

# Real Time Information

Maureen, Daphne and Ajit  
November, 2013



# Agenda

---

- Change of payroll provider
  - Incoming – Data Take On
  - outgoing
- Earlier Year Update
  - Enhancements to support audit trail
- Full Payment Submission
  - Substitute Payment Date
  - Passport Number – IT0048
  - Enhanced validations for Tax code source in IT0065
  - Foreign Tax
  - On Strike
  - P60
  - HMRC Reconciliation report

# Change of payroll provider

## Incoming – Data Take On

### Change of Payroll Provider to SAP

When there is a change of payroll provider, from external to SAP, HRMC requires that these records are treated in a specific way.

#### Scenario

- New employee record with new personnel number
- Original date of start with the company 01.01.2008
- Record created from the start date in payroll area 01 (non payroll relevant)
- On 01.07.13 –Organizational re-assignment to SAP payroll (payroll relevant payroll area G1)

Pers.No. 20148010

EE group 1 Active GB01 UK ... GB01

EE subgroup GC Salaried staff ID numb AA148010A

Choose 01.01.1800 to 31.12.9999

Start Date	End Date	Act.	Action Type	ActR	Reason for action	C...	E
01.07.2013	31.12.9999	33	GB Payroll DTO			3	▲
01.01.2008	30.06.2013	01	Hiring - Actual			3	▼

# Change of payroll provider

## Incoming – Data Take On

---

### Change of Payroll Provider to SAP

FPS reporting requirements when there is a change of Payroll provider.

- Employee should not be reported as new start
- Pay ID change indicator **MUST** be set if a new works number is to be used
- Previous works number **MUST** be reported

```
<PayId>20148010</PayId>  
- <PayIdChgd>  
  <PayrollIdChangedIndicator>yes</PayrollIdChangedIndicator>  
  <OldPayrollId>EB1232SD</OldPayrollId>
```

# Change of payroll provider

## Incoming – Data Take On

### Configuration Steps for Master Data

- Previous personnel number must be maintained in IT0032(PNALT)

Employment	3	Name	Miss Mon...	20148010
EE group	1	Active	Pers.area	GB01 UK Subsidiary
EE subgroup	GC	Salaried staff		
Start	01.07.2013	to	31.12.9999	Chng 23.10.2013 MILLERE

Employee identification

Prev. Personnel No.

EB1232SD

Company ID

Company car

Car Regulation

Car Value

0,00

GBP

License Plate Number

Asset number

Company code

GB01





# Change of payroll provider

## Incoming – Data Take On

### Configuration Steps

- T5G\_DTONI should be updated with YTDs for NI

**Display View "View for GB- Data Take On": Overview**





   

View for GB- Data Take On

Personn...	C	Payr.ID	Niable pay up to LEL	Niable pay LEL-ST	Niable pay ST-PT
20148010	A		1.892,00	672,00	20,00

- T558A to be updated
  - Taxable pay YTD
  - Tax YTD
  - Student Loans YTD
  - Pre-Tax EE pension contributions YTD
  - Net Pensions YTD (Pension contribution wagetypes)
  - Payroll Benefits YTD
  - SMP YTD
  - SPP YTD
  - SAP YTD
  - ASPP YTD
  - SSP YTD

**Display View "Payroll Account Transfer": Overview**

Pers.No.	Start Date	E..	Wage Ty...	Amount	Currency
20148010	01.06.2013	3...	/101	8.000,00	GBP
20148010	01.06.2013	3...	/121	8.000,00	GBP
20148010	01.06.2013	3...	/301	720,00	GBP
20148010	01.06.2013	3...	/302	828,00	GBP
20148010	01.06.2013	3...	/501	1.600,00	GBP

# Change of payroll provider

## Incoming – Data Take On

### Configuration Steps

- Feature GBPGL to be maintained with the go-live date

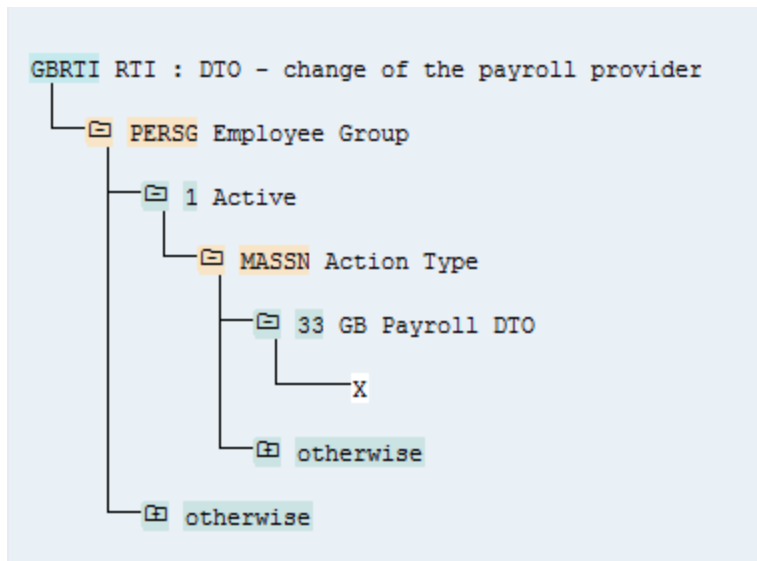


# Change of payroll provider

## Incoming – Data Take On

### Configuration Steps

- Feature GBRTI should have the DTO action or reason configured.
- This is used to ensure that the employee is not reported as a new start
- There has to be a IT0001 record corresponding to the Data Take On action



### List Organizational Assignment

Personnel No 20148010 Name Miss Monthly DTO  
EE group 1 Active Pers.area GB01 UK Subsidiary  
EE subgroup GC Salaried staff  
Selection 01.01.1800 to 31.12.9999

Start Date	CoCd	PA	EEGrp	ESgrp	Cost Center	Cost cent...	Org. Unit
01.07.2013	GB01	GB01	1	GC			
01.06.2013	GB01	GB01	1	GC			
01.01.2008	GB01	GB01	1	GC			



# Change of payroll provider

## Outgoing

---

### Configuration Steps

- Feature GBRT0 should have the leaving action or reason configured.
- This is used to ensure that the employee is not reported as a leaver
- There has to be a IT0001 record corresponding to the Data Take On action



# Change of payroll provider

## Incoming – Data Take On

### Changes to GLK0 schema

- Sub schema GBD0 within GLK0 has been replaced with GBD1

**Display Schema : GLK0**

Cmmnd  Stack

Line	Func.	Par1	Par2	Par3	Par4	D	Text
000010	COM						Transfer payroll account T558A/D for GB
000020	COPY	XIN0					Initialization (CHECK,...)
000030	COPY	GBD1					Edit basic data
000040	RFRSH		IT				Delete IT after editing basic data
000050	TRANS						Fill IT from T558A
000060	TRANS	558D				*	Fill IT from T558D
000070	PIT	XCRT					Copy Court Order Wagetypes to RT



# Change of payroll provider

## Incoming – Data Take On

### Changes to GBD1

- Within GLK0->GBD1-> P0065 is called with DTO as the value for parameter 1
- IT0065 is not mandatory for the data take on process.
- IT0065 validation is by-passed by maintaining DTO as the value for parameter 1 for P0065

**Display Schema : GBD1**

Cmmnd  Stack

Line	Func.	Par1	Par2	Par3	Par4	D	Text
000010	COM						*****
000020	COM						Basic data required for Great Britain
000030	COM						*****
000040	BLOCK	BEG					Processing of basic data
000050	PITAB	D	AIT				Refresh Alternative IT
000060	ENAME						Determine Employee name (Infotyp 0001)
000070	WPBP						Read Work place Basic pay
000080	GWPBP						Additional WPBP Splits (GB)
000090	GBIT8						Summarize pay wt of infotype 8
000100	P0071						Read Pension infotype
000110	P0065	DTO					Read Tax infotype - IT0065 not mandatory

# Data Take On

## Change of payroll provider - incoming

### Changes to P0065

- P0065 has an optional parameter PROTY added
- When P0065 is called from G000->GBD0, the value for this parameter is set as blank.

Function: P0065 Great Britain: Read Tax Infotype

Name of form routine

☒ Standard name FUP0065

☐ Self-defined

Country assignment

Eligi...	Country Grouping
<input type="checkbox"/>	Argentina
<input type="checkbox"/>	Australia
<input type="checkbox"/>	Austria
<input type="checkbox"/>	Belgium
<input type="checkbox"/>	Brazil
<input type="checkbox"/>	Bulgaria
<input type="checkbox"/>	Canada

Parameter list

Number	Parameter	Meaning	Ty.	Mandat	Relev
1	PROTY	Processing type	P	<input type="checkbox"/>	<input type="checkbox"/>

# EYU – Earlier Year Update

---

1. 05.04.xxxx is reported as the submission date regardless of when it is processed
2. Validations have been provided on the spreadsheet and the report for certain fields to ensure data quality




## Examples:

- NI CAT B,E,O and T cannot be used if the gender = M
- NI Category X . amounts must be set to 0.
- Refund indicator must be set if any EE contributions are negative.
- The program will check for negative NI values if the refund indicator is not set.
- Validation for NI numbers added



# Earlier Year Update




- The report RPCEYUG0 has been delivered to modify previous years' YTD figures that need amendment.
- This report reads an excel spreadsheet in a specific format, generates an XML file.

**Report RPCEYUG0**


  

**Tax details**

Tax reference  

Tax year ending April 5th   

**File path**

Select the file path 

**XML submission**

☒ ALV Variant

☐ XML With ALV




☐ Test in live


# Earlier Year Update

## Enhancements to support audit trail

The **Display report** will be enhanced to include the facility to display the EYU files that have already been submitted to HMRC.

**Summary RTI:GB**

Selections from  Search helps

**Payroll period**

Payroll area  from  To

☐ Current period

☒ Other period

**Tax criterias**

Tax year ending April 5th

Tax reference  P11D

**Selection details**

☐ Display Employee detail

☒ Display options

**FPS Display Options**

Global ID

☒ Display XML / Download XML

☐ ALV Display  ...

**EYU Display Options**

Global ID

☒ Display XML / Download XML

☐ ALV Display  ...

# E-Filing

## Enhancements to incoming forms

---

### The following enhancements have been made to the validations to the incoming forms through DPS

1. If the incoming form has the same start date as a current record, issue a warning and update if user allows. If the new form is a P9, allow the overwrite without issuing a warning since this will happen at year end if the tax code uplift program has previously been run.
2. If the existing IT0065 record contains previous earnings and tax – but the new P6 previous earnings and tax are **blank or zero**, then, the previous earnings and tax are brought forward from the existing record. A warning is issued before the values are copied forward.
3. If the tax code in the existing IT0065 record is NT and the new P6 code is not W1/MTH1 then a warning message is issued before updating IT0065
4. If the incoming record contains a blank tax code then reject the record.
5. If P45 has been issued (P45 date is not blank) ,the record is not updated and an error is issued.







# Full Payment Submission


## Substitute Payment Date

Sometimes, employers pay their employees on a different date to the payment date entered in the system. This date then has to be reported to HMRC through the FPS submission process.

Substitute payment date field on the selection screen of the FPS report has been introduced for this purpose.

**Full Payment Submission Report: GB**

Selections from  Search helps


Payroll period


Payroll area ☒


☒ Current period

☐ Other period


Selection

Personnel Number  

Employee subgroup  

Payroll area  

Substitute Payment Date

Substitute Payment Date  

# Full Payment Submission

Passport Number – IT0048

In previous versions of the FPS report, passport numbers could only be derived using the FPS BADI.

The new functionality, allows the FPS report to derive Passport numbers stored in IT0048 (only for non-pensioners).

**Display Residence Status**

Personnel No: 2122011 Name: Miss test test  
EE group: 1 Active Pers.area: GB01 UK Subsidiary  
EE subgroup: GC Salaried staff  
Start: 01.04.2013 To: 31.12.9999 Chg.: 16.07.2013 THOMASAJIT  
Residency Status: GB01 UK Nationals

**Proof of Identity**

Document Type: A01 Passport(UK)  
Passport number: A2342342D

# Full Payment Submission

## Enhanced validations for Tax code source in IT0065

---

**Tax source has limited validations which allow wrong combination of entries to be saved. To resolve this, the following enhancements have been made:**

1. For Tax code source = "EMP"
  - a. New starter Dec = 4 then tax code entered must be 0T WK1/Mth1 basis
  - b. New starter Dec = 3 then tax code must be BR, 0T, D0, D1. (both cumulative or WK1/Mth1 can apply to all these codes )
2. There are no validations for starter Dec 1 or 2
3. For Tax code source ="EXP"
  - a. New starter declaration = 4 then tax code entered must be 0T mth1 basis
  - b. No validation added for starter declaration is 1,2 or 3

# Full Payment Submission

## Foreign Tax

- If an employee pays foreign tax, then the Tax paid TP and YTD in FPS should exclude the value of Foreign tax paid.
- A new model wagetype FTXP has been introduced and has to be maintained as a +ve value in IT0015.
- This wagetype or a copy of this wagetype should be configured in V\_T596G and V\_T596I tables.

**Display View "Specification for Cumulation Wage Types for Subapplicati**

V\_T596G

RTI Reporting

Cumul. WT	Info	Cumulation WT text
ASPP		Additional Statutory Paternity Pay
FTXP		Foreign Tax Paid

**Display View "Assignment of Wage Types to Cumulation Wage Types": Over**

V\_T596I

Expand <-> Collapse

RTI Reporting

Cu...	Cumulation WT text	W...	Wage Type Long Text	Start Date	End Date
ASPP	Additional Statutory Paternity P...	STPN	Paid ASPP(non-recover...	01.01.1900	31.12.9999
ASPP	Additional Statutory Paternity P...	STPR	Paid ASPP(recoverable)	01.01.1900	31.12.9999
FTXP	Foreign Tax Paid	FTXP	Foreign Tax Paid	01.01.1900	31.12.9999

# Full Payment Submission

## On Strike

If “ On Strike” field is maintained in retro for an employee in IT0065, it was not getting reported in FPS in the current period.

In order to enable this, a new indicator wagetype STRK has been introduced.

This wagetype is a number and has to have the value 1 when maintained in IT0015. If the wagetype is present in RT of the current period, then FPS sets the “On Strike” indicator in the XML.

Additional Payments			
Wage Type	STRK	On Strike Indicator	
Amount	0,00	GBP	<input type="checkbox"/> Ind.val.
Number/unit	1,00	Points	
Date of origin	15.09.2013		
Default Date	00		

* /851 Total hours	164,00	
* /Z41 Inflow WT f		15,38-
* N350 Distributn.01	100,00	2.000,00
* N352 Cost dist.o01		294,38
* STRK On Strike I	1,00	

- A new report RPCP60G0 will be delivered to allow the user to produce P60s at the end of the tax year.
- The user will be able to run the report in either foreground or background.
- All employees who are Active on 05.04 xx and who have been processed for the final pay period in the tax year will be selected.
- All of the financial fields will be reported from tables RTI/RTINI for the final payroll period in the tax year.
- The only exception is for Previous Taxable Pay and Previous Tax Paid (/505 and /506) which will be read from table CRT as it is not held in table RTI.
- There will be 3 forms provided for actual P60.
  - A pdf version that can be printed and sent through the post
  - A pdf version that can be emailed
  - A data only version that will fill pre-printed stationery which is provided by CD Print.

# RTI

## P60

- Output options include the following
  - P60
  - Email P60
  - Data Only P60

The screenshot displays the SAP RTI P60 selection interface. At the top, there are navigation icons and three buttons: 'Further selections', 'Search helps', and 'Sort order'. Below these, the 'Person selection period' is set from '06.04.2013' to '05.04.2014'. The 'Selection' section contains several input fields: 'Personnel Number', 'Employment status' (with a dropdown arrow and '0'), 'Company Code', 'Personnel area', 'Personnel subarea', 'Payroll area', and 'Cost center'. Each field has a corresponding dropdown arrow button to its right. The 'Tax criterias' section includes 'Tax year ending April 5th' (set to '2014'), 'Tax reference', and a checked 'Test' checkbox. The 'Output options' section at the bottom, highlighted with a green box, features three radio buttons: 'P60' (selected), 'Data Only P60', and 'Email P60'.

# RTI

## HMRC Reconciliation Report

---

The report – RPURCNGH, reflects the check that is carried out by HMRC on receipt of an FPS file.

HMRC carry out the following calculation

$$\text{BACS Net pay} = \text{RTI Netpay} - \text{Net deductions} - \text{Benefits taxed via payroll} + \text{Net additions}$$

1. The report carries out the same calculation and compares the result to the following amounts from the RT payroll result table:
2. If only one payment has been made to the employee, the report compares it to the amount in wage type /559
3. If more than one payment has been made to the employee in the same payroll period, the report carries out multiple comparisons: it carries out the original comparison to wage type /559 as well as it compares additional payroll runs to the amount in wage type /558.



# RTI

## HMRC Reconciliation Report

4. If no payment has been made to the employee, the report compares the result to the amount of the claim in wage type /561. For the purposes of correct comparison, the report displays claim values with a negative sign.
5. The report shows employees for which the RTI and RT amounts are not consistent as being out of balance.

The screenshot shows the 'HMRC Reconciliation' selection screen. It includes a header with icons for navigation and help. Below the header, there are sections for 'Payroll period' and 'Selection'. The 'Payroll period' section has a 'Payroll area' dropdown with a checkmark icon, and radio buttons for 'Current period' (selected) and 'Other period' (with date pickers). The 'Selection' section has input fields for 'Personnel Number', 'Employee subgroup', and 'Payroll area', each with a search icon to its right. At the bottom, the 'Output options' section has a 'Layout' dropdown set to '2013\_SAP' and a checkbox for 'Display Employees in Balance' which is currently unchecked.

**HMRC Reconciliation**

Selections from Search helps

**Payroll period**

Payroll area

☒ Current period

☐ Other period

**Selection**

Personnel Number

Employee subgroup

Payroll area

**Output options**

Layout

☐ Display Employees in Balance

# RTI

## HMRC Reconciliation Report

**HMRC Reconciliation**

Log

- Employees In Balance
- **Employees Out of Balance**
- Statistics

Employees Out of Balance

PersNo.	RTI Net pay	Net deductions	Tx Ben	Net Additions	WT	AmtP/Claim
20121112	1.437,52	741,42	0,00	0,00	/559	1.392,19
20127805	26,48-	31,60	0,00	0,00	/558	116,00
20129909	560,00-	0,00	0,00	0,00	/561	680,00-
20129924	212,96-	0,00	0,00	0,00	/561	0,00
20137842	1.559,40	0,00	0,00	0,00	/559	1.572,72
86001533	3.846,76	260,00	0,00	0,00	/559	3.634,76



# Thank you

Contact information:

Maureen Gregory

[Maureen.gregory@sap.com](mailto:Maureen.gregory@sap.com)

Daphne Jacob

[Daphne.jacob@sap.com](mailto:Daphne.jacob@sap.com)

Ajit Thomas

[Ajit.thomas@sap.com](mailto:Ajit.thomas@sap.com)