



zellis

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
• <u>Send your final payroll report of the year</u>	On or before your employees payday
• <u>Update employee payroll records</u>	From 6 April
• <u>Update payroll software</u>	From 6 April or earlier if the software provider asks you to
• <u>Give your employees a P60</u>	By 31 May
• <u>Report employee expenses and benefits</u>	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 of Man year-end processing

Zellis HCM Cloud 7.2
ResourceLink 31b

9 Year-end checklist

You may want to duplicate/amend this checklist or whatever you find useful (not all items apply). You may also find this checklist useful when that you may require from your database and for future reference.

Action to be completed

Stationery ordered. You can request a quote and place your order for P60 forms via stationery@zellis.com.

Additional assistance/training (internal/external) organised. Watch the year end processing video that will be made available in [KB0015674](#).

Legislation software installed

For Isle of Man year 2023-24 run T14 print to identify employees with invalid contribution withdrawn NI categories D, E, L and rectify if required.

Last main period processed for the year – including any disguised remuneration payments.

Any post-payroll reports (e.g. P45) complete and advanced to final period (if applicable).

Any pay groups open at previous pay period closed and advanced to final period (if applicable).

Balance payroll totals

Run supplementary payroll (if required)

Any post-payroll reports (e.g. P45) complete and advanced to final period (if applicable).

Re-balance payroll totals

*Run EPS for final month of the year

Check that tax calendar for the new tax year is already created and check and create tax calendar for two years following the new tax year.

Database backup taken

Year-end process run

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 (MD48515), accessed from fast path **HRMPFIXED**. 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 countdown has not been run for tax year xxxx". What should I do?
This is a 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 the 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 **HR4051**, to add the extra week(s).

UK AND ISLE OF MAN YEAR-END PROCESSING.

UK AND ISLE OF MAN YEAR-END PROCESSING.

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- User Guide:** click [HERE](#) (includes recordings)
- HMRC:** click [HERE](#)
- Legislation webinar:** click [HERE](#)
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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

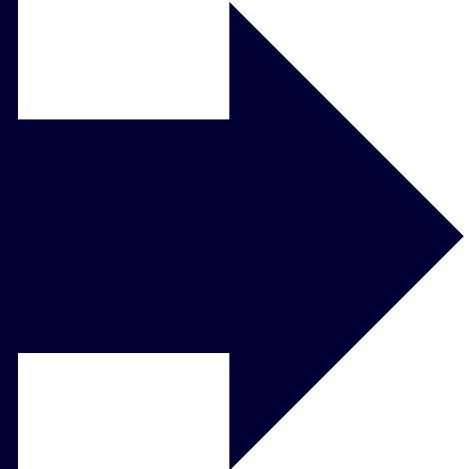
Payroll year end – an overview

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.**

PREPARATION

YEAR END PROCESS

- Balance sheet
- If there is a balance in the bank account, the bank account is closed.
- Employees
- Advances
- Run the following reports:
 - **Control group** – year end view
 - **Details at year end** – employee view
- Tax codes
- Is a data file required?
 - 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**.

PREPARATION

YEAR END

- Balance sheet
- If there is a change in the employee's details
 - Week 52 CA270
- Employee CA270 normally re-entered
- Advances
- Run the payroll
- Tax calculations
- Is a data check

YEAR END

- Week 52 CA270

DATA CORRECTIONS

- Final full payment submission (FPS)
- Veteran NI relief where NI letter is not V
- Control numbers
- Details
- Check

DATA

- Check

</

Payroll year end – an overview

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

PREPARATION	YEAR END	DATA COLLECTION	NEW TAX YEAR
<ul style="list-style-type: none">• Balance sheet• If there is a change in employment status, update CA270• Advise on re-entering the system• Run the payroll• Tax calculations• Is a data check required	<ul style="list-style-type: none">• Week• CA270• Final furlough• Veterans• Check		<ul style="list-style-type: none">• 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?



Tax year ending 5th April 2024

UK and Isle of Man year-end processing

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Action to be completed

- Stationery ordered. You can request a quote and place your order for P60 forms via stationery@zellis.com.
- Additional assistance/training (internal/external) organised. Watch the year end processing video that will be made available in [KB0015674](#).
- Legislation software installed
- For Isle of Man year 2023-24 run T14 print to identify employees with invalid contribution withdrawn NI categories D, E, L and rectify if required.
- Last main period processed for the year – including 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 applicable)
- 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 year is already created and check and create tax calendar for two years following the new tax year
- Database backup taken
- Year-end process run

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

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COMPANY AND CUSTOMER CONFIDENTIAL.

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Questions?

Webinar programme 2024

Integrations

Thursday 28th March
10 am

[Link to register](#)

Power BI/RRS extended

Thursday 16th April
10 am

[Link to register](#)

Realtime Payroll

Thursday 6th June
10 am

[Link to register](#)

Thank you