaded update file. This is a compressed archive file which, when run, will unzip the updated programs and installation procedure. The default folder the system will wish to unzip to will be C:\PAYUPD2016 – if this is acceptable click FINISH or use Browse to change to a folder of your own choosing. (If a new folder warning is displayed select YES to create this folder). The system will then expand the compressed files and then automatically launch the setup process.
- c) Select 'Update Program Files'
- d) Choose whether you wish to update your menus. Note no new menus are supplied with the Payroll update.
- e) Choose 'Network Installation' or 'Local Installation' as appropriate.
- f) Next the system asks for the paths of the Datafile Software system.

PROGRAMS (Path 1) – location of Version 6 Programs (DFWIN.EXE)

PARAMETERS (Path 2) – location of main Datafile folder (DIAMOND.D00)

DATA (Path 3) – location of main company files (DIAMOND.D05)

PROGRAMS20 (Path 4) – location of Datafile 20nn Programs (DFWIN.EXE) – 2016 Upgrades Only

The system will validate that the pathnames entered here contain files appropriate for each location (these are the filenames in brackets above). To check the paths to be entered you can use the FIND/SEARCH option on the Windows Start Menu.

- g) Once the pathnames are accepted, press <NEXT> until the Licence Agreement is displayed and 'YES' to accept this. The supplied programs will then be updated.
- h) If installing to a Local Workstation then the update is now complete.

If installing to a Network then the update continues by asking 'Do You Want to Install Local Programs'. Respond 'Y' to this prompt regardless as to whether programs are run locally or over the network – you may still need to update the local workstation for Microsoft Word links. After a short pause the system will ask you to confirm whether programs are run from the Network or Locally. Confirm as appropriate.

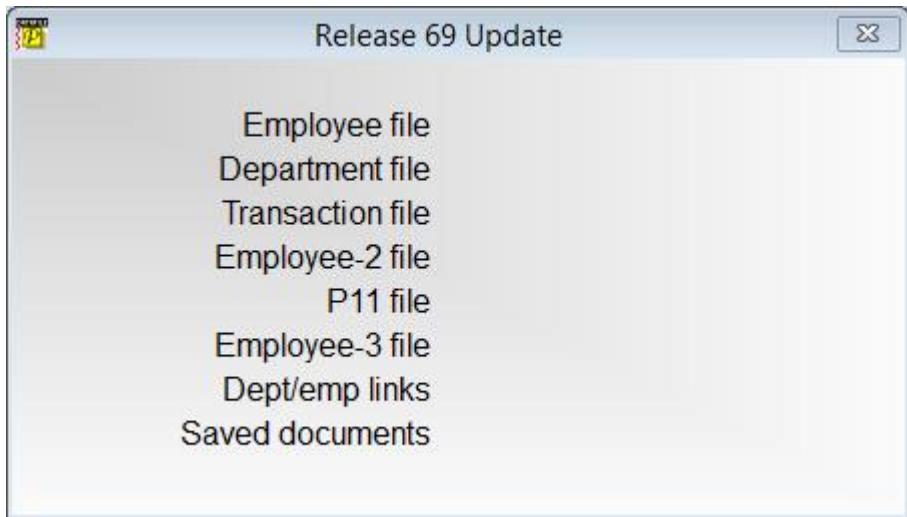
- i) If running programs locally you are then asked to confirm the local program path – usually C:\DFWIN\PROGRAMS. If running programs from the network then this prompt is skipped.
- j) You are then asked to confirm the folder on the Start Menu to access Datafile (usually DATAFILE SOFTWARE) before the system updates the appropriate local files.
- k) Update of the workstation is now complete. To update other workstations you need to run SETUP.EXE from the main Datafile folder on the network (use the Windows option RUN on the Start Menu) from each workstation – this repeats options H-J above. You can now delete the contents of the PAYUPD2016 folder and the downloaded update file.

First Access of Payroll after Update

The first time an operator accesses the payroll program for a company after the update, they will be prompted to follow procedures to update payroll in preparation for the end of the tax year 2015/16, and the start of the new tax year.

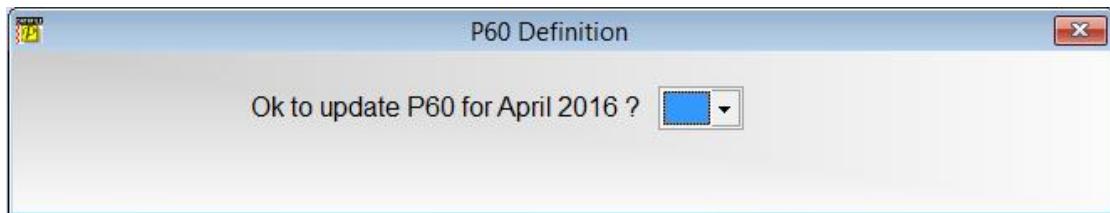
Audit of Payroll Files

This first prompt asks you to audit your Payroll Databases and Documents.



Select P60 Document

Next you will be asked to update the P60 document to use at the end of the current (2015/16) tax year.



The layout this year is unchanged from last. If you had to manually adjust your form last year for print alignment reasons then it is worth continuing to use this layout and respond 'No' to this prompt.

If you choose not to update your P60 on first load then <F7-Option> from within the payroll menu option 'System Status' allows you to run this option again to update the P60.

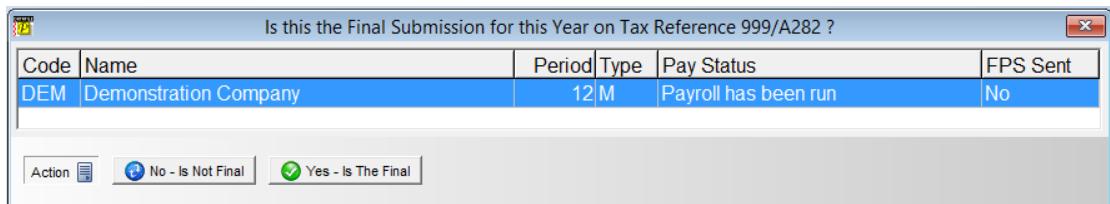
Final Submissions for 15/16

With Real-Time Updating to the HMRC Employers no longer need to supply an end of year return P14 or P35 to the HMRC. The information required has been supplied to the HMRC as part of the returns submitted each tax week/month.

However, the HMRC does need to be informed when you have made your final RTI submission to them for the 15/16 tax year.

FPS Submissions – Final Pay Period

When submitting the FPS for the final pay period you will be prompted with the normal runtime options to confirm whether you wish to print the XML return / make a test submission etc. If you choose to proceed with a live submission a new prompt will be displayed.



The system will display the list of payroll companies for the tax reference – you may have more than one company where you have (say) a mixture of weekly and monthly paid employees or you run payroll separately for multiple branches.

Where there is only one remaining FPS to send for the current company the two options are available for selection to the prompt ‘Is This the Final Submission for this year for the Tax Reference XXXX’ – select ‘No – Is Not Final’ or ‘Yes – Is The Final’ as required.

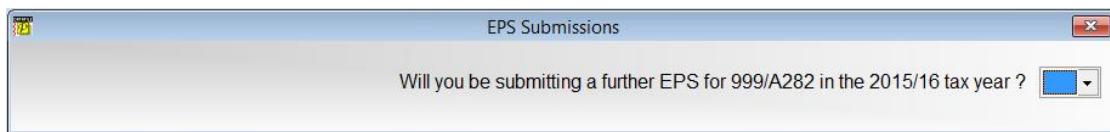
Is This Your Final Submission?

If you need to submit an Employer Payment Summary (EPS) then the answer to this prompt is ‘No – Is Not Final’ – you will make your final declarations as part of the EPS submission.

If there is another company, other than the current company, that has not yet sent its last FPS for 15/16 then the ‘Yes – Is The Final’ option will not be available for selection – choose ‘No - Is Not Final’ to continue with the FPS for this company.

If all bar the current payment company have submitted their Final FPS, or you only have one payroll company, you may select ‘Yes – Is The Final’ when submission of an EPS is not needed.

As a double check you will be prompted to confirm whether you will be submitting a further EPS for the current tax year. Respond as required.

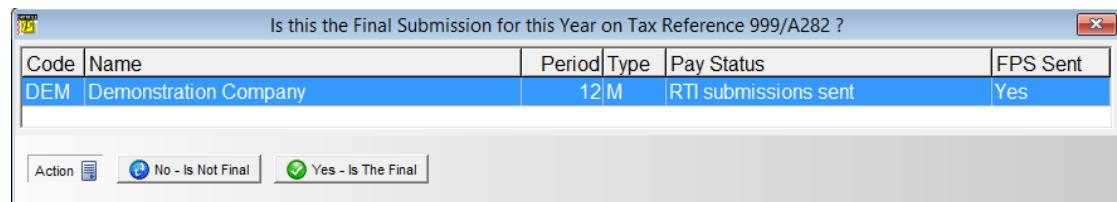


After confirming these details you will be prompted to continue with the FPS output and this will be uploaded to the HMRC.

EPS Submissions – Final Pay Period

If you do need to submit an EPS (or you didn't declare the final submission status on your last FPS) then the Employer Payment Summary (EPS) Submission will allow you to make your final submission declarations.

Note that, as the EPS for the tax month from 06/03/2016 to 05/04/2016 can be submitted at any time from the 20/03/2016 to the 19/04/2016, you may have already run the payroll year end before submitting the EPS. If you have run the year end you will need to submit this EPS from the backup history company.



As with the FPS above you will be prompted to declare that this is the final submission - the option for 'Yes – Is The Final' will only be available where an FPS has been submitted for all the Payroll companies in the list.

Note

If as part of the FPS submission you made the Final Submission declarations but later realise you do actually need to submit an EPS you will be allowed to do so.

End of Year Employee P60

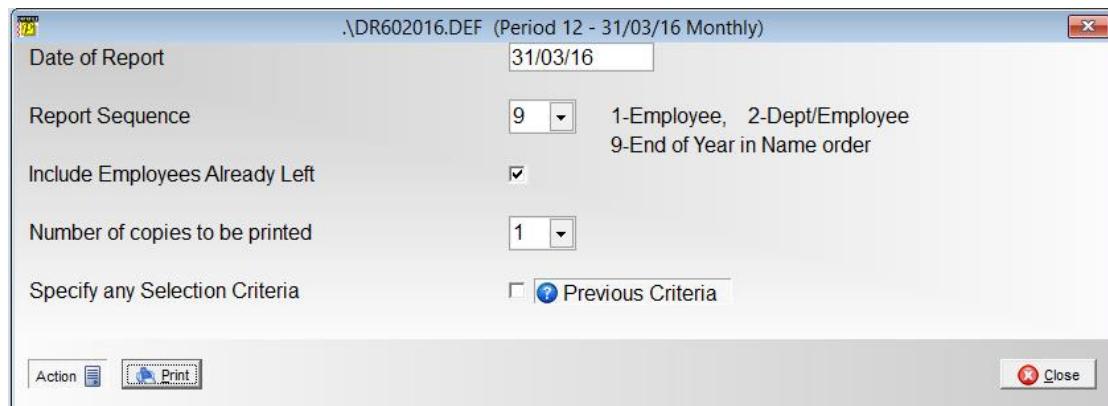
Even though submitting the end-of-year returns online you still need to print the employee's P60 and you may want to print your own copy. Similarly, you should print the P35 listing for your records. The P60 document and the P35 listing are usually available as options on the Payroll Year-End menu.

Printing Employee P60 Documents

As part of the initial program load you were asked to update the P60 for printing as part of the year-end. This layout was designed to print on the 'P60 (Single-Sheet / Shortened) (2015-2016) – Certificate of Pay' document supplied by the HMRC – if using substitute forms supplied by a stationery supplier then you will have to amend your layout manually.

If you chose not to update the P60 layout as part of the initial program load then you can update the document now by selecting the 'System Status' option on the payroll menu. On selection of this option you may be prompted to restore your payroll files – respond No to this. To update the P60 layout press the <F7-Option> key.

Depending on the printers involved you may have to adjust the printing positions of data items – we suggest running a test print for one or two employees before proceeding with the full run to ensure items print in the correct position.



Select the PRINT button to print the report – if want to run an alignment test tick the 'Specify Any Selection Criteria' option and set criteria so that only one or two employees are processed.

Note

If you have not received your P60 stationery by the time you need to run your payroll year-end then, if you create the history company as part of your year-end (recommended), you can print these documents at a later date and continue with the year end.

Year End Procedure

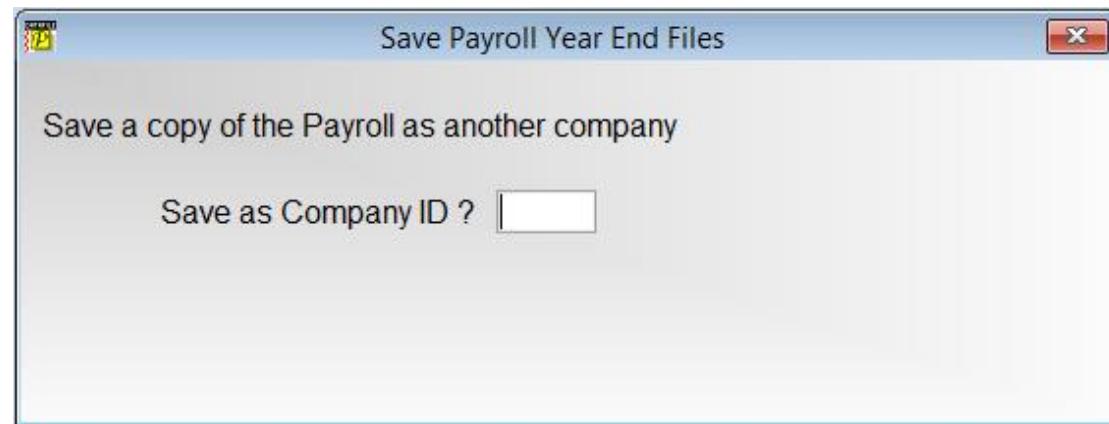
This procedure clears your year-to-date values and updates the PAYE, the National Insurance and Statutory Payment tables ready for the 6th April 2016.

Creating a History Company

At the start of the year-end process you will be asked to create a history company for the payroll data. This is extremely useful for enquiry purposes and required if you need to run the year-end before submitting EPS returns to the HMRC.



Respond 'Yes' to save a copy of the payroll system as a history company.



Save as Company ID – enter a three-character reference for the history company to be created. Selected characters are reserved – existing company codes, Pxx and Sxx formats etc. – if you enter a reserved ID you will be warned according and asked to select again.

Do You Also Want to Rename Period-nn Saved Files to Keep in History Company – As part of the payroll run and period end the system takes backup files of your data. This prompt asks if you wish to rename these files so that they are kept with the backup history company.



It is strongly recommended that you respond YES to this. You will need these backup files if payroll input errors are later discovered and you need to re-run the payroll.

PAYE, NI and Statutory Payment Updates

The following tables take effect from the first payroll run after the 6th April 2016.

PAYE

Taxation Rate Table				
Entry	Cumulative Tax Bands		Rate %	Scot %
1	0 -	32000.00	20.00	20.00
2	32000.01 -	150000.00	40.00	40.00
3	150000.01 -	0.00	45.00	45.00
4	-	0.00	0.00	0.00
5	-	0.00	0.00	0.00
6	-	0.00	0.00	0.00
7	-	0.00	0.00	0.00
8	-	0.00	0.00	0.00
9	-	0.00	0.00	0.00
10	-	0.00	0.00	0.00

Basic rate entry ? Max % ?

SLC threshold 1 ? <input type="text" value="17495.00"/>	Rate 1 % <input type="text" value="9.00"/>
2 ? <input type="text" value="21000.00"/>	2 % <input type="text" value="9.00"/>

National Insurance Table – Earnings Brackets

NI - Earnings Brackets				
National Insurance Table - Earnings Brackets				
Earnings Bracket	Weekly	Monthly	Yearly	
No: 1 LEL	0- <input type="text" value="112.00"/>	0- <input type="text" value="486.00"/>	0- <input type="text" value="5824.00"/>	
2 PT	112.01- <input type="text" value="155.00"/>	486.01- <input type="text" value="672.00"/>	5824.01- <input type="text" value="8060.00"/>	
3 ST	155.01- <input type="text" value="156.00"/>	672.01- <input type="text" value="676.00"/>	8060.01- <input type="text" value="8112.00"/>	
4 UEL/UST/AUST	156.01- <input type="text" value="827.00"/>	676.01- <input type="text" value="3583.00"/>	8112.01- <input type="text" value="43000.00"/>	
5 UEL+	827.01- <input type="text" value="0.00"/>	3583.01- <input type="text" value="0.00"/>	43000.01- <input type="text" value="0.00"/>	

Employees
Upper Limit

Annual director NHI contributions to be averaged ?

National Insurance Table – Employee Contributions

Earnings Bracket	A/M/H	B	C	J/Z	
1 LEL	0.00	0.00	0.00	0.00	
2 PT	0.00	0.00	0.00	0.00	
3 ST	12.00	5.85	0.00	2.00	
4 UEL/UST/AUST	12.00	5.85	0.00	2.00	
5 UEL+	2.00	2.00	0.00	2.00	

National Insurance Table – Employer Contributions

Earnings Bracket	A/B/C/J	H/M/Z	
1 LEL	0.00	0.00	
2 PT	0.00	0.00	
3 ST	0.00	0.00	
4 UEL/UST/AUST	13.80	0.00	
5 UEL+	13.80	13.80	

Statutory Payments

SSP / SMP / OSPP / ASPP / SAP Table

SSP Table	Lower-limit	Higher-limit	SSP Payment
	0.00	111.99	0.00
	112.00	0.00	88.45
	0.00	0.00	0.00
	0.00	0.00	0.00
	0.00	0.00	0.00

Max number of weeks to be paid in year ?

Percentage of Earnings ?

SMP lower rate ?

Fixed weekly amount ?

Minimum Earnings 1 ? 2 ?

Change over Date ?

SMP/SAP weeks 1 ? 2 ? SPP ? ASPP ?

Update Employee Tax Codes

As part of the year-end update employees with "L" "M" or "N" suffix tax codes can have their code uplift automatically applied – select as required.

No Update Employees for Standard Tax Code changes "L" (increase by 40) for 2016/2017 ? Yes 

No Update Employees for Standard Tax Code changes "M" (increase by 44) for 2016/2017 ? Yes 

No Update Employees for Standard Tax Code changes "N" (increase by 36) for 2016/2017 ? Yes 

Update Student Loan Plans

As part of the year-end update any employees with Student Loan repayments in place need to be automatically set so they are on repayment 'Plan 1'. Select 'Yes' to do this.

No Update Employees with Student Loan to place on Plan-1 for 2016/2017 ? Yes 

Update Employee NI Categories

Contracted Out NI categories are removed from the 16/17 tax year. This option replaces the NI categories for affected employees with their Contracted In equivalents.

No

Update Employees for Standard NI Category changes (D/E/L/I/K to A/B/J/M/Z) for 2016/2017 ?

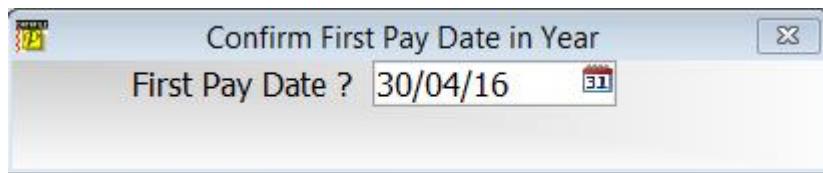
 Yes

Respond 'Y' to automatically update the NI category, respond 'N' if you wish to manually review. If you respond 'Y' a report listing will be created detailing any changes.

A report is produced detailing any employees affected by this change.

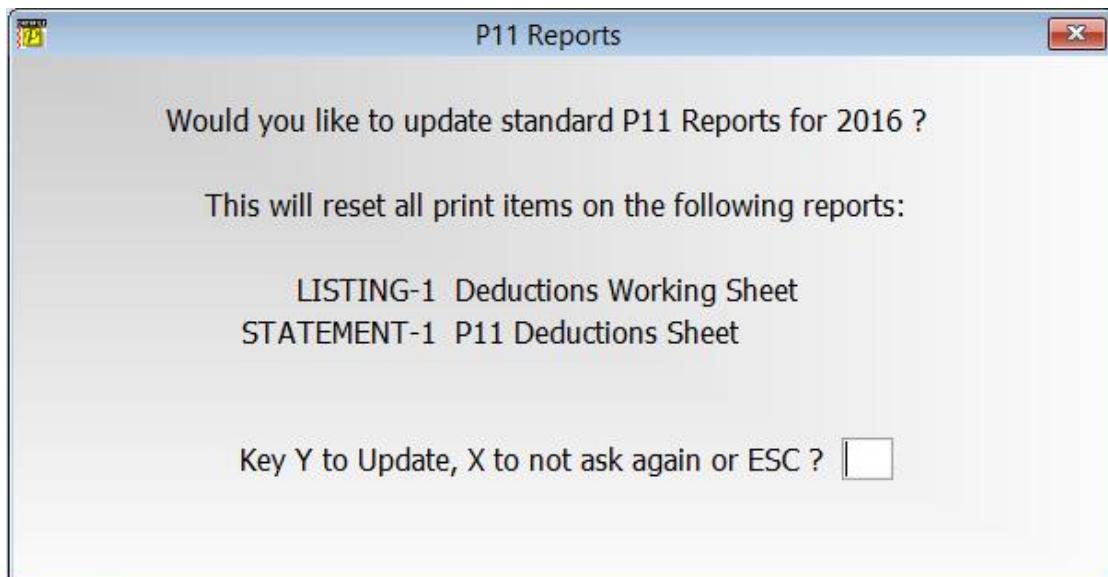
Confirm First Pay Date of the Tax Year

At the end of the year-end process you will be asked for the first pay date in the new tax year. This is the date the employees are first paid in the new tax year. This data must be after April 6th 2016.



P11 Reports – Update

The P11 Reports include details of the employee earnings bands for NI. With the changes to NI earnings bands this year the system needs to update the standard P11 reports accordingly.



Enter 'Y' to update the P11 reports listed to their standard templates.

Payroll 2016/17

Student Loan Repayments

When setting employees for Student Loan repayments the system will now ask whether repayments are to be made under 'Plan 1' or 'Plan 2'

The employee will have a Plan 1 Student Loan if they

- lived in Scotland or Northern Ireland when they started their course
- lived in England or Wales and started their course before 1st September 2012

The employee will have a Plan 2 Student Loan if they

- lived in England or Wales and started their course after 1st September 2012

The screenshot shows a software interface titled 'Maintain Employees (Period 1 - 30/04/16 Monthly) - EMPLOYEE 1'. The window contains fields for 'Employee number' (1) and 'Employee name' (Miss Karen Smith). A note below the fields says 'Please complete these details before the start of the student loan collection period.' There are several configuration options:

- 'Apply student loan collection (Y/N)' with a checked checkbox.
- 'Protected amount of earnings (optional)' set to 0.00.
- 'Switches to be deducted (earnings orders)' with an empty input field.
- 'Suspend student loan collection (Y/N)' with an unchecked checkbox.
- 'Plan Type (1/2)' with a dropdown menu showing '1'.

At the bottom left are buttons for 'Action' (with a floppy disk icon), 'Save', and 'Abandon'. At the bottom right is a 'Close' button. To the right of the main window is a vertical sidebar titled 'Utilities' containing links like Graph, Web, Mail, etc., and 'Enquiries' containing links like Docs, Trans, P11, and Calendar.

Scottish Rate of Income Tax

The Scottish Rate of Income Tax will come into effect from 6th April 2016. Rates are currently unchanged from the rest of the UK, however, employees living in Scotland will be issued with new 'S' prefix tax codes as part of the HMRCs annual coding updates.

When updating employee records Datafile will automatically support use of 'S' prefix tax codes from the start of the 16/17 tax year. With the increased length of tax codes that will be issued you may need to update the employee file structure to change the tax code field to an X8 data item. You should speak to your Datafile support team if this is required.

Company Pension Schemes

Additional Features have been added to the Company Pension Scheme options within Datafile.

Salary Sacrifice – some Company Pension schemes operate on a salary sacrifice basis where the calculated contribution is allowable against tax and NI. A new parameter has been added to the Company Pension settings within the Payroll System Profiles.

Payroll Options (3 of 3)

Pension Scheme Name	Method BGFI	Calculate over LEL	Calculate upto UEL	Net of basic rate	Deductible for tax calc	Salary Sacrifice
1	G	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Stakeholder Pensions

EmployEE deduction types allowed ? Item if I-allowed

EmployER deduction types allowed ? Item if I-allowed

Action Opt-1 Opt-2 Opt-3 Save Abandon Close

Note

For 16/17 the Pension prompts are moved from screen 1 to a new screen 3 of the Payroll System Profiles. Pension Schemes 2-10 (and the title for scheme 1) are only applicable where the Payroll Pension Accessory is also in use.

Pension Refunds – with Auto Enrolment employees who opt out within a set time frame are entitled to a refund of any pension contributions (as is the employer). This had been achieved, in relation to employee contributions, with a additional switch to enable the refund but had meant that department analysis of pension values was not updated to reflect the refund. New in 16/17 is the option to generate a refund of any contributions made for the current tax year.

Maintain Employees (Period 1 - 30/04/16 Monthly) - EMPLOYEE 1

Employee	Miss Karen Smith
Department	1Administration
Address	1c High Street Liverpool L3 4BD
Date of Birth	22/05/1963
Date Started	01/09/1992
Age	52
Sex(M/F)	F
Tax Code	1100L
NI Number	NA234589D
Over Pension Age	
Week/Month-1	
NI Category	A
Email Address	
Photo/Image	
Director	
SSP Qual Days	5
Pay Method	Q
Basic Pay	1500.00
or Basic Hours	0.00
and Hourly Rate	0.0000
Overtime Rate	0.0000
Pension Employee	0.00
Pension Employer	0.00
Pension Refund	Y
Previous Emp Pay	0.00
Previous Emp Tax	0.00

Action Close

As part of the employee maintenance options a new flag item can be added for 'Pension Refund' – if set to Y and employee and employer contribution rates are both 0 then as part of the payroll run the system will refund the contributions made for the current tax year.

Note

If an employee stops contributions then no refund is due so this flag item should not be set.

To support this refund capability a new flag item needs to be created on the employee file, updated to the employee maintenance screens and referenced within the Data File Profiles. Users should speak to your Datafile Support team if this facility is required.

Benefits in Kind

From the start of the 2016/17 tax year employers can choose to account for the tax on benefits in kind through PAYE each payday. For more details review the HMRC website at <https://www.gov.uk/guidance/paying-your-employees-expenses-and-benefits-through-your-payroll>

In summary this option increases the employees 'taxable pay' to include the benefit in kind rather than the HMRC reducing the employees tax code and avoids the need, in some circumstances, to submit a P11D.

Within Datafile you could previously process Benefits in Kind via the combination of a Payment and Deduction Switch – a taxable 'Payment' to increase the employees pay by the benefit value and then an after tax 'Deduction' to reduce the employees net pay by the same value. From 16/17 a new switch type of 'B' is available to streamline this facility.

Payments And Deduction Table Screen 1									
Code	Description	Payment/Deduct/Repay	Taxable	NHI	Pension	Fixed	Adv	AVC	Benefit
A	Extra payment	P - Payment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B	Dr Barnardo	D - Deduction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C	AVC (Pension)	D - Deduction	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D	Commission	P - Payment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E	Company Car	B - Benefit in Kind	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
F	Health Care	B - Benefit in Kind	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(G)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(H)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(I)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(J)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(K)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(L)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(M)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(N)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(O)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(P)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(Q)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(R)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Benefits in kind are included within the payroll 'Gross Additions' and 'Taxable Pay' values and result in an increased tax contribution by the employee. Note that the Benefit does not affect the employees Net Pay except for the effect of the increased tax deduction.

Payslips – if printing the extra 'Payments and Deductions' using the general 'switch table' options then the 'Benefit in Kind' items are included automatically within this block. If using the separate 'payment', 'deduction' and 'repayment' print tables then a new 'benefit in kind' switch table is available for printing.

Frequently Asked Questions

This section provides a list of the questions that are commonly raised at this time of year with regards to the Datafile payroll system.

- Q After the program update and registration update has been applied, what should the version number be?**
- A The version number for the programs is 'F53'. Your registration/serial number should begin with '69'.
- Q When can I update the programs?**
- A The update should be applied prior to the year end.
- Q What P14/P60 End-of-Year documents do you supply?**
- A We supply example layouts to match the HMRC supplied stationery for the P60 (Shortened / Single Sheet). If using substitute forms supplied by your stationery supplier then manual amendments are likely to be required.
- Q I chose not to update P60 Layout, How do I update it later?**
- A If you, (from within the payroll menu), select System Status then a <F7-Option> key is available to update the P60 document. NB: If the payroll has been run you may first be asked if you wish to restore the payroll files – respond No to this.
- Q My P60 printout doesn't align with the stationery**
- A Some minor adjustments may be required depending on printer alignment. If greater adjustments are required re-check that the P60 document has been updated.
- Q When running the year-end I am asked to 'Confirm First Pay Date in Year'. What does this mean?**
- A You are being asked to confirm the first date that your employee is to be paid in the new tax year. To avoid fines for late submissions from the HMRC your payroll date should also default to the date the employee is paid each period.
- Q Can I compact my employee files after year-end, to re-use the space generated by leavers?**
- A Generally speaking No – the employee number for each employee relates to the record number and compacting the files would amend this. In addition, if saving your payroll documents such as the payslip for printing you would lose the link for these as well.

Q Do I still need to print the P60 and P35 listings even when submitting via the Internet?

A You still need to print the P60 for the employee and you can print a copy for your records. The P35 listing can also be printed for your records.

Q My Submissions to the HMRC are reporting an Error

A If error message is displayed prior to the submission being sent then Datafile is detecting that values needed are missing or incorrect. If you set to 'Print XML' as part of the submission procedure then you can inspect the report searching for the label 'error' and this will detail the area with the problem. This information can then be corrected and the submission process started again.

If the error message is returned after the submission then a business level error is recorded by the HMRC. A common error code of **1046** indicates the user-credentials supplied are incorrect or that the credentials supplied are not registered for online submission. Information on other error codes can be obtained by searching on the HMRC website – www.hmrc.gov.uk

Q My Online Submission is repeatedly 'polling'

A At times, particularly in the initial couple of weeks after 6th April, the HMRC website can get very busy and this can result in repeated polling where Datafile is 'asking' the HMRC 'Is the submission OK' and getting the response 'I haven't finished processing it yet!'. If repeatedly polling, or get a large response delay, then select the SKIP option and use the 'Check for Active Submissions' option within the Payroll 'Utility' menu to check for completion later.