Payroll year end (UK).

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Agenda

01 What is payroll year end?

02 Latest guidance from HMRC

03 How does Zellis help?

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06 Q&A

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Latest guidance from HMRC

Responsibilities:

- To **report** to HMRC on the previous tax year (which ends on 5 April)
- Give your employees a **P60**
- **Prepare** for the new tax year, which starts on 6 April

What you need to do	When
• Send your final payroll report of the year	On or before your employee's payday
• Update employee payroll records	From **6 April**
• Update payroll software	From **6 April** or earlier if the software provider asks you to
• Give your employees a P60	By **31 May**
• Report employee expenses and benefits	From **6 July**

Avoidable costs to your organisation: Penalties of £400/month for employers with 250+ employees

Full Payment Submission (FPS) is late

Did not send Employer Payment Summary (EPS) when you did not pay any employees in a tax month

Incorrect number of FPS's

How does Zellis help?

Tax year ending 5th April 2024

UK and Isle year-end pr

Zellis HCM Cloud 7.2
ResourceLink 31b

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UK AND ISLE OF MAN YEAR-END PROCESSING.

9 Year-end checkli

You may want to duplicate/amend this check group or whatever you find useful (not all ite

You may also find this checklist useful when that you may require from your database ad it for future reference.

Action to be completed
Stationery ordered. You can request a quot and place your order for P60 forms via stationery@zellis.com.
Additional assistance/training (internal/exte organised. Watch the year end processing v that will be made available in KB0015674.
Legislation software installed
For Isle of Man year 2023-24 run T14 print t identify employees with invalid contributior withdrawn NI categories D, E, L and rectify r
Last main period processed for the year – ir any disguised remuneration payments
Any post-payroll reports (e.g. P45) complete
Any pay groups open at previous pay period closed and advanced to final period *(if appli*
Balance payroll totals
Run supplementary payroll *(if required)*
Any post-payroll reports (e.g. P45) complete *required)*
Re-balance payroll totals
*Run EPS for final month of the year
Check that tax calendar for the new tax yea already created and check and create tax ca for two years following the new tax year
Database backup taken
Year-end process run

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UK AND ISLE OF MAN YEAR-END PROCESSING. PAGE 31 OF 32

10 FAQs about year end

The following are common support queries we receive during the year-end period:

- **I've submitted my last FPS but now I need to change my year-end data for 2023-24. How do I do this?**
  Use the FPS amendments process as noted in *5: Data corrections (UK only)*.
- **I can't set the current tax period to the first period of the new tax year. How do I do this?**
  Check you have created the tax period calendar for the new tax year.
- **How do I amend year-to-date figures prior to running the year-end process?**
  You can amend the required figures using the **Year-to-Date Pay Element** screen (MD48S15), accessed from fast path **HREMPFIXED**. Select the employee, click **YTD Pay Element View** in the navigation panel, and save the record. Employees with revised YTD will need to be submitted via the FPS Amendments processing, as noted in *5: Data corrections (UK only)*.
- **How do I advance a control group to year end if it was closed during the year?**
  Set the tax calendar to the final tax period for a control group which was closed during the year and all employees transferred to another group, for example, Lunar to Monthly. ResourceLink will display a warning message: *'Warning-Selected details do not match the next unused entry'*. This is just a warning to alert you that one or more periods have been skipped. As this is what is intended in these circumstances, the warning can be ignored.
- **When I process my first payroll after the year end, I am getting a payroll calculate message for some employees "Year end cleardown has not been run for tax year xxxx". What should I do?**
  This is warning message that appears if an employee did not have any earnings for the previous tax year and therefore no year-end record was created. Where the employee has not been paid in the previous year, the message can be ignored. Alternatively, follow the instructions in article KB0013872 to manually create the year-end record.
- **Why has a P60 been produced for one of my employees, who has had no tax and no NI for this tax year?**
  If an employee has a student loan, a P60 will be created for them.
- **Processed Extra Period (Week 53, 54 or 56). Week 53 flag is shown on P60 but tax is still shown as cumulative. What should I do?**
  In week 53, 54 or 56, ResourceLink does not change the employee's tax code. The tax code reported on the P60 is the cumulative code. The actual calculation of income tax during this period is in accordance with the HMRC regulations and the tax code reported on the FPS will be tax code used when processing – i.e. week 1 basis.
- **Error – 'Current period = 53, 54 or 56 is not maximum period (52)'**
  This is caused by having 53, 54 or 56 weeks on the Tax Period Calendar, but only 52 weeks defined on the Tax Period Set. The solution is to amend the **Tax Period Set**, fast path **HR40S1**, to add the extra week(s).

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- **User Guide:** click HERE (includes recordings)
- **HMRC:** click HERE
- **Consultancy**: Please contact your account manager or Customer Success Manager

Payroll year end – an overview

Important! You must have installed the latest legislation software before running year end. For April 2025, the year-end upgrade is **ResourceLink 33b**.

PREPARATION

- **Standard reconciliation: Run** and **balance** the last pay period for each control group and **terminate**
- **Final submission of the year** – Employer Payment Summary (EPS)
- Advance any **redundant control groups** to final tax period
- **Tax calendar** for new year created?
- Is a **database copy** required?
- Check **audit** settings

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Payroll year end – an overview

The process takes a snapshot of the employee data at that point in time and writes it to the **Details at Year end** files, resetting the existing year-to-date cumulative totals to zero. **The process is irreversible.**

PREPAR

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YEAR END PROCESS

- **Week 1/Month 1** status is removed from all UK employees
- **CA2700** NI category may be removed. The employee will return to normal NI category deductions unless the appropriate details are re-entered.
- **Control group** – year end view
- **Details at year end** – employee view
- Check all **RTI** submissions filed

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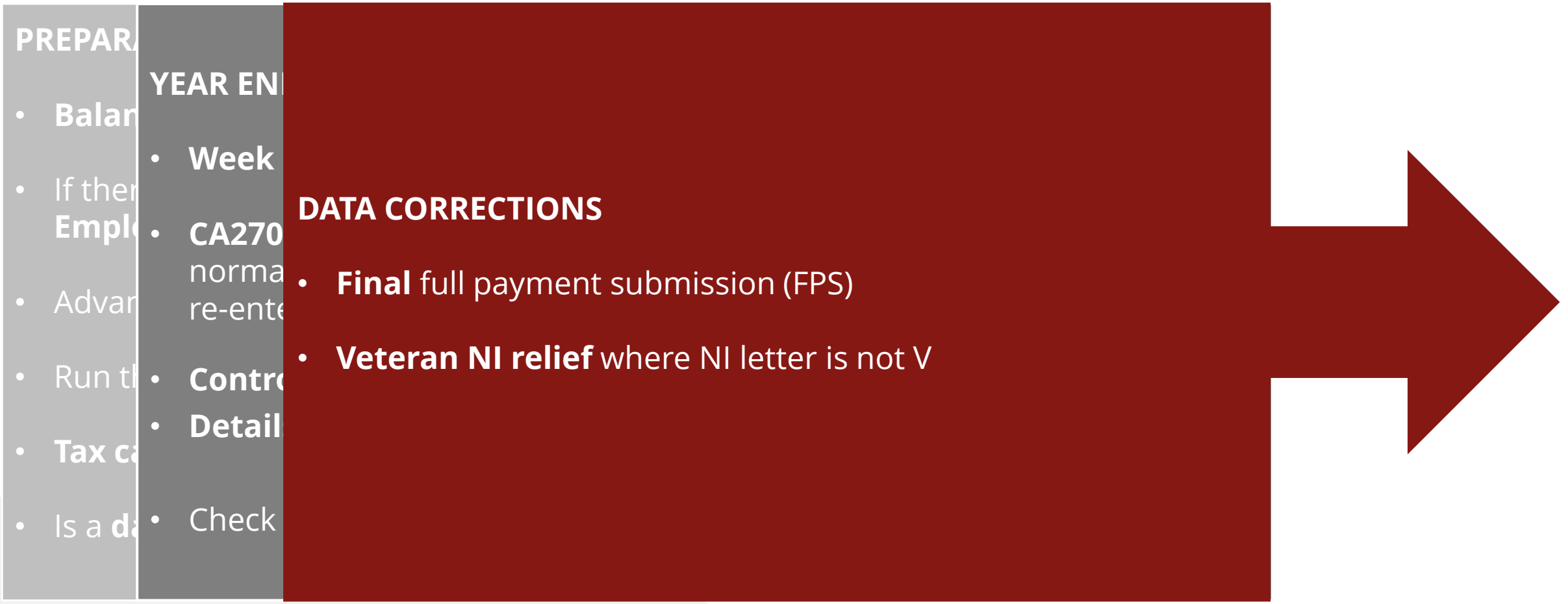
Payroll year end – an overview

Where any year-to-date figures are **amended** for any statutory payment or deductions, the employee's record needs to be **re-submitted to HMRC**.



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Payroll year end – an overview

Important! It's your organisation's **responsibility** to ensure that the **correct values** are available for use in ResourceLink.

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YEAR EN

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- **Detail**
- Check

DATA CO

- **Final** f
- **Vetera**

NEW TAX YEAR

- **Statutory parameters**
- Set current tax period
- Create new **tax calendar** 2026/27
- Tax code uplift (not applicable 2025/26)
- **Apprenticeship Levy** and **Employment Allowance**
- Off-payroll workers
- Holiday pay reference period
- **Standard dates**
- **HMRC payment definition**
- Produce and dispatch **P60s/T14s**
- **HOUSEKEEPING**: FBI housekeeping (UK), archive leavers
- **OTHER PROCESSES**: clear down pay element accumulators, create new holiday year entitlement, produce pension returns, car mileage year end

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Demo.

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Questions?

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Upcoming webinars

AMS

Thursday 27th February
10:00am

Link to register

Background checking made simple

Thursday 27th February
2:00pm

Link to register

Neonatal Legislation

Wednesday 12th March
10:00 am

TBC

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Thank you

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