

# Set Up Checklist (Customer)

## SELECTPAY

Version: v.2 (CMS v.6.1.0, March 2021)



# COMMERCIAL STATEMENT

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**Please Note:**All the following items should be reviewed by the customer. Ensuring that all the items prior to the ‘Post Parallel Run checks to be carried out’ are reviewed and actioned before the parallel run.

## PRE-REQUISITES FOR SELECTPAY

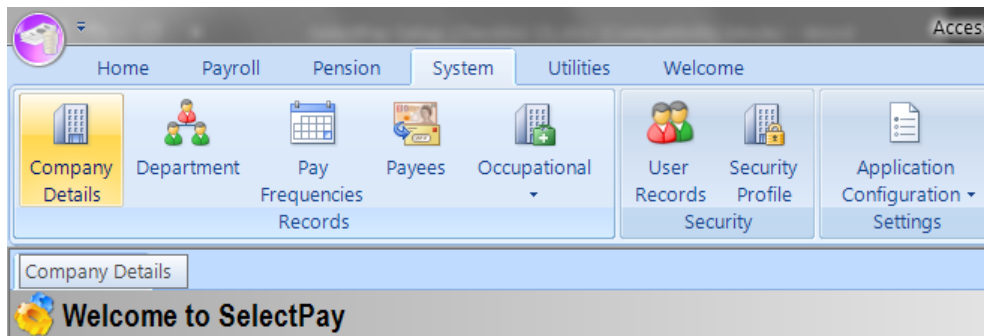
### NI

By default SelectPay uses the Percentage method for NI calculations. If the current system is calculated based on the Manual table method then there could be some discrepancies with the NI banding (i.e.Earnings at the LEL, Earnings above LEL up to PT and Earnings above PT up to UEL) as well as the employees NIC deductions. As such if you are using the tables method please inform Templa so we can discuss the correct way in which to ensure the values are correct for the parallel run, after such run we would advise that you use the percentage method and not the manual method.

## CONFIGURATION BEFORE PARALLEL RUN

### Company Details

This can be found from System -> Company Details in SelectPay.



### Statutory Return Details

General	Bank	Notes	Statutory Return	Pensions	NEST	Year End Returns	HMRC	Company Logo	Custom
Tax Year			2016	First Month			1		
Last Updated			24/03/2016	Due to HMRC			15,787.85		
				Total Remitted			15,787.85		
PAYE			9,247.92	ASPP			0.00		
Student Loans			10.00	NI Comp. on ASPP			0.00		
Employer's NI			5,122.90	SAP			0.00		
Employee's NI			4,407.03	NI Comp. on SAP			0.00		
				ShPP			0.00		
SMP			0.00	NI Comp. on ShPP			0.00		
NI Comp. on SMP			0.00	Employment Allowance			3,000.00		
SPP			0.00						
NI Comp. on SPP			0.00	Statutory Payment Funding			0.00		
				Tax Refund Advance			0.00		
Class 1A NIC			0.00	CIS Deductions Made			0.00		
				CIS Deductions Suffered			0.00		

- The Statutory Return tab shows the year to date (YTD) totals for all submissions to HMRC in the current payroll year. The YTD figures for all the above fields for the payroll must be entered manually by the customer if they Go Live on SelectPay part way through the tax year.

- Previous Year – In order for the system to calculate if you are eligible for the Small employer NIC Compensation you will need to enter your previous year stat return details.
- First Month - The First Month field shows the number of the first statutory return for the selected Tax Year.
- Total Remitted - The Total Remitted is displayed, **the figure for the Total YTD remitted must be entered manually by the customer if they Go Live on SelectPay part way through the tax year**

## General Tab

The General tab contains the Company address, contact numbers, and - should the company cease trading - the Cessation Date.

**Please Note: These details should only be entered after completion of the parallel run.**

Company Name: Templa DEMO PAYROLL V3  
 Current Tax Year: 2016  
 PAYE Reference: 123 / 456789  
 Tax District Name: SHIPLEY  
 LA/Establishment: /  
 Address 1: Technology House  
 Address 2: Mount Pleasant  
 Town: Hildenborough  
 County: Kent  
 Postcode: TN11 9JG  
 Telephone: 01732832888  
 Fax: /  
 Cessation Date: /

## Bank details

Bank Name: NATWEST  
 Sort Code: 40-07-07  
 Branch: Sevenoaks  
 Account Number: 12345678  
 Address 1: 156 London Road  
 Account Name: Templa Computer Systems L  
 Address 2: /  
 Service User Number: /  
 Town: Sevenoaks  
 Account Type: /  
 County: Kent  
 Account Reference: /  
 Postcode: TN13 3LP  
 BACS Export Format: ALBACS  
 BACS Reference: Templa  
 BACS Default File Location: %USERDOCUMENTS%\Access UK Ltd\Payroll\Payroll Reports\ (Browse)  
 Always create dated BACS sub-folder

- **Bank Name, Branch and Address** - Enter the bank's details.
- **Sort Code, Account Number** - Enter Sort Code and account details for the account from which payroll payments will be taken.
- **Account Name, Service User Number, Account Type, Account Reference** - These fields are for customer details and references.

### Notes:

1. The information in the Account Reference field is used in the Customer Payment Reference (T006) and Beneficiary Reference (T034) when using the Coultts Bankline Bulk BACS Format.

2. The information stored in the Service User Number field is used for generating the Owner ID (VOL 7) code when using HSBCnet BACS format.

- **BACS Export Format** - Select the required BACS Export format. – **Examples can be provided if required**
- **BACS Reference** - A default BACS Reference can be entered. This will be copied into the BACS Reference field on new Employee Records when BACS is selected as the method of payment.
- **BACS Default File Location** - This is the folder into which the BACS export files are saved by default. This location can be changed temporarily when running the BACS export.

## Pensions

Length Of Service Up To	From	To	Year(s)	%
0	0	0	0.00	%
0	0	0	0.00	%
0	0	0	0.00	%
0	Years And Over		0.00	%

- Enter the **Staging Date** provided by HMRC: this will always be the 1st of the month. If you enter a date that is not the 1st of the month then you are cautioned and the system will amend it to the 1st.
- The **Next Re-enrolment Date / Last Re-enrolment Date** - The Next Re-enrolment Date defaults to 3 years from either the Staging date or Last Re-enrolment Date (whichever is later).
- **Employers Contracted-Out Number (ECON)** - Enter your Employers Contracted-Out Number, if applicable.

The rest of the fields can be left as is.

## Year End Returns

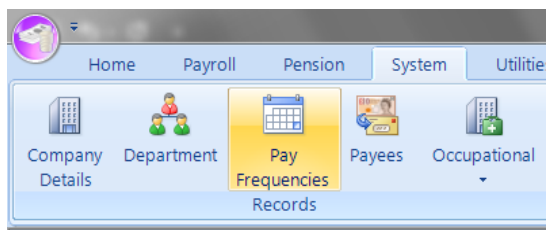
- **Year End Returns By** – set this to XML
- **Name and contact details** - enter the name and contact details of the person who will be responsible for making the returns.
- **Use RTI** – make sure this option is ticked.
- **Set as RTI Aligned** – make sure this option is ticked.

General	Bank	Notes	Statutory Return	Pensions	NEST	Year End Returns	HMRC	Company Logo	Custom
Sort Code	08-32-10		<input checked="" type="checkbox"/> Multiple Datafile Submission		Unique ID				
Account Number	12001039		Unique ID		ADMIN				
Account Name	HMRC Cumbernauld		<input checked="" type="checkbox"/> Master Database		Import Statutory values				
Payment Reference	123PW12345678		<input type="checkbox"/> Import Statutory values		Statutory Return Default Import File Location				
Reference			Statutory Return Default Import File Location		%USERDOCUMENTS%\Access UK Ltd\Payroll\Statutory Values\				
<input type="checkbox"/> Eligible for Employment Allowance					Browse				
<input checked="" type="checkbox"/> Display report of employee address changes sent to HMRC									

- **Sort Code, Account Number, Account Name** - the details for HMRC Cumbernauld are pre-populated.
- **Payment Reference** - enter the customers Accounts Office reference number which should be in the format '123PW12345678'
- **Reference** - this field can be used for any additional reference
- **Display report of employee address changes sent to HMRC** - select this option to produce a list of address changes that have been sent in the most recent FPS.
- **Eligible for Employment Allowance** - ticking this option indicates that the customer is eligible for the Employment Allowance and can claim up to £2000 Employment Allowance against there Employer's NI on the Statutory Return. The flag is transmitted on your next EPS. **For multiple databases, this field is only available on the Master database.**
- **Multiple Datafile Submission** - This option switches off the calculation of any SSP recoverable and Small Employers' Relief for SMP/SPP/SAP payments, and you must acknowledge a warning to this extent.This also allows the system to know if the PAYE reference has multiple database as such if a consolidate EPS is required.
- **Master Database** - **You must ensure that one, and only one, database is flagged as Master, as** selecting a database as Master enables RTI features which are not appropriate for subsidiary databases. This field is only available when Multiple Datafile Submission has been selected.
- **Export (Import) Statutory value** - This is only available when Multiple Datafile Submission has been selected. If you are in the Master Database, this is displayed as Import Statutory value, otherwise (if in a non-master database) it displays as Export Statutory value. This field is used as a trigger for using the *Automated Consolidated Statutory Return* feature. Selecting this checkbox enables the Statutory Return Default Export File Location field, which can be used to Browse to the default location.

## 2.8 Pay Frequencies

Pay frequencies for the payroll can be found on the System -> Pay Frequencies menu:



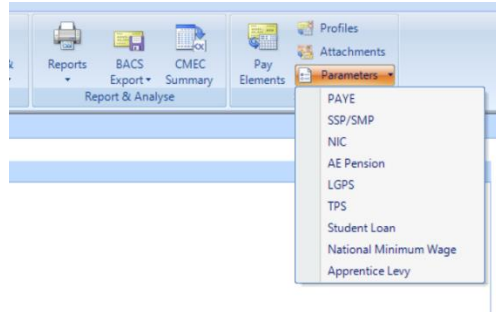
Double click on the relevant pay frequency (indicated by a tick) to display the following screen:

Welcome x Pay Frequencies x System - Pay Frequency Record - 4 Weekly x							
<b>4 Weekly</b>							
Name: <input type="text" value="4 Weekly"/>			Current Period: 1				
Base Frequency: 4 Weekly			Tax Year: 2016				
<input type="checkbox"/> Default			<input type="checkbox"/> Inactive				
Pay Dates	Notes	Custom	Tax Period No	Tax Period Start/End Dates	Earnings Period From	Earnings Period To	Pay Date
			1	06/04/2016 - 03/05/2016	04/04/2016	01/05/2016	29/04/2016
			2	04/05/2016 - 31/05/2016	02/05/2016	29/05/2016	27/05/2016
			3	01/06/2016 - 28/06/2016	30/05/2016	26/06/2016	24/06/2016
			4	29/06/2016 - 26/07/2016	27/06/2016	24/07/2016	22/07/2016
			5	27/07/2016 - 23/08/2016	25/07/2016	21/08/2016	19/08/2016
			6	24/08/2016 - 20/09/2016	22/08/2016	18/09/2016	16/09/2016
			7	21/09/2016 - 18/10/2016	19/09/2016	16/10/2016	14/10/2016
			8	19/10/2016 - 15/11/2016	17/10/2016	13/11/2016	11/11/2016
			9	16/11/2016 - 13/12/2016	14/11/2016	11/12/2016	09/12/2016
			10	14/12/2016 - 10/01/2017	12/12/2016	08/01/2017	06/01/2017
			11	11/01/2017 - 07/02/2017	09/01/2017	05/02/2017	03/02/2017
			12	08/02/2017 - 07/03/2017	06/02/2017	05/03/2017	03/03/2017
			13	08/03/2017 - 04/04/2017	06/03/2017	02/04/2017	31/03/2017

**Ensure the earnings periods & pay dates are set-up correctly for the payroll tax year. If this is wrong it can't be corrected once a period end has been run. This impacts tax calculations so it is extremely important that the earnings periods and pay dates are correct.. THIS HAS TO BE 100% RIGHT for the parallel run & subsequent pay periods.**

## Parameters

Parameters can be view for the payroll can be found on the Payroll -> Parameters.



## PARAMETER VIEW

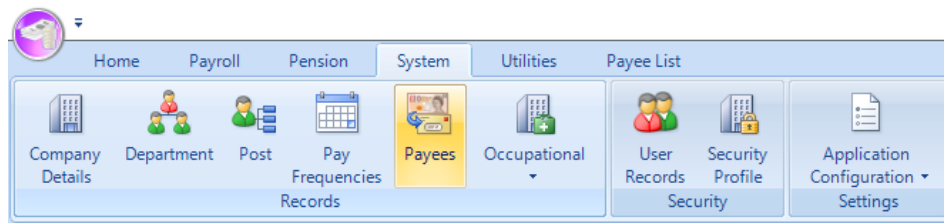
It is important that the parameters for the relevant items are checked to ensure that they are correct.

## PARAMETER AMEND

The only parameter that could be amended without discussions with Templa is the 'Apprentice levy' parameter. This parameter is for the annual allowance received, the default for is £15,000 however this may vary if you are a part of a Group. If the allowance received is not £15,000 then please adjust as needed.

## Attachment of Earnings - Payees

Payees for the payroll can be found on the System -> Payees



Click new and fill in the relevant details

Code  Sort Key

Name

Payee Notes Custom

Payee Type  Attachment  Third Party

Payee Name

Address 1

Address 2

Town

County

Postcode

Telephone

Fax/Mobile

E-mail   E-mail Remittance

Pay Method

Sort Code

Account Name

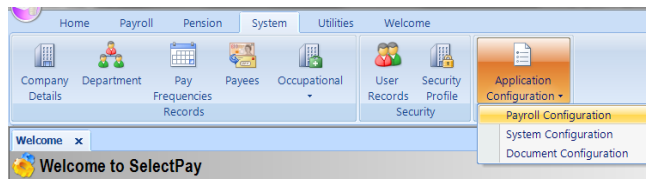
Account Number

BACS Reference



# PAYROLL CONFIGURATION

Payroll configuration options can be found from the System -> Application Configuration -> Payroll Configuration menu:



On the below screen ensure that the automatic numbering of employee is set once the parallel run has been completed. To do this tick the 'Automatically generate numeric employee codes' box and enter the next employee number in the 'Next employee number' field:



Ensure that the 'Allow negative quantities on paytypes' option have been ticked.

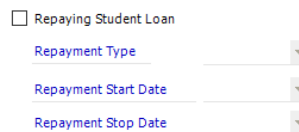
The rest of the payroll configuration options on this screen and the other tabs can be left as per default.

## DATA ENTRY BEFORE PARALLEL RUN

There are a few items that the SelectPay Importer is unable to import therefore it is vital that these are amended before continuing before the parallel run

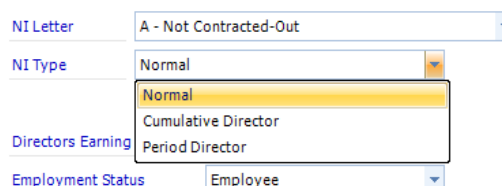
### Student Loan

If there are employees with Student Loans deduction you will need to tick 'Repaying Student Loan' on the general tab of the employee record and enter the start date and the student loan type they are on



### NI Type

Where an employee is Paid as a director ensure that the correct NI type is chosen i.e. 'Cumulative' or 'Period'. This can be done from the general tab on the employee record.



## Passwords for Payslips, P60's and P11D's

Payslips, P60's and P11D's can be emailed as a PDF documents to employees. It is possible to password protect these documents by completing the 'Password' field:

E-mail Payslip   
  E-mail P60   
  E-mail P11D

## Previous Pay Details

If the employee provided a P45 then enter the details in the 'starter details' tab on the employee.

If no P45 was provided then the details can be enter in P6 Details.

**P6 Tax Code**

P6 W1/M1

**P6 Tax Regime**

**P6 Previous Pay**

**P6 Previous Tax**

Use P6 Pay and Tax Figures

## Attachment of Earnings

Where applicable, you will need to configure the attachment of earnings for each employee. If you have not added in the 'payees' for such deduction you can enter these details at this point also.

Details		Payee	Variations	Notes
Start Date	<input type="text"/>			
Finish Date	<input type="text"/>			
Normal Deduction	<input type="text" value="0.00"/>			
Protected Earnings £	<input type="text" value="0.00"/>			
Protected Earnings %	<input type="text" value="60.00"/>			
Admin Charge	<input type="text" value="1.00"/>			
Arrears Normal Deduction	<input type="text" value="0.00"/>			
Arrears Protected Earnings	<input type="text" value="0.00"/>			
Priority	<input type="text" value="0"/>			
Total Debt	<input type="text" value="0.00"/>			
Total Paid	<input type="text" value="0.00"/>			

## Statutory Payment – SMP/SPP/SAP/SSP

As SelectPay does not have a breakdown of the YTD pay for employees, as such it is unable to calculate the previous 8 weeks of Pay, therefore if an employee has SSP/SMP/SAP etc within the first few months of 'Go Live' and for the 'Parallel run' it is important that the average NICable value is calculated manually to get the correct payable status.

For SSP, this is possible under SSP entitlement:

The screenshot shows the 'SSP Entitlement' tab in the software. Under 'Sickness Qualifying Days', there is a grid with columns for Sun, Mon, Tue, Wed, Thu, Fri, and Sat. The first row has checkboxes for each day, with Mon-Fri checked. The second row has a '\*' symbol and checkboxes for each day, all of which are checked. To the right, the 'Average NICable Pay' field is set to 0.00.

Please note there is no need to adjust the Sickness Qualifying days as this will be done by the TemplaCMS RTI batch.

For SMP/SPP and SAP can be entered via the Parental Pay tab.

The screenshot shows the 'Parental Pay' form. The 'Average NICable Pay' field is highlighted with a red box and contains the value 2,500.00000. Other fields include 'Expected Date of Birth' (27/03/2018), 'Actual Date of Birth', 'First Day of Leave', 'Payment Start', and 'Payment Finish'. On the right side, there are fields for 'Qualifying Week' (10/12/2017), 'Earliest Start', 'Latest Start', 'Maximum Weeks' (2 Weeks), 'KIT Days' (0), 'Weeks Used' (0), 'Weeks Paid' (0), and 'Amount Paid' (0.00).

## POST PARALLEL RUN CHECKS

### BACS

If using the option of producing a . csv file from SelectPay for your BACS software, please ensure that file uploads have been tested to ensure that they upload correctly.

### Payslips

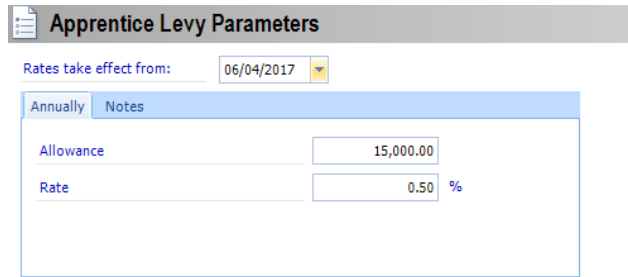
If customised payslips have been produced please ensure these are satisfactory..

### Nominal Update

If this is being used and set up nominal journals for Wages can be posted directly from SelectPay to Access Dimensions.

## Apprentice Levy

If the apprentice levy is applicable for your company please inform Templa that this can be included in the setup. The Employer Wage for the current year (excluding the value for the parallel period) will be needed. **Please note that can only be done in the master payroll.**

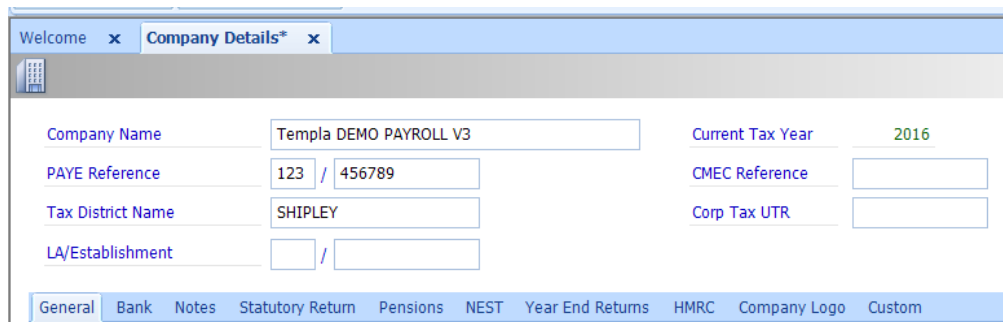


The screenshot shows a form titled "Apprentices Levy Parameters". At the top, there is a dropdown menu for "Rates take effect from:" with the value "06/04/2017". Below this is a tabbed interface with "Annually" selected. The form contains two input fields: "Allowance" with the value "15,000.00" and "Rate" with the value "0.50 %".

## UPDATE AFTER PARALLEL RUN

**Please note that it is vital the following details be updated on completion of the parallel run and before the first LIVE run**

### Company details - Header



The screenshot shows a "Company Details" form. The "Company Name" field is filled with "Templa DEMO PAYROLL V3". The "Current Tax Year" is set to "2016". The "PAYE Reference" field is split into two parts: "123" and "456789". The "Tax District Name" is "SHIPLEY". The "LA/Establishment" field is split into two empty boxes. The "CMEC Reference" and "Corp Tax UTR" fields are empty. At the bottom, there is a navigation bar with tabs: "General", "Bank", "Notes", "Statutory Return", "Pensions", "NEST", "Year End Returns", "HMRC", "Company Logo", and "Custom".

Company Name - Enter the name of the Company, as registered with HMRC as the PAYE operative.

PAYE Reference - Enter the PAYE Reference, which is made up of the Tax District and Employee Reference.

Tax District Name - Enter the Tax District Name

LA/Establishment - Enter your 3-digit Local Authority and 4-digit Establishment numbers if appropriate. This reference is used in Teachers Pensions for monthly and annual returns.

Current Tax Year - This should be already configured to the correct year, please inform Templa if this is incorrect

CMEC Reference - Enter your 12-digit reference. If you are an Employer, it will begin with '50'; if you are an agency/bureau it will begin with '51'. This number needs to be entered as the BACS Reference when creating new CMEC Payee Records.

## Company details - General

The General tab contains the Company address, contact numbers, and - should the company cease trading - the Cessation Date.

Company Name: Templa DEMO PAYROLL V3  
PAYE Reference: 123 / 456789  
Tax District Name: SHIPLEY  
LA/Establishment: /  
Current Tax Year: 2016  
CMEC Reference:   
Corp Tax UTR:   
Address 1: Technology House  
Address 2: Mount Pleasant  
Town: Hildenborough  
County: Kent  
Postcode: TN11 9JG  
Telephone: 01732832888  
Fax:   
Cessation Date:   
General | Bank | Notes | Statutory Return | Pensions | NEST | Year End Returns | HMRC | Company Logo | Custom

- Address fields - Enter the street address, town, county and postcode
- Contact fields - Enter the Telephone number and Fax number
- Cessation Date - The Cessation Date field is available for the entry of the date, should the Company cease trading.

## Year End Returns

Year End Returns By: XML  Use RTI  
Type: Employer  
Title:   
Forename:   
Surname:   
Telephone:   
Fax:   
Job Title:   
E-mail:   
User ID:   
Password:   
General | Bank | Notes | Statutory Return | Apprentices Levy | Pensions | NEST | Year End Returns | HMRC | Company Logo | Custom

- Title, Forename, Telephone, Job Title, Email – enter these details for the person who will be responsible for making the returns to HMRC
- User Id and Password - These are obtained through registering with the Government Gateway.

## HMRC

Sort Code: 08-32-10  
Account Number: 12001039  
Account Name: HMRC Cumbemauld  
Payment Reference: 123PW12345678  
Reference:   
 Eligible for Employment Allowance  
 Display report of employee address changes sent to HMRC  
 Multiple Datafile Submission  
Unique ID: ADMIN  
 Master Database  
 Import Statutory values  
Statutory Return Default Import File Location: %USERDOCUMENTS%\Access UK Ltd\Payroll\Statutory Values\   
Browse  
General | Bank | Notes | Statutory Return | Pensions | NEST | Year End Returns | HMRC | Company Logo | Custom

- Payment Reference - Enter the customers Accounts Office reference number which should be in the format '123PW12345678'



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