TEAM Software by WORKWAVE

Payrun Processing Guide

TEMPLACMS & SELECTPAY

Version: CMS V6.1.0

COMMERCIAL STATEMENT

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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.

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INDEX

Step	Description	Page number
1	Take a back-up called 'PreTaxCodeUpdate' followed by the period or tax week number	6
2	Download Tax Code Notifications	6
3	Save Downloaded Tax Code Notifications	6
4	Apply the Downloaded Tax Code (or other Notifications)	6
5	Take a back-up called 'PrePostponement' followed by the period or tax week number	7
6	Postpone any new employees if required	8
7	Enter Opt Out / Cease dates	8
8	Remove pension pay element from employees who opted out / ceased	8
9	Enter Sickness	9
10	Enter SMP	10
11	Enter Attachments of Earnings	13
12	Review / Add Loan deductions	14
13	Lock the Payroll Batch	15
14	Check for un-approved employees	16
15	Process Leaver/Joiner movements	17
16	Process Leavers Holiday pay	19
17	Post the Payroll Batch	20
18	Take a back-up called 'Pre-Import' followed by the period or tax week number	21
19	Import the pay from the .csv file saved in step 16	21
20	Take a back-up called 'Pre-Calc' followed by the period or tax week number	22

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21	Save & Process the Pay	22
22	If any Auto-Enrolment requirements need to be actioned the following message will appear when clicking on 'Save & Process'	23
23	Action any Auto-Enrolment requirements	24
24	Save & Process the pay again, print final reports	25
25	Repeat Step 25 if any changes are made & re-print the reports. Click on 'Finish' once the final reports have been printed.	26
26	Check the payrun batch 'Reconciliation' in CMS	26
27	Repeat Step 26 & 25 if any changes are made & re-print the reports. Click on 'Finish' once the final reports have been printed	28
28	Produce the BACS export file to pay the employees	28
29	Take a back-up called 'Pre-FPS' followed by the period or tax week number	30
30	Submit the FPS to HMRC	30
31	Print P45's	32
32	Print or E-mail Payslips	34
33	Take a back-up called 'Pre-PeriodEnd' followed by the period or tax week number	35
34	Process the Period End	35
35	Produce the BACS export file to pay the Attachments of Earnings	37
36	Update the Statutory Return & Submit EPS – for a single database	37
37	Update the Nominal	40
38	Create the necessary Pension files from the Pension Wizard	43
39	Remove any Pension pay element from employees who had refunds	52

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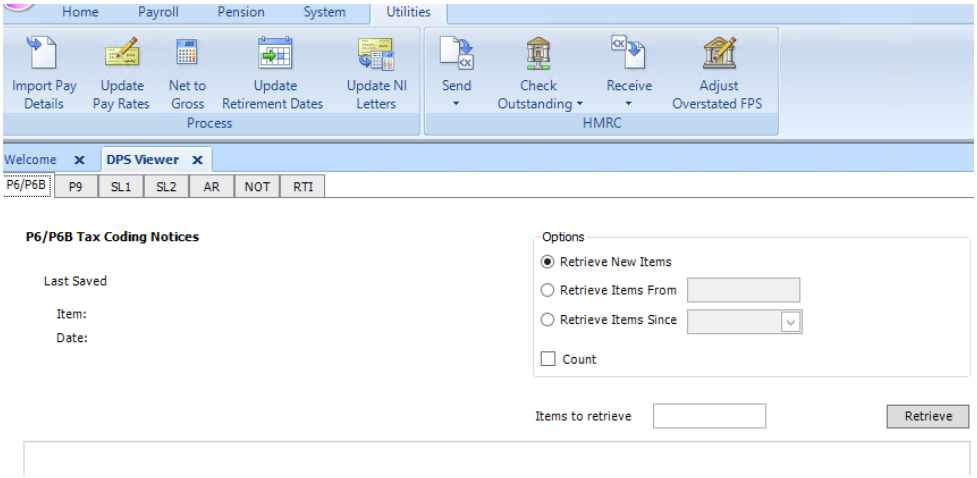
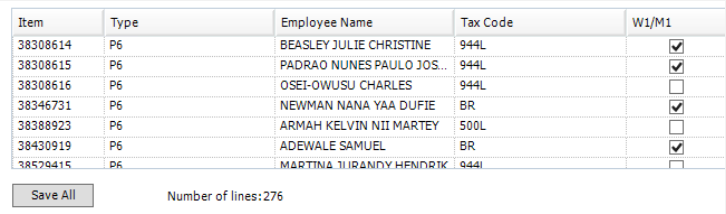
	Step	Templa CMS / SelectPay Payrun Process
S*	1	***Take a back-up called 'PreTaxCodeUpdate' followed by the period or tax week number***
S	2	***Download Tax Code Notifications*** It is advisable to always do this process from the same user pc if the option 'Retrieve New Items' will be used. Alternatively 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:  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***  Once the messages have been retrieved, basic information about the messages will be listed. Press Save All to store the messages as files in your Downloads folder. This will download 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).

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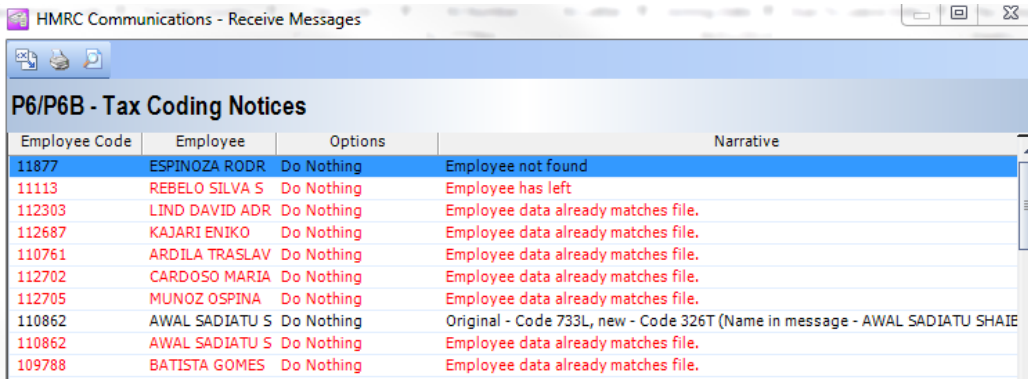
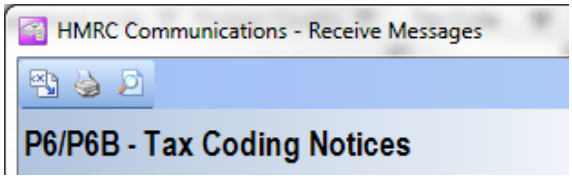


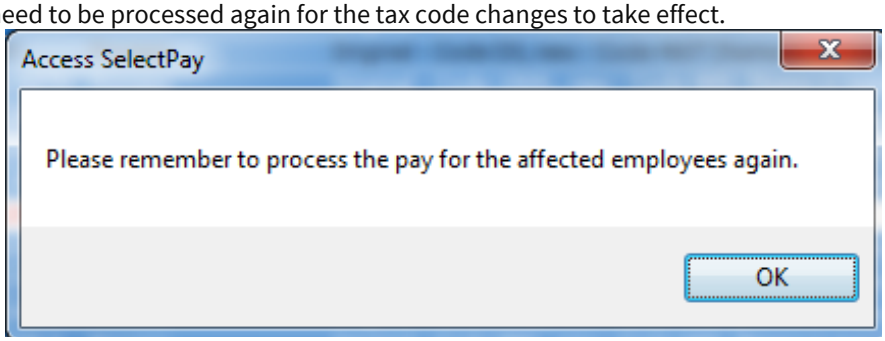
Review the messages to decide if you wish to use them to update your payroll data

Matching will have been attempted (it may help to sort them on the narrative)

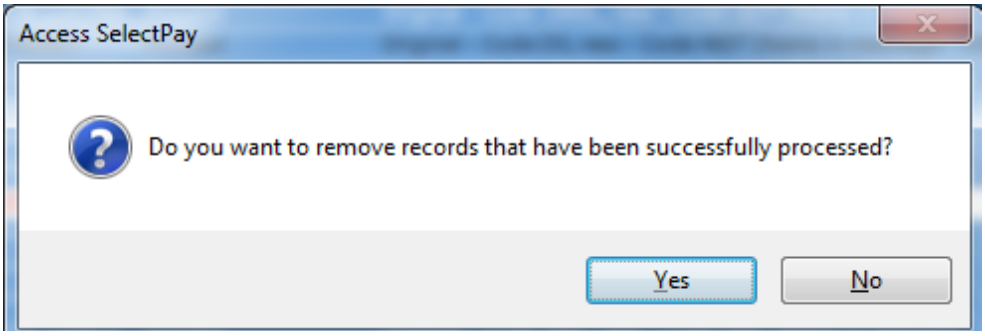
- If the details from the message match one of your Employees (e.g. matching NI number) the Employee code will be displayed in the first column
- If No match could be made, the narrative will be “Employee not found”.
- For all the unmatched Employees, you can leave the option as “Do Nothing” if more than one payroll database exists.
- 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



- 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.



- 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.



- Repeat step 3 for all other payroll databases.

S*	5	***Take a back-up called ‘PrePostponement’ followed by the period or tax week number***

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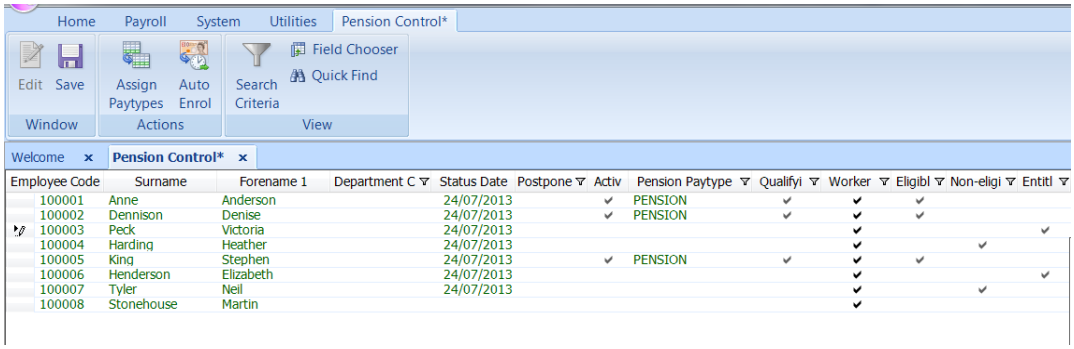
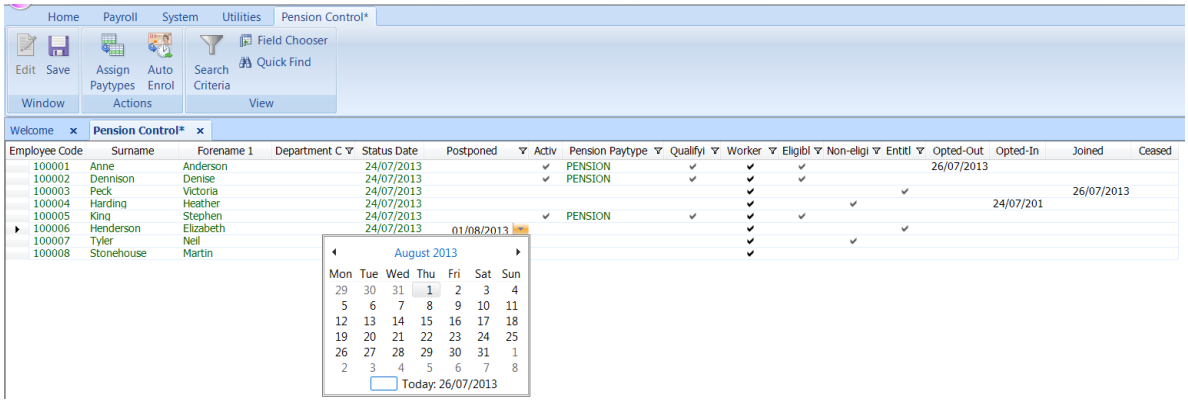
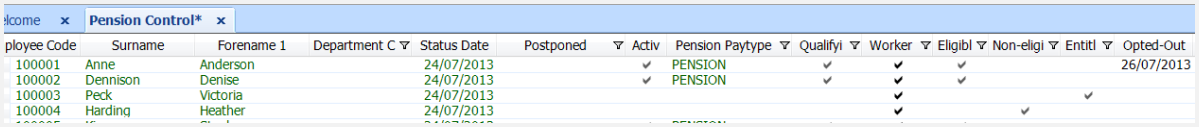
S	6	***Postpone any new employees if required*** From the Pension -> Pension Control Menu highlight all new employees (they should be at the bottom of the list and have no status date) and then click on 'Auto Enrol'  This will assign a status of 'entitled' to each employee. With the employees still highlighted 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.  **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. 
S	8	***Remove pension pay element 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'.

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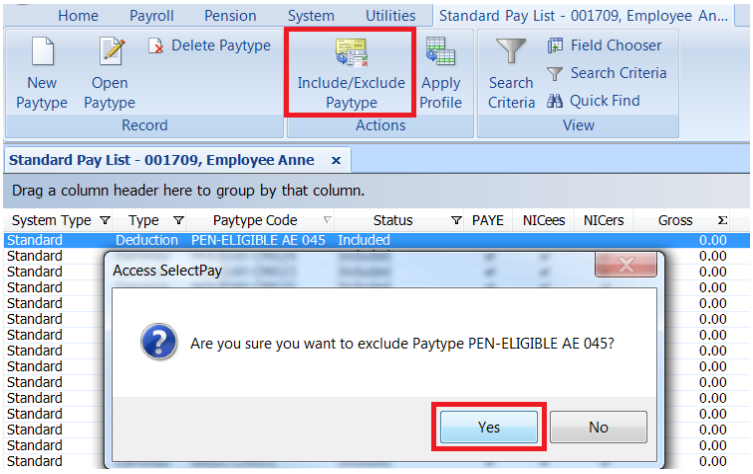
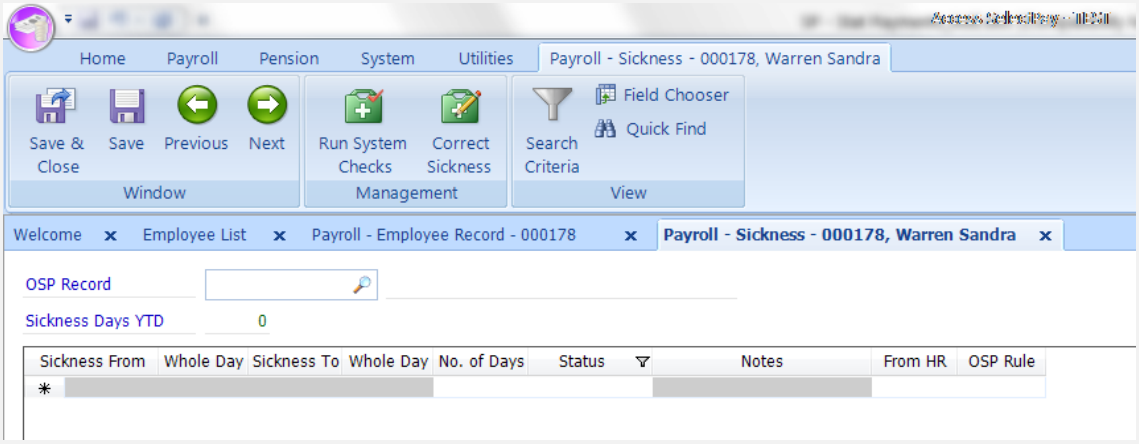


S | 9

Enter Sickness

Clicking on the 'Sickness' button will display the following screen:



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':

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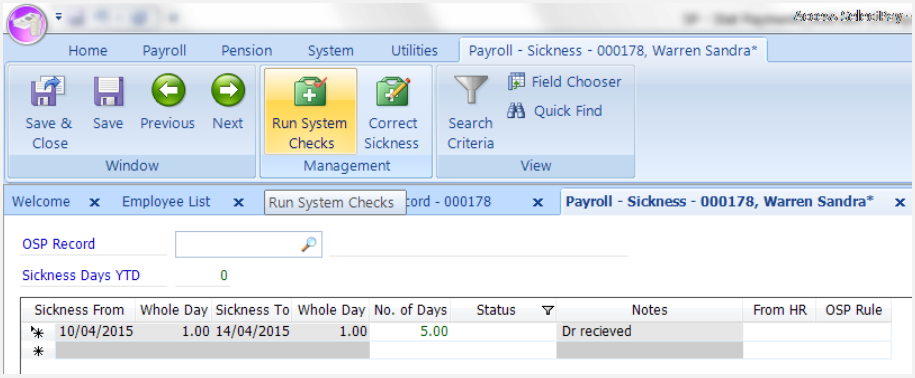
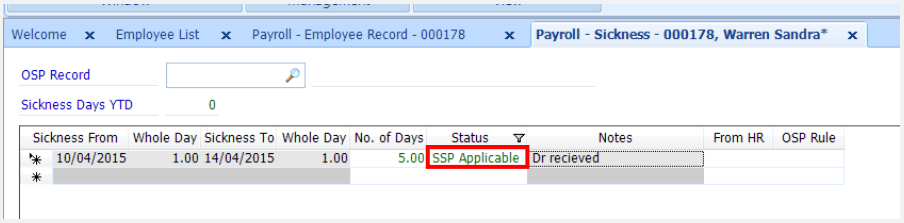


This process will check any amendments to existing sickness lines or additional sickness lines against the information currently held in the sickness table for this employee.

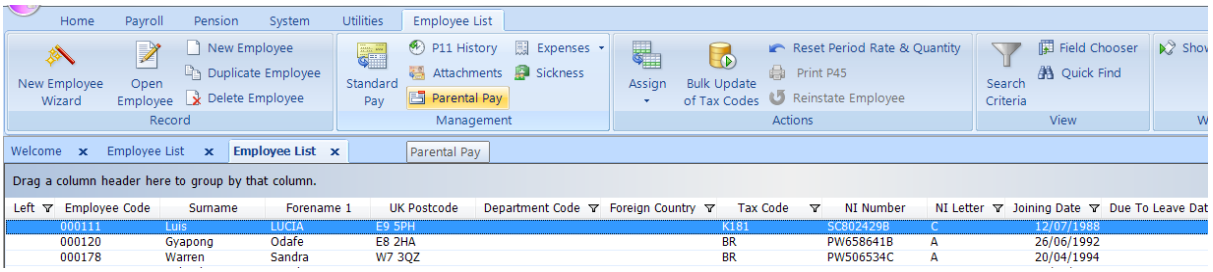
The Status field will be updated at the end of this process and any errors will be shown with an exclamation mark and a description of the failed validation:



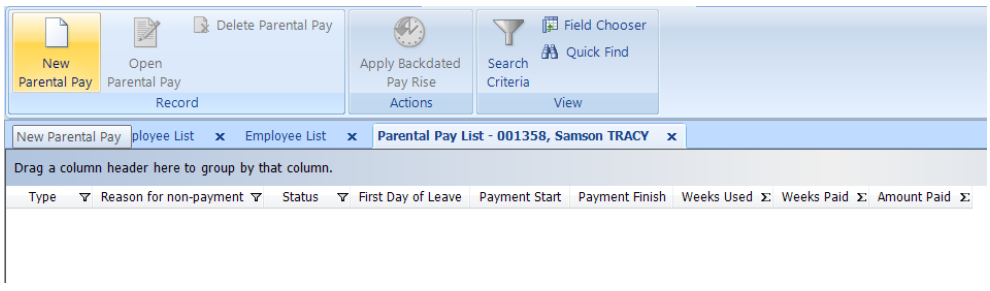
- Click on 'Save'
- The SSP paid value can be checked form the 'Run Payroll' screen.

S 10 ***Enter SMP***

Parental Pay records for Employees can be accessed from the Employee list:



- From the 'Parental Pay' record screen click 'New Parental Pay':



- 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.

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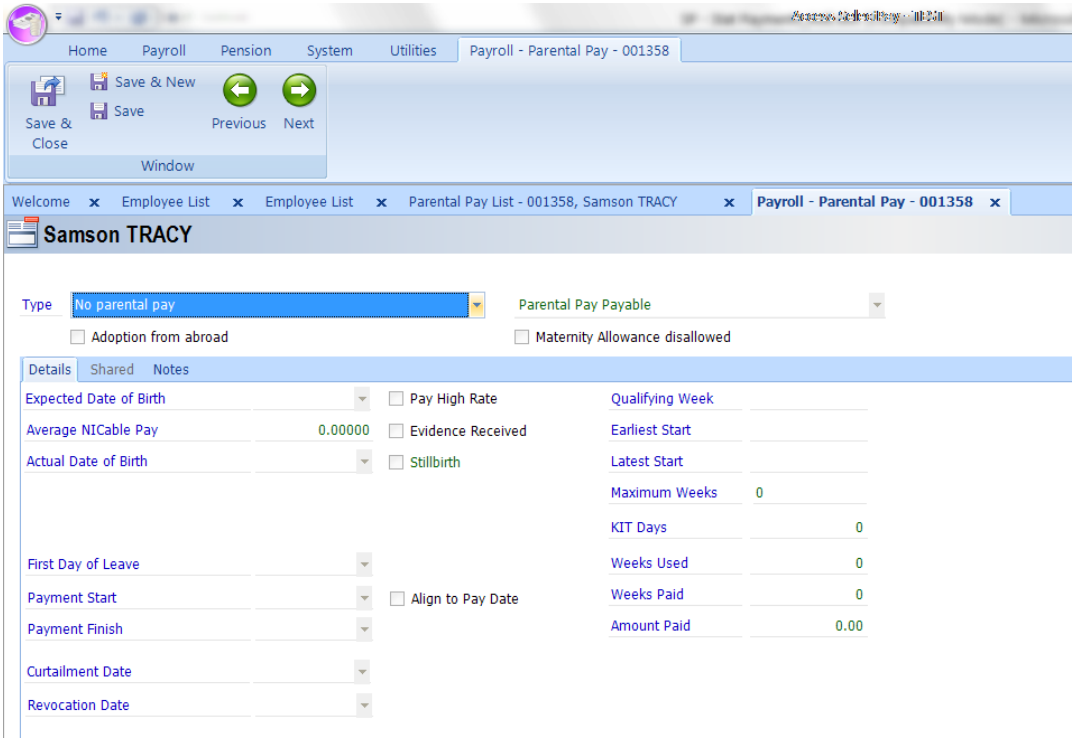

- **Select the type** of parental pay from the list.
- Enter the details of the parental leave on the Details tab (described below).
- The fields that are available for completion will depend on the type of parental pay you have selected.
- Inactive fields: some fields remain inactive until data has been entered in earlier fields. For example: the 'Certificate Received' tick box activates most of the dates of leave fields.
- Some of the fields will be refreshed or updated by the system as you enter the information.
- Some of the fields will be updated as payments are made by running the payroll and updating the records with a period end process.
- If the selected parental pay element is **not payable** within the terms of the scheme, a reason should be selected from the drop-down list.
- Once the details of the date of birth or placement and the First Day of Leave are entered, a Payment Start Date will appear.
- Enter any notes that may be helpful regarding the parental pay record.
- Click on 'Save & Close'.

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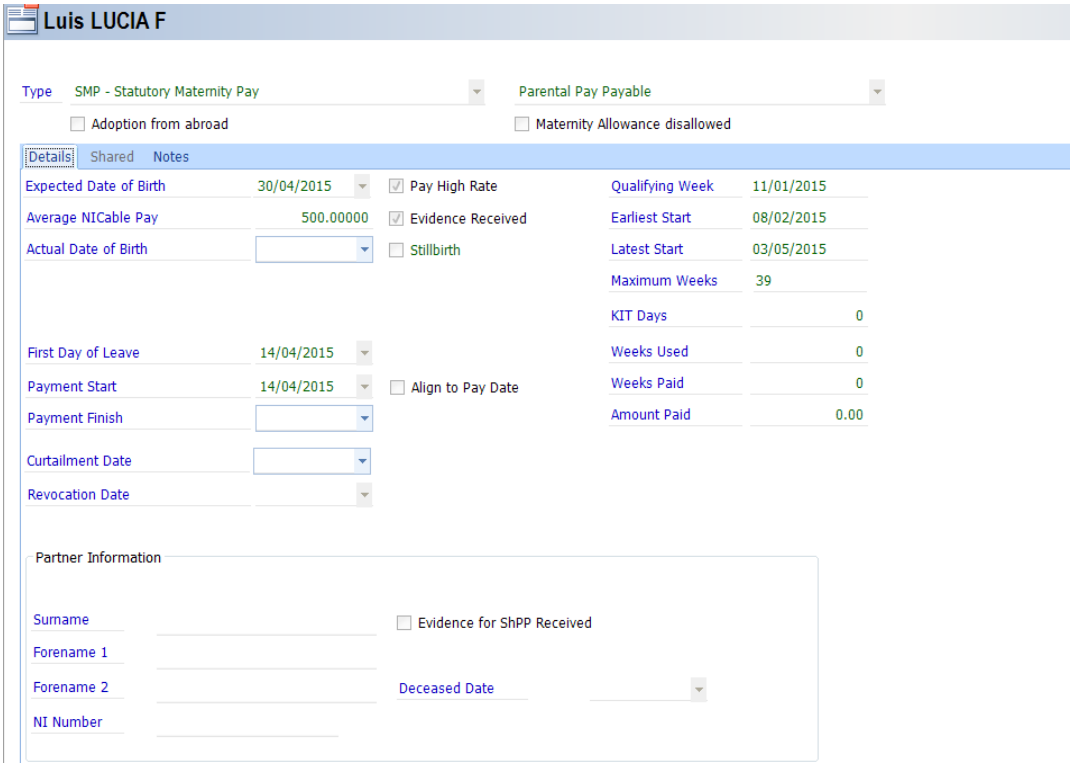
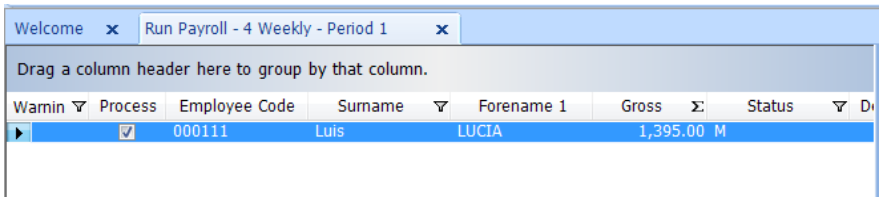
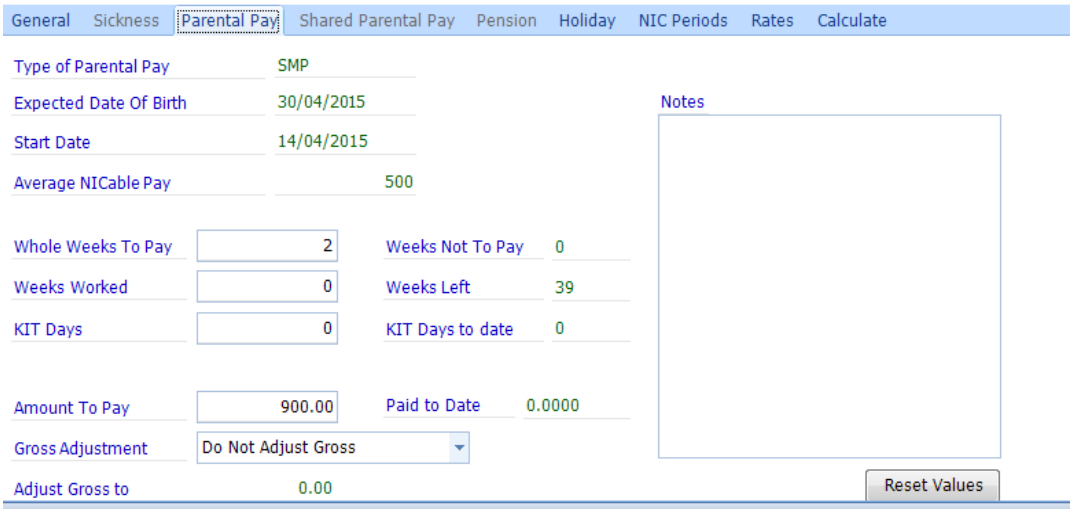


When the **payment start date is reached** and a payroll is processed that includes that date, the employee will appear on the 'Run Payroll' screen with an 'M' in the 'Status' field next to the 'Gross' Payment:



Selecting the employee will open the 'Amend Pay' window from where the 'Parental Pay' tab can be accessed:



If required, amendments to the calculated weeks to pay etc. can be made at this point and notes should always be entered to explain why the change was made.

Once the pay run for the period has been processed, the parental pay record for the employee will be updated with the amount paid (added to the total) and start to count down the weeks which the employee is entitled to.

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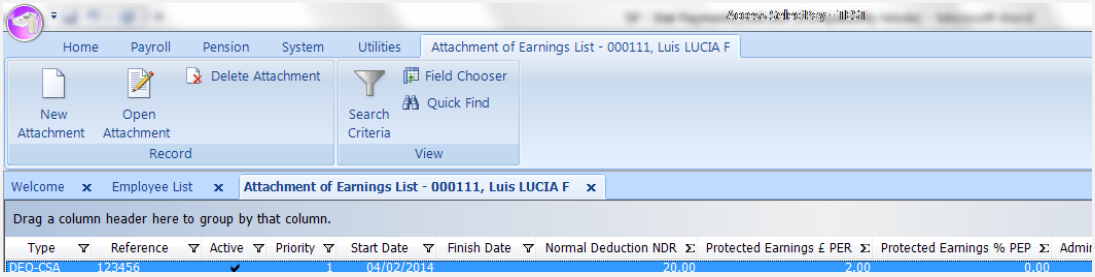
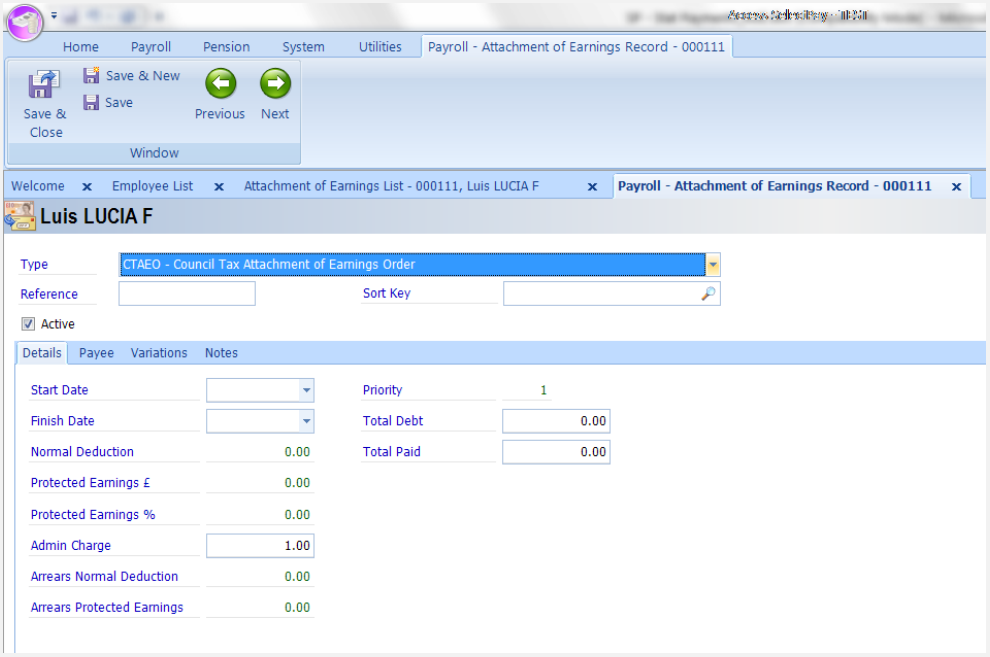
S	11	***Enter Attachments of Earnings*** Locate the relevant employee and click on 'Attachments', any existing attachment records will be displayed:  Click on 'New Attachment' to create a new record:  This record will contain all the information the payroll system needs to calculate the amount to be 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.

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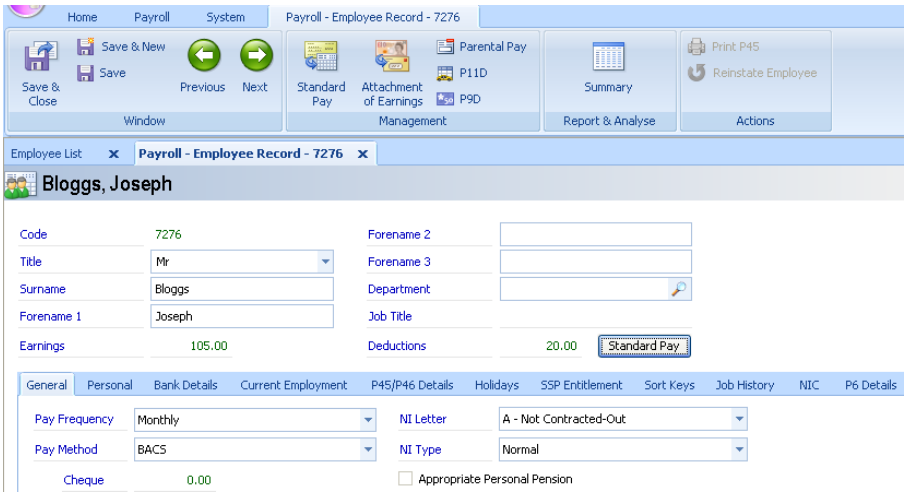
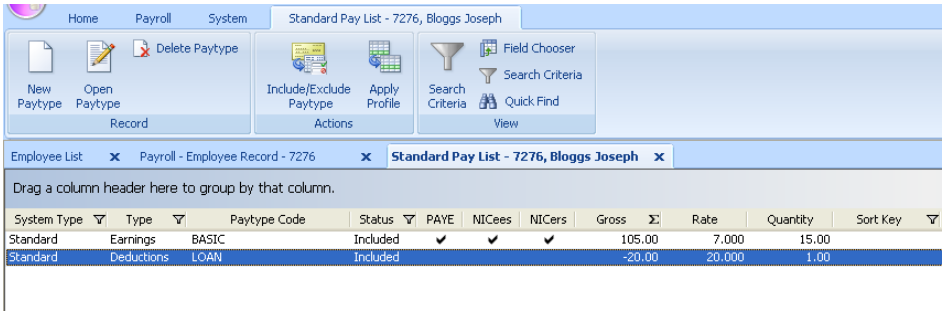
S	12	***Review / Add Loan deductions***

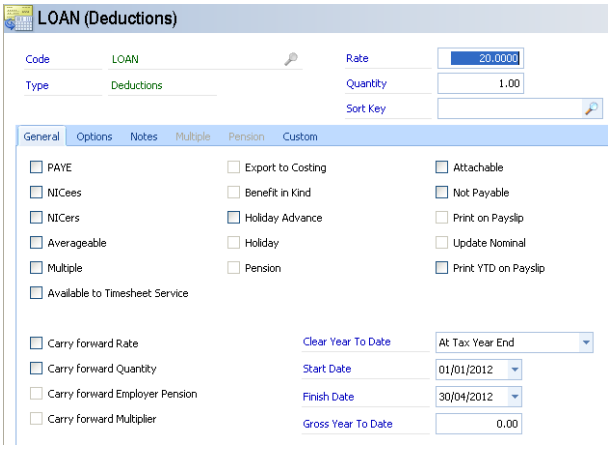
Find the employee in the employee list and select 'Standard Pay'.



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.



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).



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.

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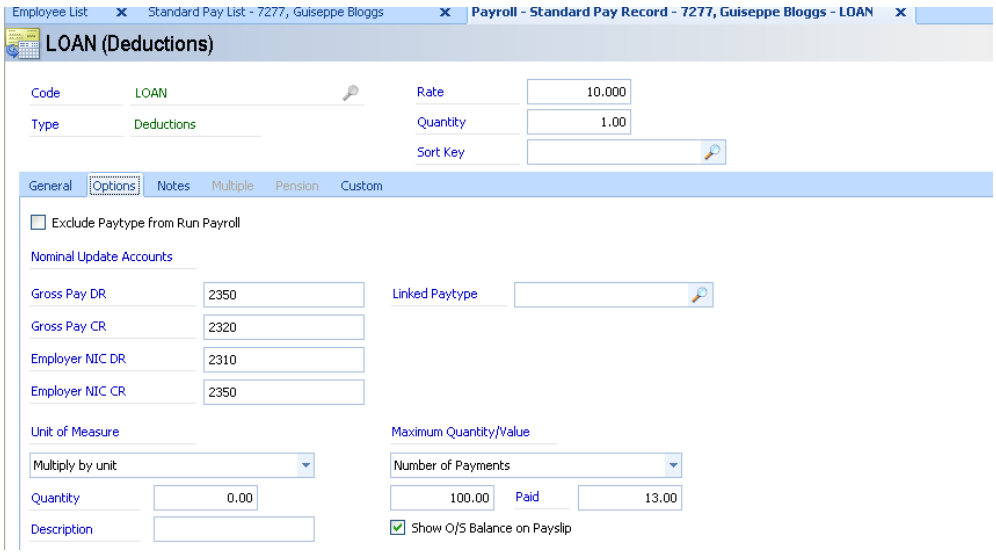


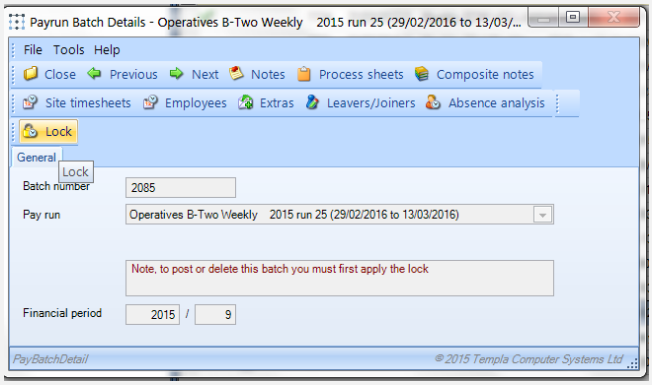
Ensure that 'Show O/S balance on payslip' box is ticked.

Save any changes that you have made.

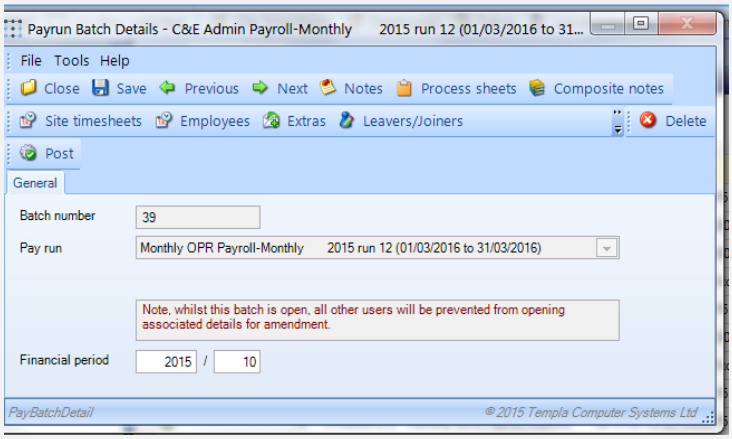
C | 13

Lock the Payroll Batch

Double click the relevant payrun batch and then click on lock:



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'



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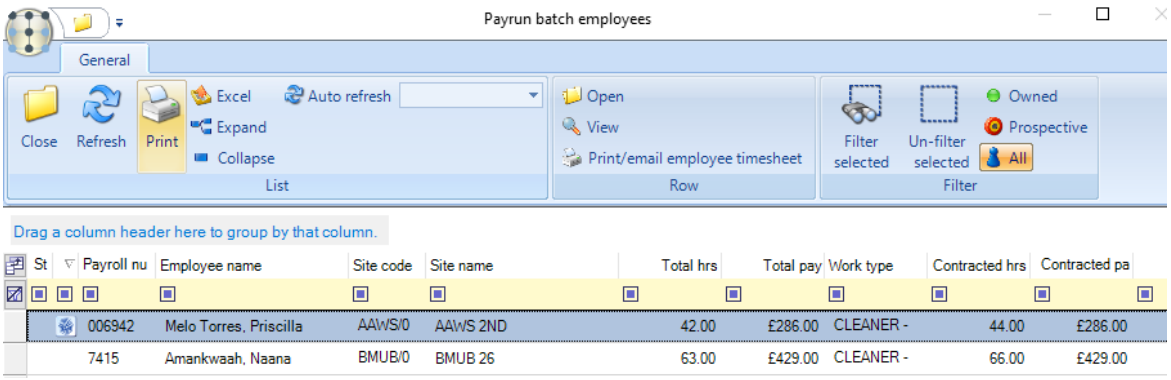
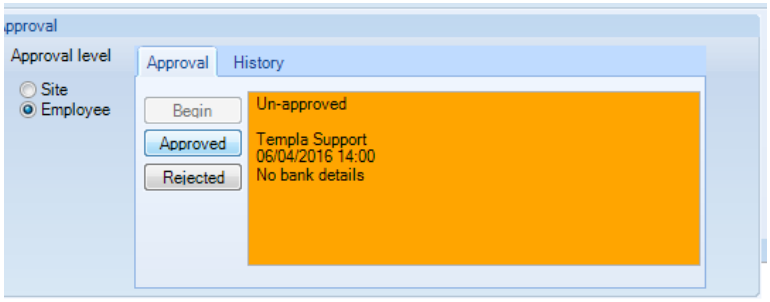
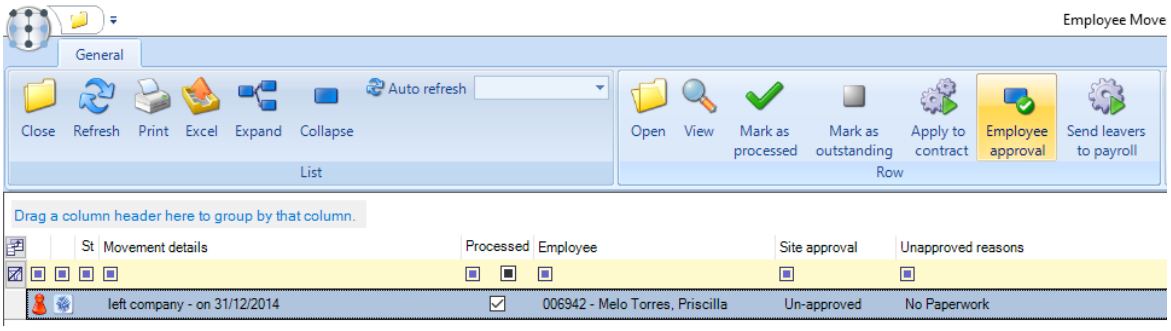
C	14	***Check for un-approved employees (if required)*** If the un-approved employee functionality is used in TemplaCMS any un-approved employees in the payrun batch will be identified by the 'un-approved' icon: These employees can be found from the Payrun batch -> Employees  If any of the existing employees 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.  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 

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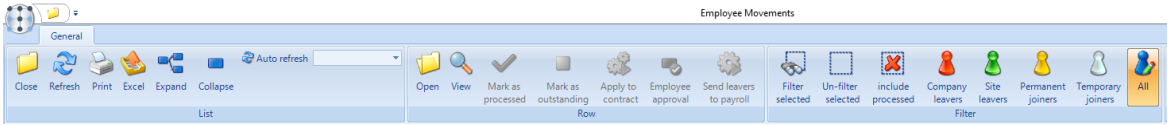
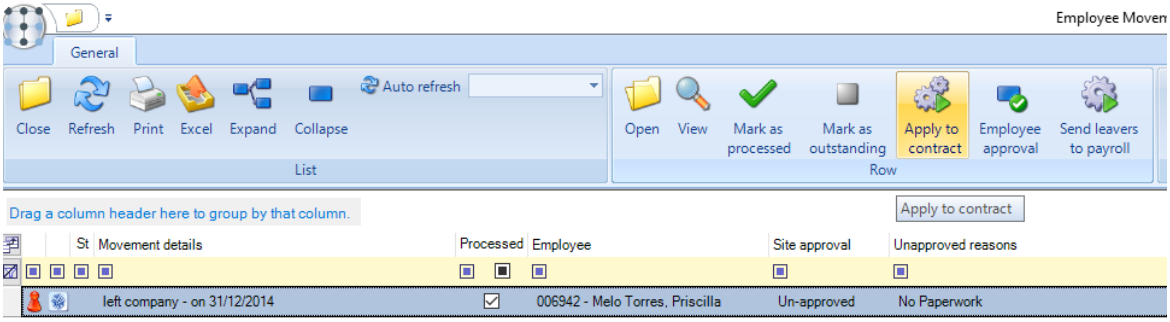
C	15	***Process Leaver/Joiner movements***

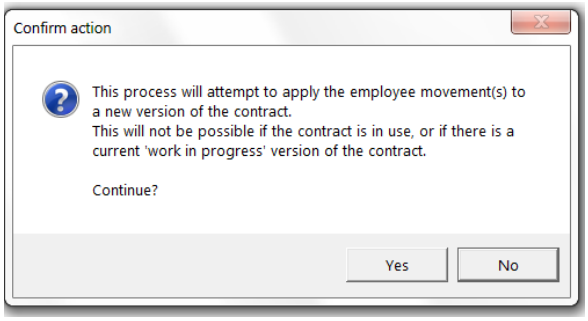
From the Payrun Batch -> Leaver/Joiner screen click on the 'All' button to ensure the full list of leavers and joiners are displayed.

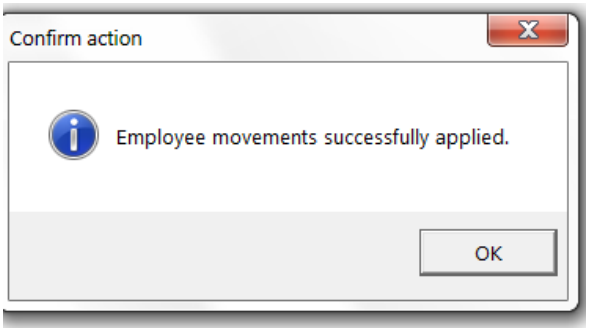


Keep the 'Shift' key in on the keyboard and select the first and last employee in the list to highlight all of them and then click on 'Apply to contract:



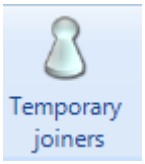
The following message will appear, click on 'Yes' to continue:





If any employee movements haven't been applied due to the contract being in use (WIP) or the version having been changed, the employee/s will need to be manually added or removed to the contract.

There is no need to apply any of the 'Temporary Joiner' movements indicated by the white 'Temporary joiner' icon:



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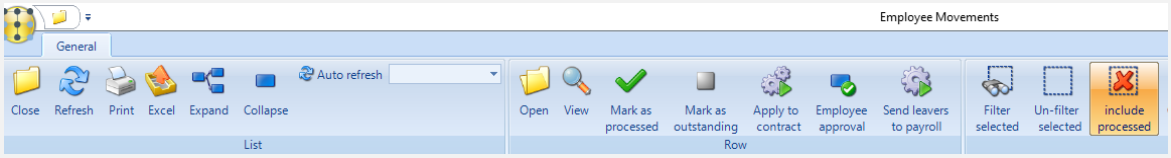
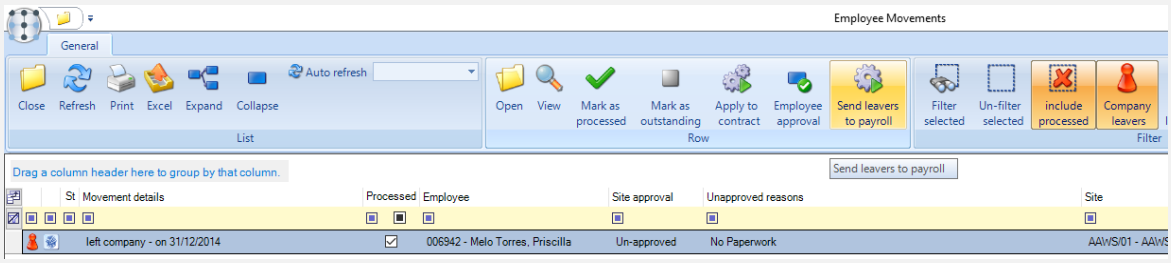
Send 'Company Leavers' to SelectPay

From the 'Leavers/Joiners' screen click on the 'Include processed' button:

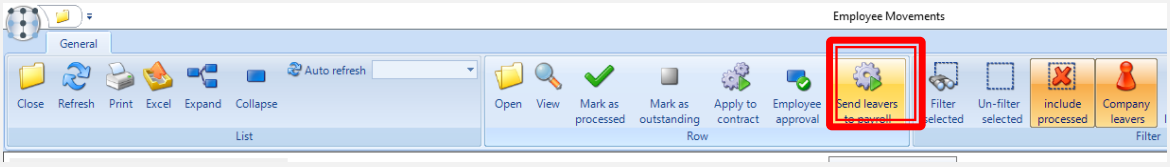


This will display a list of all the employee movements that have been applied to the contracts for the pay period:

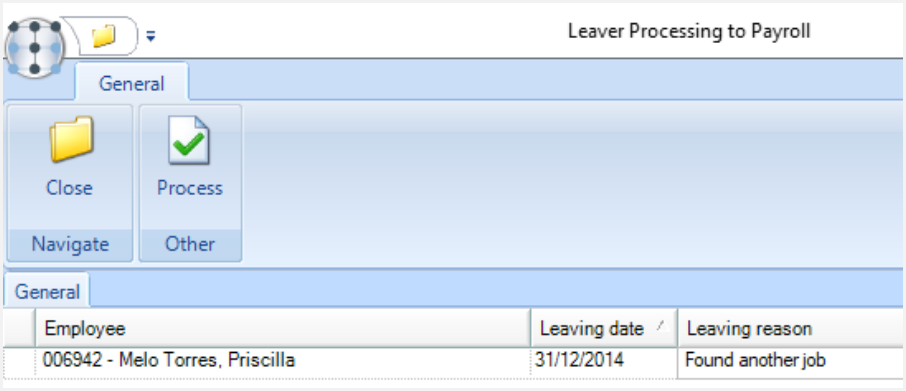


The employee's date left as well as whether the employee is being paid this period and the amount of pay is displayed.

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:



The following screen will appear:



On the above 'Leaving date' can be altered and a 'Leaving reason' entered if required.

Click on 'Process' to send the leavers with the above dates. Please note it is not possible to send an employee as a leaver to SelectPay if they are still on a contract in TemplaCMS.

The following rules with regards to the 'Leaving dates' sent from TemplaCMS will apply:

- Where the leaving date falls before the current pay period the 'Date left' on the employee record will be populated.
- Where the leaving date falls within the current pay period the 'Due to leave' date on the 'Run payroll' screen will be populated.
- Where the leaving date falls in the future (i.e. next pay period) the 'Due to leave' date on the employee record will be populated.

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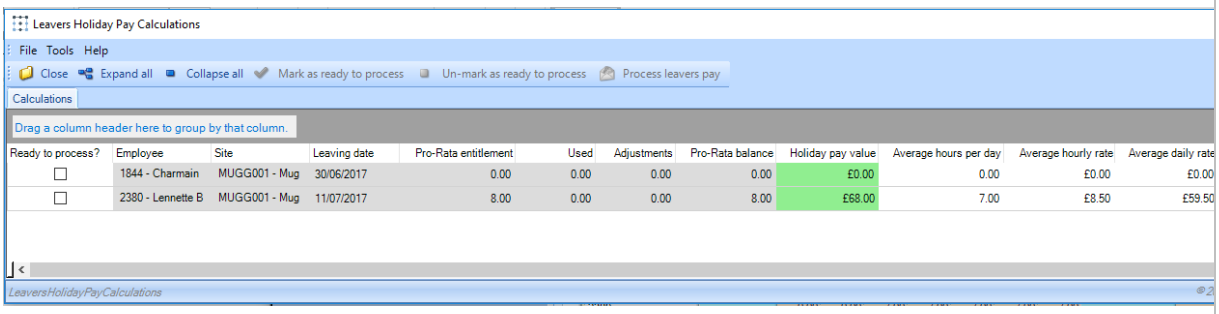
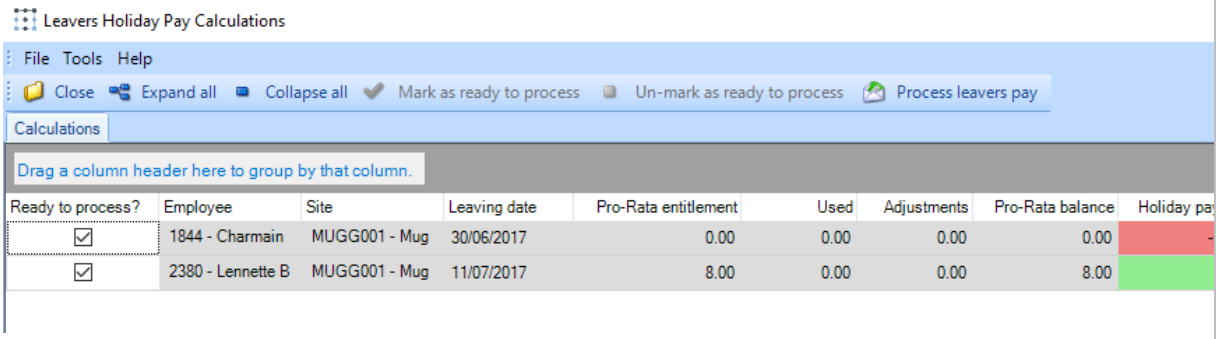
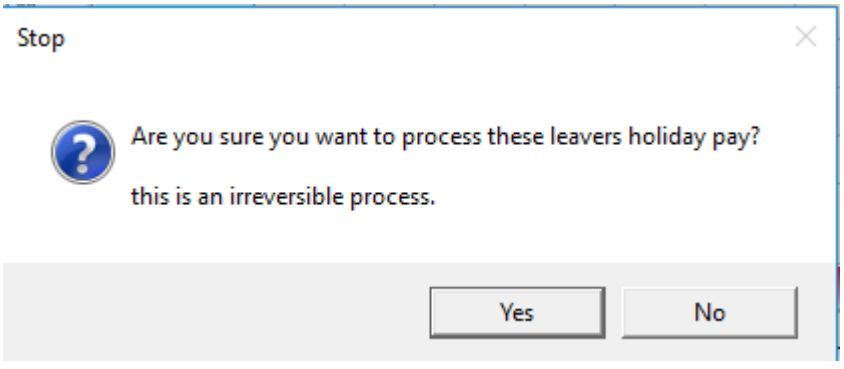
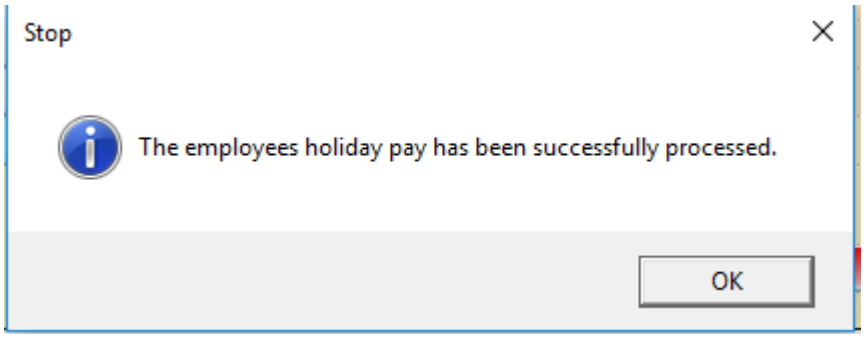
C	16	***Process Leavers Holiday pay*** From the Payrun Batch -> Leaver/Joiner screen click on the 'Generate leavers holiday pay' button  If you do not agree with the calculated '*Holiday pay value'* it can be overridden via changing the value or the quantities in the '*Average hours per day'*, '*Average hourly rate'*, '*Average daily rate'* or *'Quantity to pay'* columns. 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'.  The following message will appear, click on 'YES' to continue:  Once the holiday pay has been processed the following message will appear: 

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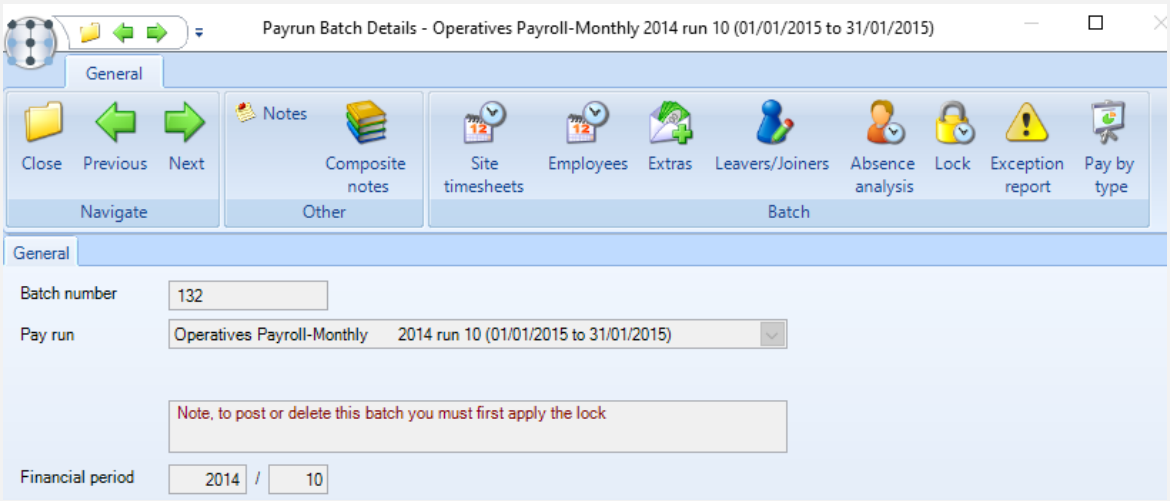
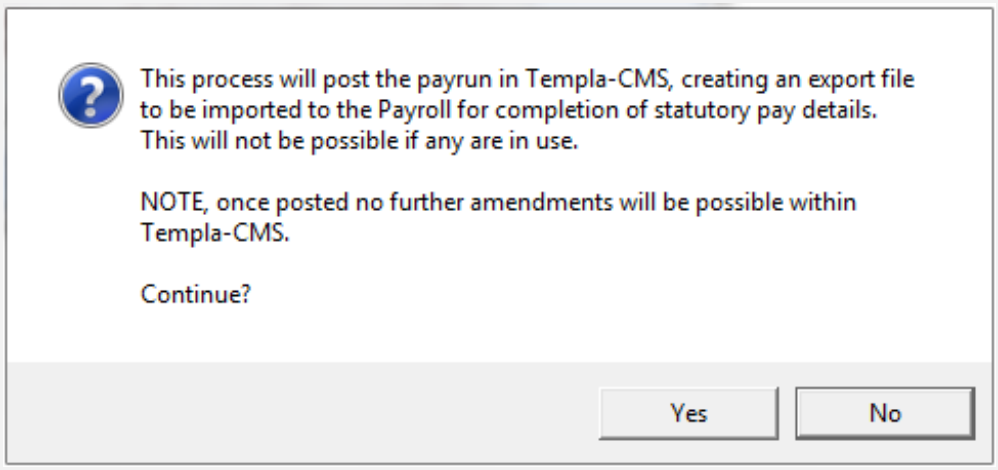
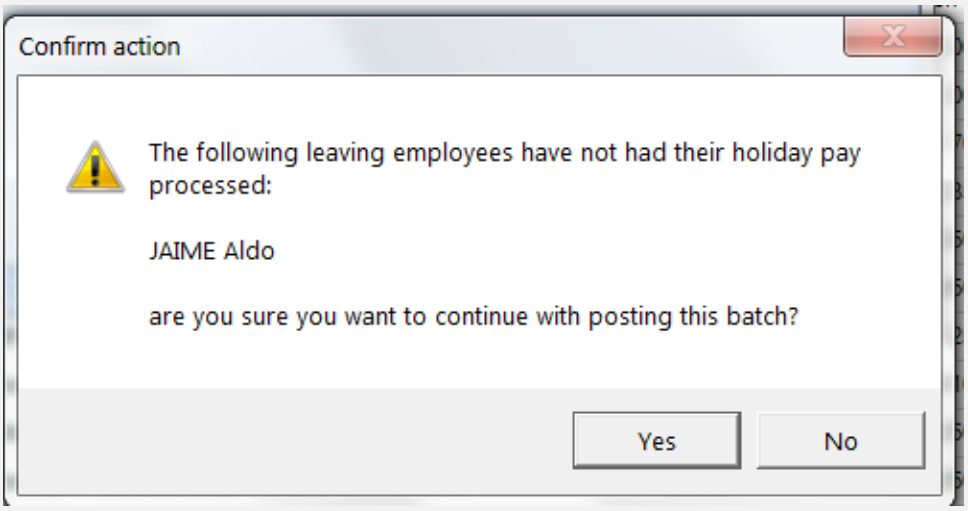
C	17	***Post the Payroll Batch*** Once all timesheets have been completed i.e. 'Green Ticked', the 'Post' button on the batch header becomes enabled:  Click '**Post**' to generate the '.csv' file that will be imported into SelectPay  Click on 'Yes' to continue. If holiday pay hasn't been processed for all leavers the following message will appear and it will list all site/ company leavers:  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).

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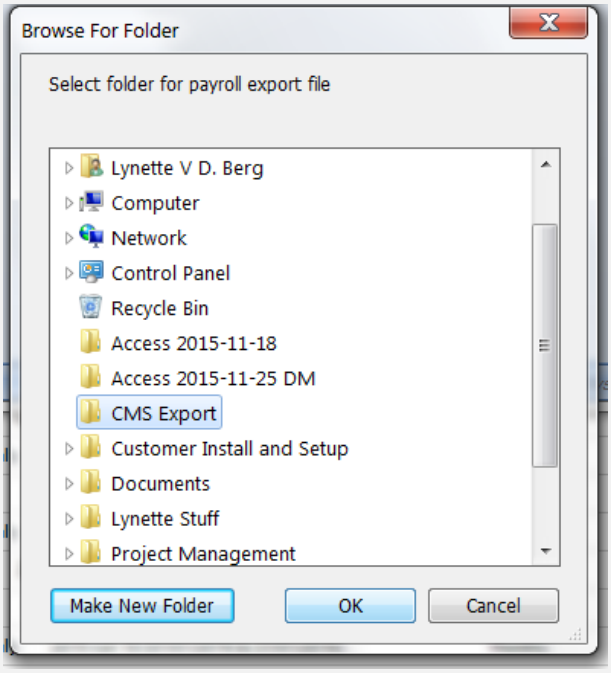
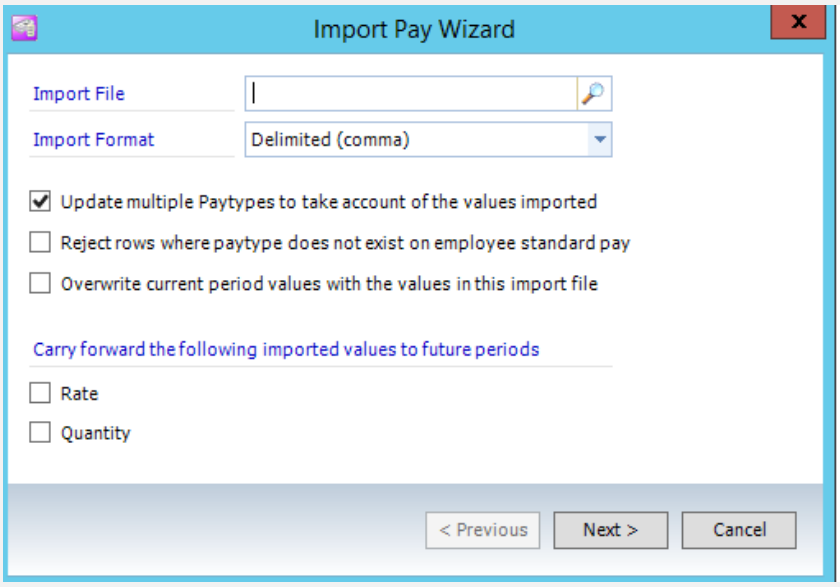
		You will be prompted for a location where the '.csv' file will be created. This should ideally be a secure, shared location on the network that will be accessible from the payroll system as well.  **Please note: never attempt to open the .csv file in excel in order to view it as Excel tends to re-format (i.e. convert dates to numbers, remove leading zeros, etc.) .csv files rendering them impossible to import into SelectPay.**
S*	18	***Take a back-up called 'Pre-Import' followed by the period or tax week number***
S	19	***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:  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.*

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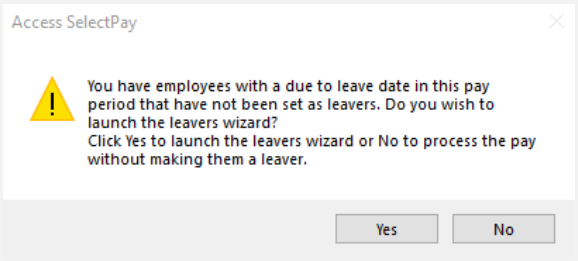
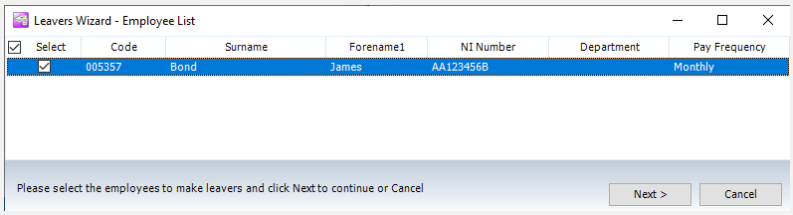
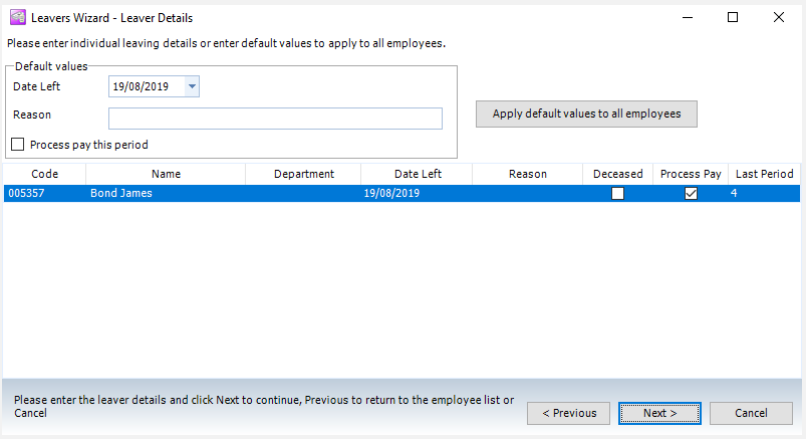
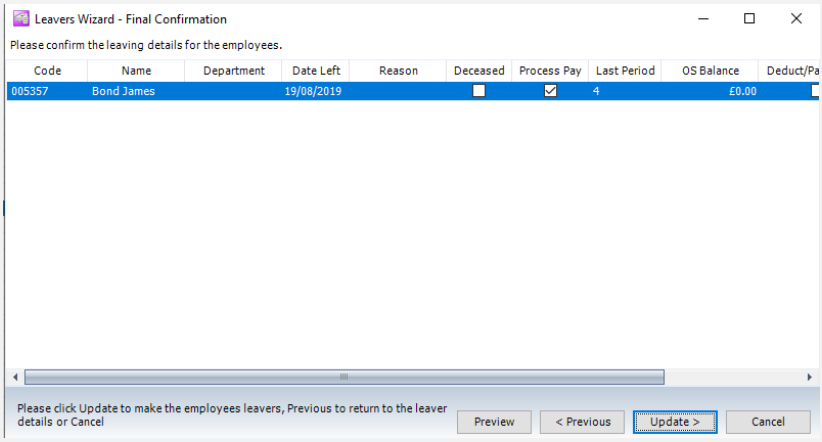
S	20	***Take a back-up called 'Pre-Calc' followed by the period or tax week number***
S	21	***Save & Process the Pay*** From Payroll -> Run Payroll click on 'Save & Process'. If there are any leavers the following will appear :  ***Clicking 'No' to the above will not process the employees and no p45 will be produced.*** On clicking 'Yes' the leaver wizard will launch, containing a list of all employees who were "Sent to payroll" from TemplaCMS  Clicking next will display the below  It will be possible to enter a leaving reason and override the leaving date at his point 

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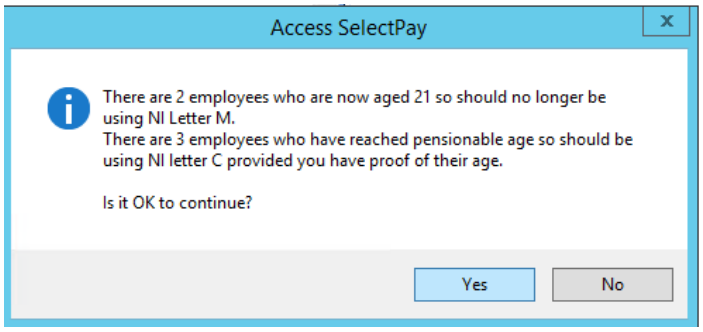
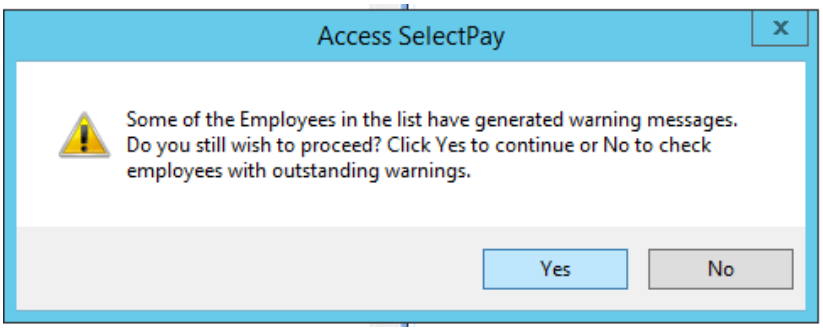
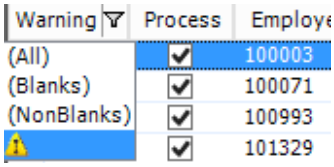
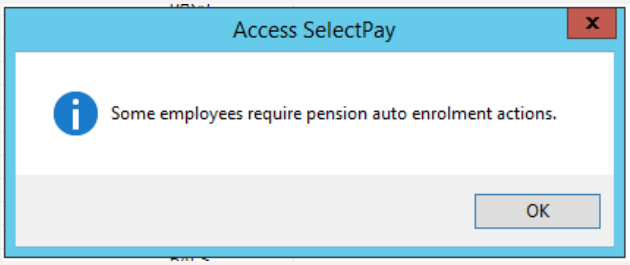
		The following messages may also appear:  Either click 'Yes' to continue or click on 'No' to make these changes first. Once the changes are made go back to Payroll -> Run Payroll and 'Save & Process' the pay again.  Click on 'No' to review the warning messages. From the 'Run Payroll' screen use the filter icon next to the 'Warning' column heading to find all the warnings.  The warning messages will typically be for Joiners or Leavers and where there may be a pension pay 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	22	***If any Auto-Enrolment requirements need to be actioned the following message will appear when clicking on 'Save & Process'***  Click on 'OK'. This will bring up the pension control screen which will only list the employee's that need to be 'actioned'
S	23	***Action any Auto-Enrolment requirements***

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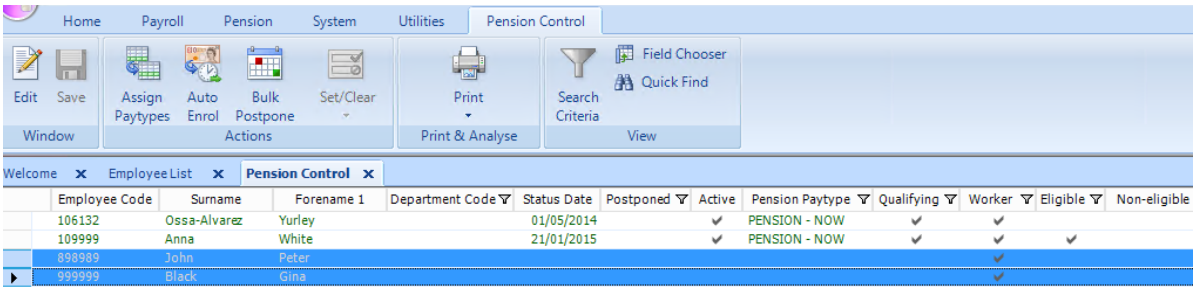
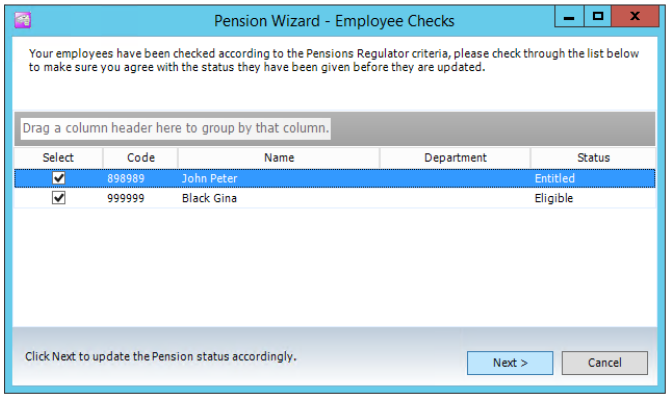
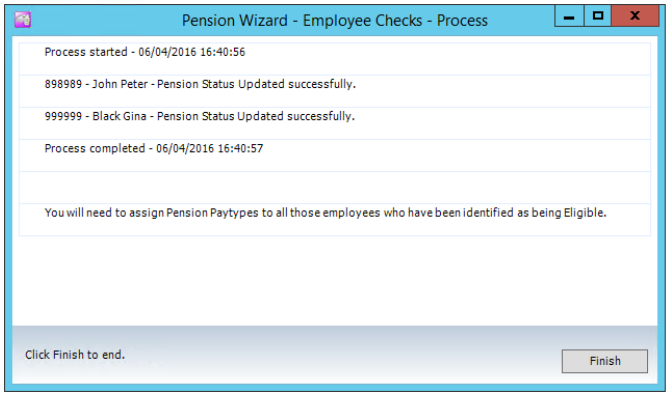
From the Pension Control screen highlight all the employees that require action:



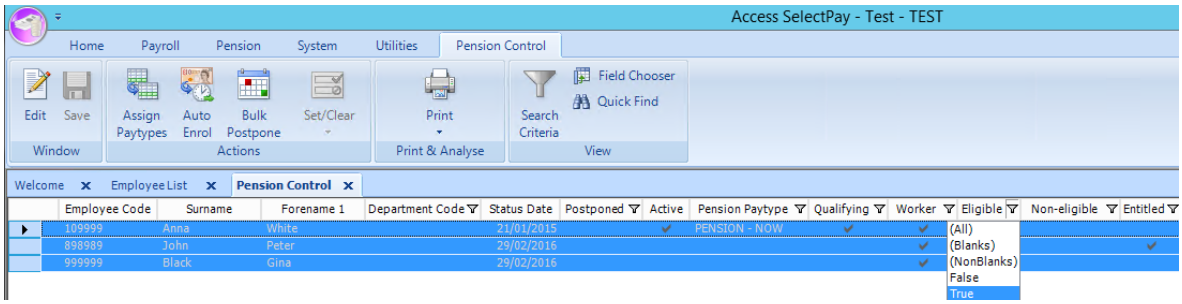
Click on 'Auto-Enrol' – this process will determine the employee's Auto-Enrolment status if they are a new employee or update it for an existing employee if this period's pay will cause the employee to become 'eligible':



Click on 'Next' to assign the status to the employee and click on 'Finish' on the following screen:



With the same employee's still shown on the screen now filter to the ***'Eligible' employees only***:



With only the 'Eligible' employees now displayed on the screen click on 'Assign Pay elements'. ***It is extremely important to make sure that this is done only for 'eligible' employees.***

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

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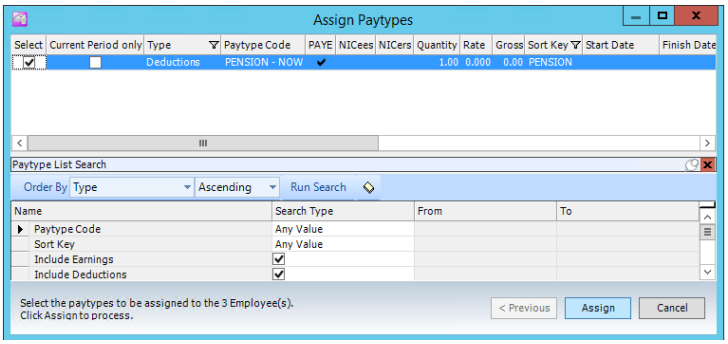
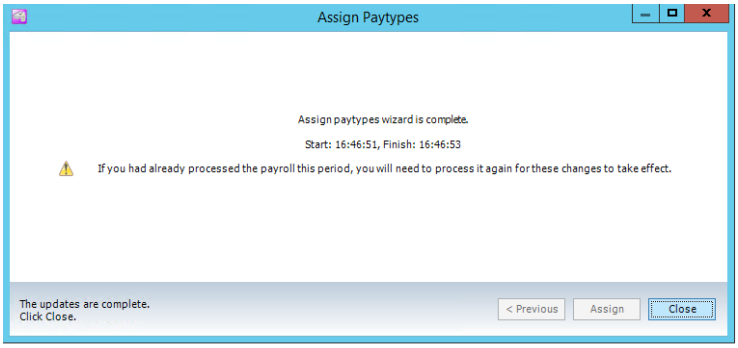
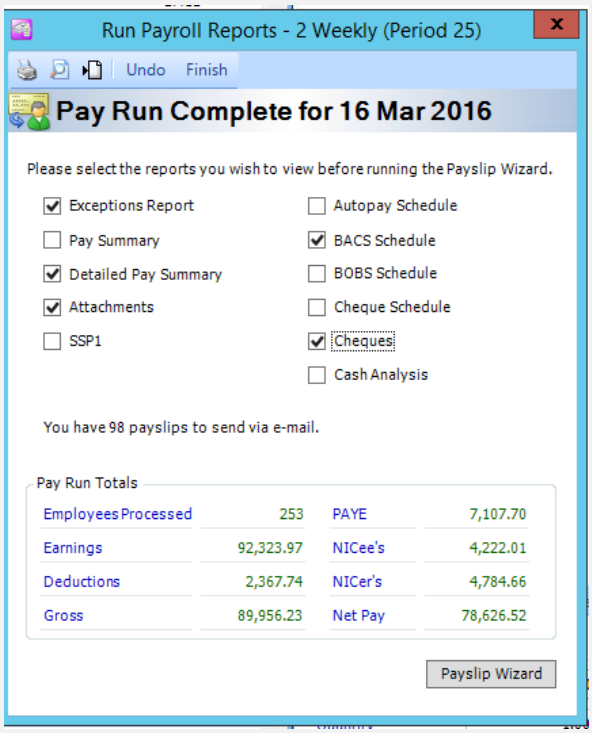


Click on close once the pension pay elements have been assigned:



Once the above has been done close the 'Pension Control' screen.

S	24	***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.



On the above screen select the following reports to print:

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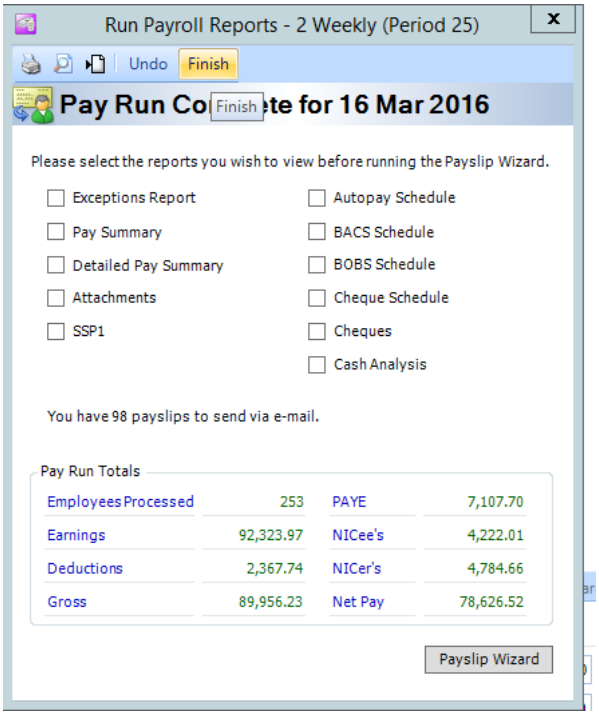
		Exceptions Report – this will show any employees with negative NET PAY, please check these employees and resolve the negative pay before continuing. *Detailed Pay Summary Report* – this will show Gross to Net Pay including, SMP, SSP, Attachment of Earnings, Student Loans, NIC (ee's & ers), PAYE and Pensions 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. *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	25	***Repeat Step 25 if any changes are made & re-print the reports. Click on 'Finish' once the final reports have been printed.*** 
C	26	***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.

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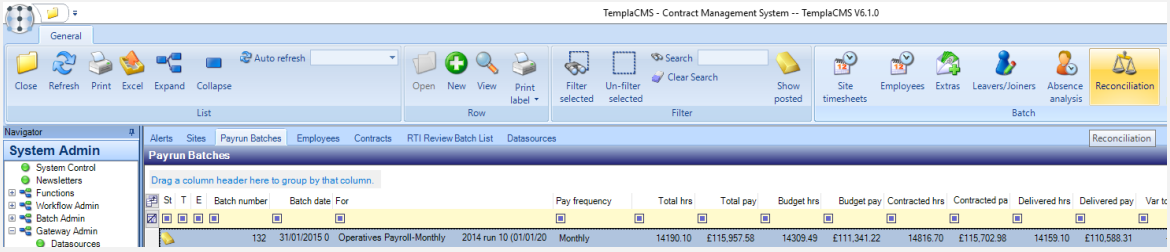
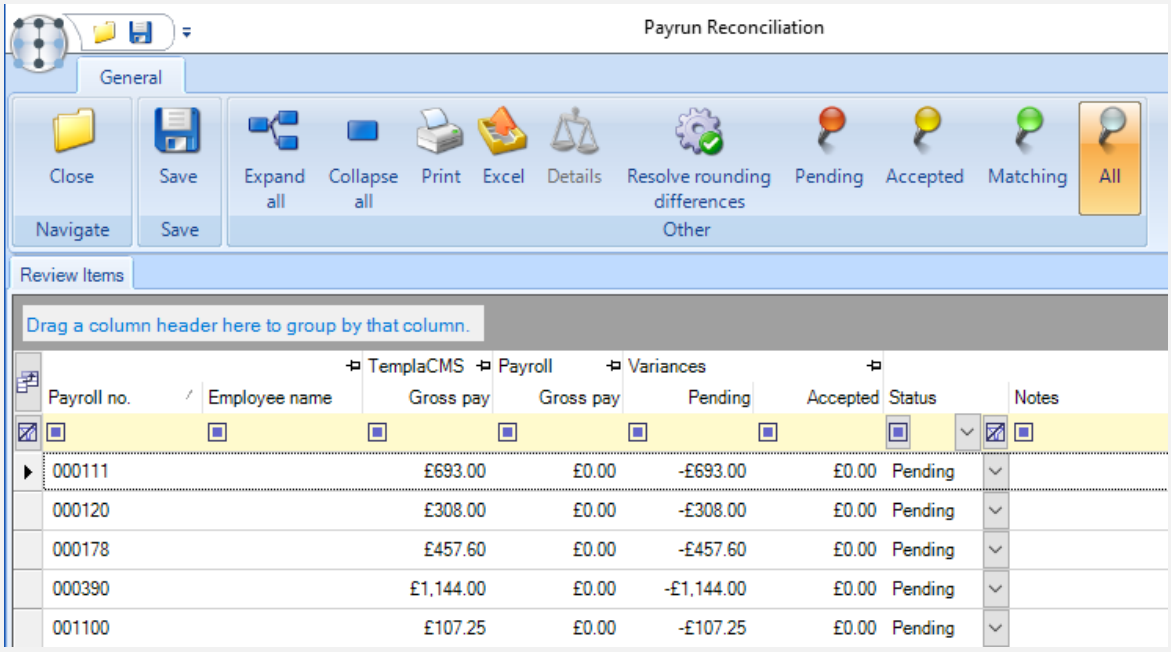


This screen will compare the Gross Pay in CMS to the Gross Pay in SelectPay and highlight any differences. The system should have been set-up to ignore 'expected' differences like SSP, SMP, Loans, Attachment of Earnings and Pensions Contributions.

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'.



Double click on the employee to see where the difference is occurring:

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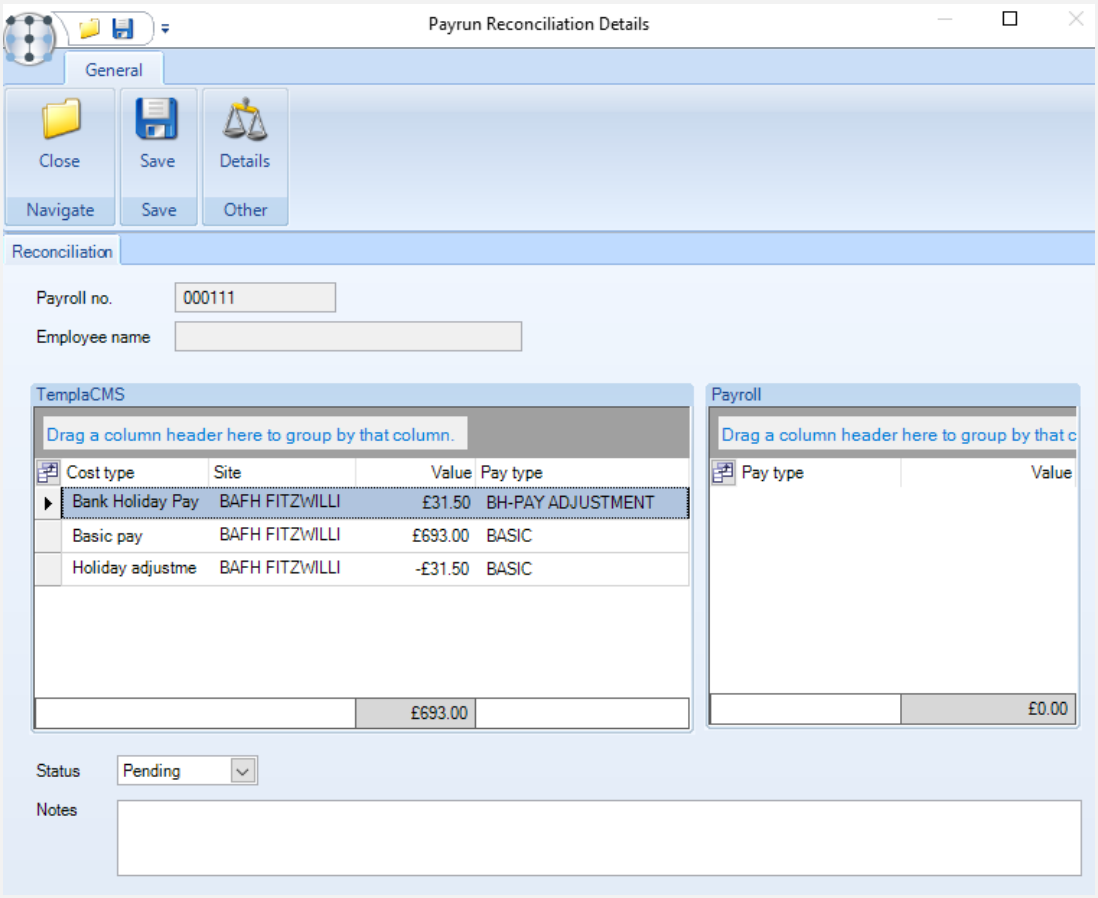
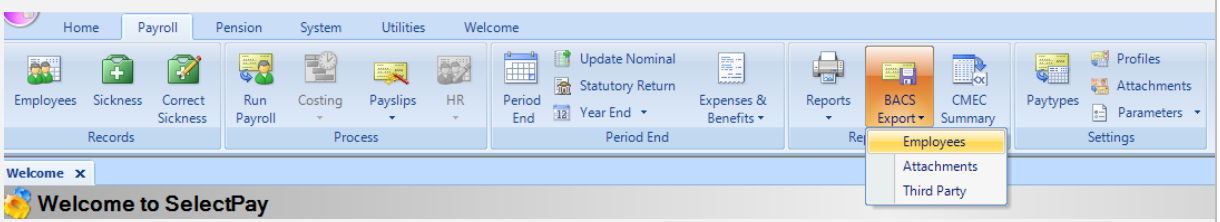


If the difference is due to a 'known' factor – for example the user is aware that they've entered something in SelectPay for an employee which wasn't on the Timesheets and therefore not in CMS, the 'Status' field on the above screen can be changed from 'Pending' to 'Accepted' and a note to explain the difference can be entered.

Click on 'Save' when done. Close & move on to the next employee with a 'Pending' status.

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	27	***Repeat Step 26 & 25 if any changes are made & re-print the reports. Click on 'Finish' once the final reports have been printed.***
S	28	***Produce the BACS export file to pay the employees*** This can be done from the Payroll -> BACS export -> Employees:  The following screen should appear with the default 'Pay Frequency' for the payroll. Leave the other options blank and click on 'Next'

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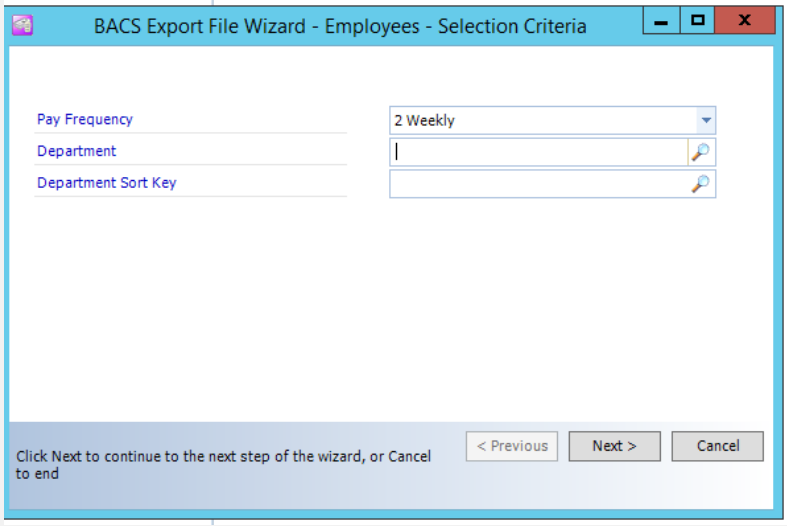
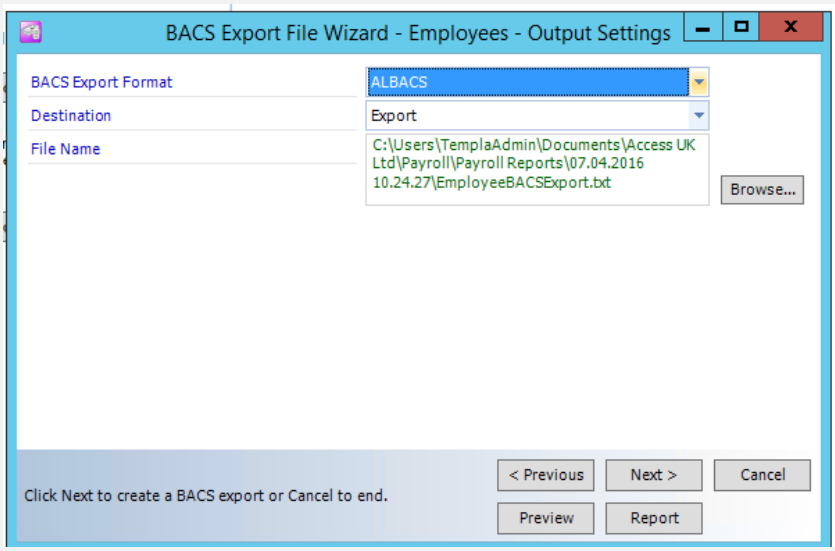
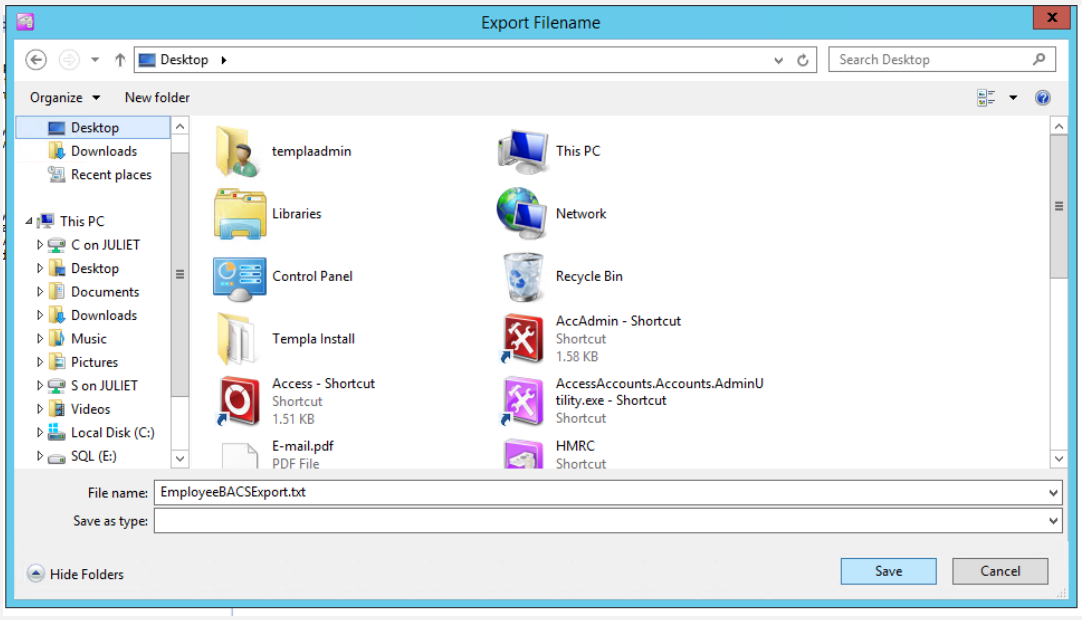


On the following screen ensure that the correct BACS export format is used (this should default in correctly), and it is set to a new name with the file name ending in '.txt'.



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:



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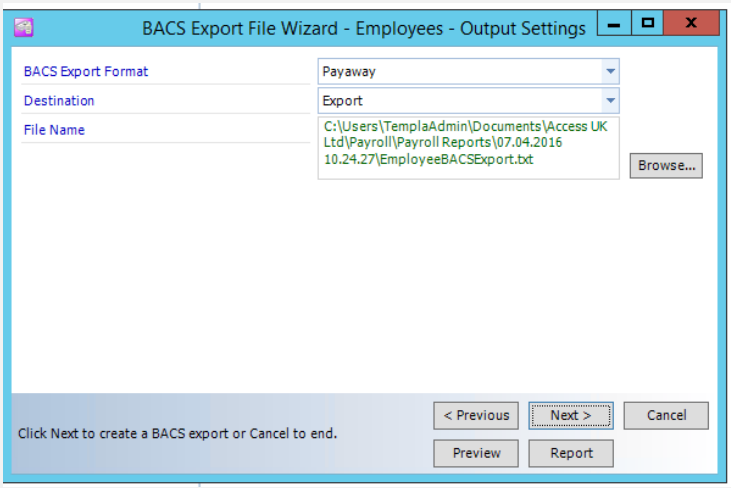
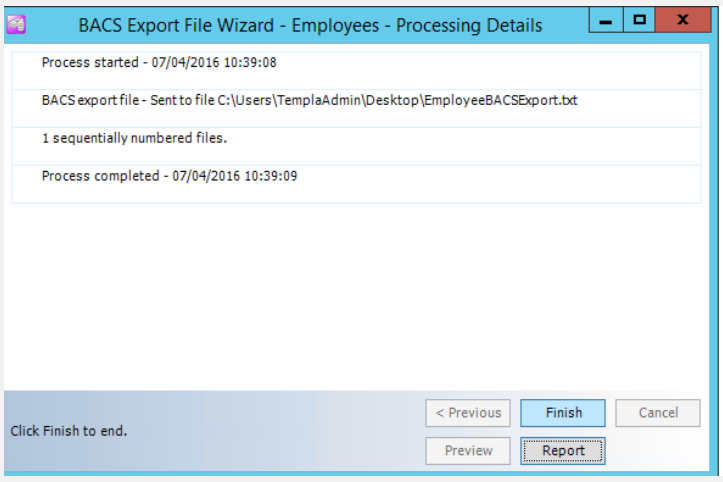
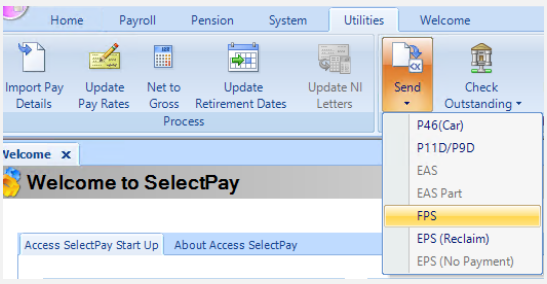
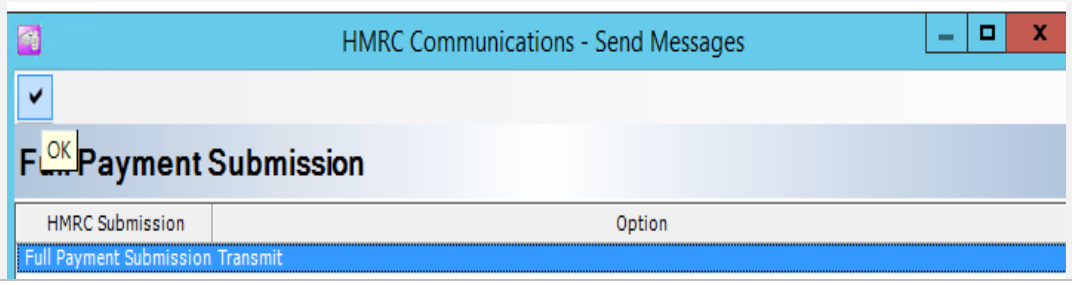
		Click on 'Save' and then on 'Next on the below screen to produce the file.  Once the file has been created the below screen will appear. Click on 'Finish'. 
S*	29	***Take a back-up called 'Pre-FPS' followed by the period or tax week number***
S	30	***Submit the FPS to HMRC*** From the Utilities menu click on Send -> FPS  On the below screen click on the black 'tick' to start the FPS submission process: 

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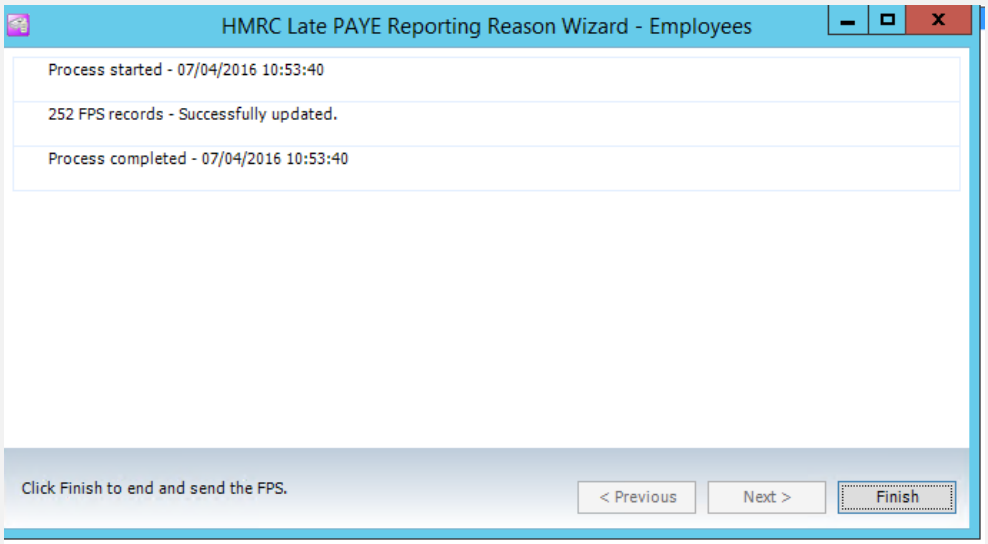
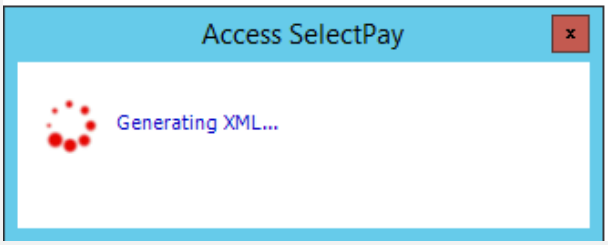
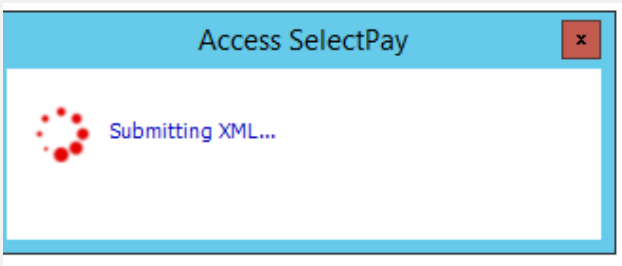
On the below screen click on ‘Finish’.



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.



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.



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

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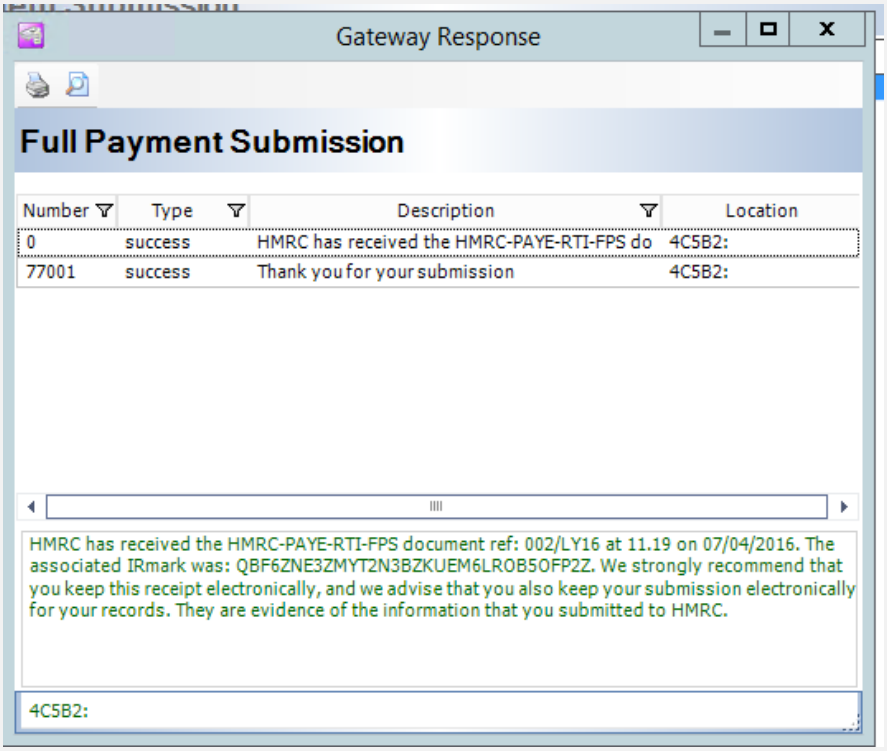
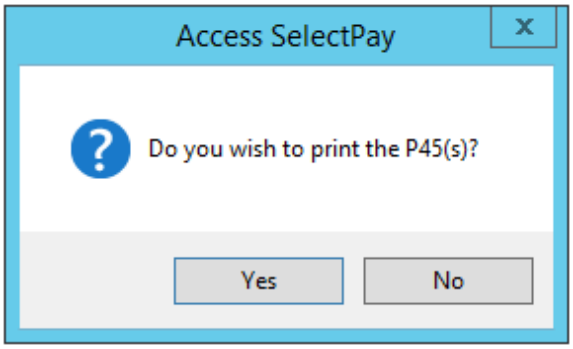


On closing the above screen, a message should appear asking if you want to print P45's – please see next step.

S	31	***Print P45's*** On closing the successful FPS submission message in step 32 the following screen should appear;  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':

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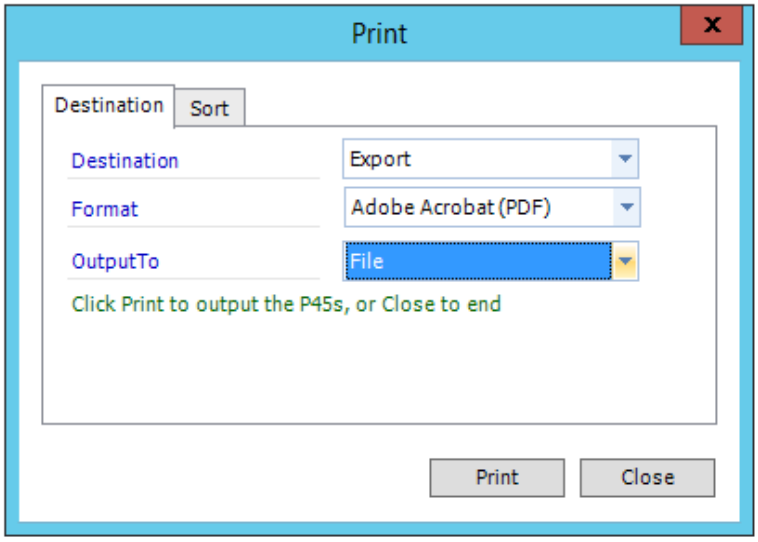
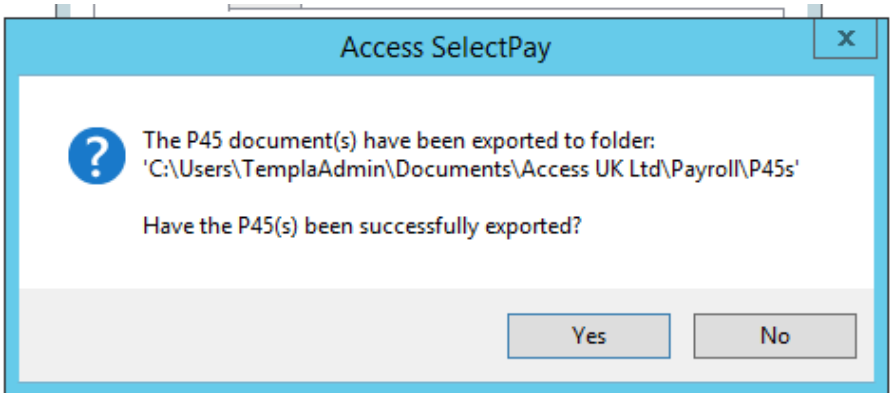
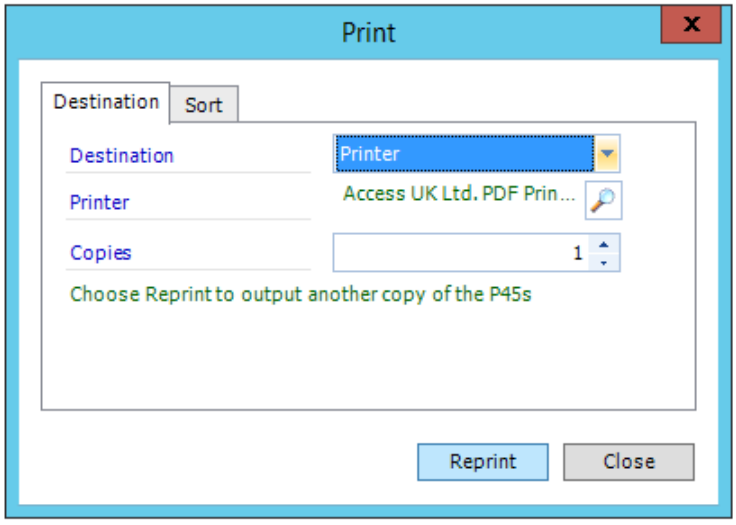


Click on 'Print'. The P45's will be exported to the default location and will be indicated to the user in the below message.



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



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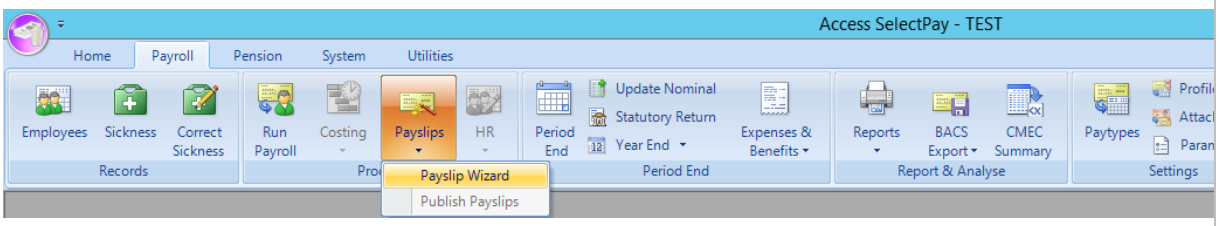
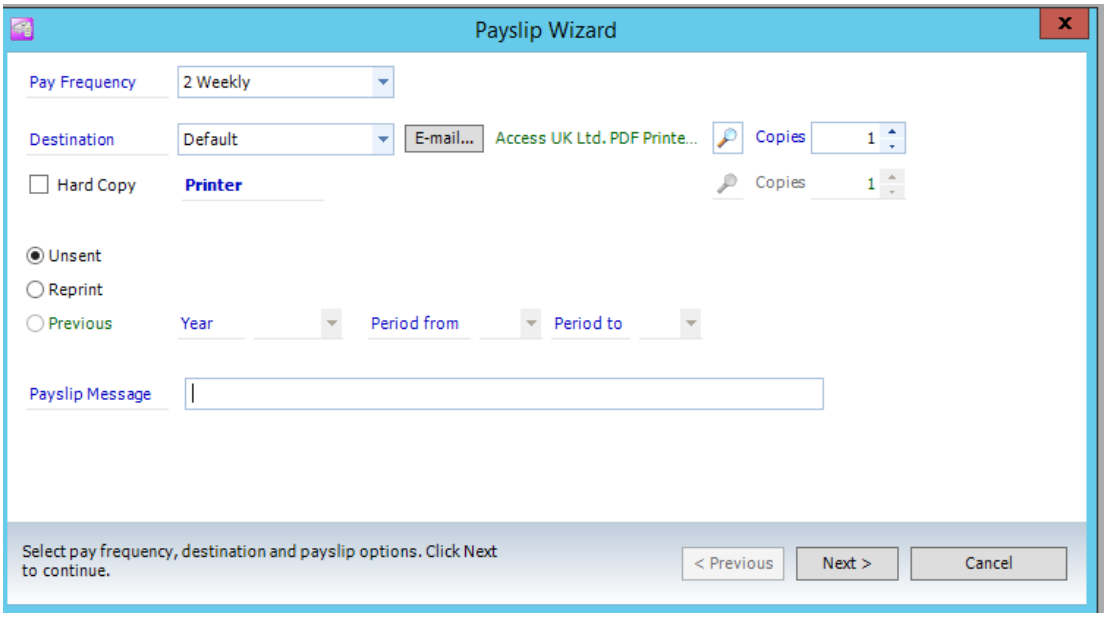
S	32	***Print or E-mail Payslips***

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

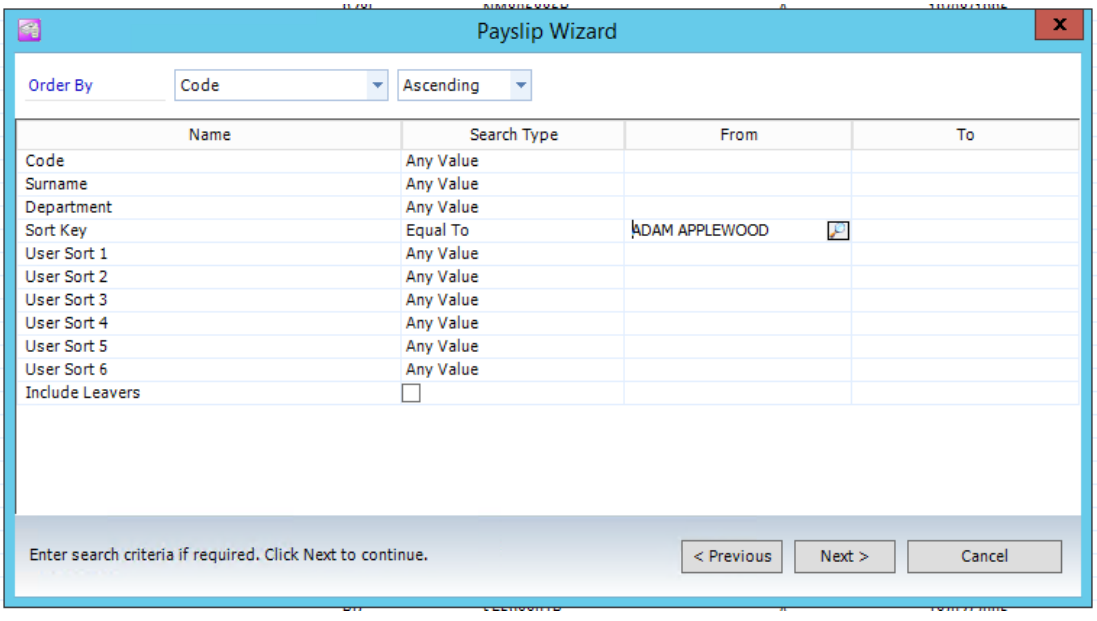


On the below screen the 'Pay Frequency' will default. The 'Destination' should be left as 'Default' if there is a mixture of payslips that will be printed & e-mailed. If all the payslips should be printed and none e-mailed change the 'Destination' to 'Printer'.

Click on 'Next' to continue.



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:



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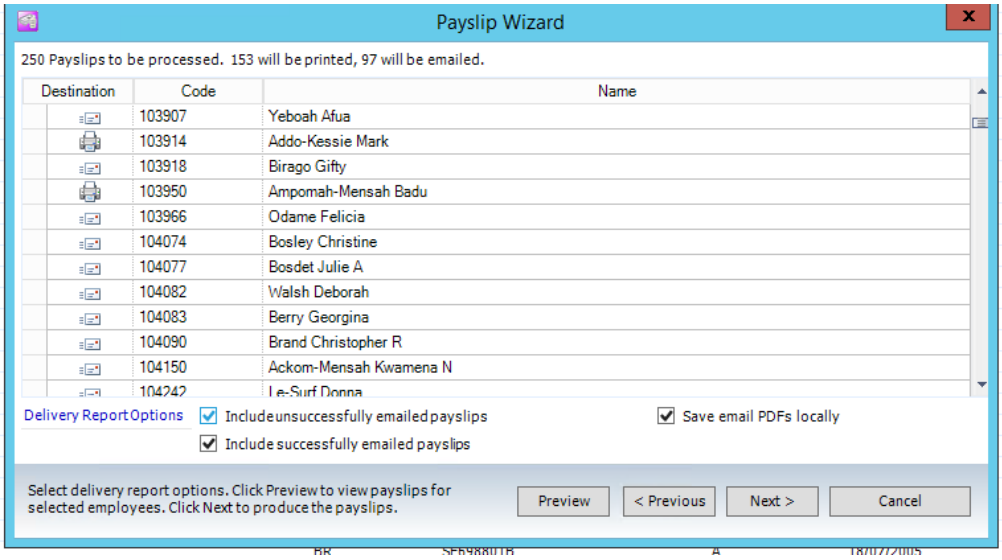
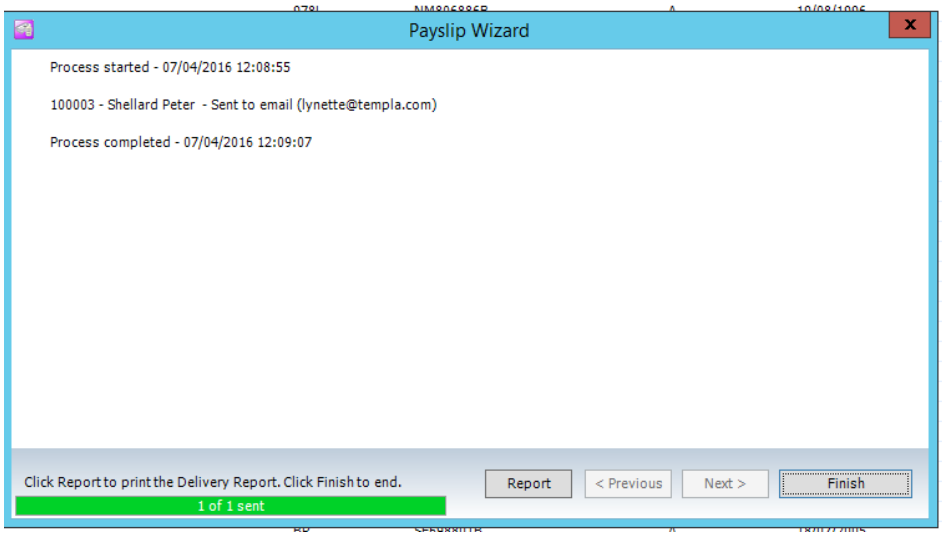
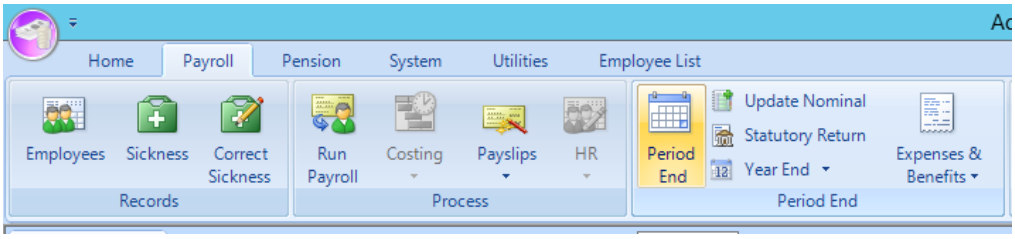
		Click on 'Next' to print the payslips for this manager only. On the below screen any payslips to be printed will be indicated by a printer icon and those to be e-mailed by a envelop icon:  There is an option to 'Save email PDFs locally' which can be un-ticked if needed. Click on 'Next' to start printing and e-mailed the payslips. Once all payslips have been successfully printed / e-mailed the following message will appear  Click on 'Finish'.
S	33	***Take a back-up called 'Pre-PeriodEnd' followed by the period or tax week number***
S	34	***Process the Period End*** From the Payroll menu click on the Period End option: 

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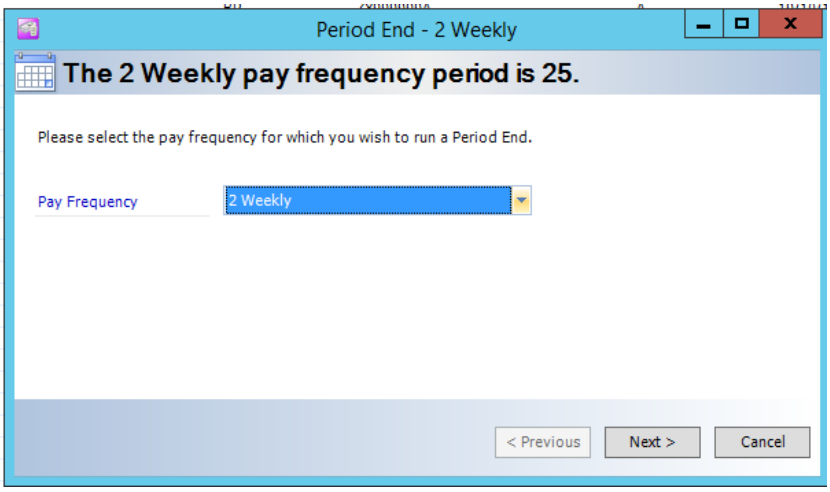
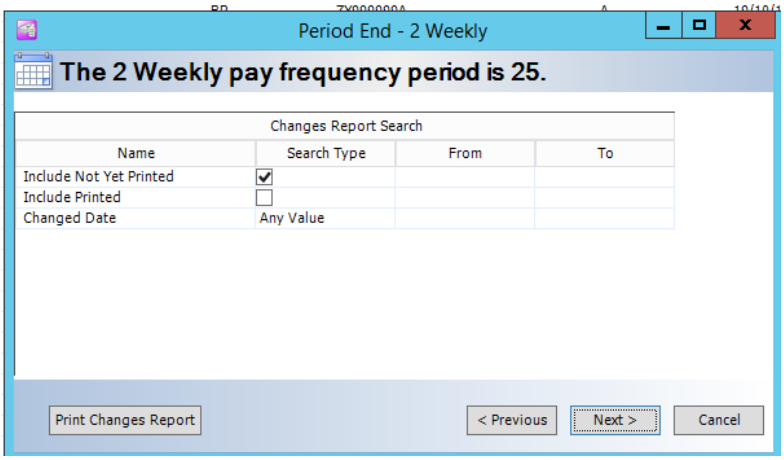
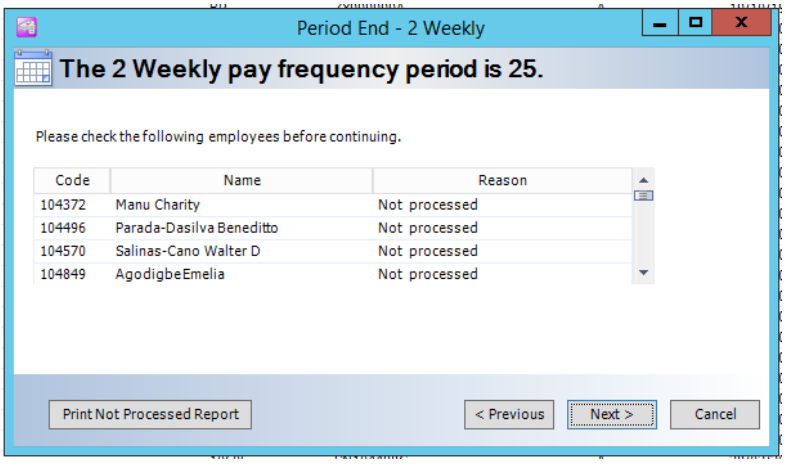
On the below screen check the period to be closed is correct and click on ‘Next’:



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.



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.



Click on ‘Next’ to continue. The below screen will warn the user to take a back-up. This should have been done in step 35

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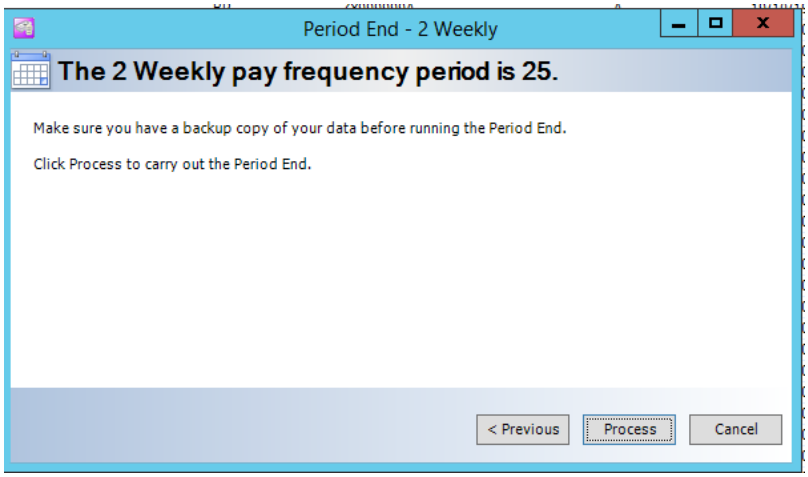
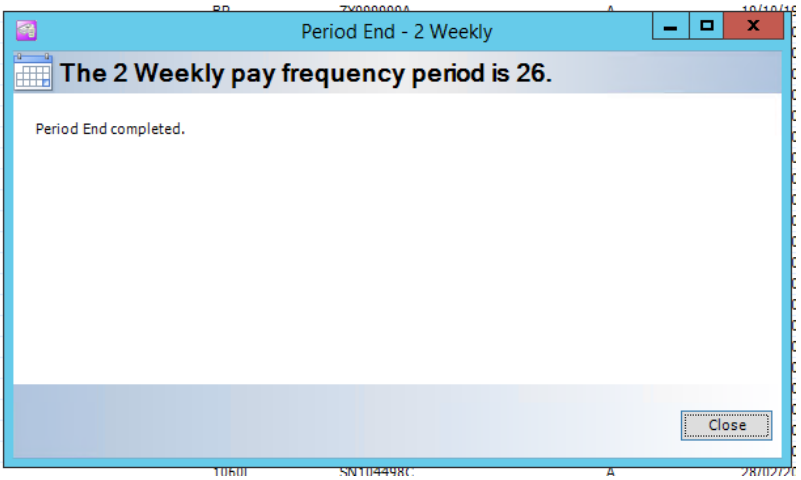
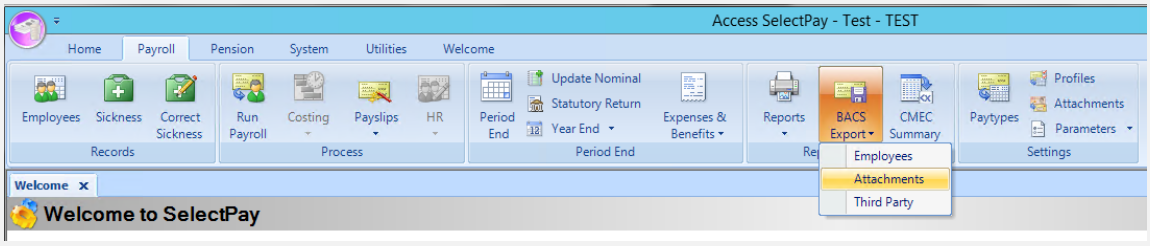
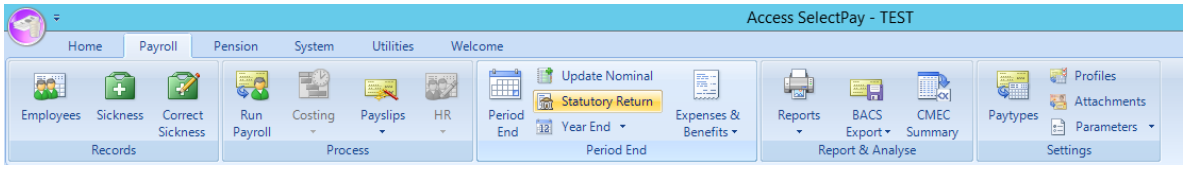


Click on 'Process'. The above screen will remain in place while the period end routine is running. Once completed the following screen will appear showing the new period number:



S	35	***Produce the BACS export file to pay the Attachments of Earnings*** Choose the 'Attachments' option from the BACS export menu: 
S	36	***Update the Statutory Return & Submit EPS*** From the Payroll menu click on 'Statutory Return'.  On the below screen click on 'Save & Update'

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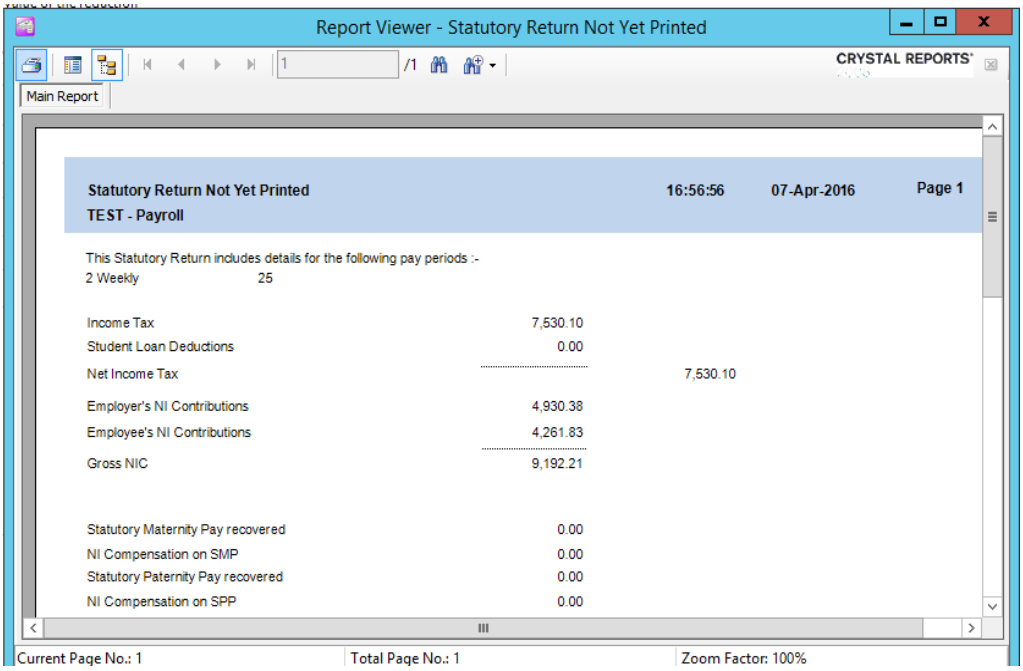
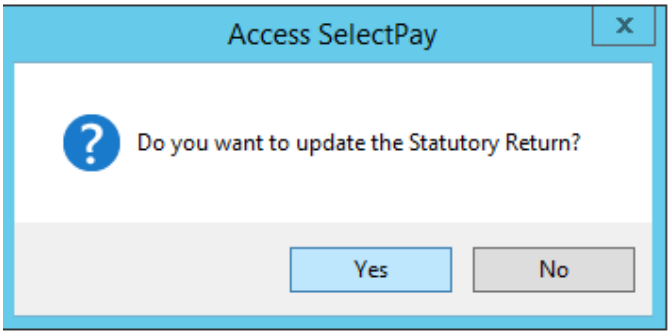
The Statutory Return Report for this pay period will appear, print the report for your records:



Close the above report, the following message should appear:



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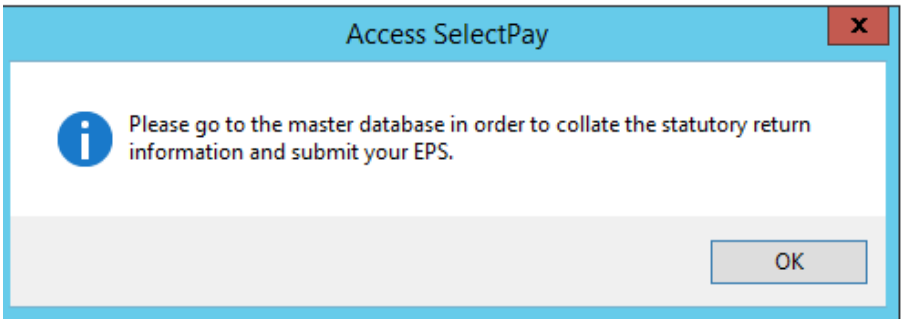
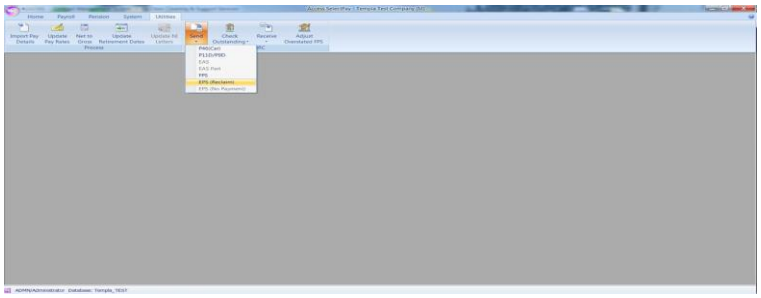
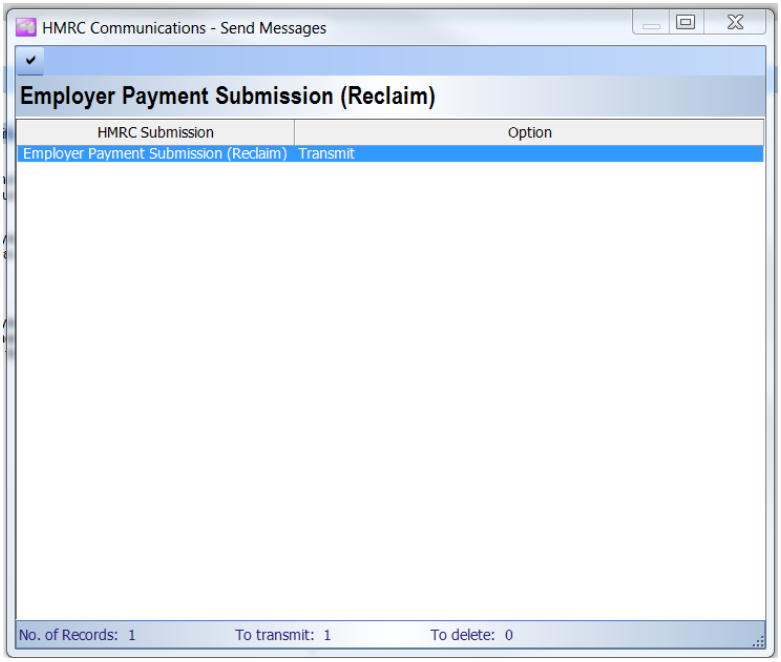
Click on ‘Yes’. The following message will appear:



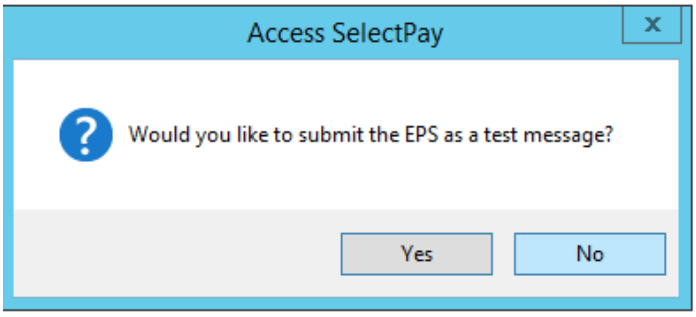
In order to submit the EPS go to the ‘Utilities’ menu and click on ‘Send’ -> ‘EPS (reclaim)’:



The following screen should appear, click on the black ‘tick’ to start the EPS submission:



Answer ‘No’ to the following message:



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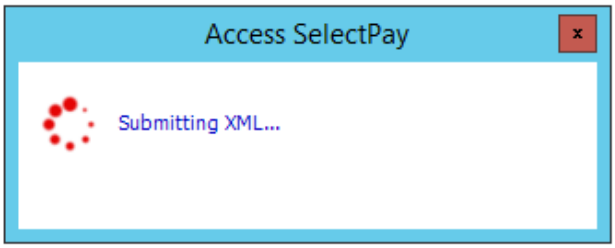
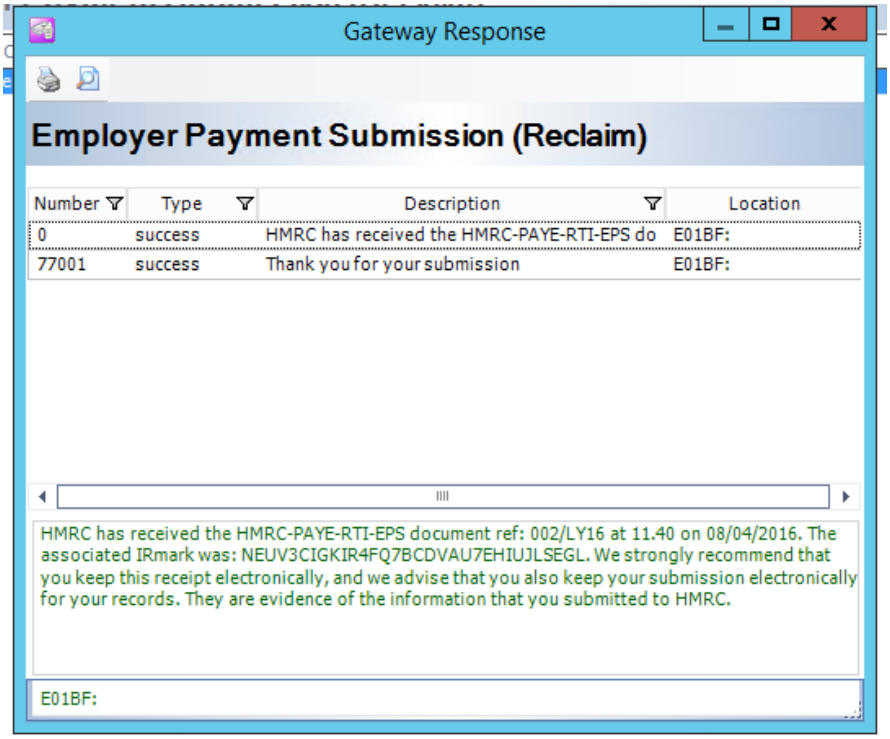
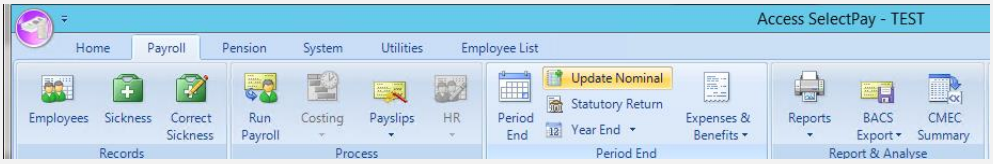
		The following screen should appear whilst the EPS is being submitted to HMRC:  If the submission is successful, the below screen should appear. Print the message via the printer icon and keep for your records. 
S	37	***Update the Nominal*** From the Payroll menu click on 'Update Nominal':  On the below 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'.

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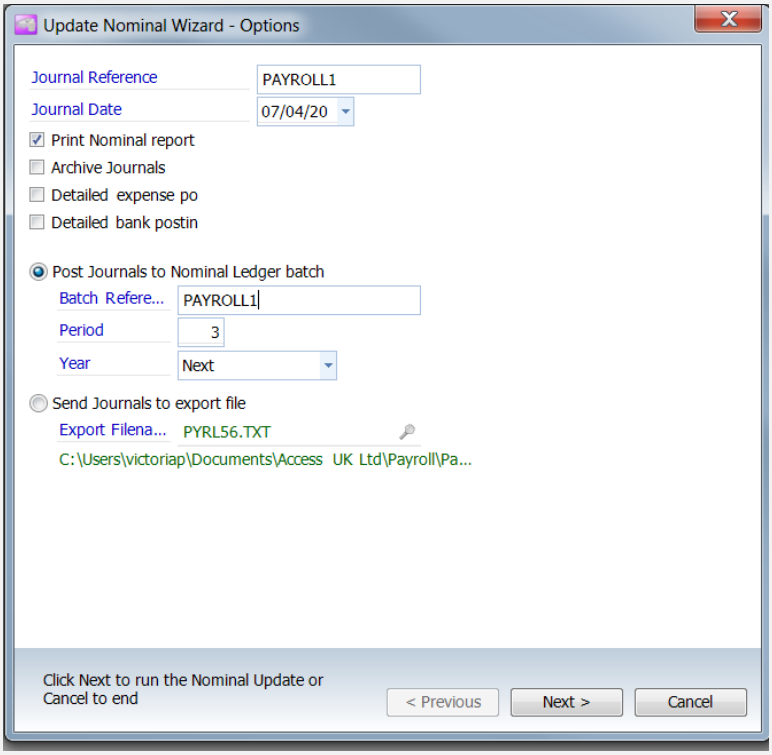
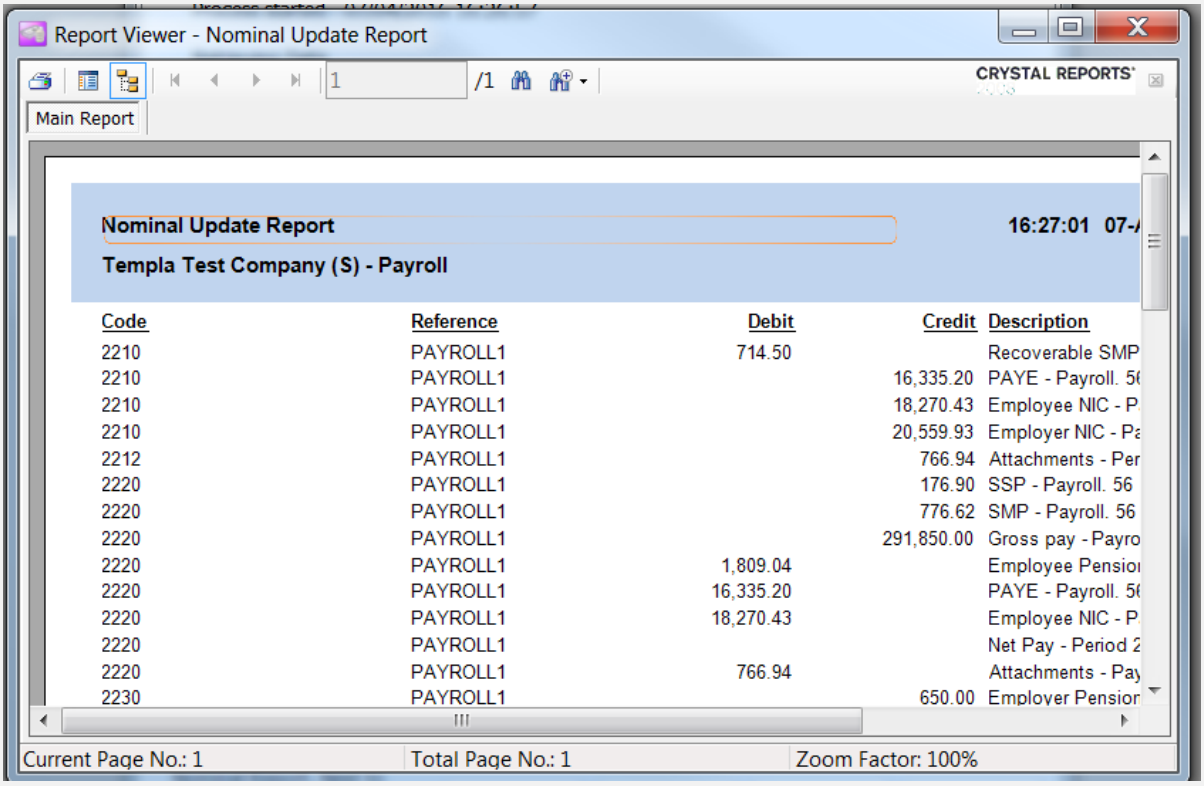


Print a copy of the 'Update Nominal Report' and then close the screen.



Click on 'Next'

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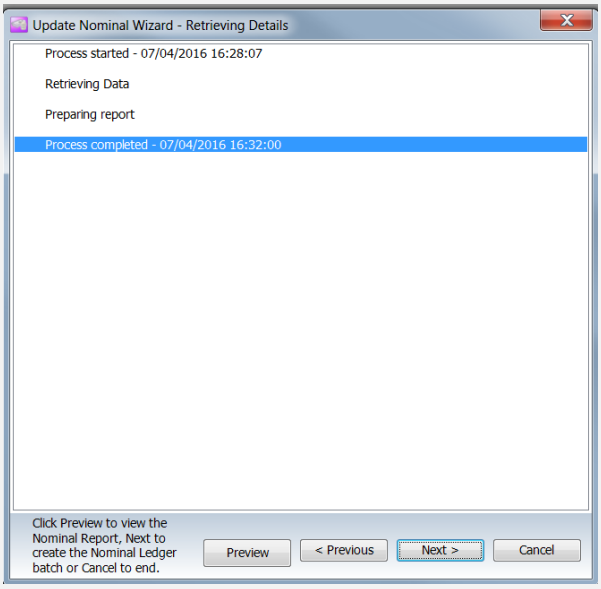
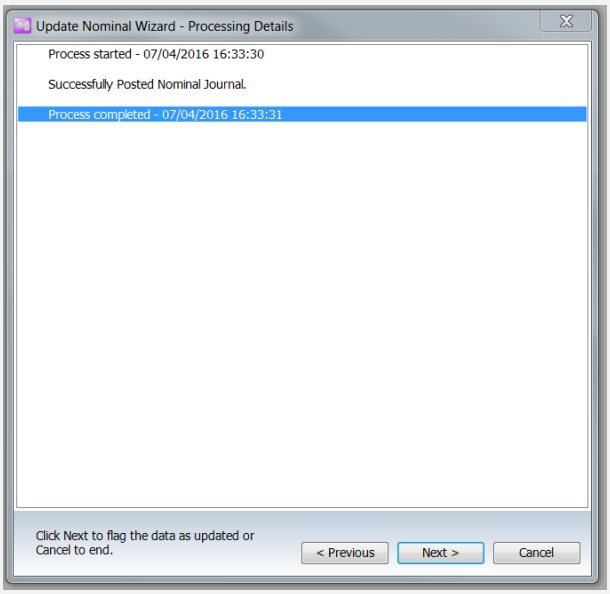
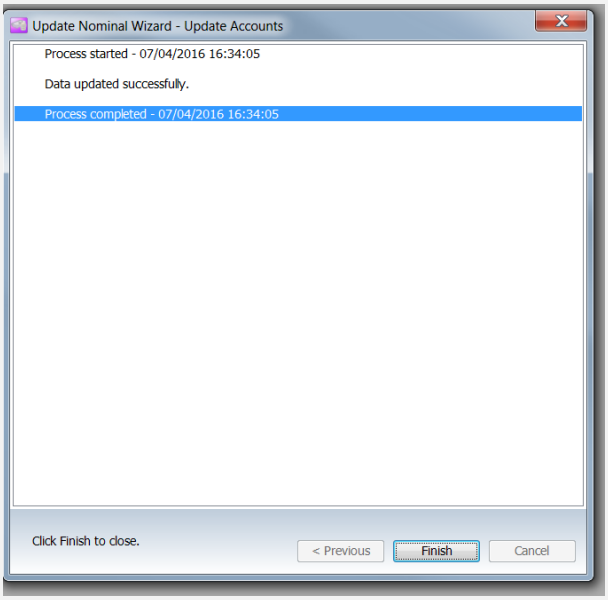


Click on ‘Next’ to continue.



The following screen will appear once the journal batch has been posted to Access Dimensions. Click on Finish. Check in Access Dimensions that the journal batch arrived.



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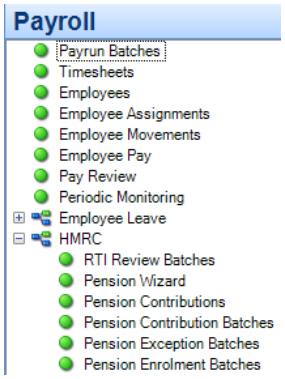
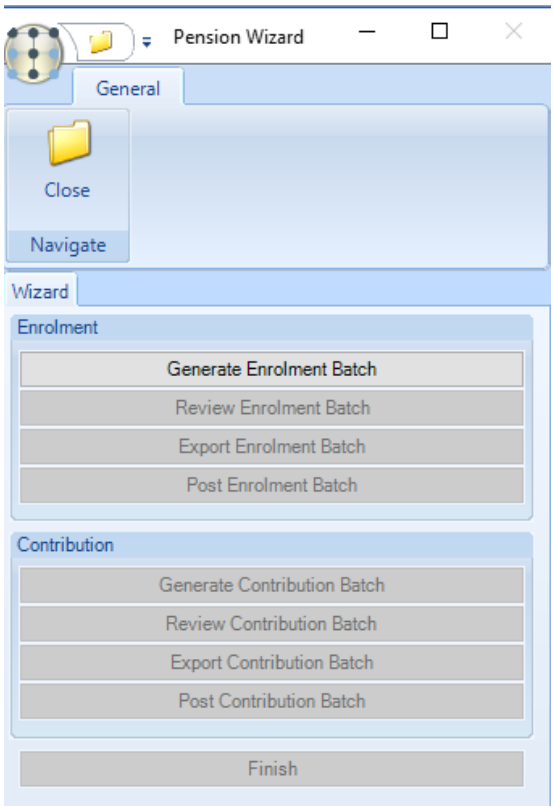
C	38	***Create the necessary Pension files from the Pension Wizard*** The 'Pension Wizard' will guide you through the process to create the enrolment and contribution files that will need to be uploaded to the pension provider (the process is the same for NEST, NOW and TPP pensions although NOW & TPP 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:  Click on the 'Pension Wizard' to start the process. Click on 'Generate Enrolment Batch':  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)

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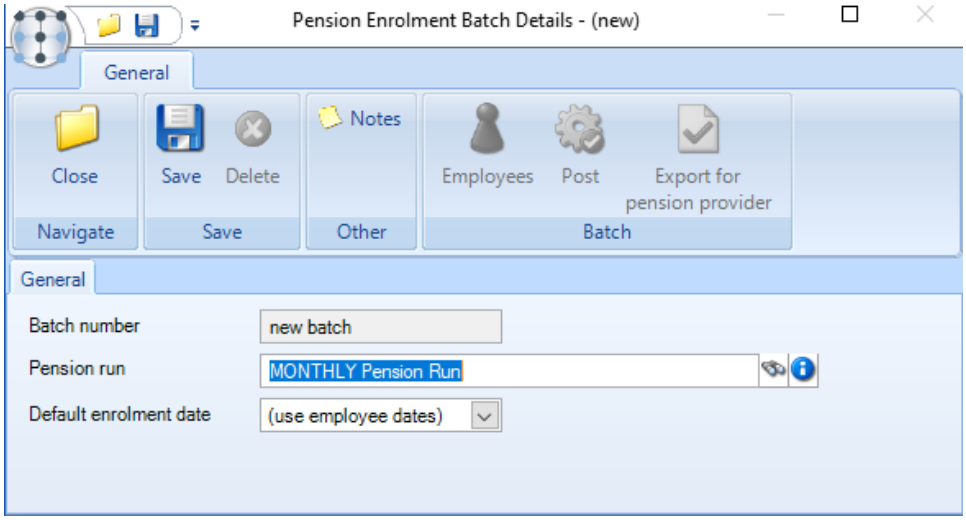
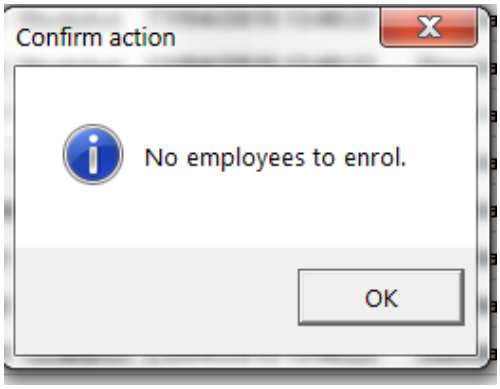
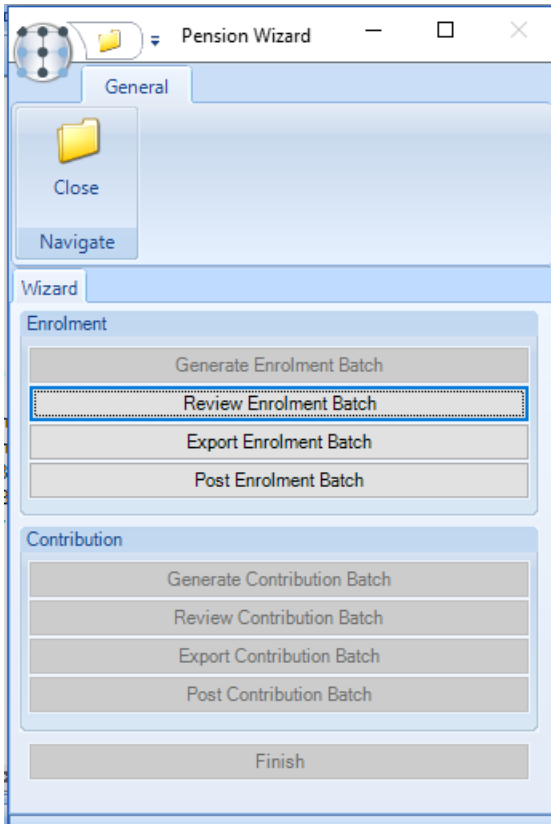


If there are no new employees that need to be enrolled the following message will appear:



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



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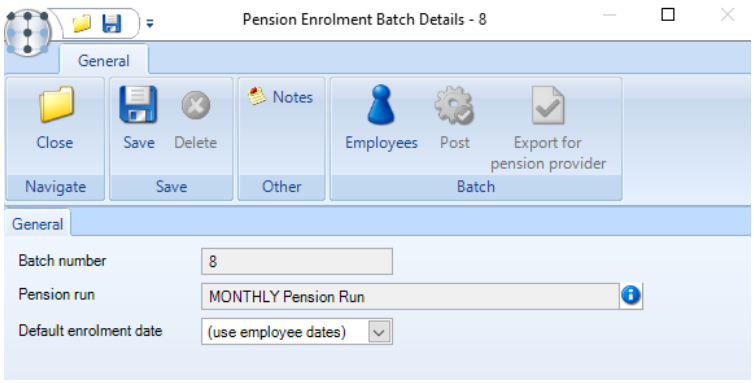
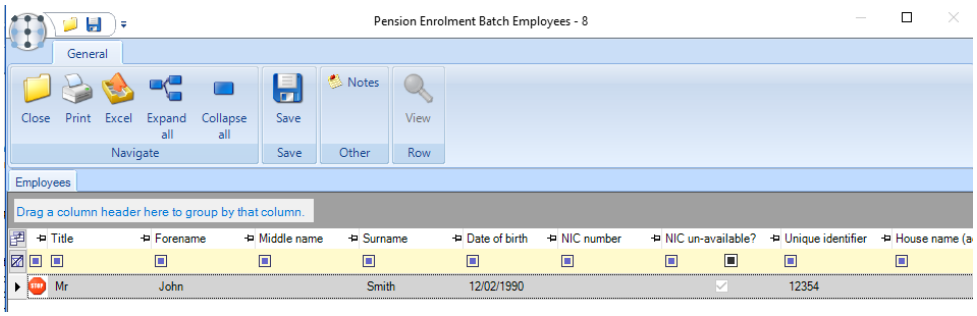
Click ‘Review Enrolment Batch’ and then on ‘employees’ on the batch header screen to have a look at the employees who will be enrolled:

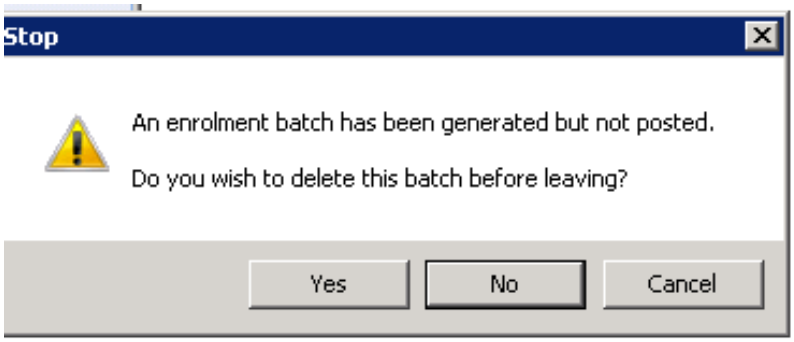


In the case of ‘NEST’ pensions any potential issues with employee’s addresses will be indicated by a ‘Stop’ sign:



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



Once the address issues have been resolved repeat the above steps to create the enrolment batch.

Next click on ‘Export Enrolment Batch’ (only NEST customers need to do this option);

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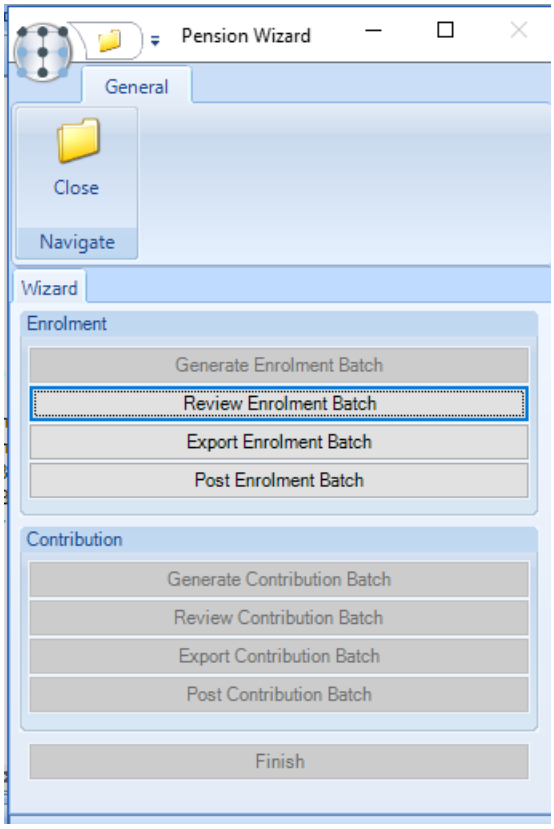
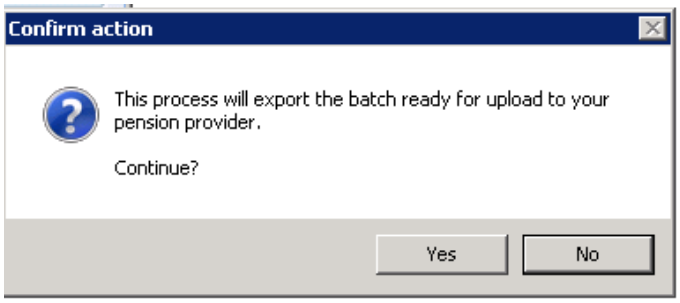
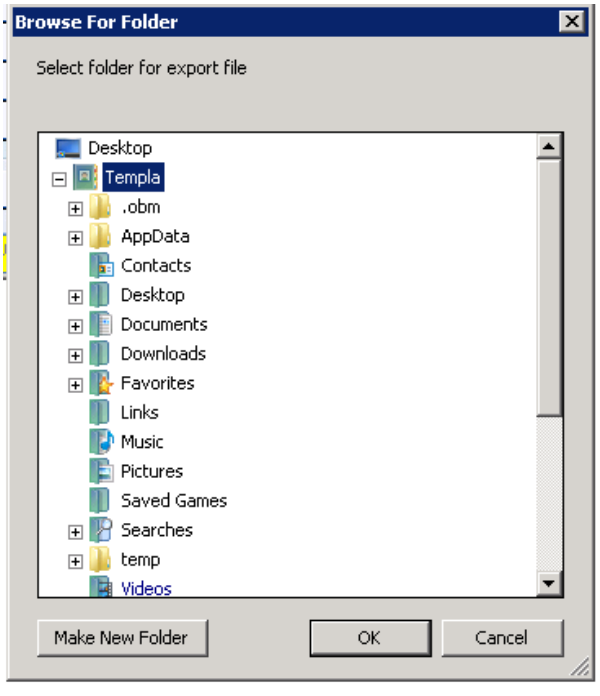


Answer 'Yes' to the below question:



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



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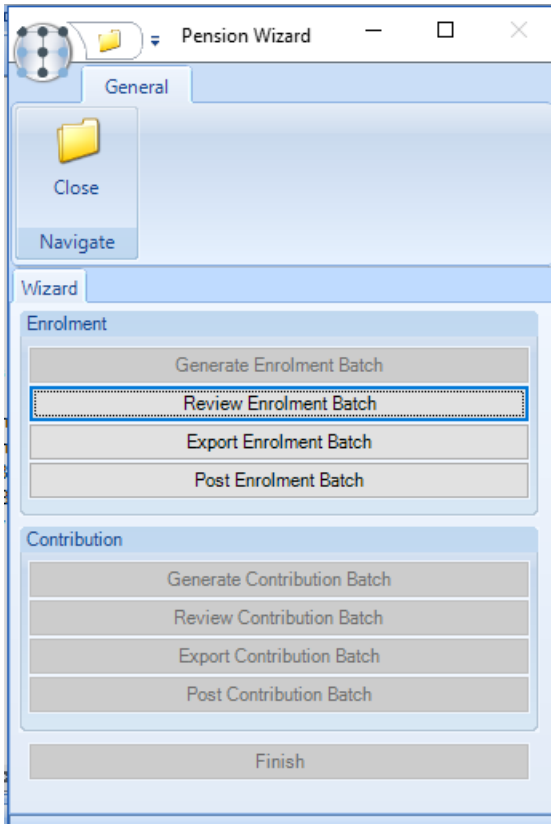
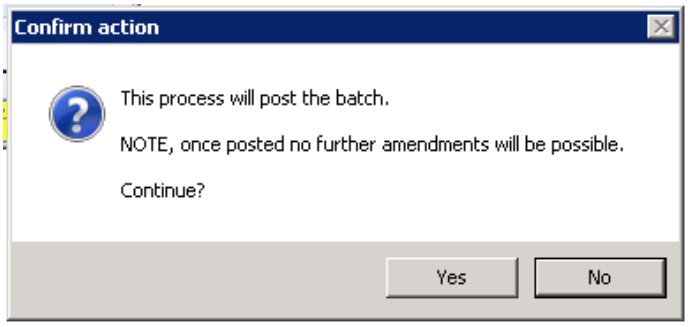
The following will appear as the details are generated:

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



Answer 'Yes' to the following question:



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

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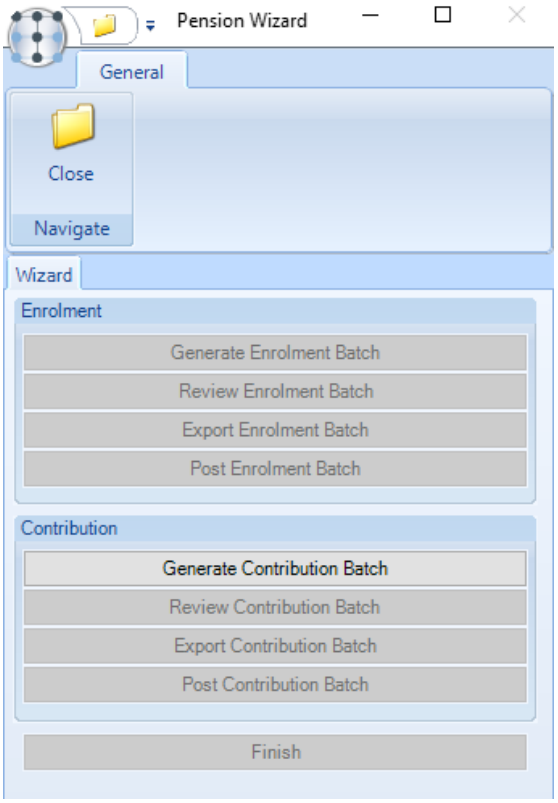
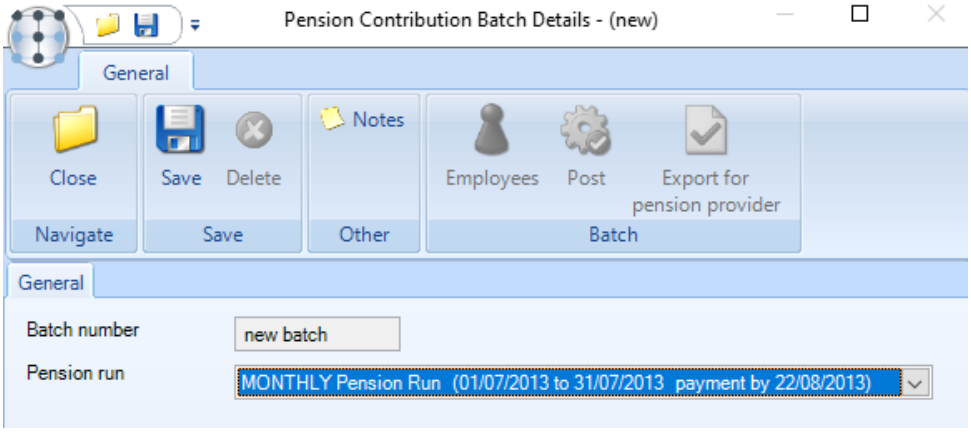


On the below screen enter the 'Earnings Period End date' and click on 'Save':



The following screen will appear while the details are generated:

Once the details have been generated the 'Review Contribution Batch' option will become enabled.

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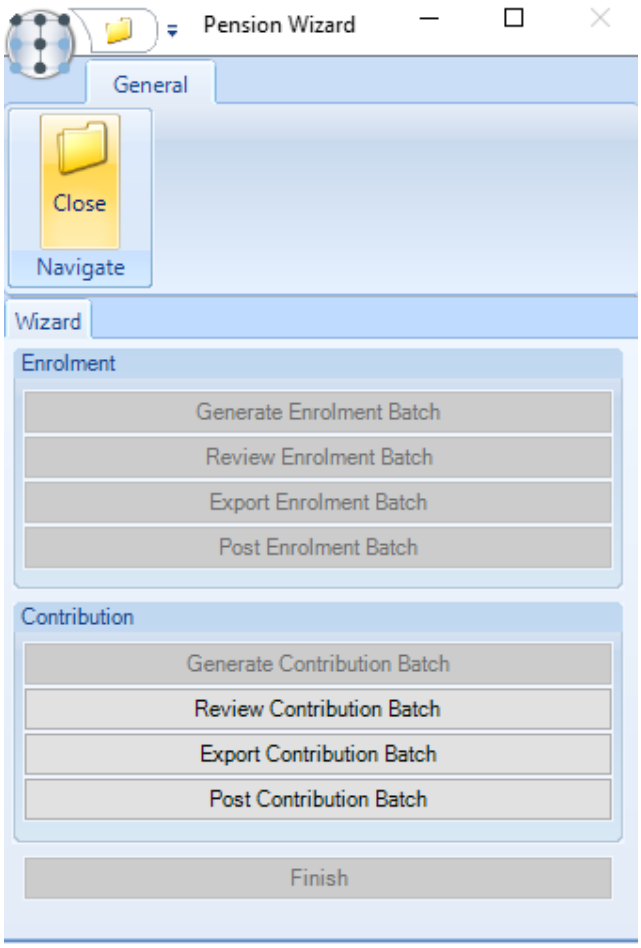
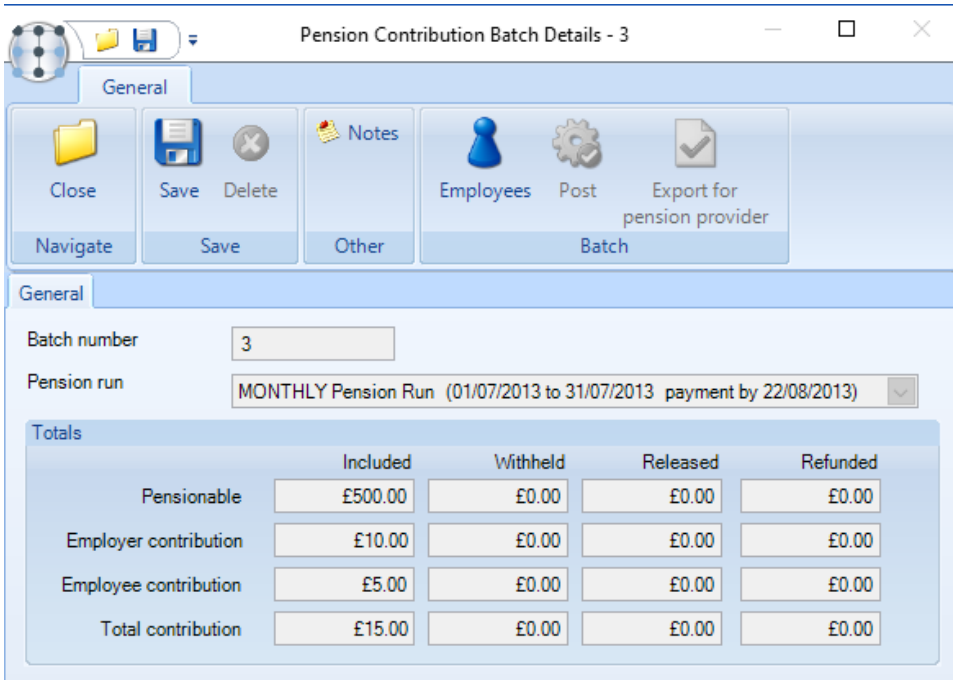


Click on 'Review Contribution Batch' and check that the totals on the batch screen correspond with the employee's and employer's contributions on the 'Detailed Payrun Summary Report' that was produced in SelectPay during step 25.



Close the above screen and on the 'Pension Wizard' screen click on 'Export Contribution Batch'.

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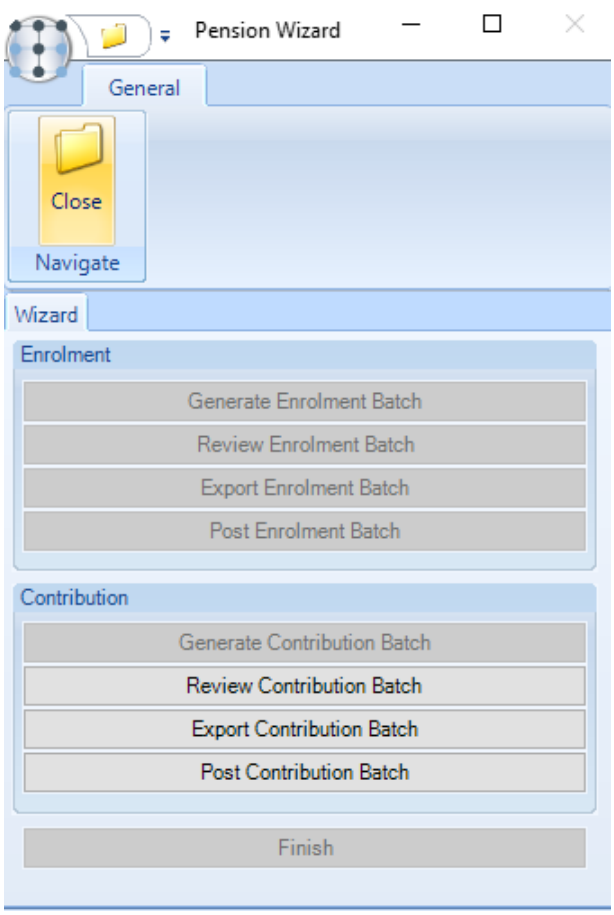
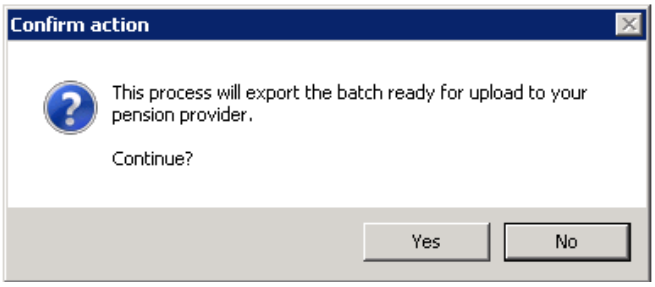
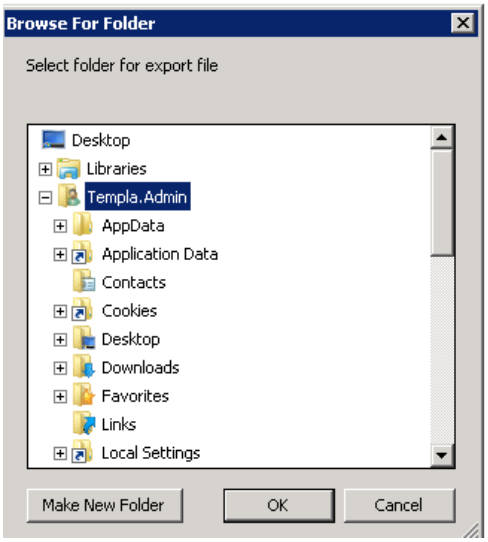


Answer 'Yes' to the below question:



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



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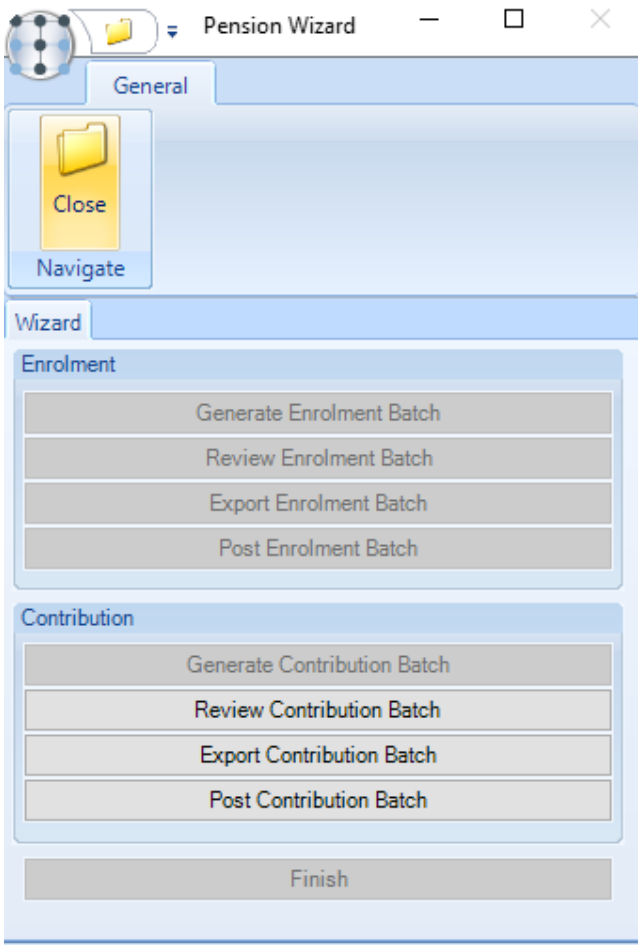
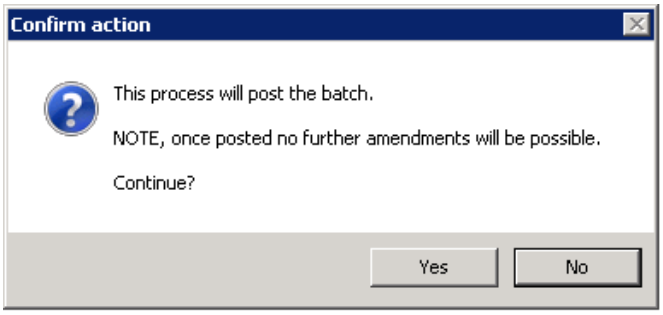
The following screen will appear while the file is generated:

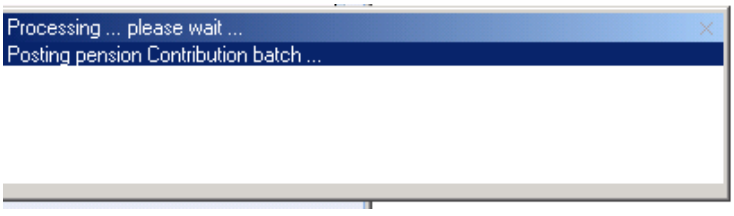
Back on the 'Pension Wizard' screen click on 'Post Contribution Batch':



Answer 'Yes' to the below question:



The following screen will appear whilst the batch is posted:



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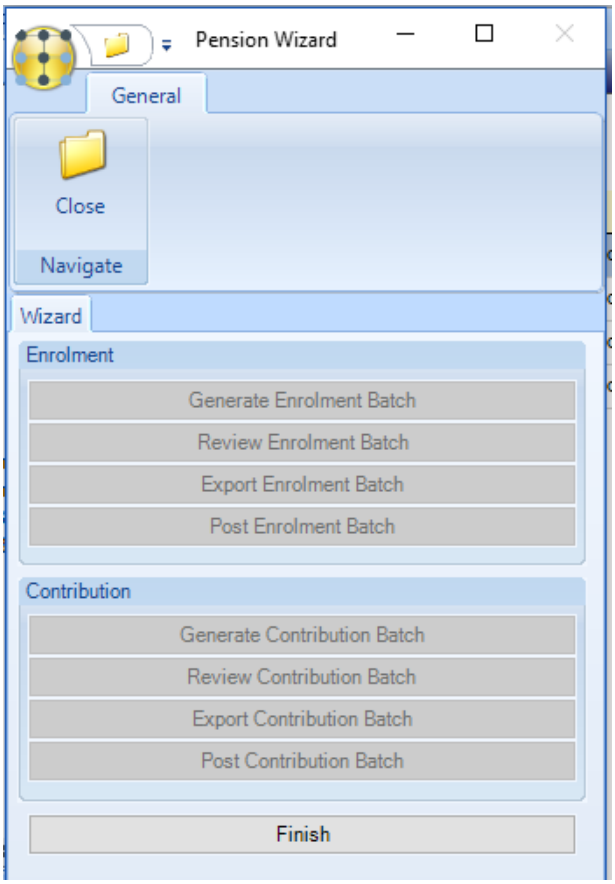
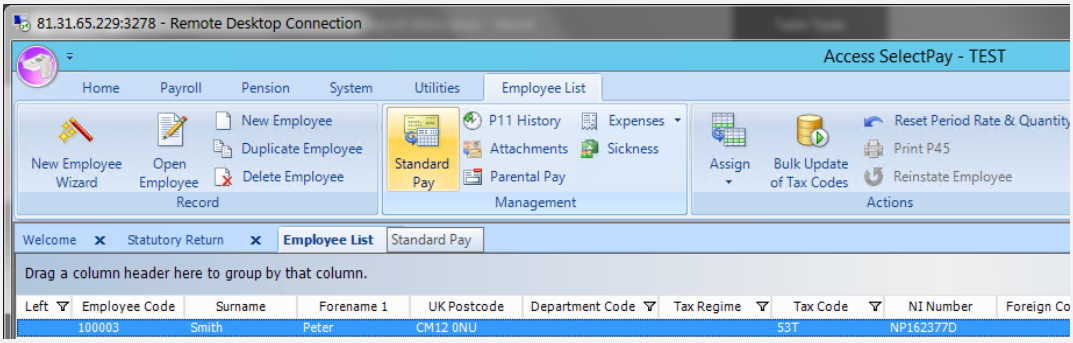
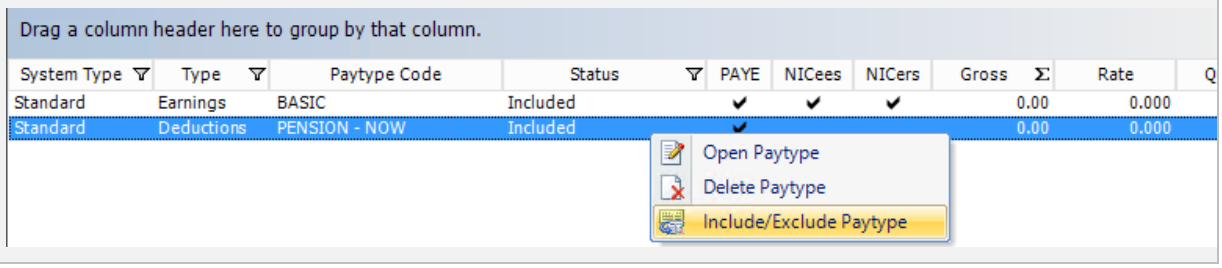
		On the below screen click on 'Finish'  The generated files should now be uploaded to the Pension Provider – NEST customers will need to upload both the enrolment and contribution files whilst TPP & NOW pensions only need to upload the contribution file.
S	39	***Remove any Pension Pay elements from employees who had refunds*** Find the employee on the employee list and click on 'Standard Pay'.  From the 'Standard Pay' list right click on the pension pay element and then on 'Include/Exclude Pay element': 

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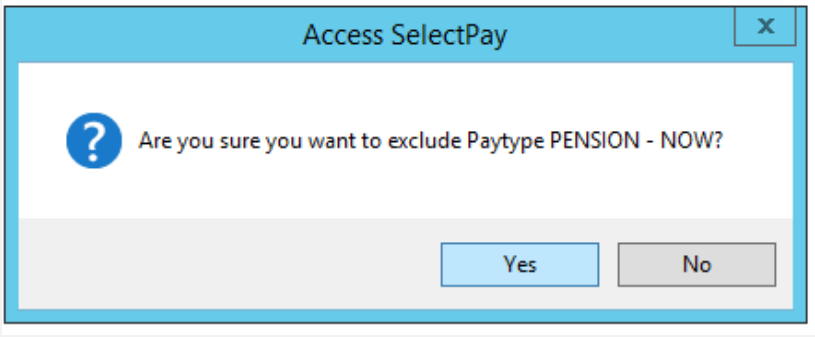
Answer ‘Yes’ to the following question:



The pay element status should now show as ‘Excluded’

Drag a column header here to group by that column.

System Type	Type	Paytype Code	Status	PAYE	NICees	NICers	Gross Σ
Standard	Earnings	BASIC	Included	✔	✔	✔	0.00
Standard	Deductions	PENSION - NOW	Excluded	✔			0.00

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