

Payroll Year End

Hello.

Please read these instructions before attempting year end.

Software Update

Keytime Payroll 2017-18 Year End

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 0161 484 3500

Changes for 2017-18

Personal allowances

Personal allowances have been uplifted this year, so you will need to update the personal allowances for codes L, M and N before processing your first pay period of 2017/18.

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

Employment allowance

The Employment Allowance is available again for the year April 2017/18 and, if you are eligible, you could reduce your Class 1 NICs by up to £3000 in the 2017/18 tax year. If you claimed in the 2016/17 year, the claim will be automatically brought forward to the new tax year; there is no need to submit the claim again.

Install the update

The year-end update installs two versions of the software onto your PC.

Keytime Payroll 16 (for 2016-17 and year end processing) **Keytime Payroll** (for processing 2017-18 payrolls)

Step by step install instructions

1. Ensure that no Keytime programs are running - if they are, close them.
2. Download the update from here:
<http://www.keytimeonline.co.uk/registrations/Docs/Payrollupdate.exe>
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 correct Keytime Payroll 16 icon to go into the 2016/17 payroll.

Finish processing

We highly recommend that you take regular backups throughout the payroll year. As well, you should **take 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 2016-17 payroll before processing the year end. Payroll will not allow you to process year end whilst a pay period is open.

Week 53

A week 53 payment will only be required in 2016-17 if the actual day on which you pay your staff is [Wednesday](#).

If your payment date is correctly set in the system as Wednesday week 53 will run automatically.

In line with legislation, Keytime Payroll calculates the extra period on a [week 1/month 1](#) basis. Please bear in mind that this could cause staff to be underpaid for the year ended 5 April 2017.

Filing a Final FPS or EPS

The final FPS must be filed on or before the date you pay employees and at the latest by 19th of April 2017.

If you have statutory payments to recover, or you need to tell HMRC that you haven't paid anyone in the final tax month, you must file an EPS. Under these circumstances the EPS *must* be filed by **19th April 2017** to ensure HMRC allocate recovery amounts to the correct period and tax year.

Final FPS

Open your 2016-17 payroll, 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.

Once the pre-filing validations have been completed click Submit to send the FPS; you can send as many final FPSs as necessary up to 19th April 2017.

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'. Continue with the EPS as normal. It is important to note that if you are recovering statutory payments you *must* submit the EPS by 19th April 2017 to avoid HMRC allocating the recovery amount to the incorrect tax period and year.

Run the year end

- 1 Install the Payroll Year End update if you haven't already done so.
- 2 Complete any outstanding processing for 2016-17 and close the last period as usual. If you normally use an icon on your desktop to start the Payroll software; use the new Keytime Payroll icon instead.
- 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 2016-17 icon go back into your 2016-17 payroll and print off your P60s. To do this, make sure you are in the Employees screen (*the employees button in the top-left hand corner will be disabled*).
Reports > Year end > P60s
- 5 Print the reports you need before year end. It is possible to print P60s after closing down the year. To do this simply log into the 2016-17 payroll using the Payroll 2016-17 icon.

You can now run the year end. This will create your data in the 2017-18 version of the software.

In the 2016-17 version of Payroll click Payroll > End of year > Process end of year

- 6 Close Payroll 2016-17 and re-open it using the other icon which will be labelled simply Keytime Payroll. The tax year (bottom right) should now read 2017-18 and the pay periods will have reset to 1.

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.

Occasionally, you may need to adjust the prints to fit the forms. You can manoeuvre the entire print horizontally and/or vertically 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:

1. Open the company in Keytime Payroll (*for 2017-8*)
2. Go to payroll > End of year
3. Select change tax code
4. Type **L** to change the L code
5. Enter **50** for the amount to change
6. Type **M** to change the M code
7. Enter **55** for the amount to change
8. Type **N** to change the N code
9. Enter **45** for the amount to change

NB these changes are the same for Scottish tax codes.

For further details regarding Tax and tax credit rates and thresholds for 2017-18 please refer to the following:

<https://www.gov.uk/government/publications/tax-and-tax-credit-rates-and-thresholds-for-2017-18/tax-and-tax-credit-rates-and-thresholds-for-2017-18>

Student Loan thresholds

If you have ticked the box for a Student loan the annual earnings above which collection will start are as follows:

Threshold for Plan 1 £17,775

Threshold for Plan 2 £21,000