

# Payrun Processing Guide TEMPLACMS & SELECTPAY

Version: V6.1.0 (with Timesheet Leavers Holiday Pay)



# **COMMERCIAL STATEMENT**

This document is subject to any terms as per teamsoftware.com/legal.

# INTRODUCTION

# Please note this document is intended as a guide only to assist with the payrun process in TemplaCMS & SelectPay. It is solely the responsibility of the customer to ensure that pay is processed correctly each pay period.

Each step in this document is indicated by a step number and with a 'S' or 'C' in the first column where:

S = SelectPay

C = TemplaCMS

All point where back-ups should be taken are marked in 'Red'. The user is welcome to take any additional back-ups if needed.

Please note that this guide assumes leavers holiday pay process on timesheets have been enabled on 'System control' and are used from within the timesheets.



Note that this setting is mutually exclusive to the pre-existing 'auto-approve leavers' setting – i.e. if leavers holiday pay is required to be processed, you cannot auto approve the leavers. It will not be possible to tick both boxes in system control.

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	Step	Templa CMS / SelectPay Payrun Process
S*	1	Take a back-up called 'PreTaxCodeUpdate' followed by the period or tax week number
S	2	Download Tax Code Notifications         It is advisable to always do this process from the same user pc if the option 'Retrieve New Items' will be used. Alternatively keep track of the last date notifications were downloaded and used the 'Retrieve Items Since' option.         Launch the DPS Viewer from Utilities -> Receive -> Launch DPS Viewer:         It is advisable to always do this process from the same user pc if the option 'Retrieve New Items' will be used. Alternatively keep track of the last date notifications were downloaded and used the 'Retrieve Items Since' option.         Launch the DPS Viewer from Utilities -> Receive -> Launch DPS Viewer:         It is advisable to always do this process retirement Dates         Utilities         Process         HMRC         Process         Process
		Last Saved Item: Date: Count Tems to retrieve Select a form type: P6/P6B, P9, SL1 (Student Loan Start), SL2 (Student Loan Stop), AR (Annual Reminders) or Not (Notifications) Select a retrieve option, such as Retrieve New Item & then Press Retrieve
S	3	Save Downloaded Tax Code Notifications         Image: State Display=10 and the provided state Display=10 and the messages for ALL payroll databases

S	4	Apply the Downloaded Tax Code (or other Notifications)
		Go to Utilities -> Receive and choose the relevant option that should be applied:
		P6/P6B, P9, SL1 (Student Loan Start), SL2 (Student Loan Stop), AR (Annual Reminders) or Not (Notifications).
		🗃 HMRC Communications - Receive Messages
		P6/P6B - Tax Coding Notices
		Employee Code Employee Options Narrative
		11877         ESPINOZA RODR         Do Nothing         Employee not found           11113         REBELO SILVA S         Do Nothing         Employee has left
		1113     LIND DAVID ADR Do Nothing     Employee has left       112303     LIND DAVID ADR Do Nothing     Employee data already matches file.
		112687 KAJARI ENIKO Do Nothing Employee data already matches file.
		110761 ARDILA TRASLAV Do Nothing Employee data already matches file.
		112702     CARDOSO MARIA Do Nothing     Employee data already matches file.       112705     MUNOZ OSPINA Do Nothing     Employee data already matches file.
		110862 AWAL SADIATU S Do Nothing Original - Code 733L, new - Code 326T (Name in message - AWAL SADIATU SHAIE
		110862 AWAL SADIATU S Do Nothing Employee data already matches file.
		109788 BATISTA GOMES Do Nothing Employee data already matches file.
		Review the messages to decide if you wish to use them to update your payroll data
		Matching will have been attempted (it may help to sort them on the narrative)
		<ul> <li>If the details from the message match one of your Employees (e.g. matching NI number) the Employee code will be displayed in the first column</li> <li>If No match could be made, the narrative will be "Employee not found".</li> <li>For all the unmatched Employees, you can leave the option as "Do Nothing" if more than one payroll database exists.</li> </ul>
		• For all the matched Employees, select the required action from the Options list. This will default to "Do Nothing" change it to "Process" to update the Employee record
		HMRC Communications - Receive Messages
		P6/P6B - Tax Coding Notices
		• Click on 'Receive' to start the process (button to left of printer icon above).
		• The following message will appear - if employees already have pay for the current pay period the
		pay will need to be processed again for the tax code changes to take effect.
		Access SelectPay
		Please remember to process the pay for the affected employees again.
		ОК
		• Responding 'Yes' to the following message, will clear the lines that have been processed, leaving just those that were set to "Do Nothing" for to review and process.

		Access SelectPay
		Do you want to remove records that have been successfully processed?
		<ul> <li>Repeat step 3 for all other payroll databases.</li> </ul>
S*	5	Take a back-up called 'PrePostponement' followed by the period or tax week number
S	6	Postpone any new employees if required
		From the Pension -> Pension Control Menu highlight all new employees (they should be at the bottom of the list and have no status date) and then click on 'Auto Enrol'
		Window     Paytypes     Enrol     Criteria       Window     Actions     View
		Welcome         ×         Pension Control* ×           Employee Code         Sumame         Forename 1         Department C ♥ Status Date         Postpone ♥ Activ         Pension Paytype ♥ Qualifyi ♥ Worker ♥ Eligibl ♥ Non-eligi ♥ Entitl ♥           100001         Anne         Anderson         24/07/2013         ♥ PENSION         ♥         ♥           100002         Dennison         Denise         24/07/2013         ♥ PENSION         ♥         ♥           100004         Harding         Heather         24/07/2013         ♥         ♥         ♥           100005         King         Stephen         24/07/2013         ♥         ♥         ♥           100006         Herderson         Elizabeth         24/07/2013         ♥         ♥         ♥           100006         Stonehouse         Martin         24/07/2013         ♥         ♥         ♥           100007         Tyler         Neil         24/07/2013         ♥         ♥         ♥         ♥           100008         Stonehouse         Martin          ♥         ♥         ♥         ♥
		This will assign a status of 'entitled' to each employee.
		With the employees still highlighted now click on 'Bulk Postpone' and enter the postpone date for the period that you choose. Individuals can be postponed via selecting the employee and then click on 'edit' and enter the 'postponed' date.
		Home       Payroll       System       Utilities       Pension Control*         Image: Control and the system         Edit       Save       Assign       Auto       Search       AQuick Find         Vindow       Actiona       View       View       View         Wetcome       x       Pension Control*       x
		Employee Cole         Sumame         Forename 1         Department C ♥         Status Date         Postponed         ♥ Activ         Pension Paytype ♥         Qualifyi ♥         Worker ♥         Eligibl ♥ Non-eligi ♥         Entitl ♥         Opted-In         Joined         Ceased           100001         Anne         Anderson         24/07/2013         ♥         PENSION         ♥         ♥         26/07/2013 <t< th=""></t<>
		Do not assign a pension pay element to employees who will be postponed. Entering a postponed date does not exclude the pay element from standard pay, and if it is not excluded, a deduction will still be made.

S	7	Enter Opt Out / Cease dates
		Highlight the employee, click on 'Edit' and then enter the 'Opt-out' or 'Ceased' date in the relevant column
		on the pension control screen.
		scome × Pension Control* ×
		ployee Code Surname Forename 1 Department C 🗸 Status Date Postponed 🗸 Activ Pension Paytype 🗸 Qualifyi 🗸 Worker 🗸 Eligibl 🗸 Non-eligi 🗸 Entiti 🗸 Opted-Out 100001 Anne Anderson 24/07/2013 🗸 PENSION 🗸 🗸 🗸 26/07/2013
		100002         Denison         Denise         24/07/2013         PENSION         V         V           100003         Peck         Victoria         24/07/2013         V         V         V           100004         Harding         Heather         24/07/2013         V         V         V
S	8	Remove pension pay elements from employees who opted out / ceased
		From the employee record, click on 'Standard' pay, find the pension pay element in the list and then right
		click or click on the 'Include/Exclude' button, set to 'exclude' and then click on 'Yes'.
		Home Payroll Pension System Utilities Standard Pay List - 001709, Employee An
		Image: New Open     Image: Delete Paytype     Image: DeletePaytype     Image:
		Paytype Paytype Paytype Paytype Posite Approver Profile Criteria A Quick Find
		Standard Pay List - 001709, Employee Anne ×
		Drag a column header here to group by that column.
		System Type ▼ Type ▼ Paytype Code ∇ Status ▼ PAYE NICees NICers Gross Σ: Standard Deduction PEN-ELIGIBLE AE 045 Included 0.00 Standard 0.00
		Standard Access SelectPay 0.00 Standard Standard 0.00
		Standard Standard O.00 Are you sure you want to exclude Paytype PEN-ELIGIBLE AE 045? 0.00
		Standard 0,00 Standard 0,00 Standard 0,00
		Standard 0.00 Standard Yes No 0.00
		Standard 0.00 Standard 0.00
		**Please note if the employee is due a pension refund the pay elements should only be removed once the
		refund have been processed and paid to the employee.
S	9	Enter Sickness
		For TUPE employees or employees who hasn't been paid in SelectPay for 8 weeks the Average NICable Pay
		need to be entered on the SSP Entitlement tab:
		Welcome X Employee List X Payroll - Employee Record - 200026 X
		Forename 1     James     Job Title     Cleaning Operative
		Earnings 0.00 Deductions 0.00 Standard Pay
		General Personal Bank Details Current Employment Contract Details Starter Details RTI Secondment Holidays SSP Entitlement S
		Sickness Qualifying Days Average NICable Pay 0.00
		Sun Mon Tue Wed Thu Fri Sat
		Clicking on the 'Sickness' button will display the following screen:

-	4.5									Aeo	ernes Siedlensillissy	v - TINBERSON
	Home	Payroll	Pensi	on System	Utilitie	s Pa	yroll - Sickn	ess - 00017	78, Warren San	dra		
Save & Close		Previous	C Next	Run System Checks	Correct Sickness	Searc Criteri	h Ala Quic	Chooser k Find				
	Wi	ndow		Manage	ment		View					
Welcome	e x	Employee Lis	st x	Payroll - Emplo	oyee Record	- 00017	8 <b>x</b>	Payroll - S	Gickness - 0001	L78, Warren	Sandra 🗙	
OSP Re				P								
Sicknes	ss Days Y	TD	0									
Sickn	ess From	Whole Da	y Sickne	ss To Whole Da	y No. of Da	iys S	tatus 🖓		Notes	From HR	OSP Rule	
*												

**OSP record** – This shows the current OSP rule for this employee. The OSP rule can be added, edited, or deleted from here. Only one OSP rule can be assigned to an employee.

*Sickness Days YTD* – This shows the total number of work days the employee has had off sick this fiscal year.

*The grid* – This shows the employees sickness details in descending date order.

Un-processed lines (i.e. those not yet affected by Period End) can be:

- Deleted, by highlighting the appropriate line and using your keyboard's delete key
- Amended, by highlighting the appropriate line and changing the dates as required. However, if the status is *SSP Contd.* then the 'Sickness From' date cannot be edited.

Processed lines (i.e. after Period End) are disabled.

### Sickness can be entered from this screen as follows:

- Click into the first blank line on the grid and enter the 'Sickness From' and 'Sickness To' dates etc.
- Click on 'Run System Checks':

<b>8</b>										Aea	erss Sedencils	eŵ.
	Home	Payroll	Pensio	n System	Utilities	; Payr	oll - Sickr	ness - 0001	78, Warren	Sandra*		
Save Clos	& Save		C Next	Run System Checks	Correct Sickness	Search Criteria	AA Qui	d Chooser ck Find				
Ļ	Wir	ndow		Manage	ment		View		J			
Welcom	ne 🗙 E	mployee Li	st 🗙	Run System C	hecks ord	- 000178	×	Payroll - 9	Sickness -	000178, Warren	Sandra*	×
OSP R Sickne	lecord ess Days YT	ГD	0	P								
	ness From			s To Whole Da			tus 🔻		Notes	From HR	OSP Rule	
*	10/04/201	5 1.0	0 14/04/2	2015 1.0	00 5.0	JU		Dr recieved				

This process will check any amendments to existing sickness lines or additional sickness lines against the information currently held in the sickness table for this employee.

The Status field will be updated at the end of this process and any errors will be shown with an exclamation mark and a description of the failed validation:

elcome	× Er	mployee List	: <b>x</b> P	ayroll - Employ	yee Record - 0	00178	×	Payroll -	Sickness -	000178,	, Warren	Sandra*	x
OSP Rec	ord			P									
lickness	Days YT	D	0										
				To Whole Day	No. of Days	Status	V		Notes	F	From HR	OSP Rule	_
Sickne		Whole Day				Status SSP Applica		Dr recieve		F	From HR	OSP Rule	

- Click on 'Save'
- The SSP paid value can be checked form the 'Run Payroll' screen.

\$* <b>`</b>	New Employee     Duplicate Employee	Attachme	ry 🔛 Expenses 👻	i 🕓 🔒	eset Period Rate & C Print P45	. u	Field Ch
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Welsome	Record	Manager	nent	Actio	ins		View
	Employee List × Employee List >	Parental Pay	]				
Left 🛛 Employ		e 1 UK Postcode [	Department Code 🍸 Foreign	Country 🍸 🛛 Tax Code	♥ NI Number	NI Letter 🏾 Join	ning Date 🛛
000111 000120 000178	Luis LUCIA Gyapong Odafe Warren Sandra	E9 5PH E8 2HA W7 3QZ		K181 BR BR	SC8024298 PW658641B PW506534C		12/07/1988 26/06/1992 20/04/1994
	indiren Sanara			bit	1115005510	0	20/01/1001
•	From the 'Parental Pa	ay' record scre	en click 'New P	Parental Pay':			
		🕞 Delete Parental Pay		💎 🗊 Field Chooser			
	New Open	Later y	Apply Backdated Se	earch			
	Parental Pay Parental Pay		Pay Rise Cr	riteria			
	Reco		Actions	View 001358, Samson TRACY			
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	I						
					A	1 11	
•	f no previous parenta	al pay records	exist for the en	nployee the u	ser will aut	omatically	/ be pr
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	with the parental pay				n 'New Pare	ental Pay'a	as per
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Expected Date of Birth       30/04/2015       Pay High Rate       Qualifying Week       11/01/2015         Actual Date of Birth       9       Stulburth       Latest Start       08/02/2015         Actual Date of Birth       9       Stulburth       Latest Start       03/05/2015         Maximum Weeks       39       NT Days       0         Payment Start       14/04/2015       Align to Pay Date       Weeks Date       0         Payment Finish       9       Revocation Date       9       0.00         Pertner Information       9       Evidence for ShPP Received       9       0.00         Sumame       0       Deceased Date       9       9       0.00         When the payment start date is reached and a payroll is processed that includes that date, the will appear on the 'Run Payroll' screen with an 'M' in the 'Status' field next to the 'Gross' Payment vill appear on the 'Run Payroll' screen with an 'M' in the 'Status' field next to the 'Gross' Payment Vill appear on the 'Run Payroll -4 Weekly - Perind 1       X         Velcome       X Run Payroll -4 Weekly - Perind 1       X       1         Tag a column header here to group by that column.       Wanin V Process Employee Code       Sumame V Forename 1       Gross X Status V
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Maximum Weeks       39         First Day of Leave       14/04/2015         Payment Start       14/04/2015         Payment Finish       Image: Control (Curtailment Date)         Revocation Date       Image: Control (Curtailment Date)         Partner Information       Image: Control (Curtailment Date)         Sumame       Evidence for ShPP Received         Forename 1       Poreased Date         Forename 2       Deceased Date         NI Number       Image: Control (Control
First Day of Leave       14/04/2015       Weeks Used       0         Payment Start       14/04/2015       Align to Pay Date       Weeks Paid       0         Payment Finish       Image: Control of the payment of
Payment Start       14/04/2015       Align to Pay Date       Weeks Paid       0         Payment Finish       Image: Curtailment Date       Image: Curtailment Date       Image: Curtailment Date       Image: Curtailment Date         Partner Information       Image: Curtailment Date       Image: Curtailment Date       Image: Curtailment Date         Sumame       Partner Information       Image: Curtailment Date       Image: Curtailment Date       Image: Curtailment Date         Sumame       Porename 1       Image: Curtailment Date       Image: Curtailment Date       Image: Curtailment Date         Forename 1       Proceased Date       Image: Curtailment Date       Image: Curtailment Date       Image: Curtailment Date         When the payment start date is reached and a payroll is processed that includes that date, the will appear on the 'Run Payroll' screen with an 'M' in the 'Status' field next to the 'Gross' Payment will appear on the 'Run Payroll - 4 Weekly - Period 1       Image: Curtailment Date         Welcome       X       Nu Payroll - 4 Weekly - Period 1       Image: Curtailment Date         Warin IV Process       Employee Code       Sumame       Forename 1       Gross Image: Curtailment Date
Payment Finish          Curtailment Date          Revocation Date          Partner Information          Sumame       Evidence for ShPP Received         Forename 1          Forename 2       Deceased Date         NI Number          When the payment start date is reached and a payroll is processed that includes that date, the will appear on the 'Run Payroll' screen with an 'M' in the 'Status' field next to the 'Gross' Paymet's the screen with an 'M' in the 'Status' field next to the 'Gross' Paymet's the screen with an 'M' in the 'Status' field next to the 'Gross' Paymet's the screen with an 'M' in the 'Status' field next to the 'Gross' Paymet's the screen with an 'M' in the 'Status' field next to the 'Gross' Paymet's the screen with an 'M' in the 'Status' field next to the 'Gross' Paymet's the screen with an 'M' in the 'Status' field next to the 'Gross' Paymet's the screen with an 'M' in the 'Status' field next to the 'Gross' Paymet's the screen with an 'M' in the 'Status' field next to the 'Gross' Paymet's the screen with an 'M' in the 'Status' field next to the 'Gross' Paymet's the screen with an 'M' in the 'Status' field next to the 'Gross' Paymet's the screen with an 'M' in the 'Status' field next to the 'Gross' Paymet's the screen with an 'M' in the 'Status' field next to the 'Gross' Paymet's the screen with an 'M' in the 'Status' field next to the 'Gross' Paymet's the screen with an 'M' in the 'Status' field next to the 'Gross' Paymet's the screen with an 'M' in the 'Status' field next to the 'Gross' Paymet's the screen with an 'M' in the 'Status' field next to the 'Gross's Paymet's the screen with an 'M' in the 'Status' field next to the 'Gross's 'Status's the scree
Curtailment Date         Revocation Date         Partner Information         Sumame         Forename 1         Forename 2         Deceased Date         NI Number    When the payment start date is reached and a payroll is processed that includes that date, the will appear on the 'Run Payroll' screen with an 'M' in the 'Status' field next to the 'Gross' Payment Veloceme x Run Payroll - 4 Weekly - Period 1 x         Veloceme x Run Payroll - 4 Weekly - Period 1 x         Drag a column header here to group by that column.         Warnin x Process Employee Code       Sumame x Forename 1 Gross x Status x
Revocation Date         Partner Information         Sumame       Evidence for ShPP Received         Forename 1         Forename 2       Deceased Date         NI Number         When the payment start date is reached and a payroll is processed that includes that date, the will appear on the 'Run Payroll' screen with an 'M' in the 'Status' field next to the 'Gross' Payment         Welcome x Run Payroll - 4 Weekly - Period 1         Trag a column header here to group by that column.         Warnin T Process Employee Code       Sumame T Forename 1 Gross X Status T
Partner Information         Sumame         Forename 1         Forename 2         Deceased Date         NI Number         When the payment start date is reached and a payroll is processed that includes that date, the will appear on the 'Run Payroll' screen with an 'M' in the 'Status' field next to the 'Gross' Paymeter to group by that column.         Welcome x Run Payroll - 4 Weekly - Period 1 x         Use Come x Run Payroll - 4 Weekly - Period 1 x         Varinin x Process Employee Code Sumame x Forename 1 Gross ∑ Status x
Sumame       □ Evidence for ShPP Received         Forename 1       □         Forename 2       □         NI Number       □         When the payment start date is reached and a payroll is processed that includes that date, the vill appear on the 'Run Payroll' screen with an 'M' in the 'Status' field next to the 'Gross' Payme         Welcome       x Run Payroll - 4 Weekly - Period 1         X       Image: Code Sumame         Yeroname 1       Gross       Yeroname 1         Yeroname 1       Gross       Yeroname 1
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Warnin V Process Employee Code Surname V Forename 1 Gross X Status V
▶ Ø000111 Luis LUCIA 1,395.00 M

		accessed:	e will open the 'An			
		General Sickness	Parental Pay Shared	Parental Pay Pension Holiday	NIC Periods Rates Cal	culate
		Type of Parental Pa	y SMP			
		Expected Date Of B	irth 30/04/201	5	Notes	
		Start Date	14/04/201	5		
		Average NICable Pa	/	500		
		Whole Weeks To Pa	у 2	Weeks Not To Pay 0	_	
		Weeks Worked	0	Weeks Left 39	_	
		KIT Days	0	KIT Days to date 0	-	
			000.00			
		Amount To Pay	900.00	Paid to Date 0.0000	_	
		Gross Adjustment	Do Not Adjust Gross	•		
		Adjust Gross to	0.00			Reset Values
			•	processed, the parental the total) and start to co		
s	11	Enter Attachments of E	arnings			
		Locate the relevant em be displayed:	ployee and click o	on 'Attachments', any exi	sting attachment re	cords will
		be displayed.				
		- F Home Payr	oll Pension System	Utilities Attachment of Earnings List - 00	Anteres Selbrollery	112311 
			Delete Attachment	Field Chooser		
		New Open		Search Quick Find		
		Attachment Attachme R	ecord C	Criteria View		
		Welcome 🗙 Employ	ee List × Attachment of Ea	rnings List - 000111, Luis LUCIA F 🗙		
		Drag a column header h	ere to group by that column.			
		Type V Referen DEO-CSA 123456	ce 🛛 Active 🏹 Priority 🏹 🤇	Start Date 🛛 Finish Date 🔽 Normal Dedu 04/02/2014	ction NDR 🗴 Protected Earnings £ P 20.00	ER <b>S</b> Protected Earnings % PEP <b>S</b> 2.00 0.00
		Type V Referen DEO-CSA 123456 Click on 'New Attachme	✓ 1	04/02/2014	ction NDR Σ Protected Earnings £ P 20.00	ER <b>∑</b> Protected Earnings % PEP <b>∑</b> 2.00 0.00
		Click on 'New Attachme	ent' to create a ne	w record:	20.00	2.00 0.00
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		Click on 'New Attachme Home Payro Home Payro Save & N Save & Save Close Wind Welcome × Employe Luis LUCIA F Type CTAEO Reference Reference Etails Payee Varial Start Date	ent' to create a ne Il Pension System ew Concernation Concernation Previous Next DW e List × Attachment of Earni council Tax Attachment of Earni ions Notes	04/02/2014         W record:         Utilities       Payroll - Attachment of Earnings I         ings List - 000111, Luis LUCIA F x       P         mgs Order       Sort Key         Priority       1	20.00 Asserte Carlina Rey - 1 Record - 000111 ayroll - Attachment of Earnings Re	2.00 0.00
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		This record will contain all the information the payroll system needs to calculate the amount to be deducted from the Employee's pay. The information you are required to enter will be determined by the type of attachment order chosen.
		When the pay run for the current period is being processed, all the attachment of earning records that have been created will be checked. If they are active and not paid in full, the system will apply the tests to calculate how much can/should be deducted.
		After the period end, the employee's attachment record will be updated to show that a deduction has been made.
s	12	Review / Add Loan deductions
		Find the employee in the employee list and select 'Standard Pay'.
		Home Payroll System Payroll - Employee Record - 7276
		🔐 🔚 Save & New 👝 🝙 📰 🕎 Parental Pay
		Save Save Previous Next Standard Attachment Pay of Earnings I P9D Summary
		Cluse         Pay of Lammas         Ear + 2           Window         Management         Report & Analyse         Actions
		Employee List x Payroll - Employee Record - 7276 x
		Bloggs, Joseph
		Code 7276 Forename 2
		Title     Mr     Forename 3       Surname     Bloggs     Department
		Forename 1 Joseph Job Title
		Earnings 105.00 Deductions 20.00 Standard Pay
		General Personal Bank Details Current Employment P45/P46 Details Holidays SSP Entitlement Sort Keys Job History NIC P6 Details
		Pay Frequency     Monthly     VIL Letter     A - Not Contracted-Out       Pay Method     BACS     NI Type     Normal
		Cheque 0.00 Appropriate Personal Pension
		This will bring up a list of all the standard pay elements associated with this employee. Click on 'New Pay element' to enter a loan for the employee. Select the 'Loan' pay element from the list that appears.
		element to enter a toan of the employee. Select the Loan pay element nom the list that appears.
		Home Payroll System Standard Pay List - 7276, Bloggs Joseph
		Delete Paytype
		New Open Include/Exclude Apply Search Active Paytype Paytype Paytype Profile Criteria A Quick Find
		Record         Actions         View           Employee List         X         Payroll - Employee Record - 7276         X         Standard Pay List - 7276, Bloggs Joseph         X
		Drag a column header here to group by that column.
		System Type 🟹 Type 🟹 Paytype Code Status 🏹 PAYE NICees NICers Gross 🗵 Rate Quantity Sort Key 🏹
		Standard     Earnings     BASIC     Included     Included     Included       Standard     Deductions     LOAN     Included     -20.00     20.000     1.00
		The next screen displays details of the loan on the General tab. On this tab ensure that all boxes are
		unchecked (start and finish dates can be entered if required).
		COAN (Deductions)
		Code LOAN P Rate 20.0000 Type Deductions Quantity 1.00
		Sort Key
		General Options Notes Multiple Pension Custom
		NICces     Benefit in Kind     Not Payable
		NICers     Holiday Advance     Print on Paysip
		Averageable     Holiday     Update Nominal       Multiple     Pension     Prink YTD on Payslip
		Available to Timesheet Service
		Carry forward Rate Clear Year To Date At Tax Year End
		Carry forward Quantity Start Date 01/01/2012  Carry forward Employer Pension Finish Date 30/04/2012
		Carry forward Employer Pension     Finish Date     30/04/2012       Carry forward Multiplier     Gross Year To Date     0.00
		Enter the re-payment amount in the 'Rate' field and set the quantity to '1.00'

		On the Options tab of this screen, enter the details of the loan e.g. how many payments are to be made via selecting the 'Number of payments option' or alternatively use the 'Value of payments' option where the full value of the amount the employee has to repay can be entered.
		Employee List x Standard Pay List - 7277, Guiseppe Bloggs x Payroll - Standard Pay Record - 7277, Guiseppe Bloggs - LOAN x
		LOAN (Deductions)
		Code LOAN P Rate 10.000
		Type Deductions Quantity 1.00 Sort Key
		General Options Notes Multiple Pension Custom
		Exclude Paytype from Run Payroll
		Nominal Update Accounts
		Gross Pay DR 2350 Linked Paytype
		Gross Pay CR 2320
		Employer NIC DR 2310
		Employer NIC CR 2350
		Unit of Measure Maximum Quantity/Value
		Multiply by unit   Number of Payments
		Quantity         0.00         100.00         Paid         13.00
		Description V Show O/S Balance on Payslip
		Ensure that 'Show O/S balance on payslip' box is ticked.
		Save any changes that you have made.
C	13	Lock the Payroll Batch
		Double click the relevant payrun batch and then click on lock:
		Payrun Batch Details - Operatives B-Two Weekly 2015 run 25 (29/02/2016 to 13/03/
		File Tools Help
		💋 Close 💠 Previous 🛸 Next 🛸 Notes 🗎 Process sheets 😫 Composite notes
		Site dimestrees or chiptoyees of caves formers of Absence analysis i
		General
		Batch number 2085
		Pay run Operatives B-Two Weekly 2015 run 25 (29/02/2016 to 13/03/2016)
		Note, to post or delete this batch you must first apply the lock
		Financial period 2015 / 9
		PayBatchDetail @ 2015 Templa Computer Systems Ltd .
		raj bauno etan — 2013 Tengaa Computer oyatenta La
		If managers are completing timesheets the 'Lock Down' button may appear. Once 'Locked' or 'Locked
		Down' the green 'Post' button should appear if all timesheets in the batch have been 'green ticked'
		Payrun Batch Details - C&E Admin Payroll-Monthly 2015 run 12 (01/03/2016 to 31 🗔 💷 💌
		File Tools Help
		💭 Close 🚽 Save 🌳 Previous 🌳 Next 🛸 Notes 🎽 Process sheets 😻 Composite notes
		😰 Site timesheets 🕸 Employees 🧟 Extras 🥻 Leavers/Joiners 🌐 🙆 Delete
		General
		Batch number 39
		Pay run Monthly OPR Payroll-Monthly 2015 run 12 (01/03/2016 to 31/03/2016)
		Note, whilst this batch is open, all other users will be prevented from opening associated details for amendment.
		Financial period 2015 / 10
		PayBatchDetail @2015 Templa Computer Systems Ltd

#### Check for un-approved employees

If the un-approved employee functionality is used in TemplaCMS any un-approved employees in the payrun batch will be identified by the 'un-approved' icon:

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These employees can be found from the Payrun batch -> Employees

<u>, (1)</u>			Payrun ba	tch employee	:S				_	
General										
Close Refresh	Image: Second system         Image: Se	refresh	•	📁 Open 🔍 View 🍰 Print/en	nail employee t	imesheet	Filter selected	Un-filter selected	<ul> <li>Owned</li> <li>Prospectiv</li> <li>All</li> </ul>	e
	List				Row			Filter		
	ader here to group by that col		Site name		Total hrs	Total pay	Work type	Contra	cted hrs Contra	cted pa
006942	Melo Torres, Priscilla	AAWS/0	AAWS 2ND		42.00	£286.00	CLEANER	-	44.00 f	286.00
7415	Amankwaah, Naana	BMUB/0	BMUB 26		63.00	£429.00	CLEANER	-	66.00 f	429.00

If any of the existing employees identified as 'un-approved' need to be approved so that they get paid this pay period go to the employee list (Payroll menu -> Employees) find the relevant employee, open the employee record.

The bottom of the employee record should show the approval section – in order to approve the employee, click on the 'Approved' button.

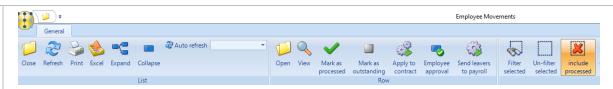
Approval level	Approval H	listory
⊖ Site	Begin Approved Rejected	Un-approved Templa Support 06/04/2016 14:00 No bank details

Any **new employees (added to the timesheets in this pay period)** can be approved from the Payroll batch -> Leavers/Joiners screen via the 'Employee Approval' button

	2	کے ا			auto refresh 🏖	n	-	1	Q	$\checkmark$			-	
Close	Refresh Prir	t Excel	Expand	Collapse				Open	View	Mark proces		Apply to contract	Employee approval	Send leaver to payroll
				List								ow.		
Drag a	St Movemen		oup by tha	at column.		Processe	ed Employee				Site approval	Unapproved	reasons	
8	🖗 left comp	any - on 31	/12/2014				006942 - Me	lo Torres,	Priscilla	1	Un-approved	No Paperw	ork	
harmon														

From the Payrun Batch -> Leaver/Joiner screen click on the 'All' button to ensure the full list of leavers and joiners are displayed.

	Employee Movements
	Close       Refresh       Print       Excel       Expand       Collapse       Image: Contract       Auto refresh       Image: Contract       Image: Contrat       Image: Contract
	Keep the 'Shift' key in on the keyboard and select the first and last employee in the list to highlight all of them and then click on 'Apply to contract:
	Employee Moven
	General         Image: Close Refresh Print Excel Expand Collapse         List             Image: Close Refresh Print Excel Expand Collapse
	Drag a column header here to group by that column. Apply to contract
	Image: St Movement details     Processed Employee     Site approval     Unapproved reasons       Image: The transmission of transmission of the transmission of the transmission of the transmission of
	Image: Second
	The following message will appear, click on 'Yes' to continue: Confirm action Confirm action This process will attempt to apply the employee movement(s) to a new version of the contract. This will not be possible if the contract is in use, or if there is a current 'work in progress' version of the contract. Continue? Yes No
ł	Confirm action         Image: Confirm acting action <td< th=""></td<>
	There is no need to apply any of the 'Temporary Joiner' movements indicated by the white 'Temporary ioiner' icon:
	Send 'Company Leavers' to SelectPay
F	From the 'Leavers/Joiners' screen click on the 'Include processed' button:



This will display a list of all the employee movements that have been applied to the contracts for the pay period:

	🥥 ₹ Genera															Employee Mov	ements			
Close	Refresh		excel	Expand	Collapse	🏖 Auto refresł			•	(j) Open	Q View	Mark as	Mark as	Apply to contract	Employee approval	Send leavers to payroll	Filter selected	Un-filter selected	include processed	& Company leavers
					List								Ro							Filte
Drag a d	column h	eader he	ere to gr	roup by the	at column.											Send leavers to	payroll			
1	St Mo	vement de	etails				Processe	Employee				Site	approval	Unapproved	reasons				Sit	e
8	le	ft company	/ - on 31	1/12/2014				006942 -	Melo	Torres,	Priscilla	Un-	approved	No Paperwo	rk				A	4W/S/01 - AA

The employee's date left as well as whether the employee is being paid this period and the amount of pay is displayed.

Select (highlight) the employees on the above list that should be sent to SelectPay to produce a P45 for the employee. And click on the 'Send leavers to payroll' button:

6	<b>1 2 7</b>					Employee Mover	nents			
•	General				1					
	📁 🧞 🌭 📲 💼 🏽 Auto refresh 💽 🗸	<b>1</b>	<b>V</b>		-		5		×	8
Cle	lose Refresh Print Excel Expand Collapse	Open Vie				Send leavers to payroll	Filter selected	Un-filter selected	include processed	Company leavers
	List			Row						Filter

The following screen will appear:

<b>N N</b>	Leaver Proc	essing to Payroll
General		
Close Process Navigate Other		
eneral		
	4	4
Employee	Leaving date	Leaving reason
Employee 006942 - Melo Torres, Priscilla the above the 'Leaving date' can be altered a	31/12/2014	Found another job
006942 - Melo Torres, Priscilla	31/12/2014 and a <b>'Leaving reason'</b> e bove dates. <b>Please note</b> <b>till on a contract in Ten</b> <b>ates'</b> sent from TemplaC urrent pay period the <b>'D</b>	Found another job entered if required. it is not possible to send nplaCMS. MS will apply: ate left' on the employee

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	Timesheet Detai	ls - Site timesheet AAV	VS 2ND			-	
General General Close Previous Next Navigate Save Other	Workflow Send Send Repeat on back workflow Workflow	Add Print/em employee timeshe Recorr	et notes	Employees	Weeks Signoff	Tick ALL	
ails							
Cmp? Payroll n Employee / Work type	I (29/12) wk2 (05/01) wk3 (12/01)	wk4 (19/01) wk5 (26/0 Mon 05 Tue 06 Wed 07		Totals	Tatala	Hours F	Pay
006942 Priscilla Melo Tor Cleaner	006942 Std hours	2.00 2.00 2.00	II		<sup>0</sup> Contracted	44.00	£21
	Priscilla Melo Torres Rate	£6.50 £6.50 £6.50	0 £6.50 £6.50	£6.50 £6.5	<sup>0</sup> Absent	0.00	1
	AAWS/01-DAILY OFFICE CLEANING Hours				Cover Holiday	0.00	
	AAWSIOT-DAILY OFFICE CLEANING Rate				Bank holidays	-2.00	£
▶	Absence reas	~ ~ ~	· · ·	~ ~	Other	0.00	1
	Complete? Payslip comm				Extras		4
					Periodic	0.00	1
				Leaver?	OVERALL	42.00	£2
< > Payro entries	Total Hours Total Wages Il department signoff	2.00 2.00 2.00 13.00 13.00 13.00 Holidays Of	13.00 13.00			10.00	
On selecting one of the above o	ptions the following	g message w	/ill appea	ar:			
Stop					×		
	All leavers must ha Press OK to do this		day pay p	rocessed	ł.		
	)	; now.	day pay p		1		
Click on ' <b>OK'</b> to continue. The 'I the timesheet who has been ma	Press OK to do this	s now. OK		Cancel		the emp	bloy
the timesheet who has been ma	Press OK to do this	s now. OK		Cancel		the emp	bloy
the timesheet who has been ma	Press OK to do this	oK OK Calculation	'screen	Cancel		the emp	bloy
the timesheet who has been ma	Press OK to do this	oK OK Calculation	'screen	Cancel		the emp	bloy
the timesheet who has been ma  Leavers Holiday Pay Calculations  File Tools Help  Collapse all Collapse all Mark as ready	Press OK to do this	oK OK Calculation	'screen	Cancel		the emp	bloye
the timesheet who has been ma Leavers Holiday Pay Calculations File Tools Help Calculations Drag a column header here to group by that column. Ready to process? Employee Site Leaving	Press OK to do this Press OK to do this Compared and the second s	Calculation	' screen	Cancel will app	ear for all	day Average hou	Irly rate
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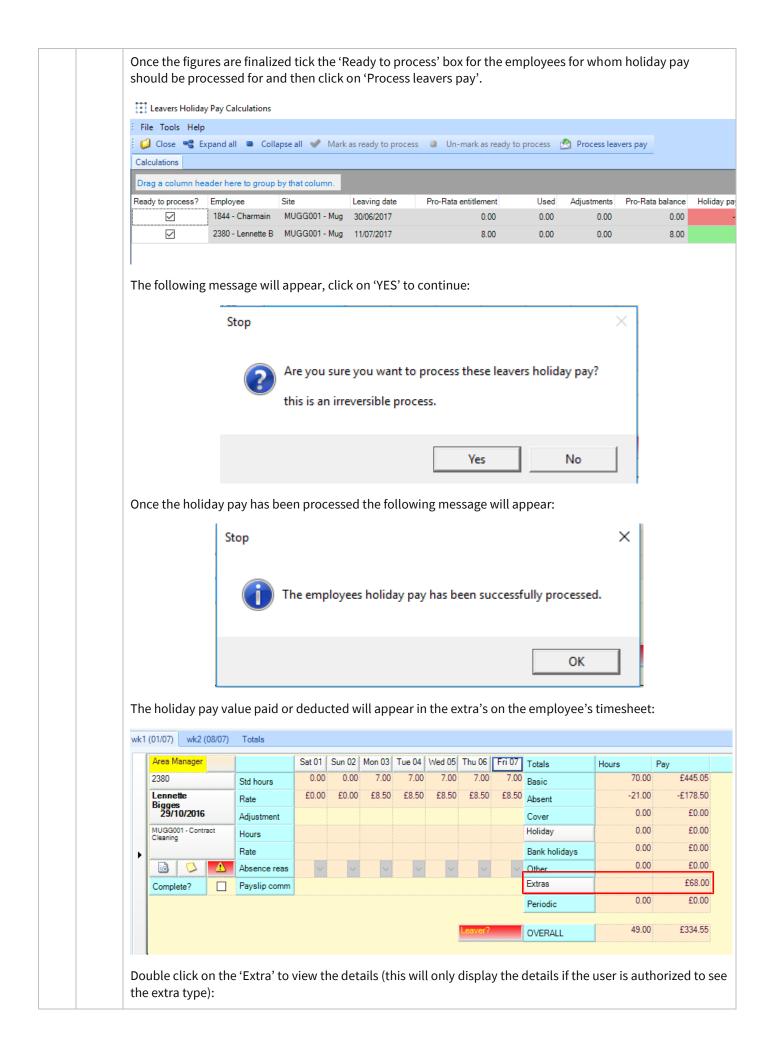


	Image: Timesheet Extras - Site timesheet AAWS 2ND - Employee timesheet Melo Torres, Priscilla       Image: Constraint of the second
	Extra s         Extra type         /         Date         Rate         Quantity         Unit description         Value (+ve or -ve)         Payslip text           **         8.50         1.00         8.50         8.50         1.00
C 17	Remove If a mistake was made earlier during the holiday pay calculation process the value can be changed at this point. Post the Payroll Batch Once all timesheets have been completed i.e. 'Green Ticked', the 'Post' button on the batch header become enabled:
	Payrun Batch Details - Operatives Payroll-Monthly 2014 run 10 (01/01/2015 to 31/01/2015)     General   Close   Navigate     Other   Batch     General     Batch     Image: Composite other     Other     Batch     Image: Composite other
	Financial period 2014 / 10 Click ' <b>Post</b> ' to generate the '.csv' file that will be imported into SelectPay

This v	vill not be possi	ble if any are in u	pletion of statutor ise. ments will be pos:	
Conti				
cont	in the company of the			

Click on 'Yes' to continue. If holiday pay hasn't been processed for all leavers the following message will appear and it will list all site/ company leavers:

Confirm ac	tion
	The following leaving employees have not had their holiday pay processed:
	JAIME Aldo
1	are you sure you want to continue with posting this batch?
8	Yes No

Click on 'Yes' to continue unless the remaining leavers also need to have their holiday pay processed (if this is the case go back to step 14).

You will be prompted for a location where the '.csv' file will be created. This should ideally be a secure, shared location on the network that will be accessible from the payroll system as well.

Browse For Folder	X
Select folder for payroll export file	
🕨 🥦 Lynette V D. Berg	*
🛛 🖉 Computer	
🛛 🗣 Network	
Description Panel	
🗑 Recycle Bin	
🎼 Access 2015-11-18	=
🎼 Access 2015-11-25 DM	
CMS Export	
Customer Install and Setup	
Documents	
🛛 🕒 🖟 Lynette Stuff	
Project Management	-
Make New Folder OK Canc	el

		Please note: never attempt to open the .csv file in excel in order to view it as Excel tends to re-format (i.e. convert dates to numbers, remove leading zeros, etc.) .csv files rendering them impossible to import into SelectPay.					
S	18	Detailed Pay Summary report check From the 'Run Payroll' screen click on 'Save & Process' and print off the 'Detailed Pay Summary report'. At this point, the report should only show what has been entered in <b>SelectPay</b> so far. If anything appears on the report that is not expected this should be investigated and resolved before continuing.					
		Run Payroll Reports - 2 Weekly (Period 2)					
		🚱 🖸 🛄 Undo Finish & Transmit					
		Pay Run Complete for 29 Apr 2011					
		Please select the reports you wish to view before running the Payslip Wizard.					
		Exceptions Report Autopay Schedule					
		Pay Summary BACS Schedule					
		Detailed Pay Summary BOBS Schedule					
		Attachments Cheque Schedule					
		SSP1 Cheques					
		Cash Analysis					
		Day Dup Tetals					
		Pay Run Totals Employees Processed 2 PAYE -36.60					
		Earnings 100.00 NICee's 0.00					
		Deductions 0.00 NICer's 0.00					
		Gross 100.00 Net Pay 136.60					
		Payslip Wizard					
		D DD BACS					
S*	19	Take a back-up called 'Pre-Import' followed by the period or tax week number					
	15						
S	20	Import the pay from the .csv file saved in step 16					
		From the 'Utilities' menu click on 'Import Pay Details' and browse to the file that was exported from CMS in					
		step 16 – making sure the correct file is selected:					

		import Pay Wizard						
		Import File						
		Import Format Delimited (comma)						
		✓ Update multiple Paytypes to take account of the values imported						
		Reject rows where paytype does not exist on employee standard pay     Overwrite current period values with the values in this import file						
		Carry forward the following imported values to future periods Rate						
		Quantity						
		< Previous Next > Cancel						
		Leave the default options and click on 'Next' to import the file. The user will be reminded to take a back-up.						
		If any import errors occur print off the error report and, cancel out of the import screen. Contact Templa						
		Support for further guidance on any import errors.						
S	21	Take a back-up called 'Pre-Calc' followed by the period or tax week number						
S	22	Save & Process the Pay						
		From Payroll -> Run Payroll click on 'Save & Process'.						
		The following messages can appear:						
		Access SelectPay						
		There are 2 employees who are now aged 21 so should no longer be						
		using NI Letter M. There are 3 employees who have reached pensionable age so should be using NI letter C provided you have proof of their age.						
		Is it OK to continue?						
		Yes No						
		Either click 'Yes' to continue or click on 'No' to make these changes first. Once the changes are made go back to Payroll -> Run Payroll and 'Save & Process' the pay again.						
		Access SelectPay						
		Some of the Employees in the list have generated warning messages. Do you still wish to proceed? Click Yes to continue or No to check						
		employees with outstanding warnings.						
		Yes No						
		Click on 'No' to review the warning messages. From the 'Run Payroll' screen use the filter icon next to the						
		'Warning' column heading to find all the warnings.						

		Warning Y       Process       Employ(         (All)       I00003         (Blanks)       I00071         (NonBlanks)       I00993         Image: Complexity of the process of
		element assigned to an employee who has opted out or an employee who is not eligible but do not have an opt-in or joined date entered on the pension control screen. It is up to the user to decide whether these warnings should be ignored or whether anything needs to be changed first. If any changes are made 'Save & Process' the pay again before continuing on to the next step.
S	23	Process Leavers         On clicking on 'Save & Process' the user will be prompted to launch the leaver wizard to process any employees that is due to leave during the pay period.         Access SelectPay         You have employees with a due to leave date in this pay period that have not been set as leavers. Do you wish to launch the leavers wizard? Click Yes to launch the leavers wizard or No to process the pay without making them a leaver.         Yes       No
		Click on 'Yes' to continue. On the following screen un-tick any employees who should not be made a leaver.   Leavers Wizard - Employee List —   Select Code   Surname Forename1   NI Number Department   Pay Frequency   200026 Bond   James AA1234568   Monthly
		Please select the employees to make leavers and click Next to continue or Cancel Next > Cancel
		Click on 'Next' to continue. On the below screen tick the flag to 'Process pay this period' to ensure the employees are paid for the period. If not ticked the system will assume the employees should not be paid this pay period.

Code	pay this period Name						
Code		Departme	nt Date Left	Reas	Dara	ased Process	Dave
200026	Bond James	Departmen	23/01/2020	Reds	Jii Dece		Fay
200064	Bond James		27/01/2020				:
employee li		and click Next to contin			Previous	Next >	(
	lowing screen t	го а тіпаї спеск о		ممر ام مرم دا م م ما			
'Update':	C		of the details, go	back and m	ake amendı	ments befor	re cl
Ceavers 1	Wizard - Final Confi	irmation	of the details, go	back and m	ake amendı	ments befor —	re cl ⊏
Leavers Velace	Wizard - Final Confi m the leaving details	irmation for the employees.				_	
Ceavers 1	Wizard - Final Confi	irmation for the employees. Department D	Date Left Reaso		ake amendi d Process Pay	_	

		Cavers Wizard - Processing Leavers X						
		Process started - 27/02/2020 10:35:05						
		Updating Bond James						
		Updating Bond James						
		Process completed - 27/02/2020 10:35:06						
		If the leaver(s) have payrolled benefits and you have not been able to payroll any remaining amount for those benefits please contact HMRC to inform them of the details.						
		Click Finish to return to Run Payroll I00% Finish						
S	24	If any Auto-Enrolment requirements need to be actioned the following message will appear when clicking on 'Save & Process'						
		Access SelectPay						
		Some employees require pension auto enrolment actions.						
		ОК						
		Click on 'OK'. This will bring up the pension control screen which will only list the employee's that need to be 'actioned'						
s	25	Action any Auto-Enrolment requirements						
		From the Pension Control screen highlight all the employees that require action:						
		Home Payroll Pension System Utilities Pension Control						
		Image: Section of the section of t						
		Edit     Save     Assign     Auto     Bulk     Set/Clear     Print     Search       Paytypes     Enrol     Postpone     *     *     Criteria       Window     Actions     Print & Analyse     View						
		Welcome X EmployeeList X Pension Control X						
		Employee Code         Surname         Forename 1         Department Code V         Status Date         Postponed V         Active         Pension Paytype V         Qualifying V         Worker V         Eligible V         Non-eligible           106132         Ossa-Alvarez         Yurley         01/05/2014         V         PENSION - NOW         V         V           109999         Anna         White         21/01/2015         V         PENSION - NOW         V         V						
		System     Anno     Anno       System     John     Peter       999999     Black     Gina						
		Click on 'Auto-Enrol' – this process will determine the employee's Auto-Enrolment status if they are a new employee or update it for an existing employee if this period's pay will cause the employee to become 'eligible':						

898989         John         Peter         29/02/2016         ✓           999999         Black         Gina         29/02/2016         ✓		<b>1</b>	Pension Wizard	I - Employee Checks	_ <b>D</b> X	
Select       Code       Name       Department       Status         Select						
Image: Select Process       Englishe         Click on 'Next' to assign the status to the employee and click on 'Finish' on the following screen         Click on 'Next' to assign the status to the employee and click on 'Finish' on the following screen         Process stated - 06/04/2016 16:40:55         999999 - Black Gina - Pension Status Updated successfully.         999999 - Black Gina - Pension Status Updated successfully.         999999 - Black Gina - Pension Status Updated successfully.         999999 - Black Gina - Pension Status Updated successfully.         999999 - Black Gina - Pension Status Updated successfully.         Process completed - 06/04/2016 16:40:57         You will need to assign Pension Paytypes to all those employees who have been identified as being Eligible.         View Will need to assign Pension Paytypes to all those employees who have been identified as being Eligible.         View Will need to assign Pension Paytypes to all those employees who have been identified as being Eligible.         View Will need to assign Pension Paytypes to all those employees who have been identified as being Eligible.         View Will need to assign Pension Paytypes to all those employees who have been identified as being Eligible.         View Will need to assign Pension Paytypes to all those employees who have been identified as being Eligible.         View Will need to assign Pension Paytypes to Quily Ministry Pe		Drag a column header	here to group by that colum	n.		
Image: State of the status of the employee and click on 'Finish' on the following screen         Click on 'Next' to assign the status to the employee and click on 'Finish' on the following screen         Image: State of the employee of the employee Checks - Process         Image: State of the employee of the employee Checks - Process         Image: State of the employee of the employee Checks - Process         Image: State of the employee of				Departme		
Click on 'Next' to assign the status to the employee and click on 'Finish' on the following screen  Pension Wizard - Employee Checks - Process Process started - 06/04/2015 15:40:55 99999 - Black Gina - Pension Status Updated successfully. Process completed - 06/04/2015 15:40:57 You will need to assign Pension Paytypes to all those employees who have been identified as being Eligible.  Click Finish to end. Finish  With the same employee's still shown on the screen now filter to the 'Eligible' employees only:  Access SelectPay - Test - TEST  For Payton System Ublick Pension Control  Access SelectPay - Test - TEST  For Payton System Ublick Pension Control  Finish  With only the 'Eligible' employees now displayed on the screen click on 'Assign Pay elements'. I		š				
Pension Wizard - Employee Checks - Process         Process started - 06/04/2015 15:40:55         B99999 - Black Gina - Pension Status Updated successfully.         999999 - Black Gina - Pension Status Updated successfully.         Process completed - 06/04/2015 16:40:57         You will need to assign Pension Paytypes to all those employees who have been identified as being Eligible.         Click Finish to end.       Finish         With the same employee's still shown on the screen now filter to the 'Eligible' employees only:         Normalization System       Utilities       Pension Control         Field Chooser       Access SelectPay - Test - TEST         Payrup Pension System       Utilities       Pension Control       Field Chooser         Print Status Date Pension Control       Print Status Date Pension Paytype Y Qualifying Y Worker Y         Velocity Eligible' employees now displayed on the screen click on 'Assign Pay elements'. L		Click Next to update the F	Pension status accordingly.	ſ	Next > Cancel	
Pension Wizard - Employee Checks - Process         Process started - 06/04/2015 15:40:55         B99999 - Black Gina - Pension Status Updated successfully.         999999 - Black Gina - Pension Status Updated successfully.         Process completed - 06/04/2015 16:40:57         You will need to assign Pension Paytypes to all those employees who have been identified as being Eligible.         Click Finish to end.       Finish         With the same employee's still shown on the screen now filter to the 'Eligible' employees only:         Normalization System       Utilities       Pension Control         Field Chooser       Access SelectPay - Test - TEST         Payrup Pension System       Utilities       Pension Control       Field Chooser         Print Status Date Pension Control       Print Status Date Pension Paytype Y Qualifying Y Worker Y         Velocity Eligible' employees now displayed on the screen click on 'Assign Pay elements'. L		circle wext to apout e the r	charon actura uccoronigiy.		Next > Cancel	
Process started - 06/04/2016 16:40:56         999999 - Black Gina - Pension Status Updated successfully.         999999 - Black Gina - Pension Status Updated successfully.         Process completed - 06/04/2016 16:40:57         You will need to assign Pension Paytypes to all those employees who have been identified as being Eligible.         Click Finish to end.         Finish         With the same employee's still shown on the screen now filter to the 'Eligible' employees only:         Image: Click Finish to end.         Finish         Vitime         Pension         System         Utilities         Pension         System         Utilities         Pension Control         Pint         Search         Actions         Pints         Search         Velone         Payroll         Pension Control         Pint         Search         Velone         Payroll         Pension Control         Pint         Search         Search         Ponce         Payroll         Pension Control         Pint         Search	Click on 'Nex	-			-	
898989 - John Peter - Pension Status Updated successfully.         999999 - Black Gina - Pension Status Updated successfully.         Process completed - 06/04/2015 16:40:57         You will need to assign Pension Paytypes to all those employees who have been identified as being Eligible.         Click Finish to end.         Finish         With the same employee's still shown on the screen now filter to the 'Eligible' employees only:         Image: System Utilities Pension Control Field Chooser         Paytypes Enrol Postpone         Print & Analyse         Vidour X EmployeeList X Pension Control X         Image: Paytypes Enrol Postpone         Print & Analyse         Vidour X EmployeeList X Pension Control X         Image: Paytypes Enrol Postpone         Image: Paytypes Enrol Postpone         Image: Paytypes Enrol Postpone         Print & Analyse         Vidour X EmployeeList X Pension Control X         Image: Paytypes Enrol Postpone         Image: Paytypes Enrol Postpone         Print & Analyse         Image: Paytypes Enrol Postpone         Print & Analyse         Image: Paytypes Enrol Postpone				npioyee Checks - Pro		~
999999 - Black Gina - Pension Status Updated successfully.         Process completed - 06/04/2016 16:40:57         You will need to assign Pension Paytypes to all those employees who have been identified as being Eligible.         Click Finish to end.         Finish         With the same employee's still shown on the screen now filter to the 'Eligible' employees only:         Access SelectPay - Test - TEST         Home       Pension         Yurdow       Pension         Vitit on Paytype       Pension Control ×         Velone ×       EmployeeList ×         Yearson       Control ×         Velone ×       EmployeeList ×         Yearson ×       Zug1/2015 ×         Yearson ×       Zug1/2015 ×         Yearson ×<				ssfully.		
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Image: SelectPay - Test - TEST         Home       Payroll       Pension       System       Utilities       Pension Control         Image: SelectPay - Test - TEST       Image: SelectPay - Test - TEST       Image: SelectPay - Test - TEST         Image: SelectPay - Test - TEST       Image: SelectPay - Test - TEST         Image: SelectPay - Test - TEST       Image: SelectPay - Test - TEST         Image: SelectPay - Test - TEST       Image: SelectPay - Test - TEST         Image: SelectPay - Test - TEST       Image: SelectPay - Test - TEST         Image: SelectPay - Test - TEST       Image: SelectPay - Test - TEST         Image: SelectPay - Test - TEST       Image: SelectPay - Test - TEST         Image: SelectPay - Test - TEST       Image: SelectPay - Test - TEST         Image: SelectPay - Test - T		Click Finish to end.			Finish	
Home       Payroll       Pension       System       Utilities       Pension Control         Image: Save       Assign       Auto       Bulk       Set/Clear       Image: Set			own on the screen	now filter to the <b>'</b>	Eligible' employees (	
Image: Status Date Status Date Postponed To Active Pension Paytype To Qualifying To Worker To Postpone Actions         Welcome X Employee List X Pension Control X         Employee Code Surname Forename 1 Department Code To Status Date Postponed To Active Pension Paytype To Qualifying To Worker To Postpone Status Date Postponed To Active Pension Paytype To Qualifying To Worker To Postpone Status Date Postponed To Active Pension Paytype To Qualifying To Worker To Postpone Status Date Postponed To Active Pension Paytype To Qualifying To Worker To Postpone Status Date Postponed To Active Pension Paytype To Qualifying To Worker To Postpone Status Date Postponed To Active Pension Paytype To Qualifying To Worker To Postpone Status Date Postponed To Active Pension Paytype To Qualifying To Worker To Postpone Status Date Postponed To Active Pension Paytype To Qualifying To Worker To Postpone Status Date Postponed To Active Pension Paytype To Qualifying To Worker To Postpone Status Date Postponed To Active Pension Paytype To Qualifying To Worker To Postpone Status Date Postponed To Active Pension Paytype To Qualifying To Worker To Postpone Status Date Postponed To Active Pension Paytype To Qualifying To Worker To Postpone Status Date Postponed To Active Pension Paytype To Qualifying To Worker To Postpone Status Date Postponed To Active Pension Paytype To Qualifying To Worker To Postpone Postpone Status Date Postpone Postpostpone Postpone Postpone Postpone Postpone	With the sam	າe employee's still sh				- TEST
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Welcome       ×       Employee List       ×       Pension Control       ×         Employee Code       Sumame       Forename 1       Department Code V       Status Date       Postponed V       Active       Pension Paytype V       Qualifying V       Worker V         109999       Anna       White       21/01/2015       V       PENSION - NOW       V         699599       John       Peter       29/02/2016       V       V         999999       Black       Gina       29/02/2015       V       V	Home	Payroll Pension System	n Utilities Pension Co	ntrol	Access SelectPay - Test	
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898989       John       Peter       29/02/2016         999999       Black       Gina       29/02/2016         With only the 'Eligible' employees now displayed on the screen click on 'Assign Pay elements'.       Image: Click on the screen cl	Home Edit Save Window	Payroll Pension System	n Utilities Pension Co Print Print Print & Analyse	ntrol Field Chooser A Quick Find Criteria	Access SelectPay - Test	
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		Assign Paytypes
		Select Current Period only Type V Paytype Code PAYE NICees NICers Quantity Rate Gross Sort Key V Start Date Finish Date
		Deductions PENSION - NOW V 1.00 0.000 PENSION
		Paytype List Search
		Order By Type 🔹 Ascending 👻 Run Search 🛇
		Name Search Type From To
		Paytype Code     Any Value       Sort Key     Any Value
		Include Earnings
		Calart the excitored to be regioned to the 2 Employee(e)
		Select the paytypes to be assigned to the 3 Employee(s).       Assign     Cancel       Click Assign to process.
		Click on close once the pension pay elements have been assigned:
		Assign Paytypes
		Assign paytypes wizard is complete.
		Start: 16:46:51, Finish: 16:46:53
		If you had already processed the payroll this period, you will need to process it again for these changes to take effect.
		A 1
		The updates are complete.
		Click Close.
		Once the above has been done close the 'Pension Control' screen.
· ·	20	Save & Dresses the new again print final reports
S	26	Save & Process the pay again, print final reports
		From Payroll -> Run Payroll click on 'Save & Process'. If the warnings & Auto-Enrolment actions in the
		previous steps have been completed this will take the user through to the screen where the payroll reports
		can be printed from.
		If the warnings haven't been actioned but the user is happy that it isn't going to affect the payrun just
		accept through the warning messages.

Run Payroll Reports - 2 Weekly (Period 25)         Image: Pay Run Complete for 16 Mar 2016         Please select the reports you wish to view before running the Payslip Wizard.         Image: Pay Run Complete for 16 Mar 2016         Please select the reports you wish to view before running the Payslip Wizard.         Image: Pay Run Complete for 16 Mar 2016         Please select the reports you wish to view before running the Payslip Wizard.         Image: Pay Summary         Im					
Pay Run Complete for 16 Mar 2016         Please select the reports you wish to view before running the Payslip Wizard. <ul> <li>Exceptions Report</li> <li>Autopay Schedule</li> <li>Pay Summary</li> <li>BACS Schedule</li> <li>Detailed Pay Summary</li> <li>BOBS Schedule</li> <li>Attachments</li> <li>Cheque Schedule</li> <li>SSP1</li> <li>Chequesi</li> <li>Cash Analysis</li> </ul> You have 98 payslips to send via e-mail.           Pay Run Totals           Employees Processed         253         PAYE         7,107.70           Earnings         92,323.97         NICee's         4,222.01           Deductions         2,367.74         NICer's         4,784.66         Gross         89,956.23         Net Pay         78,626.52		Run Payroll F	Reports - 2	Weekly (Pe	riod 25)
Please select the reports you wish to view before running the Payslip Wizard. <ul> <li>Exceptions Report</li> <li>Autopay Schedule</li> <li>Pay Summary</li> <li>BACS Schedule</li> <li>Detailed Pay Summary</li> <li>BOBS Schedule</li> <li>Attachments</li> <li>Cheque Schedule</li> <li>SSP1</li> <li>Chequesi</li> <li>Cash Analysis</li> </ul> You have 98 payslips to send via e-mail.           Pay Run Totals           Employees Processed         253               PAYE             7,107.70               Earnings             92,323.97               Deductions             2,367.74               Deductions             2,367.74               Strong             89,956.23		🍓 🔎 🛍 🛛 Undo 🛛 Fini	sh		
<ul> <li>✓ Exceptions Report</li> <li>Autopay Schedule</li> <li>Pay Summary</li> <li>✓ BACS Schedule</li> <li>✓ Detailed Pay Summary</li> <li>BOBS Schedule</li> <li>✓ Attachments</li> <li>Cheque Schedule</li> <li>SSP1</li> <li>✓ Chequesi</li> <li>Cash Analysis</li> <li>You have 98 payslips to send via e-mail.</li> </ul> Pay Run Totals           Employees Processed         253         PAYE         7,107.70           Earnings         92,323.97         NICee's         4,222.01           Deductions         2,367.74         NICer's         4,784.66           Gross         89,956.23         Net Pay         78,626.52		🫃 Pay Run Cor	mplete fo	or 16 Ma	ar 2016
<ul> <li>✓ Exceptions Report</li> <li>Autopay Schedule</li> <li>Pay Summary</li> <li>✓ BACS Schedule</li> <li>✓ Detailed Pay Summary</li> <li>BOBS Schedule</li> <li>✓ Attachments</li> <li>Cheque Schedule</li> <li>SSP1</li> <li>✓ Chequesi</li> <li>Cash Analysis</li> <li>You have 98 payslips to send via e-mail.</li> </ul> Pay Run Totals           Employees Processed         253         PAYE         7,107.70           Earnings         92,323.97         NICee's         4,222.01           Deductions         2,367.74         NICer's         4,784.66           Gross         89,956.23         Net Pay         78,626.52					- the <b>D</b> - the turn - d
□       Pay Summary       ☑       BACS Schedule         ☑       Detailed Pay Summary       □       BOBS Schedule         ☑       Attachments       □       Cheque Schedule         □       SSP1       ☑       Cheques         □       Cash Analysis         You have 98 payslips to send via e-mail.         Pay Run Totals         Employees Processed       253       PAYE       7,107.70         Earnings       92,323.97       NICee's       4,222.01         Deductions       2,367.74       NICer's       4,784.66         Gross       89,956.23       Net Pay       78,626.52		_			
✓ Detailed Pay Summary       BOBS Schedule         ✓ Attachments       Cheque Schedule         □ SSP1       ✓ Chequess         □ Cash Analysis         You have 98 payslips to send via e-mail.         Pay Run Totals         Employees Processed       253         PAYE       7,107.70         Earnings       92,323.97         NICee's       4,222.01         Deductions       2,367.74         Gross       89,956.23         Net Pay       78,626.52			-		
✓ Attachments       Cheque Schedule         ☐ SSP1       ✓ Chequesi         ☐ Cash Analysis         You have 98 payslips to send via e-mail.         Pay Run Totals         Employees Processed       253         PAYE       7,107.70         Earnings       92,323.97         NICee's       4,222.01         Deductions       2,367.74         Gross       89,956.23					
□ SSP1       ✓ Cheques         □ Cash Analysis         You have 98 payslips to send via e-mail.         Pay Run Totals         Employees Processed       253         PAYE       7,107.70         Earnings       92,323.97         Deductions       2,367.74         Gross       89,956.23			· -		
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You have 98 payslips to send via e-mail.Pay Run TotalsEmployees Processed253PAYE7,107.70Earnings92,323.97NICee's4,222.01Deductions2,367.74NICer's4,784.66Gross89,956.23Net Pay78,626.52		SSP1	<u> </u>		
Pay Run TotalsEmployees Processed253PAYE7,107.70Earnings92,323.97NICee's4,222.01Deductions2,367.74NICer's4,784.66Gross89,956.23Net Pay78,626.52			L	Cash Analy	sis
Employees Processed         253         PAYE         7,107.70           Earnings         92,323.97         NICee's         4,222.01           Deductions         2,367.74         NICer's         4,784.66           Gross         89,956.23         Net Pay         78,626.52		You have 98 payslips to	send via e-mail		
Earnings         92,323.97         NICee's         4,222.01           Deductions         2,367.74         NICer's         4,784.66           Gross         89,956.23         Net Pay         78,626.52		Pay Run Totals			
Deductions         2,367.74         NICer's         4,784.66           Gross         89,956.23         Net Pay         78,626.52		Employees Processed	253	PAYE	7,107.70
Gross 89,956.23 Net Pay 78,626.52		Earnings	92,323.97	NICee's	4,222.01
		Deductions	2,367.74	NICer's	4,784.66
Payslip Wizard		Gross	89,956.23	Net Pay	78,626.52
					Payslip Wizard
	On the above screen	select the following repo	orts to prin	t:	
On the above screen select the following reports to print:				legative NE	ET PAY, please ch
On the above screen select the following reports to print: <i>Exceptions Report</i> – this will show any employees with negative NET PAY, please ch and resolve the negative pay before continuing.	Detailed Pay Summa	r <i>y Report –</i> this will show	/ Gross to N	et Pay incl	uding, SMP, SSP
<i>Exceptions Report</i> – this will show any employees with negative NET PAY, please ch	Earnings, Student Lo	ans, NIC (ee's & ers), PA	/E and Pens	sions contr	ibutions (ee's &
<i>Exceptions Report</i> – this will show any employees with negative NET PAY, please ch and resolve the negative pay before continuing.	Attachments – Attach	ment of Earnings Repor	t		
<ul> <li>Exceptions Report – this will show any employees with negative NET PAY, please ch and resolve the negative pay before continuing.</li> <li>Detailed Pay Summary Report – this will show Gross to Net Pay including, SMP, SSP,</li> </ul>		5 1			

*BACS Schedule* – this will show a list of all employees paid by BACS with the total BACS value on the bottom of the last page.

*Cheque Schedule* – this will show all employees paid by cheque with the total Cheque value at the bottom of the last page.

Once all the reports have been printed make sure that the BACS & Cheque totals add up to the NET PAY value on the 'Detailed Pay Summary Report' before continuing.

S	27	Repeat Step 25 if any changes are made & re-print the reports. Click on 'Finish' once the final reports have been printed.
		Run Payroll Reports - 2 Weekly (Period 25)
		Pay Run Co[Finish] te for 16 Mar 2016
		Please select the reports you wish to view before running the Payslip Wizard.
		Exceptions Report Autopay Schedule
		Pay Summary BACS Schedule
		Detailed Pay Summary BOBS Schedule
		Attachments Cheque Schedule
		SSP1 Cheques Cash Analysis
		You have 98 payslips to send via e-mail.
		Pay Run Totals
		EmployeesProcessed 253 PAYE 7,107.70
		Earnings 92,323.97 NICee's 4,222.01
		Deductions         2,367.74         NICer's         4,784.66           Gross         89,956.23         Net Pay         78,626.52         ar
		Payslip Wizard
С	28	<i>Check the payrun batch 'Reconciliation' in CMS</i> This step is optional and does not have to be completed but is a good way to check for any discrepancies.
		This option can be accessed from the posted pay run batch by selecting the batch and clicking on 'Reconciliation' (the same option is available when double clicking on the batch): If you can't see posted batches ensure the button at the top 'show posted' is clicked.
		TemplaCMS - Contract Management System TemplaCMS V6.1.0
		General
		Image: Close Refresh Print Excel Expand Collapse     Part or effects       Open New View Print Excel Expand Collapse     Open New View Print Excel Selected         Ste Employees Extras Leavers/Joiners Absence Reprocession
		List Row Filter Batch Navigator Payrun Batches Employees Contracts RTI ReviewBatch List Datasources RECONCIDENT
		System Admin Payrun Batches Payrun Batches
		Planeteters     Drag a column header here to group by that column.     Page functions     Total has     Total has     Total has     Drag a column header here to group by that column.     Page functions     Total has     Drag a column header here to group by that column.     Total has     Drag a column header here to group by that column.     Total has     Drag a column header here to group by that column.     Total has     Drag a column header here to group by that column.     Total has     Drag a column header here to group by that column.     Total has     Drag a column header here to group by that column.     Total has     Drag a column header here to group by that column.     Total has     Drag a column header here to group by that column.     Total has     Drag a column header here to group by that column.     Total has     Drag a column header here to group by that column.     Drag a column header here to group by that column.     Drag a column header here to group by that column.     Drag a column header here to group by that column.     Drag a column header here to group by that column.     Drag a column header here to group by that column.     Drag a column header here to group by that column.     Drag a column header here to group by that column.     Drag a column header here to group by that column.     Drag a column header here to group by that column.     Drag a column header here to group by that column.     Drag a column header here to group by that column.     Drag a column header here to group by that column.     Drag a column here to group by that column.     Drag a column here to group by that column.     Drag a column here to group by that column here to group by that column.     Drag a column here to group by that column here to group by that column.     Drag a column here to group by that column here to group by t
		0     ■     2     0 </th
		This screen will compare the Gross Pay in CMS to the Gross Pay in SelectPay and highlight any differences.
		The system should have been set-up to ignore 'expected' differences like SSP, SMP, Loans, Attachment of Earnings and Pensions Contributions.
		If the status for an employee is 'Pending' there is a difference in the gross pay between CMS & SelectPay. If the status is 'Matching' the gross pay in CMS & SelectPay is the same.
		On the following screen click on the 'Status' column to sort and find all the employees with a status of 'Pending'.

S	29	Repeat Step 26 & 25 if any changes are made & re-print the reports. Click on 'Finish' once the final reports have been printed.
S	30	Produce the BACS export file to pay the employees
		This can be done from the Payroll -> BACS export -> Employees:
		Home Payroll Pension System Utilities Welcome
		Image: Sickness Correct Sickness Correct Sickness Payroll       Image: Sickness Correct Sickness Payroll       Image: Sicknes
		Wekome x         Attachments
		Welcome to SelectPay
		The following screen should appear with the default 'Pay Frequency' for the payroll. Leave the other options blank and click on 'Next'
		BACS Export File Wizard - Employees - Selection Criteria
		Pay Frequency 2 Weekly
		Department Ort Key
		Click Next to continue to the next step of the wizard, or Cancel Cancel Cancel
		On the following screen ensure that the correct BACS export format is used (this should default in correctly), and it is set to a new name with the file name ending in '.txt'.
		BACS Export Format ALBACS
		Destination Export 👻
		File Name C:\Users\TemplaAdmin\Documents\Access UK Ltd\Payroll\Payroll\Payroll Reports\07.04.2016 10.24.27\EmployeeBACSExport.bt Browse
		Click Next to create a BACS export or Cancel to end.

		Export Filename		
🗲 💿 🕆 🕇 🔳 Des	sktop 🕨	v (	Search Desktop	J
Organize 👻 New fold	er			== ₩= ▼
Desktop	templaadmin	This PC		
⊿ r This PC > 🖙 C on JULIET	Libraries	Network		
<ul> <li>Desktop</li> <li>Documents</li> <li>Downloads</li> </ul>	Control Panel	Recycle Bin		
<ul> <li>Music</li> <li>E Pictures</li> </ul>	Templa Install	Shortcut 1.58 KB		
<ul> <li>S on JULIET</li> <li>Videos</li> <li>Local Disk (C:)</li> </ul>	Access - Shortcut Shortcut 1.51 KB	AccessAccounts.Accounts.AdminU tility.exe - Shortcut Shortcut		
▷ 💼 SQL (E:)	Y E-mail.pdf PDF File	HMRC Shortcut		
File name: Em	ployeeBACSExport.txt			
Save as type:				

	Export Format	Payaway		-	
Destin	ation	Export		-	]
File Na	ime	Ltd\Payroll\Payr	aAdmin\Docume oll Reports\07.04 veeBACSExport.b	4.2016	Brows
			< Previous	Next >	Cano
Click N	ext to create a BACS export or Cancel to	o end.	Preview	Report	
	een created the below scree			- <b>D</b>	x
	BACS Export File Wizard	- Employees - Proc	essing Details		~
	Process started - 07/04/2016 10:20:08				
	Process started - 07/04/2016 10:39:08		mployeeBACSExpor	t bt	
	Process started - 07/04/2016 10:39:08 BACS export file - Sent to file C:\Users\ 1 sequentially numbered files.		EmployeeBACSExpor	t.bxt	

Document Ref: SP Processing Guide - Payroll V6.1.0 - Import EPS (multiple DB).docx Version: © Copyright 2021 TEAM Software by WorkWave

S*	31	Take a back-up called 'Pre-FPS' followed by the period or tax week number
S	32	Submit the FPS to HMRC
		From the Utilities menu click on Send -> FPS
		Home       Payroll       Pension       System       Utilities       Welcome         Import Pay       Update       Net to       Update       Update       Update       Net to         Details       Pay Rates       Gross       Retirement Dates       Letters       P46(Car)         PtiD/P9D       EAS       EAS       EAS Part         Vekcome       X       EAS Part         Access SelectPay       About Access SelectPay       EPS (Reclaim)         EPS (No Payment)       EPS (No Payment)
		On the below screen click on the black 'tick' to start the FPS submission process:
		HMRC Communications - Send Messages
		FPayment Submission
		HMRC Submission Option Full Payment Submission Transmit
		On the below screen click on 'Finish'.
		HMRC Late PAYE Reporting Reason Wizard - Employees
		Process started - 07/04/2016 10:53:40
		252 FPS records - Successfully updated. Process completed - 07/04/2016 10:53:40
		Click Finish to end and send the FPS. <pre></pre>
		The below screen should appear. Depending on the size of the payroll it might take a little while for the FPS to be submitted to HMRC.
		Generating XML

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		Once the file has been generated the following screen will appear. Depending on the size of the payroll if might take a little while for the FPS to be submitted to HMRC.
		Access SelectPay
		Submitting XML
		If the submission is successful, the below screen should appear. Print the message via the printer icon and
		keep for your records.
		Full Payment Submission
		Number V Type V Description V Location
		0 success HMRC has received the HMRC-PAYE-RTI-FPS do 4C5B2:
		77001 success Thank you for your submission 4C5B2:
		HMRC has received the HMRC-PAYE-RTI-FPS document ref: 002/LY16 at 11.19 on 07/04/2016. The
		associated IRmark was: QBF62NE3ZMYT2N3BZKUEM6LR0B50FP2Z. We strongly recommend that you keep this receipt electronically, and we advise that you also keep your submission electronically
		for your records. They are evidence of the information that you submitted to HMRC.
		4C5B2:
		On closing the above screen, a message should appear asking if you want to print P45's – please see next step.
S	33	Print P45's
		On closing the successful FPS submission message in step 32 the following screen should appear;
		Access SelectPay
		Do you wish to print the P45(s)?
		Yes No
		Answer 'Yes' to print the P45's now. The P45's can also be printed from the 'Welcome' screen at a later
		point.
1		

Printing a copy of a P45 is not allowed therefore it might be a good idea to export the P45's to '.pdf's' first before printing hard copies.

In order to export the P45's on the below screen change the 'Destination' from 'Printer' to 'Export', set the 'Format' to 'Adobe Acrobat(PDF)' and change the 'OutputTo' to 'File':

	Print
Destination Sort	
Destination	Export 💌
Format	Adobe Acrobat (PDF)
OutputTo	File 💌
Click Print to output the P4	5s, or Close to end
	Print Close

Click on 'Print'. The P45's will be exported to the default location and will be indicated to the user in the below message.

	Access SelectPay x
?	The P45 document(s) have been exported to folder: 'C:\Users\TemplaAdmin\Documents\Access UK Ltd\Payroll\P45s' Have the P45(s) been successfully exported?
	Yes No

<u>Click on 'NO' to now print the P45's to a printer</u>. On the below screen set the 'Destination' back to 'Printer' and print the P45's.

Destination Sort	Print
Destination	Printer 💌
Printer	Access UK Ltd. PDF Prin 🔎
Copies	1 🗧
Choose Reprint to o	utput another copy of the P45s
	Reprint Close

S

34

## Print or E-mail Payslips

This can be done from the 'Payslip Wizard' option from the Payroll -> Payslips menu:

			Access SelectPay - TEST
Home Payroll I	Pension System	Utilities	
Employees Sickness Correct Sickness	Run Costing Payroll V	Payslips HR	Image: Depicted Nominal Period End     Image: Depicted Nominal Expenses & Reports     Image: Depicted Nomin
Records	Pro	Payslip Wizard	d Period End Report & Analyse Settings
		Publish Paysli	ips

On the below screen the 'Pay Frequency' will default. The 'Destination' should be left as 'Default' if there is a mixture of payslips that will be printed & e-mailed. If all the payslips should be printed and none e-mailed change the 'Destination' to 'Printer'.

Click on 'Next' to continue.

4	Payslip Wizard
Pay Frequency	2 Weekly
Destination	Default   E-mail Access UK Ltd. PDF Printe  Copies 1
Hard Copy	Printer Printer
● Unsent	
○ Reprint	
○ Previous	Year   Period from  Period to
Payslip Message	
Select pay frequenc to continue.	y, destination and payslip options. Click Next < Previous Next > Cancel

On the below screen the order in which the payslips will print can be set from the 'Order By' option, alternatively if a manager's name is recorded in a 'Sort Key' set the 'Sort Key' to the manager name via changing the 'Any Value' field to 'Equal To' in the 'Search Type' Column and then select the manager name in the 'From' field:

	Name	Search Type	From	To	0
Code		Any Value			-
Surname		Any Value			
Department		Any Value			
Sort Key		Equal To	ADAM APPLEWOOD	P	
User Sort 1		Any Value			
User Sort 2		Any Value			
User Sort 3		Any Value			
User Sort 4		Any Value			
User Sort 5		Any Value			
User Sort 6		Any Value			
Include Leavers					
	required. Click Next to cont		< Previous		Cancel

	250 Payslips Destinatio		
			Payslip Wizard
	Destinatio	to be processed.	153 will be printed, 97 will be emailed.
		n Code	Name
	-	103907	Yeboah Afua
		103914	Addo-Kessie Mark
1		103918 103950	Birago Gifty Ampomah-Mensah Badu
		103950	Odame Felicia
		103300	Bosley Christine
		104077	Bosdet Julie A
	==*	104082	Walsh Deborah
	===	104083	Berry Georgina
	=	104090	Brand Christopher R
		104150	Ackom-Mensah Kwamena N
	Delivery Rep	104242	I.e.Surf Donna includeunsuccessfully emailed payslips 🖉 Save email PDFs locally
	Delivery Rep		include unsuccessfully emailed payslips  include successfully emailed payslips
		<b>V</b>	
			Click Preview to view payslips for to produce the payslips. Preview <pre><pre>Preview</pre> <pre><pre><pre><pre><pre><pre><pre><pre></pre></pre></pre></pre></pre></pre></pre></pre></pre>
	Scietted en	, condictivex	
			BR 5F698801B A 18/07/2005
		Process st	Payslip Wizard
		100003 - S	arted - 07/04/2016 12:08:55
		100003 - S Process co	arted - 07/04/2016 12:08:55 hellard Peter - Sent to email (lynette@templa.com)
		100003 - S Process co	arted - 07/04/2016 12:08:55 hellard Peter - Sent to email (lynette@templa.com) mpleted - 07/04/2016 12:09:07
	Click on (Ein	100003 - S Process co Click Report to	arted - 07/04/2016 12:08:55 hellard Peter - Sent to email (lynette@templa.com) impleted - 07/04/2016 12:09:07 printthe Delivery Report. Click Finish to end. Report < Previous Next > Finish
	Click on 'Fir	100003 - S Process co Click Report to	arted - 07/04/2016 12:08:55 hellard Peter - Sent to email (lynette@templa.com) impleted - 07/04/2016 12:09:07 printthe Delivery Report. Click Finish to end. Report < Previous Next > Finish
		100003 - S Process co Click Report to nish'.	arted - 07/04/2016 12:08:55 hellard Peter - Sent to email (lynette@templa.com) impleted - 07/04/2016 12:09:07 printthe Delivery Report. Click Finish to end. Report < Previous Next > Finish
	35 <b>Take a back</b>	100003 - S Process co Click Report to nish'. k-up called 'F	arted - 07/04/2016 12:08:55 hellard Peter - Sent to email (lynette@templa.com) impleted - 07/04/2016 12:09:07 print the Delivery Report. Click Finish to end. Report <previous next=""> Finish 1 of 1 sent Next &gt; Finish</previous>
	35 <b>Take a back</b>	100003 - S Process co Click Report to nish'.	arted - 07/04/2016 12:08:55 hellard Peter - Sent to email (lynette@templa.com) impleted - 07/04/2016 12:09:07 print the Delivery Report. Click Finish to end. Report <previous next=""> Finish 1 of 1 sent Next &gt; Finish</previous>
	<ul><li>35 Take a back</li><li>36 Process the</li></ul>	100003 - S Process co Click Report to nish'. k-up called 'F e Period End	arted - 07/04/2016 12:08:55 hellard Peter - Sent to email (lynette@templa.com) impleted - 07/04/2016 12:09:07 print the Delivery Report. Click Finish to end. Report <previous next=""> Finish 1 of 1 sent Next &gt; Finish</previous>
	<ul><li>35 Take a back</li><li>36 Process the</li></ul>	100003 - S Process co Click Report to nish'. k-up called 'F e Period End	arted - 07/04/2016 12:08:55 hellard Peter - Sent to email (lynette@templa.com) impleted - 07/04/2016 12:09:07 printthe Delivery Report. Click Finish to end. 1 of 1 sent Pre-PeriodEnd? followed by the period or tax week number
	<ul><li>35 Take a back</li><li>36 Process the</li></ul>	100003 - S Process co Click Report to nish'. k-up called 'F e Period End	arted - 07/04/2016 12:09:55 hellard Peter - Sent to email (lynette@templa.com) mpleted - 07/04/2016 12:09:07 printthe Delivery Report. Click Finish to end. Report < Previous Next > Finish 1 of Leent Free Period End by the period or tax week number Pre-PeriodEnd' followed by the period or tax week number lick on the Period End option:

On the below screen check the period to be closed is correct and click on 'Next':

	20 /2000000	Δ	
	Period End - 2	Weekly	_ <b>D</b> X
The 2 Week	ly pay frequency p	eriod is 25.	
Please select the pay free	quency for which you wish to run a	Period End.	
Pay Frequency	2 Weekly	<b>*</b>	
		< Previous Next	> Cancel

On the below screen click on 'Next'. There is no need to print the changes report as this can be done from the 'Reports' option at any time and is a very bulky report.

	D 7V000000	\	•	10/10/
	Period End -	2 Weekly	_	
The 2 Weekly	r pay frequency	period is 25.		
	Changes Report Sea	rch		
Name	Search Type	From	То	
Include Not Yet Printed	✓			
Include Printed				
Changed Date	Any Value			
Print Changes Report		< Previous	Next >	Cancel

The below screen displays a list of any employee who hasn't been paid in this pay period, a report of these employees can be printed from the 'Print Not Processed Report' button.

Please ch	eck the following employees before	continuing.	
Code	Name	Reason	
104372	Manu Charity	Not processed	
104496	Parada-Dasilva Beneditto	Not processed	
104570	Salinas-Cano Walter D	Not processed	
104849	AgodigbeEmelia	Not processed	Ť
Print	Not Processed Report	< Previous	Next > Cancel

		Period End - 2 Weekly
		The 2 Weekly pay frequency period is 25.
		Make sure you have a backup copy of your data before running the Period End. Click Process to carry out the Period End.
		< Previous Cancel
		Click on 'Process'. The above screen will remain in place while the period end routine is running. Once completed the following screen will appear showing the new period number:
		Period End - 2 Weekly
		The 2 Weekly pay frequency period is 26.
		Period End completed.
		Close
S	37	Produce the BACS export file to pay the Attachments of Earnings
		Choose the 'Attachments' option from the BACS export menu:
		Choose the Attachments option non the backs export ments.         Access SelectPay - Test - TEST         Home       Payroll       Period       Welcome         Employees       Sickness       Correct       Payroll       Period       Welcome       Period       Per
	38	Update the Statutory Return & Submit EPS - export / import figures for Consolidated EPS
		If set the Statutory Return figures can be exported from the 'Slave' databases and imported into the 'Master' database which means the figures don't have to be manually added as per step 40 From the 'Slave' Database on the payroll menu click on 'Statutory Return'.
		Image: Construct Sickness       Run Costing Payslips       HR Payroll       Image: Costing Payslips       HR Period       Image: Costing Payslips       Image: Costing Payslips

	Home Payroll	Pension	System Utilities	Statutory Return
	Save & Update Window Report &	Year to Date Report & Analyse		
	V Save & Update catutory Ret			
	Print Statutory Return     CIS Deductions Suffered     CIS Deductions from Accounts	0.00	]	IIC holiday
	Year To Date	0.00	NIC Holiday Reduction	0.00
	PAYE	162,512.05	ASPP Recovered	0.00
	Student Loans	23.00	NIC Comp on ASPP	0.00
	Employer's NI	93,534.77	SAP Recovered	0.00
	Employee's NI	81,857.63	NIC Comp on SAP	0.00
			ShPP Recovered	0.00
	SMP Recovered	1,902.73	NIC Comp on ShPP	0.00
	NIC Comp on SMP	0.00		
	SPP Recovered	0.00		
	NIC Comp on SPP	0.00		
			pear, print the report f Return Not Yet Printed	or your recor
Main Report				
Statutory TEST - Pa	Return Not Yet Printed ayroll		16:56:56	07-Apr-2016
This Statut 2 Weekly	ory Return includes details for the followir 25	ng pay periods :-		
Income Ta:	ĸ		7,530.10	

Close the above report, the following message should appear:

Net Income Tax Employer's NI Contributions

Gross NIC

Current Page No.: 1

Employee's NI Contributions

Statutory Maternity Pay recovered NI Compensation on SMP

Statutory Paternity Pay recovered

NI Compensation on SPP

7,530.10

Zoom Factor: 100%

4,930.38

4,261.83 9,192.21

0.00

0.00

0.00

0.00

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Total Page No.: 1

CIS Ded	luctions Suffered		0.00	because of		HMRC is to be re day scheme, ente ere	
CIS Ded	luctions from Accounts		0.00	NIC Holiday	/ Reduction		0.00
Curren	nt Period						
Unia	ue ID MASTER		-				
Cinq	MASTER						
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	er database, 'Remove' to tinue, or 'Cancel' to exit th continue:		current	Add	R	emove N	ext >
database, 'Next' to cont Click on 'Next' to c	tinue, or 'Cancel' to exit th	ie wizard	current	Add	R	emove N	
database, 'Next' to cont Click on 'Next' to c	inue, or 'Cancel' to exit th continue: utory Return Wizard - Entry	ve wizard	If your due payn	nent to HMRC is to IIC holiday scheme,	be reduced	emove N	
Click on 'Next' to cont	tinue, or 'Cancel' to exit th continue: utory Return Wizard - Entry fered	v 0.00	If your due payn because of the N value of the redu	nent to HMRC is to I IIC holiday scheme, uction here	be reduced enter the	emove N	
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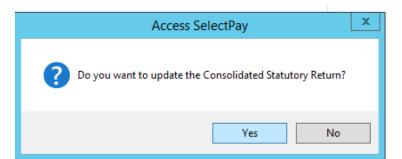
	Consolid	lated Statutory Return Wizard	- Summary	
		CIS Deductions Suffered	0.00	
Employment Allowance	0	CIS Deductions from Accounts	0.00	
Tabel Common		NIC Holiday Reduction	0.00	
PAYE	11,295.12	SPP Recovered	0.00	
Student Loans	0.00	NIC Comp on SPP	0.00	
Employer's NI	7,395.57	ASPP Recovered	0.00	
Employee's NI	6,392.75	NIC Comp on ASPP	0.00	
		SAP Recovered	0.00	
SMP Recovered	1,430.68	NIC Comp on SAP	0.00	
NIC Comp on SMP	0.00	ShPP Recovered	0	
		NIC Comp on SHPP	0	
Due to HMRC	23,652.76			
Remit to HMRC	23,652.76			
Click 'Preview' to display this to go back, 'Finish' to procee EPS submissions, or 'Cancel'	d to generate the con to exit the wizard	solidated BACS export and Previ		Finis
to go back, 'Finish' to procee EPS submissions, or 'Cancel'	d to generate the con to exit the wizard	solidated BACS export and		Finis
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Once printed close the above screen and then click on 'Finish':

		CIS Deductions Suffered	0.00		
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T. I. I. C		NIC Holiday Reduction	0.00		
PAYE	11,295.12	SPP Recovered	0.00		
Student Loans	0.00	NIC Comp on SPP	0.00		
Employer's NI	7,395.57	ASPP Recovered	0.00		
Employee's NI	6,392.75	NIC Comp on ASPP	0.00		
		SAP Recovered	0.00		
SMP Recovered	1,430.68	NIC Comp on SAP	0.00		
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Due to HMRC	23,652.76				
Remit to HMRC	23,652.76				
Click 'Preview' to display this to go back, 'Finish' to proceet EPS submissions, or 'Cancel' i	d to generate the cor		ew < Previous	Finish	Cancel

Access SelectPay	x
Do you want to produce a BACS export file for the amount to remitted to HMRC?	be
Yes	No

On the following screen click on 'Yes' to update the consolidated statutory return:



The following message will appear. Click on 'OK' to continue:

for HMRC from the payroll click on 'No':

	Access SelectPay
0	You need to send an EPS to HMRC.
	ОК

<b>A</b>		HMRC Communications - Send Messages	_ <b>D</b> X
		Submission (Reclaim)	
	HMRC Submission	Option	
En	nployer Payment Submission (Rec	claim) Transmit	
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		Access SelectPay ×
		Submitting XML
		If the submission is successful, the below screen should appear. Print the message via the printer icon and keep for your records.
		Gateway Response 📃 🗖 🗙
		Employer Payment Submission (Reclaim)
		Number V Type V Description V Location
		0 success HMRC has received the HMRC-PAYE-RTI-EPS do E01BF:
		77001 success Thank you for your submission E01BF:
		Immediate the term of term of term of the term of term
S	39	Update the Nominal
		If SelectPay is not linked to an Access Dimensions Accounts database this step can be ignored.
		From the Payroll menu click on 'Update Nominal':
		Access SelectPay - TEST Home Payroll Pension System Utilities Employee List
		Image: Signal base     Image: Signal
		On the below screen tick the option 'Post Journals to Nominal Ledger batch', enter the 'Batch Reference' & Nominal Ledger Period the payroll journal should be posted to and click 'Next'.
L		

	Update Nominal Wizard - Options		<b>X</b>	
	Journal Reference PAYROLL1			
	Journal Date 07/04/20 🔻			
	✓ Print Nominal report			
	Archive Journals			
	Detailed expense po     Detailed hank pactin			
	Detailed bank postin			
	Post Journals to Nominal Ledger batch			
	Batch Refere PAYROLL1			
	Period 3			
	Year Next -			
	Send Journals to export file			
	Export Filena PYRL56.TXT			
	C:\Users\victoriap\Documents\Access UK Ltd\Payro	ll\Pa		
	Click Next to run the Nominal Update or			
	Cancel to end	Previous Next >	Cancel	
	Update Nominal Report' and then clos	se the screen.		
Report Viewer - N	ominal Update Report	se the screen.		
Report Viewer - N	core started _0.004/3030_37.58.0.7	se the screen.		
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Report Viewer - N	ominal Update Report ▶ ▶   1 /1 m m <sup>2</sup> ·	se the screen.		CRYSTAL REP
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Report Viewer - N	date Report t Company (S) - Payroll			16:27:01
Report Viewer - N	date Report Company (S) - Payroll Reference	<u>Debit</u>		16:27:01
Report Viewer - N	date Report Company (S) - Payroll Reference PAYROLL1		<u>Credit</u>	16:27:01 Description Recoverable
Report Viewer - N	date Report Company (S) - Payroll Reference PAYROLL1 PAYROLL1	<u>Debit</u>	<u>Credit</u> 16,335.20	16:27:01 Description Recoverable PAYE - Pay
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Report Viewer - N	date Report Company (S) - Payroll Reference PAYROLL1 PAYROLL1 PAYROLL1 PAYROLL1 PAYROLL1 PAYROLL1 PAYROLL1 PAYROLL1 PAYROLL1 PAYROLL1 PAYROLL1 PAYROLL1 PAYROLL1 PAYROLL1 PAYROLL1 PAYROLL1 PAYROLL1 PAYROLL1	<u>Debit</u> 714.50 1,809.04 16,335.20 18,270.43	Credit 16,335.20 18,270.43 20,559.93 766.94 176.90 776.62	16:27:01 Description Recoverable PAYE - Pay Employee N Employer N Attachment: SSP - Payre SSP - Payre Gross pay - Employee F PAYE - Pay Employee N
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Report Viewer - N Main Report Nominal Up Templa Test 2210 2210 2210 2210 2210 2210 2210 2210 2210 2220	date Report t Company (S) - Payroll           Reference         PAYROLL1	<u>Debit</u> 714.50 1,809.04 16,335.20 18,270.43	<u>Credit</u> 16,335.20 18,270.43 20,559.93 766.94 176.90 776.62 291,850.00	
Report Viewer - N           Main Report           Nominal Up           Templa Test           Code           2210           2210           2210           2210           2210           2210           2220	date Report Company (S) - Payroll  Reference PAYROLL1 PAY	Debit 714.50 1,809.04 16,335.20 18,270.43 766.94	<u>Credit</u> 16,335.20 18,270.43 20,559.93 766.94 176.90 776.62 291,850.00	16:27:01 Description Recoverable PAYE - Pay Employee N Employer N Attachments SSP - Payro Gross pay - Employee P PAYE - Pay Employee N Net Pay - Pe Attachments

	Update Nominal Wizard - Retrieving Details
	Process started - 07/04/2016 16:28:07
	Retrieving Data
	Preparing report
	Process completed - 07/04/2016 16:32:00
	Click Preview to view the Nominal Report, Next to
	create the Nominal Ledger Preview < Previous Next > Cancel
Click on 'Next' to cor	ntinue.
	Update Nominal Wizard - Processing Details
	Process started - 07/04/2016 16:33:30
	Successfully Posted Nominal Journal.
	Successfully Posted Nominal Journal.  Process completed - 07/04/2016 16:33:31
	Process completed - 07/04/2016 16:33:31
	Process completed - 07/04/2016 16:33:31 Click Next to flag the data as updated or
	Process completed - 07/04/2016 16:33:31         Click Next to flag the data as updated or Cancel to end.             Click Next to flag the data as updated or Cancel to end.
The following screen	Process completed - 07/04/2016 16:33:31  Click Next to flag the data as updated or Cancel to end.  Next > Cancel  will appear once the journal batch has been posted to Access Din
The following screer Finish. Check in Acce	Process completed - 07/04/2016 16:33:31         Click Next to flag the data as updated or Cancel to end.             Click Next to flag the data as updated or Cancel to end.
The following screer Finish. Check in Acce	Process completed - 07/04/2016 16:33:31  Click Next to flag the data as updated or Cancel to end.  Next > Cancel  will appear once the journal batch has been posted to Access Din

		Update Nominal Wizard - Update Accounts
		Process started - 07/04/2016 16:34:05
		Data updated successfully.
		Process completed - 07/04/2016 16:34:05
		Click Finish to close.
		Click Prinsin to dose.       < Previous     Finish     Cancel
С	40	Create the necessary Pension files from the Pension Wizard
С	40	
С	40	• The 'Pension Wizard' will guide you through the process to create the enrolment and contribution
С	40	• The 'Pension Wizard' will guide you through the process to create the enrolment and contribution files that will need to be uploaded to the pension provider (the process is the same for NEST, NOW
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C	40	<ul> <li>The 'Pension Wizard' will guide you through the process to create the enrolment and contribution files that will need to be uploaded to the pension provider (the process is the same for NEST, NOW and TPP pensions although NOW &amp; TPP won't actually upload the enrolment files to the pension provider).</li> <li>The 'Pension Wizard' can be found on the Payroll menu under the 'HMRC' option:</li> </ul>
С	40	<ul> <li>The 'Pension Wizard' will guide you through the process to create the enrolment and contribution files that will need to be uploaded to the pension provider (the process is the same for NEST, NOW and TPP pensions although NOW &amp; TPP won't actually upload the enrolment files to the pension provider).</li> <li>The 'Pension Wizard' can be found on the Payroll menu under the 'HMRC' option:         Payroll         Payrun Batches     </li> </ul>
С	40	<ul> <li>The 'Pension Wizard' will guide you through the process to create the enrolment and contribution files that will need to be uploaded to the pension provider (the process is the same for NEST, NOW and TPP pensions although NOW &amp; TPP won't actually upload the enrolment files to the pension provider).</li> <li>The 'Pension Wizard' can be found on the Payroll menu under the 'HMRC' option:         Payroll     </li> </ul>
C	40	<ul> <li>The 'Pension Wizard' will guide you through the process to create the enrolment and contribution files that will need to be uploaded to the pension provider (the process is the same for NEST, NOW and TPP pensions although NOW &amp; TPP won't actually upload the enrolment files to the pension provider).</li> <li>The 'Pension Wizard' can be found on the Payroll menu under the 'HMRC' option:         Payroll         Payrol Batches         Timesheets         Employees         Employee Assignments     </li> </ul>
С	40	<ul> <li>The 'Pension Wizard' will guide you through the process to create the enrolment and contribution files that will need to be uploaded to the pension provider (the process is the same for NEST, NOW and TPP pensions although NOW &amp; TPP won't actually upload the enrolment files to the pension provider).</li> <li>The 'Pension Wizard' can be found on the Payroll menu under the 'HMRC' option:         Payroll         Payrun Batches         Employee Movements         Employee Movements         Employee Pay</li></ul>
С	40	<ul> <li>The 'Pension Wizard' will guide you through the process to create the enrolment and contribution files that will need to be uploaded to the pension provider (the process is the same for NEST, NOW and TPP pensions although NOW &amp; TPP won't actually upload the enrolment files to the pension provider).</li> <li>The 'Pension Wizard' can be found on the Payroll menu under the 'HMRC' option:         <ul> <li>Payroll</li> <li>Payroll</li> <li>Timesheets</li> <li>Employee Assignments</li> <li>Employee Movements</li> </ul> </li> </ul>
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C	40	<ul> <li>The 'Pension Wizard' will guide you through the process to create the enrolment and contribution files that will need to be uploaded to the pension provider (the process is the same for NEST, NOW and TPP pensions although NOW &amp; TPP won't actually upload the enrolment files to the pension provider).</li> <li>The 'Pension Wizard' can be found on the Payroll menu under the 'HMRC' option:         <b>Payroll Payroll Payroll Payroll Payroll Payroll Payroll Payrely Review Periodic Monitoring Payrely Review Periodic Monitoring Payrely Batches Payrely Review Periodic Monitoring Payrely Review Payrely Batches Payrely Review Periodic Monitoring Payrely Batches Payrely Review Payrely Review Periodic Monitoring Payrely Review Payrely Batches Payrely Review Payrely Review</b><!--</th--></li></ul>
С	40	<ul> <li>The 'Pension Wizard' will guide you through the process to create the enrolment and contribution files that will need to be uploaded to the pension provider (the process is the same for NEST, NOW and TPP pensions although NOW &amp; TPP won't actually upload the enrolment files to the pension provider).</li> <li>The 'Pension Wizard' can be found on the Payroll menu under the 'HMRC' option:         Payroll         Payrun Batches         Employee Assignments         Employee Movements         Employee Rovements         Employee Rovements         Employee Leave         HMRC     </li> </ul>
С	40	<ul> <li>The 'Pension Wizard' will guide you through the process to create the enrolment and contribution files that will need to be uploaded to the pension provider (the process is the same for NEST, NOW and TPP pensions although NOW &amp; TPP won't actually upload the enrolment files to the pension provider).</li> <li>The 'Pension Wizard' can be found on the Payroll menu under the 'HMRC' option: </li> <li>Payroll <ul> <li>Payron Batches</li> <li>Timesheets</li> <li>Employee Assignments</li> <li>Employee Assignments</li> <li>Employee Ray</li> <li>Periodic Monitoring</li> <li>Chiplyee Leave</li> <li>Chiplyee Leave</li> <li>Pension Contributions</li> <li>Pension Contributions</li> <li>Pension Contribution Batches</li> </ul> </li> </ul>
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	Pension	Wizard — 🗆	×		
	General				
	Close				
	Navigate				
	Wizard				
		Enrolment Batch			
	Review E	nrolment Batch			
	Export E	nrolment Batch			
	Post En	rolment Batch			
	Contribution				
		Contribution Batch			
		ontribution Batch			
		ntribution Batch			
		tribution Batch			
		Finish			
•	On the below screen s	elect the 'Pension Rur	n' and the 'Default er	nrolment date' (we reco	ommend for
	is used for the 'Default		not the 'use employ	e that the last day of th ree dates' option) —           ×	e pay period
		Notes		1	
	Close Save De	lete Emplo			
	Navigate Save	Other	pension p Batch	rovider	
	General				
		t t t			
	Batch number	new batch			
	Pension run	MONTHLY Pension Run		<b>3</b>	
	Default enrolment date	(use employee dates)	•		
			م معرفة المعرفة المعرفة م		
•	If there are no new em	iployees that need to i	be enrolled the follo	wing message will app	ear:
		Confirm action	X		
		👔 No emp	loyees to enrol.		
			-		
				1	
			ОК		
If thora	are new employees to e	enrol the option to 'Re	view Enrolment Bat	ch' will become enable	ed:

🗾 📮 Pension Wizard 🚽 🗆 🛛	
General	
Close	
Navigate	
Wizard	
Enrolment	
Generate Enrolment Batch	
Review Enrolment Batch	
Export Enrolment Batch	
Post Enrolment Batch	
Contribution	
Generate Contribution Batch	
Review Contribution Batch	
Export Contribution Batch	
Post Contribution Batch	
Finish	
Click 'Review Enrolment Batch' and then on 'employees' on the batch header screen to have a look at t employees who will be enrolled:	ıe
Pension Enrolment Batch Details - 8 ×	
Ceretaria	
Close Save Delete Employees Post Export for	
Navigate         Save         Other         Batch	
General	
Batch number 8	
Pension run MONTHLY Pension Run	
Default enrolment date (use employee dates)	
In the case of 'NEST' pensions any potential issues with employee's addresses will be indicated by a 'St sign:	эр'
Pension Enrolment Batch Employees - 8 ×	
General	
Close Print Excel Expand Collapse all all Save View	

Em	ployees	Navigate	Save	Other	Row	]					
	Drag a column header here to group by that column.										
	+P Title	+ Forename	+ Middle name	-⊨ Surna	me	+ Date of birth	+ NIC number	+ NIC un-	available?	+ Unique identifier	+ House name
1	- The	- i orename	· · ······			· Date of birth					

These address issues will need to be corrected in SelectPay, in order to do this, close the above screen and then close out of the pension wizard screen.

Answer 'Yes' to the below screen and correct the addresses in SelectPay

	-
Stop	×
	An enrolment batch has been generated but not posted.
	Do you wish to delete this batch before leaving?
	Yes No Cancel
Once the address issues have	been resolved repeat the above steps to create the enrolment batch.
	ent Batch' (only NEST customers need to do this option);
	🕶 📁 📮 Pension Wizard 🚽 🗆 🛛
	General
	Close
	Navigate
	Wizard Enrolment
	Generate Enrolment Batch
	Review Enrolment Batch
	Export Enrolment Batch
	Post Enrolment Batch
	Contribution
	Generate Contribution Batch
	Review Contribution Batch
	Export Contribution Batch
	Post Contribution Batch
	Finish
Answer 'Yes' to the below que	estion.
Confir	m action
	This process will export the batch ready for upload to your
	pension provider.
	Continue?
	YesNo

	 Browse For Folder X

The following will appear as the details are generated:

create item 58 of 180	
create item 59 of 180 create item 60 of 180	p
create item 60 of 160	
create item 62 of 180	F
create item 63 of 180	

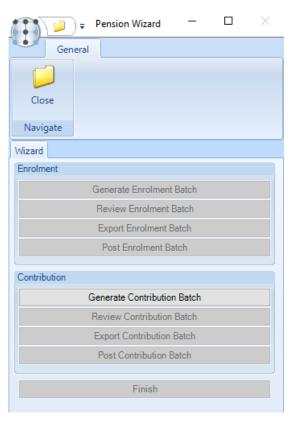
Once the export is completed the user will be returned to the 'Pension Wizard' screen, click on 'Post Enrolment batch'.

	Pension Wizard	—	$\times$
Genera	al		
Close			
Navigate			
Wizard			
Enrolment			
	Generate Enrolment		
	Review Enrolment	Batch	
	Export Enrolment E	Batch	
	Post Enrolment Ba	atch	
Contribution			
	Generate Contributio	n Batch	
	Review Contribution	Batch	
	Export Contribution	Batch	
	Post Contribution E	Batch	
	Finish		

Answer 'Y	'es' to the	following	question
-----------	-------------	-----------	----------

Confirm a	ction	×
2	This process will post the batch. NOTE, once posted no further amendments will be possible. Continue?	
	Yes No	]

The 'Contribution' section on the pension wizard will now become enabled. Click on 'Generate Contribution Batch'



On the below screen enter the 'Earnings Period End date' and click on 'Save':

		👶 Notes	8	~	
Close	Save Delete		Employees Post	Export for pension provider	
Navigate	Save	Other	Batc	h	
General					
Batch number	new ba	itch			
Pension run	MONT	HLY Pension R	un (01/07/2013 to 31/07/2	2013 payment by 22/	08/2013)

Processing please wait X Generating batch retrieving employees
matching pension references
Once the details have been generated the 'Review Contribution Batch' option will become enabled.
Pension Wizard — 🗆 🗙
General Close Navigate
Wizard
Enrolment
Generate Enrolment Batch
Review Enrolment Batch
Export Enrolment Batch
Post Enrolment Batch
Contribution
Generate Contribution Batch
Review Contribution Batch
Export Contribution Batch
Post Contribution Batch
Finish

General					×
	终 Notes	8	3		
Close Save Delete	e	Employees P	Post Export for pension prov		
Navigate Save	Other		Batch		
General					
Batch number 3					
Pension run MO	NTHLY Pension Ru	un (01/07/2013 to	31/07/2013 payment	by 22/08/2013)	$\sim$
Totals					
	Included	Withheld	Released	Refunded	ł
Pensionable	£500.00	£0.00	£0.00	£0.00	
Employer contribution	£10.00	£0.00	£0.00	£0.00	
Employee contribution	£5.00	£0.00	£0.00	£0.00	
Total contribution	£15.00	£0.00	£0.00	£0.00	

On the 'Pension Wizard' screen click on 'Export Contribution Batch'.

	👔 🎾 🗧 Pension Wizard 🚽 🗌	
	General	
	Close Navigate	
	Wizard	
	Enrolment	
	Generate Enrolment Batch	
	Review Enrolment Batch	
	Export Enrolment Batch	
	Post Enrolment Batch	
	Contribution	
	Generate Contribution Batch	
	Review Contribution Batch	
	Export Contribution Batch	
	Post Contribution Batch	
	Finish	
Answer 'Yes' to the below que	stion:	
Confi	rm action	X
	This process will export the batch ready for pension provider. Continue?	upload to your

Yes

No

Browse to the folder where th	e contribution file should be saved and click on 'OK'.
	Select folder for export file
The following screen will appe	ear while the file is generated:
Exporting	ng please wait X pension Contribution batch pension Contribution batch
Back on the 'Pension Wizard's	screen click on 'Post Contribution Batch':
	Pension Wizard     General     General     Close   Navigate     Wizard     Enrolment   Generate Enrolment Batch   Export Enrolment Batch   Post Enrolment Batch   Post Enrolment Batch   Review Contribution Batch   Export Contribution Batch   Post Contribution Batch   Post Contribution Batch   Post Contribution Batch   Finish
Answer 'Yes' to the below que	estion:
	rm action
	This process will post the batch. NOTE, once posted no further amendments will be possible. Continue? Yes No

		The following screen will appear whilst the batch is posted:								
		Processing please wait								
		Posting pension Contribution batch								
		On the below screen click on 'Finish'								
		Pension Wizard — 🗆 🗙								
		General								
		Close								
		Navigate								
		Wizard								
		Generate Enrolment Batch								
		Review Enrolment Batch								
		Export Enrolment Batch								
		Post Enrolment Batch								
Contribution Generate Contribution Batch Review Contribution Batch										
		Post Contribution Batch								
		Finish								
		Filish								
		The generated files should now be uploaded to the Pension Provider – NEST customers will need to upload								
		both the enrolment and contribution files whilst TPP & NOW pensions only need to upload the contribution								
		file.								
S	41	Remove any Pension Pay elements from employees who had refunds								
		Find the employee on the employee list and click on 'Standard Pay'.								
		s1.31.65.229:3278 - Remote Desktop Connection								
		Access SelectPay - TEST								
		Home Payroll Pension System Utilities Employee List								
		New Employee Open Duplicate Employee Standard Attachments Sickness Assign Bulk Update								
		Wizard         Employee         Pay         Parental Pay         of Tax Codes         Reinstate Employee           Record         Management         Actions								
		Welcome         X         Statutory Return         X         Employee List         Standard Pay								
		Drag a column header here to group by that column.         Left T Employee Code       Surname         Forename 1       UK Postcode         Department Code T Tax Regime       Tax Code T NI Number         Foreign Co								
		100003 Smith Peter CM12 0NU 53T NP162377D								
		From the 'Standard Pay' list right click on the pension pay element and then on 'Include/Exclude Pay element':								

Drag a column heade	er here to gr	oup by that column.							
System Type 🍸 🛛 Typ	pe 🔽	Paytype Code	Status	PAYE	NICees	NICers	Gross	Σ Rate	e
Standard Earnin	ngs BAS	IC	Included	<ul> <li>✓</li> </ul>	~	<ul> <li>Image: A main sector</li> </ul>	0.	00	0.000
tandard Dedu	ctions PEN	SION - NOW	Included				0.	00	0.000
				📝 Open P					
				Delete F					
				linclude,	/Exclude P	aytype			
Answer 'Yes' to th	e followin	g question:							
	Access SelectPay						x		
	?	Are you sure you	want to exclud	e Paytype PE	NSION -	NOW?			
			[	Yes		No			
The pay element s	status sho	uld now show as	'Excluded'						
Drag a column header here to group by that column.									
					-	NITCOM	NITCOM	Care	
System Type 🛛	Type 🏼	Paytype Code	5	Status	PAYE	NICees	NICers	Gross	Σ
	Type ⊽ Earnings	Paytype Code BASIC	Included			NICees ✓	VICers		Σ: 0.00



TEAM Software develops market-leading solutions for companies with distributed workforces. TEAM has a focus on the cleaning and security industries helping the companies who serve these sectors manage and optimise their business; from front line service delivery to back office financial management. TEAM's technology is designed to help improve productivity, employee engagement and profitability, and at the same time help control cost, risk and compliance. For more information, visit teamsoftware.com.