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Payroll year end webinar

What we're going to cover today

01 What is payroll year end?

02 Latest guidance from HMRC

03 How does Zellis help?

04 Payroll year end - an overview

05 Demo

06 Q&A

What is payroll year end?

Jane Marsh

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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 employees 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?

- **User Guide:** click HERE (includes recordings)

- **HMRC:** click HERE

- **Legislation webinar:** 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 2024, the year-end upgrade is **ResourceLink 31b**.

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

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.**
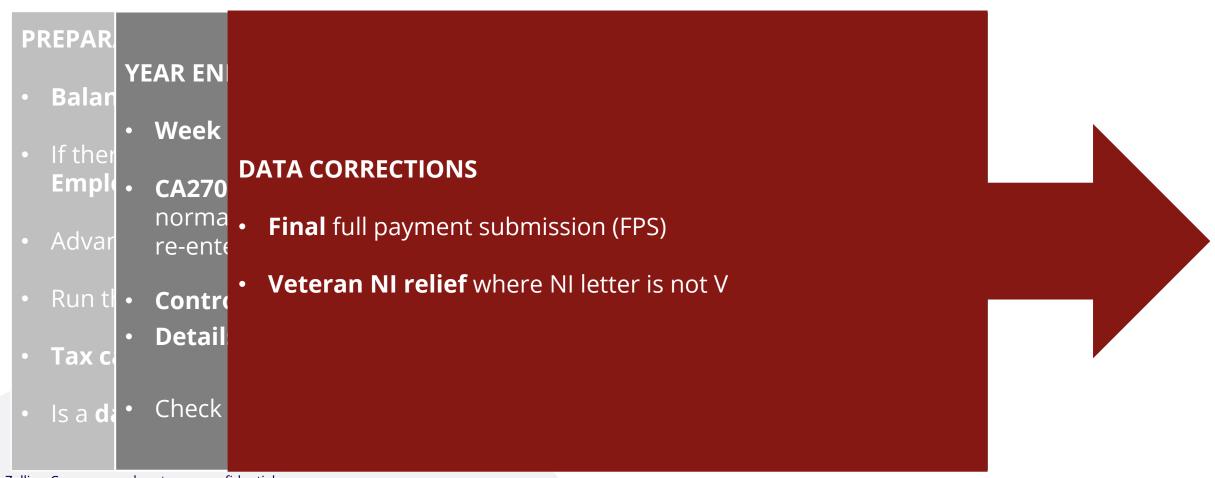
PREPAR...

- **Balan**...
- If ther... **Empl**...
- Advar...
- Run t...
- **Tax c**...
- Is a **d**...

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

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**.

PREPAR

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YEAR EN

- **Week**
- **CA270** norma re-ente
- **Contro**
- **Detail**
- Check

DATA CORRECTIONS

- **Final** full payment submission (FPS)
- **Veteran NI relief** where NI letter is not V

Payroll year end – an overview

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

PREPAR...

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- **CA270** norma... re-ente...
- **Contro...**
- **Detail...**
- Check

DATA CO...

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

NEW TAX YEAR

- **Statutory parameters**
- Set current tax period
- Create new **tax calendar** 2025/26
- Tax code uplift (not applicable 2024/25)
- **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

Demo

How does Zellis help?

- **User Guide:** click HERE (includes recordings)

- **HMRC:** click HERE

- **Legislation webinar:** click HERE

- **Consultancy**: Please contact your account manager or Customer Success Manager

Questions?

Webinar programme 2024

Integrations	Power BI/RRS extended	Realtime Payroll
Thursday 28th March 10 am	Thursday 16th April 10 am	Thursday 6th June 10 am
Link to register	**Link to register**	**Link to register**

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Thank you

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