

# Payrun Processing Guide TEMPLACMS AND 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 backup called 'PreTaxCodeUpdate' followed by the period or tax week number	
S	2	<td and="" colum<="" column="" th="" the=""></td>	
		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: temp temp temp temp temp temp temp temp	
S	4	<ul> <li>Apply the Downloaded Tax Code (or other Notifications)</li> <li>Go to Utilities -&gt; Receive and choose the relevant option that should be applied:</li> <li>P6/P6B, P9, SL1 (Student Loan Start), SL2 (Student Loan Stop), AR (Annual Reminders) or Not (Notifications).</li> </ul>	

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
1112303     LIND DAVID ADR Do Nothing     Employee has left
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)
Matching with have been attempted (it may help to soft them on the harrative)
• 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
• If No match could be made, the narrative will be "Employee not found".
• For all the unmatched Employees, you can leave the option as "Do Nothing" if more than one payrol
database exists.
<ul> <li>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</li> </ul>
bonothing changent to motess to update the Employee record
HMRC Communications - Receive Messages
P6/P6B - Tax Coding Notices
· · · · · · · · · · · · · · · · · · ·
<ul> <li>Click on 'Receive' to start the process (button to left of printer icon above).</li> </ul>
• 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" to be reviewed.
Access SelectPay
Do you want to remove records that have been successfully processed?
Yes No
<ul> <li>Repeat step 3 for all other payroll databases.</li> </ul>

 $S^{\star}$ 

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'
		Home Payroll System Utilities Pension Control*
		Edit Save Assign Auto Search A Quick Find
		Paytypes Enrol Criteria
		Window         Actions         View
		Welcome         ×           Employee Code         Surname         Forename 1         Department C \(\Tau\) Status Date         Postpone \(\Tau\) Activ         Pension Paytype         Qualifyi         \(\Tau\) Worker         \(\Tau\) Eligibli         \(\Tau\) Non-eligi         \(\Tau\) Entitli         \(\Tau\)
		100001         Anne         Anderson         24/07/2013         Y         PENSION         Y         Y           100002         Dennison         Denise         24/07/2013         Y         PENSION         Y         Y
		100003         Peck         Victoria         24/07/2013         V           100004         Harding         Heather         24/07/2013         V
		100005         King         Stephen         24/07/2013         ✓         ✓         ✓           100006         Henderson         Elizabeth         24/07/2013         ✓         ✓         ✓           100006         Henderson         Elizabeth         24/07/2013         ✓         ✓         ✓
		100007         Tyler         Neil         24/07/2013         V           100008         Stonehouse         Martin         V
		This will assign a status of 'entitled' to each employee.
		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*
		Etil Sun Arrige Auto Sever A Quick Find
		Edit Save Assign Auto Search da Quick ind Paytypes Enrol Criteria
		Window         Actions         View
		Welcome         Pension Control*         ×           Employee Code         Sumame         Forename 1         Department C ♥ Status Date         Postponed         ♥ Activ         Pension Paytype ♥ Qualifyi ♥ Worker ♥ Eligibl ♥ Non-eligi ♥ Entitl ♥ Opted-Out         Opted-Out         Opted-In         Joined         Ceases
		100001         Anne         Anderson         24/07/2013         V         PENSION         V         V         26/07/2013           100002         Dennison         Denlse         24/07/2013         V         PENSION         V         V         26/07/2013           100003         Peck         Victoria         24/07/2013         V         V         26/07/2013
		100004 Hardina Heather 24/07/2013 C PENSION 24/07/201
		▶ 100006         Henderson         Elizabeth         24/07/2013         •         •         •           100007         Tyler         Nell         •         •         •         •         •           100008         Stonehouse         Matrin         •         August 2013         •         •         •
		Mon Tue Wed Thu Fri Sat Sun 29 30 31 1 2 3 4
		5 6 7 8 9 10 11 12 13 14 15 16 17 18
		19 20 21 22 23 24 25 26 27 28 29 30 31 1
		2 3 4 5 6 7 8 Today: 26/07/2013
		Do not assign a pension pay element to employees who will be postponed. Entering a postponed date doe
		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
3	1	Enter Opt Out / Ceuse 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.
		on the pension control screen.
		scome × Pension Control* ×
		ployee Code Surname Forename 1 Department C V Status Date Postponed V Activ Pension Paytype V Qualifyi V Worker V Eligibl V Non-eligi V Entitl V Opted-Or
		100001         Anne         Anderson         24/07/2013         V         PENSION         V         V         26/07/20           100002         Dennison         Denise         24/07/2013         V         PENSION         V         V         26/07/20
		100003 Peck Victoria 24/07/2013
		100004 Harding Heather 24/07/2013

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         New       Open       Include/Exclude       Apply       Field Chooser         Paytype       Paytype       Paytype       Search       Criteria         Paytype       Paytype       Actions       View       Search       Criteria         Standard Pay List - 001709, Employee Anne       ×       Trag a column header here to group by that column.       System Type ▼       Type ▼       Paytype Code ▼       Status       ▼ PAYE       NICees       NICers       Gross ≠         Standard       Deduction       PelvELIGIBLE AE 045       Included       0.00 <td< th=""></td<>						
S	9	Enter Sickness         Clicking on the 'Sickness' button will display the following screen:         ***********************************						
		Sickness From       Whole Day       Sickness To       Whole Day       No. of Days       Status       V       Notes       From HR       OSP Rule         *       •						
		deleted from here. Only one OSP rule can be assigned to an employee. <i>Sickness Days YTD</i> – This shows the total number of work days the employee has had off sick this fiscal year.						
		<i>The grid</i> – This shows the employees sickness details in descending date order.						
		Un-processed lines (i.e. those not yet affected by Period End) can be:						
		<ul> <li>Deleted, by highlighting the appropriate line and using your keyboard's delete key</li> </ul>						
		• Amended, by highlighting the appropriate line and changing the dates as required. However, if the status is <i>SSP Contd</i> . 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':						

	and the second density of the second density
	Home Payroll Pension System Utilities Payroll - Sickness - 000178, Warren Sandra*
	Field Chooser
	Save & Save Previous Next Run System Correct Search
	Close Checks Sickness Criteria Window Management View
	Welcome x Employee List x Run System Checks ord - 000178 x Payroll - Sickness - 000178, Warren Sandra* x
	OSP Record
	Sickness Days YTD 0
	Sickness From Whole Day Sickness To Whole Day No. of Days Status V Notes From HR OSP Rule           **         10/04/2015         1.00         14/04/2015         1.00         5.00         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:
	Welcome x Employee List x Payroll - Employee Record - 000178 x Payroll - Sickness - 000178, Warren Sandra* x
	OSP Record
	Sickness Days YTD 0 Sickness From Whole Day Sickness To Whole Day No. of Days Status 🔽 Notes From HR OSP Rule
	N#         10/04/2015         1.00         14/04/2015         1.00         5.00         SSP Applicable         Dr recieved
	<ul> <li>Click on 'Save'</li> </ul>
	<ul> <li>The SSP paid value can be checked from the 'Run Payroll' screen.</li> </ul>
S 10	<i>Enter SMP</i> Parental Pay records for Employees can be accessed from the Employee list:
	Home Payroll Pension System Utilities Employee List
	Image: New Employee       New Employee       New Employee       New Employee       P11 History       Expenses       Image: New Employee       P11 History       Expenses       Image: New Employee       Image: Ne
	Welcome x Employee List x         Employee List x         Parental Pay
	Drag a column header here to group by that column.
	Left ▼         Employee Code         Sumame         Forename 1         UK Postcode         Department Code ▼         Foreign County ▼         Tax Code         ▼         NI Number         NI Letter ▼         Joining Date ▼         Due To Leave Date           000111         Luis         LUCIA         E9 5PH         K181         5C602429B         C         12/07/198B           000120         Gyapong         Odafe         E8 2HA         BR         PW5065841B         A         26/06/1992           000178         Warren         Sandra         W7 3QZ         BR         PW506534C         A         20/04/1994
	• From the 'Parental Pay' record screen click 'New Parental Pay':
	New     Open     Apply Backdated     Y     Field Chooser       Parental Pay     Open     Apply Backdated     Search     Quick Find
	Record Actions View
	New Parental Pay     ployee List     x     Employee List     x     Parental Pay List - 001358, Samson TRACY     x       Drag a column header here to group by that column.
	Type
	• If no previous parental pay records exist for the employee the user will automatically be presented
	with the parental pay 'entry' screen without the need to click on 'New Parental Pay' as per above.

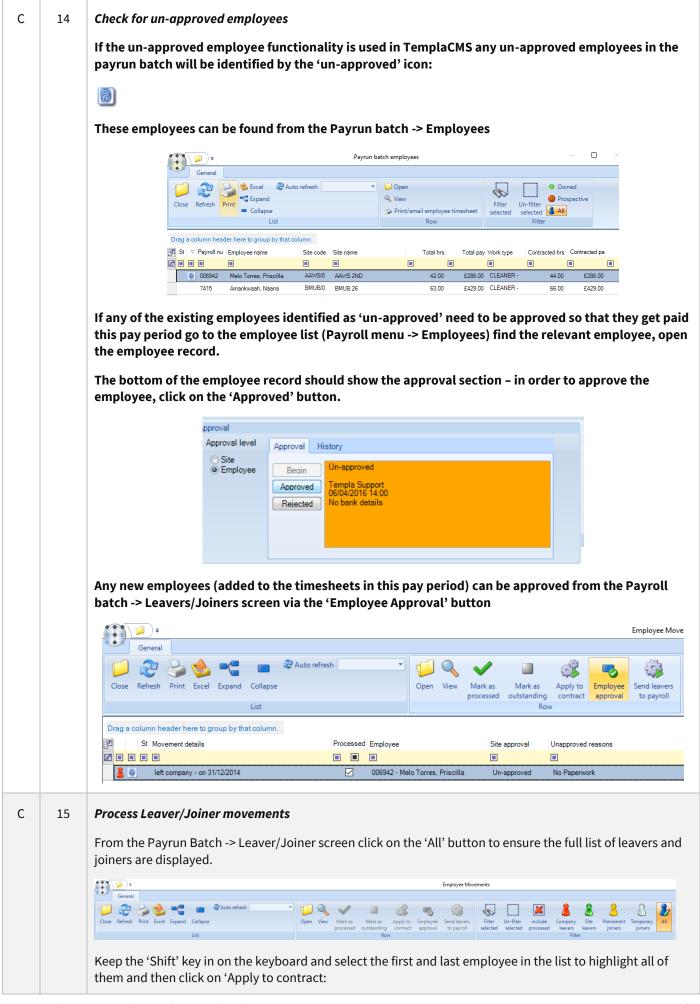
	Save & New	System C Next	Utilities Payroll - Parenta	al Pay - 001358	Zenaryw, Sederaciitysy - Alb 250
	<pre> Employee List × Em On TRACY </pre>	nployee List	× Parental Pay List - 001358	, Samson TRACY 🗙	Payroll - Parental Pay - 001358 🗙
Jams					
Type	parental pay		<ul> <li>Parental</li> </ul>	Pay Payable	Ŧ
	Adoption from abroad		Materr	nity Allowance disallowed	
Details	Shared Notes				
Expected D	ate of Birth	-	Pay High Rate	Qualifying Week	
Average NI	Cable Pay	0.00000	Evidence Received	Earliest Start	
Actual Date	e of Birth	Ŧ	Stillbirth	Latest Start	
				Maximum Weeks	0
				KIT Days	0
First Day o	f Leave	-		Weeks Used	0
Payment S	tart	w	Align to Pay Date	Weeks Paid	0
Payment F	inish	-		Amount Paid	0.00
Curtailmen	t Date	-			
Revocation     Select t	he type of parent	tal pay fro	om the list.		
<ul> <li>Select t</li> <li>Enter th</li> <li>The field selected</li> <li>Inactive</li> </ul>	<b>he type</b> of parent e details of the pa ls that are availat fields: some field	arental le ole for co Is remain	ave on the Details mpletion will dep inactive until dat	end on the type a has been ente	l below). e of parental pay you have ered in earlier fields. For ates of leave fields.
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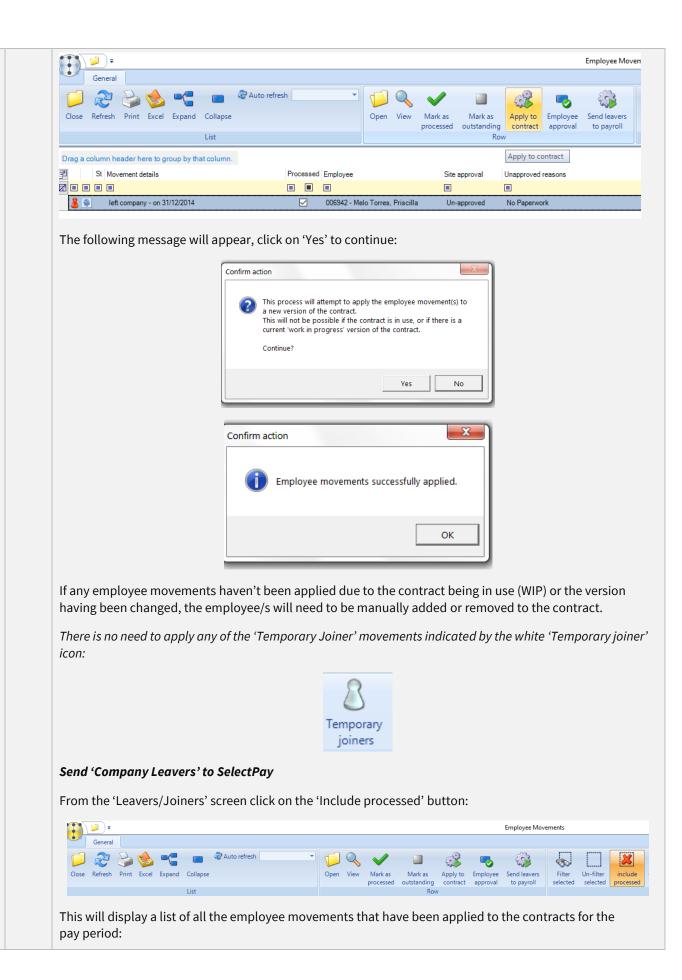
	Type SMP - Statutory Maternity Pay Adoption from abroad				aternity Allowance di	collowed		<b>~</b>
	etails Shared Notes			M	aternity Anowance of	sallowed		
1	pected Date of Birth	30/04/2	2015 👻	Pay High Rate	Qualifying	Week 11,	/01/2015	
Av	verage NICable Pay		500.00000	Evidence Received	Earliest St	art 08,	/02/2015	
Ac	tual Date of Birth		-	Stillbirth	Latest Sta	t 03,	/05/2015	
					Maximum	Weeks 39	)	
					KIT Days		0	
Fi	rst Day of Leave	14/04/	2015 👻		Weeks Us	ed	0	
Pa	ayment Start	14/04/	2015 -	Align to Pay Date	Weeks Pai	d	0	
Pa	ayment Finish		•		Amount Pa	aid	0.00	
α	urtailment Date		•					
Re	evocation Date		~					
- F	Partner Information							
S	Surname			Evidence for ShPP Re	eceived			
<u> </u>	orename 1							
F	orename 2			Deceased Date		w		
N	Number							
	ar on the 'Rui Wel	n Payroll' s	creen w In Payroll - 4 ader here to	d and payroll is ith an 'M' in the 4 Weekly - Period 1 o group by that colur e Code Surname Luis	e 'Status' fie × mn.	eld next t		oss' Payn
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will appe Selecting	ar on the 'Run well bra war war war war war war war war war w	n Payroll's Icome × Ru ag a column hea min ▼ Process © ee will open s Parental Par Pay Birth Pay Pay	creen w In Payroll ader here to Employee 000111 the 'Am Shared SMP 30/04/2011 14/04/201 2 0 0 900.00	ith an 'M' in the 4 Weekly - Period 1 5 ogroup by that colur e Code Surname Luis nend Pay' wince 5 5 5 00 Weeks Not To Par Weeks Left KIT Days to date Paid to Date	e 'Status' fie	eld next t me 1 ( nere the NIC Periods	co the 'Gr Gross Σ 1,395.00 M 'Parental	oss' Payn <sub>Status</sub> I Pay' tab
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S	11	Enter Attachments of Earnings
		Locate the relevant employee and click on 'Attachments', any existing attachment records will be displayed:
		Construction and the second se
		Home Payroll Pension System Utilities Attachment of Earnings List - 000111, Luis LUCIA F
		Delete Attachment Tield Chooser
		New Open Search A Quick Find
		Attachment Attachment Criteria Record View
		Welcome x Employee List x Attachment of Earnings List - 000111, Luis LUCIA F x
		Drag a column header here to group by that column.
		Type V Reference V Active V Priority V Start Date V Finish Date V Normal Deduction NDR Σ Protected Earnings £ PER Σ Protected Earnings % PEP Σ Admin
		Click on 'New Attachment' to create a new record:
		Same telesitey (183)
		Home Payroll Pension System Utilities Payroll - Attachment of Earnings Record - 000111
		👔 🔚 Save & New 😋 🕒
		Save & Previous Next
		Close Window
		Welcome x Employee List x Attachment of Earnings List - 000111, Luis LUCIA F x Payroll - Attachment of Earnings Record - 000111 x
		🛃 Luis LUCIA F
		Type CTAEO - Council Tax Attachment of Earnings Order
		Reference Sort Key
		V Active
		Details Payee Variations Notes
		Start Date Priority 1
		Finish Date Total Debt 0.00
		Normal Deduction 0.00 Total Paid 0.00
		Protected Earnings £ 0.00
		Protected Earnings % 0.00
		Admin Charge 1.00
		Arrears Normal Deduction 0.00
		Arrears Protected Earnings 0.00
		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.

	Find the employee in the employee list and select 'Standard Pay'.
	Home Payroll System Payroll - Employee Record - 7276
	📑 🔚 Save & New 😋 😋 📰 🖓 🔄 Parental Pay
	Save & Previous Next Standard Attachment P90 Summary P90
	Window         Management         Report & Analyse         Actions
	Employee List x Payroll - Employee Record - 7276 x Bloggs, Joseph
	Code     7276     Forename 2       Title     Mr     Forename 3
	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 v NI Letter A - Not Contracted-Out v
	Pay Method     BACS     NI Type     Normal       Cheque     0.00     Appropriate Personal Pension
	Cheque 0.00 Appropriate Personal Pension
	Orag a column header here to group by that column.         System Type       Type       Paytype Code       Status       PAYE       NICers       Gross       E       Rate       Quantity       Sort Key       T         Standard       Earnings       BASIC       Included       ✓       ✓       105.00       7.000       15.00         Standard       Deductions       LOAN       Included       ✓       ✓       105.00       1.00
	The next screen displays details of the loan on the General tab. On this tab ensure that all box unchecked (start and finish dates can be entered if required).
	LOAN (Deductions)
	Code LOAN P Rate 20.0000
	Type Deductions Quantity 1.00 Sort Key
	General Options Notes Multiple Pension Custom
	PAVE     Export to Costing     Attachable
	NICees     Benefit in Kind     Not Payable       NICers     Holiday Advance     Print on Payalip
	Averageable Holiday Update Nominal
1	Multiple Pension Print YTD on Payslp 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 Quantity Start Date 01/01/2012 -
	Carry forward Quantity Start Date 01/01/2012  Carry forward Employer Pension Finish Date 30/04/2012
	Carry forward Quantity     Start Date     01/01/2012 ▼       Carry forward Employer Pension     Finish Date     30/04/2012 ▼       Carry forward Multiplier     Gross Year To Date     0.00

	1	
		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   Mumber of Payments
		Quantity 0.00 100.00 Paid 13.00
		Description Show O/S Balance on Payslip
		Ensure that 'Show O/S balance on payslip' box is ticked.
		Save any changes that you have made.
		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
		S Lock
		General Lock
		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
		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
		Post
		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

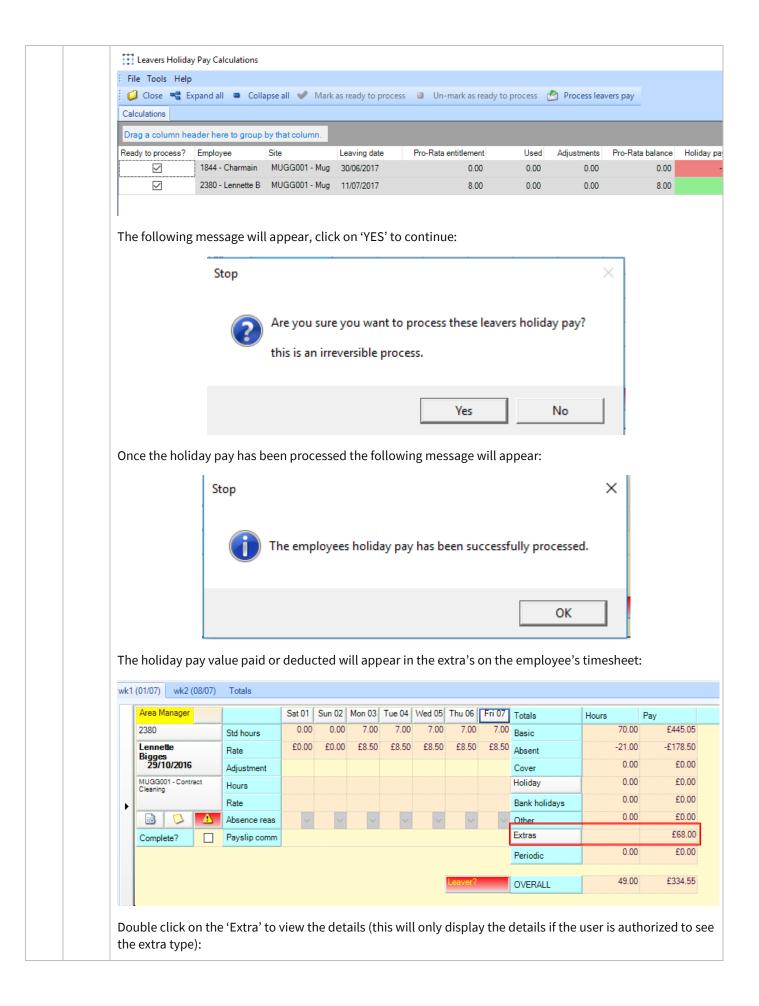




		General			Employee Movements	
		Close Refresh Print Excel Expand Collapse	Open View Mark a:	Mark as Apply to Emplo Row Row		
		Drag a column header here to group by that column.	,		Send leavers to payroll	
			Processed Employee S	ite approval Unapproved reasons	5	Site
		💄 🛞 left company - on 31/12/2014	006942 - Melo Torres, Priscilla	Jn-approved No Paperwork		AAWS/01 - AAWS
		The employee's date left as well as pay is displayed.	whether the employe	e is being paid th	is period and the amour	nt of
		Select (highlight) the employees o employee. And click on the 'Send I			electPay to produce a P	45 for the
		F F			Employee Movements	
		General Close Refresh Print Excel Expand Collapse List	Open View Mark as processed	Mark as Apply to contracting Row	Send leavers to payroll	Company leavers
		The following screen will appear:			·	_
		<b>₹</b>		Leaver Proce	essing to Payroll	
		General				
		Close Process				
		Neviente Other				
		Navigate Other				
		General		4	4	
		Employee		Leaving date /	Leaving reason	
		006942 - Melo Torres, Priscilla		31/12/2014	Found another job	_
		On the above the <b>'Leaving date'</b> o	an bo altored and a (L	aving reason'	ntorod if roquirod	
		·		<b>U</b>	·	
		Click on <b>'Process'</b> to send the leav employee as a leaver to SelectPa			-	d an
		The following rules with regards to	the <b>'Leaving dates'</b> se	nt from TemplaCI	MS will apply:	
		• Where the leaving date fa	lls before the current p	ay period the <b>'D</b> a	ate left' on the employe	e record
		will be populated.				
		<ul> <li>Where the leaving date fa payroll' screen will be po</li> </ul>		ay period the ' <b>Dı</b>	<b>ie to leave'</b> date on the	'Run
		Where the leaving date falls in the record will be populated	future (i.e. next pay pe	riod) the <b>'Due to</b>	leave' date on the emp	loyee
С	16	Green tick timesheets and proces	s leavers holiday pav			
		Use the ' <i>Sign-off</i> ', ' <i>Tick ALL</i> ' (if enal relevant timesheets:		ption on comple <sup>.</sup>	te/green tick the	

			Ŧ					Timesheet Det	ails - Site time	esheet AAW:	S 2ND				_
	General			👶 Notes					2	P					
Close	Previous	Next	CCC Save	🖗 Attach	ments	Workflow	Send Se	iend Repeat	Add	Print/ema	I Composite	Employees	Weeks Sign	off Tick	
	Navigate		Save	Othe	r		on k Workflo	back workflow	employe	e timeshee Record	t notes		Tick	ALL	
Site Detail avigator	-										_				
Cmp?	Payroll n			Work type		k1 (29/12) w	/k2 (05/01)	) wk3 (12/01)	wk4 (19/01)		QA forms Thu 08 Fri 09	Totals	11 Tatala	1.1	
⊖ □	006942	Priscill	a Melo Io	r Cleaner		006942		Std hours		2.00 2.00	2.00 2.00		00 Contracted	Hours	44.00
						Priscilla Melo Torra		Rate	£6.50 £	£6.50 £6.50	£6.50 £6.50	£6.50 £6	50 Absent		0.00
						17/01/2 AAWS/01 - D		Adjustment					Cover Holiday		0.00
						OFFICE CLE	ANING	Hours	-				Bank holiday		-2.00
							3	Absence reas	~	~ ~	~ ~	~	<ul> <li>Other</li> </ul>		0.00
						Complete?		Payslip comm				*	Extras		
													Periodic		0.00
												Leaver?	OVERALL		42.00
												1	OVERVEE		
						C C C C C C C C C C C C C C C C C C C									
								Total Hours		2.00 2.00	2.00 2.00		00 Weekly H		10.00
<	_				Pay	roll department	tsignoff	Total Wages	13.00 1	13.00 13.00	13.00 13.00	0.00 0.	00 Weekly W	ages	65.00
1 entries	lectin	g on	e of t	the ab		options	s the	followir		] Holidays OK		ar:	×	]	
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1 entries	lectin	g on	e of 1			All le	aver	s must h	ave the	sage wi	ll appea		d.		
1 entries On se		_		Stop	•	All le Pres	s OK 1	s must h to do th	ave the	sage wi eir holid OK	ll appea ay pay p	Cance	d. I		
On se	on ' <i>Ol</i>	۲'to	cont	Stop	۶ ک	All le Pres	s Hol	s must h to do th liday Pa	ave the	sage wi eir holid OK	ll appea ay pay p	Cance	d.	all the	empl
On se On se Click o the tir	on ' <i>Ol</i> mesho	۲' to eet v	cont vho r	Stop	۶ ک	All le Press	s Hol	s must h to do th liday Pa	ave the	sage wi eir holid OK	ll appea ay pay p	Cance	d. I	all the	empl
On se Olick of the tir	on ' <i>Ol</i> mesho	۲' to eet v	cont vho r	Stop	۶ ک	All le Press	s Hol	s must h to do th liday Pa	ave the	sage wi eir holid OK	ll appea ay pay p	Cance	d. I	all the	empl
Click of the tir	on ' <i>Ol</i> mesho s Holiday Pa ls Help <b>s Help</b>	۲' to eet v y Calcula	cont vho ł	Stop (( inue. 1 has bee	р XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	All le Press	s OK s	s must h to do th liday Pa	ave the	sage wi eir holid OK Ilation'	ll appea ay pay p screen	Cance	d. I	all the	empl
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Click of the tir File Tool Orag a co	on ' <i>Ol</i> meshe s Holiday Pa s Help s Lapa s	۲٬ to eet v y Calcula d all	cont vho ł tions	Stop	p The ' trk as reac	All le Press Leaver lade lea	s OK s	s must h to do th liday Pa	ave the is now. y Calcu	sage wi	ll appea ay pay p screen	cance will app	d.		
Click of the tir	on ' <i>Ol</i> meshe s Holiday Pa s Help <b>eq</b> Expa s tumn heade xcess? Er 1	۲ tor py Calculation nployee علام - Chan	cont vho h tions group by ty siri main M	Stop	p Fhe ' rk as reac Leavi Leavi Leavi	All le Press Leaver ade lea	s Hol avers	s must h to do th liday Pa	ave the is now.	sage wi eir holid OK Jlation' Process leavers p	II appea ay pay p screen	Cance will app	d. 1 Dear for a	s per day 0.00	werage hour
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Click of the tir File Too Prag a co Ready to pri	on ' <i>Ol</i> meshe s Holiday Pa s Help <b>eq</b> Expa s tumn heade xcess? Er 1	۲ tor py Calculation nployee علام - Chan	cont vho h tions group by ty siri main M	Stop	p Fhe ' rk as reac Leavi Leavi Leavi	All le Press Leaver ade lea	s Hol avers	s must h to do th liday Pa	ave the is now.	sage wi eir holid OK Jlation' Process leavers p	II appea ay pay p screen	Cance will app	d. 1 Dear for a	s per day 0.00	werage hour
Click of the tir File Too Prag a co Ready to pri	on ' <i>Ol</i> meshe s Holiday Pa s Help s Help s Expansion s I umn header xcess? I 1 2	√' to eet v y Calculat in d all r here to pployee 844 - Chan 330 - Lenr	cont vho h tions group by ty siri main M	Stop	p Fhe ' rk as reac Leavi Leavi Leavi	All le Press Leaver ade lea	s Hol avers	s must h to do th liday Pa	ave the is now.	sage wi eir holid OK Jlation' Process leavers p	II appea ay pay p screen	Cance will app	d. 1 Dear for a	s per day 0.00	werage hour

Once the figures are finalized tick the 'Ready to process' box for the employees for whom holiday pay should be processed for and then click on 'Process leavers pay'.

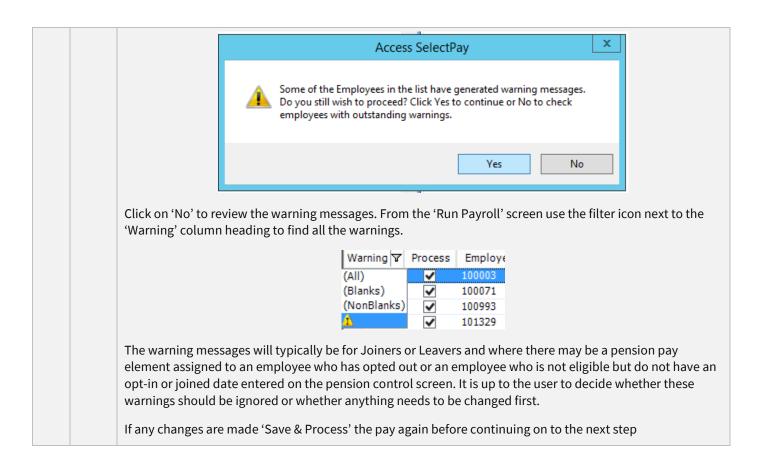


		Immesheet Extras - Site timesheet AAWS 2ND - Employee timesheet Melo Torres, Priscilla       Image: Constraint of the second
C	17	Post the Payroll Batch         Once all timesheets have been completed i.e. 'Green Ticked', the 'Post' button on the batch header becomes enabled:         Image: Colspan="2">Image: Colspan="2" Image: Colspan="2" Image
		appear and it will list all site/ company leavers:

		Confirm action
		The following leaving employees have not had their holiday pay processed:
		JAIME Aldo
		are you sure you want to continue with posting this batch?
		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.
		Province For Folder
		Browse For Folder
		Select folder for payroll export file
		Lynette V D. Berg      Metwork
		Control Panel
		Recycle Bin     Access 2015-11-18     E
		Access 2015-11-25 DM
		CMS Export
		Documents
		Lynette Stuff
		Project Management
		Make New Folder OK Cancel
		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. <i>If anything appears on the report that is not expected this should be investigated and resolved before continuing.</i>

		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
		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
		BACS
S*	19	Take a back-up called 'Pre-Import' followed by the period or tax week number
5	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
		< 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.

		From the 'Run Payroll' screen, use the filter icon on the 'Status' column and set it to 'L' to get a list of all the leavers on the screen:
		Run Payroll - 2 Weekly - Period 14 x
		Drag a column header here to group by that column.
		Warning 🖓 Process Employee Code / Surname 🗸 Forename 1 Gross $\Sigma$ Status 🔻 Department Code $\nabla$ Pay Method $\nabla$
		1059     Omoragbon     Kehinde     0.00 L     CLEAN     BACS       1078     Brown     Dianne     25.48 L     CLEAN     BACS
		1225 Thompson Audrey 0.00 CLEAN BACS
		▲         ✓         1515         Oded         Archer         14.40         L         CLEAN         BACS           □         524         Roberts         Lara         0.00         L         CLEAN         BACS
		Click on each leaver that you want to produce a P45 for in turn – if they are not already ticked to be processed (this will happen in cases of zero gross pay) tick them, if they are already ticked to be processed click on them as well <mark>. If this is not done a P45 will not be produced.</mark>
		The following message will appear as each employee is clicked, answer <b>'Yes'</b> and move on the next employee:
		Access SelectPay ×
		Po you want to save changes?
		Yes No
		As each employee is ticked the 'Process' flag becomes greyed out:
		Run Payroll - 2 Weekly - Period 14 🗙
		Drag a column header here to group by that column.
		Warning 🛛 Process Employee Code / Surname 🖓 Forename 1 Gross $\Sigma$ Status 🖤 Department Code $\heartsuit$ Pay Method $\heartsuit$
		Image: 1059         Omoragbon         Kehinde         0.00 L         CLEAN         BACS           Image: 1078         Brown         Dianne         25.48 L         CLEAN         BACS
		✓         1078         Brown         Dianne         25.48         L         CLEAN         BACS           ✓         1225         Thompson         Audrey         0.00         L         CLEAN         BACS
		✓ 1515 Oded Archer 14.40 L CLEAN BACS
		S24 Roberts Lara 0.00 L CLEAN BACS
S	22	Take a back-up called 'Pre-Calc' followed by the period or tax week number
S	23	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?
		Ves 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.



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:         Image: System Utilities Pension Control         Image: System Utilities Pension Control         Image: System Utilities Pension Control         System Utilities Pension Control         Search Quick Find         Pension Control ×         End Costpone         Virie & Analyse         Virie & Costpone         Virie & Costpone
		Drag a column header here to group by that column.
		Select     Code     Name     Department     Status <ul> <li>                  898989</li></ul>
		999999 Black Gina Eligible
		Click Next to update the Pension status accordingly.  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 - 06/04/2016 16:40:56
	898989 - John Peter - 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.
	Click Finish to end.
/ith the s	same employee's still shown on the screen now filter to the <u>'Eligible' employees only</u>
Vith the s	
ith the s	Access SelectPay - Test - TEST
].	Access SelectPay - Test - TEST
) Hom ∑ III	Access SelectPay - Test - TEST
?).∓	Access SelectPay - Test - TEST

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	7 Worker 🏹 Eligible 🛛	7 Non-eligib
109999 Anna White 21/01/2015 🗸 PENSION - NOW 🗸	🖌 (All)	
898989 John Peter 29/02/2016	<ul> <li>(Blanks)</li> </ul>	
999999 Black Gina 29/02/2016	<ul> <li>(NonBlanks</li> </ul>	)
	False	
	True	

With only the 'Eligible' employees now displayed on the screen click on 'Assign Pay elements'. <u>It is</u> <u>extremely important to make sure that this is done only for 'eligible' employees, and furthermore, for</u> <u>those who have NOT opted out.</u>

Select the relevant pension pay element and then click on 'Assign'

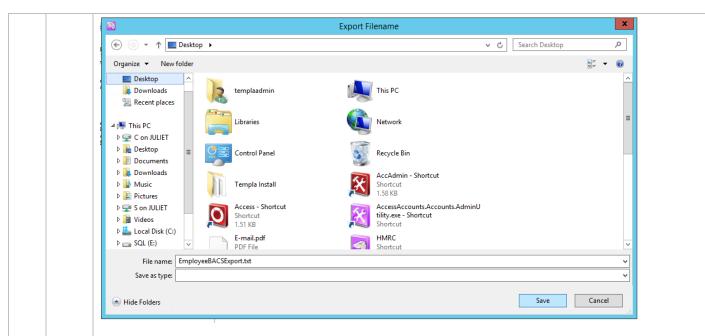
	Assign Paytype	5		
Select Current Period only Type 🛛 🍸 Pay	type Code PAYE NICees NICer	s Quantity Rate Gross S	ort Key 🛛 Start Date	Finish Da
Deductions PEN	ISION - NOW 🗸	1.00 0.000 0.00 P	ENSION	
<				
Paytype List Search				Q
Order By Type   Ascendin	ng 👻 Run Search 💊			
Name	Search Type	From	То	
Paytype Code	Any Value			
Sort Key	Any Value			
Include Earnings	✓			
Include Deductions	✓			
Select the paytypes to be assigned to the 3 En Click Assign to process.		< Previ	ous Assign	Cancel

		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. The updates are complete. Click Close. Once the above has been done close the 'Pension Control' screen.
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)
		🍓 🔎 🎦 Undo Finish
		Pay Run Complete for 16 Mar 2016
		Please select the reports you wish to view before running the Payslip Wizard.
		Exceptions Report     Autopay Schedule
		□ Pay Summary
		✓ Detailed Pay Summary Detailed Pay Summary
		✓ Attachments Cheque Schedule
		☐ SSP1
		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
		Payslip Wizard
		On the above screen select the following reports to print:
		<i>Exceptions Report</i> – this will show any employees with negative NET PAY, please check these employees and resolve the negative pay before continuing.
		Detailed Pay Summary Report – this will show Gross to Net Pay including, SMP, SSP, Attachment of

		Earnings, Student Loans, NIC (ee's & ers), PAYE and Pensions contributions (ee's & ers)
		Attachments – Attachment of Earnings Report
		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.
		<i>Cheque Schedule</i> – 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
		Pay Summary     BACS Schedule       Detailed Pay Summary     BOBS Schedule
		Attachments Cheque Schedule
		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
		Payslip Wizard
C	28	Check the payrun batch 'Reconciliation' in CMS
		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
		Close Refresh Print Excel Expand Collapse Open New View Print Filter Un-filter Un-filter Show Site Employees Extras Leavers/Joiners Absence Reconciliation
		List Row Filter all
		Neingator + Artis Sites Payrun Batches Employees Contracts RTI Review Batch List Datasources Reconciliation O System Admin O System Control O State Control Co
		Wexeletters     Drag account header here is group by that column     If ■ C intercons
		Image Workflow Admin     Image Bit Character Structure     Image Bit Charact
		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.

								Payrun Rec	onciliati	on		
	Close	Save	Expand all	Collapse all	Print	ا Excel	Details	Resolve round differences		Pending	2 Accepte	d Ma
1	lavigate view Items	Save						Other				
	ag a column	beade	r here to gro	up by that	column							
			incre to gro		plaCMS	-⊨ Payr	oll -=	Variances		-12	1	
F	Payroll no.	/ E	Employee nan	ne	Gross p	ау	Gross pay	Pendin	g	Accepted	Status	
		[										~ 🗹
►	000111				£693.0	0	£0.00	-£693.0	D	£0.00	Pending	, ~
	000120				£308.0		£0.00				Pending	
	000178				£457.6		£0.00				Pending	
	000390				£1,144.0 £107.2		£0.00 £0.00				Pending Pending	
1			. , -				econciliatio	is occurrir n Details	-			
	E Cost t Bank Basic	name [ IS column h ype Holiday F	000111 eader here to Site <sup>2</sup> ay BAFH FI	ITZWILLI ITZWILLI	£ £69	/alue Pa	H-PAY ADJI ASIC	JSTMENT	Payroll Drag	a column / type	header h	ere to gr
					£69	3.00						
	Status Notes	Pending										

		It is a common occurrence to see penny differences on the reconciliation screen – these can be ignored as there can be slight rounding differences between the 2 systems.
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	29	
		Click Next to create a BACS export or Cancel to end. Preview Report Click on 'Browse' to find the location where the file should be saved if the default location hasn't been set. In this case the following screen will appear:



Click on 'Save' and then on 'Next on the below screen to produce the file.

1 sequentially numbered files.

Click Finish to end.

Process completed - 07/04/2016 10:39:09

	BACS Export File Wiza	ard - Employees - Output Settings 📃 🗖 🗙
	BACS Export Format	Payaway 🔻
	Destination	Export
	File Name	C:\Users\TemplaAdmin\Documents\Access UK Ltd\Payroll\Payroll Reports\07.04.2016 10.24.27\EmployeeBACSExport.bxt Browse
	Click Next to create a BACS export or Cancel to e	nd.        < Previous
Once the file	has been created the below screen	will appear. Click on 'Finish'.
	BACS Export File Wizard - E	mployees - Processing Details
	Process started - 07/04/2016 10:39:08	
	BACS export file - Sent to file C:\Users\Tem	plaAdmin\Desktop\EmployeeBACSExport.bxt

< Previous

Preview

Finish

Report

Cancel

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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 for         Details       Pay Rates       Gross       Retirement Dates       Letters       P46(Car)         PitD/P9D       EAS       EAS       EAS       EAS       EAS         Access       SelectPay       EPS (Reclaim)       EPS (No Payment)         On the below screen click on the black 'tick' to start the FPS submission process:
		HMRC Communications - Send Messages
		✓ F <sup></sup> Payment Submission
		HMRC Submission Option
		Full Payment Submission Transmit
		On the below screen click on 'Finish'.
		Click Finish to end and send the FPS. <a>Previous</a> <a>Next &gt;</a> <a>Finish</a>
		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.

	1	
		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.
		Assass SalastDay
		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
		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:
		◄ ١١١١
		HMRC has received the HMRC-PAYE-RTI-FPS document ref: 002/LY16 at 11.19 on 07/04/2016. The associated IRmark was: QBF6ZNE3ZMYT2N3BZKUEM6LROB5OFP2Z. 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
		2 Do you wish to print the P45(s)?
		Yes No
		Answer Wer' to print the DAE's new The DAE's can also be printed from the Welcome' concerned white
		Answer 'Yes' to print the P45's now. The P45's can also be printed from the 'Welcome' screen at a later point.

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 th	e P45s, 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     Printer       Printer     Access UK Ltd. PDF Pr       Copies     Image: Copies C
Copies
noose Reprint to output another copy of the P45s

S

34

#### Print or E-mail Payslips

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

A +			Access SelectPay - TEST
Home Payroll	Pension System	Utilities	
Employees Sickness Correct Sickness	Run Costing Payroll	Payslips HR	Period       Expenses & Reports       BACS       CMEC       Paytypes       Paytypes         Period       12       Year End *       Benefits *       *       Export *       Summary
Records	Pro	Payslip Wizard	Period End Report & Analyse Settings
		Publish Payslip	ps

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:

		Payslip Wiza	rd	
Order By	Code 💌	Ascending -		
	Name	Search Type	From	То
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				

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	<b>a</b>		Payslip	Wizard			
	250 Payslips to	be processed.	153 will be printed, 97 will be emailed.				
	Destination	Code		Na	ame		
	==1	103907	Yeboah Afua				
		103914	Addo-Kessie Mark				
		103918	Birago Gifty				
		103950 103966	Ampomah-Mensah Badu Odame Felicia				
	==	103366	Bosley Christine				
	==	104077	Bosdet Julie A				
		104082	Walsh Deborah				
	==1	104083	Berry Georgina				
	==1	104090	Brand Christopher R				
	==*	104150	Ackom-Mensah Kwamena N				
		104242	Le-Surf Donna		<b>-</b> -	den i	
	Delivery Repor		nclude un successfully emailed payslips nclude successfully emailed payslips		✓ Save e	email PDFs loca	ally
			Click Preview to view payslips for to produce the payslips.	Preview	< Previous	Next >	Cancel
			ВК ОГРИНИ				18/07/2005
p	rinting and	e-mailed the slips have be Process sta 100003 - Sh	een successfully printed / e-n				
p	rinting and	e-mailed the slips have be Process sta 100003 - Sh	e payslips. een successfully printed / e-n <u>Arted - 07/04/2016 12:08:55</u> bellard Peter - Sent to email (lynette@templa.com)	nailed the fol			ppear
p O	rinting and	e-mailed the slips have be Process sta 100003 - Sh Process col	e payslips. een successfully printed / e-n NMADEC Payslip arted - 07/04/2016 12:08:55 bellard Peter - Sent to email (lynette@templa.com)	nailed the fol			ppear
C	rinting and nce all pays lick on 'Fini	e-mailed the slips have be Process sta 100003 - Sh Process col Click Report to sh'.	e payslips. een successfully printed / e-n ntel Payslip arted - 07/04/2016 12:08:55 rellard Peter - Sent to email (lynette@templa.com) mpleted - 07/04/2016 12:09:07	Report < Pr	lowing mess	sage will a	ppear
р О С 35 7	rinting and nce all pays lick on 'Fini	e-mailed the slips have be Process sta 10003 - Sh Process col Click Report to sh'.	e payslips. een successfully printed / e-n oral Payslip arted - 07/04/2016 12:08:55 rellard Peter - Sent to email (lynette@templa.com) mpleted - 07/04/2016 12:09:07 print the Delivery Report. Click Finish to end.	Report < Pr	lowing mess	sage will a	ppear
CI 335 70 36	rinting and nce all pays lick on 'Fini ake a back- rocess the I	e-mailed the slips have be Process sta 10003 - Sh Process col Click Report to Sh'. up called 'P Period End	e payslips. een successfully printed / e-n oral Payslip arted - 07/04/2016 12:08:55 rellard Peter - Sent to email (lynette@templa.com) mpleted - 07/04/2016 12:09:07 print the Delivery Report. Click Finish to end.	Report < Pi	lowing mess	sage will a	ppear
CI 35 70 36	rinting and nce all pays lick on 'Fini ake a back- rocess the I	e-mailed the slips have be Process sta 10003 - Sh Process col Click Report to Sh'. up called 'P Period End	e payslips. een successfully printed / e-n Payslip arted - 07/04/2016 12:08:55 hellard Peter - Sent to email (lynette@templa.com) mpleted - 07/04/2016 12:09:07 print the Delivery Report. Click Finish to end. 1 of 1 sent 20 CHOWER	Report < Pi	lowing mess	sage will a	ppear

Document Ref: SP Processing Guide - Payroll V6.1.0 - Multi DB.docx Version: © Copyright 2021 TEAM Software by WorkWave 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.

	77000000	۸		10/10/
<b>8</b>	Period End -	2 Weekly	_	
The 2 Weekly	/ pay frequency	period is 25	-	
	Changes Report Sea	irch		
Name	Search Type	From	То	
Include Not Yet Printed	✓			
Include Printed				
Changed Date	Any Value			
Print Changes Report		< Previou	s 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	e 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	-
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.
S	37	Produce the BACS export file to pay the Attachments of Earnings
		Choose the 'Attachments' option from the BACS export menu:
		Access SelectPay - Test - TEST
		Home Payroll Pension System Utilities Welcome Employees Sickness Correct Sickness Payroll Costing Payslips HR Payroll Costing Payslips HR Pariod In Victor Incompany Process Verter Incompany Process Correct Records Payroll Costing Payslips HR Payroll Costing Payslips HR Payroll Costing Payslips HR Pariod Ind Vert End * Benefits * Period End Vert End * Period End * Process Correct Third Party
S	38	Update the Statutory Return & Submit EPS – for multi-database payroll (Manually)
		From the 'Slave' Database on the payroll menu click on 'Statutory Return'.
		Access SelectPay - TEST
		Home Payroll Pension System Utilities Welcome
		Image: Constant series     Image: Consta

	Home Payroll	Pension	System Utilities	Statutory Return
Save & Update Window	Not Yet Printed Report	Year to Date Report		
<mark>v</mark> Save &	Update tatutory Ret	turn X		
🚡 St	atutory Retu	m		
CISDed	uctions Suffered	0.00	If your due payment reduced because of t scheme, enter the va here	he NIC holiday
	uctions from Accounts	0.00	NIC Holiday Reduction	on 0.00
Year To	Date			
Year To PAYE	) Date	162,512.05	ASPP Recovered	0.00
Year To PAYE Stude	Date			
Year To PAYE Stude Empl	o Date	162,512.05 23.00	ASPP Recovered	0.00
Year To PAYE Stude Empl	o Date	162,512.05 23.00 93,534.77	ASPP Recovered NIC Comp on ASPP SAP Recovered	0.00 0.00 0.00
Year To PAYE Stude Empl	o Date	162,512.05 23.00 93,534.77	ASPP Recovered NIC Comp on ASPP SAP Recovered NIC Comp on SAP	0.00 0.00 0.00 0.00
Year To PAYE Stude Empl SMP I	o Date	162,512.05 23.00 93,534.77 81,857.63	ASPP Recovered NIC Comp on ASPP SAP Recovered NIC Comp on SAP ShPP Recovered	0.00 0.00 0.00 0.00 0.00
Year To PAYE Stude Empl SMP I NIC C	o Date	162,512.05 23.00 93,534.77 81,857.63 1,902.73	ASPP Recovered NIC Comp on ASPP SAP Recovered NIC Comp on SAP ShPP Recovered	0.00 0.00 0.00 0.00 0.00

The Statutory Return Report for this pay period will appear, print the report for your records:

7,530.10 0.00 4,930.38	<b>16:56:56</b> 7,530.10	07-Apr-2016	Page
0.00		07-Apr-2016	Page
0.00		07-Apr-2016	Page
0.00		07-Apr-2016	Page -
0.00		07-Apr-2016	Page
0.00	7,630.10		
0.00	7,530.10		
0.00	7,530.10		
0.00	7,530.10		
0.00	7,530.10		
4,930.38	7,530.10		
4,930.38			
4,261.83			
9,192.21			
0.00			
0.00			
0.00			
0.00			
	Zoom Fact	tor: 100%	
	0.00 0.00 0.00	0.00 0.00 0.00 0.00 Zoom Fact	0.00 0.00 0.00 0.00 Zoom Factor: 100%

Click on 'Yes'. The following message will appear:

	Access SelectPay		x
0	Please go to the master database in order to collate the sta information and submit your EPS.	atutory return	
		ОК	

Repeat process for all slave databases that need processing.

Repeat the above from the 'Master' database up to the point of updating the Statutory Return.

After Statutory Return has been updated from the 'Master' database the following message should appear:

	Access SelectPay	x
?	You will need to collate the statutory return information from other databases before you send an EPS to HMRC. Do you want to start the Consolidated Statutory Return Wizard now?	
	Yes No	

Click on 'Yes' to launch the 'Consolidated Statutory Return Wizard'. On this screen, the details shown should be for the 'Master' database and match the above printed Statutory Return report.

Any CIS Deductions Suffered or Made must be entered at this point.

0.00 NIC Holiday Reducti	on 0.00	
SPP Recovered	0.00	
NIC Comp on SPP	0.00	
ASPP Recovered	0.00	
NIC Comp on ASPP	0.00	
SAP Recovered	0.00	
NIC Comp on SAP	0.00	
ShPP Recovered	0.00	
NIC Comp on ShPP	0.00	
	SPP Recovered NIC Comp on SPP ASPP Recovered NIC Comp on ASPP SAP Recovered NIC Comp on SAP ShPP Recovered	SPP Recovered     0.00       NIC Comp on SPP     0.00       ASPP Recovered     0.00       NIC Comp on ASPP     0.00       SAP Recovered     0.00       NIC Comp on SAP     0.00       NIC Comp on SAP     0.00       ShPP Recovered     0.00       ShPP Recovered     0.00

Click on 'Add' at the bottom of the above screen to now add the same details from the Statutory Return Report for the 'Slave' database, a blank screen similar to the above should appear:

CIS Deductions Suffered	0.00	If your due payment to HMF reduced because of the NIC scheme, enter the value of t here	holiday	
CIS Deductions from Accounts	0.00	NIC Holiday Reduction	0.00	
Current Period				
Unique ID	~			
PAYE	0.00	SPP Recovered	0.00	
Student Loans	0.00	NIC Comp on SPP	0.00	
Employer's NI	0.00	ASPP Recovered	0.00	
Employee's NI	0.00	NIC Comp on ASPP	0.00	
		SAP Recovered	0.00	
SMP Recovered	0.00	NIC Comp on SAP	0.00	
NIC Comp on SMP	0.00	ShPP Recovered	0.00	
		NIC Comp on ShPP	0.00	
lick 'Add' to add another database atabase, 'Next' to continue, or 'Can	, 'Remove' to re	move the current	Add Remove	Next > Ca

	Consolid	lated Statutory Return Wi	izard - Entry
IS Deductions Suffered	0.00	If your due payment to HMR reduced because of the NIC l scheme, enter the value of ti here	holiday
IS Deductions from Accounts	0.00	NIC Holiday Reduction	0.00
Current Period			
Unique ID 2 Weekly	~		
PAYE	3,765.02	SPP Recovered	0.00
Student Loans	0.00	NIC Comp on SPP	0.00
Employer's NI	2,465.19	ASPP Recovered	0.00
Employee's NI	2,130.92	NIC Comp on ASPP	0.00
		SAP Recovered	0.00
SMP Recovered	195.68	NIC Comp on SAP	0.00
NIC Comp on SMP	0.00	ShPP Recovered	0.00
Nie componisme	0.00	NIC Comp on ShPP	0.00
		each year must pay the	opprontingsk
r <b>t which will show th</b> C when the EPS is sent	<b>le apprentice</b> t from the Mas so be includec	d when entering the figu	the relevant vantes for slave d
d: (this field is only av		NIC Comp on ShPP Employer Pay Bill	0.00

		CIS Deductions Suffered	0.00	
Employment Allowance	0	CIS Deductions from Accounts	0.00	
T-1-1 0		NIC Holiday Reduction	0.00	
Total Summary 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 on 'Preview' to print a report of the consolidated figures for your records:

Consolidated Statutory Return TEST - Payroll		11:29:0	9 08-Apr-2016 Page 1
PAYE	11.295.12		
CIS Deductions Made	0.00		
less CIS Deductions Suffered	0.00		
Income Tax	11,295.12		
Student Loan Deductions	0.00		
Net Income Tax		11,295.12	
Employer's NI Contributions	7,395.57		
Employee's NI Contributions	6,392.75		
Gross NIC	13,788.32		
Statutory Maternity Pay recovered	1,430.68		
NI Compensation on SMP	0.00		
Statutory Paternity Pay recovered	0.00		

Once printed close the above screen and then click on 'Finish':

		CIS Deductions Suffered	0.00	
Employment Allowance	0	CIS Deductions from Accounts	0.00	
- Total Summary		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			

The follow	ing manager about a paper that are seen at the structure by desired and the structure of th
	ving message should appear. Unless you are one of the clients who do produce a bacs f m the payroll click on 'No':
	Access SelectPay
	Do you want to produce a BACS export file for the amount to be remitted to HMRC?
	Yes No
On the foll	lowing screen click on 'Yes' to update the consolidated statutory return:
	Access SelectPay
	Do you want to update the Consolidated Statutory Return?
	Yes No
The follow	ving message will appear. Click on 'OK' to continue:
	Access SelectPay
	You need to send an EPS to HMRC.
	<b>v</b>
	ОК
On the fol	lowing screen click on the black 'tick' to start the EPS submission to HMRC
on the lot	-
	HMRC Communications - Send Messages
	Employer Payment Submission (Reclaim)
	HMRC Submission Option Employer Payment Submission (Reclaim) Transmit

On the below screen enter the tax period that the EPS relates to or leave this blank. If this option is left blank HMRC will determine which tax period, the submission relates to.

Click on the black 'tick' to continue:

Image: I

The following screen should appear whilst the EPS is being submitted to HMRC

Access SelectPay	x
Submitting XML	

Yes

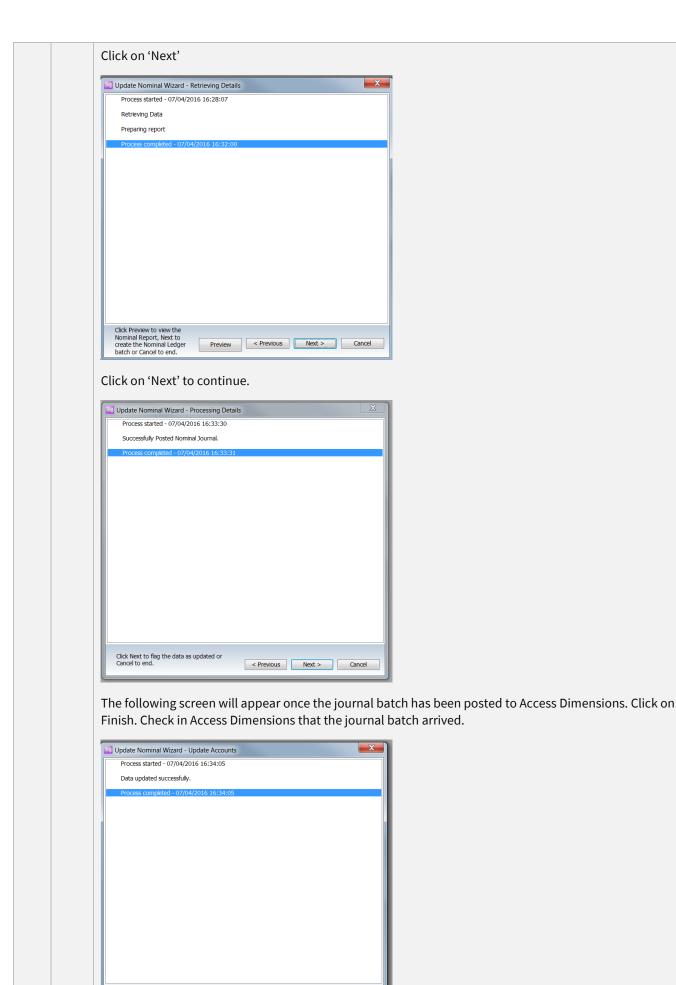
No

If the submission is successful, the below screen should appear. Print the message via the printer icon and keep for your records.

E	mploy	rer Pa	yme	ent Submission (Recla	im)		
	umber 🍸	Туре	T	Description	Y	Location	
0		success		MRC has received the HMRC-PAYE-RTI-E			
7	7001 s	success	Th	ank you for your submission	E	01BF:	
4							
				C-PAYE-RTI-EPS document ref: 002/LY16			he
a y	ssociated I ou keep this	IRmark wa is receipt (	electron		Ve strong your sub	ly recommend tha mission electronic	he at
a y	ssociated I ou keep this	IRmark wa is receipt (	electron	C-PAYE-RTI-EPS document ref: 002/LY16 /3CIGKIR4FQ7BCDVAU7EHIUJLSEGL.W ically, and we advise that you also keep	Ve strong your sub	ly recommend tha mission electronic	he at

Document Ref: SP Processing Guide - Payroll V6.1.0 - Multi DB.docx Version:  $\textcircled{$  Copyright 2021 TEAM Software by WorkWave

S	39	Update the Nominal											
		If SelectPay is not linke	d to an Access Dimens	ions Accounts data	nhase this st	en can he ia	nored						
						cp cull be lg	noreu.						
		From the Payroll menu	I click on 'Update Nor	ninal':									
		Home Payroll Pensi	on System Utilities Emp	loyee List	Access S	electPay - TEST							
		Home Payron Perso		Update Nominal			2						
		Employees Sickness Correct I Sickness Pi Records	rts BACS CM Export ▼ Sumi Report & Analyse										
		Records     Process     Period End     Report & Analyse       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'.											
		Update Nominal Wizard - Options											
			ROLL1 14/20 •										
		Post Journals to Nominal Ledger     Batch Refere     PAYROLL1     Period     3     Year     Next	patch										
		<ul> <li>Send Journals to export file</li> <li>Export Filena PYRL56.TXT</li> <li>C:\Users\victoriap\Documents\A</li> </ul>	په ccess UK Ltd\Pavroll\Pa										
		C. (USEIS (VILLOI INP) (DOCUMENTS)(4											
		Click Next to run the Nominal Upda Cancel to end		ext > Cancel									
		Print a copy of the 'Up	date Nominal Report'	and then close the	e screen.								
		Li likococo	started () (()A/3037 37.57										
		Report Viewer - Nomi		<b>m</b> - 0 1			CRYSTAL REPORTS						
		Ain Report	н 1/1	₩ ₩ +									
		Nominal Update	Report				16:27:01 07-/	=					
		Templa Test Co	mpany (S) - Payroll					-					
		Code	Reference		Debit	Credit	Description						
		2210	PAYROLL1		714.50		Recoverable SMP						
		2210	PAYROLL1				PAYE - Payroll. 56						
		2210 2210	PAYROLL1 PAYROLL1				Employee NIC - Pa Employer NIC - Pa						
		2212	PAYROLL1				Attachments - Per						
		2220	PAYROLL1				SSP - Payroll. 56						
		2220	PAYROLL1				SMP - Payroll. 56						
		2220	PAYROLL1 PAYROLL1		1,809.04	291,850.00	Gross pay - Payro Employee Pensior						
		2220	PAYROLLI PAYROLLI		1,809.04 16,335.20		PAYE - Payroll. 56						
		2220	PAYROLL1		18,270.43		Employee NIC - P						
		2220	PAYROLL1				Net Pay - Period 2						
		2220	PAYROLL1		766.94	050.00	Attachments - Pay						
		2230	PAYROLL1			00.00	Employer Pension						
		Current Page No.: 1	Total Page	No.: 1	7000	Factor: 100%							
			rotarrug		2001								



< Previous Finish Cancel

Click Finish to close.

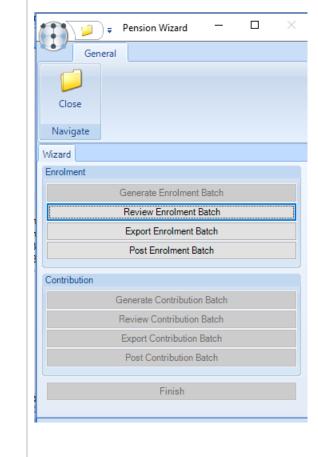
С	40	Create the necessary Pension files from the Pension Wizard
		The 'Pension Wizard' will guide you through the process to create the enrolment and contribution files that will need to be uploaded to the pension provider (the process is the same for NEST, NOW and TPP pensions although NOW & TPP won't actually upload the enrolment files to the pension provider).
		The 'Pension Wizard' can be found on the Payroll menu under the 'HMRC' option:
		Payrun Batches            • Payrun Batches            • Timesheets            • Employees            • Employee Assignments            • Employee Novements            • Employee Pay            • Payring Keview            • Periodic Monitoring            • Employee Leave            • Employee Leave            • Pension Contributions            • Pension Contributions            • Pension Contributions            • Pension Encolment Batches            • Pension Encolment Batches
		Click on the 'Pension Wizard' to start the process. Click on 'Generate Enrolment 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
		Post Contribution Batch
		Finish
		On the below screen select the 'Pension Run' and the 'Default enrolment date' (we recommend for NEST pensions where this process is being run after the pay date that the last day of the pay period is used for the 'Default enrolment date' and not the 'use employee dates' option

	<b>-</b>	Pension Enroln	nent Batch De	tails - (nev	v) —		$\times$
Gen	eral						
Close	Save Delet		8 Employees	Post	Export for		
			2		pension provider		
Navigate	Save	Other		Batch	h		
General							
Batch number		new batch					
Pension run		MONTHLY Pension	Run		Ø	0	
Default enrolr	nent date	(use employee date	es) 🗸				

If there are no new employees that need to be enrolled the following message will appear:

0	Confirm ac	tion	x
	i	No employees to enrol.	
		ОК	

If there are new employees to enrol the option to 'Review Enrolment Batch' will become enabled:



	view Enroln es who will		h' and then ed:	on 'e	employees	s' on the	e bato	ch header s	screen to	have a lo	ook at the
	<b>.</b>	Pension Enr	olment Batch Detai	ils - 8			$\times$				
Gen	eral										
		🋸 Notes	8	3	~						
Close	Save Delete		Employees Po	ost pe	Export for ension provider						
Navigate	Save	Other		Batch							
General											
Batch number	8										
Pension run	M	ONTHLY Pensio	n Run			0					
Default enroln	nent date (us	e employee dat	es) 🗸								

In the case of 'NEST' pensions any potential issues with employee's addresses will be indicated by a 'Stop' sign:

	<b>1</b>												$\times$
	General												
	کي کی				终 Notes								
Close	Print Excel	Expand all	Collapse all	Save		View							
	Navig	jate		Save	Other	Row							
Employ	ees												
Drag a	column header	here to g	roup by tha	t column.									
2 + 1	Title	+ Forenar	me +¤	Middle name	e +¤ Surna	me	+⊐ Date of birth	P NIC number	+ NIC ur	-available?	+ Unique identifier	+ House	name (a
	•												
• 😳	Mr	John			Smit	ı	12/02/1990				12354		

These address issues will need to be corrected in SelectPay, 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

	as been generate	d but not po	sted.	
	this batch before	leaving?		
Yes	No		iancel	
2				Yes No Cancel

	<u>)</u> ,	Pensi	on Wizaro	ł	_	
	General					
Close						
Close						
Navigat	te					
Wizard						
Enrolmen	t					
		Genera	ate Enrolm	nent B	atch	
		Revie	w Enrolm	ent Ba	itch	
		Expo	t Enrolme	ent Bat	tch	
		Post	Enrolmer	nt Bato	:h	
Contributi	ion					
	(	Generat	e Contrib	ution l	Batch	
		Review	Contribu	tion B	atch	
		Export	Contribut	ion Ba	atch	
		Post (	Contributio	on Bat	tch	

Answer 'Yes' to the below question:

Confirm a	ction	×
?	This process will export the batch ready for upload to your pension provider. Continue?	
	Yes No	

Browse to the location where the enrolment file should be saved & click on 'Ok':

📃 Desktop	
E P Templa	Ī
.obm	
🕀 🌆 AppData	
🕞 Contacts	
🕀 📗 Desktop	
🕀 順 Documents	
🕀 🏢 Downloads	
🕀 🌇 Favorites	
📗 Links	
💽 Music	
Pictures	
Saved Games	
🕀 🕎 Searches	
🕀 🕌 temp	
Videos	

The following will appear as the details are generated:

Processing ... please wait ...
... create item 58 of 180
... create item 60 of 180
... create item 61 of 180
... create item 62 of 180
... 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'.

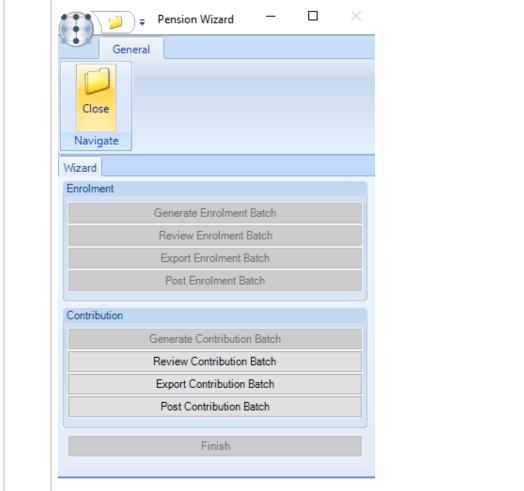
G	enerate Enrol	ment Batc	h		
F	Review Enroln	nent Batch	1		
E	Export Enrolm	ent Batch			
	Post Enrolme	ent Batch			
n					
Ge	nerate Contril	oution Bate	ch		
Re	eview Contrib	ution Batc	h		
E	xport Contribu	ution Batch	1		
F	Post Contribut	ion Batch			
	Finis	h			
	G F E Ge Re E	Generate Enrol Review Enrolm Post Enrolme Post Enrolme Generate Contril Review Contribu Export Contribut Post Contribut	Generate Enrolment Batch Review Enrolment Batch Export Enrolment Batch Post Enrolment Batch n Generate Contribution Batch Review Contribution Batch	Generate Enrolment Batch Review Enrolment Batch Export Enrolment Batch Post Enrolment Batch Generate Contribution Batch Review Contribution Batch Export Contribution Batch Post Contribution Batch	Generate Enrolment Batch Review Enrolment Batch Export Enrolment Batch Post Enrolment Batch Generate Contribution Batch Review Contribution Batch Export Contribution Batch Post Contribution Batch Post Contribution Batch

$\bigcirc$	This process will post th	e batch.		
	NOTE, once posted no l	further amendm	ents will	be possible
	Continue?			
		Ye	s	No

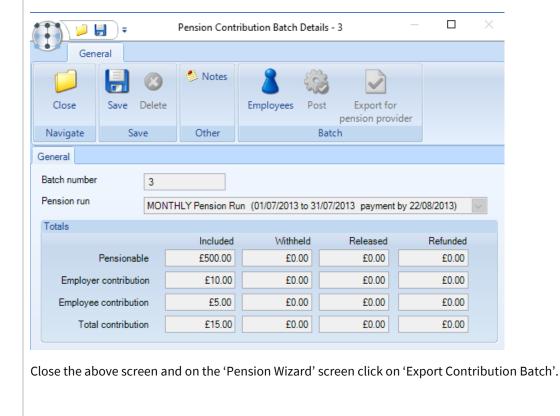
The 'Contribution' section on the pension wizard will now become enabled. Click on 'Generate Contribution Batch'

-

	ral		
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		
On the belo	<i>r</i> screen enter the 'Earnings Period End dat	e' and click on 'Save':	
	Pension Contribution Batch Details - (	_	×
Ger	Pension Contribution Batch Details - ( eral	new) — 🗆	×
Ger Close	Pension Contribution Batch Details - ( eral Save Delete	new) — Export for pension provider	×
Ger	Pension Contribution Batch Details - ( eral	new) — Export for pension provider	×
Ger Close	Pension Contribution Batch Details - ( eral Save Delete	new) — Export for pension provider	×
Ger Close Navigate	Pension Contribution Batch Details - ( eral Save Delete	new) — Export for pension provider	×
Ger Ger Close Navigate General	Pension Contribution Batch Details - ( rral Save Delete Save Other Bat new batch	new) — —	×
Ger Ger Close Navigate General Batch number	Pension Contribution Batch Details - ( rral Save Delete Save Other Bat	new) — —	×
General Batch number Pension run	Pension Contribution Batch Details - ( rral Save Delete Save Other Bat new batch MONTHLY Pension Run (01/07/2013 to 31/07	new) – – –	
General Batch number Pension run	Pension Contribution Batch Details - ( ral Save Delete Save Other Bat Notes Employees Post Bat NONTHLY Pension Run (01/07/2013 to 31/07 g screen will appear while the details are general screen will appear while the details are general	new) – – –	×



Click on 'Review Contribution Batch' and check that the totals on the batch screen correspond with the employee's and employer's contributions on the 'Detailed Payrun Summary Report' that was produced in SelectPay during step 25.



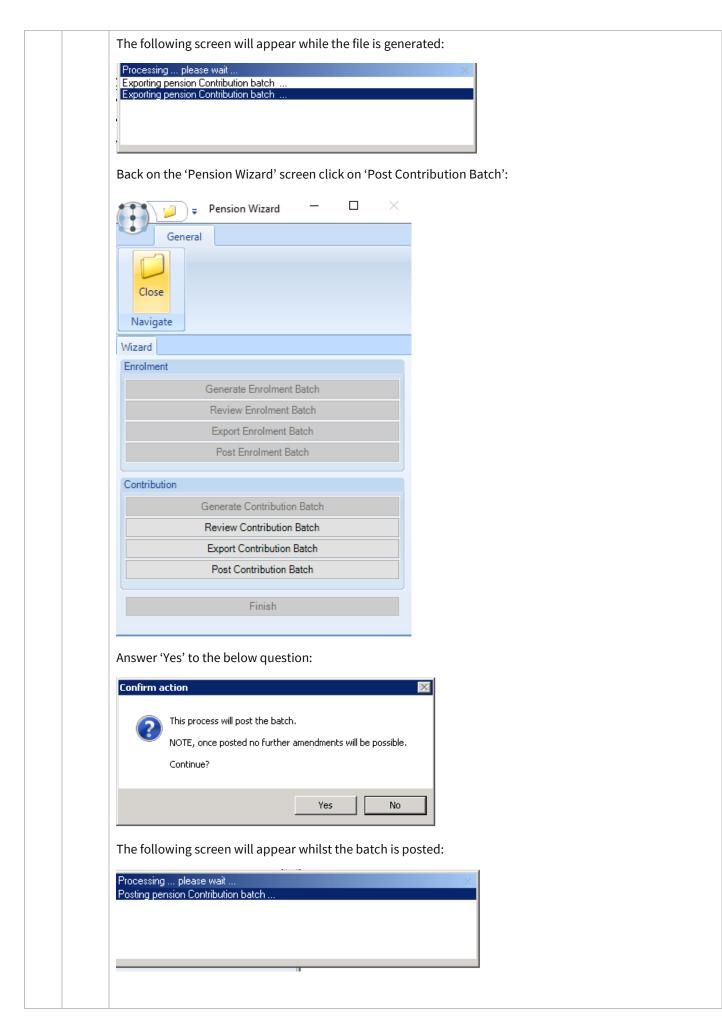
<b>*</b>	Pension Wizard	—		$\times$
Pension Wizard     General     General     Close   Navigate     Wizard     Enrolment   Generate Enrolment Batch   Review Enrolment Batch   Export Enrolment Batch   Post Enrolment Batch   Post Enrolment Batch   Review Contribution Batch   Review Contribution Batch   Export Contribution Batch   Export Contribution Batch   Post Contribution Batch				
General General Close Navigate Wizard Enrolment Generate Enrolment Batch Review Enrolment Batch Export Enrolment Batch Post Enrolment Batch Post Enrolment Batch Review Contribution Batch Review Contribution Batch Export Contribution Batch				
Enrolment				
	Generate Enrolment	t Batch		
	Review Enrolment	Batch		
	Export Enrolment I	Batch		
	Post Enrolment B	atch		
Contribution				
C	Generate Contributio	n Batch		
	Review Contribution	Batch		
	Export Contribution	Batch		
	Post Contribution I	Batch		
	Finish			

Answer 'Yes' to the below question:

Confirm a	ction	×
?	This process will export the batch ready for upload to your pension provider. Continue?	
	Yes No	

Browse to the folder where the contribution file should be saved and click on 'OK'.

📃 Desktop		-
🕀 🧱 Libraries		
🖃  Templa. Admin		
🕀 🌗 AppData		
🗉 🛃 Application Dat	a	_
🔓 Contacts		
🕀 🛃 Cookies		
🕀 隆 Desktop		
🕀 📑 Downloads		
🕀 📴 Favorites		
📄 📑 Links		
🕀 🛃 Local Settings		



		On the below screen click on 'Finish'
		Pension Wizard - 🗆 X
		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
		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'.
		B. 81.31.65.229:3278 - Remote Desktop Connection
		Control         Access SelectPay - TEST           Home         Payroll         Pension         System         Utilities         Employee List
		🔊 📄 New Employee 💮 P11 History 🔛 Expenses 🔹 📰 💽 🕋 Reset Period Rate & Quantity
		New Employee     Open     Duplicate Employee     Attachments     Sickness     Attachments     Bickness       Wizard     Employee     Delete Employee     Dele
		Record         Management         Actions           Welcome x Statutory Return x Employee List         Standard Pay         Image: Complex Statutory Return
		Drag a column header here to group by that column.
		Left T Employee Code         Surname         Forename 1         UK Postcode         Department Code T ax Regime         Tax Code         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 header here to group by that column.
		System Type         ▼         Paytype Code         Status         ▼         PAYE         NICers         Gross         Σ         Rate         Q           Standard         Earnings         BASIC         Included         ✓         ✓         ✓         0.00         0.000
		Standard         Deductions         PENSION - NOW         Included         0.00         0.00           Standard         Open Paytype         Included         Included <td< th=""></td<>
		Delete Paytype
		Include/Exclude Paytype

Answer 'Yes' to tl	ne following qu	uestion:						
		Acc	ess SelectPay		L	x		
	<b>?</b> A	re you sure you wan	t to exclude Paytype I	PENSION -	NOW?			
			Yes		No			
The pay element	status should	now show as 'Exc	luded'					
Drag a column header here to group by that column.								
System Type 🏼	Туре 🍸	Paytype Code	Status	PAYE	NICees	NICers	Gross	Σ
Standard	Earnings BA	SIC	Included	~	~	<ul> <li></li> </ul>	0.	.00
Standard	Deductions PE	NSION - NOW	Excluded	~			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.