Keytime

payroll year end

Hello.

Please read these instructions before attempting year end.

ENCLOSED
Keytime Payroll 2012-13 Year End Disk

GETTING HELP
You can get help with your year end in one of three ways:

Online at support.keytime.co.uk
Email us at support@keytime.co.uk
Call us on 0845 456 3103

EXTENDED OPENING HOURS
We'll be running extended opening hours again this year - for up to date details, check support.keytime.co.uk

DISK NOT WORKING?
Visit http://support.keytime.co.uk/entries/21153468-payroll-year-end-2013

legislation roundup

Personal allowances have been uplifted this year, so you will need to update the personal allowances for code L before processing your first period of 2013-14.

You can find instructions on making these changes for each payroll company you process later on in this guide.

rti

Payroll is changing. From 6th April 2013 you will operate PAYE as usual, but you must submit the payroll information you already keep to HMRC on or before the date you pay your employees.

Keytime Payroll will generate the new reports you need and submit payroll information online. These will include details of:

• the amount you paid your employee(s)
• deductions, such as Income Tax and National Insurance contributions (NICs)
• starter and leaver information

You need to include the details of all employees you pay, including those who earn below the NICs Lower Earnings Limit (LEL), for example, students.

You will no longer be required to submit end-of-year forms P35 and P14 in April 2014 (April 2013 if you have been taking part in the RTI pilot scheme) and the starter and leaver process is simplified. You continue to give your employee a form P45 (employee parts) when they leave but you no longer send forms P45 (part 1) or P46 to HMRC.

You can find guidance and notes on how the new RTI process works and how to operate it through the software by browsing the CD that came with these notes; look for our RTI Guide and updated Keytime Payroll User Guide. The guide and notes are also available to view on line at support.keytime.co.uk.

install the update

The year end update installs two versions of the program onto the machine.

Keytime Payroll 2012 *(for 2012-13, and year end processing)*
Keytime Payroll *(for processing 2013-14 payrolls)*

STEP BY STEP INSTALL INSTRUCTIONS

1. Ensure that no Keytime programs are running - if they are, close them.
2. Insert the CD into your drive and it will start automatically.
3. Follow the on-screen prompts and allow the update to install.
4. The system will tell you when it has finished.

TIP

Make sure you use the right icon to go into the 2012/13 payroll.

finish processing

We highly recommend that you take regular backups throughout the payroll year. As well, you should t**ake a separate pre-year end backup**, and store it separately from your usual backups. It helps to label this backup as a year end backup.

You should complete every period for 2012-13 before processing the year end. If you don't close all periods in the 2012-13 tax year, you will have incomplete records if you wish to print reports for 2012-13. While you can log back into the 2012-13 data after the year end has run, you should only use this to print year end reports and to file online.

SHOULD YOU BE RUNNING A WEEK 53?
See page 4 for guidance.

running a week 53

WORKING OUT IF YOU NEED AN EXTRA PERIOD

In some tax years, the way the dates fall mean that you'll end up making one more payment than usual to your employees towards the end of the tax year.

FREQUENCY	EXTRA PERIOD	LAST PROCESSED
WEEKLY	53	FRIDAY 29/03/12
FORTNIGHTLY	27	FRIDAY 22/03/12
4 WEEKLY (LUNAR)	14	FRIDAY 8/3/2012

If you don't need an extra period, please skip to page 5, and we'll run through running the year end.

ENABLING WEEK 53 IN PAYROLL

To process the extra period in an affected payroll company, open the company in Payroll.

» Go to COMPANY > SETUP.
» Click the PAYROLL DEFAULTS tab
» Set the WEEK START DAY to FRIDAY

In line with legislation, Keytime Payroll calculates the extra period on a week 1 / month 1 basis.

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run the year end

1   Install the Year End CD update, if you haven't already done so.

2   Complete any outstanding processing for 2012-13, and close the last period as usual. If you normally use an icon on your desktop to start Payroll, use the new Keytime Payroll 2012 icon instead.

WINDOWS START > ALL PROGRAMS > KEYTIME > KEYTIME PAYROLL > KEYTIME PAYROLL 2012

3   Take a backup of your data, label the backup as your Year End backup, and keep it safely away from your regular backup set.

4   Using the Keytime Payroll 2012 icon, go back into your 2012-13 payroll, and print off your P60s and P35*. To do this, make sure you are in the Employees screen *(the employees button in the top-left hand corner will be greyed out)*.

REPORTS > YEAR END > SELECT THE RELEVANT REPORT

5   Print the reports you need before year end. You will need P60s, and the P35.* See page 8 for printing tips.

Although we recommend that you print your reports before running the year end, if you are short of time, it is possible to print the reports after closing down the year. To do this, simply log into the 2012-13 payroll, using the Payroll 2012 icon.

*RTI   *For payrolls taking part in the RTI pilot, you will need P60s but not the P35. You will also need to submit a final FPS and/or EPS.*

6   You can now run the year end. This will create your data in the 2013 version of the software.

PAYROLL > END OF YEAR > PROCESS END OF YEAR

7   Close Payroll, and re-open it using the other icon, which will be labelled Keytime Payroll.

Open the company; you can check to see that the year has rolled over - the dates should now read 06/04/13 - 05/04/14, and the periods should be reset to 1.

COMPANY > SETUP > PAYROLL DEFAULTS TAB

p35 checklist
(For payrolls not taking part in the RTI Pilot Scheme)

You must complete the P35 checklist before filing.

Open your 2012-13 payroll *(using the Payroll 2012 icon)* to answer the questions for Part 2 of the P35. These answers will be submitted when you file online.

COMPANY > P35 CHECKLIST

If you fail to complete the P35 checklist, you will receive a warning when filing online.

If you wish to submit additional P35 details, such as Income Tax advances received, Subcontractors information, Statutory Payment Funding, Tax Credit funding and NIC/Tax Paid, you must ensure that you answer the questions here:

COMPANY > P35 EXTRA INFORMATION

filing online
(For payrolls not taking part in the RTI Pilot Scheme)

REPORTS > YEAR END > SUBMIT P14 / P35 ONLINE

The internet filing wizard will appear, to walk you through completing the submission.

Click NEXT. A list of all employees will appear. Click NEXT. You will be prompted for your USER ID and PASSWORD; this is the **user ID** and **password** you obtained from HMRC. Select which type of submitter you are from the dropdown box.

If you also need to submit CIS Deductions, tick the box, and you will be prompted for the CIS deductions during validation. Click NEXT.

Your submission will then be checked, and will warn you if there are any problems. If there are, print the report, and make any necessary changes. Once you have cleared the validation process, you can submit.

Click SUBMIT.

A message will appear to tell you that the submission is complete and was successful. You should then receive an email from HMRC telling you that the submission has been received.

filing a final fps or eps

Payrolls enrolled on the RTI pilot scheme are required to file a final FPS rather than P14s and a P35. The final FPS must be filed on or before the date you pay employees and at the latest by 19th of April 2013. A final EPS (if required) must also be filed by 19th April.

FINAL FPS

Open your 2012-13 payroll (using the Payroll 2012 icon), to submit a final fps click Submit on the main toolbar in the employee library, click Full Payment Submission.

Select the FPS to be submitted, click Submit. In the FPS wizard, tick (click) the box 'final submission for the year', click Next. You will be presented with a set of questions similar to the old P35 questions; answer the questions and click Save. You can also access these questions by going to Company > RTI Questions & Declarations.

Once the pre-filing validations have been complete click Submit to send the FPS; you can send as many final FPSs as necessary up to 19th April 2013.

FINAL EPS

If you need to send an EPS, for example to recover statutory payments, you can send a final EPS instead of a final FPS (you must still send an FPS for the last period). Click Submit on the main toolbar in the employee library, click Employer Payment Submission.

Select the EPS to be submitted, click Submit. In the EPS wizard, tick (click) the box 'final submission for the year'. Answer the questions as described above and click Save. Continue with the EPS as normal. You can send as many final EPSs as necessary up to 19th April 2013.

p60 print alignment

All the boxes on the P60 are in fixed positions, which should be correct for all printers.

Please note that the system uses Portrait Laser P60 single sheet forms only. It is not compatible with Landscape forms, Dot Matrix P60s or the P60 Certificate of Pay.

Occassionally, you may need to adjust the prints to fit the forms. you can manoeuvre the entire print up and down, left and right to ensure that it prints within the boxes on the form.

SETUP > CONFIGURE SYSTEM. **Click the** SETTINGS **tab. You can then adjust the margins to align the P60s.**

If you do make a change, we recommend making a note of the original settings, in case your payslip alignment is affected. You only need to make this change in a single company - other companies will use the same settings.

tax code changes

For every company you process:

1. Open the company in Keytime Payroll *(for 2013-14)*
2. Go to PAYROLL > END OF YEAR
3. Select CHANGE TAX CODE
4. Type **L** to change the L code
5. Enter **134** for the amount to change
6. You should now see the L code as **944L**