Real Time Information

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Agenda

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  - Incoming – Data Take On
  - outgoing

- Earlier Year Update
  - Enhancements to support audit trail

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  - Enhanced validations for Tax code source in IT0065
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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 <u>not</u> 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
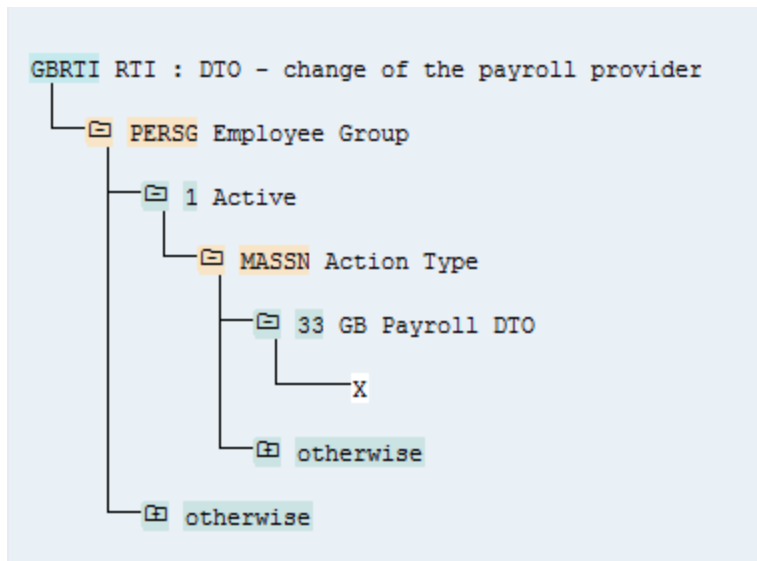
• Feature GBPGL to be maintained with the go-live date

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

Change of payroll provider
Outgoing

Configuration Steps

- Feature GBRTO 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.

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 — 08_SAPEYU
- ◯ 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.

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 <u>same</u> 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).

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

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.

RTI
P60

- 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

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

BACS Net pay = RTI Netpay – Net deductions – Benefits taxed via payroll + 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.

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

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